




With extra features and functions recently added to the forms in the Data Portal, there are now several different tasks that can be completed within the form to help health service users submit their data through the Data Portal as quickly and accurately as possible.

 The screenshot below displays the nKPI form but each of the form sections detailed below are also present in the OSR and Performance Report forms.

The screenshot shows the 'Submission Data' section of the form. On the left, there is a list of tabs for different indicators, with 'PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT' selected. The main content area displays a table for 'PI01: Birth weight recorded and PI02: Birth weight result'. The table has columns for 'Low (< 2,500 grams)', 'Normal (>= 2,500 & < 4,500 grams)', and 'High (>= 4,500 grams)'. The data shows 6 babies in the Low category, 29 in the Normal category, and 35 in the High category. A 'Total' row shows 6 babies, 29 babies, and 34 babies. The percentages are 18%, 85%, and 103% respectively. A 'Notifications' panel on the right shows an 'Internal validation' error with 6 items, stating that the number of babies with birth weight recorded (35) should not be more than the total babies born (34).

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)
Number of babies	6	29	35
Total	6	29	34
	18%	85%	103%


1. Cancel and Go Back to Overview



 - Allows the user to quickly navigate away from the form, back to the Data Portal home screen.

2. The Indicators/Sections Tabs

A vertical list of indicator tabs. The selected tab is 'PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT'. Other tabs include 'PI03: HEALTH ASSESSMENTS', 'PI05: HBA1C RECORDED AND PI06: HBA1C RESULT', 'PI07: CHRONIC DISEASE MANAGEMENT PLAN', 'PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT', 'PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH', 'PI12: BODY MASS INDEX', 'PI13: FIRST ANTENATAL CARE VISIT', 'PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS', and 'PI16: ALCOHOL CONSUMPTION RECORDED'.

Allow the user to move through the different sections of the form by selecting the appropriate tab from the left-hand side of the form.

A  will display on any indicators/sections containing data validation flags that need to be addressed.

The tabs can be hidden if needed by selecting  at the bottom of the list (not shown here). The tabs can then be reopened when needed by selecting .

3. Main Form Window


This section of the form contains the data entry cells for the indicator/section that has been selected from the tabs on the left-hand side of the form.


This is where all data is entered in the form.



4. Open Notifications – Some comments require action



If there are any data validation flags that need to be addressed in a particular indicator/section of the form,  will display in the blue *Submission Data* bar at the top of the form.

If there are any explanatory comments that have been added to the indicator/section by a user,  will display in this section.






To view the data validation flag/comment in the *Notifications Tray*, simply select the applicable button.

5. The Options Menu






The Options Menu has been added to the blue *Submission Data* bar at the top of the form, to group the functions that have been added to the form in the last release or two.

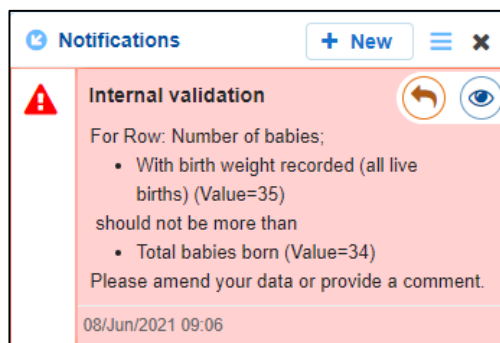
The functions available through the *Options Menu* are:







-  **Summary View** - Displays all indicators/sections of the form in read-only mode on the one screen (replacing the old *Preview* tab) so the whole form can be printed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected indicator/section.
-  **Clear all cells** - Clears all data that has been entered into the cells in the selected indicator/section.
-  **Expand all tabs** - Allows the user to open all the indicators/sections when in *Summary View*.
-  **Collapse all tabs** - Allows the user to collapse all the indicators/sections when in *Summary View*.


6. The Notifications Tray

All data validation flags and user entered comments in the forms are displayed in the *Notifications Tray*.

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



- To respond to a data validation flag/user comment, hover the mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .
- To search for a particular data validation flag/comment, or to show completed comments in the tray, select  at the top of the *Notifications Tray*.
- To add a new comment, select  at the top of the *Notifications Tray*.
- To dock the tray at the bottom of the indicator/section or undock it so it can be moved around the screen, select  in the top left-hand corner of the *Notifications Tray*.
- To close the tray, select  in the top right-hand corner of the *Notifications Tray*.

 When the *Notifications Tray* is undocked, it can be moved around the screen by hovering the mouse pointer over the top of the tray, until the cursor appears as a four headed arrow, holding the left mouse button down and then dragging the tray to any part of the screen.