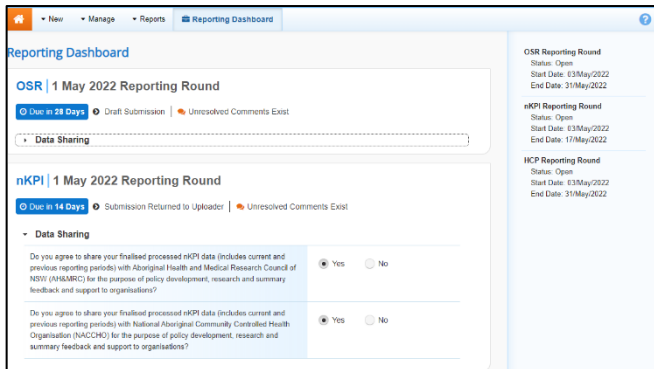




To amend your nKPI submission in the Data Portal as a *Submission Uploader*, once it has been returned to you by the AIHW:

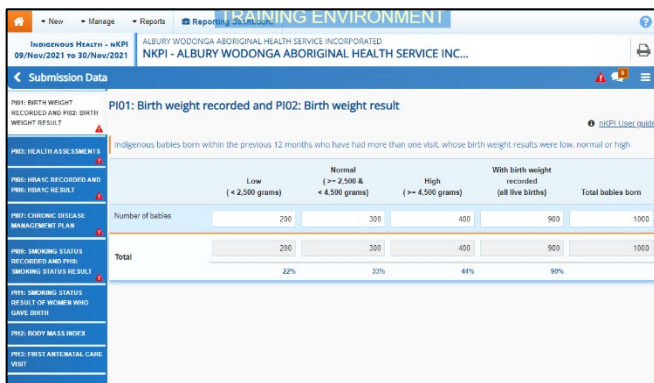
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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



3. To open your nKPI form, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select

The nKPI form will display.



Any indicators containing AIHW comments that need responding to will display a on the corresponding tab. The *Notifications Tray* will display as open for each of these indicators 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 with data validation flags , review the comment(s) 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. This allows all users viewing the nKPI form, including the AIHW, to identify the original value submitted by the health service and the value that was updated due to AIHW feedback.

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

6. To exit your nKPI 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 your nKPI submission, select .
8. In the Change Data Asset Status dialog box, select the in the **Action** field and select the action needed.

The available actions are:

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

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

9. In the **Comment** field, enter any comments about the action being performed on the submission.



10. One of the following buttons can now be selected when submitting your nKPI report, depending on the action you have selected:
- a. To send your nKPI submission to your *Submission Reviewer* for review again, select . See the *Review your nKPI Submission based on AIHW feedback (Submission Reviewer)* QRG for the next step in the process.
  - b. To send your nKPI submission back to your CEO or their representative for approval, select . See the *Approve your nKPI Submission based on AIHW feedback (Submission Approver)* QRG for the next step in the process.

Your nKPI submission has now been amended and either sent back to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval.

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