Hand Hygiene Compliance System
Instructions for Use

## Contents

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Data Entry via a Mobile Device

You can access the mobile data entry application using the internet browser on your mobile device. The application has been designed to work with all internet browsers that are HTML 5 compliant, such as Safari on the iPhone/iPad/iPod Touch. Most of the latest smart phones also have a compatible browser.

Accessing and Logging into HHCApp Mobile

To access the HHCApp mobile application, browse to
http://hhcapp.hha.org.au/mobile/ on your mobile device
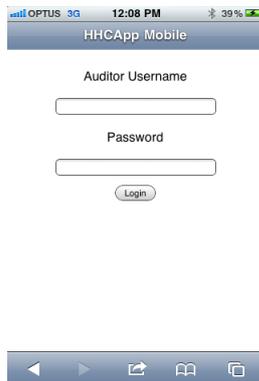
The first time you login to the mobile application you will need to be connected to the internet either via a local wireless network or if your device is 3G enabled, via your carrier's 3G network. Your departments and currently active audits will automatically be uploaded and stored to your device.

Subsequent logins **do not** require you to be connected to the internet, unless the Audit Name or Department information has been updated by your organisation administrator.

>Enter your **<u>AUDITOR</u>** username and password.

Entering Session Information

Once logged in you will see the Sessions screen. If you cannot login, check that you are entering the correct username and password.
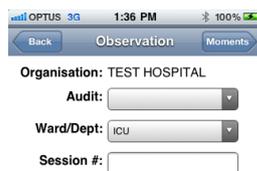
On the Sessions screen you will see the sessions that are stored on your device waiting to be "Synced" to HHCApp. It is advisable to "Sync" your sessions regularly.

To start entering data for a new session:

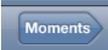>Click Add Session

On the Observation screen

>Select the appropriate Organisation, Audit Name, Ward/Dept name and Session # if required (optional)

>Click Done

Nb. The date and time are automatically added to the session information. Make sure that these settings are correct on your device.

Once you have selected the correct session information

>Select the Moments button [Moments] to move to the Moments screen

Entering Moment Data
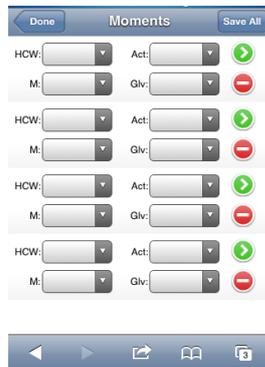
To enter data into the HCW, Action (Act), Moment type (M) or Glove fields (Glv):

>Select the required field and then select the appropriate value

You can select another field by either selecting the Next button or by selecting the required field itself.

There is no need to select done unless you want to close the list box.

Nb. Leave the Glove field blank if gloves were not put **ON**, taken **OFF** or **CONT**inued to be worn

Scroll the screen to move to another Moment box to enter data for a different HCW.

Deleting an Active Moment

>Select the red circle next to the moment you wish to delete

Saving Moments

There are two methods to clear and save a completed Moment

　　　1) Select the green arrow to save an individual moment; or

2) Select Save All to save multiple moments

You will see an error message highlighting what needs fixing If there is an error with the moment(s) you are trying to save   Select OK and make the required change to the moment field highlighted in red.

Once a moment has been saved you cannot edit it on your device. To make any changes you will need to "sync" the session (see below), login to the HHA website and access HHCApp, find the session that needs editing and make the required changes there. Refer to section 2 of this document for instructions on logging in to HHCApp and to sub section 2.1.3 for instructions on finding previously entered data.

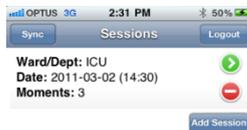A running tally of saved moments can be seen at the top of the page

Ending a Session

When you have completed a session

>Select Done

You will be returned to the Sessions page where you will see a summary of the session data.

Selecting the session summary will take you to a page displaying the session details and individual moments collected for that session.

>Select back to return to the Sessions page

Syncing a Session with HHCApp

You will need to be connected to the internet either via a local wireless network or if your device is 3G enabled, via your carrier's 3G network. Syncing a session sends the data directly to HHCApp and clears the session data from your device.

To Sync the all the sessions stored on your device

>Select Sync.

To Sync an individual session

>Select the green arrow next to the session you want to Sync

To delete a session without syncing

>Select the red symbol next to the session you wish to delete. Any session deleted will be permanently deleted and **cannot** be recovered.

Logging Out

When you have finished collecting data you should logout

>Select Logout on the Sessions screen.

Data Usage

Logging into HHCApp mobile whilst connected to a 3G network will use approx. 2048 bytes of your data plan. Syncing a session that contains 100 moments will use approx. 650 bytes of your data plan. Considering that a gigabyte is made up of 1,073,741,824 bytes, HHCApp mobile has a relatively low data load.