# Review a Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Review a Data Asset Submission* screencast.

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

By the end of this screencast you should know how to review a data asset submission that contains health-related information and send it on for approval to a *Submission* *Approver* in your organisation.

Review a Data Asset Submission

When a data asset has been submitted for review by the *Submission Uploader*, it can be viewed in the Data Portal by anyone within the organisation with the *Submission Reviewer* role.

1. To review a data asset in the Data Portal, you must first navigate to the Data Portal home screen and search for the data asset to be reviewed.

Data assets matching your search criteria will then display in the **Data Assets** section.

1. Select the data asset to be reviewed.
2. To review the details of the data asset, select the **Edit Data Asset** **(the Pencil)** button at the top of the Data Asset Details screen.

The Data Asset Details screen will update so active (white) fields on the screen can be edited if needed.

1. Make any required changes to the active fields on the screen.

There are several actions that can be completed on the attached 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. Select the **Edit File Contents** button under **File Name** to enter the form and edit the form’s contents.
3. You can add a description of the file in the **Description** field if required. The **Pencil** icon under **Actions** needs to be selected to allow the description to be entered.
4. Select the **Version** button under **Actions** to view the file’s previous versions.
5. Select the **Pencil** icon under **Actions** toadd text to the Description field.
6. Select the **Delete** button under **Actions** to remove the file from the data asset.
7. Select the **Download History** button under **Actions** to view the file’s download history.
8. Select the **Update** button under **Actions** to add an updated version of the file to the data asset.
9. To save your changes to the data asset, select the **Save** button.
10. To submit the data asset on to the next stage of the data asset submission workflow, select the **Change** **Status** button at the top of the screen.
11. Select the down arrow in the **Action** field in the **Change Data Asset Status** dialog box and select the required action.
12. Select *Request Approval* to 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 submitted to the next stage of the data asset submission workflow process as required.