



Education & Skills
Funding Agency

LRS Batch Validation Tool User Guide

November 2018

Audience: Learner Registration Bodies (LRBs) and Awarding Organisations (AOs)

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Contents

1	Introduction	3
1.1	Overview	3
2	Extracting the tool for use	4
2.1	Pre-requisites.....	4
2.2	Minimum hardware requirements	5
2.3	Running the file on your machine	5
3	Using the Validation Tool	6
3.1	Getting Started.....	6
3.2	Validating an LRB batch file	6
3.3	Validating an AO Achievement (QCF) batch file	7
4	Validation Error messages	9
5	Additional Process Functionality	10
5.1	Cancel the validation process.....	10
5.2	File format errors	11
5.3	Revalidate batch file	11
5.4	Save output file	12
5.5	Save error report.....	12
5.6	Further support	12



1 Introduction

This document describes how to use the Learning Records Service (LRS) Batch Validation Tool. The tool should be downloaded and run – there is no need to install the tool to your machine.

1.1 Overview

The Validation Tool has been designed to check both ULN and achievement batch files prior to uploading them to the LRS Organisation Portal.

The tool enables users to import Comma Separated Values (CSV), Extensible Markup Language (XML) or Microsoft (MS) Excel format files and check the data against the LRS validation rules and data formats.

The tool then outputs a list of validation errors which enable Learning Records Service (LRS) to identify any data errors in the file and to correct them, prior to uploading the data to LRS. The validation tool also outputs a valid CSV or XML format file when the input file is in Excel format or is structurally incorrect.



2 Extracting the tool for use

2.1 Pre-requisites

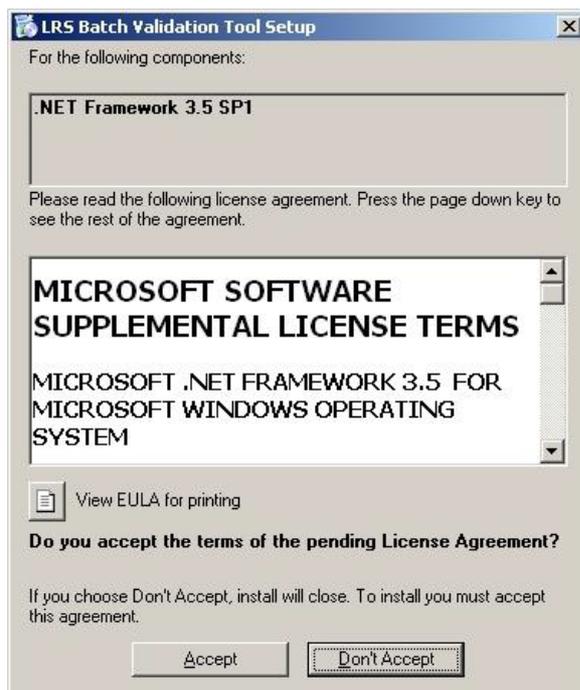
The following are pre-requisites before you will be able to use the validation tool. You should check with your IT department to see if any of these apply to you.

NET Framework 3.5

For instructions on how to download and install the latest version of .NET Framework 3.5 please follow this link;

<http://www.microsoft.com/en-us/download/details.aspx?displaylang=en&id=21>

You may get the screen below of .NET Framework 3.5 is not installed. If you receive this message, click Accept. The tool downloads and installs the .NET Framework. Wait until the framework is installed on your machine before proceeding.



MS access database engine (only applicable for processing MS excel files)

MS access database engine is required to process MS excel files. **NOTE:** you can process CSV and XML format files without installing this engine. To install the latest version of Microsoft Access database engine, please follow this link;

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=7554f536-8c28-4598-9b72-ef94e038c891>



2.2 Minimum hardware requirements

- Processor: 400 MHz Pentium processor or equivalent (minimum); 1GHz Pentium processor or equivalent (recommended)
- Supported operating systems: Windows Vista or later
- RAM: 256 MB or more
- Free Hard Disk space: 5MB

2.3 Running the file on your machine

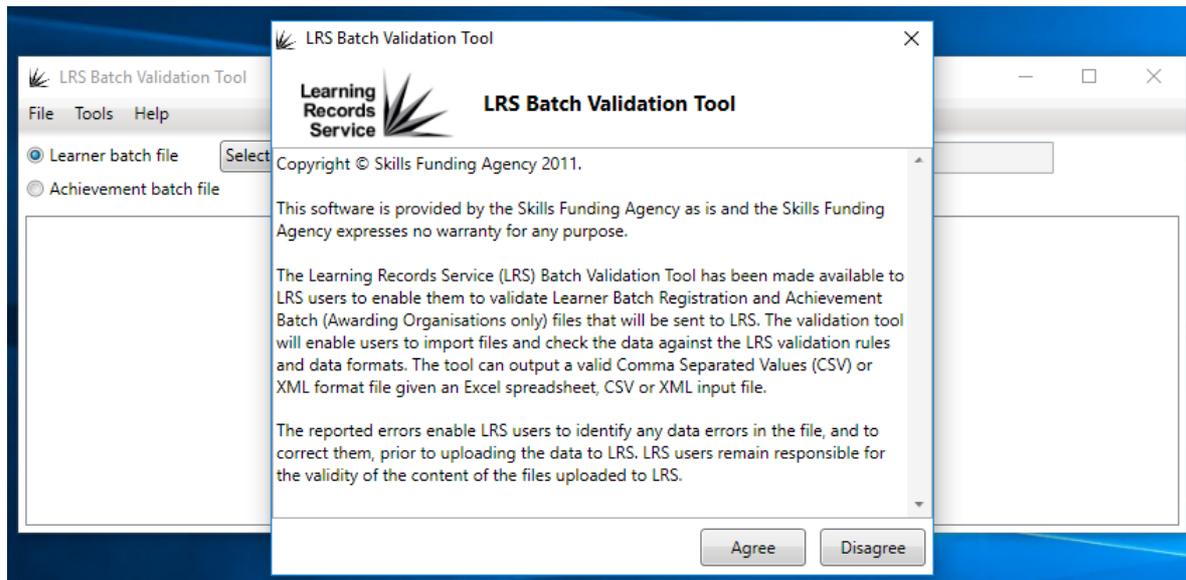
1. Download the zip file from GOV.UK
2. Extract all files from the zip file
 - You can usually right-click and select “extract all” do this
3. Open the “LRS Batch Validation Tool” folder
4. Run (double click) on the “LRSBatchValidationTool.exe” file. Do not delete or make any changes to any other files in the folder



3 Using the Validation Tool

3.1 Getting Started

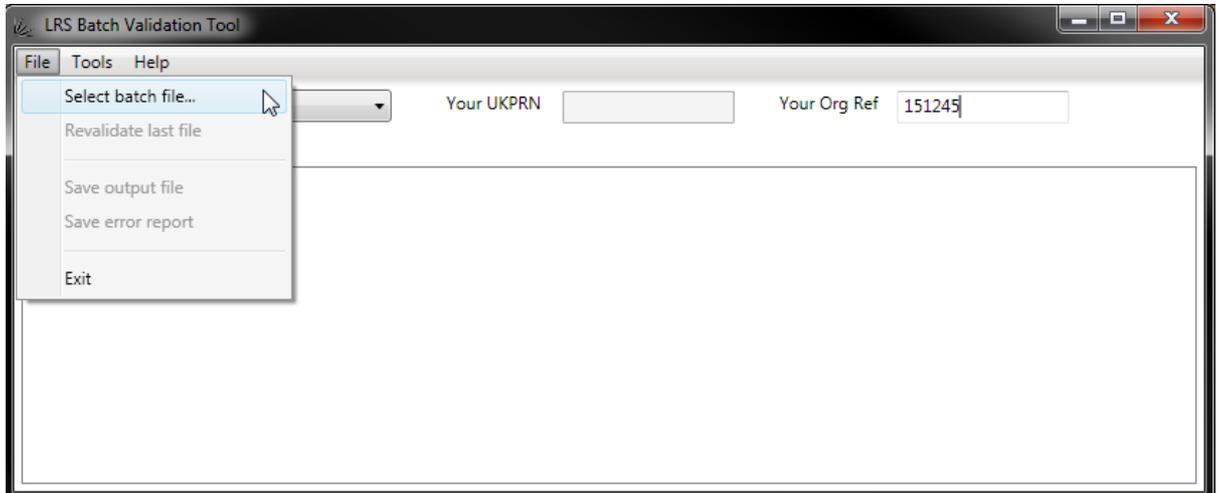
1. When you launch the validation tool, you will see the Disclaimer screen each time. Read the disclaimer text and click on Agree to open the tool or Disagree to exit the tool.



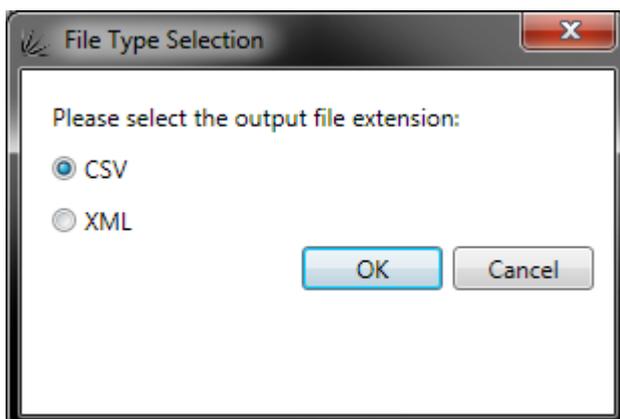
3.2 Validating an LRB batch file

To validate a LRB Batch Registration file, follow these steps:

1. Ensure that the 'Learner batch file' radio button is selected
2. Select File Version (2A or 3A) of the input batch file. Version 2A is the old LRB version, and version 3A is the new version which includes the UPN and UCI.
3. Enter your UKPRN or Org Ref
4. Click on File > Select batch file to open the Windows open file dialog and select your batch file (must be a CSV, XML, XLS or XLSX file)



5. If the input batch file is in MS Excel format, select the output file extension on the File Type Selection dialog

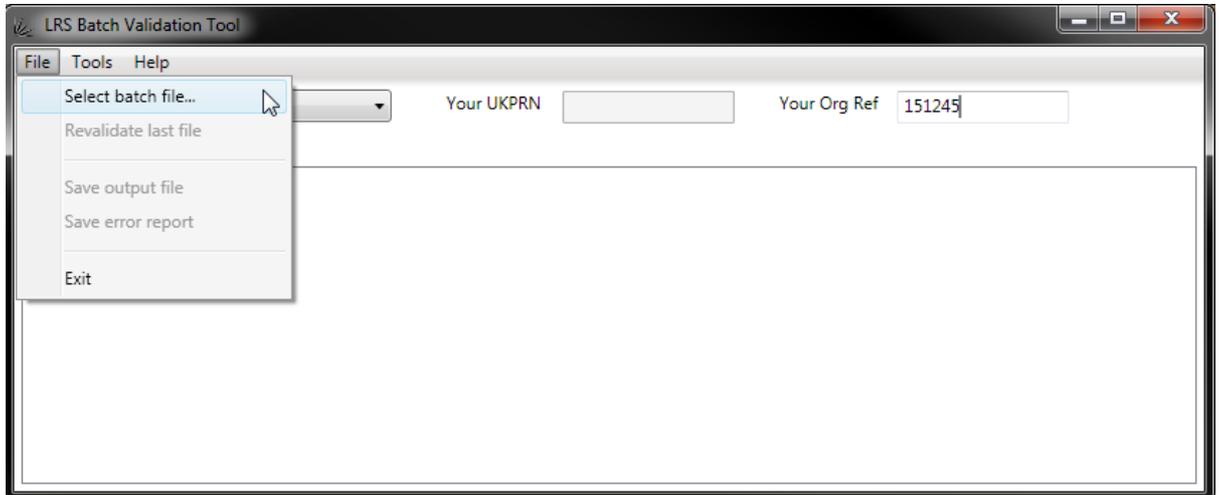


6. If you encounter an error message – The 'Microsoft.ACE.OLEDB.12.0' provider is not registered on the local machine – download and install Microsoft Access database engine from this [link](#).

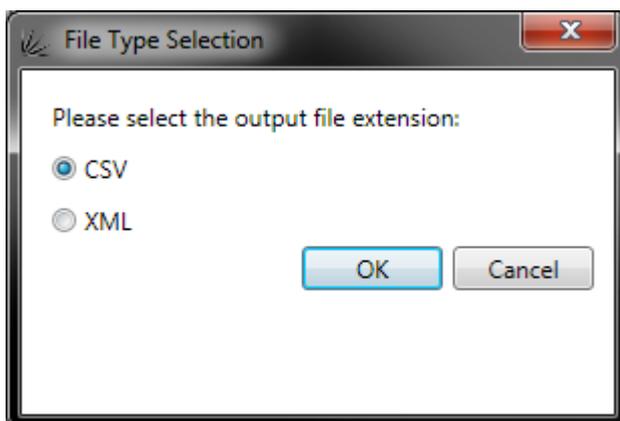
3.3 Validating an AO Achievement (QCF) batch file

To validate an AO Achievement batch file, follow these steps:

1. Ensure that the 'Achievement batch file' radio button is selected
2. Select File Version (1, 2, etc.) of the input batch file.
3. Enter your UKPRN or Org Ref
4. Click on File > Select batch file to open the Windows open file dialog and select your batch file (must be a CSV, XML, XLS or XLSX file)



5. If the input batch file is in MS Excel format, select the output file extension on the File Type Selection dialog



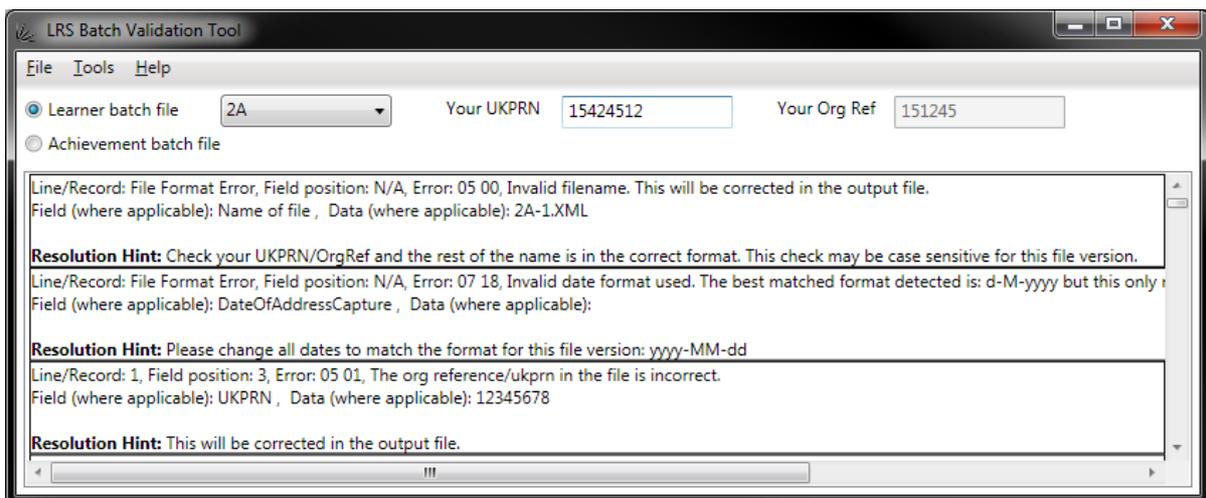
6. If you encounter an error message – The 'Microsoft.ACE.OLEDB.12.0' provider is not registered on the local machine – download and install Microsoft Access database engine from this [link](#).



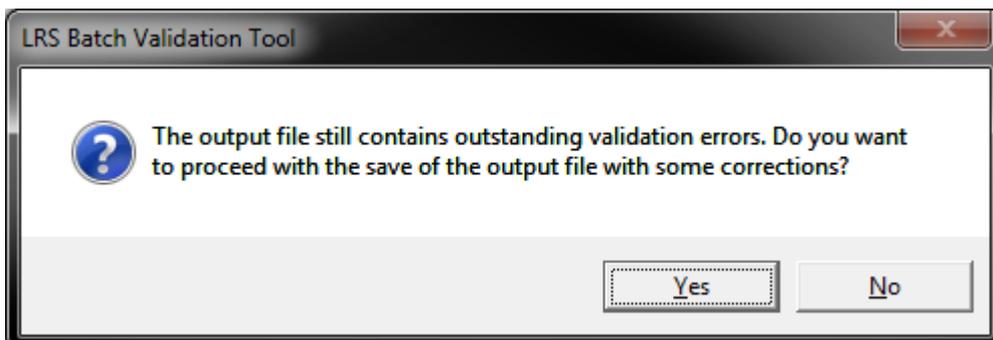
4 Validation Error messages

The tool validates the input batch file and will display one of the following screens:

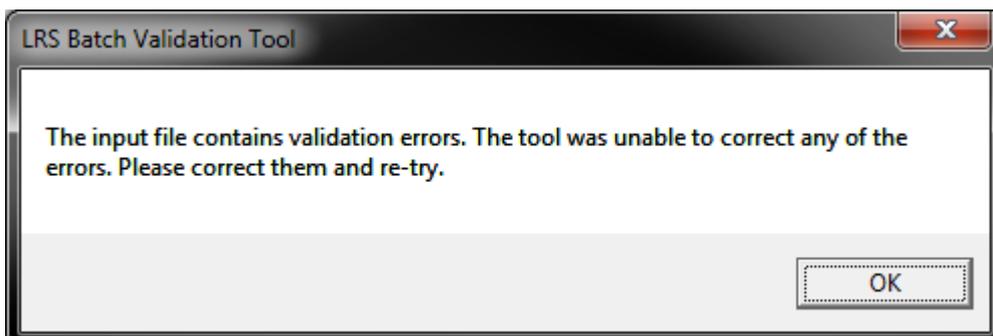
- “Validation was successful - no error found.” message when file validation is successful.
- A list of the validation errors



- Offers to save the output file with potential corrections. Click on Yes to save the updated batch file to disk, or No to cancel saving. The tool saves the output file with a valid file name conforming to the batch file specification



- Displays error message when the tool is unable to correct any validation errors.



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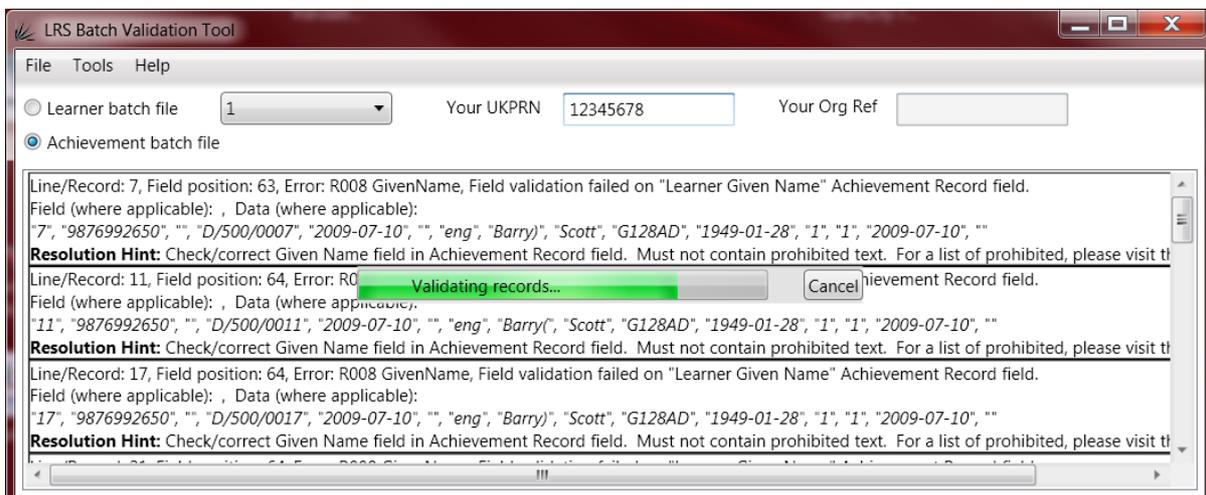
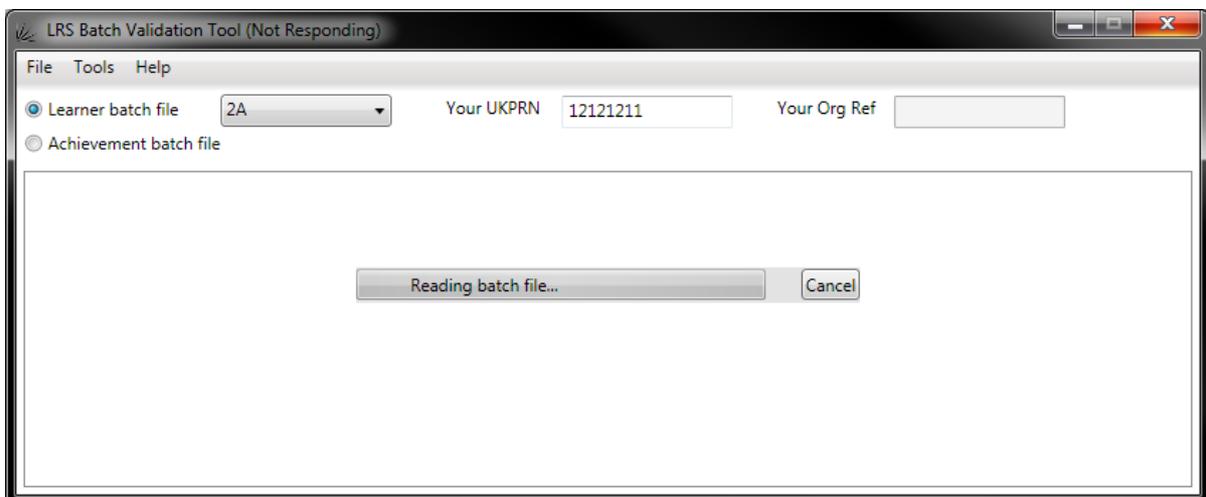


5 Additional Process Functionality

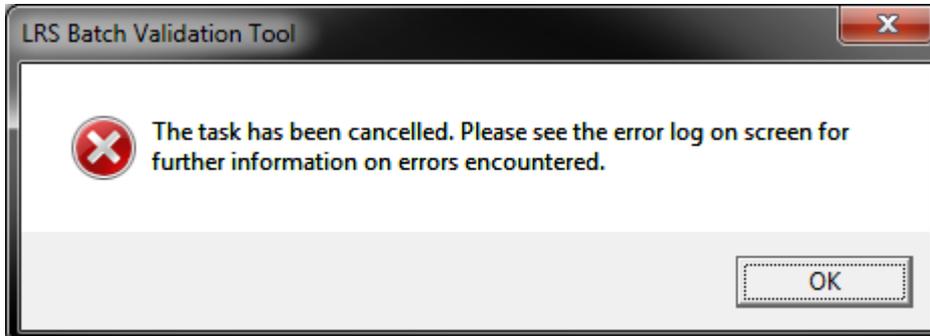
This section is applicable to both Learner Registration Bodies (LRBs) and Awarding Organisations (AOs).

5.1 Cancel the validation process

During validation, you have the option to cancel the process by clicking the Cancel button next to the progress bar



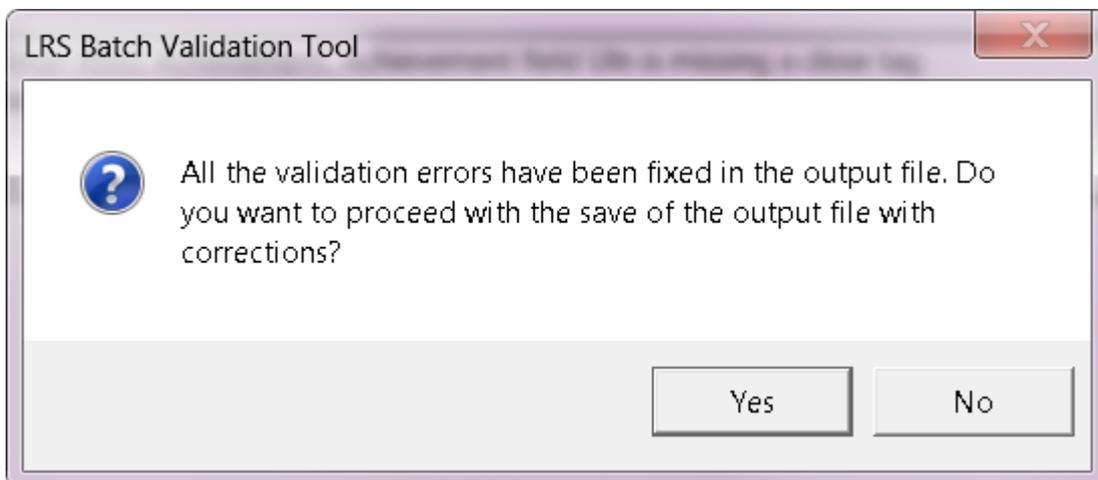
After clicking cancel, you will receive a message confirming the process was successfully cancelled and you will be returned to the main screen. Any validation errors encountered before you cancelled the task will still be displayed.



5.2 File format errors

During validation, the first thing the Validation tool checks for are formatting issues. If a file format issue is encountered, the Validation tool will display one of two messages;

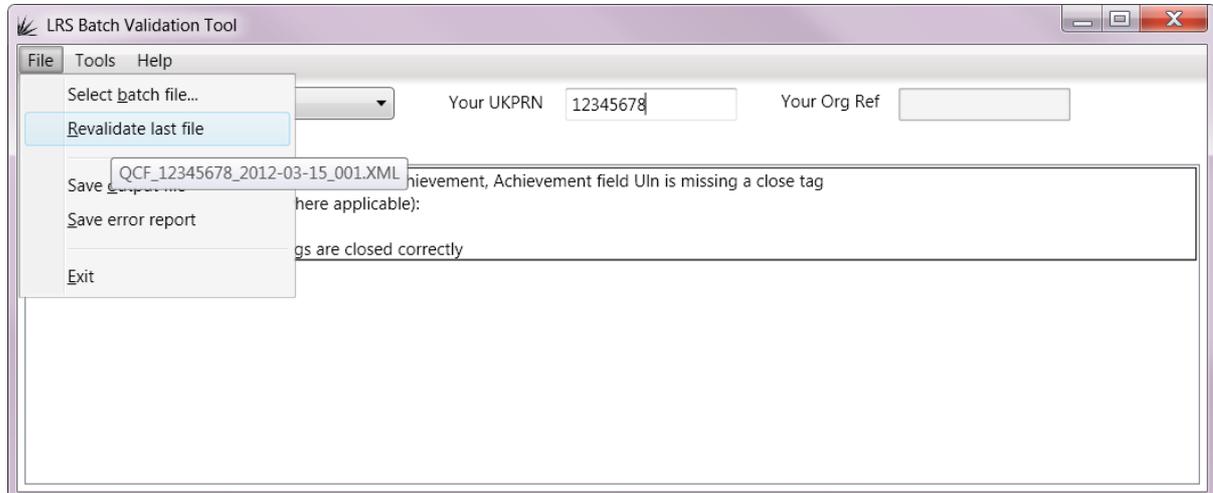
- I. Validation will not be able to continue. The same error message will be displayed as the cancel confirmation message. For the validation process to complete, you must correct any file format errors encountered and choose to revalidate the file.
- II. Alternatively, the tool will automatically fix the errors and create an output file as shown in below. For the validation process to complete, click 'Yes' and select an appropriate file location to save the corrected file.



5.3 Revalidate batch file

Once a Batch File is validated against the LRS validation rules and an error list is produced, the next step is to correct the errors identified and revalidate the file:

1. Select file
2. Revalidate last file menu option to validate updated file



5.4 Save output file

Select File > Save output file menu option to save the output file with potential corrections after validation process is complete. The tool displays a save dialog box with an option to save output file as type .CSV or .XML. Select a location on your local drive and file type to save the output file.

5.5 Save error report

Select File > Save error report menu option to save the list of validation errors displayed on the screen to a text file. The tool displays a save dialog box. Select a location on your local drive to save the error report.

5.6 Further support

To raise any queries or for further support and guidance, please contact the LRS Service Desk on 0345 602 2589 or email LRS.Support@education.gov.uk.

Do not send any batch files via email without first encrypting and password protecting. For further information, please see the [Data Encryption and Passphrase Guidance Sheet](#).