

## Address Validation Report



The purpose of the address validation report is to identify inaccuracies or missing data from a student's address details. Inaccuracies that are identified can be corrected to ensure the integrity of the data in ERN. The address validation report cannot be produced for the whole school within the one report.

The address validation report can be generated using:

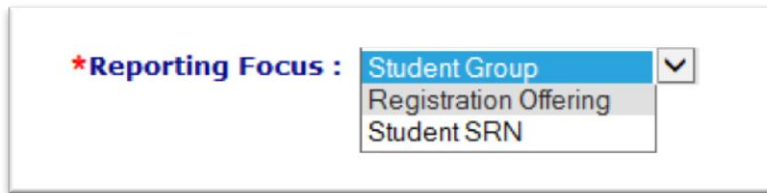
- Student group e.g. roll class, sport house
- Registration offering e.g. enrolment type, scholastic year
- Individual student, by student enrolment number (SRN)

The screenshot displays the 'Address Validation Report' configuration interface. The left sidebar contains navigation options such as 'ERN School Enrolment', 'Registration', 'Student Enquiry', 'Place Management', 'My School', 'Reports', 'Data Change Logs', 'Maintain ESL', 'Curriculum Reference Data', and 'General Functions'. The main content area is titled 'Address Validation Report' and includes the following sections:

- Reporting Focus:** A dropdown menu set to 'Student Group' with a note '(e.g. 1C, 4N1, Stevia, Term2 Zoo Trip, Prefects)'. A red asterisk indicates this is a mandatory field.
- School Name:** A text input field with a search icon and a note '(lookup if more than one)'. A red asterisk indicates this is a mandatory field.
- Student Group:** A text input field with a search icon and a 'Clear' button. A red asterisk indicates this is a mandatory field.
- Enrolment Type:** A dropdown menu set to 'ALL'.
- Sub Enrolment Type:** A dropdown menu set to 'ALL'.
- Calendar Year:** A dropdown menu set to '2011'.
- Scholastic Year:** A dropdown menu set to 'ALL'.
- Is Census:** A dropdown menu set to 'ALL'.
- Student Status:** A dropdown menu set to 'ACT - Active'.
- Show students who:** A dropdown menu set to 'are current members'.
- Registration Status:** A section with checkboxes for various statuses:
  - Applied to Enrol:  Incomplete  Risk Assessed  Validated
  - Enrolled:  In Attendance  Leaving  Suspended
  - Left:  Deceased  Expelled  Internal Transfer  Left
  - Registered:  Interested  Offered  Other Preference  Standby
  - Withdrawn:  Cancelled  by parent  by school  lapsed
- Report criteria:** A section with dropdown menus for:
  - Alert Level:** ALL
  - Report Depth:** Heading
  - Report Color:** Color
- Report Schedule:** A section with:
  - Report Name:** A text input field.
  - Run Report:** A dropdown menu set to 'Now'.
  - Report Format:** A dropdown menu set to 'PDF'.
  - Email Notification:** An unchecked checkbox.
  - Buttons: 'Schedule Report', 'School Criteria' (with an unchecked checkbox), 'Save Criteria', and 'Load Criteria'.

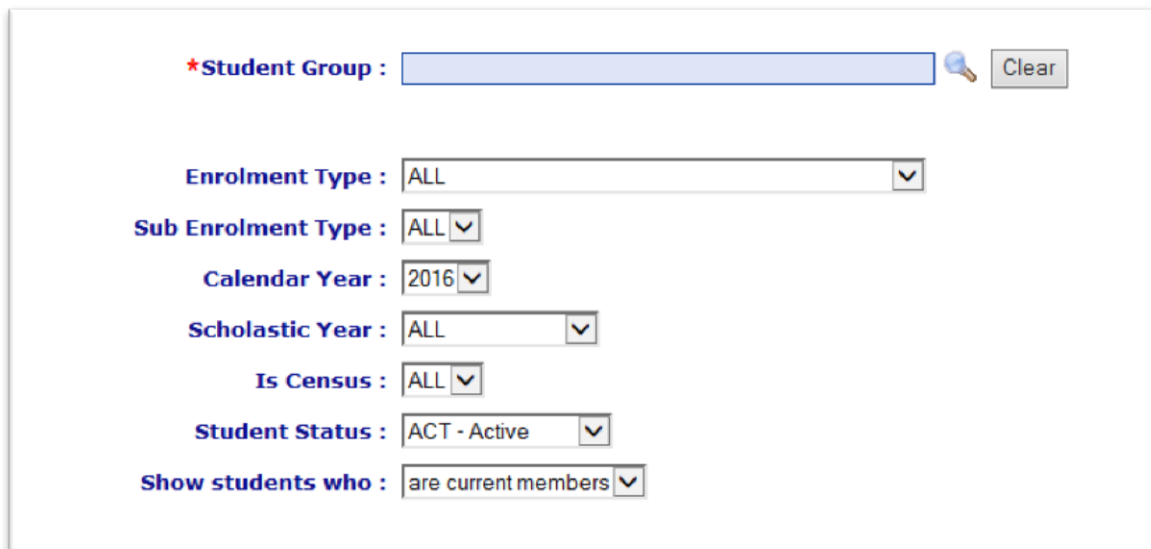
A red asterisk at the bottom indicates that fields marked with a red asterisk are mandatory.


Specify whether the reporting focus is to be student group, registration offering or individual student. The screen will appear slightly different depending upon the reporting focus criteria you select.



\*Reporting Focus : Student Group  
Registration Offering  
Student SRN

For example, if Student Group or Registration Offering is chosen as the Reporting Focus the following options will be available:



\*Student Group :  

Enrolment Type : ALL

Sub Enrolment Type : ALL

Calendar Year : 2016

Scholastic Year : ALL

Is Census : ALL

Student Status : ACT - Active

Show students who : are current members

If Student Group is selected then either the student's **roll class** or other **group** that they have been attached to, via place management must, be selected.

If Registration Offering is selected, then the student's **scholastic year** must also be selected.

Other options available for further report filtering are: *calendar year, scholastic year, is census, student status.*

The *Registration Status* will default to *Enrolled*. The status may be changed to filter the report.

Registration Status	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> Applied to Enrol:	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Risk Assessed	<input type="checkbox"/> Validated		
<input checked="" type="checkbox"/> Enrolled:	<input checked="" type="checkbox"/> In Attendance	<input checked="" type="checkbox"/> Leaving	<input checked="" type="checkbox"/> Suspended		
<input type="checkbox"/> Left:	<input type="checkbox"/> Deceased	<input type="checkbox"/> Enrolment Destination Unknown	<input type="checkbox"/> Expelled	<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> Left
<input type="checkbox"/> Registered:	<input type="checkbox"/> Interested	<input type="checkbox"/> Offered	<input type="checkbox"/> Other Preference	<input type="checkbox"/> Standby	
<input type="checkbox"/> Withdrawn:	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Deceased	<input type="checkbox"/> NoCensus	<input type="checkbox"/> by parent	<input type="checkbox"/> by school
				<input type="checkbox"/> lapsed	

## Report Criteria

The report can be further filtered by making changes to the Reporting Criteria menu.

\*Alert Level : ALL

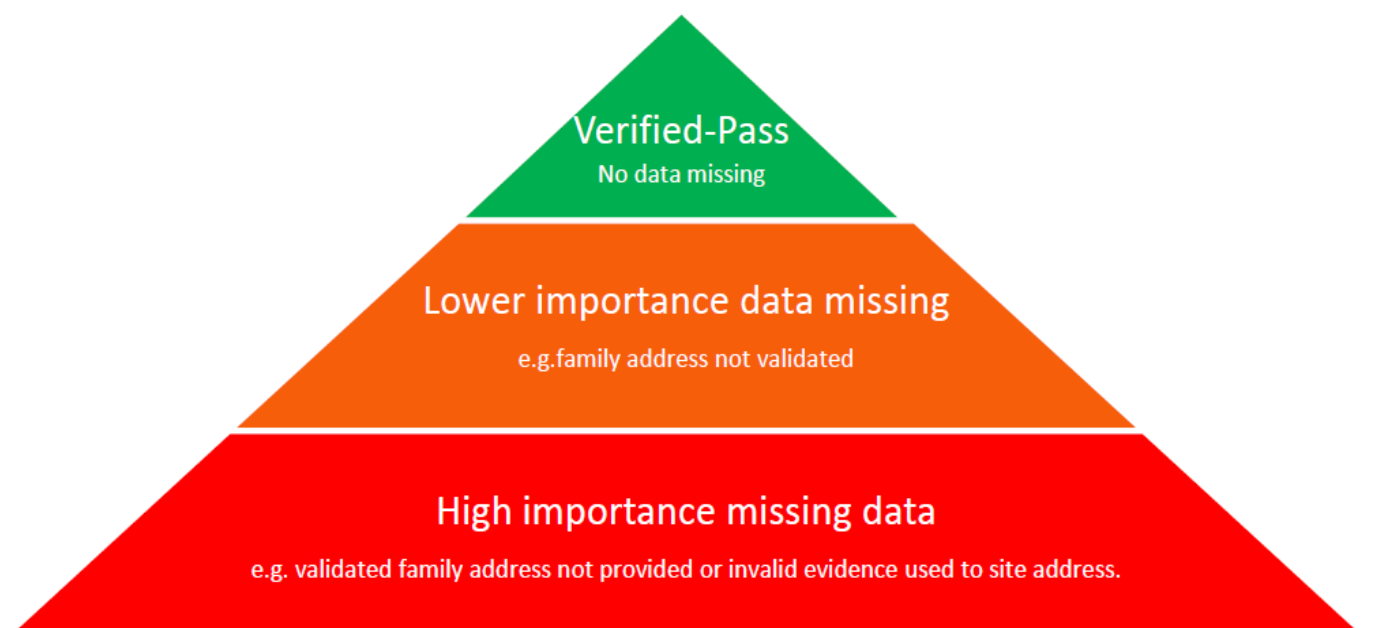
\*Report Depth : Heading

\*Report Color : Color

### Alert level

Some data is considered high importance. When the report is printed, the importance of the missing data will be highlighted **Red** level for high importance or **Orange** level for lesser importance and **Green** when all data is verified as a pass.

The options available to print are red, orange or all missing data.



Report Depth

- **Detailed** to print all data missing

Report Colour

This option is to print in colour or monochrome (black and white).

**Scheduling or preparing a report for download or print - the Report Schedule Menu**

Once the criteria required for your report has been selected, schedule the report, or prepare it for download or print. This is done by completing the fields in the Report Schedule menu. The following graphic explains the options available.

When the desired selections have been completed, click on Schedule Report, to send the report to My Reports.

**Report Schedule**

The screenshot shows a window titled "Report Schedule" with the following elements:

- Report Name :** A text input field.
- Run Report :** A dropdown menu currently showing "Now".
- Report Format :** A dropdown menu currently showing "PDF".
- Email Notification :** An unchecked checkbox.
- At the bottom, there are four buttons: "Schedule Report", "School Criteria : ", "Save Criteria", and "Load Criteria".

**Report Name:** Name the report something easily identifiable.

**Run Report:** This option allows the report to be run at set times

- Now - or, at a later time
- Once - each day at a set time
- Daily - weekly, at a set time
- Monthly - monthly, at a set time.

**Report Format:** Allows choice for either PDF or CSV format for printing.

**Email Notification:** Check this box for a copy of the report to be sent to your email account.

**Schedule Report:** Sends report to My Reports, ready for printing.

**School Criteria – Save:**

**School Criteria – Load:**



- My criteria - saved reports accessed only by you
- School criteria – reports saved for all ERN users in the school to access
- DET data collection reports (externally created)

## Downloading and Printing Reports

Once the report has been scheduled, the report will be assigned a number and sent to My Reports for download or print.

There are two options for accessing My Reports:

### Option 1:

Accessing My Reports from the main menu will require logging back into the report page and the reporting criteria previously selected will be lost.

### Option 2 - recommended to access My Reports:

When using option 2, to access My Reports, the page appears as a new window, which overlays the original window on the screen. This allows for a return to the report being designed should changes to reporting criteria be necessary.



Option 1: Main menu access



Option 2: My Reports icon

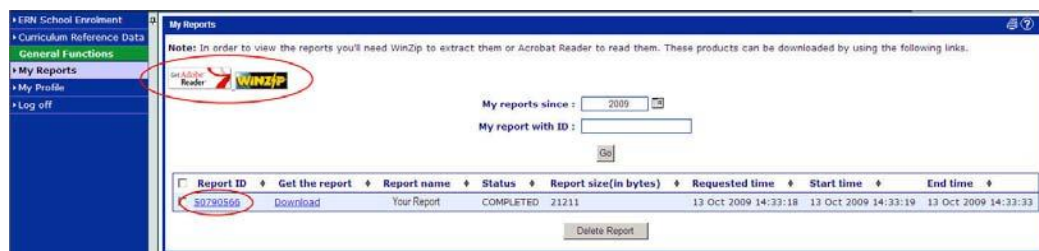
## Report ID

Reports are located by noting the report ID number and/or the meaningful name previously given to the report. Once the report is ready to print, click the download link.



Upon initial entry to My Reports, the date will default to the current date. If a report was prepared prior to the current date, it will not be displayed. To see reports that have been previously prepared, change the date to a previous date. Reports prepared in this date range will be displayed. The Report ID can also be used to search for a report.

Once the report is located click the download link to print or save the report.



## WINZIP and Adobe Reader

As the screen advises, Adobe reader and Winzip need to be installed on the computer to view and download reports. There are quick install icons located on the screen for that purpose.

## PDF (print document format) report

Choosing to print the report in PDF format will provide a coloured highlight of the three alert levels e.g. orange, red and green.

SRN	Full Name	Alert Description	Address	Severity
430790001	Jarrah Galton, Aasia	Verified-Pass	88 Randworth Crescent CRANEBROCK, 2748 NEW AUS	Green
430790001	Jarrah Galton, Aasia	Invalid Evidence type used to site residential address	88 Randworth Crescent CRANEBROCK, 2748 NEW AUS	Red
430790001	Powell, Bianca Marie	No validated family address has been provided	51 40 Tullamore Road CRANEBROCK, 2748 NEW AUS	Orange
430790001	Johnson, Alan Kyle	Verified-Pass	6 Rana Close CRANEBROCK 2748 NEW AUS	Green
430790001	Roberts, Daniel James	Verified-Pass	5 Iron Place CRANEBROCK 2748 NEW AUS	Green

## CSV (comma separated value) format report in Excel

The advantage of selecting a CSV format report is the ability to filter the report. Applying a filter allows the option to select the three alert levels e.g. green, red or orange.

SRN	Surname	First Name	Alert Description	Severity	Address	Postcode	State	Country
433754796	Bellusci	Alicia Bellusci	Verified-Pass	Green	20 Cambridge Circuit	2744	NSW	AUS
441408882	Bout	Travis Reese	Verified-Pass	Green	10 Andromeda Drive	2744	NSW	AUS
441408882	Bout	Travis Reese	Invalid Evidence type used	Red	10 Andromeda Drive	2744	NSW	AUS
433754889	Burn	Lisa Sarah	Verified-Pass	Green	4 France St	2744	NSW	AUS
435901891	Chuang	Crystal	Verified-Pass	Green	4 Australia Close	2744	NSW	AUS
434862141	Daley	Max Brett	Verified-Pass	Green	6 Macquarie Street	2744	NSW	AUS
430488881	Deason	Elisbeth Michelle	Verified-Pass	Green	3 Bernyl Place	2744	NSW	AUS
433759618	Diwan	Clara Verlie	Verified-Pass	Green	7 Antares Crescent	2744	NSW	AUS
433759618	Diwan	Clara Verlie	Verified-Pass	Green	7 Antares Lane	2744	NSW	AUS
433756339	Gardner	Liam Duncan	Verified-Pass	Green	17 Redwood Road	2744	NSW	AUS
433756258	Gardner	Jeremy David	Verified-Pass	Green	15 Venus Ct	2744	NSW	AUS
433756982	Green	Chloe Suzanne	Verified-Pass	Green	7 Phoenix Place	2744	NSW	AUS
433723724	Hoffman	Olivia Michelle	No validated family address	Orange	8 Romina Road	2744	NSW	AUS
433756841	Jennett-Darson	Annalisa Elie	Verified-Pass	Green	84 Kershawth Crescent	2744	NSW	AUS
433756841	Jennett-Darson	Annalisa Elie	Verified-Pass	Green	11 Andromeda Dr	2744	NSW	AUS
433756841	Jennett-Darson	Annalisa Elie	Invalid Evidence type used	Red	84 Kershawth Crescent	2744	NSW	AUS
433756891	Jennett	Bianca	Verified-Pass	Green	24 Ellison Rd	2744	NSW	AUS
433757050	Keap	Brendan Joel	Verified-Pass	Green	37 Clara Place	2744	NSW	AUS
433757629	Lovell	Bradley James	Verified-Pass	Green	24 Lyma Pl	2744	NSW	AUS
433757629	Lovell	Bradley James	Verified-Pass	Green	24 Lyma Place	2744	NSW	AUS
433757840	McPherson	Daniel James	Verified-Pass	Green	24 Lyma Street	2744	NSW	AUS
433757840	McPherson	Daniel James	Verified-Pass	Green	40 Kings Lane	2744	NSW	AUS
433757840	McPherson	Daniel James	Verified-Pass	Green	P.O. Box 4442	2744	NSW	AUS
433757840	McPherson	Daniel James	Invalid Evidence type used to site residential address	Red	24 Lyma Street	2744	NSW	AUS
433757821	McLeod	Annabelle Rita	Verified-Pass	Green	144 148 Vincent Rd	2744	NSW	AUS
433758188	O'Neill	Elisbeth Louise	Verified-Pass	Green	P.O. Box 706	2744	NSW	AUS
433758188	O'Neill	Elisbeth Louise	Verified-Pass	Green	30 Andromeda Drive	2744	NSW	AUS
433758188	O'Neill	Elisbeth Louise	Verified-Pass	Green	4 Callisto Dr	2744	NSW	AUS
432106772	Perriety	Jake Jackson	Verified-Pass	Green	104 Cambridge St	2744	NSW	AUS
432106772	Perriety	Jake Jackson	Verified-Pass	Green	14 Glenfield Road	2744	NSW	AUS
433751813	Perriety	Bianca Victoria	No validated family address has been provided	Orange	91 95 Tadmor Road	2744	NSW	AUS
433758386	Quinn-Castl	Aiden Patrick	Verified-Pass	Green	56 Cooper St	2744	NSW	AUS
433758381	Randall	Tara Kate	Verified-Pass	Green	3 Thudong Pl	2744	NSW	AUS
433759117	Thomas	Daniel John	Verified-Pass	Green	47 Drakeville Road	2744	NSW	AUS

Once the report has identified the student's addresses with missing or unverified data, it is recommended that each student's record is checked and make the necessary corrections. This will ensure the data in ERN is accurate and consistent.