

Online Acquittal Support Information System (OASIS)

Maintain System Users (NGO System Administrator)

Creating New System Users

1. Select **Maintain System Users** from the left hand menu of the **OASIS Home Page**.

OASIS

- Home
- Maintain Your Organisation Details
- Maintain System Users**
- Privacy
- Help
- Contacts

Communities OASIS

Welcome to the Department of Communities, Child Safety and Information System (OASIS).

OASIS is a web-based system that is available to all organisations funded by the Department of Communities, Child Safety and Disability Services. It allows organisations to electronically maintain details and submit financial and performance acquittals to the department.

As the System Administrator for your organisation you must:

- easily and effectively maintain information pertaining to your organisation and services that are funded by the department
- electronically submit periodic financial reports and periodic performance reports to the department, including an option to import data from other systems
- view a history of all financial or performance submissions you have made to the department via OASIS
- receive reminders about dates for submitting financial and performance acquittals and when your Service Agreement is due
- set up and maintain User access in OASIS for members of your organisation who have the authority to become OASIS system users
- maintain at least two current registered members of the Executive Management Committee, or duly authorised officers designated as Approvers who will be required to approve organisation detail changes, financial reports, performance reports and other documents

User ID: [blank]
 Role: NGO System Administrator
 Agency: [blank]
 Environment: [blank]
 Reminders are: On

2. Select **Add new entry**.

System User List

1 Records [Export to Excel](#) Show expired records in list?: ☐

First Name	Surname	Position	Has System Account?
NGO	Admin	Test	Yes

[Add new entry](#)

3. Fill in all the required fields and then select **Save**

System User Maintenance

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

* First Name: Test
 * Middle Name: User
 * Surname: User
 * Position: Test User
 * Email: test.user@test.com.au
 * Phone Number: 07 3000 0000
 * Fax Number: 07 3000 0000

Secure Services Gateway Account Details

Create Login: Yes
 Organisation: [dropdown]
 Existing SSG Users: [list]
 Suggested DSQ User Login: User
 ODC User ID: [blank]
 Password Reminder Question: What is your last name?
 Password Reminder Answer: User
 System Role: NGO System User Enter

[Save](#) [Cancel](#) [Change Password](#)

4. The user created will now appear in the **System User List**.

System User List

2 Records [Export to Excel](#) Show expired records in list?: ☐

First Name	Surname	Position	Has System Account?	Role	Expired?
NGO	Admin	Test	Yes	Edit	NGO System Administrator
Test	User	Test User	Yes	Edit	NGO System User Enter

[Add new entry](#)

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

Expiring User Roles

1. Select **Maintain System Users** from the left hand menu from of the **OASIS Home Page**.

OASIS Home

Communities OASIS

Welcome to the Department of Communities, Child Safety and Information System (OASIS).

OASIS is a web-based system that is available to all organisations funded by the Department of Communities electronically maintain details and submit financial and performance acquittals to the department.

As the System Administrator for your organisation you must:

- easily and effectively maintain information pertaining to your organisation and services that are funded by the department.
- electronically submit periodic financial reports and periodic performance reports to the department, including an option to view a history of all financial or performance submissions you have made to the department via OASIS.
- receive reminders about dates for submitting financial and performance acquittals and when your Service Agreement is due.
- set up and maintain User access in OASIS for members of your organisation who have the authority to become OASIS system users.
- maintain at least two current registered members of the Executive Management Committee, or duly authorised officers designated as approvers. Approvers will be required to approve organisation detail changes, financial reports, performance reports and other documents.

User ID:
Role: NGO System Administrator
Agency:
Environment:
Reminders are: On

2. Select **Edit** for the required user.

System User List

2 Records Show expired records in list?: ☐

First Name	Surname	Position	Has System Account?		Role	Expired?
NGO	Admin	Test	Yes	Edit	NGO System Administrator	
Test	User	Test User	Yes	Edit	NGO System User Enter	

[Add new entry](#)

3. Select **Expire**.

System User Maintenance

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

* **First Name:** Test
 * **Middle Name:**
 * **Surname:** User
 * **Position:** Test User
 * **Email:** test.user@test.com.au
 * **Phone Number:** 07 3000 0000
 * **Fax Number:** 07 3000 0000

Secure Services Gateway Account Details

Create Login: Yes ☐
Organisation:
Existing SSG Users: NGO Admin
 Test User

* **User Login:** tuser
 * **ODC User Id:** 15458
 * **Password Reminder Question:** What is your last name?
 * **Password Reminder Answer:** User
 * **System Role:** NGO System User Enter

Expired: No

4. The screen will return to the **System User Details** list. The user expired will no longer appear in the list.

System User List

1 Records Show expired records in list?: ☐

First Name	Surname	Position	Has System Account?		Role	Expired?
NGO	Admin	Test	Yes	Edit	NGO System Administrator	

[Add new entry](#)

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

Reset User Passwords

1. Select **Maintain System Users** from the left hand menu from of the **OASIS Home Page**.

OASIS Home

Communities OASIS

Welcome to the Department of Communities, Child Safety and Information System (OASIS).

OASIS is a web-based system that is available to all organisations funded by the Department of Communities, Child Safety and Disability Services. It allows organisations to electronically maintain details and submit financial and performance acquittals to the department.

As the System Administrator for your organisation you must:

- easily and effectively maintain information pertaining to your organisation and services that are funded by the department.
- electronically submit periodic financial reports and periodic performance reports to the department, including an option to view a history of all financial or performance submissions you have made to the department via OASIS.
- receive reminders about dates for submitting financial and performance acquittals and when your Service Agreement is due.
- set up and maintain User access in OASIS for members of your organisation who have the authority to become OASIS system users.
- maintain at least two current registered members of the Executive Management Committee, or duly authorised officers designated as approvers. Approvers will be required to approve organisation detail changes, financial reports, performance reports and other documents.

User ID:
Role: NGO System Administrator
Agency:
Environment:
Reminders are: On

2. Select **Edit** for the required user.

System User List

2 Records [Export to Excel](#) Show expired records in list?: ☐

First Name	Surname	Position	Has System Account?		Role	Expired?
NGO	Admin	Test	Yes	Edit	NGO System Administrator	
Test	User	Test User	Yes	Edit	NGO System User Enter	

[Add new entry](#)

3. Select **Change Password**.

System User Maintenance

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

* First Name: Test
 * Middle Name:
 * Surname: User
 * Position: Test User
 * Email: test.user@test.com.au
 * Phone Number: 07 3000 0000
 * Fax Number: 07 3000 0000

Secure Services Gateway Account Details

Create Login: Yes
 Organisation: NGO Admin
 Existing SSG Users: Test User

* User Login: tuser
 * ODC User Id: 15458
 * Password Reminder Question: What is your last name?
 * Password Reminder Answer: User
 * System Role: NGO System User Enter

Expired: No

[Save](#) [Cancel](#) [Expire](#) [Change Password](#)

4. Input the New Password and then select **Save**.

[Save](#) [Cancel](#) [Expire](#) [Change Password](#)

* New Password:

[Save](#)

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

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

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

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

8. **OASIS Publications and Resources:**

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

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