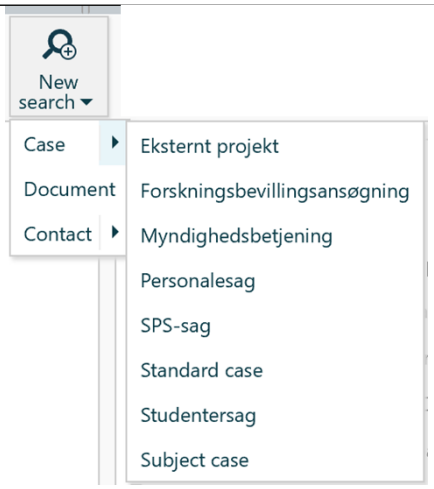
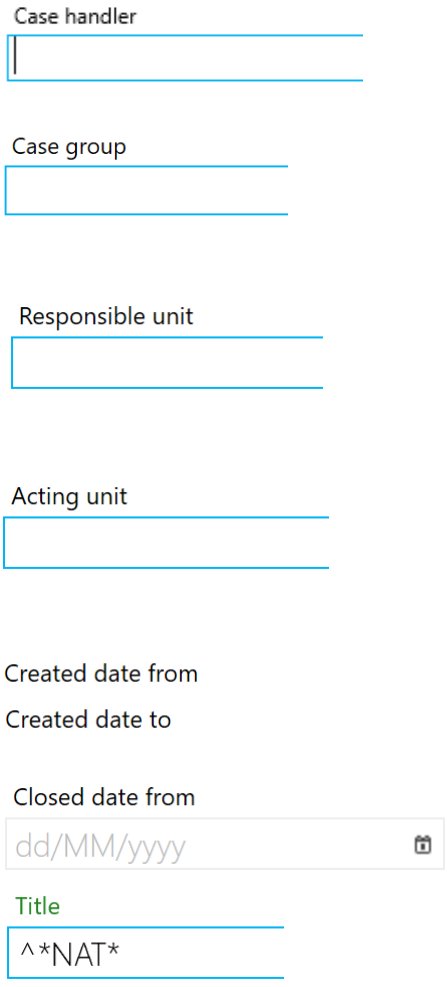
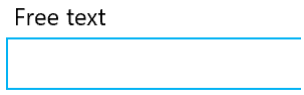
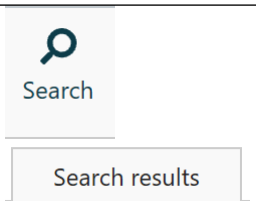
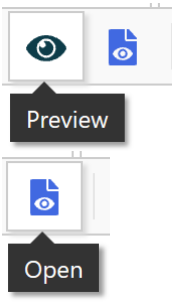
Search for Subject Case

This is a guide for searching for Subject cases in WorkZone.

Phase	Instructions	Navigation
Begin search	Click on the icon **New search.** Click *Case*. Click *Subject case*.	
Specify searching criteria	Specify the relevant searching criteria in your search. Be aware that you are advised to search in the meta-data fields, which gives are more precise search. If you fill the field *Case handler*, you will be able to see the cases of that case handler. If you write your own name, you can see your own cases. When filling the field *Case group* you can search for cases within the specified case group. By filling the field *Responsible unit* you can search for cases within the specified unit. If you fill the field *Acting unit* you can search for cases handled by the specified unit, i.e. and administration centre. You can also add *Date* if you want to search within a specific time period. Be aware that you can fill in *Created date from/to* and *Closed date from/to.* As you add more criteria to your search, your search becomes more exact. You can also fill in the *Title* field, preferably with ^*, which allows you to	

	search for word parts/title parts. I.e. ^*NAT* will give you a list of all cases where nat is part of the title: international, nature, natural, donation, dekanat, nation, etc. You always have the opportunity to fill in the *Free text* field but be aware that this takes a longer time, since this search includes searching within all meta data and free text fields in all the cases in WorkZone.	
Search result	Click *Search.* Under the tab *Search results* in the bottom window, you will find a list of the cases that match your search criteria.	
Open case	By double-clicking on a case title you open the case and get access to the documents on that case. Tip: Click on the ”big eye” to *preview* the case files in the PDF Viewer or click the “little eye” to *open* case files in their original programme (Word/Excel/Powerpoint etc.).