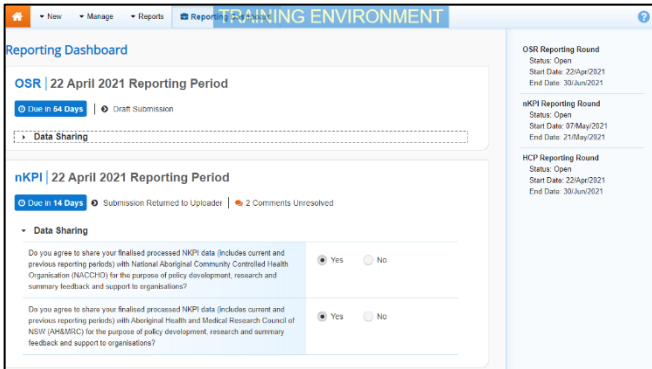




To amend a data asset returned by the AIHW in the Data Portal:

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 Dashboard* open.

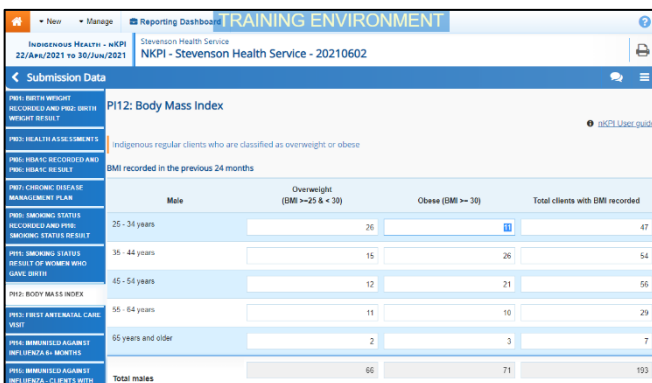


3. To open the form attached to the data asset, hover your mouse pointer to the right of the Reporting Period text for the applicable data asset in the **Reporting Dashboard** and select

If you need to change the *Title* or *Description* of the data asset or switch it to a *Trial Submission*, you can do this in the Data Asset

Details screen by selecting next to and then selecting *Open Data Asset*.

The applicable form will display.



Any indicators/sections containing AIHW comments that need responding to will contain a

on the corresponding tab. The *Notifications Tray* will display as open for each of these indicators/sections in the top right-hand corner of the form, so you can see the detail of the comments the AIHW has made.

4. For each indicator/section with data validation flags, review the comments made by the AIHW in the **Notifications Tray**.
5. If a value needs to be changed to address the comment made by the AIHW, update the value(s) in the required cell(s).

If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select for the applicable data validation flag and the applicable cell(s) will be highlighted in red.

Any changes made to values in the form at this point will appear as an extra line with *Current* next to the updated field highlighted by an orange border (nKPI data assets only). This allows all users viewing the form, including the AIHW, to identify the original value submitted by the health service and the value that was updated as a result of the AIHW feedback.

To add a comment regarding the unresolved data validation issues instead of amending the values, see the *Work with Comments QRG* for more information.

6. 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 Dashboard open.

7. To progress the data asset, select for the applicable data asset.
8. In the Change Data Asset Status dialog box, select the in the **Action** field and select the action required.

The available actions are:

- **Request Review** – Select this action to send the data asset to the internal *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the data asset back to your CEO or their representative for approval.

If you can approve the data asset yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the data asset and submit it directly to the AIHW for processing again.



9. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
10. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:
 - a. To send the data asset to the *Submission Reviewer* for review again, select . See the *Review an IHDR Data Asset Submission as Part of Exception Reporting* QRG for the next step in the process.
 - b. To send the data asset back to your CEO or their representative for approval, select . See the *Approve an IHDR Data Asset Submission as Part of Exception Reporting* QRG for the next step in the process.

The data asset has now been amended and either sent back to your health service's *Submission Reviewer* for further review or sent straight on to the CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them again for action.