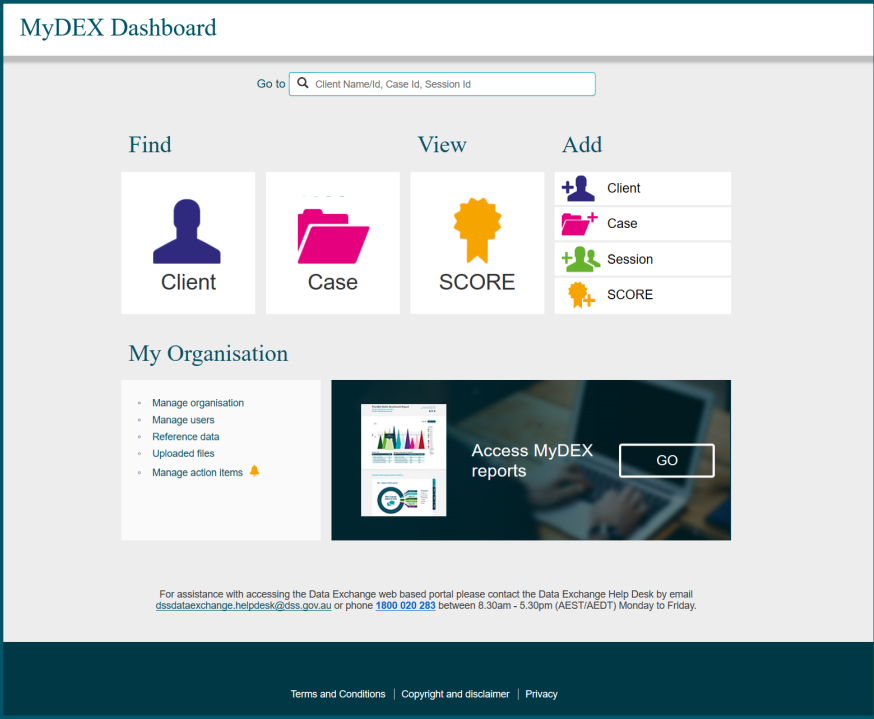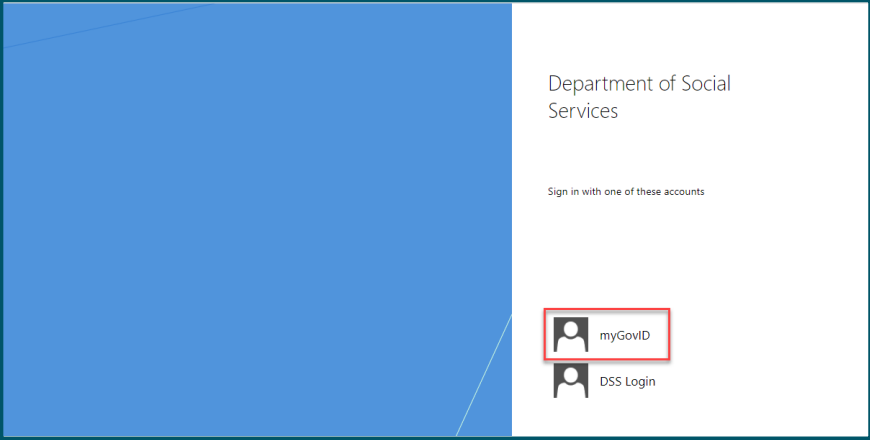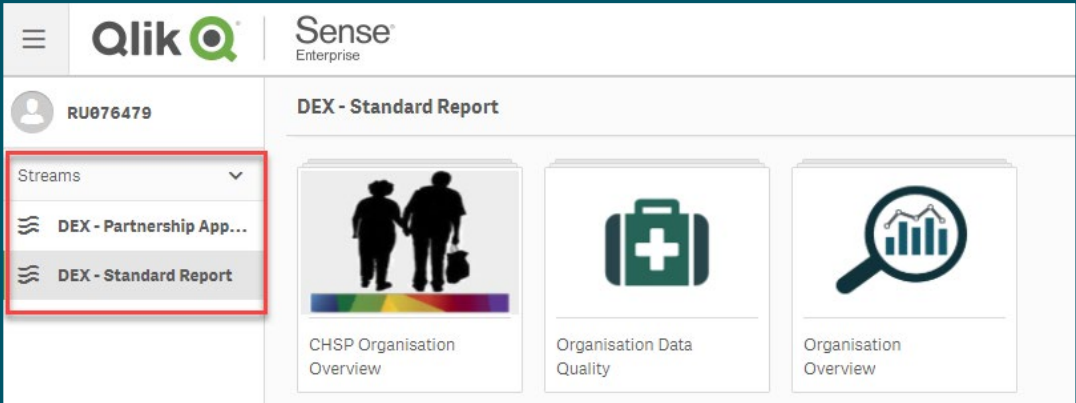# Data Exchange Report Structure

As part of the Data Exchange, all organisations that use the Data Exchange will have access to their own set of reports, which reflect the information submitted by their organisation. All available reports are accessed via the Data Exchange web-based portal. The ability to access the data and run reports will reflect the level of user access within the organisation.
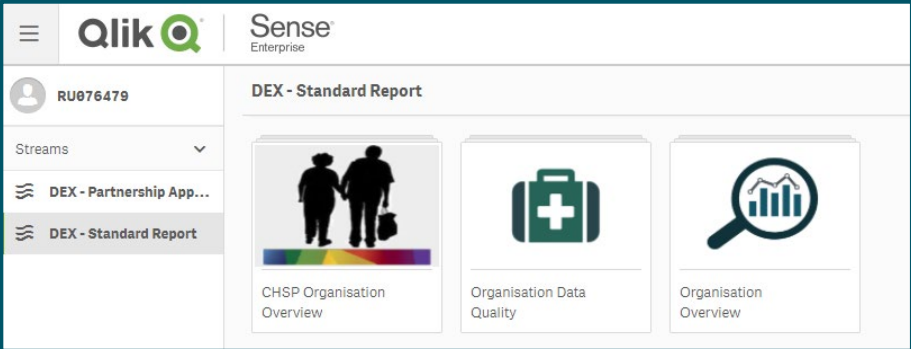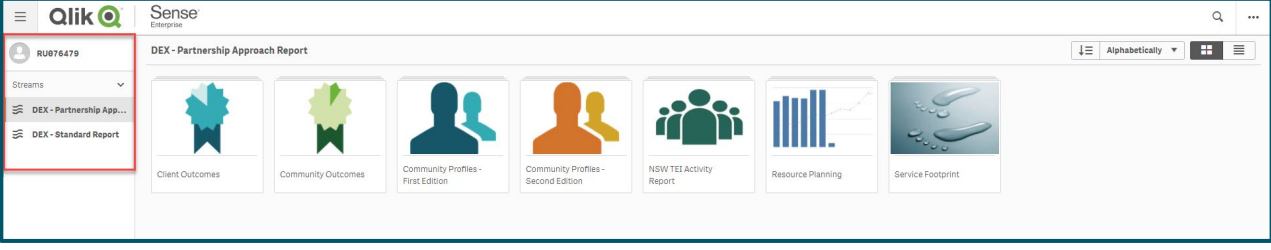
This task card describes the process of accessing the reports and provides a brief overview of the structure of the reports and Qlik.
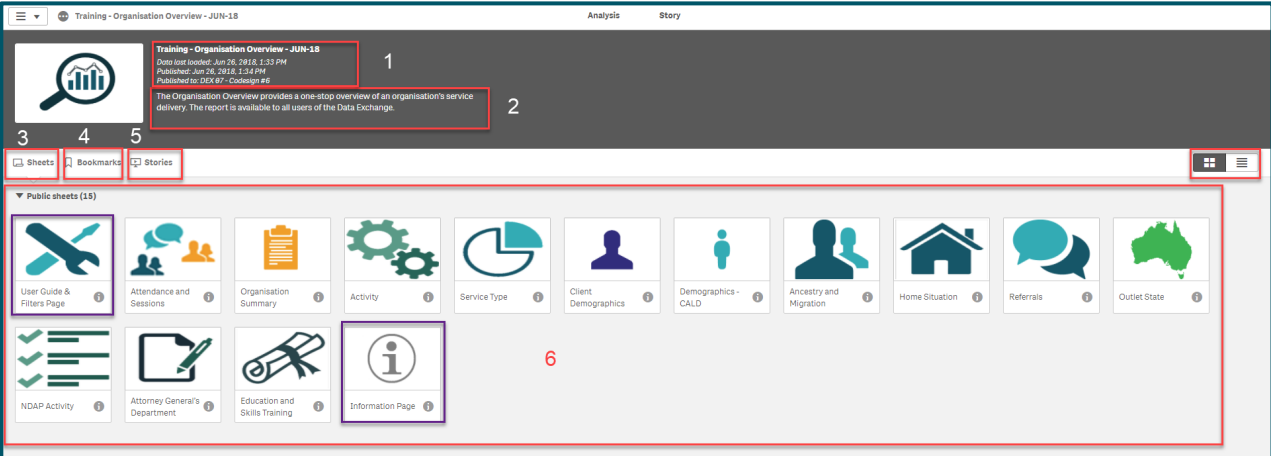
Access and Log in

Step	Action
1	From the Data Exchange web-based portal, select Go located in the **Access MyDEX reports** box

Step	Action
2	The **Reports screen** will display with the options **Standard reports** and **Partnership reports**. The tile you click on will determine the report stream you will initially land in when you enter **Qlik Sense**. Once in **Qlik Sense** you will be able to navigate between streams as required.
3	When you select either the **Standard reports** or **Partnership reports** tile, the Login screen will display. Login via the **myGovID** option.
4	The **Qlik Sense** screen will display. Select the required report stream to access the required report.

Reports

Step	Action
1	**Standard Reports** The standard reports include the Organisation Overview report and the Organisation Data Quality Report that are available to all organisations. Organisations delivering the Community Home Support Program should access the CHSP Organisation Overview report to access additional CHSP data.
2	**Partnership Reports** If your organisation has selected to participate in the Partnership Approach, you will also be able to access the following additional reports.

Report Structure

Step	Action
1	All reports have a similar structure.
	1. Report details – Includes the date data was last updated.
	2. Report description – Provides a brief overview of the information contained in the report.
	3. Sheets navigation button – shows the sheets available in this report.
	4. Bookmarks button – opens saved bookmarks.
	5. Stories button – quickly open stories you have saved or create a new story.
	6. Sheets available in this report.
	All reports have a User Guide and Filters Page sheet and Information page sheet.
	The User Guide and Filters Page sheet includes information about the report purpose, where to get further Help and Guidance, the report version and when the report was last updated.
	The Information Page provides links to further information about the Data Exchange and a Glossary of terms relevant to the report.

Supported browsers

In order to access the Data Exchange reports, your computer needs to meet certain requirements. Select this link to view the list of supported browsers.

You can find more information on reporting requirements in the Data Exchange Protocols. For further information on reports functionality, please visit the Training tab of the Data Exchange website.

For system support, contact the Data Exchange Helpdesk by email at dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283.