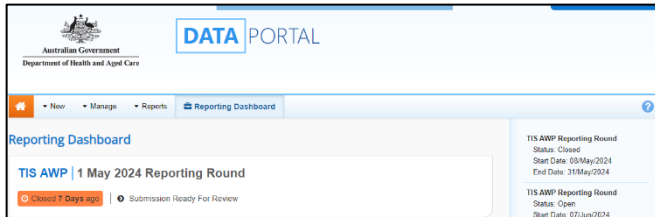




To review your TIS Activity Work Plan (AWP) in the Data Portal as a *Submission Reviewer*:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

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

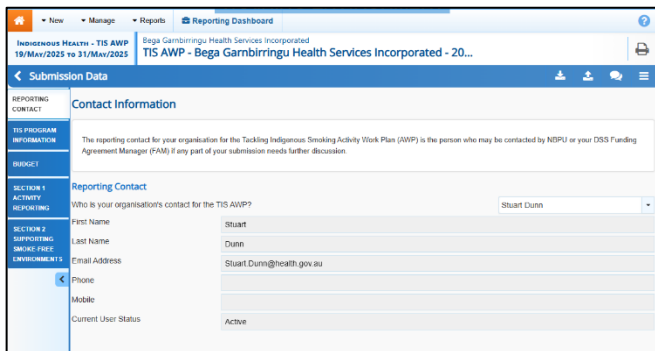


To be eligible for review, your TIS AWP's status will need to be *Submission Ready for Review*.

3. To open your TIS AWP form, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select

If you need to change the *Title* or *Description* of your TIS AWP, you can do so in the Data Asset Details screen by selecting next to and then selecting *Open Data Asset*.

Your TIS AWP form will display.



Any sections that still have completion flags to be addressed will display a on the corresponding tab. If a section has a completion flag that has been responded to by your *Submission Uploader* or a new internal comment entered by your *Submission Uploader*, a will display on the corresponding tab.

4. If there is a section of the form that still has a displaying, go to this section and enter the required information.

5. To save the changes, select at the bottom of the form.

The should be removed from the corresponding tabs on the left-hand side of the form.

6. Repeat this process as needed for any other sections of the form displaying a .
7. Review the rest of the information in the form and, if needed, update/add any information, saving as you go.
8. If you wish to add a comment regarding any of the changes you have made to the information in the form, select in the Notifications Tray.

If the *Notifications Tray* doesn't display, select or at the top of the form to open it.

The Notifications window will display.

9. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
10. Enter your comment in the **Additional Information** field.
11. If you don't want your DSS FAM to be able to see your comment, select the **Private Conversation** check box.
12. To save the comment, select .

The comment has been added and can be viewed by anyone accessing your submission.

13. To exit your TIS AWP 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.

14. To save the changes, select .

If your TIS AWP needs to be reviewed at this point by the applicable NBPU representative, you should let them know so they can review the report, add any comments as needed and then return the report to your *Submission Uploader* for action. You don't need to move your report through the workflow at this point.

15. To progress your TIS AWP through the submission workflow, select .



The Change Data Asset Status window will display.

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

The available actions are:

- **Request Approval** – Select this action to send your TIS AWP to your CEO or their representative for approval.
- **Approve for Submission** – Select this action if you are the health service’s CEO, or nominated representative, and are approving the TIS AWP as well as reviewing it.
- **Request Interim Processing** – Select this action to send your TIS AWP to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return your TIS AWP to the *Submission Uploader* for amendment.

17. In the **Comment** field, enter any comments about the action being performed on your AWP.

18. One of the following buttons can now be selected when submitting your AWP, depending on the action you have selected:

- a. To send your TIS AWP to your CEO or their representative for approval, select . See the [Approve your TIS Activity Work Plan \(Submission Approver\)](#) QRG for the next step in the process.
- b. To approve your TIS AWP and send it directly to your DSS FAM for processing, select . See the [Review and Action a Health Service’s TIS Activity Work Plan \(DSS FAMs\)](#) QRG for the next step in the process.

- c. To send your TIS AWP to your DSS FAM for review prior to sending it to your CEO or their representative for approval, select . See the [Interim Processing of a TIS Activity Work Plan](#) QRG for the next step in the process.
- d. To send your TIS AWP back to your *Submission Uploader* for amendment, select . See the [Amend your TIS Activity Work Plan \(Submission Uploader\)](#) QRG for the next step in the process.

Your TIS Activity Work Plan has now been reviewed and either sent on to the CEO or their delegate for approval or sent back to the *Submission Uploader* for revision if needed.