Searching for cases

In this video, staff will learn to search for cases from the worklist.

In the worklist, staff can perform a search by entering a student number, course code or decision status into the Task List or Case List search fields. If a decision has been recorded and saved, the course code in the Task Name or Additional Info column will automatically add the prefix 'A-' for an Approved Decision Status or 'N-' for a Not Approved decision status to the course code.

Search by Decision Status and Course Code (0:29)

Staff can search for a specific course code with a decision status of either Approved or Not Approved.

For example, entering 'A-BIOL3210' in the search field, then clicking search.

Search by Decision Status and Subject Area (0:50)

They may also search for a specific subject area with a decision status of either Approved or Not Approved.

For example, entering 'N-ARCH' in the search field, then clicking search.

Search by Decision Status for a Pool (1:10)

Or, they can search for all courses in their UniTask pool with a decision status of either Approved or Not Approved.

For example, entering 'A-' in the search field, then clicking search.

Sorting search results in order of decision (1:31)

The staff may also use the sort functionality to further arrange the list after the search. Entering a course code or subject area then clicking 'Task Name' to sort the list will show results sorted in order of decision status.

For example, enter 'BIOM2011' in the search field, then clicking search.

Then, click 'Task Name' to sort all cases by decision status.

All BIOM2011 cases will be sorted according to their decision status.

If at any point you require assistance with UniTask or processing cases, please refer to the online guides on the Systems Training Hub. You can also find other instructional videos on some processes and features in UniTask.

Go to the Student Administration section on the Systems Training Hub to access these additional resources.   Alternatively, you can contact the ITS Service Desk for specific assistance.