

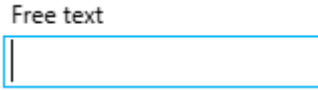


Add contact to case

This guide describes how to add a contact to a case.		
Instruction	Explanation	Navigation
Select case	Find the case to which you want to add a contact.	
Select the Parties tab	Go to the Parties tab at the bottom of the case page.	
Select Add	Select Add	
Search for contact	Search for the relevant contact in the free-text field. Please note that the contact must be created before you can search for it.	
Add contact	Select the relevant contact by checking the box next to the name. Click the arrow pointing to the right. Click Save .	