USER GUIDE

Search Users

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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 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.

## Process Overview

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

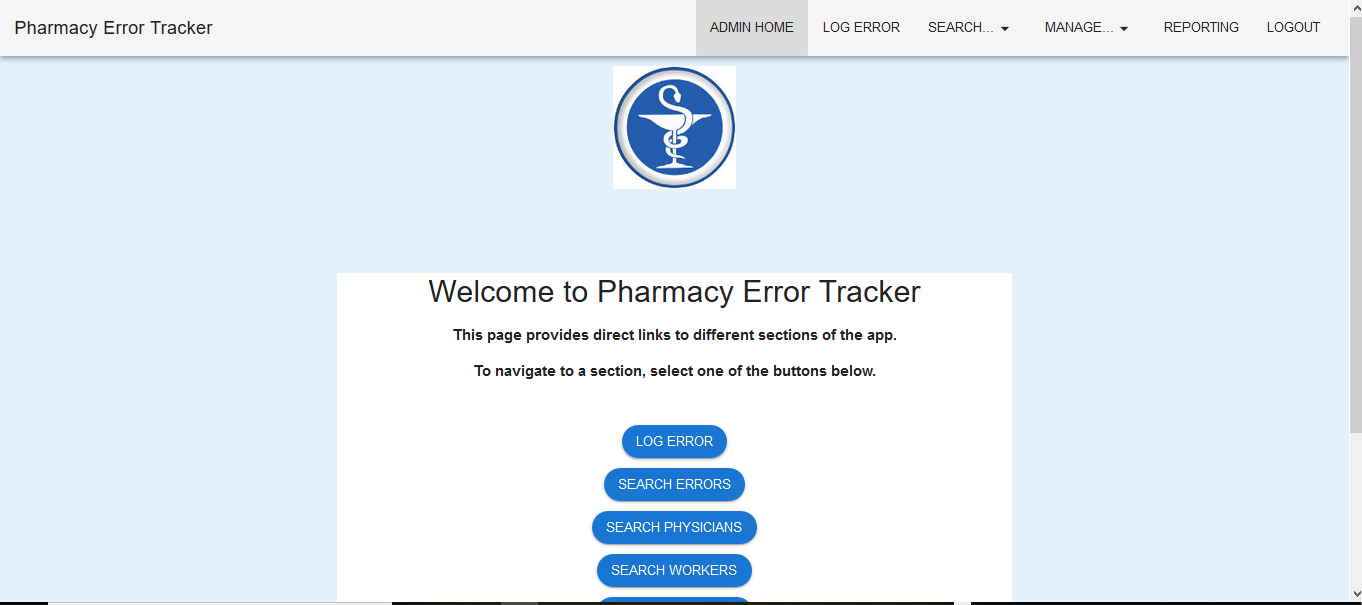
* The Welcome Page will be presented on successful login.
* The administrator will need to select Search Users via the menu bar or the button on the menu page.

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

Login screen when PET is launched



Welcome Page on successful login



# 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.

## 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.



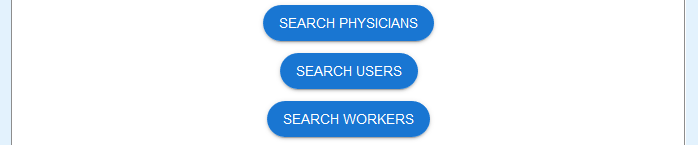
1. Select LOGIN to access PET.

NOTE:

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

### To Search for a User:

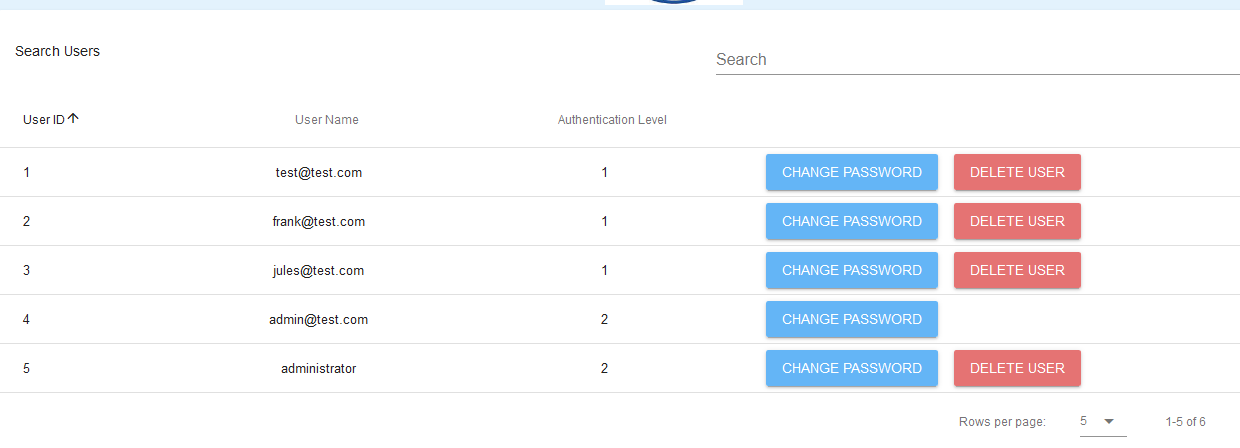
1. From the Welcome Page, there are two ways to navigate to “Search Users”:
   1. Select the “Search Users” from the list



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



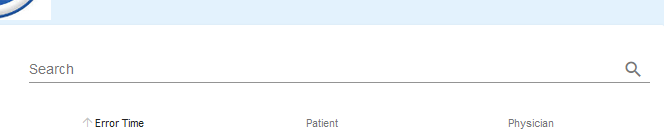
1. A list of users in the database will appear, showing the first five (5) entries.



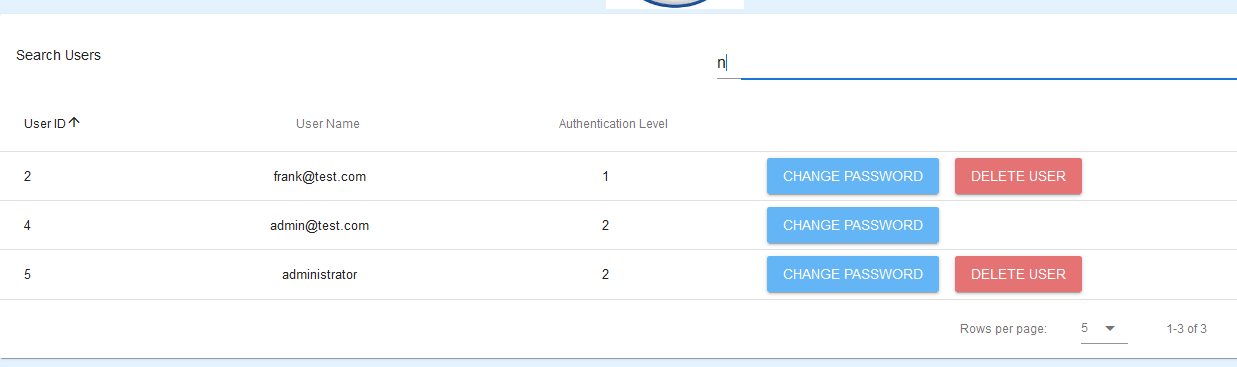
* 1. To change the number of records being shown, click on the drop-down arrow at the bottom-right corner and select number of records you wish to see.

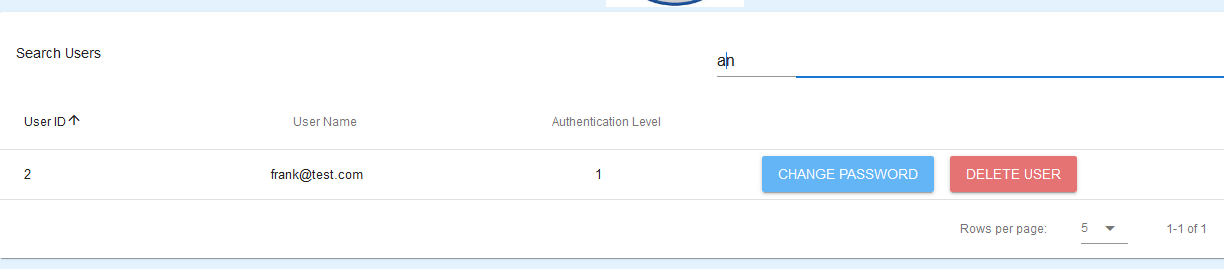


1. To search for a specific record, enter the criteria in the search field located at the top-right corner.

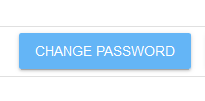


1. The search criteria entered will find any record that matches that criteria in the fields shown in the headings. Entering a more detail criteria will narrow the number of records that are returned. Entering “n” returns 3 records of those available.  
     
   By entering “an” the search is narrowed further.

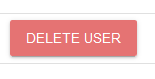




1. To change the password for the user, click on the “Change Password” button.



1. To delete the user, click on the “Delete” button.



## 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.

## 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.