Sigma

User Handbook - Administration
Contents

- Audit Manager
  - Accessing the Audit Manager
  - Editing an audit
  - Location Mapping
  - Location Properties
  - Color Thresholds
  - Roles
  - Questionnaires
  - Questions
  - Adding a new audit
  - Audit Types

- Location Manager
  - Accessing the Location Manager
  - Physical and Logical wards
  - Merging wards
  - Adding Logical wards
  - Editing Logical wards
  - Archiving Logical wards

- Assigning a user to a location

- Copy User Profile

- User Access Report

- General Administration
  - Adding new users
  - Assigning user roles (audits)
  - Role breakdowns
  - Resetting user passwords
Audit Manager

All existing audits within the system can be controlled from a central location within Sigma. To access this area, go to:

- **Tools**
  - **Sigma**
    - **Administration**
      - **Audit Manager**
Editing an audit

Click on the name of an audit to edit it.
Editing an audit

The top part of the screen shows you an overview of the details of the audit.
Marking an audit as active

You can mark an audit as **Active** or **Not Active** using the **On / Off** button. Users will only be able perform audits that are active. Inactive audits will not appear in any audit list.
Deleting an audit

To delete an audit, click on the **Delete** button.
Deleting an audit

Deleting an audit cannot be undone. Please only delete an audit if you have full authorisation to do so.

If an audit has already been used in data capture, the system will display a message indicating that the selected audit cannot be deleted.

You will be asked if you wish to continue. Click Yes to delete the audit.

You will receive a confirmation message telling you that the audit has been successfully deleted.
Duplicating an audit

You are able to duplicate an audit. Click on the Copy button to duplicate the audit.
Duplicating an audit

Use the free text box to enter the name of the duplicate audit and the calendar to set the start date.

Audit Name: duplicate IPC in Acute Care

Start Date: 01/07/2016

End Date: (Leave blank if no end date)
Editing an audit

To edit an audit, click on the **Edit** button.
Editing an audit

From here, you are able to edit details of the audit.

You are also able to edit the Location Mapping, Location Properties and Color Thresholds.
Location Mapping allows you to select how questionnaires and questions are mapped to locations.

**All** – all locations will be audited with the same questionnaires and questions.

**Hierarchy Location** – locations are mapped with different questionnaires.

**Question Location** – locations are mapped with individual questions directly relevant to that location.
Location Mapping

Choosing **Hierarchy Location** or **Question Location** will allow you to map questionnaires or questions to individual wards.

Use the location tree and the audit hierarchy to drill down and assign specific questionnaires or questions to a location.
Location Properties

The Location Properties screen allows you to add certain requirements to specific locations, eg: a different minimum number of observations for a ward within an observation based audit.

Use the location tree and the audit hierarchy to drill down and assign specific properties to a location.
Color Thresholds

The **Color Thresholds** administration controls how the audit results are scored on the dashboard.

Use the free text boxes to edit these thresholds.

You are also able to set up the re-audit times, if applicable. Use the drop down boxes to enter the number of months that will pass before a re-audit if an area achieves the color-coded score.
Underneath the audit details are the roles for the audit. From here, you can control which users are able to perform data capture and view the dashboard.
Roles

Use the check boxes to mark which roles you want to be able to perform the selected option.

Click the **Save** button to update the audit with any changes you have made.
Questionnaires

The **Questionnaires** contain question sets. Use the **On / Off** button to mark a questionnaire as **Active** or **Not Active** and the **Edit** button to edit the questionnaire details.

You are also able to **delete** a questionnaire using the **Delete** button but **this cannot be undone**. Please only delete a questionnaire if you have full authorisation to do so.

Click on the **Add Questionnaire** button to add a new questionnaire.
Adding a Questionnaire

Enter the name of the new questionnaire and click Save.

New questionnaires will appear as Not Active until they are turned on.
Questions

Click on the name of a questionnaire to edit the questions within it.

<table>
<thead>
<tr>
<th>#</th>
<th>Questionnaire</th>
<th>Created By</th>
<th>Questions</th>
<th>Status</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SICP</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SPE</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TBP</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
Questions

Click on the **Add / Edit questions** button to view the questions within the questionnaire.
The questions can be reordered by dragging them using the buttons on the left hand side.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Type</th>
<th>Active</th>
<th>Visible</th>
<th>Mandatory</th>
<th>Default</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean and sterile equipment is not stored at floor level or on open shelving.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>There are no inappropriate items of equipment in the Clean Utility/Clean Store Room/Treatment Room.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shelves, ledges, worktops and cupboards are clean inside and out.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>There is no evidence of storage of inappropriate equipment or communal items in the communal bathroom/shower room.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Editing a Question

Click on the **Edit** button to edit a question.

**Note:** The system tracks the question versions. If the wording of a question is changed, the system will continue to show the old wording for past data and the new wording with new data.
Editing a Question

From here you can edit the question name, the question description, the default answer selection, whether the question is mandatory to answer or not, whether the question is active or inactive an whether the question is visible or not.

The **Question Section** allows you to edit the blue headers the break the audit down into sections.
Click on the **Default Actions** button to edit the default actions that are generated from failing the question.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Type</th>
<th>Active</th>
<th>Visible</th>
<th>Mandatory</th>
<th>Default</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean and sterile equipment is not stored at floor level or on open shelving.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>There are no inappropriate items of equipment in the Clean Utility/Clean Store Room/Treatment Room.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shelves, ledges, worktops and cupboards are clean inside and out.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>There is no evidence of storage of inappropriate equipment or communal items in the communal bathroom/shower room.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Editing an Action

You can mark an action as **Active** or **Not Active** using the **On / Off** button.

Click on the **Edit** button to edit the action text.
Editing an Action

You are able to edit the action’s title, its description and its due frequency. In this example, the action is due 1 Month after it has been generated.
Adding an Action

Click on the **Add Default Action** button to add a new action.
Adding an Action

You will be required to enter the title, description and due frequency for the new action.
Adding a Question

Click on the **Add Question** button to add a new question.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Type</th>
<th>Active</th>
<th>Visible</th>
<th>Mandatory</th>
<th>Default</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean and sterile equipment is not stored at floor level or on open shelving.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>There are no inappropriate items of equipment in the Clean Utility/Clean Store Room/Treatment Room.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shelves, ledges, worktops and cupboards are clean inside and out.</td>
<td>Yes/No/NA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Adding a Question

You will be required to enter the question and description. You will also have to select the question type, default selection, whether the question is mandatory, whether the question is active and whether the question is visible.
Deleting a Question

Select the **Delete** button if you wish to delete a question.

Confirm the deletion by clicking on **YES**.

Note: Deleting a question with data held against it is not permitted. Archiving takes place. The data assigned to the archived question will appear on dashboards for past periods, but the question will not be available for any new audits.
Adding a New Audit

To add a new audit, click on the **Create New Audit** button.
Adding a New Audit

You will need to enter the audit name and the audit type. You will also need to enter the frequency of the audit, the start date and end date (optional) and whether you want users to be able to add evidence alongside questions.

Other options may appear depending on the audit type that you select.
Adding a New Audit

New audits will remain as ‘Not Active’ until a user chooses to make the audit active.

After adding a new audit, you will need to add questionnaires, questions and default actions within the new audit.
There are five Audit Types. These are:

- **Checklist**
  A checklist audit is performed once within the specified frequency. Questions can only be answered in a YES / NO / N/A format.
  *eg*: Daily Checklists

- **Key Performance Indicators**
  A KPIs audit is performed once within the specified frequency. KPIs audits are typically used for recording numbers, percentages and calculations.
  *eg*: Clinical Indicators / Nursing KPIs

- **Observational Audit**
  An Observation Audit is performed multiple times within the specified frequency. Observation Audits require the auditor to observe multiple members of staff, patients or situations and record these observations. The minimum number of observations required is fully controllable.
  *eg*: Hand Hygiene audit

- **Standards Audit**
  A healthcare standards audit is performed once within the specified frequency. Questions can be answered in any format you wish, comments and evidence (photograph) can be added alongside the audit, the audits can generate actions and documents can be upload alongside the audit.
  *eg*: IPC in Acute Care audit

- **Survey**
  A survey can be performed multiple times within the specified frequency. A survey is performed by asking multiple members of staff, patients or patient families for their feedback.
  *eg*: Patient Meal Satisfaction survey
Location Manager

All hospital locations and the hospital structure can be controlled from a central location within Sigma. To access the location manager, go to:

- Tools
  - Sigma
    - Administration
      - Location Manager

Note: Locations use the latest name given to them, so if you change the name of a location all past data will show the new location name.
Location Manager

You will first need to use the drop down boxes to filter to the hospital you wish to administer.
Physical and Logical Wards

The **Physical Ward** is based upon the set up of the FMT and is how the hospital is physically structured and encountered by the Estates and Facilities teams. The **Physical Ward** can only be edited or archived by contacting Synbiotix, but two **Physical Wards** can be merged.

The **Logical Ward** can be edited using the Location Manager and is based upon how other teams (eg Clinical) encounter the hospital. More than one **Logical Ward** can be held within a **Physical Ward**.

![Location Manager](image.png)
Merging Wards

You are able to merge a number of **Physical Wards** into a single **Logical Ward**. You cannot however add additional logical wards alongside this.

Use the check boxes to select the wards you wish to merge and click **Merge**.

![Merge Table]

<table>
<thead>
<tr>
<th>Select to Merge</th>
<th>Physical Ward</th>
<th>Logical Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24Hrassess</td>
<td>24Hrassess</td>
</tr>
<tr>
<td></td>
<td>5th Floor Labs</td>
<td>5th Floor Labs</td>
</tr>
<tr>
<td>☑</td>
<td>A&amp;E</td>
<td>Infection Control A&amp;E</td>
</tr>
<tr>
<td>☑</td>
<td>A&amp;E / Emergency Department</td>
<td>A&amp;E / Emergency Department</td>
</tr>
<tr>
<td></td>
<td>A&amp;E Circs</td>
<td>A&amp;E Circs</td>
</tr>
<tr>
<td></td>
<td>Acute Assess - Out-Patients Department</td>
<td>Acute Assess - Out-Patients Department</td>
</tr>
</tbody>
</table>
Merging Wards

You will then be asked to enter the name for the new merged ward.

Enter the new name and click **Save**.
Merging Wards

You will then be asked to enter the name for the new merged ward.

Enter the new name and click **Save**.

To unmerge merged wards, click on the **Archive** button and the wards will be separated out into their **Physical Wards**.
## Adding Logical Wards

More than one **Logical Ward** can be added alongside a single **Physical Ward**.

Click **Add** to add a **Logical Ward**.

<table>
<thead>
<tr>
<th>Select to Merge</th>
<th>Physical Ward</th>
<th>Logical Ward</th>
<th>Add</th>
<th>Edit</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>24Hrassess</td>
<td>24Hrassess</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>5th Floor Labs</td>
<td>5th Floor Labs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>A&amp;E / Emergency Department</td>
<td>A&amp;E Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>A&amp;E Circs</td>
<td>A&amp;E Circs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Acute Assess - Out-Patients Department</td>
<td>Acute Assess - Out-Patients Department</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adding Logical Wards

You will then be asked to enter the name for the new logical ward.

Enter the new name and click **Save**.
To edit the name of a **Logical Ward** click **Edit**. This will not change the name of the **Physical Ward**.

<table>
<thead>
<tr>
<th>Select to Merge</th>
<th>Physical Ward</th>
<th>Logical Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>24Hrassess</td>
<td>24Hrassess</td>
</tr>
<tr>
<td></td>
<td>5th Floor Labs</td>
<td>5th Floor Labs</td>
</tr>
<tr>
<td></td>
<td>5th Floor Labs Storage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A&amp;E</td>
<td>A&amp;E Department</td>
</tr>
<tr>
<td></td>
<td>A&amp;E / Emergency Department</td>
<td>A&amp;E Circs</td>
</tr>
<tr>
<td>☐</td>
<td>Acute Assess - Out-Patients Department</td>
<td>Acute Assess - Out-Patients Department</td>
</tr>
<tr>
<td>☐</td>
<td>Acute Assessment Support</td>
<td>Acute Assessment Support</td>
</tr>
</tbody>
</table>
Editing Logical Wards

Use the free text box to edit the name of the Logical Ward and click Save.
Archiving Logical Wards

If a **Logical Ward** is no longer required it can be archived. **Once a logical location is archived it cannot be undone.**

Click **Archive** to archive a **Logical Ward**.

<table>
<thead>
<tr>
<th>Select to Merge</th>
<th>Physical Ward</th>
<th>Logical Ward</th>
<th>Add</th>
<th>Edit</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24Hrassess</td>
<td>24Hrassess</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5th Floor Labs</td>
<td>5th Floor Laboratory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5th Floor Labs Storage</td>
<td>5th Floor Labs Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A&amp;E</td>
<td>A&amp;E Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A&amp;E / Emergency Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A&amp;E Circs</td>
<td>A&amp;E Circs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acute Assess - Out-Patients Department</td>
<td>Acute Assess - Out-Patients Department</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assign User to Location

A user must be assigned to a location to be able to perform an audit or view audit results on the dashboard. To access the Assign User to Location screen, go to:

- **Tools**
  - **Sigma**
    - **Administration**
      - **Assign User to Location**
Selecting an audit

The applications will appear. Select the application that you wish to assign locations to a user for.
Assign User to Location

A user must be assigned to a location to be able to perform an audit or view audit results on the dashboard. To access the Assign User to Location screen, go to:

- Tools
- Sigma
- Administration
- Assign User to Location
Selecting an audit

The applications will appear. Select the application that you wish to assign locations to a user for.
Selecting a User

A list of users will appear. These are the users that have been assigned a role for the selected audit. Select the user that you wish to assign locations to.
Selecting a Location

A location tree will appear. You will need to drill down into this tree to find the location you wish to assign to the user.

The tree is structured as follows:

NHS Scotland > Healthboard > Zone (eg Hospitals, Health Bases) > Hospital > Ward / Functional Area > Room
Assigning a Location

Each level of the location tree has a check box next to it, so you are able to assign an entire healthboard or hospital to a user if required. To assign a location to a user, click the check box at the desired level of access.
Unassigning a Location

To unassign a location from a user, remove the tick from the check box.
A quick and easy way to set up a new user or edit an existing user is using the **Copy User Profile** function. This function can only be used if there is an existing user who already has the desired roles and locations assigned to them.

To access this function go to:

- **Tools**
  - **Sigma**
    - **Administration**
      - **Copy User Profile**
Copy User Profile

Enter the username of the user with the profile that you wish to copy (the **source user**).

If the username that you have entered exists within the system, a green tick will appear alongside the username.

You will then need to enter the username of the user that you wish to copy the profile to (the **destination user**).
Copy User Profile

A list of audits assigned to the source user will appear. Alongside each audit, a checkbox will appear for both Roles and User Access (Location).

Use the check boxes to mark the information that you wish to copy across to the destination user.

Click **Copy Profile** to copy the information to the destination user.
Copy User Profile

Copying another profile will remove all roles and access from the destination user that do not match the source user.

A prompt will appear reminding you of this. Click **OK** if you wish to proceed.

A pop up box will appear to tell you if the copy has been successful.
User Access Report

The User Access Report allows you to see at a glance either all the users assigned to a location or all the locations that have been assigned to a user on a audit-by-audit basis.

To access this function go to:

- **Tools**
  - Sigma
    - Administration
      - User Access Report
User Access Report

First select the audit that you wish to view information for from the drop down box.
You will then need to select whether you wish to search by **User** or **Ward**.
If you choose to search by **User** you will need to enter the username required and click **GO**.
User Access Report

The screen will then display all of the locations assigned to the selected user for the selected audit.
User Access Report

If you choose to search by **Ward** you will need to select the required ward.

The screen will then display all of the users assigned to the selected ward for the selected audit.
Adding New Users

To add a new user to the system, go to:

- Administration
  - Users
    - Create New User
Adding New Users

Use the free text boxes to enter the details of the new user.

Usernames are set up in the format forename.surname, so John Smith’s username would be john.smith

These details cannot be changed once they have been entered, so ensure that all details are spelt correctly.

Click **Create User** to add the new user account.
Assigning User Roles

For a user to be able to use the system they must be assigned roles.

After you have set up a user you will be given the option to assign roles to them.

Click **Assign Roles** to proceed.

If you wish to assign roles to an existing user go to:

- **Administration**
  - **Users**
    - **Assign User Roles**
Assigning User Roles

The **Assign Role** screen will appear. If you are managing an exiting user, you will need to use the **Find User** search to open their user account.

Roles that they are currently assigned (if any) will be displayed on the left hand side of the screen and roles that they are able to be assigned will appear on the right.

<table>
<thead>
<tr>
<th>Already assigned roles:</th>
<th>Roles able to be assigned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Monitoring</td>
<td>Action Plans</td>
</tr>
<tr>
<td>&gt; Auditor</td>
<td>&gt; Administrators</td>
</tr>
<tr>
<td></td>
<td>&gt; Dashboards</td>
</tr>
<tr>
<td></td>
<td>&gt; Data View and Entry</td>
</tr>
<tr>
<td></td>
<td>Domestic Monitoring</td>
</tr>
<tr>
<td></td>
<td>&gt; Administrators</td>
</tr>
<tr>
<td></td>
<td>&gt; Board Admin</td>
</tr>
<tr>
<td></td>
<td>&gt; Board Data Access</td>
</tr>
<tr>
<td></td>
<td>&gt; Domestic Mgr</td>
</tr>
<tr>
<td></td>
<td>&gt; Estates Mgr</td>
</tr>
<tr>
<td></td>
<td>&gt; HFS Admin</td>
</tr>
<tr>
<td></td>
<td>&gt; HFS Data Access</td>
</tr>
<tr>
<td></td>
<td>&gt; Hospital Admin</td>
</tr>
<tr>
<td></td>
<td>&gt; Station Manager</td>
</tr>
<tr>
<td></td>
<td>&gt; Ward Manager</td>
</tr>
<tr>
<td></td>
<td>&gt; Zone Admin</td>
</tr>
<tr>
<td></td>
<td>Dynamic Risk Assessment</td>
</tr>
<tr>
<td></td>
<td>&gt; Administrator</td>
</tr>
<tr>
<td></td>
<td>&gt; Domestic</td>
</tr>
<tr>
<td></td>
<td>&gt; Domestic Supervisor</td>
</tr>
</tbody>
</table>
Unassigning a Role

To unassign a role from a user, click on the role or roles you wish to remove.

Multiple roles can be selected using the Shift key or by dragging the mouse.

They will appear with a blue background.

Click the Unassign selected roles button to remove the roles from the user.
Assigning a Role

To assign a role to a user, click on the role or roles that you wish to assign.

Multiple roles can be selected using the **Shift** key or by dragging the mouse.

They will appear with a blue background.

Click the **Assign selected roles** button to assign the roles to the user.
There are three role categories: **Framework**, **Sigma**; and individual audit roles. In this breakdown we will focus on the audit roles for the **Infection Control** audits. Specialised modules such as **Domestic Monitoring** and **Laundry Management** have more detailed, specialised roles covered in their individual user handbooks.

**Framework**
- Users - add new users; manage existing users; reset user passwords
- Roles – assign and unassign roles from users

**Sigma**
- Administrator – build and manage all audits; manage locations; assign users to locations for all audits; copy user profiles; view user access reports
- Dashboard Drill Down – ability to navigate to Sigma dashboards
- Data Capture – ability to navigate to Sigma data capture screen

Note: a user must be assigned at least one Sigma role to access the Sigma menu
Infection Control Audits

- **Administrator** – manage the audit; assign users to locations
- **Dashboard Drill Down** – view dashboard
- **Data Capture** – perform an audit
- **Responsible Person** – view dashboard; view corrective actions; edit corrective actions; automatically assigned responsibility for corrective actions
- **Senior Nurse** – view dashboard; view corrective actions; edit corrective actions
- **User** – this role is obsolete
- **Widget Dashboard** – view audit data on the Widget Dashboard
- **Widget Dashboard Trend Data** – view audit data and 6 month trend data on the Widget Dashboard

**Note:** a user must be assigned the Widget Dashboard roles for each audit to allow it to appear on their Widget Dashboard
Resetting passwords

To reset a user’s password go to:

- Administration
  - Users
    - Manage Users

You will then be directed to a screen displaying all of the users within the system. Click on the **Reset Password** link next to a username to reset the user’s password.