

AVETMISS VALIDATION SOFTWARE - QUICK GUIDE

Note: Extract files from your student management system and store in an easy to access folder first.

Setting up to Import

1. Click on **Start** and go to **Programs**→**AVETMISS Validation Software** or double click on the desktop icon. You should be using version 6.22. to check click on **Help**→ **About AVETMISS Validation**. Check <http://www.ncver.edu.au/avetmiss/21058.html> for latest patch
2. Click on **Set Up**.
3. Click on **Reset** and click on **Yes** when asked if you want to proceed.
4. Select collection type as **VET Provider Collection**.
5. To select the data directory path, click on **Browse**. Find the correct path (this is where your NAT files are saved) double click on the first Nat file.
6. Enter the current collection year, depending on what year the data is from. Eg if you're validating 2010 data in January 2011 then the year will be 2010.
7. Click on **Close**

Importing the Data

1. Click on **Import** and make sure all files (except for the Nat00005) are highlighted before clicking on the **Import** button. (you may get a warning or a message saying something to the effect of less records than expected – this is ok, just click on **OK** and continue).
2. When the import is complete, click on **Check Status** to confirm successful and then **Close**.
3. All files must be imported correctly before you can proceed.

Validating the data

1. Click on **Validate**. The validation is done in two stages. Some (not all files) will be highlighted, click on **Validate**.
2. When the validation has been completed, click on **Close**.

Checking for Errors

1. Click on **Check Status**.
2. In the **Status** column, look for any files where the validate shows 'Unsuccessful'.
3. Select the first 'Unsuccessful' file by clicking on the appropriate row in the column with the arrow.
4. Click on **Error Distribution** and click on **Print**.
5. Click on **Error Details** and click on **Print** (if you cannot read all of the error message click **Print Preview** before printing).
6. Click on **Close** to get back to the file status screen.
7. Select the next 'Unsuccessful' file with errors and/or warnings and repeat steps 5 & 6 of 'Checking for Errors' until all files with errors and/or warnings have been printed.
8. When the printing has been completed click on **Close** and then **Quit** to exit the system.

Fixing the Errors and Encrypting

1. All errors MUST be fixed and warnings if possible. The data cannot be submitted with errors. Where possible the errors must be fixed within your system. Before re-validating, **the NAT files must be created again**.
2. Fix what errors you can and run the data through the validation software again.
3. Continue the process until all files show 'Successful' in the **Status** column.
4. Click on **Print Preview** to view a copy of the "Data Collection" Report
5. Go to **File** → **Output To**. Make sure **Text Files** is highlighted and click **OK**.
6. A box will appear asking you where to save the file. Select where you want to save the file (save it with your NAT files) you'll need to submit this "Data Collection" report as error free, with your NATfiles.
7. Go to **Generate Reports**, click on **Data Quality Reports**, Click on **Collection Summary** (save it with your NAT files) you'll need to submit this error free report with your NATfiles.
8. Click on **Export** to encrypt student names ready for submission. (*If sending to NCVER*)

USER GUIDE & AVETMISS STANDARD	AVETMISS SUPPORT
http://www.ncver.edu.au/avetmiss/21058.html Item 2055 AVETMISS validation software: Version 6.0 – User guide http://www.ncver.edu.au/avetmiss/21055.html (VET PROVIDER)	Email: support@ncver.edu.au Ph: 1800 649 452

