



HEIMS Online Submission Reports User Guide

A guide to using HEIMS Online to view your
Submission reports

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Overview

HEIMS Online provides a centralised access point for higher education and VET providers to view their own data reported to the Higher Education Information Management System (HEIMS).

HEIMS Online enables providers to directly access:

- Data submission reports
- HEIMS Data View Records, Data View, General Reports and Data Request
- Formal verification reports
- View student entitlement information
- View students invalidated HELP debts

Purpose

The purpose of this document is to assist providers in navigating, viewing and understanding Submission and Summary Reports available in HEIMS Online.

The reports have been developed to allow providers to review results of their submissions once reported to HEIMS.

The Submission Reports will:

- Indicate a successful submission if no errors nor warnings were received or,
- List the validation errors and/or warnings that the submission generated.

The Summary Reports will:

- List the elements revised through the Enrolment Revision process and display the original HEIMS value (old) and the revised HEIMS value (new)

Access

If you do not already have access to [HEIMS Online](#) as an authorised user you must submit a completed [Access to HEIMS applications](#) form.

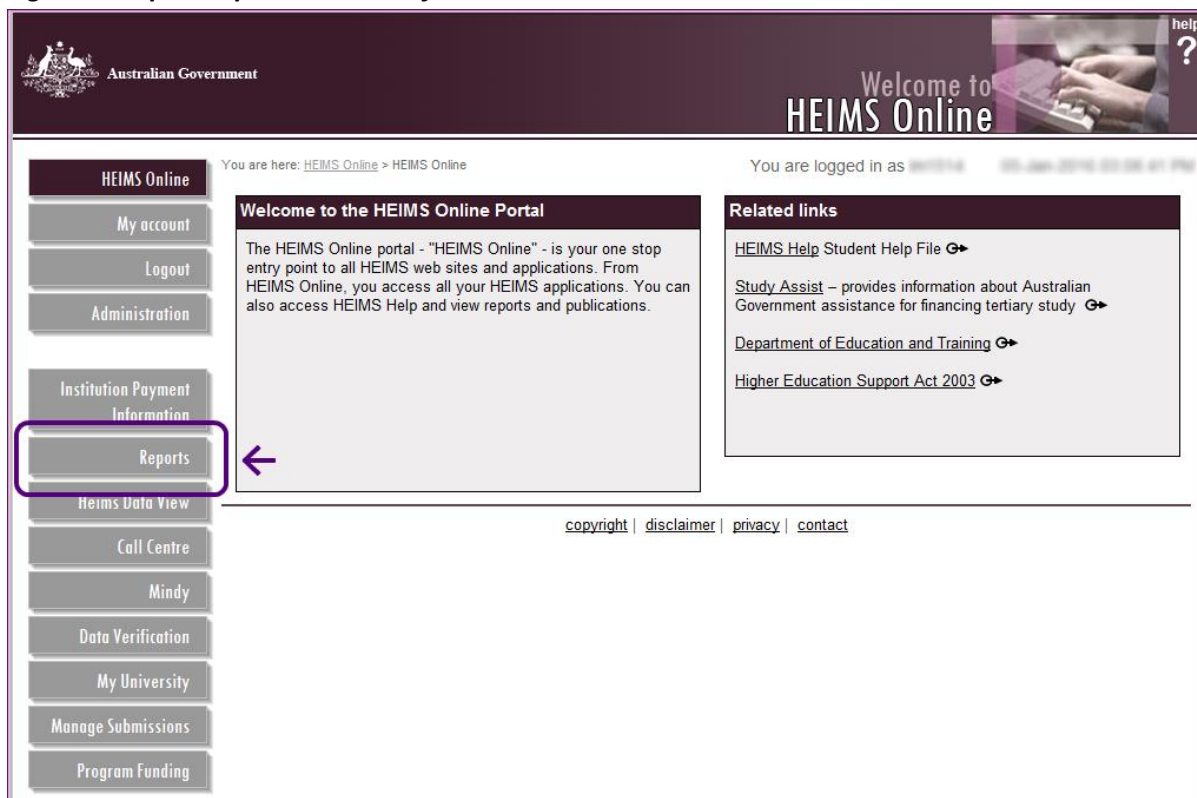
Submission Reports

Submission reports are generated from data reported to HEIMS using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#) submission application. These reports provide a confirmation of submissions accepted or rejected by HEIMS, with a detailed description of HEIMS validation errors contained within the submission.

Reports will not be available until the first related submission has been reported to HEIMS. Refer to [Appendix A](#) to see the full list of reports, along with coding notes available on HEIMS Online for each provider type. The latest submission report will be displayed, overwriting the previous report for the same submission type.

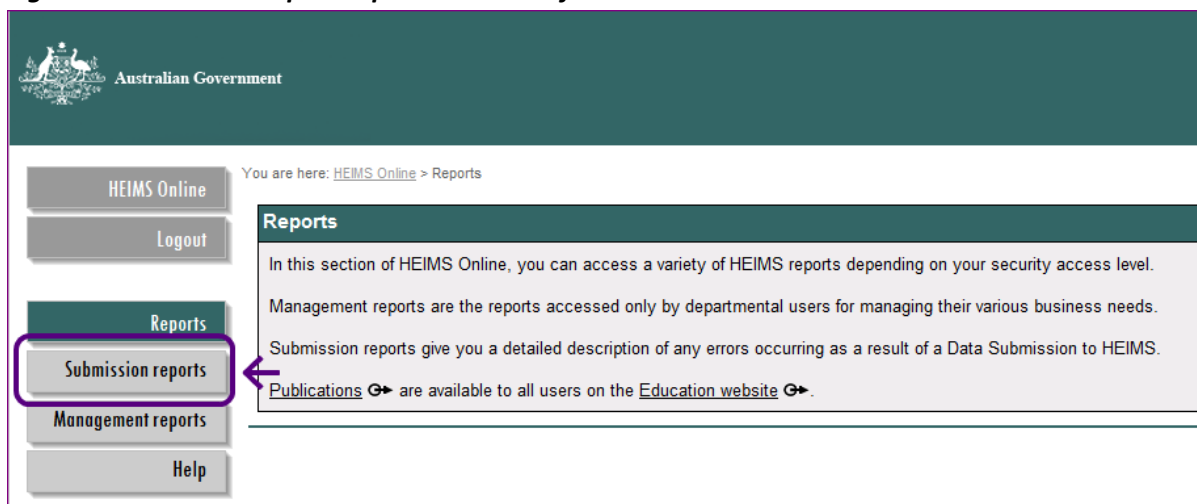
Viewing Submission Reports

Figure 1: Reports option available from HEIMS Online



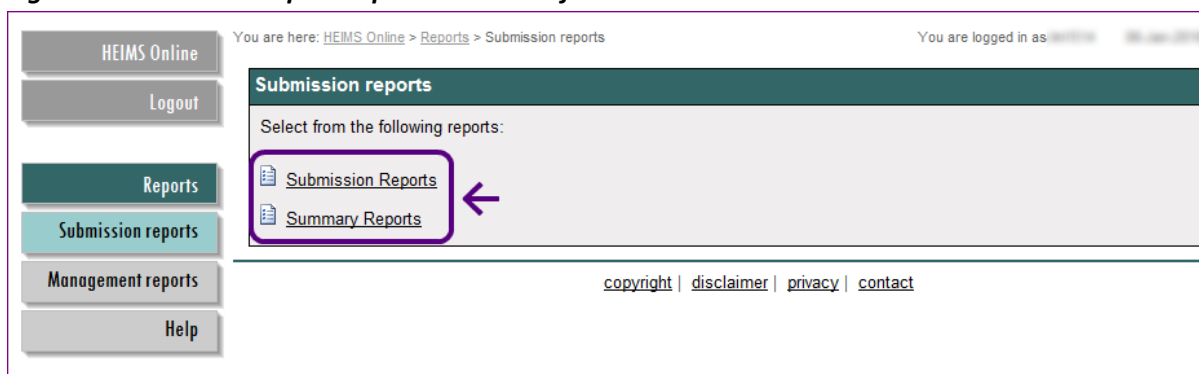
Selecting the **Reports** menu, will bring up the **Submission reports** option.

Figure 2: Submission reports option available from HEIMS Online



Selecting the **Submission reports** option, will bring up a selection of two reports; Submission Reports and Summary Reports.

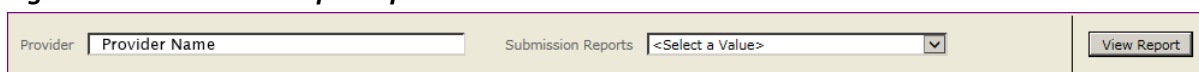
Figure 3: Submission reports option available from HEIMS Online



Selecting **Submission reports** will bring up your provider name and corresponding reports available for selection.

To view the report, first select the required submission from the dropdown list and then select the “View Report” button.

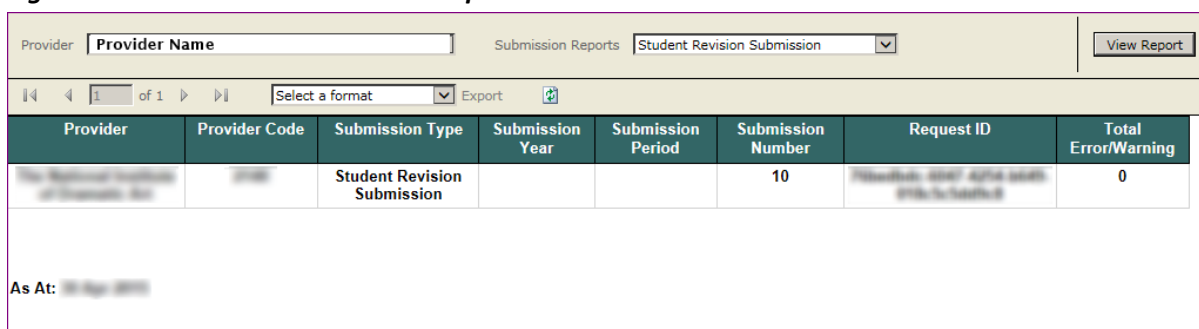
Figure 4: HEIMS Online report option



Submission Report Header Information

The submission report header will always display even when the report does not contain any errors or warnings.

Figure 6: HEIMS Online Submission Report Header



Submission Report with Errors or Warnings

The submission report will list validation errors and/or warnings generated by the submission.

Figure 7: HEIMS Online – Submission Report with errors

Provider	Provider Code	Submission Type	Submission Year	Submission Period	Submission Number	Request ID	Total Error/Warning
		Student Submission	2015	2	2		52

Validation			Business Keys				Enrolment File (EN)	
ID	Severity	Description	E307	E313	E415	E488	E327	E534
500013	Error	Commencing student: 151FAL1602 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FM	151FAL1602	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FBA1606 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FBA1606	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FDA1608 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FDA1608	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FDE1599 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FM	151FDE1599	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FGE1601 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FGE1601	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FHN1598 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FHN1598	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FIL1597 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FIL1597	20152	ZZZZZZZZZZ	01	
500013	Error	Commencing student: 151FPA1603 and course of study code: KDS001 data not provided previously for continuing student.	KDS001FD	151FPA1603	20152	ZZZZZZZZZZ	01	

Reading the Submission Reports

Report field/label	Description
Provider name and code	System will display provider allocated to user's credentials.
Submission Type	Displays the Submission type selected.
Submission Year	Displays the year applicable to the submission selected, unless the report is for a revision file, in which case the year will be blank.
Submission Period	Displays the period applicable to the submission selected, unless the report is for a revision file, in which case it will be blank.
Submission Number	Displays the number applicable to the submission.
Request ID	Displays the request ID generated by the submission selected.
Total Error/Warning	Count of all error and/or warning messages generated by the submission selected.
As At	Date when file was submitted and report generated.
Validation ID	The validation rule number that triggered the error/warning.

Report field/label	Description
Severity	<p>Indicates the level of the validation rule;</p> <ul style="list-style-type: none"> • Error – Reported data has not passed the validation rule triggering a fatal error with HEIMS rejecting the submission. • Warning - The submission has been accepted by HEIMS, and in some cases the reported data has not been loaded to the database.
Description	Provides a detailed description of the validation rule.
Business Keys	Displays the primary elements for the selected submission report and highlights in red font data that fails the validation rule.
Related Elements	Displays the related elements and highlights in red font data that fails the validation rule.

Summary Reports

Summary reports will provide a confirmation of data elements revised through the enrolment revision process. HEIMS Online will store up to 10 Summary Reports.

Viewing Summary Reports

To view a summary report, first select the required report from the drop down list and then select the **View Report** button.

Figure 8: HEIMS Online – Summary Report with revised values

The screenshot shows the HEIMS Online interface for viewing a summary report. At the top, there are input fields for 'Provider Name', 'Submission Number' (set to 2), and a dropdown for 'Summary Reports' (set to 'Enrolment Revision Submission'). A 'View Report' button is visible on the right. Below the input fields is a table with the following data:

Provider	Provider Code	Submission Type	Submission Number	Request ID
		Enrolment Revision Submission	2	

Below this table is a section titled 'Business Keys - Revisions' with a sub-table:

Business Keys - Revisions			ER (Enrolment Revision - HEP)		
E313	E307	E415	Element	Old Value	New Value
5740915			E314	19930101	19930108
5740915	MLEGP	20151	E493	032010	032014

At the bottom of the screenshot, there is a note: 'As At: [redacted]' and a disclaimer: 'The Business Keys - Revisions report only lists the Business Keys and Elements where the database value was updated by the revision value. If the revision value does not change the database value the Business Key or Element(s) are not listed.'

Reading Summary Reports

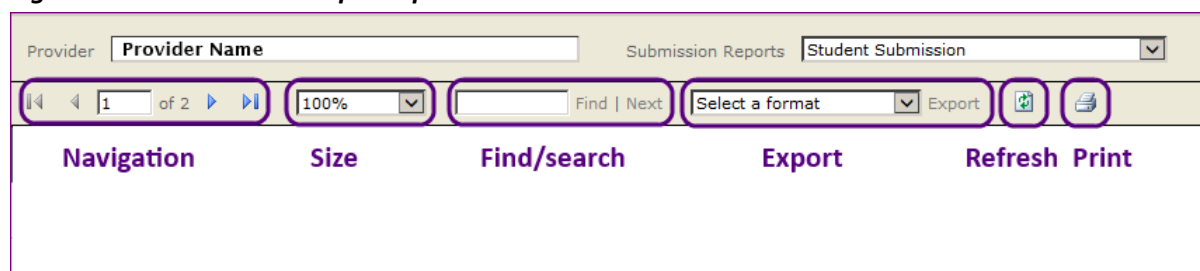
Report field/label	Description
Business Keys	Primary elements that identify the revised record
ER (Enrolment Revision)	Displays the elements revised by the Enrolment Revision process <ul style="list-style-type: none"> • Old Value – Original value stored in HEIMS • New Value – Revised value now stored in HEIMS
As At	Date when file was submitted and report generated
Report	Report will only appear if values submitted are different to the original stored HEIMS values.

HEIMS Report Functions

Report functions are the same for both Submission and Summary Reports.

NOTE: Some of the functions may not appear on screen until after clicking **Refresh** icon in figure 9 below.

Figure 9 – HEIMS Online Report options



Label/icon	Description
Navigation	Assists the user to navigate through pages of data returned in reports, select the page arrows to first, next, previous and last page or simply move to a page by entering the page number in the text box and pressing the Enter button on the keyboard.
Size	This provides an option, by selecting a percentage from the dropdown box, to increase or decrease the size of the displayed report.
Find/search	Enter a search criterion in text box provided. Click Find to locate the first occurrence of the search criteria. Click Next to locate the next occurrence of the search criteria. NOTE: The found text may progress to a different page from where you originally started your search.

Label/icon	Description
Export	<p>Select a format drop down box, with formats available:</p> <ul style="list-style-type: none">• XML file with report data• CSV (comma delimited)• Acrobat (PDF) file• MHTML (Web archive)• Excel• TIFF file• Word <p>Click Export to start the export process for selected format. A dialogue box displays Open or Save as required.</p>
Refresh	<p>Clicking on the refresh icon results in the report being refreshed and will show the latest data if it has been changed by a recent submission. For Submission Reports the refresh will have very limited practicality.</p>
Print	<p>Click the Print icon to open a standard printing dialogue box. Click Preview to print preview your report. Click OK to print report to selected printer. Click Cancel to return to the report window.</p>

Appendix A – HEIMS Submission Reports by Provider Type

Table A & B higher education providers

Actual Casual Submission
 Applications and Offers Submission
 Campus Deletion Submission
 Campus Submission
 Course of Study Submission
 Discipline Code Revision*
 Enrolment Revision Submission
 Estimated Casual Submission
 Full Time/Fractional Full Time Submission
 OS-HELP Revision Submission
 OS-HELP Submission
 Past Course Completion Submission
 Revised HELP-Due Submission
 SA-HELP Submission
 Staff Concordance Submission
 Student Revision Submission
 Student Submission
 Summer and Winter School Indicator Revision*
 Unit of Study Completion Submission
 WEI (Work Experience in Industry indicator) Revision*

Non University (private) higher education providers

Campus Deletion
 Campus Submission
 Course of Study Submission
 Discipline Code Revision*
 Enrolment Revision Submission
 Past Course Completion Submission
 Past Course Completion Submission
 Revised HELP-Due Submission
 SA-HELP Submission
 Student Submission
 Summer and Winter School Indicator Revision*
 Unit of Study Completion Submission
 WEI (Work Experience in Industry indicator) Revision*

VET providers

- VET Course Completion Submission
- VET Course of Study Submission
- VET Discipline Code Revision*
- VET Enrolment Revision
- VET Revised HELP-Due Submission
- VET Student Revision Submission
- VET Student Submission
- VET Unit of Study Completion Submission

***These reports will be available for reviewing once the department has processed the requested internal revision**