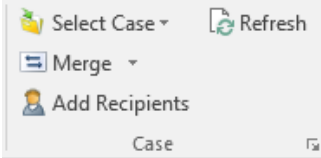
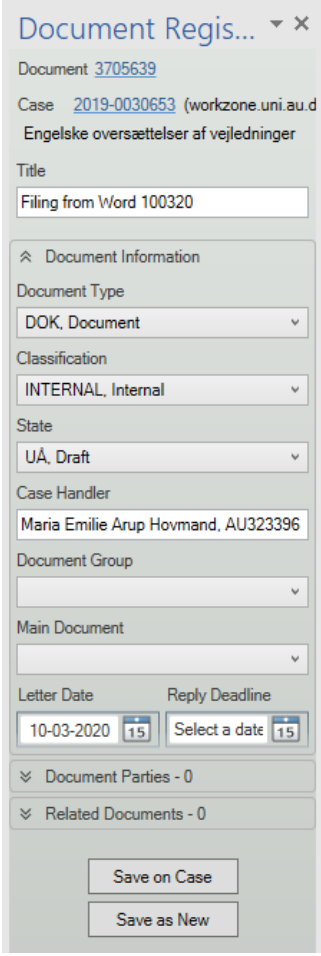


This is a guide on how to save a Word document on a case in WorkZone.

Instruction	Explanation	Navigation
Open Word	Open the document you intend to file.	
Select case	Select the case you intend to save the document in by clicking the button Select case in the top panel. When select a case, a pop-up window opens.	
Apply information	Apply the relevant information. Finish by clicking Save on Case . When the document is saved on the case, a document number will appear in the top of the Document Registration window. Now you can work in your document.	
Save document changes	To save document changes on the case in WorkZone, click Save on Case in the Document Registration window.	