

Downloading Worker Reports

Once you login select Reports from the column on the left of the page, then in the next page to appear you can chose reports (about 9th option down) then about 4 options down you can open My worker list, on the next page select Run report. At the top of the page (or a box might appear) it might tell you Pop-up blocked - it'll be highlighted in a very pale lemon colour, click here and it'll give you several options to allow the pop-ups, chose "Always allow for this site".

You may be told you need to refresh the page, chose yes, then select run report again, a new window will open which will show all of your workers, as you work down and across the page any parts not answered will be highlighted in red for each worker, then you can go into the records and correct this. After making the corrections you should have all of your workers updated to 100%

You need to make sure you check every worker and right across the page.

It's important that you provide a response to worker arrangements - it may have seemed unnecessary as you're asked if they have any additional roles, but the next question is about their working arrangements, i.e flexi, 4.5 day week etc, if they don't work a set shift pattern chose "some other arrangement".

Another questions which often shows up as unanswered is Highest qualification working towards, if they aren't working towards any you need to tick that box.

These are the two commonest ones, although there may be other unanswered questions, I am unable to look at specific registrations unless I come out to see you, "

In order to print out the "My worker list" report, after opening the report go to the top of the report, in the middle of the page you will see "Select a format" open the drop down menu and select Excel, the Export option (beside the Select a format box) will then be accessible, select this and all of the report will be exported into an excel spreadsheet which can be printed off (**don't forget you require a colour printer to enable the red highlighted areas to be obvious, otherwise change the red areas to bold or italics so that they are distinct from the rest of the text**)