

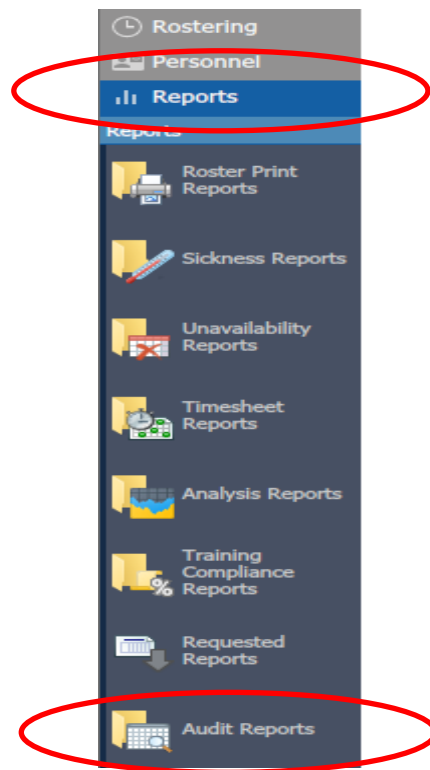
STANDARD OPERATING PROCEDURE	
Title	Request/View Audit Reports
Purpose	To view a log of changes made after a roster has been approved.
Aim	Shows all the changes made in a timeframe chosen and the users that made the change.

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A. Request/View Person Audit Report

- Log into HealthRoster and looking at the left hand side of your screen - select 'Reports'.
- Then select 'Audit Reports'.



- From the Audit Reports, select 'Person Audit Report'.

The screenshot shows the 'Request Report: Person Audit Report' form. On the left, there is a sidebar with 'Audit Reports' and sub-options 'Person Audit Report' and 'Unit Audit Report'. The main form area has the following fields:

- Unit: Accident & Emergency - Nursing (dropdown)
- User Name: (button with three dots)
- From Date: 07/05/2018 (calendar icon)
- To Date: 03/06/2018 (calendar icon)
- People: (button with three dots)
- Output As: PDF (dropdown)
- Email When Produced:

- Complete the report request tab and select **Run Report** at the bottom of the page.

B. Request/View Unit Audit Report

- From the Audit Reports, select 'Unit Audit Report'.

The screenshot shows a web interface for requesting a report. On the left is a sidebar with 'Audit Reports' selected. The main content area is titled 'Request Report: Unit Audit Report' and contains the following fields:

- Unit: Accident & Emergency - Nursing (dropdown menu)
- User Name: (text input with a search icon)
- From Date: 07/05/2018 (calendar icon)
- To Date: 03/06/2018 (calendar icon)
- Output As: PDF (dropdown menu)
- Email When Produced:

- Complete the report request tab and select **Run Report** at the bottom of the page.

Once you have selected to run report, open report and details of the audit will show under each column heading below:

HealthRoster Reports

HEALTHROSTER **Unit Audit Report - Accident & Emergency - Nursing**

Accident & Emergency - Nursing Duties Start Date: 07/05/2018 End Date: 03/06/2018

Date	Shift	Surname	Forenames	Assignment Number	Grade	User	Change Date	Audit Event Type	Change After Approval	Lead Time	Change Detail
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