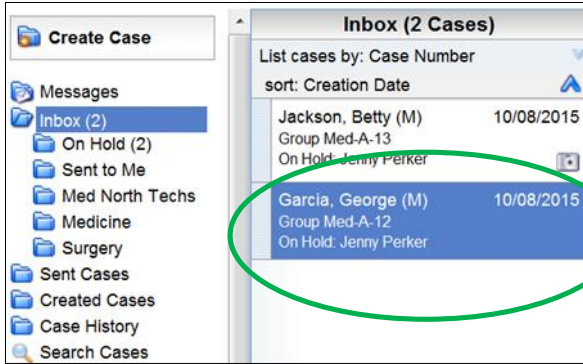


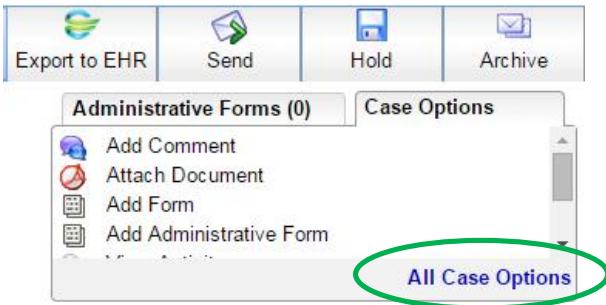
HG-0230 Adding Forms to Case Options

1. In AFHCANweb, select a case.

*Note: You do not need to take the case, only select it. This is to **access** Case Options. You will not need to complete the case.*



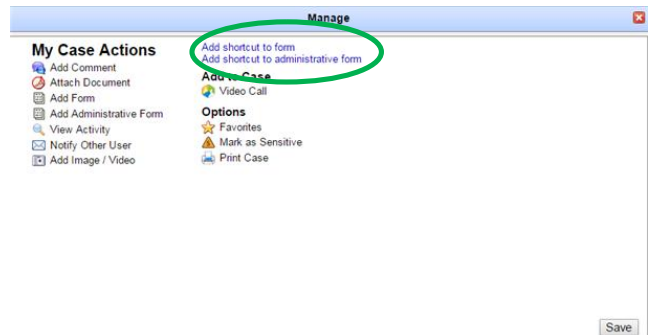
2. Under the Case Options tab, select All Case Options.



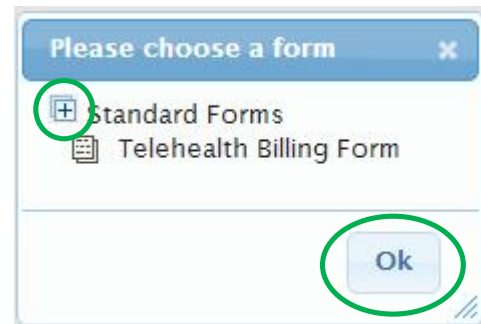
3. Select Manage.



4. Select Add shortcut to administrative or standard form.



5. Expand the lists of forms by clicking the plus sign(s), select the form to add, then click Ok.



6. The form appears listed under My Case Actions. To reorder this list, drag and drop. (You can also delete forms you no longer use by dragging them into the trash can) Select Save.

Note: This form can now be accessed from AFHCANmobile.

