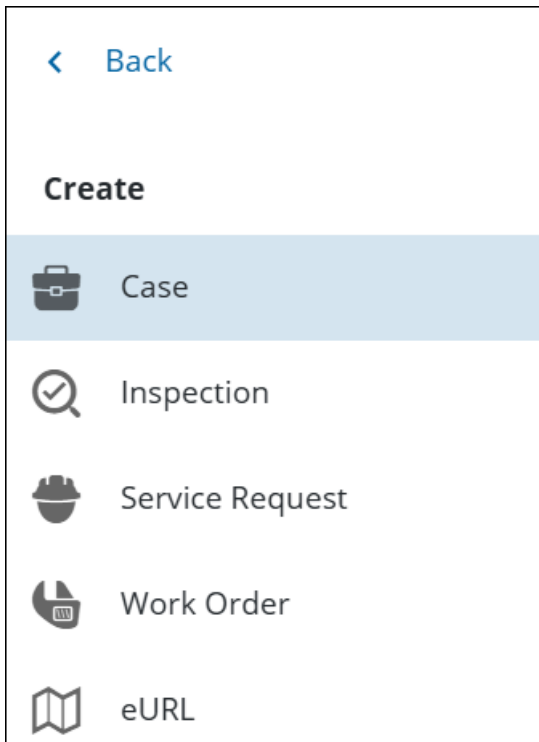


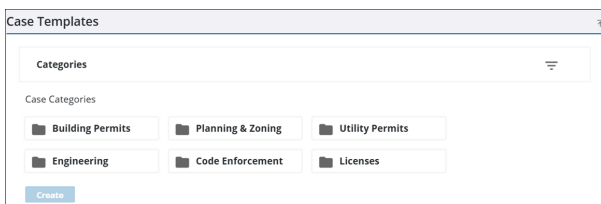
Create a Case

You can create a new permit, business license, or code enforcement case from the **Case Templates** panel.

1. Click **Create** on the menu, then click **Case** to open the **Case Template** panel.



2. Select the desired category. You can use the filter icon to filter the categories.



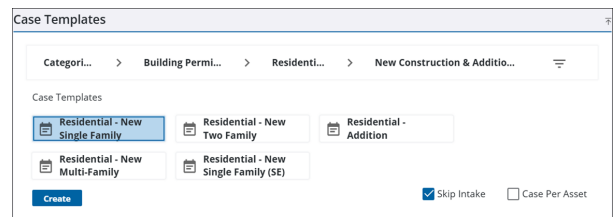
3. Once a category is selected, select a case template. This activates **Create** and adds the following functions.

- **Skip Intake:** If the check box is selected, the case summary page opens once you click **Create**. If not selected, the **Case Intake** page opens and allows you to enter required information before the case

is created.

- **Case Per Asset:** If the check box is selected, a separate case is created for each selected asset. If not selected, all selected assets are added to one case.

4. Click **Create**.



Once the case is created, the **Case Intake** or case summary page opens and contains a series of panels that allow you to add, edit, remove, and view additional information for the case.