

## RAWCS Online Six-Monthly Project Report – Completion Instructions

### IMPORTANT NOTICE:

1. **With the move to online Project Reports, it is STRONGLY recommended that this document be PRINTED to ensure that all concerned read and understand the information presented.**
2. **It is STRONGLY suggested that you click on the Save button at the bottom of the page after completing each tab to reduce data loss due to power failures.**
3. **If you need to obtain additional information at any time and it will take more than 30 minutes to obtain this information, click on the Save and then on the Close button at the foot of the page. You can re-open your Report by clicking on the active link in the email you received requesting the report.**
4. **The Project Report can ONLY be accessed by clicking on the active link in the email you receive requesting submission of the Report.**

### Introduction

This report is a financial Audit report and a report on project progress. The report shows the funds that have been added to the project account and what any funds expended have been used for. The Report also includes details of any OHS, insurance claims and child protection issues and reports required by the Department of Foreign Affairs and Trade for overseas projects.

Please note that a pencil symbol (✎) at the end of a line indicates that it may be clicked on to edit information. A red cross (✖) at the end of the line will delete this line if it is clicked. A yellow plus sign (+) allows additional lines of information to be added.

All project managers and deputy project managers are sent an email in mid-January and mid-July containing a link to the report. The report must be completed online using this link. Completing the Report should only take 10 to 15 minutes.

**You are reporting for a six-month period of your project operation. There are six tabs to complete.**

### Details Tab

You cannot change any details of the Project Manager or Deputy Project Manager on this tab. If corrections are necessary, email the RAWCS National Projects Manager details of the necessary changes.

Project Status – provide the current status of the project.

- If your Project is 'continuing' click on continuing.

- If your Project is completed, click on the 'completed' option, answer 'yes' to the confirmation dialogue and insert a completion date (within the six-month period you are reporting on) in the new box that appears. If the date you input is later than the six-month period you are reporting on, you will receive another Report request for the next six-month period. Note that you will then see a Closure tab so you can include more details of the Project outcome and include photographs of the Project and personnel.

Click on the Save button at the bottom of the page to save any change or, if there were no changes, proceed to the next tab.

### Clubs/Orgs Tab

Click on the pencil symbol (✎) at the end of each line and insert the email addresses of your Club President and Secretary into each box that appears. Click on Save to insert the details in each line.

If you have additional club personnel or personnel from other Rotary clubs or organisations you need to advise, click on the yellow plus sign (+) in the relevant areas and enter the details into the box that appears then click on Save to insert the details.

Click on the Save button at the bottom of the page to save any changes.

### Financial Tab

**Please NOTE. The Financials Tab simply presents the financials at the date of accessing the online report. The financial data shown may be up to one month behind the actual data because the RAWCS database is updated on the second week of each month after the bank statements are received and checked against the MYOB records. This is not a problem. Just complete the expenditure details that are shown.**

Click on the pencil symbol (✎) at the end of each line to insert specific details of the purpose the expenditure was used for. Click on the Save button at the bottom of the page to save any changes.

### Teams Tab

**You cannot change what is displayed here.** All teams registered with the online RAWCS Volunteer facility for the report period are displayed here. The amount spent by the Volunteers on airfares accommodation and food plus an estimate of the value of the work value of the Volunteers is displayed.

### Reports Tab

Usually, you will simply click on the Nil report boxes for each item. If there were any incidents, please provide brief details.

### Achievements Tab

This tab will appear once every twelve months at the end of the financial year. This information will provide RAWCS with some details of what your project has achieved and who it has assisted over the period 1 July through 30 June each year. This information enables us to attract additional support for RAWCS and therefore your projects as it provides evidence of the significant contribution these projects make to our international community.

### **Closure Tab (only appears if the Project is marked 'completed')**

If you have marked your Project as completed, this tab will appear. To close a project a NIL balance must appear in the financial tab. You can enter final details of the Project and photographs.

### **Summary Tab**

Project Managers should make a summary comment about the project over the reporting period, as well as making any recommendations which would assist project personnel or would contribute to the enhancement of the image of Rotary in the areas where the projects are located.

### **Date**

Please do not try to insert the date submitted. The program automatically inserts the date when the report is submitted.

### **BUTTONS AT THE BOTTOM OF THE PAGE**

Save

Please save your entered information regularly because your internet connection may reset, the website may timeout, etc and you may have to re-enter your data. **SAVING AFTER COMPLETING EACH TAB IS STRONGLY SUGGESTED.**

Submit

When you are satisfied that the data is correct, click on 'Submit'. If there are errors, a message will appear telling you of the errors. If the report is correct, a message will appear advising you that once your report is submitted it cannot be changed. A list of addressees the report will be sent to is also supplied. Clicking on OK will submit the report. **DO NOT LEAVE THE PAGE UNTIL THE REPORT HAS FINISHED SUBMITTING.**

When the Report has been submitted you will see a window advising you the Report has been submitted. Click Yes to dismiss the window.

Print

You will not receive a copy of your report so to Print or to save a copy on your computer, click on this Box. All Project Managers and Deputy Project Managers can obtain a copy of their Report by logging into the RAWCS Directory – <https://directory.rawcs.com.au/>.

Close

Clicking on this box closes the report and logs you off the website.

**Further information or assistance** – contact the RAWCS National Project Manager – email [national.projects@rawcs.org.au](mailto:national.projects@rawcs.org.au)