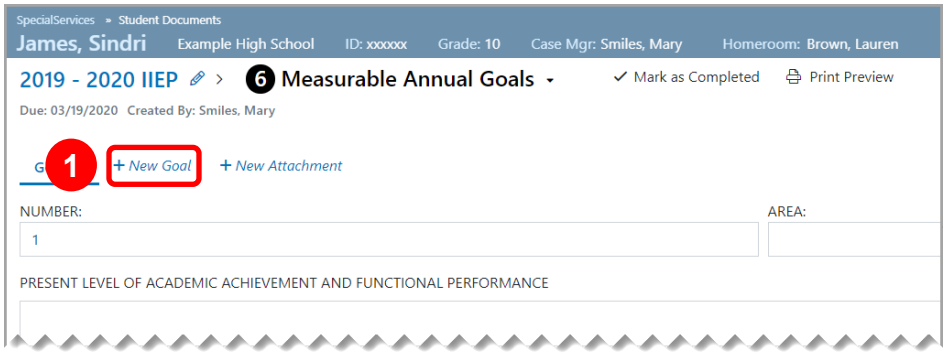
SpecialServices Adding Form Tabs

On some forms, you can add tabs that let you enter additional information on the form. For example, you can add multiple **Goal** tabs on the **Measurable Annual Goals** form of an IEP, multiple **Contact** tabs on the **Cover Page** of an IEP (see the *Importing Contacts* instructional sheet), or multiple **Notice** tabs on a PWN.

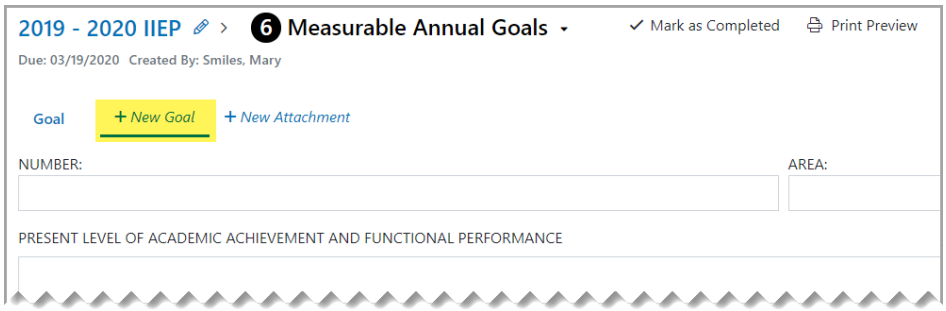
1. On the edit version of the **Student Documents** screen, click **New [Tab Name]**.



***Note**: You can add a new tab only if you have entered information on the current tab.*

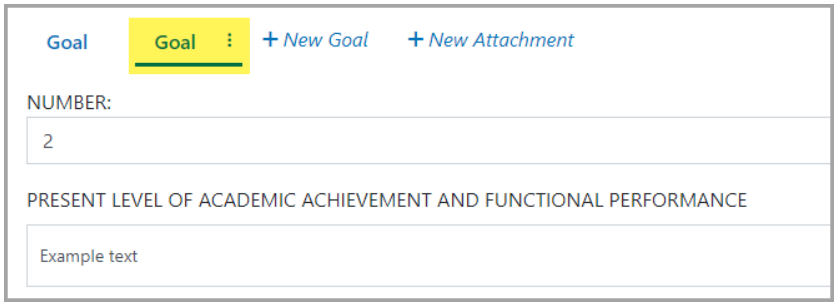
***Note:** Tabs are not available on all forms.*

The new tab displays, and **New [Tab Name]** displays with an underline.



2. Enter information on the tab as desired.

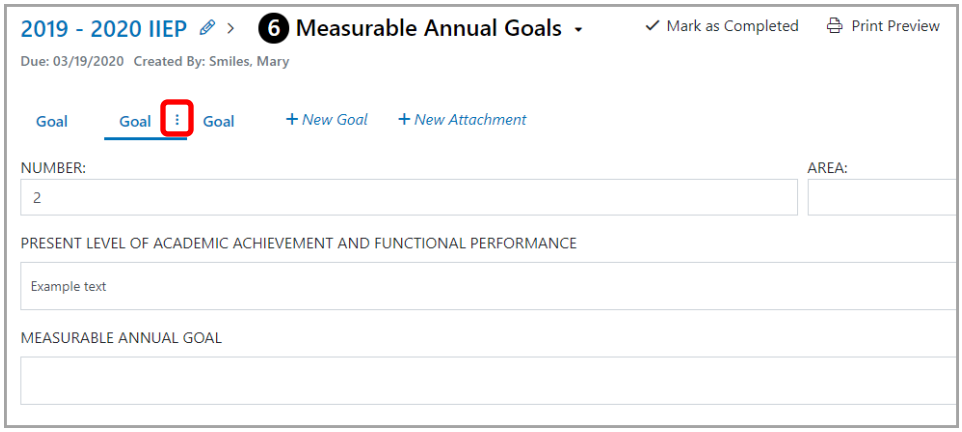
Your changes save automatically, and the tab name updates to reflect the category of the information added.



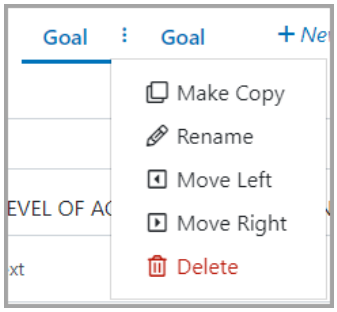
*see reverse side for more information

Form Tab Options

On the edit version of the **Student Documents** screen, beside the name of a tab, click ⋮ to view options for that tab.



The form tab options drop-down list displays.



Make Copy – Click to copy the information on this tab to a new tab. The new tab name displays as **[Original Tab Name] (copy)**.

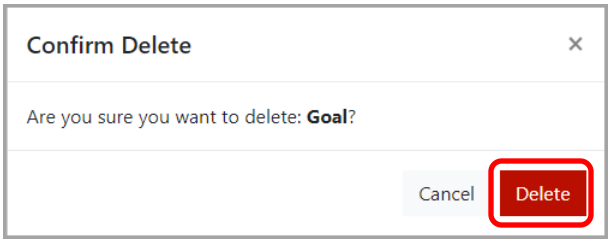
Rename – Click to rename this tab.

> ***Note**: You can also rename a tab by double-clicking the tab name.*

Move Left – Click to move this tab to the left.

> ***Note**: This option is available only if there are one or more tabs to the left of the current tab.*

Move Right – Click to move this tab to the right.

> ***Note**: This option is available only if there are one or more tabs to the right of the current tab.*

Delete – Click to delete this tab. On the **Confirm Delete** window that opens, click **Delete**.