

GER: Searching for Reports

To search for your desired GERs, Click on the [Search](#) link under the [General Event Reports \(GER\)](#) area under 'To Do' tab or [Search](#) link under the [General Event Reports \(GER\)](#) option under 'Individual' tab of your Dashboard. By specifying the search parameters such as Program, Individual Name, Entered by etc., you will be able to get a list of specific reports based on your chosen search parameters. The more parameters you choose to apply for search; you will get a shorter and more specific list of reports matching your preference. Performing a search without specifying parameters will show a list of all available GERs.

The screenshot shows the 'GER Search' form with the following fields and options:

- Program (Site)**: Text input field
- Individual**: Text input field
- Entered By**: Text input field
- Form ID**: Text input field
- Event Date**: From [] To [] (with calendar icons)
- * Entered Date**: From 11/02/2015 To [] (with calendar icons)
- Notification Level**: Dropdown menu with options: Low, Medium, High
- Status**: Dropdown menu with options: Approved, Pending Approval, In Prep, Deleted, Returned
- Event Type**: Dropdown menu with options: Injury, Medication Error, Restraint Related to Behavior/Emergency Safety Intervention, Restraint Other, Death, Other
- Show**: Radio buttons for Addressed GERs and Unaddressed GERs

Buttons: Cancel, Search

Search by Programs

Type the Program in 'Search' link. As you type, suggestions will appear in the 'Program (Site)' field. You need to select the program from the suggestions. You may select multiple programs.

The screenshot shows the 'GER Search' form with a red box highlighting the 'Program (Site)' field. The field contains a dropdown suggestion: "1st Street Group Home (Group Home) x".

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Search by *Individual and Entered By*

Type the name of the individual and the user who entered the event in 'Individual' and 'Entered By' field. As you type, suggestions will appear in the respective fields. You need to select the individual and the user from the suggestions. You may select multiple programs.

Program (Site)	<input type="text"/>
	3rd Street (Group Home) *
Individual	Mary Active
Entered By	William Moore / Provider Administratc
Form ID	<input type="text"/>
	From

Search by *Form ID*

Providing a particular [Form ID](#) or just the part of the [Form ID](#) you can search for the desired GER. You can find the [Form ID](#) at the top of each GER.

Form ID	GER-TICT-DDK4W9CZZGI
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Search by *Status, Notification Level and Event Type*

Choose one or more options when specifying the search by [Status](#), [Notification Level](#) and [Event Type](#) fields or just any of them.

Search *without specifying parameters*

Click on the [Search](#) button at the bottom of the GER Search page which will return a list of all the available GERs.