



PRC - Find & Search
User Manual

For more information:

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Personnel Record Card

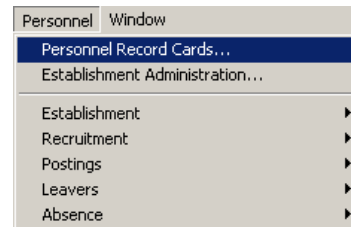
The Personnel Record Card (PRC) is designed to record Personnel details and represents a central database of information, regarding Organisation Personnel. It is the application where the majority of personnel related functions will be performed.

Information corresponding to the following records:

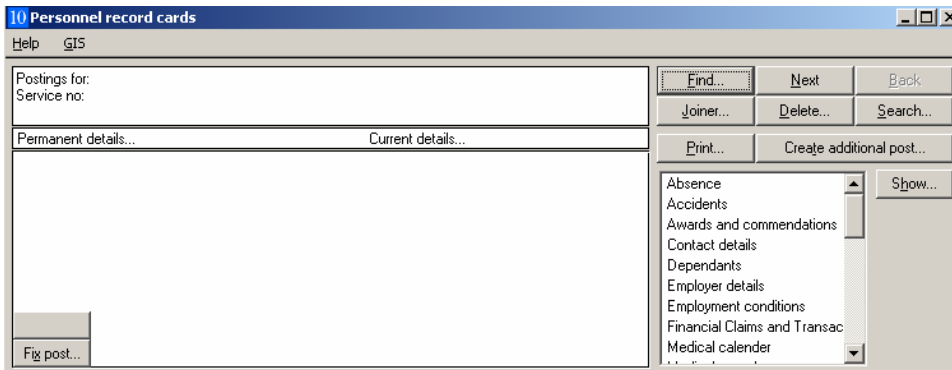
Service History, Medical, Training, Awards and Commendations, Health & Safety, Probationary Periods, Sickness Absences, Next of Kin and Qualifications are stored, and thus accessible.

To access to PRC

- Click onto Personnel
- Click onto Personnel Record Card



A Personnel Record Cards Window (as shown) will appear



As you can see the Personal Record Card is blank – you will now need to 'Find' or 'Search' for a record, there are differences between 'Find, and 'Search' which I will now show you.

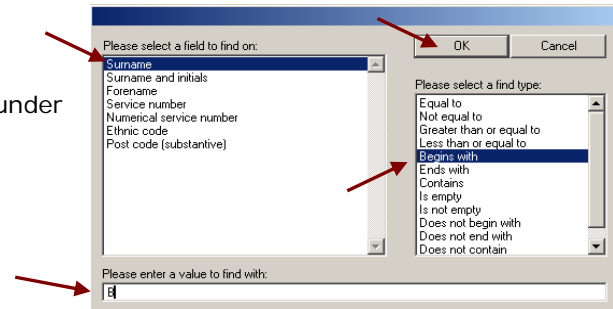
Find a Record

- Click the 'Find' button on the right of the PRC

Find...

A dialog box – as shown – will pop up

- Select the field you want to Find this record under (Surname is the default)
- Select the type (begin with is the default)



In the Value box – Type in the name of the record or the first letter (I have entered B)

The first record that will appear for the letter B - If this is not the record you are looking for you can scroll through the 'B's until you find the correct record

- Click on the Next and Back button – top right side of the PRC



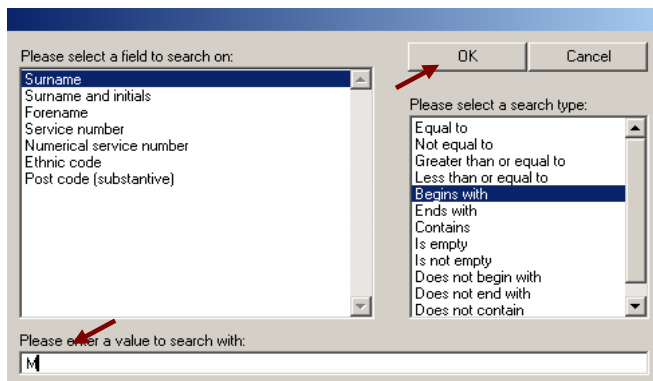
Search for a Record

If you type in the actual name you would not need to scroll through the files to find the record

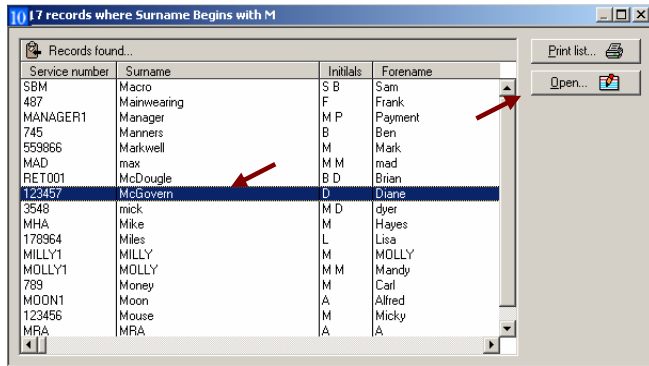
- Click onto Search button

Search...

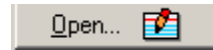
- Enter the first letter of the Last name
- Click onto the OK button



All records starting with the letter 'M' will appear



- Choose the one you are looking for
- Click onto the Open button



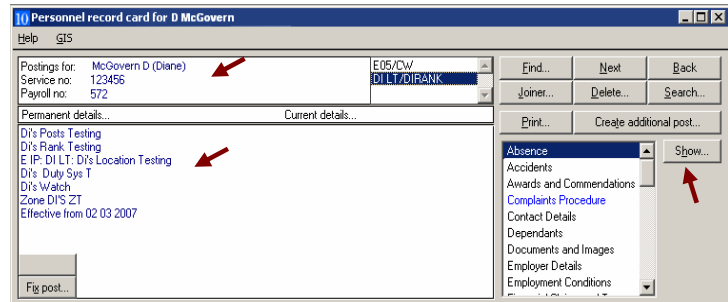
The PRC will show the following information:

You need to click onto the 'X' to close this window

The information for the person you are looking for will appear in the windows on the left – as shown -

In blue are the details of the current person's permanent details:

- Post Name
- Rank Name
- Division, Location Code: Location Name
- Duty System
- Watch
- Zone
- Effective from date



In red are details of the person's current/temporary details, if different to the permanent details.

Only those details that are different in the current posting will be displayed. In the above example this person is in the same Post and Rank, but their Location and Duty and Watch have changed.

The list on the right shows all of the sub-options related to the currently selected person.