

# *SUCCESSFUL UPLOADS TO PS PIMS*



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# *PS PIMS*

How to Create and Upload templates;

Identify and Fix...

- Upload Errors
- Validation Errors
- ETL Errors





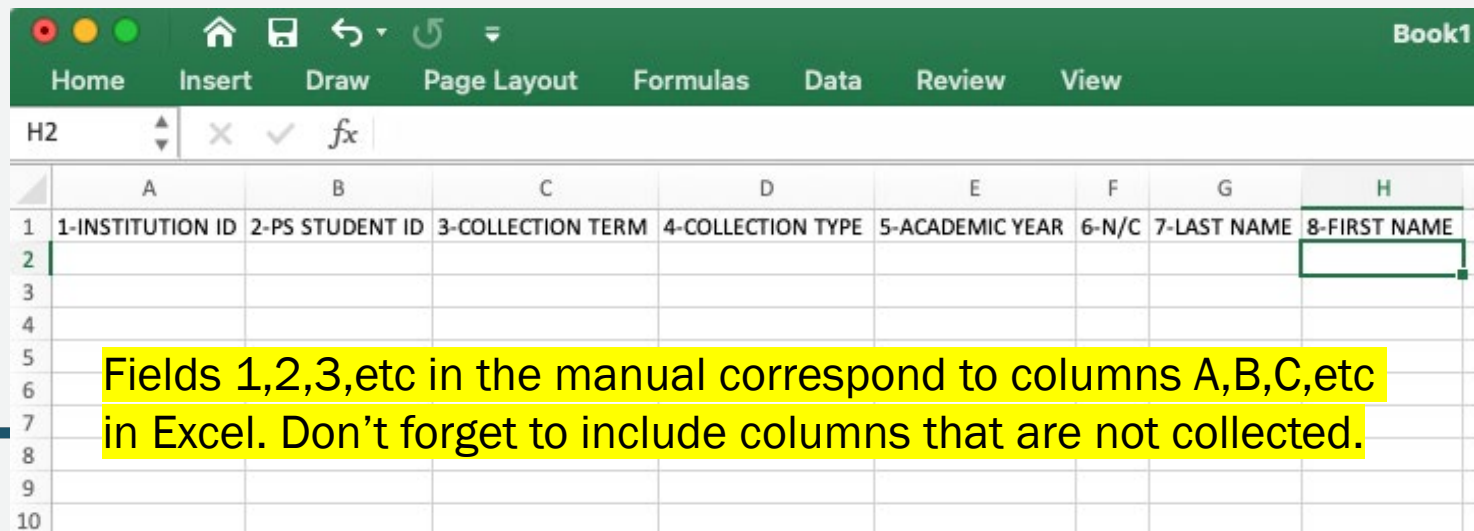
*CREATING  
THE TEMPLATES  
MANUALLY*



# Creating Template file from scratch in Excel

## PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All Institution and Campus codes can be found at: <a href="#">EdNA website</a>
2*	10	PS STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009
3*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. Use "EOT" only.	Values must be in all capital letters.	Constant: EOY
4*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
5*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2018-2019 would be represented as 2019.		Example: 2021
6	Not Collected						
7	60	LAST NAME	R	U, M*	Student's full legal last name.		Example: Smith
8	60	FIRST NAME	R	U, M*	Student's full legal first name.		Example: John



Fields 1,2,3,etc in the manual correspond to columns A,B,C,etc in Excel. Don't forget to include columns that are not collected.



# *NAMING THE TEMPLATES*



# Upload

## File Name/Data Collection

- Use the appropriate **Target Table** name
  - Found in each template description in the PSPIMS Manual Volume 1.1

### PS Student Enrollment Template

Target Table: PS\_STUDENT\_ENROLL



#### Template Description

The PS Student Enrollment Template contains indicators and measures for each transfer student enrolled in an institution. Institutions should submit one record in this template for each student enrolled during the academic year as of any term's freeze date (even if the student was not enrolled at the end of the term), as well as include records for any additional students enrolled after the freeze date. Institutions should not submit in this template "administratively dropped" students or students who exclusively audited courses during any given term of the academic year.

**The PS Student Enrollment Template should include all new transfer students enrolled in courses for credit.**

### File Naming Conventions

The following naming convention must be used for the extracted data files:

- InstitutionID\_TargetTable\_YYYYMMDDHHMM.xxx
- Example: 10000009\_PS\_STUDENT\_ENROLL\_200903051134.csv
  - 1. Institution ID = 9-digit Administrative Unit Number (AUN)
    - For example, 100000009
  - 2. Target Table (located on template) e.g., "PS\_STUDENT\_ENROLL"
  - 3. Time Stamp (ensures uniqueness for the file) e.g., "200709051134"
  - 4. File Extension (data separator type) e.g., "csv"
    - csv: comma-delimited
    - tab: tab-delimited





# *UPLOADING FILES*



# Login to MyPDESuite

<https://www.mypdeapps.pa.gov/Login/wfKeystoneLogin.aspx>

Applications [My Account](#) [Help](#) [Log Out](#)

## My Applications

### Access My Applications:

<a href="#">PASecureID_Test</a>	PAsecureID Test application.
<a href="#">PIMSReportsV2</a>	Pennsylvania Information Management System Reports version 2
<a href="#">PIMSReportsv2_Test</a>	Pennsylvania Information Management System Reports Test version 2
<a href="#">PSPIMS</a>	Post-secondary Pennsylvania Information Management System
<a href="#">PSPIMS_Test</a>	PSPIMS Test application.
<a href="#">TIMS</a>	Teacher Information Management System - <b>PLEASE USE INTERNET EXPLORER OR FIREFOX TO ACCESS TIMS.</b> Chrome and Safari users experience problems using this program.

### What would you like to do?

[Register for an Application](#)

[Find out more about Applications](#)

[Find my Security Administrator](#)

Below are your Application Roles. To remove yourself from an Application Role, click 'Delete'.

Application	Roles	Institution	AUN	Branch	Status	
TIMS	ApplicationEvaluator	PDE	315220083	0	Active	<a href="#">Delete</a>
PASecureID_Test	dist	HACC / Wildwood	415223752	0	Active	<a href="#">Delete</a>
PSPIMS_Test	stat	PDE	315220083	0	Active	<a href="#">Delete</a>
PSPIMS	dqsra	PDE	315220083	0	Active	<a href="#">Delete</a>
PIMSReportsv2_Test	PS State All	PDE	315220083	0	Active	<a href="#">Delete</a>
PIMSReportsV2	PS State All	PDE	315220083	0	Active	<a href="#">Delete</a>





SYSTEM MESSAGES

DATE	SUBJECT	MESSAGE
------	---------	---------

No messages available.

OPEN COLLECTIONS

COLLECTION	DESCRIPTION
------------	-------------

21-22 TAOC EOY	2021-2022 TAOC EOY Collection
----------------	-------------------------------

[VIEW DQE RULES](#)

System Messages alert you to changes or downtime



“Collection” list available/open collections



# Uploading Files

**pennsylvania** DEPARTMENT OF EDUCATION  
**PIMS Staging** Pennsylvania Information Management System

**eScholar Data Manager** HOME DATA SUBMISSION SYSTEM ADMINISTRATION REPORTS

Welcome, rdotts  
425232502 - Delaware County Community Coll  
Change Institution | Logout

Home

- Upload Files
- File Manager
- Batch Manager

DATE SUBJECT

No messages available.

OPEN COLLECTIONS

COLLECTION	DESCRIPTION	
21-22 TAOC EOY	2021-2022 TAOC EOY Collection	<a href="#">VIEW DQE RULES</a>

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<https://www.pims.beta.pa.gov/EDM/fileupload.edm>

# Uploading Files

Select the appropriate data collection, then choose the template/file.

# Uploading Files

**pennsylvania** Pennsylvania Information Management System  
DEPARTMENT OF EDUCATION

**eScholar Data Manager**

Upload Files

**System Message** Files m...  
ing status have NOT yet been loaded

Data Collection:

File 1:  No file c...  
File 2:  No file c...  
File 3:  No file c...  
File 4:  No file c...  
File 5:  No file chosen  
File 6:  No file chosen  
File 7:  No file chosen  
File 8:  No file chosen  
File 9:  No file chosen

File/All files within Zip file contain headers  
 File/All files within Zip file contain headers  
 File/All files within Zip file contain headers  
 File/All files within Zip file contain headers

**Select your template**

**UPLOAD**



# Identify Upload Errors

## *Incorrect File Name/Data Collection*

- Look for file names with extra (\_\_\_)
- Also watch for spaces!

Data Collection:

File 1:  No file chosen  File/All files within Zip file contain headers

**\*Error - roll over with mouse to view.**

File 2:  No file chosen  File/All files within Zip file contain headers

File 3:  No file chosen  File/All files within Zip file contain headers

# Identify Upload Errors

- **Invalid Timestamp** means there is something wrong with the timestamp format in the File Name
  - Timestamps in the File Name should be in the format: **YYYYMMDDHMM** representing Year Month Day Hour Minute

100000000\_PS\_STUDENT\_INSTITUTION\_20220704345.CSV:  
Invalid file name. File Name should be of the form  
<full Institution ID> <table\_name> <timestamp in  
YYYYMMDDHHMM format>.<type>, **Invalid Timestamp**

Invalid Timestamp:

2022 07 04 3 45  
YYYYMMDDHHMM





# Identify Upload Errors

## Blank File

- The error below means the file is 0 KB (kilobytes) and has no data
- Blank files cannot be uploaded into PS PIMS

Data Collection:

File 1:  No file chosen  File/All files within Zip file contain headers

**\*Error - roll over with mouse to view.**

File 2:  **You cannot upload** 0KB file.  File/All files within Zip file contain headers

File 3:  No file chosen  File/All files within Zip file contain headers



# *Identify Upload Errors*

## *File Already Exists in System*

- **File Already Exists in System** means there is already a file in File Manager with the same name.
- How to correct:
  - Rename the file you are uploading; OR
  - Delete the file in File Manager before uploading

100000009\_PS\_STUDENT\_ENROLL\_2022070403  
45.csv: File already exists in system





# Identify Upload Errors

## Incorrect File Name/Data Collection

- The template is not available in the selected collection
  - PS\_STUDENTS template is not part of the “23-24 TACC EOY” collection
  - Make sure the appropriate collection is selected from the **Data Collection** dropdown

Data Collection:

File 1:  No file chosen  File/All files within Zip file contain headers

File 2:  No file chosen  File/All files within Zip file contain headers

File 3:  No file chosen  File/All files within Zip file contain headers

**\*Error - roll over with mouse to view.**



# Identify Upload Errors

## *Incorrect File Name/Data Collection*

- The template is not available in the selected collection can indicate that the file name is incorrect
- Use the PS PIMS Manual to verify the Template Name for each template

Data Collection:

File 1:  No file chosen  File/All files within Zip file contain headers

**\*Error - roll over with mouse to view.**

File 2:  No file chosen  File/All files within Zip file contain headers

File 3:  No file chosen  File/All files within Zip file contain headers

# Uploading Files

**pennsylvania** DEPARTMENT OF EDUCATION  
**PIMS Staging** Pennsylvania Information Management System

eScholar Data Manager HOME DATA SUBMISSION SYSTEM ADMINISTRATION REPORTS

Welcome, rdotts  
425232502 - Delaware County Community Coll

Upload Files Change Institution | Logout

**System Message** Files must be placed in a batch in order to have their data loaded into the system. Files in Validation OK or Validation Warning status have NOT yet been loaded into the system.

Data Collection: 21-22 TAOC EOY

File 1:  425232502...231037.csv  File/All files within Zip file contain headers

File 2:  No file chosen  File/All files within Zip file contain headers

File 3:  No file chosen  File/All

File 4:  No file chosen  File/All

File 5:  No file chosen  File/All

File 6:  No file chosen  File/All

File 7:  No file chosen  File/All files within Zip file contain headers

File 8:  No file chosen  File/All files within Zip file contain headers

File 9:  No file chosen  File/All files within Zip file contain headers

**Check the box : File/All files within Zip file contain headers if your template has a header row.**

UPLOAD


# Validation

eScholar Data Manager HOME DATA SUBMISSION SYSTEM ADMINISTRATION REPORTS 425232502 - Delaware County Community Coll

File Details Change Institution | Logout

FILE DETAILS - FILE ID: 2724688; FILE NAME: 425232502\_PS\_STUDENT\_INSTITUTION\_202206231037.CSV

GENERAL INFORMATION VALIDATION INFORMATION

FILE NAME:	425232502_PS_STUDENT_INSTITUTION_202206231037.CSV
ASSOCIATED TEMPLATE:	PS STUDENT INSTITUTION
DATA COLLECTION:	21-22 TAOC EOY
FILE ID:	2724688
BATCH ID:	N/A
UPLOADED TIME:	2022-06-23 10:37
HEADER RECORD PRESENT:	Yes
DELIMITER:	,
FILE STATUS:	Failed Validation 
UPLOADED BY:	rdotts
UPLOADED TIME:	2022-06-23 10:37
LAST MODIFIED BY:	rdotts
LAST MODIFIED TIME:	2022-06-23 10:37
ARCHIVED:	No
ARCHIVED TIME:	

SOURCE FILE

If the file/template fails validation, there are steps to take to correct the issues.



# Validation

FILE DETAILS - FILE ID: 2724688; FILE NAME: 425232502\_PS\_STUDENT\_INSTITUTION\_202206231037.CSV

GENERAL INFORMATION

VALIDATION INFORMATION

VALIDATION START TIME:	2022-06-23 10:37
VALIDATION END TIME:	2022-06-23 10:37
TOTAL VALIDATION TIME:	6.72 seconds
NUMBER OF APPLIED VALIDATIONS:	120
VALIDATION STATUS:	Failed Validation

FILE CONTENTS

File Type	File Name	Records	Last Modified Date	Actions
Source File	425232502_PS_STUDENT_INSTITUTION_202206231037.CSV	11148	2022-06-23 10:37	<a href="#">VIEW SOURCE FILE</a>

ERROR FILE CONTENTS

View By	Description	Records in Error	Total Errors Count	Actions
Error List	This view displays the errors in a detail list	773	10004	<a href="#">VIEW ERRORS</a> <a href="#">DOWNLOAD FILE (ZIPPED)</a>
Highlighted Errors (Classic View)	This view displays the file contents in template format with highlighted errors	773	10004	<a href="#">VIEW ERRORS</a> <a href="#">DOWNLOAD FILE (ZIPPED)</a>



DELETE

DONE



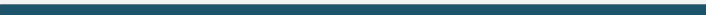
*VALIDATION ERRORS  
IN  
FILE MANAGER*





# *File Manager Errors*

- Common Errors include:
  - Invalid PAsecureIDs
  - Invalid Date Format
  - Missing Required Fields
  - Conditionally Required Fields
  - Invalid Field Combinations
  - Invalid Code Sets
  - Included Header Rows





# *Identify File Manager Errors*

## To identify errors in File manager:

- Click the **View Errors** button next to the Red X
- Click the **View Errors** button for the Highlighted Errors (Classic View) file (old “error.zip file”)
- Find the fields highlighted in **Red**
- Hover mouse over the red fields to view error message

OR

- Click the **View Errors** button for the Error List file
  - Each error will be enumerated and show Field Number, Name, & Value, Error message and Error Message Values (from fields)
- 








# *Identify File Manager Errors*

## *Error List*

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- Each error is enumerated in the Error List with details:
    - **Source Record Number** in the uploaded file
    - **Field Number** and **Field Name** of the field in error
      - Unless combination of fields, then see “Error Message Values”
    - **Field Value** in the uploaded file
    - **Key Fields** includes the Key fields that uniquely identify the record
    - **Error Message** identifies the problem with the record
    - **Error Message Values** again identifies the fields and values in error.
      - When there are **Field Combinations** in error, all the fields also appear here
- 
- 



# Identify File Manager Errors

## Highlighted Errors (Classic View)

- Hover over the **Red** in the Highlighted Errors to see the pop-up error message
- In this error: the dates are in the wrong format.

83	212054	6/30/2016	20	EOY	EOY	2022
83	212054	6/30/2016	30	EOY	EOY	2022
51	185873	6/30/2016	10	EOY	EOY	2022
51	157757	6/30/2016	10	EOY	EOY	2022
51	185873	6/30/2016	20	EOY	EOY	2022
51	157757	6/30/2016	20	EOY	EOY	2022
51	185873	6/30/2016	30	EOY	EOY	2022

Failed ISO Date;Failed Minimum Date



# File Manager Errors

## Invalid Date Format

- To resolve the error **Failed ISO Date**
  - Format dates to ISO Format when reporting to PIMS:  
**YYYY-MM-DD**
  - Such as 2022-07-15
- If you open a file in Excel, Excel may change the date formats if not imported properly

#35 [CURRENT SERVICE DATE]	#36 [EXIT DATE]
8/13/2015	
8/5/2015	

A black arrow points from the date '8/13/2015' in the second row to a grey callout box containing the text 'Failed ISO Date'.

SOURCE RECORD NUMBER	FIELD NUMBER	FIELD NAME	FIELD VALUE	ERROR MESSAGE	ERROR MESSAGE VALUES
7	35	CURRENT SERVICE DATE	8/13/2015	Field Value Not in ISO Format	{"Current Service Date": "8/13/2015"}



# File Manager Errors

## Missing Required Fields

- To resolve the error **Failed Required**
  - Use the Template Specifications in the PIMS Manual Volume 1 to identify the Required fields
  - Enter the appropriate valid value and reupload

Refer to the **R/O/CR** column to identify the *Required/Optional/Conditionally Required* fields

Field#	Max Length	Field Name	R / O / CR	Code
34	Not Collected			
35	Not Collected			
36	N/A	ECONOMICALLY DISADVANTAGED INDICATOR		U
37	Not Collected			
38	20	STUDENT TRANSFER TYPE CODE		U
39	Not Collected			
40	Not Collected			
42	Not Collected			
43	Not Collected			
44	30	PERMANENT ADDRESS CITY	R	U
45	3	PERMANENT ADDRESS STATE CODE	R	U
46	5	PERMANENT ADDRESS BASE ZIP CODE	R	U
47	Not Collected			
48	Not Collected			



# Identify File Manager Errors

## Highlighted Errors (Classic View)

- Hover over the **Red** in the Highlighted Errors to see the pop-up error message
- In this error: Field value is incorrect.

84857098	<b>FALL</b>	EOY	2022	
22837065	<b>FALL</b>	EOY	2022	
61392721	<b>FALL</b>	Failed Snapshot Term	2022	
95790535	<b>FALL</b>	EOY	2022	



# File Manager Errors

## Invalid PAsecureID

- To resolve error **Failed Unique Student ID:**
  - Verify the PAsecureID (Student ID) is valid and active in the PAsecureID application
- Note: PAsecureID should refresh every minute in Production

#3 [SCHOOL YEAR DATE]	#4 [STUDENT ID]	#5 [SOCIAL SECURITY NUMBER]
2018-06-30	1234567890	

Failed Unique Student ID

SOURCE RECORD NUMBER	FIELD NUMBER	FIELD NAME	FIELD VALUE	ERROR MESSAGE	ERROR MESSAGE VALUES
77	4	STUDENT ID	1234567890	Field Value Not Valid	{Student ID": "1234567890"}



# File Manager Errors

## Conditionally Required Fields

- **Conditionally Required Fields** must be populated when certain conditions are met, usually involving other fields within the template.



Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
8		SECOND MAJOR CIP CODE	CR	U, D	Six character Classification of Instructional Programs (CIP) code of the student's second major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.		Valid values: Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition
9	Not Collected						



# File Manager Errors

## Invalid Code Sets

- Most of the valid values for Fields are Case Sensitive. See the PS PIMS Manuals for Valid Values

12	Not Collected				is XX.XXXX.		
13	Not Collected						
14	Not Collected						
15	Not Collected						
16	Not Collected						
17	20	DEGREE SEEKING TYPE CODE	R	U	Specifies academic award of program student enrolled in.		Valid values: 1 - Certificate 2 - Diploma 3 - Associate 5 - Terminal Associate 6 - Bachelor's 7 - Joint Bachelor's/Master's 8 - Joint Bachelor's/Doctorate
18	Not Collected						
19	20	DUAL ENROLLMENT TYPE CODE	CR	U	Does the student have dual enrollment credits reflected on their transcript	Values must be all capital letters	Valid values: YES NO

Version 1.1

21

### PS Student Enrollment Template Specifications

: Field 19 Valid values of YES and NO must be in CAPITAL Letters

# File Manager Errors

## *Included Header Row*

- If a file has a Header Row, on the Upload screen check the box for “File/All files within Zip file contain headers”
- Otherwise, when uploading you will get an error on the fields in Source Record Number 1
- Pay Attention to Header rows when using **Excel Template Reporting Tools**

**eScholar Data Manager** HOME DATA SUBMISSION SYSTEM ADMINISTRATION

Upload Files

**System Message** Files must be placed in a batch in order to have their data loaded into the system. Files in Validation OK NOT yet been loaded into the system.

Data Collection: C6 Safe School - Bus 2018-19

File 1: Choose File No file chosen  File/All files within Zip file contain headers

File 2: Choose File No file chosen  File/All files within Zip file contain headers



# File Manager Errors

## No Header Row

- Make sure that if the fields at the end of the template file will not be populated with data, that the file contains a header row.

FILE CONTENTS

### File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

TIP - If a record appears in the error file below but no field is highlighted in red, it is likely that the record failed validation due to a template field that is not accounted for in the delimited source file. Please check the source file to ensure that all template field positions are accounted for in the record.



#1 [AWARD YEAR]	#4 [ACADEMIC YEAR]	#5 [AWARD PROGRAM CODE]	#6 [SUBMITTING CAMPUS ID]	#7 [AWARD DATE]	#8 [AWARDING IPEDS UNIT ID]	#9 [FIRST ENROLLMENT AT AWARDING INSTITUTION DATE]	#10 [AWARD DEGREE PROGRAM CODE]	#11 [ARTICULATION PROGRAM INDICATOR]	#12 [DEPENDENT INSTITUTION ID]	#13 [DEPENDENT DEGREE PROGRAM ACADEMIC YEAR]	#14 [DEPENDENT DEGREE PROGRAM CODE]	#15 [DEPENDENT DEGREE PROGRAM TYPE CODE]
	2022	52.0302	9999	2022-08-08								
	2022	52.0201	9999	2022-08-08								
	2022	52.0302	9999	2022-08-08								
	2022	52.1001	9999	2022-08-08								
	2022	52.0201	9999	2022-08-08								
	2022	11.1001	9999	2022-08-08								
	2022	51.0713	9999	2022-08-08								
	2022	24.0102	9999	2022-08-08								
	2022	44.0799	9999	2022-08-08								
	2022	51.0799	9999	2022-08-08								



# Uploading Files

**eScholar Data Manager** HOME DATA SUBMISSION SYSTEM ADMINISTRATION REPORTS 425232502 - Delaware County Community Coll










File Manager Change Institution | Logout

**IMPORTANT:** \*\*Only files with a status of  OR  can be added to a batch  
Files in red italics cannot be added to a batch because their collection is CLOSED. They can only be deleted.

UPLOADED FILES SEARCH

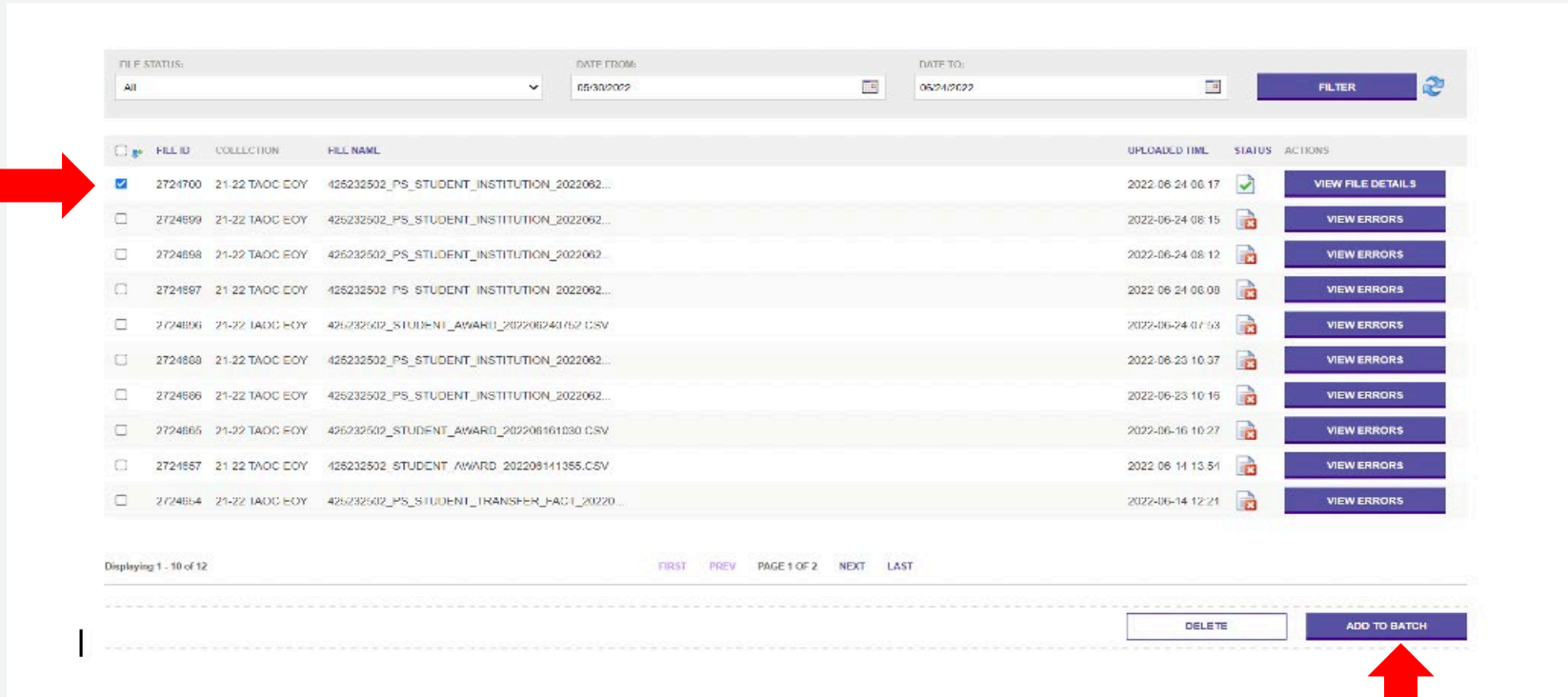
FILTER

FILE STATUS: All DATE FROM: 05/29/2022 DATE TO: 06/23/2022 FILTER

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
2724688	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:37		VIEW FILE DETAILS
2724686	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:16		VIEW ERRORS
2724666	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206161035.CSV	2022-06-16 10:35		VIEW FILE DETAILS
2724665	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206161030.CSV	2022-06-16 10:37		VIEW ERRORS
2724662	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022061...	2022-06-16 10:13		VIEW FILE DETAILS
2724657	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206141055.CSV	2022-06-14 10:54		VIEW ERRORS
2724655	21-22 TAOC EOY	425232502_PS_STUDENT_TRANSFER_FACT_20220...	2022-06-14 12:23		VIEW FILE DETAILS
2724654	21-22 TAOC EOY	425232502_PS_STUDENT_TRANSFER_FACT_20220...	2022-06-14 12:21		VIEW ERRORS
2724652	21-22 TAOC EOY	425232502_PS_STUDENT_ENROLL_202206141130...	2022-06-14 11:37		VIEW ERRORS

If the file is successful and gets uploaded to File manager, the next step is to send the file/template to Batch Manager. Only files with a green check can be batched.

# Uploading Files

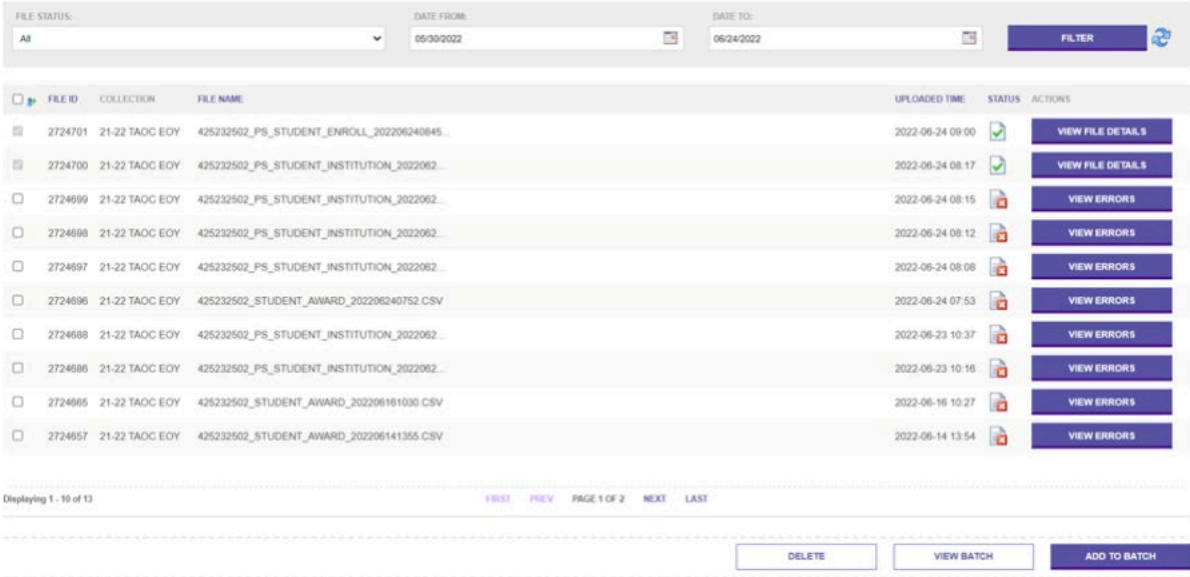


The screenshot shows a web interface for file management. At the top, there are filters for 'FILE STATUS' (set to 'All'), 'DATE FROM' (05/30/2022), and 'DATE TO' (06/24/2022), with a 'FILTER' button. Below is a table with columns: 'FILE ID', 'COLLECTION', 'FILE NAME', 'UPLOADED TIME', 'STATUS', and 'ACTIONS'. The first row is selected, indicated by a checked checkbox and a red arrow pointing to it. The 'ACTIONS' column for each row contains a 'VIEW FILE DETAILS' button for the first row and 'VIEW ERRORS' buttons for the others. At the bottom, there are pagination controls ('Displaying 1 - 10 of 12', 'FIRST', 'PREV', 'PAGE 1 OF 2', 'NEXT', 'LAST') and two buttons: 'DELETE' and 'ADD TO BATCH'. A red arrow points to the 'ADD TO BATCH' button.

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
<input checked="" type="checkbox"/>	2724700	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 06:17	<a href="#">VIEW FILE DETAILS</a>
<input type="checkbox"/>	2724699	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:15	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724698	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:12	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724697	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 06:09	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724696	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206240752.CSV	2022-06-24 07:53	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724695	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:37	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724694	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:16	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724693	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206161030.CSV	2022-06-16 10:27	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724657	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206141355.CSV	2022-06-14 13:54	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724654	21-22 TAOC EOY	425232502_PS_STUDENT_TRANSFER_FACT_20220...	2022-06-14 12:21	<a href="#">VIEW ERRORS</a>

Check the box in front of the file that will be sent to Batch Manager, then click add to batch.

# Uploading Files



The screenshot displays a file management interface. At the top, there are filters for 'FILE STATUS' (set to 'All'), 'DATE FROM' (05/09/2022), and 'DATE TO' (06/24/2022), along with a 'FILTER' button. Below this is a table with columns: FILE ID, COLLECTION, FILE NAME, UPLOADED TIME, STATUS, and ACTIONS. The table lists 13 files, each with a checkbox, a status icon (green checkmark or red error icon), and a 'VIEW FILE DETAILS' or 'VIEW ERRORS' button. At the bottom of the table, there are navigation links: 'FIRST', 'PREV', 'PAGE 1 OF 2', 'NEXT', and 'LAST'. Below the navigation links are three buttons: 'DELETE', 'VIEW BATCH', and 'ADD TO BATCH'. A large red arrow points to the 'VIEW BATCH' button.

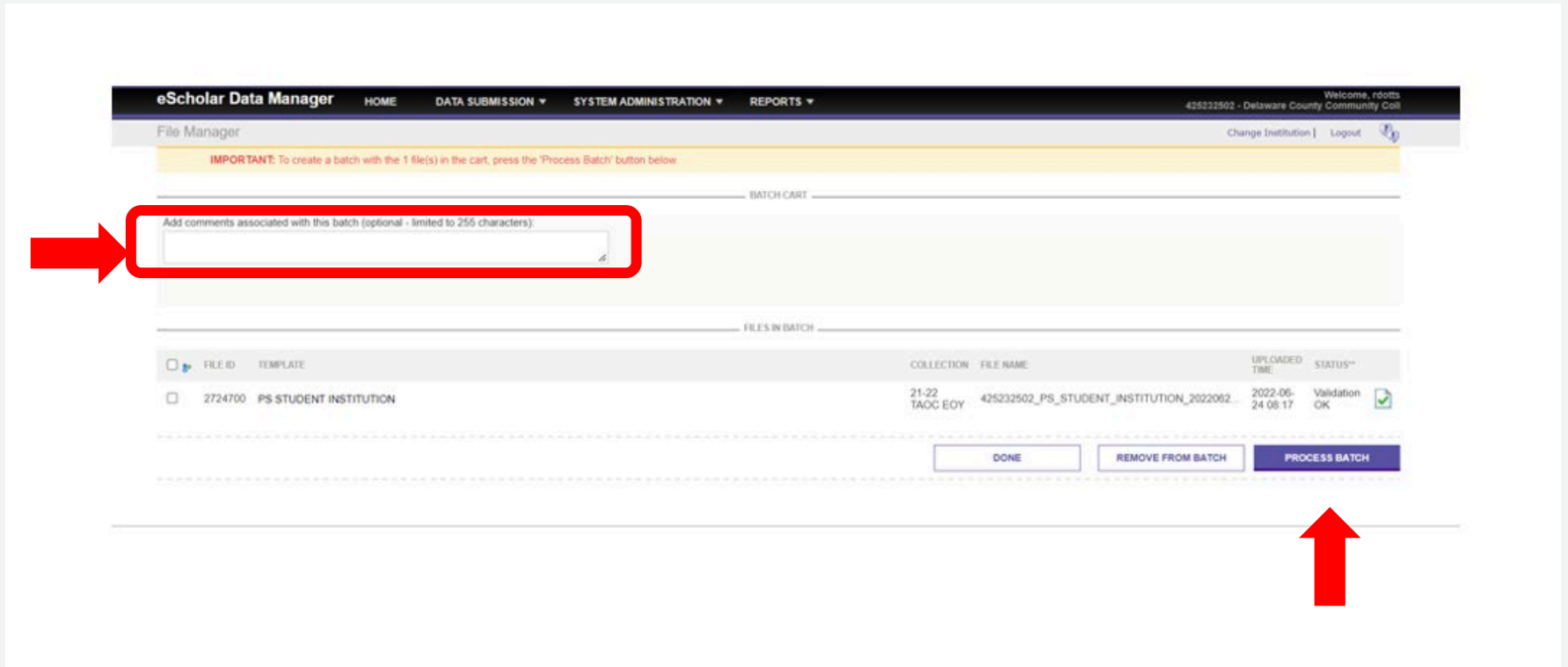
FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
<input type="checkbox"/>	2724701	21-22 TAOC EOY	425232502_PS_STUDENT_ENROLL_202206240845...	2022-06-24 09:00	<a href="#">VIEW FILE DETAILS</a>
<input type="checkbox"/>	2724700	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:17	<a href="#">VIEW FILE DETAILS</a>
<input type="checkbox"/>	2724699	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:15	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724698	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:12	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724697	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:08	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724696	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206240752 CSV	2022-06-24 07:53	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724688	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:37	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724686	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-23 10:16	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724685	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206161030 CSV	2022-06-16 10:27	<a href="#">VIEW ERRORS</a>
<input type="checkbox"/>	2724657	21-22 TAOC EOY	425232502_STUDENT_AWARD_202206141355 CSV	2022-06-14 13:54	<a href="#">VIEW ERRORS</a>

Displaying 1 - 10 of 13

[DELETE](#) [VIEW BATCH](#) [ADD TO BATCH](#)

**Click view batch, to continue the process to Batch Manager.**

# Uploading Files



The screenshot shows the eScholar Data Manager File Manager interface. At the top, there is a navigation bar with 'eScholar Data Manager' and menu items: HOME, DATA SUBMISSION, SYSTEM ADMINISTRATION, and REPORTS. A user greeting 'Welcome, rdoits' and '425232502 - Delaware County Community Coll' is visible on the right. Below the navigation bar, there is a 'File Manager' section with a 'Change Institution | Logout' link. A yellow banner contains an important note: 'IMPORTANT: To create a batch with the 1 file(s) in the cart, press the 'Process Batch' button below'. The main area is divided into sections: 'BATCH CART' with a text input field for comments (highlighted by a red arrow), and 'FILE'S IN BATCH' which contains a table of files. At the bottom of the table, there are three buttons: 'DONE', 'REMOVE FROM BATCH', and 'PROCESS BATCH' (highlighted by a red arrow).

FILE ID	TEMPLATE	COLLECTION	FILE NAME	UPLOADED TIME	STATUS
2724700	PS STUDENT INSTITUTION	21-22 TAOC EOY	425232502_PS_STUDENT_INSTITUTION_2022062...	2022-06-24 08:17	Validation OK

**Click process batch, to complete the process to Batch Manager. It is a good idea to add something in the Add comment field to identify what is being loaded.**

# *ETL ERRORS IN BATCH MANAGER (EXTRACT, TRANSFER & LOAD)*

*Error are identified with an X or E in the ERROR or ALERT file*









# *Common ETL Errors in Batch Manager*

- Bad Dates
- Duplicate Errors



# ETL Errors in Batch Manager

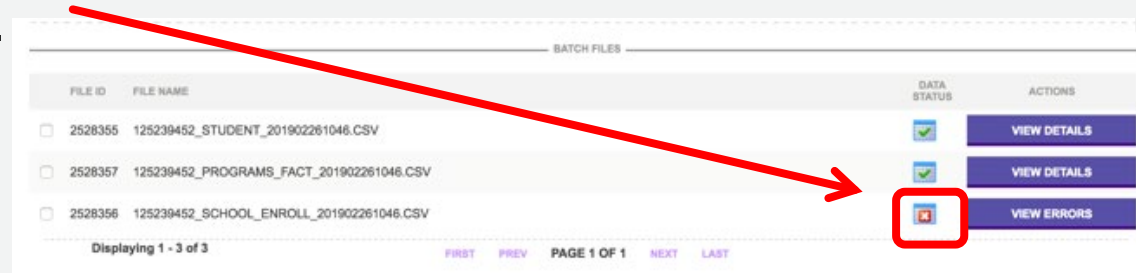
- Batch will have a status of “Complete” with a Red X in the Data Status




BATCH STATUS	DATA STATUS	ACTIONS	
Complete		<a href="#">VIEW DETAILS</a>	 Good
Complete		<a href="#">VIEW ERRORS</a>	 Errors

- To see the errors:
  - Click on the “View Errors” button for the Batch
  - Find the Red Xs under BATCH FILES
  - Click on “View Errors” for the file with errors
  - Under ETL GENERATED FILES, find the ERROR files and click “View File”
- ETL Errors stop the **individual** records with errors. All other records are submitted to PIMS

# ETL Errors in Batch Manager

- If the **Data Status** icon shows a **Red X** for any of the files, then there are still errors in Batch Manager.



FILE ID	FILE NAME	DATA STATUS	ACTIONS
<input type="checkbox"/> 2528355	125239452_STUDENT_201902261046.CSV		<a href="#">VIEW DETAILS</a>
<input type="checkbox"/> 2528357	125239452_PROGRAMS_FACT_201902261046.CSV		<a href="#">VIEW DETAILS</a>
<input type="checkbox"/> 2528356	125239452_SCHOOL_ENROLL_201902261046.CSV		<a href="#">VIEW ERRORS</a>

Displaying 1 - 3 of 3

FIRST PREV PAGE 1 OF 1 NEXT LAST



Locate  
ETL  
Error  
files

ETL INFORMATION

Status:	Plan Complete with Errors
ETL Plan Start:	2018-02-06 12:35
ETL Plan End:	2018-02-06 12:35

FILE STATISTICS

ROWS SOURCE NO CHANGE :	187
TOTAL RECORDS REJECTED :	3

TABLE STATISTICS

	55
	16
	48
	0
	0
	0

ROWS DELETED – DELETE UTILITY : 0

FILE	RECORDS	LAST MODIFIED DATE	ACTIONS
ALERT_VALID_VALUES_20180206.TAB	3	2018-02-06 12:35	VIEW FILE
ERROR_SOURCEFILE_MSG_20180206.LOG	0	2018-02-06 12:35	VIEW FILE
ERROR_VALID_VALUES_20180206.TAB	3	2018-02-06 12:35	VIEW FILE
Load_SCHOLWHS.STUDENT_LP.log	3	2018-02-06 12:35	VIEW FILE
Load_SCHOLWHS.STUDENT_LP_PARAMS.txt	180	2018-02-06 12:35	VIEW FILE



ETL INFORMATION

Status:	Plan Complete with Errors
ETL Plan Start:	2018-02-06 12:35
ETL Plan End:	2018-02-06 12:35

FILE STATISTICS

ROWS SOURCE NO CHANGE :	187
TOTAL RECORDS REJECTED :	3

TABLE STATISTICS

	55
	16
	48
	0
	0
	0
ROWS DELETED – DELETE UTILITY :	0

FILE	RECORDS	LAST MODIFIED DATE	ACTIONS
ALERT_VALID_VALUES_20180206.TAB	3	2018-02-06 12:35	<a href="#">VIEW FILE</a>
<b>ERROR_SOURCEFILE_MSG_20180206.LOG</b>	<b>0</b>		
ERROR_VALID_VALUES_20180206.TAB	3		
Load_SCHOLWHS.STUDENT_LP.log	3		
Load_SCHOLWHS.STUDENT_LP_PARAMS.txt	180		

If ERROR\_SOURCEFILE\_MSG has a record count of 0, it can be disregarded

The "Load" files are never Error files

Locate ETL Error files

- These files are NOT errors



# *ETL Errors in Batch Manager*

- Errors are noted with an X in one of the columns
  - Or, E if in ALERT\_VALID\_VALUES file
  - Hyphens (-) are place holders, not errors
- Errors are NOT highlighted Red
  - Red Highlights are only used in File Manager

*PDE Website: [www.education.pa.gov](http://www.education.pa.gov)  
Submitting Online Tickets: [https://copaproduct.service-  
now.com/oaportal](https://copaproduct.service-now.com/oaportal)*

# *PS PIMS RESOURCES*

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# PDE Website: [www.education.pa.gov](http://www.education.pa.gov)

The screenshot shows the PDE website homepage. The browser address bar displays <https://www.education.pa.gov/Pages/default.aspx>. The navigation menu includes "Schools", "Educators", "Instruction" (highlighted in red), "Data and Reporting", and "Policy and Funding". A dropdown menu is open under "Instruction", listing "Instruction", "Adult Basic Education", "Career & Technical Education", "Early Education (OCDEL)", "Elem & Secondary Education", "GED/High School Equivalency", "Libraries", "Postsecondary & Higher Ed" (highlighted in red), and "Special Education". The main content area features a banner for "CDL Drivers" with the text "Become a school bus driver" and a "Learn More" button. The background image shows a yellow school bus on a road. The footer contains icons for "About", "Accessibility", "Certification", "MyPDESuite", "Resources", and "Search".

Department of Education

Schools Educators **Instruction** Data and Reporting Policy and Funding

CDL Drivers  
Become a school bus driver  
Learn More

Instruction  
Adult Basic Education  
Career & Technical Education  
Early Education (OCDEL)  
Elem & Secondary Education  
GED/High School Equivalency  
Libraries  
**Postsecondary & Higher Ed**  
Special Education

About Accessibility Certification MyPDESuite Resources Search

POPULAR ON EDUCATION.PA.GOV





# Postsecondary and Higher Education

The Office of Postsecondary and Higher Education is home to two bureaus, the Bureau of Postsecondary and Adult Education, and the Bureau of School Leadership and Teacher Quality.

The Bureau of Postsecondary and Adult Education oversees Adult Education, College and Career Education, Veterans Education, and the Institute for Law Enforcement Education.

The Bureau of School Leadership and Teacher Quality oversees Certification Services and Professional Education and Teacher Quality (Educator Preparation).

Adult Basic Ed/Family Literacy

Aspiring To Educate

Certification Services

College and Career

Educator

High School

## Resources

[Act 121 Guidelines for Annual Student Loan Summary Notification \(PDF\)](#)

[GED<sup>®</sup>/High School Equivalency](#)

[It's On Us PA](#)

[Green and Sustainable Schools](#)

[High Priority Occupations - PA Department of Labor and Industry](#)

[Keystone Scholars](#)

[List/Interactive Map of Postsecondary and Higher Education Institutions](#)

[PIMS Postsecondary](#)

[Reports and Studies](#)

[State Authorization Reciprocity Agreement](#)

[Student Mental Health and Suicide Prevention Plans](#)

[Tuition Waiver for Foster Care Students](#)

[U.S. Department of Education](#)



the system, as well as the collection timelines.

# Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

# Postsecondary Data Collection Opt-Out Process

[Policy and Procedure for Students to Opt Out of Postsecondary Data Collections](#)

Students attending postsecondary institutions in Pennsylvania may opt out of a commonwealth data collection by submitting



## Process

[Policy and Procedure for Students to Opt Out of Postsecondary Data Collections](#)

Students attending postsecondary institutions in Pennsylvania may opt out of a commonwealth data collection by submitting the electronic [Postsecondary Data Collection Opt-Out Form](#) to PDE by June 15 of the academic year being reported. Students are not permitted to opt out of federally mandated collections.

Students are responsible for opting out the data collection by the posted deadline and for identifying the postsecondary institution(s) PDE should notify on their behalf. Students must submit a separate opt-out form for each postsecondary institution attended during the collection year.

The postsecondary institution is responsible for excluding those students' information from the portions of the collection that are required only for commonwealth purposes. PDE and the postsecondary institutions are not responsible for the sharing of data that may result from a student providing inaccurate information.

## Act 76 Reporting

- [2023-24 PIMS TAOC Manual Volume 1](#) (PDF)
- [PAsureID – Creating a Student Batch File](#) (PDF)
- [PA Secure ID Training - Act 76 2019](#) (YouTube)



# Updatable versus Key Fields

- Refer to the Template Specifications in the PS PIMS Manual Volume 1

## Code Column:

**K = Key**

Deletion Form is required for PDE to remove the record

**U = Updatable**

You can upload to modify the field

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education
2*	4	CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.
3*	10	PS STATE STUDENT ID	R	K, M	The 10-digit unique PASecureID assigned to the student.
4*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. Use "EOY" only.
5*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOY" only.
6*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example 2018-2019 would be represented as 2019.
7	7	MAJOR	R	U, M	Six character Classification of Instructional Programs (CIP) code of the student's major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. Use value of "90.0000" for



# *SUBMITTING ONLINE HELP REQUESTS*

*The New OA Portal: <https://copaproduct.service-now.com/oaportal>*

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# Online Help Request

PDE

Schools Educators Instruction Data and Reporting Policy and Funding

About Accessibility Certification MyPDE Suite Resources Search

Pennsylvania Department of Education > Data and Reporting > PIMS > PIMS Application Support

## PIMS Application Support

PIMS Application Support provides technical assistance to LEAs using the PIMS, PIMS Sandbox, PIMS Reports, and PAsureID applications within MyPDE Suite. PIMS Support can assist users with the upload process and reviewing errors received in the PIMS and Sandbox applications. PIMS Support also includes how to run and review reports to verify the data that was submitted.

If you have a question that is not answered in the PIMS Manuals or How-To Guides, click the Help Request Form link above to submit a help request incident to the PIMS Application Support. Policy questions about the data submitted to PIMS should be directed to the appropriate department at PDE.

**PIMS Application Support Line**  
800-661-2423

[Help Request Form](#) [MyPDE Suite Help](#)

- From the PIMS Page of the PDE Website
- [www.education.pa.gov](http://www.education.pa.gov)
- Click on the “PIMS Application Support” box
- Online Ticket System allows you to review your assigned tickets



# QUESTIONS?



*Contact PS PIMS Support for additional  
technical assistance:*

**800-661-2423**

*Monday through Friday from 8am to 5pm*

*Submit a ticket electronically:*

<https://copaprod.service-now.com/oaportal>

*(as a Non CWOPA User)*