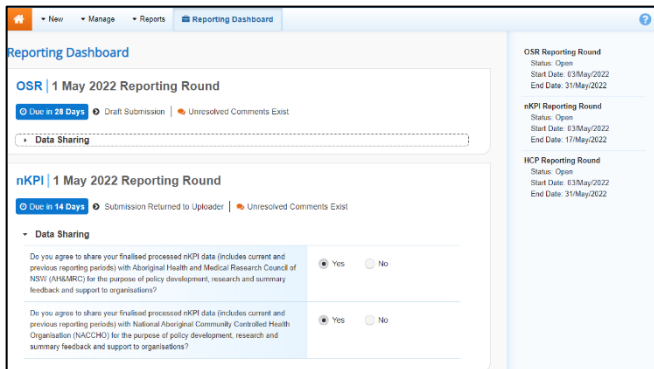To amend an OSR submission returned by the AIHW in the Data Portal:

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* QRG.

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

3. To open the OSR form, hover your mouse pointer to the right of the OSR reporting round text in the **Reporting Dashboard** and select 📄.

⚠️ If you need to change the *Title* or *Description* of the data asset, you can do this in the Data Asset Details screen by selecting ••• next to 📄 and then selecting *Open Data Asset.* The OSR form will display.
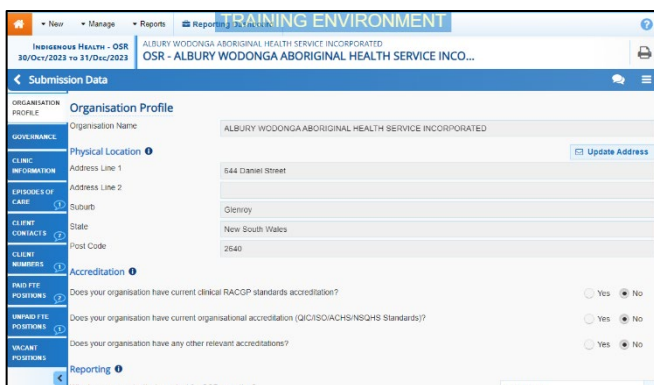
Any sections containing AIHW comments that need responding to will display a 🔺 on the corresponding tab. The *Notifications Tray* will display as open for each of these sections in the top right-hand corner of the form, so you can see the detail of the comments the AIHW has made.

4. For each section with data validation flags, review the comments made by the AIHW in the **Notifications Tray**.

5. If a value needs to be changed to address the comment made by the AIHW, update the value(s) in the required cell(s).

⚠️ If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select 👁 for the applicable data validation flag and the applicable cell(s) will be highlighted in red.

⚠️ To add a comment about the unresolved data validation issues instead of amending the values, see the *Work with Comments* QRG for more information.

6. To exit the OSR form and return to the Data Portal home screen, scroll to the bottom of the form, and select ‹ Close.

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

7. To progress the OSR submission, select ⊙ Submission Returned to Uploader.
8. In the Change Data Asset Status dialog box, select the ▼ in the **Action** field and select the action needed.

The available actions are:

- **Request Review** – Select this action to send the submission to the internal *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the submission back to your CEO or their representative for approval.

⚠️ If you can approve the submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to the AIHW for processing again.

9. In the **Comment** field, enter any comments about the action being performed on the submission.
10. One of the following buttons can now be selected when submitting the report, depending on the action you have selected:

    a. To send the submission to the *Submission Reviewer* for review again, select Request Review. See the *Review an OSR Submission as Part of Exception Reporting* QRG for the next step in the process.

b. To send the submission back to your CEO or their representative for approval, select

Request Approval .See the *Approve an OSR Submission as Part of Exception Reporting* QRG for the next step in the process.

The OSR submission has now been amended and either sent back to your health service's S*ubmission Reviewer* for further review or sent straight on to the CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or Submission *Approver*) notifying them the submission has been sent to them again for action.