



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

For more information, see [Submit an nKPI Data Asset \(Direct Load\)](#), [Submit an nKPI Data Asset \(Manual Submission\)](#), [Submit an OSR Data Asset \(Manual Submission\)](#), [Submit an OSR Data Asset \(Direct Load\)](#), [Submit a HCP Data Asset \(Direct Load\)](#) or [Submit a Performance Report Data Asset](#).

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

For more information, see [Submit an nKPI Data Asset \(Direct Load\)](#), [Submit an nKPI Data Asset \(Manual Submission\)](#), [Submit an OSR Data Asset \(Manual Submission\)](#), [Submit an OSR Data Asset \(Direct Load\)](#), [Submit a HCP Data Asset \(Direct Load\)](#) or [Submit a Performance Report Data Asset](#).

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

For more information, see [Review an Indigenous Health Data Asset Submission](#)

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

For more information, see [Approve an Indigenous Health Data Asset Submission](#)

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

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



or



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

5b. For more information, see [Process an Indigenous Health Data Asset Submission](#)



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

For more information, see [Amend an Indigenous Health Data Asset Submission as Part of Exception Reporting](#)

Step 6 – Finalised data is visible through the health service's *QLIK Indigenous Health Dashboard*

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