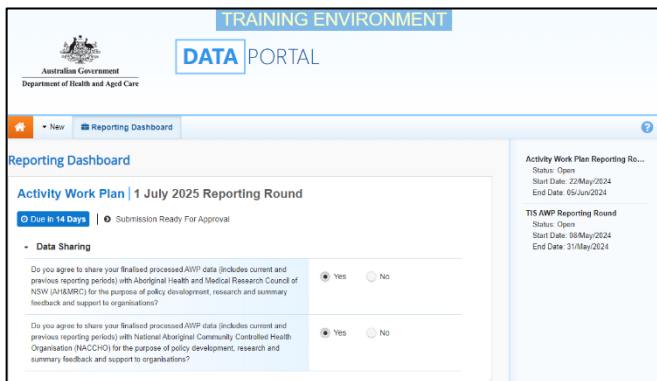




To approve your service's IAHP PHC AWP as a *Submission Approver*, after it has been amended by your *Submission Uploader* as requested by your DSS FAM:

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.

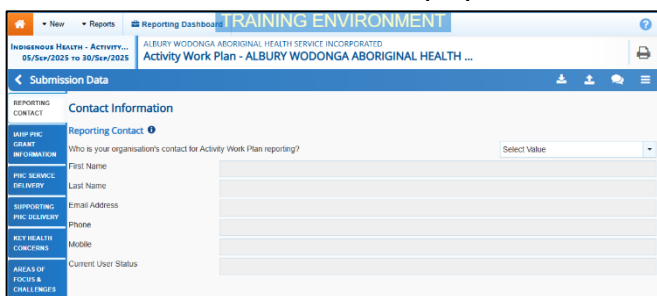


To be eligible for approval, your AWP's status will need to be *Submission Ready for Approval*.

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



The IAHP PHC AWP form will display.



4. You can now perform a final review of your AWP form, focussing primarily on the sections with a **1** displaying on the corresponding tab on the left-hand side of the form.
5. In the first section of your form displaying a **1**, read the comment that has been left for you in the **Notifications Tray**.

If the *Notifications Tray* doesn't display, select in the top right-hand corner of the form to open it.

6. If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select at the top of the comment in the *Notifications Tray*.
7. In the **Notifications** window that displays, select .

The comment has now been removed from your IAHP PHC AWP form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

If you need to respond to one of the comments that have been left, select in the comment in the *Notifications Tray*. In the window that displays, select a *Reason*, and enter your response in the *Additional Information* field and select . Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the AWP form back to them for amendment.

9. To exit your IAHP PHC 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.

10. To progress your AWP form through the submission workflow, select .
11. In the Change Data Asset Status window, in the **Action** field, select and select **Approve for Submission**.

If you responded to one of the comments in the form and need to send your AWP back to your *Submission Uploader* so they can address your response, select *Revision Required* and then select .

12. In the **Comment** field, enter any comments about the action being performed on your AWP.
13. To approve your IAHP PHC AWP and send it for processing by your DSS FAM again,



select . See the [Review and Action a Health Service's IAHP PHC AWP \(DSS FAMs\)](#) QRG for the next step in the process.

Your IAHP PHC AWP has now been approved and sent to your DSS FAM again for processing.