



E>nable Audit

How to Complete an Audit

The Main Page of an Audit

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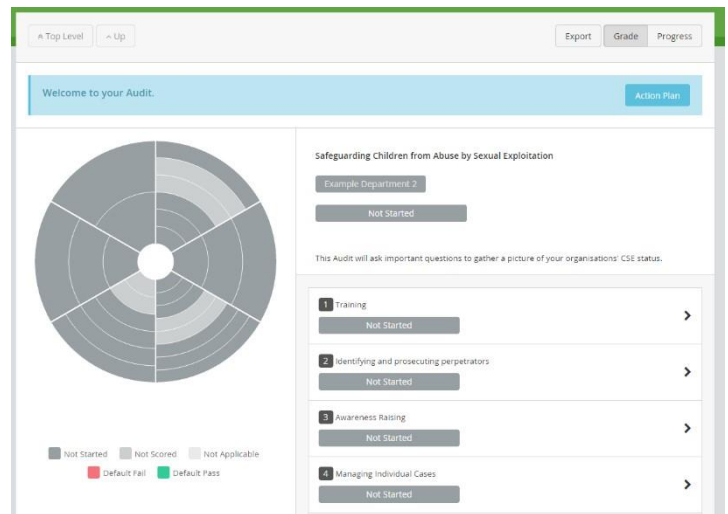


THE MAIN PAGE OF AN AUDIT

If this is your first attempt at completing an audit you will see a blank template ready for you to start work.

PLEASE NOTE: You can stop and start at any time and all your progress will be stored.

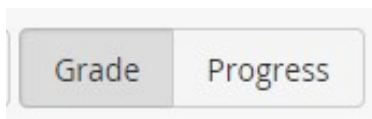
Let's explore this page.



Navigation

The colour of the pie chart will show either score or progress and this will be displayed using a colour coding system.

To change between the score or progress of your audit select **Grade / Progress** from the option in the top right corner.



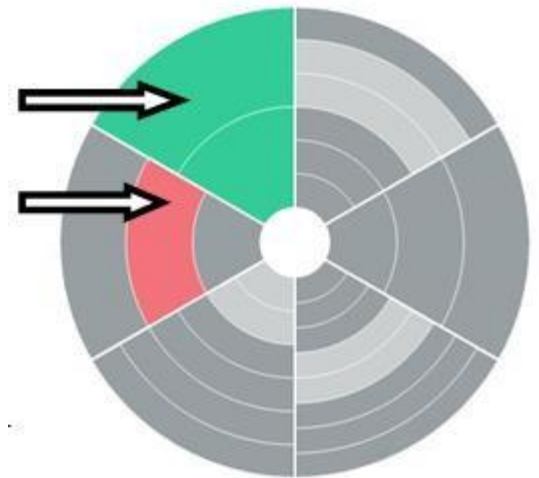
The Chart (or 'pie') will always show a visual colourised display of your Audit score.

Each 'slice' of the pie relates to a top level category or question.

Each 'segment' within relates to a sub-category or a question relating to that top category.

The purpose of the pie will become more apparent as you start working through your audit. As you start answering questions you will receive a colour relating to your responses. These will appear on the pie.

Using the key you'll be able to quickly isolate areas for improvement in addition to having a quick visual representation of your whole audit.



You will notice that as you hover over elements of the chart you will see information it relates to reflected on the table. This allows you to navigate through your audit using either of the two options in tandem



The Table

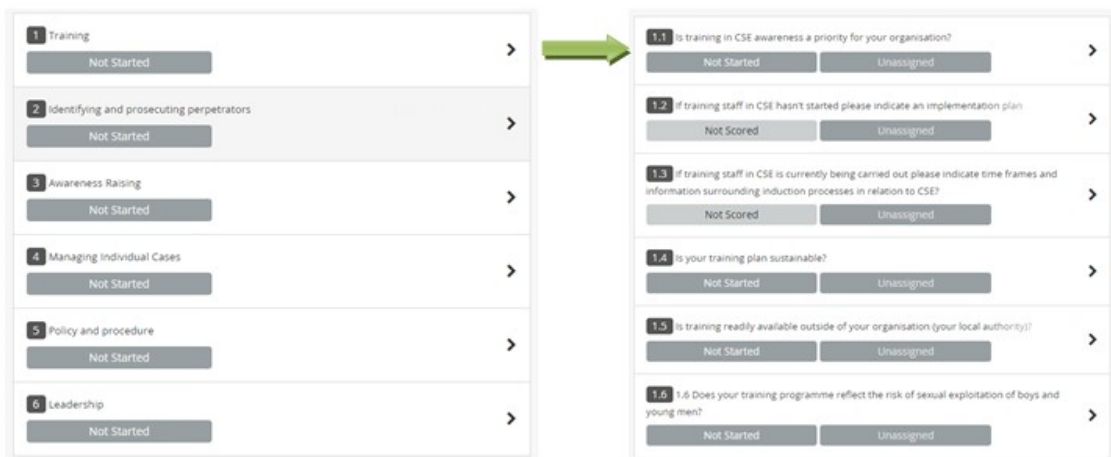
The table relates directly to the pie and shows similar information.

Each part of the table represents a category or question.

By selecting a question you'll be able to answer the question

By selecting a category you'll be brought to a similar table outlining the questions within and any further sub-categories; please find an example below:

1 Training	Not Started	>
2 Identifying and prosecuting perpetrators	Not Started	>
3 Awareness Raising	Not Started	>
4 Managing Individual Cases	Not Started	>
5 Policy and procedure	Not Started	>
6 Leadership	Not Started	>



This principle also applies to the chart:

