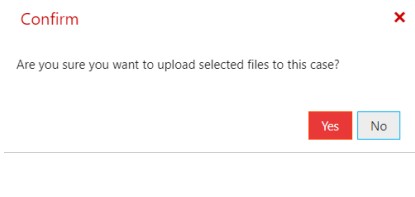


Add documents to cases with drag and drop

This guide describes how you can add files or emails to Workzone by dragging and dropping them onto a specific case.

Please note: By using this function a minimal amount of the metadata of the files/emails will be added to Workzone. Emails transferred by drag and drop will lack Letter date which is mandatory data and **must** be added subsequently.

Furthermore please be aware that when you use drag and drop the email and attachments will be saved as one compiled document in Workzone. You thus do not get the option to save the email and attachments as separate documents in Workzone.

| Instruction | Explanation | Navigation |
|---|---|---|
| Open case | Open the case you intend to drag and drop files/emails to. | |
| Choose files or emails | Open Explorer or Outlook and mark one or more emails or files that you wish to save on the case in Workzone. | |
| Drag the documents onto the case | Drag the marked emails or files onto the open case in Workzone and drop them. | |
| Confirm | Once you have dropped the files/emails you are asked to confirm that you wish to transfer the documents. Press Yes and the documents will be saved on the case |  |
| Add metadata | <p>Check that the transferred files/emails have the correct metadata.</p> <p>Emails transferred by drag and drop will lack Letter date. This is mandatory data and must be added.</p> <p>Furthermore Document type is registered as N, Internal, the email State is Draft and no information regarding Parties is transferred. This metadata should thus be changed on the documents in Workzone if necessary.</p> | <p>Letter date</p> <hr/> |