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 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.