

Attach audit documents

Quick Reference Guide - Auditor



This guide demonstrates how to attach audit documents.

Attach audit documents

1. Log into NDIS Commission Portal.

NDIS Quality and Safeguards Commission	Switch to myplace Logour
Home Application - Registration - Organisation - Task -	
AND CONTRACT ON CONTRACTOR	
My applications	My registrations
My organisation	Tasks
	Number of tasks awaiting action: 0

2. Select Application then Application list Or Application Search.

***		Commission		
lome	Application 👻	Registration +	Organisation 👻	Task 👻
	Application list			
W	Application sear	ch		
			Mv ar	plications
			ing a _i	pileations
-				
			My or	ganisation

3. Select **view** to open the application.



The application opens.

Under the Action heading in the left hand side menu, select Attachments.

Action	
Tasks	
Notes	
Attachments	
Notifications	

Select add attachment.

Attachments *req							
		Name	Document type	Date uploaded	Туре	<u>Size</u>	PAdd attachment
		Receipt		25/05/2018	pdf	147,276	FMWFOFMS_ADMIN Actions-

4. A pop up window will appear, allowing you to select the document to be attached from your computer.

Attachments									* requi
								PAC	id attachment
Name	Document type	Date uploaded	<u>Type</u>		Size	U	ploaded by		
Receipt		25/05/2018	pdf		147,276	FI	MWFOFMS_A	DMIN	Actions
Choose File to Upload							×		
$\leftarrow \rightarrow \cdot \cdot \uparrow$ 🖬 > This PC	 Pictures 				≠ Ö Search	Pictures	م		
Organise 🔻 New folder									
				N.H.S.					
			200 9M						
Desktop			2827 F MI						
Documents									
- Downloads									
Music Pictures									
v									
File name:					~ Custo	m Files (*.dib;*.gif	;*.jpg;*. ~		
					Op	pen 🔽 🤇	Cancel		

5. Complete the **attachment details** and select the correct **document type**.

Adding attachmer	nt details	х
Select the file to be uploaded		
		* required
	Name:*	
	Document number 1	
	Document type:*	
	Authorisation Document	
	Description:	
	Signed document	
Discard changes and close		Save and close

Please Note: Auditors should use the following naming convention when adding documents.

Registration/Application ID_Provider short name_Audit report

Registration /Application ID	Provider short name	Provider audit response
registration/Application iD_	FIOVILLEI SHOIL HUIHE	FIOVILLEI UUUILTESPOIISE

	Commission	Any other interim action	^	
-	Registration - Organisatior	Any other relevant materials		
		Authorisation Document		
٩F	Adding attachment	Behaviour support plan		х
n P w /		Capacity assessment	-	
S5:	Select the file to be uploaded	Certificate of Registration		
a d		Changes to staffing		* required
		Client risk plan		1100 Aug - Cerc Cerclar
		Communication profile		
		Complaints management		
		Consents	~	
		Please Select	•	
		Description:		
stic	Discard changes and close			Save and close

6. Select **save and close** to keep changes.

7. The document can now be seen on the **Attachments** screen. You can download the document, by selecting **Actions** and clicking **Download**.

ļ	Attachments							
							PAC	ld attachment
		Name	Document type	Date uploaded	<u>Туре</u>	Size	<u>Uploaded by</u>	
	▶	Document number 1	Authorisation Document	25/06/2018	docx	12,642	BL_GU119748	Actions
		Receipt		25/05/2018	pdf	147,276	FMWFOFMS_ADMIN	Actions+