

How to edit a passport of a case

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to [the latest release notes](#) and to use the feedback mechanism for any discrepancies or requests for clarification.

It may be necessary to edit the passport information if an error has been made in the original entry or when a client has received a new passport.

- 1 Open the case of interest.
- 2 Select Edit in the Specifications card.
- 3 Edit the information fields of the passport.
- 4 Select the Save button.

Pascal monitors the expiration date of a passport and will send a notification to the Expired passports section of the Notifications center a month before a passport is about to expire. From here, the passport may be updated.

- 1 Go to the Notifications section in Pascal.
- 2 Select the Resolve button of a case with an expired passport.
- 3 The case is opened.
- 4 Select the Update passport button in the Verification card.
- 5 Edit the information fields of the passport.
- 6 Select the Save button.

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