



## **PHARMACY ERROR TRACKER**

### **USER MANUAL**

---

# **USER MANUAL**

# **PHARMACY ERROR TRACKER**

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## USER MANUAL

### Document Revisions

Date	Version Number	Document Changes
15/09/2018	1.01	Initial

## User Guide Table of Contents

<b>System Administration</b> .....	<b>5</b>
Table of Contents .....	7
<b>Manage Users</b> .....	<b>14</b>
Table of Contents .....	16
<b>Search Users</b> .....	<b>21</b>
Table of Contents .....	23
<b>Change Password</b> .....	<b>30</b>
Table of Contents .....	32
<b>Delete Users</b> .....	<b>37</b>
Table of Contents .....	39
<b>Edit Error Form</b> .....	<b>45</b>
Table of Contents .....	47
<b>Log an Error</b> .....	<b>58</b>
Table of Contents .....	60
<b>Search Errors</b> .....	<b>74</b>
Table of Contents .....	76
<b>Update Errors</b> .....	<b>84</b>
Table of Contents .....	86
<b>Manage Error Types</b> .....	<b>90</b>
Table of Contents .....	92
<b>Search Error Types</b> .....	<b>97</b>
Table of Contents .....	99
<b>Update Error Types</b> .....	<b>105</b>
Table of Contents .....	107
<b>Manage Medication Types</b> .....	<b>111</b>
Table of Contents .....	113
<b>Search Medication Types</b> .....	<b>118</b>
Table of Contents .....	120
<b>Update Medication Types</b> .....	<b>126</b>
Table of Contents .....	128
<b>Manage Patient Types</b> .....	<b>132</b>
Table of Contents .....	134
<b>Search Patient Types</b> .....	<b>139</b>

## User Guide Table of Contents cont.

Table of Contents .....	141
<b>Update Patient Types .....</b>	<b>147</b>
Table of Contents .....	149
<b>Search Physicians .....</b>	<b>153</b>
Table of Contents .....	155
<b>Update Physicians .....</b>	<b>161</b>
Table of Contents .....	163
<b>Manage Workers .....</b>	<b>167</b>
Table of Contents .....	169
<b>Search Workers .....</b>	<b>176</b>
Table of Contents .....	178
<b>Update Workers .....</b>	<b>184</b>
Table of Contents .....	186
<b>Metabase .....</b>	<b>191</b>
Table of Contents .....	193
<b>Download Data .....</b>	<b>201</b>
Table of Contents .....	203



**PHARMACY ERROR TRACKER**  
**System Administration**

---

**USER GUIDE**  
**SYSTEM ADMINISTRATION**

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## System Administration

### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## System Administration

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Prerequisites.....	4	
2	System Configuration.....	5
2.1 ....Configure MySQL.....	5	
2.2 ....Configure PET Settings.....	5	
3	Software Installation .....	6
3.1 ....Build Server.....	6	
4	Managing the Server.....	9
4.1 ....Starting the Web Server.....	9	
4.2 ....Starting the Metabase Report Server .....	9	
4.3 ....Stopping the Web Server .....	9	
4.4 ....Stopping the Metabase Report Server.....	9	



# PHARMACY ERROR TRACKER

## System Administration

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to install and configure your server so that you will be able to deploy the Pharmacy Error Tracker (PET) software in your environment.

- This feature is only available to a user with sudo rights on Ubuntu.

*NOTE: Only users with an intermediate or higher level of knowledge in Linux should be using this guide.*

#### 1.2 Prerequisites

For the PET software to be installed the following minimum requirements are suggested for your server infrastructure:

- 2 core CPU
- 4GB Ram
- 9GB Storage
- Ubuntu 16.04.4 LTS

To successfully install the PET system, you will need to following items installed on your Ubuntu server:

- GIT
- JAVA 1.8 or greater
- NODEJS 9.10 or greater
- MySQL 5.7.22

Finally, the following ports need to be open and available for the PET software to function correctly:

- 17050 – Metabase Report Server Port
- 3306 – MySQL Port
- 3000 – Pharmacon Application Port



# PHARMACY ERROR TRACKER

## System Administration

---

## 2 System Configuration

### 2.1 Configure MySQL

As part of the PET software installation the software uses several tables in the MySQL database to store and retrieve data relating to errors, users, and medications that are going to be tracked by the system. To create these tables, the PET software comes with a simple SQL script that can be run on your database to create the Schema and tables required.

To execute the PET SQL script, use the following command replacing the MySQL login details with your own MySQL user credentials:

1. `cd ~/pharmacy_app/code/Database PET`
2. `mysql -u <username> -p < PETDatabaseScriptV2.sql`

Once this has been completed your MySQL database will now have to correct schema and database tables setup.

### 2.2 Configure PET Settings

Now that you have successfully set up the MySQL database, the PET software application requires your database credentials to connect to the MySQL database so that it can read and write data.

To update the environmental configuration file for the PET software application run the following commands:

1. `cd ~/pharmacy_app/code/server`
2. `vim .env`

You will now need to update the following entries:

1. DB\_USER: This is the username for your MySQL instance, the default value is root
2. DP\_PASS: This is the password for your MySQL instance, the default value is pharmac0n

```
DB_HOST=localhost
DB_PORT=3306
DB_USER=root
DB_PASS=pharmac0n
DB_TABLE=petdatabase
```

Example: .env file settings



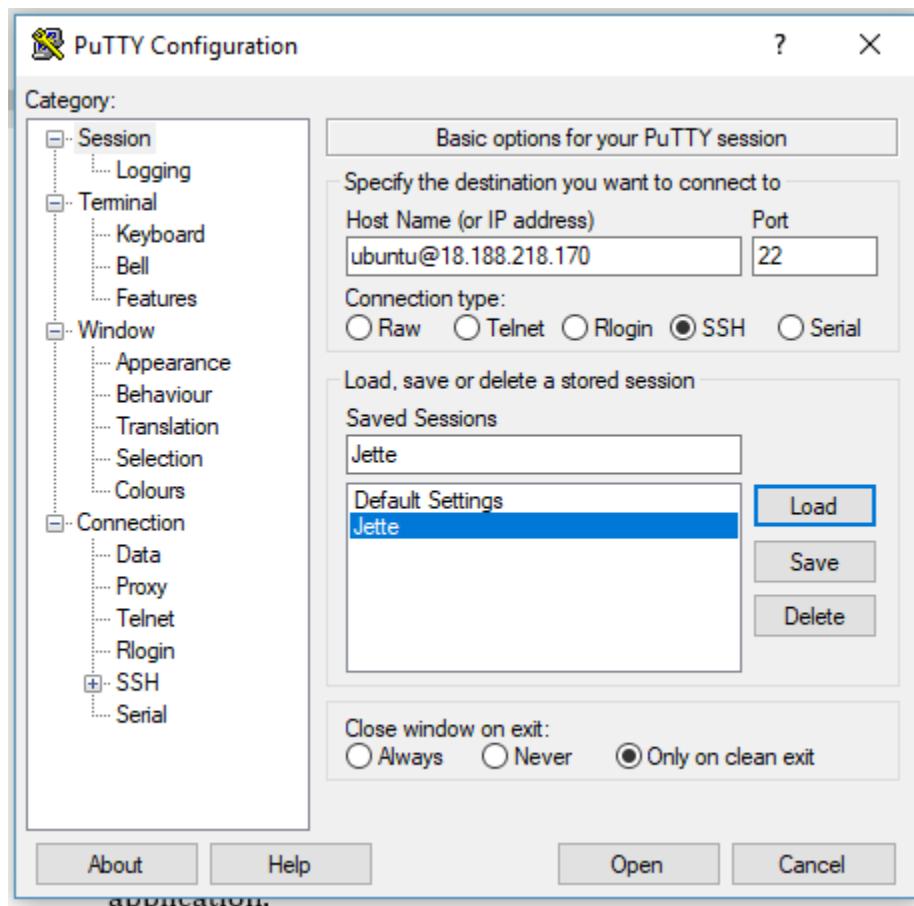
# PHARMACY ERROR TRACKER

## System Administration

### 3 Software Installation

#### 3.1 Build Server

The System Administrator will need to log into PET server using putty or other preferred SSH agent as well as their valid username and password or SSH keys.





## PHARMACY ERROR TRACKER

### System Administration

- The terminal window will be presented on successful login.

A screenshot of a PuTTY terminal window titled "18.188.218.170 - PuTTY". The window shows the following text:  
Using username "ubuntu".  
Authenticating with public key "rsa-key-20180330"  
Passphrase for key "rsa-key-20180330": █

Enter your login for Putty at this point.

A screenshot of a terminal window showing a successful Ubuntu 16.04.4 LTS login session. The window title is "ubuntu@ip-172-31-9-223: ~". The text displayed is:  
Using username "ubuntu".  
Authenticating with public key "rsa-key-20180330"  
Passphrase for key "rsa-key-20180330":  
Welcome to Ubuntu 16.04.4 LTS (GNU/Linux 4.4.0-1060-aws x86\_64)  
  
\* Documentation: https://help.ubuntu.com  
\* Management: https://landscape.canonical.com  
\* Support: https://ubuntu.com/advantage  
  
Get cloud support with Ubuntu Advantage Cloud Guest:  
http://www.ubuntu.com/business/services/cloud  
  
56 packages can be updated.  
1 update is a security update.  
  
Last login: Thu Sep 13 04:35:51 2018 from 124.171.97.15  
ubuntu@ip-172-31-9-223:~\$ █



## PHARMACY ERROR TRACKER

### System Administration

---

Once the user has logged in from the root directory (~) the user needs to clone the PET application from bitbucket by running the following command:

```
git clone https://bitbucket.org/itc303teampharmacon/pharmacy\_app.git
```

The System Administrator will need to use their credentials to sign in and clone the PET application.

Once the file has been downloaded the following command needs to be run in order to give permissions to run the required setup scripts in manual:

```
sudo chmod 777 pharmacy_app/scripts/buildserver.sh
```

To configure the server for use, the user needs to run the following commands on the server:

1. *cd pharmacy\_app/scripts/*
2. *./buildserver.sh build-server*

These commands will setup the configuration files as required and will create the server aliases that will be required to start the different aspects of the server.



# PHARMACY ERROR TRACKER

## System Administration

---

### 4 Managing the Server

#### 4.1 Starting the Web Server

To start the web server, now that the server has been built, the user can run the following command in the console to start the Web Server component of the PET application:

*pharmacon start-webserver*

#### 4.2 Starting the Metabase Report Server

To start the Metabase reporting server now that the server has been built, the user can run the following command in the console to start the Metabase Reporting Server component of the PET application\*:

*pharmacon start-metabase*

\* Please note that if the user has already started the Web Server in the terminal, they will need to make a new terminal session to the server to run the Metabase Reporting Server.

#### 4.3 Stopping the Web Server

To stop the web server now that the server has been built, the user can run the following command in the console to stop the Web Server component of the PET application:

*pharmacon stop-webserver*

#### 4.4 Stopping the Metabase Report Server

*To stop the Metabase reporting server* now that the server has been built, the user can run the following command in the console to *stop the Metabase Reporting Server component of the PET application*:

*pharmacon stop-metabase*

[Return to start](#)



## PHARMACY ERROR TRACKER

### Manage Users

---

# USER GUIDE MANAGE USERS

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Manage Users

### Document Revisions

Date	Version Number	Document Changes
12/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Manage Users

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Manage Users .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Manage Users.....	6	
2.2.1 Navigate to Manage Users .....	6	
2.2.2 Create User.....	7	



# PHARMACY ERROR TRACKER

## Manage Users

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to Manage Users, i.e. add new user logins.

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 manage function to create a record.
- 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 Manage Users via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Manage Users

## 2 Manage Users

To Manage Users, the administrator will need to launch the application, login with a valid user name and password with administration rights. Using the Add New User form, the administrator can manage new users.

### 2.1 Login – Administration 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.**



# PHARMACY ERROR TRACKER

## Manage Users

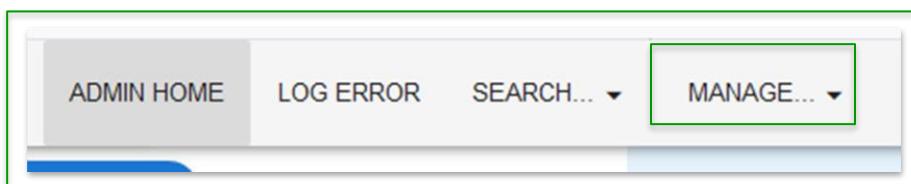
### 2.2 Manage Users

#### 2.2.1 Navigate to Manage Users

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

The screenshot shows a horizontal row of three blue rectangular buttons. The middle button, labeled "MANAGE USERS", has a green rectangular border around it, indicating it is the selected option. The other two buttons, "MANAGE PATIENT TYPES" and "MANAGE WORKERS", do not have this highlighting.

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



2. The Add New User form will appear.

The screenshot shows a modal window titled "Add New User". Inside, there are two input fields: "Login\*" and "Password\*". Below these is a section titled "Permission Level" with two radio buttons: one for "Normal" and one for "Administrator", with "Normal" being selected. At the bottom is a blue "SUBMIT" button.



## PHARMACY ERROR TRACKER

### Manage Users

#### 2.2.2 Create User

1. Enter the details of the new User and a password.

**Add New User**

Login*	ejones
Password*	happy123
<b>Permission Level</b>	
<input checked="" type="radio"/> Normal	<input type="radio"/> Administrator
<b>SUBMIT</b>	

2. Select the **SUBMIT** button and success message appears.

**Form submitted successfully!**

3. Use the Search Users Guide for details to search the database to see record just created.

**Search Users**

User ID ↑	User Name	Authentication Level	
10	ejones	1	<b>CHANGE PASSWORD</b> <b>DELETE USER</b>

If you encounter issues not managed by this user guide, please contact your account manager for managerial support.

[Return to start](#)



## PHARMACY ERROR TRACKER

### Search Users

---

# USER GUIDE

## SEARCH USERS

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Users

---

### Document Revisions

Date	Version Number	Document Changes
14/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Search Users

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Users.....	6
2.1 ....Login – Administrator User.....	6	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	6	
2.2 ....Search Users .....	7	
2.2.1 Navigate to Search Users .....	7	
2.2.2 Search Users .....	8	
2.3 ....Change Password .....	9	
2.4 ....Delete User .....	9	



# PHARMACY ERROR TRACKER

## Search Users

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a user (login) 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 Users via the menu bar or the button on the menu page.

The administrator will need to know the user's login or part thereof for search purposes.



# PHARMACY ERROR TRACKER

## Search Users

Login screen when PET is launched

### Please Login

Enter Username

Enter Password  (8 / 25)

Welcome Page on successful login

Pharmacy Error Tracker

ADMIN HOME LOG ERROR SEARCH... MANAGE... REPORTING LOGOUT



Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

[LOG ERROR](#)  
[SEARCH ERRORS](#)  
[SEARCH PHYSICIANS](#)  
[SEARCH WORKERS](#)



# PHARMACY ERROR TRACKER

## Search Users

## 2 Search Users

To search for a user, the administrator 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 locate a user (login) or multiple users (logins) 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text '\*\*\*\*\*'. To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.



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



# PHARMACY ERROR TRACKER

## Search Users

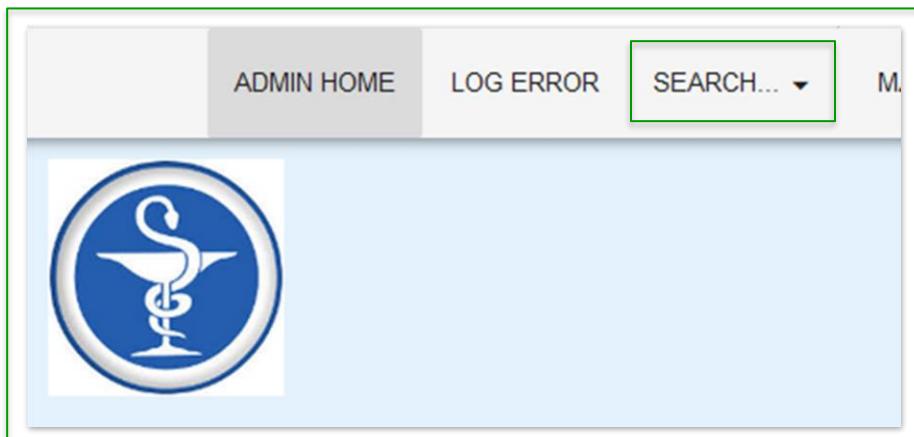
### 2.2 Search Users

#### 2.2.1 Navigate to Search Users

- From the Welcome Page, there are two ways to navigate to “Search Users”:
  - Select the “Search Users” from the list



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



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

Search Users			Search
User ID ↑	User Name	Authentication Level	
1	test@test.com	1	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
2	frank@test.com	1	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
3	jules@test.com	1	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
4	admin@test.com	2	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
5	administrator	2	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>

- 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



## PHARMACY ERROR TRACKER

### Search Users

see.

A screenshot of a user interface showing search results. At the top right, there is a dropdown menu labeled "Rows per page" with the value "5" selected. To its right, the text "1-5 of 6" indicates the total number of records found. The entire interface is enclosed in a green border.

#### 2.2.2 Search Users

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

A screenshot of a search interface. At the top, there is a search bar containing the text "Search" followed by a green star icon. To the right of the search bar is a magnifying glass icon. The entire interface is enclosed in a green border.

2. 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 "n" returns 3 records of those available.

A screenshot of a "Search Users" table. The search bar at the top contains the letter "n". The table has three columns: "User ID ↑", "User Name", and "Authentication Level". There are three rows of data:  
Row 1: User ID 2, User Name frank@test.com, Authentication Level 1  
Row 2: User ID 4, User Name admin@test.com, Authentication Level 2  
Row 3: User ID 5, User Name administrator, Authentication Level 2  
Each row includes "CHANGE PASSWORD" and "DELETE USER" buttons. At the bottom right of the table, there are pagination controls: "Rows per page" set to 5, and "1-3 of 3". The entire interface is enclosed in a green border.

By entering "an" the search is narrowed further.

A screenshot of a "Search Users" table, similar to the previous one but with a narrower search result. The search bar at the top contains the letters "an". The table has three columns: "User ID ↑", "User Name", and "Authentication Level". There is one row of data:  
Row 1: User ID 2, User Name frank@test.com, Authentication Level 1  
This row includes "CHANGE PASSWORD" and "DELETE USER" buttons. At the bottom right of the table, there are pagination controls: "Rows per page" set to 5, and "1-1 of 1". The entire interface is enclosed in a green border.

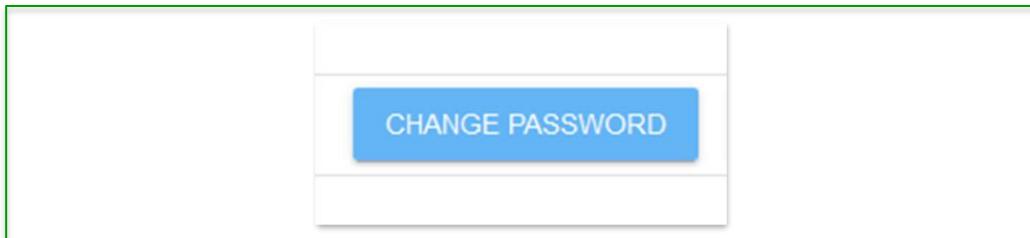


## PHARMACY ERROR TRACKER

### Search Users

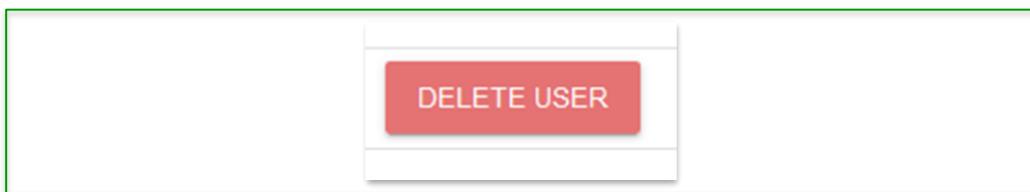
#### 2.3 Change Password

When the “Change Password” button is selected, the password for the user (login) can be changed. Please see the [User Guide – Change Password](#) for guidance.



#### 2.4 Delete User

When the “Delete” button is selected, the user/login will be deleted. Please see the [User Guide – Delete User](#) for guidance



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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Change password

---

# USER GUIDE CHANGE PASSWORD

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Change password

---

#### Document Revisions

Date	Version Number	Document Changes
14/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Change password

---

### Table of Contents

1	Introduction .....	4
1.1 ....	<i>Scope and Purpose</i> .....	4
1.2 ....	<i>Process Overview</i> .....	4
2	Change password .....	6
2.1 ....	<i>Locate User (login)</i> .....	6
2.1.1	Load Change Password Form:.....	6
2.1.2	Change Password Form: .....	7



# PHARMACY ERROR TRACKER

## Change password

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to change the password for a user (login).

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 Change password via the menu bar or the button on the menu page.

The administrator will need to know the user's login or part thereof for search purposes.



# PHARMACY ERROR TRACKER

## Change password

Login screen when PET is launched

### Please Login

Enter Username

Enter Password  (8 / 25)

Welcome Page on successful login

Pharmacy Error Tracker

ADMIN HOME LOG ERROR SEARCH... MANAGE... REPORTING LOGOUT



Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.



# PHARMACY ERROR TRACKER

## Change password

## 2 Change password

To search for a user, the administrator will need to launch the application, login with a valid user name and password with administration rights. Using the search function, the administrator will be able locate a user (login) relating to the search criteria entered and be able to change the password.

### 2.1 Locate User (login)

Administrator must have located the required user via the Search Users function.

#### 2.1.1 Load Change Password Form:

1. Select “Change Password” button.

User ID ↑	User Name	Authentication Level		
2	frank@test.com	1	<b>CHANGE PASSWORD</b>	<b>DELETE</b>

2. Change password form will load.



## PHARMACY ERROR TRACKER

### Change password

#### 2.1.2 Change Password Form:

Click in the “Password” field and enter a new password.

1. Password must be a minimum of 8 alpha/numerical characters with a maximum of 25.

The screenshot shows a 'Change Password' dialog box. At the top, it says 'Change Password'. Below that is a 'Login' field containing 'frank@test.com'. Underneath is a 'Password\*' field containing '\*\*\*\*\*'. At the bottom are two buttons: a blue 'SUBMIT' button and a red 'CANCEL' button.

2. “Submit” button to update password for the user. Message that password was successfully update appears and then search screen reappears.

User ID ↑	User Name	Authentication Level	CHANGE PASSWORD	DELETE USER
1	test@test.com	1	CHANGE PASSWORD	DELETE USER
2	frank@test.com	1	CHANGE PASSWORD	DELETE USER
3	jules@test.com	1	CHANGE PASSWORD	DELETE USER
4	admin@test.com	2	CHANGE PASSWORD	
5	administrator	2	CHANGE PASSWORD	DELETE USER

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Delete users

---

# USER GUIDE

# DELETE USERS

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Delete users

### Document Revisions

Date	Version Number	Document Changes
14/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Delete users

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Delete users.....	6
2.1 ....Locate User (login).....	6	
2.1.1Search for User (Login): .....	6	
2.1.2Delete User:.....	7	



# PHARMACY ERROR TRACKER

## Delete users

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to delete a user that no longer requires access to the Pharmacy Error Tracker.

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 Delete users via the menu bar or the button on the menu page.

The administrator will need to know the user's login or part thereof for search purposes.



# PHARMACY ERROR TRACKER

## Delete users

Login screen when PET is launched

### Please Login

Enter Username

Enter Password  (8 / 25)

Welcome Page on successful login

Pharmacy Error Tracker

ADMIN HOME LOG ERROR SEARCH... MANAGE... REPORTING LOGOUT



Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

[LOG ERROR](#)  
[SEARCH ERRORS](#)  
[SEARCH PHYSICIANS](#)  
[SEARCH WORKERS](#)



# PHARMACY ERROR TRACKER

## Delete users

## 2 Delete users

To search for a user, the administrator will need to launch the application, login with a valid user name and password with administration rights. Using the search function, the administrator will be able locate a user (login) relating to the search criteria entered and be able to change the password.

### 2.1 Locate User (login)

Administrator must have located the required user via the Search Users function.

*NOTE: The administrator cannot delete themselves as the delete button is not available.*

#### 2.1.1 Search for User (Login):

1. Use the search bar to locate the user that is to be deleted. Select “Delete users” button.

The screenshot shows a user interface titled "Search Users". At the top, there is a search bar containing the letter "a". Below the search bar is a table with three columns: "User ID ↑", "User Name", and "Authentication Level". The table contains three rows of data:

User ID ↑	User Name	Authentication Level
2	frank@test.com	1
4	admin@test.com	2
5	administrator	2

For each row, there are two buttons on the right: "CHANGE PASSWORD" (blue) and "DELETE USER" (red). The "DELETE USER" button for the first row (User ID 2) is highlighted with a red border.



## PHARMACY ERROR TRACKER

### Delete users

#### 2.1.2 Delete User:

Once the user to be deleted has been located, the delete user button is to be selected.

1. Select Delete User. Warning popup box will appear

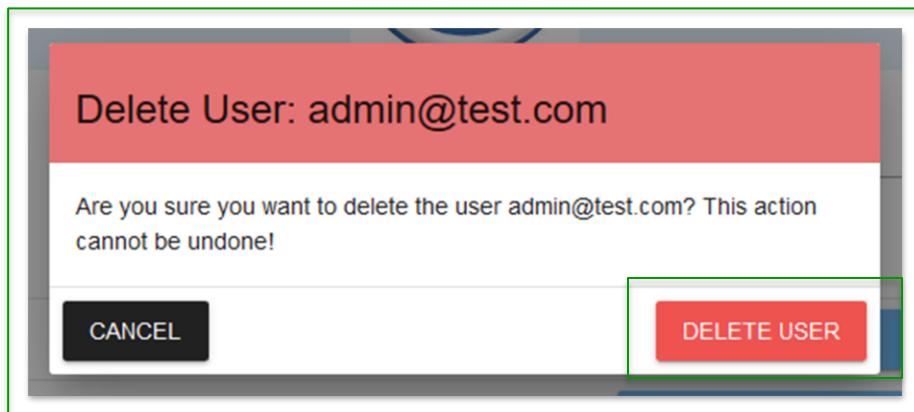


2. Check that the user (login) in the warning corresponds with user (login) to be deleted.
3. If the record selected is incorrect, select "Cancel". The previous search screen will appear. Either start a new search or select correct record.

Search Users			a
User ID ↑	User Name	Authentication Level	
2	frank@test.com	1	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
4	admin@test.com	2	<button>CHANGE PASSWORD</button> <button>DELETE USER</button>
5	administrator	2	<button>CHANGE PASSWORD</button>

Rows per page: 5

4. Once correct record has been selected, click "Delete User"





## PHARMACY ERROR TRACKER

### Delete users

- 
5. A message appears to indicate that the user (login) has been deleted and the previous search appears. The delete record will not appear in the results.

Search Users		
User ID ↑	User Name	Authentication Level
2	frank@test.com	1
5	administrator	2

Rows per page: 5

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Edit Error Form

---

# USER GUIDE

# EDIT ERROR FORM

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Edit Error Form

#### Document Revisions

Date	Version Number	Document Changes
15/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Edit Error Form

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Edit Error Form .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET).....	5	
2.2 ....Manage Error Form .....	6	
2.2.1 To Edit Error Form .....	6	
2.2.2 Manage Edit Error Form changes .....	9	
2.2.3 Example of Edit Error Form changes .....	11	



# PHARMACY ERROR TRACKER

## Edit Error Form

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to edit the error form, i.e. hide fields not required by the workplace, or restore hidden fields.

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 manage function to create a record.
- 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 Manage Error Form via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Edit Error Form

## 2 Edit Error Form

To edit the error form, the administrator will need to launch the application, login with a valid user name and password with administration rights. Using the Manage Error Form, the administrator can manage the fields that will be available in the Log Error form.

→ **NOTE: Only fields that are *not* able to be hidden are the date and time fields.**

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. It has two text input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text '\*\*\*\*\*'. To the right of the password field is a character count '8 / 25'. Below the fields are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

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



## PHARMACY ERROR TRACKER

### Edit Error Form

---

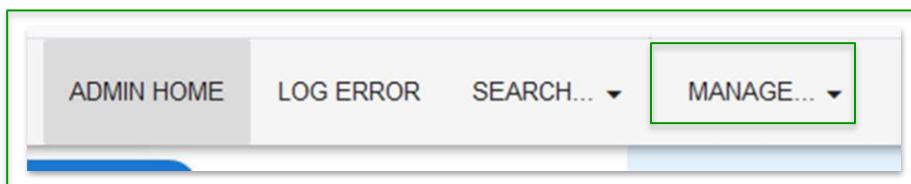
## 2.2 Manage Error Form

### 2.2.1 To Edit Error Form

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



- b. From the Menu Bar, hover your mouse over “Manage...” and select “Manage Error Form”





## PHARMACY ERROR TRACKER

### Edit Error Form

- 
2. The Edit Error form will appear.

**Edit Error Form**

Show Patient information fields?	<input checked="" type="checkbox"/>
Show Error Type field?	<input checked="" type="checkbox"/>
Show Medication fields?	<input checked="" type="checkbox"/>
Show Person At Fault fields?	<input checked="" type="checkbox"/>
Show Was that person notified field?	<input checked="" type="checkbox"/>
Show Error Location field?	<input checked="" type="checkbox"/>
Show IIMS Completed field?	<input checked="" type="checkbox"/>
Show Was Severity Level field?	<input checked="" type="checkbox"/>
Show Physician information	<input checked="" type="checkbox"/>

3. To hide fields from the Log Error form, “untick” the box relating to the fields to be hidden.



## PHARMACY ERROR TRACKER

### Edit Error Form

#### Edit Error Form

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| Show Patient information fields?     | <input checked="" type="checkbox"/> |
| Show Error Type field?               | <input checked="" type="checkbox"/> |
| Show Medication fields?              | <input checked="" type="checkbox"/> |
| Show Person At Fault fields?         | <input type="checkbox"/>            |
| Show Was that person notified field? | <input type="checkbox"/>            |
| Show Error Location field?           | <input checked="" type="checkbox"/> |
| Show IIMS Completed field?           | <input checked="" type="checkbox"/> |
| Show Was Severity Level field?       | <input checked="" type="checkbox"/> |
| Show Physician information           | <input checked="" type="checkbox"/> |



## PHARMACY ERROR TRACKER

### Edit Error Form

#### 2.2.2 Manage Edit Error Form changes

- From Select the **SUBMIT** button to save changes, **RESET TO DEFAULT** to reset Log Error form to default (all fields showing), or **UNDO CHANGES** to cancel changes made.

Show Person At Fault fields?

Show Was that person notified field?

Show Error Location field?

Show IIMS Completed field?

Show Was Severity Level field?

Show Physician information fields?

**SUBMIT**   **RESET TO DEFAULT**

**UNDO CHANGES**

- Form updated message is returned upon Submit being selected.

✓ Form updated!

**SUBMIT**   **RESET TO DEFAULT**

- Form reset to default message is returned upon Reset To Default is selected. All field boxes are also ticked.

✓ Form reset to default!

**SUBMIT**   **RESET TO DEFAULT**



## PHARMACY ERROR TRACKER

### Edit Error Form

4. Undo success message is returned upon Undo Changes is selected. Field boxes that were unselected, are reset to selected.

Show Person At Fault fields?

Show Was that person notified field?

Show Error Location field?

Show IIMS Completed field?

Show Was Severity Level field?

Show Physician information fields?

✓ Undo success!



## PHARMACY ERROR TRACKER

### Edit Error Form

#### 2.2.3 Example of Edit Error Form changes

- From Log Error form before changes are made to Person At Fault fields

ADMIN HOME    LOG ERROR    SEARCH... ▾    MANAGE... ▾

Select Medication Type\*

Error Description or General Comment

Select Person Who Made Error\*

**Was the person notified?**

Yes     No

Where was error detected?\*

**Was an IIMS completed?**

Yes     No



## PHARMACY ERROR TRACKER

### Edit Error Form

- 
2. Changes made to Edit Error Form to hide Person At Fault and Was that Person Notified field.

**Edit Error Form**

Show Patient information fields?	<input checked="" type="checkbox"/>
Show Error Type field?	<input checked="" type="checkbox"/>
Show Medication fields?	<input checked="" type="checkbox"/>
Show Person At Fault fields?	<input type="checkbox"/>
Show Was that person notified field?	<input type="checkbox"/>
Show Error Location field?	<input checked="" type="checkbox"/>
Show IIMS Completed field?	<input checked="" type="checkbox"/>
Show Was Severity Level field?	<input checked="" type="checkbox"/>
Show Physician information	<input checked="" type="checkbox"/>



## PHARMACY ERROR TRACKER

### Edit Error Form

3. Log Error form after changes have been submitted.

The screenshot shows a web-based application for logging errors. At the top, there's a navigation bar with links for 'ADMIN HOME', 'LOG ERROR', 'SEARCH...', and 'MANAGE...'. Below the navigation, there are several input fields:

- 'Select an Error Type\*' dropdown menu
- 'Medication Given' text input field
- 'Select Medication Type\*' dropdown menu
- 'Error Description or General Comment' text input field
- 'Where was error detected?\*' dropdown menu
- A question 'Was an IIMS completed?' with two radio button options: 'Yes' and 'No'.

A green arrow points to the 'Where was error detected?' field, indicating where hidden fields would normally appear.

Arrow indicates where the hidden fields would normally appear.

If you encounter issues not managed by this user guide, please contact your account manager for managerial support.

[Return to start](#)



## PHARMACY ERROR TRACKER

**Log An Error**

# USER GUIDE LOG AN ERROR

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Log An Error

### Document Revisions

Date	Version Number	Document Changes
26/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Log An Error

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Log an Error .....	6
2.1 ....Login – General User.....	6	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	6	
2.1.2 To Complete the Log Error Form:.....	7	
2.2 ....Login – Administrator.....	15	
2.2.1 To Log in to Pharmacy Error Tracker (PET): .....	15	



# PHARMACY ERROR TRACKER

## Log An Error

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions for logging an error in the Pharmacy Error Tracker (PET). The user will be taken through the various steps required to successfully log an error.

No other features of the 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 completing an online form.
- As a general user, the only available feature is the Log Error form.
- As an administrator, access is available to all the features of PET.
- The process of logging an error is the same for both a general user and an administrator.

#### 1.2 Process Overview

The user will need to log into PET using a valid username and password already assigned to them by an administrator.

- For a general user, the Log Error form will appear on successful login.
- For an administrator, a menu page will be presented on successful login. The administrator will need to select Log Error via the menu bar or the button on the menu page.

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

- Date error occurred
- Time error occurred
- Patient hospital ID
- Patient's first name and surname
- Patient type (inpatient, outpatient, etc)
- Error type
- Medication given
- Medication type
- Any general comment about error as required
- Worker causing the error
- Whether the worker was notified



## PHARMACY ERROR TRACKER

### Log An Error

- Location of where the error was discovered (e.g., at the dispensary)
- Whether an IIMS was completed
- The severity of the error
- If the physician was notified
  - If notified, Physician provider number, first name, surname and any comment

**→ NOTE: Depending on the setup decided upon, not all fields mentioned will be available for input. See Edit Error Form User Guide.**

Login screen when PET is launched

Pharmacy Error Tracker

Please Login

Enter Username

Enter Password  ()



# PHARMACY ERROR TRACKER

## Log An Error

## 2 Log an Error

To log an error, the user will need to launch the application, login with a valid user name and password, and complete the required fields in the form. The form is then submitted to update the database.

### 2.1 Login – General User

User must have access to the application.

User must have a valid username and password.

#### 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

generaluser

Enter Password

Enter your password\*

At least 8 characters

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.**

**Users with administrator rights will need to select Log Error from the Menu Bar or from the list on the Welcome Page – See 2.2 for details**

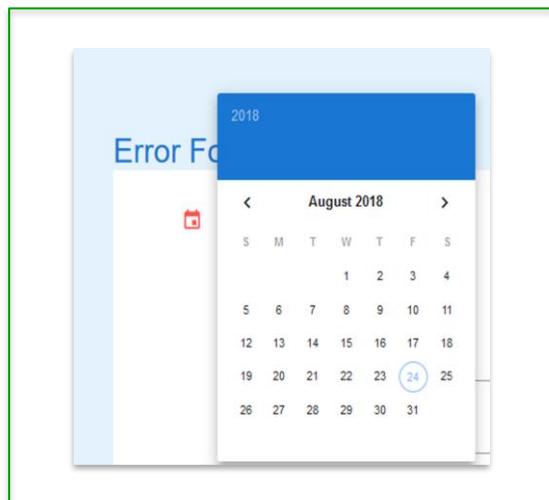


## PHARMACY ERROR TRACKER

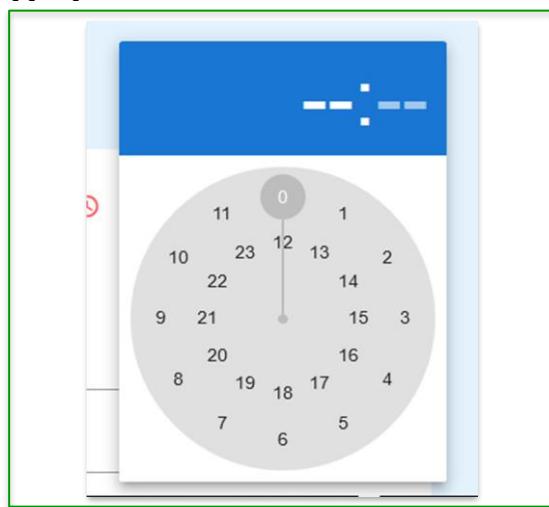
### Log An Error

#### 2.1.2 To Complete the Log Error Form:

1. Enter the date of the error
  - a) Click in the Date field
  - b) Select the date the error occurred



2. Enter the time of the error
  - a. Click in the Time field
  - b. Select the hour by click and holding on the highlighted “hand” and dragging to appropriate hour and releasing the mouse. You may also click on the appropriate hour.

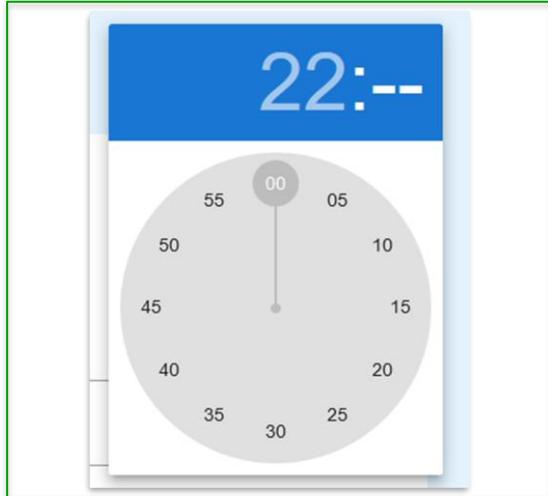




## PHARMACY ERROR TRACKER

### Log An Error

- c. In the same way, select the appropriate minute (hold and drag method or click on required minute).



3. Enter details concerning the Patient:
- Patient MRN, First Name, and Surname

Error Form

Date of Error*	2018-08-08	Time of Error*	22:22
Patient MRN	MRN1234		
Patient First Name	Harry		
Patient Surname	Testman		



## PHARMACY ERROR TRACKER

### Log An Error

4. Select Patient Type by clicking in the field and selecting from the pop-up list

Select Patient Type\*

- Day patient
- Discharge
- Inpatient
- Outpatient

5. Click in Error Type field and select a type from the pop-up list

Batch Number

Directions

Dosage / Strength

Expiry Date

Form Intravenous

Form Per Oral

Select an Error Type\*

- Batch Number
- Directions
- Dosage / Strength
- Expiry Date
- Form Intravenous
- Form Per Oral

6. Enter the Medication Given in the next field

Select Patient Type\*

Inpatient

Select an Error Type\*

Dosage / Strength

Medication Given

Morphine



## PHARMACY ERROR TRACKER

### Log An Error

7. Select Medication Type by clicking in the next field and selecting from pop-up list

Select Medication Type\*

- Inhalation
- Intravenous
- Oral
- Suppository

Yes       No

8. Enter an Error Description or General Comment if needed.

9. Select the staff member who made the error from the pop-up list

Select Person Who Made Error\*

- Meyers, Timothy
- Noble, Jessica
- Shu, Wang
- Smith, Pat
- Stait, Amanda



## PHARMACY ERROR TRACKER

### Log An Error

10. Select Yes if the staff member was advised of the error; otherwise select No

Select Medication Type\*

Intravenous

Error Description or General Comment  
Description or comment goes here

Select Person Who Made Error\*

Smith, Pat

Was the person notified?

Yes       No

11. Click in the next field and select from the pop-up list where the error occurred

Where was error detected?\*

- Dispensary
- On the ward
- Outside hospital



## PHARMACY ERROR TRACKER

### Log An Error

12. Select Yes if an IIMS was completed; No if it wasn't

Where was error detected?\*

Dispensary

Was an IIMS completed?

Yes       No

13. Select the severity level of the error by clicking in the next field and selecting from the pop-up list

Select Severity Level\*

- Minor
- Low
- Moderate-Low
- Moderate
- Moderate-Severe
- Severe



## PHARMACY ERROR TRACKER

### Log An Error

14. The next fields may not appear if the Administrator deems them as not required

Select Severity Level\*

|

Was the physician notified?

Yes       No

Physician Provider Number

Physician First Name

Physician Surname

Physician Comments

If available, select Yes if Physician was notified; No otherwise.

15. If **Yes** selected, enter the following details:

- a. Physician Provider Number
- b. Physician First Name
- c. Physician Surname
- d. Any comment the Physician may wish recorded



## PHARMACY ERROR TRACKER

### Log An Error

Was the physician notified?

Yes

No

Physician Provider Number

prov1234

Physician First Name

George

Physician Surname

Kable

Physician Comments

Doctor comment goes here

16. If **No** selected, no further details can be entered.
17. Select the Submit button if happy with details entered, Clear if you wish to start clear all fields and start again.

**SUBMIT**

**CLEAR**

18. If the form is valid, the following message will appear

Record submitted successfully!

**CLEAR**

19. Select Clear to enter the next error.
20. Log out when all errors have been entered.



# PHARMACY ERROR TRACKER

## Log An Error

### 2.2 Login – Administrator

User must have access to the application.

User must have a valid username and password

#### 2.2.1 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

Enter Password  8 / 25

6. As administrator, the following Welcome Page is shown on login.

Pharmacy Error Tracker

ADMIN HOME **LOG ERROR** SEARCH... MANAGE... REPORTING LOGOUT

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.  
To navigate to a section, select one of the buttons below.



## PHARMACY ERROR TRACKER

### Log An Error

- 
7. To log an error, select either the Log Error button or Log Error from the menu bar. Then follow the instructions as detailed in 2.1.2 (page 7).

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Search Errors

---

# USER GUIDE SEARCH ERRORS

*September 2018  
Version 1.04*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Search Errors

### 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
15/09/2018	1.04	Initial



# PHARMACY ERROR TRACKER

## Search Errors

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Errors.....	6
2.1 ....Login – Administrator User.....	6	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	6	
2.2 ....Search Errors.....	7	
2.2.1 Navigate to Search Errors .....	7	
2.2.2 Search Errors .....	8	
2.3 ....Error Loaded into Log Error Form .....	10	



# PHARMACY ERROR TRACKER

## Search Errors

---

### 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



# PHARMACY ERROR TRACKER

## Search Errors

Login screen when PET is launched

### Please Login

Enter Username

Enter Password  (8 / 25)

Welcome Page on successful login

Pharmacy Error Tracker

ADMIN HOME LOG ERROR SEARCH... MANAGE... REPORTING LOGOUT



Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

[LOG ERROR](#)  
[SEARCH ERRORS](#)  
[SEARCH PHYSICIANS](#)  
[SEARCH WORKERS](#)



# PHARMACY ERROR TRACKER

## Search Errors

## 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 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text ('••••••••'). To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



## PHARMACY ERROR TRACKER

### Search Errors

#### 2.2 Search Errors

##### 2.2.1 Navigate to Search Errors

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

### Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

[LOG ERROR](#)

[SEARCH ERRORS](#)

[SEARCH PHYSICIANS](#)

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

ADMIN HOME    LOG ERROR    SEARCH... ▾ M.



## PHARMACY ERROR TRACKER

### Search Errors

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 Howell
3		2018-01-14	18:34:00.000000	Lucy PENAL	Avin 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	

Rows per page:  1-5 of 17

- 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:  1-5 of 17

#### 2.2.2 Search Errors

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

Search

Error Time Patient Physician

2. 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.



# PHARMACY ERROR TRACKER

## Search Errors

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 Arulananthan
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.

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 <

3. 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		



## PHARMACY ERROR TRACKER

### Search Errors

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

### Error Form

<div style="margin-bottom: 10px;"><span>Date of Error*</span> <input type="text" value="2018-01-24"/></div> <div style="margin-bottom: 10px;"><span>Patient MRN</span> <input type="text" value="145dfg"/></div> <div style="margin-bottom: 10px;"><span>Patient First Name</span> <input type="text" value="Marshall"/></div> <div style="margin-bottom: 10px;"><span>Patient Surname</span> <input type="text" value="HALL"/></div>	<div style="margin-bottom: 10px;"><span>Time of Error*</span> <input type="text" value="08:54"/></div>
---	--

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

### 2.3 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.

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Errors

---

# USER GUIDE UPDATE ERRORS

*September 2018  
Version 1.03*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Update Errors

### Document Revisions

Date	Version Number	Document Changes
26/08/2018	1.01	Initial Draft
30/08/2018	1.02	Draft
15/09/2018	1.03	Initial



# PHARMACY ERROR TRACKER

## Update Errors

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Update an Error .....	5
2.1 ....Locate Error Record.....	5	
2.1.1Upload Error record to Log Error Form.	5	
2.2 ....Update Error Details.....	5	
2.2.1Locate field needing amendment:	5	



# PHARMACY ERROR TRACKER

## Update Errors

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update an error that has loaded into the Log Error Form through the search feature.

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, completing an online form, and can use the search function of PET.
- This feature is only available to a user with administrator rights.
- This user guide will commence from the last step in User Guide – Search Errors.

*NOTE: The user must have a legitimate reason for amending/updating an error. For example, incorrect patient details entered, incorrect patient type entered, comment missed, incorrect spelling, etc.*

#### 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 follow the User Guide - Search Errors to search and load the required error into the Log Error Form.



# PHARMACY ERROR TRACKER

## Update Errors

## 2 Update an Error

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 locate an error or multiple errors relating to the search criteria entered. Once the error in question has been located, the administrator selects the error by clicking on the , loading the error into the Log Error form.

*NOTE: ALL fields in the form can be updated to correct information/fields that contain mistakes. Care needs to be taken to ensure correct information is not changed accidentally.*

### 2.1 Locate Error Record

User must located the error record via Search Errors.

#### 2.1.1 Upload Error record to Log Error Form.

1. Select the record to be amended by clicking on the to the right of the record.

Search Errors					
Error ID ↑	General Comment	Error Date	Error Time	Patient	Physician
1		2018-01-24	08:54:00.000000	Marshall HALL	Marcus Dousip

2. The record loads into the Log Error Form

### 2.2 Update Error Details

#### 2.2.1 Locate field needing amendment:

1. Scroll down the form to find field containing incorrect information.
  - a. If it is a list field, click on the dropdown arrow and select correct record.
  - b. If it is a text field, correct mistake in the field



## PHARMACY ERROR TRACKER

### Update Errors

Select an Error Type\*

Batch Number

Medication Given  
Ambien

In the example above, the Error Type should be Dosage/Strength and the Medication Given should have been Xanax.

Select an Error Type\*

Dosage / Strength

Medication Given  
Xanax

2. Select SUBMIT to update the record.

SUBMIT      CLEAR

3. A successful update will receive the following message.

✓ Record updated successfully!

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Manage Error Types

---

# USER GUIDE

# MANAGE ERROR TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Manage Error Types

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Manage Error Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Manage Error Types .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Error Types .....	6	
2.2.1 Navigate to Manage Error Types .....	6	
2.3 ....Create Error Types .....	7	
2.3.1 Add Error Types .....	7	



# PHARMACY ERROR TRACKER

## Manage Error Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to manage error types, i.e. add new error types.

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 manage 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 Manage Error Types via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Manage Error Types

## 2 Manage Error Types

To manage an error type, the user will need to launch the application, login with a valid user name and password with administration rights. Using the Error Type Details form, the user can add new error types.

### 2.1 Login – Administration 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.**



## PHARMACY ERROR TRACKER

### Manage Error Types

#### 2.2 Error Types

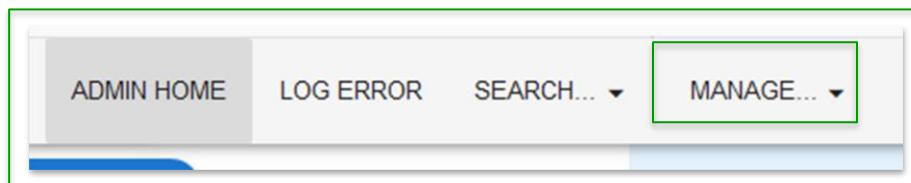
User must know what Error Types are to be added to the list.

##### 2.2.1 Navigate to Manage Error Types

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



- b. From the Menu Bar, hover your mouse over “Manage...” and select “Manage Error Types”



2. The Error Types Details form will appear.

Error Type Details

Error Type \_\_\_\_\_

**SUBMIT**   **CLEAR**



## PHARMACY ERROR TRACKER

### Manage Error Types

#### 2.3 Create Error Types

User must know what Error Types are to be added to the list.

##### 2.3.1 Add Error Types

1. To Enter the details of the new Error Type.

**Error Type Details**

Error Type  
New Error Type

**SUBMIT**   **CLEAR**

2. Select the SUBMIT button and success message appears.

**Error Type Details**

Error Type

Record added successfully!

**CLEAR**

3. Use the [Search Error Types User Guide](#) for details to search the database to see record just created.

Search Error Types

new

Error Type ID	Error Type
11	New Error Type

Rows per page: 5 1-1 of 1

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Search Error Types

---

# USER GUIDE

# SEARCH ERROR TYPES

*September 2018  
Version 1.03*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Error Types

#### Document Revisions

Date	Version Number	Document Changes
27/08/2018	1.01	Initial Draft
30/08/2018	1.02	Draft
15/09/2018	1.03	Initial



# PHARMACY ERROR TRACKER

## Search Error Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Error Types .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	5	
2.2 ....Search Error Types.....	6	
2.2.1 Navigate to Search Error Types.....	6	
2.2.2 Search Error Types.....	7	
2.3 ....Error Type Update .....	8	



# PHARMACY ERROR TRACKER

## Search Error Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for an error type 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 Error Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Search Error Types

## 2 Search Error Types

To search for an error type, 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 locate an error type or multiple error types relating to the search criteria entered.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' form. On the left, there are two input fields. The first is labeled 'Enter Username' and contains the text 'administrator'. The second is labeled 'Enter Password' and contains masked input ('\*\*\*\*\*'). To the right of the password field is a character count '8 / 25'. At the bottom are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



## PHARMACY ERROR TRACKER

### Search Error Types

#### 2.2 Search Error Types

##### 2.2.1 Navigate to Search Error Types

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

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

LOG ERROR

SEARCH ERRORS

SEARCH ERROR TYPES

SEARCH MEDICATION TYPES

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

ADMIN HOME

LOG ERROR

SEARCH... ▾

M.



## PHARMACY ERROR TRACKER

### Search Error Types

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

Search Error Types	
Error Type ID ↑	
1	Batch Number
2	Directions
3	Dosage / Strength
4	Expiry Date
5	Form intravenous

Rows per page: 5 1-5 of 10 < >

- 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 10
----------------	---	-----------

#### 2.2.2 Search Error Types

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

Search	
Error Type	

2. 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 "d" returns 4 records of those available.

Search Error Types	
Error Type ID ↑	
2	Directions
3	Dosage - Strength
4	Expiry Date
7	Incorrect Medication

Rows per page: 5 1-4 of 4



## PHARMACY ERROR TRACKER

### Search Error Types

By entering “dos” the search is narrowed further.

Search Error Types	Error Type
dos	Dosage - Strength

3. To search for another error type record, repeat from step 1.

### 2.3 Error Type Update

Error types can be loaded into the Error Type Details form from a search, be amended and the record in the database updated. Please see the [User Guide - Update Error Types](#) for instruction.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Error Types

---

# USER GUIDE

# UPDATE ERROR TYPES

*September 2018  
Version 1.03*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Update Error Types

### Document Revisions

Date	Version Number	Document Changes
30/08/2018	1.01	Initial Draft
30/08/2018	1.02	Draft
15/09/2018	1.03	Initial



# PHARMACY ERROR TRACKER

## Update Error Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....	<i>Scope and Purpose</i> .....	4
1.2 ....	<i>Process Overview</i> .....	4
2	Update Error Types .....	5
2.1 ....	<i>Update Error Type</i> .....	5
2.1.1	To Update an Error Type:.....	5



# PHARMACY ERROR TRACKER

## Update Error Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update an error type that has already been entered and requires correction.

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.
- To be able to search Error Types within PET.
- 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 Error Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Update Error Types

### 2 Update Error Types

User must have located the error type via Search Error Types.

User must know what the field is to be updated to.

#### 2.1 Update Error Type

User must have access to the application.

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

##### 2.1.1 To Update an Error Type:

1. To update details of the error type, select the record by clicking on the to the right of the record.

Error Type
Dosage - Strength

Rows per page: 5 1-1 of 1

2. The selected record will load into the Error Type Details form, providing full error type information

### Error Type Details

Error Type  
Dosage - Strength

SUBMIT    CLEAR



## PHARMACY ERROR TRACKER

### Update Error Types

3. Amend the record as required.

Error Type Details

Error Type  
Dosage or Strength

**SUBMIT**   **CLEAR**

4. Select the “Submit” button to update the record in the database. A message stating record has been updated successfully is returned.

Error Type Details

Error Type

Record updated successfully!

**CLEAR**

5. A search for “dos” shows the record has been updated

dos

Error Type

Dosage or Strength

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



**PHARMACY ERROR TRACKER**  
**Manage Medication Types**

---

**USER GUIDE**  
**MANAGE MEDICATION TYPES**

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Manage Medication Types

#### Document Revisions

Date	Version Number	Document Changes
1/09/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Manage Medication Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Manage Medication Types.....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Medication Types .....	6	
2.2.1 Navigate To Medication Types .....	6	
2.2.2 Create Medication Types .....	7	



# PHARMACY ERROR TRACKER

## Manage Medication Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to manage medication types, i.e. add new medication types.

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 manage 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 Manage Medication Types via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Manage Medication Types

## 2 Manage Medication Types

To manage a medication type, the user will need to launch the application, login with a valid user name and password with administration rights. Using the Medication Type Details form, the user can add new medication types.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. On the left, there are two input fields. The top field is labeled 'Enter Username' and contains the text 'administrator'. The bottom field is labeled 'Enter Password' and contains masked text ('\*\*\*\*\*'). To the right of the password field is a character count '8 / 25'. At the bottom are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



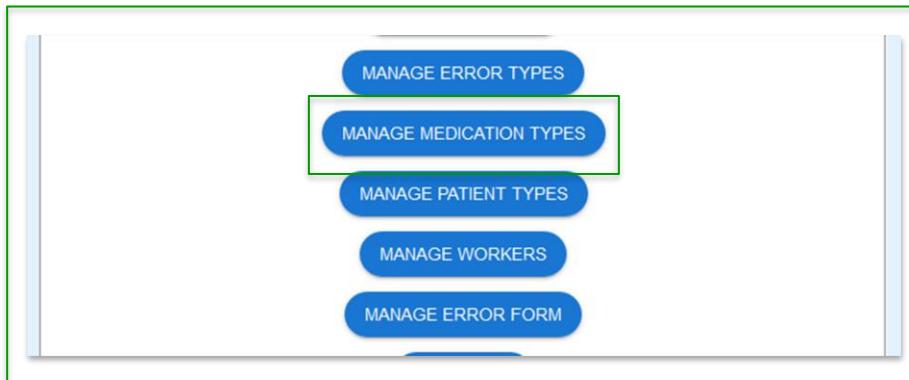
## PHARMACY ERROR TRACKER

### Manage Medication Types

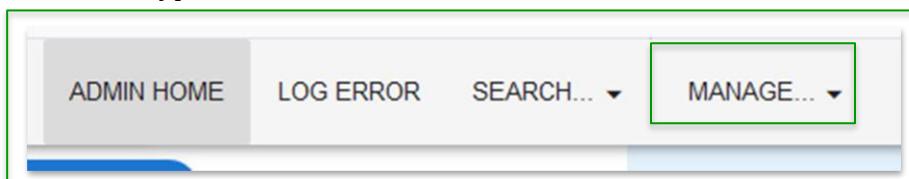
#### 2.2 Medication Types

##### 2.2.1 Navigate To Medication Types

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



- b. From the Menu Bar, hover your mouse over “Manage...” and select “Manage Medication Types”



2. The Medication Types Details form will appear.

Medication Type Details

Medication Type

SUBMIT    CLEAR



## PHARMACY ERROR TRACKER

### Manage Medication Types

#### 2.2.2 Create Medication Types

1. Enter the details of the new Medication Type.

**Medication Type Details**

Medication Type	New medication type
<input type="button" value="SUBMIT"/>	<input type="button" value="CLEAR"/>

2. Select the SUBMIT button and success message appears.

**Medication Type Details**

Medication Type
Record added successfully!
<input type="button" value="CLEAR"/>

3. Use the Search Medication Types User Guide for details to search the database to see record just created.

Search Medication Types	new
Medication Type ID ↑	Medication Type
7	New medication type

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



## PHARMACY ERROR TRACKER

### Search Medication Types

---

# USER GUIDE

# SEARCH MEDICATION TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Medication Types

#### Document Revisions

Date	Version Number	Document Changes
30/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Search Medication Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Medication Types.....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	5	
2.2 ....Search Medication Types.....	6	
2.2.1 Navigate to Search Medication Types .....	6	
2.2.2 Search Medication Types.....	7	
2.3 ....Medication Type Update.....	8	



# PHARMACY ERROR TRACKER

## Search Medication Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a medication type 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 Medication Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Search Medication Types

## 2 Search Medication Types

To search for a medication type, 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 locate a medication type or multiple medication types relating to the search criteria entered.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' form. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text '\*\*\*\*\*'. To the right of the password field is a character count '8 / 25'. Below the fields are two buttons: a blue 'LOGIN' button and a black 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



## PHARMACY ERROR TRACKER

### Search Medication Types

#### 2.2 Search Medication Types

##### 2.2.1 Navigate to Search Medication Types

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

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

LOG ERROR

SEARCH ERRORS

SEARCH ERROR TYPES

SEARCH MEDICATION TYPES

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

ADMIN HOME

LOG ERROR

SEARCH... ▾

SEARCH MEDICATION TYPES



## PHARMACY ERROR TRACKER

### Search Medication Types

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

Medication Type ID ↑	Medication Type	Search
1	Inhalation	/
2	Intravenous	/
3	Oral	/
4	Suppository	/
5	Cream	/

Rows per page: 5 1-5 of 6 < >

- 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 6

#### 2.2.2 Search Medication Types

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

Search

↑ Medication Type

2. 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 "i" returns 3 records of those available.

Medication Type ID ↑	Medication Type	Search
1	Inhalation	/
2	Intravenous	/
4	Suppository	/

Rows per page: 5 1-3 of 3



## PHARMACY ERROR TRACKER

### Search Medication Types

By entering “in” the search is narrowed further.

Medication Type ID ↑	Medication Type
1	Inhalation
2	Intravenous

Rows per page: All 1-2 of 2

3. To search for another medication type record, repeat from step 1.

### 2.3 Medication Type Update

Medication types can be loaded into the Medication Type Details form from a search, be amended and the record in the database updated. Please see the [User Guide - Update Medication Types](#) for instruction.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Medication Types

---

# USER GUIDE

# UPDATE MEDICATION TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Update Medication Types

#### Document Revisions

Date	Version Number	Document Changes
30/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Update Medication Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....	<i>Scope and Purpose</i> .....	4
1.2 ....	<i>Process Overview</i> .....	4
2	Update Medication Types .....	5
2.1 ....	<i>Update Medication Type</i> .....	5
2.1.1	To Update a Medication Type:.....	5



# PHARMACY ERROR TRACKER

## Update Medication Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update an error type that has already been entered and requires correction.

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.
- To be able to search Medication Types within PET.
- 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 Medication Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Update Medication Types

### 2 Update Medication Types

User must have located the medication type via Search Medication Types.

#### 2.1 Update Medication Type

User must have access to the application.

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

##### 2.1.1 To Update a Medication Type:

1. To update details of the medication type, select the record by clicking on the to the right of the record.

Medication Type
Cream

Rows per page: 5 1-1 of 1

2. The selected record will load into the Medication Type Details form, providing full medication type information

### Medication Type Details

Medication Type	Cream
<input type="button" value="SUBMIT"/>	<input type="button" value="CLEAR"/>



## PHARMACY ERROR TRACKER

### Update Medication Types

3. Amend the record as required.

**Medication Type Details**

Medication Type  
Emulsion

**SUBMIT**   **CLEAR**

4. Select the “Submit” button to update the record in the database. A message stating record has been updated successfully is returned.

**Medication Type Details**

Medication Type

Record updated successfully!

**CLEAR**

5. A search for “em” shows the record has been updated

em

Medication Type

Emulsion

Rows per page: 5 ▾ 1-1 of 1

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Manage Patient Types

---

# USER GUIDE

# MANAGE PATIENT TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Manage Patient Types

#### Document Revisions

Date	Version Number	Document Changes
1/09/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Manage Patient Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Manage Patient Types .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Manage Patient Types.....	6	
2.2.1 Navigate to Manage Patient Types .....	6	
2.2.2 Create Patient Types.....	7	



# PHARMACY ERROR TRACKER

## Manage Patient Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to manage patient types, i.e. add new patient types.

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 manage 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 Manage Patient Types via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Manage Patient Types

## 2 Manage Patient Types

To manage a patient type, the user will need to launch the application, login with a valid user name and password with administration rights. Using the Patient Type Details form, the user can add new patient types.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. On the left, there are two input fields. The top field is labeled 'Enter Username' and contains the text 'administrator'. The bottom field is labeled 'Enter Password' and contains masked input '\*\*\*\*\*'. To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



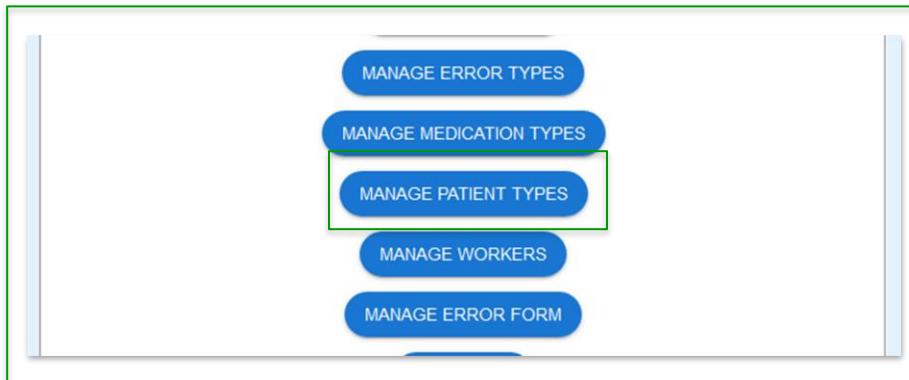
## PHARMACY ERROR TRACKER

### Manage Patient Types

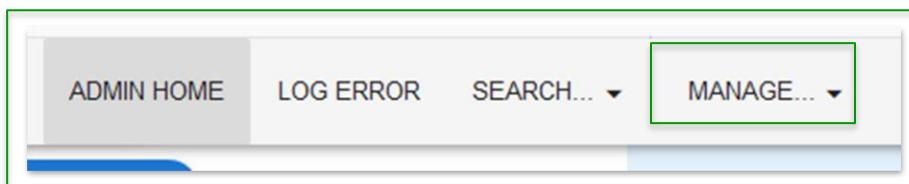
#### 2.2 Manage Patient Types

##### 2.2.1 Navigate to Manage Patient Types

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



- b. From the Menu Bar, hover your mouse over “Manage...” and select “Manage Patient Types”



2. The Patient Types Details form will appear.

Patient Type Details

Patient Type

SUBMIT    CLEAR



## PHARMACY ERROR TRACKER

### Manage Patient Types

#### 2.2.2 Create Patient Types

1. Enter the details of the new Patient Type.

Patient Type Details

Patient Type  
New Patient Type|

SUBMIT    CLEAR

2. Select the SUBMIT button and success message appears.

Patient Type Details

Patient Type

✓ Record added successfully!

CLEAR

3. Use the Search Patient Types User Guide for details to search the database to see record just created.

Search Patient Types

ne|

Patient Type ID ↑	Patient Type
6	New Patient Type

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Search Patient Types

---

# USER GUIDE

# SEARCH PATIENT TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Patient Types

#### Document Revisions

Date	Version Number	Document Changes
30/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Search Patient Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Patient Types .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	5	
2.2 ....Search Patient Types .....	6	
2.2.1 Navigate to Search Patient Types .....	6	
2.2.2 Search Patient Types .....	7	
2.3 ....Patient Type Update .....	8	



# PHARMACY ERROR TRACKER

## Search Patient Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a patient type 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 Patient Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Search Patient Types

## 2 Search Patient Types

To search for a patient type, 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 locate a patient type or multiple patient types relating to the search criteria entered.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text ('••••••••'). To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.



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



## PHARMACY ERROR TRACKER

### Search Patient Types

#### 2.2 Search Patient Types

##### 2.2.1 Navigate to Search Patient Types

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

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

LOG ERROR  
SEARCH ERRORS  
SEARCH ERROR TYPES  
SEARCH MEDICATION TYPES  
**SEARCH PATIENT TYPES**  
SEARCH PHYSICIANS  
SEARCH WORKERS

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

ADMIN HOME LOG ERROR SEARCH... ▾ M.

**SEARCH PATIENT TYPES**



## PHARMACY ERROR TRACKER

### Search Patient Types

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

Search Patient Types		Search
Patient Type ID ↑	Patient Type	
1	Discharge	/
2	Inpatient	/
3	Outpatient	/
4	Day patient	/
5	Inpatient	/

- 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:  1-5 of 5

#### 2.2.2 Search Patient Types

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

Search

↑ Patient Type

2. 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 "d" returns 2 records of those available.

Search Patient Types		d
Patient Type ID ↑	Patient Type	
1	Discharge	/
4	Day patient	/



## PHARMACY ERROR TRACKER

### Search Patient Types

By entering “da” the search is narrowed further.

The screenshot shows a search results page for patient types. At the top left is a search bar labeled "Search Patient Types". To its right is a text input field containing the letter "da". Below the search bar is a table header row with columns for "Patient Type ID ↑", "Patient Type", and "Day patient". A single row of data is visible, showing the number "4" in the first column and "Day patient" in the second column. At the bottom right of the table are buttons for "Rows per page" (set to 5) and "1-1 of 1".

3. To search for another patient type record, repeat from step 1.

### 2.3 Patient Type Update

Patient types can be loaded into the Patient Type Details form from a search, be amended and the record in the database updated. Please see the [User Guide - Update Patient Types](#) for instruction.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Patient Types

---

# USER GUIDE

# UPDATE PATIENT TYPES

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Update Patient Types

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Update Patient Types

---

### Table of Contents

1	Introduction .....	4
1.1 ....	<i>Scope and Purpose</i> .....	4
1.2 ....	<i>Process Overview</i> .....	4
2	Update Patient Types .....	5
2.1 ....	<i>Update Patient Type</i> .....	5
2.1.1	To Update an Patient Type: .....	5



# PHARMACY ERROR TRACKER

## Update Patient Types

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update an error type that has already been entered and requires correction.

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.
- To be able to search Patient Types within PET.
- 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 Patient Types via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Update Patient Types

### 2 Update Patient Types

User must have located the required record via Search Patient Types.

#### 2.1 Update Patient Type

User must have access to the application.

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

##### 2.1.1 To Update a Patient Type:

1. To update details of the patient type, select the record by clicking on the to the right of the record.

Patient Type	Action
Inpatient	
Inpatient y	

Rows per page: 5 1-2 of 2

2. The selected record will load into the Patient Type Details form, providing full patient type information

### Patient Type Details

Patient Type  
Inpatient y

SUBMIT    CLEAR



## PHARMACY ERROR TRACKER

### Update Patient Types

3. Amend the record as required.

Patient Type Details

Patient Type  
Inpatient private

**SUBMIT**   **CLEAR**

4. Select the “Submit” button to update the record in the database. A message stating record has been updated successfully is returned.

Patient Type Details

Patient Type

Record updated successfully!

**CLEAR**

5. A search for “priv” shows the record has been updated

priv

Patient Type

Inpatient private

Rows per page: 5 ▾ 1-1 of 1

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Search Physicians

---

# USER GUIDE

## SEARCH PHYSICIAN

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Physicians

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Search Physicians

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Physician .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	5	
2.2 ....Search Physicians.....	6	
2.2.1 Navigate to Search Physicians.....	6	
2.2.2 Search Physicians.....	7	
2.3 ....Physician Update.....	8	



# PHARMACY ERROR TRACKER

## Search Physicians

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a physician 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.

 **NOTE:**

New Physicians are added via the Log Error Form.

#### 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 Physician via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Search Physicians

## 2 Search Physician

To search for a physician, 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 locate a physician or multiple physicians relating to the search criteria entered.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text ('••••••••'). To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.



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



## PHARMACY ERROR TRACKER

### Search Physicians

#### 2.2 Search Physicians

##### 2.2.1 Navigate to Search Physicians

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

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

LOG ERROR

SEARCH ERRORS

SEARCH ERROR TYPES

SEARCH MEDICATION TYPES

SEARCH PATIENT TYPES

SEARCH PHYSICIANS

SEARCH WORKERS

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

ADMIN HOME

LOG ERROR

SEARCH... ▾

M.



## PHARMACY ERROR TRACKER

### Search Physicians

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

Physician ID ↑	Surname	First Name	Provider No.	Comment
1	Dousip	Marcus	nja86078	
2	Howlett	Sarah	gui89264	Hi there
3	Anulanathan	Alvin	njy98623	
4	David	Mark	apn15385	
5	Schiedt	Alice	afd15591	All fixed

Rows per page: 5 1-5 of 11 < >

- 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.

#### 2.2.2 Search Physicians

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

2. 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 "ma" returns 5 records of those available.

Physician ID ↑	Surname	First Name	Provider No.	Comment
1	Dousip	Marcus	nja86078	
4	David	Mark	apn15385	
7	HOWLETT	Sarah	gui89264	Comment made
8	Dousip	Marcus	nja86078	Not again
11	Dousip	Marcus	nja86078	

Rows per page: 5 1-5 of 5 < >



## PHARMACY ERROR TRACKER

### Search Physicians

By entering “marc” the search is narrowed further.

Search Physicians				
Physician ID ↑	Surname	First Name	Provider No.	Comment
1	Dousip	Marcus	nja86078	
8	Dousip	Marcus	nja86078	Not again
11	Dousip	Marcus	nja86078	

3. To search for another physician record, repeat from step 1.

### 2.3 Physician Update

A physician record can be loaded into the Physician Details form from a search, be amended and the record in the database updated. Please see the [\*\*User Guide - Update Physician\*\*](#) for instruction.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Physicians

---

# USER GUIDE

# UPDATE PHYSICIANS

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Update Physicians

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Update Physicians

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Update an Physician .....	5
2.1 ....Update Physician Record.....	5	
2.1.1Upload Physician record to Physician Details Form.	5	
2.2 ....Change Details.....	5	
2.2.1Locate field needing amendment:	5	



# PHARMACY ERROR TRACKER

## Update Physicians

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update a physician that has loaded into the Physician Details Form through the search feature.

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, completing an online form, and can use the search function of PET.
- This feature is only available to a user with administrator rights.
- This user guide will commence from the last step in User Guide – Search Physicians.

*NOTE: The user must have a legitimate reason for amending/updating a physician record. For example, incorrect spelling, missed adding a comment, etc.*

#### 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 follow the User Guide - Search Physicians to search for the required record.



# PHARMACY ERROR TRACKER

## Update Physicians

### 2 Update an Physician

User must have located the required record via Search Physicians.

*NOTE: ALL fields in the form can be updated to correct information/fields that contain mistakes. Care needs to be taken to ensure correct information is not changed accidentally.*

#### 2.1 Update Physician Record

User must have access to the application.

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

##### 2.1.1 Upload Physician record to Physician Details Form.

1. Select the record to be amended by clicking on the to the right of the record.

Search Physicians				
Physician ID ↑	Surname	First Name	Provider No.	Comment
10	Feild	Greta	vno15953	No comment to make

2. The record loads into the Physician Details Form

#### 2.2 Change Details

##### 2.2.1 Locate field needing amendment:

1. Locate the field containing incorrect information. Click in the field and amend the details as required

### Physician Details

Physician Surname	Feild
Physician First Name	Greta
Provider Number	vno15953
Physician Comment	No comment to make

**SUBMIT**   **CLEAR**



## PHARMACY ERROR TRACKER

### Update Physicians

In the example above, the Surname and the Physician Comment have spelling errors.

#### Physician Details

Physician Surname

Field

Physician First Name

Greta

Provider Number

vno15953

Physician Comment

No comment to make

**SUBMIT**

**CLEAR**

2. Select SUBMIT to update the record.

**SUBMIT**

**CLEAR**

3. A successful update will receive the following message.

Record updated successfully!

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

[Return to start](#)



**PHARMACY ERROR TRACKER**  
**Manage Workers**

---

**USER GUIDE**  
**MANAGE WORKERS**

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Manage Workers

#### Document Revisions

Date	Version Number	Document Changes
1/09/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Manage Workers

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Manage Workers .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Manage Workers.....	6	
2.2.1 Navigate to Manage Workers.....	6	
2.2.2 Create New Worker.....	8	



# PHARMACY ERROR TRACKER

## Manage Workers

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to manage workers, i.e. add new workers.

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 manage 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 Manage Workers via the menu bar or the button on the menu page.



# PHARMACY ERROR TRACKER

## Manage Workers

## 2 Manage Workers

To manage workers, the user will need to launch the application, login with a valid user name and password with administration rights. Using the Workers Details form, the user can add new workers.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text ('••••••••'). To the right of the password field is a character count '8 / 25'. At the bottom of the window are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



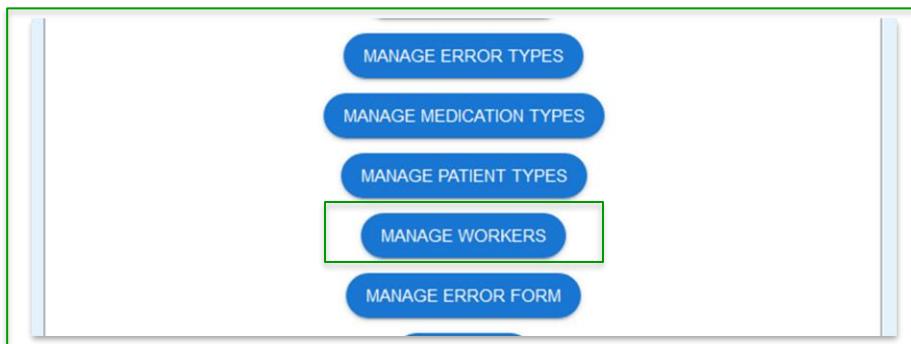
# PHARMACY ERROR TRACKER

## Manage Workers

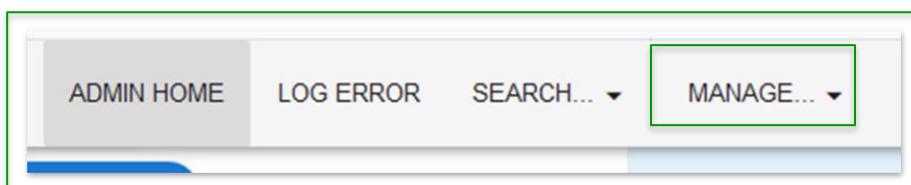
### 2.2 Manage Workers

#### 2.2.1 Navigate to Manage Workers

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



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





## PHARMACY ERROR TRACKER

### Manage Workers

- 
2. The Workers Details form will appear.

### Worker Details

Worker's ID number \_\_\_\_\_

Worker's First Name \_\_\_\_\_

Worker's Surname \_\_\_\_\_

Worker's Position \_\_\_\_\_

**Is this worker active?**

Yes       No

**SUBMIT**      **CLEAR**



## PHARMACY ERROR TRACKER

### Manage Workers

#### 2.2.2 Create New Worker

1. Enter the details of the new Worker. The worker id must **not** have been used before.

**Worker Details**

Worker's ID number 5825	
Worker's First Name David	
Worker's Surname Morcom	
Worker's Position Uni Student	
<b>Is this worker active?</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>SUBMIT</b>	<b>CLEAR</b>

2. Select the SUBMIT button and success message appears.

**Record added successfully!**

<b>CLEAR</b>
--------------



## PHARMACY ERROR TRACKER

### Manage Workers

3. Use the Search Workers User Guide for details to search the database to see record just created.

The screenshot shows a search results page titled 'Search Workers'. A search bar at the top contains the partial name 'mor'. Below the search bar is a table with five columns: 'Worker ID ↑', 'FirstName', 'Surname', 'Role', and 'Active'. There is one row of data: Worker ID 5825, FirstName David, Surname Morcom, Role Uni Student, and Active status true. At the bottom of the table, there is a note 'Rows per page: 5' and a page indicator '1-1 of 1'.

Worker ID ↑	FirstName	Surname	Role	Active
5825	David	Morcom	Uni Student	true

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



## PHARMACY ERROR TRACKER

### Search Workers

---

# USER GUIDE SEARCH WORKERS

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Search Workers

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



## PHARMACY ERROR TRACKER

### Search Workers

---

#### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Search Worker .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET): .....	5	
2.2 ....Search Workers.....	6	
2.2.1 Navigate to Search Workers.....	6	
2.2.2 Search Workers.....	7	
2.3 ....Worker Update.....	8	



# PHARMACY ERROR TRACKER

## Search Workers

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a worker 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 Worker via the menu bar or the button on the menu page.
- The user is to enter a search criterion.



# PHARMACY ERROR TRACKER

## Search Workers

## 2 Search Worker

To search for a worker, 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 locate a worker or multiple workers relating to the search criteria entered.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' window. At the top, it says 'Please Login'. Below that, there are two input fields. The first field is labeled 'Enter Username' and contains the text 'administrator'. The second field is labeled 'Enter Password' and contains masked text ('••••••••'). To the right of the password field is a character count '8 / 25'. Below the fields are two buttons: a blue 'LOGIN' button and a dark grey 'CLEAR' button.

6. Select LOGIN to access PET.

→ **NOTE:**

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



## PHARMACY ERROR TRACKER

### Search Workers

#### 2.2 Search Workers

##### 2.2.1 Navigate to Search Workers

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

Welcome to Pharmacy Error Tracker

This page provides direct links to different sections of the app.

To navigate to a section, select one of the buttons below.

LOG ERROR

SEARCH ERRORS

SEARCH ERROR TYPES

SEARCH MEDICATION TYPES

SEARCH PATIENT TYPES

SEARCH PHYSICIANS

SEARCH WORKERS

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

ADMIN HOME

LOG ERROR

SEARCH... ▾

M.



## PHARMACY ERROR TRACKER

### Search Workers

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

Worker ID ↑	First Name	Surname	Role	Active	
1234	Pat	Smith	Pharmacist	true	
2345	Timothy	Meyers	Pharmacist Trainee	true	
3456	Jessica	Noble	Supervisor	true	
4567	Amanda	Stait	Pharmacist	true	
5678	Wang	Shu	Pharmacist	true	

Rows per page: 5 1-5 of 5 < >

- 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:   1-5 of 5

#### 2.2.2 Search Workers

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

Search Role Active

2. 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 "3" returns three (3) records of those available.

Worker ID ↑	First Name	Surname	Role	Active	
1234	Pat	Smith	Pharmacist	true	
2345	Timothy	Meyers	Pharmacist Trainee	true	
3456	Jessica	Noble	Supervisor	true	

Rows per page: 5 1-3 of 3 < >



## PHARMACY ERROR TRACKER

### Search Workers

By entering “3456” the search is narrowed further.

Search Workers				
Worker ID ↑	First Name	Surname	Role	Active
3456	Jessica	Noble	Supervisor	true

3. To search for another worker record, repeat from step 1b.

### 2.3 Worker Update

A worker record can be loaded into the Worker Details form from a search, be amended and the record in the database updated. Please see the [User Guide - Update Workers](#) for instruction.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Update Workers

---

# USER GUIDE

# UPDATE WORKERS

*September 2018  
Version 1.02*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

### Update Workers

#### Document Revisions

Date	Version Number	Document Changes
31/08/2018	1.01	Draft
15/09/2018	1.02	Initial



# PHARMACY ERROR TRACKER

## Update Workers

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Update Workers .....	5
2.1 ....Locate Worker Record.....	5	
2.1.1Upload Worker record to Worker Details Form .....	5	
2.2 ....Update Worker Details.....	5	
2.2.1Locate field needing amendment.....	5	
2.3 ....Field Information .....	6	
2.3.1Worker's ID Number.....	6	
2.3.2Is this Worker Active?	7	



# PHARMACY ERROR TRACKER

## Update Workers

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to update a worker that has loaded into the Worker Details Form through the search feature.

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, completing an online form, and can use the search function of PET.
- This feature is only available to a user with administrator rights.
- This user guide will commence from the last step in User Guide – Search Workers.

*NOTE: The user must have a legitimate reason for amending/updating a worker record. For example, incorrect spelling, missed adding a comment, etc.*

#### 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 follow the User Guide - Search Workers to search for the required record.



# PHARMACY ERROR TRACKER

## Update Workers

## 2 Update Workers

User must have located the required record via Search Workers.

*NOTE: All fields except the Worker ID in the form can be updated to correct information/fields that contain mistakes. Care needs to be taken to ensure correct information is not changed accidentally.*

### 2.1 Locate Worker Record

User must have access to the application.

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

#### 2.1.1 Upload Worker record to Worker Details Form

1. Select the record to be amended by clicking on the to the right of the record.

Search Workers				
Worker ID ↑	First Name	Surname	Role	Active
1234	Pat	Smith	Pharmacist	true

2. The record loads into the Worker Details Form

### 2.2 Update Worker Details

#### 2.2.1 Locate field needing amendment

1. Locate the field containing incorrect information. Click in the field and amend the details as required. *Worker's ID cannot be changed*

Worker Details	
Worker's ID number	1234
Worker's First Name	Pat
Worker's Surname	Smith
Worker's Position	Pharmacist
Is this worker active?	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>SUBMIT</b> <b>CLEAR</b>	



## PHARMACY ERROR TRACKER

### Update Workers

In the example above, the worker's position should be Locum.

**Worker Details**

Worker's ID number  
1234

Worker's First Name  
Pat

Worker's Surname  
Smith

Worker's Position  
Locum

Is this worker active?

Yes       No

**SUBMIT**    **CLEAR**

2. Select SUBMIT to update the record.

**SUBMIT**    **CLEAR**

3. A successful update will receive the following message.

**✓ Record updated successfully!**

### 2.3 Field Information

#### 2.3.1 Worker's ID Number

1. This ID number cannot be amended once it has been entered.
2. If is incorrect, the worker will need to be made inactive and re-entered using the "Manage Workers" user guide.



## PHARMACY ERROR TRACKER

### Update Workers

---

#### 2.3.2 Is this Worker Active?

1. If the worker is no longer working for the organisation, change this field to "No".
  - a. Workers that are not active will not appear in the list of workers in the Log Error Form.
2. If an inactive worker recommences employment with the organisation, change this field to "Yes"
  - a. Active workers will appear in the list of workers in the Log Error Form.

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

[Return to start](#)



## PHARMACY ERROR TRACKER

### Metabase

---

# USER GUIDE

# METABASE

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



# PHARMACY ERROR TRACKER

## Metabase

### Document Revisions

Date	Version Number	Document Changes
10/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Metabase

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Metabase .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Metabase .....	6	
2.2.1 Navigate to Metabase .....	6	
2.2.2 Login to Metabase .....	7	
2.2.3 Metabase URL Links.....	9	



# PHARMACY ERROR TRACKER

## Metabase

---

## 1 Introduction

### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to use the reporting feature - Metabase.

No other features of the Pharmacy Error Tracker (PET) application will be discussed in this user guide.

- 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 Reporting via the menu bar button Reports or the Reporting button on the menu page.



# PHARMACY ERROR TRACKER

## Metabase

## 2 Metabase

Metabase is an open source business intelligence tool. It lets you ask questions about your data and displays answers in formats that make sense, whether that's a bar graph or a detailed table.

Your questions can be saved for later, making it easy to come back to them, or you can group questions into great looking dashboards. Metabase also makes it easy to share questions and dashboards with the rest of your team. This user guide is based on the user guide provided by the Metabase website:

<https://www.metabase.com/docs/v0.18.1/users-guide/start.html>

To access Metabase, you will need to access PET through an administrator login.

### 2.1 Login – Administration 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.

The screenshot shows a 'Please Login' form. At the top, it says 'Please Login'. There are two input fields: 'Enter Username' containing 'administrator' and 'Enter Password' containing masked text. Below the fields are 'LOGIN' and 'CLEAR' buttons. A progress indicator at the bottom right shows '8 / 25'.

6. Select LOGIN to access PET.

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



# PHARMACY ERROR TRACKER

## Metabase

### 2.2 Metabase

Metabase has been provided as a reporting tool for PET. Data lists as well as graphics are available for the user. These reports can be download and shared with others.

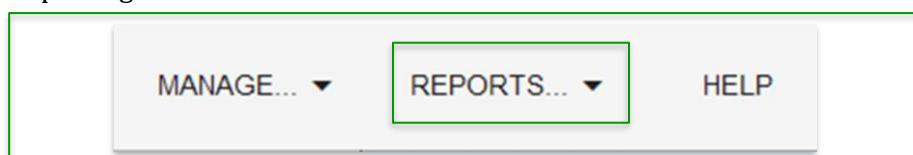
#### 2.2.1 Navigate to Metabase

1. From the Welcome Page, there are two ways to navigate to "Metabase":

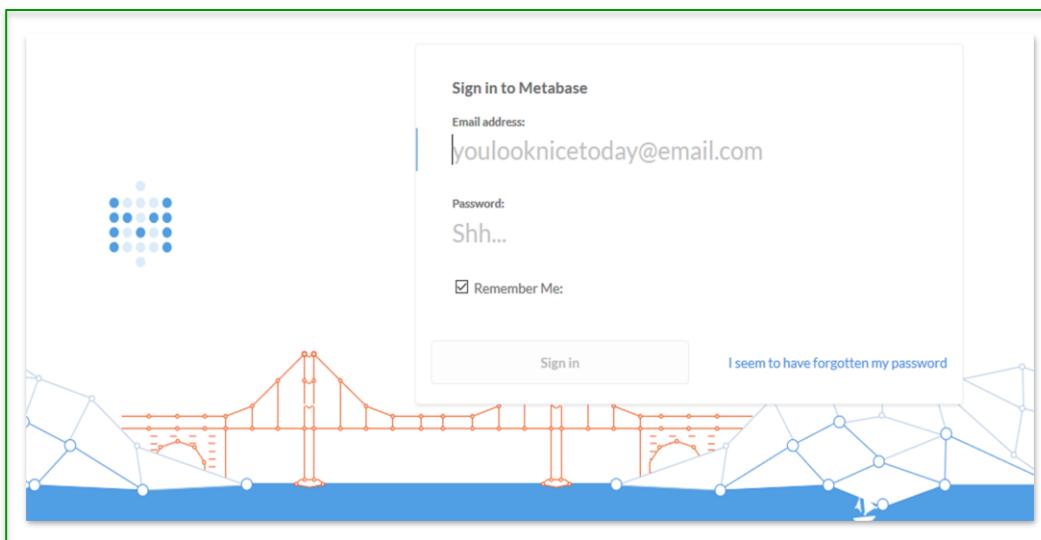
- a. Select the "Reporting" from the list



- b. From the Menu Bar, hover your mouse over "Reports..." and select "Reporting"



2. The Metabase login page will appear.





## PHARMACY ERROR TRACKER

### Metabase

#### 2.2.2 Login to Metabase

1. Enter the login and password to access Metabase.

Sign in to Metabase

Email address:

pharmacon@gmail.com

Password:

• • • • • •

2. Select the enter and you will be taken to the welcome page.

Greetings, Team

Activity

- You added a question to the dashboard - Error Data - All Contents 3 months ago Errors, Basic Info
- You saved a question about Error 3 months ago Errors, Basic Info
- You created a dashboard 3 months ago Error Data - All Contents

SET UP TIP

RECENTLY VIEWED

3. A direct selection of a previously saved activity can be made from the list on this page.
4. To see the dashboard, select “Dashboards” from the menu bar.

Dashboards Questions Pulses Data Reference New Question



# PHARMACY ERROR TRACKER

## Metabase

5. Saved dashboards will appear.

The screenshot shows the Metabase interface with a blue header bar containing navigation links: Dashboards, Questions, Pulses, Data Reference, and New Question. Below the header is a search bar labeled 'Filter this list...'. Under the search bar, there are two dashboard cards. The first card is titled 'Dashboard' and has a timestamp 'JUN 2, 2018'. The second card is titled 'Error Data - All Contents' and also has a timestamp 'JUN 7, 2018'.

6. Selecting a dashboard will show the results of the query/queries.

The screenshot shows a detailed view of a selected dashboard. The dashboard title is 'Dashboard'. It features three main visual components: a bar chart titled 'Errors Per Day' showing error counts for specific dates; a donut chart titled 'Errors, Grouped by Location' showing the distribution of errors across three categories; and a table titled 'List of errors' with columns for ID, Error Caused By Worker, Error Date, Error Time, Error Type ID, General Comment, If Ms Completed, Location ID, Medication ID, Patient ID, and Physician I. The table contains three rows of data.

7. Selecting Questions from the menu bar will show the details of the saved questions previously asked of the database.

The screenshot shows the 'Questions' section of the Metabase interface. The 'Questions' tab is highlighted with a green box. A callout box at the top left says 'Create collections for your saved questions' with a note 'Collections help you organize your questions and allow you to decide who gets to see what. Learn more' and a 'Create a collection' button. Below this, there is a search bar 'Filter this list...' and a dropdown 'All questions ▾'. Three saved questions are listed: 'Errors Per Day' (Shows the amount of errors over time), 'Errors, Basic info' (Shows errors sorted by ID, showing day, time, patient name and general comment), and 'Errors, Grouped by Location'.



## PHARMACY ERROR TRACKER

### Metabase

#### 2.2.3 Metabase URL Links

1. Metabase provides a user guide for the various functions available.

- | What Metabase does
- | The basics of database terminology
- | What Metabase questions are made up of
- | How to visualize the answers to questions
- | Sharing and organizing your saved questions
- | Creating dashboards
- | Adding filters to dashboards
- | Creating charts with multiple series
- | Using Pulses for daily emails
- | Get answers in Slack with Metabot
- | Some helpful tips on building your data model



## PHARMACY ERROR TRACKER

### Metabase

- 
2. URL links to these various functions are listed below

<https://www.metabase.com/docs/v0.18.1/users-guide/01-what-is-metabase.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/02-database-basics.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/03-asking-questions.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/04-visualizing-results.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/05-sharing-answers.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/06-dashboards.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/07-dashboard-filters.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/08-multi-series-charting.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/09-pulses.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/10-metabot.html>

<https://www.metabase.com/docs/v0.18.1/users-guide/11-data-model-reference.html>

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

[Return to start](#)



## PHARMACY ERROR TRACKER

[\*\*Download Data to .csv File\*\*](#)

---

# USER GUIDE DOWNLOAD DATA

*September 2018  
Version 1.01*

*Pharmacon ITC303/309 Group*



## PHARMACY ERROR TRACKER

**Download Data to .csv File**

---

### Document Revisions

Date	Version Number	Document Changes
10/09/2018	1.01	Initial



# PHARMACY ERROR TRACKER

## Download Data to .csv File

---

### Table of Contents

1	Introduction .....	4
1.1 ....Scope and Purpose.....	4	
1.2 ....Process Overview.....	4	
2	Download Data .....	5
2.1 ....Login – Administration User.....	5	
2.1.1 To Log in to Pharmacy Error Tracker (PET) .....	5	
2.2 ....Reports – Download Data .....	6	
2.2.1 Navigate to Download Data .....	6	
2.2.2 Download Data Details .....	7	
2.2.3 Download Options .....	8	



# PHARMACY ERROR TRACKER

## Download Data to .csv File

---

### 1 Introduction

#### 1.1 Scope and Purpose

The purpose of this user guide is to provide instructions on how to download data from Pharmacy Error Tracker into a .csv file.

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 manage function to locate records.
- Basic knowledge of being able to download and save a file to a local PC is required.
- 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 be able to navigate to the Reporting function of PET.



# PHARMACY ERROR TRACKER

## Download Data to .csv File

## 2 Download Data

PET has the functionality to download a .csv file containing data relating to errors that have been logged within a set of dates entered by the user.

### 2.1 Login – Administration 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

Enter your 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.**



## PHARMACY ERROR TRACKER

### Download Data to .csv File

#### 2.2 Reports – Download Data

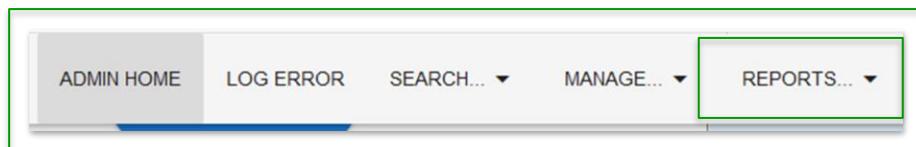
User is required to navigate the Download Data button either via the menu bar or the Welcome Page.

##### 2.2.1 Navigate to Download Data

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



- b. From the Menu Bar, hover your mouse over “Reporting...” and select “Download Data”



2. The Download Data form will appear.

The dialog box has a light blue header bar with the title "Export Errors to CSV". The main area contains two rows of date inputs. Each row has a small calendar icon followed by the text "Date from...\*" and a text input field. Below these are two buttons: "EXPORT" and "CANCEL".



## PHARMACY ERROR TRACKER

### Download Data to .csv File

#### 2.2.2 Download Data Details

1. Enter the date range for which data is required.

**Export Errors to CSV**

Date from...\*

Date to...\*

2. Select the EXPORT button and success message appears.

**Export Errors to CSV**

Download Ready

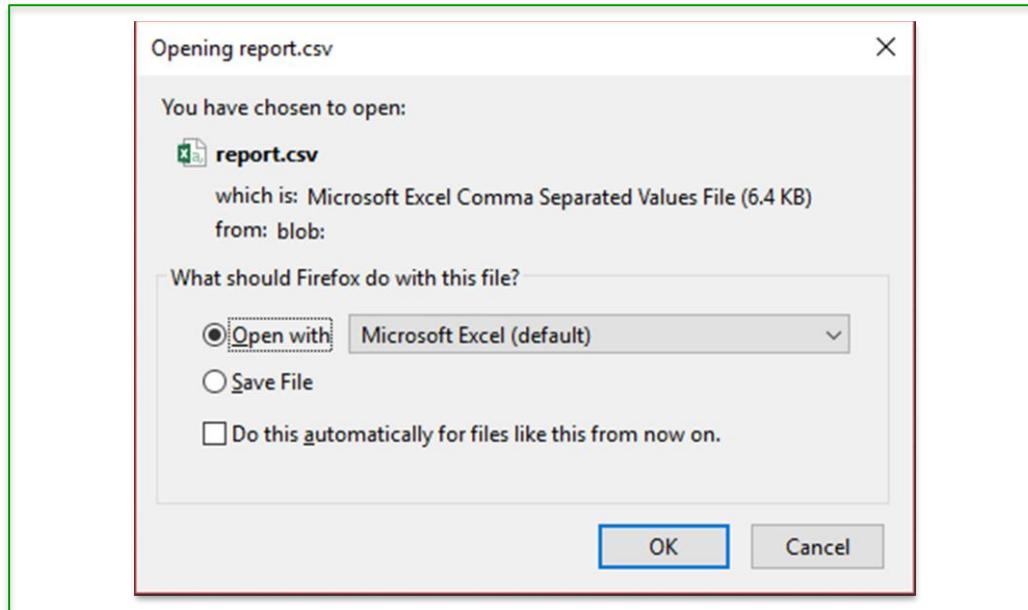


# PHARMACY ERROR TRACKER

## Download Data to .csv File

### 2.2.3 Download Options

1. Select the DOWNLOAD CSV FILE button download file to the local PC. The following pop-up will appear. Select appropriate option to suit needs.



2. File opened in Excel will show details such as below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Error	Severity	o	Medicatio	Medicatio	Type of er	Date of er	Time of er	Patient ID	Patient su	Patient fir	Patient Ty	Worker ID	Worker St	Worker Fi	Worker Rx	Was an I	Was a ph	Physician	Physician
2	Test chan	Moderate	Panadol	Inhalation	Form Intr	#####	20:06:00	GEH09831 Solo	Han	Day patien	1234 Smyth	Patricia	Trainee Pl no	no	yes	House	Gregory	DR123		
3	test chang	Moderate	Panadol	Inhalation	Batch Nur	#####	11:55:00	GEH09831 Solo	Han	Day patien	4567 Stait	Amanda	Pharmacis no	no	yes	Matthews	Neil	894y0		
4	Incorrect t	Moderate	Panadol	Intraveno	Form Intr	#####	6:50:00	OBI	Kenobi	Harry	Inpatient	3456 Noble	Jessica	Supervisio no	no	yes	Norman	Mica	Jdin0	
5		Moderate	Penicillin	Intraveno	Directions	#####	22:02:00	230834 Valley	Jodie	Outpatien	2345 Meyers	Timothy	Pharmact yes	yes	no					
6	Incorrect i	Moderate	Panadol	Intraveno	Form Intr	#####	6:50:00	12842310 Smith	Samuel	Inpatient	3456 Noble	Jessica	Supervisio yes	yes	yes	House	Gregory	DR123		
7		Moderate	Morphine	Oral	Directions	#####	22:02:00	230834 Valley	Jodie	Outpatien	2345 Meyers	Timothy	Pharmact yes	yes	no					
8	Incorrectt	Moderate	Morphine	Oral	Dosage /	#####	10:46:00	123579 Board	Henry	Day patien	5678 Shu	Wang	Pharmacis yes	yes	no					
9	to old	Moderate	Panadol	Oral	Batch Nur	#####	11:55:00	adi07	Bowie	Mister	Discharge	2345 Meyers	Timothy	Pharmact yes	yes	yes	Matthews	Neil	894y0	
10	Patient br	Moderate	Panadene	Oral	Expiry Dat	#####	22:35:00	165980j	Severs	Paul	Day patien	3456 Noble	Jessica	Supervisio no	no	yes	Harmony	Charles	J5850	
11	No direct	Severe	Morphine	Oral	Directions	#####	19:19:00	Hid980j	Hogan	Frank	Inpatient	3456 Noble	Jessica	Supervisio yes	yes	yes	Norman	Mica	Jdin0	
12	Trial error	Low	None	Oral	incorrect i	#####	3:15:00	12842310 Smith	Samuel	Inpatient	1234 Smyth	Patricia	Trainee Pl no	no	no					
13	Bugger	Moderate	Double q.	Oral	incorrect i	#####	12:15:00	12842310 Smith	Samuel	Inpatient	4567 Stait	Amanda	Pharmacis no	yes	no					
14	What the	Moderate	This stuff	Oral	Form Intr	#####	11:54:00	87654321 Young	Mary	Inpatient	5678 Shu	Wang	Pharmacis yes	yes	yes	Norman	Mica	Jdin0		
15	What the	Moderate	This stuff	Oral	Form Intr	#####	11:54:00	87654321 Young	Mary	Inpatient	5678 Shu	Wang	Pharmacis yes	yes	yes	Norman	Mica	Jdin0		
16	Too little	Minor	Penicillin	Oral	Dosage /	#####	11:55:00	GEH09831 Solo	Han	Day patien	5678 Shu	Wang	Pharmacis yes	yes	yes	House	Gregory	DR123		
17	Too little	Minor	Penicillin	Oral	Dosage /	#####	11:55:00	GEH09831 Solo	Han	Day patien	5678 Shu	Wang	Pharmacis yes	yes	yes	House	Gregory	DR123		
18	Trial error	Low	None	Oral	incorrect i	#####	3:15:00	12842310 Smith	Samuel	Inpatient	1234 Smyth	Patricia	Trainee Pl no	no	no					
19	Trial error	Low	None	Oral	incorrect i	#####	3:15:00	1.28E+12 Smith	Julie	Discharge	1234 Smyth	Patricia	Trainee Pl no	no	no					
20	Trial error	Low	None	Oral	incorrect i	#####	3:15:00	1.28E+12 Smith	Julie	Discharge	1234 Smyth	Patricia	Trainee Pl no	no	no					
21	Incorrect i	Moderate	Panadol	Oral	incorrect i	#####	6:50:00	12842310 Smith	Samuel	Inpatient	1234 Smyth	Patricia	Trainee Pl no	yes	no					

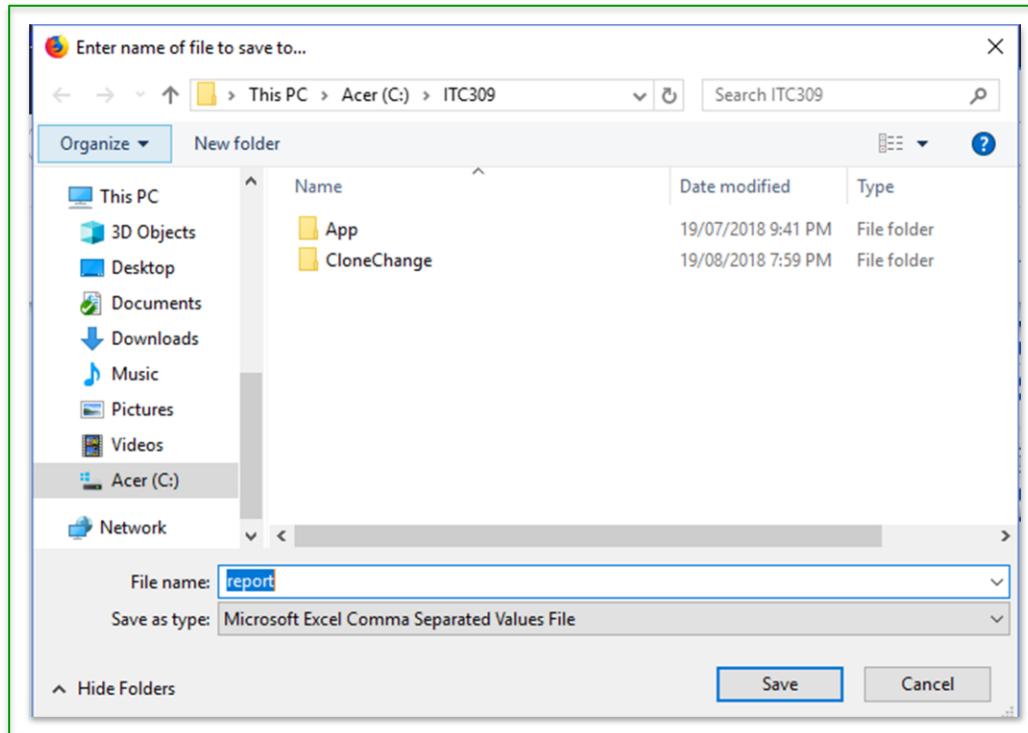
File can be saved from Excel as per usual procedure (File > Save As)



## PHARMACY ERROR TRACKER

### Download Data to .csv File

3. If “Save File” option is selected, navigate to the desired location on your machine to save the report.csv file.



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

[Return to Start](#)