

LRS Batch Validation Tool User Guide

November 2018

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

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VTIG01 LRS Batch Validation Tool User Guide v6.0 Uncontrolled if Printed



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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.

LRS Batch Validation Tool Setup	×
For the following components:	
.NET Framework 3.5 SP1	
Please read the following license agreement. Press the page down see the rest of the agreement.	n key to
MICROSOFT SOFTWARE	
SUPPLEMENTAL LICENSE TERM	S
MICROSOFT .NET FRAMEWORK 3.5 FOR	
MICROSOFT WINDOWS OPERATING	
orone	-
I View EULA for printing	
 Do you accept the terms of the pending License Agree	ment?
If you choose Don't Accept, install will close. To install you must a this agreement.	ccept
Accept Don't Accept	
Sector Se	

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=7554f536-8c28-4598-9b72ef94e038c891



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 too, 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)



ile LF	RS Batch Valida	tion Tool						
File	Tools Help			1				
	Select batch fi	le	2	-	Your UKPRN	Your Org Ref	151245	
	Revalidate last	t file					-	
	Save output fi	le						
	Save error rep	ort						
	Exit							
				-				

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

🎉 File Type Selection
Please select the output file extension:
© CSV
© XML
OK Cancel

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)

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File	Tools Hel	p		_				
	Select batch	file	5	•	Your UKPRN	Your Org Ref	151245	
	Revalidate la	st file						
	Save output	file						
	Save error re	port						
	Exit							
				-				

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

🕡 File Type Selection 📃 🗮
Please select the output file extension:
CSV
© XML
OK Cancel

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 <u>link</u>.



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

🞉 LRS Batch Validation Tool							
<u>F</u> ile <u>T</u> ools <u>H</u> elp							
Learner batch file ZA Your UKPRN 15424512 Your Org Ref 151245							
O Achievement batch file							
Line/Record: File Format Error, Field position: N/A, Error: 05 00, Invalid filename. This will be corrected in the output file.							
Perclution Hint: Chack your HKDDN/OroRef and the rest of the name is in the correct format. This check may be care consistive for this file version							
Line/Record: File Format Error, Field position: N/A, Error: 07 18, Invalid date format used. The best matched format detected is: d-M-wwy but this only i							
Field (where applicable): DateOfAddressCapture , Data (where applicable):							
Resolution Hint: Please change all dates to match the format for this file version: yvyy-MM-dd							
Line/Record: 1, Field position: 3, Error: 05 01, The org reference/ukprn in the file is incorrect.							
Field (where applicable): UKPRN , Data (where applicable): 12345678							
Resolution Hint: This will be corrected in the output file.							
۲							

 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

🞉 LRS Batch Validation Tool (Not Respo	nding)						
File Tools Help							
Learner batch file 2A	Your UKPRN	12121211	Your Org Ref				
Achievement batch file							
	Reading batch fil	e	Cancel				
We LRS Batch Validation Tool							
File Tools Help							
C Learner batch file	Your UKPRN	12345678	Your Org Ref				
Achievement batch file							
Line/Record: 7, Field position: 63, Error: F	R008 GivenName, Field valid	dation failed on "Learner /	Given Name" Achievement Recor	d field.			
Field (where applicable): , Data (where a	applicable): 200-07-10" "" "eng" "Barry)	" "Coott" "G128AD" "194	10_01_20" "1" "1" "2009_07_10" '				
Resolution Hint: Check/correct Given Name field in Achievement Record field. Must not contain prohibited text. For a list of prohibited, please visit the							
Resolution Hint: Check/correct Given N	Name field in Achievement F	Record field. Must not co.	ntain prohibited text. For a list of	prombited, please visit ti			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error:	RO Validating record	s	Cancel hievement Reco	rd field.			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error: Field (where applicable): , Data (where a "11", "9876992650", "", "D/500/0011", "2	Xame field in Achievement F Ro Validating record applicable). 1009-07-10", "", "eng", "Barry	Record field. Must not co Is (", "Scott", "G128AD", "194	49-01-28", "1", "1", "2009-07-10",	rd field.			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error: Field (where applicable): , Data (where a "11", "9876992650", "", "D/500/0011", "2 Resolution Hint: Check/correct Given N	Validating record ROVValidating record application, '009-07-10", "", "eng", "Barry Iame field in Achievement	<pre>(ecord field. Must not co is /(", "Scott", "G128AD", "19 lecord field. Must not cord field. Must not cord</pre>	Antain prohibited text. For a list of Cancel ievement Recc 49-01-28", "1", "1", "2009-07-10", ntain prohibited text. For a list of	ⁱ prohibited, please visit th			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error: Field (where applicable): Data (where a "11", "9876992650", "", "D/500/0011", "2 Resolution Hint: Check/correct Given N Line/Record: 17, Field position: 64, Error: Field (where applicable): Data (where a	Validating record RO Validating record application, 2009-07-10", "", "eng", "Barry Iame field in Achievement R R008 GivenName, Field val applicable):	Vecord field. Must not co Is (", "Scott", "G128AD", "19 Vecord field. Must not col idation failed on "Learner	Antain prohibited text. For a list of Cancel hevement Recc '49-01-28", "1", "1", "2009-07-10", ntain prohibited text. For a list of ' Given Name" Achievement Reco	" prohibited, please visit the rd field.			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error: Field (where applicable): , Data (where a "11", "9876992650", "", "D/500/0011", "2 Resolution Hint: Check/correct Given N Line/Record: 17, Field position: 64, Error: Field (where applicable): , Data (where a "17", "9876992650", "", "D/500/0017", "2	Vame field in Achievement (RO Validating record applicable), Jame field in Achievement F : RO08 GivenName, Field val applicable): 009-07-10", "", "eng", "Barry	<pre>kecord field. Must not co is (", "Scott", "G128AD", "19 kecord field. Must not co idation failed on "Learner)", "Scott", "G128AD", "19</pre>	ntain prohibited text. For a list of Cancel hievement Recc '49-01-28", "1", "1", "2009-07-10", ntain prohibited text. For a list of r Given Name" Achievement Recc 49-01-28", "1", "1", "2009-07-10",	i prohibited, please visit ti prohibited, please visit ti rd field.			
Resolution Hint: Check/correct Given N Line/Record: 11, Field position: 64, Error: Field (where applicable): , Data (where a "11", "9876992650", "", "D/500/0011", "2 Resolution Hint: Check/correct Given N Line/Record: 17, Field position: 64, Error: Field (where applicable): , Data (where a "17", "9876992650", "", "D/500/0017", "2 Resolution Hint: Check/correct Given N	Validating record 2 R0 Validating record appricable,: 1009-07-10", "", "eng", "Barry Jame field in Achievement F 2 R008 GivenName, Field val applicable): 009-07-10", "", "eng", "Barry Jame field in Achievement R Dates of the second	<pre>//*. Wust not co is //*, "Scott", "G128AD", "19 lecord field. Must not co idation failed on "Learner)", "Scott", "G128AD", "19- lecord field. Must not co idation field. Must not co idation field. Must not co</pre>	Antain prohibited text. For a list of Cancel hievement Reco (49-01-28", "1", "1", "2009-07-10", ntain prohibited text. For a list of Given Name" Achievement Reco 49-01-28", "1", "1", "2009-07-10", ntain prohibited text. For a list of	<pre>prohibited, please visit ti prohibited, please visit ti rd field. "" prohibited, please visit ti prohibited, please visit ti </pre>			

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.



LRS Batch	/alidation Tool	
8	The task has been cancelled. Please see the error log of further information on errors encountered.	on screen for
		OK

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.

LRS Batch	Validation Tool
?	All the validation errors have been fixed in the output file. Do you want to proceed with the save of the output file with corrections?
	Yes No

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



K LF	S Batch Validation Tool				
File	Tools Help				
	Select batch file	▼ Your UKPRN	12345678	Your Org Ref	
	<u>R</u> evalidate last file				
	Save QCF_12345678_2012-0	/3-15_001.XML hievement, Achiev here applicable):	ement field Uln is miss	ing a close tag	
	<u>E</u> xit	gs are closed correctly			

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 <u>LRS.Support@education.gov.uk</u>.

Do not send any batch files via email without first encrypting and password protecting. For further information, please see the <u>Data Encryption and Passphrase</u> <u>Guidance Sheet</u>.