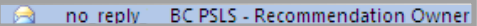
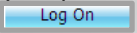
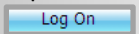
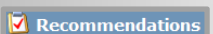

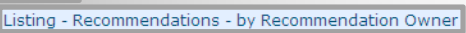
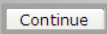
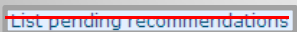
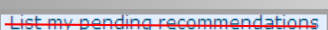


## BC PSLs Recommendations Module

### Navigation Tips for Recommendation Owners

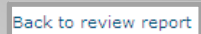

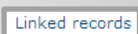
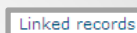

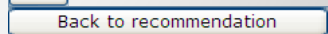

#### Locating an Assigned Recommendation

1. Open email from the BC PSLs  

2. Click on hyperlink in the email
3. Log onto the BC PSLs
  - a. Enter your user name (firstname.lastname)
  - b. Enter your password
  - c. Click 
4. The BC PSLs Recommendation screen is now visible  
OR
5. Click on the BC PSLs Handler link on the BC PSLs Webpage
6. Log onto the BC PSLs
  - a. Enter your user name (firstname.lastname)
  - b. Enter your password
  - c. Click on 
7. Click on 
8. Select 
9. Click on 
10. Enter your name in the Recommendation owner field.
11. Make selections in other fields to narrow your search as appropriate
12. Click 
13. Locate and click on your recommendation
14. Scroll to the bottom of the Review Report Screen
15. Click on your recommendation


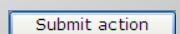
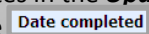
NOTE: Do not use  Or  
 to locate your recommendations

#### Reviewing and Updating a Recommendation

1. Review the following fields in the Recommendation Screen:
  - Contributory factor
  - Recommendation

2. For background information on the review report related to the recommendation
  - Click  on the navigation panel located on the left side of the screen
  - If requested, scroll to the bottom of the screen and click 
  - Review information on this Review Report Screen
3. If you wish to view the Safety Event or Complaint linked to this review, click on 
  - Click on the record you wish to open  
NOTE: You are only able to view records which you normally would have permission to access in the other module
  - To return to the Recommendations Module click on 
  - Click on the Recommendations Module record to return to the Review Report Screen
4. To return to your assigned recommendation
  - Scroll to the bottom of the Review Report Screen
  - Click on your assigned recommendation
5. Scroll to the Implementation update section of the Recommendation Screen and complete the following fields:
  - Implementation status
  - Update field (free-text)
6. Click 
7. Click 
8. If appropriate, create an action required for the implementation of the recommendation using  located at the bottom of the screen

#### Assigning an Action Required to Implement a Recommendation

1. Scroll to the bottom of the Recommendation Screen
2. Click on 
3. Complete Action Details Screen
4. Click 
5. When you receive an email notification regarding the updating or completion of an assigned action, adjust the **Implementation status** and place notes in the **Update** field as appropriate.
6. Complete the  field when recommendation is implemented