

Search Accounts

help.grandcare.com → technical help → search for accounts

Overview

If you are a user assigned to more than one account, you will see your accounts listed on the left half of the dashboard screen. If the list is long, you can use the search box to find a particular account.

How to Search for an Account

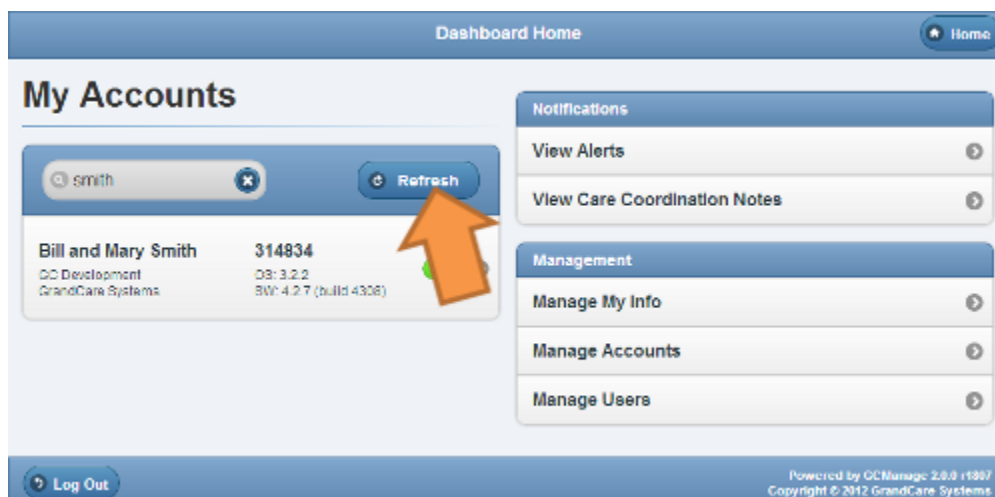
Type in any part of the Account name, then press the Enter key (or click the Refresh button.) A shorter list of accounts will appear, with only those accounts whose names contain the characters you typed. To display the whole list again, clear the search box, then press the Enter key (or click the Refresh button.)



The screenshot shows the 'Dashboard Home' interface. At the top right is a 'Home' button. The main section is titled 'My Accounts' and features a search box with a magnifying glass icon and a 'Refresh' button. Below the search box is a list of three accounts:

Account Name	Account ID	Status
Bill and Mary Smith OC Development GrandCare Systems	314834 OS: 3.2.2 SW: 4.2.7 (build 4308)	Up
Don's Home System OC Demo & Beta GrandCare Systems	314810 OS: 3.2.2 SW: 4.2.7 (build 4308)	Up
Taylor Home OC Demo & Beta GrandCare Systems	314386 OS: 3.2.2 SW: 4.2.7 (build 4308)	Up

To the right of the accounts list are two panels: 'Notifications' with 'View Alerts' and 'View Care Coordination Notes' buttons, and 'Management' with 'Manage My Info', 'Manage Accounts', and 'Manage Users' buttons. At the bottom left is a 'Log Out' button. At the bottom right, it says 'Powered by GCManage 2.0.0 (1887) Copyright © 2012 GrandCare Systems'.



This screenshot is identical to the one above, but the search box contains the text 'smith'. An orange arrow points to the 'Refresh' button. The account list now only displays 'Bill and Mary Smith'.

Account Name	Account ID	Status
Bill and Mary Smith OC Development GrandCare Systems	314834 OS: 3.2.2 SW: 4.2.7 (build 4308)	Up

The rest of the interface, including the 'Notifications' and 'Management' panels, the 'Log Out' button, and the footer, remains the same.