
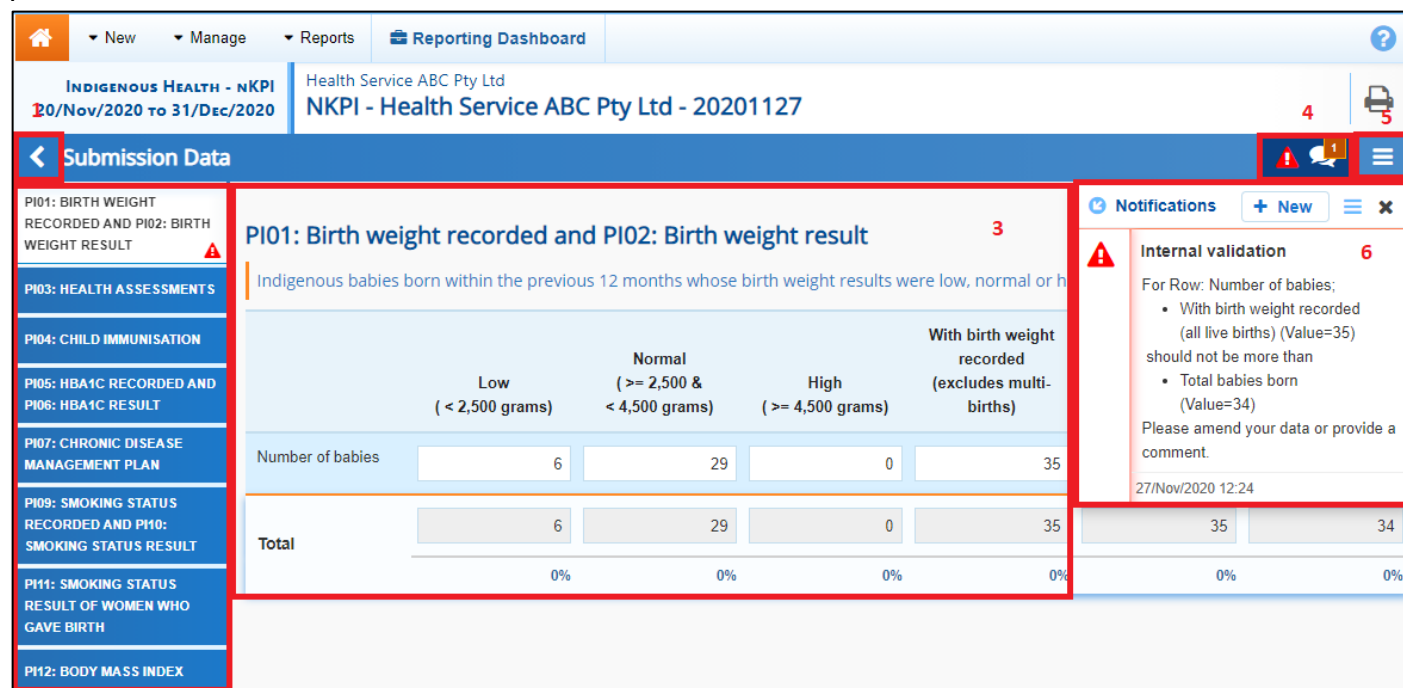





With extra features and functions added to the nKPI/OSR form in the Data Portal for the upcoming reporting round, there are now several different tasks that can be completed within the form to help Health Service users submit their data through the Data Portal as quickly and accurately as possible.

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

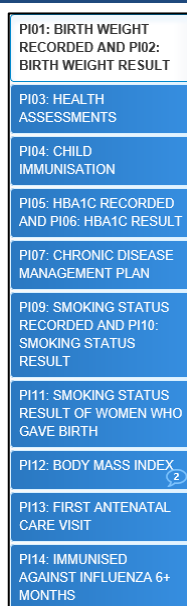


The screenshot shows the nKPI form interface. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main header displays 'INDIGENOUS HEALTH - nKPI' and 'Health Service ABC Pty Ltd'. The left sidebar lists various indicators, with 'PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT' selected. The main content area shows a table for birth weight results, categorized by Low, Normal, and High, with a total of 35 babies. A Notifications panel on the right shows an internal validation error: 'For Row: Number of babies; With birth weight recorded (all live births) (Value=35) should not be more than Total babies born (Value=34)'. The error message asks the user to amend their data or provide a comment.

## 1. Cancel and Go Back to Overview

 - Allows the user to quickly navigate away from the nKPI/OSR form, to the Data Portal Home screen.


## 2. The Indicators/Sections Tabs





A vertical list of indicators/sections tabs. The tabs are: PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT, PI03: HEALTH ASSESSMENTS, PI04: CHILD IMMUNISATION, 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, and PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS. The 'PI12: BODY MASS INDEX' tab is highlighted with a blue background and a small '2' icon.

Allow the user to move through the different sections of the nKPI/OSR 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. 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 nKPI/OSR 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 nKPI/OSR 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 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 nKPI/OSR form, to group the functions that have been added to the form in the last release or two.

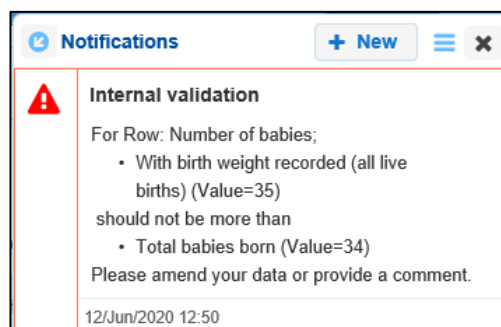
The functions available through the *Options Menu* are:







-  **Summary View** - Displays all indicators/sections of the form 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 nKPI and OSR 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.