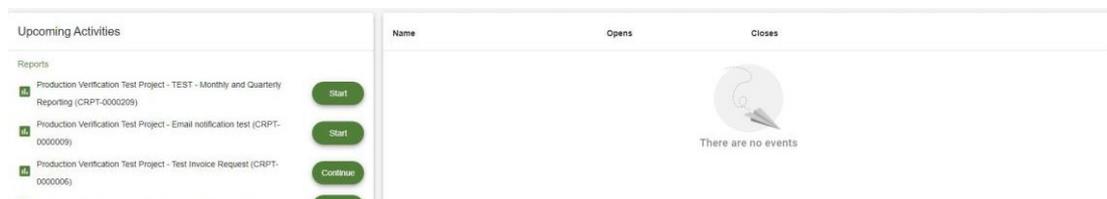


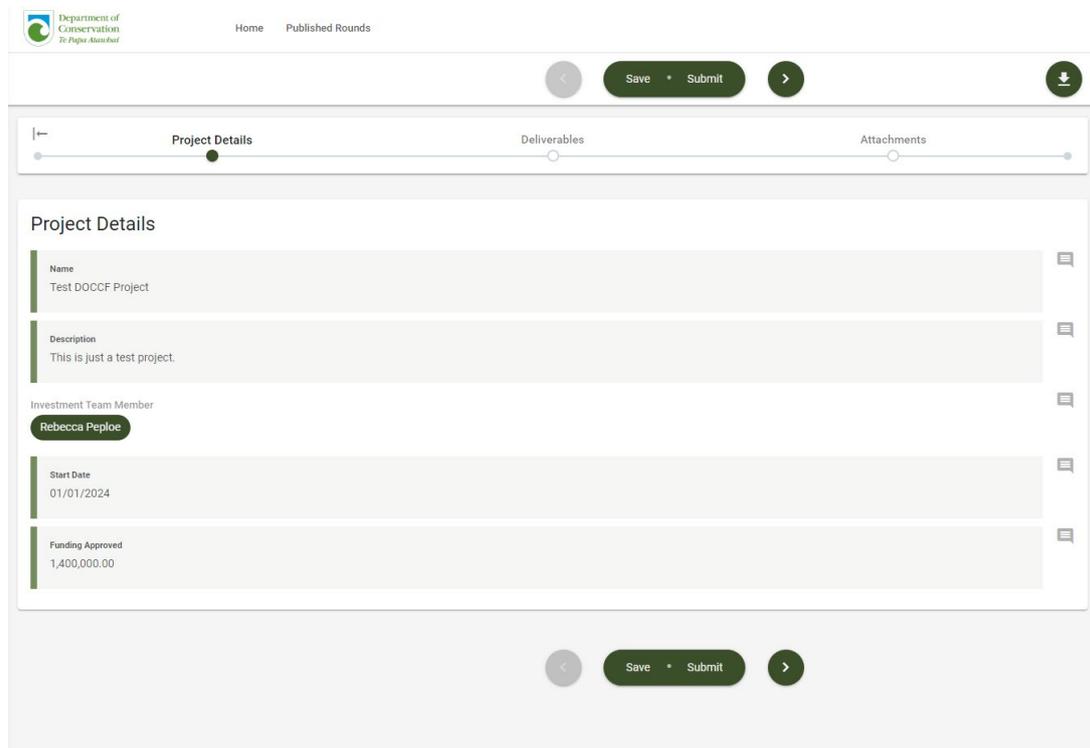
# Guide to submitting a report through Enquire

This document offers a step-by-step guide to completing your DOC Community Fund report in Enquire.

1. Your organisation's key contact will receive an email notification advising them that a report is ready for completion and the due date. The email will contain a link to Enquire.
2. Log into Enquire and navigate to the Home page. Any upcoming reports your project has will be listed in the Upcoming Activities box. Click on the Start button next to the report you want to complete.



3. You can now begin your report. On the first page you will see the About Your Project questions. Select the forward arrow button to continue.



4. You will be taken to the Deliverables page. Here you can select each milestone and add commentary on how it has progressed during the reporting period. Click the pencil next to the deliverable to edit the commentary. Enter progress for this reporting period, how complete the deliverable is and if the deliverable is complete, you can check the Milestone Complete box.

**Note:** all the project's deliverables will be displayed. Only add commentary to the relevant deliverables.

- Below the deliverables, confirm whether you are adhering to the health and safety plan and provide any additional information you may have around health and safety.
- Finally provide a summary of what you have planned for the next quarter. Once you have completed all the fields on the deliverable page, select the forward arrow button to continue or the Save button to save and come back later.

**Note:** after you have submitted your report, the next time you report, the deliverables page will have the same information that you submitted from the previous report. Please update each section where you have made progress in the current reporting period.

Department of Conservation  
Te Papa Atahou

Home Published Rounds

Save Submit

Project Details Deliverables Attachments

### Contract Milestones

Please click the small pencil icon to the left of the contract deliverables below to add commentary on your progress for this reporting period.

| Name                                  | Description | Due Date   | Delivery Summary | Percentage Complete | Milestone Complete |
|---------------------------------------|-------------|------------|------------------|---------------------|--------------------|
| Plant 100 Plants                      |             | 31/03/2024 |                  |                     |                    |
| Kill 1000 Possums                     |             | 31/05/2024 |                  |                     |                    |
| Train 8 people to work in the nursery |             | 30/09/2024 |                  |                     |                    |

Please add any other commentary relevant to your project this reporting period, including identifying any issues related to project delivery and the impact i.e. delays to deliverables. Identify any actions you are taking to resolve them.

Commentary

0/2000

Please confirm you are adhering to your health & safety plan

Health and Safety \*  
Yes

Please add any additional health & safety commentary if you have any

Health & Safety Commentary

0/2000

Please provide a summary of what you are planning to do in the next reporting period.

Next Reporting Period \*

- You will be taken to the final page: Attachments. Here you can upload your financial report (you will be sent a copy by the Funds Team or you can find a [copy on the DOC website](#)), evidence of expenditure for your financial report, and any additional documents that you may wish to include for your report.
- Click the tick box confirming that all the information you have submitted is true and correct. Click on the Save button to return later or the Submit to submit your report.
- Your report is complete. Your report will be reviewed by a Funds Advisor, and they will 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.