






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 the <i>Submission Uploader</i> 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>If the data asset is saved but not sent to the next step in the reporting process, its status will remain at <i>Draft Submission</i> until another 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>. The data asset can then be reviewed by the <i>Submission Reviewer</i> 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:</p> <ul style="list-style-type: none"> • <i>Submission Revision Required</i> • <i>Submission Ready for Approval</i> • <i>Interim Submitted</i>. |
| Submission Revision Required | <p>If a data asset is returned by the <i>Submission Reviewer</i> to the <i>Submission Uploader</i> for amendment, its status will be set to <i>Submission Revision Required</i> through the selection of the <i>Revision Required</i> action</p> <p>The <i>Submission Uploader</i> will then make the required amendments to the data asset and send it for review or 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. This sets the data asset's status to <i>Submission Ready for Approval</i>.</p> |
| 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 it to the <i>Data Receiver</i> for action as required.</p> |
| Ready for Processing | <p>When a data asset has been approved for submission, it goes to the external <i>Data Receiver</i> for processing.</p> <p>Once the <i>Data Receiver</i> reviews the asset and is happy with the content of the data asset and the associated data file, they will set the asset's status to <i>Ready for Processing</i> to let <i>Submission Uploaders</i> from the submitting organisation know they are processing this particular data asset.</p> <p> Not all data assets that are sent to external <i>Data Receivers</i> will need to be processed – some of these will simply be viewed and/or downloaded by the <i>Data Receiver</i>.</p> |
| Processed | <p>When the data asset has been processed as required by the <i>Data</i></p> |



| Status | Description |
|-------------------------------------|--|
| | <p><i>Receiver</i>, they will select the <i>Process</i> action which sets the data asset to the status of <i>Processed</i>.</p> <p>The processing of the data asset in the Data Portal is now complete and the submitting organisation will be notified by email.</p> <p> For Interim Processing, this step is completed by the organisation's <i>Submission Approver</i>, not the external <i>Data Receiver</i>.</p> |
| Submission Returned to Uploader | <p>Once a data asset has been approved and sent to the <i>Data Receiver</i> for processing, the <i>Data Receiver</i> can send it back to the submitting organisation for revision at any stage by selecting the <i>Return to Uploader</i> action. This will set the status of the data asset to <i>Submission Returned to Uploader</i>.</p> |
| Interim Submitted | <p>When the <i>Submission Reviewer</i> reviews a data asset, they can either send it on to their <i>Submission Approver</i> for approval or send it out to the external <i>Data Receiver</i> for processing first, so their approver only has to see the data asset once at the end of the workflow. This is known as Interim Processing.</p> <p>If the Submission Reviewer decides to send a data asset to the <i>Data Receiver</i> for interim processing, they will select the <i>Request Interim Processing</i> action. This sets the data asset's status to <i>Interim Submitted</i> and sends it to the <i>Data Receiver</i> for interim processing.</p> |
| Ready for Interim Processing | <p>When a data asset has been sent out for interim processing, it goes to the external <i>Data Receiver</i>.</p> <p>Once the <i>Data Receiver</i> reviews the asset and is happy with the content of the data asset and the associated data file, they will set the asset's status to <i>Ready for Interim Processing</i> to let <i>Submission Uploaders</i> from the submitting organisation know they are processing this particular data asset.</p> |
| Submission Ready for Final Review | <p>When the data asset has been reviewed as required by the <i>Data Receiver</i> as part of Interim Processing, they will select the <i>Request Review</i> action, which sets the data asset to the status of <i>Submission Ready for Final Review</i> and sends it back to the organisation's <i>Submission Reviewer</i> for final review prior to approval.</p> |
| Submission Ready for Final Approval | <p>Once the <i>Submission Reviewer</i> has received a data asset back from the <i>Data Receiver</i> as part of Interim Processing, they will send it on to the <i>Submission Approver</i> for final approval by selecting the <i>Request Approval</i> action. This sets the data asset to the status of <i>Submission Ready for Final Approval</i> and the data asset is now ready to be approved.</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>.</p> |
| Removed Submission | <p>If a submitted data asset has been sent back to the <i>Submission Uploader</i> for revision and the uploader then decides to select the action <i>Remove Data Asset</i>, the data asset's status will be set to</p> |



| Status | Description |
|--------------------------|--|
| | <i>Removed Submission.</i> |
| Reporting Round Statuses | Pending A Reporting Round will have a <i>Pending</i> status until the Reporting Round start date has been reached. |
| | Open The <i>Pending</i> status will automatically change to <i>Open</i> when the Reporting Round start date is reached. |
| | Closed The status of the Reporting Round will automatically change to <i>Closed</i> on the Reporting Round end date.  Reporting Round Statuses will not be relevant for all users of the Data Portal. |
| Queued for purge | Any user with the <i>Data Purge User</i> role will be able to select the Data Purge button in the Data Asset Details screen of a <i>Processed</i> data asset and move that data asset to the status of <i>Queued for purge</i> . |
| Data purged | Prior to midnight on the same day a <i>Processed</i> data asset has been set to the status of <i>Queued for purge</i> by a <i>Data Purge User</i> , the data asset will automatically be set to the status of <i>Data purged</i> . Once a data asset is set to <i>Data purged</i> , all file contents will be removed from all versions of the data asset. |

 When a data asset moves from one status to another, all users within the applicable organisation that can access the data asset in the new status will be notified via email of the status change.