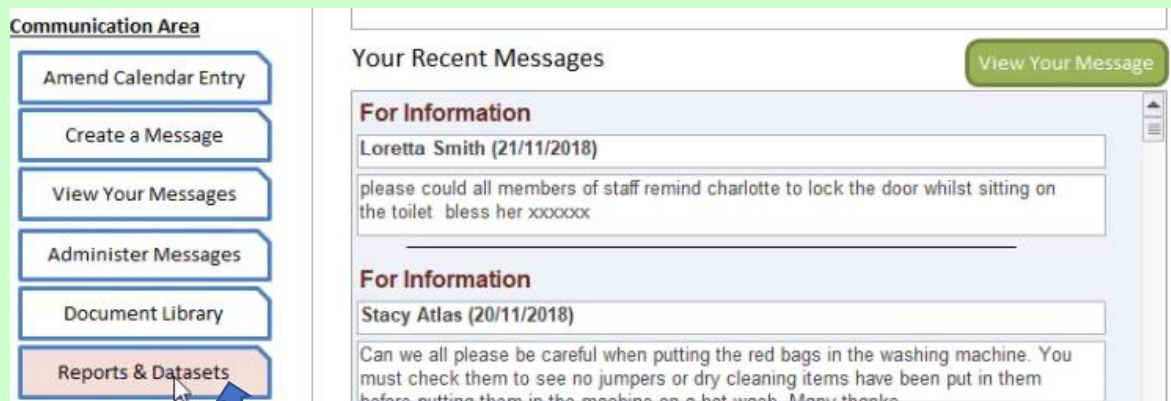


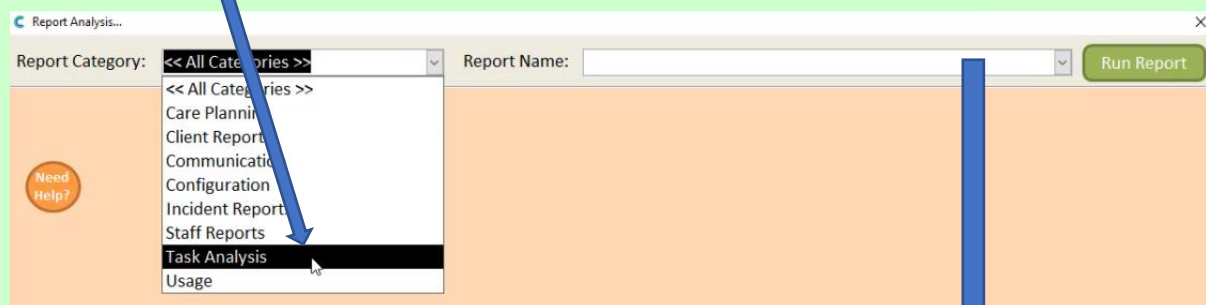


CCQ Level 6 Part 3 - Auditing the Custom Tasks

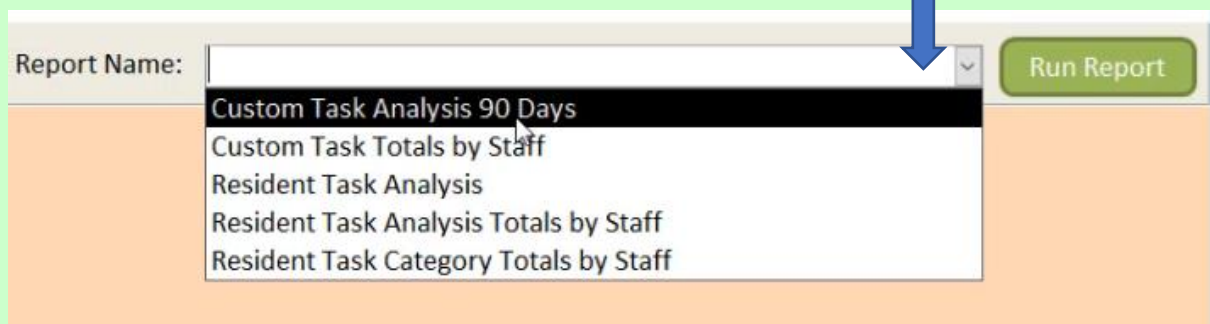
We're now going to look at **Auditing Custom Tasks**. This will allow you to see the date, the time, who completed it and any comments that have been added onto the task.



- Click **Reports and Datasets**
- Click **Task Analysis** in the **Report Category**



- and in the **Report Name** you've got a few to choose from:



- In this one we're going to look at the last **90 days**
- Click **Run Report** and the information will be put on the screen for you

- Open up the columns as you would do on Excel by clicking on the header at the right hand side of that column
- Right-click to use the filter button and this will filter the information on the cell that you've clicked - on this occasion it's **Audit of Controlled Drug Book**:

Report Title: Custom User Task Analysis - 90 Days

Report Description: This report shows a log of the completed custom user tasks, who completed them and when for the last 90 days.

[Need Help?](#)

Task Category	Task Name	Completed Date	Completed	Completed	Act
Audit Task	Audit of Controlled Drug Book	16/11/2018 15:05:32	Lauren Smith		
Audit Task	Audit of Controlled Drug Book	10/11/2018 09:03:13	Lorna Atlas		
Audit Task	Audit of Controlled Drug Book	02/11/2018 16:17:36	Laura Atlas		
Audit Task	Audit of Controlled Drug Book	26/10/2018 14:18:31	Laura Atlas		
Audit Task	Audit of Controlled Drug Book	19/10/2018 20:59:51	Ramona James		
Audit Task	Audit of Controlled Drug Book	12/10/2018 21:30:55	Regina Thomas		
Audit Task	Audit of Controlled Drug Book	05/10/2018 13:07:51	Laura Atlas		

- To remove the filter, right-click on the cell, then left-click the **Remove Filter** option:

Audit Task	Audit of Controlled Drug Book	10/11/2018 15:05:32	Lauren Smith		
Audit Task	Audit of Controlled Drug Book	10/11/2018 09:03:13	Lorna Atlas		
Audit Task	Audit of Controlled Drug Book	02/11/2018 16:17:36	Laura Atlas		
Audit Task	Audit of Controlled Drug Book	26/10/2018 14:18:31	Laura Atlas		
Audit Task	Audit of Controlled Drug Book	19/10/2018 20:59:51	Ramona James		
Audit Task	Audit of Controlled Drug Book	12/10/2018 21:30:55	Regina Thomas		
Audit Task	Audit of Controlled Drug Book	05/10/2018 13:07:51	Laura Atlas		
Audit Task	Audit of Controlled Drug Book	28/09/2018 10:00:00			
Audit Task	Audit of Controlled Drug Book	21/09/2018 10:00:00			
Audit Task	Audit of Controlled Drug Book	14/09/2018 10:00:00			
Audit Task	Audit of Controlled Drug Book	07/09/2018 10:00:00			
Audit Task	Audit of Controlled Drug Book	31/08/2018 10:00:00			
Audit Task	Audit of Controlled Drug Book	24/08/2018 10:00:00			

You can also filter by date:

- Left-click on the little down arrow and then
- Click on **Date Filters**:

Report Description: This report shows a log of the completed custom user tasks, who completed them and when for the last 90 days.

Need Help?

Task Category	Task Name	Completed Date	Completed	Completed	Act
Activity	Daily update of Molly Muirheads chalk board.				
Activity	encourage increase fluid intake for Ellen Weeks				
Audit Task	Audit of Controlled Drug Book	16/11/2018 15:03			
Audit Task	Audit of Controlled Drug Book	10/11/2018 09:03			
Audit Task	Audit of Controlled Drug Book	02/11/2018 16:17			
Audit Task	Audit of Controlled Drug Book	26/10/2018 14:18			
Audit Task	Audit of Controlled Drug Book	19/10/2018 20:59:51			

Sort Oldest to Newest
Sort Newest to Oldest
Clear filter from Completed Date
Date Filters

- We're going to have a look at last week's information
- Here you can easily see the tasks that were completed last week - the date, the time and who completed it:

You can easily see any who have had a **Comment** put into it:

Report Title: Custom User Task Analysis - 90 Days

Report Description: This report shows a log of the completed custom user tasks, who completed them and when for the last 90 days.

Need Help?

Task Category	Task Name	Completed Date	Completed	Completed Comment	Active Task
Night Staff Task	Check all Sensor Floor Mats are out	15/11/2018 00:19:19	Tracy Jones		1
Night Staff Task	Check all Sensor Floor Mats are out	14/11/2018 01:46:31	Jim Simons		1
Night Staff Task	Check all Sensor Floor Mats are out	13/11/2018 01:40:37	Jim Simons		1

You are not able to edit this report.

Make the comment box bigger by clicking on the right hand side of the box and dragging it across as I'm doing now:

Report Title: Custom User Task Analysis - 90 Days

Report Description: This report shows a log of the completed custom user tasks, who completed them and when for the last 90 days.

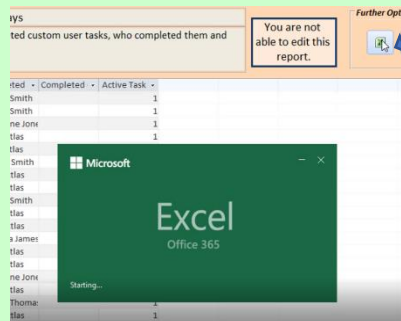
Need Help?

Task Category	Task Name	Completed Date	Completed	Completed Comments	Active Task
Audit Task	Kylie / Cushion Check	16/11/2018 02:38:42	Kim Smith		1
Audit Task	Kylie / Cushion Check	15/11/2018 00:19:09	Tracy Jones		1
Audit Task	Kylie / Cushion Check	14/11/2018 01:46:04	Jim Simons		1
Audit Task	Kylie / Cushion Check	13/11/2018 01:40:15	Jim Simons		1
Domestic Task	Clean Bottom Laundry	14/11/2018 09:31:41	Loretta Smith		1
Domestic Task	Complete Cleaning Order	12/11/2018 09:51:46	Stacy Atlas		1
Domestic Task	Deep Clean Kitchen	14/11/2018 09:32:19	Loretta Smith		1
Domestic Task	Wash All Bins Out	13/11/2018 11:11:53	Loretta Smith		1
Health and Safety	Check Window Restraints	16/11/2018 15:22:32	Stacy Atlas	All window restraints on b	1

You are not able to edit this report.

You can also click into the **Comments** cell and scroll through the cell, reading the information as you go.

We are now going to export it to Excel. In the top right hand corner you will see



the Excel button. Simply click on the button and the information is automatically transferred through to Excel. This will allow you to manipulate the data, should you need to. To save the file, click on the **Save icon** at the top of the page. Once you've finished analysing the data, click the cross at the top of the screen to get back into your dashboard.

Question 1 - Which of the following statements is FALSE?

- A - When you audit the Custom Tasks you will be able to see the date, the time, who completed it and any comments that have been added onto the task.
- B - You can run a Custom Task Analysis for the past 120 days.
- C - You can open up the columns on the spread sheet as you would do on Excel by clicking on the header at the right hand side of that column.
- D - Right-clicking will enable you to apply filters.