


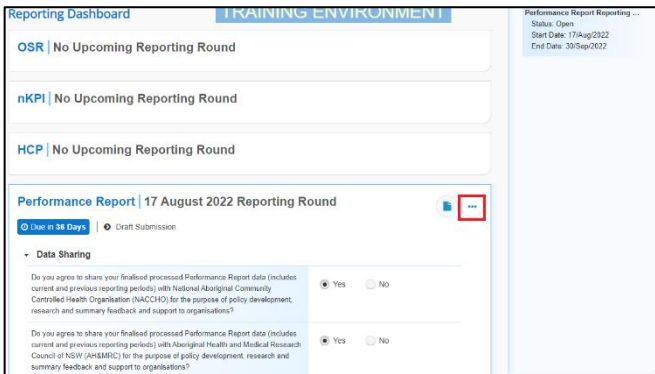



Attach a Supporting Document to your Performance Report

As part of the submission of your IAHP PHC Performance Report to your DSS Funding Agreement Manager (FAM) through the Health Data Portal, you may have some additional, supporting documentation that you would like to include as part of your submission. You can easily attach this documentation to your *Performance Report* in the Data Portal.

 If you have graphs or tables that you wish to add to your submission, these will need to be attached as supporting documents as the *Performance Report* form does not currently support them.


To attach a document to your Performance Report:




1. On the Data Portal home screen, in your **Reporting Dashboard**, hover your mouse pointer to the right of the **Performance Report** data asset text and select  and then select **Open Data Asset**.

The Data Asset Details screen will display.



2. Put the screen into edit mode by selecting  in the top right-hand corner of the screen.

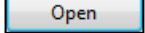
3. To upload your supporting document(s), scroll to the bottom of the screen and select .

The Upload Files dialog box will display.

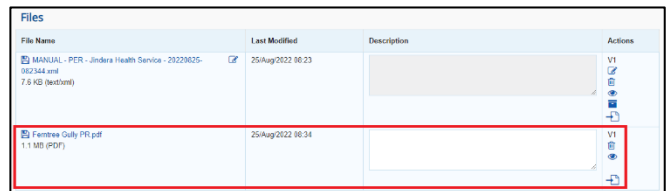
4. Select .

The Windows dialog box will display.



5. Locate the document you wish to upload to the data asset.



6. Select the file and then select .


The Data Assets Details screen will display, and the selected document will now appear in the **Files** section of the Data Asset Details screen.



7. If needed, you can enter some information into the **Description** field explaining to your DSS FAM which section(s) of your *Performance Report* the attached document refers to.

 If you have uploaded the incorrect document and need to remove it, simply select  from the *Actions* column of the *Files* section.

8. Repeat steps **3** to **6** for any other documents you need to attach.
9. To save the upload of your document(s), select  at the bottom of the screen.
10. To return to the Data Portal home screen, select .

 Once you have attached your supporting documentation to the *Performance Report*, you should inform your FAM that you have done so, so they know to look out for this documentation when reviewing your *Performance Report*.