

Te Papa Atawhai



MŌ TE TAIAO



FOR NATURE

Department of Conservation – Jobs for Nature Client Portal Guide for Project Partners

27/11/2021 Version 1.0

CONSULT | CONFIGURE | COLLABORATE



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The Enquire Client Portal for Project Partners

This guide is designed to support the Department of Conservation's Project Partners that use the Enquire Client portal to report back to DOC the on Jobs for Nature projects. It covers:

- 1. Getting started
- 2. Navigation and terminology
- 3. Registration via RealMe
- 4. Registering an account for your organisation
- **5 Regular Reporting**
- 6. Project completion reporting
- 7. Frequently asked questions (FAQs)

Part A: Getting Started

The Client Portal is the external facing component of Enquire. Enquire is a specialist grants management software solution. Information in Enquire is held in secure accounts. Information you enter into the Client Portal can be viewed only by the Contacts for your Account. When you submit information, it can also be viewed by relevant DOC staff. Other organisations or individuals cannot access your information.

Enquire is a web-based tool. You will need an internet browser and an internet connection to access the Client Portal. Microsoft Edge, Google Chrome and Firefox are all supported browsers. Enquire will also work on a mobile device such as an Android or Apple phone. Microsoft Internet Explorer is no longer a supported browser.

Via the Client Portal, Project Partners can provide documents and information to DOC as needed, specifically report on progress of Jobs for Nature projects.

Before you can use the Enquire you will first need to register as an Enquire Client Portal user. Once registered, you will be linked to the account for your organisation. **You do not need to register your organisation.**

Client Portal terminology

Some of the key terms used in the Client Portal are:

- **RealMe** is a username and password management service provided by the Department of Internal Affairs that allows you to use one username and password across many digital services
- User profile is your own information
- Contact is the contact details for anyone linked to your account
- **Account** is the account for one organisation; as a Contact, you can belong to multiple organisations (for example, if you are a consultant or adviser)
- **Project** is a single funded Jobs for Nature project
- **Project Update** is an online form you need to complete when requested by DOC to provide further information about your project
- **Report** is an online form you need to complete to provide progress or other information about your Jobs for Nature project
- **Key contact** is the person in your organisation that DOC will contact about your Enquire account. This person receives a copy of all notifications sent via Enquire.
- Accountable Officer is the person who is accountable for your organisation's use of Enquire.



Colour coding

Information on forms is formatted to help you quickly identify what type of information is displayed.

Section Headers are shown at the top of the form step



Help text is shown above a field

Please use the button below to upload your financial report. You can also use the button below to add any other documents that might support your data, and we encourage you to upload any documents that might help us tell your Jobs for Nature story.

Note there is a 50MB limit per file.

Read only fields are displayed with a coloured background. You cannot change the information in these fields.

Name

Sunshine Island Pest Eradication

Finding your way around the Client Portal

Once registered, your organisation's homepage will be displayed. Wherever you are in the Client Portal, click on Home to get back to your homepage.

MAHI JOBS Committee Home Published Rounds			Wetlands Trust 👻 💄
	H	ome	
Upcoming Activities	Name	Opens Closes	
Reports Sunshine Island Pest Eradication - Test Monthly (CRPT-0000116) Sunshine Island Pest Eradication - Test Invoice (CRPT-0000117) Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT-0000116) Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT-0000118) Sunshine Island Pest Eradication - Test Completion (CRPT-0000118) My Projects	Continue Continue Continue	There are no even	ts
Filter			
D	Header Name	Name	Status
PJ-0000001	Kotuku Protection on the East Cape	Kotuku Protection on the East Cape	Open
PJ-0000059	Sunshine Island Pest Eradication	Sunshine Island Pest Eradication	Open
PJ-0000013	Tiri Island Wetlands Regeneration	Tiri Island Wetlands Regeneration	Open
			Items per page: 20 0 of 0 I < > >

Manage your organisation account, or your own user profile here:



HIT TALKO			v	Vetlands Trust 👻
	Little	Home		
pcoming Activities	Name	Opens	Closes	
eports: Sunshine Island Pest Eradication - Test Monthly (CRPT-0000116) Sunshine Island Pest Eradication - Test Invoice (CRPT-0000117) Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT- 0000115) Sunshine Island Pest Eradication - Test completion (CRPT-0000118)	Continue Continue Continue Continue	There a	are no events	
y Projects				
rer				
ID	Header Name	Name	Status	
PJ-0000001	Kotuku Protection on the East Cape	Kotuku Protection on the East Cape	Open	
PJ-0000059	Sunshine Island Pest Eradication	Sunshine Island Pest Eradication	Open	
PJ-0000013	Tiri Island Wetlands Regeneration	Tiri Island Wetlands Regeneration	Open	
			Items per page: 20 👻 0 of 0 🛛 K	< > >

Events published by DOC such as a notification to all Project Partners, will be displayed here:

MAHI JOBS Comment			Wetlands Trust 👻
	H	ome	
Upcoming Activities	Name	Opens	Closes
Reports III Sunshine Island Pest Eradication - Test Monthly (CRPF-0000116) III Sunshine Island Pest Eradication - Test Invoice (CRPF-0000117) IIII Sunshine Island Pest Eradication - Test monthly/quarterly (CRPF-0000115) IIII Sunshine Island Pest Eradication - Test monthly/quarterly (CRPF-0000115) IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Continue Continue Continue	There are n	no events
My Projects			
Filter			
ID	Header Name	Name	Status
PJ-0000001	Kotuku Protection on the East Cape	Kotuku Protection on the East Cape	Open
PJ-0000059	Sunshine Island Pest Eradication	Sunshine Island Pest Eradication	Open
PJ-0000013	Tiri Island Wetlands Regeneration	Tiri Island Wetlands Regeneration	Open
			Items per page: 20 ▼ 0 of 0 1 < < > >1

My Projects lists all of your Jobs for Nature projects. As applications for these projects were not submitted via Enquire, you will not be able to view the details of these projects via these links.

In addition to your Jobs for Nature reference number, Enquire assigns a unique identification number to every project. The reference is in this format: PJ-0001234.



AHI JOBS COMMENTATION HOME Published Rounds			
	Little	Home	
pcoming Activities	Name	Opens	Closes
eports Sunshine Island Pest Eradication - Test Monthly (CRPT-0000116) Sunshine Island Pest Eradication - Test Invoice (CRPT-0000117) Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT- 0000115) Sunshine Island Pest Eradication - Test Completion (CRPT-0000118)	Continue Continue Continue Continue	There are	no events
v Projects			
y Projects			
y Projects er	Header Name	Name	Status
er	Header Name Kotuku Protection on the East Cape	Name Kotuku Protection on the East Cape	Status Open
ier			
er ID RJ-0000001	Kotuku Protection on the East Cape	Kotuku Protection on the East Cape	Open

Reports will list any report that DOC has sent you to complete.

Requests will list any request for information from DOC.

The Assessment section is not currently used by DOC to manage Jobs for Nature projects.

TALAO JOBS Community Home Published F	Rounds		Wetlands Trust 👻
	Little	Home	
ocoming Activities	Name	Opens Clos	es
oorts Sunshine Island Pest Eradication - Test Monthly (CRPF00 Sunshine Island Pest Eradication - Test Invoice (CRPT00 Sunshine Island Pest Eradication - Test monthly/quarterh 0000115) Sunshine Island Pest Eradication - Test Completion (CRP	001177) Continue y (CRPT- Continue	There are no e	events
er			
er ID	Header Name	Name	Status
ID	Header Name Kotuku Protection on the East Cape	Name Kotuku Protection on the East Cape	Status Open



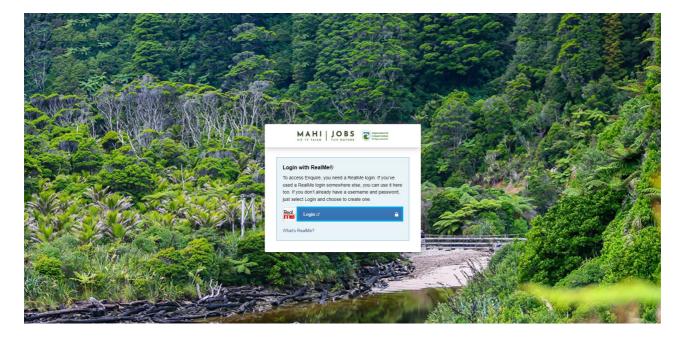
How to Register as an Enquire user via RealMe

Before you can access the Client Portal for the first time, you will need to register. Enquire uses RealMe to manage your login details. In order to register for Enquire, you will first need a RealMe account. Creating a RealMe account is a once-only action.

DOC will provide you with an email invitation to register with Enquire. It is important that you follow the link to Enquire in the email as this will automatically connect you to your own organisation's account in Enquire as part of the sign up process.

Please ensure that you have added the following email address to your Safe Senders list so that emails from DOC are not sent to your junk mail: jobsfornature@doc.govt.nz

If you already have a RealMe login, go to the **Client Portal** and enter your **RealMe username** and **password**. Then **Login**.





Real Tênei au	MAHI JOBS NO TE TAIAD JOR NATURE						
Go back to DOC Jobs for Nature							
We know you're keen to login to RealMe, however RealMe is experiencing heavy volumes. We suggest you refresh your page if you are encountering errors or please try again later							
Login with RealMe	Create a RealMe login						
You've been redirected here so you can log in with RealMe	To access this service you need a RealMe login.						
Username	You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.						
Password	CREATE YOUR REALME LOGIN						
LOGIN							

Forgot Username or Forgot Password?

If you do not have a RealMe account, you will need to create one. Select Login, then select **Create a RealMe login**.

Red Tenei au	MAHI JOBS MO TE TATAO FOR NATURE DEPENDENT
Go back to DOC Jobs for Nature	
We know you're keen to login to RealMe, however RealMe is experiencin suggest you refresh your page if you are encountering errors or please t	
Login with RealMe	Create a RealMe login
You've been redirected here so you can log in with RealMe	To access this service you need a RealMe login.
Username	You'll be able to access a range of services with a single username and password. RealMe is designed to protect your
Password	privacy and security.
LOGIN	
Forgot Username or Forgot Password?	

Complete the RealMe **registration** form. This will require you to provide a mobile number and alternative contact number in addition to a number of security questions to assist if you forget your RealMe username or password. Optionally, you can choose to add a PIN number to your RealMe account.

Please note that when registering with Realme, consider that you may need to use Realme to access other NZ Government services such as the online passport service. Your Realme account email address does not need to be the same in your RealMe registration and your Enquire registration.

If you are unsure at any stage of the RealMe process, refer to the RealMe help at:



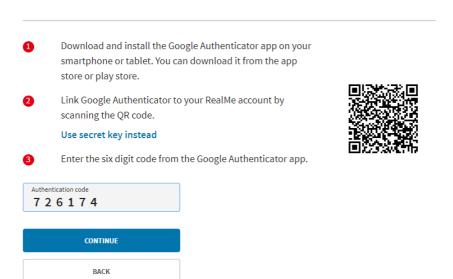
https://www.realme.govt.nz/help/.

Completing the RealMe 2 factor authentication requirements

For additional security of your information, RealMe requires you to provide either a mobile phone number or to use the Google Authenticator application to verify your registration. If you do not have Google Authenticator, but wish to use this option, then download it to your smartphone from your app store.

Once verified, each time you log in, RealMe will send you a unique code to your mobile (by text or the Google Authenticator app). To complete your login to Enquire, you will need to enter a valid code.

Set up Google Authenticator



Completing your Enquire user registration

Once you have registered with RealMe, you will be redirected back to Enquire. RealMe does not share any of your personal registration details with Enquire. It manages your username and password so that you do not need a different login and password to use Enquire.

When you login to Enquire using your RealMe login and password for the first time, you will be asked to complete an Enquire user registration form. Please provide the contact details that you wish DOC to use to contact you about your Jobs for Nature project.



1	Your User Profile	- Marin
La contra		1
Complete Your User Profile Contact Details		
First Nome * Test		4/255
Last Hame * User		4/255
Primary Email example@test.com		
Primary Phone Number 9876543221		Update Primary Phone

How to access your organisation's Enquire account

If you have followed the link in your invitation email, once you have registered as an individual user, Enquire will automatically invite you to join the account for your organisation.

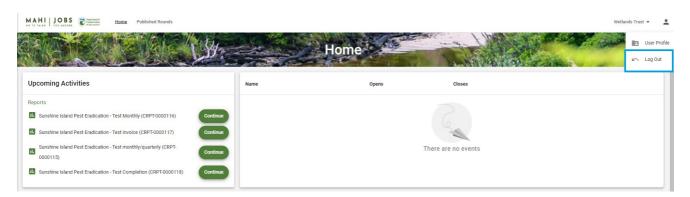
Select Yes and Enquire will link you as a Contact to this account. It is via your organisation's account that you will be able to securely provide information and reports to DOC.

If you do not see this prompt, please contact your Delivery Manager at DOC. You can be manually linked to your account by DOC once you have registered as a Contact.

Please do not need register your organisation on the Select Account screen. This is for organisations applying to DOC for grant funding for the first time. As a Jobs for Nature Project Partner, DOC already holds your organisation information and has transferred this into Enquire.

How to log out of Client Portal

Select the profile icon top right corner of the Client Portal then Log Out.



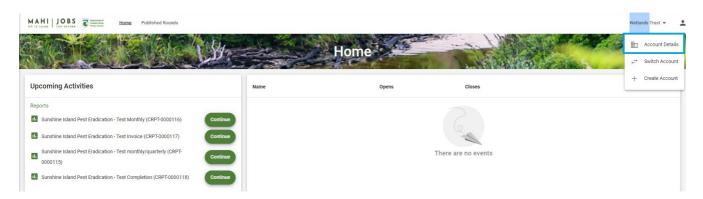


Managing your organisation's account

Your account is managed in Enquire by your Account Administrator. DOC do not generally assist in the management of your account, but may be contacted for help where necessary. In general, you are expected to self-manage your own organisation's account details.

You may need to invite others in your team to register with the Enquire Client Portal to collaborate on the reports you will provide to DOC. You must be an **Account Administrator** to invite other contacts to join your organisation's account.

To view and update your account details, click on your **account name** and then select **Account Details**.



From the Contacts tab, you can see the names of any of your team members who have joined your organisation's account. To invite other team members, select **Create Contact.**

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	Self-			11 mar 15		1	THE REAL PROPERTY OF	L	all mits	ALMAN R	
	Details	Contacts	s Past Ev	ents Past Rec	uests Pan	els					
	Create Contact										
	Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer		
	Active	James Test	987654321	james@test.com	Account Administrator			Yes		:	
	Active	Michaela N	2454575696	michaelan@test.com	Account Administrator	Revoke	General Manager		Yes	1	
	Active	Rawinia G	0211234567	RawiniaG@test.com	Account Administrator	Revoke				1	
-											

Complete the Create Contact form and select Send Invitation.

Details	Contacts	Past Events	Past Requests	Panels		
Create Contact						
First Name * John						
					5/200	
Last Name * Smith						
					5/200	
Email Johnsmith@test.com						
Send Invitation					18/200	
					Cancel Save	
					_	



Select the **Role in Account** you wish this person to hold, then **Save.** An Invitation email will be sent to the contact on behalf your organisation.

Create Contact				
First Name * John				*
				5/200
Last Name * Smith				
				5/200
Email johnsmith@test.com				_
Send Invitation				18/200
An invitation to connect this contact to the organisation wi	II be sent to the above email address.			- 1
Select a role for the new contact				- 1
Standard User has access to view Business Account det Account Administrator has full access to manage this Bu				
Role in Account * Standard User				<u> </u>
			Cancel	Save

How do I invite others who are already listed?

If the person you wish to invite has already been created and is shown in your contact list and their status is Active, then they are already a member of the account. If they do not have an Active status, select the menu next to their name.

Inputtoer of Conservation Home	Published Rounds									Wetlands Trust 👻	:
		1.847-		Wetland	s Trus						
 Details	Contac	ts Past E	vents Past Req	uests Pane	els						
Create Contact											
Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer			
Active	James Test	987654321	james@test.com	Account Administrator			Yes		:		
Active	Michaela N	2454575696	michaelan@test.com	Account Administrator	Revoke	General Manager		Yes	:		
Active	Rawinia G	0211234567	RawiniaG@test.com	Account Administrator	Revoke				:		
	John Smith		johnsmith@test.com						÷		

Then select Invite.



MAHIJOBS	Conservation Home	Published Rounds									Wetlands Trust 👻	0
Carrier -	这些现 代。	Cale.	1 VI	1996 	Wetland	le Trus	All are	-m.l	The Lo	States -		j.
	and the		AND S	1 00- 15		2 Martin	THE R.	S	all marks	March	-	
	Details	Cont	acts Past F	Events Past Rec	juests Pan	els						_
	Create Contact											
	Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer			
	Active	James Test	987654321	james@test.com	Account Administrator			Yes		1		
	Active	Michaela N	2454575696	michaelan@test.com	Account Administrator	Revoke	General Manager		Yes	1		
	Active	Rawinia G	0211234567	RawiniaG@test.com	Account Administrator	Revoke				1		
		John Smith		johnsmith@test.com						:		
										View		
										Invite		

Select the **Role** you wish them to hold, then select **Invite**. An Invitation email will be sent to the contact on behalf your organisation.

MAHI	JOBS	Reportment of Comperenties In Approximate	Home	Published Rounds										Wetlands Trust 👻	+
			Details	Cont	racts P	ast Events	Wetl Past Requests	lands Trus	i	Res.					
		Create	Contact				Invite John Smith								
		Status	3	Name	Primary Phone	Prima	Select a role for the new co	contact			Key Contact	Accountable Officer			
		Act	ive	James Test	987654321	james	 Standard User has acce submit forms and claim 	ess to view Business Account ns	t details, and can		Yes		1		
		Act	ive	Michaela N	2454575696	micha	 Account Administrator h Accounts details, Users 	has full access to manage th s and submit forms	is Business	ler		Yes	:		
		Act	ive	Rawinia G	0211234567	Rawin							÷		
				John Smith		johnse	Send invite to this email addr johnsmith@test.com	iress					I		
							Role in Account * Standard User		•						
								6	ancel Invite						
							_	C.	invite						

How to update your organisation account details

Select Account Details from the drop-down menu under your organisation's name.



MAHI JOBS Commercial Home Published Rounds				w	etlands Tru	ust 👻
	Alter and and a	Home	and the p	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Acco	ount Detail:
	All and the second second		Sand States	the state of	.+ Switc	ch Accour
Upcoming Activities	Name	Opens	Closes	-	⊢ Creat	ite Accoun
Reports						
Sunshine Island Pest Eradication - Test Monthly (CRPT-0000116)	Continue					
Sunshine Island Pest Eradication - Test Invoice (CRPT-0000117)	Continue					
Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT- 0000115)	Continue		There are no events			
Sunshine Island Pest Eradication - Test Completion (CRPT-0000118)	Continue					

Select **Edit** on the card to update.

Details Contacts	Past Events Past Requests	Panels	
Your Organisation's	Address	Postal Address	Bank Account
Registration Details	Line 1 37 Main Street	Line 1 201 Featherston Street	Bank Account Name
NZBN search https://www.nzbn.govt.nz/	Line 2	Line 2	BSB
3985349393423	Suburb/City	Suburb/City	Bank Account No.
Full Legal Name Wetlands Trust Incorporated	Greytown	Wellington Central	
Registered for GST	State/Region Wellington	State/Region Wellington	
Yes	Postcode/ZIP Code	Postcode/ZIP Code	
GST Number 345-657-567	5712	6011	
Registered for GST Yes	State/Region Wellington	State/Region Wellington	
GST Number	Postcode/ZIP Code 5712	Postcode/ZIP Code 6011	
345-657-567	Country	Country	
Other Registration Number(s) 53487952374985	New Zealand	New Zealand	
Display Name			
Wetlands Trust Organisation Primary Email			
wetlands@test.com			
Organisation Primary Phone +64 76895 874843			
Website / Social Media			
www.wetlandsnz.co.nz			
Organisation Type Charitable Trust			
Is your organisation a Mãori organisation Not stated			
Key Contact			
James Test			

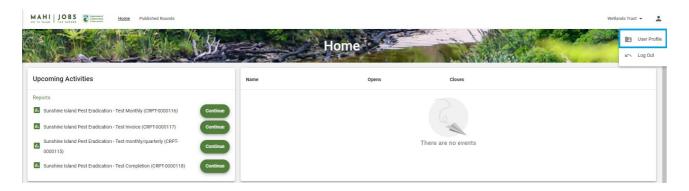
Make the required changes and select **Save**.



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How to update your user profile details

To update your own user profile, click on the **profile icon** and then select **Your User Profile**.



Select **Update** at the bottom of the Your User Profile card. If you are updating your email address or phone number, use the **Update Email** and **Update Phone** options.



Make the necessary updates and then select **Save**.

Contact Details Security Update Primary Phone Number	AHI JOBS E TAIAO POA NATURE	Home Published Rounds	
Update Primary Phone Number		A CARLE	Your User Profile
	c	ontact Details Security	
	Upda	te Primary Phone Number	
Please enter a new primary phone number.	Please er	nter a new primary phone number.	
Current Primary Phone Number 987654321			
This is your current primary phone number.			
New Primary Phone Number 02798765431			
Enter your new primary phone number.	Enter your n	ew primary phone number.	
Cancel Save			Cancel



Part B: Providing more information when requested

If DOC requests, you may need to provide further information about your project.

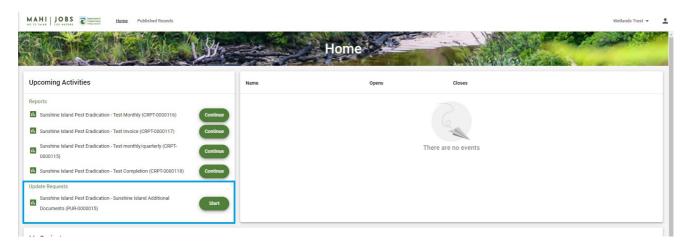
Your DOC Delivery Manager will send you a Project Update Request via Enquire. The key contact for your organisation's account will receive an email notification advising that a request requires your attention and advising you to login to your Enquire account.

You can either follow the link in the email, or access Enquire directly if you have bookmarked the Client Portal web address. <u>https://fms-cp.doc-enquire.cloud/login</u>

How to start your request

When you receive a notification that a report requires your attention:

Login to Enquire using your **RealMe username** and **password**. The request will be displayed on the homepage for your organisation's account. Select **Start**.



How to navigate the request

Navigate the request using the stepper or the forward and back arrows.



MAHI JOBS Commenter Home Published Rounds

Wetlands Trust 👻 💄

	Application Update
	Swe + Submit
Your Project Document Upload	Your Project News Sumshine Island Pest Eradication P P PJ0000059
	Preargine Prediction control to protect native bird life and regeneration of indigenous species within the Sunthine Island Island Reserve.

How to save a request

You can save a request at any time by selecting the **Save** option.

MAHI JOBS CONTRACTOR	Home Published Rounds		Wetlands Trust	t • 💄
	Applicat	ion Update		
	and the second	Property .		in the second se
		Save Submit		Ð
Your Project	Your Project			
Document Upload	Name Sunshine Island Pest Eradication			
	10 PJ-0000059			
	Description Predator control to protect native bird life and regeneration of indigenous species within the Sunshine Island Island Reserve.			
		Save Submit		

How to resume a saved request

To resume a saved request, from your organisation's homepage, select **Continue**. You can safely log off from Enquire and return at a later time to complete a Request. Just ensure that you save before logging out or navigating away from Enquire.

Enquire will auto save information when you navigate to other pages in the same form.



HOTE TAILED JOBS TO REVEAL HOME Published Rounds		Wetlands Trust 👻 💄
	Home	
Upcoming Activities	Name Opens	Closes
Reports Continue Sunshine Island Pest Eradication - Test Monthly (CRPT-0000116) Continue Sunshine Island Pest Eradication - Test Invoice (CRPT-0000117) Continue Sunshine Island Pest Eradication - Test monthly/quarterly (CRPT-0000117) Continue Sunshine Island Pest Eradication - Test Completion (CRPT-0000118) Continue Update Requests Sunshine Island Pest Eradication - Sunshine Island Additional Documents (PUR-000015) Continue		There are no events
My Projects		

How to submit a request

Complete the request as per the guidance provided by DOC, then select **Submit**.

MAHI JOBS Commission	Home Published Rounds	Wetlands Trust 👻 💄
	Application Update	
	Save Submit >	9
Your Project	Your Project	
Document Upload	Name Sunshine Island Pest Eradication	
	10 PJ-0000059	
	Devolution Predator control to protect native bird life and regeneration of indigenous species within the Sunshine Island Island Reserve.	
	Save Submit	

Part C: Completing reporting requirements

DOC will periodically send you reports to complete via Enquire. The key contact for your organisation's account will receive an email notification advising that a report is available in Enquire and requires your attention.

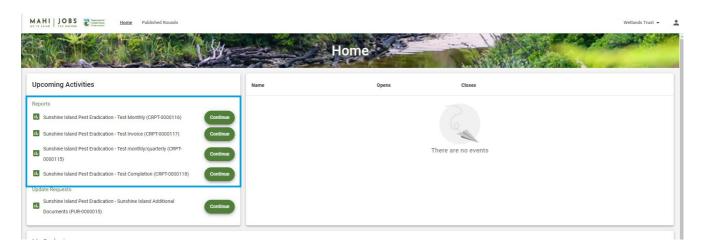
The due date for the report is provided in the email notification. Your DOC Delivery Manager will be able to track when you have submitted your report, read and process the report. If there are issues with the report, they will let you know and can return the report to you for amendment.



How to start your report

Reports work in the same way as Requests. When you receive a notification that a report requires your attention:

Login to Enquire using your **RealMe username** and **password**. The report will be displayed on the homepage for your organisation's account. Select **Start**.



How to Navigate the report

Navigate the report using the stepper or the forward and back arrows.

MAHI JOBS HO TE TALAO JOB NATURE	Home Published Rounds	Wetlands Trust 👻 💄
2.32.64	Reporting	
	Save • Submit	•
About your project	About your project	
Evaluation Document Upload	Nome * Sunshine Island Pest Endication	32/255
<u>.</u>	10 RJ 0000059	
	Project Summary Predator control to protect native bird life and regeneration of indigenous species within the Sunshine Island Island Reserve.	
	Start Date 01/11/2021	

How to save a report

You can save a report by selecting the **Save** option.

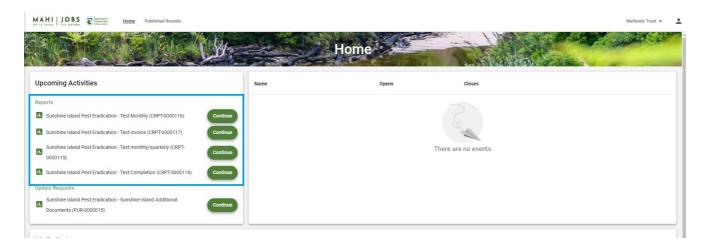


MO TE TAIAO FOE NATURE	Home Published Rounds Wetlands	Trust 👻
	Reporting	
	Save Submit	Ð
t	About your project	
About your project Evaluation	Name * Sunshine Island Pest Eradication	
O Document Upload	Surisimie Islania Pest Eriaucation	32/255
•	ю РJ-0000059	
	Project Summary Predator control to protect native bird life and regeneration of indigenous species within the Sunshine Island Island Reserve.	
	Start Date 01/11/2021	

How to resume a saved report

To resume a saved report, from your organisation's homepage, select **Continue**. You can safely log off from Enquire and return at a later time to complete a Request. Just ensure that you save before logging out or navigating away from Enquire.

Enquire will auto save information when you navigate to other pages in the same form.



How to submit a report

Complete the report as per the guidance provided by DOC, then **Submit**.



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	Reporting	
	Save Submit	•
1	About your project	
About your project Evaluation Document Upload	Name * Sunshine Island Pest Eradication	32/255
	ID PJ-0000059	
	Project Summary Predator control to protect native bird life and regeneration of indigenous species within the Sunshine Island Island Reserve.	
	Start Date 01/11/2021	

How report your outputs

Jobs for Nature outputs are reported on your monthly and quarterly reports. If you have multiple individual projects, there will be a separate report to complete for each project.

Previously agreed targets and reported outputs for each indicator will be shown on your report as read only information.

Project Outputs					1	
Pest animal traps installed or maintained • poc-03	Description: Category: Environmental Unit of Measure: Traps		Total Target 350.00	Total Result		
IND-0000031						
October 2021 * 0	Nover 0	nber 2021 *		 	December 2021 * 0	

Click on the indicator to expand it to see the individual results entries reported.



Project Outputs

Pest a install maint • DOC IND-000	ained -03			ion: y: Environmental /leasure: Traps		Total Target 350.00	Total Result 50.00	
	Period Start 07/2021 07/2021	Period 06/2 09/2	020	Target / Result 350.00 50.00	Base	line / Data Source	Description / Comment	
October 2 0	021 *			Nove 0	mber 2021 *		December 2021 * 0	

Editable fields will be provided for the reporting period covered by this report. If you have previously reported outputs for any of these periods, those outputs will be shown in the read only section above. Please provide any additional outputs for those periods, do not duplicate previously reported information.

Project Outputs			
Pest animal traps installed or maintained • DOC-03	Description: Category: Environmental Unit of Measure: Traps	5	otal Result 50.00
07/2021 06/2	d End Target / Result Base 2020 350.00 2021 50.00	line / Data Source Des	scription / Comment
October 2021 * 39	November 2021 * 57		December 2021 * 46

If you are unsure what should be reported, please contact your DOC Delivery Manager for assistance. Their name is listed on the first step of the report form.

How to update contract milestones

Select Project Deliverables in the left-hand stepper on the report.

The full list of contract milestones still to be completed is displayed in your report for your information. You should only update those milestones that are relevant to the current reporting period.



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			Reporting			
				Save • Submit		£
About Your Project Project Output Data Project Deliverables Document Upload			o your Jobs for Nature funding	agreement. Please provide infor	mation on the status of completi	ng each of the deliverables.
		Name	Description	Due Date	Delivery Commentary	Milestone Complete
	1	Eradication of the island's stoat population		31/01/2022		
	1	Purchase, set up and maintenance of 150 traps		24/11/2021		
	1	Installation of 10km of predator fencing along the southern end of the island		31/12/2021		

To edit the milestones, select the pencil icon. Then update the milestone with your progress information. If the milestone has been completed in the reporting period, select the Complete tickbox.

Milestones	
Name Purchase, set up and maintenance of 150 traps	
Description	
Due Date 24/11/2021	
Delivery Commentary All traps have been purchased. Please see attached receipts and a summary of the traps have been laid.	where
✓ Milestone Complete	109/2000
Cancel	Save

How to upload documents

Where asked by DOC to provide documents, these can be uploaded on the Document Upload step. Select **Upload**.



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	Reporting
	Save Submit 3
About Your Project Project Output Data Document Upload	Documents (if required) Please use the button below to upload your financial report. You can also use the button below to add any other documents that might support your data, and we encourage you to upload any documents that might help us tell your Jobs for Nature story.
	Document Upload
	Name
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Browse and select your document, then Open.

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							Open	Cancel	

Your document will now be uploaded to your report. If you have uploaded a file in error, select the **trash can** icon to delete.

Documents (if required)	
Please use the button below to upload your financial report. You can also use the button below to add any other documents that might support your data, and we encourage you to upload any documents that might help us tell your J Nature story.	obs for
Note there is a 50MB limit per file.	
Document Upload	
Name	
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Upload	

When uploading your documents, take care to follow any instructions in the form. Ensure that your document name meets any naming conventions advised by DOC.



If you have difficulty uploading your document check that:

- Your document file name does not contain any special characters. Dashes and full stops are fine.
- The file size is less than 50 MB; contact the funding organisation if your document is larger than this maximum
- The type of file you are uploading is supported; Word, Excel, PDF are all supported. If you have an uncommon file type that will not upload, contact the funding organisation for other options

Part D: How to work with forms

Part D: Frequently asked Questions (FAQs)

Who do I contact for help?

For assistance with the funding/grant process, clarifications on what is required, or questions about your application or project, please contact your DOC Delivery Manager.

For technical assistance with the Client Portal, contact **Enquire Support** at:

enquiresupport@tactiv.net

What if I forget my username or password?

To reset your password, go to the **Login** tab and select **Forgotten Your Username or Password?** This will redirect you to the RealMe service where you will follow the RealMe process for resetting your password.

Login with RealMe	Create a RealMe login
You've been redirected here so you can log in with RealMe	To access this service you need a RealMe login.
Username	You'll be able to access a range of services with a single username and password. RealMe is designed to protect your
Password	privacy and security.
Forgot Username or Forgot Password?	CREATE YOUR REALME LOGIN
LOGIN	

If I update my contact details in RealMe, will they updated in Enquire?

RealMe does not pass any of your personal details to Enquire. If your phone number, email address or other contact information changes, you will need to update your user profile in Enquire to ensure the funding organisation has the correct contact details on file for contacting you. For more details, see How to update



your user profile details

If I have an NZBN number, will my organisation's account be automatically updated when I update my NZBN details?

The NZBN database does not currently pass any organisation details to Enquire. If you need to update your NZBN details about your organisation, it is important that you also update these details in your Enquire account. For more details, see Managing your organisation's account

How do I confirm the Internet browser and version I am using?

To assist with any queries and to diagnose problems, it may be necessary to confirm what internet browser is being used and its version number. Enquire supports the latest browser version of Chrome, Firefox & Microsoft Edge.

Google Chrome

Select the more menu.

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New tab Ctrl+T	
New window Ctrl+N	
New incognito window Ctrl+Shift+N	
History	
Downloads Ctrl+J Settings	
Bookmarks	
Zoom - 100% + []	ld Google
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About Chrome	



Chrome will now display the version number

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۲	Appearance	Version 85.0.4183.121 (Official Bullu) (64-bit)					
Q	Search engine	Get help with Chrome	Z				
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Adva	nced 👻	Google Chrome Copyright 2020 Google LLC. All rights reserved.					
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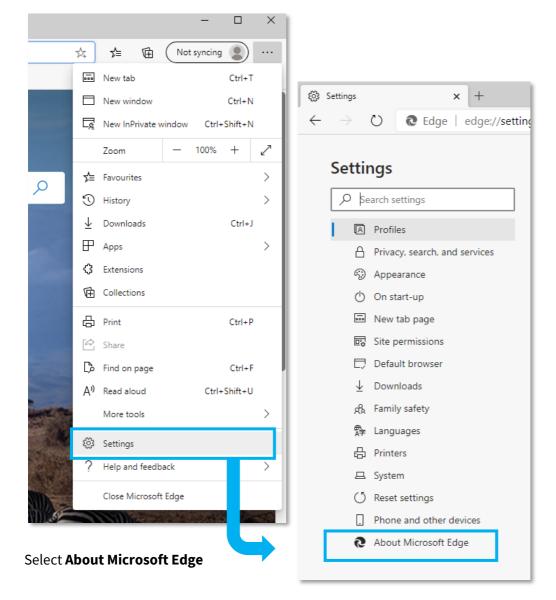
Microsoft Edge

Open Microsoft Edge and select the more menu in the top right corner.

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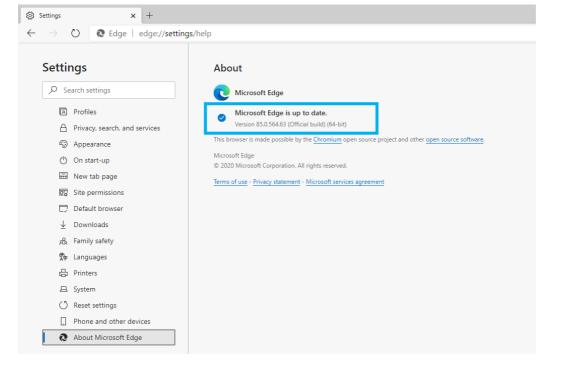
Select Settings.





Edge will now display the version number



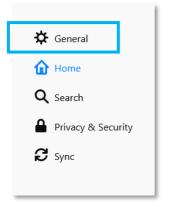


Firefox Browser

Select the cog on the right hand of the screen

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			G Search the Web →				

Select General



Scroll down to Firefox Updates to view the version number

Firefox Updates			
Keep Firefox up to date for the best perf	ormance, stability, and security.		
Version 81.0 (64-bit) What's new		Sho	w U <u>p</u> date History
😀 Firefox is up to date			\underline{C} heck for updates



How do I clear my browser cache?

You may need to clear your browser's cache to resolve any unexpected issues on the Client Portal. Please ensure any work is saved before proceeding with the steps below as you will need to close the browser down to finish the process.

Google Chrome

Bring up the Clear Browsing Data window.

Use the **Ctrl+Shift+Delete** shortcut to bring up the Clear Browsing Data window. Or at the top right of your Chrome select **More tools**, then **Clear browsing data**.

Time r	range Last hour	•		
	Browsing history 4 items			
	Download history None			l
\checkmark	Cookies and other site data From 15 sites			l
~	Cached images and files Less than 322 MB			ł
	Passwords and other sign-in data None			
_	Autofill form data			-

2. On the **Advanced** tab from the Time range drop down menu, select **All time**.

3. Check that the following options have been selected.

- Browsing history
- Download history
- Cookies and other site and plug-in data
- Cached images and files

Select **Clear Data.** Now close all Chrome browser windows to complete the clear cache process.

Alternatively, go to Settings and select Privacy and Security. Then select Clear browsing history.

Settings		٩	Search settings	
*	You and Google Autofill	Privacy	and security	
Ê ♥	Safety check	Î	Clear browsing data Clear history, cookies, cache, and more	•
?	Privacy and security	٩	Cookies and other site data Third-party cookies are blocked in Incognito mode	•
Q	Search engine	Ø	Security Safe Browsing (protection from dangerous sites) and other security settings	•
⊡ ∪	Default browser On startup		Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	•

CONSULT | CONFIGURE | COLLABORATE



Microsoft Edge

Open the **Delete Browsing History** window by selecting **Ctrl+Shift+Delete** shortcut.

1

La	ast hour	~				
Browsing history None						
Download history None						
/	Cookies and other site From 4 sites. Signs you out					
/	Cached images and file Frees up less than 77.2 MB. slowly on your next visit.					
This will clear your data across all your synced devices signed in to chapman.newton@xtra.co.nz. To clear browsing data from this device only, <u>turn off sync</u> .						
		Cancel				

Check that the following options have been selected:

- Browsing history
- Download history
- Cookies and other site and plug-in data
- Cached images and files

Select **Clear Now.** Now close all Edge browser windows to complete the clear cache process.

Alternatively, go to Settings, select Privacy, search, and services. Then select Choose what to clear.

Settings	Clear browsing data This includes history, passwords, cookies and more. Only data from this profile will be deleted. <u>Manag</u>	e your data
Profiles	Clear browsing data now	Choose what to clear
Privacy, search, and services	Choose what to clear every time you close the browser	>
Appearance		



Firefox Browser

Open the Clear Recent History window by selecting Ctrl+Shift+Delete shortcut.

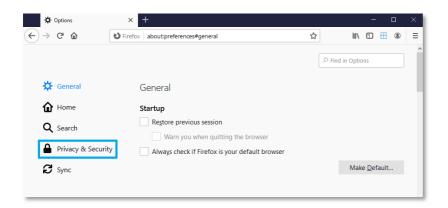
Clear Recent History	×
Time range to clear: Last Hour	~
History	
Browsing & Download History	✓ <u>C</u> ookies
Active Logins	☑ C <u>a</u> che
☑ <u>F</u> orm & Search History	
Data	
Site Preferences	Offline Website Data
	OK Cancel

Check that the following options have been selected:

- Browsing & Download History
- Active Logins
- Form & Search History
- Cookies
- Cache

Select **OK.** Now close all Edge browser windows to complete the clear cache process.

Alternatively, go to **Settings**, select the **Privacy & Security**.



In the Cookies and Site Data section, select the **Clear Data** button.



*	Options	× +		-		×
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			○ Find in Option	s		^
¢	General	Always	tracked Lean	more		
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Q	Search					
a	Privacy & Securit	Y Your stored cookies, site data, and cache are currently using 285	Clea	r Data		11
ខ	Sync	MB of disk space. Learn more	<u>M</u> ana	ge Data.		1
		Delete <u>c</u> ookies and site data when Firefox is closed	Manage <u>P</u>	ermissio	ns	

Select Clear.

Clear Data		×
Clearing all cookies and site data stored by Firefox may si	gn you out of	websites and
remove offline web content. Clearing cache data will not a	ffect your logir	15.
Cookies and Site Data (0 bytes)		
You may get signed out of websites if cleared		
Cached Web Content (285 MB)		
Will require websites to reload images and data		
will require websites to reload images and data		
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Now close all Firefox browser windows to complete the clear cache process.