



To print your form from 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. To open the form attached to the applicable data asset, hover your mouse pointer to the right of the Reporting Period text for the selected data asset in the **Reporting Dashboard** and select

The applicable form will display.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
Total	6	29	0	35	35
	17%	83%	0%	100%	

4. To print the data for an individual indicator/section of the form, select the required indicator/section from the list of tabs on the left-hand side of the screen and then select .
5. To print the entire form at once, or more easily print multiple indicators, select in the blue *Submission Data* bar in the top right-hand corner of the form and then select **Summary View**.

The Summary View contains all indicators with indicators 01 and 02 (nKPI) or the Organisation Profile (OSR) defaulting as open, in read-only mode.

6. Expand the indicator(s)/section(s) to be printed by selecting next to the applicable indicator/section.

To expand all the indicators/sections at once so the whole form can be printed, select at the top of the form and select *Expand all tabs*.

7. Once all the required indicators/sections have been expanded, to print the entire form, select .

The Print dialog box will display.

8. To continue, select the printer you wish to use.

To save the form rather than print it, select the *Save as PDF* option (or similar) and then select the *Save* button and save the form to the desired location.

9. To print the form, select

Your form will now be printed at the selected printer.

Please note, the form will be very long when printed in its entirety. You may wish to print individual indicators/sections where possible.