

Post-incident paper records into Workzone

This guide explains how to transfer temporarily journaled documents back into Workzone.

Note: This guide should only be used if Workzone is unavailable for an extended period.

Note: If emails are dragged and dropped from the drive into Workzone, you must add the mandatory data such as letter date and sender/recipient to the document in Workzone.

Instruction	Explanation	Navigation
<p>Create case in Workzone</p>	<p>Open Workzone https://workzone.uni.au.dk/app/client/.</p> <p>Create the case based on the information from the case cover sheet.</p> <p>Provide extra information where necessary in line with local practice.</p> <p>Add relevant parties to the case.</p>	
<p>File emails to the case</p>	<p>Open Outlook.</p> <p>Open the folder where you have saved emails related to the case.</p> <p>Alternatively, find relevant emails in your inbox/outbox.</p> <p>Use Workzone 365 to file the emails to the case in Workzone. See this guide for more information: File an email using W365</p>	

File documents from the drive to the case	<p>Open the drive for temporary journaling.</p> <p>Open the folder where you have saved documents related to the case.</p> <p>Drag and drop documents from the folder into the case. See this guide for more information: Add documents to cases with drag and drop</p> <p>Note: If emails are dragged and dropped from the drive into Workzone, you must add the mandatory data such as letter date and sender/recipient to the document in Workzone.</p>	
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