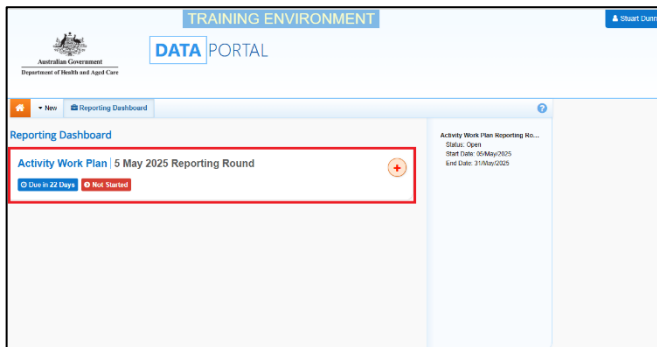





To use the offline Word form to complete your IAHP PHC AWP, as a *Submission Uploader*:

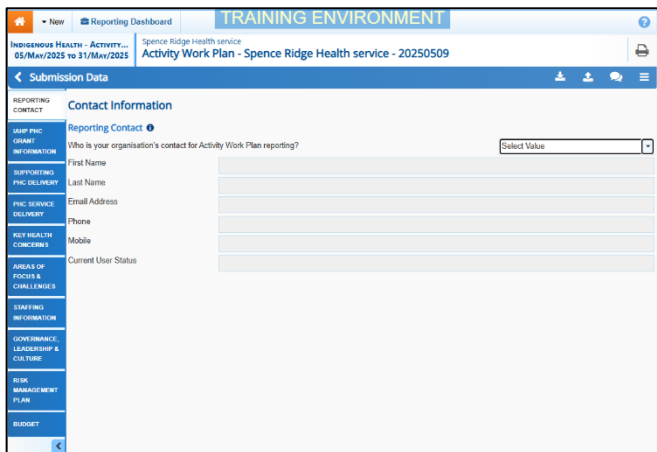
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\) QRG](#).

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



3. To commence the creation of your IAHP PHC AWP, select  to the right of the **Activity Work Plan** reporting round text in the **Reporting Dashboard** (as highlighted above in red).

The IAHP PHC AWP form will display.




To export the offline form:

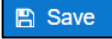
Before you export the offline Word version of your AWP, you first need to go through each of the sections of the form and ensure the elements you need to complete have been selected.


- a. To start, select the **PHC Service Delivery** tab.
- b. Select the check box for the first objective to be addressed in your IAHP PHC AWP.

The tab will update to display the text boxes for the selected objective.

 If you entered information for the selected objective in last year's AWP and would like to include this information in your offline form, you can use the *Response from previous Activity Work Plan* section to do this by inserting all the text you entered in this section last year, or a selected portion as needed.


- c. Repeat this process for each *PHC Service Delivery* objective to be included in the offline version of your AWP form.

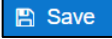
- d. To save your selections, select  at the bottom of the form.

 A data validation flag will display at this point as you haven't completed the fields for the selected options. You can ignore the flag at this stage.

- e. Once you have made the required selections on the *PCH Service Delivery* tab, select the **Supporting PHC Delivery** tab.

- f. Complete the same process as you did on the *PHC Service Delivery* tab, selecting the *Supporting PHC Delivery* objectives you need to include in the offline version of your AWP.


 If you entered information for any objectives in last year's AWP, and would like to include this information in your offline form, you can use the *Response from previous Activity Work Plan* section to do this by inserting all the text you entered into this section last year, or selected portions as needed.

- g. To save your selections, select  at the bottom of the form.

- h. Repeat this process for all other sections of the form where you can select check boxes to activate text fields, using the *Response from previous Activity Work Plan* section as needed.




Once you have made the required selections in your AWP form, you are ready to create the offline Word version of the form.

- i. To do this, select  on the blue *Submission Data* bar at the top of the form.


The Health Data Portal will now start creating the offline version of the form, which may take a few seconds.

- j. To save the offline Word version of your form, in the **Save As** window that displays, navigate to the desired location and select the **Save** button.
- k. You can now navigate to the offline Word version of your form as needed, collaborating with others within your service as required.

To import the completed offline form:

- a. When you have completed the offline form and are ready to upload the completed form to the Data Portal, open your AWP form in the Data Portal and select .

The Import Offline Form window will display.

- b. To continue, select .

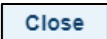
The Import Offline Form window will display.

- c. To continue, select .

The Open window will display.

- d. Navigate to the completed offline form and then double-click on it to select it.


A message will display after a few seconds telling you the form has been imported into the Data Portal.

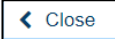
- e. To continue, select .

Your IAHP PHC AWP form will display and has now been populated with the information you entered in the offline version of the form.



- f. You can now complete the rest of your IAHP PHC AWP form in the Data Portal as needed, updating the

information you entered in the offline version as you go, if required.

 You will need to complete the *Staffing Information* and *Budget* tabs in your IAHP PHC AWP form as normal, as you can't upload documents through the offline version of the form. You will also need to complete the *Risk Management Plan* section of the form if you are uploading an existing Risk Management Plan.

- g. Once you have completed the form and are ready to send it through the submission workflow process as normal, select  at the bottom of the form.

Your IAHP PHC AWP form has been completed as required and you can now send it off for review or approval as needed.

 You can export your offline IAHP PHC AWP form from the Data Portal at any time using . You may wish to do this, for example, at the end of the reporting round once your AWP is complete, if you like to keep a hard copy record of your reports. This would replace the PDF you previously generated from the Data Portal.