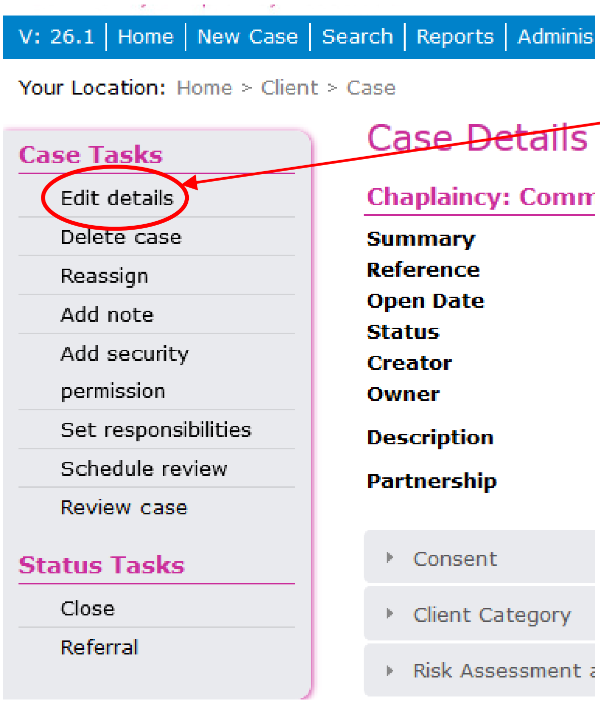
How to change the Case details for a client.

Open the client.

to change any of the details in this section of the Case Details, e.g. the release date or to add a risk assessment.



Click on Edit details, this will open the above list as a list with drop down boxes for each of the topics.

When you are finished with your edits, DON'T FORGET TO CLICK SAVE. This is located at the bottom left-hand side of the page.