

Micro Learning Video: Tabbed Browsing

In this video, you will learn how to use tabbed browsing.

Tabbed browsing is a feature that allows you to work out of multiple tabs or windows simultaneously to maintain your custom views.

When navigating away from your custom view page, hold the CTRL button before clicking the desired link.

1. Click the Tasks option while holding the CTRL key on your keyboard.
The new link will open in a new tab in your browser window.
2. Click the new tab to navigate to the Tasks list.
Now you can use multiple tabs simultaneously and maintain your customized views within that session.

Get in the habit of saving often, as there is no auto-save function.

If you have unsaved changes on a page and you try to navigate to another page without saving, An error message will be displayed prompting you to either Save and continue or to Discard changes.