



Leading learning and skills

Learner Information Suite 15.01 User Guide

Document Details:	
Document:	LIS User Guide 15.01
Creation Date:	July 2007
Version:	Version 1

Table of Contents

<i>Purpose</i>	6
<i>Background</i>	6
<i>Previous Versions</i>	6
<i>Support Materials</i>	6
Installing LIS	7
<i>System Requirements</i>	7
<i>Downloading LIS for Installation</i>	7
<i>Running the LIS Installation</i>	8
<i>Cancelling the LIS Installation</i>	9
Uninstalling LIS	10
<i>Uninstall from the Start Menu</i>	10
<i>Uninstall using Setup</i>	10
The Learning Aim Database	11
<i>The LAD and LIS</i>	11
<i>Downloading the LAD from the Website</i>	11
Login to LIS	13
<i>Accessing LIS from the Start Menu</i>	13
<i>Accessing LIS from the Desktop</i>	13
<i>Login to LIS</i>	13
<i>Changing your Password</i>	14
Navigating Around LIS	15
<i>Navigation using the Menu Bar</i>	15
<i>Navigating the File Menu</i>	15
<i>Navigating the View Menu</i>	15
<i>Navigating the Data Menu</i>	16
<i>Navigating the Reports Menu</i>	18
<i>Navigating the General Menu</i>	18
<i>Navigating the Help Menu</i>	19
<i>Navigation using the Navigation Tree</i>	20
Importing and Validating ILR Data	21
<i>Import ILR Data using Batch Import</i>	21
<i>Change the Collection Type</i>	22
<i>Change the Collection Code</i>	22
<i>Change the Provider</i>	23
<i>Link to the LAD</i>	24

<i>Select Operations</i>	25
<i>Add ILR Data File</i>	26
<i>Export ILR</i>	27
<i>Export DB (database)</i>	28
<i>Running DSAT</i>	29
<i>Select Reports</i>	30
<i>Saving Defaults</i>	31
<i>Loading Defaults</i>	31
<i>Cancel the Import/Validate Process</i>	31
<i>What if the Import Process Aborts</i>	31
<i>Check the Results of the Selected Operations</i>	32
Viewing ILR Data	33
<i>Viewing ILR Data</i>	33
<i>Listing All Learner Records</i>	33
<i>Searching for Learner Records</i>	34
<i>Viewing Learner Details</i>	34
Deriving Data	36
<i>Calculating Derived Data</i>	36
Calculating Funding Data	37
<i>Calculating Funding</i>	38
Viewing Funding Data	39
<i>Listing All Funding Data</i>	39
<i>Searching for a Learner's Funding Data</i>	40
<i>Viewing Funding Data</i>	40
Running Reports	43
<i>Available Reports – validation</i>	43
<i>Available Reports – miscellaneous</i>	43
<i>Available Reports – TtG funding</i>	44
<i>Available Reports – FE funding</i>	45
<i>Available Exports</i>	46
<i>Selecting and Running a Report</i>	46
<i>Using Filters in Reports</i>	47
<i>Available Filters for Reports</i>	47
<i>Recommended Field Values for Filtering</i>	48
<i>Running Filtered Reports</i>	48
<i>Printing a Report</i>	50
<i>Exporting a Report</i>	51

Exporting ILR Data	52
<i>Exporting ILR Data using ILR Export.....</i>	<i>52</i>
Reconciliation	54
<i>Preparing to Reconcile your ILR Data</i>	<i>54</i>
<i>Exporting Reconciled Data</i>	<i>56</i>
<i>Reconciliation Report.....</i>	<i>56</i>
<i>Running the Reconciliation Process.....</i>	<i>57</i>
<i>Cancelling the Reconciliation Process</i>	<i>57</i>
<i>Delete Reconciliation Data</i>	<i>57</i>
Validation Rules.....	58
<i>Listing all Validation Rules.....</i>	<i>58</i>
<i>Viewing Validation Rule Properties</i>	<i>58</i>
<i>Reports showing Full ILR Validation Rules</i>	<i>58</i>
Maintaining LIS Options.....	59
<i>Viewing Status Information.....</i>	<i>59</i>
<i>Maintenance Options.....</i>	<i>60</i>
<i>Truncating the Log.....</i>	<i>61</i>
<i>Clearing Locks</i>	<i>62</i>
<i>Compacting your Database</i>	<i>63</i>
<i>Updating your LIS Data</i>	<i>64</i>
<i>Viewing Import Errors</i>	<i>64</i>
<i>Viewing Version Information.....</i>	<i>64</i>
<i>Maintaining Postcodes.....</i>	<i>65</i>
<i>Searching for Postcodes.....</i>	<i>65</i>
<i>Inserting New Postcodes.....</i>	<i>66</i>
<i>Deleting Postcodes.....</i>	<i>66</i>
Viewing the Audit Log	67
<i>Viewing the Log</i>	<i>67</i>
Technical Information	68
<i>Looking at Data Stored by LIS.....</i>	<i>68</i>
<i>Database Export using Batch Import.....</i>	<i>68</i>
<i>Database Export using Report Manager</i>	<i>69</i>
Command Line Option	70
<i>Preparing LIS to run the Command Line Option</i>	<i>70</i>
<i>Viewing Error Messages.....</i>	<i>71</i>
<i>Setting up a Scheduled Task.....</i>	<i>71</i>
<i>Cancelling a Scheduled Task.....</i>	<i>71</i>

Command Line Syntax 71
Running an MS-DOS Prompt 73
Creating an MS-DOS Command Line File 73

Introduction

Purpose

This document describes how to install and use the Learner Information Suite (LIS) version 15.01.

Background

The LIS is a part of the LSC's data capture systems that enable efficient collection and management of learner information. Other parts include:

- Provider Batch
- Provider On-line
- Learning Aim Database (LAD).

The LIS is designed for use by Provider Batch users.

LIS 15.01 is used to validate individualised learner record (ILR) data for 15.01, calculate derived variables, calculate Further Education (FE) funding data and Train to Gain (TtG) funding data, run reports against this data and perform reconciliation between two ILR files. The LIS also exports valid data, reports and reconciliation lists for transmission to the LSC through the Provider Batch online data collection portal.

Further help is available on the LSC website:

- the ILR (including the validation rules used by the LIS) is documented at: www.lsc.gov.uk/providers/data/datacollection/ILR
 - LIS 15 documentation (including a Quick Reference) is available at: www.lsc.gov.uk/providers/data/software/LIS/LIS15-01
-

Previous Versions

LIS series 15 can co-exist with earlier series of the LIS. It can therefore be installed on a PC which already has LIS 14 (or 13 or 12) installed. If you have an earlier version of LIS series 15 installed on your PC, it is recommended that you uninstall it first.

LIS series 15 is designed for use with 15.01 ILR data for WBL, FE, ACL, ESF SR and UFI providers. Providers should continue to use series 14 for processing their 2006/07 ILR returns.

Warning: It is advisable not to remove the shared files when uninstalling some old versions of LIS.

Support Materials

For support:

- check the LIS section of the LSC's website: www.lsc.gov.uk/providers/data/software/LIS
 - contact your local LSC.
-

Installing LIS

Overview

The LIS installation files are available for download from the LSC website (www.lsc.gov.uk/providers/data/software/LIS/LIS15-01).

The software should be installed onto a PC matching at least the minimum specification required (see below).

System Requirements

The LIS is supported on the following operating systems:

- Windows 2000
- Windows XP Home or Professional
- Windows Vista

The PC should ideally support an internet connection, to enable you to check the LSC website for updates, and to download the Learning Aim Database (LAD).

Note: You must have administrator rights on the PC, if required by your operating system, in order to install the software.

Downloading LIS for Installation

The installation files are located on the LSC website for you to download, unzip and install onto your PC. To download the files:

Step	Action
1	Launch your internet browser and navigate to the LIS section of the LSC website: www.lsc.gov.uk/providers/data/software/LIS The page has links to the latest version for each teaching year, and also to all previous versions for each teaching year.
2	If LIS 15.01 is the latest version for 15.01, choose Latest 15.01 LIS . Otherwise choose All 15.01 LIS and then LIS 15.01 software. The LIS 15.01 page displays. It gives access to useful information about the software and is updated as new issues arise.
3	Choose the full installation by clicking on the zip file download. The file download dialogue box displays.

Continued on next page

Installing LIS, Continued

Step	Action
4	Select the option to Save this program to disk . Click OK .
5	Select the destination directory for the download on your PC. Click Save . The file will download to your PC in the location specified. The download progress displays.

Running the LIS Installation

To be able to run the installation program you *must* have administrator rights on your PC.

The software should only be installed onto the hard disk of a PC and not a network drive. It is recommended that you close down all other applications before beginning the installation process.

Important: When the software has been installed on a Microsoft Vista machine, the software should be run once whilst the administrator rights are in operation. Otherwise the software will not work when standard user rights are restored.

To run the installation:

Step	Action
1	Unzip the downloaded LIS file and navigate to the location. Double click the file setup.exe . The Preparing to Install screen displays. Cancel stops the installation programme. Once the Preparing to Install screen is complete, the Welcome screen appears.
2	Click Next . The Choose Destination Location dialogue box displays.

Continued on next page

Installing LIS, Continued

Step	Action										
3	<p>Use the table below to help decide:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You click Browse</td> <td>The Choose Folder dialogue box displays. Select the required location for the installation. Click OK. Cancel will cancel the selected location and maintain the default setting. Go to step 4.</td> </tr> <tr> <td>You click Back</td> <td>You return to the previous Welcome screen as in step 1.</td> </tr> <tr> <td>You click Next</td> <td>The Setup Status screen displays. Go to step 5.</td> </tr> <tr> <td>You click Cancel</td> <td>You will exit the installation programme. Please refer to Cancelling the LIS Installation (see page 9).</td> </tr> </tbody> </table>	IF...	THEN...	You click Browse	The Choose Folder dialogue box displays. Select the required location for the installation. Click OK . Cancel will cancel the selected location and maintain the default setting. Go to step 4.	You click Back	You return to the previous Welcome screen as in step 1.	You click Next	The Setup Status screen displays. Go to step 5.	You click Cancel	You will exit the installation programme. Please refer to Cancelling the LIS Installation (see page 9).
IF...	THEN...										
You click Browse	The Choose Folder dialogue box displays. Select the required location for the installation. Click OK . Cancel will cancel the selected location and maintain the default setting. Go to step 4.										
You click Back	You return to the previous Welcome screen as in step 1.										
You click Next	The Setup Status screen displays. Go to step 5.										
You click Cancel	You will exit the installation programme. Please refer to Cancelling the LIS Installation (see page 9).										
4	Click Next . The installation begins and the setup status screen displays.										
5	<p>You may be required to restart your PC once the installation is complete. Click the radio button to select the option required.</p> <p>Note: If you are prompted to restart your computer after the software installation, it is recommended that you do so, to ensure the application will work correctly. Whether the prompt displays or not depends on your PC configuration.</p>										
6	<p>Click Finish. The installation is complete. A shortcut icon is now present on the desktop.</p> <p>The software is also accessible from the Start Programs list.</p>										

Cancelling the LIS Installation

You can cancel the installation if required, during steps 1 to 4 of the Running the LIS Installation procedure (see page 8).

To cancel the installation:

Step	Action						
1	Click Cancel . The Exit Setup dialogue box displays.						
2	<p>Click a button:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You click Yes</td> <td>The setup programme closes.</td> </tr> <tr> <td>You click No</td> <td>The installation programme returns to the point when Cancel was clicked and continues the installation.</td> </tr> </tbody> </table>	IF...	THEN...	You click Yes	The setup programme closes.	You click No	The installation programme returns to the point when Cancel was clicked and continues the installation.
IF...	THEN...						
You click Yes	The setup programme closes.						
You click No	The installation programme returns to the point when Cancel was clicked and continues the installation.						

Uninstalling LIS

Overview

LIS has a facility to allow you to uninstall the software easily. You can begin the un-installation process in a number of ways:

- use the Uninstall shortcut from the Start menu
- run setup.exe from the installation folder.

Uninstall from the Start Menu

To uninstall LIS 15.01 from your PC using the **Uninstall** shortcut:

Step	Action						
1	Select the Uninstall LIS 15.01 shortcut from Start Programs Learner Information Suite LIS Maintenance Uninstall v15.01 . The Uninstall message appears.						
2	Click a button: <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You click Yes</td><td>Go to step 3.</td></tr><tr><td>You click No</td><td>The uninstall program terminates.</td></tr></tbody></table>	IF...	THEN...	You click Yes	Go to step 3.	You click No	The uninstall program terminates.
IF...	THEN...						
You click Yes	Go to step 3.						
You click No	The uninstall program terminates.						
3	The uninstall program runs. Cancel exits the program. When complete, the box closes and LIS 15.01 is uninstalled.						

Uninstall using Setup

To uninstall LIS 15.01 from your PC using **setup.exe**:

Step	Action						
1	Navigate to the setup.exe file used to install LIS 15.01 on your PC and double-click the file. The Preparing to Install screen appears. Cancel will exit the program. Once completed, the Welcome screen displays.						
2	Select the Remove radio button and click Next . The Confirm Uninstall dialogue box displays.						
3	Click a button: <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You click OK</td><td>Go to step 4.</td></tr><tr><td>You click Cancel</td><td>You return to the Welcome screen as in step 1.</td></tr></tbody></table>	IF...	THEN...	You click OK	Go to step 4.	You click Cancel	You return to the Welcome screen as in step 1.
IF...	THEN...						
You click OK	Go to step 4.						
You click Cancel	You return to the Welcome screen as in step 1.						
4	The Setup Status window appears. Cancel will cancel the un-installation of LIS 15.01. On completion, the Maintenance Complete screen displays. Click Finish .						

The Learning Aim Database

Overview

The Learning Aim Database (LAD) is an LSC application that holds information on learning aims and associated funding and statistical information.

This information is used by the LIS and other LSC systems to validate ILR data, calculate derived variables and calculate funding.

The LAD is available to search online, or you can download an extract of LAD data. More information about the LAD is available from the LAD pages of the LSC website at www.lsc.gov.uk/providers/data/software/LAD.

The LAD and LIS

Because the LIS requires information from the LAD to process data, it is necessary to create a link between the LIS and a download from the LAD.

The data in the LAD is updated frequently. Regularly download a new version to ensure you are working with the most current information.

Downloading the LAD from the Website

To download the latest version of the LAD:

Step	Action
1	Browse to the LAD on the LSC provider extranet: http://providers.lsc.gov.uk/LAD .
2	Click LAD Downloads in the top menu bar. The LAD downloads page displays.
3	Click on the file you wish to download. For the LIS you will need a file in Microsoft Access format (.mdb) file. For LIS 15.01 you can download either: <ul style="list-style-type: none">the entire LAD, which contains information for the current teaching year as well as the previous two years; orthe LAD for 15.01. The File Download dialogue box displays. During steps 3 to 5, Cancel stops the download.
4	Select the Save this program to disk option and click OK . The Save As dialogue box displays.
5	You may choose to change the location and file name for saving to your PC. When you have completed this click Save . The download begins and the Download dialogue box displays.

Continued on next page

The Learning Aim Database, Continued

Step	Action								
6	<p data-bbox="544 353 1326 416">On completion of the download the Open and Open Folder buttons become available.</p> <table border="1" data-bbox="563 450 1361 741"><thead><tr><th data-bbox="563 450 911 495">IF...</th><th data-bbox="911 450 1361 495">THEN...</th></tr></thead><tbody><tr><td data-bbox="563 495 911 600">You click Open</td><td data-bbox="911 495 1361 600">The file will be opened for you to access and unzip to a suitable location on your PC.</td></tr><tr><td data-bbox="563 600 911 672">You click Open Folder</td><td data-bbox="911 600 1361 672">The folder containing the downloaded LAD is opened.</td></tr><tr><td data-bbox="563 672 911 741">You click Close</td><td data-bbox="911 672 1361 741">The Download dialogue box is closed.</td></tr></tbody></table> <p data-bbox="544 779 1230 837">You will need to unzip the LAD then link it to the LIS. Refer to Link to the LAD (see page 24).</p>	IF...	THEN...	You click Open	The file will be opened for you to access and unzip to a suitable location on your PC.	You click Open Folder	The folder containing the downloaded LAD is opened.	You click Close	The Download dialogue box is closed.
IF...	THEN...								
You click Open	The file will be opened for you to access and unzip to a suitable location on your PC.								
You click Open Folder	The folder containing the downloaded LAD is opened.								
You click Close	The Download dialogue box is closed.								

Login to LIS

Overview

The LIS can be started from the Start menu or from the desktop. You will need to enter a password to login.

By default when the software is installed onto your PC the password is set to **password**. You may need to change the password in line with your organisation's security policy.

Accessing LIS from the Start Menu

To access LIS 15.01 from the Start Menu choose **Start | Programs | Learner Information Suite v15.01 | LIS v15.01**.

Accessing LIS from the Desktop

To access LIS 15.01 from your desktop, double click the **LIS v15.01** icon. This is automatically created as a desktop shortcut during installation.

Login to LIS

To login to LIS:

Step	Action
1	<p>Start LIS.</p> <p>In the Learner Information Suite Login dialogue box type the password "password" (in lower case, without the quote marks) into the password field.</p> <p>Note: If the password has already been changed then use that password to login.</p> <p>If you click Cancel, the dialogue box closes and the LIS will not start.</p>
2	<p>Click Login.</p> <p>This logs you into LIS and briefly displays a splash screen. The Welcome screen displays once the application loads.</p> <p>You have now logged into LIS and can use it.</p>

Continued on next page

Login to LIS, cont

Changing your Password

The LIS password can be changed if required.

However, note that:

- if you forget the new password, the LIS software must be uninstalled and then re-installed to set the password back to the default setting of “password”
- each time you upgrade the LIS software the password will be re-set to “password”.

To change the password:

Step	Action						
1	Start LIS. In the Learner Information Suite Login dialogue box, enter your current password into the password field.						
2	Click the Change checkbox.						
3	Click Login . The Change Password dialogue box appears.						
4	Enter a new password into both the New Password field and the Verify Password field. The new password and verify password must match.						
5	Click OK . <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>The passwords match</td><td>Continue to step 6.</td></tr><tr><td>The passwords do not match</td><td>An error message will appear. Click OK and go back to step 4.</td></tr></tbody></table>	IF...	THEN...	The passwords match	Continue to step 6 .	The passwords do not match	An error message will appear. Click OK and go back to step 4 .
IF...	THEN...						
The passwords match	Continue to step 6 .						
The passwords do not match	An error message will appear. Click OK and go back to step 4 .						
6	The Welcome screen displays. The password has now been changed and you may start to use LIS.						

Navigating Around LIS

Overview

To navigate around and access the LIS screens, you have two options:

- menu bar
 - navigation tree.
-


Navigation using the Menu Bar

The LIS application menu bar allows you to move around the screens by selecting a menu option and then clicking the required item.

All types of collection - ACL, ESF SR, FE, UFI and WBL - are accessed from the same menu options. The Batch Import screen allows the collection type to be selected as well as the collection itself (see page 21).

Navigating the File Menu

The following step shows the File menu option:

Step	Action
1	<p>Click File. You can also use Alt-F to access the File menu.</p> <p>There is only one option available, Exit.</p> <p>Selecting the Exit option will close the LIS. You can also use  in the top right hand corner of the application window to close the application.</p>

Navigating the View Menu

The following steps show the View menu option:

Step	Action
1	<p>Click View. You can also use Alt-V to access the View menu.</p> <p>The following options are available:</p> <ul style="list-style-type: none">• ILR Data Viewer• FE Funding Data Viewer• TtG Funding Data Viewer
2	<p>Select ILR Data Viewer.</p> <p>The ILR Data Viewer screen displays. This screen allows you to:</p> <ul style="list-style-type: none">• search for specific learners• view details for a selected learner from the imported ILR data• view rule violations for the selected learner• link to Report Manager with the learner reference filter pre-populated.

Continued on next page

Navigating Around LIS, Continued

Step	Action
3	<p>Select FE Funding Data Viewer.</p> <p>The FE Funding Viewer screen displays. This screen allows you to view imported and calculated data by:</p> <ul style="list-style-type: none">• searching for specific learners• viewing details for a selected learner from the imported ILR and LAD data• viewing details for a selected learner from the calculated derived variables and FE funding data• viewing rule violations and calculation errors for the selected learner.
4	<p>Select TtG Funding Data Viewer.</p> <p>The TtG Funding Viewer screen displays. This screen allows you to view imported and calculated data by:</p> <ul style="list-style-type: none">• searching for specific learners• viewing details for a selected learner from the imported ILR and LAD data• viewing details for a selected learner from the calculated derived variables and TtG funding data• viewing rule violations and calculation errors for the selected learner.

Navigating the Data Menu

The following steps show the Data menu option:

Step	Action
1	<p>Click Data. You can also use Alt-D to access the Data menu.</p> <p>The following options are available:</p> <ul style="list-style-type: none">• Batch Import• Export ILR File• Calculate Funding Data• Calculate Derived Data• Reconciliation• Delete Reconciliation Data.

Continued on next page

Navigating Around LIS, Continued

Step	Action
2	<p>Select Batch Import.</p> <p>The Batch Import screen displays. The Batch Import screen combines most of the functionality of the LIS into a single screen. It allows you to:</p> <ul style="list-style-type: none"> • select the correct collection type and period • select a provider • link to the LAD • import ILR data • validate ILR data • calculate derived data • calculate FE and/or TtG funding data • add and delete files for import • export ILR data • export the LIS database • run DSAT software • run and print reports • save and load defaults • monitor the status of batch operations.
3	<p>Select Export ILR File.</p> <p>The Export ILR File screen displays. This screen allows you to:</p> <ul style="list-style-type: none"> • export ILR data to a file or to floppy diskettes • change the export area path • select data type when exporting the ILR data • save and load defaults
4	<p>Select Calculate Funding Data.</p> <p>The Calculate Funding Data screen displays. This screen allows you to:</p> <ul style="list-style-type: none"> • run the FE funding calculations on your ILR data • run the TtG funding calculations on your ILR data
5	<p>Select Calculate Derived Data.</p> <p>The Calculate Derived Data screen displays. This screen allows you to run the derived data calculations on your ILR data</p>
6	<p>Select Reconciliation.</p> <p>The Reconciliation screen displays. This screen allows you to:</p> <ul style="list-style-type: none"> • reconcile two ILR files to check that continuing learners from the earlier file are present in the later file as expected • export a reconciliation file for transmission to the LSC • run the Reconciliation report
7	<p>Select Delete Reconciliation Data.</p> <p>The Delete Reconciliation Data dialog displays. This allows you to delete any previous reconciliation data.</p>

Continued on next page

Navigating Around LIS, Continued

Navigating the Reports Menu

The following steps show the Reports menu option:

Step	Action
1	Click Reports . You can also use Alt-R to access the Reports menu. There is only one option available, Report Manager .
2	Select Report Manager . The Report Manager screen displays. This screen allows you to: <ul style="list-style-type: none">• run reports, with filters if required• view the output on screen and print reports• export reports• export the LIS database / lookup tables.

Navigating the General Menu

The following steps show the General menu option:

Step	Action
1	Click General . You can also use Alt-G to access the General menu. The following options will be available: <ul style="list-style-type: none">• Validation Rules• Log• Options• Postcodes
2	Select Validation Rules . The Validation Rules screen displays. This screen allows you to: <ul style="list-style-type: none">• view the list of validation rules used by the LIS for validating ILR data• view detailed descriptions for rules in the list. Note: The list contains all the rules used for validation for all collection types. The Collections column (Colls) displays categories that identify the collection type the rule is applied to.
3	Select Log . The Log screen displays. This screen enables you to view a log of all operations carried out by the software since the log was last cleared.

Continued on next page

Navigating Around LIS, Continued

Step	Action
4	<p>Select Options.</p> <p>The Options screen displays. This screen allows you to:</p> <ul style="list-style-type: none">• view the status information for the imported ILR data file• select a provider• truncate the log file• clear any locks in the database• compact the database• update 'provider data' such as provider lists, postcode lists and TtG broker lists.• view import errors• view current version information for the LIS, LAD, provider list and validation rules.
5	<p>Select Postcodes.</p> <p>The Postcodes screen displays. The Postcodes screen allows you to:</p> <ul style="list-style-type: none">• search for and view the postcodes included in the LIS• add (insert) new postcodes• delete postcodes.

Navigating the Help Menu

The following steps show the Help menu option:

Step	Action
1	<p>Click Help. You can also use Alt-H to access the Help menu.</p> <p>There is only one option available, About Learner Information Suite.</p>
2	<p>Select About Learner Information Suite.</p> <p>The About Learner Information Suite screen displays. The About Learner Information Suite screen allows you to:</p> <ul style="list-style-type: none">• view LIS information• view system information• link to the LIS page in the Data area of the LSC website.


Continued on next page

Navigating Around LIS, Continued

Navigation using the Navigation Tree

The LIS navigation tree allows you to move around the screens by expanding and selecting folder items representing the LIS screens.

The options are the same as in the menus, except there is no entry for deleting reconciliation data.

Step	Action
1	<p>The navigation tree folders appear on the left hand side of the Welcome screen. Click on the + symbol to the left of the LIS 15.01 folder icon to expand the navigation tree.</p> <p>Note: you can use the  button to close the navigation tree display. To restart the navigation tree you must click on the title bar, where the screen title displays, below the menu options.</p>
2	<p>The following folders (screens) are available from the navigation tree:</p> <ul style="list-style-type: none">• Batch Import• ILR Data Viewer• Calculate Funding Data• FE Funding Viewer• TtG Funding Viewer• Calculate Derived Data• Export ILR File• Report Manager• Validation Rules• Log• Options• Postcodes• Reconciliation <p>Click on the required folder. The relevant screen displays.</p>

Importing and Validating ILR Data

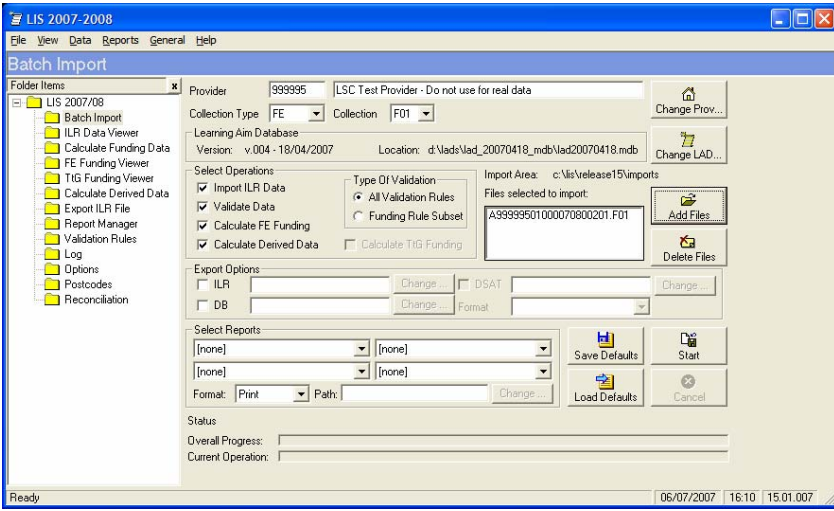
Overview

You can import and/or validate ILR data from the Batch Import screen.

Note: From the Batch Import screen you can choose to run many different operations, including importing and validating ILR data, running calculations and reports and exporting ILR data or the LIS database. These operations can be selected in various combinations.

Import ILR Data using Batch Import

To import and validate ILR data:

Step	Action								
1	<p>Access the Batch Import screen:</p> 								
2	Set up the batch import as described in the following sections.								
3	Click the Start button to start the processes selected.								
	<p>The processes start. Status and progress are displayed.</p> <table border="1" data-bbox="560 1512 1361 1870"> <thead> <tr> <th data-bbox="560 1512 959 1556">IF...</th> <th data-bbox="959 1512 1361 1556">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 1556 959 1659">You wish to cancel the process once it has started.</td> <td data-bbox="959 1556 1361 1659">Go to Cancel the Import/Validate Process (see page 31).</td> </tr> <tr> <td data-bbox="560 1659 959 1762">You receive an import error message.</td> <td data-bbox="959 1659 1361 1762">Go to What if the Import Process Aborts (see page 31).</td> </tr> <tr> <td data-bbox="560 1762 959 1870">You receive a confirmation that the process has completed successfully.</td> <td data-bbox="959 1762 1361 1870">Click OK and go to your required next action.</td> </tr> </tbody> </table>	IF...	THEN...	You wish to cancel the process once it has started.	Go to Cancel the Import/Validate Process (see page 31).	You receive an import error message.	Go to What if the Import Process Aborts (see page 31).	You receive a confirmation that the process has completed successfully.	Click OK and go to your required next action.
IF...	THEN...								
You wish to cancel the process once it has started.	Go to Cancel the Import/Validate Process (see page 31).								
You receive an import error message.	Go to What if the Import Process Aborts (see page 31).								
You receive a confirmation that the process has completed successfully.	Click OK and go to your required next action.								

Continued on next page

Importing and Validating ILR Data, Continued

Change the Collection Type

The Collection Type field in the Batch Import screen must display the code for the collection type being imported (FE, WBL, ACL, ESF SR, UFI):

Step	Action
1	Click the drop down on the Collection Type field to list the collection types.
2	Click on the collection type required to select it.

Change the Collection Code

The Collection field in the Batch Import screen must display the code for the collection being imported:

The collection codes will be automatically displayed relevant to the collection type selected (for example, for FE the collection codes will be F01, F02, etc.)

Step	Action
1	Click the drop down on the Collection field to list the collection codes. Note: If you selected the Collection Type code using: <ul style="list-style-type: none">• FE, the Collection code will be prefixed with a letter F• WBL, the Collection code will be prefixed with a letter W• ACL, the Collection code will be prefixed with a letter C• ESF SR, the Collection code will be prefixed with a letter S• UFI, the Collection code will be prefixed with a letter U.
2	Click on the collection code required to select it.

Continued on next page

Importing and Validating ILR Data, Continued

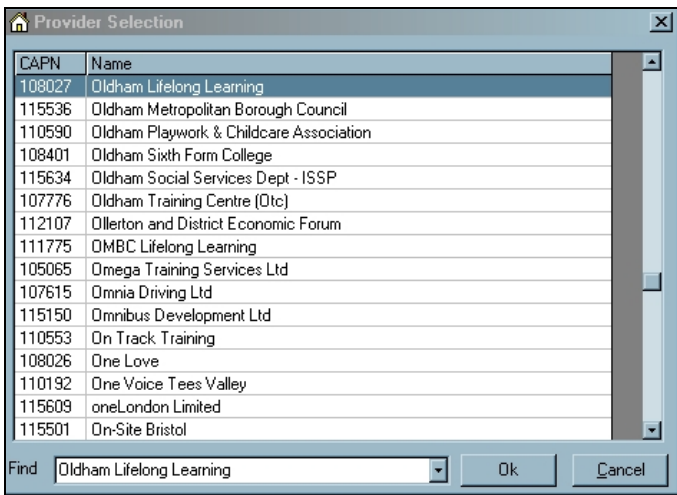
Change the Provider

The first time you use LIS 15.01 you will need to change the Provider field to your specific provider number and name.

Note: If you use more than one provider number for transmitting ILR data you must ensure the provider field displays the correct provider number and name for the ILR data you are importing. If the provider number does not match the provider reference in the ILR file name then the ILR import will not allow the file to be selected.

Provider numbers are issued by LSC National Office – any problems should be referred to your local LSC office.

To change the provider:

Step	Action																																		
1	<p>Access the Batch Import screen by selecting Batch Import from the navigation tree.</p> <p>Click the Change Prov button.</p> <p>The Provider Selection window displays:</p>  <table border="1"><thead><tr><th>CAPN</th><th>Name</th></tr></thead><tbody><tr><td>108027</td><td>Oldham Lifelong Learning</td></tr><tr><td>115536</td><td>Oldham Metropolitan Borough Council</td></tr><tr><td>110590</td><td>Oldham Playwork & Childcare Association</td></tr><tr><td>108401</td><td>Oldham Sixth Form College</td></tr><tr><td>115634</td><td>Oldham Social Services Dept - ISSP</td></tr><tr><td>107776</td><td>Oldham Training Centre (Otc)</td></tr><tr><td>112107</td><td>Ollerton and District Economic Forum</td></tr><tr><td>111775</td><td>OMBC Lifelong Learning</td></tr><tr><td>105065</td><td>Omega Training Services Ltd</td></tr><tr><td>107615</td><td>Omnia Driving Ltd</td></tr><tr><td>115150</td><td>Omnibus Development Ltd</td></tr><tr><td>110553</td><td>On Track Training</td></tr><tr><td>108026</td><td>One Love</td></tr><tr><td>110192</td><td>One Voice Tees Valley</td></tr><tr><td>115609</td><td>oneLondon Limited</td></tr><tr><td>115501</td><td>On-Site Bristol</td></tr></tbody></table>	CAPN	Name	108027	Oldham Lifelong Learning	115536	Oldham Metropolitan Borough Council	110590	Oldham Playwork & Childcare Association	108401	Oldham Sixth Form College	115634	Oldham Social Services Dept - ISSP	107776	Oldham Training Centre (Otc)	112107	Ollerton and District Economic Forum	111775	OMBC Lifelong Learning	105065	Omega Training Services Ltd	107615	Omnia Driving Ltd	115150	Omnibus Development Ltd	110553	On Track Training	108026	One Love	110192	One Voice Tees Valley	115609	oneLondon Limited	115501	On-Site Bristol
CAPN	Name																																		
108027	Oldham Lifelong Learning																																		
115536	Oldham Metropolitan Borough Council																																		
110590	Oldham Playwork & Childcare Association																																		
108401	Oldham Sixth Form College																																		
115634	Oldham Social Services Dept - ISSP																																		
107776	Oldham Training Centre (Otc)																																		
112107	Ollerton and District Economic Forum																																		
111775	OMBC Lifelong Learning																																		
105065	Omega Training Services Ltd																																		
107615	Omnia Driving Ltd																																		
115150	Omnibus Development Ltd																																		
110553	On Track Training																																		
108026	One Love																																		
110192	One Voice Tees Valley																																		
115609	oneLondon Limited																																		
115501	On-Site Bristol																																		
2	<p>To find your provider name type the first few characters of the name into the Find field. The list will scroll as you type until the provider name that matches the characters typed displays.</p> <p>You can also search by entering the whole provider number in the Find field.</p> <p>Alternatively you may use the vertical scroll bar to scroll to your provider name and number.</p> <p>Highlight the entry in the list.</p>																																		

Continued on next page

Importing and Validating ILR Data, Continued

Step	Action						
3	<p>Click OK.</p> <p>A dialogue box displays to confirm deletion of current provider data.</p> <p>Note: This dialogue box only displays if a previous provider was selected. If there was no provider selected, the prompt will not appear.</p>						
4	<p>Click a button:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You want to change the provider name and delete any data previously imported for another provider.</td> <td>Click Yes. You return to the Batch Import screen and the new provider name and number displays.</td> </tr> <tr> <td>You do not want to change the provider name and delete any data previously imported for another provider.</td> <td>Click No. You return to the Batch Import screen and the provider is not changed.</td> </tr> </tbody> </table> <p>Note: You can also change provider details from the Maintenance Tab of the Options screen by clicking on the Provider... button.</p>	IF...	THEN...	You want to change the provider name and delete any data previously imported for another provider.	Click Yes . You return to the Batch Import screen and the new provider name and number displays.	You do not want to change the provider name and delete any data previously imported for another provider.	Click No . You return to the Batch Import screen and the provider is not changed.
IF...	THEN...						
You want to change the provider name and delete any data previously imported for another provider.	Click Yes . You return to the Batch Import screen and the new provider name and number displays.						
You do not want to change the provider name and delete any data previously imported for another provider.	Click No . You return to the Batch Import screen and the provider is not changed.						

Link to the LAD

In order to validate your ILR data you must link LIS to a download from the LAD. Refer to The Learning Aim Database, Downloading the LAD from the Website section (see page 11), for details of how to download the LAD tables.

To link LIS to the LAD complete the following steps:

Step	Action
1	<p>Access the Batch Import screen.</p> <p>If this is the first time you have linked to the LAD, the Learning Aim Database Version and Location fields will be blank, otherwise they will contain details for the previously linked LAD.</p>
2	<p>Click the Change LAD... button</p> <p>The Select Learning Aim Database Path window displays.</p>
3	<p>Use the explorer window to navigate to and select the directory that contains the most recent version of the LAD MDB.</p> <p>Click Open.</p> <p>You return to the Batch Import screen, where the Learning Aim Database Version and Location fields are now populated.</p>

Continued on next page

Importing and Validating ILR Data, Continued

Select Operations

The Select Operations area of the Batch Import screen allows you to select which processes to run:

- Import ILR Data – this operation checks the ILR data file against import validation rules, reports on any errors and only imports the file once it passes all import validation checks.
- Validate Data – this operation validates ILR data against the validation rules and reports any errors. However, this operation can only run when the ILR data file has been successfully imported into LIS. You can select the type of validation by checking the appropriate radio button, either All Validation Rules or Funding Rule Subset.
- Calculate Derived Data – this operation performs the derived data calculation, which calculates statistical values for each learner that has passed validation. (Note that the learners do not need to be fully valid but must be valid according to the funding subset of the validation rules.) These values are calculated and stored in the LIS database. Further information on these values is included in the *LIS Database, Derived Variables and Report Guidance* for LIS 15.01.
- Calculate FE Funding– this operation calculates FE funding data for each learner that has passed validation. (Note that the learners do not need to be fully valid but must be valid according to the funding subset of the validation rules.) Further information is included in the *Guidance on Interpretation of Results for the FE Funding Calculations* for LIS 15.01.
- Calculate TtG Funding – this operation calculates Train to Gain funding data for each learner that has passed validation. (Note that the learners do not need to be fully valid but must be valid according to the funding subset of the validation rules.) Further information is included in the *LIS Database, Derived Variables and Report Guidance* for LIS 15.01.

If all the operations are selected, LIS attempts to import the ILR data file first and, providing there are no import errors, it then validates the data, derives the statistical values and calculates funding data.

To select the operations to run, complete the following step:

Step	Action
1	Access the Batch Import screen. Check the Select Operations box(es) for the required operation(s). Note: The validation and calculation operations can be run at a later stage if required. Select only the operations required at this point.

Continued on next page

Importing and Validating ILR Data, Continued

Add ILR Data File

To add an ILR data file to import, complete the following steps:

Step	Action
1	<p>Access the Batch Import screen</p> <p>If this is the first time you have selected a file for import, the Import Area and Files selected to import fields will be blank.</p> <p>If a file has been imported previously, the fields will contain those details. They can be removed using the Delete Files facility as described in step 3.</p> <p>Click the Add Files button. The Add ILR File to Batch window displays.</p>
2	<p>Navigate to the directory that contains the ILR file to be imported and select the file.</p> <p>If an incorrect provider, collection type or collection period have been selected, or if the file is not named correctly, the files will not be visible.</p>
3	<p>Click Open.</p> <p>You return to the Batch Import screen and the Import Area and Files selected to import fields display details of the file selected for import.</p> <p>Note: If there is any ILR data already present within LIS, it will be deleted when the new data is imported. LIS uses a copy of the ILR data file you have selected – the original file is not affected.</p> <p>Once the import is completed you can delete the file(s) from the LIS import area by selecting them and clicking the Delete Files button.</p>

Continued on next page

Importing and Validating ILR Data, Continued

Export ILR

Using the **Export Options** area of the Batch Import screen you can export the ILR data ready for transmission to the LSC using Provider Batch.

Note: The Export ILR feature will export valid ILR data ONLY and any invalid data WILL NOT be exported. Therefore the export file may not be a reflection of the full ILR data file originally imported.

To export ILR data to a file for transmission to the LSC you will export the file to a folder on your PC. The default location displays after the Change... button is used. The default location is C:\LIS\Release15\1501\exports.

To export your ILR data to a file:

Step	Action						
1	<p>On the Batch Import screen check the Export ILR check box.</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>This is the first time you are exporting ILR data.</td> <td>The Change... button will activate, go to step 3.</td> </tr> <tr> <td>You have previously exported ILR data.</td> <td>The Change... button will activate and the file directory of the last ILR export displays. Go to step 2.</td> </tr> </tbody> </table>	IF...	THEN...	This is the first time you are exporting ILR data.	The Change... button will activate, go to step 3 .	You have previously exported ILR data.	The Change... button will activate and the file directory of the last ILR export displays. Go to step 2 .
IF...	THEN...						
This is the first time you are exporting ILR data.	The Change... button will activate, go to step 3 .						
You have previously exported ILR data.	The Change... button will activate and the file directory of the last ILR export displays. Go to step 2 .						
2	<p>Check the file directory displayed:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You want to change the directory to which the ILR data will be exported</td> <td>Go to step 3.</td> </tr> <tr> <td>You want to use this directory for the ILR export</td> <td>Go to step 5.</td> </tr> </tbody> </table>	IF...	THEN...	You want to change the directory to which the ILR data will be exported	Go to step 3 .	You want to use this directory for the ILR export	Go to step 5 .
IF...	THEN...						
You want to change the directory to which the ILR data will be exported	Go to step 3 .						
You want to use this directory for the ILR export	Go to step 5 .						
3	<p>Click Change....</p> <p>The Select ILR Export Path window displays.</p>						
4	<p>Use the explorer window to navigate to and select the directory for your ILR data export and click Open.</p> <p>You will now be returned to the Batch Import screen.</p>						
5	<p>The Export ILR field displays details of the directory selected for the ILR export.</p> <p>Note: You can also export to a floppy diskette if required, by selecting the floppy disk drive.</p>						
6	<p>After the batch import is complete you can view the exported ILR data file and transmit it to the LSC using Provider Batch.</p>						

Continued on next page

Importing and Validating ILR Data, Continued

Export DB (database)

LIS provides the Export DB function to allow you to view and manipulate the data held within the internal LIS database.

Note: This does NOT create a file that is suitable to send to the LSC. Files sent to the LSC **must** be exported using ILR Export (see page 27).

To use the Export DB facility:

Step	Action						
1	On the Batch Import screen click the check box alongside Export DB . The Change button activates.						
2	Check the file directory displayed: <table border="1" data-bbox="560 730 1291 1019"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You want to change the directory to which the database is to be exported</td><td>Go to step 3.</td></tr><tr><td>You want to use this directory for the database export</td><td>Go to step 5.</td></tr></tbody></table>	IF...	THEN...	You want to change the directory to which the database is to be exported	Go to step 3 .	You want to use this directory for the database export	Go to step 5 .
IF...	THEN...						
You want to change the directory to which the database is to be exported	Go to step 3 .						
You want to use this directory for the database export	Go to step 5 .						
3	Click Change... The Select Database Export Path window displays.						
4	Select the directory for your database export and click Open . You return to the Batch Import screen. The Export DB field details the location of the database export.						
5	Select the export format by using the drop-down list next to the required format. Once the import/validate process is run you are able to view the data by opening the file from the directory selected in step 4.						

Continued on next page

Importing and Validating ILR Data, Continued

Running DSAT

When you export the LIS database as an Access database file you can automatically run DSAT (Data Self-assessment Toolkit) software to analyse the data and produce reports. You need to have the DSAT software installed before this operation will work.

For more information on the DSAT software refer to the DSAT page of the LSC website (www.lsc.gov.uk/providers/data/software/DSAT).

To run DSAT after exporting the LIS database:

Step	Action						
1	On the Batch Import screen click the DSAT checkbox. Note: This option is only available when the Export DB option is selected and the export DB Format is Access 97 (MDB).						
2	Check the file directory displayed: <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You want to change the directory where LIS will look for the DSAT software</td><td>Go to step 3.</td></tr><tr><td>You want to use this directory</td><td>Go to step 5.</td></tr></tbody></table>	IF...	THEN...	You want to change the directory where LIS will look for the DSAT software	Go to step 3 .	You want to use this directory	Go to step 5 .
IF...	THEN...						
You want to change the directory where LIS will look for the DSAT software	Go to step 3 .						
You want to use this directory	Go to step 5 .						
3	Click Change... The Select DSAT Path window displays.						
4	Select the directory where DSAT is located and click Open . You return to the Batch Import screen.						
5	The DSAT field details the location of the DSAT software. Once the Batch Import is complete DSAT will open automatically and load the exported LIS database.						

Continued on next page

Importing and Validating ILR Data, Continued

Select Reports

The Select Reports area of the Batch Import screen allows you to select up to four reports to be automatically produced when the batch process is run. Refer to the Running Reports section (see page 43) for a list of available reports and their descriptions.

You can choose to print the reports or save them in one of several formats.

Note: Reports run from Batch Import with the Format set to 'Print' are output directly to a printer. Because of the length of the reports that may be produced, it is recommended that you only print the Rule Violations Summary reports or fixed length reports, such as the Funding Claim Report, from the Batch Import screen.

To select which reports to produce:

Step	Action						
1	On the Batch Import screen, click the drop down arrow next to the first of the Select Reports fields. The list of available reports displays.						
2	Click on the required report. The selected report displays in the Select Reports field.						
3	Repeat steps 1 and 2 for additional reports required (up to four).						
4	Click the drop down arrow next to the Format field. The list of available formats displays.						
5	Click on the required format. <table border="1" data-bbox="560 1332 1291 1753"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You select 'Print'</td> <td>The report(s) will be sent directly to the default printer.</td> </tr> <tr> <td>You select a format that is not 'Print'</td> <td>Click the Change button next to the Path field. Browse to the directory where the report(s) should be saved. Click Open.</td> </tr> </tbody> </table>	IF...	THEN...	You select 'Print'	The report(s) will be sent directly to the default printer.	You select a format that is not 'Print'	Click the Change button next to the Path field. Browse to the directory where the report(s) should be saved. Click Open .
IF...	THEN...						
You select 'Print'	The report(s) will be sent directly to the default printer.						
You select a format that is not 'Print'	Click the Change button next to the Path field. Browse to the directory where the report(s) should be saved. Click Open .						

Continued on next page

Importing and Validating ILR Data, Continued

Saving Defaults

The **Save Defaults** button allows you to save the selections made on the Batch Import screen (and other screens where it appears).

If you wish to save your selections as defaults, click **Save Defaults**.

Note: You can overwrite default selections. The next time that you click **Save Defaults** it will overwrite existing defaults with the new selections.

Loading Defaults

The **Load Defaults** button allows you to recall previously saved defaults.

Click the **Load Defaults** button to recall the defaults. The Batch Import screen displays with defaults loaded.

Cancel the Import/Validate Process

Click the **Cancel** button to cancel the process at any time while it is running.

Note: Before the process is started, and after it has run, the button is deactivated.

What if the Import Process Aborts

The import process will fail if the file does not meet the requirements of the import validation rules, for example:

- The transmission number in the header does not match the transmission number in the filename.
- The provider number in the footer does not match the provider number in the filename.

If you receive an import error dialogue box, complete the following steps:

Step	Action
1	Take a note of the error message and click OK . A second dialogue box displays explaining that the batch process has been aborted.
2	Click OK . You return to the Batch Import screen.
3	Use LIS reports to obtain details of the error. Refer to Running Reports (see page 43).
4	Correct the error in your local MIS and import a new ILR data file. Refer to Importing and Validating ILR Data (see page 26).

Continued on next page

Importing and Validating ILR Data, Continued

Check the Results of the Selected Operations

Once you have run the process you are able to check the results of the operations you selected (if required).

Step	Action
1	Access the Log screen. View the results of your selected operations. The most recent are at the bottom of the list. Use the vertical scroll bar if required.

Viewing ILR Data

Overview

Although you cannot amend any ILR data from within the LIS you can still view the data and search for learner information.

Viewing ILR Data


You can view the imported ILR data using the **ILR Data Viewer** screen within LIS.

To view imported data:

Step	Action
1	<p>Access the ILR Data Viewer screen.</p> <p>Note: No ILR data is visible at this stage.</p> <p>Refer to:</p> <ul style="list-style-type: none">• Listing All Learner Records (see below)• Searching for Learner Records (see page 34).

Listing All Learner Records

To list all the learner records from the ILR Data Viewer screen:

Step	Action
1	<p>Click on the All Records icon  to list all records.</p> <p>A list displays on the Learners tab. The list will show all imported ILR learner records for you to view.</p> <p>Note: If you have more than 100 learner records, only the first 100 will display. A message displays to advise you of this fact. Click on OK to proceed.</p> <p>You can move through the list using the navigation buttons. A scroll bar is available if all the records are not visible.</p> <p>Note: When you are at the start or the end of the list some of the navigation buttons will be active or inactive accordingly.</p> <p>You should search by surname or learner reference to return more specific results (see below).</p>
2	<p>Click on a learner in the list.</p> <p>You will be able to view the details for the selected learner in the header fields and tab sections of the ILR Data Viewer screen. Refer to Viewing Learner Details (see page 34).</p>


Continued on next page

Viewing ILR Data, cont

Searching for Learner Records

You can search for specific imported ILR learner records if required. When using search within LIS you can use wildcards. * and % will enable you to search using partial information. ? can be used to represent individual characters when searching using partial information.

To search for specific ILR learner records:

Step	Action						
1	From the Enter Search Text area, use the drop down to select a search type as either Surname or Learner Ref.						
2	Enter a surname or learner reference into the Enter Search Text field, using wildcards if required.						
3	Click  to start the search. <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>A match is found</td><td>The result will be shown in the list. The search results will display the number of records matched and listed. The search is complete.</td></tr><tr><td>No match is found</td><td>An error message displays. Go to step 4.</td></tr></tbody></table>	IF...	THEN...	A match is found	The result will be shown in the list. The search results will display the number of records matched and listed. The search is complete.	No match is found	An error message displays. Go to step 4.
IF...	THEN...						
A match is found	The result will be shown in the list. The search results will display the number of records matched and listed. The search is complete.						
No match is found	An error message displays. Go to step 4.						
4	Click OK and check your search text.						
5	Enter a valid search text using steps 1 to 3 as above.						

Viewing Learner Details

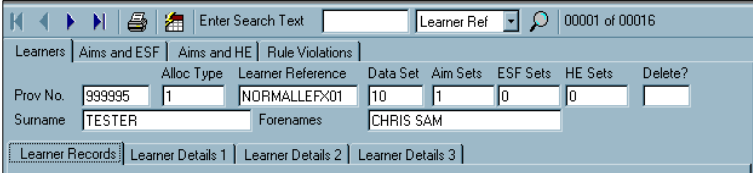
When a learner has been selected from the list, or by using the search facility, it is possible to view details for the learner, any associated learning aims and rule violations. This is done using the different tab sections of the ILR Data Viewer screen. There are two levels of 'tabs' and also a header section showing key information for the selected learner.

Note: For information about the ILR data fields and the validation rules applied by LIS, please refer to the ILR section of the LSC website at www.lsc.gov.uk/providers/data/datacollection/ILR

To navigate around the ILR Data Viewer:

Continued on next page

Viewing ILR Data, Continued

Step	Action	
1	<p>Click on one of the top level data tabs:</p>  <p>The options available are:</p> <ul style="list-style-type: none"> • Learners • Aims & ESF • Aims & HE • Rule Violations. <p>For each data field displayed, to see a description of the field move the mouse over the field label.</p> <p>Once one of the tabs has been selected, a sub-set of tabs is available allowing more data to be viewed.</p>	
	IF...	THEN...
	You click on the Learner tab:	<p>The following options are available:</p> <ul style="list-style-type: none"> • Learner Records • Learner Details 1 • Learner Details 2 • Learner Details 3.
	You click on the Aims and ESF tab:	<p>The following options are available:</p> <ul style="list-style-type: none"> • Aims/ESF Records • Aim Details 1 • Aim Details 2 • Aim Details 3 • ESF Details 1 • ESF Details 2 • ESF Details 3.
	You click on the Aims & HE tab:	<p>The following options are available:</p> <ul style="list-style-type: none"> • Aim/HE Records • Aim Details 1 • Aim Details 2 • Aim Details 3 • HE Details 1 • HE Details 2.
	You click on the Rule Violations tab:	The Rule Violations screen displays.

Deriving Data

Overview

LIS 15.01 contains the derived data calculations. Derived data (derived variables) are calculated for several reasons:

- They are used by the LIS in the preparation of reports and for the funding calculations.
- They allow consistency of definitions between local LSC offices and providers.
- Providers can use the derived variables for their own reporting purposes.

Only valid learners are passed to this module. FE, UFI and WBL learners can be validated against the funding subset of the validation rules. All other learner types must be fully validated.

Calculating Derived Data

To run the derived data calculations:

Step	Action
1	Access the Calculate Derived Data screen. Click Derive Data to run the derived data calculation. Cancel will stop the calculation while it is in progress.

Calculating Funding Data

Overview

The funding calculations allow:

- UFI and FE providers to calculate the FE funding generated by their ILR data, based upon their validated ILR returns
- WBL providers to calculate the TtG funding generated by their ILR data, based upon their validated ILR returns
- the LSC to use the same algorithms as providers to calculate FE and TtG funding based on the ILR returns transmitted throughout the year.

You can run the funding calculations using either:

- Batch Import screen
- Calculate Funding Data screen.

The FE funding calculation option is not available for ACL, ESF SR or WBL files. The TtG funding calculation option is not available for FE, ACL, ESF SR or UFI files.

Before calculating funding, ILR data must be imported and validated. The funding calculation module uses learners that pass the funding rule subset of the validation rules, regardless of the type of validation chosen.

To run the funding calculations from the Batch Import screen, refer to Using Batch Import, page 21. Using the Calculate Funding Data screen is described below.

Note: When calculating funding within LIS, ensure you are using the latest provider data tables. The provider data tables contain funding factors, Long Term Residential Statuses and TtG broker details. Provider data updates are available to download from the LSC website's LIS page. To update provider data tables using the downloaded file, refer to Updating LIS Data (see Maintaining LIS Options page 64).

Differences in funding calculation results between LIS and Online Data Capture usually arise due to one of the following situations:

- Changes to the LAD between the live LAD (used by Online Data Capture) and the downloaded version linked to the local LIS.
- The version of the LIS being used locally is not the most recent for the teaching year.
- The LIS calculates funding for all learners who are funding rule valid. Provider Batch only calculates funding for fully-valid learners.
- The ILR file run through LIS is different from the file sent to the portal.

Continued on next page

Calculating Funding Data, Continued

Calculating Funding

To calculate funding, first import and validate your ILR data file, then complete the funding calculation:

Step	Action		
1	Access the Calculate Funding Data screen.		
2	<p>Click Calculate FE or Calculate TtG. The LIS runs the funding calculations by:</p> <table border="1"><tbody><tr><td><ul style="list-style-type: none">• Exporting learner and aim data• Exporting calculations, lookups and census dates• Calculating funding</td><td><ul style="list-style-type: none">• Importing calculation results• Importing calculation steps• Importing calculation errors.</td></tr></tbody></table> <p>Click Cancel to abort the calculation. On successfully completing the calculations a confirmation message displays.</p>	<ul style="list-style-type: none">• Exporting learner and aim data• Exporting calculations, lookups and census dates• Calculating funding	<ul style="list-style-type: none">• Importing calculation results• Importing calculation steps• Importing calculation errors.
<ul style="list-style-type: none">• Exporting learner and aim data• Exporting calculations, lookups and census dates• Calculating funding	<ul style="list-style-type: none">• Importing calculation results• Importing calculation steps• Importing calculation errors.		
3	Click OK . The calculations are complete.		

Viewing Funding Data

Overview

There are several ways to view the results of the funding calculation:

- Use the FE or TtG Funding Viewer
- Run funding reports
- Examine the funding tables in an export of the LIS database.


There are various funding reports to choose from that show different summaries of funding data. They are described in the Running Reports section (see page 43).

The funding data tables are described in the *LIS Database, Derived Variables and Report Guidance*.

Listing All Funding Data

You can list the funding data for all imported learners.

To list all the data from the FE or TtG Funding Viewer screen:

Step	Action
1	Access the Funding Viewer screen (either FE or TtG). No learner data is visible at this stage.
2	Click on the All Records icon  to list all records. A list displays on the Learners tab and shows the first 100 imported learner records for you to view. Move through the list using the navigation buttons. Use the filter for learner surname and learner reference to return specific results (see below).
3	Click on a learner in the list. View the details for the selected learner in the header fields and in the tab sections of the Funding Viewer screen. Refer to Viewing Funding Data, page 40.

Continued on next page

Viewing Funding Data, Continued

Searching for a Learner's Funding Data

You can search for funding data for a specific learner if required. When using search within LIS you can use wildcards. * will enable you to search using partial information. ? can be used to represent individual characters when searching using partial information.

To search for the funding data for a specific learner:

Step	Action						
1	From the Enter Search Text area, use the drop down to select a search type as either Surname or Learner Reference.						
2	Enter a surname or learner reference into the Enter Search Text field, using wildcards if required.						
3	Click the magnifying glass to start the search. <table border="1" data-bbox="561 766 1423 1057"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>A match is found</td> <td>The result shows in the list. The search results display the number of records matched and listed. The search is complete.</td> </tr> <tr> <td>No match is found</td> <td>An error message displays. Go to step 4.</td> </tr> </tbody> </table>	IF...	THEN...	A match is found	The result shows in the list. The search results display the number of records matched and listed. The search is complete.	No match is found	An error message displays. Go to step 4.
IF...	THEN...						
A match is found	The result shows in the list. The search results display the number of records matched and listed. The search is complete.						
No match is found	An error message displays. Go to step 4.						
4	Click OK and check your search text.						
5	Enter a valid search text using steps 1 to 3 as above.						

Viewing Funding Data

The Funding Viewer screen has a series of tabs, with different sub-sets of data. The tabs available depend on which Funding Viewer is used (FE or TtG). Key information is displayed in the header section. All information is read-only.

To navigate around the Funding Viewer screen:

Step	Action
1	Click on one of the tabs: <ul style="list-style-type: none"> • Learners • Aims • LAD Lookups • Derived – FE only • Funding • Funding (No Disadvantage) – FE only • Calculation Steps • Errors <p>Once a tab has been selected, a further subset of tabs allows more data to be viewed.</p>

Continued on next page

Viewing Funding Data, Continued

Step	Action	
	IF...	THEN...
	You click on the Learners tab	A list of learner records is available.
	You click on the Aims tab	Aim details for the selected learner are available.
	You click on the LAD Lookups tab	Funding details from the LAD about the learning aims are available.
	You click on the Derived tab – only available on the FE Funding Viewer	<p>The following options are available:</p> <ul style="list-style-type: none"> • Base (Initial): This data is taken from A52 for distance, e-learning, or NVQ in the workplace aims; the relevant National Base Rate field from the LAD for listed aims; or the relevant band based on guided learning hours for loadbanded aims. • Base (Tapered/Scaled): The aim's National Base Rate after any tapering or traditional ESF (see fields A11 and A12) scaling. • Base (Weighted): The tapered, scaled national base rate, including Area Cost Factor, Disadvantage Factor, Programme Weighting Factor, Performance Related Factor and Specialist College Factor. • Fee Element: 37.5% of Base (Initial). • Franch Disc: Any applicable rate discount for franchising. • Taper Factor: The amount by which the national base rate is tapered for each aim for each period.

Continued on next page

Viewing Funding Data, Continued

Step	Action	
	IF...	THEN...
	You click on the Funding tab in the FE Funding Viewer	The following values are given: <ul style="list-style-type: none"> • Prog Funding: The Weighted Base Rate with achievement element, fee element, and franchise discount removed. • Achievement: The programme funding for the period multiplied by the provider's achievement factor. • Fee Remission: 37.5% of the initial national base rate. • Additional Support: The value, divided per aim per period, of the band that the learner's additional support cost falls into. • Totals
	You click on the Funding tab in the TtG Funding Viewer	The following values are given: <ul style="list-style-type: none"> • Start Funding: assigned when the learner started their aim (50% of the TtG rate x weighting factors). • Achievement Funding: assigned when a learner achieves (50% of the TtG rate x weighting factors). • Totals.
	You click on the Funding (No Disadvantage) tab - only available on the FE Funding Viewer	This screen displays funding values with programme and achievement funding calculated without the disadvantage uplift. <ul style="list-style-type: none"> • Programme • Programme (No Disadv.) • Achievement • Achievement (No Disadv.) • Fee Remission • Additional Support • Totals.
	You click on the Calculation Steps tab	This screen shows the steps in the funding calculation for the learner selected.
You click on the Errors tab	This screen shows any Rule Violations or Calculation Errors for the learner selected.	

Running Reports

Overview

You can run reports from the:

- Batch Import screen
- Report Manager screen.

For running reports from the Batch Import screen refer to Importing and Validating ILR Data, Select Reports (see page 30).

The Batch Import screen will output reports directly to a printer, whereas the Report Manager screen will output to a window for viewing, printing or exporting.

Validation reports are available for all collection types. FE funding reports are only available for FE and UFI collection types. TtG funding reports are only available for the WBL collection type.

Available Reports – validation

- The **Rule Violations** report – lists any ILR rule violations produced during the validation process.
- The **Rule Violations by LSC** report – lists any ILR rule violations produced during the validation process, grouped by local LSC.
- The **Rule Violations Summary** report – will output, for each validation error generated during the validation process, a count of the number of instances found in the ILR data.
- The **Rule Violations Summary by LSC** report – will output, for each validation error generated during the validation process, a count of the number of instances found in the ILR data, grouped by local LSC.
- The **Full ILR Validation Rules** report – lists all ILR validation rules used by the LIS.

All violations reports include a summary box which details the total number of data records, the total number of invalid and valid learners according to rule type (full or funding-only) and a count of the aims for each funding stream value, except TtG which is included in 'other aims'. (This count is based on ILR field A10.)

Available Reports – miscellaneous

- **On-Site Guided Learning Hours** report – lists the on-site daytime expected guided learning hours, the number of learners with greater than 1200 guided learning hours and the total learner numbers.
 - **Level 2 Entitlement** report – shows the number of learners taking full level 2 programmes of study and the numbers of learners claiming Level 2 entitlement and gives an estimate of the number of learners who may be eligible to claim level 2 entitlement. This report has been designed to support the Level 2 Entitlement Pilot.
-

Available Reports – TtG funding

- **TtG Funding Summary** report – describes the aim numbers and the amount of start/achievement funding for Train to Gain funded provision, for a selected period and the year to date. If run from Batch Import, the period is automatically set according to the ILR file preparation date.
- **TtG Occupancy Export** report - This export report shows details for all aims, including aim monitoring fields, TtG funding information and other data that are used to create the TtG Funding Summary report. Details from all aims, regardless of A10, are included.
- **Train to Gain Detailed Learner and Aim Funding** report – This report describes the learner and aim data used to calculate TtG funding. It is the TtG equivalent of the FE Details Learner and Aim Funding report – report number 12 in LIS.
- **Train to Gain Calculation Steps** report- The Train to Gain (TtG) Calculation Steps report describes the steps taken when calculating TtG funding for learners and aims. This report is the TtG equivalent of the FE Calculations Steps report – report number 10 in LIS.
- **Train to Gain Calculation Errors** report - The Train to Gain (TtG) Calculation Errors report describes errors which have occurred whilst calculating TtG funding for learners and aims. This report is the TtG equivalent of the FE Calculations Errors report – report number 11 in LIS.

Continued on next page

Running Reports, Continued

Available Reports – FE funding

- The **Summary of FE Funding by Learner** report summarises funding for every learner reference. It is advisable to use filters.
- The **Summary of FE Funding by Category** report outputs the total funding for a provider classified by period and category.
- The **Summary of FE Funding with Disadvantage** report outputs the total funding for a provider classified by period, category and separates the funding calculated purely for disadvantage uplift.
- The **FE Calculation Steps** report details the steps used to calculate funding aim by aim for each learner. It is advisable to use filters.
- The **FE Calculation Errors** report outputs a summary report for all funding calculation errors in the ILR file.
- The **FE Detailed Learner and Aim Funding** report details funding for each learner by aim and period. It is advisable to use filters.
- The **Learning Aim FE Funding** report provides a funding summary by category for every aim reference used in the ILR file and counts their instances. This report can be very long and should be filtered.
- The **Learning Aim Summary 1/2/3** reports provides the total funding by the first/second/third provider specified aim field and category.
- The **Learner Summary 3** report shows total funding by category and both provider-specified learner fields.
- The **FE Funding Included and Excluded by ILR Export** report splits funding by category and period between fully valid learners, who are included in the ILR export, and learners who are not included.
- **Summary by Franchised Out Arrangement** report splits the funding by category and period for each franchised out arrangement value (A21) used in the ILR file.
- **FE Funding by Fee Remission Category** report splits the funding by category for each fee remission reason value (A14) used in the ILR file and counts the aims for each reason.
- **Additional Learning Support Funding** report summarises funding for several ranges of calculated additional support. The report also counts the learner numbers in each funding range.
- **ILR FE Achievement Funding Report** shows the achievement funding calculated using two methods: based on the programme funding and achievement factor, and based on the achievement data in the ILR data.
- The **FE Learner Numbers with Funding** report gives totals for full and part time learners in each age category, and shows the funding generated. It is described in detail in the document *LIS Database, Derived Variables and Report Guidance*.
- **FE Funding Claim Report** shows totals for full and part time learners in each age category and for Skills for Life, PCDL and ALS learners, and also shows their cash value. The report is designed to help providers when filling out their Final Funding Claim. It is described in detail in the document *LIS Database, Derived Variables and Report Guidance*.
- **ESF Match Within FE** report – shows the number of aims with/without the potential to be used for ESF match funding, and the level of FE funding for those aims. For aims with ESF datasets the figures are categorised based on the learner employment status (E12).

Continued on next page

Running Reports, Continued

Available Exports

In Report Manager two export options appear in the same list as the reports:

- The **FE and UFI Learner Export** exports ILR learner data from LIS in a format that providers can use (for example, in Excel). The export includes derived variable and FE funding information (see the *LIS Database, Derived Variables and Report Guidance* for an explanation of these derived variables).
- The **FE and UFI Aim Export** exports ILR aim data from LIS in a format that providers can use (for example, Excel).

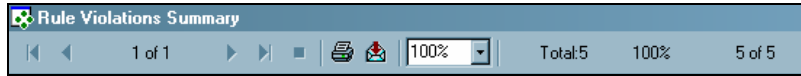
The content of these exports depends on the collection type of the imported data. All collection types except ESF SR have both learner and aim exports.

Selecting and Running a Report

The Report Manager enables you to select, run, print and export available reports.

You can only run a single report at a time from Report Manager. If you would like to run multiple reports simultaneously you should use the Batch Import screen.

To use Report Manager to select and run a report:

Step	Action
1	Access the Report Manager screen.
2	<p>From the list of Available Reports select the one you require by clicking on the report. On selection the report will be highlighted.</p> <p>Note: The available filters will change in the lower area of the screen as you select a report from the list.</p> <p>For more details on filters, see Using Filters in Reports (see below).</p>
3	<p>Click on the Run Report button. The report output displays in a print preview window.</p> <p>The toolbar at the top of the report window enables you to:</p> <ul style="list-style-type: none"> • Zoom the view and navigate through the report pages. • Print or export the report output.  <p>Refer to:</p> <ul style="list-style-type: none"> • Printing a Report (see page 50) • Exporting a Report (see page 51).

Continued on next page

Running Reports, Continued

Using Filters in Reports

Filters are used to restrict the amount of data returned in the report. They are used when you are interested in a specific record or group of records. The filters vary for each report and are displayed when a report is highlighted in the list.

There are no limitations on the number of filters you can use per report. However, the values used should be valid or your report output will be affected. It is useful to use filters when reporting on large sets of data.

You may use wildcards (*, % or ?) when populating filter fields.

Note: Filtered reports can also be run using the print icon from the ILR Data Viewer screen, which will pre-populate the filters with the information for the selected learner.

Available Filters for Reports

There are a number of filters available for use when running reports. The filters vary from report to report. The following table shows a list of reports which use filters, and which filters are available for each:

Report Name	Available Filters									
	Learner Ref	Rule Name	Funding Rule	Warning	Provider Specified Learner Data (1) & (2)	Provider Specified Aim Data (1) & (2)	Error Code	Learning Aim Reference	Period	LLSC Number
Rule Violations (& by LSC)	●		●	●	●	●				
Rule Violations Summary (& by LSC)			●	●						
Full ILR Validation Rules		●	●	●						
Summary of FE Funding by Learner	●				●					
FE Calculation Steps	●				●					
FE Calculation Errors	●						●			
FE Detailed Learner and Aim Funding	●				●					
Learning Aim FE Funding						●		●		
Learning Aim Summary 1, 2 and 3					●	●				
Learner Summary 3	●				●					
FE Funding by Fee Remission					●					
Additional Learning Support Funding					●					
TtG Funding Summary									●	
TtG Calculation steps	●				●	●				●
TtG Calculation Errors	●						●			●
TtG Detailed Learning and Aim Funding	●				●	●				●
TtG Occupancy export										●

Continued on next page

Running Reports, Continued

Recommended Field Values for Filtering The following table describes the valid values you can use for each of the filter fields in the reports:

Filter Name	Acceptable Value
Learner Reference	Full/partial Learner Reference Number.
Rule Name	Full/partial rule name (listed on Validation Rules screen).
Funding Rule	Can use either Y or N depending upon if you are filtering for an FE funding rule or not. Y returns results where the rule is a funding rule; N returns results where the rule is not a funding rule.
Warning	Can use either Y (for warnings) or N (for errors).
Provider Specified Learner Data (1)	Uses a reference number or part of one. (Refer to the ILR Field Specification document, which describes the use of this field, L42.)
Provider Specified Learner Data (2)	Uses a reference number or part of one. (Refer to the ILR Field Specification document, which describes the use of this field, L42.)
Provider Specified Aim Data (1)	Uses a reference number or part of one. (Refer to the ILR Field Specification document, which describes the use of this field, A48.)
Provider Specified Aim Data (2)	Uses a reference number or part of one. (Refer to the ILR Field Specification document, which describes the use of this field, A48.)
Period	Period 1 to 12.
Error code	Calculation error code.
Learning Aim Reference	Full/partial (using wildcards) learning aim reference.
LLSC Number	The Local LSC associated with the provider in the TtG Provider list in the LIS lookup tables. (Refer to the ILR Field Specification document, which describes the use of this field, L25.)

Running Filtered Reports

To use filters in your report follow the steps below:

Step	Action
1	Access the Report Manager screen.
2	Select the required report from the Available Reports list.
3	If you want to remove all values entered in the filter fields of the report, click the Clear Filters button.
4	Enter a valid value in the filter field for the filter you want to use. Repeat for as many filters as required.
5	Click the Run Report button. The report output displays in a print preview window. The report output can now be printed or exported. Refer to Printing a Report (see page 50) or Exporting a Report (see page 51).

Continued on next page

Running Reports, Continued

Printing a Report

You can print reports using:


- Batch Import screen
- Report Manager.

When you choose to print reports from the Batch Import screen the report output is sent direct to the default printer. This should be used with caution as some reports are several hundred pages long.

When using Report Manager the report output displays on screen first and then you can send the report to print if required.

Reports can also be exported and printed using another application. Exported reports can be saved for printing at a later date.

The following steps describe how to print your report from Report Manager.

Step	Action
1	From Report Manager select a report, set any required filters and click the Run Report button. The report output displays in the print preview window.
2	Click Print  from the top of the report output window. The Print dialogue box displays. Select the printer, the print range for the number of pages to print, and the number of copies required and ensure the collate copies option is correctly set.
3	Click OK . The report output is printed at the chosen printer. Cancel will close the print dialogue box and not print the output.


Continued on next page

Running Reports, Continued

Exporting a Report

It is possible to export report outputs to a variety of formats.

To export your report output:

Step	Action
1	From Report Manager select a report, set any required filters and click the Run Report button. The report output displays in the print preview window.
2	Click Export  from the top of the report output window. The Export dialogue box appears.
3	Select a Format from the drop down list. The default format is PDF. Use the vertical scroll bar to see the whole list.
4	Select a Destination from the drop down list. The default is to save the item to disk.
5	Click OK . The Export Options dialogue box displays.
6	Select the page range of the report you are exporting. The default is to export the whole report.
7	Click OK . The Choose export file dialogue box displays. You may change the location, file name or format of the exported report if required.
8	Click Save . The report will be exported to the specified location. You can view the report from that location by accessing the exported report file using Windows Explorer or an appropriate application.

Exporting ILR Data

Overview

This facility exports the ILR data ready for transmission to the LSC using the Provider Batch capture process.

To export your ILR data from LIS you can use the:

- Batch Import screen
- Export ILR File screen.

Note: The Export ILR file feature will export valid ILR data ONLY. Invalid records WILL NOT be exported. The export file may not be a reflection of the originally imported ILR data file.

It is therefore important that you ONLY export the ILR data when all errors have been corrected and the file has been fully validated through the LIS.

The Batch Import screen allows you to select an operation to export validated ILR data as part of the import/validate process, or separately. Refer to the Export ILR section of Importing and Validating ILR Data (see page 27).

Exporting ILR Data using ILR Export

You can export ILR data using the **Export ILR File** screen.

There is also functionality to allow export of data to 1.44MB floppy disks.

To export ILR data using the Export ILR File screen:

Step	Action
1	Access the Export ILR File screen. The fields on this screen are mainly read-only. They are populated with information from the imported file.
2	You may choose to change the Data Type by selecting one of the radio buttons. This will be set by default from the imported data file.

Continued on next page

Exporting ILR Data, Continued

3	<table border="1"> <thead> <tr> <th data-bbox="563 394 959 439">IF...</th> <th data-bbox="959 394 1361 439">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="563 439 959 544">You would like to export to a file on your PC's hard disk</td> <td data-bbox="959 439 1361 544">Make sure the "Export to Floppy Diskettes?" check box is not ticked.</td> </tr> <tr> <td data-bbox="563 544 959 680">You would like to run the report showing funding included and excluded by the export</td> <td data-bbox="959 544 1361 680">Click the Run report showing funding included and excluded by ILR export check box.</td> </tr> <tr> <td data-bbox="563 680 959 748">You would like to load defaults</td> <td data-bbox="959 680 1361 748">Click the Load defaults button.</td> </tr> <tr> <td data-bbox="563 748 959 815">You would like to save defaults</td> <td data-bbox="959 748 1361 815">Click the Save defaults button.</td> </tr> <tr> <td data-bbox="563 815 959 882">You click Cancel.</td> <td data-bbox="959 815 1361 882">The export process is aborted.</td> </tr> <tr> <td data-bbox="563 882 959 936"></td> <td data-bbox="959 882 1361 936"></td> </tr> </tbody> </table>	IF...	THEN...	You would like to export to a file on your PC's hard disk	Make sure the " Export to Floppy Diskettes? " check box is not ticked.	You would like to run the report showing funding included and excluded by the export	Click the Run report showing funding included and excluded by ILR export check box.	You would like to load defaults	Click the Load defaults button.	You would like to save defaults	Click the Save defaults button.	You click Cancel .	The export process is aborted.		
IF...	THEN...														
You would like to export to a file on your PC's hard disk	Make sure the " Export to Floppy Diskettes? " check box is not ticked.														
You would like to run the report showing funding included and excluded by the export	Click the Run report showing funding included and excluded by ILR export check box.														
You would like to load defaults	Click the Load defaults button.														
You would like to save defaults	Click the Save defaults button.														
You click Cancel .	The export process is aborted.														
4	Click on the Change... button to select a different Export Area . Select an Export Area path and click Open .														
5	Click on the Export button. The export begins and a confirmation prompt appears.														
6															

Reconciliation

Overview

The reconciliation process ensures that where a learner studies in two or more successive teaching years, the learner is included in the subsequent year's ILR. Reconciliation is only required for FE and UFI collection types.

From two different ILR returns, the LIS identifies records for learners on the earlier return (for example ILR F04 or U04 for 2005/06) which are expected to be included on the later return (for example ILR F01 or U01 for 15.01). Where records are not present as expected an entry is produced on a reconciliation list.

Different providers can be selected for each of the files input for reconciliation. This allows for provider number changes between teaching years.

Reconciliation can be run for:

- Mode F04/F01 or U04/U01 – between 2006/07 F04/U04 and 15.01 F01/U01 files.
- Mode F05/F01 or U05/U01 – between 2006/07 F05/U05 and 15.01 F01/U01 files.

Both produce a reconciliation file with the 15.01 provider number and dated 07/08, ready for transmission to the LSC.

Preparing to Reconcile your ILR Data

To reconcile ILR data follow the steps below:

Step	Action						
1	Access the Reconciliation screen.						
2	Ensure that the Provider 1 and 2 fields display the correct provider number and name for the ILR data you wish to reconcile. Note: If the provider number does not match the provider reference within the ILR file name, the reconciliation process will be unsuccessful. <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>The provider numbers and names are not correct</td><td>Go to step 3 below.</td></tr><tr><td>The provider numbers and names are correct</td><td>Go to step 6.</td></tr></tbody></table>	IF...	THEN...	The provider numbers and names are not correct	Go to step 3 below.	The provider numbers and names are correct	Go to step 6 .
IF...	THEN...						
The provider numbers and names are not correct	Go to step 3 below.						
The provider numbers and names are correct	Go to step 6 .						
3	Click the Change button adjacent to the Provider 1 field boxes. The Provider Selection box displays showing a list of provider numbers and names in alphabetical order.						

Continued on next page

Reconciliation, Continued

Step	Action						
4	<p>To find your provider name, type the first few characters of the name into the Find field. The list scrolls as you type until the provider name matches the characters typed.</p> <p>You can also search by entering the whole provider number in the Find field. Alternatively, use the vertical scroll bar to scroll to your provider name and number.</p> <p>Highlight the entry in the list. Click OK.</p>						
5	<p>Click the Change button adjacent to the Provider 2 field boxes.</p> <p>Follow steps 3 – 4 above.</p>						
6	<p>Select the Mode of reconciliation:</p> <ul style="list-style-type: none"> • F04/F01 or U04/U01 • F05/F01 or U05/U01 						
7	<p>When selecting a file for reconciliation:</p>						
	<table border="1"> <thead> <tr> <th data-bbox="563 911 962 954">IF...</th> <th data-bbox="962 911 1361 954">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="563 954 962 1126"> <p>This is the first time you have selected a file for reconciliation</p> </td> <td data-bbox="962 954 1361 1126"> <p>The Files selected to reconcile fields will be blank.</p> <p>Go to step 8.</p> </td> </tr> <tr> <td data-bbox="563 1126 962 1321"> <p>A file has been reconciled previously</p> </td> <td data-bbox="962 1126 1361 1321"> <p>The fields will contain those details.</p> <p>They can be removed using the Delete Files facility as described in step 11.</p> </td> </tr> </tbody> </table>	IF...	THEN...	<p>This is the first time you have selected a file for reconciliation</p>	<p>The Files selected to reconcile fields will be blank.</p> <p>Go to step 8.</p>	<p>A file has been reconciled previously</p>	<p>The fields will contain those details.</p> <p>They can be removed using the Delete Files facility as described in step 11.</p>
IF...	THEN...						
<p>This is the first time you have selected a file for reconciliation</p>	<p>The Files selected to reconcile fields will be blank.</p> <p>Go to step 8.</p>						
<p>A file has been reconciled previously</p>	<p>The fields will contain those details.</p> <p>They can be removed using the Delete Files facility as described in step 11.</p>						
8	<p>Click the Add Files... button in the Reconciliation File 1 area. The Select ILR file to reconcile window displays.</p> <p>Navigate to the directory that contains the ILR file to be reconciled and select the file. Only one file can be added.</p> <p>Note: If an incorrect provider, collection type or collection period have been selected, or if the file is not named correctly, the files will not be visible.</p>						
9	<p>Click Open.</p> <p>You return to the Reconciliation screen. The Reconciliation File 1 – Files selected to reconcile field displays details of the file selected for reconciliation.</p> <p>Note: Any ILR data already present within LIS will be deleted when the new data is imported. LIS copies the ILR data file selected – the original file is not affected.</p>						

Continued on next page

Reconciliation, Continued

Step	Action
10	Click the Add Files... button in the Reconciliation File 2 area and follow steps 8 – 9 .
11	You can delete the files from the Files selected to reconcile fields. Select the file you wish to delete. Click Delete Files and the file will be removed from the field.

Exporting Reconciled Data

Within the **Operations** area of the Reconciliation screen you have the facility to export the reconciled data to a location in your directory or on to floppy diskettes.

To export the file to a folder on your PC, follow the steps below:

Step	Action						
1	In the Operations area of the Reconciliation screen. <table border="1" data-bbox="560 882 1361 1133"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You want to change the directory to which the reconciliation data exports</td> <td>Go to step 2.</td> </tr> <tr> <td>If you want the directory for the reconciliation export to remain the same</td> <td>Go to step 4.</td> </tr> </tbody> </table>	IF...	THEN...	You want to change the directory to which the reconciliation data exports	Go to step 2 .	If you want the directory for the reconciliation export to remain the same	Go to step 4 .
IF...	THEN...						
You want to change the directory to which the reconciliation data exports	Go to step 2 .						
If you want the directory for the reconciliation export to remain the same	Go to step 4 .						
2	Click Change.... The Select Export File Path window displays.						
3	Use the explorer window to navigate to and select the directory for your reconciliation data export and click OK . You return to the Reconciliation screen and the details of the directory selected for the reconciliation export display.						
4	You can also export to a floppy diskette(s) if required. A disk must be inserted into the drive. Click the Export to floppy checkbox. Once the first diskette is full, LIS displays a message informing you how many diskettes are required to complete the export. Note: The LIS can not burn a file to CD.						

Reconciliation Report

At the time of export you may wish to run the Reconciliation Report:

Step	Action
1	Click the Reconciliation Report checkbox in the Operations section of the screen. The report will be output to the default printer.

Continued on next page

Reconciliation, Continued

IF...	THEN...
No printer is available	A suitable error message appears. Click OK to clear and the process will be cancelled.
The report is over 500 entries	A message will appear asking if you wish to print the report now or later.

The report output is stored in the LIS database and can be printed from the **Report Manager** at any time after the reconciliation has been performed, until a new reconciliation is run and the stored data replaced.

For running reports from the Batch Import screen refer to Select Reports (see page 30).

Running the Reconciliation Process

To start the reconciliation process:

Step	Action								
1	<p>Click the Reconcile button. The process starts. Status and progress appear.</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You receive an import error message</td> <td>Click OK to clear. The reconciliation process aborts.</td> </tr> <tr> <td>The process is aborted for any reason</td> <td>A dialogue box will appear with the message The Reconciliation process has aborted. Click OK to close the box.</td> </tr> <tr> <td>LIS confirms that the process has completed successfully</td> <td>Click OK to close the box.</td> </tr> </tbody> </table> <p>The imported data files and output data file are stored in separate tables in the LIS database. On subsequent reconciliation operations, the stored data is automatically deleted and replaced by the new data.</p>	IF...	THEN...	You receive an import error message	Click OK to clear. The reconciliation process aborts.	The process is aborted for any reason	A dialogue box will appear with the message The Reconciliation process has aborted. Click OK to close the box.	LIS confirms that the process has completed successfully	Click OK to close the box.
IF...	THEN...								
You receive an import error message	Click OK to clear. The reconciliation process aborts.								
The process is aborted for any reason	A dialogue box will appear with the message The Reconciliation process has aborted. Click OK to close the box.								
LIS confirms that the process has completed successfully	Click OK to close the box.								

Cancelling the Reconciliation Process

Click the **Cancel** button to cancel the process at any time while it is running. Before the process is started, and after it has run, the button is de-activated.

Delete Reconciliation Data

The stored reconciliation data can be manually deleted via the Menu option **Delete Reconciliation Data** in the **Data** menu.

Click **Yes** to confirm the deletion.

Validation Rules

Overview

LIS uses a set of validation rules, in conjunction with the LAD and other lookup data, to validate the imported ILR data. Using LIS series 15 your ILR data will be validated against a version of the 15.01 validation rules.

You can find out which version of the validation rules are used (refer to the Viewing Version Information section on page 64).

For details about the validation rules and the amendments since previous releases, please refer to the ILR pages of the LSC website:
www.lsc.gov.uk/providers/data/datacollection/ILR

Listing all Validation Rules

It is possible to list all the validation rules applied by the LIS by accessing the **Validation Rules** screen.

To list all the validation rules:

Step	Action
1	Access the Validation Rules screen.
2	Use the scroll bar to move up and down the list and view the rules.

Viewing Validation Rule Properties

You can view additional information for each validation rule listed in the Validation Rules screen.

To view properties for a selected validation rule:

Step	Action
1	Scroll the list to find the rule you are searching for and double click the rule. The Validation Rule Properties dialogue box displays.
2	Once you are finished, click Cancel . The dialogue box closes and returns to the Validation Rules screen.

Reports showing Full ILR Validation Rules

The **Full ILR Validation Rules** report lists the validation rules. To run this report, follow the procedure described in the Running Reports section of this user guide (see page 43).

Maintaining LIS Options

Overview

There are several options which may need to be viewed and/or maintained from within the LIS. They are accessed from the **Options** screen.

Viewing Status Information

You can view status information for the data you have imported into LIS:

Step	Action
1	<p>Access the Options screen. Click on the Status Information tab if this is not displayed by default.</p> <p>The status information displays. From this screen you can view:</p> <ul style="list-style-type: none">• the selected provider• details for the most recently completed processes• the number of learners imported.
2	<p>If you want to see a list of processes that have taken place, click the Show History check box at the bottom of the screen.</p> <p>The history information displays.</p>

Continued on next page

Maintaining LIS Options, Continued

Maintenance Options

The Maintenance tab within Options allows you to carry out some maintenance tasks within LIS:

Step	Action												
1	Access the Options screen. Click the Maintenance tab. The Maintenance tab offers the following options: <ul style="list-style-type: none"> • Provider Selection • Truncate Log • Clear Locks • Compact DB • Update Data. 												
2	Click on a button to conduct a specific operation. <table border="1" data-bbox="560 772 1358 1366"> <thead> <tr> <th data-bbox="560 772 959 817">IF...</th> <th data-bbox="959 772 1358 817">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 817 959 920">You wish to change your provider</td> <td data-bbox="959 817 1358 920">Click on the Provider... button. Go to Change the Provider (see page 23).</td> </tr> <tr> <td data-bbox="560 920 959 1023">You wish to truncate the log file</td> <td data-bbox="959 920 1358 1023">Click on the Truncate Log button. Go to Truncating the Log (see page 61).</td> </tr> <tr> <td data-bbox="560 1023 959 1126">You wish to clear locks</td> <td data-bbox="959 1023 1358 1126">Click on the Clear Locks button. Go to Clearing Locks (see page 62).</td> </tr> <tr> <td data-bbox="560 1126 959 1261">You wish to compact the database</td> <td data-bbox="959 1126 1358 1261">Click on the Compact DB button. Go to Compacting your Database (see page 63).</td> </tr> <tr> <td data-bbox="560 1261 959 1366">You wish to update the data used by LIS</td> <td data-bbox="959 1261 1358 1366">Click on the Update Data button. Go to Updating your LIS Data (see page 64).</td> </tr> </tbody> </table>	IF...	THEN...	You wish to change your provider	Click on the Provider... button. Go to Change the Provider (see page 23).	You wish to truncate the log file	Click on the Truncate Log button. Go to Truncating the Log (see page 61).	You wish to clear locks	Click on the Clear Locks button. Go to Clearing Locks (see page 62).	You wish to compact the database	Click on the Compact DB button. Go to Compacting your Database (see page 63).	You wish to update the data used by LIS	Click on the Update Data button. Go to Updating your LIS Data (see page 64).
IF...	THEN...												
You wish to change your provider	Click on the Provider... button. Go to Change the Provider (see page 23).												
You wish to truncate the log file	Click on the Truncate Log button. Go to Truncating the Log (see page 61).												
You wish to clear locks	Click on the Clear Locks button. Go to Clearing Locks (see page 62).												
You wish to compact the database	Click on the Compact DB button. Go to Compacting your Database (see page 63).												
You wish to update the data used by LIS	Click on the Update Data button. Go to Updating your LIS Data (see page 64).												

Continued on next page

Maintaining LIS Options, Continued

Truncating the Log

The LIS application keeps a log of some of the events or operations carried out. Refer to Viewing the Audit Log for more information (see page 67). The log file is useful for diagnosing problems, but it can be truncated if required. Truncating the log erases all the log entries and is useful if you wish to save hard disk space.

The following steps show how this can be achieved:

Step	Action						
1	Access the Options screen. Select the Maintenance tab. Click on the Truncate Log button. A warning message advises you that this process is not reversible.						
2	Select an option: <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You click OK</td><td>A confirmation message displays. The truncation is complete. Go to step 3.</td></tr><tr><td>You click No</td><td>You return to the Maintenance tab and no truncation has taken place.</td></tr></tbody></table>	IF...	THEN...	You click OK	A confirmation message displays. The truncation is complete. Go to step 3 .	You click No	You return to the Maintenance tab and no truncation has taken place.
IF...	THEN...						
You click OK	A confirmation message displays. The truncation is complete. Go to step 3 .						
You click No	You return to the Maintenance tab and no truncation has taken place.						
3	Click OK . You return to the Maintenance tab.						

Continued on next page

Maintaining LIS Options, Continued

Clearing Locks

Locks will occur within LIS if processes remain incomplete, for example if your PC is switched off during an import. Error messages will prevent you from completing some operations. If this occurs then the Clear Locks option should be used:

Step	Action						
1	Access the Options . Select the Maintenance tab. Click on the Clear Locks button. A warning message displays advising you that this process is not reversible.						
2	Select an option <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You click OK</td><td>A confirmation message displays. Go to step 3.</td></tr><tr><td>You click No</td><td>You return to the Maintenance tab screen and no locks have been cleared.</td></tr></tbody></table>	IF...	THEN...	You click OK	A confirmation message displays. Go to step 3 .	You click No	You return to the Maintenance tab screen and no locks have been cleared.
IF...	THEN...						
You click OK	A confirmation message displays. Go to step 3 .						
You click No	You return to the Maintenance tab screen and no locks have been cleared.						
3	Click OK . You return to the Maintenance tab screen.						

Continued on next page

Maintaining LIS Options, Continued

Compacting your Database

You can compact the database within LIS, to save hard disk space. However, the LIS performs self-compaction after validation so this option is generally only useful for providers with exceptionally large files.

To compact the database:

Step	Action						
1	Access the Options screen. Select the Maintenance tab. Click on the Compact DB button. You will be asked to confirm that you want to compact the database.						
2	Select an option. <table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>You click Yes</td><td>A confirmation message displays. Go to step 3.</td></tr><tr><td>You click No</td><td>You return to the Maintenance tab screen and the database has not compacted.</td></tr></tbody></table>	IF...	THEN...	You click Yes	A confirmation message displays. Go to step 3 .	You click No	You return to the Maintenance tab screen and the database has not compacted.
IF...	THEN...						
You click Yes	A confirmation message displays. Go to step 3 .						
You click No	You return to the Maintenance tab screen and the database has not compacted.						
3	Click OK . You return to the Maintenance tab.						

Continued on next page

Maintaining LIS Options, Continued

Updating your LIS Data

You can update static data used by the LIS, for example the Provider list and Postcode list. You will only need to do this when an update is released on the LIS pages of the LSC website.

Use the following steps to update your LIS data:

Step	Action
1	Download the updated data file from the LIS pages of the LSC website to your PC.
2	Access the Options screen. Select the Maintenance tab. Click on the Update Data button.
3	The Select lookups update file dialogue box displays. Select your data file for updating LIS.
4	Click OK . The selected file updates data within LIS.

Viewing Import Errors

You can view a list of import errors that may be encountered when importing ILR data into LIS:

Step	Action
1	Access the Options screen. Select the Import Errors tab.
2	The import errors tab screen displays. Click on an error in the list for more details.

Viewing Version Information

You may need to know which version of the LIS and the LAD you are using. For example, this information is useful when updating software, maintaining data and requesting support.

To view version information from within the LIS application:

Step	Action
1	Access the Options screen. Click the Version Information tab. The version information tab screen displays. It is read only and shows version information for: <ul style="list-style-type: none">• Learner Information Suite<ul style="list-style-type: none">• Database• Application• Validation Rules• Provider List• Learning Aim Database• Modules• Funding calculation module• Derived data module.

Continued on next page


Maintaining LIS Options, Continued

Maintaining Postcodes

Postcodes can be maintained from within LIS. You can search for existing postcodes or insert new postcodes into the list.

Searching for Postcodes

To search for postcodes:

Step	Action						
1	<p>Access the Postcodes screen.</p> <p>The list shows all postcode records for you to view. Move through the list using the scroll bar or the navigation buttons.</p>						
2	<p>If you click the drop down next to the search button  you have two options:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You click All Record</td> <td>The list is refreshed to display all postcode records within LIS.</td> </tr> <tr> <td>You click Some Records.</td> <td>The Select Filter Required dialogue box displays. Go to step 3.</td> </tr> </tbody> </table>	IF...	THEN...	You click All Record	The list is refreshed to display all postcode records within LIS.	You click Some Records.	The Select Filter Required dialogue box displays. Go to step 3.
IF...	THEN...						
You click All Record	The list is refreshed to display all postcode records within LIS.						
You click Some Records.	The Select Filter Required dialogue box displays. Go to step 3.						
3	<p>Click on the drop down for Data Field to select a category for your search.</p> <p>Three Filter options are available:</p> <ul style="list-style-type: none"> • Council entered • Description • Outward Postcode. 						
4	<p>Enter a value in the Filter field.</p> <p>Note: wildcard characters are NOT allowed.</p>						
5	<p>Click on the Filter button. Your search results display.</p> <p>Cancel will cancel the search.</p>						



Continued on next page

Maintaining LIS Options, Continued

Inserting New Postcodes

It is possible to insert new postcodes into the list within LIS.


To insert new postcodes:

Step	Action
1	Click Insert  . The Postcode screen displays.
2	Enter the Outward Postcode in the field.
3	Enter a Description for the postcode. Note: The inserted postcode defaults Council Entered to N. The entry displays at the end of the existing list.
4	Click Save Changes  . The new postcode is inserted into the list. The list is sorted by Outward Postcode when it is saved.

Deleting Postcodes

It is possible to delete a new postcode added to the list within LIS.

To delete a postcode:

Step	Action
1	Search for the required new postcode, or select it in the list of postcodes.
2	Click on the Delete button  . The selected new postcode will be deleted.

Viewing the Audit Log

Overview

The LIS application keeps a log of some of the events or operations carried out. Entries to the log file include the time and date of the event and a short description. The log file is stored in the Auditlog LIS subdirectory by default.

The log file can be viewed from within LIS. The information may be useful for diagnosis if problems have occurred.

The log can be truncated; refer to Truncating the Log (see page 61).

Viewing the Log

To view the log file from within the LIS:

Step	Action
1	Access the Log screen. If the log is long, use the vertical scroll bar to view other operations at the bottom of the list.

Technical Information

Overview

You may want to look at the data stored by LIS. This is outlined in the section below.

Looking at Data Stored by LIS

The LIS stores data in an internal database. The database is a Microsoft Access file called LISData.mdb. It can be found in C:\LIS\Release15\1501\Data if the default directory structure is used at the time of installation.

The file is read-only. An error message will appear if you attempt to open this file. You can access the database using the LIS database shortcut in C:\LIS\Release15\1501\. When opening the database with the shortcut type 'password' in the password box.

To manipulate the data held in the database, you must export the database. You can use the Export DB function in LIS to export the database.

The export database function does not create a file that is suitable for transmission to the LSC. Files sent to the LSC must be exported from ILR Export.

The Export DB function exports data stored within the LIS programme in one of three formats; as a Microsoft Access 97 file (MDB format), as dBase III files (DBF format) or as comma separated values (CSV format).

The tables exported by this option are described in the *LIS Database, Derived Variables and Report Guidance* for LIS 15.01, available on the LIS pages of the LSC website. You can choose to export most of the tables from the LIS internal database.

If exporting data to a file in dBase format (.DBF file), there is an option to use short file names rather than long file names. This is to assist users of Microsoft Access, which does not appear to support use of DBF files with long file names. The different table names in short dbf format are listed in the *LIS Database, Derived Variables and Report Guidance*.

Export the database in one of two ways:

- using Batch Import
 - using Report Manager.
-

Database Export using Batch Import

To export the database using Batch Import, see the Export DB (database) section (see page 28).

Continued on next page

Technical Information, Continued

Database Export using Report Manager

To export the database using Report Manager:

Step	Action										
1	Access the Report Manager screen.										
2	Click on the Export DB button. The Export Database dialogue box appears.										
3	<p>You can use the Default Export Settings or select your own:</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You have the Use default export settings? check box checked</td> <td>You can select an Export Type from the list by clicking the appropriate radio button. Each time a table is exported you will be prompted for an Export Type for that table.</td> </tr> <tr> <td>You uncheck the Use default export settings? check box</td> <td>The Export Type options are disabled and all tables will be exported in the same format.</td> </tr> <tr> <td>You check the Use short files names for DBF export check box</td> <td>Short file names will be used in the export.</td> </tr> <tr> <td>You uncheck the Use short files names for DBF export check box</td> <td>Default settings for file names are maintained.</td> </tr> </tbody> </table>	IF...	THEN...	You have the Use default export settings? check box checked	You can select an Export Type from the list by clicking the appropriate radio button. Each time a table is exported you will be prompted for an Export Type for that table.	You uncheck the Use default export settings? check box	The Export Type options are disabled and all tables will be exported in the same format.	You check the Use short files names for DBF export check box	Short file names will be used in the export.	You uncheck the Use short files names for DBF export check box	Default settings for file names are maintained.
IF...	THEN...										
You have the Use default export settings? check box checked	You can select an Export Type from the list by clicking the appropriate radio button. Each time a table is exported you will be prompted for an Export Type for that table.										
You uncheck the Use default export settings? check box	The Export Type options are disabled and all tables will be exported in the same format.										
You check the Use short files names for DBF export check box	Short file names will be used in the export.										
You uncheck the Use short files names for DBF export check box	Default settings for file names are maintained.										
4	The export path is read-only. Click OK . Cancel will cancel the database export.										
5	A confirmation message displays after exporting the database. Click OK .										

Command Line Option

Overview

The Command Line option allows you to run the LIS without using the LIS application interface. You can therefore run the LIS in the background or at a time more convenient to you, for instance running a large ILR data file overnight. When the LIS is run in this way it refers to the 'saved defaults' within the 'Batch Import' screen.

This operation can be called from Scheduled Tasks, located in the Windows Control Panel. This allows you to run the operation at a specified time and date.

Or it can be started by an MS-DOS command line prompt. This can either be run from the Command Prompt or saved as a text file and run immediately when executed from its icon.

Preparing LIS to run the Command Line Option

To prepare LIS to run the command line option:

Step	Action						
1	Launch LIS and navigate to the Batch Import screen.						
2	Select the following import options: <ul style="list-style-type: none"> • provider number and name • collection and type • Learning Aim Database • at least one operation. <p>Note: These options are mandatory and must be selected before attempting to run the command line option.</p>						
3	Select any of the optional extras: <ul style="list-style-type: none"> • type of validation • export options • report options. <p>Note: Any files in the 'Files selected to import' area will be overwritten by the files referred to in the command line.</p>						
4	Click the Save Defaults button.						
	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>The saved defaults are not set on the Batch Import screen</td> <td>The batch operation will not run and the audit log file will be populated with the error 'Default Settings not set – LIS Batch Operation cancelled'.</td> </tr> <tr> <td>The saved defaults are set on the Batch Import screen</td> <td>The batch operation will run successfully.</td> </tr> </tbody> </table>	IF...	THEN...	The saved defaults are not set on the Batch Import screen	The batch operation will not run and the audit log file will be populated with the error 'Default Settings not set – LIS Batch Operation cancelled'.	The saved defaults are set on the Batch Import screen	The batch operation will run successfully.
IF...	THEN...						
The saved defaults are not set on the Batch Import screen	The batch operation will not run and the audit log file will be populated with the error 'Default Settings not set – LIS Batch Operation cancelled'.						
The saved defaults are set on the Batch Import screen	The batch operation will run successfully.						

Continued on next page

Command Line Option, Continued

Step	Action
5	Exit the application. To ensure integrity of the database, LIS must be closed before the command line function executes. If LIS is running on your machine, the error 'LIS already in use – LIS Batch Operation cancelled' is written to the audit log.

Viewing Error Messages

When running LIS using the command line option, all error messages are suppressed. Suppressed error messages are written to the LIS audit log file. An entry is created for each operation in the audit log.

Setting up a Scheduled Task

To set up a task using the Task Scheduler follow the steps below:

Step	Action
1	Run the Task Scheduler application from within the Control Panel.
2	Select Add Scheduled Task and follow the on-screen instructions.
3	You will need to tell the scheduler where the LIS has been installed; when and how often to run the LIS; and you may need to add your machine login details so the task runs as if it were started by you.

Cancelling a Scheduled Task

To cancel a task that is set to run at a specific time and date, follow the steps below:

Step	Action
1	Run the Task Scheduler application from within the Control Panel.
2	Either untick the 'enabled' checkbox and click on 'Apply', or select the scheduled task and chose 'Delete'.

Command Line Syntax

The command line function requires three parameters:

- the filename to import
- the file path of the import
- the file path of the exported LIS_exp.mdb database.

The way these pieces of information are coded is as follows:
-i <import directory> -f <filename to import> and -e <export directory>

A complete piece of command line syntax would be as follows:
C:\LIS\Release15\LIS.exe -e D:\MyExportFolder -i D:\MyImportFolder -f a99999500260050600201.W01

Which breaks down as:

- 'C:\LIS\Release15\LIS.exe' triggers the LIS from its .exe file in the C drive and folders as specified
- '-i D:\MyImportFolder' tells the LIS to look in the MyImportFolder in the D drive for the file defined by -f
- '-f a99999500260050600201.W01' tells the LIS the name of the file to import
- '-e D:\MyExportFolder' tells the LIS to export the LIS_exp.mdb to the folder in the D drive named 'MyExportFolder'

In addition to the above guidance:

- If the import file path is defined by -f, for example: -f D:\MyImportFolder\a99999500260050600201.W01, then the parameter set by -i will not be used and is therefore not necessary.
- If no file path is stated, for -i the last known import file path will be used and for -e the default LIS\Exports folder will be used.

Continued on next page

Command Line Option, Continued

Running an MS-DOS Prompt

To set up and run an MS-DOS prompt:

Step	Action
1	Click Start from the task bar at the bottom of your screen.
2	Select All Programs > Accessories > Command Prompt . The Command Prompt box displays. The prompt flashes.
3	Type in the command line syntax.
4	Press Enter to run the LIS operation.
5	To stop the operation, press Cancel from the LIS Batch Import screen.

Creating an MS-DOS Command Line File

To create an MS-DOS command line in Notepad:

Step	Action
1	Open a new Notepad document.
2	Type in the command line syntax.
3	Save as a .bat document.
4	To run the MS-DOS code within the document, double-click the document icon.
5	To edit the document, right click on the icon and select Edit.
