

Tripartite Alliance for Dispute Management

Union official filing on behalf of a General Branch member

Online Help

Contents

1.	Accessing Filing on behalf of General Branch Member	2
2.	Case Registration.....	5
2.1	Case List	28
2.2	Create a Copy.....	28
2.3	Delete	29

1. Accessing Filing on behalf of General Branch Member

Steps:

1. Access from TADM Web site.

<http://www.tadm.sg/eservices/>

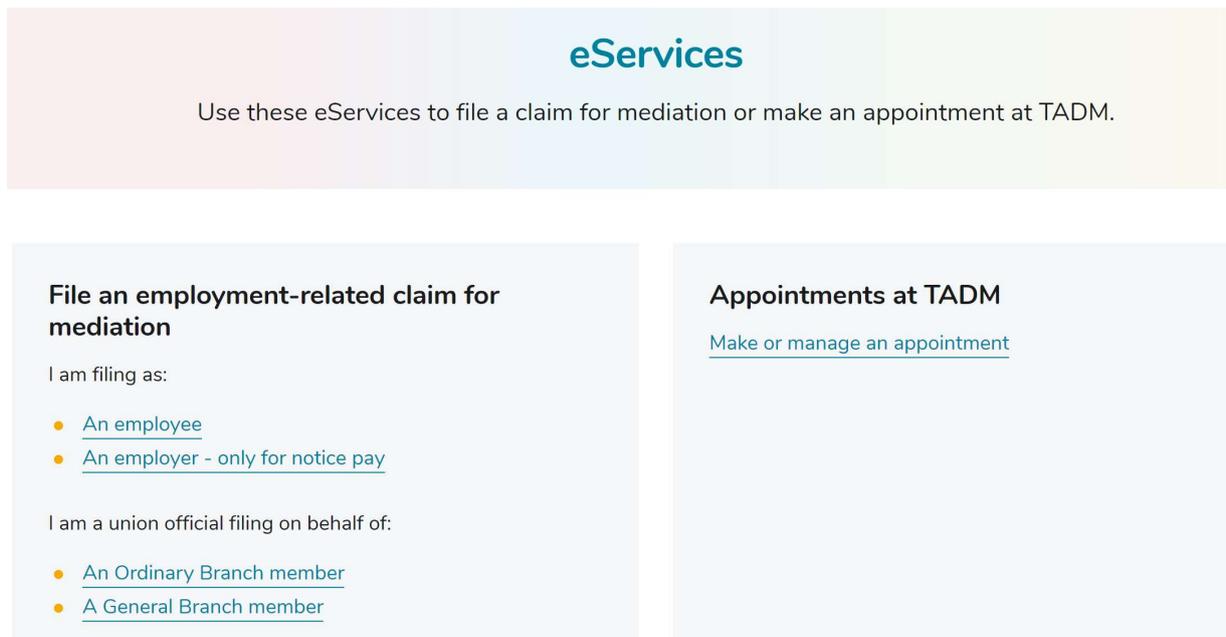


Figure 1

2. Click on “A General Branch Member”, the following page will be displayed.

[Back to eServices](#)

(For unions) File a claim for a General Branch member

For trade unions to file a salary-related or wrongful dismissal claim on behalf of a General Branch member.

File using CorpPass

- This service is available 24 hours daily.
- Sign up for [CorpPass](#).

Things to note

⌵ [Who can file](#)

⌵ [What claims are eligible](#)

⌵ [When to file](#)

⌵ [Assigning users to log in with CorpPass](#)

Figure 2

3. Click on 'File using CorpPass' will redirect to Corp pass login page.

More digital services using CorpPass as a login mechanism!

Business users can use CorpPass to transact with over 70 digital services from agencies such as MOM, MSF, and MCCY. Click 'Find Out More' (below) for more details!

Note: CorpPass will be undergoing maintenance from 12am to 8am on 2 Apr 17 and will not be available at this time.

Log in with **CorpPass**

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel Login ▶

Figure 3- Corp pass login

4. Enter both your UEN ID, CorpPass ID and CorpPass password and click the button 'Login', After successful sing pass login, the purpose of claim selections page will be displayed. (Refer to Figure 4).

File a claim for a General Branch member

Please select purpose of claim

- My member is wrongfully dismissed and wish to seek compensation/reinstatement
- My member is filing a salary-related claim for mediation

Continue

Figure 4- Purpose of claim selection page

5. After purpose of claim is selected, the page 'File a claim for a General Branch member' dashboard page will be displayed. (Refer to Figure 4).

The screenshot shows the TADM (Trade Alliance for Dispute Management) dashboard. At the top left is the TADM logo with the tagline 'Trade Alliance for Dispute Management'. Below the logo is a navigation bar with 'Services | View Transaction History' on the left and 'WelcomeTEST! Logout' on the right. The main heading is 'File a claim for a General Branch member'. Below this, the 'Union Name' is listed as 'SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES UNION'. There is an orange button labeled 'Create A New Notification'. To the right of the button, it says '0 items | Page > >'. Below the button is a table with the following headers: 'CASE', 'UNION MEMBER', 'COMPANY', 'SUBMISSION DATE', 'CREATED / SUBMITTED BY', and 'SUPPORTING DOCUMENTS'. The table content shows 'No Records Found'.

Figure 5- Dashboard

Click "Create a new Notification" will redirect to Case Registration form (Please refer Section 2 Case Registration)

2. Case Registration

The following 'Trade Union Details' page is displayed after Clicking 'Create A New Notification'. Refer to [Section 1](#).

TADM
Trade Union Management

Services | View Transaction History | Welcome XYZ | Logout

File a claim for a General Branch member

1 Trade Union Details | 2 Company Details | 3 Union Member Details | 4 Case Details | 5 Supporting Documents | 6 Review & Submit | 7 Acknowledgement

* Indicates a Required Field

Trade Union Information

Union
THE SINGAPORE NATIONAL EMPLOYERS FEDERATION

Address
Blk 123, #12-30

Contact
69999999
6111111

Fax
67800000

Trade Union Representative Details

Terms and Condition

< Back | OK | Save As Draft | Reset | Cancel

Figure 6

Tip:

Click on the 'Add Another' button to add another contact number.
 Click on the "OK" button to go to next tab.
 Click on the 'Save As Draft' to save the form details before submission.

Steps:

1. Enter all mandatory fields.
2. If you click on the 'Add another' button, there will be one more Text Box displayed for entering the contact number.

Trade Union Representative Details

Name
* TEST

* Designation

Contact
* 90111111

Email Address
* TEST@MAIL.COM

Fax

Figure 7

- If you click on 'Save As Draft' button, a pop up window will be displayed. Click on the 'OK' to save the form details before submission. You will see the message showing the draft record saved successfully.

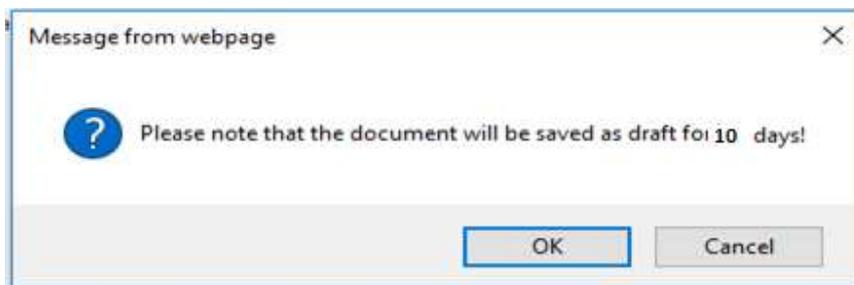


Figure 8

Services | View Transaction History Welcome HENG CHEE HOW!

File a claim for a General Branch member

1 Trade Union Details 2 Company Details 3 Union Member Details 4 Case Details 5 Supporting Documents 6 Review & Submit 7 Acknowledgement

✔ **Success**
Draft record saved successfully

* Indicates a Required Field

Trade Union Information

Union
THE SINGAPORE NATIONAL EMPLOYERS FEDERATION

Address
3 Ang Mo Kio St 62 #10-320 Sun Plaza 640003

Contact
6234999
6111111

Fax
67800000

Figure 9

4. Click on the 'OK' button, 'Declaration is required to proceed further'

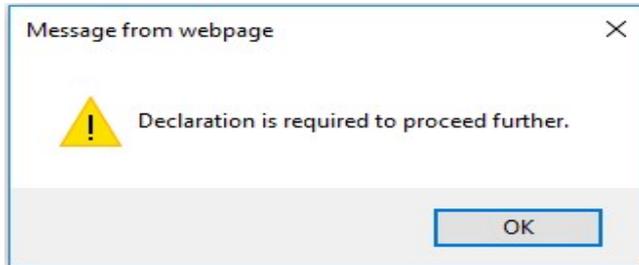


Figure 10

Terms and Condition

I consent to the collection and use of my personal data by Tripartite Alliance Limited (TAL) c/o TADM. I also consent to the disclosure, between the following parties – (a) TAL c/o TADM, (b) the State Courts, (c) the authorities (including the Ministry of Manpower) and (d) authorised parties (including the National Trade Unions Congress' U Care Centre and Migrant Workers' Centre), of any and all information that these parties may subsequently possess or collect in connection to my claim/dispute.

TAL c/o TADM collects, uses and discloses the data above for the purposes of -

- (i) providing advisory, mediation and other services for dispute management;
- (ii) facilitating access to financial/social assistance;
- (iii) providing assistance with the enforcement of court orders; and
- (iv) complying with laws, guidelines and directions.

By clicking "OK", I have read, understood and agree to the above paragraphs.

[< Back](#) [Reset](#) | [Cancel](#)

Figure 11

5. Click on the 'OK' button, the following 'Company Details' page will be displayed.

File a claim for a General Branch member



* Indicates a Required Field

Company Details

* Company Name

* Postal Code

* Street Name

Building Name

* Block/House #

Floor/Unit #

Company's Correspondence Details

Designation

Contact

Email Address

[← Back](#)

[Reset](#) | [Cancel](#)

Figure 12

Tip: Click on the 'Back' link will return the users to the previous tab. Tab(s) are highlighted based on the status of completion.

If you click on the 'Search' button to search a company name, it will display a 'Company Lookup' page in a separate new window.

Enter the name of the company involved and click the 'Search' button.

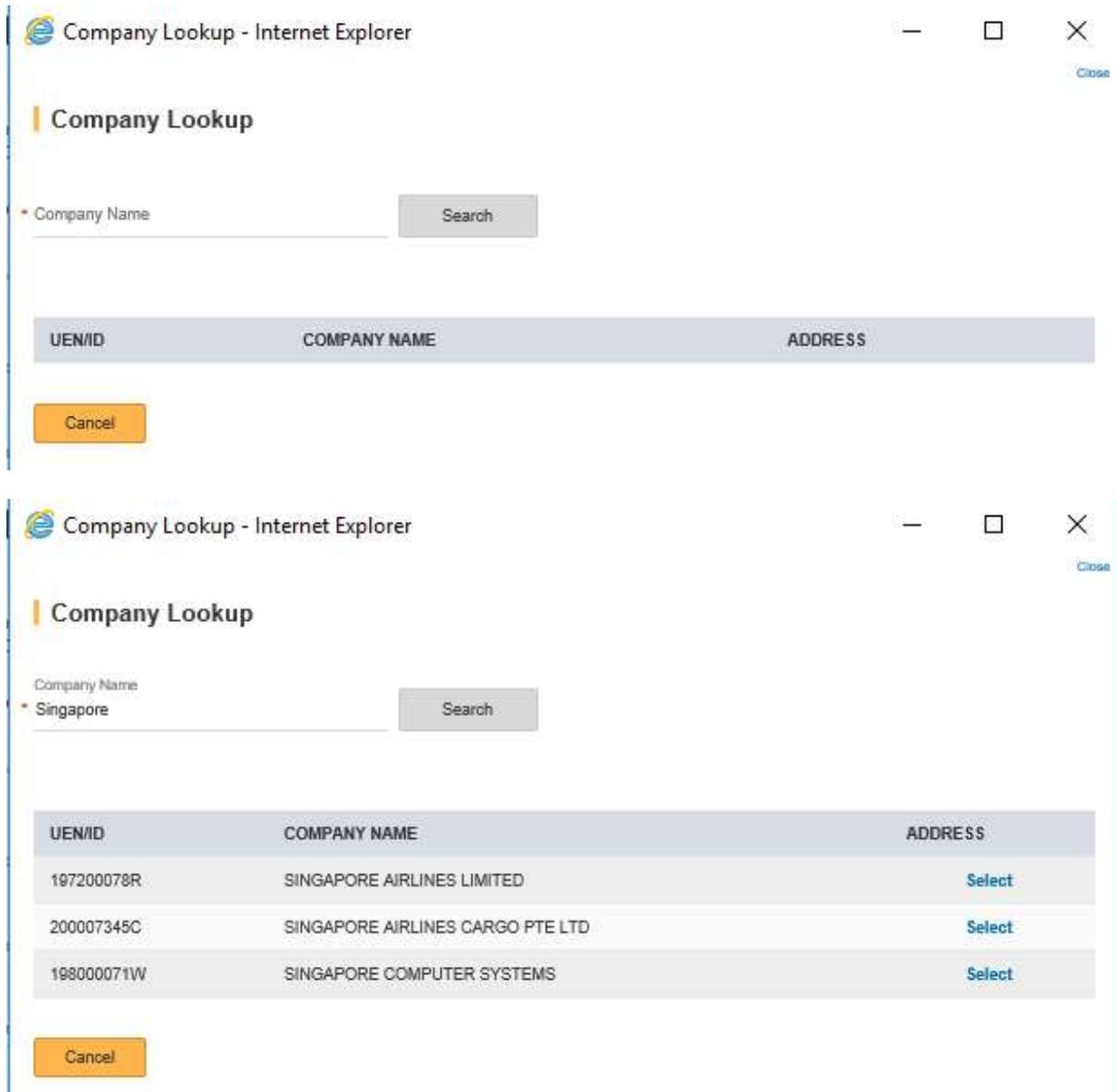


Figure 13

Click 'Select' to choose the relevant company. System will close the new window and return to the main form, prepopulated with the company details.

If you click on 'Get address' button on 'Company Details' page after entering the Postal Code (Refer to Figure 12), the company address will be populated if there is an address found for this postal code. If no address is found for this Postal Code, a pop up window will be displayed.

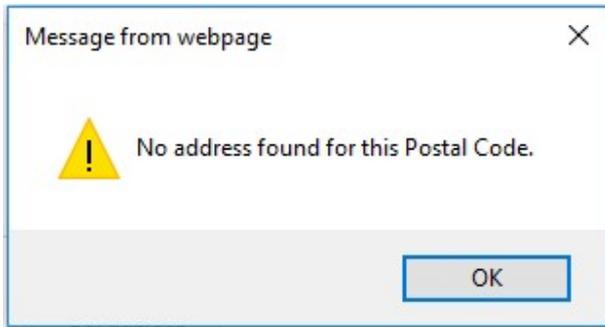


Figure 14

Enter all mandatory fields and click 'Continue' to proceed further (Refer to Figure 12).

Following which, the 'Union Member Details' page will be displayed.

Figure 15

⊖ Correspondence Address

* Postal Code

* Street Name

Building Name

* Block/House #

Floor/Unit #

* Contact

Email Address

Figure 16

Additional Information

* Date of Birth

Nationality
* Select one

Race
* Select one

* Gender
 MALE FEMALE

Marital Status
* Select one

Educational Qualification
* Select one

Preferred Language
* Select one

[< Back](#) [Continue](#) [Save As Draft](#) [Reset](#) | [Cancel](#)

Figure 17

Enter all mandatory fields and click the 'Continue' button. The following 'Case Details' page will be displayed.

Employment Details

Employment Type
* Select one

Reason for Claim
* Select one

* Job Title

* Basic Salary
e.g. \$8 2000 per month
Select one

* Employment Period
 Still in employment

From 
dd/mm/yyyy

To 
dd/mm/yyyy

* Employment Contract
 Written Non-Written

Figure 18 – Employment Details panel

Click on 'Save/Add' to save or add the dispute.

Click on 'Add Another' to add another allowance information.

1. If the purpose of claim is “My member is filling a salary-related claim for mediation”, (Refer to Figure 4- Purpose of Claim selection page) – the types of dispute panel will be as below.

Case Details

TYPE OF DISPUTES	BRIEF DESCRIPTION	
Select one	<input type="text"/> 500 Characters Left	Select action + Save/Add

Figure 19

- If the purpose of claim is “My member is wrongfully dismissed and wish to seek compensation/reinstatement”, (Refer to Figure 4- Purpose of Claim selection page) – the types of dispute panel will be as below.

TYPE OF DISPUTES	BRIEF DESCRIPTION	CLAIM AMOUNT
Select one		Select action
Select one	500 Characters Left	
COMPENSATION FOR WRONGFUL DISMISSAL UNDER S14		
REINSTATEMENT FOR WRONGFUL DISMISSAL UNDER S14		
COMPENSATION FOR WRONGFUL DISMISSAL UNDER S84/S12		Reset Canc
REINSTATEMENT FOR WRONGFUL DISMISSAL UNDER S84/S12		

Figure 20 – Only one dispute can be added

TYPE OF DISPUTES	BRIEF DESCRIPTION	CLAIM AMOUNT
Select one		Select action
	500 Characters Left	
COMPENSATION FOR WRONGFUL DISMISSAL UNDER S84/S12	11	0
		Select action
		Edit
		Remove

Figure 21– Click “Select action” to Edit / Remove dispute

- If 'Compensation for wrongful dismissal under S14' is selected:

⊖ Case Details

TYPE OF DISPUTES	BRIEF DESCRIPTION	CLAIM AMOUNT
Select one ▼	500 Characters Left	Select action ▼
COMPENSATION FOR WRONGFUL DISMISSAL UNDER S14	11	11 Select action ▼

* Was the member terminated with notice period/salary in lieu of notice?

YES NO

* Was the member informed of his/her termination in writing?

YES NO

What was the reason cited in the member's termination letter?

* Select one ▼

Figure 22 – Series of Questions display depend on selection of dispute type

- If 'Compensation for wrongful dismissal under S84/S12' is selected:

⊖ Case Details

TYPE OF DISPUTES	BRIEF DESCRIPTION	CLAIM AMOUNT	
Select one	500 Characters Left		Select action
COMPENSATION FOR WRONGFUL DISMISSAL UNDER S84/S12	11	0	Select action

* What is your member's EDD/Confinement Date? 
 dd/mm/yyyy

* When is the member being notified of her dismissal/ termination? 
 dd/mm/yyyy

* Claim is Filed under
 S84 EA S12 CDAC

* Has the member notified her employer of her pregnancy prior to termination of notice?
 YES NO

* Was the member's termination due to retrenchment?
 YES NO

* Were you terminated with notice period/salary in-lieu of notice?
 YES NO

* Why do you think your dismissal was wrongful? Please provide specific incidents to support your member's claim, including witnesses, dates and time of incidents below

1500 Characters Left

Figure 23 – Series of Questions display depend on selection of dispute type

Termination Details

Notice Type
 * Select one

* Required Notice
 e.g. 20 days

Select one

* Actual Notice Given
 No Notice Given

From 
 dd/mm/yyyy

To 
 dd/mm/yyyy

Duration: 0 days

Remarks

500 Characters Left

Figure 24

Additional Information

TYPE	AMOUNT	
Select one	\$ 0	Select one Select action

[Add Another](#)

Figure 25

Enter all mandatory fields and click the 'Continue' button. The following 'Support Documents' page will be displayed.

Click on 'Select file from computer' button to browse the file you want to upload.

Enter the file description and click on 'Upload' button to upload the file.

File a claim for a General Branch member



* Indicates a Required Field

Supporting Documents

Please prepare the soft copies of your documents. **i**
Each file size must be less than 10 MB and the maximum size for all files is 25 MB.

Document



Select file from computer
File size must be less than 5 mb

No File Selected

* Description

Upload

[< Back](#)

[Continue](#)

[Save As Draft](#)

[Reset](#) | [Cancel](#)

Figure 26

After file has been uploaded successfully, it will show the uploaded file description and name. If you want to delete the uploaded file, you can click the 'Delete' link.

Supporting Documents

Please prepare the soft copies of your documents. **1**
Each file size must be less than 10 MB and the maximum size for all files is 25 MB.

Document

 Select file from computer
File size must be less than 5 mb

No File Selected
* Description

Upload

Supporting Documents

REMARKS	DOCUMENT	
Document	Test.xlsx	Delete

Figure 27

Click on the 'Continue' button and the following 'Review & Submit' page will be displayed.

TADM
Trade Union Alliance for Dispute Management

Services | View Transaction History Welcome HENG CHEE HOW! [Logout](#)

File a claim for a General Branch member

Trade Union Details Company Details Union Member Details Case Details Supporting Documents **Review & Submit** Acknowledgement

To expand/collapse all panels
 Expand Collapse

- Trade Union Information
- Trade Union Representative Details
- Terms and Condition
- Company Details
- Company's Correspondence Details
- Member Details
- Correspondence Address
- Additional Information
- Employment Details
- Case Details
- Termination Details
- Additional Information
- Supporting Documents

[< Back](#) [Submit](#) [Save As Draft](#) [Print Draft](#) [Reset](#) | [Cancel](#)

Figure 28

Trade Union Information

Union

THE SINGAPORE NATIONAL EMPLOYERS FEDERATION

Address

3 ANG MO KIO ST 62 #10-320 SUN PLAZA 640003

Contact

6234999

6111111

Fax

67800000

Trade Union Representative Details

Name

TEST

[@ Make Changes](#)

Designation

ADMIN

Contact

Email Address

TEST@MAIL.COM

Fax

Figure 29

Terms and Condition

I consent to the collection and use of my personal data by Tripartite Alliance Limited (TAL) c/o TADM. I also consent to the disclosure, between the following parties – (a) TAL c/o TADM, (b) the State Courts, (c) the authorities (including the Ministry of Manpower) and (d) authorised parties (including the National Trade Unions Congress' U Care Centre and Migrant Workers' Centre), of any and all information that these parties may subsequently possess or collect in connection to my claim/dispute.

TAL c/o TADM collects, uses and discloses the data above for the purposes of -

- (i) providing advisory, mediation and other services for dispute management;
- (ii) facilitating access to financial/social assistance;
- (iii) providing assistance with the enforcement of court orders; and
- (iv) complying with laws, guidelines and directions.

By clicking "OK", I have read, understood and agree to the above paragraphs.

Figure 30

Company Details

Company Name
SINGAPORE AIRLINES LIMITED [Make Changes](#)

Correspondence Address
NA BEDOK SOUTH ROAD SINGAPORE COMPUTER BUILDING 469272

Figure 31

Company's Correspondence Details

Name [Make Changes](#)

Designation
HR ADMIN

Figure 32

Member Details

Member's Name [Make Changes](#)
TESTING

Member's NRIC or FIN
NRIC S4634766H

Member's Union Name
AMALGAMATED UNION OF PUBLIC DAILY RATED WORKERS

Figure 33

Correspondence Address

Address [Make Changes](#)
NA BEDOK SOUTH ROAD SINGAPORE COMPUTER BUILDING 469272

Contact

Email

Figure 34

⊖ Additional Information

Date of Birth
14/03/2002 [🔗 Make Changes](#)

Nationality
ID INDONESIAN

Race
MALAY

Gender
MALE

Marital Status
SINGLE

Educational Qualification
SECONDARY

Preferred Language
MALAY

Figure 35

⊖ Employment Details

Employment Details [🔗 Make Changes](#)

Employment Type
FULL-TIME

Job Title
TESTING

Basic Salary
S\$ 50 PER DAY

Employment Period
STILL IN EMPLOYMENT From 06/03/2002

Employment Contract
WRITTEN

Figure 36

⊖ Case Details

Case Details [🔗 Make Changes](#)

TYPES OF DISPUTES	BRIEF DESCRIPTION
SALARY	Testing

Figure 37

Termination Details

Termination Details [Make Changes](#)

Notice Type
YES - AS IN WRITTEN CONTRACT

Required Notice
10 DAY(S)

Actual Notice Given
NO NOTICE GIVEN

Remarks

Figure 38

Additional Information

Additional Information [Make Changes](#)

Allowance

TYPE	AMOUNT
ATTENDANCE	\$ 20.00 PER HOUR

Figure 39

Supporting Documents

Supporting Documents [Make Changes](#)

REMARKS	DOCUMENT
Document	Test.xlsx

Figure 40

Clicking on the 'Make Changes' button will redirect the user to the respective tab, for the necessary amendment (Refer to Figure 29 - 40).

Click on 'Print Draft' button to print the draft out.

Click on the 'Submit' button, the following acknowledgement page will be displayed.

The screenshot displays the TADM (Tripartite Advisor for Dispute Management) portal. At the top, the logo and name 'TADM Tripartite Advisor for Dispute Management' are visible. The navigation bar includes 'Services | View Transaction History' and a user greeting 'Welcome HENG CHEE HOW!' with a 'Logout' link. The main heading is 'File a claim for a General Branch member'. Below this is a progress bar with seven steps, all marked with green checkmarks: Trade Union Details, Company Details, Union Member Details, Case Details, Supporting Documents, Review & Submit, and Acknowledgement. The 'Acknowledgement' section is highlighted with a green background and contains a 'Success' message: 'Your Dispute Notification Has Been Submitted'. Below the message, submission details are listed: Reference Number: 2018000115T-001, Date & Time of Submission: 27 March 2018 1535 hrs, Name of Company: SINGAPORE AIRLINES LIMITED, Name of the Union Member: TESTING, and Type of Dispute: SALARY. A note states: 'Union member will be notified within 14 calendar days from the date of submission.' At the bottom, three buttons are visible: 'Print Acknowledgement', 'Print Notification Form', and 'View Transaction History'.

TADM
Tripartite Advisor
for Dispute Management

Services | View Transaction History Welcome HENG CHEE HOW! Logout

File a claim for a General Branch member

Trade Union Details Company Details Union Member Details Case Details Supporting Documents Review & Submit Acknowledgement

Acknowledgement

Success
Your Dispute Notification Has Been Submitted

Reference Number: **2018000115T-001**
Date & Time of Submission: **27 March 2018 1535 hrs**
Name of Company: **SINGAPORE AIRLINES LIMITED**
Name of the Union Member: **TESTING**
Type of Dispute: **SALARY**

Union member will be notified within 14 calendar days from the date of submission.

Print Acknowledgement Print Notification Form View Transaction History

Figure 41

Click on the 'Print Acknowledgement' button to print the acknowledgement form.

Note: User must remember to print the acknowledgement.

Click on the 'View Transaction History' button to return to the Dashboard (Refer to Figure 5).

Click on the 'Print Notification Form' button, the Notification Form will be displayed on a new window (Refer to Figure 42).

TRIPARTITE MEDIATION ONLINE: SUBMISSION OF DISPUTE NOTIFICATION			
PART 1 - TRADE UNION DETAILS			
Trade Union Details		Contact/Person Details	
Name of Trade Union	: THE SINGAPORE NATIONAL EMPLOYERS FEDERATION BLK 3, #10-320, SUN PLAZA, ANG MO KIO ST 62, SINGAPORE - 640003	Name of Contact Person	: TEST
Address	: SUN PLAZA, ANG MO KIO ST 62, SINGAPORE - 640003	Designation	: ADMIN
Contact	: 6234999	Contact 1	: 90111111
Fax	:	Contact 2	:
		Email	: TEST@MAIL.COM
		Fax	:
PART 2 - UNION MEMBER DETAILS			
Name of Union Member	: TESTING	Union Member (NRIC/Passport/Fin No.)	: 84634766H
Address	: BLK NA, SINGAPORE COMPUTER BUILDING, BEDOK SOUTH ROAD, SINGAPORE - 469272	Home Tel	:
Contact 1	: 91234567	Contact 2	:
Email	:	Date of Birth	: 14/03/2002
Race	: MALAY	Gender	: MALE
Nationality	: INDONESIAN	Marital Status	: SINGLE
Highest Education	: SECONDARY	Language Used	: MALAY
PART 3 - COMPANY DETAILS			
Company Information		Contact/Person Details	
Name of Company	: SINGAPORE AIRLINES LIMITED	Name of Contact Person	:
Registered Address	: BLK NA, SINGAPORE COMPUTER BUILDING, BEDOK SOUTH ROAD, SINGAPORE - 469272	Designation	: HR ADMIN
Correspondence Address	: BLK NA, SINGAPORE COMPUTER BUILDING, BEDOK SOUTH ROAD, SINGAPORE - 469272	Contact 1	: 91234567
		Contact 2	:
		Fax	:
		Email	: testing@yahoo.com.sg
PART 4 - EMPLOYMENT DETAILS			
Written Employment Contract	: NO	Job Title	: TESTING
Employment Period	: Already Left Employment	Start Date	: 06/03/2002 End Date :
Employment Type	: FULL-TIME	Length of Service	: 16 Years - Months 22 Days
Basic Salary	: \$50 PER DAY	Allowance	: ATTENDANCE: 20 PER HOUR
Average no. of working days in a week	:	Notice Required	: 10 DAY(S)
Termination Notice	: YES - AS IN WRITTEN CONTRACT	Notice is given from: to:	:
PART 5 - DISPUTE DETAILS			
S/NO	Type of Dispute	Remarks	
1	SALARY	TESTING	
PART 6 - REMARKS			

Figure 42 – Print form Salary related claim

TRIPARTITE MEDIATION ONLINE: SUBMISSION OF DISPUTE NOTIFICATION		
PART 1 - TRADE UNION DETAILS		
Trade Union Details		Contact Person Details
Name of Trade Union	: SINGAPORE TRANSPORT VESSEL WORKERS ASSOCIATION	Name of Contact Person : SS
Address	: BLK 28, #01-03, PENJURU RD, SINGAPORE - 609130	Designation : SF8F
Contact	:	Contact 1 : 89012345
Fax	:	Contact 2 : Email : 2@MAIL.COM Fax :
PART 2 - UNION MEMBER DETAILS		
Name of Union Member	: AURTHOR Y	Union Member (NRIC/Passport/Fin No.) : 88490607G
Address	: BLK 22, #22-22, YISHUN, SINGAPORE - 120987	Home Tel :
Contact 1	: 89012344	Contact 2 :
Email	: 2@GMAIL.COM	Date of Birth : 10/04/1980
Race	: MALAY	Gender : FEMALE
Nationality	: ID INDONESIAN	Marital Status : MARRIED
Highest Education	: SECONDARY	Language Used : ENGLISH
PART 3 - COMPANY DETAILS		
Company Information		Contact Person Details
Name of Company	: H&M TRADING	Name of Contact Person :
Registered Address	: BLK 355, #01-267, CLEMENTI AVENUE 2, SINGAPORE - 120355	Designation :
Correspondence Address	: BLK 21, #11-11, ANG MO KIO, SINGAPORE - 120987	Contact 1 :
		Contact 2 :
		Fax :
		Email :
PART 4 - EMPLOYMENT DETAILS		
Written Employment Contract	: YES	Job Title : ENGINEER
Employment Period	: Already Left Employment	Start Date : 01/02/2016 End Date : 15/02/2019
Employment Type	: FULL-TIME	Length of Service : 3 Years - Months 15 Days
Basic Salary	: \$2800 PER MONTH	Allowance :
Average no. of working days in a week	:	Notice Required : 1 MONTH(S)
Termination Notice	: NO - NO AGREEMENT	Notice is given from: to:
PART 5 - DISPUTE DETAILS		
S/No	Type of Dispute	Remarks
1	COMPENSATION FOR WRONGFUL DISMISSAL UNDER S14	BRIEF OSC
Terminated with notice period / salary in-lieu of notice? : N		
Informed of termination in writing? : N		
Reason cited in termination letter? :		
WHY DO YOU THINK YOUR DISMISSAL WAS WRONGFUL? : test		

Figure 43 – Print form Dismissal Claims

File a claim for a General Branch member

Union Name: THE SINGAPORE NATIONAL EMPLOYERS FEDERATION

Create A New Notification

Update User Profile

Create a Copy

Delete

Select Another Union

3 items | Page 1 2 3 > >

CASE	UNION MEMBER	COMPANY	SUBMISSION DATE	CREATED / SUBMITTED BY	SUPPORTING DOCUMENTS
<input type="checkbox"/> 2018000115T-001	TESTING	SINGAPORE AIRLINES LIMITED	27-Mar-2018	HENG CHEE HOW	ViewUploadFiles

Figure 44

2.1 Case List

With reference to **Figure 44**

44, the case list page will

- Display all cases submitted by user to date in ascending order of submission date by default.
- Show draft cases saved depending on the 'Purpose of claim' selected (Example: If the purpose of claim (Refer to **Error! Reference source not found.**) is "Wrongfully dismissed and wish to seek compensation/reinstatement", only the Dismissal claims draft cases will be displayed.
- Allow user to sort the column accordingly at the header.
- Redirect user to the registration page which is pre-populated with previously saved entries when the 'draft' link is selected.
- Display the case registration form in a separate new window (refer to Figure 42/43) when the 'case' link is selected.

2.2 Create a Copy

With reference to **Figure 44**

, the 'Create a Copy' feature allows user to register a new case using the same type of case, trade union, company and registration details of a previously submitted case. **Note:** This feature is not applicable for drafts.

Employee and employment details will not be editable.

Steps:

1. Select a previously submitted case from the Case List.
2. Click on the 'Create a Copy' button.

2.3 Delete

With reference to **Figure 44**

, the 'Delete' button allows a user to delete drafts saved in the system. Select the Draft Case and click "Delete" button.

Steps:

1. Select previously saved drafts from the list.
Tip: Allows multiple selections.
2. Click on the Delete Button