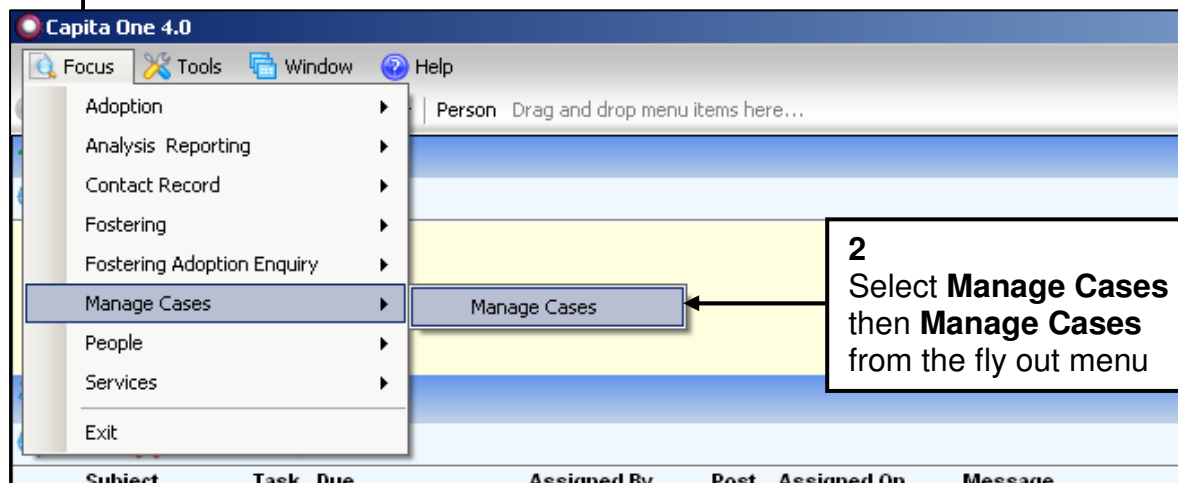


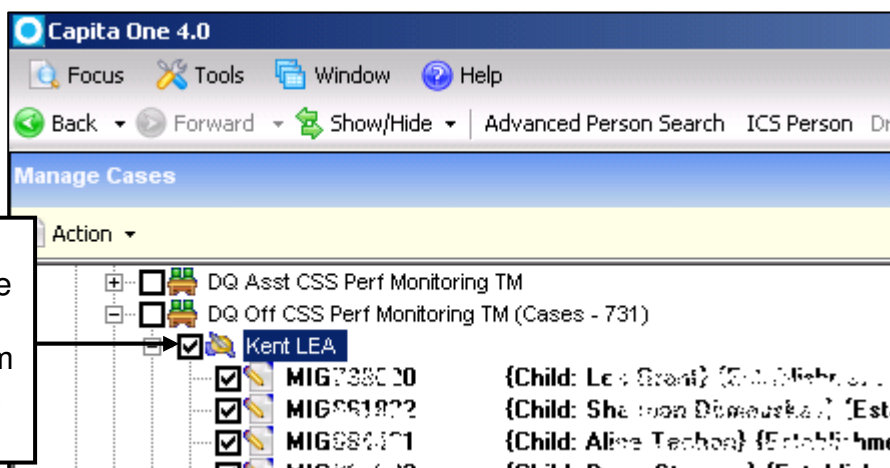
## How to show all cases allocated to a worker via Manage Cases

1  
Click **Focus** menu



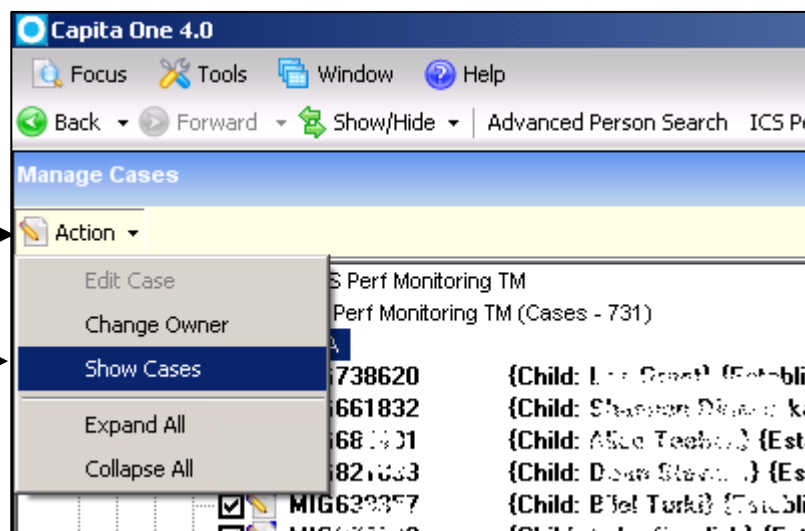
2  
Select **Manage Cases** then **Manage Cases** from the fly out menu

3  
Click the worker's name (Kent LEA is an alias) to add a tick to the team name and all the cases listed



4  
Click **Action**

5  
Click **Show Cases**



The screenshot shows the 'Capita One 4.0' application window. The 'Manage Cases' pane displays a tree view of cases, including 'DQ Asst CSS Perf Monitoring TM', 'DQ Off CSS Perf Monitoring TM (Cases - 731)', and 'Kent LEA'. Two cases are selected: 'MIG731819' and 'MIG661832'. A callout box points to the column headers of the 'Cases' table below, stating: 'Columns can be sorted by clicking on a column header'. The 'Cases' table has the following columns: Case Reference, Start Date, End Date, Subject(s), Assigned on, Assigned by, and Elected. A callout box points to the 'Case Reference' column, stating: 'The cases held in the team selected, will display in the lower pane'. Another callout box points to a specific case reference number in the table, stating: 'Click the Case Reference Number to open the child's record'.

Case Reference	Start Date	End Date	Subject(s)	Assigned on	Assigned by	Elected
MIG928972	13/12/2007 00:00:00		Child: Lydia K...	01/02/2010 12:28:50	NUNNC01	No
MIG928984	12/12/2007 00:00:00		Child: Chav...	01/02/2010 10:47:57	NUNNC01	No
MIG928987						
MIG928997						
MIG928998						
MIG929102	10/12/2007 00:00:00		Child: Bethany Pale	01/02/2010 10:44:05	NUNNC01	No
MIG929140	10/12/2007 00:00:00		Child: Ben W...	01/02/2010 12:30:46	NUNNC01	No
MIG929177	07/12/2007 00:00:00		Child: Omar G...	01/02/2010 10:47:50	NUNNC01	No
MIG929420	06/12/2007 00:00:00		Child: Savannah S...	01/02/2010 12:23:05	NUNNC01	No
MIG929605			Child: Chedda M...	01/02/2010 12:23:05	NUNNC01	No