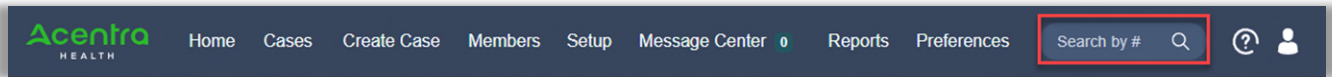


Utilize the action function to attach extra documentation. Follow the instructions below to begin adding information within the case.

# 1 Search for Case ID

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.



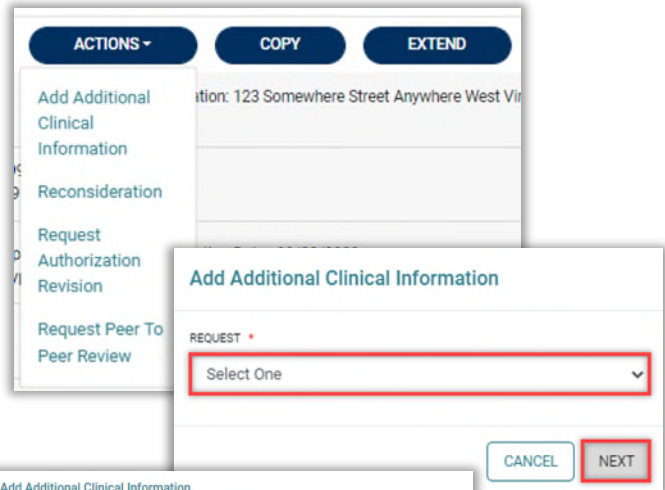
# 2 Action Button

Once on the request page, click **Actions** located at the top.



# 3 Selecting Add Additional Clinical Information

Expand actions to view and choose from available options in the dropdown. Select **Add Additional Clinical Information**.



# 4 Complete Information

In a new box, choose the request number from the dropdown and click **next**. To submit the action, attach a note or document, select the document type and click **Submit**.

