


Upload dokumenter via File Explorer

This guideline describes how to open a case in File Explorer via WorkZone and transfer documents to the case through File Explorer. Note that the function is only available in Internet Explorer.

Phase	Explanation	Navigation
Open Case in WorkZone	Find and open in WorkZone the case you want to transfer documents to.	
Open File Explorer from case	Click on the File Explorer icon. File Explorer will then automatically open the case.	 Explore
Assign case	Select the document(s) you want to transfer, and drag them into the File Explorer folder. The documents will be transferred with the status Draft.	

NB error message

When transferring documents to a case via File Explorer, be aware of the following error message.

The error message rarely occurs, but it means that the document was not transferred correctly.

The document was transferred as an empty document of 0 KB.

If you see the error message,

import the document to the case via the WorkZone web client on

<https://workzone.uni.au.dk/app/client/>

