



HEIMS Online Data View User Guide

A guide to using HEIMS Data View to view your records and reports

Contents

Overview	2
Purpose	2
Access.....	2
HEIMS Data View	2
View Records.....	3
View Reports	4
General Reports	6
Variation Status.....	7
HEIMS Data View Functions.....	7
Status	7
Filter Options	8
Drill down function	8
HEIMS Online Report options	9
Appendix A – HEIMS Data View – View records – details.....	11

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 to navigate and view the student, staff and course data they have reported to HEIMS through HEIMS Data View.

HEIMS Data View Reports display **live** or active data i.e. the most recent data reported and successfully stored in HEIMS. This includes all revisions to data.

This contrasts with the verification reports, which display **static** data i.e. data which has been fixed at a particular point in time for purposes such as funding, statistics and publications.

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.

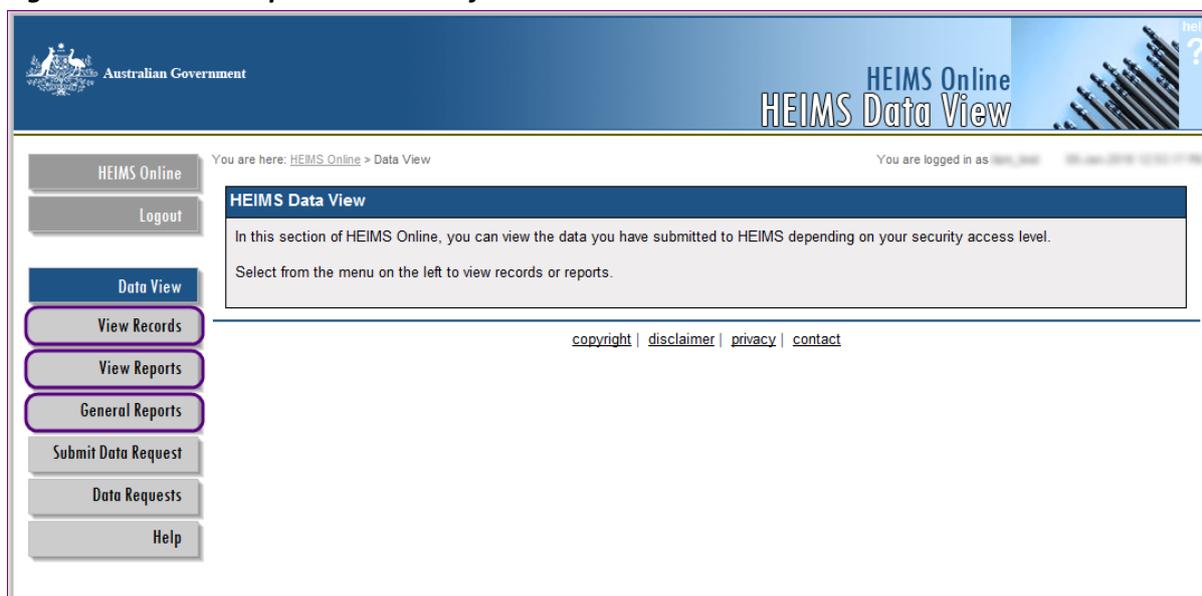
HEIMS Data View

Figure 1: HEIMS Data View option available from HEIMS Online

The screenshot shows the HEIMS Online portal interface. At the top left is the Australian Government logo. The main header area says 'Welcome to HEIMS Online' with a 'help ?' icon. Below the header, there is a navigation menu on the left with options: HEIMS Online, My account, Logout, Institution Payment Information, Reports (highlighted with a purple box and arrow), Heims Data View, and Data Verification. The main content area has a 'Welcome to the HEIMS Online Portal' message and a 'Related links' section with links to HEIMS Help, Study Assist, Department of Education and Training, and Higher Education Support Act 2003. The footer contains links for copyright, disclaimer, privacy, and contact.

Selecting the above option from HEIMS Online will bring up the following three choices for accessing data that have been reported to HEIMS for periods from 1 January 2005 until present.

Figure 2: Data View options available from HEIMS Online



Reported data covered in this user guide is displayed in three categories:

- View Records
 - **View Records** displays data reported to HEIMS at the level of individual unit records.
- View Reports
 - **View Reports** displays data reported to HEIMS in aggregated tables under a range of categories for full year or half year periods.
- General Reports
 - **General Reports** displays additional management data on the HECS-HELP, FEE-HELP and VET FEE-HELP programs. These data are not shown in the above two categories.

For information relating to **Data Requests** see the HEIMS Online Submit Data Requests user guide available on [HEIMSHelp](#).

View Records

HEIMS Data View – **View Records** – enables all provider types to view the following data:

- Unit of Study
- Course of Study
- Course completions
- Student Enrolment

Table A and Table B higher education providers can also view records for:

- OS-HELP
- SA HELP
- Staff
- Campus

Details of the data included in **View Records** are shown at [Appendix A](#).

Figure 3 – View Records options for a dual (higher education and VET) provider

The screenshot displays the HEIMS Online HEIMS Data View interface. At the top, there is a blue header with the Australian Government logo on the left and the text 'HEIMS Online HEIMS Data View' on the right. Below the header, a navigation breadcrumb shows 'You are here: HEIMS Online > Data View > View Records'. On the right side of the header, it says 'You are logged in as [username] [date]'. A left-hand navigation menu contains buttons for 'HEIMS Online', 'Logout', 'Data View', 'View Records' (highlighted in blue), 'View Reports', 'General Reports', 'Submit Data Request', 'Data Requests', and 'Help'. The main content area is titled 'View Records' and contains a list of reports under the heading 'Reports'. The reports listed are: 'Unit of Study', 'Course of Study Records - HEP', 'Course Completions Records - HEP', 'Student Enrolment Records - HEP', 'OS-HELP Records - HEP', 'Staff Records - HEP', 'SA-HELP Records - HEP', 'Campus Records - HEP', 'Course of Study Records - VET', 'Course Completions Records - VET', and 'Student Enrolment Records - VET'. At the bottom of the page, there are links for 'copyright', 'disclaimer', 'privacy', and 'contact'.

View Reports

HEIMS Data View – **View Reports** – displays reported data in aggregated tables under a range of categories. The reports provide a summary of the data that has been reported in the following submissions:

- Student
- Award Course Completions
- Commonwealth Scholarships
- OS-HELP
- Staff

Different types of reports are available for:

- Table A and Table B higher education providers
- Non university (private) higher education providers
- VET providers

Reports available for each provider type are detailed on [HEIMSHelp](#):

[Reports for Table A and B higher education providers](#)

[Reports for non-university \(private\) higher education providers](#)

[Reports for VET providers](#)

The **View Reports** are in the same format as the Verification Reports that require formal sign off (twice a year for student data and once a year for staff data). This is to assist in streamlining the verification process and enabling providers to include regular checks of their submitted data throughout the year as part of their ongoing data quality processes.

More detailed information on data verification is available in the [Verifying your data toolkit](#).

HEIMS Data View Reports, like the verification reports, are available for both full year and half year periods. You will see these choices when clicking on the **Collection** drop down list.

Figure 4 – View Reports categories available by reporting year for a Table A higher education provider and Collection choice: HEP Student Full Year

The screenshot displays the HEIMS Online HEIMS Data View interface. At the top, the Australian Government logo is on the left, and the HEIMS Online HEIMS Data View title is on the right. Below the header, a navigation menu on the left includes buttons for HEIMS Online, Logout, Data View, View Records, View Reports (highlighted), General Reports, Submit Data Request, Data Requests, and Help. The main content area shows the 'View Reports' section with a breadcrumb trail: 'You are here: HEIMS Online > Data View > View Reports'. It includes a 'Year' dropdown menu set to '2015' and a 'Collection' dropdown menu set to 'HEP Student Full Year'. Below these filters is a table with the following rows: 'Views', 'Student', 'OS HELP', 'Commonwealth Scholarship', and 'Award Course Completions'. At the bottom of the page, there are links for 'copyright | disclaimer | privacy | contact'.

Figure 5 – View Reports categories available by reporting year for a VET provider and Collection choice of: VET Student Full Year

The screenshot shows the HEIMS Online HEIMS Data View interface. The page header includes the Australian Government logo and 'HEIMS Online HEIMS Data View'. The breadcrumb trail is 'You are here: HEIMS Online > Data View > View Reports'. The user is logged in as 'User Name' on '08/06/2015 10:00:00 AM'. The 'View Reports' section has a 'Year' dropdown set to '2015' and a 'Collection' dropdown set to 'VET Student Full Year'. Below these are two tables: 'Views' with links for 'Student' and 'Award Course Completions'. A footer contains links for 'copyright', 'disclaimer', 'privacy', and 'contact'.

A detailed summary of all HEIMS **View Reports** is available on [HEIMSHelp](#).

General Reports

HEIMS Data View – **General Reports** – displays reported HELP data in aggregated tables under a range of categories. The reports provide a summary of data reported for HECS-HELP, HEP FEE-HELP and VET FEE-HELP.

Figure 6 – General Reports available depending on provider type

The screenshot shows the HEIMS Online HEIMS Data View interface. The page header includes the Australian Government logo and 'HEIMS Online HEIMS Data View'. The breadcrumb trail is 'You are here: HEIMS Online > Data View > General Reports'. The user is logged in as 'User Name' on '08/06/2015 10:00:00 AM'. The 'General Reports' section has a 'Views' table with links for 'HEP Distribution Reports', 'VET Distribution Reports', 'HECS-HELP Reports', 'OS-HELP Reports', 'HEP FEE-HELP Reports', and 'VET FEE-HELP Reports'. A footer contains links for 'copyright', 'disclaimer', 'privacy', and 'contact'.

A detailed summary of all HEIMS **General Reports** is available on [HEIMSHelp](#).

Variation Status

HEIMS Data View – **View Reports** – compares data for the selected year with data reported for the previous year. Where there is a significant variation, the system automatically highlights the differences – as these variations may be an indicator of incorrectly reported data or issues that require further investigation.

Figure 7 – the variation status flag

		All										Commencing									
		2015					2014					2015					2014				
		Student	Student %	Student % Change	Variation Status	Student	Student %	Student	Student %	Student % Change	Variation Status	Student	Student %	Student	Student %	Student % Change	Variation Status				
Broad Field of Education	Non-Award course	54	0.56%	10.34%	Intermediate	58	0.49%	53	1.24%	350.00%	High	14	0.25%								
	Natural and Physical Sciences	242	2.12%	-55.19%	High	540	4.60%	89	1.76%	-62.82%	High	240	4.36%								
	Information Technology	245	2.15%	-1.61%	Low	249	2.12%	22	1.42%	-31.43%	High	105	1.91%								
	Engineering and Related Technologies	541	4.74%	-0.18%	Low	542	4.61%	218	4.31%	-1.35%	Low	221	4.02%								
	Architecture and Building	54	0.47%	5.88%	Low	51	0.43%	23	0.45%	15.00%	Intermediate	20	0.36%								
	Agriculture Environmental and related Studies	201	1.76%	-3.83%	Low	209	1.78%	56	1.11%	-16.42%	Intermediate	67	1.22%								
	Health	3,104	27.18%	21.68%	Intermediate	2,551	21.72%	1,649	32.57%	54.25%	High	1,069	19.43%								
	Education	1,803	15.79%	-21.06%	Intermediate	2,284	19.45%	543	10.72%	-51.69%	High	1,124	20.43%								
	Management and Commerce	1,846	16.16%	14.73%	Intermediate	1,609	13.70%	837	16.53%	-6.50%	Low	899	16.34%								
	Society and Culture	1,953	17.10%	-8.91%	Low	2,144	18.25%	592	11.69%	-21.07%	Intermediate	750	13.63%								
Creative Arts	153	1.34%	6.99%	Low	143	1.22%	58	1.15%	16.00%	Intermediate	50	0.91%									

Variations are identified in the reports in the following way:

% Difference	Variation Status
Less than 10%	Low
Between 10% and 30%	Intermediate
Greater than 30%	High

HEIMS Data View Functions

Status

HEIMS data displayed via the **View Records** reports provides the option to view data by the status of the records.

The different statuses are:

- All statuses – displays all records reported to HEIMS
- Not Remitted or Invalidated or Deleted – displays all records which do not have a status of remitted, invalidated or deleted
- Remitted – displays only records that have been remitted in special circumstances
- Invalidated – displays only records that have been invalidated
- Deleted – displays only records that have been deleted

Status	Description
Remitted	A student's debt for a unit of study has been removed due to special circumstances (Section 43 of the Administrative Information for Providers (AIP): Student Support (2015) provides more detailed advice on the remission of HELP debts.).
Invalidated	A student's HELP debt for a unit of study has been reduced to zero as the student has insufficient HELP entitlement to defer the debt amount through the HELP program.
Deleted	A record has been removed through the revision processes due to incorrect reporting.

NOTE: HEIMS Data View – **View Records** – displays all active records as the default. This is indicated by the status “**Not Remitted or Invalidated or Deleted**”.

Filter Options

Each **View Record** and **View Report** provides options to select particular parameters to narrow the view of the data. The specific filter options for each of the **View Records** and **View Reports** are located at the top of the reports.

- Enter your filter options to select the required records, click **View Report** and the selected records will be returned.
- To view different records, change your filter selection and then click **View Report**.

NOTE: **View Records** and **View Reports**, with the exception of the Student Enrolment data, provide the option to view records that have been deleted since their initial submission.

Drill down function

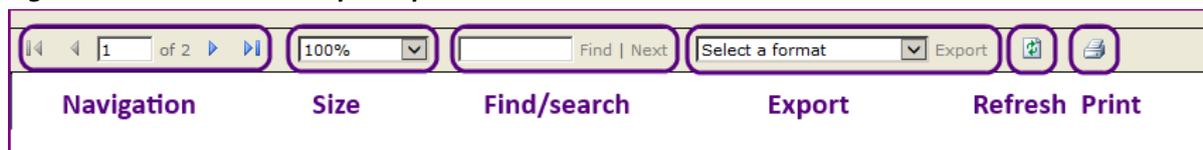
All underlined values in the **View Reports** provide access to the detailed unit records that have been included in the summary totals for each report category.

Figure 8 – An example of underlined subtotals

		2015		
		Student	Student %	Student % Change
Broad Field of Education	Non-Award course	<u>64</u>	0.56%	10.34%
	Natural and Physical Sciences	<u>242</u>	2.12%	-55.19%
	Information Technology	<u>245</u>	2.15%	-1.61%
	Engineering and Related Technologies	<u>541</u>	4.74%	-0.18%
	Architecture and Building	<u>54</u>	0.47%	5.88%
	Agriculture Environmental and related Studies	<u>201</u>	1.76%	-3.83%
	Health	<u>3,104</u>	27.18%	21.68%
	Education	<u>1,803</u>	15.79%	-21.06%
	Management and Commerce	<u>1,846</u>	16.16%	14.73%
	Society and Culture	<u>1,953</u>	17.10%	-8.91%
Creative Arts	<u>153</u>	1.34%	6.99%	

HEIMS Online Report options

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.
Export	Select a format drop down box, with formats available: <ul style="list-style-type: none"> • XML file with report data • CSV (comma delimited) • Acrobat (PDF) file • MHTML (Web archive)

Label/icon	Description
	<ul style="list-style-type: none">• 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	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.
Print	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.

Appendix A – HEIMS Data View – View records – details

Report	Data View records
Unit of Study	<p>Individual student records can be accessed using the following fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • E313 Student ID • E354 Unit of Study Code • Status (Default: Not Remitted or Invalidated or Deleted) <p>NOTE: Student ID and/or Unit of Study Code must be specified for each search.</p>
Course of Study Records	<p>Course data for individual courses or all courses can be viewed using these fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • E533 Course of Study Code (higher education only) • E307 Course Code • E312 Special Course Type Code (Default: All Courses) (higher education only) • Status (Default: Not Deleted)
Course Completions Records	<p>Individual course completion records for a given year or for all years can be viewed by:</p> <ul style="list-style-type: none"> • E415 Completion Year (Default: Current year) • E313 Student ID • E307 Course Code • Status (Default: Not Deleted)
Student Enrolment Records	<p>Individual student enrolment records for a given year or for all years can be viewed by:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • E313 Student ID • E307 Course Code • E415 Reporting Period (Default: All Periods)
OS-HELP Records	<p>Individual student OS-HELP records for all years or for the selected year and/or reporting period can be viewed using the following fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • E415 Reporting Period (Default: All Periods) • E307 Course Code • E313 Student ID • Status (Default: Not Invalidated and Not Deleted) <p>NOTE: Student ID and/or Course Code must be specified for <i>All Years</i></p>
Staff Records	<p>Individual staff records reported for all years or selected year can be viewed by these fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year)

Report	Data View records
	<ul style="list-style-type: none"> • E401 Person Identification Code • E408 Classification • E510 Organisational Unit Code • Status (Default: Not Deleted)
SA-HELP Records	<p>Individual SA-HELP records reported from 2012 onwards for all years or for a given year can be viewed using the following fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • E415 Reporting Period (Default: All) • E307 Course Code • E313 Student ID • Status (Default: Not Deleted)
Campus Records	<p>Campus data can be viewed for a given year using the following fields:</p> <ul style="list-style-type: none"> • E415 Reporting Year (Default: Current year) • Status (Default: Not deleted)