

Entry Portal Instructions

Making changes to Multi-Category Submissions

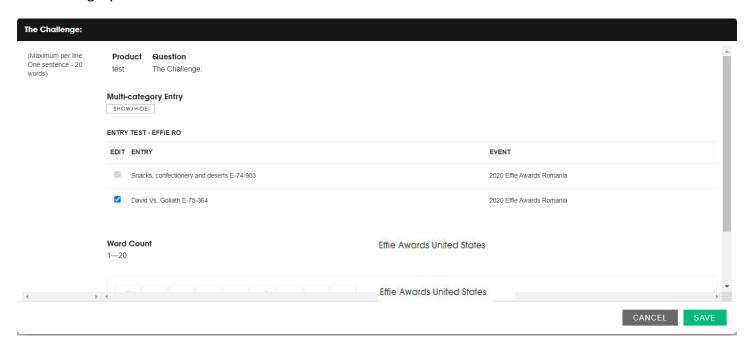
If you have a case entered in multiple categories, and want to make changes to a response for only one of the entries:

- 1. Click on the Add button in the top right of the question for the particular category.
- 2. A response window will appear. You will see a "Multi-Category Submission" header. By default, this answer will apply to all categories this entry is entering. To change which categories this answer applies to, use the button "Show/Hide"
- 3. Select the Show/Hide button.



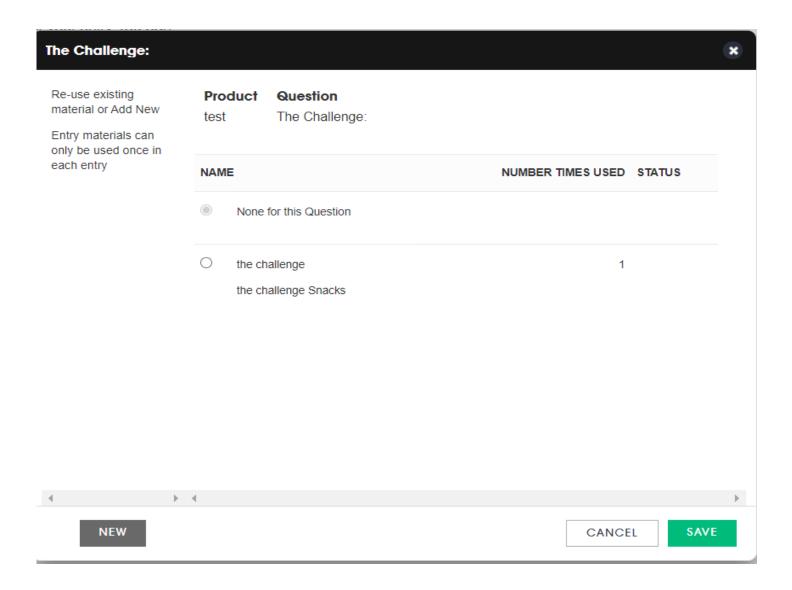


4. A list of all categories associated with this entry is shown. The category currently being worked on will have a greyed-out checkbox.



- 5. Un-check the other category(ies) that you don't want the response to apply to.
- 6. Enter in the response or make changes to the existing response. Click Save.
- 7. The response will only appear in that category.
 - I. If you make any other changes to the response in that category, after clicking Edit, the response window will no longer show the "Multi-Category Submission" settings. Changes will only show up in that category's response.
 - II. In your account, your case will appear as separate entries, one for each selected category. When you go to another category for the same entry, the response window will not show the "Multi-Category Submission" settings either. Still, you'll have the option to select the same answer as the one used in the first category or add another one. If you decide that you do want to use the same answer, select it and click save. If you decide to give another answer, push the "New" button on the bottom left, fill in your answer and save





8. Repeat these steps for all questions that need specific responses in each category for that entry.