Delivery Site Registry Quick Reference

How to Navigate and View in DSR



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Anonymous Access

An anonymous user does not need to log on (authenticate). You may Search, View Delivery Sites, Retrieve or Download.

Download file requests are removed when your session is terminated.

1. Basic & Advanced Search

There are two types of search methods **Basic Search** and **Advanced Search**:

- The **Basic Search** is displayed when you open DSR. The fields that are not highlighted in yellow are the fields available in Basic Search.
- The Advanced Search screen (displayed at the left) provides additional search fields to help you refine your search. The areas highlighted in yellow identify the extra search fields available in the Advanced Search function.

Each of these search screens are divided into two sections. The section above the grey line can be used when you have a *Delivery Site ID/Alternate ID* or you can choose a *Domain name* from the drop-down menu. The section below the grey line is for searching when you use multiple search criteria. *Wildcards* (*) can also be included.

Click the Search button to view your Search Results.

The Search Results can be downloaded into a Microsoft Excel file. Click the *Download* or *Download Alternate Id* button. When the file is ready, a *Download Details* link appears on the screen. If you do not download the file within 24 hours, the file is deleted.

The Alternate ID Report cross-references Delivery Site IDs to Alternate IDs for the selected Delivery Sites.

2. Logon

Your role and permissions identify what activities you are able to perform in DSR:

- You are a Primary Data Source and want to add a delivery site,
- You are a Secondary Data Source and want to propose changes,
- You are a Consumer and wish to sign up for email notifications.

All Users may sign-up for email notifications when you are *logged on* (Authenticated Access) to DSR.

3. Help

Click the *Help* link to display a new Web page with help content, specific to the screen you are viewing.

Additional Help Files are available from within the new page.

How do I update my DSR access from Anonymous to Authenticated?

Authenticated Access requires users to log on. This level of access grants the additional set of functionality (add, update, propose, etc.).

Access level is based on the DSR role assigned to a user:

- A Primary Data Source can add a delivery site or update site information,
- A Secondary Data Source can propose changes,
- A **Consumer** can sign up for email notifications.

What does a search result look like?

Depending on your criteria, search results are displayed in a typical screen format (see sample on the right).

Click the **individual ID** to view a detailed Delivery Site Profile.

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1000- 1000- 2490-901	Alberta Delivery Site Registry ID	ACCIS Athabasca Nursing Home	Nursing Home	Athabasca	Open	1900/01/01			
1 <u>000-</u> 1 <u>000-</u> 2490-844	Alberta Delivery Site Registry ID	ACCIS North Star Nursing Home	Nursing Home	Mayerthorpe	Open	1900/01/01			
1000- 1000- 2586-195	Alberta Delivery Site Registry ID	ACCIS R2.2 Mayerthorpe Nursing Home	Nursing Home	Mayerthorpe	Open	1900/01/01			
1000- 1000- 2585-016	Alberta Delivery Site Registry ID	ACCIS_R2.2 Reports Nursing Home	Nursing Home	Athabasca	Open	1900/01/01			

Note: Every change to Delivery Site information entered in the DSR is stored in Change History logs. Only **Primary Data Sources** can view the **Change History logs** for a Delivery Site.

Secondary Data Sources, Consumer and Anonymous users will see the last created and updated time stamp.



What type of related information can I view on a Delivery Site Profile page?

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Profile	Shows a general profile of the Delivery Site. The DSR ID, Common Name, Delivery Site Type, Geographic Region, Ministerial Approval Date	Home
	and Status Information are displayed. This is the first page of the Delivery Site seen after selecting a Delivery Site from the Search Results	Location: Home > Search Deliv
	page.	View Delivery Site Profile
		view Delivery Site Profile
Status	Lists all Status Changes the Delivery Site has had for all time. There can only be one Active Status.	
Name		Related Information
Nume	Lists all Names the Delivery Site has been given for all time. Names without End Dates are considered as Active. There can only be one	Profile
	Legal Name active at any time. There can be multiple Alias Names active at any time. The Common Name represents the name the	<u>Status</u>
	Delivery Site is generally known by	Name
		Compunication
Location	Either a civic address or Other Location Type.	Organization Association
Communicate	E-mail, telecom and unformatted telecom; those without end dates are active.	Alternate Identifier
Organization	Lists of the Organization Associations the Delivery Site has been given for all time. Organization Associations without End Dates are	NOCO
Association	Lists an the Organization Associations the Delivery Site has been given for all time. Organization Associations without the Delivery are	
/ locoolation	considered as being Active. The Role describes what type of association the Organization has with the Delivery Site.	
Alternate Identifier	i Lists all Alternate Identifiers the Delivery Site has been given for all time. Alternate Identifiers without End Dates are considered as being	
	a si a site destanció de Denvery ene has been given les an time. Alternate reciminers without the Dates are considered as being	
	Active.	
Note	Displays all public Notes for the current Delivery Site.	