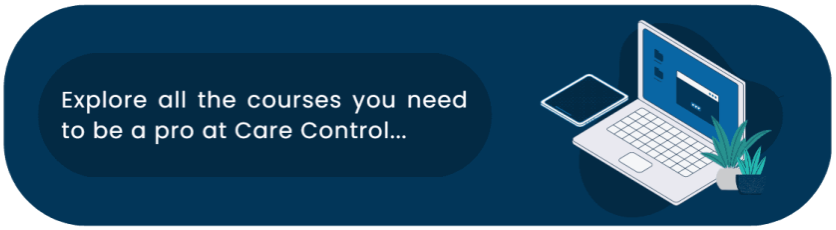
Analysis Report

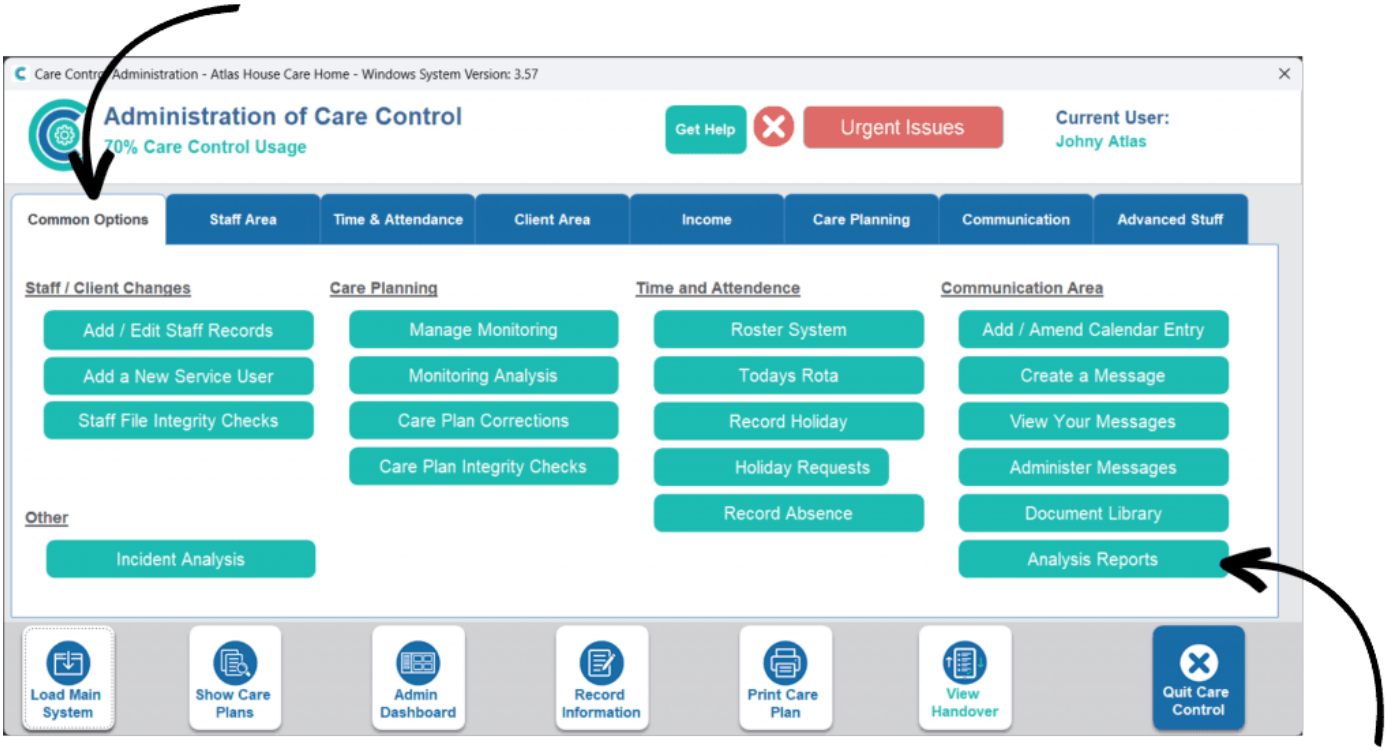
Analysis Windows · https://cclearninghub.co.uk/docs/analysis-report/



Analysis Report

This guide will cover how to use the Analysis Reports feature on CC Windows. This tool allows for in-depth analysis of data on your site, ranging from payroll reports to service user task analysis. This tool can also be used to amend list options for some recording areas within Care Control, for example, the options for activity recording.

Embedded media:
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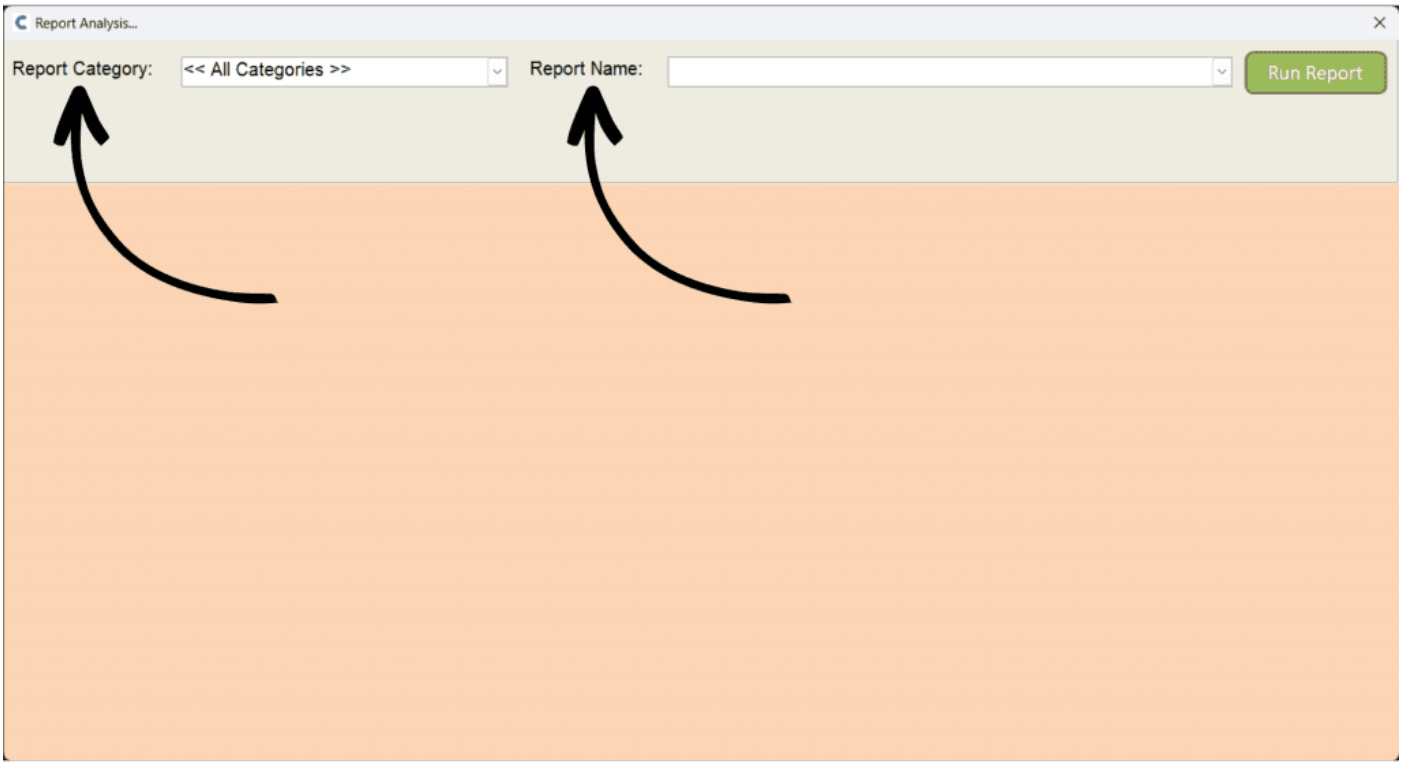


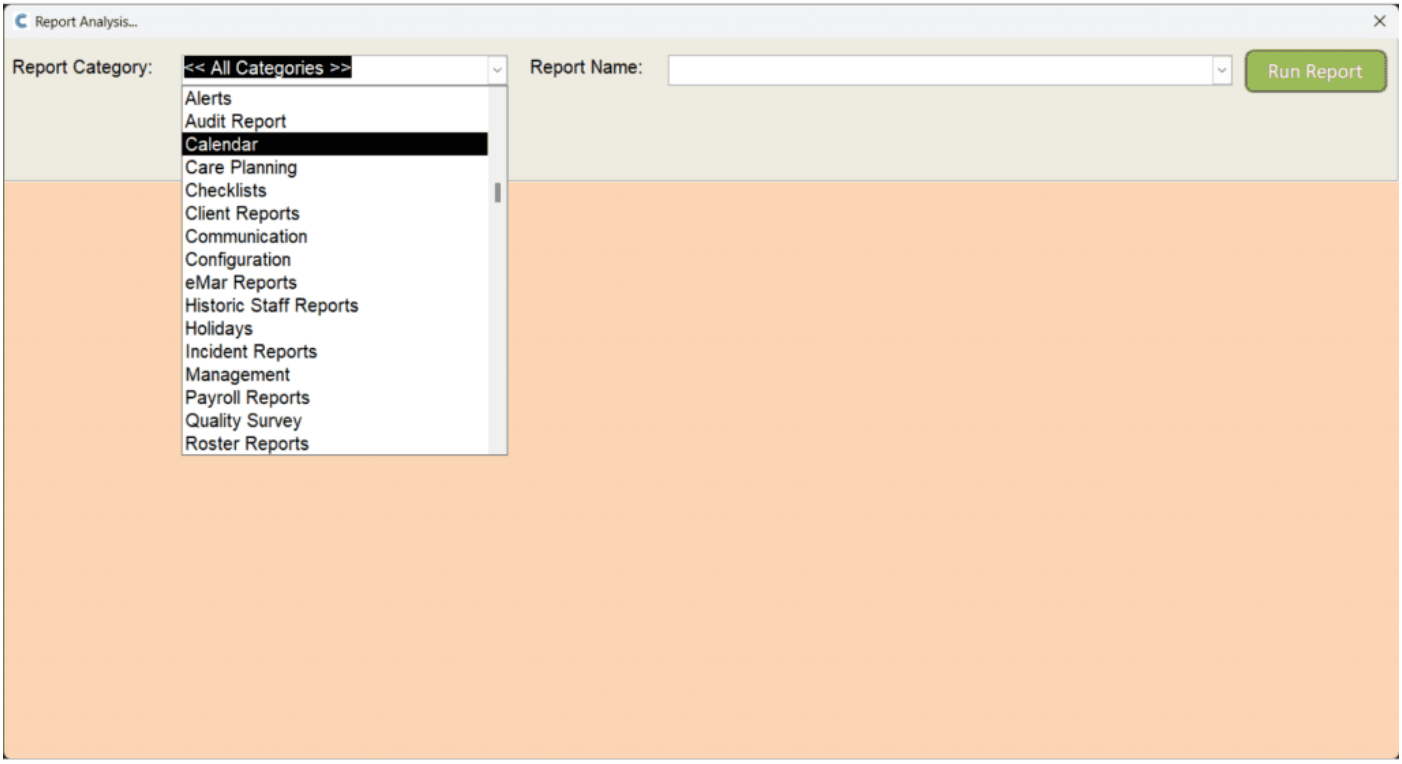
1

In the **Administration of Care Control Windows**, navigate to the **Analysis Reports** tool, which can be found under the **Common Options** tab.

2

Here, you can filter the reports by **Report Category** & **Name**.


Report Analysis...
Report Category:
<< All Categories >>
Report Name:
Run Report

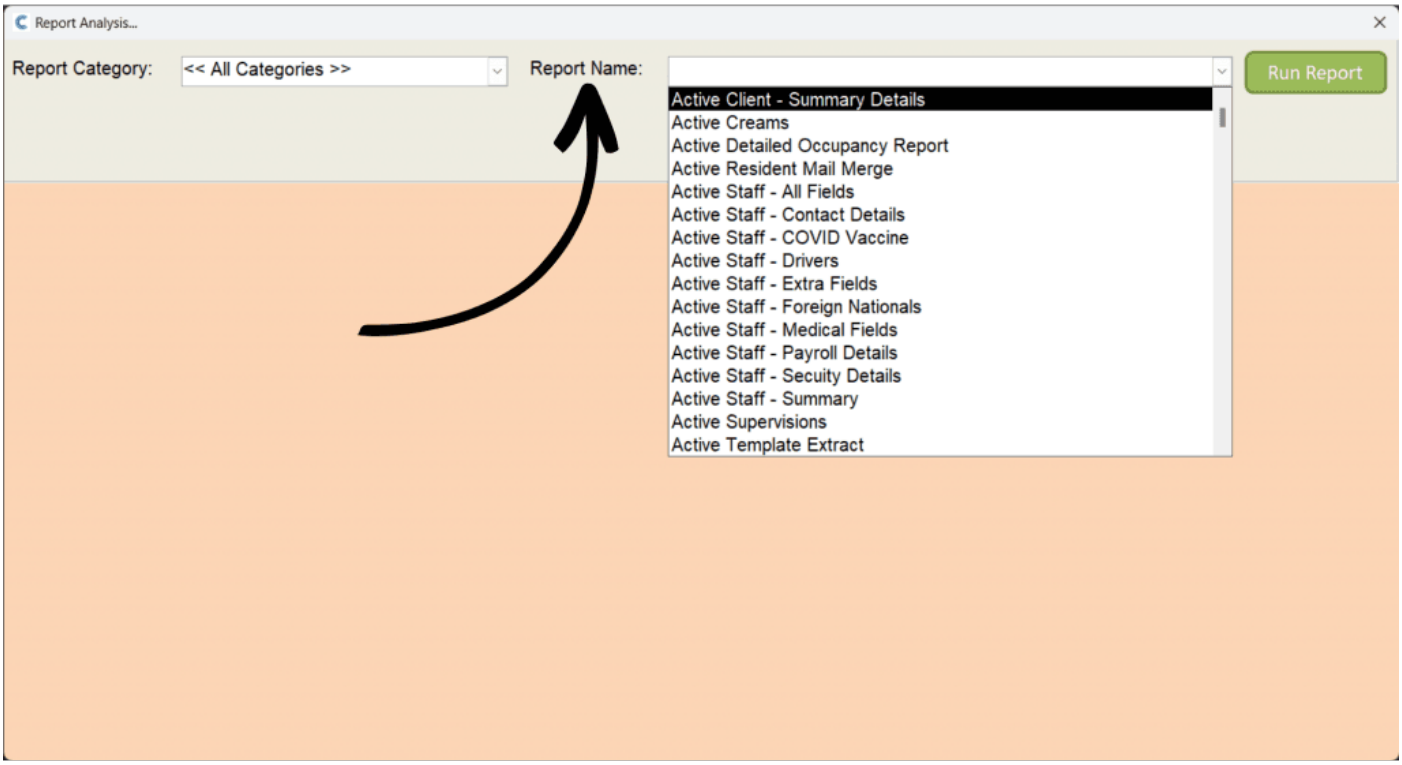


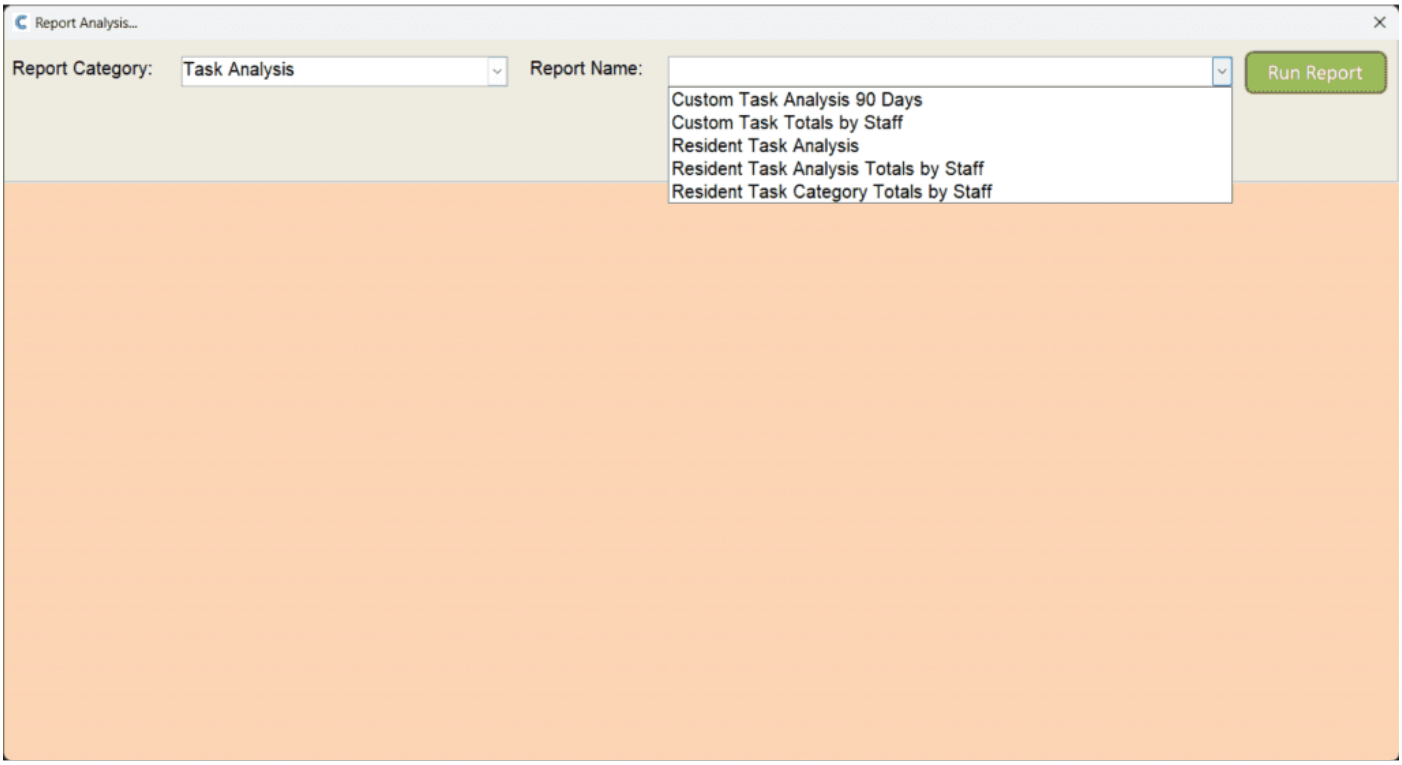
3

Our reports are sorted into relevant categories. You can view all the reports in a category by selecting one from the drop-down list.

4

Alternatively, you can browse through all our reports by leaving the category option blank. A long list of reports will be available under the **Report Name** drop-down list.


Report Analysis...
Report Category:
<< All Categories >>
Report Name:
Run Report
Active Client - Summary Details
Active Creams
Active Detailed Occupancy Report
Active Resident Mail Merge
Active Staff - All Fields
Active Staff - Contact Details
Active Staff - COVID Vaccine
Active Staff - Drivers
Active Staff - Extra Fields
Active Staff - Foreign Nationals
Active Staff - Medical Fields
Active Staff - Payroll Details
Active Staff - Secuity Details
Active Staff - Summary
Active Supervisions
Active Template Extract



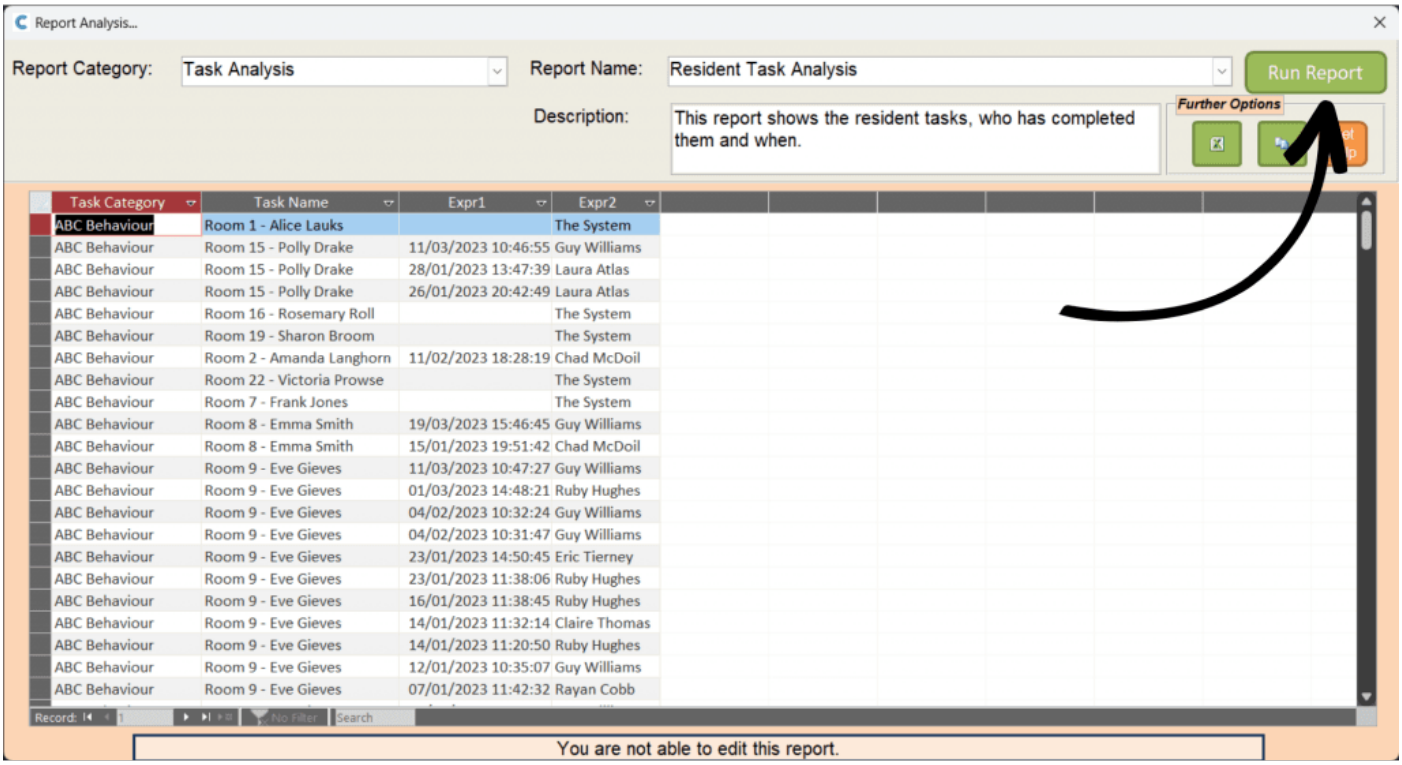
5

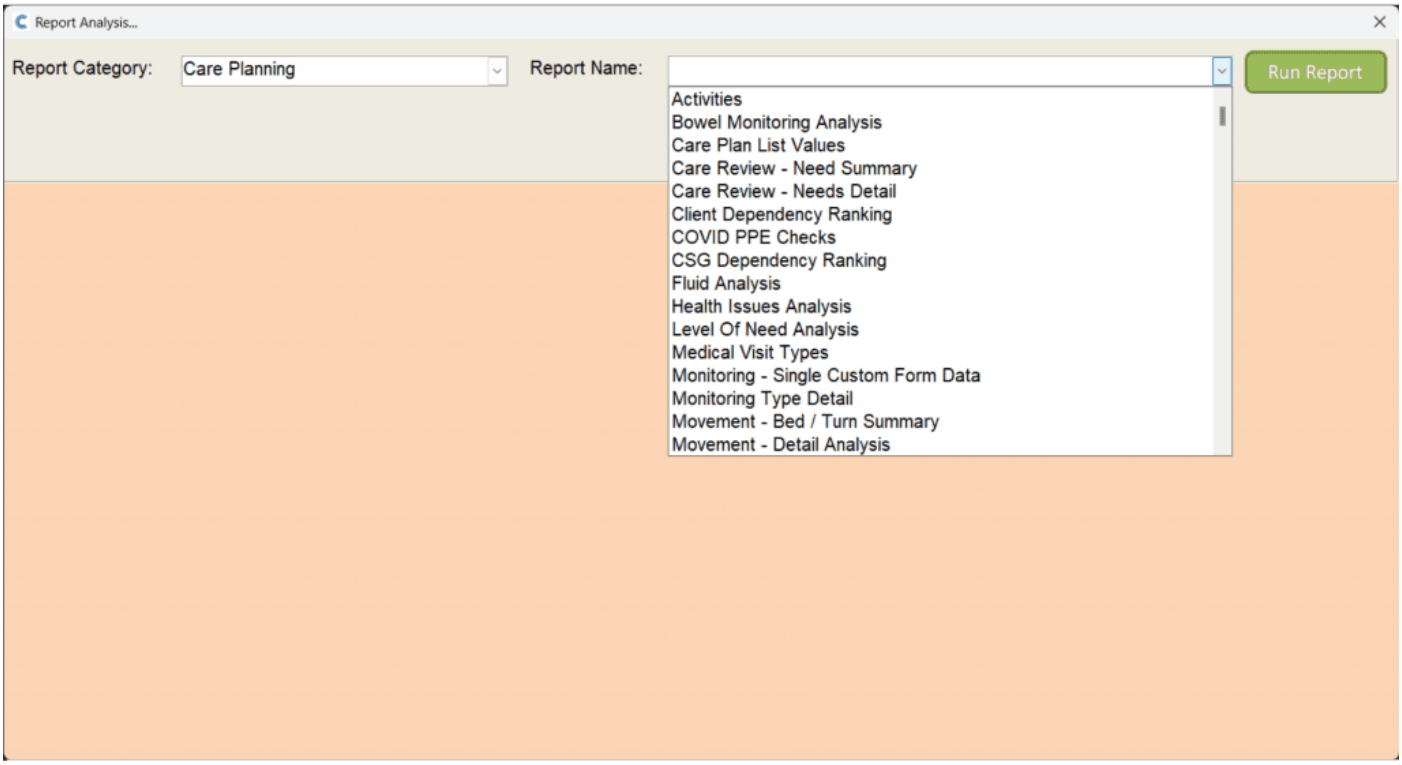
In this example, we will look at the reports associated with **Task Analysis**. There are 5 reports to choose from.

6

After choosing a report, press **Run Report** to load the data. In this example, we are looking at **Resident Task Analysis**, which shows the resident tasks, who completed them and when.

Note: some reports contain a lot of data and can take longer to load than others.





7

The Analysis Reports tool can also be used to amend list values for recording options within Care Control. For example, the activity lists.

In this example, we have selected the **Care Planning** category and the **Activities** report.

8

Running the report will open the list. You can add items to the list by pressing **Add Row**. This will create a blank box at the top of the list for the new item.

Make sure to **Save Records** after making any amendments.

