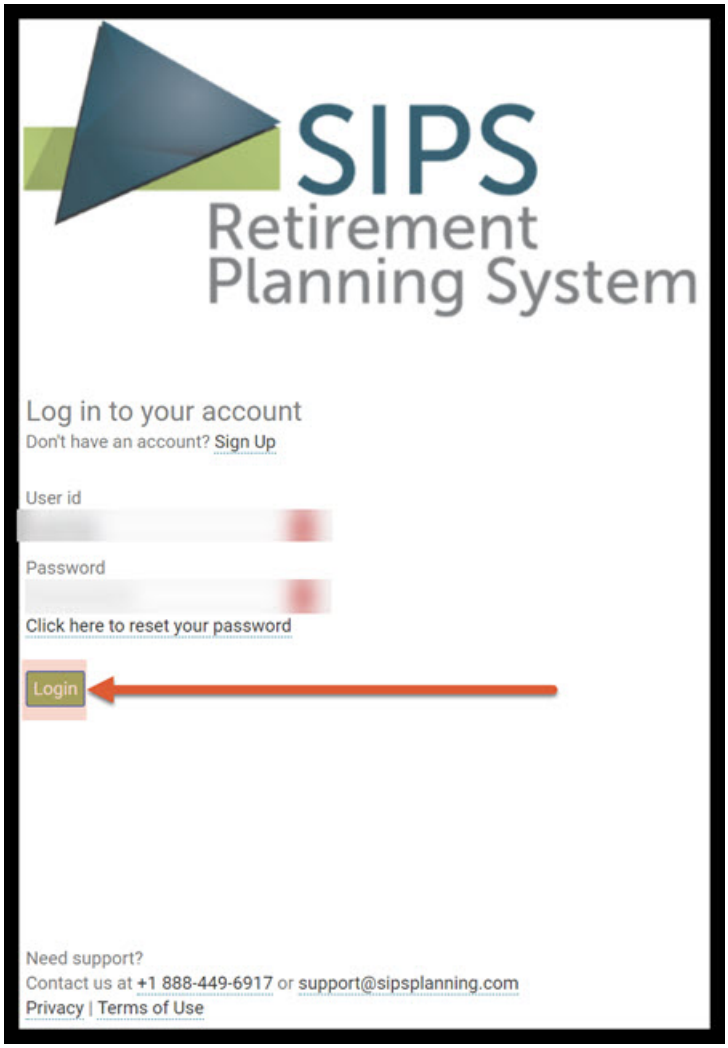
Searching for a Case

08/23/2024 4:43 pm EDT

There are 2 different ways to search for a specific case in SIPS. One way is clicking on search using selection button underneath the main dashboard on the Your Case List page. This will redirect you to the text box Search for Case. The other way is to automatically filter in the text data into the Search for Case text box. The search features only recognize text, so the way to search for a case is either typing in the name you used for the selection tags, case names, or grammatical parts of the case name. Below are the step-by-step instructions.

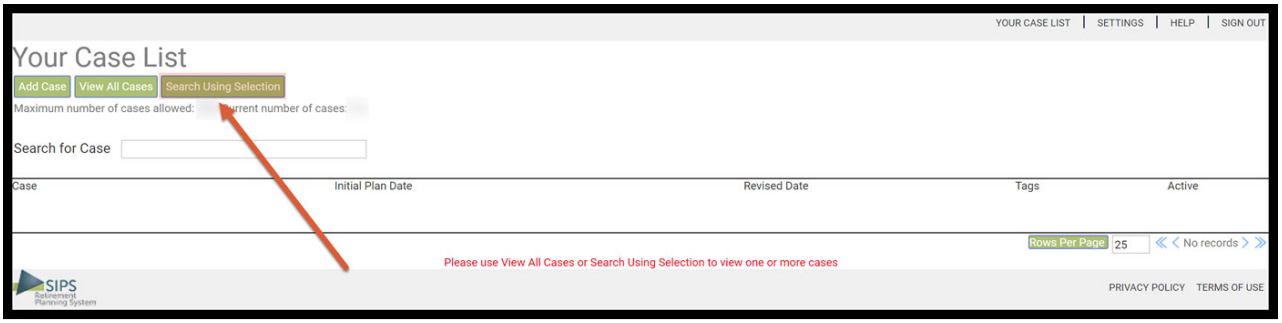
Step 1: Logging In: Log into SIPS.



Step 2: Go To Your Case List: You can either do this by clicking on the green GoTo Your Case List button or clicking on the Your Case List Subheading located in the upper righthand side of your screen.

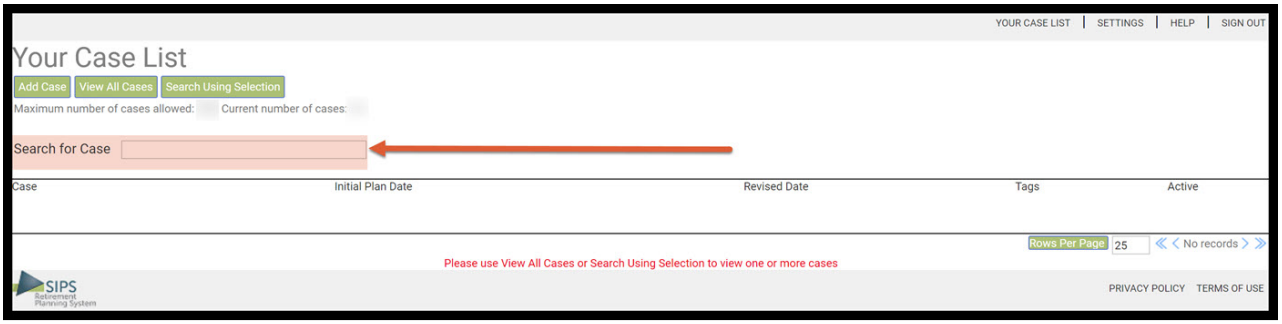
Option 1: Search Using Selection:

Step 3: Search using Selection: Click on Search Using Selection and start typing the text into Search for Case text box. Double click when done writing in the text box.



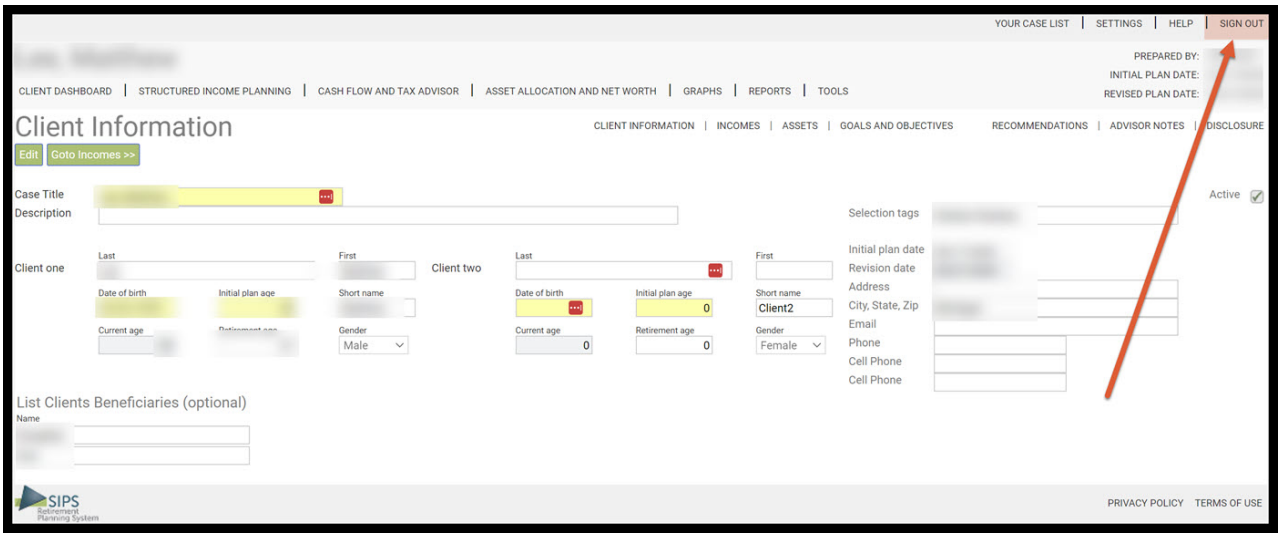
Option 2: Search for Case:

Step 4: Search for Case: Click inside the text box next to the Search for Case subheading. Once done typing double click to bring the case up.



Step 5: Selection: Double click on the case you are looking for.

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: +1-888-449-6917 or support@planscout.com