MC2: Master Class – Viewing and sorting records – Quick Reference
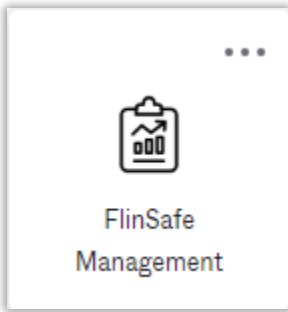
1. Open FlinSafe Management via Okta.

2. Follow the quick steps below to view or sort your records in the current view (Incident Management shown as the example but can be applied to other SCRIM Modules).

Tip 1 – When filtering a column you can repeatedly click in the filter by box to add more than one value.

Tip 2 – When wishing to clear a filter click the column heading again and choose clear filter.