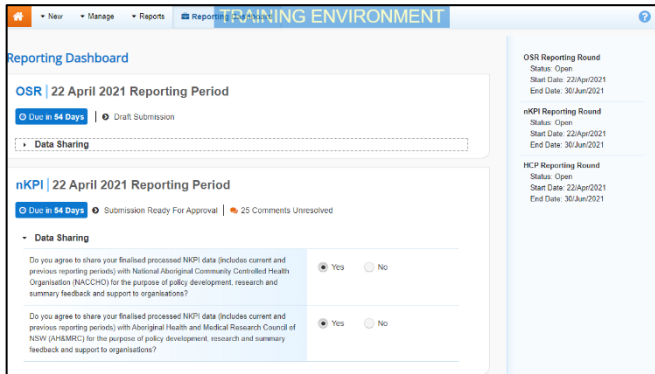




To approve a data asset in the Data Portal:

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.



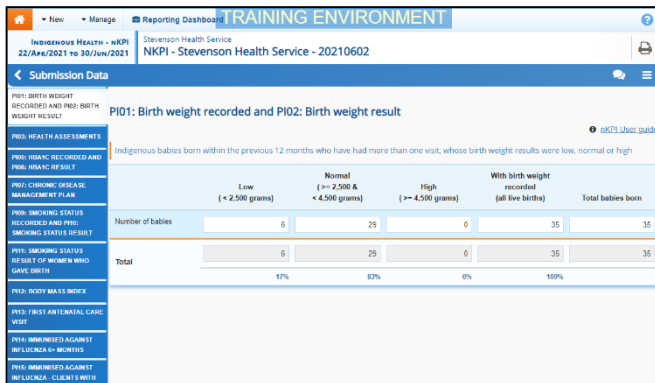
To be eligible for approval, the data asset's status will need to be *Submission Ready for Approval*.

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.
5. To respond to a particular comment/response made by the *Submission Uploader* or the *Submission*

Reviewer, in the **Notifications Tray**, hover your mouse pointer to the right of the applicable data validation flag title and select .

If the *Notifications Tray* doesn't display, select or at the top of the form to open it so you can address the data validation issues/read the comments that display.

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

8. To save the response, select

The response has been added and can be viewed by the *Submission Uploader* and anyone else accessing the data asset.

9. To exit the form and return to the Data Portal Home screen, scroll to the bottom of the form, and select .

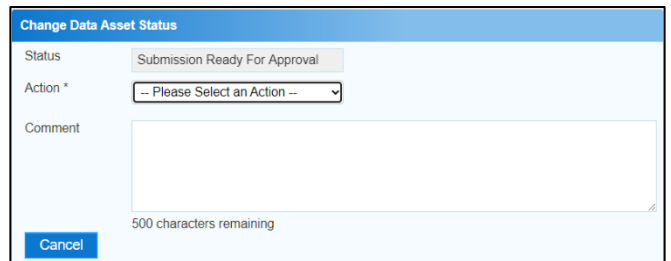
The Data Portal Home screen will again display with the *Reporting Dashboard* open.

10. Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the two data sharing consent questions that display under **Data Sharing** if they have not already been answered.

11. To save the changes, select .

12. To progress the data asset through the submission workflow, select for the applicable data asset.

The *Change Data Asset Status* dialog box will display.



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



The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing by the AIHW.
- **Revision Required** – Select this action if the data asset needs to be returned to the *Submission Uploader* for 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 back to the *Submission Uploader* for amendment, select . See the *Amend an IHDR Data Asset Submission* QRG for the next step in the process.
- b. To approve the data asset and send it for processing by the AIHW, select . See the *Process an IHDR Data Asset Submission* QRG for the next step in the process.

The data asset has now either been sent back to the *Submission Uploader* for amendment or approved and sent to the AIHW for processing.