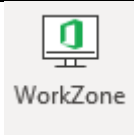

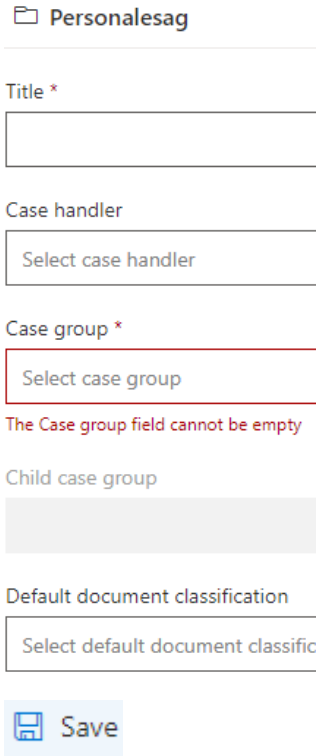


Create new case with Workzone365

<p>This guide describes how you can create a new case from the Workzone365 registration window.</p>		
Instruction	Explanation	Navigation
Open Outlook	Open Outlook and click on a mail.	
Open wz365	Click the Workzone365 button to open the Workzone365 registration window.	
Create a new case	Click the button Create new case next to the search field and choose which case category you wish to create.	 Create new case
Fill in metadata	<p>Fill in the mandatory metadata: Title, Case group, Document classification.</p> <p>Add (if necessary) another case handler.</p> <p>Click Save.</p>	
	<p>The new case is now automatically selected in the Workzone365 registration window.</p> <p>Fill in the relevant metadata of the document (title, documenttype and classification) and click Save to file the email on the case you just created.</p>	