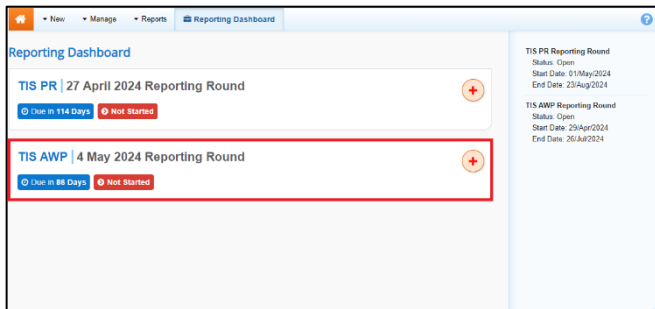





To submit your TIS Activity Work Plan (AWP) through the Data Portal as a *Submission Uploader*:

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 \(Indigenous Health\)](#) QRG.

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



3. To commence your TIS AWP, select  to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** (as highlighted above in red).

The TIS AWP form will display.



4. You can now start entering your information into the first section (*Reporting Contact – Contact Information*) of your TIS AWP form as needed.

The following are the sections of the TIS Activity Work Plan that need to be completed:


- **Reporting Contact** – Select the person within your service who will be the primary contact for your TIS AWP.
- **TIS Program Information** – Enter general information regarding your TIS program for the upcoming year.

- **Budget** – Upload the Budget and Asset Register information associated with your TIS AWP.

- **Section 1 Activity Reporting** – Enter the detail for each of your upcoming TIS activities, including the type, design, and delivery of the activity, as well as the partnerships and monitoring and evaluation outcomes to be involved in each activity. Use






to bring your activities from last year's TIS AWP


through, or  to add new activities.



- **Section 2 Supporting Smoke-free Environments** – Enter information regarding smoke-free organisations, public spaces and homes that are part of your program.

Some tips for completing your TIS AWP in the Data Portal are:

- Enter information for each section of the form by selecting the applicable tab on the left-hand side of the form.
- You can enter 15000 characters (around 800 words) in each text field in the form so you should be able to fit all the information you need.
- You can refer to and copy information from last year's TIS AWP where applicable, using the *Response from previous TIS AWP* section under most fields.
- You can download an offline Word version of the form to complete (using ) and then upload back to the Data Portal, by selecting . For more information see the *Use the Offline Form to complete your TIS AWP* guide.
- When working in the *Section 1 Activity Reporting* tab, you will only be able to work on one section at a time (this is to ensure the information saves more efficiently). The section that is currently editable will be marked with a  button. Once you save the information in that






section by selecting , all sections of the tab will become editable again, until you start working on the next section.

- You can add comments for your colleagues on any section of the form by selecting  at the top of the *Notifications Tray*, adding in the comment or question for your colleagues and then selecting *Save*.
  - If a field is not relevant to your TIS AWP, you can leave it blank. If the field is optional, you will be able to continue completing the report; if the field is mandatory, a data validation flag will display that you will need to address.
5. Once the required information has been entered for the first section, select  at the bottom of the form.


Completion data validations will now run on the fields you have completed in the first section of the form, and if any mandatory fields are blank, a data validation flag will appear in the *Notifications Tray*.


6. If a data validation flag is generated, you can either respond to the message in the **Notifications Tray** explaining why the field has been left blank or you can complete the empty field.

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


7. Repeat the above steps for each section of your TIS AWP form as required.
8. Once you have finished entering your information into the different sections of the form and have saved the information, select  at the bottom of the form.

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

 If you can approve your TIS AWP yourself, you will see the *Has this submission been reviewed by the NBPU?* question in the Reporting Dashboard. You will need to answer the question before your submitting your TIS AWP to your DSS FAM for processing.


9. To progress your TIS AWP through the submission workflow, select .

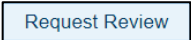

The Change Data Asset Status window will display.

10. In the **Action** field, select  and select the appropriate action.

The available actions are:

- **Request Review** – Select this action to send your TIS AWP to your internal *Submission Reviewer* or NBPU for review prior to submitting it for approval.
- **Request Approval** – Select this action to send your TIS AWP to your CEO or their representative for internal approval.
- **Request Interim Processing** – If you are a *Submission Reviewer* as well as a *Submission Uploader*, you can select this action to send your TIS AWP to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.

 If you can approve your TIS AWP yourself, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve your report and submit it directly to your DSS FAM for processing.

11. In the **Comment** field, enter any comments regarding the report.
12. One of the following buttons can be selected when submitting your report, depending on the action you have selected:
- a. To send your TIS AWP for review, select . See the [Review your TIS AWP \(Submission Reviewer\)](#) QRG for the next step in the process.
  - b. To submit your report directly for approval to your CEO or their representative, select . See the [Approve your TIS AWP \(Submission Approved\)](#) QRG for the next step in the process.

Your TIS AWP has been created and submitted to either the NBPU or your *Submission Reviewer* for



review or your CEO or their representative for approval.

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

⚠ For a more detailed description of how to submit your TIS AWP in the Data Portal, see *Submit your TIS AWP* in the [TIS Activity Work Plan in the Health Data Portal](#) user guide on the [User Support](#) page of the Data Portal.