USER GUIDE

Search ERRORs

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Pharmacon ITC303/309 Group

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# Introduction

## 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.

## 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.

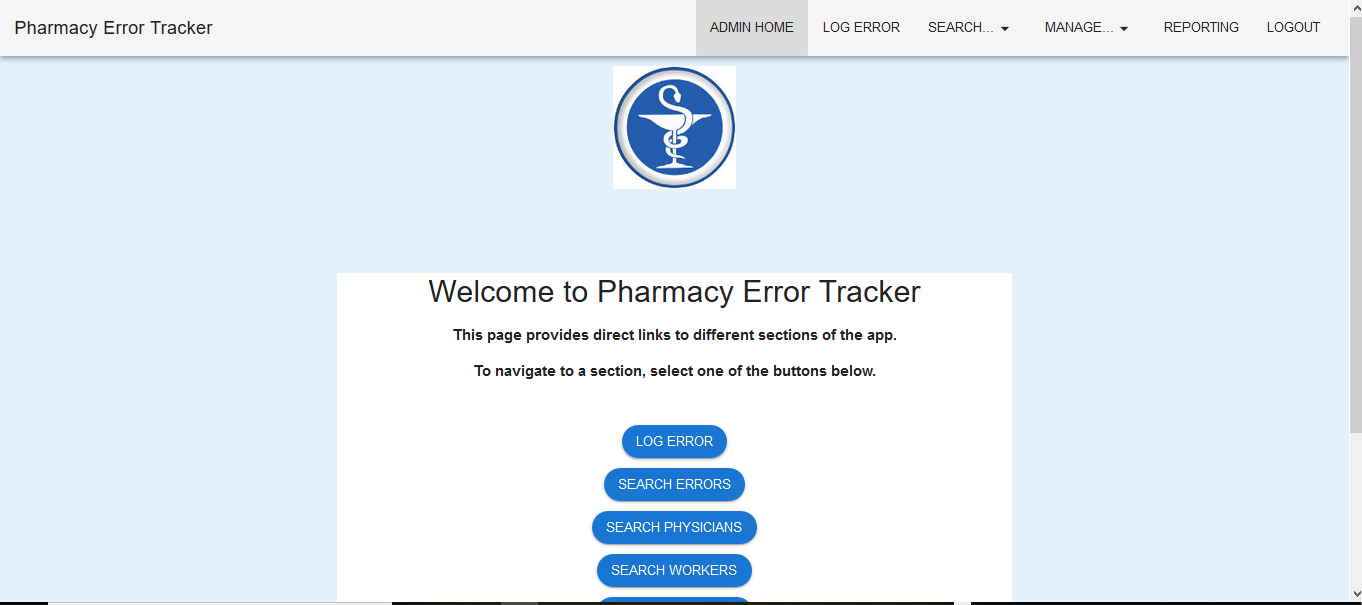
The user will need to have one of the following details concerning the error:

* Date error occurred
* Time error occurred
* Patient’s name
* Any general comment about error as required
* Physician’s name

Login screen when PET is launched



Welcome Page on successful login



# 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.

## Login – Administrator User

User must have access to the application.

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

### 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.



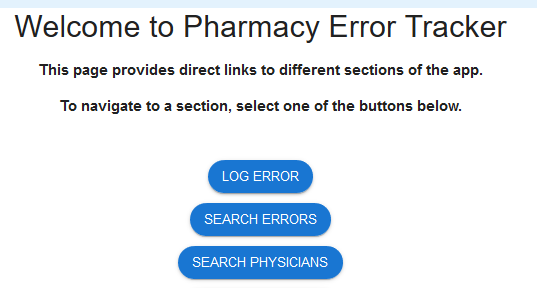
1. Select LOGIN to access PET.

NOTE:

Users entering an invalid username and/or password will not beable to access PET.

### To Search for an Error:

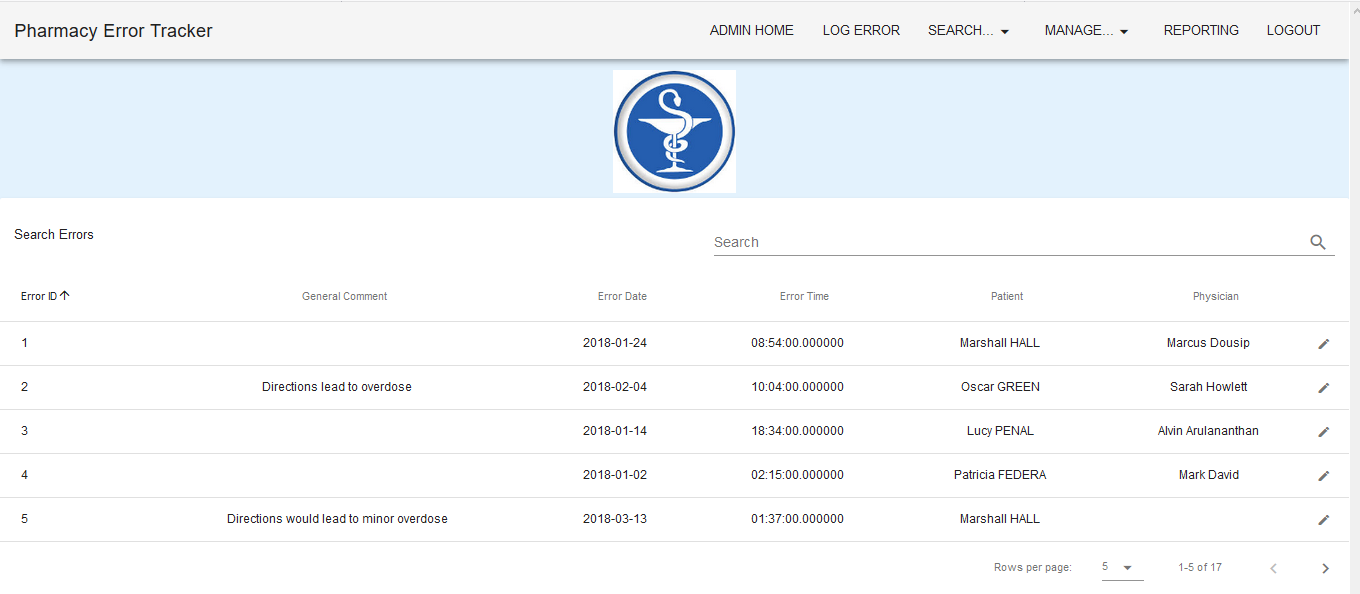
1. From the Welcome Page, there are two ways to navigate to “Search Errors”:
   1. Select the “Search Errors” from the list



* 1. From the Menu Bar, hover your mouse over “Search…” and select “Search Errors”



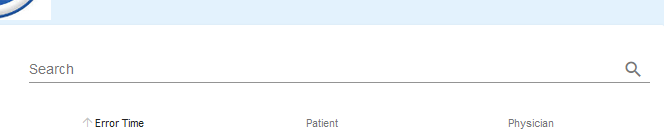
1. A list of errors in the database will appear, showing the first five (5) entries.



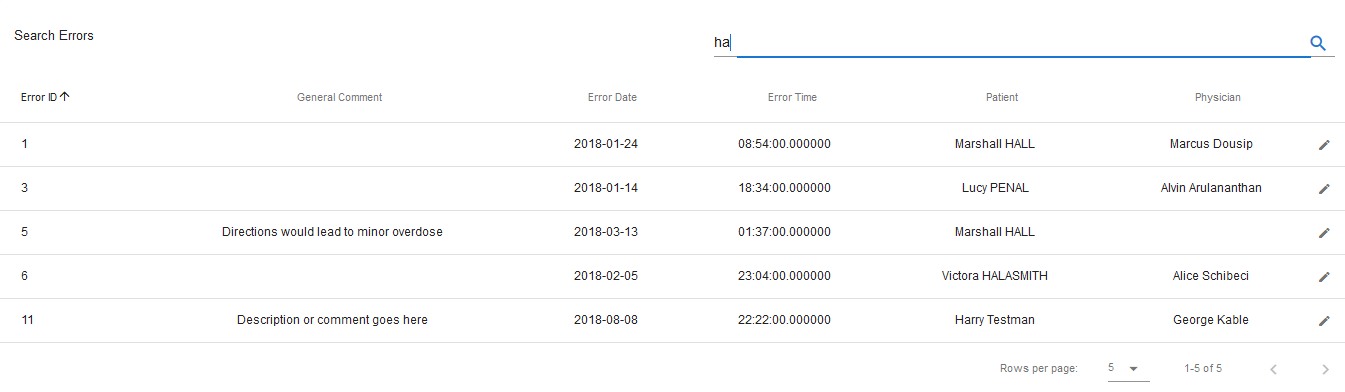
* 1. To change the number of records being shown, click on the drop-down arrow at the bottom-right corner and select number of records you wish to see.

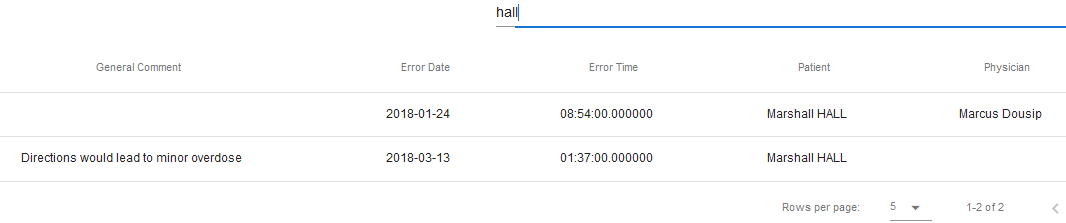


1. To search for a specific record, enter the criteria in the search field located at the top-right corner.



1. 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.  
     
   By entering “hall” the search is narrowed further.

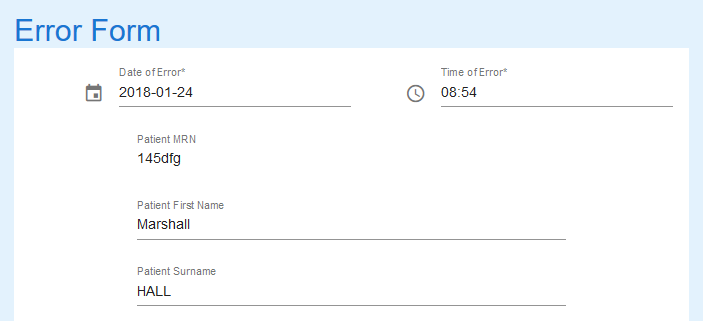




1. To see the full details of the error, select the record by clicking on the to the right of the record.



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



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

## 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.