LiveAction®

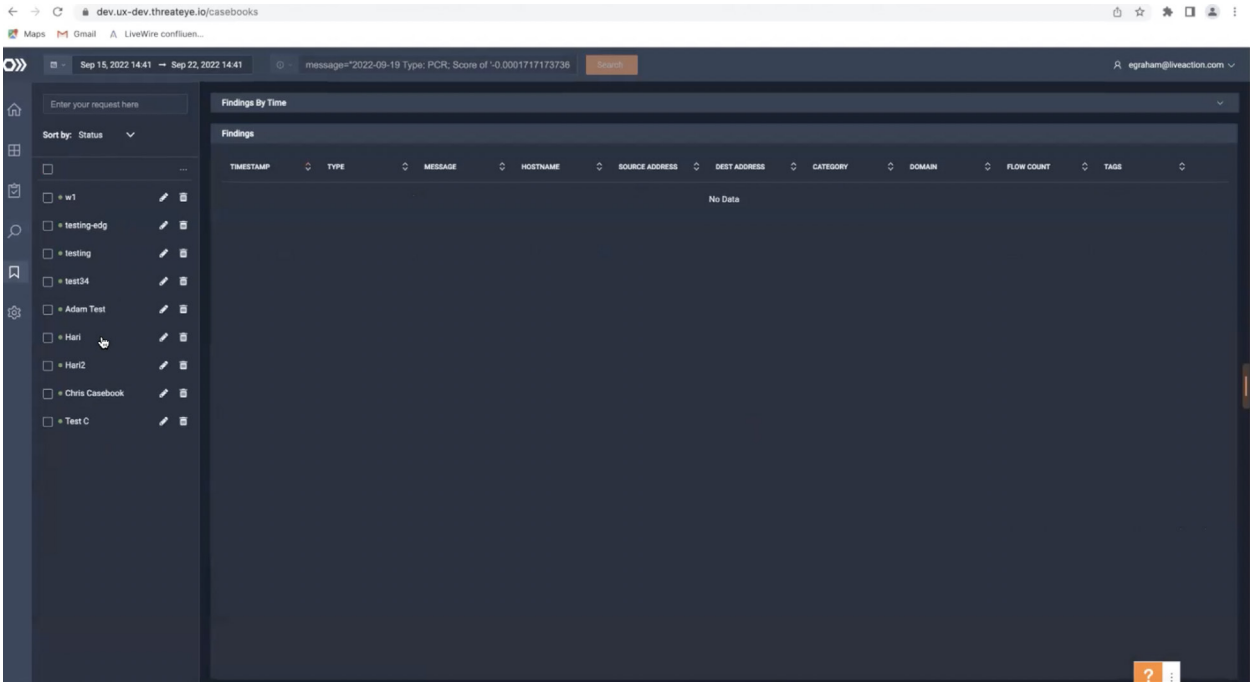
ThreatEye

How-To Guide: Casebook

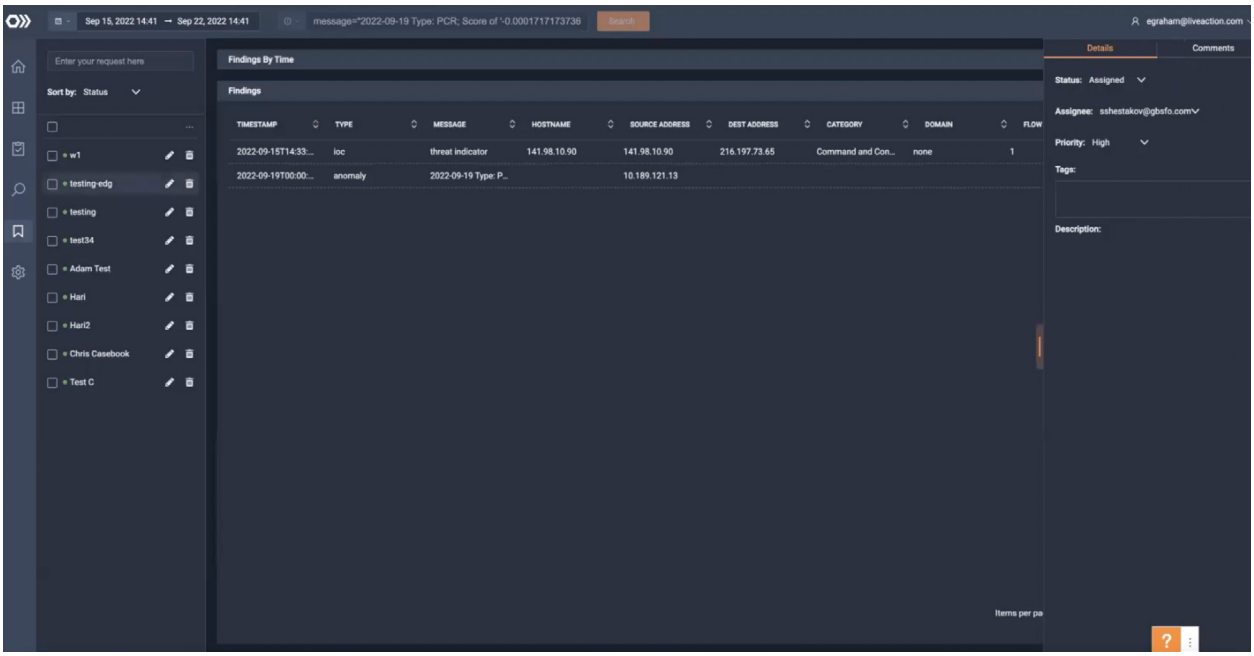
How to Escalate a Casebook and reassign it to a Different Analyst

How to Escalate a Casebook and reassign it to a Different Analyst

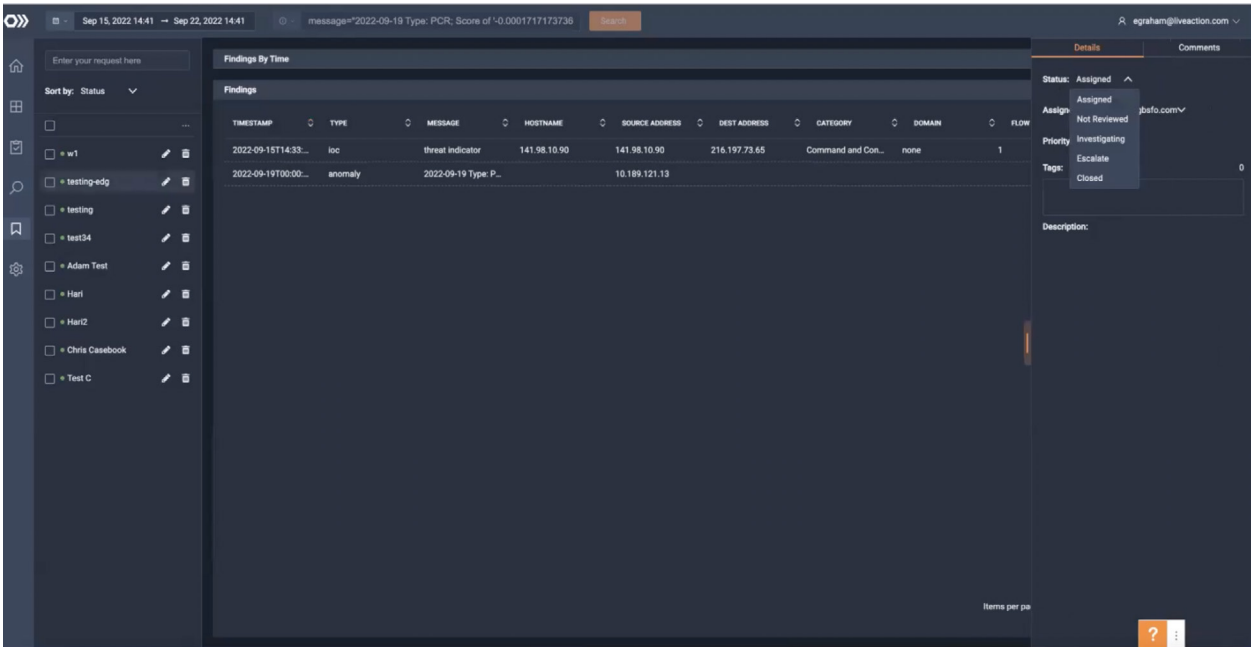
This is done through the casebook area, the 5th tab down vertically on the left-hand navigation. All of the available casebooks will appear.



Select the edit pencil on the case book you want to edit.



Change the status on the right-hand details to “Escalate”



Choose the new assignee you want to escalate to, and the casebook will autosave.