Extract the Data Validation History Report for your nKPI Submission

To extract a report containing a history of all the data validation flags in your nKPI submission, along with their accompanying responses, in the Health Data Portal:

1. Open the Health 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.
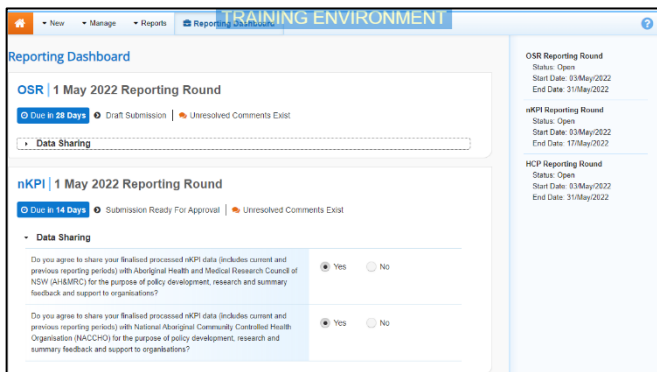
3. In the Reporting Dashboard, hover your mouse pointer to the right of the nKPI reporting round text, select ⋯ and then select **Open Data Asset**.

The Data Asset Details screen will display.
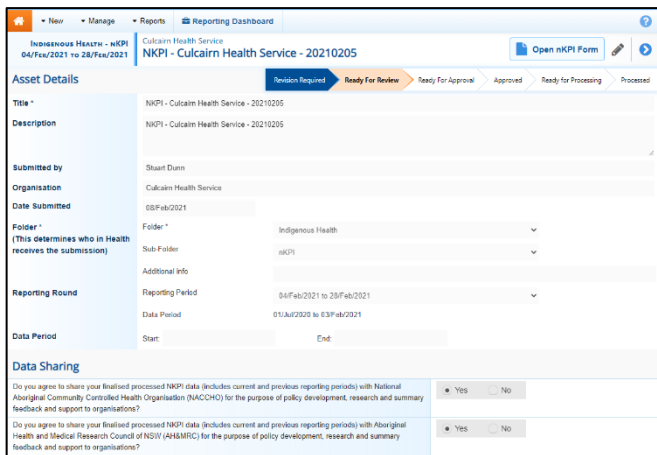
4. To extract the data validation history report, in the **Files** section of the screen, in the **Actions** column, select 🗐.

The report has now been added to ⭳ in the top right-hand corner of your browser.

5. To continue, select ⭳ and select the Excel report from the list that displays.

The Data Validation History report will now open in Microsoft Excel.

This report will contain the following information:

- The type of data validation issue appearing,
- The indicator each data validation issue applies to,
- The applicable data validation flag text,
- The name of the user who responded to each of the data validation flags,
- The reason the user selected when responding to a flag, and
- The content of the response.

6. Now you can save and/or use the data validation history report as needed.

⚠ In order to see all the required information in the Excel report, you will need to expand some of the columns in the report.