Assessment Recording Tool 2 (ART2)

User Guide for ACHS Assessors and Lead Assessors

The following User Guide outlines the basic functionality of ART2. This guide covers access, system requirements, navigation and other basic functionality of the tool. The NSQHS Standards Assessment Report Writing Guide, outlines the content requirements for the report submission in ART2. If you experience any issue using ART2, support is available via the main switch on 02 9281 9955 or at art@achs.org.au. Staff are ready and willing to assist you with any enquiry, so please get in touch if you need assistance.

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1. Getting Started and Access

1.1 Operating System Requirements

ART2 has been developed in Visual Studio 2017 using WCF, VB.net, jQuery and HTML5. The tool will work on all major web browsers across desktop and tablet devices.

1.2 Logging in to ART2

ART2 can be accessed via the ACHS homepage. You do not need to login to the website to access the ART2 login page. Click the ART2 button:
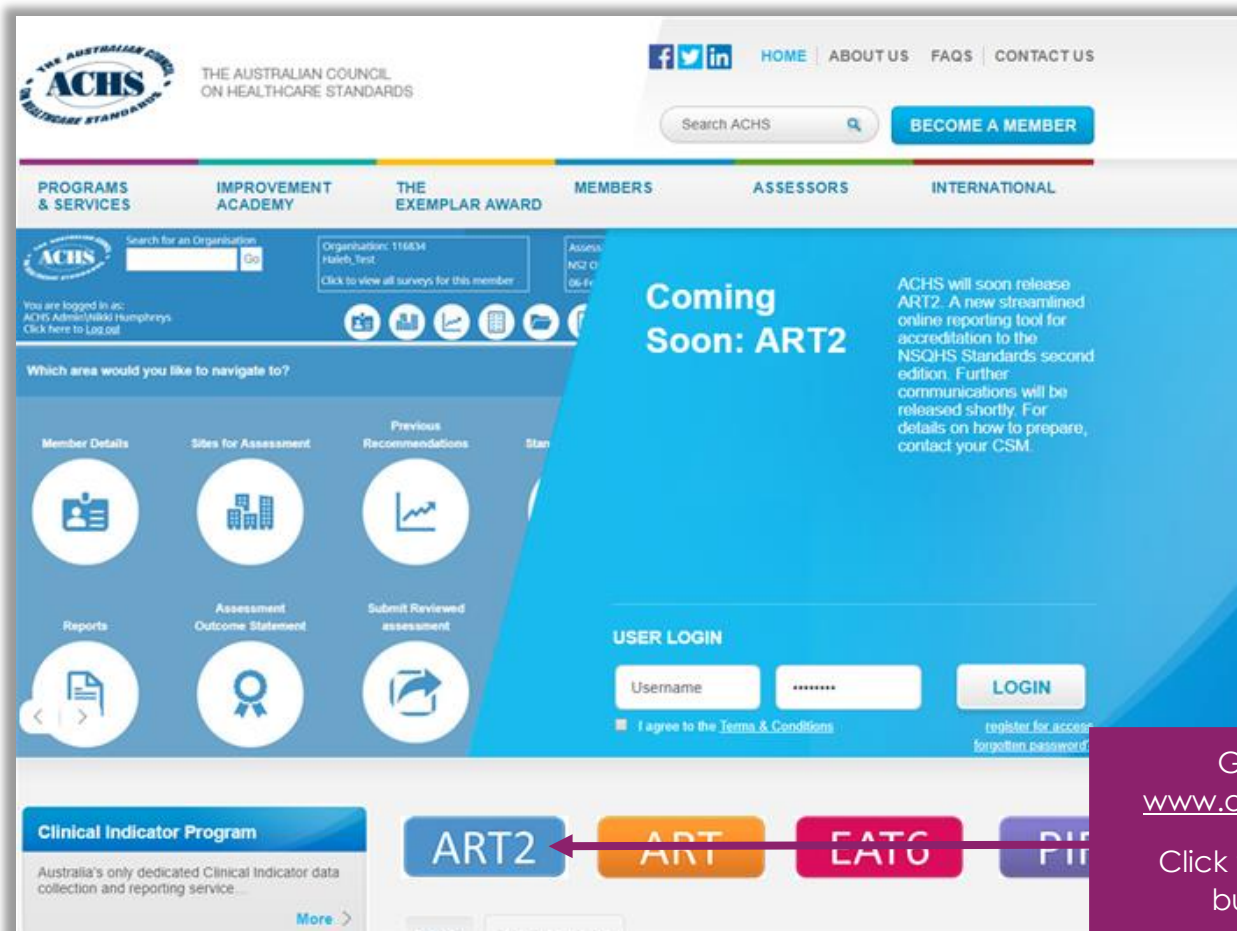

Enter your username and password, click that you agree to the terms and conditions, and then click Login. The terms and conditions only need to be ticked the first time you login and if they are updated after that. There are resources available for login on the "ART resources" tab.
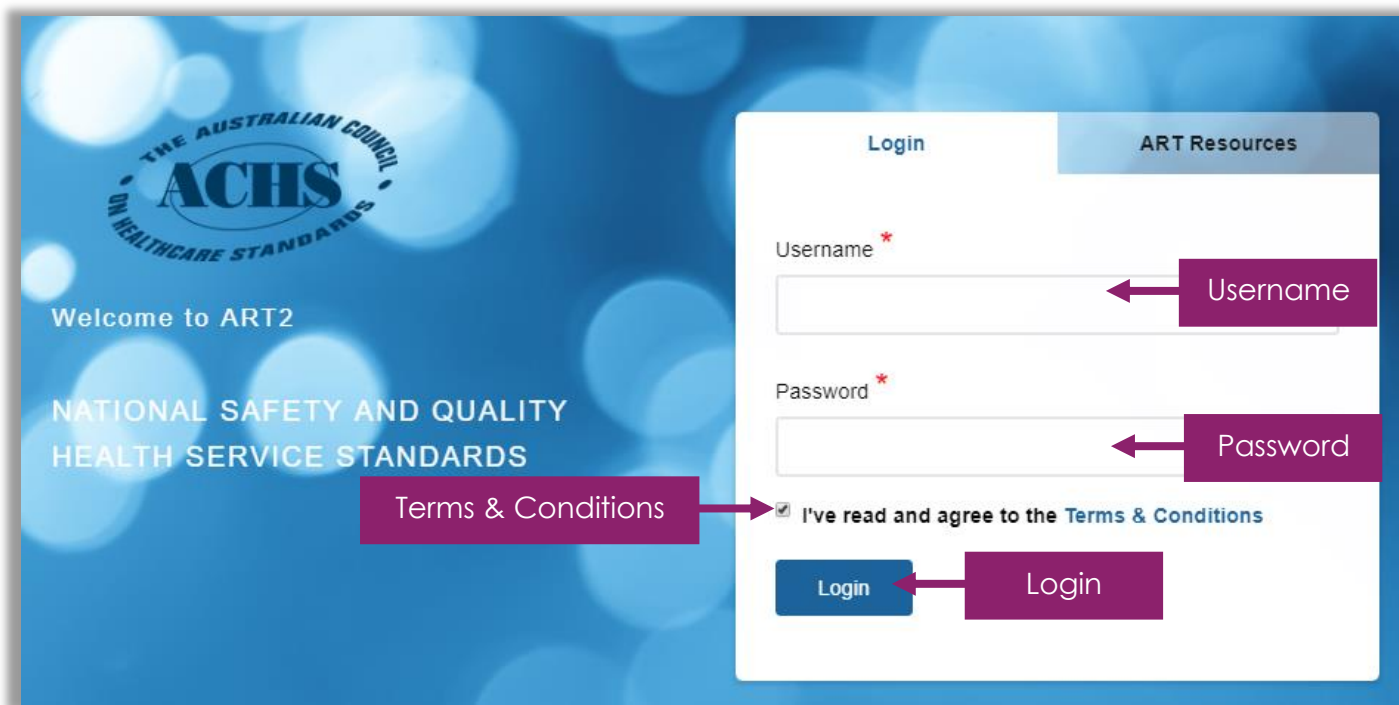
1.4 Accessing your assessments

When you login to ART2 you will see a list of organisations for which you are completing assessments. Click once (there is no double clicking required in ART2) on the underlined link for the organisation you wish to access:
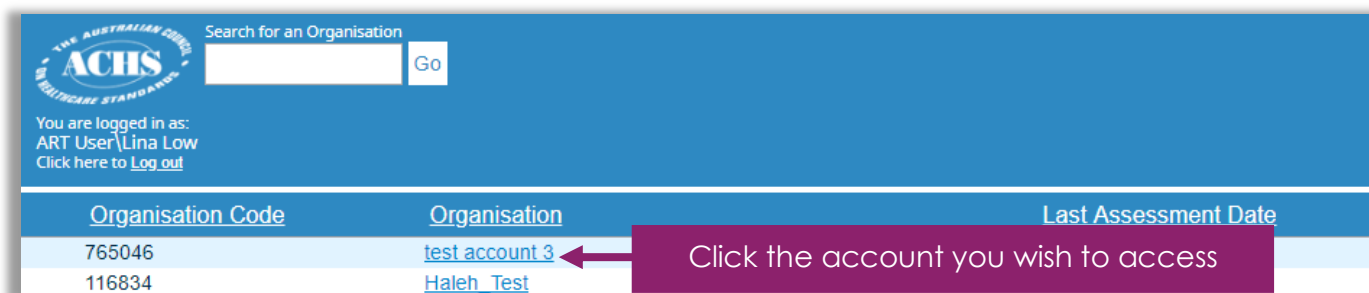

After you have selected the organisation you wish to access, the related assessments that you have been assigned will be listed. The status column indicates the progress of the assessment. The "In Progress" phase is the one that the organisation is currently working on, the "Completed" phase is the one that has been submitted by the organisation and should be open to the assessment team, and the "Closed" phase has been finalised. Click once on the phase you wish to edit.
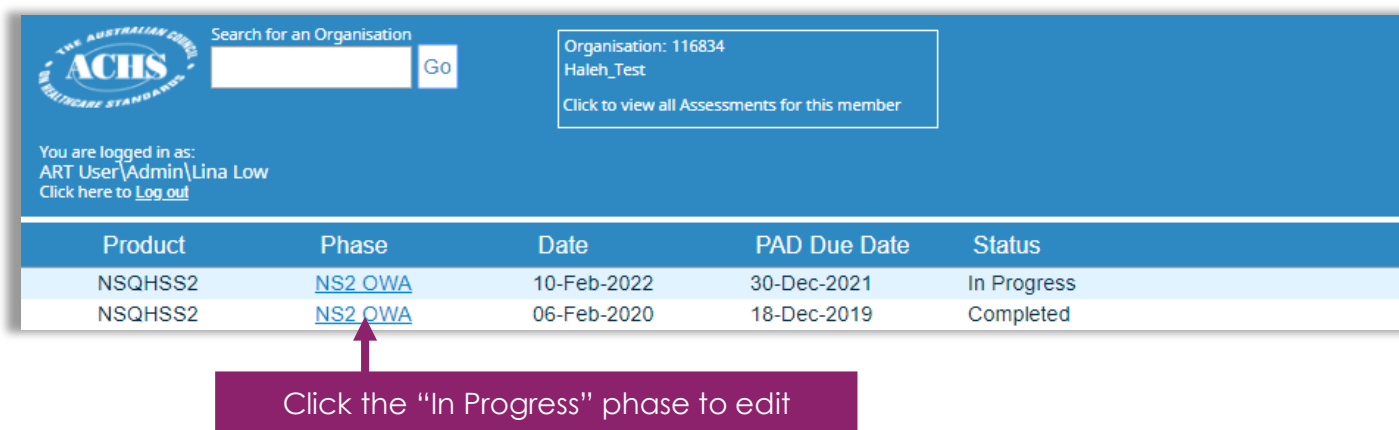
1.5 Basic Navigation

Once you have selected an assessment, you will arrive at the assessment landing page. There is an icon for each section of the tool. Click once on the area you wish to navigate to. Once you leave the landing page, you will then use the icons at the top of the screen to navigate. Hover over an icon to see what section it represents.
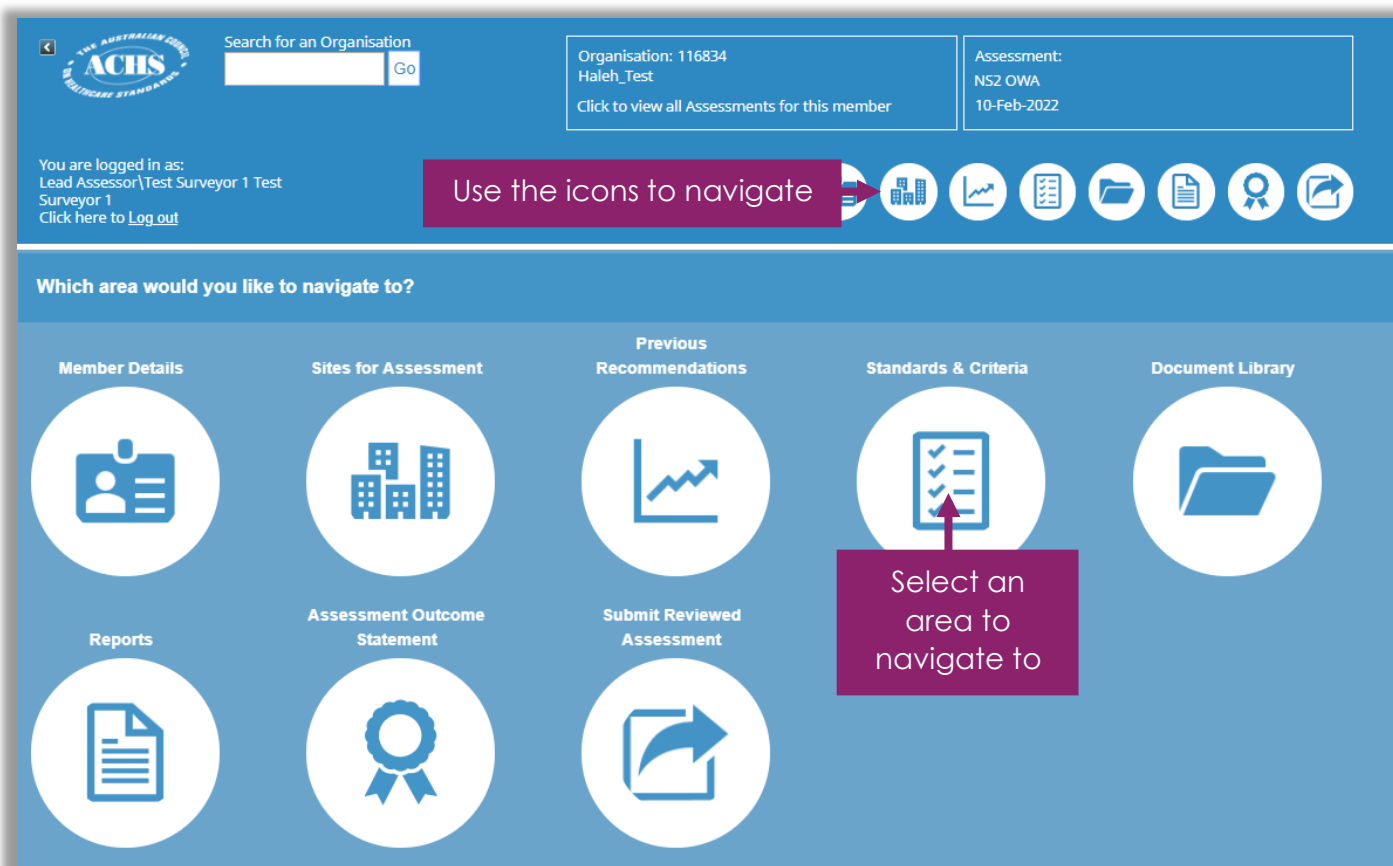
For details on what to enter and how to submit, please refer to the NSQHS Standards Assessment Report Writing Guide available in the Document Library in ART2, and on the resources tab of the ART2 login screen.

2. Word Processing Functions

2.1 Copy and pasting

ART2 has several data entry fields. The majority of these fields accept plain text only. There are 2 areas of the tool with a rich text editor; the previous recommendations and the Assessment Outcome Statement. It is recommended to use minimal formatting in these areas of the tool; pictures and graphs should not be used.

It is recommended that when copy and pasting you should use the "Paste as Plain Text" icon and then format the text within ART2. This includes bold, italics, underlining, bullets and tables. As the editor is an online editor it is not as sophisticated as other word processing software such as Microsoft word. This is because it needs to be simple enough to load and work in multiple unknown operating environments. For this reason, there may be discrepancies in the way the editor interprets formatting tags from copy and pasted text. If you experience any issues with copy and pasting please contact ACHS for assistance.

In the plain text editors used throughout the Standards & Criteria section, please use either right click and paste or "ctrl V" on the keyboard to paste.

2.2 The rich text editor
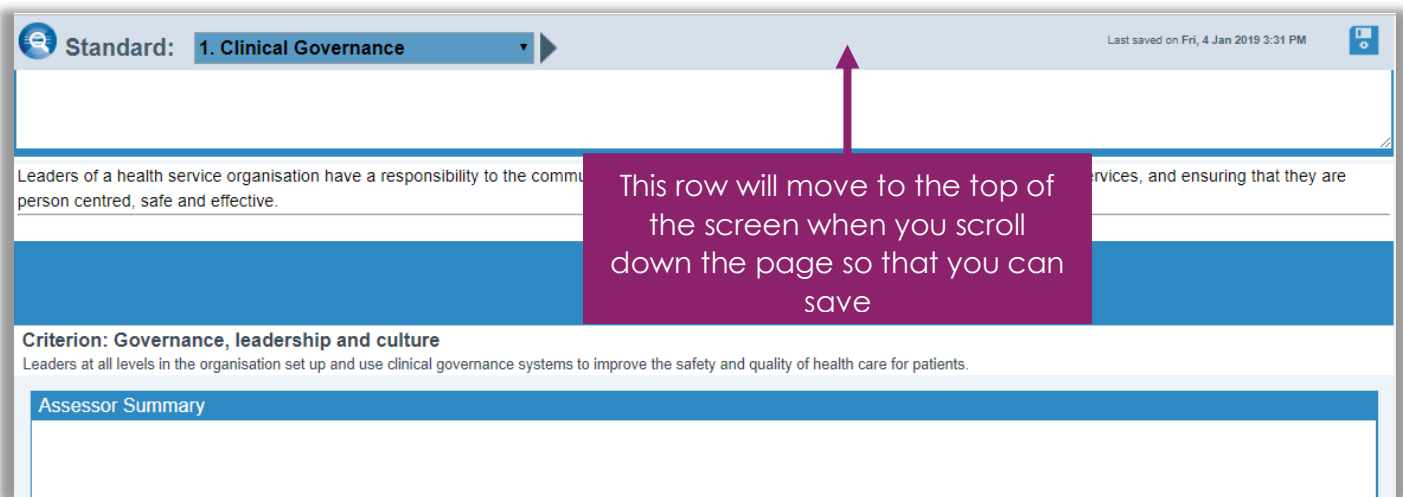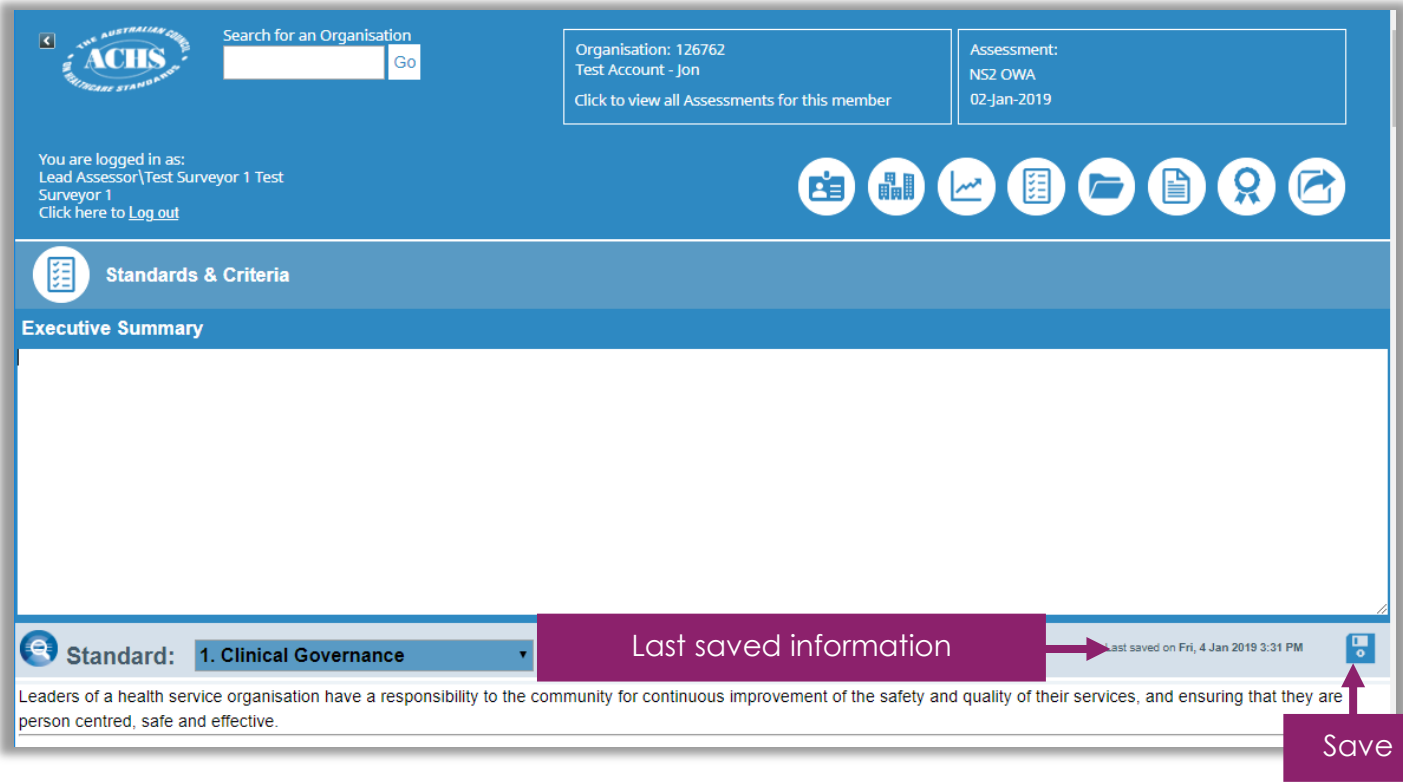(Previous Recommendations and Assessment Outcome Statement sections only)
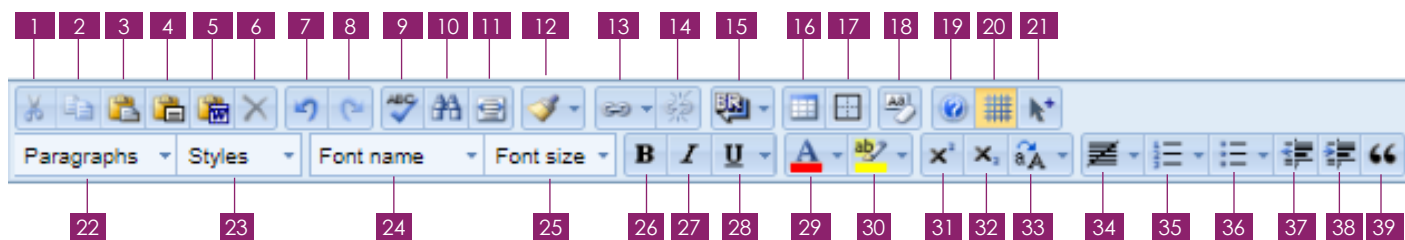
1. Cut: Cut the selected text
2. Copy: Copy the selected text
3. Paste: Paste text from your clipboard
4. Paste as Plain Text (*recommended paste option by ACHS*): Paste text from your clipboard as plain text
5. Paste from Word: Paste text from your clipboard with formatting from MS Word
6. Delete: Delete selected text
7. Undo: Undo the last change that you made
8. Redo: Redo something that you undid
9. Spell Check: Check the spelling of words in this data entry field (contact ACHS is words are missing so they can be added to the global dictionary)
10. Look for / Search text: Find a specific word within your text
11. Fit editor to full screen: Maximise the editor to fill up your entire screen. *Note that this will hide the save button)*
12. Format painter: Copies formatting of one section of text and paint it onto another
13. Insert hyperlink: Insert a link on the highlighted text
14. Break / Remove hyperlink: Remove a link that has been inserted
15. Insert paragraph break: Break the paragraph so that the style can be amended
16. Insert table: Insert a table of specific size, rows and columns
17. Insert a layout box: Insert a text box
18. Clear formatting: Remove the formatting of highlighted text
19. Help: Description of what the buttons of the editor do
20. Toggle Boarder: Toggles the visibility of table boarders on and off
21. Select all: Selects all of the text and formatting tags within the editor
22. Paragraph style: Change the paragraph style
23. Font Style: Change the level of a paragraph (eg, change from a heading to body text)
24. Font Name: Change the font
25. Font Size: Change the font size
26. Bold: Format the selected text as bold
27. Italic: Format the highlighted text as italic
28. Underline: Format the highlighted text as underlined
29. Font Colour: Change the font colour of highlighted text
30. Highlight text: Highlight with colour the highlighted text
31. Superscript: Set the highlighted text as superscript
32. Subscript: Set the highlighted text as subscript
33. Change Case: Change highlighted text from upper case to lower case or vice versa
34. Set justification of text: Change text justification from left, to centred or right
35. Number: Format selected text as a numbered list or start a numbered list
36. Bullet: Format selected text as a bulleted list or start a bulleted list
37. Decrease indent: Decrease the indent of indented text
38. Increase indent: Increase the indent of selected text
39. Insert blockquote: Insert a blockquote copied from an external source

3. Saving your Work & Autosave

3.1 Saving

All data entry screens have a save button. The button is usually located in the top right corner of each screen. On the Standards and criteria page, the save button is located on the row where the standard is named. This is below the Executive summary section, when you scroll down the page, this row will float to the top so that the save button is always visible on your screen.

Last saved information

Save

This row will move to the top of the screen when you scroll down the page so that you can save

For previous recommendations, each recommendation has it's own save button located on the left side of the recommendation header:

3.2 Autosave

ART2 has an autosave feature on the data entry sections where you would be working for longer than 15 minutes without saving. The autosave will save for you as you continue to work every 15 minutes without interrupting you. When the auto save is saving, the save button will change to a circle which indicates progress. After saving the last saved information will be updated to show that the autosave has occurred. It is always recommended that you save manually as often as possible to avoid any chance of data loss.

4. Running Reports

Summary reports of information entered in ART2 are available for download. Click on the reports icon and select a report from the menu. The selected report will be generated and when the download has completed, the report can be opened from the bottom of your web browser.