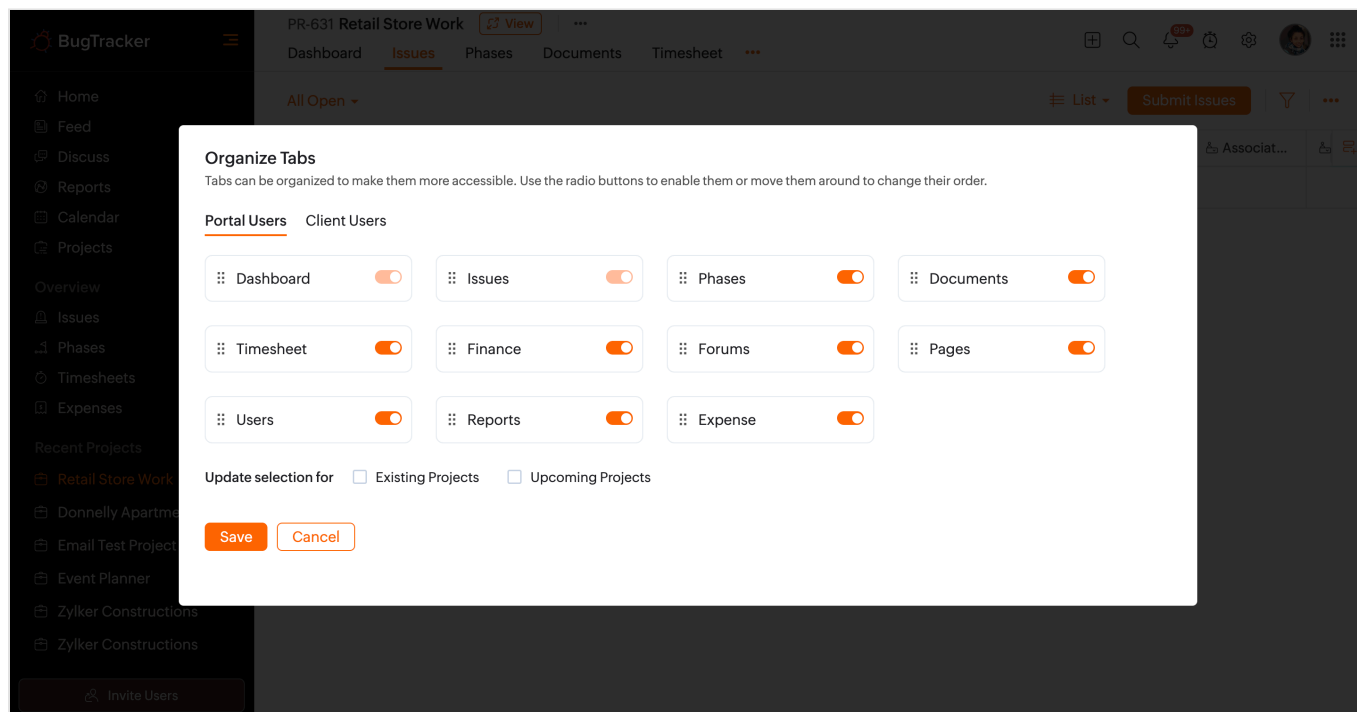




# Organize Tabs

Organize the [project](#) tabs based on your choice. You can drag and drop the tabs to reorder and save the new order. In addition, this feature is also extended for [client users](#).

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Click **...** in the top navigation bar.
3. Navigate to **Organize Tabs**. Here, you can select a project and choose to show or hide specific modules in the selected project.
4. You can configure the set of tabs that have to be hidden from the *Portal Users*.
  - Toggle the Switch to make the tabs visible.
  - Drag and drop (reorder) the most used tabs in the way you want them to be.
5. Select the checkbox to update the changes in existing/upcoming projects.
6. Click **Save**.
7. In the [Client Users](#) section, you can configure the set of tabs that you would like to share with the clients. This way, they can view the information only from the tabs that have been enabled for them. **Save** the new order as and when needed.



- When you switch off an enabled tab, it can't be accessed by anyone in the project.
- The default tabs can neither be disabled nor be reordered.

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