



## Untab Retab Feature

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### Overview

The Un-Tab feature, new in Sales Pad 4 .2, allows you to maximize forms so you can see more data on the screen when working in SalesPad. The un-tab feature enables you to right-click to the Un-Tab Window in order to maximize any tab or form. You can also right-click Re-Tab Window within the un-tabbed window to return to the original tab or form.

### Usage

#### Un-Tab Window

The feature works in the Customer Card or Vendor Card, as well as all Sales, Inventory, and Purchasing modules in Sales Pad. Using the Customer Card as an example, you can see how the window functions.

Click on **Customer Search** and open the Customer Card for the customer you're looking for. Click on the Item History Tab, right-click, and then select Un-Tab Window.

The screenshot displays the SalesPad Customer Card for 'Aaron Fitz Electrical'. The 'Open Sales Documents' table is visible, and a context menu is open over it, highlighting the 'Un-Tab Window' option. The table data is as follows:

Type	Doc#	Doc Date	Batch	PO	Total	Req Ship
FULFILL...	FULORD...	4/12/2017	FULORD		358.25	4/12/2017
FULFILL...	FULORD...	4/12/2017	FULORD		49.85	4/12/2017
FULFILL...	FULORD...	4/12/2017	FULORD		5,828.55	4/12/2017
FULFILL...	FULORD...	4/12/2017	FULORD		192.45	4/12/2017
ORDER	ORDST2...	4/12/2017	ORDERS...		930.20	4/12/2017
QUOTE	QTEST1...	3/5/2017	SALES Q...		85.60	5/9/2013
QUOTE	QTEST1...	4/12/2017	EMAIL		34,240.00	
RETURN	RTN1002	5/20/2013	RETURN		17.00	5/20/2013
RETURN	RTN1009	5/28/2013	RETURN		51.00	5/28/2013
RETURN	RTN1012	5/28/2013	RETURN		641.47	5/28/2013
RETURN	RTN1013	5/28/2013	RETURN		17.00	5/28/2013
INVOICE	STDINV2...	4/12/2017	SOP INV...		673.80	4/12/2017
INVOICE	STDINV2...	4/12/2017	ORDER		42.75	5/6/2013
INVOICE	STDINV2...	4/12/2017	ORDER		42.75	5/6/2013
INVOICE	STDINV2...	5/6/2013	ORDER		42.75	5/6/2013

By selecting Un- Tab Window, you launch the tab as a separate form that can be maximized, minimized, or resized as desired.

Item History (Card: [AARONFIT0001] Aaron Fitz Electrical)

Months to Show: 6 Add One Time Items Add Default Items Refresh Doc Types:  Quotes  Orders  Invoices  Returns  Group by Doc Type

Item Number	Item Description	Quantity	Unit Cost	Unit Price	Doc Date	Sales Doc Type	Sales Doc Num	Source	Customer PO Num
ACCS-HDS-1EAR	Headset-Single Ear	1	38.59	79.95	3/5/2017	QUOTE	QTEST1022	Open	
128 SDRAM	128 meg SDRAM	2	152.10	135.20	4/12/2017	ORDER	ORDST2226	Open	
333PROC	333 Processor	1	238.50	239.95	4/12/2017	ORDER	ORDST2226	Open	
4.5HD	4.5 gig Hard Drive	2	184.50	189.95	4/12/2017	ORDER	ORDST2226	Open	
40X IDE	40x CD-ROM	1	39.60	39.95	4/12/2017	ORDER	ORDST2226	Open	
100XLG	Green Phone	2	55.50	59.95	4/12/2017	FULFILLMENTORDER	FULORD1000	Open	
256 SDRAM	256 meg SDRAM	1	247.50	229.95	4/12/2017	FULFILLMENTORDER	FULORD1000	Open	
BK MOUSE	Black Mouse	2	9.00	19.95	4/12/2017	FULFILLMENTORDER	FULORD1003	Open	
CAP100	Capacitor	1	0.02	9.95	4/12/2017	FULFILLMENTORDER	FULORD1003	Open	
HDWR-LDS-0001	Network LDS/Card	1	2,700.00	5,409.95	4/12/2017	FULFILLMENTORDER	FULORD1006	Open	
KB104	Keyboard	2	13.50	19.95	4/12/2017	FULFILLMENTORDER	FULORD1006	Open	
PHON-BAS-0001	Phone Base	2	11.95	29.95	4/12/2017	FULFILLMENTORDER	FULORD1008	Open	
PHON-FGD-0001	Phones-Hands Free Dua	1	57.22	119.95	4/12/2017	FULFILLMENTORDER	FULORD1008	Open	
ANSW-PAN-2460	Panache KX-T2460 ans	3	73.25	149.95	4/12/2017	INVOICE	STDINV2260	Open	
100XLG	Green Phone	3	55.50	59.95	4/12/2017	INVOICE	STDINV2260	Open	
1-A3261A	Multi-Core Processor	1	16,000.00	32,000.00	4/12/2017	QUOTE	QTEST1024	Open	
100XLG	Green Phone	10	55.50	59.95	5/28/2013	RETURN	RTN1012	Open	
HD-40	40 Gig hard drive	1	75.00	17.00	5/14/2013	INVOICE	STDINV2276	Open	
A100	Audio System	1	36.00	39.95	4/12/2017	INVOICE	STDINV2262	Open	
A100	Audio System	1	36.00	39.95	4/12/2017	INVOICE	STDINV2263	Open	
A100	Audio System	1	36.00	39.95	5/6/2013	INVOICE	STDINV2265	Open	

### Re-Tab Window

You can also select Re-Tab Window in this separate form to be returned to the Customer Card. While you are in the new window, right-click at the top of the screen and select Re-Tab Window.

Item History (Card: [AARONFIT0001] Aaron Fitz Electrical)

Months to Show: 6 Add One Time Items Add Default Items Refresh Doc Types:  Quotes  Orders  Invoices  Returns  Group by Doc Type

Item Number	Item Description	Quantity	Unit Cost	Unit Price	Doc Date	Sales Doc Type	Sales Doc Num	Source	Customer PO Num
HD-40	40 Gig hard drive	1	12.00	45.00	4/12/2017	ORDER	D6615	Open	
HD-50	50 Gig Hard Drive	1	12.00	49.00	4/12/2017	ORDER	D6615	Open	
HD-50	50 Gig Hard Drive	2	12.00	49.00	4/12/2017	ORDER	D6539	Open	
HD-40	40 Gig hard drive	1	12.00	45.00	4/12/2017	ORDER	D6623	Open	
HD-40	40 Gig hard drive	12	12.00	45.00	4/12/2017	ORDER	DC1208	Open	8798798
HD-50	50 Gig Hard Drive	12	12.50	49.00	4/12/2017	ORDER	DC1208	Open	8798798
HD-40	40 Gig hard drive	1	12.00	45.00	4/12/2017	ORDER	D6584	Open	AA-9090
HD-40	40 Gig hard drive	1	12.00	45.00	4/12/2017	ORDER	D6723	Open	AA-9090
HD-40	40 Gig hard drive	10	10.00	45.00	4/12/2017	ORDER	DC1285	Open	AA44444
HD-50	50 Gig Hard Drive	12	19.00	49.00	4/12/2017	ORDER	DC1285	Open	AA44444
A100	Audio System	12	22.50	39.00	4/12/2017	ORDER	DC1285	Open	AA44444
HD-320-HS	320 GB Hard Drive-High Speed	1	0.00	89.00	4/12/2017	ORDER	DC1285	Open	AA44444

Context menu options: Restore, Move, Size, Minimize, Maximize, Re-Tab Window, Close (Alt-F4)

This will return you to the original tab or form in the Customer Card.

The Un-Tab/Re-Tab Window feature is available for each item description in the Sales Pad Module, such as Contact Addresses, CRM, Note, A/ R, Sales Documents, etc.