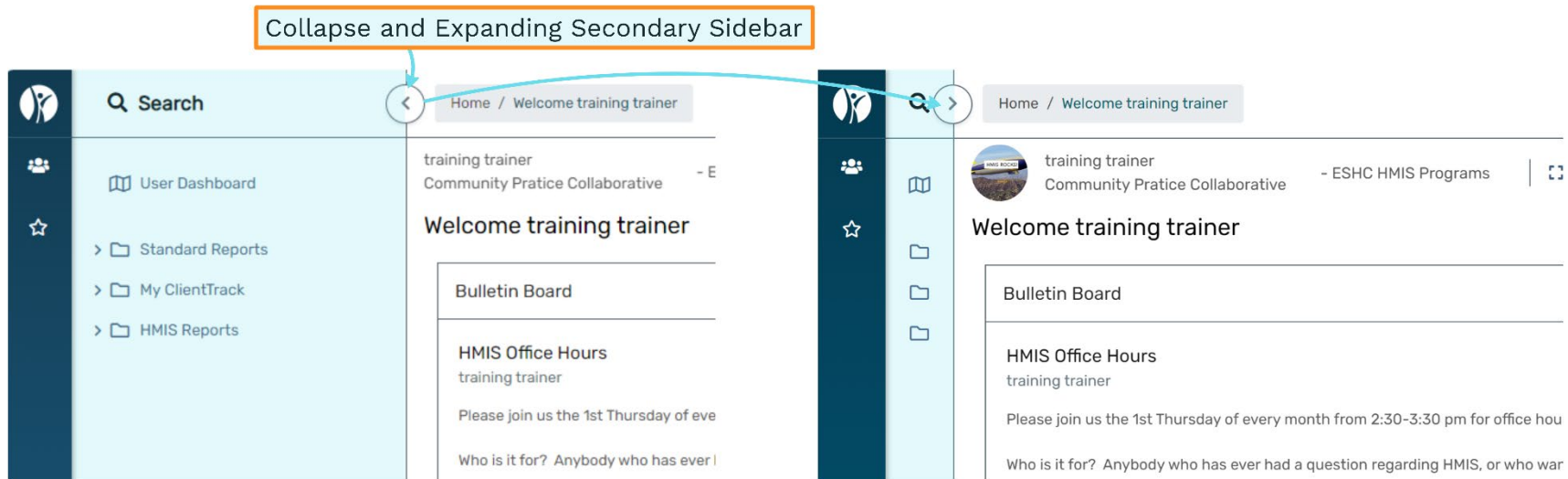


## **Collapsing and Expanding Secondary Sidebar**

The secondary sidebar can be expanded or collapsed by clicking on the left/right arrow.



*Figure 1-1- Collapsing and Expanding Secondary Sidebar*

## Expanding Dropdown Folders

Folders and subfolders can be expanded and collapsed by clicking on a dropdown arrow or text horizontal to a dropdown arrow.

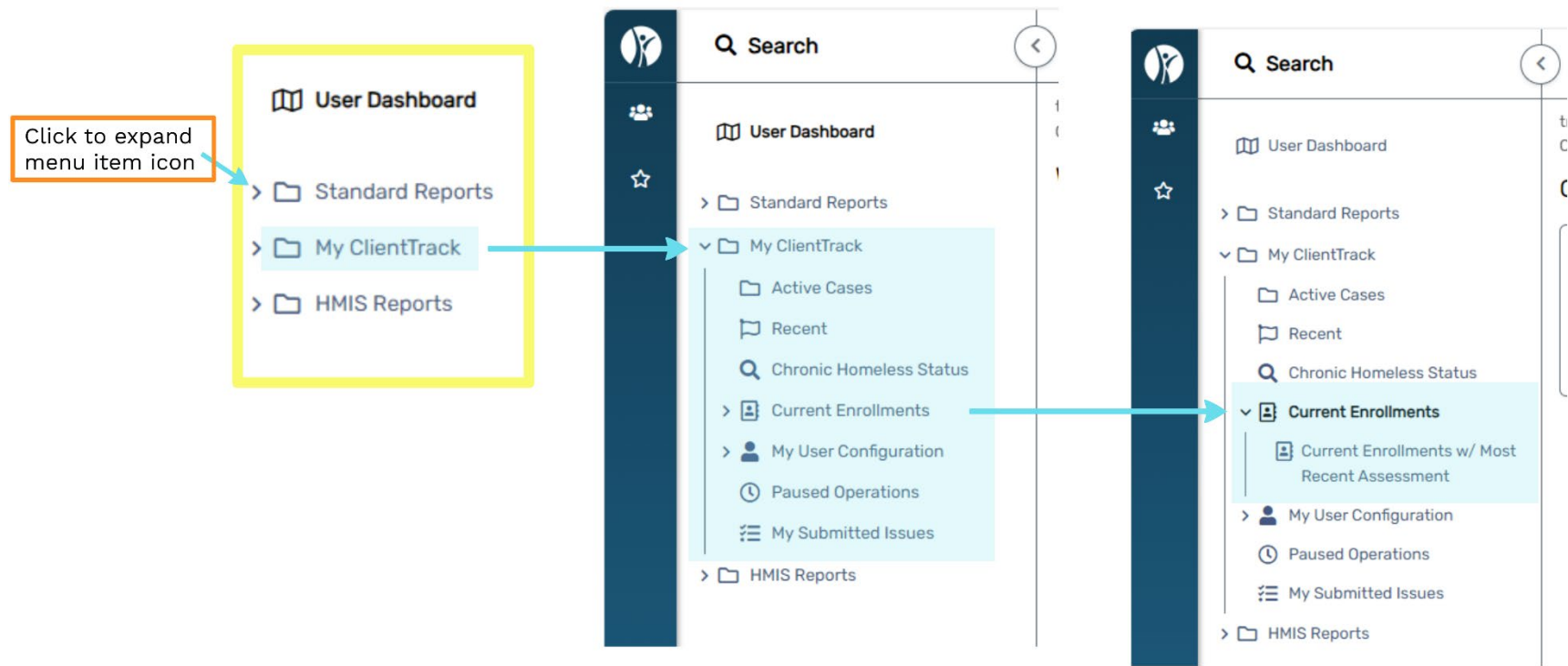


Figure 1-2 – Expanding Dropdown Folders

### **Tips and Tricks** - *Selecting Folders and Drop Down Menus in the Client Workspace*



Depending on where you click, the secondary sidebar menu options in the "Client Workspace" execute different functions.

- Clicking specifically on the folder/drop down icon toggles the drop down menu without initiating the "Workspace container".
- Clicking on the folder menu option text initiates the drop down menu and navigates to the appropriate workspace container.

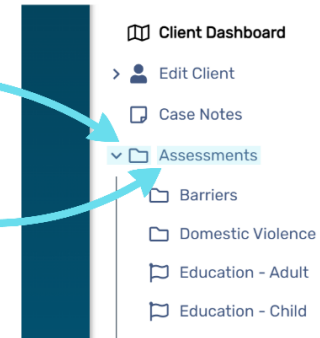


Figure 1-3 – Tips and Tricks – Selecting Folders and Dropdown Menus