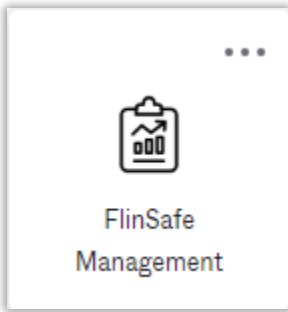


**MC2: Master Class – Viewing and sorting records – Quick Reference**

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).

The screenshot shows the FlinSafe SCRIM interface. On the left is a sidebar with "SCRIM Modules" and a list of modules including "Incident Manage...". The main area displays a table of incidents under the heading "All Incidents in the Last 90 Days". The table has columns for Reference ID, Incident Date, and Incident Brief Description. A dropdown menu is open over the "College / Portfolio" column, showing options for sorting (A to Z, Z to A) and filtering. Five numbered callouts (1-5) point to specific UI elements: 1 points to the sidebar, 2 to the "Incident Manage..." module, 3 to the table header, 4 to a specific record's Reference ID, and 5 to the dropdown menu.

Reference ID	Incident Date	Incident Brief Description	College / Portfolio	Business Area	Site
INC0009020	12/08/2022 11:00...	Student - sit on a broken chair and fell to...		Education, Psych...	Bedford Park
INC0009019	19/08/2022 2:00 ...			Medicine and Pu...	Alice Springs
INC0009018	18/08/2022 10:30...			Property, Facilitie...	Bedford Park
INC0009017	9/08/2022 4:00 PM	Student - Physical assault by patient	College of Nur...		
INC0009016	17/08/2022 9:16 ...	Staff - Mouse bite during restraint practice	College of Me...		
INC0009015	3/08/2022 8:30 AM	Staff - Injured back (suspected slipped/bul...	College of Me...		
INC0009014	10/08/2022 4:35 ...	Student - while assisting a patient they be...	College of Nursin...	Nursing and Heal...	Victor Harbor
INC0009013	10/08/2...		College of Scienc...	Science and Engi...	Bedford Park
INC0009012	10/08/2...		College of Medici...	Medicine and Pu...	Off Campus
INC0009011	7/08/2022 1:52 PM	Student - in new leased accommodation r...	College of Medici...	Medicine and Pu...	Alice Springs

**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.

