# Amend an Indigenous Health Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Amend an Indigenous Health Data Asset Submission* screencast.

This screencast will show you how to amend a data asset submission in the Health Data Portal (the Data Portal). By the end of this screencast, you should know how to amend an Indigenous Health data asset submission and send it on to a *Submission Approver* in your organisation for approval.

Amend an Indigenous Health Data Asset Submission

There may be times when a data asset containing clinical data is returned to the *Submission Uploader* for amendment by the person in the health service the data asset had been sent to for review or approval in the Data Portal. When it is returned for amendment, the data asset will have the status of *Submission Revision Required*.

1. To amend a data asset in the Data Portal, from the Data Portal home screen, in the open **Reporting Dashboard**, hover your mouse pointer to the right of the applicable data asset and select the corresponding **Open Submission Form** button.

The applicable form will display with any unresolved data validation flags identified using red triangles appearing on the applicable tabs on the left-hand side of the form. Each of these issues will have an accompanying data validation flag showing in the *Notifications**Tray* in the top right-hand corner of each applicable tab. As the *Submission Uploader* in your health service, you will be able to amend the values in the form’s cells.

**Note:** To confirm the cells the issue relates to select the *Eye* button next to the issue in the *Notifications Tray*.

1. Amend the values to address the data validation flags as required.
2. Whenever you make a change to the data in the cells, you must save the amendment. There are two options when doing this:

* The **Save** button: Saves the change and leaves you on the current indicator.
* The **Save and Next** button: Saves the change and moves you to the next indicator.

Whenever you save the form, it will update and data validation will run again on the values in the form, including those you have just changed. The data validation flag will no longer appear if the change has fixed the issue that was flagged in the tab.However, if your amendments do not fix the data validation issue, or you do not want to change the values in the cells, you can address the data validation issue by responding to the flag and explaining why you have not amended the values.

1. To insert a comment in response to the data validation flag, select the **Respond** button.
2. In the Respond to Validation Issue dialog box, select the **down arrow** in the **Reason** field, and select the reason you are adding a response from the list that displays.
3. In the **Additional Information** field, enter a comment explaining why you haven’t changed the values the validation issue flag relates to.
4. To save the comment, select the **Save** button.

Your response has now been added underneath the data validation flag in the *Notifications Tray*. This response will be seen by other individuals in your health service such as *Submission* *Reviewers* and *Approvers*, as well as the AIHW.You can move to any other tab in the form using the tab menu on the left-hand side of the form. You can amend values in any of the tab’s cells or respond to the data validation flag in the *Notifications Tray* as required. You can also add your own, new comment to the indicator if needed.Once you have finished amending the form, you can return to the Data Asset Details screen to progress the data asset on to the relevant party in your health service.

1. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
2. Before sending the data asset to the next stage of the workflow, ensure the **Data Sharing** questions in the **Reporting Dashboard** have been answered.
3. From the Data Portal home screen, in the **Reporting Dashboard**, Select the **Submission Revision Required** link for the data asset.
4. Select the down arrow in the **Action** field in the **Change Data Asset Status** dialog box and select the required action.

Selecting *Request Approval* will send the data asset to the appropriate person within your organisation for approval.

Selecting *Request Review* will send the data asset to the appropriate person within your organisation for review.

**Note:** If you can approve data asset submissions, you will see the *Approve for Submission* option in the action list. This allows you to approve the data asset yourself and submit it directly to the AIHW for processing.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for review, select the **Request Review** button.

The data asset has now either been amended and sent back for review or sent straight on to the CEO or their representative for approval. An automated email will be sent to the relevant people within your health service (*Submission* *Reviewer* or *Submission* *Approver*) notifying them that the data asset has been submitted to them for action.