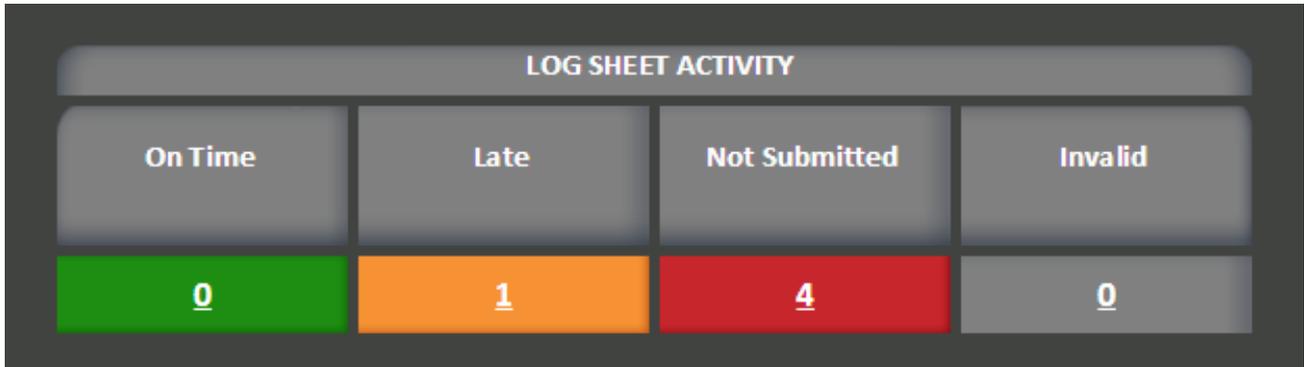




Dashboard Scheduler and 1st, 2nd, and 3rd Level Reporting



You may notice that a new part of the dashboard has appeared – this is the new 1st level reporting feature for Data Capture. It is a snapshot of when Data Capture forms were submitted, according to time intervals set by each individual dashboard user.

Say you have a requirement for temperature checks to be done twice a day – 09:00 to 10:00 and 15:00 to 16:00. You can now enter these time intervals into the Scheduler, and each Log Sheet/Data Capture submission will be analysed and the totals will be displayed on the Dashboard homepage as either On Time, Late, Not Submitted, or Invalid (using a traffic light colour system):

On Time (green): Form submitted within the correct Time Interval

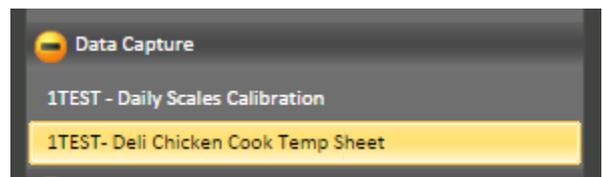
Late (amber): The Submission was made after the time Interval, but before midnight of that day

Not Submitted (red): No valid submission was made for that day

Invalid (grey): There are 2 Invalid cases:

1. A submission was made before the first scheduled time
2. Only 1 valid submission can be made per Interval – extra submissions will be Invalid

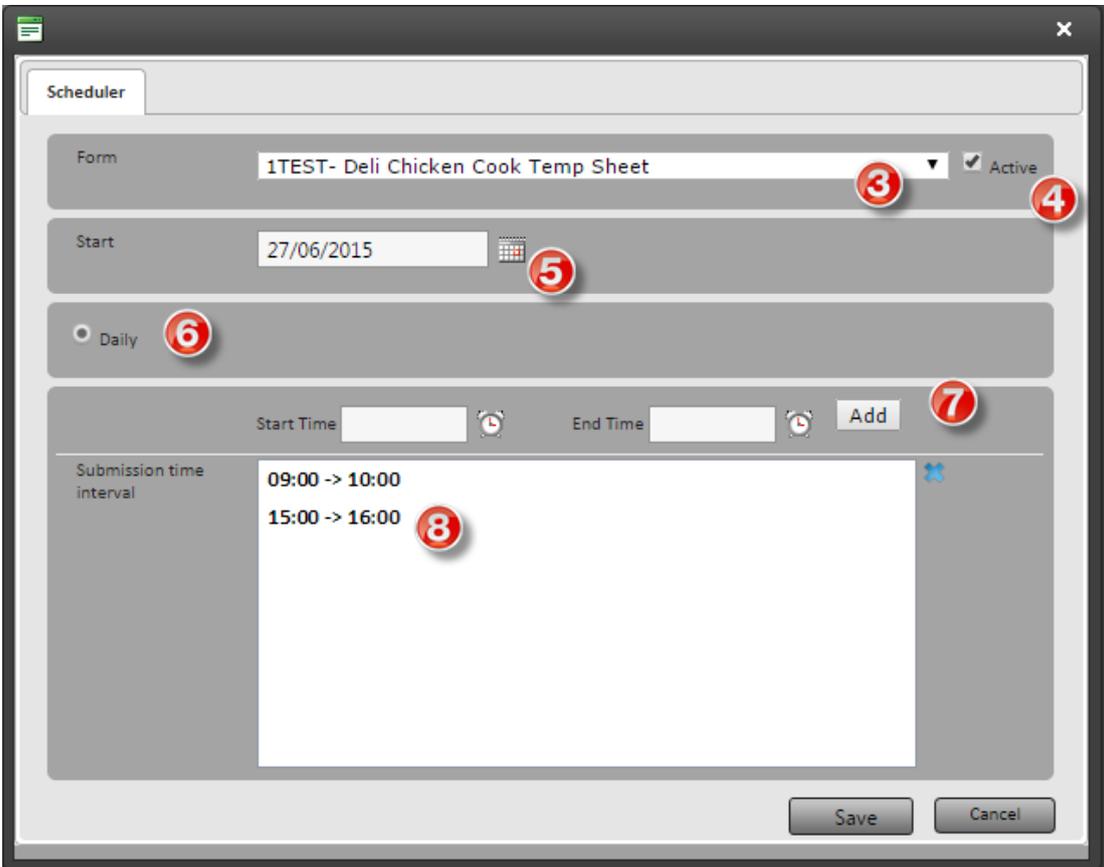
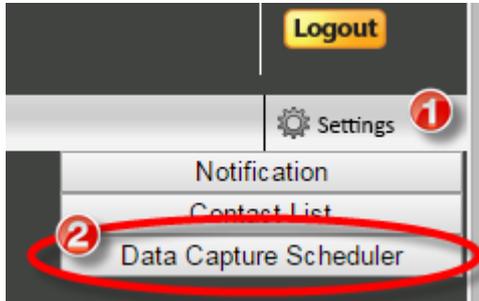
Note: all submissions are still recorded and can be viewed by clicking on the Data Capture form in the left navigation (as before – this functionality has not changed).





To set a Time Interval in the new Scheduler:

1. From the top-right of the dashboard screen, click the Settings button
2. Click the Data Capture Scheduler button (only available for users with Data Capture enabled)



3. From the top dropdown, select the Data Capture form you wish to apply the time interval to (time intervals need to be applied and saved to each Data Capture form separately)
4. Click the tick box to enable/activate the Scheduled times (untick if you want to remove scheduled reporting)
5. Choose a start date for when you would like the reporting to begin from by clicking on the calendar icon
6. Select "Daily" (other reporting for weekly, monthly etc. currently in development)



7. Enter a Start Time and End Time for each interval by clicking on the clock icon and selecting a time, then click the Add button. You may add several different time intervals, as long as they fall within these rules:
 - a. Time interval duration must be at least 15 minutes long
 - b. Time between intervals must be a minimum of 30 minutes
 - c. Intervals cannot overlap
 - d. Intervals must start at the earliest 00:00 and end at the latest 11:45
8. All intervals added appear in the Interval box. Click save to apply the scheduled times, and close the Scheduler window by clicking the "X" in the top-right corner.



1st Level Reporting

LOG SHEET ACTIVITY			
On Time	Late	Not Submitted	Invalid
0	1	4	0

The above table compares the Data Capture Forms/Log Sheets that have been submitted over the past week (7 days) against the scheduled time intervals entered into the Scheduler to give an overall view of the totals of On Time, Late and Invalid submissions, and cases where Data Capture forms were Not Submitted.

Clicking on the individual numbers in the table (circled in the picture above) will take you to a list of the forms that were On Time, Late etc (2nd Level Reports)

2nd Level Reports

Data Capture - Summary Report			
Status	Data/Time Submitted	Log Sheet name	Data/Time Window interval
Late	29/06/2015 12:14	1TEST- Deli Chicken Cook Temp Sheet	29/06/2015 09:00 - 10:00

At the 2nd level of reporting, you will see a list of forms submitted according to their validity/status against the scheduled time intervals. Above we can see there was one Data Capture form submitted Late (submitted at 12:28, which is 2 hours 28 minutes after the first valid On Time window).

The 2nd level report table shows the Status (On Time, Late etc), Date/Time the form was submitted, the Data Capture form name, and the Interval that the submission applies to.



In 2nd level reports, you will be able to see multiple forms, and can see the raw data of the submission, including the status, by clicking on the name of the form.

3rd Level Reports

Data Capture - Summary Report

Log Sheet name: 1TEST- Deli Chicken Cook Temp Sheet

Log sheet name shown here

Submit Time	Corrective Action	Your Name	Please Enter Your Name	Your Signature	Status	Interval	Date Window Violated
					Not Submitted	15:00 - 16:00	06/29/15
29/06/2015 12:14	No Corrective Action Required	OTHER		test	Late	09:00 - 10:00	06/29/15
					Not Submitted	09:00 - 10:00	06/28/15
					Not Submitted	15:00 - 16:00	06/28/15
					Not Submitted	09:00 - 10:00	06/27/15
					Not Submitted	15:00 - 16:00	06/27/15

Not Submitted events added as blank rows

By clicking on the name of the form in 2nd level reporting, you can see the full data submissions for that form.

Once in 3rd level reports, if you scroll to the far right of the table you will see the status, time interval and Date of the violation (if there was one).

Note: for Not Submitted events, there is a row created in the results to represent the skipped submission.