# Navigation in the Health Data Portal Screencast – Accessible Version

Introduction

Welcome to the *Navigation in the Health Data Portal* screencast.

This screencast will introduce you to the Health Data Portal (the Data Portal) and explain the main features and sections of the Data Portal home screen.

By the end of this screencast, you should know the features and sections of the Data Portal home screen, as well as how to navigate through and around the home screen.

Logging In

1. From the Data Portal Registration and Login screen, select the **Login** button.

The Health Authentication Gateway screen will display.

1. To continue, select the **Continue with Digital Identity** button.

The Select your identity provider screen will display.

1. Select the **Remember my choice** check box so this screen doesn’t display again when you log in.
2. To continue, select the **Select myGovID** button.

The myGovID screen will display.

1. In the myGovID screen, enter your myGovID email address in the **myGovID email address** field at the bottom of the screen.
2. Once done, select the **Login** button.
3. Enter the 4-digit code that appears into the applicable fields on your smart phone.

The Your consent screen will display your myGovID details.

1. To continue, select **Consent**.

The Data Portal Home Screen

Upon logging into the Health Data Portal, you will arrive at the Data Portal home screen. The Data Portal home screen is divided into three sections:
1. Header,
2. Search and Action; and
3. Folders and Data Assets.

The Header Section

The Department of Health and Aged Care's crest displays here. If you select this, you will be taken to the Department of Health and Aged Care's website.

The *Header* section is also where you can update your user profile information, switch to a different user profile if you have more than one, request the creation of a user profile in another organisation, or log off from the Health Data Portal. To manage your user profile, select the drop down next to your name in the top right-hand corner of the screen.

The following options are available:
• **Manage My User Profile:** Allows you to edit your user profile.
• **My User Profiles:** Allows you to request a new profile, switch between profiles and set a default profile.
• **Request New Profile:** Allows you to request a new profile in another organisation.
• **Log Off:** Logs you off from your current session in the Data Portal.

The Search and Action Section

Now we will move to examine the *Search and Action Section* of the Data Portal home Screen.

The Search Area

The *Search* area allows you to search for data assets in the Data Portal. You can enter in key search words or phrases here.

1. After entering your search words, select the **Search** button to run the search against your search words.

Search results matching your search words appear in the Data Assets section at the bottom of the screen.

1. To refine the search further, select the **down arrow** and select the check box relating to the appropriate Submission or Publication status for the data asset(s) you are searching for.

Here you can choose different data asset statuses to filter your search against.

You can tick or untick the check boxes for any of the data asset statuses as required.

1. Select the **Search** button to run the search for only data assets with the selected statuses.

You can then close the drop down by selecting the down arrow.

The Actions Area

In the *Actions* area, the **Home** button allows you to navigate back to the home screen from any screen within the Data Portal.

The following is a list of options available in the *Actions* area and the functions they perform:
2. **New > Asset for Submission:** Allows the user to manually submit data assets in the Data Portal.
3. **Manage > Users/List > Users:** Allows you to view or create new user profiles for yourself or another user, as well as edit existing user profiles. Please note only *User Administrators will* have access to the **Manage > Users** option, however, all users will have access to the **List > Users** option to see a list of users in their organisation.
4. **Reports > Interactive Reports:** This option takes you to the QLIK interactive reports where you can view and filter reporting data in an interactive dashboard. Pease note only users with the Interactive Report Viewer role will have access to this button. Some users may also see the Published Reports option here. This will give them access to any reports published for them by the Department of Health and Aged Care.

You will only see the options that relate to the functions you have access to. For example, if you don’t have the ability to create/update users in the Data Portal, you will not see the **Manage > Users** option.

The Folders and Data Assets Section

Let's move down to the last section of the screen, which is the *Folder and Data Assets* section.

The Folders Area

The folder or folders you have access to will appear in the *Folders* area. This area displays all the folders you have access to along with the folder you currently have selected. The folder you have selected determines the data assets that display in the *Data Assets* area on the right-hand side.

To browse the contents of the folders you have access to, you can select the arrow button to view a folder's sub-folder or sub-sub-folder.

The Data Assets Area

The data assets in the chosen folder will appear in the *Data Asset* *list* on the right-hand side of the screen.

The *Data Asset list* area displays the data asset that you are currently viewing.
There are several actions you can perform when viewing data assets:
a. To view the details of a data asset, select the data asset in the list. This will take you to the Data Assets Details screen.
b. To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to *(Date) Last Modified*, *Status*, *Organisation* and *Title*.
c. If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets.

**User Support**

The *User Support* link is available from the blue banner at the bottom of every screen within the Health Data Portal.

If you select the *User Support* link you will be taken to a screen containing a comprehensive suite of Health Data Portal user support resources, including quick reference guides, detailed user guides and screencasts.