



CampusIT

QuercusPlus MIAP System Guide

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Document History

Version	Date	Editor	Note
2.6.0.0	01/02/2009	Neil Dewey	First released draft.
2.6.0.3	08/05/2009	Neil Dewey	Update, added latest changes to the software

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1 Introduction

1.1 Audience

This guide, which addresses the management of the MIAP (Managing Information Across Partners) bulk interface, is intended for end users who have knowledge of MIAP and the Unique Learner Number data and the return.

1.2 Conventions Used in this Guide

- Menu options are shown in *Italics* with a leading capital e.g. "Select the *File Open* menu option."
- Field names are shown in **bold** with a leading capital e.g. "Set the value of the **File Location** field to ..."
- Screen buttons are shown in **bold sans-serif** with a leading capital e.g. "Click the **Next** button."
- Keyboard keys are shown in **bold italics** with a leading capital e.g. "Press **Return** to continue."
- Notes and hints are shown in *italics* with an icon e.g. "🕒 *You can save time by creating a desktop shortcut ...*"
- Warnings are shown in **bold lettering**, with a symbol to bring them to your attention e.g. "🔥 **It is your responsibility to ensure that you do not violate your Oracle license agreement.**"
- References to other sources of information are shown in *sans-serif* with a book symbol e.g. "For further details please refer to 📖 *Configuring Disk Storage for Oracle Data files and Recovery Files.*"

1.3 Documentation Overview

This guide forms part of a set of guides which includes the following:

- QuercusPlus Installation Guide
- QuercusPlus System Administration Guide
- QuercusPlus User Guide
- QuercusPlus Reporting Guide
- MyCampus User Guide
- QuercusPlus Transfer Guide
- MyCampus Placement Guide
- Student On-line Application and Registration (SOLAR) Guide
- QuercusPlus Business Area Reporting Guide
- QuercusPlus MIAP System Guide (this document)
- QuercusPlus Configuration Manager Guide

Further information (FAQ, Knowledge Base etc.) is available on the CampusIT web site at the following address:

<http://connect.campusit.net/pls/intranet/home.htm>

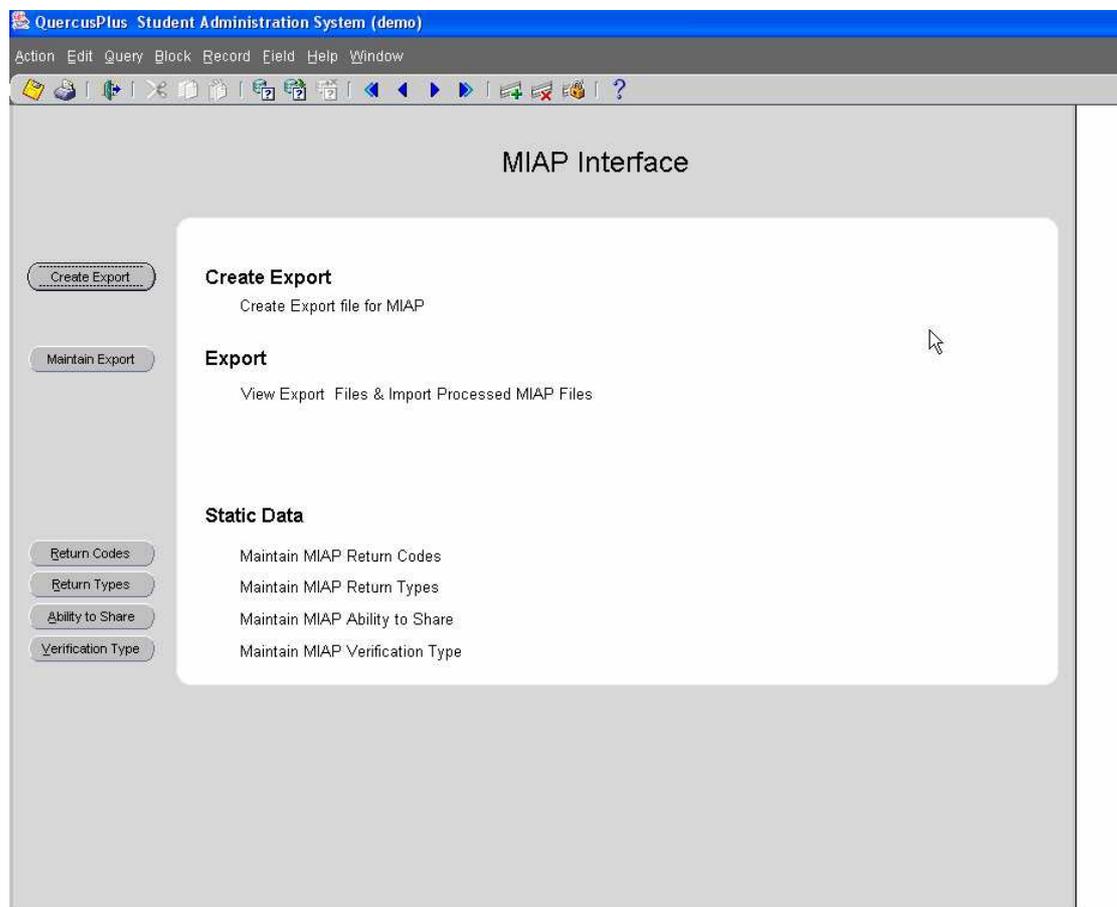
2 MIAP

The MIAP, (Managing Information across Partners), interface allows a user to create and send data to MIAP for the collection and verification of the ULN (Unique Learner Number). The software creates an export of the data defined by MIAP and compiles an xml file to upload onto the MIAP Portal.

The MIAP portal offers a Learner Registration Service (LRS) which is designed to enable the creation of unique learner numbers (ULN) for all persons aged 14 and over in education and training in the UK. The LRS will enable Registered Learning Providers to establish ULN's for learners who are attending their educational courses.

Further information on the codes and details on MIAP can be found in MIAP LRS Registration Batch Interface Specification Version 2.

The MIAP interface software is accessed through File – Run Form in the Quercusplus application.



The software is consists of:

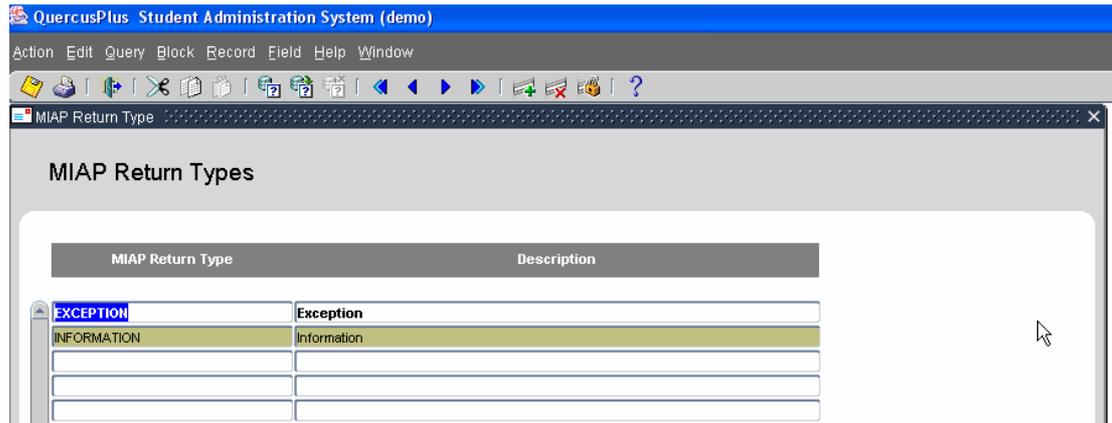
- Create Export Option
- Maintain Export Option
- Static Data:
 - Return Codes
 - Return Types
 - Ability to Share
 - Verification types

2.1 Static data

There are four areas of static data that needs to be managed by the user. They are:

2.1.1 Return Types

The return types are defined by MIAP. There are two of types: Information and exception.



The screenshot shows a web application window titled "QuercusPlus Student Administration System (demo)". The main content area is titled "MIAP Return Types" and contains a table with two columns: "MIAP Return Type" and "Description".

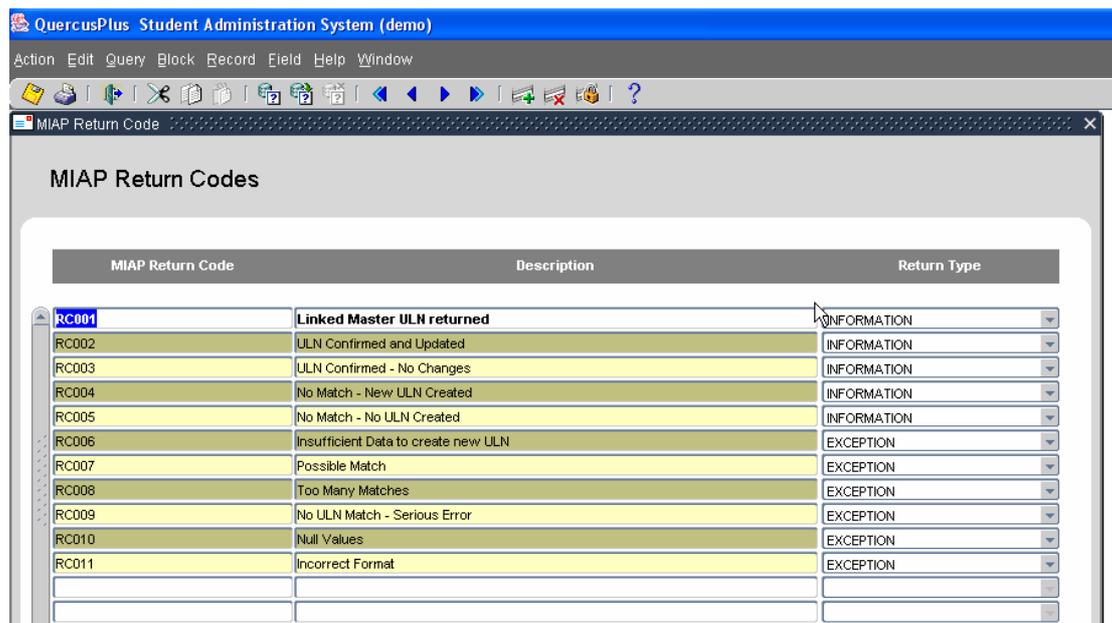
MIAP Return Type	Description
EXCEPTION	Exception
INFORMATION	Information

2.1.2 Return Codes

Record level validation errors only apply to the Learner data in the batch files. Record level validation does not cause the Submit Batch LRB Registrations web page to fail to upload the batch file.

Record level validation errors do, however, cause Exception result codes to be reported against the relevant Learner records in the output file rather than

The return codes are defined by MIAP and are managed by the institution in the table below:

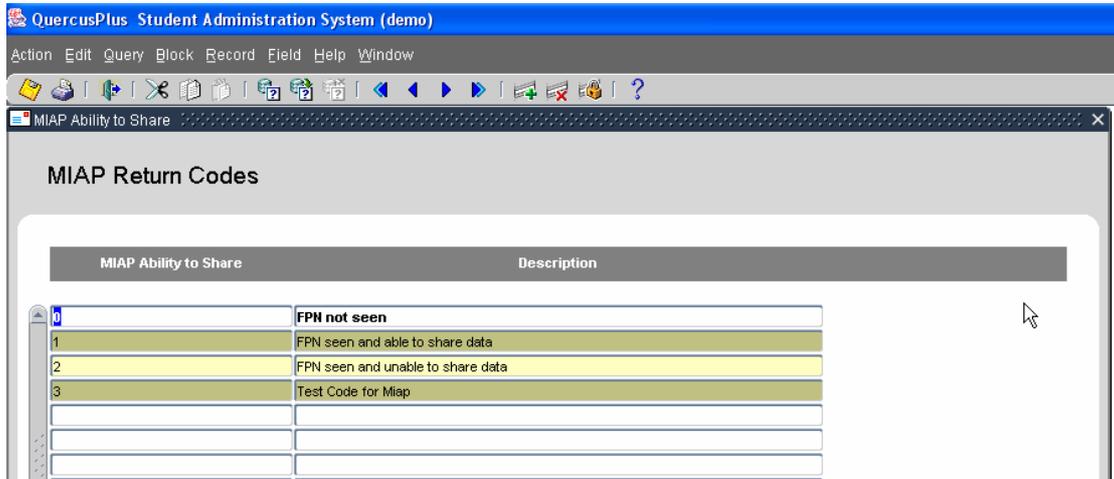


The screenshot shows a web application window titled "QuercusPlus Student Administration System (demo)". The main content area is titled "MIAP Return Codes" and contains a table with three columns: "MIAP Return Code", "Description", and "Return Type".

MIAP Return Code	Description	Return Type
RC001	Linked Master ULN returned	INFORMATION
RC002	ULN Confirmed and Updated	INFORMATION
RC003	ULN Confirmed - No Changes	INFORMATION
RC004	No Match - New ULN Created	INFORMATION
RC005	No Match - No ULN Created	INFORMATION
RC006	Insufficient Data to create new ULN	EXCEPTION
RC007	Possible Match	EXCEPTION
RC008	Too Many Matches	EXCEPTION
RC009	No ULN Match - Serious Error	EXCEPTION
RC010	Null Values	EXCEPTION
RC011	Incorrect Format	EXCEPTION

2.1.3 Ability to Share

These codes are set by MIAP; they define if the student gives permission for MIAP to use their data.

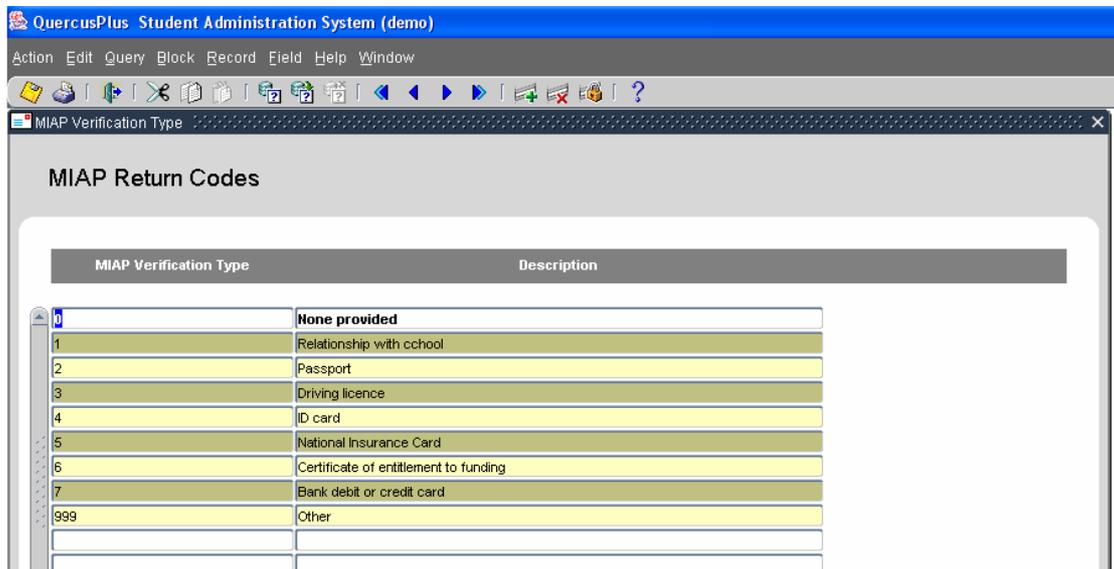


MIAP Ability to Share	Description
0	FPN not seen
1	FPN seen and able to share data
2	FPN seen and unable to share data
3	Test Code for Miap

2.1.4 Verification types

The MIAP Learner Registration Service (LRS) offers the ability to record the verification of a user's identity. This facility is provided by two fields: 'verification type' and 'other verification description'. The 'verification type' field is a controlled list whilst the 'other verification description' is a free text entry field.

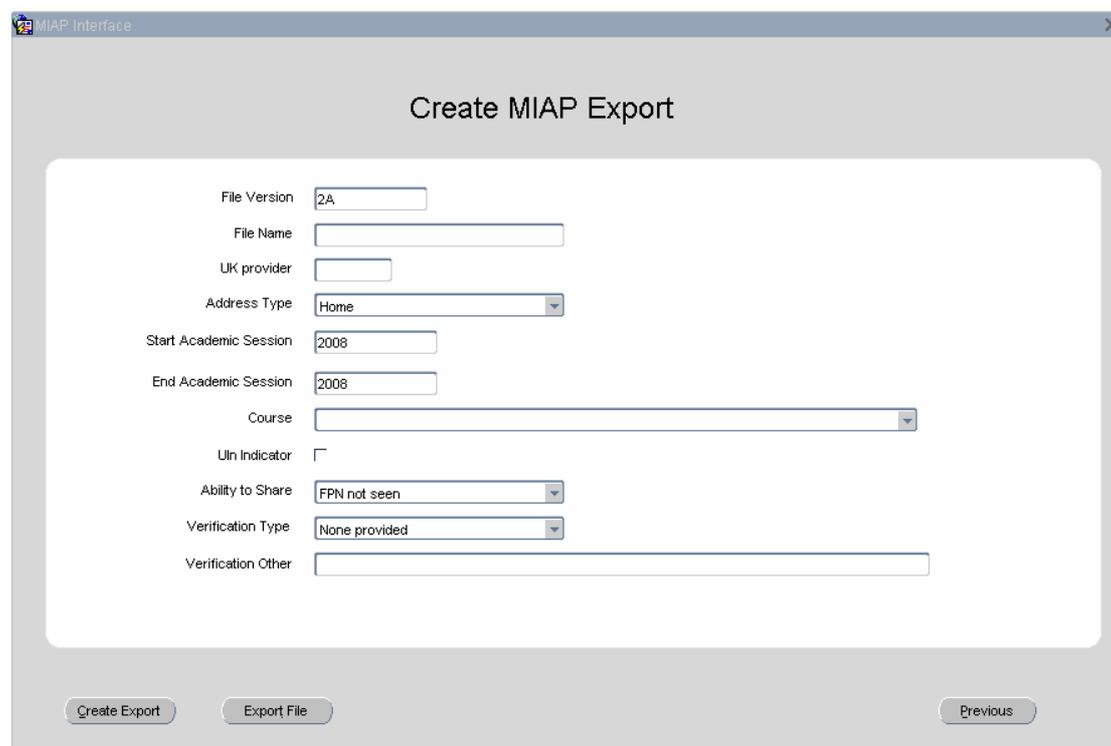
The types are defined by MIAP and are managed in the screen below.



MIAP Verification Type	Description
0	None provided
1	Relationship with school
2	Passport
3	Driving licence
4	ID card
5	National Insurance Card
6	Certificate of entitlement to funding
7	Bank debit or credit card
999	Other

2.2 Create Export

The create export option, enables a user create the relevant file to upload to the MIAP portal



The screenshot shows a web browser window titled "MIAP Interface" with a sub-header "Create MIAP Export". The form contains the following fields:

- File Version: Text input with "2A"
- File Name: Text input
- UK provider: Text input
- Address Type: Dropdown menu with "Home" selected
- Start Academic Session: Text input with "2008"
- End Academic Session: Text input with "2008"
- Course: Dropdown menu
- Uln Indicator: Checkbox (unchecked)
- Ability to Share: Dropdown menu with "FPN not seen" selected
- Verification Type: Dropdown menu with "None provided" selected
- Verification Other: Text input

At the bottom of the form are three buttons: "Create Export", "Export File", and "Previous".

The above screen is where the user enters and reviews the relevant details for the ULN export. The fields are as follows:

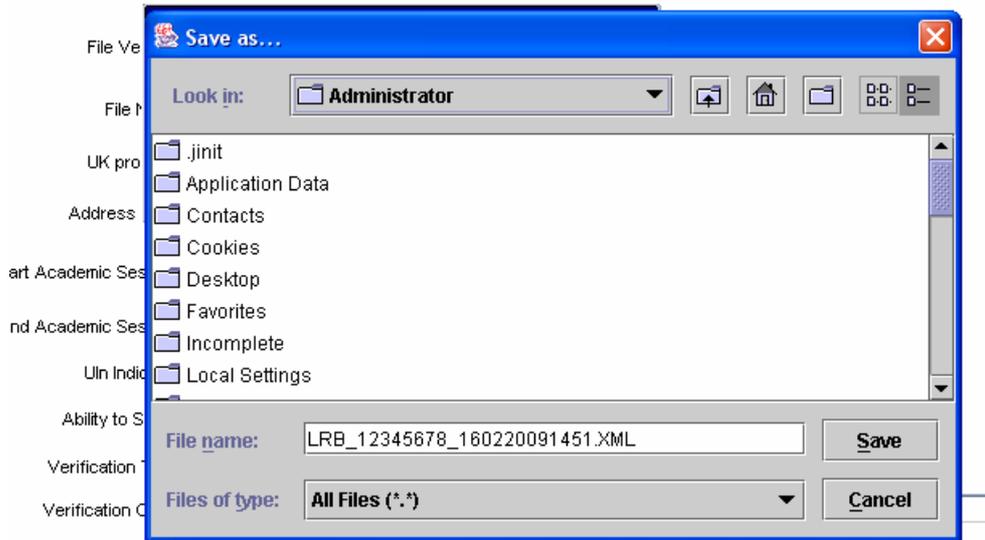
- **File Version:** Set by the software.
- **File Name:** Created by the software.
- **Address Type:** Choose the address you wish to send to MIAP, the options are Home, Term or Work.
- **Start Academic Session:** The academic session you want the software to start in to find students.
- **End Academic Session:** The academic session you want the software to end in to find students.
- **Course:** This option allows a user to create an export for just one course of students to return a smaller export file.
- **Un-Indicator:** Allows a user to choose students that already have a ULN within the database. This is used for validation purposes.
- **Ability to Share:** Choose the global ability to share option.
- **Verification Type:** Choose the global verification type. If choosing 99 other please enter below.
- **Versification Other:** Enter free text for the other verification type.

Once these details have been entered click the create export button

 the software will then create the export. The file creates students only who are registered, withdrawn and not in order, this is the same as the ILR export.

The file can then be exported. Click the export file option, the file can then be exported to a directory of the user's choice. This can then be uploaded onto the MIAP portal or run through the MIAP validation software.

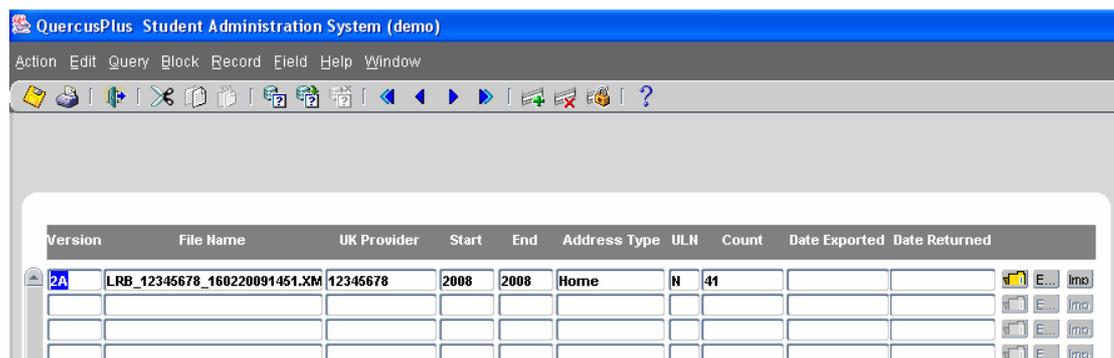
Create MIAP Export



2.3 Maintain Export

2.3 Maintain Export

This option allows a user to review previously created files and manage the next steps of the process.



The screen displays:

- Version:** MIAP version of the export.
- File Name:** File name created when create export carried out.
- UK provider:** Institutions UK Provider number
- Start:** Academic used for the start year of the export.
- End:** Academic used for the end year of the export.
- Address Type:** Address type used for the export.
- ULN:** If learners with a ULN have been include 'Y' if not 'N'
- Count:** Count of learners in the file.
- Date Exported:** When the file was exported from Quercusplus
- Date Returned:** When the file was imported from MIAP.

There are three options on the screen:

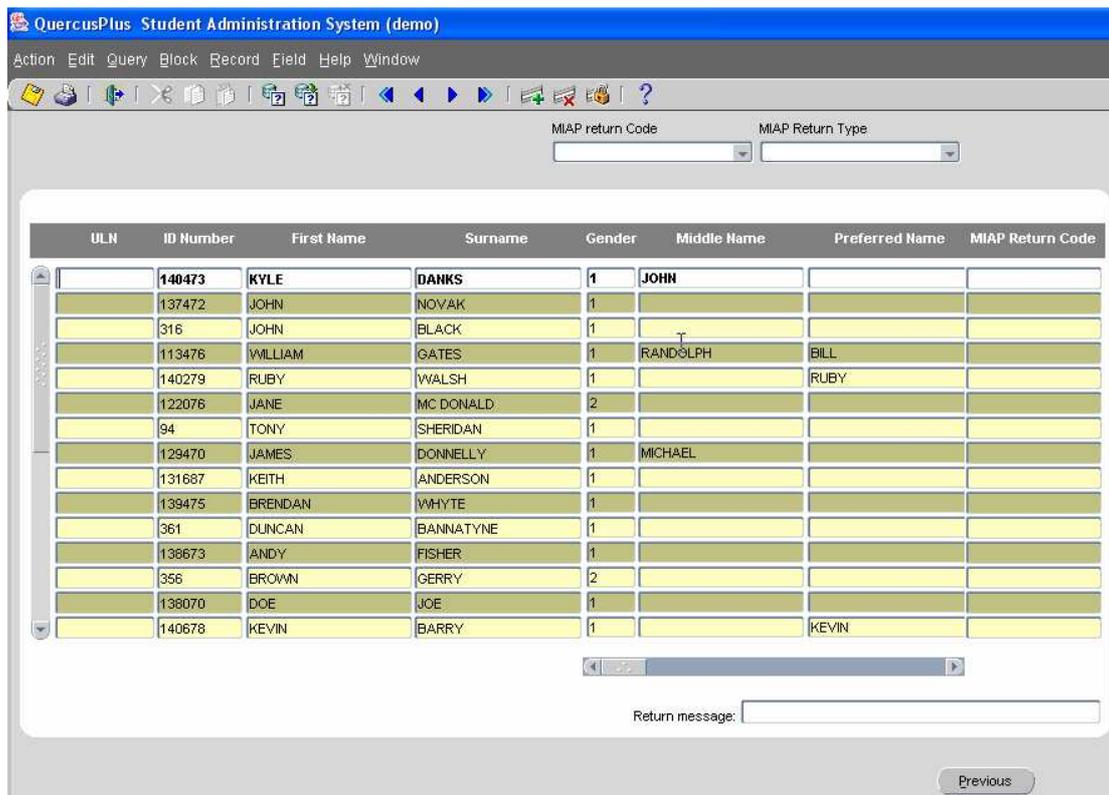
View Exported Learners:  Allows a user to review the details that were created in a previous file.

Export MIAP File:  Allows a user to re-export the file.

Import MIAP Return File:  Allows a user to Import the File back from MIAP.

2.3.1 View Export

Drill into the Yellow folder adjacent to the export you wish to review, you will be taken to the following screen:



The screenshot shows the QuercusPlus Student Administration System (demo) interface. At the top, there is a menu bar with options: Action, Edit, Query, Block, Record, Field, Help, Window. Below the menu bar is a toolbar with various icons. The main area contains a table with the following columns: ULN, ID Number, First Name, Surname, Gender, Middle Name, Preferred Name, and MIAP Return Code. The table contains 15 rows of student data. Below the table is a 'Return message:' field and a 'Previous' button.

ULN	ID Number	First Name	Surname	Gender	Middle Name	Preferred Name	MIAP Return Code
	140473	KYLE	DANKS	1	JOHN		
	137472	JOHN	NOVAK	1			
	316	JOHN	BLACK	1			
	113476	WILLIAM	GATES	1	RANDOLPH	BILL	
	140279	RUBY	WVALSH	1		RUBY	
	122076	JANE	MC DONALD	2			
	94	TONY	SHERIDAN	1			
	129470	JAMES	DONNELLY	1	MICHAEL		
	131687	KEITH	ANDERSON	1			
	139475	BRENDAN	WHYTE	1			
	361	DUNCAN	BANNATYNE	1			
	138673	ANDY	FISHER	1			
	355	BROWN	GERRY	2			
	138070	DOE	JOE	1			
	140678	KEVIN	BARRY	1		KEVIN	

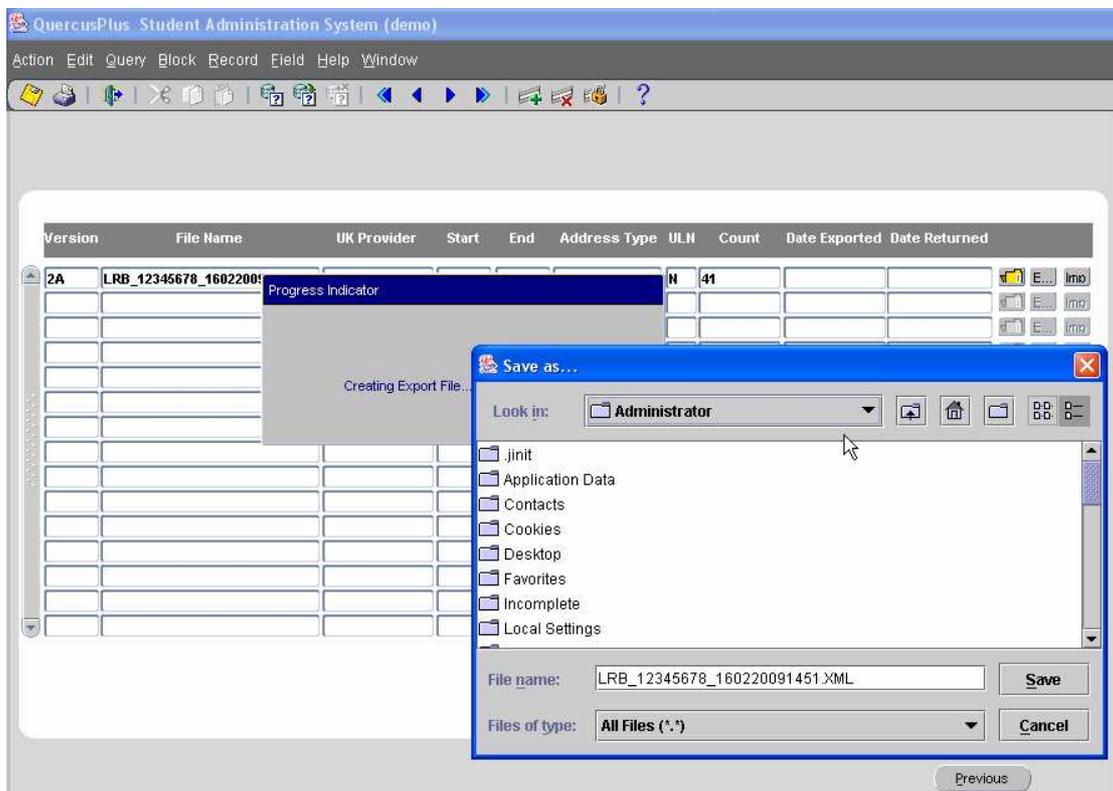
This will show all the students that were extracted by the return creation. You have the option to review the data by filtering on the MIAP return code and or MIAP return type. The screen displays, the following information:

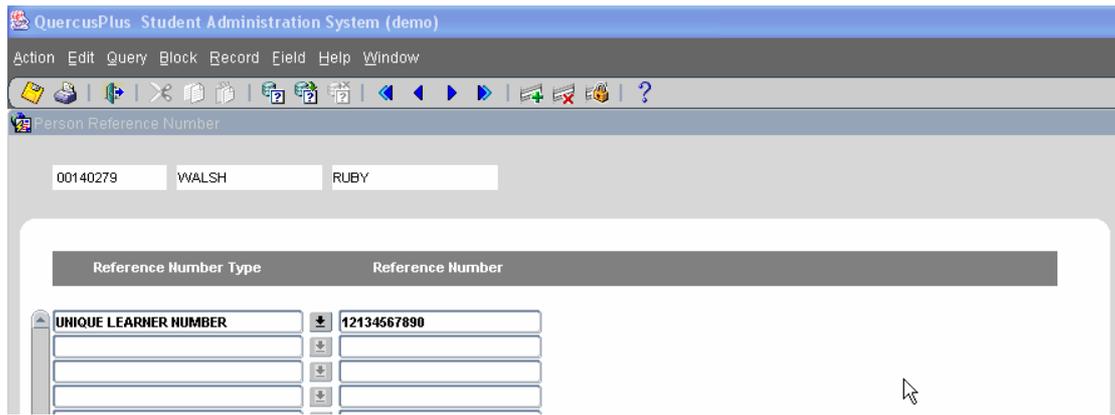
- **ULN:** Unique Learner Number, This is blank when nothing has been returned.
- **ID Number:** MIS Identifier, ID number from QuercusPlus.
- **First Name:** Given name
- **Surname:** Family Name
- **Gender:** Gender
- **Middle Name:** Middle Other name
- **Preferred Name:** Preferred Given Name.
- **Title:** Title
- **Date of Birth:** Date of Birth, YYYY-DD-MM format.
- **Place of Birth:**
- **Email Address:** email address
- **Address Line 1 – 4:** Last known address lines 1 to 4.
- **Postcode:** Last known postcode.
- **Nationality:** nationality
- **Previous Surname:** Previous family name.

- **Surname at 16:** Family name at 16 years old
- **School at 16:** School at 16 years old
- **Ability to Share flag:** Ability to share option chosen when the file was created.
- **Scottish No.:** Scottish Candidate number.
- **Type: Verification** Type, option used when the file is created.
- **Verification:** Verification other reason, data entered at time of file creation.
- **MIAP Return Code:** Information on the details return from MIAP, this will include errors and successful ULN creation. The return message at the bottom of the screen will populate with the relevant description against the code for the student.

2.3.2 Export

Drill into the grey button adjacent to the export you wish to re-export; you will then get the option to export the file to an area of your choice:





The other area to see the information from MIAP of through the indicators button within the Maintain student screen, this will display the information against the relevant ILR record for that student. This populates the Learner, learning aim, HE learner and ESF learner.