

Configure Menu Tabs

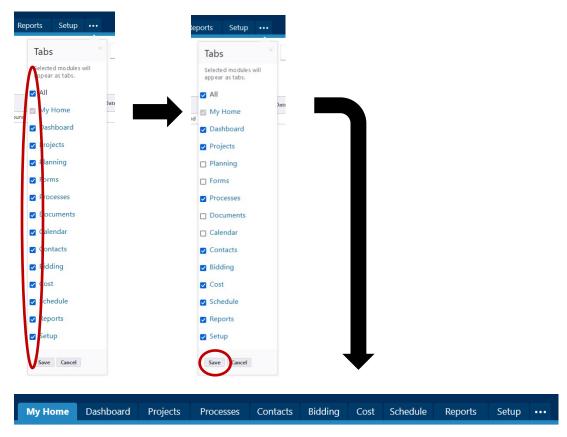
e-Builder lists each available module at the top of the page as a series of menu tabs. Chances are that you do not use all of these tabs. You can turn off tabs you do not use on a regular basis to reduce clutter.

To configure menu tabs:

1) In e-Builder, click on the ... tab at the top of the page.

My Home	Dashboard	Projects	Planning	Forms	Processes	Documents	Calendar	Contacts	Bidding	Cost	Schedule	Reports	Setup	•••

2) A pop-up menu will appear showing all of the available tabs. They are all checked by default. Uncheck any tab that you do not want displayed, then click the Save button.



3) Turn the removed tabs back on by going back to the ... menu and rechecking the empty boxes. Click Save.