

Master Class – Viewing and Sorting Records – Quick Reference

MC2

Open FlinSafe (<https://flinsafe.flinders.edu.au/SCRIM/main.aspx>). The Dashboards View will open. Under SCRIM Modules click on relevant module. For this example we will choose, Incident Management (see **Figure 01** below).

- 1 **SCRIM Modules** – Look at this list to choose the type of record to view.
- 2 **Module (Incident management)** – Click on this record type to view the list of records in the right-hand window. For this example, we have chosen *Incident Management*.
- 3 **Drop-down list** – Located above the record column headings, this allows you to choose and see different filtered views of the records. Most customised views are under *My Views*.
- 4 **Reference ID** – Each record has a Reference ID that can be clicked to view the record details.
- 5 **Column Headings** – Click on the column heading once to sort **descending** and click once more to sort the column **ascending**. This example shows *Incident Date* as sorted **descending**.

(Figure 01: Selecting the a view and sorting records)

The screenshot shows the 'Incident Management' interface. On the left, a sidebar lists 'SCRIM Modules' with 'Incident Management' selected. The main area displays a table of incidents. A dropdown menu above the table is set to 'All Incidents - Last 5 Years'. The table has columns for Reference ID, Incident Date, Brief Description, College / Portfolio, and Business Area. The 'Incident Date' column is sorted in descending order. Red arrows and callouts point to specific elements: 1 points to the SCRIM Modules list, 2 points to Incident Management, 3 points to the dropdown menu, 4 points to a Reference ID, and 5 points to the 'College / Portfolio' column heading.

Reference ID	Incident Date	Brief Description	College / Portfolio	Business Area
INC0008062	19/07/2018 3:00...		College of Nursing and Hei	Nursing and Health Science
INC0008061	12/07/2018 12:2...		Vice-President, Corporate S	Flinders Living
INC0008060	11/07/2018 1...		College of Medicine and Pt	Medicine and Public Health
INC0008058	10/07/2018 8:00...		Vice-President (Corporate S	Buildings and Property Divi
INC0008059	07/07/2018 9:00 ...		College of Humanities, Arts	Humanities, Arts and Social
INC0008054	4/07/2018 3:30 ...		College of Nursing and Hei	Nursing and Health Science
INC0008057	4/07/2018 11:00...		College of Medicine and Pt	Medicine and Public Health
INC0008052	3/07/2018 11:30 ...		College of Nursing and Hei	Nursing and Health Science
INC0008053	3/07/2018 12...		Deputy Vice-Chancellor (St	Office of Student Recruitm
INC0008051	2/07/2018 9:00 ...		College of Nursing and Hei	Nursing and Health Science
INC0008063	29/06/2018 12:0...		Portfolio of the Vice-Chanc	Office of Communication a
INC0008050	27/06/2018 8:45...		Pro-Vice-Chancellor (Intern	Office of the Pro-Vice-Char
INC0008055	23/06/2018 6:20...		College of Nursing and Hei	Nursing and Health Science
INC0008049	22/06/2018 10:0...		College of Nursing and Hei	Nursing and Health Science
INC0008047	20/06/2018 1:30...		President (Corporate S	Information and Digital Ser
INC0008048	20/06/2018 1:00...		President (Corporate S	Flinders Living
INC0008042	12/06/2018 6:30...		College of Medicine and Pt	Medicine and Public Health
INC0008040	12/06/2018 9:40...		College of Medicine and Pt	Medicine and Public Health
INC0008041	12/06/2018 7:30...		College of Medicine and Pt	Medicine and Public Health
INC0008045	8/06/2018 9:30 ...		College of Nursing and Hei	Nursing and Health Science

Helpful Hints:

If more than one column needs to be selected for sorting, click on **first column heading**, then hold **SHIFT** on the keyboard and click on the second column heading.

Note that the two columns can be adjacent or separated by other columns. More than two columns can be selected for sorting; however check to see what the aim of sorting is to ensure the desired result is achieved.