Viewing and managing records in Sentinel

This section is designed to outline how you can simply **access, view, manage and add individual records** in the Sentinel system. As a Medical or Training Provider, you should already have access to the Sentinel system here: **https://www.railsentinel.co.uk/Sentinel/Account/LogOn** however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a tab called 'People' and this is where you can access all individuals that work in your organisation. This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

1. Access individuals

Enter name details in the 'Search' box and click 'Search' OR double click on the individual's name in the 'People' list. To export a complete list of People to a CSV file: click the 'Export' button

2. View individuals

Double click on an individual's name to bring up the 'Summary' screen. From here you can view:
- Basic details of the Card Holder
- Competences
- Medicals
- Drugs & Alcohol screenings

To access and manage more Card Holder detail, click 'Details' in the top left of the screen.

3. Manage individuals

From this section you can view and manage a wide variety of Card Holder records. The tabs to the left of the screen give access to:
- Details – basic information about the individual.
- Competences – view competence records.
- Takedowns – view and manage takedowns through add / edit / delete buttons.
- Medicals – view historic and current medical records.
- D&A screenings – view historic and current D&A screenings.
- Events – view event attendance.
- Notes - view and manage other notes for the Card Holder through add / edit / delete buttons.