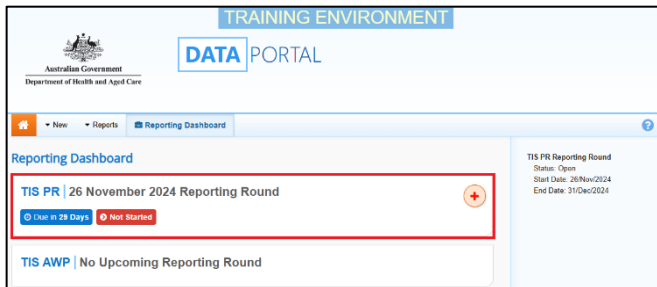





To use the offline form function to complete your *TIS Performance Report*, as a *Submission Uploader*:

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.




3. To commence the creation of your *TIS Performance Report*, select  to the right of the **TIS PR** reporting round text in the **Reporting Dashboard** (as highlighted above in red).


The TIS Performance Report form will display.



## Prepare the form for Exporting


Before you export the offline Word version of your *TIS Performance Report*, you will need to prepare the form to ensure you can update each section of the form as needed, once you have exported the form and are working in the offline version.

 The instructions here only cover the fields that must be addressed to ensure you get the full form once you export the offline Word version. You can obviously complete other fields as you go, but these can also be completed in the offline version of the form just as easily.


- a. To start, select the **Section 1 Activity Reporting** tab.
- b. The activities you entered in your 2025/26 TIS AWP will display for you to update as needed with the progress you have made for each activity during the applicable six-month period.
- c. To continue, select .

## Export the offline form

Once you have finished setting up your TIS PR form in the Data Portal, you are ready to export the offline Word version.


- a. With your TIS PR form open on any tab, select  on the blue *Submission Data* bar at the top of the form.

The Health Data Portal will now create the offline version of the form.

- b. To open the offline form once it has finished downloading, select  in the top right-hand corner of your web browser and select the Word document that displays in the menu.

The offline version of your *TIS Performance Report* form will display, ready for you to complete in Word as needed.

- c. You can now complete the offline Word version of the form, collaborating with others within your service as required.


 **DO NOT** change the name of the offline Word version of your *TIS Performance Report* form as, if you do, you will not be able to import it back into the Data Portal.

## Work in the offline form


- a. If you would like to add comments to, and track changes in, the offline Word version, select the **Review** ribbon at the top of the screen and select **Protect > Restrict Editing**.




b. In the **Restrict Editing** pane that displays on the right-hand side of the screen, select **Stop Protection**.

 If needed, close the Restrict Editing pane by selecting x in the top right corner.


c. You can now work in the offline Word version of the form as needed, making updates as you go.

 Once you remove the protection from the document, you will be able to add comments and track changes as needed. Please note though that these comments and tracked changes will not show in the form once it is imported back into the Data Portal.

## Import the completed offline form

a. When you have completed the offline Word version of the form and are ready to upload the completed form to your *TIS Performance Report* form within the Health Data Portal, open your *TIS Performance Report* form in the Data Portal and select .

The Import Offline Form window will display.

b. To continue, select .


The Import Offline Form window will display.

c. To continue, select .

The Open window will display.


d. Navigate to the completed offline form and then double-click on it to select it.

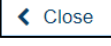
A message will display telling you the form has been imported into the Data Portal.

e. To continue, select .



Your *TIS Performance Report* form will display and is now populated with the information you entered in the offline version of the form.

f. You can now complete the rest of the *TIS Performance Report* form in the Data Portal as needed, updating the information as you go.

 You will need to complete the *Income and Expenditure* tab in the *TIS Performance Report* Portal form as normal, as you can't upload documents through the offline version of the form.

g. Once you have completed the form and are ready to send it through the submission workflow process as normal, select  at the bottom of the form.

You can now send your *TIS Performance Report* form for review or approval as needed.

 You can export your offline *TIS Performance Report* form from the Data Portal at any time using . You may wish to do this, for example, at the end of the reporting round once your report is complete, if you like to keep a hard copy record of your reports. This would replace the PDF you previously generated from the Data Portal.