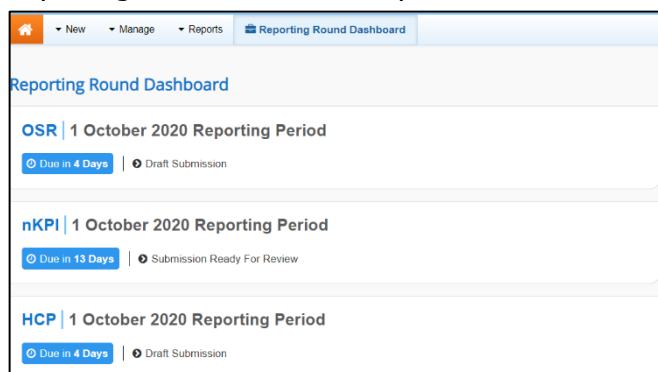




To review a data asset in the Data Portal as part of the exception reporting process:




1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

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




 To be eligible for review, the data asset's status will need to be *Submission Ready for Review*.


3. To open the form attached to the data asset, hover your mouse pointer to the right of the Reporting Period text for the applicable data asset in the **Reporting Round Dashboard** and select .



 If you need to change the *Title* or *Description* of the data asset or switch it to a *Trial Submission*, you can do so in the Data Asset Details screen by selecting  next to  and then *Open Data Asset*.



The applicable form will display.

4. Review the data in the form as required.


 Any changes made to values in the form by the *Submission Uploader* will appear in an additional line with *Current* next to it and an orange border around the field that has been changed (nKPI only). Any changes you then make to values in the form will update the *Current* line with the updated value still highlighted by an orange border. All users viewing the form can now easily identify the original value submitted to the AIHW by the Health Service, and the updated value that has been changed as a result of AIHW feedback.

5. If needed, update any values in the required cells.
6. To respond to a comment made by the AIHW or the *Uploader*, in the **Notifications Tray**, select .



 To open the *Notifications Tray* if it doesn't display by default, select  in the blue *Submission Data* bar at the top of the form.

7. Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop down list.
8. Enter your comment in the **Additional Information** field.
9. To save the comment, select .
10. Repeat this process for any other values in the form that need to be changed.

The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

11. To exit the 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 Round Dashboard open.

12. To progress the data asset through the submission workflow, select  **Submission Ready For Review** for the applicable data asset.
13. In the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.
- **Approve for Submission** – Select this action if you are the Health Service's CEO, or nominated representative, and are approving the data asset as well as reviewing it.
- **Request Interim Processing** – Select this action to send the data asset to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.



- **Revision Required** – Select this action to return the data asset to the *Submission Uploader* for further amendment.
14. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
 15. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:
 - a. To send the data asset to your CEO or their representative for approval again, select [Request Approval](#). See the *Approve an IHDR Data Asset Submission as Part of Exception Reporting* QRG for the next step in the process.
 - b. To approve the data asset and send it directly to the AIHW for processing, select [Approve for Submission](#). See the *Process an IHDR Data Asset Submission* QRG for the next step in the process.
 - c. To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select [Request Interim Processing](#). See the *Interim Processing of an IHDR Data Asset Submission* QRG for the next step in the process.
 - d. To send the data asset back to the *Submission Uploader* for amendment, select [Revision Required](#). See the *Amend an IHDR Data Asset Submission as Part of Exception Reporting (Health Service)* QRG for the next step in the process.

The data asset has now been reviewed and either sent for re-approval or sent back to the *Submission Uploader* for further revision as required.