



Australian Government

**Department of Health
and Aged Care**

INTRODUCTION TO THE HEALTH DATA PORTAL FOR HEALTH SERVICE USERS

28 FEBRUARY 2024

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Contents

Version History	5
Data Portal Terminology	7
Data Portal Roles	9
Data Portal Statuses	13
Register for the Health Data Portal	17
Log in to the Health Data Portal	24
Introduction to the Data Portal home screen	28
The Header Section (1)	29
The Search and Action Section (2)	29
The Reporting Dashboard/Data Assets section (3)	32
The Data Assets Section (3b)	33
Manage User Profiles	36
Request an Alternate User Profile	36
Switch User Profiles	37

Version History


This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.



Version Number	Date	Change
1.0	28 February 2024	Original version

Data Portal Terminology

There are terms particular to the Data Portal that you may not have previously encountered.

The table below identifies these terms along with a description of what they mean, with the aim of assisting you in your overall understanding of the Data Portal and how to use it for your Indigenous health data reporting requirements.

Term	Description
Data Asset	<p>The data file being submitted by the health service and its associated information, such as who is submitting the data and for which reporting round and collection period.</p> <p>Data asset is a generic term used for all data submitted in the Data Portal, not just data submitted by health services.</p> <p>An analogy that is used to describe a data asset is to think of it as the "envelope" that contains the "letter" that is the health service's data and carries it through the data asset submission workflow process.</p>
Data Period	<p>This field identifies the period covered by the data being submitted (e.g., 01/06/23 to 31/12/23).</p> <p> This field isn't used for Indigenous health data reporting.</p>
B2G	<p>Business to Government. This term describes a data asset that has been uploaded to the Data Portal automatically from a health service's Clinical Information System (Communicare, MMEx, Medical Director or Best Practice) through a direct data load.</p>
Direct Load	<p>Another term for B2G, a "direct load" data asset is one that is automatically transferred from the health service's Clinical Information System (CIS) to the Data Portal at the commencement of a reporting round.</p>
Reporting Round	<p>A scheduled event that triggers the submission of health-related data by health services through the Data Portal.</p>
Trial Submission	<p>An option used by health services to test the submission of their nKPI data in the Data Portal before submitting it to the AIHW as part of the reporting round.</p> <p>Trial submissions can also be used by health services to submit data in the Data Portal more frequently, so this data appears in their <i>QLIK Health Service nKPI Report</i>.</p>
Organisation	<p>The generic Data Portal term used to describe health services that use the Data Portal. It can be any entity with an ABN or connected to an organisation with an ABN. In the Indigenous health context, each health service required to report will have an organisation record created for it in the Data Portal.</p>
Parent Organisation	<p>A health service that has smaller "child" organisations reporting to it. Parent organisations need to have an ABN recorded in the Data Portal.</p>
Child Organisation	<p>A health service that reports to a larger "parent" organisation. A child organisation is not required to have an ABN.</p>
Action	<p>To move a data asset to the next stage of the data asset submission workflow process, an appropriate action needs to be selected in the Data Portal.</p>

Term	Description
Organisation Type	The category of organisation (for example, ACCHS, Local Government, Non-Government Health Service). This is used for grouping reporting data for certain types of health services.
Shared Data Asset	A data asset that can be seen in the Data Portal by all users with access to a particular folder - this may be across different health services. For example, there may be information Health and Aged Care wants all health services to see - if so, they can disseminate this information as a shared data asset in the Data Portal.
FOFMS ID	<p>FOFMS is the system Health and Aged Care uses to manage grant payments. If a health service receives grants from Health and Aged Care, they should have a FOFMS ID recorded in their organisation record in the Data Portal.</p> <p> FOFMS has been renamed to GPS but the Health Data Portal still refers to it as FOFMS.</p>
Status	<p>Shows where a data asset submission is up to in the data asset submission workflow process. There are different statuses in the Data Portal for data assets submitted by health services and for those published through the Data Portal by Health and Aged Care.</p> <p>When a data asset moves from one status to another in the Data Portal, the applicable users will be notified via email of the status change.</p> <p>For more information, see Portal Statuses later in this guide.</p>
Folders	<p>Used to provide permissions for submitted data. A user will only be able to submit or update a data asset for information relating to the folder or folders they have been given access to.</p> <p>The <i>Indigenous Health</i> folder (and its nKPI, OSR, HCP, Activity Work Plan and Performance Report sub-folders) is the only folder health services will need access to.</p>
Data File	<p>A data file contains the health service's aggregated clinical data, that is either automatically uploaded as part of a data asset (<i>direct load</i>) or entered manually (<i>manual submission</i>) in the Data Portal during the data asset submission workflow process.</p> <p>For Indigenous health this will be the health service's nKPI, OSR, HCP, IAHP PHC Activity Work Plan or IAHP PHC Performance Report data, depending on what is being reported on.</p> <p> This is also known in the Data Portal as an XML file and a Form.</p>
Trading Name	A health service's trading name is what they are known as to customers or people that interact with the health service. A health service could have several trading names listed in their organisation record in the Data Portal.






Data Portal Roles

The table below details each of the user roles available in the Data Portal. Users must have at least one of these roles added to their user profile to be able to use the Data Portal. Roles will be assigned to users by either the *User Administrator* for each health service or by a *User Administrator* from the Department of Health and Aged Care as required.



The roles described below are common across all business uses of the Data Portal - they are not specific to Indigenous health.

Role	Description
End User Roles (Data Asset Submission Workflow)	
Submission Uploader	<p>The <i>Submission Uploader</i> is the creator (<i>manual submission</i>) or initial updater (<i>direct load</i>) of a data asset in the Data Portal. They create/update the draft data asset details containing information relevant to their requirements and create/update an attached form containing their aggregated clinical data. In the Indigenous health context, the <i>Submission Uploader</i> will sit within a health service.</p> <p>The <i>Submission Uploader</i> can send the data asset and the form contained within to a colleague either for review (<i>Submission Reviewer</i>) or approval (<i>Submission Approver</i>).</p> <p>The <i>Submission Uploader</i> may be required to amend a data asset as it progresses through the data asset submission workflow.</p> <p> Displays in the user management area of the Data Portal as <i>Uploader of data assets for submission</i>.</p>
Submission Reviewer	<p>The <i>Submission Reviewer</i> role is assigned to any users within a health service who have a need to review data assets submitted by other users within the health service.</p> <p>In smaller health services, the <i>Submission Uploader</i> and the <i>Submission Reviewer</i> may be the same person, while in larger services they will generally be different.</p> <p>The <i>Submission Reviewer</i> is responsible for reviewing and verifying the contents of the data asset (and its attached form) that has been sent to them by the <i>Submission Uploader</i>.</p> <p>The <i>Submission Reviewer</i> can request revisions to the data asset if needed, in which case the submission is returned to the <i>Submission Uploader</i> for revision. If, however, the <i>Submission Reviewer</i> is happy with the data asset, they can send it on to the <i>Submission Approver</i> for approval.</p> <p> Displays in the user management area of the Data Portal as <i>Reviewer of data assets for submission</i>.</p>
Submission Approver	<p>The <i>Submission Approver</i> approves the data asset for their health service. The <i>Submission Approver</i> for a health service will generally be the CEO or a nominated representative.</p> <p>Approval of the data asset by the <i>Submission Approver</i> will send the data asset to an external <i>Data Receiver</i> for processing. For Indigenous health, this will be the AIHW (for nKPI and OSR data) Health and Aged Care (HCP) or the DSS</p>

Role	Description
	<p>Funding Agreement Managers (IAHP PHC Activity Work Plans and IAHP PHC Performance Reports).</p> <p>If needed, the <i>Submission Approver</i> can request amendments to the data asset, in which case the data asset is returned to the <i>Submission Uploader</i> within the health service.</p> <p> Displays in the user management area of the Data Portal as <i>Approver of data assets for submission</i>.</p>
Submission Viewer	<p>The <i>Submission Viewer</i> can view the details of processed data assets for a health service, but they do not have the ability to make any changes to a data asset or its attached form.</p> <p>The <i>Submission Viewer</i> within either a health service or affiliate will generally be someone who isn't involved in the reporting process but has an interest in the data.</p> <p> Displays in the user management area of the Data Portal as <i>Viewer of Processed Data in submission</i>.</p> <p> If a user has other roles, such as <i>Submission Uploader</i> or <i>Submission Reviewer</i>, they should not be given the <i>Submission Viewer</i> role, as this could prevent their profile from functioning properly.</p>
Data Receiver	<p>The <i>Data Receiver</i> role is assigned to users external to the health service submitting the data asset. For Indigenous health, this will be the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS Funding Agreement Managers (IAHP PHC Activity Work Plans and IAHP PHC Performance Reports).</p> <p>The <i>Data Receiver</i> receives the data asset once it has been approved by a health service's <i>Submission Approver</i> (or submitted by the <i>Submission Reviewer</i> if Interim Processing is used). They are responsible for reviewing and processing the data asset.</p> <p>If amendments are required to the data in the data asset, the <i>Data Receiver</i> can send the data asset back to the health service's <i>Submission Uploader</i> for revision. This is known as exception reporting.</p> <p> Displays in the user management area of the Data Portal as <i>Receiver of data assets for submission</i>.</p> <p> If a user has the <i>Data Receiver</i> role in the Data Portal, they should not be given any other roles (<i>Submission Uploader</i> etc) as this could prevent their profile from functioning properly.</p>
Interactive Report Viewer	<p>The <i>Interactive Report Viewer</i> role will be assigned to those users with a need to analyse the Indigenous health data that has been submitted through the Data Portal.</p> <p>This may be users from a health service who will track their health service's data over time and against comparison groups through the <i>QLIK Health Service nKPI Report</i>, or the AIHW,</p>

Role	Description
	who will monitor the data asset submission progress of health services during reporting rounds by using QLIK management reports.
Published Report Viewer	<p>The <i>Published Report Viewer</i> role will be assigned to those users with a need to access their published nKPI Summary reports that have been provided to health services within the Health Data Portal.</p> <p>Initially, the role will be given to each health service <i>User Administrator</i> and the <i>User Administrator</i> can then decide which of the users within their health service requires the role and then can assign it accordingly.</p>
System Administration Roles	
User Administrator (Department of Health and Aged Care)	<p>Department of Health and Aged Care First Nations Health Division (FNHD) <i>User Administrators</i> will have the ability to update user profiles for all users of the Data Portal.</p> <p>When the first member of a health service registers in the Data Portal, FNHD <i>User Administrators</i> will receive an email informing them this user needs to be set up as the <i>User Administrator</i> for their health service.</p> <p>An FNHD <i>User Administrator</i> will then go into the user's profile and assign them the <i>User Administrator</i> role and the Indigenous Health folder.</p> <p>At any time, an FNHD <i>User Administrator</i> can update a health service user's profile to assist the health service's <i>User Administrator</i> as needed.</p>
User Administrator (health service)	<p>The <i>User Administrator</i> role will be assigned to an individual(s) within each health service.</p> <p>The <i>User Administrator</i> is responsible for the management of user profiles within their health service. The <i>User Administrator</i> can add and remove roles to and from users within their health service as required.</p> <p>The initial <i>User Administrator</i> role for each health service will be assigned by an FNHD <i>User Administrator</i>. Subsequent <i>User Administrator</i> roles for a health service can then be assigned by the original <i>User Administrator</i> for the service.</p>
Organisation Administrator (Health and Aged Care)	<p>The <i>Organisation Administrator</i> role will be assigned to nominated representatives from FNHD within Health and Aged Care.</p> <p>The <i>Organisation Administrator</i> role allows the user to create organisation records for new health services in the Data Portal as needed. These records can also be created as parent or child organisations with connections to each other if required.</p> <p><i>Organisation Administrators</i> can also update existing organisation records within the Data Portal.</p>
Reporting Round Administrator (Health and Aged Care)	The <i>Reporting Round Administrator</i> will be able to create and update Indigenous health data reporting round records in the Data Portal.


Role	Description
	The <i>Reporting Round Administrator</i> role will be assigned to individuals within Health and Aged Care's FNHD.
Submission Question Administrator (Health and Aged Care)	The <i>Submission Question Administrator</i> will create submission questions that need to be answered by a health service as part of submitting a data asset through the Health Data Portal. The <i>Submission Question Administrator</i> role will be assigned to individuals within Health and Aged Care's FNHD.



Data Portal Statuses

In the Health Data Portal, a data asset can have a variety of statuses as it moves through the data asset submission workflow process. The statuses and their respective meanings are outlined below.

Status	Description
Draft Submission	<p>When a <i>Submission Uploader</i> in the health service commences the process of submitting a data asset in the Data Portal, the data asset will automatically be set to the status of <i>Draft Submission</i>.</p> <p>For a <i>direct load</i> data asset, the status is automatically set to <i>Draft Submission</i> when the data asset is uploaded to the Data Portal from the health service's CIS.</p> <p>For a manual submission data asset, the status is set once the data asset is created and saved.</p> <p>If a data asset is saved but not sent to the next stage of the data asset submission workflow, its status will remain at <i>Draft Submission</i> until an action is selected.</p>
Submission Ready for Review	<p>When the <i>Submission Uploader</i> selects the action <i>Request Review</i>, the data asset will be given the status of <i>Submission Ready for Review</i>.</p> <p>The data asset can then be reviewed by the <i>Submission Reviewer</i> in the health service as required.</p> <p>Once the <i>Submission Reviewer</i> has reviewed the data asset, they can set it to one of the following statuses depending on what is required and what their Data Portal access allows them to do:</p> <ul style="list-style-type: none"> • <i>Submission Revision Required</i> • <i>Submission Ready for Approval</i> • <i>Interim Submitted</i> • <i>Submission Approved</i>.
Submission Revision Required	<p>If a data asset is returned to the <i>Submission Uploader</i> for revision, its status will be set to <i>Submission Revision Required</i> through the selection of the <i>Revision Required</i> action by either the <i>Submission Reviewer</i> or the <i>Submission Approver</i>.</p> <p>The <i>Submission Uploader</i> will then make the required changes to the data asset and send it off for review/approval again.</p>
Submission Ready for Approval	<p>When a data asset is reviewed and deemed ready for approval, the action <i>Request Approval</i> is selected.</p> <p>This sets the data asset's status to <i>Submission Ready for Approval</i> and sends the data asset to the health service's <i>Submission Approver</i> (usually the CEO) for approval.</p>

Status	Description
Submission Approved	<p>When the <i>Submission Approver</i> reviews a data asset and decides it can be approved, they select the <i>Approve for Submission</i> action. This sets the data asset's status to <i>Submission Approved</i> and sends the data asset to the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS FAMs (IAHP PHC Activity Work Plans and Performance Reports) for processing.</p>
Ready for Processing	<p>When a data asset has been approved for submission, it goes to the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS FAMs (IAHP PHC Activity Work Plans and Performance Reports) for processing.</p> <p>Once the AIHW, Health and Aged Care or the DSS FAMs review the data asset and are happy with the content of the data asset and the associated form, they will set the asset's status to <i>Ready for Processing</i> to let the applicable health service know they are processing this data asset.</p>
Processed	<p>When the data asset has been processed as required by the AIHW, the Department of Health and Aged Care or DSS FAMs, they will select the <i>Process</i> action which sets the data asset to the status of <i>Processed</i> and completes the data asset submission workflow process.</p> <p>A data asset will also be set to the status of <i>Processed</i> when the health service <i>Submission Approver</i> gives final approval of the data asset as part of Interim Processing.</p> <p>The processing of the data asset in the Data Portal is now complete and the applicable health service will be notified by email.</p>
Interim Submitted	<p>Once the <i>Submission Reviewer</i> has reviewed a data asset and is happy with it, they can send it on to the <i>Submission Approver</i> as part of the normal submission workflow process or, they can send it to the AIHW, Health and Aged Care or the DSS FAMs as part of Interim Processing. This is done by selecting the action <i>Request Interim Processing</i>.</p> <p>Interim Processing allows the health service to send the data asset to the AIHW, Health and Aged Care or DSS for processing prior to it going to their CEO for approval. This means the CEO will only have to approve the data asset once after all required changes have been made, rather than potentially needing to approve it several times as part of the standard submission workflow process.</p> <p>When a data asset is sent to the AIHW, Health and Aged Care or DSS as part of Interim Processing, it will have the status of <i>Interim Submitted</i>.</p>

Status	Description
Ready for Interim Processing	<p>When a data asset is sent for Interim Processing by the health service's <i>Submission Reviewer</i>, it goes to the AIHW, Health and Aged Care or DSS for review.</p> <p>Before the AIHW, Health and Aged Care or DSS reviews the data asset and the associated form, they will set the asset's status to <i>Ready for Interim Processing</i> to let the applicable health service know they are processing this data asset.</p>
Submission Ready for Final Review	<p>When the AIHW, Health and Aged Care or DSS review a data asset as part of Interim Processing and are happy for the data asset to be sent back to the health service for CEO approval, they will select the action <i>Request Review</i>.</p> <p>This sends the data asset back to the health service's <i>Submission Reviewer</i> and sets the status of the data asset to <i>Submission Ready for Final Review</i>. The <i>Submission Reviewer</i> can then action the data asset as required.</p>
Submission Ready for Final Approval	<p>When the <i>Submission Reviewer</i> sends the data asset that has been through Interim Processing to the health service's <i>Submission Approver</i> for approval, it will be set to the status of <i>Submission Ready for Final Approval</i>.</p> <p>The <i>Submission Approver</i> can then approve the data asset, which sets the data asset to the status of <i>Processed</i>.</p>
Submission Returned to Uploader	<p>Once a data asset has been approved by the health service <i>Submission Approver</i> and sent to the AIHW, Health and Aged Care or DSS for processing (or it has been sent to the AIHW, Health and Aged Care or DSS by the <i>Submission Reviewer</i> as part of Interim Processing) the AIHW, Health and Aged Care or DSS can send it back to the health service for revision at any stage by selecting the <i>Return to Uploader</i> action.</p> <p>This will set the status of the data asset to <i>Submission Returned to Uploader</i> and will initiate the exception reporting process.</p> <p> A data asset can also be set to <i>Submission Returned to Uploader</i> if the health service has sent the data asset to the AIHW, Health and Aged Care or DSS in error and asks them to send the data asset back to them.</p>
Removed Draft Submission	<p>If a data asset has been created by the <i>Submission Uploader</i> but the action <i>Remove Data Asset</i> is selected prior to the asset being sent to the next step in the process (for review or approval) the data asset's status will be set to <i>Removed Draft Submission</i> and the data asset will be removed from view.</p>

Status	Description	
	 If the data asset you are working with is part of a reporting round, you will not be able to remove the data asset. If you need to remove the data asset, you will need to set the data asset to <i>Trial Submission</i> first.	
Removed Submission	<p>If a submitted data asset has been sent back to the <i>Submission Uploader</i> for revision by the AIHW, Health and Aged Care or DSS and the <i>Uploader</i> then decides to select the action <i>Remove Data Asset</i>, the data asset's status will be set to <i>Removed Submission</i> and the data asset will be removed from view.</p>  If the data asset you are working with is part of a reporting round, you will not be able to remove the data asset. If you need to remove the data asset, you will need to set the data asset to <i>Trial Submission</i> first.	
Reporting Round Statuses	Pending	A reporting round will have the status of <i>Pending</i> until the reporting round start date has been reached.
	Open	<p>This <i>Pending</i> status will automatically change to <i>Open</i> when the reporting round start date is reached.</p> <p>When the reporting round is set to <i>Open</i>, health services can submit data assets through the Data Portal.</p>
	Closed	<p>The status of the reporting round will automatically change to <i>Closed</i> on the reporting round end date.</p> <p>When the reporting round is set to <i>Closed</i>, data assets can no longer be submitted through the Data Portal for that reporting round.</p>

Register for the Health Data Portal

Before you can perform tasks in the Data Portal as a health service user, you will need to be registered in the Data Portal. While most existing health service users should already be registered, there will always be new users who need to be registered and need assistance with the registration process.

Before you can register for the Data Portal, you must have a myGovID. These are secure logins that identify users when using participating government online services, such as the Data Portal. Once you have your myGovID, and it has been linked to the health service in the RAM by your Principal Authority, you can register in the Data Portal. For more information on how to register for myGovID, see [Registering for myGovID](#).




You only need to register once for the Data Portal. If you have registered for the Data Portal but then obtained a new myGovID for some reason or have changed phones and had to uninstall and reinstall the myGovID app as a result, you don't need to register in the Data Portal again. Instead, you need to ask your Principal Authority to update or remove and recreate your RAM profile. Once this is done, you will be able to log in to the Health Data Portal as normal.

The following procedure is used to register for the Data Portal as a health service user.

1. Open the Data Portal through the [Health Data Portal link](#).

The Data Portal Registration and Log In screen will display.

The screenshot shows the 'TRAINING ENVIRONMENT' version of the Health Data Portal. At the top left is the Australian Government logo and 'Department of Health and Aged Care'. The main header reads 'DATA PORTAL'. Below this, the page is titled 'Welcome to the Health Data Portal'. A paragraph explains that the portal allows health staff to exchange data with authenticated individuals, businesses, and other government agencies. A link to the 'Health Data Portal Project' is provided. Below this, it mentions that Indigenous Health specific information, including Fact Sheets and e-newsletters, are available at the health Data Portal [Webpage](#). On the right side, there is a vertical menu with four buttons: 'Log in' (blue), 'Register' (light blue with a red border), 'User Help' (light blue), and 'FAQs' (light blue). To the right of the menu is a network diagram with nodes and connecting lines. At the bottom, there is a dark blue footer with the Department of Health and Aged Care logo and name on the left, and two columns of links: 'ABOUT' (Privacy Statement, Terms & Conditions) and 'QUICK LINKS' (User Support, Frequently Asked).

2. From the Data Portal Registration and Log In screen, select .

The Registration - Authentication screen will display.

This screen confirms you need to have a valid myGovID to be able to register for the Data Portal.



If you don't have a valid myGovID, select and then go to [Registering for myGovID](#) to obtain one.

3. To continue registration for the Data Portal, select .

The Health Authentication Gateway screen will display.

4. To continue, select .



Don't select here as this is the incorrect option and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have.


The Select your identity provider screen will display.

Select your identity provider

Alert: You may need to [increase the strength of your Digital identity](#) for Department of Health.

Department of Health needs you to prove who you are using a Digital Identity.

[What is an identity provider?](#)



myGovID
Managed by Australian Government

You'll need these to get started

- iOS or Android device
- Remember my choice
(Not recommended for shared devices)

Select myGovID >

[Cancel](#)



If you select the *Remember my choice* check box before selecting



Select myGovID >

the *Select your identity provider* screen will not display again.

5. To continue, select


Select myGovID >


The myGovID screen will display.

Get the myGovID app

Prove who you are and get a code to login with the myGovID app. Download the app now to get started.





What's next?

1. Download the app
2. Prove who you are
3. Come back and login

Already have the myGovID app?

Login with your myGovID email to continue.

Login

Remember me
 [Cancel](#)

6. In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.

7. To continue, select .



If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.


- Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Your consent screen will display your myGovID details

Your consent

To continue, you'll need to give your consent to share the following details with **Department of Health**.

Find out more about giving [your consent](#).



Details provided by myGovID

Your details ^

Family name:	[REDACTED]
Given name(s):	[REDACTED]
Date of birth:	[REDACTED]
Email:	[REDACTED]

Cancel

Consent

- To continue, select .

The Registration - Confirm Details screen will display.

Registration

- 1 Authentication
- 2 Confirm Details
- 3 Contact Information
- 4 Nominate Folder and Terms & Conditions
- 5 Complete

Confirm Details

Please confirm your AUSkey details, certify below and click Next to proceed.

If any of the information is incorrect, click Cancel. Please return to once you have obtained the correct AUSkey.

First Name


Last Name

ABN

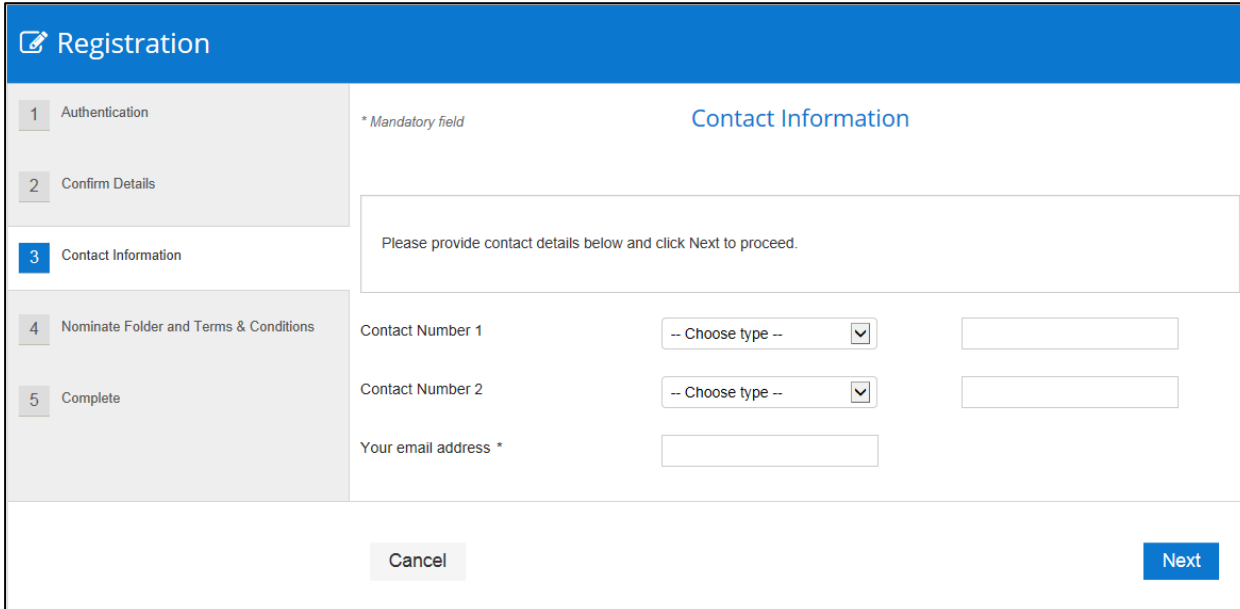
Organisation


* I certify that the information above is true and correct.


10. Check to ensure the details listed for you (first name, last name, ABN, and organisation) are correct:
11. If your details are correct, select the **I certify that the information above is true and correct** check box at the bottom of the screen and select **Next**.

 If your details are incorrect, select **Cancel** at the bottom of the screen and restart the registration process with the correct myGovID.

The Registration - Contact Information screen will display.



12. In the **Contact Number 1** field, select  and select **Office**.
13. In the blank field next to **Contact Number 1**, enter a contact phone number.
14. In the **Your email address** field, enter in a contact email address. This is a mandatory field.

 You don't have to enter in a second contact number.

15. To continue, select **Next**.

The Registration - Nominate Folder and Terms and Conditions screen will display.

Registration

1 Authentication

2 Confirm Details

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

* Mandatory field

Nominate Folder

Please nominate your folder below, accept the terms & conditions and click Next to finalise your registration.

Nominate Folder *

-- Choose a folder --

Terms and Conditions


TERMS OF USE

Welcome to the Health Data Portal (dataportal.health.gov.au). As condition of Your use of the secure area (which requires users to log in for access) of the Health Data Portal You must agree to these Terms of Use.

In these Terms of Use, the terms "You" and "Your" refer to the user of the Health Data Portal.

The Commonwealth of Australia as represented by the Department of Health (the "Department") may at its discretion update these Terms of Use. By continuing to use the Health Data Portal, You accept the Terms of Use as they apply from time to time.

YOUR OBLIGATIONS

16. In the **Nominate Folder** field, select  and select **Indigenous Health** from the drop-down list.

This will ensure that, when your registration is complete, your health service's Data Portal *User Administrator* will receive an email notifying them of your registration.

17. Select the **I accept the terms and conditions listed above** check box at the bottom of the screen.

18. To continue, select .

The Registration - Complete screen will display.

Registration

1 Authentication

2 Confirm Details

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

* Mandatory field

Complete

You have successfully registered. A notification has been sent to your nominated email address confirming your registration.

Please contact your organisation's User Administrator(s) (see below) to obtain privileges, before attempting to log in. A notification has been sent to your organisation's User Administrator(s) about your registration.

To perform functions and view information within the system you will need to be assigned privileges by your organisation's User Administrator(s).

Organisation:

User Administrators:

Finish

Before completing the process, note the name of your *User Administrator(s)* in the **User Administrators** field in case you need to contact them.

19. To complete the registration process, select **Finish**.

You have now successfully registered for the Data Portal.

Your *User Administrator* will receive an email informing them they need to finalise your profile (including assigning you the applicable Data Portal roles) so you can use the Data Portal.

Log in to the Health Data Portal

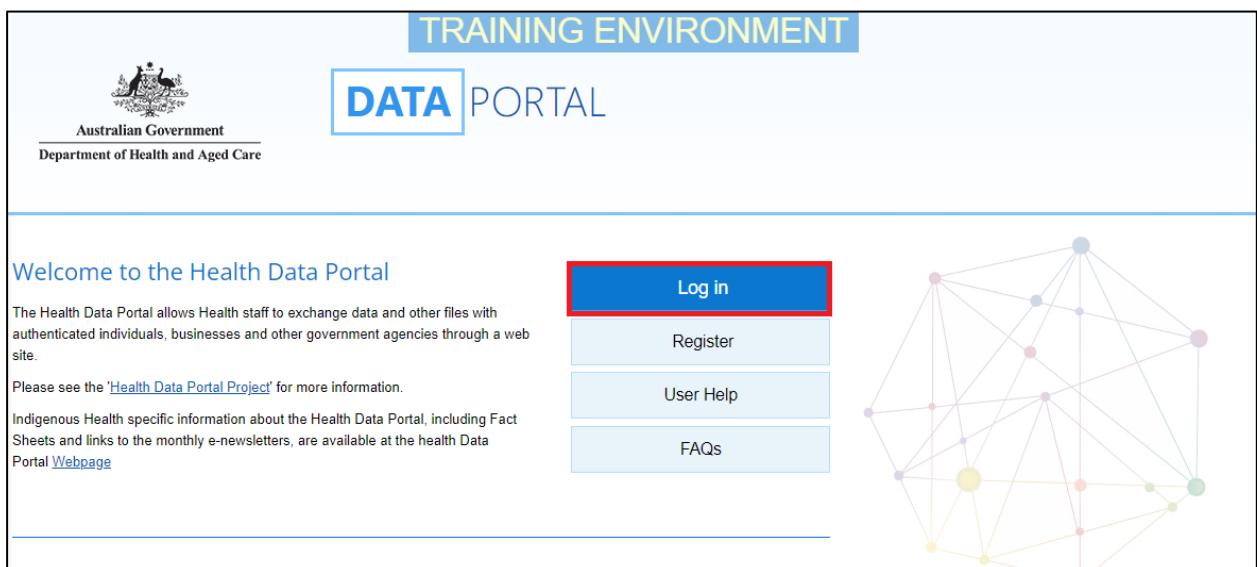
Once you have registered for the Data Portal and your user profile has been completed by your *User Administrator* (for more information, see [Manage User Profiles](#) later in this guide) you can log in to the Data Portal.

For you to be able to perform tasks in the Data Portal, your *User Administrator* needs to have assigned you roles and folders first. If you log in to the Data Portal and can't see any options on the toolbar in the Data Portal home screen or any folders on the left-hand side of the screen, you will need to contact your *User Administrator* and ask them to update your profile as required.

The following procedure is used to log in to the Data Portal as a health service user.

1. Open the Data Portal through the [Health Data Portal link](#).

The Data Portal Registration and Log In screen will display.



TRAINING ENVIRONMENT

Australian Government
Department of Health and Aged Care

DATA PORTAL

Welcome to the Health Data Portal

The Health Data Portal allows Health staff to exchange data and other files with authenticated individuals, businesses and other government agencies through a web site.

Please see the ['Health Data Portal Project'](#) for more information.

Indigenous Health specific information about the Health Data Portal, including Fact Sheets and links to the monthly e-newsletters, are available at the health Data Portal [Webpage](#)

Log in

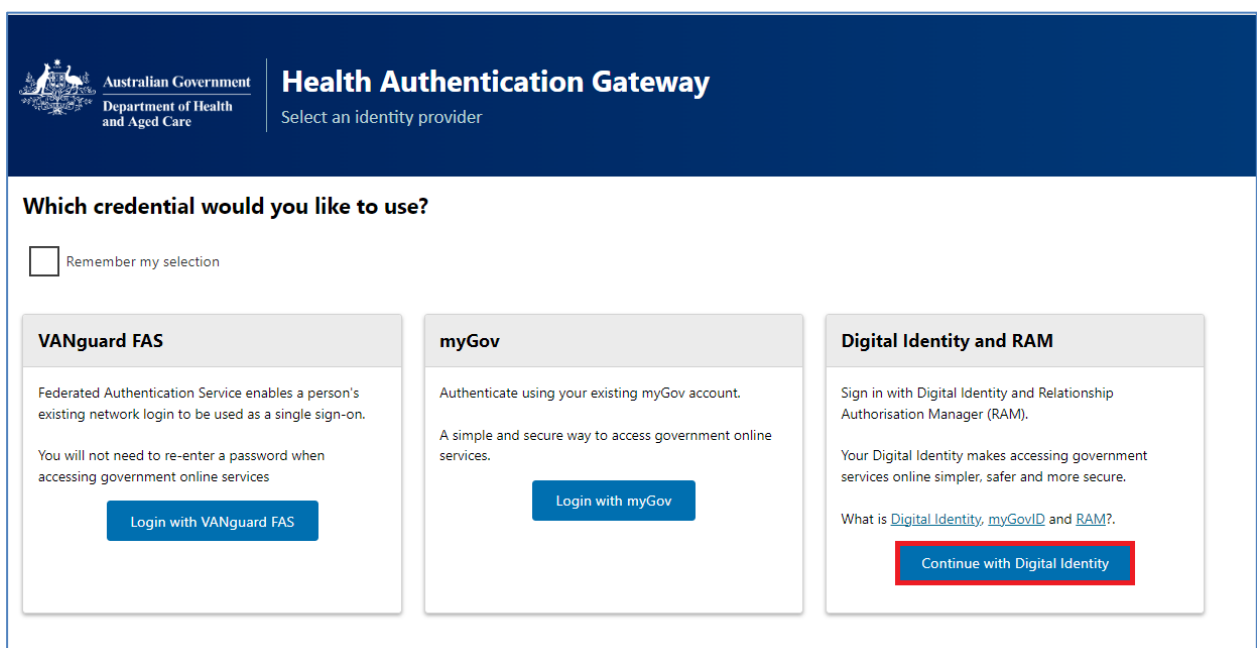
Register

User Help

FAQs

2. From the Data Portal Registration and Log In screen, select **Log in**.

The Health Authentication Gateway screen will display.



Australian Government
Department of Health and Aged Care

Health Authentication Gateway
Select an identity provider

Which credential would you like to use?

Remember my selection

VANguard FAS

Federated Authentication Service enables a person's existing network login to be used as a single sign-on.

You will not need to re-enter a password when accessing government online services

Login with VANguard FAS

myGov

Authenticate using your existing myGov account.

A simple and secure way to access government online services.

Login with myGov

Digital Identity and RAM

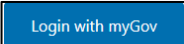
Sign in with Digital Identity and Relationship Authorisation Manager (RAM).

Your Digital Identity makes accessing government services online simpler, safer and more secure.

What is [Digital Identity](#), [myGovID](#) and [RAM](#)?

Continue with Digital Identity

3. To continue, select **Continue with Digital Identity**.


⚠ Don't select  here as this is the incorrect option and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have. The Select your identity provider screen will display.

Select your identity provider

Alert: You may need to [increase the strength of your Digital identity](#) for Department of Health.

Department of Health needs you to prove who you are using a Digital Identity.

[What is an identity provider?](#)



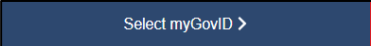
myGovID
Managed by Australian Government


You'll need these to get started



- iOS or Android device
- Remember my choice
(Not recommended for shared devices)

Select myGovID >

[Cancel](#)


⚠ If you select the *Remember my choice* check box before selecting  the *Select your identity provider* screen will not display again.


4. To continue, select . The myGovID screen will display.

Get the myGovID app

Prove who you are and get a code to login with the myGovID app. Download the app now to get started.





What's next?



1. Download the app
2. Prove who you are
3. Come back and login

Already have the myGovID app?

Login with your myGovID email to continue.

Login

Remember me [Cancel](#)


5. In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.
6. To continue, select .
-  If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.
7. Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Your consent screen will display your myGovID details

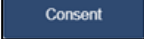
Your consent

To continue, you'll need to give your consent to share the following details with **Department of Health**.

Find out more about giving [your consent](#).

 Details provided by myGovID

Your details	
Family name:	[REDACTED]
Given name(s):	[REDACTED]
Date of birth:	[REDACTED]
Email:	[REDACTED]

8. To continue, select .

The Data Portal home screen will display, and you can now complete your tasks in the Data Portal as required.

The screenshot shows the 'Reporting Dashboard' of the Health Data Portal. At the top, it is identified as a 'TRAINING ENVIRONMENT' for user 'Stuart Dunn (ALBURY WODONGA ABORIGINAL H)'. The Australian Government logo and 'Department of Health and Aged Care' are visible on the left. The main navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The dashboard lists four reporting rounds: OSR, nKPI, HCP, and Performance Report, all for the '1 July 2023 Reporting Round'. Each round has a 'Due in 68 Days' indicator and a 'Not Started' status. A right-hand sidebar provides detailed information for each round, including its status (Open), start date, and end date.

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	23/Aug/2023	31/Dec/2023
nKPI Reporting Round	Open	23/Aug/2023	31/Dec/2023
HCP Reporting Round	Open	23/Aug/2023	31/Dec/2023
Performance Report Reporting R...	Open	16/Oct/2023	31/Oct/2023
Performance Report Reporting R...	Open	23/Oct/2023	31/Dec/2023

Introduction to the Data Portal home screen

Health service users will need to become familiar with the Data Portal home screen when working in the Data Portal. Users such as *Submission Uploaders*, *Submission Reviewers* and *Submission Approvers* will use the Data Portal home screen to launch a variety of functions.

The Data Portal home screen will be accessed at various times during the data asset submission workflow process and allows users to navigate to a variety of different screens within the Data Portal.

Upon logging in to the Data Portal, users will arrive at the Data Portal home screen. This screen will be used to navigate through to a variety of different areas of the Data Portal.

The following procedure is used to navigate around the Data Portal home screen.

The screenshot displays the Data Portal home screen. At the top, there is a header with the Australian Government logo, the text 'DATA PORTAL', and a 'TRAINING ENVIRONMENT' banner. The user's name, 'Stuart Dunn (St)', is visible in the top right corner. Below the header is a navigation bar with a home icon, a dropdown menu with 'New', 'Manage', and 'Reports', and a 'Reporting Dashboard' button. The main content area is titled 'Reporting Dashboard' and contains three rows of reporting rounds: 'OSR | No Upcoming Reporting Round', 'nKPI | No Upcoming Reporting Round', and 'HCP | No Upcoming Reporting Round'. A fourth row is highlighted in blue, showing 'Performance Report | 17 August 2022 Reporting Round' with a red plus icon and a status bar indicating 'Due in 36 Days' and 'Not Started'. On the right side, there is a sidebar for the 'Performance Report Reporting ...' with details: 'Status: Open', 'Start Date: 17/Aug/2022', and 'End Date: 30/Sep/2022'.


The Data Portal home screen is divided into three sections:

1. **Header**
2. **Search and Action**, and
3. **Reporting Dashboard/Data Assets table**.





The Header Section (1)



The *Header* section appears on every screen within the Data Portal and is where you can access your user profile to either update your existing profile or request the creation of a new profile for another health service you may work closely with.

1. To manage your user profile in the Data Portal, select  next to your name in the top right-hand corner of the screen you are currently working in.

The following options are available from the drop down next to your name:



-  **Manage My User Profile**: Allows you to edit some elements of your user profile such as your contact details.
-  **My User Profiles**: Allows you to request a new profile for a different health service, switch between profiles and set a default profile.
-  **Request New Profile**: Allows you to request a new profile for a different health service.
-  **Log Off**: Logs you off from your current session of the Data Portal.

The *Header* section also contains the Department of Health and Aged Care's crest, which will take you to the Department of Health and Aged Care's website when you select it.

The Search and Action Section (2)

The *Search and Action* section of the Data Portal home screen is divided into two areas – **Search** (right-hand side) and **Action** (left-hand side).



-  The *Search* field/area on the right will only display if you close your *Reporting Dashboard* by selecting  **Reporting Dashboard**.


The Action Area

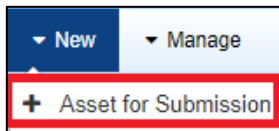
The *Action* area of the *Search* and *Action* section contains a series of options that perform different Data Portal functions.




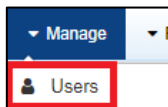
You will only see the options that relate to the functions you have access to. For example, if you don't have the access to manage user profiles for your health service in the Data Portal, you won't see the **Manage > Users** option.


The following is a list of options available in the *Action* area and the functions they perform:

- The  button allows you to navigate back to the home screen from any screen within the Data Portal.




- : Allows you to manually submit data assets in the Data Portal. This function will only be used by health services who need to submit their aggregated clinical data manually.




- : Allows you to update user profiles for yourself or other users within your health service if you are a *User Administrator* for your health service. This function will also be used by Department of Health and Aged Care FNHD *User Administrators*.




- : This option takes you to your *QLIK Health Service nKPI Report*, where you can view, filter, and compare reporting data in a series of sheets. Access to your *QLIK Health Service nKPI Report* can be granted by your *User Administrator*.



- : This option gives you access to your *National KPI Summary Presentation* report, your *National nKPI Results over Time* report and your *National KPI Executive Summary* report for the most recently completed collection period. To access these reports, you will need to have the *Published Report Viewer* role, which can be assigned by your *User Administrator*.



- : Allows you to open and close the *Reporting Dashboard* as needed, where you can see each of the data assets you are required to submit as part of the reporting round, and access each of these data assets.



The *Reporting Dashboard* will default to displaying as open when you access the Data Portal home screen.

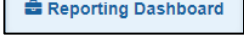

The Search Area

The *Search* area of the Data Portal home screen allows you to search for data assets that have previously been submitted by you and other users within your health service. Your search results will display in the Data Assets section located beneath the *Search* area.



As a health service user, you will see the *Reporting Dashboard* on your home screen by default, meaning the *Search* area will not display. The *Search* area will only display when you close your *Reporting Dashboard* to display the Data Assets table containing your data assets for previous collection periods.

To conduct a data asset search in the Data Portal:



1. Ensure the Search area is displayed by selecting  to close your Reporting Dashboard.
2. Enter a keyword(s) in the **Search for Data Assets...** field on the right-hand side of the *Search and Action* section of the home screen.
3. To refine the search further, select  next to the **Search for Data Assets...** field and select the check box relating to the appropriate *Submission date*, *Submission Status*, *Publication status*, *State* or *Submission type* for the data asset(s) you are searching for.

4. To run the search, select .

A list of data assets matching the selected parameters will display and the *Filtered* label will display (highlighted in red below) informing you that you have filtered the view by either a *Submission status*, or *State*, or to include or exclude shared data assets.

The screenshot shows the 'Reporting Dashboard' section of the Data Portal. The user is logged in as Stuart Dunn (Albury W). The dashboard displays a table of 'Data Assets for Indigenous Health > OSR' with columns for Status, Data Period, Title, and Last Modified. A 'Filtered' label is present above the table. The table contains seven rows of draft submissions for various reporting rounds.

Status	Data Period	Title	Last Modified
Draft Submission	01/Jul/2022 to 01/Nov/2022 Reporting Round Submission	OSR - Albury Wodonga Aboriginal Health Service Incorporated - 20221102	02/Nov/2022 10:25
Draft Submission	02/Oct/2021 to 30/Oct/2021 Reporting Round Submission	OSR - Albury Wodonga Aboriginal Health Service Incorporated - 20211119	19/Nov/2021 11:14
Draft Submission	01/Jul/2021 to 21/Sep/2021 Reporting Round Submission	OSR - Albury Wodonga Aboriginal Health Service Incorporated - 20211005	05/Oct/2021 14:43
Draft Submission	01/Oct/2020 to 31/Oct/2020 Reporting Round Submission	OSR - Albury Wodonga Aboriginal Health Service Incorporated - 20210505	05/May/2021 14:08
Draft Submission	01/Jul/2019 to 31/Jan/2020 Reporting Round Submission	OSR - Albury Wodonga Aboriginal Health Service Incorporated - 20200612	12/Jun/2020 14:02
Draft Submission	01/Jan/2020 to 10/May/2020 Reporting Round Submission	B2G - OSR - Albury Wodonga Health Service	25/May/2020 14:25

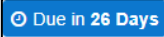

- To clear the search results, remove filters and display all data assets again, select  in the **Search for Data Assets...** field.
- To reset the check boxes under **Advanced Search Options**, select .

The Reporting Dashboard/Data Assets section (3)




The screenshot shows the 'Reporting Dashboard' for OSR and nKPI reporting rounds. The OSR section shows the '1 May 2022 Reporting Round' with a 'Due in 27 Days' status and 'Draft Submission' status. The nKPI section shows the '1 May 2022 Reporting Round' with a 'Due in 13 Days' status and 'Submission Ready For Approval' status. Both sections have 'Data Sharing' options. The nKPI section also includes a 'Data Sharing' form with two questions about sharing data with the Aboriginal Health and Medical Research Council of NSW (AH&MRC) and the National Aboriginal Community Controlled Health Organisation (NACCHO).

The *Reporting Dashboard* section of the Data Portal home screen allows health service users to manage the submission of their Indigenous health data assets during a reporting round.

The *Reporting Dashboard* contains the following elements:

- Text that identifies the type of data asset being submitted (OSR, nKPI, HCP, IAHP PHC Activity Work Plan, IAHP PHC Performance Report and TIS Performance Report)
- Text that describes the current open reporting round that is being worked on
-  - Informs you how long you have left to submit your data asset for the current reporting round.
-  Submission Returned to Uploader - Confirms the current data asset submission status of the data asset being worked on. This is a link that is used to move the data asset to the next

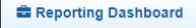
status in the data asset submission workflow process. For more information regarding the different data asset submission workflow statuses, see the *Data Asset Statuses* section earlier in this user guide.

-  **Unresolved Comments Exist** - Informs you there are still data validation issues that need to be addressed in the data asset.
-  - Allows you to open the applicable data asset form to make any required changes to the data contain within.
-  - Allows you to access more information regarding their data asset, such as the title and description and the dates of the reporting round the data asset belongs to.
- **Data Sharing section** – contains questions asking whether your health service agrees to sharing their finalised, processed data with NACCHO and/or their state affiliate.

The Data Assets Section (3b)



By default, the *Reporting Dashboard* will display as open when you access the Data Portal home screen, meaning the *Data Assets* section will be hidden. To display this

section, you will need to select  and close the *Reporting Dashboard*.

Folders		Data Assets for Indigenous Health > nKPI			
Status	Data Period	Title	Last Modified		
Draft Submission	01/May/2022 to 16/May/2022 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20220531	31/May/2022 08:22		
Draft Submission	01/Apr/2022 to 30/Apr/2022 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20220506	06/May/2022 10:51		
Draft Submission	01/Apr/2022 to 13/Apr/2022 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20220420	20/Apr/2022 11:51		
Draft Submission	01/Oct/2021 to 31/Oct/2021 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20211101	03/Nov/2021 10:40		
Submission Ready For Approval	01/Jul/2021 to 21/Sep/2021 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20211005	05/Oct/2021 16:09		
Draft Submission	01/Oct/2020 to 31/Oct/2020 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20210505	05/May/2021 17:09		
Submission Approved	30/Apr/2019 to 03/May/2019 Reporting Round Submission	B2G - nKPI - Albury Wodonga Aboriginal Health Service	29/Apr/2021 08:59		

The *Data Assets* section of the Data Portal home screen displays the data assets that have been submitted through the Health Data Portal by your health service.

While the *Reporting Dashboard* displays the data assets you are currently working on as part of a reporting round, the *Data Assets* section displays every data asset your service has submitted across the *nKPI*, *OSR*, *HCP*, *IAHP PHC Activity Work Plan* and *IAHP PHC Performance Report* reporting types.

In addition, each of the data assets that display in the *Data Assets* section will be clearly labelled as either being a “*Reporting Round Submission*” or a “*Trial Submission*”

The *Data Assets* section is divided into two areas – The *Folders* area (left-hand side) and the *Data Assets list* area (right-hand side).

The *Folders* area on the left-hand side of the screen displays all the folders you have access to along with the folder you currently have selected (highlighted in blue). The folder you have selected determines the data assets that display in the *Data Assets list* area on the right-hand side of the screen. Health services will generally only have access to the Indigenous Health folder.

To browse folders:


1. Select the folder’s name.

The data assets in the chosen folder will appear in the Data Assets list on the right-hand side of the screen.

Folders		Data Assets for Indigenous Health > nKPI		
Status	Data Period	Title	Last Modified	
Draft Submission	01/May/2022 to 16/May/2022 Reporting Round Submission	NKPI - Albury Wodonga Aboriginal Health Service Incorporated - 20220531	31/May/2022 08:22	

! If required, you can select  next to a folder to open it up and examine its sub-folders.


2. To hide your folders from view, select  in the top right-hand corner of the *Data Assets list* area and select **Hide Folders**.

! To sort your folders by name, select  and select **Sort Folders by name**. To undo the sort, select **Sort Folders by last modified**.

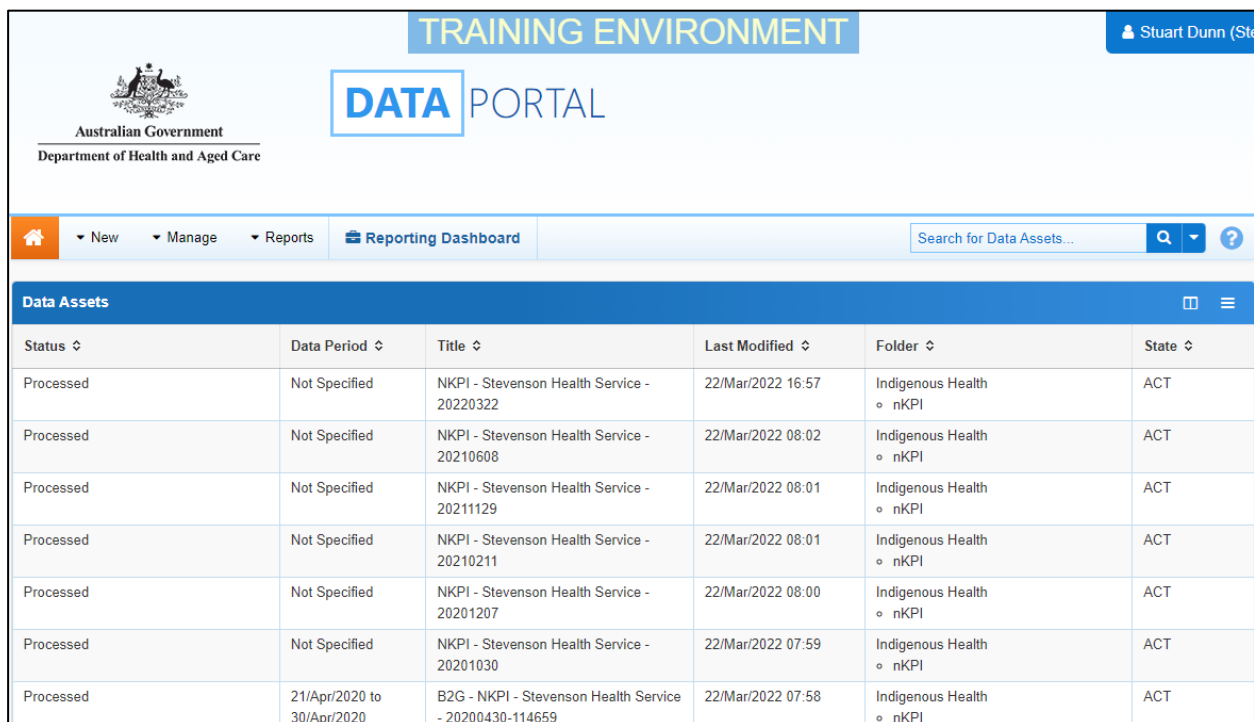
The Data Assets section of the screen will update to display a list of all the data assets you have access to, across all folders.

TRAINING ENVIRONMENT				
Australian Government Department of Health and Aged Care		DATA PORTAL		Stuart Dunn (Stu)
Data Assets				Search for Data Assets...
Status	Data Period	Title	Last Modified	Folder
Processed	Not Specified	NKPI - Stevenson Health Service - 20220322	22/Mar/2022 16:57	Indigenous Health o nKPI
Processed	Not Specified	NKPI - Stevenson Health Service - 20210608	22/Mar/2022 08:02	Indigenous Health o nKPI
Processed	Not Specified	NKPI - Stevenson Health Service - 20211129	22/Mar/2022 08:01	Indigenous Health o nKPI
Processed	Not Specified	NKPI - Stevenson Health Service - 20210211	22/Mar/2022 08:01	Indigenous Health o nKPI
Processed	Not Specified	NKPI - Stevenson Health Service - 20201207	22/Mar/2022 08:00	Indigenous Health o nKPI
Processed	Not Specified	NKPI - Stevenson Health Service - 20201030	22/Mar/2022 07:59	Indigenous Health o nKPI
Processed	21/Apr/2020 to 30/Apr/2020	B2G - NKPI - Stevenson Health Service - 20200430-114659	22/Mar/2022 07:58	Indigenous Health o nKPI

In this view, if required, you can add the **State** column to the *Data asset list* area and then sort your data assets by state.

- To do this, select  in the top right-hand corner of the *Data assets list* area and select the **State** check box from the list that displays.
- Click anywhere on the screen to remove the **Show / Hide Columns** drop down list.

The Data Assets list will update to display the *State* column and you can now sort your data assets by state as required.



Status	Data Period	Title	Last Modified	Folder	State
Processed	Not Specified	NKPI - Stevenson Health Service - 20220322	22/Mar/2022 16:57	Indigenous Health o nKPI	ACT
Processed	Not Specified	NKPI - Stevenson Health Service - 20210608	22/Mar/2022 08:02	Indigenous Health o nKPI	ACT
Processed	Not Specified	NKPI - Stevenson Health Service - 20211129	22/Mar/2022 08:01	Indigenous Health o nKPI	ACT
Processed	Not Specified	NKPI - Stevenson Health Service - 20210211	22/Mar/2022 08:01	Indigenous Health o nKPI	ACT
Processed	Not Specified	NKPI - Stevenson Health Service - 20201207	22/Mar/2022 08:00	Indigenous Health o nKPI	ACT
Processed	Not Specified	NKPI - Stevenson Health Service - 20201030	22/Mar/2022 07:59	Indigenous Health o nKPI	ACT
Processed	21/Apr/2020 to 30/Apr/2020	B2G - NKPI - Stevenson Health Service - 20200430-114659	22/Mar/2022 07:58	Indigenous Health o nKPI	ACT

5. To return to the previous view, select  again and select **Show Folders**.

The *Data Assets list* area displays the data assets that you are currently viewing.

There are several actions you can take when viewing data assets:

- i. To view the details of a data asset, select the data asset in the list. This will take you to the Data Assets Details screen.
- ii. To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to (*Date*) *Last Modified*, *Status*, *Data Period* or *Title*.
- iii. If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets



Manage User Profiles

Although most user administration will be done by your health service's *User Administrator*, there are some tasks end users will be able to carry out themselves when it comes to managing their user profiles in the Data Portal.


End users will be able to do the following as part of managing their user profiles in the Data Portal:

- Request an alternate user profile in another site within the service
- Switch user profiles.

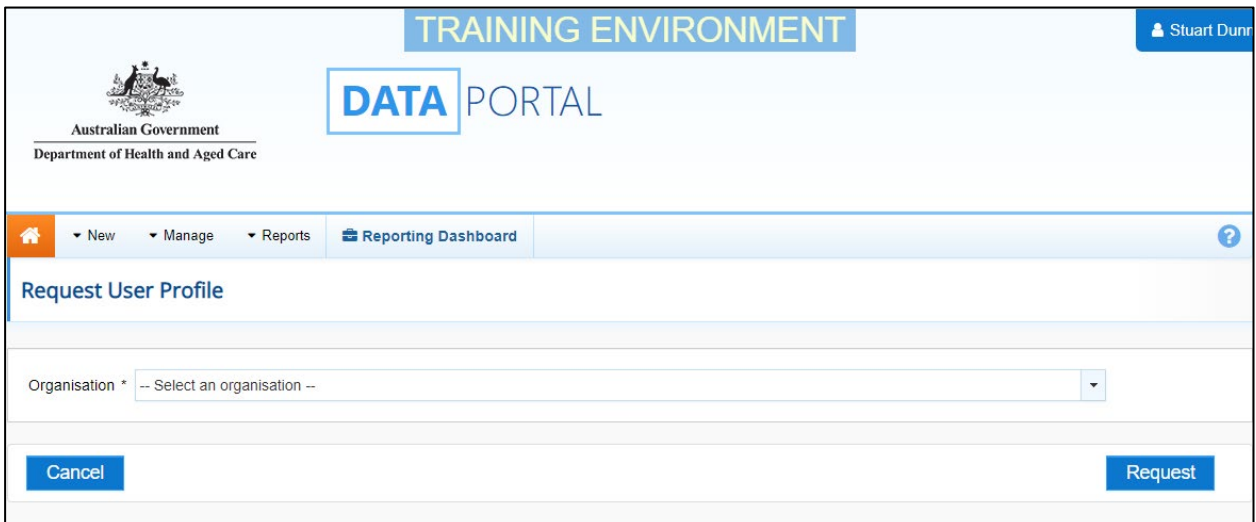
Request an Alternate User Profile


When you have a profile created for you in the Data Portal, you will have a "home" health service/site assigned to you. If you work with other health services on a regular basis or your health service has several sites you need to work with, you can request the creation of a user profile in these additional health services/sites as required.

The following procedure is used to request an alternate user profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. On the Data Portal home screen, select  next to your name in the top right-hand corner of the screen and select **Request New Profile** from the list that displays.

The Request User Profile screen will display.



3. Select  in the **Organisation** field and select the health service/site you wish to request an alternate user profile in, from the drop-down list that displays.



The *Organisation* drop down list contains a search field in which you can enter the name of the health service/site to refine the list. Alternatively, you can just scroll down the list.


4. Once you have selected the applicable health service/site, select .

Your request for an alternate user profile has now been submitted to the *User Administrator* for the nominated health service/site. When the *User Administrator* actions your alternate user profile request, you will receive an email informing you of the outcome.

Switch User Profiles

If you have multiple profiles in the Data Portal due to having alternate user profiles set up in another site or health service, you can easily switch between these profiles as required, depending on the health service/site you are working on behalf of in the Data Portal at the time.

The following procedure is used to switch user profiles in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. On the Data Portal home screen, select  next to your name in the top right-hand corner of the screen and select **My User Profiles** from the list that displays.

The My Profiles screen will display, showing your default profile (the one currently in use) along with any other profiles that have been created for you.

My Profiles
TRAINING ENVIRONMENT
+

Search

Search:

Search
Clear

Default Profile

Organisation ⇅	Trading Names ⇅	Profile Type ⇅	Status ⇅	Action
Departmental Internal Staff		Home	Active	Switch

Other Profiles

Organisation ⇅	Trading Names ⇅	Profile Type ⇅	Status ⇅	Action
A1 DISCREET HEARING AIDS PTY LTD	<ul style="list-style-type: none"> • Trading Name 3 • Trading name 1 • Trading name 2 	Alternate	Active	Switch Set Default

3. To switch to an alternate profile, select Switch in the **Action** column of the profile you wish to use.
4. You can now perform the activities permitted by the selected alternate user profile.
5. To return to your original user profile, just repeat the steps above.



Performing the above steps will activate the selected profile for your current session only and your default profile will be restored the next time you log in to the Data Portal. To set one of your alternate profiles as your default profile, select Set Default next to the profile you wish to use instead of Switch.