

E>nable Audit

How to report across audits

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This user guide explains how to run comparative reports

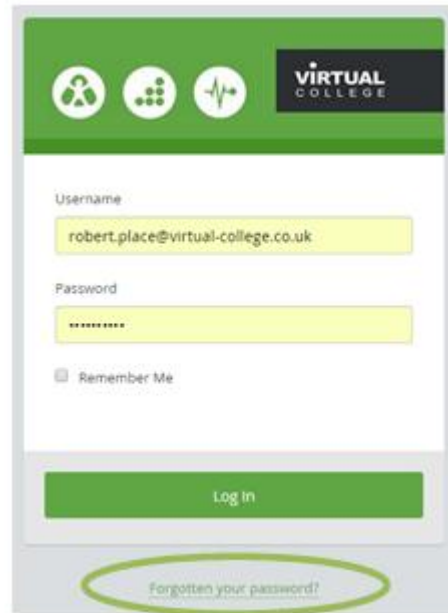
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Getting started

You will have already had your log in details emailed to you when you were set up on the system.

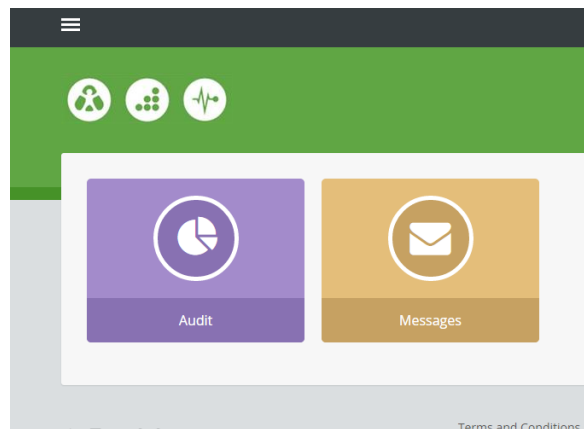
If you have forgotten your password please use the 'forgotten your password?' link at the bottom of the welcome page.



Welcome to your Audit

Dashboard

You are automatically taken to the 'dashboard' which will allow you to complete any audits you have to do.



To start reporting across audits we need to switch our view from 'User' to 'Admin' (an administrator)

This is done by selecting this symbol in the top left hand corner of the screen.

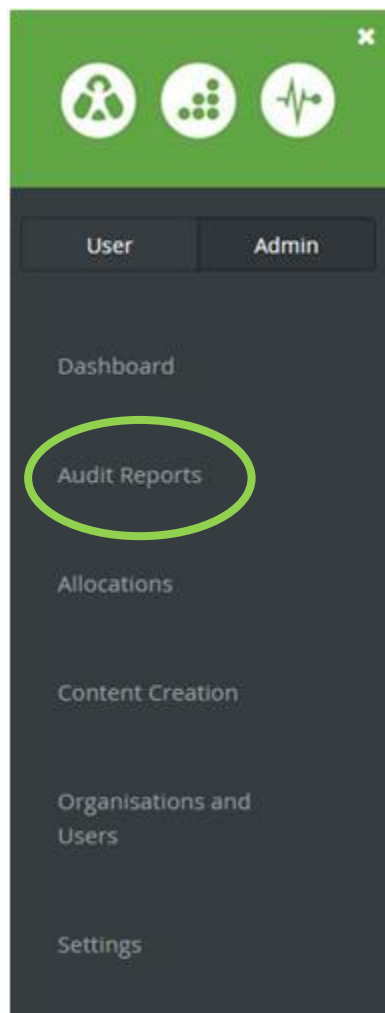


Once you have selected the menu icon you will see this side menu.

Here you can navigate yourself around the whole audit system.

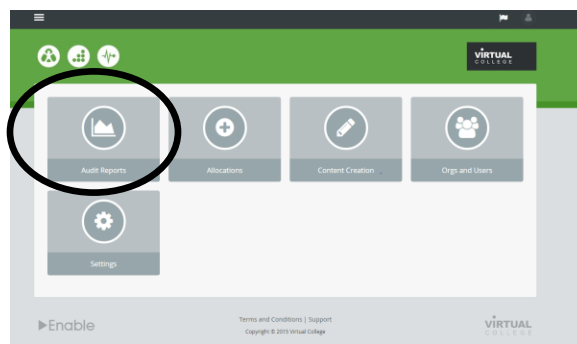
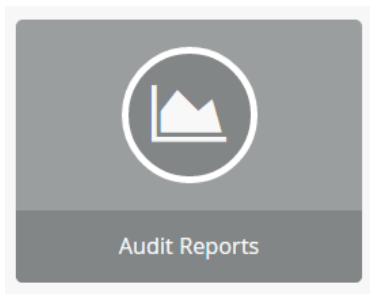
To start allocating an audit, please select the 'admin' tab and select 'Dashboard' to go to the administration page.

Here you can select 'Audit Reports'.



You also have the option of 'dashboard' which will show the various administration options laid out in a tile format:

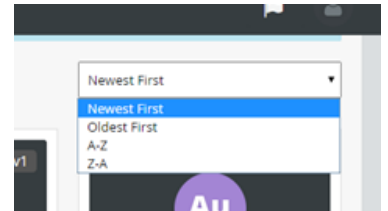
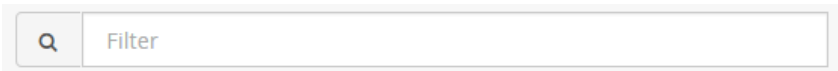
From this view please select the 'allocations' icon, highlighted in the picture.



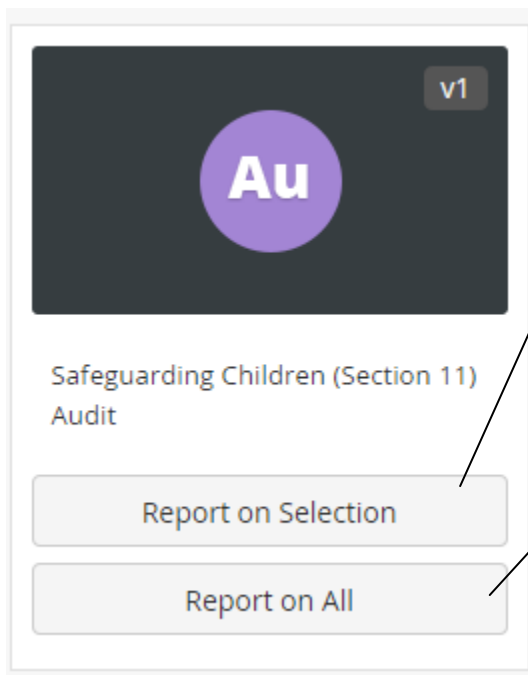
Choose the audit you wish to report on

Once you have selected the audit report icon you'll be shown a series of audits. These audits relate to the type of audits you have in your system. For example, CQC, Section 11 etc.

If you have many types of audits you can search using the filter box or the drop down list.



Select the audit type you wish to report on:



Here you can report on a selection of audits being carried out in the system

Here you can simply report on all audits of this type

Report on selection

Here you can select the allocations you wish to report on. All the audits of this type will be listed on the left hand of the screen. Simply select the ones you wish to review and by clicking on them they will move to the right of the screen.

Select Allocations to Compare

Available

Q Filter

- Allocation: Safeguarding Children (Section 11) Audit Berkshire Demo
- Allocation: Safeguarding Children (Section 11) Audit Bright Horizons
- Allocation: Safeguarding Children (Section 11) Audit Demo
- Allocation: Safeguarding Children (Section 11) Audit Havering
- Allocation: Safeguarding Children (Section 11) Audit Health

Allocated

There are no selected items

Cancel Report

Select Allocations to Compare

Available

Q Filter

- Allocation: Safeguarding Children (Section 11) Audit Berkshire Demo ✓
- Allocation: Safeguarding Children (Section 11) Audit Bright Horizons
- Allocation: Safeguarding Children (Section 11) Audit Demo ✓
- Allocation: Safeguarding Children (Section 11) Audit Havering
- Allocation: Safeguarding Children (Section 11) Audit Health

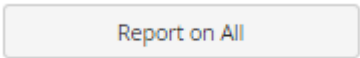
Allocated

- Allocation: Safeguarding Children (Section 11) Audit Berkshire Demo
- Allocation: Safeguarding Children (Section 11) Audit Demo

Cancel Report

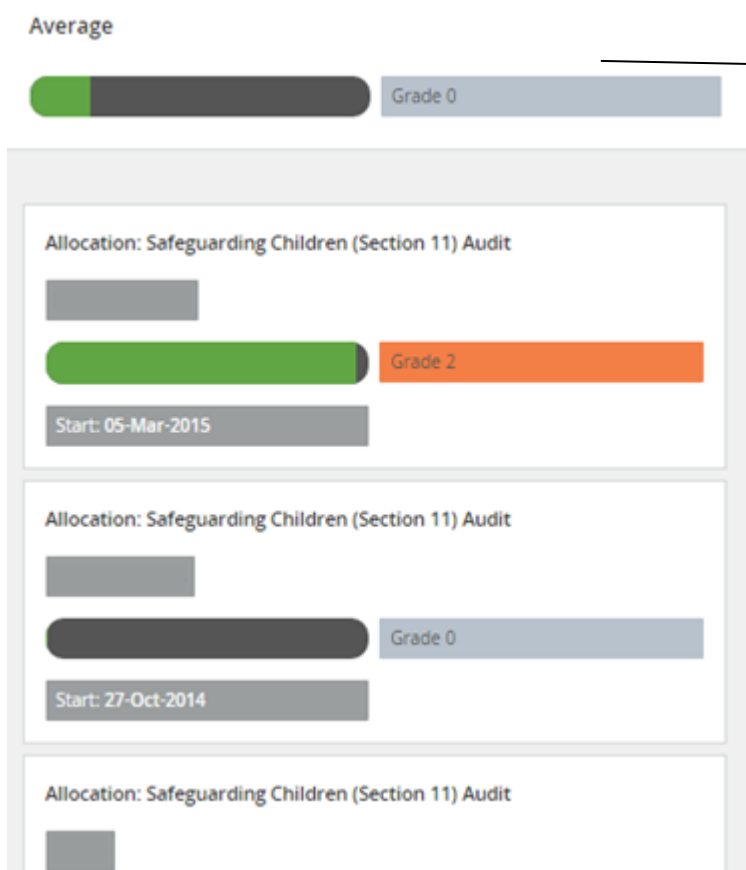
Report on All

To report on all your audits simply select the option



Comparative visual view

Whether you have chosen a selection of audits or use the **Report on All** features you'll be shown a quick comparison of the audit.



Here you can see an overall average of all your audits reported on. Using the grading structure created we can see how we are progressing.

Looking here we can see which audits are doing well and which audits require attention.

Scrolling down the list of audits will let you see each allocation.

On the left hand of the screen you'll see the various categories and/or questions relating to this audit.

This allows us to delve deeper into the audit and see how each standard and/or question is fairing comparatively.

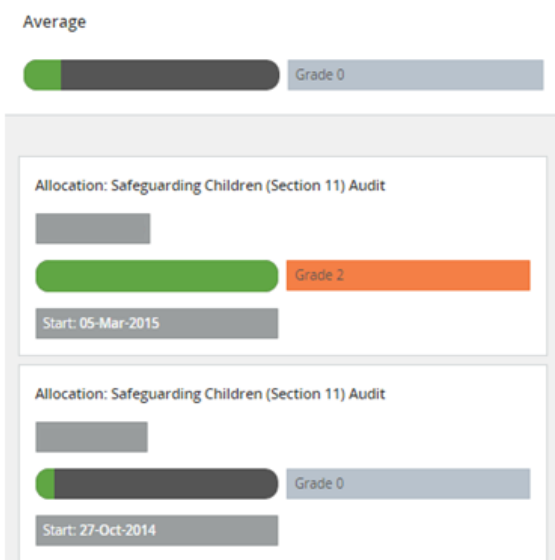
Safeguarding Children (Section 11) Audit

1	1. Senior management commitment to the importance of safeguarding children. (S11)	>
2	2. A clear statement of the agency's responsibilities towards children is available to staff. (S11)	>
3	3. A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children. (S11)	>
4	4. Service development takes account of the need to safeguard and promote welfare. (S11)	>

By selecting a category or question this will take you to a comparative view of that specific category or question.

For instance - looking at the options in the imagine above I might wish to see how all my audits are progressing in the area of accountability, which is covered in category 2.

Therefore I would select the category in question and see how well my audits are doing:



Here I can now see how all my audits are doing on accountability.

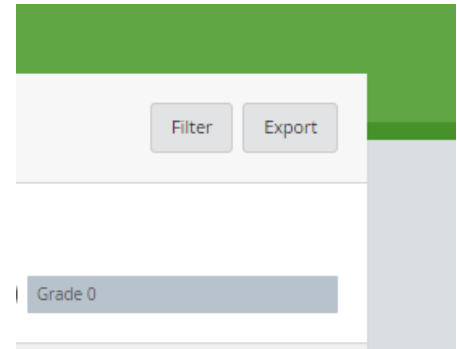
I have one doing brilliantly and other not performing so well.

The average at the top of the page tells me the overall progress and score for all my audits.

Exporting my comparative audits

After you have chosen the audit you wish to report on, either by selecting all or a chosen selection you can export this data.

Once you have made you select you'll see an export icon in the top right hand of the screen.



Select this **Export** option to generate the following options:

Here you can name your audit report. This can be anything you want. You may wish to date this report if you want to keep a copy for later analysis.

The export options you have available include:

Audit Progress: This will export an excel document with all the percentage scores on the audits you have selected to run a report on. This includes overall scores for the audit and categories as well as scores for individual questions. Progress percentages are also included.

Action Tasks: This will export an excel document will all the action plans on the audits you have selected to run a report on. This will break down all action plans by their relevant question.

More reporting options will be coming soon.

All reports will be emailed to you. This will allow you to carry on working while the report is being generated and sent to you.

General navigation

Once you have run a report on your audits you can then add further filters to this report.

For example I might wish to see a list of all the audits yet to start.

I would run a report on all the necessary audits and select the filter function in the top right hand corner of the screen.

Audit Report Filters

Allocation Name

Organisation

Classification

Grade

- Grade 0
- Grade 1
- Grade 2
- Grade 3
- Grade 4

Progress/Status

- Not Started
- In Progress
- Complete
- Not Applicable

Start:

From To

Deadline:

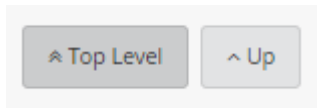
From To

Cancel Apply

Here I can select the parameters of the selected audits.

As you can see I have selected the **Not Started** option to filter on all the audits in my select which haven't started yet.

If at any time I have been navigating around the audit, perhaps I wish to see a particular question, but now I want to go back to the start of the audit please use the navigation buttons in the top left of the screen.



Top Level: This will take you to the beginning of your audit reporting page

Up: This will take up back to the screen you were viewing before you selected to filter down

