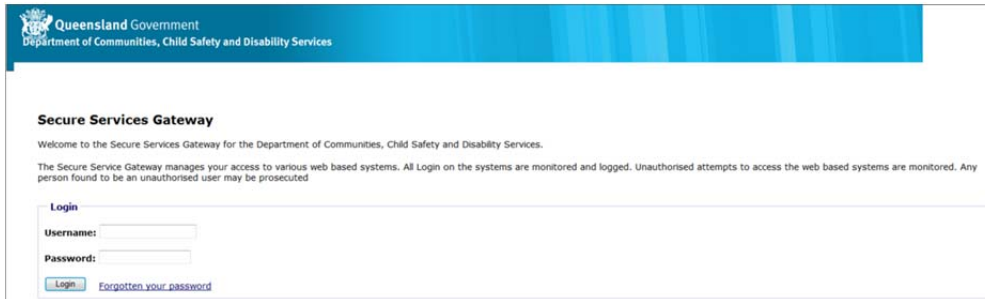


Online Data Collection (ODC)

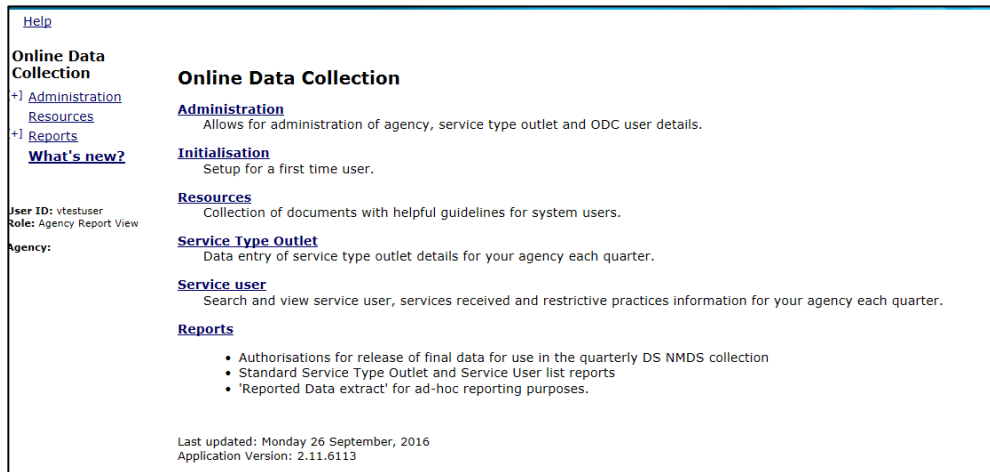
Accessing Operating Service Agreement Details, Organisation Payment Summary and Service Users Cessation Reports

1. Login to ODC using the link below with the provided username and password.

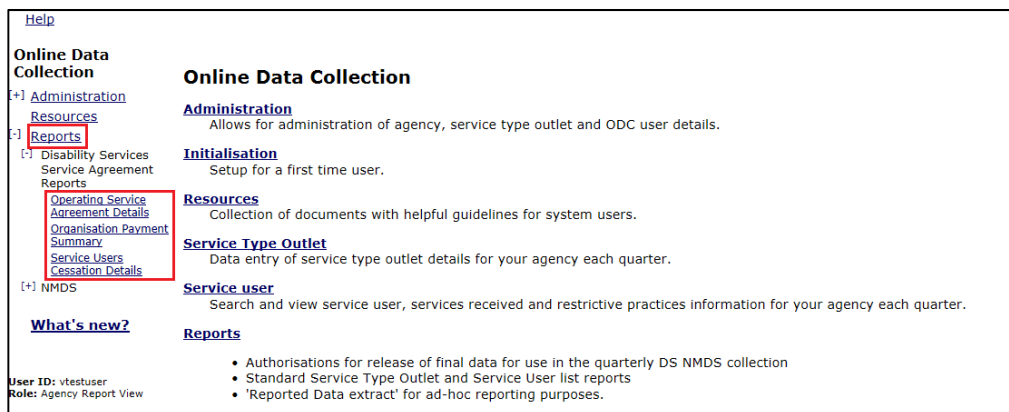
<https://odc.disability.qld.gov.au/>



2. The Online Data Collection screen is displayed.



3. On the *Reports* link expand [+] *Reports* and then [+] *Disability Services Service Agreement Reports* on the left hand menu.



4. Select the link to generate required report.
5. Using the Service Users Cessation Details report as an example select the *Financial Year* in the dropdown box and then select *Run Report*.

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



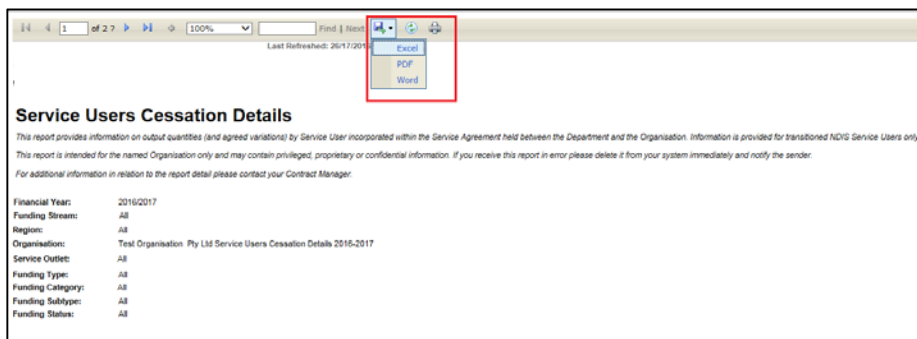
6. A *Report Acknowledgement* pop up will appear. Select *I Agree* then *Run Report*.



7. Select the generated *hyperlink* to view the report.



8. Export the report to *Excel*, *PDF* or *Word*



Note: The reports will be refreshed by the 5th working day of each month. Please save each monthly report for recordkeeping purposes. The final reports for a financial year will be retained for recordkeeping purposes.

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