# Duplicate Tab
# V1.1

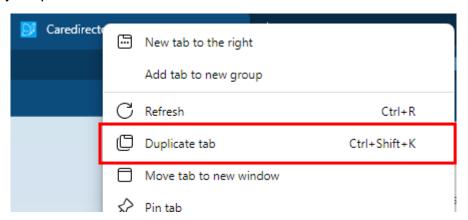| | |
|---|---|
| **Document** | Caredirector Duplicate Tab |
| **Purpose** | How to duplicate tab to help with multi-tasking in Caredirector |
| **Version** | V1.1 |
| **Owner** | ICT Business Transformation Team / Adults System Support |
| **Last Updated** | 01/09/2023 |

# Duplicate Tab

1. Duplicate Tab allows you find something else on the system without losing your place with current work.



2. Right-Click the Microsoft Edge tab, at the top where it says CareDirector with the blue icon. Then go to "Duplicate Tab" or select "Ctrl Shift K" on your keyboard.

# Version Control

| Version | Change | Author | Date |
|---------|--------|--------|------|
| V1 | INITIAL START | SS | 11/08/2023 |
| V1.1 | Changes made to language/ name change | SS | 01/09/2023 |
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