

# Gender Equality Act Reporting Platform – User Guide

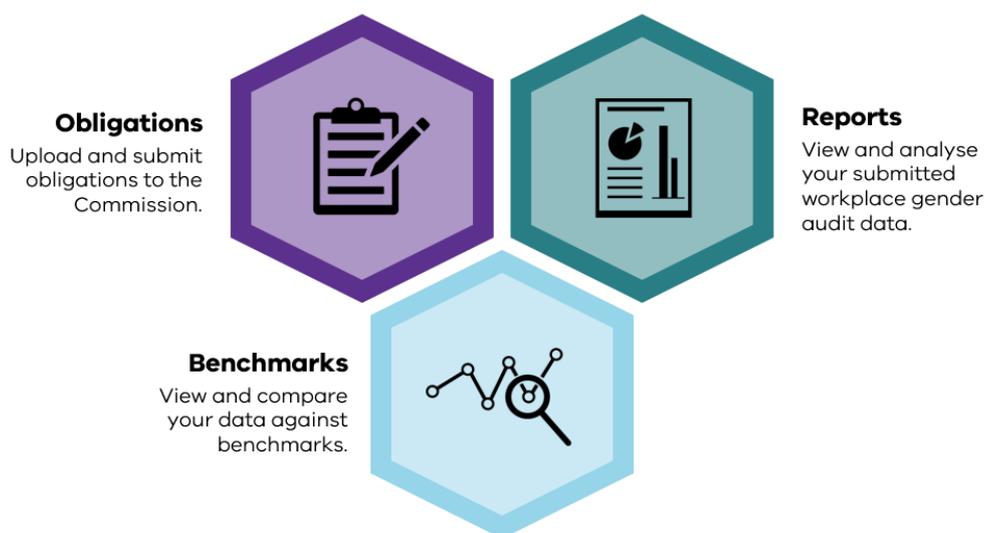
Standard User

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# 1 What is the Gender Equality Act Reporting Platform?

The Gender Equality Act Reporting Platform supports defined entities in fulfilling their obligations under the Gender Equality Act 2020 by providing the following capabilities:



## 1.1 Users

Each organisation can register users with the following roles and access to the reporting platform:

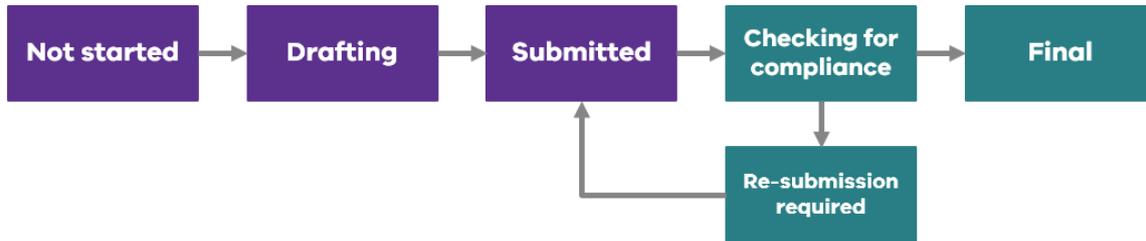
User role	Permissions of a user with this role
Standard user	<ul style="list-style-type: none"><li>• Submit obligations</li><li>• View organisation data</li></ul>
Read-Only user	<ul style="list-style-type: none"><li>• View organisation data</li></ul>

## 1.2 Obligations

Obligations under the Gender Equality Act 2020 that can be submitted via the reporting platform are:



All obligations follow a common submission process on the reporting platform:



What does each status mean?

Obligation status	Description of status
Not started	Obligation is available in the reporting platform for the organisation to begin submission.
Drafting	Obligation has been started and saved.
Submitted	Obligation has been sent for review to the Commission.
Checking for compliance	The Commission is currently reviewing the obligation to ensure it meets all its requirements under the Gender Equality Act.
Re-submission required	The Commission has finalised their review and requires additional information or clarification in relation to the obligation.
Final	The Commission has finalised their review and there is no further action required in the reporting platform in regard to the obligation submission.

## 2 Accessing the reporting platform

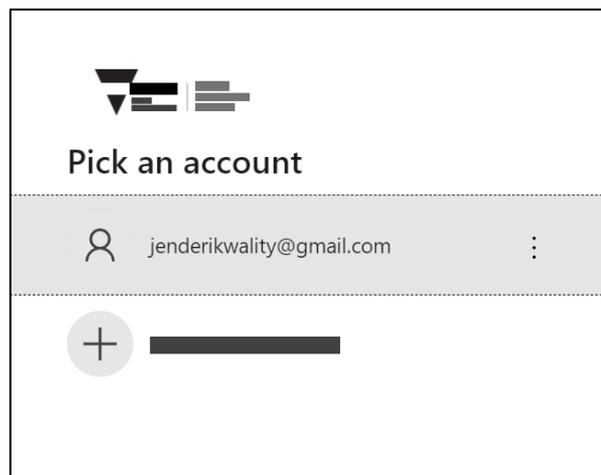
**IMPORTANT:** Before attempting to log in to the reporting platform, ensure you have requested access to the reporting platform. Refer to "**Appendix A – Requesting access to the reporting platform**".

### 2.1 How do I log in to the reporting platform?

Navigate to the following URL in your browser:

<https://report.genderequalitycommission.vic.gov.au>

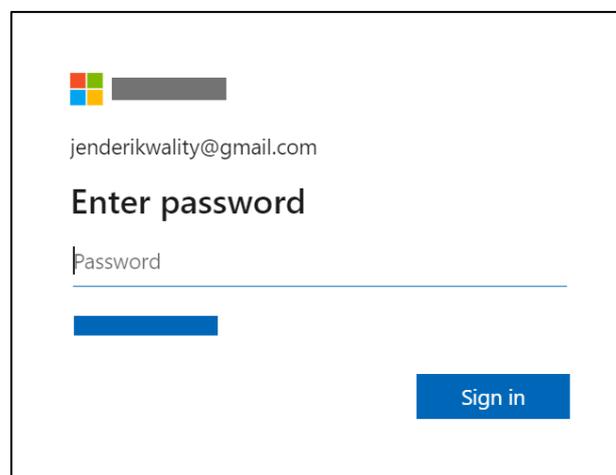
You may be prompted to sign in, if so, please select the account you used to request access to the reporting platform.



The screenshot shows a login interface with the following elements:

- Logo of the Commission for Gender Equality in the Public Sector at the top.
- The heading "Pick an account".
- A list of accounts, with the first one highlighted in grey: a person icon, the email address "jenderikwality@gmail.com", and a three-dot menu icon.
- A plus sign icon in a circle below the list, followed by a redacted area.

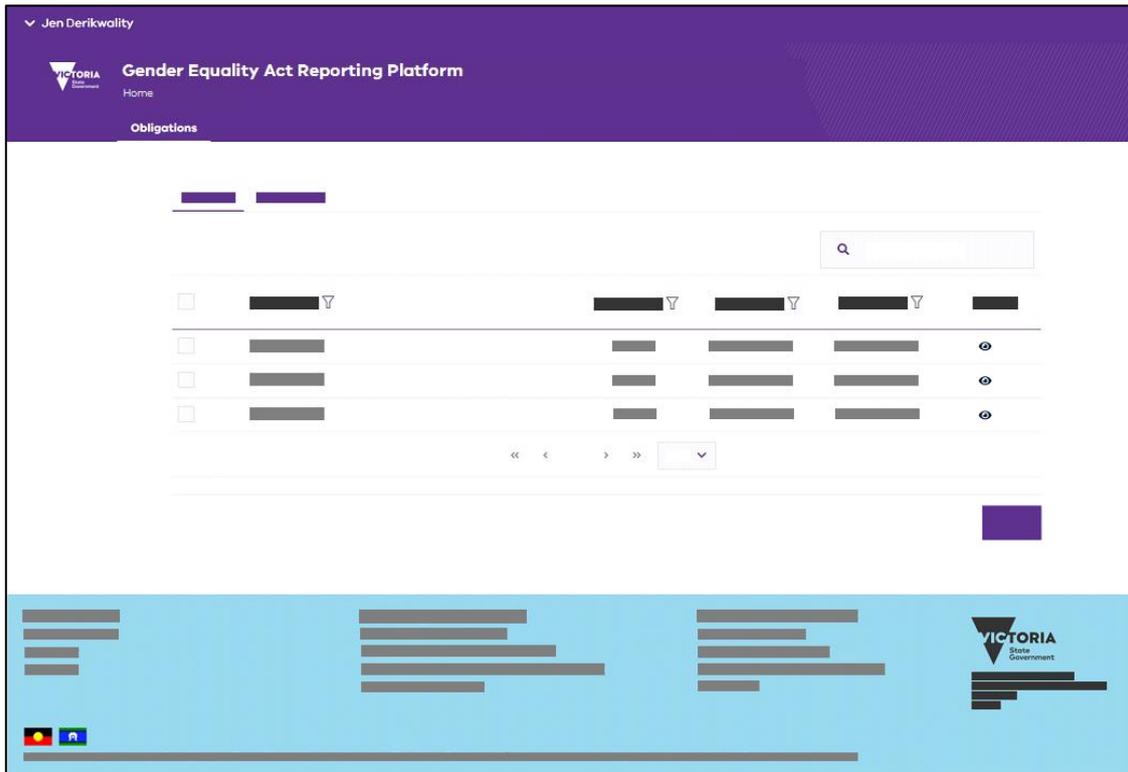
Enter password and click 'Sign in'.



The screenshot shows a password entry screen with the following elements:

- Logo of the Commission for Gender Equality in the Public Sector at the top.
- The email address "jenderikwality@gmail.com" displayed.
- The heading "Enter password".
- A password input field with the placeholder text "Password" and a redacted area below it.
- A blue "Sign in" button at the bottom right.

Upon successful sign in, you will see the 'Obligations' dashboard.





## 3 Submitting my organisation's workplace gender audit results

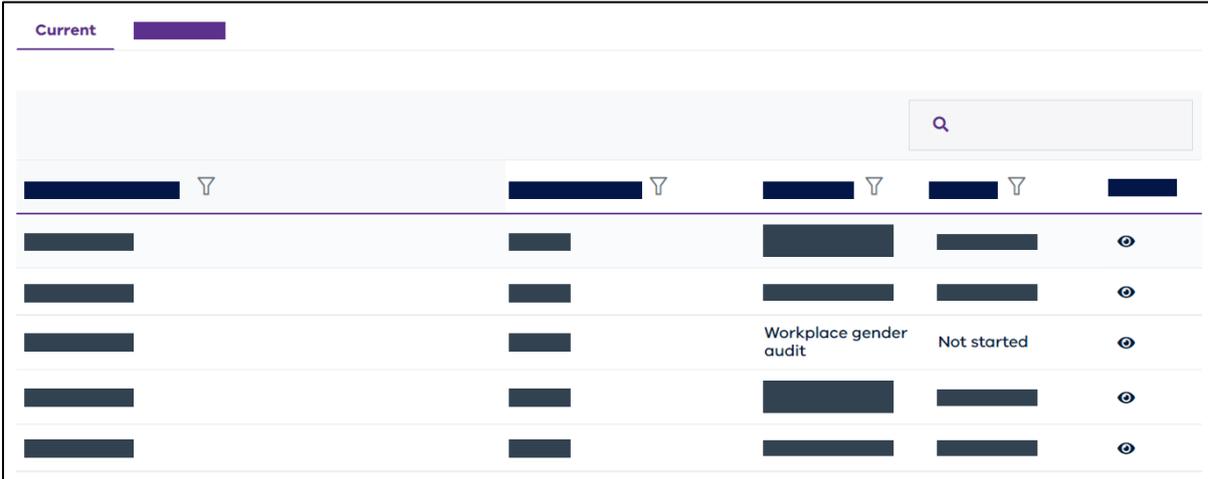
### 3.1 How do I submit my workplace gender audit results into the reporting platform?

If you would prefer to see a recorded video walk through of this process, please visit <https://www.genderequalitycommission.vic.gov.au/reporting-platform-help>

#### 3.1.1 Navigate to the current reporting year

On the Obligations dashboard page, locate the row for the workplace gender audit for the current reporting year.

Under the "Actions" column, click on the  icon.



Reporting Year	Status	Actions
Current		
	Workplace gender audit	Not started

You will be navigated to the workplace gender audit upload page.

#### 3.1.2 Upload unit level workforce data

You may choose to upload your unit level workforce data along with your mandatory aggregated workforce data. To do this, click "Choose an Excel file" in the "Workforce Data (Unit Level)" section.



For this step you will choose your workforce reporting template. If you have not changed the file name, it will be the excel spreadsheet named **WGA Workforce Reporting Template v3.2.xlsm**. The reporting platform will extract and upload the Unit Level Upload sheet from within the template.

**Important!** Before you choose and upload this template, ensure that you have completed all steps listed in the "Start Here" sheet within the spreadsheet.

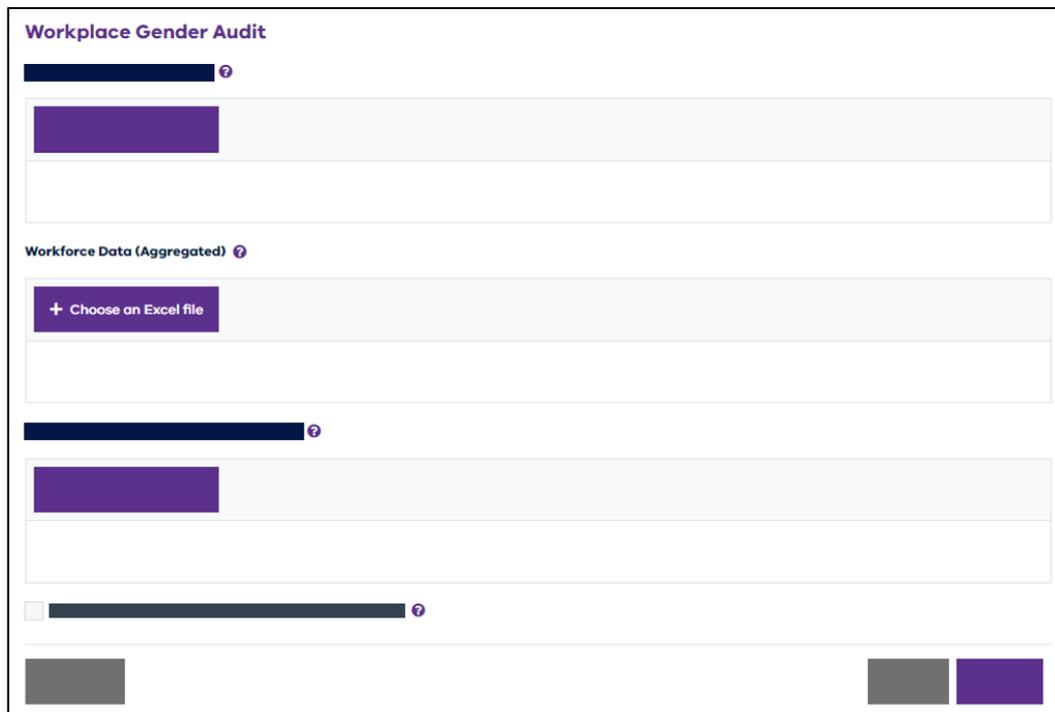
In the file selection pop-up window, select the workforce reporting template and click "Open".

Once file has loaded (i.e., "Loading..." message is no longer displayed on screen), you will see the "Unit Level Upload" worksheet successfully loaded. Click "Save".

If you experience an error, refer to Appendix C – Error messages for guidance.

### 3.1.3 Upload mandatory aggregated workforce data

Click "Choose an Excel file" in the "Workforce Data (Aggregated)" section.



The screenshot shows a web interface for a 'Workplace Gender Audit'. It features several sections with input fields and buttons. The 'Workforce Data (Aggregated)' section is highlighted, showing a button labeled '+ Choose an Excel file'. Other sections include 'Workplace Gender Audit' and 'Workforce Data (Aggregated)' with various input fields and help icons.

For this step you will choose the same spreadsheet that you chose for the previous step – i.e. the excel spreadsheet named **WGA Workforce Reporting Template v3.2.xlsm** (if it has not been renamed by your organisation). The reporting platform will extract and upload a hidden worksheet called DataMeasuresForUpload from within the template.

**Important!** Before you choose and upload this template, ensure that you have completed all steps listed in the "Start Here" sheet within the spreadsheet.

In the file selection pop-up window, select the workforce reporting template and click "Open".

Once file has loaded (i.e., "Loading..." message is no longer displayed on screen), you will see the hidden "DataMeasuresForUpload" worksheet successfully loaded. Click "Save".

If you experience an error, refer to Appendix C – Error messages for guidance.



### Workplace Gender Audit

[Redacted] ?

[Redacted]

### Workforce Data (Aggregated) ?



[Redacted] ?

[Redacted]

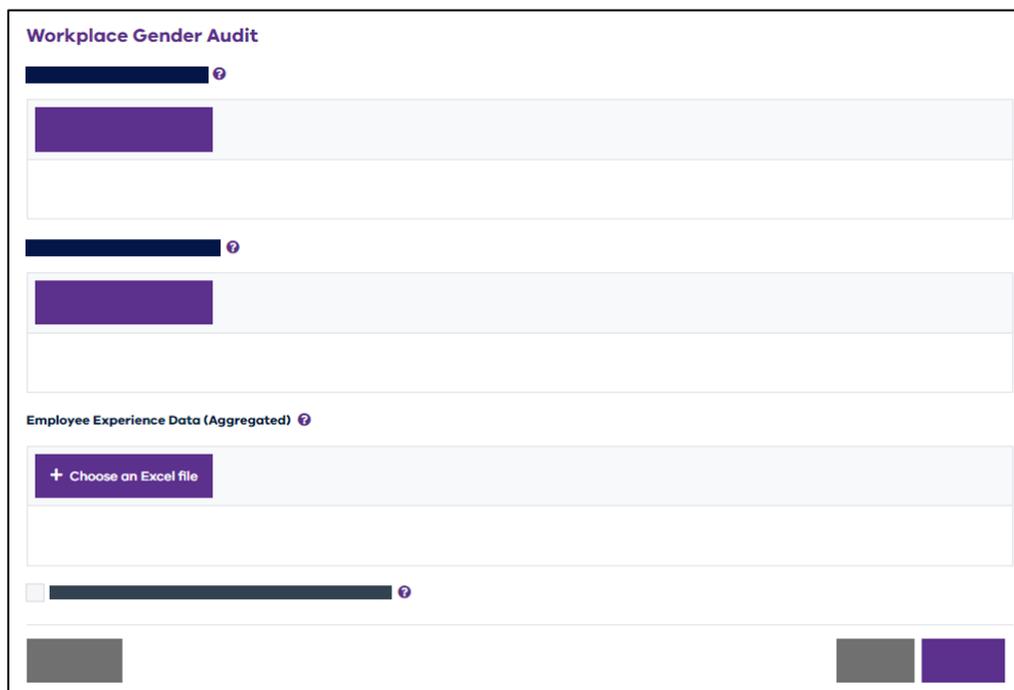
[Redacted] ?

[Redacted]

### 3.1.4 Upload Aggregate Employee Experience Data

**IMPORTANT:** Only applicable to organisations that did not participate in the VPSC People Matter Survey.

Click "Choose an Excel file" in the "Employee Experience Data (Aggregated)" section.



The screenshot shows a web interface for a Workplace Gender Audit. It features several sections with redacted information (blacked out) and help icons. The section titled "Employee Experience Data (Aggregated)" contains a prominent button labeled "+ Choose an Excel file".

For this step you will choose the spreadsheet named **WGA Employee Experience Reporting Template v1.1 NonPMS.xlsx** (if it has not been renamed by your organisation). The reporting platform will extract and upload a worksheet called EmpExpPlatformUpload from within the template.

In the file selection pop-up window, select the employee experience reporting template that you populated as part of completing your workplace gender audit and click "Open".

Once file has loaded (i.e., "Loading..." message is no longer displayed on screen), you will see the "EmpExpPlatformUpload" worksheet successfully loaded.

If you experience an error, refer to Appendix C – Error messages for guidance.





## Confirm Submit

Do you want to submit the workplace gender audit?

 Yes 

Your workplace gender audit results are now officially submitted to the Commission.

### 3.1.6 What happens next?

Obligations submitted to the Commission all follow the same process post-submission. This process involves the Commission reviewing the obligation to ensure that it meets its requirements under the Gender Equality Act 2020. The outcome of this review may require organisations to update their submitted obligations. For further information, please refer to the section: ***What happens after I submit my obligation?***



# 4 Submitting my organisation's Gender Equality Action Plan

## 4.1 How do I submit my Gender Equality Action Plan into the reporting platform?

If you would prefer to see a recorded video walk through of this process, please visit <https://www.genderequalitycommission.vic.gov.au/reporting-platform-help>

### 4.1.1 Navigate to current reporting year

On the Obligations dashboard page, locate the row for the Gender Equality Action Plan for the current reporting year.

Under the "Actions" column, click on the  icon.



Current				
[Search bar]				
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	Gender Equality Action Plan	Not started	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	

You will be navigated to the Gender Equality Action Plan upload page.

### 4.1.2 Upload main Gender Equality Action Plan document

Click "+ Choose" in the "Main document (to be published)" section.



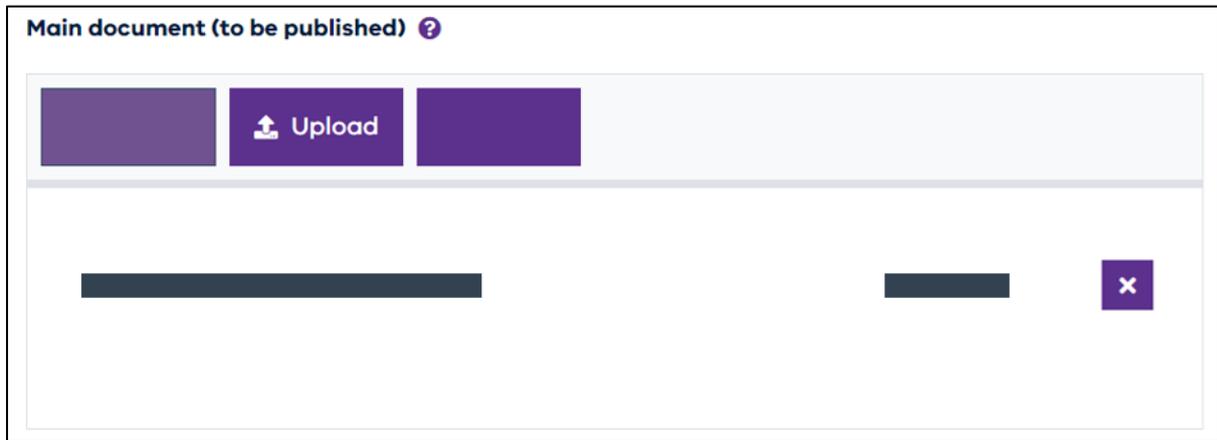
**Main document (to be published) ?**

**+ Choose** [ ] [ ]

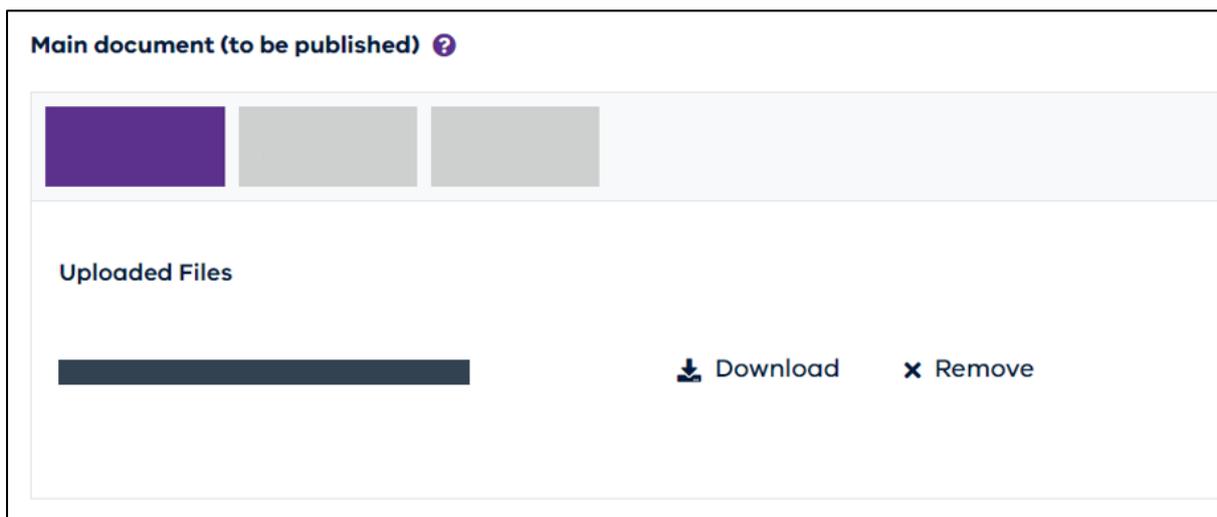


In the file selection pop-up window, select the file that you would like to upload and click "Open".

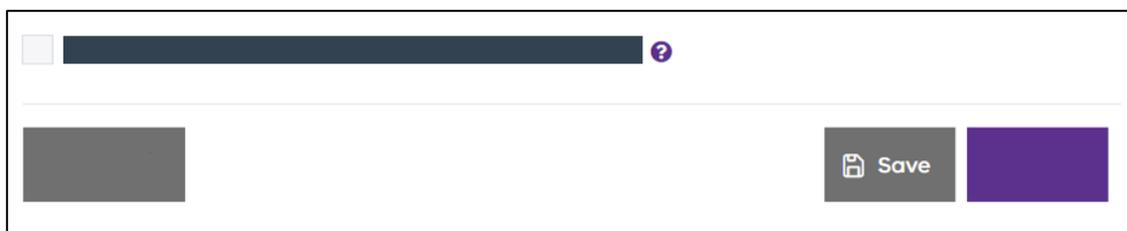
Once the file has uploaded (i.e., "Loading..." message is no longer displayed on screen), you will see the file listed on the screen. Click "Upload" to save the file against your Gender Equality Action Plan.



You will see that the file is now listed under "Uploaded Files".



Click "Save".



### 4.1.3 Upload optional supporting documents

Supporting documents may be uploaded along with your main Gender Equality Action Plan document. There are two types of supporting documents that can be uploaded:

- **To be published** (to be made available for the public to view on the public [Insights website](#)), or
- **Not to be published** (provided only for the Commission to view when reviewing your Gender Equality Action Plan and not to be made available on the public [Insights website](#))

Note: the public Insights website will become available in early 2022.

There are two distinct areas on the upload screen for you to upload your supporting documents to.

**IMPORTANT:** Make sure you upload your supporting documents into the correct area.



Optional supporting documents (to be published) ?

Optional supporting documents (not to be published) ?

Click "+ Choose" in the appropriate support document section.



Optional supporting documents (to be published) ?

Optional supporting documents (not to be published) ?



In the file selection pop-up window, select one or more files (up to a maximum of 10 files) that you would like to load and click "Open".

Once the file(s) have loaded (i.e., "Loading..." message is no longer displayed on screen), you will see the files listed on the screen.

Click "Upload" to save the files against your Gender Equality Action Plan.

The screenshot displays a user interface for uploading documents. It is divided into two main sections:

- Optional supporting documents (to be published):** This section features a header with an "Upload" button. Below it, there are two rows of file entries. Each entry consists of a long dark bar representing the file name, a smaller dark bar representing the file size, and a purple square button with a white "x" icon for deletion.
- Optional supporting documents (not to be published):** This section also has an "Upload" button header. It contains one row of a file entry, following the same format as the entries in the first section.

You will see that the files are now listed under "Uploaded Files".



Optional supporting documents (to be published) ?

Uploaded Files

Optional supporting documents (not to be published) ?

Uploaded Files

Click "Save".

[Redacted] ?

[Redacted]  [Redacted]

#### 4.1.4 Submit Gender Equality Action Plan

**IMPORTANT:** You must ensure that you have received appropriate approval from the named person in this section and that proof of approval could be provided if requested.

At the bottom of the Gender Equality Action Plan upload page, tick the checkbox confirming that the submission has been approved, along with the name and role or title of the person who has provided this approval. Click "Submit".

I confirm that this submission has been approved by: ?

Approver Name

Approver Role

Submit

You will be prompted with a confirmation pop-up message, click "Yes".

### Confirm Submit

Do you want to submit the Gender Equality Action Plan?

Yes

Your Gender Equality Action Plan is now officially submitted to the Commission.

#### 4.1.5 What happens next?

Obligations submitted to the Commission all follow the same process post-submission. This process involves the Commission reviewing the obligation to ensure that it meets its requirements under the Gender Equality Act 2020. The outcome of this review may require organisations to update their submitted obligations. For further information, please refer to the section: ***What happens after I submit my obligation?***



# 5 Submitting my organisation's progress report

## 5.1 How do I submit my progress report into the reporting platform?

### 5.1.1 Navigate to current reporting year

On the Obligations dashboard page, locate the row for the progress report for the current reporting year.

Under the "Actions" column, click on the  icon.



Current				
[Redacted]				
[Redacted]				
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	Progress report	Not started	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	

You will be navigated to the progress report upload page.

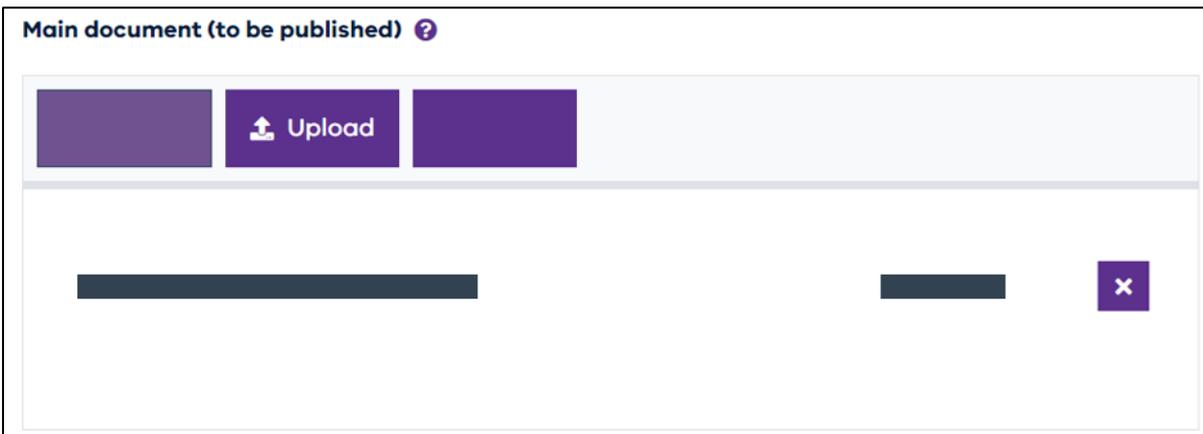
### 5.1.2 Upload main progress report document

Click "+ Choose" in the "Main document (to be published)" section.

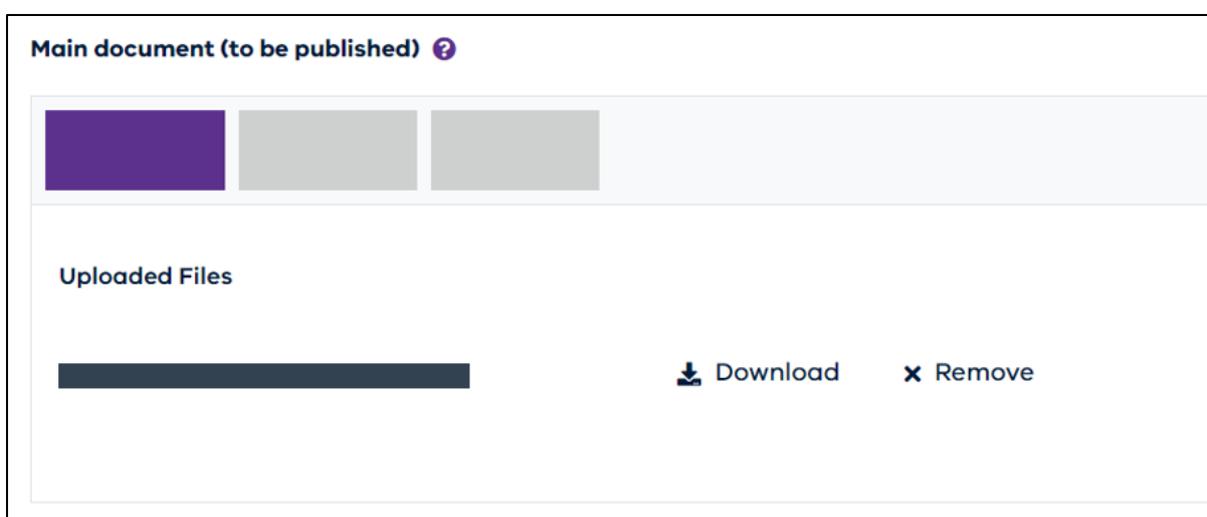


In the file selection pop-up window, select the file that you would like to upload and click "Open".

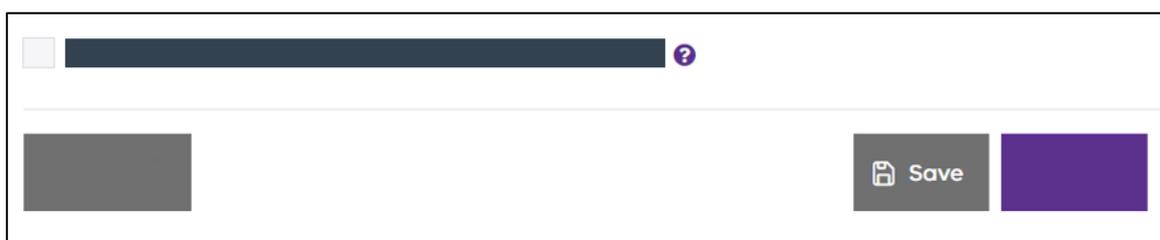
Once the file has uploaded (i.e., "Loading..." message is no longer displayed on screen), you will see the file listed on the screen. Click "Upload" to save the file against your progress report.



You will see that the file is now listed under "Uploaded Files".



Click "Save".



### 5.1.3 Upload optional supporting documents

Supporting documents may be uploaded along with your main progress report document. There are two types of supporting documents that can be uploaded:

- **To be published** (to be made available for the public to view on the public [Insights website](#)), or
- **Not to be published** (provided only for the Commission to view when reviewing your Gender Equality Action Plan and not to be made available on the public [Insights website](#))

Note: the public Insights website will become available in early 2022.

There are two distinct areas on the upload screen for you to upload your supporting documents to.

**IMPORTANT:** Make sure you upload your supporting documents into the correct area.



The screenshot shows two sections for uploading optional supporting documents. The top section is titled "Optional supporting documents (to be published) ?" and the bottom section is titled "Optional supporting documents (not to be published) ?". Each section contains a row of three document thumbnails: the first is purple, and the other two are grey. Below each row is a large empty white box for text input.

Click "+ Choose" in the appropriate support document section.



This screenshot is identical to the previous one, but the first purple document thumbnail in each section now contains a white plus sign and the text "+ Choose".

In the file selection pop-up window, select one or more files (up to a maximum of 10 files) that you would like to load and click "Open".

Once the file(s) have loaded (i.e., "Loading..." message is no longer displayed on screen), you will see the files listed on the screen.

Click "Upload" to save the files against your progress report.



Optional supporting documents (to be published) ?

Upload

Optional supporting documents (not to be published) ?

Upload

You will see that the files are now listed under "Uploaded Files".

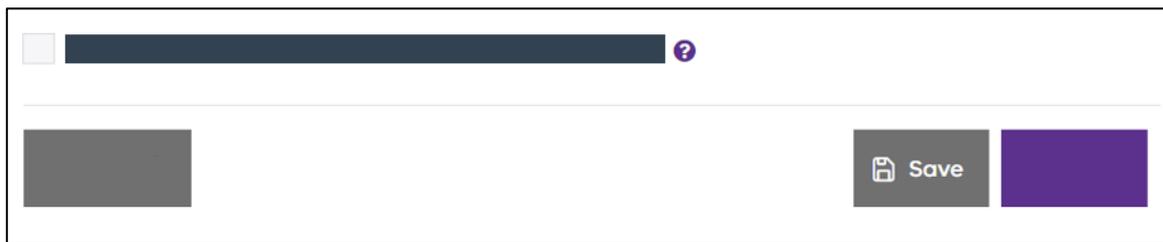
Optional supporting documents (to be published) ?

Uploaded Files

Optional supporting documents (not to be published) ?

Uploaded Files

Click "Save".

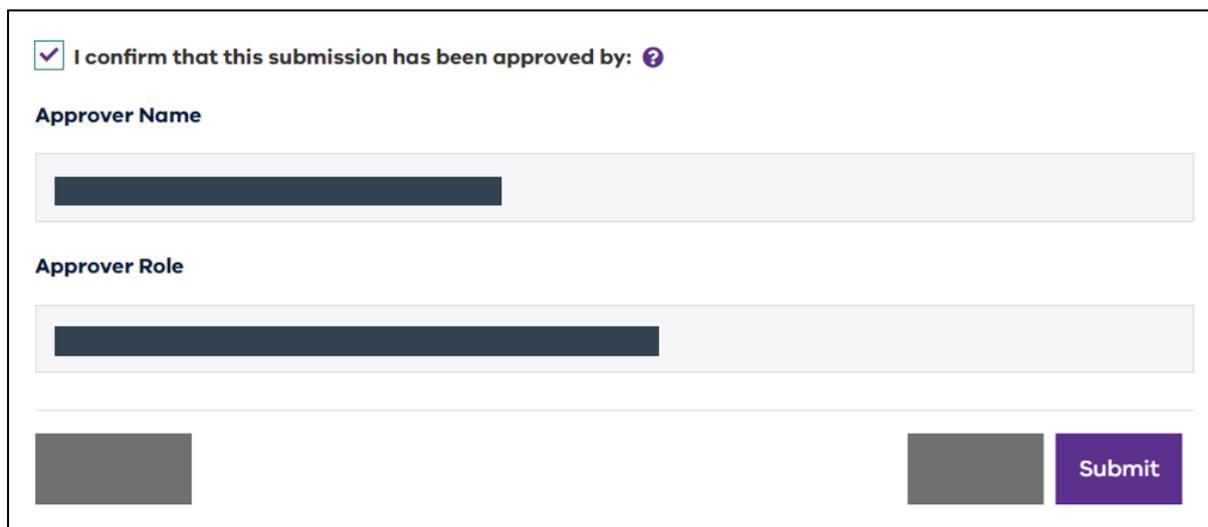


A screenshot of a web form. At the top, there is a dark grey input field with a question mark icon to its right. Below this is a horizontal line. Underneath the line, there is a dark grey button on the left and a purple button labeled 'Save' on the right.

#### 5.1.4 Submit progress report

**IMPORTANT:** You must ensure that you have received appropriate approval from the named person in this section and that proof of approval could be provided if requested.

At the bottom of the progress report upload page, tick the checkbox confirming that the submission has been approved, along with the name and role or title of the person who has provided this approval. Click "Submit".



A screenshot of a web form for approval. At the top, there is a checked checkbox followed by the text 'I confirm that this submission has been approved by:' and a question mark icon. Below this are two text input fields: 'Approver Name' and 'Approver Role'. At the bottom right, there is a purple button labeled 'Submit'.

You will be prompted with a confirmation pop-up message, click "Yes".



A screenshot of a confirmation pop-up message. The title is 'Confirm Submit'. Below the title is the question 'Do you want to submit the progress report?'. At the bottom, there are two buttons: a teal button with a checkmark and the text 'Yes', and a dark grey button.

Your progress report is now officially submitted to the Commission.



### 5.1.5 What happens next?

Obligations submitted to the Commission all follow the same process post-submission. This process involves the Commission reviewing the obligation to ensure that it meets its requirements under the Gender Equality Act 2020. The outcome of this review may require organisations to update their submitted obligations. For further information, please refer to the section: ***What happens after I submit my obligation?***

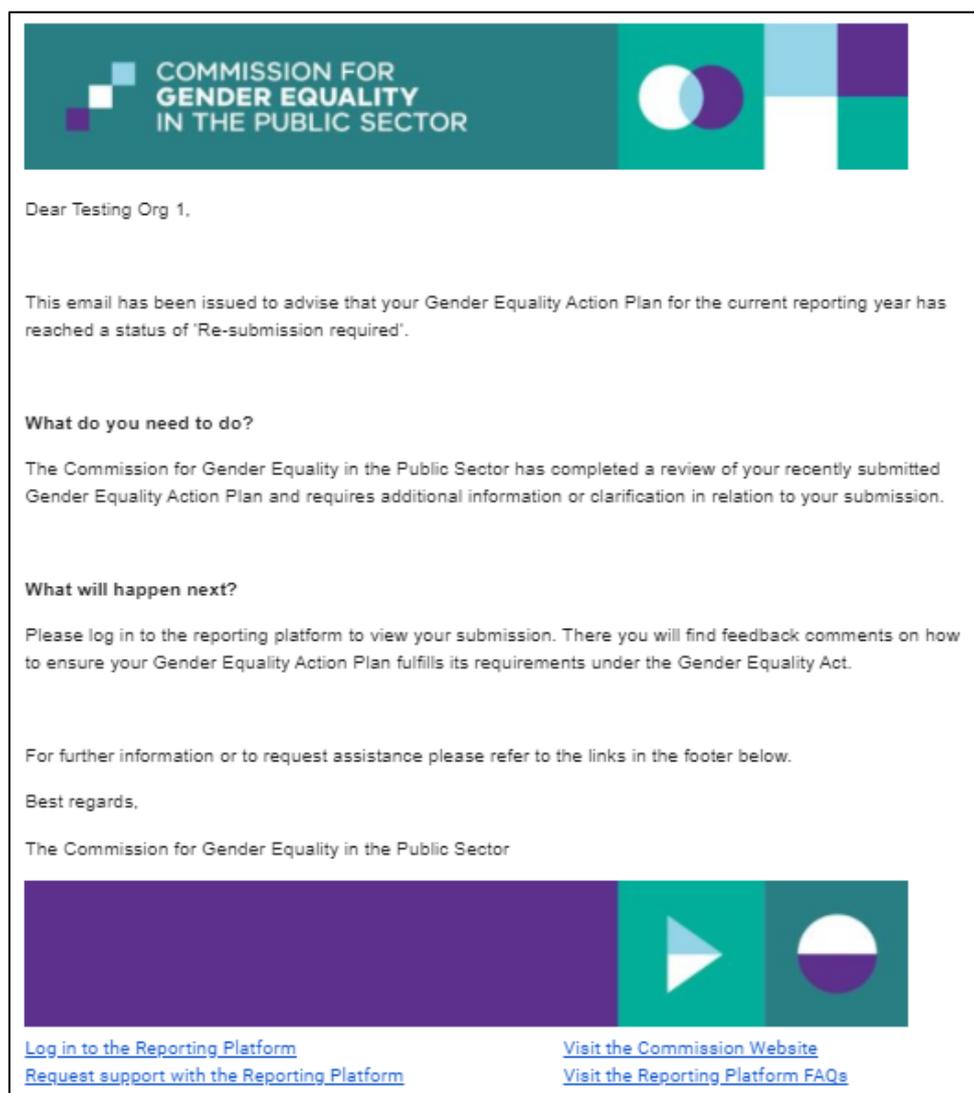
## 6 What happens after I submit my obligation?

Once you have submitted your obligation, the Commission will review your obligation to ensure it meets its requirements under the Gender Equality Act 2020.

You will see the status of your obligation change from "Submitted" to "Checking for compliance". Once the compliance check is complete, the status of your obligation will change to either "Final" or "Re-submission required" and you will be notified with instructions for next steps via email.

### 6.1 What to do if I am notified to re-submit my obligation?

Upon receiving the following email notification, please log into the reporting platform.





Navigate to the obligation with the status of "Re-submission required".

Current				
<input type="text"/>				
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Re-submission required	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Scroll down to the non-compliant feedback text boxes.

**Workplace gender audit results**

[Redacted text box]

**Consultation and Engagement**

[Redacted text box]

**Case for Change**

[Redacted text box]

**Strategies and Measures**

[Redacted text box]

**Leadership and Resourcing**

[Redacted text box]

**Measuring Progress**

[Redacted text box]

**Handy tip:** To view full non-compliance text, you can either scroll through the text or expand the text box by clicking on the bottom right-hand corner of the text box and dragging it out.





I acknowledge that my organisation has addressed the feedback provided by the Commission.

[Redacted] ?

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**IMPORTANT:** You will need to ensure that you have received appropriate approval from your CEO or equivalent for the submission of required changes and will need to provide attestation of this approval as you previously did for your initial submission.

[Redacted]

I confirm that this submission has been approved by: ?

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Once you have completed the approval attestation, click "Submit".

[Redacted] [Redacted] **Submit**

## 6.2 What to do once my obligation is marked as 'Final'?

Once your obligation has reached a status of "Final", there are no further actions required from you on the reporting platform in regards to the obligation submission process.

Once your workplace gender audit submission has reached a status of "Final", you will be able to see your data in the reports available via the reporting platform. For further information, please refer to section "**Viewing my organisation's data and reports**".



## 6.3 I have discovered an error or would like to amend my finalised obligation, how do I do this?

Under the Gender Equality Act (2020), you may request to update a previously submitted Gender Equality Action Plan or previously submitted Workplace Gender Audit results in the reporting platform. For instructions on how to amend a finalised obligation, please refer to section "**Appendix B – Amending a finalised obligation**".

# 7 Viewing my organisation's data and reports

## 7.1 How do I view and interact with my indicator report?

### 7.1.1 Navigate to indicator reports

To access your organisation's indicator reports, navigate to the tab named **'Reports'** along the top menu of the Reporting Platform.



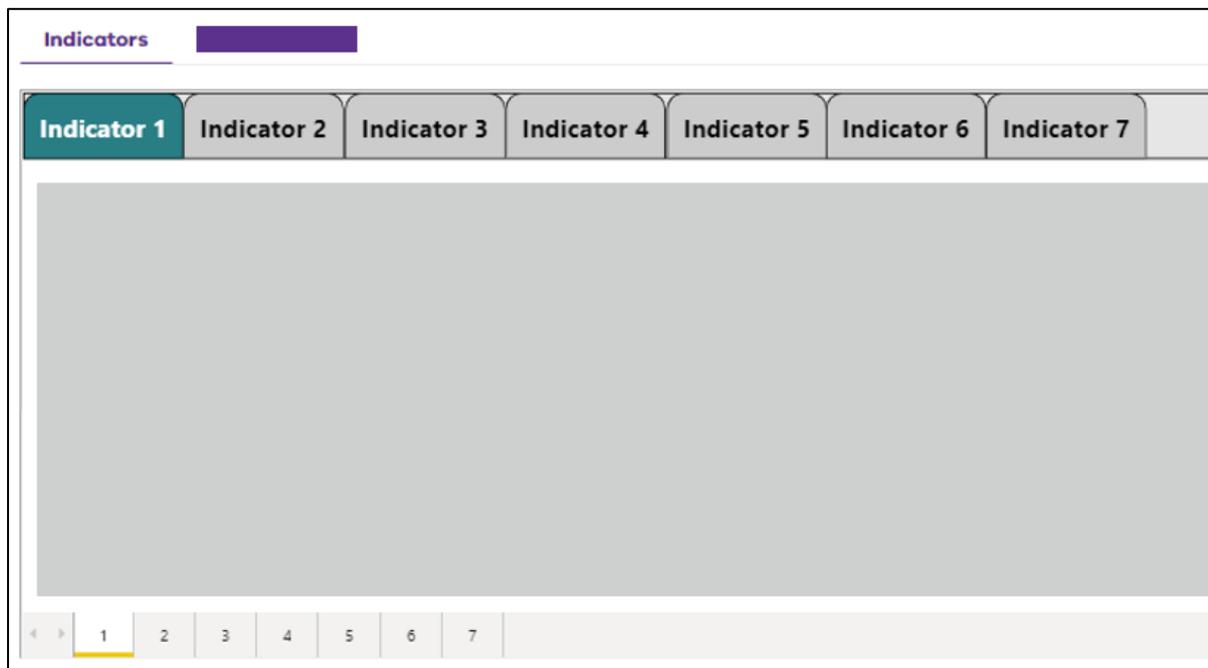
To view your indicator report, navigate to the sub-tab named **'Indicators'** just below the Reports tab:





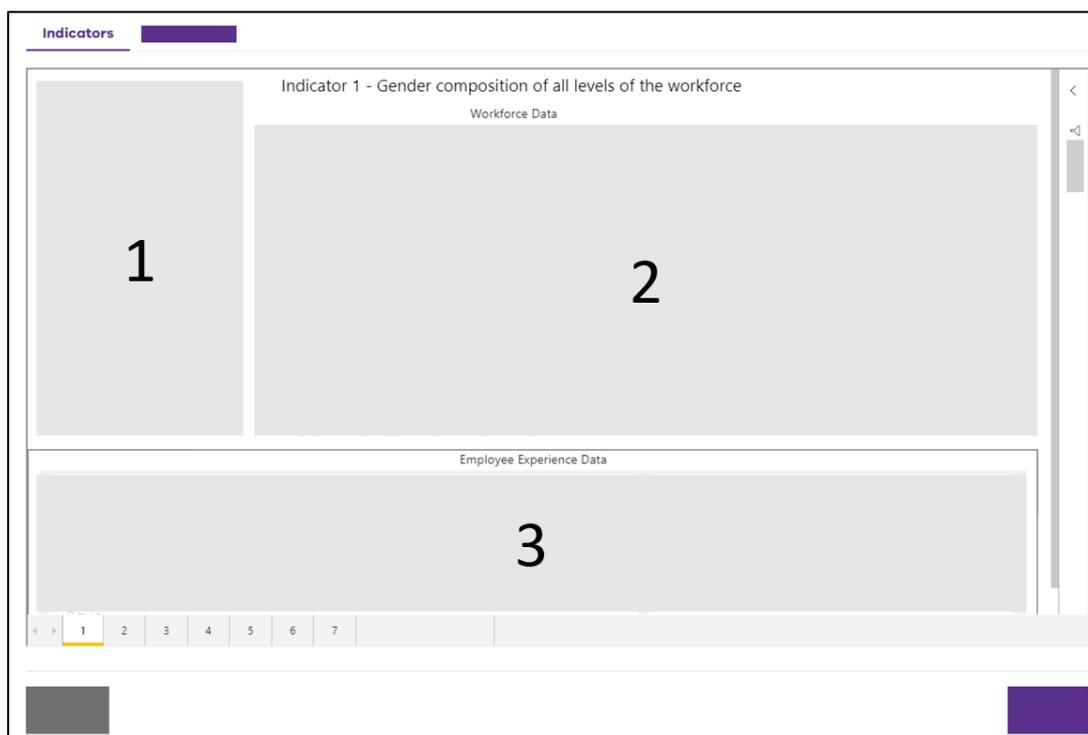
### 7.1.2 View required indicator

You will notice along the top of the report, there are various tabs and along the bottom are multiple grey tabs numbered 1-7. These tabs correspond to the indicator report for each Gender Equality Indicator. To view a required indicator, simply click on the tab containing the indicator number.



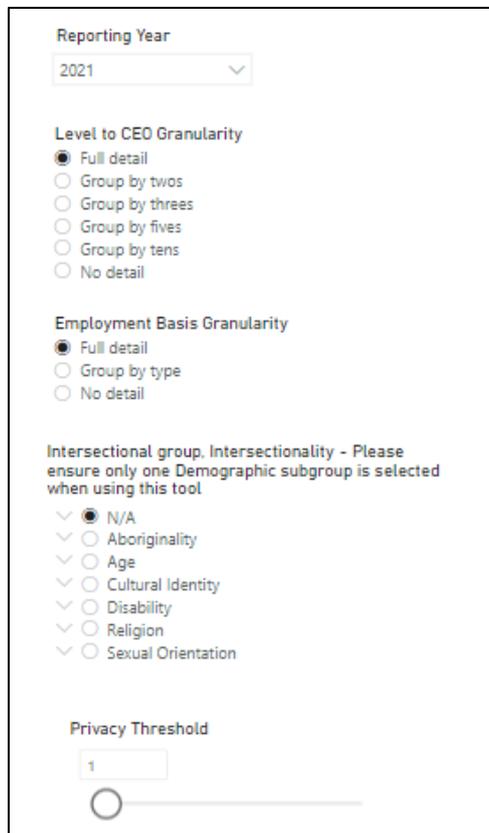
### 7.1.3 Interact with the data

Your indicator report consists of three main sections: (1) report filters, (2) workforce data and (3) employee experience data.



## (1) Report filters

Each indicator report has a set of various filters that allow you to change the way your data is represented. Here is a list of common filters shared across most of the indicator reports:



The screenshot shows a filter configuration panel with the following sections:

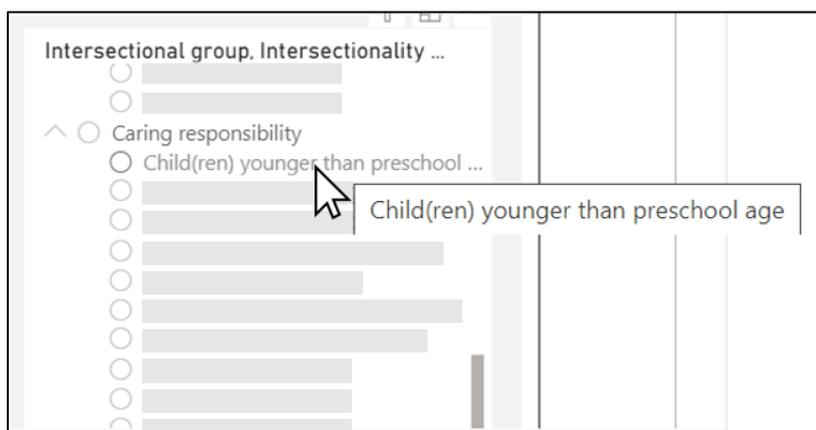
- Reporting Year:** A dropdown menu currently set to 2021.
- Level to CEO Granularity:** Radio buttons for Full detail (selected), Group by twos, Group by threes, Group by fives, Group by tens, and No detail.
- Employment Basis Granularity:** Radio buttons for Full detail (selected), Group by type, and No detail.
- Intersectional group, Intersectionality - Please ensure only one Demographic subgroup is selected when using this tool:** A list of demographic subgroups with dropdown arrows and radio buttons: N/A (selected), Aboriginality, Age, Cultural Identity, Disability, Religion, and Sexual Orientation.
- Privacy Threshold:** A text input field containing the number 1 and a slider control below it.

- **Reporting Year:** allows you to select the required reporting period of the workplace gender audit results that you would like to view on the report.
- **Level to CEO Granularity:** allows your report data to be displayed in full detail (as per the WGA Template format), grouped by certain amounts (i.e. levels -1 to -3 grouped together, -4 to -6 grouped together, etc.) or to be rolled up into one single overall group.
- **Employment Basis Granularity:** allows your report data to be displayed in full detail (as per the WGA Template format), grouped by type (i.e. all full-time types grouped together, all part-time types grouped together) or to be rolled up into one single overall group.
- **Intersectional group, Intersectionality:** allows you to select the data specific only to a required intersectional group (e.g. age group of 15-24 years, cultural identity of Maori, etc.)
- **Privacy Threshold:** allows you the ability for data to be suppressed from the report if the value is less than the selected privacy threshold (e.g. when a privacy threshold value of 12 is chosen, all data points on the report which fall below 12 will be replaced by an asterix).

**IMPORTANT:** when selecting intersectionality filters, please ensure you do not select an entire intersectional group but rather an individual demographic subgroup.



**Handy tip:** If you are unable to see the full text for a filter option, you can position your cursor over the item and the full text will appear as hover over text.



## (2) Workforce data

Contains data from your workplace gender audit obligations.

## (3) Employee experience data

If applicable to the selected indicator, this section of the report displays employee experience survey data related to the selected indicator.

This section also contains various filters that allows you to select the survey question to display, as well as any intersectional group's data that you wish to filter by.

## 7.2 How to view and interact with my benchmark report?

### 7.2.1 Navigate to benchmark reports

To access your organisation's benchmark reports, navigate to the tab named '**Reports**' along the top menu of the Reporting Platform, then navigate to the sub-tab named '**Benchmark**' just below the Reports tab:



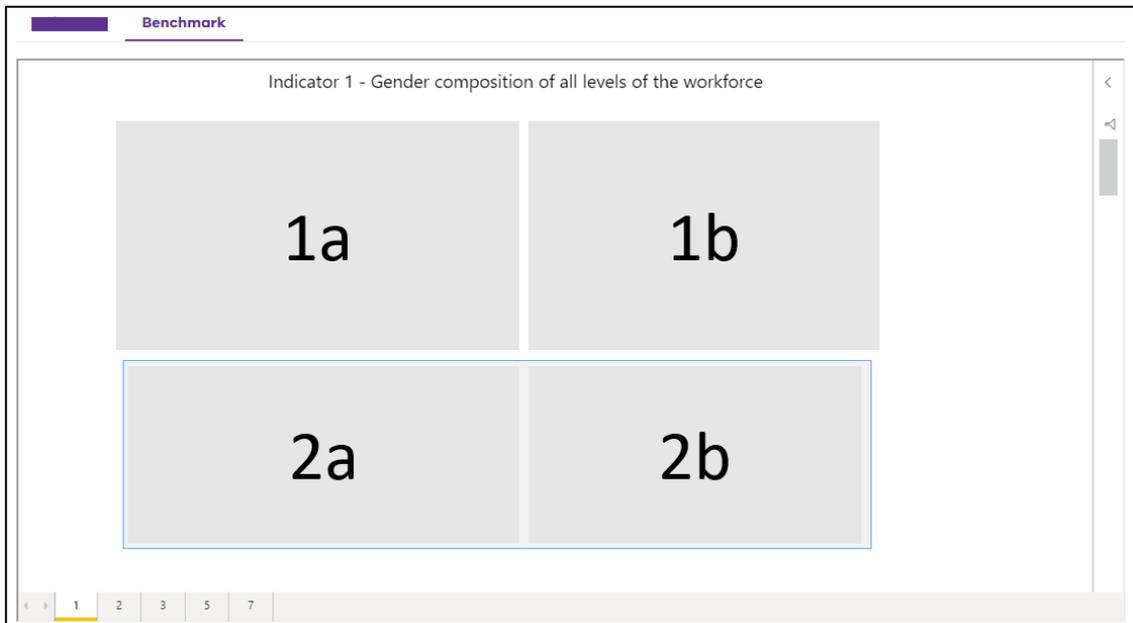
### 7.2.2 View required indicator

You will notice along the top of the report, there are various tabs and along the bottom are multiple grey tabs numbered 1, 2, 3, 5 and 7. These tabs correspond to a Gender Equality Indicator with a benchmark report available. To view a required indicator, simply click on the tab containing the indicator number.



### 7.2.3 Interact with the data

Your benchmark report consists of two main sections: (1) your own organisation data and (2) your selected benchmark data.



#### (1) Your own organisation data

##### (a) Report filters

Each benchmark report has a set of various filters that allow you to change the way your organisation data is represented. Here is a list of common filters shared across most of the benchmark reports:

A screenshot of the filter settings for a benchmark report. It includes a "Reporting Year" dropdown menu set to "2021". A "Privacy Threshold" section with a slider set to "0". An "Intersectional group, Intersectionality" section with a warning message: "Intersectional group, Intersectionality - Please ensure only one Demographic subgroup is selected when using this tool". Below this are several options with radio buttons: "N/A" (selected), "Aboriginality", "Age", "Cultural Identity", "Disability", "Religion", and "Sexual Orientation".

- **Reporting Year:** allows you to select the required reporting period of the workplace gender audit results that you would like to view on the report.
- **Intersectional group, Intersectionality:** allows you to select the data specific only to a required intersectional group (e.g. age group of 15-24 years, cultural identity of Maori, etc.)

- **Privacy Threshold:** allows you to the ability for data to be suppressed from the report if the value is less than the selected privacy threshold (e.g. when a privacy threshold value of 12 is chosen, all data points on the report which fall below 12 will be replaced by an asterix).

**IMPORTANT:** when selecting intersectionality filters, please ensure you do not select an entire intersectional group but rather an individual demographic subgroup.

The image shows two side-by-side screenshots of a filter selection interface. Both screenshots have a list of categories: N/A, Aboriginality, Age, Cultural Identity, Disability, Religion, and Sexual Orientation. Under 'Age', there are six radio button options: 15-24 years, 25-34 years, 35-44 years, 45-54 years, 55-64 years, and 65+ years. In the left screenshot, the 'Age' category is selected with a radio button, and a large purple 'X' is overlaid on the right side of the list. In the right screenshot, the '65+ years' option is selected with a radio button, and a large purple checkmark is overlaid on the right side of the list.

### (b) Workforce data

Contains high level summary data from your workplace gender audit obligation in relation to the selected benchmark report.

## (2) Selected benchmark data

### (a) Report filters

In addition to the filters found on the top half of the benchmark report, there is an 'Organisation' filter in the bottom half to allow you to select the benchmark you would like to compare your organisation against.

In this filter, you will be able to select from:

- An industry group (e.g. public health care, universities, etc.)
- All organisations in the VPS
- Your own organisation (i.e. to be able to compare your own organisation against itself in terms of different reporting years or different intersectionality groups.)

### (b) Benchmark workforce data

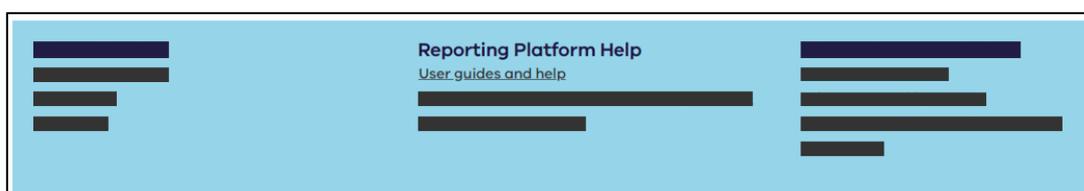
Contains high level summary data from your workplace gender audit obligation in relation to the selected benchmark report.



## 8 I need help with the reporting platform

### 8.1 Where can I find additional information about the reporting platform or FAQs?

Navigate to the footer of the reporting platform. There you will find a link to additional information and help within the "Reporting Platform Help" section.



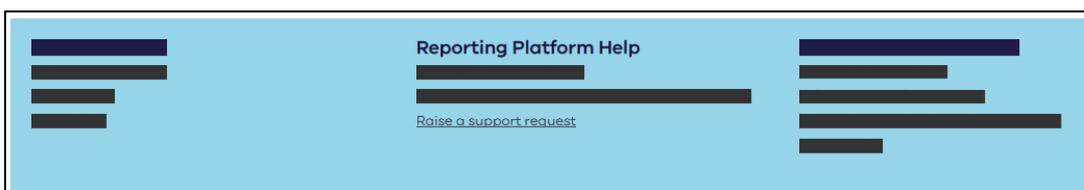
### 8.2 How do I request help from someone?

You can request help from a support person in the Commission by raising a ticket via the Support Portal.

Note: the support portal is available only to registered users of the reporting platform. If you are not a registered user of the reporting platform visit <https://www.genderequalitycommission.vic.gov.au/reporting-platform-help> for guidance on how to obtain support.

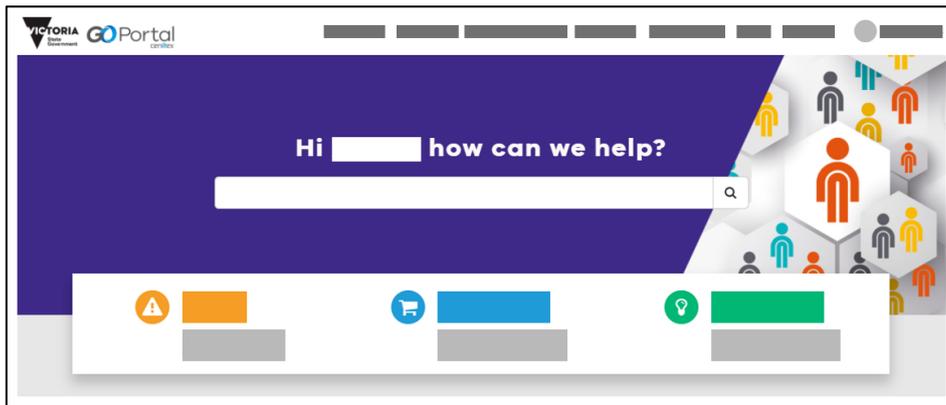
#### 8.2.1 Navigate to the Support Portal

In the footer of the reporting platform, click on the 'Raise a support request' link within the "Reporting Platform Help" section.

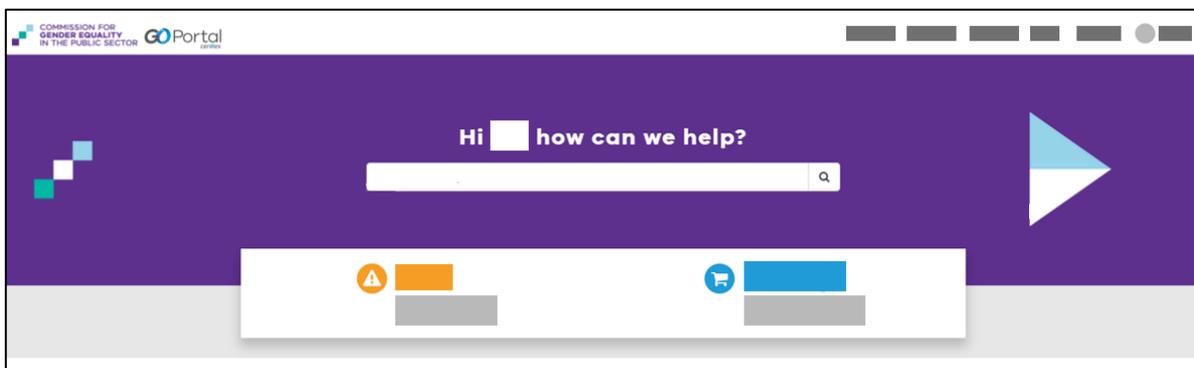


A new window will open, and you will see one of two screens (depending on your organisation).

**Screen 1:** Your current IT support portal page



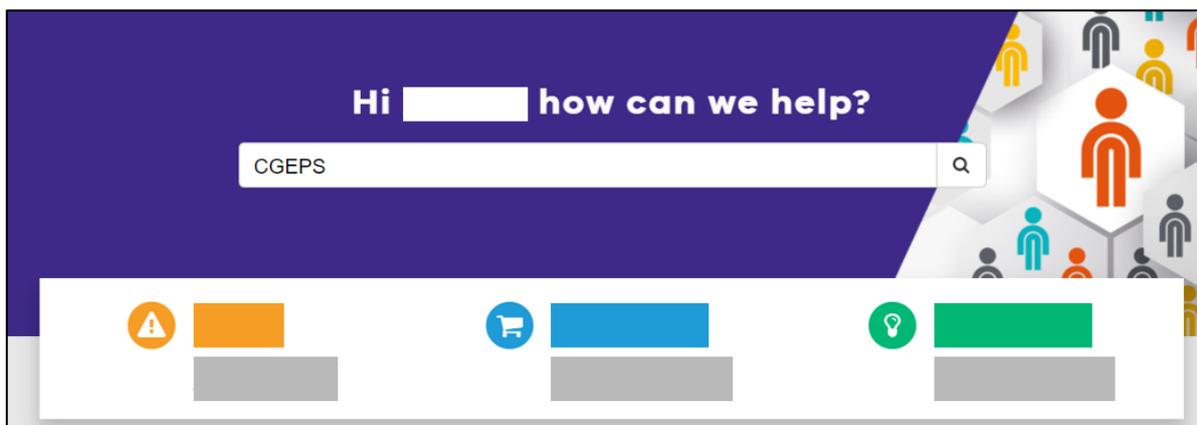
**Screen 2:** A Commission for Gender Equality in the Public Sector specific support portal page



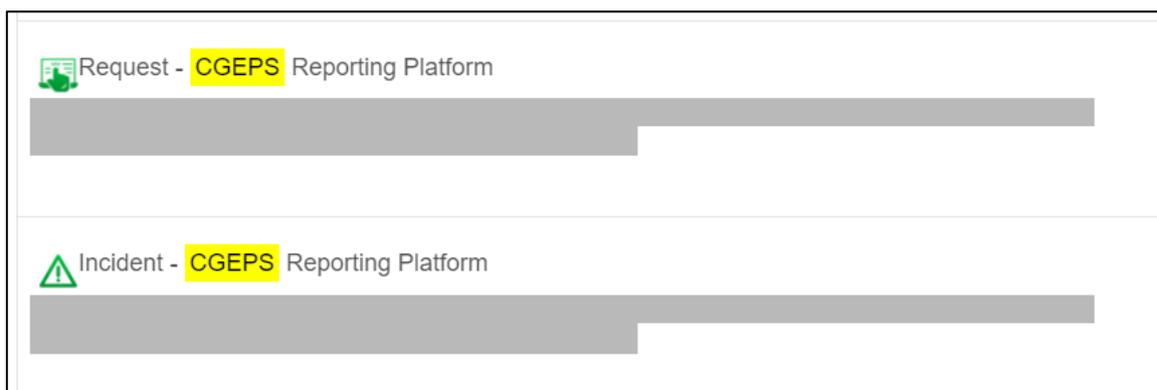
If you see Screen 1, refer to section "**Raise a support ticket through my organisation's Support Portal**", otherwise refer to section "**Raise a support ticket through the Reporting Platform Support Portal**".

## 8.2.2 Raise a support ticket through my organisation's Support Portal

In the main search box, type in "CGEPS" and click on the search (magnifying glass) icon.



On the search results screen, you will see the following two options:



To raise a request for something new or a change to something existing:

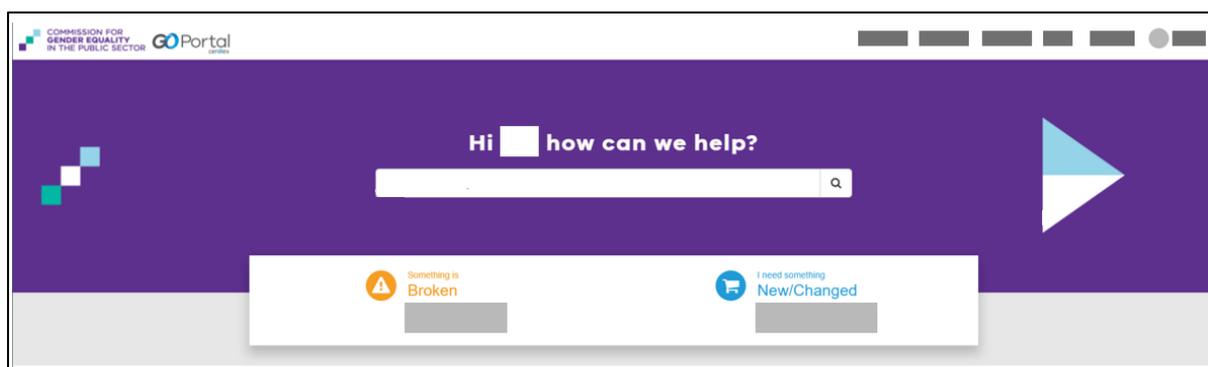
1. Click on 'Request – CGEPS Reporting Platform'
2. Proceed to section "**Requesting for something new or to be changed**".

To raise a request to fix something broken:

1. Click on 'Incident – CGEPS Reporting Platform'
2. Proceed to section "**Requesting to fix something broken**".

### 8.2.3 Raise a support ticket through the Reporting Platform Support Portal

On the Support Portal home page, you will see two main options.



To raise a request for something new or a change to something existing:

1. Click on 'I need something New/Changed'
2. Proceed to section "**Requesting for something new or to be changed**".

To raise a request to fix something broken:

1. Click on 'Something is Broken'
2. Proceed to section "**Requesting to fix something broken**".

## 8.2.4 Requesting for something new or to be changed

On the request screen, enter all required information.

Field	Description
Requested for	Automatically populated with your name but can be changed, if raising ticket on behalf of another person
Best contact email	Email for the person who the ticket is raised for (either yourself or someone else)
Business phone	Phone number to contact the person who the ticket is raised for
Mobile phone	Mobile number to contact the person who the ticket is raised for
From organisation?	Select your organisation from the drop down list
Short description of your request	A summary of your request in a few words
Type of request?	Select option from drop down (or if option is not available, select "Other" and provide extra information in the following field)
What can we help you with?	Enter as much detail as possible to allow the support person to understand what you need assistance with.
Add attachments	You may also choose to add attachments. Do not attach any sensitive or confidential information.

Click 'Submit'.

Once submitted, you will see an order status screen. You may choose to take note of the "REQ" number for follow-up purposes if required.

## 8.2.5 Requesting to fix something broken

On the incident screen, enter all required information.

Field	Description
Requested for	Automatically populated with your name but can be changed, if raising ticket on behalf of another person
Best contact email	Email for the person who the ticket is raised for (either yourself or someone else)
From organisation?	Select your organisation
Subject	Short description of the incident
Type of fault	Select option from drop down (or if option is not available, select "Other" and provide extra information in the following field)
Please describe the fault	Enter as much detail as possible to allow the support person to understand what you need assistance with. Examples include: <ul style="list-style-type: none"> <li>• What process were you trying to complete?</li> <li>• What screen were you on?</li> <li>• What obligation and reporting year were you submitting?</li> </ul>
Add attachments	You may also choose to add attachments (such as screenshots of error messages). Do not attach any sensitive or confidential information.

Click 'Submit'.

Once submitted, you will see a ticket form screen. You may choose to take note of the "INC" number for follow-up purposes if required.

# 9 Appendices

## 9.1 Appendix A – Requesting access to the reporting platform

### 1. RAISE ACCESS REQUEST WITH THE COMMISSION

To request access to the reporting platform, you can raise a request using our user onboarding form. The form can only be used by the owner of the reporting process. If you don't know who your organisation's reporting process owner is, please raise a support request and the Commission will let you know.

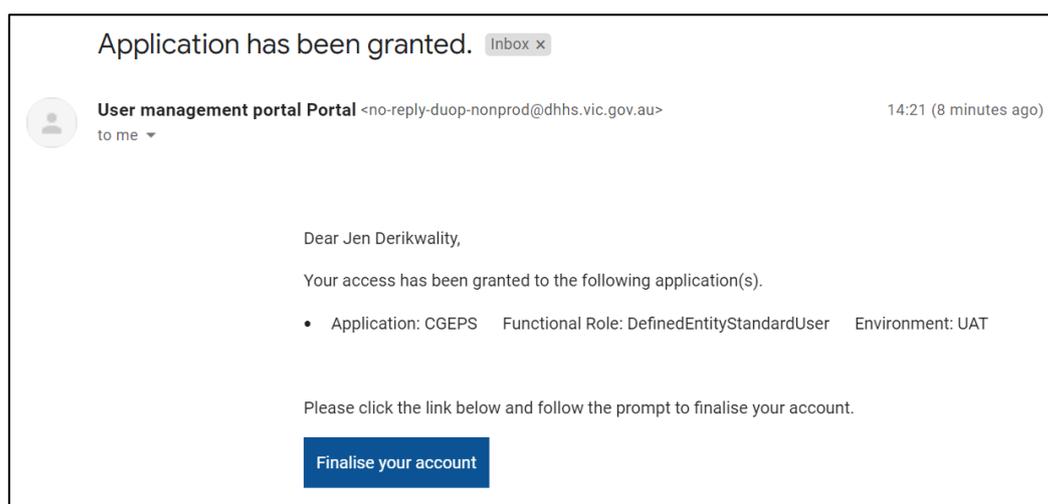
<https://forms.office.com/r/70cdLhxDG6>

### 3. WAIT FOR EMAIL CORRESPONDENCE FROM THE COMMISSION

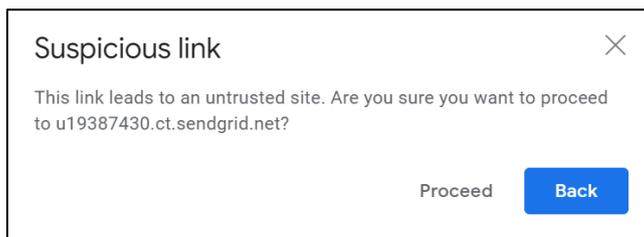
You will first receive an email from the Commission's enquiries mailbox providing you with an overview of the process for registering your account.

As is described in the overview email, you'll then receive a second email from a system called the DHHS *User Management Portal*. It will advise that you have been granted access to the application CGEPS and provide a link to either finalise your account (if you are not already known to the portal, or a link to the CGEPS application (this is the reporting platform).

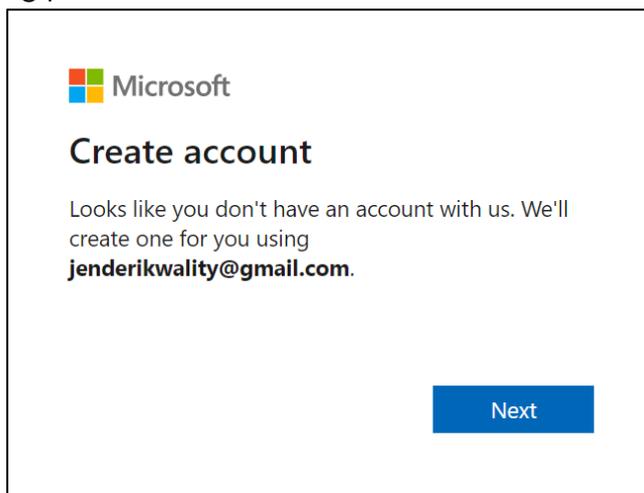
Click "Finalise your account" (if applicable).



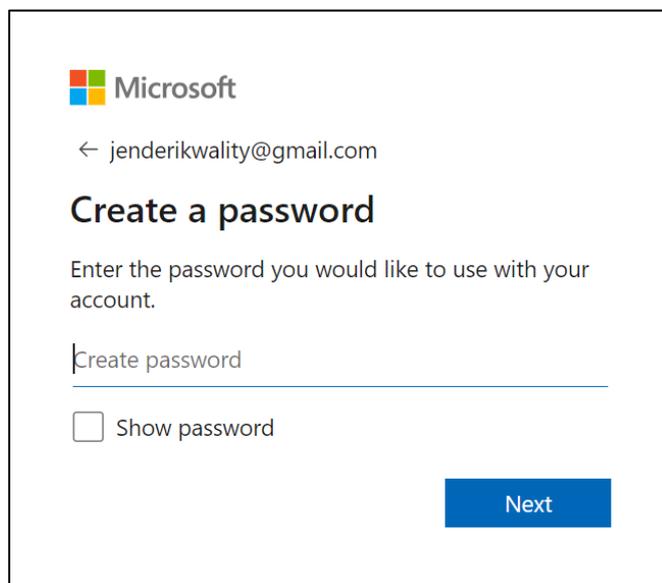
You may be prompted with the following pop-up, click "Proceed".



You will be prompted to create an account, this is the account that you will use to log in to the reporting platform. Click "Next".



Create a strong password and click "Next".



You will be asked to verify your email.



 Microsoft

← jenderikwality@gmail.com

### Verify email

Enter the code we sent to **jenderikwality@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

Log in to the email address that you registered with and look for an email from *Microsoft account team* ([account-security-noreply@accountprotection.microsoft.com](mailto:account-security-noreply@accountprotection.microsoft.com)) with the subject "Verify your email address".

Verify your email address Inbox x

 [Redacted]  
[Redacted]  
[Redacted]

## Verify your email address

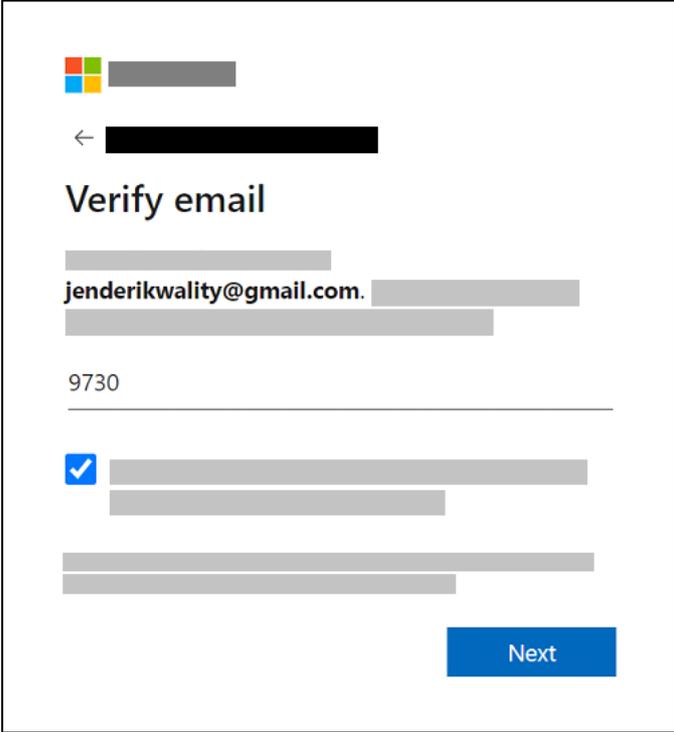
[Redacted]

To verify your email address use this security code: 9730

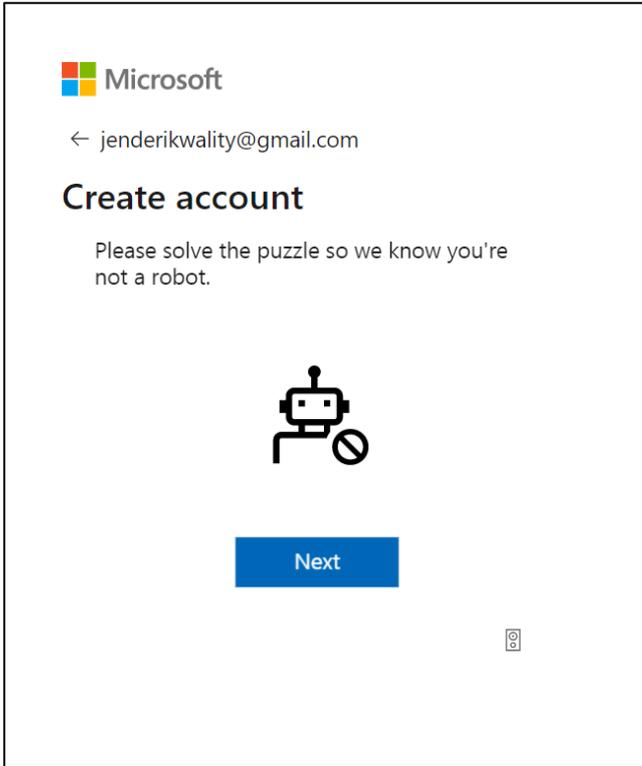
[Redacted]  
[Redacted]

[Reply](#) [Forward](#)

Copy the security code from the email and paste it into the previous "Verify email" screen. Click "Next".



You may be prompted with a security request to verify that you are not a robot. Click "Next" and solve the puzzle as required.



You may choose to stay signed in to the reporting platform so that you do not have to continue to enter your login credentials each time.



jenderikwality@gmail.com

## Stay signed in?

Stay signed in so you don't have to sign in again next time.

Don't show this again

No

Yes

You will be asked to grant permission to be logged in to the reporting platform through DUOP. Click "Accept".



jenderikwality@gmail.com

## Review permissions

— ADU Development adudev.com

### This resource is not shared by Microsoft.

The organization ADU Development would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust ADU Development. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **ADU Development has not provided a link to their privacy statement for you to review.** ADU Development may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/adudev.com>

Cancel

Accept

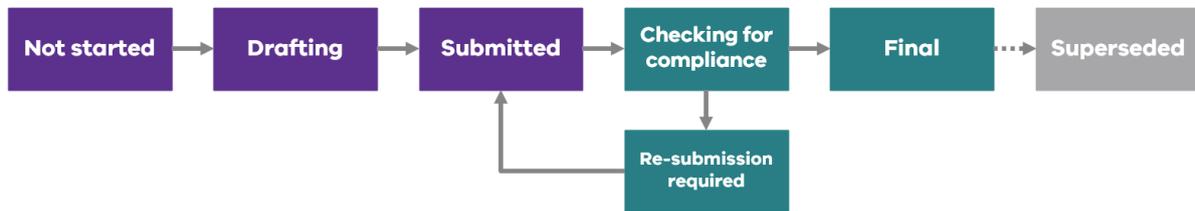
Once all previous verification steps are successful and complete, you will be taken to the reporting platform home page at

<https://report.genderequalitycommission.vic.gov.au/application-dashboard>



If you see an error message at this point, your account may not yet be linked to your organisation. The Commission is likely to be completing this step at around the same time you are attempting to access the reporting portal. Please wait for 30 minutes and try again. If you still receive an error please raise a support request.

## 9.2 Appendix B – Amending a finalised obligation



If you have discovered an error in an obligation that has reached a status of “Final” or would like to amend the obligation, you will see an “Update” button in the bottom right-hand corner of the obligation.

☑ [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] Update

Upon clicking the “Update” button, you will be asked for confirmation to amend the obligation. Click “Yes”.

[Redacted]  
[Redacted]  
☑ Yes [Redacted]

You will then be advised to contact the Commission to request for the obligation to be amended. Click “OK”.

[Redacted]  
To amend this [Redacted], please contact the Commission ([enquiries@genderequalitycommission.vic.gov.au](mailto:enquiries@genderequalitycommission.vic.gov.au)).  
OK

You will receive an email notification once the Commission has enabled the amendment of your finalised obligation. Upon following the steps in the email, you will find your previously finalised obligation on the "Superseded" tab of the obligations dashboard.

Superseded				
Organization	Year	Plan Name	Status	Actions
Testing Org 1	2021	Gender Equality Action Plan	Superseded	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁

On the "Current" tab of the obligations dashboard, you will find a newly created obligation for the requested reporting year.

Current				
Organization	Year	Plan Name	Status	Actions
Testing Org 1	2021	Gender Equality Action Plan	Not started	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁
[Redacted]	[Redacted]	[Redacted]	[Redacted]	👁

You may re-submit the required amendments against this newly created obligation by following the regular obligation submission process.

## 9.3 Appendix C – Error messages

This section outlines the various error messages that you may see when using the reporting platform, along with the recommended steps to take to resolve the error.

To quickly find a specific error message, simply use the “ctrl + F” function in this document to find the error phrase shown in the pop-up message on the reporting platform.

### 9.3.1 Errors when uploading workplace gender audit data

#### 9.3.1.1 Invalid file type

 <b>New Adobe PDF (PDF).pdf: invalid file type</b> , Supported file types are MS Excel Workbooks. 	
What does it mean?	A file type other than MS Excel (xlsx, xlsx, xlsx) was attempted to be uploaded.
How do I fix it?	Ensure you are using the WGA Template or AEED spec as supplied by the Commission to upload your workplace gender audit data.

#### 9.3.1.2 No value found in cell (unit level workforce data only)

 <b>There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support.</b> No value found in cell D22 	
What does it mean?	Your unit level data is missing an expected mandatory value.
How do I fix it?	Navigate to the cell in your WGA Template as specified by the error message and populate the missing value. Re-attempt to upload again, using your newly corrected WGA Template.

#### 9.3.1.3 No value found in cell (aggregated employee experience data only)

 <b>There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support.</b> No value found in cell D22 	
What does it mean?	Your aggregated employee experience data is missing an expected mandatory value.
How do I fix it?	Navigate to the cell in your AEED spec as specified by the error message and populate the missing value. If the value was intentionally left blank to signify no or insufficient responses received, ensure there is an “N” populated in the cell. Re-attempt to upload again, using your newly corrected AEED spec file.

#### 9.3.1.4 Invalid value found in cell (unit level workforce data only)

 <b>There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support.</b> Invalid value “Newborn” found in cell M13 	
What does it mean?	Your unit level data contains a value that is not considered an acceptable list value.
How do I fix it?	Navigate to the cell in your WGA Template as specified by the error message and refer to the “Acceptable values” worksheet to determine an appropriate replacement or action. Re-attempt to upload again, using your newly corrected WGA Template.



9.3.15 No worksheet named "Unit Level Upload" was found in the file (unit level workforce data only)

<p>⊗ There is a problem with your workbook and it does not contain a mandatory worksheet. Please use the template supplied by the Commission or contact the Commission for support. No worksheet named "Unit Level Upload" was found in the file <span style="float: right;">✘</span></p>	
What does it mean?	Expected worksheet is not present in the file being uploaded.
How do I fix it?	Ensure you are using the WGA Template or AEED spec as supplied by the Commission to upload your workplace gender audit data.

9.3.16 No worksheet named "DataMeasuresForUpload" was found in the file (aggregated workforce data only)

<p>⊗ There is a problem with your workbook and it does not contain a mandatory worksheet. Please use the template supplied by the Commission or contact the Commission for support. No worksheet named "DataMeasuresForUpload" was found in the file <span style="float: right;">✘</span></p>	
What does it mean?	Expected worksheet is not present in the file being uploaded.
How do I fix it?	Ensure you are using the WGA Template or AEED spec as supplied by the Commission to upload your workplace gender audit data.

9.3.17 No worksheet name "EmpExpPlatformUpload" was found in the file (aggregated employee experience data only)

<p>⊗ There is a problem with your workbook and it does not contain a mandatory worksheet. Please use the template supplied by the Commission or contact the Commission for support. No worksheet named "EmpExpPlatformUpload" was found in the file <span style="float: right;">✘</span></p>	
What does it mean?	Expected worksheet is not present in the file being uploaded.
How do I fix it?	Ensure you are using the WGA Template or AEED spec as supplied by the Commission to upload your workplace gender audit data.

9.3.18 No data rows found from row 2 onwards (unit level workforce data only)

<p>⊗ Your workbook does not contain any unit level data and cannot be uploaded. No data rows found from row 2 onwards <span style="float: right;">✘</span></p>	
What does it mean?	A file without unit level data populated was attempted to be uploaded into the 'Workforce Data (Unit Level)' section.
How do I fix it?	Populate the unit level worksheet in your WGA Template and re-upload it. Alternatively, you may choose not to upload unit level workforce data at all (it is currently an optional upload for your workplace gender audit submission).

9.3.19 No data rows found from row 3 onwards (aggregated workforce data only)

<p>⊗ There is no data ready to be uploaded to the platform. Please ensure you have completed all the steps in the "START HERE" sheet and contact the Commission for support if you require assistance. No data rows found from row 3 onwards <span style="float: right;">✘</span></p>	
What does it mean?	A file without unit level data populated was attempted to be uploaded into the 'Workforce Data (Unit Level)' section.
How do I fix it?	Populate the unit level worksheet in your WGA Template and re-upload it. Alternatively, you may choose not to upload unit level

	workforce data at all (it is currently an optional upload for your workplace gender audit submission).
--	--

### 9.3.1.10 Header partially missing in row (aggregated employee experience data only)

 There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support. <span style="float: right;">Header partially missing in row 1 </span>	
What does it mean?	Columns in the file that was attempted to be uploaded into the 'Employee Experience Data (Aggregated)' section do not match the expected columns in the AEED spec provided by the Commission.
How do I fix it?	Ensure you are using the AEED spec as supplied by the Commission to upload your workplace gender audit data.

### 9.3.1.11 Internal Server Error

 There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support. <span style="float: right;">Internal Server Error </span>	
What does it mean?	User has uploaded a file and is attempting to download it again before saving the Workplace Gender Audit form.
How do I fix it?	Save your Workplace Gender Audit first, then download the required file.

### 9.3.1.12 Header partially missing in row 2 (aggregated workforce data only)

 There is a problem with your workbook. Please use the template supplied by the Commission or contact the Commission for support. <span style="float: right;">Header partially missing in row 2 </span>	
What does it mean?	User has downloaded the aggregated workforce data from their Workplace Gender Audit and is re-attempting to upload the file.
How do I fix it?	Do not edit the download file but rather the original WGA Template used when first uploading your aggregated workforce data and then re-attempt your upload.

## 10 Version History

Version	Date	Author	Rationale
v0.1	01/09/2021	Xy-Za Vargas	Initial draft.
v1.0	08/11/2021	Xy-Za Vargas	Final version to support Reporting Platform Release 1.
v1.1	10/11/2021	Xy-Za Vargas	Disabled track changes and amended references to section 'What happens after I submit my obligation?'