



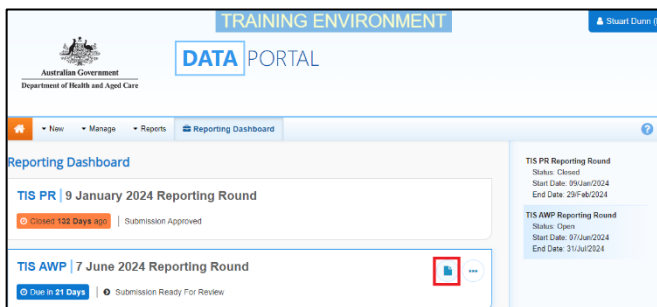
Once a health service *Submission Uploader* has drafted their TIS Activity Work Plan (AWP) in the Data Portal and submitted it for internal review, all users within the service with the *Submission Reviewer* role (including yourself) will receive an email, letting them know the report is ready for them to review.

At this point, you will need to work with the service's internal *Submission Reviewer* to confirm who is going to review the AWP first. In most cases, the internal *Submission Reviewer* will review the report and will then let you know that the plan is ready for you to review as the NBPUP representative.


To review a health service's TIS AWP in the Data Portal as an NBPUP reviewer:

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.

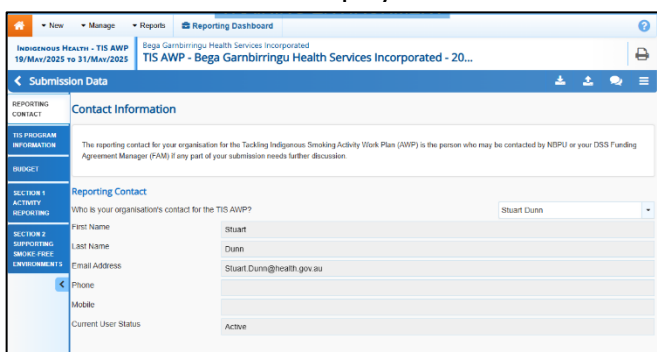
The Data Portal home screen will display with the Reporting Dashboard open.




The health service's TIS AWP will have the status of *Submission Ready for Review*.

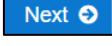


3. To open the TIS AWP, hover your mouse pointer to the right of the **TIS AWP** Reporting Round text in the **Reporting Dashboard**, and select  (as highlighted above).

The TIS AWP form will display.

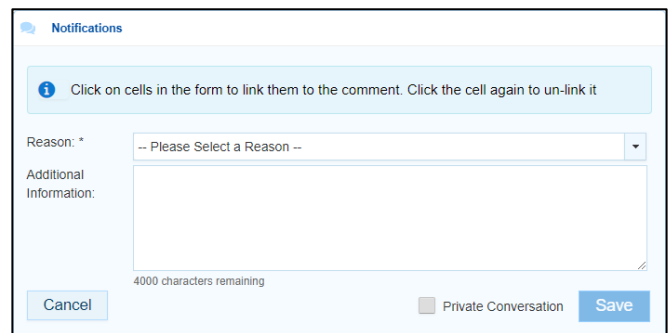



The TIS AWP form is broken down into sections, with each section displaying as a tab on the left-hand side of the form.

If a section has a data validation flag that has been responded to by the health service's *Submission Uploader/Reviewer*, or an internal comment entered by the *Submission Uploader/Reviewer*, a  will appear on the corresponding tab. You can review these comments as you go through the form.

4. You can now review the content of the health service's TIS AWP, moving from section to section by either selecting the tab you wish to move to next, or by selecting  at the bottom of each section.
5. If you have a comment, suggestion, or question for the health service as you go through the form, you can add it by selecting  on the blue **Submission Data** bar.
6. In the Notifications Tray that displays, select .

The Notifications window will display.



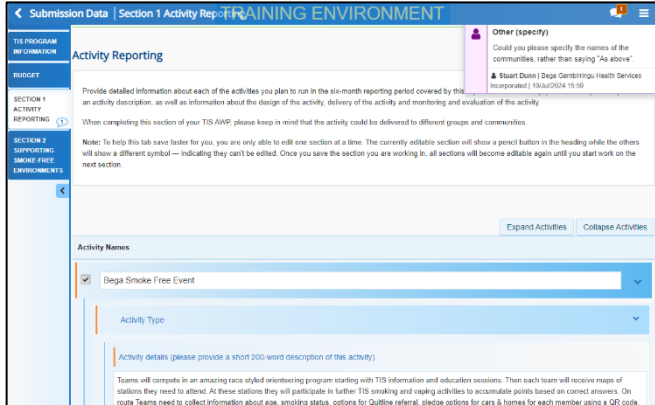
7. To link your comment/question to a cell in the form, select the cell your comment/question relates to.
8. In the **Reason** field, select  and then select **Other (specify)** from the list that displays.
9. In the **Additional Information** field, enter your comment or question for the health service regarding their *TIS AWP*.
10. To ensure your comment can only be seen within the health service (not by the DSS FAM) select the **Private Conversation** check box.



11. To save the question/comment, select



Your question/comment for the health service has now been added to the form and a will display on the tab you added your comment/question to.



The health service's TIS AWP has been returned to the health service's *Submission Uploader* and its status has been set to *Submission Revision Required*.

The health service's *Submission Uploader* will receive an email from the Data Portal notifying them you have returned the TIS AWP to them, and they can now go in and review and action your questions and comments as needed.

12. Repeat steps 6 to 11 for any other comments or questions you have for the service regarding their TIS AWP.

13. Once you have finished reviewing the health service's TIS AWP, scroll to the bottom of the form and select

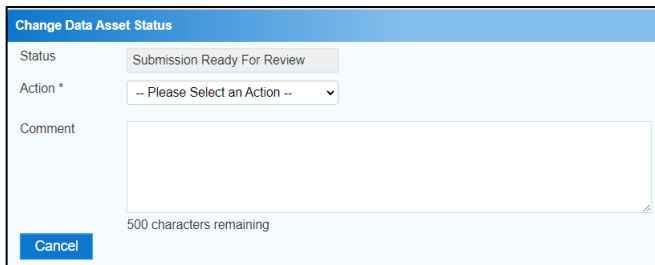
The Data Portal home screen will again display with the Reporting Dashboard open.

Once you have finished reviewing the plan, you need to send it back to the health service's *Submission Uploader* so they can review and action your questions/comments as needed.

14. To do this, select

Submission Ready For Review in your **Reporting Dashboard**.

The Change Data Asset Status window will display.



15. In the **Action** field, select and select **Revision Required**.

16. Select