# Work with the Workforce Profile Spreadsheet in the OSR Form Screencast – Accessible Version

Introduction

Welcome to the *Work with the* *Workforce Profile Spreadsheet in the OSR Form* screencast.

This screencast will show you how to download the populated Workforce Profile spreadsheet from a processed OSR data asset for a previous collection period, containing your service’s paid and unpaid FTE position information for that collection period. This then allows the workforce profile information for the current collection period to be populated, using the previous values as a guide.

It will then also show you how to upload the completed spreadsheet to your OSR data asset for the current collection period, so the values are copied into the applicable sections of the OSR form.

Download the Workforce Profile Spreadsheet

Prior to the start of an OSR reporting round, you can download the Workforce Profile spreadsheet from a processed OSR data asset from a previous reporting round. This pulls the Workforce Profile information from the **Paid** and **Unpaid FTE Position** sections of the OSR form within that data asset.

Once this is done, you can circulate the spreadsheet to those involved in calculating the FTE values for your paid and unpaid positions, so these values can be entered into the spreadsheet and uploaded to your OSR data asset for the new reporting round, once it is open.

**Note:** You can also download your Workforce Profile spreadsheet using the same method, once the reporting round has started and you have commenced working on your OSR.

1. To begin downloading the spreadsheet, hover your mouse pointer to the right of the OSR placeholder in the **Reporting Dashboard** and select the **More options…** button.
2. To continue, select **Download Workforce Profile**.

A download tray will display in the top right-hand corner of the screen. From here, you can download the spreadsheet and save it to a convenient location in your local environment.

The Workforce Profile spreadsheet will display with the *Instructions* tab displaying by default, explaining how to complete the spreadsheet.

The different tabs to be completed 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 the different tabs in the *Workforce Profile* spreadsheet contains a list of your health service’s positions for the category, along with the paid and unpaid FTE values for each, from the data collection period covered in the selected processed data asset.

The *New* section of each tab will allow the applicable staff members to enter the current FTE values for each of the positions contained within the tab.

You can now save and share the spreadsheet as needed so the applicable staff members within the service can enter the current FTE values for each of the applicable values, in the *New* section of each tab.

Once this is done and the contributors have returned their spreadsheets to you, you can compile the values ready to be uploaded to your new OSR data asset once the OSR reporting round opens.

Upload the Completed Workforce Profile Spreadsheet

Once the reporting round opens and you begin working on your OSR data asset in the Health Data Portal, you can upload the populated Workforce Profile spreadsheet to the OSR form as part of this process.

1. To open the OSR form attached to the data asset, hover your mouse pointer to the right of the OSR reporting round text in the **Reporting Dashboard** and select the **Open Submission Form** button.
2. To upload the populated Workforce Profile spreadsheet containing the required FTE values, select the **Options Menu** in the top right-hand corner of the form and select **Upload Workforce Profile**.

A message displays informing you that any paid and unpaid FTE values already in the form will be overwritten if you continue.

1. To continue, select the highlighted **Continue** button.
2. Select the **Choose File(s)** button in the Upload Workforce Profile window.
3. In the window that displays, navigate to where the spreadsheet is located and then double-click on it to select it.

A message displays telling you the workforce profile information has been uploaded to your OSR form.

1. To continue, select the **Close** button.

The paid and unpaid positions FTE information has now been uploaded from the spreadsheet to the applicable sections of the OSR form.

1. To view the values and ensure they have copied across correctly, go to the **Paid** and/or **Unpaid FTE Positions** tab as needed.

You can now see the FTE values that have been uploaded from the completed workforce profile spreadsheet and can now make adjustments to the values as/if required.