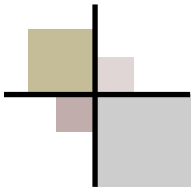




# Data Collector

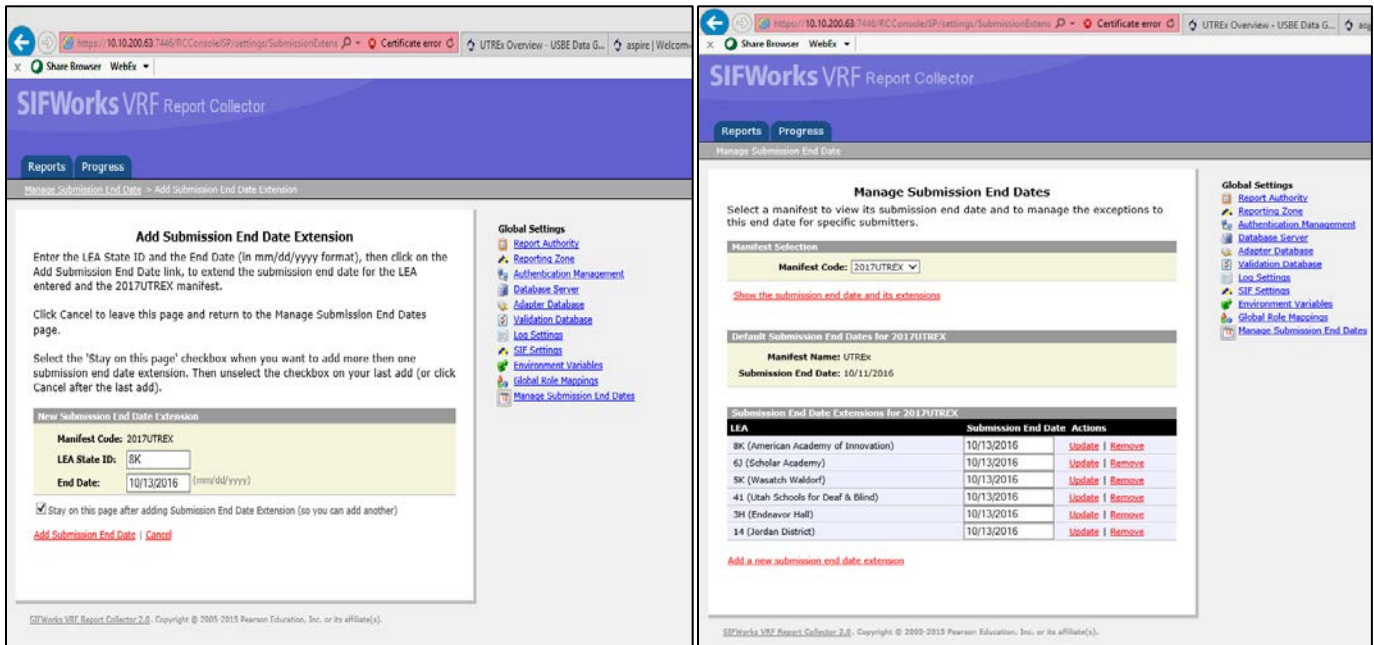


# Data Collector

## Adding Users to the DC after submissions have been closed

- Navigate to the SIFWorks VRF Report Collector web page.
- Navigate to the Manage Submissions End Date page.
- Navigate to the Add Submission End Date Extension.
- The following instructions also appear on the page.
  - Enter the LEA State ID
  - Enter the End Date in mm/dd/yyyy format
  - Click on Add Submission End Date link to extend the submission end date for the LEA entered and the 2017UTREx manifest.
  - Click Cancel to leave this page and return to the Manage Submissions End Dates page.
  - Select the “Stay on this page” checkbox when you want to add more than one submission end date extension.
  - Unselect the checkbox or click Cancel after your last add.

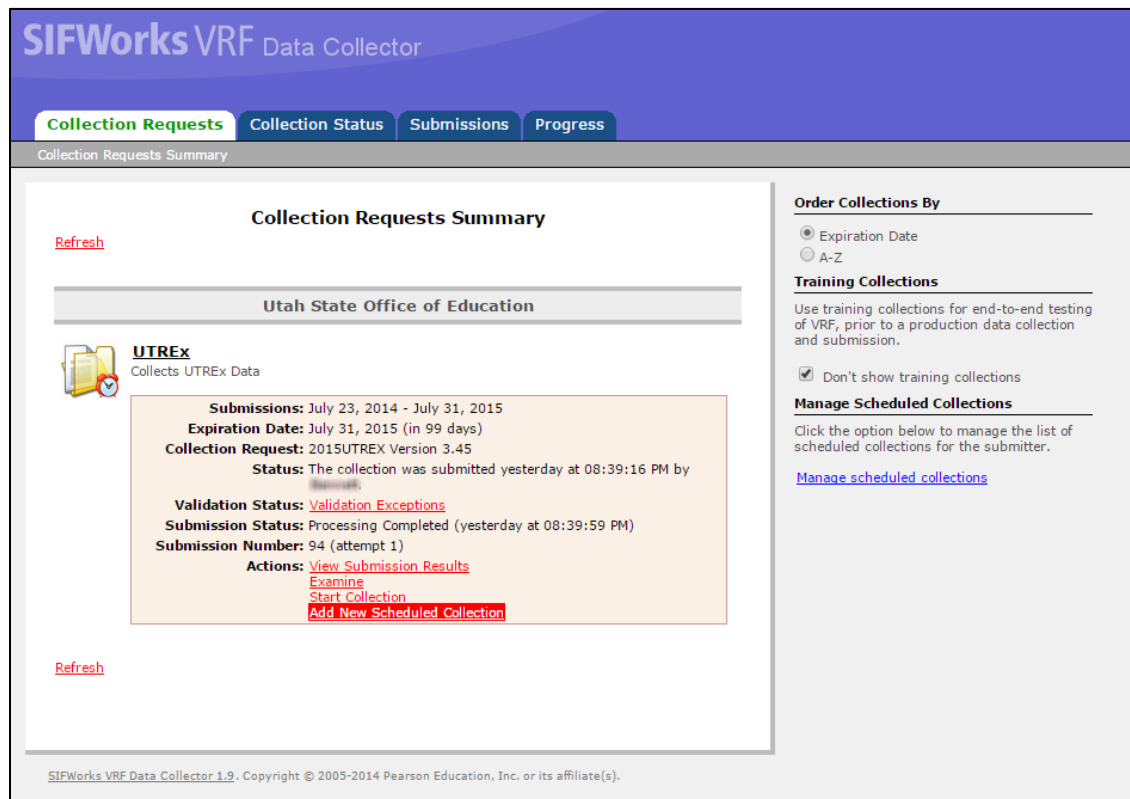
The following images are screen shots of the SIFWorks VRF Report Collector “Add Submission End Date Extension” web page and the page which shows adding additional LEAs.



# Managing Scheduled Collections

- Navigate to the main screen of the SIFWorks VRF Data Collector.
- Click on the Collection Requests tab.
- The Collections Request Summary will display.
- At the bottom of the summary under actions is the link “Add New Scheduled Collection”
- Select this option; the Add Scheduled Collection page will open.
- Set the Start Date and Start Time.
- Open the drop down menu for Scheduled Action.
- Choose Collect, Validate and Submit.
- On the right hand side of the screen under Recurring Collection, select Daily.
- Click Schedule Collection.
- Return to the main screen to manage scheduled collections.
- On the right hand side of the screen, click the Manage Scheduled Collections link.
- The Manage Scheduled Collections page will open.
- Select the collection to manage. The management options are:
  - Delete Selected
  - Pause Selected
  - Resume Selected

The following images are screen shots of the web pages showing these steps.



## Add Scheduled Collection

UTREx

To schedule an unattended data collection choose from the options below and select the appropriate zones and data sources for the collection.

### Collection Request / Submitter

**Collection Request:** UTREx  
**Submitter:** [HRSU](#)

### Schedule

**Start Date:**  (mm/dd/yyyy)    **Start Time:**  (hh:mm AM)  
**Scheduled Action:**

Skip scheduled collection when a prior collection is in progress but not yet submitted

### Zone

SIF Zone	Zone Status
<input type="checkbox"/> <a href="#">HRSU_L01</a>	<input checked="" type="checkbox"/> <a href="#">Connected</a>

[Schedule Collection](#) | [Cancel](#)

### Recurring Collection

Choose the appropriate interval for repeating this collection.

Repeat:

- One Time Only
- Daily
- Weekly
- Monthly
- Every  Days
- Include Weekdays
- Include Weekends

## Add Scheduled Collection

UTREx

To schedule an unattended data collection choose from the options below and select the appropriate zones and data sources for the collection.

### Collection Request / Submitter

**Collection Request:** UTREx  
**Submitter:** [HRSU](#)

### Schedule

**Start Date:**  (mm/dd/yyyy)    **Start Time:**  (hh:mm AM)  
**Scheduled Action:**

Skip scheduled collection when a prior collection is in progress but not yet submitted

### Zone

SIF Zone	Zone Status
<input type="checkbox"/> <a href="#">HRSU_L01</a>	<input checked="" type="checkbox"/> <a href="#">Connected</a>

[Schedule Collection](#) | [Cancel](#)

### Recurring Collection

Choose the appropriate interval for repeating this collection.

Repeat:

- One Time Only
- Daily
- Weekly
- Monthly
- Every  Days
- Include Weekdays
- Include Weekends

**SIFWorks VRF Data Collector**

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Schedule Collection

### Add Scheduled Collection

UTREx

To schedule an unattended data collection choose from the options below and select the appropriate zones and data sources for the collection.

**Collection Request / Submitter**

Collection Request: UTREx  
 Submitter: [REDACTED]

**Schedule**

Start Date: 01/05/2015 (mm/dd/yyyy) Start Time: 08:30 PM (hh:mm AM)  
 Scheduled Action: Collect, Validate and Submit  
 Skip scheduled collection when a prior collection is in progress but not yet submitted

**SIF Zone** Zone Status

<input checked="" type="checkbox"/>	[REDACTED]	<input checked="" type="checkbox"/>	Connected
-------------------------------------	------------	-------------------------------------	-----------

[Schedule Collection](#) | [Cancel](#)

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**Recurring Collection**

Choose the appropriate interval for repeating this collection.

Repeat:

One Time Only  
 Daily  
 Weekly  
 Monthly  
 Every  Days  
 Include Weekdays  
 Include Weekends

**SIFWorks VRF Data Collector**

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary

### Collection Requests Summary

[Refresh](#)

**Utah State Office of Education**

**UTREx**  
 Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 99 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** The collection was submitted yesterday at 08:39:16 PM by [REDACTED]  
**Validation Status:** [Validation Exceptions](#)  
**Submission Status:** Processing Completed (yesterday at 08:39:59 PM)  
**Submission Number:** 94 (attempt 1)  
**Actions:** [View Submission Results](#)  
[Examine](#)  
[Start Collection](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

**Order Collections By**

Expiration Date  
 A-Z

**Training Collections**

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

Don't show training collections

**Manage Scheduled Collections**

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

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### Manage Scheduled Collections

The following is a list of all scheduled collections for the current submitter organized by collection request. Use the delete link to remove a selected item, or click on an item to edit the scheduled collection.

[Select All](#) | [Select None](#)

Start Date & Time	Recurrence	Scheduled Action	If in Progress	Last Started	Status
▼ UTREx					
<input type="checkbox"/> <a href="#">10/13/2016 03:13 PM</a>	One Time w/Weekdays ends	Collect, Validate & Submit	Overwrite	10/13/2016	Normal

[Delete Selected](#) | [Pause Selected](#) | [Resume Selected](#)

# Manual Collection Instructions

- Login to the Data Collector.
- Navigate to the Collections Request tab.
- Click Start Collection found under Actions in the middle of the screen.
- The UTREx Start Collection page will open
- To start data collection, choose the data sources and click the Start Data Collection for all items checked below link.
- Once the collection is complete, return to the Collections Report tab and click View Submission Results.
- The Collection Status page will open.
- Criteria filters can be selected to narrow the scope of collections listed.
- After viewing the submission results, return to the Collections Request tab and click Validate.
- The message “in progress” will appear next to the Validate option.
- A Validation Screen will open once the validation is complete.
- Return to the Collection Requests Summary and click Certify and Submit.
- The UTREx Certify and Submit web page will open.
- Check the “I certify this collection” box.
- An optional comment box is provided for your use only. Comments written here will not be seen by the USBE.
- Click the Certify and Submit link.
- The Collection Requests Summary will list the status as submitted showing the time submitted and submission status will show Processing Completed.

The following images are screen shots of the web pages showing the steps above.

The screenshot shows the SIFWorks VRF Data Collector interface. At the top, there's a blue header with the logo and navigation tabs: 'Collection Requests' (selected), 'Collection Status', 'Submissions', and 'Progress'. Below the header, the main content area is titled 'Collection Requests Summary' and features a 'Refresh' link. The summary is for the 'Utah State Office of Education' and includes a 'UTREx' icon and the text 'Collects UTREx Data'. A detailed box contains the following information: Submissions: July 23, 2014 - July 31, 2015; Expiration Date: July 31, 2015 (in 99 days); Collection Request: 2015UTREX Version 3.45; Status: The collection was submitted yesterday at 08:39:16 PM by [redacted]; Validation Status: [Validation Exceptions](#); Submission Status: Processing Completed (yesterday at 08:39:59 PM); Submission Number: 94 (attempt 1). Under 'Actions', there are links for 'View Submission Results', 'Examine', 'Start Collection' (highlighted in red), and 'Add New Scheduled Collection'. On the right side, there are sections for 'Order Collections By' (radio buttons for 'Expiration Date' and 'A-Z'), 'Training Collections' (checkbox for 'Don't show training collections'), and 'Manage Scheduled Collections' (with a link to 'Manage scheduled collections'). A footer at the bottom reads 'SIFWorks VRF Data Collector 1.9. Copyright © 2005-2014 Pearson Education, Inc. or its affiliate(s)'.

## UTREx

Start Collection — Submission Number 52 (attempt 0)

To start data collection, choose the data sources from which to collect data. Then click the link Start Data Collection for all items checked below.

[Start Data Collection for all items checked below](#)

SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> <a href="#">dsgeometologies_01</a>	<span style="color: green;">✔</span> <a href="#">Connected</a>	Not Started

### Zone Controls

Click the link in the Zone Status column to connect and disconnect a zone. Click the link in the Availability column to view the non-SIF data source availability.

### Manage Other Data Sources

Click the link below to manage the other data sources (e.g. upload or remove files from a Flat Files data source).

[Manage Other Data Sources](#)

## Collection Requests Summary

[Refresh](#)

### Utah State Office of Education



#### UTREx

Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 98 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** Data Collection is in progress.  
**Submission Number:** 52 (attempt 0)  
**Actions:** [View Submission Results](#)  
[Start/Stop Collection](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

### Order Collections By

- Expiration Date  
 A-Z

### Training Collections

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

- Don't show training collections

### Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)



## Collection Status

Data collection activity by collection request (manifest). Choose filter criteria to narrow the scope of the collections listed.

Collection Request:  Progress:  [Refresh](#)

SIF Zones

Collection / SIF Zone / Request	Objects	Packets	Start	Elapsed	Status
▼ UTREx 52.0	36168	25	04/24 01:33 PM	00:03:53	Complete
▼ <a href="#">District/Manifestation_00</a>	36168	25	04/24 01:33 PM	00:03:53	16 of 16 Complete
✓ <a href="#">CalendarSummary</a>	9	<a href="#">1</a>	04/24 01:33 PM	00:02:15	Complete
✓ <a href="#">DisciplineIncident</a>	0	<a href="#">1</a>	04/24 01:33 PM	00:02:15	Complete
✓ <a href="#">LEAInfo</a>	1	<a href="#">1</a>	04/24 01:33 PM	00:01:00	Complete
✓ <a href="#">SchoolCourseInfo</a>	105	<a href="#">1</a>	04/24 01:33 PM	00:01:01	Complete
✓ <a href="#">SchoolInfo</a>	1	<a href="#">1</a>	04/24 01:33 PM	00:01:00	Complete
✓ <a href="#">SectionInfo</a>	848	<a href="#">1</a>	04/24 01:33 PM	00:02:03	Complete
✓ <a href="#">StaffPersonal</a>	151	<a href="#">1</a>	04/24 01:33 PM	00:02:16	Complete
✓ <a href="#">StudentAcademicRecord</a>	0	<a href="#">1</a>	04/24 01:33 PM	00:03:03	Complete
✓ <a href="#">StudentAttendanceSummary</a>	1050	<a href="#">1</a>	04/24 01:33 PM	00:03:02	Complete
✓ <a href="#">StudentDemographicRecord</a>	0	<a href="#">1</a>	04/24 01:33 PM	00:02:23	Complete
✓ <a href="#">StudentGrade</a>	19698	<a href="#">6</a>	04/24 01:33 PM	00:03:52	Complete
✓ <a href="#">StudentParticipation</a>	122	<a href="#">1</a>	04/24 01:33 PM	00:02:15	Complete
✓ <a href="#">StudentPersonal</a>	1217	<a href="#">2</a>	04/24 01:33 PM	00:02:23	Complete
✓ <a href="#">StudentSchoolEnrollment</a>	1184	<a href="#">1</a>	04/24 01:33 PM	00:02:13	Complete
✓ <a href="#">StudentSectionEnrollment</a>	11737	<a href="#">4</a>	04/24 01:33 PM	00:02:57	Complete
✓ <a href="#">TermInfo</a>	45	<a href="#">1</a>	04/24 01:33 PM	00:01:00	Complete

[Refresh](#)

**Collection Requests**

Collection Status

Submissions

Progress

Collection Requests Summary

## Collection Requests Summary

[Refresh](#)

Utah State Office of Education



### UTREx

Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 98 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** Data Collection completed successfully today at 01:37:48 PM.  
**Submission Number:** 52 (attempt 0)  
**Actions:** [View Submission Results](#)  
[Start/Stop Collection](#)  
[Validate](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

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### Order Collections By

- Expiration Date  
 A-Z

### Training Collections

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

- Don't show training collections

### Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

**Collection Requests**

Collection Status

Submissions

Progress

Collection Requests Summary

## Collection Requests Summary

[Refresh](#)

Utah State Office of Education



### UTREx

Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 98 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** Data Collection is validating.  
**Submission Number:** 52 (attempt 1)  
**Actions:** [View Submission Results](#)  
[Validate \(in progress\)](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

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### Order Collections By

- Expiration Date  
 A-Z

### Training Collections

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

- Don't show training collections

### Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

### Validation Status



OK

### Collection Requests Summary

[Refresh](#)

#### Utah State Office of Education



#### UTREx

Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 98 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** Data Collection has finished validations today at 01:40:53 PM and is available for you to examine and certify.  
**Submission Number:** 52 (attempt 1)  
**Actions:** [View Submission Results](#)  
[Start/Stop Collection](#)  
[Validate](#)  
[Examine](#)  
[Certify & Submit](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

#### Order Collections By

- Expiration Date
- A-Z

#### Training Collections

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

- Don't show training collections

#### Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

**UTREx**

Submission Number 52 (attempt 1) - Certification

Select the check box and click the link, to submit.

**Submission Details**

Collection Requests: UTREx

Date & Time: April 24, 2015 01:42:44 PM

**Statement of Certification**

By certifying this collection, you are stating that you have examined the data and approve its contents. The collection will be submitted to the requesting agency and will include your name and contact information.

I certify this collection

Certified By: VRF Administrator

**Comments (FOR YOUR USE ONLY, maximum 255 characters)**

The comments written here are not seen by USOE. They are optional and for your use only.

[Certify & Submit](#) | [Cancel](#)

**Collection Requests Summary**

[Refresh](#)

**Utah State Office of Education**



**UTREx**

Collects UTREx Data

**Submissions:** July 23, 2014 - July 31, 2015  
**Expiration Date:** July 31, 2015 (in 98 days)  
**Collection Request:** 2015UTREX Version 3.45  
**Status:** The collection was submitted today at 01:45:57 PM by VRF Administrator.  
**Submission Status:** Processing Completed (today at 01:46:28 PM)  
**Submission Number:** 52 (attempt 1)  
**Actions:** [View Submission Results](#)  
[Examine](#)  
[Start Collection](#)  
[Add New Scheduled Collection](#)

[Refresh](#)

**Order Collections By**

- Expiration Date
- A-Z

**Training Collections**

Use training collections for end-to-end testing of VRF, prior to a production data collection and submission.

- Don't show training collections

**Manage Scheduled Collections**

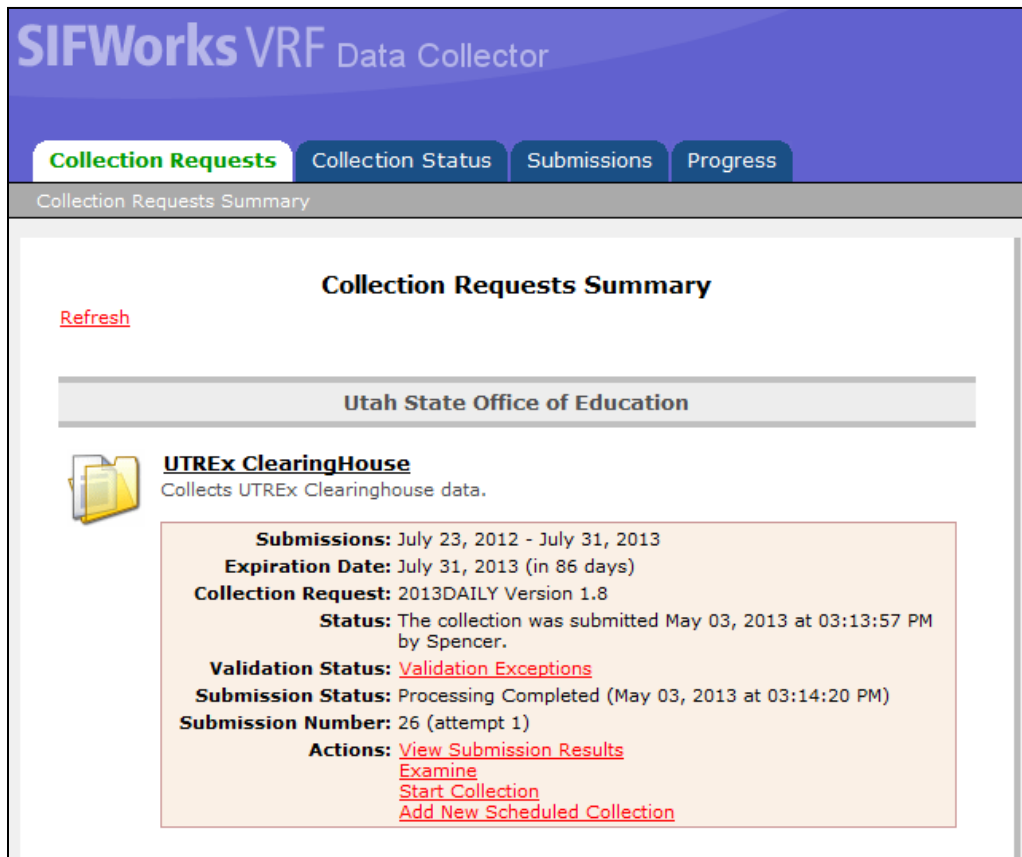
Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

## You are Responsible for the Data you Submit

- Utilize the Examine feature in the Data Collector to review submissions
- Navigate to the Collection Requests Summary tab.
- Choose Examine under Actions in the middle of the page.
- The submissions page will open.
- Click on Generate Files.
- A screen showing all the files in the latest submission will open.
- Review the files for valid and invalid files.
- Click on the file to review. The file will open in an Excel spreadsheet. Sort the data and make any corrections.
- If you have questions about invalid files, please contact the UTREx Support Team for further assistance.

The following images are screen shots of the web pages showing the steps above.



The screenshot displays the SIFWorks VRF Data Collector interface. At the top, there is a navigation bar with tabs for "Collection Requests" (highlighted), "Collection Status", "Submissions", and "Progress". Below the navigation bar, the page title is "Collection Requests Summary". A "Refresh" link is visible. The main content area is titled "Utah State Office of Education" and features a folder icon next to the "UTREx ClearingHouse" entry, which is described as "Collects UTREx Clearinghouse data." A detailed summary box for this entry includes the following information:

- Submissions:** July 23, 2012 - July 31, 2013
- Expiration Date:** July 31, 2013 (in 86 days)
- Collection Request:** 2013DAILY Version 1.8
- Status:** The collection was submitted May 03, 2013 at 03:13:57 PM by Spencer.
- Validation Status:** [Validation Exceptions](#)
- Submission Status:** Processing Completed (May 03, 2013 at 03:14:20 PM)
- Submission Number:** 26 (attempt 1)
- Actions:** [View Submission Results](#), [Examine](#), [Start Collection](#), [Add New Scheduled Collection](#)

# SIFWorks VRF Data Collector

**Collection Requests**

Collection Status

Submissions

Progress

Collection Requests Summary > Examine

## UTREx ClearingHouse

Submission Number 26 (attempt 1)

Use the Generate Files link to examine the data previously submitted.

**Last Validated:** May 03, 2013 (3 days ago) at 03:11:09 PM

### File Types

Detail

### Output Options

**Zip File:**  Download file as a compressed .zip (for faster downloads)

**File Format:**  CSV

HTML

[Generate Files](#)

# SIFWorks VRF Data Collector

**Collection Requests**

Collection Status

Submissions

Progress

Collection Requests Summary > Examine

## UTREx ClearingHouse

Submission Number 23 (attempt 1)

Use the Generate Files link to examine the data previously submitted.

**Last Validated:** Today at 09:49:36 AM

### File Types

Detail

### Output Options

**Zip File:**  Download file as a compressed .zip (for faster downloads)

**File Format:**  CSV

HTML

[Generate Files](#)

File	Valid	Invalid	Total
<a href="#">Course_Master_Record.csv</a>	207	0	207
<a href="#">Course_Membership_Record.csv</a>	3041	0	3041
<a href="#">District_Record.csv</a>	1	0	1
<a href="#">Exit_Status_Record.csv</a>	0	0	0
<a href="#">Incident_Association_Record.csv</a>	0	0	0
<a href="#">Incident_Record.csv</a>	0	0	0
<a href="#">School_Record.csv</a>	1	0	1
<a href="#">Scram_Record.csv</a>	79	0	79
<a href="#">Student_List_Record.csv</a>	659	0	659
<a href="#">Student_Record.csv</a>	662	0	662
<a href="#">YIC_Record.csv</a>	0	0	0
<b>Total counts:</b>	4650	0	4650