# Approve an Indigenous Health Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Approve an Indigenous Health Data Asset Submission* screencast.

This screencast will show you how to approve a data asset in the Health Data Portal (the Data Portal). By the end of this lesson you should know how to approve a data asset that contains your health service’s health-related information and release the data asset to the AIHW or the Department of Health.

Approve an Indigenous Health Data Asset Submission

A data asset can be approved by anyone within a health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for the CEO or a nominated representative. In smaller health services, the person approving the data asset may also be the person who has reviewed and/or created the data asset.

1. To approve a data asset in the Data Portal, from the Data Portal home screen, in the open **Reporting Dashboard**, hover your mouse pointer to the right of the applicable data asset and select the corresponding **Open Submission Form** button.

As a *Submission Approver*, you may want to review the comments that have been left against indicators/tabs by your colleagues in the form. If you believe a comment is no longer needed, you can choose to mark it as complete, which will remove it from the indicator/tab. Any comments that have been marked as complete will still be viewable by members of your health service through the *Show completed comments* option under *Notification Options* in the *Notifications Tray*.

1. To mark a comment as complete, select the green **Mark as complete** button against the applicable comment.
2. In the Mark as Complete dialog box, select the **Save** button.

The comment is marked as “complete” and disappears. It can be brought back by selecting the *Show Completed comments* option in the *Notifications Tray* if needed.

1. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
2. From the Data Portal home screen, ensure the **Data Sharing** questions have been answered in the **Reporting Dashboard**.
3. In the **Reporting Dashboard**, select the **Submission Ready for Approval** link for the applicable data asset.
4. Select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select the required action.

If no revisions need to be made and you wish to approve the data asset for submission to the AIHW (nKPI and OSR) Health and Aged Care (HCP) or DSS (AWP and Performance Report) for processing, you can select the action *Approve for Submission*.

**Note:** If you need to send the data asset back to the *Submission Uploader* for amendment, select *Revision Required*.

1. You can choose to write a comment in the **Comment** field if needed.
2. To continue select the **Approve for Submission** button.

The data asset has now been submitted to the AIHW, Health and Aged Care or DSS as part of the next stage of the data asset submission process.