

Guide: how to export People at Work (PAW) reports

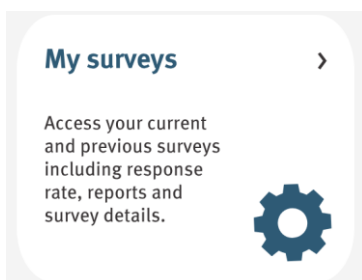
Follow this guide to learn how to export your existing reports from the PAW platform.

Exporting process

1. Go to [People at Work](https://www.peopleatwork.gov.au/) (https://www.peopleatwork.gov.au/).
2. In the top right corner, click on the following icon and select 'Sign in':



3. Once the new page loads, please enter your account details and click 'Sign in'.
4. You will be redirected to the home page.
5. Click on the 'My surveys' icon:



6. This will take you to your previous surveys and reports.
7. The surveys home screen is where you will view and download reports:

Surveys

Your organisation's surveys, response rates and results can be found here.
Use the "Create Survey" button to create a new survey. Use the "Edit Survey" button to edit or view the survey details.
Your survey reports can be found in the "Reports" column. Once the survey has closed your reports will be available.
You need a minimum of 20 responses for a report to be generated. Click the O to access your overview report and C to access your comprehensive report.

Name	Status	# of Respondents	Response Rate	Start Date	End Date	Reports
November 2020 Survey	Closed	24	80.00%	04/11/2020	04/11/2020	Overview Comprehensive
test survey	Closed	0	0.00%	11/11/2020	11/11/2020	Overview Comprehensive

Total Records: 2

8. To download a report, go to 'Reports' and click on the 'Overview' or 'Comprehensive' buttons.
9. A PDF of your report will load in the bottom left corner of your screen. You can open this file or save to your computer.
10. If you wish to view the benchmarking for your industry, click 'View Benchmarks':

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To view benchmarks, click the 'View Benchmarks' button.

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11. Benchmark data can be printed.