



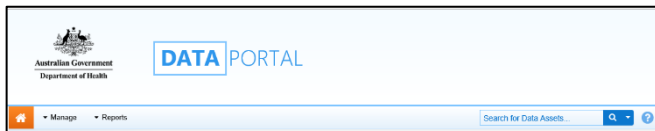
Step 1 – Review the Data Asset

Once the AIHW has received an approved data asset from a health service, they will need to review the data asset in the Data Portal to ensure it is ready to go to the next step of the process.

To review a data asset in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal home screen will display.



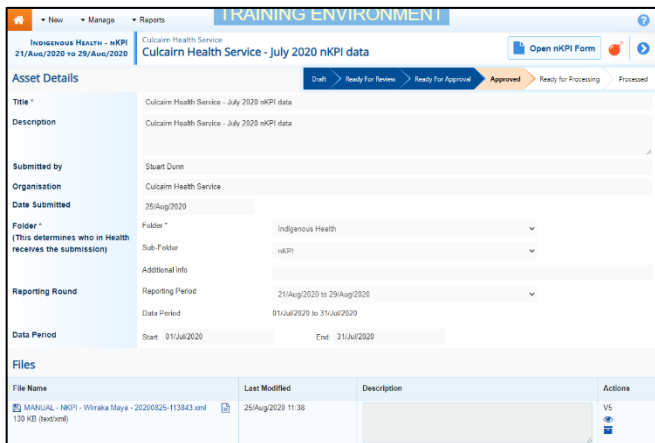
3. From the Data Portal home screen, search for the data asset to be processed.

For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.

To be eligible for processing, the data asset's status will need to be *Submission Approved*.

4. In the **Data Assets** section of the Data Portal home screen, select the data asset to be processed.

The Data Asset Details screen will display.



5. Review the details of the data asset as required.
6. To review the data in the attached form, select or at the top of the screen.

The applicable form will display and the data in the form can be reviewed for accuracy.

7. Once you have finished reviewing the content of the form, select at the bottom of the form.

If upon review of the data in the form you identify anomalies, you should initiate the exception reporting process to add comments regarding the anomalies in the data and send the data asset back to the health service for amendment. For more information, see the *Initiate Exception Reporting (the AIHW)* QRG. The Data Asset Details screen will display.

8. To action the data asset, select either or the workflow progress bar at the top of the Data Asset Details screen.

The Change Data Asset Status dialog box will display.

9. In the **Action** field, select and select *Ready for Processing*.

If the health service has asked you to return the data asset as it has been submitted in error, select *Return to Uploader*.

10. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

11. To set the data asset to *Ready for Processing*, select .

The Data Asset's status will change to *Ready for Processing* and it is ready to be processed.

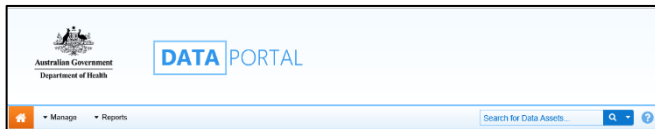


Step 2 – Process the Data Asset

Once a health service's data asset has the status of *Ready for Processing*, it can be processed in the Data Portal by the AIHW.

To process a data asset in the Data Portal:

1. Ensure the Data Portal home screen is displayed.






2. From the Data Portal home screen, search for the data asset to be processed.


For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.




3. Select the data asset to be processed.

The Data Asset Details screen will display.




4. To check to see if any data validation issues are still present in the form, select either  or  at the top of the screen.


The applicable form (with the health service's name at the top of the screen) will display containing the health service's data, and any indicators/sections still containing data validation flags will show a  on the corresponding tab.

5. To mark a data validation flag as "complete", in the **Notifications Tray**, hover your mouse pointer to the right of the comment title for the applicable indicator and then select .


 If the *Notifications Tray* doesn't display, select  or  at the top of the form to open it.


The *Reason* and *Additional Information* fields will display.

 These fields will only display if you have selected  against a data validation flag and/or the last response entered against it. If you select  against a comment entered by the health service, the comment will just disappear and be marked as "complete".


6. In the **Reason** field, select  and select the reason that aligns to what is being

done with the data in the indicator the validation issue comment relates to. The options are **Completed, all data accepted**; **Completed, data excluded from national reporting only** and **Completed, data excluded from organisation level and national reporting**.


7. In the **Additional Information** field, if the data in the indicator is being excluded, enter detail regarding why the data is being excluded.
8. To save the comment, select .
9. Repeat the process for all indicators with outstanding data validation issues.

 A data asset can't be processed as complete with any outstanding data validation flags.


The data validation flags will now disappear.

10. To exit the form and return to the Data Asset Details screen, select  at the bottom of the form.

The Data Asset Details screen will display.

11. Once the data asset has been reviewed as needed, select either  or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

12. In the **Action** field, select  and select *Process*.
13. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

14. To process the data asset, select .

The data asset's status will change to *Processed* and the processing of the data asset is now complete.

The information within the form attached to the data asset can now be used in any publications that need to be produced and made available to applicable users of the Data Portal.