



To amend your IAHP PHC AWP in the Data Portal at the request of your *Submission Reviewer* or *Approver*:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

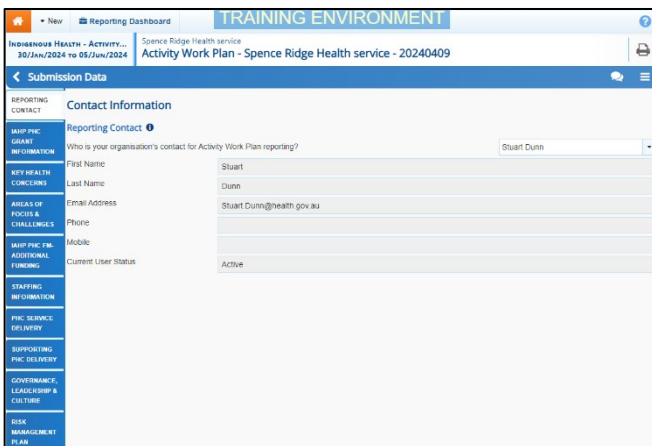
The Data Portal home screen will display with the Reporting Dashboard open.



3. To open your IAHP PHC AWP form, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the Reporting Dashboard and select

When your AWP is sent back to you for amendment, it will generally have the status of *Submission Revision Required*.

The IAHP PHC AWP form will display.



If your *Submission Reviewer* or *Approver* have asked you to make amendments to the AWP, they would've added comments to the section(s) of the form that need updating, providing you with guidance on what needs to be done. Any sections of the form that have had comments added will display a on the corresponding tab.

4. Open the first section of the AWP form containing a , and read the comment(s) that has been added by either

your *Submission Reviewer* or *Submission Approver* asking you to make changes to the information in the section.

5. As required, update the information in the required cell(s) based on your *Submission Reviewer/Approver's* comments.

Once you have made the required amendments, or you haven't made the amendments and need to explain why, you should respond to the comment made by the *Submission Reviewer/Approver*.

6. To do this in the *Notifications Tray*, hover your mouse pointer to the right of the comment title, and select .

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

7. Select in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
8. Enter your response in the **Additional Information** field.
9. To save the comment, select
10. Repeat steps **4** to **9** for any other sections in the form you have been asked to make amendments to.

If you wish to add a comment for your colleagues explaining the changes you have made to the values, select at the top of the *Notifications Tray* and add the details.


11. To exit your IAHP PHC 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.


12. Before progressing your submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.

13. To save the changes, select .




14. To progress your AWP submission through the submission workflow, select  **Submission Revision Required**

The Change Data Asset Status dialog box will display, informing you that your draft submission cannot be removed.

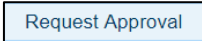

15. In the **Action** field, select  and select the appropriate action.

The available actions are:

- **Request Review** – Select this action to send your submission to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send your submission directly to your CEO or their representative for approval.

 If you can approve your IAHP PHC AWP yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to your DSS FAM for processing.

16. In the **Comment** field, enter any comments about the action being performed on your AWP.
17. One of the following options can now be selected when submitting your AWP, depending on the action you have selected:

- To send your AWP to your CEO or their representative for approval, select . See the *Approve your IAHP PHC AWP (Submission Approver)* QRG for the next step in the process.
- To send your AWP to the *Submission Reviewer* for review again, select . See the *Review your IAHP PHC AWP (Submission Reviewer)* QRG for the next step in the process.

Your AWP has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) letting them know the AWP has been sent to them for action.