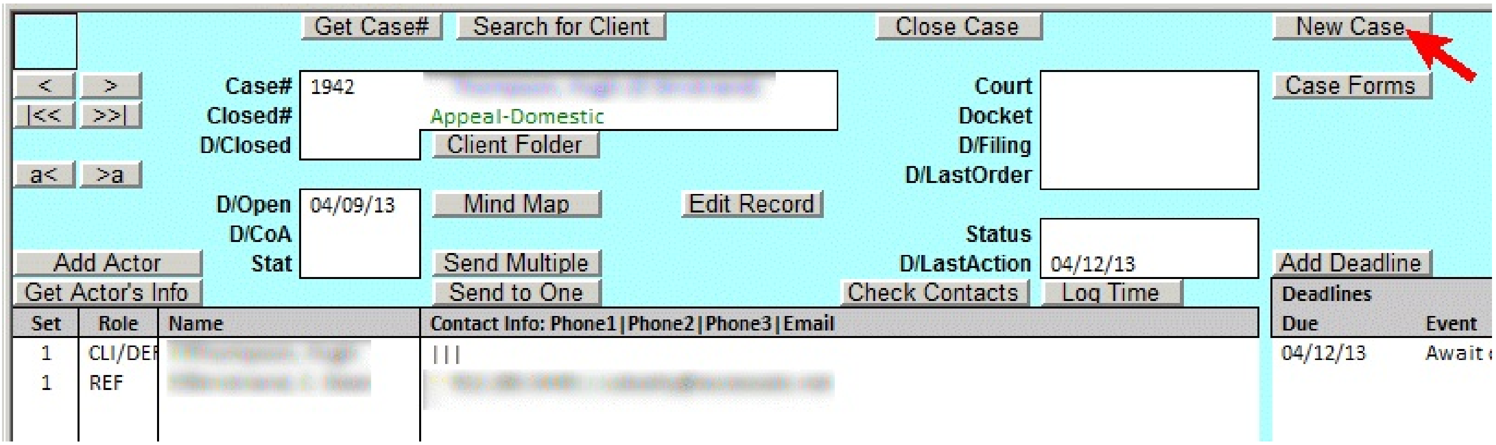
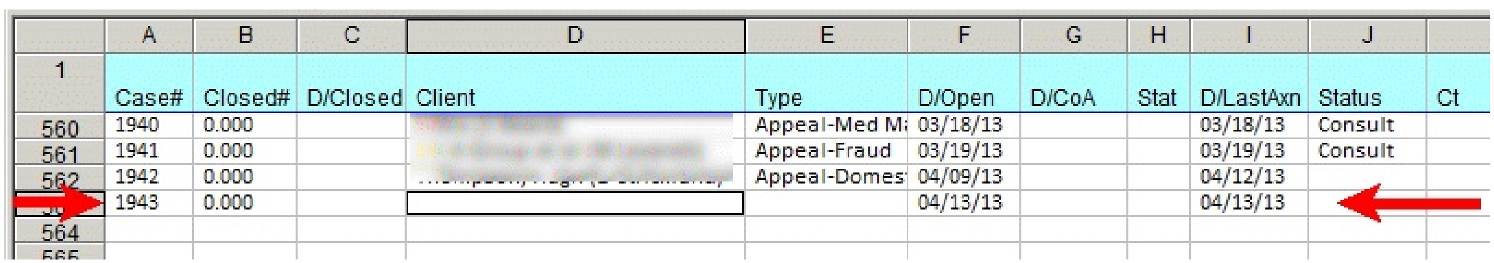
Opening a New Case in Zenas



These steps could be done manually, but to automate the process, click New Case.



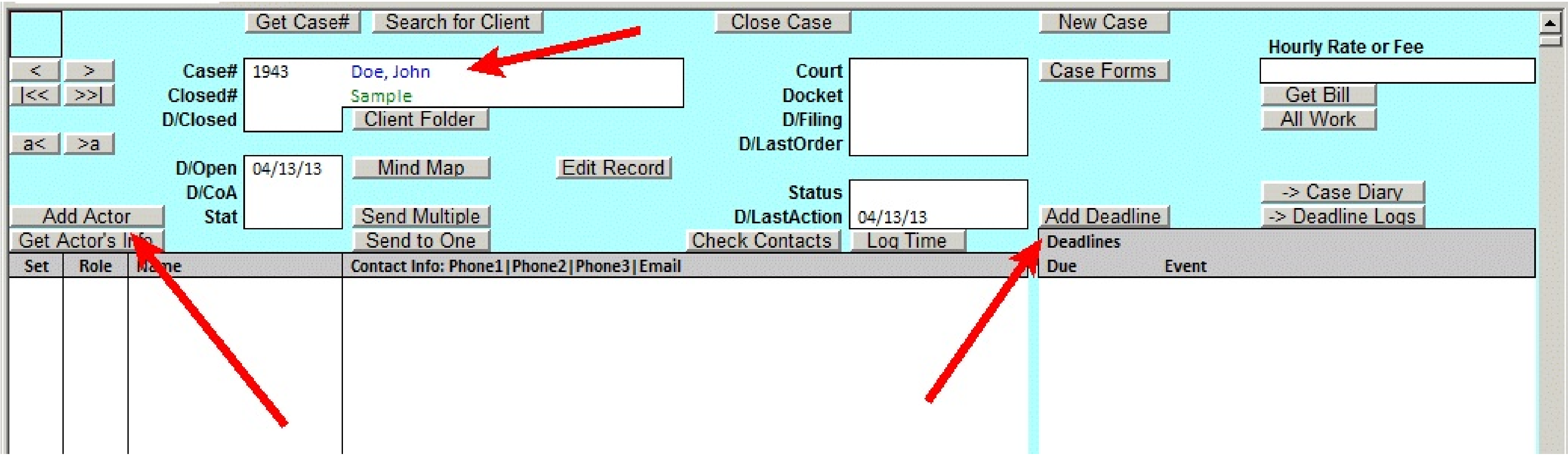
After an instruction message, you enter data on the case on a new line at the bottom of the Cases database. Press Enter when finished.

After clicking Enter, a dialog box appears in which to enter the name of the folder in which to store files on this case.

1. A suggested name (here, 1943Doe) is given. Beginning the folder with the case# allows Zenas to file and retrieve files automatically. The rest of the folder should be helpful to the user.

2. Type in the name you select and press OK.

3. Zenas handles the remaining tasks, gives a reminder about other tasks to perform, and displays the new case.



The information just entered now appears on the CaseView screen. The user would often add Actors and Deadlines at this time.