



# FuSioN User Guide – Search for a Case

On the homepage, click on **Search Cases** tile. The Search Case functionality allows you to search for open or closed cases using the following search criteria:

**Case ID:** when cases are created and saved in FuSioN, a unique Case ID number is created. Searches can be conducted according to Case ID.

**Person ID:** when persons are added to FuSioN, a unique Person ID number is created. This search will return all cases related to the particular person.

**Surname:** searches can be conducted for a case by a person’s surname using the options ‘begins with’, ‘contains’ or is ‘equal to’.

**Forename:** searches can be conducted for a case by a person’s forename using the options ‘begins with’, ‘contains’ or is ‘equal to’.

**Start Date:** searches can be made according to the start date recorded for the case.

**Primary Issue:** Search results can be filtered according to the primary issue recorded on the case.

**Assigned To:** using the magnifying glass, search results can be returned for the person assigned to the case. Here you can search for cases assigned to yourself.

**Team:** using the magnifying glass search for the relevant Team or Agency the case is assigned to.

**Referrer Type:** Selecting a referrer type, will narrow the search results, according to the referrer type selected.

**Summary:** you are able to search by the brief summary recorded on a case.

**Status:** a search is able to be completed by the status of a case, in addition to other search criteria.

**Reason for Case Closure:** a search can be completed on the reason the case was closed.

**Date Created:** refers to the date the case was initially recorded in FuSioN, which can be different from the Start Date.

**Corridor:** refers to the Corridor the case belongs to.

Case ID	=	<input type="text"/>
Person ID	=	<input type="text"/>
Surname	begins with	<input type="text"/>
Forename	begins with	<input type="text"/>
Start Date	=	<input type="text"/>
Primary Issue	=	<input type="text"/>
Assigned To	=	<input type="text"/>
Team	=	<input type="text"/>
Referrer Type	=	<input type="text"/>
Summary	begins with	<input type="text"/>
Status	=	<input type="text"/>
Reason for Case Closure	=	<input type="text"/>
Date Created	=	<input type="text"/>
Corridor	=	<input type="text"/>



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## DISPLAYING OF RESULTS:

After entering in your Search criteria, click on **Search**. The search results will display at the top of the search screen.

The following outline useful information in regard to sorting and filtering of the results displayed:

- A. Clicking on the **Case Id** hyperlink will navigate to the Case.
- B. The column headers can be sorted by ascending/descending. Click on the column header title to sort that column and the remaining columns will update.
- C. Clicking on this button will export the results to Excel.
- D. Clicking on the **Clear** button will clear the results and can do another search.
- E. Clicking on the **Add Case** button will allow you to create a case.

The screenshot displays the 'Search Case' interface. At the top, there is a 'Search Results' section with a search icon and a dropdown menu showing '1-15 of 15'. Below this is a table with the following columns: Case Id, Start Date, Person, Summary, Primary Issue, Status, Reason for Closure, Assigned To, Team, Date Created, and Case Type. Two rows of data are visible. Below the table, there is an 'Add Case' button, an '\*Action' dropdown menu set to 'View Search Results', and a 'Search' section with a 'Search' button, a 'Clear' button, and a 'Case Sensitive' checkbox.

Case Id	Start Date	Person	Summary	Primary Issue	Status	Reason for Closure	Assigned To	Team	Date Created	Case Type
<a href="#">100021460</a>	27/07/2018	SMITH	Training scenario - 100001614	Child Protection	Open	Case Plan goals achieved	TESTING, ICM	MercyCare (Mirrabooka/Joondalup)	04/08/2020	ICM
<a href="#">100021358</a>	24/07/2020	MACKTEST01,SMITH	TEST	Child Protection	Open		HEMARA, Renee	CENTRECARE (ARMADALE/CANNINGTON)	24/07/2020	A&C