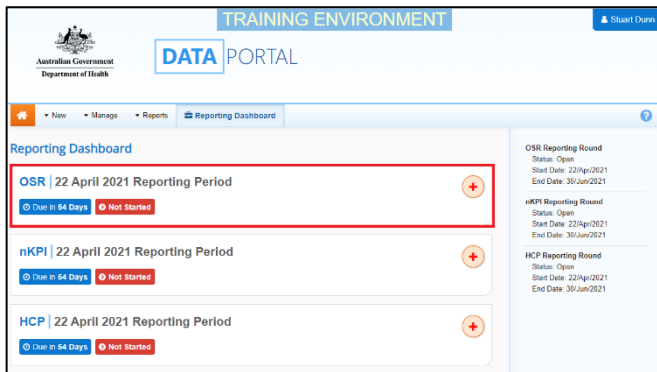




To manually submit an OSR data asset in the Health Data Portal:

1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal QRG*.

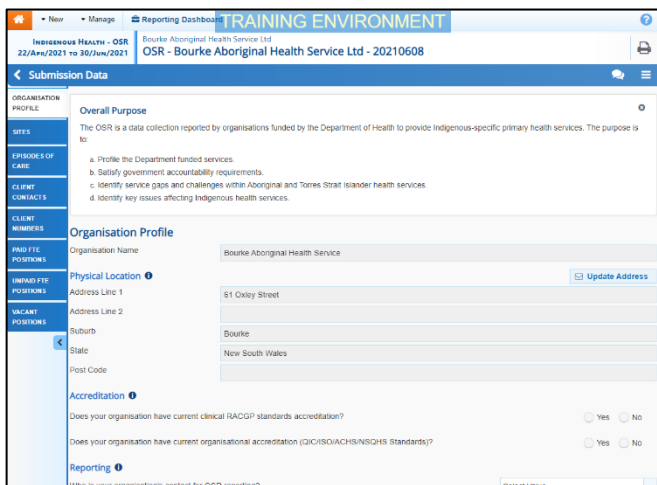
The Data Portal Home screen will display with the Reporting Dashboard open.



3. To 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 Dashboard** (as highlighted above in red).

You can also create a manual data asset by selecting 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.



4. 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 OSR Data Asset (Manual Process)* in the detailed [user guide](#).

Organisations funded only for M&CH services, should ONLY report on the M&CH 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.

5. To save your changes to each section as you go, select 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*.

6. If data validation flags have been generated, read the messages in the **Notifications Tray** to determine whether any values in the section are incorrect and need to be amended, or if the 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 data validation issue(s).


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



- b. To save the amendment and run data validation again, select 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*.

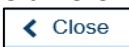
- c. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data and selecting  until this occurs.

 If you wish to add a comment for your colleagues 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:

- a. In the **Notifications Tray**, hover your mouse pointer to the right of the data validation flag title, and select .
- b. Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
- c. Enter your comment in the **Additional Information** field.
- d. To save the comment, select .
- e. Repeat this process for any other values in the section that need to be explained.


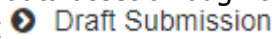
The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

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

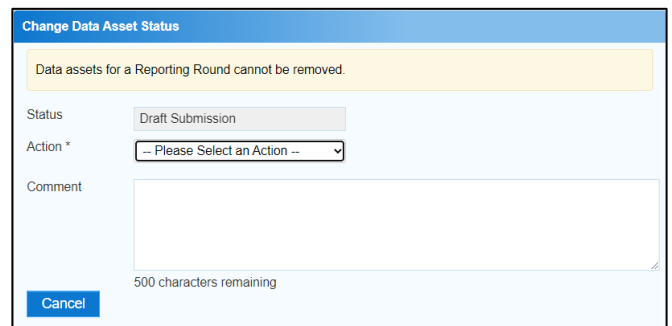
The Data Portal Home screen will again display with the *Reporting Dashboard* open.

- 9. Before progressing the data asset through the submission workflow, answer either


Yes or **No** to the two data sharing consent questions that display.

- 10. To save the changes, select .
- 11. To progress the data asset through the workflow, select  for the OSR data asset.

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




The dialog box titled "Change Data Asset Status" has a yellow warning banner at the top that reads "Data assets for a Reporting Round cannot be removed." Below the banner, there are three fields: "Status" with a dropdown menu showing "Draft Submission", "Action *" with a dropdown menu showing "-- Please Select an Action --", and "Comment" with a text area. At the bottom right of the text area, it says "500 characters remaining". A "Cancel" button is located at the bottom left of the dialog box.

- 12. 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 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.
- **Request Interim Processing** – If you are a *Submission Reviewer* as well as a *Submission Uploader*, you can select this action to send the data asset to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.

 If you can 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.

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



14. 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.
 - To submit the data asset directly for approval to your CEO or their representative, select . See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.

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