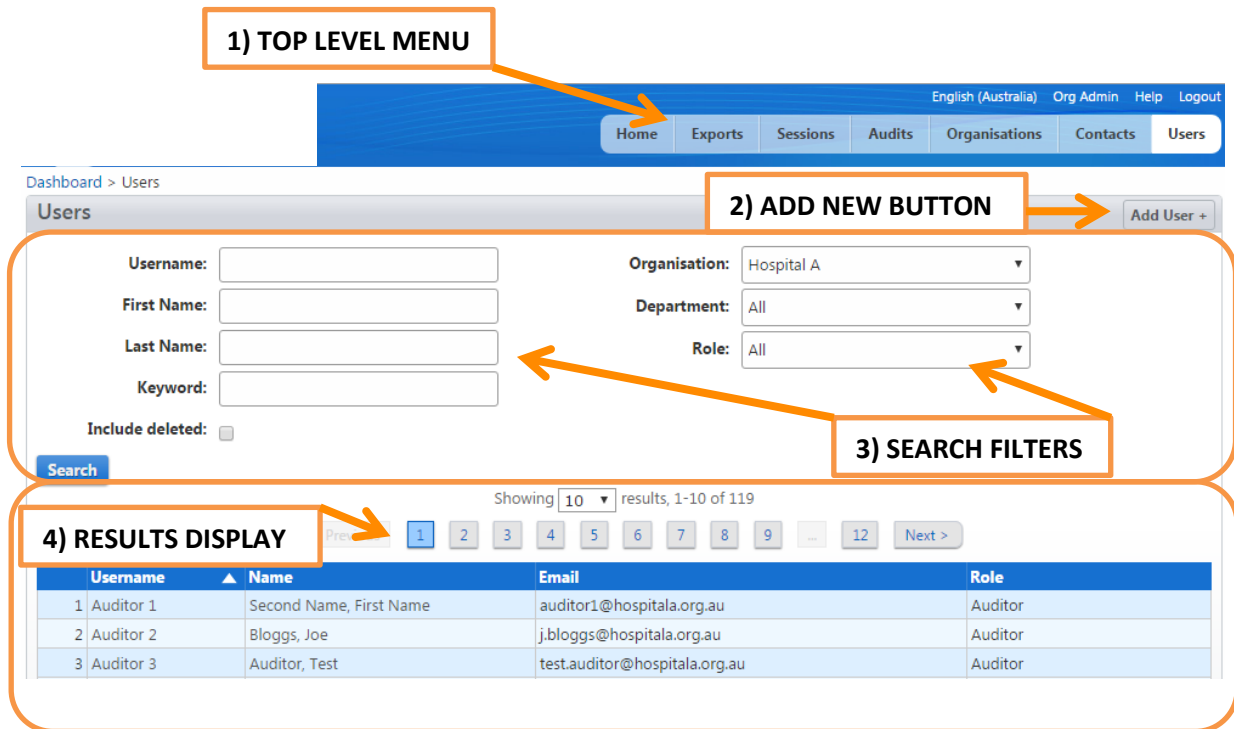# NHHI
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Adding a Session to an Audit

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

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1.1 Screen overview

1.2 Accessing the Session Page

>Login to HHCApp

There are 3 ways to access the Session Page –

1) For Auditors and Department Administrators
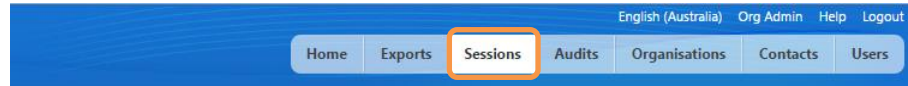
   - The sessions page is their home page

2) For Organisation Administrators

>Click the Sessions button in the top level menu

OR

3) For Organisation, Region or Organisation Group Administrators to view a single organisation's sessions

>Click the Organisations button in the top level menu

If you are responsible for several organisations you can use the Search criteria to find the organisation

>Click on the name of the Organisation

This will take you to the Organisation Administration screen

>Click Sessions in the Organisation Menu if not already selected.

All methods will take you to the Sessions page where you will see a list of Sessions for the user or selected organisation(s).

The Sessions page displays either all the sessions for any organisation that a user is linked to or just the sessions for the selected organisation.

N.B. You can use the search filters to narrow down the list of sessions if you are searching for a previously entered session.

1.3 Adding a New Session

>Click Add Session +

>Enter the required session details

>Save

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The Moment entry section will appear above the session details

There are 2 ways to enter data into the fields

   1) Selecting the required value from the Dropdown Lists

N: Nurse/Midwife
DR: Medical Practitioner
AH: Allied Health Care Worker
PSA: Personal Service Assistant
BL: Invasive Technician
AC: Administrative and Clerical Staff
SDR: Student Doctor
SN: Student Nurse/Midwife
SAH: Student Allied Health
SPC: Student Personal Care
O: Other - Not Categorised Elsewhere
AMB: Ambulance

   2) Using the Keyboard

For example, when entering data into the HCW Type field, typing the first letter of the HCW Type, will select that HCW Type, e.g. typing N on the keyboard will select Nurse. Where a HCW Types share the same first letter, typing the letter again will toggle through the HCW Types for that letter, e.g. typing A will select Allied Health Care Worker and typing A again will select Administrative and Clerical Staff and typing A again will return the selection to Allied Health Care Worker

Pushing the Tab key on the keyboard will move the focus to the next field. Depending on the type of internet browser you are using, the active field will be indicated by being highlighted in blue,

OR
Only the outline turning blue

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Values in the Moment, Action and Glove fields can be selected by typing the number that precedes them in the dropdown list, e.g. typing 1 in the gloves field will select ON, typing 2 will select OFF for when gloves are removed. This will enable data entry operators to leave their left hand positioned over the number key pad of a keyboard and make it easier to "touch type" during data entry.

Once a HCW Type, Moment, Action and Glove value is entered you can click save button at the end of the row.

HCW Type	Moment #	Action	Gloves	
AC: Administrative and ▼	1. Before Touching A Patient ▼	2. Rub ▼	2. On ▼	save

The moment is then saved to the session detailed below and a new row is presented for a moment to be added.

Moments (1)

HCW Type	Moment #	Action	Gloves	
-- ▼	-- ▼	-- ▼	-- ▼	save
Administrative and Clerical Staff	1. Before Touching A Patient	Rub	On	edit

At the conclusion of entering data for a session, simply navigate to the page you want by using the top level menu or organisation men or close the browser to logout. There is no need to click the save button below the session details unless you change the session details

You can change the values in a previously saved moment by clicking the edit button at the end of the row.

Administrative and Clerical Staff	1. Before Touching A Patient	Rub	On	edit

1.4 Editing a Session's moments

If the status of an Audit is still "Active" the Moments in a session can be edited. This allows for the correction of data entry errors or returning to a session where data entry was incomplete.

>Access the Sessions page (1.2)

>Click the Session under the blue line in the search results

A page displaying the session details and moments will be opened

To edit a previously entered Moment

>Click edit next to the Moment you want to change

HCW Type	Moment #	Action	Gloves	
-- ▼	-- ▼	-- ▼	-- ▼	save
Nurse/Midwife	1. Before Touching A Patient	Wash	N/A	edit

>Make the change to the field(s) you want to change.

>Click the save button next to the moment that has been edited.

This saves the moment to the session details below. There is no need to click the save button below the session details.

1.6 Editing a session's details page

If the status of an Audit is still "Active" the session details can be edited. This allows the correction of previously entered details. For example, if the wrong department was selected, use the drop down box to change it. Or, if the wrong Audit was selected, use the drop down box to change it.

>Access the Sessions page (1.2)

>Click the Session under the blue line in the search results

>Make the change to the required field(s) in the Session Details section

>Click Save