

# Basic Functionality | Caret Functionality

The screenshot shows the 'Ocean Shelly (Subscriber)' page in the Delta Dental Benefit Manager Toolkit. The page is divided into several sections, each with a green header bar and a small downward-pointing caret icon on the right side. The sections are: Plan Details, Group, Subgroup, Contract, Family Enrollment, Member Details, and Coverage Information. The Plan Details, Group, Subgroup, and Contract sections are expanded, showing detailed information. The Family Enrollment, Member Details, and Coverage Information sections are collapsed, showing only their respective headers. The page also includes a sidebar with navigation icons and a top navigation bar with the Delta Dental logo and user information.

To focus on a particular section within Member Admin, locate the *caret* icons on the **Category Bars**.

When the caret is *pointing down*, that section is **expanded**.  
If the caret is *pointed up*, the section is **collapsed**.

Once the desired sections are **collapsed**, you will be able to **focus** your attention on **expanded area**.

In this case, Plan Details is our **focus** area while Family Enrollment, Member Details, and Coverage Information are all **collapsed**.

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