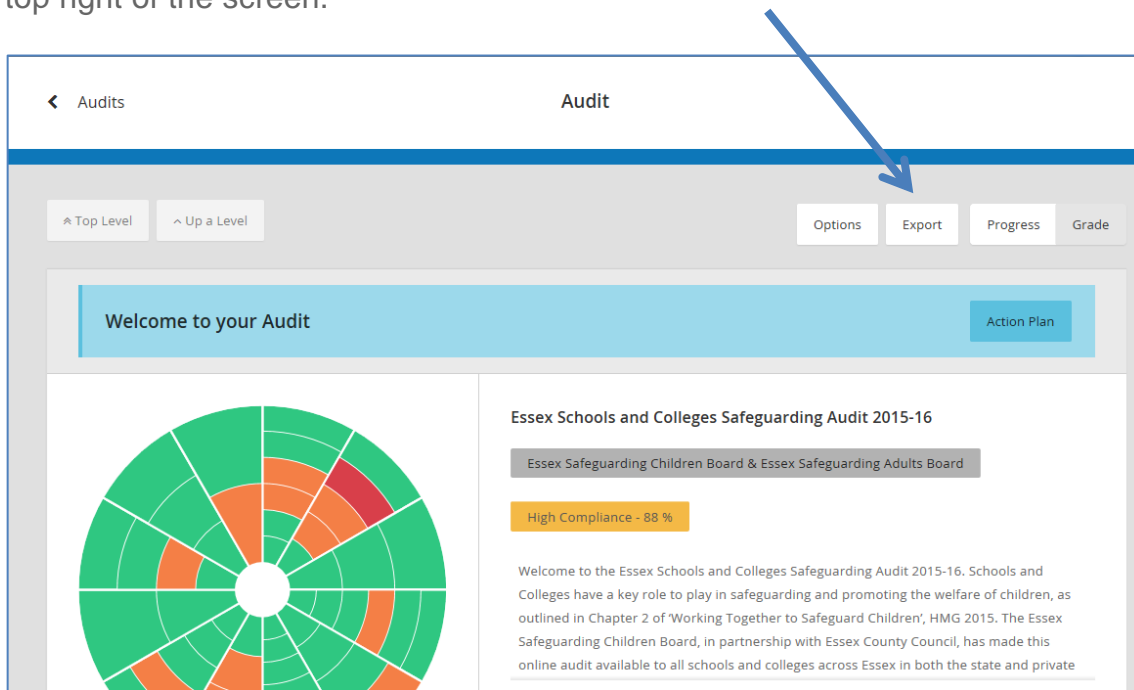
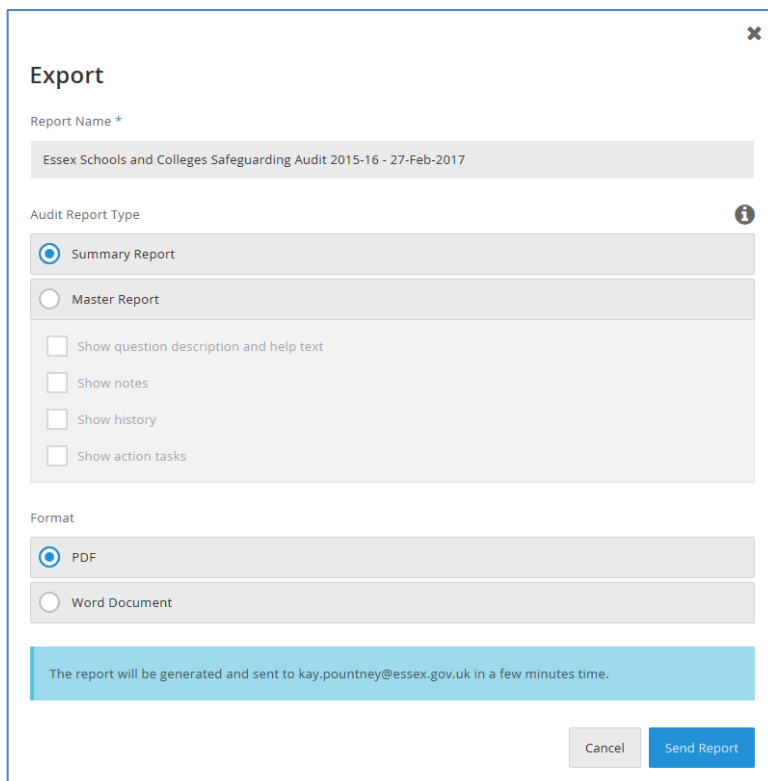


How do I export my online safeguarding audit?

Log on to the Enable audit tool using the email address you used to initially register on the system, and your password. At the main page of your audit, select the 'Export' icon at the top right of the screen.



This will lead to the following screen:



Report Name

You can re-name the export file by editing the generic name, e.g. re-naming as *My Organisation Safeguarding Audit 2015-16*

Audit Report Type

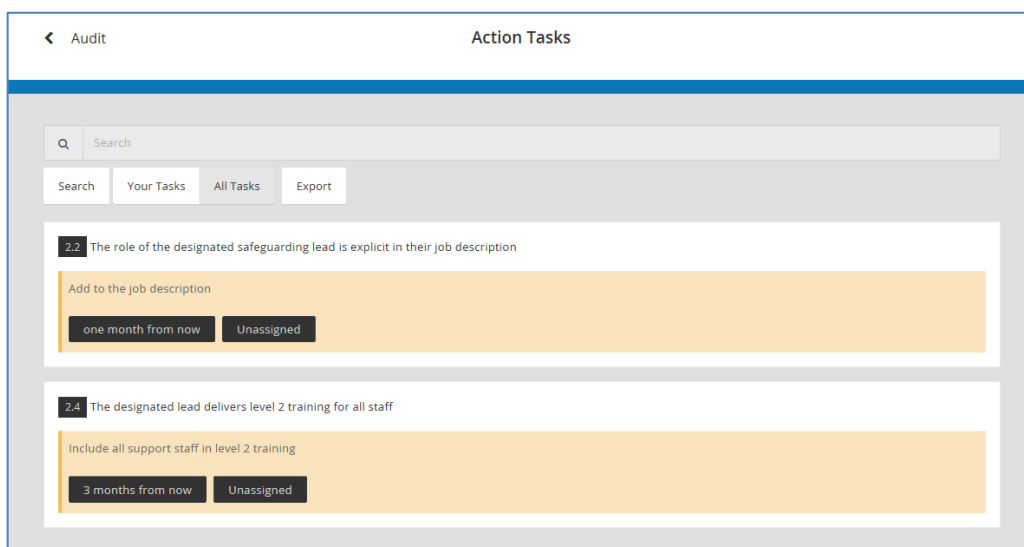
Select the Report type required. (You may wish to export both a summary and a full report for your records – these will need to be exported separately.)

The Summary Report contains a colour-coded table showing grade, score and progress for each question. **The Master Report** contains all the questions and responses. The tick boxes allow you to add additional information to be included on the report if you require them. PDF is non-editable format whereas the Word Document is editable. The report will be emailed to your email address registered on the system once the Send Report icon is clicked.

Send Report

Exporting your Action Plans

To receive a printable copy of your Action Plans simply select the Blue Action Plan icon on the top right of the main Audit screen (see p1 top diagram). This will then bring up any action tasks that have been added, as illustrated below. Select the Export icon



The screenshot shows a mobile application interface titled 'Action Tasks'. At the top, there is a search bar and navigation tabs for 'Search', 'Your Tasks', 'All Tasks', and 'Export'. Below the tabs, two task cards are displayed. The first card, labeled '2.2', has the text 'The role of the designated safeguarding lead is explicit in their job description' and a sub-task 'Add to the job description'. It includes a 'one month from now' date selector and an 'Unassigned' status button. The second card, labeled '2.4', has the text 'The designated lead delivers level 2 training for all staff' and a sub-task 'Include all support staff in level 2 training'. It includes a '3 months from now' date selector and an 'Unassigned' status button.

As before, the Export dialogue box will appear for you to re-name your report as required, then click on Send Report to send to your email address