



# Remove a document from an application

## IT Quick Reference Guide – Auditor

This Quick Reference Guide explains how an auditor removes a document from an application for the NDIS Quality and Safeguard Commission.

### Note:

- Only the user who attached the document can remove the document.
- The application status must be in ‘Submitted’ or ‘In progress’.
- The auditor status can not be in ‘Submitted to Commission’

Search the application you require using the ‘Search my applications’ screen.

The screenshot shows the 'Search my applications' interface. At the top, there is a navigation bar with 'Home', 'Applications', 'Organisation', and 'Tasks'. The main content area is titled 'Q Search my applications' and includes a search instruction: 'Search for a linked application using at least one of the fields below.' The search form consists of several input fields and dropdown menus: 'Business name', 'Legal name', 'ABN', 'Application reference number', 'Status' (with a 'Please Select' dropdown), 'Application type' (with a 'Please Select' dropdown), and 'Audit type' (with a 'Please Select' dropdown). Below the form are links for 'Clear search' and 'Cancel search', and a 'Run search' button.

Check the 'Audit details' tab to ensure the 'Audit recommendation' status is not 'Submitted to Commission'.

The screenshot shows the 'Audit details' tab for a registration application. The left sidebar contains 'Registration application' with sub-sections for 'Application reference' and 'Application details'. The main content area is titled 'Audit details' and includes a table for 'Audit recommendation' and an 'Auditor schedule' section.

**Audit recommendation table:**

Recommendation	Audit type	Auditor name	Created date	Status	Status change date
▶	Certification	[Redacted]	04/08/2021	In Progress	04/08/2021 10:03:27 AM

Below the table, there is a dropdown menu for 'Format' set to 'Comma Separated Values (CSV)' and an 'Export' button.

**Auditor schedule section:**

Record when an audit is planned to be undertaken

Select the 'Attachments' tab.

The screenshot shows the 'Attachments' tab for a registration application. The left sidebar contains 'Registration application' with sub-sections for 'Application reference', 'Application details', 'Applications details', and 'Provider details'. The main content area is titled 'Attachments' and includes instructions, a list of relevant documentation, and a table of attached documents.

**Attachments instructions:**

Attach any documents or evidence relevant to this application. Failure to attach relevant documentation may delay the assessment of your application.

Relevant documentation may include:

- Signed copies of Trust Deeds where the applicant operates within a Trust, Qualifications and Professional Memberships in line with the 'Verification Module - Required Documentation' available in the [Provider application pack](#).
- Details of any positive suitability assessment responses.

**Attached documents table:**

Name	Document type	Date uploaded	Type	Uploaded by	Related to	Actions
▶ Verification with NC	Additional information	04/08/2021	DOCX	NQSCF1610922122 NQSCSUR1610922122	Application	Actions
▶ NQSCinitialScopeofAudit_4-5XJUM3S_04-08-2021_095332.pdf		04/08/2021	pdf	NQSCF1610723776 NQSCSUR1610723776	Application	Actions

An 'Add attachment' button is located above the table.

Click the down arrow in the 'Actions' box next to the attachment you want to remove. Select 'Remove' from the dropdown.

Registration application

Application reference

Application details

Attachments \* required

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- Details of any positive suitability assessment responses.

[Add attachment](#)

Name	Document type	Date uploaded	Type	Uploaded by	Related to	Actions
Verification with NC	Additional information	04/08/2021	DOCX	NQSCF1610922 122 NQSCSUR16109 22122	Application	Download Update Remove
NQSCinitialSco peofAudit_4- 5XJUM35_04- 08- 2021_095332_p df		04/08/2021	pdf	NQSCF1610723 776 NQSCSUR16107 23776	Application	

The 'Confirm delete' box will appear. Select 'Yes' and the attachment will be removed.

Registration application

Application reference

Application details

Attachments \* required

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- Details of any positive suitability assessment responses.

[Add attachment](#)

**Confirm delete** ✕

Are you sure you would like to delete this record?

[Discard changes and close](#) [Yes](#)

Name	Document type	Date uploaded	Type	Uploaded by	Related to	Actions
Verification with NC	Additional information	04/08/2021	DOCX	NQSCF1610922 122 NQSCSUR16109 22122	Application	Actions
NQSCinitialSco peofAudit_4- 5XJUM35_04- 08- 2021_095332_p df		04/08/2021	pdf	NQSCF1610723 776 NQSCSUR16107 23776	Application	Actions