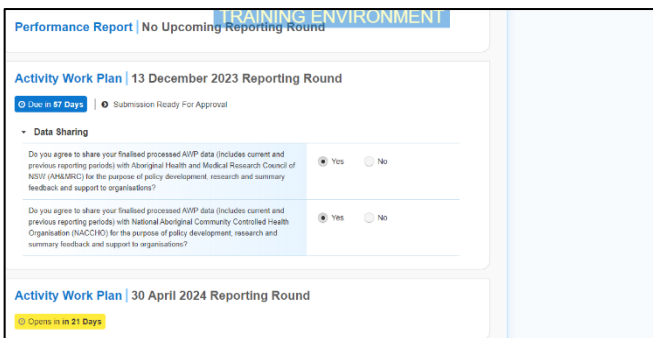




To approve your service's IAHP PHC AWP in the Data Portal as your health service's *Submission Approver*:

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* QRG.

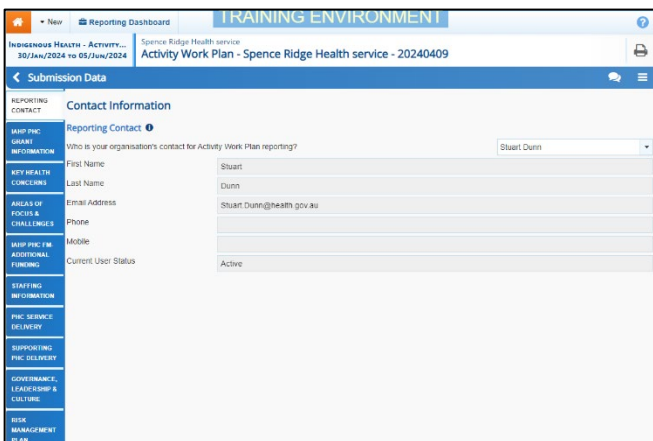
The Data Portal home screen will display with the Reporting Dashboard open.



To be eligible for approval, the 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. Review the information in your IAHP PHC AWP form, focussing on any sections with a displaying on the corresponding tab, if there are any.

If any sections in the form contain a , you should send the AWP back to your Submission Uploader and ask them to address the issue before returning the report to you for approval.

5. In the first section of the form displaying a , 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 information 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 the 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 has 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 back to them.

9. To exit your 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. Before progressing your AWP through the submission workflow, answer either **Yes** or **No** to the 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 your IAHP PHC AWP through the submission workflow, select **Submission Ready For Approval**.



The Change Data Asset Status dialog box will display.

13. 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 the AWP back to your *Submission Uploader* so they can address your response, select *Revision Required* and then select .

14. In the **Comment** field, enter any comments about the action being performed on the AWP.
15. To approve your IAHP PHC AWP and send it for processing by your DSS FAM, select . See the *Process an IAHP PHC AWP QRG* for the next step in the process.

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