
CREATE A CASE & DATABASE

- On the **Available Cases/Databases** pane, click **Case** and then click **Add**.

- On the **Add Case – Case Details** dialog box:
 - In the **Case Name** box, type the case name that you want to add.
 - In the **Client** box, type the client name of the case that you are adding.
 - In the **Client Matter** box, type the client matter.
 - In the **Description** box, type the case description.
 - Click **Add Client** to add the client details if you have not done before.
 - For more information about how to add new client details, see **Adding new client**.

- Click **Next**.

- On the **Database Details** dialog box:
 - In the **Database Name** box, type the database name that you want to add.
 - In the **Description** box, type the description about the database.
 - In TIFF Image, click to select **Single page / Multi page** format.

- Click **Next**.

- Click **Finish**.

- New **case & database** is created

- Expand the new Case & Database in **Available Cases/Databases** tab