Quick Reference Guide for the Online Disclosure System (ODS) Portal

Dashboards

Introduction

This guide provides instructions for Responsible Persons and Assistants on how to navigate and interact with the ODS portal dashboards.

Overview

- After signing into the ODS portal, the dashboards will be visible on the Home page.
- Displayed information includes all contribution disclosures recorded under your profile.
- Following additional features were added to ODS Dashboard as part of MVP2

  o **Metadata filtering**: Filtering options to enable user to select a political entity and filter the data on dashboard as per the selection.

  o **Quick links**: Quick navigation menu to guide user to most used section
    - New Disclosure
    - New Donor
    - New Return
    - Bulk Upload

  o **Action Required Table:** Actions that require Responsible Person approval
    - Disclosures
    - Election Returns
    - Annual Returns

  o **Tabs**: Records are now visible under new tabs
    - Disclosures
    - Returns
    - Bulk

Metadata Filtering

User can select the 'Political Entity' to filter the dashboard with selected entity.

Quick Links
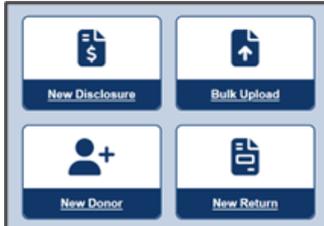
'Quick Links' section to navigate to your desired section from ODS Dashboard.
You can navigate to:
- New Disclosure
- New Donor
- New Return
- Bulk Upload

Action Required Table

This table contains all actions that are awaiting for approval or response from a Responsible Person. This includes draft disclosures or returns prepared by an Assistant, or queries submitted through the portal by a WAEC officer.

Tabs - Disclosures, Election Returns, Annual Returns, Bulk Uploads

You can make use of tabs on the Dashboard to navigate to:
1. Disclosures
2. Election returns
3. Annual returns
4. Bulk uploads

1. Disclosures

- Dashboard visibility varies based on the status of contribution disclosures:
  - **Draft disclosures**: Information entered but not yet submitted to the WAEC.
  - **All disclosures**: A record of all submissions made to the WAEC.
  - **Published disclosures**: Political contributions that exceed the $2,700 threshold during a financial year are made public. The donors listed in this section have met this criteria.

The status of disclosures varies for several reasons. Here's an explanation for each status reason.

- **Draft**: Record saved in the Portal
- **Submitted**: Record submitted to the WAEC.
- **Under Assessment**: Currently being assessed by the WAEC.
- **Awaiting information**: Additional information requested by WAEC.
- **Approved**: Record has received WAEC approval.
- **Rejected**: Record not approved by WAEC (This could be due to duplicate contributions being made or amendments requested after the disclosure has been published.)
- **Published**: The record is now public on the WAEC website

2. Election Returns

Draft election returns: Election returns that have not been submitted to the WAEC. It is not possible for Users to delete draft returns. If you would like any of the drafts deleted, please contact the FAD team: fad@waec.wa.gov.au

All election returns: Election returns that have been submitted to the WAEC. The current status of assessment by the WAEC will be displayed.

3. Annual Returns

Draft annual returns: Annual returns that have not been submitted to the WAEC. It is not possible for Users to delete draft returns. If you would like any of the drafts deleted, please contact the FAD team: fad@waec.wa.gov.au.

All annual returns: Annual returns that have been submitted to the WAEC. The current status of assessment by the WAEC will be displayed.

4. Bulk Uploads

Draft bulk upload: Bulk uploads which have been started but do not have data in them for processing yet. (If you would like any of the drafts deleted, please contact the FAD team: fad@waec.wa.gov.au).

In-Progress bulk upload: Bulk uploads which are in progress and have not been submitted yet. Status field will display either success or processing.

All bulk uploads: Bulk uploads which have status abandoned or submitted. Please note that the WAEC can delete abandoned uploads so they do not appear on your portal.