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**Australian Government**

**Department of Health,  
Disability and Ageing**

# **THE TIS ACTIVITY WORK PLAN IN THE HEALTH DATA PORTAL**

8 SEPTEMBER 2025

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## About This Guide

The *TIS Activity Work Plan in the Health Data Portal* user guide has been developed to assist health service users with performing their required tasks when submitting their Tackling Indigenous Smoking Activity Work Plan (AWP) within the Health Data Portal (the Data Portal) each May/June as part of the Health Data Portal reporting process.

This user guide contains step-by-step instructions and other important information for health service users involved in the submission of their TIS Activity Work Plan through the Data Portal.

Health service users will perform the following functions when submitting their TIS Activity Work Plan (AWP) through the Data Portal:

- Create the TIS AWP and send it on to the next stage of the submission process
- Review the TIS AWP
- Amend the TIS AWP
- Approve the TIS AWP
- Amend the TIS AWP as part of exception reporting, including working with comments
- Participate in Interim Processing for the TIS AWP if needed
- Print and/or PDF the TIS AWP form.

## Version History

This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.

| <b>Version Number</b> | <b>Date</b>       | <b>Change</b>  |
|-----------------------|-------------------|--|
| 1.0                   | 19 July 2024      | Original version   |
| 1.1                   | 12 September 2024 | General updates based on feedback  |
| 1.2                   | 10 May 2025       | Updated to include enhancements for June 2025 reporting  |
| 1.3                   | 30 May 2025       | Adding more business process detail and aligning the version number to the version number of the TIS AWP form in the Data Portal |
| 1.4                   | 8 September 2025  | Updated to include updated branding  |

## Introduction to the TIS Activity Work Plan

The Tackling Indigenous Smoking (TIS) Activity Work Plan (AWP) is submitted by health services each June through the Data Portal.

The TIS AWP form contains the following sections that need to be completed by health services when submitting the form:

- **Reporting Contact** – identifies the person within the service who will be the primary contact for the TIS AWP should anyone outside of the service need to contact them about it.
- **TIS Program Information** – contains basic information about the TIS program, including its name, the IREG it covers and when the report was completed.
- **Budget** – the health service will upload their budget information relating to their TIS AWP [here](#)
- **Activity Reporting** – this is the main section of the report, and the health service user will enter information into the following sections for each of the activities within their TIS program:
  - Activity Type
  - Activity Design
  - Partnerships
  - Activity Delivery
  - Monitoring & Evaluation Outcomes
- **Supporting Smoke-Free Environments** – this section of the form specifies how many organisations, homes, and events the health service will help become smoke-free as part of their TIS activities for the coming year.

# Introduction to the TIS Activity Work Plan form

There are several different tasks available within the TIS AWP form in the Data Portal that can be used to help you submit your information through the Data Portal as quickly and as accurately as possible.

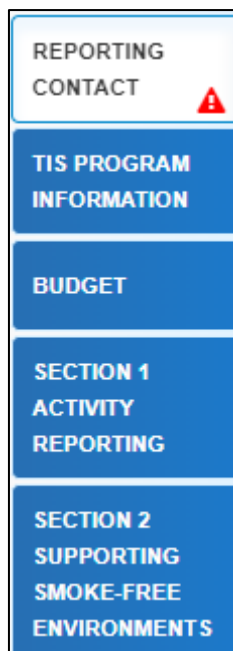
The screenshot shows the 'Submission Data' form. The left-hand navigation menu includes tabs for 'REPORTING CONTACT' (with a red warning icon and the number 2), 'TIS PROGRAM INFORMATION', 'BUDGET', 'SECTION 1 ACTIVITY REPORTING', and 'SECTION 2 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The main content area is divided into two sections: 'Contact Information' (with a red warning icon and the number 3) and 'Reporting Contact'. The 'Contact Information' section contains a text field with the instruction: 'The reporting contact for your organisation for the Tackling Indigenous Smoking Activity Work Plan (AWP) is the person Agreement Manager (FAM) if any part of your submission needs further discussion.' The 'Reporting Contact' section contains a dropdown menu labeled 'Who is your organisation's contact for the TIS AWP?' with a 'Select Value' option, and several text input fields for 'First Name', 'Last Name', 'Email Address', 'Phone', 'Mobile', and 'Current User Status'. A 'Notifications' panel on the right shows a message titled 'Internal validation' with the text: 'All fields are required. Please amend your data or provide a comment.' and a timestamp of '20/May/2025 16:51'.

## 1. Cancel and go back to overview



- Allows you to quickly navigate away from the TIS AWP form and back to the Data Portal home screen.



## 2. The Tabs list



Allows you to move through the different sections of the TIS AWP form by selecting the tab/section you wish to view/work on from the left-hand side of the form.




A will display on any tabs containing data validation flags that need to be addressed due to cells in the section not being completed.

This tab list can be hidden if needed by selecting  at the bottom of the list. It can then be reopened when needed by selecting , now at the top of the form.

### 3. Main Form Window



This section of the TIS AWP form contains the cells for the tab/section that has been selected on the left-hand side of the form. This is where all information is entered in the form.

 The main form window for each section of the TIS AWP form will contain a help text panel at the top of the section, which will contain information designed to assist the user as they complete the applicable section of the form.

### 4. Export and Import Offline Form buttons





These buttons allow you to work with the TIS AWP form outside of the Data Portal, if you would like to collaborate with your colleagues on the form content, or if you have had issues in the past with your information not saving in the TIS AWP form in the Data Portal.

The *Export* button allows you to take the form out of the Data Portal for completion and the *Import* button then allows you to upload the completed form to the Data Portal once you have entered the required information into the form.

### 5. Open notifications - Some comments require action buttons



If there are any data validation flags that need to be addressed in a particular section of the TIS AWP form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.



If there are any user generated comments that have been added to the section by a user or any data validation flags that have been responded to,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

To view a validation flag or user generated comment in the *Notifications Tray*, simply select the applicable button.

### 6. The Options Menu






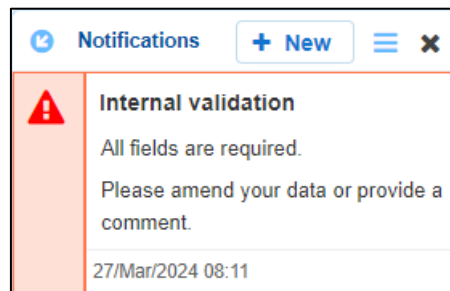
The *Options Menu* groups together additional functions that can be completed from within the form. The functions available through the *Options Menu* in the TIS AWP form are:








-  **Summary View** - Displays all sections of the form in the one view so the whole form can be printed/PDF'ed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected section of the form. This function would be applicable to sections 2, 3 and 4 of the TIS AWP form.

## 7. The Notifications Tray

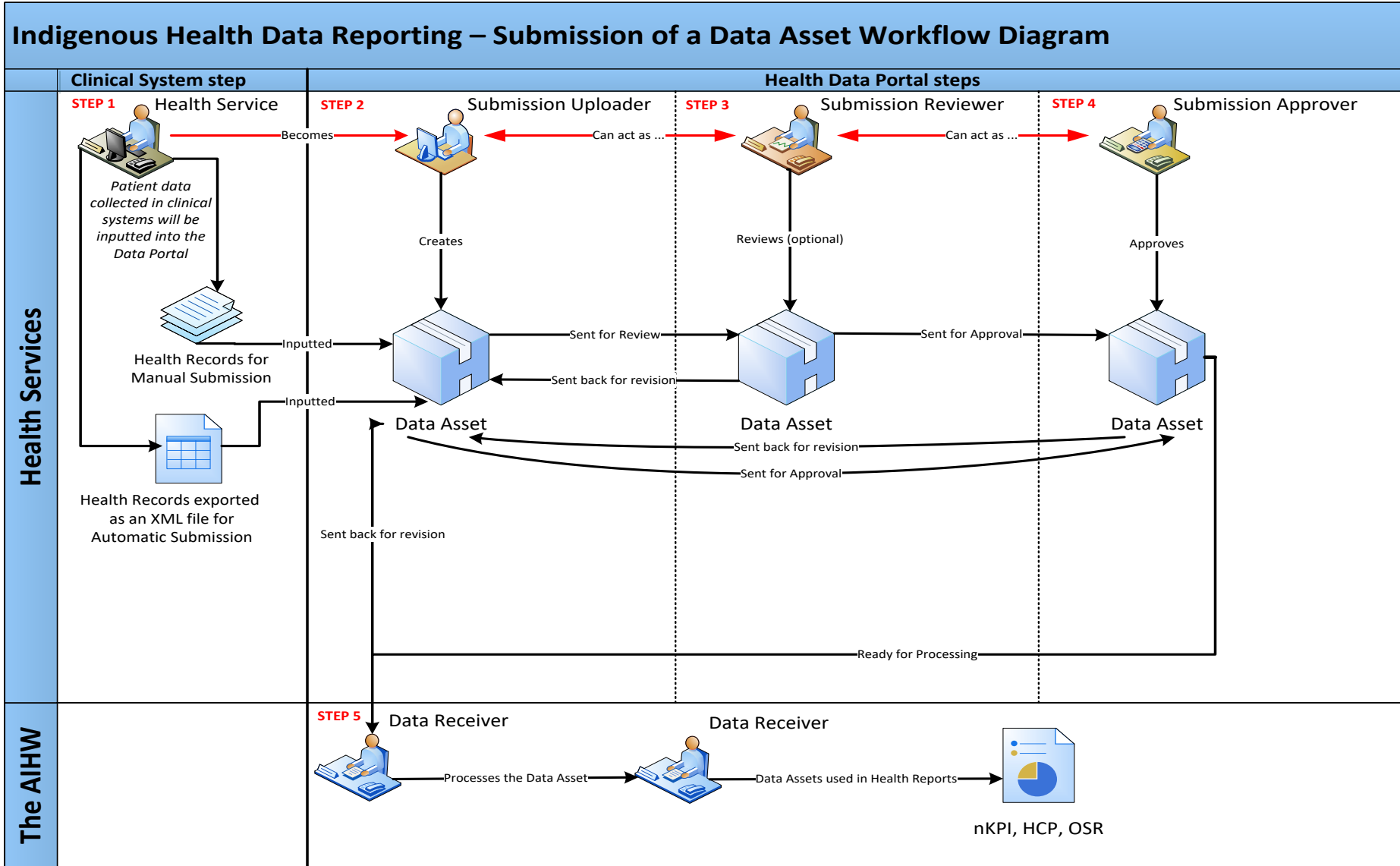
All data validation flags and user generated comments in the TIS AWP form are displayed in a *Notifications Tray*.

 To open the *Notifications Tray* if it doesn't display by default in the form, select either  or .



- To dock the tray at the bottom of the section or undock it so you can move it around the form, select .
- To add a new user generated comment, select .
- To search for a particular validation flag/user comment, or to show completed comments in the tray, select .
- To close the tray, select .
- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .
- To move up and down through the different fields in the form that still need to be completed, select .

# The TIS Activity Work Plan Health Data Portal Submission Workflow



## Submit your TIS Activity Work Plan

Each June, TIS-funded health services will need to submit their TIS AWP through the Health Data Portal. The TIS AWP details the activities the health service is going to complete during the upcoming year, and how they will complete these. The health service then reports its progress against the AWP in their TIS Performance Report, which is submitted through the Data Portal each July and January.


! The TIS AWP Health Data Portal reporting round runs from *1 June* to *31 July* each year.

The following procedure is used to submit your TIS AWP through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The TIS AWP tile will display on your Reporting Dashboard.

The screenshot shows the 'Reporting Dashboard' in the Data Portal. At the top left is the Australian Government logo and 'Department of Health and Aged Care'. The 'DATA PORTAL' logo is in the center. A navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main content area has two reporting round tiles: 'TIS PR | 27 April 2024 Reporting Round' (Due in 113 Days, Not Started) and 'TIS AWP | 4 May 2024 Reporting Round' (Due in 85 Days, Not Started). A sidebar on the right shows details for 'TIS PR Reporting Round' (Status: Open, Start Date: 01/May/2024, End Date: 23/Aug/2024) and 'TIS AWP Reporting Round' (Status: Open, Start Date: 29/Apr/2024, End Date: 26/Jul/2024). A user profile 'Stuart Dunn' is visible in the top right corner.

2. To commence your TIS AWP, select  to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard**.

! The TIS AWP can also be created by selecting *New > Asset for Submission* on the menu bar.

The TIS AWP form will display, broken down by tabs on the left-hand side of the screen, and the *Reporting Contact – Contact Information* section will display by default.

The screenshot shows a web application interface for the TIS AWP Reporting Dashboard. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main header displays 'INDIGENOUS HEALTH - TIS AWP 19/MAY/2025 TO 31/MAY/2025' and 'Bega Garnbirringu Health Services Incorporated TIS AWP - Bega Garnbirringu Health Services Incorporated - 20...'. The left sidebar contains tabs for 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'BUDGET', 'SECTION 1 ACTIVITY REPORTING', and 'SECTION 2 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The main content area is titled 'Submission Data' and shows the 'Contact Information' section. A text box explains that the reporting contact is the person who may be contacted by NBPU or your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion. Below this is the 'Reporting Contact' section, which asks 'Who is your organisation's contact for the TIS AWP?' and features a dropdown menu labeled 'Select Value'. Below the dropdown are input fields for 'First Name', 'Last Name', 'Email Address', 'Phone', 'Mobile', and 'Current User Status'.

The reporting contact for your organisation is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your TIS AWP needs further discussion.



To view help text for the *Reporting Contact – Contact Information* section, select .




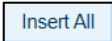
- To record your reporting contact, select and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

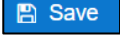
- To save the selection, select **Save** at the bottom of the form.
- To continue completing your TIS AWP, select the **TIS Program Information** tab on the left-hand side of the form.

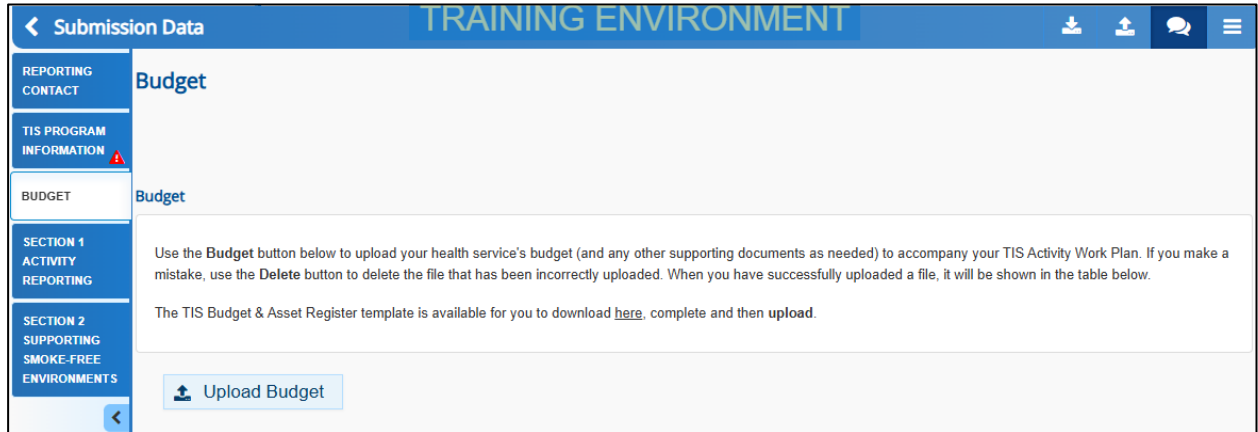
The *TIS Program Information* section will display.


6. Complete the cells in the *TIS Program Information* section as described below.

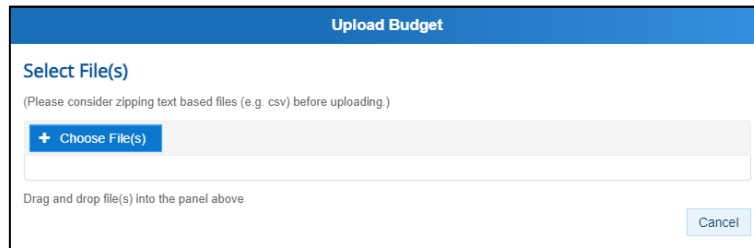
| Cell   | Description  |
|--|--|
| Name of your TIS program   | Enter the name of your TIS program.<br> Open the <b>Response from previous TIS AWP</b> section to see your TIS program name from last year. If still applicable, you can enter this value into the field.   |
| IREG 2021 code: IREG 2021 Name (list only one per Activity Work Plan)                            | Select the <b>down arrow</b> and select the applicable location from the list that displays.<br><br>If applicable, you can use the <b>Response from previous TIS AWP</b> section to see which IREG was used last year.<br><br> If you know your IREG number, start typing it in and you will be taken to that IREG in the list.   |
| List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG) | List any organisations sub-contracted to work in this IREG.<br><br> If needed, you can open the <b>Response from previous TIS AWP</b> section to see the list of organisations used in last year's TIS AWP. If the list is still applicable, you can select  to insert the list into the text field. |

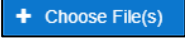
| Cell                          | Description   |
|-------------------------------|---|
| Date the report was completed | Select the date this TIS AWP was completed from the calendar that displays. |

- To save the section, select  at the bottom of the form.
- To continue, select the **Budget** tab on the left-hand side of the form.  
The *Budget* section will display.



- To upload your budget information to your TIS AWP, select .  
The Upload Budget window will display.





- To continue, select .
- In the Open window that displays, navigate to the document to be uploaded and then double-click on it to select it.

The Budget section of your TIS AWP will be updated to display the document you have just uploaded.



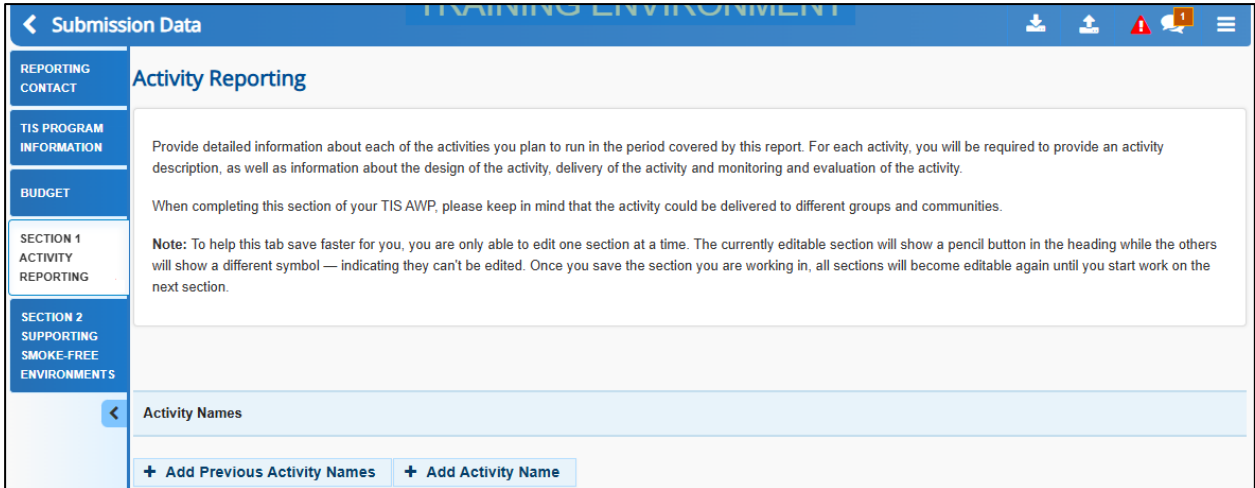
- Repeat the process for any other budget-related documents you need to attach to your TIS AWP.

13. To save your changes, select  at the bottom of the form.

 If you need to remove any of the documents you have uploaded, select .

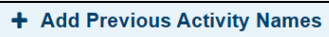
14. To continue, select the **Section 1 Activity Reporting** tab on the left-hand side of the form.



The *Section 1 Activity Reporting* section will display.



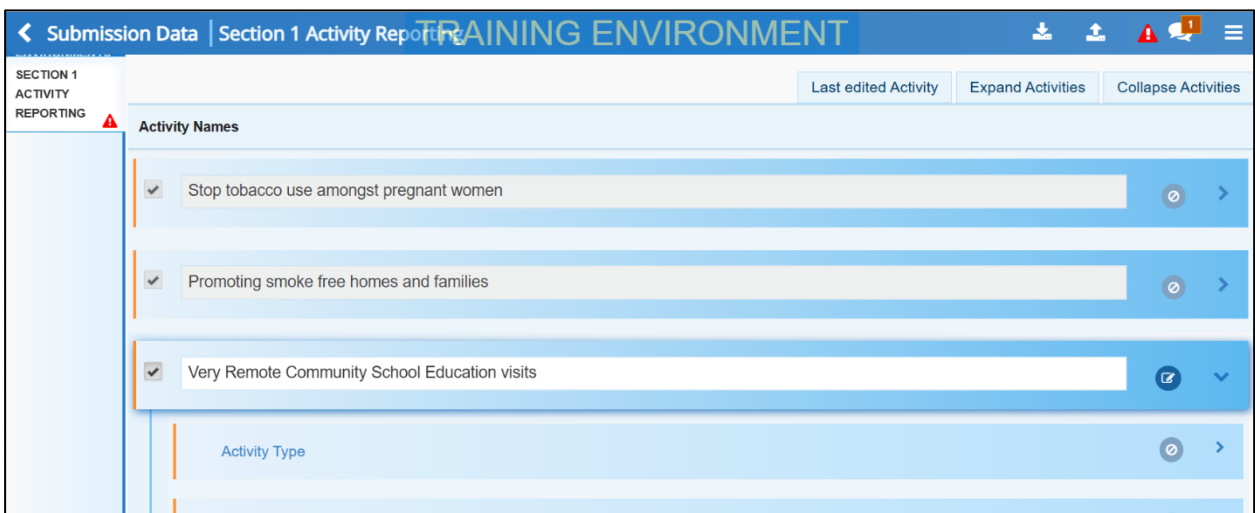
The screenshot shows a web interface titled "Submission Data" with a "TRAINING ENVIRONMENT" header. On the left is a navigation menu with tabs: REPORTING CONTACT, TIS PROGRAM INFORMATION, BUDGET, SECTION 1 ACTIVITY REPORTING (selected), and SECTION 2 SUPPORTING SMOKE-FREE ENVIRONMENTS. The main content area is titled "Activity Reporting" and contains instructions: "Provide detailed information about each of the activities you plan to run in the period covered by this report. For each activity, you will be required to provide an activity description, as well as information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity." Below this is a note: "When completing this section of your TIS AWP, please keep in mind that the activity could be delivered to different groups and communities." At the bottom, there is a section titled "Activity Names" with two buttons: "+ Add Previous Activity Names" and "+ Add Activity Name".

The *Section 1 Activity Reporting* section is used to provide detailed information about each of the activities you are going to run as part of your TIS program for the coming year. For each activity, you will be asked to provide an activity description, information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity.

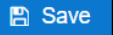
15. To start completing the section by pulling your activities through from last year's TIS AWP, select .

 If none of the activities from your TIS AWP form last year are still relevant, you can add your new activities in from scratch by selecting .

The *Section 1 Activity Reporting* tab will update to display the *Activity Names* section, prepopulated with the activities from last year's plan.




The screenshot shows the "Section 1 Activity Reporting" tab selected in the navigation menu. The main content area is titled "Activity Names" and contains a list of activities. Each activity has a checkbox on the left, a text input field, and a blue button on the right with a magnifying glass icon and a right arrow. The activities listed are: "Stop tobacco use amongst pregnant women", "Promoting smoke free homes and families", and "Very Remote Community School Education visits". Below the list is a section titled "Activity Type" with a blue button on the right. At the top right of the main content area, there are three buttons: "Last edited Activity", "Expand Activities", and "Collapse Activities".


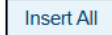
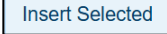


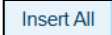
16. To save the initial content for the activities that have been pulled through, select  at the bottom of the form.

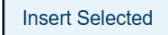
17. To continue completing the section, select the first activity that displays in the list and then select the **Activity Type** heading to open the *Activity Type* section.

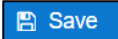
The section will update to display the *Activity Type* section of the form.

18. Complete the cells in the **Activity Type** section as described below.

 The **Response from previous TIS AWP** section will display under each question with a text field, check box list or radio button options. The responses you provided for each of these questions in last year’s TIS AWP will display here as a reference and can be used in this year’s response as needed.

| Cell   | Description   |
|--|---|
| Activity details (please provide a short 200-word description of this activity). | Enter a description of the activity.<br><br> If needed, you can open the <b>Response from previous TIS AWP</b> section to see the details for the activity from last year’s TIS AWP. If the details are still applicable, you can select  to insert the information into the text field. If only some of the details are relevant, highlight the applicable text and select  . |
| Activity Type (Please select all that apply)                                     | Select the applicable check box(es) for each type of activity.  |
| Will this activity incorporate anti-vaping messages?                             | Select either <b>Yes</b> or <b>No</b> .   |
| Aim of activity (please select all that apply)                                   | Select the check box(es) for the applicable aim(s) the activity has.<br><br> As you select the check boxes for the applicable activities, the <i>Expected Outcomes</i> and <i>Observed Outcomes</i> buttons will display. If you select these buttons, they will take you to the area of the form that addresses the outcomes of the selected aim.   |
| What is your call to action for this activity?                                   | Enter the detail of your call to action. This is the action you want community members to complete.<br><br> If needed, you can open the <b>Response from previous TIS AWP</b> section to see the call to action for the activity from last year’s TIS AWP. If the details are still applicable, you can select  to insert the information into the text field. If only some of the  |


| Cell   | Description  |
|--|--|
|  | details are relevant, highlight the applicable text and select  .                         |
| Who is the intended target audience of this activity?  | Select the applicable check box(es) that describes the target audience for the activity.   |
| Start Date (first time activity will be run in the Activity Work Plan period)  | Will default to the first day of the upcoming financial year (e.g. 01/07/2025).<br><br>If needed, select the field and use the calendar to change the activity start date. |
| Expected Activity Finish Date (the date of the final time the activity will be run in the Activity Work Plan period) | Will default to the last day of the upcoming financial year (e.g. 30/06/2026).<br><br>If needed, select the field and use the calendar to change the activity finish date. |
| Number of times activity will run between the start and expected finish dates. (Please select one option)            | Select the option that corresponds to the number of times the activity is planned to be run.   |


19. To save the **Activity Type** information, select  at the bottom of the form.
20. Select the **Activity Type** heading to close the section.
21. To continue completing the activity, select the **Activity Design** heading to open the section.

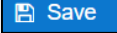
The *Activity Design* section will now display, ready to be completed.



22. Complete the cells in the **Activity Design** section as described below.


| Cell   | Description  |
|--|--|
| Will any type of input from the local community be used in the development of this activity?   | Select either <b>Yes</b> or <b>No</b> .<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the selection made in last year's TIS AWP as a reference. |
| What type of input from the local community will be or has been used in the development of this activity? (please select all that apply) | Will display if <b>Yes</b> was selected above.<br><br>Select the check box(es) that corresponds to the type of input the local community provided.   |

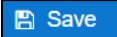
| Cell | Description  |
|------|--|
|      |  The <b>Response from previous TIS AWP</b> section underneath the question will show the selections made in last year's TIS AWP as a reference. |

23. To save the completed **Activity Design** section, select  at the bottom of the form.
24. Select the **Activity Design** heading to close the section.
25. To continue completing the activity, select the **Partnerships** heading to open the section. The *Partnerships* section will now display, ready to be completed.

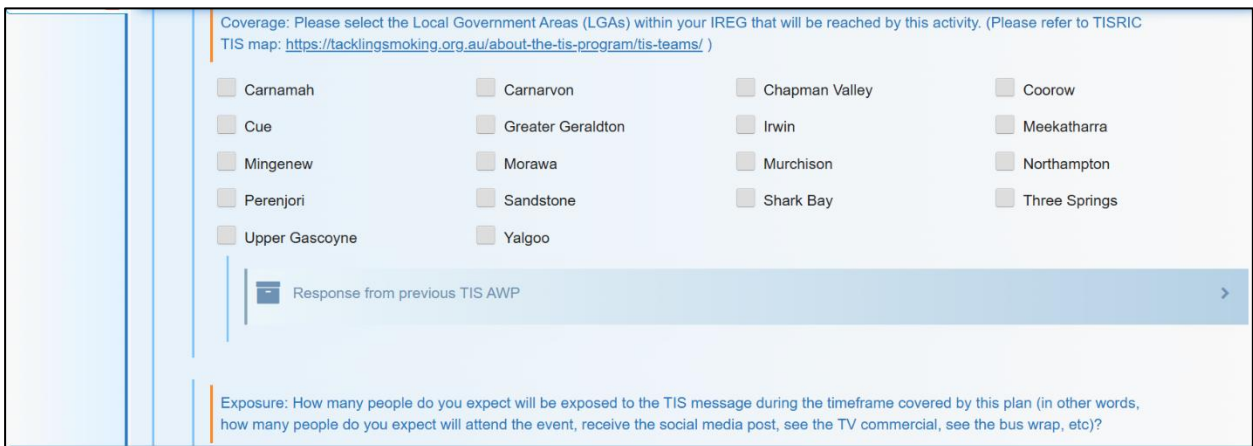


26. Answer **Yes** or **No** to the question that displays here.
27. If you answered **Yes**, you now need to select the check box(es) for each of the organisations or community members you will work with in the delivery of the activity.




 The **Response from previous TIS AWP** section underneath the questions will show the selections made in last year's TIS AWP as a reference.

28. To save the **Partnerships** information, select  at the bottom of the form.
29. Select the **Partnerships** heading to close the section.
30. To continue completing the activity, select the **Activity Delivery** heading to open the section.

The *Activity Delivery* section will now display, ready to be completed.



31. Complete the cells in the **Activity Delivery** section as described below.

| Cell  | Description  |
|---|--|
| Coverage: Please select the Local Government Areas (LGAs) within your IREG that will be reached by this activity (please refer to TISIRC TIS map)   | Select the check boxes for the LGA's that will be covered by the activity. The LGA's that appear here are determined by the IREG selected in the <i>TIS Program Information</i> section of the form.<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the selections made in last year's TIS AWP as a reference. |
| Exposure: How many people do you expect will be exposed to the TIS message during the timeframe covered by this plan?   | Enter the number of Aboriginal and/or Torres Strait Islander people you believe will be exposed to the activity.<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the number entered in last year's TIS AWP as a reference.  |
| Engagement: How many people do you expect to engage with this activity (interact with the TIS team at the event, 'like' the social media post, react to the TV commercial, react to or recalled the bus wrap, etc)? | Enter the number of Aboriginal and/or Torres Strait Islander people you believe will engage with the activity.<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the number entered in last year's TIS AWP as a reference.  |

32. To save the information, select  at the bottom of the form.

33. Select the **Activity Delivery** heading to close the section.



34. To continue completing the activity, select the **Monitoring & Evaluation Outcomes** heading to open the section.


The *Monitoring & Evaluation Outcomes* section will now display, ready to be completed.



This is where information related to the aims you selected earlier in the section displays and needs to be addressed.

- Complete the cells in the **Monitoring & Evaluation Outcomes** section as described below.

| Cell   | Description   |
|--|---|
| <b>What outcomes do you expect to achieve as a result of this activity? The outcomes below are based on the aims you selected previously. If the aim has not been selected, it will not be shown</b> |   |
| As you indicated earlier that this activity is linked to....   | Enter the applicable percentage value in the text box(es) as required.<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the percentage entered in last year's TIS AWP as a reference. |
| Which methods will you use to measure all outcomes of this activity?   | Select the applicable check boxes for the different methods to be.<br><br> The <b>Response from previous TIS AWP</b> section underneath the question will show the selections made in last year's TIS AWP as a reference.        |

- To save the final section of information for the first activity, select  at the bottom of the form.
- Repeat steps 17 to 36 for each activity that has been pulled from last year's TIS AWP.
- To continue, select the **Section 2 Supporting Smoke Free Environments** tab on the left-hand side of the form.

The *Section 2 Supporting Smoke-Free Environments* section will display.

This section asks for information about the number of environments you plan to help make smoke-free as part of the implementation of your TIS AWP.

- Complete the cells in the *Smoke-Free Organisations* section as described below.


| Cell  | Description                                      |
|---|--|
| How many organisations do you plan to assist to establish a smoke-free or vape-free policy? | Enter a number between <b>1</b> and <b>999</b> . |

| Cell   | Description                                      |
|--|--|
| How many organisations do you plan to assist to review an existing smoke-free or vape-free policy? | Enter a number between <b>1</b> and <b>999</b> . |
| How many organisations do you plan to help implement an existing smoke-free or vape-free policy?   | Enter a number between <b>1</b> and <b>999</b> . |


40. Complete the cells in the *Smoke-Free Public Spaces and Homes* section as described below.


| Cell  | Description                                      |
|---|--|
| How many events do you plan to assist to be smoke-free or vape-free?            | Enter a number between <b>1</b> and <b>999</b> . |
| How many homes do you plan to support to become smoke-free or vape-free?        | Enter a number between <b>1</b> and <b>999</b> . |
| How many pledges to keep homes smoke-free and vape-free do you plan to support? | Enter a number between <b>1</b> and <b>999</b> . |

41. To save this information, select  at the bottom of the form.

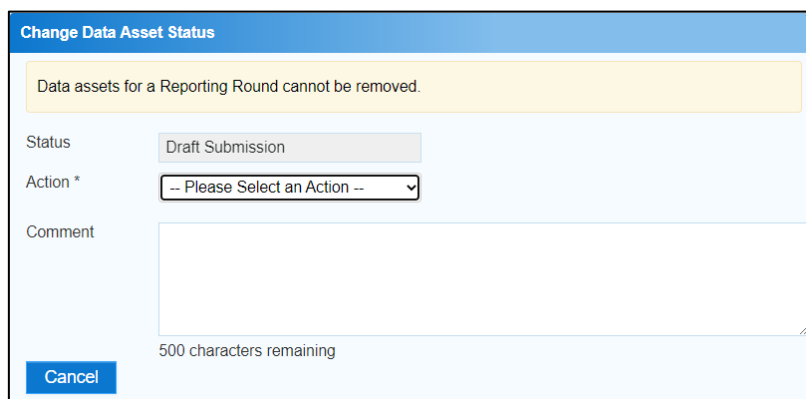
42. To close out of the TIS AWP form, select  at the bottom of the form.

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


 If you can approve your TIS AWP yourself, you will see the *Has this submission been reviewed by the NBP?* question in the *Reporting Dashboard*. You will need to answer the question before your submitting your TIS AWP to your DSS FAM for processing.

43. To progress your TIS AWP to the next stage of the submission workflow, select  **Draft Submission** in the **Reporting Dashboard**.

The Change Data Asset Status window will display.




The screenshot shows a window titled "Change Data Asset Status". At the top, there is a yellow warning message: "Data assets for a Reporting Round cannot be removed." Below this, there are three fields: "Status" with a dropdown menu showing "Draft Submission", "Action \*" with a dropdown menu showing "-- Please Select an Action --", and "Comment" with a text area. At the bottom left is a "Cancel" button. At the bottom right of the text area, it says "500 characters remaining".

44. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send your TIS AWP to your *Submission Reviewer*/NBPU (if the NBPU is reviewing your TIS AWP in the Data Portal) for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send your TIS AWP to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress your TIS AWP to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.


 If you have the access to approve your TIS AWP, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve your TIS AWP and submit it directly to your DSS FAM for processing.

45. In the **Comment** field, enter any comments regarding the action being performed on your TIS AWP, if needed.

 Any user with access to view your TIS AWP will be able to view any comments entered here.

46. One of the following options can now be selected when submitting your TIS AWP, depending on the action that has been selected in the **Action** field:

- To submit your TIS AWP for internal review, select . For the next step in the process, see [Review your TIS Activity Work Plan \(Submission Reviewer\)](#).
- To submit your TIS AWP to your CEO or their representative for approval, select . For the next step in the process, see [Approve your TIS Activity Work Plan \(Submission Approver\)](#).
- To send your TIS AWP to DSS for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of your TIS Activity Work Plan](#).

 To save your TIS AWP as a draft without sending it on to the next stage of the submission process, select  at the bottom of the screen.

Your TIS AWP has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them your TIS AWP has been submitted to them for action. One of your *Submission Reviewers* (including NBPU) or *Submission Approvers* can now action your TIS AWP as required.

## Use the Offline Form to complete your TIS AWP

If there are several people within your health service who need to be involved in the development of your TIS AWP, but they don't all have access to the Health Data Portal, you can easily export a Word version of the TIS AWP from the Data Portal so these people can provide input into the AWP.

You may also choose to complete your TIS AWP using the offline form if you have previously had issues with losing data in the Health Data Portal narrative forms. Exporting the form, completing it offline and then loading automatically uploading the information into the Health Data Portal form will prevent this from happening.




You may also choose to use the offline form as a way of storing a copy of your completed TIS AWP, rather than using the existing PDF/print functionality, available through the summary view of the form.

The following procedure is used to complete your TIS AWP in the offline form and then upload it to the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The TIS AWP tile will display on your Reporting Dashboard.

The screenshot shows the 'Reporting Dashboard' in the Data Portal. The header includes the Australian Government logo and the 'DATA PORTAL' branding. The user is logged in as 'Stuart Dunn'. The dashboard displays two reporting rounds: 'TIS PR | 27 April 2024 Reporting Round' and 'TIS AWP | 4 May 2024 Reporting Round'. Each round has a 'Due in' status (113 Days and 85 Days respectively) and a 'Not Started' status. To the right, there is a sidebar with details for both rounds, including their status (Open), start dates, and end dates. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'.

2. To commence the submission of your TIS AWP, select  to the right of the **TIS AWP** reporting round text on the **Reporting Dashboard**.



If you have already started the draft of your TIS AWP, simply select  instead.


Your TIS AWP form will display.


The screenshot shows a web browser window with the following elements:

- Page Title:** INDIGENOUS HEALTH - TIS AWP 19/MAY/2025 TO 31/MAY/2025
- Page Subtitle:** Griffith Aboriginal Medical Service Aboriginal Corporation TIS AWP - Griffith Aboriginal Medical Service Aboriginal Corpor...
- Navigation:** Home icon, New dropdown, Reporting Dashboard, and a help icon.
- Section:** Submission Data (with back, download, upload, chat, and menu icons).
- Form Structure:**
  - REPORTING CONTACT:** Contact Information
  - TIS PROGRAM INFORMATION:** The reporting contact for your organisation for the Tackling Indigenous Smoking Activity Work Plan (AWP) is the person who may be contacted by NBPU or your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.
  - BUDGET:** (Empty)
  - SECTION 1 ACTIVITY REPORTING:** Reporting Contact. Who is your organisation's contact for the TIS AWP? (Dropdown menu: Select Value)
  - SECTION 2 SUPPORTING SMOKE-FREE ENVIRONMENTS:**
    - First Name: (Text input)
    - Last Name: (Text input)
    - Email Address: (Text input)
    - Phone: (Text input)
    - Mobile: (Text input)
    - Current User Status: (Text input)

## Prepare the form for Reporting

Before exporting your TIS AWP form from the Data Portal into a Word version so you and your colleagues can start completing it, you will need to go through each of the tabs in the form and ensure the sections you need to complete have been selected, so they appear in the Word version of your form once you export it.

 The instructions here only cover the fields that must be addressed to ensure you get the full form once you export the offline Word version. You can obviously complete other fields as you go but these can also be completed in the offline version of the form just as easily.

 If your NBPU representative is going to review your TIS AWP in the offline Word version of your TIS AWP, you will need to export the form to Word once you have completed it so they can review the form and add their comments as needed.

3. To start, select the **TIS Program Information** tab.


The *TIS Program Information* tab will display.

The screenshot shows the 'Tackling Indigenous Smoking - Program Information' section of the form. The page title is 'TRAINING ENVIRONMENT'. The form includes:

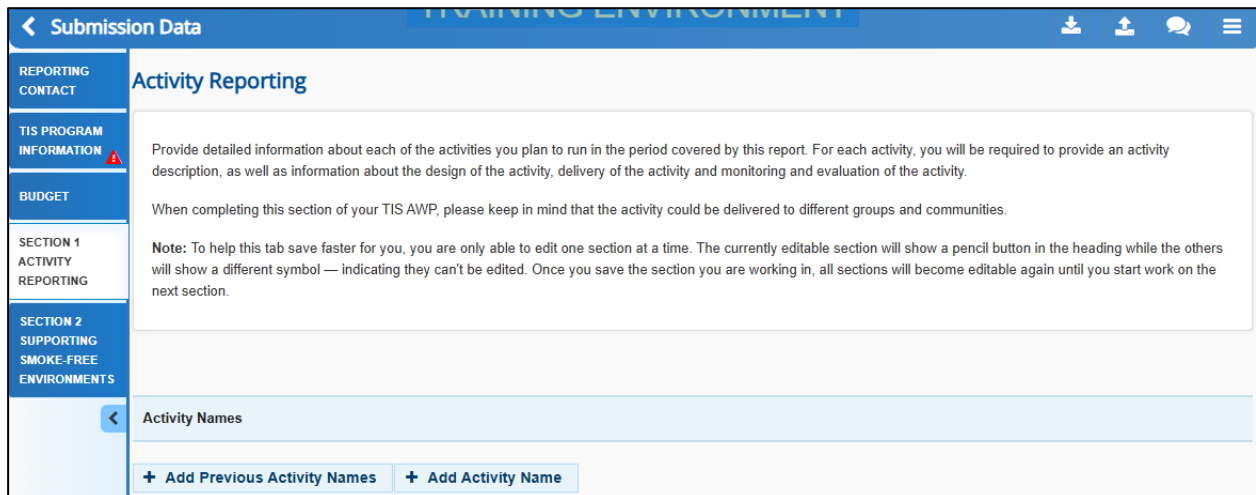
- Navigation:** Submission Data, TIS Program Information (selected), and TRAINING ENVIRONMENT.
- Section:** Tackling Indigenous Smoking - Program Information
- Instructions:** Please enter your TIS program name, IREG code, partner organisations and the date you are completing the report.
- Fields:**
  - Name of your TIS program: (Text input)
  - Response from previous TIS AWP: (Dropdown menu)
  - IREG 2021 Code: IREG 2021 Name (list only one per Activity Work Plan): (Dropdown menu: Select Value)
  - Response from previous TIS AWP: (Dropdown menu)
  - List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG): (Text area)


4. Select  in the **IREG 2021 Code: IREG 2021 Name (list only one per Activity Work Plan)** field and select the applicable IREG code.



This will ensure the correct list of LGA's will display in the offline version of the form, for you to select from as needed.

5. To continue, select  at the bottom of the form.
6. Now select the **Section 1 Activity Reporting** tab.

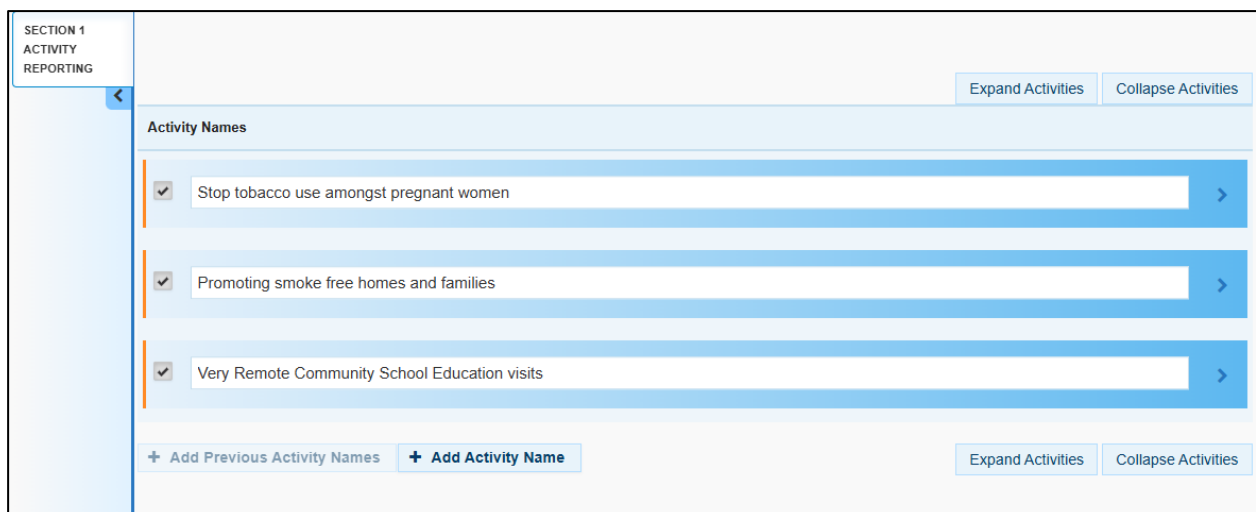
The *Section 1 Activity Reporting* tab will display.

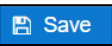





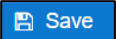
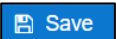

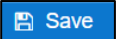
7. To commence setting up your activities, select  to pull your activities through from last year's AWP.

 You can also create your TIS AWP by using  to enter new activities if needed.

The section will update to display the activities that have been pulled through from your previous TIS AWP.




8. To continue, select  at the bottom of the form.
9. Select the  at the end of the first activity name to open it up.
10. Now select the  at the end of the **Activity Type** heading to open the section.
11. Select the applicable check box(es) in the **Activity Type** question, noting that an additional question will display below the list if you select the check box(es) for **h, i or j**.

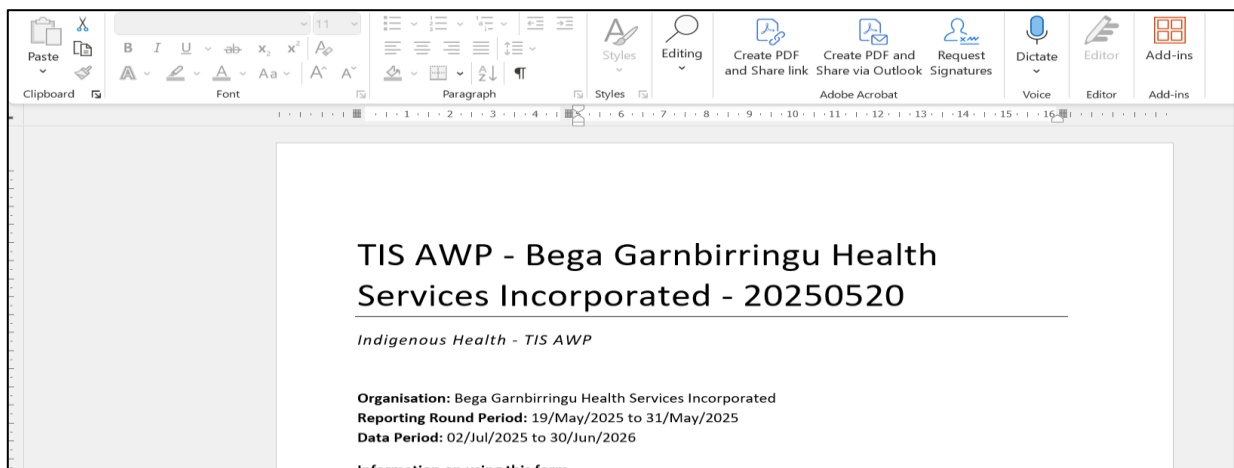
12. Under **Aim of activity**, select the applicable aim(s) for the activity.
  13. To continue, select .
  14. Select the **Activity Type** heading to close the section and then select the **Activity Design** heading to open the **Activity Design** section.
  15. In the **Activity Design** section, if your answer to the “*Will any type of input...*” question is **Yes**, the “*What type of input...*” question will display.
  16. To continue, select  again.
  17. Now close the **Activity Design** section and open the **Partnerships** section.
  18. In the **Partnerships** section, if your answer to the “*Will your TIS team work...*” question is **Yes**, the “*What type of input...*” question will display.
  19. If applicable, select the **Other** check box(es) at the bottom of the list.
  20. To continue, select  at the bottom of the form.
  21. Now close the **Partnerships** section and open the **Monitoring & Evaluation Outcomes** section.
-  There is no preparation required in the *Activity Delivery* section.
22. In the **Monitoring & Evaluation Outcomes** section, to finalise the preparation of your TIS AWP form for exporting, select the **Other** check box under “*Which methods did you use...*” if applicable to open the corresponding text field.
  23. To continue, select .
  24. Repeat steps **9** to **23** for each activity you need to report on.

## Export the Offline Form

Once you have finished setting up your TIS AWP form in the Data Portal, you are ready to export the offline Word version of the form.

25. With your TIS AWP form open on any tab, select  on the blue *Submission Data* bar at the top of the form.
26. In the **Save As** window that displays, navigate to where you wish to save the form and select **Save**.
27. Navigate to where you have saved the form and double click on it to open it.

The offline version of your TIS AWP form will display, ready for you to complete in Word as needed.



28. Work with your colleagues to complete your offline Word version of the form as needed.

⚠ DO NOT change the name of the offline Word version of your TIS AWP form as, if you do, you will not be able to import it back into the Data Portal.

⚠ When completing the offline form in Word, you may find it easier to remove the page breaks



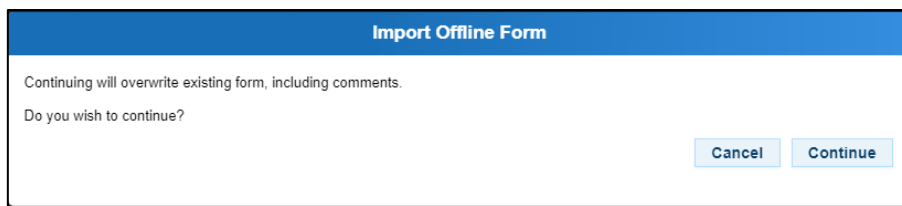
in the document by selecting the *View* tab and then *Web Layout*. You may also choose to turn the *Navigation Pane* on (also through the *View* tab) to make navigating the form easier.


## Import the Completed/Updated Offline Form

29. When you have completed the offline Word version of the form (*including actioning any NBPUs comments that have been added to the offline form*) and are ready to upload the completed form to the Data Portal, open your TIS AWP form in the Data Portal and select

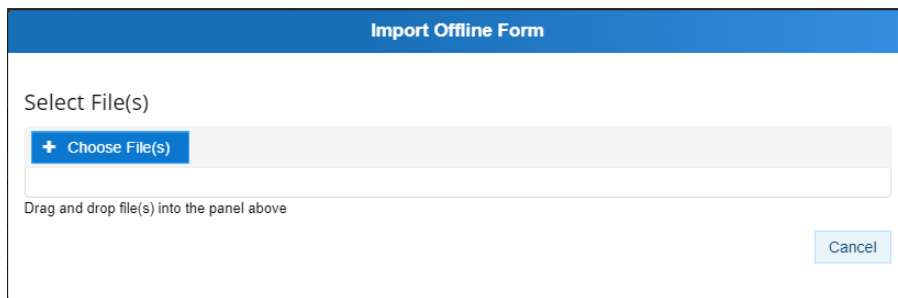


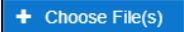
The Import Offline Form window will display.



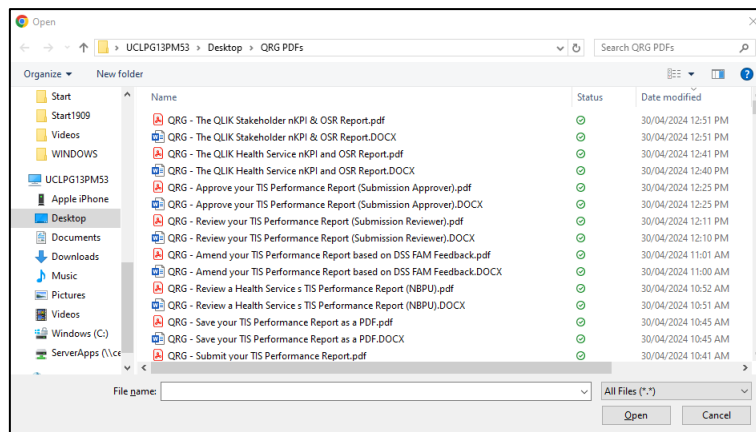
30. To continue, select .

The Import Offline Form window will again display.



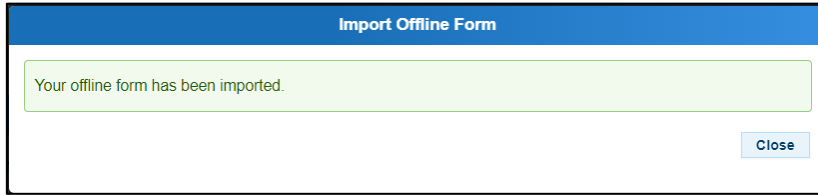
31. To continue, select .

The Open window will display.



32. Navigate to where you have stored the offline version of your TIS AWP form and then double-click it to select it.


A message will display in the Data Portal asking you to wait while it processes your form. The message will then update to tell you the form has been imported.



33. To continue, select .

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

34. You can now complete the rest of the TIS AWP form in the Data Portal as needed, updating the information you entered in the offline version of the form as you go.

 You will need to complete the *Staffing Information* and *Budget* tabs in the 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* section of the TIS AWP form if you are uploading an existing Risk Management Plan.

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

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

## Retrieve your TIS Activity Work Plan (Submission Uploader)

If a health service *Submission Uploader* has submitted a TIS AWP for review or approval in error, they can recall it so the required amendments can be made before resubmitting it for review.

The following procedure is used to retrieve your TIS AWP sent in error through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS AWP.

The screenshot shows the 'Reporting Dashboard' interface. At the top, it says 'Australian Government Department of Health and Aged Care' and 'DATA PORTAL TRAINING ENVIRONMENT'. The dashboard has a navigation bar with 'New', 'Reports', and 'Reporting Dashboard'. The main content area is titled 'Reporting Dashboard' and lists two reporting rounds:

- TIS PR | 16 July 2024 Reporting Round**: Status: Open, Start Date: 16/Jul/2024, End Date: 31/Aug/2024. It has a '+', 'Due in 43 Days', and 'Not Started' buttons.
- TIS AWP | 19 July 2024 Reporting Round**: Status: Open, Start Date: 19/Jul/2024, End Date: 02/Aug/2024. It has a '+', 'Due in 14 Days', and 'Submission Ready For Review' buttons.

On the right side, there is a summary for each round:

- TIS PR Reporting Round**: Status: Open, Start Date: 16/Jul/2024, End Date: 31/Aug/2024.
- TIS AWP Reporting Round**: Status: Open, Start Date: 19/Jul/2024, End Date: 02/Aug/2024.

2. In the **Reporting Dashboard**, to retrieve your TIS AWP, select the **TIS AWP** status link ( **Submission Ready For Review** or **Submission Ready For Approval** ).

3. In the Change Data Asset Status window, in the **Action** field, select and select **Revision Required**.

4. To continue, select **Revision Required**.


Your TIS AWP has now been retrieved from the next step of the submission workflow process and can be amended as required prior to being resubmitted for review or approval.

If you use this function, you may need to contact your *Submission Reviewers* to let them know you have taken the report back to make some amendments.

## Review your TIS Activity Work Plan (Submission Reviewer)

When a TIS AWP has been submitted for review by the health service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role. For the TIS AWP, this could be the health service's internal reviewer or the NBPU representative that has been set up as a *Submission Reviewer* in the health service (if the NBPU is reviewing your TIS AWP in the Data Portal).

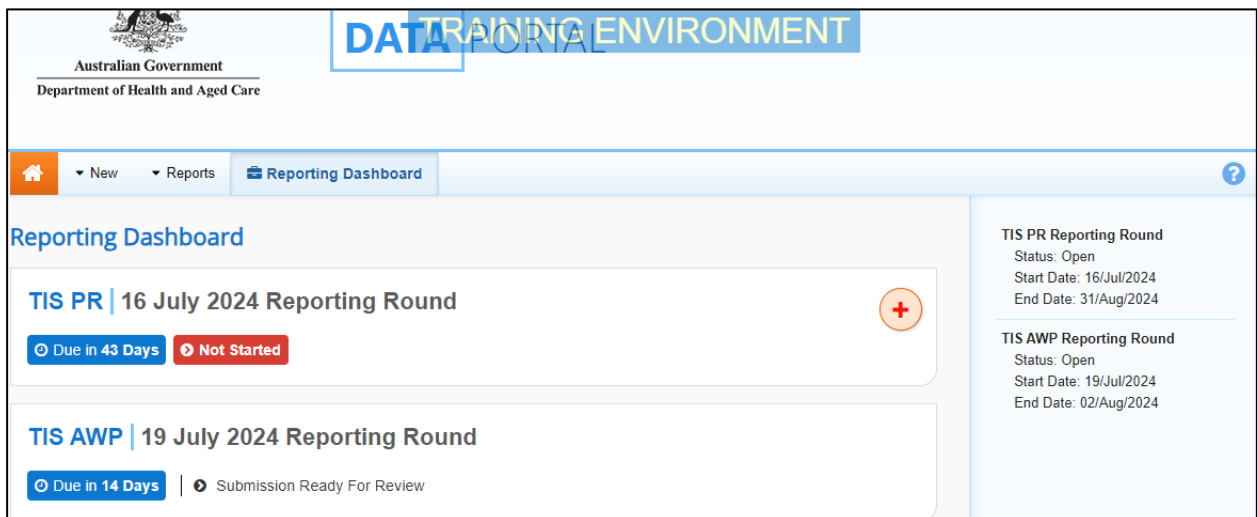
If your health service has an internal reviewer who needs to review the TIS AWP before the NBPU representative, then they should do this before then asking the NBPU reviewer to conduct their review of the report. If not, you can ask the NBPU reviewer for your health service to review the report as soon as it is set to *Submission Ready for Review*.

 Even though any user in the health service with the *Submission Reviewer* role can review the TIS AWP, only one user can make changes at a time.


The following procedure is used to review your TIS AWP in the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.



The Reporting Dashboard will display details for your TIS AWP.




The screenshot shows the 'Reporting Dashboard' in the Data Portal. At the top, it says 'Australian Government Department of Health and Aged Care' and 'DATA TRAINING ENVIRONMENT'. The dashboard has a navigation bar with 'New', 'Reports', and 'Reporting Dashboard'. The main content area is titled 'Reporting Dashboard' and shows two reporting rounds: 'TIS PR | 16 July 2024 Reporting Round' (Due in 43 Days, Not Started) and 'TIS AWP | 19 July 2024 Reporting Round' (Due in 14 Days, Submission Ready For Review). On the right, there are details for both rounds: 'TIS PR Reporting Round' (Status: Open, Start Date: 16/Jul/2024, End Date: 31/Aug/2024) and 'TIS AWP Reporting Round' (Status: Open, Start Date: 19/Jul/2024, End Date: 02/Aug/2024).


 To be eligible for review, your TIS AWP's status will need to be *Submission Ready for Review*.


2. To review your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .

Any sections of the form that still have cells to be completed will contain a  on the applicable tab on the left-hand side for easy identification. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader*, will contain a  and will just need to be checked.

3. Review the information in each section and make any changes as needed.
4. If there are any cells that still need to be completed and you have the information needed, complete the cell as required.




 If you are an NBPU reviewer, you shouldn't add or change any information in the cells in the form. Instead, you should add a comment for the *Submission Uploader*, asking them to make any required amendments, as detailed below.


The data validation flag  that displays on the tab for the section you are working in will disappear once you save your changes.

5. If you are an NBPU reviewer and wish to add a comment to a particular section of the form for the *Submission Uploader* to address, select  in the **Notifications Tray**.

The Add Comment window will display.


6. Select  in the **Reason** field that displays and select **Other (specify)**.
7. Select the cell or cells your comment relates to. This provides additional context for your colleagues reading your comment.
8. Enter your comment or question for the *Submission Uploader* regarding the information they have entered in the form in the **Additional Information** field.
9. To save the comment, select .

 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the form to display it.

 To add a new internal comment for the *Submission Uploader* or *Approver*, select  in the *Notifications Tray*, add your comment, select the *Private Conversation* check box so your DSS FAM can't see the comment and then select .

10. To exit your TIS AWP form, scroll to the bottom of the form and select .

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

11. Once your TIS AWP has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your TIS AWP to your CEO or their representative for approval.
  - **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving your TIS AWP as well as reviewing it.
  - **Request Interim Processing** – Select this action to progress your TIS AWP to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
  - **Revision Required** – Select this action to return your TIS AWP to your *Submission Uploader(s)* for amendment. NBPU reviewers reviewing the TIS AWP in the Data Portal should always select this option to send the TIS AWP back to the service's *Submission Uploader* so they can address the comments the NBPU reviewer has added to the form.
12. In the **Comment** field, enter any comments regarding the action being performed on your TIS AWP.

 Any user with access to view the TIS AWP will be able to view any comments entered here.

13. One of the following options can now be selected when submitting your TIS AWP, depending on the action that has been selected in the **Action** field:
  - i. To send your TIS AWP to your CEO or their representative for approval, select . For the next step in the process, see [Approve your TIS Activity Work Plan \(Submission Approver\)](#).
  - ii. To approve your TIS AWP and send it directly to your DSS FAM for processing, select . For the next step in the process, see [Process the TIS Activity Work Plan \(DSS FAMs\)](#).
  - iii. To send your TIS AWP to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of your TIS Activity Work Plan](#).

- iv. To send your TIS AWP back to your *Submission Uploader* for amendment, select

Revision Required

. For the next step in the process, see [Amend your TIS Activity Work Plan \(Submission Uploader\)](#).

Your TIS AWP has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

# Amend your TIS Activity Work Plan (Submission Uploader)

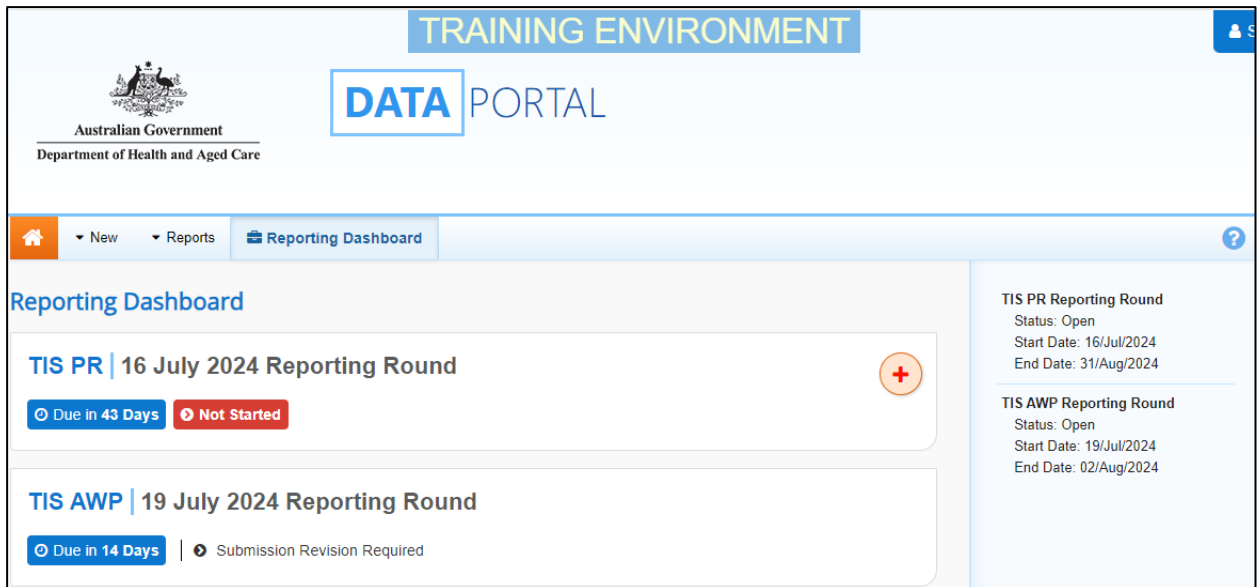
There may be times when your TIS AWP is returned to the *Submission Uploader* for amendment by the representative in your health service the TIS AWP has been sent to for review or approval in the Data Portal, including the NBPU reviewer.


When it is returned for amendment, the TIS AWP will have a status of *Submission Revision Required*.

The following procedure is used to amend your TIS AWP in the Data Portal.

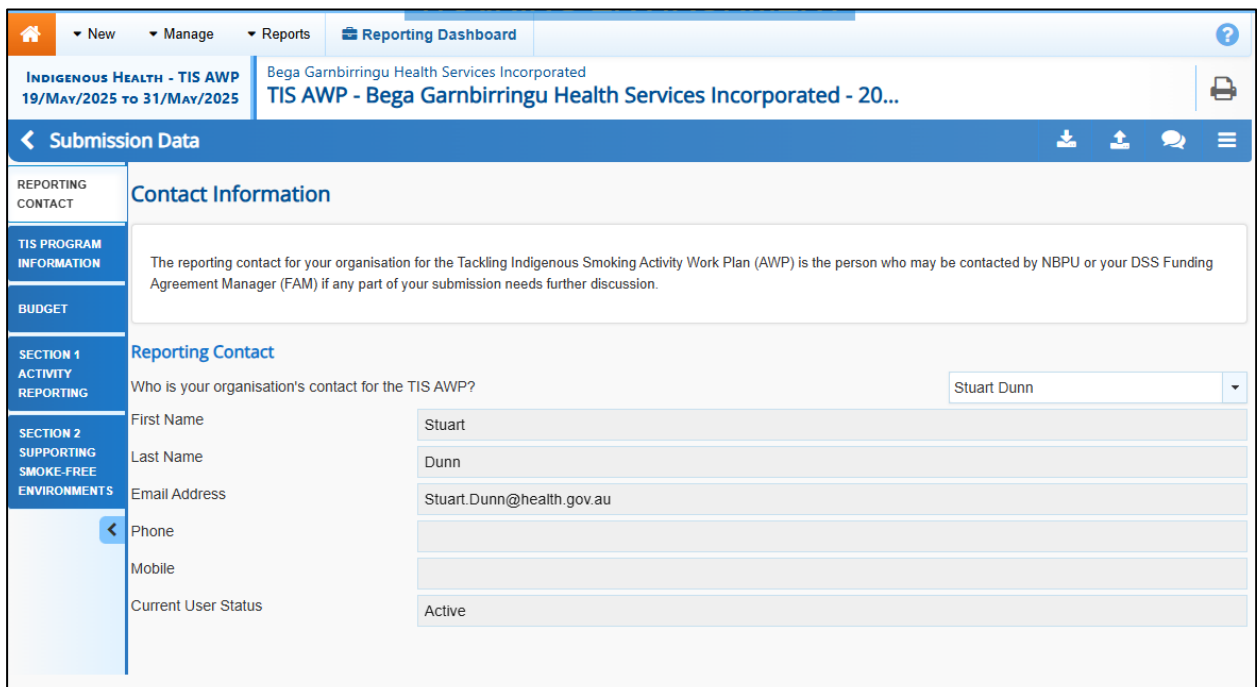
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.




The Reporting Dashboard will display details for your TIS AWP.







2. To amend your TIS AWP that has been returned by your *Submission Reviewer (including NBPU)* or *Submission Approver*, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .



The TIS AWP form will display.



Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Reviewer or Approver*, will contain a . A  will also display for any sections that the NBPU reviewer has added comments to.

3. Review the data in each section as required, focussing on any comments made by the *Submission Reviewer (including NBPU) or Submission Approver* asking you to amend some of your information.
4. If required, update the information in the required cell(s) based on the *Submission Reviewer/Submission Approver's* comments.
5. To save your changes, select .
6. If needed, you can also respond to the comments left by NBPU by selecting , entering your response and selecting .
7. To exit the TIS AWP form, scroll to the bottom of the form and select .

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

8. Once the TIS AWP has been reviewed and updated as required, select  **Submission Revision Required** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.

Amend your TIS Activity Work Plan (Submission Uploader) The TIS Activity Work Plan in the Health Data Portal

The Change Data Asset Status window will display.

The available actions are:

- **Request Review** – Select this action to send your TIS AWP back to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send your TIS AWP directly to your CEO or their representative for approval.



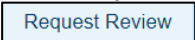

If you have access to approve the TIS AWP, you will also see the *Approve for Submission* option in the action list. This allows you to approve the TIS AWP and submit it directly to your DSS FAM for processing.

9. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP, if needed.



Any user with access to view your TIS AWP will be able to view any comments entered here.

10. One of the following options can now be selected when submitting your TIS AWP, depending on the action that has been selected in the **Action** field:

- To send your TIS AWP to your *Submission Reviewer* for review again, select . For the next step in the process, see [Review your TIS Activity Work Plan \(Submission Reviewer\)](#).
- To send your TIS AWP to your CEO or their representative for approval, select . For the next step in the process, see [Approve your TIS Activity Work Plan \(Submission Approver\)](#).

The TIS AWP has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them your TIS AWP has been submitted to them for action. One of your *Submission Reviewers* or *Submission Approvers* can now action your TIS AWP again as required.

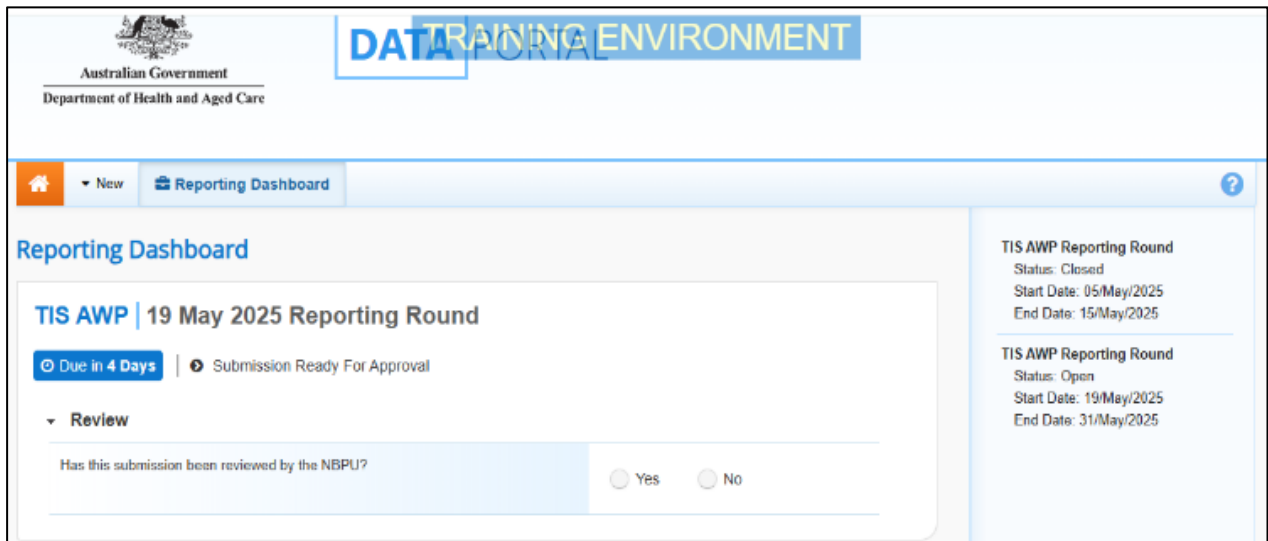
# Approve your TIS Activity Work Plan (Submission Approver)


Your TIS AWP can be approved by anyone within your health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for your CEO or their representative. In smaller health services, the person approving the TIS AWP may also be the person who has reviewed and/or submitted the TIS AWP.

The following procedure is used to approve your TIS AWP in the Data Portal.

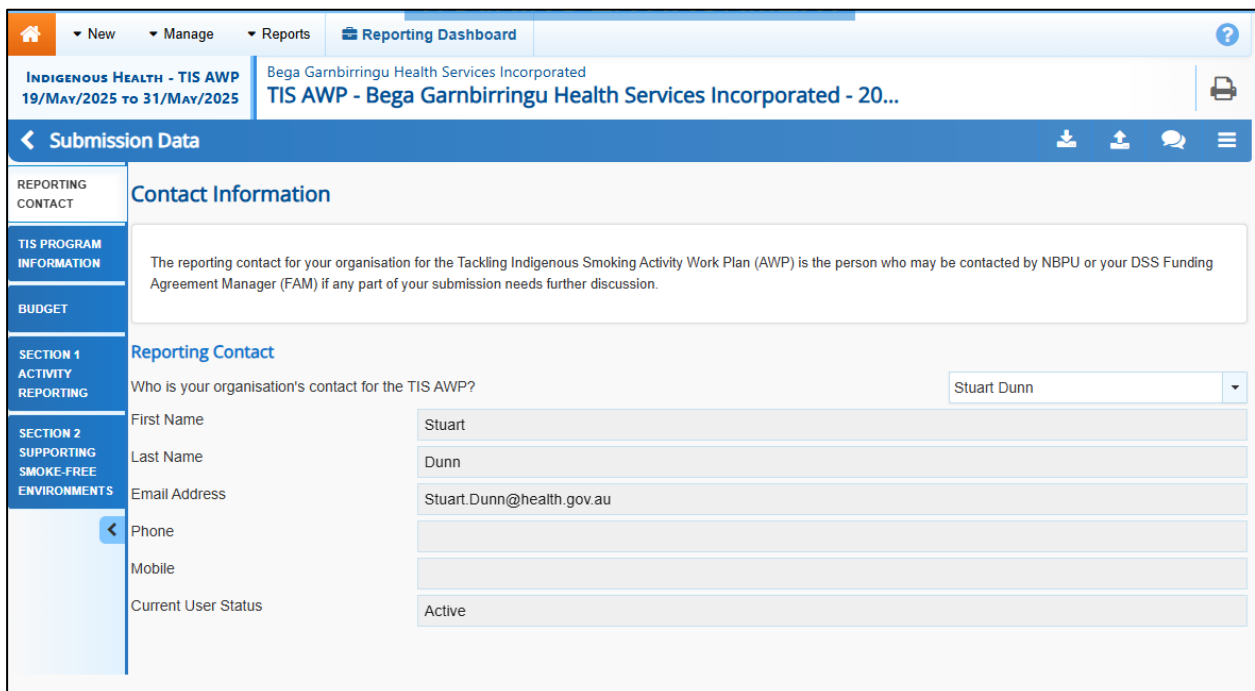
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.



The Reporting Dashboard will display details for your TIS AWP.




2. To approve your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .

The TIS AWP form will display, with each section on the form being displayed as a separate tab on the left-hand side of the form.







Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader* or *Reviewer* (including NBPU) will display a .

3. Review the information in the form as required and make any changes if needed, saving as you go.
4. To exit your TIS AWP form, scroll to the bottom of the form and select .

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

5. Before submitting your TIS AWP to your DSS FAM for processing, you will need to answer **Yes** or **No** to the **Has this submission been reviewed by the NBPU?** question that displays in the **Reporting Dashboard**.

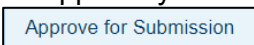
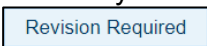
 If you answer *No*, you will need to explain why your TIS AWP hasn't been reviewed by your NBPU representative.

6. To continue, select .
7. Once the TIS AWP has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve your TIS AWP for processing by your DSS FAM.
  - **Revision Required** – Select this action if your TIS AWP needs to be returned to your *Submission Uploader* for amendment.
8. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.

 Any user with access to view your TIS AWP will be able to view any comments entered here.

9. One of the following options can now be selected when submitting your TIS Activity Work Plan, depending on the action that has been selected in the **Action** field:
  - i. To approve your TIS AWP and send it to your DSS FAM for processing, select . For the next step in the process, see [Process the TIS Activity Work Plan \(DSS FAM\)](#).
  - ii. To send your TIS AWP back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend your TIS Activity Work Plan \(Submission Uploader\)](#).

Your TIS AWP has now been approved and sent to your DSS FAM for processing in the Data Portal.

## Process the TIS Activity Work Plan (DSS FAM)

Once your TIS AWP has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the TIS AWP in the Data Portal is for your DSS FAM to review the TIS AWP form to ensure the information contained within is complete and correct.

Once your DSS FAM has reviewed the TIS AWP form and is comfortable with the content, it can be processed as complete in the Data Portal ready to be used in any reports and publications produced by DSS and Health and Aged Care as required.

### Step 1 – Review the TIS Activity Work Plan Form

Once your DSS FAM has received your approved TIS AWP, they will need to review it to ensure it is ready to go to the next stage of the process. For the TIS AWP to be processed by DSS, it will need to have the status of *Submission Approved*.

Once DSS has reviewed the TIS AWP in the Data Portal and actioned it as ready to be processed, the TIS AWP's status will change to *Ready for Processing*.

All *Submission Uploaders* from your health service will then receive an email informing them the status of the TIS AWP has been changed to *Ready for Processing*. This tells you your DSS FAM has taken the TIS AWP from their backlog and is now working on it.

### Step 2 – Process the TIS Activity Work Plan


Once your TIS AWP has the status of *Ready for Processing* in the Data Portal, your DSS FAM will process it. Once DSS has processed your TIS AWP in the Data Portal, its status will change to *Processed* and the processing of the TIS AWP is now complete.

The information within the TIS AWP form can now be used by DSS and Health and Aged Care in any reports and publications that need to be produced.

## Exception Reporting

Once your TIS AWP has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing. To action the TIS AWP in the Data Portal, your DSS FAM needs to have the *Data Receiver* role.

If, upon review of the TIS AWP, your DSS FAM feels amendments are needed to the information in your TIS AWP, they will initiate the exception reporting process to add comments to your TIS AWP describing what amendments are required and will send the TIS AWP back to you for amendment.

 If the information in the TIS AWP is correct and no changes are needed, your DSS FAM can process the TIS AWP as complete to finish the submission process. For more information, see [Process the TIS Activity Work Plan \(DSS FAM\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for your FAM to update the status of the TIS AWP to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant sections of the TIS AWP form to assist you when you amend the form.

The *second* step of the process is for the FAM to go into the TIS AWP form and add the required comments to the applicable sections, so your *Submission Uploader(s)* can easily see the changes they need to make in the form before the TIS AWP can be processed as complete by the FAM.

Once your FAM has reviewed the form and made any comments against the applicable sections, they will send it back to your health service. One of the *Submission Uploaders* in your health service should then amend the TIS AWP as needed and send it back through the Data Portal submission workflow process as required.


### Step 1 – Set the TIS Activity Work Plan’s status to *Ready for Processing* (DSS FAM)

Once it has been confirmed by your DSS FAM that there is information in the TIS AWP that will need to be amended by the health service, your DSS FAM will need to change the status of the TIS AWP to *Ready for Processing* so they can add explanatory comments for the health service to the relevant sections of the form.

### Step 2 – Add Comments to the form and return it to the Health Service for Amendment (DSS FAM)

Once a TIS AWP has the status of *Ready for Processing*, your DSS FAM can add comments to any information they feel needs to be amended and can then return it to your health service’s *Submission Uploaders* for amendment.

Once this is done, the TIS AWP’s status will change to *Submission Returned to Uploader* and one of your health service’s *Submission Uploaders* now need to address the comments your DSS FAM has made in the form before sending the TIS AWP back through the submission approval process.


 Even though your DSS FAM has sent the TIS AWP back to you, they will still be able to access the AWP in “read only” mode so they can provide you with support in amending any information within the TIS AWP as required.

## Step 3 – Amend your TIS Activity Work Plan based on DSS FAM Feedback (Submission Uploader)

There may be times when an approved TIS AWP is returned to you for amendment by your DSS FAM due to issues they have identified with elements of the information in the form.

When your TIS AWP is returned, all *Submission Uploaders* in your health service will receive an email detailing the comments your DSS FAM has made regarding the information in your TIS AWP form that needs to be amended.

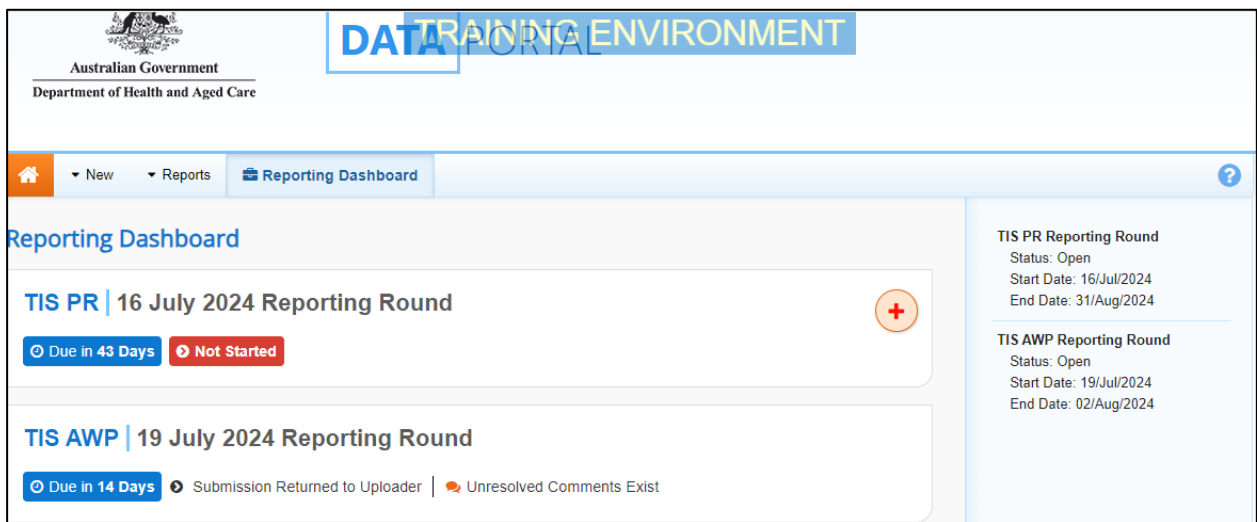
A *Submission Uploader* within your health service will then need to amend the information in the form, directly addressing the comments made by your DSS FAM.


 When your TIS AWP is returned to you by your DSS FAM, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend your TIS AWP based on DSS FAM feedback.

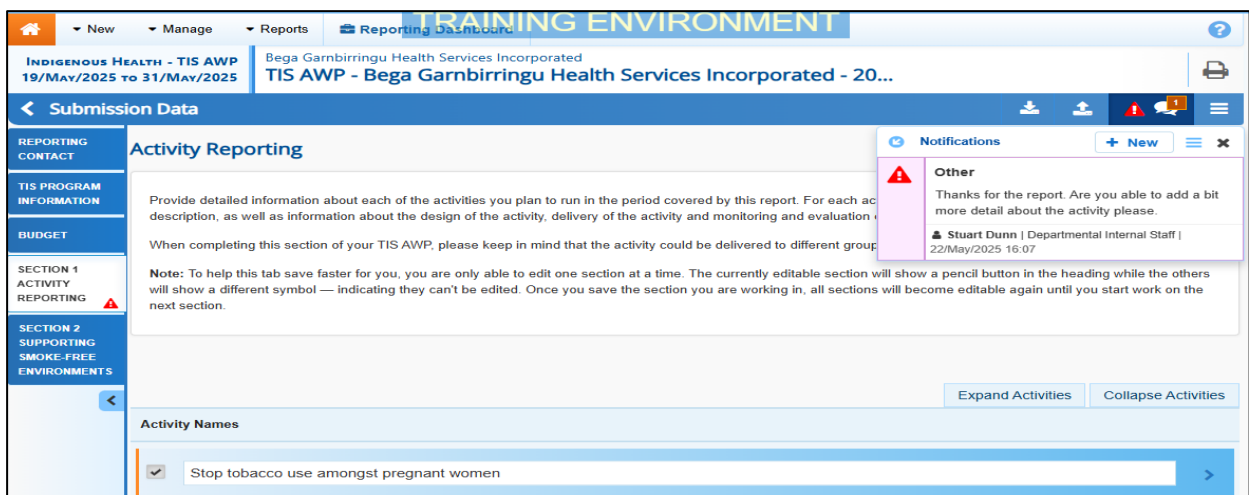
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.




The Reporting Dashboard will display details for your TIS AWP.





2. To amend your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .

The TIS AWP form will display and the *Notifications Tray* for each tab will display any comments your DSS FAM has made about the information entered in the form.



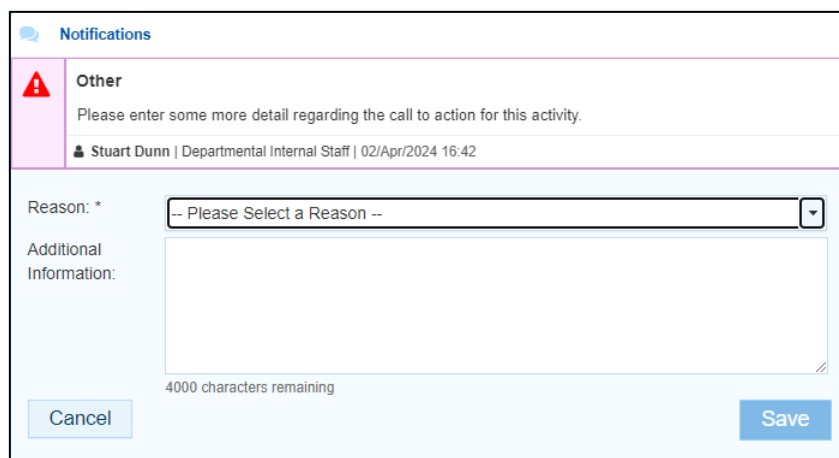
 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the screen.



3. Navigate to the first section of the form with a  displaying and review the first comment that has been made by your DSS FAM regarding your TIS Activity Work Plan information.
4. If you are unsure which cell in the section the comment refers to, select  and the cell will be highlighted.
5. If it is clear to you what amendment your FAM needs you to make, update the information in the applicable cell(s) as needed, ensuring the updates are addressing your DSS FAM's comment.



Once you have made the required amendments, you will also need to respond to your DSS FAM's comment in the Notifications Tray.

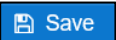

6. To do this, select  next to the applicable comment in the Notifications Tray.



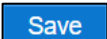
The Notifications window will display.



7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your DSS FAM to find.
9. To save your response, select .
10. Repeat steps 3 to 9 for any other changes that need to be made to the information in this section of the form in response to the comments made by your DSS FAM.



Your responses have now been added to your DSS FAM's comments and the  for the section should now have been replaced by .

11. To save the text changes you have made to the section, select  at the bottom of the form.
12. Repeat this process for all sections of the form displaying a  on the corresponding tab on the left-hand side of the form.

 If you have made the required amendments to your information and would like to add an explanatory comment for your DSS FAM, select  at the top of the *Notifications Tray*, select a *Reason*, add your comment in the *Additional Information* field and select .


The comments have now been added and can be viewed by anyone accessing the TIS Activity Work Plan in the future.

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

13. Once your TIS AWP has been reviewed and updated as required, select  **Submission Returned to Uploader** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.


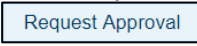
The available actions are:

- **Request Review** – Select this action to send your TIS AWP to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send your TIS AWP back to your CEO or their representative for approval.

 If you can approve your TIS AWP, you will see the *Approve for Submission* option in the action list. This allows you to approve the TIS AWP and submit it directly to DSS for processing again.

14. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP, if needed.

 Any user with access to view your TIS AWP will be able to view any comments entered here.

15. One of the following options can now be selected when submitting your TIS AWP, depending on the action that was selected in the **Action** field:
- To send your TIS AWP to your *Submission Reviewer* for review again, select . For the next step in the process, see [Step 4 - Review your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Reviewer\)](#).
  - To send your TIS AWP back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Approver\)](#).

Your TIS AWP has now been amended and either sent on to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval again.

An automated email will be sent to all users within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the TIS AWP has been submitted to them for action.

## Step 4 – Review your TIS Activity Work Plan based on DSS FAM Feedback (Submission Reviewer)

If your DSS FAM has identified issues with any of the information you have entered in the TIS AWP form, they will add comments to the form and send it back to your health service for amendment. Once the *Submission Uploader* in your health service has addressed the comments made, they will send the amended TIS AWP on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review your TIS AWP submission in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS AWP.

The screenshot shows the 'Reporting Dashboard' in the Data Portal. The header includes the Australian Government logo and the text 'Department of Health and Aged Care'. The main content area displays two reporting rounds:

- TIS PR | 16 July 2024 Reporting Round**: Due in 43 Days, Not Started.
- TIS AWP | 19 July 2024 Reporting Round**: Due in 14 Days, Submission Ready For Review.

A sidebar on the right provides details for these rounds:

- TIS PR Reporting Round**: Status: Open, Start Date: 16/Jul/2024, End Date: 31/Aug/2024.
- TIS AWP Reporting Round**: Status: Open, Start Date: 19/Jul/2024, End Date: 02/Aug/2024.

2. To review your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .


The TIS AWP form will display.

The screenshot shows the 'Submission Data' form for the TIS AWP. The form is titled 'Contact Information' and includes the following details:

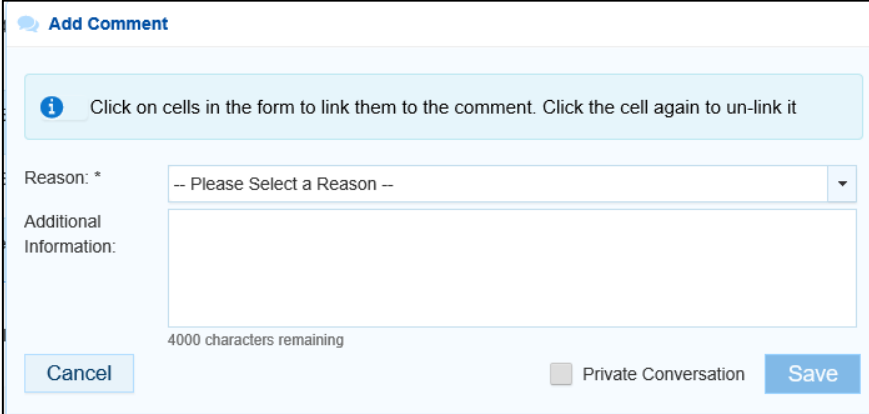
- REPORTING CONTACT**: Contact Information
- TIS PROGRAM INFORMATION**: The reporting contact for your organisation for the Tackling Indigenous Smoking Activity Work Plan (AWP) is the person who may be contacted by NBPU or your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.
- BUDGET**: Bega Garnbirringu Health Services Incorporated
- SECTION 1 ACTIVITY REPORTING**: Reporting Contact
  - Who is your organisation's contact for the TIS AWP? Stuart Dunn
- SECTION 2 SUPPORTING SMOKE-FREE ENVIRONMENTS**:
  - First Name: Stuart
  - Last Name: Dunn
  - Email Address: Stuart.Dunn@health.gov.au
  - Phone: [Empty field]
  - Mobile: [Empty field]
  - Current User Status: Active



3. Review the information in the form and any accompanying comments as required.




Each of the comments added to a section of the form can be read to see the changes that were requested by your DSS FAM, and the subsequent updates made by your *Submission Uploader* in response.

4. Update any information if needed, including addressing DSS FAM comments if needed, saving as you go.
5. To add a comment for your colleagues explaining any change you have made to the data, select  at the top of the **Notifications Tray**.



The Add Comment window will display.





6. If needed, select the cell(s) to be linked to the comment you are adding.
7. Select  in the **Reason** field and select the reason the comment is being added from the drop-down list.
8. Enter an explanatory comment in the **Additional Information** field.
9. To make the comment private so the external *Data Receivers* can't see it, select the **Private Conversation** check box.
10. To save the response, select .

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the TIS Activity Work Plan in the Data Portal.

11. To save your changes, select  at the bottom of the form.
12. To exit your TIS AWP form, scroll to the bottom of the form and select .

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

13. Once the TIS AWP has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your TIS AWP to your CEO or their representative again for re-approval.
- **Approve for Submission** – Your CEO or nominated representative can select this action if they are approving the TIS AWP as well as reviewing it.

- **Request Interim Processing** – Select this action to progress the TIS AWP to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as Interim Processing.
  - **Revision Required** – Select this action to return the TIS AWP to the *Submission Uploader* again for further amendment.
14. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.



Any user with access to view the TIS AWP will be able to view any comments entered here.

15. One of the following options can now be selected when submitting your TIS AWP, depending on the action that has been selected in the **Action** field:
- To send your TIS AWP back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Approver\)](#).
  - To approve your TIS AWP and send it back to your DSS FAM for processing again, select . For the next step in the process, see [Process the TIS Activity Work Plan \(DSS FAM\)](#).
  - To send your TIS AWP to your FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of your TIS Activity Work Plan](#).
  - To send your TIS AWP back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Uploader\)](#).

Your TIS AWP has now been reviewed and either sent for approval again or sent back to your *Submission Uploader* for further revision.

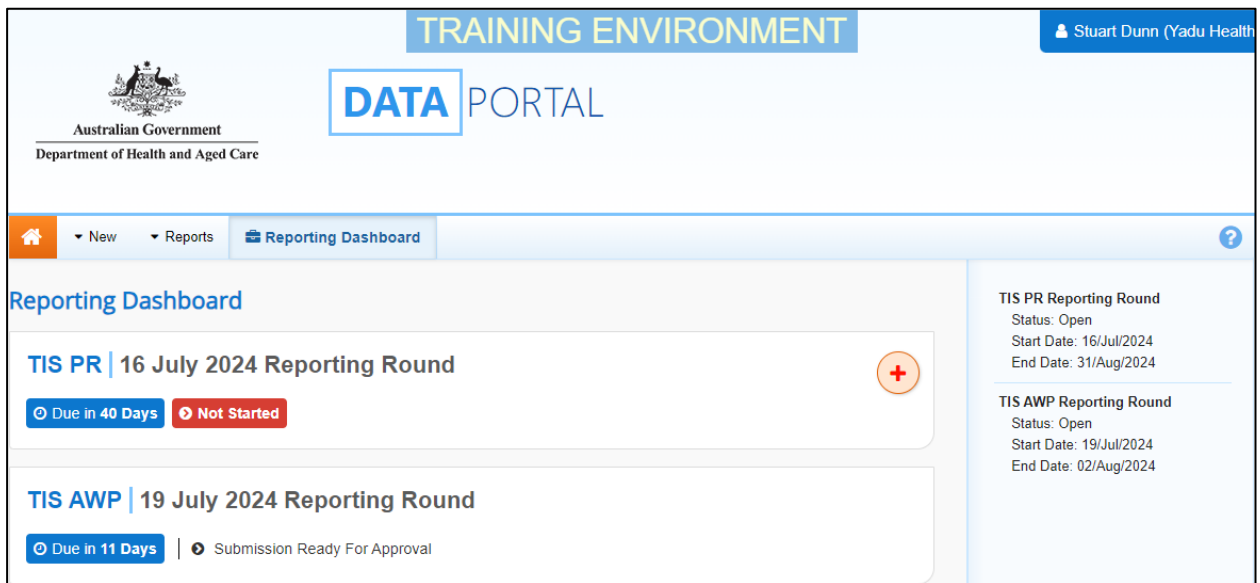
## Step 5 – Approve your TIS Activity Work Plan based on DSS FAM Feedback (Submission Approver)


Once your TIS AWP has been returned to your health service by your DSS FAM due to issues with the information that has been entered, one of your *Submission Uploaders* will need to make the required changes to the data and then send the TIS AWP back through the internal review and approval process prior to the amended TIS AWP being sent back to DSS for processing.

The following procedure is used to approve your TIS AWP in the Data Portal as part of the exception reporting process.

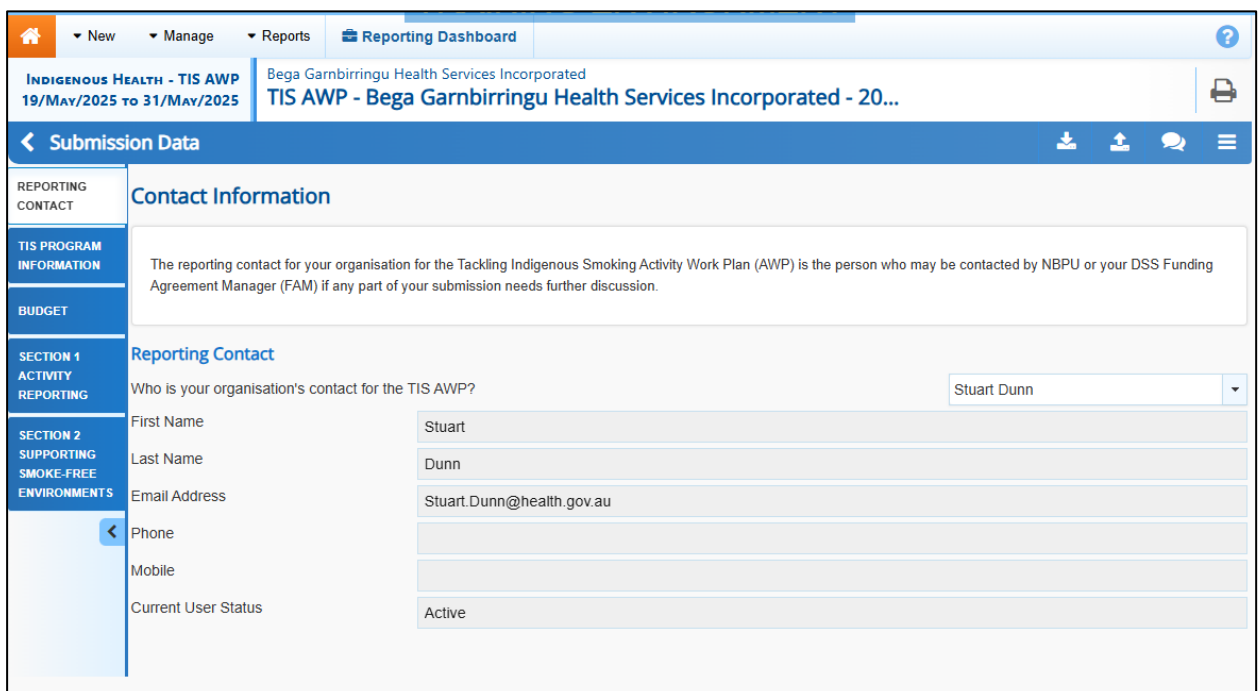
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS AWP.



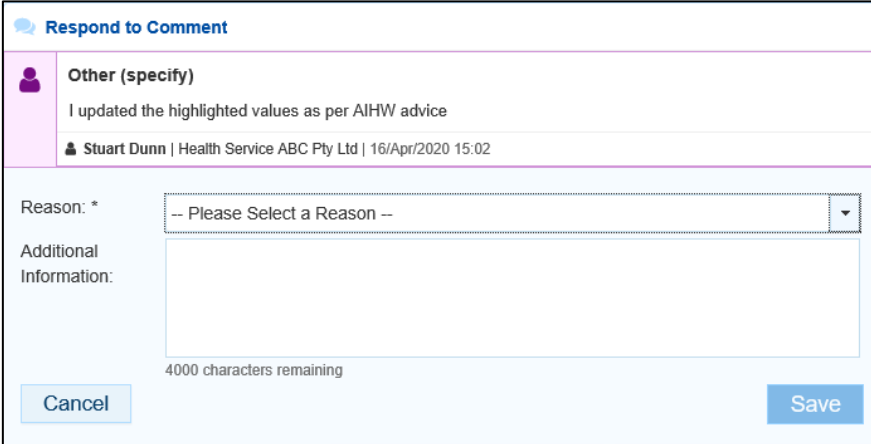
2. To approve your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .



The TIS AWP form will display






3. Review the information in the form as required.
4. To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select  next to the comment in the **Notifications Tray**.



The Respond to Comment window will display.





5. Select  in the **Reason** field and select the reason the comment is being added from the drop-down list.
6. Enter an explanatory comment in the **Additional Information** field.
7. To save the response, select .

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the TIS AWP.

8. To save any changes, select  at the bottom of the form.
9. To exit the TIS AWP form, scroll to the bottom and select .

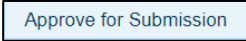
The Data Portal home screen will display with the *Reporting Dashboard* open.

10. Once your TIS AWP has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve your TIS AWP for processing by your DSS FAM.
  - **Revision Required** – Select this action if your TIS AWP needs to be returned to your *Submission Uploader* again for further amendment.
11. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.

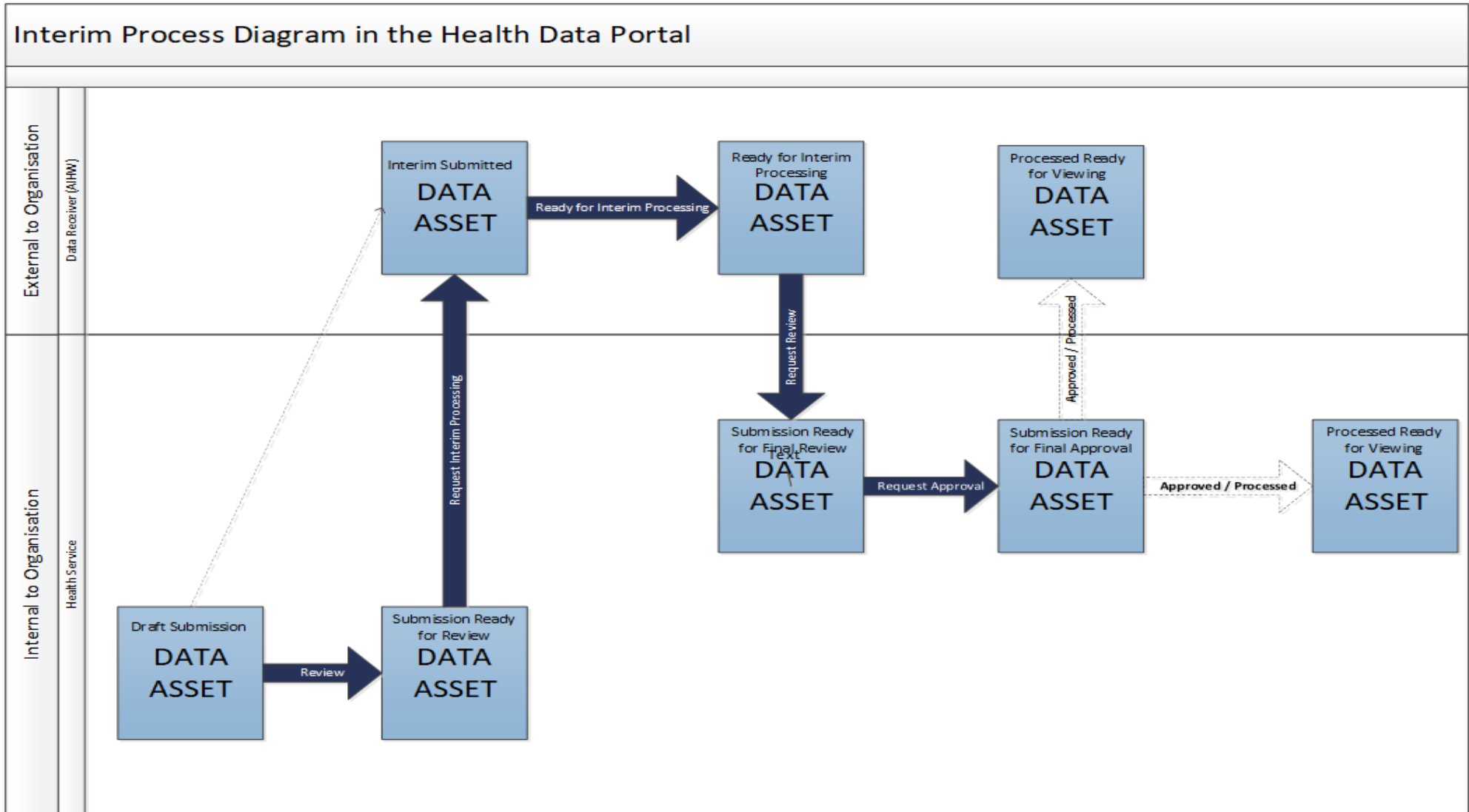
 Any user with access to view the TIS AWP will be able to view any comments entered here.

12. One of the following options can now be selected when submitting your TIS AWP, depending on the action that has been selected in the **Action** field:
  - i. To approve your TIS AWP and send it to your DSS FAM for processing, select . For the next step in the process, see [Process the TIS Activity Work Plan \(DSS FAM\)](#).

- ii. To send your TIS AWP back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Uploader\)](#).

Your TIS AWP has now been approved and sent back to your DSS FAM for processing. For more information, see [Process the TIS Activity Work Plan \(DSS FAM\)](#).


# The TIS Activity Work Plan Interim Processing Workflow



## Interim Processing of your TIS Activity Work Plan


Interim Processing of a TIS AWP will be available to health services during a reporting round, to allow them to send their TIS AWP on to their DSS FAM for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

Doing this avoids the situation of your CEO approving the TIS AWP only to have your DSS FAM send it back to you again for amendment, so it needs to be approved again. Some health service CEOs may prefer to be the last person to see the TIS AWP and give formal approval once all other parties have reviewed and approved the TIS AWP as required. In these cases, *Interim Processing* will be the most suitable process for you to follow.

 To send the TIS AWP for interim processing, you must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

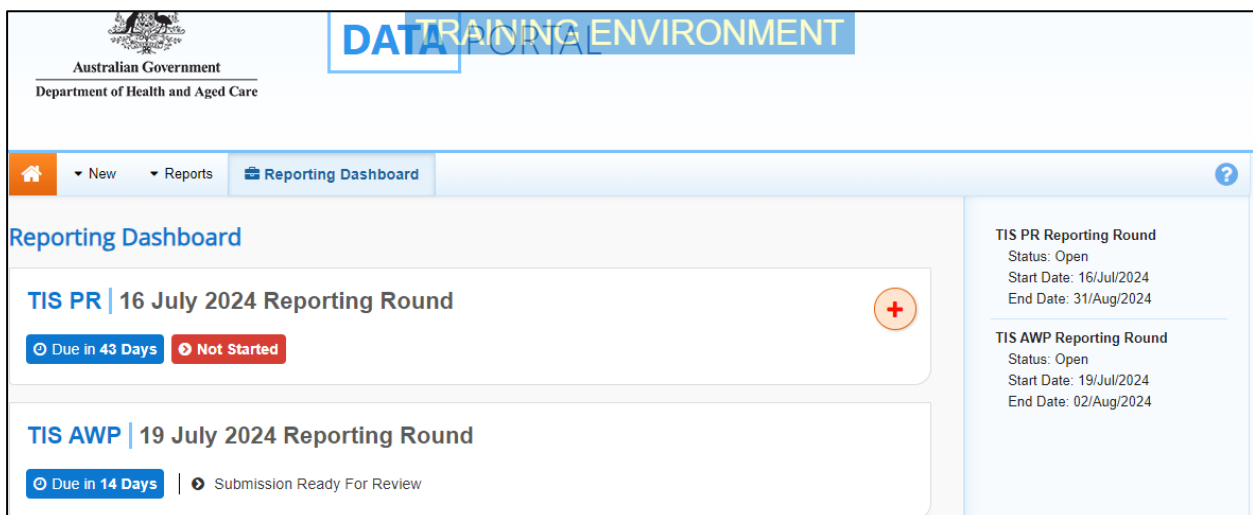
### Step 1 - Initiate Interim Processing (Submission Reviewer)

When a TIS AWP has been created by a *Submission Uploader* in your health service and sent to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send it to DSS for review and approval prior to it going to your CEO or their representative for approval. This is known as *Interim Processing*.



 This section of the user guide shows the process of initiating interim processing with the TIS AWP at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the TIS AWP is at the status of *Draft Submission* if the user has the *Submission Reviewer* role. This means the user doesn't have to set the TIS AWP to *Submission Ready for Review* before instigating interim processing.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS AWP.



The screenshot shows the 'Reporting Dashboard' in the Data Portal. At the top, it says 'Australian Government Department of Health and Aged Care' and 'DATA TRAINING ENVIRONMENT'. The dashboard has a navigation bar with 'New', 'Reports', and 'Reporting Dashboard'. The main content area shows two reporting rounds: 'TIS PR | 16 July 2024 Reporting Round' with a status of 'Due in 43 Days' and 'Not Started', and 'TIS AWP | 19 July 2024 Reporting Round' with a status of 'Due in 14 Days' and 'Submission Ready For Review'. On the right side, there are details for both rounds: 'TIS PR Reporting Round' (Status: Open, Start Date: 16/Jul/2024, End Date: 31/Aug/2024) and 'TIS AWP Reporting Round' (Status: Open, Start Date: 19/Jul/2024, End Date: 02/Aug/2024).

2. To initiate interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select **Request Interim Processing**.
3. In the **Comment** field, enter any comments for your DSS FAM, if needed.

 Any user with access to view your TIS AWP will be able to view any comments entered here.

4. To send your TIS AWP to your DSS FAM for interim processing, select

[Request Interim Processing](#)

The status of your TIS AWP has now been set to *Interim Submitted* and your DSS FAM can now review the TIS AWP as required to assess its suitability before it goes to the health service CEO, or their representative for approval.


## Step 2 – Review the TIS Activity Work Plan (DSS FAM)

Once your *Submission Reviewer* has requested interim processing of a TIS AWP, the TIS AWP's status will be set to *Interim Submitted* and it will be sent to your DSS FAM for review.

Your DSS FAM will now go into the TIS AWP and set it to the status of *Ready for Interim Processing* to inform your health service that the TIS AWP has been removed from their backlog and is now being worked on.

## Step 3 – Process the TIS Activity Work Plan (DSS FAM)

When the TIS AWP has progressed to the status of *Ready for Interim Processing*, it can be reviewed by your DSS FAM and sent back to your health service for your final review and approval.

 If any issues are identified with the information as part of the FAM's review, the FAM will add comments to the form and send it back to your health service's *Submission Uploaders* for amendment as per the normal exception reporting process. For more information, see [Exception Reporting](#) earlier in this guide.

## Step 4 – Conduct a Final Review of your TIS Activity Work Plan (Submission Reviewer)

If your DSS FAM has reviewed your TIS AWP and is happy with it, they will send it back to your health service's *Submission Reviewer* for final review prior to approval. The TIS AWP's status will be set to *Submission Ready for Final Review*.


The following procedure is used to conduct a final review on your TIS AWP sent for Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.



The Reporting Dashboard will display details for your TIS AWP.


2. To conduct a final review of your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .

The TIS AWP form will display and the information in the form can be reviewed for accuracy.


3. Once the content of the TIS AWP form has been reviewed, select  at the bottom of the form.

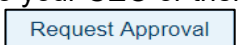
The Data Portal home screen will again display with the *Reporting Dashboard* open.

4. To action the form, select  **Submission Ready for Final Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select **Request Approval**.

 If any late changes need to be made to any of the information in the TIS AWP, select *Revision Required* to send the TIS AWP back to the *Submission Uploader* for amendment.

5. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.

 Any user with access to view the TIS AWP will be able to view any comments entered here.

6. To send your TIS AWP on to your CEO or their representative for final approval/processing, select .

The TIS AWP has been sent to your CEO or their representative within the health service for final approval/processing.


## Step 5 – Approve your TIS Activity Work Plan (Submission Approver)

When the TIS AWP has the status of *Submission Ready for Final Approval*, it can be approved by your *Submission Approver* (usually your CEO or their representative) and progressed on to the status of *Processed*.




The following procedure is used to approve your TIS AWP as part of Interim Processing in the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS AWP.

2. To approve your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .

The TIS AWP form will display and the information in the form can be reviewed for accuracy.

3. Once the content of the TIS AWP form has been reviewed, select  at the bottom of the form.
4. To approve the TIS AWP, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select  and select **Approve for Submission**.

 If any late changes need to be made to any of the information in the TIS AWP, select *Revision Required* to send the TIS AWP back to the *Submission Uploader* for amendment.

5. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.

 Any user with access to view the TIS AWP will be able to view any comments entered here.

6. To approve your TIS AWP, select .

Your TIS AWP has been progressed to the status of *Processed* and Interim Processing is now complete.

## Work with Comments in your TIS Activity Work Plan form

As part of the TIS AWP submission workflow process in the Data Portal, it is important for your health service, NBPU (if the NBPU is reviewing your TIS AWP in the Data Portal) and your DSS FAM to be able to engage in “conversations” regarding the information that has been entered in the TIS AWP.

There may be times, for example, when your health service needs to explain to your DSS FAM why particular information has been included (or not) in the TIS AWP. Your DSS FAM may then need to respond if further explanation is needed from your health service.

There may also be times when the participating users from your health service need to have an internal, private “conversation” in the Data Portal regarding your data, separate to those conversations held with NBPU and/or your DSS FAM in response to a data validation issue.


To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between your health service, NBPU and your DSS FAM and internally within your health service. It also allows for these conversations to be marked as complete by the relevant parties once a conversation has come to its conclusion.

### Respond to DSS FAM comments in your form



When your DSS FAM has added comments to your TIS AWP form asking you to make amendments, not only will you need to make the amendments that have been asked for, but you will need to respond to your DSS FAM comments explaining what you have done.


The following procedure is used to respond to your DSS FAM’s comments in your TIS AWP form.

1. Ensure your TIS AWP form is displayed.
2. Open the first section of the form your DSS FAM has added a comment to.

The section will be marked with a  on the applicable tab on the left-hand side of the form

3. Navigate to the **Notifications Tray** containing your DSS FAM comment(s) you need to respond to.

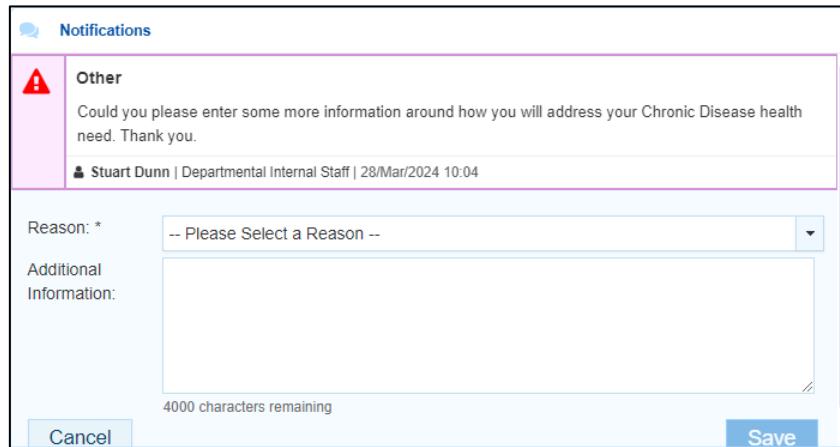
 If the *Notifications Tray* doesn’t display by default, select  in the top right-hand corner of the form.



4. If needed, select  next to the comment to confirm the cell your FAM’s comment refers to.
5. Make the required amendments in the applicable cell, as instructed by your DSS FAM in their comment.

Once you have made the required amendments to the applicable section of the TIS AWP, you need to respond to your DSS FAM comment, explaining what you have done.


6. To add your response, in the **Notifications Tray**, select  next to the applicable DSS FAM comment.

The Notifications window will display.



7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your FAM to find.
9. To save your response, select .

You can now submit your TIS AWP through the Data Portal submission workflow and both the reviewers and approvers within your health service, and your DSS FAM, will be able to view your comment and respond to it if needed.

 Steps 6 to 9 above can also be used when responding to NBPU comments that have been added to your TIS AWP.



## Add a new “internal comment” for use within your Health Service

As part of the submission of a TIS AWP in the Data Portal, you may wish to add a comment to a particular section of your form that you only wish to share with other users within your health service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the information in the form, or you may want to provide an explanation about why some of the information has been entered to your CEO, so they understand the context around the information before considering whether to approve your TIS AWP.

In these instances, you would not want your FAM to see these comments, as they were purely for use within your health service.



The following procedure is used to commence a private conversation in your TIS AWP form by adding an “internal comment”.

1. Ensure the TIS AWP form is displayed.
2. Open the section you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your “internal comment”, select  at the top of the **Notifications Tray**.

The Add Comment window will display.

5. Select  in the **Reason** field that displays and select **Other (specify)**.
6. Select the cell or cells your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see [Link a Comment to Particular Cells](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.
9. To save the comment, select .



Your new comment can now be viewed by anyone within your health service with access to the TIS AWP, but not your DSS FAM.

## Mark an Internal Comment as Complete

If a private conversation has been conducted in your TIS AWP using the “internal comment” functionality, someone within your health service (*Submission Uploader, Reviewer or Approver*) can mark this conversation as complete prior to the TIS AWP being sent to your DSS FAM for processing, if they would like to remove the comment from the TIS AWP.

The following procedure is used to mark a private conversation as complete in the Data Portal.

1. Ensure the TIS AWP form is displayed.
2. Open the tab you wish to mark a comment/conversation as complete for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To mark a conversation as complete, select  next to the applicable comment/conversation in the **Notifications Tray**.

The Mark as Complete window will display.

5. In the **Additional Information** field, you can enter an explanation regarding why you are marking the conversation as complete, if you choose.



6. To save the comment, select .

The conversation will now disappear.

## Link a Comment to Particular Cells

If there is a particular cell you would like to draw another user's attention to, you can add a comment to the applicable tab in your form and link a particular cell or cells to that comment. For example, you may wish to clarify with your DSS FAM what information is required in a particular cell.

1. Ensure the form is displayed.
2. Open the tab you wish to add a new comment to with linked cells.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your comment, select  at the top of the **Notifications Tray**.


The Add Comment window will display and the message "Click on cells above to link them to the comment. Click on the cell again to un-link it" will display.

5. Select the cell(s) to be linked to the comment you are adding.


The selected cell(s) will now be highlighted in red.

6. Select  in the **Reason** field that displays and select **Other (specify)**.

7. Enter an explanatory comment in the **Additional Information** field.

 To mark the conversation as private so your DSS FAM can't see it, if needed, select the **Private Conversation** check box.

8. To save the comment, select .



Once the TIS AWP is submitted to your DSS FAM for processing, they will be able to see the cells you have linked to the comment by selecting .

## View Completed Comments and Conversations

When a comment or conversation is marked as complete in the TIS AWP form, it disappears. If required though, you can view those completed comments/conversations and undo the completion action if you wish to bring them back into view permanently.

The following procedure is used to view a completed comment/conversation in a TIS AWP form in the Data Portal.


1. Ensure the TIS AWP form is open.
2. Open the tab you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


4. To view all "completed" comments, select  in the **Notifications Tray** and select **Show Completed Comments**.

Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.

The comment/conversation can now be read as needed.

5. If the comment/conversation needs to be made permanently visible again, in the **Notifications Tray**, select .

The selected comment/conversation has now been returned to view in the *Notifications Tray*.

 Only those comments you have previously been able to see will be returned when you select *Show completed comments* in the *Notifications Tray*. For example, if your DSS FAM has not previously been involved a particular conversation conducted by your health service, they will not be able to retrieve these "completed" comments.


## Print or PDF Your TIS Activity Work Plan Form

There may be times when you need to print or PDF your TIS AWP form from within the Data Portal. For example, your CEO may need to approve your TIS Activity Work Plan but does not have access to the Data Portal to be able to do so online. As an alternative, you may choose to print out the form or PDF it and email it, so your CEO can review it in hard copy.



The following procedure is used to print/PDF your TIS AWP form from the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS AWP.



2. To print your TIS AWP form, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select .


The TIS AWP form will display.

3. To print the data for an individual tab, select the tab from the left-hand side of the form and then select .
4. To print the entire form at once or more easily print multiple sections, select  in the top right-hand corner of the form and then select **Summary View**.

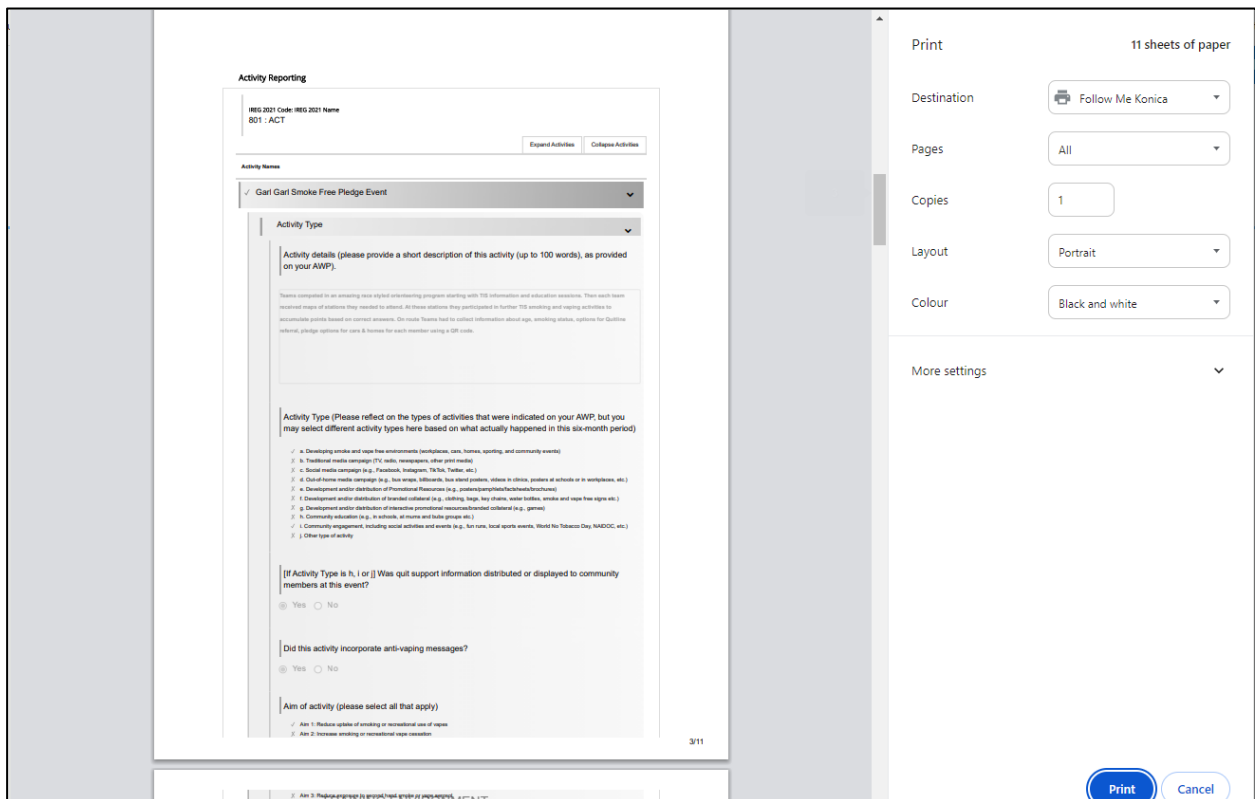
The *Summary View* contains all sections of the form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.

5. 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.

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

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




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

 If you wish to save the form rather than print it, so you can share it with colleagues or file it, select  in the Print window, select *Save as PDF* and then save the form in the desired location.

8. To print the form, select .

The selected elements of the form will now be printed at the selected printer.

 Please note the form may be very long when printed in its entirety. It may be worth printing individual sections where possible.