

MEG Demo (Staff App) - MEG Demo - MEG Staff app: Building an Audit on Excel

Subform data							
Required	No						
Allow multiple instances	No						
Name	Water Management						
Question	Help Text	Type	Required	Choices	Compliant Value	Ignored Value	
Are water coolers supplied from mains water?		radio	Yes	Yes, No, N/A	Yes	N/A	
Are water coolers clean and in a good state of maintenance?	Check that are free from lime scale etc	radio	Yes	Yes, No, N/A	Yes	N/A	
Are water coolers on a pre-planned maintenance schedule?	Ask for records	radio	Yes	Yes, No, N/A	Yes	N/A	
Can staff identify low use outlets?	(i.e. infrequently used taps / showers / baths / staff showers)	radio	Yes	Yes, No, N/A	Yes	N/A	
Are low use outlets accessible?		radio	Yes	Yes, No, N/A	Yes	N/A	
If low use water outlets are identified is there a cleaning schedule?	Ask staff	radio	Yes	Yes, No, N/A	Yes	N/A	
If there are ice-machines, is there a cleaning schedule?	Ask to see records. (Ice machines are not permitted on audit)	radio	Yes	Yes, No, N/A	Yes	N/A	
For filtered outlets - are the filters in date?	Check showers / taps	radio	Yes	Yes, No, N/A	Yes	N/A	

Question: This is where to write down the question

Help Text: Help text shows up just under the question with smaller font size to help the auditor to understand the question better or give some specific information about it.

Required: If selected "yes" the auditor can not submit the audit without answering it.

Type: There are several types of questions and answers;

- radio
- select
- multi-select
- date
- text
- text multiline
- heading
- accordion
- integer
- decimal
- multi-file
- checkbox
- date-time
- dob
- short-date
- time
- model
- multi-model
- file upload
- audio
- stopwatch

Choices: If the question type requires to select an answer this is where the answers are typed in. Each answer is seperated by a coma(,) but there shouldn't be any space between answers. (i.e yes,no,n/a is right, but yes, no, n/a) is wrong.

Complian Value: If the question has a right answer or if it is going to be compliant with a specific answer, this is where the correct answer is typed in.

Ignored Value: The asnwered in this column is not calculated in the compliance.

The tabs at the bottom of the screen (Hand Hygiene-PPE-BBE, Corridors, Water Management etc.) are the subforms. If there is only one tab, it means that's a flatform.