



Step 1 – *Submission Uploader* updates (direct load) or creates (manual submission) the data asset and attached form

For more information, see [Submit your nKPI Report \(Direct Load\)](#), [Submit your nKPI Report \(Manual Submission\)](#), [Submit your OSR Report \(Manual Submission\)](#), or [Submit your OSR Report \(Direct Load\)](#).

Step 2 – *Submission Uploader* sends the data asset on for internal review

For more information, see [Submit your nKPI Report \(Direct Load\)](#), [Submit your nKPI Report \(Manual Submission\)](#), [Submit your OSR Report \(Manual Submission\)](#), or [Submit your OSR Report \(Direct Load\)](#).

Step 3 – *Submission Reviewer* reviews the data asset and sends it on for internal approval

For more information, see [Review your nKPI Submission \(Submission Reviewer\)](#), or [Review your OSR Submission \(Submission Reviewer\)](#).

Step 4 – *Submission Approver* reviews the data asset and approves it for submission to the AIHW

For more information, see [Approve your nKPI Submission \(Submission Approver\)](#), or [Approve your OSR Submission \(Submission Approver\)](#).

Step 5 – The AIHW reviews the data asset and either....

5a. For more information, see [Initiate Exception Reporting \(the AIHW\)](#)



or



5b. For more information, see [Process an nKPI Submission \(the AIHW\)](#) or [Process an OSR Submission \(the AIHW\)](#).

5a. Adds comments regarding any data issues and returns the data asset to the *Submission Uploader* for amendment

5b. Processes the data asset as complete



Submission Uploader makes required amendments and the data asset progresses through the submission workflow again

For more information, see [Amend your nKPI Submission based on AIHW Feedback \(Submission Uploader\)](#) and [Amend your OSR Submission based on AIHW Feedback \(Submission Uploader\)](#).

Step 6 – Finalised data is visible through the health service's *Qlik Health Service nKPI & OSR Report*

6. For more information, see [Get Started with the QLIK Health Service nKPI & OSR Report](#) and [The QLIK Health Service nKPI & OSR Report](#).

If you have more than one role, you will not need to complete all the above steps. For example, if you are a *Submission Uploader* and *Reviewer*, you can go straight to **step 3** in the process.