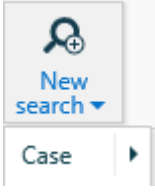
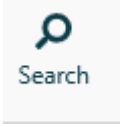
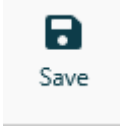


This is a guide on how to get an overview of your cases by creating a list (a saved search).

Phase	Instructions	Navigation
<b>Commence search</b>	<p>Click <b>New Search</b>, then click <b>Case</b>.</p> <p>Optionally, choose a case category to search within (the arrow next to Case).</p>	
<b>Define search</b>	<p><b>Case Handler:</b> 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.</p> <p><b>State:</b> 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 <i>NY, New</i> or only cases in process by selecting <i>UB, Being processed</i>. To see archived cases only, select <i>ARK, Archived</i>. You can also choose multiple states.</p> <p><b>Case group:</b> If you want your search to include specific case groups only, specify these in Case group or Information.</p> <p>Finish by clicking <b>Search</b>.</p>	<p>Case handler  <input type="text"/></p> <p>State  <input type="text"/></p> <p>Case group  <input type="text"/></p> 
<b>Save</b>	<p>Click <b>Save</b>, give the list a name and click <b>Save</b> again.</p>	

**Tip:**

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