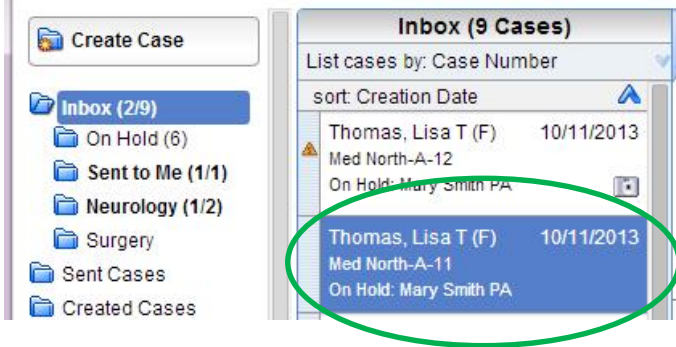


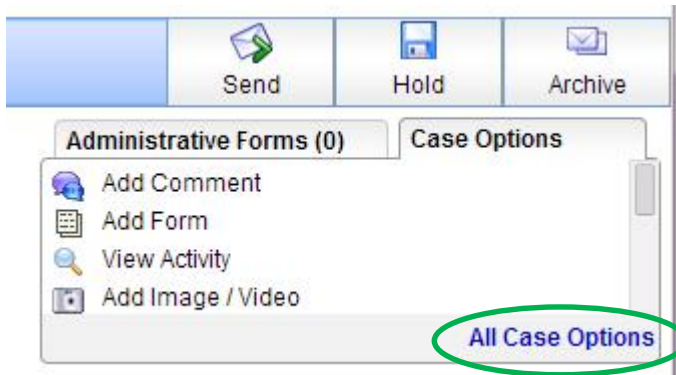
Adding Forms to Case Options

1. In AFHCANweb, select a case.

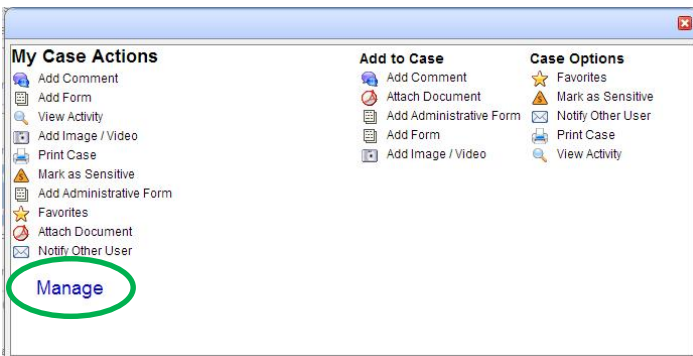
⇒ *Note this is only to access Case Options. You will not need to complete this case.*



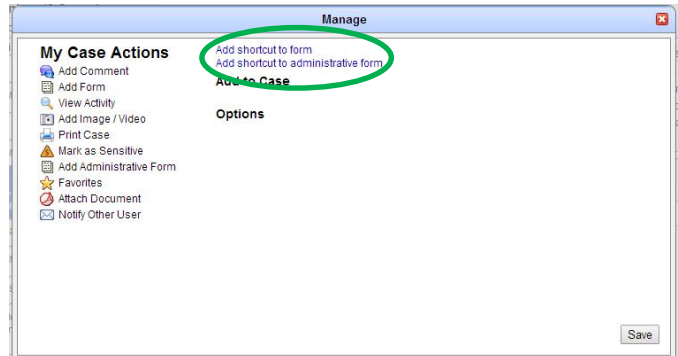
2. Under the Case Options tab, select All Case Options.



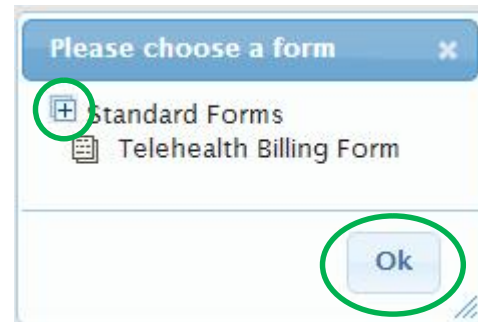
3. Select Manage.



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. Select Save.

⇒ *Note: This form can now be accessed from AFHCANmobile.*

