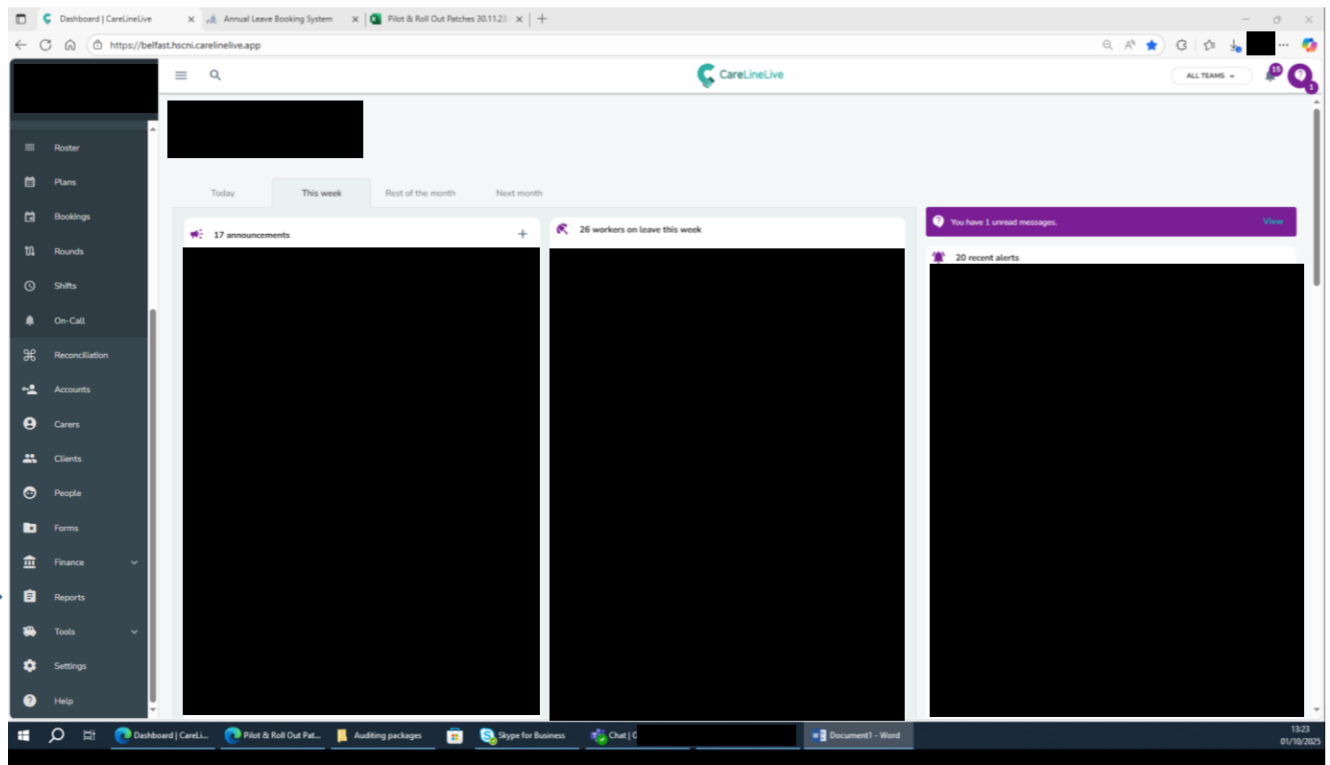
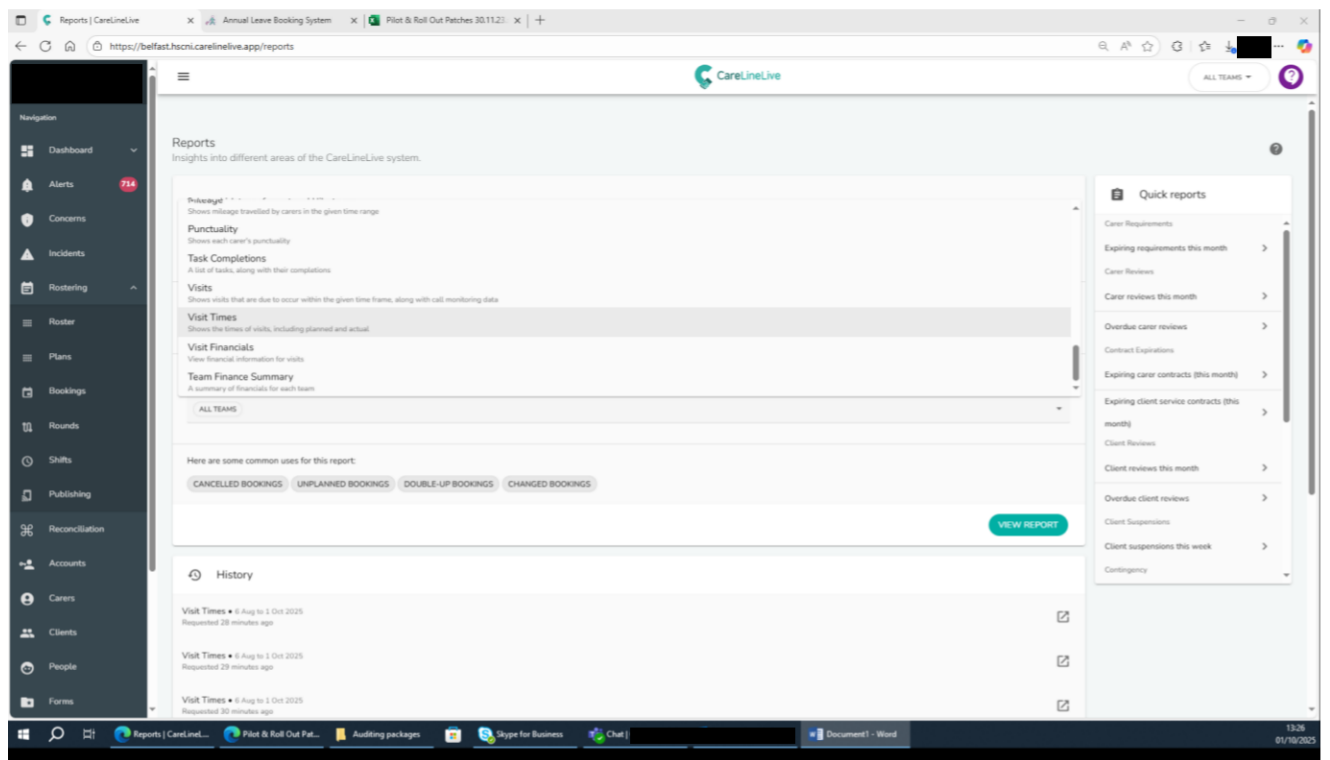


Audit Process using CareLineLive

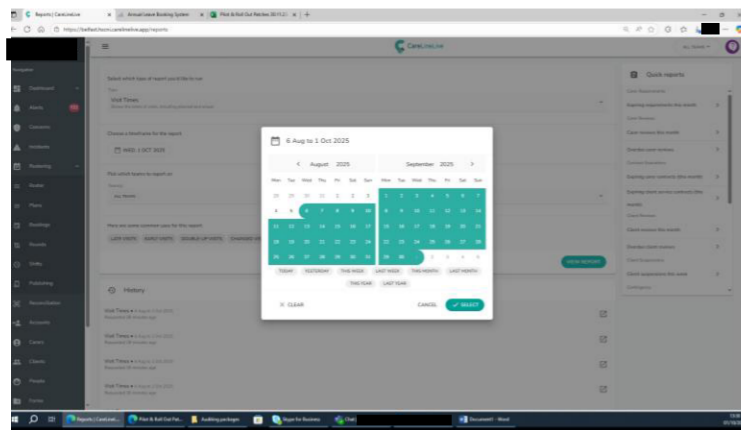
Go to Reports on the Navigation Menu, located near the bottom:



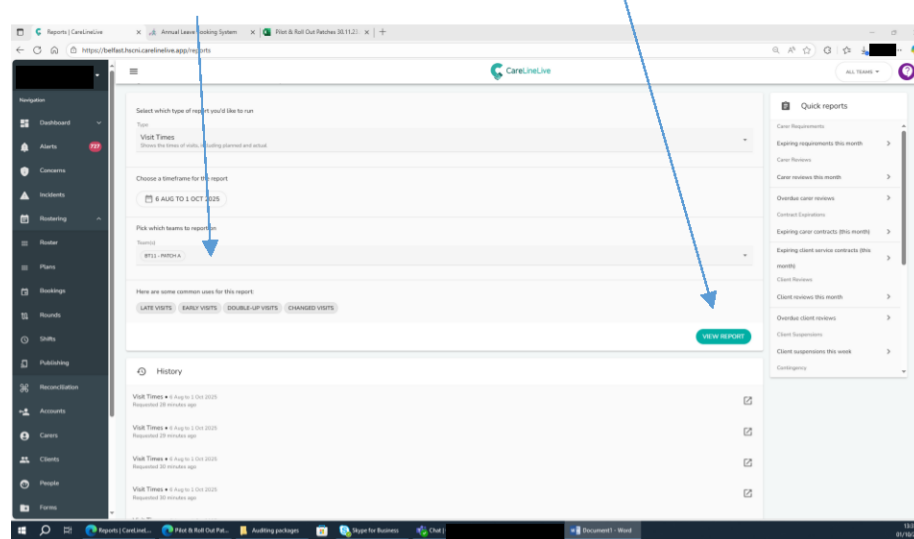
Select the field that says 'Bookings' to open the drop down menu and scroll down to 'Visit Times':



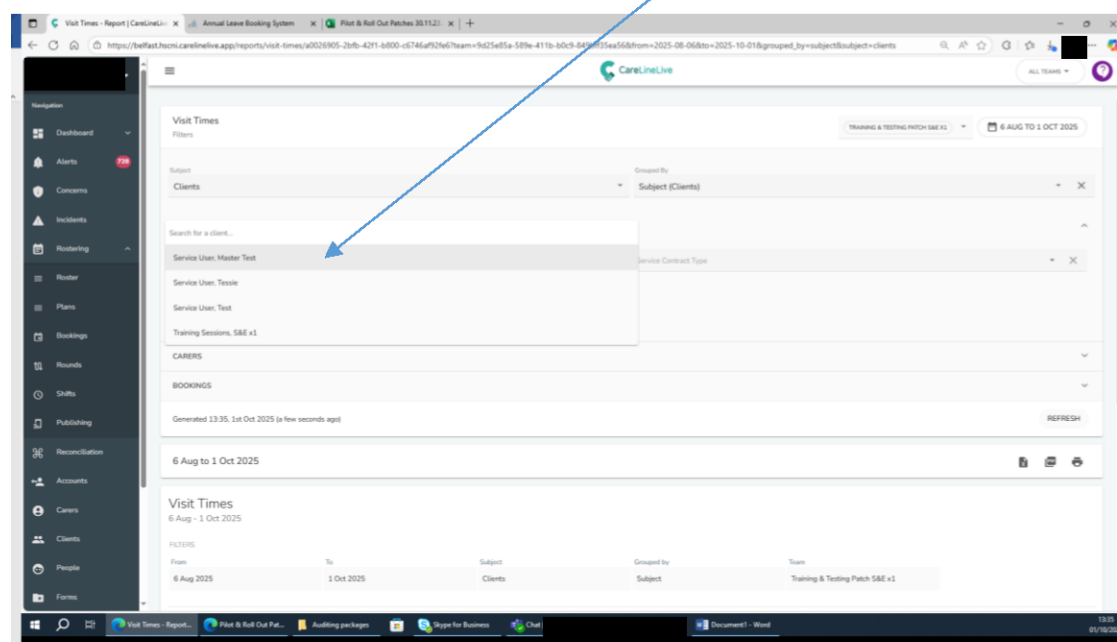
Choose timeframe by selecting the date, go back 6 to 8 weeks from that days date and select:



Pick which team in the next field and select 'View Report':



As the report generates filter further by selecting the Clients field and then choose the client you wish to audit and select 'Apply Filters':



A summary report will generate below all the filters. There are 3 symbols of note:



'X' will download the excel spreadsheet version of the report that can be printed and/or saved

'PDF' will download the PDF version of the report that can be printed and/or saved

The 'printer' icon will short cut to the PDF print option

It is recommended to use the Printer option along with the Care Package Audit Template when notifying key workers or duration and call time changes.