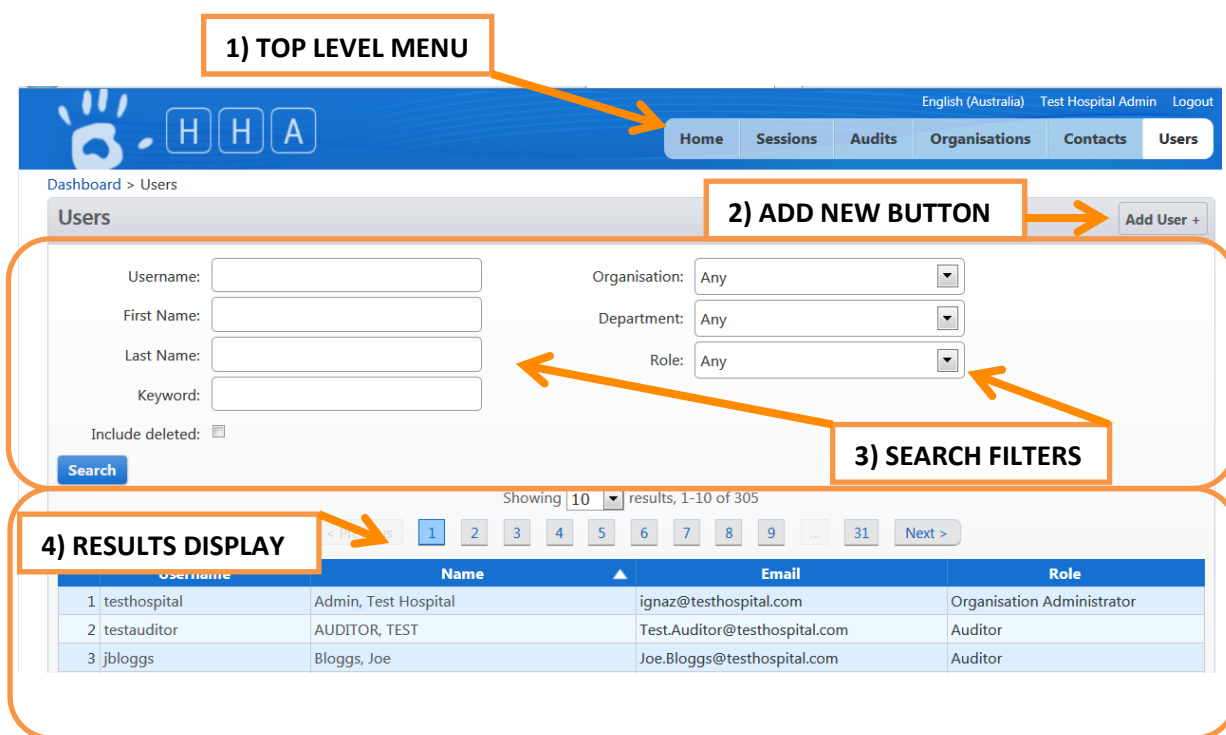


How to Add An Audit to a National Audit Period

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -



1) TOP LEVEL MENU

2) ADD NEW BUTTON

3) SEARCH FILTERS

4) RESULTS DISPLAY

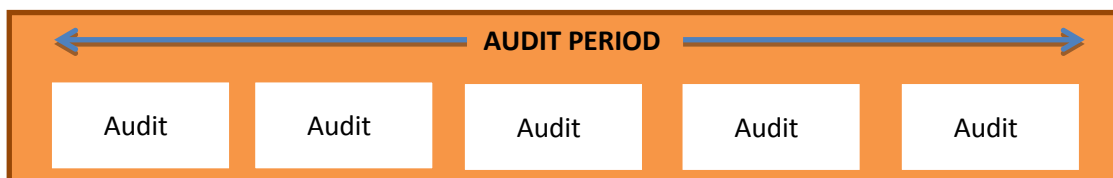
Username	Name	Email	Role
1 testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2 testauditor	AUDITOR, TEST	Test.Auditor@testhospital.com	Auditor
3 jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	Auditor

Audits Periods and Audits

An **Audit Period** is simply a defined date range. Organisations are then required to create **Audits** to collect moments against. The moments collected against an audit are reported as belonging to the audit period which the audit belongs to.

National Audit Periods are defined and added to the HHCApp by the body responsible for your national program. Moments collected against an Audit for a national Audit Period are reported as part of the national program

Organisations can also define their own Local Audit Periods (see Adding a [Local Audit Period](#) below) which they can create audits for. Moments collected against a local audit **are not** included as part of the national program



Section 1 Adding an Audit to an Audit Period

1.1 – Viewing an Organisations Audits

>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

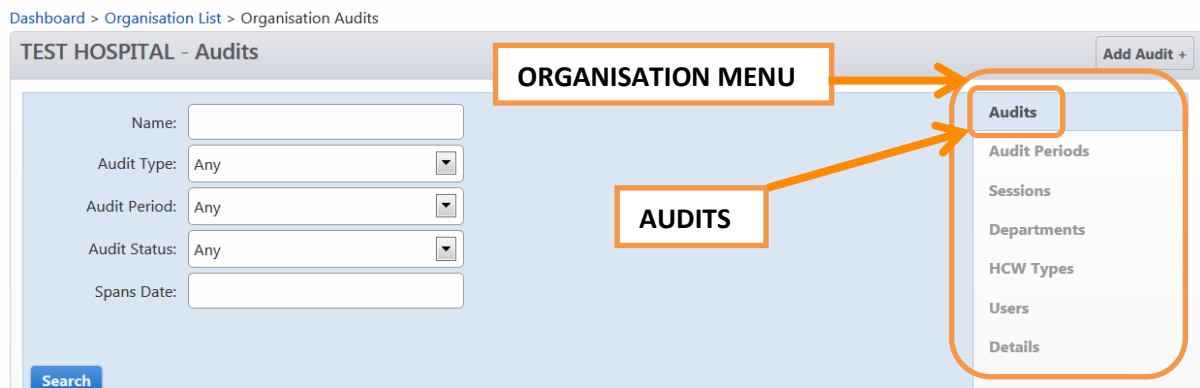


>Click an organisation's name to select it.



This will take you to the Organisation Administration screen

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



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

Nb. You can use the search filters to narrow down the list of audits if you are searching for an audit that has already been created for an organisation.

	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

1.2 Adding an Audit to a National Audit Period for an Organisation

>Click Add Audit +

>Select the Audit Type, Organisation and Audit Period

The Name, Start Date and End Date fields will be automatically completed.

>Click Save

You will be returned to the Audits page where you will see that the new audit has been added to the results display.

The Audit is now available to have sessions added to it.