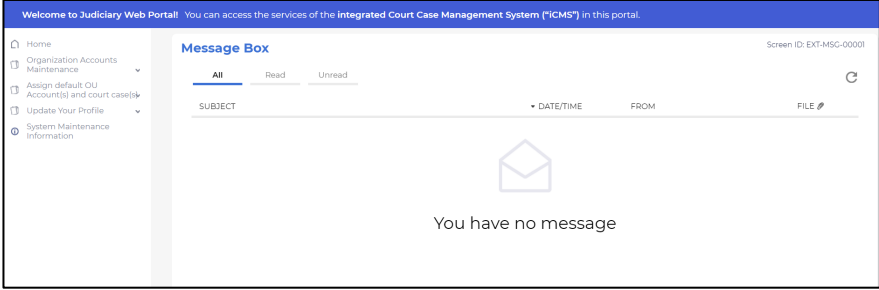
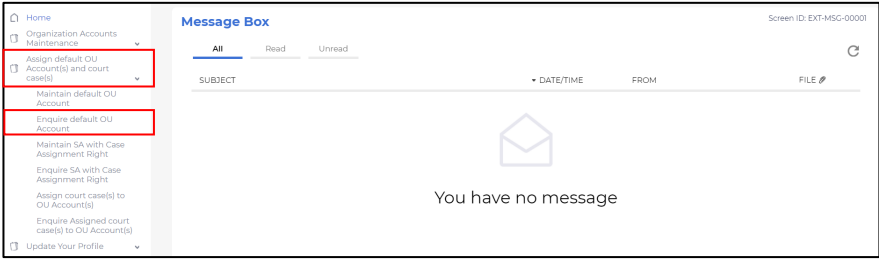
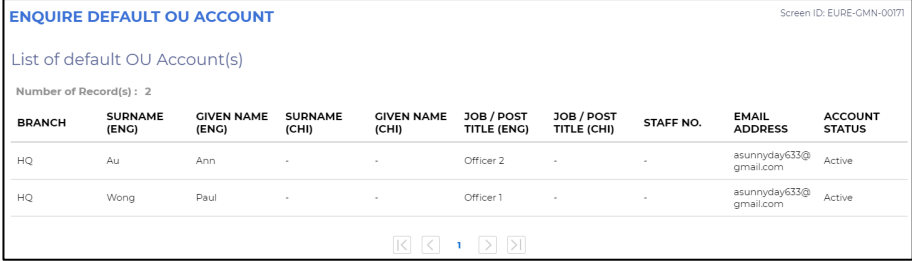


## Enquire default OU Account

This step-by-step guide outlines the general process required to enquire default OU Account to receive message from the e-Courts on case not assigned to any OU Account. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference																														
1.	<p><b><u>Login user account</u></b></p> <p><i>[Note: Please refer to the step-by-step guide <b>Account Login and Logout</b> for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p>  <p>The screenshot shows the 'Message Box' interface with a navigation menu on the left and a central area displaying 'You have no message' with an envelope icon. The header includes 'Welcome to Judiciary Web Portal' and 'You can access the services of the Integrated Court Case Management System (ICMS) in this portal.'</p>																														
2.	<p><b><u>Assign default OU Account and court case(s)</u></b></p> <p>Under Main Menu &gt; Assign default OU Account(s) and court case(s) &gt; Select Enquire default OU Account &gt;</p>	<p>The landing page of PA Account or SA Account after logged-in is displayed</p>  <p>The screenshot shows the 'Message Box' interface with a navigation menu on the left. Two items in the menu are highlighted with red boxes: 'Assign default OU Account(s) and court case(s)' and 'Enquire default OU Account'. The central area displays 'You have no message' with an envelope icon.</p>																														
3.	<p><b><u>List of default OU Account(s) will be shown</u></b></p>	<p>The “List of default OU Account(s)” screen is displayed</p>  <p>The screenshot shows the 'ENQUIRE DEFAULT OU ACCOUNT' screen with a table of account details. The table has columns for BRANCH, SURNAME (ENG), GIVEN NAME (ENG), SURNAME (CHI), GIVEN NAME (CHI), JOB / POST TITLE (ENG), JOB / POST TITLE (CHI), STAFF NO., EMAIL ADDRESS, and ACCOUNT STATUS. There are two records listed.</p> <table border="1" data-bbox="626 1413 1533 1528"> <thead> <tr> <th>BRANCH</th> <th>SURNAME (ENG)</th> <th>GIVEN NAME (ENG)</th> <th>SURNAME (CHI)</th> <th>GIVEN NAME (CHI)</th> <th>JOB / POST TITLE (ENG)</th> <th>JOB / POST TITLE (CHI)</th> <th>STAFF NO.</th> <th>EMAIL ADDRESS</th> <th>ACCOUNT STATUS</th> </tr> </thead> <tbody> <tr> <td>HQ</td> <td>Au</td> <td>Ann</td> <td>-</td> <td>-</td> <td>Officer 2</td> <td>-</td> <td>-</td> <td>asunnyday633@gmail.com</td> <td>Active</td> </tr> <tr> <td>HQ</td> <td>Wong</td> <td>Paul</td> <td>-</td> <td>-</td> <td>Officer 1</td> <td>-</td> <td>-</td> <td>asunnyday633@gmail.com</td> <td>Active</td> </tr> </tbody> </table>	BRANCH	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS	HQ	Au	Ann	-	-	Officer 2	-	-	asunnyday633@gmail.com	Active	HQ	Wong	Paul	-	-	Officer 1	-	-	asunnyday633@gmail.com	Active
BRANCH	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS																							
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