# Publish a Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Publish a Data Asset Submission* screencast.

This screencast will show you how the data asset publication workflow process in the Health Data Portal (the Data Portal) works.

By the end of this screencast, you should know how a data asset can be published.

Publishing Overview

Users of the Data Portal within the Department of Health and Aged Care can use the publishing feature to share documents, files, and reports with selected users, and even a public audience.

To publish health-related information, you will need to create a data asset for publication from within the Data Portal and attach to it the documents, files or reports you wish to publish. After this has been done, those Data Portal users with the required access can view and download the publication for circulation as required.

**Note:** The publication process is very similar to the data asset creation and submission process.

Publish a Data Asset Submission

1. To publish a data asset in the Data Portal, you must first navigate to the Data Portal home screen.
2. From the Data Portal home screen, select the **New** button and then select **Asset for Publication**.

The New Draft Publication screen will display, and the details of the data asset can now be completed. The status field will display Draft Publication as this is a new publication.

1. In the **Title** field, enter a title for the new data asset. This should reflect the content of the publication. The title is important as it will be used by others when searching for the publication in the future.
2. In the **Description** field, enter a description of the publication. This will generally contain information regarding the content and purpose of the data contained within the publication.
3. In the **Author** field, enter the name of the person who developed the file, document or report that will be attached to the data asset for publication.
4. In the **Owner** field, enter the name of the organisation that will be the owner of the publication.
5. In the **Contact** field, enter the contact information of the author. This will be either their email address or phone number. This can be used by anyone wanting to contact the author of the publication.
6. In the **Published Period** field, enter the start and end date for the published period. This will govern the period during which the publication can be viewed and downloaded by those users of the Data Portal with the required file permissions.
7. In the **Default File Permissions** field, select **Edit** and choose the file permissions that we want applied to the file, document or report that will be attached to the asset for publication.

It is important to remember that file permissions are added at the file level and not at the data asset level, meaning only those users with the selected file permissions will be able to view and download the publication once it has been published. To be able to submit the draft data asset to the next stage of the publication process, file permissions must be added at this point.

1. In the Available dialog box, select the applicable file permission from the **Available** section on the left and then select the right arrow button to move the permission to the **Selected** field on the right.
2. Once finished, select the **OK** button.
3. In the **Folder** field, select the **down arrow** and select the folder the publication relates to.
4. If required, you can also select a **Sub-Folder** and a **Sub-Sub Folder**.
5. In the **Data Period** fields, select the start and end date for the period the data being published relates to. This is an optional field.
6. To add your publication to the data asset, select the **Add File** button.

The Upload Files dialog box will display.

1. To upload the file, select the **Choose File(s)** button.

The Windows dialog box will display.

1. Locate the file you wish to upload to the data asset being published (e.g., your PDF report).
2. Select the file and then select the **Open** button.

The Data Assets Details screen will again display, and the selected publication will now appear in the Files section of the screen.

From here you can:

1. Select the file title link under **File Name** to download and view the file. A pop up will appear in the bottom left-hand corner of the screen, and you can open the file from here and save it as required.
2. Select the **Replace File Contents** button under **File Name** to replace the data file with another file if you have uploaded the file incorrectly.
3. View the file permissions that you have previously assigned to the data asset. If required, select the **Edit** button to change the file permissions assigned.
4. Add a description of the data file in the **Description** field if required.
5. Select the **Version** button under **Actions** to view the data file’s previous versions. There will be no version history at this stage.
6. Select the **Delete** button under **Actions** to remove the publication from the data asset.
7. Select the **Download History** button under **Actions** to view the file’s download history. There will be no download history at this stage.
8. View the file permissions for the data asset by selecting the **File Permissions** button under **Actions**.
9. Select the **Change** **Status** button at the top of the screen to open the Change Data Asset Status box.
10. To submit the data asset for publication, select the down arrow in the **Action** field and select the required action.

The options here are:

* **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).
* **Request Review** – Select this action to send the data asset to the Publication Reviewer within your organisation for review prior to it being submitted for publication.
* **Request Approval** – Select this action to send the data asset directly to the Publication Publisher within your organisation for approval.

**Note:** If you can approve data assets for publication, you will also see the **Approve for Publication** option in the **Action** list. This allows you to approve the data asset where it will wait for the published period to start before being available to view and download.

1. Add any comments regarding the publication in the **Comment** field if required.
2. To continue, select the applicable button. For example, to submit the publication for approval, select the **Approve for Publication** button.

The data asset now published and will remain open for the specified publishing period. During this period, any users with the required file permissions can download and view the publication as required.