

Guide to the Indigenous health data reporting User Support page

This document describes the different types of user support resources available on the Health Data Portal Indigenous health data reporting User Support page, and how to use them, to assist you in deciding which resources might be the most helpful for you when using the Health Data Portal.

If there are issues with any of the current resources on the User Support page, or you have feedback regarding other resources that could be added to this page, please contact us at indigenousreporting@health.gov.au.

Quick Reference Guides (QRG)

Quick Reference Guides (QRG) are short summaries of discreet Health Data Portal tasks, focussing on the key system steps required to complete a particular task. The guides will contain minimal amounts of business process information and some screenshots.

QRGs are useful if you just need to know how to complete a task in the Health Data Portal but don't necessarily need/or have the time to learn the business processes associated with the task, why you are completing the task and/or what happens next.

Note: If you do need this information, then perhaps finding the applicable section of the more detailed user guide is more suitable for your requirements.

User Guides

User guides are longer documents that contain detailed instructions on how to not only complete certain Health Data Portal/Qlik tasks, but also why you are completing these tasks, what happens before and after you complete these tasks etc.

Unlike QRGs, user guides contain screenshots of every step in a particular task, as well as detailed business process information, covering the who, how, why what and when of each task.

User guides are useful if you are a regular user of the Health Data Portal and/or Qlik and would like to know as much detail as possible around all elements of Indigenous health data reporting in the Health Data Portal. The user guides would be extremely useful if you are the main user of the Health Data Portal and/or Qlik within your organisations and are expected to support your colleagues in their use of the Portal and Qlik

Note: If printing or saving a copy of a user guide to your local environment, it is important to note that the user guides will be updated regularly as new functions are added to the Health Data Portal and additional information needs to be added to the guides as a result.

To assist with this, keep an eye on the version number of the user guides on the HDP User Support page. If the version number changes, check the accompanying version notes to see if it is worth you printing/saving an updated copy of the user guide or if the one you have saved/printed is still sufficient.

Training Videos

Training videos have been developed for key Health Data Portal and Qlik processes to give users a more engaging way of consuming the required information.

The training videos are particularly useful for those who prefer to learn by watching a task being demonstrated by somebody, with accompanying narrative, explaining what is being demonstrated. The videos can be paused, rewound, and fast forwarded as needed, so you can replay a particularly

useful piece of information or move directly to that piece of information, so you don't need to watch the whole video.

Note: To play a video, simply click on the link of the video you wish to watch from the User Support page and then, when the video displays, select the white play button in the middle of the screen.

Screencasts

The Health Data Portal Indigenous health data reporting system simulations, or screencasts, are like training videos but more interactive. They simulate a particular task being completed in the Health Data Portal, but ask you to follow instructions as you go, as if you are completing the task yourself in the Health Data Portal.

Screencasts are a useful way of learning if you are a "hands-on" learner and would benefit from practicing a particular task as needed before completing it in the Portal. Like the training videos, you can move back and forth through the screencast to reinforce your learning in a particular aspect of a task as needed.

Due to play-back limitations of the User Support page, each screencast has been loaded as a .zip file.

1. To play a screencast, click on the required screencast link to download the zip file.
2. Open the zip file from the **Downloads** section of your computer, select **Extract**, and extract the files to a location of your choice.
3. Navigate to the selected location and open the folder you have just extracted.
4. To run the screencast, double-click **index.html** and then select the **Play** button to start the screencast.