

Linking VIEWS to your Dashboard

For how to create VIEWS go to the NIMS Complaints Module Toolkit.

- <http://www.hse.ie/eng/services/yourhealthservice/Documentation/ncglt/Toolkit/>

Dashboards are unique to each Complaint Officer/User Account. By default Dashboards show the following:

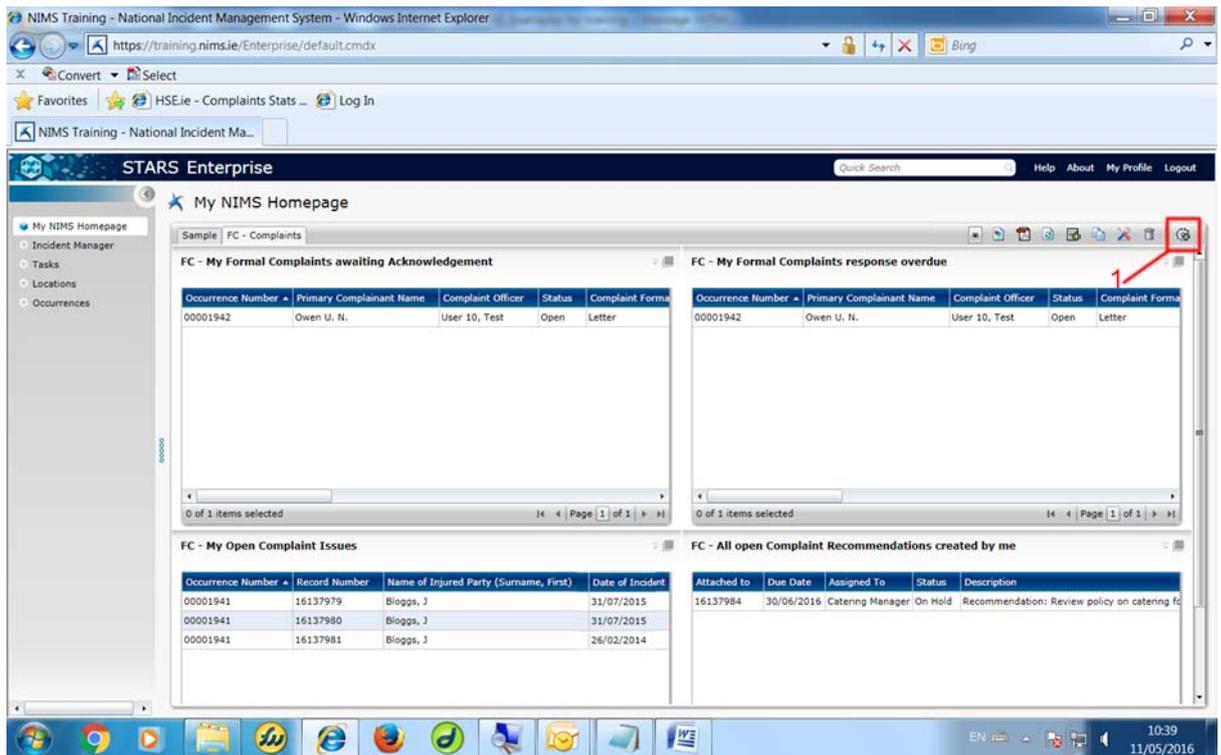
- My formal complaints awaiting acknowledgement
- My formal complaints response overdue
- All open complaint issues
- All open complaint recommendations created by you

The screenshot displays the STARS Enterprise web application interface. The main content area is titled 'My NIMS Homepage' and contains four data views:

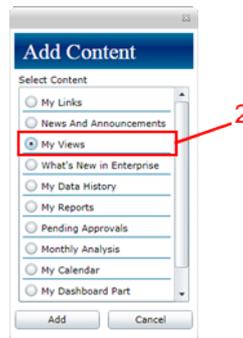
- FC - My Formal Complaints awaiting Acknowledgement**: A table with columns: Occurrence Number, Primary Complainant Name, Complaint Officer, Status, and Complaint Form. It shows one record with Occurrence Number 00001942, Primary Complainant Name Owen U. N., Complaint Officer User 10, Test, Status Open, and Complaint Form Letter.
- FC - My Formal Complaints response overdue**: A table with the same columns as the first view, showing one record with Occurrence Number 00001942, Primary Complainant Name Owen U. N., Complaint Officer User 10, Test, Status Open, and Complaint Form Letter.
- FC - My Open Complaint Issues**: A table with columns: Occurrence Number, Record Number, Name of Injured Party (Surname, First), and Date of Incident. It shows three records:

Occurrence Number	Record Number	Name of Injured Party (Surname, First)	Date of Incident
00001941	16137979	Bloggs, J	31/07/2015
00001941	16137980	Bloggs, J	31/07/2015
00001941	16137981	Bloggs, J	26/02/2014
- FC - All open Complaint Recommendations created by me**: A table with columns: Attached to, Due Date, Assigned To, Status, and Description. It shows one record with Attached to 16137984, Due Date 30/06/2016, Assigned To Catering Manager, Status On Hold, and Description Recommendation: Review policy on catering for.

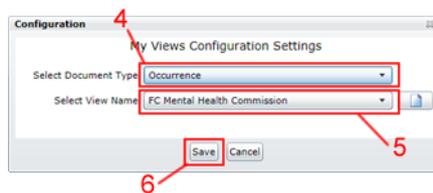
1. Select **Add Content**



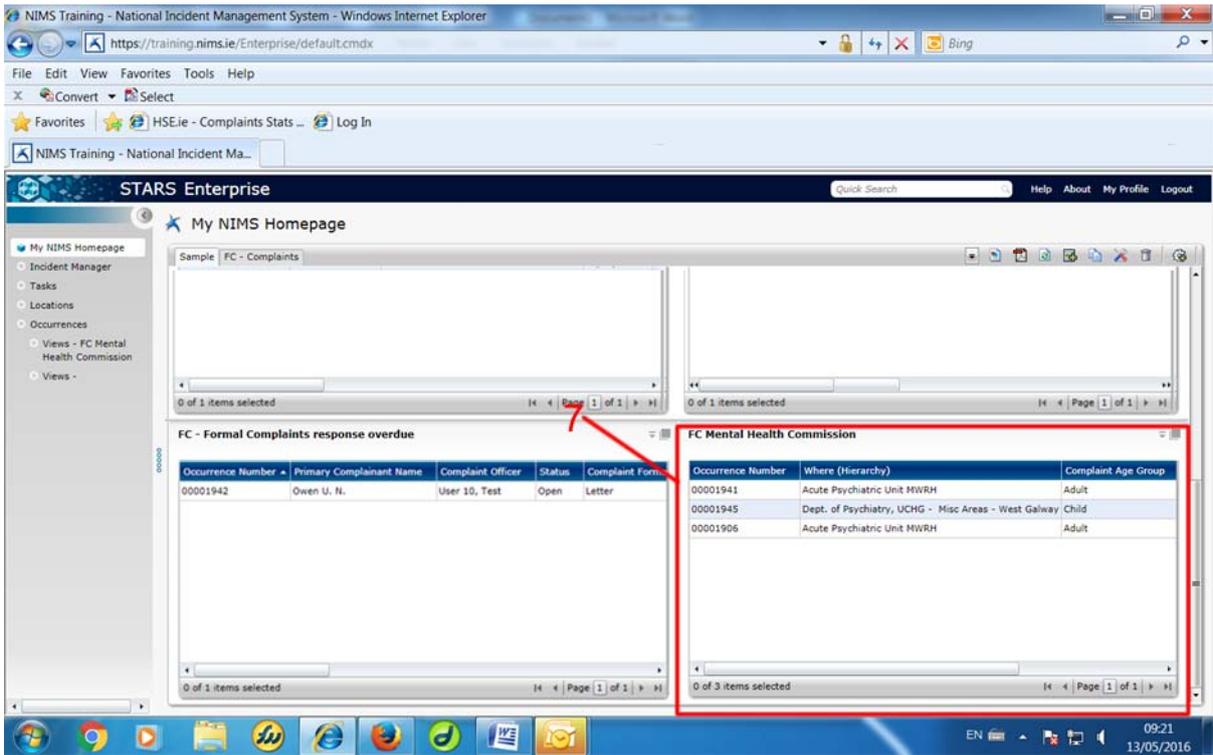
2. From the **Add Content** select **My Views** from the options



3. You will be asked to select 2 options from the **My Views Configuration Settings**.



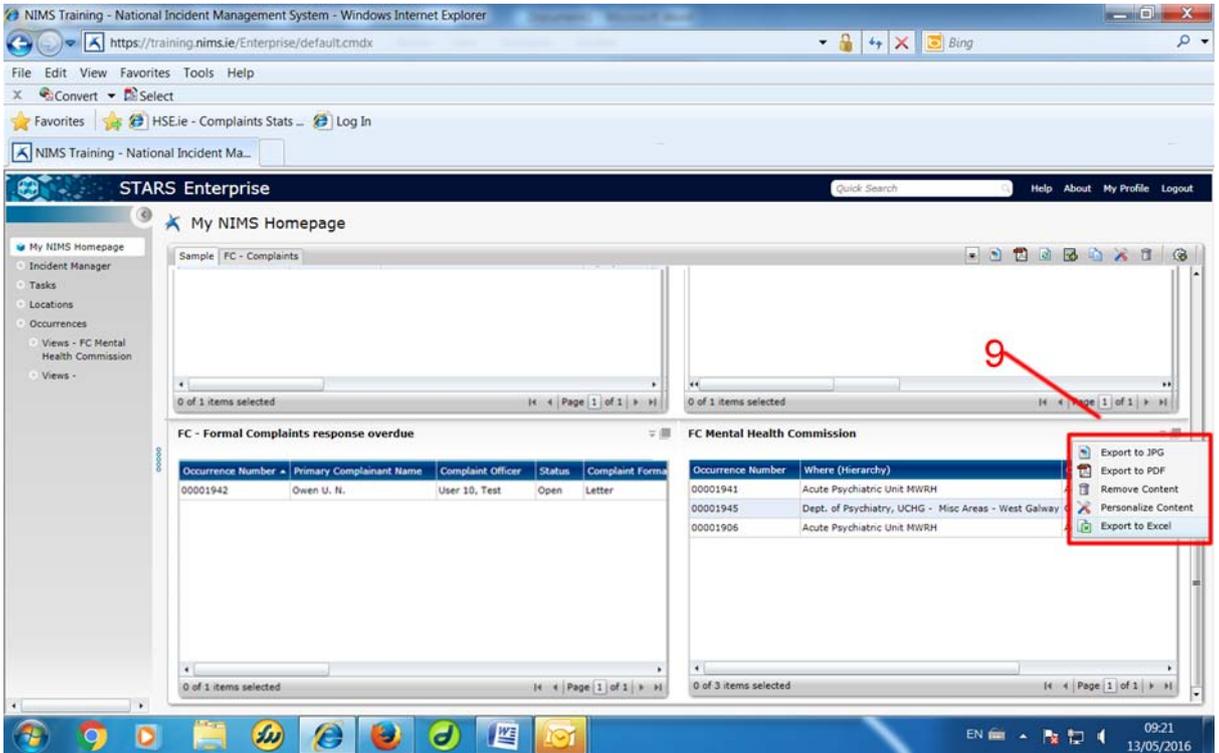
4. First you will be asked to select type, you will select EITHER, Incident, Task or Occurrence. In this case we created a VIEW in Occurrences so select **Occurrences**.
5. Then select the actual view. We created a View called 'FC – Mental Health Commission', this should appear on the list.
6. Save



7. The selected live VIEW is now available permanently in your Dashboard
8. To Export the data in this View, select the arrow logo



9. From the menu select the format of the export, i.e. JPG, PDF, Excel.



10. The exported file will open in the programme you chose.

