

Australian Government

Save your IAHP PHC Activity Work Plan as a PDF

Department of Health and Aged Care

At any stage during the submission of an IAHP PHC Activity Work Plan (AWP) through the Data Portal, you can save a PDF version of your form, so you can file it or share it with colleagues as needed:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display.



 To open the AWP form, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the

**Reporting Dashboard** and select .

The IAHP PHC Activity Work Plan form will open.

| 🐔 🔹 New  | • Manage • F   | Reports 💼 | Reporting Dashboard |              |  |             | 0      |  |
|--|--|-----------|---------------------|--------------|--|-------------|--------|--|
| Honethous Hearth - Activity Victorian Aboriginal Health Service Co Operative Ltd<br>05/Max/2023 to 31/Max/2023 Activity Work Plan - Victorian Aboriginal Health Service Co Ope |  |           |                     |              |  |             |        |  |
| < Submis   | sion Data  |           |                     |              |  |             |        |  |
| REPORTING  | Contact Inform   | nation    |                     |              |  |             |        |  |
| MHP PHC<br>GRANT<br>INFORMATION  | Reporting Contact 0  |           |                     |              |  |             |        |  |
|  | Who is your organisation's contact for Activity Work Plan reporting? |           |                     |              |  | Stuart Dunn | •      |  |
| KEY HEALTH<br>CONCERNS   | First Name   |           | Stuart              |              |  |             |        |  |
|  | Last Name  |           | Dunn                |              |  |             |        |  |
| AREAS OF<br>FOCUS &<br>CHALLENGES  | Email Address  |           | Stuart.Dunn@hi      | ealth.gov.au |  |             |        |  |
|  | Phone  |           |                     |              |  |             |        |  |
| MHP PHC FM<br>ADDITIONAL<br>FUNDING  | Mobile   |           |                     |              |  |             |        |  |
|  | Current User Status  |           | Active              |              |  |             |        |  |
| STATTING<br>INFORMATION  |  |           |                     |              |  |             |        |  |
| PHC SERVICE<br>DELIVERY  |  |           |                     |              |  |             |        |  |
| SUPPORTING<br>PHC DELIVERY   |  |           |                     |              |  |             |        |  |
| GOVERNANCE,<br>LEADERSHIP &  |  |           |                     |              |  |             |        |  |
| < Close  | Skips Work Tasks 4.x hr -  | - Excel   |                     |              |  |             | Next O |  |

4. To open all sections of the form in the one screen, select in the blue *Submission* 

*Data* bar in the top right-hand corner of the form and select **Summary View**.

The IAHP PHC AWP will now open in summary view, in read-only mode.

| 🕋 • New • Manage • R                                       | eports Seporting Dashboard          |             | 0 |
|--|-------------------------------------|-------------|---|
| INDIGENOUS HEALTH - ACTIVITY<br>05/May/2023 to 31/May/2023 | Ð                                   |             |   |
| Submission Data  |                                     |             |   |
| <ul> <li>Contact Information</li> </ul>                    |                                     |             |   |
| Reporting Contact 0  |                                     |             |   |
| Who is your organisation's contac                          | t for Activity Work Plan reporting? | Stuart Dunn | • |
| First Name   | Stuart                              |             |   |
| Last Name  | Dunn                                |             |   |
| Email Address  | Stuart Dunn@health.gov.au           |             |   |
| Phone  |                                     |             |   |
| Mobile   |                                     |             |   |
| Current User Status  | Active                              |             |   |
| <ul> <li>Grant Information</li> </ul>                      |                                     |             |   |
| <ul> <li>Key Health Concerns</li> </ul>                    |                                     |             |   |
| <ul> <li>Areas of Focus &amp; Challe</li> </ul>            | inges                               |             |   |
| <ul> <li>Additional Funding</li> </ul>                     |                                     |             |   |
| Close Skips Work Tesks 4.alsx -                            | Ercel                               |             |   |

5. Expand all the sections of the form by selecting again and then *Expand all tabs.* 

If you want any comments in the form to be included in the PDF, please select to display the *Notifications Tray* containing any comments.

 Once all sections of the form have been expanded, select .

The Print dialog box will display.

7. Ensure **Save as PDF** is showing in the destination field.

A preview of your PDF will display on the lefthand side of the Print dialog, showing the contents of your form, including any comments that have been added.

UP To print the form, select your printer in the *Destination* field and then select *Print*.

- 8. To save the PDF, select
- Navigate to where you would like to save the form, rename the form as needed, and then select Save.

Your PDF will now be saved to the selected destination and can be shared as needed.