Skills Funding Agency

Provider Data Self-Assessment Toolkit (PDSAT)

v17 User Guide

Contents

Introduction

Provider DSAT (PDSAT) is a tool for further education and training providers (colleges, training providers and employers) to output a series of reports to test the integrity of their Individualised Learner Record (ILR) data. This will assist providers in carrying out their routine data cleansing and submitting accurate ILR data returns to the funding agencies.

PDSAT version 17 has been developed as a standalone application this year, which no longer requires Microsoft Access. This has allowed for PDSAT to become a more efficient application with regards to:

- Process speed for loading returns has increased
- Downloads of new versions of PDSAT will occur automatically
- No need to close Excel whilst running reports

Compatibility and prerequisites

PDSAT has been designed to run on the Windows operating system, and is compatible with the following operating systems:

- Windows Vista (limited support)
- Windows 7 (recommended minimum)
- Windows 8
- Windows 10

In addition, you will need the following prerequisites in order for PDSAT to run:

- An internet connection, in order to download and update PDSAT
- Microsoft .NET framework 4.5 (It is likely that .NET Framework 4.5 is already installed on most Windows machines)
- Microsoft SQL Server Express LocalDB

If your machine does not have these prerequisites, they will automatically download when you install PDSAT. However, download and installation of these prerequisites will require **administrator rights**.

1. Installing PDSAT

To download PDSAT, select the link under "PDSAT version 17", on the SFA website. This will begin the download process and a message box will ask whether you wish to run or save. Select "Run" to begin the download.
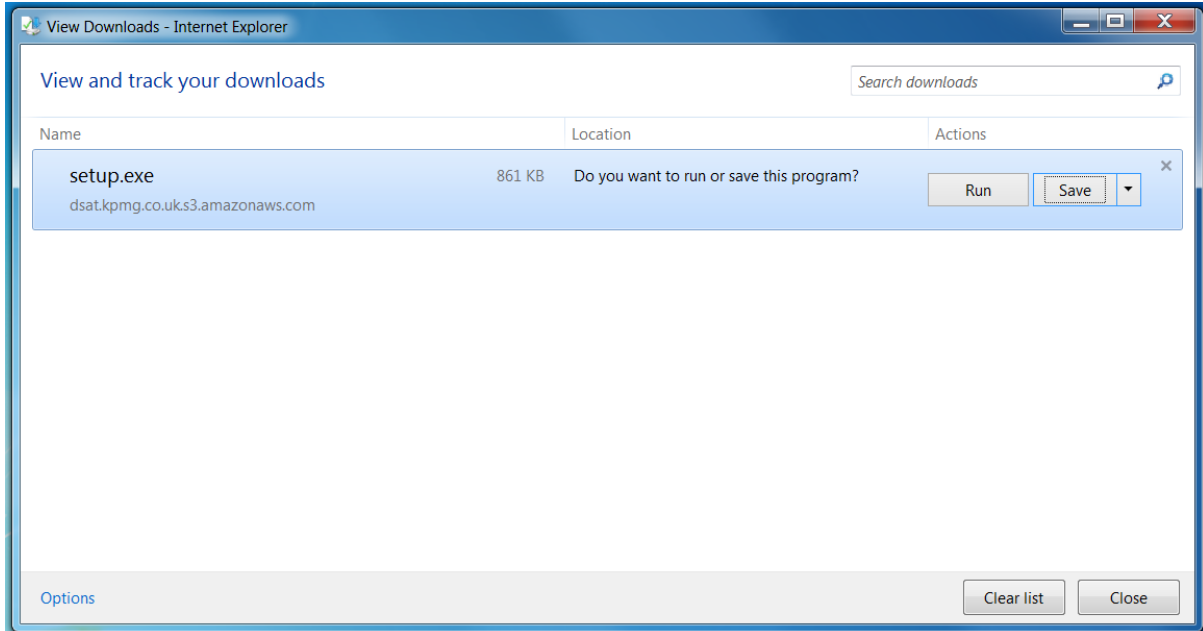

The following box will appear. If you are required to download any of the prerequisites detailed in "Compatibility and Prerequisites", and **do not have administrator rights**, you will need some with administrator rights to allow the install to take place. Usually this will be someone in your IT department. Once administrator rights have been granted, select "Install" to continue.
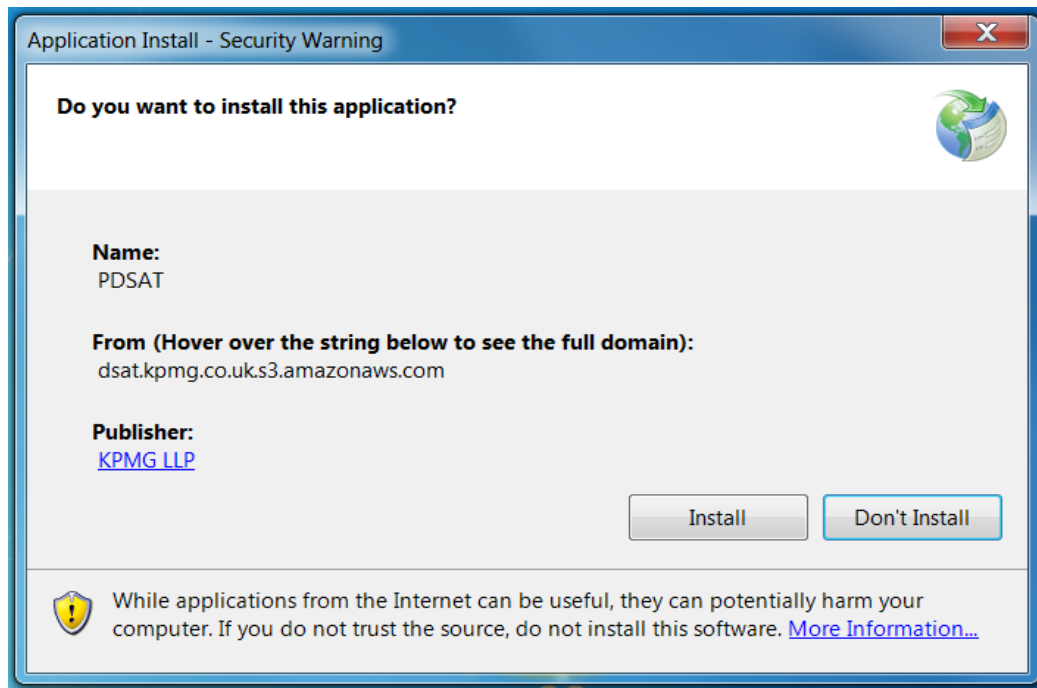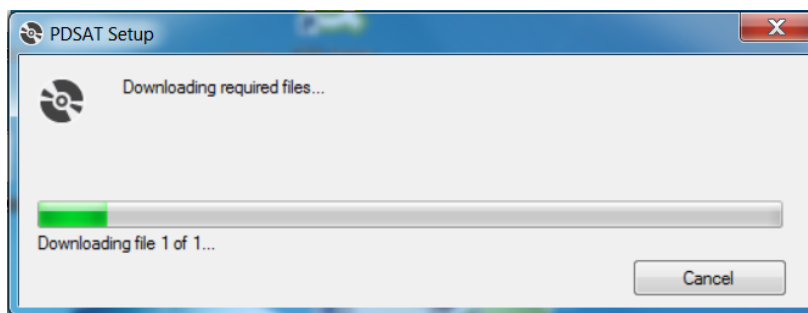
If you are required to download any of the prerequisites, the following box will appear. This example shows that localDB is not currently installed.
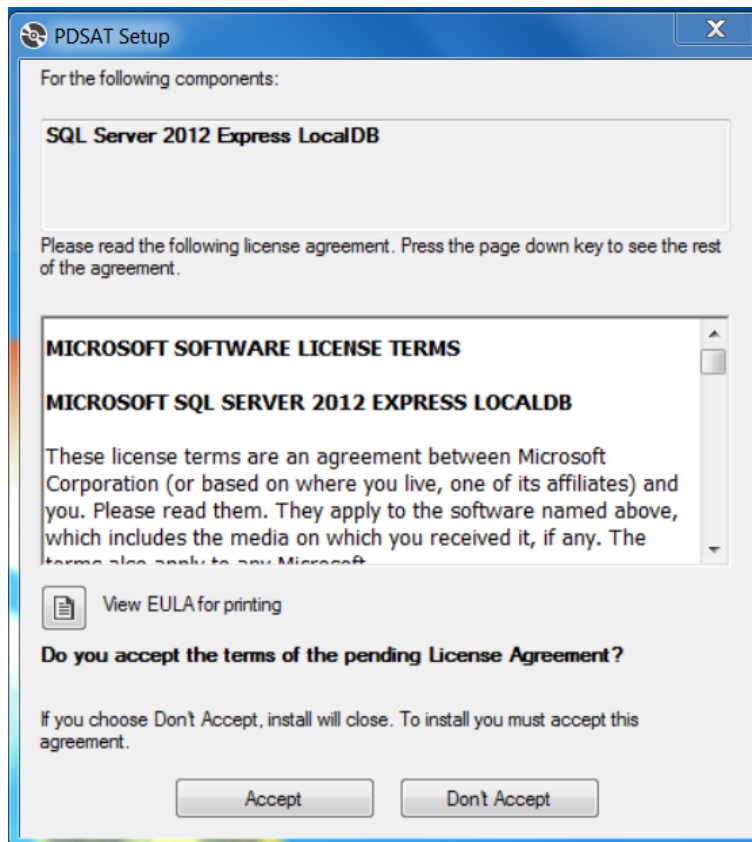
Select "Accept", and the prerequisite will begin its download and a progress bar show. An administrator may again be required to allow the download to continue.

After the prerequisite(s) are downloaded, you will be returned to the initial install screen. Select "Install" to start the main download of PDSAT. This will usually take in the region of thirty seconds to one minute, with the progress being tracked by the green bar.
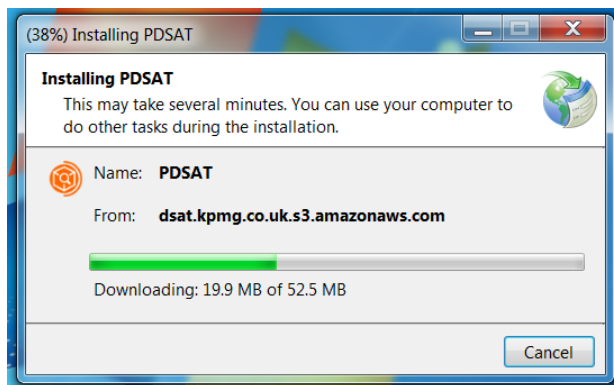
As soon as the install is complete, PDSAT will automatically begin to open. In addition, a PDSAT icon will automatically appear on your desktop, as well as appearing in your program listings. You can select either of these to open PDSAT in the future.

2. Opening PDSAT

2.1 Opening Screen

When you open PDSAT, the following opening screen will be seen. This opening screen details the following information:

- Application name: PDSAT 17
- The current version you have downloaded, i.e. Version: 17.X.X.X
- A message indicating the progress of the set up

When PDSAT is installing for the first time, it will perform its initial setup, which will take a few minutes. The various steps of this initial setup will be detailed as messages on this opening screen.

2.2 Updates

If there is an update available, such as an update to the LARS database, the update will automatically download, providing there is an internet connection. The opening screen will show that an update is taking place and will detail the version that is being downloaded. In addition, the progress of the download will be shown on this screen. Once the update has completed, PDSAT will automatically restart and the version number will have changed to the latest version number. This indicates that the update has successfully taken place and PDSAT will then continue to open.

2.3 Disclaimer

As soon as PDSAT is set up, the disclaimer will appear. In order to continue, read the disclaimer and if you agree, select "Accept". Selecting "Decline" will close PDSAT.

If you do not want the disclaimer to appear when you open PDSAT in the future, select the tick box as shown below. This will suppress the disclaimer message on future sessions. Please note, whenever an update is downloaded, the disclaimer will appear on start-up and you will need to select the tick box again to suppress the disclaimer for future sessions.

Disclaimer

Providers are responsible for implementing adequate and effective controls surrounding the submission of funding claim(s) to the Agencies.

The Provider DSATs are a suite of exception reports highlighting potential data anomalies in certain areas which may require further investigation.
Provider DSATs should not be solely relied upon to identify all irregularities that may exist.

Providers are also reminded that the Agencies' contractual requirements include significant other areas not covered by Provider DSATs.

Please press accept to agree to the above conditions.

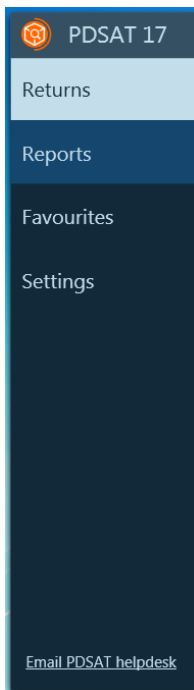| Accept | Decline | ☑ Please tick the box to suppress this message on start up |

3. PDSAT Overview

Once you have accepted the disclaimer, PDSAT will open to the following screen. Version 17 has quite a different look about it compared to previous versions of PDSAT, however the core functionality and layout remains much the same.
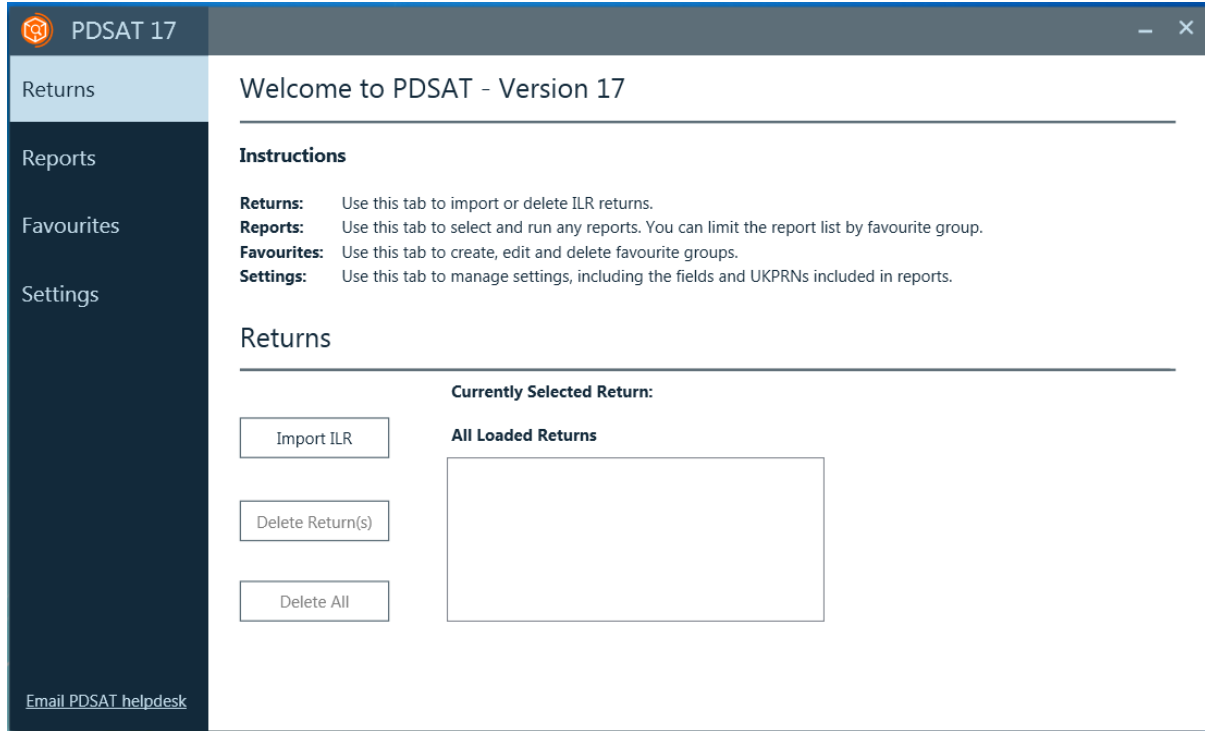
3.1 Sidebar

In order to navigate throughout PDSAT, there is a sidebar on the far left, containing a series of buttons.

The sidebar indicates the currently selected page by highlighting the currently selected button in light blue.

To move to a different tab, hover over the button for the page you wish to go to and left click to select. When you hover over a page name, the button goes to a dark blue.

The button at the bottom of the sidebar allows you to contact the PDSAT helpdesk with issues relating to PDSAT. This will be explained further in the PDSAT support section.

3.2 Top Bar

The grey top bar allows you to move the PDSAT window around. Click within the grey portion of the top bar and drag to move PDSAT where you want on your screen.

There is a minimise button, symbolised by the "-", to collapse the window out of sight. To restore PDSAT into view, click on the PDSAT icon in your Windows taskbar.

Finally there is an exit button, symbolised by the "X". Pressing this will close PDSAT.

4. Returns tab

The returns tab is the first page you will see of the main PDSAT application and is split into two main parts:

Instructions

The instructions section provides a brief summary of how to use each of the tabs in PDSAT.

Returns

This section gives you the ability to import ILR XML files into PDSAT. It contains three buttons:

- Import ILR
- Delete Return(s)
- Delete All

While there are no returns loaded, the Delete Return(s) and Delete All buttons are disabled.

The section also contains a selection box with the heading "All loaded returns", where any loaded returns will be displayed. In addition, the currently selected return will be displayed to the right of the heading, "Currently selected return".

4.1 Loading returns

Version 17 is only able to load 2016 to 2017 funding year ('2016/17') ILR xml files. In order to load an ILR XML file, follow these steps:

- Select the "Import ILR" button under the "Returns" heading. This will open a window which will allow you to navigate to the directory where your ILR xml files are stored. Only 2016/17 ILR xml files will be able to be selected.
- Once you have selected the file, the import process will begin and a loading screen will appear. The loading screen will display information messages about the import process.
- If the file you have selected is already loaded into PDSAT, the following message will display:
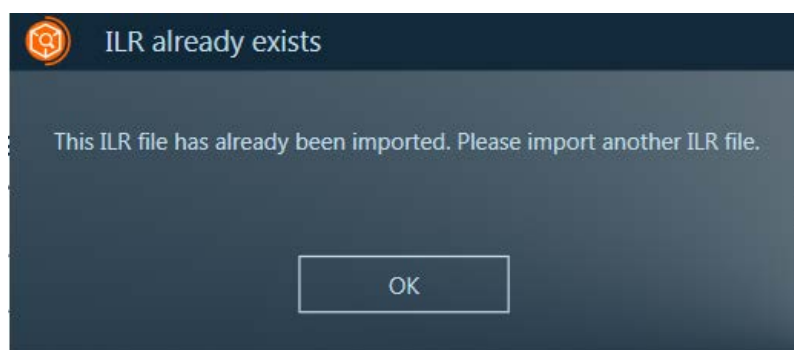
- Once the file has imported into PDSAT, you will be notified with a success message. The loaded return will appear in the "All loaded returns" box at the bottom of the page as well as besides the heading, "Currently selected return". The provider name will also appear in the top right hand corner.

4.2 Changing returns

Every loaded return will appear in the "All loaded returns" selection box which is adjacent to the delete buttons – this is shown below. The currently selected ILR is highlighted within this box, as well as being displayed adjacent to the heading "Currently selected return".

In order to change the currently selected return, select the desired return in the selection box. You will see that the return name next to "Currently selected return" will change to the one you have just selected. If the return is for a different provider, the provider name will also change.

4.3

Deleting returns

Once a return is loaded, the delete buttons become enabled. One or many returns can be deleted at a time. This can be done by the following:

Deleting all returns

Select the "Delete All" button to clear all returns currently loaded into PDSAT.

Deleting a single return

Select a single return in the selection box and press the button "Delete Return(s)".

Deleting a selection of returns

Hold the shift key and select the returns in the selection box that you wish to delete. Once you have made your selection, press the "Delete Return(s)" button.

When you press either the "Delete All" or "Delete Return(s)" button, a message box will appear which will ask you whether you are sure you want to delete the returns. If you have pressed the delete button by mistake, select "No", and you will be returned to the Returns tab. If you wish to continue with the deletion, select "Yes".
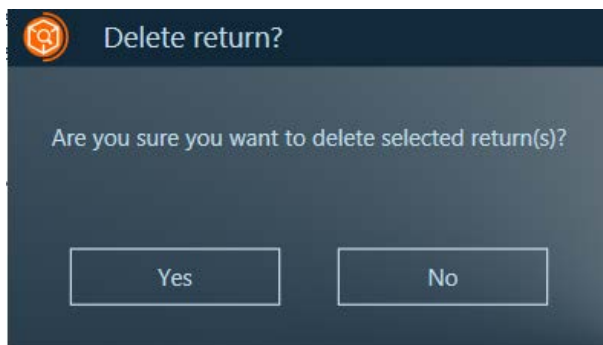
5. Reports

To navigate to the reports tab, select the button titled "Reports" in the side bar. The page you will see will look like this.

You can see the page has four main components:

Current Return dropdown menu

A drop down menu which shows you all the returns you have currently loaded. The return that is shown when the menu is closed, is the one that is currently selected. (By default, this is the last return you loaded into PDSAT on the returns page).

Favourites Group dropdown menu

A drop down menu which shows you your current favourite groups. The favourites will be further explained in the Favourites section.

Run Reports button

Selecting this button will run your reports selection out to an Excel workbook. If there are no returns loaded or reports selected, this button will be disabled, as you cannot run reports without a loaded return.

Reports grid

This is the main reports grid which shows all reports. In previous years, reports have been split into separate tabs for SFA, EFA and Both reports. In version 17, all reports for SFA, EFA and Both are displayed in the grid. The grid displays the following:

- A check box, allowing you to select the report to be run.

- Report ID, a unique short hand code for each report.
- Report Name, a short description of what the report does.
- Record Count, provides a count of the number of records that report will give. This record count will filter depending on whether any partner UKPRNs have been selected in the Settings tab.

5.1 Report Definition

In order to gain further information about a report before actually running it, select the Report ID of any of the reports to display a reports definition window. An example can be seen below.
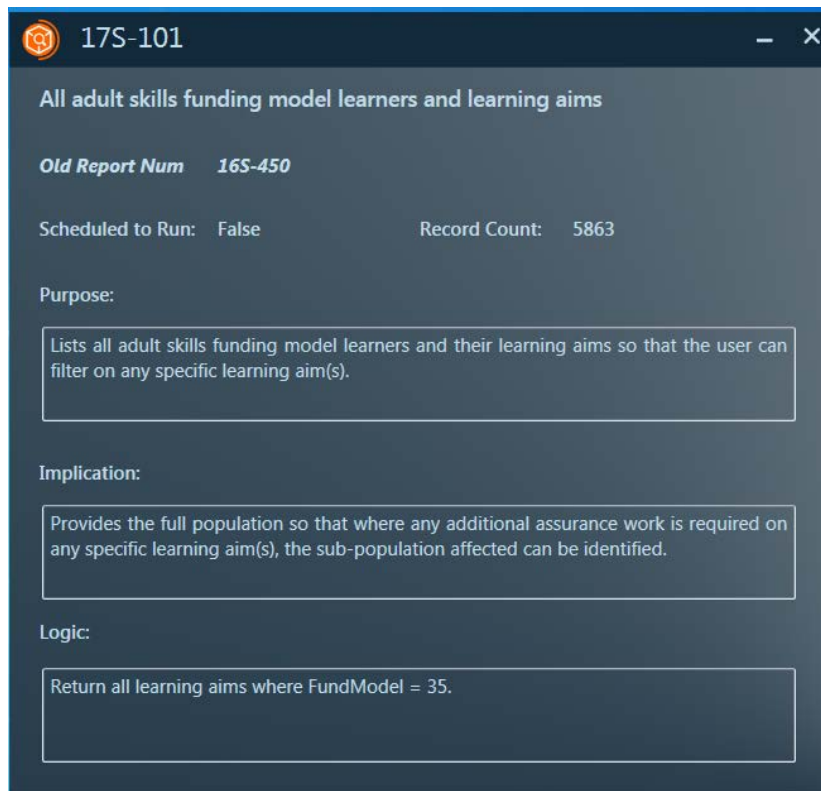
The report definition window gives more detailed information about the report. In addition to the Report ID, Report Name and Record Count from the reports grid, it provides the following information:

- Old Report ID - giving the report ID from version 16 of PDSAT. If the report is new for version 17 of PDSAT, "NEW" will be displayed.
- Scheduled to Run – this will show true if you have ticked the check box to run the report, else false will be shown.
- Purpose – gives detail as to what the report will show.
- Logic – provides detail to the logic behind the report.
- Implication – what the results of this report will mean for you.

The reports window can be moved like the main PDSAT window, by selecting the top bar and dragging. Furthermore, it can be minimised and closed by using the "-" and "X" buttons respectively.

5.2 Selecting Reports

To create your selection of reports to run, you can do any of the following.

Select individual reports

Scroll through the reports grid and select any of the reports you wish to run by ticking the check box associated to that report.

You will notice that the check box next to the report will turn orange with a white tick. In addition, the checkbox in the header of the grid will go orange, but will not show a white tick. This shows that some, but not all, of the reports have been selected.

Select all reports

To select all reports in the reports grid, select the checkbox in the header of the reports grid. This will turn this checkbox, and all checkboxes below, orange with a white tick. This shows that all reports are now selected to run.

Favourite Groups

If you do not want to see all SFA, EFA and Both reports, you can use the Favourites Group dropdown menu to filter you selection. The favourite group menu will provide the following defaults:

- None – No reports are selected to be run.
- SFA – Filters and selects only SFA reports, as well as the three Both reports.
- EFA – Filters and selects only EFA reports, as well as the three Both reports.
- All – Selects all reports, SFA, EFA and Both.
- Your favourite group – Any favourite groups you have created in the favourites tab will show in the dropdown menu. The reports will filter and select the reports you have added to your favourite group.

5.3 Running Reports

Once you have made your selection of reports, select the "Run Reports" button. This will open a window where a default name for your report will be displayed. You can use this name for your report or you can type a name of your own choice for your report. In addition, you can select the directory for where the report will be saved.

Please note, you can set the report directory in the settings tab – this will be explained in the Settings section.

To continue, select "OK", and the export to Excel will begin. A loading screen will appear, detailing which report is currently being exported.

Please note, if you have any extremely large record counts for a report i.e. around 10,000 records, you may experience performance issues whilst exporting to Excel.

Other instances of Excel

Please note that in version 17 of PDSAT, you no longer need to close all instances of Excel whilst running your reports. PDSAT is able to export reports to Excel with multiple other instances of Excel still open.

Note, if a cell is being edited in another open instance of Excel, the reports will not run.

5.4 Viewing Reports

Once all the reports have been exported, you will see the following message box:
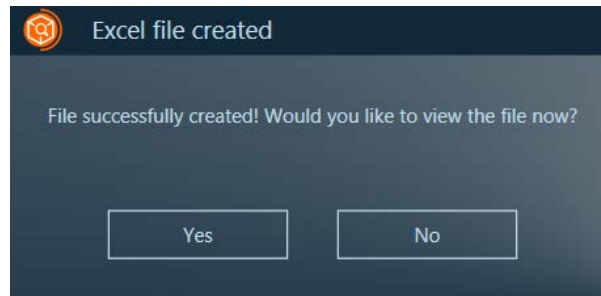
If you wish to view your reports now, select "Yes". If you select "No", you can view your reports any time by opening the Excel workbook, which has saved in the directory that you specified.

If you selected yes, the Excel workbook will automatically open up. The first page you will see will be a contents page, similar to below.

Contents Page

The contents page will display the following:

- Return name – the name of the return of which you have run reports for.
- Provider name – provider name for the corresponding return.
- Report ID – the unique shorthand identifier for the report.
- Report Name – the name for the report, also a hyper link to the corresponding report.
- Record Count – the number of rows the report has taken.

You can navigate to any report in Excel workbook by selecting a report name in the contents page. Alternatively, you can select the report you wish to see by selecting the corresponding tab in Excel.

Once you have navigated to the report, you can return to the contents page by selecting the PDSAT icon in the top left hand corner of the report.

<u>Reports Page</u>

To view the report information, select the plus symbol adjacent to row 14. This will open out the group and display the report information. The information detailed will be the same as would be shown in the report definition window for that report.

There is the addition of a User Notes section, where users can add notes relating to that report, which will be saved when the Excel workbook is saved.

In addition to the report information, there is the following detail:

- Record Count
- Learner Count – the count of distinct learners for that report.
- Report run date – the date that report was run.

The main data for the report is laid in the same way as previous versions of PDSAT. The headers will always remain at the top of the screen whilst you scroll down to view the rest of the data.

To save any changes you have made to the report, use the normal Excel functionality of "save" and the report will be saved.

6. Favourites

To navigate to the favourites tab, select the button titled "Favourites" in the side bar. The page you will see will look like this:

You can see the page is made up of the following components:

Favourites Group dropdown menu

This dropdown menu shows you all the favourite groups that currently exist, and will include any new groups that you have created. There are four default favourite groups:

- SFA
- EFA
- None
- All

You are unable to edit or delete any of the default favourite groups.

Save button

Saves any changes you have made to a favourite group that you have previously made. If one of your own favourites isn't selected, this button will be disabled – you cannot edit a default group.

Save As New button

Allows you to save a new favourite.

Delete Group button

Allows you to delete a group that you have made. If one of your own favourites isn't selected, this button will be disabled – you cannot delete a default group.

<u>Refresh Group button</u>

If you have made a change to a favourite group, but have not saved the favourite yet, you can refresh the favourite group to your original selection.
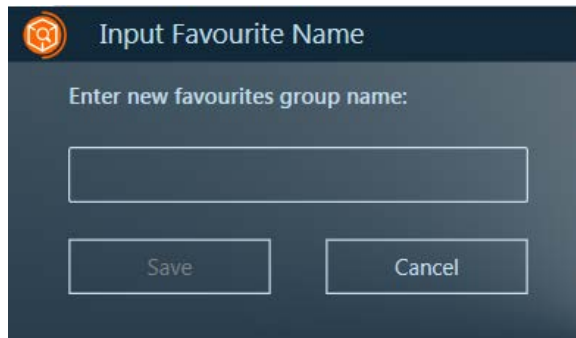
<u>Favourite's grid</u>

A grid very similar to that of the reports grid. The ticked checkboxes represent those that are selected for a favourite group. The grid displays the following:

- Checkbox
- Report ID
- Report Name

6.1 Creating Favourites

To create a favourite group, follow these steps:

- Use the checkboxes to select the reports that you want to add to your favourite group.
- Select the "Save As New" button to save your selection of reports as a favourite.
- A message box will appear asking you to give a name to your favourite group. An example is seen below. Type a name for your favourite group in the input box.

- Once you select "Save", a success message will appear, indicating the favourite has been successfully saved.
- You will now be able to see the name of your favourite group in your Favourite Group dropdown menu.

6.2 Editing Favourites

In order to edit a favourite group you have created, follow these steps:

- Select your favourite group in the Favourite Group dropdown menu.
- The reports in your favourite selection will be indicated in the favourite grid by the ticked checkboxes.
- To add more reports to the group, tick the corresponding check box for the report you wish to add. If you want to remove reports, un-tick the checkbox of a selected report.
- If you want to return your favourite group to how it originally was, select the "Refresh Group" button. Any checkboxes you have since un-ticked will become ticked and any checkboxes you have ticked will become un-ticked.

- To retain the changes you have made, press the "Save" button. A success message will appear to indicate the change has been made
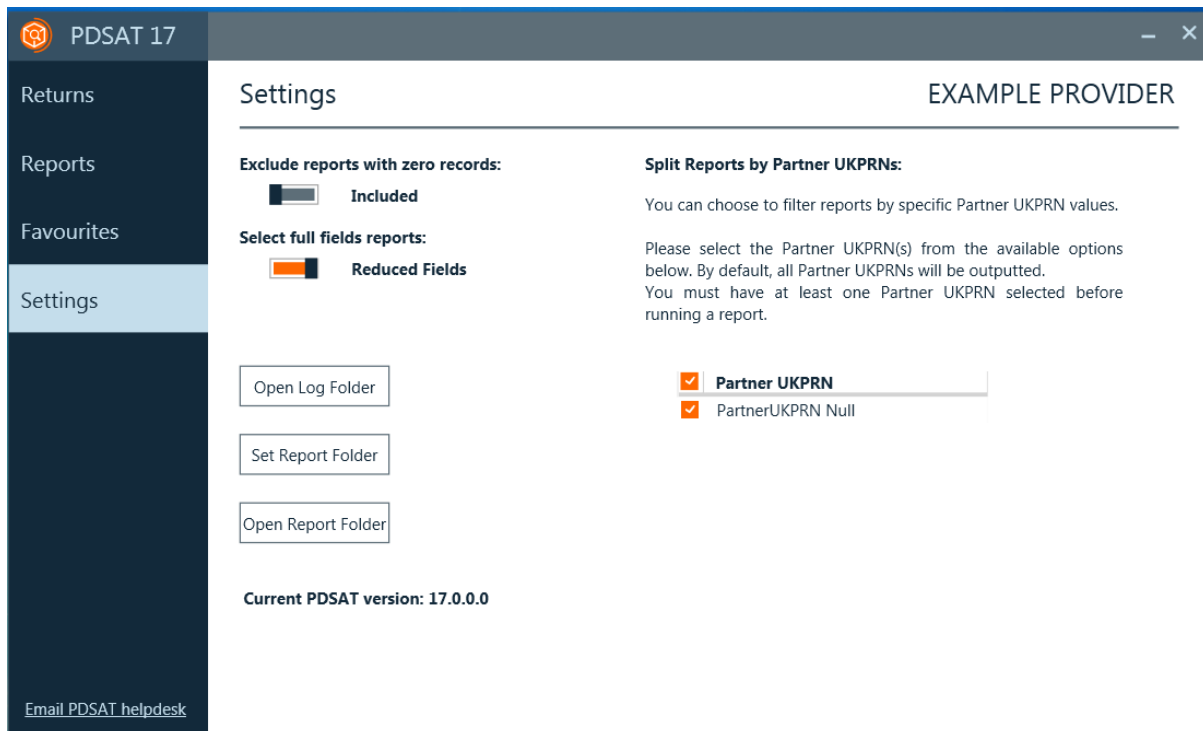
6.3 Deleting Favourites

To delete a non-default favourite group, select the group you wish to delete in the Favourite Group dropdown menu. Select the "Delete Group" button and the group will be removed from the list.

7. Settings

To navigate to the favourites tab, select the button titled "Settings" in the side bar. The page you will see will look like this:

The settings page is made up of the following components:

Exclude reports with zero records toggle switch

In order to run a series of reports without including reports with zero records, you can turn this switch on.

When the switch is off, the colour of the switch is grey and the bold text next to the switch states "Included". This indicates that when you export a report to Excel, reports with zero records will be **included.**

If you press the switch, it will turn orange and the bold text will read "Excluded". When you run a series of reports now, any reports with zero records will be **excluded** from the report.

Export reports with Reduced Fields toggle switch

In order to run a series of reports with a reduced list of fields, you can turn on this switch.

When the switch is off, the colour of the switch is grey and the bold text next to the switch states "Full fields". This indicates that when you export a report to Excel, the **full fields** list will be exported**.**

If you press the switch, it will turn orange and the bold text will read "Reduced Fields". When you run a series of reports now, they will be run out with a **reduced fields** list.

Set Report Folder button

By selecting this button, you are able to set which folder you want any reports that you export to be saved. When you select the Run Reports button in the Reports tab, the folder you have set as your report folder will open up as the default area to save your reports.

Open Report Folder button

The Open Report Folder button will open up the folder that you have set as the destination for your reports. This allows you to easily find your reports. If you have not set a folder, your desktop will open as default.

Open Log Folder button

This button will open the folder where your log file resides. The log file details all the major steps of code that PDSAT has taken and will tell the PDSAT team where any issues have occurred within PDSAT. If you select "Email PDSAT helpdesk" and Microsoft Outlook is your default email provider, the log file will automatically attach to your email. However, if this is not the case, you can attach the log file from this location directly to your email.

Partner UKPRNs Filter grid

The Partner UKPRN grid allows you to select individual Partner UKPRNs to filter your reports by. Use the checkbox adjacent to the Partner UKPRN you want to filter by, or select the checkbox in the heading to select all. There are also some brief instructions on the settings page that give an overview as to how to use this feature.

Please note, you must have at least one partner UKPRN selected in the list else you will not be able to run reports. You will get the following warning message if no partner UKPRNs are selected:


Current Version

The current version details which iteration of PDSAT you are currently using. It is a point of reference for you to keep track of whether you are up to date with the latest PDSAT or not.

8. PDSAT Support

PDSAT provides a link in the bottom left hand corner which is titled "Email PDSAT helpdesk". Please email us whenever you experience any error messages. You will often be prompted to contact the PDSAT helpdesk in the error message. An example error message may be:
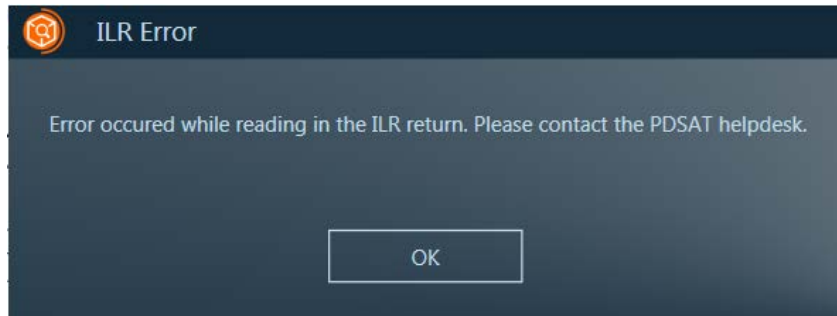
To contact the PDSAT helpdesk, click on this link and an Outlook email message will automatically pop up enabling you to note your enquiry. In addition, if Microsoft Outlook is your default email provider, the log file will automatically attach to the email.

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 e.g. Windows 7
- Your MS Office version e.g. Microsoft Office 2010
- The version of PDSAT you are using
- A description of your problem.

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