

Australian Bird Banding Scheme (ABBBS) Data validation service

The 'Data validation service' on the ABBBS web portal provides the necessary tools for you to validate your data before submitting it to the ABBBS.

It is extremely important for you to successfully validate all files before you submit them.

This Quick Reference Card outlines the upload process however it is important for you to read and follow the hints on the data validation screen. These hints are up to date and cover all the things that you need to do to achieve successful validation.

After successfully logging on, the following screen is displayed. The name of the logged on user is displayed at A.

For further help to log on please see the Quick Reference Card for 'Logon'.



Fig 1: Welcome to the ABBBS secure client portal screen

Data validation service

Important: remember to validate your data before submitting it.

1. Select the 'Data validation service' hyperlink (B) from the 'Welcome to the ABBBS secure client portal' screen and the following screen is displayed:



Fig 2: ABBBS secure client portal – data validation service, part 1



Fig 3: ABBBS secure client portal – data validation service, part 2, hints

2. There are 'Hints' on the 'Data validation service' screen for you to use if you need them (Figure 3- (D) Part 2).
3. On this screen (Figure 2) you can select the file to be validated by selecting the 'Browse' button (C) and you will be asked for the location of your file (Figure 3).



Fig 4: ABBBS secure client portal pop-up screen for the location of your file.

4. You will need to select the location of your file and click on the 'Open' button (E).

Note: Your file will need to be in one of the following formats:

- Comma delimited (This is the default value and if you don't make another selection the system assumes this is the type of file you will be uploading)
- Tab-delimited
- Spreadsheet
- Avetech system

TIP: for more details on the upload of these file types see the 'Hints' section on the 'Data validation' screen (Figure 2).

Australian Bird Banding Scheme (ABBBS) Data validation service

5. Select:

- The location of your file (as described above)
- The file format from the drop down (F)
- 'Email results?' (default value is Yes) (G)
- 'Report format' (default value HTML)(H)

You can then click on the 'Validate file' button (I).



Fig 5: ABBBS secure client portal – data validation service

Selecting email results? – No – Online validation

6. If you select the 'No' option on 'Email Results?' field you will be doing an on line validation.

Please note: online validation is NOT recommended for files larger than 500 records. If you choose a file with more than 500 records the system will allow you to proceed but may time out before completing the validation of your data.

7. The following screen will be displayed if you choose this option and your file upload is successful which lists the results and confirms the success at (J):

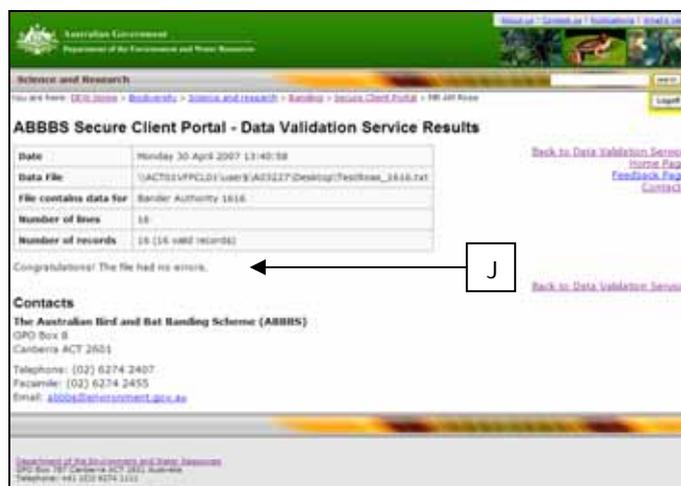


Fig 6: ABBBS secure client portal – data validation service results, email results – no



Fig 7: ABBBS secure client portal – data validation service results, email results – no (uploaded file has errors)

8. If the uploaded file has errors in it then this screen (Figure 7) will be displayed and the errors will be highlighted (K).

9. You will need to correct these errors before submitting them. For further instructions on how to submit your file please see the **Quick Reference Card for 'Data Submission service'**.

Selecting email results? – yes – offline validation

10. If you select the 'Yes' option on the 'Email Results?' field you will be doing an offline validation.

11. When the file you have selected has finished uploading you will see the following screen advising you that your file is being processed and an email will be sent to your nominated address (L).

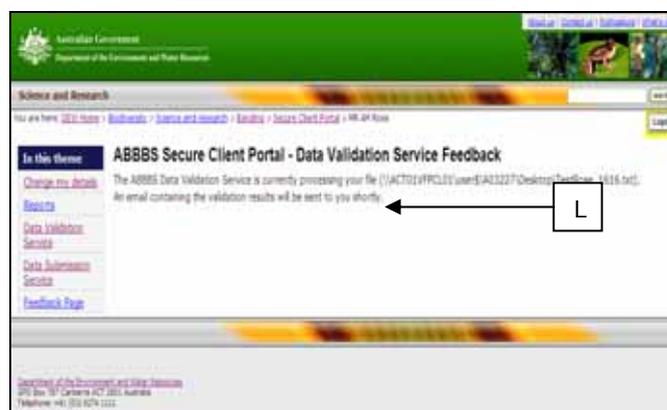


Fig 8: ABBBS secure client portal – data validation service results, email results – yes

12. When accessing the email that has been sent to you there will be a report attached to it where you can view the results of your file upload.

Australian Bird Banding Scheme (ABBBS) Data validation service

13. If there are errors in the report, the report will look like this:

Line	RETRIEVE Status	BAND NUMBER Value	Submission Type	Column (Path)	Value	Formatted Value	Message
0	20-0000	FATAL	13 (Project Holder's Authority Number)	0100	0100*		Authority number does not match that of the specified bander (2340)
1	20-0000	FATAL	13 (Project Holder's Authority Number)	0100	0100*		Authority number does not match that of the specified bander (2340)
4	10-14001	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
5	10-14002	FATAL	13 (Project Holder's Authority Number)	0103	0103*		Authority number does not match that of the specified bander (2340)
6	20-00003	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
7	10-14003	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
8	20-00004	FATAL	13 (Project Holder's Authority Number)	0103	0103*		Authority number does not match that of the specified bander (2340)
9	10-14004	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
10	10-14005	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
11	10-14006	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)
12	10-14007	FATAL	13 (Project Holder's Authority Number)	0102	0102*		Authority number does not match that of the specified bander (2340)

Fig 9: File up-load report – in error

14. You will need to correct these errors before submitting them. For further instructions on how to submit your file please see the Quick Reference Card for 'Data submission service'.

Logging off

15. When using the web portal you can logoff at anytime. Each screen has a logoff button and it is in the same position on all screens. On figure 7 this position is shown as (M).

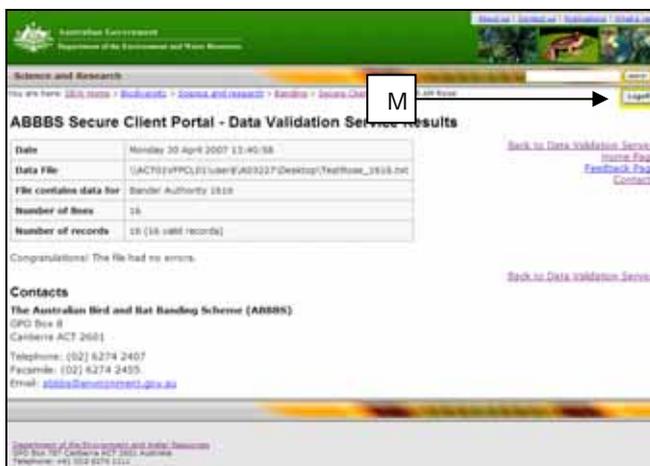


Fig 7: ABBBS secure client portal – data validation service results, showing the location of the logoff button

16. To logoff simply select this button at (M) and follow the prompts.

Further information

17. For more information on using the ABBBS Web portal see other **Quick Reference Cards** in the series. These can be found at:

<http://www.deh.gov.au/biodiversity/science/abbbs/publications.html>