

## Modifying User Access – Report View

### Modifying NGO Approver Role and NGO System Administrator system access to Report View

NGO Approver Role and NGO System Administrator Role will be able to run the reports for all services within the organisation. Subdivisions do not apply.

#### 1. Modifying user by the *Maintain System Users* page

##### 1.1 Select *Maintain System Users*



##### 1.2 Select *Edit* against the username

Home > System User Details

**System User List**

13 Records Export to Excel Show expired records in list?:

First Name	Surname	Position	Has System Account?	Role	Expired?
Wisteria	Brown	Finance Officer	Yes	<a href="#">Edit</a>	NGO System User View
Lavender	Green	Chief Executive Officer	Yes	<a href="#">Edit</a>	NGO System Administrator
Petunia	Crimson	Team Leader	Yes	<a href="#">Edit</a>	NGO Approver
Azalea	Rose	Administration Officer	Yes	<a href="#">Edit</a>	NGO System User Enter
Magnolia	Purple	Team Leader	Yes	<a href="#">Edit</a>	NGO Approver
Carnation	White	Team Leader	Yes	<a href="#">Edit</a>	NGO System Administrator
Dahlia	Orange	Director	Yes	<a href="#">Edit</a>	NGO Approver
Zinnia	Blue	Director	Yes	<a href="#">Edit</a>	NGO Approver
Acaoa	Black	Data Support	Yes	<a href="#">Edit</a>	NGO System Administrator
Blossom	Pink	Director	Yes	<a href="#">Edit</a>	NGO Approver
Saffron	Yellow	Director	Yes	<a href="#">Edit</a>	NGO Approver
Clover	Green	Team Leader	Yes	<a href="#">Edit</a>	NGO System Administrator
Daisy	White	Data Support	Yes	<a href="#">Edit</a>	NGO System User Enter

[Add new entry](#)

##### 1.3 Select the reporting type under *Report View Permission* and save

**Approver Type**

Organisation Executive Officer:

• Approver Type:

**Report View Permission**

• Reporting Area:

None  
All  
Community Care Report  
Community Service & Child Safety Reports

Expired:

The images used in this guide are for illustrative purposes only.

**Approver Type**  
 Organisation Executive Officer:   
 • Approver Type: All

**Report View Permission**  
 Reporting Area: Community Service & Child Safety Reports

**Sub-Division Assignment**

Sub-Division	Assigned to this Sub-Division	Approver Type
Test Division One	<input checked="" type="checkbox"/>	All
Test Division two	<input type="checkbox"/>	None

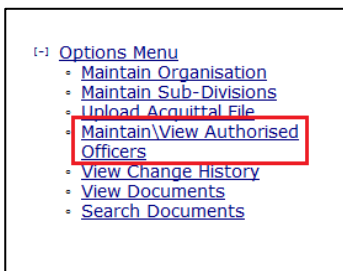
Expired: No

Save Cancel Expire Change Password

Service Agreement Reports will be available for Community Care in the near future. If you are a joint organisation select *All*.

2. Modifying user by Maintain\View Authorised Officers page

2.1 Select *Maintain\View Authorised Officers* link under the *Options Menu* within the *Organisation Details Display* page



2.2 Select *Edit* and select which reports from the *Reporting Area* drop down list and select *Update*

Home > Organisation Details > Organisation Committee Maintenance

**Organisation Executive Officer Maintenance**

Note: The symbol • indicates that a field requires a value.

Organisation Name: Test Organisation

Salutation:  
 Primary Contact:  
 Position:

Save Help

To set up users who can approve reports submitted via Oasis: NGO System Administrators must create/update their relevant OASIS system users with an "NGO Approver" role for them to be able to approve reports submitted via OASIS.

NOTE: only an Organisation Executive Officer / Approver can be the "Primary Organisation Contact" in OASIS.

Name	Organisation Executive Officer	Approver Type	Reporting Area	
Wisteria Brown	<input checked="" type="checkbox"/>	All	None	Edit
Lavender Green	<input checked="" type="checkbox"/>	All	None	Edit
Petunia Crimson	<input checked="" type="checkbox"/>	All	Community Service & Child Safety Reports	Edit
Azalea Rose	<input checked="" type="checkbox"/>	All	None	Edit
Magnolia Purple	<input checked="" type="checkbox"/>	All	All	Update Cancel
Carnation White	<input checked="" type="checkbox"/>	All	Community Care Report	Edit

To set up a new NGO Approver who can be assigned as a Organisation Executive Officer for the organisation a [Reporting Area dropdown] tem Users link.

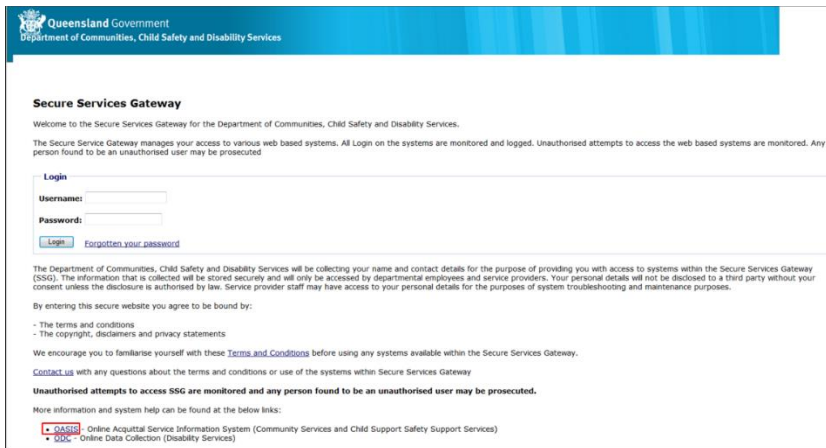
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### 2.3 Select *Update* to save the changes

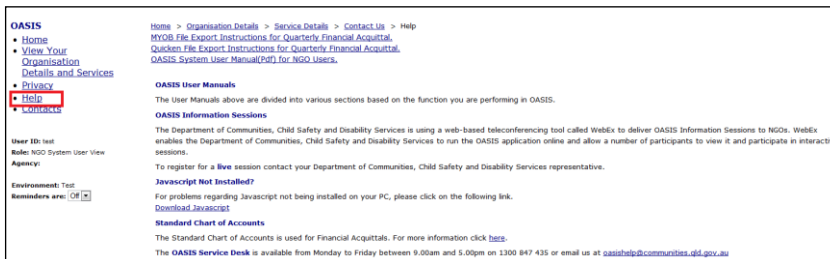
Name	Organisation Executive Officer	Approver Type	Reporting Area	
Wisteria Brown	<input checked="" type="checkbox"/>	All	None	<a href="#">Edit</a>
Lavender Green	<input checked="" type="checkbox"/>	All	None	<a href="#">Edit</a>
Petunia Crimson	<input checked="" type="checkbox"/>	All	Community Service & Child Safety Reports	<a href="#">Edit</a>
Azalea Rose	<input checked="" type="checkbox"/>	All	None	<a href="#">Edit</a>
Magnolia Purple	<input checked="" type="checkbox"/>	All	Community Service & Child Safety Reports	<a href="#">Edit</a>
Camation White	<input checked="" type="checkbox"/>	All	None	<a href="#">Edit</a>

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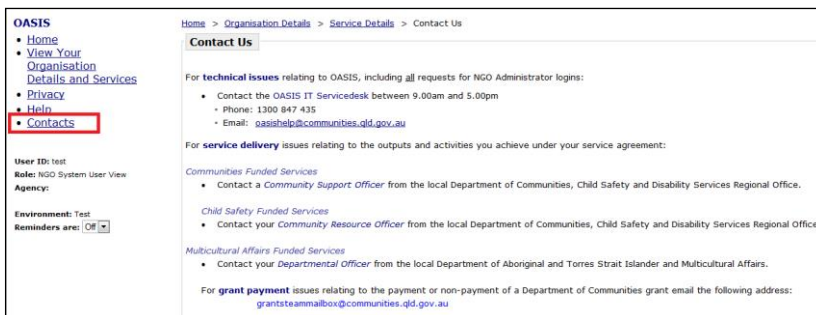
A link to access OASIS Publications and Resources can be found at the OASIS login screen by selecting the **OASIS** link.



Alternatively, a link to access OASIS Publications and Resources can be found by selecting the **Help** link once logged into OASIS.



Select the **Contacts** link for information about the OASIS Help Desk and other OASIS-related issues.



### OASIS Publications and Resources:

<http://www.communities.qld.gov.au/gateway/funding-and-grants/online-acquittal-support-information-system-oasis/publications-and-resources>

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