

IPIC – ROM User Guide

November 2023

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Selecting your region



Identify and prioritise immigration cases



Select your ROM Region

1

Continue

2

Select your ROM Region

Continue

Dropdown

Use the dropdown menu to select the relevant ROM region.

Select your ROM Region

Continue

2

Continue

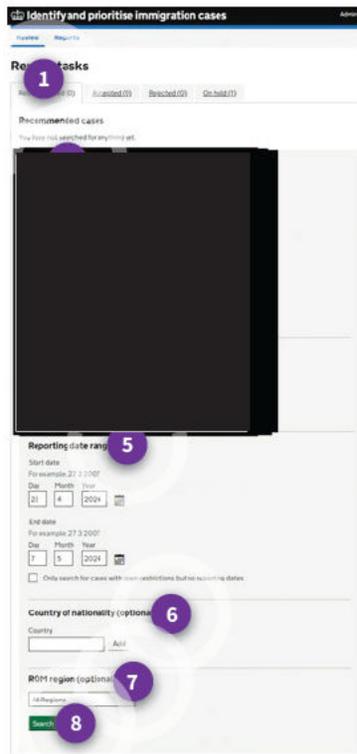
Select continue.

Please note: When the user has selected the region, it will lock to that region. To get to another region after selection, cache and cookies will need to be cleared in the browser, or a private browser will need to be used.



Complete the content above before moving on.

Searching for tasks



Identify and prioritise immigration cases

Home | Reports

Recommended cases

1

2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100

Recommended cases

You have not selected any filters yet.

2

3

4

5

6

7

8

Reporting date range

Start date

For example: 21 / 4 / 2024

Day | Month | Year

21 | 4 | 2024

End date

For example: 27 / 5 / 2024

Day | Month | Year

27 | 5 | 2024

Only search for cases with crown notifications but no reporting dates

Country of nationality (optional)

Country | Add

ROM region (optional)

All Regions

Search



Tabs

To view the recommended cases, select the 'recommended' tab.

To navigate to cases already accepted in IPIC for the ROM region, select the 'accepted' tab.

To navigate to cases already rejected in IPIC for the ROM region, select the 'rejected' tab.

To navigate to cases already on hold in IPIC for the ROM region, select the 'on hold' tab.

Select which action is required for the search. Multiple actions can be selected.

Identify and prioritise immigration cases

Review tasks

Recommended (0) Accounted (0) Breached (0) On hold (0)

Recommended cases

You have not searched for anything yet.

Reporting date range

Start date
For example: 27 3 2007
Day Month Year
27 3 2007

End date
For example: 27 3 2007
Day Month Year
27 3 2007

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country Add

ROM region (optional)

All Regions

Action

Select which action is required for the search. Multiple actions can be selected.

To note: An action is high level business rules of individuals who might be suitable for that action.

Review tasks

Recommended (0) **Assigned (0)** **Revised (0)** **Closed (0)**

Recommended cases

You have not searched for anything yet.



Reporting date range

Start date

For example 27 3 2007

Day Month Year

27 6 2024

Month Year

End date

For example 27 3 2007

Day Month Year

7 9 2024

Month Year

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country Add



Review tasks

Recommended (0) **Assigned (1)** Revoked (0) **Collected (1)**

Recommended cases

You have not searched for anything yet.

Reporting date range

Start date
For example 27 3 2007
Day Month Year
27 3 2007

End date
For example 27 3 2007
Day Month Year
27 3 2007

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country Add

ROM region (optional)

All Regions



Identify and prioritise immigration cases

Review tasks

Recommended (0) | Accounted (0) | Blocked (0) | On hold (0)

Recommended cases

You have not searched for anything yet.

Reporting date range 5

Start date
For example: 27 3 2007
Day: 27 | Month: 3 | Year: 2007

End date
For example: 27 3 2007
Day: 27 | Month: 3 | Year: 2007

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country: Add

ROM region (optional)

All Regions

Search

Reporting date range

Select the date range that needs to be included in the search by entering the dates or using the calendar icon. Users can select

Identify and prioritise immigration cases

Review tasks

Recommended (0) | Assessed (0) | Blocked (0) | On hold (0)

Recommended cases

You have not searched for anything yet.

Reporting date range

Start date
For example: 27 3 2007
Day Month Year
27 3 2007

End date
For example: 27 3 2007
Day Month Year
27 3 2007

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country Add

ROM region (optional)

All Regions

Country of nationality

Select the country that needs to be included within the search. This is an optional filter.

Multiple countries can be selected.

Identify and prioritise immigration cases

Review tasks

Recommended (0) | Assessed (0) | Blocked (0) | On hold (0)

Recommended cases

You have not searched for anything yet.

Reporting date range

Start date
For example: 27 3 2007
Day Month Year
27 3 2007

End date
For example: 27 3 2007
Day Month Year
27 3 2007

Only search for cases with open restrictions but no reporting dates

Country of nationality (optional)

Country Add

ROM region (optional) 7

All Regions

Reporting

Select the the reporting centres within the region. This filter is optional.



Identify and prioritise immigration cases

Review tasks

Recommended (0) | Accounted (0) | Blocked (0) | On hold (0)

Recommended cases

You have not searched for anything yet.

Reporting date range

Start date
For example: 27 3 2007
Day: 27 | Month: 4 | Year: 2024

End date
For example: 27 3 2007
Day: 7 | Month: 5 | Year: 2024

Only search for cases with open restrictions but no reporting dates.

Country of nationality (optional)

Country: Add

ROM region (optional)

All Regions

8

Search

Select search to search the filters users have set above.



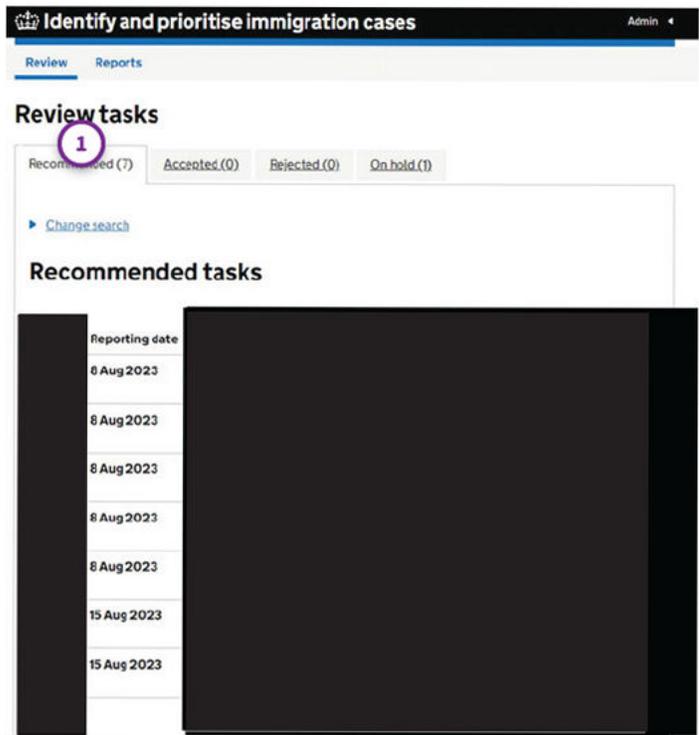
Complete the content above before moving on.

Review tasks - list view



The screenshot displays a web application interface for 'Identify and prioritise immigration cases'. At the top, there is a navigation bar with 'Review' and 'Reports' tabs. Below this, the 'Review tasks' section features a filter menu with 'Recommended (7)', 'Accented (0)', 'Rejected (0)', and 'On hold (1)'. A 'Change search' link is also present. The 'Recommended tasks' section below shows a table with a 'Reporting date' column. The table contains several rows with dates: 8 Aug 2023, 15 Aug 2023, and 15 Aug 2023. The rest of the table content is redacted with a black box. Numbered callouts (1-9) are placed over various UI elements: 1 on the filter menu, 2 on 'Change search', 3 on the table header, 4 on the first row, and 9 on the last row.

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023



Recommended

Recommended tab shows the number of recommended cases for task(s) based on the search criteria a user applies. To review a recommended case, click on the recommendation name starting from the top of the list.

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#) 2

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Change

To change the search, click the 'Change search' button to return to the search screen

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date	
8 Aug 2023	
15 Aug 2023	
15 Aug 2023	

[Redacted]

[Redacted]

[Redacted]

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Reporting Date

Recommended cases will be presented in a list view. [Redacted]

[Redacted]

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Task

Users will see which task the recommended case is for.

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Person ID

This is the Person ID ref number.

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Name

Users will select the hyperlink of the recommendation they wish to work on.

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accepted (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
8 Aug 2023
15 Aug 2023
15 Aug 2023

Gender

Users will see which gender the person is on the recommended case.

Identify and prioritise immigration cases Admin

Review Reports

Review tasks

Recommended (7) Accented (0) Rejected (0) On hold (1)

[Change search](#)

Recommended tasks

Reporting date
6 Aug 2023
15 Aug 2023
15 Aug 2023

Nationality

Users will see which country of nationality the person is for this recommended case.

 Complete the content above before moving on.

Reviewing a task



The screenshot shows a web application interface for reviewing immigration cases. At the top, a dark header contains the title 'Identify and prioritise immigration cases' and an 'Admin' link. Below the header, there are two tabs: 'Review' (active) and 'Reports'. A breadcrumb trail shows '< Back to review recommended cases' with a circled '1' next to it. The main content area is divided into a left sidebar and a right main panel. The sidebar has a redacted header and a list of menu items: 'Person details', 'Documentation', 'Reporting details', 'Barriers', 'Harm', 'Family status', and 'Vulnerability'. Below the menu is a '4' in a circle next to three buttons: 'Accept', 'Reject', and 'Place on hold'. The main panel has a redacted header and a 'Person details' section. This section contains a table with the following fields: 'Full name', 'UID2', 'HO reference', 'CEPR or PID', 'Duplicate PID', 'Date of birth', 'Country of nationality', 'Gender', and 'Red notice status'. The values for these fields are redacted with a large black box.

< [Back to review recommended cases](#)

1

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

Place on hold

Person details

Full name

UID2

HO reference

CEPR or PID

Duplicate PID

Date of birth

Country of nationality

Gender

Red notice status

Back

Select 'Back to review recommended cases' to return to the list of recommended cases

Information

Review case data:

a) On IPIC displayed within each of the tabs by clicking on the links

AND

b) Held on the Home Office case management system(s) (e.g. CID / Atlas), especially notes fields

To note: users will need to review the person on CID/ Atlas and not just IPIC before a decision can be made.

[Back to review recommended cases](#)

[Redacted]

[Redacted]

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

Place on hold

Person details

Full name	[Redacted]
UID2	[Redacted]
HO reference	[Redacted]
CEPR or PID	[Redacted]
Duplicate PID	[Redacted]
Date of birth	[Redacted]
Country of nationality	[Redacted]
Gender	[Redacted]
Red notice status	[Redacted]

Copy

This function allows users to copy the reference in the relevant field.

Identify and prioritise immigration cases Admin

Review Reports

< [Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

4 Accept

Reject

Place on hold

Person details

Full name	
UID2	
HO reference	
CEPR or PID	
Duplicate PID	
Date of birth	
Country of nationality	
Gender	
Red notice status	

Action

Once a user has reviewed the case data on IPIC and data held on the Home Office case management system(s), the user must make a decision as to whether IPIC appropriately recommended the case for the given task type.

These options are:

Accept

Reject

Place on hold

 Complete the content above before moving on.



Accepting a recommendation



 **Identify and prioritise immigration cases** Admin 

Review Reports

[< Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

Place on hold

Person details

Full name	
UID2	
HO reference	
CEPR or PID	
Duplicate PID	
Date of birth	
Country of nationality	
Gender	
Red notice status	

1

Identify and prioritise immigration cases Admin

Review Reports

[Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept **1**

Reject

Place on hold

Person details

- Full name
- UID2
- HO reference
- CEPR or PID
- Duplicate PID
- Date of birth
- Country of nationality
- Gender
- Red notice status

Accept

The user should review the data held on IPIC AND other Home Office case management systems (e.g. CID / Atlas) before changing the decision of whether IPIC appropriately recommended the case for the intervention.

If the user has decided to accept the recommendation, select accept.

If the user accepts, they are agreeing with the recommendation

Users must remember to book the action on atlas.

 Complete the content above before moving on.



Review

Reports

[Back to \[redacted\] case](#) 2

Accept case

You must record any updates to this case in CID or ATLAS.

Confirm 3

[Review](#)[Reports](#)[< Back to \[redacted\] case](#) 2

Accept case

You must record any updates to this case in CID or ATLAS.

[Confirm](#)

Back

Select back to view the list of cases again

< Back to [redacted] case

Accept case

! You must record any updates to this case in CID or ATLAS.

Confirm **3**

Confirm

Select confirm to confirm the decision



Complete the content above before moving on.

< [Back to review recommended cases](#) **4**

Accepted

[View accepted cases](#) **6**

5



[Review](#)

[Reports](#)

< [Back to review recommended cases](#)

4

Accepted

[View accepted cases](#)

Back

Select 'back to review recommended cases' to return to the recommended tab



[Review](#)

[Reports](#)

< [Back to review recommended cases](#)

Accepted

[View accepted cases](#)

5

Accepted

IPIC will confirm that the case has been accepted.

< [Back to review recommended cases](#)

Accepted

[View accepted cases](#)

6

Accepted cases

Select to view the accepted tab of cases previously accepted in IPIC



Complete the content above before moving on.

Rejecting a recommendation



Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject **1**

Place on hold

Person details

Full name	[Redacted]
UID2	[Redacted]
HO reference	[Redacted]
CEPR or PID	[Redacted]
Duplicate PID	[Redacted]
Date of birth	[Redacted]
Country of nationality	[Redacted]
Gender	[Redacted]
Red notice status	[Redacted]

Identify and prioritise immigration cases Admin

Review Reports

[Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

Place on hold

Full name

UID2

HO reference

CEPR or PID

Duplicate PID

Date of birth

Country of nationality

Gender

Red notice status

Reject

The user should review the data held on IPIC AND other Home Office case management systems (e.g. CID / Atlas) before changing the decision of whether IPIC appropriately recommended the case for the intervention.

If the user has decided that the action is not appropriate, users can reject the case.

 Complete the content above before moving on.

Review Reports

< Back to [redacted] case 2

Why do you want to reject this case? 3

Select all that apply

or

Reason not listed

Detail on reason for rejecting this case (optional) 4

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

5

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted] case **2**

Why do you want to reject this case?

Select all that apply

or

Reason not listed

Detail on reason for rejecting this case (optional)

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

[Confirm](#) [Cancel](#)

Back

Select back to view the list of cases again

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted] case

Why do you want to reject this case 3

Select all that apply

or

Reason not listed

Detail on reason for rejecting this case (optional)

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

Confirm [Cancel](#)

Rejection reason

Users will need tick at least one rejection reason from the list provided, if there isn't an appropriate reason, users will need to select 'reason not listed' and then explain the reasons why the rejection is necessary.

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted] case

Why do you want to reject this case?

Select all that apply

or

Reason not listed

Detail on reason for rejecting this case (optional) **4**

You have 500 characters remaining

i You must record any updates to this case in CID or ATLAS.

[Confirm](#) [Cancel](#)

Detail

It is desirable to input reasons for rejecting the case regardless which option is selected.

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted] case

Why do you want to reject this case?

Select all that apply

or

Reason not listed

Detail on reason for rejecting this case (optional)

You have 500 characters remaining

5 You must record any updates to this case in CID or ATLAS.

Atlas

A user must confirm that they have recorded any updates to the record in Atlas by clicking confirm.

Alternatively, select cancel if appropriate.



Complete the content above before moving on.



[Review](#)

[Reports](#)

< [Back to review recommended cases](#)

7

Rejected

8

[View rejected cases](#)

9



[Review](#)

[Reports](#)

[◀ Back to review recommended cases](#)

7

Rejected

[View rejected cases](#)

Back

Select 'back to review recommended cases' to return to the recommended tab



[Review](#)

[Reports](#)

[◀ Back to review recommended cases](#)

Rejected

[View rejected cases](#)

8

Rejected

IPIC will confirm that the recommendation has been rejected

< [Back to review recommended cases](#)

Rejected

[View rejected cases](#) 9

Rejected cases

Select to view the rejected tab of cases previously rejected in IPIC.



Complete the content above before moving on.

Placing a recommendation on hold



Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

1 Place on hold

Person details

Full name	
UID2	
HO reference	
CEPR or PID	
Duplicate PID	
Date of birth	
Country of nationality	
Gender	
Red notice status	

Identify and prioritise immigration cases Admin

Review Reports

[Back to review recommended cases](#)

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

Accept

Reject

Place on hold **1**

Person details

Full name	
UID2	
HO reference	
CEPR or PID	
Duplicate PID	
Date of birth	
Country of nationality	
Gender	
Red notice status	

Place on hold

The user should review the data held on IPIC AND other Home Office case management systems (e.g. CID / Atlas) before changing the decision of whether IPIC appropriately recommended the case for the intervention.

If the user has decided to place the case on hold, select place on hold.



Complete the content above before moving on.

Review Reports

< Back to [redacted] case 2

Why do you want to place this on hold? 3

[Redacted text area]

or

Other

Detail on reason for placing this case on hold (optional) 4

[Text input field]

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

5

< [Back to \[redacted\] case](#) **2**

Why do you want to place this on hold?

[Redacted text area]

or

Other

Detail on reason for placing this case on hold (optional)

[Redacted text area]

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

[Confirm](#) [Cancel](#)

Back

Select back to view the list of recommendations again.

Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to \[redacted\] case](#)

Why do you want to place this on hold? 3

or

Other

Detail on reason for placing this case on hold (optional)

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

[Cancel](#)

Rejection reason

Users will need tick one of the reasons listed as to why they are placing the case on hold. If there isn't an appropriate reason, users will need to select 'other' and then explain the reasons why the place on hold is necessary.

[Back to \[redacted\] case](#)

Why do you want to place this on hold?

or

Other

Detail on reason for placing this case on hold (optional)

4

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

[Confirm](#) [Cancel](#)

Detail

It is desirable to input reasons for placing the case on hold regardless which option is selected.

Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to \[redacted\] case](#)

Why do you want to place this on hold?

or

Other

Detail on reason for placing this case on hold (optional)

You have 500 characters remaining

! You must record any updates to this case in CID or ATLAS.

[Confirm](#) [Cancel](#) 5

Atlas

A user must confirm that they have recorded any updates to the case in Atlas by clicking confirm.

Alternatively, select cancel if appropriate.



Complete the content above before moving on.



[◀ Back to review recommended cases](#)

6

Placed on hold

[View cases on hold](#)

8

7

[◀ Back to review recommended cases](#)

6

Placed on hold

[View cases on hold](#)

Back

Select 'back to review recommended cases' to return to the recommended tab

[◀ Back to review recommended cases](#)

Placed on hold

[View cases on hold](#)

7

On hold

IPIC will confirm that the case has been placed on hold.

[◀ Back to review recommended cases](#)

Placed on hold

[View cases on hold](#) 8

Cases on hold

Select to view on hold tab of cases placed on hold in IPIC.



Complete the content above before moving on.

Changing a decision



Review tasks

1

Recommended(0) Accepted(0) Rejected(0) **On hold (1)**

On hold tasks

Referral	Placed on hold	On hold by	Task	Name	Gender	Country of nationality
	3 Oct 2023			2		

Review tasks

1

[Recommended \(0\)](#)

[Accepted \(0\)](#)

[Rejected \(0\)](#)

[On hold \(1\)](#)

On hold tasks

Referral	Placed on hold	On hold by	Task	Name	Gender	Country of nationality
[REDACTED]	3 Oct 2023	[REDACTED]			[REDACTED]	

On hold

Users will see the number of recommendations on hold in this tab.

Review tasks

Recommended (0)	Accepted (0)	Rejected (0)	On hold (1)
-----------------	--------------	--------------	-------------

On hold tasks

Referral	Placed on hold	On hold by	Task	Name	Gender	Country of nationality
[REDACTED]	3 Oct 2023	[REDACTED]		[REDACTED] 2	[REDACTED]	[REDACTED]

Name

The user should locate and click on the name of the recommendation which needs to have the decision changed.

Please note: a decision can be changed on any tab if a mistake has been made. However, they should not go back to change accept to reject if something changes after the case has been accepted.

For example - [REDACTED]
[REDACTED]

Accepted cases will stay within the accepted tab for 5 days.

Rejected cases will stay within the rejected tab for 20 days.

On hold cases will remain here indefinitely unless the case is either accepted or rejected.



Complete the content above before moving on.

Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to review on hold review cases](#) **3**

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability
- View reason on hold** **4**
- Accept
- Reject

Person details

Full name	
Home Office reference	
Person ID	
Duplicate person ID(s)	
Date of birth	
Country of nationality	
Gender	
Red notice status	

Review Reports

[Back to review on hold review cases](#)

3

Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

View reason on hold

Accept

Reject

Person details

Full name
Home Office reference
Person ID
Duplicate person ID(s)
Date of birth
Country of nationality
Gender
Red notice status

Back

To go back, select 'back to review on hold review cases'.

< [Back to review on hold review cases](#)



Person details

- Documentation
- Reporting details
- Barriers
- Harm
- Family status
- Vulnerability

View reason on hold

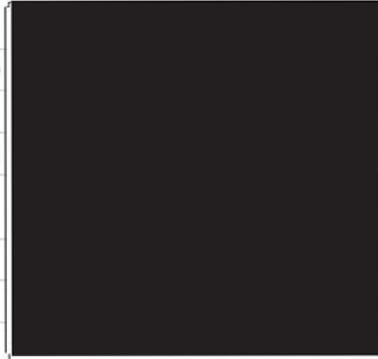
4

Accept

Reject

Person details

- Full name
- Home Office reference
- Person ID
- Duplicate person ID(s)
- Date of birth
- Country of nationality
- Gender
- Red notice status



View reason

The user should review the data held on IPIC AND other Home Office case management systems (e.g. CID / Atlas) before changing the decision of whether IPIC appropriately recommended the case for the intervention.

When reviewed,

Either view reason on hold

Accept

Reject



Complete the content above before moving on.

MI Reports



This is the Reports tab. This area of IPIC is used to view and download Management Information (MI) reports which provides a log of all activity on IPIC. It defaults to the last 7 days and can be changed to meet requirements.

There are five auto generated categories that will automatically be displayed and populated with figures from the last 7 days (from yesterday), the previous 4 weeks in weekly reports and the previous 6 months. These will be based upon the ROM region that you selected when logging in.

Users can 'drill down' into the details of a specific MI category by selecting the one they want to look at in more detail. This can be done for all available categories.

Review Reports 1

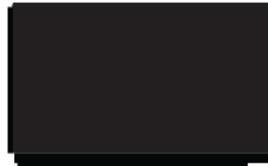


Date range Last 7 days

2



3





Date range Last 7 days ▾



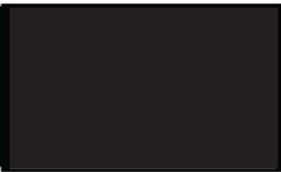
Reports

Select the reports tab.



Date range Last 7 days

2



Date range

Users can select the date range from the dropdown menu. Included is the last 4 weeks and then the last 6 months.



Date range Last 7 days ▾



Total

Users can select the action you would like to review MI for.



Complete the content above before moving on.

Review Reports

< Back to [redacted] 4

[redacted]

Date range Last 7 days 5

[redacted] 6

7

[redacted]

[redacted]

[redacted]

[Download accepted cases](#)

[Download rejected cases](#)

[Download on hold cases](#)

[redacted] 8

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted] 4

[redacted]

Date range Last 7 days

[redacted]

[redacted]

[redacted]

[Download accepted cases](#) [Download rejected cases](#) [Download on hold cases](#)

[redacted]

Back

Select 'back to [redacted]' to go back to the main MI page.

This will be the region the user selected.

< Back to [redacted]

[redacted]

Date range Last 7 days 5

[redacted]

[redacted]

[Download accepted cases](#)

[redacted]

[Download rejected cases](#)

[redacted]

[Download on hold cases](#)

[redacted]

Date range

Select the date range for the MI data required.

Identify and prioritise immigration cases Admin

[Review](#) [Reports](#)

[Back to \[redacted\]](#)

[redacted]

Date range: Last 7 days

[redacted] **6**

[redacted]

[redacted] [Download accepted cases](#)

[redacted] [Download rejected cases](#)

[redacted] [Download on hold cases](#)

[redacted]

Total

Users will see the total of [redacted] recommendations and also the trend from the previous month.

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted]

[redacted]

Date range Last 7 days

[redacted]

7

[redacted]

[Download accepted cases](#) [Download rejected cases](#) [Download on hold cases](#)

[redacted]

All decisions

Users will see how many cases have been accepted, rejected, on hold within [redacted] for the specific date range set. This report can be downloaded.

Identify and prioritise immigration cases Admin

Review Reports

< Back to [redacted]

[redacted]

Date range Last 7 days

[redacted]

[redacted]

[Download accepted cases](#) [Download rejected cases](#) [Download on hold cases](#)

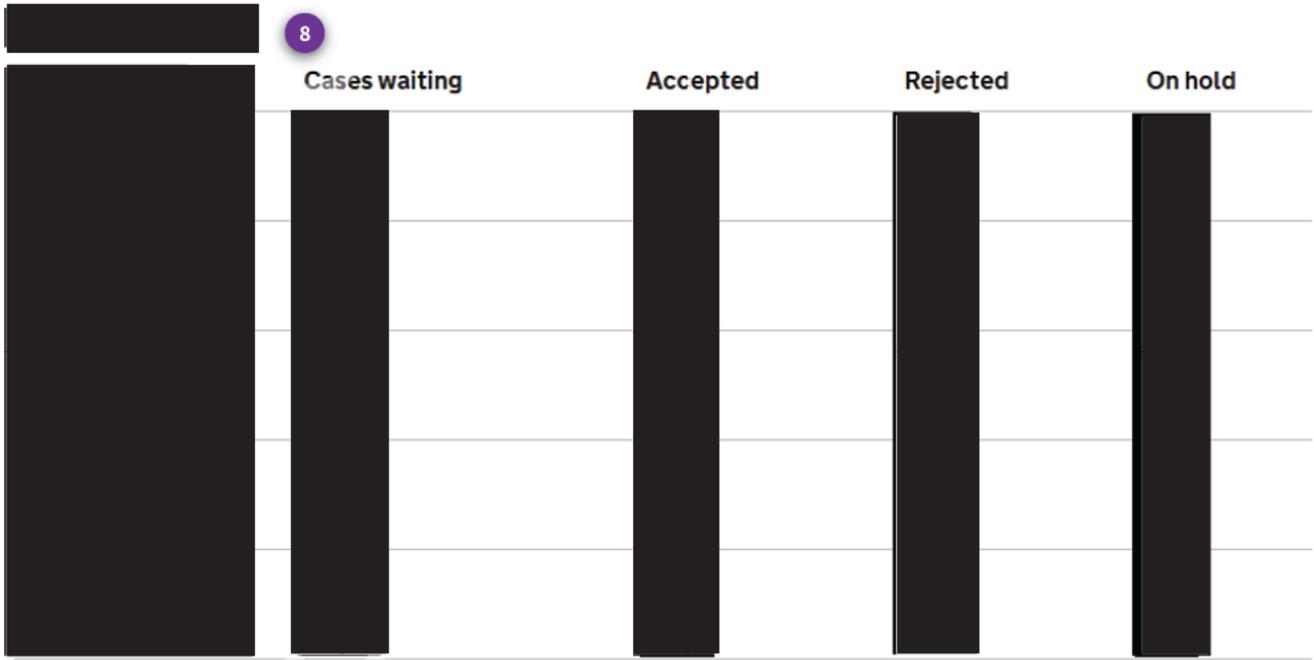
[redacted] 8

Nationalities

Select [redacted] to expand and view the data.

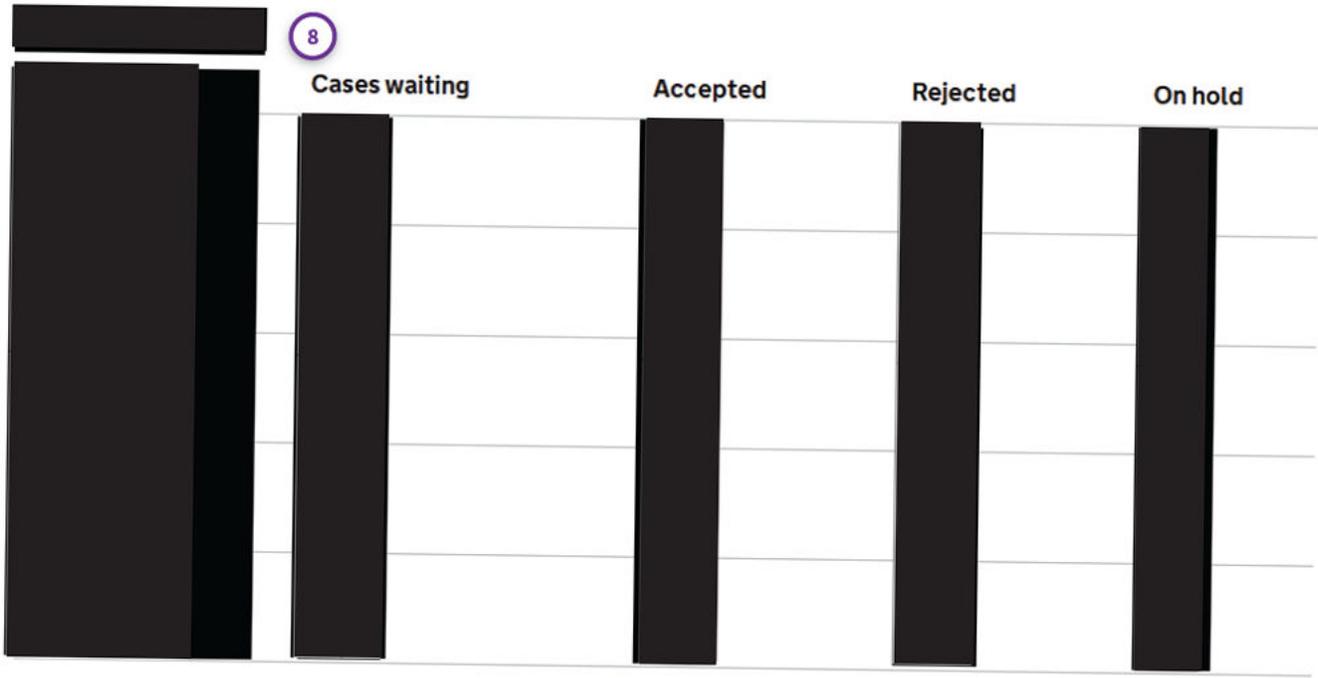


Complete the content above before moving on.



[Download all nationalities](#)

9



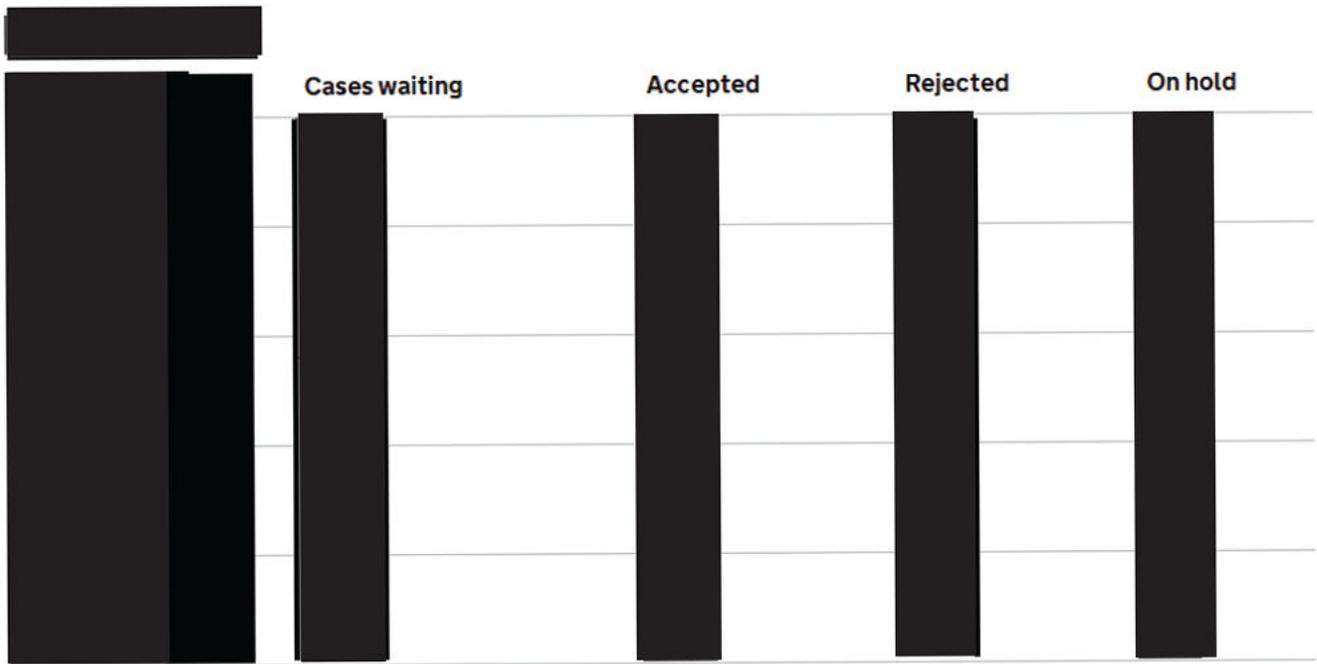
[Download all nationalities](#)

[Redacted]

[Redacted]

Cases waiting are still outstanding recommendations.

The + or - after each bold number indicates the trend.



[Download all nationalities](#) 9

Download all nationalities

You can select 'Download all nationalities' to download the data into an excel spreadsheet relating to all nationalities.



Complete the content above before moving on.



Here is an example of a downloaded report for [redacted] for [redacted] cases - dated



Complete the content above before moving on.