

Online Acquittal Support Information System (OASIS)

How to Upload an Organisation Level Document onto OASIS

1. Select the **Organisation** you wish to upload the document to.
2. From the **Organisation Details Display**, page click on the **View Documents** link:

Home > Organisations > Organisation Details

Organisation Details Display

Organisation Name:
Approved Service Provider No:
Organisation Street Address:
Organisation Postal Address:

ABN:
Salutation:
Organisation Contact:
Organisation Contact Position:
Organisation Phone:
Organisation Fax:
Organisation Email:

NGO OASIS Administrator:

Organisation Executive Officers

Member 1	
Position	Chairperson
Member 2	
Position	Treasurer

Dept. Account Manager: Santa Claus
Phone Number: 07 0000 0000
Lead Contract Region: Central Qld

Options Menu

- Maintain Organisation
- Maintain Sub-Divisions
- Upload Acquittal File
- Maintain\View Authorised Officers
- View Documents**

3. The **Organisation Documents List** will be displayed:

Home > Organisations > Organisation Details > **Organisation Documents List**

Organisation Documents List

Reports

1 Records

Document Type	Title	Emailed to Approvers	1st Approval	2nd Approval	
Test Document Type	TEST		on 2/06/2014 8:43:01 AM		Edit

Documents

0 Records

[Add Document](#)

4. To add a document, select the **Add Document** link at the bottom of the page.

0 Records

Documents

0 Records

[Add Document](#)

- Enter a name for the **Document Title**. Be as descriptive as possible so that Users can easily identify the document once it is uploaded.

Home > Organisations > Organisation Details > Organisation Documents List > Organisation Documents Maintenance

Organisation Documents Maintenance

Organisation:

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

- **Document Title:**
- **Document Type:**
- **Upload File:**

Comments:

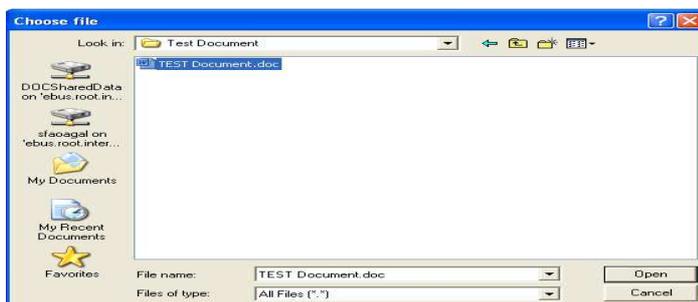
- Select a **Document Type** from the drop down list provided (drop down list varies between level of OASIS access):

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

- **Document Title:**
- **Document Type:**
- **Upload File:**

Comments:

- Select the **Browse** button to search for the required document on your computer. A new window will open to enable a search for the file. Highlight the required document then select **Open**.



- The document file path should be displayed in the **Upload File** field if this was successful. The **Comments** field can be populated if desired.

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

- **Document Title:**
- **Document Type:**
- **Upload File:**

Comments:

9. Select the **Save** button to complete the document upload process.

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

- **Document Title:**
- **Document Type:**
- **Upload File:** [View Document](#)

Comments:

Is this document associated with or used to support another document?

Associated Document:

- To view the uploaded document, select **View Document**. If the document did not upload, select **Cancel** and return to the **Reports and Documents** page. If the document does not appear in that view, please repeat the steps above.
- The Director’s Certification does not require approval once it is uploaded as it is a signed hard copy. Proceed to step 13.
- For other reports select **Email Executive** for a notification to go to the Organisation Executive Committee to complete the approval process.

Financial Reports require two Approvers and Performance Reports require one Approver before being submitted to the Department.

NOTE: This document requires 2 approvals. 2 more required.

13. Select **Cancel** to return to the **Organisation Documents List** page.

NOTE: This document requires 2 approvals. 2 more required.

14. The document will be listed with a time and date stamp in the **Emailed to Approvers** column:

Home > Organisations > Organisation Details > Organisation Documents List

Organisation Documents List

Reports

2 Records

Document Type	Title	Emailed to Approvers	1st Approval	2nd Approval
Test Document Type	TEST	on 2/06/2014 8:43:01 AM		Edit
Annual Audited Financial Statement	2013-14 Financial Statement	on 2/06/2014 12:11:04 PM		Edit

Documents

0 Records

[Add Document](#)

15. Select the **Help** link for information regarding OASIS User Manuals.

OASIS

- Home
- View Your Organisation Details and Services
- Privacy
- Help**
- Contacts

User ID: test
Role: NGO System User View
Agency:

Environment: Test
Reminders are: Off

Home > Organisation Details > Service Details > Contact Us > Help

[MYQB File Export Instructions for Quarterly Financial Acquitall.](#)
[Quicken File Export Instructions for Quarterly Financial Acquitall.](#)
[OASIS System User Manual\(Pdf\) for NGO Users.](#)

OASIS User Manuals

The User Manuals above are divided into various sections based on the function you are performing in OASIS.

OASIS Information Sessions

The Department of Communities, Child Safety and Disability Services is using a web-based teleconferencing tool called WebEx to deliver OASIS Information Sessions to NGOs. WebEx enables the Department of Communities, Child Safety and Disability Services to run the OASIS application online and allow a number of participants to view it and participate in interactive sessions.

To register for a **live** session contact your Department of Communities, Child Safety and Disability Services representative.

Javascript Not Installed?

For problems regarding Javascript not being installed on your PC, please click on the following link.
[Download Javascript](#)

Standard Chart of Accounts

The Standard Chart of Accounts is used for Financial Acquitalls. For more information click [here](#).

The **OASIS Service Desk** is available from Monday to Friday between 9.00am and 5.00pm on 1300 847 435 or email us at oisishelp@communities.qld.gov.au

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

OASIS

- Home
- View Your Organisation Details and Services
- Privacy
- Help
- Contacts**

User ID: test
Role: NGO System User View
Agency:

Environment: Test
Reminders are: Off

Home > Organisation Details > Service Details > Contact Us

Contact Us

For **technical issues** relating to OASIS, including **all** requests for NGO Administrator logins:

- Contact the OASIS IT Servicedesk between 9.00am and 5.00pm
 - Phone: 1300 847 435
 - Email: oisishelp@communities.qld.gov.au

For **service delivery** issues relating to the outputs and activities you achieve under your service agreement:

Communities Funded Services

- Contact a **Community Support Officer** from the local Department of Communities, Child Safety and Disability Services Regional Office.

Child Safety Funded Services

- Contact your **Community Resource Officer** from the local Department of Communities, Child Safety and Disability Services Regional Office.

Multicultural Affairs Funded Services

- Contact your **Departmental Officer** from the local Department of Aboriginal and Torres Strait Islander and Multicultural Affairs.

For **grant payment** issues relating to the payment or non-payment of a Department of Communities grant email the following address:
grantsteammailbox@communities.qld.gov.au

17. **Fact Sheets:** <http://www.communities.qld.gov.au/gateway/funding-and-grants/online-acquitall-support-information-system-oasis/publications-and-resources>