



WISEstaff

Running a Validation & downloading the file



January 2016



This 1 minute video will walk you through the process of running a validation and then downloading the validation file in WISEstaff.

Validate Staff Data

The screenshot shows the WISEstaff application interface. At the top, there are tabs for 'WISEid', 'WISEstaff', and 'Help'. The left sidebar contains a navigation menu with categories: 'Person' (Search/Edit, Report duplicates), 'File Tasks' (Upload, Results), 'Reports / Validations' (Staff Download by Local Pers, Staff list, Manage Staff Data, **Validate Staff Data**, Sign off or Certification, All Staff Report, Salary Report, FTE Summary Report), and 'Admin menu' (Update contact info, User Privileges). The 'Validate Staff Data' item is highlighted with a red rectangular box. The main content area shows the breadcrumb 'WISEstaff / Validate Staff Data', a blue message box with a right-pointing arrow, a blue 'Refresh Validation' button, and the text 'Date of Last Validation Run 1/29/2016 10:39:55 AM'. Below this is a green success message: 'Staff Data Validation Check is Complete. No errors found.' The WISE logo is in the bottom left, and the WISEExplore logo is in the bottom right.

To validate staff data, click on **Validate Staff Data** under the **Reports / Validations** menu.

Validate Staff Data

Staff / Validate Staff Data

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Type		WISEid	Local Person Id	Code	Message	
Error	Resolve	1007261868		4100	Error: Missing required data: contract salary	-
Error	Resolve	1007261868		4300	Error: Missing required data: Local Experience	-
Error	Resolve	1007261868		4400	Missing required data: Total Experience.	-
Warning	Resolve	1007261868		4200	Zero or no Fringe Benefits reported for an assignment that usually includes Fringe Benefits. Please verify with WUFR that everything included under object code 200 that is considered a Fringe Benefit including FICA, and Medicaid. Only under infrequent circumstances are FICA and Medicare not paid.	-
Error	Resolve	1007261868		4210	Contract Fringe Benefits must be a whole number 0 to 110000.	-
Error	Resolve	1007261868		4104	Missing required data: Highest Degree	-

1 - 6 of 6 items

Total Error Count: 5
Total Warning Count: 1
Total Information Count: 0

[Refresh Validation](#) Validation has never run. Please click Refresh Validation button to run.



The Validate Staff Data option is used to run validations on the staff data—assignments and contracts. Errors and informational messages will display—see the example above. Click the **Resolve** link on the right to fix the error or address the message. The user will be taken to the appropriate staff record screen to review the problem. The **Refresh Validation** button will update the validations based on the latest system data. Most validation updates will happen without the need to click the button, but using the button will perform a complete validation check for the select hiring agency.

Download Validation File

The screenshot shows the WISEstaff web application interface. The top navigation bar includes 'WISEid', 'WISEstaff', and 'Help'. The left sidebar contains 'Person' (Search/Edit, Report duplicates), 'File Tasks' (Upload, Results), and 'Reports / Validations' (Staff Download, Staff list, Manage Staff, Validate Staff, Sign off or Ce, All Staff Repo, Salary Report, FTE Summary). The main content area is titled 'WISEstaff / Results' and contains a search form with fields for 'File Name', 'Request Type', 'Upload Date', and 'User ID'. A 'Status' dropdown menu is open, showing options: 'Select Status...', 'Pending', 'Failed', 'Fault', 'Validating', 'Running Match Process', 'Validated', 'Matching Complete', 'Updating Records', and 'Completed'. A table below the search form displays a single row with columns: Type (A), File name, Status (Completed), Count (1), Committed (250), Upload date (12/04/2015 08:01:31 AM), User ID, and a 'Download' button.

Type	File name	Status	Count	Committed	Upload date	User ID	Download
A		Completed	1	250	12/04/2015 08:01:31 AM		Download

To download a validation file, click on **Results** under the **Reports / Validations** menu.

Using the Status dropdown select Validating or Validated.

Any matching files will now be in the list.

To download this file to your local machine, click on the blue download button in the far right column.



WISEstaff

Running a Validation & downloading the file



Thank you for watching this video on the process of running a validation and then downloading the validation file in WISEstaff.