Create list or search
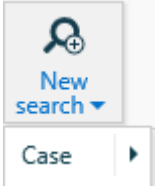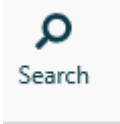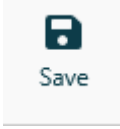
This is a guide on how to get an overview of your cases by creating a list (a saved search).

Phase	Instructions	Navigation
Commence search	Click **New Search**, then click **Case.** Optionally, choose a case category to search within (the arrow next to Case).	
Define search	Case Handler: Specify the case handler whose cases you wish to see on a list. If you wish to have a list of your own cases, write your own name here. State: Do not fill, if you want to see all your cases, included the closed ones. Alternatively, you can choose to see only new cases by selecting *NY, New* or only cases in process by selecting *UB, Being processed.* To see archived cases only, select *ARK, Archived.* You can also choose multiple states. Case group: If you want your search to include specific case groups only, specify these in Case group or Information. Finish by clicking **Search.**	
Save	Click **Save**, give the list a name and click **Save** again.	

Tip:

If you want to save the list on your dashboard – use the guide *Personalise dashboard.*