

HHCApp mobile data entry

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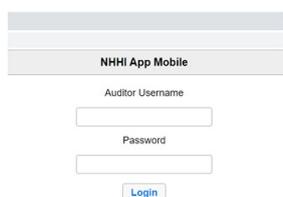
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1. Data Entry via a Mobile Device

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 or iPad. Most of the latest Android smart phones also have a compatible browser e.g. Chrome.

2. Accessing and Logging into HHCApp Mobile

To access the HHCApp mobile application, browse to <https://nhhi.safetyandquality.gov.au/mobile/> on your mobile device



NHHI App Mobile

Auditor Username

Password

[Login](#)

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/4G enabled, via your carrier's 3G/4G network. Your departments and currently active audits will automatically be uploaded and stored to your device.

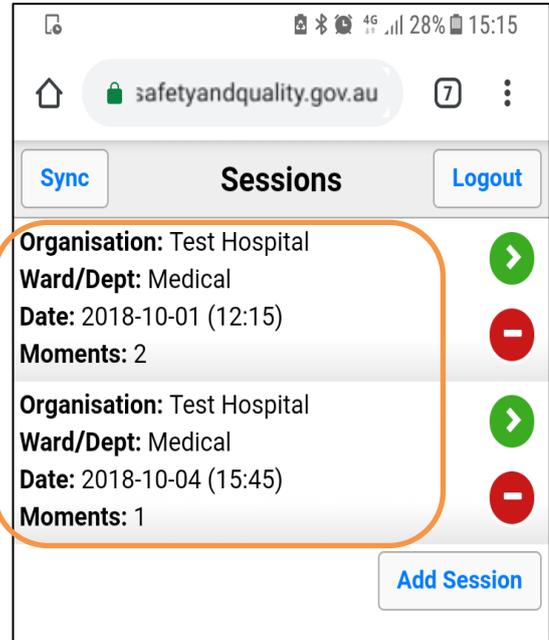
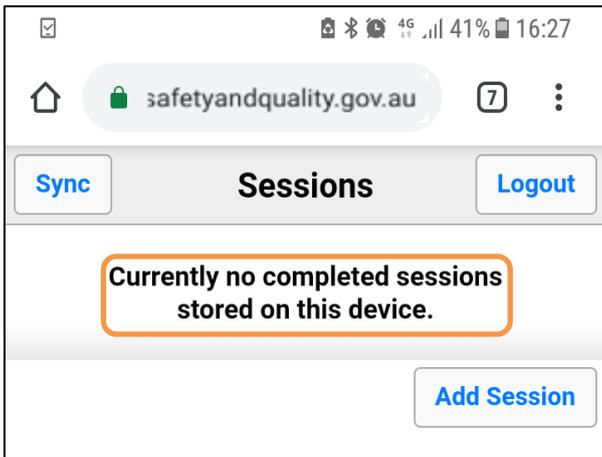
Subsequent logins **do not** require you to be connected to the internet, unless the Audit Name or Department information has been updated by your organisation administrator.

>Enter your **AUDITOR** username and password. (If you cannot login, please review the HHCApp mobile Trouble shooting guides on the HHCApp Instructions page.)

3. Entering Session Information

Once logged in you will see the Sessions screen. On the Sessions screen you will either see that there are no sessions stored on the device or the sessions that are stored on your device waiting to be “Synced” to HHCApp.

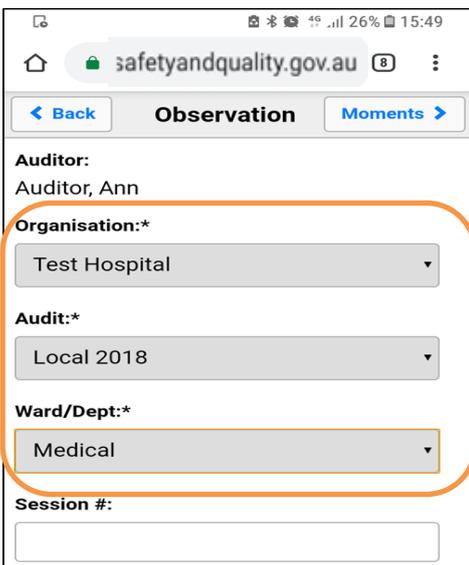
It is advisable to “Sync” your sessions regularly, preferably after each session.



To start entering data for a new session:

>Click Add Session

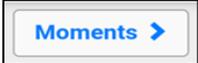
On the Observation screen



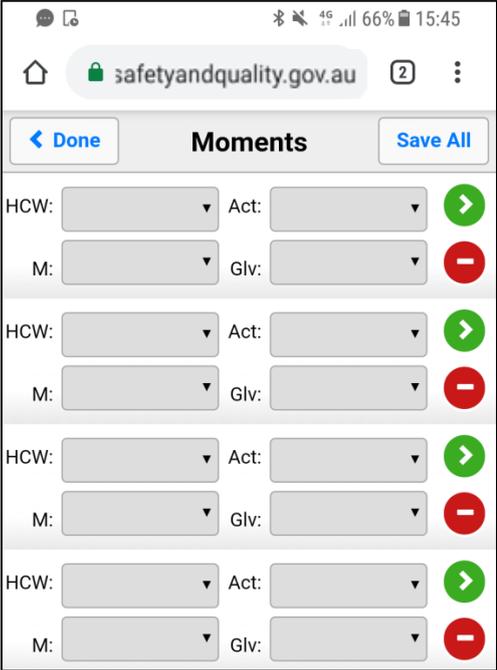
>Select the appropriate Organisation, Audit Name, Ward/Dept name and Session # if required (optional)

N.B. 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  to move to the Moments screen

4. 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

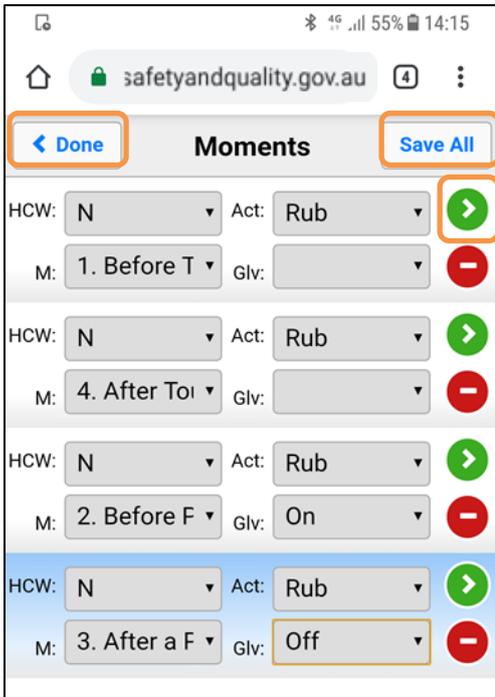
N.B. Leave the Glove field blank if gloves were not put **ON**, taken **OFF** or **CONT**inued to be worn

5. Deleting an Active Moment

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

6. Saving Moments

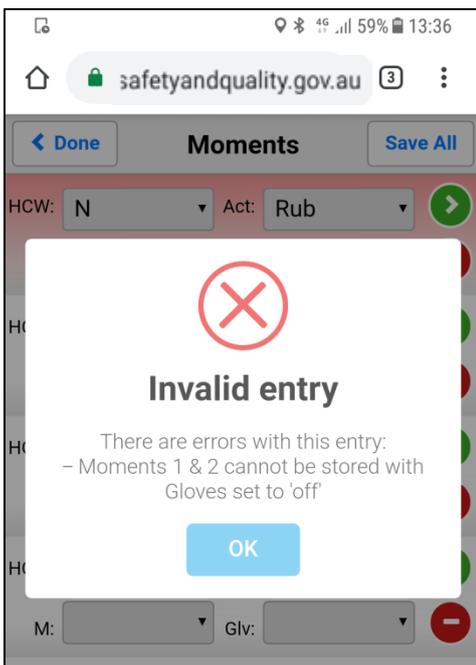
Moments can be saved to the mobile device individually or the whole page can be saved at once.



- >Select green arrow to save individual moments
- >Select 'Save All' to save all the moments on the page
- >Select 'Done' when you have finished the session

7. Invalid entry

If the 'moment' breaches HHCApp validation rules, you will get an error message when you try to save it. Select OK and make the required change to the moment field highlighted in red.



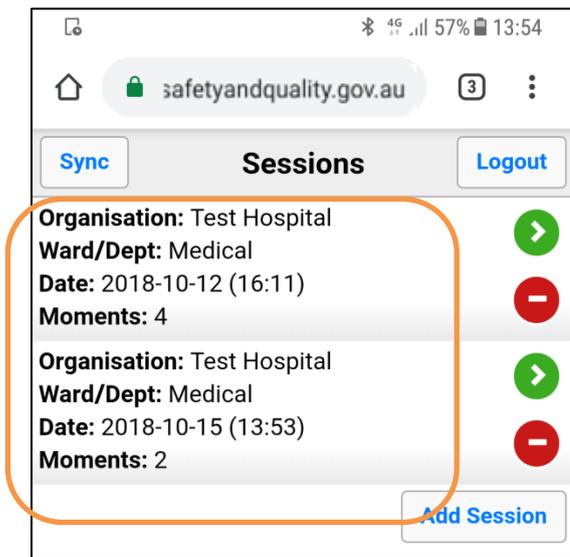
Once a moment has been saved you cannot edit it on your device. To make any changes you will need to “sync” the session (see below), login to the NHHI website and access HHCApp Desktop, find the session that needs editing and make the required changes there.

8. 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.

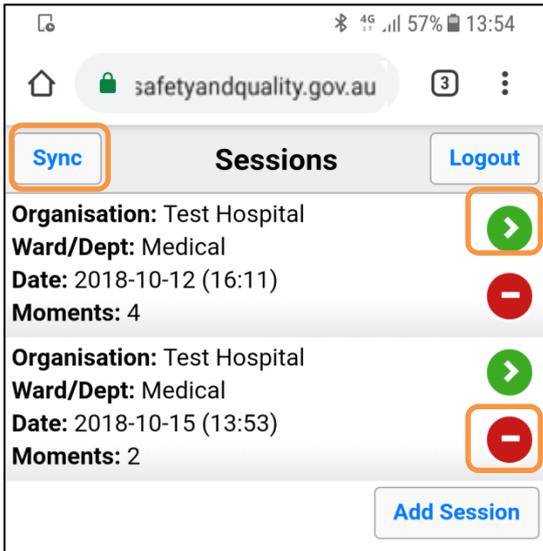
>Click on required session



>Select back to return to the Sessions page

9. 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/4G enabled, via your carrier's 3G/4G 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

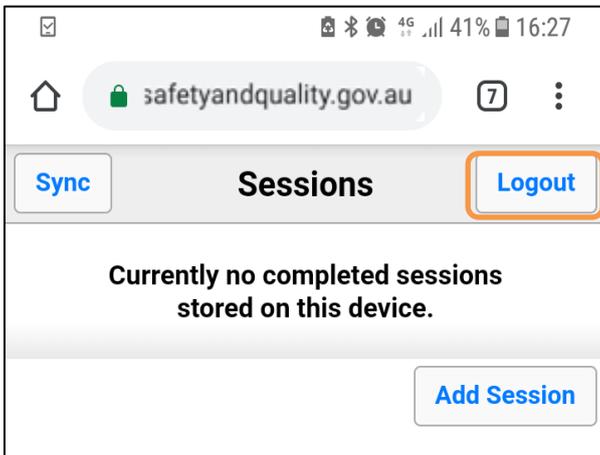
>Select the green arrow next to the session you want to Sync

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.

10. Logging Out

When you have finished collecting data you should logout. It is preferable to logout regularly and particularly at the end of the audit period.



>Select Logout on the Sessions screen.

N.B. Changing a password on HHCApp Desktop whilst still logged in to HHCApp mobile can cause issues with syncing data already on the device (please see the Trouble shooting guide on the Instructions page).

11. Data Usage

Logging into HHCApp mobile whilst connected to a 3G/4G 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.