Australian Government
Department of Health and Aged Care
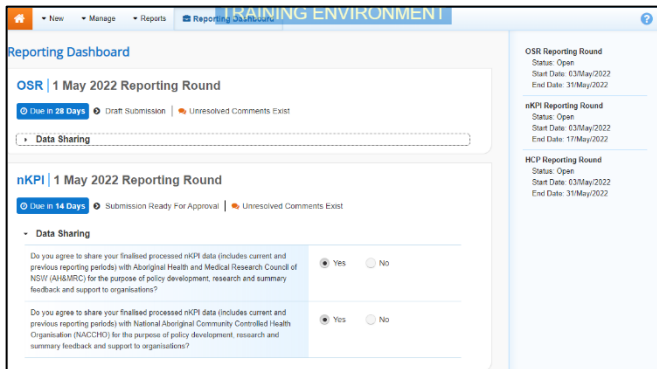
To approve an OSR submission in the Data Portal as part of exception reporting:

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 with the *Reporting Dashboard* open.

⚠ To be eligible for approval, the submission's status will need to be *Submission Ready for Approval*.

3. To open the OSR form, hover your mouse pointer to the right of the OSR reporting round text in the **Reporting Dashboard** and select 📄.

⚠ If you need to change the *Title* or *Description* of the data asset, you can do this in the Data Asset Details screen by selecting ··· next to 📄 and then selecting *Open Data Asset*. The OSR form will display.

4. Review the data in the OSR form as required.

5. To respond to a comment made by the AIHW, the *Submission Uploader* or the *Submission Reviewer*, in the **Notifications Tray**, to the right of the title of the applicable comment, select ↩.

⚠ To open the *Notifications Tray* if it doesn't display by default, select 🔺 in the blue *Submission Data* bar at the top of the screen.

6. Select ▾ in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.

7. Enter your comment in the **Additional Information** field.

8. To save the comment, select **Save**.

9. Repeat this process for any other values in the form that need to be changed.

The comment(s) has been added and can be viewed by the *Submission Uploader* and anyone else accessing the submission.

10. To exit the OSR form and return to the Data Portal home screen, scroll to the bottom of the form, and select **< Close**.

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

11. To progress the submission through the submission workflow, select **⊙ Submission Ready For Approval**.

12. In the Change Data Asset Status dialog box, in the **Action** field, select ▾ and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing again by the AIHW.

- **Revision Required** – Select this action if the submission needs to be returned to the *Submission Uploader* for amendment.

13. In the **Comment** field, enter any comments regarding the action being performed on the submission.

14. One of the following buttons can now be selected when submitting the report, depending on the action you have selected:

    a. To approve the submission and send it for processing again by the AIHW, select **Approve for Submission**. See the *Process an OSR Submission (the AIHW)* QRG for the next step in the process.

    b. To send the submission back to the *Submission Uploader* for amendment, select **Revision Required**. See the *Amend an OSR Submission* QRG for the next step in the process.

The submission has now been approved and sent back to the AIHW for processing now the issues they identified and commented on have been resolved.