

Tip Sheet: How to Create and Use a Group in eMedical

The eMedical system allows you to create 'Groups' and add health cases to a group if you wish to treat those health cases as one unit. This will allow you to navigate quickly between cases in eMedical without the need to search and manage those cases individually.

Note:	The grouping functionality is optional .
Note:	You can only create a group via the Using Health Case Identifier option in the Case search

A. Creating a group

Step 1. Select a health case ID type (for example CEAC Barcode)

Step 2. Enter the ID for the health case and press the Search to
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Clinic inbox	Case search	eMedical Support	Contact us				
Case	search						
Sea	ch			Using Health Case Identifier	Ising Applicant Details		
					•		
Usir ID ty	g Health Case pe	dentifier		* CEAC Barcode			0
ID				* AA0001IVVY ×			-
Set as	my default scre	en					
							Reset Search

A health case associated with that ID will be listed.

Case search	
Search	Using Health Case Identifier O Using Applicant Details
ID type	CEAC Barcode
D	
Call as you default assess	
Set as my default screen	
	Reset Search
Select: All None	
ID Applicant name	Date of birth Doc. Num. Visa Type Visit date 501 502 707 708 712 716 Other Country Action
AA0001IVVY_1 UAT IMMIGRANT, MALE LOWRISK FOUR	01 Jan 2000 🛛 7412589 Immigrant Visa (Includes SIV, Diversity and Parolees) - 30 Jan 2018 😐 🔿 😑 😑 🖶 <u>View</u>
Manage Case Create Group Add to group	
Not Required Required Set Aside On Hold Inc	omplete Complete Awaiting Grading Finalized-incomplete Finalized Reused Expired

Step 3. Select the check box next to the health case and press the Create Group button

Select: All None															
ID	Applicant name	Date of birth	Doc. Num.	Visa	Туре	Visit date	501	502	707	708	712	716	Other	Country	Action
☑ AA0001IVVY_1	UAT IMMIGRANT, MALE LOWRISK FOUR	01 Jan 2000	7412589	Immigrant Visa (Includes SIV, Diversity and Parolees)	-	30 Jan 2018	0	0	Θ	Θ	θ	Θ	θ		View
Manage Case (Create Group Add to group														

A Health case group section above the Case search displays.



Health case group					
					2
Group description	* Dequired				•
	Required				
Select: All None					
Applicant name	Gender	Date of birth	Case Status	Visa	
UAT IMMIGRANT, MALE LOWRISK FOUR	М	01 Jan 2000	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
Select row to remove from group					Close Save
Case search					
Search	Using Health Case	se Identifier OUsing	Applicant Details		
Using Health Case Identifier	* CEAC Barcode				0
ID	* 4 4000 410 000				•
	AA000TIVVT				
Set as my default screen					
					Deast Search
					Reset Search
Select: All None					
ID Applicant name	Date of birth Doc	. Num. Visa		Type Visit date 501 502 707 708	712 716 Other Country Action
AA0001IVVY_1 UAT IMMIGRANT, MALE LOWRISK FOUR	01 Jan 2000 741	2589 Immigrant V	visa (Includes SIV, Diversity and Parolees	s) - 30 Jan 2018 🔵 🔿 💬 😑	⊖ ⊖ ⊖ <u>View</u>
Manage Case Create Group Add to group					

If there are health case(s) that you want to add to the same group – for example case(s) belonging to a family unit:

Step 4. Enter the **ID** for the health case in the **Case search** section and press the **Search** button A health case associated with that ID will be listed.

Health case group									
									?
Group description	* Required								•
Select: All None									
Applicant name	Gender	Date of I	hirth Case Status	Visa		_	_		
UAT IMMIGRANT, MALE LOWRISK FOUR	M	01 Jan 2	2000 Exam in Progress	Immigrant Visa (In	cludes SIV. Diversity and	Parolees)			
			-						
Select row to remove from group								Close	Save
Case search									
Search	Using Health	h Case Identifier	O Using Applicant Details						
Using Health Case Identifier	* 0540 Barrieda								0
ib type	CEAC Barcode		~						
U	AA0001IVXQ								
Set as my default screen									
								Reset S	earch
Select: All None						-			
ID Applicant name	Date of birth	123456	Visa Imminrant Visa (Includes SIV, Diversit	(and Parolees)	Visit date 501 502 02 May 2018		12 716 C	Country	Action
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Manage Case Create Group Add to group									

Step 5. Select the health case by clicking the check box to its left and press the Add to group button

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stoup description Required Applicant name Gender Applicant name Gender Dut of MinGRANT, MALE LOWRISK FOUR M Of Jan 2000 Exam in Progress Immigrant Visa (Includes SIV, Diversity and Parolees) Close Select row to remove from group Close Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Close Save Search Immigrant Visa (Includes SIV, Diversity and Parolees) Search Immigrant Visa (Includes SIV, Diversity and Parolees) Search Immigrant Visa (Includes SIV, Diversity and Parolees) Search Immigrant Visa (Includes SIV, Diversity and Parolees) Search Immigrant Visa (Includes SIV) Search Immigrant Visa (Includes SIV) Search Immigrant Visa (Includes SIV) Search </th <th>Health case group</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Health case group					
Applicant tases Applicant tases Close Select : All None Close Close Select row to remove from group Close Select row to remove from group Close Select row to remove from group Close Save Select row to remove from group Close <th></th> <th></th> <th></th> <th></th> <th></th> <th>0</th>						0
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elect: Al None Applicant name UAT IMMIGRANT, MALE LOWRISK FOUR M 01 Jan 2000 Exam in Progress Immigrant Visa (Includes SIV, Diversity and Parolees) Select row to remove from group Close Save Close Save C						
Applicant name Gender Date of birth Case Status Visa U UAT IMMIGRANT, MALE LOWRISK FOUR M 01 Jan 2000 Exam in Progress Immigrant Visa (Includes SIV, Diversity and Parolees) Select row to remove from group Close Save ase search Close Save Search Using Health Case Identifier Using Applicant Details Using Health Case Identifier Close Close ID * AA0001IVXQ * et as my default screen Reset Search	Select: All None					
UAT IMMIGRANT, MALE LOWRISK FOUR M 01 Jan 2000 Exam in Progress Immigrant Visa (includes SIV, Diversity and Parolees) Select row to remove from group Close Save Select row to remove from group Search Using Health Case Identifier Using Applicant Details Using Health Case Identifier Close Close ID * AA0001IVXQ * et as my default screen efect: All None	Applicant name	Gender	Date of birth	Case Status	Visa	
Select row to remove from group Close Save ase search Search Using Health Case Identifier Using Applicant Details Using Health Case Identifier Using Applicant Details iD type CEAC Barcode C AA00001IVXQ et as my default screen Reset Search etc. <u>All None</u>	UAT IMMIGRANT, MALE LOWRISK FOUR	м	01 Jan 2000	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
Select row to remove from group Close Save C						
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ase search Search Using Health Case Identifier Using Applicant Details CEAC Barcode CO AA00011VXQ et as my default screen Reset Search Lect: <u>All None</u>						
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Search						
Using Health Case Identifier ID type CEAC Barcode ID * AA0001IVXQ et as my default screen efect: All None	Search	Using Health Ca	ase Identifier OUsin	o Applicant Details		
Using Health Case Identifier ID Type CEAC Barcode CEAC B						
ID type CEAC Barcode CEAC Barcode CEAC Barc	Using Health Case Identifier					
ID *AA00011VXQ et as my default screen Reset Search etect: All None	ID type	CEAC Barcode	\checkmark			0
et as my default screen Reset Search efect: All None	ID	* AA0001IVXQ				
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elect: <u>All None</u>						Reset Search
elect: <u>All None</u>						
	Select: All None					
10 Applicant name Date of birth Dior. Num. Visa Type Visit date 501 502 707 708 712 716 Other Country Action	ID Applicant name	Date of birth Do	oc. Num. Visa	ina (Inaludan CIV/ Diversity an	Type Visit date 501 502 707 708 712 71	6 Other Country Action
	AAUUUTIVAQ_T_UAT IMMIGRANT, FEMALE HIGHRISK ONE	E 01 Jan 2010 12	3450 immigrant V	isa (includes SIV, Diversity ar	iu Parolees) - 02 May 2018 🥃 🖯 🖯 🖯 🖯	view

Health case will be added to the **Health case group** section.

Health case group					
					0
Group description	* Required				•
Select: All None	0	D-4	0 04-4	NP	
Applicant name	Gender	Date of birth	Case Status	VISa	
UAT IMMIGRANT, FEMALE HIGHRISK ONE	M	01 Jan 2010	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
B ORTHINIORANT, MALE LOWINGHT OUR	ivi	01 0411 2000	Examini Togress	minigrant visa (includes 514, biversity and r arbiers)	
Select row to remove from group					
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Case search					
Search			- Andreast Datalla		
Search	 Using Health Cas 	e identifier O'Usin	g Applicant Details		
Using Health Case Identifier					
ID type	* CEAC Barcode	~			0
ID	* AA0001IVXQ				
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Set as my default screen					
					Reset Search
Pelasta All Mana					
ID Applicant name	Date of birth Doc	Num Viea		Turne Vieit date 504 502 707 708 742 7	16 Other Country Action
AA00011VXQ 1 UAT IMMIGRANT, FEMALE HIGHRISK ON	E 01 Jan 2010 1234	456 Immigrant V	isa (Includes SIV, Diversity an	nd Parolees) - 02 May 2018 - 0 0 0 0 0 0	
Manage Case Create Group Add to group				, ,	
Not Required Required Set Aside On Hold II	complete Comple	te Awaiting G	rading Finalized inco	molete Finalized Reused Expired	
		©			
	-				

Follow Step 4 and Step 5 above untill you have added all health cases to the desired group.

Step 6. Enter some text in the Group Description field and press the Save button



Health case group					
Group description	JAT family	×			0
Select: <u>All None</u> Applicant name	Gender	Date of birth	Case Status	Visa	
UAT IMMIGRANT, FEMALE HIGHRISK ONE	F	01 Jan 2010	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
UAT IMMIGRANT, MALE LOWRISK FOUR	М	01 Jan 2000	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
Select row to remove from group					Close Save

Note: The **Group description** will assist you to remember the group for later use and should be meaningful. For example a Group description may be a family name.

A success message is displayed to confirm that a group with that description has been created and the <u>Edit group</u> hyperlink is automatically added to the right side of the health case in the **Case search** section.

Success				
Successful save.				
Health case group				
Group description	LIAT family			
	OAT laning			
Select: All None				
Applicant name	Gender	Date of birth	Case Status	Visa
UAT IMMIGRANT, FEMALE HIGHRISK ONE	F	01 Jan 2010	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)
UAT IMMIGRANT, MALE LOWRISK FOUR	M	01 Jan 2000	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)
Select row to remove from group				Close Save
Case search				
Search	Using Health Case	e Identifier 🔿 Using	g Applicant Details	
ID type	* CEAC Barcode	\checkmark		
ID	* ^ ^ 00011V/XO			
10	AAOOOTIVAG			
Set as my default screen				
				Dearth Dearth
				Reset Search
Select: All None				
ID Applicant name	Date of Doc. birth Num.	Visa		Type Visit date 501 502 707 708 712 716 Other Country Action
AA0001IVXQ_1 UAT IMMIGRANT, FEMALE HIGHRISK ON	01 Jan 2010 123456	Immigrant Visa (I Parolees)	Includes SIV, Diversity and	- 02 May 👄 👄 👄 👄 👄 🖴 🔛 View
Manage Case Create Group Add to group				

Note: Once a group has been added to the ID type drop down	created the Group ID under Common IDs will be automatically n list.	
Case search		
Search	O Using Health Case Identifier○ Using Applicant Details	
Using Health Case Identifier ID type	Select an Option American IDs Beneficiary ID CEAC Barcode CEAC Barcode	
Set as my default screen	Case number Alien Number Common IDs Group ID	
The groups created will be liste the cases in that particular grou	d in the Group ID drop down and allow you to search and manage up.	



Case search		
Search	● Using Health Case Identifier O Using Applicant Details	
Using Health Case Identifier ID type Group ID Set as my default screen	Group ID Select an Option CS10000 48789 CS10005 UAT family	
Note: The system will automaticall description for the group that you hat UAT family).	y generate and add letters CS and numbers to the Group ave created following the steps above (for example CS10005	5

Adding additional health case(s) to an existing group

Once you have created a group you can add additional health case(s) to that group by following the steps below:

- Step 1. Select Group ID in the ID Type drop down list
- Step 2. Select the group in the Group ID drop down (for example CS10000 48789) to which you want to add the additional health case(s)
- Step 3. Press the Search button

Case search		
Search	● Using Health Case Identifier ○ Using Applicant Details	
Using Health Case Identifier ID type	Group ID	0
Group ID Set as my default screen	Select an Option CS10000 43789 CS10005 UAT family	
		Reset Search

Case search		
Search	\odot Using Health Case Identifier \bigcirc Using Applicant Details	
Using Health Case Identifier ID type	* Group ID	0
Group ID	* CS10000 48789	
Set as my default screen		
		Reset Search
Select: <u>All None</u>		
ID Applicant name	Date of Doc. Visa birth Num.	Type Visit 501 502 707 708 712 716 Other Country Action date
TST_CEAC_SUF_1505860707952 GOODWIN, Luk e	15 Aug 198 ibcihjdfhi Immigrant Visa (Includes SIV, Diversity and Parolees)	🛛 🛛 🕞 🕞 🗇 🗇 🖉 📕 <u>View</u> Edit group
Manage Case Create Group Add to group		

Existing health case(s) in that group will be listed.



Step 4. Press the Edit group link next to the health case

Case search		
Search	Using Health Case Identifier O Using Applicant Details	
Haing Haalth Case Identifier		
ID type	Group ID	0
Group ID	CS10000 48789	
Set as my default screen		
	R	eset Search
Select: All None		
ID Applicant D name b	Date of Doc. Visa Type Visit 501 502 707 708 712 716 Other Country birth Num. date	y Action
TST_CEAC_SUF_1505860707952 GOODWIN, Luk 1 e 7	15 Aug 198 ibcihjdfhi Immigrant Visa (Includes SIV, Diversity and 🛛 🛛 🖂 💬 💬 👄 🕥 🚞 7 Parolees)	View Edit group
Manage Case Create Group Add to group		

The **Health case group** section for the selected group displays.

Health case group								
								0
Group description		48789						
Select: All None								
Applicant name	Gender	Date of birth	Case Status	Visa				
GOODWIN, Luke	F	15 Aug 1987	Submitted	Immigrant Visa (Incl	udes SIV, Divers	ity and Parolees)		
Select row to remove from group								Close Save
Case search								
Search		Using Health C	Case Identifier OUsing A	Applicant Details				
Using Health Case Identifier ID type		Group ID						0
Group ID		* CS10000 48789	\checkmark					
Set as my default screen								
								Reset Search
Select: All None								
ID	Applicant name	Date of Doc. birth Num.	Visa		Type Visit date	501 502 707 708	712 716 Other	Country Action
TST_CEAC_SUF_1505860707	952 GOODWIN, Lu e	uk 15 Aug 198 ibcihjdfhi 7	Immigrant Visa (Includes Parolees)	s SIV, Diversity and			⊖ ⊖ �	View Edit group
Manage Case Create Group	Add to group							

To add health case(s) to this group:

Step 5. In the Case search section select the ID Type (for example CEAC Barcode)

Step 6. Enter the ID type for the health case that you want to add to the group and press the Search button

The Health case associated with that case ID will be listed



nealul case group								
								8
Group description		48789						
Select: <u>All</u> <u>None</u>								
Applicant name	Gender	Date of birth	Case Status	Visa				
GOODWIN, Luke	F	15 Aug 1987	Submitted	Immigrant Visa (Incl	udes SIV, Diversi	ity and Parolees)		
Select row to remove from group							Close	Save
Case search								
0			0					
Search		Using Health C	Case Identifier OUsing A	pplicant Details				
Using Health Case Identifier		CEAC Barcada						0
10			•					•
		AAUUUTIVW2	×					
Set as my default screen								
							Reset	Search
Select: All None								
ID	Applicant name	Date of Doc. birth Num.	Visa		Type Visit date	501 502 707 708 712	716 Other Country Actio	n
TST_CEAC_SUF_1505860707	952 GOODWIN, Lu e	ık 15 Aug 198 ibcihjdfhi 7	Immigrant Visa (Include: Parolees)	s SIV, Diversity and			⊖	 proup
Manage Case Create Group	Add to group							

Step 7. Select the health case by clicking the check box on the left and press the Add to group button

Health case group							
							2
Course documentos		40700					
Group description		48789					
Select: All None							
Applicant name	Gender Dat	e of birth	Case Status	Visa			
GOODWIN, Luke	F 157	Aug 1987	Submitted	Immigrant Visa (Include	es SIV, Diversity and Parol	ees)	
Onland and the second form and							
Select row to remove from group)						Close Save
Case search							
Search		Using Health	Case Identifier	O Using Applicant Details			
		5		5 11			
Using Health Case Identifier		• OF A O Brown do		ni -			9
ID type		CEAC Barcode	~				v
U		AA00011VVV2					
Set as my default screen							
							Reset Search
							riddor
Select: All None							
ID Applicant	name	Date of Do birth	c. Num. Visa		Type Visit 5 date	601 502 707 708 712 716	Other Country Action
AA0001IVW2_1 UAT IMMI OUR	GRANT, MALE HIGHRISK I	F 01 Jan 201 TR 0 4	C1234123 Immi Parol	grant Visa (Includes SIV, Diversity ar ees)	nd (0 0 0 0 0 0 0	O View
Manage Case Create Grou	p Add to group						

Health case will be added to the Health case group section.



nealul case group						
						?
Group description	48789					
Select: <u>All None</u>						
Applicant name	Gender	Date of birth	Case Status	Visa		
GOODWIN, Luke	F	15 Aug 1987	Submitted	Immigrant Visa (Includes	s SIV, Diversity and Parolees)	
UAT IMMIGRANT, MALE HIGHRISK FOUR	М	01 Jan 2010	Exam in Progress	Immigrant Visa (Includes	s SIV, Diversity and Parolees)	
Select row to remove from group						Close Save
Case search						
Search	• Using Health	Case Identifier OU	Ising Applicant Details			
Using Health Case Identifier						0
по туре	CEAC Barcode	\checkmark				v
ID	AA0001IVW2					
Set as my default screen						
						Reset Search
Select: All None						
ID Applicant name	Date of Doc birth	. Num. Visa		Type Visit date	501 502 707 708 712 716 0	Other Country Action
AA0001IVW2_1 UAT IMMIGRANT, MALE HIGHRISK F	01 Jan 201 TRC 0 4	1234123 Immigrant Parolees)	Visa (Includes SIV, Diversity	and	0 0 0 0 0 0	⊖ <u>View</u>
Manage Case Create Group Add to group						

Step 8. Press the Save button

A success message will display confirming that health case has been added to the group and <u>Edit</u> group hyperlink created next to the health case in the **Case search** section.

								6
48789								
Ge	nder D	ate of birth	Case Status	Visa	_			
F	18	5 Aug 1987	Submitted	Immigrant Visa	a (Includes SIV	, Diversity	and Parole	es)
М	01	1 Jan 2010	Exam in Progress	Immigrant Visa	a (Includes SIV	, Diversity	and Parole	es)
								Close Save
• Using I	- Health Case	Identifier OL	Ising Applicant Details					
CEAC Ba	rcode	\checkmark						•
* AA0001IV	W2							
								Reset Search
Date of [Doc. Num.	Visa		Type Visit	501 502 70	7 708 712	2 716 Othe	er Country Action
birth			4 I I 01/ DI 16 I	date	0.0.0		0.0	
0 Jan 201 0 3	1RG123412 34	Immigrant Visa Parolees)	a (includes SIV, Diversity and				• •	Edit group
	48789 Ce F M Using I CEAC Ba AA0001IV	48789	48789 Gender Date of birth F 15 Aug 1987 M 01 Jan 2010 Using Health Case Identifier OL CEAC Barcode AA0001IVW2 Date of Doc. Num. Visa Date of Doc. Num. Visa Parolees	48789 Gender Date of birth Case Status F 15 Aug 1987 Submitted M 01 Jan 2010 Exam in Progress Using Health Case Identifier Ousing Applicant Details CEAC Barcode AA0001IVW2 Date of Doc. Num. Visa Date of Doc. Num. Visa Parolees	48789 Gender Date of birth Case Status Visa F 15 Aug 1987 Submitted Immigrant Visa M 01 Jan 2010 Exam in Progress Immigrant Visa CEAC Barcode	48789 Gender Date of birth Case Status Visa F 15 Aug 1987 Submitted Immigrant Visa (Includes SIV) M 01 Jan 2010 Exam in Progress Immigrant Visa (Includes SIV) Immigrant Visa Using Applicant Details Immigrant Visa Includes SIV CEAC Barcode ▼ ✓ ✓ ✓ AA00001IVW2 ✓ ✓ ✓ ✓ Date of Doc. Num. Visa Type Visit 501 502 70 Ditto Doc. Num. Visa Includes SIV, Diversity and - - ○	48789 Gender Date of birth Case Status Visa F 15 Aug 1987 Submitted Immigrant Visa (Includes SIV, Diversity M 01 Jan 2010 M 01 Jan 2010 Exam in Progress Immigrant Visa (Includes SIV, Diversity M 01 Jan 2010 CEAC Barcode ▼ × × × * CEAC Barcode ▼ × × * A00001IVW2 × × × Date of Doc: Num. Visa Type Visit 501 502 707 708 71. date 01 Jan 201 TRC123412 Immigrant Visa (Includes SIV, Diversity and - - ○	Gender Date of birth Case Status Visa F 15 Aug 1987 Submitted Immigrant Visa (Includes SIV, Diversity and Parole M M 01 Jan 2010 Exam in Progress Immigrant Visa (Includes SIV, Diversity and Parole Immigrant Visa (Includes SIV, Diversity Immigrant Visa

Repeat Steps 5 to 8 to add more health cases to the same group if required.



Step 9. Press the Close button once you have finished with adding health cases to a group

B. Managing and navigating between health cases in a group

Once you have created a group and added all health cases to the group you can manage those by following the steps below:

Step 1. Select Group ID in the ID Type drop down

Step 2. Select the group in the Group ID drop down (for example CS10000 48789) that you want to manage

Step 3. Press the Search button

Case search		
Search	ullet Using Health Case Identifier $$ Using Applicant Details	
Using Health Case Identifier ID type Group ID	Group ID V CS10000 48789 V	0
Set as my default screen		Reset

Health case(s) in that group will be listed.

Step 4. Select the health case by clicking the check box on the left in the Case search section and press the Manage Case button

Search	 Using 	Health Case lo	dentifier	O Using Applicant Details										
Using Health Case Identifier														
ID type	 Group ID)	~]										0
Group ID	* CS1000) 48789	-											
et as my default screen														
													Rese	et Search
alact: All Nono														
	A	Dete of D	n n Maure	\/:	T.		E04	503	707	709	740 74	C (14	Country	0
U	Applicant name	birth	oc. Num.	visa	Iy	date	001	202	101	100 1	12 / 1	o Ouler	Country	Action
TST_CEAC_SUF_15058607079	52 GOODWIN, Luke	15 Aug 19 ib 87	cihjdfhi	Immigrant Visa (Includes SIV, Diversity and Parolees)	-	-	V	Θ	Θ	Θ	ΘΘ	ø		View Edit group
AA0001IVW2 1	UAT IMMIGRANT, MALE HIGH	01 Jan 20 TF	RC12341	Immigrant Visa (Includes SIV,	-	-	0	Θ	Θ	Θ	ΘΘ	0		View
-	RISK FOUR	10 23	34	Diversity and Parolees)										Edit group
Manage Case Create Group	Add to group													

The Health case details screen will open with the Group ID displayed in the left panel of a health case.

Health Case: AA0001IVW2_1	Pre exam: Health case details		
PHOTO TO BE ATTACHED	Panel Physician Report on Medical Exa	Amination and Vaccination Record OMB Control Number TODO: prod value Form Number DS-7794 Expiration Date 30 Nov 2020 Estimated Burden 60 minutes	0
UAT IMMIGRANT, MALE HIGHRISK FOUR MALE, 01 Jan 2010 O Group CS10000 O Pre exam	Applicant personal details Family name UAT IMMIGRANT Given name(s) MALE HIGHRISK FOUR Sex MALE Date of birth 01 Jan 2010	Applicant identity details Identity document presented Identity Document Number Issuing country Date of issue	0

Step 5. Click on the 💿 icon

Names of the persons in that group will be displayed.



Health Case: AA0001IVW2_1	Pre exam: Health ca	ase details					
PHOTO TO	Panel Physician Report on Medical Examination and Vaccination Record OMB Control Number TODO: prod value						
BE ATTACHED			Form Number	DS-7794			
			Expiration Date	30 Nov 2020			
			Estimated Burden	60 minutes			
UAT IMMIGRANT, MALE	Applicant pers	onal details	👩 Applicant identi	ty details	0		
HIGHRISK FOUR	Family name	UAT IMMIGRANT	Identity document pres	ented			
MALL, 01 Jan 2010	Given name(s)	MALE HIGHRISK FOUR	Identity Document Nun	nber			
Group C\$10000	Sex	MALE	Issuing country				
GOODWIN, Luke 🕢	Date of birth	01 Jan 2010	Date of issue				
UAT IMMIGRANT, MALE	Country of birth	PHILIPPINES	Date of expiry				
HIGHRISK FOUR	City of birth	Manila	Source	United States of America			

Note: The name in the group will be greyed out for the health case that you are working on.

To navigate to health case of another person in the group click on the person's name and **Health case** details for that person will display.

C. Removing health case(s) from a group

If you have accidentally added a health case to group then you can remove that health case by following the steps below:

Step 1. Select Group ID in the ID Type drop down

Step 2. Select the group in the Group ID drop down

Case search		
Search	● Using Health Case Identifier O Using Applicant Details	
Using Health Case Identifier ID type Group ID	* Group ID V * CS10000 48789 V	0
Set as my default screen		Reset Search

Health case(s) in that group will be listed.

Case search				
Search	Using Health Case Identifier	○ Using Applicant Details		
Using Health Case Identifier ID type Group ID	• Group ID v • CS10000 48789 v]		0
Set as my default screen				
				Reset Search
Select: All None				
ID Applicant name	Date of Doc. Num. birth	Visa	Type Visit 501 502 707 708 date	712 716 Other Country Action
TST_CEAC_SUF_1505860707952 GOODWIN, Luke	15 Aug 19 ibcihjdfhi 87	Immigrant Visa (Includes SIV, Diversity and Parolees)	🛛 🔿 🖯 🖯	
AA0001IVW2_1 UAT IMMIGRANT, I RISK FOUR	MALE HIGH 01 Jan 20 TRC12341 10 234	Immigrant Visa (Includes SIV, Diversity and Parolees)	O © © ©	
Manage Case Create Group Add to group				
Not Required Required Set Aside On Hold In	Complete Complete Awaitin	Grading Finalized-incomplete	Finalized Reused Expire Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state Image: Optimized state	d

Step 3. Press the Edit group link next to the health case

case search																
Search		• Using H	Health Cas	e Identifier	\bigcirc Using Applicant Details											
Using Health Case Identifier ID type	•	Group ID		~												0
Group ID		CS10000	48789	~												
Set as my default screen																
															Rese	t Search
Select: All None																
ID	Applicant name		Date of birth	Doc. Num.	Visa	Ту	/pe	Visit 5 date)1 5	02 7	07 7()8 71	2 716	6 Other	Country	Action
TST_CEAC_SUF_1505860707952	GOODWIN, Luke		15 Aug 1 987	ibcihjdfhi	Immigrant Visa (Includes SIV, Diversity and Parolees)	-	-	- 6	0		•	•	0	Ø		<u>View</u> Edit group
AA0001IVW2_1	UAT IMMIGRANT, MA	ALE HIG	01 Jan 20 10	TRC12341 234	Immigrant Visa (Includes SIV, Diversity and Parolees)	-		- (C	⊝ ⊙	9 0	•	Θ	θ		View I Edit group
Manage Case Create Group A	Add to group															

The Health case group section will display where all health cases in that group will be listed.

Health case group						
						(
Group description	48789					
Select: All None						
Applicant name	Gender	Date of birt	h Case Status	Visa		
GOODWIN, Luke	F	15 Aug 198	7 Submitted	Immigrant Visa (Includes SIV,	Diversity and Parolees)	
UAT IMMIGRANT, MALE HIGHRISK FOUR	М	01 Jan 2010) Exam in Progress	Immigrant Visa (Includes SIV,	Diversity and Parolees)	
Select row to remove from group						Close Save
Case search						
Search	• Using Health C	ase Identifier	O Using Applicant Details			
Using Health Case Identifier	• • • •		-			
по куре	Group ID					
Group ID	* CS10000 48789	~				
Set as my default screen						
						Reset Search
Select: All None						
ID Applicant name	Date of birth	Doc. Num	. Visa	Type Visit 501 502 70 date	7 708 712 716 Other	Country Action
TST_CEAC_SUF_1505860707952 GOODWIN, Luke	15 Aug 987	1 ibcihjdfhi	Immigrant Visa (Includes SIV, Diversity and Parolees)	000		View Edit group
AA0001IVW2_1 UAT IMMIGRANT HRISK FOUR	, MALE HIG 01 Jan 2 10	20 TRC12341 234	Immigrant Visa (Includes SIV, Diversity and Parolees)	O @ @	$\Theta \Theta \Theta \Theta$	View Edit group
Manage Case Create Group Add to group						

Step 4. Select the health case by clicking in the check box next to name **Step 5.** Press the **Save** button

Health case group					
					2
Group description	48789				•
Select: All None					
Applicant name	Gender	Date of birth	Case Status	Visa	
GOODWIN, Luke	F	15 Aug 1987	Submitted	Immigrant Visa (Includes SIV, Diversity and Parolees)	
☑ UAT IMMIGRANT, MALE HIGHRISK FOUR	М	01 Jan 2010	Exam in Progress	Immigrant Visa (Includes SIV, Diversity and Parolees)	
Select row to remove from group					Close Save

The health case will disappear from both the Health case group and the Case search sections.



Success					
Successful save.					
Health case group					
					0
Group description		48789			•
Select: All None					
Applicant name	Gender	Date of birth	Case Status	Visa	
GOODWIN, Luke	F	15 Aug 1987	Submitted	Immigrant Visa (Includes SIV, Diversity and Parolees)	
Select row to remove from group					Close Save

Note: A group will disappear from the list after you have removed all health cases from that particular group.