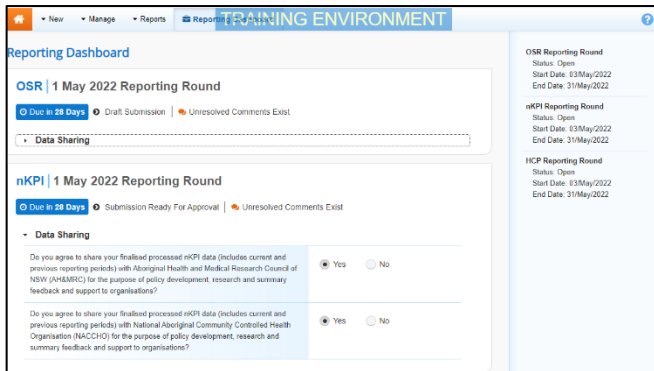# Approve your nKPI Submission (Submission Approver)

To approve your nKPI submission in the Data Portal as your health service's *Submission Approver*:

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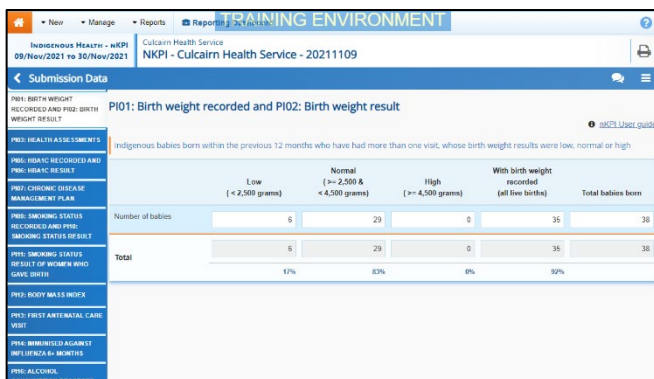
The Data Portal home screen will display with the *Reporting Dashboard* open.

⚠ To be eligible for approval, your nKPI submission's status will need to be *Submission Ready for Approval*.

3. To open your nKPI form, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select 📄 .

The nKPI form will display.

4. Review the data in your nKPI form, focussing on any indicators with a 1️⃣ displaying on the corresponding tab, if there are any.

⚠ If any sections/indicators in the form contain a 🔺, you should send the nKPI submission back to your *Submission Uploader* and ask them to address the issue before returning the report to you for approval.

5. In the first section/indicator of the form displaying a 1️⃣, read the comment that has been left for you in the Notifications Tray.

⚠ If the Notifications Tray doesn't display, select 💬 in the top right-hand corner of the form to open it.

6. If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select ✅ at the top of the comment in the Notifications Tray.

7. In the Notifications window that displays, select **Save**.

The comment has now been removed from the nKPI form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

⚠ If you need to respond to one of the comments that has been left, select ↩ in the comment in the Notifications Tray. In the window that displays, select a reason, and enter your response in the *Additional Information* field and select **Save**. Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the nKPI submission back to them for amendment.

9. To exit the nKPI 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.

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

11. To save the changes, select **Save**.

12. To progress your nKPI submission through the submission workflow, select ⊙ Submission Ready For Approval.

The Change Data Asset Status dialog box will display.

13. In the **Action** field, select ⬇ and select **Approve for Submission**.

⚠ If you responded to one of the comments in the form and need to send the nKPI report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then select Revision Required .

14. In the **Comment** field, enter any comments about the action being performed on the nKPI submission.

15. To approve your nKPI submission and send it for processing by the AIHW, select Approve for Submission . See the *Process an nKPI Submission* QRG for the next step in the process.

Your nKPI submission has now been approved and sent to the AIHW for processing.