Case Entry: Link Files to a Case

Case Entry · https://toxicalldemo.com/docs/tox5/add-files-to-a-case/

Link Files to Cases in Toxicall 5

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This tutorial explains how to link files to a case in Toxicall. You will learn two methods to attach files efficiently for better case management.

1. Overview of Linking Files to Cases (1)

We have two different ways to link files to a case. The first method is similar to adding files and toxicol 4 and the second method supports drag-and-drop.

[Overview of Linking Files to Cases (1)]

2. Open Files Tab and New Case Icon (1)

For both methods, we will click the files tab which is just above the notes section.

[Open Files Tab and New Case Icon (1)]

3. Select New Case File Option

Next, click the New Case File option to open the dialog box to link your file.

[Select New Case File Option]

4. Choose and Open File

Navigate to your file location, then click on the file that you want.

[Choose and Open File]

5. Confirm File Selection

Click the Open button to confirm your file selection and add it to the case.

[Confirm File Selection]

6. Verify File Added to Case

You can see the file has been added. For the second method we're going to use File Explorer.

[Verify File Added to Case]

7. Drag and Drop Files to Case

From here we can see the files that we want to move to our Toxicall case. I'm going to select three files and now we're going to just drag and drop those into the Toxicall case.

[Drag and Drop Files to Case]

8. Complete File Addition Process

That's it. You can see that all of our files have been added to the case. We're ready to save and move on.

[Complete File Addition Process]

You have successfully linked files to a case using two methods: the traditional file selection and drag-and-drop. You can now save your case and proceed with further case management tasks.

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