

2. SEARCHING BY PROVIDER NAME/PROVIDER ID

- 2.1 If you know the *Name* or the *Provider Id* of the *Provider* that you wish to use for your training, you can use option 1 on the *Provider Search Page*.
- 2.2 To search by the *Provider Name*, type all or part of the *Providers Name* in to the *Search Box* (see figure 1, number 1).

*Please note that it is always best to use **Part** of the **Providers Name** to carry out the search, as the **Search String** that is used must **Exactly** match **Part** or **All** of a providers name. For example, for **Bournemouth College**, it would be best to type in **Bournemouth**, as the search will then look for any provider with **Bournemouth** in the name.*

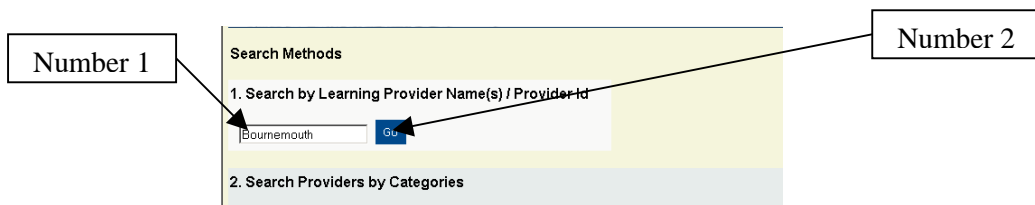


Figure 1

- 2.3 To carry out the search, *Click* on the *Go* button to the right of the search box (see figure 1, number 2).
- 2.4 If a *Provider* or *Providers* exist containing the text that you have searched by, the results will be shown on a *New Page* (see figure 2).



Figure 2

Provider Search Page User Guide

- 2.5 If you wish to *View the Full Details* for a *Specific Provider*, Click on *Details* next to the name of the provider (see figure 2, number 1).
- 2.6 To search by the *Provider Id*, type the *Id Number* into the *Search Box* (see section 2.2).
- 2.7 If the *Provider Id* relates to a provider, the details of this provider will be shown on a *New Page* (see figure 3).

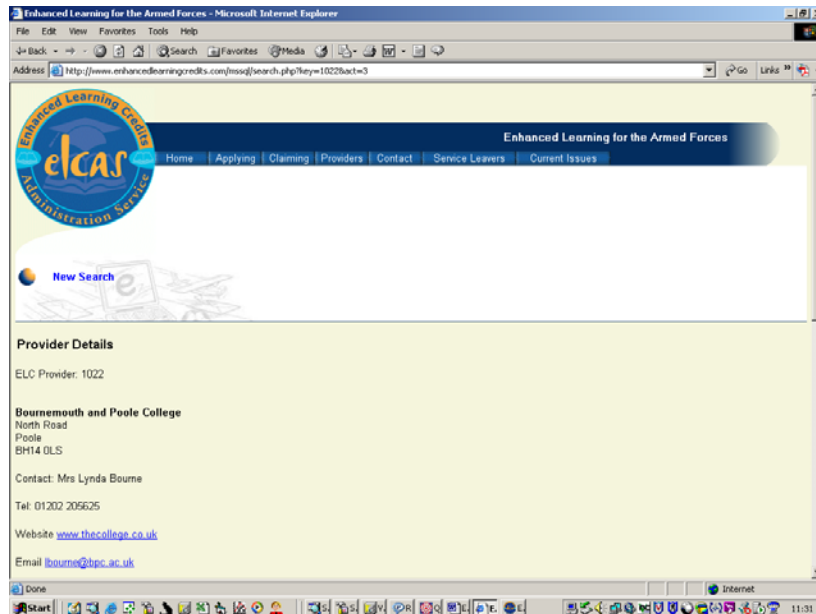


Figure 3

- 2.8 If no provider matches the *Id Number* that you have typed in, a new page will open advising you of this (see figure 4). Click on *New Search* to return to the *Provider Search Page* (see figure 4, number 1).



Figure 4