



# Online Validator user documentation

Version 1.00

## Note

[Logicly](#) has undertaken a significant redesign of the Submitter interface for the Online Validator.

The intention of the redesign has been to simplify the information presented to the Submitter at each step of the process, so that the actions required for each submission are clearly presented and easy to find.

We hope that the new interface is relatively simple to navigate and includes sufficient contextual guidance to help a new user make sense of the process, however, we're always open to your feedback.

As at 2 September, 2024

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# Submitter interface

## Summary of workflow

The steps in the submission process have not changed, and you can refer to <https://validator.com.au/mds-validator/major-systems-operations/> for a detailed overview of the submission process.

## Dashboard

The new Dashboard(1) provides access to files that the submitter has recently worked on, or that have upcoming deadlines for action, along with a summary of their status.

For each dataset, the most recently uploaded file that has been *Proposed for Review* can be accessed via the Submitter Dashboard.

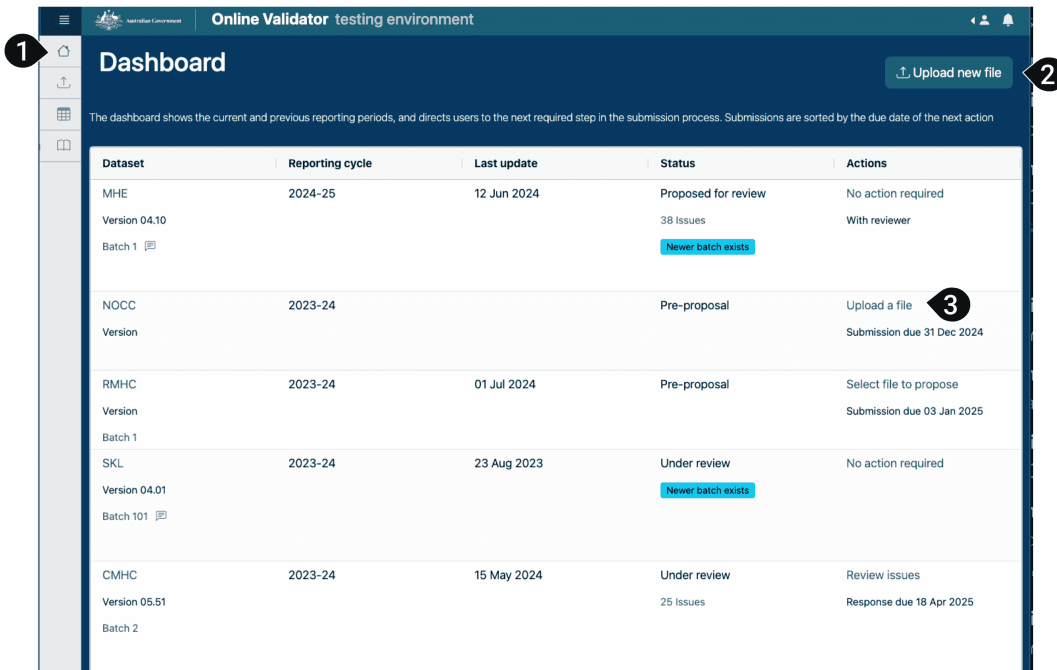
Dataset	Reporting cycle	Last update	Status	Actions
MHE Version 04.10 Batch 1	2024-25	12 Jun 2024	Proposed for review 38 Issues Newer batch exists	No action required With reviewer
NOCC Version	2023-24		Pre-proposal	Upload a file Submission due 31 Dec 2024
RMHC Version Batch 1	2023-24	01 Jul 2024	Pre-proposal	Select file to propose Submission due 03 Jan 2025
SKL Version 04.01 Batch 101	2023-24	23 Aug 2023	Under review Newer batch exists	No action required
CMHC Version 05.51 Batch 2	2023-24	15 May 2024	Under review 25 Issues	Review issues Response due 18 Apr 2025

1. When useful things happen, we'll let you know about them here. For example, when your file completes validation, or your proposed submission is accepted.
2. Get to files of the same type quickly via the dataset link.
3. Clicking on the Batch will take you to that file.
4. When a speech bubble appears next to a batch number, a comment was supplied when the file was uploaded. Hover over this icon as a quick way to read it.
5. The Last update column shows the date of the last event for that reporting cycle. If jurisdiction has not yet interacted with this reporting cycle, the date the reporting cycle was opened will be shown.
6. The Status column will show the current submission status for this reporting cycle. Where an Issue count is shown, it can be used as a shortcut link to Issue Resolution page
7. The Action link is a shortcut to the page required for next step in the submission process for that reporting cycle for that dataset

# Uploading files

## Via the Dashboard

1. Dashboard menu icon
2. Use the **Upload new file** button, or
3. the **Upload a file** link for datasets with no current uploads.



## Via the Uploads page

1. Uploads page icon
2. Use the **Upload new file** button.



## Uploads

The Uploads page contains links to all available **File details** pages.

1. A summary of each uploaded file is available on the **Uploads** page

## 2. Files are grouped by specification type across multiple tabs

Reporting cycle	Batch	Validation status	Uploaded date	Issues	Actions
2019-20 Version 02.40	1	Archived	30 Aug 2021	112	Check status
2018-19 Version 02.30	1	Validation Complete	30 Aug 2021	111	File details
2019-20 Version 02.40	2	Validation Complete	30 Aug 2021	118	File details
2020-21 Version 03.00	1	Validating - please wait	30 Aug 2021	39	File details
2020-21 Version 03.00	2	Validation Complete	30 Aug 2021	37	File details
2020-21 Version 03.00	3	Validating - please wait	23 Oct 2022	39	Check status
2021-22 Version 03.01	4	Validation Complete	03 May 2023	36	File details
2022-23 Version 04.00	1	Validation Complete	09 Aug 2023	59	File details
2022-23 Version 04.00	2	File rejected: File Rejected: (at...	27 Aug 2023		Check status
2022-23 Version 04.00	2	Validation Complete	27 Aug 2023	3	File details

From this page, you can;

- review an uploaded files' status
- see the date the file was uploaded
- see a count of Issues that require resolution for each file
- access the file's details page

## Reviewing file details and reports

### File details

A File details page is available for each uploaded file.

**File details**  
CMHC/ACT/2024

**Details**

Name	CMHCACT202400002.DAT
Type	CMHC
Batch	2
Version	05.51
Year	2024
Jurisdiction	ACT

**Upload**

Uploader	Validator Submitter
Upload date	23 Aug 2023 01:36:20 pm
Shared with	Validator Submitter
Comments	

**Related files**

You may change related files during revalidation.

**Historical**

CMHCACT202300001.DAT
----------------------

**Skeleton**

SK_LACT202400101.DAT
----------------------

**Batch history**

Filename	Batch	Issues	Validation Status
CMHCACT202400001.DAT	1	25	Validation Complete

**Issues**

- 2 Entity Change Issues
- 5 High Priority Issues
- 25 Overall Issues

**Actions**

- Upload new file
- Reports
- Submission report
- Share file
- Revalidate
- Delete
- Propose for review

This file is now under review

Actions available for Submitters from the File details page include;

1. The file status is always displayed in the top right corner
2. You can still find all issues in the Issue resolution list
3. You can upload a new batch file to replace the existing file if required
4. The reports are now all grouped on one reports page
5. The Submissions Report (previously called data quality survey) appears when the file has been submitted for review
6. You can elect to share your file with Reviewers if you want advice before you submit it for review.
7. Revalidate your file against historical and skeleton files
8. You can delete unsubmitted files
9. When you're happy with the file you can propose it for review. After proposal this button becomes inactive.

## Reports

All reports can now be accessed via the Reports page.

The screenshot shows the 'Reports' page for file 'CMHC/ACT/2021'. The page is titled 'Online Validator - Currently under construction'. The main content area is divided into several sections:

- Structural Integrity:** The Record Integrity Report provides a summary of all records. Use this report to identify records that have structural issues, preventing the file from being proposed for review. Record Integrity Report
- Data Integrity:** The reports below summarise the integrity of the datafile against the relevant specification. Use these reports to gain an understanding of common or repeating issues across entities, record types or rules. Summary of Issues, Issues by Field, Rule by Record Type, Region by Class, Organisation by Class, Service Unit by Class. Use this report to gain an understanding of common or repeating issues at the organisation level. Organisation level issues list
- Cross File Comparison Reports:** This report provides access to all of the cross-file comparison reports available for the relevant filetype. Ad-Hoc Data Explorer, Placeholder text, Non matching entities. This report summarises the difference (absolute and percentage) in Number of clients and Number of contacts across MHE and CMHC files. MHE-CMHC Clients & Contacts. These reports shows the amount of overlap between the patient identifiers in the NOCC and the CMHC. It has been designed to assist jurisdictions in understanding the integrity of these identifiers for the purposes of subsequent linkage when reporting coverage estimates. NOCC-CMHC Persid Comparison Report
- Trend Reports:** This CMHC-specific report provides breakdowns of client and activity data, comparing the current and previous year's CMHC data. Dataset Reports

On the right side, there is a summary box for 'Issues':

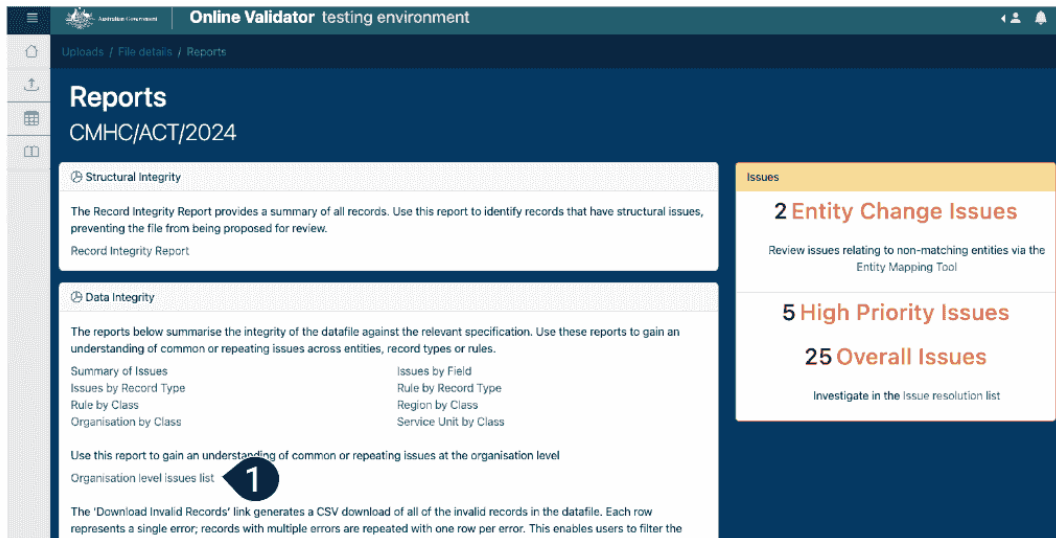
- 2 Entity Change Issues: Review issues relating to opened and closed entities via the Entity Mapping Tool
- 5 High Priority Issues
- 25 Overall Issues

These links will take you to the reports, some of which are still held in the older interface. If you are taken to the old interface you can return to the new submitter dashboard by clicking on the **Back to new interface** button(1).

The screenshot shows the 'Submissions Workspace' interface. At the top, there are navigation links: 'Submissions Workspace', 'Metadata', 'Admin', 'Support Docs', and 'Log Out'. A prominent blue button labeled 'Back to new interface' is highlighted with a circled '1'. Below the button is a breadcrumb trail: 'Submissions Workspace -> CMHC/ACT/2024 -> 2 -> Organisational level issues list -> Organisational level issues list'. At the bottom, there is a message: 'The Organisational level issues list file is available for download now: Download Organisational level issues list'.

## Navigating between old and new interface

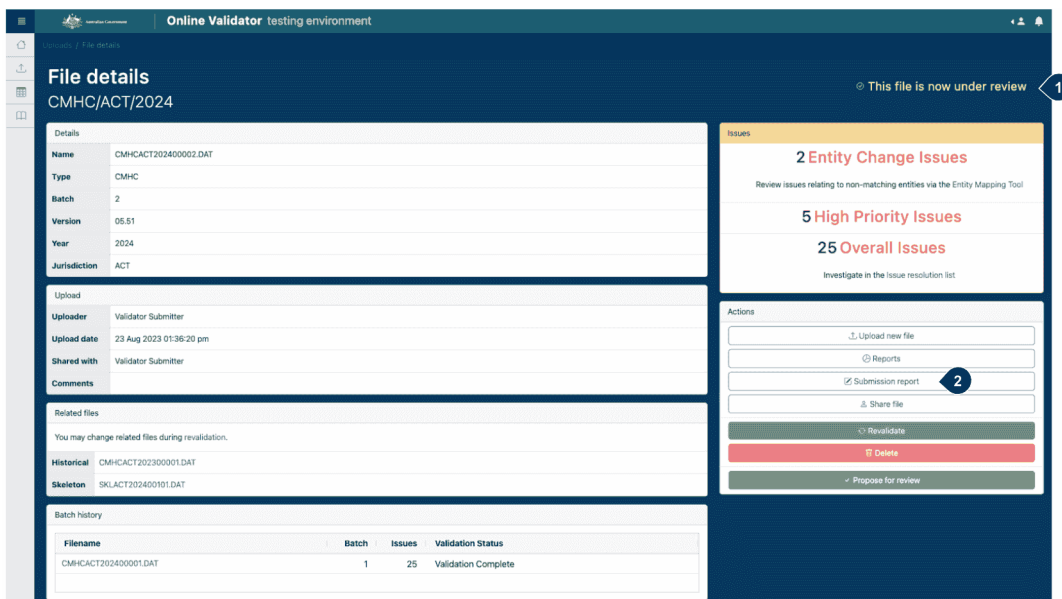
Some sections of the Online Validator are still held in the old interface. Reports are an example of this. If you were to view the report 'Organisation level issues list'(1), the online validator would direct you to the old interface.



From the old interface, you can return to new interface by clicking on the **Back to new interface** (1) button, located towards the top of the page.



## Submission Report (Data Quality Survey)



The data quality survey is now called the Submission Report.

The Submission Report(2) becomes available on the file details page after you have Proposed a File for Review(1).

## Proposing a file for review

You can propose a file for review from the **File details** page.

You can propose a file for review after it has been uploaded and has successfully passed validation.

The File details page will have a green **Propose for review** button(1) for files that have passed validation criteria, these files are eligible to be proposed.

If the button is faded out(1) your file cannot be proposed for review. Please refer to messages(2) on the File details page detailing why the file is ineligible in its current state.

**Online Validator testing environment**

Uploads / File details

### File details

NOCC/ACT/2023

**2** Structural errors present.  
You must validate against a historical file to enable Propose for review. Revalidate to select a file.

Details	
Name	NOCCACT202300003.DAT
Type	NOCC
Batch	3
Version	02.10
Year	2023
Jurisdiction	ACT

Upload	
Uploader	Validator Submitter
Upload date	2023-12-06T00:26:19
Shared with	Validator Submitter
Comments	

Related files

You may select related files during revalidation.

Historical	Skeleton
Not selected <b>1</b> This is required to propose file for review	Not selected <b>1</b> This is required to propose file for review

Batch history			
Filename	Batch	Issues	Validation Status
NOCCACT202300001.DAT	1	2	Validation Complete

### Issues

**5 Structural Issues**

Structural issues prevent a file from being proposed for review. Refer to the Record Integrity Report to understand these issues

**0 High Priority Issues**

**0 Overall Issues**

Investigate in the Issue resolution list

### Actions

- Upload new file
- Reports
- Share file
- Revalidate
- Delete
- Propose for review** **1**



# Specifications

## 2024-25

- [CMHC v06.00](#)
- [MHE v04.10](#)
- [NOCC v03.00](#)
- [RMHC v06.00](#)
- [SKL v04.02](#)

## 2023-24

- [CMHC v05.51](#)
- [MHE v04.01](#)
- [NOCC v02.11](#)
- [RMHC v05.51](#)
- [SKL v04.01](#)

## 2022-23

- [CMHC v05.50](#)
- [MHE v04.00](#)
- [NOCC v02.10](#)
- [RMHC v05.50](#)
- [SKL v04.00](#)

## 2021-22

- [CMHC v05.42](#)
- [MHE v03.01](#)
- [NOCC v02.03](#)
- [RMHC v05.42](#)
- [SKL v03.01](#)

## 2020-21

- [CMHC v05.41](#)
- [MHE v03.00](#)
- [NOCC v02.02](#)
- [RMHC v05.41](#)
- [SKL v03.00](#)

## 2019-20

- [CMHC v05.40](#)
- [MHE v02.40](#)
- [NOCC v02.02](#)
- [RMHC v05.40](#)
- [SKL v02.40](#)

## 2018-19

- [CMHC v05.30](#)
- [MHE v02.30](#)
- [NOCC v02.01](#)
- [RMHC v05.30](#)
- [SKL v02.30](#)

## 2017-18

- [CMHC v05.20](#)
- [MHE v02.20](#)
- [NOCC v02.00 | v02.01](#)
- [RMHC v05.20](#)
- [SKL v02.20](#)

The complete list of NMDS specifications is available at <https://validator.net.au/webval/metadata>

## Getting help

A dedicated **Help Desk** is available for technical user support in relation to the use of the Online Validator. All technical enquiries should be directed to: [support@validator.com.au](mailto:support@validator.com.au)