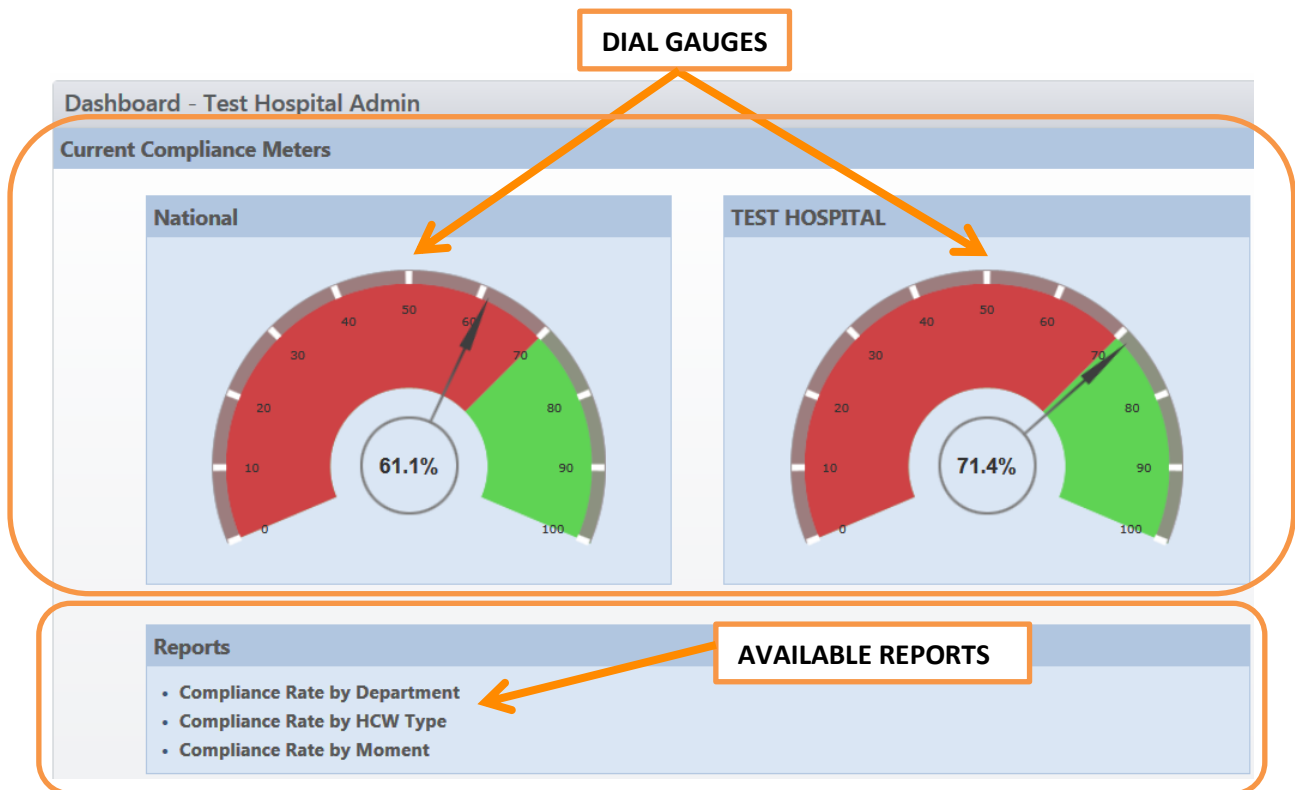


Generating Reports

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators, Unit Managers

Screen overview -



To View Reports

>Login to HHCApp

>The reports page is the "Home" page for all users with reporting privileges

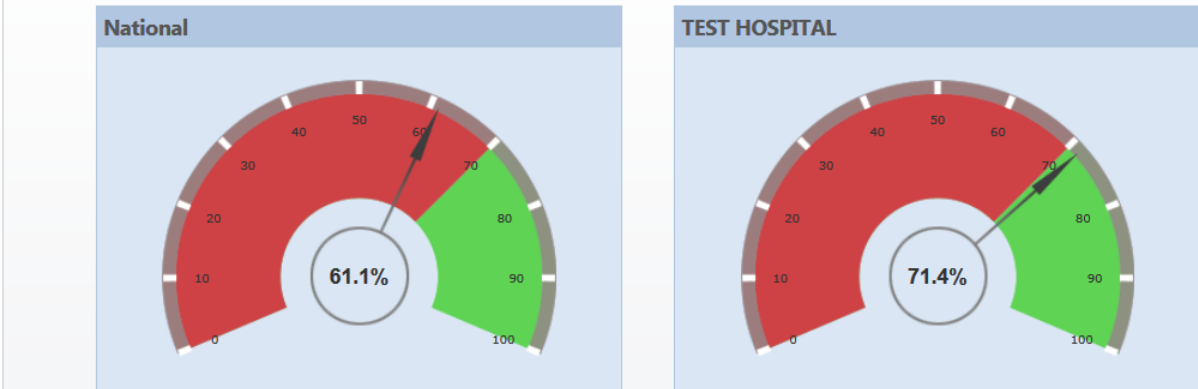


The dial gauge on the left indicates the current national overall compliance rate for the active national audit period.

The dial on the right indicates the current compliance rate for the level that the user has reporting privileges for. A region administrator would therefore see their regions overall compliance rate and likewise and organisation administrator would see their organisations compliance rate.

Dashboard - Test Hospital Admin

Current Compliance Meters



The reports section contains the list of reports that a user has access to.

This list will look different for each level of user.

Reports

- Compliance Rate by Department
- Compliance Rate by HCW Type
- Compliance Rate by Moment

>Click on the report you wish to run to select it.

Department Compliance Report - Austin Health

The form contains the following fields and controls:

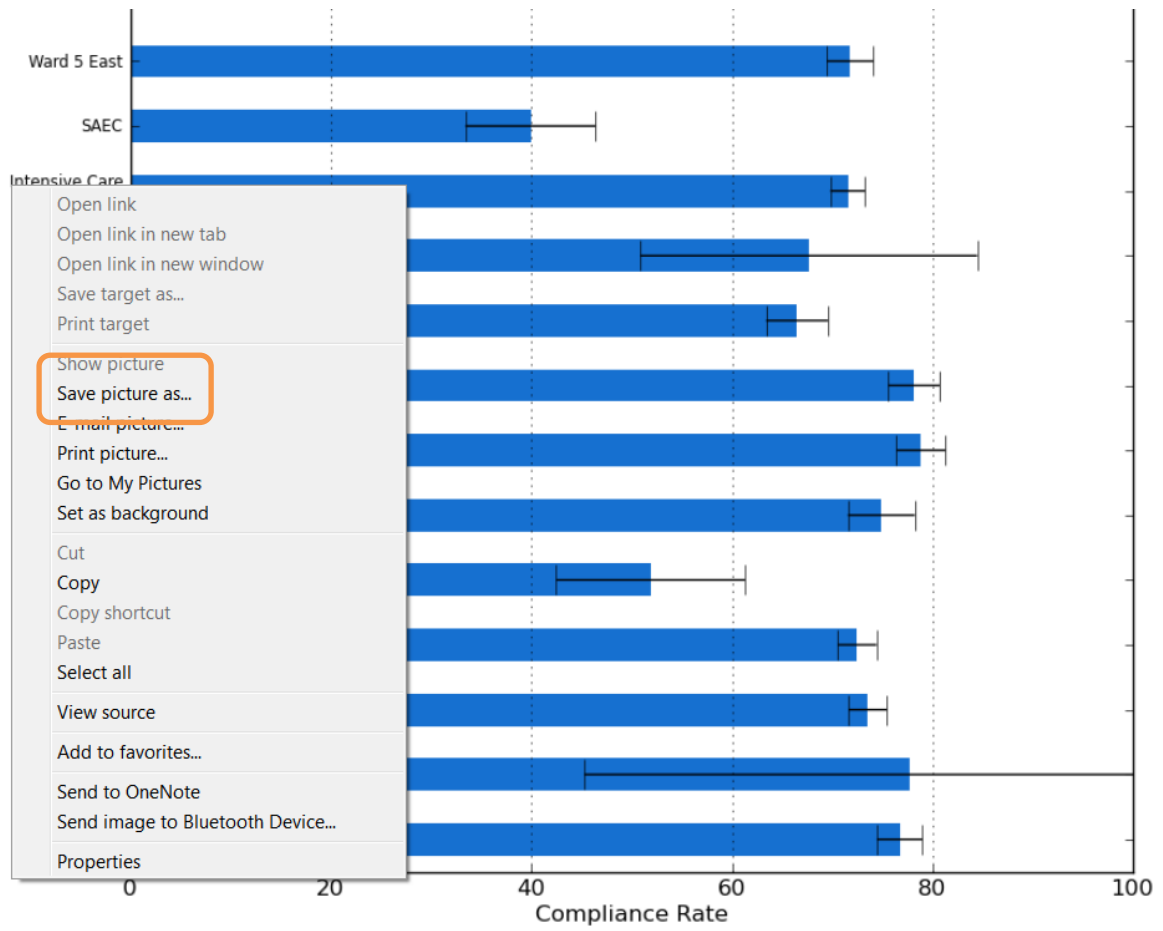
- Start Date:
- End Date:
- National Audit Period:
- Local Audit Period:
- Ward Type:
- Search:

>Enter the values required into the search fields

>Click Search

The report data will be displayed in tabular format which can be exported into a spread sheet program such as MS Excel for further analysis and charting and also as a bar chart. The bar chart is displayed horizontally to better meet the needs of a diverse range of users.

A printing function for the chart will be available shortly but you can save the chart image locally by right clicking on the chart and selecting Save picture as...



To Generate a Different Report

>Click the Home button in the top level menu.