

# Scottish Welfare Fund Quarterly Monitoring

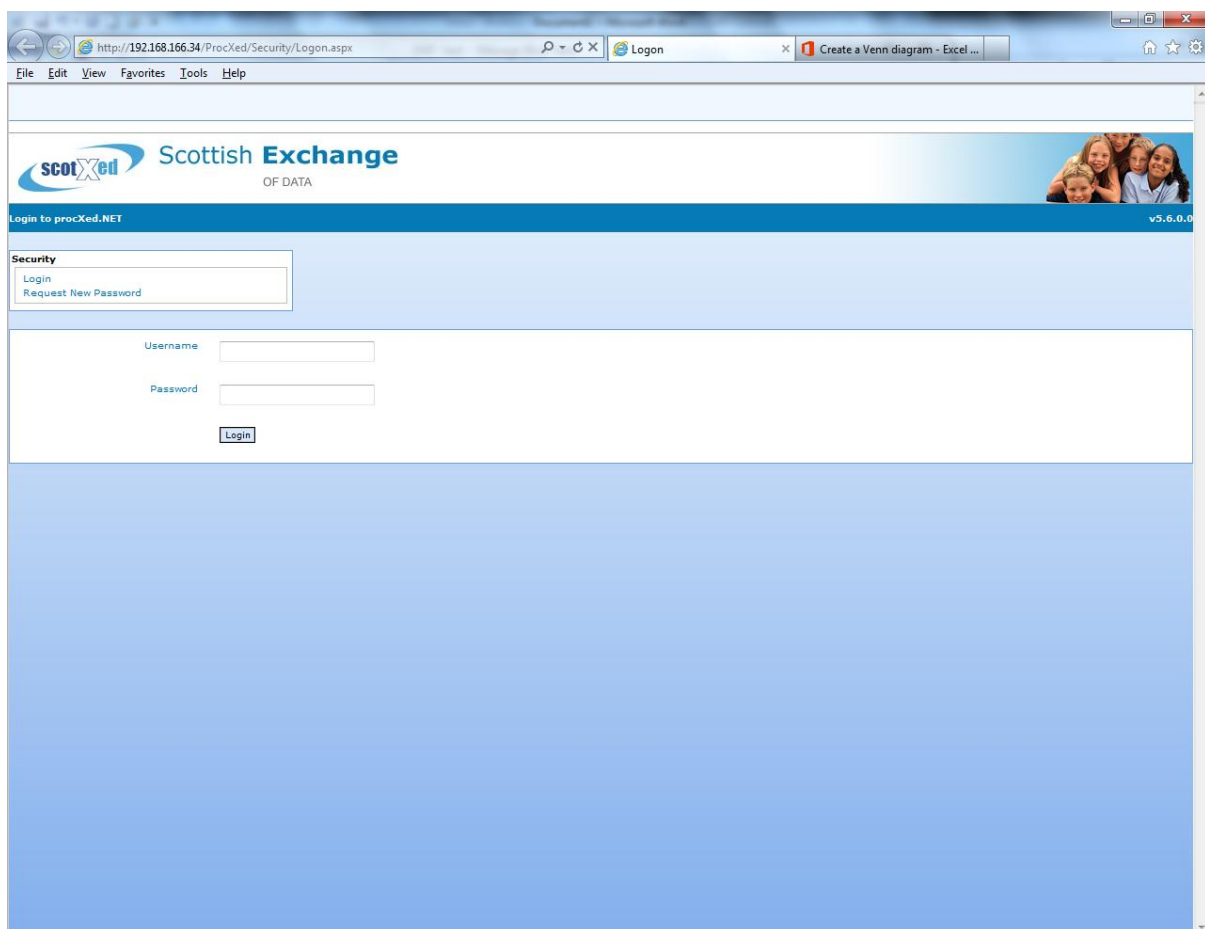
## MIS Developer Sandbox to Test XML Data Extracts

Version 1: Released 13 June 2013.

### How to use the Sandbox

1. If you haven't already done so, obtain login details from the ScotXed team.  
Please email [Colin.Gallacher@scotland.gsi.gov.uk](mailto:Colin.Gallacher@scotland.gsi.gov.uk) directly.
2. Go to the Sandbox site at:

<https://procxed.scotxed.net/ProcXed/Security/Logon.aspx>

A screenshot of a web browser displaying the ScotXed login page. The browser's address bar shows the URL 'http://192.168.166.34/ProcXed/Security/Logon.aspx'. The page header features the 'scotXed Scottish Exchange OF DATA' logo and a small photo of four children. Below the header, there is a 'Login to procXed.NET' section with a 'Security' dropdown menu containing 'Login' and 'Request New Password'. The main login area includes fields for 'Username' and 'Password', and a 'Login' button. The page has a blue gradient background.

3. Enter you Username and Password on the page.

4. On first sign in you'll need to change your password.

The screenshot shows a web browser window with the URL <https://procxed.scotxed.net/ProcXed/Security/Login.aspx>. The page header includes the "scotXed" logo and "Scottish Exchange OF DATA". A blue banner at the top right features a photo of three children. Below the banner, a "Security" box contains links for "Login" and "Request New Password". A red error message states: "X Your password must be changed". Below this message, there are four input fields: "Username" (containing "awaugh.mis"), "Password", "New Password", and "Confirm New Password". A "Login" button is positioned below the "Confirm New Password" field. The browser's taskbar at the bottom shows various application icons and the system clock indicating 16:35 on 12/06/2013.

If it's helpful, random passwords can be generated at:  
<http://www.pctools.com/guides/password/>

5. Once you've changed your password you'll see the following Welcome screen with system messages.

The screenshot shows a web browser window with the URL <https://procxed.scotxed.net/ProCXed/General/Dashboard.aspx>. The browser tabs include 'The Scottish Gover...', 'Dashboard', and 'Security Guide for Windows - ...'. The page header features the 'scotXed Scottish Exchange OF DATA' logo and a 'Current User: Andrew Waugh' indicator. The main content area is titled 'Dashboard' and displays 'System Messages'. The first message, 'Road length Survey 2013 now live (Message Updated: 29/04/13 10:29)', states that the annual road length data collection is now live, provides guidance on updates, and includes a 'Please note' about the 'total' column calculation. It also mentions a deadline of 'Friday 14th June' and provides contact information for Stuart Hay. Below this are two smaller messages: 'Social Care 2013 is now live (Message Updated: 19/04/13 03:15)' and 'Click here for help (Message Updated: 31/12/12 01:01)'. At the bottom, the 'Data Return Components' section shows 'There are no data items to display'.

Dashboard

System Messages

▼ Road length Survey 2013 now live (Message Updated: 29/04/13 10:29)

The annual road length data collection is now live.

Guidance on this collection has been recently updated and can be found [here](#).

**Please note** - the 'total' column will be calculated when you save the return.

The deadline for returns this year is **Friday 14th June**.

If you require any assistance with the collection please do not hesitate to contact [stuart.hay@transportscotland.gsi.gov.uk](mailto:stuart.hay@transportscotland.gsi.gov.uk)

► Social Care 2013 is now live (Message Updated: 19/04/13 03:15)

► Click here for help (Message Updated: 31/12/12 01:01)

Data Return Components: There are no data items to display

6. Select Menu -> Data Collections -> Manage Data Returns

The screenshot shows a web browser window with the address bar displaying <https://procxed.scotxed.net/ProcXed/General/Dashboard.as>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the browser window, the application interface features a 'Menu' button and a 'Logout' button. A sidebar menu is open, showing the following structure:

- Security
  - Data Returns**
    - Manage Data Returns (highlighted)
    - Validation Errors
    - Manage Upload Data Transform Jobs
- Reports
  - Dashboard

The main content area displays a 'change' header and a 'TA' label. Below this, a 'System Messages' section is visible, containing the following messages:

- ▼ Road length Survey 2013 now live (Message Updated: 29/04/13 10:29)**

The annual road length data collection is now live.

Guidance on this collection has been recently updated and can be found [here](#).

**Please note** - the 'total' column will be calculated when you save the return.

The deadline for returns this year is **Friday 14th June**.

If you require any assistance with the collection please do not hesitate to contact [stuart.hay@transportscotland.gsi.gov.uk](mailto:stuart.hay@transportscotland.gsi.gov.uk)
- Social Care 2013 is now live (Message Updated: 19/04/13 03:15)**
- Click here for help (Message Updated: 31/12/12 01:01)**

7. You'll next see the following screen. Set the drop downs as follows:
- Data Collection Type as Scottish Welfare Fund Quarterly, and;
  - Data Collection as Scottish Welfare Fund Quarterly June 2013 pilot MIS.
  - On Data Returns click the "Select" button which appears under the word Action.

Parent Organisation: Capita

Advanced Search: ☐

Data Collection Type: Scottish Welfare Fund Quarterly

Data Collection: Scottish Welfare Fund Quarterly Jun 2013 pilot MIS

| Collection Name                                    | Data Collection                 | Organisation | Status     | Comments | Action  |
|--|---------------------------------|--------------|------------|----------|---|
| Scottish Welfare Fund Quarterly Jun 2013 pilot MIS | Scottish Welfare Fund Quarterly | Capita       | InProgress |          | <a href="#">Select</a> <a href="#">Download Xsd</a> <a href="#">View Errors</a> |

Data Return Detail: There are no data items to display

Data Return Status Change Log: There are no data items to display

Data Return Components: There are no data items to display

8. On clicking Select, the screen will reveal the following display. Select Upload to load your test extract.

Parent Organisation: Capita

Advanced Search: ☐

Data Collection Type: Scottish Welfare Fund Quarterly

Data Collection: Scottish Welfare Fund Quarterly Jun 2013 pilot MIS

| Collection Name                                    | Data Collection                 | Organisation | Status     | Comments | Action  |
|--|---------------------------------|--------------|------------|----------|---|
| Scottish Welfare Fund Quarterly Jun 2013 pilot MIS | Scottish Welfare Fund Quarterly | Capita       | InProgress |          | <a href="#">Select</a> <a href="#">Download Xsd</a> <a href="#">View Errors</a> |

| Collection Name                                    | Data Collection                 | Organisation | Status     | Comments | Progress |
|--|---------------------------------|--------------|------------|----------|----------|
| Scottish Welfare Fund Quarterly Jun 2013 pilot MIS | Scottish Welfare Fund Quarterly | Capita       | InProgress |          | 1/1      |

| Status      | Status Change Date   | User Changing Status |
|-------------|----------------------|----------------------|
| Initialised | 6/12/2013 4:55:13 PM | Colin Gallecher      |
| InProgress  | 6/12/2013 5:00:52 PM | Andrew Waugh         |

| Data Collection                 | Collection Name                                    | Organisation | Status    | Comments | Locked By    | When             | Action   |
|---------------------------------|--|--------------|-----------|----------|--------------|------------------|--|
| Scottish Welfare Fund Quarterly | Scottish Welfare Fund Quarterly Jun 2013 pilot MIS | Capita       | Populated |          | Andrew Waugh | 13/06/2013 09:57 | <a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download Xml</a> <a href="#">Unlock</a> |

### Preparing your test extract

In order for the upload of the test extract to work please ensure the it meets the following conditions:

- The extract is an XML file with file extension .xml. Other types of file will not work.
- On the Sandbox system only, we've set up special organisation codes for each MIS Provider which should be used in the UniqueId tag. These values are shown in the table below. In addition, please use the LACODE value for testing as shown below.
- Check all the tags are spelt correctly. Use our SWF XML Tag Checker Tool for assistance, available at:  
<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swfsandbox>

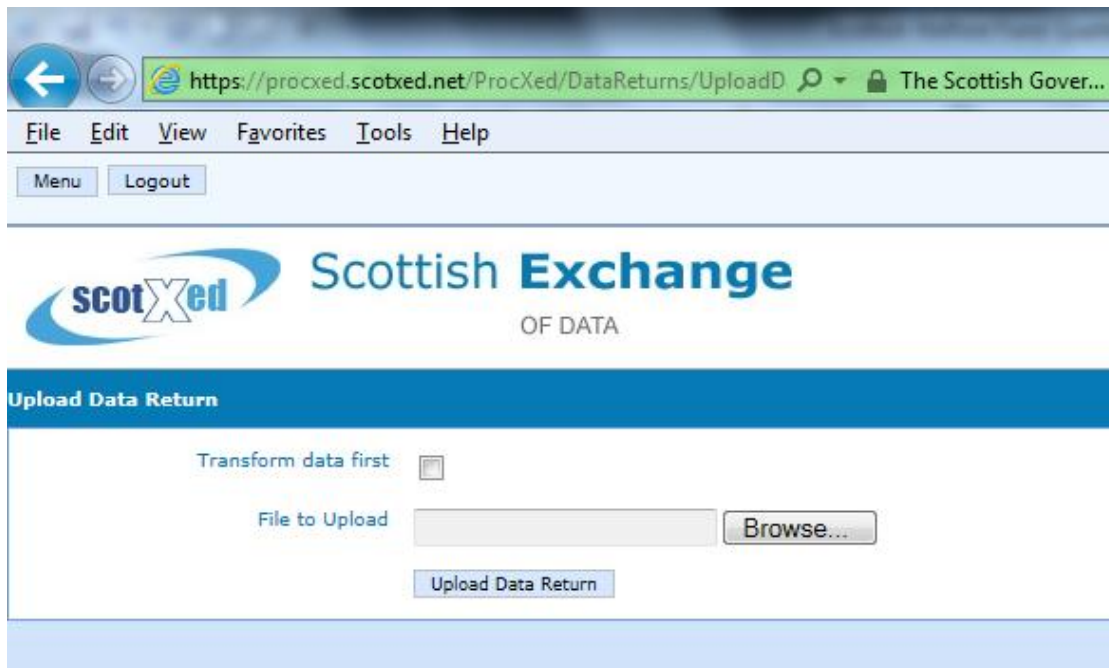
| MIS name  | UniqueId | LACODE |
|-----------|----------|--------|
| Capita    | SP01     | 260    |
| Civica    | SP02     | 320    |
| IEG4      | SP03     | 270    |
| Northgate | SP04     | 380    |

The following error will appear later in the process. Please ignore this error as it is to do with the Sandbox system.

|             |  |
|-------------|--|
| 01SWF01#C00 | LACODE must be the same as ParentOrganisationID assigned to the current collection |
|-------------|--|

## The Upload Process

After pressing upload in Step 8, you'll see the following screen



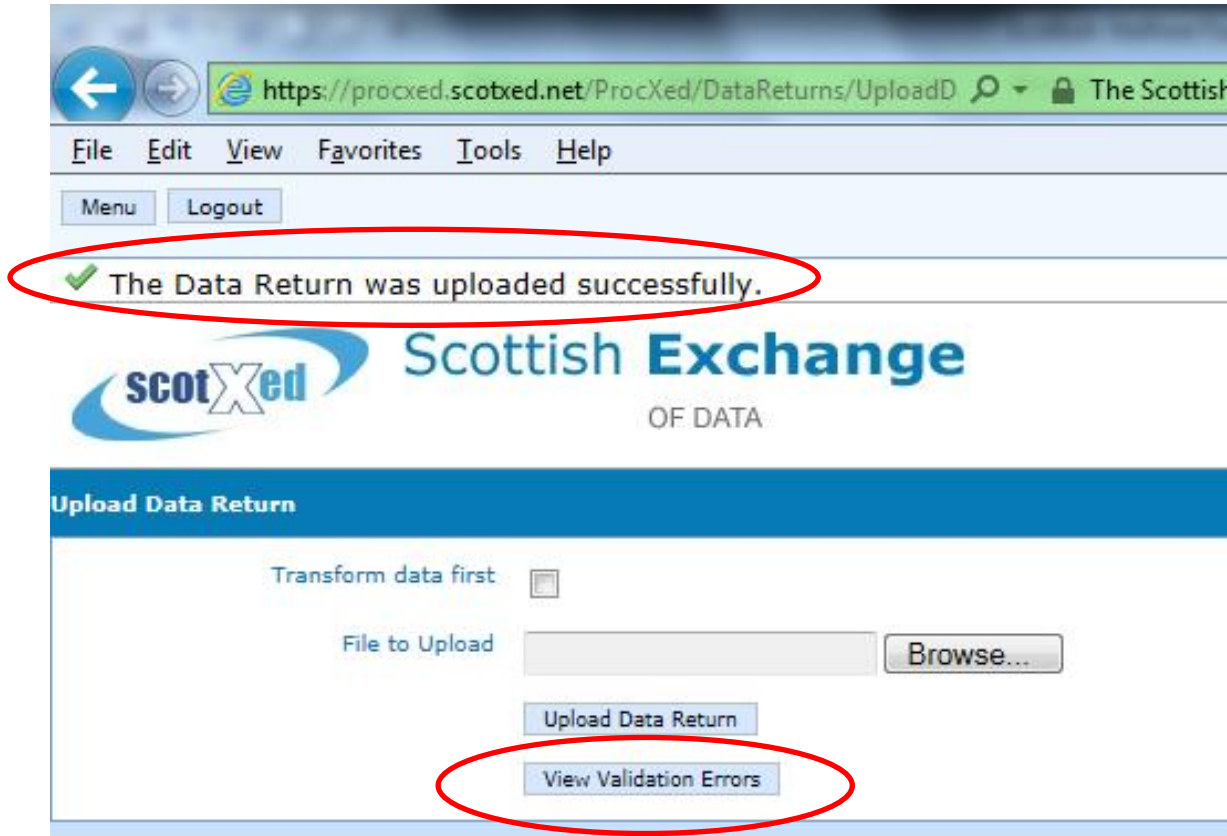
The screenshot shows a web browser window with the address bar displaying <https://procxed.scotxed.net/ProcXed/DataReturns/UploadD>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar are buttons for Menu and Logout. The main content area features the ScotXed logo and the text "Scottish Exchange OF DATA". A blue header bar contains the text "Upload Data Return". Below this header, there is a checkbox labeled "Transform data first" which is currently unchecked. Underneath the checkbox is a text input field labeled "File to Upload" and a "Browse..." button. At the bottom of the form is an "Upload Data Return" button.

9. Browse to your test XML extract and click on Upload Data Return

On successful upload, you'll see the following screen.

Note:

- The Data Return was uploaded successfully.
- If there are validation errors, a View Validation Errors button appears.





10. Select View Validation Errors. The following screen will appear.

Parent Organisation:

Advanced Search: ☐

Data Collection Type:

Data Collection:

Error Codes

| Error Code  | Description   | Action |
|-------------|---|--------|
| 01SWF01#C00 | LACODE must be the same as ParentOrganisationID assigned to the current collection  | Select |
| 07P03#C01   | NINO must be valid National Insurance Number format   | Select |
| 22AFD16#F   | ETHNIC must be valid  | Select |
| 22AFD16#M   | ETHNIC must be present  | Select |
| 25AFD19#F   | RESEARCH must be valid  | Select |
| 25AFD19#M   | RESEARCH must be present  | Select |
| 27AFD21#F   | CCGREASON must be valid   | Select |
| 64CPT01#C00 | CCG_PAYMENT_METHODS_TIER1 must be present where CCG_TIER1_DECISION value is '1' or '2' or '3' or '4' or '5' and CCG_AMTAWD_TIER1 is greater than zero for at least one item | Select |
| 65CPT02#C00 | CCG_PAYMENTS_TIER1 must be present when CCG_TIER1_DECISION value is '1' or '2' or '3' or '4' or '5' and CCG_AMTAWD_TIER1 is greater than zero for at least one item         | Select |
| 71CT02#C01  | CCG_PRIORITY_TIER2 must be blank when CCG_TIER2_DECISION value is '6'   | Select |

1 2

Selected Error Code

Validation Errors:

11. Click on Select for more information on a particular error.

12. Further information about the error, and the data value causing the error is displayed at the bottom of the page.

The screenshot shows the 'Scottish Exchange OF DATA' web application. The 'Navigate Validation Errors' section is active, displaying a list of error codes and their descriptions. Below this, a table titled 'Validation Errors' provides detailed information about a specific error. A red circle highlights this table.

| Organisation | Error Code | Error Description                                   | Error Value | Error Message                                  | Error Location   | Cleared | Comments | Comments By | Comments Created | Comments via Return State | Action  |
|--------------|------------|---|-------------|--|--|---------|----------|-------------|------------------|---------------------------|---|
| Capita       | 07P03#C01  | NINO must be valid National Insurance Number format | TT123456X   | Must be valid National Insurance Number format | (APPREF: TEST2) : ( ) : Q7: National Insurance Number (if this person is aged over 16) | False   |          |             |                  |                           | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Batch Comment</a> <a href="#">Clear</a> |

In this case, the NI Number TT123456X has failed as it is not a valid National Insurance Number. (This validation gets tested against a regular expression).

To view where the error is on the form, please click edit.

As far as possible, we would encourage MIS providers to build in validation codes into their systems so that LA Officers are unable to enter incorrect information. We also encourage errors in data to be fixed at source.

To repeat the process with a new data extract, please go back to Step 6 and repeat as necessary.

If you think there is a problem with any of our validation codes, or if you need any other assistance, please email [scotxed@scotland.gsi.gov.uk](mailto:scotxed@scotland.gsi.gov.uk) in the first instance.