



## Handshake – Create, accept or revoke

### Task card

This task card discusses the following:

- [Background information](#)
- [Lead Organisation View – Request for Access to Delivery Partner data \(Handshake\)](#)
- [Delivery Partner View – Handshake request alert received](#)
- [Accepting/Declining a Handshake Request](#)
- [Lead Organisation View – Handshake request status](#)
- [Lead Organisation View – Revoking a handshake](#)
- [Delivery Partner View – Handshake revoked by lead organisation](#)
- [Delivery Partner View – Revoking a handshake](#)
- [Lead Organisation View – Handshake revoked by delivery partner](#)

### KEY HIGHLIGHTS

- Using the handshake arrangement, lead organisations can request to view data for the program a delivery partner is providing.
- A delivery partner has the option to accept or decline a handshake request.
- A handshake can be revoked at any time by either the lead organisation or delivery partner.
- It takes up to 24 hours for the handshake to become active and it can also take up to 24 hours for access to be removed.

### Background information

*What is a handshake?*

The 'handshake' is a virtual agreement between a lead organisation and their delivery partner/s to allow a sharing of reports data (in the form of de-identified, aggregate information). Under a handshake, a lead organisation cannot access any data that is not otherwise available to the delivery partner.

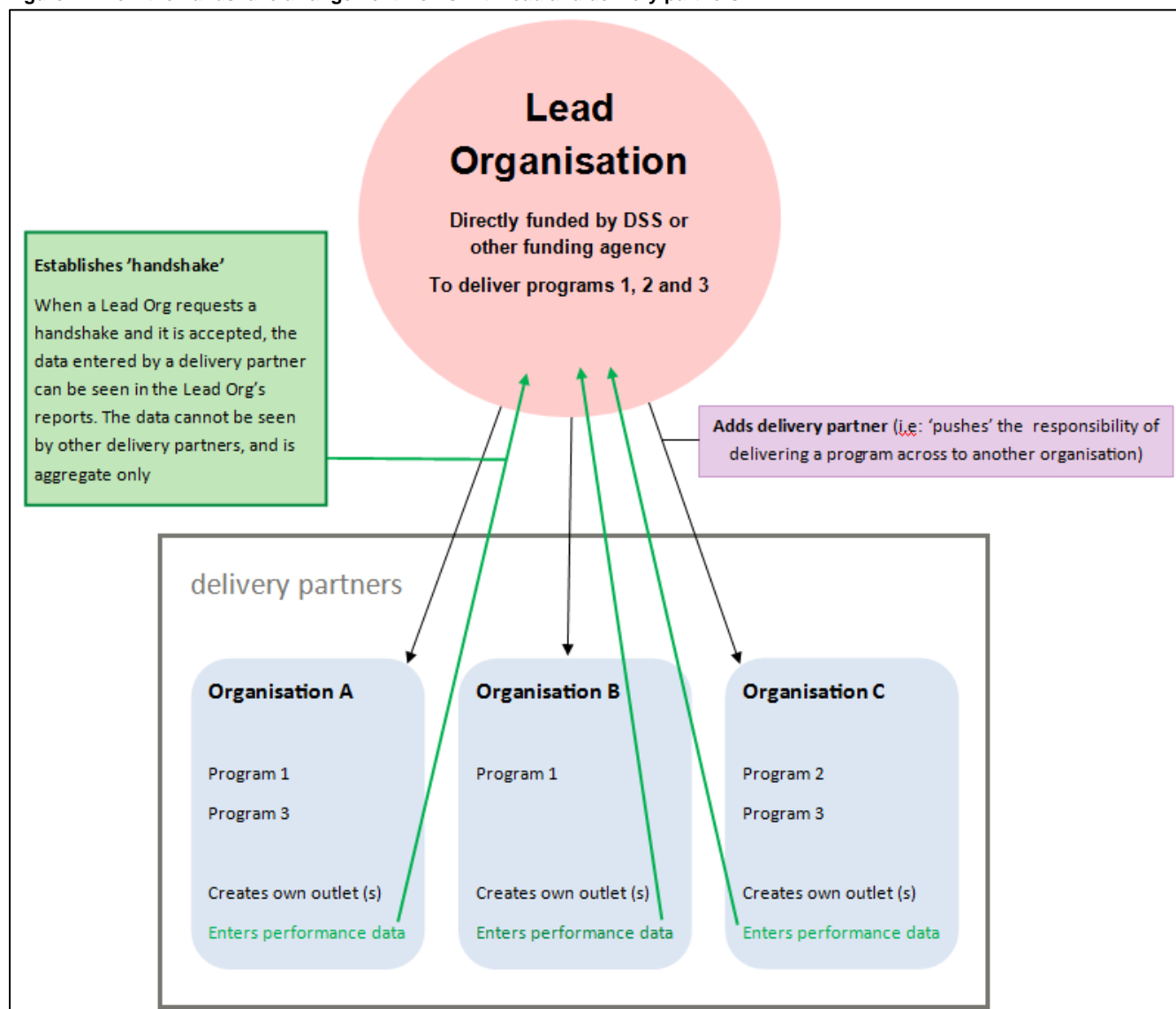
For more information on how to set up an organisation as a lead organisation or a delivery partner, refer to the [Setting up the structure of your organisation](#) task card.

*Who can initiate a handshake?*

A Data Exchange Organisation Administrator of the lead organisation will initiate a request through the Data Exchange web-based portal. An Organisation Administrator of the delivery partner can then choose to accept or decline the request. An overview on how the handshake arrangement works with lead and delivery partners is shown in Figure 1.

Each agreement / relationship between a lead organisation and their delivery partner is unique; therefore, a **separate** handshake request is required for **each** delivery partner and each program.

Figure 1 – How the handshake arrangement works with lead and delivery partners



### *What data is visible between a lead organisation and their delivery partner?*

If the request is accepted, the lead organisation will be able to view data in reports **ONLY** for the program the delivery partner is providing. This data is aggregate and includes outlet data relevant to that program.

If the delivery partner is directly funded, or delivers services for other organisations, performance data relevant to those agreements/relationships will not be visible to the requesting lead organisation.

### *Who can revoke a handshake?*

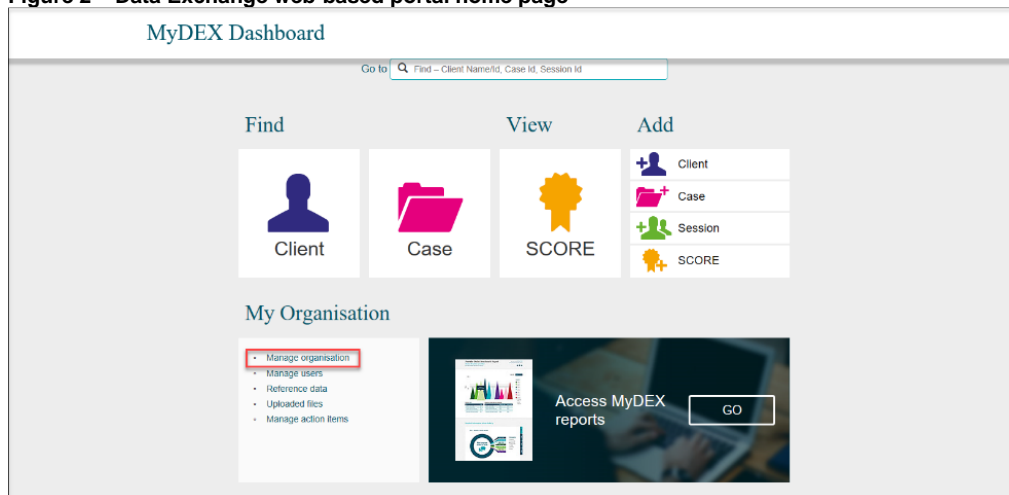
A handshake can be revoked at any time, by either the lead organisation or the delivery partner. When revoked, visibility of the delivery partner's data will be removed from the lead organisation's reports. This includes visibility of historical data from a time when the handshake was active. The performance data will still be accessible for the delivery partner; it just will not be visible to the lead organisation.

It takes up to 24 hours for the handshake to become active, therefore when the handshake is revoked, it can also take up to 24 hours for access to be removed.

## Lead Organisation View – Request for Access to Delivery Partner data (Handshake)

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 2.

Figure 2 – Data Exchange web-based portal home page



Select **Manage organisation**.

The **Manage organisation** screen will display. Refer Figure 3.

Select the appropriate **program activity** hyperlink.

Figure 3 – Manage organisation screen

The screenshot shows the "Manage organisation" screen. At the top, there's a header "Manage organisation" and a button "EDIT ORGANISATION DETAILS". Below this, there's a section "Organisation Details" with the following information: Preferred organisation name: Community Organisation, Partnership Approach agreement: No, ABN: 11223344556, Source Organisation ID: DEX-000012, Source Organisation name: Community Organisation. Below this, there's a section "Outlets (1)" with a button "+ ADD OUTLET". It contains a form with fields for Name, Address, State, and Program activity, and a "SEARCH" button. Below the form, there's a table with one row: Bay Community Centre, 71 Athlton Dr GREENWAY ACT 2900, 04/07/2018. Below this, there's a section "Program activities (10)" with a "Show All" button. It contains a table with 10 rows of program activities. The second row, "Commonwealth Financial Counselling and Financial Capability", is highlighted with a red box. The table has columns for Program activity, Start date, End date, Status, and Notification. The data is as follows:

Program activity	Start date	End date	Status	Notification
Childrens Contact Services	01/07/2017	30/06/2021	Active	
Commonwealth Financial Counselling and Financial Capability	01/07/2017	30/06/2021	Active	
Community and Home Support	01/07/2017	30/06/2021	Active	
Family Dispute Resolution	01/07/2017	30/06/2021	Active	
Family Law Counselling	01/07/2017	30/06/2021	Active	
Family Relationship Centres	01/07/2017	30/06/2021	Active	
ILC - Individual Capacity Building	01/07/2017	30/06/2021	Active	
Intensive Family Support Services	01/07/2017	30/06/2021	Active	
Reconnect	01/07/2017	30/06/2021	Active	
Settlement Grants	01/07/2017	30/06/2021	Active	

The **Program activity** screen will display. Refer Figure 4.

**Figure 4 – Program activity screen**

**Program activity - Commonwealth Financial Counselling and Financial Capability**

[EDIT PROGRAM ACTIVITY](#)

### Organisation details

Preferred organisation name: Community Organisation  
 Partnership Approach agreement: No  
 ABN: 11223344556  
 Source Organisation ID: DEX-000012  
 Source Organisation name: Community Organisation

### Program activity details

Program activity: Commonwealth Financial Counselling and Financial Capability  
 Start Date: 1/07/2017  
 End Date: 30/06/2021  
 Partnership Approach agreement: No

### Grant information

Source Activity ID	Manager Name	Start Date	End Date
No records found.			

### Program activities (0)


[+ ADD DELIVERY PARTNER](#)

Organisation Name	Source Organisation ID	ABN	Status	Delete Delivery Partner	Handshake Status	Handshake Action
No records found.						

[< BACK](#)

Select [+ ADD DELIVERY PARTNER](#)

The **Add delivery partner** screen will display with the following. Refer Figure 5.

1. An information icon  will display advising if the organisation you wish to add as a delivery partner is not in the list, contact the Data Exchange Helpdesk
2. Select the delivery partner by either using the **drop down arrow** or typing the first few letters of the organisation at the **Delivery partner organisation** field.
3. The details of the delivery partner will auto populate the fields.

**Figure 5 – Add delivery partner screen**

**Add delivery partner**

**1** If the organisation you wish to add as a delivery partner is not present in the list, please contact the DSS Data Exchange Helpdesk.

**2** Delivery partner organisation:


ABN: 17060123631  
 FOFMS Organisation ID: DEX-000010  
 FOFMS Organisation name: AAA-Test Organisation Date variations 2 - so it is the LAST HOUSE ON THE LEFT, AT THE TOP OF THE HILL.

**3** Send 'Handshake' Request: ☒ [What is a handshake?](#)

By sending this handshake, you request that your delivery partner allow visibility of their performance data in your reports (as their lead organisation) for this program only.  
 If accepted, this does not grant access to your delivery partners' portal, or allow visibility of individual client data in any way.  
 For more information, please review the [Taskcard](#).

[Cancel](#) [SAVE](#)


Select the **Send 'Handshake' Request** tick box then select [SAVE](#).

The tick icon  will indicate that your request has been successfully saved and sent to the delivery partner. Refer Figure 6.

Under **Program activities**, the **Handshake Status** will be updated to **Requested**.

Figure 6 – Program activity screen

[Home](#) > [Manage organisation](#) > Program activity: Commonwealth Financial Counselling and Financial Capability

 Successfully saved

## Program activity - Commonwealth Financial Counselling and Financial Capability

EDIT PROGRAM ACTIVITY

### Organisation details

Preferred organisation name: Community Organisation

Partnership Approach agreement: No

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ABN: 11223344556

Source Organisation ID: DEX-000012

Source Organisation name: Community Organisation

### Program activity details

Program activity: Commonwealth Financial Counselling and Financial Capability

Start Date: 1/07/2017

End Date: 30/06/2021



Partnership Approach agreement: No

### Grant information

Source Activity ID	Manager Name	Start Date	End Date
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### Program activities <sup>(1)</sup>

+ ADD DELIVERY PARTNER

Organisation Name	Source Organisation ID	ABN	Status	Delete Delivery Partner	Handshake Status	Handshake Action
 AAA-Test Organisation Date variations 2 - so it is the LAST HOUSE ON THE LEFT, AT THE TOP OF THE HILL	DEX-000010	17060123631	Active		Requested	<a href="#">Revoke</a>

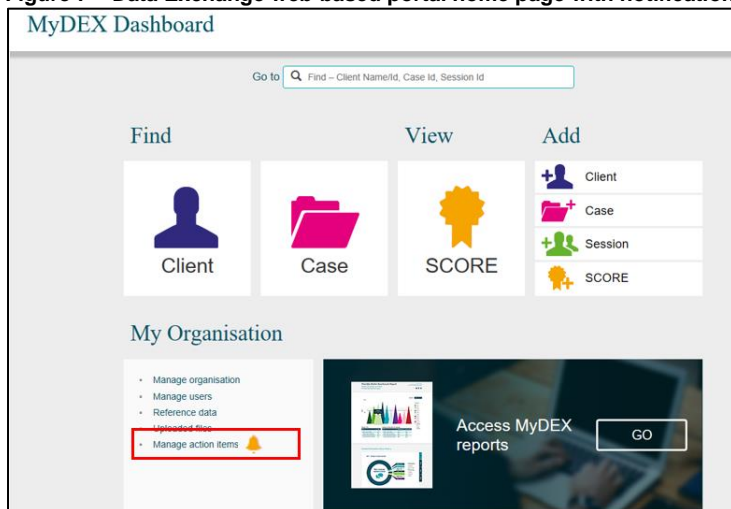
< BACK



## Delivery Partner View – Handshake request alert received

From the Data Exchange web-based portal home page the notifications icon  will have displayed next to the **Manage action items**. Refer Figure 7.

Select **Manage action items**.

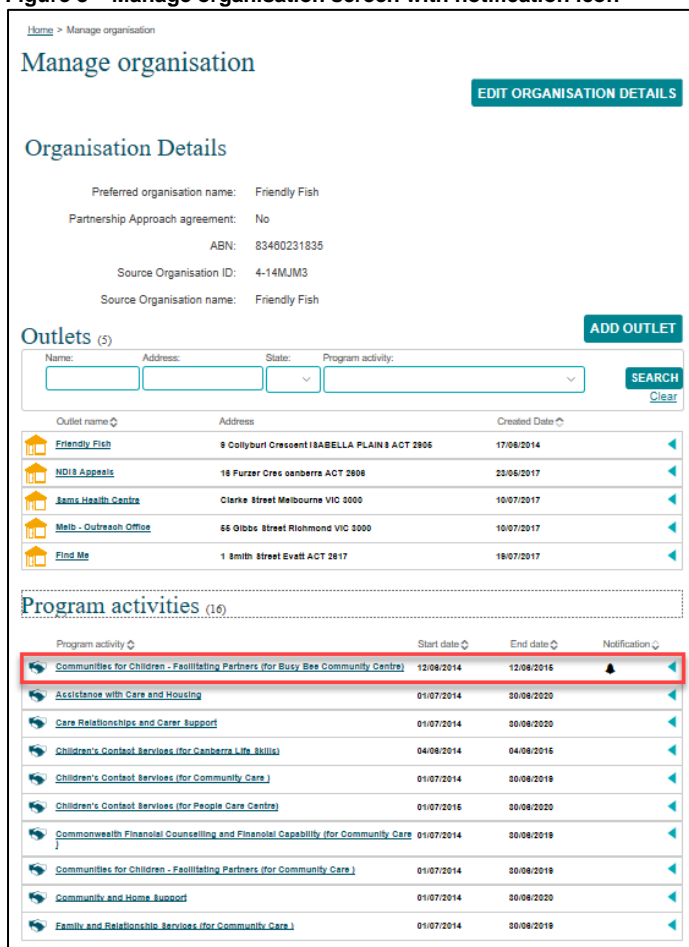
Figure 7 – Data Exchange web-based portal home page with notification icon



**Please Note:** The bell icon signifies a handshake request / agreement. A gold notification icon  will display on the Data Exchange web-based portal home page and a black notification icon  will display in the **Manage organisation** screen.

The **Manage organisation** screen will display. Refer Figure 8.

Figure 8 – Manage organisation screen with notification icon





In the **Program activities** section, the notification icon will display next to the **Program activity** that has received a handshake request.

Select the **Program activity** hyperlink.

## Accepting / declining a Handshake

The selected **Program activity** screen will display. Refer Figure 9.



On the **Program activity** screen, the information icon will indicate that a handshake was requested.

Select either **ACCEPT HANDSHAKE** or **DECLINE HANDSHAKE**.

Figure 9— Program activity screen

Busy Bee Community Centre (Source Organisation ID: 4-14755B) has updated your handshake. Current handshake status is Requested.

### Program activity - Communities for Children - Facilitating Partners (for Busy Bee Community Centre)

**ACCEPT HANDSHAKE** **DECLINE HANDSHAKE**

#### Organisation details

Preferred organisation name: Friendly Fish  
 Partnership Approach agreement: No  
 ABN: 83480231835  
 Source Organisation ID: 4-14MJM3  
 Source Organisation name: Friendly Fish

#### Program activity details

Program activity: Communities for Children - Facilitating Partners (for Busy Bee Community Centre)  
 Start Date: 12/05/2014  
 End Date: 12/05/2015  
 Partnership Approach agreement: No  
 Handshake status: Requested

#### Handshake history (1)

Action date	Status	Actioned By
5/01/2015 10:05:49 AM	Requested	Busy Bee Community Centre

By selecting **ACCEPT HANDSHAKE** a pop-up message will display. Refer Figure 10.

Select **OK**

Figure 10 – Pop-up message: Accept handshake?

### Accept handshake?

By accepting this handshake, you agree for your lead organisation to view your performance data in their reports for this program only.

By accepting this handshake, your lead organisation will be able to access information independently.

This does not grant them access to the portal, or allow visibility of individual client data in any way.

For more information, please review the Factsheet.

**OK** **CANCEL**

The **Handshake history** status will be updated to **Accepted**. Refer Figure 11.

Figure 11 – Program activity screen – Status update to Accepted

### Program activity - Communities for Children - Facilitating Partners (for Busy Bee Community Centre)

REVOKE HANDSHAKE

#### Organisation details

Preferred organisation name: Friendly Fish  
Partnership Approach agreement: No  
ABN: 83460231835  
Source Organisation ID: 4-14MJM3  
Source Organisation name: Friendly Fish

#### Program activity details

Program activity: Communities for Children - Facilitating Partners (for Busy Bee Community Centre)  
Start Date: 12/06/2014  
End Date: 12/06/2015  
Partnership Approach agreement: No  
Handshake status: Accepted

#### Handshake history (2)

Action date	Status	Actioned By
3/01/2018 10:24:55 AM	Accepted	FF, OrgAdmin
3/01/2018 10:08:49 AM	Requested	Busy Bee Community Centre

**Please Note:** It can take up to 24 hours for the handshake to become active.

## Lead Organisation View – Handshake request status

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 12. Select **Manage action items**.

Figure 12 – Data Exchange web-based portal home page

### MyDEX Dashboard

Go to

#### Find

Client

Case

SCORE

#### View

#### Add

Client

Case

Session

SCORE

#### My Organisation

- Manage organisation
- Manage users
- Reference data
- Uploaded files
- Manage action items

Access MyDEX reports

GO



The **Manage organisation** screen will display. Refer Figure 13.

Figure 13 – Manage organisation screen

Home > Manage organisation

## Manage organisation

[EDIT ORGANISATION DETAILS](#)

### Organisation Details

Preferred organisation name: Busy Bee Community Centre  
 Partnership Approach agreement: Yes  
 ABN: 44110687262  
 Source Organisation ID: 4-14755B  
 Source Organisation name: Busy Bee Community Centre

### Outlets (1)


[ADD OUTLET](#)

Name: Address: State: Program activity: [SEARCH](#) [Clear](#)

Outlet name	Address	Created Date
Busy Bee Community Centre	43 Upton Street MONASH ACT 2904	12/06/2014

### Program activities (11)

Program activity	Start date	End date	Notification
Communities for Children - Facilitating Partners	12/06/2014	12/06/2015	
Children's Contact Services (for Community Care)	01/07/2014	30/06/2019	
Communities for Children - Facilitating Partners (for Canberra Life Skills)	01/07/2014	30/06/2017	
Communities for Children - Facilitating Partners (for Church Group)	01/07/2014	30/06/2015	
Communities for Children - Facilitating Partners (for Community Care)	01/07/2014	30/06/2016	
Family and Relationship Services (for Community Care)	01/07/2014	30/06/2020	
Family Law Counselling (for Canberra Life Skills)	04/06/2014	04/06/2015	
Family Relationship Advice Line (for Community Care)	01/07/2014	30/06/2017	
Forced Adoptions Support Services (for Community Care)	01/07/2014	30/06/2019	

A notification icon  will display next to the **Program activity** where a handshake request has been actioned.

Select the relevant **Program activity** hyperlink.

The **Program activity** screen will display with the following. Refer Figure 14.


1. The information icon  will indicate that your handshake request has been accepted.
2. Under **Program activities**, the **Handshake Status** will display **Accepted**.

Figure 14 – Program activity screen

Rapid Creek Primary School (Source Organisation ID: 4-14MJX0) has actioned your handshake request. Current handshake status is Accepted.

## Program activity - Communities for Children - Facilitating Partners

[EDIT PROGRAM ACTIVITY](#)

### Organisation details

Preferred organisation name: Busy Bee Community Centre  
 Partnership Approach agreement: No  
 ABN: 44110687262  
 Source Organisation ID: 4-14755B  
 Source Organisation name: Busy Bee Community Centre

### Program activity details

Program activity: Communities for Children - Facilitating Partners  
 Start Date: 12/06/2014  
 End Date: 12/06/2015  
 Partnership Approach agreement: No

### Grant information

Source Activity ID	Manager Name	Start Date	End Date
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### Program activities (6)

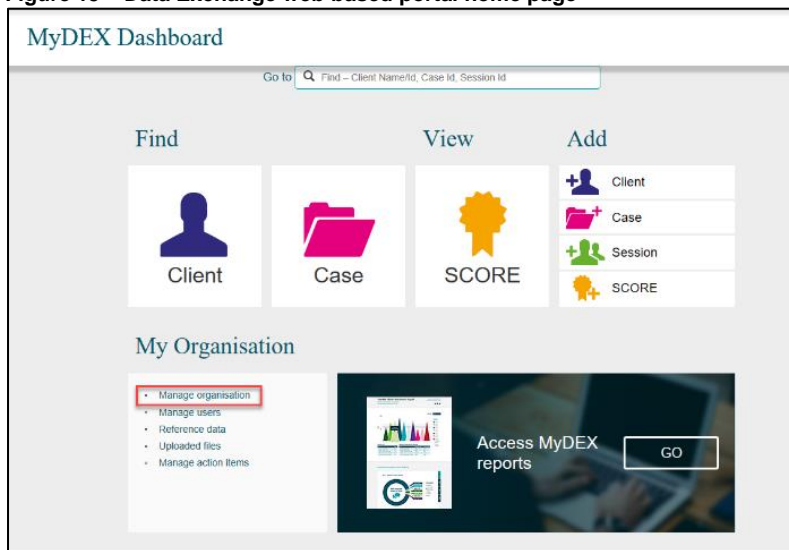
[ADD DELIVERY PARTNER](#)

Organisation Name	Source Organisation ID	ABN	Delete Delivery Partner	Handshake Status	Handshake Action
Brindabella Services	4-14MJX0	28151287210		Request	<a href="#">Request</a>
Canberra City Council	4-14J294	2826219010		Request	<a href="#">Request</a>
Canberra Life Skills	4-110104	4186233380		Request	<a href="#">Request</a>
Friendly Fish	4-14MJX0	33480231036		Accepted	<a href="#">Request</a>
People Care Centre	4-11VL87	21151550630		Requested	<a href="#">Request</a>
Rapid Creek Primary School	4-14MJX0	33189664338		Accepted	<a href="#">Request</a>

## Lead Organisation View – Revoking a handshake

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 15.

Figure 15 – Data Exchange web-based portal home page



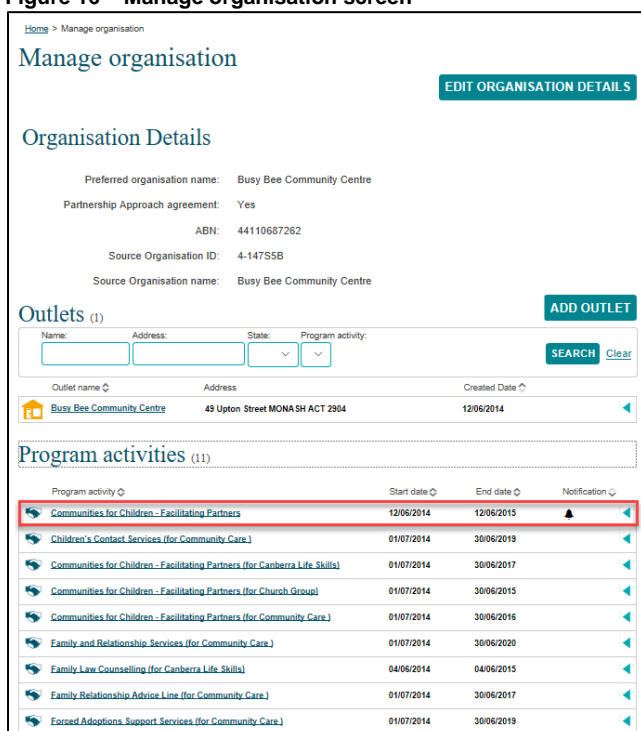
Select **Manage organisation**.

The **Manage organisation** screen will display. Refer Figure 16.

A notification icon  will display next to the **Program activity** where a handshake request has been requested.

Select the relevant **Program activity** hyperlink.

Figure 16 – Manage organisation screen



The **Program activity** screen will display. Refer Figure 17.

Scroll down to the list of **Program Activities**.

Under the **Handshake Action** column, select the **Revoke** hyperlink.

Figure 17 – Program activity screen

Program activity - Communities for Children - Facilitating Partners

EDIT PROGRAM ACTIVITY

Organisation details

Preferred organisation name:

Busy Bee Community Centre

Partnership Approach agreement:

No

ABN:

44110887262

Source Organisation ID:

4-147S5B

Source Organisation name:

Busy Bee Community Centre

Program activity details

Program activity:

Communities for Children - Facilitating Partners

Start Date:

12/06/2014

End Date:

12/06/2015

Partnership Approach agreement:

No

Grant information

Source Activity ID













Manager Name

Start Date

End Date

Program activities (6)

ADD DELIVERY PARTNER

Organisation Name	Source Organisation ID	ABN	Delete Delivery Partner	Handshake Status	Handshake Action
 Brindabella Services	4-14MJ8G	29131297210			<a href="#">Request</a>
 Canberra City Council	4-14J23H	39266319010			<a href="#">Request</a>
 Canberra Life Skills	4-11WID6	81662333380			<a href="#">Request</a>
 Friendly Fish	4-14MJM3	33480231835		Accepted	<a href="#">Revoke</a>
 People Care Centre	4-11VLET	21101300600		Requested	<a href="#">Revoke</a>
 Rapid Creek Primary School	4-14MJX0	33199642033		Accepted	<a href="#">Revoke</a>

A **Revoke handshake?** pop-up box will display. Refer Figure 18.

Figure 18 –Revoke handshake? pop-up box

Revoke handshake?

Are you sure you would like to revoke this handshake?

Revoking this agreement will remove visibility of your delivery partners' data from reports. This includes visibility of historical data from the time when the handshake was active.

OK

CANCEL

Select **OK**

The **Handshake Status** for the program activity will display **Revoked by lead partner**. Refer Figure 19.

Figure 19 – List of program activities

## Program activity - Communities for Children - Facilitating Partners

EDIT PROGRAM ACTIVITY

### Organisation details

Preferred organisation name: Busy Bee Community Centre

Partnership Approach agreement: No

ABN: 44110687262

Source Organisation ID: 4-147S5B

Source Organisation name: Busy Bee Community Centre

### Program activity details

Program activity: Communities for Children - Facilitating Partners

Start Date: 12/06/2014

End Date: 12/06/2015













Partnership Approach agreement: No

### Grant information

Source Activity ID	Manager Name	Start Date	End Date
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### Program activities (6)

ADD DELIVERY PARTNER

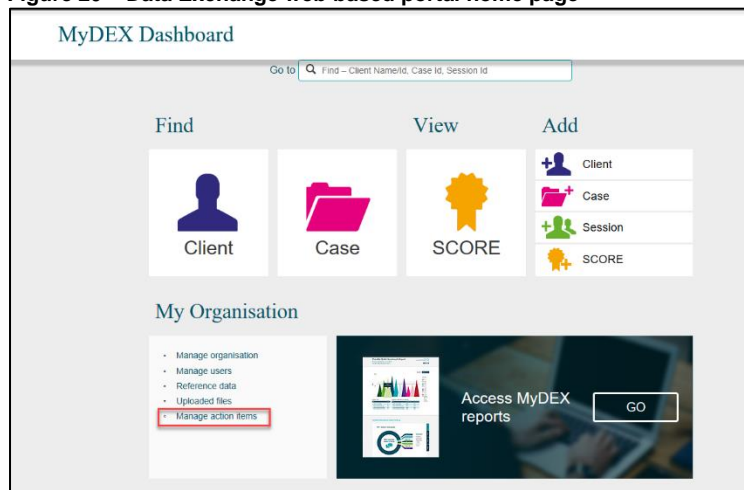
Organisation Name	Source Organisation ID	ABN	Delete Delivery Partner	Handshake Status	Handshake Action
 Brindabella Services	4-14MJ8G	29151287218			<a href="#">Request</a>
 Canberra City Council	4-14J28H	99265019010			<a href="#">Request</a>
 Canberra Life Skills	4-11WID6	91982883880			<a href="#">Request</a>
 Friendly Fish	4-14MJM3	93480231835		Accepted	<a href="#">Revoke</a>
 People Care Centre	4-11VL8T	21131830600		Requested	<a href="#">Revoke</a>
 Rapid Creek Primary School	4-14MJX0	33199864838		Revoked by lead partner	<a href="#">Request</a>

**Please Note:** It can take up to 24 hours for the handshake access to be removed.

## Delivery Partner View – Handshake revoked by lead organisation

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 20.

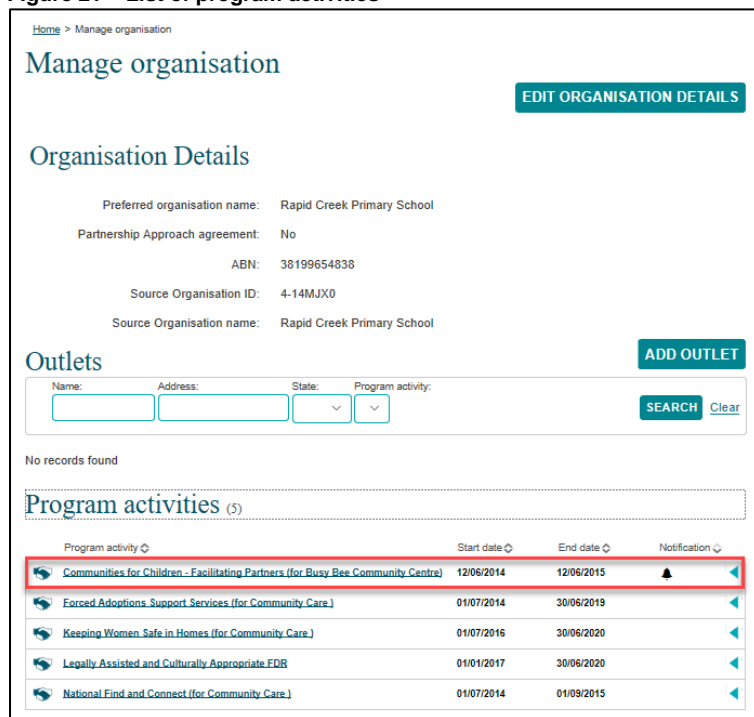
Figure 20 – Data Exchange web-based portal home page



Select **Manage action items**.

The **Manage organisation** screen will display. Refer Figure 21.

Figure 21 – List of program activities



A notification icon  will display next to the **Program activity** where a handshake request has been changed.

Select the relevant **Program activity** hyperlink.

The **Program activity** screen will display with the following. Refer Figure 22.


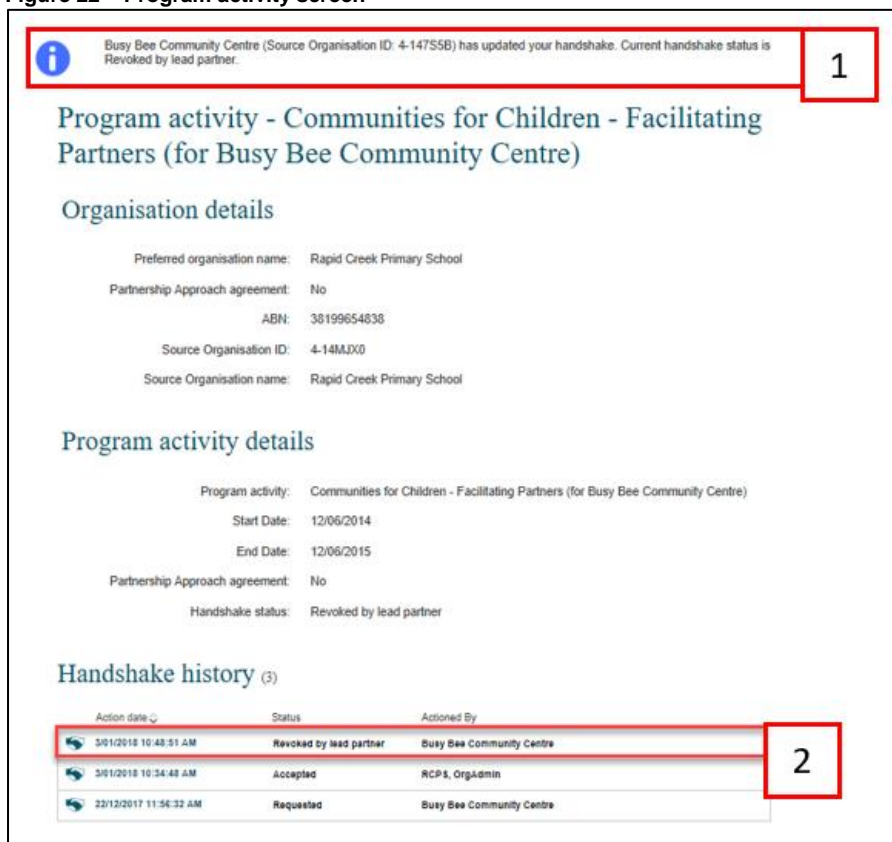
1. The information icon  will indicate that your handshake has been revoked.
2. In the **Handshake history** section, the status will display **Revoked by lead partner**.

Figure 22 – Program activity screen



**Program activity - Communities for Children - Facilitating Partners (for Busy Bee Community Centre)**

**Organisation details**

Preferred organisation name: Rapid Creek Primary School  
 Partnership Approach agreement: No  
 ABN: 38199654838  
 Source Organisation ID: 4-14MDX0  
 Source Organisation name: Rapid Creek Primary School

**Program activity details**

Program activity: Communities for Children - Facilitating Partners (for Busy Bee Community Centre)  
 Start Date: 12/06/2014  
 End Date: 12/06/2015  
 Partnership Approach agreement: No  
 Handshake status: Revoked by lead partner

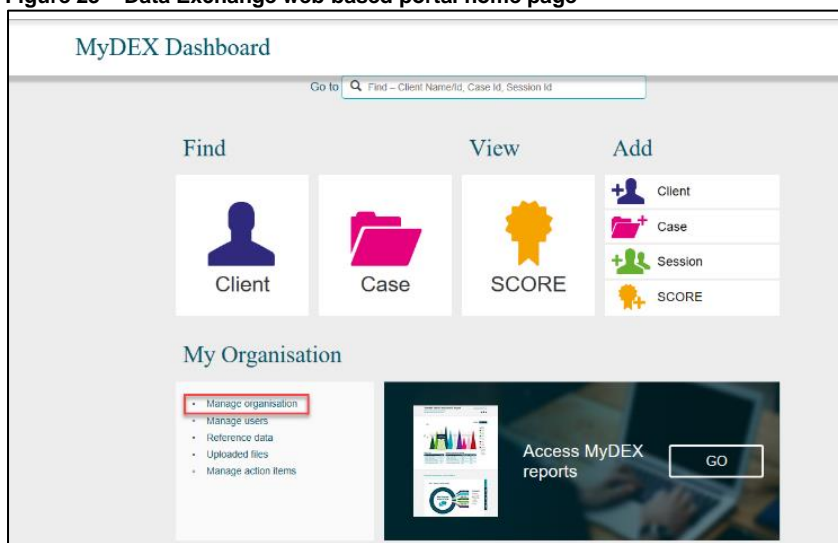
**Handshake history (3)**

Action date	Status	Actioned By
3/9/2018 10:48:51 AM	Revoked by lead partner	Busy Bee Community Centre
3/9/2018 10:34:48 AM	Accepted	RCP&S, OrgAdmin
23/12/2017 11:36:32 AM	Requested	Busy Bee Community Centre

## Delivery Partner View – Revoking a handshake

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 23. Select **Manage organisation**.

Figure 23 – Data Exchange web-based portal home page



**MyDEX Dashboard**

Go to

**Find View Add**

**Client Case SCORE**

**My Organisation**

- Manage organisation
- Manage users
- Reference data
- Uploaded files
- Manage action items

**Access MyDEX reports**

The **Manage organisation** screen will display. Refer Figure 24.

Figure 24 – Manage organisation screen

Home > Manage organisation

## Manage organisation

[EDIT ORGANISATION DETAILS](#)

### Organisation Details

Preferred organisation name: Rapid Creek Primary School  
Partnership Approach agreement: No  
ABN: 38199654838  
Source Organisation ID: 4-14MJX0  
Source Organisation name: Rapid Creek Primary School

### Outlets

[ADD OUTLET](#)

Name: Address: State: Program activity:

[SEARCH](#) [Clear](#)

No records found

### Program activities (5)

Program activity	Start date	End date	Notification
<a href="#">Communities for Children - Facilitating Partners (for Busy Bee Community Centre)</a>	12/06/2014	12/06/2015	
<a href="#">Forced Adoptions Support Services (for Community Care)</a>	01/07/2014	30/06/2019	
<a href="#">Keeping Women Safe in Homes (for Community Care)</a>	01/07/2016	30/06/2020	
<a href="#">Legally Assisted and Culturally Appropriate FDR</a>	01/01/2017	30/06/2020	
<a href="#">National Find and Connect (for Community Care)</a>	01/07/2014	01/09/2015	

A notification icon  will display next to the **Program activity** where a handshake request has been changed.

Select the relevant **Program activity** hyperlink.

The **Program activity** screen will display. Refer Figure 25.

Figure 25 – Program activity screen

## Program activity - Communities for Children - Facilitating Partners (for Busy Bee Community Centre)

[REVOKE HANDSHAKE](#)

### Organisation details

Preferred organisation name: Friendly Fish  
Partnership Approach agreement: No  
ABN: 83460231835  
Source Organisation ID: 4-14MJM3  
Source Organisation name: Friendly Fish

### Program activity details

Program activity: Communities for Children - Facilitating Partners (for Busy Bee Community Centre)  
Start Date: 12/06/2014  
End Date: 12/06/2015  
Partnership Approach agreement: No  
Handshake status: Accepted

### Handshake history (2)

Action date	Status	Actioned By
3/01/2018 10:24:55 AM	Accepted	FF, OrgAdmin
3/01/2018 10:08:49 AM	Requested	Busy Bee Community Centre

Select [REVOKE HANDSHAKE](#)

A **Revoke handshake?** pop-up box will display. Refer Figure 26.

Figure 26 –Revoke handshake? pop-up box

Revoke handshake?

Are you sure you would like to revoke this handshake?

Revoking this agreement will remove visibility of your data from your lead organisations' reports. This includes visibility of historical data from the time when the handshake was active.

OK

CANCEL

Select **OK**

The **Handshake history** status will be updated to **Revoked by delivery partner**. Refer Figure 27.

Figure 27 – Program activity screen

Program activity - Communities for Children - Facilitating Partners (for Busy Bee Community Centre)

Organisation details

Preferred organisation name:

Friendly Fish

Partnership Approach agreement:

No

ABN:

83460231835

Source Organisation ID:

4-14MJM3

Source Organisation name:

Friendly Fish

Program activity details

Program activity:

Communities for Children - Facilitating Partners (for Busy Bee Community Centre)

Start Date:

12/06/2014

End Date:

12/06/2015

Partnership Approach agreement:

No

Handshake status:

Revoked by delivery partner

Handshake history (3)

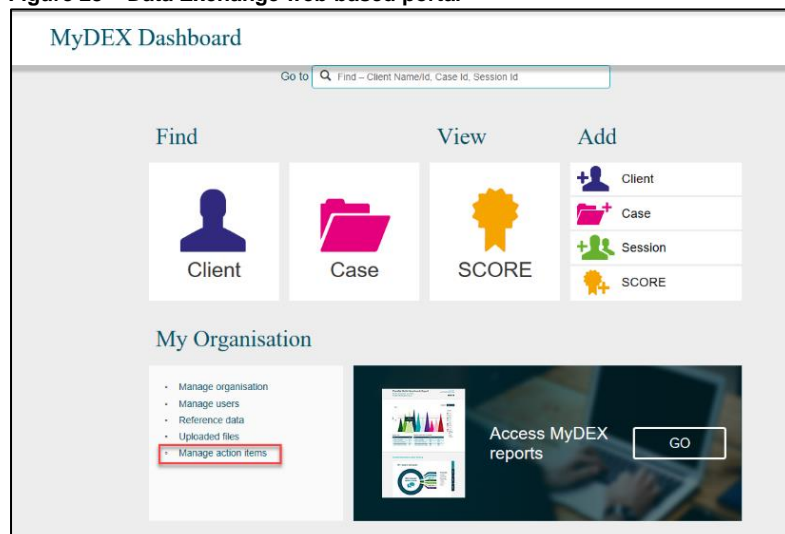
Action date	Status	Actioned By
3/01/2018 12:25:37 PM	Revoked by delivery partner	FF, OrgAdmin
3/01/2018 10:24:55 AM	Accepted	FF, OrgAdmin
3/01/2018 10:08:49 AM	Requested	Busy Bee Community Centre



## Lead Organisation View– Handshake revoked by delivery partner

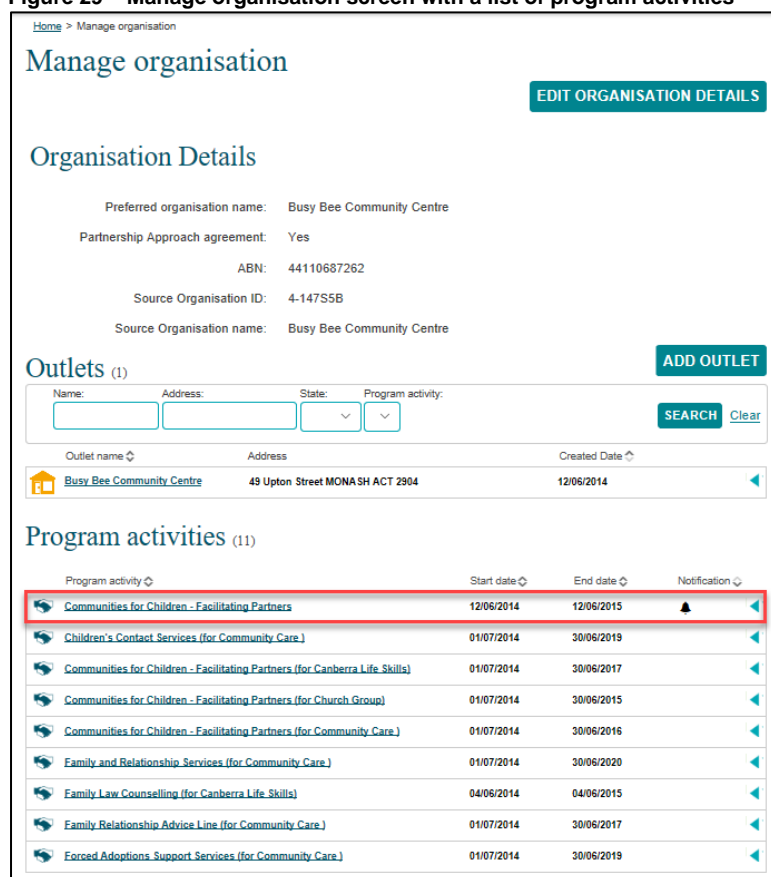
From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 28. Select **Manage action items**.

Figure 28 – Data Exchange web-based portal



The **Manage organisation** screen will display. Refer Figure 29.

Figure 29 – Manage organisation screen with a list of program activities



A notification icon  will display next to the **Program activity** where a handshake request has been changed.

Select the **Program activity** hyperlink.

The **Program activity** screen will display with the following. Refer Figure 30.


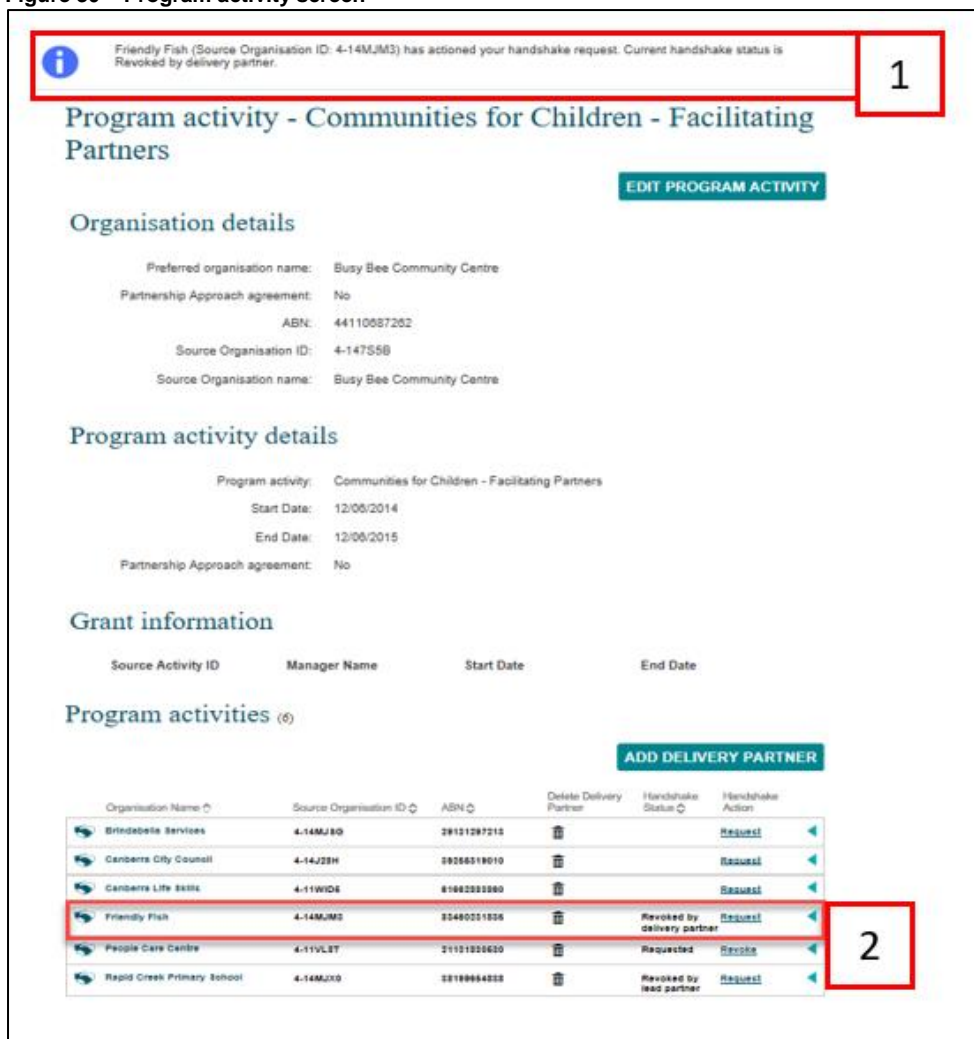
1. The information icon  will indicate that your handshake has been revoked.
2. The **Handshake Status** will display **Revoked by delivery partner**.

Figure 30 – Program activity screen



**1**

Friendly Fish (Source Organisation ID: 4-14MJM3) has actioned your handshake request. Current handshake status is Revoked by delivery partner.

### Program activity - Communities for Children - Facilitating Partners

[EDIT PROGRAM ACTIVITY](#)

#### Organisation details

Preferred organisation name: Busy Bee Community Centre  
 Partnership Approach agreement: No  
 ABN: 44110687262  
 Source Organisation ID: 4-147558  
 Source Organisation name: Busy Bee Community Centre

#### Program activity details







Program activity: Communities for Children - Facilitating Partners  
 Start Date: 12/05/2014  
 End Date: 12/05/2015  
 Partnership Approach agreement: No

#### Grant information

Source Activity ID	Manager Name	Start Date	End Date

#### Program activities (6)

[ADD DELIVERY PARTNER](#)

Organisation Name	Source Organisation ID	ABN	Delete Delivery Partner	Handshake Status	Handshake Action
Brideabie Services	4-14MJ8Q	28121287215			<a href="#">Request</a>
Canberra City Council	4-14J29H	00266519010			<a href="#">Request</a>
Canberra Life Skills	4-11WID6	81662333060			<a href="#">Request</a>
Friendly Fish	4-14MJM3	85480051836		Revoked by delivery partner	<a href="#">Request</a>
People Care Centre	4-11VLE7	21101025620		Requested	<a href="#">Revoke</a>
Rapid Creek Primary School	4-14MJX9	8818864828		Revoked by lead partner	<a href="#">Request</a>

**2**

More information on outlets, clients, cases and sessions can be found in the [Data Exchange Protocols](#) and the [Training resources](#) tab.

For technical support, contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.