



## Change the Status of an Approved Publication

If a data asset has been approved for publication but the publication period has not commenced, the data asset will have the status of *Approved for Future Publication*.

If changes need to be made to a data asset that has been approved for publication, including bringing the publication date forward so the data asset is immediately published, the *Publication Publisher* will need to change its status back to *Revision Required* before changes can be made.

To change the status of an approved publication in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal Home screen will display.




3. From the Data Portal Home screen, search for the data asset in the status of *Approved for Future Publication*.



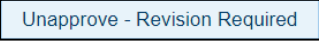
For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.

4. Select the data asset to be amended.

The Data Asset Details screen will display.

5. To update the details of the data asset, select  at the top of the screen.

The Data Asset Details screen will update so active (white) fields on the screen can be edited if needed.

6. To save any changes, select .
7. Select either  or the workflow progress bar and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Unapprove – Revision Required*.
8. Select .

The data asset will now have the status of *Revision Required* and the *Publication Producer* can make amendments to it as required.

Once amendments have been made to the publication, it should be sent again for review. Please see the *Review a Draft Publication* QRG for the next step in the process.

The *Publication Reviewer* can then either send the publication on to the *Publication Publisher* for approval or approve it for publication themselves (if they have the required access in the Data Portal).

## Update the Publishing Start Date for a Data Asset

If a data asset has been approved for publication on a future date, it will have the status of *Approved for Future Publication*.

If needed, the publication date can be brought forward so the data asset is published immediately for viewing and downloading as required.

The first step of this process is for the *Publication Publisher* to change the status of the publication back to *Revision Required*, as shown in *Change the Status of an Approved Publication* earlier in this guide.

The second step of the process is then for the *Publication Producer* to update the publishing start date for the publication and then send it back through the review and approval process.

To update the publishing start date for a data asset in the Data Portal:

1. Ensure the Data Portal Home screen is displayed.




2. From the Data Portal Home screen, search for the data asset to be published.

For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.




3. Select the data asset to have the publishing start date changed.

The Data Asset Details screen will display.


4. To update the publishing date for the data asset, select  at the top of the screen.



The Data Asset Details screen will update so active (white) fields on the screen can be edited if needed.

5. In the **Published Period** field, change the start date to today's date. Change the end date to whenever you want the publishing period to end.
6. Once the publishing period start date has been changed to today's date, select either  or the applicable area of the workflow progress bar and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Review*.
7. To send the data asset for review again, select . See the *Review a Draft Publication* QRG for the next step in the process.

The *Publication Reviewer* will now review the publication again and send it to the *Publication Publisher* for approval. The *Publication Publisher* will then approve the data asset for publication and progress it to the status of *Published*. The data asset will now be published immediately in the Data Portal so it can be viewed and downloaded by all users with the applicable file permissions.

 When a data asset's publishing period ends, the data asset will be retired. When the published asset is retired it can no longer be viewed or downloaded.