



Import document

<p>This guide describes how to import documents from your computer into a case in Workzone. If you want to use File Explorer to import documents, see the guide: File Explorer.</p>		
Instruction	Explanation	Navigation
Open case	Open the case to which you want to import a document.	
Import document	Click the Document icon -> Import from file system .	
Select the document	<p>Click the small folder icon to the right of Select document.</p> <p>Select the document you want to import.</p> <p>Note that you can only import one document at a time.</p>	
Fill in the information	<p>Enter a descriptive title.</p> <p>Specify the document type:</p> <ul style="list-style-type: none"> • I, Incoming • N, Internal • U, Outgoing <p>By default, the document will have the status UÅ, Draft. If you want to archive the document on the case, you must change the status to ARK, Archived.</p>	
Save	Finish by clicking Save .	