



# **PHARMACY ERROR TRACKER**

## **Search Errors**

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# **USER GUIDE**

# **SEARCH ERRORS**

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*Pharmacon ITC303/309 Group*



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## Search Errors

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### Document Revisions

Date	Version Number	Document Changes
26/08/2018	1.01	Initial Draft
26/08/2018	1.02	Draft
30/08/2018	1.03	Draft



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### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for an error that has already been entered. No other features of the Pharmacy Error Tracker (PET) application will be discussed in this user guide.

- To be able to use PET, the user will need basic knowledge of logging into an online application and using a search function to locate records.
- This feature is only available to a user with administrator rights.

#### 1.2 Process Overview

The administrator will need to log into PET using their valid username and password.

- The Welcome Page will be presented on successful login.
- The administrator will need to select Search Errors via the menu bar or the button on the menu page.

The user will need to have one of the following details concerning the error:

- Date error occurred
- Time error occurred
- Patient's name
- Any general comment about error as required
- Physician's name

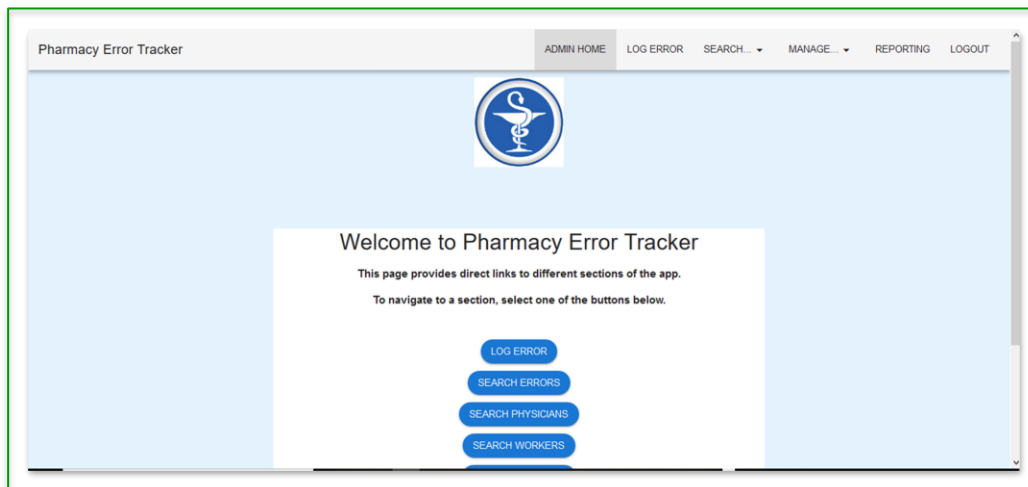


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Login screen when PET is launched

Welcome Page on successful login





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### 2 Search Errors

To search for an error, the user will need to launch the application, login with a valid user name and password with administration rights. Using the search bar, the user will be able to locate an error or multiple errors relating to the search criteria entered.

#### 2.1 Login – Administrator User

User must have access to the application.

User must have a valid username and password with administration rights.

##### 2.1.1 To Log in to Pharmacy Error Tracker (PET):

1. Launch the application.
2. Click in the Username field.
3. Enter username.
4. Tab or click in Password field.
5. Enter password.

Please Login

Enter Username administrator

Enter Password ..... 8 / 25

LOGIN CLEAR

6. Select LOGIN to access PET.

#### ➡ NOTE:

**Users entering an invalid username and/or password will not be able to access PET.**

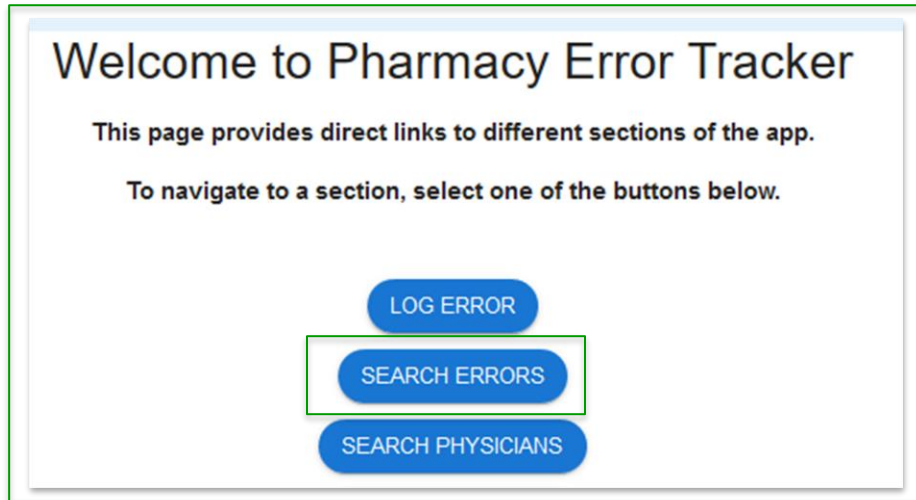


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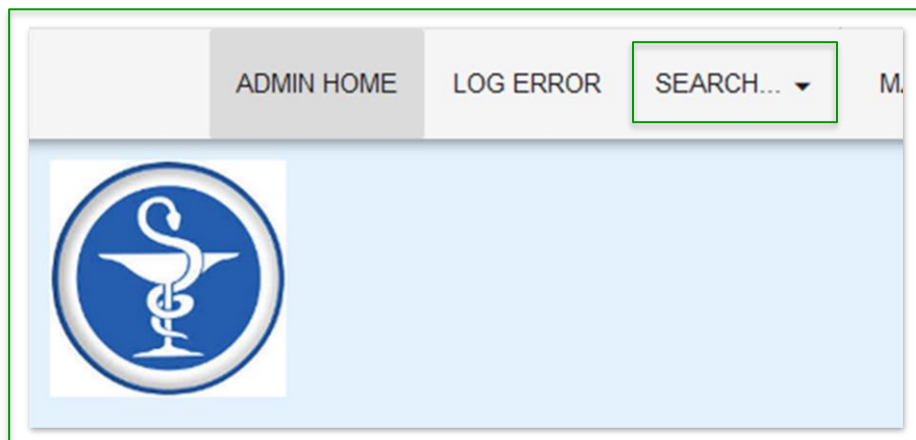
## Search Errors

### 2.1.2 To Search for an Error:

1. From the Welcome Page, there are two ways to navigate to “Search Errors”:
  - a. Select the “Search Errors” from the list



- b. From the Menu Bar, hover your mouse over “Search...” and select “Search Errors”





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2. A list of errors in the database will appear, showing the first five (5) entries.

Error ID ↑	General Comment	Error Date	Error Time	Patient	Physician
1		2018-01-24	08:54:00.000000	Marshall HALL	Marcus Dousip
2	Directions lead to overdose	2018-02-04	10:04:00.000000	Oscar GREEN	Sarah Howlett
3		2018-01-14	18:34:00.000000	Lucy PENAL	Alvin Arulanathan
4		2018-01-02	02:15:00.000000	Patricia FEDERA	Mark David
5	Directions would lead to minor overdose	2018-03-13	01:37:00.000000	Marshall HALL	

- a. To change the number of records being shown, click on the drop-down arrow at the bottom-right corner and select number of records you wish to see.

Rows per page: 5 1-5 of 17

3. To search for a specific record, enter the criteria in the search field located at the top-right corner.

4. The search criteria entered will find any record that matches that criteria in the fields shown in the headings. Entering a more detail criteria will narrow the number of records that are returned. Entering "ha" returns 5 records of those available.






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hal				
General Comment	Error Date	Error Time	Patient	Physician
	2018-01-24	08:54:00.000000	Marshall HALL	Marcus Dousip
	2018-01-14	18:34:00.000000	Lucy PENAL	Alvin Arulanathan
Directions would lead to minor overdose	2018-03-13	01:37:00.000000	Marshall HALL	
	2018-02-05	23:04:00.000000	Victoria HALASMITH	Alice Schibeci
Description or comment goes here	2018-08-08	22:22:00.000000	Harry Testman	George Kable
Rows per page: 5 1-5 of 5 <				

By entering "hall" the search is narrowed further.

hall				
General Comment	Error Date	Error Time	Patient	Physician
	2018-01-24	08:54:00.000000	Marshall HALL	Marcus Dousip
Directions would lead to minor overdose	2018-03-13	01:37:00.000000	Marshall HALL	
Rows per page: 5 1-2 of 2 <				

5. To see the full details of the error, select the record by clicking on the  to the right of the record.

Error Time	Patient	Physician	
08:54:00.000000	Marshall HALL	Marcus Dousip	
01:37:00.000000	Marshall HALL		



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6. The selected record will load into the Log Error form, providing full error information

The screenshot shows a web form titled "Error Form" with a light blue header. Below the header, there are five input fields arranged in two rows. The first row contains "Date of Error\*" with a calendar icon and the value "2018-01-24", and "Time of Error\*" with a clock icon and the value "08:54". The second row contains "Patient MRN" with the value "145dfg", "Patient First Name" with the value "Marshall", and "Patient Surname" with the value "HALL". Each field has a horizontal line indicating the input area.

7. To search for another error record, repeat from step 1b.

## 2.2 Error Loaded into Log Error Form

Errors that have been loaded into the Log Error form because of a search can be amended and the record in the database updated. Please see the **User Guide - Update Error** for guidance.

**If you encounter issues not addressed by this user guide, please contact your account manager for additional support.**