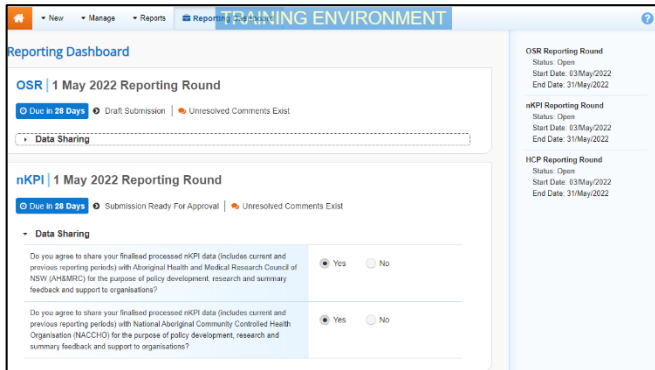




To approve an OSR submission in the Data Portal:

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

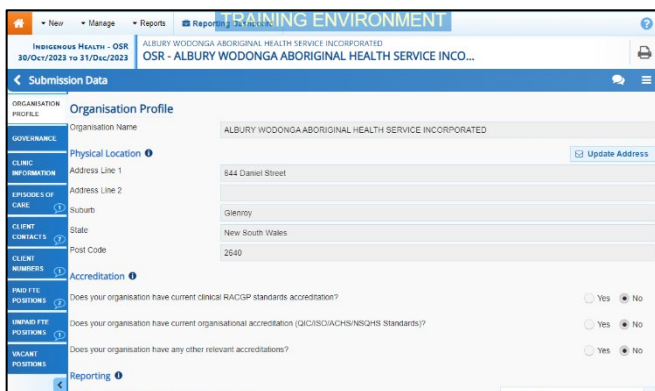
The Data Portal home screen will display with the *Reporting Dashboard* open.



To be eligible for approval, the OSR submission status will need to be *Submission Ready for Approval*.

3. To open the OSR form, hover your mouse pointer to the right of the OSR reporting round text in the **Reporting Dashboard** and select

If you need to change the *Title* or *Description* of the OSR data asset, you can do this in the Data Asset Details screen by selecting next to and then selecting *Open Data Asset*. The OSR form will display.



4. Review the data in the OSR form as needed.
5. To respond to a particular comment/response made by the *Submission Uploader* or the *Submission Reviewer*, in the **Notifications Tray**,

hover your mouse pointer to the right of the applicable data validation flag title and select .

If the *Notifications Tray* doesn't display, select or at the top of the form to open it so you can address the data validation issues/read the comments that display.

6. Select in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
7. Enter your response in the **Additional Information** field.
8. To save the response, select

The response has been added and can be viewed by the *Submission Uploader* and anyone else accessing the submission.

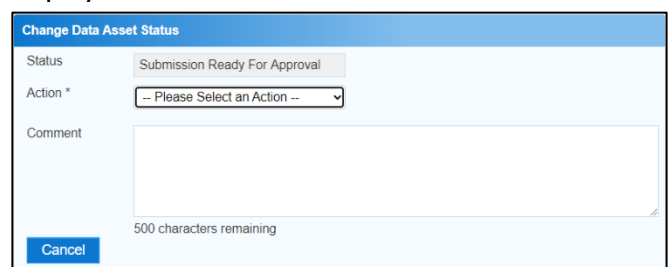
9. To exit the OSR form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

The Data Portal home screen will again display with the *Reporting Dashboard* open.

10. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if they have not already been answered.

11. To save the changes, select .
12. To progress the submission through the submission workflow, select for the applicable submission.

The Change Data Asset Status dialog box will display.



13. In the **Action** field, select and select the appropriate action.



The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing by the AIHW.
 - **Revision Required** – Select this action if the submission needs to be returned to the *Submission Uploader* for amendment.
14. In the **Comment** field, enter any comments about the action being performed on the submission.
15. Select one of the following buttons when sending the submission, depending on the action you have selected:
- a. To send the submission back to the *Submission Uploader* for amendment, select . See the *Amend an OSR Submission* QRG for the next step in the process.
 - b. To approve the submission and send it for processing by the AIHW, select . See the *Process an OSR Submission* QRG for the next step in the process.

The submission has now either been sent back to the *Submission Uploader* for amendment or approved and sent to the AIHW for processing.