How to filter on/search specific cases

This documentation, including images, videos and text, is accurate as of Version 6.2 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

1 **To do this go to the Cases tab.**

2 **In the right top corner you select Filter.**

3 **This will open a section where you can select your filters.**
- **Name - Search the name of the case.**
- **Date of creation - You can choose a previous time duration, or select a date on the calendar.**
- **Last modified - You can choose a previous time duration, or select a date on the calendar.**
- **ID - The case ID.**
- **Status - Check the box with the status of the case you're looking for.**
- **Assignee - You can choose users or groups to which the cases should be assigned to.**
- **Clients - Select to which Client a case is linked.**
- **Risk - Select the risk the cases should adhere to.**
- **Show deleted cases - Shows all cases that have been deleted.**
- **Assign filters - Show all cases that have you as assignee or you as the collaborator.**
- **Input filters - Make a selection of cases based on the nationalities or countries of the cases.**
- **Resolve filters - Select the filter(s) of the cases that have or have not been resolved or cases that have updated hits**
- **Reset filters - Set all filters back to default. The default is that no selections have been made and the field are not filled in**

- **Export cases - Make a global case report of all the cases that comply with all the selected filters.**