

## BC PSLS Recommendations Module Navigation Tips for Administrative Assistants

### Creating a New Record

1. Click on the BC PSLS Handler link on the BC PSLS Webpage
2. Log onto the BC PSLS
  - a. Enter your user name (firstname.lastname)
  - b. Enter your password
  - c. Click
3. Click on  Recommendations
4. Select
5. Complete the fields on the  screen. When completing the **Reference** field, use your Health Authority's approved format
6. Click on  tab on navigation panel on top left side of screen if visible and used by your Health Authority. Complete appropriate fields with available information. Return to the screen
7. Click
8. Click
9. Click on  tab on navigation panel on top left side of screen
10. Link records related to this report from the Events module and the Complaints module if appropriate
11. Click on  to return to the main screen
12. Click

### Locating a Review Report Record

1. Go to the Main Menu
  2. Click on  Recommendations
  3. There are 2 methods to locate the record
    - a. Click on
    - b. In the Reference field, enter one of the standard identifiers utilized in your Health Authority's Reference Number. Place an \* (asterisk) before and after the identifier e.g. Patient John Doe, \*JD\*  
year-month-day of the event, \*2012-12-27\*
    - c. Click
    - d. Click on the row containing your report
- Method 2
- a. Click on  Recommendations
  - b. Click on
  - c. Click on  beside the blue bar listing your **Type of report** e.g. Patient safety review report
  - d. Click on  beside the blue bar representing the **Status** of your report
  - e. Click on the row containing your report