# Data Asset Submission Workflow Screencast – Accessible Version

Introduction

Welcome to the *Data Asset Submission Workflow* screencast.

This screencast will show you how the data asset submission workflow process in the Health Data Portal (the Data Portal) works.

By the end of this screencast you should know how a data asset progresses through the various stages of the workflow process.

Workflow Overview

The Data Portal allows you to share your data quickly and easily with your colleagues, the Department of Health and Aged Careand other authorised organisations.

When it comes time to do this, you can log into the Data Portal and create and submit what is called a data asset.

The data asset is the entity you will create and submit within the Data Portal. It contains health-related data and the files your organisation wishes to send on to Health and Aged Care or another authorised organisation. It will have identifying information such as when you submitted the data asset and your organisation’s name.

Data Asset Submission Workflow

After logging into the Data Portal, you can create and submit a data asset. To do this, you will fill out the data asset’s identifying information, and then attach any health-related data files that are to accompany it.

The first step is undertaken by a person in your organisation with the role of *Submission Uploader*.

After creating the data asset, the *Submission Uploader* may send the data asset on to another colleague within your organisation, called the *Submission Reviewer,* who will review the data asset and any attached files.

The *Submission Reviewer* will inspect and amend the data asset and any associated files if needed. After inspecting and amending the data asset, the *Submission Reviewer* can either:

1. Send the data asset back to the *Submission Uploader* for revision, or:
2. Send the data asset on to the *Submission Approver* who will approve the data asset and its associated files.

The *Submission Approver* will inspect the data asset and any associated files and, if satisfied that no further amendments need to be made, will approve the data asset.

**Note:** The *Submission Approver* could elect to send the data asset back to the *Submission Uploader* if additional revisions are required.

When the *Submission Approver* approves the data asset, it is released from your organisation where it will be received by Health and Aged Care or another authorised organisation.

In the Data Portal, Health and Aged Care or the other organisation are known as the *Data Receiver*.

The *Data Receiver* will examine your organisation’s data asset. They can elect to send it back to your *Submission Uploader* if further revisions are required.

If no revisions are required, the *Data Receiver* will process your data asset and its health-related information, so it can be used in a variety of reports and publications.

**Note:** Not all data assets will be processed, some will just be received and viewed by the *Data Receiver*.

Congratulations, you have completed the *Data Asset Submission Workflow* screencast.You should now know how a data asset progresses through the various stages of the data asset submission workflow process.