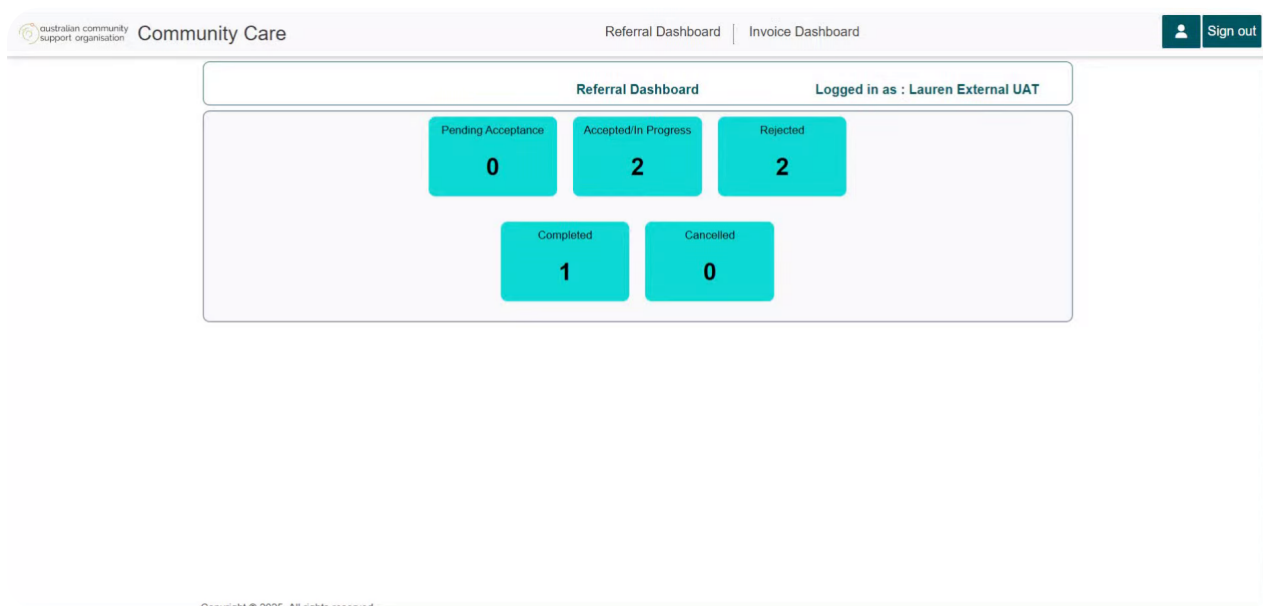


# Community Care Portal: Close Workorder at Treatment Completion

This tutorial guides you through closing a Workorder in the Community Care treatment agency Portal once treatment has been completed.

## 01 Understand Workorder Closure Purpose

Once treatment has concluded you must close off and complete the Workorder in the Community Care Portal doing so will commence billing and invoicing processes with ACSO.



## 02 Access Referral Dashboard Tiles

From the Referral Dashboard in the Portal, click the "Accepted/In Progress" tile.

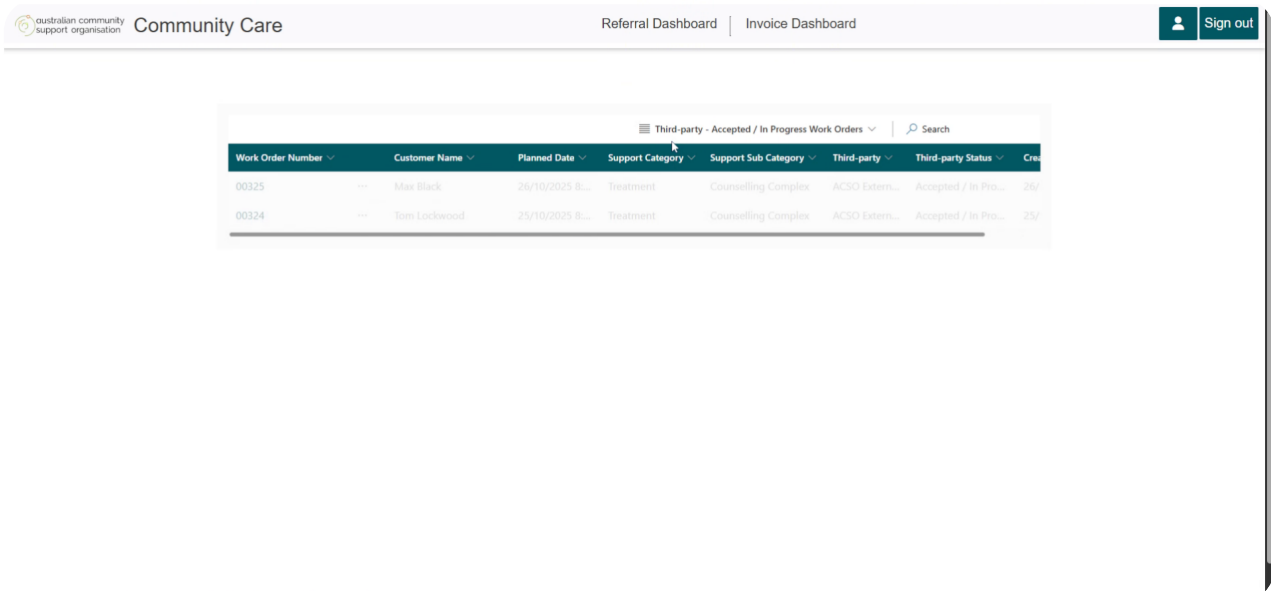


# Community Care Portal: Close Workorder at Treatment Completion



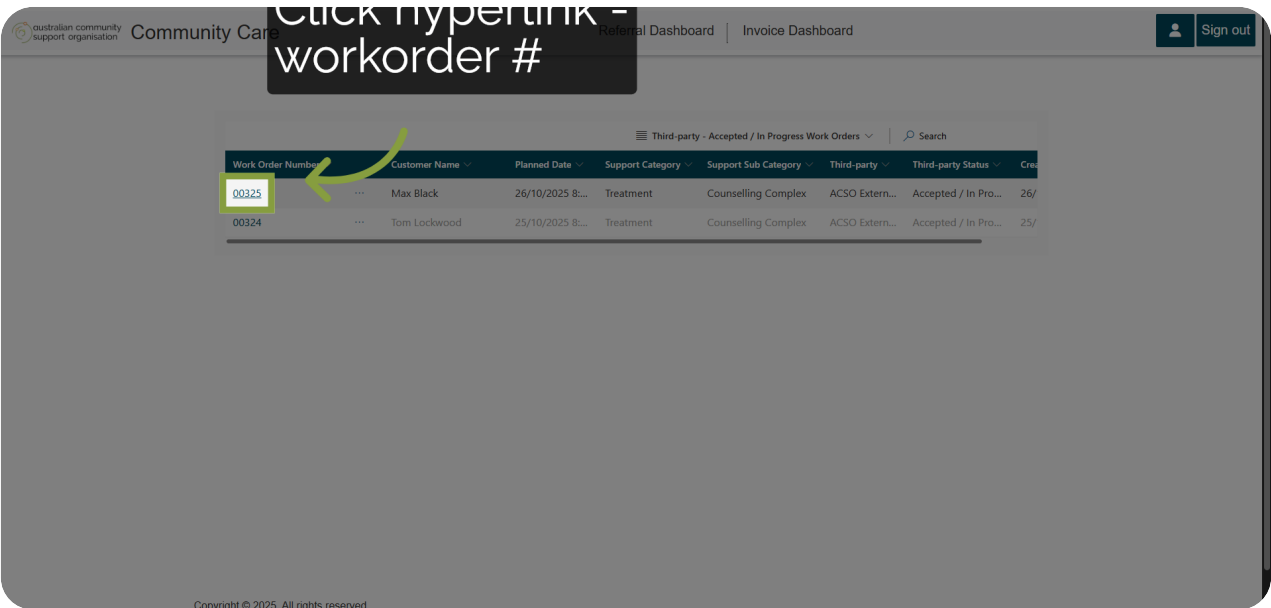
## 03 View Current Work Orders

This will open the view of current Workorders.




## 04 Select Specific Work Order

Select the Workorder you wish to close by clicking the blue hyperlink Workorder number.



05 Open Work Order Details

Your Workorder will now be open. Once you have recorded all Work Items, uploaded any relevant Documents & left applicable commentary on the Timeline...



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  
-

Preferred Language  
-

Email  
cmstesting@acso.org.au

Status  
Accepted / In Progress

Gender  
-

Country of Birth  
-

DetailsWork ItemsDocumentsTimeline

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

06 Confirm Treatment Completion

And Treatment has concluded... You're ready to complete the Workorder.



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  
-

Preferred Language  
-

Email  
cmstesting@acso.org.au

Status  
Accepted / In Progress

Gender  
-

Country of Birth  
-

DetailsWork ItemsDocumentsTimeline

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

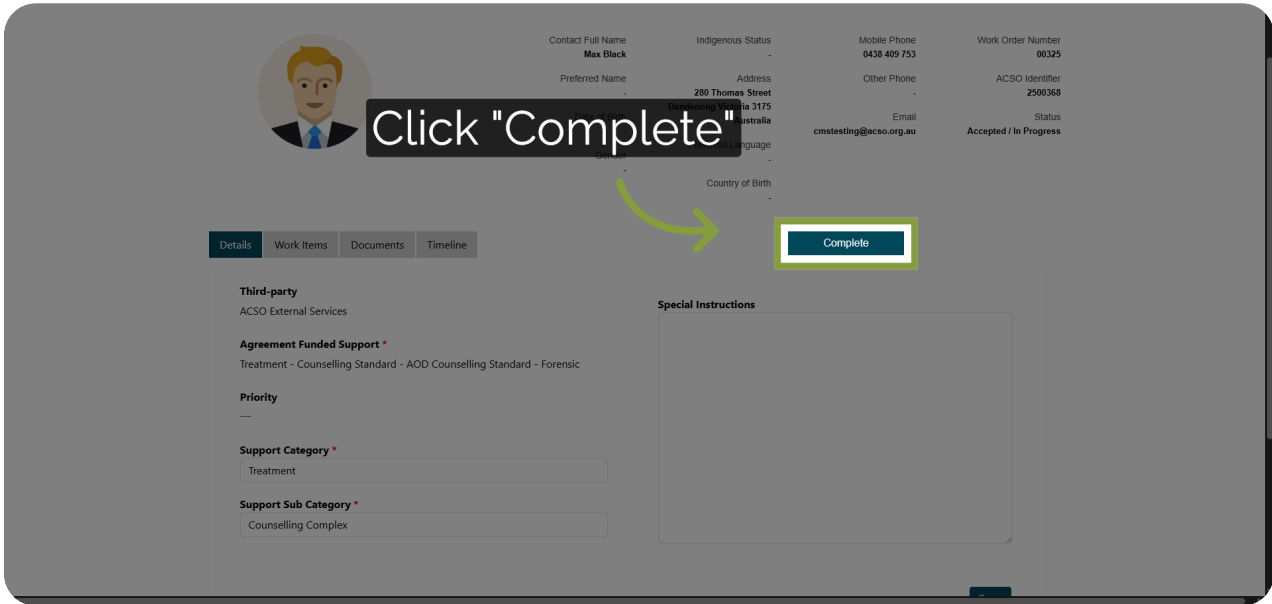
Special Instructions

# Community Care Portal: Close Workorder at Treatment Completion



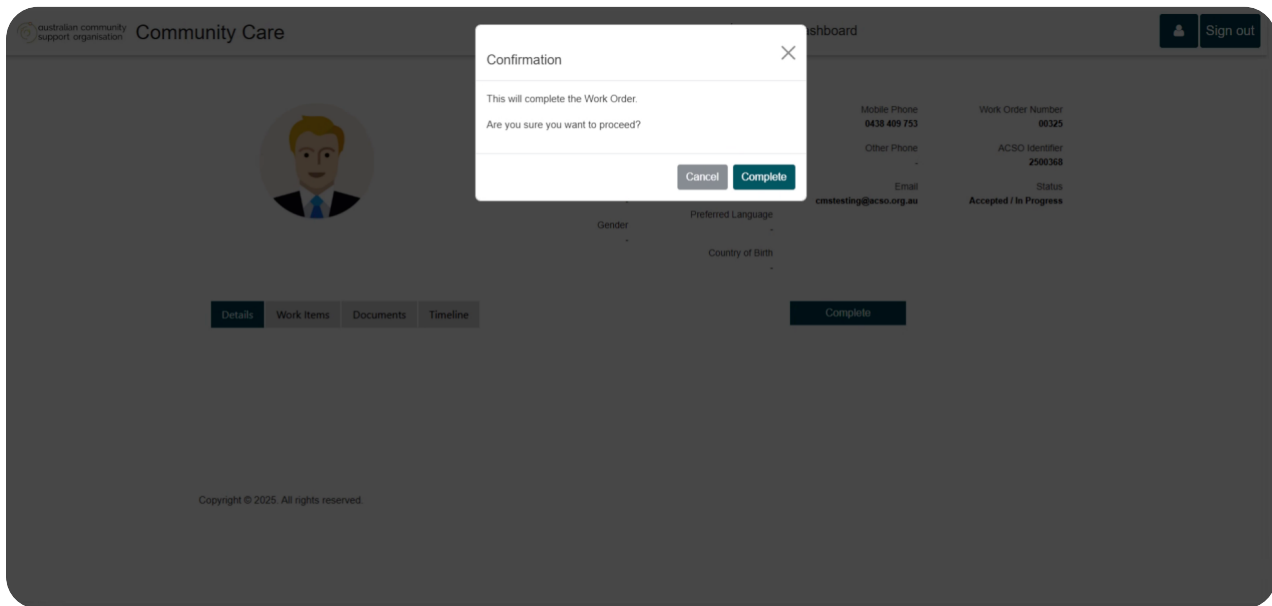
## 07 Click Complete Button

To complete the Workorder, click the "Complete" button.



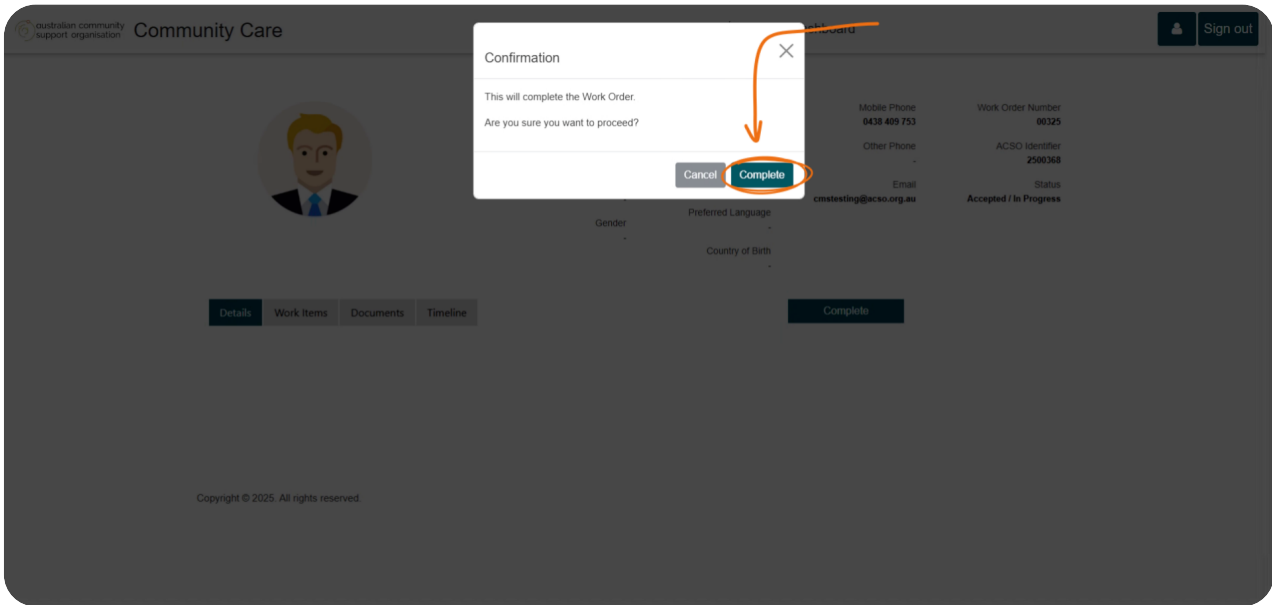
## 08 Confirm Completion Prompt

A pop-up will arise for confirmation that you wish to complete the Workorder.



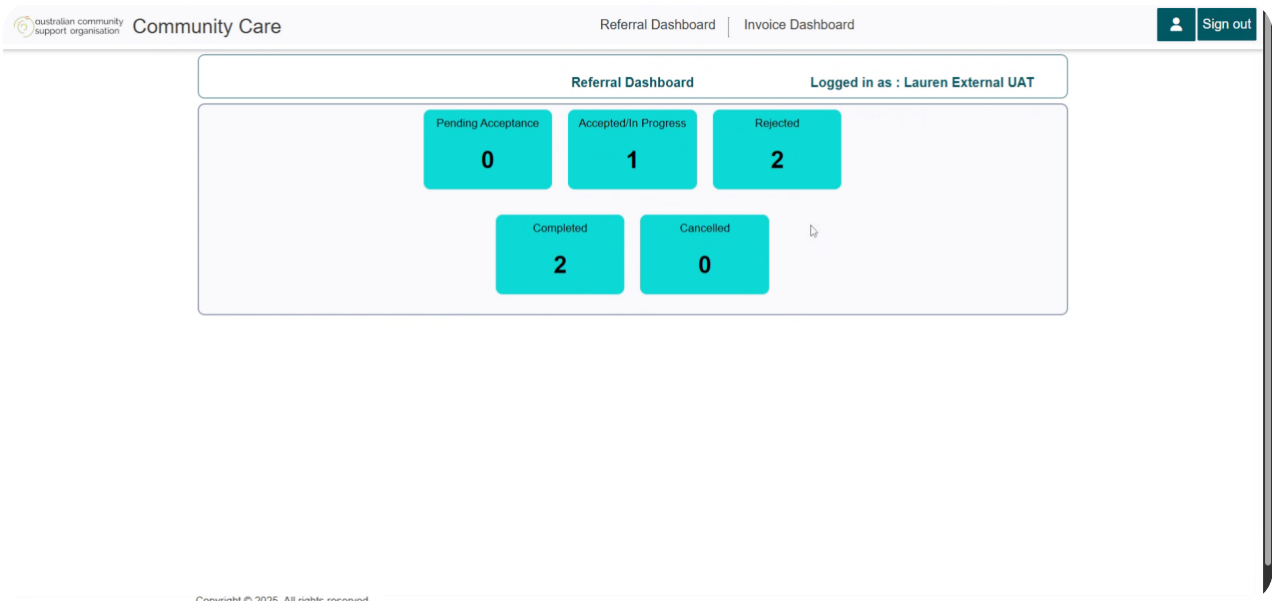
09 Confirm Work Order Closure

If you are satisfied that you have recorded all required information on the Workorder, click complete. The Workorder is now closed.



10 Work Order Moves to Completed List

The Workorder will move into the list of completed Workorders.





11 View Completed Work Orders

To view completed Workorders, click on the "Completed" tile from the Referral Dashboard. The list of completed Workorders will appear.

