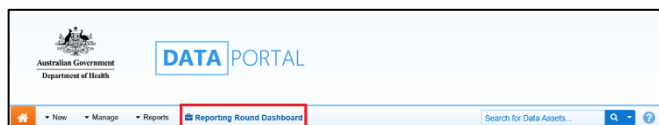





To manually submit an OSR data asset in the Health Data Portal:

1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Initial Access to the Health Data Portal* QRG.

The Data Portal Home screen will display.



3. From the Data Portal Home screen, select **Reporting Round Dashboard** to open the **Reporting Round Dashboard**.
4. To commence the creation of your manual OSR data asset, select  to the right of the applicable reporting round date in the OSR section of the **Reporting Round Dashboard**.



You can also create a manual data asset by selecting **New** and then selecting **Asset for Submission** from the list that displays.

A blank OSR form will display, broken down by sections on the left-hand side, and can now be populated with your data as required.

5. The required OSR data can now be entered into the first section of the form as needed.



For more information on how to complete the OSR form, see *Submit an IHDR OSR Data Asset (Manual Process)* in the detailed [user guide](#).




Organisations funded only for MCH services, should **ONLY** report on the MCH health activity funded through the Indigenous Australians' Health Programme (for example the 1 or 2 funded staff positions who support Indigenous mothers and babies) rather than their entire client base and workforce.

6. To save your changes to each section as you go, select **Save** at the bottom of the form.

Data validation will now run on the cells you have completed on the section and if there are any validation issues with your data, flags will appear in the *Notifications Tray*.

7. If validation flags have been generated, read the messages in the *Notifications Tray* to determine whether any data values in the indicator are incorrect and need to be amended, or if the data values are correct in your view but may require further explanation.




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

If data values need to be amended:

- a. Update the applicable data value(s) in the required cell(s) to address the validation issues.






If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, hover your mouse pointer to the right of the validation flag title, select  and the applicable cells(s) will be highlighted in red.

- b. To save the amendment and run data validation again, select **Save** at the bottom of the form.







The data validation flag relating to the data value you have just amended should now have disappeared from the *Notifications Tray*.

- c. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data


and selecting  until this occurs.

 If you wish to add a comment explaining the changes you have made to the data values, select  at the top of the *Notifications Tray* and add the details.




If explanatory comments need to be added to the data:


- In the *Notifications Tray*, hover your mouse pointer to the right of the validation flag title, and select .
-  If you wish to add a comment to the data that is not in direct response to the validation flag that appears, simply select  at the top of the *Notifications Tray*. Also, select  if you wish to add a comment and select particular cells to add context to the comment.
- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop down list.
- Enter your comment in the **Additional Information** field.
- To save the comment, select .
- Repeat this process for any other values in the indicator that need to be explained.

The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

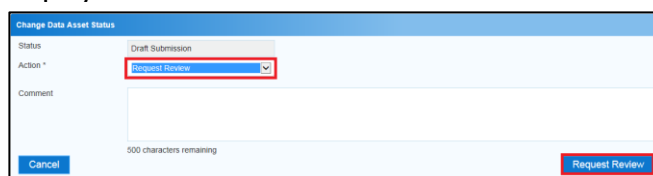
- Repeat the above steps for each indicator on the form as required.
- Once you have finished entering your data into the different tabs on the OSR form, select  at the bottom of the form.

You will now be taken to the Data Asset Details screen, which has automatically been populated with information about your data asset.


 If you need to change any of the information on the Data Asset Details screen, select , make the required changes and then select .

- To submit the data asset, select either  or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.





The dialog box titled 'Change Data Asset Status' contains a 'Status' field with 'Draft Submission' selected. The 'Action' field has a dropdown menu with 'Request Review' selected. There is a 'Comment' text area with a '500 characters remaining' indicator. At the bottom, there are 'Cancel' and 'Request Review' buttons.

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

The available actions are:

- Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).
- Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted for approval.
- Request Approval** – Select this action to send the data asset to your CEO or their representative for internal approval.

 If you have the ability to approve the data asset submission yourself, you will 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.

- In the **Comment** field, enter any comments regarding the action being performed on the data asset.
- 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 for internal review, select . See the *Review an IHDR Data Asset*



Submission QRG for the next step in the process.

- b. To submit the data asset directly for approval to your CEO or their representative, select [Request Approval](#). See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.
- c. To remove the data asset from the Data Portal (it may have been created in error) select

[Remove Data Asset](#)

The OSR data asset has now been manually created and submitted to either the internal *Submission Reviewer* for review or your 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.