

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

Bulk Upload - Disclosure

Introduction

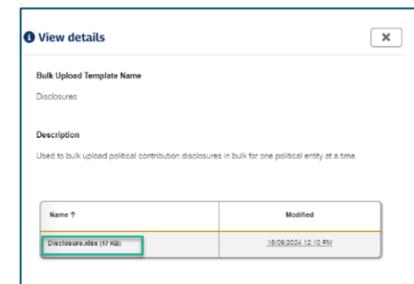
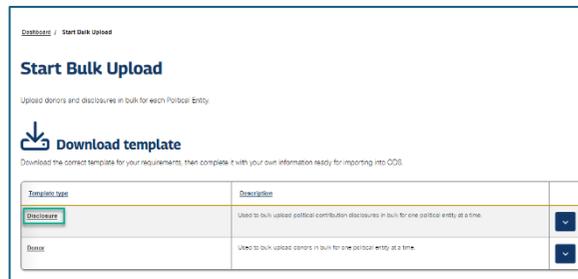
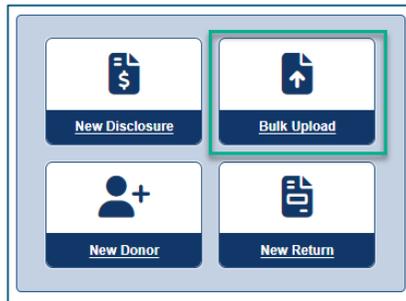
This guide is for Responsible Persons and Assistants managing the collection and reporting of political contributions. It contains information on creating disclosures using the bulk upload approach.

Bulk Upload (successful scenario)

Select Bulk Upload option on ODS Dashboard.

In the Start Bulk Upload screen, click on Disclosure template type in Download template section.

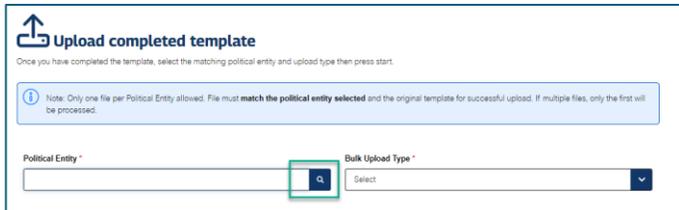
Select Disclosure.xls to download the upload template



Enter disclosure details in the downloaded template and save.

Political Entity	Date Disclosure Received	Amount	Donor	Political Contribution Type
UT - Candidate	15/08/2024	11.00	Black Panther	Gift
UT - Candidate	10/08/2024	354.00	Captain Marvel	Gift
UT - Candidate	11/08/2024	128.00	Iron Man	Gift
UT - Candidate	1/08/2024	89.00	Captain America	Gift
UT - Candidate	7/08/2024	76.00	Spider Man	Gift

Search for Political Entity by clicking the magnifying glass icon.



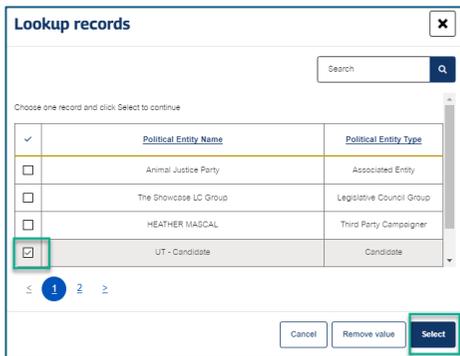
Upload completed template
Once you have completed the template, select the matching political entity and upload type then press start.

Note: Only one file per Political Entity allowed. File must match the political entity selected and the original template for successful upload. If multiple files, only the first will be processed.

Political Entity *

Bulk Upload Type *

Select checkbox against the desired political entity. Press the select button.
Select Disclosure under the Bulk Upload Type dropdown. Press Start Bulk Upload.



Lookup records

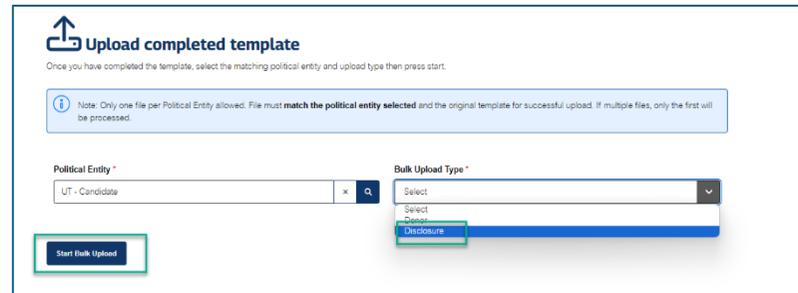
Search

Choose one record and click Select to continue

<input type="checkbox"/>	Political Entity Name	Political Entity Type
<input type="checkbox"/>	Animal Justice Party	Associated Entity
<input type="checkbox"/>	The Showcode LC Group	Legislative Council Group
<input type="checkbox"/>	HEATHER MASCAL	Third Party Campaigner
<input checked="" type="checkbox"/>	UT - Candidate	Candidate

1 2

Cancel Remove value **Select**



Upload completed template
Once you have completed the template, select the matching political entity and upload type then press start.

Note: Only one file per Political Entity allowed. File must match the political entity selected and the original template for successful upload. If multiple files, only the first will be processed.

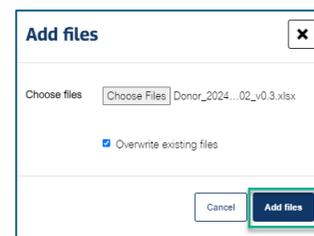
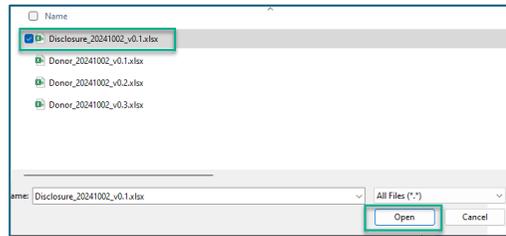
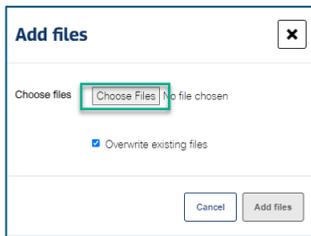
Political Entity *

Bulk Upload Type *

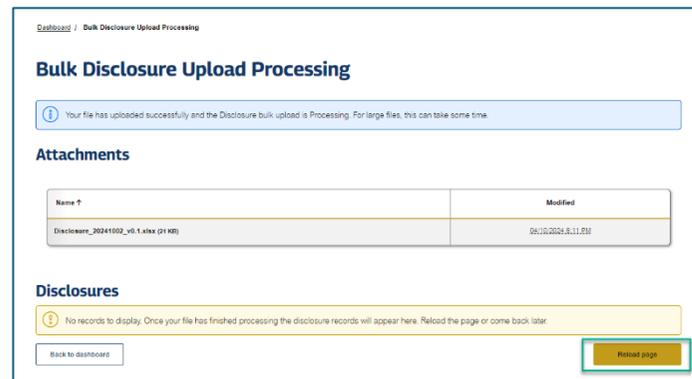
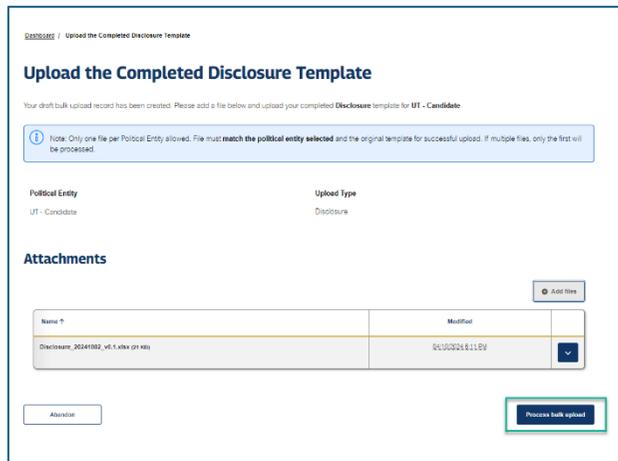
Start Bulk Upload

Press the 'Add Files' button on the 'Upload the Completed Disclosure Template' screen.

- Select Choose Files.
- Navigate to the saved Disclosure Template and select.
- Press Open.
- Then press the Add files button.



- Press the Process bulk upload button on the Upload the Completed Disclosure Template screen.
- Use Reload page button to refresh uploads in the Bulk Disclosure Upload Processing window.



If the file successfully uploads, the Review Disclosure Bulk Upload screen will indicate with a message in the green box at the top of window. Success buttons will also appear for individual disclosures in the Bulk upload status column in the Disclosures table.

Press Submit.

The Disclosure Bulk Upload Complete screen will then appear.

Press the Back to dashboard button.

Dashboard / Review Disclosure Bulk Upload

Review Disclosure Bulk Upload

✔ Your bulk upload has successfully been checked. You may now submit your bulk upload. If required, you can edit the records, but you will need to click recheck before you can submit.

Attachments

Name ↑	Modified
Disclosure_20241002_v0.1.xlsx (21 KB)	04/10/2024 6:11 PM

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
Black Panther	UT - Candidate	16/08/2024	Gift	\$11.00	2024-2025	Jitendra Bhagwat	Success	Active	▼
Iron Man	UT - Candidate	11/08/2024	Gift	\$128.00	2024-2025	Jitendra Bhagwat	Success	Active	▼
Captain Marvel	UT - Candidate	10/08/2024	Gift	\$354.00	2024-2025	Jitendra Bhagwat	Success	Active	▼
Spider Man	UT - Candidate	07/08/2024	Gift	\$76.00	2024-2025	Jitendra Bhagwat	Success	Active	▼
Captain America	UT - Candidate	01/08/2024	Gift	\$89.00	2024-2025	Jitendra Bhagwat	Success	Active	▼

Abandon Recheck **Submit**

Dashboard / Disclosure Bulk Upload Complete

Disclosure Bulk Upload Complete

✔ Import successfully completed. You can now see all records in the relevant table on your dashboard.

Attachments

Name ↑	Modified
Disclosure_20241002_v0.1.xlsx (21 KB)	04/10/2024 6:11 PM

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
Black Panther	UT - Candidate	16/08/2024	Gift	\$11.00	2024-2025	Jitendra Bhagwat	Submitted	Active	▼
Iron Man	UT - Candidate	11/08/2024	Gift	\$128.00	2024-2025	Jitendra Bhagwat	Submitted	Active	▼
Captain Marvel	UT - Candidate	10/08/2024	Gift	\$354.00	2024-2025	Jitendra Bhagwat	Submitted	Active	▼
Spider Man	UT - Candidate	07/08/2024	Gift	\$76.00	2024-2025	Jitendra Bhagwat	Submitted	Active	▼
Captain America	UT - Candidate	01/08/2024	Gift	\$89.00	2024-2025	Jitendra Bhagwat	Submitted	Active	▼

Back to dashboard

- Navigate to the Bulk section on Dashboard by pressing the Bulk tab.
- Scroll down to the All bulk upload section at the bottom of the Dashboard.
- Sort records by clicking on Bulk upload name at the top of the second column.
- Select the latest created Disclosure upload record.
- Verify the records are uploaded and are in an Active state.

Dashboard - Online Disclosures

Sample of customizable message for Responsible Persons logged in.

Welcome, [Name]

You are currently viewing All Political Entities

[New Disclosure](#) [Bulk Upload](#)

[New Donor](#) [New Return](#)

Action Required

Disclosures Returns

Disclosures which have received feedback from a WAEC officer. **Note:** A delay in responding to a request for information will delay review of the disclosure. Please ensure it is done promptly to avoid penalties.

Search for disclosure... [Q](#) [Export](#) [New](#)

Donor	Political entity	Date received	Type	Amount	Financial year	Version
UT - Donor	UT - Registered Political Party	01/09/2024	Gift	\$100.00	2024-2025	Original
Cyclops	UT - Candidate	07/09/2024	Gift	\$76.00	2024-2025	Original

Disclosures Returns **Bulk**

All bulk uploads

Bulk uploads which have been abandoned or submitted.

Political Entity: [Dropdown] Responsible Person: [Dropdown] Type: [Dropdown] [Apply](#)

Search bulk uploads... [Q](#) [Export](#) [New](#)

Political entity	Bulk upload name	Type	Responsible person	Status
UT - Candidate	BUP-000156 - Disclosure	Disclosure	Jitendra Bhagwat	Submitted
UT - Candidate	BUP-000156 - Donor	Donor	Jitendra Bhagwat	Submitted
UT - Candidate	BUP-000154 - Donor	Donor	Jitendra Bhagwat	Abandon
UT - Candidate	BUP-000145 - Donor	Donor	Jitendra Bhagwat	Submitted
UT - Candidate	BUP-000144 - Disclosure	Disclosure	Jitendra Bhagwat	Submitted
UT - Candidate	BUP-000143 - Donor	Donor	Jitendra Bhagwat	Submitted
UT - Candidate	BUP-000142 - Donor	Donor	Jitendra Bhagwat	Abandon
UT - Candidate	BUP-000141 - Donor	Donor	Jitendra Bhagwat	Abandon
HEATHER MASCAL	BUP-000137 - Donor	Donor	Heather Mascall	Submitted
HEATHER MASCAL	BUP-000132 - Donor	Donor	Heather Mascall	Submitted

< 1 2 >

Bulk Upload Process - Rectifying Minor Failures

This section covers situations where bulk upload attempts fail. The process for resolving bulk Disclosure failures is identical to that for Donor upload failures. Any failures will be identified by the system once the Process Bulk Upload stage has run.

Failure messages are displayed at the top of the Review Donor Bulk Upload screen, as well as for the individual disclosure entries where the failure exists.

Dashboard / Review Disclosure Bulk Upload

Review Disclosure Bulk Upload

✘ One or more records have failed validation. You will need to edit or deactivate each record and click recheck before you can submit.
Minimum requirements are: All mandatory fields must have a value. Postcodes are 4 digits only. Dates must be in Australian date format dd/mm/yyyy.

Political Entity
 Green Bay Party

Upload Type
 Disclosure

Attachments

Name ↑	Modified
Disclosure (7).xlsx (19 KB)	less than a minute ago

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
	Green Bay Party	10/10/2024	Gift	\$5,555.00	2024-2025	Andrew Mann	Partial Failure	Active	⌵

? **There are still unresolved errors.** Please review and ensure any records with 'partial failure' status are either fixed or deactivated to continue. Note: Some statuses take a while to update once changed, refresh the page to check again.

To resolve failures, hover the cursor over the blue box on the RHS of the Disclosure field. This will provide two options, Deactivate and Edit.

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
	Green Bay Party	10/10/2024	Gift	\$5,555.00	2024-2025	Andrew Main	Partial Failure	Active	<div style="border: 1px solid blue; padding: 2px;"> Edit Deactivate </div>

Abandon Recheck Submit

- Clicking on the Edit option will display the Edit window, which will highlight the cause of the failure. In this case, the 'Donor' field was left blank in the import spreadsheet.
- Correct this by selecting the donor using lookup records (magnifying glass icon).
- Once correct donor is selected, click select.

Edit

Political entity *
Green Bay Party

Donor *

Date received *
10/10/2024

Political contribution type *
Gift

Amount *
\$ 5,555.00

Version
Original

Edit

Political entity *
Green Bay Party

Donor *

Date received *
10/10/2024

Political contribution type *
Gift

Amount *
\$ 5,555.00

Version
Original

Lookup records

Search

Choose one record and click Select to continue

	Donor Name	Donor Type	Street	Suburb	Excess Special Amou
<input checked="" type="checkbox"/>	Bob Green	Person	10 Dusty Lane	North Perth	Yes
<input type="checkbox"/>	Wardrobe Industries	Person	10 Queens	1st Lawley	No

Cancel Remove value Select

- Select the orange Recheck button.

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
Bob Green	Green Bay Party	10/10/2024	Gift	\$5,555.00	2024-2025	Andrew Main	Partial Failure	Active	▼

Abandon Recheck Submit

- In this case, the correction has resolved the failure issue, and the system now shows the status as Success.
- Click on Submit.

Disclosures

Donor	Political Entity	Date received ↓	Type	Amount	Financial Year	Responsible Person	Bulk upload status	Status	
Bob Green	Green Bay Party	10/10/2024	Gift	\$5,555.00	2024-2025	Andrew Main	Success	Active	▼

Abandon Recheck Submit

- Dashboard screen will be displayed and the All bulk uploads table will show that the Upload has been submitted.

Bulk Upload Process - Rectifying Major Failure

Another failure scenario is where the spreadsheet selected for the bulk upload is not formatted with the correct fields.

A screen titled Invalid Disclosure Bulk Uploaded Template displays.

The error message in the red box advises Users to start the upload process again.

Dashboard / Invalid Disclosure Bulk Uploaded Template

Invalid Disclosure Bulk Uploaded Template

✘ The file you uploaded was invalid, please review your excel file and start the process again. Ensure your upload file matches the political entity selected and the template provided for the Disclosure upload type. The invalid file has been copied into the **Processed** folder.

Political Entity	Upload Type
Green Bay Party	Disclosure

Attachments

Name ↑	Modified
Processed	24 minutes ago

Disclosures

ⓘ No records to display. Once your file has finished processing the disclosure records will appear here. Reload the page or come back later.

[Back to dashboard](#) [Abandon](#) [Reload page](#)

In such cases, the failures are too extensive to be resolved using the 'correct and recheck' function for individual entries as described above.

In this case, it is advised that the process is abandoned and the upload process restarted with a new spreadsheet with the correct formatting.

