

How do I search for documents?

This training document has been developed to support staff with the different ways of searching for documents on the new website.

Browser

Before you begin your search ensure you are using Google Chrome as your browser. Most C&W computers default to Internet Explorer which may not be current enough to support ePOPS.

Searching for agency specific documents

The primary search tool for documents specific to BC Children's or BC Women's are the agency search bars:



There are 5 different ways you can use the search bars. Start by selecting a search bar based on what agency you work at.



1. Free Text Option

You can start your search for documents by typing a keyword in the search tool bar.

2. Document Type Filter

You can narrow down your search result by selecting a document type (ex. policy, procedure) under the Document Type filter.

3. Health Topic Filter

As an alternative to the document type filter, you can narrow down your search result by selecting a category (ex. cardiac services) in the Health Topic filter.

4. Document Type and Health Topic

If you're looking for a very specific document, you can search by using a Keyword + Document Type + Health Topic

5. No Key Words

If you're not sure of the document title, but you know what document type it may be and what category it might be under, you can use the filters without adding any keywords.

Search results

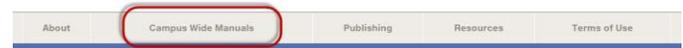
Your search results will display the document type and the document owner. This information is displayed to help you decide what document to use.

Document Title	Document Type	Document Owner
Antepartum: Admission Process	Policy	Perinatal Program
Antepartum Home Care (APHC): Preterm Labour	Algorithm	Perinatal Program

Searching for campus wide documents

Documents associated to both BC Children's and BC Women's can be searched for in either agency search tool bar.

Additionally, there are some programs that have multiple documents used by both agencies. These programs have their own web pages which can be used as another way to search for documents. The webpages are located under the Campus Wide Manuals tab:



Currently the following programs are available:

- Infection Prevention and Control
- Pathology & Laboratory Medicine
- Pharmacy, Therapeutics & Nutrition (PTN)
- Transfusion Medicine

Documents in the program webpages will be stored under headers that can be collapsed or expanded.

