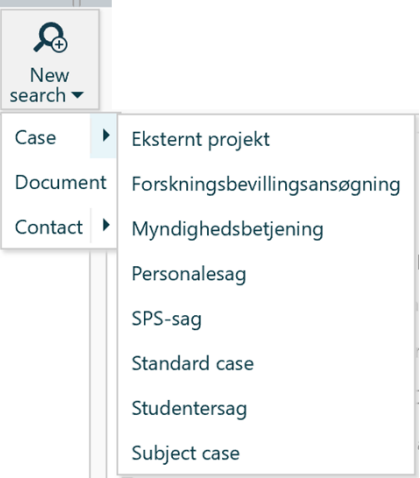

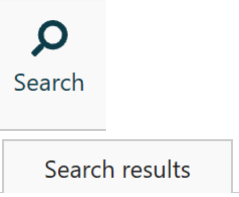


This is a guide for searching for Subject cases in Workzone.

Phase	Instructions	Navigation
<p><b>Begin search</b></p>	<p>Click on the icon <b>New search</b>.</p> <p>Click <i>Case</i>.</p> <p>Click <i>Subject case</i>.</p>	
<p><b>Specify searching criteria</b></p>	<p>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.</p> <p>If you fill the field <i>Case handler</i>, you will be able to see the cases of that case handler. If you write your own name, you can see your own cases.</p> <p>When filling the field <i>Case group</i> you can search for cases within the specified case group.</p> <p>By filling the field <i>Responsible unit</i> you can search for cases within the specified unit.</p> <p>If you fill the field <i>Acting unit</i> you can search for cases handled by the specified unit, i.e. and administration centre.</p> <p>You can also add <i>Date</i> if you want to search within a specific time period. Be aware that you can fill in <i>Created date from/to</i> and <i>Closed date from/to</i>.</p> <p>As you add more criteria to your search, your search becomes more exact. You can also fill in the <i>Title</i> field, preferably with <i>^*</i>, which allows you to</p>	<p>Case handler  <input type="text"/></p> <p>Case group  <input type="text"/></p> <p>Responsible unit  <input type="text"/></p> <p>Acting unit  <input type="text"/></p> <p>Created date from          Created date to</p> <p>Closed date from  <input type="text" value="dd/MM/yyyy"/> </p> <p>Title  <input type="text" value="^*NAT*"/></p>

	<p>search for word parts/title parts.          I.e. <code>^*NAT*</code> will give you a list of all cases where nat is part of the title:          international, nature, natural, donation, dekanat, nation, etc.</p> <p>You always have the opportunity to fill in the <i>Free text</i> 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.</p>	<p>Free text</p> <input data-bbox="938 568 1233 622" type="text"/>
<p><b>Search result</b></p>	<p>Click <i>Search</i>.</p> <p>Under the tab <i>Search results</i> in the bottom window, you will find a list of the cases that match your search criteria.</p>	
<p><b>Open case</b></p>	<p>By double-clicking on a case title you open the case and get access to the documents on that case.</p> <p>Tip: Click on the "big eye" to <i>preview</i> the case files in the PDF Viewer or click the "little eye" to <i>open</i> case files in their original programme (Word/Excel/Powerpoint etc.).</p>	