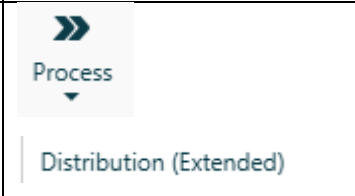


Create a distribution

This guide explains how to create a distribution in Workzone.		
Instructions	Explanation	Navigation
Open case	Open the case you want to distribute.	
Start distribution	Click on Process in the navigation menu and select Distribution (Extended). Note: Only one distribution can be active on a case at a time.	
Fill in	<p>Enter a title, deadline, priority, and description for your distribution.</p> <p>Select responsible contact: The person who will be assigned as the case handler for the case.</p> <p>You can optionally specify:</p> <ul style="list-style-type: none"> Contributors: Added if contacts must accept being assigned to the case with the role of contributor. Documents to be included in the distribution. <p>Click Start to begin the process</p>	