# Review an Indigenous Health Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Review an Indigenous Health Data Asset Submission* screencast.

This screencast will show you how to review an Indigenous health data asset submission in the Health Data Portal (the Data Portal) as part of a reporting round, and then progress the data asset on for approval. By the end of this screencast, you should know how to review a data asset, and then submit the data asset on to a *Submission* *Approver* within your health service.

Review a Data Asset Submission

When a data asset has been submitted for review by the health service user with the *Submission Uploader* role, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role.

1. To review a data asset in the Data Portal, from the Data Portal home screen, in the open **Reporting Dashboard**, hover your mouse pointer to the right of the applicable data asset and select the corresponding **Open Submission Form** button.

You can review data in the form, noting that any remaining data validation flags will be detailed in the *Notifications Tray* for those indicators with data validation issues.The *Submission Uploader* may have made changes to data values in response to data validation flags or they may have responded to these flags explaining why they didn’t change the data values.

As a *Submission Reviewer*, you can change the information in the data cells, if you choose to.

1. Whenever you make a change to the data in the cells, you must save the amendment. There are two options when doing this:

* The **Save** button: Saves the change and leaves you on the current indicator.
* The **Save and Next** button: Saves the change and moves you to the next indicator.

Whenever you change and save values on a form, data validation will run again on the values, including those you have just changed. If your amendment has fixed the data validation issue, the data validation flag will disappear.As best practice, it is important leave a comment against this indicator in order to explain what changes you have made. **Note**: If you do not want to change the information in the cell but instead insert a comment in response to an existing data validation flag, explaining why you are not changing the data or why the data validation issue may have occurred, you can select the *Respond* button in the *Notifications Tray*.

1. To continue, select the **New** button at the top of the **Notifications** **Tray**.
2. In the Add Comment dialog box, select the **down arrow** in the **Reason** field and select the reason you are making the comment.
3. In the **Additional Information** field, enter a comment explaining why you haven’t changed the values the validation flag relates to.

To give your comment more context, you can link the comment to the cell(s) the comment relates to (e.g. the cell or cells you amended in the indicator to address the original data validation flag).

1. To do this, select the cell(s) your new comment relates to. The cells will now be highlighted in red.
2. To make the comment private so the AIHW can’t see it, select the **Private Conversation** check box.
3. To save the comment, select the **Save** button.

Your comment has now been added and can be seen by anyone within your health service working with the data asset.

1. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
2. Before submitting the data asset for approval, ensure the data sharing consent questions, under **Data Sharing**, have been answered.
3. To submit the data asset for approval, select the **Submission Ready for Review** link for the data asset from the **Reporting Dashboard**.
4. Select the **down arrow** in the **Action** field in the Change Data Asset Status dialog box and select **Request Approval**.

Selecting *Request Approval* will send the data asset to the appropriate person within your organisation for approval.

**Note:** If you need to send the data asset back to the *Submission Uploader* for amendment, select *Revision Required*.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for approval, select the **Request Approval** button.

The data asset has now been reviewed and sent to the *Submission Approver* (usually your health service CEO or their representative) for approval.An automated email will be sent to the relevant person within your health service notifying them the data asset has been submitted to them for approval.