
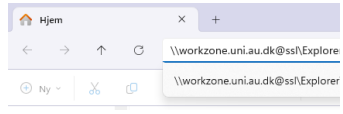


# Transfer documents via File Explorer

This guide explains how to open a case in File Explorer via Workzone and transfer documents to the case through File Explorer.

Instruction	Explanation	Navigation
<b>Open case in Workzone</b>	Find and open the case in Workzone that you want to upload documents to.	
<b>Open File Explorer from the case</b>	<p>Click the Explore icon.</p> <p>A link to the case will then be generated and automatically copied to your clipboard.</p> <p>Open File Explorer on your computer and paste the link into the address bar.</p>	 
<b>Attach the case</b>	<p>Select the document(s) you want to transfer and drag them into the case's File Explorer folder.</p> <p>The documents will be transferred with the status <b>Draft</b>.</p>	