

Hand Hygiene Australia Online Learning Package Instructions for Organisation Administrators to Manage Departments and Staff/Students

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1) Introduction

The learning package is located at <http://www.hha.org.au>

Clicking the Online Learning Package (OLP) tab at the top right hand side of the screen will take you to the Online Learning Package.

Anyone can complete the OLP and print a certificate showing their name and the date they successfully completed it. However, if an organisation wishes to maintain records to enable reporting on the % of staff/students within an organisation or department that have completed the learning package or know which staff/students have or have not completed the learning package, you will first need to add departments or student groups to your organisation and then the names and ID numbers of the individuals who belong to the organisation.

To access this feature an organisation will need to register with the State/Territory Hand Hygiene Coordinator who will create an Organisation Administration username. An Organisation Administrator can add departments to an organisation, add staff/students to a department and run the reports.

2) Accessing the Online Learning Package Administration Module

2.1) Logging In

To access the administration module of the OLP you will first need to login using the username supplied by the State/Territory Hand Hygiene Coordinator:

>Click the login button in the navigation menu at the left of the screen,



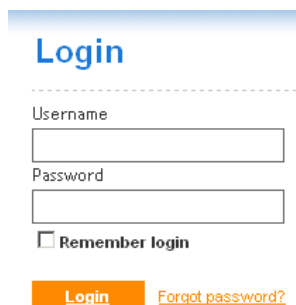
or

>Click the login link at the bottom right of the screen of all the HHA website pages.



>Enter your username and password

>Click Login

A login form titled 'Login' in blue. It has two input fields: 'Username' and 'Password'. Below the fields is a checkbox labeled 'Remember login'. At the bottom, there are two buttons: a blue 'Login' button and a blue 'Forgot password?' link.

2.2) Updating Profile

The first time that you log in as an Organisation Administrator you will need to check or change the personal details and change the password that was given to you by your State/Territory coordinator.

You can do this by clicking the Update profile button.



Check that your personal details are correct.

| | |
|------------|--|
| First name | <input type="text" value="Ignaz"/> |
| Last name | <input type="text" value="Simmelweis"/> |
| E-mail | <input type="text" value="ignaz.simmelweis@hha.org.au"/> |

[Save profile](#)

If at some stage the Login password is forgotten, an email with the password will be sent to the email address supplied.

>Click save profile if any details are changed.

Update profile

Your profile was successfully updated.

>Click the back button in Browser menu bar to return to the Update profile page, or

>Click Login to return to the login page

2.3) Changing the Password

If not already logged in, login as per section 2.1

>Click Update profile



To change the password you need to enter your current password and then type in your new password and then click change password.

| | |
|-----------------------------|--------------------------|
| Current password | <input type="password"/> |
| New password | <input type="password"/> |
| New password (confirmation) | <input type="password"/> |

[Change password](#)

When the password has been successfully updated a message will appear to confirm this.

Update profile

Your password was successfully updated.

3) Managing Departments

An Organisation Administrator can manage both the departments and staff/students for their organisation.

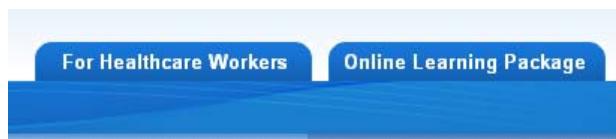
A Department Administrator can only manage staff/students

3.1) Adding Departments to an Organisation Organisation Administrator only

To add a department and staff/student details to the OLP you need to access the administration module.

Login as Organisation Administrator as previously shown in section 2.1.

>Click the Online Learning Package tab at the top right hand side of the screen, to take you to the start page of the OLP.



>Click on the Edit link below the Online Learning Package tab (only appears when you are logged in)



This will take you to the Manage sections page.

Manage Sections



Manage Departments

Takes you to the screen to add departments to your organisation or to edit the details of departments already added

Manage Staff

Takes you to the screen to add staff/students to departments or edit the details of staff/students already added

>Click the Manage Departments button to move to the Manage Departments page

Manage Departments



>Click the Add New Department button to move to the Add New Department Page

Add New Department

Organisation:

Department name:



>Type in the name of the department you wish to add to your organisation.

Department name:

>Click Save to add the department to your organisation



Department Acute was successfully created.

Add another department, or

>Click Back to return to the Manage Departments page, or

>Click the Return to site link in the top right corner of the page to return to the start page of the OLP



4) Managing Staff/Students

4.1) Adding Staff or Students to a Department Organisation and Department Administrator

To add staff/student details to the OLP you need to access the administration module.

Staff/student details can only be added to a department that has already been added to the OLP by the Organisation Administrator (see section 3.1).

Log in as the Organisation or Department Administrator as previously shown in section 2.1.

>Click the Online Learning Package tab at the top right hand side of the screen,



>Click on the Edit link just under the Online Learning Package tab



This will take you to the Manage sections page.

Manage Sections



>Click Manage Staff

This will take you to the Manage staff page

Manage Staff



There are two options for adding staff/students:



Enables you to add staff/students one-by-one.



Enables you to add multiple staff/students by uploading a list of names and ID numbers using a format created in MS Excel and saved as a CSV file.

4.2) Adding staff/students one-by-one

>Click Add New Member to move to the Add Staff Member page

Add Staff Member

Please enter staff member's details:

Department:

Employee ID:

Firstname:

Last name:



>Choose the Department to add the staff/student to. If the department is not there it will need to be added by the Organisation Administrator.

>Type the Employee ID or Student ID number.

>Type the First name

>Type the Last name

Nb. All fields are must be completed.

>Click Save



Staff member successfully created.

Add another staff member, or

>Click Back to return to the Manage Sections page, or

>Click the [Return to site](#) link in the top right corner of the page.



4.3) Adding multiple staff/students using a CSV file.

4.3.1) CSV

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. CSV files are used as a simple way to transfer a large volume of spreadsheet or database information between programs, without worrying about special file types.

You will first need to create a correctly formatted CSV file using Microsoft Excel or a similar spreadsheet program. A template for the correctly formatted CSV file can also be downloaded from the link on the Upload staff list page of the HHA website.

4.3.2) Downloading CSV File Template

Open the Manage Staff page as shown in section 4.1

Manage Staff

Upload CSV File

>Click Upload CSV File to move to the Upload staff list page:

Upload staff list:

Instructions

1. Select a department from the drop down list
2. Browse to the file you want to upload and press the Upload button

None of the details for a staff member can be blank in the CSV file. Please provide first name, last name and employee Id for all staff members. A template for the CSV file is available [here](#). For detailed instructions, please read [How to upload staff list](#).

Browse:

Department:

Upload

Back

>Click the link to the CSV template in the Instructions:

A template for the CSV file is available [here](#).

Staff/student details can now be added to the template.

4.3.3) Creating and Saving a CSV File for a Department

Each department within your organisation will need a separate CSV file. It is envisaged that department heads will be responsible for managing the uploading of staff/student names for their own department.

The information in the CSV file **must** be presented in a standard format with 3 column headings; Firstname, Lastname and EmployeeID.

| | A | B | C |
|---|-----------|----------|------------|
| 1 | Firstname | Lastname | EmployeeID |
| 2 | | | |
| 3 | | | |
| 4 | | | |

You can then add the first name, last name and ID number of staff/students below the column headings. All 3 columns must contain information. If there are any blank fields, that person's details will not be uploaded.

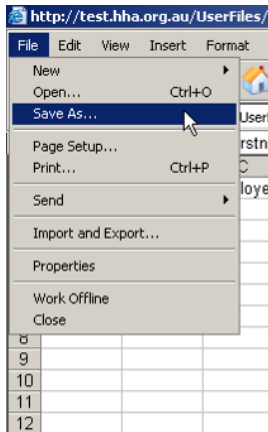
| | A | B | C | D |
|---|-----------|----------|------------|---|
| 1 | Firstname | Lastname | EmployeeID | |
| 2 | Fred | Jones | 100001 | |
| 3 | Mary | Smith | 212121 | |
| 4 | | | | |

When complete the CSV file needs to be saved.

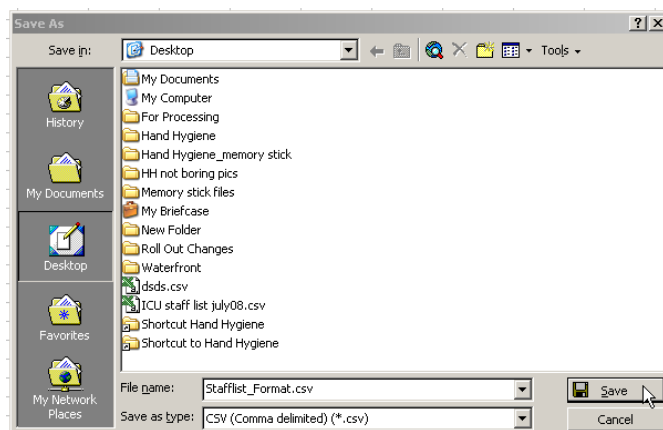
On the Menu bar

>Click File

>Click Save As



The Save As window will open:

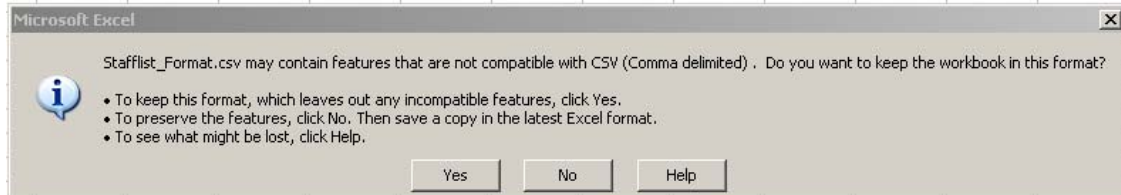


Make sure that the Save as type field has CSV selected:



>Click Save

The following message will appear:



>Click Yes

The CSV file is now ready to be uploaded to the Online Learning Package.

4.3.4) Uploading a CSV File

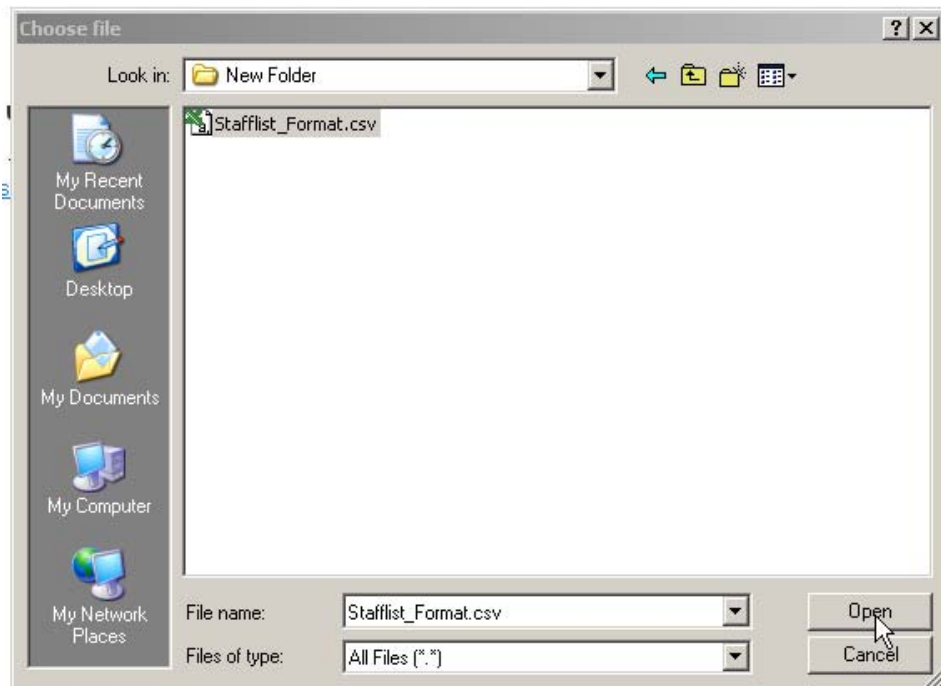
Access the Upload staff list page as per Section 4.3.1

>Click Browse to locate the CSV file that you have previously created (see section 4.3.1)



The Choose file window will open for you to locate the previously saved CSV file.

>Click the CSV file you want to upload to select it:



>Click Open

The CSV file is automatically added to the Browse... field.

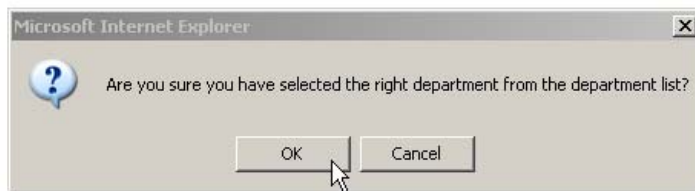
>Select the Department from the drop down list. If the department is not in the list it will need to be added by the Organisation Administrator (see section 3.1):

Browse: Browse...
Department:



>Click Upload

A message will appear to confirm that you have chosen the correct Department to upload the staff/students to:



>Click OK if it is or Cancel to return to the Upload staff list page to choose the correct department.

When you click OK you will get a message on the Upload staff list page telling you how many records (names) you have just added to that department.

2 records successfully processed.



>Click Back to return you to the Manage Staff page.

Manage Staff



| Employee ID | First name | Last name | Department | | |
|-------------|------------|-----------|------------|----------------------|------------------------|
| 100001 | Fred | Jones | Aged Care | Edit | Delete |
| 101010 | Holly | Day | Acute | Edit | Delete |
| 202020 | Catherine | Ng | Aged Care | Edit | Delete |
| 212121 | Mary | Smith | Aged Care | Edit | Delete |

Clicking [Edit](#) next to a name allows you to change the First name, Last name and Department details for that person

Clicking Delete allows you to delete that person from the organisation only if they have not completed the learning package. If they have successfully completed the learning package then they cannot be deleted from the system.

>Click the Return to site link in the top right corner of the page to return to the start page of the OLP



Staff/students will now be able to have their successful completion of the learning package recorded for reporting purposes.

5) REPORTS

There are 3 reports available for Organisations that have added staff/student details to the Online Learning Package (see Section 4).

Completion Summary: To view a summary of the number of staff that have completed the learning package for a given time period.

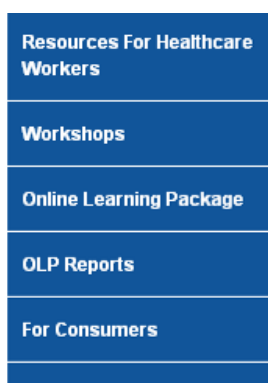
Completion Details: To view details of staff that have completed the credentialing package for a given time period.

Awaiting Completion: To view details of staff that have yet to complete the credentialing package for a given time period.

5.1) Accessing Reports

Reports can only be accessed when logged in as either an Organisation or Department Administrator (see section 2.1)

When logged in the OLP Reports button will appear in the navigation menu on the left side of the screen:



>Click the OLP Reports button to open the Online Learning Package Reports page:

Online Learning Package Reports

[Completion Summary](#)

View summary of staff who have completed the credentialing package, across departments.

[Completion Details](#)

View details of staff who have completed the credentialing package, across departments.

[Awaiting Completion](#)



View details of staff who have yet to complete the credentialing package, across departments.

>Click the Name of the report you wish to view to move to that page

Completion Details Report

Search

Department:

From:  To: 

[Search](#)


>Complete the fields with the details as required for the report.

Completion Details Report

Search

Organisation:

Department:

From:  To: 

[Search](#)

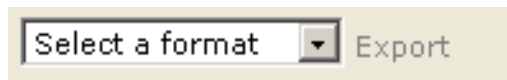
> Click [Search](#) to open the report in the browser window:

1 of 1 100% Find | Next Select a format Export

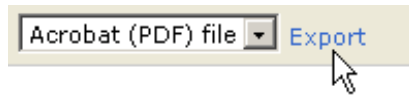
Completion Details

| Organisation | State | Department | First Name | Last Name | Completion Date |
|-----------------------------|-------|------------|------------|-----------|------------------------|
| West Wimmera Health Service | VIC | Aged Care | Fred | Jones | 13/01/2009 01:45:07 PM |

The report can also be exported as a printer friendly PDF file or MS Excel file for further analysis using the Export function:



>Select the file format you wish to export to using the dropdown list and click Export:



The report will then be exported using the chosen program.