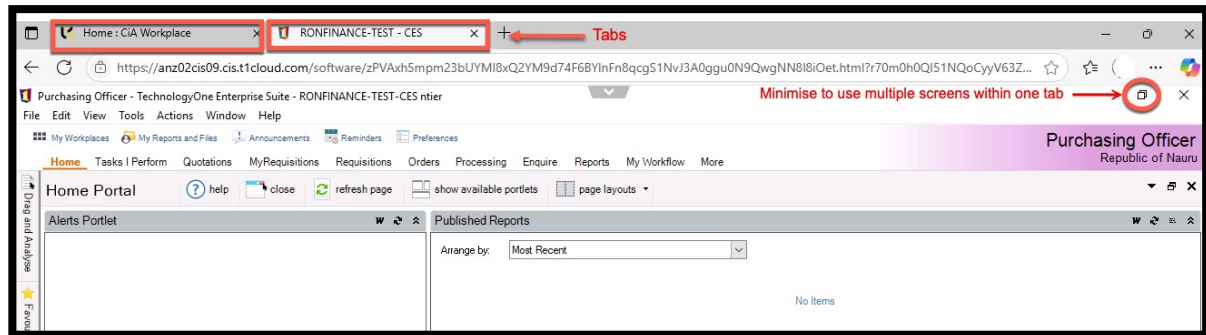


Handling Procedure 2 - Using the Ci-Cloud Workplace

The Ci-Cloud platform allows you to work in multiple areas of the system simultaneously, either within the same browser tab or across multiple tabs - depending on your preference.

Option 1: Use Multiple Workplaces in the Same Tab:

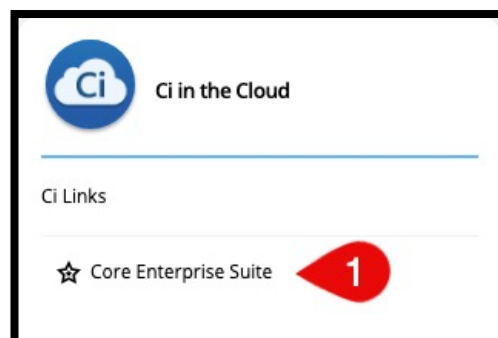


Steps:

1. Click the 'restore down' button on the current workplace window.
2. Resize the open windows as needed to suit your workflow.
3. Click on '**My Workplaces**' and select a different workplace to open it within the same tab.

 **Tip:** This is useful if you want to view or compare two workplace areas side-by-side without cluttering your browser.

Option 2: Use a New Browser Tab for Each Workplace:



Steps:

1. Navigate to the first tab, labelled Home: CIA Workplace.
2. From the top menu, select Ci in the Cloud > **Core Enterprise Suite**.
3. This will open a new tab in your browser with the same interface.

 **Tip:** Use this method if you prefer working with full-screen workspaces across multiple tabs.