



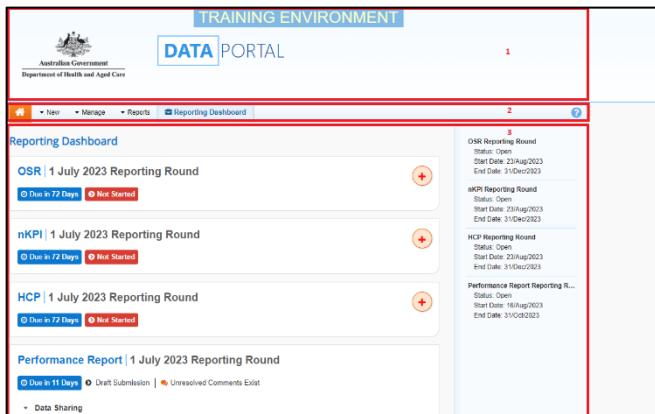
This guide details the different sections of the Data Portal home screen, in the Indigenous health data reporting context, and what they are used for.

## The Data Portal home Screen

Upon logging into the Data Portal, you will arrive at the Data Portal home screen (for more information on how to log in, see the [Register for and Log in to the Health Data Portal](#) QRG).

The Data Portal home screen is divided into three sections:

1. Header
2. Search and Action
3. Reporting Dashboard/Data Assets section



## The Header Section (1)

The *Header* section appears on every screen within the Data Portal and is where you can access your user profile to either update your existing profile or request the creation of a new one.

1. To manage your user profile, select next to your name in the top right-hand corner of the screen.

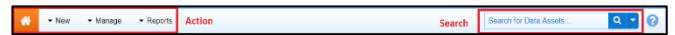
The following options are available:

- **Manage My User Profile**: Allows you to edit your user profile.
- **My User Profiles**: Allows you to request a new profile in another organisation, switch between profiles and set a different default profile.
- **Request New Profile**: Allows you to request a new profile in another organisation.
- **Log Off**: Logs you off from your current session of the Data Portal.

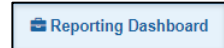
The *Header* section also contains the Department of Health, Disability and Ageing’s crest, which will take you to the Department of Health, Disability and Ageing website if you select it.

## The Search and Action Section (2)

The *Search and Action* section is divided into two areas – *Search* and *Action*.



For health service users, the *Search* field/area on the right will only display if they close the *Reporting Dashboard* by selecting

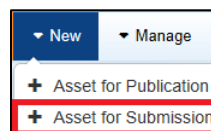


The *Action* area contains a series of options that perform different Data Portal functions.

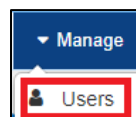
You will only see the options that relate to the functions you have access to. For example, if you don’t have access to managing user profiles in the Data Portal, you will not see the **Manage > Users** option.

The following is a list of options available in the *Action* area of the Data Portal home screen, and the functions they perform:

- The button allows you to navigate back to the home screen from any screen within the Data Portal.



- **Asset for Submission**: Allows you to manually submit a data asset in the Data Portal. This will only be used by health services who need to submit their aggregated clinical data manually.



- **Users**: Allows you to update user profiles for yourself and other users within your organisation if you are a *User Administrator*.



- **Interactive Reports**: This option takes you to the applicable Qlik report, from where you can analyse and filter the applicable Indigenous health data.



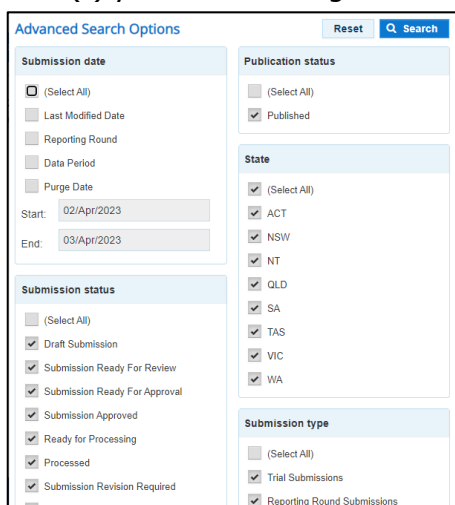
- **Published Reports**: This option opens the published reports that have been made available to health services by the Department of Health, Disability and Ageing. You can save, print, and share these reports as needed.
- **Reporting Dashboard** - Allows health service users to switch between the *Reporting Dashboard* and *Data Assets* section of the home screen as needed.

The *Search* area allows you to search for data assets in the Data Portal. Search results appear in the *Data Assets* section at the bottom of the screen.

For health service users, the *Search* area will only display if you close the *Reporting Dashboard* by selecting **Reporting Dashboard**.

To conduct a data asset search:

1. Enter a keyword(s) for the data asset in the **Search for Data Assets...** field.
2. To refine the search further, select next to the **Search for Data Assets...** field and select the check box relating to the appropriate *Submission date*, *Submission Status*, *Publication Status*, *State* or *Submission type* for the data asset(s) you are searching for.



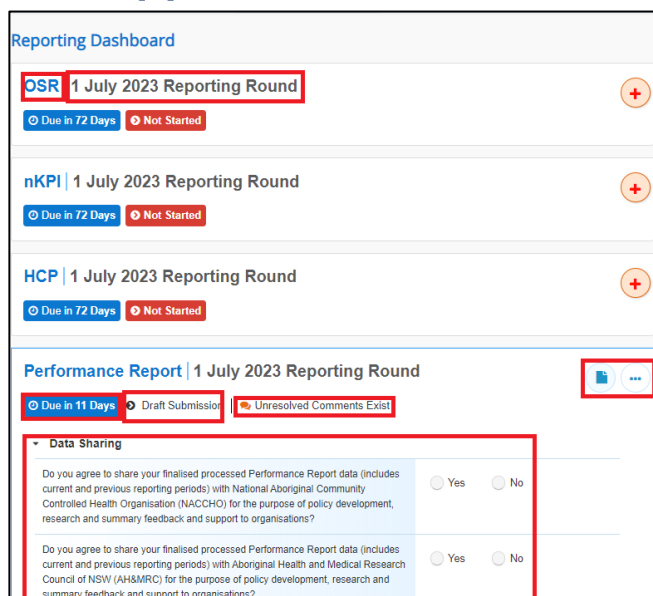
3. To run the search, select **Search**.

A list of data assets with the selected parameters will display.

**Filtered** will now display to identify that the view has been filtered.

- a. To clear the search results and display all data assets again, select **+** in the **Search for data assets...** field.
- b. To reset the check boxes under **More Search Options**, select **Reset**.

## The Reporting Dashboard/Data Assets section (3)



The *Reporting Dashboard* allows health service users to manage the submission of their Indigenous health data assets during a reporting round.

Only health service users will see the *Reporting Dashboard*. All other users of the Data Portal will see the Data Assets section by default. The *Reporting Dashboard* contains the following elements:

- Text that identifies the type of data asset being submitted by the health service (OSR, nKPI, HCP, IAHP PHC or TIS Activity Work Plan or IAHP PHC or TIS Performance Report).
- Text that describes the current open reporting round that is being worked on.
- **Due in 26 Days** - Informs the user how long they have to submit the data for the current reporting round.



- **Submission Returned to Uploader** - Confirms the current data asset submission status of the data asset being worked on. This is a link that is used to move a data asset to the next status in the data asset submission workflow process.
- **Unresolved Comments Exist** - Informs the user there are still data validation issues in the data asset that need to be addressed.
- - Allows the user to open the applicable data asset form to make any changes required to the data within.
- - Allows the user to access more information regarding their data asset, such as the title and description and the dates of the reporting round the data asset belongs to.
- **Data Sharing** section – contains questions asking health services whether they agree to sharing their finalised, processed data with NACCHO and/or their state affiliate.

- To sort your folders by name, select and select **Sort Folders by name**. To undo the sort, select **Sort Folders by last modified**.
- To hide your folders from view, select and select **Hide Folders**. To return your folders, select **Show Folders**.

The Data Assets list area displays the data assets that you are currently viewing.

There are several actions you can perform when viewing data assets:

- To view the details of a data asset, select the data asset in the list. This will take you to the Data Assets Details screen.
- To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to *Status, Organisation, Title or (Date) Last Modified*.
- If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets

The *Data Assets* section of the Data Portal home screen is divided into two areas – The *Folders* area and the *Data Assets list* area.

For health service users, the *Data Assets* section will only display if you close the *Reporting*

*Dashboard* by selecting .

Folders		Data Assets for Indigenous Health > nKPI			
Folder Name	Status	Organisation	Title	Last Modified	
Indigenous Health	Draft Submission	Departmental Internal Staff	ddat	07Nov2018 11:36	
nKPI	Submission Returned to Uploader	TEST Org with ABN 1230000108	sz test nKPI data asset submit	07Nov2018 10:45	
HCP	Submission Approved	PVI Test 5.0.0	test create nKPI data asset B112018	06Nov2018 17:05	
OSR	Ready for Processing	Amplawajja Health Centre Aboriginal Corp	BGG - Amplawajja Health Care Aboriginal Corp - 20180927	06Nov2018 15:16	
AutomationTestingGroup	Ready for Interim Processing	Amplawajja Health Centre Aboriginal Corp	BGG - nKPI - Amplawajja Health Centre	06Nov2018 14:07	
Health Workforce	Submission Returned to Uploader	Amplawajja Health Aboriginal Corporation	test	06Nov2018 13:15	
Old PVI, NGR, Central and Eastern Sy	Processed	Uluj Medical Service	TEST	06Nov2018 12:17	
Primary Healthcare					
Hearing Services					
Testing Grouping Level 1					
Testing 2 Grouping Level 1					
Medical Benefits Schedule					

The *Folders* area on the left-hand side of the screen displays all the folders you have access to, along with the folder that is currently selected (*highlighted in blue*). The selected folder determines the data assets that display in the *Data Assets list*.

To browse folders:

1. Select the folder's name.

The data assets in the chosen folder will appear in the *Data Assets list* on the right-hand side of the screen.

If required, you can select next to a folder to open it up and examine its sub-folders.