

Completing Jobs for Nature Reporting Through Enquire

This document offers a step-by-step guide to completing monthly and quarterly Jobs for Nature reporting in the Enquire system.

1. Your organisations key contact will receive an email notification advising them that a report is ready for completion and the due date. It will also contain a link to Enquire.
2. Log into [Enquire](#). If you need help logging into Enquire please see the specific guidance on the [DOC website](#).
3. Once you log into Enquire you will be taken to the **Home** page where any reports will be listed in the **Upcoming Activities** box. Click on the **Start** button adjacent to the report you want to complete.

*Please note: You can change the key contact by clicking on the project name dropdown and selecting **Account Details**.*

The screenshot displays the MAHI JOBS Enquire system interface. At the top, the navigation bar includes the MAHI JOBS logo, the Department of Conservation logo, and links for 'Home' and 'Published Rounds'. The user account is identified as 'Production Test Account'. The main content area is titled 'Home' and features an 'Upcoming Activities' section on the left. This section lists several reports, with the first one, 'Production Verification Test Project - TEST - Monthly and Quarterly Reporting (CRPT-0000209)', having a 'Start' button highlighted by a red box. A red arrow points from the text 'Use dropdown to change key contact' to the user account dropdown menu in the top right corner.

4. You can now begin your report. On the first page you will see the **About Your Project** questions. Here you can confirm your External ID (project code) and Project Name are both correct. Then select the **forward arrow** button to continue or the **Save** button to save and come back later.

Please note: selecting the Submit button will end your report and submit it to the Jobs for Nature team. Do not press the submit button until you have completed the entire report.

Reporting

Save Submit >

Monthly and Quarterly Report

How to use this report

This report is due on the last business day of this month. Please only report on the deliverables paid for by DOC Jobs for Nature funding. Once we have received and processed your report, you will be sent a request for your invoice. Contact your delivery manager if you have any issues with completing this report.

External ID
JFN-TEST

Name
Production Verification Test Project

Delivery Manager
Gerome ten Velde

Save Submit >

5. You will then be taken to the **Project Output Data** section of your report. Here you can record the results for each output under the appropriate month. Once complete click **Save** or the **forward arrow** to continue. The diagram below explains this page in detail.

Please note: If you believe any of the Total Target or Total Result are incorrect, contact your Delivery Manager so we can correct the error.

MAHI | JOBS FOR NATURE | Department of Conservation | Home | Published Rounds

Production Test Account ▼

DOC references for JfN use only

Output name

Check the unit of measure

Area prepared for planting

DOC-01
IND-0000029

Description:
Category: Environmental
Unit of Measure: Hectares

Total Target
75.00

Total Result
0.00

Download report as pdf

etc

Click dropdown to show previous reporting data

Every output has a separate section

Record your results under the corresponding month. The targets listed underneath each month are based on an average over the life of the project

Total target within your Agreement (over the life of the project)

Total recorded to date for this output. This includes all previous reporting e.g. data from the Rataka Taiao app, survey monkey etc

Period Start	Period End	Target / Result	Baseline / Data Source	Description / Comment
09/2021	11/2021	75.00		
10/2021	12/2021	0.00		

October 2021 * 0 Target = 25	November 2021 * 0 Target = 25	December 2021 * 0
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People in formal training	Description:	Total Target	Total Result
SEC-07 IND-0000007	Category: Employment Unit of Measure: People	0.00	119.00

October 2021 * 0	November 2021 * 0	December 2021 * 0
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- You will be taken to the **Project Deliverables** page. Here you can select each milestone and add commentary on how it has progressed during the reporting period. If you have completed the milestone, you can check the **Milestone Complete** box. This page also allows you to upload any documents as evidence towards your milestones if required.

Once commentary has been added to each milestone; the milestone is marked as complete if necessary; and documents uploaded if required, press **Save** or the **forward arrow** to continue.

The screenshot shows the MAHI JOBS interface for managing project deliverables. A modal window titled "Milestones" is open, allowing for the editing of a specific milestone. The form contains the following fields:

- Name:** Contract milestone for January 2022
- Description:** Test
- Due Date:** 01/01/2022
- Delivery Commentary:** Test Milestone completed in December 2021 - Details
- Milestone Complete:**

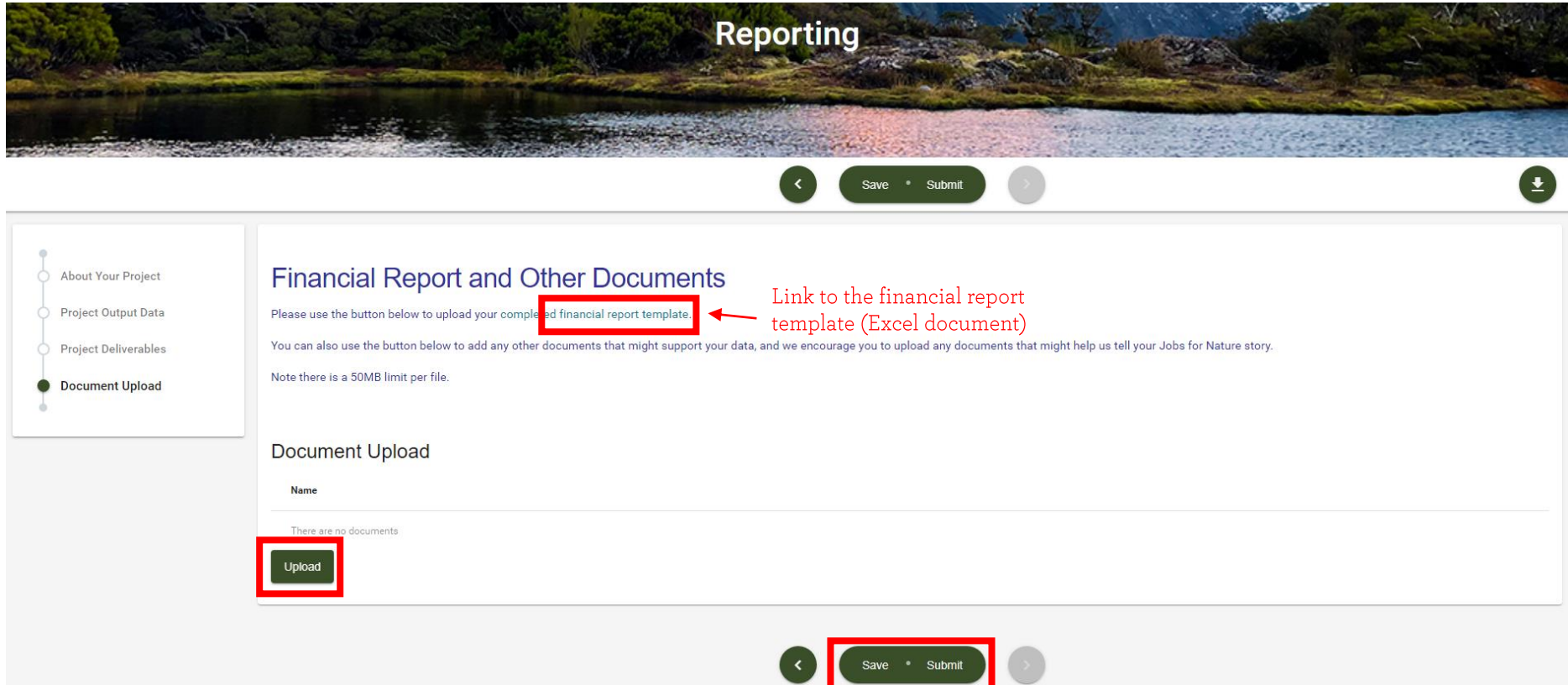
At the bottom of the modal, there are "Cancel" and "Save" buttons. The background shows a sidebar with navigation options: "About Your Project", "Project Output Data", "Project Deliverables" (selected), and "Document Upload". The main content area displays a table of milestones with columns for "Name", "Commentary", and "Milestone Complete".

Annotations in the image:

- A red box highlights the "Delivery Commentary" field with the text "Add milestone commentary".
- A red box highlights the "Milestone Complete" checkbox with the text "Check box if the milestone is complete".

- You will be taken to the final page: **Document Upload**, here you can upload your financial report (follow the link to the report template if required) and any other documents that might support your reporting data. Once complete, click on the **Save** button to return later or the **Submit** to submit your report.

Please note: once you click on submit you will no longer have access to your report.



- Your report is complete. Your Delivery Manager will review your report and either accept it or return it to you for more information. If it is returned for more information the key contact will be made aware via email.