

Department of Health and Aged Care

To print or save a PDF version of your HCP form in the Data Portal:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display.



3. To open your HCP form, hover your mouse pointer to the right of the reporting round text for your HCP submission in the

**Reporting Dashboard** and select **•**.

The HCP form will display.

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e: If there are issues v in to see if this resolv	with the data in your HCP form res the issues.	(i.e. there are error messages in the Notificat	ions Tray) you can select the	Bulk Update m	nonu and then select Apply C	ammon Name Fi
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4. To print or PDF the entire form, select 🛁.

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

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

**Print/PDF Your HCP Form** 

U To save the form as a PDF rather than print it, select the *Save as PDF* option, and then select the *Save* button and save the form to the desired location.



Your form will now be printed at the selected printer.

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