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

Select your Financial Year

Select Browse… button matching the file type to upload

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
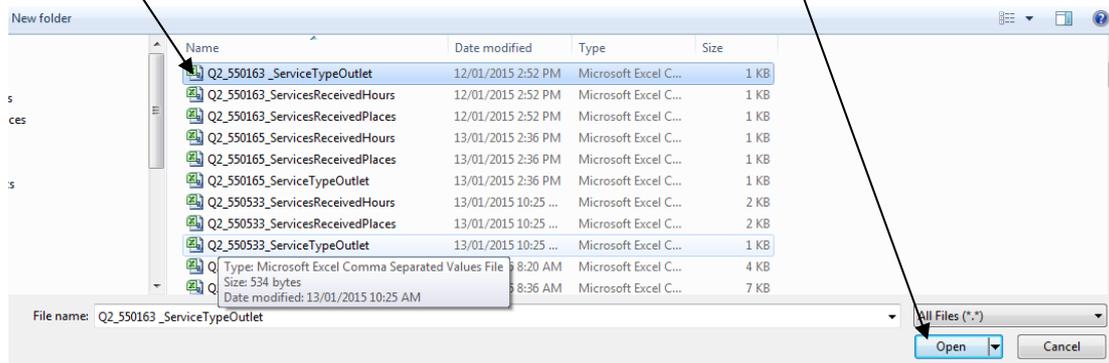
The file path will populate in the ODC field
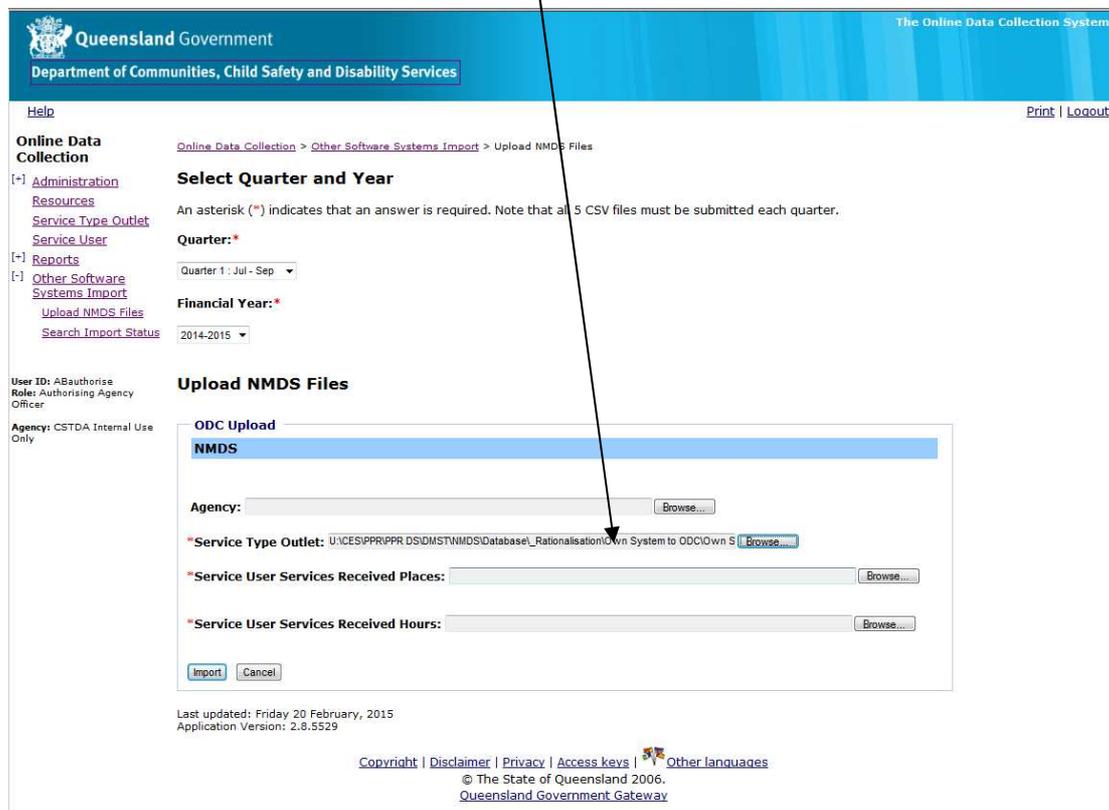
Repeat all for all 3 mandatory files

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

Select Import

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.

Select Search Import Status link

Select Search button

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.