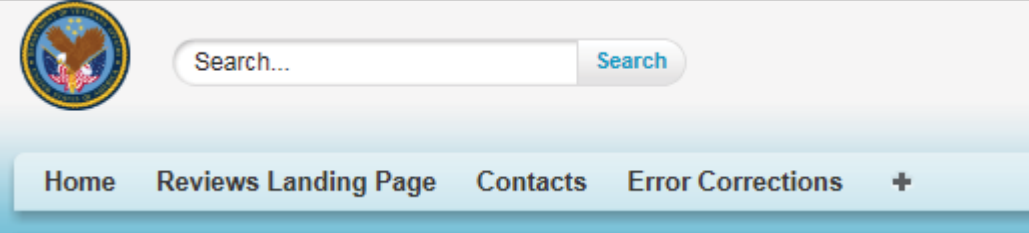
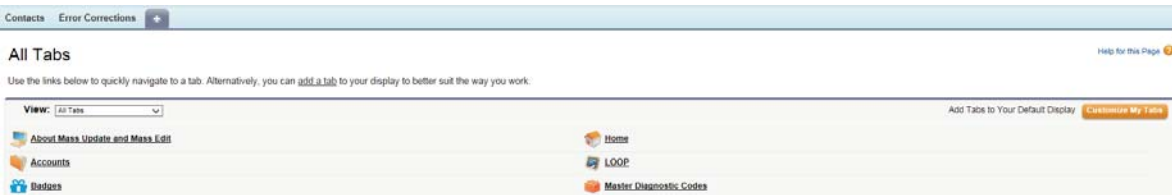
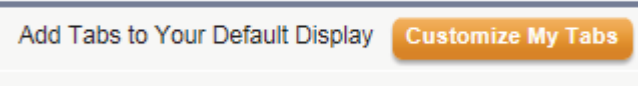
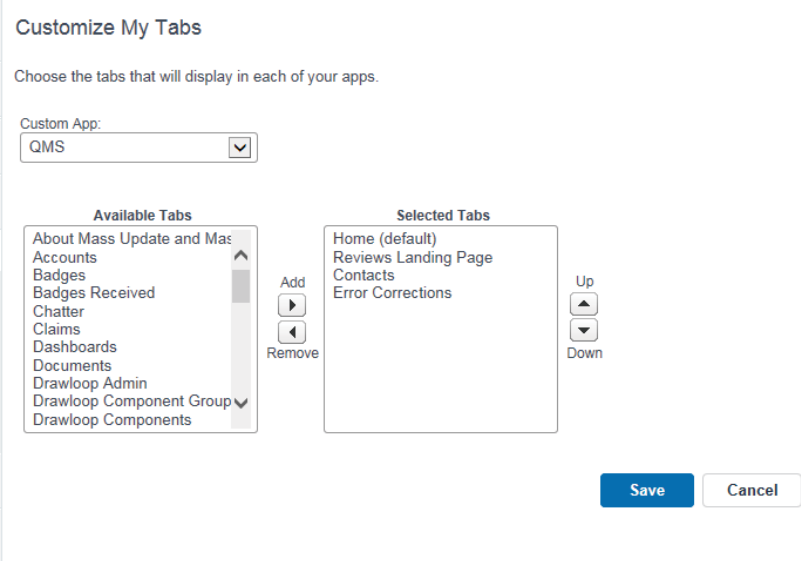




QMS TRAINING FOR QRT COACHES

Job Aid: Customize My Tabs

Step	Description
1	<p>Select the plus (+) sign:</p>  <p>This will open up the following window with All Tabs:</p> 
2	<p>1. Select Customize My Tabs</p>  <p>This will open up the following window:</p>  <p>2. From the Customize My Tabs window, select the tabs you want to appear on your display from the Available Tabs. (For example: Review Levels)</p>



QMS TRAINING FOR QRT COACHES

Step	Description
	<ol style="list-style-type: none">3. Then select Add4. The Tab will move from Available Tabs to appear under Selected Tabs5. Select the Save button to Save. The selected tab will now appear on your display. Cancel will cancel your choice.
	<h3>Customize My Tabs</h3> <p>Choose the tabs that will display in each of your apps.</p> <p>Custom App: QMS</p> <div><p>Available Tabs</p><ul style="list-style-type: none">Profile OverviewQ&AQuality QuestionsQuestionsRecognitionReport BuilderReportsReview Routing RulesReview StatusSkillsStatistics<p>2</p></div> <div><p>Selected Tabs</p><ul style="list-style-type: none">Home (default)Reviews Landing PageContactsError CorrectionsReview Levels<p>4</p></div> <p>3</p> <p>Add</p> <p>Remove</p> <p>Up</p> <p>Down</p> <p>5</p> <p>Save</p> <p>Cancel</p>