

# Accessing A Case

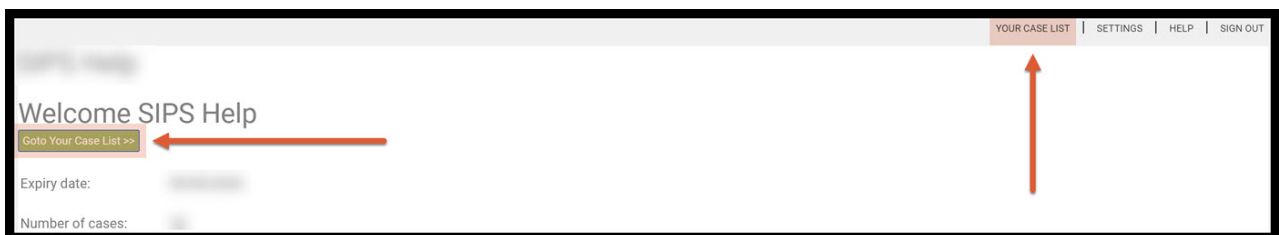
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Below is the step-by-step guideline for accessing your case list and accessing a case from the log in page.

Step 1: Logging In: Log into SIPS.



Step 2: Welcome Page: To navigate to the Your Case List screen, you have two options: click the green Go To Your Case List button under the Welcome heading, or select Your Case List in the upper-right corner. Both options lead to the same Your Case List page.



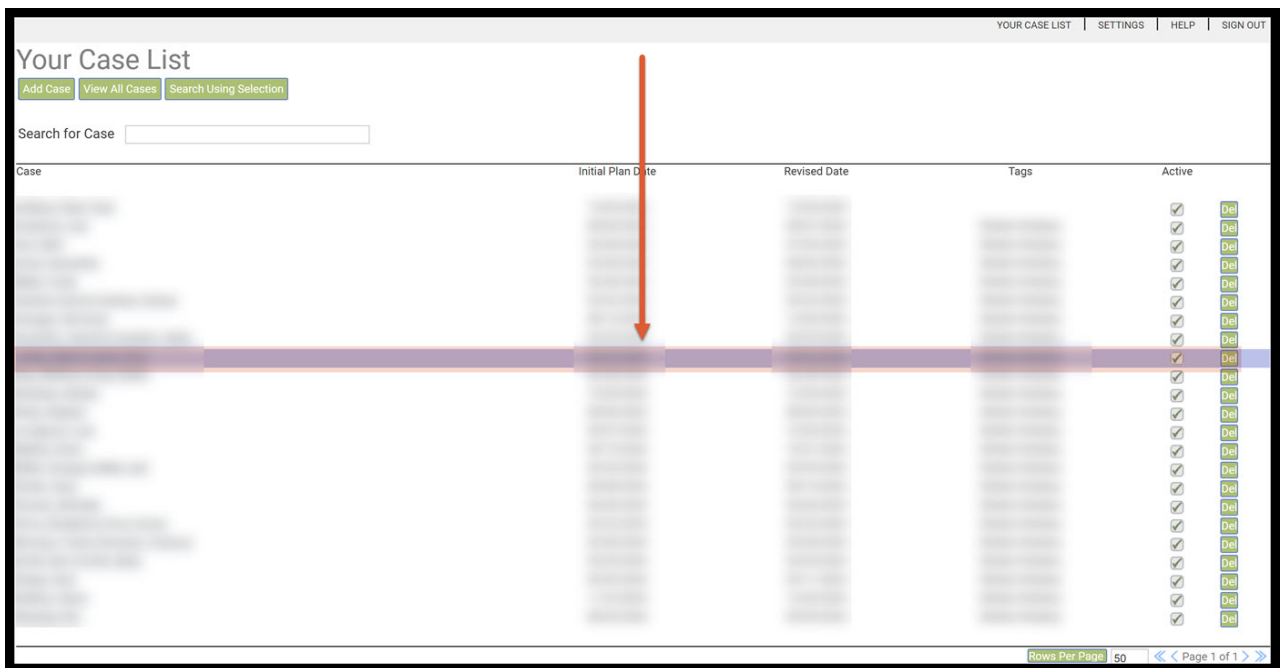
Step 3: View All Cases: Click on the green View All Cases button underneath the Your Case List heading.



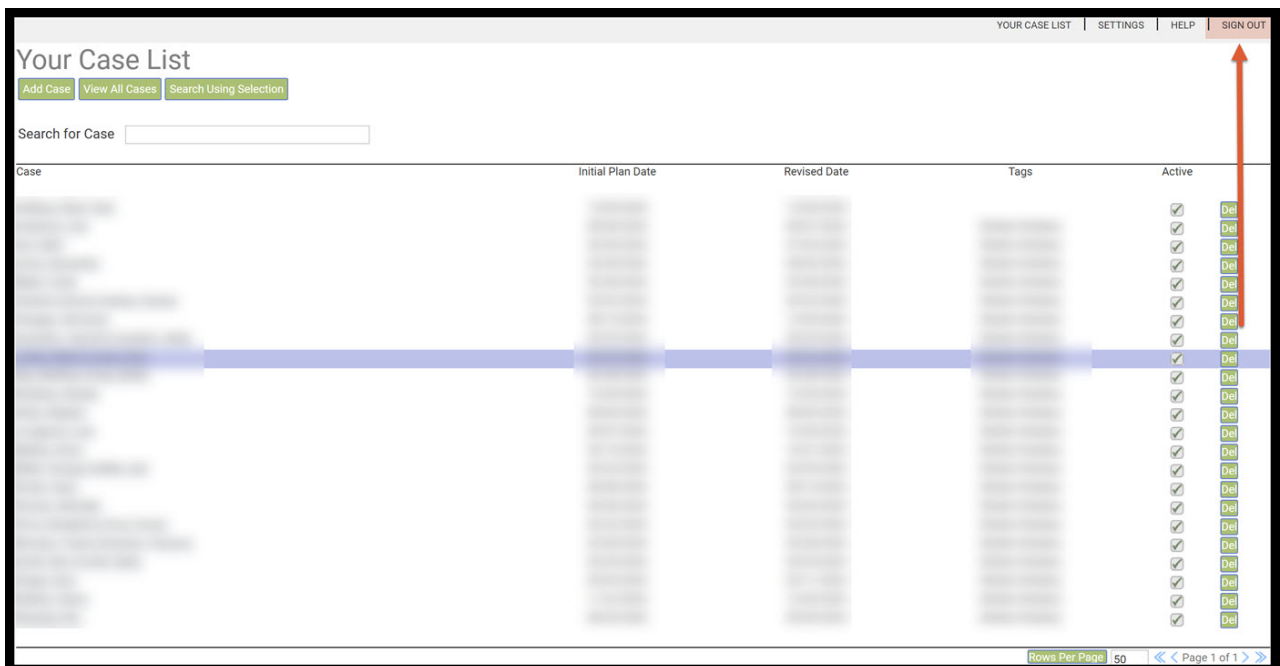
Step 4: Your Case List: All your active cases will be displayed in a list format.



Step 5: Case Selection: Click on the case you would like to open up.



Step 6: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: [support@planscout.com](mailto:support@planscout.com)

