oneeducation

One Common Transfer File Handbook

last updated for the Spring 2019 (3.68) release

Handbook

CAPITA

Revision History

Version	Published on
Spring 2019 (3.68) - 1.0	15/03/2019

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Please ensure that you include the document name, version and aspect of documentation on which you are commenting.

Contents

01 | Document Change Control

Date	Release	Description
Apr 2019	3.68	Where Student or Carer Home Phone Number is included in the import file, this will be imported against the 'Home Tel' field on the person/student record in the contact details panel.

02 | **Common Transfer File**

Overview

The Common Transfer File module provides different focuses to allow the user to process the data received from schools in XML format. These are: **Student Focus, Bases Focus, Data Store, Upload, Import** and **Export.**

Note: The **One** CTF functionality is ONLY used to transfer student information between Schools and Local Authorities and Local Authority to Local Authority.

03 | **Student Focus**

CTF Student Focus

When Student details are imported via CTF, new Student records may be created. The purpose of this focus is to locate the Student which you wish to view in the **One** database, allowing you to verify their imported details.

Select the **Student** Focus, either from the **Focus Menu** or by clicking the **Student** Focus button.
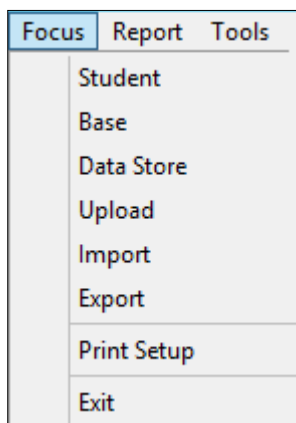
This displays the **Select a Student** Search dialog which allows you to enter criteria on which to base your search for the required student.
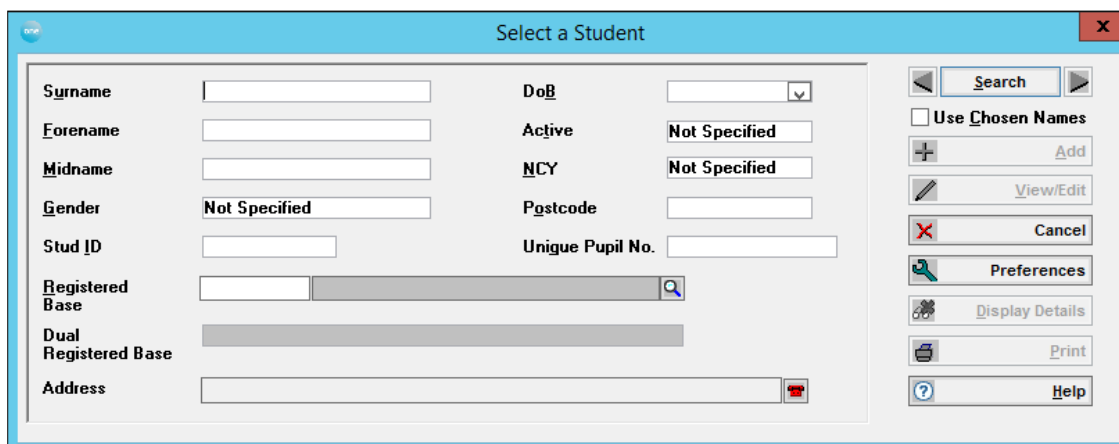
The student's name and date of birth will be displayed on the Focus Bar. **Previous** and **Next** buttons will be displayed against the name box on the Focus Bar allowing you to scroll through names retrieved during the current search. If a search was carried out and a new record added, the new record will be inserted at the top of the current search list for scrolling purposes, regardless of its alphabetic order.

The Student Focus provides access to details of the selected student. The **Student** tab page has three sub tabs providing student personal details. The remaining sub-tabs show relevant summary information from other modules, dependent upon your current **One** licences.
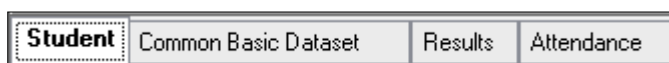
Student Tab

The **Student** tabs provide detailed information concerning a selected student and can be accessed from other modules on your system.

04 | Bases Focus

## CTF Bases Focus

When Base details are imported via CTF, new Base records may be created. The purpose of this focus is to locate the Base which you wish to view in the **One** database, allowing you to verify imported Base details.

Selecting this focus opens the **Select a Base** Browse. The browse will display all Bases but can be filtered by **LEA Bases** or **Base Type**.

Bases Browse

This browse allows you to select the Base which you wish to view. The browse will by default show **All Bases** but may be filtered by **LEA Bases** or **Base Type**. Click the appropriate radio button to effect an alternative filter, select the required Type for the **Base Type** option. The browse display may be ordered by **Base Name** (default) or **School Number.**

The **Looking for** facility allows you to quickly locate a name by typing the first character(s) of the name required. If there are multiple records matching the selected name clicking the **Jump Arrow** will move the cursor to a second box to narrow the search to a particular Base.

The **Active** box will, by default, be checked. With the Active flag checked the Bases Browse will show active Bases only. If the Active box on the Bases Browse is unchecked both Active and Inactive Bases will be shown.

Once the required base name is highlighted, click the **View/Edit button** at the bottom of the screen or double click on the highlighted name, both functions will access the **Base Details** of the highlighted base.
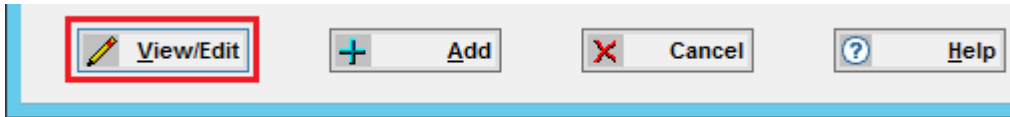
The **Add** button is only enabled when the selection is **All Bases**.
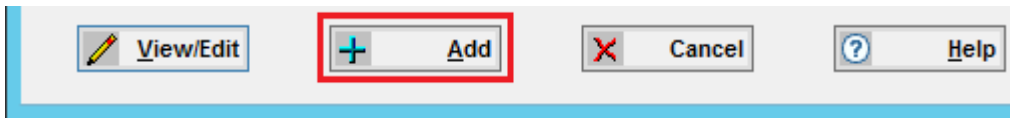
Clicking the **Add** button will display a blank **Base Details** tab page to create a new base record but a message will be displayed, "Do you wish to add a Base from the National Database?".
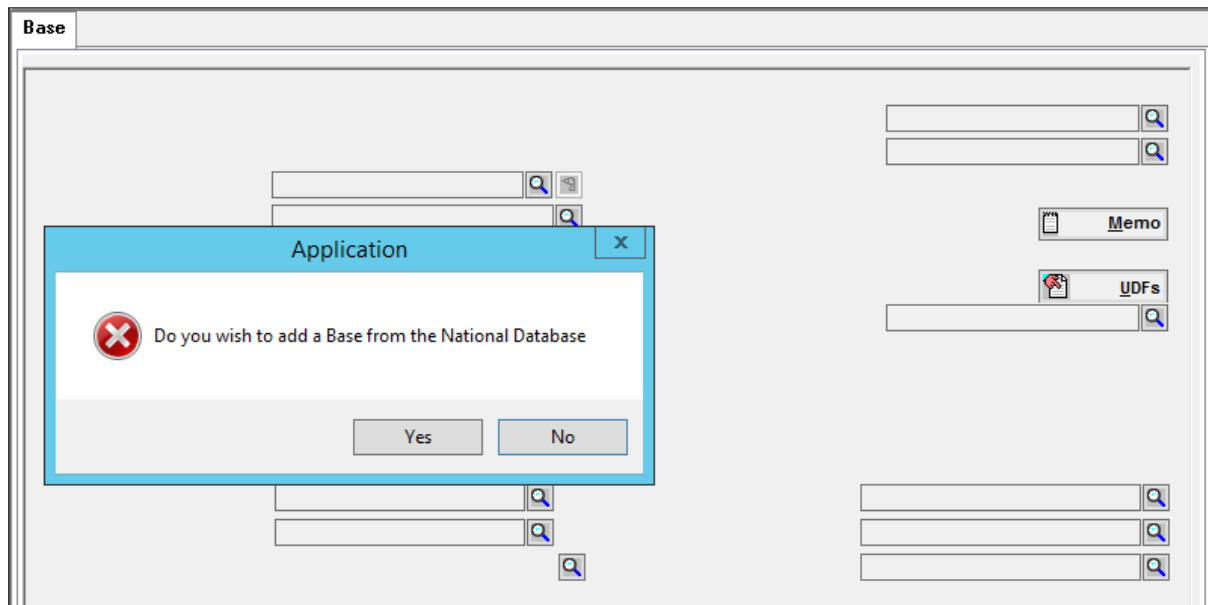
The default response will be **No**, if you respond **Yes** the **Select School Name from National Database Search** dialog will be displayed.
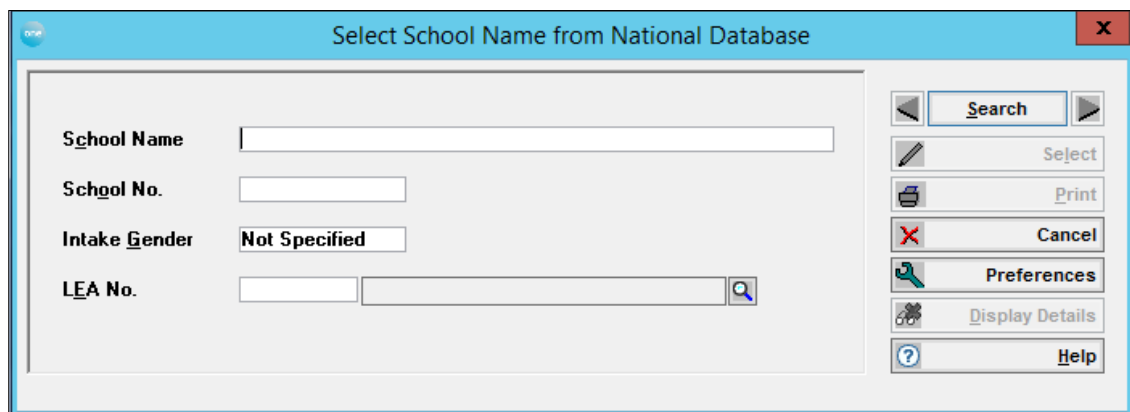
Base Tab

This opens with the **Base Details** sub tab page, which is divided into two areas of information; Statutory and Miscellaneous. It also has three sub-tabs; **Base Details, Sites** and **Base Contacts**. If a current licence is held for the **One** Transport module, a fourth sub-tab is available showing **Base Opening Times**.

05 | Data Store Focus

Data Store

The data store is where the XML files are collected from an In-Box and transferred to the server, using the **FTP Import** or other method of transfer.

The **FTP Import** process puts the student data from the XML file into the CTF_XML_STUDENT - a background process then matches the data with the **One** student data.

Import - Data Store

The Import tab is the first tab page of the CTF Data Store process. To locate the XML files for import click the **Add** button. This will open a file selector to locate and choose the required XML import files. When selected these will be displayed in the main Import Files box.
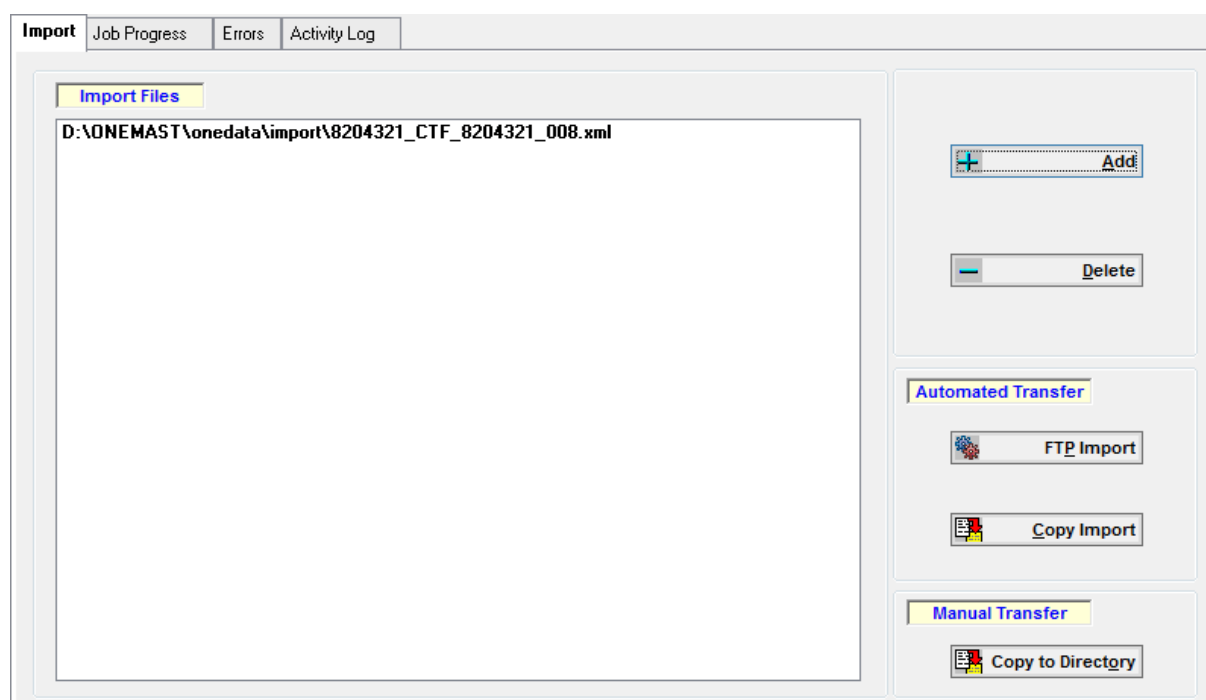
> **NOTE**: *Please ensure that **Directory** and **File** names used for CTF data import **do not** have spaces. The FTP process will not recognise a file path which includes spaces, eg "Import Directory" you may use the underscore to separate words, eg "Import_Directory". A message will be displayed if a space is detected*

One has provided several methods of importing data for upload. Each method is dependent upon the type of server used and local network setups and is described in detail in the *Import Process Overview* on page *14*. Clicking the appropriate button will start the import process. When using the **FTP Import** process a DOS screen will be displayed following which a message will be displayed, "Import process started. Please refer to the Job Progress tab page". Once the import process has started the **Job Progress** tab page allows you to monitor the import progress.

This process makes the XML files available for Uploading which will disaggregate the student data.

Import Process Overview

The user may import any number of files but the procedure for each one will be:

At the Client:

- Open the XML File
- Check the File Format
- Pass the file to the Server for processing

At the Server:

The Server routine validates imported data against **One** data.

- Checks the Bases in the CTF XML file for their existence in the **One** BASES table – if one doesn't exist a new record will be created in the **One** BASES table
- Load the data into CTF_XML_STUDENT table
- Write to CTF_Log table

Lifecycle of an Import

Each file is given a unique number added to the beginning of the filename and transferred to the database server using FTP. This process is setup in **Tools | System Administration – FTP/Copy Setup**. Please ask your System Administrator to do this.

At the same time the system starts an Oracle Job, referred to as *EMS* job, which will process each file in turn.

Once all the files have been transferred, the user's computer takes no further part in the process and may be closed down. Any computer may monitor the progress of the imports at any time although a user may view only their own imports; a system administrator may view all imports.

The *EMS* Job can be monitored from the **Job Progress** tab page and will show one of the following Statuses:

- **Waiting for File**. The required file has not arrived in the directory defined in **FTP/Copy Setup**. If the FTP process should fail for any reason the job will wait for this file forever unless someone either copies the required file (with the correct filename) to the directory or Stops the *EMS* Job.

- **Waiting**. The file has been found and is waiting to be imported. The *EMS* Job processes one file at a time so another file will probably be running.

- **Job Initiated**. This message will be displayed from the time the existence of a job is recognised to the time the system 'picks up' the job.

- **Running**. This file is being processed. It will give an estimate on the time remaining based upon how long it took to process the completed records.

- **Finished**. Once the file has completed the record will be removed from the list and a new import started. If there are no more files to be imported the *EMS* Job will close itself down.

- **Error**. For some reason the process could not start.
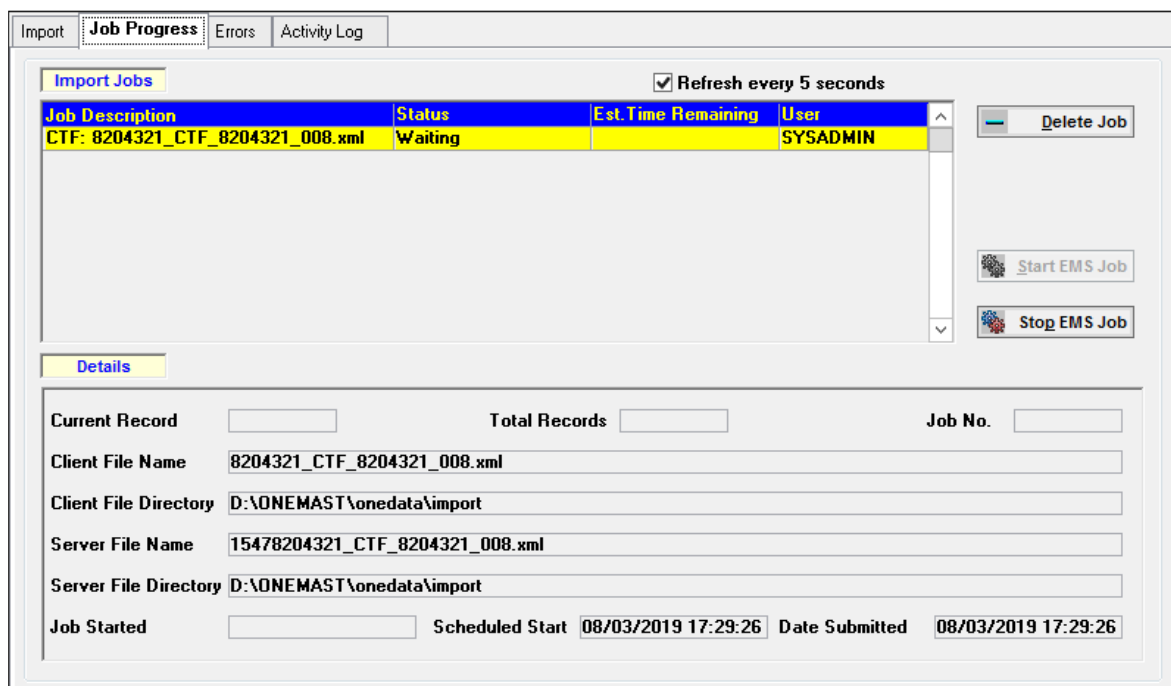
Job Progress - Data Store

The **Job Progress** tab allows you to monitor the status of import jobs. Any computer may monitor the progress of the imports at any time although a user may view only their own imports. (A System Manager may view all imports.)

> **Note**: With the **Refresh every 5 seconds** box checked, the **Import Jobs** browse will constantly update the progress of all files being imported and monitor the detection of new jobs.

Details of Import Jobs are displayed at the foot of the browse and show:

Details	Description
Current Record	This will display the number of the record currently being imported.
Total Records	The number of records included in the Import Job.
Job No	The ID of the highlighted Import Job.
Client File Name	The actual name of the import file.
Client File Directory	The location of the import file on PC.
Server File Name	The file name with prefix assigned to the import file.
Server File Directory	The FTP directory.
Job Started	Date and Time when Import Job actually starts.
Scheduled Start	The FTP Start Date and Time.
Date Submitted	Will usually be the same as the Schedule Start.

Job Progress Status

The Job Progress will have one of the following states:

- **Waiting for File**. The required file has not arrived in the directory defined in **FTP/Copy Setup**. If the FTP process should fail for any reason the job will wait for this file forever unless someone either copies the required file (with the correct filename) to the directory or Stops the *EMS* Job.

- **Waiting**. The file has been found and is waiting to be imported. The *EMS* Job processes one file at a time so another file will probably be running.

- **Job Initiated**. This message will be displayed from the time the existence of a job is recognised to the time the system 'picks up' the job.

- **Running**. This file is being processed. It will give an estimate on the time remaining based upon how long it took to process the completed records.

- **Finished**. Once the file has been completed, the record will be removed from the list and a new import started. If there are no more files to be imported the *EMS* Job will close itself down.

- **Error**. For some reason the process could not start. Please consult the **Import Errors** tab to view the message.

Errors - Data Store

The **Data Store Error Log** will list files, in browse format, which failed the import process for one of several reasons.
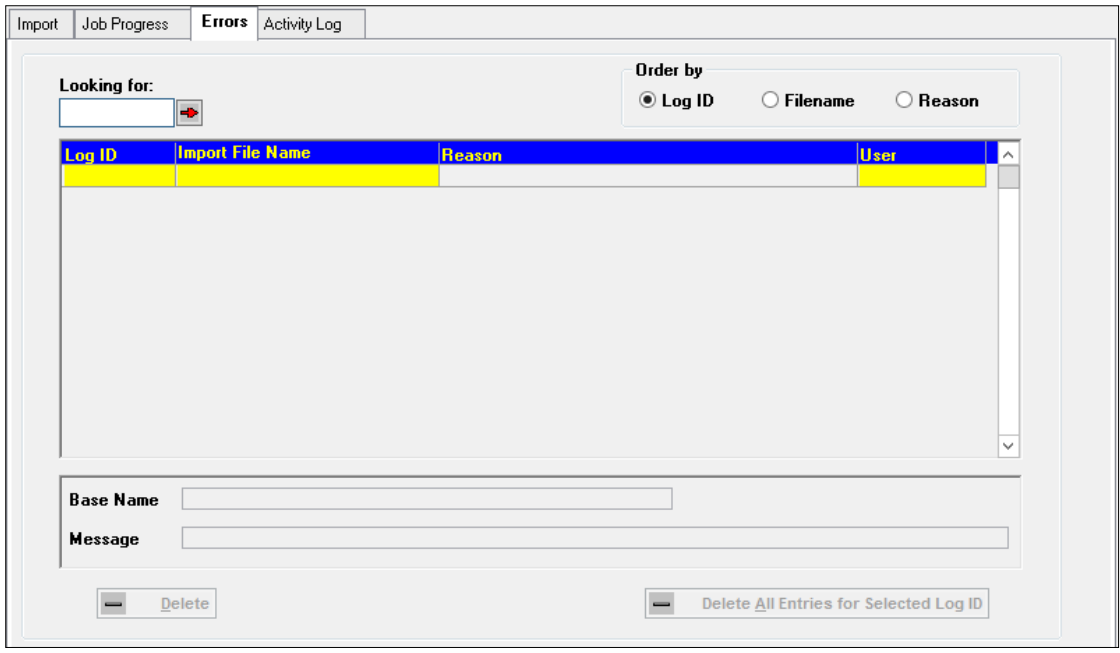
By default the browse will be ordered by **Filename**. You may change the order by clicking the appropriate **Display option** radio button, which may be by **Reason** or **Log ID**. The browse will always display the **User ID** for each import file listed.

As each file is selected the **Base Name** field will show the school to which the data is for, and a **Message** field which will display appropriate Oracle information.

The **Delete** and **Delete All Entries for Selected File** buttons are enabled if the Error Log has any files listed. The **Delete** button will delete a single Error, the **Delete All for Selected File** button will delete all Errors for the same **Import File Name**.

Error Messages

Reason
Special Chars Error
Cannot insert into CTF Log
Cannot insert into User_Session
Error: Invalid Path
Error: File Not Found
Error: Unknown Error
Error Processing line: <XML Line>
Error while reading XML Line
Error in writing CLOB
Select failed on *EMS*_Jobs
Select failed on Bases for source base
Select failed on Bases for destination base
Insert failed on ctf_xml_student
Update failed on ctf_xml_student
Update failed on *EMS*_Jobs
Error : <Oracle Error messgae>
No Record in *EMS*_Jobs for *EMS*_Jobs_ID <*EMS* JobID>
Error executing pupil match process

Activity Log - Data Store

The **Activity Log** keeps a record of all CTF data imported into the Data Store. These records are stored in the CTF_LOG table.

The records are displayed by default in **Creation Date** order with full **Looking for** search facility. Each data import recorded saves the following details: **Base Name**, **LEA No.**, **School No.**, **Import File Name** and **Records** (number of students) imported.

The selection of records imported displayed in the **Activity Log** may be filtered. The **Files created after** date filter will show files which have been created (CTF XML tag <DocumentCreationDateTime> (Version 2) or <DateTime> (Version 3), stored in CTF_XML_STUDENT.CREATION_DATE) after this date. After the first use, the date entered in this field will be stored in the EMS.ini file as:

```
[CTF]
```

```
DefaultDate=21/10/2002
```

This date will then be the default entry for all date entry fields until a new date is entered.

The browse may also be filtered by selecting **Base Type** and/or **Education Office**, **All Bases** (default) or **Bases with no Return**. The browse will only show files with data according to the criteria selected. All display options may be ordered by **Import Date**, **Base Name** or **File Name**. The **Selection** and **Order by** options are selected by clicking the appropriate radio button.

To populate the CTF_LOG with **One** Bases with PROC_TYPE='DSTORE' go to **Tools | Module Administration | Admin** tab and run the **Populate Bases** process.
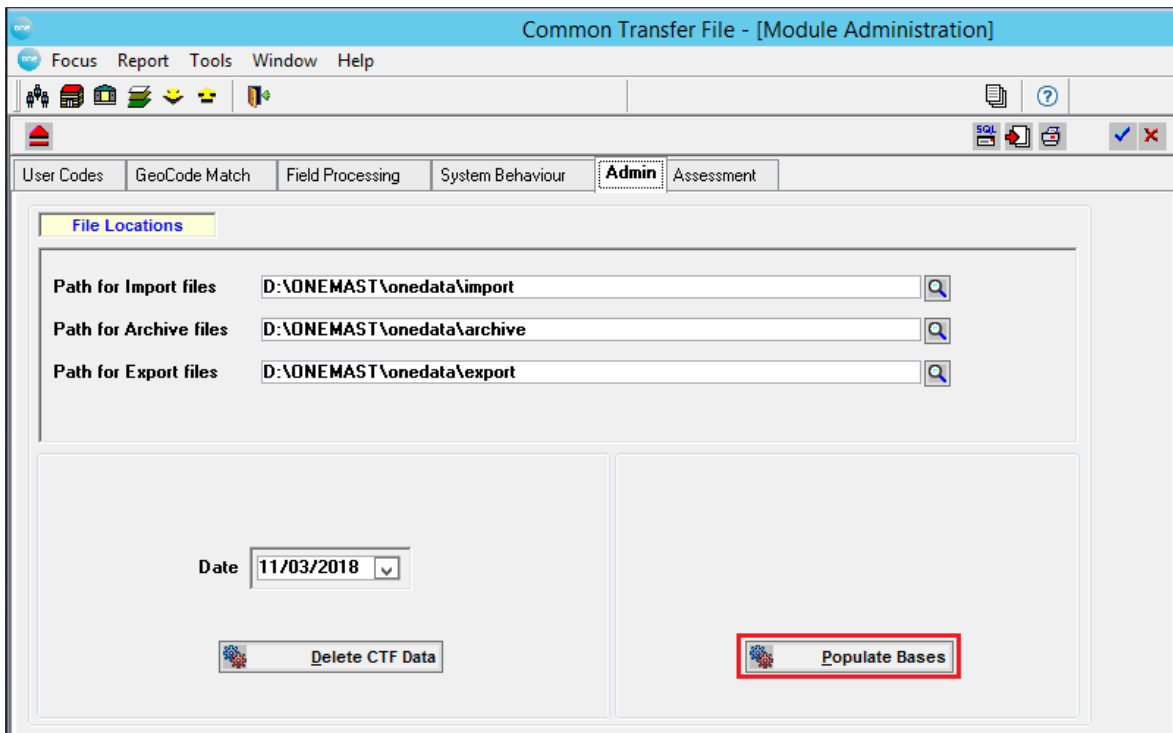
This process has been linked to the new **In DfES Return** flag on the **Base | Basic Details** tab (BASES.IN_RETURN). This field will be checked for all the Local Authority's Bases on upgrade. To exclude a Base from the list on the **Activity Log**, the **In DfES Return** should be unchecked before the **Populate Bases** process is run.
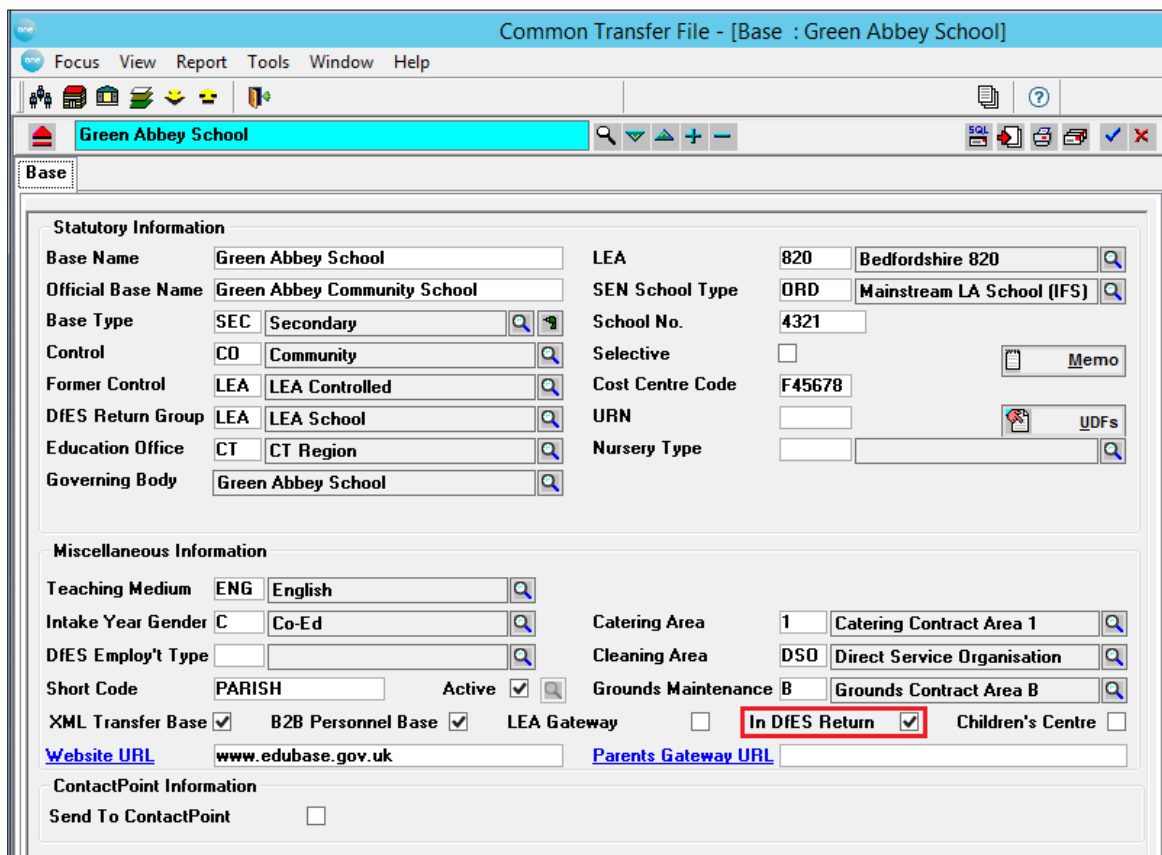
Clicking the **Print** button will print the contents of the Log window. Clicking the **Delete** button will delete the selected item in the browse, after confirmation.

06 | CTF Upload Focus

CTF Upload Focus

This focus is where the CTF data, held in XML format within the Data Store, is uploaded and disaggregated into the CTF_XML relational tables. This enables analysis and comparison of the incoming data with that held within **One**, before the data is imported into the core **One** tables.

This process is separate from the Import into Data Store routine to allow greater flexibility and control over the amount of time spent importing data. If the XML files are to be passed on to selected destination schools this process is not required.

The majority of the **Upload** process takes place on the server.

CTF Upload

The Upload tab is split between Bases available for Upload and Bases selected for Upload. This allows greater flexibility, as data from the Data Store in XML format can be selected for upload according to the **Base Type** of **Source** (Feeder) **Base** or the **Destination** (Receiver) **Base**.

Selecting a **Base Type** from the lookup (opened by clicking the magnifying glass) will display all **Source** or **Destination** Bases, depending upon the selection, of that type. This list will be generated from the XML files awaiting upload in the CTF_XML_STUDENT table.
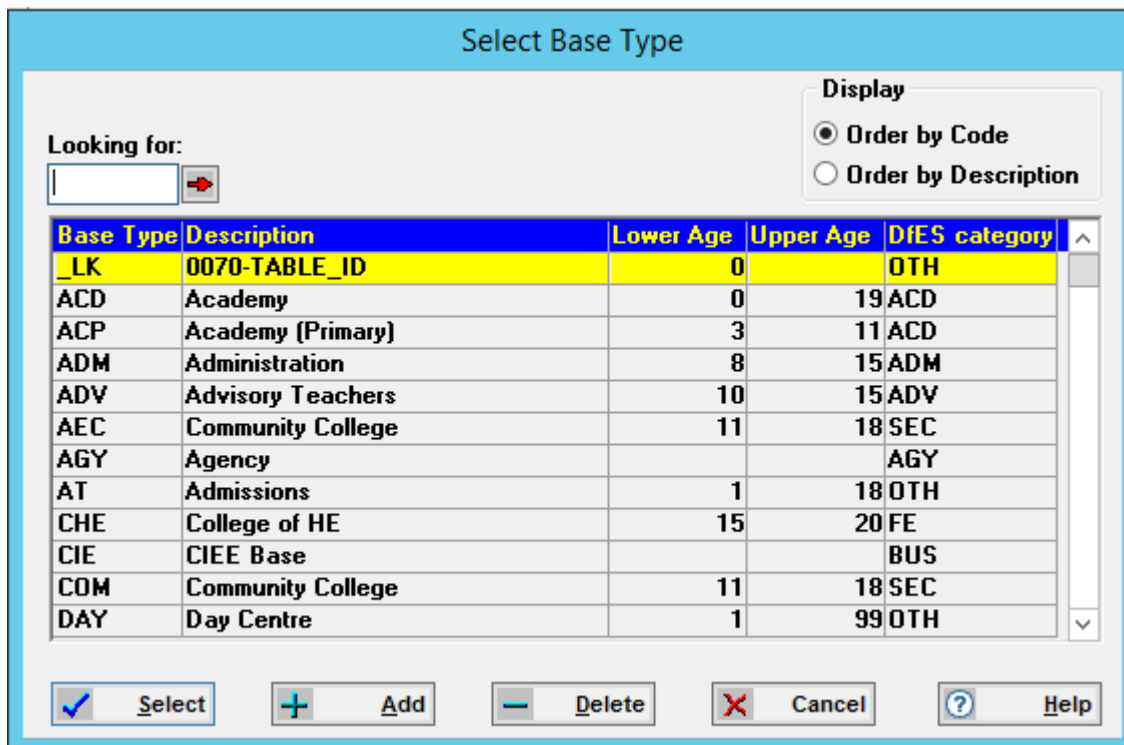
The XML data for upload can also be selected according to its creation date within the school (XML_CTF_STUDENT.CREATION_DATE). Selections available are **All Students** (default) and data **Created between** two dates. The **Created between** date entered in this field will be the default CTF date, stored in the EMS.ini file as:

[CTF]

DefaultDate=21/10/2002
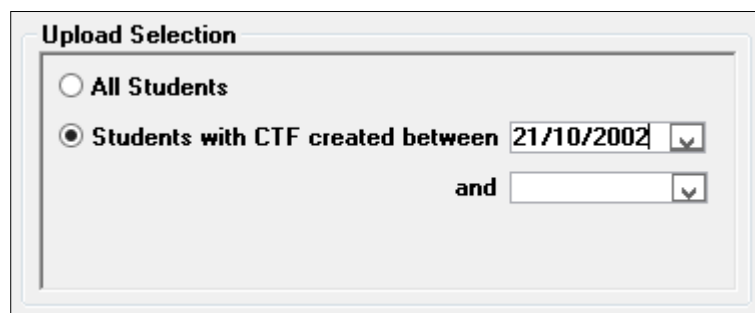
This date may be overwritten. The **And** date is optional but must be on or after the Created between date. If it is blank then there is no upper limit to the date range.

To list all schools available for upload the **List Bases** button should be clicked. This process enables the preferred radio buttons to be selected more quickly.

If **All students** has been selected the left hand browse will show all schools of the selected base type that have student data present in the CTF_XML_STUDENT table. If **Created Between** two dates is selected the left hand browse will show all schools of the selected base type that have student data present in the CTF_XML_STUDENT table with the school creation date (CTF_XML_STUDENT.CREATION_DATE) within the selected date range.

The **Upload** button will only become available after one or more schools has been moved to the right hand browse.

Any data item with a label which is not recognised will be ignored.

CTF Upload Log

The CTF Log is a read-only browse of all Bases, both Source and Destination, uploaded with student data. The browse will, by default, be in **Upload Date order** but may be ordered by **Base** by clicking the relevant radio button.

The default display of the browse shows the **Upload Date**, **Source/Destination** Base indicator, **Base Name**, **LEA No**, **School No** and **Records**. The Records column will display the number of student records for each row.

If the order is changed to **Base** the first column in the browse will be **Base Name**.

The **Looking for** facility will change according to the order selection. A date field will require a date in the format of DD/MM/YYYY. If the order of the browse is by **Base Name**, the **Looking for** box will allow you to enter the name of the required Base.

The **Delete** button is enabled when Upload records are listed in the Upload Log. This allows you to delete any data before importing to the **One** database.

If any errors occurred in a file during the upload process the **View Errors** buttons will be enabled when that file is highlighted in the **Upload Log**. Clicking this button will open the **Error Messages** dialog, showing details of the errors which occurred in the highlighted record.
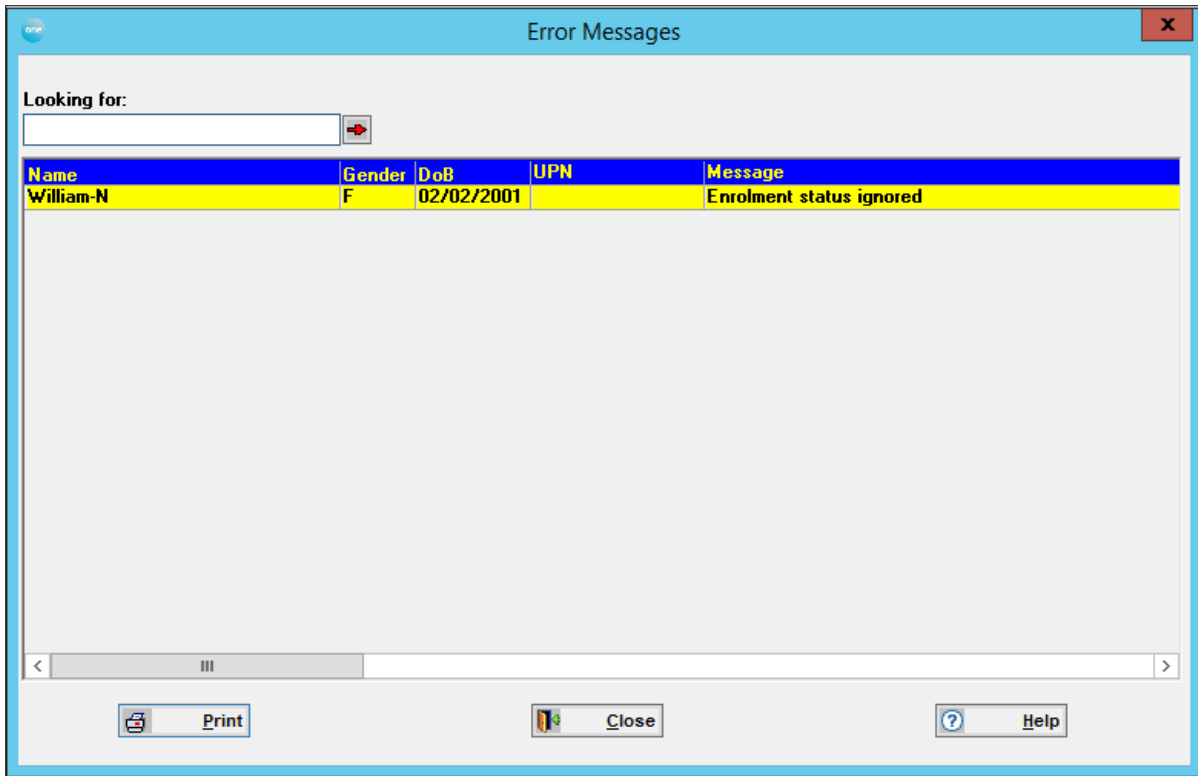
CTF Error Messages

This dialog can be opened, by clicking the **View Errors** button, from the CTF **Upload Log**, **Import Log** or **Export Log**.

It displays a window listing details of all process errors related to specific data within the logged event. The items listed will vary according to the focus log.

Example Messages
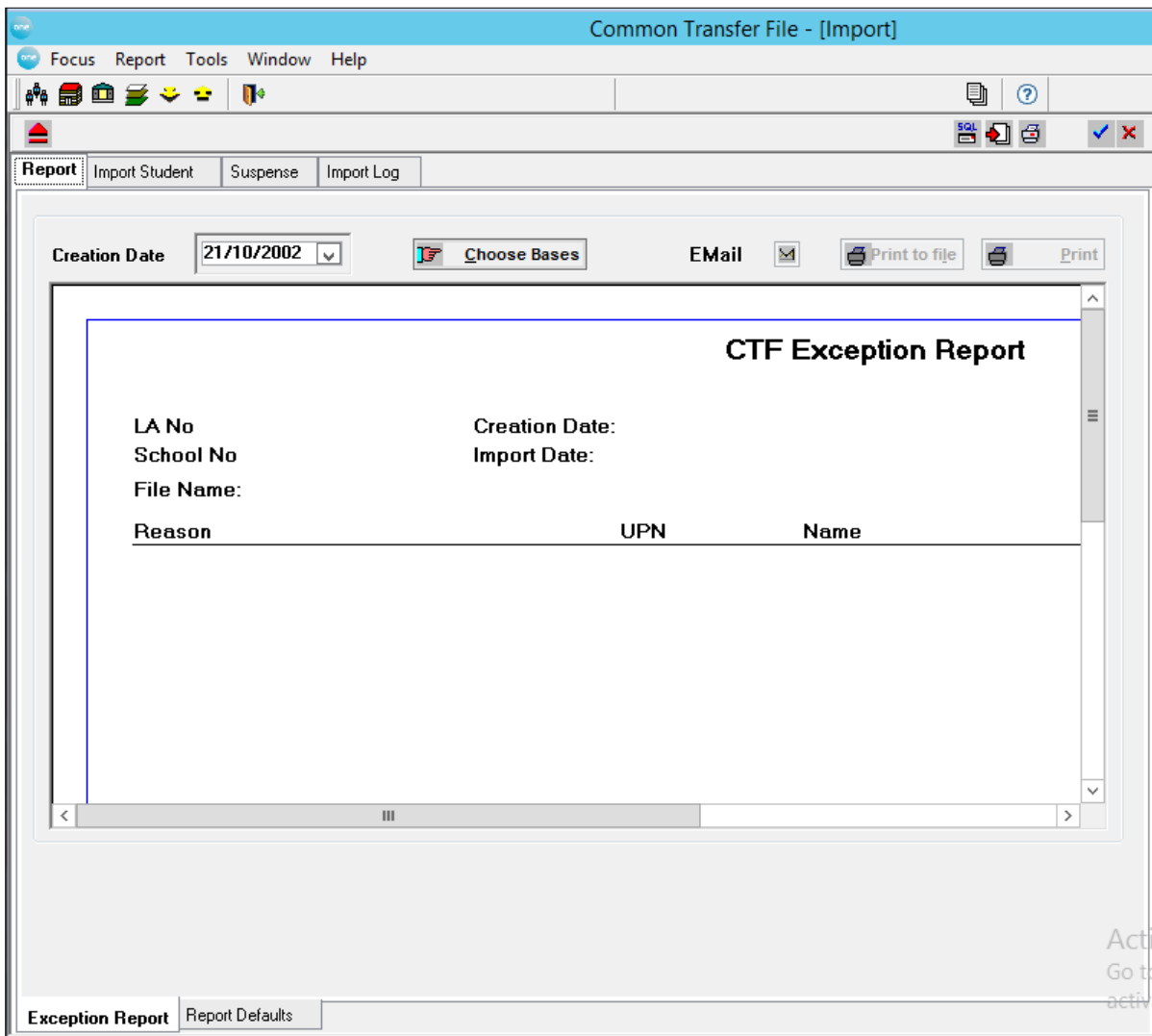
Message
Error reading student CLOB data
Error inserting data to <table name> table
<data> has been truncated

07 | CTF Import Focus

CTF Import

The CTF data Import focus provides the facility to import Student data between Schools and their Local Authority or Local Authority to Local Authority.

This process uses an Aspect Translation Table to enable Local Authorities to be able to export and import Student results for Assessment Aspects for 2005 and earlier. The 2005 Aspects include PScale Aspects.

The Import focus has four top tabs: **Report, Import Student, Suspense** and **Import Log**. The focus opens with the **Exception Report** page.

Report Tab (CTF)

The Report tab has two sub-tabs: **Exception Report** and **Report Defaults**.

Exception Report Sub-tab (CTF)

A CTF Exception Report is generated for each **Source** (feeder) school for which data conflicts are detected during the import process. Data is disaggregated during the **Upload** process into the CTF_XML tables.

Each report displays a list of items showing the **Reason for Conflict**, **UPN**, **Name** (Last Name and First Name), **Date of Birth**, **Gender**, **LEA** and **Import Values** if appropriate. The **LEA** and **Import Values** are related to the type of conflict, eg FSM Conflict 'Y(es)' or 'N(o)'.

When this page is first opened the **Upload Date** field will default to the date stored in the EMS.ini file.

Enter/select the required **Upload Date** and click the **Choose Bases** button which will open a chooser to select the schools for which you wish to view Exception report data, these may be specific schools or all schools which have conflict items against them. When the School selection is **Saved** the chooser will close and the report will be generated.

The Report will list all Bases for which data conflicts were detected during the import process, showing details of each item of conflict.

The reports for the selected schools are displayed in Base ID order. The report window is scrollable. Once a report has been generated the **Email** and **Print** buttons are enabled.

Report Defaults Sub-tab (CTF)

Items of conflict may be filtered out if required, before choosing the Source (Feeder) Bases. Conflict item 'Student at no Base' will always be included and cannot be filtered out.

All filters will default to being checked. Uncheck the items to be filtered out. The items of conflict which may be filtered are:

- Unknown Students
- Wrong Base
- FSM Conflicts
- SEN Conflicts
- NCY Conflicts
- School History
- Ethnicity
- First Language
- Looked After
- Assessment Results
- Inactive Students
- Country of Birth

Once filters have been selected the **EMS.ini** file will retain the default selection until changed.

Select Source Base with CTF Return Conflicts

This chooser is opened by clicking the **Choose Bases** button on the **Exception Report** tab.

All Bases included in the import files, with data conflicts, will be listed in the left pane of the window. Use the selector buttons between the two panes; this will move the required Base(s) to the right hand pane of the window.

The Exception Report will only include data conflicts (as set in Report Defaults) for this selection.

Import Student (CTF)

The **Import Student** tab page allows you to deal with individual student data before it is imported to the **One** database.

Student Results data are also included in CTF files. For this purpose a Translation Table for the current year is provided by **One** which maps incoming Aspects and Results to **One** equivalents. This table must be imported along with Aspects for the current year. For 2005 onwards PScale Aspects are included by the DfES, to monitor students working below Key Stage level.

Note: Aspects contained in AMPARK files should be imported into PULSE before the Translation Table is imported.

The browse will be empty until a **School** has been selected. Clicking the magnifying glass will open the **Select a Base** lookup which will provide a list of schools included in the XML Import files, which have student data to import. The **Include unmatched students** box will be checked by default. This filter is provided to allow users to see clearly only the records which are already matched.

NOTE: *Unchecking this box will filter out the students which do not have a match in the* **One** *database.*

Once the School has been selected, the browse will be populated with student records and all process buttons on the tab will be enabled. The **Total** field will display the number of records in the browse and the **Match Details** box will display read-only details of the first student in the browse. This box will show **Match Details** for any highlighted record, eg Match on UPN, Name or No, Match StudID, UPN or Name.

The **Match Student** box will display the Student Name, Gender, Date of Birth and Student ID of the corresponding **One** student to whom the incoming student was matched.

The function buttons available are divided into two groups:

- Matching Process buttons: **New Student, All New, Match Student** and **Unmatch**
- Import Process buttons: **Import Student, Import All, Discard Student** and **Discard All**.

Clicking the **View** button will open the **Import Student Details** dialog which shows the School data of the incoming student and the **One** data of the student to which the match is made.

Locale - SEN Needs

The two separate lookups for England and Wales are merged to create a common SEN Needs lookup (*Lookup ID 0123*).

The lookup is populated with Locale specific SEN Needs, identified during the installation of an earlier version of **One**.

Translation Table

Each year the DCSF/NAW release a file which contains the decomposition of the Aspects into Subject, Method, Component, ResultStatus and ResultQualifier

In One

Each year **One** produces a Translation table which maps School Aspects and Assessment Types to existing **One** equivalents using unique Aspect External IDs. This Translation Table is imported into the CTF module from the **Tools | Module Administration | Assessment** tab. This file MUST be imported for the data to be imported and exported correctly.

Note:: Aspects contained in AMPARK files should be imported into PULSE before the Translation Table is imported.

If the above mapping does not exist in the Translation table for an Aspect then the container for this Result/Aspect will not exported

PScale Aspect Result Transfer

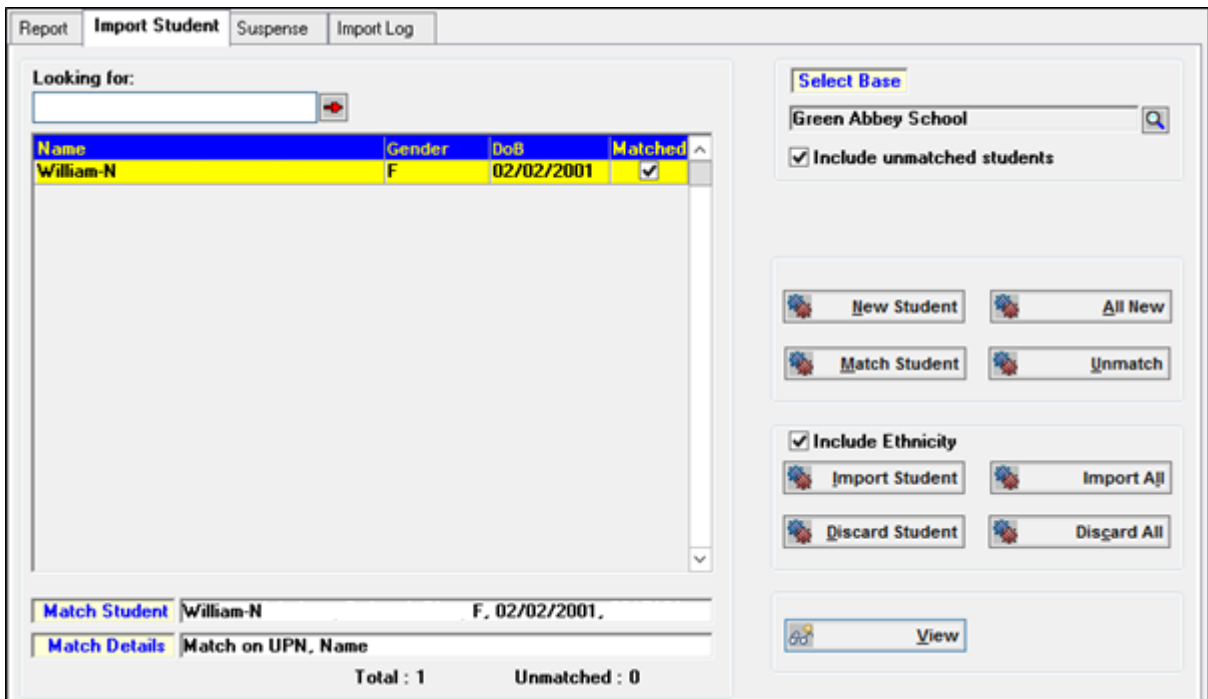From Assessment year 2005, there is a range of Aspects provided for students whose Assessment results are below Key Stage level. These are called PScale Aspects. They are not to be confused with the previous PScale Aspects that existed up until 2004, as any PScale results prior to 2005 are NOT included in CTF export files. PScale Aspect results use the same tags as other Key Stage result.

Note: The Assessment Year starts on the 1st January

Business Rules for Import and Export of Pscales

- PScales are for English Aspects only.
- PScales results are from Assessment Year 2005 onwards. PScales results prior to 2005 will not be included.
- PScales results can only be Exported in CTF Version 3 files.
- PScales results may be Imported in CTF Version 2 and Version 3 files.
- Student can have both PScale and ordinary Key Stage results.
- Students can have PScale results at any time within the NCY range 2 - 13.
- PScales are similar to unvalidated Teacher Assessments, ie students can have multiple results for any PScale Aspect although only the most recent result for each PScale will be exported.
- PScales can have results up to 4 characters long.
- Lookup Tables 0543 (Assessment Component) and 0544 (Assessment Result Type) each contain an additional item for PScales.
- **Assessment Component**: Internal Code USE - Using and Applying
- **Assessment Result Type**: Internal Code NP - SEN Assessment
- Level (PScale) External Codes are not applicable.

Matching Processes

New and All New Student buttons

Clicking the **New** button will add the currently selected unmatched record to the **One** database and import the data. If the student is already matched a message will be displayed warning you that it is already matched.

If you continue the process a new record will be added to the database with a new Student ID and the Name_Hist table will be updated.

All **Free School Meal** data will update the CPD_FSM_HIST table. If the incoming record is the most recent record the STUDENT.FSMEAL and STUDENT.FSM_END will be updated.

SEN Stage data will not be imported for students with active Assessment Records or if the student's SEN Stage is Q, S or E and the student's Local Authority is the home Local Authority.

In Public Care data will not be imported.

The browse will be refreshed with the selected student removed.

Clicking the **All New** button will run the above process for all unmatched students.

Match and Unmatch Student

Clicking the **Match Student** button will establish a link between the incoming CTF data and the **One** Student ID. The **Matched** box for that record will be checked.

If the selected student is already matched a message will be displayed, "Selected student is already matched. OK". If the selected student is not already matched a **Student Search** dialog will be opened. This dialog provides fields in which to enter search data. If a student is selected a match will be made and the **Matched** box will be checked.

Clicking the **Refresh** button on the Focus Bar will update the **Match Details**.
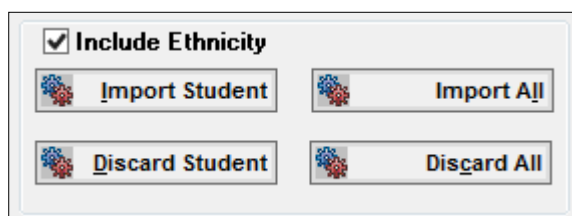
Clicking the **Unmatch** button will remove the link between the CTF data and the mapped **One** record. The **Matched** box for that record will be unchecked.

If the selected student is not matched and the **Unmatch** button is clicked a message will be displayed, "Selected student is not matched. OK".

Import Processes

Import and Import All buttons

Before starting an import process you must decide whether the incoming Ethnicity value should be included. **Include Ethnicity** will be the default setting. Unchecking this box will instruct the import process to ignore the School Ethnicity value, ie the **One** value will be retained.

When the **Import** button is clicked a message will be displayed, "Are you sure you wish to import student <*Student Name*>?" with **Yes/No/Cancel** options.

Selecting **Yes** will import the matched student data. This will update the CTF_PUPIL Table and remove the student from the **Import Student** browse.

Clicking the **Import All** button will invoke a message, "Are you sure you wish to import ALL MATCHED students? with **Yes/No/Cancel** options.

Note: Unmatched student data will not be imported.

The Server process will count the number of matched records to be imported and each matched student will be processed in turn and imported appropriately.

All **Free School Meal** data will update the CPD_FSM_HIST table. If the incoming record is the most recent record the STUDENT.FSMEAL and STUDENT.FSM_END will be updated

SEN Stage data will not be imported for students with active Assessment Records or if the student's SEN Stage is Q, S or E and the student's Local Authority is the home Local Authority.

In Public Care data will not be imported.

When the import process is complete, the CTF_XML tables will be updated and the students will be removed from the **Import Student** browse.

Discard Student and Discard All buttons

When the **Discard Student** button is clicked a confirmation message will be displayed. Selecting **Yes** will update the CTF_PUPIL table and remove the student from the **Import Student** browse.

Clicking the **Discard All** button will invoke a message, "Are you sure you wish to discard ALL students? with **Yes/No/Cancel** options.

If you select **Yes** all students for that Survey Date, whether matched or unmatched, will be discarded and the students will be removed from the **Import Student** browse.

> *Note: Clicking the **Discard All** button will only delete students currently shown in the **Import Student** browse. Students for the selected Survey Date which were selected and imported prior to clicking this button will not be affected.*

Following the **Discard** routine the data for discarded students will no longer be retrievable.

Select a Base (CTF Import)

This lookup displays a list of schools included in the XML Import files, which have student data to import.

Highlight a School name and click **Select**.

When the School is selected the Import page will display all student records for that School.

Select a Student Search (CTF)

The Select a Student Search is displayed when the **Match Student** button is clicked on the CTF **Import Student** tab page. The incoming Student Surname will already be inserted.

Details of the Student are displayed at the foot of the dialog, showing the Student Name, Gender, DoB and UPN.

In order to search for a student one of the following fields must contain an entry before clicking the **Search** button: **Surname/Chosen Surname**, **Student ID**, **DoB**, **Registered Base** or **Postcode** (if postcode is the only field entered this must be in full, otherwise left matching is used). If the **Search** button is clicked and all of these items are blank a warning message will be displayed listing the items of which one must contain an entry.

*Note: **Surname** will read Chosen Surname if the Use Chosen Names box is checked*

*Note: Checking the **Use Chosen Names** box will change the **Surname** and **Forename** fields to read Chosen Surname and Chosen Forename. The search will then use Chosen Name data as recorded in Student Details. The **Preferences** dialog allows you to set Chosen Names as default but you may uncheck the box to dynamically change the fields to search on **Surname** and **Forename**. The fields will revert to the default setting when next used*

The **Surname/Chosen Surname** field must contain a minimum of the first two characters of the name. The search engine will not search on **Forename** and **Midname** without an entry in the **Surname/Chosen Surname** field. The name fields will allow a search to continue with partial names.

You may specify **Gender** by clicking in the field and selecting from the drop-down list. By default, this field will indicate **Not Specified**.

The **Registered Base** field will show the Base Name and the Base Short Code (if defined).

A warning message will be displayed if one of the above fields contains an incomplete entry. The message will show the appropriate format for the field.

*Note: If limited information is available the **Extended Search** facility is available from the **Tools Menu**. This will allow you to enter known data in order to find search items to enter on the **Student Search**.*

Search Results

When you have set the criteria click the **Search** button. There are levels set by the System Administrator which determine the number of records which may be retrieved, after which you will be asked to refine your search criteria. By default, if the number of records meeting the search criteria is between 25 – 100 a message will be displayed suggesting you refine your search criteria but it will allow you to continue. If the number of records retrieved is above 100 another message will be displayed requesting you to refine your search – you will NOT be allowed to continue until you have refined the search criteria.

If less than 25 records are retrieved a drop-down list will be displayed showing all student records matching the criteria. The list will show summary details for each student.

Note: The default retrieval numbers may be changed by your System Administrator via the **Search Threshold** in **Preferences**.

The browse will be in **Surname** order showing summary details for each student. The order of the browse may be changed by clicking on the header label, eg clicking **Date of Birth** will display the browse in DoB order. You may rapidly scroll up and down the list but the student's correspondence address and **Registered/Dual Registered Base** details are not displayed until you actually click on the highlighted student row (unless the **Registered Base** was in your search criteria).

Note: The **Number of Rows Returned***, based on the search criteria, will be displayed below the* **Help** *button. This is particularly useful information if you intend to print the search results.*

The **Display Details** button will only be enabled after a search. It will add the relevant details to the search criteria fields for the highlighted record. If only one record is retrieved in the search the details will automatically be displayed. Clicking **Alt + D** is a particularly useful shortcut for keyboard users when using the arrow keys to scroll through the list of retrieved records.

The **Print** button will also only be enabled after a search and allows you to print all names returned by the search including the search criteria.

Click the **Select** button or double click on the name. This will indicate on the **Import Student** browse that the incoming student is **Matched**.

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*Note: There is no **Add** button on the **Search** dialog.*

Search Again

To carry out another search based on the same criteria, click **Search Again**. The criteria of the latest search are retained. The blue arrows adjacent to this button allow the user to scroll through previous searches (in the current session). The quickest way to start a totally new search is to click the right hand blue arrow until the Search Criteria shows blank fields.

Note: To remove a Base Name if a Registered Base was used as a search criterion click in the **Short Code** box adjacent to the Base Name and click your **Delete** key.

Import Student Details (CTF)

This dialog is opened by clicking the **View** button on the CTF **Import Student** tab page.

The **Match Details** will be displayed at the top of the dialog for the selected student. The **Include Ethnicity** box will be the same as that indicated on the Student Import tab page; this may be changed at this point if it is felt that the alternative value is correct.

Incoming student details may include the following data items: **Forename**, **Midname**, **Surname**, **Date of Birth**, **Gender**, **UPN**, **Former UPN**, **NCY**, **Ethnicity**, **Ethnic Source**, **First Language**, **CBDS FSM, Rev Date**, **In Public Care**, **Care Authority**, **SEN Stage**, **Start Date**, **Preferred Forename**, **Preferred Surname** and **Former Surname**. For each data item the School and **One** values will be displayed if recorded.

For **One** the **CBDS FSM and Revision Date** will show details of any authorised FSM claim current at the time of the CTF generation and its Review Date.

For **School** the current SEN Status and Start Date will be shown in the **SEN Stage** and **Start Date** fields.

For **One** if the student has an active Assessment Record and STUDENT.SENSTAGE = 'Q' then the SEN Start Date will display the Assessment Started Date. If the student has an active Assessment Record and STUDENT.SENSTAGE = 'S' the Assessment 'Final Date' will be displayed. If the student does not have an active Assessment Record the respective SEN_STAGE_HIST.START_DATE will be displayed.

For **One** the **In Public Care** and **Care Authority** will show details of any In Public Care Record current at the time of the CTF generation.

The **School Base** and **Start Date** are details of the Student's Source school, the **One Base** and **Start Date** are details of the Registered Base. A related **Leaving Date** may also be displayed, if recorded at the time.

To import the CTF School data to the **One** database, click the **Import** button.

Suspense (CTF)

The **Suspense** tab shows pending data conflicts.

The student suspense data is displayed in tree-view format. A Plus symbol (+) against a data group indicates that a subset exists; click the plus symbol to expand the view.

The suspense data is divided into categories:

Student at Base of Type: This category will expand, showing a list of schools for which there is data pending. Selecting a school will list the students to whom the pending data is linked.

Highlighting a student and clicking the **Suspense** button will open the XML **Student Suspense Processing** tab set, which allows you to resolve the conflict by matching or mapping the data items, or discarding the data.

The following data groups will only display students with conflicting data if those options were flagged in the **Tools | Module Administration | System Behaviour** tab:

The **Suspense** button is only enabled if there is data in suspense for the selected data group. If there are students listed, selecting a name and clicking the **Suspense** button will open the **XML Student Suspense Processing** tab set.

Import Log (CTF)

The CTF Import Log is a read-only browse of records **Imported**. By selecting the **Discarded** option the browse will show the Base name(s) which have had student data discarded on that date.

The browse will, by default, be in **Import Date order** but may be ordered by **Base** by clicking the relevant radio button.

The default display of the browse shows the **Import Date**, **Base Name**, **LEA No**, **School No** and **Records**. The **Records** column will display the number of student records for each row. If the order is changed to **Base** the first column in the browse will be **Base Name**.

The **Looking for** facility will change according to the order selection. A date field will require a date in the format of DD/MM/YYYY. If the order of the browse is by **Base**, the **Looking for** box will allow you to enter the name of the required Base.

The **Delete** button is enabled when Import records are listed in the **Import Log**, allowing you to delete Import records.

If any errors occurred in a file during the import process the **View Errors** buttons will be enabled when that file is highlighted in the **Import Log**. Clicking this button will open the **Error Messages** dialog, showing details of the errors which occurred in the highlighted record.

08 | CTF Export Focus

CTF Export

The CTF **Export** Focus provides the Local Authority with various options to export Student data and the facility to define **Export Defaults** for exporting data from all Export tabs. These defaults are only applicable where the data source is **From *EMS***.

Tab	Function
Batch Export	to export Student data for multiple Schools
Student Export	to export Student data for a single School
A&T Export	to export Student data for selected Admissions and Transfers Receiver Schools
Export Log	This is a read-only log of all Export activity

Export Defaults

This tab allows you to set **Export Defaults** which will control the data being exported from all Export tabs: **Batch Export, Student Export** and **A&T Export**.

> **Note:** *The Export facility is for CTF Version 6 and above and is only applicable where the data source is From EMS.*

All data items will be checked by default with the exception of **Welsh Details**. Clicking the **Deselect All** button will uncheck all data items with the exception of **Core Data**. This allows you to select individual items + **Core Data**. **Select All** will check all items for inclusion in the Export process.

Data Groups

Defaults	Examples of Data
Core Data	Surname, Forename, Date of Birth, Gender
Basic Details	Preferred Surname, Preferred Forename, Ethnicity, FSM Eligibility, Language
Looked After Details	In Care (T/F), Care Authority
SEN History	Start Date, SEN Status, SEN Need, SEN Type
Student Address	BS7666 Address, Building Name, Street No, Road, Neighbourhood, Town, County, Postcode
Guardian Details	Guardian ID, Guardian Name, Relationship, Parental Responsibility
Attendance Summary	Year, LA, Estab, School Name, Sessions Possible, Sessions Attended, Sessions Unauthorised
Stage Assessments	Locale (ENG), Year, KS Subject and Components, Result Status, Result Qualifier and Result
School History	LA, Estab, School Name, Entry Date, Leaving Date
Welsh Details	Parents Welsh, Sibling Welsh, Speak Welsh, National Identity, Administrative Area

Batch Export

The **Batch Export** tab page allows you to export student data **From *EMS***. One file will be created per Destination school.

Note: The ability to export from Data Store is no longer available.

This process will create an XML file based on the defaults and the Version set on the **Export Defaults** tab.

WARNING: The UPN is a DCSF mandatory field for Common Transfer Files and therefore students without a UPN will not be included in a generated export file

Student data is exported according to the **Base Type** of the Destination (Receiver) Base. Click the magnifying glass to bring up the **Select Base Type** screen.

Clicking the **List Bases** button will display all Destination Bases of the selected **Base Type**.

If **All registered students** has been selected the left hand browse will show all schools of the selected **Base Type** that have student data held in the **One** Database. If **Future Base starting between** is selected the left hand browse will show all schools of the selected **Base Type** that have student data with a Start Date recorded in the STUD_HIST Table for those Bases within the date range selected. The **From Date** will default to the start of the next Academic Year; a new date may be entered but cannot be earlier than the current system date.

NCY values may be entered using a comma to separate the values, eg 1,2,3. Entering a value will filter the students selected for export according to the criteria set, ie **NCY**, **Base Type**, **Registered** or within **Future** date range.

The **Export** button will only become available after one or more schools have been moved to the right hand browse.

The Export process will generate new XML files for the Destination Base, and store them in the **Export File Path** defined in **Tools | Module Administration**. If the Export XML file is generated for Version 5, and the **Export** button is clicked, an information dialog will be opened listing the data items which will be included in the generated Export file. This information allows you to return to the **Export Defaults** tab to reselect the default settings, if necessary.

All exported files are written to the **Export Log**.

Student Export (CTF)

The **CTF Student Export** tab page allows you to export student data **From** *EMS*. One file will be created per school.

Note: The ability to export from Data Store is no longer available.

This process will create an XML file based on the defaults set on the **Export Defaults** tab. Export files can only be created for Version 6 onwards.

Student Results data are also included in CTF files. For this purpose a Translation Table for the current year is provided by **One** which maps outgoing Aspects and Results to Schools equivalents. This table must have been imported into **One** along with Aspects for the current year. For 2005 onwards PScale Aspects are included by the DfES, to monitor students working below Key Stage level.

WARNING: The UPN is a DfES mandatory field for Common Transfer Files and therefore students without a UPN will not be included in a generated export file.

This process allows you to select students for a selected **School** according to selected criteria.

The selection criteria allows you to export **All registered students** at the selected School or students with a Start Date recorded in the STUD_HIST Table for the School within the date range selected.

The **From Date** will default to the start of the next Academic Year; a new date may be entered but cannot be earlier than the current system date.

NCY values may be entered using a comma to separate the values, eg 1,2,3. Entering a value will filter the students selected for export according to the criteria set, ie **NCY, School, Registered** or within **Future** date range.

To list all students available for export click the **List Students** button.

If **All registered students** has been selected the left hand browse will show all students for the selected School that have student data held in the **One** Database. If **Future Base starting between** is selected the left hand browse will show all students of the selected School that have student data with a Start Date recorded in the STUD_HIST Table for the School within the date range selected.

The **Export** button will only become available after one or more students have been moved to the right hand browse.

The Export process will generate new XML files for the Destination Base, and store them in the **Export File Path** defined in **Tools | Module Administration**. If the Export XML file is generated for Version 5, and the **Export** button is clicked, an information dialog will be opened listing the data items which will be included in the generated Export file. This information allows you to return to the **Export Defaults** tab to reselect the default settings, if necessary.

All exported files are written to the **Export Log**.

A & T Export (CTF)

This tab allows XML Files to be generated for export for selected Admissions and Transfers Receiver Schools. The Student Selection is **From *EMS***.

Note: The ability to export from Data Store is no longer available.

The export process will create a Version 6 XML file based on the defaults set on the **Export Defaults** tab.

The **Student Selection** area allows you to generate an Export file by **Transfer Group** or **By Home LEA**.

By Transfer Group

For Admissions and Transfer purposes check the **Transfer Group** option. This option allows you to generate an **ATF** XML file OR a **CTF** XML file. The **File Type** is selected by clicking the appropriate radio button; this will always default to the **ATF** file type. The choice of **ATF** or **CTF** allows Local Authorities in all Locales to generate an **ATF** XML file.

If the **By Home LEA** is selected the **File Type** options are not available, the **File Type** radio buttons will be disabled, showing **CTF** selection.

> *Note: An ATF XML file is similar to the CTF except that a UPN is non-mandatory and an additional tag, <Application Reference> is included.*

Any students that do not have an Application Reference number but whose allocation status is such that they should be included in the file *and* the Preference number is >= Process Start No. will have an Application Reference automatically generated on export. This is because they are in the **Transfer Group** but did not express any preferences; they were allocated to the Dummy Base and have been manually allocated to the receiver school - this procedure uses the Process Start No. for the rank..

The following message will be recorded in the **Export Log**: "No Application Reference present for the student. Application Reference generated and Student exported".

Any students that do not have an Application Reference number and the Preference number is < Process Start No. will **not** be exported. The following message will be recorded in the **Export Log**: "No Application Reference present for the student. The student cannot be exported".

Under normal circumstances, only one Application Reference per student for that **Transfer Group** is issued. Where applications for the same pupil (primary or secondary) are made to two separate Local Authorities (whether by design or by accident), each Local Authorities will issue an Application Reference number. Only one Application Reference number can be exported in the ATF.

For Secondary applications the Application Reference that begins with the student's Home Local Authority number will be selected for the ATF file.

For Primary applications the Application Reference that begins with the Default Local Authority number will be selected for the ATF file.

A **Transfer Group** must be selected from the lookup by clicking the magnifying glass.

The generated XML Files can comprise of students with set combinations of allocation flags, selected by clicking the appropriate radio button:

- All Allocated Students (Y/A)
- All Allocated and Provisional Students (Y/A/P)

Flags	Description
All allocated students (Y/A)	The files will contain all students who have an entry in the Data Store (CTF_XML_STUDENT) with allocate flag 'Y' (Allocated) or 'A' (Accepted by Parent) for the selected receiver schools. This options allows you to filter students in the selected Transfer Group by entering a Date of Birth date range. The DoB fields are only enabled for this option.
All allocated and provisional students (Y/A/P)	The files will contain all student who have an entry in the Data Store (CTF_XML_STUDENT) with allocate flag 'Y' (Allocated), 'A' (Accepted by Parent) or 'P' (Provisional) for the selected receiver schools.

These can be additionally filtered by selecting the **Date of Birth between** option.

Files can also be generated to contain all students of 'xx' preference.

A list of bases will only be shown after clicking the **List Bases** button. Only Receiver Schools in the selected **Transfer Group** will be listed. The **Looking for** search facility allows you to locate Bases by entering a Base Name or partial Base name. Select the Schools to be exported by highlighting a Base or Bases and clicking the **selector** buttons.

ATF XML Files will be generated for the selected Receiver Schools.

By Home Local Authority

Checking the **By Home LEA** option will only allow you to generate **CTF** XML Export files. These include students whose Home address is outside your Local Authority. Students included in the export files are selected by **NCY**. Multiple NCYs may be entered in comma separated format, eg 7,8,9.

Clicking the **List LEAs** button will populate the left hand pane with Local Authorities making them available for selection (your LEA will not be available for selection).

The **Looking for** search facility allows you to locate Local Authorities by entering a Name or partial name. Select the Local Authorities by highlighting the name and clicking an arrow selector button.

After selecting one or more Local Authorities and clicking the **Export** button, the following students will be exported:

All students for the selected Local Authorities which have a UPN (Unique Pupil Number) and have a Home Local Authority that is NOT the default LA Number set in **Tools | System Administration | LA Defaults tab | Parameter Code LANO** (this will normally be your Local Authority).

Both the UPN and Home Local Authority are set on the **Student | Student Details** sub tab

> WARNING: *The UPN is a DCSF mandatory field for Common Transfer Files and therefore students without a UPN will not be included in a generated export file.*

All generated XML export files will be located in the Export File Path defined in **Tools | Module Administration | Admin tab**. When the **Export** button is clicked, an information dialog will be opened listing the data items which will be included in the generated Export file. This information allows you to return to the **Export Defaults** tab to reselect the default settings, if necessary.

All exported files are written to the **Export Log**.

Export Log (CTF)

The CTF **Export Log** is a read-only browse of records Exported.

The browse will, by default, be in **Export Date order** but may be ordered by **Base** or **File Name** by clicking the relevant radio button.

The default display of the browse shows the **Export Date**, **Export Type**, **File Name**, **Base Name** and **Records**. The **Records** column will display the number of student records exported for each row. The first column will vary according to the Order selected.

The **Looking for** facility will change according to the order selection. A date field will require a date in the format of DD/MM/YYYY. If the order of the browse is by **Base** or **File Name**, the **Looking for** box will allow you to enter the name of the required Base.

The **Delete** button is enabled when export records are listed in the **Export Log**, allowing you to delete export records listed in the browse.

If any errors occurred in a file during the export process the **View Errors** buttons will be enabled when that file is highlighted in the **Export Log**. Clicking this button will open the **Error Messages** dialog, showing details of the errors which occurred in the highlighted record.
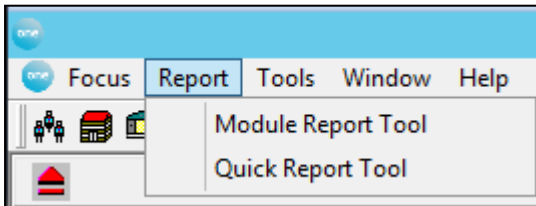
09 | Reports Menu

Reports Menu

This option gives you the ability to set up and run predefined reports and select reports for batch processing. You may use the **Reports** subtabs to customise the predefined reports for your current needs.

Module Report Tool

The first tab page of the **Module Report Tool** is the **Report** tab page

Reports Tab

There are four sub-tabs:

- Run Report
- Reports Setup
- User Rights
- Quick Report Contexts

*Note: These sub-tabs will not be accessible unless you have System Administration or Reports Manager status. The Reports Manager status is assigned in **Tools | System Administration | User Details.***

Run Report Sub-Tab

This lists all available reports specific to the current module. This list will remain active for each sub-tab page. Each report may have been set up with run-time queries; these will be the default queries. There are two main operating buttons, the **Run Report** button and the **Show/Hide Run-Time Query** button.

Note: If a report fails the date format should be checked.

Clicking the **Run Report** button will run the highlighted report, accepting its default run-time queries, if defined. If a report is missing or inaccessible to the system the **Run Report** button will be disabled and shown 'greyed out'.

To display the runtime query details for the highlighted report click the **Show Runtime Query** button.

There are three **Runtime Query** Fields:

Report Sort Formula

If the Report Sort Formula has been defined in Crystal Reports the **Sort Formula** will be displayed. There are two buttons, a **Change** button and a **Default** button. Clicking the **Change** button displays the **Sort Fields Selection** dialog which allows you to change the order in which you wish the data to be displayed. If the field order has been modified clicking the **Default** button will return the sort order to its original state.

This dialog lists all report fields used in the selected report, displaying the predefined order in the **Sort Fields** box. By using the **Select** and **Deselect** buttons the order can be changed to customise the report. Use the **Promote** and **Demote** buttons to order the fields once they have been selected.

Each sort field can be listed in **Ascending** or **Descending** order by highlighting the field name in the **Sort Fields** box and clicking the appropriate **Sort Order** radio button.

Clicking the **Apply** button confirms the **Report Sort Formula** and closes the **Sort Fields Selection** dialog.

*Note: The **Default** button will revert the report back to its original status.*

Record Selection Formula

This field will display a predefined **Record Selection Formula** if set up. There are two buttons, a **Change** button and a **Default** button. Clicking the **Change** button displays the **Edit Record Selection Formula** dialog which allows you to change the query or add a simple query. If the query has been modified, clicking the **Default** button will return the **Record Selection Formula** to it original status.

This dialog shows three boxes, **Fields**, **Functions** and **Operators**. Select items from these three boxes to create the SQL string in the **Formula Text** box. These allow the report criteria to be manipulated and customised.

When creating the query any quotes around a text string should be inserted **after** the item has been selected, e.g. 'Blank Upper School'. Ensure that the Report Field is highlighted to activate the **Browse Field Data** button when specifying field data.

Select report formulae, e.g. Equal =, Greater than >, Add +, etc or operations on the data e.g. arithmetic Maximum, Minimum etc, from the Operator and Functions windows.

The items in the boxes can be expanded in a tree-view form by double clicking the item. These can be selected when creating the SQL string by double clicking the required field or using the **Paste** button.

The **Check** button will search your formula for any errors and will display a one sentence report. If no errors were found click the **Select** button.

Group Selection Formula

If Groups have been defined in the Crystal report tool this facility allows you to change the Group Order.

The process for loading or changing a formula for this field is carried out in the same way as the **Record Selection Formula**.

Use the **Group Selection Formula** to edit a group selection formula that limits the group which the program uses when preparing your report.

Right Click Menu

The **Record/Group Selection Formula** fields may display a query or they may be blank. Clicking the right mouse button on the field will display a small menu with the options to **Load a Public Query**, **Load a Personal Query** or **Save as**.

Option	Description
Save As	If the field is blank this option will be greyed out. If a query is displayed the option to save the query for future use is available. When the **Save as** option is selected a small dialog is displayed. This will provide a box to enter a name (up to 30 characters); at the same time the SQL string will be displayed in the **Query Text** box. Enter a name in the **Query Name** field and save.
	A System Administrator will have the facility to save the query for 'Public' use. Otherwise a query saved will be for 'Personal' use only.
Load Public Query	Selecting this option displays a dialog listing queries defined by the System Administrator for the particular field. These queries will be available for everyone with access to this area. As each query is highlighted the SQL details will be displayed in the lower part of the dialog. Highlight a query and click the **Select** button.

Load Personal Query	Selecting this option displays a dialog listing queries defined by your Login Id. As each query is highlighted the SQL details will be displayed in the lower part of the dialog. Highlight a query and click the **Select** button.
	Note: If a report is to be used as a Header and/or Footer report parameters should not be defined as **One** will not pass any to this type of report.

Reports Setup Sub-Tab

This tab page shows details of each report for the module listed in the form browse at the top of the page and allows you to **Add** reports to the list or **Delete** them, if you have the appropriate user rights.

Clicking the **Add** button blanks out the following fields allowing you to enter the necessary details to make the report accessible to **One**:

Report Title - can be any recognisable name.

File Name - select the report file by clicking the browse button, this opens the normal drive and filter dialog.

Unique Report Id - this field is system generated and will give the report the next available identifier.

Module - this allows you to select the module from where a report can be accessed. The module that the report is assigned to can be changed on this sub-tab. If the module is changed for a specific report and saved, that report will be removed from the browse at the top of the tab page and will be shown in the **Module Report Tool** form browse for that module.

Is a Quick Report - checking this box makes the report available on the list displayed when the **Quick Report** button on the focus bar is clicked, alternatively selecting that option from the **Report** menu. The **Quick Report Contexts** sub-tab is not accessible unless a report is flagged as a Quick Report

A **Memo** button is available which opens the **Memo Editor**; this allows free text information to be entered with formatting functionality.

Publish Standard Reports

Clicking this button will display a small dialog giving you the facility to update all Standard Reports in your Reports Repository table.

The location of the reports will be set to the default structure for publishing reports, downstream of the 'root' directory which you specify, e.g. D:*EMS* for Windows\Reports. The Reports directory is divided into module sub-directories. Enter the directory path in the box provided at the bottom of the dialog and click the **Continue** button. A summary report will be displayed showing the number of reports updated and the number of reports added. Any new standard reports will be added and existing reports will be reset to their original titles.

Click the **Cancel** button to return to the **Reports Setup** sub-tab.

*Note: If it is necessary to change the location of the Reports Directory, for example, put them into a network directory, this facility may be used to update the path for reports in all modules. Enter the new path into the box and click the **Continue** button. All report links will be re-routed.*

User Rights Sub-Tab

This sub-tab retains the list of reports for the module in the form browse at the top of the page and displays a list of all users. Users are defined by the System Manager in the **Tools | System Administration** section.

Initially, a user will not have access to any reports. Highlight a report and right click on the user name or group name; this will change the red cross to a blue tick. This applies the rights for that user to be able to run the highlighted report.

Therefore, if a report includes sensitive data, access to such a report may be controlled using this facility. If access is denied to a user they will not be able to run the report.

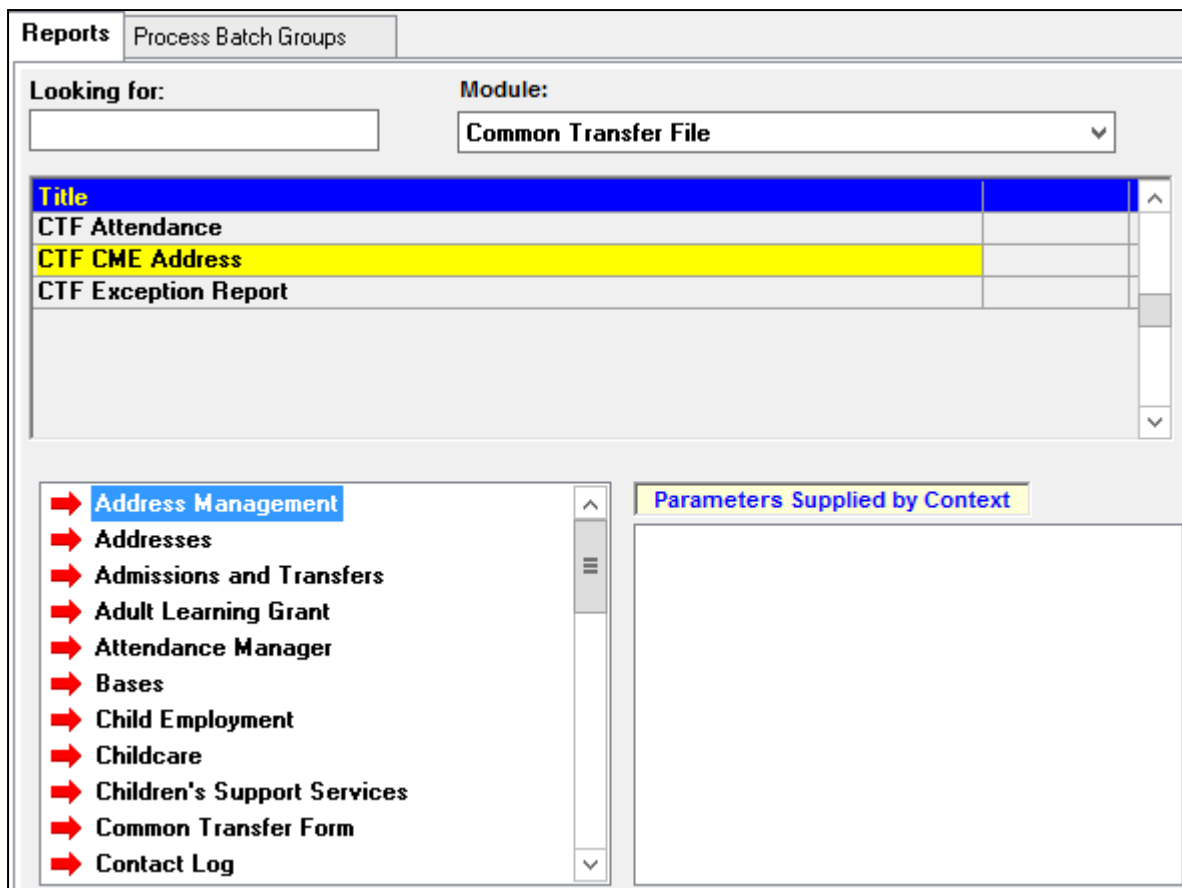Clicking the **Group Rights** radio button changes the list of users to display groups. Use the same process to apply group access.

Quick Report Contexts Sub-Tab

The **Quick Report** tab page is not available unless the **Quick Report** box, on the **Reports Setup** page, is checked for a report. This will normally be done when the report is added to the system on the **Reports Setup** page, but this can be checked later.

The form browse listing all available reports specific to the current module remains active for this sub-tab but will only allow you to remain on this sub-tab if the highlighted report has been flagged as a Quick Report. If you highlight a report which is not flagged as a Quick Report you will be returned to the **Run Report sub-tab**.

This page allows you to set the Module and contexts that this report can be run from. Quick reports usually contain data specific to parameters supplied by the context and are run by clicking the **Quick Report** button on the focus bar or selecting the **Quick Report** option from the **Reports** Menu.

Highlight the report. Double click on the appropriate module area to expand the tree structure to the required context and right click. The right click will show a printer on the sub-tab icon. This process can be repeated to make the report available from several areas. Click **Save** to save the changes.

Parameters Supplied by Context - The parameters of the report are displayed in this box. This shows the Table Column name and the Table name and Field code supplying the context of the report.

Process Batch Groups tab

This tab page in the **Module Report Tool** allows you to process report jobs queued in a batch group. Select a Batch Group and all jobs in the group are shown in the chooser. The System Manager will be able to see all reports in the group but normal users will see only their own reports

At this point the user can choose reports to process. If the Batch Group selected has Header and/or Footer reports assigned, these will be run before and after the selected reports.

*Note: Any reports designed for this use should not expect parameters from **One**, as none will be passed.*

Clicking the **Process** button will output the jobs with the options which were chosen when they were put into the queue. This is intended to be an uninterrupted process and will not display any errors which occur during the operation. A final report will be shown, displaying the number of reports sent to the printer, printed to file and skipped due to errors.

If the option to **Print to File** is selected the file will be placed in the *EMS* for Windows | SPOOL directory (which is created automatically), and assigned filenames automatically. If the report includes Header and/or Footer reports these are written to file in the same format as the main report. In these circumstances the file names are automatically assigned as:

<BATCH_CODE>_Header.*nnn.xxx*
and
<BATCH_CODE>_Footer.*nnn.xxx*
where

<BATCH_CODE> is the code for the Batch Group
nnn is a unique number to prevent over-writing of old reports
xxx is the appropriate file extension.

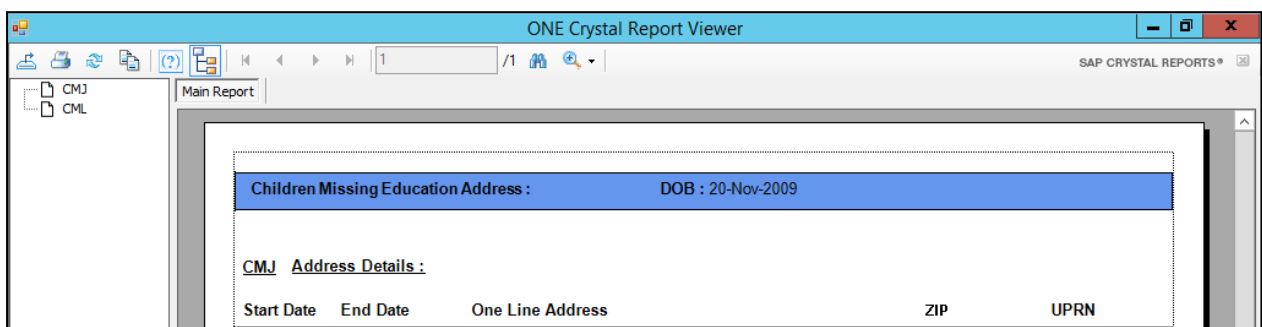Batches cannot include reports containing parameters of mixed entities.

Quick Report Tool

This is the menu alternative to clicking the **Quick Report Tool** button on the **Focus Bar**. Selecting this option or clicking the button displays the **Quick Report** dialog which lists available reports for the current tab page or selected area. These will have been set up in the **Quick Report Contexts** tab page of the **Module Report Tool**.

From here highlight the report and click the **Select** button. When **Select** is clicked, the User is checked for security against the chosen report. If there are elements of the report for which printing would not be allowed then a message will be displayed, 'You do not have permission to print all elements of this report'. OK returns the user to the **Quick Report** dialog.

Once the report is run it is opened in the **Crystal Report Viewer**.

10 | System Administration

System Administration

The **System Administration** menu option of **Tools** is only accessible by a System Manager. This area is where the System Manager controls module security, system setup and audit. This includes defining users, both individual and groups, assigning access rights, managing the datasets used by the system and setting defaults for certain basic parameters used within **One**. The system can be monitored to view lock information held in the Oracle system tables and monitor Server and Network transaction and response times allowing certain tests to be run for comparison.

Integration tabs are part of Information Sharing and Assessment, which allows Remote Systems to view Capita student data relating to their child records.

Although not accessed through the **System Administration** menu option, **Field Level Security** is also the responsibility of the System Manager.
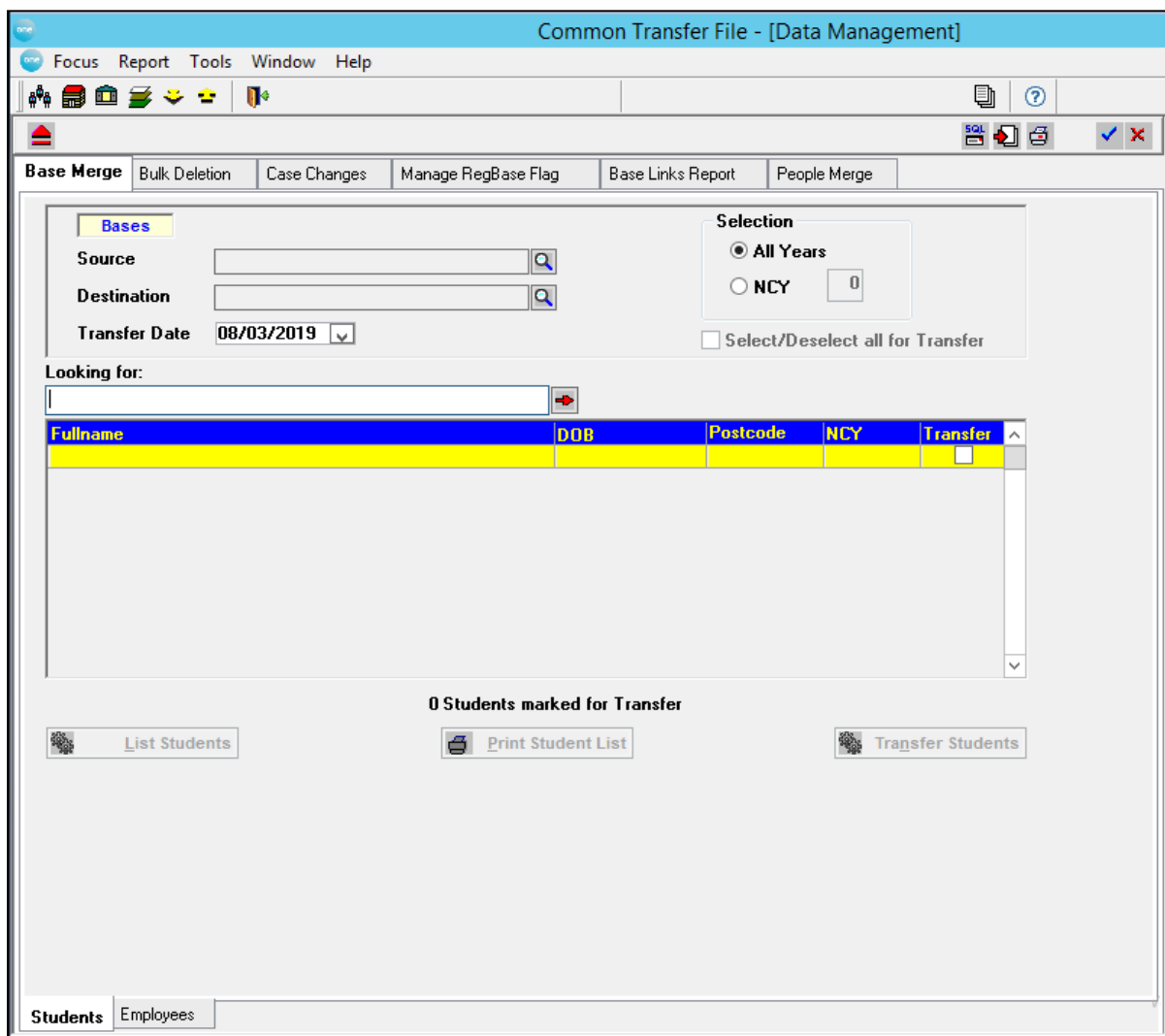
11 | **Data Management**

Data Management

The **Data Management** items are accessed via the **Tools** Menu, from the Launcher or within a module.

This set of tabs is provided to allow you to update and tidy the database, and remove unused data items.

The tabs available are: **Bases Merge, Bulk Deletion, Case Changes** and **Manage RegBase Flag.**

12 | Module Administration

Module Setup

Setting up is an essential preparation to ensure successful running of the module. A fundamental principle is to enter data into a field from a list of valid options held in a table known as a **Browse Table** or **Lookup**. These can be user-defined or pre-defined by **One** which will be supplied as part of the installation process. Some of the pre-defined tables include, Base Types, Ethnic Origin, Home Language, Home Religion, Parental Relationships, etc and are applicable to the **Student** Focus and **Base** Focus. Other user codes must be defined to meet local requirements for each module.

The principle of a Browse button is to invoke a table of User Codes defined for the field. The contents of the tables are defined on the **User Codes** tab page.

The **User Defined Lookups** tab page allows you to create lookup tables specifically for use on the UDFs Dialog.

User Codes

The **User Codes** tab page has two sub-tabs:

- Lookup Codes
- User Defined Lookups

Both sub-tabs display Lookup Tables in **Table Description** or **Table ID** order.

The **Looking for** box provides a quick search facility. Entering the first few characters of a known table will automatically highlight the first instance. Use the jump arrow to extend the search.

> *Note: User security assigned to **Module Administration | User Codes** will apply to both sub-tabs.*

Each module will require specific lookup codes to be defined prior to use.

Lookup Codes

The **Lookup Codes** fall into two groups: the first where the codes are applicable only to the local situation and can therefore be solely user-defined and the second in which locally used codes need to be mapped to an external code eg. Special Needs.

> *Note: Each module will require specific lookup codes to be defined prior to use, this means that a considerable amount of planning and consultation should be carried out.*

As each **Lookup Table** is highlighted all active **Lookup Codes** are displayed in the **Lookup Codes** list box, this is the system default. Uncheck the '**Display Active Codes Only** ' box, to display both 'Active' and 'Inactive' codes, for the highlighted lookup table.

The facility to make codes 'Inactive' allows the System Manager to 'retire' codes which are no longer to be used but are needed for historical purposes.

Define User Codes

To define **Lookup Codes** click the **Add** button at the foot of the window and complete the **Code** and **Description** fields. The system will not allow duplicate codes to be entered for a given Table ID.

The **Active** box will be checked by default, to indicate it is in current use.

Click the **Save** button on the focus bar.

Examples of lookup codes needing additional information when being defined are:

- Base Type
- Titles

To cope with this **Add** and **View/Edit** buttons are added to the window to access the fields.

To define new codes for these tables click the **Add** button. This displays a small dialog in which to enter the new **Code**, **Description** and the additional information.

Complete the fields appropriately and click **Save**. The new code and description will then be displayed in the list.

Clicking the **View/Edit** button displays the dialog showing the full details of the highlighted code.

External Codes

External Codes are used where the information provided is to be used to complete a DCSF return or where the software itself needs a prompt for certain activities. In these cases the user will decide on the codes and descriptions to be used to reflect the local situation and then decide how they should be mapped to the appropriate external code. **This code cannot be altered.**

When a lookup table requires external mapping codes an additional field is available to select and display the mapping code.

Define a User Code with External Mapping

To define a **Lookup Code** with an external mapping, click the **Add** button and complete the **Code** and **Description** fields.

The **Active** box will be checked by default, to indicate it is in current use.

Complete the **External Code** field by clicking the browse button and selecting an appropriate code from the list.

Click the **Save** button on the focus bar.

User Defined Lookups

This sub-tab page lists the **User Defined Lookups** for the module on the left of the form, showing the **Table Description** and **Table ID**.

To add a new table click the **Add** button. This allows you to complete the fields on the right of the form.

Enter a **Description** and the **Lookup Code Length**. The **Table ID** field will be completed with a system generated number. All User Defined Lookups will have a **Table ID** greater than 5000, making them easy to identify when defining a lookup field in the **Tools | System Administration | UDF Manager.**

Clicking the **Save** button (tick) on the Focus Bar will add the new table to the list and will also include it in the Lookup Tables list in **Tools | Module Administration | Lookup** sub-tab, making it available for **Lookup Codes** to be defined.

GeoCode Match

The purpose of GeoCode matching is to assign the appropriate Easting/Northing coordinates and OSAPR (Ordnance Survey Address-Point Reference) to an existing **One** address.

The **GeoCode Match** tab is where you must manually match the **Address Point** and **Land and Property Gazetteer** (**LLPG**) data to addresses held in **One** where the Bulk Match process in System Administration was unable to achieve a match.

The tab page will list **Entity Types** related to addresses in tree-view layout so that matching can be carried out in designated business areas. These will be displayed in a collapsed form; to extend the hierarchy of each item click the + symbol until the lowest level is reached.

Each **Entity Type** must be selected individually to display any unmatched addresses for that Type. For each **Entity Type** the system will search for any **One** addresses that have not been assigned an appropriate unique identifier.

Unmatched **Entity Addresses** will be displayed in a browse showing the **Name** and **Address**, e.g. **Student Name**, **Student Address**, relevant to the **Entity Type**. The **Entity Addresses to be Matched** box will show a number of addresses according to the selected **Match b**y option. **Address Point** option will show the number of addresses that have not been assigned an OSAPR identifier, selecting **Land & Property Gazetteer** will show the number of addresses not assigned a USRN (Unique Street Reference Number) or UPRN (Unique Property Reference Number).

To match a record …

Highlight the **One Entity Address** in the top browse. In the **Elements to Match** boxes the Postcode will be displayed. Select a **Match by** option: **Address Point** or **Land & Property Gazetteer.**

You may at this point click the **Search for Match(es)** button although it may retrieve too many Address Point or LLPG records. The **Other(s)** Elements box allows you to filter the Possible Matches by entering one or more significant elements of the address.

This may be a name and/or a number. If two or more elements are entered, separate each element by a space. The search will only find addresses containing ALL entered elements.

Click the **Search** button displays any **Possible Matches** in the lower browse and the number of possible matches will be displayed.

If any elements are entered which were removed from the dictionary because they appeared too often to be of any use for filtering, e.g. ROAD, the user is warned of this, and these elements are stripped out of the **Other(s)** box.

To accept an Address Point or LLPG address as a match, click the **Accept Selected Match** button. The system will assign the OSAPR identifier and Easting/Northing coordinates to the **One** address. That record will be removed from the **Entity Addresses** browse and the number of addresses to be matched will reduce appropriately.

This process must be carried out for each **Entity Address** in all **Entity Types**.

Field Processing

This tab allows you to specify how you wish data to be treated during the import process. All data is contained in **Data Groups**, these are displayed in an extended tree-format showing:

For each **Data Group**, an appropriate **Field Processing** option must be selected. One option must be selected and saved for each area.

These are controlled by radio buttons and will vary according to the selected **Data Group**.

Student Identifiers

These options are for **Matched Students** only. New Students will automatically be added.

Data Groups	Field Processing	Description
Student Identifiers	Update if null	Will import data, update blank fields only.
	Update Core Student Data	Will import and overwrite all Core Student data, ie Surname, Forename, Gender, DoB, UPN plus NCY.
Basic Details	Don't Import	Will not import data.
	Import if Null or default value	If the related One field is blank, the imported data item will be imported.
	Update Basic Student data	Will import and overwrite all Basic Student data (other than Core Data), ie Middle name, former and preferred names, first language, FSM and Ethnicity data
SEN History	Don't Import	Will not import data.
	Update SEN data	Will import and overwrite all Student SEN data, both SEN Stage and SEN Needs..
Contacts	Don't Import	Will not import data.
	Import if Null – Suspend Conflicts (ie Partial LA Ownership)	If the related One field is blank, the imported data item will be imported. If the One field contains different data, that item will be put into suspense.
	Always Suspend Conflicts (ie Pure LA Ownership)	Where the incoming school data is different to the One data, these data items will be put into suspense.
	Always Import Conflicts (ie School Ownership)	All data will imported, overwriting One data when the incoming school data is different.
Address (Student + Contacts)	Don't Import	Will not import data.
	Import if Null – Suspend Conflicts (ie Partial LA Ownership)	If the related One field is blank, the imported data item will be imported. If the One field contains different data, that item will be put into suspense.
	Always Suspend Conflicts (ie Pure LA Ownership)	Where the incoming school data is different to the One data, these data items will be put into suspense.
	Always Import Conflicts (ie School Ownership)	All data will imported, overwriting One data when the incoming school data is different.
Attendance	Don't Import	Will not import data.
	Update Attendance data	Will import and overwrite all Student Attendance data.
Assessment	Don't Import	Will not import data.
	Update Assessment data	Will import and overwrite all Student Assessment data. This option provides additional import validations: *At least one option should be selected.*
	(Checkbox)	Add End of Key Stage Assessment Results: This allows control of the import of assessment data where the Key Stage = KS1, KS2 or KS3 and the Result Status ='R' (Result)

	(Checkbox)	Add Interim Assessment Results: This allows control of the import of Assessment Data where the Key Stage = KS1, KS2 or KS3, the Result Status = 'I', 'T', 'P' or 'E'. This flag also controls the import of Assessment Data where the Key Stage = Now.
School History	Don't Import	Will not import data.
	Update School data	Will import and overwrite all Student School data. This includes, Source and other school history data. This option provides an additional import validation:
	(Checkbox)	Add Planned School History: This allows control of the import of the Destination (Receiver) school data into the student's school history
Welsh Specific Data Items	Don't Import	Will not import data.
	Update Welsh data	Will import and overwrite all Student Welsh specific data.

System Behaviour

This tab page allows you to set criteria to define how the system will deal with data items when imported.

Suspend Conflicts for

The items listed in this section allow you to select data items which will be automatically put into suspense when imported. These include:

- Active A&T Students
- Active Children in Employment
- Active G&B Students
- Active SEN Students
- Active Transport Students.

Adding Records

This area is where you define what **Action on Unmatched Guardians**. The options to select from are:

Suspend, this is recommended and will automatically put this data into suspense;

Add if matched on People Table, this option will only add the Guardian data if a match is found in the People Table, or

Always Add. Care should be taken when choosing this option as it may result in duplication.

Admin Tab (CTF)

This **Module Administration** tab is where you set the default paths for **Import**, **Archive** and **Export** Files.

These may be typed in or located using the selector drive and filter dialog. When selected the file paths will be displayed in the related fields.

When data is exported the XML files will be stored in these specified directories.

Populate Bases

The Populate Bases process is run to populate the CTF_LOG with EMS Bases with PROC_TYPE='DSTORE'. This process is linked to the new **In DfES Return** flag on the **Base | Basic Details** tab (BASES.IN_RETURN). On installation or upgrade this box will be checked for all the Local Authority's Bases.

> *Note:To exclude a Base from those listed on the **Activity Log**, the In DfES Return should be unchecked, via **Bases | Base Details**, before the **Populate Bases** process is run.*
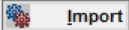
Delete CTF Data

The **Delete CTF Data** button allows data to be deleted from the Data Store (CTF_XML_STUDENT) and the new CTF Tables. Data created by schools (CTF_XML_STUDENT.CREATION_DATE) **before** the **Date** will be deleted, after confirmation. The **Date** will default to the **current date minus 12 months**.

Assessment (CTF)

The purpose of this tab page is to import Aspects in text file format (.TXT), sent from Schools to populate the CTF_ASPECTS table.

The incoming Student Assessment data is compared with the values in this table to find an Aspect Code. A match will be made on the attributes of the Aspects, eg Year, Subject, etc.

Clicking the **Import** button opens the **Select File** dialog to locate the files for import. When the file is selected, the Aspects will be listed in the form browse, showing the **Aspect ID**, **Year**, **Subject**¸ **Type**, **Component**, **Result Type**, **Locale**, **Aspect Code** and **Name** for each Aspect. As a row in the browse is highlighted the details of the Aspect are displayed in individual fields below the browse.

Locale

The **Locale** field has been added to the **Assessment** tab for **Locale** (England/Wales). The Locale is selected from the available lookup (*Lookup ID 0817*). This lookup is populated on the **User Codes** tab with **External Codes** ENG – England or WAL – Wales. The Locale is shown in the browse at the top of the tab page.

These settings are defined for the Import/Export of results. The Locale is included in the XML Import file. The import process maps the incoming value to the corresponding Aspect for that Locale. This stored in the RESULTS Table.

13 | Dialogs Common to all Modules

Dialogs Common to all Modules

A range of dialogs, including address recording, setting up user defined fields, common lookup types, letter logs and common processes are included here.

14 | Additional Information

Module Specific Buttons

Button		Description
CTF Data Store		Click on this button to open the **Data Store Focus**, allowing you to import the XML files into the CTF_XML_STUDENT table. This focus can also be accessed by clicking the Focus Menu and selecting **Data Store.**
CTF Upload Focus		Click on this button to open the **Upload Focus**, where the student data is uploaded and disaggregated into the CTF_XML relational tables. This focus can also be accessed by clicking the Focus Menu and selecting **Upload**.
CTF Import Focus		Click on this button to open the **Import Focus**, which allows you to deal with the student data before it is imported into the **One** database. This focus can also be accessed by clicking the Focus Menu and selecting **Import**.
CTF Export Focus		Click on this button to open the **Export Focus** which provides the Local Authority with various options to export Student data to schools. This focus can also be accessed by clicking the Focus Menu and selecting **Export**.

Buttons Common to All Modules

The following buttons are found in all modules and mainly appear on the Application Bar. Some are found in various locations throughout each module.

Button		Description
Exit		Clicking this button closes the application. This option also appears on the Focus menu
Telephone		Clicking this button displays a small popup box which gives the telephone number associated with the adjacent address.
Address		Clicking this button invokes the **Address Manager**. This dialog allows you to add addresses associated with students or bases.
Close		Clicking this button closes the current Focus.

Select		Found in a chooser. Click on this button to add one or more highlighted items to the 'selected' list from the 'choose' list. If the button has two 'greater than' symbols, clicking it will add all items from the 'choose' box without highlighting.
Deselect		Found in a chooser. Click on this button to remove one or more highlighted items from the selected list. If the button has two 'lesser than' symbols, clicking it will remove all items from the selected box without highlighting.
Linked Files		Clicking this button allows you to link files in any format to the selected entity of the current main/sub tab. For example, the **Student Details** sub tab has only one entity; the **Guardians** sub-tab has many entities which are selected from a list box.
		The arrow on the button will change to red when you hover the cursor over the button. This applies to both versions of the button.
		This button indicates that there are files already linked to the tab/entity.
Last Update Information		Clicking this button displays a small dialog giving the name of the user who last updated the record and the date.
Drill-Down		A button which allows the associated field details to be edited, if the user has the appropriate access rights. The Drill Down button is activated once an entry has been made.
Email		A button which opens an **Outlook** new message dialog with the **To** field completed with the recorded Email address.

Keyboard shortcuts

Shortcut	Description
Ctrl + S	Save
Ctrl + F3	Displays the Browser relevant to the current focus
F3	Add
F4	Delete
Ctrl + F6	Toggles between open windows within an application
Ctrl + Tab	Toggles between open windows within modules

Tab	Use the TAB key to move between items on your current screen
Shift + Tab	Moves between items on your current screen in reverse order
Alt + Ctrl + Tab	Moves from tab page to tab page
Tab + Space	Use this combination to move from the Looking for box to the entered item in the browse
Alt + Ctrl + Shift + Tab	Moves from tab page to tab page in reverse order
Ctrl + F4	Closes the current window
Alt + F4	Closes the current application
Menu Bar	
Alt + F	Focus menu
Alt + E	Edit menu
Alt + V	View menu
Alt + R	Report menu
Alt + T	Tools menu
Alt + W	Window menu
Alt + H	Help menu
Edit Menu	
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste

Date Fields

The system format for a date field is dd/mm/yyyy. If the calendar is used to complete a date field this format will be entered automatically. If the user enters a date manually **One** will accept various entries and convert them to the correct format when, for example, the Tab key is used to move to the next field or when the record is saved.

Example

To enter a date "05/07/1999", the forward slash may be replaced with a "stop", "comma", "colon" or "space", e.g. "5.7.99" or "5<space>7<space>99".

Conventions and Screen Items

Bars and Menus

The bars and menus on the screen give status information and provide access to module functions. Most windows users will be aware of the main conventions used in describing Windows software, so only a brief summary is include here.

Mouse

Clicking with the mouse means pointing to an object and pressing the active mouse button once. On most systems, the active button is the left one, though windows does allow users to swap the buttons if they choose. Double clicking involves pressing the active button twice.

The right mouse button has certain limited functional uses: one example is in obtaining additional information about features of a displayed chart and displays the "history records" of certain fields. Some mice have three buttons. One makes no use of the centre button.

Keyboard

It is not viable to seriously consider using Windows applications without a mouse. Nevertheless, some functions can be activated using a combination of key presses, known as Keyboard Shortcuts.

There is access to Menu Bar items that show an underscore. Pressing **ALT + ? + ?** (substituting the underscored letter where appropriate) will activate the function. Once a menu is activated, using the arrow keys will move along the Menu Bar displaying each menu.

When entering field level data, using the **Tab** key moves the cursor in sequence. There are a number of keyboard shortcuts available.
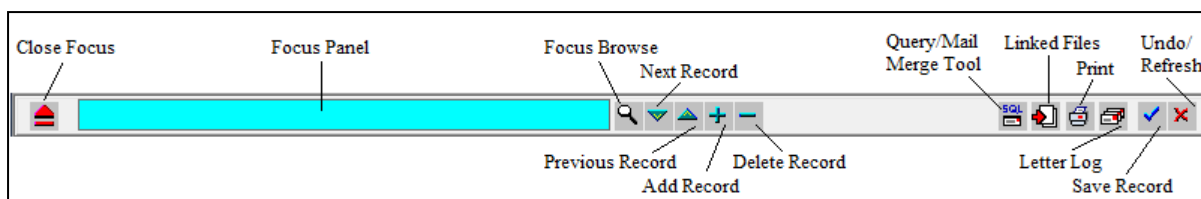
Resources

Windows allocates a fixed amount of memory as its own working space. Some applications, such as graphics packages, make particularly heavy demands on this working resource. The demands of an application may increase as additional functions are brought into operation or as extra documents are opened. Normally, whenever a document or application is closed, the resources it was using are returned to the pool of available resource. It is possible, by running several demanding applications, opening a large number of documents, or exiting illegally from a program, to use all the computer's available resources. Early signs of this happening are warnings of "Insufficient Memory", screen corruptions or the inability of the application to print properly.

If this happens, you should close some documents or applications. In extreme cases, it may be best to close everything and restart the computer.

Focus Bar

A bar containing buttons (generic to most **One** modules) providing shortcuts to frequently used functions. Buttons available vary according to the function you are currently using.
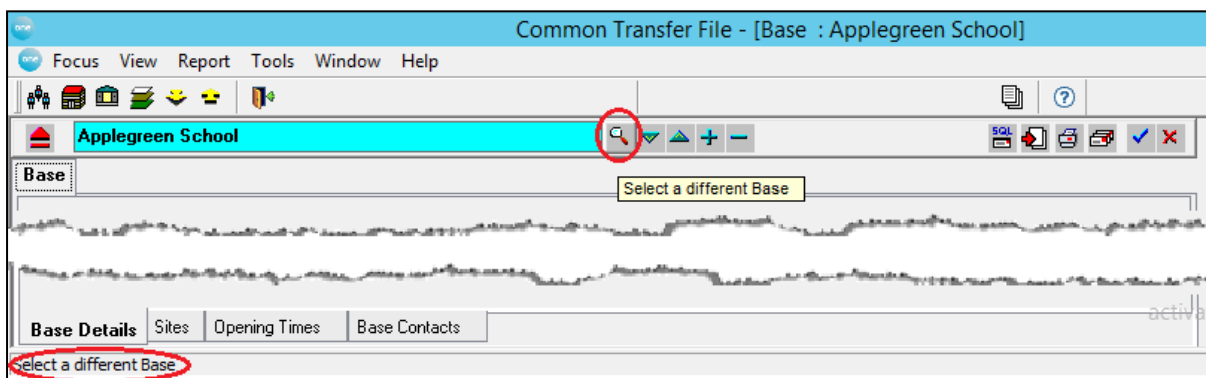
Button	Description
Close Focus	Clicking this button closes the current form. If the record has not been saved, a message "Do you want to save changes?" is displayed with three buttons, **'Yes'**, **'No'** or **'Cancel'**. The **'Yes'** option will be the highlighted default button.
Focus Panel (Text Box)	Displays the name of the currently selected entity. If adding a new entity this panel will be blank.
Focus Browse	Clicking this button displays a **Selection** browse appropriate to the selected focus.
Next Record	When an existing focus item is displayed, clicking this button moves on to the next record in the browse. If the record displayed is at the bottom of the browse this button will have no effect.
Previous Record	When an existing record is displayed, clicking this button moves back to the previous record in the browse. If the record displayed is at the top of the browse this button will have no effect.
Add Record	Clicking on this button displays a blank record window, if the current details have not been changed. If the current details have changed, clicking this button will prompt you to save the current record before opening a blank window to create a new one. Answering **'No'** will abandon the current record and open a blank window. The **'Cancel'** option will abandon the **'Add'** function.
Delete Record	This button is only functional to certain levels of access. If the user **does not** have the necessary security level the button will be greyed out. If the user **does** have the appropriate security level, a message, "You must make sure there are no results attached to this record. Are you sure you want to proceed with the deletion procedure?" is displayed, with a **Yes/No** option.

Query/Mail Merge Tool	Clicking the **Query / Mail Merge Tool** on the focus bar will display the **Select a Query** window. This will show all Queries which the System Administrator has made available to the current user, in the current context.
Linked Files	Clicking this button displays a window which allows you to link files to specific tab pages or entities within a module. Linked files may be opened from within the module, launching the appropriate application. It is also possible to share the linked file with other users including **One** Online users.
Quick Report Tool	This button displays the **Quick Report** dialog listing available reports for the current tab page or entity.
Letter/Reports Log	This dialog displays letters/reports logged against a particular entity, reflecting the choice made when the job was logged. The contents of the dialog changes according to the context.
Save Record	This button saves the current record definition.
Undo/Refresh	Where details have been edited, this option discards the changes and returns the form to its last saved condition. When this button is clicked you are asked if you are sure you want to undo your changes.
	The button also acts as a refresh button when toggling between tab pages. When records saved on one tab page updates another tab page and they are both open at the same time, this update will not be visible. Clicking this button will refresh the screen to show the updated record.

Status Bar

The Status Bar may display an explanatory note or hint about the menu item or button the mouse pointer is on.

Menu Bar

When you first enter the module, the Menu Bar shows the topmost menus. When you click on an item on the menu bar (eg Focus), the menu options under each item are displayed. Additional menus may appear and/or disappear as certain functions are selected.

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