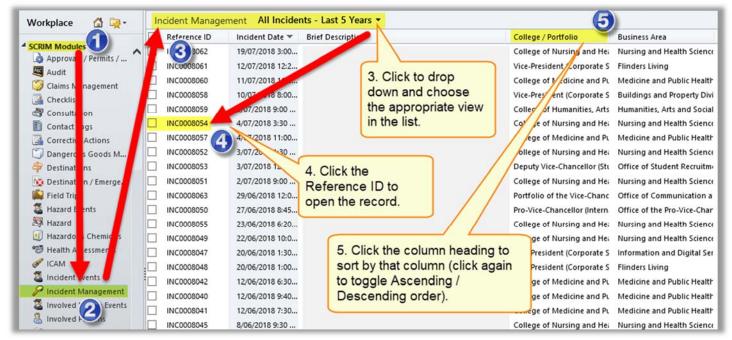
Master Class - Viewing and Sorting Records - Quick Reference

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).

- SCRIM Modules Look at this list to choose the type of record to view.
- 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.
- Orop-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.
- Reference ID Each record has a Reference ID that can be clicked to view the record details.
- 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)



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.

V1 - 24072018 Page 1 of 1