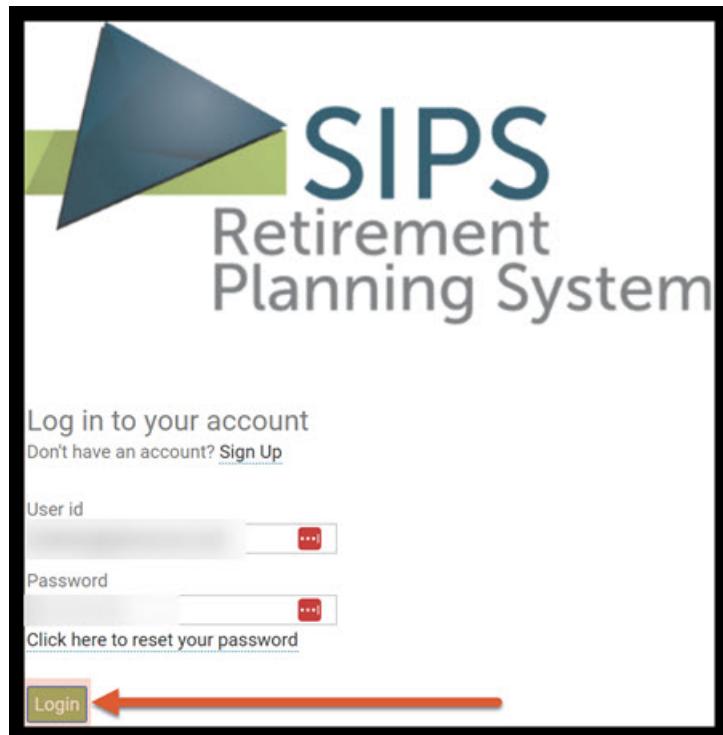


Accessing A Case

01/08/2026 9:24 am EST

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.

YOUR CASE LIST | SETTINGS | HELP | SIGN OUT

Your Case List

Add Case View All Cases Search Using Selection

Search for Case:

Case	Initial Plan Date	Revised Date	Tags	Active
Please use View All Cases or Search Using Selection to view one or more cases				

Rows Per Page: 50 | << No records >>



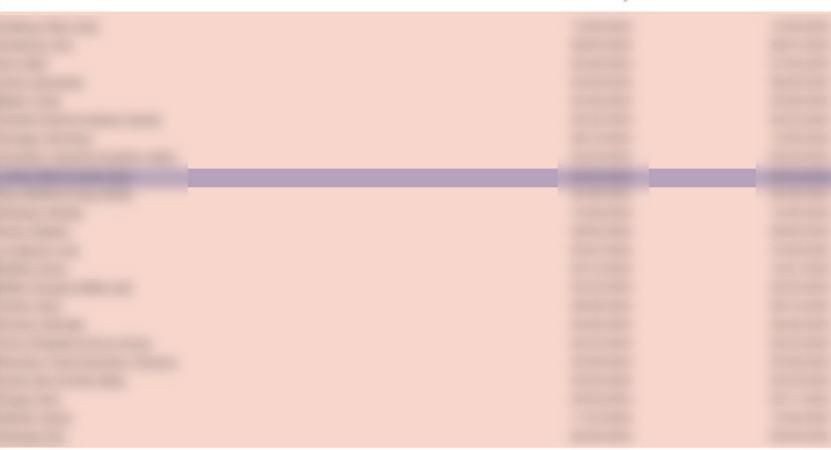
Step 4: Your Case List: All your active cases will be displayed in a list format.

YOUR CASE LIST | SETTINGS | HELP | SIGN OUT

Your Case List

Add Case View All Cases Search Using Selection

Search for Case:

Case	Initial Plan Date	Revised Date	Tags	Active
				

Rows Per Page: 50 | << Page 1 of 1 >>



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

Your Case List					YOUR CASE LIST	SETTINGS	HELP	SIGN OUT
Case	Initial Plan Date	Revised Date	Tags	Active				
Case 1 (Redacted)	Initial Plan Date	Revised Date	Tags	Active				

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

