

Online Acquittal Support Information System (OASIS)

How to Upload a Service Level Document onto OASIS

1. Select the **Service** you wish to upload the document to
2. From the Service Detail Display page select the **View Reports and Documents** link

Service Detail Display

Organisation Name: [Division Test](#)
Sub-Division Name: 380380
Service Name: Test Service 3
Service Number: 380380
Agreement Type: Service Agreement
Financial Statement Type: Audited AFS
Financial Reporting Frequency: Quarterly
Performance/Output Reporting Frequency: Quarterly
Funding Area/Service Type: Families/Intensive Family Support (T327)

Options Menu
• [Maintain Service](#)
• [View Change History](#)
• [View Budget](#)
• **[View Reports and Documents](#)**
• [Search Reports](#)
• [Search Documents](#)
• [View Payments](#)

3. The **Reports and Documents** page will be displayed. Select the **Add Document** link at the bottom of the page

Service Document List

0 Records

[Add Document](#) [Return to Service](#)

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

Service Documents Maintenance

Service: 500000 - [Test Service 1](#)
Service Plan Commenced: 01 Oct 2015
Service Plan Expires: 30 Jun 2018
Service Agreement Type: Service Agreement

Funding Area/Service Type: Homelessness/Centre Based Access (ST01)

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

• **Document Title:**
• **Document Type:**
• **Upload File:** [Browse...](#)

Comments:

5. Select a **Document Type** from the drop down menu

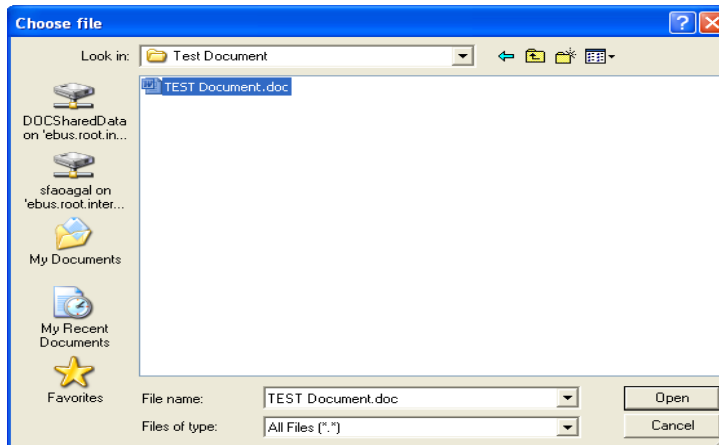
Note: The symbol • indicates that a field requires a value.

• **Document Title:**
• **Document Type:**
• **Upload File:** [Browse...](#)

Comments:

Annual Audited Financial Report
Annual Profit and Loss Statement
Completion Report
Additional Financial Acquittal
Additional Performance Report
Annual Report
Other
Milestone Report
Case Studies
Brokerage Report

6. Select **Browse** 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**



7. The document file path should be displayed in the **Upload File** field if this was successful. The Comments field can be populated
8. Select **Save** to proceed

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

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

Comments:

9. Some documents may require approval. 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: 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:

NOTE: This document requires 1 approvals. 1 more required.

10. To view the uploaded document, select **View Document**.

11. Select **Cancel** to return to the Reports and Documents page

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:

NOTE: This document requires 1 approvals. 1 more required.

If the document did not upload, select **Cancel** and then repeat steps 1 to 9.

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

Home > Maintain Sub-Divisions > Service Details > Reports and Documents

Service Reports and Documents

- [View Reports and Documents](#)
- [Search Reports](#)
- [Search Documents](#)

Reports

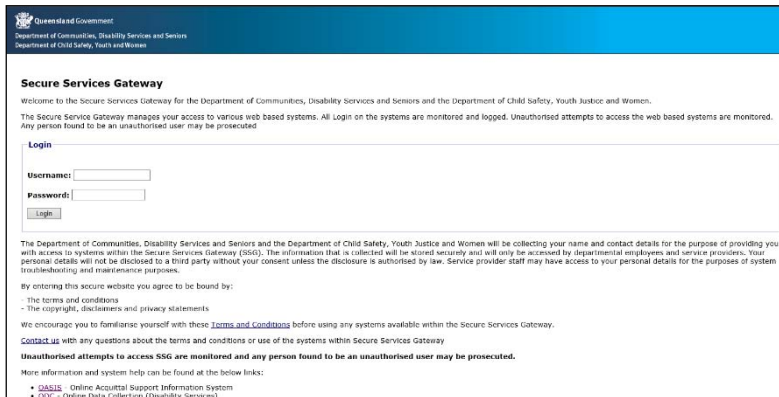
16 Records

Service	Year	Report/Document Type	Date Due	Emailed to Approvers	1st Approval on	2nd Approver	Amend\ Amend History
Test Service - 400000		Additional Performance Report -	View Document	20/07/2018 3:19:54 PM			Edit
Test Service - 400000	2017/18	Performance and Output Report	01 Apr 2018 - 30 Jun 2018	20/07/2018 3:18:24 PM	20/07/2018 4:00:39 PM	Roger Goat	
Test Service - 400000		Additional Performance Report -	View Document	26/04/2018 10:44:19 AM			Edit
Test Service - 400000	2017/18	Performance and Output Report	01 Jan 2018 - 31 Mar 2018	26/04/2018 10:39:49 AM	26/04/2018 11:03:20 AM	Roger Goat	

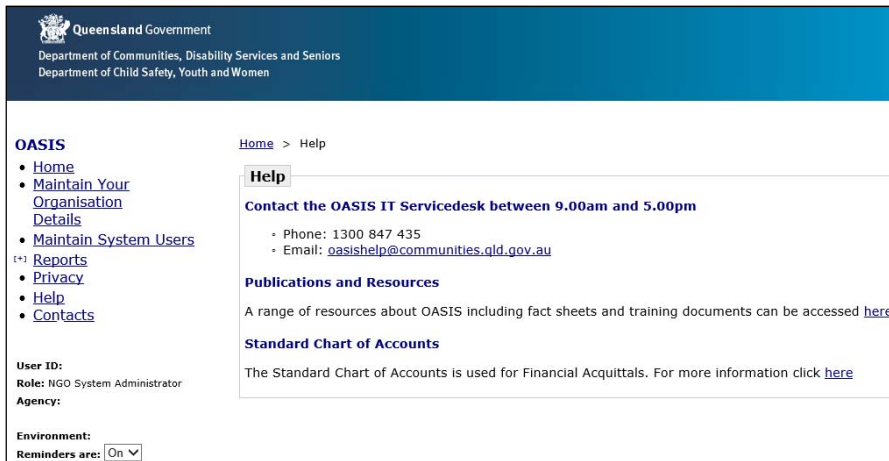
If a document or report is required to be deleted, please contact your primary CSO (Contract Manager) to request the OASIS Helpdesk to delete the document.

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>