Skills Funding Agency

Data Self Assessment Toolkit

(DSAT)

v14 User Guide
## Contents

1. **Before You Start**
   - 1.1 Compatibility ........................................... 3
   - 1.2 Extract PDSAT ........................................... 3
   - 1.3 Trust Center ........................................... 3

2. **Using PDSAT**
   - 2.1 Applicability of PDSAT ........................................... 5
   - 2.2 Importing Data ........................................... 5
   - 2.3 Understanding Reports ........................................... 8
   - 2.4 Running Reports ........................................... 8
   - 2.5 Closing All Instances of Excel ........................................... 9
   - 2.6 Viewing Reports ........................................... 10
   - 2.7 Report Location ........................................... 11
   - 2.8 Loading more than One Dataset ........................................... 11
   - 2.9 Using More Than One Dataset ........................................... 12

3. **Ofsted/Cross Reports** ........................................... 13

4. **Favourites**
   - 4.1 Importing Favourites (new functionality) ........................................... 16

5. **Annotations**
   - 5.1 General ........................................... 17
   - 5.2 Recording Annotations ........................................... 17
   - 5.3 Amending or Deleting Annotations from the Report Worksheet ........................................... 18
   - 5.4 Importing Annotations from previous versions of PDSAT (new functionality) ........................................... 18
   - 5.5 Deleting Annotations from PDSAT (new functionality) ........................................... 19

6. **Running Audit Samples** ........................................... 20
   - 6.1 Changes from Previous Versions ........................................... 20
   - 6.2 Before You Start ........................................... 20
   - 6.3 Running Samples ........................................... 20

7. **Compact & Repair DSAT (new functionality)** ........................................... 22

8. **PDSAT Support** ........................................... 23
1 Before You Start

1.1 Compatibility

PDSAT v14 is compatible with Microsoft Office Access 2007, 2010 and 2013.

Microsoft Office 2010 and 2013 come in both 32 and 64 bit versions. There is a separate version of PDSAT (version 14_##_6) for use with Microsoft Office 64 bit. In order to determine which version of Microsoft Office you have installed please use the following link:


Please note that if you have two versions of Office installed (i.e. 2007 and 2010 etc) these can conflict and cause PDSAT to not run correctly.

1.2 Extract PDSAT

Once PDSAT has been downloaded ensure that it is extracted from the .zip file before it is used.

To do this right click on the .zip file and click ‘Extract All’.

1.3 Trust Center

Before starting to use PDSAT you will need the following information:

- The location (directory) where you are going to place the PDSAT Tool (this may be in any location either on a local drive or a network drive);
- The location you are going to use for the export of PDSAT specific information; and
- The location of the FIS Export file

With MS-Access 2007, MS-Access 2010 or MS-Access 2013, the user will need to have the above files loaded into a “Trusted Location” or the VBA Code execution will be blocked.

**NB. MS-Access 2007 screen shots / walkthroughs are used for illustrative purposes but it is understood the process is similar under MS-Office 2010 or MS-Office 2013.**

To set-up a “Trusted Location”:

- Open MS-Access 2007 (from the Start Menu);
- Click on the Office Button (top left of MS-Access window);
Skills Funding Agency
Data Self Assessment Toolkit (PDSAT)

- Click on “Access Options” button (bottom right of pop-up window);
- Click on “Trust Center” (left hand side of window);
- Click on “Trust Center Settings…” button;
- Click on “Trusted Locations” (left hand side of window);
- Click on the “Add new location…” button;
- Click on “Browse…” and navigate to the required location.
- Ensure the “Subfolders of this location are also trusted” check-box is ticked;
- Click on “OK”. Keep clicking on “OK” to leave the Trusted Location set-up;
- Close all open Access databases;
- Ensure PDSAT and the FIS export file (see section 2.2) are placed in this trusted location;
- Start PDSAT.
2. Using PDSAT

2.1 Applicability of PDSAT

PDSAT v14 allows 2013-2014 FIS processed data to be imported. As with previous versions of PDSAT you are able to import multiple returns of ILR data.

NB: PDSAT v14 will only work with 2013/14 ILR files.

2.2 Importing Data

NB: IDEALLY ONLY VALIDATED EXPORT DATABASES FROM FIS SHOULD BE IMPORTED / LINKED INTO THE PDSAT DATABASE. PROBLEMS MAY BE EXPERIENCED IF A NON-VALIDATED ILR IS IMPORTED INTO PDSAT.

PDSAT will not import an ILR directly – it must have been processed by FIS prior to import. If you have any issues using FIS please contact the Data Service’s helpdesk on: servicedesk@thedataservice.org.uk

To import ILR data into PDSAT, carry out the following steps:

- Open the FIS (for information, Component Sets 17 and 18 should not be selected by the user as they are currently not working as expected);
- Within Procedure(s) to Execute, select the following three check boxes:

![Figure 1 - FIS](image)
Skills Funding Agency
Data Self Assessment Toolkit (PDSAT)

- Click “Execute”.
- On the next dialog box, select the required ILR XML File and click Add;
- Click ‘Import’ to start the process
- On completion of the Export - Close FIS;
- Open PDSAT. The screen at Figure 2 will appear;

![PDSAT Opening Screen](image)

**Figure 2 - PDSAT Opening Screen**

- Use the “Import Return Data” button on the “Return Control” screen to navigate to and select the FIS export file ‘DesktopService.mdb’;
- The FIS load will then proceed on selection of the file and a “Processing Complete” pop-up message box will appear, click on “OK” to close the pop-up message box;
- Click on the “Set Report Directory” button and select the location for the output of reports;
- The path will be inserted into the “Set Report Directory” box;

PDSAT is now ready for use and the screen will look as shown in Figure 3. Click “OK” to proceed.
Figure 3 - PDSAT Return Control Screen (Post Import)

Click on the “Standards Reports” tab to access the reports (Figure 4)
2.3 Understanding Reports

As with previous versions of PDSAT, assistance in understanding reports has been provided. To access the assistance, single click their mouse cursor on the Report ID, first column from the left, and a window will appear showing the relevant report information, the report Logic will be provided in a future release of the PDSAT tool (see Figure 5).

Figure 5 - PDSAT Report Assistance Window

You may enter your own text into the “User Notes:” (yellow shaded field) which is stored within the tool and will be output with reports.

NB. When a new version of the PDSAT is used any information entered into this field will be lost.

2.4 Running Reports

Clicking on the Favourite Group Shown drop-down box makes the relevant reports available to select.

In order to run the PDSAT reports, select the required reports by checking the <check boxes> on the far right of the Report Titles. You may select as many reports as you require at a time.

The “FM35 Funding Period Selected” drop-down will display the return number selected e.g. for an R04 Return, the drop-down by default will show the value of 4. The relevant reports when outputted will then show the funding up to and including Period 4. However the user can select a different Funding Period in order to see the funding up to and including a later period, as desired.

Once the required reports have been selected, click ‘Run Selected Reports’ to compile the reports. Note that running large numbers of reports may take a long time to run depending on the size of the ILR return.
2.5 Closing All Instances of Excel

PDSAT v14 requires all instances of Excel to be closed before selected reports can be run and exported. If you believe you have closed all instances of Excel and the error message (Figure 8) still appears then try restarting your machine or use the Task Manager to close the remaining excel processes if you are confident it doing this.

In addition, it is important not to open the Excel application during the report run procedure, which could take some time to fully complete.
2.6 Viewing Reports

Once the report process has started running the progress can be observed on the progress bar and status bar.

On completion of the reporting run, the screen at Figure 9 will appear;

![Figure 8 - Report Completion Message Box](image)

Clicking “Yes” will open the reports in Excel. Clicking “No” will simply close the window.

The report format is similar to last year and is shown in Figure 10. The header (containing the Description, Logic, Implications and User Notes) can be hidden or shown using the small +/- on the far left of the Excel window.

![Figure 9 - MS – Excel Reports](image)

The Reports may then be printed using the normal MS-Excel output buttons or closed using the normal windows buttons at the top right hand side of each report window.
When a report has been run the number of records for that report are shown in the ‘Current Load’ column. The fact that the report has been run for that Return is shown using the ‘Outputted’ column (see Figure 10).

![Figure 10 - Number of Records for Run Reports](image)

**NB.** In PDSAT v14, it is necessary to close all open Excel reports before running further reports.

### 2.7 Report Location

When running reports, a MS-Excel Workbook is created and named using the following syntax: PPPPPPPP-AAAA-SS-RRR.xls where PPPPPPPP is the UKPRN for the provider, AAAA is the Academic Year for the data, SS is the Serial Number and RRR is the Collection.

All reports for that provider will be saved in this workbook.

### 2.8 Loading more than One Dataset

PDSAT version 14 only allows a single dataset for each Return Data to be imported. You may import a second dataset, provided you delete the current load through clicking the “Clear Selected Return” or “Clear All Imported Data”.

However, datasets from more than one Return Data may be imported and processed within PDSAT.

To import a second Return:
Skills Funding Agency
Data Self Assessment Toolkit (PDSAT)

- Select the “Import Return Data” Button;
- Follow the process described at Section 2.2;
- The second Return will be loaded into PDSAT and selected as the current dataset.

2.9 Using More Than One Dataset

To work with two or more datasets in PDSAT, you can toggle between the Return Data by using the drop-down selection on the right-hand side of the “Return Currently Selected” box.
3 Ofsted/Cross Reports

The user can run a set of Ofsted/Cross reports which can help identify potential inconsistencies between one Return and another. In order to run these particular reports, please ensure you have uploaded two Returns. In order to select a second Return to import into PDSAT, follow the steps outlined in 2.8.

The “Returns Currently Loaded.” section will display the two returns uploaded as shown in Figure 11.

![Figure 11 – Return Control Screen, a second Return uploaded](image)

Click the “Osfted/Cross Reports” tab. The “First Selected Return” shows the currently selected return. Select the other return from the “Second Return Selected” drop-down:
Figure 12 – Ofsted/Cross Reports Screen, selecting the second return to analyse

Ensure all instances of Excel have been closed as outlined in 2.4. As in 2.5 and 2.6, once the required reports have been selected, click “Run Selected Reports” to compile the reports and view the reports in Excel.
4 Favourites

PDSAT v14 provides functionality which provides pre-defined sets of reports and also allows you to create and amend your own sets of reports or “Favourites”. This feature has been enabled to allow you to create groups of reports that you wish to run on a regular basis.

By clicking on the “Favourites Control” tab, the Favourites screen at will be displayed. See Figure 13.

![Figure 13- PDSAT Favourites Screen](image)

The following functionality is available from the Favourites Screen:

**Add New Favourite Group**;

- When you click the “Add Favourite” button, a pop-up window opens and you are asked to enter a name for the new “Selection”. If the name is not changed then the default is used (“New Favourite Group”); and
- A new “Favourite” has now been added to the list, reports can now be selected for this Favourite.

**Delete Current Favourite Group**;

- Clicking on the “Delete Favourite” button deletes the currently visible user defined “Favourite”

**NB. The pre-loaded “Favourites” cannot be deleted or amended**;
Amend Favourites;

- When you click the “Amend Favourite” button, all the available reports are shown and those reports that have been previously are shown by the “Selection” check-box being ticked;
- At the same time the “De-Select All Reports” and “Select All Reports” buttons become visible;
- You can now check and uncheck boxes by clicking on the “Selection” check boxes or using the “De-Select All Reports” or “Select All Reports” buttons;
- Once you have completed your selection of reports click on the “Save Changes” button;

Save Changes;

- When the “Save Changes” button has been clicked the changes are saved to the “Favourite”. The “De-Select All Reports” and “Select All Reports” buttons disappear and the record is saved;

4.1 Importing Favourites (new functionality)

Version 14_13 onwards of PDSAT will allow the user to import favourites that were created in previous versions of PDSAT (version 14.6 upwards). Click on the “Utilities” tab and then click the “Import Favourites” button to select the DSAT file from which to copy the user created Favourites from. Note however that this would remove any current Favourites that the user has created in the current version of PDSAT.

Figure 14 – Utilities Screen, Favourites Control
5 Annotations

5.1 General

PDSAT v14 maintains the ability to record User Annotations to Reports.

The annotations are available on any report where a “User Annotation” column appears on the right hand side.

The annotations are linked principally to the Learner Reference Number and/ or the Aim Reference Number however, in one or two cases alternative fields are used. In cases where a learner has more than one aim using the same reference number, annotations will be repeated for each instance of the Aim reference.

User Annotations will be available for any data load in the current instance of PDSAT provided Learner Reference Numbers etc match up.

5.2 Recording Annotations

To record User Annotations:

- Run the required report as shown in Section 2;

- Type the annotation into the “User Annotations” column. The text will be limited to a maximum of 255 characters. Any number of annotations may be added to the report and any other report that has been run;

**NB:** Only the columns headed “User Annotations” may be used for Annotations

- When you have finished making annotations then close the report Workbook and save any changes;
To save the annotations click on the “Record Annotations” button on the “Standard Reports” tab;

**NB: While using this feature, PDSAT will:**

- Open the current Report Workbook and starting at the first worksheet;
- Delete any previously recorded “User Annotations” for the currently focused Report Worksheet;
- Find the “User Annotations” column and read down every row ‘looking’ for any annotations to record;
- Record within PDSAT, any annotations before moving to the next worksheet;
- Finally, PDSAT will close the workbook and display a message to advise that “All Report Annotations Recorded”.

![Figure 16 - Message Box Annotations Recorded](image)

The more reports and the longer the reports, the longer the annotation Recording will take.

### 5.3 Amending or Deleting Annotations from the Report Worksheet

To delete “User Annotations”, delete the annotation from the Report Worksheet prior to “Recording User Notes”.

To amend a “User Annotation”, amend the annotation on the Report Worksheet prior to “Recording User Notes”.

### 5.4 Importing Annotations from previous versions of PDSAT (new functionality)

This functionality allows annotations to be imported from a previous version of PDSAT (version 14.6 onwards). By clicking the “Utilities” tab and then clicking the “Import Annotations” button, this will allow the user to import annotations from another DSAT file and import them into the current version of PDSAT.
5.5 Deleting Annotations from PDSAT (new functionality)

Clicking the “Delete Annotations” button shown in Figure 17, this will remove ALL the annotations that are currently loaded in PDSAT.
6 Running Audit Samples

6.1 Changes from Previous Versions

The Sampling Module has been extensively revised. A tabbed interface has replaced the previous ‘on click’ sampling button which used to produce a Sampling Pop Up form. There have also been changes to the sampling population categories.

6.2 Before You Start

Ensure that the PDSAT tool is loaded and a prepared FIS file imported as covered in “Section 2 - Using PDSAT”.

To run Samples the following file must be in the same directory as the PDSAT tool: “Substantive Test Working Papers 2013-2014.xls”.

NB. This file is packaged as part of the PDSAT zip file downloadable from the data service website.

6.3 Running Samples

Having completed the “Audit Planning” process and supporting documentation:

- Open PDSAT and click on the “Sampling” tab. There is no need to have to run any of the PDSAT reports unless in support of the “Audit Planning” process.
- The screen at Figure 18 will appear;

![Figure 18 - Sampling Screen](image-url)
After a few moments, the “Number of Learners”, “Period” and “Sample Size” will be automatically completed (See Figure 18).

- You can toggle and choose a different period from the “Period” drop down box.
- You may manually adjust the Sample Size simply by over typing the figure in the “Sample Size” box.
- You should then select the sample that you wish to run by clicking on the appropriate check box (note only one sample can be output at a time).
- This version of PDSAT requires all instances of Excel to be closed prior to a sample export. An error pop up will appear as a warning guide (Figure 20).
- To begin the sample export click ‘Output Sample’. You should observe the progress bar gradually increase.

When the process has been finished the pop-up window at Figure 20 will appear.

![Figure 19 - Output](image)

- You may now select whether to open the working papers or not.
7 Compact & Repair DSAT (new functionality)

To ensure that DSAT is running optimally, it is advisable to run the “Compact & Repair” functionality once a month to repair basic issues, reduce the file size of PDSAT and its attached data files. To run this functionality, click on the Utilities tab and then click the Compact & Repair button.

Figure 20 – Utilities, Compact and Repair PDSAT
9. **PDSAT Support**

The PDSAT tool provides a link on the top right corner. Click on this link and an Outlook email message will automatically pop up enabling you to note your enquiry. Alternatively please email DSATHelpDesk@kpmg.co.uk for all PDSAT enquiries.

Include the following information:

- Your Organisation Name;
- Your Name;
- Your email address;
- Your contact telephone number;
- Your operating system detail i.e. Windows 7;
- Your MS-Office detail i.e. Microsoft Office 2010;
- The version of the FIS you are using;
- The version of PDSAT you are using;
- A description of your problem.

The PDSAT Help Desk will aim to respond to your query within 2 working days.