

MEG Demo (Staff App) - MEG Demo - MEG Staff app: MEG Support Tools - Audits&Django

Building an Audit on Excel

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	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	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 shower)	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	Ask staff	radio	Yes	Yes, No, N/A	Yes	N/A
If there are ice-machines, is there a cleaning	Ask to see records. (Ice machines are not permitted on au)	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 separated by a comma(,) but there shouldn't be any space between answers. (i.e yes,no,n/a is right, but yes, no, n/a) is wrong.

Compliant 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 answered 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 platform.

GUI



Django