

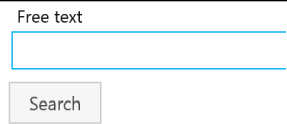



This is a guide to add a contact (a person or business) to a case. The contact will become a party when it is linked to the case.

Phase	Instructions	Navigation
<b>Choose case</b>	Choose the case you want to add the party to.	
<b>See the tab Parties</b>	Under the tab <b>Parties</b> on the detail page's navigation pane, the parties added to the case are visible.	
<b>Add party</b>	Click on the <b>Add</b> icon.	
<b>Search for party</b>	Write the name in the free text field, then click <b>Search</b> . Use * in order to broaden your search (i.e. Cat* if you are in doubt if the person is named Catherine or Catarina etc.). You can also search for study number if the person is in possession of this.	 <p>Free text  <input type="text"/>  <input type="button" value="Search"/></p>
<b>Choose party</b>	Tick the box to the left of the contact, and click on the arrow pointing to the right. Or simply double-click on the contact.	
<b>Save</b>	The contact is now a party on the case.	