USER GUIDE

Search WORKERs

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Pharmacon ITC303/309 Group

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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

# Introduction

## 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.

## 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.

# 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.

## Login – Administration 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.

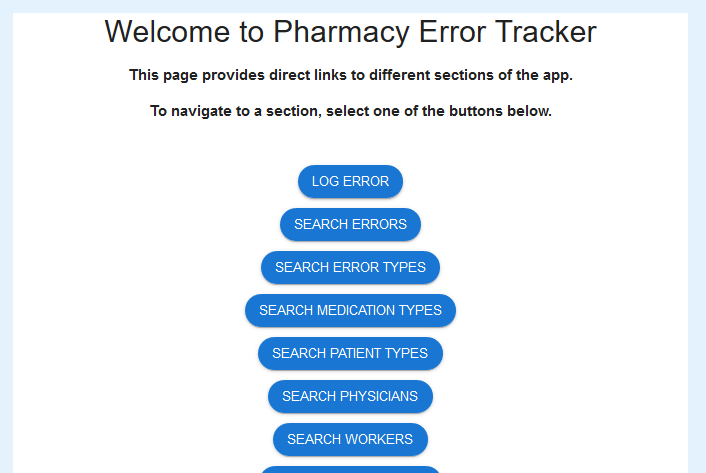
NOTE:

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

## Search Workers

### Navigate to Search Workers

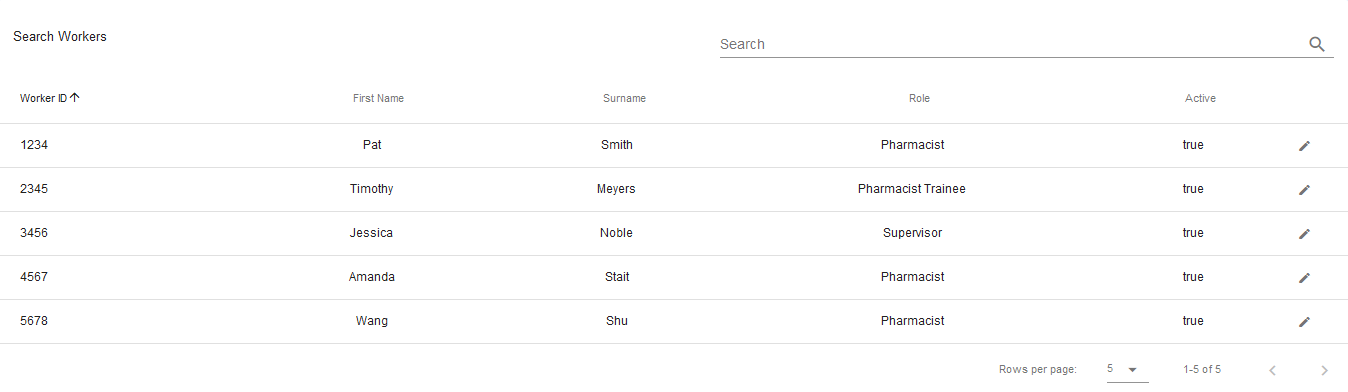
1. From the Welcome Page, there are two ways to navigate to “Search Workers”:
   1. Select the “Search Workers” from the list



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



1. A list of workers 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.

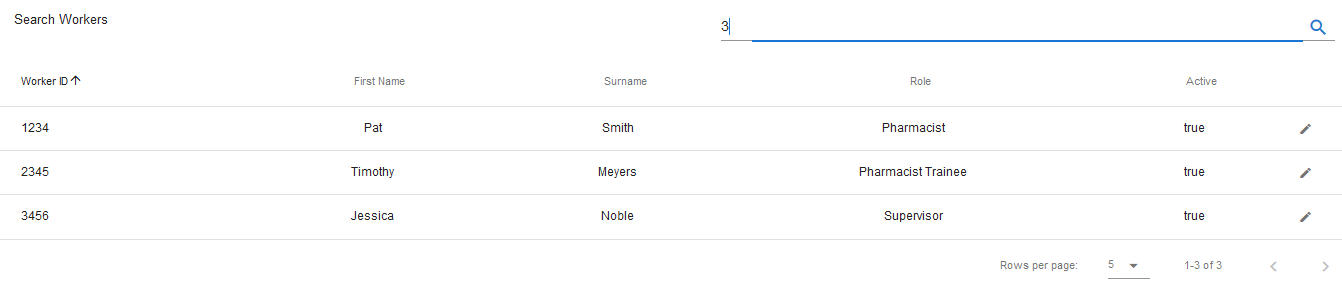


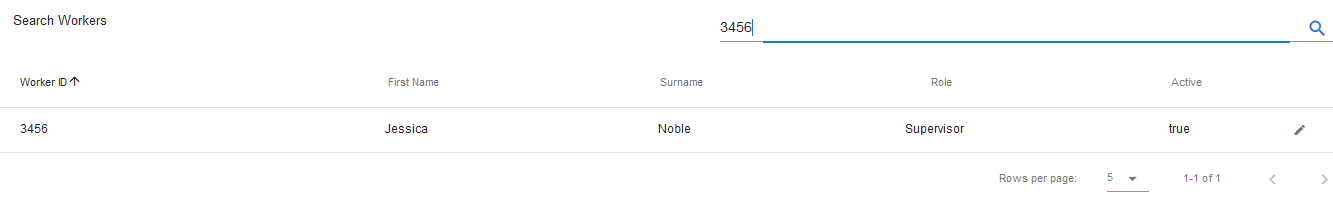
### Search Workers

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 “3” returns three (3) records of those available.  
     
   By entering “3456” the search is narrowed further.





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

## 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.