

Lite Case Search

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V3.1 and later

With Case Search a lite user can search for a case using the Case Id or the Requestor mail Id.

1. Click **Case Search** on the left panel menu. The Lite Case Search page is displayed.
2. Enter the Case Id or the Requestor mail Id.
3. Click **Search**.
4. The case details are displayed in the grid on the same page. It is a read only record.

The screenshot displays the 'Lite Case Search' page. On the left sidebar, the 'Case Search' menu item is highlighted with a red box. The main content area features a search form with two input fields: 'Case ID' (containing '12202') and 'Requestor Email'. A 'Search' button is located below the form. Below the search form, there is a table with the following data:

Case ID	Case Subject	Requestor Email	Team	Assignee	Case Status	Open Date	Target Date	Priority	Category	Case Type	Case Sub Type	Country
12202	New request	[REDACTED]	Loans	Unfetched	With QA	18/03/2020 09:30:14	19/03/2020 09:30:14	High	Loans	Business Loan	Loan against property	India

At the bottom of the table, there is a pagination control showing 'Page size: 10' and '1 items in 1 pages'. The interface also includes a 'Refresh' button and an 'Export to Excel' link.

To enable Lite portal refer to the [Enable Lite Portal](#) article.