# Approve a Data Asset Submission Screencast – Accessible Version

Introduction

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

This screencast will show you how to approve a data asset submission in the Health Data Portal (the Data Portal).

By the end of this screencast you should know how to approve a data asset submission that contains your organisation’s health-related information, and release the data asset on to an authorised, external organisation.

Approve a Data Asset Submission

Data assets can be approved by anyone within an organisation with the *Submission Approver* role in the Data Portal. In smaller organisations, the person approving the data asset may also be the person who has reviewed and/or submitted the data asset.

1. To approve a data asset in the Data Portal, you must first navigate to the Data Portal home screen and search for the data asset to be approved.

Data assets matching your search criteria will then display in the **Data Assets** section.

1. To continue, select the data asset to be approved.
2. To review/update the details of the data asset, select the **Edit Data Asset** **(the Pencil)** button at the top of the Data Asset Details screen.

The Data Asset Details screen will update so active (white) fields on the screen can be edited if needed. To learn how to amend a data asset, see the [*Amend a Data Asset Submission*](../../Desktop/Amend%20a%20Data%20Asset%20Submission%20Screencast%20-%20Accessible%20Version.DOCX) screencast.

1. To save any changes made to the data asset details, select **Save** at the bottom of the screen.
2. Once the data asset has been reviewed as required, to approve the data asset, select the **Change Status** button at the top of the screen.
3. In the **Change Data Asset Status** dialog box, select the down arrow in the **Action** field and select **Approve for Submission**.

**Note:** If you need to send the data asset back to the *Submission Uploader* for amendment, select *Revision Required.*

1. You can choose to write a comment in the **Comment** field if needed.
2. When you are ready to approve and submit the data asset, select the **Approve for Submission** button.

The data asset has now been submitted to the next stage of the data asset submission workflow process as required.