



# Preparing a new Workspace

## What is a workspace?

Within your tenant you can create multiple workspaces. Each workspace holds its own data regarding presses, paper stock, products and configuration data, settings, and more. So, for example you can have one workspace for your production and completely separated from another workspace for testing. On the right side of the top bar, the actual workspace you are in right now is displayed.

To create a new workspace and then fill it up with some demo data, follow these steps:

1. Open the workspace editor by clicking the **Edit workspaces**  icon.
2. To create a new workspace, click the **Add new**  button.
3. In the **Id** box, type `Tutorial`.
4. In the **Label** box, type `Tutorial` (This label appears in the workspaces list later).
5. (Optional) Type a description.
6. Click **Save**.  
A new workspace, **Tutorial**, appears in the **Workspace** list.
7. In the **Workspace** list, select **Tutorial**.