Office of the Children's Guardian
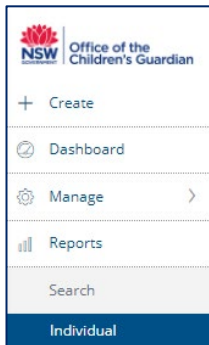
Residential Care Workers Register

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

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.

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.

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

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
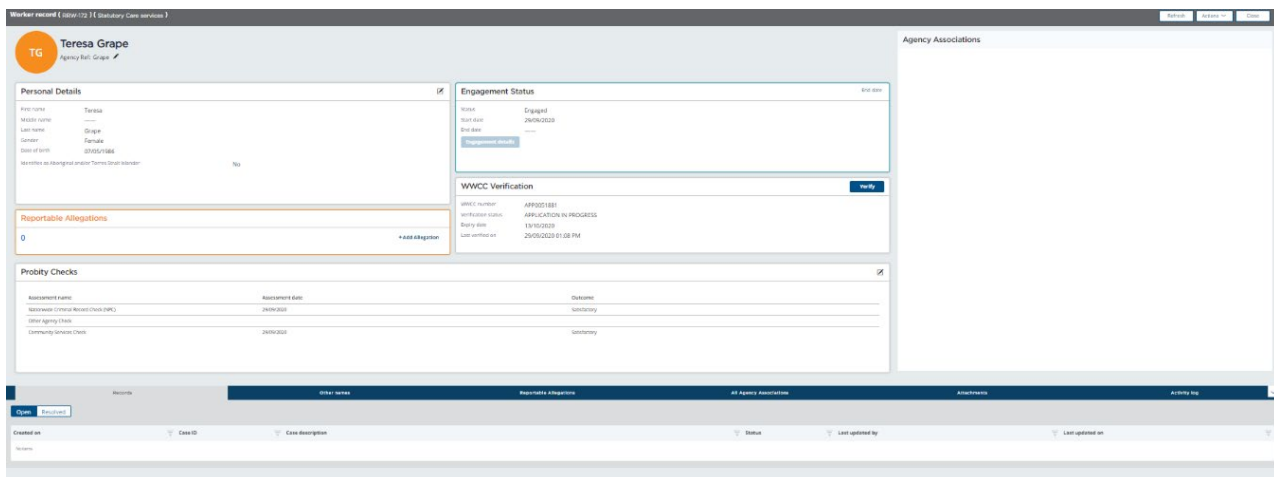

Details of the individual are displayed.

Click into the drillable Full name.

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

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

Office of the Children's Guardian

www.ocg.nsw.gov.au

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