



To amend 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 Round Dashboard open.

The screenshot shows the 'Reporting Round Dashboard' with three sections: OSR (1 October 2020 Reporting Period), nKPI (1 October 2020 Reporting Period), and HCP (1 October 2020 Reporting Period). Each section has a 'Due in 5 Days' indicator and a 'Draft Submission' button. The nKPI section also shows 'Submission Revision Required' and '2 Comments Unresolved'.

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 Round 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 so in the Data Asset Details screen by selecting next to and then *Open Data Asset*.

The applicable form will display.

The screenshot shows the 'Submission Data' form for 'Yulu-Burri-Ba Aboriginal Corporation for Community Health'. It displays a table for 'PI01: Birth weight recorded and PI02: Birth weight result' with columns for 'Low (< 2,500 grams)', 'Normal (>= 2,500 & < 4,500 grams)', 'High (>= 4,500 grams)', 'With birth weight recorded (excludes multi-births)', and 'With birth weight recorded (all low births)'. The table shows counts and percentages for various categories.

You will notice that any indicators/sections that still have data validation flags to be responded to will contain a on the corresponding tab. If an indicator/section contains either a data validation flag that has been responded to or a new internal comment entered by the *Submission Reviewer* or *Approver*, it will show a

4. Review the data in the applicable indicator/section as required, focussing on

any comments made by the *Submission Reviewer* or *Approver* asking you to amend values.

5. If required, update the value(s) in the required cell(s) based on the *Reviewer/Approver's* comments.
6. To respond to a particular comment made by the *Reviewer/Approver* rather than amending the identified value(s), in the *Notifications Tray*, hover your mouse pointer to the right of the 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 validation issues/read the comments that display.

7. Select in the **Reason** field that displays and select the reason you are adding a response from the drop down list.
8. Enter your response in the **Additional Information** field.
9. To save the comment, select .
10. Repeat steps **5** to **10** for any other values in the form that need to be addressed.



If you wish to add an internal comment for your colleagues explaining the changes you have made to the values, select at the top of the *Notifications Tray* and add the details.

11. 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 Round Dashboard open.

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.

The screenshot shows the 'Change Data Asset Status' dialog box. It has a 'Status' dropdown set to 'Draft Submission' and an 'Action' dropdown set to 'Request Review'. There is a 'Comment' text area and a '500 characters remaining' indicator. Buttons for 'Cancel' and 'Request Review' are at the bottom.




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

The available actions are:

- **Request Review** – Select this action to send the data asset to the internal *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.
- **Remove Data Asset** – Select this action if the data asset is to be deleted from the Data Portal (it may have been created in error).



If you have the ability to approve the data asset submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the data asset and submit it directly to the AIHW for processing.

14. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
15. One of the following options can now be selected when submitting the data asset, depending on the action you have selected:
- To send the data asset to your CEO or their representative for approval, select . See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.
 - To send the data asset to the *Submission Reviewer* for review again, select . See the *Review an IHDR Data Asset Submission* QRG for the next step in the process.
 - To remove the data asset from the Data Portal, select .

The data asset has now been amended and either sent back to the *Submission Reviewer* for review or sent straight on to the CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action.