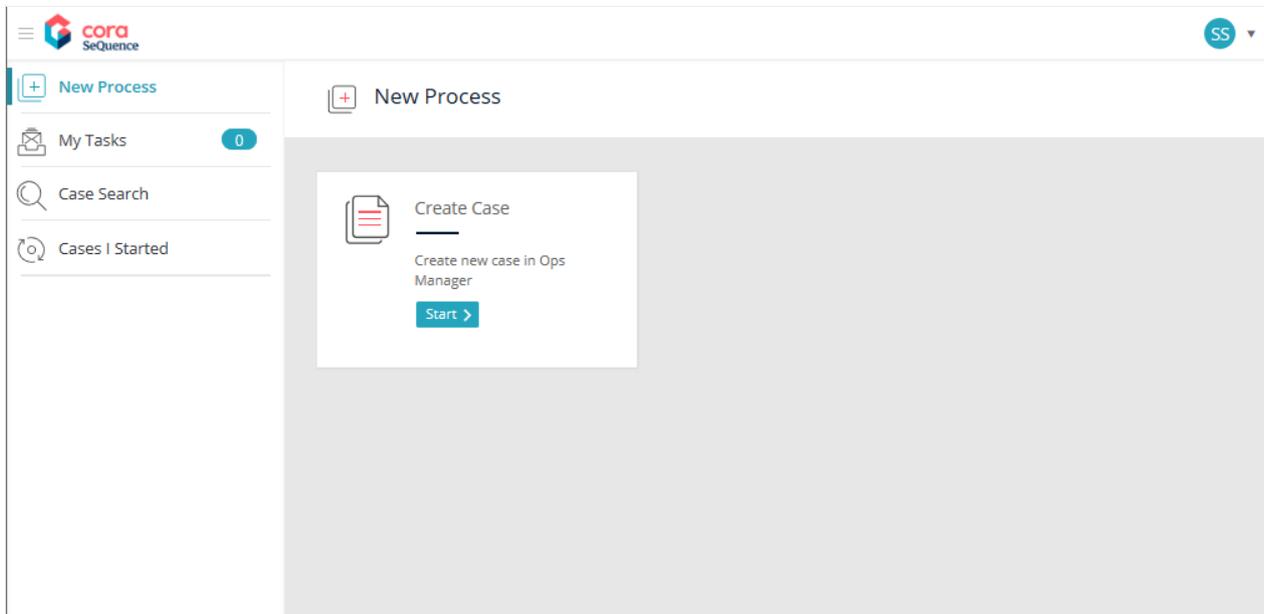


# Enable Lite Portal

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## V3.1

The Cora OpsManager has introduced a lite portal feature for users who need only the basic case creation and search functionalities. This feature allows the end user to create a case, view the cases created by the user, and search for a case by the Case Id or the requestor email Id.



To enable this lite portal, as a power user:

1. Sign in to the Admin portal of Cora OpsManager.
2. Go to **Manage Organization > Edit Organization**.
3. Expand the Organization tree structure, **Entire Organization > Cora Ops Manager Lite Users**.
4. Click **+Add Employees** to add the employee details to the table.

### NOTE

Users added to the **Cora Ops Manager Lite Users** group only are considered as lite users, and allowed to access the lite portal.

## New Process

With this menu item you can create new cases.

1. Click **New Process** on the left panel menu. The New process page is displayed.
2. Click **Start** on Create Case tile. A Case Creation window is displayed.
3. Add values to the mandatory fields on the Case Creation page.
4. Click **Submit**. A confirmation message is displayed with case ID.

## My Tasks

With this menu item you can view the list of tasks that are related to the cases. Click **My Tasks** on the left

panel menu. The My Tasks page is displayed with list of all the tasks. These tasks are not cases by themselves.

### Case Search

With this menu item you can search for a case using the Case Id or the Requestor mail Id. For details, refer to the [Lite Case Search](#) article.

### Cases I Started

With this menu item you can view the list of cases created by you. On the left panel menu click **Cases I Started** to view the list.