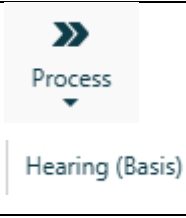
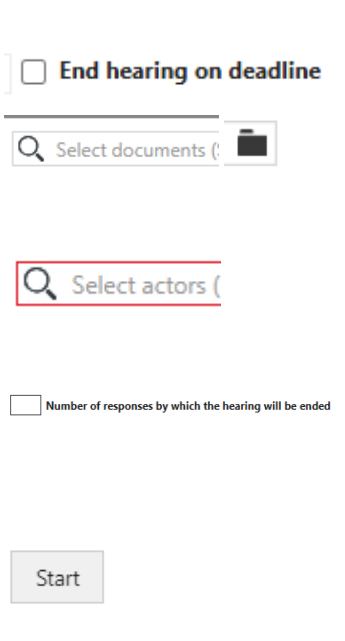




# Create a hearing

<p>This guide shows how to create a hearing in Workzone.</p>		
Instructions	Explanation	Navigation
<b>Open case</b>	Open the case you want to create a hearing for.	
<b>Start hearing</b>	Click on <b>Process</b> in the navigation menu and select Hearing (Basis).	
<b>Fill in</b>	<p>Enter a <b>title</b>, <b>deadline</b>, and <b>description</b> for your hearing.</p> <p>Select whether the hearing should close when the deadline expires.</p> <p>Attach the documents to be included in the hearing.</p> <p>Add one or more actors.</p> <p>Optionally specify the number of responses required before the hearing is closed. For example, if responses from two actors are sufficient, even though the hearing was sent to five.</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 – called an actor sequence in Workzone.</p> <p>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 sequence</b> tab by clicking the small plus icon.</li> <li>• Create a new sequence by clicking the round plus icon.</li> <li>• Fill in the fields:             <ul style="list-style-type: none"> <li>○ Sequence name</li> <li>○ Sequence description</li> <li>○ Read access (assign access so that only those expected to use the actor sequence can view it)</li> </ul> </li> </ul>	

# Create a hearing

	<p>Click <b>save</b> to create it.</p>	 Save
<p><b>Add actors to the sequence</b></p>	<p>The <b>actors in sequence</b> tab 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 from the dropdown list under <b>Approvers</b> when a new hearing is started.</p>	