How to open an item or page details in a new internet tab or window?

Throughout DCI the user will see blue hyperlinks which open pages such as entries, items, or page details. Clicking the hyperlink will navigate the user to a new page, leaving the current page.

<u>To open the hyperlink in a new internet tab or window:</u>

1. Navigate to the **page** with the hyperlink
2. Right-click the **hyperlink**
3. Select either:
    a. **Open link in new tab** - Opens a separate tab on the current internet browser
    b. **Open link in new window** - Opens a new internet browser

*Please note: This action can be helpful when the user has used search filters to drill down and wants to view a specific entry. If the user selects the entry, the search results will be lost. Opening the entry in a new internet tab or window will allow the search results to be viewable and for the user to refer back to them and select other entries as necessary.

Related articles

- [How do I use the wildcard feature (*) in the cost center filter for the reports module and billing/payroll batches?](#)