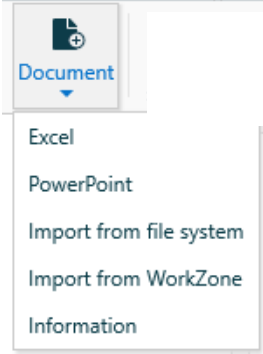




This is a guide on how to import documents from your computer to a case in WorkZone.

Instruction	Explanation	Navigation
Open case	Open the case you intend to import a document to.	
Choose to import a document	<p>Tryk på ikonet Dokument og vælg Importer fra filsystem.</p> <p>Click on the icon Document and click Import from file system.</p>	
Choose the document	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.	
Apply title	Apply a title in accordance with the principles.	
Apply Document type	<p>You have to state the type of your document:</p> <p>I, Incoming = a document you received</p> <p>N, Internal = a document for internal use and orientation</p> <p>U, Outgoing = a document you sent</p>	<p>Document type *</p> <input type="text"/> <ul style="list-style-type: none"> DAG, Dagsorden DOK, Document EMBED, Embed. image I, Incoming N, Internal NOT, Notat PROHIST, Historik RAPDEF, Report definition
Apply Classification	You have to declare which Classification your document requires. The classification follows AU's classification of data.	<p>Classification *</p> <input type="text"/>
Change State (optional)	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"/>

Save	Complete by clicking Save .	 Save
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