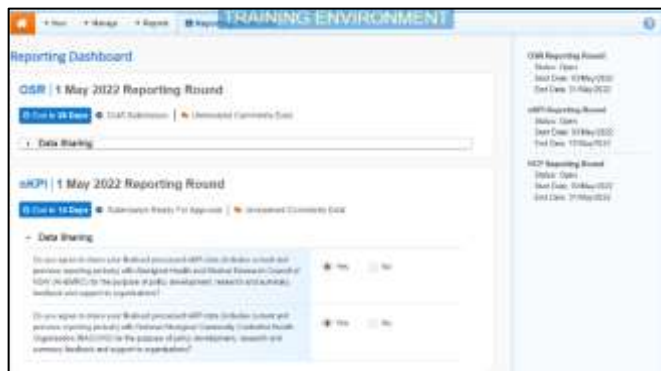




To print or save a PDF version of your nKPI, OSR, Performance Report or Activity Work Plan form in the Data Portal:

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.



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



The applicable form will display.



4. To print/PDF the data for an individual section of the form, select the required section from the list of tabs on the left-hand side of the screen and then select
5. To print/PDF the entire form at once, or more easily print multiple sections of the form, 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 sections of the form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.



6. To expand all the sections at once so the whole form can be printed or saved as a PDF, select at the top of the form and select **Expand all tabs**.



If needed you can expand and collapse individual sections by selecting next to the applicable section.

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

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.



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



To save the form as a PDF rather than print it, select the *Save as PDF* option, 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 sections where possible.