



Council for Disabled Children Local Area Overview Tool USER MANUAL

INDEX

INTRODUCTION – page 2

OVERVIEW – page 2

SETTING MACRO SECURITY LEVEL – page 3

LOCAL AREA OVERVIEW FILE – page 6

ADMIN TAB – page 7

EXEC SUMMARY TAB – page 8

REVIEW TAB – page 10

INTRODUCTION

This document describes the use and functionality of the CDC Local Area Overview Tool that summarises content of following audit templates:

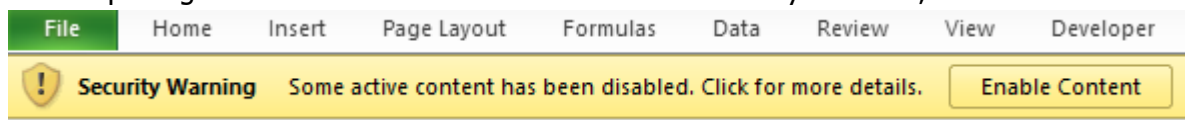
- CCG
- LA
- Participation
- Preparation for/transition to adulthood
- Social Care

OVERVIEW

Requirements for using the tool:

- MS Excel 2007 or above,
- Files need to be opened as 'Macro Enabled' (click 'Yes' if asked in the prompt)

When opening both of the files and asked about the 'Security Content', click 'Enable Macro'.

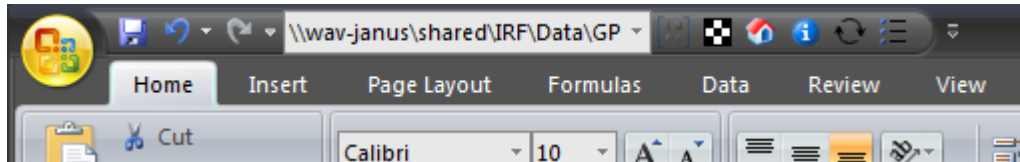


If you are not asked for it and buttons are locked down, please refer to the 'Setting macro security level' section of this manual.

SETTING MACRO SECURITY LEVEL

Below screenshots can differ based on MS Excel version in use, but general logic is applicable.

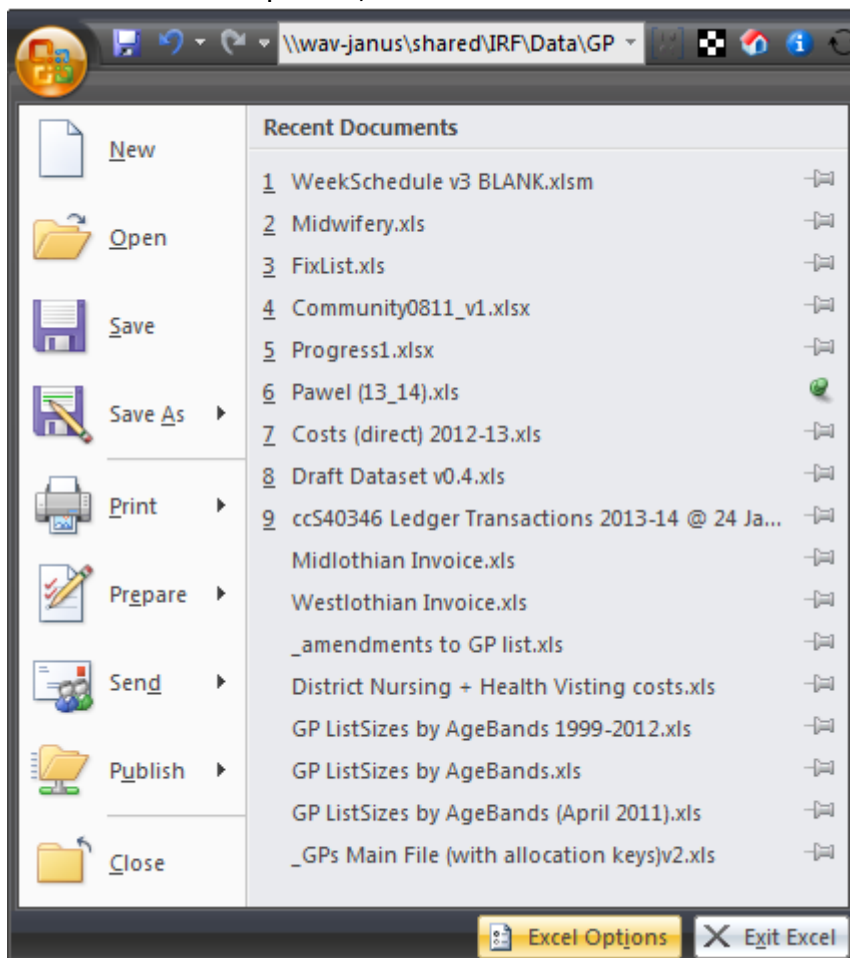
1. Check is Developer tab available:



It should be located after the View tab.

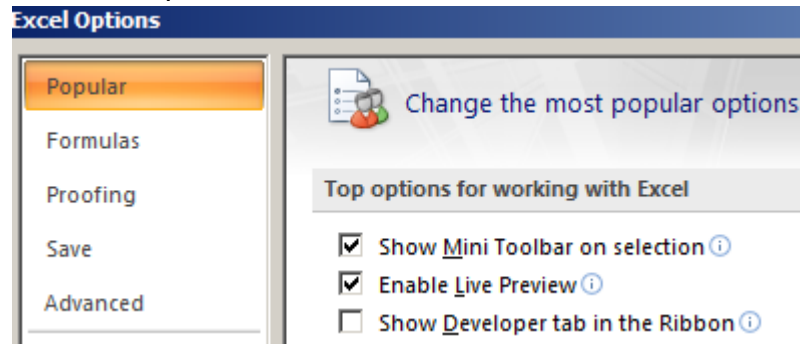
If Developer tab is visible go to step 4, otherwise follow next steps.

2. To enable Developer tab, click on the ribbon



And go to Excel Options

3. Select Popular from the left hand side

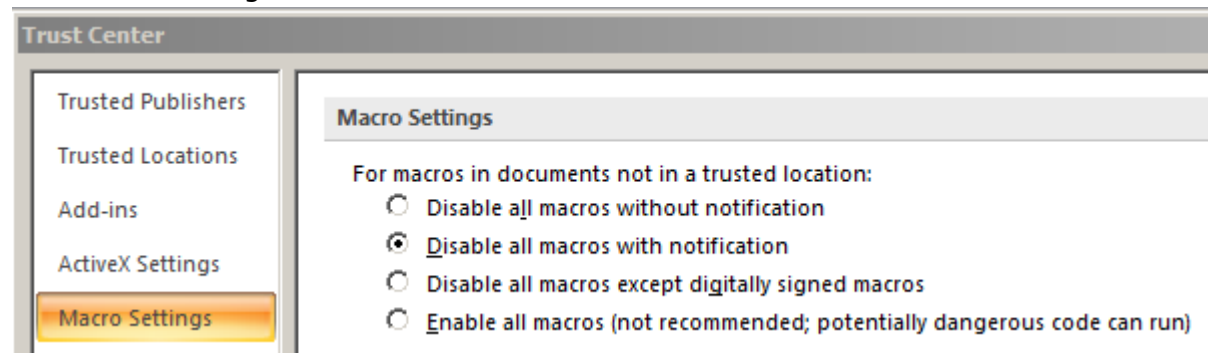


And tick the box next to 'Show Developer tab in the Ribbon', and then press OK.

4. In Developer tab click on Macro Security



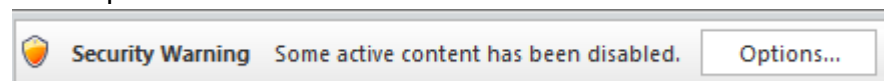
5. In Macro Settings tab select 'Disable all macros with notification'.



Press OK

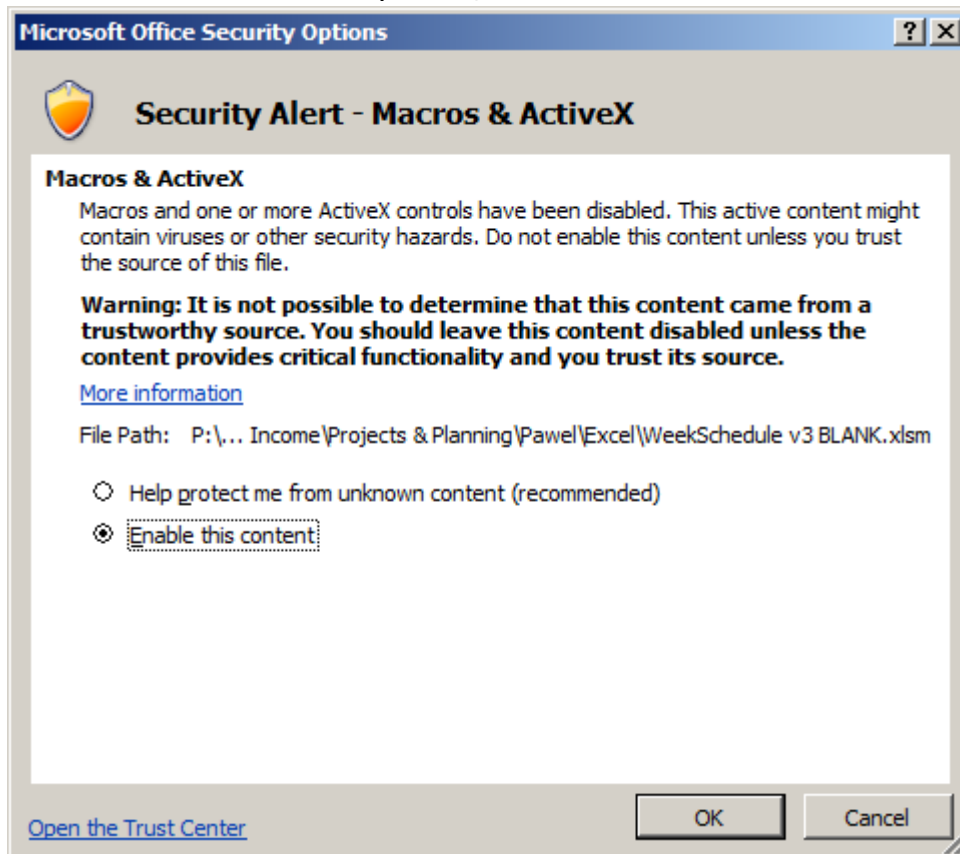
Macro settings are now set up at medium security level. From now on when opening any file that contains VBA code, user will be asked does he/she wish to unlock available functionalities.

6. Re-open the file.



You will notice the notification on the bottom of the ribbon, press Options...

7. When asked about security check, choose Enable Content.



Press OK.

LOCAL AREA OVERVIEW TOOL

This file requires fixed folder structure for successful update of specific audit data.

To set up correct environment follow these steps:

1. Create a dedicated Audit folder or use one of the existing ones and save the Local Area Overview Tool into this location (i.e. j:\Leeds\Audit tool).
2. In main location (where Local area overview tool file has been saved) create a new folder and name it: Upload Folder (case sensitive).

Development > Leeds > Audit tool			Search Audit tool
Name	Date modified	Type	
Upload Folder	09/05/2018 14:43	File folder	
Local area overview tool.xlsm	09/05/2018 14:44	Microsoft Excel Macr...	

To upload existing audits information, you will have to save all audit files into Upload Folder with following naming convention:

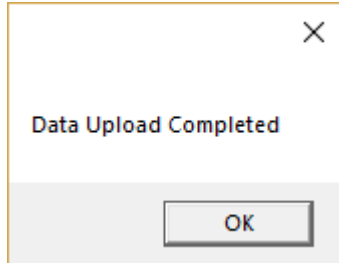
CCG_UPLOAD
LA_UPLOAD
PARTICIPATION_UPLOAD
SC_UPLOAD
TRANSITION_UPLOAD

Leeds > Audit tool > Upload Folder	
Name	Date modified
CCG_UPLOAD.xlsx	09/05/2018
LA_UPLOAD.xlsx	09/05/2018
PARTICIPATION_UPLOAD.xlsx	09/05/2018
SC_UPLOAD.xlsx	09/05/2018
TRANSITION_UPLOAD.xlsx	09/05/2018

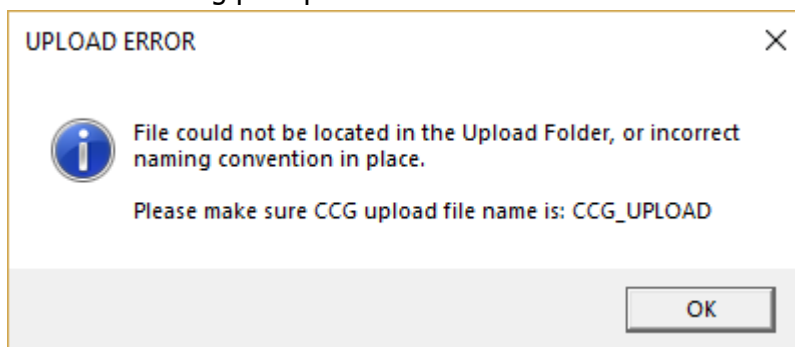
ADMIN TAB

To upload existing audit progress from any area, click on the relevant audit upload button.

A dedicated procedure will evaluate if specific file available in the Upload Folder and prompt you on upload completion.



If file is missing from the Upload Folder, or incorrect naming convention has been used, you will see following prompt.



Admin tab also informs on the source and status of data upload for each audit, with fields: REGION, LOCAL AUTHORITY and UPDATED date.

Please note successful data upload will populate all of the above fields with an exception of CCG audit file (REGION and LOCAL AUTHORITY).

EXEC SUMMARY

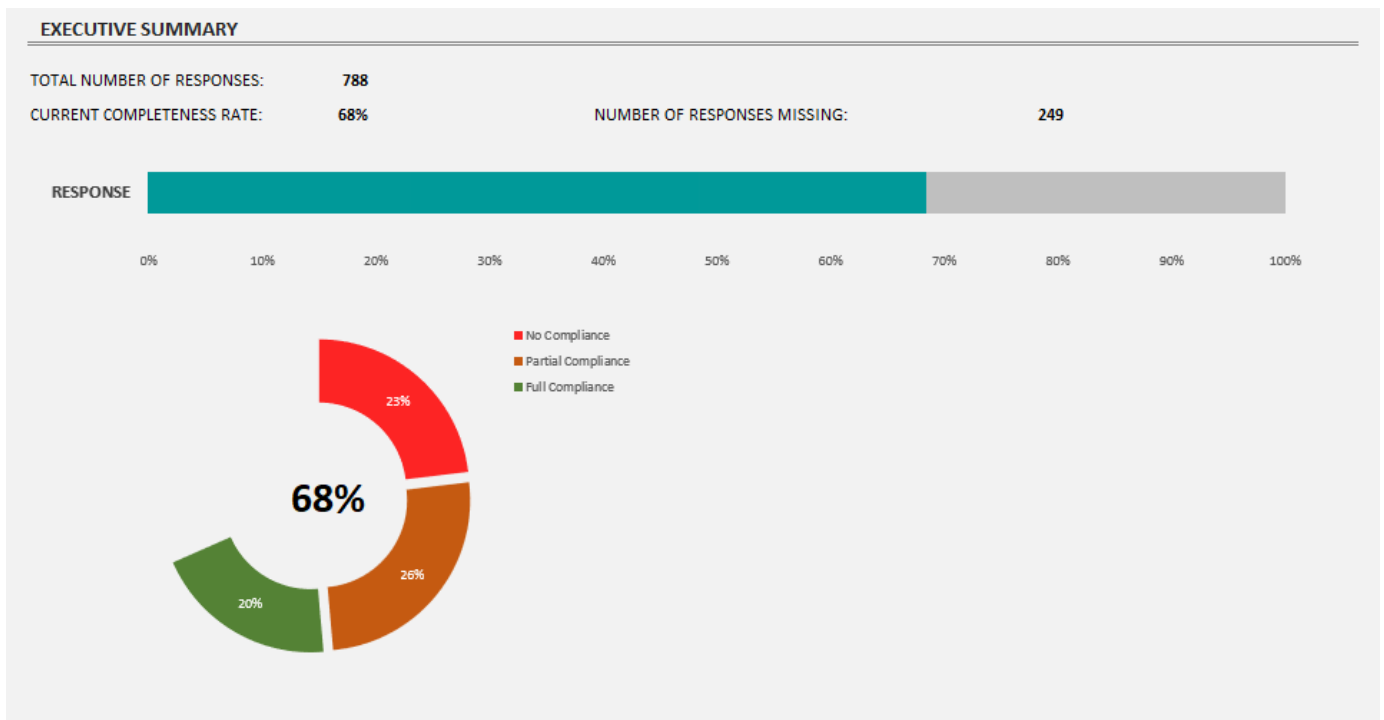
This tab shows overall completeness of audit process across all audit files.

Top section provides information on total number of responses.

Please note that each question is counted twice due to responses being provided at stage 1 and 2.

It also shows completeness rate expressed as percentage and number of missing responses expressed as a number.

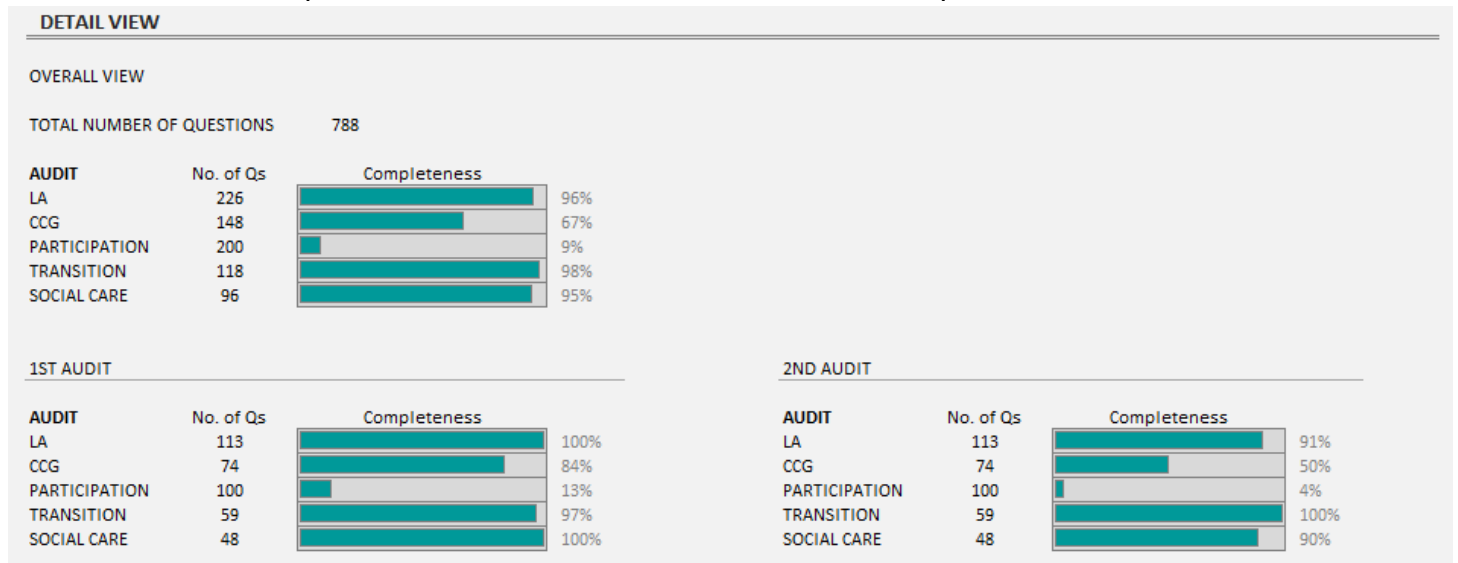
This section is followed by graphic representation of overall completeness rate.



The same layout is also available for the 1st and 2nd audit.

	36	TOTAL 1ST AUDIT
+	67	
	68	TOTAL 2ND AUDIT
+	101	

Detailed view provides a breakdown at individual audit file completion rate.



Each audit file contains its own visualisations of the information with more in-depth access to individual chapters and questions.

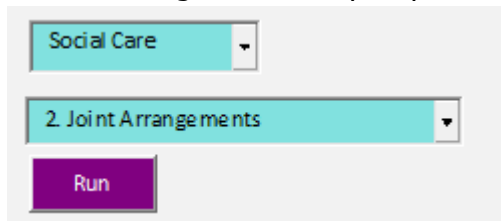
REVIEW TAB

This tab provides access to content of each audit file at chapter level.

Use first drop down to determine audit type.

Once selection has been made second drop down will give you access to content of the relevant file.

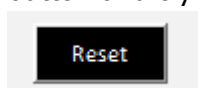
After selecting desired chapter press Run button.



The screenshot shows a user interface with two dropdown menus and a button. The first dropdown menu is labeled 'Social Care' and has a small downward arrow on its right side. The second dropdown menu is labeled '2 Joint Arrangements' and also has a small downward arrow on its right side. Below these two menus is a purple button with the word 'Run' in white text.

Content of the selection will appear from row 11.

In case there was an error, or desired selection did not appear on the screen press Reset button and try again.



The screenshot shows a single button with the word 'Reset' in white text on a dark background.