Searching for a Case

Role(s): Coroners – Provincial, Full Time, and Community

Objective

This job aid provides the necessary steps to navigate from the Home Screen to an existing case. This will include:

- Navigating to the correct Dashboard tab containing the case
- Navigating through the list to find a specific case and opening it to view or edit
- Using the search function from the toolbar

Precondition

The user is logged in to EDRN and is at the Home Screen where the Dashboard resides.

Procedural Steps: Searching for a Case

Finding a Case Using the Dashboard

1. Click **Home** toolbar button if the Dashboard is not currently displayed.

2.   Click on one of the following tabs depending on the status of case being searched for:

My Cases	The **My Cases** tab displays a list of the Coroner's currently assigned cases that have not yet been certified.
Open Cases	The **Open Cases** tab displays a list of the open and assigned cases that have not yet been certified that the Coroner has access to.
	NOTE: *Community Coroners do not have access to this tab.*
Submitted Cases	The **Submitted Cases** tab displays the list of certified cases the Coroner has access to that has been submitted within the last three months.
	NOTE: *For cases older than 3 months, use the Search toolbar button. (See "Finding a Case from the Search Toolbar Button" in this job aid.)*

Record Navigation Bar

3.   Navigate through the list of cases using the **Record** Navigation Bar. The options for navigation are:

«	Click **Start of Records** to navigate to the first page of the current tab
‹	Click **Previous Page** to navigate to the previous page of the current tab
›	Click **Next Page** to navigate to the following page of the current tab
»	Click **End of Records** to navigate to the last page of the current tab
Show 10 ∨	Click **Show 10** to change the number of cases displayed per page. Click the drop-down arrow to choose from 5, 10, 20, 30, 40, or 50

NOTE: *At times, a case may not appear on the Dashboard. Reasons for this could include:*
        - the case is not assigned to your jurisdiction,
        - the case is assigned to a Medical Informant
        - the case is over 3 months old, or
        - the case has been cancelled.

4.   If the case appears in the list, open it by pressing the **View Case** or **Edit Case** icon.

NOTE: *If the case appears in the "My Cases" list, it can be edited.*

        To edit another Coroner's case, it must first be reassigned by the Provincial Coroner. (See Assigning an MCD job aid.)

Finding a Case Using the Toolbar Search Button

Running down the left-hand side of the EDRN screen is the EDRN Toolbar. This toolbar provides a Search feature along with other important functions. (See Navigating the EDRN Home Page job aid).

The Search function is used to locate any case the Coroner has access to, over any period of time, regardless of status, with one exception. Cancelled cases cannot be searched for.

NOTE:	*A case must be cancelled by a Medical Informant (MI) when it becomes a Coroner case. MIs cannot assign a case to a Coroner. However, a Coroner can assign a case to a Medical Informant.*

Search criteria can be entered through a variety of fields found on the search page. The more criteria entered, the narrower the search results.

To broaden your search or when uncertain of the spelling of a surname or given name, wildcards can be used within the search criteria to replace one or many characters.

The *asterisk can be used in place of any number of characters when uncertain of spelling. For example, THOM* would return search results of any names that begin with THOM and end with any possible combinations, such as THOMAS, THOMPSON, and THOM.

The ?question mark can be used in place of any one character. For example, THOM?S would return search results such as THOMAS, THOMUS, THOMES.

NOTE:	*Wildcards cannot be used in the "Case number" field.*

1. Click **Search** from the vertical toolbar on the left side of the window. The **Search** window will open to add search criteria. (Shown above).

2. Choose the search criteria to be entered:

NOTE:	*Keep in mind that the more criteria entered, the narrower your search. To broaden your search, enter less information or use wildcards in the Surname or Given names fields.*

a. **Case number:** Type the *Case number* if known.

b. **Case status:** Click the *Case status* dropdown list and select one of the following options for this case:

Unassigned Cases	Use this option to find any case that hasn't been assigned yet.
Assigned Cases	Use this option to find a case that has been assigned but didn't appear in the **My Cases** or **Open Cases** tabs.
Certified Cases	Use this option to find any case that has been previously certified and submitted.
Amended Cases	Use this option to find any case that has been amended after submission.

c. **Surname:** Type *Surname* of decedent if known.

d. **Given names:** Type *Given names* of decedent if known.

NOTE:	*Surname and Given names fields are not case sensitive.*

e. **Exact Date of Death:** Click the **Yes** radio button and enter the date, if known. Otherwise, click **No** and enter a date range**.**

3. Click **Search.** Search results will display below the Search window:

Case number	Surname	Given Names	Date of Death	Case status	View Case
EDR117	WESAQUATE	WALTER	03/01/2024	ASSIGNED	☑

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4. Click the corresponding **View Case** ☑ icon of the correct case from the list.

NOTE:	*The Case can be edited if it has been assigned to the Coroner who is logged in. To edit another Coroner's case, it must first be reassigned by the Provincial Coroner. See the "Assigning an MCD" job aid.*

End of Procedure.