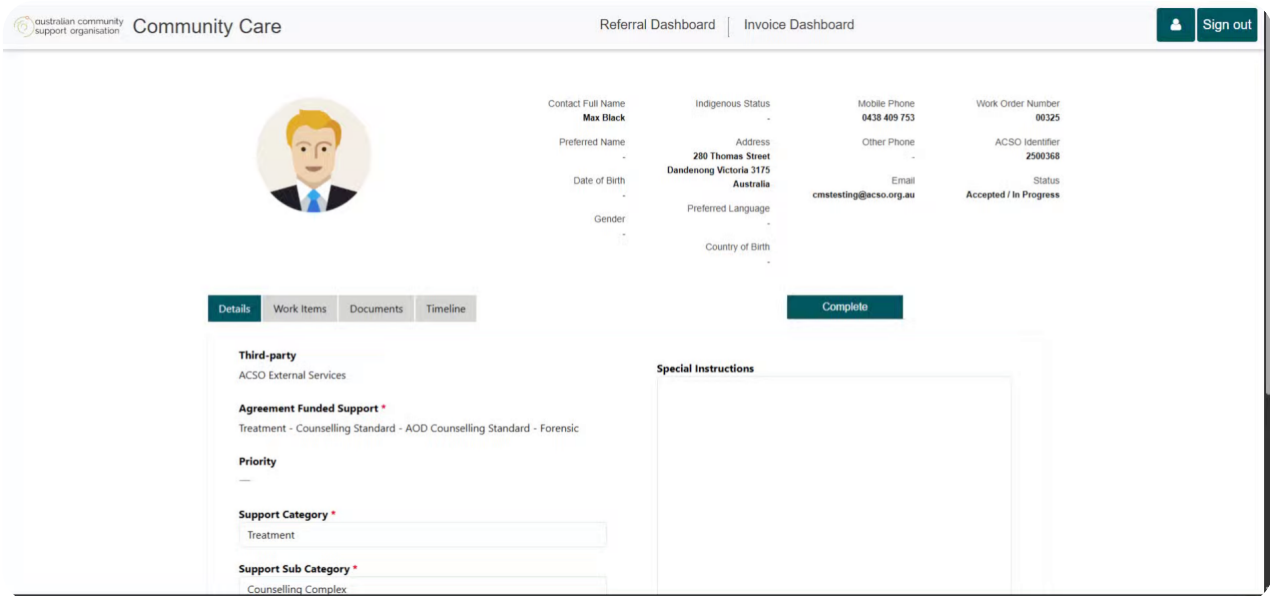


# Community Care Portal: Upload Documents

This tutorial guides you through uploading Documents to a Workorder in the Community Care treatment agency Portal. You will learn how to access the document storage and add files efficiently.

## 01 Navigate To Work Order

First Navigate to the Workorder in the Community Care Portal you wish to upload your Documents to.



Community Care

Referral Dashboard | Invoice Dashboard

Sign out

Contact Full Name: Max Black

Indigenous Status: -

Mobile Phone: 0438 409 753

Work Order Number: 00325

Preferred Name: -

Address: 280 Thomas Street, Dandenong Victoria 3175, Australia

Other Phone: -

ACSO Identifier: 2500368

Date of Birth: -

Email: cmtesting@acso.org.au

Status: Accepted / In Progress

Gender: -

Preferred Language: -

Country of Birth: -

Details | Work Items | Documents | Timeline

Complete

Third-party: ACSO External Services

Agreement Funded Support \*  
Treatment - Counselling Standard - AOD Counselling Standard - Forensic

Priority: -

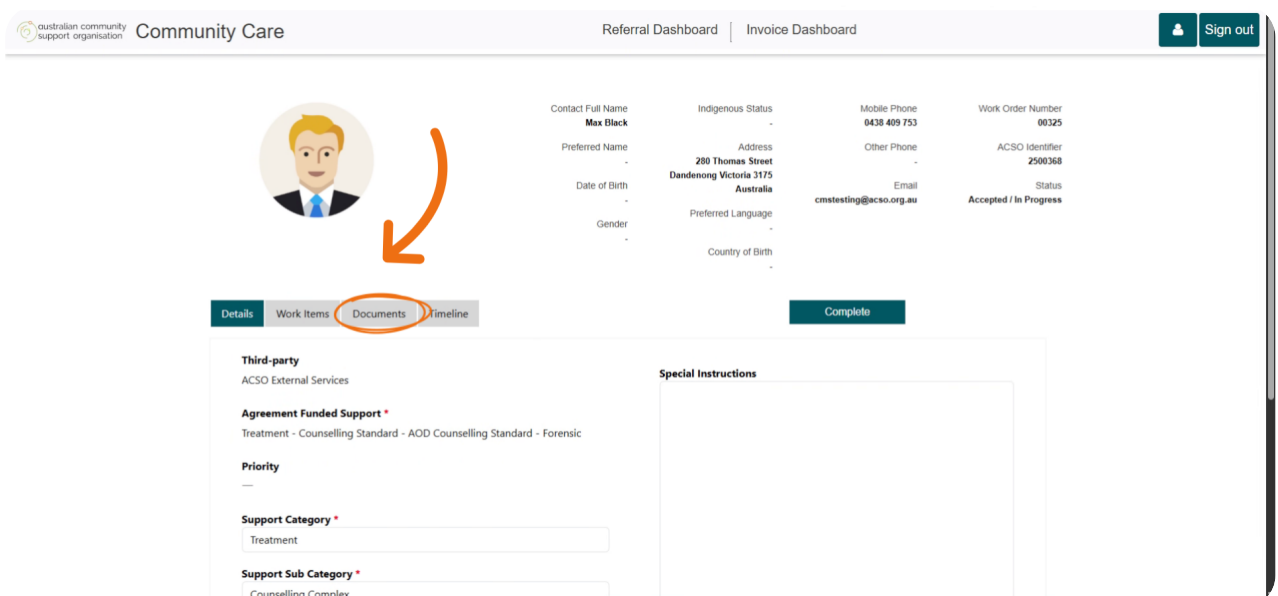
Support Category \*  
Treatment

Support Sub Category \*  
Counselling Complex

Special Instructions

## 02 Access Documents Tab

Within the Workorder, click the Documents tab to navigate to the Document storage page to view existing files and add new Documents.



Community Care

Referral Dashboard | Invoice Dashboard

Sign out

Contact Full Name: Max Black

Indigenous Status: -

Mobile Phone: 0438 409 753

Work Order Number: 00325

Preferred Name: -

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Third-party: ACSO External Services

Agreement Funded Support \*  
Treatment - Counselling Standard - AOD Counselling Standard - Forensic

Priority: -

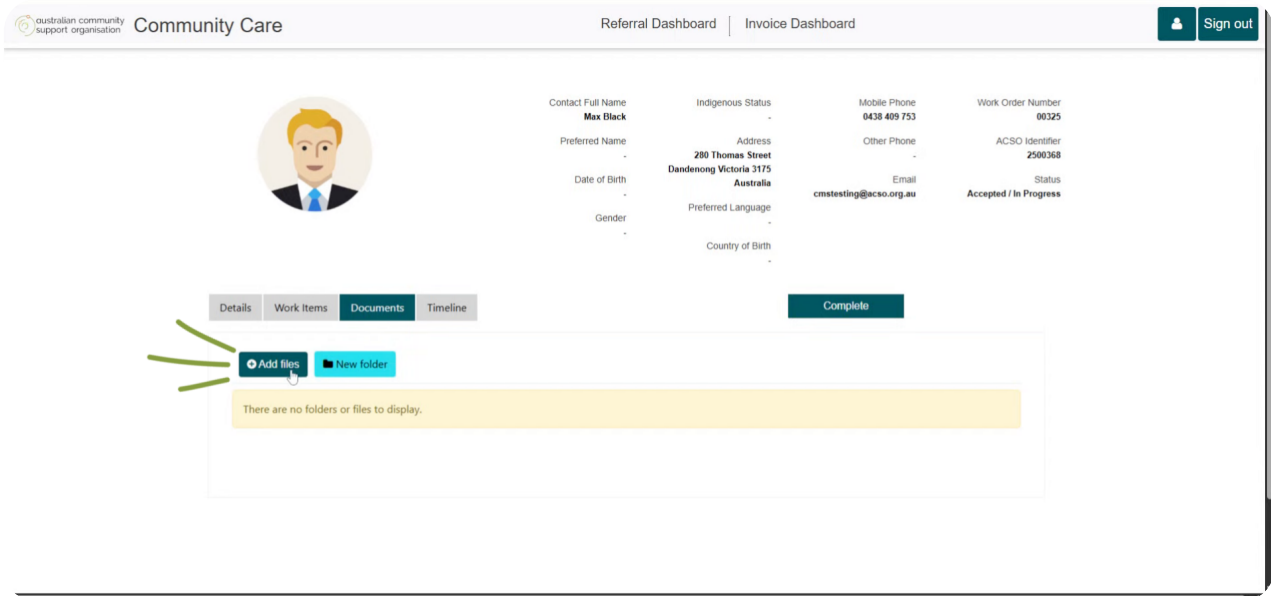
Support Category \*  
Treatment

Support Sub Category \*  
Counselling Complex

Special Instructions

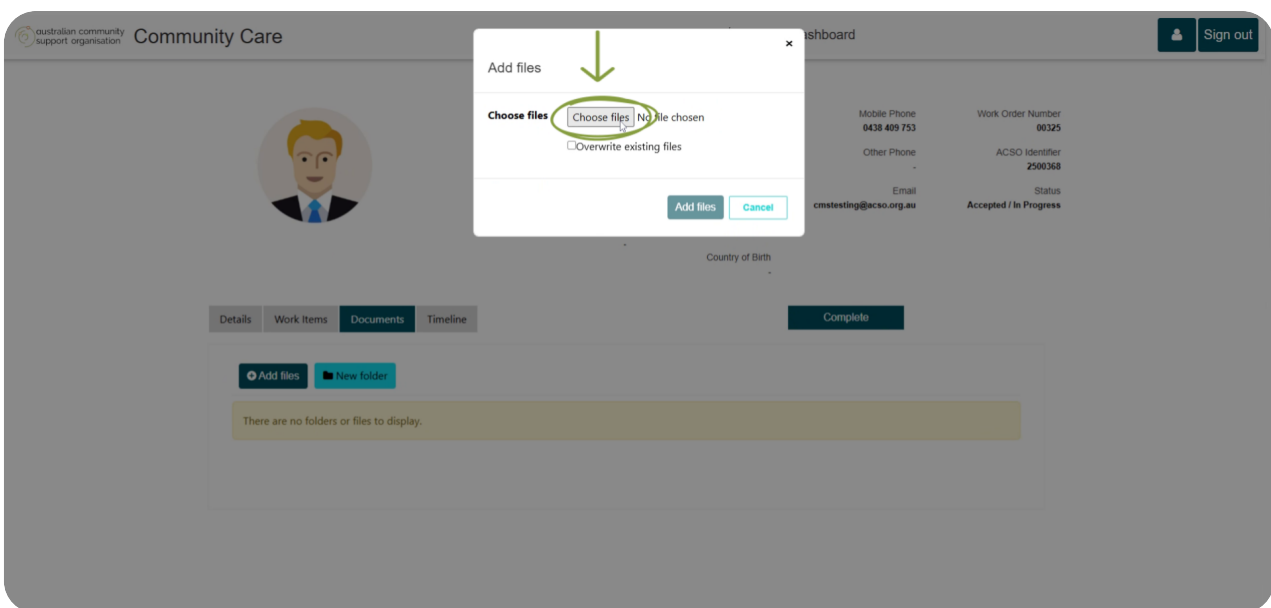
## 03 Open File Selection Pop-Up

Within the Documents page, click the "Add Files" button and a pop-up will appear.



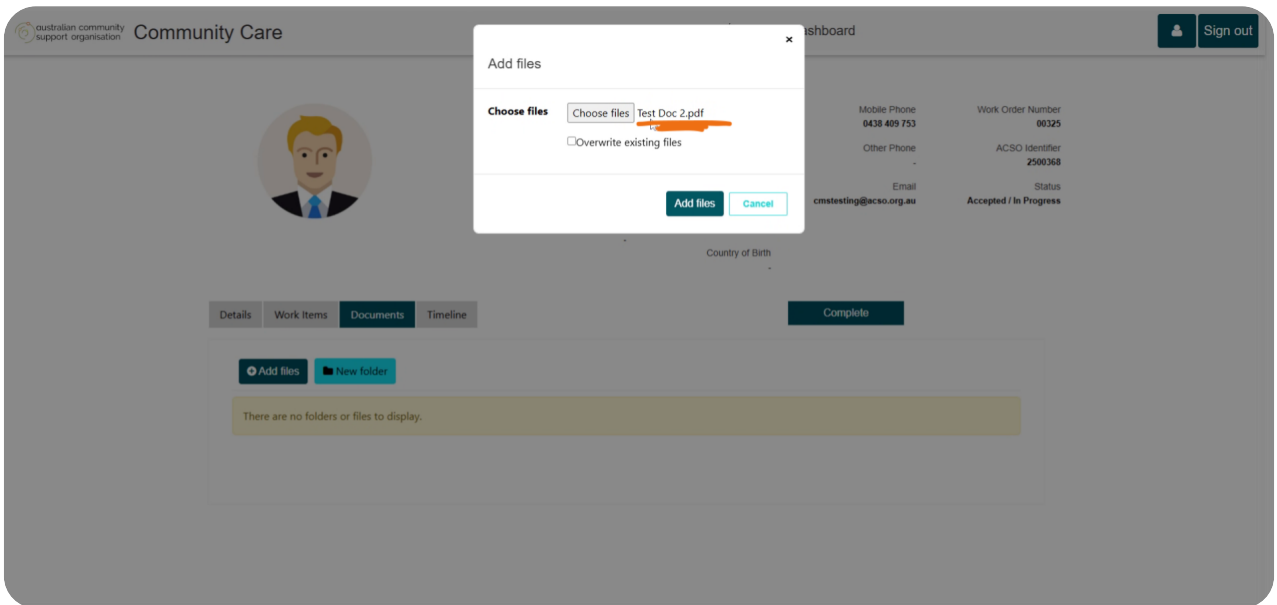
## 04 Select Document From File Explorer

In the pop-up, click the "Choose File" button. This will prompt your file explorer to open, from which you can select the applicable document you wish to upload.



## 05 Save Selected Document

Once your Document has been selected, the document name will appear in the pop-up.



## 06 Confirm Document Upload

Click the "Add Files" button to complete the upload process and attach the Document to the Workorder. Your Document is now viewable in the Documents tab on the Workorder.

