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Communities  
Agency

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## Monthly Monitoring Return Guidance Note

### Get Britain Building Programme

**FOR EXTERNAL PARTNERS**

Version 3.0

Issued May 2013

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# 1. Introduction

The HCA Partner Portal has been developed to enable external users to provide the Monthly Monitoring Return (MMR) information to the HCA directly via a secure online form.

The system provides a secure workspace for partners to complete their MMR submissions over a period of time. The new questionnaire format provides a greater level of control and simplicity and enables the HCA to provide clear instructions on completing the return and the type of information required. The online form will also identify which sections have not been fully completed and will not allow the MMR to be submitted until all relevant information has been entered.

Partners can log into the system at any time to access their workspace and the current or previous MMR submissions. Each partner will only have access to their own projects and related questionnaires. The HCA Project Managers will only have access to the completed MMR submissions for projects that they are responsible for.

## 2. How to Access the Partner Portal

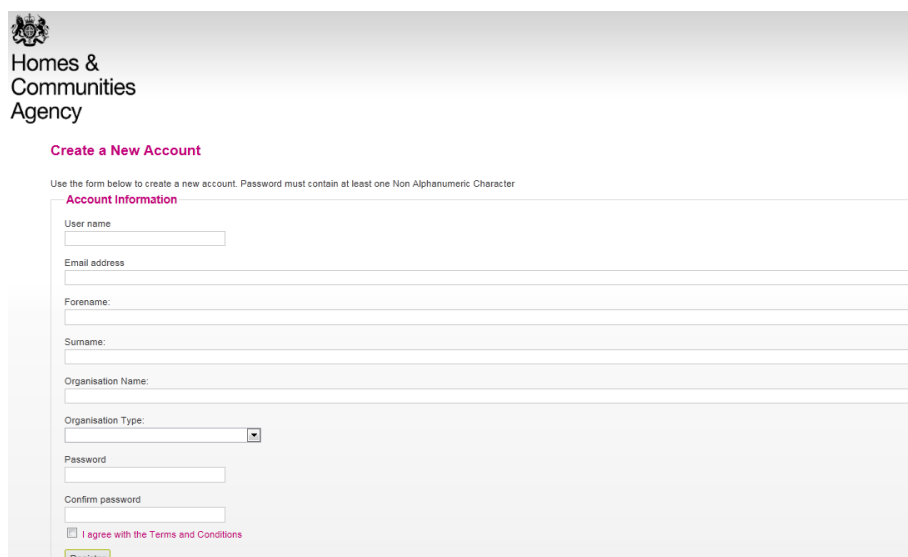
### NOTE

The Partner Portal can be accessed via the following link:  
<https://partners.hca-online.org.uk/Portal/Landing/Begin>.

The first time partners access the portal they will be required to register their details and complete the security information requested. Partners will then be required to log in each time they need to use the portal.

### 2.1 Registration

Each partner will initially receive a letter from the GBB Central Team requesting identification details of the nominated user in order for an account to be set up; this process allows the HCA to validate identification during registration. The GBB Central Team will then contact the partner/nominated person and ask them to register a new account on the Portal home page. Click on the 'Register' link, top right hand corner of the homepage and complete the required details:



The screenshot shows the registration page for the HCA Partner Portal. At the top left is the HCA logo and the text 'Homes & Communities Agency'. Below this is a link 'Create a New Account'. A note states: 'Use the form below to create a new account. Password must contain at least one Non Alphanumeric Character'. The form is titled 'Account Information' and contains the following fields: 'User name', 'Email address', 'Forename', 'Surname', 'Organisation Name', 'Organisation Type' (a dropdown menu), 'Password', and 'Confirm password'. At the bottom of the form, there is a checkbox for 'I agree with the Terms and Conditions' and a 'Register' button.

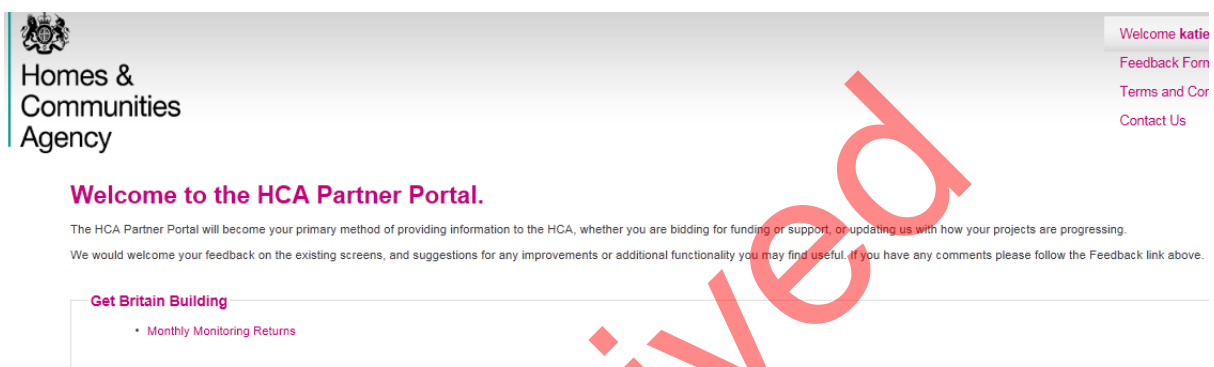
## NOTE

A password must be at least 8 characters and contain at least 1 non-alphanumeric character, such as 'Developer!99'

Once successfully registered, partners will receive an automated confirmation email which contains a link which must be followed to activate the account. Activation of the account, following registration, will not be immediate, so please allow 24 hours before logging in to use the system for the first time.

## 2.2 Logging in

Once registered and the account has been activated, click on the 'Log in' link at the top right hand corner of the home page. Enter your username and password. Once logged in your name will appear in the top right hand corner of the screen.



The screenshot shows the HCA Partner Portal home page. At the top left is the Homes & Communities Agency logo. At the top right, there is a user greeting 'Welcome katie' and links for 'Feedback Form', 'Terms and Cor', and 'Contact Us'. The main heading is 'Welcome to the HCA Partner Portal.' Below this, there is a paragraph explaining the portal's purpose: 'The HCA Partner Portal will become your primary method of providing information to the HCA, whether you are bidding for funding or support, or updating us with how your projects are progressing. We would welcome your feedback on the existing screens, and suggestions for any improvements or additional functionality you may find useful. If you have any comments please follow the Feedback link above.' Below this is a section titled 'Get Britain Building' with a sub-link for 'Monthly Monitoring Returns'.

Click on 'Monthly Monitoring Returns' to access your projects.

Partners can log out at any time by using clicking the 'Log Out' button in the top right hand corner of the home page.

In the event that the password gets misplaced partners can use the Forgotten Password function to receive a new password.

## 2.3 Change of details

If any contact details change for a partner/nominated person, it is a requirement that the GBB Central Team is notified by email at [GetBritainBuilding@hca.gsi.gov.uk](mailto:GetBritainBuilding@hca.gsi.gov.uk)

## 2.4 Home page

The home page also has the following features:

### 2.4.1 Feedback Form

This form will enable the HCA to monitor how effective the Partner Portal is from a partner's perspective. Please use this form to leave any comments concerning ease of use or suggestions for future improvements. All feedback is anonymous unless you choose to provide your name and contact details.

#### **2.4.2 Terms and Conditions**

All partners should use this link to familiarise themselves with HCA's Terms and Conditions concerning access and use of the Partner Portal. If any additional information is required and not contained within this page please contact the GBB Central Team.

#### **2.4.3 Contact Us**

On the home page the contact details are for the HCA Service Desk and should only be used when experiencing technical difficulties with the site.

On the MMR pages of the Partner Portal, the contact details link will instead display 'GBB Contacts' where the GBB email address is available for all queries relating to the completion of the MMR.

#### **2.4.4 Portal Services**

The Change Password page allows partners to amend or create a new password.

The User Account Details page allows partners to add and edit a Forename and Surname and add contact telephone numbers. We encourage partners to update these fields.

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### 3. Monthly Monitoring Returns

On the Home page, click on the pink link Monthly Monitoring Returns to access the MMR pages.

This will open a new screen displaying three tabs (different pages within the screen) – Projects, Project Details and Monthly Return. The *Projects* tab will be displayed first. This lists all of the projects relevant to the logged in partner, which have been approved by GBB Project Executive and are required to submit monthly monitoring returns (example below).


Monthly Monitoring

Please select a project below:

Drag a column header and drop it here to group by that column

Project Identifier	Project Name	Developer	Operating Area	Current Monthly Monitoring Return Status	
25334	GBB - Berry Edge phase 2, Barratt	Barratt	North East, Yorkshire and The Humber	Locked	Select Project
25306	GBB - Bracken Gardens, Barratt	Barratt	Midlands	Draft	Select Project
25333	GBB - Churchill Park, Barratt	Barratt	Midlands	Submitted	Select Project
25435	GBB - Fusion, Barratt	Barratt	North East, Yorkshire and The Humber	Draft	Select Project
25332	GBB - Hamlet Place, Barratt	Barratt	Midlands	Submitted	Select Project
25308	GBB - Horizon, Barratt	Barratt	Midlands	Draft	Select Project

The 'Project Identifier' is a unique reference number provided to each scheme.

The  icon on the left hand side opens a new box when clicked and provides the contact name and telephone numbers of the partner as provided in the User Account Details page.

The 'Current Monthly Monitoring Status' of the project shows which stage the latest return is at in the completion and submission process:

- Draft Incomplete MMR, not submitted. Draft data cannot be viewed by HCA
- Draft – Overdue Incomplete MMR, not submitted beyond the 10<sup>th</sup> day of the following month. Draft data cannot be viewed by HCA
- Submitted Completed and submitted but user has opportunity to change data and resubmit until 10<sup>th</sup> day of following month. Relevant HCA Project Managers can view the data.
- Locked All submitted MMRs are locked on 10<sup>th</sup> day of following month. Relevant HCA Project Managers can view the data.
- Missing No MMR has been created for the current month

Click on the 'Select Project' button next to a project to access the next tab *Project Details* – this is where you create a new MMR or access existing MMRs for that project, as shown below.

**Monthly Monitoring**

Projects | Project Details | Monthly Return

Please select a monthly return for 'GBB - The Belt, Barratt' below:

Create Monthly Return

Drag a column header and drop it here to group by that column

Month/Year	Status Description	Submission Date		
August/2012	Draft		Open Return	Print Return
July/2012	Locked	16/07/2012	Open Return	Print Return
June/2012	Locked	09/07/2012	Open Return	Print Return

Displaying items 1 - 3 of 3

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As well as the Status, this screen also displays the Submission Date and two buttons:

- 'Open Return' - to access the MMR details
- 'Print Return' - to print off the details in a report format, example (excluding data) shown below:

**GBB Monthly Monitoring Return Form**

Developer: \_\_\_\_\_  
 PCS No and Project Name: \_\_\_\_\_  
 Month: \_\_\_\_\_  
 HCA Operating Area: \_\_\_\_\_

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**GBB Common**  
 Detail progress against milestone dates (include details of any anticipated delays and actions to mitigate)  
 ...

**Milestone dates**  
 Start on site: \_\_\_\_\_  
 Sale of first unit: \_\_\_\_\_  
 Sale of last unit: \_\_\_\_\_  
 Marketing start date: \_\_\_\_\_  
 Finish on site: \_\_\_\_\_  
 Describe and give reasons for any delays to works programme  
 ...

Are there any notifiable events as described in Clause 10 of the Development Facility Agreement, and Clause 9 in the Equity A & Equity B Facility Agreement?  
 ...

Detail any change in the financial or commercial standing of the Developer or Guarantor which may be deemed to have a Material Adverse Effect  
 ...

Are there any Significant Events, as defined within the Facility Agreement which have occurred within the reporting month?  
 ...

Is there any breach of any term or warranty under any agreement referred to in a GBB Document?  
 ...

Is there any matter or event which would entitle the Agency to terminate the Agreement in whole or in part?  
 ...

Provide details of any other Public Sector Subsidy or guarantees offered/received in respect of the Project: subsequent to the date of signing the Agreement  
 ...

Provide details of any estate or interest in the Scheme which has not been disposed of by the Developer  
 ...

Detail any proposed or potential Change in Control  
 ...

Provide details of any other issue requested by the Agency  
 ...

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**Units and Funding**

**Units to be delivered by December 2014**  
 Market - Sale/Rent: \_\_\_\_\_  
 Market - Private Rented Sector: \_\_\_\_\_  
 Affordable - LCHO or AHO: \_\_\_\_\_  
 Affordable - Social or Affordable Rent: \_\_\_\_\_  
 Developer's Own Intermediate Housing (LCMH): \_\_\_\_\_  
 Total: \_\_\_\_\_  
 Comment on any variation to units delivered by December 2014: \_\_\_\_\_

**All Funding Types**  
 Scheme costs to date:  
 Actual by this month (£): \_\_\_\_\_  
 Forecast next month (not cumulative) (£): \_\_\_\_\_  
 Comment on any variation to scheme costs to date: \_\_\_\_\_

Life-time/total scheme costs  
 Forecast (£): \_\_\_\_\_  
 Comment on any variation to Life-time/total scheme costs: \_\_\_\_\_

HCA funding drawn down to date (not including this month)  
 Loan (£): \_\_\_\_\_  
 Equity A (£): \_\_\_\_\_  
 Equity B1 (£): \_\_\_\_\_  
 Equity B2 (£): \_\_\_\_\_

HCA funding to be drawn down this month  
 Loan (£): \_\_\_\_\_  
 Equity A (£): \_\_\_\_\_  
 Equity B1 (£): \_\_\_\_\_  
 Equity B2 (£): \_\_\_\_\_

**Units Sold**  
 Number of sales since last report: \_\_\_\_\_  
 Total number of sales to date: \_\_\_\_\_

**Revenue**  
 Actual to date (£): \_\_\_\_\_  
 Forecast next month (£): \_\_\_\_\_  
 Life-time of scheme (£): \_\_\_\_\_

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**Plot Sales**

Plot Number	Unit Type	Tenure	Date of Sale	Income Received
Total				£0 00

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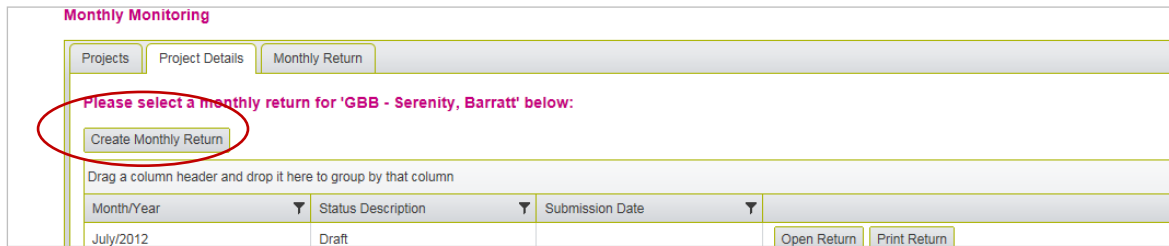
**Health and Safety**  
 Average No of persons on site for month: \_\_\_\_\_  
 Fatalities: \_\_\_\_\_  
 Major Injuries: \_\_\_\_\_  
 Over 7 Day Injuries: \_\_\_\_\_  
 Total no of reportable injuries to members of the public: \_\_\_\_\_  
 Dangerous Occurrences: \_\_\_\_\_  
 Total No of days lost due to accidents or ill health: \_\_\_\_\_  
 No of safety inspections, tool box talks etc completed: \_\_\_\_\_  
 No of accident investigations completed: \_\_\_\_\_  
 Visits by HSE, EA or Police: \_\_\_\_\_  
 Improvement Notices Served: \_\_\_\_\_  
 Prohibition Notices Served: \_\_\_\_\_

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**Attachments**  
 File: \_\_\_\_\_

### 3.1 How to create a new monthly return

To create a new MMR, click on the 'Create Monthly Return' button on the *Projects Details* tab.



The screenshot shows the 'Monthly Monitoring' interface with three tabs: 'Projects', 'Project Details', and 'Monthly Return'. The 'Project Details' tab is active. A message reads: 'Please select a monthly return for 'GBB - Serenity, Barratt' below:'. Below this message is a button labeled 'Create Monthly Return', which is circled in red. Below the button is a table with columns: 'Month/Year', 'Status Description', and 'Submission Date'. The table contains one row: 'July/2012', 'Draft', and an empty cell. To the right of the table are two buttons: 'Open Return' and 'Print Return'.

A new version will be created and displayed in the *Project Details* tab; the status will be 'Draft' and dated for the month it was created in.

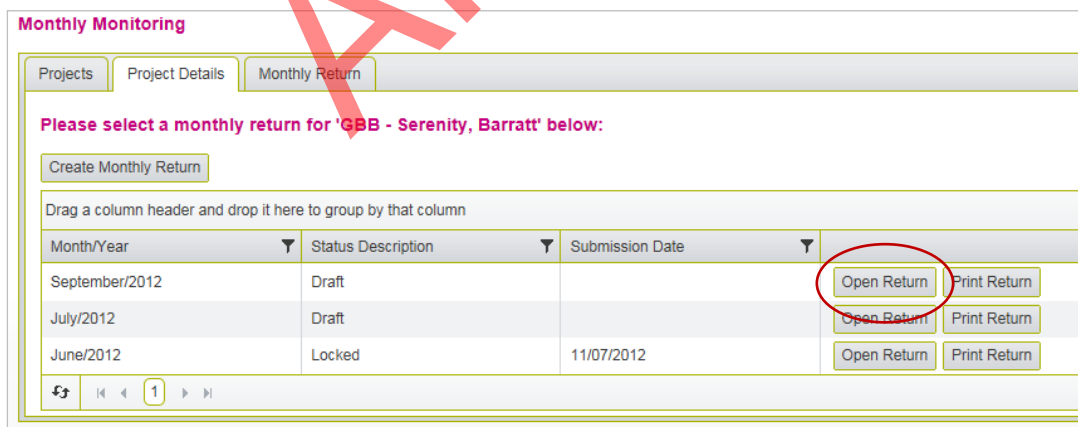
#### NOTE

The data contained with a return must relate to the date of the return. For example April data (regarding data from 1<sup>st</sup> April – 30<sup>th</sup>) should be recorded in the return called 'April'.

A Partner must enter the portal every month in order to create a return for that month, for example the March return can only be created when the partner enters the portal during March. If the partner attempts to create a new return in April, the return will be called April only.

### 3.2 How to access a draft or submitted monthly return

To access any MMRs, click on the 'Open Return' button next to the appropriate month on the *Projects Details* tab.



The screenshot shows the 'Monthly Monitoring' interface with three tabs: 'Projects', 'Project Details', and 'Monthly Return'. The 'Project Details' tab is active. A message reads: 'Please select a monthly return for 'GBB - Serenity, Barratt' below:'. Below this message is a button labeled 'Create Monthly Return'. Below the button is a table with columns: 'Month/Year', 'Status Description', and 'Submission Date'. The table contains three rows: 'September/2012', 'Draft', and an empty cell; 'July/2012', 'Draft', and an empty cell; 'June/2012', 'Locked', and '11/07/2012'. To the right of the table are two buttons: 'Open Return' and 'Print Return'. The 'Open Return' buttons for September and July are circled in red. Below the table is a pagination bar with a currency symbol (£), a left arrow, a page number '1', a right arrow, and a refresh icon.

Draft MMRs will have incomplete data which cannot be viewed by HCA. Draft MMRs for past months should be completed and submitted as soon as possible. These will be 'Locked' on the evening they are submitted.

Submitted MMRs will have completed data but partners have an opportunity to change data and resubmit until 10<sup>th</sup> day of the following month, e.g. July's return can be amended and resubmitted up until the 10<sup>th</sup> August.



All submitted MMRs are locked on 10<sup>th</sup> day of the month after which the relevant HCA Project Managers can view the data.

Month/Year	Status Description	Submission Date	
August/2012	Submitted	19/09/2012	Open Return Print Return
July/2012	Locked	16/07/2012	Open Return Print Return

Previously submitted MMR forms will have a status of 'Locked' and a submission date. To access these forms just click on the 'Open Return' button for the relevant month and year. Click through the different tabs, as shown below, to view the submitted information.

Projects Project Details Monthly Return

Monthly Monitoring Return (ID: 14) for 'GBB - Eccleston Park, Barratt' : 01 July 2012

Submission
  Common
  Units & Funding
  Plot Sales
  Housing Completions
  Health & Safety
  Attachments

This monthly return was submitted on 16 July 2012 at 10:25:27.

This report is the Monthly Monitoring Report for the purposes of the GBB Facility Agreement (the Facility Agreement) dated: 09/06/2012 between the Agency, The Developer and The Guarantor

Confirmation that to the best of the submitters knowledge the information contained in this Monthly Monitoring Report is true and correct and is in compliance with the GBB Finance Documents   
 The auditor agrees with the content of this form

## 4. How to Complete a Monthly Return

Once you have created a new return click the 'Open Return' button. You will be taken to the Submission tab (first page) of the MMR. This button will also open existing returns for updating that have the status of 'Draft', 'Draft – Overdue, or 'Submitted' (before 10<sup>th</sup> day of the month).

Partners should enter the necessary data on each tab as and when they have the information required to do so. A yellow hexagon with an exclamation mark will be displayed on a tab heading to alert the partner that the information is incomplete and still required. When the alert on the tab heading changes to a green tick this signifies that the information is complete.

Submission
  Common
  Units & Funding
  Plot Sales
  Housing Completions
  Health & Safety
  Attachments

On subsequent MMRs the Common and Housing Completions tabs will always display a green tick because this information is carried over each month due to the nature of the data (partners only need to amend if necessary). Partners should always check and ensure these are updated if there are any changes for the current month.

On each tab in the MMR there are a number of different types of data entry fields, e.g. dates, values, text, multiple answers, etc. See **Annex 1** for a full list of the fields and how to use them.

## 4.1 Submission tab

This screen will display different information depending on the stage of the MMR.

### 4.1.1 Incomplete MMRs

Whilst the MMR is being updated, this screen will display all of the questions with outstanding responses. This will enable partners to clearly see what areas of the return still require their attention. The list will gradually reduce as the MMR is completed.

Projects | Project Details | Monthly Return

Monthly Monitoring Return (ID: 29) for 'GBB - Serenity, Barratt' : 01 September 2012

Submission Common Units & Funding Plot Sales Housing Completions Health & Safety Attachments

Please address the issues identified below.

**Units & Funding:**

- Missing answer: Actual by this month (£)
- Missing answer: Forecast next month (not cumulative) (£)
- Missing answer: Forecast (£)
- Missing answer: Loan (£)
- Missing answer: Equity A (£)
- Missing answer: Equity B1 (£)
- Missing answer: Equity B2 (£)
- Missing answer: Loan (£)
- Missing answer: Equity A (£)
- Missing answer: Equity B1 (£)
- Missing answer: Equity B2 (£)
- Missing answer: Actual by this month (£)
- Missing answer: Forecast next month (£)
- Missing answer: Forecast (£)
- Missing answer: Number of sales since last report
- Missing answer: Total number of sales to date
- Missing answer: Actual to date (£)

**Health & Safety:**

- Missing answer: Average No of persons on site for month
- Missing answer: Fatalities
- Missing answer: Major Injuries
- Missing answer: Over 7 Day Injuries

### 4.1.2 Completed MMRs

When the MMR has been completed and there are no outstanding answers, this screen will automatically reset to display the Submission page. This will enable partners to confirm that they have completed the return and authorise it to be submitted to the HCA.

Monthly Monitoring

Projects | Project Details | Monthly Return

Monthly Monitoring Return (ID: 27) for 'GBB - The Dell, Burke Construction NW' : 01 August 2012

Submission Common Units & Funding Plot Sales Housing Completions Health & Safety Attachments

You may submit the monthly return

The completion, signing and monthly update of this Monthly Monitoring Report is legally binding and if not completed risks breach of contract.  
This report is the Monthly Monitoring Report for the purposes of the GBB Facility Agreement (the Facility Agreement) dated:  
[ ] between the Agency,  
[ ] and  
[ ]

By ticking this box you are confirming that to the best of your knowledge the information contained in this Monthly Monitoring Report is true and correct and is in compliance with the GBB Finance Documents

By ticking this box you are confirming that the auditor agrees with the content of this form

I agree with and wish to submit this monthly report

submit

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Once submitted, partners have an opportunity to change the MMR data and resubmit, if necessary, until the 10th day of the month.

### 4.1.3 Prior to submitting the MMR

Once all of the tabs have been updated, it is advisable that you print the report, using the 'Print Return' button (see section 3) and have the contents reviewed by the appropriate parties before completing the final submission screen.

## 4.2 Common tab

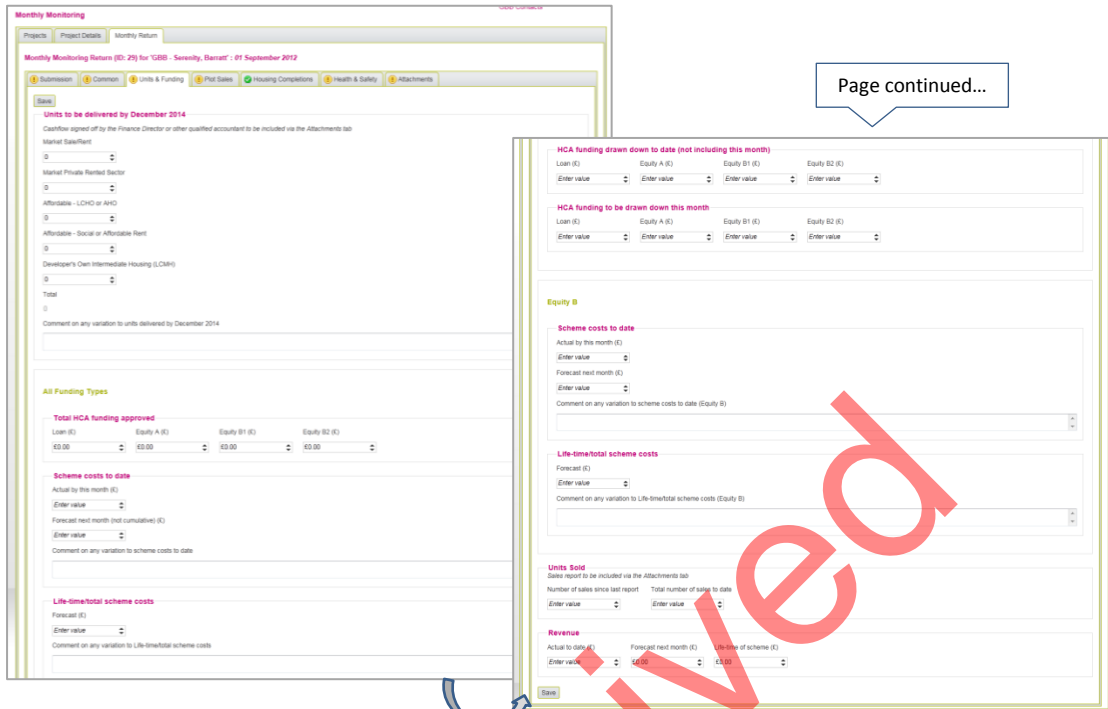
This screen contains questions relating generally to the project, including milestone information, notifiable/significant events and any changes to financial or commercial standing.

Some fields will allow you to enter multiple answers. To add a new record line just click on the '+ Add new record' button. A box will appear, enter the answer and then click on the '✓ Insert' button. This will now appear in a new row. Answers can be edited or deleted as necessary.

On subsequent MMRs the Common tab heading will always display a green tick because this information is carried over each month due to the nature of the data. Partners only need to amend or add information if necessary.

### 4.3 Units & Funding tab

This screen is used to record top line information on units to be delivered/sold and funding:

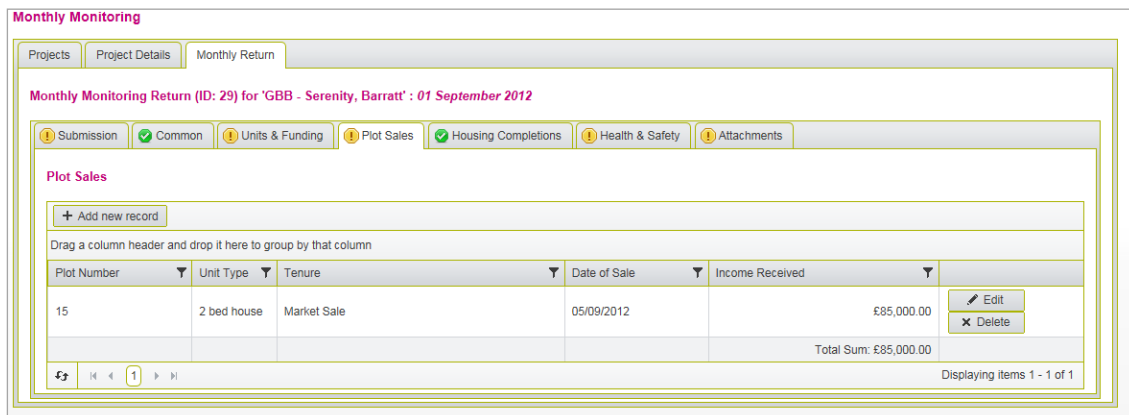


Click on the 'Save' button (there's one at the top and bottom of this screen) to save any changes made.

**Note:** The total number of sales to date on the Units & Funding tab must be the same as the total number of plots recorded on the Plot Sales tab.

### 4.4 Plot Sales tab

This screen is used to capture details of the Plot Sales:



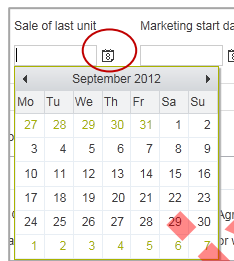
#### 4.4.1 How to enter data

Click on the '+Add new record' button to activate a new row of data entry fields. Information on the individual plot sale should be entered:

Plot Number	Unit Type	Tenure	Date of Sale	Income Received
15	Studio	Market Sale	05/09/2012	£85,000.00

The Unit Type and Tenure fields both have a list of options to select from - click on the arrow next to the field to view the list, e.g. **Studio**

The 'Date of Sale' should be entered in the format DD/MM/YYYY or select the date from the calendar function, as shown:



Click on the 'Insert' button to save the changes. For additional sales, click the '+ Add new record' button and add data as required. The data is carried forward each month and previous sales can be edited or deleted at any time, if required, by using the 'Edit' and 'Delete' buttons on the right hand side of the table.

**Note:** The total number of plots recorded on the Plot Sales tab must be the same as the total number of sales to date on the Units & Funding tab.

#### 4.5 Housing Completions tab

This screen is used to record the profiled number of housing completions per month by tenure. The total figure in this table should equal the total in the Units & Funding 'Units to be delivered by December 2014'.

Only actual completions should be recorded in the current reporting period and earlier. Any figures in future months will be regarded as forecasts.

**Monthly Monitoring**

Projects | Project Details | Monthly Return

Monthly Monitoring Return (ID: 29) for 'GBB - Serenity, Barratt' : 01 September 2012

Submission | Common | Units & Funding | Plot Sales | **Housing Completions** | Health & Safety | Attachments

**Housing Completions**

Only actual completions should be recorded in the current reporting period and earlier. Any figures in future months will be regarded as forecasts. Updated build programme to be included via the Attachments tab

Period	Market - Sale/Rent	Market - Private Rented Sector	Affordable - Social or Affordable rent	Affordable - LCHO or AHO	Total	
Jan 2012	0	0	0	0	0	Edit
Feb 2012	0	0	0	0	0	Edit
Mar 2012	0	0	0	0	0	Edit
Apr 2012	0	0	0	0	0	Edit
May 2012	0	0	0	0	0	Edit
Jun 2012	0	0	0	0	0	Edit
Jul 2012	0	0	0	0	0	Edit
Aug 2012	0	0	1	0	1	Edit
Sep 2012	0	0	0	0	0	Edit
Oct 2012	0	0	0	0	0	Edit

#### 4.5.1 How to enter data

Find the relevant month and click on the 'Edit' button on the right hand side of the table.

Mar 2012	0	0	0	0	0	Edit
Apr 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	0	Update Cancel
May 2012	0	0	0	0	0	Edit

The entry boxes for that month will then be activated and the number of completions can be entered. Click on the 'Update' button to save the changes. Total sums per tenure are displayed at the bottom of the table.

On subsequent MMRs the Housing Completions tab heading will always display a green tick because this information is carried over each month due to the nature of the data. Partners only need to amend or add information if necessary.

#### 4.6 Health & Safety tab

This screen is used to capture statistical data concerning accidents and interventions, e.g. improvement notices served. This data is not carried forward each month.

**Monthly Monitoring**

Projects | Project Details | Monthly Return

Monthly Monitoring Return (ID: 29) for 'GBB - Serenity, Barratt' : 01 September 2012

Submission | Common | Units & Funding | Plot Sales | **Housing Completions** | **Health & Safety** | Attachments

Save

**Accident Statistics**

Average No of persons on site for month

Fatalities

Major Injuries

Over 7 Day Injuries

Total no of reportable injuries to members of the public

Dangerous Occurrences

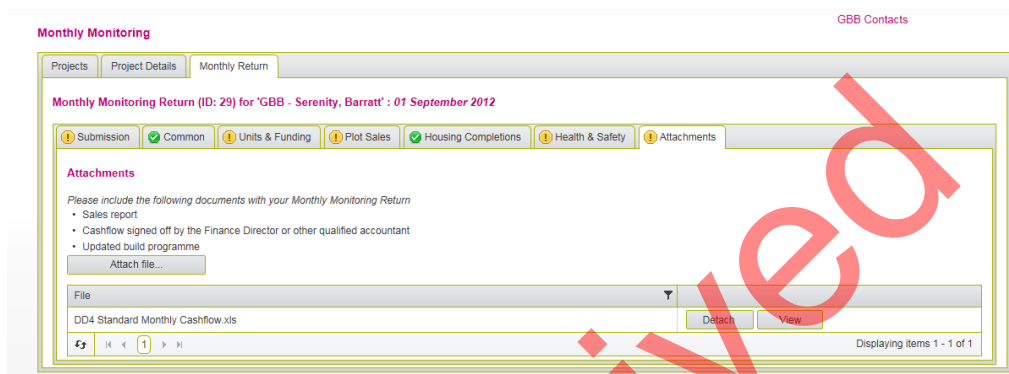
## 4.7 Attachments tab

This screen is used to upload the following attachments with each monthly submission: Cashflow (signed off by the Finance Director or equivalent); Build Programme and Sales Report.

All three attachments are required for the submission to be considered as complete by the system.

### 4.7.1 How to upload a document

Click the 'Attach file...' button. This will open up the partner's own computer network. Once the relevant document has been selected it will then be imported and displayed on the screen, as shown below:



Documents can be removed or viewed at any time by using the 'Detach' and 'View' buttons on the right hand side of the screen.

## 5. Further Information

If you require any further information please contact either your GBB Operating Area lead (see <http://www.homesandcommunities.co.uk/get-britain-building> for details) or email the GBB Central Team at [GetBritainBuilding@hca.qsi.gov.uk](mailto:GetBritainBuilding@hca.qsi.gov.uk)

## Annex 1

On each page (tab) of the MMR there are a number of different ways to enter data or answer questions. The different field types are described below:

Field Type	Functionality
Text Boxes	The user is required to provide an answer to each question. If an answer is not available or is not applicable this should be explained in the text box provided, the text box should not be left blank otherwise the Submission page will not become available
Date Boxes	Where a question asks for a date to be provided a calendar function will be available to choose the appropriate date; this function will be to the right hand side of the answer box. Alternatively a date can be manually entered in the format DD/MM/YYYY
Numerical Answers	A number can be typed into the box or the up and down arrows can be used to find the correct number. The same applies to numerical financial entries however the system will automatically convert the number into a currency with decimal points.
Check boxes	<p>Some questions have a check box to be clicked to signify a positive response to the question. When the box is checked an additional screen will become activated and allow for more information to be provided.</p> <p>You can uncheck the box at any time to remove the entries or signify a negative response to the question.</p> <p>An alert will be displayed if you click the check box but do not add a text entry; the alert will appear when you try and save your work. You will not be able to move into the next tab until you have resolved the issue; either by unclicking the box or adding an entry.</p>
Multiple Answers	<p>The Common tab (and other tabs) contains questions that may require multiple answers. The user can create additional entries to such questions by using the '+ Add new record' button provided underneath the question.</p> <p>A text box will then be displayed and the answer should be entered into it, then press 'Insert' to save the answer. All of the answers for the question will be displayed in a table on the screen.</p> <p>Any answer can be edited or deleted at any time by using the 'Edit' and 'Delete' buttons on the right hand side of the table</p>
Save Button	There are 'Save' buttons on several tabs which should be used regularly to save work before exiting the screen to avoid losing data.