

Guide: how to export People at Work (PAW) reports

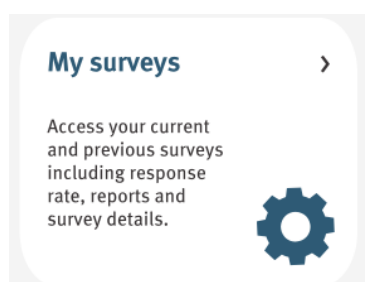
Follow this guide to learn how to export your existing reports from the PAW platform.

Exporting process

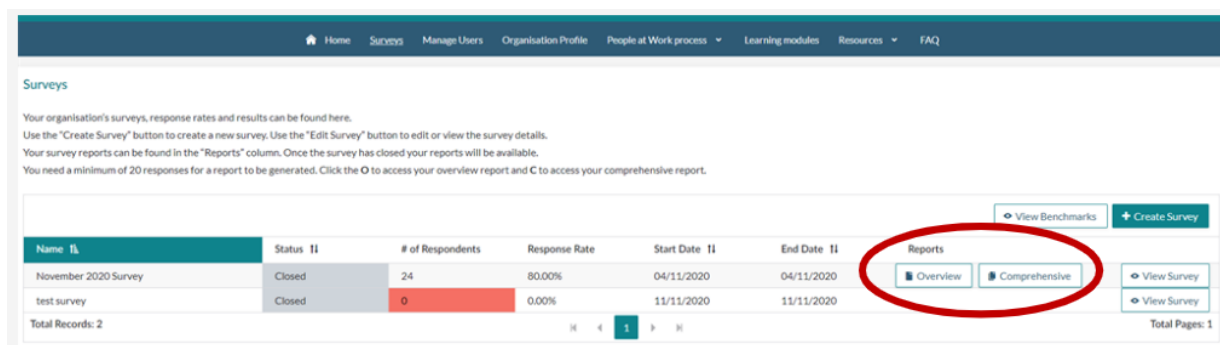
1. Go to [People at Work](https://www.peopleatwork.gov.au/) (https://www.peopleatwork.gov.au/).
2. In the top right corner, click on the following icon and select 'Sign in':



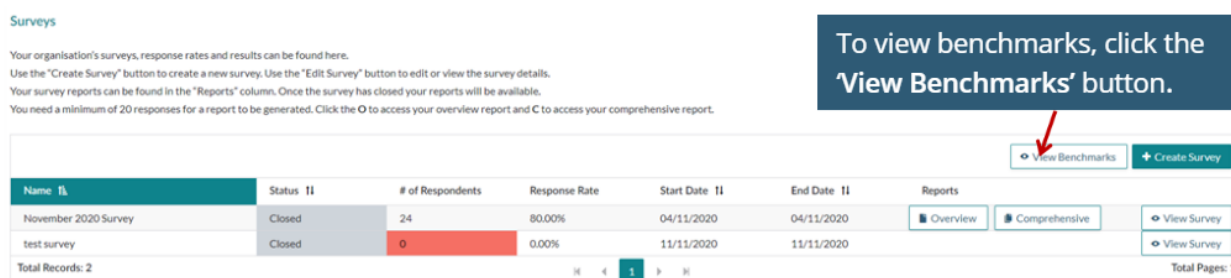
3. Once the new page loads, please enter your account details and click 'Sign in'.
4. You will be redirected to the home page.
5. Click on the 'My surveys' icon:



6. This will take you to your previous surveys and reports.
7. The surveys home screen is where you will view and download reports:



8. To download a report, go to 'Reports' and click on the 'Overview' or 'Comprehensive' buttons.
9. A PDF of your report will load in the bottom left corner of your screen. You can open this file or save to your computer.
10. If you wish to view the benchmarking for your industry, click 'View Benchmarks':



11. Benchmark data can be printed.