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THE UNIVERSITY OF
MELBOURNE

Data for Decisions

Accessing Patron data.

A guide to navigating the application portal

Department of General Practice and Primary Care

www.gp.unimelb.edu.au/datafordecisions



Introducing the Data for Decisions – Patron Data Application process

Data for Decisions, incorporating the Patron program of research, is a University of Melbourne research initiative undertaken through the University's Department of General Practice and Primary Care.

www.gp.unimelb.edu.au/datafordecisions

There are costs associated with collecting, curating and storing the data. We run on a not-for-profit, cost recovery model. Projects must be individually costed prior to their undertaking. This should be done prior to submission of full applications.

Data access fees must be agreed and agreements signed prior to the release of data to any researchers.

The Data for Decisions Portal supports the initial enquiry and quote process along with the full application and review processes,

amendments and sub-project capabilities.

Internal and External Researchers may apply for Patron data via the online portal:

<https://unimelb.service-now.com/sdam>



Accessing the Portal:

<https://unimelb.service-now.com/sdam>

Non-UoM (external) account holders can register for external user access on the log-in screen. Once approved they will be able to change their password and log-into the portal

Don't have an account? [Register](#)

UoM account holders can log into the Data for Decisions Portal using OKTA Single Sign On

UoM Staff & Student login

External login

User name

Password

Log in

[Forgot Password ?](#)

[Don't have an account? Register](#)

[UoM Staff & Student login](#)

For tech support call Service Centre (+61 3 834 40888) 7:30am - 7:30pm weekdays. For all other enquiries email to patron-support@unimelb.edu.au

Note: Only external account holders need to enter their name and password in the white boxes when they have an approved account and reset password.

UoM account holders should always select the internal login.



Registering for an account (External users only)

Non-UoM (external) account holders can register for external user access on the log-in screen.

This initiates a simple form for the Patron Team to assess who you are.

It is likely you may have already spoken to them about your requirement, and they are already anticipating your registration request.

Data for Decisions Portal External User Registration

* Indicates required

* First name

* Last name

* Email

* Organisation


* Address

URL of the website

The University of Melbourne is collecting and processing your personal information to manage requests for access to sensitive research data. For general information about how the University manages personal information, and for details of how to make an enquiry or complaint, please refer to the University's webpage, or the University's Privacy Policy.

By continuing with the registration process you are confirming that you are wishing to apply for access to the Patron data repository and have read the information available here.

I agree to the Privacy Policy and Terms and Conditions

I'm not a robot  [Privacy - Terms](#)

Required information

First name **Last name** **Email** **Organisation** **Address**



Registering for an account (External users only)

Non-UoM (external) account holders can register for external user access on the log-in screen.

(1) This initiates a simple form for the Patron Team to assess who you are. It is likely you may have already spoken to them about your requirement, and they are anticipating your registration request. You will receive acknowledgement of your request from “User Administration” and “University Services”.

(2) Once approved you will receive an email, from “User Administration” to change your password. This email confirms your username.

(3) Once you have changed your password you simply close the password tab and commence your application by reopening the entry screen to the Data for Decisions Patron data access system and entering your username and password in the white boxes.

The image illustrates the registration process in three steps:

- Step 1:** The registration form titled "Data for Decisions Portal External User Registration". It includes fields for First name, Last name, Email, Organisation, and Address. A "Sign Up" button is at the bottom. A red box highlights the "Required information" section: First name, Last name, Email, Organisation, and Address.
- Step 2:** The "Reset Password" screen. It shows "Account is not locked" and fields for "New password" and "Retype password". A "Reset Password" button is at the bottom.
- Step 3:** The "External login" screen. It features the University of Melbourne logo and fields for "User name" and "Password". A "Log in" button is at the bottom.



Single Sign On (OKTA) for UoM Account Holders

<https://unimelb.service-now.com/sdam>

UoM account holders can log into the Data for Decisions Portal using OKTA Single Sign On

UoM Staff & Student login

External login

User name

Password

Log in

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UoM account holders should always select the internal login.



Applicant Dashboard

When you log in you will be presented with your dashboard.

This will display any applications you will initiate or where you are named by another project.

Initially this may be blank until you are associated with a project.

The screenshot shows a web browser window with the URL `unimelbtest.service-now.com/sdam`. The user is logged in as Ruthie Bowler. The dashboard header displays "Hello Ruthie Bowler" and "Welcome to the Data for Decisions Portal". Below the header is a "Quick links" section with four buttons: "Request a Quote and Feasibility for Data Access", "Submit Full Application", "Submit an Amendment for an approved project", and "Submit Sub Program Application for an approved...". Below this is a "My Data Access Requests" section with a "View" dropdown menu set to "Full Applications" and a search box labeled "Search Full Applications". Below the search box is a table of requests.

Request	Opened by	State	Updated
SDAR0001201 Sample Full Application for Demo on 16/05/2023 (Project title) rahuL.purumandla@unimelb.edu.au (Updated by) Assigned (Sub State)	Rahul Purumandla	DGC Review	🕒 12d ago
SDAR0001170 new project 70 (Project title) rahuL.purumandla@unimelb.edu.au (Updated by) Draft (Sub State)	Salman Khan	New	🕒 29d ago
SDAR0001132 Long Term Impact of Covid on Patients with Chronic Conditions (Project title)	Rahul Purumandla	New	🕒 2mo ago

Callout 1: "There are four (4) quick links allowing you to choose the application type." (points to the Quick links section)

Callout 2: "You may filter your dashboard by application type or keyword; the default display is for full applications" (points to the View dropdown and search box)



Guided Tours

Guided tours are initially offered on first use of the system and may need to be dismissed using the crosshair (X).

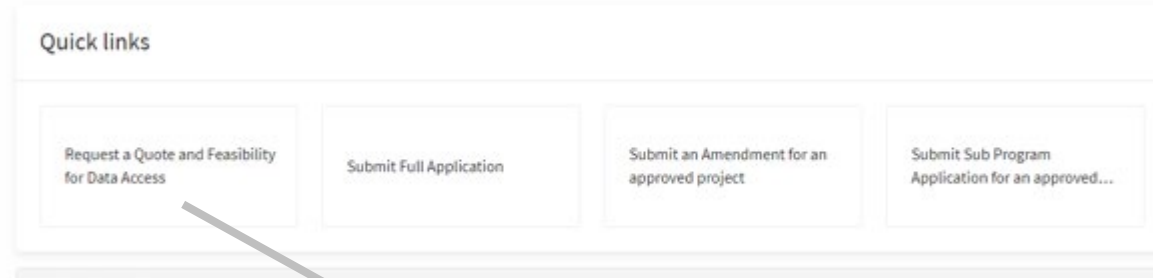
You may also want to select all tours on this page.

The screenshot shows the user interface of the Data for Decisions Portal. At the top right, there is a navigation menu with 'Knowledge', 'Tours', and 'Get Help'. The user's name 'Ruthie Bowler' is displayed. The main content area includes a greeting 'Hello Ruthie Bowler' and 'Welcome to the Data for Decisions Portal'. Below this, there are 'Quick links' and a section for 'My Data Access Requests'. A 'Stop Guided Tour' dialog box is open, asking 'Do you want to stop this tour from auto launching again?' with 'No' and 'Yes' buttons. A 'Begin Tour' button is also visible in the background.

You can always revisit the tours through the top menu item.

This is a close-up of the 'Stop Guided Tour' dialog box. It contains the question 'Do you want to stop this tour from auto launching again?' and two buttons: 'No' and 'Yes'. Below the question, there is a checkbox labeled 'Apply for all tours on this page' which is checked and highlighted in yellow.

Commencing an application



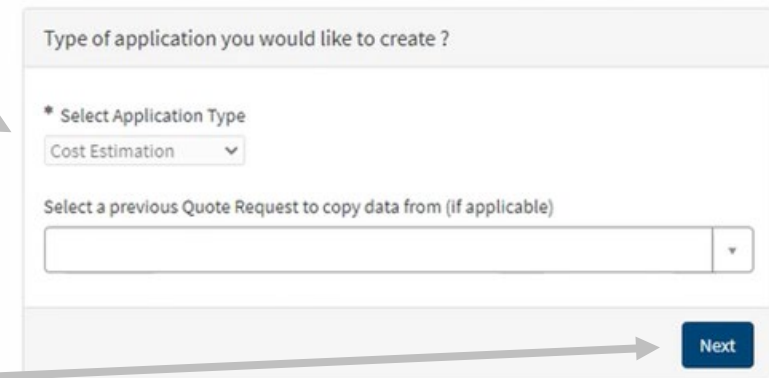
Home > Wizard

The application type you select will be displayed as read only

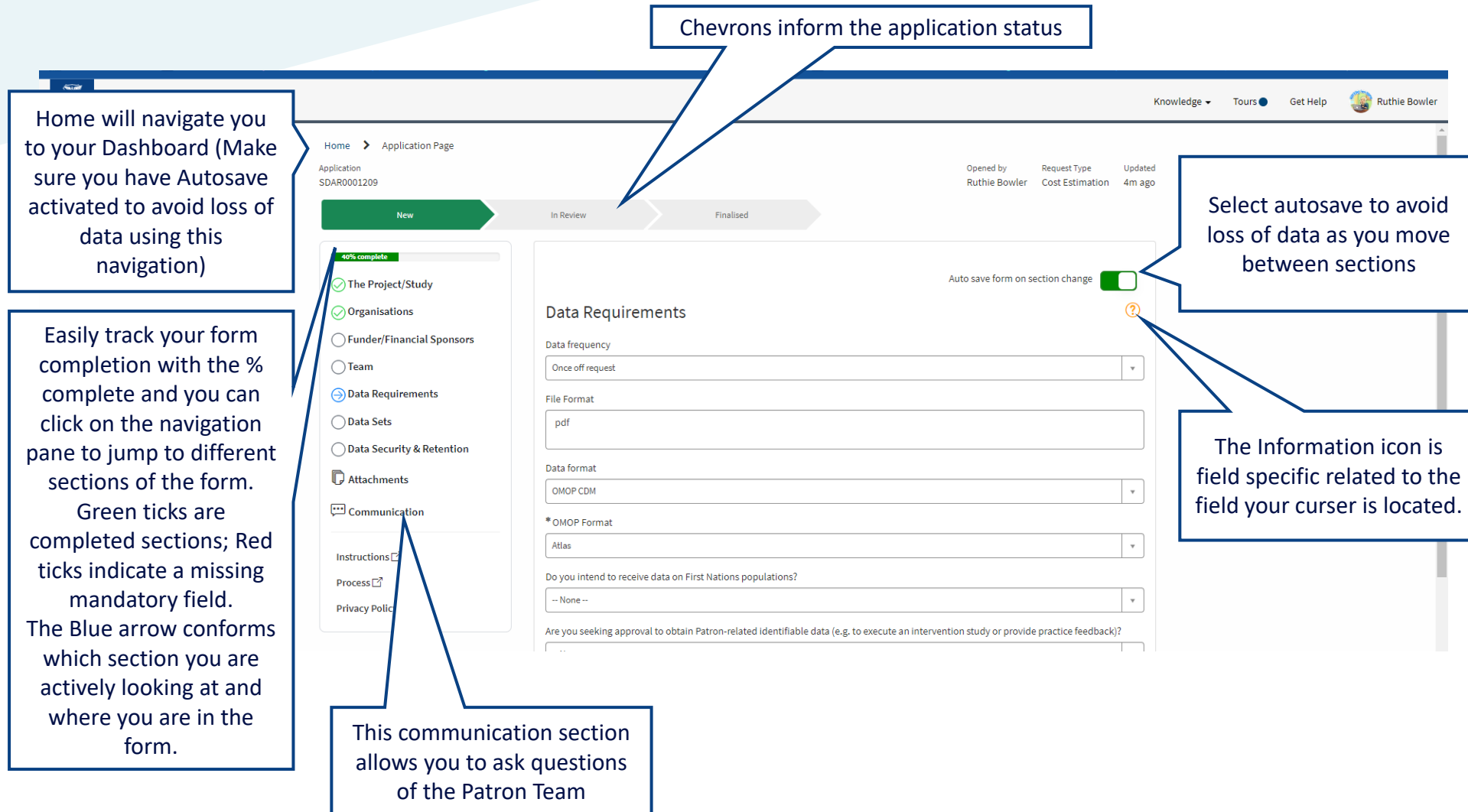
OPTIONS:

You can choose to start by copying a past application from the drop box.

Alternatively, proceed to commence a clean application by clicking NEXT.



Navigating an application



Home will navigate you to your Dashboard (Make sure you have Autosave activated to avoid loss of data using this navigation)

Easily track your form completion with the % complete and you can click on the navigation pane to jump to different sections of the form. Green ticks are completed sections; Red ticks indicate a missing mandatory field. The Blue arrow conforms which section you are actively looking at and where you are in the form.

This communication section allows you to ask questions of the Patron Team

Chevrons inform the application status

Select autosave to avoid loss of data as you move between sections

The Information icon is field specific related to the field your cursor is located.

The screenshot shows a web application interface for 'Application Page' (Application ID: SDAR0001209). It features a progress bar at the top with stages: 'New' (green), 'In Review' (grey), and 'Finalised' (grey). A navigation pane on the left lists sections: 'The Project/Study' (green tick), 'Organisations' (green tick), 'Funder/Financial Sponsors' (red tick), 'Team' (red tick), 'Data Requirements' (blue arrow), 'Data Sets' (red tick), 'Data Security & Retention' (red tick), 'Attachments' (red tick), and 'Communication' (red tick). The main form area is titled 'Data Requirements' and includes fields for 'Data frequency' (set to 'Once off request'), 'File Format' (set to 'pdf'), 'Data format' (set to 'OMOP CDM'), and '* OMOP Format' (set to 'Atlas'). There are also dropdown menus for 'Do you intend to receive data on First Nations populations?' (set to '-- None --') and 'Are you seeking approval to obtain Patron-related identifiable data...'. An 'Auto save form on section change' toggle is set to 'on'. A callout box points to a question mark icon next to the 'Data Requirements' section header.

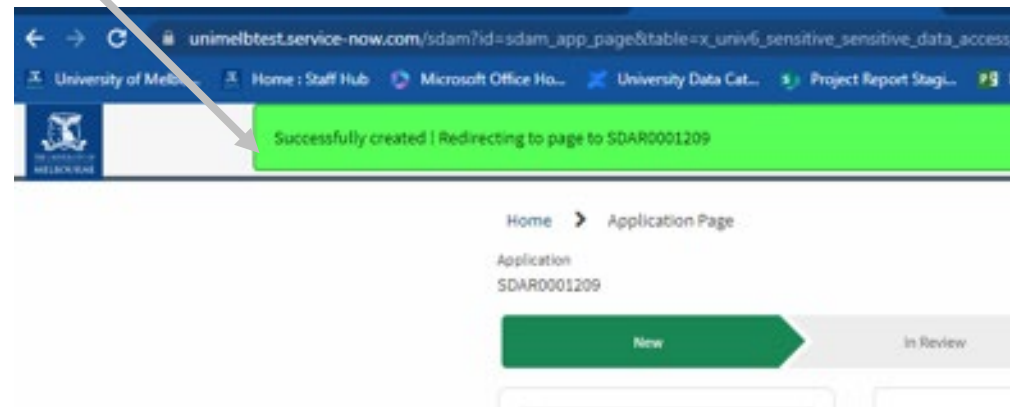
Save or Submit an application

You won't need to complete the application in one sitting but can save and retrieve from your dashboard

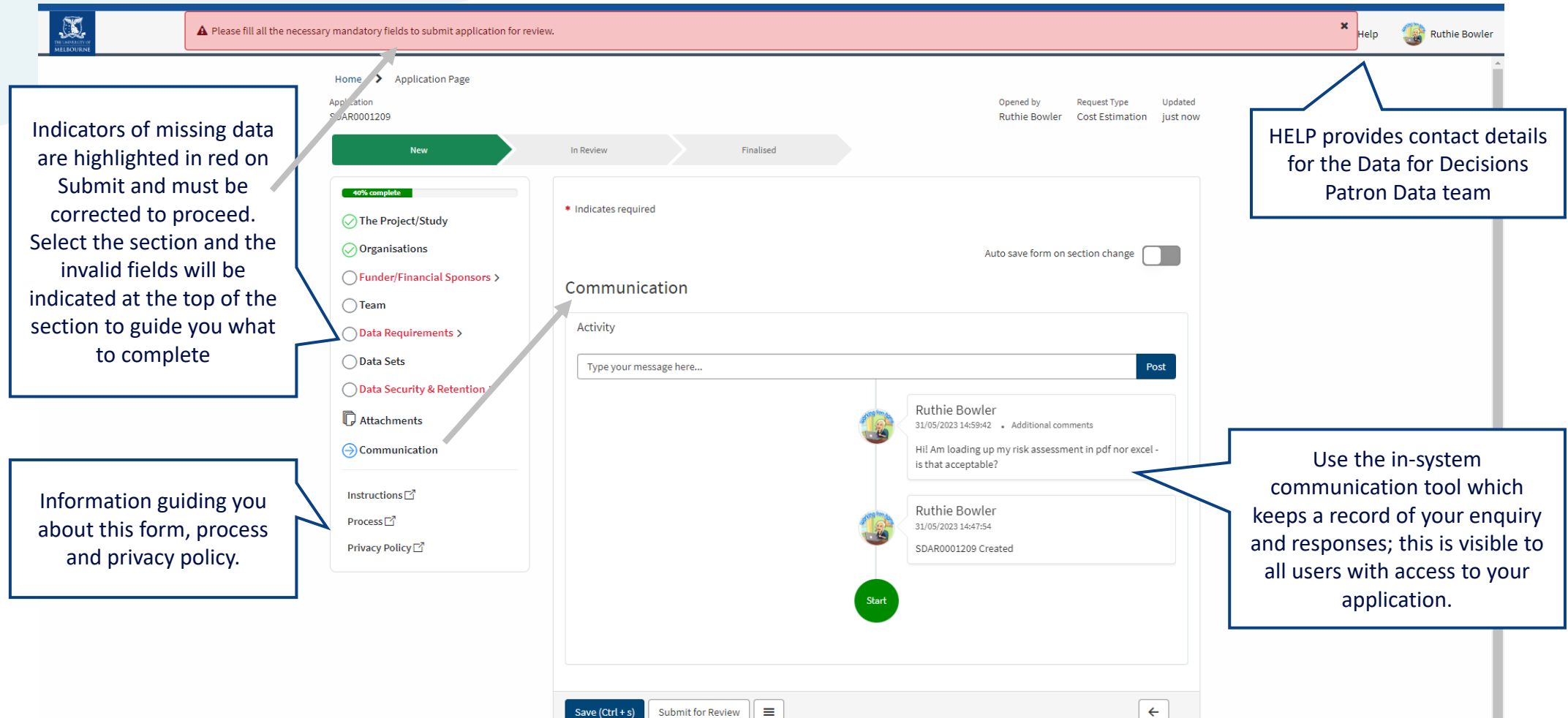
If you are ready to submit, the system will confirm all mandatory data is completed. If fields are incomplete, you will see a display of sections and fields requiring your attention.



You may use these arrows to move between sections else use the left-hand panel navigation pane which names all the form sections. Using the arrows will save your section data.



Getting Assistance



Indicators of missing data are highlighted in red on Submit and must be corrected to proceed. Select the section and the invalid fields will be indicated at the top of the section to guide you what to complete

Information guiding you about this form, process and privacy policy.

HELP provides contact details for the Data for Decisions Patron Data team

Use the in-system communication tool which keeps a record of your enquiry and responses; this is visible to all users with access to your application.

Please fill all the necessary mandatory fields to submit application for review.

Home > Application Page

Application: SDAR0001209

Opened by: Ruthie Bowler | Request Type: Cost Estimation | Updated: just now

Progress: New (40% complete) | In Review | Finalised

- ✓ The Project/Study
- ✓ Organisations
- Funder/Financial Sponsors >
- Team
- Data Requirements >
- Data Sets
- Data Security & Retention >
- Attachments
- Communication

Instructions | Process | Privacy Policy

Indicates required

Auto save form on section change

Communication

Activity

Type your message here... Post

Ruthie Bowler
31/05/2023 14:59:42 · Additional comments
Hi! Am loading up my risk assessment in pdf nor excel - is that acceptable?

Ruthie Bowler
31/05/2023 14:47:54
SDAR0001209 Created

Start

Save (Ctrl + s) | Submit for Review



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