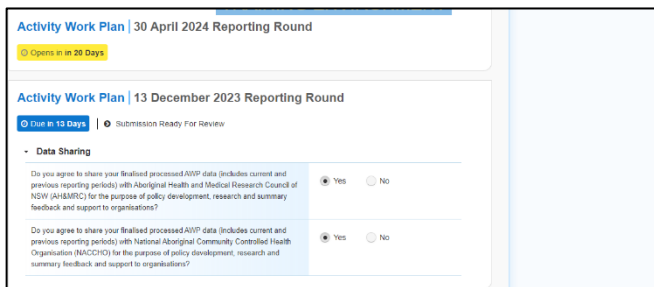To review your IAHP PHC AWP as a *Submission Reviewer*, after it has been amended by your *Submission Uploader* at the request of your DSS FAM:

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* QRG.

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

⚠️ To be eligible for review, the AWP's status will need to be *Submission Ready for Review*.

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 📄.

Your IAHP PHC AWP form will display.

4. Review the data in the different sections of the form as required.
5. Update information in the cells if you feel any of the information entered by the *Submission Uploader* needs to be changed or added to.
6. If your DSS FAM or *Submission Uploader* has left a comment for you in the form that you need to respond to, in the Notifications Tray, select ↩.

⚠️ To open the *Notifications Tray* if it doesn't display by default, select 🔺 in the blue *Submission Data* bar at the top of the form.

7. Select ▾ in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
8. Enter your comment in the **Additional Information** field.
9. To save the comment, select **Save**.

The comment(s) has been added and can be viewed by anyone accessing your AWP in the Data Portal.

⚠️ If you would like to leave your own comment for others accessing/reviewing the AWP form, select **+ New** in the *Notifications Tray* and add your comment, linking it to a particular cell and making it a private comment if needed. Once you are done, select **Save**.

10. To exit your IAHP PHC AWP form and return to the Data Portal home screen, scroll to the bottom of the form, and select **◄ Close**.

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

11. To progress your IAHP PHC AWP through the submission workflow, select ❯ **Submission Ready For Review**.

12. In the Change Data Asset Status dialog box, in the **Action** field, select ▾ and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your AWP to your CEO or their representative for approval again.
- **Approve for Submission** – Select this action if you are the CEO, or nominated representative, and are approving the AWP as well as reviewing it.
- **Request Interim Processing** – Select this action to send your AWP to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return your AWP to the *Submission Uploader* for further amendment.

13. In the **Comment** field, enter any comments regarding the action being performed on your submission.
14. One of the following buttons can now be selected when submitting your AWP, depending on the action you have selected:
    a. To send your AWP to your CEO or their representative for approval again, select **Request Approval**. See the

Approve your IAHP PHC AWP based on DSS Feedback (Submission Approver) QRG for the next step in the process.

b. To approve your AWP and send it directly to your DSS FAM for processing again, select | Approve for Submission |. See the *Process an IAHP PHC AWP* QRG for the next step in the process.

c. To send your AWP to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select | Request Interim Processing |. See the *Interim Processing of an IAHP PHC AWP* QRG for the next step in the process.

d. To send your AWP back to your *Submission Uploader* for amendment again, select | Revision Required |. See the *Amend your IAHP PHC AWP based on DSS Feedback (Submission Uploader)* QRG for the next step in the process.

Your IAHP PHC AWP has now been reviewed and either sent to your *Submission Approver* for re-approval or sent back to your *Submission Uploader* for further revision as required.