

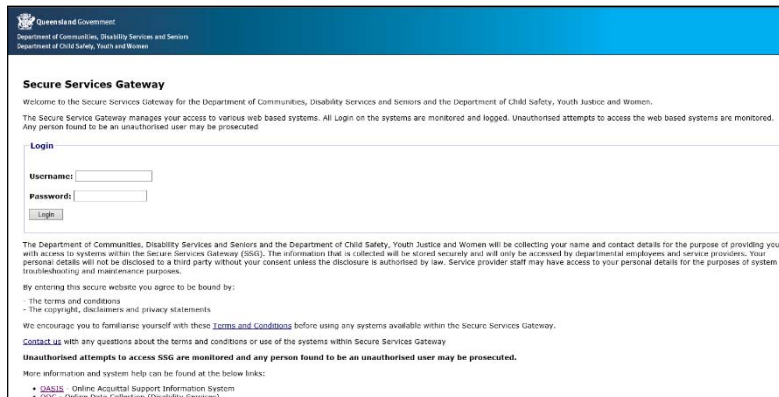
# OASIS Report Access

## Accessing Service Agreement Schedule Details and the Payment and Summary Administrative Schedule Reports

This functionality applies to the NGO Approver and NGO System Administrator role who have Report View access.

1. Login to OASIS using the link below.

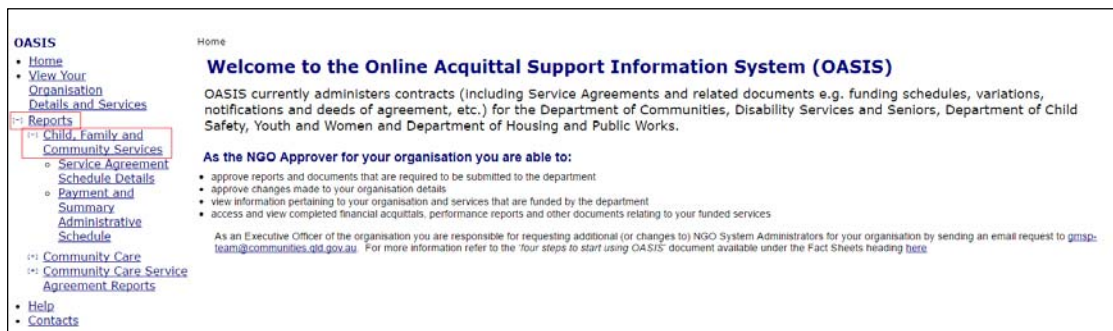
<https://secure.disability.qld.gov.au/ngo/login.aspx>



2. The OASIS home page is displayed.



3. On the Reports link expand [+] Reports and then [+] Child, Family and Community Services on the left hand menu.



4. Select Service Agreement Schedule Details or Payment and Summary Administrative Schedule to generate the required report.

5. Select the *Financial Year* in the dropdown box and then select *Run Report*.

[Home](#) > [Service Agreement Schedule Details](#)

### Service Agreement Schedule Details

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

- **Financial Year:**

[Home](#) > [Service Agreement Schedule Details](#) > [Payment and Summary Administrative Schedule](#)

### Payment and Summary Administrative Schedule

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

- **Financial Year:**

6. Select the generated hyperlink to view the report.

[Home](#) > [Service Agreement Schedule Details](#)

### Service Agreement Schedule Details

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

- **Financial Year:**

[Test Organisation Service Agreement Schedule Details 2018-2019](#)

[Home](#) > [Service Agreement Schedule Details](#) > [Payment and Summary Administrative Schedule](#)

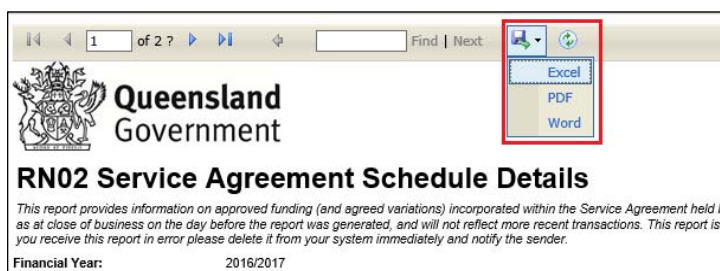
### Payment and Summary Administrative Schedule

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

- **Financial Year:**

[Test Organisation Payment And Summary Administrative Schedule 2018-2019](#)

## 7. Export the report to *Excel*, *PDF* or *Word*



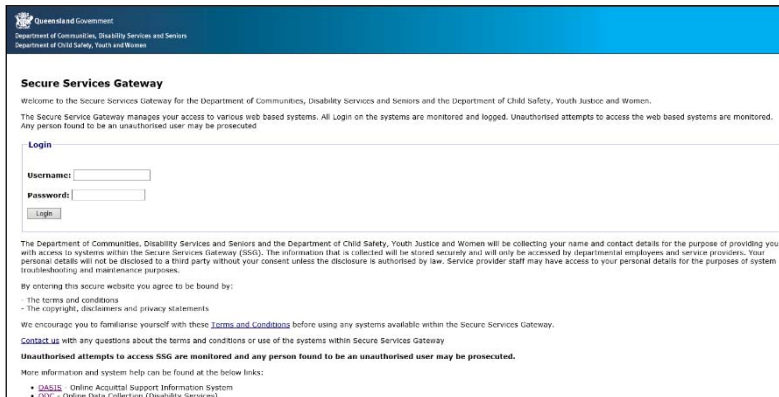
Note: The Service Agreement Schedule Details and the Payment and Summary Administrative Schedule reports will be refreshed at the beginning of each month. Email notification will be sent to the users with Report View access.

Please save each monthly report for recordkeeping purposes.

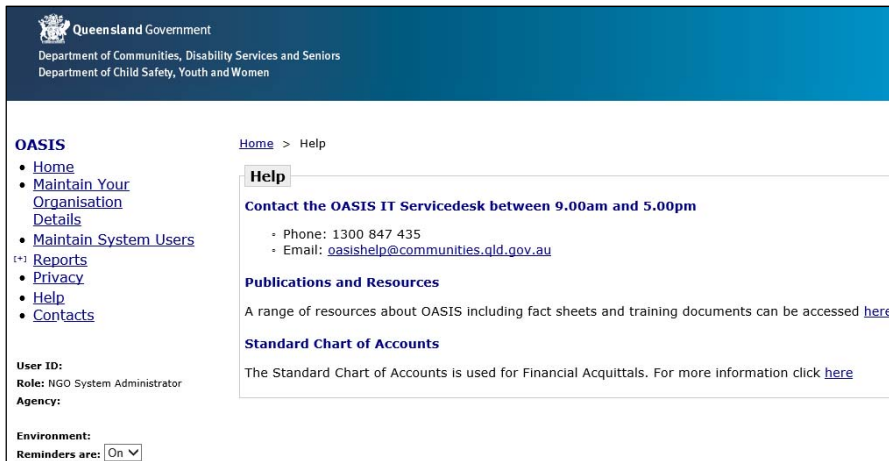
The final reports for a financial year will be retained for recordkeeping purposes.

# OASIS Help and Further Resources

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



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



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



4. **OASIS Publications and Resources:**

<https://www.communities.qld.gov.au/industry-partners/funding-grants/online-acquittal-support-information-system-oasis>

<https://www.csyw.qld.gov.au/about-us/funding-grants/online-acquittal-support-information-system-oasis/publications-resources>