User Guide

Completing and Viewing Audits
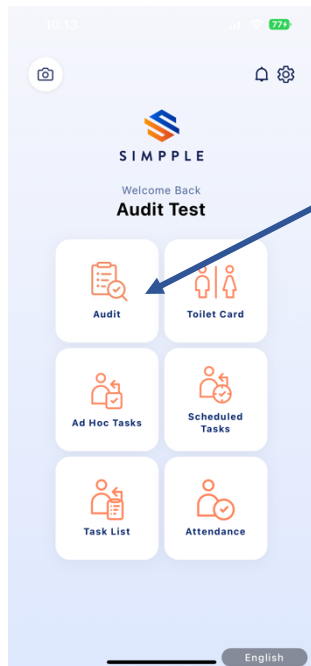
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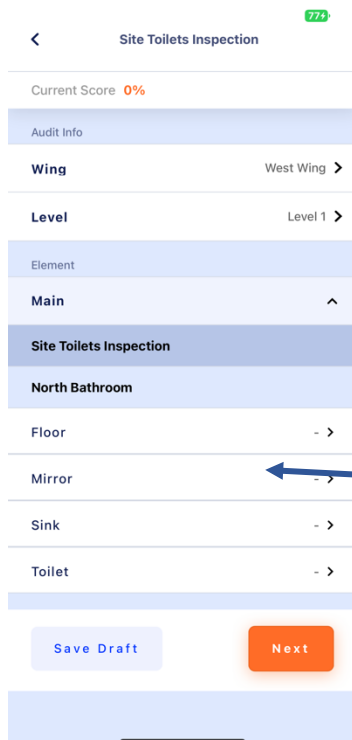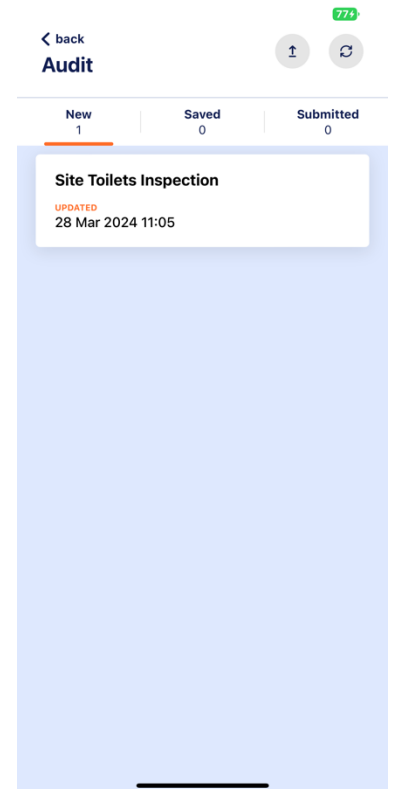## Table of Contents

Completing an Audit

3. Once signed in to the mobile app, click on the audit tile. If the audit tile is not visible, the Audit Module is not enabled for that user.

2. Select the desired audit from the list. If the audit is not present, click the ⟳ button in the top right corner.

1. Select the Audit Info through the dropdown menus. Fill out any custom fields that may be present.

By clicking on each element, the scoring menu will appear. Select the appropriate score, the scoring screen will disappear automatically.
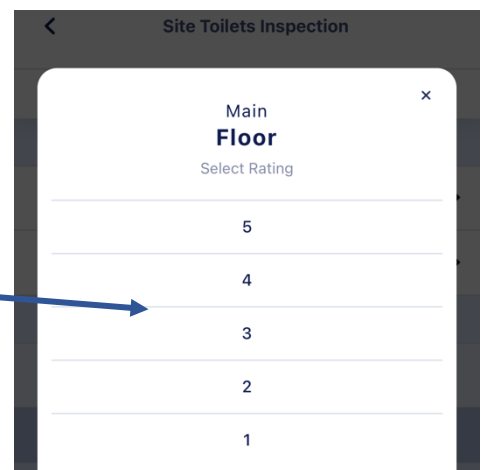
5. Once all sections of the audit have been completed, click the next button in the bottom right. This will bring up the sign off screen.

4. Through the sign-off screen, the recipients of the audit can be selected, and the required signatures compiled. The name will be auto filled if this setting was selected in the Audit Assignment section.

Finalise the audit by clicking submit and confirming the submission.

Reviewing a Completed Audit
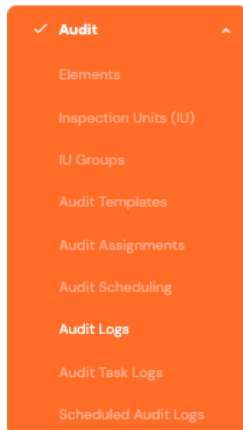
There are a number of ways to review audits once they have been completed. A customised dashboard may be available, however, the best way to view completed forms is through the *Audit Logs* section.

1. Navigate to the *Audit Logs* section of the Audit menu.
2. Audits can be deleted, edited or viewed through the buttons to the right of the audit row.

- Delete
    - o Delete individual reports

- Edit
    - o Allows for editing of audit details. It is possible to change any of the details of the audit report. This includes the scores for each section.

- View
    - o Allows the user to review the audit results. From this screen the report can be emailed to other staff and downloaded through a PDF or Excel document.

- At the top of the screen there are options for **Bulk Delete** and **Bulk Export.**
- Select Reports by clicking one or more square check boxes on the right side of the audit list.