


# Accessing filed materials, DPU

Phase	Instructions													
<p><b>Accessing filed materials</b></p>	<p>Click on your inbox.</p> <p>In the left column, there is a folder called 'Cases &amp; Documents'. This folder functions as a 'window' into Workzone.</p> <p>You can:</p> <ul style="list-style-type: none"> <li>• See open cases</li> <li>• See any cases you may have registered as favourites (see below)</li> <li>• Open individual documents filed to the case – including emails that have been deleted in Outlook</li> </ul> <p>Once a case has been closed, it will no longer appear in the list of 'Open cases'. If you need to access a case that has been closed, please contact the Workzone team for support.</p> <p>Favourites: registering a case as a favourite can be a good idea if you need to regularly access and, for instance, file documents to someone else's case. The Workzone team can help you register a case as a favourite (<a href="mailto:workzonesupport@edu.au.dk">workzonesupport@edu.au.dk</a>).</p>	 <table border="1"> <thead> <tr> <th colspan="3">Cases</th> </tr> <tr> <th>Sag</th> <th colspan="2">Titel</th> </tr> </thead> <tbody> <tr> <td>2022-0375379</td> <td colspan="2">DPU Testsag til undervisning 2022-2023</td> </tr> <tr> <td>2022-0469900</td> <td colspan="2">DPU diverse ledelsesinformationer udsendt af Ins</td> </tr> </tbody> </table>	Cases			Sag	Titel		2022-0375379	DPU Testsag til undervisning 2022-2023		2022-0469900	DPU diverse ledelsesinformationer udsendt af Ins	
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