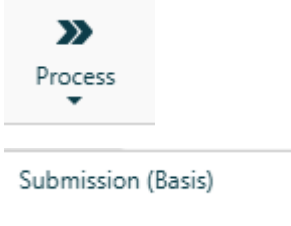
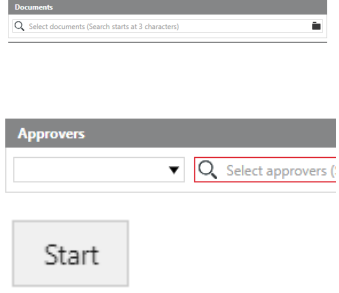
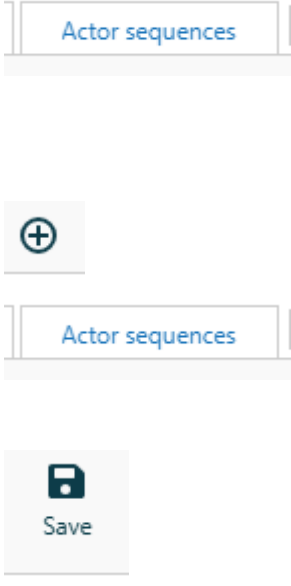
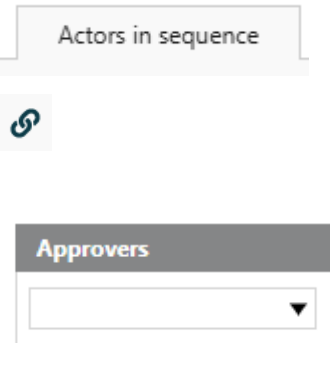


# Create a submission

<p>This guide explains how to create a basis submission in Workzone.</p>		
Instructions	Explanation	Navigation
<b>Open case</b>	Open the case you want to create a submission for.	
<b>Start submission</b>	Click Process in the navigation menu and select Submission (Basis).	
<b>Fill in</b>	<p>Enter a title, a deadline, and a description for your submission.</p> <p>Attach the documents you want reviewed and/or approved.</p> <p>Add one or more approvers. You can search by name or AU ID.</p> <p>Click <b>Start</b> to begin the process.</p>	
<b>Tip: Create actor sequence</b>	<p>If you frequently send to the same people, it can be useful to create a group in Workzone called an Actor sequence.</p> <p>You create an Actor sequence as follows:</p> <ul style="list-style-type: none"> <li>• Open your user profile by clicking your username in the bottom-right corner.</li> <li>• Add the <b>Actor sequences</b> tab by clicking the small plus sign.</li> <li>• Complete the fields:             <ul style="list-style-type: none"> <li>○ Sequence name</li> <li>○ Sequence description</li> <li>○ Read access (read access should be granted to everyone expected to use the same actor sequence)</li> </ul> </li> <li>• Click <b>Save</b> to create the Actor sequence</li> </ul>	

# Create a submission

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<b>Add actors to the sequence</b>	<p>The tab <b>Actors in sequence</b> is now available for selection.</p> <p>Click the small link icon. Add the desired people to the actor sequence.</p> <p>The actor sequence can now be selected in the dropdown list under <b>Approvers</b> when a new submission is initiated in the future.</p>	 <p>The screenshot shows a user interface with a tab labeled "Actors in sequence" and a small link icon below it. Below that is a dropdown menu labeled "Approvers" with a downward arrow.</p>
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