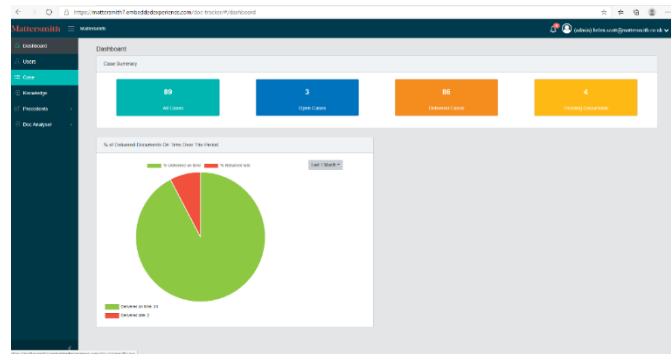
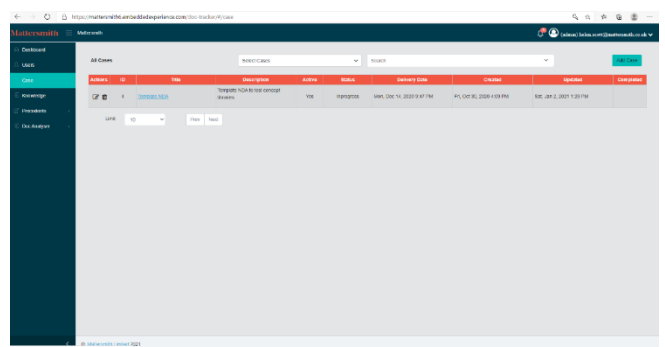


## How to Amend an Existing Document in Case

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.

- 3.2 To delete a case click on the waste bin icon.

