



ADaM

2011 User Guide

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New features



Throughout this user guide, any new feature introduced in ADaM 2011 is marked with a gold star as shown.

Licensing

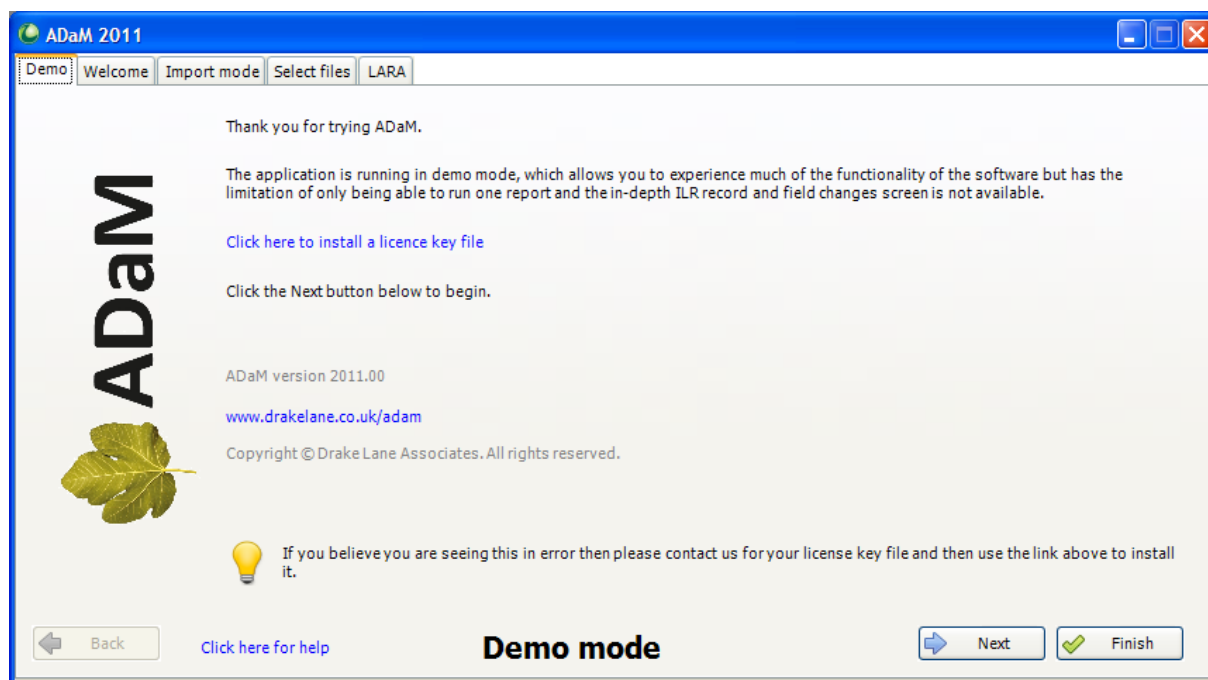
If you have purchased a software licence then you will be given a licence key that allows you to process Learner and Employer Responsive ILR XML data files from different academic years for your organisation. Without a software licence or key file, ADaM can be run in demo mode.

Licence key file

The licence key file is a text file *key.txt* that is normally sent by email. Your licence is simple to install in one of several ways:

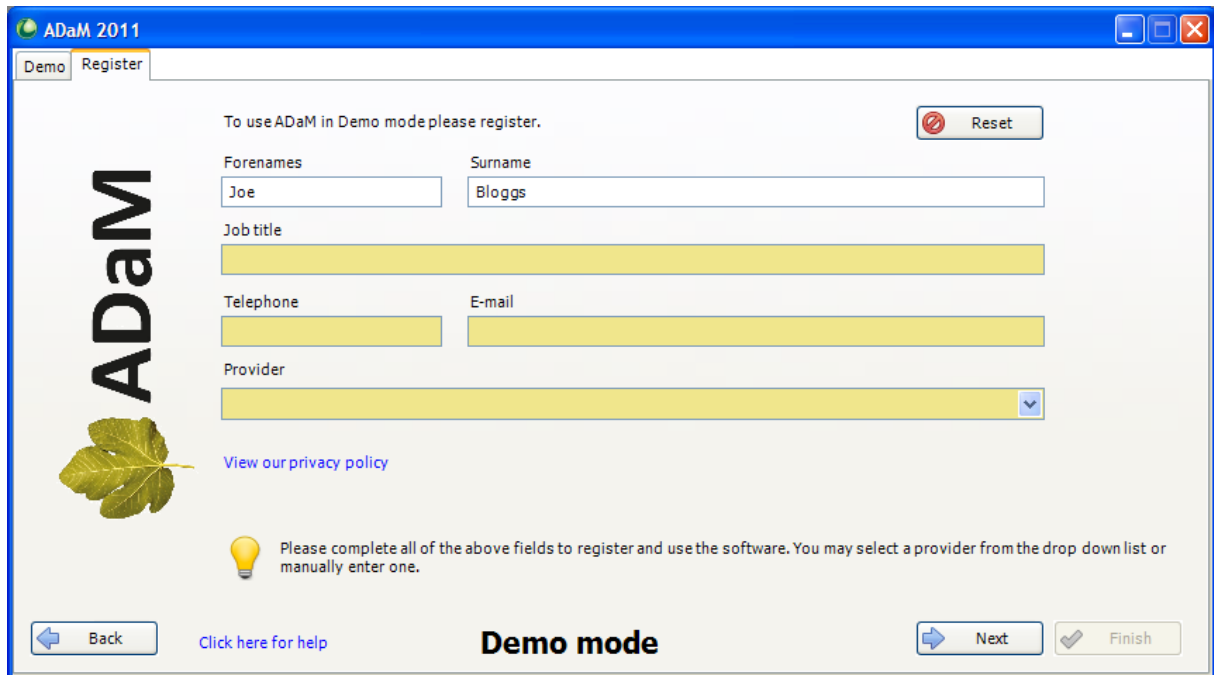
- Save the key file sent as an email attachment to the folder on your computer where ADaM is installed.
- Use the link shown on the *Demo mode* wizard screen to select and install a key file.

Demo mode



Demo mode allows you to experience the functionality of the software in full except that it will produce just a single report and will not allow you to access the *In-depth ILR record and field changes* screen.

Registration



The screenshot shows the ADaM 2011 registration wizard in demo mode. The window title is "ADaM 2011" and it has two tabs: "Demo" and "Register". The "Register" tab is active. The main content area contains the following elements:

- A vertical logo on the left that reads "ADaM" with a green leaf icon below it.
- A message: "To use ADaM in Demo mode please register." with a "Reset" button to its right.
- Registration fields:
 - Forenames: "Joe"
 - Surname: "Bloggs"
 - Job title: (empty)
 - Telephone: (empty)
 - E-mail: (empty)
 - Provider: (empty dropdown menu)
- A link: "View our privacy policy"
- A lightbulb icon with the text: "Please complete all of the above fields to register and use the software. You may select a provider from the drop down list or manually enter one."
- Navigation buttons at the bottom: "Back", "Next", and "Finish".
- A "Click here for help" link.
- The text "Demo mode" is displayed in the center.

In order to use ADaM in demo mode we ask that you register your copy of the software by providing us with some basic information about yourself and your organisation. Please fill in all the fields. If you wish to view our policy on collecting this data then please click the on screen link to *View our privacy policy*.

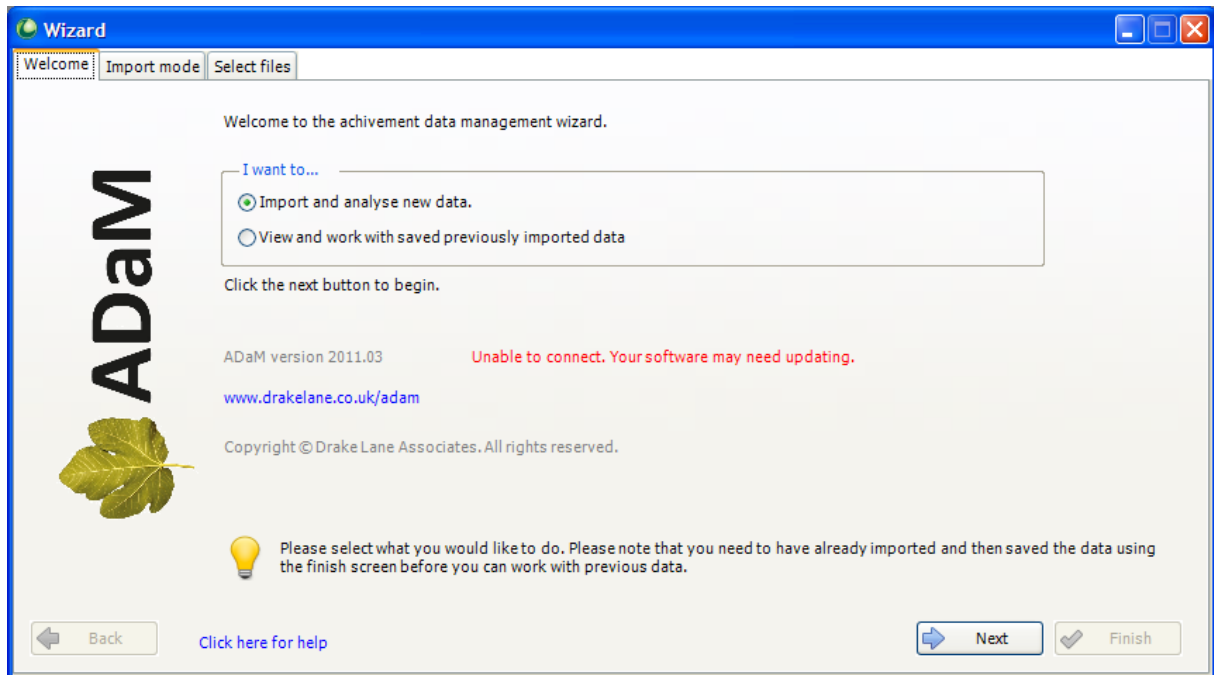
Using the ADaM wizard

The wizard is shown every time the software is used and is designed to make ILR data file selection, analysis and reporting as simple and fast as possible.



It is now even easier as it is possible to jump backwards to a previous screen in the wizard without having to re-select all of the options. Just click the corresponding tab at the top of the page to view that screen.

Welcome

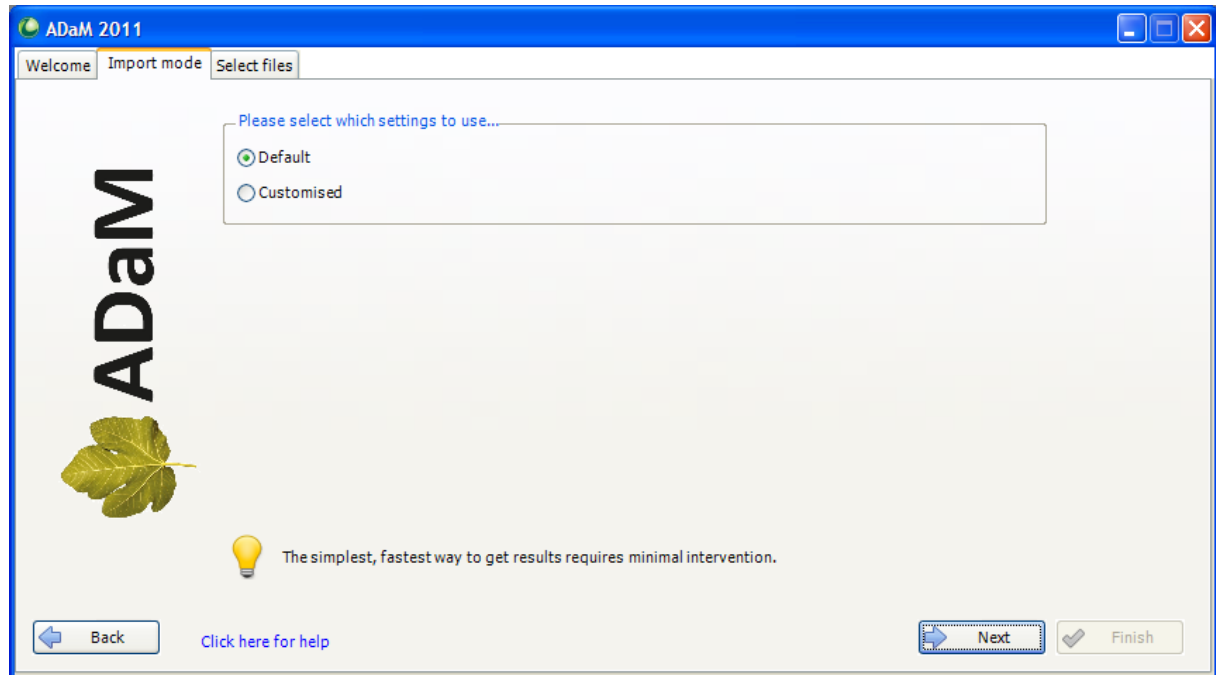


The welcome screen allows you to select whether to import and analyse new data or (if you have previously imported and saved data) view and work with a pre-existing dataset. *Note you must still have a valid licence file in order to view this data outside of demo mode.*

Software version information is also shown. Updates are checked for automatically each time the software is started. If this fails (for example, there is no internet connection or a proxy server prevents connection) then the text '*Unable to connect. Your software may need updating.*' will be displayed. In this case we recommended that you go online and check manually if you have not used the software for some time.

Import and analyse new data

Import mode



When importing new data, the wizard settings screen offers 2 options, each offering a different path through the wizard:

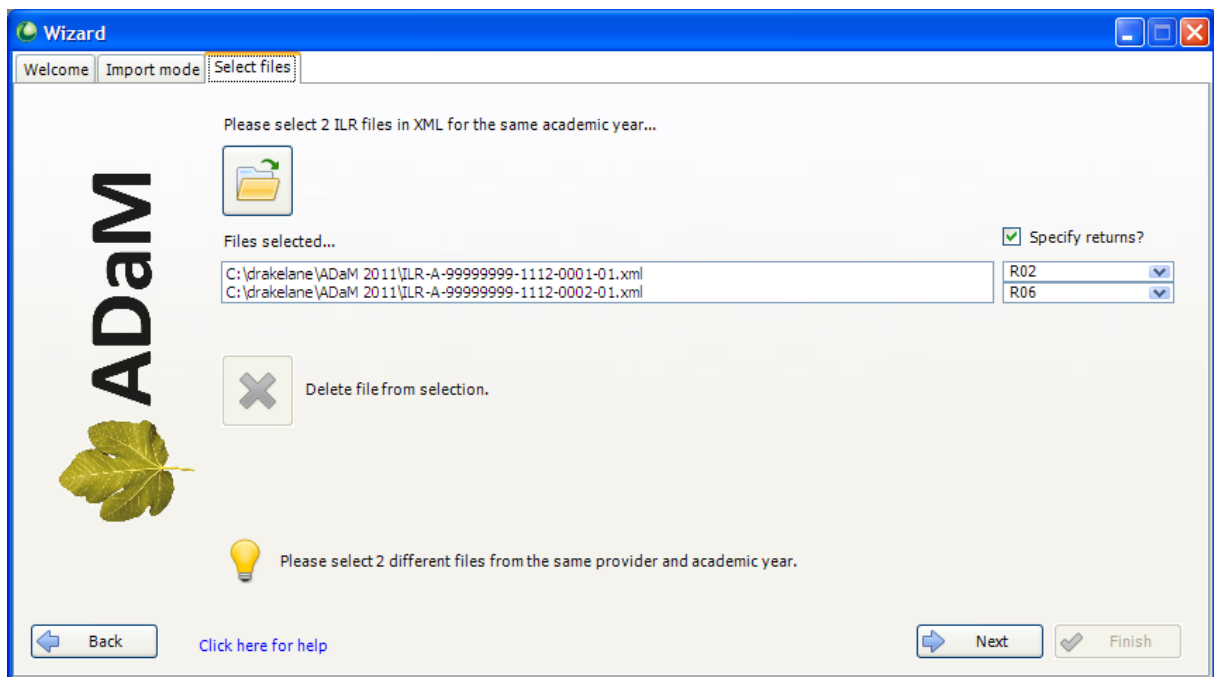
μDefault	The simplest, fastest way to get results. Requires minimal intervention.
Customised	A more complex way to get results. Many additional options are available.

The wizard stages shown by each option are:

Stage	Licensed		Demo mode	
	Default	Customised	Default	Customised
Select files	ü	ü	ü	ü
LARA selection*	ü	ü	ü	ü
In-depth ILR record and field changes	ü	ü	ü	ü
Matching fields	ü	ü	ü	ü
Report selection	ü	ü	ü	ü
Funded provision filter	ü	ü	ü	ü
Young people filter	ü	ü	ü	ü
Export folder	ü	ü	ü	ü
Import and process	ü	ü	ü	ü
Finished	ü	ü	ü	ü

*This stage is skipped by default, if a LARA database has already been imported.

Select files



Select 2 single ILR files in XML format from the same provider and academic year.

★ To make file selection even easier, it is now possible to simply drag and drop files onto the file selection wizard screen. Alternatively, if they are located in the same directory, you can select both files at once in the normal way.

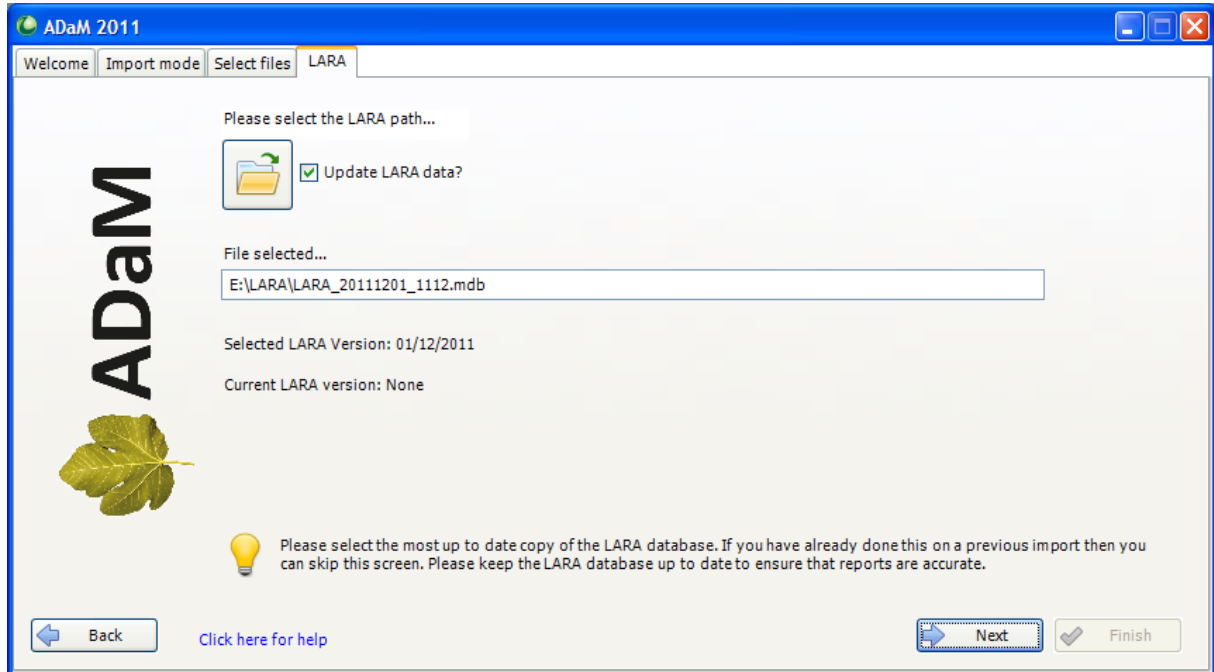
The order in which the files are selected does not matter. The earlier (1 of 2) and later (2 of 2) file processing sequence is determined automatically or can be set manually by specifying the ILR return.

Using this method ...	Processing sequence is determined by ...
Automatic	<p>Transmission number and if this is the same then the file preparation date in the XML file header are used. If both of these are the same then an error occurs.</p> <p>Note Automatic determination uses the file preparation date when generating report <i>DM2b Existence: Enrolment missing from earlier ILR which should have been present</i> and therefore may give inaccurate results.</p>
Manual	<p>Census date of the return selected from the dropdown lists. If both of these are the same then the automatic processing sequence rules are followed.</p> <p>Note Manual selection uses the census date of the selected returns when generating report <i>DM2b Existence: Enrolment missing from earlier ILR which should have been present</i> and ensures that this report contains only those learners who should have been present at the census date.</p>

Learning Aim Reference Application (LARA) selection



In previous versions of ADaM where the Learning Aim Database (LAD) was used this data was included within the application. It is now be much easier to keep up to date simply by downloading the latest LARA as and when required. Keeping the LARA database up to date will ensure that reports are accurate.

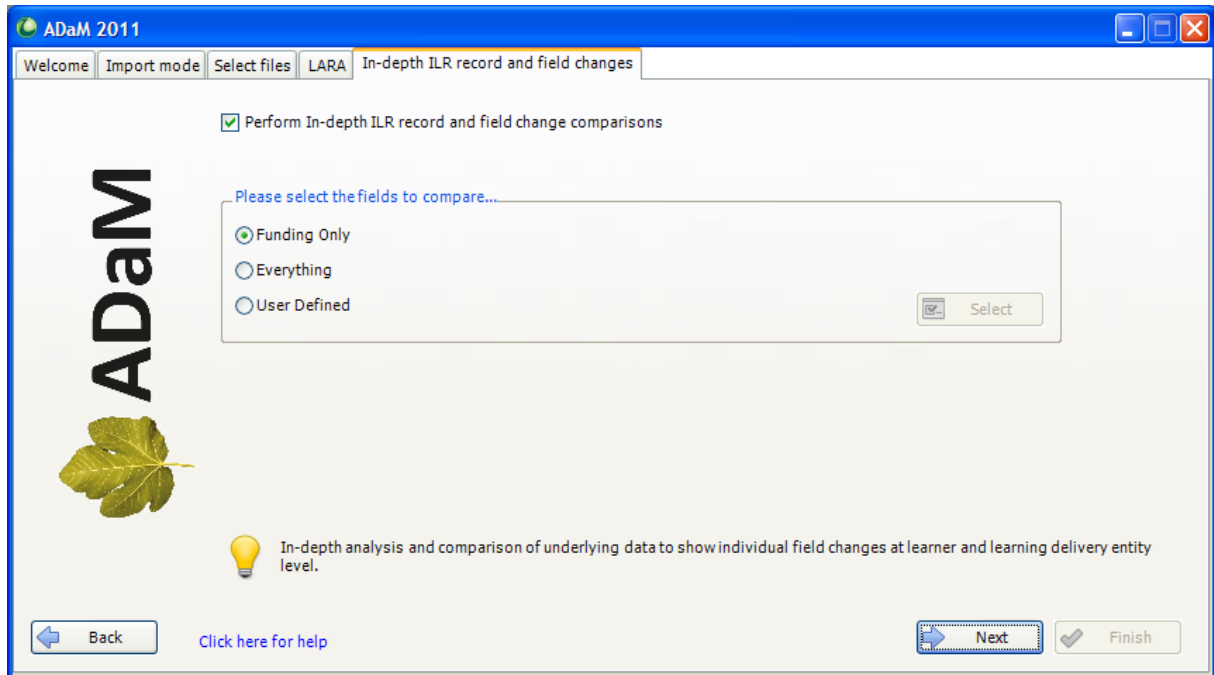


If it is the first time you have run this application then you will need to select a valid LARA database. The LARA database can be downloaded via the Data Service website.

If you have already recently imported a LARA database as part of a previous import then you can skip this by ensuring the *Update LARA data* check box is not selected. Otherwise use the file selection button to browse to the LARA database.

Like the *Select files* screen you can select the LARA database by drag and drop onto the wizard.

In-depth ILR record and field changes



Select this option to compare and see changes within individual learner and learning delivery elements between the 2 ILR files selected (recommended). If you do not run this then there will be no changes listed and the option to view the In-depth ILR record and field changes would be disabled.

After selecting In-depth ILR record and field changes you can choose which fields to compare.

The funding only option includes the ILR elements that may impact on funding:

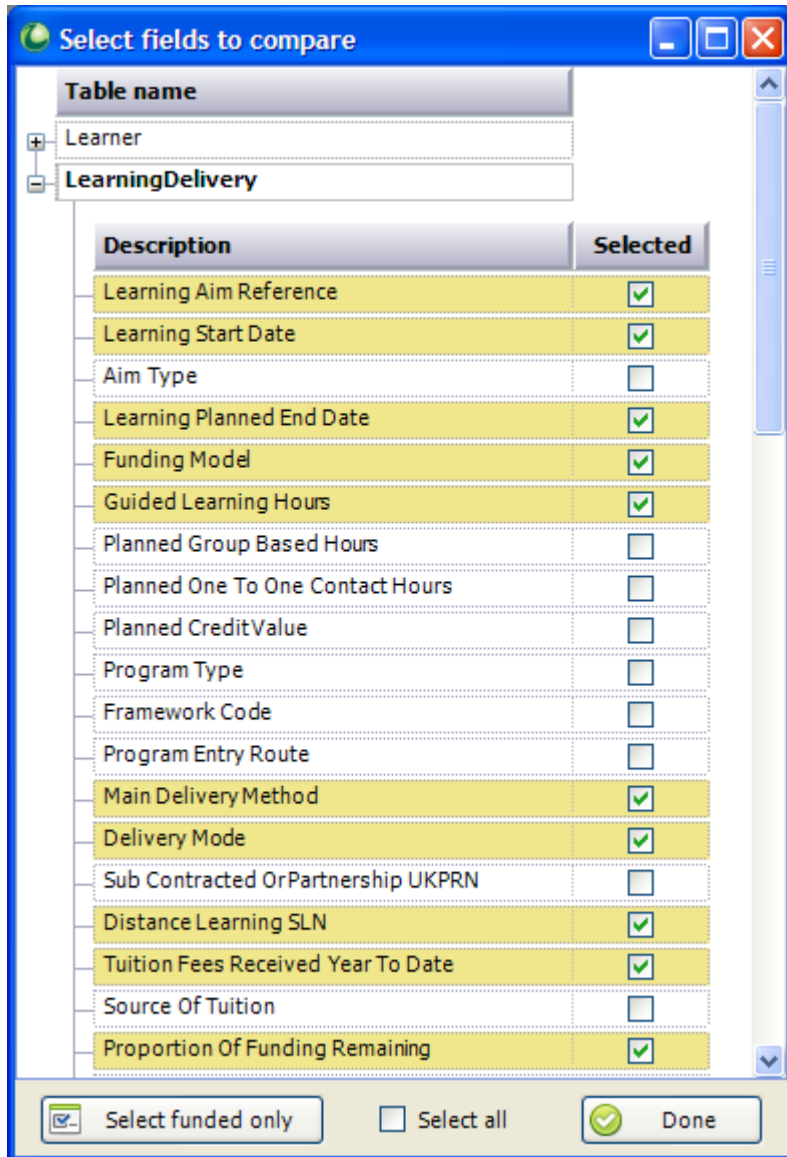
ADaM table	ADaM field	ILR description	ILR entity
Learner	ALSCost	Additional learning support cost	Learner
Learner	DateOfBirth	Date Of Birth	Learner
Learner	DisUpFact	Disadvantage uplift factor	Learner
Learner	PriorAttain	Prior Attainment Value	Learner
Learner	DUE	Disadvantage Uplift Eligibility	Learner FAM
Learner	EFE	Eligibility for 16-18 funding entitlement	Learner FAM
Learning Delivery	CompStatus	Completion status	Learning Delivery
Learning Delivery	DelMode	Delivery mode	Learning Delivery
Learning Delivery	DistLearnSLN	Distance learning SLN	Learning Delivery
Learning Delivery	FundModel	Funding model	Learning Delivery
Learning Delivery	GLH	Guided learning hours	Learning Delivery
Learning Delivery	LearnActEndDate	Learning actual end date	Learning Delivery
Learning Delivery	LearnAimRef	Learning aim reference	Learning Delivery
Learning Delivery	LearnPlanEndDate	Learning planned end date	Learning Delivery
Learning Delivery	LearnStartDate	Learning start date	Learning Delivery
Learning Delivery	MainDelMeth	Main delivery method	Learning Delivery
Learning Delivery	OutcomeInd	Outcome indicator	Learning Delivery
Learning Delivery	ProgType	Program Type	Learning Delivery
Learning Delivery	ProdFundRemain	Proportion of funding remaining	Learning Delivery
Learning Delivery	WithdrawReason	Reason for Withdrawal	Learning Delivery
Learning Delivery	FeeYTD	Tuition Fees Received Year To Date	Learning Delivery
Learning Delivery	FFI	Fully Funded Indicator	Learning Delivery FAM
Learning Delivery	EEF	Eligibility for enhanced ER funding	Learning Delivery FAM
Learning Delivery	RET	Re-take Indicator	Learning Delivery FAM
Learning Delivery	SOF	Source of funding *	Learning Delivery FAM
Learning Delivery	SOF2	Source of funding*	Learning Delivery FAM

**Multiple XML element occurrences within ILR file.*

µ If you chose the default settings then In-depth ILR record and field change are performed on funding fields only.

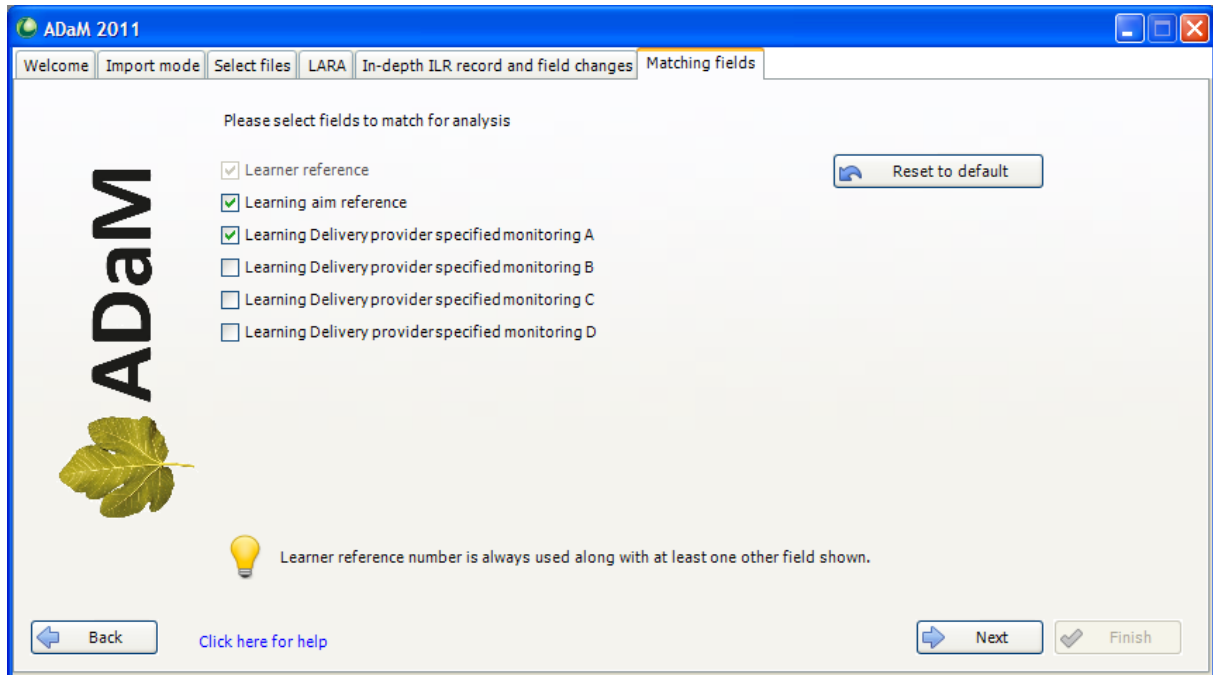


Selecting everything will not just include fields from the Learning Delivery entity but will also include fields from the Learner entity too.



The user defined option allows you to select which fields to compare. The fields are grouped by the ADaM table to which they belong to (Learner and Learning Delivery).

Matching ILR fields



When comparing the 2 ILR XML files, ADaM needs to know how to compare the data within the Learning Delivery entity.

Learner reference will always be consistent but the Aim Sequence number for individual enrolments may not be consistent between the ILR files, so they cannot be matched on this field. This is especially true when enrolments have been added or removed. Therefore, a combination of 1 or more of the following fields needs to be used (in addition to learner reference) to provide a common link between the 2 ILR files:

- Learning Aim reference
- Learning Delivery provider specified monitoring A
- Learning Delivery provider specified monitoring B
- Learning Delivery provider specified monitoring C
- Learning Delivery provider specified monitoring D

µ If you chose default settings mode then only learning aim reference is selected automatically.

In some circumstances it may be beneficial to match on Learning Delivery provider specified monitoring fields instead of on the learning aim reference. Possible benefits include:

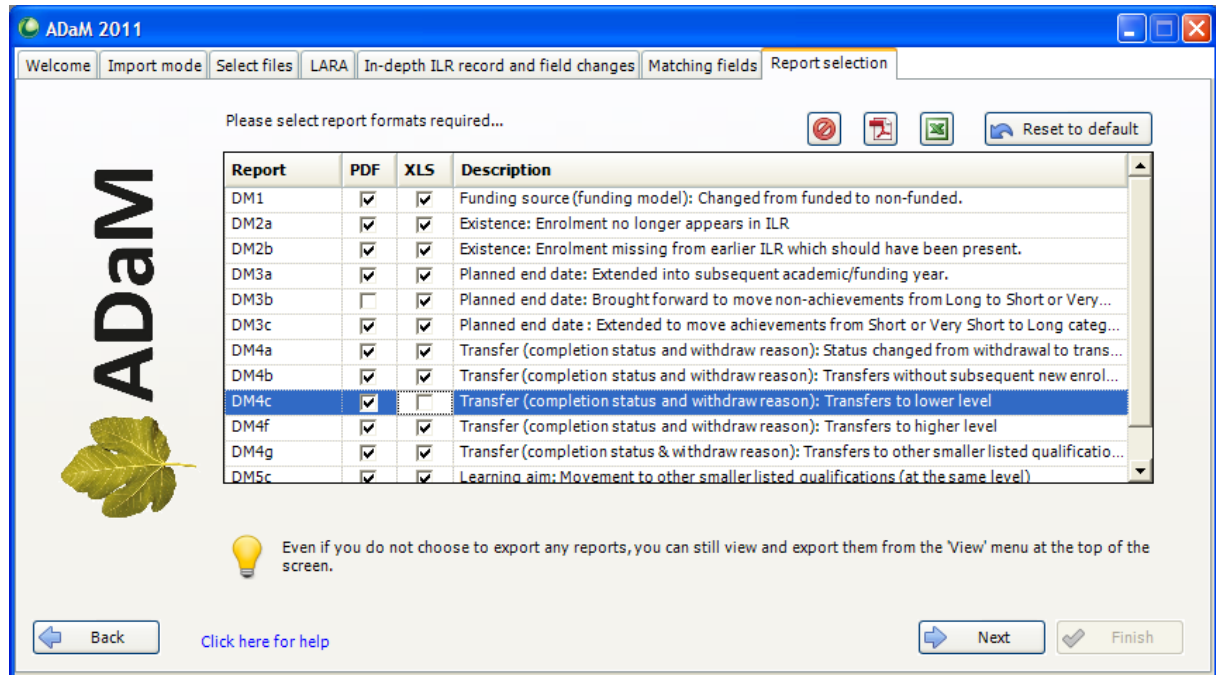
- Highlighting of changes to the learning aim reference.
- Removal of changes to learning aim reference appearing as apparent errors in standard reports
- Removal of possible apparent duplicates in standard reports where a learner is enrolled to the same learning aim reference more than once.



If there are any duplicates found then these are shown on the reports as well on the *In-depth ILR record and field changes* screen.

For further information on duplicates, please see the Frequently Asked Questions (FAQs) section of the user guide.



Report selection



Select which reports you are interested in and the output format that you require for each by ticking the relevant boxes in the grid. You can also use the buttons at the top right hand side of the screen to select all reports of a particular type.



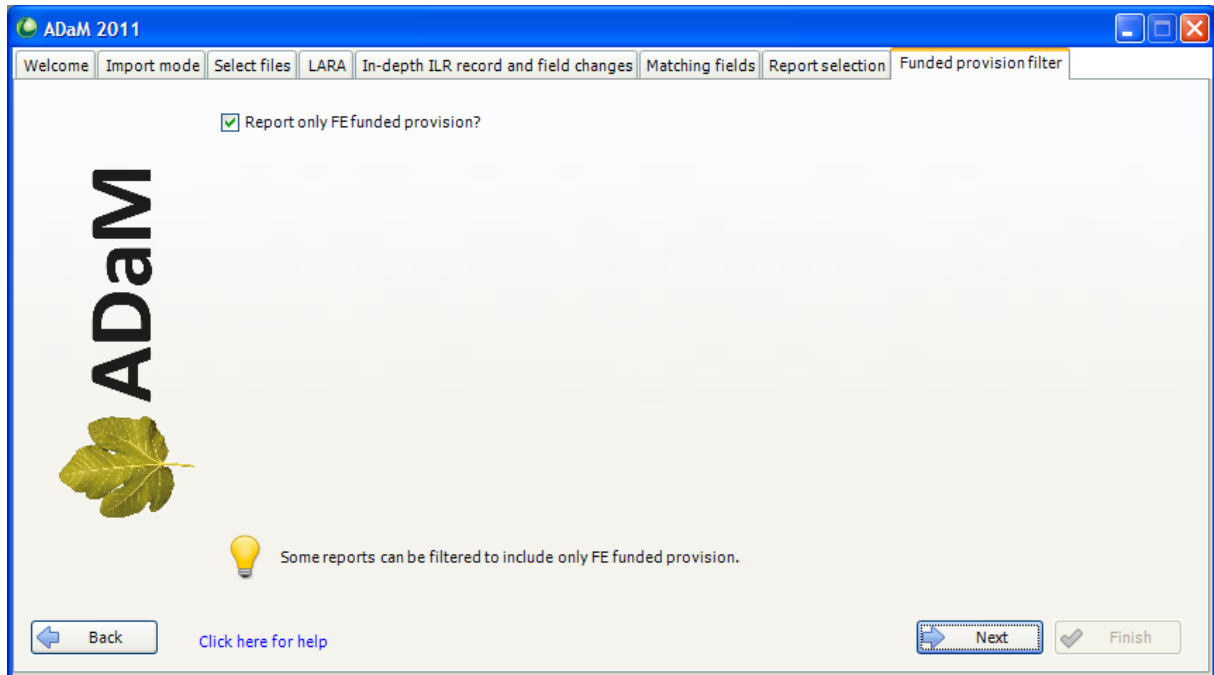
Even if you do not choose to export any reports you can still view and export them from the View menu at the top of the screen.

PDF (Portable Document Format)	XLS (Microsoft Excel)
 Useful for printing but has fewer fields shown because of space restrictions.	 Useful for further analysis with many additional fields shown.

µ If you chose default settings mode then all reports in all formats are generated automatically.

u Demo mode produces a single report (DM2a) in all formats and this wizard stage is not shown. You will also not be able to access the other reports from the menu.

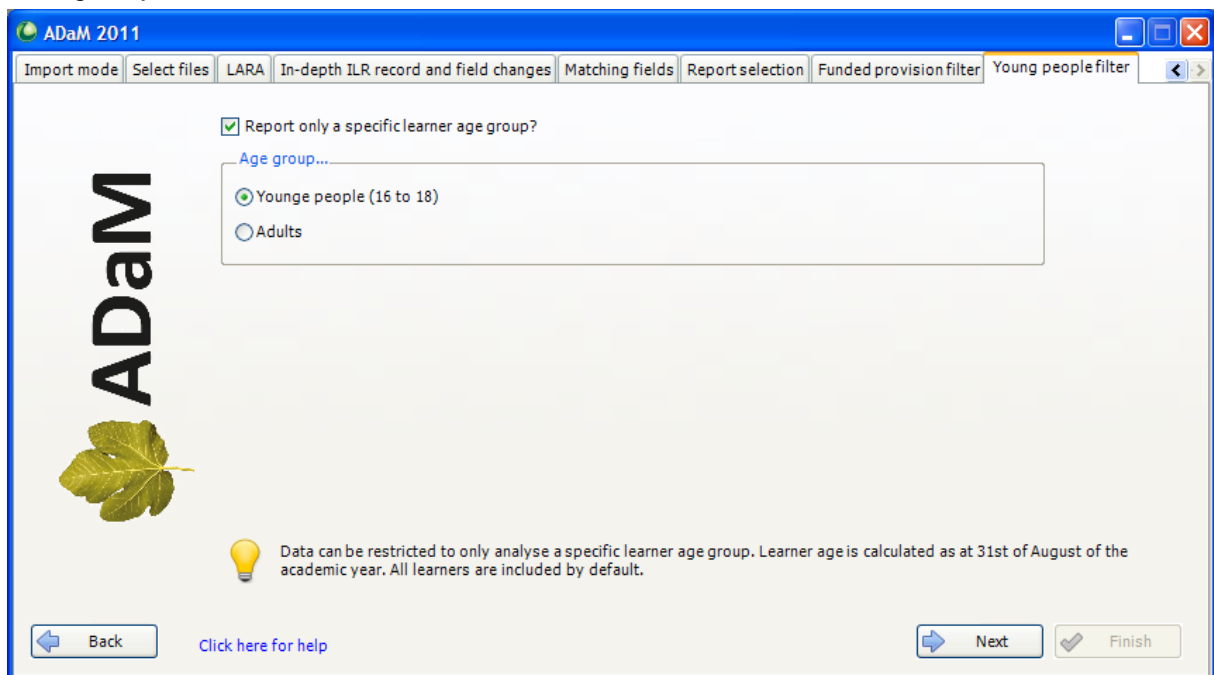
Funded provision filter



Select whether or not to report only FE funded provision (where appropriate).

µ If you chose default settings mode then report only FE funded provision is selected automatically.

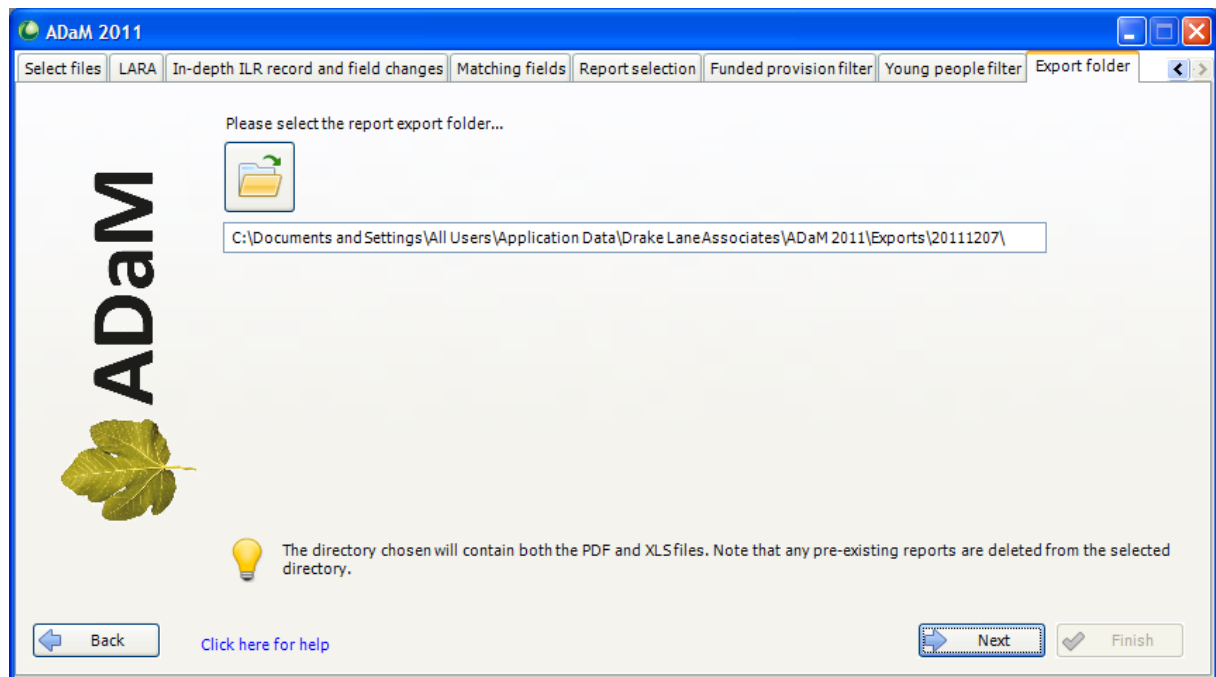
Young People filter



Use this to include only learners of a specific age group in the reports. Learner age is as at 31st August of the ILR file academic year.

µ If you chose default settings mode then this will default to reporting on all learners.

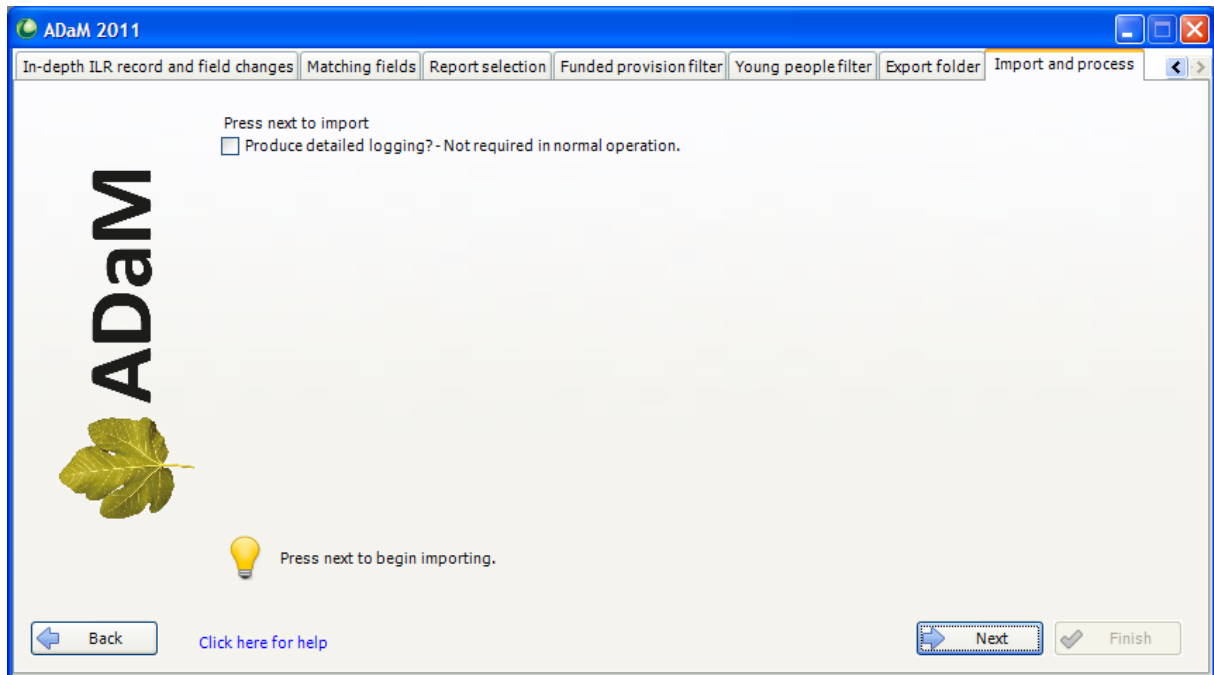
Export folder



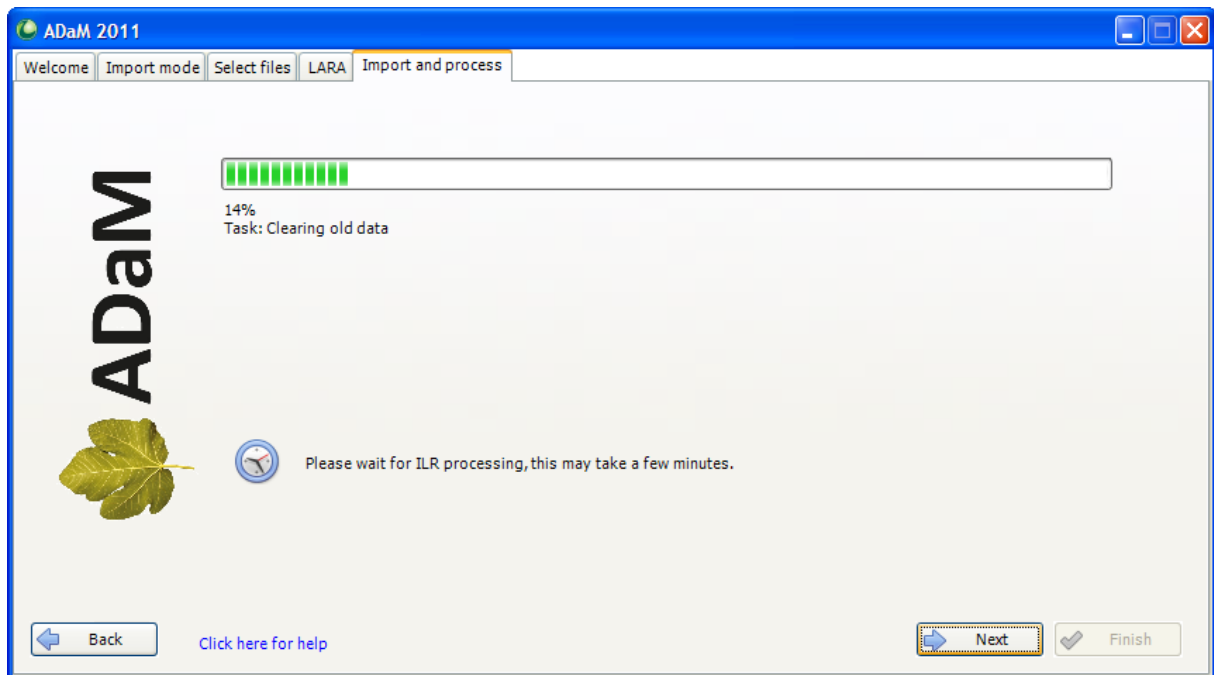
Select a folder to place the exported report files in.

µ If you chose default settings mode then a new folder named 'exports\YYYYMMDD' (*Year, Month, Day*) is created in installation folder.

Import and process

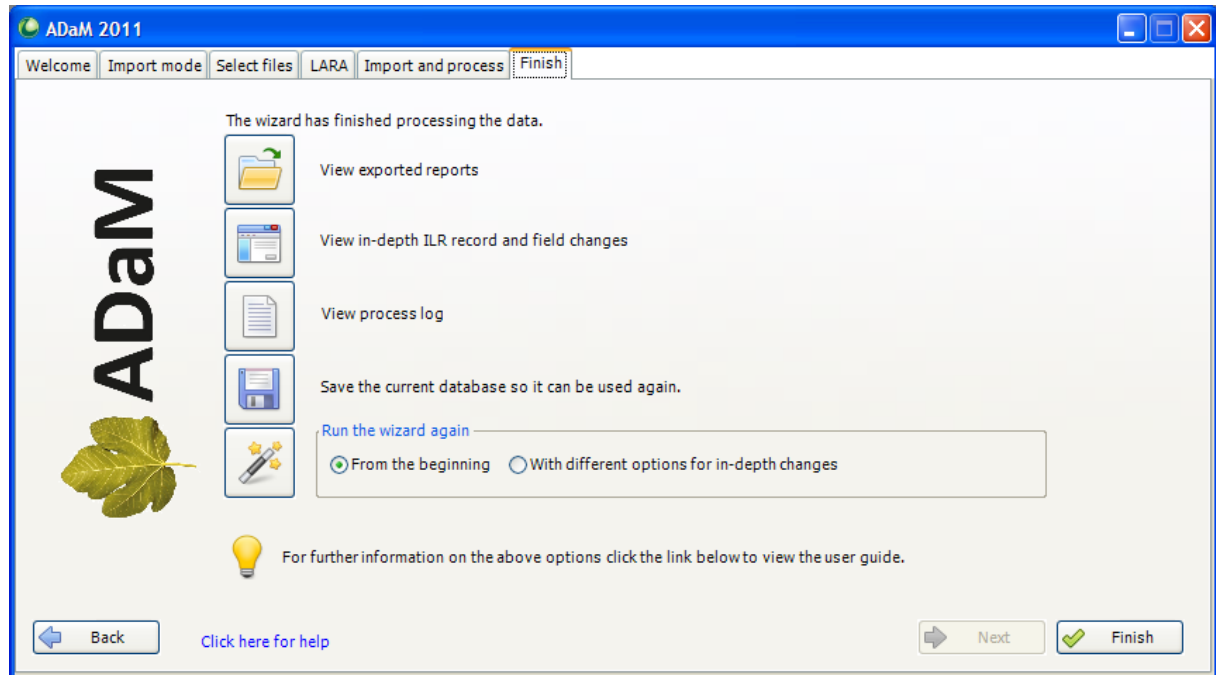


The *Next* button will begin importing/processing. Note, the *produce detailed logging* check box should only be used if you have experienced an error message for some reason. This detailed log file will give us a lot more information with what to help you with.









A progress indicator is shown giving an estimate of the % processing complete and the task currently being undertaken. The time taken to process the ILR data will depend upon your computer specification, the size of the ILR files and (in customised settings mode) the specific settings chosen and tasks requested.

Finished

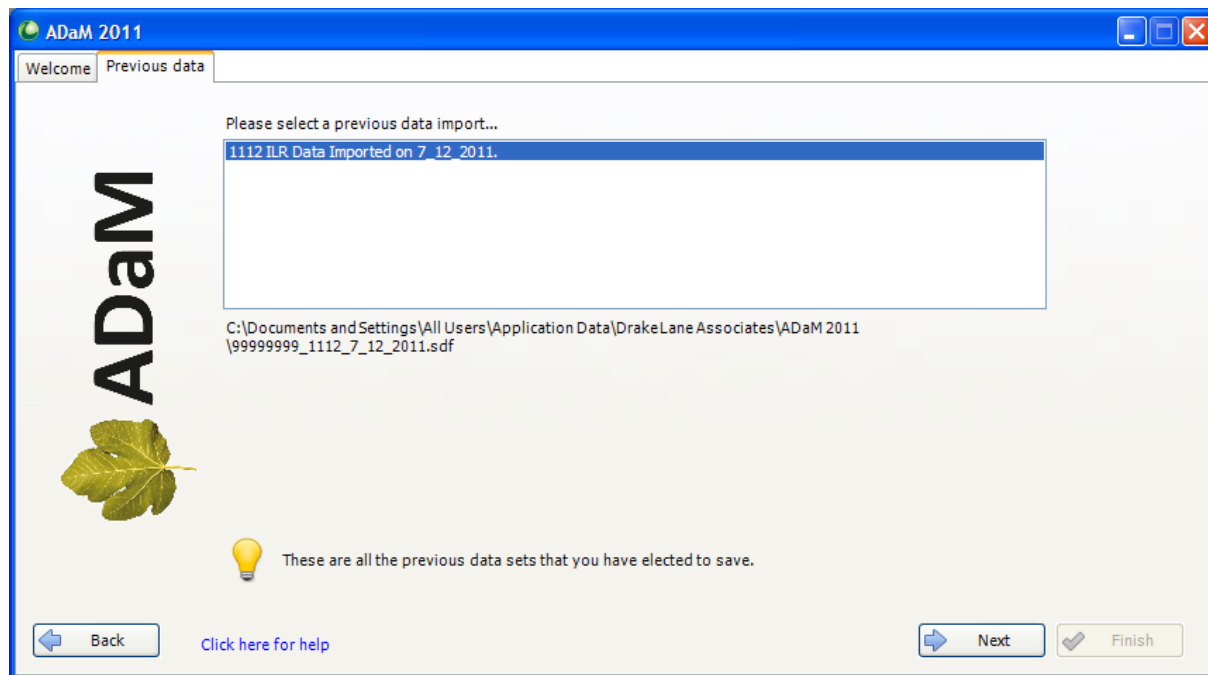


Once processing has completed successfully, several options are normally available:

	Open report export folder	<p>Opens the folder where PDF and XLS report outputs have been placed. If you chose customised settings mode but selected none of the outputs then this button is unavailable. However, you will still be able to view them from the <i>View</i> menu.</p> <p><i>Not available when looking at previous datasets.</i></p>
	View in-depth ILR record and field changes	<p>Opens the on-screen viewer for XML ILR record and fields changes. If you chose customised settings mode but selected not to perform an in-depth field change comparison then this button is unavailable.</p> <p>UDemo mode only summarises record and field change data and this button is unavailable.</p>
	View process log	<p>Opens the ADaM processing log (located in [InstallDirectory]\Logs) which shows detailed information about what tasks have been performed and long it took to perform each.</p> <p><i>Not available when looking at previous datasets.</i></p>
	Save current database	<p>Saves a copy of the complete SQL database so that it can be referred to later. This data also includes the results of the in-depth ILR record and field changes.</p> <p><i>Not available when looking at previous datasets.</i></p>
	Run wizard	<p>Run the wizard again from the beginning or from part way through with different options for in-depth ILR record and field changes.</p>
	Finish	<p>Close the wizard and optionally exit ADaM.</p>

View and work with previously imported data





Previous data



Select a previous data import that you have saved from the list provided and press *Next*. This will allow you to view the reports and the in-depth ILR record and field changes without having to re-import the ILR XML files. Please note you will still need to have a valid licence for the data selected.

Finished



















The finished screen will look as it during a standard import with the following exceptions:

	Open report export folder	Will not be available so you will not be able to see the reports in the exported folder, though the reports themselves will still exist provided you have not done any further imports for that day. You can still view and re-export the reports for this previous data by selecting the report from the <i>View</i> menu at the top of the screen.
	View process log	Will not be available as there has been no import, though as with the reports the file itself will still be available provided there had been no subsequent reports that day.
	Save current database	Will not be available as we are already looking at a previous database.
	Run wizard	Is available but only from the beginning. It will not import to and overwrite the previous database (the previous database is for reviewing purposes only).

Standard menus





Standard windows menus (with the exception of the *Help* menu items) are a new feature. They allow you to jump in at various points within the wizard and provide you with the option of viewing the reports directly.

Menu text	Description
File	
 Import new data	Start the wizard from the beginning allowing you to select new XML ILR files.
 Load previous data	Start the wizard on the previous data screen allowing you to select a previously saved dataset to view.
  Re-calculate reports	Start the wizard from part way through with different options for in-depth ILR record and field changes.
  Export to Microsoft Access	Save the entire database to Microsoft Access so you can perform your own analysis on that data.
  Save a database copy	Saves a copy of the complete SQL database (if you have already performed an Import) so that it can be referred to later.
 Exit	Exit the application
View	
  Report - DM1, DM2a...	Runs the relevant report and shows the data on screen, where it can be printed, viewed or exported.
 Exported reports	Opens the latest folder containing the exported reports.
 In-depth ILR record and field changes	Opens the <i>In-depth ILR record and field changes</i> (also accessible from the last page of the wizard).
 Today's process log	Views the log for the last import if any imports have been done today.
Help	
 User guide	Opens this user guide.
 Drake Lane Associates website	Go to our website at www.drakelane.co.uk
 E-mail support@drakelane.co.uk	Send an e-mail to support@drakelane.co.uk
 About	Gives information about the application, including the application's version number.
Window	
[1 Screen 1], [2 Screen 2]...	Displays the selected screen on top if there is more than one screen open.

About report exports

The standard reports come in 2 formats, PDF (Portable Document Format) and XLS (Microsoft Excel).

PDF (Portable Document Format)	XLS (Microsoft Excel)
 Useful for printing but has fewer fields shown because of space restrictions.	 Useful for further analysis with many additional fields shown.

Each report is output to the selected folder and named ID.EXT where ID is the report ID (e.g. DM1), and EXT is the file format extension (PDF or XLS).


PDF (Portable Document Format)

Header information

The first 3 pages of each of the reports show summary information; any text that is **grey** represents the results from when the report was previously compiled, not necessarily from the same import file.

Below details each section of the report:

Section	Information	Shows
Page header	Title	The report ID and title.
	Description	A detailed description of what this report investigates.
	Impact	The possible impact of data appearing on this report.
	Action	The suggested actions to take.
	Other	Any other notes.
Record counts	Issue	The report ID and title. The current report is highlighted.
	Funded only?	Ticked if the report was looking at funded data only
	Learner age	Shows if and what learner age filters where used
	Absolute	The number of records in the report.
	Proportion (%)	The number of records in the report as a % of the total number of FE funded aim records within the earliest ILR file (file 1 of 2). This provides an indication of the relative scale of each issue.
	Relative	A visual indicator of the relative scale of each issue.
Files processed	Earlier file (1 of 2)	Information about the earliest ILR file.
	Later file (2 of 2)	Information about the latest ILR file.
Field change counts	Field	The ILR field (element). Only fields where a change has been found are reported.
	Absolute	The number of changes.

Section	Information	Shows
	Proportion	The number of changes as a % of the total number of changes. This provides an indication of the relative scale of each field change.
	Relative	A visual indicator of the relative scale of each field change.
 Learning aim occurrences	Aim code	The learning aim code that appears in the reports
	Learning aim title	The learning aim title according to LARA.
	Occurrences	The number of times this learning aim appears in the report.
	Proportion	The number of times the learning aim appears as a % of the total number of records on the report.
	Relative	A visual indicator of the proportion of the total times this learning aim occurs on the report.
Page footer	Title	The report ID and title.
	Email	The support email address.
	Date stamp	Time and date the report was produced.
	Demo	Demo mode indicator (as appropriate).
	Version	Software version.
	Page	The page number.
	UKPRN	The UK provider reference number.
	Provider name	The provider name.

Comparisons and performance indicators

For the *absolute* and *proportion (%)* record counts, 'traffic light' performance indicators are shown in colour:

Indicator	Meaning
n	The record count value has increased.
n	The record count value is the same (except where both are zero).
n	The record count value has decreased.

Data detail

The other pages that follow show the detailed record information for the particular report. The default sort order is by the Learning aim with the most occurrences first. As the report is grouped by learning aim reference it is shown only once.

XLS (Microsoft Excel)

Only the detailed record information is output in this format, but with many more fields than are available in the printed or PDF format. In addition to standard ILR fields, others may be shown depending on the specific report; for example, those relating to the learning aim (e.g. Notional NVQ Level) or calculated fields (e.g. Expected Duration in days).

Viewing reports on screen



You can now view the reports on screen. Not only can you preview the PDF document but you can also view the data that is exported to Excel in a user-friendly grid by clicking on the data grid tab.

Preview

Data grid

Preview

Option Icon	Option	Description
	Navigation	Go to the selected page. You can navigate by either using the buttons to go to the first, go back, go forward or go to the last page. You can also go directly to a page by entering the page number in the box.
	Cancel rendering and refresh	Stop the report rendering on screen before it is finished or render again using the refresh button.
	Print	Opens a print dialog allowing you to print the whole report or just a selection of pages.
	Print layout	Show the report as it would appear on paper with your current print settings. This option is turned on by default.
	Page setup	Adjust the page margins and paper size for your printer.
	Export	Export the selected report Excel, PDF or Word. Note: If you select Excel or Word, the exported data is the report shown on the <i>Preview</i> tab and not the data grid. Use the Excel export button on the <i>Data grid</i> tab if you want the detailed breakdown.
	Zoom	Zoom in or out of the preview.

Data grid

This shows a detailed breakdown of the report in a grid. With this grid you can:

- Group by a particular field. For example: If you wanted to see how many learners come under a particular funding model, then just drag the funding model column header to the top of the grid.
- Sort on any field that you want, by simply clicking the column header.
- Re-arrange columns by drag and dropping.
- Filter the selection by any column by entering the text you want to filter by on the top row of the grid.
- Hide/Show columns by pressing the button at the top left hand side of the grid, the columns selected will be reflected on the export.
- Summarise columns by clicking Σ symbol at the top of numeric columns. This will show you the average, count, maximum, minimum and sum of that column (though in some cases some of these functions may not be appropriate for the column).



Click the Excel button to export the grid with your formatting and filter changes to Excel for further processing.

Examining in-depth ILR record and field changes

Available from the *Finished* wizard stage or from the menu, this on-screen viewer displays all Learner and Learning Delivery dataset records from the first ILR which have changes in the second ILR. Only those records with changes in the fields chosen for comparison are shown.



Data can be exported to Excel on a learner by learner basis or as a whole using the relevant on screen buttons.

[u Demo mode only summarises record and field change data, so this screen is therefore unavailable.](#)

How are records compared?

Learner records are compared using the Learner reference number field to tie the two together. Learning Delivery (Aim records) are compared based on the fields chosen in the *Matching fields* wizard stage.

What fields are compared?

The fields compared within each record are those chosen in the *In-depth ILR record and field changes* wizard stage.

What am I looking at on screen?

The screenshot displays the ADaM 2011 software interface for comparing ILR records. It features several key components:

- Original records:** A table showing learner and learning delivery data from the first ILR. A red circle highlights a learner record with Unique Learner Number 3589423.
- Changed records:** A table showing records from the second ILR that have changed. A red dot highlights a record with Learner Reference Number 1006511.
- Changed fields for Learner:** A panel at the bottom left showing a list of fields compared between the two ILRs. A red arrow points to this panel. Fields include 'Learning Delivery Completion Status' (2), 'Learning Delivery Learning Actual End Date' (2), 'Learning Delivery Learning Planned End Date' (2), 'Learning Delivery Learning Start Date' (2), and 'Learning Delivery Outcome Indicator' (2).
- Filter:** A panel at the bottom right showing a list of fields with checkboxes for selection and a 'Count' column. Fields include 'Additional Learning Support Cost' (69), 'Date Of Birth' (13), 'Disadvantage UpR: Eligibility' (5), 'Disadvantage UpR: Factor' (7), 'Eligibility For 16-18 Funding Entitlement' (10), 'Prior Attainment' (5), 'Additional Learning Needs Indicator' (157), 'Completion Status' (1244), and 'Delivery Mode' (27).
- Buttons:** At the bottom, there are buttons for 'Save all to Excel', 'Save layouts', 'Reset layouts', 'Report on selected change by aim', 'De-select all', 'Apply filter', 'Reset filter', and 'Close'.



Original records

These are all of the Learner and Learning Delivery records from the earlier ILR file (file 1 of 2 on the report exports) where there is a changed record either on the Learner and/or a Learning Delivery record belonging to that Learner. Each Learner record in the top grid can be expanded to show the Learning Delivery details by clicking the small + (plus) button on the left of the row.

Clicking on the Learner will show all the changes for that Learner in the changed records grid (2). Clicking on the Learning Delivery will show changes for the selected Learning Delivery record. Records are matched based on the selections you made in the *Matching fields* screen of the wizard.

You can drag-and-drop column headings to different positions as required and adjust the column widths



You can now group the columns on the Learner.

You can sort the columns in both Learner and Learning Delivery. Sorting Learning Delivery will apply that sort to the *Changed records* too.

You can use the top row of the grid to filter Learner data.



Use to select which columns that you wish to show/hide, this selection will be applied to both grids.



Changed records

These are the learner and Learning Delivery records from the later ILR file (file 2 of 2 on the report exports) that match the currently selected record in the original record. Records are matched based on the selections you made in the *Matching fields* screen of the wizard.

You can drag-and-drop column headings to different positions as required and adjust the column widths



The changes are colour coded :

Indicates that the row has changed.

Indicates that the data in this cell has changed.

Indicates that more than one record was found when matching the fields between the two ILR files. These duplicate records may make it appear that there are changes when actually there are none. You may want to change selections on the *Matching fields* tab of the wizard.



You can sort the columns.



Changed fields for Learner/Learning Delivery

These are the field changes between both ILR files for the selected Learner or Learning Delivery. The count displays the number of times each field has changed for the selected record. Selecting a record cause the to focus on that cell.



Filter

These are all the fields where there has been a change in the original records (1). Alongside each is a count of the number of original records with a change in that specific field. The fields shown will change depending on the options selected from the *in-depth ILR record and field changes* wizard stage.

To filter on specific field changes, simply tick or un-tick the fields you want and then press *Apply filter*. If multiple filter fields are selected then records are filtered to show those where there are field changes for any of those selected (equivalent to the OR statement in SQL).

Press *reset filter* to remove filters and show everything.



Control buttons

Select all/De-select all. Quickly tick or un-tick all the filters available in the filters grid. Note the filter will not be applied until you click *Apply filter*.

Apply filter. Choose which fields to be reported on, anything not in the selection will not be included in the grids or the results.

Reset filter. All fields will be shown as default. There is no need to click *Apply filter*.

Finish. Close the screen



Save Learner to Excel. Requires a learner to be selected in the original records (1). This will be a multi-sheet Excel workbook for the selected learner only.

Sheet 1 - shows the Original record (1).

Sheet 2 - shows the Changed record (2).

Sheet 3 - shows the Changed fields for learner (3).



Save all to Excel. This will be multi-sheet Excel workbook for all learners currently shown.


Sheet 1 - shows the Original records (1).


Sheet 2 - shows the Changed records (2).

Sheet 3 - shows the Filter applied (4).



Save Layouts. Save any changes made to the grids such as column positions and ordering etc. The layout will be remembered the next time you run the application.

 *Reset layouts.* Reset the grids back to their default settings. You will need to close and re-open the screen for this to take effect.

 *Report on selected change by aim.* Produces a unique report that is not exported as part of the wizard. The report lists the number of changes there are for a particular field for each Learning Aim type. In order to run this report you must first select the field you want to view from the Filter grid (4). The data for this report will come from process 1 only.

Export database

As mentioned previously you can carry out your own additional analysis by exporting the database to Microsoft Access using the export option on the main menu. Below is a description of the tables that are most common or useful.

Table name	Table description	Contains
ProcessInformation	Process Information	This is data from the both ILR files (files 1 and 2 on the reports). When the processID field equals 0 then it is the earlier file and when processID field equals 1 then this is the later file. Note that there will be multiple lines if you have imported different files as this keeps a retrospective log of those imports. The current records are identified by CurrentRecord = 1
ChangedFields	Changes	Lists all the fields that have changed. The Changeld and the Tablename field provide the link to LearningDelivery or Learner tables where there is a change.
 ReportSummary	Report summary	Used on the first page of the reports to display what options were used to produce the report, the total amount of records that were returned for each (Absolute) and the total FE records searched through (TotalRecCountFe). This table will keep a log of all the reports run for all imports; the Index value represents a set of reports run. The ProcessimportID tells you which file the reports were run on by linking to ImportId in the Process Information table.
FundingValues	Funding values	This is from the LARA.
Learner	Learner	Contains all pertinent information on all Learners imported from both ILR files. The ProcessId indicates which file the Learner was imported from. Field names match the entities within the XML ILR fields, however some fields such as EFE are not strictly elements, but are possible rows contained in other nodes for example EFE is a row within Learner funding and monitoring type node under the LearnFAMType element.
LearningDelivery	Learning delivery	Contains all the Learning Aims for all the learners within both ILR files. Other than the ProcessId, Changeld, Changed, Matched, MatchedId all fields match the entities specified in the XML ILR files, though some may have belonged to different nodes and like the Learner table some columns are actually rows in the original XML ILR file. Unlike the Changeld the MatchedId only indicates that the record was found in both files regardless if there were any changes or not.
NVO_Levels	NVQ Levels	This is from the LARA.
MovementsFrom	Movements from	Shows all the records where a listed Movement from is found. A Learner is considered moved when the learning aim reference has changed from one file to the other.
MovementsTo	Movements to	Shows all the records where a listed Movement to is found. A Learner is considered moved when the learning aim reference has changed from one file to the other.
LearningAimsDesc	Learning Aims descriptions	This is from the LARA.
Learning_Aim_Types	Learning Aim Types	This is from the LARA.

Frequently Asked Questions

What action should I be considering when reviewing the reports?

In respect of any ILR files which are now closed, the only available action would appear to be to review the data reported and to prepare a defence (where appropriate) for any practices which are felt to be justifiable. Where an ILR has not yet been closed down then it may be appropriate to make amendments to the data in certain cases. In terms of looking forward, it may be appropriate to change certain data management practices and to convey these to all appropriate staff. The new report accessible from the *In-depth ILR record and field changes* screen may help with identifying the relevant staff.

How do I know what to focus my attention on when reviewing the reports?

It is suggested that you begin by reviewing the reports with the greatest number of records highlighted (see the summary on the first page of each PDF output). Note that these raw record numbers are also compared to the total number of enrolments within the first ILR to provide an indication of the relative scale of each issue. Secondly, it is suggested that you focus on any patterns within the reports, however large or small; for example, instances of whole courses appearing on any given report.

Can I find out about data changes other than those highlighted in the standard reports?

Yes, once the wizard has completed, select the button to *View In-depth ILR record and field changes* to display all records from the earlier ILR which have changes of any sort in the later ILR. Please refer to this user guide for a more detailed explanation of how to use this screen. In Customised mode the wizard also allows you to specify what sort of ILR changes you are interested in seeing via this facility (e.g. funding related changes only, all changes or a user-defined selection of fields).

How can I do further analysis on the data reported?

All standard reports provide an output in Microsoft® Excel (XLS) format which generally include more information than it is possible to display in PDF format. This XLS data can easily be linked back to source MIS data to undertake further analysis. In addition, we have added the ability to export to a Microsoft® Access database which includes all data relating to any changes between the 2 ILR files.

Can I select individual reports to run and specify which types of output I want?

Yes, by running the wizard in Customised rather than **µDefault** mode. On the wizard stage *Report output formats* you have the option selecting as many of the standard reports as you require. You can also specify whether you want the outputs in PDF or XLS format (or both).

Can I compare 2 ILR XML files which have the same file name?

Yes, by specifying the returns manually or ensuring the files have a different transmission number or preparation date.

Some reports appear to show too many Learning Delivery records where a learner is enrolled to the same learning aim more than once. Can I prevent this?

Yes (in many cases), by running the wizard in Customised rather than **µDefault** mode. On the wizard stage *Matching fields* you have the option of linking between the 2 ILR files on Learning Delivery provider specified monitoring fields rather than on the learning aim reference. If you use one or more of these fields to store the course code then linking on these is likely to remove such apparent duplicates (assuming that the course codes are different between the 2 enrolments with the same learning aim).

Report DM2a (Existence: Enrolment no longer appears in ILR) suggests that records have been removed from the ILR whereas they actually still exist but their learning aim reference has been changed. Can I prevent this?

Yes (in many cases), by running the wizard in Customised rather than **Default** mode. On the wizard stage *Matching fields* you have the option of linking between the 2 ILR files on Learning Delivery provider specified monitoring fields rather than on the learning aim reference. If you use one or more of these fields to store the course code then linking on these should remove changes to learning aims from the report (assuming that the course code used remains consistent across the 2 ILR files).

Report DM2b (Existence: Enrolment missing from earlier ILR which should have been present) suggests that records were missing from the earlier ILR whereas the learners actually started after the census date for the return but before the preparation date. Can I prevent this?

Yes, by manually specifying the actual return for each file on the *Select files* wizard stage. This ensures that the reference date used for the earlier file is the return census date and not the file preparation date. Remember though that using the file preparation dates rather than specifying the returns may highlight potential internal data processing issues where there is significant lag between learner enrolment and inclusion in the ILR.

The reports seem to take a long time to produce

Try closing any other applications down when running the wizard to free up memory and processing power. Also consider whether you need PDF exports for every report. You can turn them off individually or as a whole by using the *Report selection* screen on the wizard in customised mode. You will still be able to view and then export these reports using the onscreen menus.

Getting help

[Click here for help](#)

This user guide is available at any time by clicking the link shown at the bottom of each wizard stage.



Alternatively, it is also available from the Help menu at the top of the screen along with links to our website www.drakelane.co.uk and our contact email support@drakelane.co.uk