

Scottish Welfare Fund Quarterly Monitoring

Quick Start Guide

Version 3: Released 25 November 2013.

Revisions Log

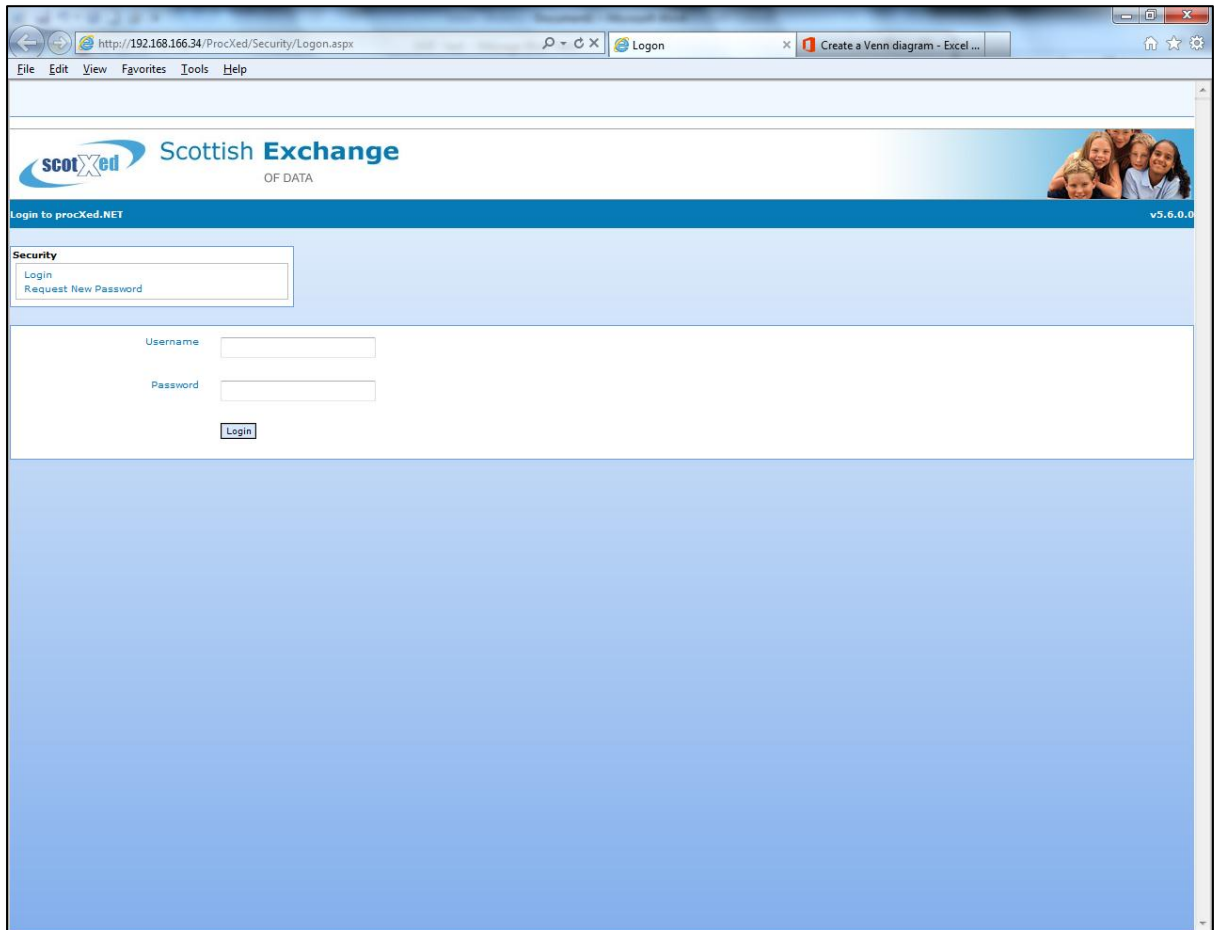
Date	Comments
Version 1 11 July 2013	First Draft
Version 2 4 September 2013	Upload process now includes transformation stage.
Version 3 25 November 2013	Checking data quality Details of process for re-submission

How to upload data

1. If you haven't already done so, obtain login details from the ScotXed team.
Please email Colin.Gallacher@scotland.gsi.gov.uk directly.

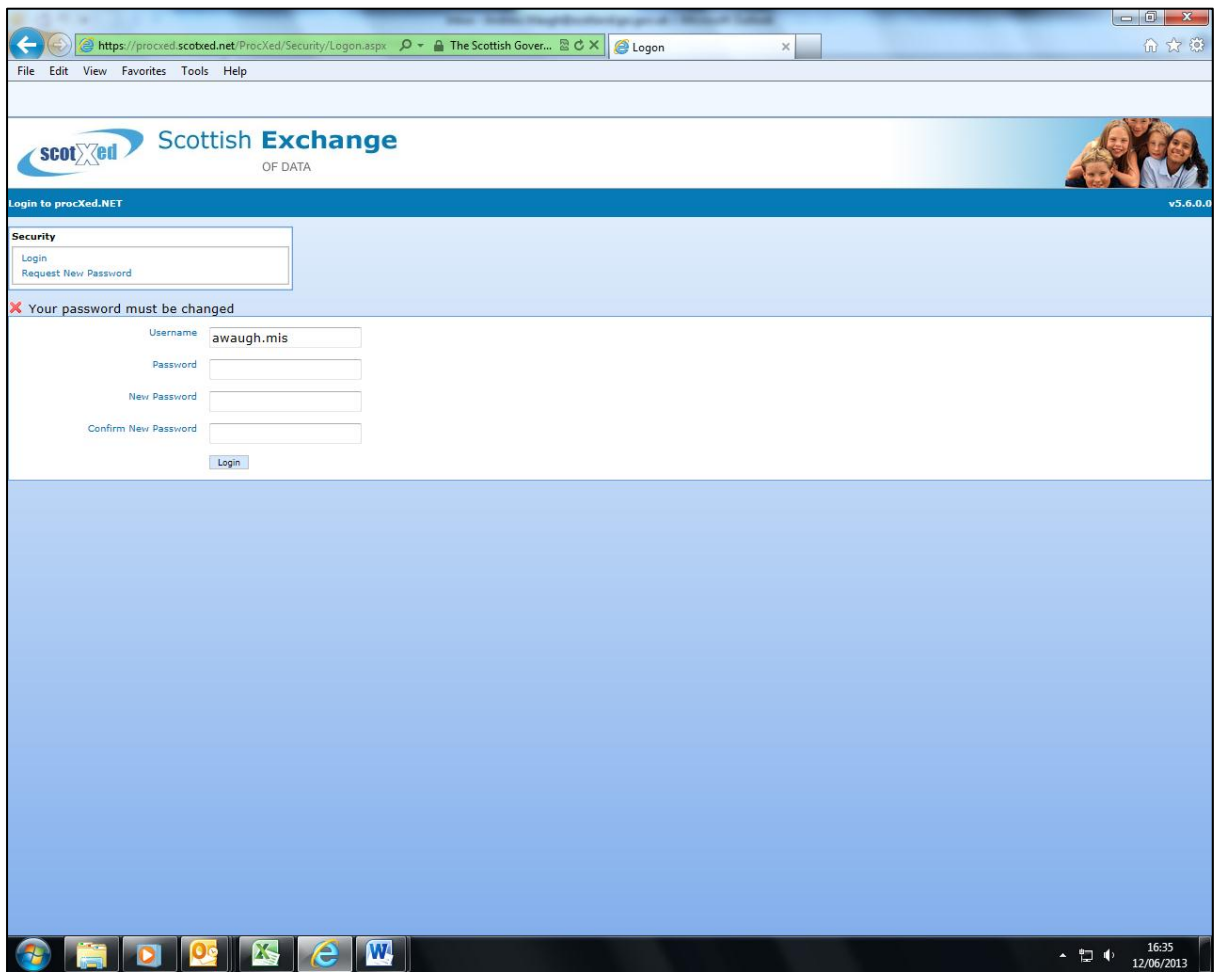
2. Go to the ProcXed website at:

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

A screenshot of a web browser window displaying the login page for ScotXed. The browser's address bar shows the URL 'http://192.168.166.34/ProcXed/Security/Logon.aspx'. The page header features the 'scotXed' logo and the text 'Scottish Exchange OF DATA'. Below the header, there is a blue bar with the text 'Login to procXed.NET' and a version number 'v5.6.0.0'. The main content area has a light blue background. On the left, there is a 'Security' section with links for 'Login' and 'Request New Password'. In the center, there are two input fields labeled 'Username' and 'Password', followed by a 'Login' button. The bottom half of the page is a solid light blue gradient.

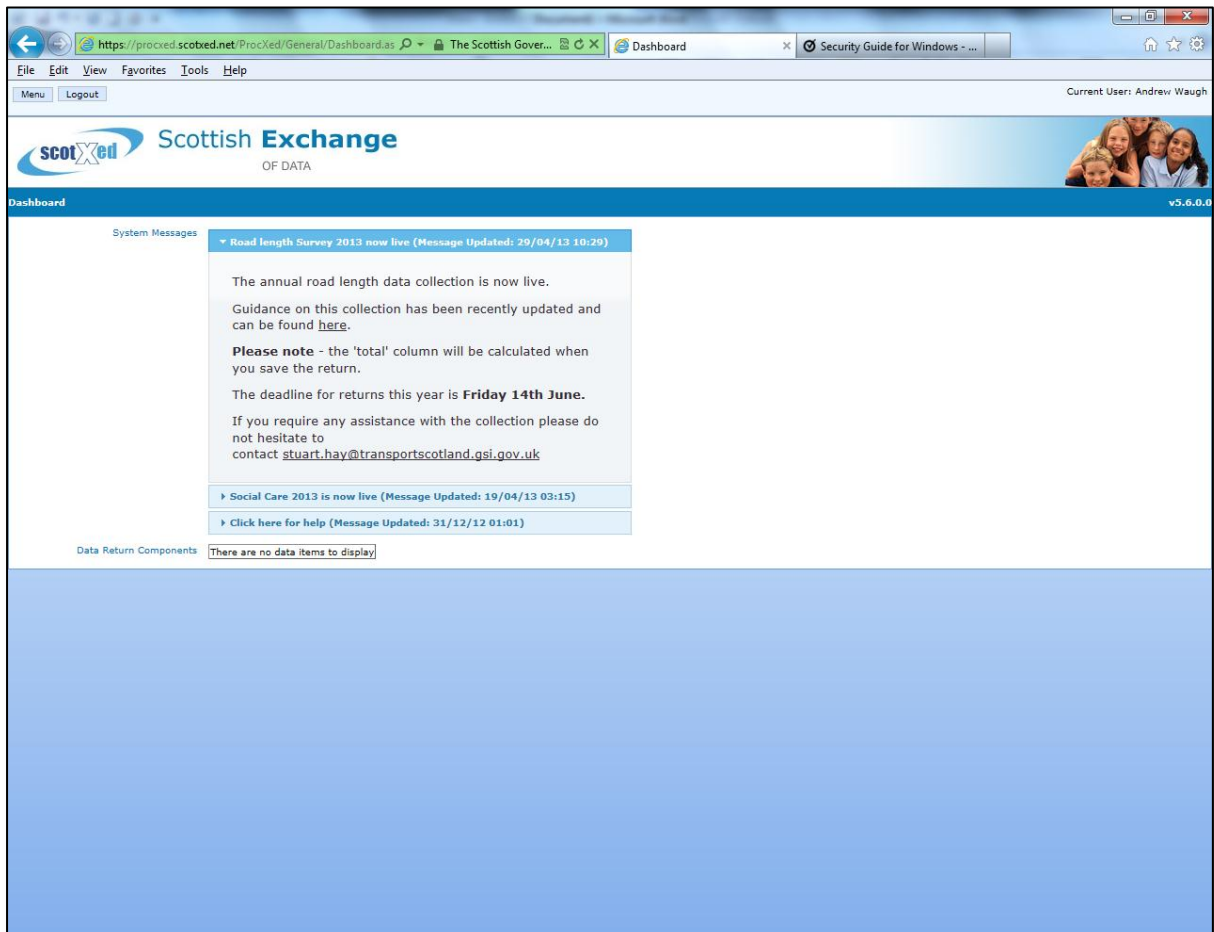
3. Enter you Username and Password on the page.

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



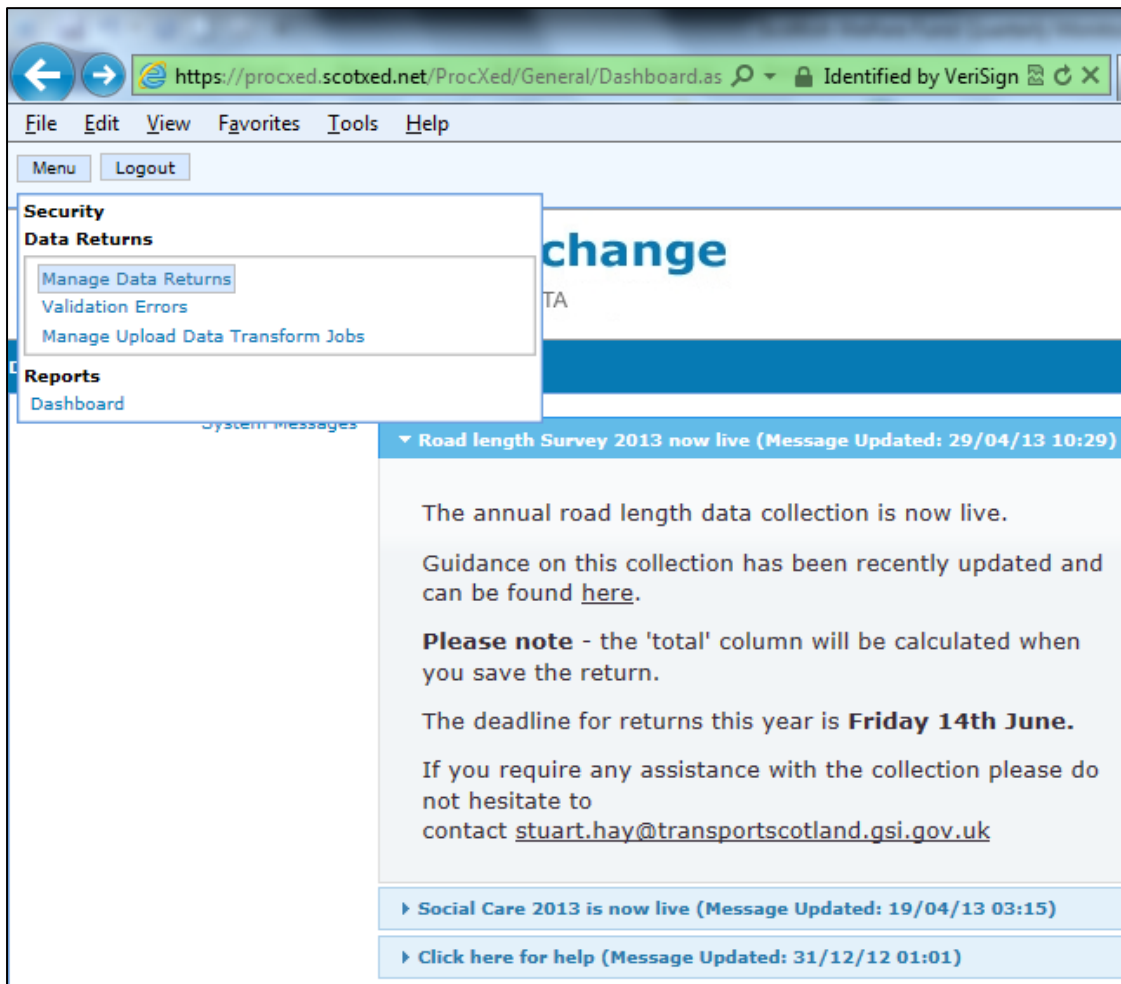
If it's helpful, random passwords can be generated at:
<http://www.pctools.com/guides/password/>

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



How to Upload Data

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



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 data to XXXX.
 - 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		Select Download Xsd View Errors

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		Select Download Xsd View Errors

Data Return Detail:

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

Data Return Status Change Log:

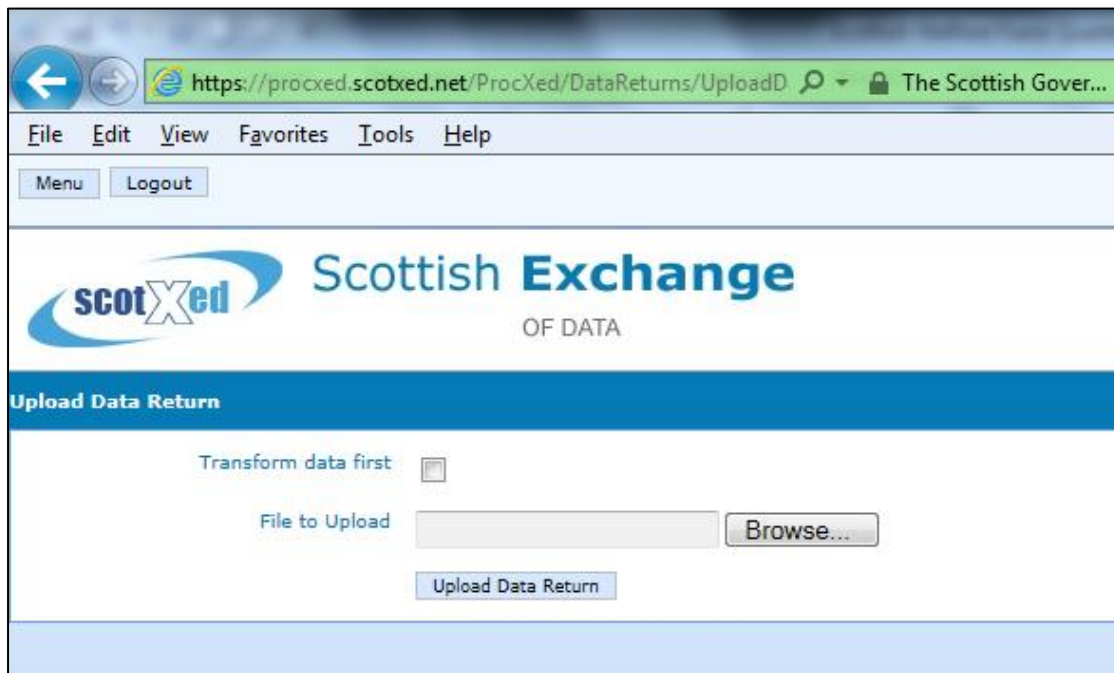
Status	Status Change Date	User Changing Status
Initialised	6/12/2013 4:55:13 PM	Colin Gallacher
InProgress	6/12/2013 5:00:52 PM	Andrew Waugh

Data Return Components:

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 08:37	Upload View Edit Download Xml Unlock

Selecting the XML Extract file to upload - Revised

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

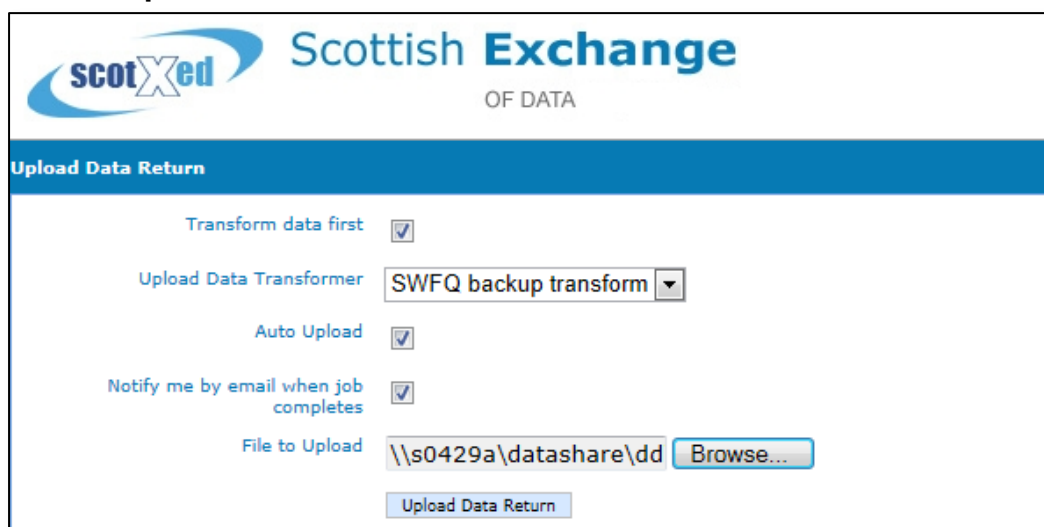


The screenshot shows a web browser window with the URL <https://procxed.scotxed.net/ProcXed/DataReturns/UploadD>. The page header includes the 'scotXed' logo and 'Scottish Exchange OF DATA'. Below the header is a blue bar with the text 'Upload Data Return'. The main content area contains the following elements:

- 'Transform data first' checkbox (unchecked)
- 'File to Upload' text label next to an empty text input field
- 'Browse...' button next to the 'File to Upload' field
- 'Upload Data Return' button at the bottom

9. Please do the following:

- Check the box – **Transform data first**
- On Upload Data Transformed , please select – **SWFQ backup transform**
- Check the boxes – **Auto Upload** and **Notify me by email when the job completes**
- **Browse** to your XML extract
- Click on **Upload Data Return**



The screenshot shows the same web page as before, but with the following changes:

- 'Transform data first' checkbox (checked)
- 'Upload Data Transformer' dropdown menu set to 'SWFQ backup transform'
- 'Auto Upload' checkbox (checked)
- 'Notify me by email when job completes' checkbox (checked)
- 'File to Upload' text input field containing the path '\\s0429a\datashare\dd'
- 'Browse...' button next to the 'File to Upload' field
- 'Upload Data Return' button at the bottom

10. Please be patient. The length of time taken to upload an extract depends on the number of errors in the data and also how busy the server is. Typical load times are as follows:

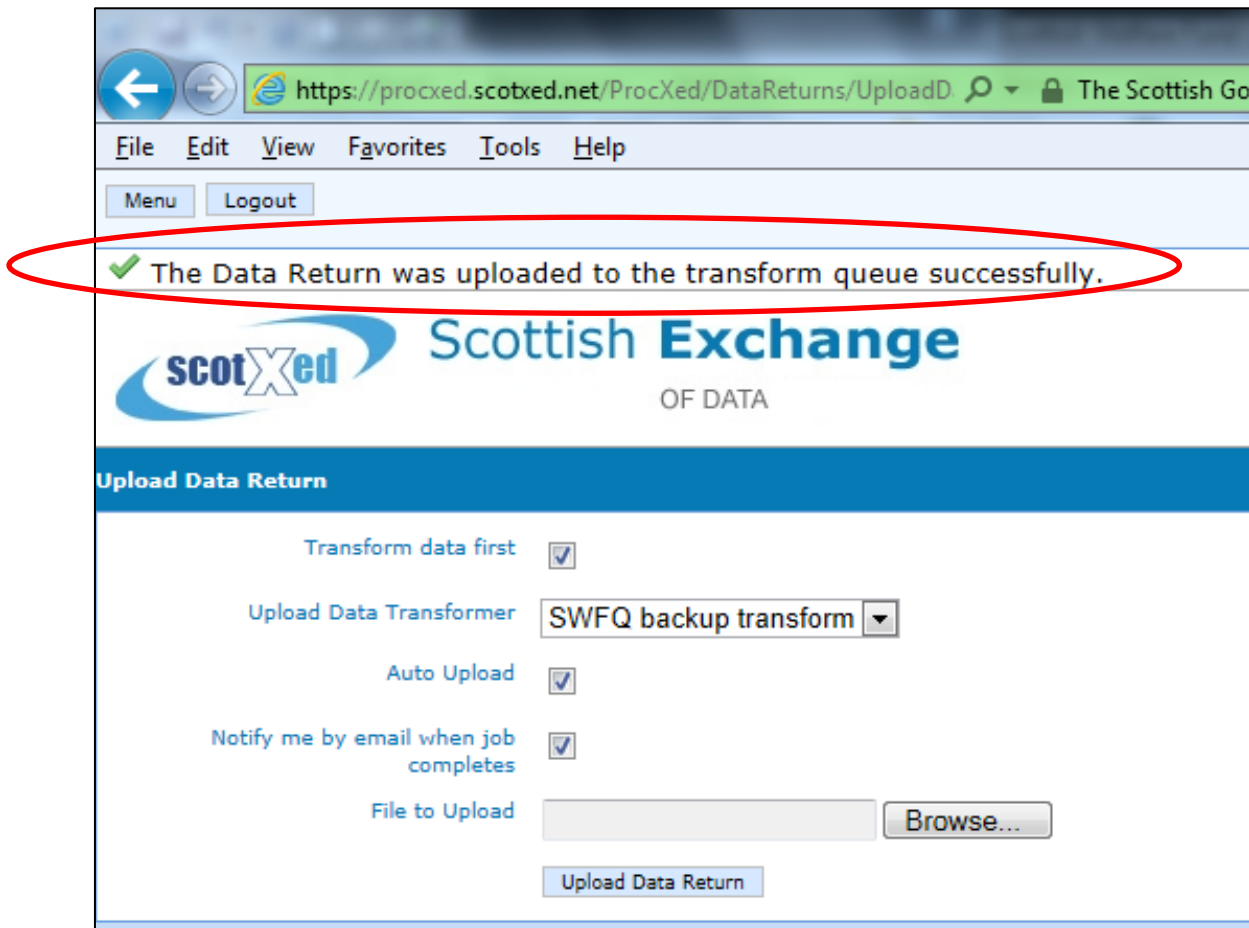
Number of cases in extract	Estimated Load Times
1,000	40 seconds
2,000	1 minute 20 seconds
3,000	1 minute 50 seconds
4,000	2 minutes 40 seconds
4,500	3 minutes

11. We are aware of an issue which is currently affecting files with 4,600+ applications. We're working to resolve this at the moment. Please try and load your file. If you're unsuccessful, please contact scotxed@scotland.gsi.gov.uk in the first instance.

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

Note:

- The Data Return was uploaded to the transform queue successfully.



It can take a short while to perform the transformation, depending on how busy the server is and the size of the extract.

So now's a good time lock your computer and make a cup of coffee.

To check the status of the transformation at any time go to:

Menu > Manage Upload Data Transform Jobs

Menu Logout

scotXed Scottish Exchange
OF DATA

Manage Upload Data Transform Jobs

Data Collection Type Scottish Welfare Fund Quarterly ▼

Upload Data Transformer SWFQ backup transform ▼

Upload Data Transform Jobs

Creator	Data Collection Type	Upload Data Transformer	Created	Status	Cancel Pending	Time Taken
Andrew Waugh	Scottish Welfare Fund Quarterly	SWFQ backup transform	04/09/2013 14:19:01	Succeeded		0.00:00:05
Andrew Waugh	Scottish Welfare Fund Quarterly	SWFQ backup transform	04/09/2013 14:04:13	Succeeded		0.00:00:06
Andrew Waugh	Scottish Welfare Fund Quarterly	SWFQ backup transform	04/09/2013 13:36:42	Succeeded		0.00:00:05
Andrew Waugh	Scottish Welfare Fund Quarterly	SWFQ backup transform	04/09/2013 13:26:54	Succeeded		0.00:00:06

Refresh

When the transform has finished you'll see the work **Succeeded**.

Once the status shows succeeded, you can check to see if there are any validation errors. See the next page for information on this.

Validation Errors

12. To see if you have any validation errors select:

Menu > Data Returns > Validation Errors

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'Menu' button and a 'Logout' button. Below the navigation bar, a sidebar menu is visible with the following structure:

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

The main content area displays a form for uploading data returns. The form includes the following elements:

- A checkbox labeled 'Transform data first' which is checked.
- A dropdown menu labeled 'Upload Data Transformer' with the selected value 'SWFQ backup transform'.
- A checkbox labeled 'Auto Upload' which is checked.
- A checkbox labeled 'Notify me by email when job completes' which is checked.
- A text input field labeled 'File to Upload' followed by a 'Browse...' button.
- An 'Upload Data Return' button at the bottom of the form.

In the background, a message 'Transform queue successfully.' is partially visible.

13. The following screen will appear.

Parent Organisation:

Advanced Search: ☐

Data Collection Type:

Data Collection:

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

Selected Error Code:

Validation Errors:

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

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

Parent Organisation: Capita

Advanced Search: ☐

Data Collection Type: Scottish Welfare Fund Quarterly

Data Collection: Scottish Welfare Fund Quarterly Jun 2013 pilot MIS

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 '5'	Select

Selected Error Code: 07P03#C01

Organisation	Error Code	Error Description	Error Value	Error Message	Error Location	Cleared	Comments	Comments By	Comments Created	Comments Date 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					View Edit Comment Delete

Export

Batch Comments Batch Clear Batch Unclear

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. This enables you to fix the errors via the ProcXed system. This method may be useful if you just have a handful of errors.

As far as possible, we are encouraging 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 in your own MIS system rather than in the ProcXed system.**

If you are experiencing a large number of the same type of errors, please contact your IT provider so that they can adapt their software to stop these errors being entered in the first instance.

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

Additional guidance on fixing errors can be found at:

<https://www.scotxed.net/Survey%20documentation/ProcXed%20NET%20Generic%20User%20Guide.doc>

(If prompted for a password please click cancel)

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 in the first instance.

Final stage – Submitting Data to the Scottish Government

16. Once all the validation errors have been cleared, go to Menu -> Manage Data Returns. Then click the Submit button.

The screenshot shows the 'Manage Data Returns' page in the Scottish Exchange OF DATA application. The page includes search filters for Parent Organisation (Capita), Data Collection Type (Scottish Welfare Fund Quarterly), and Data Collection (Scottish Welfare Fund Quarterly Jun 2013 pilot MIS). Below the filters is a table of Data Returns with columns: Collection Name, Data Collection, Organisation, Status, Comments, and Action. The 'Submit' button in the Action column of the first row is circled in red. Below the table is a 'Data Return Status Change Log' table with columns: Status, Status Change Date, and User Changing Status. At the bottom is a 'Data Return Components' table with columns: Data Collection, Collection Name, Organisation, Status, Comments, Locked By, When, and Action.

Collection Name	Data Collection	Organisation	Status	Comments	Action
Scottish Welfare Fund Quarterly Jun 2013 pilot MIS	Scottish Welfare Fund Quarterly	Capita	InProgress	Test. Sending data back so that Capita can continue to upload and test returns.	Select Submit Download Xsd View Errors

Status	Status Change Date	User Changing Status
InProgress	03/07/2013 16:43:55	Lukasz Kolibabka
InProgress	03/07/2013 16:47:26	Lukasz Kolibabka
InProgress	11/07/2013 12:05:41	Andrew Waugh
InProgress	11/07/2013 12:11:12	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	Test. Sending data back so that Capita can continue to upload and test returns.			Upload View Edit Download Xml

You'll then see this screen and you'll receive a confirmation email too.

https://procxed.scotxed.net/ProcXed/DataReturns/ManageE The Scottish Gover... Home

File Edit View Favorites Tools Help

Menu Logout

✓ The Data Return was submitted successfully. (Anonymous fields were cleared)

scotXed **Scottish Exchange**
OF DATA

Manage Data Returns

Parent Organisation

Advanced Search ☐

Data Collection Type

Data Collection

Data Returns

Collection Name	Data Collection	Organisation	Status	
Scottish Welfare Fund Quarterly Jun 2013 pilot MIS	Scottish Welfare Fund Quarterly	Capita	Submitted	Test. Sending data back so tha

Data Return Detail

Data Return Status Change Log

Congratulations. That's the data submitted for your local authority.

We'll then produce an automatic report for your local authority and send this to you.

If you need any assistance, please email scotxed@scotland.gsi.gov.uk in the first instance.

Checking Data Quality

The automatic reports contain a worksheet **Quarterly vs. Monthly**. This enables checks to be made between the monthly data submitted and the quarterly data.

Our key data quality check is that the amount of expenditure for Community Care Grants and Crisis Grants, is roughly the same in both data sources at the end of each quarter. The data sources may not match up exactly due to delays in invoicing and payments. However they should be reasonably close.

For the first two quarters, we are only looking for the totals to match over the six month period (1st April 2013 to 30th September 2013). Initial teething problems may mean that some expenditure may not occur in the correct month.

Process for Re-submitting Quarterly Data

Local authorities may re-submit data as often as they wish. The process for re-submitting data is as follows.

1. Email the ScotXed team (scotxed@scotland.gsi.gov.uk) and ask for the system to be released for your local authority.
2. The ScotXed team will then take a cut of the current data – this saves the data your local authority has already submitted. They will then release the system to allow re-submission. This will change the status for your local authority from Submitted to “In Progress”.
3. Local authority to then re-submit data as per the instructions given [here](#).
4. SG Statisticians will then produce a new quarterly report.