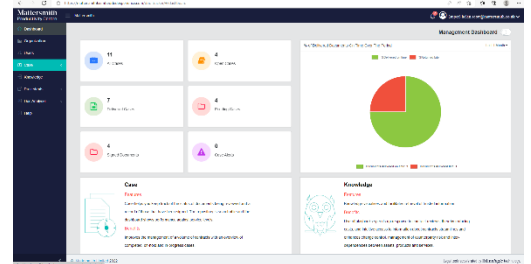
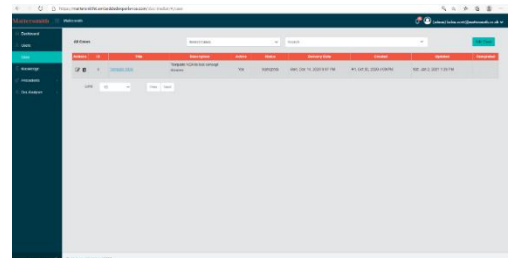


## How to Amend Case

1. This feature is only available to Admin or Super Admin level.  
Open Mattersmith and from Dashboard click on 'Case' from left hand options:



2. Use search box to locate required Case.



3. To amend case details or upload additional files to the case, click on "edit" (pencil & paper image) button on left hand side.
  - 3.1 Amend details as required or click "Choose Files" to upload new document or drag and drop the document.
  - 3.2 Click Save
4. To delete a case click on the waste bin icon.

