

Australian Government Save your IAHP PHC Performance Report as a PDF

Department of Health and Aged Care

At any stage during the submission of your IAHP PHC Performance Report 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.

• New • Manage • Reporting Decision ING	ENVIRONMENT	
eporting Dashboard OSR No Upcoming Reporting Round	Performance Report Reporting Status: Open Start Date: 17/Aug/2022 End Date: 30/Sep/2022	
nKPI No Upcoming Reporting Round		
HCP No Upcoming Reporting Round		
Performance Report 17 August 2022 Reporting R O Due to 54 Days 0 Draft Submission - Data Sharing	ound	
Do you agree that your finalized processed Performance Report data (Indudes correct and pervisor reporting periods) with National Aboriginal Community Controlland Health Chyanikation (IVXC2HO) to the purpose of paids development, research not summary feedback and subgost to separatedistom?	Yes No	

3. To open your IAHP PHC Performance Report form, hover your mouse pointer to the right of the Performance Report reporting round text in the Reporting

Dashboard and select 🕒.

Your IAHP PHC Performance Report form will open.

🕋 💌 New	• Manage	Reporting D	ashboard TRAINING ENVIRON	MENT	0
NDIGENOUS HEA 16/Aug/2023	цтн - Рекрок то 31/Ост/2023		Aboriginal Health Service Inc ance Report - Port Lincoln Aboriginal Hea	alth Service In	Ð
< Submissi	ion Data				🥺 ≡
REPORTING CONTACT	Contact Inf	ormation			
IAHP PHC GRANT	Reporting Cor Who is your orga		ict for the Performance Report?	Stuart Dunn	•
KEY HEALTH CONCERNS	First Name		Stuart		
AREAS OF FOCUS & CHALLENGES	Email Address		Stuart.Dunn@health.gov.au		
IAHP PHC FM- ADDITIONAL FUNDING	Mobile Current User Sta	tus	Active		
STAFFING 👥			PROFFE		
INPLEMENTATION PLAN GOALS					
PHC SERVICE DELIVERY					
SUPPORTING PHC DELIVERY					

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 Performance Report form will now open in summary view, in read-only mode.

• New • Manage Reporting Dashboard TRAINING ENVIRONMENT	0
INDIGATINOUS HEALTH - PIEFOR 16/Aww/2023 to 31/0cr/2023 Performance Report - Port Lincoln Aboriginal Health Service In	Ð
Submission Data Summary	🧶 🗐
✓ Contact Information	
Grant Information	
✓ Key Health Concerns	
 Areas of Focus & Challenges 	
VIAHP PHC FM - Additional Funding	
✓ Staffing	
 Implementation Plan Goals 	
 Primary Health Care Service Delivery 	
 Supporting the Delivery of Primary Health Care 	
Stakeholder Relationships	

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 it 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.