

Submitting Your Survey

As you remember from the introduction to the Employer Dashboard, the status area in the centre of the dashboard must be all 'Finished' or Green before you can submit.

If you have forms which are not 'Finished' and you try to submit you will get the message below:

The screenshot shows a dashboard with four forms and their status indicators:

- Form A - Current Vacancies: Not Started In Progress Finished Approved Rejected
- Form B - New Employees: Not Started In Progress Finished Approved Rejected
- Form C - Employees and Occupations: Not Started In Progress Finished Approved Rejected
- Form D - Recruitment, Promotion, Departures: Not Started In Progress Finished Approved Rejected

Form F (Application for Employment Form)

All forms must be Green (N/A or Finished) before you may press Submit

Submit Survey ***Forms must be N/A or Finished to submit**

This is the 2013 Employment Survey. The survey Reference week is from Sunday August 25, 2013 to Saturday August 31

Arrows point to the 'Not Started' and 'In Progress' status indicators for Form A and Form C, and to the 'Submit Survey' button.

Go back into those 'Red' forms (any forms not flagged as 'Finished', by pressing the long grey button on the left.

Once in the respective forms, complete the information and then press 'Finished Form A', or whichever of your forms require completion.

And come back to the dashboard (Note: you can come back to the dashboard at any time using the dark grey menu item at the top of every page)

The screenshot shows the top navigation bar of the dashboard:

- DASHBOARD HELP DESK
- Welcome back 1305778 Sign Out SPO
- Form A - Current Vacancies Form B - New Empl

An arrow points to the 'DASHBOARD' menu item.

Having pressed Finished on the two remaining forms, I am now able to press the Submit survey button!

Form A - Current Vacancies Not Started In Progress Finished Approved Rejected

Form B - New Employees Not Started In Progress Finished Approved Rejected

Form C - Employees and Occupations Not Started In Progress Finished Approved Rejected

Form D - Recruitment, Promotion, Departures Not Started In Progress Finished Approved Rejected

[Form F \(Application for Employment Form\)](#)

All forms are Green, you may press Submit when ready

Submit Survey

This is the 2013 Employment Survey. The survey Reference week is from Sunday August 25, 2013, to Saturday August 31, 2013.

Once pressed, the page changes to this.

% complete. Additionally you have added 0 new Jobs, and reported 1 Vacancies

Form A - Current Vacancies Not Started In Progress Finished Approved Rejected

Form B - New Employees Not Started In Progress Finished Approved Rejected

Form C - Employees and Occupations Not Started In Progress Finished Approved Rejected

Form D - Recruitment, Promotion, Departures Not Started In Progress Finished Approved Rejected

[Form F \(Application for Employment Form\)](#)

Your survey has been received. You should expect an answer within 72 business hours

Submit Survey

This is the 2013 Employment Survey. The survey Reference week is from Sunday August 25, 2013, to Saturday August 31, 2013. Due Date: Monday September 23, 2013

Check if For

Check if For

Check if NO

Check if For

Note: your dashboard is now greyed out indicating no more data entry is needed on your part.

You are done, unless the Department of Statistics advises you that some corrections are needed.