INTRODUCING INSIGHTS

A step-by-step guide on how to use Care Controls latest feature Insights.
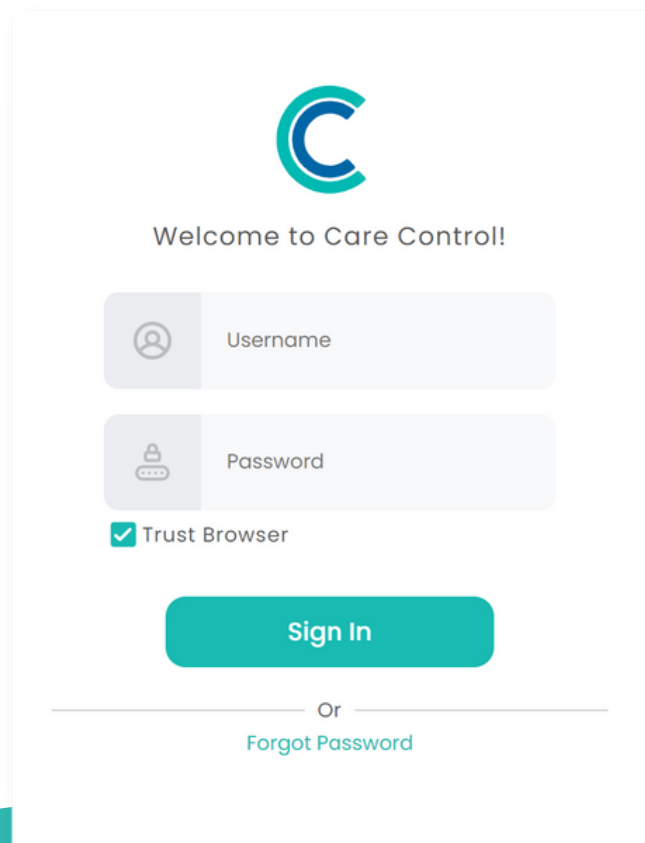
Contents Page

Ccarecontrol

What is Care Control Insights?

Care Control Insights is our primary tool to allow a Care Control customer to analyse the data stored within their Care Control System. For our multi-site customers, Insights centralises all your data so you can easily view trends and comparisons across sites.

Logging In...

You need to have an individual user account to gain access to insights. If you do not have an account please contact your Administrator or Care Control Customer Services. The login process always starts from the following screen: -
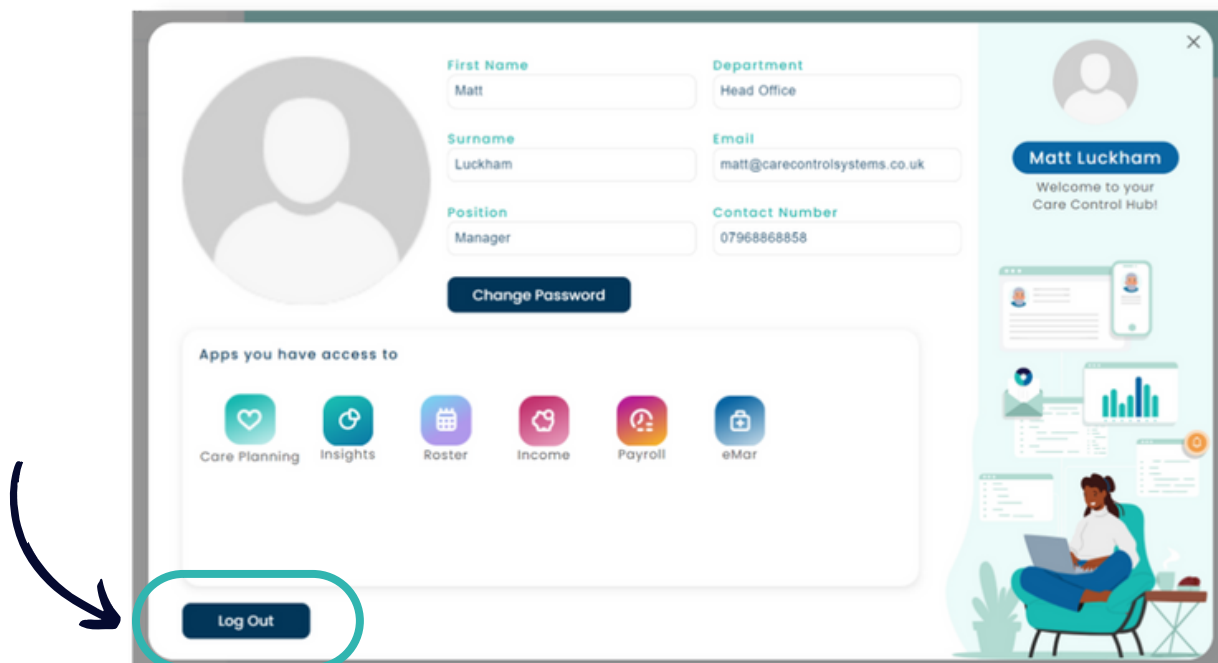
https://auth.carecontrolsystems.co.uk/frontend

Logging Out...

To logout of Insights you need to click on the **Head icon** on the header or side bar: -
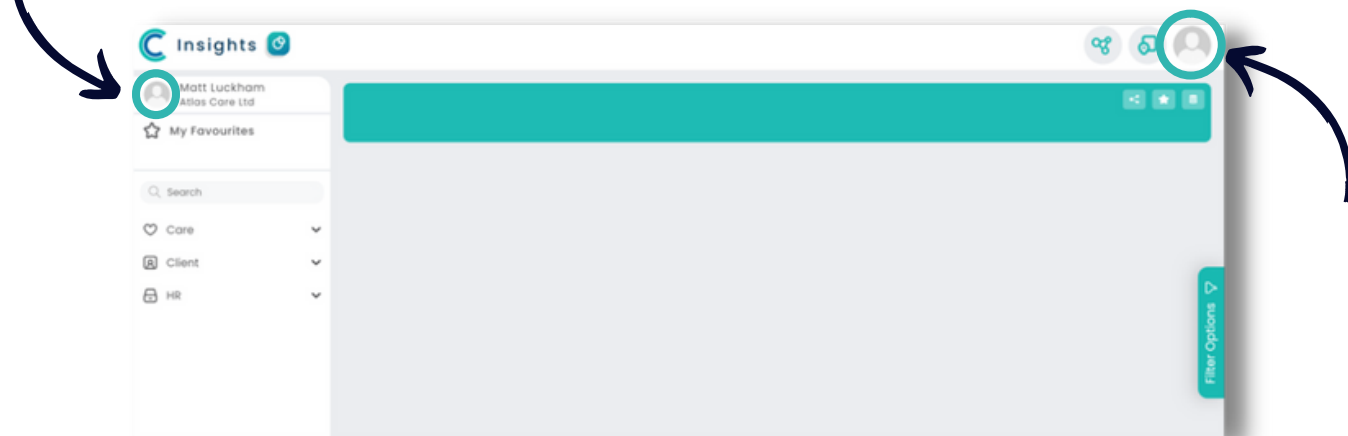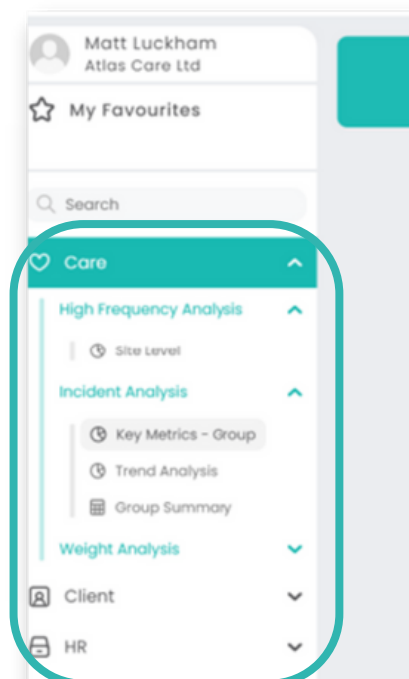

This will display your **User Record** screen. Simply press the **Logout** button: -

Loading a Dashboard

To access a Dashboard you use the left sidebar to navigate to a Dashboard of your choosing: -

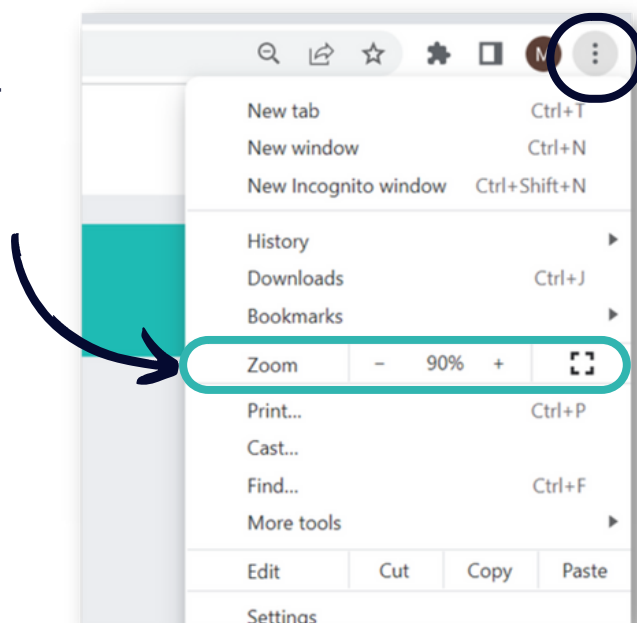Once you click on one of the Dashboard Items your screen will load: -

Resizing your Dashboard

The Care Control Dashboards are designed for HD Displays. If you are using it on a smaller screen you can change the zoom level. This is how you do it on Chrome: -
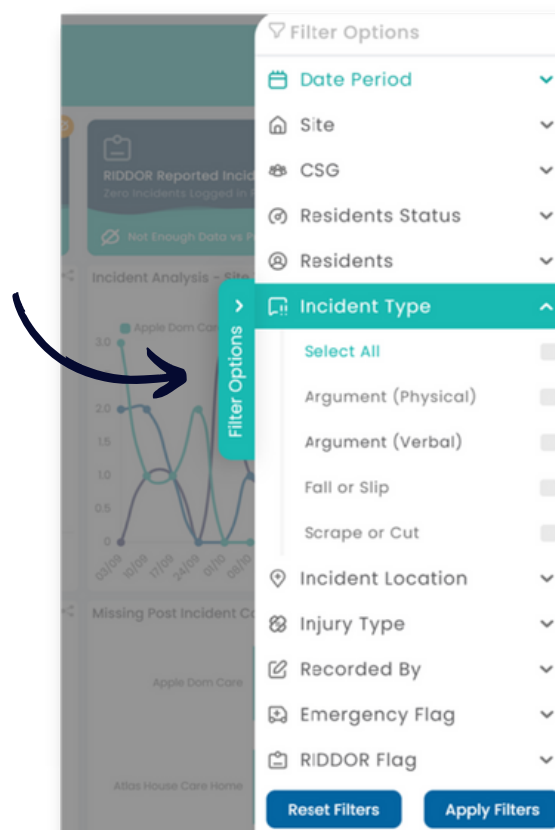
Select the **3 dots** in the top right hand corner of your screen and select **Zoom**
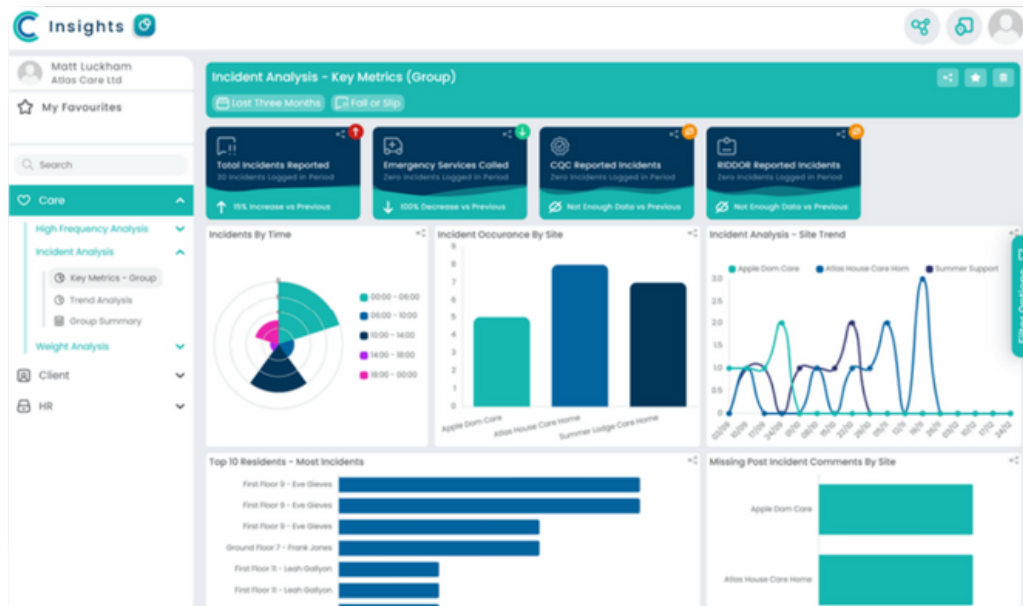
Using a Filter...

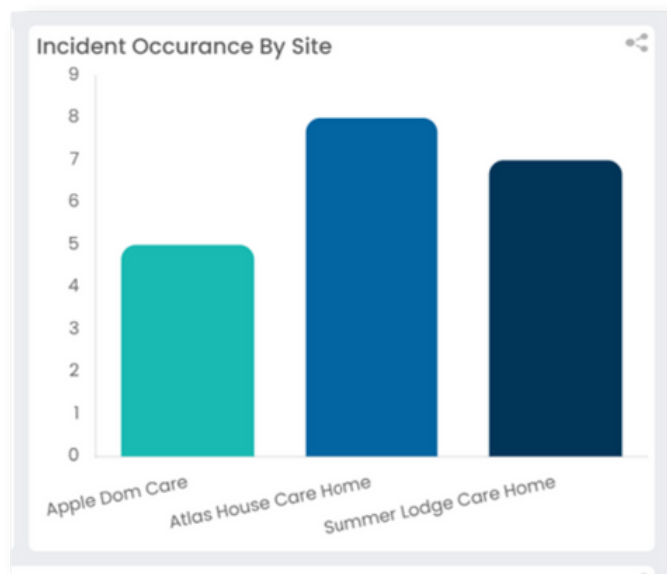Most of our Dashboards support a filter bar on the right hand side: -

Once you have selected your filters, click **Apply Filters** and your Dashboard will reload: -
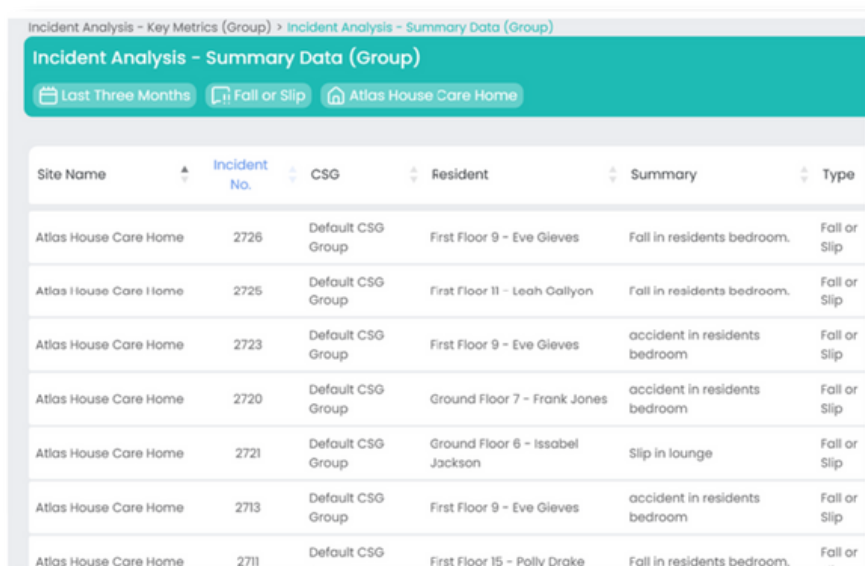

Please Note – any filters selected will be shown in the header bar.

Drilling Down…

On some Dashboards you can select an item in a **Table** or a **Chart** this can be used as a automatic filter for the next Dashboard. In the following Dashboard, the **Incident Occurrence** by Site component looks like this: -

If you click on one of these rectangles, the **Incident Analysis Dashboard** loads for that site: -

Searching for a Report...

On the left side bar we have a search facility. Search for a report or dashboard: -

Understanding Datasets

Every Insights Dashboard is based on one or more Datasets. A Dataset is data pulled from the various sites into a holding table so we can analyse it quickly. It is important to understand that the data you are looking at will not be live, it will be as old as the Dataset that underpins the Dashboard.

You can see the Dataset that underpins your report by clicking this **icon**: -
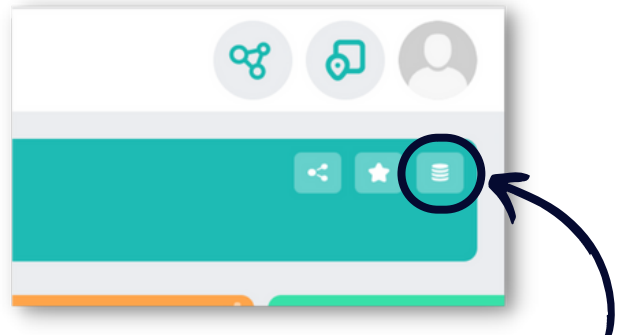
You will then see the **Dataset** screen: -

You can see the datasets that underpin this Dashboard and when they were last refreshed. If you want to pull fresh data, simply click **Refresh All**.

If your Dataset is getting old you will see this icon: -
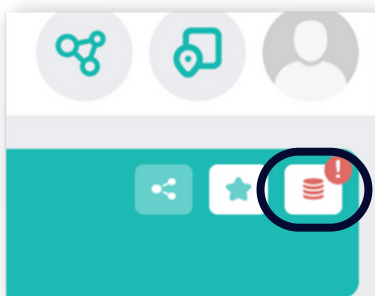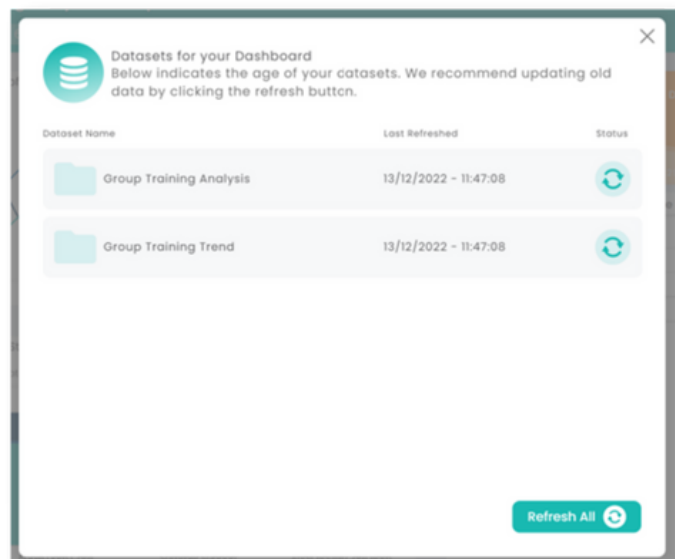
If you see this, it may be time to refresh your dataset.

How to Create Dashboard Favourites

You have an area within Insights where you can store a Dashboard as a **Favourite**: –
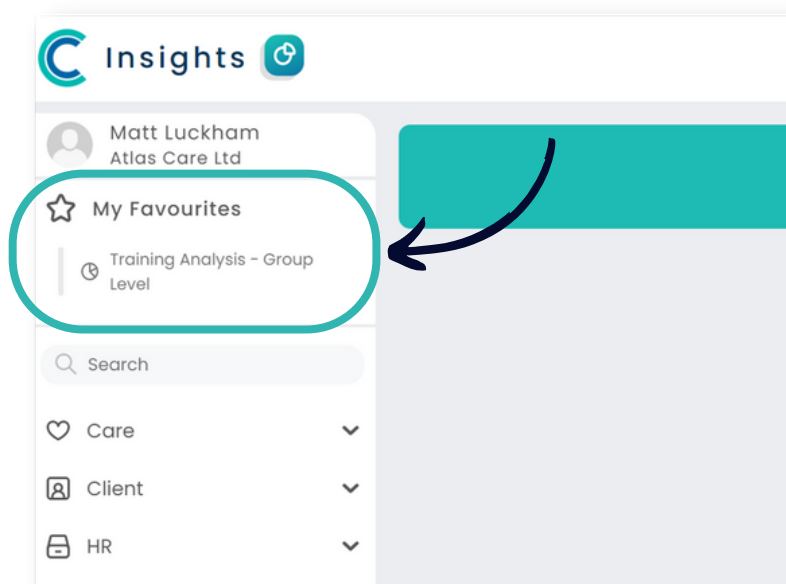
To mark a Dashboard as a **Favourite** you need to click the **Star icon**: –
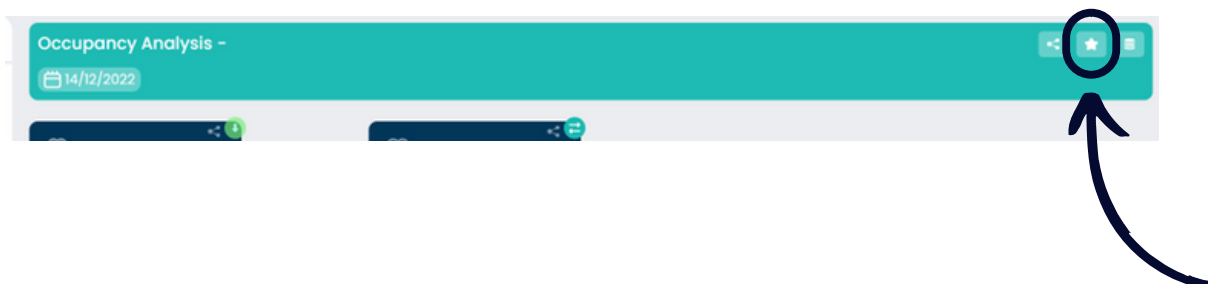
Marking a Dashboard as your Home Page

You can also mark a **Favourite** as your **Home Page**. You do this against one of your favourites: -

Your chosen favourite is now your home page and will load each time you sign in to Insights. You can also navigate to the home page by clicking this **icon**: -
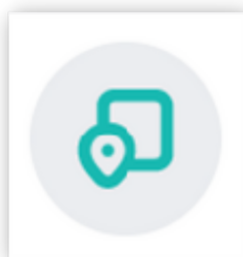
Exporting a Report to CSV

On some Dashboards you will see a data grid or table shown. These can be exported to a **CSV** file that can be opened in Excel: -
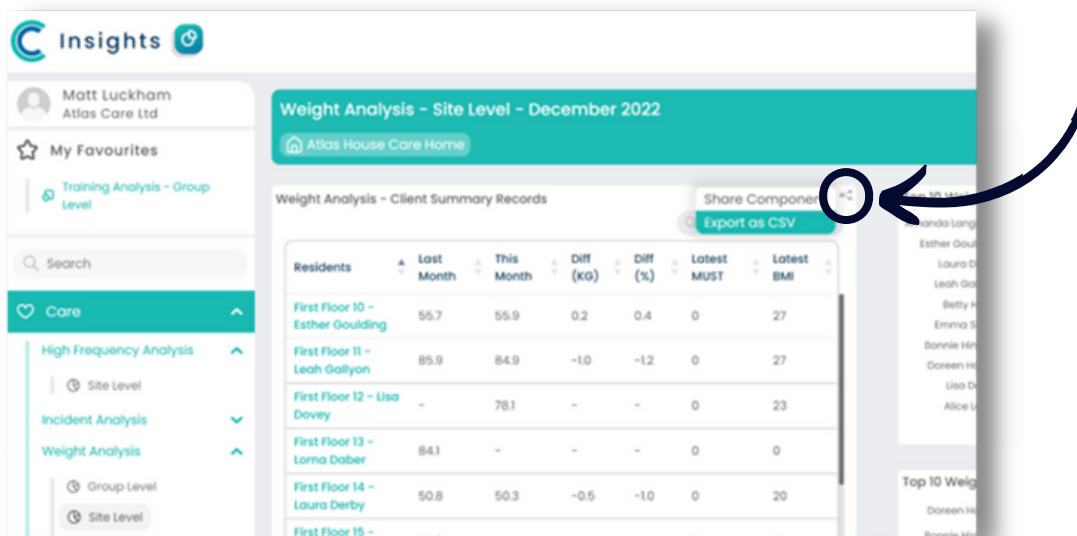
Exporting a Component or Dashboard to PDF...

A Dashboard or Component can be exported to a PDF document. To export a Dashboard you click this icon: -
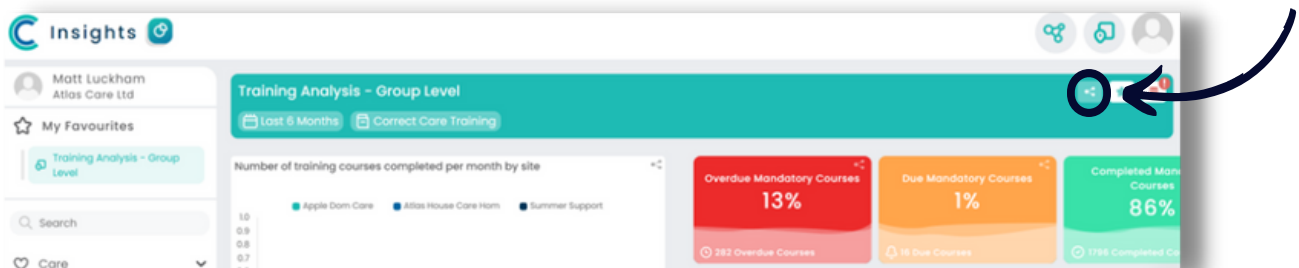
On the next screen, you then select **Export as PDF**: -
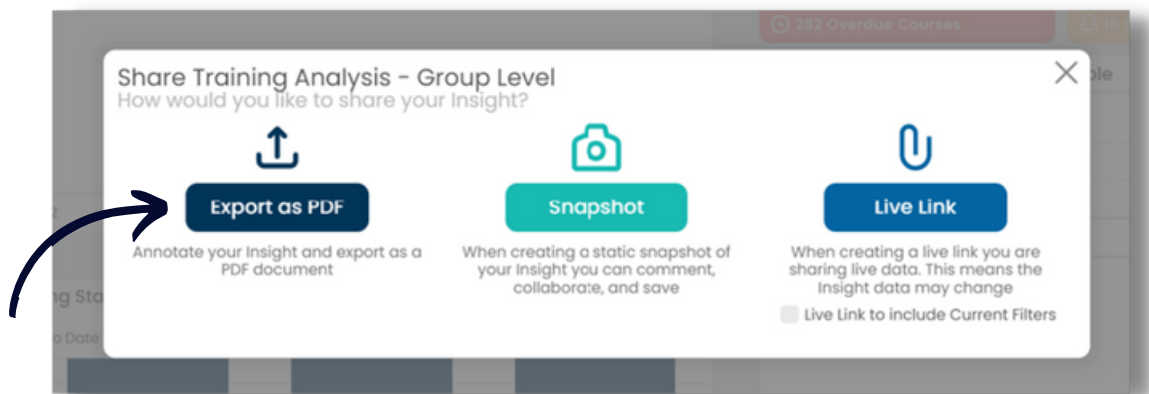
Collaborate a Dashboard or a Component…

Insights includes the ability to collaborate with your colleagues. You can choose to either collaborate a **Dashboard** or a **Component**. To start a collaboration you need to click this **icon**: -
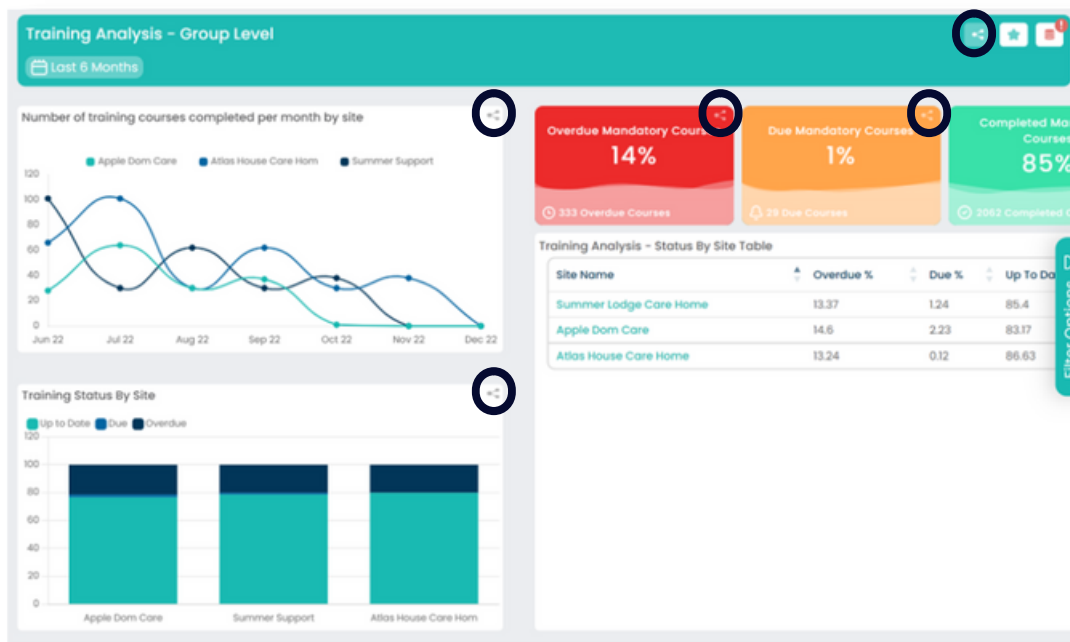
Anywhere you see the **highlighted icon**, you can share and collaborate. To start a collaboration you first need to take a snapshot: -

At this stage you can **Save to Library** for collaboration later, or start your collaboration now.
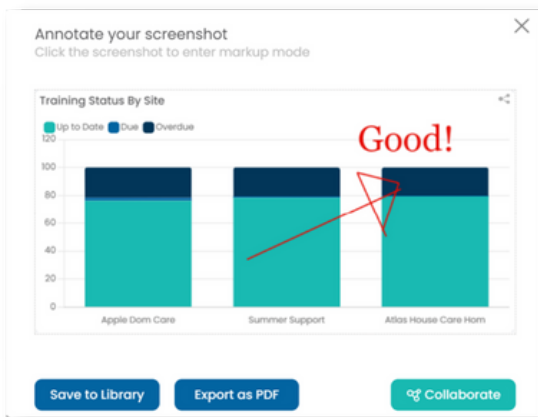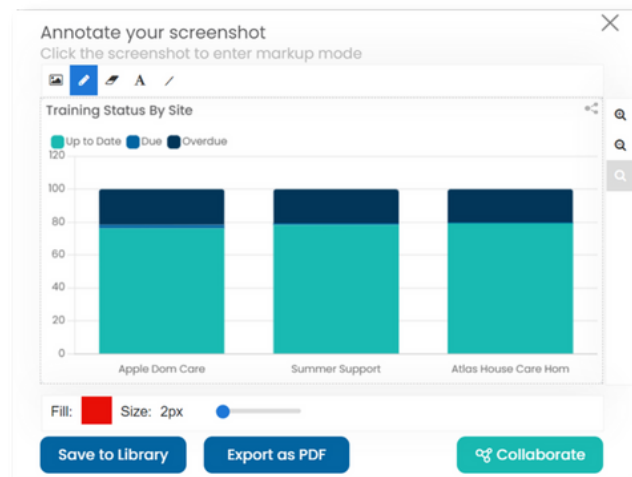
Adding Your Comments...

Any components or Dashboards you collaborate you can add your comments: -

Share with Colleagues

When you click Collaborate you will see the
Collaboration Screen: -
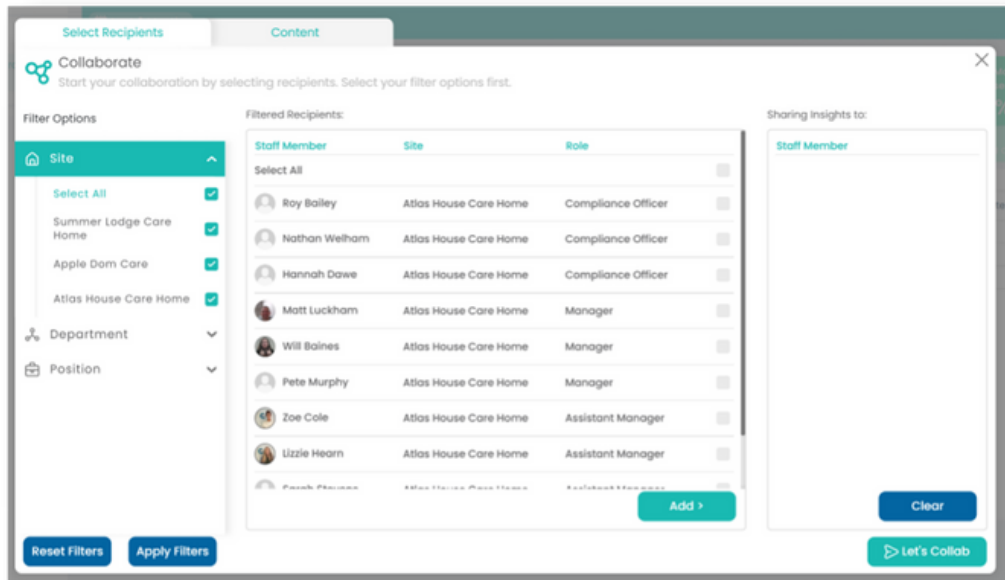
Search for the users you want to Collaborate with.

Adding Messages
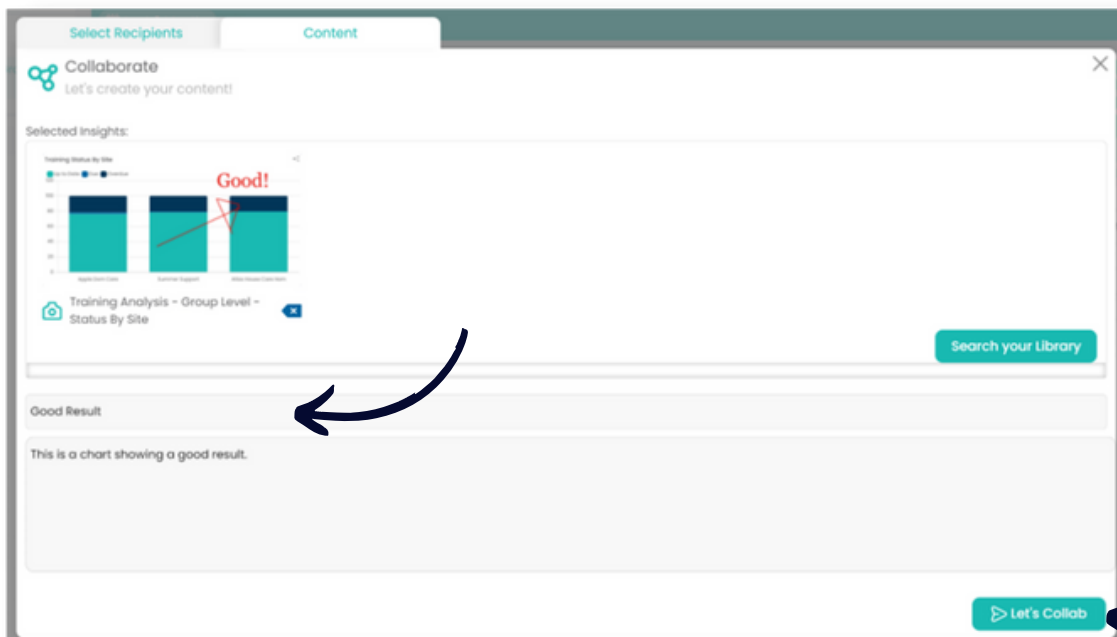
Archiving a Collaboration...

You can access your collaborations through this **icon**: -
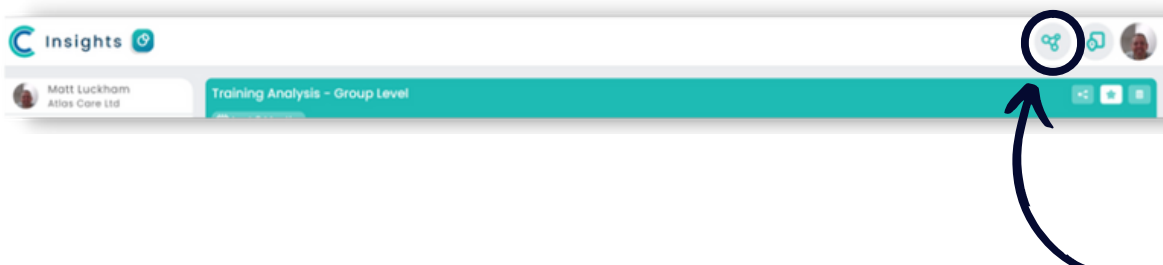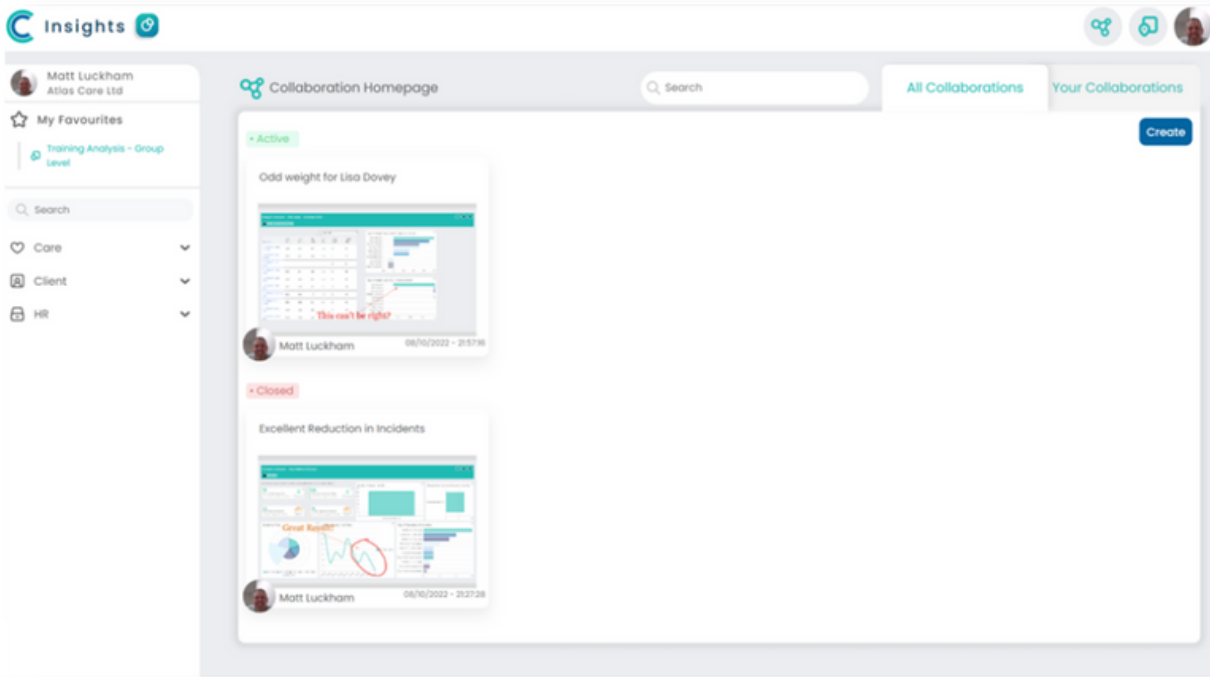
A closed collaboration can then be archived: -
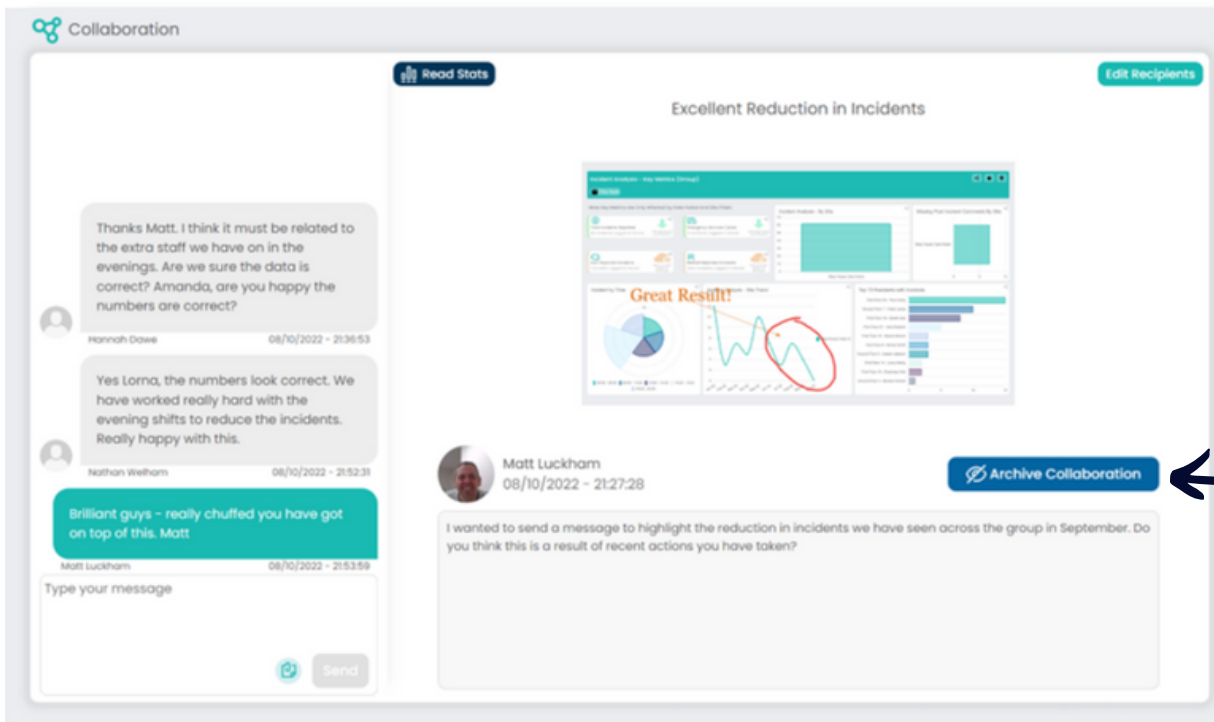
Late and Very Late Indicators

Late and Very Late Indicators are based on the Home Status screen as to how much time has gone by. It is **multiples of the target time.**

To view the late and very late indicators select **Care** and **High Frequency Analysis.**

High Frequency Analysis

▦ Fluid Intake ⏱ 7 Days Back 📅 22/12/2022

High Frequency Checks – Just Exceptions

Nothing to show here!

High Frequency Checks – Good Checks Vs Exceptions

Nothing to show here!

High Frequency Checks – Service User Summary

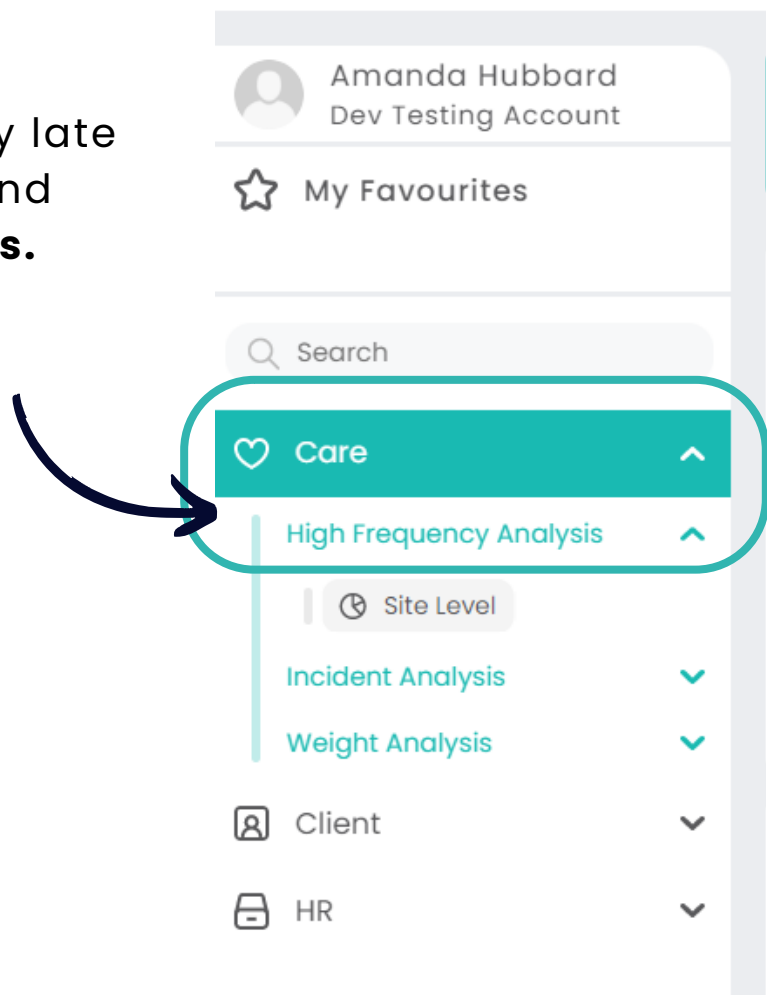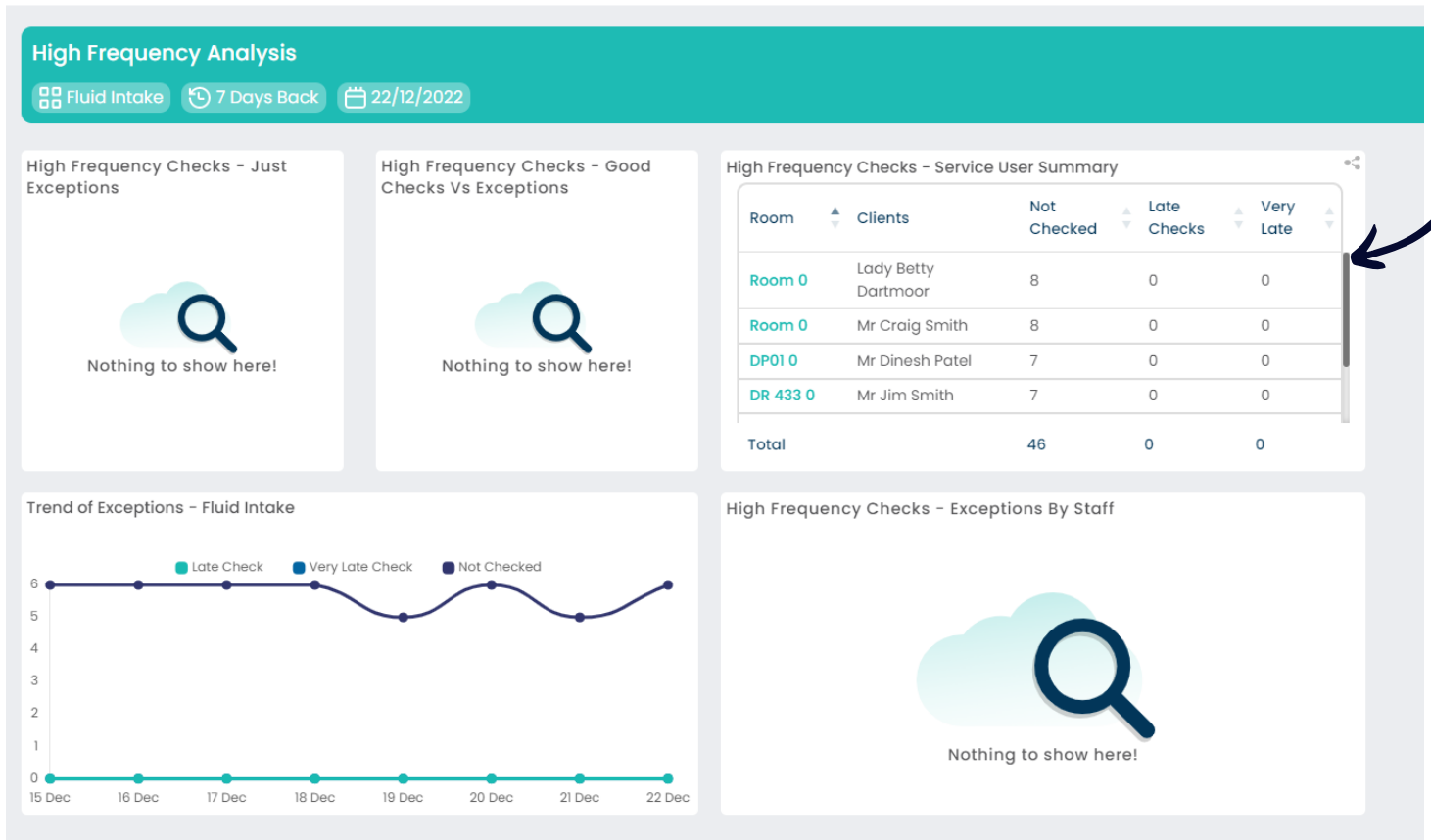| Room	Clients	Not Checked	Late Checks	Very Late
Room 0	Lady Betty Dartmoor	8	0	0
Room 0	Mr Craig Smith	8	0	0
DP01 0	Mr Dinesh Patel	7	0	0
DR 433 0	Mr Jim Smith	7	0	0
Total		46	0	0

Trend of Exceptions – Fluid Intake

● Late Check ● Very Late Check ● Not Checked

High Frequency Checks – Exceptions By Staff

Nothing to show here!

For example; If the **target time** was every 15 minutes, **late** is if the difference is **greater than 15 minutes and less than 30 minutes**, **very late** would be **more than 30 minutes.**

If the target time was very 2 hours, later would be greater than 2 hours and less than 4 hours, very late would be greater than 4 hours: -