

## The Employer Dashboard

This page shows you the status of your submission and helps you navigate to the four pages, one for each form.

From here also there are shortcuts to indicate a form does not apply, for instance if you have no vacancies or new job holders

The screenshot shows the Employer Dashboard for the Government of Bermuda, Department of Statistics. The page includes a navigation bar with 'DASHBOARD' and 'HELP DESK'. Below this is a 'User Guide and How Videos' section with a 'Sign Out' button. The main content area displays the following information:

- Welcome back 1305778 Sign Out
- SPORTY SOFTWARE LIMITED Contact: STEVE O'REILLY , P.O. BOX HM 2372 , 7999321 . Industry: Computer software consultancy and supply (11120)
- Survey status: **Employer Data Entry** As at Wednesday July 16, 2014 18:03 PM . Statistics Administrator: Steve O'Reilly
- Your data entry progress is as follows: Last year your organisation had 7 jobs. Of those you have indicated 0 Changes, 0 Deletes, You indicated No Change for 7 and 0 still require input action. Survey is 100 % complete. Additionally you have added 1 new Jobs, and reported 3 Vacancies

Four forms are listed with 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) is also mentioned, with a note: 'All forms must be Green (N/A or Finished) before you may press Submit'. A 'Submit Survey' button is visible.

At the bottom, there are links for 'About | FAQ | Help | Contact Us' and a note: '(this site requires a minimum resolution of 1280 x 720 for optimal layout)'. On the right side, there are four checkboxes labeled 'Check if Form Not Applicable'.

The long grey buttons on the left are for getting to the forms and the middle section tells you the status of each of the forms. Note: all forms must be finished (green) before you can press submit survey.

The check boxes on the right enable you to indicate from the dashboard that you do have any data for a particular form.

For example if you have no vacancies open during the reference week, click this box to indicate 'Form Not Applicable'. The form status will change to Finished (green) and the button becomes 'greyed out'.

So, to start your form completion, click the button on the left to navigate to the data entry web page for the form you wish to begin with.