



SCORE

2008

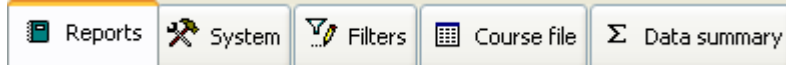
Control panel

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Introduction

The SCORE control panel is the main screen normally shown every time you run the software from which almost all functionality is accessed.



Similar functions are grouped together onto separate tabs.

Banner information



The control panel banner shows software version information and the licensed provider. Additional information about the software can be viewed by selecting **Help > About SCORE** from the main menu.



Reports

The reports tab shows all of the reports and other utilities available.

Categories

All

Optimisation
Credibility
Efficiency
Management
Performance

Favourites
Selections
Financial impact
Batch available
Utility available
Learner responsive
Employer responsive

Coming soon!

Each report belongs to 1 or more categories. To see the reports belonging to a particular category simply select the category from the list shown. By default, the category containing all reports is selected.

Categories themselves are grouped together, separated by a dotted line.

Favourites and selections

The **favourites** and **selections** categories are special. You can decide what reports to place in these categories by selecting and deselecting the appropriate field in the list of reports.

Favourites, as the name implies, is designed to store the list of reports which you run most often or make the most use of.

Selections is similar but is designed to store an ad hoc list of reports which are of particular interest in this session, though it can be used in exactly the same way as favourites.

Financial impact

This category lists those reports that have an impact on funding that SCORE can reasonably estimate. This may be an overall under or over claim. The specific optimisation report **£ Optimisation summary** (ID 176) summarises all of the reports in this category and also gives an estimated total under or over claim at provider level. This report is always initially selected when the control panel opens.

Optimisation is broken down into separate categories as shown below.

Optimisation category	Description
Definite	This is the calculated optimisation impact of the data changes suggested by a report where a high degree of confidence applies to the figure.
Potential	This is the calculated optimisation impact of the data changes suggested by a report where further investigation is likely to be required before the actual figure can be established.
Total	Definite plus potential optimisation.

Batch available

This category lists those reports available for inclusion as part of a batch run.

Utility available

This category lists those reports where an additional form-based utility is available to view data.

Learner responsive

This category lists those reports containing Learner Responsive data.

Employer responsive

This category lists those reports containing Employer Responsive data.

Coming soon

This category lists those reports currently planned for a future release. The reports themselves cannot be run and the information shown is indicative only.

Report list

The report list shows all of the reports belonging to the currently selected category.

Name	LR	ER	ID	Favourite	Selection	Definite £	Potential £
▶ £ Optimisation summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	176	<input type="checkbox"/>	<input type="checkbox"/>	£0	£0
Additional learning support > £19,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	126	<input type="checkbox"/>	<input type="checkbox"/>		
Capped learners (by learner)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	134	<input type="checkbox"/>	<input type="checkbox"/>		
Capped learners (by learning aim)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	193	<input type="checkbox"/>	<input type="checkbox"/>		
Comparison of assumed fee income (AFI) to actual fees received (A13)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	184	<input type="checkbox"/>	<input type="checkbox"/>		
Comparison of listed to modal GLH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	155	<input type="checkbox"/>	<input type="checkbox"/>		
Comparison of QCA recommended to modal GLH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	185	<input type="checkbox"/>	<input type="checkbox"/>		
Comparison of QCA recommended to WAGLH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	194	<input type="checkbox"/>	<input type="checkbox"/>		
Comparison of WAGLH to modal GLH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	192	<input type="checkbox"/>	<input type="checkbox"/>		
Disadvantage (asylum seekers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	146	<input type="checkbox"/>	<input type="checkbox"/>		
Disadvantage (incorrect skills for life)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	162	<input type="checkbox"/>	<input type="checkbox"/>		
Disadvantage (postcode)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	148	<input type="checkbox"/>	<input type="checkbox"/>		
Disadvantage (skills for life)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	147	<input type="checkbox"/>	<input type="checkbox"/>		
Enhanced funding not claimed (16-18 year olds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	89	<input type="checkbox"/>	<input type="checkbox"/>	£0	£0
Enhanced funding not claimed (19+ but 16-18 years at start of course)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	121	<input type="checkbox"/>	<input type="checkbox"/>	£0	£0
ER Funding analysis (by course)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	305	<input type="checkbox"/>	<input type="checkbox"/>		
ER Funding analysis (by enrolment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	306	<input type="checkbox"/>	<input type="checkbox"/>		
ER Funding analysis (by franchise partner)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	322	<input type="checkbox"/>	<input type="checkbox"/>		
ER Funding analysis (by learner)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	304	<input type="checkbox"/>	<input type="checkbox"/>		

Columns

Column	Description	Shown by default	Frozen by default
Name	The name of the report.	<input type="checkbox"/>	<input type="checkbox"/>
LR	Does the report relate to Learner Responsive funding?	<input type="checkbox"/>	<input type="checkbox"/>
ER	Does the report relate to Employer Responsive funding?	<input type="checkbox"/>	<input type="checkbox"/>
ID	System report ID for easy identification.	<input type="checkbox"/>	<input type="checkbox"/>
Favourite	Is the report flagged as a favourite?	<input type="checkbox"/>	<input type="checkbox"/>
Selection	Is the report flagged for selection?	<input type="checkbox"/>	<input type="checkbox"/>
Batch available	Is the report available to batch run?	<input type="checkbox"/>	<input type="checkbox"/>
Definite £	Financial impact definite (latest build).	<input type="checkbox"/>	<input type="checkbox"/>
Definite £ (previous)	Financial impact definite (previous build).	<input type="checkbox"/>	<input type="checkbox"/>
Potential £	Financial impact potential (latest build).	<input type="checkbox"/>	<input type="checkbox"/>
Potential £ (previous)	Financial impact potential (previous build).	<input type="checkbox"/>	<input type="checkbox"/>
Learners	Learners on this report (latest build).	<input type="checkbox"/>	<input type="checkbox"/>

Learners (previous)	Learners on this report (previous build).	0	0
Enrols	Enrolments on this report (latest build).	0	0
Enrols (previous)	Enrolments on this report (previous build).	0	0

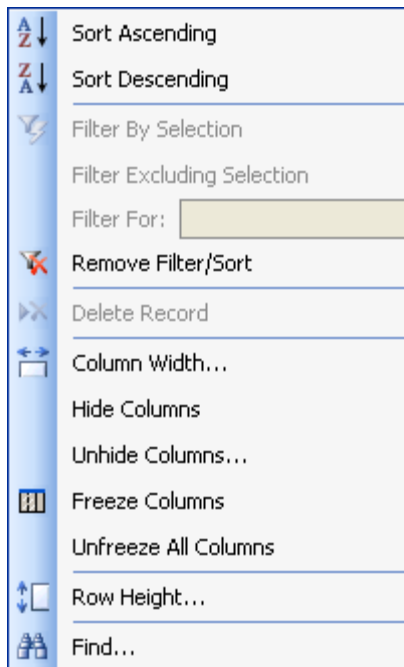
The columns containing latest and previous build data are populated when the option to **generate batch run counts** is selected during the build and update process. For more information see the **Build and update guide**.

Interacting with the report list

The currently selected and total number of reports within the category is shown at the bottom of the list with navigation buttons.



Below this the description for the currently selected report is shown.



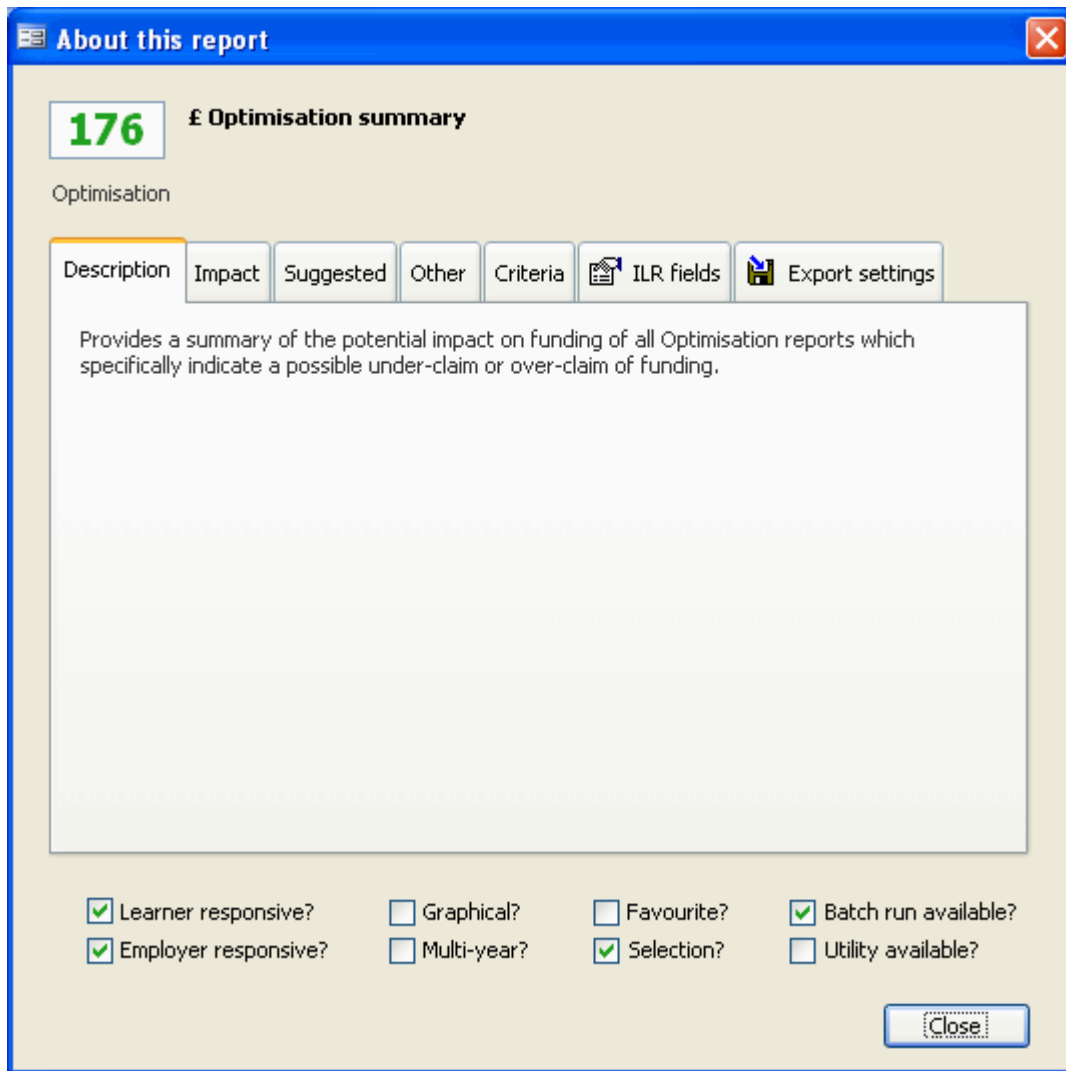
Right-click with the mouse to show the report list menu.

- Sort ascending/descending
- Freeze/unfreeze columns
- Show/hide columns
- Row height
- Column width
- Find

Detailed report information



To view detailed information about the selected report **double-click** the report name or **click the hyperlink** shown at the bottom of the reports tab.



The **criteria** tab shows pre-set report data filter criteria based on LSC funding generation. The possible values are:

- Provision is included based on the funding filter flag.
- All provision whether generating funding or not is included irrespective of the funding filter flag.
- Only provision generating funding is included irrespective of the funding filter flag.
- Only provision not generating funding is included irrespective of the funding filter flag.
- No restrictions apply.

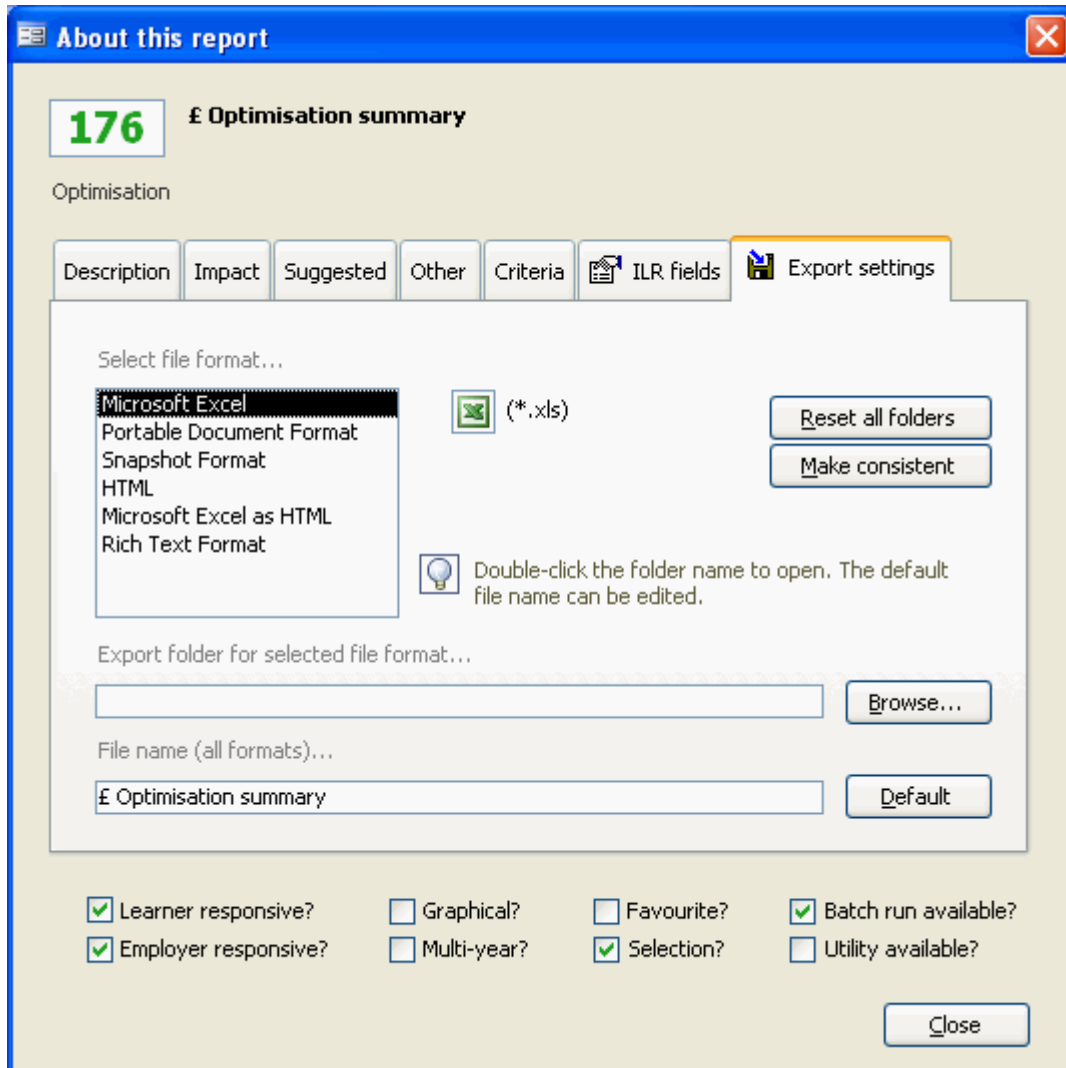
The **ILR fields** tab shows the learner and aim ILR fields shown on the printed report, where applicable. Generally additional fields to those shown here are available when exporting a report to Microsoft Excel as the limited space available on printed output is no longer an issue.

The **export settings** tab allows you to view or set export folder locations and filename for specific export formats.

- **Reset all folders** sets the export folder for all formats to the same as the installation folder for SCORE.
- **Make consistent** sets the export folder for all formats to that of the currently selected format.

- **Default** sets the filename to the system default.

The common task **reset all report export settings** available from the list on the **System** tab of the control panel performs the reset and default actions above for **all** reports.

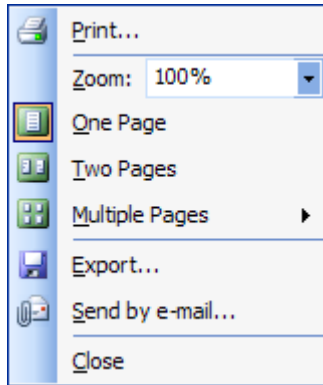


Report actions

Preview



Previews the selected report on screen. If the report contains no data a message will be shown and the preview action cancelled.



Once the report has been generated, **right-click** with the mouse to show the report menu.

See the export report action for details on export and send by e-mail options.

Open utility

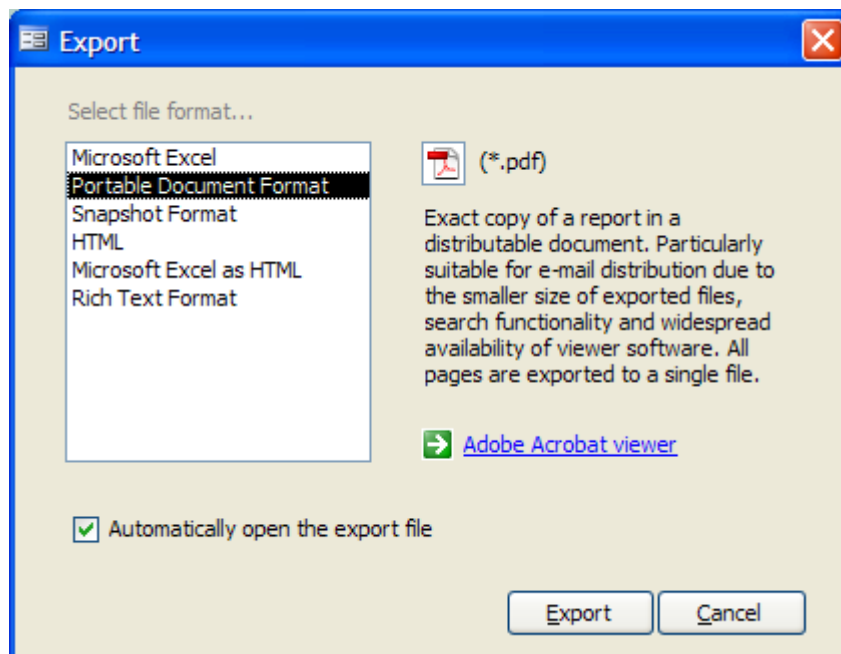


Opens the form-based utility for the selected report (where available).

Export



Exports the selected report directly to the format specified.



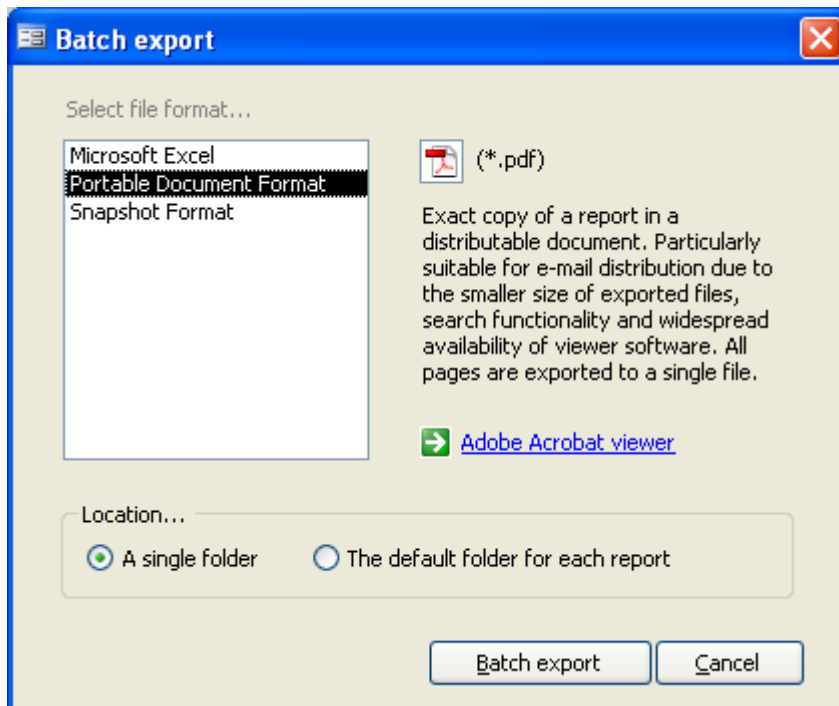
- Microsoft Excel (a copy of all relevant underlying data rather than the report itself)
- Portable Document Format
- Snapshot Format*
- HTML*
- Microsoft Excel as HTML
- Rich Text Format*

*This export format is also available to **send by e-mail** from the report right-click menu.

Batch export



Exports all of the currently listed reports in a single batch process to the format specified.



- Microsoft Excel (a copy of all relevant underlying data rather than the report itself)
- Portable Document Format
- Snapshot Format

The batch files are exported to a single folder or the default location for each report. The default location can be different for each report, for example if different people manage different types of report.

A log file of the batch export process is created in the folder where SCORE is installed. To view the batch log you can use the **common task list** in the **System** tab of the control panel.

System

The system tab shows information and settings related to the operation of the SCORE software.

Build file status information

This shows the current status of each available academic year and return type that can be used by SCORE. For further information see the **Build and update guide**.

	Academic year	Return	Collection	Database	Dated	Built	Built on
▶	2006/07	Further Education					
	2006/07	Work Based Learning					
	2007/08	Further Education					
	2007/08	Work Based Learning					
	2008/09	Learner Responsive	F01	C:\LIS\Release16\	25/02/2009 09:34:		26/02/2009 09:46:
	2008/09	Employer Responsive	W06	C:\LIS\Release16\	24/02/2009 11:45:		25/02/2009 09:30:

Columns

Column	Description
Academic year	Academic year data relates to.
Return	Return type data relates to.
Collection	ILR collection data relates to.
Database	Database path and filename used for build and update. This file can be the Learner Information Suite (LIS) internal (LISData2000) or export (LIS_EXP) database.
Dated	Date and time that the return was processed in the Learner Information Suite (LIS).
Built	Has this academic year and return type been used successfully for build and update? Deselecting this field removes the dataset from SCORE.
Built on	Date and time that the database was used successfully for build and update.

Right-click the data grid with the mouse to show the standard menu.

Build and update

To begin a build and update of internal SCORE data immediately select the button shown. For more information see the **Build and update guide**.



Learning Aim Database (LAD)

To set the path to the LAD database file select the button shown. This file is required and should be the Microsoft® Access database (all years) available for download from <http://providers.lsc.gov.uk/LAD/downloads/LADdownload.asp>.



Common tasks

Other common tasks are listed here. **Double-click** the task description with the mouse to run the selected task. A description of the selected task is shown below the task list.

View the build log
View the batch log
View the error log
Reset all report export settings
Run batch counts
Regenerate course codes
Recalculate modal values

Log files

Log files are text files generated automatically in the SCORE installation folder and can be useful for determining, for example, the source of unexpected errors. Drake Lane Associates may request one or more of the log files if you contact us for support.

The build and batch logs are **regenerated** each time the build or batch processing takes place but the error log contains a **permanent** record of all unexpected errors.

Filters

The filters tab shows settings related to filtering report data.

Generating LSC funding

For reports where all learning aims may be shown, this flag can be set to include **only** those learning aims generating LSC funding. By default, this flag is set.

The report data filter criteria based on LSC funding generation is pre-set for many reports and this flag has no effect. Information about pre-set criteria is shown on the first page of a report and on the **criteria** tab of the detailed report information.

Impact on batch run counts

For those reports where the flag applies, changing the flag may change the batch run counts. If you selected to generate batch counts during the last build and update process then a prompt will be shown to optionally recalculate.

Course file

The course file tab shows data and functions related to the course file. For more information see the **Course file guide**.

Views

Course file data is arranged hierarchically and can be viewed at different levels by selecting from the list.

Course
Aggregate
Department

Course level

Course level is the lowest level available.

	Course code	Agg. code	Agg. title	Dept. code	Dept. title	System
▶	[Unknown]	[Unknown]	[Unknown]	[Unknown]	[Unknown]	<input checked="" type="checkbox"/>
	ABC123	AggABC	AggABC	DepA	DepA	<input type="checkbox"/>
	ABC456	AggABC	AggABC	DepA	DepA	<input type="checkbox"/>
	ABC789	AggABC	AggABC	DepA	DepA	<input type="checkbox"/>
	DEF123	AggDEF	AggDEF	DepD	DepD	<input type="checkbox"/>
	DEF456	AggDEF	AggDEF	DepD	DepD	<input type="checkbox"/>
	DEF789	AggDEF	AggDEF	DepD	DepD	<input type="checkbox"/>
	GHI123	AggGHI	AggGHI	DepG	DepG	<input type="checkbox"/>
*						<input type="checkbox"/>

Aggregate and department level

Aggregate and department are successively higher level views of the same data.

	Dept. code	Dept. title	System
▶	+ [Unknown]	[Unknown]	<input checked="" type="checkbox"/>
	- DepA	DepA	<input type="checkbox"/>
	Course code	Agg. code	Agg. title
	ABC123	AggABC	AggABC
	ABC456	AggABC	AggABC
	ABC789	AggABC	AggABC
	*		
	+ DepD	DepD	<input type="checkbox"/>
	+ DepG	DepG	<input type="checkbox"/>
*			<input type="checkbox"/>

Other functions

For more information see the **Course file guide**.

Data summary

The data summary tab provides an easy-to-use, but powerful, tool which allows users to query ILR and funding information on an **ad-hoc** basis.

It offers an alternative to many of the pre-defined reports already within SCORE that report specific data in a fixed format which may not suit your requirements. The data summary tool provides a means of meeting those requirements.

Field selection

Up to 50 of the fields provided may be selected to produce a data summary, though in reality it is likely that you will require only a few. The fields available are sorted alphabetically by default and categorised by source:

- System (from course file information where available)
- Funding (calculated)
- ILR learner
- ILR aim
- LIS derived learner
- LIS derived aim
- LAD learning aim
- LAD annual values

Right-click the data grid with the mouse to show the standard menu.



Select the button shown to **deselect** all fields.

Viewing



Select the button shown to **view** the data summary.

The screenshot shows a window titled "Data summary" with three tabs: "Learner responsive" (selected), "16-18 entitlement", and "Employer responsive". The main area contains a table with the following data:

Funding model	E2E Bonus SLNs	E2E Programme SLNs	Aim SLNs	Aim Funding	ALS	Total Funding	Enrolments
16-18 Learner Responsive	0.000	4.212	2140.799	£6,952,730	£279,743	£7,232,473	4,061
Adult Learner Responsive	0.000	0.000	432.990	£1,322,228	£71,855	£1,394,082	1,275

Below the table is a record navigation bar showing "Record: 1 of 2" with navigation icons. At the bottom, there is a lightbulb icon with the text "Right-click the data grid for filtering, sorting and additional options." and three buttons: a print icon, a filter icon, and a close icon. A "Close" button is also located at the bottom right of the window.

The data summary shows funding (cash and SLNs) and enrolment data **grouped** by the fields selected and funding model (automatically), shown on 3 separate tabs:

- Learner Responsive
- 16-18 Entitlement (cannot be grouped by many of the available fields and is always grouped by funding model only)
- Employer Responsive

To apply additional sorting or filtering, **right-click** the data grid with the mouse to show the standard menu.



Select the button shown to **size the columns to fit** the data automatically.



Select the button shown to **show any additional filter criteria applied**.



Select the button shown to **export** the data summary to Microsoft Excel for additional analysis and reporting. The workbook produced will consist of separate worksheets:

- A worksheet for each of the separate data summary tabs
- A single worksheet showing the fields selected when producing the data summary
- A single worksheet showing any additional filters applied on each tab

Definitions

The combination of fields used for a data summary may be **saved** as a **definition** if required. A list of all saved definitions is shown, below which the list of fields for the currently selected definition is shown. **Double-click** the definition name with the mouse to apply an existing saved definition.



Select the button shown to **save** a data summary definition.



Select the button shown to **delete** a saved definition.