

# Changing Data on People and Cases in Zenas

Using the Edit Record button in Zenas

Get Case# Search for Client Close Case

< > Case# 1943 Doe, John Court  
 << >> Closed# Sample Docket  
 a< >a Client Folder D/Filing  
 D/Open Mind Map Edit Record D/LastOrder  
 D/CoA Stat Send Multiple Status  
 Add Actor Send to One D/LastAction  
 Get Actor's Info Check Contacts Log Time

Set	Role	Name	Contact Info: Phone1 Phone2 Phone3 Email
1	ATT	Cork, Charles M., III	742.3942 742.0204 742.0190f cmc@corklaw.com
1	CLI	Doe, John	555.1212  jdoe@anonymous.com

To change data on a person, first select the person and then click the Edit Record button. Here, we add an initial to John Doe.

People:C2034 @ {} X ✓ John Q.

	A	B	C	D	E	F	G	H	I	J
1	PNo	LName	FName	Hon	Sr	A1	A2	A3	City	St
2034	2033	Doe	John Q.	Mr.		123 Main St.			Macon	GA
2035										
2036										
2037										

Zenas takes us to the correct row, where we add the initial. On pressing Enter, we return, with the change reflected.

Get Actor's Info Send to One Check Contacts Log Time

Set	Role	Name	Contact Info: Phone1 Phone2 Phone3 Email
1	ATT	Cork, Charles M., III	742.3942 742.0204 742.0190f cmc@corklaw.com
1	CLI	Doe, John Q.	555.1212  jdoe@anonymous.com

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 Get Actor's Info

Set	Role	Name	Contact Info: Phone1 Phone2 Phone3 Email
1	ATT	Cork, Charles M., III	742.3942 742.0204 742.0190f cmc@corklaw.com
1	CLI	Doe, John Q.	555.1212   jdoe@anonymous.com

To change the Set or Role of a person, first select the Set or Role and then click the Edit Record button. Here, we want to change John Doe from CLI to DEC.

	A	B	C	D	E
1	Sort Actors				
	Case#	PNo	Set	Role	
1510	1943	2033	1	DEC	
1511					
1512					
1513					

Zenas takes us to the correct row, where we change the CLI to DEC. On pressing Enter, we return, with the change reflected.

Set	Role	Name	Contact Info: Phone1 Phone2 Phone3 Email
1	ATT	Cork, Charles M., III	742.3942 742.0204 742.0190f cmc@corklaw.com
1	DEC	Doe, John Q.	555.1212   jdoe@anonymous.com

Get Case# Search for Client Close Case New Case

< > Case# 1943 Doe, John Court  
 << >> Closed# Sample Docket  
 a< >a D/Closed Client Folder D/Filing  
 D/Open Mind Map Edit Record D/LastOrder  
 D/CoA Stat Send Multiple Status  
 Add Actor Send to One D/LastAction  
 Get Actor's Info Check Contacts Log Time Add Deadline  
 Deadlines  
 Due Event

Set	Role	Name	Contact Info: Phone1   Phone2   Phone3   Email
1	ATT	Cork, Charles M., III	742.3942   742.0204   742.0190f   cmc@corklaw.com
1	DEC	Doe, John Q.	555.1212     jdoe@anonymous.com

To change data on the case, click the spot where the data is displayed and then click the Edit Record button. Here, we want to add court data on this case.

1	D/Closed	Client	Type	D/Open	D/CoA	Stat	D/LastAxn	Status	Ct	DocketNo	D/Filing	D/LastOr
560			Appeal-Med Mi	03/18/13			03/18/13	Consult				
561			Appeal-Fraud	03/19/13			03/19/13	Consult				
562			Appeal-Domes	04/09/13			04/12/13					
563		Doe, John	Sample						Podunk Superior	13CV1234	04/01/13	
564												

Zenas takes us to the correct row, where we add three items of data. On pressing Enter, we return, with the change reflected.

Get Case# Search for Client Close Case New Case

< > Case# 1943 Doe, John Court Podunk Superior  
 << >> Closed# Sample Docket 13CV1234  
 a< >a D/Closed Client Folder D/Filing 04/01/13  
 D/Open Mind Map Edit Record D/LastOrder  
 D/CoA Stat Send Multiple Status  
 Add Actor Send to One D/LastAction  
 Get Actor's Info Check Contacts Log Time Add Deadline  
 Deadlines  
 Due E

Set	Role	Name	Contact Info: Phone1   Phone2   Phone3   Email
1	ATT	Cork, Charles M., III	742.3942   742.0204   742.0190f   cmc@corklaw.com
1	DEC	Doe, John Q.	555.1212     jdoe@anonymous.com