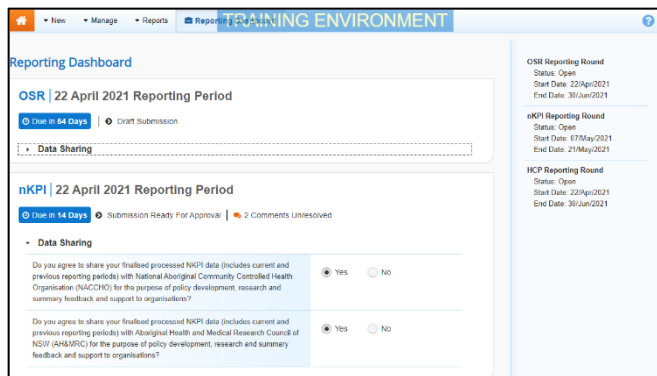




To approve a data asset in the Data Portal as part of exception reporting:

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 Dashboard* open.



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

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 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 this in the Data Asset

Details screen by selecting next to and then selecting *Open Data Asset*.

The applicable form will display.

4. Review the data in the form as required.

Any data changes made in the form by the *Submission Uploader* or *Submission Reviewer* will appear in an additional line with *Current* next to it and an orange border around the cell that has been changed (nKPI only). Any changes you then make to values 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. To respond to a comment made by the AIHW, the *Submission Uploader* or the *Submission Reviewer*, in the **Notifications Tray**, to the right of the title of the applicable comment, 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 screen.

6. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
7. Enter your comment in the **Additional Information** field.
8. To save the comment, select
9. 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 the *Submission Uploader* and anyone else accessing the data asset.

10. 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 Dashboard* open.

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

The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing again by the AIHW.
  - **Revision Required** – Select this action if the data asset needs to be returned to the *Submission Uploader* for amendment.
13. In the **Comment** field, enter any comments regarding the action being performed on the data asset.



14. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:
- To approve the data asset and send it for processing again by the AIHW, select . See the *Process an IHDR Data Asset Submission (the AIHW)* QRG for the next step in the process.
  - To send the data asset back to the *Submission Uploader* for amendment, select . See the *Amend an IHDR Data Asset Submission* QRG for the next step in the process.

The data asset has now been approved and sent back to the AIHW for processing now the issues they identified and commented on have been resolved.