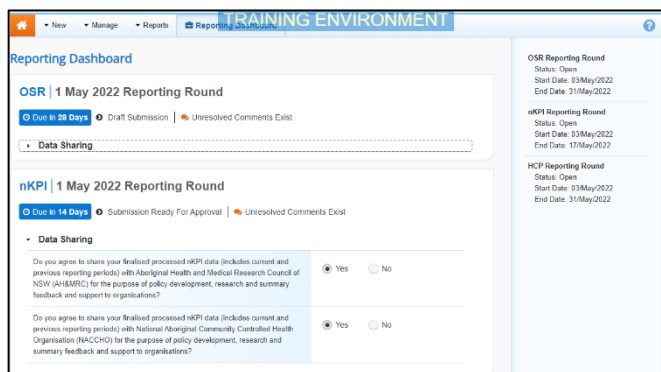





To extract a report containing a history of all the data validation flags in a data asset, along with their accompanying responses, in the Health Data Portal:

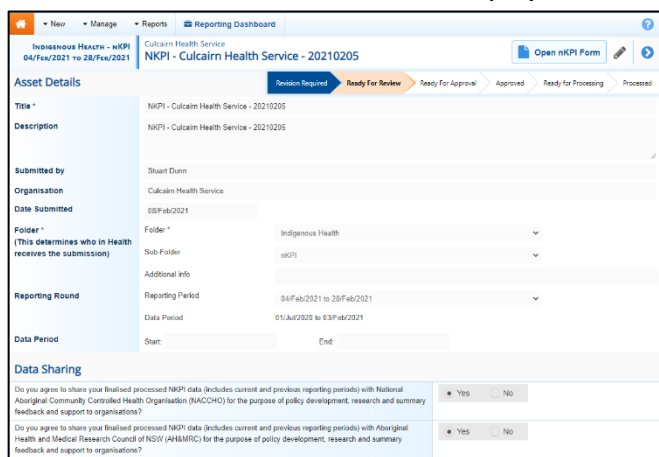
1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.


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




3. In the **Reporting Dashboard**, hover your mouse pointer to the right of the reporting period text for the applicable data asset, select  and then select **Open Data Asset**.

The Data Asset Details screen will display.



4. To extract the data validation history report, in the **Files** section of the screen, in the **Actions** column, select .

A document download bar will appear in the bottom left-hand corner of your screen.

5. To continue, select  and select **Open**. The Data Validation History report will now open in Microsoft Excel.

This report will contain the following information:

- The type of data validation issue appearing,
 - The indicator each data validation issue applies to,
 - The applicable data validation flag text,
 - The name of the user who responded to each of the data validation flags,
 - The reason the user selected when responding to a flag, and
 - The content of the response.
6. Now you can save and/or use the data validation history report as needed.



In order to see all the required information in the Excel report, you will need to expand some of the columns in the report.