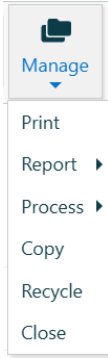
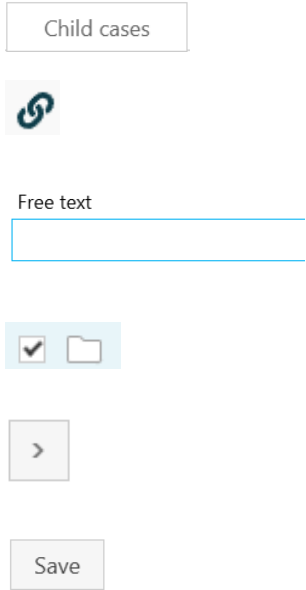


# How to copy a case complex in Workzone

<p>This guide explains how to copy a case in Workzone, including its child cases, and recreate the same structure.</p>		
Instruction	Explanation	Navigation
<b>Open Workzone</b>	Open Workzone using this link: <a href="#">WorkZone Client - WORKZONE</a>	
<b>Copy case</b>	Open the case you want to copy.  Click <b>Manage</b> .  Click <b>Copy</b> .	
<b>Uncheck boxes</b>	Remove the checkmarks from all the boxes.  Click <b>Copy</b> .	<p>Select additional data to include in the copy</p> <p><input type="checkbox"/> Documents <input type="checkbox"/> Parties</p> <p><input type="checkbox"/> Case references <input type="checkbox"/> Information</p> <p><input type="checkbox"/> Dates <input type="checkbox"/> Case lists</p> <p><input type="button" value="Copy"/></p>
<b>Repeat</b>	Repeat for each child case you want to add to the new case.	
<b>Open parent case</b>	Open the case that will serve as the parent case.	

<p><b>Add child cases</b></p>	<p>Select <b>Child Cases</b>.</p> <p>Click <b>Add</b>.</p> <p>Enter the case number of the case you want to add as a child case.</p> <p>Select it from the search results.</p> <p>Click the arrow.</p> <p>Click <b>Save</b>.</p>	 <p>The screenshot shows a user interface for adding child cases. At the top is a button labeled 'Child cases'. Below it is a blue link icon. A 'Free text' search bar is present. Below the search bar is a list of search results, with one item highlighted in light blue, containing a checkmark and a folder icon. Below the list is a right-pointing arrow button, and at the bottom is a 'Save' button.</p>
<p><b>Repeat</b></p>	<p>Repeat this process for each child case you want to add to the case.</p>	