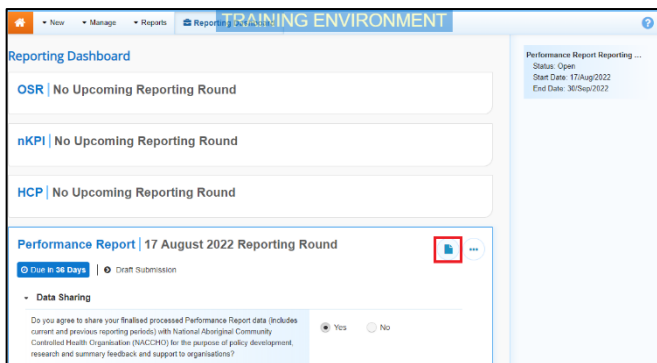




At any stage during the submission of a *Performance Report* through the Data Portal, you can save a PDF version of your form, so you can file it or share it with colleagues as needed:

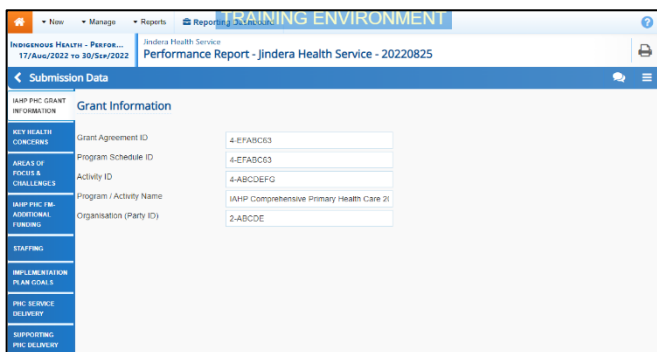
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Register for and Log in to the Health Data Portal QRG*.

The Data Portal home screen will display.



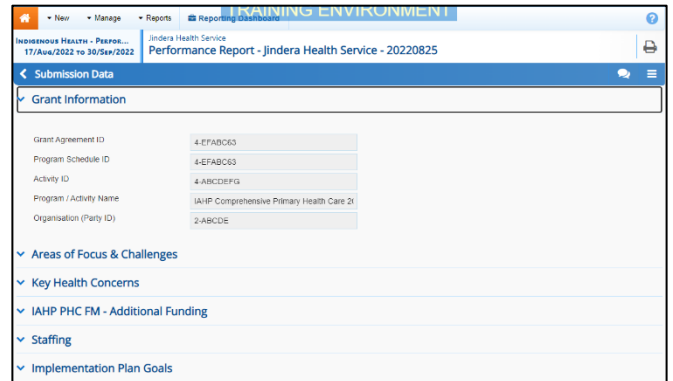
3. To open the **Performance Report** form, hover your mouse pointer to the right of the text for the selected data asset in the **Reporting Dashboard** and select

The *Performance Report* form will open.



4. To open all sections of the form in the one screen, select in the blue *Submission Data* bar in the top right-hand corner of the form and select **Summary View**.

The *Performance Report* will now open in *summary view*, in read-only mode.



5. Expand all the sections of the form by selecting again and then *Expand all tabs*.

If you want any comments in the form to be included in the PDF, please select to display the *Notifications Tray* containing any comments.

6. Once all sections of the form have been expanded, select .

The Print dialog box will display.

7. Ensure **Save as PDF** is showing in the destination field.

A preview of your PDF will display on the left-hand side of the Print dialog, showing the contents of your form, including any comments that have been added.

To print the form, select your printer in the *Destination* field and then select *Print*.

8. To save the PDF, select .
9. Navigate to where you would like to save the form, rename the form as needed, and then select .

Your PDF will now be saved to the selected destination and can be shared as needed.