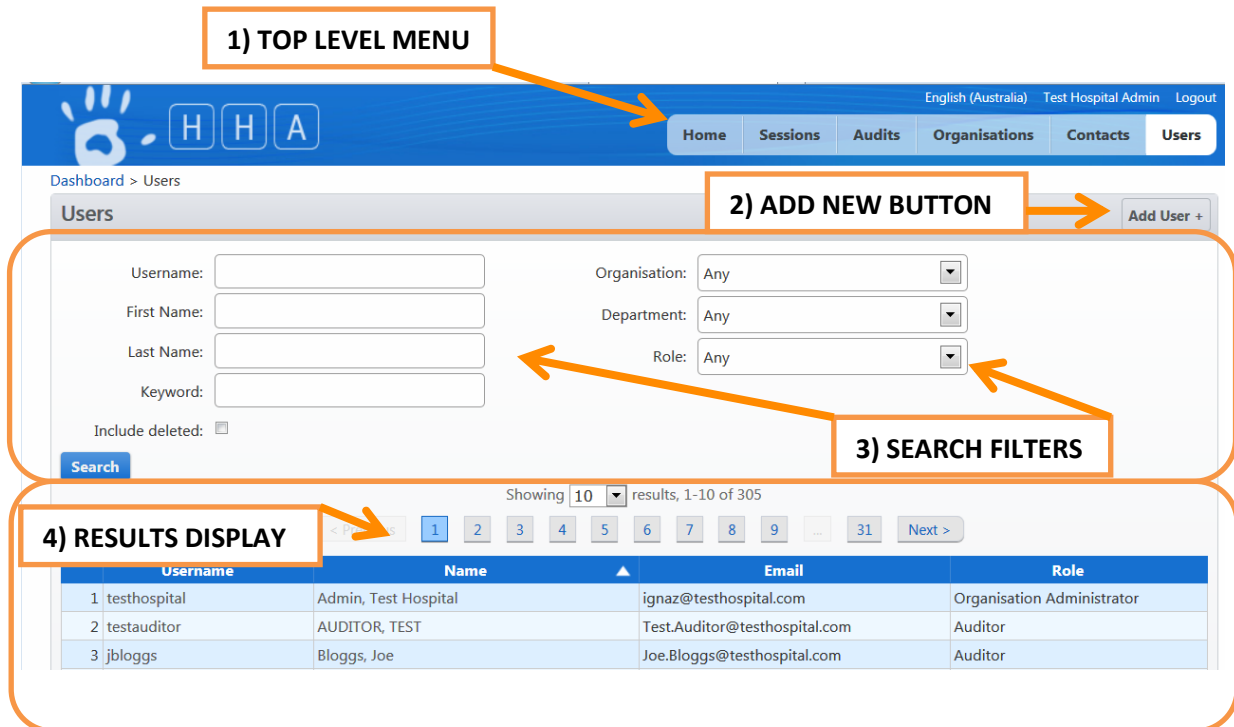# Submitting an Audit

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -

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

Hand Hygiene Australia
www.hha.org.au

English (Australia)   Test Hospital Admin   Logout

HHA   Home   Sessions   Audits   **Organisations**   Contacts   Users

>Click an organisation's name to select it.

Organisations

Code: _____
Name: _____

[Search]
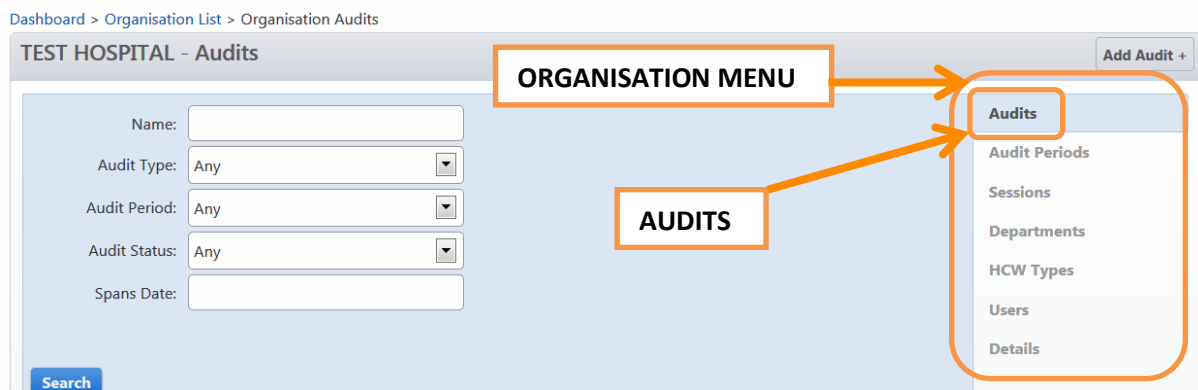
Total results: 1

	Code	Name ▲	Type	Depts	Beds	Parent
1	TEST-HOSP	TEST HOSPITAL	Public	12	100	Australian Capital Territory

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: _____

[Search]
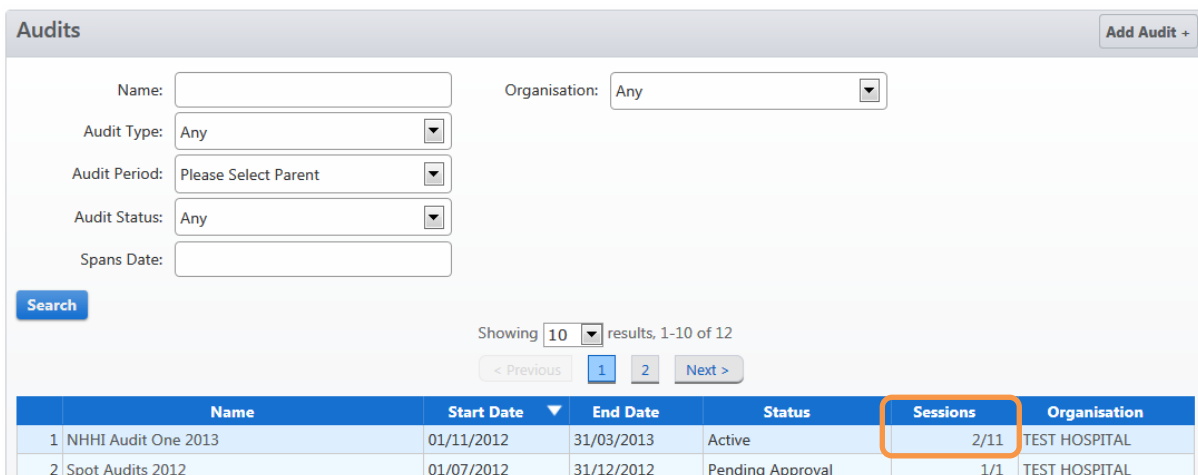
ORGANISATION MENU

AUDITS

Audits
Audit Periods
Sessions
Departments
HCW Types
Users
Details

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

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 ▾

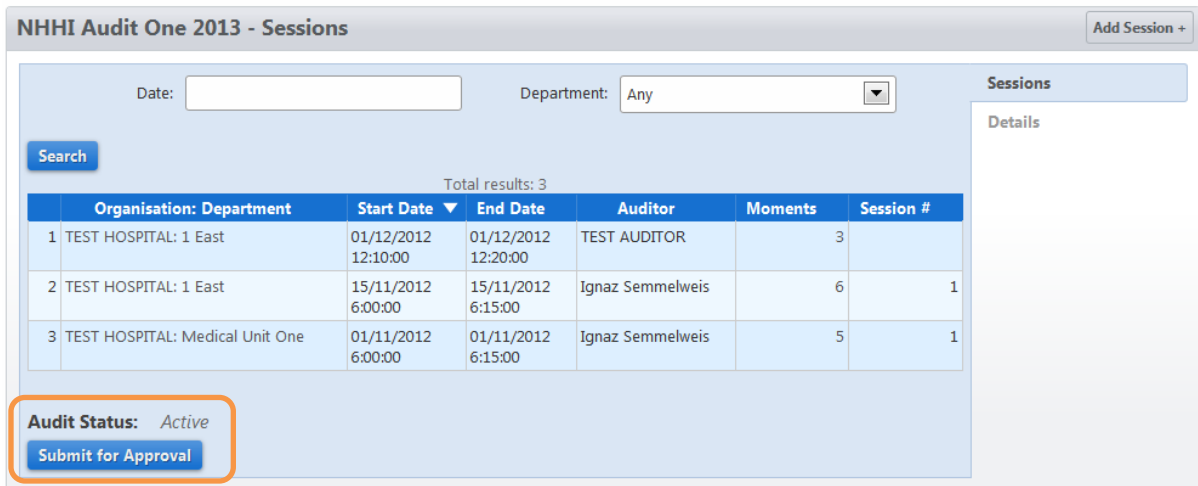Audit Period: Please Select Parent ▾

Audit Status: Any ▾

Spans Date: _____

[Search]

Showing 10 ▾ results, 1-10 of 12

< Previous   1   2   Next >

	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

>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.

>Click OK if the audit is complete.

NHHI Audit One 2013 - Sessions

Can't add Sessions to this Audit

| Date:		Department:	Any ▼		Sessions
Search					Details

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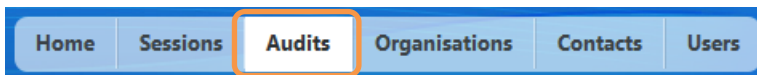
You will see the results display on the audit page now has the status as "Pending Approval".

	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