

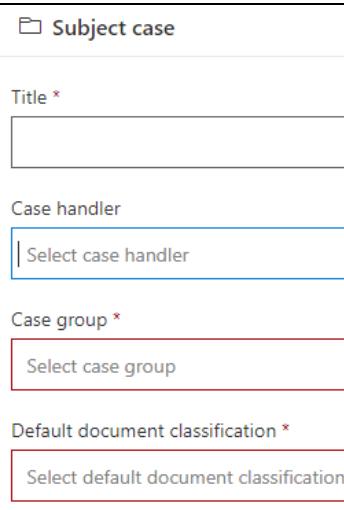
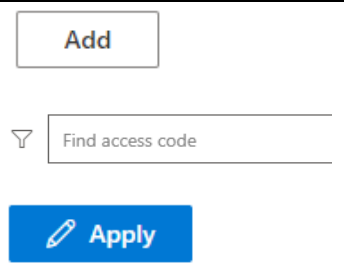
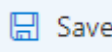


Create new case with Workzone 365

<p>This guide describes how to create a new case via Workzone 365 (WZ365) from your Office applications.</p>		
Instruction	Explanation	Navigation
Open one of your Office applications	For example, open Outlook and select an email.	
Open WZ365	Click the WZ365 button to open the WZ365 registration window.	
Create new case	Click the button Create new case next to the search field and choose which case category you wish to create.	
Fill in metadata	<p>Fill in the mandatory metadata:</p> <ul style="list-style-type: none"> Title Case group Document classification. <p>Add (if necessary) another case handler.</p>	 <p>Subject case</p> <p>Title *</p> <p>Case handler</p> <p>Select case handler</p> <p>Case group *</p> <p>Select case group</p> <p>Default document classification *</p> <p>Select default document classification</p>
Optional: Add access code	<p>Click Add next to the Read access field to add an access code to your case.</p> <p>Search and select the access codes you wish to add to the case.</p> <p>Click Apply</p>	 <p>Add</p> <p>Find access code</p> <p>Apply</p>
Save	Click Save to create the case.	
Metadata of the document	The new case is now automatically selected in the WZ365 registration window. Fill in the relevant metadata of the document (title, documenttype and classification) and click Save to file the email on the case you just created.	