At any stage during the submission of an IAHP PHC Activity Work Plan (AWP) through the Data Portal, you can save a PDF version of your form, so you can file it or share it with colleagues as needed:

**Save your IAHP PHC Activity Work Plan as a PDF**

1. Open the Data Portal through [Health Data Portal](https://dataportal.health.gov.au/).
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.



1. To open the AWP form, hover your mouse pointer to the right of the **Activity Work Plan** reporting round text in the **Reporting Dashboard** and select .

The IAHP PHC Activity Work Plan form will open.



1. To open all sections of the form in the one screen, select  in the blue *Submission Data* bar in the top right-hand corner of the form and select **Summary View**.

The IAHP PHC AWPwill now open in summary view, in read-only mode.



1. Expand all the sections of the form by selecting  again and then *Expand all tabs.*

 If you want any comments in the form to be included in the PDF, please select  to display the *Notifications Tray* containing any comments.

1. Once all sections of the form have been expanded, select .

 The Print dialog box will display.

1. Ensure **Save as PDF** is showing in the destination field.

A preview of your PDF will display on the left-hand side of the Print dialog, showing the contents of your form, including any comments that have been added.

 To print the form, select your printer in the *Destination* field and then select *Print*.

1. To save the PDF, select .
2. Navigate to where you would like to save the form, rename the form as needed, and then select .

Your PDF will now be saved to the selected destination and can be shared as needed.