

**How to: Create an Ad Hoc Return:**

This step-by-step guidance provides information on the process for creating an *ad hoc* Return.

To create an *ad hoc* Return, please follow these steps:

- i. After logging in, on the *Home Page* select '**View/Edit Data**' shown in figure 1.1; this will bring you to a list of the Returns that your firm can submit. Select the Return type for which you wish to make the *ad hoc* Return.

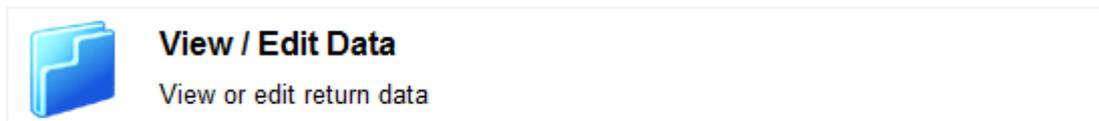


Figure 1.1

- ii. On the next screen, select '**View/Edit Returns**'. This will bring you to a screen showing the various returns under this heading that have been submitted previously and that need to be submitted still. At the bottom right of the page, select the button '**Add Return**', shown in figure 1.2.

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated					
<a href="#">04-Jun-2013</a>	Incomplete	02-Jul-2013		11-Jun-2013 (14:22)					
<a href="#">31-Mar-2012</a>	Blank	28-Apr-2012		05-Dec-2012 (14:40)					

[Add Return](#)

Figure 1.2

- iii. This will bring you to a screen requiring you to input a '**Reporting Date**' and a '**Submission Due Date**'. The '**Reporting Date**' must be in the past, while the '**Submission Due Date**' must be in the future. Once you have chosen the dates, select the '**Add**' button below the date entry fields, shown in figure 1.3.

## Add Return Instance

Reporting Date:

Submission Due Date:

[Add](#) [Cancel](#)

Figure 1.3

- iv. You will be back on the page listing all dates for Returns of this type. You should select the Return that you have just created.
- v. One of the available Sections (or the only available Section depending on the type of Return) will be 'X document' where 'X' is the Return name. In addition to filling out any other Sections of the Return that are appropriate in respect of this *ad hoc* Return, any additional supporting documentation can be uploaded using this Section. To upload relevant documentation, select this Section, and you will be brought to the screen shown in figure 1.4.

<b>Filename:</b>	N/A
<b>Size:</b>	N/A
<b>Uploaded Date:</b>	N/A
<b>Uploaded By:</b>	N/A

[Back](#) [Clear](#) [Upload](#) [Download](#)

Figure 1.4

- vi. To add the required documentation, select the '**Upload**' button. This will bring you to a new page where a '**Browse**' option is available, as shown in figure 1.5. Use this to select the document you wish to upload, ensuring that you comply with the naming conventions required. These are set out just below the 'Browse' button. You will be unable to upload a file that does not comply with the naming conventions. Once the required document has been chosen, select the '**Upload**' button at the bottom left of the page

Select a file and click 'Upload' to upload it to the server:

The file name must take one of the following format(s):

A Portable Document Format (.pdf) document named CCCCCC\_YYYYMMDD\_BreachError where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

A Microsoft Word 97-2003 (.doc) document named CCCCCC\_YYYYMMDD\_BreachError where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

A Microsoft Word (.docx) document named CCCCCC\_YYYYMMDD\_BreachError where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

An excel document format (.xlsx) document named CCCCCC\_YYYYMMDD\_BreachError where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

An excel document format (.xls) document named CCCCCC\_YYYYMMDD\_BreachError where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

Please note the following:

- 1) The file must be named according to the naming convention above before being uploaded.
- 2) The file name is case sensitive.

Figure 1.5

- vii. Depending on the Return type, it may be possible to add more than one document. To do this, after uploading one document you will be back at the Document File screen in figure 1.4 above; select the '**Add File**' button if it is available to add other files. If it is not available, this Return type only supports the uploading of one supporting document.
- viii. Once the document or documents have been uploaded, select '**Back**' to return to the sections of the Return. The Status of the 'X document' Section will have changed to 'Valid', and it will be ready to be finalised. Once you are happy with all of the Sections, including the uploaded documents, select '**Finalise**'. The *ad hoc* Return will now be ready to be signed-off by someone from the firm.