

ACE AVETMISS TOOL GUIDE



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What is covered in this tool guide ?

- ? Overall process flow
- ? Dependencies between various entities in the system
- ? General usage and navigation of the tool :
 - ? *How to navigate*
 - ? *How to add, edit, view, and delete records*
 - ? *How to use suggestions and auto-populate feature*
 - ? *How to use tool-tips in forms to get quick help for a field*
- ? Each screen

Overall Process Flow

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```
graph LR; Register --> Login; Login --> Populate[Populate data manually OR Import Nat files]; Populate --> Export[Export NAT files]; Export --> Validate[Validate NAT files]; Validate --> Submit;
```

The diagram illustrates the overall process flow for the system. It begins with a 'Register' step, followed by 'Login'. From 'Login', the user can either 'Populate data manually OR Import Nat files' or 'Export NAT files'. The 'Export NAT files' step leads to 'Validate NAT files', which then leads to 'Submit'.



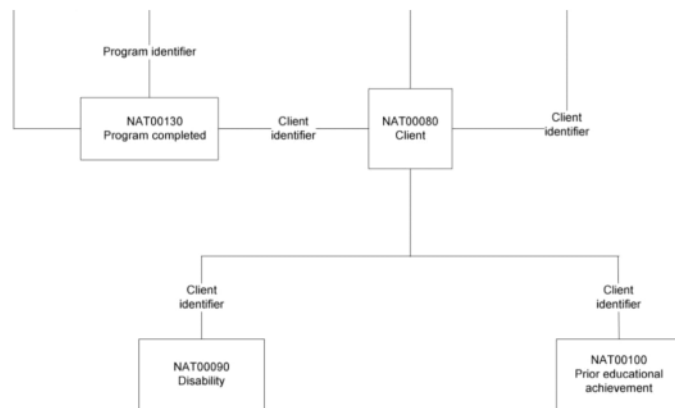
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Reference : As per NCVET AVETMISS 7.0 VET Provider specs

All the entities in the AVETMISS are related as shown :



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subject

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General Usage & Navigation - How to navigate



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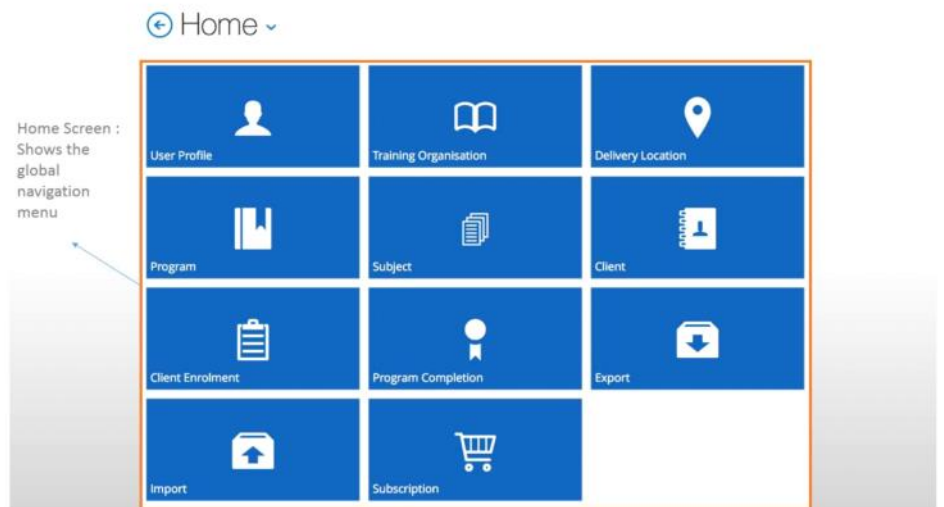
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How to add, edit, view, and delete records

How to use suggestions and auto-populate feature

How to use tool-tips in forms to get quick help for a field

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General Usage & Navigation - How to add, edit, view and delete records

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The screenshots illustrate the 'Program' management interface in four states:

- Empty Table:** Shows a table with two columns: 'Program id' and 'Program name'. The table is empty. Below the table is a 'Bottom Action button bar when no record is selected' containing 'Add' and 'Filter' buttons.
- Filtered Table:** Shows the same table with one record: 'BSB10101' with 'Certificate I in Business'. Below the table is a 'Filter the records : click Filter button > punch in search term and hit enter' section with a search input containing 'bsb10' and 'Delete' and 'Filter' buttons.
- Table with Actions:** Shows the table with two records: 'BSB10101' (Certificate I in Business) and 'BSB50207' (Diploma of Business). The second record is selected. Below the table is a 'Bottom Action button bar with Edit/Delete/View buttons when a record is selected' containing 'Add', 'Edit', 'Delete', 'View', and 'Filter' buttons.
- Delete Confirmation:** Shows a 'Delete Program' dialog box with the question 'Are you sure you want to delete this program record?' and two options: 'Yes' (checked) and 'No'. Below the dialog is a 'Delete a record' label and the 'Delete' button in the action bar.

How to use suggestions and auto-populate feature

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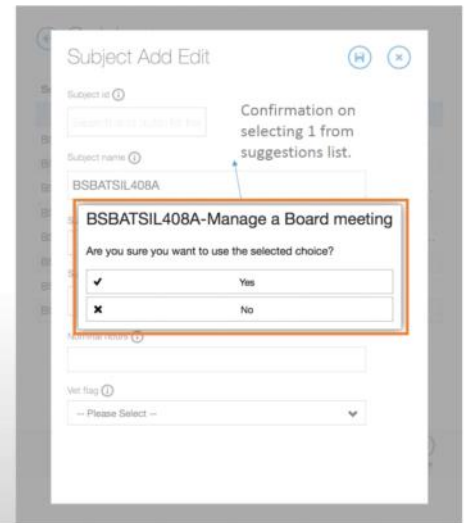
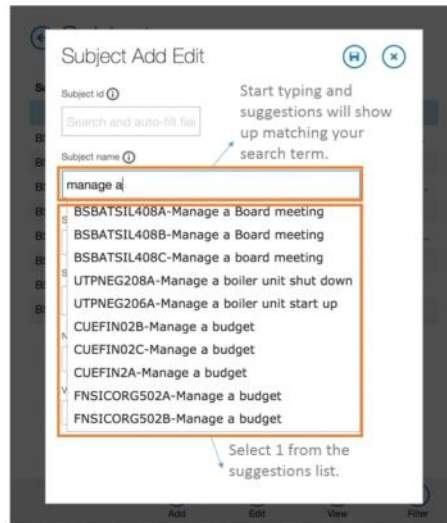
Subject

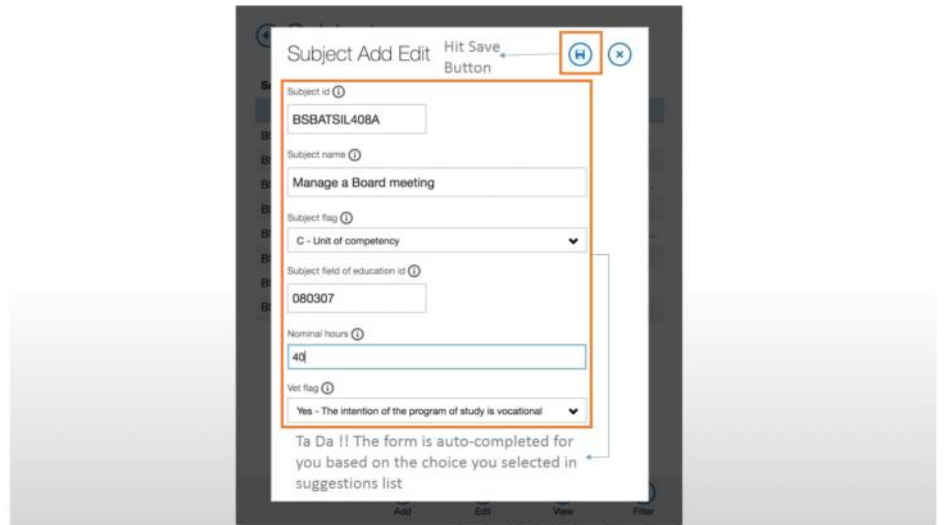
Subject ID	Subject Name
BSBHRM512A	Develop and manage performance...
BSBMGT403A	Implement continuous improvement
BSBINM501A	Manage an information or knowledg...
BSBADM502B	Manage meetings
BSBWOR501B	Manage personal work priorities and...
BSBR5K501B	Manage risk
BSBMKG506B	Plan market research
BSBPMG522A	Undertake project work

Click Add Button to create a new record



The screenshot shows the 'Subject Add Edit' form with several fields highlighted by orange boxes and arrows. The annotations indicate that the 'Search and auto-fill field' feature helps fill the form faster. The fields shown are: Subject ID, Subject name, Subject flag, Subject field of education id, Nominal hours, and Vet flag. The Subject ID field is highlighted with a box and an arrow pointing to the text 'Search and auto-fill field'. The Subject name field is highlighted with a box and an arrow pointing to the text 'Search and auto-fill field'. The Subject field of education id field is highlighted with a box and an arrow pointing to the text 'Search and auto-fill field'. The Subject flag field is a dropdown menu with the text '-- Please Select --'. The Vet flag field is a dropdown menu with the text '-- Please Select --'. The Nominal hours field is a text input field. The Subject ID field is also annotated with the text 'Search and auto-fill field' help fill the form FASTER.





How to use tool-tips in forms to get quick help for a field

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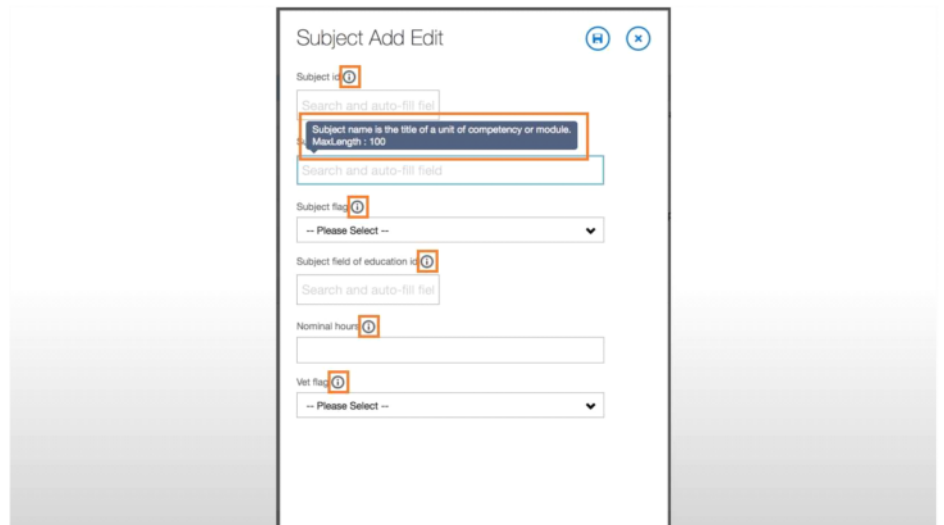
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Related : Check How to use Suggestions and Auto-populate feature

Training Organisation Add Edit

Training org id: Search and auto-fill field

Training org name: Search and auto-fill field

Training org type id: -- Please Select --

Address first line: Address first line is the first line

Address second line: Optional

Address location - suburb

State id

Postcode

Contact name

Telephone number

Facsimile number: Optional

Email address: Optional

Training Organisation Add Edit

Training org name: skil

- 0709 -SKILL CENTRED QUEENSLAND INC
- 0361 -Skill Hire WA Pty Ltd
- 21210 -Skill Training Victoria Pty Ltd
- 1607 -Skill360 Australia Limited
- 70059 -Skillbuild Training Pty Ltd
- 110043 -SKILLED Group Limited
- 91755 -Skilled Rail Services Pty Ltd
- 32473 -Skilled Services Australia Pty Ltd
- 40471 -Skilled Up Pty Ltd
- 31131 -SKILLGATE LEARNING CENTRES GROUP PTY. LTD.

Postcode



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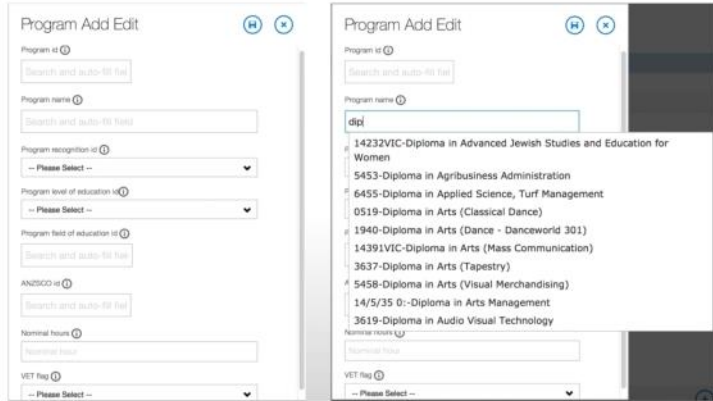
Related : [Check How to use Suggestions and Auto-populate feature](#)

The image displays two side-by-side screenshots of the 'Delivery Location Add Edit' form. Both forms have the following fields: Organisation (Pty Ltd), Training org delivery loc id (D00000001), Training org delivery loc name (Head Office), Address location - suburb, State id (03), Postcode (4066), and Country id (1101). The left screenshot shows the 'Address location - suburb' field with a dropdown menu open, displaying suggestions: 'AUCHENFLOWER~4066', 'AUCHMORE~3571', and 'AUCHMORE~3570'. The right screenshot shows the 'Address location - suburb' field with 'AUCHENFLOWER' selected.



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Related : Check How to use Suggestions and Auto-populate feature





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Related : Check How to use Suggestions and Auto-populate feature

Client ID is unique

Fill the form and hit save

Only 1 telephone number is required out of the 3 numbers.

'@@@' for DD and MM
'@@@@' for YYYY when not specified.

On Save, this screen shows up. Click on the tabs to enter Address, Background and Prior Education data about the client.

Program Completion

Export

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Client View/Edit - Address

Add

Client Address Add Edit

Postal Address

Same as Residential Address

Residential Address

Address building name

Address flat/unit details

Address street number

Address street name

Postal delivery box

Address location - suburb

Search and auto-fill field

State id

Postcode

Client View/Edit

Personal Address **Background** Disability Prior Education

No items

+
Add

Client Background Add Edit

Client id: C00000001

Indigenous status id: -- Please Select --

Highest school level completed: -- Please Select --

Year highest school completed: Optional

At school: -- Please Select --

Country id (of birth): Search and auto-fill field

Language id (at home): Search and auto-fill field

Labour force status id: -- Please select --

Client View/Edit

Personal Address Background **Disability** Prior Education

No items

+
Add

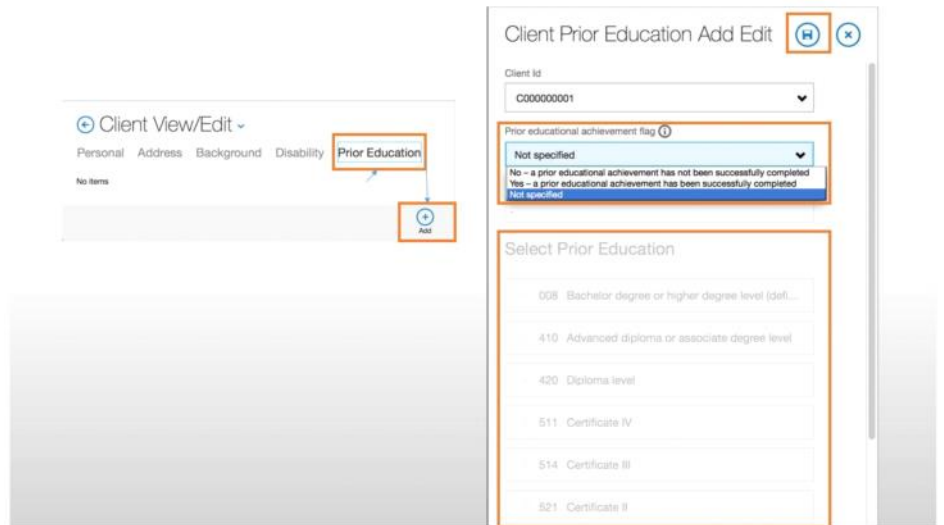
Client Disability Add Edit

Client id: C00000001

Disability Flag: Not specified

Select Disability:

- 11 Hearing/deaf
- 12 Physical
- 13 Intellectual
- 14 Learning
- 15 Mental illness
- 16 Acquired brain impair...



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Client Enrolment Add Edit

CLIENT PROGRAM SUBJECT

Client ID [Search and auto-fill feature]

Study reason id [Please Select]

Client id - apprenticeship [national]

Training contract id [national]

Client Enrolment Add Edit

CLIENT PROGRAM SUBJECT

Commencing program id [3 - Commencing enrolment in the program]

Program id [Search and auto-fill feature]

Subject Only Enrolment Notes [optional]

Client Enrolment Add Edit

CLIENT PROGRAM SUBJECT

Client ID [C000000001 - John Smith]

Client id - apprenticeship [Fill 'Client tab' fields and click Program tab]

Training contract id [national]

Client Enrolment Add Edit

CLIENT PROGRAM SUBJECT

Commencing program id [3 - Commencing enrolment in the program]

Program id [bsb1 BSB10101 - Certificate I in Business BSB50207 - Diploma of Business]

Fill 'Program tab' fields and hit save

Client Enrolment View Edit

Client Program Subject

Client ID C000000001

Study Reason ID Not specified

Client ID Apprenticeship Not specified

Training Contract id Not specified

On save, this screen shows up Now click 'Subject tab'

Note : Subject tab is Read-Only here. Check the image below to see how subjects are created

Program Completion

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Client Enrolment View Edit

Client Program Subject

No items

Training Org Delivery Loc. ID	Subject ID	Activity Start Date	Activity End Date
C000000001	BSBIPRM12A	6/17/2014	7/17/2014

Client Subject Enrolment Add

SUBJECT DETAILS STATE DATA

Where do I submit AVETMISS compliance data? (Click to open NCVET AVETMISS Help in new tab)

These fields are optional if you submit your data directly to NCVET. Otherwise, NCVET will determine these fields based on your STA (state or territory training authority). Click here to find contact information about your relevant STA.

Outcome id - training org [Please Select]

Funding source - state training authority [Please Select]

Client tuition fee [Please Select]

Fee exemption type id [Please Select]

Purchasing contract id [Please Select]

Purchasing contract schedule id [Please Select]

Client Subject Enrolment Add

SUBJECT DETAILS STATE DATA

Training org delivery loc id [Search and auto-fill feature]

Subject id [Search and auto-fill feature]

Activity start date [MM DD YYYY]

Activity end date [MM DD YYYY]

Scheduled hours [Please Select]

Fill 'Subject tab' fields and click 'Details tab'

Client Subject Enrolment Add

SUBJECT DETAILS STATE DATA

Delivery mode id [Please Select]

Outcome id - national [Please Select]

VET in school flag [Please Select]

Funding source - national [Please Select]

Search training org [Please Select]

Fill 'Details tab' fields and click 'State Data tab'

Fill 'State Data tab' fields and click Save

This screen shows up on saving subject. Add more subject records if needed

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Related : Check How to use Suggestions and Auto-populate feature

The screenshots illustrate the search and auto-populate features in the Program Completion form. The top row shows the 'Client Code' field with a search and auto-fill feature, and the 'Program Id' field with a search and auto-fill feature. The middle row shows the 'Client Code' field with a search and auto-fill feature, and the 'Program Id' field with a search and auto-fill feature. The bottom row shows the 'Client Code' field with a search and auto-fill feature, and the 'Program Id' field with a search and auto-fill feature. The bottom right screenshot shows a table of results for the search.

Client id	Client last name	Client first given name	Program id
C000000001	Smith	John	BSB10101



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Export Data Files

Hit Save to start Export process

Collection Period: 2013

Postal Data Included: Yes

Funding Source: All data

Start Date: Jan 01 - Tue 2013

End Date: Dec 31 - Tue 2013

Annotations: "Sets start and end date." points to the date selection area. "You can manually change the start & end date" points to the date selection area.



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Download Sample NAT Files For Import

[DOWNLOAD NOW](#)

Want to check how NAT Import feature works in Ace AVETMISS?
Looking for sample NAT files? Look no further! Download the sample AVETMISS 7 NAT files and try out the NAT Import feature.

Import

Import your AVS verified NAT File. Upgrading to Ace AVETMISS from another provider? Have got NAT files already? Justified by Importing your NAT Files and upgrade to Ace AVETMISS, which require.
Please Note: Import feature works only when your Ace AVETMISS account has no data.

Upload Zip file containing AVETMISS 7.0 Compliant NAT Files:

No file chosen

Are your NAT Files AVS verified?

Your AVETMISS 7.0 compliant NAT Files need to be successfully verified by AVS before you import otherwise you might end up with invalid data in Ace AVETMISS.



- | Name |
|--------------|
| NAT00010.txt |
| NAT00020.txt |
| NAT00030.txt |
| NAT00040.txt |
| NAT00080.txt |
| NAT00085.txt |
| NAT00090.txt |
| NAT00100.txt |
| NAT00120.txt |
| NAT00130.txt |

Create a Zip folder with AVS verified NAT files. Please verify the filenames should match exactly as shown in the image. Upload the folder, check the checkbox and hit 'Import Files' button to start import process.

Import

Error Message: There must be NO existing data in your account if you wish to use Import feature to populate data. Please delete all data using 'Delete All Data' button to start importing NAT Files.

Import your AVS verified NAT File. Upgrading to Ace AVETMISS from another provider? Have got NAT files already? Justified by Importing your NAT Files and upgrade to Ace AVETMISS, which require.
Please Note: Import feature works only when your Ace AVETMISS account has no data.

Upload Zip file containing AVETMISS 7.0 Compliant NAT Files:

No file chosen

Are your NAT Files AVS verified?

Your AVETMISS 7.0 compliant NAT Files need to be successfully verified by AVS before you import otherwise you might end up with invalid data in Ace AVETMISS.

If your Ace Avetmiss account has data, then you will not be able to Import. You can delete all your data using the 'Delete All Data' button. Once your data is deleted, you will be able to import.



Ace AVETMISS CONNECT : integrate any system

Why should I be delighted to learn about Ace AVETMISS CONNECT? Why On-Cloud is better?

Looking for an AVETMISS 7 reporting tool that **complements your existing business systems, rather than forcing you to replace all the systems**? Well, Ace AVETMISS is the answer to all your needs! The Ace AVETMISS CONNECT opens a world of advanced integration options which allows you to program an automatic data communication between your in-house ad-hoc systems and Ace AVETMISS server.

Ace AVETMISS CONNECT can help if :

- Existing training data is huge? Need a better & **automated way to IMPORT huge size existing data into Ace AVETMISS**? You are in luck! Import to Ace AVETMISS from any system, save time, effort and reduce chances of human error.
- Ongoing training data should auto-magically show up in Ace AVETMISS? Looking to truly **CONNECT & integrate Ace AVETMISS with any in-house ad-hoc system**? Smart thinking, imagine the amount of time & effort you will save on an ongoing basis, and avoid any chances of human error.
- You have data management needs that can't be satisfied manually.

- Need to create quick dashboards in Excel over your training data? Here is your next 'WOW' moment, **Fetch your Ace AVETMISS data in Excel and use sorting, filtering etc to create quick dashboards** you need. Now that's called cutting edge technology.

EXAMPLE RTO#1 has an internet facing website integrated with Ace AVETMISS using CONNECT. When a user creates an account on their website, data is automatically pushed to Ace AVETMISS and a client record is created. When the client starts a course, a Client Enrolment record is created in Ace AVETMISS.

EXAMPLE RTO#2 has an internal in-house student management system (SMS), with no built-in AVETMISS support. They enhanced their existing SMS by connecting it to Ace AVETMISS using CONNECT. When the RTO staff punches in data in the in-house SMS, relevant records are automatically created in Ace AVETMISS.

EXAMPLE RTO#3 had huge existing data which was an unfeasible task if they had to manually punch in data into Ace AVETMISS. Their developer wrote a small program to read data from their existing system and import into Ace AVETMISS using CONNECT.

Are you an RTO Business User?

You would like to know **What** can you achieve using Ace AVETMISS CONNECT, in plain English

- Bulk Import existing training data into Ace AVETMISS, from any where, any platform.
- Integrate your business systems in real-time with Ace AVETMISS to completely remove manual effort.
- Consume Ace AVETMISS data in applications like Excel, Drupal, Joomla, DotNetNuke, and myriad of other 3rd party applications.
- Get your system developer to help you on **'how to CONNECT'**

Are you a System Developer? Geek?

You would like to know **How** to use Ace AVETMISS CONNECT to integrate your system with Ace AVETMISS.

- Ace AVETMISS is an OData producer, which is a web-service that exposes its data using the OData protocol. What is OData (Open Data) Protocol? Read more >
- CRUD (Create, Retrieve, Update, Delete) operations can be performed remotely (on your account data only)
- Operating system and programming language agnostic. Uses common web protocols, conventions and technology
- Ideal for development and testing with many free tools available (command line tools like powershell, Excel etc) Read more >

...structure, and myriad of other 3rd party applications.

☞ Get your system developer to help you on **'how to CONNECT'**

☞ Operating system and programming language agnostic. Uses common web protocols, conventions and technology

☞ Ideal for development and testing with many free tools available (command line tools like powershell, Excel etc) [Read more >](#)

☞ Ace AVETMISS offers sandbox environment to test your code.

☞ Need more details and guidance? [Contact us to get started.](#)

How Ace AVETMISS CONNECT Works ?

