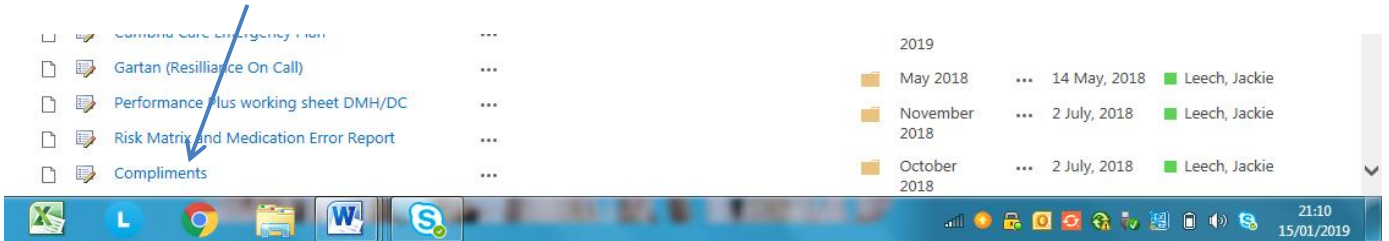
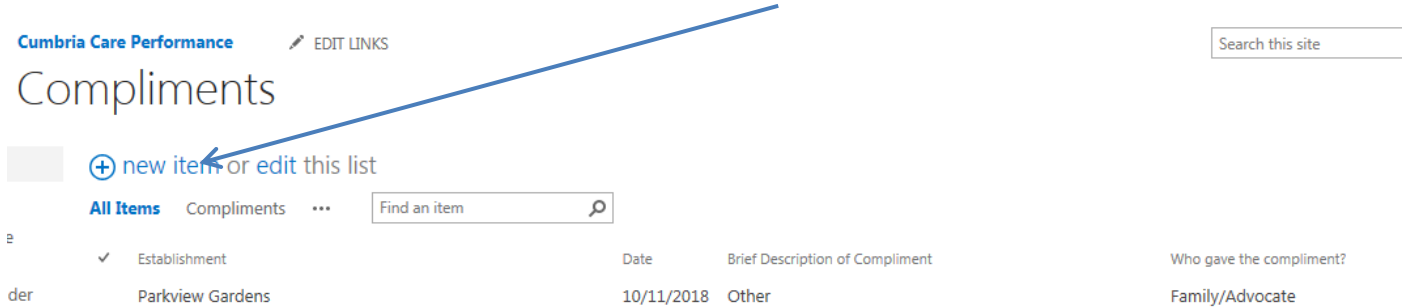


C12 Appendix 1

1. Access the compliments file on SharePoint



2. To add a new compliment, click on “new item”.



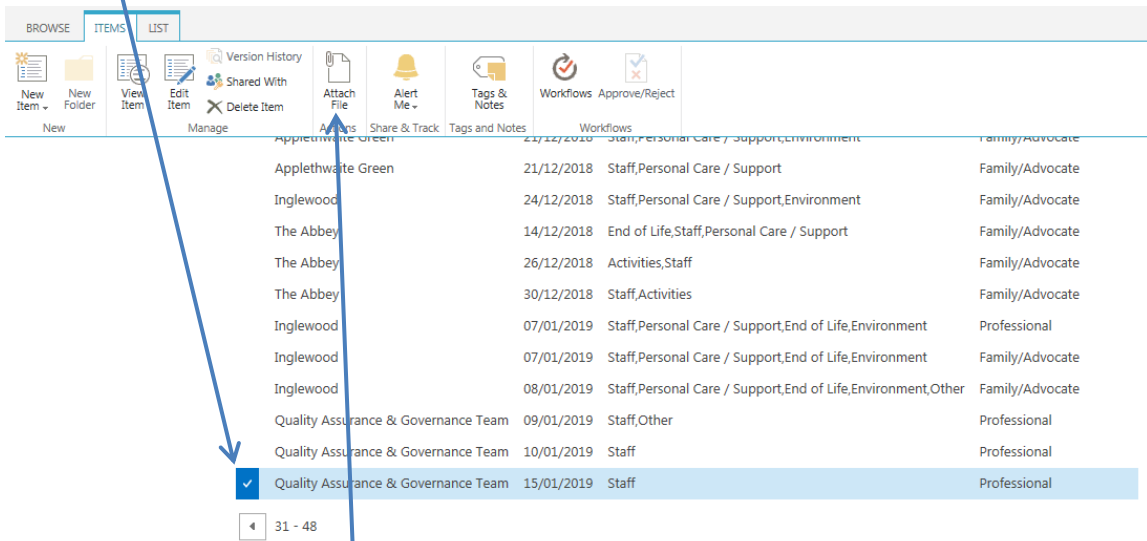
3. Fill in the form with the relevant details. Then save.

A screenshot of the 'Add New Item' form for the 'Compliments' list. The form has the following fields and options:

- Establishment ***: A text input field.
- Date ***: A date picker.
- Brief Description of Compliment ***: A list of checkboxes for categories: Staff, Personal Care / Support, End of Life, Environment, Activities, Communication Engagement / Outreach Work, Respite, and Other.
- Who gave the compliment? ***: A list of checkboxes for categories: Professional, Family/Advocate, Member of Public / Visitor, and Other.
- Save** and **Cancel** buttons.

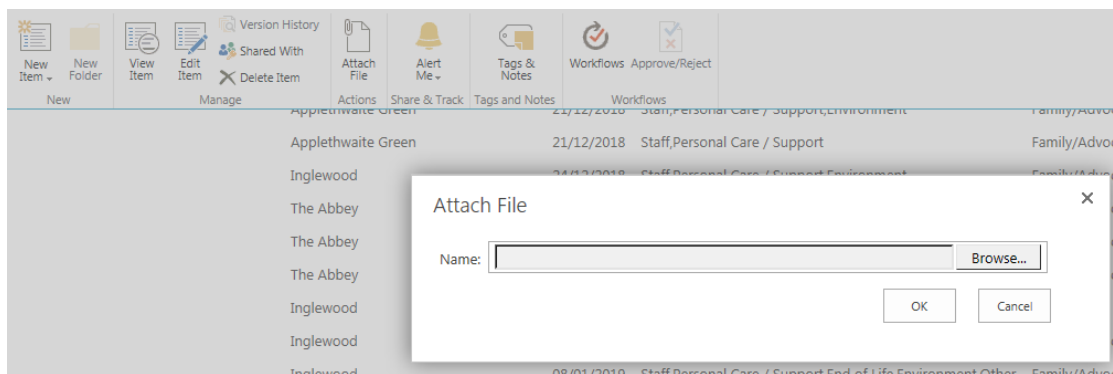
A blue arrow points from the 'new item' button in the previous screenshot to the 'Save' button in this form.

- Find the detail you have just entered and hover over it, this will highlight the title and a tick will appear on the left hand side of the title.
Click on the tick

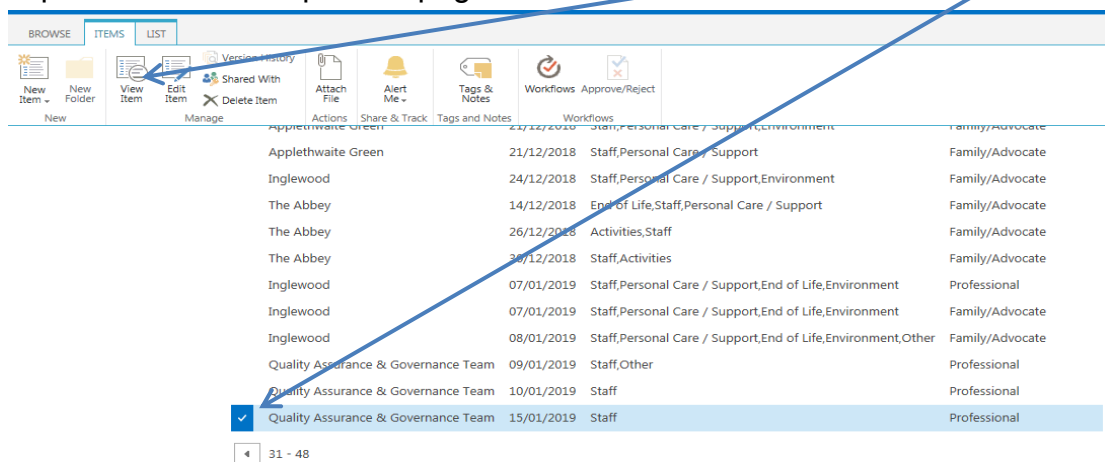


- Click on “Attach File”

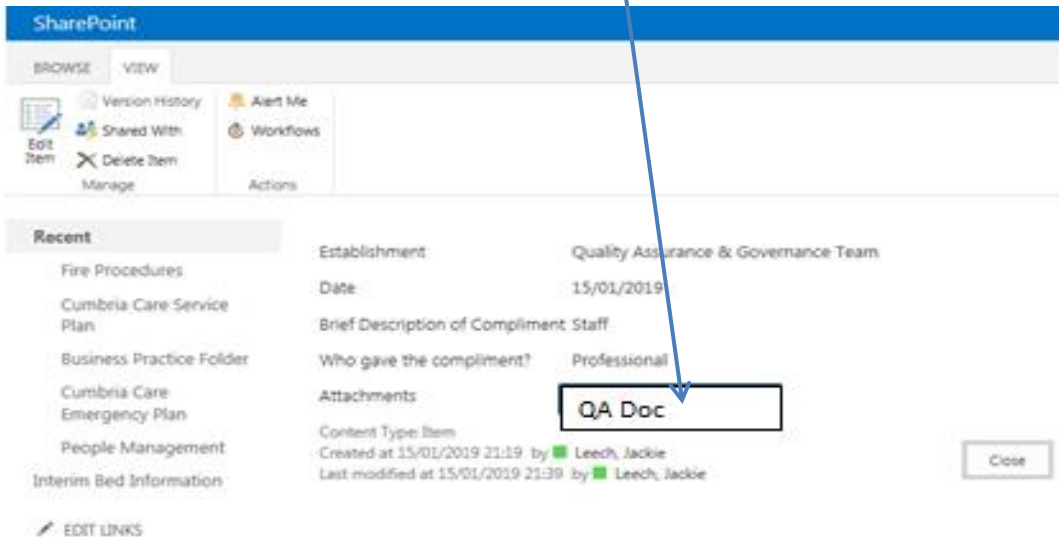
- Click on the Browse box, then find your attachment you want to upload. Then Ok



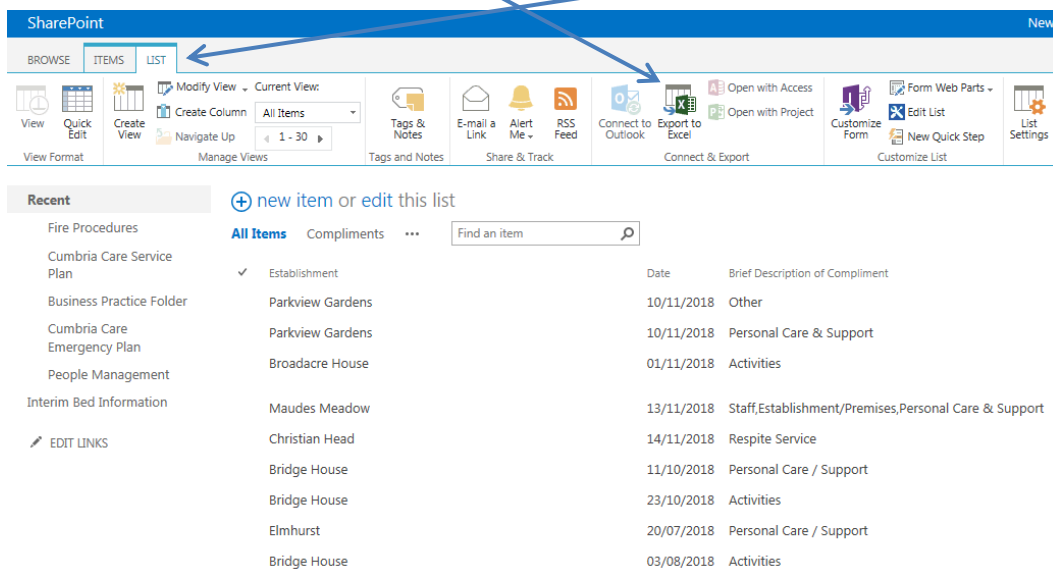
- Again click on the title you have added to SharePoint ensuring the tick is present. At the top of the page click on “View Item”.



8. You will see the attachment you have just up loaded sitting next to "Attachment". Click on the attachment



9. You can also see the list of all your compliments by: Clicking on List, then Export to excel.



10. Press “OK”, then “open” then “Enable”. Once into Excel it will bring up all the compliments, so to just see your establishment ensure you click on the arrow next to “Establishment”. Click on your own establishment..

Establishment	Date	Brief Description of Compliment
Parkview Gardens	10/11/2018	Other
Parkview Gardens	10/11/2018	Personal Care & Support
Broadacre House	01/11/2018	Activities
Maudes Meadow	13/11/2018	Staff;#Establishment/Premises;#Personal Care & Support
Christian Head	14/11/2018	Respite Service
Bridge House	11/10/2018	Personal Care / Support
Bridge House	23/10/2018	Activities

11. It will bring up a selection box, click on select all.

Establishment	Date	Brief Description of Compliment
Parkview Gardens	10/11/2018	Other
Parkview Gardens	10/11/2018	Personal Care & Support
Broadacre House	01/11/2018	Activities
Maudes Meadow	13/11/2018	Staff;#Establishment/Premises;#Personal Care & Support
Christian Head	14/11/2018	Respite Service
Bridge House	11/10/2018	Personal Care / Support
Bridge House	23/10/2018	Activities
Elmhurst	20/07/2018	Personal Care / Support
Bridge House	03/08/2018	Activities
Bridge House	13/08/2018	Personal Care / Support
Lapstone House	27/09/2018	Personal Care / Support
Bridge House	11/09/2018	Personal Care / Support
Riverside	15/10/2018	Personal Care / Support;#Other
Lapstone House	19/11/2018	Staff
North Cumbria Domicil	09/11/2018	Personal Care / Support
Inglewood	14/11/2018	Activities
Inglewood	15/11/2018	Staff;#Other
Edenside	01/11/2018	Staff
Inglewood	02/11/2018	Personal Care / Support

12. Click on your establishment then ok

Establishment	Date	Brief Description of Compliment
Parkview Gardens	10/11/2018	Other
Parkview Gardens	10/11/2018	Personal Care & Support
Broadacre House	01/11/2018	Activities
Maudes Meadow	13/11/2018	Staff;#Establishment/Premises;#Personal Care & Support
Christian Head	14/11/2018	Respite Service
Bridge House	11/10/2018	Personal Care / Support
Bridge House	23/10/2018	Activities
Elmhurst	20/07/2018	Personal Care / Support
Bridge House	03/08/2018	Activities
Bridge House	13/08/2018	Personal Care / Support
Lapstone House	27/09/2018	Personal Care / Support
Bridge House	11/09/2018	Personal Care / Support
Riverside	15/10/2018	Personal Care / Support;#Other
Lapstone House	19/11/2018	Staff
North Cumbria Domicil	09/11/2018	Personal Care / Support
Inglewood	14/11/2018	Activities
Inglewood	15/11/2018	Staff;#Other
Edenside	01/11/2018	Staff
Inglewood	02/11/2018	Personal Care / Support