

**Skills Funding Agency**

**Data Self Assessment Toolkit  
(DSAT)  
v12.00 User Guide**

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# 1 Introduction

## 1.1 Background

The Provider Data Self-Assessment Toolkit (PDSAT) has been developed to enable users of the Learner Information Suite (LIS) to identify problems with the data recorded in their Individualised Learner Record (ILR) data.

This User Guide provides guidance on:

- What is needed to run DSAT;
- How to set-up the LIS;
- How to set-up the PDSAT software; and
- The basic functionality of the Tool.

The DSAT Help Desk (available via e-Mail ( [DSATHelpDesk@kpmg.co.uk](mailto:DSATHelpDesk@kpmg.co.uk) ) – details and requested information are on the Data Service Website and at Section 9.1 of this Guide) will provide assistance should there be any problems with the PDSAT software either technically or with interpreting the results. The Support Desk will not provide any interpretation of the PDSAT reports in terms of eligibility for funding. For funding eligibility queries, the User should contact the Skills Funding Agency (Agency) or Young People’s Learning Agency (YPLA).

For queries regarding the Provider Online (iPOL) and the Learner Information Suite (LIS), users should contact the Data Service Support Desk on [servicedesk@thdataservice.org.uk](mailto:servicedesk@thdataservice.org.uk).

This version of the PDSAT software has been designed and tested for use with the LIS Version 19.01. At the time of production, there was no indication that PDSAT Ver 12.XX will not function with later versions of LIS Ver 19.XX.

PDSAT v12.XX will provide reporting on LIS v19.XX outputs or Cross-Collection (XC) reporting when aligned with LIS v18.XX and LIS v17.XX outputs (NB. Cross-Reporting has not been released with DSAT v12.00). PDSAT v12.XX will not report solely on LIS v17.XX, LIS v18.XX outputs or LIS v20.XX outputs (when available).

## 1.2 Restrictions

PDSAT does not produce definitive results within its Reports. The tool is designed to provide users with indicative reports that are based on areas of concern and risk that may require further investigation for clarification/rectification purposes.

However, PDSAT can assist Providers in verifying and checking their ILR data for validity and correctness in certain areas.

The LIS and other tools provided by the Agency/ YPLA should be used to provide definitive results in all areas.

## 2 System Requirements

### 2.1 Pre-loaded requirements

To run PDSAT, direct access to the following software is required on the User's computer system (Notes 1 - 6):

- Microsoft Access2000, AccessXP, Access2003, Access2007 or Access2010 (Notes 1 - 3);
- Microsoft Excel2000, ExcelXP, Excel2003, Excel2007 or Excel2010 (Notes 1 - 3); and
- An exported MS-Access database file from LIS Ver 19.XX containing the processed ILR data (if PDSAT is not loaded via the LIS Link) (Notes 4 & 5);

**Note 1:** A Microsoft Access97 version of the tool is no longer available.

**Note 2:** The same releases/versions of MS-Excel and MS-Access must be loaded.

**Note 3:** Where MS-Access and MS-Excel are not of the same release/version or a dual MS-Access installation exists, the following error may occur during the PDSAT data import:

'The expression on click you entered as the event property setting produced the following error - the expression may not result in the name of the macro, the name of a user-defined function or [event procedure]. There may have been an error evaluating the function, event or macro'.

In the event of receiving this error message Users should contact their IT Department to ensure their PC is loaded with the appropriate software.

**Note 4:** Security updates issued by Microsoft and security policies applied by some User's IT Departments have resulted in files being "blocked". Before using PDSAT, User's should follow the following process:

- Right click on each of the files to be accessed by PDSAT (this will be PDSAT and the LIS\_EXP.mdb;
- Select "Properties".
- Below the Attributes Section on the General Tab there may be a section that refers to blocked files:
  - If this appears unblock the file, or
  - If it doesn't appear the file is not blocked.

**Note 5:** Connectivity to the full LAD/ LARA is no longer required.

**Note 6:** PDSAT v12.XX has not been tested with MS-Access2010/MS-Excel2010 running under Windows7.

## 2.2 **Security**

Users are able to generate their own queries within the software, however, users will not be able to amend or read KPMG LLP created queries and code. The DSAT Help Desk will not support a user's locally created queries.

## 2.3 **PDSAT and LIS**

The LIS and PDSAT have been interlinked to facilitate the automated loading of PDSAT with the LIS export data.

To load PDSAT directly from the LIS, refer to Section 3 or to carry out a data load from within PDSAT refer to Section 5.

## 3 Loading the Learner Information Suite (LIS), Learning Aim Reference Application (LARA) and PDSATs.

### 3.1 Tools and Locations

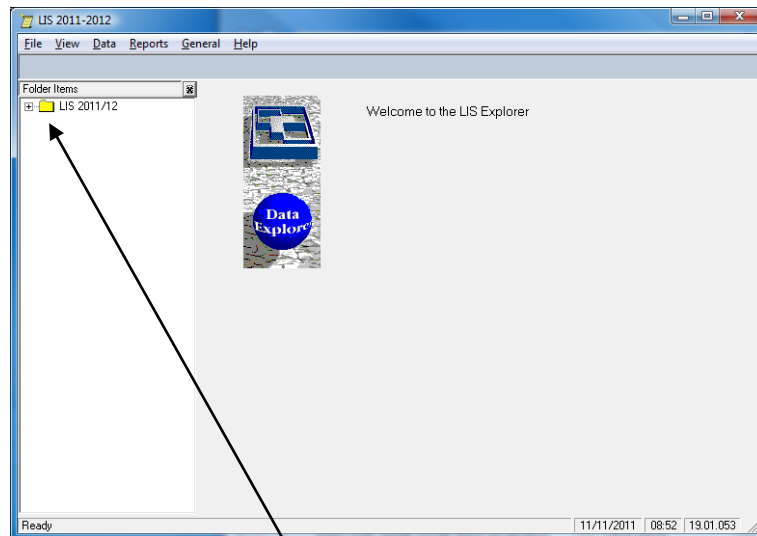
To run PDSATs you will need:

- The Learner Information Suite (LIS) version 19.01 or later loaded on to your computer. Including all the latest Provider Update, Postcode Factors and Employer Database Files. The tool is available from <http://www.thedataservice.org.uk/Services/DataCollection/software/lis/> If this does not install properly, you need to raise a query to your IT helpdesk – this will certainly be necessary if you do not have administrator level access rights and have not had LIS installed on your PC before. To install properly, administrator level access is required to your PC.
- The relevant version of the Learning Aim Reference Application (LARA) – download this from the Information Authority web site at <https://gateway.imservices.org.uk/sites/LARA/Pages/LARADownload.aspx>. You need the MS-Access version for the appropriate year. The LARA will download as a .zip file: you need to unpack it from the .zip file by double-clicking on the downloaded file, select the place you want to store it and then press Extract. You can then delete the .zip file.
- The DSAT software v12.XX – download from the Data Service Providers Data Site at <http://www.thedataservice.org.uk/Services/DataCollection/software/dsat/> and extract the .mde file.

**NB.** – The sampling working papers are not included with this version.

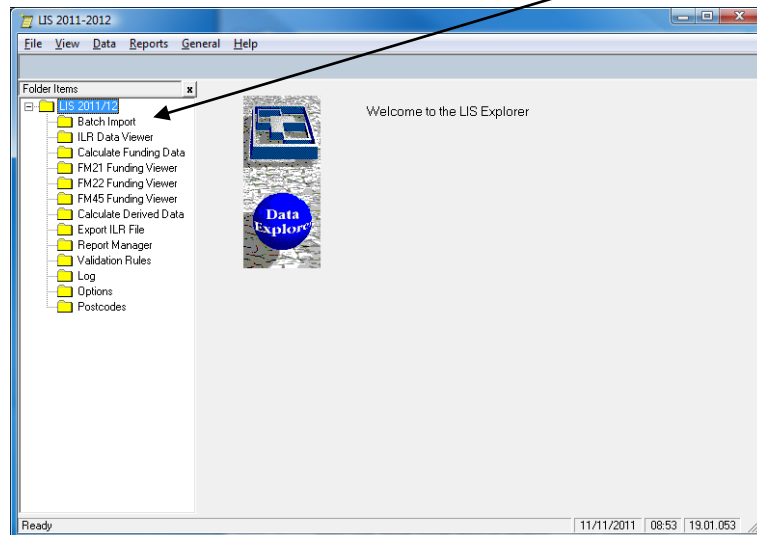
### 3.2 Running the LIS

- Once the LIS has been fully installed and the updates setup on the required PC. See LIS 19.01 Quick Start Guide for “How to Install the LIS”).
- Click on the LIS v19.01 shortcut icon (which should be on your desktop) and when prompted enter the password (which should be “password” – in lower case) and click on the logon button.
- The screen similar to Figure 1 will appear:



**Figure 1 - LIS Opening Screen**

- To expand the menu click on the <+> sign on the left hand side of the screen
- A screen similar to Figure 2 will now appear. To “import” the batch file click on the “batch import” folder;



**Figure 2 - LIS Batch Import**

- A similar screen to the screen at Figure 3 will now appear to enable you to import and convert the batch file to an access file for import into the DSAT's database.

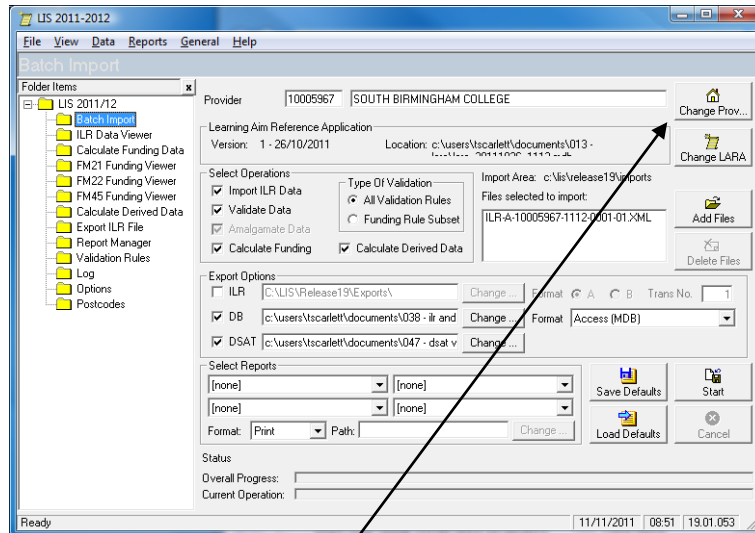


Figure 3 - Batch Import Screen

- **Step 1:** Click on the <Change Prov> button and select from the drop down list the Provider for whom you wish to convert the batch file.
- Select the Provider in Figure 4 by left clicking once on the name and then click on <OK>. It is possible to use “type ahead” to find the provider in the <Find:> box.

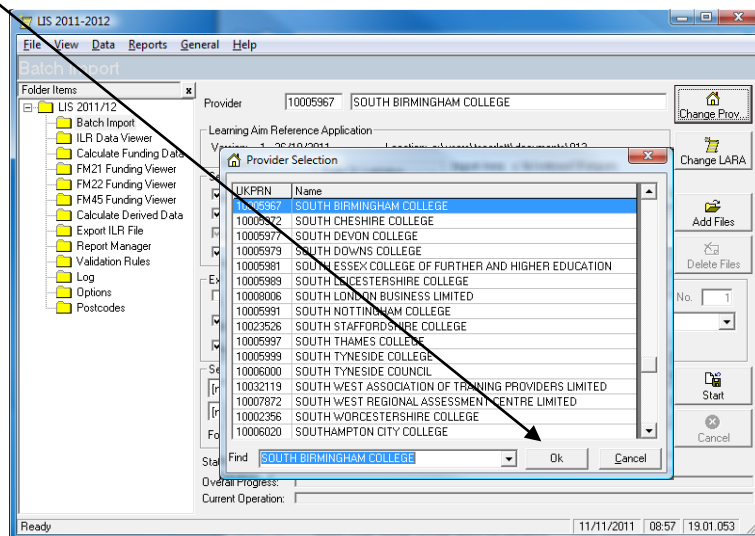


Figure 4 - Select a Provider

- The user may also enter the UKPRN into the <Find> box which brings up the provider details as well.

- **Step 2.** See Figure 5. Ensure that that most current version of the LARA is linked to the LIS. You will only need to do this the once unless a new version of that LARA is released. If this happens you will need to change the version that is linked to the LIS.

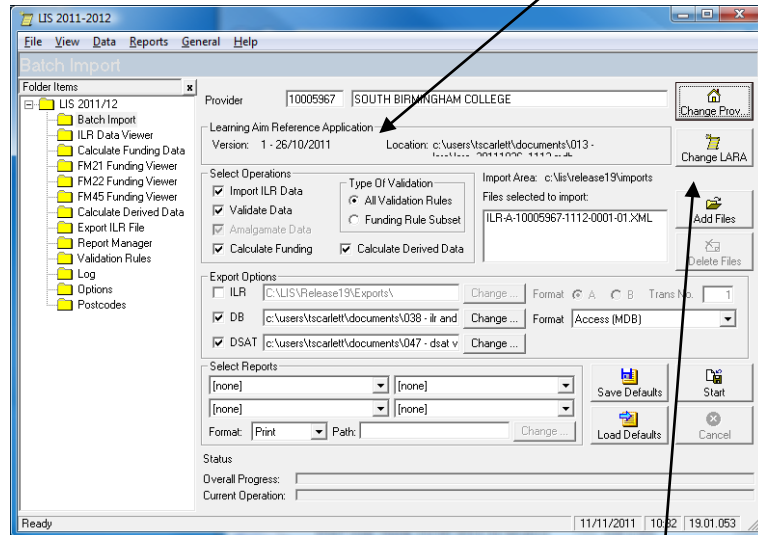


Figure 5 – Current Version of LARA

- To add / change the LARA linked to the LIS click on the “Change LARA” box. See Figure 5 and Figure 6

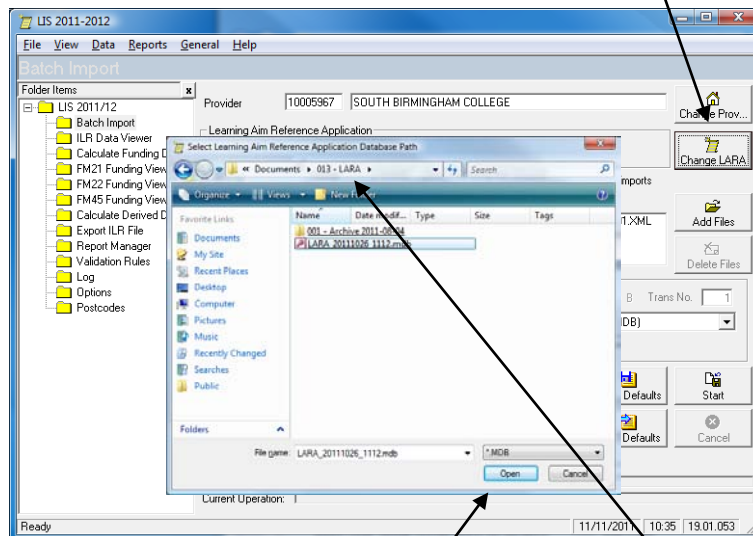
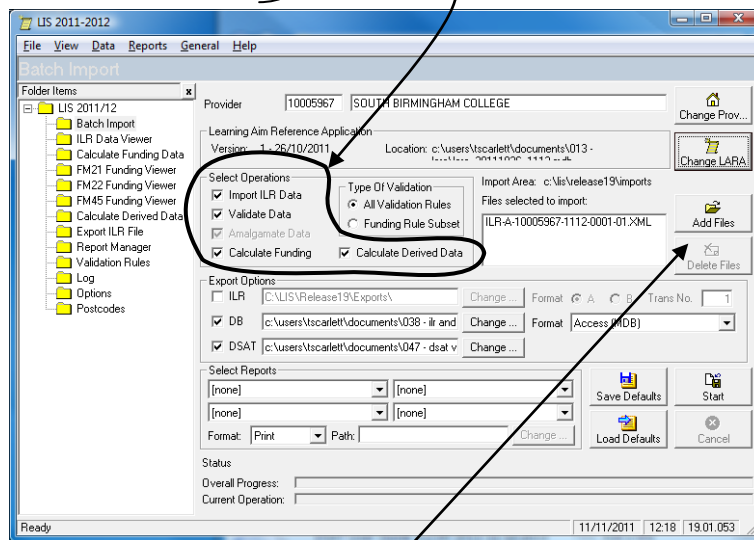


Figure 6 - Selecting the LARA

- This will then bring up a box from which you will need to choose the location drive in to which you have saved the LARA download into – click on the file name to select it and then click on <Open>.

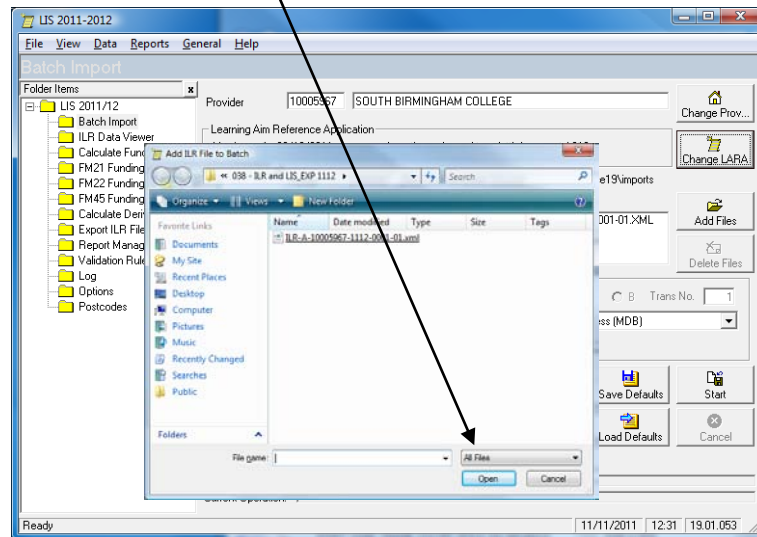
- This will then link the LARA to the LIS.
- **Step 3:** Is to select ALL the operations to allow the file processing to run correctly.
- Under the “Select Operation” section make sure the following boxes are checked:
  - Import ILR Data;
  - Validate Data;
  - Amalgamate Data (if more than one ILR batch file is to be loaded);
  - Calculate Funding; and
  - Calculate Derived Data.



**Figure 7 - LIS Option Selection**

- You now need to add the batch file you need to be converted to an access.MDB file. To do this click on the <Add Files> button.

- This will then bring up a box from which you will need to choose the location drive in to which you have saved the batch file (See Figure 8) – click on the file name to select it and then click on Open.



**Figure 8 - ILR File Selection**

- This will then link the batch file to the LIS.
- If the batch file DOES NOT appear in the location drive check that:
  - The batch file is for the correct provider and is the same as that entered in Step 1

- **Step 4:** Select the export options and choose the location drive in to which you require the LIS\_EXP.MDB file to be saved.
- Ensure that under Export Options the DB box is ticked. Click on the <Change> button and select the location drive into which you require the file to be saved (See Figure 9).

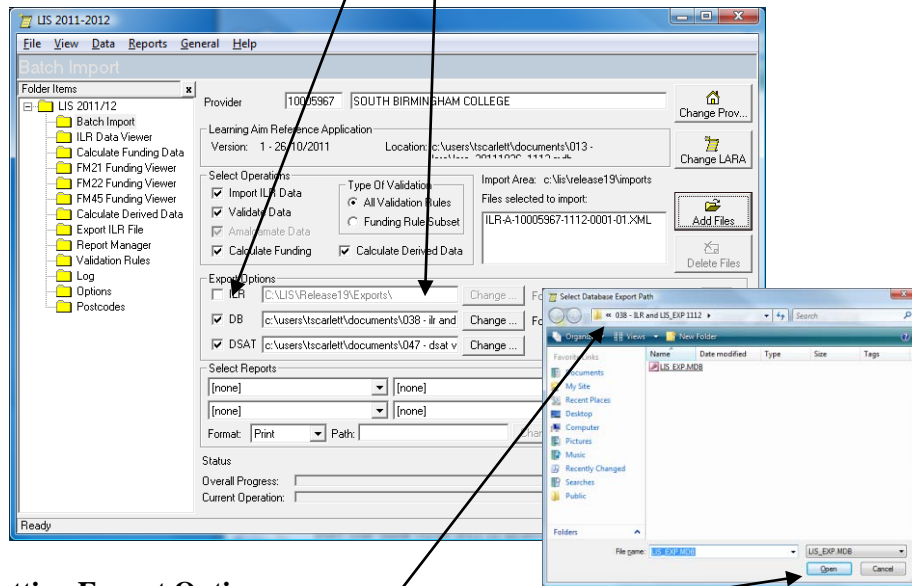


Figure 9 - Setting Export Options

- Click on <Open> and the path name will appear next to the checked DB box
- Ensure that the format is Access 97 (MDB). If not click on the drop down arrow and select this option.
- **Step 5:** Run the batch report through LIS and create the MS-Access.mdb file (See Figure 10)

- Click on <Start> and wait for the files to be extracted and converted.

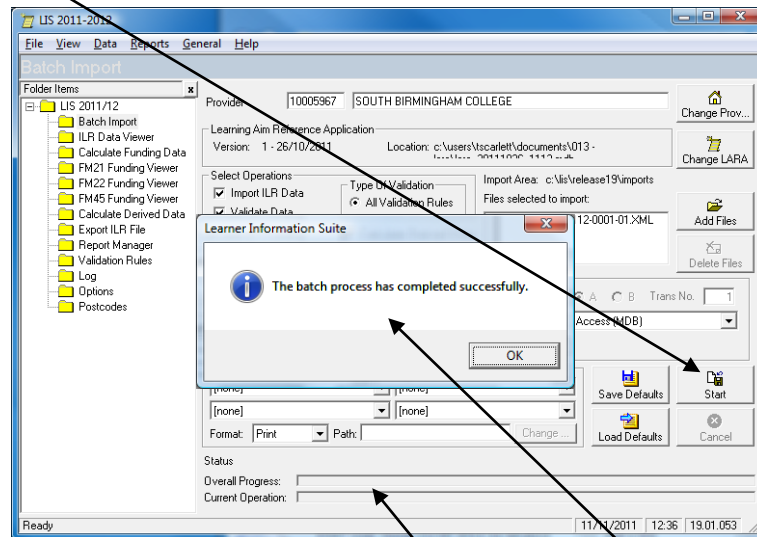


Figure 10 - LIS Export Completion Screen

- A status bar showing the overall and operation progress and a confirmation box will appear to show that the batch process has been successfully completed.
- Click on <OK> and close down the LIS.
- Open up the location drive and check that the LIS export file has been saved in the correct place

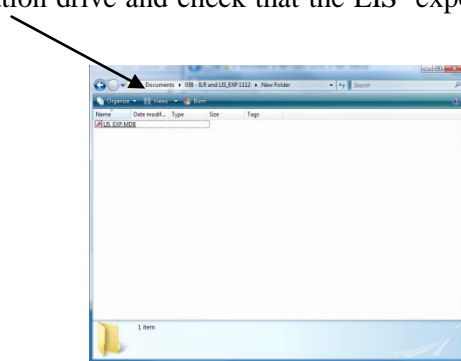


Figure 11 - LIS Output File

### 3.3 LIS Problems

On first use, users may get LIS error messages relating to items such as postcode factors etc. For information on the actions to be taken, users should refer to the LIS documentation or contact the Data Service at [servicedesk@thedata-service.org.uk](mailto:servicedesk@thedata-service.org.uk).

## 4 Setting Up PDSAT to Run the Data Import

### 4.1 Files Required Before You Start

Before using PDSAT for the first time you will require access to the following files:

- The distributed PDSAT mde file (Note 7) (See Section 3.1); and
- The export database from LIS v19.01.53 or later, with the funding and derived calculations completed (Note 8) (See Section 3.2).

**Note 7:** The distributed PDSAT file will be named:

- “DSAT v12.00 (2000).mde” or “DSAT v12.00 (2000)” if the “Hide extensions of know file types” windows environment setting is set; or
- An alternative name if the user has renamed the file (If the LIS-PDSAT link is to be used then the file must contain the characters “DSAT” and end with “.mde”).

**Note 8:** The LIS export file will be named “LIS\_EXP.mdb” or LIS\_EXP” if the “Hide extensions of know file types” setting is set. The user may rename this file but it must start with the characters “LIS\_”. If the file name does not appear like this and is either “nat-dsat-sw-1112-v12-00.zip” or “nat-dsat-sw-1112-v12-00” or similar, it has not been extracted from the distributed WinZip file.

### 4.2 Information Required Before You Start

Before starting to use PDSAT you will need the following information (Note 9):

- The location (directory) where you are going to place the PDSAT Tool (this may be in any location either on a local drive or a network drive);
- The location you are going to use for the export of PDSAT specific information (Notes 10 & 11);
- The location of the LIS Export file (Note 11); and
- The name of the LIS Export File (Note 12).

**Note 9: (GENERAL WARNING:** The error message (On Click) at Note 3 of Section 2.1 may occur if one of the files that you are importing has a "block" put upon it by the security of your system. To check for this - right click on each of the files and select

properties. Below the Attributes Section on the General screen there may be a section that refers to blocked files. If this appears - unblock the file. If the section does not appear the file is not blocked.

With MS-Access2007 or MS-Access2010, the user will need to have the above files loaded into a “Trusted Location” or the VBA Code execution will be blocked.

**NB.** MS-Access2007 screen shots are used for illustrative purposes but it is understood the process is similar under MS-Office2010.

To set-up a “Trusted Location”:

- Open MS-Access2007;
- Click on the Office Button (top left of MS-Access window) (See Figure 12);



**Figure 12 - MS-Access2007 - Office Button**

- Click on “Access Options” button (bottom right of pop-up window);
- Click on “Trust Center” (LH side of window);
- Click on “Trust Center Settings...” button;
- Click on “Trusted Locations” (LH side of window);

- Click on the “Add new location...” button;
- Click on “Browse...” and navigate to the required location. Ensure the “Subfolders of this location are also trusted” check-box is ticked; and
- Click on “OK”. Keep clicking on “OK” to leave the Trusted Location set-up.

**Note 10:** The length of the path to the folder is limited to approximately 225 characters.

**Note 11:** (**WARNING:** PDSAT/MS-Access sometimes does not recognise mapped network drives. If you are going to place this directory on a network drive you may need the **absolute** drive path rather than the mapped drive path. You should seek advice from your IT Department for this information. It is therefore recommended you use a local (or unmapped) drive for this location.). The (On Click) error message may be displayed.

**Note 12:** The LIS export file must start with the character string “LIS\_”.

### 4.3 Setting up PDSAT

The following steps will allow the user to set-up and begin using PDSAT:

- The pre-loaded requirements listed at Section 2.1 should be installed on the computer prior to setting up PDSAT;
- Create a folder in which to operate PDSAT. It is recommended that the folder is called “PDSAT”. The folder should not be created under the LIS folder tree;
- Copy **all** the PDSAT files from the downloaded WinZip file into the folder created during the previous step - using Windows Explorer;
- Highlight the PDSAT file (DSAT v12.00 (2000).mde”) using the mouse and depress and hold the left hand mouse key;
- Drag the program to the desktop and while holding down the left hand mouse key depress and hold the <SHIFT> and <CTRL> keys. Release the left hand mouse button. A shortcut will have been dragged to the desktop; and
- PDSAT is now ready to import data.

To start using PDSAT go to Section 5.1 to import data.

## 4.4 Setting up a Generic Printer

**If when attempting to use DSATs for the first time and running reports the tool appears to freeze, carry out the following steps.**

However, this version of DSATs should not require the setting up of a generic printer but the guidance is provided just in case.

A problem has been caused by a security patch issued by Microsoft and applied to many systems. When MS-Access has written data to the MS-Excel File, it attempts to save the file, having formatted the spreadsheet for the default printer on the user's system. In many cases, the settings cannot be applied and as a consequence an error is produced.

To overcome the problem it is necessary to create a generic printer. To set up the printer:

- Go to "Start";
- Go to "Settings";
- Select "Printers and Faxes";
- Double Click on "Add Printer";
- At the "Welcome to the Add Printer Wizard" screen click on "Next";
- At the "Local or Network Printer" screen ensure:
  - The "Local Printer attached to this Computer" option is checked;
  - The "Automatically detect and install My Plug and Play Printer" option is unchecked; and
  - Click on "Next".
- At the "Select a Printer Port" screen, select the "LPT1: (Recommended Printer Port)" option is selected and click on "Next";
- At the "Install Printer Software" screen:
  - Under Manufacturer select "Generic";
  - Under Printers select "Generic / Text only"; and
  - Click on "Next".
- If the "Use Existing Driver" screen appears, ensure the "Keep existing driver (recommended)" option is checked and click on "Next";
- At the "Name Your Printer" Screen - name the printer "DSAT" (The syntax of this name is critical) also ensure this is not set up as your default printer and click on "Next";
- At the "Printer Sharing" screen, ensure "Do not share this printer" is checked and click on "Next";
- At the "Print Test Page" screen, ensure "No" is checked and click on "Next"; and

- At the "Completing the Add Printer Wizard" click on "Finish".

If a user does not have permission to set-up a generic printer as described above, they should contact their Administrator to setup a printer for them.

## **4.5 Updating PDSAT**

From time to time, new versions of PDSAT may be made available to Users via The Data Service's web site. Once the tool has been downloaded from the web site, to update the PDSAT tool, carry out the following:

- If a shortcut was created on the desktop, delete the shortcut;
- Either delete the old version of PDSAT or move it to an alternative location; and
- Follow the steps in Section 4.3 etc as if you were setting up for initial use.

## 5 Using PDSAT

### 5.1 Data Import

### 5.2 Applicability of PDSAT

PDSAT Ver 12.00 will allow users to import the ILR processed data for year 2011-2012 (and 2009/10 and 2010/11 for cross-return reporting only (Not available in v12.00)).

PDSAT v12.00 will also support the importing of more than one Provider's ILR data.

**NOTE:** 2009/10 and 2010/11 Returns will not function with the core PDSAT reports.

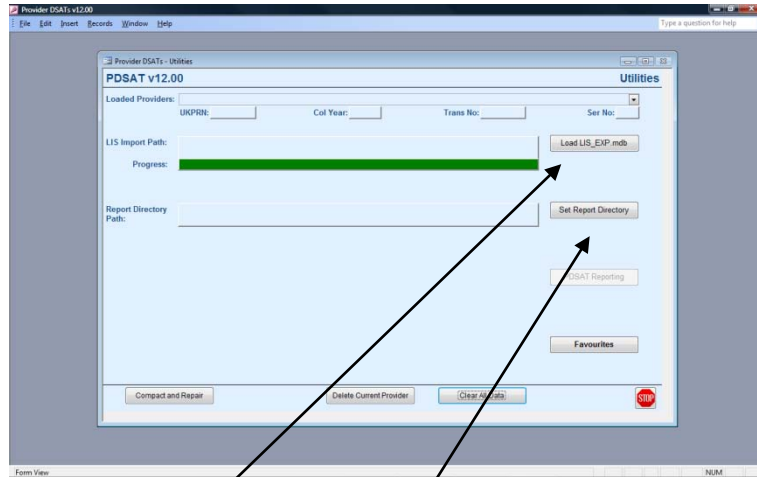
### 5.3 Importing Data

**PLEASE NOTE: ONLY VALIDATED EXPORT DATABASES FROM LIS SHOULD BE IMPORTED/ LINKED INTO THE PDSAT DATABASE. PROBLEMS MAY BE EXPERIENCED IF A NON-VALIDATED ILR IS IMPORTED INTO PDSAT.**

**PDSAT will not import an ILR directly – it must have been processed by LIS prior to import.**

To import ILR data into PDSAT, carry out the following steps:

- Ensure the components listed in Section 2.1 are loaded and that you have access to the information listed in Section 4.2;
- Open the LIS;
- If the data set required is not already loaded into LIS (See Section 3 and Section 3.2 for details on using the LIS), the user will need to load the required dataset prior to exporting the ILR data in an Access97 format;
- On completion of the Export - Close LIS;
- Open PDSAT. The screen at Figure 13 will appear;



**Figure 13 - PDSAT Opening Screen**

- Use the “Load LIS\_EXP.mdb” button on the “Database Utilities” screen to navigate to and select the “LIS\_EXP.mdb” file;
- If the user has renamed the “LIS\_EXP.mdb” file then select that file;
- The LIS load will then proceed on selection of the file and a “Processing Complete” pop-up message box will appear. Click on “OK” to close the pop-up message box; and
- Click on the “Set Report Directory” button and select the location for the output of reports. Please note the following:
  - When the user has navigated to the Reports Directory, the system needs a file to enable PDSAT to pick up the directory;
  - In the window, right click in the window;
  - On the pop-up menu that appears move the mouse cursor down to “New”;
  - And select “Text Document”;
  - Hit “Return” and select the newly created file; and
  - The path will be inserted into the “Set Reports Directory” box.
- PDSAT is now ready for use and the screen will look as in Figure 14:
  - Once the Reports Directory has been set-up, the PDSAT Reporting button is activated (See Figure 14);

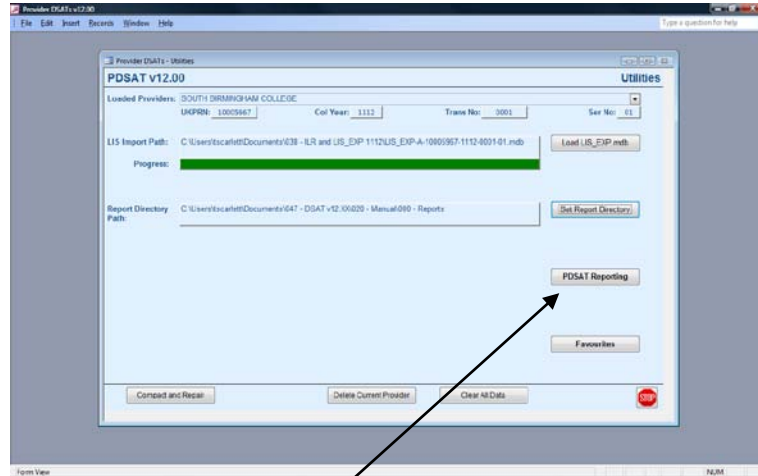


Figure 14 - PDSAT Database Utilities Screen (Post Import)

- Click on the “PDSAT Reporting” button to access the reports (Figure 15).

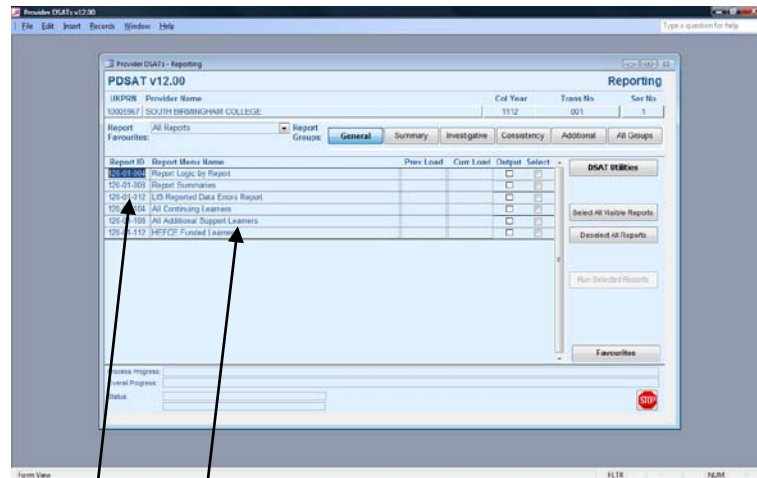


Figure 15 - PDSAT Reporting Screen

## 5.4 Understanding Reports

In PDSAT v12.00, assistance in understanding reports has been provided. To access the assistance, the user should single click their mouse cursor on the Report ID or Report Menu Name, first or second column from left and a window will appear showing the relevant report information, see Figure 16.

Users may access additional help on PDSAT features by floating their mouse cursor over areas of the screen, in particular fields and buttons etc.

The window may be moved around the screen as required by the user, by dragging the title bar to the most convenient position for the user.

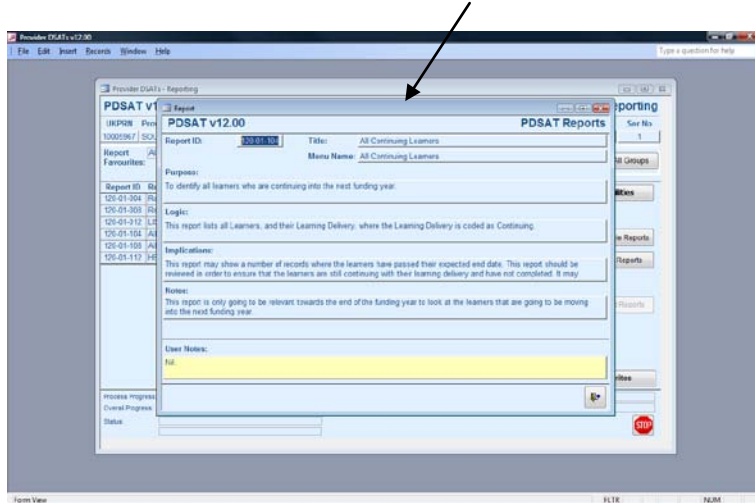


Figure 16 - PDSAT Report Assistance Window

Users may enter their own text into the “User Notes:” (yellow shaded field) which is stored within the tool and will be output with reports. When a new version of the PDSAT is used any information entered into this field will be lost.

## 5.5 Selecting Reports

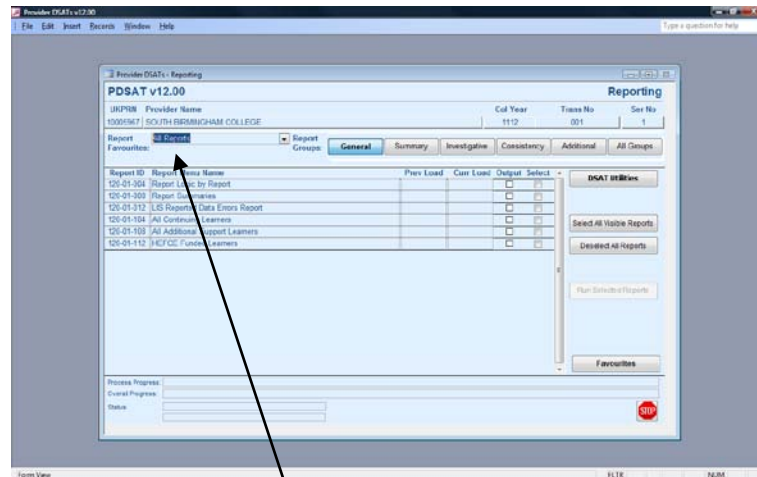


Figure 17 - PDSAT Reporting Screen

Before starting click on the Report Favourites drop-down box to make the relevant reports available depending on aspects of the data the user wishes to investigate. See Figure 17.

**NB.** Users will note that there is now a “Favourites” button and that “Report Favourites” has replaced the “Cat” buttons. A full explanation of the Report Favourites is contained at Section 5.6

To navigate between the PDSAT Report Groups, a user must click using the mouse cursor on the buttons titling each category. An “All Groups” button is available to list all the reports.

In order to run the PDSAT reports, the user needs to select the required reports by checking the <check boxes> immediately to the right of the Report Titles. A user may select reports from more than one Report Category and as many as they require at a time.

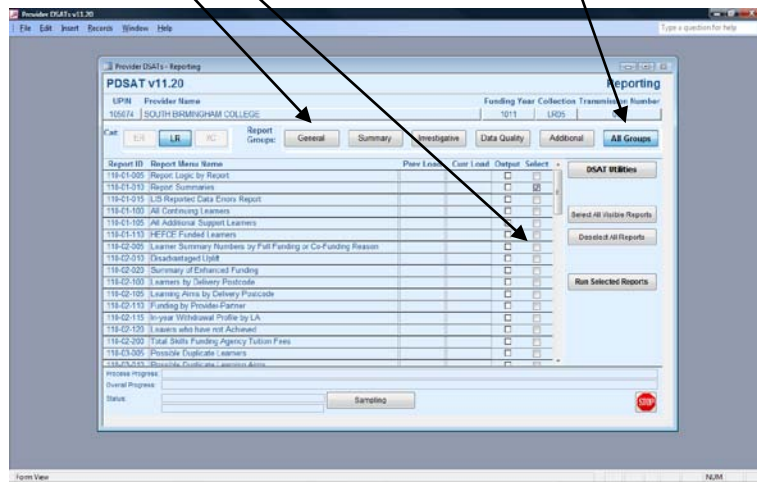


Figure 18 - Investigative Reports with some Selections

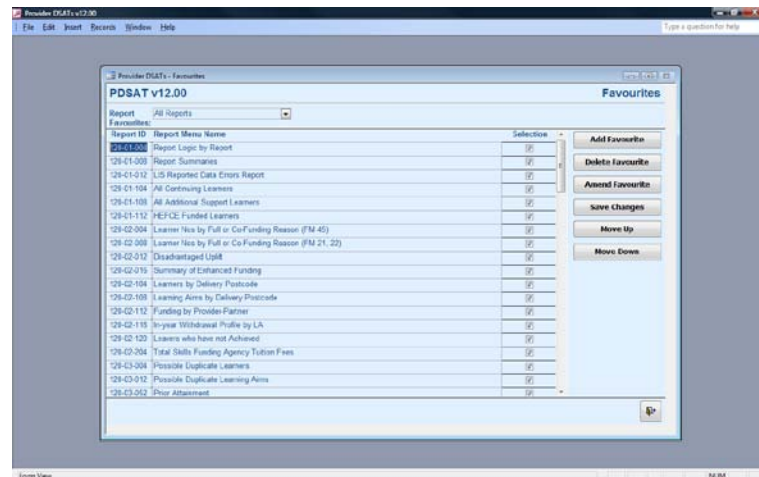
**NB.** When selecting reports, users are advised to run Report 120-01-008 before all other reports. This report generates the quantities of output for each of the reports in the sets. Users are then able to select the reports where figures indicate that further investigation is required. If all the reports are selected, the process to run and generate the workbook may take in excess of 1 hour for a large provider using a reasonably high specification machine. For a small to medium sized provider the process will take approximately 30 minutes.

## 5.6 Favourites

PDSAT v12.00 provides new functionality which provides pre-defined sets of reports and also allows users to create and amend their own sets of reports or “Favourites”. This feature has been enabled to allow users to create groups of reports they wish to run on a regular basis. Though it is not available in v12.00 of DSAT, it is intended to build in a mechanism that will allow users to import Favourite Groups from previous versions of DSAT.

Users should be aware that the top group in the listing will always be the default selection. By moving another group to the top of the list, that group will become the default list.

By clicking on the “Favourites” button on either the “Utilities” or “Reporting” screens the Favourites screen at will be displayed. See Figure 19.



**Figure 19 – PDSAT Favourites Screen**

The following functionality is available from the Favourites Screen:

- Add Favourite;
  - When a user clicks on the “Add Favourite” button, a pop-up window opens and the user is asked to enter a name for the new “Selection”. If the name is not changed then the default is used (“New Favourite Group”); and
  - A new “Favourite” has now been added to the list which will run all the available reports.
- Delete Favourite;
  - When a user clicks on the “Delete Favourite” button the currently visible user defined user-“Favourite” will be deleted. **NB.** The pre-loaded “Favourites” cannot be deleted or amended;
- Amend Favourite;
  - When a user clicks on the “Amend Favourite” button, all the available reports are shown and those reports that have been previously are shown by the “Selection” check-box being ticked;
  - At the same time the “De-Select All Reports” and “Select All Reports” buttons become visible. The action of these buttons is described below;
  - A user is now allowed to check and uncheck boxes by clicking on the “Selection” check boxes;
  - If the user wishes to review the detail of a particular report as with the “Reports” screen the user can click on the “Report ID” or “Report Menu Name” fields to bring up the “PDSAT Reports” screen;

- Once the user has completed their selection of reports either click on the “Save Changes” button close the “Favourites” screen which will save the new selections;
- Save Changes;
  - When the “Save Changes” button has been clicked the changes are saved to the “Favourite”. The “De-Select All Reports” and “Select All Reports” buttons disappear and the record is saved;
- Move Up; and
  - When the “Move Up” button is clicked the currently selected “Favourite” is moved up the list until when at the top of a file and error message is displayed;
- Move down.
  - When the “Move Down” button is clicked the currently selected “Favourite” is moved down the list until when at the bottom of a file and error message is displayed;

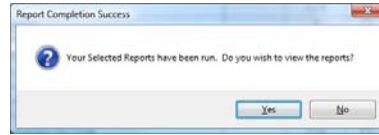
While amending a “Favourite”, two further buttons appear:

- De-Select All Reports; and
  - When the ”De-Select All Reports” button is clicked all the selected reports are deselected;
- Select All Reports
  - When the ”Select All Reports” button is clicked all the un-selected reports are selected.

## **5.7 Viewing Reports**

Once the required selections have been made:

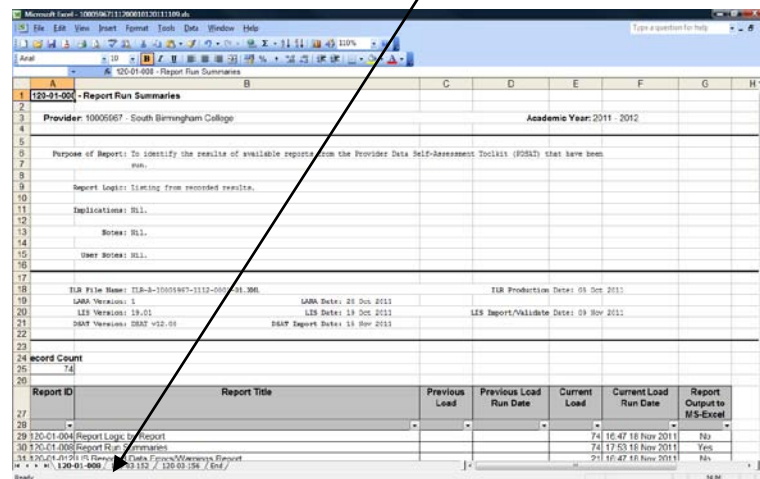
- The user may view the reports by clicking the “Run Selected Reports” button, see Figure 18;
- While the report process is running users may observe the Progress Bars and Status of the process.
- On completion of the report run the screen at Figure 20 will appear;



**Figure 20 - Report Completion Report**

- The user may then click on the “Yes” button to open the reports or close the window by clicking on the “No” button;
- Microsoft Excel will be opened and the selected reports shown in the screen as in Figure 21;

When a set of reports have been run, the reports are displayed in a single workbook.



**Figure 21 - MS-Excel Reports**

- The Reports may then be printed using the normal MS-Excel output buttons;
- The reports may then be closed using the normal windows buttons at the top right hand side of each report window; and
- When a report has been run the number of records for that report are shown in the box next to the check box.

In PDSAT v12.00, it is not necessary to close all the open reports before running further reports. However, running large numbers of reports may exceed the resources of the user’s computer.

## 5.8 Report Location

When running reports, a MS-Excel Workbook is created and named using the following syntax: P P P P P P P P A A A A T T T T S S Y Y Y Y M M D D . x l s where P P P P P P P P is the UKPRN for the provider, A A A A is the Academic Year for the data, T T T T is the Transmission Number for the loaded return, S S is the Serial Number and Y Y Y Y M M D D is the date year, month day that the ILR was run through the LIS. All reports for that provider will be saved in this workbook.

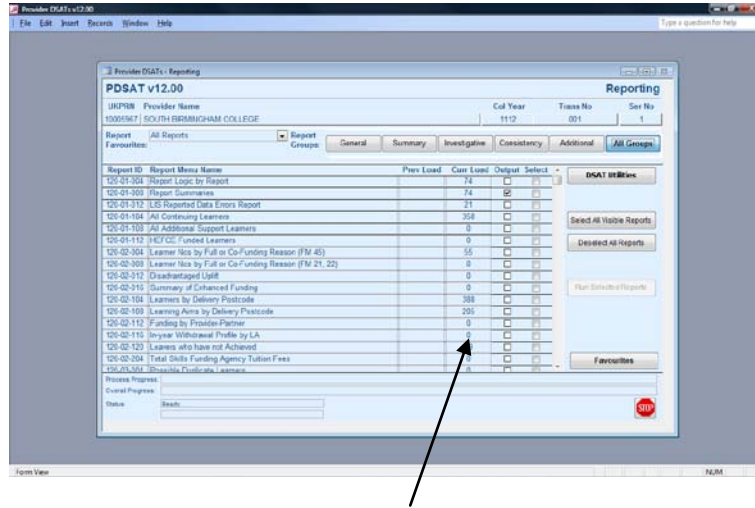


Figure 22 – “All Groups” - Number of Records for Run Reports

## 5.9 Reloading a Provider’s Dataset

To reload an updated set of Provider data as the result of changes:

- Click on the “DSAT Utilities” button;
- Follow the process described at Section 5.1;
- The user will be asked whether this is an Update or a New Submission for cross-reporting. The user should answer as appropriate; and
- The provider’s data will be replaced with the new download. Reports run with the previous load are shown in the reports screen see Figure 23.

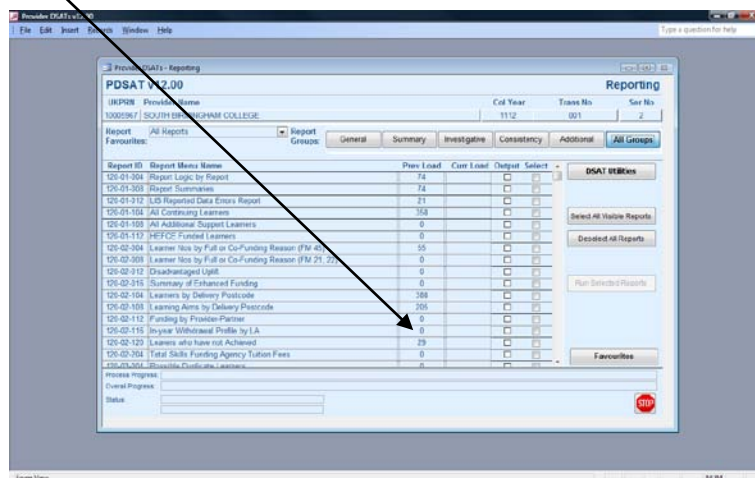


Figure 23 - PDSAT on 2nd Load of Provider Data

## 5.10 Loading More Than One Dataset

PDSAT Ver 12.00 will currently only allow a single dataset for year 2011/2012 for each Provider to be imported. If a second import is carried out for a Provider, the “Prev Load” boxes adjacent to the “Curr Load” boxes will indicate the number of records for each report from the previous import. Current values for run reports will be shown in the “Curr Load” boxes see Figure 23.

However, datasets from more than one provider may be imported and processed within PDSAT.

To import a second provider:

- Select the “DSAT Utilities” Button;

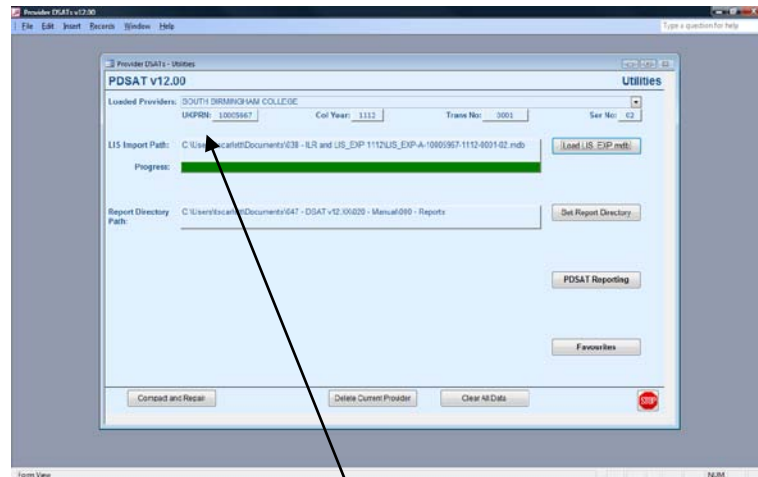


Figure 24 - Database Utilities Screen

- Follow the process described in Section 5.1; and
- The new dataset will be imported into PDSAT.

## 5.11 Using More Than One Dataset

To work with two or more datasets in PDSAT, the user can toggle between the providers by using the drop-down selection on the right-hand side of the “Loaded Providers” box, see Figure 24 and Figure 25

All the detail including the number of records for run reports will toggle with the provider information.

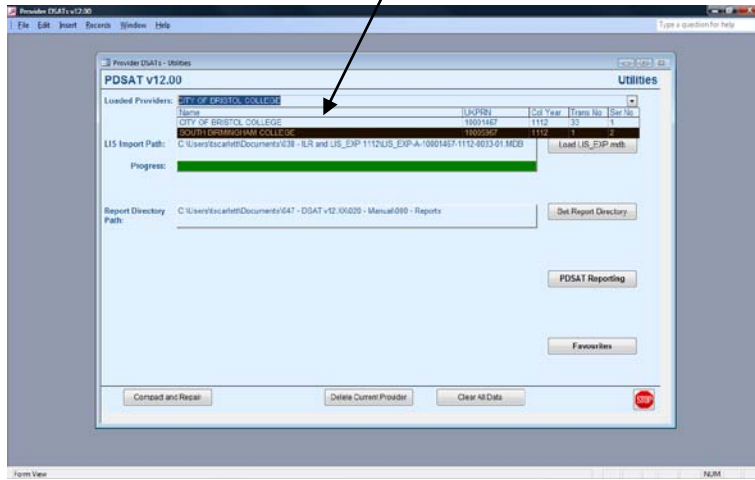


Figure 25 - Selecting a New Provider

## **6 PDSAT Maintenance**

### **6.1 Compacting DSAT**

Over time, PDSAT will become increasingly large to the amount, and number of times datasets are added and deleted. To overcome this issue, a “Compact and Repair” button is available on the PDSAT Utilities Screen which will reduce the size of the database. To compact PDSAT, click “Compact and Repair” button. The database will compact and then reopen. No data is removed from the tool during this process.

Occasionally, at the end of the compact and repair process an error message may be displayed. Click on “OK” and continue to use the tool normally. No apparent problems have been noted because of this.

The “Compact and Repair” button on the “Utilities Screen” will not function with MS-Office2007 as the process uses different controls. It is recommended that the MS-Access options are set to compact the database when the tool is closed. This will minimise usage.

## **7 PDSAT Support**

### **7.1 E-Mail Support**

To obtain e-mail support, send an e-mail to:

DSATHelpDesk@kpmg.co.uk

And include the following information:

- Your Organisation Name;
- Your Name;
- Your e-Mail address;
- Your contact telephone number;
- Your operating system detail i.e. Windows2000
- Your MS-Office detail i.e. Microsoft Office 2000
- The version of the LIS you are using;
- The LARA version you are using; and
- A description of your problem.

The PDSAT Help Desk will respond to your call at the earliest opportunity.