## Search for a Facility

1. From the *CROWNWeb Home Page*, click **Facilities**. The *Search Facilities* screen displays.
2. Enter your search criteria, and the click **Search**. The *Facility Search Results* screen displays a list of facilities matching your search criteria.
3. To view information on a facility, click the **CROWN Fac ID** for the desired facility. The *Facility Details (Submitted)* screen displays the facility information.

## Search for an Existing Patient

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
3. To view attributes for a patient, click the **CROWN UPI** number in the left column. The *View Patient Attributes* screen displays.
4. To view the history of Admissions and Discharges, click **Admit/Discharge Summary**. The *Admit/Discharge Summary* screen displays.
5. To view details on an admission, click the **Admit Date**. The *View Admit/ Discharge Information* screen displays.
6. To edit the Admit/Discharge, click **Edit Admit/Discharge**. The *Edit Admit/Discharge* screen displays.
7. Make desired changes, and then click **Submit**. The message "*Patient Admit/Discharge Submitted*" displays.

## Perform a PART Verification

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Click **PART**. The *PART Verification* screen displays.
3. Enter your search criteria and click **Go**. The *PART Verification* screen displays a list of all patients meeting the search criteria.

## Search for Personnel

4. From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.
5. Enter your search terms and click **Search**. The *Personnel Search Results* screen displays a list of personnel matching your search criteria.
6. To view information on a specific person, click their Personnel **Name**. The *View Personnel Detail* screen displays their detailed information.
7. To edit their information, click **Edit**. The *Edit a Submitted Personnel Record* screen displays.
8. Make desired changes, and then click **Submit**. The message "*Personnel Submitted*" displays.

## View and Print a Form

1. From the *CROWNWeb Home Page*, click **Reports**. The *Forms and Reports* screen displays.
2. Click the desired **Form**. A new web browser window opens, displaying the selected form.
3. Click the **Print Icon** to print the form.

## View and Print a Report

1. From the *CROWNWeb Home Page*, click **Reports**. The *Forms and Reports* screen displays.
2. Click the desired **Report**. A new web browser window opens, displaying the selection criteria for the report.
3. Enter the selection criteria, and then click **Finish**. The *Cognos Viewer* displays the desired report.
4. Click the **Print Icon** to send the form to your default printer.

## User Scope Management

5. From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.
6. Click Facility Scope Manager. The Manage Facility User Scope screen displays.
7. Click the desired User Name. The screen refreshes and displays the current scope for the user.
8. To remove scope, click the facility name in the right hand box and click the < button. The facility moves to the left hand box.
9. To add scope, click the facility name in the left hand box and click the > button. The facility moves to the right hand box.
10. When all changes have been made, click Submit. The message "User was saved" displays.

## User Role Management

1. From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.
2. Click User Role Manager. The Manage User Roles screen displays.
3. Click the desired User Name. The screen refreshes and displays the current roles for the user.
4. To remove role, click the role name in the right hand box and click the < button. The role moves to the left hand box.
5. To add a role, click the role name in the left hand box and click the > button. The role moves to the right hand box.
6. When all changes have been made, click Submit. The message "User was saved" displays.

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