

# 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 caret icon on the right. The 'Plan Details' section is expanded, showing information for Group ID 10642, Subgroup ID 0004, and Contract details. The 'Family Enrollment' section is also expanded, showing a table of coverage types and member details. The 'Member Details' and 'Coverage Information' sections are collapsed.

Member ID	Name	DOB	Member Type	Status	Eligibility Effective Date	Special Attribute	Merged
****0212 (View)	Ocean Shelly	03/04/1987	Subscriber	ACTIVE	08/05/2021	-	-

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**.

The screenshot shows the same 'Ocean Shelly (Subscriber)' page, but with the 'Family Enrollment', 'Member Details', and 'Coverage Information' sections collapsed. The 'Plan Details' section remains expanded. The caret icons on the category bars are now pointing up, indicating they are collapsed.