

Data Entry Tool Guide

July 2021

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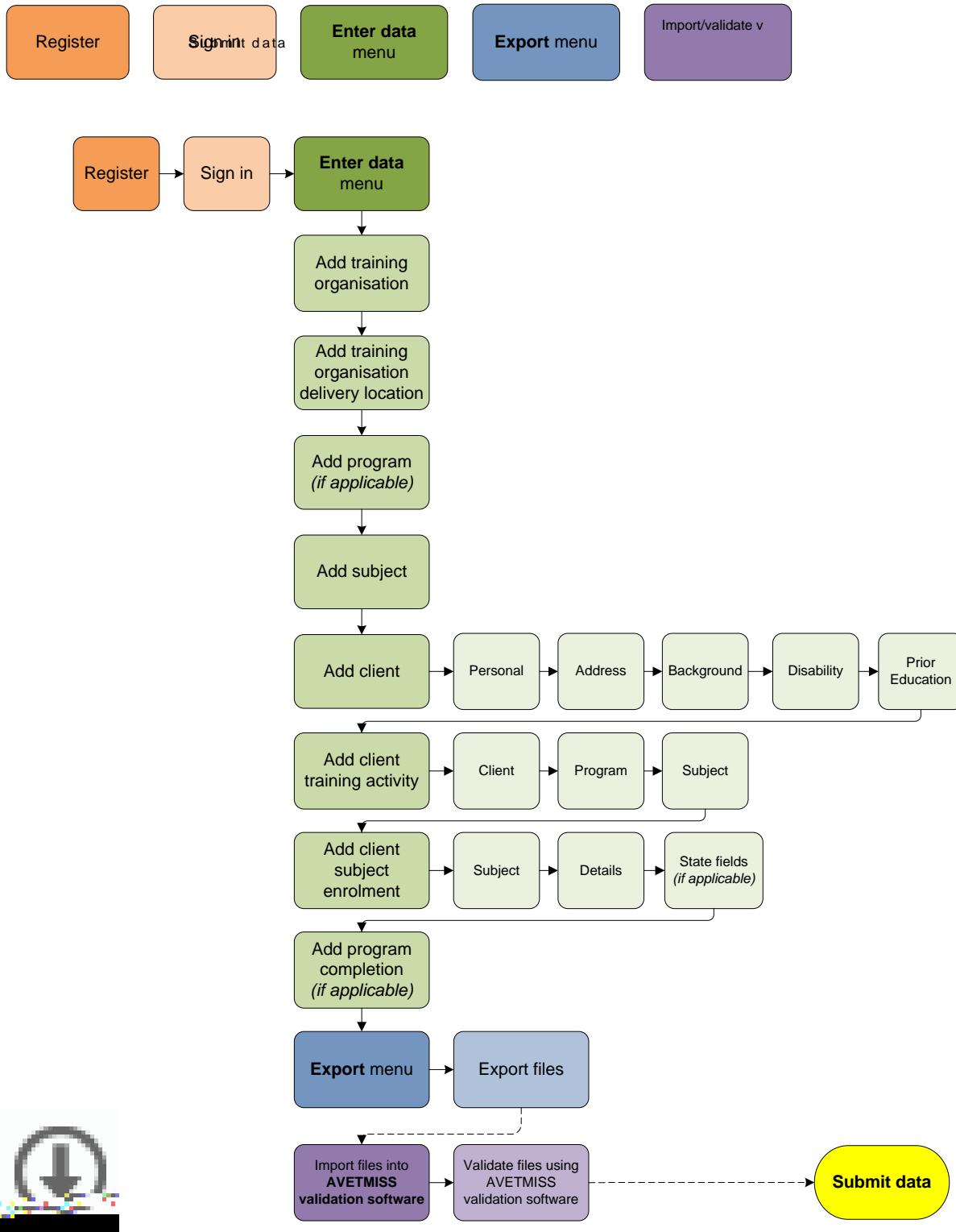
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Information required and why

Access to and correction of personal information

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Process Overview



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Mandatory fields

Tooltips

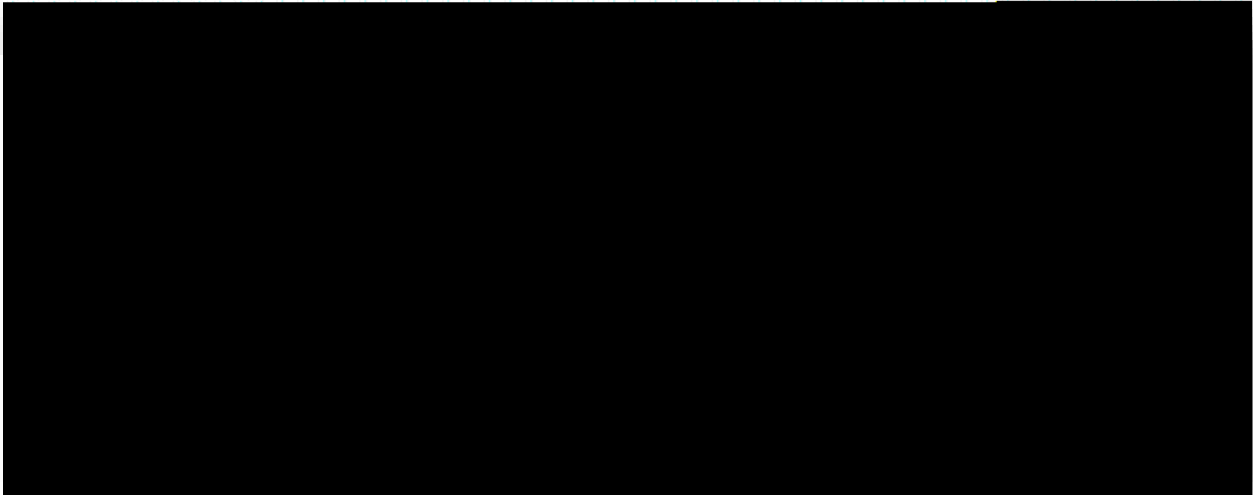
Training Organisation Delivery Location

This screenshot shows a data entry interface for 'Training Organisation Delivery Location'. At the top, there is a 'Show 10 entries' dropdown and a search bar. Below this is a table with the following columns: 'suburb', 'State id', 'Training org delivery loc id', 'Training org delivery loc name', and 'Address location'. A single row is visible with the following values: '04', 'A19241726', 'Main Office', and '09ELWIDE'. Below the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. A status message reads 'Showing 1 to 1 of 1 entries'. At the bottom left, there is a blue 'Add New' button.

This screenshot shows a data entry form for 'Training Organisation Delivery Location'. At the top, there is a note: 'You may leave this field blank. The field will be auto-populated with a system generated identifier if left blank.' Below this are several input fields: 'Training org delivery loc id', 'Training org delivery loc name', and 'Address location'. The 'Address location' field has a 'look-up field' dropdown menu. Below these fields are 'State id' and 'Country id' fields, with 'Country id' also having a 'look-up field' dropdown. At the bottom, there are buttons for 'Save', 'Cancel', and 'Add New'.

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Program



Program id look-up field

Program name look-up field

Program field of education id look-up field

ANZSCO id look-up field

Nominal hours

Save Add New Cancel

Program id chc40113

Program name look-up field

Program recognition id -- Please select

Program level of education id -- Please select

Program field of education id look-up field

Confirmation Required

Would you like to retrieve the data for this CHC40113

Yes, retrieve it Cancel

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Client Training Activity Maintenance

Client Program Subject

ctions

an enrolment record for a client:

ct a client from the table at the bottom of the screen

ct a Study reason id

ide apprentice or trainee information if the client is part of an apprentice or trainee program

5. complete the enrolment record by selecting 'Save and Close' or 'Save and New'

Instru

To add

1. sele

2. sele

3. prov

-- Please select --



Study reason id

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Subject **Details** State fields

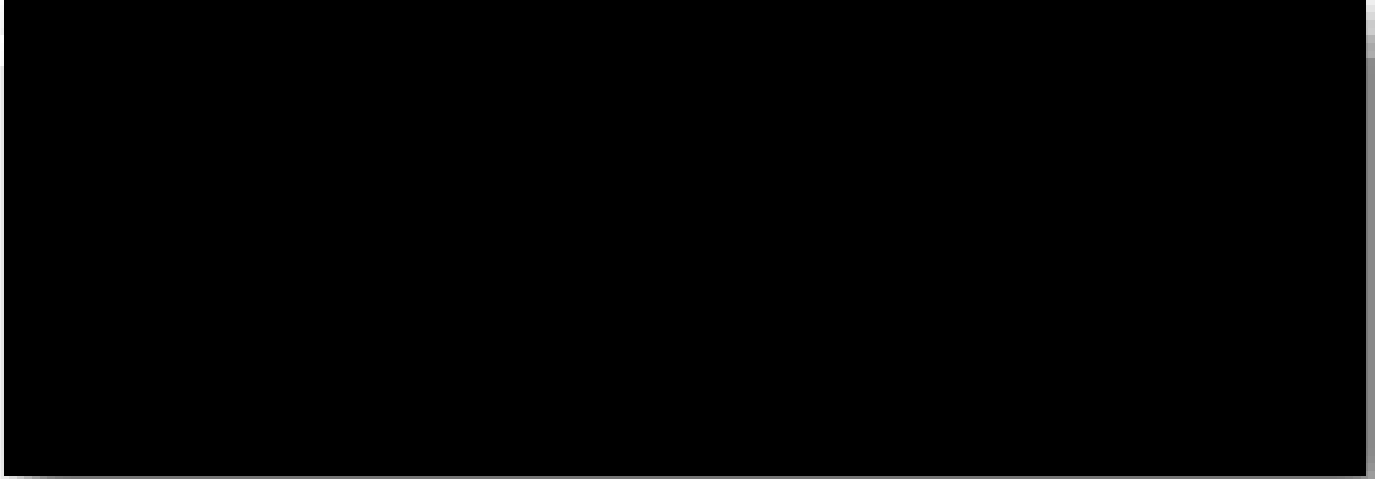
The fields below can be entered at a later stage but they need to be provided before you export your data.

<input type="text" value="select..."/>	Delivery mode (Rel 6)	Please select...
<input type="text" value="select..."/>	Delivery mode id (Rel 7)	Please select...
<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>
<input type="text" value="select..."/>	Funding source... national	Please select...
<input type="text" value="..."/>	Specific funding id	Please select...

Next Previous Cancel Cancel All

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Subject Details **State fields**

The rules for these fields are determined by your state or territory training authority. The fields are optional if

- training org  Outcome id

efield: festid:wa  Funding source

  Fee exemption type id

 Purchasing contract

id  Purchasing contract schedu

id 

id 





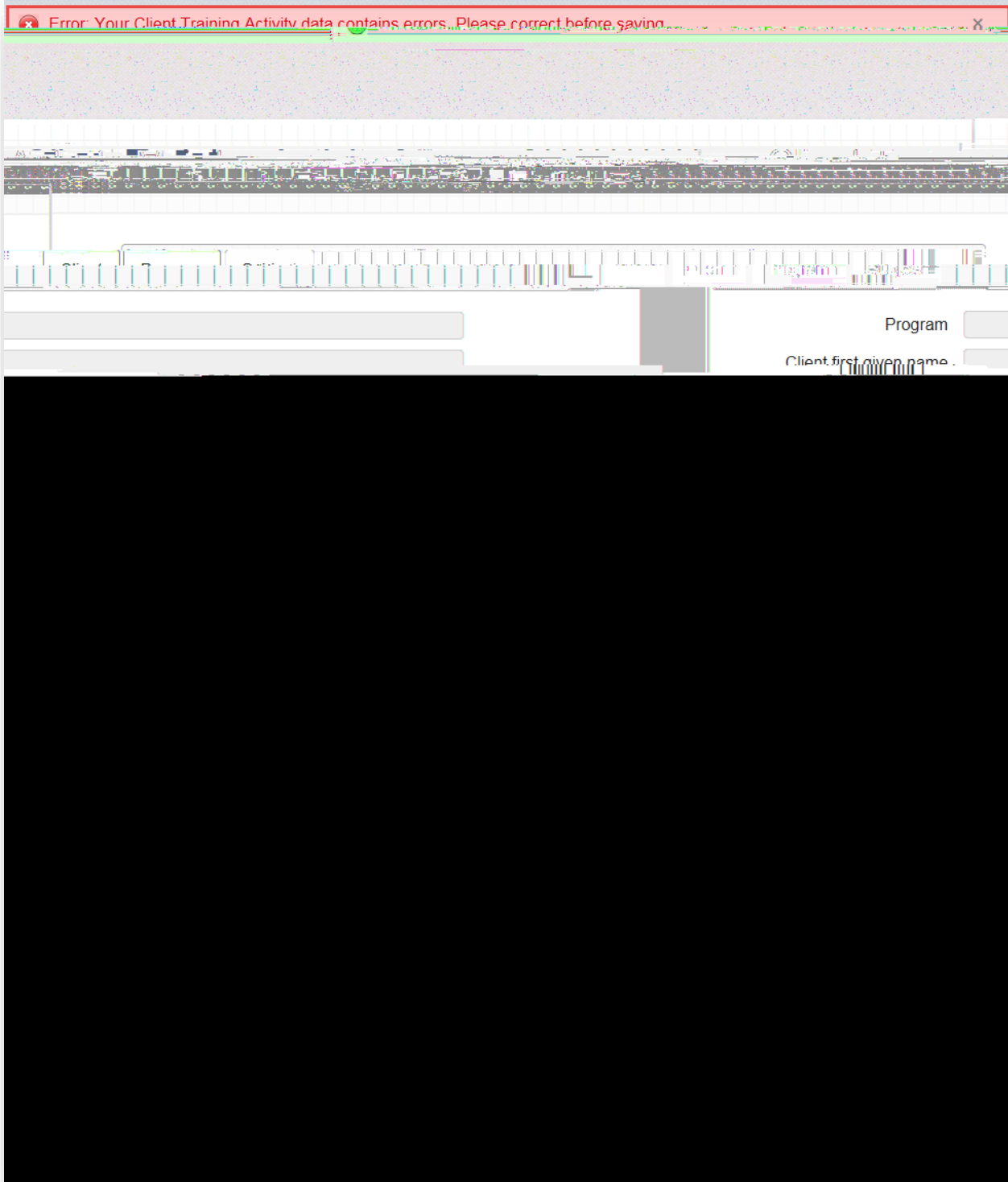
 

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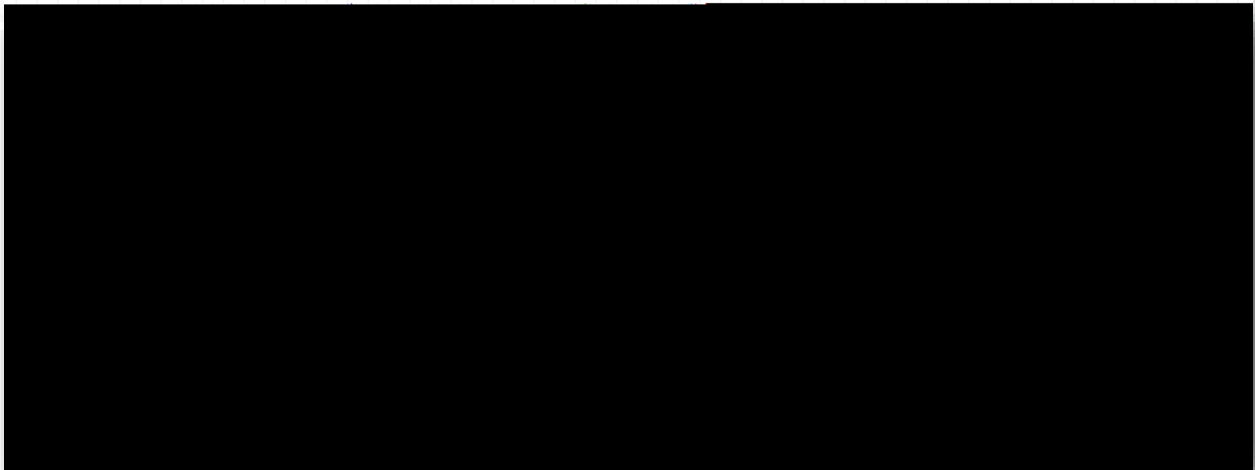
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The screenshot shows a data entry form with the following fields and values:

- Training org delivery loc id: 3241728 - Main Office
- Subject id: 456789 - Policy making
- Activity start date: Mar 2018
- Activity end date: 15 Mar 2018
- Scheduled hours: (empty)

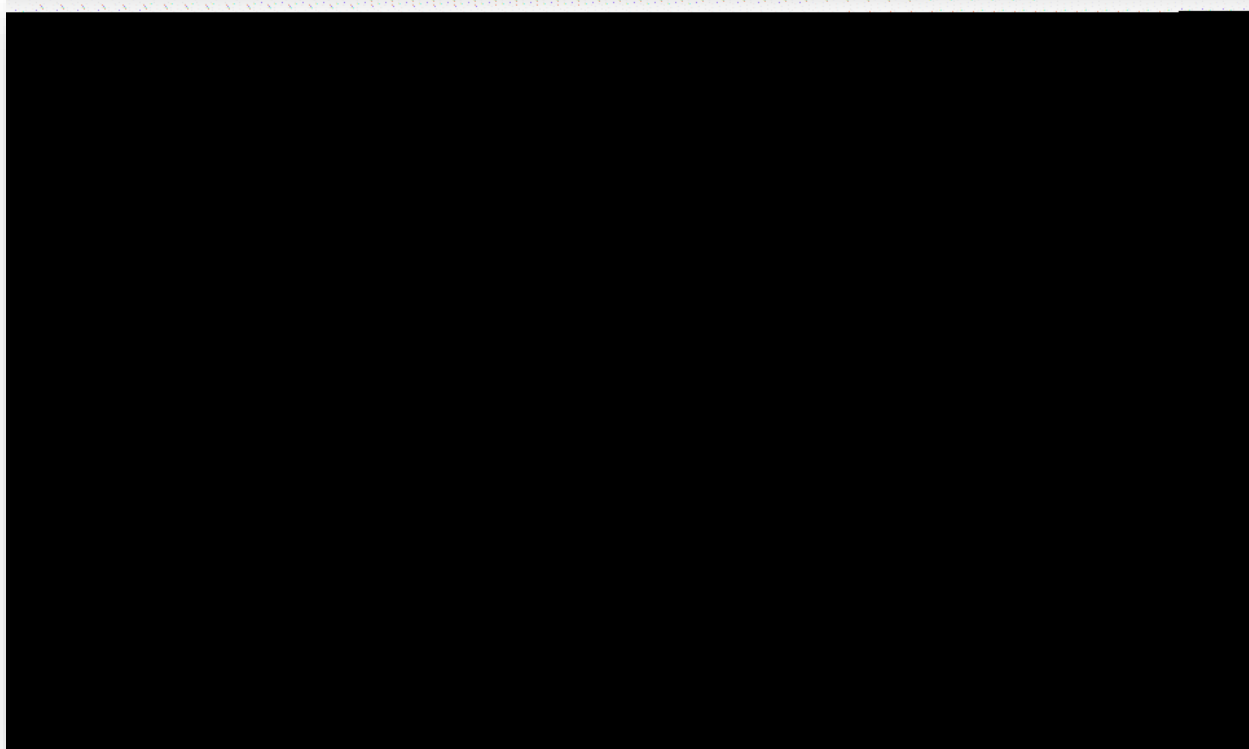
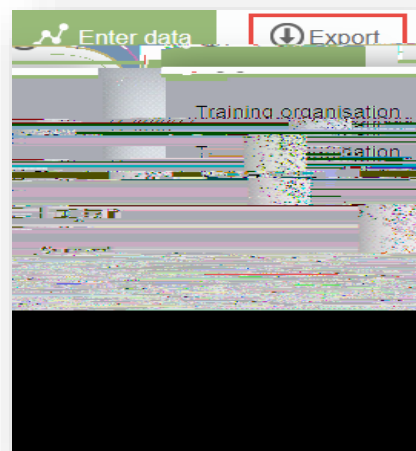
A red box highlights the "Scheduled hours" field, and a green error message reads: "Please provide a Scheduled hours value." Below the form, there are buttons for "Delete", "Next", "Cancel", and "Done".

Program Completion



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Export

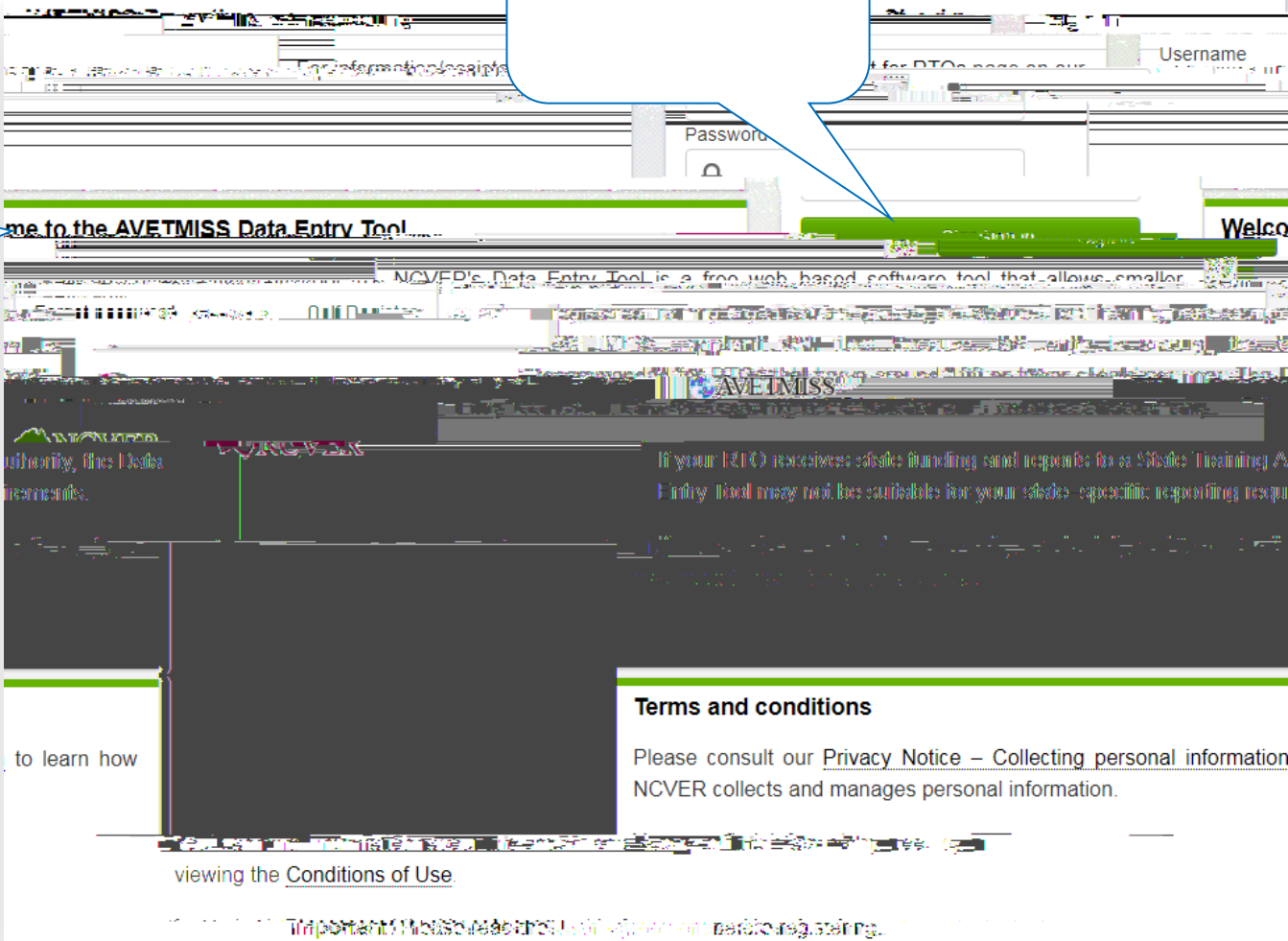


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Validate

Screen Navigation

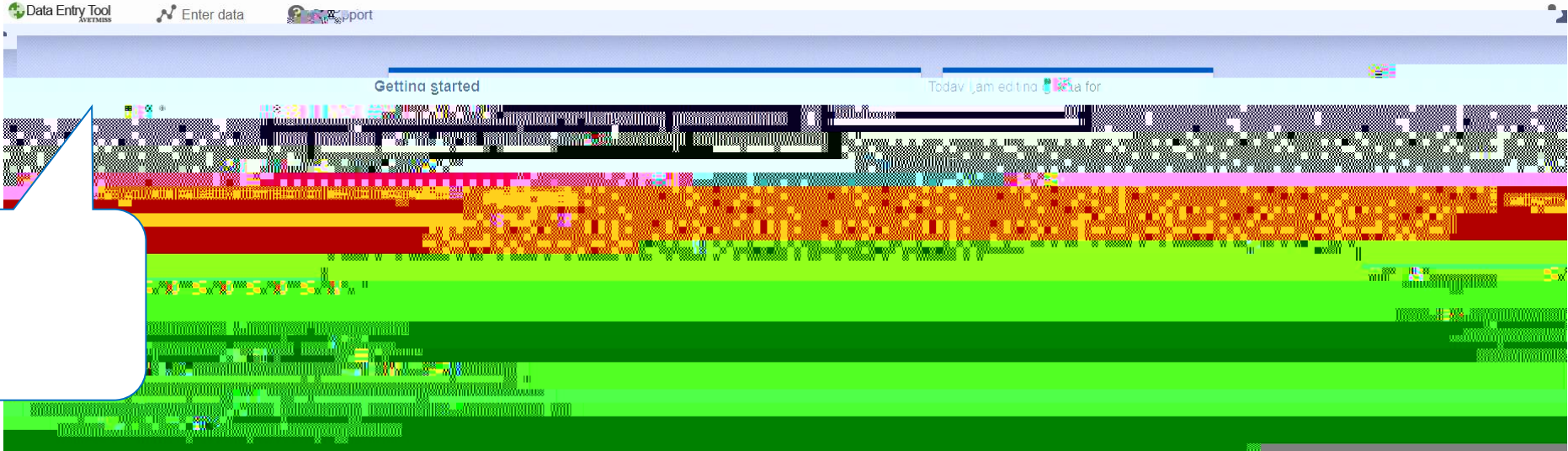
Sign in screen



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Home screen



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Maintenance screens

The image shows a screenshot of a data entry tool interface with several callout boxes. The interface includes a table at the top, a search bar with the text "Training.gov.au. Type your training organisation name into", and a form section titled "Address Location". The form contains fields for "Address first line", "Address second line", "State id", "Postcode", "Contact name", "Telephone", "Facsimile number", and "Email address". At the bottom, there are buttons for "Save and Close", "Save and New", and "Cancel".

Callout boxes are positioned around the interface:

- Top left: A large empty callout box.
- Top center: A callout box pointing to the table area.
- Top right: A callout box pointing to the search bar.
- Bottom left: A callout box pointing to the "Address Location" form section.
- Bottom right: A callout box pointing to the "Telephone" field.

Export screen

