

Office of the
Children's Guardian

Residential Care Workers Register

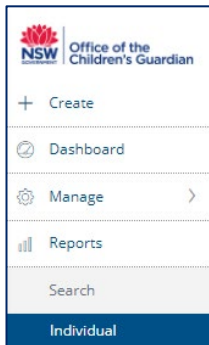
Quick Guide: Search function

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.

A screenshot of the 'Individual Search' form. On the left is the same dashboard menu as in the previous image, with 'Individual' highlighted. The main form area is titled 'Individual Search' and contains four input fields: 'Name', 'Date of birth', 'WWCC number', and 'Worker reference #'. Below the fields are two buttons: 'Clear' and '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

Date of birth

WWCC number

Worker reference #

Search results

Full name	DOB	WWCC number	Worker reference #	Engagement status	Agency name
Teresa Grape	07/05/1986	APP0051881	RRW-172	Engaged	Statutory Care services

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

Individual Search

Name

Date of birth

WWCC number

Worker reference #

Search results

Full name	DOB	WWCC number
Fisher Harmon	13/05/1960	APP0051654
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
Florence Fernandes Do Carmo
Teresa Grape

Fisher Harmon

Florence Fernandes Do Carmo

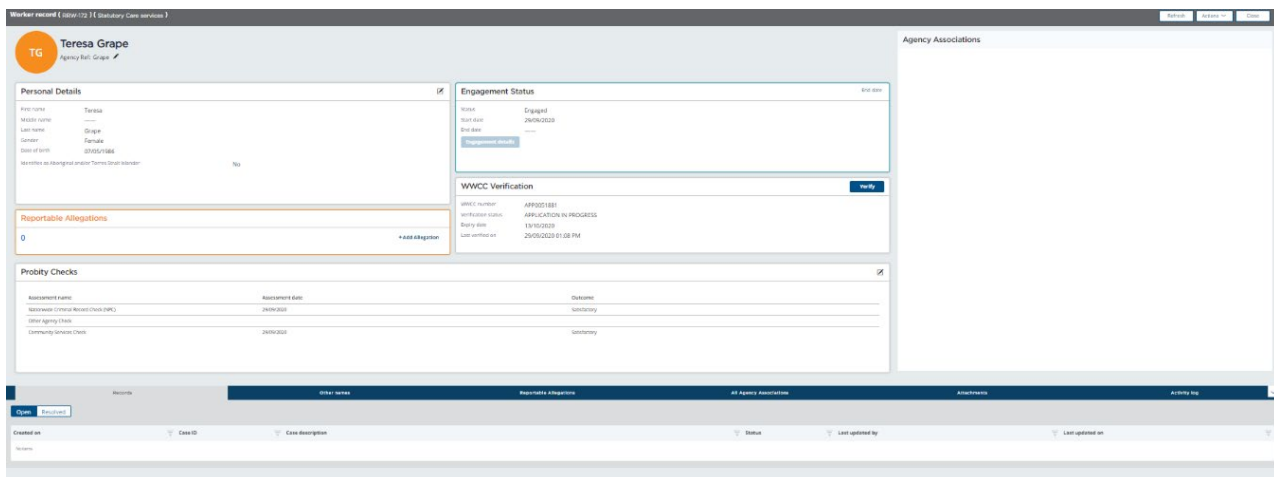
Teresa Grape

Search Text

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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