Office of the Children's Guardian

Residential Care Workers Register

Quick Guide: Search function

November 2022

www.ocg.nsw.gov.au

Search function

The Search function enables all users to search for any worker records created by the agency. Click on Search in the menu on the agency dashboard and Individual

NS NS	Office of the Children's Guardian
+	Create
0	Dashboard
0	Manage >
atl	Reports
	Search
	Individual

The Individual Search screen is displayed.

An individual can be searched either by:

- 1. Entering the individual's details
- 2. Clicking Search all individuals will be listed.

1. Entering the individual's details (minimum required is last name or first name or partial FN/LN)

Click Search.

Office of the Children's Guardian	
+ Create	In dividual Casual
Ø Dashboard	Name
💮 Manage 🛛 🔪	
0] Reports	Date of birth
Search	WWCC number
Individual	Worker reference #
	Clear Search

Individuals matching entered details are displayed.

Click into the drillable Full name of the individual's record to view.

To commence a new Search, click Clear.

Individual Search						
Name Grape	Search results					
Date of birth	Full name	DOB	WWCC number	Worker reference #	Engagement status	Agency name
WWCC number	Teresa Grape	07/05/1986	APP0051881	RRW-172	Engaged	Statutory Care services
Worker reference #						
Clear Search						

2. Clicking Search without entering individual details – all individuals will be listed

me	Search results		
e of birth	Full name	DOB	😇 WWCC number
/CC number	Fisher Harmon	13/05/1960	APP0051654
rker reference #	Florence Fernandes Do Carmo	03/08/1982	APP0050050
	Teresa Grape	07/05/1986	APP0051881

Individuals can be filtered by name, DOB, WWCC number, Worker reference # or engagement status.

Click the box to select one or multiple records or use the Search text box or select date range (for DOB) to narrow the Search.

Click Apply.

Cancel will close the filter bar and will return user to search screen.

Example - Filtering by individual name

Search results

Full name	
Fisher Harmon	Clear Filter
Florence Fernandes Do Carmo	Fisher Harmon
Teresa Grape	Fernandes Do Carmo
	Teresa Grape
	Search Text
	Apply Cancel

Details of the individual are displayed.

Click into the drillable Full name.

Worker record management screen will be displayed for the searched worker.

Worker record (ptp///22) (Statutory Cere services)		Ratroh Adiana - Dase
Teresa Grape		Agency Associations
Personal Details (Engagement Status End date	
Norm Tana Salan nan Lainan Oge Cener Fanda Dan Jiho Salan Salan	NM Graph Stricke Parkota Protect	
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Refers		

Refer to Training Module 8.1 and 8.2 located on the <u>OCG website</u> for further information on how to search.

Office of the Children's Guardian

www.ocg.nsw.gov.au

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