



To review a data asset 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 with the Reporting Round Dashboard open.

To be eligible for review, the data asset's status will need to be *Submission Ready for Review*.

3. To open the form attached to the data asset, hover your mouse pointer to the right of the Reporting Period text for the applicable data asset in the **Reporting Round Dashboard** and select .

If you need to change the *Title* or *Description* of the data asset or switch it to a *Trial Submission*, you can do so in the Data Asset Details screen by selecting next to and then *Open Data Asset*.

The applicable form will display.

You will notice that any indicators/sections that still have data validation flags to be responded to, will contain a on the corresponding tab. If an indicator/section contains either a data validation flag that has been responded to by the *Submission Uploader* or a new internal comment

entered by the *Submission Uploader*, it will show a on the corresponding tab.

4. Review the data in each indicator/section as required and, if needed, update any values.
5. To add a comment regarding any changes you have made to the values, or asking the *Submission Uploader* to make changes to the data, hover your mouse pointer to the right of the applicable data validation flag title in the **Notifications Tray**, and select next to the most recent comment.

If the *Notifications Tray* doesn't display, select or at the top of the form to open it so you can address the data validation issues/read the comments that display.

6. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop down list.
7. Enter your comment in the **Additional Information** field.
8. To save the comment, select .
9. Repeat this process for any other values in the form that need to be changed.

The comment has been added and can be viewed by anyone accessing the data asset.

If you wish to add an internal comment explaining the changes you have made, select at the top of the *Notifications Tray*, and add the details.


10. To exit the form and return to the Data Portal Home screen, scroll to the bottom of the form and select .

The Data Portal Home screen will again display with the Reporting Round Dashboard open.

11. To progress the data asset through the submission workflow, select for the applicable data asset.



The Change Data Asset Status dialog box will display.


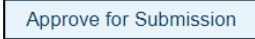
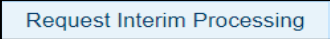
12. In the **Action** field, select  and select the appropriate action.

The available actions are:

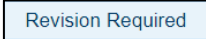
- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.
- **Approve for Submission** – Select this action if you are the Health Service's CEO, or nominated representative, and are approving the data asset as well as reviewing it.
- **Request Interim Processing** – Select this action to send the data asset to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return the data asset to the *Submission Uploader* for amendment.

13. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

14. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:

- To send the data asset to your CEO or their representative for approval, select . See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.
- To approve the data asset and send it directly to the AIHW for processing, select . See the *Process an IHDR Data Asset Submission* QRG for the next step in the process.
- To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select . See the *Interim Processing of an IHDR Data*

Asset Submission QRG for the next step in the process.

- To send the data asset back to the *Submission Uploader* for amendment, select . See the *Amend an IHDR Data Asset Submission* QRG for the next step in the process.

The data asset has now been reviewed and either sent on to the CEO or their delegate for approval or sent back to the *Submission Uploader* for revision as required.