

Adults Quick Guide

Your Caseload Report

Mosaic allows you to view and print your own caseload.

To view and/or print your caseload:

- Access **Narrow** or **Closed workview**
- Click **People** in the main header menu
- Click **Print caseload** in the extended menu

A separate window will open containing your Caseload report.

This is a simple report listing all the people you are current working with – all cases allocated to you (who you have an open worker relationship with) and any people where you are currently assigned one or more workflow steps on their record.

The report shows First names, Last name, Person ID and Date of birth – it does not contain any other details such as type of involvement/relationship, dates etc.

- Click the **Print** button to select print settings and which printer you wish to print to

Or

- Click the **Cancel** button to close the Caseload window without printing