
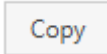


How to copy a case in Workzone

<p>This guide explains how to copy a case in Workzone.</p>		
Instruction	Explanation	Navigation
<p>Select case</p>	<p>Select the case you want to copy and click the Copy button in the ribbon.</p>	
<p>Select references</p>	<p>Choose which parts of the original case you want to copy. By default, all references are copied when you copy the case.</p> <p>Click Copy.</p> <p>Note: If you uncheck Case references, a reference to the original case will still be created. This also applies when a primary party is assigned to the case.</p>	
<p>Fill in metadata</p>	<p>A new case has been created.</p> <p>Adjust the metadata on the case’s front page.</p>	
<p>Add a party if required</p>	<p>You can add a party under the Parties tab.</p> <p>Click Add.</p> <p>Search for the party.</p> <p>Click the right-pointing arrow or double-click the contact’s name.</p> <p>Click Save to finish.</p>	