Filing from Word



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 Apply information	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 the relevant information.	Select Case Refresh Merge Add Recipients Case Document Regis X
information	Finish by clicking Save on Case. When the document is saved on the case, a	Document 3705639 Case 2019-0030653 (workzone.uni.au.d Engelske oversættelser af vejledninger Title
	document number will appear in the top of the Document Registration window.	Filing from Word 100320 Document Information Document Type
Savo document	Now you can work in your document.	DOK, Document Classification INTERNAL, Internal State UÅ, Draft Case Handler Maria Emilie Arup Hovmand, AU323396 Document Group Main Document Letter Date Reply Deadline 10-03-2020 Select a date Document Parties - 0 Related Documents - 0
Save document changes	To save document changes on the case in WorkZone, click Save on Case in the Document Registration window.	Save on Case

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