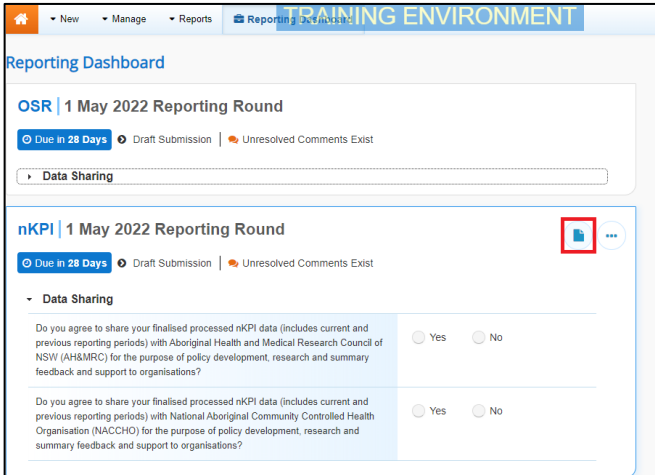





## Respond to a Data Validation Flag

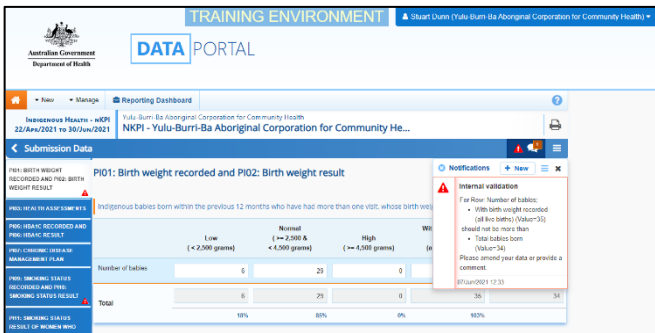
To respond to a data validation flag in your nKPI form in the Data Portal:


1. Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.



2. From the Reporting Dashboard, hover your mouse pointer to the right of the **nKPI** reporting round text in the **Reporting Dashboard**, and select  (highlighted above in red).



The nKPI form will display, with each indicator in the form being displayed on a separate tab on the left-hand side.






Any indicators with data validation issues will be marked with a  for easy identification.


3. Select the tab for the first indicator with data validation issues to be resolved.

The *Notifications Tray* will display on the right-hand side of the form and any applicable data validation flags (along with any responses made against the flags) will display.

 To open the *Notifications Tray* if it doesn't display, select  in the blue *Submission Data* bar at the top of the form.

4. To provide your explanation as to why you aren't updating the value in question, in the **Notifications Tray**, hover your mouse pointer to the right of the applicable data validation flag title and select .
5. Select  in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
6. Enter your response in the **Additional Information** field.
7. To save the response, select .

In the *Notifications Tray*, your response has been added directly under the data validation flag you are responding to and can be viewed by anyone accessing the submission in the Data Portal.

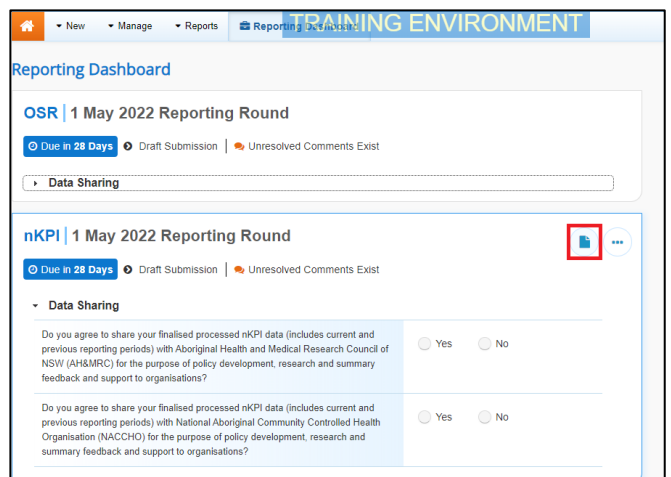
8. Repeat this process for any other data validation flags you wish to respond to.
9. To exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

The responses you have made to the data validation flags can now be seen by anyone else within your health service who needs to work with the nKPI submission, plus the AIHW once the submission is approved and submitted to them for processing.


## Add a New Comment

To add a new comment to an indicator in your nKPI form in the Data Portal:

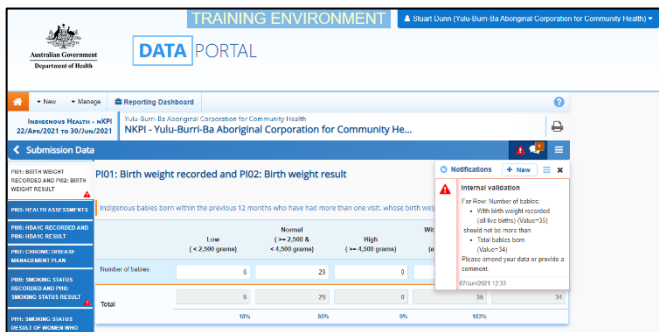
1. Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.








- To open the required form, hover your mouse pointer to the right of the **nKPI** reporting round text in the **Reporting Dashboard**, and select  (*highlighted above in red*).


The nKPI form will display, with each indicator being displayed on a separate tab on the left-hand side of the form.



You can now add a new comment (for example, explaining to the AIHW a value change you have made to address a data validation issue, or providing some additional information to other users within your health service) to the required section of the form.


- Navigate to the applicable indicator by selecting the applicable tab on the left-hand side of the form.
- To add a new explanatory comment to the selected indicator, select  at the top of the **Notifications Tray**.
- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
- Enter your comment in the **Additional Information** field.
- To mark your comment as private so no one outside the health service can see it, select the **Private Conversation** check box.
- To save the comment, select .

The new comment has now been added to the **Notifications Tray** for the indicator/section, separate to any data validation flag and associated responses that may display.

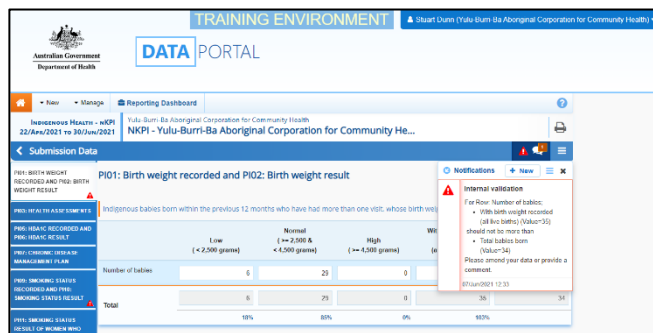
- To exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select .


## Link a Comment to Particular Cells

To add a new comment to an indicator and then link the comment to certain cells:

- Ensure the Data Portal home screen is displayed, and the Reporting Dashboard is open.
- 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, with each indicator on the form being displayed on a separate tab on the left-hand side of the form.





- To add a new explanatory comment to the selected indicator, select  at the top of the **Notifications Tray**.

The Add Comment window will display, showing the message "Click on cells above to link them to the comment. Click the cell again to unlink it".


- Scroll back up to the data cells for the indicator and select the cell or cells the new comment relates to.

 The selected cell(s) will be highlighted with a red border. To unlink the cell(s) simply select it again.

- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
- Enter your comment in the **Additional Information** field.
- To mark your comment as private so no one outside the health service can see it, select the **Private Conversation** check box.
- To save the comment, select .


The comment has been saved and the selected cell(s) has been linked to the comment to give it context.



Any user who opens the form and accesses your comment can see the cell(s) that relates to your comment by selecting  next to your comment in the *Notifications Tray*.

## Mark Comments as Complete

To mark comments as complete in your nKPI form:


1. Ensure the Data Portal home screen is displayed, and the Reporting Dashboard is open.
2. 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, with each indicator on the form being displayed on a separate tab on the left-hand side.





If you are a health service user looking to remove an internal comment or conversation from view prior to the submission being submitted to the AIHW for processing, you will need to mark the comment/conversation as complete.


Similarly, if you are an AIHW user looking to process an nKPI submission and the form still contains a data validation flag and its associated responses, you will need to mark these as complete before you can process the submission.


3. To mark a comment/data validation flag conversation as complete, in the **Notifications Tray**, select  next to the applicable comment/data validation flag.

 To open the *Notifications Tray* if it doesn't display, select  at the top of the screen.

The comment and the conversation it is part of will now disappear.

 To retrieve the comment that has been marked as complete, select  at the top of the

*Notifications Tray* and then select *Show completed comments*. To return the comment permanently to view, select . The comment will now redisplay and can be responded to as needed.

4. To exit your nKPI form and return to the Data Portal home screen, scroll to the bottom of the form, and select .