




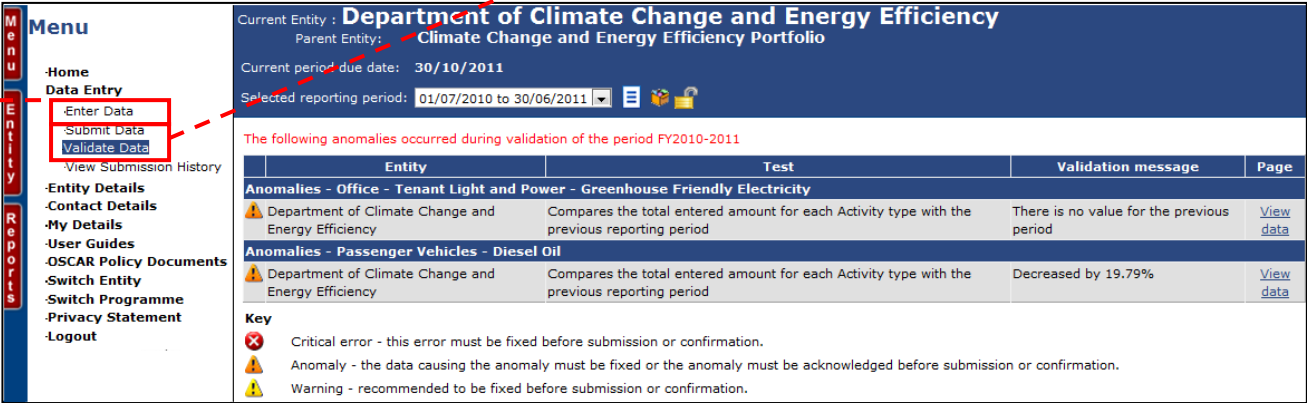
GOVERNMENT GREENHOUSE ENERGY REPORTING (GGER): VALIDATING AND SUBMITTING IN OSCAR

Once you have entered all energy data, responded to the questionnaires, and provided comments about your agency's energy performance (see factsheet 2); click the  button to store your agencies entry.

The Primary Contact should now be able to validate and submit your agency's data to DCCEE.

Validating Data

On the left hand menu, under Data Entry, select Validate Data.



The screenshot shows the OSCAR system interface for the Department of Climate Change and Energy Efficiency. The left-hand menu is visible, with 'Validate Data' highlighted under the 'Data Entry' section. The main content area displays a table of anomalies that occurred during validation for the period FY2010-2011.

Entity	Test	Validation message	Page
Anomalies - Office - Tenant Light and Power - Greenhouse Friendly Electricity			
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	There is no value for the previous period	View data
Anomalies - Passenger Vehicles - Diesel Oil			
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	Decreased by 19.79%	View data

Key

- Critical error - this error must be fixed before submission or confirmation.
- Anomaly - the data causing the anomaly must be fixed or the anomaly must be acknowledged before submission or confirmation.
- Warning - recommended to be fixed before submission or confirmation.

The OSCAR system shall automatically identify where any anomalies have occurred within your data.

Anomalies are increases/decreases greater than 10 per cent in activity levels (shown under 'Validation message').

It is very important that all validation anomalies are explained in your agency comments. To amend your agency comments, select 'Enter Data' and return to the comments tab (see page 11 of Fact sheet 2 for further details).

Modify the comments field, and click  to store your entry.

When all validation anomalies have been explained in your comments, you are ready to submit your data to DCCEE.

NOTE: All graphic examples used in this factsheet are test data only.

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





Submitting Data

On the left hand menu, under Data Entry, select **Submit Data**.

The screenshot shows the OSCAR system interface. On the left is a vertical menu with 'Submit Data' highlighted. The main content area shows the current entity as 'Department of Climate Change and Energy Efficiency' and the selected reporting period as '01/07/2010 to 30/06/2011'. Below this is a text box with instructions on how to handle anomalies. At the bottom is a table of anomalies.

Entity	Test	Validation message	Page	Acknowledge
Anomalies - Office - Tenant Light and Power - Greenhouse Friendly Electricity				
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	There is no value for the previous period	View data	<input type="checkbox"/>
Anomalies - Passenger Vehicles - Diesel Oil				
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	Decreased by 19.79%	View data	<input type="checkbox"/>

You will be asked to formally acknowledge the anomalies identified earlier.

If all validation anomalies have been explained in your comments section, select the **tick boxes**, and then click **Continue to Step 2**.

Step 2 (below) will ask you to add any comments regarding submissions (i.e. "Contact me to discuss my agencies submission"). *This is an optional field and can be left blank.*

The screenshot shows the Step 2 submission process. It includes instructions to add comments and a large text area for 'Comments:'. A 'Complete Submission' button is visible at the bottom.

Click the **Complete Submission** button to submit your agency data to DCCEE.

DCCEE will now review your submissions and either:
Request further information, additional data and/or comments
Or request you to **CONFIRM** your data within OSCAR

If DCCEE contacts you for further information, you may need to amend your OSCAR entry and resubmit your data. DCCEE will provide guidance on what changes need to occur.

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Confirming Data

You will receive a notification via email requesting you to confirm your data within OSCAR.

Upon logging back into OSCAR, on the left hand menu, select **Confirm Data**. Please note this menu option will only appear after DCCEE has reviewed your submission.

The screenshot shows the OSCAR interface for the Department of Climate Change and Energy Efficiency. The left-hand menu has 'Confirm Data' highlighted. The main content area displays a message about anomalies and a table with the following data:

Entity	Test	Validation message	Page	Acknowledge
Anomalies - Office - Tenant Light and Power - Greenhouse Friendly Electricity				
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	There is no value for the previous period	View data	<input type="checkbox"/>
Anomalies - Passenger Vehicles - Diesel Oil				
Department of Climate Change and Energy Efficiency	Compares the total entered amount for each Activity type with the previous reporting period	Decreased by 19.79%	View data	<input type="checkbox"/>

You will be prompted to again acknowledge the anomalies identified earlier. Select the **tick boxes** and then click **Continue to Step 2**.

Step 2 will again ask you to add any comments regarding confirmation (i.e. "Contact me to discuss my agencies data"). This is an optional field and can be left blank.

The screenshot shows the confirmation step 2 interface. It contains the following text:

The confirmation process for the reporting period FY2010-2011 is about to be finalised.
Click on the "Complete Confirmation" button to complete confirmation.
Note: once the confirmation process is completed, the data will lock.

Comments:

Click the **Complete Confirmation** button to complete your agency submission.

If successful, you should now see the below confirmation message within OSCAR:

The screenshot shows the successful confirmation message with the following text:

You have successfully confirmed your data for the reporting year FY2010-2011!
If you need to make changes to your data, please contact your jurisdictional coordinator.
Please note: If you save any changes, you will need to re-validate, re-submit and re-confirm your data.
[Click here to return to the home page](#)

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





You have now successfully completed your OSCAR submission!

Thank you for all your time and effort!

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