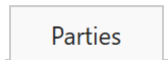




This is a guide to add a contact (a person or business) to a case. The contact will become a party when it is linked to the case.

Phase	Instructions	Navigation
Choose case	Choose the case you want to add the party to.	
See the tab Parties	Under the tab Parties on the detail page's navigation pane, the parties added to the case are visible.	
Add party	Click on the Add icon.	
Search for party	Write the name in the free text field, then click Search . 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.	Free text <input type="text"/> <input type="button" value="Search"/>
Choose party	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.	
Save	The contact is now a party on the case.	<input type="button" value="Save"/>