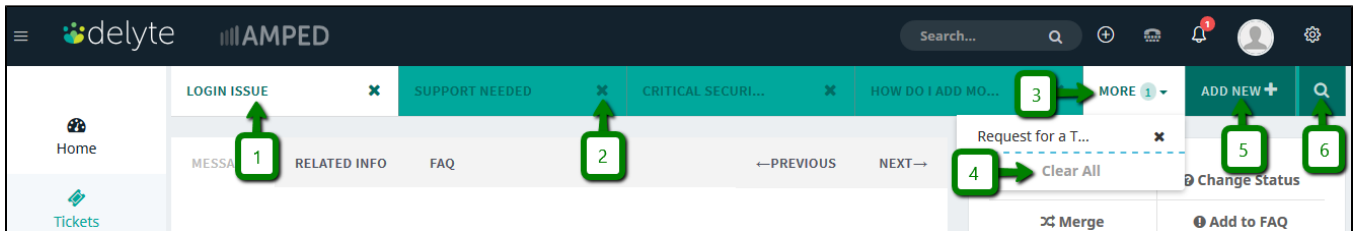


# Ticket Tab Menu

The ticket tab menu displays any tickets you have recently visited. The tabs will stay present until they are closed (individually or mass clear). Closing the tab has no effect on the ticket itself. The ticket tab menu also includes an "Add New" button and a "Search" button.



1. The ticket you are currently on will have a white background. All other recently visited tickets in the ticket tab menu will have a green background.
2. Click the "x" in a tab to close only that tab.
3. The ticket tab menu will collapse additional tickets into a "More" tab. The "More" tab will display how many tickets more tabs are open. The number of tabs you see in your ticket tab menu will vary dependent on your screen size. Most screens will display 4-5 tabs in the menu.
4. To clear all of your open tabs at once, click the "More" drop down and select "Clear All". **Closing tabs does not affect the ticket status.**
5. The "Add New" button in the ticket tab menu allows users to create new tickets on the fly. Using the "Add New" button will open and bring you to a new tab.
6. The "Search" icon in the ticket tab menu allows users to search for existing tickets. Selecting an existing ticket will bring the user to that ticket and create a new tab.