PR-01P   How to access a Performance Report

Use when:	You need to access a Performance Report
Menu:	**Performance Reporting**

BEFORE YOU BEGIN

Certain Indigenous education funding programmes require Providers to complete Performance Reports, as specified in the funding agreement. The Schedule will specify the reporting period and the due date for each Performance Report.

INDIGO is the online system used to capture performance reporting data. You are able to logon to INDIGO to enter data in the performance reports and, once completed, submit them to the Department. If you do not have internet facilities, contact your contract manager to discuss alternative arrangements.

You will need to submit a *Provider Performance Reporting Access Request Form* to the INDIGO Help Desk to access the INDIGO system. This form can be obtained by contacting your contract manager or by contacting the INDIGO Help Desk (see help desk contact information).

You can have one or more of the following performance reporting roles:

- *Read Only* – will allow you to **view** Performance Reports

- *Data Entry* – will enable you to **enter/update** Performance Report data

- *Review and Submit* – after **reviewing** report information you can **submit** the Performance Report

    o   for re-draft (to enable changes to be made)

    o   to the Independent Indigenous Representative (IIR) (if this step is required)

    o   to the Department

    (This role is restricted to a maximum of two users per organisation, per programme element).

- *Independent Indigenous Representative (IIR)* – after **reviewing** and **commenting** on the report, you can **submit** the Performance Report to the Provider with a **recommendation**

    (This role is restricted to a maximum of two users per organisation, per programme element).

PROCESS FLOW

1. Logon to INDIGO
2. Open the Performance Report
3. Print the Performance Report
4. View Comments

1.   LOGON TO INDIGO

1.1. Open the INDIGO website: https://indigo.deewr.gov.au/

   RESULT: The **INDIGO** website is displayed.

1.2. Enter your Logon ID and Password and click the [Logon] button.

   RESULT: The **INDIGO Home** screen is displayed. The **Performance Reporting** pod will list all Performance Reports (that you have access to) due within the next twelve months.

NOTE: The *Performance Reporting* pod contains important information including the Due Date of the Performance Report, Provider Name, Schedule/Initiative Name, Schedule/Initiative ID, Performance Report Status, Programme Element Name and the Action that you can perform.

2. OPEN THE PERFORMANCE REPORT

TIP: Performance Reports are listed in the following three tabs:

- *Due Now* - reports that are either overdue or due within the next 45 days

- *Due Later* - reports that are due between 46 days and one year into the future

- *Submitted* - reports that have been submitted to the Department for consideration or have been accepted by the Department.

NOTE: The action available will change depending on your access level and the status of the Performance Report; if you have 'Read-Only' access, you will only be able to view the Performance Report.

2.1. To open a Performance Report, click the link in the Action column(e.g. **View, Begin** or **Resume**)

RESULT: The **INDIGO Online Performance Reporting** screen is displayed.

2.2. To navigate to a different Outcome Area click on that Outcome Area's name

RESULT: The selected Outcome Area's Performance Indicators are displayed.

2.3. To navigate to a different Performance Indicator click on that Performance Indicator's name

RESULT: Details of the selected Performance Indicator are displayed in the lower half of the screen.

TIP: Click **Return** or **Home** at the top of the page to return to the **INDIGO Home** screen

3. PRINT THE PERFORMANCE REPORT

NOTE: A PDF version of the Performance Report may be generated in several different views that you can print or save. The three main print options are:

a) *All Provider View* - prints the report with the Part Details, Questions Responses (as described below in the Contract View and Data Entry View) and the comments.

b) *Contract View* - prints the report as displayed in the Part Details tab. This shows the results for that Performance Indicator in the context of the Baseline/Previous Result and the Target for that reporting period.

c) *Data Entry View* - prints the report as displayed in the Questions Responses tab. This shows the responses entered into INDIGO for the Performance Indicators and Evaluation Questions.

3.1 On the **INDIGO Online Performance Reporting** screen, click the dropdown box next to **Print** to open or save a copy of the Performance Report. Select the view you wish to generate and click the Go button

RESULT: A file download box opens with the options of 'opening' the Performance Report, 'saving' a copy of the report or 'cancelling' the download request.

NOTE: All print options will generate a PDF file that cannot be edited. If the data is incorrect you will need to update the Performance Report in INDIGO and re-generate the document.

4. VIEW COMMENTS

NOTE: Comments can be added to the Performance Report. These comments could relate to the report as a whole, or to a particular sector (if the report covers multiple sectors), outcome area or performance indicator. Your comments, once entered into the system, can only be modified if the status of the Performance Report has not changed. You cannot modify another user's comments.

4.1 To view comments, click the **Comments** dropdown, select the comment level you wish to view (or 'All') and click the Go button

RESULT: A pop-up window will open and any comments related to the selected level of the Performance Report will be displayed.

4.2 To view the comment in full, click the **more** link. To return to the previous screen or close the Comment window, click **Close** in the top right hand corner.

POSSIBLE NEXT STEPS

PR-02P How to enter Performance Report Data

FURTHER INFORMATION

For further assistance contact the INDIGO Help Desk:

Phone: 02 6240 8852

Fax: 02 6123 7995

Email: indigohelpdesk@deewr.gov.au