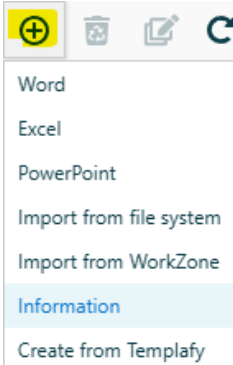


Create document without file (document information)

| <p>This guide shows how to add a document when you do not have a file. This function can, for example, be used for phone notes or to register a document that you know will be added later.</p> | | |
|--|---|---|
| Instruction | Explanation | Navigation |
| <p>Open case</p> | <p>Select the case to which you want to add new information.</p> | |
| <p>Add new information</p> | <p>Click the Add icon on the Documents tab and select Information.</p> |  |
| <p>Fill in the information</p> | <p>Enter a descriptive title.</p> <p>Fill in the Text field with a meaningful description.</p> <p>Select 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, change the status to ARK, Archived.</p> | |