



To amend your TIS Activity Work Plan (AWP) in the Data Portal at the request of your *Submission Reviewer* or *Approver*:

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.

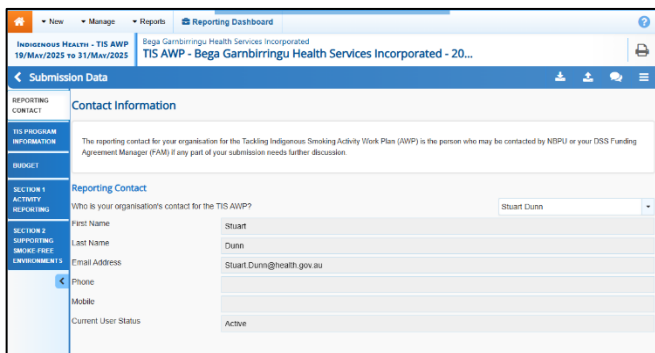
The Data Portal home screen will display with the Reporting Dashboard open.



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

When your TIS AWP is sent back to you for amendment, it will usually have the status of *Submission Revision Required*.

The TIS AWP form will display.



If your internal *Submission Reviewer*, *NBPU representative* or *Submission Approver* have asked you to make amendments to your TIS AWP, they would've added comments to the section(s) of the form that need updating, providing you with guidance on what needs to be done. Any sections of the form that have had comments added will display a on the corresponding tab.

4. Open the first section of the TIS AWP form containing a , and read the comment(s) that has been added by either

your *Submission Reviewer*, *NBPU representative*, or *Submission Approver* asking you to make changes to the information in the section.

5. As required, update the information in the required field(s) based on the comments.

Once you have made the required amendments, or you haven't made the amendments and need to explain why, you should respond to the comment made by the *Submission Reviewer*, *NBPU representative* or *Submission Approver*.

6. To do this in the **Notifications Tray**, hover your mouse pointer to the right of the comment title, and select .

If the *Notifications Tray* doesn't display, select or at the top of the form to open it.

7. Select in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.

8. Enter your response in the **Additional Information** field.

9. To save the comment, select

10. Repeat steps 4 to 9 for any other sections in the form you have been asked to make amendments to.

If you wish to add a comment for your colleagues explaining the changes you have made to the values, select at the top of the *Notifications Tray* and add the details.

11. To exit your TIS AWP form and return to the Data Portal home screen, scroll to the bottom of the form, and select .


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

12. To save the changes, select .

13. To progress your TIS AWP through the submission workflow again, select .




The Change Data Asset Status window will display.

14. In the **Action** field, select  and select the appropriate action.

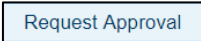

The available actions are:

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

 If you can approve your TIS AWP 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 your DSS FAM for processing.

15. In the **Comment** field, enter any comments about the action being performed on your TIS AWP.

16. One of the following options can now be selected when submitting your TIS AWP, depending on the action you have selected:

- To send your TIS AWP to your CEO or their representative for approval, select . See the [Approve your TIS AWP \(Submission Approver\) QRG](#) for the next step in the process.
- To send your TIS AWP to the *Submission Reviewer* for review again, select . See the [Review your TIS AWP \(Submission Reviewer\) QRG](#) for the next step in the process.

Your TIS AWP has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) letting them know the TIS AWP has been sent to them for action.