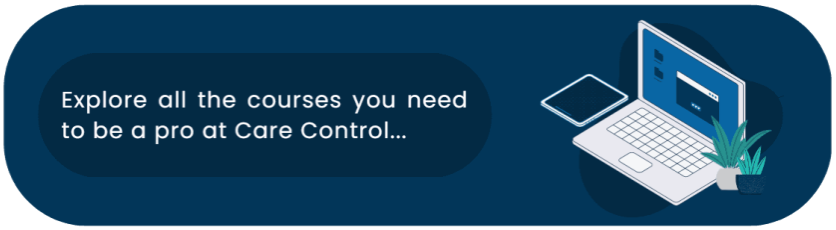
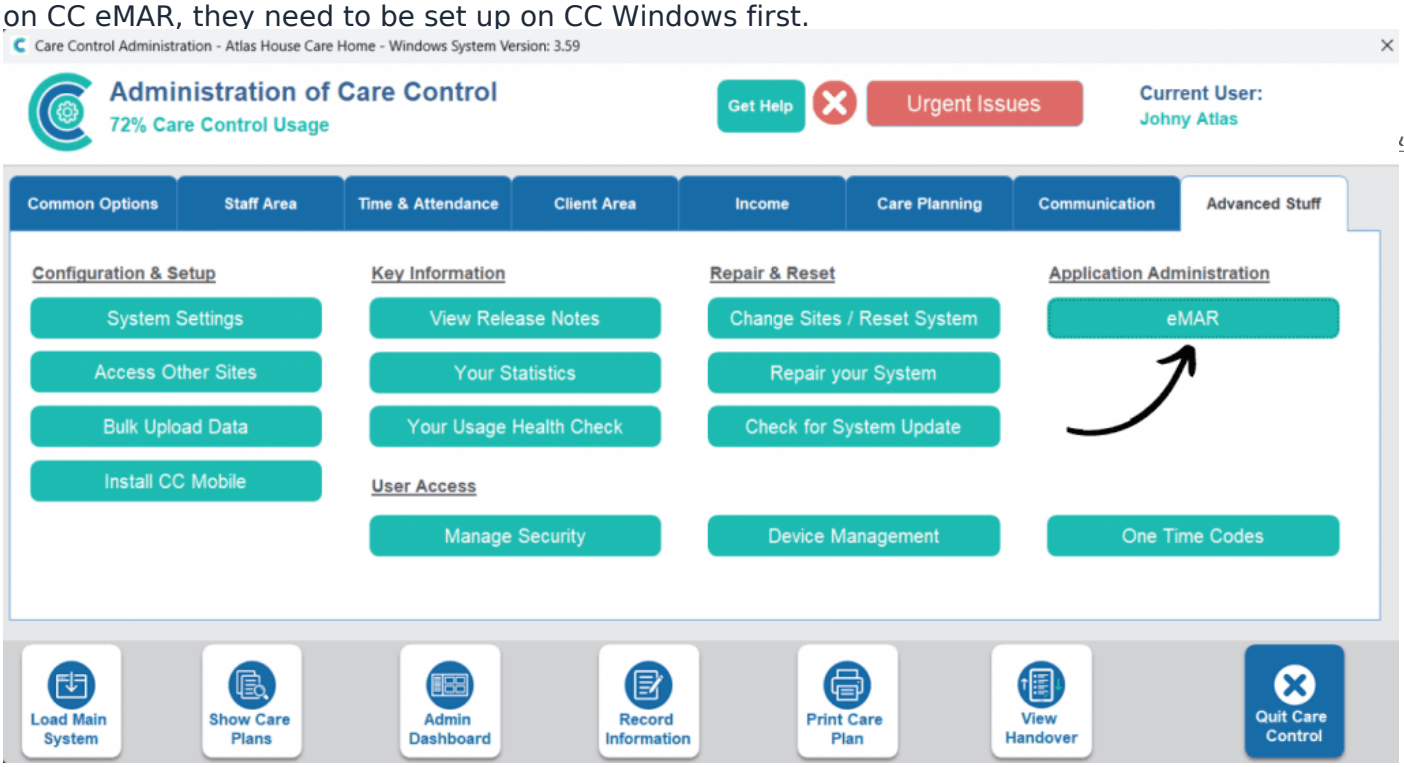
How to Set Up Stock Audits

Care Control eMAR · https://cclearninghub.co.uk/docs/how-to-set-up-stock-audits/



How to Set Up Stock Audits

This guide demonstrates how you can set up a stock audit for eMAR. In order to use stock audits on CC eMAR, they need to be set up on CC Windows first.

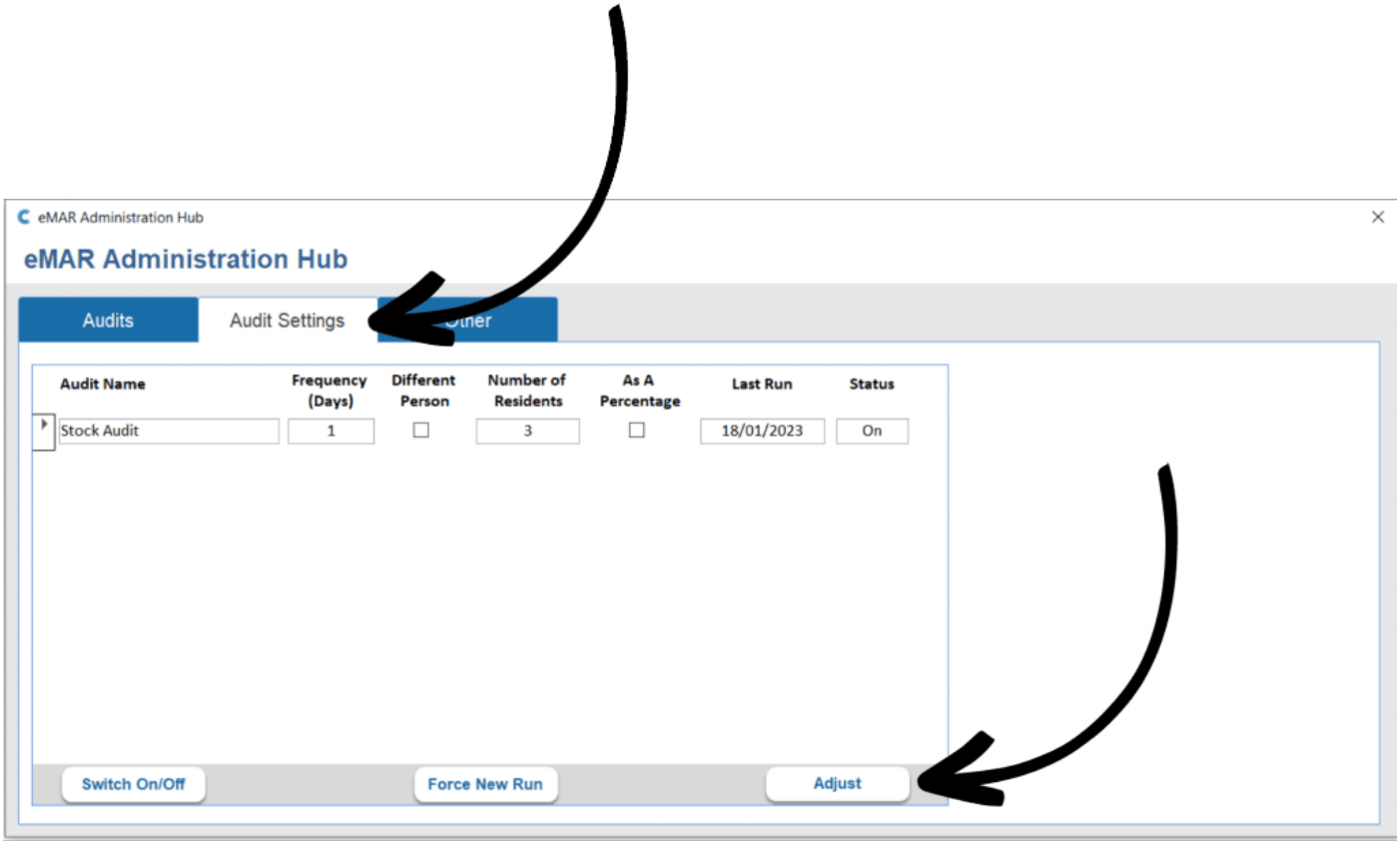


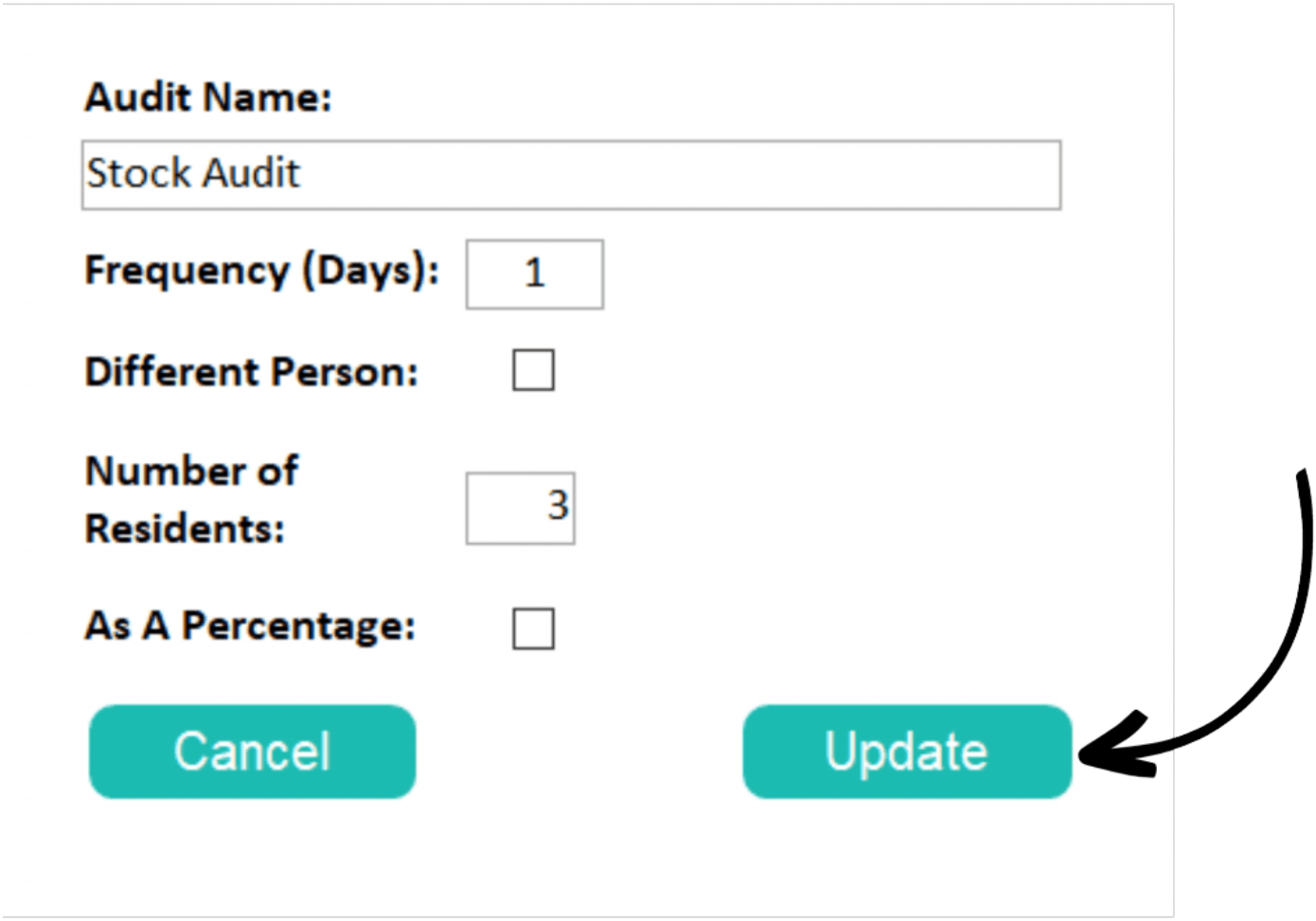
1

In the **Administration of Care Control** Windows, navigate to the **eMAR** tool under the **Advanced Stuff** tab.

2

This will open a new window. Here, select **Audit Settings** from the 3 options at the top of the page. Next, select **Adjust**.





3

A small panel will open on the right-hand side of the screen, with some options for setting up your new audit:

- **Audit Name**
- **Frequency (Days)** – the repeating pattern of this audit
- **Different Person** – tick to have a different person completing the audit than administrating.

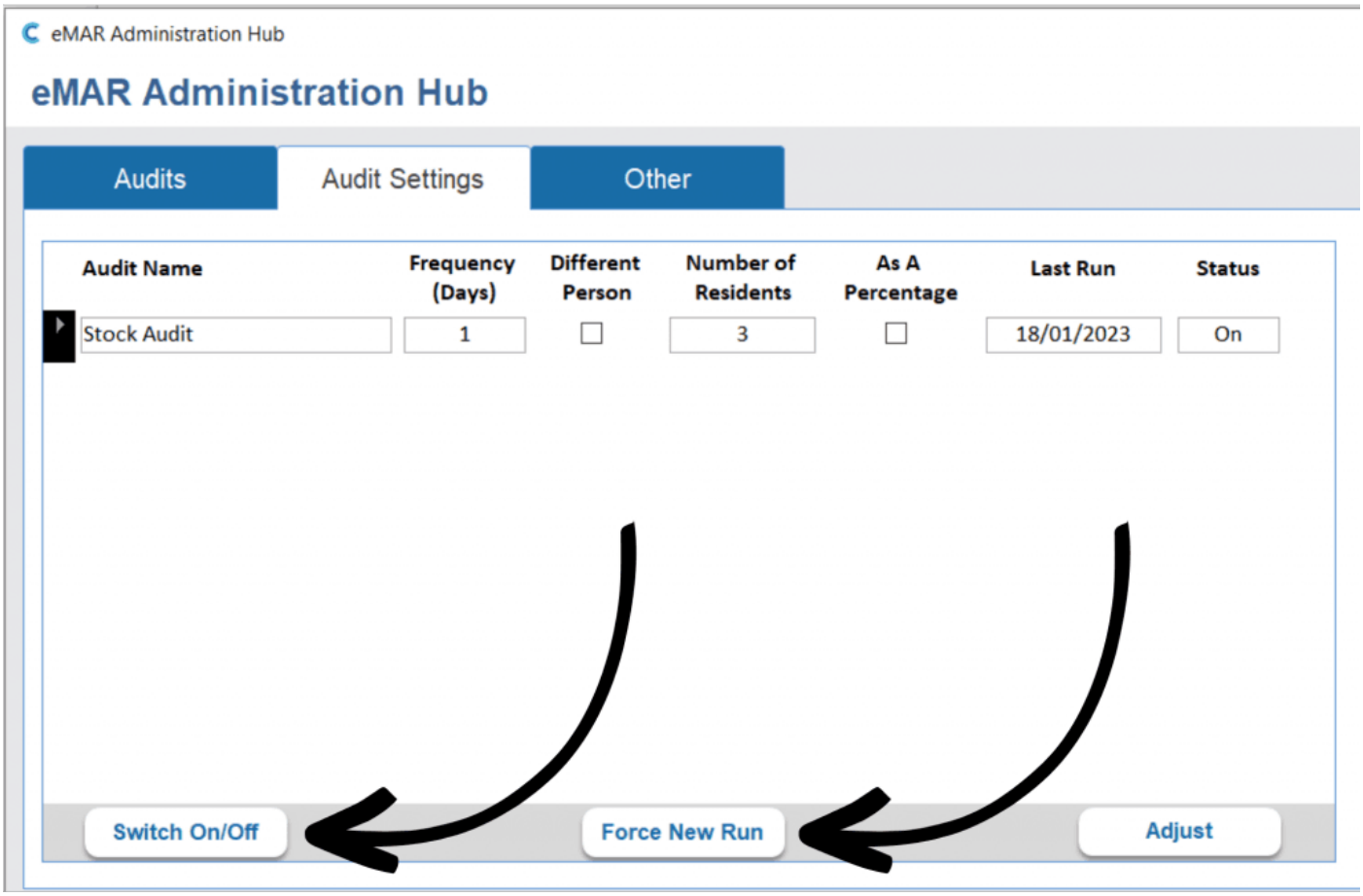
- **Number of Residents** – how many residents the audit will run for. This can also be a percentage of the total residents by selecting As A Percentage.

Next, select **Update**. The audit will now be on the list on the left-hand side of the window.

4

Select the audit by clicking on the box to the left of the audit name, and then press **Switch On/Off**. Finally, to start the audit immediately, press **Force New Run**.

This information will transfer onto the CC eMAR app. The audit will appear to be completed under the **Medication Schedule**. In order to look at audit data, navigate to the **Administration of eMAR** and select **Audits**.


eMAR Administration Hub
eMAR Administration Hub
Audits
Audit Settings
Other
Audit Name
Frequency (Days)
Different Person
Number of Residents
As A Percentage
Last Run
Status
Stock Audit
1
3
18/01/2023
On
Switch On/Off
Force New Run
Adjust