# Submit a Data Asset Screencast – Accessible Version

Introduction

Welcome to the *Submit a Data Asset* screencast.

This screencast will show you how to submit a data asset in the Health Data Portal (the Data Portal).

By the end of this screencast, you should know how to submit a data asset that contains health-related information on to a *Reviewer* in your organisation, who will review the data asset and any attached files.

Submit a Data Asset

Organisations can share data and information easily within the Data Portal as required. To be able to submit a data asset in the Data Portal, a user needs to have the role of *Submission Uploader.*

Once a *Submission Uploader* has logged into the Data Portal and arrived at the Data Portal home screen, they can submit a data asset.

1. To do this, select the **New** drop down and select **Asset for Submission**.

The details of the data asset can now be completed on the New Draft Submission screen.

1. First, you will need to enter a **Title** for the new data asset.
2. You must next enter a **Description** of the data asset. This should contain information regarding the content and purpose of the data within the asset.

The **Submitted By** field will display the first and last name of the person submitting the data asset.

The **Organisation** field will display the name of the organisation the *Submission Uploader* belongs to.

1. Select the down arrow in the **Folder** field and select the folder that relates to the data you are submitting.

Only users within your organisation with access to this folder will be able to see the data asset in the Portal once it is submitted.

1. If applicable, select the down arrow in the **Sub-Folder** field and select the type of data being submitted.
2. Then, if applicable, select the down arrow in the **Sub-Sub-Folder** field and select the type of data being submitted.

**Note:** The **Sub-Folder** and **Sub-Sub-Folder** fields will only display once a folder is selected in the **Folder** field.

As part of submitting a data asset, you will need to upload and attach a file to the data asset.

1. To upload the applicable file to the data asset, select the **Add File** button.
2. In the Upload Files dialog box that displays, select the **Choose File(s)** button.

Your local environment will display.

1. From the Windows dialog box, locate the file you wish to upload to the data asset being submitted (e.g., your PDF report).
2. Select the **Open** button.

The Data Asset Details screen will again display and the selected file will now appear in the **Files** section of the screen.

The following actions can be completed on the file if needed:

1. Select the file title link under **File Name** to download and view the file. A pop up will appear in the bottom left-hand corner of the screen, and you can open the file from here and save it as required.
2. You can add a description of the file in the **Description** field if required.
3. Select the **Version** button under **Actions** to view the file’s previous versions. There will be no previous versions of the file at this stage.
4. Select the **Delete** button under **Actions** to remove the file from the data asset.
5. Select the **Download History** button under **Actions** to view the file’s download history. There will be no download history for the file at this stage.
6. Select the **Update** button under **Actions** to add a more update version of the file to the data asset.
7. To complete the creation of the draft data asset, select **Save**.

**Note:** If you don’t wish to send the data asset on to the next stage of the process at this point, simply select the **Home** button. The data asset will remain at the status of *Draft Submission*.

1. To submit the data asset on to the next stage of the data asset submission workflow process, select **Change Status** at the top of the Data Asset Details screen.
2. To submit the data asset for review, select the down arrow in the **Action** field in the **Change Data Asset Status** dialog box and select the required action.

Selecting *Request Review* will send the data asset to someone within your organisation for review, prior to being submitted for approval.

**Note:** If you wish to send the data asset directly for approval, select **Request Approval**.

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

The data asset has now been submitted to the next stage of the data asset submission workflow process as required.