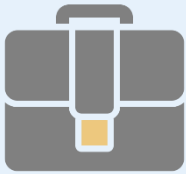


# Documents, records, and cases

F2's structure is simple:

Documents are attached to records. Records are added to cases.



### Cases

Cases collect records concerning the same subject matter. F2's cases help create an overview and may be organised by e.g. keyword, file plan, or action code.



### Records

Every task in F2 begins with a record. The record is a compilation of data and documents. Using their metadata, you can process and organise records. You can attach a record to a case either when creating it or later in the process.



### Documents

A document is always attached to a record. Before you start working on a document, or any other file, you must attach it to a record.

### Attachments

F2 offers various options for attaching a document to a record. Either create a new document based on a template, drag and drop a document from one record to another, or import a document to F2 from your PC.