How do I link two existing cases in MAVEN?

Let’s say you have two cases within MAVEN that you would like to link together—a confirmed and a contact case. How would you do that? Please see below for step by step instructions.

1.) Go into one of the two cases that you would like to link together.

2.) Once you’re in the case, find the Basic Information section. Within the Basic Information section, you will see a line called Linked Events/Contacts. To the right, you will see a blue link called View. Click on it.

3.) You will be brought to a new page. Scroll down until you see a section called Link Events. Under the Operation dropdown menu, select Link To Existing Event.

4.) Next, click the Select Event button below the Operation dropdown menu. A new window will open in your browser where you are allowed to search for the existing event you would like to link to the case. You may search using any number of criteria in the search window, but since you already know which case you would like to link it to, the best option is to use the MAVEN
Event ID of the case you would like to link. If you do not have the Event ID, you may search by other criteria such as First Name and Last Name. Once you have entered your search criteria, click Search on the bottom left.
5.) Once you click **Search**, you will see your results appear in the **Search Results** window to the right.

![Search Results](image)

6.) Click on the search result you would like to choose. This will highlight it in yellow. Once it’s highlighted, click **Select**.

![Select Option](image)

7.) Once you click **Select**, you will be sent back to the previous page. You will notice that under the **Demographics** and **Contact Information** sections, the information from the case you selected in the search will be populated in those fields.

![Highlighted Information](image)
8.) Scroll back up to the **Link Events** section of the page. Under **Link Type**, select the type of link you would like to create between those two cases.

![Link Events](image)

9.) Click **Save** in the top right of the screen.

![Linked Events - Confirmed COVID-19 - Novel Coronavirus (SARS, MERS, etc)](image)

10.) You will now see the case you just linked populate the **Linked Events** window.

![Filter Linked Events](image)

**Congratulations, you have now successfully linked the two cases!** Click the **Dashboard** button in the top right of the page to return to the original case.