

# Online Data Collection (ODC)

## Accessing Operating Service Agreement Details, Organisation Payment Summary and Service Users Cessation Reports

1. Login to ODC using the link below with the provided username and password.

<https://odc.disability.qld.gov.au/>

2. The Online Data Collection screen is displayed.

3. On the *Reports* link expand [+] *Reports* and then [+] *Disability Services Service Agreement Reports* on the left hand menu.

4. Select the link to generate required report.
5. Using the Service Users Cessation Details report as an example select the *Financial Year* in the dropdown box and then select *Run Report*.

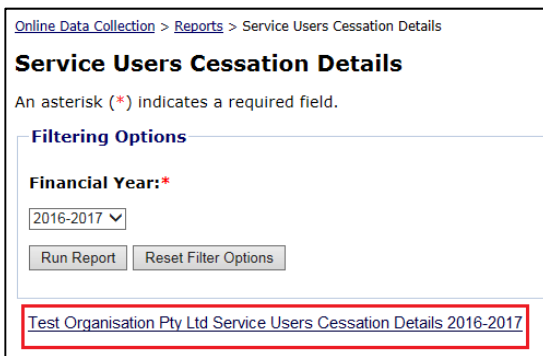
*The images used in this guide are for illustrative purposes only.*



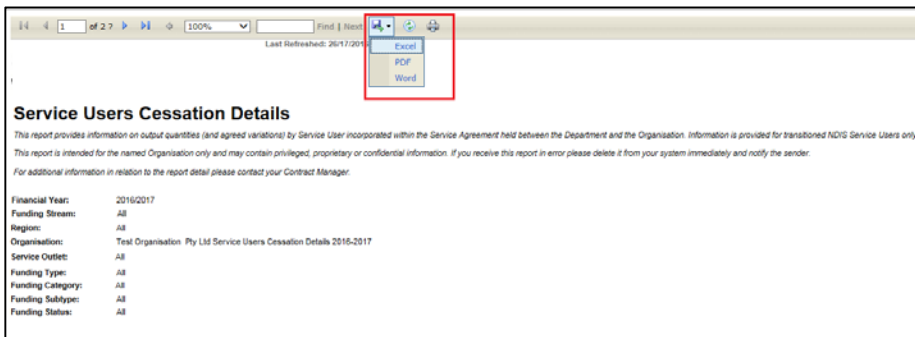
6. A *Report Acknowledgement* pop up will appear. Select *I Agree* then *Run Report*.



7. Select the generated *hyperlink* to view the report.



8. Export the report to *Excel*, *PDF* or *Word*



Note: The reports will be refreshed by the 5<sup>th</sup> working day of each month. Please save each monthly report for recordkeeping purposes. The final reports for a financial year will be retained for recordkeeping purposes.

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