

## 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.

, And ,	
Australian Countration	
Comean	
contract	
1.01	mooro Culetomor Intormation Suctom
COL	incare customer information system
Col	incare customer information system
plication Selection	incare Customer mormation System
plication Selection	incare Customer mormation System
plication Selection	incare Customer mormation System
plication Selection	incare Customer mormation System
Con plication Selection  Customer Information System  Generate Report	
Con plication Selection  Customer Information System Generate Report Manage Cost Centre Access	
Con	

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.

		Preferences
the finder		
of Constant of the		
Comcare		
	Comcare Customer Information System	
nage Cost Centre /	Access - Customer Select Step	
	I Select the agency.	
	2 Then select either 'Manage User'	
	OR `Manaae Cost Centre'.	
/	1 0	
Back Manage User Mar	age Cost Centre Exit	

GPO BOX 9905 CANBERRA 2601 | 1300 366 979 | COMCARE.GOV.AU

## 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