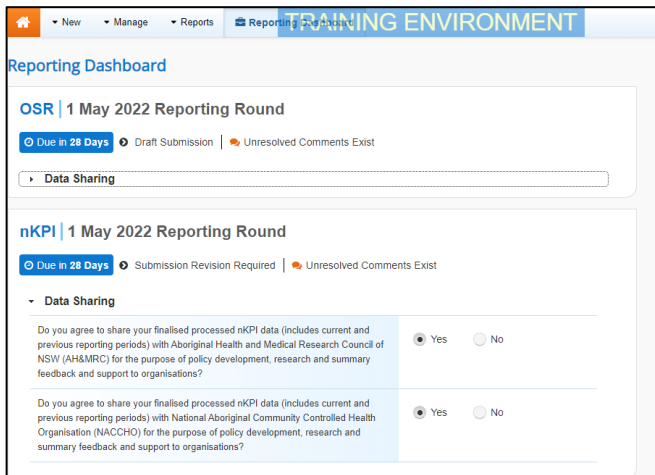




To amend a data asset in the Data Portal:

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 Dashboard* open.

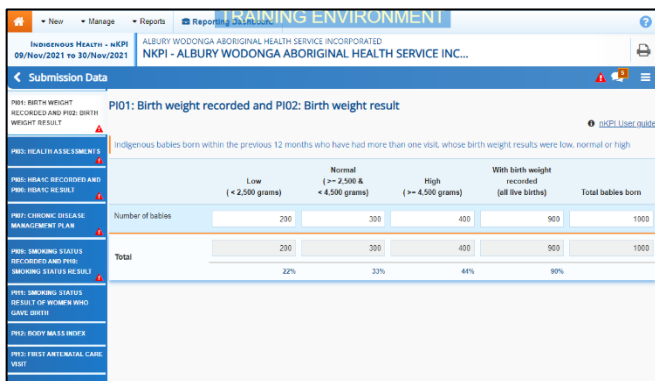


3. To open the form attached to the data asset, hover your mouse pointer to the right of the *Reporting Round* text for the applicable data asset in the **Reporting Dashboard** and select

If you need to change the *Title* or *Description* of the data asset or switch it to a *Trial Submission*, you can do this in the Data Asset

Details screen by selecting next to and then selecting *Open Data Asset*.

The applicable form will display.



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 *Submission Approver*, it will show a on the corresponding tab.

4. Review the data in the applicable indicator/section as required, focussing on any comments made by the *Submission Reviewer* or *Submission Approver* asking you to amend values.
5. If required, update the value(s) in the required cell(s) based on the *Submission Reviewer/Approver's* comments.
6. To respond to a particular comment made by the *Submission 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 data 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 **9** 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 Dashboard* open.


12. Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.

13. To save the changes, select .




14. To progress the data asset through the submission workflow, select **Submission Revision Required** for the applicable data asset.

The Change Data Asset Status dialog box will display, informing you that your draft data asset cannot be removed.

15. 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.

 If you can 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.

16. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

17. 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 **Request Approval**. See the *Approve an Indigenous Health Data Asset Submission* QRG for the next step in the process.
- To send the data asset to the *Submission Reviewer* for review again, select **Request Review**. See the *Review an Indigenous Health Data Asset*

*Submission* QRG for the next step in the process.

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 (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action.