

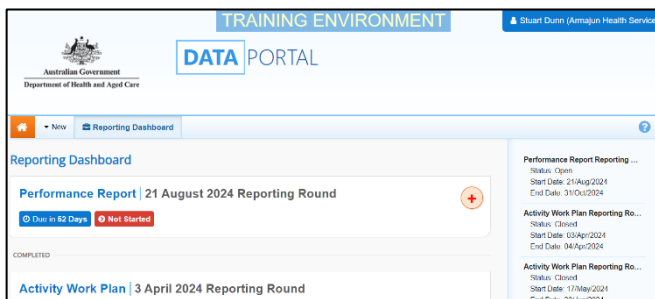


Export last year's TIS AWP as a reference for your TIS PR

Before completing your January 2025 *TIS Performance Report* in the Health Data Portal, you may choose to export a copy of your most recent *TIS AWP*, so you can refer to this when completing your TIS PR.

1. Open the 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 \(Indigenous Health\)](#) QRG.

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



3. To find your processed TIS AWP from last year, to use as a reference for the completion of your *TIS Performance Report*, select **Reporting Dashboard**.

The Data Portal home screen will update to display the Data Assets table.

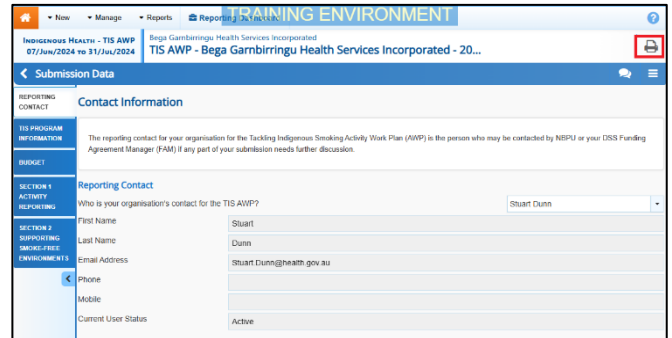


4. Ensure the **TIS AWP** folder is selected on the left-hand side of the screen and then select your *Processed* TIS AWP from 2024/25 from the Data Assets table on the right.

The Data Asset Details screen will display.

5. To open the form, select **Open TIS AWP Form** at the top of the screen.

The TIS AWP form will display.



6. To print/PDF your entire TIS AWP form, select in the blue *Submission Data* bar at the top of the form, and then select **Summary View**.

The Summary View contains all sections of your form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.

7. To expand all the sections at once so your entire form can be printed or saved as a PDF, select at the top of the form and select **Expand all tabs**.

If needed you can expand and collapse individual sections by selecting next to the applicable section.

8. Once all the required sections have been expanded, to print or PDF your entire form, select .

The Print dialog box will display, showing a preview of your form, with any comments now showing in the section of the form they relate to.

9. To continue, select the printer you wish to use.

To save your form as a PDF rather than print it, select the *Save as PDF* option, and then select the *Save* button and save the form to the desired location.

10. To print your TIS AWP form, select

Your TIS AWP form will now be printed at the selected printer and can be saved and used as a reference for your *January 2025 TIS Performance Report* as needed.