



Australian Government

**Department of Health,
Disability and Ageing**

**HEALTH DATA PORTAL
USER
ADMINISTRATION FOR
HEALTH SERVICES**

17 SEPTEMBER 2025

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About This Guide

The *Health Data Portal User Administration for Health Services* user guide has been developed to help Health Data Portal *User Administrators* within health services perform the functions required to maintain their users within the Health Data Portal, and ensure they are ready to submit the required reports through the Data Portal each reporting round.

To do this, health service *User Administrators* are required complete the following functions in the Data Portal:

- Update user profiles for users within their health service, so these users can perform the required tasks in the Data Portal such as updating and submitting reports
- Approve/reject new user profile requests from users from other health services who request the creation of profiles within the *User Administrator's* health service
- Where the health service has multiple delivery sites, complete user profiles for users who request a profile in different sites within the service
- Provide general support to users in their health service in their use of the Data Portal.

This user guide provides health service *User Administrators* with detailed instructions on how to complete each of the above tasks in the Data Portal.

Version History

This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.

Version Number	Date	Change
1.0	28 February 2024	Original version
1.1	17 September 2025	Updated to reflect new branding

Manage User Profiles

In the Data Portal, health service *User Administrators* will need to maintain user profiles for users within their health service.

Certain users within each health service will be given the *User Administrator* role in the Data Portal, which will allow them to:

- Add roles, folders, and file permissions to user profiles for users within their health service, as they register in the Data Portal.
- Action user profile creation requests for users in other health services who request a profile in the *User Administrator's* organisation.
- Add and remove roles and folders to and from their own user profile as required to allow them to perform the required roles for their health service.

Update/Complete a User's Profile

If you are a *User Administrator* for your health service, you will be able to make changes to user profiles in the Data Portal for any registered users within your health service.

When a user within your health service registers in the Data Portal and has a profile automatically created for them, they will not have any roles or have access to any folders - you will need to set this up for them as the *User Administrator*.

There may be times as well when you need to revoke a user's Data Portal profile as the user has left the organisation or no longer requires access to the Data Portal.



You should revoke a user's profile as soon as possible once that user no longer requires access to the Data Portal.


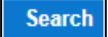
The following procedure is used to update/complete a user's profile in the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the menu bar on the Data Portal home screen, select **Manage** and then select **Users**.



The Manage Users screen will display, listing all the registered users within your health service.

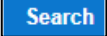
The screenshot shows the 'Manage Users' screen in the Data Portal. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options. Below this is a search bar and filter options for 'Status' (Show active users, Show pending users, Show revoked users) and 'Role' (Has role). The main area displays a table of users with columns for First Name, Last Name, Email, Organisation, Trading Name(s), File Permission(s), Role(s), Folder(s), Status, and Last Login. The table contains one user: Aaron O'Neill, ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED, with roles like 'Reviewer of data assets for submission' and 'Published Report Viewer'.

First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
Aaron	O'Neill	Aaron.O'Neill2@exchange.health.gov.au	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED			<ul style="list-style-type: none"> Reviewer of data assets for submission Published Report Viewer Data Purge User ...more... 	<ul style="list-style-type: none"> Indigenous Health UCC - File Upload 	Active	21/Aug/2025 16:27

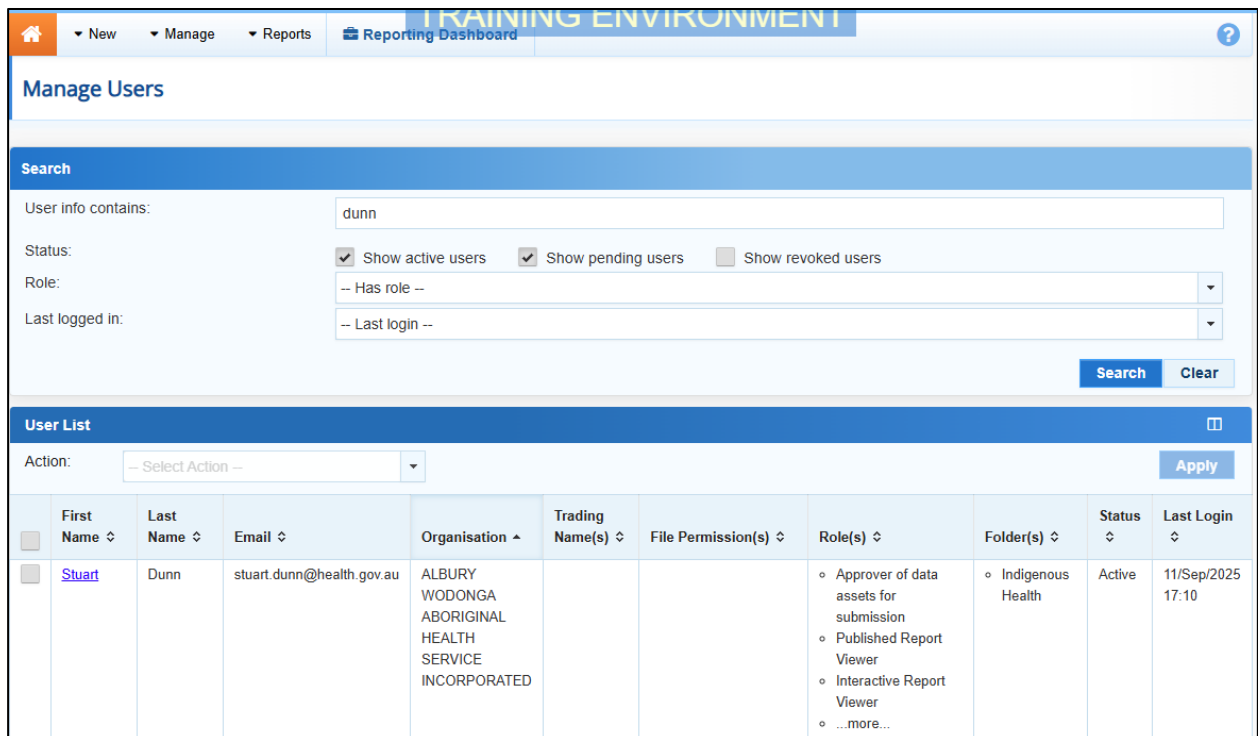
 By default, only users with *Active* and *Pending* profiles will display. If you wish to see *Revoked* users for your organisation, select the *Show revoked users* check box and select .

3. If you need to search for the user whose profile is to be updated, enter the user’s name (first name, last name, or both) in the **Only show Users containing** field.
4. If your health service has multiple service delivery sites, you will see the **Organisation** field as well. If the user whose profile you are updating is in another site within your service, select  in the **Organisation** field and select the site from the list.

 Alternatively, you can select  in the header of the required column (for example *Last Name*) to find the required user’s profile.

5. To search for the user’s profile once you have entered the required search criteria, select .

A list of matching users will display.




The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main heading is 'Manage Users'. Below this is a 'Search' section with several filters: 'User info contains:' with a text input containing 'dunn'; 'Status:' with checkboxes for 'Show active users' (checked), 'Show pending users' (checked), and 'Show revoked users' (unchecked); 'Role:' with a dropdown menu showing '-- Has role --'; and 'Last logged in:' with a dropdown menu showing '-- Last login --'. There are 'Search' and 'Clear' buttons. Below the search section is a 'User List' section with an 'Action:' dropdown menu showing '-- Select Action --' and an 'Apply' button. The user list is a table with the following columns: First Name, Last Name, Email, Organisation, Trading Name(s), File Permission(s), Role(s), Folder(s), Status, and Last Login. One user is listed: Stuart Dunn, email stuart.dunn@health.gov.au, Organisation ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED, Role(s) including Approver of data assets for submission, Published Report Viewer, and Interactive Report Viewer, Folder(s) Indigenous Health, Status Active, and Last Login 11/Sep/2025 17:10.

	First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
<input type="checkbox"/>	Stuart	Dunn	stuart.dunn@health.gov.au	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED			<ul style="list-style-type: none"> o Approver of data assets for submission o Published Report Viewer o Interactive Report Viewer o ...more... 	o Indigenous Health	Active	11/Sep/2025 17:10

6. To display the details for the selected user, select the first name link for the user.

The User Details screen for the selected user will display.

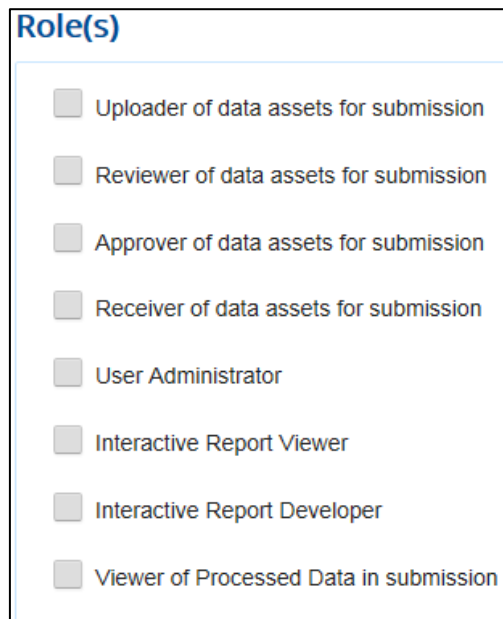
The screenshot shows the 'User Details' screen for Stuart Dunn. At the top, there is a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard' menus, and a 'TRAINING ENVIRONMENT' banner. The user's name 'Stuart Dunn' and role 'Departmental Internal Staff' are displayed. Below this, a list of details is shown: Name (Stuart Dunn), Organisation (ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED), Trading Names, Home Organisation (Departmental Internal Staff), Home Organisation Trading Names, Home Organisation User ID (dunnst), and Default Profile (No). A 'Contact Information' section contains three rows: Contact Number 1 (Mobile, (0402) 088 755), Contact Number 2 (Office, (02) 6289 7494), and Email (stuart.dunn@health.gov.au). A 'Role(s)' section lists several roles with radio buttons, none of which are selected. A pencil icon in the top right corner indicates that the profile can be edited.

7. To open the user’s profile for updating/completion, select  in the top right-hand corner of the screen.

The User Details screen will update so the user’s profile can be updated.

This screenshot shows the same 'User Details' screen for Stuart Dunn, but in an 'EDITING' mode. The top navigation and banner are identical. The user details are the same. The 'Contact Information' section now features dropdown menus for 'Mobile' and 'Office' next to the contact numbers, and the email field is also highlighted. In the 'Role(s)' section, the first three roles are now selected with checked checkboxes: 'Uploader of data assets for submission', 'Reviewer of data assets for submission', and 'Approver of data assets for submission'. The 'Receiver of data assets for submission' role remains unselected. A red box highlights the 'EDITING' button and pencil icon in the top right corner.

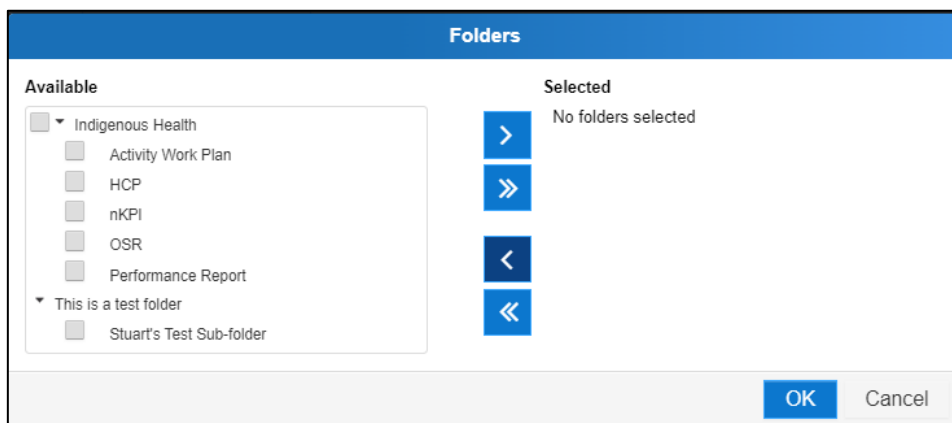
8. You can update the user’s contact numbers or email address if they were entered by the user incorrectly when they registered.
9. In the **Roles** section, select the relevant check box(es) to add the applicable roles to the user’s profile.



The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission* role (known as *Submission Uploader*) they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their health service, however, unless they were also given the *Approver of data assets for submission* (*Submission Approver*) role.


10. In the **Folders** section, select .

The Folders dialog box will display.



11. In the **Available** section on the left-hand side of the dialog box, under the **Indigenous Health** check box, select the check box for each report your health service is required to submit. If your service submits all reports, simply select the **Indigenous Health** check box and the other check boxes will automatically be selected.



12. To add the selected folders to the user’s profile, select .


 Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

13. To continue, select .


The User Details screen will again display, and the selected folders will be now listed for the user.



 In the *User Status* field at the bottom of the screen, you can select  and select either *Pending* to delay activating the user's profile or **Revoked** if the user's profile needs to be deactivated for some reason (e.g., they have left the organisation or no longer need access to the Data Portal).

14. To save the changes to the user's profile, select .

The Save Changes dialog box will display.

15. In the Save Changes dialog box, select .

The changes to the details will be applied to the user's profile.

Process an Alternate User Profile Request

When a user requests a profile in another site within your health service, as the *User Administrator*, you will receive an email informing you a request has been submitted. You can then action the request as required.

The following procedure is used to process an alternate user profile request in the Data Portal as a *User Administrator*.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the menu bar on the Data Portal home screen, select **Manage** and then select **Users**.

The Manage Users screen will display.

The screenshot shows the 'Manage Users' screen. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options. Below this is a search section with a text input field for 'User info contains:' and filter checkboxes for 'Show active users', 'Show pending users', and 'Show revoked users'. There are also dropdown menus for 'Role' and 'Last logged in:'. A 'Search' button and a 'Clear' button are present. Below the search section is the 'User List' section, which includes an 'Action' dropdown menu and an 'Apply' button. The main part of the screen is a table with the following columns: First Name, Last Name, Email, Organisation, Trading Name(s), File Permission(s), Role(s), Folder(s), Status, and Last Login. One user is listed: Aaron O'Neill, with email Aaron.O'Neill2@exchange.health.gov.au, Organisation Ballarat & District Aboriginal Cooperative, Trading Name(s) Ballarat and District Aboriginal Co-operative, File Permission(s) (empty), Role(s) Uploader of data assets for submission, Approver of data assets for submission, Reviewer of data assets for submission, Folder(s) Indigenous Health, Status Active, and Last Login 21/Feb/2025 10:55.

First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
Aaron	O'Neill	Aaron.O'Neill2@exchange.health.gov.au	Ballarat & District Aboriginal Cooperative	Ballarat and District Aboriginal Co-operative		<ul style="list-style-type: none"> Uploader of data assets for submission Approver of data assets for submission Reviewer of data assets for submission ...more... 	Indigenous Health	Active	21/Feb/2025 10:55

A list of all users with profiles in your health service will display in the User List section, including the new user profile request with the status of *Pending*.

3. For the pending user profile you are actioning, select the link in the **First Name** column.

The User Details screen will display.

Home New Manage Reports **TRAINING ENVIRONMENT** ?

Departmental Internal Staff
Bonnie STEVENSON ✎

Name: Bonnie STEVENSON
 User Id: 716470624
 Organisation: Carnarvon Medical Service Aboriginal Corporation
 Trading Names:
 Home Organisation: Departmental Internal Staff
 Home Organisation Trading Names:
 Default Profile: No

Contact Information

You may only edit your own contact numbers.

Contact Number 1
 Contact Number 2
 Email *

Role(s)

4. To update the user’s profile, select  in the top right-hand corner of the screen.

The User Details screen will update to allow you to edit the user’s profile.

Home New Manage Reports **TRAINING ENVIRONMENT** ?

Departmental Internal Staff
Bonnie STEVENSON + **EDITING** ✎

Name: Bonnie STEVENSON
 User Id: 716470624
 Organisation: Carnarvon Medical Service Aboriginal Corporation
 Trading Names:
 Home Organisation: Departmental Internal Staff
 Home Organisation Trading Names:
 Default Profile: No

Contact Information

You may only edit your own contact numbers.

Contact Number 1
 Contact Number 2
 Email *

Role(s)

5. In the **Roles** section, select the applicable check box(es) for the role(s) to be added to the user’s new profile.

Role(s)

- Uploader of data assets for submission
- Reviewer of data assets for submission
- Approver of data assets for submission
- Receiver of data assets for submission
- User Administrator
- Interactive Report Viewer
- Interactive Report Developer
- Viewer of Processed Data in submission

The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission (Submission Uploader)* role, they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their health service, however, unless they were also given the *Approver of data assets for submission (Submission Approver)* role.


6. In the **Folders** section, select .


The Folders dialog box will display.

Folders

Available		Selected
<input type="checkbox"/> Indigenous Health <ul style="list-style-type: none"> <input type="checkbox"/> Activity Work Plan <input type="checkbox"/> HCP <input type="checkbox"/> nKPI <input type="checkbox"/> OSR <input type="checkbox"/> Performance Report <input type="checkbox"/> This is a test folder <ul style="list-style-type: none"> <input type="checkbox"/> Stuart's Test Sub-folder 	<div style="display: flex; flex-direction: column; gap: 10px;"> > >> < << </div>	No folders selected
<div style="display: flex; gap: 10px;"> OK Cancel </div>		

7. In the **Available** section on the left-hand side of the dialog box, under the **Indigenous Health** check box, select the check box for each report your health service is required to submit. If your service submits all reports, simply select the **Indigenous Health** check box and the other check boxes will automatically be selected.

8. To add the selected folders to the user's new profile, select .

 **Folders** determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

9. To continue, select .

The User Details screen will again display, and the selected folders will be listed for the user.



10. In the **User Status** section, select in the **User Status** field and select the appropriate action from the drop-down list that displays.

- i. To *accept* the user profile request, select **Active**.
- ii. To *reject* the user profile request, select **Revoked**.

11. To save the changes to the profile, select .

12. In the Save Changes dialog box, select .

The List of Users screen will display with a note informing you the changes you have made to the user’s profile may not be visible in the Data Portal immediately.

The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: 'New', 'Manage', and 'Reports'. Below this is a search section with a text input for 'User info contains:', checkboxes for 'Show active users' (checked), 'Show pending users' (checked), and 'Show revoked users' (unchecked). There are also dropdown menus for 'Role:' (set to '-- Has role --') and 'Last logged in:' (set to '-- Last login --'). A 'Search' button and a 'Clear' button are present.

Below the search section is the 'User List' section. It features an 'Action:' dropdown menu set to '-- Select Action --' and an 'Apply' button. The main part of the interface is a table with the following columns: First Name, Last Name, Email, Organisation, Trading Name(s), File Permission(s), Role(s), Folder(s), Status, and Last Login.


	First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
<input type="checkbox"/>	Aaron	O'Neill	Aaron.O'Neill2@exchange.health.gov.au	Ballarat & District Aboriginal Cooperative	Ballarat and District Aboriginal Co-operative		<ul style="list-style-type: none"> o Uploader of data assets for submission o Approver of data assets for submission o Reviewer of data assets for submission o ...more... 	Indigenous Health	Active	21/Feb/2025 10:55

Once the changes have updated, the user’s alternate profile status will change to either *Active* or *Revoked* depending on the action taken.

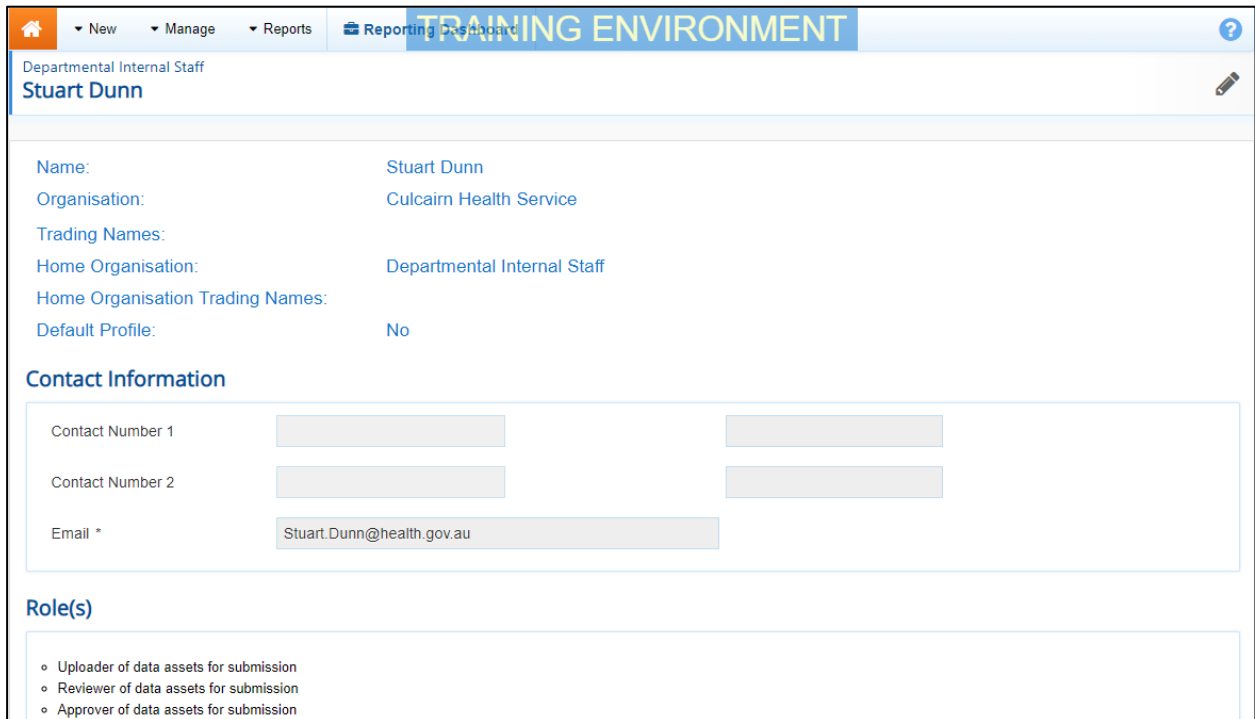
Update Your Own User Profile

As a *User Administrator* in the Data Portal, you can update your own profile in addition to updating profiles for other users within your health service.

The following procedure is used to update your own user profile in the Data Portal.

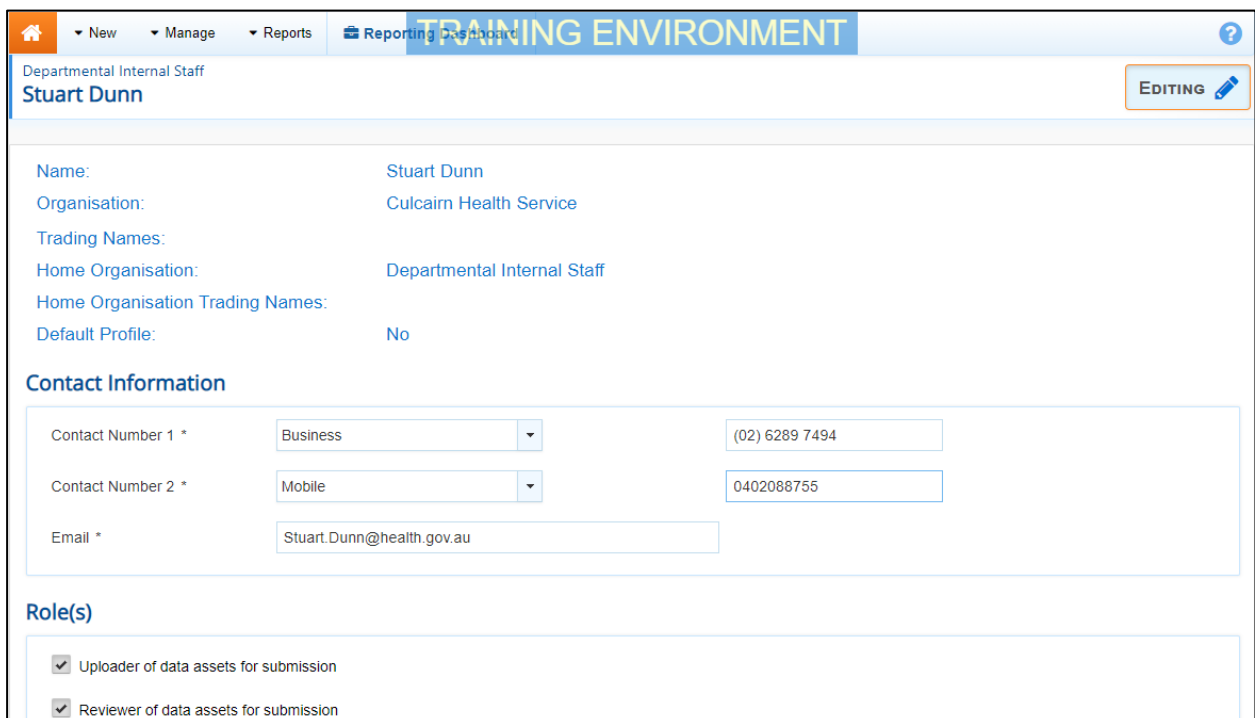
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. Select  next to your name in the top right-hand corner of the screen and select **Manage My User Profile** from the list that displays.


The User Details screen will display.

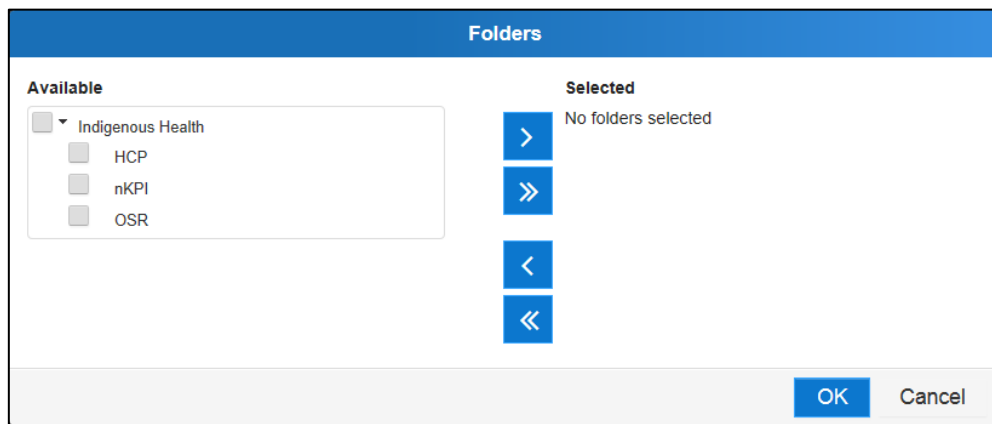




3. To edit your user details, select  in the top right-hand corner of the screen.

The User Details screen will update so your profile can be edited.

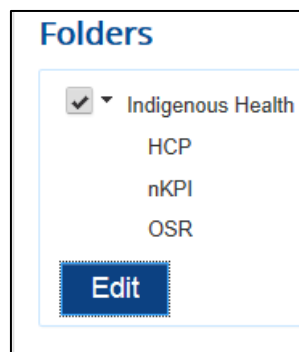




4. In the **Role(s)** section, select or deselect the relevant check box to add or remove a role to/from your user profile.
 5. In the **Folders** section, select .
- The Folders dialog box will display.



6. In the **Available** section on the left-hand side of the dialog box, under the **Indigenous Health** check box, select the check box for each report your health service is required to submit. If your service submits all reports, simply select the **Indigenous Health** check box and the other check boxes will automatically be selected.
7. To add the selected folders to your profile, select .
8. To continue, select .

The User Details screen will again display, and the selected folders will be listed.



9. To save the changes to your profile, select .
- The Save Changes dialog box will display.
10. In the Save Changes dialog box, select .
- The changes will be applied to your user profile.

Use the Bulk User Update Function

If you are a *User Administrator* that manages multiple organisations or sites, you can use the bulk update function to easily update multiple profiles at once. For example, you may need to revoke all the profiles for a particular user as they have left your organisation.

The following procedure is used to make updates to multiple user profiles within your organisation.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the menu bar on the Data Portal home screen, select **Manage** and then select **Users**.

The Manage Users screen will display.

The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options. Below this is a search bar and filter options for 'Status' (Show active users, Show pending users, Show revoked users), 'Role' (Has role), and 'Last logged in' (Last login). A 'Search' button and a 'Clear' button are also present. Below the search bar is a 'User List' section with an 'Action' dropdown menu and an 'Apply' button. The table below shows a list of users with columns for First Name, Last Name, Email, Organisation, Trading Name(s), File Permission(s), Role(s), Folder(s), Status, and Last Login. The first user listed is Aaron O'Neill, with the role of 'Uploader of data assets for submission'.

	First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
<input type="checkbox"/>	Aaron	O'Neill	Aaron.O'Neill2@exchange.health.gov.au	Ballarat & District Aboriginal Cooperative	Ballarat and District Aboriginal Co-operative		<ul style="list-style-type: none"> Uploader of data assets for submission Approver of data assets for submission Reviewer of data assets for submission ...more... 	Indigenous Health	Active	21/Feb/2025 10:55

3. Enter the name of the user whose profiles you need to update in the User info contains field.
4. To display all profiles for the user, select **Search**.
5. To perform an action on all the user's profiles, select the check box on the left-hand side of the screen, next to **Last Name**.
6. In the **Action** field, select and select either **Set to Active** or **Set to Revoked**, depending on what you need to do.
7. To complete the action, select **Apply**.