How to Change Tab Name on Core Page

1. Log on to your core site and click on the Administration tab on the far-right side of the page.

SKCCC Flow Cytometry Core						JO	CHNS HOPKINS
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	About Our Core	Schedule Instrumentation	Training/ConsultationMust be approved by Core	View All Requests	Reservations Peop	le Reporting E	Billing Administration
					Message C	ustomers Reloa	ad Active Requests
						٧	active requests

2. Click on Other Settings (orange bar) to open up the settings.

▶ Pricing	
► Custom Forms	
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▶ Members	
► Other Settings	
► API Clients	
Rilling	

3. Click on Service Requests.

▼ Other Settings
▶ Facility tabs
External page settings
Access requests
Service requests
▶ Scheduling

4. Type the name you want to appear on the tab heading in the text box.

▼Service requests	
Override Request Services tab name	Training/ConsultationMust be approved by Core
Allow service requests to be backdated?	
Allow charges on service requests to be backdated?	Yes No
Allow past pricing to be applied to charges?	Yes No

5. Click on the Apply button at the bottom right of the Service Requests section to save your changes.

