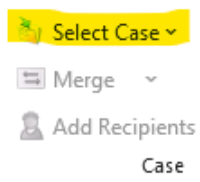


<p>This guide describes how to save a Word document to a case in Workzone.</p>		
Instruction	Explanation	Navigation
<p>Open document</p>	<p>Open the document you want to file in Word.</p>	
<p>Select case</p>	<p>Click Select Case in the menu bar.</p> <p>Find the case you want to record the document to - either in the Top 10 Recent Cases or in 'Search for Case'.</p>	
<p>Fill in information</p>	<p>Enter at least the Title, Document Type, and Classification in the document registration column, and finish by clicking Save on Case.</p> <p>The document is now created and saved to the case. You can continue working on the document as usual.</p>	