

SHOP Quick Reference Guide: How to Use the Site

Getting Started

The Global SHOP site is located at <http://shop.healthcarebc.ca>.

- For the shortcut to the PHC SHOP site, type 'shop.phc.ca' into a web browser
- For the shortcut to the PHSA SHOP site, type 'shop.phsa.ca' into a web browser
- For the shortcut to the VCH SHOP site, type 'shop.vch.ca' into a web browser

Browser to Use

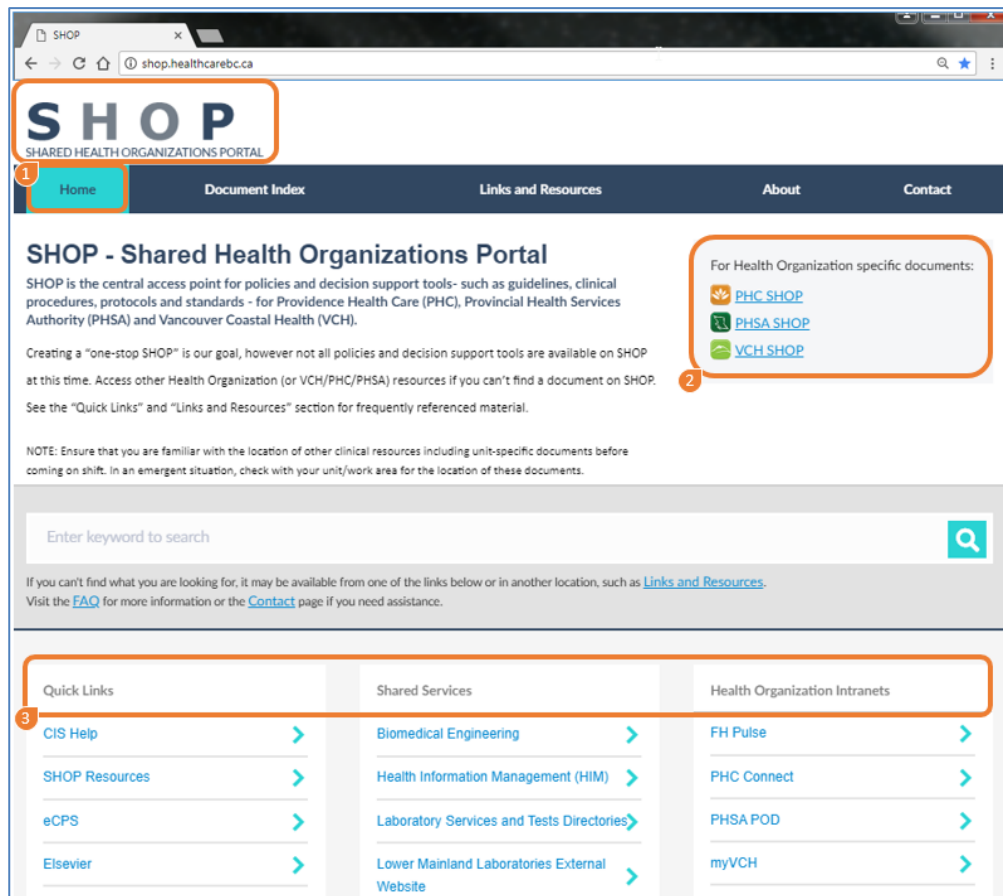
For the best SHOP experience, open the website in Google Chrome or Internet Explorer 9 or higher. SHOP is accessible anywhere, anytime, even from mobile devices.

SHOP Home Page

1. Click on the SHOP logo in the upper left corner or the 'Home' tab to return to the home page.

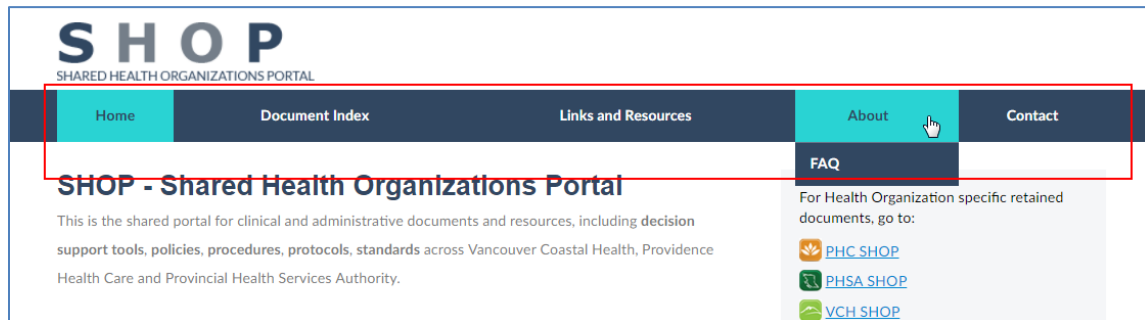
2. For Health Organization specific documents, click on the link to the Health Organization's SHOP listed on the right, under the navigation bar.

3. Under the search bar, you can find useful links from the **Quick Links** (i.e. eCPS, Elsevier, Lexicomp), **Shared Services**, and **Health Organization Intranets**.



Navigation Tabs

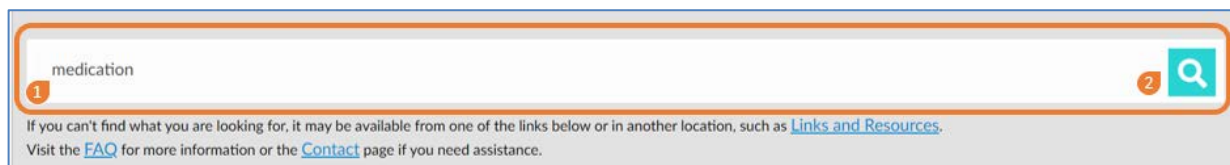
The top navigation bar includes the following five tabs that will give you important information on how to manage and find the clinical support documents and resources you are looking for.



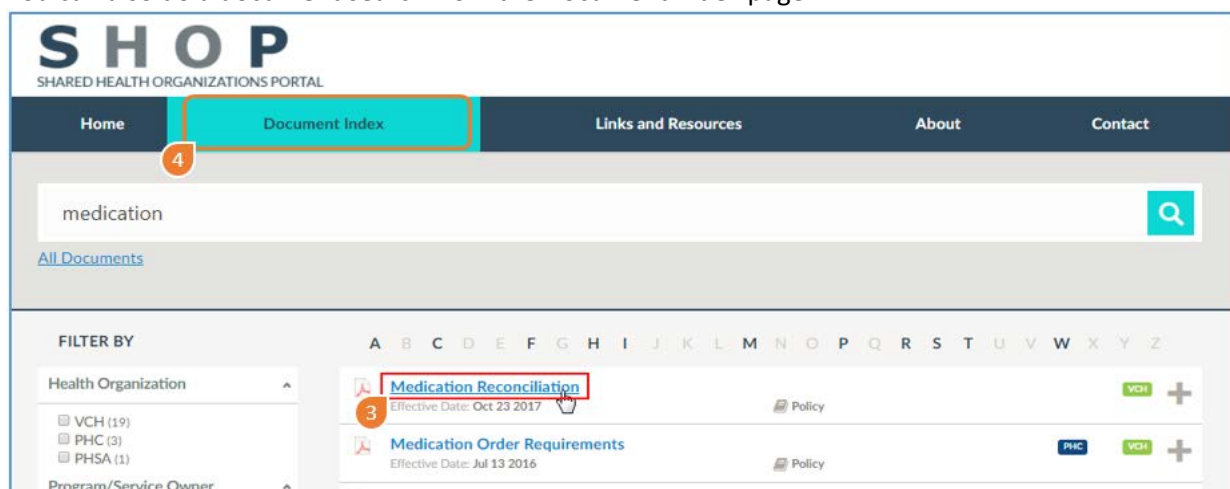
- **Document Index:** Alphabetical listing of all documents available on the site. This is also the search result listing page.
- **Links and Resources:** This page includes links to internal and external resources, links to clinical provincial partners as well as other sources you might find helpful around clinical documentation. Click on the linked title to be directed to an internal or external source.
- **About:** You will find information about what is available on the site, how to use it, and the Downtime Procedure. The **FAQ** page provides answers to the frequently asked questions.
- **Contact:** Contact information of policy coordinators from each Health Organization.

Document Search

1. Click on the search bar on the body of the home page, and type in a keyword or phrase (i.e. allergy, infection, medication) to begin your document search.
2. Click the search button or hit the enter key on your keyboard to initiate a search of all documents on SHOP.

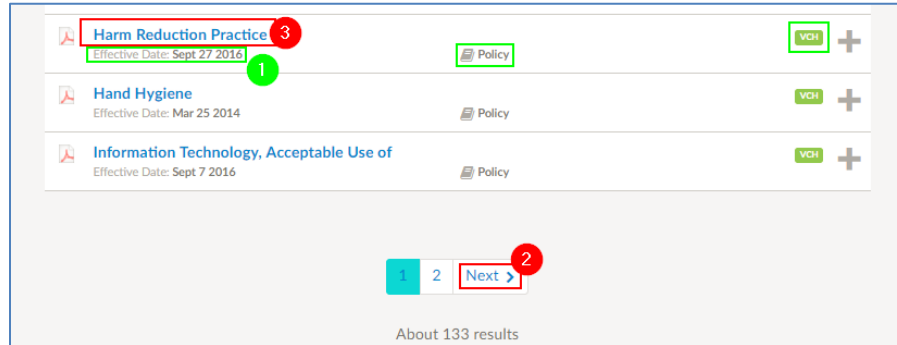


3. To view a document, simply click on the linked document title under the search result listing.
4. You can also do a document search from the Document Index page.



Search Results

1. On the search result listing, you see **Document Title, Effective Date, Health Organization Icon(s)** and **Document Type**.
2. Up to 50 search results will display per page. Click 'Next' at the bottom to view more pages of results.
3. Look for your document and click on the linked title to view the document.

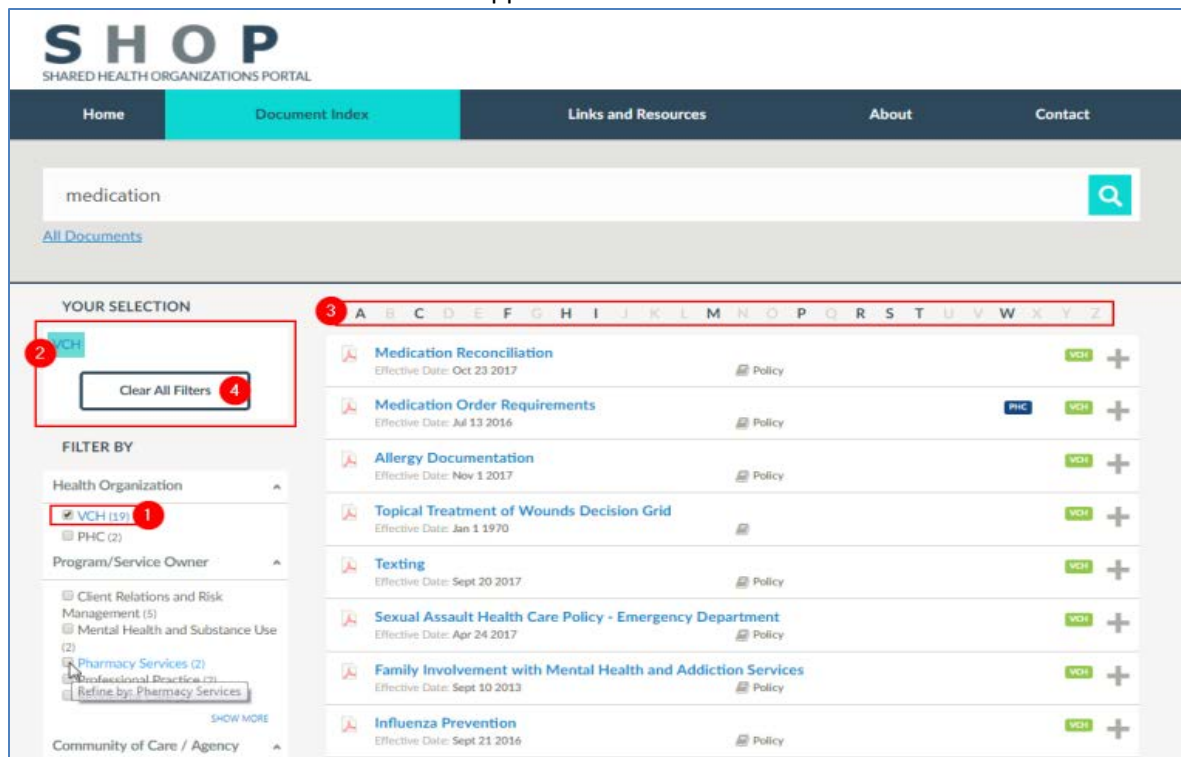


***If you are unable to find the document you are looking for, or if you need information about how to get a document published on SHOP as well as tools such as SHOP Style Guide, contact the SHOP Administrator from your Health Organization listed in the [Contact page](#).*

Filters

Users can further refine their search by using the 'Filter By' options from the left menu on the search result listing page (or Document Index page):

1. Select the filter(s) from one or more options on the left; results are filtered instantly on the right.
2. All selected filter(s) will be shown in the **YOUR SELECTION** box.
3. Alphabetical filter is also available via the alphabet ladder on the top of the search result listing.
4. Click on 'Clear All Filters' to deselect all applied filters.



To View Document and Related Resources

1. Click on the linked title to view the document in new browser tab.
2. Click on the '+' icon to expand the document info box which displays the **Summary, Document Number, Related Resources** and **Document Info Page** of the document.
3. Click on the linked title under the **Related Resources** to view related documents or reference links.

Document Info Page

1. To view the additional properties of a document, click the '+' icon (shows above) to expand the document info box.
2. Click **Document Info Page** to view the document properties in new browser tab.

SHOP SHARED HEALTH ORGANIZATIONS PORTAL				
Home	Document Index	Links and Resources	About	Contact
Title	Access Control, Role-Based			
Document Permanent Link				
Document #	IM_402			
Old Doc Title				
Summary	The purpose of the Role Based Access Control policy is to set out the design and implementation standards for role-based access for the organization's respective and shared electronic information systems in order to: maintain the availability, integrity and confidentiality of the organization's information; ensure that access to systems and information is reliably and effectively controlled and administered; ensure that users are permitted to access only information as required to perform their professional duties and based on their functional responsibilities; and comply with appropriate legislation and regulations including the BC Freedom of Information and Protection of Privacy Act (FIPPA), and its obligation to take reasonable measures to protect personal information against unauthorized collection, use and disclosure.			
Health Organization	PHC;PHSA;VCH			
Community of Care / Agency	Lower Mainland Consolidation			
Program / Service Owner	Information Management/Information Technology Services (IMITS)			
Department Contact	Information Management/Information Technology Services (IMITS)			
Document Type	Policy			
Status	Released			
Effective Date	Feb 6 2013			
Related Resources				
Keywords	Role-Based Access Control			

Terms of Use and Privacy Statement

Scroll down to the bottom of each page to find the following information about the site:

1. **Terms of Use:** Legal disclaimer that applies to all information found on SHOP
2. **Privacy:** Privacy Statement that discloses all of the ways the site gathers, uses, discloses, and manages data.

Health Organization's Website

Click on the Health Organization's logo in the footer to be directed to each Health Organization's website home page.

If SHOP is inaccessible, please contact [Service Desk](#) or [Web Support](#). For other enquiries, please contact SHOP Administrator from each Health Organization via the [Contact page](#).

More documents will continue to be added, so be sure to check this site frequently for any updates.