

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

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Print | Logout

Online Data Collection Online Data Collection > Other Software Systems Import

Other Software Systems Import

Upload NMDS Files
Upload NMDS Files for service user, service type outlet, service user services received and/or service type outlet quarterly data for importing into the system.

Search Import Status
Shows the status of the import process for an uploaded file.

Last updated: Friday 20 February, 2015
Application Version: 2.8.5529

User ID: ABauthorise
Role: Authorising Agency Officer
Agency: CSTDA Internal Use Only

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Select reporting period quarter from drop down list

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Print | Logout

Online Data Collection 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 1 : Jul - Sep
Quarter 2 : Oct - Dec
Quarter 3 : Jan - Mar
Quarter 4 : Apr - Jun

Upload NMDS Files

ODC Upload

NMDS

Agency:

*Service Type Outlet:

*Service User Services Received Places:

*Service User Services Received Hours:

Last updated: Friday 20 February, 2015
Application Version: 2.8.5529

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Select your Financial Year

The screenshot shows the 'Select Quarter and Year' form. The 'Financial Year' dropdown menu is open, showing two options: '2013-2014' and '2014-2015'. An arrow points from the text 'Select your Financial Year' to the '2014-2015' option.

Online Data Collection
 Administration | Resources | Service Type Outlet | Service User | Reports | Other Software Systems Import | Upload NMDs Files | Search Import Status

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 1: Jul - Sep

Financial Year: *
 2013-2014
 2014-2015

Upload NMDs Files

ODC Upload
NMDs

Agency: [Browse...]
 *Service Type Outlet: [Browse...]
 *Service User Services Received Places: [Browse...]
 *Service User Services Received Hours: [Browse...]

[Import] [Cancel]

Last updated: Friday 20 February, 2015
 Application Version: 2.8.5529

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
 © The State of Queensland 2006.
 Queensland Government Gateway

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

The screenshot shows the 'Upload NMDs Files' form. An arrow points from the text 'Select Browse... button matching the file type to upload' to the 'Browse...' button next to the 'Service Type Outlet' field.

Online Data Collection
 Administration | Resources | Service Type Outlet | Service User | Reports | Other Software Systems Import | Upload NMDs Files | Search Import Status

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 1: Jul - Sep

Financial Year: *
 2014-2015

Upload NMDs Files

ODC Upload
NMDs

Agency: [Browse...]
 *Service Type Outlet: [Browse...]
 *Service User Services Received Places: [Browse...]
 *Service User Services Received Hours: [Browse...]

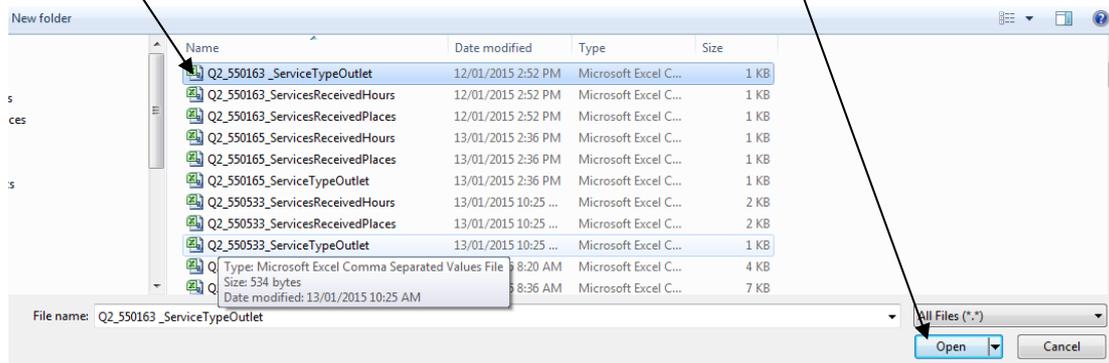
[Import] [Cancel]

Last updated: Friday 20 February, 2015
 Application Version: 2.8.5529

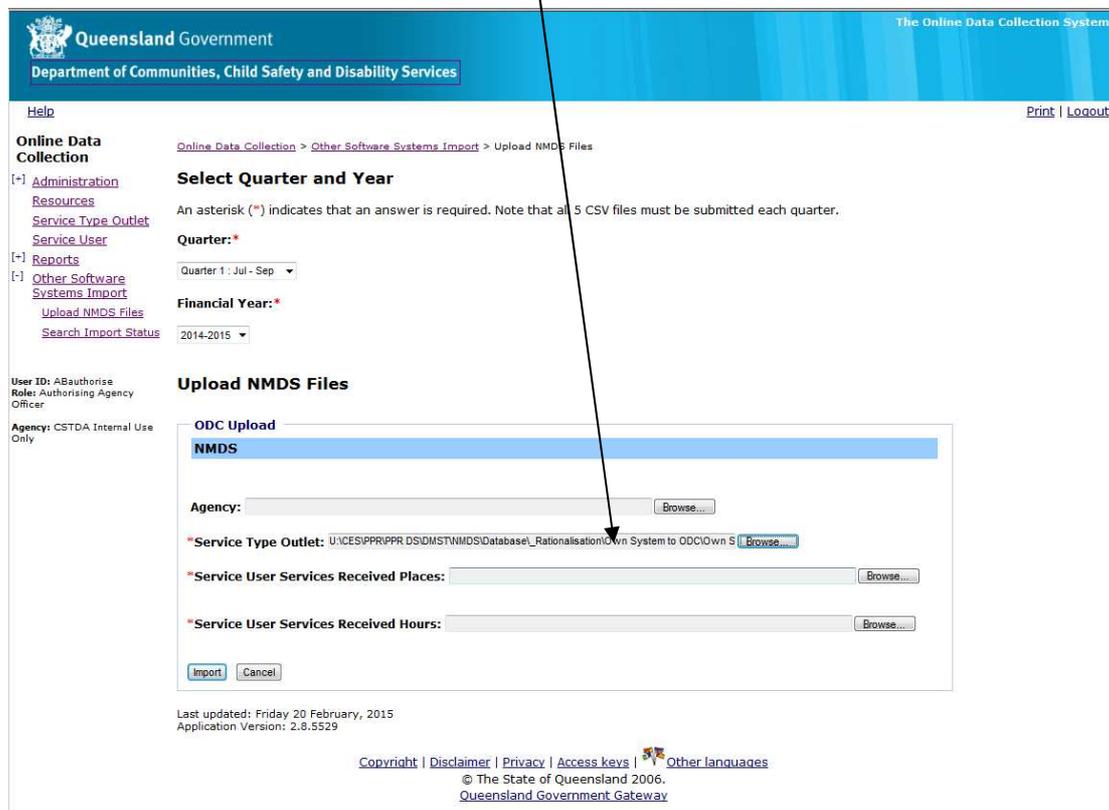
[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
 © The State of Queensland 2006.
 Queensland Government Gateway

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



The file path will populate in the ODC field



Repeat all for all 3 mandatory files

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

Select Import

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Print | Logout

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 1 : Jul - Sep

Financial Year:*
2014-2015

Upload NMDs Files

ODC Upload

NMDs

Agency:

Service Type Outlet: U:\CES\PPR\PPR_DS\DMST\NMDs\Database_Rationalisation\Own System to ODC\Own S

***Service User Services Received Places:** U:\CES\PPR\PPR_DS\DMST\NMDs\Database_Rationalisation\Own System to ODC\Own S

***Service User Services Received Hours:** U:\CES\PPR\PPR_DS\DMST\NMDs\Database_Rationalisation\Own System to ODC\Own S

Last updated: Friday 20 February, 2015
Application Version: 2.8.5529

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

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

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.

Please correct the following problems:

- Service User Services Received Places file has incorrect number of columns.
- Service User Services Received Hours file has incorrect number of columns.

Quarter:*
Quarter 2 : Oct - Dec

Financial Year:*
2014-2015

Upload NMDs Files

ODC Upload

NMDs

Agency: No file chosen

***Service Type Outlet:** No file chosen

***Service User Services Received Places:** No file chosen
Service User Services Received Places file has incorrect number of columns.

***Service User Services Received Hours:** No file chosen
Service User Services Received Hours file has incorrect number of columns.

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.

Department of Communities, Child Safety and Disability Services

[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:*

Financial Year:*

Upload NMDs Files

ODC Upload

NMDS

Agency: No file chosen

***Service Type Outlet:** No file chosen

***Service User Services Received Places:** No file chosen

***Service User Services Received Hours:** No file chosen

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.

Last updated: Tuesday 10 March, 2015
 Application Version: 2.8.5547

Select Search Import Status link

Department of Communities, Child Safety and Disability Services

[Help](#)

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service Type Outlet](#)
- [Service User](#)
- [+] [Reports](#)
- [-] [Other Software Systems Import](#)
 - [Upload NMDs Files](#)
 - [Search Import Status](#)

[Online Data Collection](#) > [Other Software Systems Import](#) > Search Import Status

Search Status

Search

Reference Number from BIF- to BIF-

Last updated: Tuesday 10 March, 2015
 Application Version: 2.8.5547

Select Search button

[Online Data Collection](#) > [Other Software Systems Import](#) > Search Import Status

Search Status

Search

Reference Number from BIF- to BIF-

Reference Number	File	Type	Uploaded Date	Uploaded By	Status
BIF-795	BlueCare q2 STO combined.csv	Service Type Outlet from Other Software	19 Mar 2015 12:03PM	Andrew Barr	Queued
BIF-796	Q2_ServicesReceivedPlaces_combined.csv	Service User Services Received Places from Other Software	19 Mar 2015 12:03PM	Andrew Barr	Queued
BIF-797	Q2_ServicesReceivedHours_combined.csv	Service User Services Received Hours from Other Software	19 Mar 2015 12:03PM	Andrew Barr	Queued

Last updated: Tuesday 10 March, 2015
Application Version: 2.8.5547

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](#)

