



This guide details the changes that have been made to the TIS Performance Report (PR) for July 2024 reporting.

Identification of mandatory fields

The screenshot shows the 'Submission Data' tab for a 'TRAINING ENVIRONMENT'. The 'TIS PROGRAM INFORMATION' section contains several fields with red asterisks indicating they are mandatory: 'Name of your TIS program', 'IREG 2021 Code: IREG 2021 Name (that only one per Performance Report)', and 'List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG)'. The 'DATE' field at the bottom is also marked as mandatory.

Mandatory fields in the TIS PR will now be signified by an asterisk so it is clear for you which fields in the form you need to complete and which fields are optional.

Addition of LGA check boxes to Activity Delivery section

The screenshot shows the 'Activity Delivery' section. It includes a 'Coverage' section with a list of Local Government Areas (LGAs) and their corresponding check boxes. The LGAs listed are: Camamah, Carnarvon, Chapman Valley, Coorow, Cue, Greater Geraldton, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Murchison, Northampton, Perenjori, Sandstone, and Shark Bay. There are also check boxes for Three Springs and Upper Gascoyne. Below this, there is a text area for listing communities reached by the activity.

When you select the applicable IREG for your TIS PR on the *TIS Program Information* tab, the Local Government Areas (LGA's) included in that IREG will now display as check boxes at the top of the *Activity Delivery* section of the *Section 1 Activity Reporting* tab.

You now just need to select the applicable check boxes for the LGAs your activity will cover.

Removal of "...pledges..." field number limit

The screenshot shows the 'Smoke-Free Public Spaces and Homes' section. It contains three input fields for reporting pledges: 'In the past 6 months, how many events in this IREG have you assisted to be smoke-free or vape-free?' (value: 10), 'In the past 6 months, how many homes in this IREG have you supported to become smoke-free or vape-free (for example, number of pledges to have a smoke and vape free home, number of smoke and vape free home signs distributed)?' (value: 5), and 'In the past 6 months, how many pledges to keep homes smoke-free and vape-free have you supported?' (value: 100,000).

On the *Section 4 Supporting Smoke Free Environments* tab, there used to be a limit on the number that could be entered in the "In the past 6 months, how many pledges..." field.

This number limit has been removed for July 2024 reporting so you can enter any number required in here.

Addition of the Income and Expenditure tab

The screenshot shows the 'Income and Expenditure' tab. It includes a 'Files' section with a table of uploaded files. The table has columns for 'File Name', 'Last Modified', 'Description', and 'Actions'. One file is listed: 'TIS Income and Expenditure Template.xlsx (29 KB) (Microsoft Excel)' with a last modified date of '01/Aug/2024 16:54' and a description of 'TIS PR Expenditure'. Below the table is a button labeled 'Upload Income and expenditure'.

From the July 2024 TIS PR reporting round, you will be able to upload your TIS income and expenditure information directly into the form,

using the button on the **Income and Expenditure** tab.

If you upload the wrong document to the tab, simply select the button to remove the document in question and then upload the correct document.