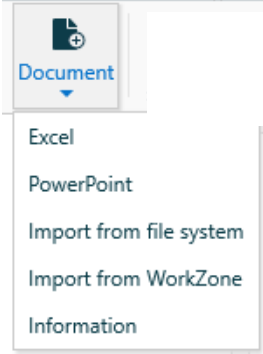




This is a guide on how to import documents from your computer to a case in WorkZone.

Instruction	Explanation	Navigation
<b>Open case</b>	Open the case you intend to import a document to.	
<b>Choose to import a document</b>	<p>Tryk på ikonet <b>Dokument</b> og vælg <b>Importer fra filsystem</b>.</p> <p>Click on the icon <b>Document</b> and click <b>Import from file system</b>.</p>	
<b>Choose the document</b>	Click on the file icon and find the document you intend to import. Be aware that you can only import one document at a time.	
<b>Apply title</b>	Apply a title in accordance with the Joint Filing principles.	
<b>Apply Document type</b>	<p>You have to state the type of your document:</p> <p><b>I, Incoming</b> = a document you received</p> <p><b>N, Internal</b> = a document for internal use and orientation</p> <p><b>U, Outgoing</b> = a document you sent</p>	<p>Document type *</p> <input type="text"/> <ul style="list-style-type: none"> <li>DAG, Dagsorden</li> <li><b>DOK, Document</b></li> <li>EMBED, Embed. image</li> <li>I, Incoming</li> <li>N, Internal</li> <li>NOT, Notat</li> <li>PROHIST, Historik</li> <li>RAPDEF, Report definition</li> </ul>
<b>Apply Classification</b>	You have to declare which <b>Classification</b> your document requires.	<p>Classification *</p> <input type="text"/>
<b>Change State (optional)</b>	If needed, change the state of your document. It is automatically set to UÅ, Draft, but set it to ARK, Archived, if you intend to archive the document. Archived means that you are importing and saving the final version of the document.	<p>State</p> <input type="text" value="UÅ, Draft"/>

<b>Save</b>	Complete by clicking <b>Save</b> .	 Save
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