

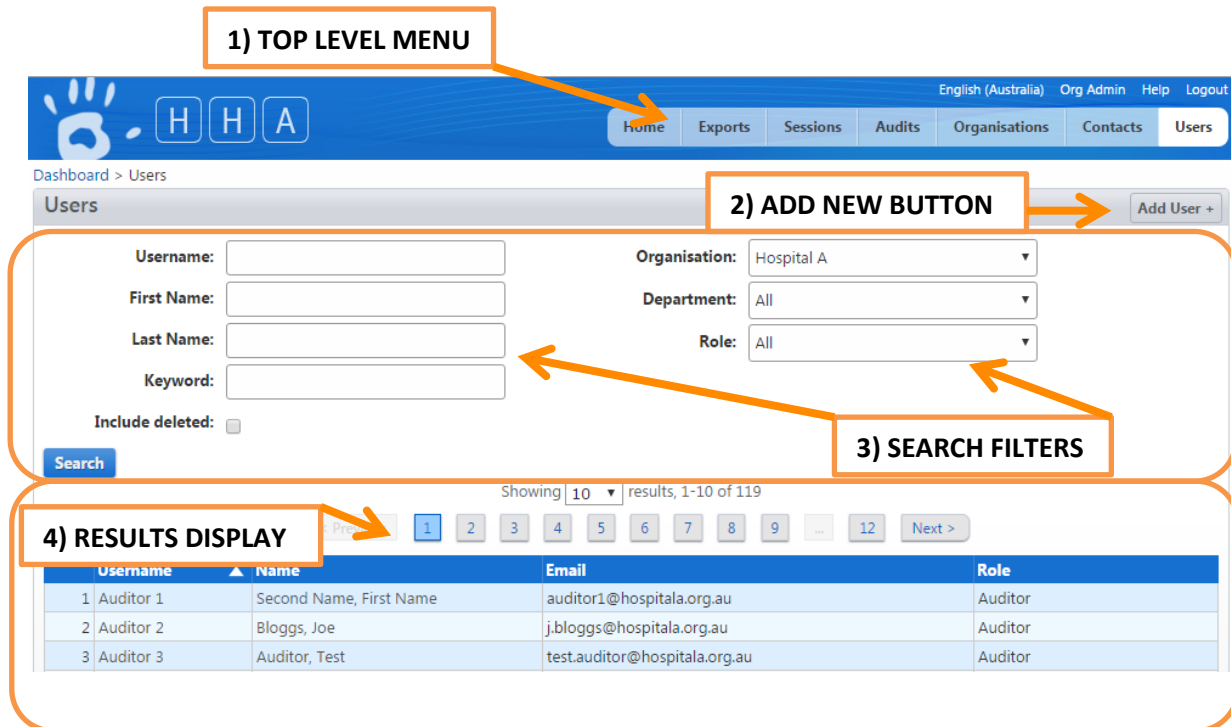
## Submitting an Audit

**Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators**

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- 1.2 Accessing the Audits Page
- 1.3 Submitting the Audit

### 1.1 Screen overview



**1) TOP LEVEL MENU**

**2) ADD NEW BUTTON**

**3) SEARCH FILTERS**

**4) RESULTS DISPLAY**

Showing 10 results, 1-10 of 119

Username	Name	Email	Role
1 Auditor 1	Second Name, First Name	auditor1@hospitala.org.au	Auditor
2 Auditor 2	Bloggs, Joe	j.bloggs@hospitala.org.au	Auditor
3 Auditor 3	Auditor, Test	test.auditor@hospitala.org.au	Auditor

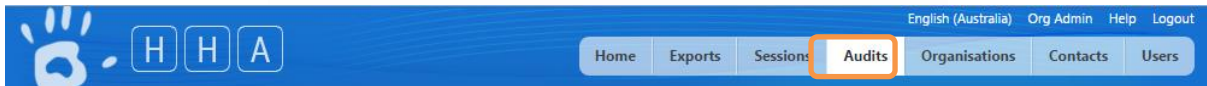
### 1.2 Accessing the Audits Page

>Login to HHCApp

There are 2 ways to access the Audits Page

- 1) To view and access all audits for the organisation(s) that you are an administrator for.

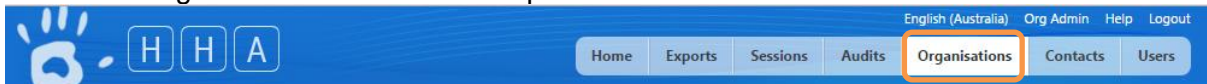
>Click the Audits button in the top level menu



OR

2) To view and access audits for a single organisation only

>Click the Organisations button in the top level menu



>Click an organisation's name to select it.

Organisations

Code:

Name:

State: All

Total results: 1

Code	Name	Type	Depts	Beds	Parent
1 HOSP-A	Hospital A	Hospital		0	500 Not Defined

This will take you to the Organisation Administration screen

>Click Audits from the Organisation Menu if not already selected.

Dashboard > Organisation List > Organisation Audits

TEST HOSPITAL - Audits Add Audit +

Name:

Audit Type: Any

Audit Period: Any

Audit Status: Any

Spans Date:

**ORGANISATION MENU**

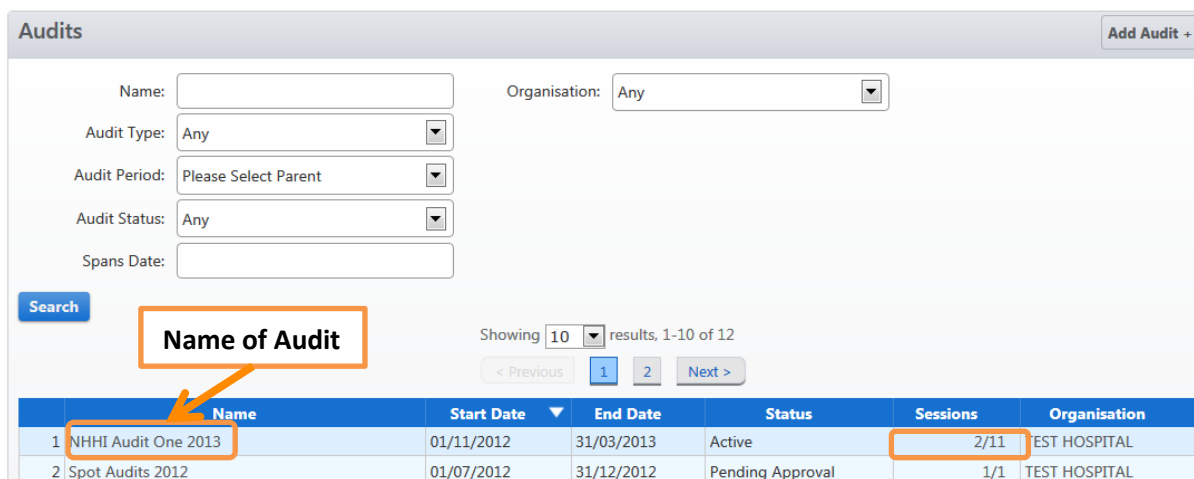
- Audits
- Audit Periods
- Sessions
- Departments
- HCW Types
- Users
- Details

**AUDITS**

Both methods will take you to the Audits page where you will see a list of Audits for the selected organisation(s).

### 1.3 Submitting the Audit

The list of Audits for the selected organisation displays the name of the Audit, the start and end date and status. The sessions column displays how many sessions/moments have been collected for the audit. In the example below, NHHI Audit One 2013 has 2 sessions for a total of 11 moments



**Audits** Add Audit +

Name:  Organisation: Any

Audit Type: Any

Audit Period: Please Select Parent

Audit Status: Any

Spans Date:

**Search**

Showing 10 results, 1-10 of 12

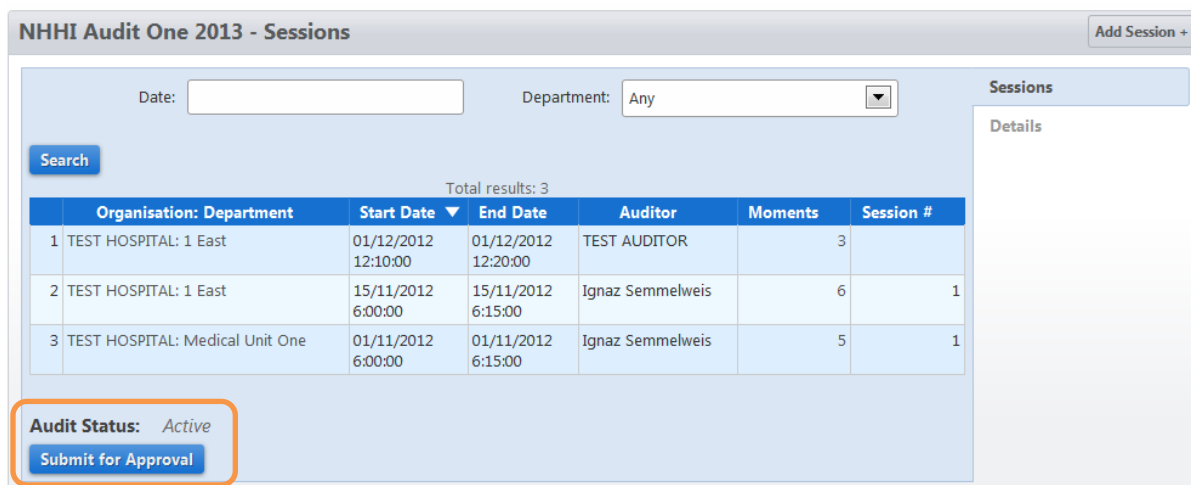
	Name	Start Date	End Date	Status	Sessions	Organisation
1	NHHI Audit One 2013	01/11/2012	31/03/2013	Active	2/11	TEST HOSPITAL
2	Spot Audits 2012	01/07/2012	31/12/2012	Pending Approval	1/1	TEST HOSPITAL

Nb. You can use the search filters to narrow down the list of audits

>Click the name of the Audit to select it

The page that opens displays the sessions and status for the selected audit.

If the audit status is “Active”, the Submit for Approval button will be visible



**NHHI Audit One 2013 - Sessions** Add Session +

Date:  Department: Any

**Search**

Total results: 3

	Organisation: Department	Start Date	End Date	Auditor	Moments	Session #
1	TEST HOSPITAL: 1 East	01/12/2012 12:10:00	01/12/2012 12:20:00	TEST AUDITOR	3	
2	TEST HOSPITAL: 1 East	15/11/2012 6:00:00	15/11/2012 6:15:00	Ignaz Semmelweis	6	1
3	TEST HOSPITAL: Medical Unit One	01/11/2012 6:00:00	01/11/2012 6:15:00	Ignaz Semmelweis	5	1

**Audit Status:** Active

**Submit for Approval**

>Click the Submit for Approval Button

A pop up message will appear asking you to confirm that the audit should be submitted. Once an audit has been submitted it can no longer have sessions added to it.

hhcapp.hha.org.au says

Are you sure you want to submit this Audit? No further Sessions can be added if you proceed.

**OK** Cancel

>Click OK if the audit is complete.

**NHHI Audit One 2013 - Sessions** Can't add Sessions to this Audit

Date:  Department: Any

**Search** Total results: 3

	Organisation: Department	Start Date	End Date	Auditor	Moments	Session #
1	TEST HOSPITAL: 1 East	01/12/2012 12:10:00	01/12/2012 12:20:00	TEST AUDITOR	3	
2	TEST HOSPITAL: 1 East	15/11/2012 6:00:00	15/11/2012 6:15:00	Ignaz Semmelweis	6	1
3	TEST HOSPITAL: Medical Unit One	01/11/2012 6:00:00	01/11/2012 6:15:00	Ignaz Semmelweis	5	1

**Audit Status:** Pending Approval

On the audit page the Add Session button is now disabled and the Audit Status is changed to "Pending Approval".

>Click the Audits button in the top level menu

Home Sessions **Audits** Organisations Contacts Users

You will see the results display on the audit page now has the status as "Pending Approval".

	Name	Start Date	End Date	Status	Sessions	Organisation
1	NHHI Audit One 2013	01/11/2012	31/03/2013	Pending Approval	3/14	TEST HOSPITAL

Once the audit has been approved by the administrator(s) at a higher level, the status will change to "Complete"

	Name	Start Date	End Date	Status	Sessions	Organisation
1	NHHI Audit One 2013	01/11/2012	31/03/2013	Complete	3/14	TEST HOSPITAL