



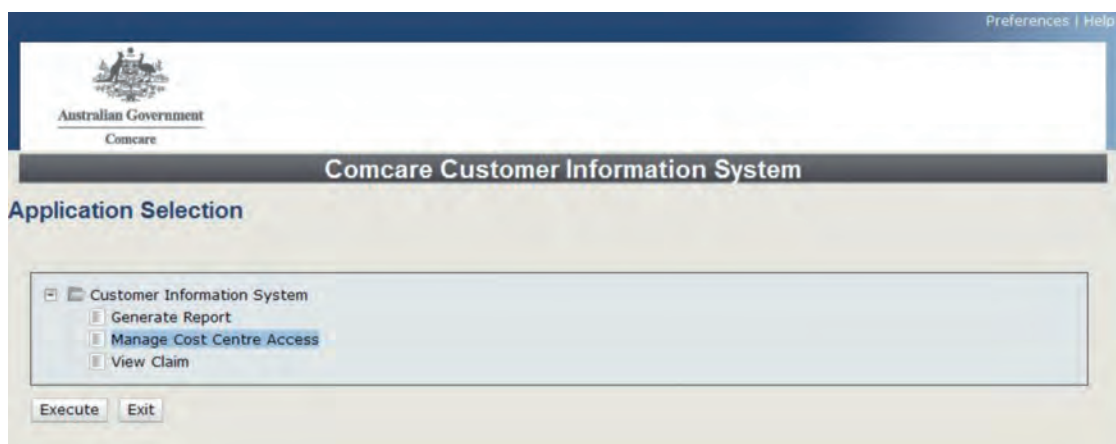
Australian Government

Comcare

## MANAGING COST RESTRICTIONS: COMCARE CUSTOMER INFORMATION SYSTEM (CIS)

The CIS **Manage Cost Centre Access** section allows administrators the ability to control the access of users within their agency. This is for agencies that have chosen to restrict user access by cost centre.

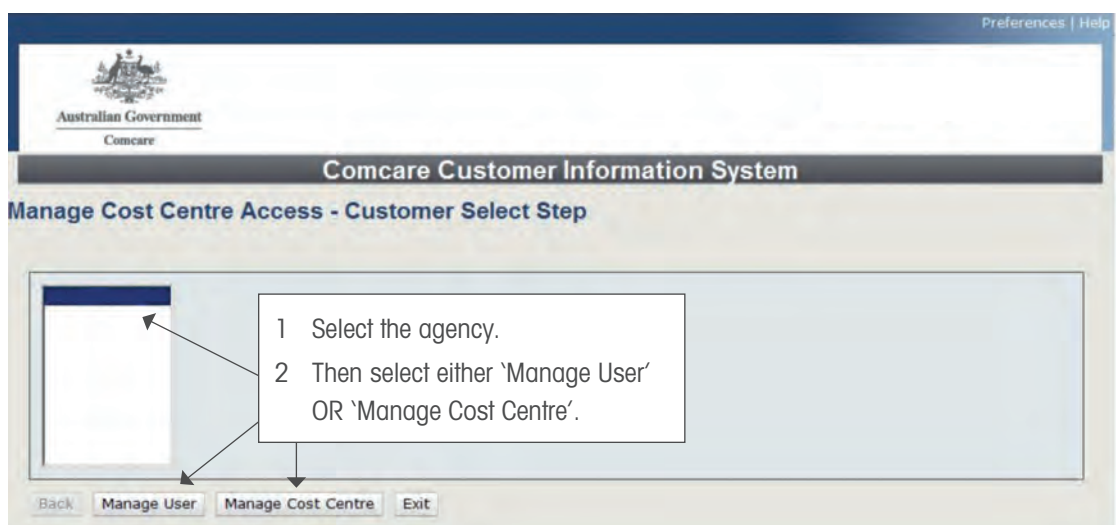
Screen 1—Select **Manage Cost Centre Access** from the initial CIS home screen and then click on **Execute**.



Screen 2—Select your agency from the list. It is likely there will only be one selection available. Once selected, the agency name will turn a shade of blue.

The CIS agency administrator can then choose to administer access by two ways:

- > **Manage User**—which allows the administrator to select a user and assign cost centres to them
- > **Manage Cost Centre**—which allows the administrator to select a cost centre and assign particular users to it.



## WHERE CAN I GET MORE HELP?

Just click the **Help** link at the top right corner when you are logged in.

The help material on the Comcare website includes:

- > PowerPoint introduction
- > a comprehensive guide to all reports
- > other FAQ sheets.

The CIS helpdesk is also available. The helpdesk can be contacted by:

- > Phone: 1300 366 979
- > Email: [agency.updates@comcare.gov.au](mailto:agency.updates@comcare.gov.au)