



Australian Government

Australian Trade and Investment Commission

AccessADS Step Sheet

This step sheet has been created to show you how to use the new tourist absence report features in AccessADS.

The tourist absence report was previously called the absconder report.

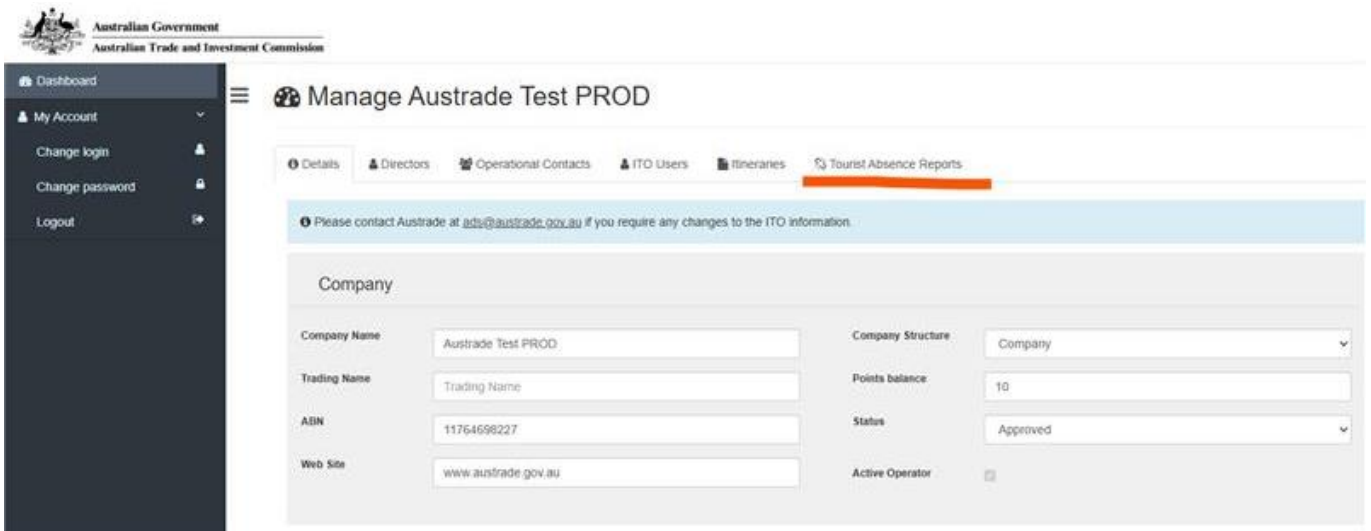
See below the steps to:

- Create a new tourist absence report
- Edit a tourist absence report
- Search for your previously submitted tourist absence reports.

For more assistance, reach out to ads@austrade.gov.au

Creating a new tourist absence report in AccessADS.

Step 1: Go to the dashboard and navigate to the new tab, **Tourist Absence Reports**.



Australian Government
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Dashboard
My Account
Change login
Change password
Logout

Manage Austrade Test PROD

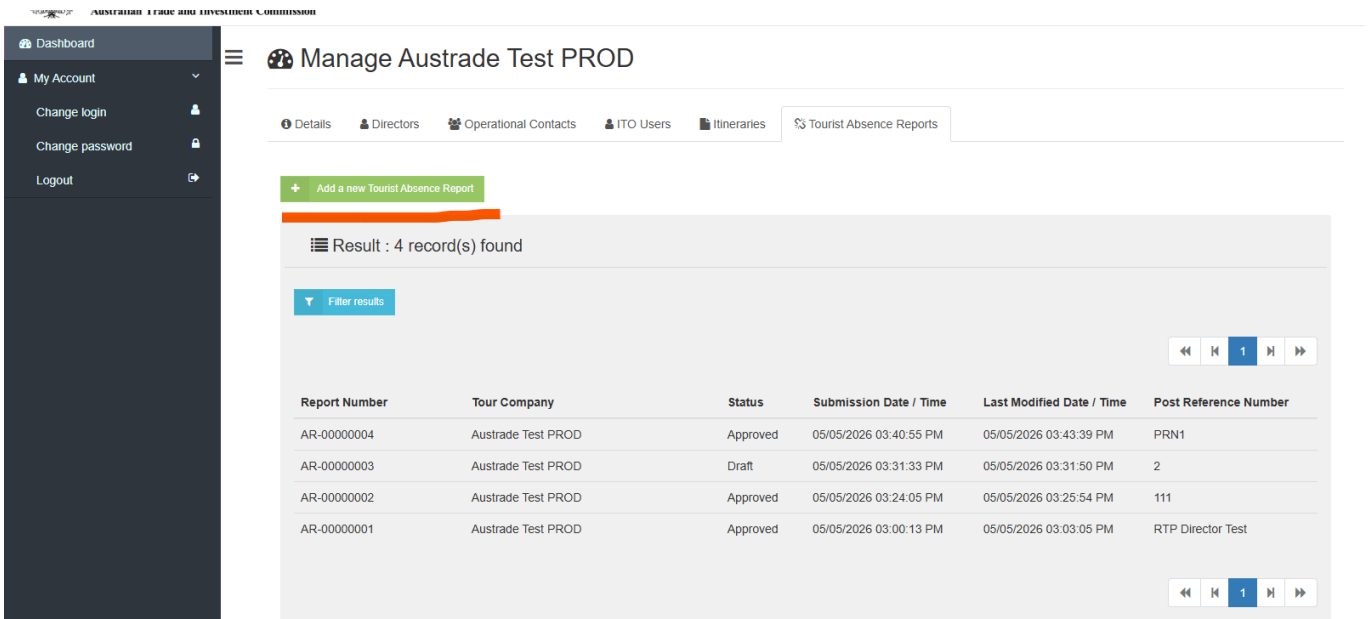
Details | Directors | Operational Contacts | ITO Users | Itineraries | **Tourist Absence Reports**

Please contact Austrade at ads@austrade.gov.au if you require any changes to the ITO information.

Company

Company Name	Austrade Test PROD	Company Structure	Company
Trading Name	Trading Name	Points balance	10
ABN	11764698227	Status	Approved
Web Site	www.austrade.gov.au	Active Operator	<input type="checkbox"/>

Step 2: Click 'add a new tourist absence report'.



Australian Trade and Investment Commission

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Manage Austrade Test PROD

Details | Directors | Operational Contacts | ITO Users | Itineraries | **Tourist Absence Reports**

+ Add a new Tourist Absence Report

Result : 4 record(s) found

Filter results

Report Number	Tour Company	Status	Submission Date / Time	Last Modified Date / Time	Post Reference Number
AR-00000004	Austrade Test PROD	Approved	05/05/2026 03:40:55 PM	05/05/2026 03:43:39 PM	PRN1
AR-00000003	Austrade Test PROD	Draft	05/05/2026 03:31:33 PM	05/05/2026 03:31:50 PM	2
AR-00000002	Austrade Test PROD	Approved	05/05/2026 03:24:05 PM	05/05/2026 03:25:54 PM	111
AR-00000001	Austrade Test PROD	Approved	05/05/2026 03:00:13 PM	05/05/2026 03:03:05 PM	RTP Director Test

Step 3: On the form, the 'your details' section will automatically populate. Check your details are correct and edit fields if required.

Step 4: Select the green 'add a new absentee' button to add the information about each absentee as per usual. Select the button each time to add a new field for each absentee.

☰ + Add a new Tourist Absence Report

Fields marked with * are mandatory.

Search Tourist Absence

Your Details

Given Name *	<input type="text" value="Given Name"/>	Position *	<input type="text" value="Position"/>
Family Name *	<input type="text" value="Family Name"/>	Mobile Phone *	<input type="text" value="Mobile Phone"/>
Organisation *	<input type="text" value="Organisation"/>	Email *	<input type="text" value="Email Address"/>

Group Details

Post Reference Number CO# *	<input type="text" value="Post Reference Number"/>	Australian Tour Guide *	<input type="text" value="Australian Tour Guide"/>
Australian Agent (ITO) *	<input type="text" value="Australian Agent (ITO)"/>	Tour Guide's Mobile Number *	<input type="text" value="Tour Guide's Mobile Number"/>
PRC Agent (OTO) *	<input type="text" value="PRC Agent (OTO)"/>	PRC Tour Leader *	<input type="text" value="PRC Tour Leader"/>
		Tour Leader's Date of Birth *	<input type="text" value="dd/mm/yyyy"/>

Tourist Absentee Details

+ Add a new Absentee

Step 5: Fill out the rest of the report as per usual. Once all details are completed, select the blue 'save' button at the bottom of the form.

5. Do they have any relatives/friends/business ties in Australia? Please provide details if possible *

Additional comments



Step 6: Your report will then be sent to the ADS Section in the Office of Tourism and the Visitor Economy for review. You will receive an email confirming your report was submitted and providing a unique record number, which will begin with AR-. You can use this number to search for the report in AccessADS.

Step 7: After the ADS Section reviews the report, they will submit the report to Home Affairs. When this happens, your record status in AccessADS will change from 'draft' to 'approved'. The Office of Tourism and the Visitor Economy aims to approve all reports within one business day. Once a record is sent to Home Affairs, it cannot be edited by either the ITO or the Office of Tourism and the Visitor Economy.

Editing an existing tourist absence report

If you need to edit a report you have already saved, you can access the draft to make changes.

Step 1: Navigate to the dashboard and select the 'tourist absence report' tab, which will bring up all your previous reports.


The screenshot shows the Australian Government Austrade Test PROD dashboard. The left sidebar contains navigation options: Dashboard, My Account (with sub-options: Change login, Change password, Logout), and a search icon. The main content area is titled 'Manage Austrade Test PROD' and has a top navigation bar with tabs: Details, Directors, Operational Contacts, ITO Users, Itineraries, and Tourist Absence Reports (which is highlighted in orange). Below the tabs is a light blue notification bar: 'Please contact Austrade at ads@austrade.gov.au if you require any changes to the ITO information.' The main section is titled 'Company' and contains a form with the following fields: Company Name (Austrade Test PROD), Company Structure (Company), Trading Name (Trading Name), Points balance (10), ABN (11764698227), Status (Approved), Web Site (www.austrade.gov.au), and Active Operator (checked).

Step 2: Select the report you would like to edit. Please note, the report status must be in the status **draft** to edit.

The screenshot shows a table of 'Tourist Absence Reports' with a green button '+ Add a new Tourist Absence Report' at the top left. The table has a header 'Result : 4 record(s) found' and a 'Filter results' button. The table columns are: Report Number, Tour Company, Status, Submission Date / Time, Last Modified Date / Time, and Post Reference Number. The table contains four rows of data. The second row has a 'Draft' status. At the bottom right of the table, there are pagination controls showing '1' of 4 records.

Report Number	Tour Company	Status	Submission Date / Time	Last Modified Date / Time	Post Reference Number
AR-00000004	Austrade Test PROD	Approved	05/05/2026 03:40:55 PM	05/05/2026 03:43:39 PM	PRN1
AR-00000003	Austrade Test PROD	Draft	05/05/2026 03:31:33 PM	05/05/2026 03:31:50 PM	2
AR-00000002	Austrade Test PROD	Approved	05/05/2026 03:24:05 PM	05/05/2026 03:25:54 PM	111
AR-00000001	Austrade Test PROD	Approved	05/05/2026 03:00:13 PM	05/05/2026 03:03:05 PM	RTP Director Test

Step 3: Make the edits required into the form

☰  Manage AR-00000003 - (Draft)

 Fields marked with * are mandatory.

Your Details

Given Name *	<input type="text" value="Given Name"/>	Position *	<input type="text" value="Position"/>
Family Name *	<input type="text" value="Family Name"/>	Mobile Phone *	<input type="text" value="Mobile Phone"/>
Organisation *	<input type="text" value="Austrade"/>	Email *	<input type="text" value="Email Address"/>

Group Details

Post Reference Number CO# *	<input type="text" value="2"/>	Australian Tour Guide *	<input type="text" value="Austrade Guide"/>
Australian Agent (ITO) *	<input type="text" value="0"/>	Tour Guide's Mobile Number *	<input type="text" value="1"/>
PRC Tour Leader *	<input type="text"/>		

Step 4: Select the blue 'save' button at the bottom of the form. This will automatically resubmit an updated version to Austrade.

5. Do they have any relatives/friends/business ties in Australia? Please provide details if possible *

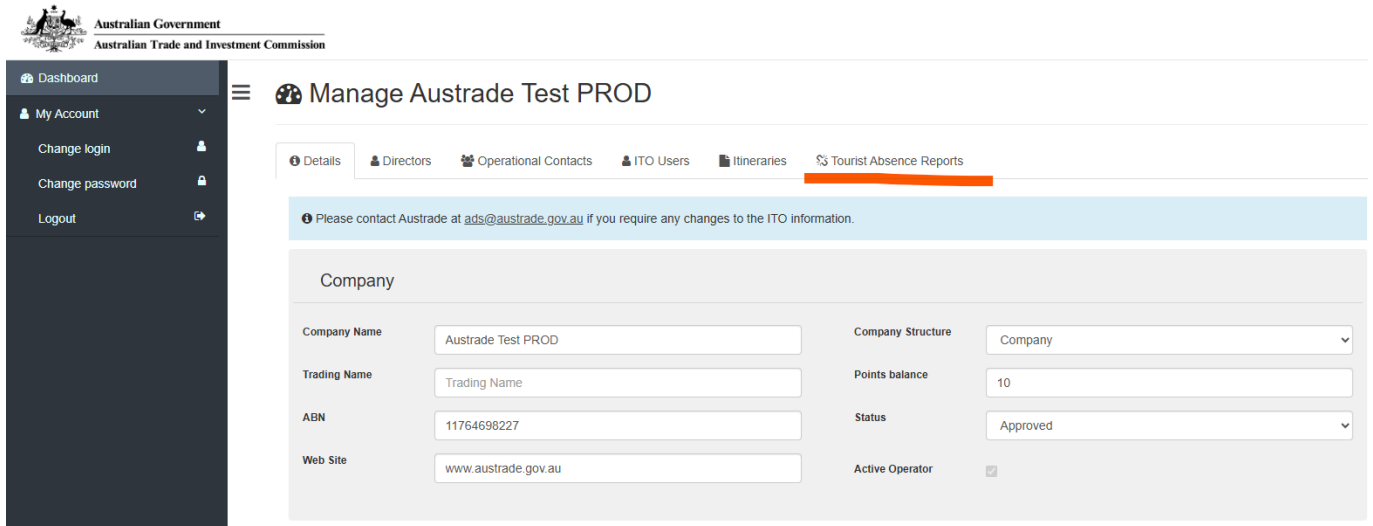
Additional comments

 Save

Searching AccessADS for your reports

If you would like to search your previously submitted reports, you can use the 'filter' button.

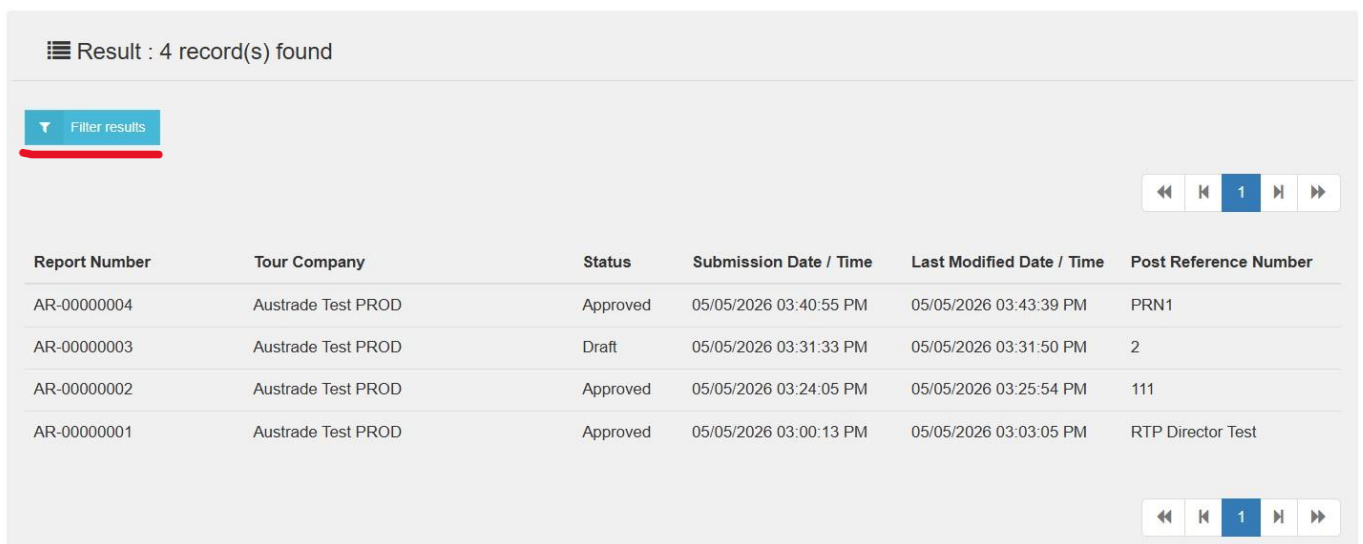
Step 1: Navigate to the dashboard and select the 'tourist absence report' tab, which will bring up all your previous reports.



The screenshot shows the Australian Government Austrade Test PROD dashboard. The left sidebar contains navigation options: Dashboard, My Account, Change login, Change password, and Logout. The main content area is titled 'Manage Austrade Test PROD' and features several tabs: Details, Directors, Operational Contacts, ITO Users, Itineraries, and Tourist Absence Reports (highlighted in orange). A blue notification banner at the top states: 'Please contact Austrade at ads@austrade.gov.au if you require any changes to the ITO information.' Below this is a 'Company' section with the following details:

Field	Value	Field	Value
Company Name	Austrade Test PROD	Company Structure	Company
Trading Name	Trading Name	Points balance	10
ABN	11764698227	Status	Approved
Web Site	www.austrade.gov.au	Active Operator	<input checked="" type="checkbox"/>





Step 2: Select the blue 'filter results' button, which will bring up filtering options



The screenshot shows the results of a search for reports. At the top, it indicates 'Result : 4 record(s) found'. A blue button labeled 'Filter results' is highlighted with a red underline. Below the button is a table of reports. The table has columns for Report Number, Tour Company, Status, Submission Date / Time, Last Modified Date / Time, and Post Reference Number. The table contains four rows of data. At the bottom right of the table, there are pagination controls showing '1' of 1 page.

Report Number	Tour Company	Status	Submission Date / Time	Last Modified Date / Time	Post Reference Number
AR-00000004	Austrade Test PROD	Approved	05/05/2026 03:40:55 PM	05/05/2026 03:43:39 PM	PRN1
AR-00000003	Austrade Test PROD	Draft	05/05/2026 03:31:33 PM	05/05/2026 03:31:50 PM	2
AR-00000002	Austrade Test PROD	Approved	05/05/2026 03:24:05 PM	05/05/2026 03:25:54 PM	111
AR-00000001	Austrade Test PROD	Approved	05/05/2026 03:00:13 PM	05/05/2026 03:03:05 PM	RTP Director Test

Filter criteria

Form Reference Number <input type="text"/>	Organisation Name <input type="text"/>
Status <input type="text" value="-- Select --"/>	City Last Seen <input type="text" value="-- Select --"/>
Post Reference Number <input type="text"/>	PRC Agent (OTO) <input type="text"/>
Date Last Seen From <input type="text"/> 	Date Last Seen To <input type="text"/> 
Date Created From <input type="text"/> 	Date Created To <input type="text"/> 

The new filter fields are:

- Form reference number – this is the unique code you received beginning with AR- when you submitted the report. In the above examples it is AR-00000003.
- Status – this will allow you to display records depending on if they are in 'draft' or 'approved' status.

These features will assist you to track your tourist absence reports.

Now all your records will be in one place on AccessADS and you will easily be able to search for them using these filters.