# **Online Data Collection**

## **Own System Reporting**

### How to Upload NMDS data files

Log in to the Online Data Collection (ODC) system: https://secure.disability.qld.gov.au/ngo/login.aspx



### Select Other Software Systems Import link





#### Select Upload NMDS Files link



Select reporting period quarter from drop down list

Department of Comm	unities, Child Safety and Disability Services	
<u>Help</u>		Print   Logout
Online Data Collection	Online Data Collection > Other Software Systems Import > Upload NMDS Files	
<sup>1</sup> <u>Administration</u> <u>Resources</u> <u>Service Type Outlet</u>	Select Quarter and Year An asterisk (**) indicates that an answer is required. Note that all 5 CSV files must be submitted each quarter.	
Service User           I ecorts           Other Software           Systems Import           Upload NMDS Files           Search Import Status	Quarter 1: Jul-Sep Quarter 2: Oct-Dec Quarter 2: An - Mar Quarter 4: Apr-Jun	
<b>ser ID:</b> ABauthorise ole: Authorising Agency fficer	Upload NMDS Files	
<b>gency:</b> CSTDA Internal Use nly	ODC Upload NMDS	
	Agency: Browse	
	*Service Type Outlet: Browse *Service User Services Received Places: Browse	
	*Service User Services Received Hours:	
	Import Cancel	
	Copyright   Disclaimer   Privacy   Access keys   <sup>410</sup> Other languages © The State of Queensland 2006.	



# Select your Financial Year

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<u>Help</u>		Print   Loge
Online Data Collection	<u>Online Data Collection</u> > <u>Other Software Systems Import</u> > Upload NMDS Files	
[+] Administration	Select Quarter and Year	
<u>Resources</u> Service Type Outlet	An asterisk (*) indicates that an answer is required. Note that all 5 CSV files must be submitted each quarter.	
Service User	Quarter:*	
[+] <u>Reports</u> [-] <u>Other Software</u>	Quarter 1 : Jul - Sep 🔻	
Upload NMDS Files	Financial Year:*	
Search Import Status		
User ID: ABauthorise	2013-2014 CHINEL NMDS Files	
Officer		
Agency: CSTDA Internal Use	ODC Upload	
Agency: CSTDA Internal Use Only	ODC Upload NMDS	
Officer Agency: CSTDA Internal Use Only	ODC Upload NMDS Agency: Browse	
Officer Agency: CSTDA Internal Use Only	ODC Upload NMDS Agency: Browse Service Type Outlet: Browse	
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Officer Agency: CSTDA Internal Use Only	ODC Upload NMDS Agency: Service Type Outlet: Service User Services Received Places: Service User Services Received Hours: Service User Services Re	

### Select Browse... button matching the file type to upload

Queenslan	d Governmen	The Online Data Collection System
Department of Comm	nunities, Child Safety and Disability Services	
Help		Print   Logout
Online Data Collection	Online Data Collection > Other Software Systems Import > Upload NMDS Files	
<sup>(+)</sup> Administration Resources	Select Quarter and Year	
Service Type Outlet Service User	An asterisk (*) indicates that an answer is equired. Note that all 5 CSV files must be submitted each quarter Quarter:*	24
*1 Reports *1 Other Software	Quarter 1 : Jul - Sep 💌	
Systems Import Upload NMDS Files	Financial Year:*	
Search Import Status	2014-2015 -	
User ID: ABauthorise Role: Authorising Agency Officer	Upload NMDS Files	
Agency: CSTDA Internal Use	ODC Upload	
Silly .	NMDS	
	$\backslash$	
	Agency: Browse	
	*Service Type Outlet:	
	*Service User Services Received Places:	
	*Service User Services Received Hours:	
	import Cancel	
	Last updated: Friday 20 February, 2015 Application Version: 2.8.5529	
	Copyright   Disclaimer   Privacy   Access keys   Access keys   Copyright   C	
	Queensiand Government Gateway	



Select the Service Type Outlet file from where the file is saved

Double click on the file or click select the file and select Open

						$\backslash$				
New folder								•		0
	_	Name	Date modified	Туре	Size					1
		Q2_550163 _ServiceTypeOutlet	12/01/2015 2:52 PM	Microsoft Excel C	1 KB	\				E
s		Q2_550163_ServicesReceivedHours	12/01/2015 2:52 PM	Microsoft Excel C	1 KB	\				
ces	=	Q2_550163_ServicesReceivedPlaces	12/01/2015 2:52 PM	Microsoft Excel C	1 KB	\				
		Q2_550165_ServicesReceivedHours	13/01/2015 2:36 PM	Microsoft Excel C	1 KB	\				
		Q2_550165_ServicesReceivedPlaces	13/01/2015 2:36 PM	Microsoft Excel C	1 KB	\				
s		🐴 Q2_550165_ServiceTypeOutlet	13/01/2015 2:36 PM	Microsoft Excel C	1 KB	\				
		Q2_550533_ServicesReceivedHours	13/01/2015 10:25	Microsoft Excel C	2 KB	\				
		Q2_550533_ServicesReceivedPlaces	13/01/2015 10:25	Microsoft Excel C	2 KB	\				
		Q2_550533_ServiceTypeOutlet	13/01/2015 10:25	Microsoft Excel C	1 KB	\				
		🚳 Q. Type: Microsoft Excel Comma Separate	d Values File 5 8:20 AM	Microsoft Excel C	4 KB		\			
	*	Q Size: 534 bytes Date modified: 13/01/2015 10:25 AM	5 8:36 AM	Microsoft Excel C	7 KB		\			-
File name:	Q2_550163 _Se	rviceTypeOutlet				-	All Files (*.*)			-
							Open	-	Cancel	

### The file path will populate in the ODC field

Queensland	Government
Department of Comm	unities, Child Safety and Disability Services
Help	Print   Logout
Online Data Collection	Online Data Collection > Other Software Systems Import > Upload NMD5 Files
[+] <u>Administration</u> <u>Resources</u> <u>Service Type Outlet</u> <u>Service User</u>	Select Quarter and Year An asterisk (*) indicates that an answer is required. Note that all 5 CSV files must be submitted each quarter. Quarter:*
<ul> <li>[+] <u>Reports</u></li> <li>[-] <u>Other Software</u> <u>Systems Import</u></li> <li>Upload NMDS Files</li> </ul>	Quarter 1 : Jul - Sep 👻 Financial Year:*
Search Import Status	2014-2015 💌
User ID: ABauthorise Role: Authorising Agency Officer	Upload NMDS Files
Agency: CSTDA Internal Use Only	ODC Upload NMDS
	Agency: Browse
	*Service Type Outlet: UACESUPPRIPPR DSIDMSTWMDSiDatabaseL Rationalisation/Own System to ODCIOwn S
	*Service User Services Received Places:
	*Service User Services Received Hours:
	Import [Cancel]
	Last updated: Friday 20 February, 2015 Application Version: 2.8.5529
	Copyright   Disclaimer   Privacy   Access keys   <sup>50</sup> Other languages © The State of Queensland 2006. Queensland Government Gateway

Repeat all for all 3 mandatory files

Service Type Outlet Service User Services Received Places Service User Services Received Hours



#### Select Import

1

Queensilan	d Government nunities, Child Safety and Disability Services	The Online Data Collection System
Help		Print   Logout
Online Data Collection [-] Administration Resources Service Type Outlet Service User [-] Reports [-] Other Software Systems Import Upload NNDS Files Search Import Status	Online Data Collection > Other Software Systems Import > Upload NMDS Files Select Quarter and Year An asterisk (*) indicates that an answer is required. Note that all 5 CSV files must be submitted each quarter. Quarter: Quarter: Quarter 1: Jul-Sep Financial Year: 2014-2015 2014-2015	
User ID: ABauthorise Role: Authorising Agency Officer Agency: CSTDA Internal Use Only	Upload NMDS Files ODC Upload NMDS	_
	Agency:       Browse	wee
	Last updated: Friday 20 February, 2015 Application Version: 2.8.5529 <u>Copyright   Disclaimer   Privacy   Access keys   Copyright   Disclaimer   Privacy   Copyright   Disclaimer   Privacy   Access keys   Copyright   Disclaimer   Disclaimer   Privacy   Copyright   Disclaimer   Disclaimer   Privacy   Copyright   Disclaimer   Disclai</u>	

These error messages mean that the Headers in the file are incorrect (either by name or number of headers in the file).





This screen indicates that the files have successfully been loaded into ODC. The reference numbers provided allow you to Search the Status of the Import.

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í	line Data Collection > Other Software Systems Import > Upload NMDS Files
(	elect Quarter and Year
	asterisk (*) indicates that an answer is required. Note that all 5 CSV files must be submitted each quarter
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	nload NMDS Files
	NMDS
	Agency: Choose file No file chosen
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× ×	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen
×	*Service Type Outlet: Choose file No file chosen *Service User Services Received Places: Choose file No file chosen *Service User Services Received Hours: Choose file No file chosen
	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen Import Cancel
	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen Import Cancel The selected files were successfully unloaded. An email will be sent to you once these files have been processed
	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen Import Cancel The selected files were successfully uploaded. An email will be sent to you once these files have been processed. The following are the reference numbers for the files uploaded.
	Service Type Outlet: Choose file No file chosen  Service User Services Received Places: Choose file No file chosen  Service User Services Received Hours: Choose file No file chosen  mport Cancel  The selected files were successfully uploaded. An email will be sent to you once these files have been processed. The following are the reference numbers for the files uploaded:  for Service Type Outlet, the reference numbers is BLE-705
	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen Import Cancel The selected files were successfully uploaded. An email will be sent to you once these files have been processed. The following are the reference numbers for the files uploaded: for Service Type Outlet, the reference number is BIF-795 for Service User Services Received Hours, the reference number is BIF-796 for Service User Services Received Hours, the reference number is BIF-797
, , , , , , , , , , , , , , , , , , ,	Service Type Outlet: Choose file No file chosen Service User Services Received Places: Choose file No file chosen Service User Services Received Hours: Choose file No file chosen Import Cancel The selected files were successfully uploaded. An email will be sent to you once these files have been processed. The following are the reference numbers for the files uploaded:  for Service Type Outlet, the reference number is BIF-795 for Service User Services Received Places, the reference number is BIF-796 for Service User Services Received Hours, the reference number is BIF-797 Please record these reference numbers for future enquiry.

### Select Search Import Status link

Department of Comm	unities, Child Safety and Disability Services
Help	
Online Data Collection	<u>Online Data Collection</u> > <u>Other Software Systems Import</u> > Search Import Status
[+] Administration	Search Status
<u>Resources</u> <u>Service Type Outlet</u>	Search
Service User +] <u>Reports</u>	Reference Number from BIF to BIF
-] <u>Other Software</u> Systems Import	Search Cancel
<u>Search Import</u> <u>Status</u>	Last updated: Tuesday 10 March, 2015 Application Version: 2.8.5547

Select Search button



ne Data Collection > Othe	r Software Systems Import > Search Import Status				
earch Status					
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eference Number fi	om BIF- to BIF-				
eference Number fi Reference Number	om BIF to BIF	Туре	Uploaded Date	Uploaded By	Status
eference Number fi <b>Reference Number</b> BIF-795	om BIFto BIF File BlueCare q2 STO combined.csv	Type Service Type Outlet from Other Software	Uploaded Date 19 Mar 2015 12:03PM	Uploaded By Andrew Barr	Status
eference Number fi Reference Number BIF-795 BIF-796	bm BIF         to BIF           File         BlueCare q2 STO combined.csv           Q2_ServicesReceivedPlaces_combined.csv	Type Service Type Outlet from Other Software Service User Services Received Places from Other Software	Uploaded Date 19 Mar 2015 12:03PM 19 Mar 2015 12:03PM	Uploaded By Andrew Barr Andrew Barr	Queue

You will be able to check the Status and results of the file Imports. This will enable you to rectify any errors identified by the system by selecting the See Import result details link in the Status column.

Processed 3908 out of 3908 records. See import result details



Great state. Great opportunity.