

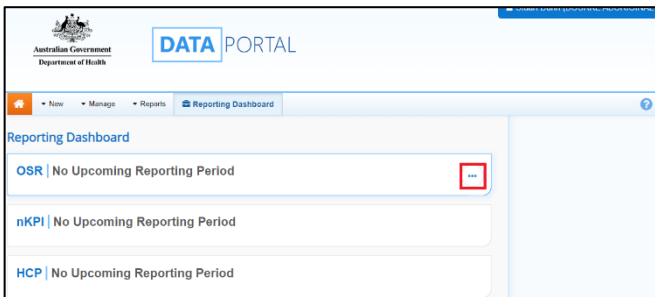


## Download the Spreadsheet

To download a Workforce Profile spreadsheet containing your Workforce Profile FTE data for a previous collection period, from a historical OSR data asset in the Health Data Portal, prior to a reporting round opening:

1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal Home screen will display with the *Reporting Dashboard* open.



3. To download the *Workforce Profile Spreadsheet* from your most recently *Processed* OSR data asset, hover your mouse pointer to the right of the OSR text in the **Reporting Dashboard**, select **Download Workforce Profile**.
4. In the dialog box that displays at the bottom of the screen, select **Open** to open the spreadsheet.

The Workforce Profile Spreadsheet will display.

This Excel spreadsheet is provided to help your organisation to more easily report workforce information for the OSR. For many health services, the workforce data is assembled by people who are not the main Health Data Portal users in the organisation, and getting the information together can take some time. This spreadsheet can assist by being downloaded and given to those who are responsible for this information for your health service.

The spreadsheet is divided into tabs, with each tab concerning one category of staffing. For the roles within each category, your finalised FTE values for the last OSR report are shown, along with empty cells for your organisation's current OSR collection, for paid and unpaid FTE. **Please note that it does not include vacant FTE staff from your previous OSR.**

In all the tabs except 'Other', the cells are locked except for the cells to input your data for the current OSR collection. In the 'Other' sheet, you are able to input additional roles which are not covered in the other sheets.

For the FY2019/20 OSR collection, you will need to manually input your workforce data from the spreadsheet into the Workforce forms in the Health Data Portal. The intention is that for the FY2020/21 OSR collection, there will be a new feature for you to upload the completed spreadsheet and this will populate the Portal's Workforce forms automatically.

Role / function	Reporting Round Data Period		New		
	Paid ATSI FTE	Paid Other FTE	Unpaid FTE	Paid ATSI FTE	Paid Other FTE / Unpaid FTE
CEO					
Managers / Supervisors					
Clergy / Faith officers					
Finance and accounting staff					
Administrative and clerical staff					
IT and data management staff					
Cleaners / Security / Other support staff					
Administrative / Support trainees					

With the exception of the 'Other' tab, this value cannot be updated.

These cells contain historical OSR data and are populated from the 'Processed' OSR data form. Read only.

Only 'New' cells will be available for data entry. Data will be limited to numeric values.

The tab that displays in the *Workforce Profile* spreadsheet by default is the **Instructions** tab. This contains instructions on how to fill out each of the different tabs on the *Workforce Profile*

*Spreadsheet*. The different tabs in the spreadsheet are:

- General and Other Staff;
- Health Professionals;
- Medical Specialist;
- SEWB;
- Allied Health Professionals;
- Health Promotion and Prevention;
- Training and Trainee, and
- Other.

Each of these tabs contains a list of your health service's positions for the applicable category, along with the paid and unpaid FTE values for each from your processed OSR data asset from the most recent collection period. It also contains a section where the current FTE values for each position can be entered by the relevant staff members.

5. Now share the spreadsheet (either in hard copy or by emailing it) with the applicable staff members within your health service who are going to contribute to confirming the FTE values for the different positions within your health service for the current collection period.
6. Once each of these staff members have entered the applicable FTE values into the **New** table in each tab of the spreadsheet (using the values in the previous collection period table as needed) and returned the spreadsheet to you, compile the values entered by the different contributors into a master version of the spreadsheet as required, in preparation for entering the information into your new OSR data asset in the upcoming OSR reporting round.

You are now ready to upload the completed workforce profile spreadsheet into the *Paid FTE Positions* and/or *Unpaid FTE Positions* sections of the OSR form once the next reporting round opens.

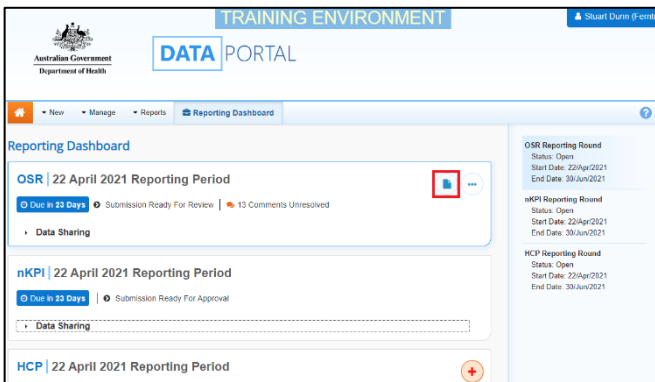


## Upload the Spreadsheet

To upload the completed Workforce Profile spreadsheet to your OSR data asset for the current reporting round, once the reporting round has opened:

1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal QRG*.

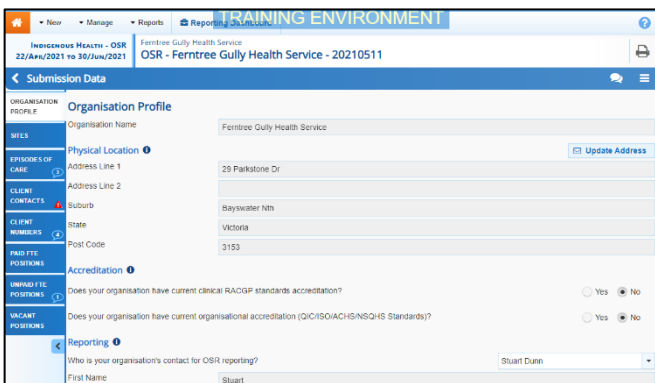
The Data Portal Home screen will display with the *Reporting Dashboard* open.





3. To open the OSR form attached to the data asset, hover your mouse pointer to the right of the OSR Reporting Period text in the **Reporting Dashboard** and select



The OSR Form will display.



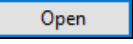
4. To upload the Workforce Profile spreadsheet containing the required FTE values, select  in the top right-hand corner of the form and then select **Upload Workforce Profile**.

 This option won't be available if the data asset has previously been submitted to the AIHW for processing.


5. In the window that displays, select




6. Now select .

7. In the Open dialog box, navigate to where the spreadsheet is located, select it, and then select .

Once you have done this, a message will display asking you to wait while your spreadsheet is processed. This may take some time.

 If the selected spreadsheet is not in the correct format, you will receive an error message.

8. Once your spreadsheet has been successfully uploaded, in the window that displays, select .
9. Select the applicable FTE tab in your OSR form now and review the values to ensure they have upload correctly.
10. Make any changes to the values as needed and then **Save** and **Close** the form as normal.