# Amend a Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Amend a Data Asset Submission* screencast.

This screencast will show you how to amend a data asset submission in the Health Data Portal (the Data Portal).

By the end of this screencast you should know how to amend a data asset submission that contains health-related information and send it on for approval to a *Submission* *Approver* in your organisation.

Amend a Data Asset Submission

There may be times when the data asset you have submitted for review or approval is returned to you by the *Submission Reviewer* or *Submission Approver* within your organisation for amendment.

If this is the case, the data asset to be amended will have the status of *Submission Revision Required*.

1. To amend a data asset in the Data Portal, you must first navigate to the Data Portal home screen and search for the data asset to be amended.

Data assets matching your search criteria will then display in the *Data Assets* section of the screen.

1. Select the data asset to be amended.
2. To amend the details of the data asset, select the **Edit Data Asset** **(the Pencil)** button at the top of the Data Asset Details screen.

The Data Asset Details screen will update so active (white) fields on the screen can be amended if needed.

1. Make any required changes to the active fields on the screen.

The following actions can be completed on the file if needed:

1. Select the file title link under **File Name** to download and view the file. A pop up will appear in the bottom left-hand corner of the screen, and you can open the file from here and save it as required.
2. Select the **Replace File Contents** button under **File Name** to replace the file with another file if you have uploaded the file incorrectly.
3. You can add a description of the file in the **Description** field if required. The **Pencil** icon under **Actions** needs to be selected to allow the description to be entered.
4. Select the **Version** button under **Actions** to view the file’s previous versions.
5. Select the **Pencil** icon under **Actions** toadd text to the Description field.
6. Select the **Delete** button under **Actions** to remove the file from the data asset.
7. Select the **Download History** button under **Actions** to view the file’s download history.
8. Select the **Update** button under **Actions** to add an updated version of the file to the data asset.
9. When you are finished amending the data asset, select the **Save** button to save your changes.
10. To send the data asset to the next stage of the data asset submission workflow process, select the **Change** **Status** button at the top of the screen.
11. In the **Change Data Asset Status** dialog box, select the down arrow in the **Action** field and select the required action.

Select *Request Approval* to send the data asset on to the appropriate person within the organisation for approval.

**Note:** If you can approve data asset submissions, you will see the *Approve for Submission* option in the action list. This allows you to approve the data asset yourself and submit it directly to an external data receiver for processing.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for approval, select the **Request Approval** button.

The data asset with your amendments has now been submitted to the next stage of the data asset submission workflow process as required.