Validation

Validation takes place on:

- XML files on upload.
- *Draft* EPs upon submission for validation.
- *Withdrawn* EPs on reinstatement.
- CSV Census files on upload.
- NRO files on upload.

Validations include:

- Checking that an uploaded file has the correct structure.
- Checking that the file complies with the rules associated with its particular type.
- Checking that a file has a valid extension.
- Checking a researcher has a valid NSN and date of birth combination.

The Validation Logs tab

The **Validation logs** tab is where all information relating to the validation of Evidence Portfolios, Census data and file uploads can be seen.

Evidence Portfolio, Census and NRO file statuses

The status of any file uploaded to the PBRF QE IT System can be seen in the grid on the **Validation logs** tab.

"Pending" files are queued for validation.

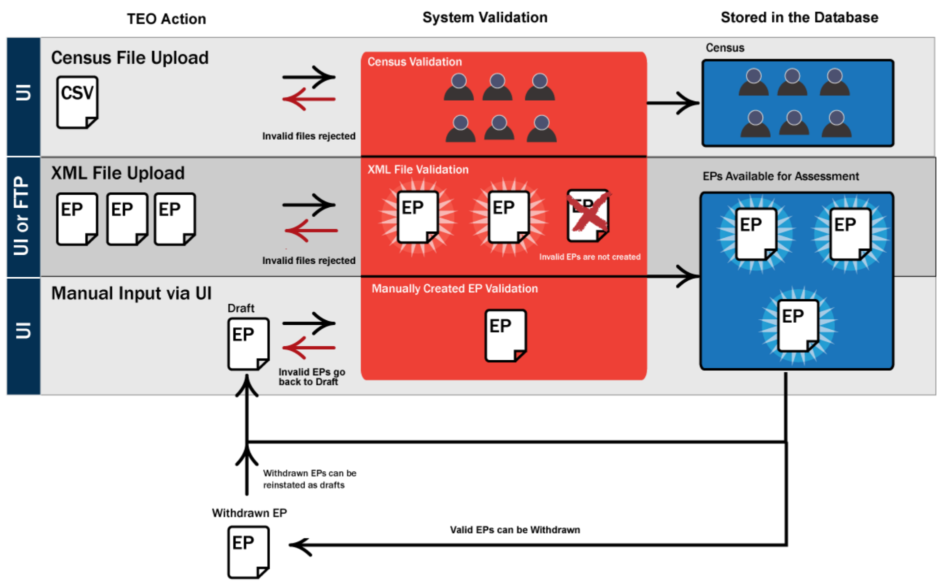
"Processing" files are being validated.

"Successful" means the Census file passed validation and all of the staff members have been created, or all of the EPs in an XML file have been created, or the NRO file was uploaded.

"Unsuccessful" means the Census file failed validation, or all of the EPs in an XML file failed validation, or the NRO file was not uploaded

"Warnings" denote an XML file where some of the EPs failed validation, while some passed.

User Guide: **Key concepts; The Validation Logs tab**



Reports and extracts

EP Errors and Warnings

To run the *Evidence Portfolio Errors and Warnings Report*, from the **Evidence Portfolios** tab, select the **Check Errors & Warnings** button from the side menu on the right.

The *Evidence Portfolio Errors and Warnings Report* is designed to provide TEOs with a snapshot of where the submission process is for their organisation.

Exporting Census data

From the **Census** tab, select the **Export Census File** button from the side menu on the right. **Note:** Depending on the amount of data to be downloaded, the process may take up to several minutes to prepare the file. Do not navigate away from the page while this is happening.

Exporting Base EP data

The PBRF QE IT System allows you to export all of the base data of the currently *Active* EPs in a .CSV file format. Base data, means the data relating to the EP, Researcher and Panels, and also the number of Special Circumstances, NROs, URIs, OROs, PEs and CREs in the EP.

From the **Evidence Portfolios** tab, select the **Export Base EP Data** button from the side menu on the right.

User Guide: **Reports and Extracts**

Getting help

Select the *Help* link at the top of the page to send an email to the TEC Service Centre or email pbrfhelp@tec.govt.nz.

If you need to speak to someone (within business hours) call 0800 601 301 within New Zealand, or +64 9 263 1735 from overseas.

PBRF QE IT System *(https://www.pbrf.ac.nz)*

Quick Start Guide

For TEO Administrators

Tertiary Education Commission
Te Amorangi Mātauranga Matua

Logging in

All users of the PBRF QE IT System will need to have an ESAA login (comprising a user name and password) that has been registered by the New Zealand Ministry of Education as granting access to the PBRF QE IT System.

You should have been supplied with your ESAA credentials as part of your induction into the 2012 PBRF Quality Evaluation. If not, you will need to download the ESAA application form from the TEC website (http://www.tec.govt.nz) and submit it through your organisation. Even if you already have an ESAA login, you will need to have the PBRF QE IT System added to it, which also requires filling in the application form and submitting it to the Ministry of Education.

Once you have your ESAA login, to log into the system:

1 From your web browser, navigate to https://www.pbrf.ac.nz.

2 Select the **Log in via ESAA** button from the side panel on the right of the page.

3 You will be redirected to the ESAA login page.

4 Enter your ESAA user name and password. Follow any instructions you may be given on the ESAA site relating to providing security questions or resetting your password.

5 On completing your login, you should be redirected back to the PBRF QE IT System. If this does not happen, you may need to repeat steps 1 to 4. This can happen when you have to renew your password, or when you first log into the PBRF QE IT System and have to answer security questions on the ESAA site.

If you have more than one organisation registered against your ESAA login, you may be required to identify the ESAA context that you wish to use. Select the organisation which you are representing with regard to the 2012 PBRF Quality Evaluation.

Common tasks

Editing your details

From the **Home** tab:

1 Select the **Edit my Details** button in the side menu.

2 You will be taken to the *Edit Profile* screen, where you can update your profile. Note that you cannot edit your ESAA user name.

3 Once complete, select the **Save** button in the side menu.

Before you begin

Minimum system requirements

Browsers:

Internet Explorer – version 8.x or higher.

Mozilla Firefox – version 3.6 or higher.

Safari – version 5 or higher (for Mac OS 10.6).

Chrome – version 10.0 or higher

This does not mean that you cannot use any other browsers; just that you may experience some problems if you are using an earlier browser version.

JavaScript and cookies

Must be on.

Screen resolution

Minimum of 1024 x 768

Plus - installed software for viewing images, video, PDFs, Word documents.

User Guide: **Minimum System Requirements**

Common tasks (cont.)

Filtering

Many of the pages within the PBRF QE IT System allow you to filter to the most relevant information. Filtering is available from the side menu dropdown, and operates on the information displayed in the grid of that page.

Select the main navigation tab of the page you are viewing (for example, the **Evidence Portfolios** tab) to return the grid to the default view of this page.

Searching

The PBRF QE IT System uses implied wildcards in the search functionality, to increase the chances of your finding the information you want. This means that if you enter only a part of the search text or number, the PBRF QE IT System will match on that text whether it appears at the beginning, middle or end of the result returned.

User Guide: **Navigation and common tasks**

v.1.2 | 21 June 2011

Creating and editing an Evidence Portfolio

Overview

1 Evidence Portfolios can be created manually, via XML, or by a combination of both of these methods within a TEO.

2 Only EPs that are created manually within the PBRF QE IT System can be edited online.

3 EPs in the PBRF QE IT System can have one of three statuses: *Active, Draft or Withdrawn*

4 Only EPs with a *Draft* status can be edited.

5 Any Evidence Portfolio created in the PBRF QE IT System can be withdrawn and/or reinstated.

Uploading XML and NRO files using FTP

1 You will need an FTP client application installed on your PC.

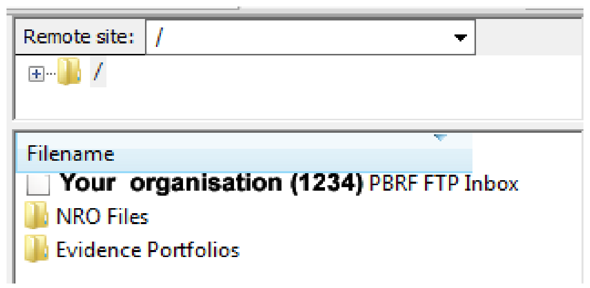
2 You will need to have set up the correct connection settings, using the FTP user name and password supplied by the TEC.

3 You will need the correct ports open on your institutional firewall.

4 XML files must be prepared in accordance with the *PBRF 2012 Evidence Portfolio Schema*, must have a unique name, and should be validated against the supplied XSD.

To upload files, navigate to the file on your local directory and drag it into the appropriate folder on the remote directory. Alternatively, open the folder (Evidence Portfolios or NRO Files) on the remote directory and double click on the file on your PC.

After the file uploads, you can log in and check the results in the **Validation Logs** page.



Uploading XML and NRO files via the user interface

XML files

1 From the **Evidence Portfolios** tab, select the **Upload Evidence Portfolio** button from the side menu.

2 The Evidence Portfolio Upload window will open.

3 Select the **Select File** button, then navigate to and select the XML file you wish to upload.

4 Select the **Submit File** button from the side menu on the right to upload your file.

5 Once your upload has completed, you will see a message, and you will be redirected to the **Validation Logs** tab to check if your XML file passes validation.

Any EPs successfully created from it will appear under the **Evidence Portfolios** tab as *Active* EPs.

Uploading via the user interface (cont.)

NRO files

NRO files are the files that support the Nominated Research Outputs of an EP. These files are referenced in the NRO either:

- by including their name (for example myresearch.pdf) in the URI section of the NRO, and then uploading the file with the same name to the PBRF QE IT System; or
- including a valid reference to a file available on the internet in the form of a URI (for example, http://www.myresearch.com/research.pdf).

Files that are to be uploaded to the PBRF QE IT System must have one of the approved file extensions, must be checked for viruses and malware, and should be of a size that allows for viewing or downloading over a normal internet connection.

To upload an NRO file from the web interface, from the **Evidence Portfolios** tab:

1 Select the **Upload NRO File** button from the side menu on the right.

2 Choose the file you wish to upload, using the **Select** button in the main content area.

3 You can add up to five files in a single upload. Use the **Add** button to create another file upload section.

4 When you have reached the maximum number of files, or have selected all the files you wish to upload, select the **Submit Selected Files** button in the side menu on the right.

5 Once your upload has completed, you will see a message and you will be redirected to the **Validation Logs** tab where you can check if your NRO files pass validation successfully.

6 If your file has been validated successfully, the file name in the **Validation Logs** grid turns into a link that allows you to view the file.

Note: It is recommended that the total size of each upload is kept to below 100 megabytes. While this is not an absolute requirement, uploading very large files through this method may not be successful. If you wish to upload larger files or larger numbers of files, use the FTP process.

Creating EPs from the user interface

From the **Evidence Portfolios** tab, select the **Create Evidence Portfolio** button from the side menu on the right.

1 The Create Evidence Portfolio window will open. Enter in the Evidence Portfolio Details, Researcher Details and Panel Details into the form. Mandatory fields are denoted with a red asterisk (*). While entering the data, refer to the *Tips* panel in the side menu for some helpful information on filling in the form.

2 Once you have completed the form, select **Save** from the side menu. Your base Evidence Portfolio will be saved and you will be taken to the *Draft* of the Evidence Portfolio.

3 From the core EP, you have the option of adding NRO, ORO, PE and CRE components to the Evidence Portfolio. Further tips are available for each type of component, to assist you.

User Guide: Creating Evidence Portfolios

Creating EPs from the user interface (cont.)

4 After completing each component, select **Save** from the side menu to save your data. If you made any errors, you will be prompted to correct them before the component can be saved.

5 Once you have fulfilled the minimum requirement for an Evidence Portfolio (the core EP details and a single NRO), the **Submit for Validation** button will appear at the top of the side menu. When you have completed the Evidence Portfolio, select the **Submit for Validation** button to have the contents of the EP validated.

Editing EPs created using XML

EPs that have been created through an XML upload can only be updated by another XML upload.

To edit an EP that has been created via XML in the PBRF QE IT System, upload an XML file containing an EP that uses the same Evidence Portfolio ID (in the <EvidencePortfolioID> component). The name of the XML file you upload will have to be different from any previously uploaded file, as the system requires unique file names within an organisation.

Editing an EP created from the user interface

EITHER: If the EP is still in *Draft* (has not been validated):

1 From the **Evidence Portfolios** tab, use the **Filter By Status:** dropdown to select *Draft*.

2 The page heading will change to *Draft Evidence Portfolios*, and the Evidence Portfolio grid will refresh to show all EPs that have the *Draft* status.

3 Select the EP that you wish to edit by clicking on its EP Identifier.

4 To edit Evidence Portfolio Details, Researcher Details, or Panel Details, select the **Edit** link next to the applicable heading.

5 To edit Special Circumstances, NROs, OROs, PEs, or CREs, first select the appropriate heading, then select the **Edit** link next to the component you wish to edit.

6 To create a new Special Circumstance, NRO, ORO, PE, or CRE, select the **Add** link in the heading next to the appropriate component.

7 When you have completed editing the component, select the **Save** button in the side panel on the right. Alternatively select the **Cancel** button to abandon your changes.

OR: If the EP is *Active*, first copy the EP as a *Draft*, then edit the *Draft*. Finally, submit the EP for validation, and, if it is successfully validated, it will replace the original EP.

To copy an *Active* EP as a *Draft:*

1 From the Evidence Portfolios tab, select the EP that you wish to edit by clicking on the EP Identifier.

2 Select the Copy as Draft button from the side menu on the right (if the EP was created by using an XML upload, the Copy as Draft button will not be displayed).

3 You will be asked if you want to make a copy. Select **OK**.

4 Your action will be confirmed, and you will be redirected to the *Draft* you have just created.

Edit the *Draft* as normal, and when you have completed your change, select the **Submit for Validation** button from the side menu on the right.

Census

Overview

Census data is uploaded to the PBRF QE IT System in CSV format. This enables easier editing and maintenance of the Census data in commonly used applications such as Microsoft Excel.

- The file must have the correct structure, and must comply with the requirements identified in the *PBRF 2012 Census Data Definition*.
- The file must have the .CSV extension (for example myCensusdata.csv).

When the file is uploaded to the PBRF QE IT System, it will first be checked for structure, then to ensure that it meets the requirements identified in the *PBRF 2012 Census Data Definition* – for example that all NSNs must be a master record and must match the date of birth held at the NSI.

If the file passes all of these checks, the file will *replace* any current Census data.

Note: Census files do not add to existing Census records, they replace them. This means that, potentially, an Evidence Portfolio can be made ineligible for assessment by uploading a file without the EP's researcher in it. If you wish to check the status of your EPs against the Census, you are advised to run the *Evidence Portfolio Errors and Warnings Report*.

Uploading Census files

From either the **Census** or **Validation Log**s tab, select the **Upload Census File** button from the side menu on the right.

1 The *Census Upload* window will open.

2 Select the **Select File** button, then navigate to and select the CSV file you wish to upload.

3 Select the **Submit File** button from the side menu on the right to upload your file.

Once your upload has completed, you will see a message advising you of the fact, and you will be redirected to the **Validation Logs** tab where you can check if your Census file passes validation successfully.

Exporting Census data

1 From the Census tab, select the **Export Census File** button from the side menu on the right. **Note:** Depending on the amount of data to be downloaded, the process may take several minutes to prepare the file. Do not navigate away from the page while this is happening.

2 Depending on your browser type and settings, you will be prompted as to whether you wish to open or save the file. Select **Open** if you wish to open the file directly, **Save** if you wish to save it to disk for later use.

If you elect to open the file, your computer will open the file with the default program for CSV files.

User Guide: Census data