

# How to fix data errors

## Log in and open your report to make changes

1. Log into the online portal using your AUSKey and select the Reporting tab.
2. Click on the Start or edit report hyperlink and press ok when the pop-up box appears.
3. **Scroll down to Step 6 and click on the Edit hyperlink and the report will be opened for editing.**
4. Depending on which part of the report you are amending click on the green (completed) tick next to 2. Complete workplace profile and/or 3. Reporting questionnaire.

## Make changes to your workplace profile and resubmit your report

1. In Excel, amend your original workplace profile (saved on your computer) then save it again, ready to be re-uploaded to the portal.
2. Click on the green (completed) tick to the right of section 2. Complete workplace profile. From within the workplace profile pop up module, click on the third grey circle – Step 3: Upload workplace profile – at the top of the screen.
3. Under Choose file to upload, you will see your original file name listed. On the right-hand side, click on the word Remove to delete this file.
4. Select Browse to select and upload your amended file and click next at the bottom of the page.
5. On the following page, please ensure all data quality issues have been addressed and then click next.
6. Click Submit. This will add the amended workplace profile section back in to your report and return you to the 'reporting summary' page.
7. **Once you have completed all amendments to your report, you must click the Resubmit button next to Step 6. This will ensure your report is resubmitted in full. You can then log out of the portal.**

## Make changes to your reporting questionnaire and resubmit your report

1. Click on the green (completed) tick to the right of section 3. Reporting questionnaire. From within the reporting questionnaire pop up module, you will land on the last page of the questionnaire. This is indicated by the last yellow circle at the top of the page. Each of these circles corresponds with a gender equality indicator (GEI) and also one page of the questionnaire.
2. Navigate to the sections containing your errors and make amendments as required.

3. Click on the last grey circle, then click on Submit to ensure your revised questionnaire is added back in to your report. This will return you to the 'reporting summary' page.
4. **Once you have completed all amendments to your report, you must click the Resubmit button next to Step 6. This will ensure your report is resubmitted in full. You can then log out of the portal.**