



Edu.Dex User Manual

Version 2.01



Edu.Dex User manual

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Acronyms, terms and definitions

Edu.Dex	-	Education and Training data exchange standard data validation utility
Edu.Dex standard	-	Education and Training data exchange standard that conforms to the NLRD Load Specification
ETQA	-	Education and Training Quality Assurance body
NLRD	-	National Learner's Records Database
NLRD Load Specifications	-	National Learner's Records Database batch file load specifications
SAQA	-	South African Qualifications Authority
UNC	-	Universal naming convention

1 Introduction

The Edu.Dex data validation utility is a custom designed application that ensures that data transmitted within the Education and Training sector of South Africa conforms to the education and training data exchange (Edu.Dex standard) standard.

The primary objective for the development of the Edu.Dex standard is to ensure that any learner registration related data that is transmitted from one information system to another system in batch format complies to the South African Qualifications Authority's (SAQA) National Learner's Records Database (NLRD) Load Specifications.

The NLRD Load Specification has been developed for the transmission of data from an Education and Training Quality Assurance body (ETQA) to the NLRD system. The NLRD Load Specification therefore does not specifically accommodate the transmission of learner registration data from and to other education and training sector stakeholders.

Therefore the secondary objective of the development of the Edu.Dex standard is to provide the Education and Training sector of South Africa with a comprehensive standard, which complies with the NLRD Load Specification standard, for the transmission of learner registration data between all Education and Training sector stakeholders.

1.1 Special considerations

1.1.1 *Updating the Edu.Dex data validation utility*

The Edu.Dex data validation utility validates your data against lookup codes (for example gender codes, equity codes etc), qualification identifiers and unit standard identifiers as stored in the NLRD database. Lookup codes, qualification identifiers and unit standard identifiers are dynamic data features of the NLRD database, the Edu.Dex data validation utility must therefore be updated on a regular basis to ensure that your data is validated against the most current data values.

Please note that it is the responsibility of the ETQA to update the Edu.Dex lookup codes, qualification identifiers and unit standard identifiers prior to testing a data submission that will be sent to SAQA.

Please refer to the SAQA NLRD information website at www.saq.org.za/NLRDInfo for further information in regard to the updating of the Edu.Dex data validation utility. Further information can also be found on the Edu.Dex website at www.praxis.co.za/EduDex.

1.1.2 *Data submission that contain non-primary focus area data*

The Edu.Dex data validation utility is able to validate data submissions that contain non-primary focus area data. Non-primary focus area data includes:

Submission to SAQA from ETQA (version 1)

1. Learner enrolments (File 2 and/or File 7) that are associated to providers that belong to another ETQA (the ETQA_ID of the provider is not the same as your ETQA_ID).
2. Learner enrolments (File 2 and/or File 7) that are associated to assessors that belong to another ETQA (the ETQA_ID of the assessor is not the same as your ETQA_ID).
3. Provider accreditations (File 10) that are associated to providers that belong to another ETQA (the ETQA_ID of the provider is not the same as your ETQA_ID).
4. Assessor registrations (File 8) that are associated to assessors that belong to another ETQA (the ETQA_ID of the assessor is not the same as your ETQA_ID).

Submission to SAQA from ETQA (version 2) Step 3

1. Learner enrolments (File 28, 29 and/or File 30) that are associated to providers that belong to another ETQA (the ETQA_ID of the provider is not the same as your ETQA_ID).
2. Provider accreditations (File 24) that are associated to providers that belong to another ETQA (the ETQA_ID of the provider is not the same as your ETQA_ID).

An entry in the Edu.Dex aggregated reports will be found under a **Validation Rank of Confirmation or Correction required** heading for the specific file if non-primary focus area data is included in your submission.

In addition a listing of assessor identifiers (and their respective ETQA IDs) for all assessors that have an ETQA ID other than your ETQA ID can be found in the Non-ETQA Assessors report (see Section 6.1.3). This report will only be active if Edu.Dex has found Assessor_Identifier in any of your data files with a ETQA_ID value that is not the same as your ETQA_ID. The report specifies each unique combination of Assessor_Identifier and Assessor_ETQA_ID per data submission file.

Further, a listing of provider codes (and their respective ETQA IDs) for all providers that have an ETQA ID other than your ETQA ID can be found in the Non-ETQA Providers report (see Section 6.1.4). This report will only be active if Edu.Dex has found Provider_Codes in any of your data files with a ETQA_ID value that is not the same as your ETQA_ID. The report specifies each unique combination of Provider_Code and Provider_ETQA_ID per data submission file.

The Edu.Dex data validation will present you with an enhanced message at the end of the data validation process, regardless of the success of the validation process that will include the following type of message if your data submission contains assessors/providers with an ETQA ID other than your ETQA ID:

“PLEASE NOTE: This submission contains non-ETQA assessors - refer to the non-ETQA assessors report for further information.”

“PLEASE NOTE: This submission contains non-ETQA providers - refer to the non-ETQA providers report for further information.”

Please note that it is the responsibility of the ETQA to ensure that any non-primary focus area records already exist in the NLRD prior to submitting this type of data to the NLRD directorate.

2 Starting Edu.Dex

The Edu.Dex data validation utility can be started from the Windows Start menu or from the Edu.Dex Data Validation desktop folder.

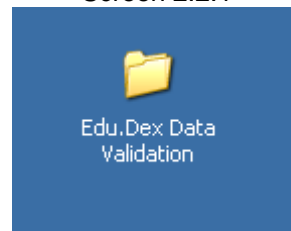
2.1 Starting Edu.Dex from the Windows Start menu

To start Edu.Dex from the Windows Start menu, click on the Windows **Start** menu button, select the **Programs** option, then select the **Edu.Dex Data Validation** option and click on the **Edu.Dex** icon.

2.2 Starting Edu.Dex from the Edu.Dex Data Validation desktop folder

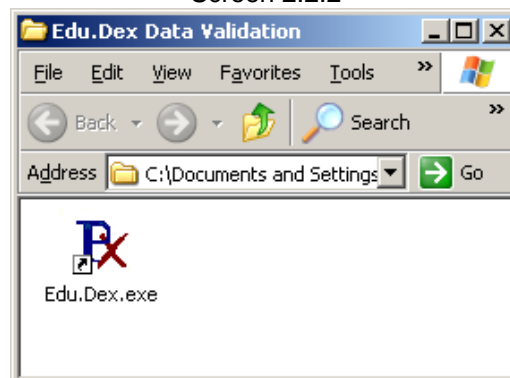
To start Edu.Dex from the Edu.Dex Data Validation desktop folder, locate and open the Edu.Dex Data Validation folder on your Windows desktop (see Screen 2.2.1).

Screen 2.2.1



Once the Edu.Dex Data Validation folder is open, select the Edu.Dex icon to start the Edu.Dex application (see Screen 2.2.2).

Screen 2.2.2



3 The Edu.Dex login

After starting the Edu.Dex application, you must login (see Screen 3.1). This process authenticates you as a user of the system, after which the full functionality of the Edu.Dex application is made available to you.

Screen 3.1

Edu.Dex - [Login]

Validate submission View Administration Help Exit

Enter User Login and Password
Click on OK to continue and Cancel to exit

User Login: SAQA

Password:

OK Cancel

Edu.dex

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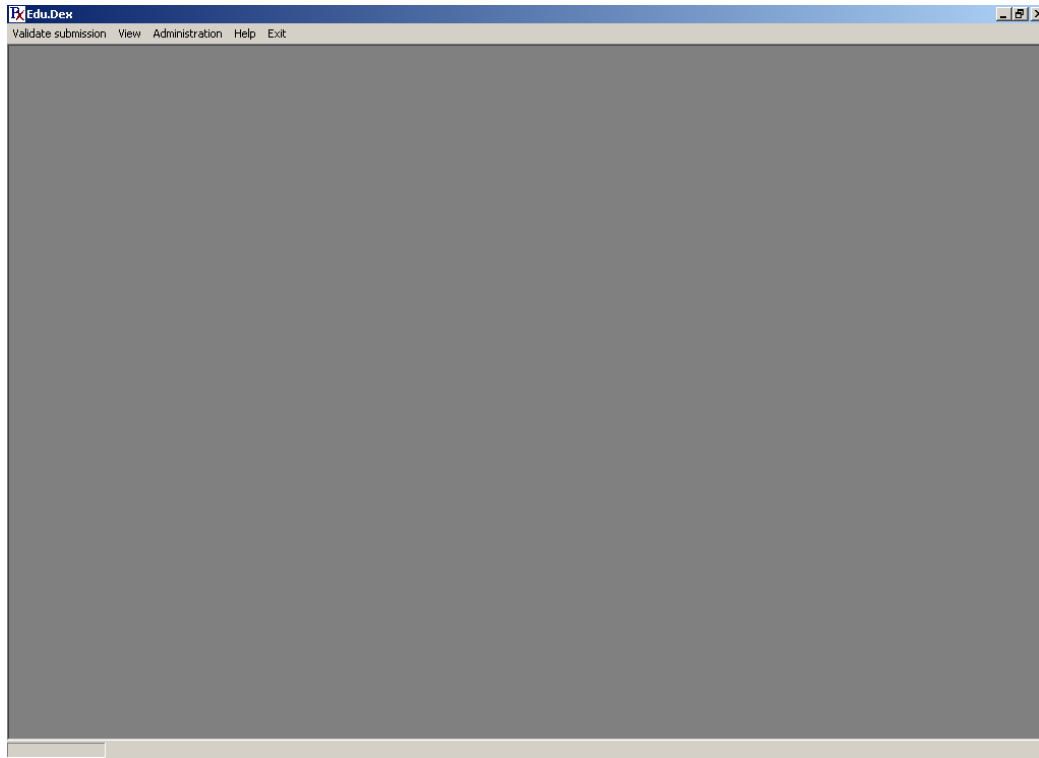
Level 2
ETQA
Version: 2.00
Last updated: 15/11/2007

1. Enter your **User Login** details (the initial login details will have been supplied to you with the installation set of Edu.Dex).
2. Enter your **Password** and click on **OK** to proceed.
3. Click on **Cancel** if you want to close the application.

4 The Edu.Dex main menu

After you have successfully logged into the Edu.Dex application, the main menu screen will be displayed (see Screen 4.1). This screen presents the main menu items.

Screen 4.1



4.1 Main menu overview

Validate Submission

This menu item contains options that allow you to validate incoming (data has been supplied to you) or outgoing (data that you are supplying to another education and training stakeholder) data submissions. The menu items available in this main menu item are:

Incoming submission

Outgoing submission

The sub-menu items available in each of the above mentioned menu items are activated in accordance with your organization's specific needs.

View

This menu item contains options that allow you to view the results of the most recently completed data validation. The menu items available in this main menu are:

Reports

This option presents you with the following types of reports relating to the last data validation that has been completed:

Detailed validation report

This report presents you with a detailed report of the specific fields in a data submission that have failed validation.

Aggregated validation report

Complete

This report presents you with a summary report of all of the validations completed on a data submission and the results of each validation rule.

Filtered

This report presents you with a summary report of all of the failed validations completed on a data submission and the results of each validation rule.

Non-ETQA Assessors report

This report presents you with a listing of unique Assessor_Identifier and Assessor_ETQA_ID values per data submission file, where the Assessor_ETQA_ID is not the same as your ETQA_ID. This report is only accessible if your data submission contains records that have Assessor_ETQA_ID values that are not the same as your ETQA_ID.

Non-ETQA Providers report

This report presents you with a listing of unique Provider_Code and Provider_ETQA_ID values per data submission file, where the Provider_ETQA_ID is not the same as your ETQA_ID. This report is only accessible if your data submission contains records that have Provider_ETQA_ID values that are not the same as your ETQA_ID.

Files

This menu option presents you with a view of the last data files that have been submitted for validation. The individual sub-menus available for this menu item are dependent on the data files that you submitted for validation.

Administration

This menu item contains options that allow you to administer the Edu.Dex application.

Help

This menu item contains options that allow you to access help files in regard the utilization of the Edu.Dex application and Edu.Dex standard.

Exit

This menu item allows you to exit the Edu.Dex application.

Detailed descriptions of each of the main menu items are detailed in this user manual.

5 Validate submission menu

This menu item contains options that allow you to validate incoming (data has been supplied to you) or outgoing (data that you are supplying to another education and training stakeholder) data submissions. The menu items that are available to you from this menu are customized in accordance with your type of organization.

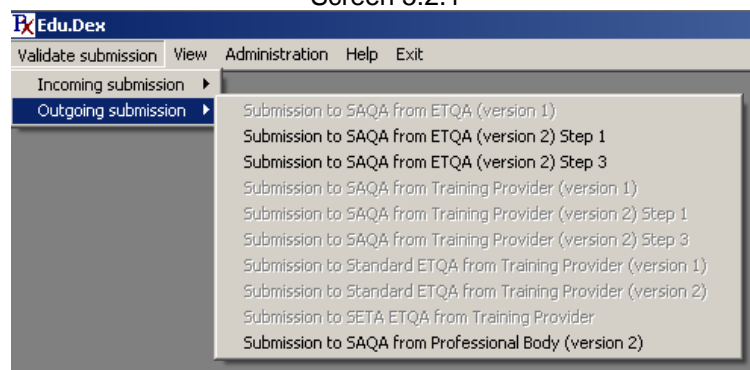
5.1 Incoming submission menu

Your version of the Edu.Dex data validation utility does not support the validation of incoming data submissions. Consequently all of the incoming submission menu items are inactive.

5.2 Outgoing submission menu

The submission to SAQA from ETQA menu item in this menu is available for your version of the Edu.Dex data validation utility.

Screen 5.2.1



5.2.1 Submission to SAQA from ETQA (version 1)

This menu item allows you to validate data submissions (based on version 1 of the SAQA file specifications) that will be submitted to SAQA by your organization.

1. The contact detail screen will be displayed on selection of this menu item (see Screen 5.2.1.1).

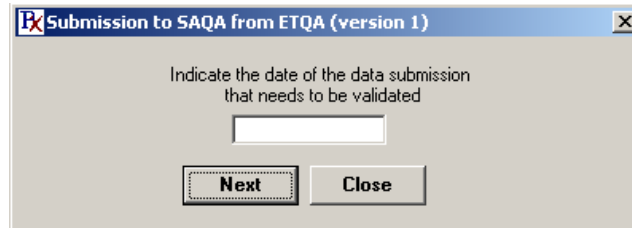
Screen 5.2.1.1

 A screenshot of a dialog box titled 'Data submission - Contact details'. The dialog contains the following text: 'This type of submission requires the following details so that the recipient ETQA may contact you in order to provide you with feedback in regard to your submission. Please enter the name and e-mail address of the person that should receive feedback in regard to this submission.' Below this text are two input fields: 'Contact Name:' with the value 'Jane Smith' and 'Contact e-mail address:' with the value 'JaneSmith@test.co.za'. At the bottom of the dialog are three buttons: 'Previous', 'Next', and 'Close'.

Enter a contact name and email address for an individual in your organization that must receive any feedback in regard to the data submission and click on **Next** to continue (see Section 7.6 on how to change the default contact name and email values). Click the **Close** button to cancel the process and return to the main menu.

2. The submission date selection screen will be displayed (see Screen 5.2.1.2).

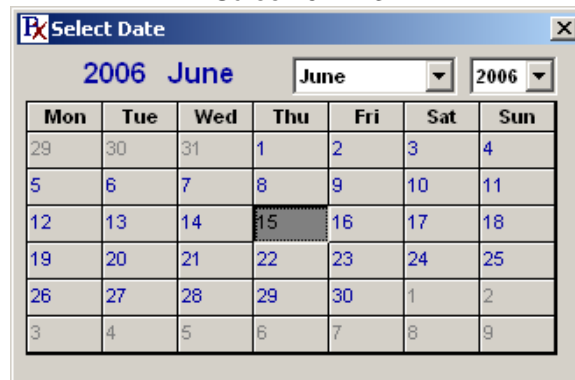
Screen 5.2.1.2



Click on the date edit box to activate the calendar (see Screen 5.2.1.3). Click the **Close** button to cancel the process and return to the main menu.

3. Select the data submission date on the calendar screen by indicating the data submissions year, month and day. The application will return to the date selection screen (Screen 5.2.1.2) once a valid date has been entered. Click on the **Next** button to continue or click on **Close** to return to the main menu.

Screen 5.2.1.3



Note that the Edu.Dex application uses this information to identify the data submission file/s.

Ensure that the first characters of the data submission file names represent your ETQA in one of the following manners:

File name: nnnnffymmdd.dat

Where nnnn represents one of the following:

The four character mnemonic for the ETQA (BANK)

A three character number that represents the ETQA code (557)

A four character number that represents the ETQA code (0557)

Ensure that the last six characters of the data submission file names represent the date of submission in the following manner:

File name: nnnnffymmdd.dat

Where yy represents the year of the submission (06).

Where mm represents the month of the submission (06).

Where dd indicates the day of the submission (15).

4. The Edu.Dex application will display the data submission location screen (see Screen 5.2.1.4). The screen will have the default import submission folder path loaded (see Section 7.2 on how to change the default import submission folder path). If the data submission is not found in the default import submission folder path then click on the **Search** button and browse to the correct location. Click on the **Next** button to

continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.1.4

- The Edu.Dex application will display the export location screen (see Screen 5.2.1.5). The screen will have the default export submission folder path loaded (see Section 7.3 on how to change the default export submission folder path). If you would like the Edu.Dex application to save the validated data submission to a location other than the default export location shown then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.1.5

Note that the Edu.Dex application expects to find data submission files for your specific ETQA, for the specific date in the location that you have specified. The system will return an error if any of these details or if the remainder of the file name/s is/are incorrect. If the data submission has the correct naming convention and is found in the path indicated then the validate submission screen will be displayed (see Screen 5.2.1.6).

- The validate submission screen presents a number of information fields to enable you to ensure that the correct data submission will be validated by the system.

The **Data supplier** field indicates the ETQA that submitted the data submission.

The **Submission date** field indicates the date of the data submission.

The **Data submission** files area indicates which data files have been located by the Edu.Dex application. Each data file that is located has a check mark in the data file's respective check box.

Screen 5.2.1.6

The screen provides two customisable processing options:

- **Pilot test (1000 records without relational rules)** performs a pilot test of the data submission limited to 1000 records or less per file. This processing option has been included to allow pre-testing of large data submissions prior to validation of the full submission.
- **Phased validation** performs a step by step validation of a data submission which stops at the end of each type of validation (Load data, File layout validation, Content validation and Business rule validation) if any errors found in the submission.

If neither of these options is selected the Edu.Dex application will validate all aspects of the full submission. Note that the Edu.Dex application will terminate processing if a data submission generates more than 500 000 error messages. In this situation the data submission must be validated in discrete phases.

Ensure that the information that this screen is displaying is correct. Click on the **Next** button to start the data validation. Click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

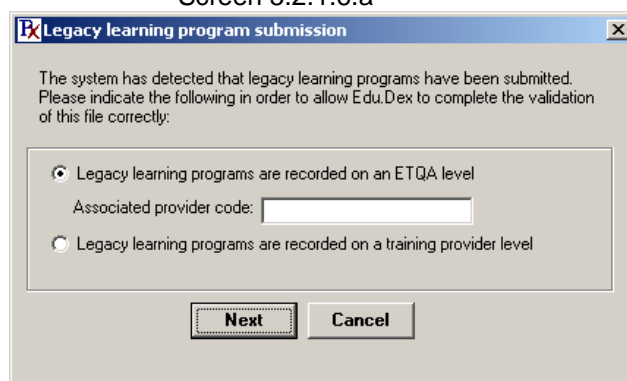
Note: The submission of Qualification (Legacy) and Learning Programs (Legacy) records can be completed in two different ways:

- The qualification or learning program may be offered by all Providers that are accredited at the ETQA. In this scenario the uniqueness of a legacy qualification or learning program is validated on the Qualification_Code or Course_Code field. This option however requires that all of the qualification or learning program records are associated to one Provider_Code. The relevant Provider_Code must therefore be indicated for the data validation process.
- The qualification or learning program may only be offered by a particular Provider that is accredited at the ETQA. In this scenario the uniqueness of a legacy qualification or learning program is validated on the combination of the

Qualification_Code and Provider_Code or Course_Code and Provider_Code fields.

The Edu.Dex application will display the Legacy qualification submission and/or Legacy learning program submission screens if the submission contains a Qualification (Legacy) and/or Learning Program (Legacy) file/s (see Screen 5.2.1.6.a).

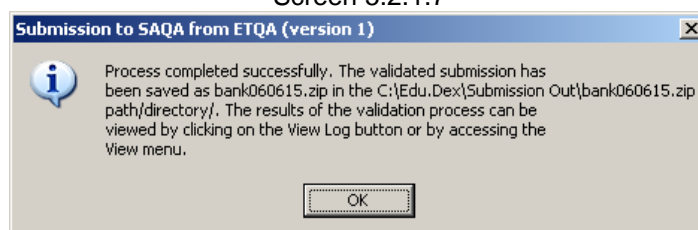
Screen 5.2.1.6.a



Indicate the nature of the legacy qualification or learning program records by selecting the relevant tick box and entering the provider code if required. Click on the **Next** button to start the data validation or click on the **Cancel** button to return to the validate submission screen.

7. The Edu.Dex application will complete the required data validation on the data submission. The five progress indicators (Load data, File layout validation, Content validation, Business rule validation and Create submission progress indicator) will provide you with an indication of the validation progress.
8. The system will display a message once the data validation has been completed (see Screen 5.2.1.7) successfully.

Screen 5.2.1.7



The **View log** button will be active if any of the data fields or records in the data submission generated a warning message. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 9 and Screen 5.2.1.9 for more information). Click on the **Close** button to return to the main menu.

The data submission that you must submit to SAQA can be found at the export location that you indicated in item 4. Please note that the data submission found in this location has been prepared in a particular format for SAQA:

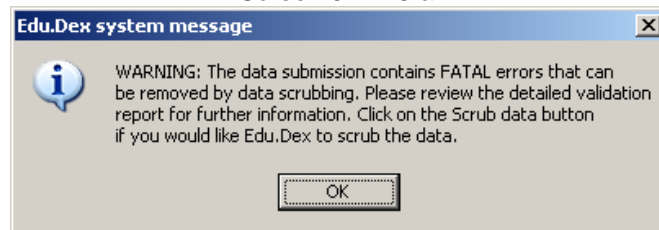
- a. The data submission has been compressed for ease of transmission.
- b. The compressed file contains the standard Edu.Dex reports that are automatically generated during the data validation process. These reports have been included for SAQA as proof of the quality of your data submission.
- c. The compressed submission has been encrypted to prevent anyone from tampering with your data submission.

- d. The compressed submission naming convention is:
- File name: nnnnyymmdd.zip
 - Where nnnn represents your ETQA mnemonic (like BANK)
 - Where yy represents the year of the submission (06).
 - Where mm represents the month of the submission (06).
 - Where dd indicates the day of the submission (15).

Please note that the specially prepared compressed and encrypted submission file must be submitted to SAQA and **NOT** your original data submission.

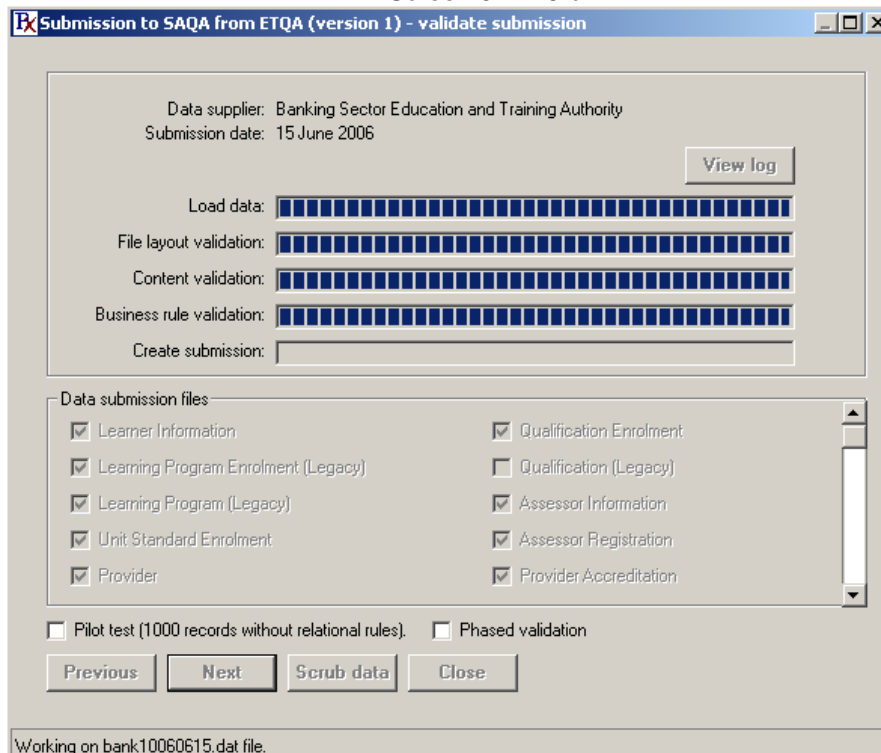
9. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.1.8.a.) but the nature of the errors are such that Edu.Dex may be able to clean the data successfully (**data scrubbing**).

Screen 5.2.1.8.a.



To access the data scrubbing option, close the message box which will return you to the validate submission screen. The **Data scrub** button will now be active. Click on this button if you would like Edu.Dex to attempt to data scrub your data (see Screen . Screen 5.2.1.8.b.)

Screen 5.2.1.8.b.



A progress screen will appear that will allow you to see the progress of the data scrubbing process. Once completed Edu.Dex will revalidate the scrubbed data submission. The message shown in Screen 5.2.1.9 (item 9 below) will be displayed if the scrubbed data did not pass the validation process. The message shown in Screen 5.2.1.7 (item 7 above) will be displayed if the scrubbed data has passed validation.

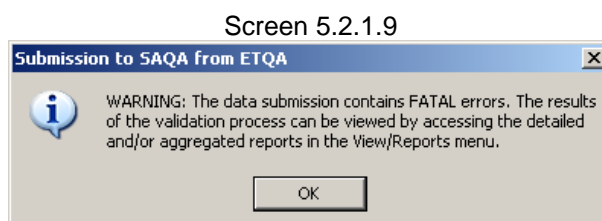
If the data submission was successfully scrubbed and validated the location of your original data submission will contain the following types of files:

- A copy of your original files suffixed with the words “Pre.Data.Scrubbing”. For example your original file bank01060615.dat will be renamed to bank01060615Pre.Data.Scrubbing.dat.
- A copy of the detailed and filtered aggregated validation reports suffixed with the words “Pre.Data.Scrubbing”. For example:
Complete Aggregated Validation Report Pre Data Scrubbing bank060615.csv
Detailed Validation Report Pre Data Scrubbing bank060615.csv
- A copy of the data scrubbed files For example bank01060615.dat.
- A copy of the detailed and filtered aggregated validation reports for the scrubbed data submission. For example:
Complete Aggregated Validation Report.csv
Detailed Validation Report.csv.

Due to the sensitive nature of data scrubbing, Edu.Dex will not automatically create a fully prepared data submission for you to send to SAQA. The files are left as is so that you may review the data submission to determine whether you are happy with the data scrubbing results. If you are happy with the results then resubmit the scrubbed data to Edu.Dex to allow the application to create a prepared submission for SAQA.

Please note that the data scrubbing option is only available in certain situations and the results of the data scrubbing functionality may still result in a data submission that cannot be validated successfully.

10. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.1.9). Click on **OK** to return to the data validation screen.



The **View log** button will be active on the data validation screen. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log. (see item 10 and Screen 5.2.1.10 for more information).

11. The validation log presents you with a detailed report of the specific fields in a data submission that have failed validation. On selecting this menu option the Import log screen will be displayed (see Screen 5.2.1.10).

The log provides you with the following information so that you can better understand the factors that contributed to the data submission failing the data validations:

1. The **Number** column indicates the number of the error reported.
2. The **Validation rank** column indicates the type of error that was encountered (non-compliance, content, general information and critical information).
3. The **Validation severity** column indicates whether the error that was encountered is preventing the successful validation of the data submission (fatal or non-fatal).
4. The **File name** column indicates the file in which the error was encountered.

5. The **Record number** column indicates the record (line) in the file that holds the invalid value. Note that the record numbering is sequential, starting at the first valid data record found in the file.
6. The **Field name** column indicates the name of the field that has failed validation.
7. The **Field value** column indicates the value found in the field that has failed validation.
8. The **Description** column provides you with a description of the factor that caused the field content to fail validation.

Screen 5.2.1.10

Number	Validation rank	Validation severity	File name	Record number	Field name	Field value	
1							
2	1	Non-compliance	Fatal	bank03080615.dat	22	Course_Code Provider_Code Provider_Bqqa_Id	SP557/2004/51101557
3	2	Non-compliance	Fatal	bank03080615.dat	23	Course_Code Provider_Code Provider_Bqqa_Id	SP557/2004/51101557
4	3	Non-compliance	Fatal	bank05080615.dat	1	Course_Code	UNKNOWNN
5	4	Non-compliance	Fatal	bank05080615.dat	2	Course_Code Provider_Code Provider_Bqqa_Id	SP557/2004/11291557
6	5	Non-compliance	Fatal	bank05080615.dat	3	Course_Code Provider_Code Provider_Bqqa_Id	SP557/2004/11291557
7	6	Non-compliance	Non-fatal	bank05080615.dat	4	Abet_Band_Id NQF_Level_Id	11500
8	7	Non-compliance	Non-fatal	bank05080615.dat	5	Abet_Band_Id NQF_Level_Id	311
9	8	Non-compliance	Non-fatal	bank05080615.dat	6	Abet_Band_Id NQF_Level_Id	511
10	9	Non-compliance	Fatal	bank05080615.dat	9	Provider_Code	99
11	10	Non-compliance	Fatal	bank06080615.dat	1	Assessor_Identifier	10
12	11	Non-compliance	Fatal	bank06080615.dat	2	Assessor_Identifier	10
13	12	Non-compliance	Fatal	bank06080615.dat	3	Bqqa_Id	581
14	13	Non-compliance	Fatal	bank06080615.dat	4	Bqqa_Id	555
15	14	Non-compliance	Fatal	bank07080615.dat	1	Assessor_Identifier	1000
16	15	Non-compliance	Fatal	bank07080615.dat	2	Assessor_Identifier	200
17	16	Non-compliance	Fatal	bank08080615.dat	1	Assessor_Identifier	5404
18	17	Non-compliance	Fatal	bank08080615.dat	2	Assessor_Identifier	5407
19	18	Non-compliance	Fatal	bank08080615.dat	3	Assessor_Identifier	5435
20	19	Non-compliance	Fatal	bank08080615.dat	4	Assessor_Identifier	5404
21	20	Non-compliance	Fatal	bank08080615.dat	5	Assessor_Identifier	5407
22	21	Non-compliance	Fatal	bank08080615.dat	6	Assessor_Identifier	5435
23	22	Non-compliance	Fatal	bank08080615.dat	7	Assessor_Identifier	5435
24	23	Non-compliance	Fatal	bank08080615.dat	8	Assessor_Identifier	5435
25	24	Non-compliance	Fatal	bank08080615.dat	9	Assessor_Identifier	5435
26	25	Non-compliance	Fatal	bank08080615.dat	10	Assessor_Identifier	5435
27	26	Non-compliance	Fatal	bank08080615.dat	11	Assessor_Identifier	5435
28	27	Non-compliance	Fatal	bank08080615.dat	12	Assessor_Identifier	5428
29	28	Non-compliance	Fatal	bank08080615.dat	13	Assessor_Identifier	5428
30	29	Non-compliance	Fatal	bank08080615.dat	14	Assessor_Identifier	5428
31	30	Non-compliance	Fatal	bank08080615.dat	15	Assessor_Identifier	5384
32	31	Non-compliance	Fatal	bank08080615.dat	16	Assessor_Identifier	5385
33	32	Non-compliance	Fatal	bank08080615.dat	17	Assessor_Identifier	5428

- a. Selecting the **Print** button allows you to print the log to your default printer (see Screen 5.2.1.10.a).

Screen 5.2.1.10.a

Print

Printer:

Status: Ready

Type: HP LaserJet 4300 PCL 6

Where: Passage

Comment: Print to file

Print range:

All

Pages from: to:

Selection

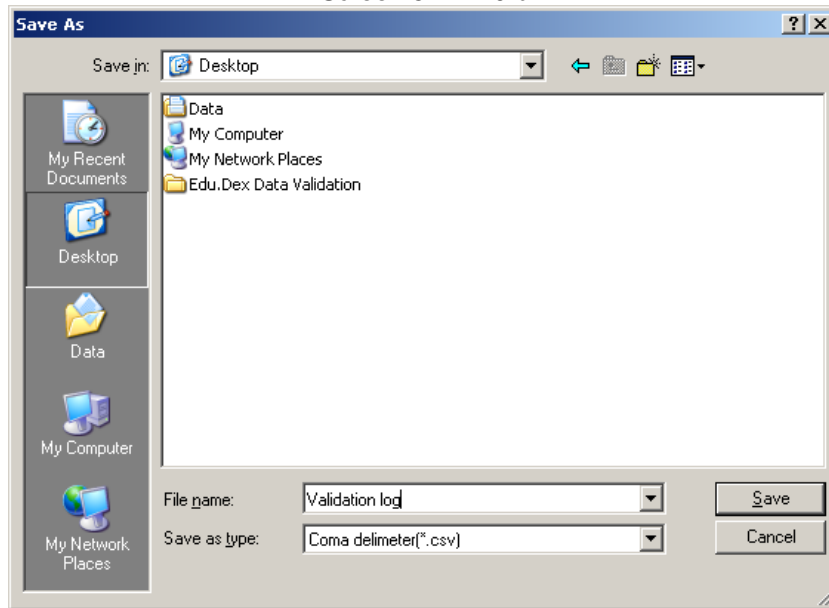
Copies:

Number of copies:

Collate

- b. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 5.2.1.10.b). Browse to the location to which you would like to save the log. Type the name that you want the log saved to in the **File name** box and click on **Save**.

Screen 5.2.1.10.b



- c. The **Close** button allows you to exit the Import log screen and return to the validate submission screen.

5.2.2 Submission to SAQA from ETQA (version 2) Step 1

This menu item allows you to validate data submissions (based on version 2 of the SAQA file specifications) that will be submitted to SAQA by your organization. This type of submission is defined as Step 1 in the “NLRD minimum standard for data loads” and is constrained to data submissions that contain the following data files: File 21 (Provider), File 22 (Qualification/Degree (Legacy)) and/or File 23 (Course (Legacy)).

1. The contact detail screen will be displayed on selection of this menu item (see Screen 5.2.2.1).

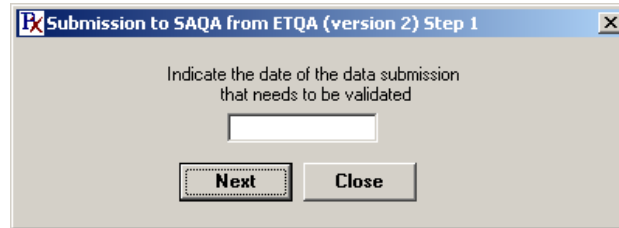
Screen 5.2.2.1

 A screenshot of a dialog box titled 'Data submission - Contact details'. The text inside reads: 'This type of submission requires the following details so that the recipient ETQA may contact you in order to provide you with feedback in regard to your submission. Please enter the name and e-mail address of the person that should receive feedback in regard to this submission.' Below the text are two input fields: 'Contact Name' with the value 'Jane Smith' and 'Contact e-mail address' with the value 'JaneSmith@test.co.za'. At the bottom, there are three buttons: 'Previous', 'Next', and 'Close'.

Enter a contact name and email address for an individual in your organization that must receive any feedback in regard to the data submission and click on **Next** to continue (see Section 7.6 on how to change the default contact name and email values). Click the **Close** button to cancel the process and return to the main menu.

2. The submission date selection screen will be (see Screen 5.2.2.2).

Screen 5.2.2.2



Click on the date edit box to activate the calendar (see Screen 5.2.2.3). Click the **Close** button to cancel the process and return to the main menu.

Select the data submission date on the calendar screen by indicating the data submissions year, month and day. The application will return to the date selection screen (Screen 5.2.2.2) once a valid date has been entered. Click on the **Next** button to continue or click on **Close** to return to the main menu.

Screen 5.2.2.3



Note that the Edu.Dex application uses this information to identify the data submission file/s.

Ensure that the first characters of the data submission file names represent your ETQA in one of the following manners:

File name: nnnnffymmdd.dat

Where nnnn represents one of the following:

The four character mnemonic for the ETQA (SASS)

A three character number that represents the ETQA code (695)

A four character number that represents the ETQA code (0695)

Ensure that the last six characters of the data submission file names represent the date of submission in the following manner:

File name: nnnnffymmdd.dat

Where yy represents the year of the submission (07).

Where mm represents the month of the submission (12).

Where dd indicates the day of the submission (01).

- The Edu.Dex application will display the data submission location screen (see Screen 5.2.2.4). The screen will have the default import submission folder path loaded (see Section 7.2 on how to change the default import submission folder path). If the data submission is not found in the default import submission folder path then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.2.4

- The Edu.Dex application will display the export location screen (see Screen 5.2.2.5). The screen will have the default export submission folder path loaded (see Section 7.3 on how to change the default export submission folder path). If you would like the Edu.Dex application to save the validated data submission to a location other than the default export location shown then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.2.5

Note that the Edu.Dex application expects to find data submission files for your specific ETQA, for the specific date in the location that you have specified. The system will return an error if any of these details or if the remainder of the file name/s is/are incorrect. If the data submission has the correct naming convention and is found in the path indicated then the validate submission screen will be displayed (see Screen 5.2.2.6).

- The validate submission screen presents a number of information fields to enable you to ensure that the correct data submission will be validated by the system.

The **Data supplier** field indicates the ETQA that submitted the data submission.

The **Submission date** field indicates the date of the data submission.

The **Data submission** files area indicates which data files have been located by the Edu.Dex application. Each data file that is located has a check mark in the data file's respective check box.

Screen 5.2.2.6

The screen provides two customisable processing options:

- **Pilot test (1000 records without relational rules)** performs a pilot test of the data submission limited to 1000 records or less per file. This processing option has been included to allow pre-testing of large data submissions prior to validation of the full submission.
- **Phased validation** performs a step by step validation of a data submission which stops at the end of each type of validation (Load data, File layout validation, Content validation and Business rule validation) if any errors found in the submission.

If neither of these options is selected the Edu.Dex application will validate all aspects of the full submission. Note that the Edu.Dex application will terminate processing if a data submission generates more than 500 000 error messages. In this situation the data submission must be validated in discrete phases.

Ensure that the information that this screen is displaying is correct. Click on the **Next** button to start the data validation. Click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Note: The submission of Qualification (Legacy) and Learning Programs (Legacy) records can be completed in two different ways:

- a. The qualification or learning program may be offered by all Providers that are accredited at the ETQA. In this scenario the uniqueness of a legacy qualification or learning program is validated on the Qualification_Code or Course_Code field. This option however requires that all of the qualification or learning program records are associated to one Provider_Code. The relevant Provider_Code must therefore be indicated for the data validation process.
- b. The qualification or learning program may only be offered by a particular Provider that is accredited at the ETQA. In this scenario the uniqueness of a legacy qualification or learning program is validated on the combination of the Qualification_Code and Provider_Code or Course_Code and Provider_Code fields.

The Edu.Dex application will display the Legacy qualification submission and/or Legacy learning program submission screens if the submission contains a Qualification (Legacy) and/or Learning Program (Legacy) file/s (see Screen 5.2.2.6.a).

Screen 5.2.2.6.a

Indicate the nature of the legacy qualification or learning program records by selecting the relevant tick box and entering the provider code if required. Click on the **Next** button to start the data validation or click on the **Cancel** button to return to the validate submission screen.

6. The Edu.Dex application will complete the required data validation on the data submission. The five progress indicators (Load data, File layout validation, Content validation, Business rule validation and Create submission progress indicator) will provide you with an indication of the validation progress.
7. The system will display a message once the data validation has been completed (see Screen 5.2.2.7) successfully.

Screen 5.2.2.7

The **View log** button will be active if any of the data fields or records in the data submission generated a warning message. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 9 and Screen 5.2.2.9 for more information). Click on the **Close** button to return to the main menu.

The data submission that you must submit to SAQA can be found at the export location that you indicated in item 4. Please note that the data submission found in this location has been prepared in a particular format for SAQA:

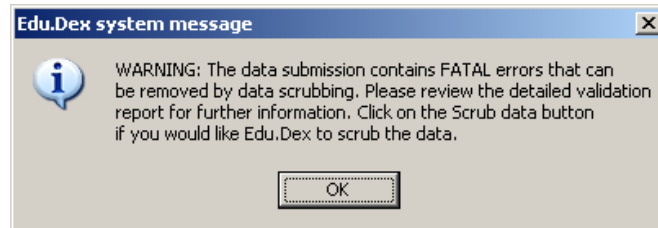
- a. The data submission has been compressed for ease of transmission.
- b. The compressed file contains the standard Edu.Dex reports that are automatically generated during the data validation process. These reports have been included for SAQA as proof of the quality of your data submission.
- c. The compressed submission has been encrypted to prevent anyone from tampering with your data submission.
- d. The compressed submission naming convention is:
 - File name: nnnnyymmdd.zip
 - Where nnnn represents your ETQA mnemonic (like SASS)

Where yy represents the year of the submission (07).
 Where mm represents the month of the submission (12).
 Where dd indicates the day of the submission (01).

Please note that the specially prepared compressed and encrypted submission file must be submitted to SAQA and **NOT** your original data submission.

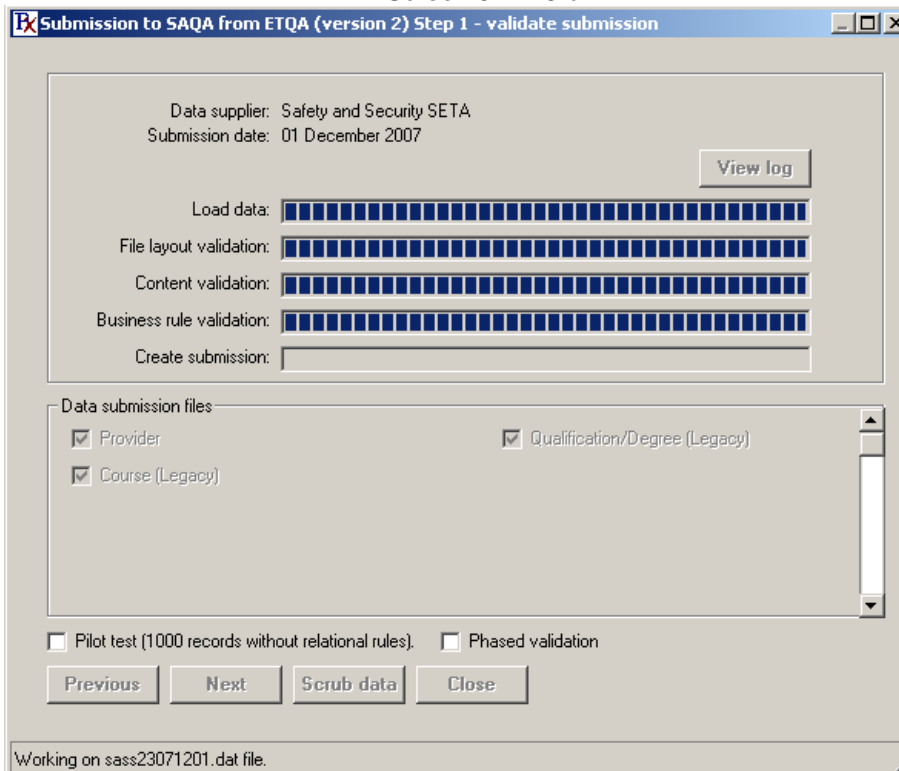
8. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.2.8.a.) but the nature of the errors are such that Edu.Dex may be able to clean the data successfully (**data scrubbing**).

Screen 5.2.2.8.a.



To access the data scrubbing option, close the message box which will return you to the validate submission screen. The **Data scrub** button will now be active. Click on this button if you would like Edu.Dex to attempt to data scrub your data (see Screen . Screen 5.2.2.8.b.)

Screen 5.2.2.8.b.



A progress screen will appear that will allow you to see the progress of the data scrubbing process. Once completed Edu.Dex will revalidate the scrubbed data submission. The message shown in Screen 5.2.2.9 (item 9 below) will be displayed if the scrubbed data did not pass the validation process. The message shown in Screen 5.2.2.7 (item 7 above) will be displayed if the scrubbed data has passed validation.

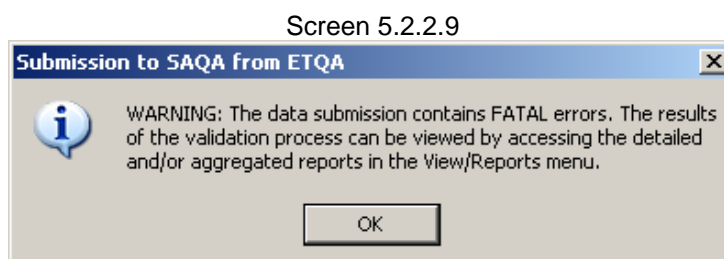
If the data submission was successfully scrubbed and validated the location of your original data submission will contain the following types of files:

- A copy of your original files suffixed with the words “Pre.Data.Scrubbing”. For example your original file sass01071201.dat will be renamed to sass01071201Pre.Data.Scrubbing.dat.
- A copy of the detailed and filtered aggregated validation reports suffixed with the words “Pre.Data.Scrubbing”. For example:
Complete Aggregated Validation Report Pre Data Scrubbing sass071201.csv
Detailed Validation Report Pre Data Scrubbing sass071201.csv
- A copy of the data scrubbed files For example sass01071201.dat.
- A copy of the detailed and filtered aggregated validation reports for the scrubbed data submission. For example:
Complete Aggregated Validation Report.csv
Detailed Validation Report.csv.

Due to the sensitive nature of data scrubbing, Edu.Dex will not automatically create a fully prepared data submission for you to send to SAQA. The files are left as is so that you may review the data submission to determine whether you are happy with the data scrubbing results. If you are happy with the results then resubmit the scrubbed data to Edu.Dex to allow the application to create a prepared submission for SAQA.

Please note that the data scrubbing option is only available in certain situations and the results of the data scrubbing functionality may still result in a data submission that cannot be validated successfully.

9. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.2.9). Click on **OK** to return to the data validation screen.



The **View log** button will be active on the data validation screen. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 10 and Screen 5.2.2.10 for more information).

10. The validation log presents you with a detailed report of the specific fields in a data submission that have failed validation. On selecting this menu option the Import log screen will be displayed (see Screen 5.2.2.10).

The log provides you with the following information so that you can better understand the factors that contributed to the data submission failing the data validations:

1. The **Number** column indicates the number of the error reported.
2. The **Validation rank** column indicates the type of error that was encountered (non-compliance, content, general information and critical information).
3. The **Validation severity** column indicates whether the error that was encountered is preventing the successful validation of the data submission (fatal or non-fatal).
4. The **File name** column indicates the file in which the error was encountered.
5. The **Record number** column indicates the record (line) in the file that holds the invalid value. Note that the record numbering is sequential, starting at the first valid data record found in the file.
6. The **Field name** column indicates the name of the field that has failed validation.

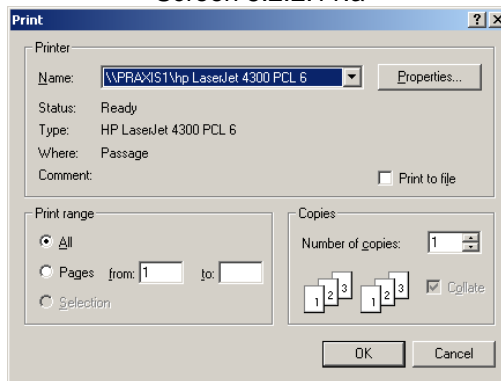
7. The **Field value** column indicates the value found in the field that has failed validation.
8. The **Description** column provides you with a description of the factor that caused the field content to fail validation.

Screen 5.2.2.10

Number	Validation rank	Validation severity	File name	Record number	Field name	Field value
1	Non-compliance	Fatal	sas21071201.dat	30	Provider_Code[Etqa_Id]	SAS-47695
2	Confirmation or Correction r	Non-fatal	sas21071201.dat	65	Provider_Name	KIMBERLEY SHOOTING SCHOOL
3	Confirmation or Correction r	Non-fatal	sas21071201.dat	80	Provider_Name	S F SHOOTING SCHOOL
4	Confirmation or Correction r	Non-fatal	sas21071201.dat	155	Provider_Name	TACTICAL WEAPON SCHOOL CC
5	Non-compliance	Fatal	sas21071201.dat	159	Provider_Name	test
6	Confirmation or Correction r	Non-fatal	sas21071201.dat	254	Provider_Name	SOUTH AFRICAN SCHOOL OF PARALEG
7	Confirmation or Correction r	Non-fatal	sas21071201.dat	262	Provider_Name	BALLISTICS HANDGUN SCHOOL
8	Confirmation or Correction r	Non-fatal	sas21071201.dat	273	Provider_Name	THE SOUTH AFRICAN SCHOOL OF PARA
9	Confirmation or Correction r	Non-fatal	sas21071201.dat	304	Provider_Name	FIREARMS COMPETENCY SCHOOLS
10	Confirmation or Correction r	Non-fatal	sas21071201.dat	417	Provider_Name	THE ARMED CIVILIAN SCHOOL CC
11	Confirmation or Correction r	Non-fatal	sas21071201.dat	455	Provider_Name	SPECIAL FORCES SCHOOL
12	Confirmation or Correction r	Non-fatal	sas21071201.dat	469	Provider_Name	EKURHULENI WEST COLLEGE FOR FET
13	Confirmation or Correction r	Non-fatal	sas21071201.dat	479	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
14	Non-compliance	Fatal	sas21071201.dat	479	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
15	Confirmation or Correction r	Non-fatal	sas21071201.dat	480	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
16	Non-compliance	Fatal	sas21071201.dat	480	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
17	Non-compliance	Fatal	sas21071201.dat	481	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
18	Non-compliance	Fatal	sas21071201.dat	481	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
19	Confirmation or Correction r	Non-fatal	sas21071201.dat	481	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
20	Confirmation or Correction r	Non-fatal	sas21071201.dat	482	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
21	Non-compliance	Fatal	sas21071201.dat	482	Provider_Name	TSWANE UNIVERSITY OF TECHNOLOGY
22	Confirmation or Correction r	Non-fatal	sas21071201.dat	488	Provider_Name	TSWANE SOUTH COLLEGE FOR FURTH
23	Confirmation or Correction r	Non-fatal	sas21071201.dat	562	Provider_Name	ENGINEER SCHOOL
24	Confirmation or Correction r	Non-fatal	sas21071201.dat	565	Provider_Name	AIR DEFENCE ARTILLERY SCHOOL
25	Confirmation or Correction r	Non-fatal	sas21071201.dat	618	Provider_Name	DEPARTMENT OF PROTECTION SERVICE
26	Non-compliance	Non-fatal	sas22071201.dat	1	Abet_Band_Id[NOF_Level_Id]	212
27	Non-compliance	Fatal	sas22071201.dat	8	Qualification_Type_Id	
28	Non-compliance	Fatal	sas22071201.dat	11	Qualification_Type_Id	
29	Non-compliance	Fatal	sas22071201.dat	13	Qualification_Type_Id	
30	Non-compliance	Fatal	sas22071201.dat	15	Qualification_Type_Id	
31	Non-compliance	Fatal	sas22071201.dat	16	Qualification_Type_Id	
32	Non-compliance	Fatal	sas22071201.dat	19	Qualification_Type_Id	
33	Non-compliance	Fatal	sas22071201.dat	20	Qualification_Type_Id	

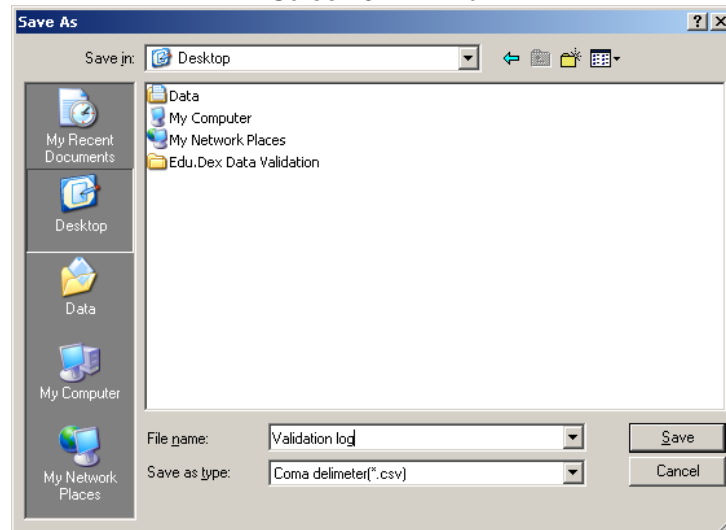
- a. Selecting the **Print** button allows you to print the log to your default printer (see Screen 5.2.2.11.a).

Screen 5.2.2.11.a



- b. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 5.2.2.11.b). Browse to the location to which you would like to save the log. Type the name that you want the log saved to in the **File name** box and click on **Save**.

Screen 5.2.2.11.b



- c. The **Close** button allows you to exit the Import log screen and return to the validate submission screen.

5.2.3 Submission to SAQA from ETQA (version 2) Step 3

This menu item allows you to validate data submissions (based on version 2 of the SAQA file specifications) that will be submitted to SAQA by your organization. This type of submission is defined as Step 3 in the “NLRD minimum standard for data loads” and is constrained to data submissions that do not contain the following data files: File 22 (Qualification/Degree (Legacy)) and File 23 (Course (Legacy)).

1. The contact detail screen will be displayed on selection of this menu item (see Screen 5.2.3.1).

Screen 5.2.3.1

Enter a contact name and email address for an individual in your organization that must receive any feedback in regard to the data submission and click on **Next** to continue (see Section 7.6 on how to change the default contact name and email values). Click the **Close** button to cancel the process and return to the main menu.

2. The submission date selection screen will be displayed (see Screen 5.2.3.2).

Screen 5.2.3.2

Click on the date edit box to activate the calendar (see Screen 5.2.3.3). Click the **Close** button to cancel the process and return to the main menu.

Select the data submission date on the calendar screen by indicating the data submissions year, month and day. The application will return to the date selection screen (Screen 5.2.3.2) once a valid date has been entered. Click on the **Next** button to continue or click on **Close** to return to the main menu.

Screen 5.2.3.3

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Note that the Edu.Dex application uses this information to identify the data submission file/s.

Ensure that the first characters of the data submission file names represent your ETQA in one of the following manners:

File name: nnnnffymmdd.dat

Where nnnn represents one of the following:

The four character mnemonic for the ETQA (FOOD)

A three character number that represents the ETQA code (587)

A four character number that represents the ETQA code (0587)

Ensure that the last six characters of the data submission file names represent the date of submission in the following manner:

File name: nnnnffymmdd.dat

Where yy represents the year of the submission (07).

Where mm represents the month of the submission (12).

Where dd indicates the day of the submission (01).

- The Edu.Dex application will display the data submission location screen (see Screen 5.2.3.2). The screen will have the default import submission folder path loaded (see Section 7.2 on how to change the default import submission folder path). If the data submission is not found in the default import submission folder path then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.3.4

4. The Edu.Dex application will display the export location screen (see Screen 5.2.3.5). The screen will have the default export submission folder path loaded (see Section 7.3 on how to change the default export submission folder path). If you would like the Edu.Dex application to save the validated data submission to a location other than the default export location shown then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.3.5

Note that the Edu.Dex application expects to find data submission files for your specific ETQA, for the specific date in the location that you have specified. The system will return an error if any of these details or if the remainder of the file name/s is/are incorrect. If the data submission has the correct naming convention and is found in the path indicated then the validate submission screen will be displayed (see Screen 5.2.3.6).

5. The validate submission screen presents a number of information fields to enable you to ensure that the correct data submission will be validated by the system.

The **Data supplier** field indicates the ETQA that submitted the data submission.

The **Submission date** field indicates the date of the data submission.

The **Data submission** files area indicates which data files have been located by the Edu.Dex application. Each data file that is located has a check mark in the data file's respective check box.

Screen 5.2.3.6

Submission to SAQA from ETQA (version 2) Step 3 - validate submission

Data supplier: Food and Beverages Manufacturing Industry Sector Education and
Submission date: 01 December 2007

View log

Load data: _____

File layout validation: _____

Content validation: _____

Business rule validation: _____

Create submission: _____

Data submission files

<input checked="" type="checkbox"/> Provider	<input type="checkbox"/> Provider Accreditation
<input checked="" type="checkbox"/> Person Information	<input checked="" type="checkbox"/> Person Designation
<input type="checkbox"/> NQF Designation registration	<input type="checkbox"/> Learnership Enrolment
<input type="checkbox"/> Qualification Enrolment	<input type="checkbox"/> Unit Standard Enrolment

Pilot test (1000 records without relational rules). Phased validation

Previous Next Scrub data Close

The screen provides two customisable processing options:

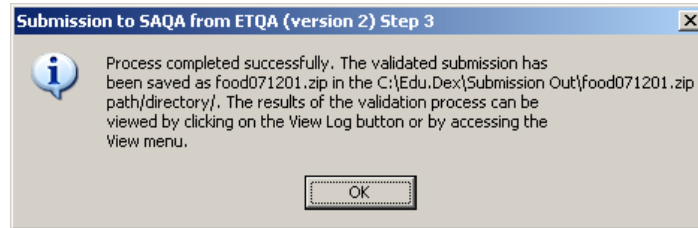
- **Pilot test (1000 records without relational rules)** performs a pilot test of the data submission limited to 1000 records or less per file. This processing option has been included to allow pre-testing of large data submissions prior to validation of the full submission.
- **Phased validation** performs a step by step validation of a data submission which stops at the end of each type of validation (Load data, File layout validation, Content validation and Business rule validation) if any errors found in the submission.

If neither of these options is selected the Edu.Dex application will validate all aspects of the full submission. Note that the Edu.Dex application will terminate processing if a data submission generates more than 500 000 error messages. In this situation the data submission must be validated in discrete phases.

Ensure that the information that this screen is displaying is correct. Click on the **Next** button to start the data validation. Click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

6. The Edu.Dex application will complete the required data validation on the data submission. The five progress indicators (Load data, File layout validation, Content validation, Business rule validation and Create submission progress indicator) will provide you with an indication of the validation progress.
7. The system will display a message once the data validation has been completed (see Screen 5.2.3.7) successfully.

Screen 5.2.3.7



The **View log** button will be active if any of the data fields or records in the data submission generated a warning message. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 9 and Screen 5.2.3.9 for more information). Click on the **Close** button to return to the main menu.

The data submission that you must submit to SAQA can be found at the export location that you indicated in item 4. Please note that the data submission found in this location has been prepared in a particular format for SAQA:

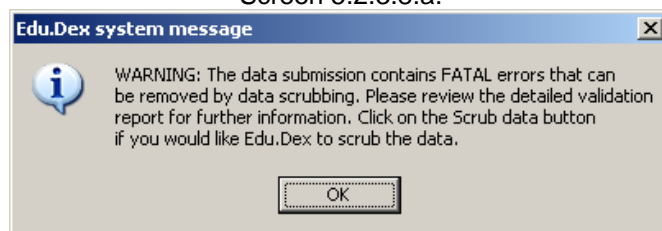
- a. The data submission has been compressed for ease of transmission.
- b. The compressed file contains the standard Edu.Dex reports that are automatically generated during the data validation process. These reports have been included for SAQA as proof of the quality of your data submission.
- c. The compressed submission has been encrypted to prevent anyone from tampering with your data submission.
- d. The compressed submission naming convention is:

File name:	nnnnyymmdd.zip
Where nnnn	represents your ETQA mnemonic (like FOOD)
Where yy	represents the year of the submission (07).
Where mm	represents the month of the submission (12).
Where dd	indicates the day of the submission (01).

Please note that the specially prepared compressed and encrypted submission file must be submitted to SAQA and **NOT** your original data submission.

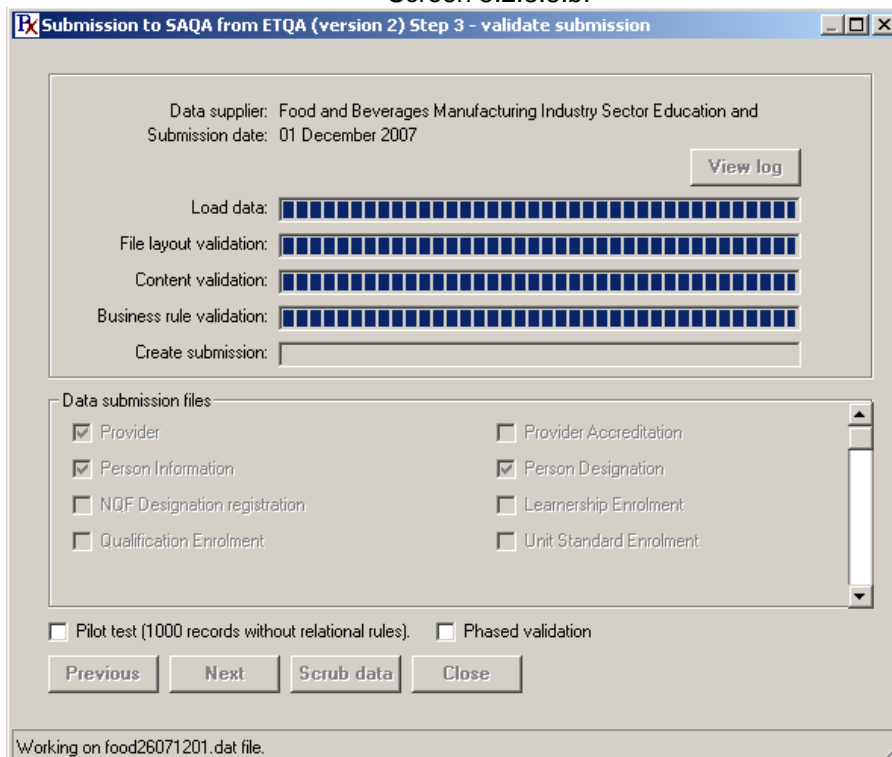
8. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.3.8.a.) but the nature of the errors are such that Edu.Dex may be able to clean the data successfully (**data scrubbing**).

Screen 5.2.3.8.a.



To access the data scrubbing option, close the message box which will return you to the validate submission screen. The **Data scrub** button will now be active. Click on this button if you would like Edu.Dex to attempt to data scrub your data (see Screen . Screen 5.2.3.8.b.)

Screen 5.2.3.8.b.



A progress screen will appear that will allow you to see the progress of the data scrubbing process. Once completed Edu.Dex will revalidate the scrubbed data submission. The message shown in Screen 5.2.3.9 (item 9 below) will be displayed if the scrubbed data did not pass the validation process. The message shown in Screen 5.2.3.7 (item 7 above) will be displayed if the scrubbed data has passed validation.

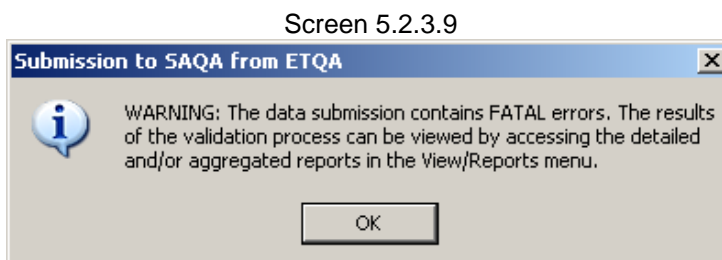
If the data submission was successfully scrubbed and validated the location of your original data submission will contain the following types of files:

- A copy of your original files suffixed with the words "Pre.Data.Scrubbing". For example your original file food01071201.dat will be renamed to food01071201Pre.Data.Scrubbing.dat.
- A copy of the detailed and filtered aggregated validation reports suffixed with the words "Pre.Data.Scrubbing". For example:
Complete Aggregated Validation Report Pre Data Scrubbing food071201.csv
Detailed Validation Report Pre Data Scrubbing food071201.csv
- A copy of the data scrubbed files For example food01071201.dat.
- A copy of the detailed and filtered aggregated validation reports for the scrubbed data submission. For example:
Complete Aggregated Validation Report.csv
Detailed Validation Report.csv.

Due to the sensitive nature of data scrubbing, Edu.Dex will not automatically create a fully prepared data submission for you to send to SAQA. The files are left as is so that you may review the data submission to determine whether you are happy with the data scrubbing results. If you are happy with the results then resubmit the scrubbed data to Edu.Dex to allow the application to create a prepared submission for SAQA.

Please note that the data scrubbing option is only available in certain situations and the results of the data scrubbing functionality may still result in a data submission that cannot be validated successfully.

9. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.3.9). Click on **OK** to return to the data validation screen.



The **View log** button will be active on the data validation screen. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 10 and Screen 5.2.3.10 for more information).

10. The validation log presents you with a detailed report of the specific fields in a data submission that have failed validation. On selecting this menu option the Import log screen will be displayed (see Screen 5.2.3.10).

The log provides you with the following information so that you can better understand the factors that contributed to the data submission failing the data validations:

1. The **Number** column indicates the number of the error reported.
2. The **Validation rank** column indicates the type of error that was encountered (non-compliance, content, general information and critical information).
3. The **Validation severity** column indicates whether the error that was encountered is preventing the successful validation of the data submission (fatal or non-fatal).
4. The **File name** column indicates the file in which the error was encountered.
5. The **Record number** column indicates the record (line) in the file that holds the invalid value. Note that the record numbering is sequential, starting at the first valid data record found in the file.
6. The **Field name** column indicates the name of the field that has failed validation.
7. The **Field value** column indicates the value found in the field that has failed validation.
8. The **Description** column provides you with a description of the factor that caused the field content to fail validation.

Screen 5.2.3.10

	A	B	C	D	E	F
1	Number	Validation rank	Validation severity	File name	Record number	Field name
2	1	Non-compliance	Fatal	food25071201.dat	276	National_Id Person_Attemate_Id Alternati
3	2	Non-compliance	Fatal	food25071201.dat	277	National_Id Person_Attemate_Id Alternati
4	3	Non-compliance	Fatal	food25071201.dat	278	National_Id Person_Attemate_Id Alternati
5	4	Non-compliance	Fatal	food25071201.dat	280	National_Id Person_Attemate_Id Alternati
6	5	Non-compliance	Fatal	food25071201.dat	283	National_Id Person_Attemate_Id Alternati
7	6	Non-compliance	Fatal	food25071201.dat	285	National_Id Person_Attemate_Id Alternati
8	7	Non-compliance	Fatal	food25071201.dat	287	National_Id Person_Attemate_Id Alternati
9	8	Non-compliance	Fatal	food25071201.dat	288	National_Id Person_Attemate_Id Alternati
10	9	Non-compliance	Fatal	food25071201.dat	289	National_Id Person_Attemate_Id Alternati
11	10	Non-compliance	Fatal	food25071201.dat	290	National_Id Person_Attemate_Id Alternati
12	11	Non-compliance	Fatal	food25071201.dat	291	National_Id Person_Attemate_Id Alternati
13	12	Non-compliance	Fatal	food25071201.dat	292	National_Id Person_Attemate_Id Alternati
14	13	Non-compliance	Fatal	food25071201.dat	293	National_Id Person_Attemate_Id Alternati
15	14	Non-compliance	Fatal	food25071201.dat	294	National_Id Person_Attemate_Id Alternati
16	15	Non-compliance	Fatal	food25071201.dat	295	National_Id Person_Attemate_Id Alternati
17	16	Content	Non-fatal	food26071201.dat	1	National_Id
18	17	Non-compliance	Fatal	food26071201.dat	1	National_Id Person_Attemate_Id Alternati
19	18	Non-compliance	Fatal	food26071201.dat	2	National_Id
20	19	Non-compliance	Fatal	food26071201.dat	2	National_Id Person_Attemate_Id Alternati
21	20	Non-compliance	Fatal	food26071201.dat	3	National_Id Person_Attemate_Id
22	21	Non-compliance	Fatal	food26071201.dat	3	National_Id Person_Attemate_Id Alternati
23	22	Non-compliance	Fatal	food26071201.dat	3	Person_Attemate_Id Alternative_Id_Type

- a. Selecting the **Print** button allows you to print the log to your default printer (see Screen 5.2.3.11.a).

Screen 5.2.3.11.a

Print

Printer:

Name: \\PRAxis1\hp LaserJet 4300 PCL 6 Properties...

Status: Ready

Type: HP LaserJet 4300 PCL 6

Where: Passage

Comment: Print to file

Print range:

All

Pages from: 1 to: 1

Selection

Copies:

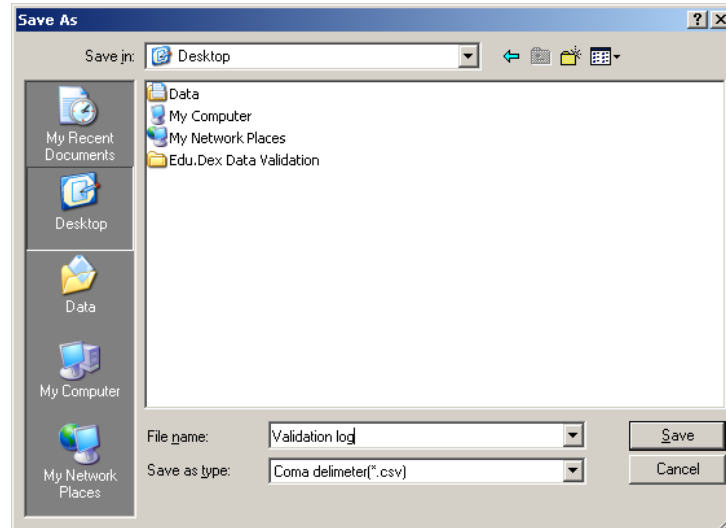
Number of copies: 1

Collate

OK Cancel

- b. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 5.2.3.11.b). Browse to the location to which you would like to save the log. Type the name that you want the log saved to in the **File name** box and click on **Save**.

Screen 5.2.3.11.b



- c. The **Close** button allows you to exit the Import log screen and return to the validate submission screen.

5.2.4 Submission to SAQA from Professional Body (version 2)

This menu item allows you to validate data submissions (based on version 2 of the SAQA file specifications) that will be submitted to SAQA by your organization.

1. The contact detail screen will be displayed on selection of this menu item (see Screen 5.2.4.1).

Screen 5.2.4.1

Enter a contact name and email address for an individual in your organization that must receive any feedback in regard to the data submission and click on **Next** to continue (see Section 7.6 on how to change the default contact name and email values). Click the **Close** button to cancel the process and return to the main menu.

2. The submission date selection screen will be displayed (see Screen 5.2.4.2).

Screen 5.2.4.2

Click on the date edit box to activate the calendar (see Screen 5.2.4.3). Click the **Close** button to cancel the process and return to the main menu.

Select the data submission date on the calendar screen by indicating the data submissions year, month and day. The application will return to the date selection screen (Screen 5.2.4.2) once a valid date has been entered. Click on the **Next** button to continue or click on **Close** to return to the main menu.

Screen 5.2.4.3



Note that the Edu.Dex application uses this information to identify the data submission file/s.

Ensure that the first characters of the data submission file names represent your ETQA in one of the following manners:

File name: nnnnffymmdd.dat

Where nnnn represents one of the following:

The four character mnemonic for the ETQA (FOOD)

A three character number that represents the ETQA code (587)

A four character number that represents the ETQA code (0587)

Ensure that the last six characters of the data submission file names represent the date of submission in the following manner:

File name: nnnnffymmdd.dat

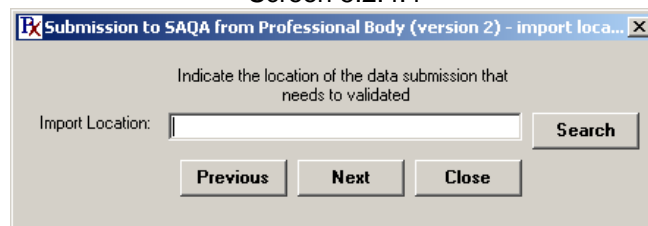
Where yy represents the year of the submission (07).

Where mm represents the month of the submission (12).

Where dd indicates the day of the submission (01).

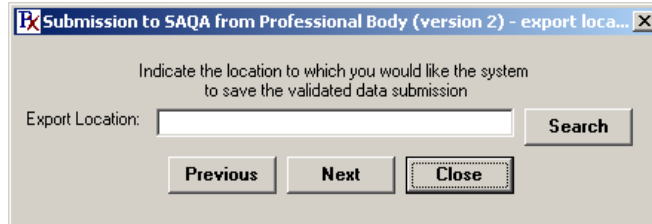
- The Edu.Dex application will display the data submission location screen (see Screen 5.2.4.2). The screen will have the default import submission folder path loaded (see Section 7.2 on how to change the default import submission folder path). If the data submission is not found in the default import submission folder path then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.4.4



- The Edu.Dex application will display the export location screen (see Screen 5.2.4.5). The screen will have the default export submission folder path loaded (see Section 7.3 on how to change the default export submission folder path). If you would like the Edu.Dex application to save the validated data submission to a location other than the default export location shown then click on the **Search** button and browse to the correct location. Click on the **Next** button to continue, click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

Screen 5.2.4.5



Submission to SAQA from Professional Body (version 2) - export loca...

Indicate the location to which you would like the system to save the validated data submission

Export Location:

Note that the Edu.Dex application expects to find data submission files for your specific ETQA, for the specific date in the location that you have specified. The system will return an error if any of these details or if the remainder of the file name/s is/are incorrect. If the data submission has the correct naming convention and is found in the path indicated then the validate submission screen will be displayed (see Screen 5.2.4.6).

- The validate submission screen presents a number of information fields to enable you to ensure that the correct data submission will be validated by the system.

The **Data supplier** field indicates the ETQA that submitted the data submission.

The **Submission date** field indicates the date of the data submission.

The **Data submission** files area indicates which data files have been located by the Edu.Dex application. Each data file that is located has a check mark in the data file's respective check box.

Screen 5.2.4.6

Submission to SAQA from Professional Body (version 2) - validate submission

Data supplier: rmsa
Submission date: 15 July 2011

View log

Load data: _____

File layout validation: _____

Content validation: _____

Business rule validation: _____

Create submission: _____

Data submission files

Person Information Person Designation

Pilot test (1000 records without relational rules) Phased validation

Previous Next Scrub data Close

The screen provides two customisable processing options:

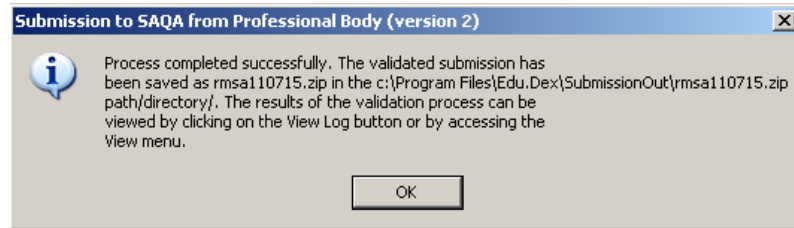
- **Pilot test (1000 records without relational rules)** performs a pilot test of the data submission limited to 1000 records or less per file. This processing option has been included to allow pre-testing of large data submissions prior to validation of the full submission.
- **Phased validation** performs a step by step validation of a data submission which stops at the end of each type of validation (Load data, File layout validation, Content validation and Business rule validation) if any errors found in the submission.

If neither of these options is selected the Edu.Dex application will validate all aspects of the full submission. Note that the Edu.Dex application will terminate processing if a data submission generates more than 500 000 error messages. In this situation the data submission must be validated in discrete phases.

Ensure that the information that this screen is displaying is correct. Click on the **Next** button to start the data validation. Click on the **Previous** button to return to the previous screen or click on the **Close** button to return to the main menu.

6. The Edu.Dex application will complete the required data validation on the data submission. The five progress indicators (Load data, File layout validation, Content validation, Business rule validation and Create submission progress indicator) will provide you with an indication of the validation progress.
7. The system will display a message once the data validation has been completed (see Screen 5.2.4.7) successfully.

Screen 5.2.4.7



The **View log** button will be active if any of the data fields or records in the data submission generated a warning message. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 9 and Screen 5.2.4.9 for more information). Click on the **Close** button to return to the main menu.

The data submission that you must submit to SAQA can be found at the export location that you indicated in item 4. Please note that the data submission found in this location has been prepared in a particular format for SAQA:

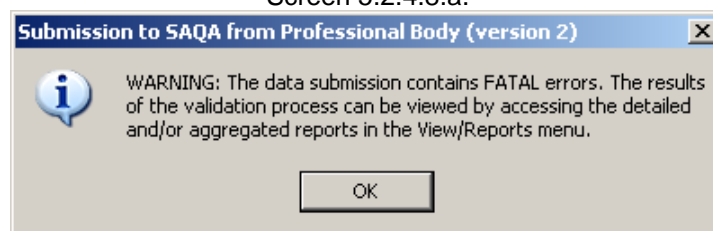
- e. The data submission has been compressed for ease of transmission.
- f. The compressed file contains the standard Edu.Dex reports that are automatically generated during the data validation process. These reports have been included for SAQA as proof of the quality of your data submission.
- g. The compressed submission has been encrypted to prevent anyone from tampering with your data submission.
- h. The compressed submission naming convention is:

File name:	nnnnyymmdd.zip
Where nnnn	represents your ETQA mnemonic (like FOOD)
Where yy	represents the year of the submission (07).
Where mm	represents the month of the submission (12).
Where dd	indicates the day of the submission (01).

Please note that the specially prepared compressed and encrypted submission file must be submitted to SAQA and **NOT** your original data submission.

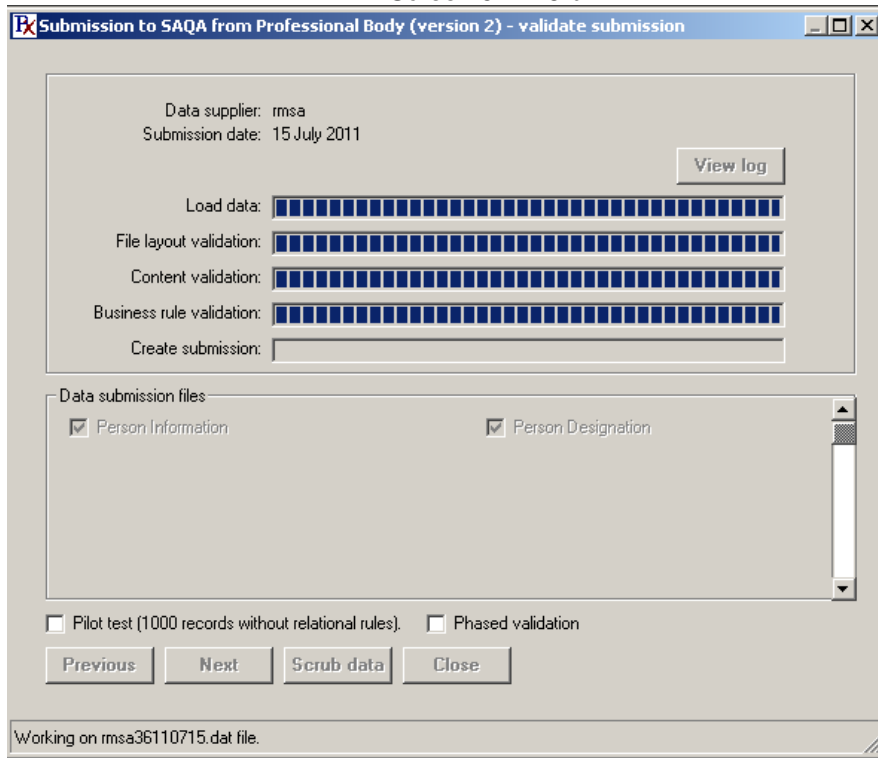
8. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.4.8.a.) but the nature of the errors are such that Edu.Dex may be able to clean the data successfully (**data scrubbing**).

Screen 5.2.4.8.a.



To access the data scrubbing option, close the message box which will return you to the validate submission screen. The **Data scrub** button will now be active. Click on this button if you would like Edu.Dex to attempt to data scrub your data (see Screen . Screen 5.2.4.8.b.)

Screen 5.2.4.8.b.



A progress screen will appear that will allow you to see the progress of the data scrubbing process. Once completed Edu.Dex will revalidate the scrubbed data submission. The message shown in Screen 5.2.4.9 (item 9 below) will be displayed if the scrubbed data did not pass the validation process. The message shown in Screen 5.2.4.7 (item 7 above) will be displayed if the scrubbed data has passed validation.

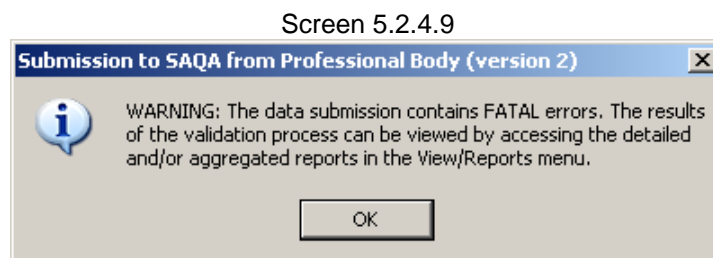
If the data submission was successfully scrubbed and validated the location of your original data submission will contain the following types of files:

- A copy of your original files suffixed with the words "Pre.Data.Scrubbing". For example your original file food01071201.dat will be renamed to food01071201Pre.Data.Scrubbing.dat.
- A copy of the detailed and filtered aggregated validation reports suffixed with the words "Pre.Data.Scrubbing". For example:
Complete Aggregated Validation Report Pre Data Scrubbing food071201.csv
Detailed Validation Report Pre Data Scrubbing food071201.csv
- A copy of the data scrubbed files For example food01071201.dat.
- A copy of the detailed and filtered aggregated validation reports for the scrubbed data submission. For example:
Complete Aggregated Validation Report.csv
Detailed Validation Report.csv.

Due to the sensitive nature of data scrubbing, Edu.Dex will not automatically create a fully prepared data submission for you to send to SAQA. The files are left as is so that you may review the data submission to determine whether you are happy with the data scrubbing results. If you are happy with the results then resubmit the scrubbed data to Edu.Dex to allow the application to create a prepared submission for SAQA.

Please note that the data scrubbing option is only available in certain situations and the results of the data scrubbing functionality may still result in a data submission that cannot be validated successfully.

9. The system will display the following message if the data validation process could not be completed successfully (see Screen 5.2.4.9). Click on **OK** to return to the data validation screen.



The **View log** button will be active on the data validation screen. The results presented in this report are also available from the **View menu** (see Section 6.1.1). Click on the **View log** button to access the validation log (see item 10 and Screen 5.2.4.10 for more information).

10. The validation log presents you with a detailed report of the specific fields in a data submission that have failed validation. On selecting this menu option the Import log screen will be displayed (see Screen 5.2.4.10).

The log provides you with the following information so that you can better understand the factors that contributed to the data submission failing the data validations:

9. The **Number** column indicates the number of the error reported.
10. The **Validation rank** column indicates the type of error that was encountered (non-compliance, content, general information and critical information).
11. The **Validation severity** column indicates whether the error that was encountered is preventing the successful validation of the data submission (fatal or non-fatal).
12. The **File name** column indicates the file in which the error was encountered.
13. The **Record number** column indicates the record (line) in the file that holds the invalid value. Note that the record numbering is sequential, starting at the first valid data record found in the file.
14. The **Field name** column indicates the name of the field that has failed validation.
15. The **Field value** column indicates the value found in the field that has failed validation.
16. The **Description** column provides you with a description of the factor that caused the field content to fail validation.

Screen 5.2.4.10

	A	B	C	D	E	F
1	Numbe	Validation rank	Validation severi	File name	Record numb	Field name
2	1	Non-compliance	Fatal	rmsa35110715.da	4	Alternative_Id_Type
3	2	Non-compliance	Fatal	rmsa36110715.da	4	Alternative_Id_Type

- d. Selecting the **Print** button allows you to print the log to your default printer (see Screen 5.2.4.11.a).

Screen 5.2.4.11.a

Print

Printer:

Name: Properties...

Status: Ready

Type: HP LaserJet 4300 PCL 6

Where: Passage

Comment: Print to file

Print range:

All

Pages from: to:

Selection

Copies:

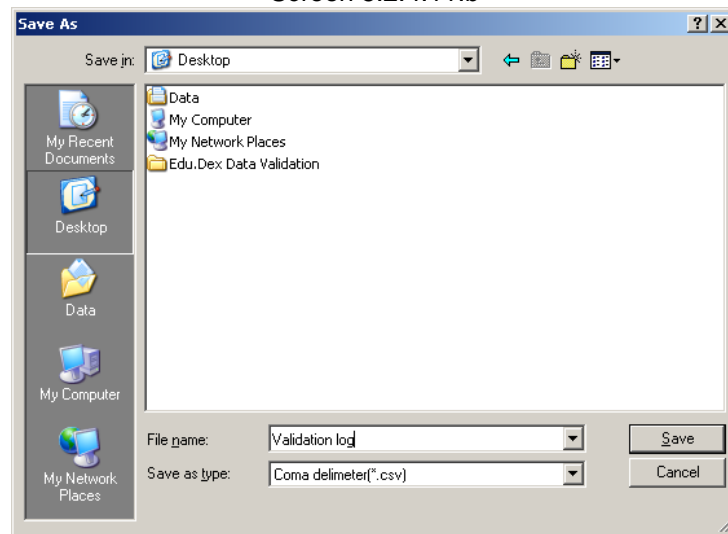
Number of copies:

Collate

OK Cancel

- e. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 5.2.4.11.b). Browse to the location to which you would like to save the log. Type the name that you want the log saved to in the **File name** box and click on **Save**.

Screen 5.2.4.11.b

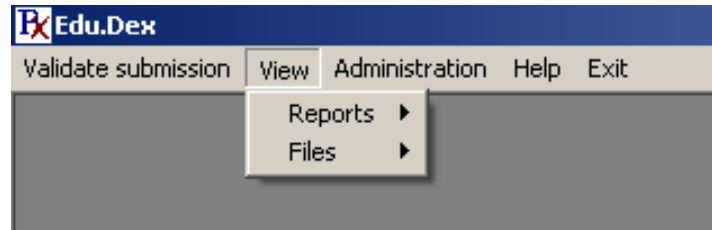


- f. The **Close** button allows you to exit the Import log screen and return to the validate submission screen.

6 View menu

The View menu item contains options that allow you to view the results of the most recently completed data validation. The specific menu items available (see Screen 6.1) are described below.

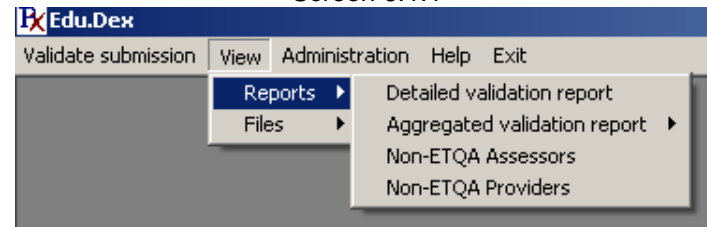
Screen 6.1



6.1 Reports menu

This menu option allows you to access the reports generated by the Edu.Dex application for the most recent data submission that was validated. The application generates four types of reports as described below (see Screen 6.1.1).

Screen 6.1.1



6.1.1 Detailed validation report menu

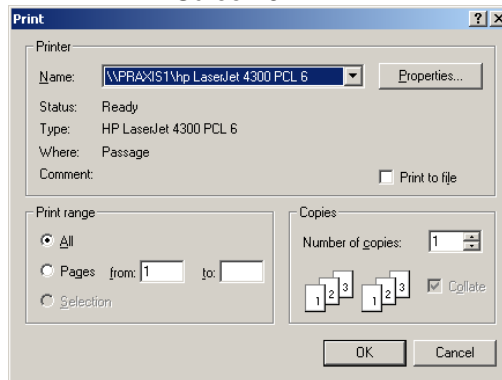
This report presents you with a detailed report of the specific fields in a data submission that have failed validation. On selecting this menu option the Detailed validation report screen will be displayed (see Screen 6.1.1.1).

Screen 6.1.1.1

Edu.Dex - [Detailed validation report]							
Validate submission View Administration Help Exit							
A	B	C	D	E	F	G	
1	Report name : Detailed validation report						
2	Data provider : bank						
3	Submission date : 2007/07/18						
4	Submission location : n:\Edu.Dex\Edu.Dex.Version2\Dev\VB\Submission In\						
5							
6	Number	Validation rank	Validation severity	File name	Record number	Field name	Field value
7	1	Non-compliance	Fatal	bank02070718.dat	1	Provider_Code Provider_Bqqa_Id	'01'541
8	2	Content	Non-fatal	bank10070718.dat	83	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
9	3	Content	Non-fatal	bank10070718.dat	92	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
10	4	Content	Non-fatal	bank10070718.dat	101	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
11	5	Content	Non-fatal	bank10070718.dat	112	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
12	6	Content	Non-fatal	bank10070718.dat	321	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
13	7	Content	Non-fatal	bank10070718.dat	332	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
14	8	Content	Non-fatal	bank10070718.dat	388	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
15	9	Content	Non-fatal	bank10070718.dat	436	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
16	10	Content	Non-fatal	bank10070718.dat	538	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
17	11	Content	Non-fatal	bank10070718.dat	598	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
18	12	Content	Non-fatal	bank10070718.dat	705	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
19	13	Content	Non-fatal	bank10070718.dat	715	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
20	14	Content	Non-fatal	bank10070718.dat	743	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
21	15	Content	Non-fatal	bank10070718.dat	772	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
22	16	Content	Non-fatal	bank10070718.dat	831	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
23	17	Content	Non-fatal	bank10070718.dat	838	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
24	18	Content	Non-fatal	bank10070718.dat	847	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
25	19	Content	Non-fatal	bank10070718.dat	990	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
26	20	Content	Non-fatal	bank10070718.dat	1049	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
27	21	Content	Non-fatal	bank10070718.dat	1080	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
28	22	Content	Non-fatal	bank10070718.dat	1158	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
29	23	Content	Non-fatal	bank10070718.dat	1174	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
30	24	Content	Non-fatal	bank10070718.dat	1181	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104
31	25	Content	Non-fatal	bank10070718.dat	1204	Provider_Accred_Start_Date Provider_Accred_End_Date	20020411 20071104

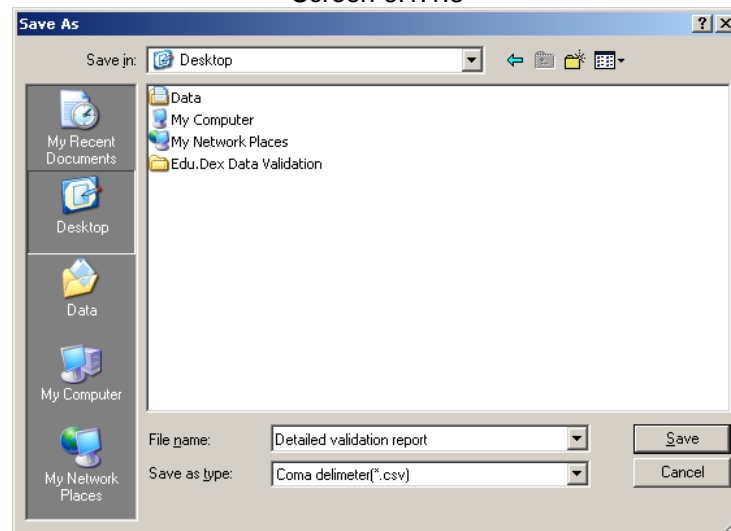
1. The report provides you with the following information so that you can better understand the factors that contributed to the data submission failing the data validations:
 1. The heading area of the report details the submission that was validated.
 2. The **Number** column indicates the number of the error reported.
 3. The **Validation rank** column indicates the type of error that was encountered (non-compliance, content, general information and critical information).
 4. The **Validation severity** column indicates whether the error that was encountered is preventing the successful validation of the data submission (fatal or non-fatal).
 5. The **File name** column indicates the file in which the error was encountered.
 6. The **Record number** column indicates the record (line) in the file that holds the invalid value. Note that the record numbering is sequential, starting at the first valid data record found in the file.
 7. The **Field name** column indicates the name of the field that has failed validation.
 8. The **Field value** column indicates the value found in the field that has failed validation.
 9. The **Description** column provides you with a description of the factor that caused the field content to fail validation.
2. Selecting the **Print** button allows you to print the report to your default printer (see Screen 6.1.1.2).

Screen 6.1.1.2



3. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.1.1.3). Browse to the location to which you would like to save the report. Type the name that you want the report saved to in the **File name** box and click on **Save**.

Screen 6.1.1.3

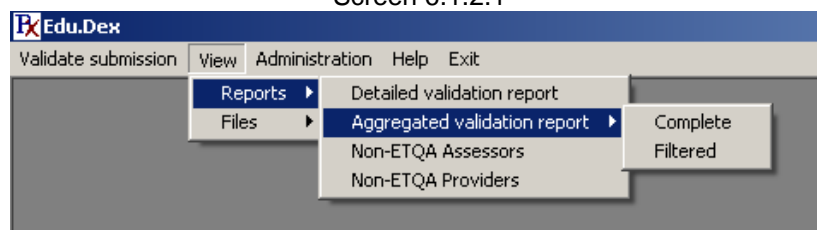


4. The **Close** button allows you to exit the Detailed validation report screen and return to the main menu.

6.1.2 Aggregated validation report menu

These reports present you with summary reports of the results of the data validations completed on the data submission. Two further menu options are made available to you once you select this menu item (see Screen 6.1.2.1).

Screen 6.1.2.1



6.1.2.1 Complete

This report presents you with a summary report of all of the validations completed on a data submission and the results of each validation rule. On selecting this menu option the Aggregated validation report (complete) screen will be displayed (see Screen 6.1.2.1.1).

Screen 6.1.2.1.1

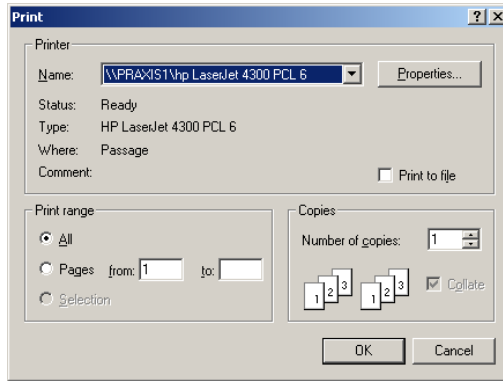
	A	B	C	
1	Report name : Aggregated validation report (complete)			
2	Data provider : 621			
3	Submission date : 2004/01/09			
4	Submission location : c:\Data\Edu.DexDev\QA\Level1\ProcessId01\Test19\			
5				
6				
7				
8	File name:	62101040109.dat		
9	Validation rank:	Content		
10		Validation severity:	Non-fatal	
11			Description:	
12			Count of records with birth date does not match	
13			Count of records with incorrect Learner_Home_	
14			Count of records with incorrect Learner_Postal_	
15			Count of records with middle name is NULL and	

Aggregated validation report (complete)

Print Save as Close

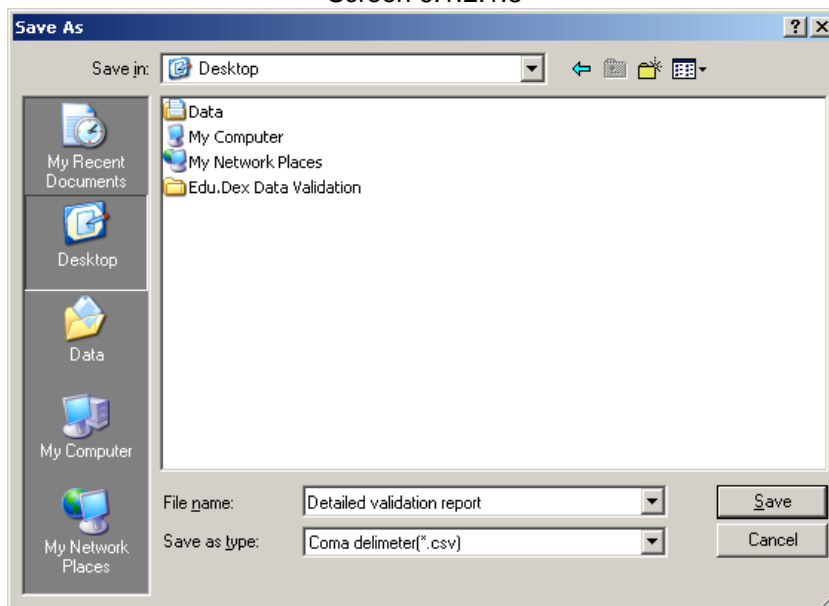
1. The report provides you with the following information so that you can better understand the data submission:
 1. The heading area of the report details the submission that was validated.
 2. The **File name** heading indicates the file for which the results are displayed.
 3. The **Validation rank** heading indicates the type of validation reported on (non-compliance, content, general information and critical information).
 4. The **Validation severity** heading indicates whether the validation would result in the data submission validation from failing (fatal or non-fatal).
 5. The **Description** column provides you with a description of the validation that was completed on the file.
 6. The **Count** column provides you with the number of records that meet the conditions of the validation.
2. Selecting the **Print** button allows you to print the report to your default printer (see Screen 6.1.2.1.2).

Screen 6.1.2.1.2



3. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.1.2.1.3).

Screen 6.1.2.1.3



Browse to the location to which you would like to save the report. Type the name that you want the report saved to in the **File name** box and click on **Save**.

4. The **Close** button allows you to exit the Aggregated validation report (complete) screen and return to the main menu.

6.1.2.2 Filtered

This report differs from the complete aggregated report in that this report only displays validations that were met by the data submission (results of validation that failed). On selecting this menu option the Aggregated validation report (filtered) screen will be displayed (see Screen 6.1.2.2.1).

Screen 6.1.2.2.1

	A	B	C
1	Report name : Aggregated validation report (filtered)		
2	Data provider : 621		
3	Submission date : 2004/01/09		
4	Submission location : c:\Data\Edu.DexDev\QA\Level1\ProcessId01\Test19\		
5			
6			
7			
8	File name:	62101040109.dat	
9	Validation rank:	General information	
10		Validation severity:	Non-fatal
11			Description:
12			Count of records with same Date_Stamp
13			Count of records with same Learner_Birth_Date
14	File name:	62102040109.dat	
15	Validation rank:	Content	

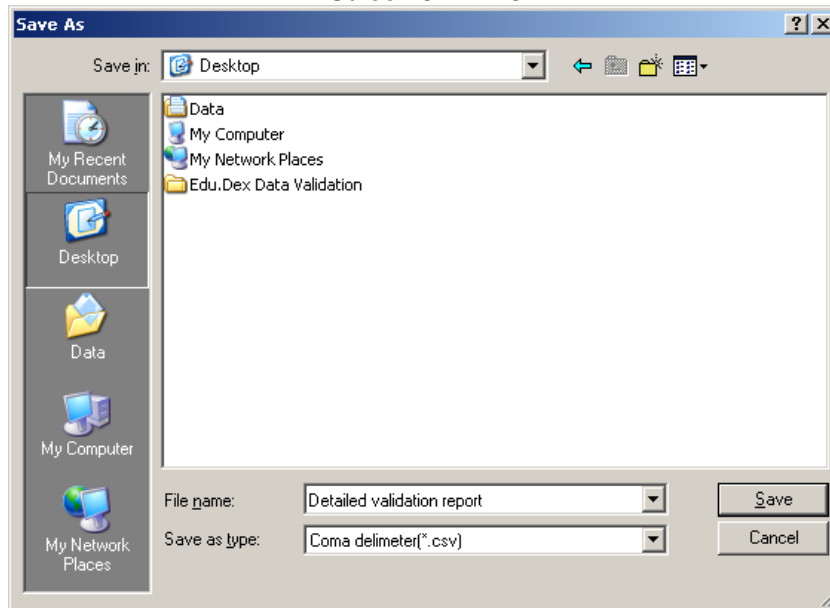
- The report provides you with the following information so that you can better understand the data submission:
 - The heading area of the report details the submission that was validated.
 - The **File name** heading indicates the file for which the results are displayed.
 - The **Validation rank** heading indicates the type of validation reported on (non-compliance, content, general information and critical information).
 - The **Validation severity** heading indicates whether the validation would result in the data submission validation from failing (fatal or non-fatal).
 - The **Description** column provides you with a description of the validation that was completed on the file.
 - The **Count** column provides you with the number of records that meet the conditions of the validation.
- Selecting the **Print** button allows you to print the report to your default printer (see Screen 6.1.2.2.2).

Screen 6.1.2.2.2

Print	
Printer:	
Name:	\\PRAKIS1\hp LasedJet 4300 PCL 6
Status:	Ready
Type:	HP LasedJet 4300 PCL 6
Where:	Passage
Comment:	<input type="checkbox"/> Print to file
Print range:	
<input checked="" type="radio"/> All	
<input type="radio"/> Pages from: 1 to:	
<input type="radio"/> Selection	
Copies:	
Number of copies:	1
<input type="checkbox"/> Collate	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.1.2.2.3).

Screen 6.1.2.2.3



Browse to the location to which you would like to save the report. Type the name that you want the report saved to in the **File name** box and click on **Save**.

- The **Close** button allows you to exit the Aggregated validation report (filtered) screen and return to the main menu.

6.1.3 Non-ETQA Assessors report menu

This report presents you with a listing of unique Assessor_Identifier and Assessor_ETQA_ID values per data submission file, where the Assessor_ETQA_ID is not the same as your ETQA_ID. This report is only accessible if your data submission contains records that have Assessor_ETQA_ID values that are not the same as your ETQA_ID.

Screen 6.1.3.1

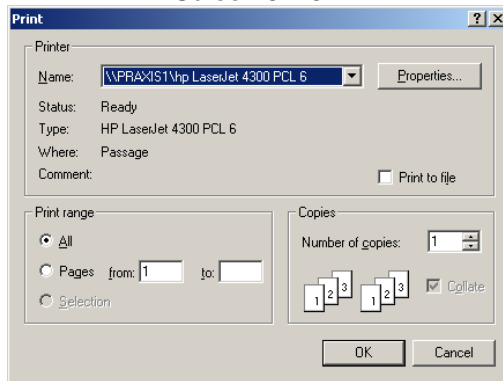
The screenshot shows the 'Edu.Dex - [Non-ETQA Assessors]' application window. The main content is a report with the following data:

	A	B	C	D
1	Report name : Non-ETQA Assessors			
2	Data provider : bank			
3	Submission date : 2007/07/18			
4	Submission location : n:\Edu.Dex\Edu.Dex.Version2\Dev.VB\Submission Inv			
5				
6				
7	Number	File name	Assessor Identifier	Assessor ETQA Id
8	1	bank02070718.dat	100	541
				Unable to validate assessor identifier values. Non-ETQA asses

At the bottom of the window, there is a status bar with the text 'Non-ETQA Assessors' and three buttons: 'Print', 'Save as', and 'Close'.

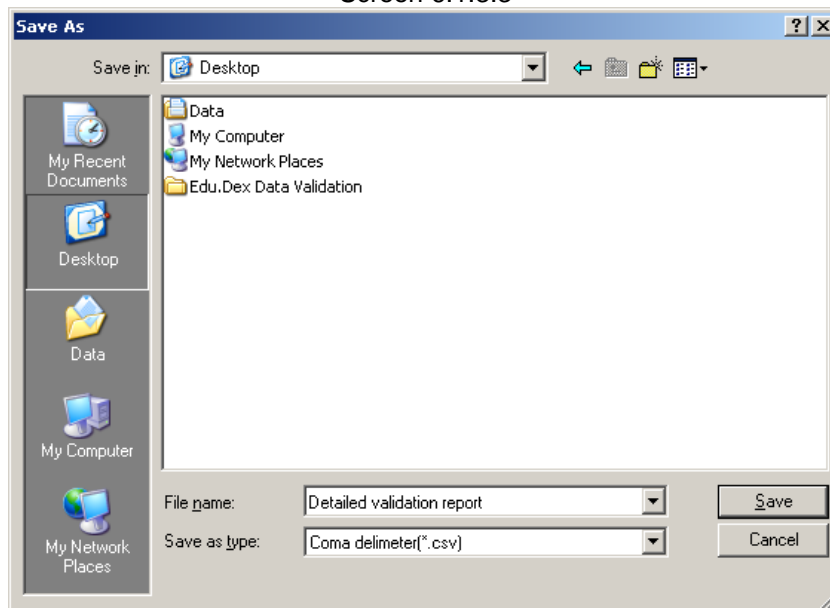
1. The report provides you with the following information so that you can identify Non-ETQA assessor records in the data submission:
 1. The heading area of the report details the submission that was validated.
 2. The **Number** column indicates the number of the error reported.
 3. The **File name** column indicates the file in which the error was encountered.
 4. The **Assessor Identifier** column indicates the assessor belonging to an ETQA other than the submitting ETQA.
 5. The **Assessor ETQA Id** column indicates the ETQA Id of the assessor.
 6. The **Description** column provides you with a description that Edu.Dex was unable to validate assessor identifier values.
2. Selecting the **Print** button allows you to print the report to your default printer (see Screen 6.1.3.2).

Screen 6.1.3.2



3. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.1.3.3). Browse to the location to which you would like to save the report. Type the name that you want the report saved to in the **File name** box and click on **Save**.

Screen 6.1.3.3



4. The **Close** button allows you to exit the Non-ETQA assessors report screen and return to the main menu.

6.1.4 Non-ETQA Providers report menu

This report presents you with a listing of unique Provider_Code and Provider_ETQA_ID values per data submission file, where the Provider_ETQA_ID is not the same as your ETQA_ID. This report is only accessible if your data submission contains records that have Provider_ETQA_ID values that are not the same as your ETQA_ID.

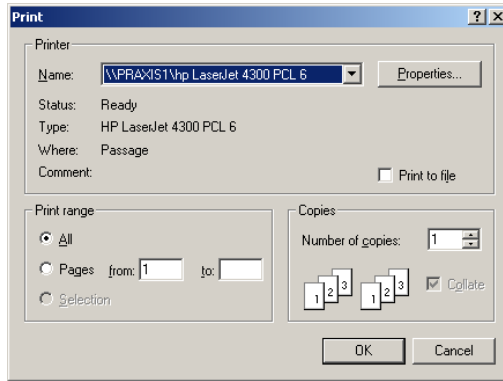
Screen 6.1.4.1

	A	B	C	D
1	Report name : Non-ETQA Providers			
2	Data provider : bank			
3	Submission date : 2007/07/18			
4	Submission location : n:\Edu.Dex\Edu.Dex.Version2\Dev\VB\Submission In\			
5				
6				
7	Number	File name	Provider Code	Provider ETQA Id
8	1	bank02070718.dat	'01	541
				Unable to validate Provider_Code values. Non-ETQA provider c

At the bottom of the window, there are three buttons: **Print**, **Save as**, and **Close**.

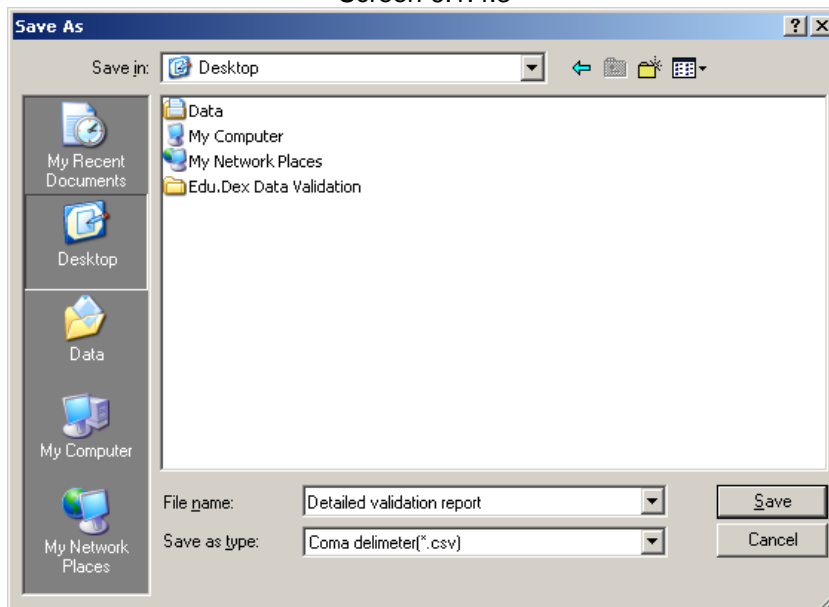
1. The report provides you with the following information so that you can identify Non-ETQA provider records in the data submission:
 1. The heading area of the report details the submission that was validated.
 2. The **Number** column indicates the number of the error reported.
 3. The **File name** column indicates the file in which the error was encountered.
 4. The **Provider Code** column indicates the provider belonging to an ETQA other than the submitting ETQA.
 5. The **Provider ETQA Id** column indicates the ETQA Id of the provider.
 6. The **Description** column provides you with a description that Edu.Dex was unable to validate provider code values.
2. Selecting the **Print** button allows you to print the report to your default printer (see Screen 6.1.4.2).

Screen 6.1.4.2



3. The **Save as** button allows you to save the report to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.1.4.3). Browse to the location to which you would like to save the report. Type the name that you want the report saved to in the **File name** box and click on **Save**.

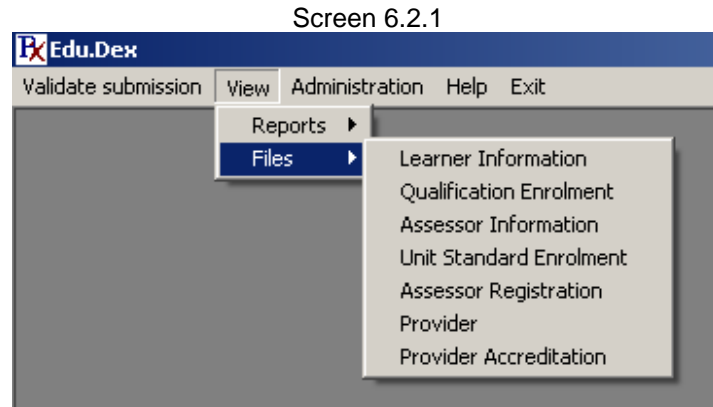
Screen 6.1.4.3



4. The **Close** button allows you to exit the Non-ETQA providers report screen and return to the main menu.

6.2 Files menu

This menu option presents you with a view of the last data files that have been submitted for validation. The individual sub-menus available for this menu item are dependent on the data files that you submitted for validation. Note that Screen 6.2.1 is an example only – the contents of this menu will vary according to the files that you have submitted.



The rest of this section contains the data of a learner file submission. Note that the functionality described below is generic to any type of data file that has been submitted to the Edu.Dex application.

On selecting the sub-menu item, the contents of the file are displayed (see Screen 6.2.2).

Screen 6.2.2

The screenshot shows the 'Learner Information' window with a table of data. The table has six columns: RecordId, National Id, Learner Alternate Id, Alternative Id Type, Equity Code, and Nationality Cod. The data is as follows:

RecordId	National Id	Learner Alternate Id	Alternative Id Type	Equity Code	Nationality Cod
1	3307240018008				
2	3902160129106				
3	3903040016083				
4	3909010007085				
5	4106190017088				
6	4203070032087				
7	4204250124082				
8	4207035042081				
9	4209160069087				
10	4211240078088				
11	4405180033083				
12	4405195256083				
13	4410040148055				
14	4412230079082				
15	4502020310083				
16	4509030476184				
17	4509160062085				
18	4605290001082				
19	4606050034081				
20	4607200069001				
21	4610010000000				

At the bottom of the window, there are four buttons: 'Sort', 'Filter', 'Save as', and 'Close'.

1. The data in the file view screen may be sorted according to your own needs. Clicking on the **Sort** button will open the file sort screen (see Screen 6.2.3).
 - a. Select the field/s by which you would like the view sorted by selecting the field name in the drop down list of **Field names**.
 - b. Select the order of the sort for the specific field by selecting the order (ascending or descending) in the **Sort order** field.
 - c. Click on **Save** to apply the sort or **Close** to return to the file view without applying the sort order.

Screen 6.2.3

File sort - Learner Information

Field name:	Sort order:
Equity_Code	Ascending
Home_Language_Code	Descending

Save Close

2. The data in the file view screen may be filtered according to your own needs. Clicking on the **Filter** button will open the file filter screen (see Screen 6.2.4).
 - a. Select the field/s by which you would like the view filtered by selecting the field name in the drop down list of **Field names**.
 - b. Select the type of filter (equal to, greater or equal to, greater than, less or equal to, less than, like or not equal to) that you would like to apply by selecting the type in the **Filter type** field.
 - c. Enter the filter criteria into the **Filter value** field.
 - d. Indicate the type of join for the filter by selecting the **AND** or **OR** join indicators at the bottom of the screen.
 - e. Click on **Save** to apply the filter or **Close** to return to the file view without applying the filter.

Screen 6.2.4

Filter file - Learner Information

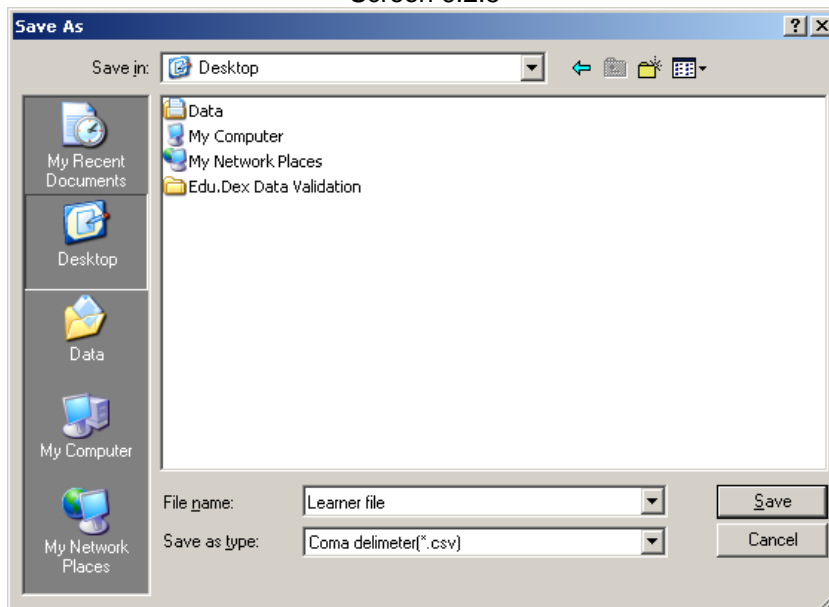
Field name:	Filter type:	Filter value:
Nationality_Code	Equal to	SA
Equity_Code	Equal to	BA
Alternative_Id_Type	Not Equal to	533
National_Id	Like	730522

AND
 OR

Save Close

3. The **Save as** button allows you to save the file to a comma delimited format (.csv) file which is recognized by Microsoft Excel (see Screen 6.2.5).

Screen 6.2.5

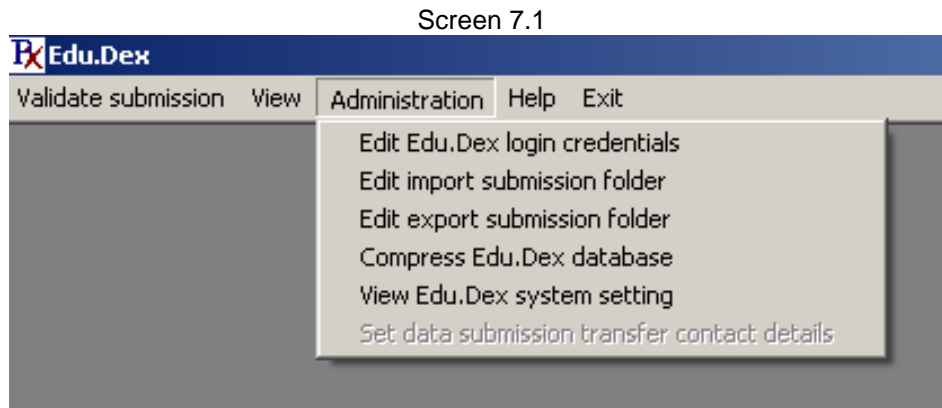


Browse to the location to which you would like to save the file. Type the name that you want the file saved to in the **File name** box and click on **Save**.

4. The **Close** button allows you to exit the file view screen and return to the main menu.

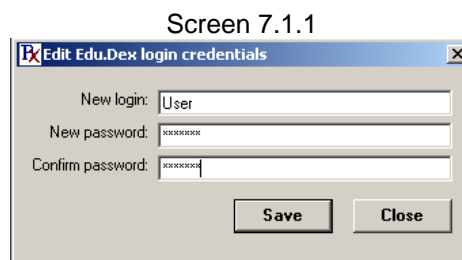
7 Administration menu

This menu item contains options that allow you to administer the Edu.Dex application. The menu items available in this menu are described below (see Screen 7.1).



7.1 Edit Edu.Dex login credentials menu

This menu item allows you to set the Edu.Dex application login and password. Selecting this menu item opens the Edit Edu.Dex login credentials screen (see Screen 7.1.1).



Note that this process overwrites the existing login and password for the Edu.Dex application. Changing the Edu.Dex login credentials has the following constraints:

- The **new login** may not be empty.
- The **new password** may not be empty.
- The **new password** must exactly match the **confirm password**.

Complete the following steps to change the Edu.Dex login and password:

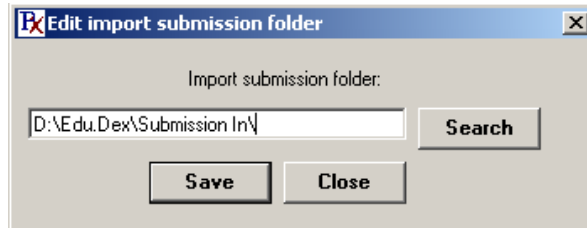
1. Enter a new login.
2. Enter a new password.
3. Confirm the password that you entered.
4. Click on the **Save** button to save the changes.
5. Click on **Close** to cancel and exit the Edit Edu.Dex login credentials screen.

7.2 Edit import submission folder menu

This menu option allows you to edit the default location at which the Edu.Dex application expects to find a data submission to validate. Selecting the menu item opens the Edit import submission folder screen (see Screen 7.2.1).

You may select a new location by browsing to the folder or by typing in the path (in UNC format). The system will validate that the path exists before saving the changes. Note that the **import submission folder** field may not be empty.

Screen 7.2.1

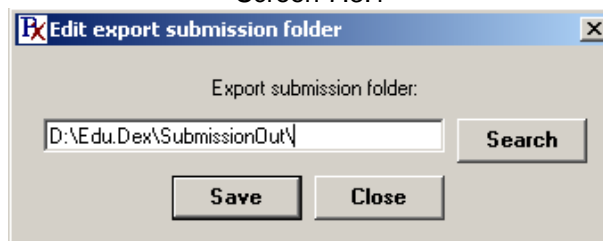


7.3 Edit export submission folder menu

This menu item allows you to edit the default location to which the Edu.Dex application saves a data submission that has passed validation and may be submitted to the data submission recipient. Selecting the menu item opens the Edit export submission folder screen (see Screen 7.3.1).

You may select a new location by browsing to the folder or by typing in the path (in UNC format). The system will validate that the path exists before saving the changes. Note that the **Export submission folder** field may not be empty.

Screen 7.3.1



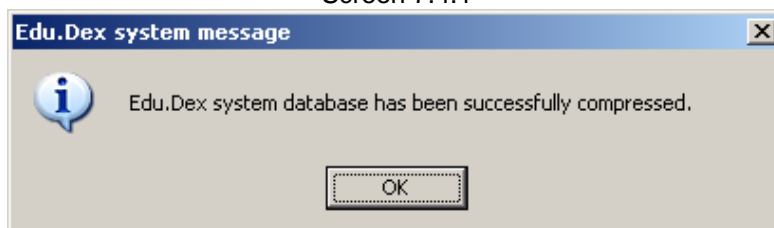
7.4 Compress Edu.Dex database

This menu item allows you to optimise the space used by the Edu.Dex application database by automatically completing two actions on the Edu.Dex database:

1. Any existing data submissions that are stored in the database are deleted from the database.
2. The database is compressed and repaired.

The Edu.Dex application displays the following message once this process has been completed successfully (see Screen 7.4.1).

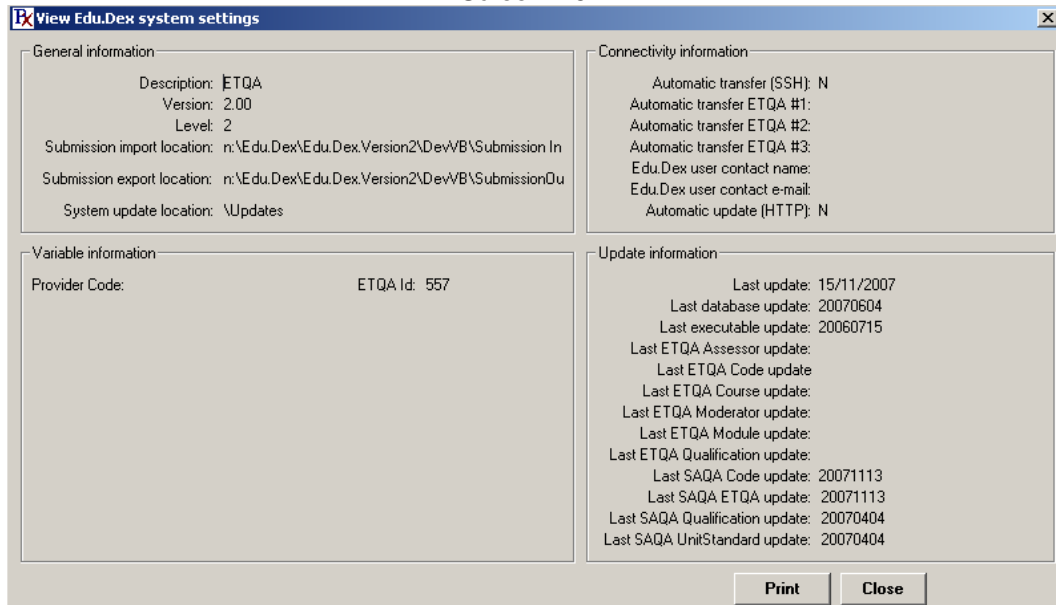
Screen 7.4.1



7.5 View Edu.Dex system settings

This menu item allows you to view the internal parameters of the Edu.Dex application. The Edu.Dex system displays the system settings screen on selection of this menu item (see Screen 7.5.1).

Screen 7.5.1



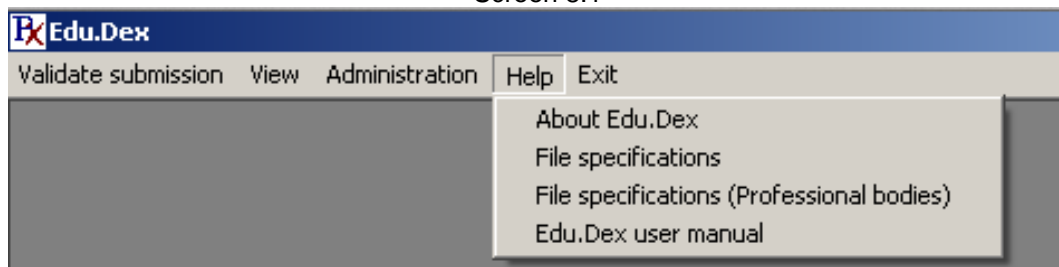
7.6 Set data submission transfer contact details

This menu item is inactive for your version of the Edu.Dex data validation utility as your organization does not utilize the Edu.Dex application to automatically transfer data to other Education and Training sector stakeholders.

8 Help menu

The help menu allows you to access the Edu.Dex online user manual and Edu.Dex standard. The menu items available in this menu are described below (see Screen 8.1).

Screen 8.1



8.1 About Edu.Dex

This menu item provides information about the current version of Edu.Dex. This information is contained in the Readme.txt file.

8.2 File specifications

This menu item opens a web link to the file specifications for the current system level. The file specifications will open in a new window of the default internet browser.

8.3 File specifications (Professional bodies)

This menu item is inactive for system level 3 and for ETQA's that are not professional bodies. This menu item opens a web link to the file specifications for professional bodies. The file specifications will open in a new window of the default internet browser.

8.4 Edu.Dex manual

This menu item opens the online help manual for the Edu.Dex application.