Quick Start HHCApp Guide

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators, Auditors

Contents

This resource was originally developed by Hand Hygiene Australia under a contract with the Australian Commission on Safety and Quality in Health Care for coordination of the National Hand Hygiene Initiative.

NHHI
National Hand Hygiene Initiative

1. Quick Start Guide for Organisation Administrators

1.1 Add new Auditor

> Users tab (horizontal menu, top of page)
>Add User+
>Enter details
>Save
>Assign Roles
>Select Role
>Select level (region, organisation, department)
>Assign Role

1.2 Add existing user to Auditor role

>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Users tab (vertical menu, right side of page)
>Dropdown arrow for Auditors
>Add New+
>Enter details in search fields
>Search
>Select user under the blue line
>Done

1.3 Detach Auditor

Method 1
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Users tab (vertical menu, right side of page)
>Auditors dropdown arrow
>Edit List
>Select red circle beside auditor name
>Save

Method 2
>Users tab (horizontal menu, top of page)
>Enter details in search fields
>Search
>Select user under the blue line
>Roles
>Check box
>Remove Selected

1.4 Add new Organisation Administrator

> Users tab (horizontal menu, top of page)
>Add User+
>Enter details

>Save
>Assign Roles
>Select Role: Organisation Administrator
>Select organisation
>Assign Role

1.5 Add existing user to Organisation Administrator role
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Users tab (vertical menu, right side of page)
>Dropdown arrow for Organisation Administrators
>Add New+
>Enter details in search fields
>Search
>Select user under the blue line
>Done

1.6 Detach Organisation Administrator
Method 1
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Users tab (vertical menu, right side of page)
>Edit List
>Select red circle beside auditor name
>Save

Method 2
>Users tab (horizontal menu, top of page)
>Enter details in search fields
>Search
>Select user under the blue line
>Roles
>Check box
>Remove Selected

1.7 Add new Reporter or Data Entry role
> Users tab (horizontal menu, top of page)
>Add User+
>Enter details
>Save
>Assign Roles
>Select Role: Reporter or Data Entry
>Select organisation
>Assign Role

1.8 Add existing user to Reporters or Data Entry role
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Departments tab (vertical menu, right side of page)
>Select Department
>Add New+
>Enter details in search fields
>Search
>Select user under the blue line
>Done

1.9 Assign a Primary Contact
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
>Users tab (vertical menu, right side of page)
>Edit List (in line with Organisation Administrator list)
>Select blue star
>Save

1.10 Add new Department
>Organisations tab (horizontal menu, top of page)
>Select organisation under blue line
> Departments tab (vertical menu, right side of page)
> Add Department+
> Enter department details
>Save

1.11 Add new Health Care Worker Type
> Organisations tab (horizontal menu, top of page)
> Select organisation under blue line
>HCW Types
>Add HCW Type+
>Enter HCW Type details
>Select Parent HCW Type
>Save

1.12 Update User details
> Users tab (horizontal menu, top of page)
>Enter details in search fields
>Search
>Select user under the blue line
>Update user details
>Save

1.13 Download User list
> Users tab (horizontal menu, top of page)

>Select Organisation and Role
>Search
>Download as: XLS, XLSX, CSV

1.14 Auditor and Sessions report
>Home tab (horizontal menu, top of page)
>Auditor and Sessions report
>Select Organisation
>Select date range or audit period
>Run report
>Download PDF or spreadsheet
>Print (landscape)
>Exports tab – PDF available for 7 days

1.15 Enter data
>Sessions tab (horizontal menu, top of page)
>Add Session+
>Enter session demographics
>Save
>Enter Moment
>Save

1.16 Delete data
>Sessions tab (horizontal menu, top of page)
>Select organisation under the blue line
>Audit Periods tab
>Enter session demographics
>Save
>Enter Moment
>Save

1.17 Add National Audit Period
>Audits tab (horizontal menu, top of page)
>Add Audit+
>Audit Type - National
>Select organisation and Audit Period
>Save

1.18 Add Local Audit Period
>Organisations tab (horizontal menu, top of page)
> Select organisation under blue line
>Audit Periods tab (vertical menu, right side of page)
>Add Audit Period+
>Enter details
>Save
>Audits tab (vertical menu, right side of page)

>Add Audit+
>Audit Type – Local
>Audit Period
>Save

1.19 Submit Audit Period
>Audits tab (horizontal menu, top of page)
>Select Audit (under the blue line)
>Submit or Approval

1.20 Edit Session Details
> Organisations tab (horizontal menu, top of page)
> Select organisation under blue line
>Sessions
>Enter Audit details in search fields
>Search
>Select session under the blue line
>Scroll down to session details
>Edit details (Audit must be 'Active' to edit)
>Save

2. Quick Start Guide for Region Administrators

2.1 Add new Region Administrators
> Users tab (horizontal menu, top of page)
>Add User+
>Enter details
>Save
>Assign Roles
>Select Role: Region Administrator
>Select region
>Assign Role

2.2 Add existing user to Region Administrator role
> Regions tab (horizontal menu, top of page)
> Select region under blue line
>Dependants
>Add New+
>Enter user details in search fields
>Search
>Select user under the blue line
>Done

2.3 Detach Region Administrators

Method 1
> Regions tab (horizontal menu, top of page)
> Select region under blue line
>Dependants
>Edit List
>Select red circle beside Region Administrator's name
>Save

Method 2
>Users tab (horizontal menu, top of page)
>Enter details in search fields
>Search
>Select user under the blue line
>Roles
>Check box
>Remove Selected

2.4 Delete data

>Audits tab (horizontal menu, top of page)
>Filter for Audit Period and Organisation
>Search
>Select Audit Period under the blue line
>Select Session
>Edit and Del to remove each Moment
>Delete (bottom right of page)

3. Quick Start HHCApp Guide for Auditors

3.1 Update details

>Select own name (top right side of page)
> Update details
> Save

3.2 Enter data (desktop)

>Home tab (horizontal menu, top of page)
>Add Session+
>Enter session demographics
>Save
>Enter Moment
>Save

3.3 Enter data (HHCApp mobile)

>Login to mobile site on mobile device
>Add session
>Enter session demographics
>Moments
>Enter Moment
>Save All
>Save All? Yes
>Done
>Finished? Yes
>Sync
>Sync All? Yes
>Logout
>Logout? Yes