

## Downloading and Importing Clinical Audits

New or amended audits are available from the [Clinical Audit Downloads](#) section of the **Clinical Audit Help Centre**. These can be downloaded, unzipped and imported into **Clinical Audit** as required.

Audits of general interest usually come under the **In Practice Systems** heading. Others are specifically requested, for example, by practices or ICS/Health Board.

### Downloading Clinical Audits

To download new or updated audits:

1. Select the heading of the audit you require from the [Clinical Audit Downloads](#) section of the **Clinical Audit Help Centre**.

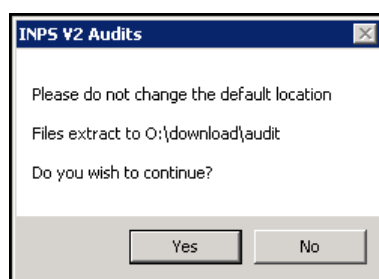


**Note** - You can either download the full audit suite or a particular audit section.

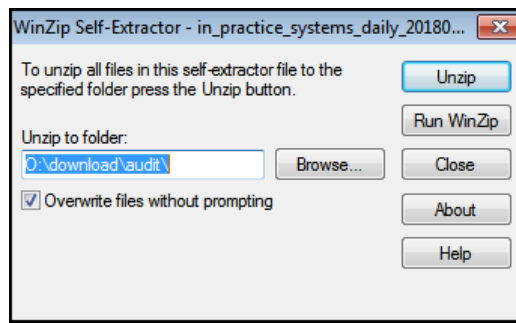


**Training Tip** - Some top level audits do not include individual audits as they are country specific.

2. Select the downloaded file. Depending on your browser settings a security warning may display, select **Run** if prompted.
3. When prompted, select **Yes** to the message 'Please do not change the default location. Files extract to O:\Download\Audit. Do you wish to continue?':



4. Next, select **Unzip**:



The files download to the default location.

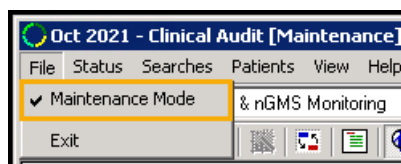
5. Select **OK** to the confirmation message 'files unzipped successfully'.



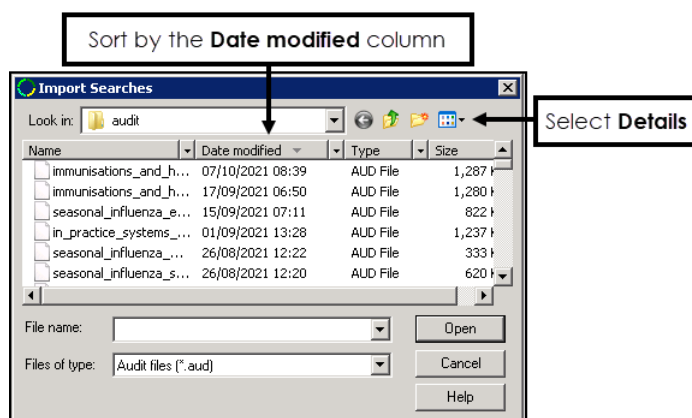
## Importing the Audits into Clinical Audit


To import the downloaded audits in **Clinical Audit**:

1. From the **Vision 3** front screen, select **Clinical Audit**.
2. Select **File - Maintenance Mode**:



3. Now select **Searches - Import Searches**, the default location is O:\Download\Audit. The **Import Searches** screen displays:

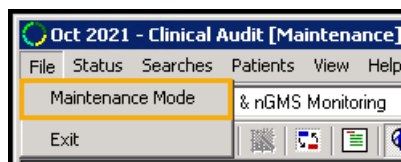


4. Select **View Menu**  - **Details**, and double click on the **Date Modified** column so the most recent date is at the top.
5. Highlight the audit you require and select **Open**.
6. You may be prompted 'Importing this file will replace existing searches in the same category, Do you wish to continue?', select **Yes** to proceed.



**Note** - If you download more than one audit, each audit must be imported separately.


7. Select **File - Maintenance Mode** to exit **Maintenance Mode**:

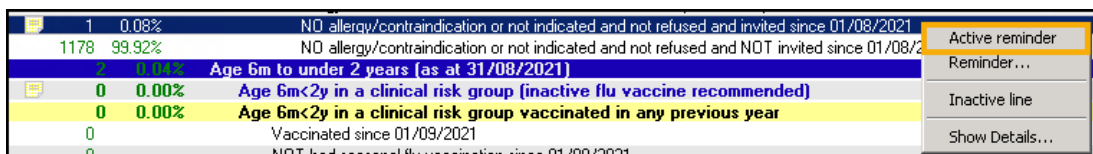


## Activate Reminders

Audit lines with pale yellow reminders have inactive reminders. You can choose which reminders you want to activate before you generate the new audit, after generation reminders display as yellow post-its on the relevant patient record within **Consultation Manager**.

To activate a reminder:

1. From **Clinical Audit**, find the audit line with the pale yellow inactive reminder .
2. Right click on the audit line and select **Active reminder**:



1	0.08%	NO allergy/contraindication or not indicated and not refused and invited since 01/08/2021	
1178	99.92%	NO allergy/contraindication or not indicated and not refused and NOT invited since 01/08/2021	
0	0.00%	Age 6m to under 2 years (as at 31/08/2021)	
0	0.00%	Age 6m<2y in a clinical risk group (inactive flu vaccine recommended)	
0	0.00%	Age 6m<2y in a clinical risk group vaccinated in any previous year	
0		Vaccinated since 01/09/2021	
0		NOT had seasonal flu vaccination since 01/09/2021	

The reminder activates and displays a dark yellow  symbol.

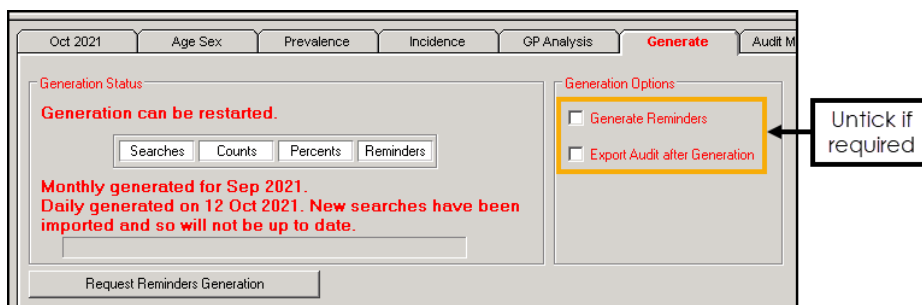
3. Following the generation of **Clinical Audit**, the reminder can be viewed from the patient's record in **Consultation Manager**.

## Generate the New Audit

Following the import of audits, the **Generate** tab displays in red, signifying that the statistics are out of date. These generate automatically overnight.

If immediate generation is needed, hosted practices need to contact the Helpdesk, see [Contacting Us for Support](#). Practices with their own server can run an ad-hoc regeneration:

1. From **Clinical Audit**, select the **Generate** tab:



2. Untick the following:
  - **Generate Reminders** - If this is the only audit for which you are generating statistics. If you are about to do your usual monthly generation, leave this ticked.
  - **Export Audit after Generation** - If ticked.
3. Select either:
  - **Continue generation for ...** - To run the newly imported audit, or,
  - **Generate data for ...** - To run a full generation.