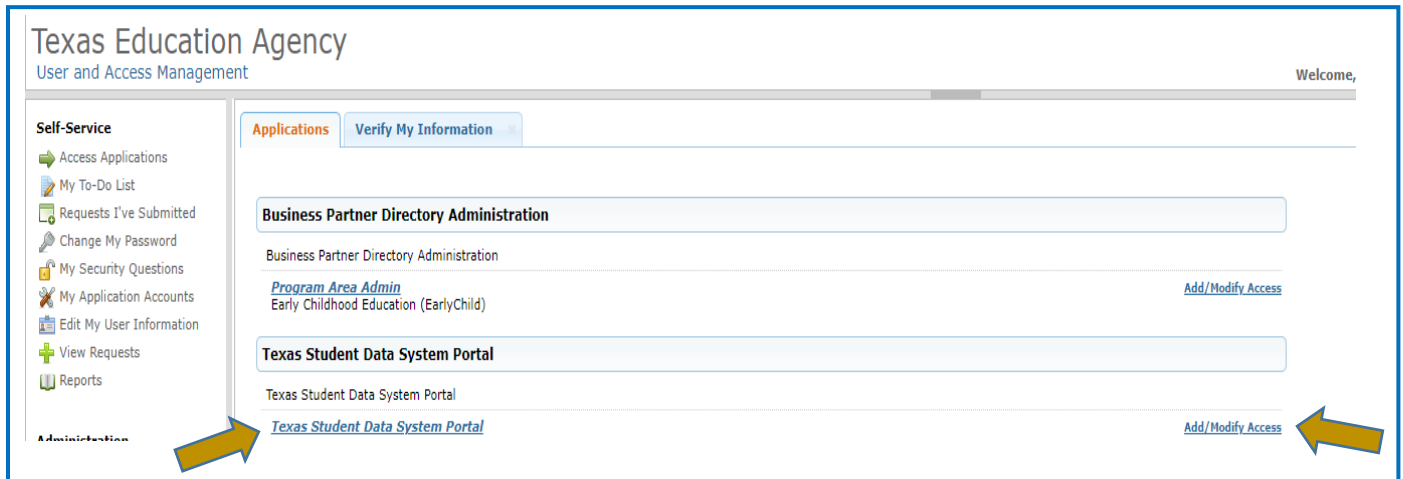


DMC Level 2 (L2) Validations

Target Audience: LEA and ESC Staff who will be scheduling L2 Validations jobs and viewing the L2 errors.

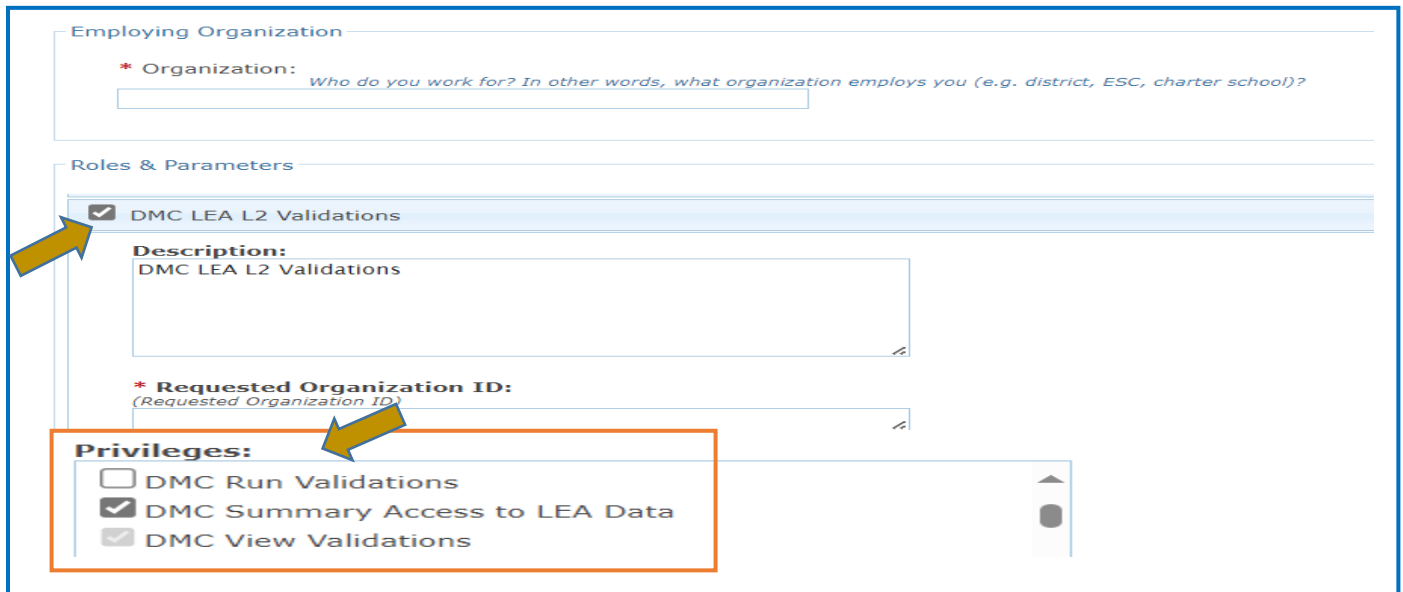
Purpose: This guide provides a list of steps for LEA and ESC personnel responsible for scheduling L2 Validation jobs and viewing L2 errors in the Data Management Center (DMC) application.

1. Log in to TEAL and navigate to the **Texas Student Data System Portal**. Click **Add/Modify**.




2. Check the TEAL role **DMC LEA L2 Validations Role** with the appropriate privileges. To **run** validations, you must check the DMC Run Validations privilege and the PEIMS/Core privileges needed for your job responsibilities.

NOTE: DMC View Validations is checked by default but, you will not be able to view any validations unless you select the additional PEIMS/Core privileges needed for your job responsibility.

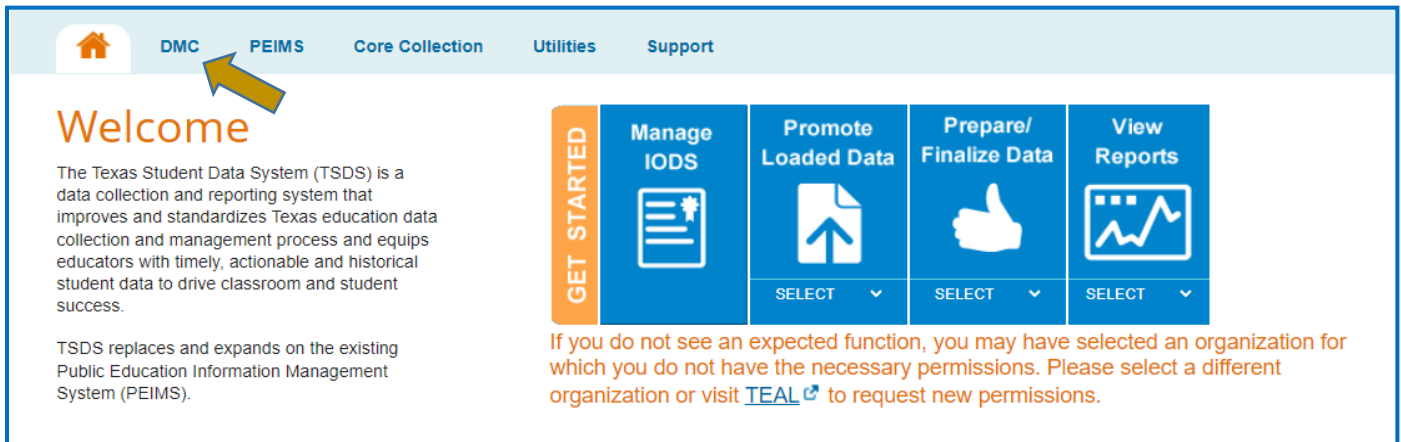


PEIMS/Core Privileges for L2 Validations – select only those that are needed for your job responsibilities.

<input type="checkbox"/> CSW Access
<input type="checkbox"/> Child Find Access
<input type="checkbox"/> Class Roster Access
<input type="checkbox"/> ECDS Access
<input type="checkbox"/> Extended Year Campus Course Section
<input type="checkbox"/> Extended Year Education Organization
<input type="checkbox"/> Extended Year Staff
<input type="checkbox"/> Extended Year Student
<input type="checkbox"/> Fall Education Organization
<input type="checkbox"/> Fall Finance
<input type="checkbox"/> Fall Staff Basic
<input type="checkbox"/> Fall Staff Responsibility
<input type="checkbox"/> Fall Student
<input type="checkbox"/> Mid-Year Education Organization
<input type="checkbox"/> Mid-Year Finance
<input type="checkbox"/> RF Tracker Access
<input type="checkbox"/> SELA Access
<input type="checkbox"/> SPPI-14 Access
<input type="checkbox"/> Summer Campus Course Section
<input type="checkbox"/> Summer Education Organization
<input type="checkbox"/> Summer Student



3. After your role is approved, click on **DMC** in the ribbon at the top of the page.



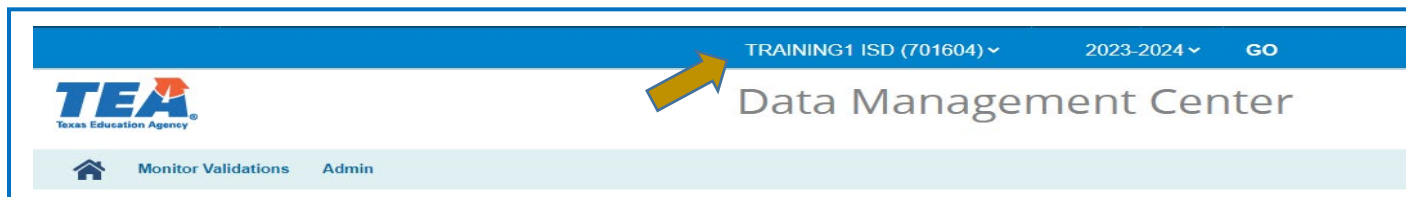
The screenshot shows the top navigation ribbon with tabs for Home, DMC, PEIMS, Core Collection, Utilities, and Support. The DMC tab is highlighted with a yellow arrow. Below the ribbon is a 'Welcome' message and a 'GET STARTED' section with four main action buttons: 'Manage IODS', 'Promote Loaded Data', 'Prepare/Finalize Data', and 'View Reports'. Each button has a 'SELECT' dropdown menu. A note below the buttons states: 'If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.'

4. Click on the **Manage IODS** easy button to access the Data Management Center.



The screenshot shows the Data Management Center (DMC) welcome page. At the top, there is a navigation bar with a home icon, 'DMC', 'PEIMS', 'Core Collection', 'Utilities', and 'Support'. Below the navigation bar, the breadcrumb 'Home » DMC' is visible. On the left, there is a photo of a young boy in a green shirt sitting at a desk. To the right of the photo, the heading 'Welcome to the DMC' is followed by a paragraph explaining the DMC's purpose. Below this, there is a bulleted list of three features: allowing LEAs and ESCs to synchronize data via API, enabling rigorous validations, and providing search and view capabilities. A 'Get Started with the DMC' section contains a blue button labeled 'Manage IODS' with a document icon. A yellow arrow points to this button. Below the button, a note states: 'If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.'

5. Upon accessing the DMC application, verify the organization and school year in the ribbon at the top right of the page.



The screenshot shows the header of the DMC application. On the left is the TEA logo. In the center, there is a blue ribbon containing the text 'TRAINING1 ISD (701604)' with a dropdown arrow, followed by '2023-2024' with a dropdown arrow, and a 'GO' button. Below the ribbon, the text 'Data Management Center' is displayed. A yellow arrow points to the organization name in the ribbon. At the bottom left, there is a navigation bar with a home icon, 'Monitor Validations', and 'Admin'.

6. Hover over the **Monitor Validations** tab, click **Schedule L2 Validation Jobs**.



The screenshot shows a dropdown menu for the 'Monitor Validations' tab. The menu is light blue and contains the following items: 'Schedule L2 Validation Jobs', 'View Scheduled L2 Validations', 'View L2 Validation Summary', 'View L2 Validation Details', and 'View L2 Validation Rules Count'. A yellow arrow points to the 'Schedule L2 Validation Jobs' item.

7. Select the **Collection and Submission**; select the **Categories and Subcategories**; enter a **Validation Name**.

Monitor Validations Admin

Home >> Schedule L2 Validation Jobs

Monitor Validations

Run L2 Validations

* Collection : PEIMS

* Submission : MDYR

* Categories : All

Subcategories

Campus
SSA Organization Association

* Selected Subcategories

Actual
Local Education Agency
Shared Services Arrangement Actual

Add
Add All
Remove
Remove All

Fatalis Special Warning Warning

Validation Name :

8. Choose the option for your L2 job.

- Run Tonight/Next Processing Window
- Schedule Future Instance – Choose a future date for the job to run.
- Schedule Recurring – Set up a recurring schedule for the job to run.

“Run Tonight/Next Processing Window” is available now; “Schedule Recurring” will be available in August for 2024-2025; “Schedule Future Instance” will come later.

Run Tonight/Next Processing Window

Schedule Future Instance

Schedule Recurring

9. Enter the **Recurrence Name** if scheduling a recurring job. Select the **Recurrence Pattern**. Set the **Recurrence Range** for the job to run. NOTE: L2 Validations in the DMC will be unavailable once the submission is closed in PEIMS/Core. Click **Next**.

* Recurrence Name

* Recurrence Pattern

Select day(s) of the week to run:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

* Recurrence Range

Start End

NOTE: Validations jobs scheduled after 09:00 PM CT may not be queued for processing to complete by 06:00 AM CT the following day

10. Confirm the Validation Request. Notice this page will indicate if it is a recurring job and the details of the recurrence. Click **Submit**.

Monitor Validations

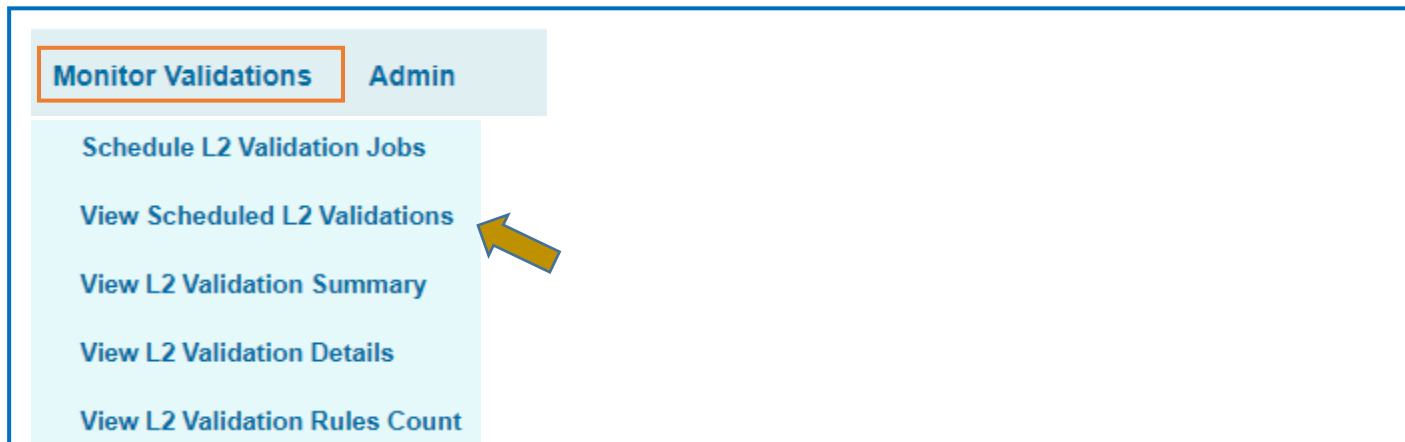
Confirm Validation Request

School Year: 2023-2024
 Collection: PEIMS
 Submission: MDYR
 Job Request Name: Peter.Parker_04112022_082503
 Request Scheduled: Recurring every Monday, Friday from 09/15/2023 to 04/10/2024

Summary of Selected Subcategories

Organization Name	Categories/Subcategories
SEDS LEARNING ISD	Education Organization/Local Education Agency Finance/Actuals Finance/Shared Service Agreement

11. Hover over the **Monitor Validations** tab, click **View Scheduled L2 Validations**.



12. Review the Validation Requests Summary.

a. Review the **Completed Validations Table**.

- The Status column will indicate the status of the validation request.
- When the status is “Completed with Errors”. Click on the hyperlinked **Job Request Name** to view the L2 Validation Request Details as shown in Step 13.

b. Review the **Recurring Validations Table**.

- The Days Scheduled, Next Scheduled Run, and Recurrence End Date will provide information about the recurring job.
- The Action column will allow users to Edit or Delete a Recurring Job.

Home >> View Scheduled L2 Validations

Monitor Validations

View L2 Validation Requests Summary

The recurring validation job, Mon, Fri PEIMS MdYr has been scheduled starting 10/12/2023 and ending 04/10/2024.

Completed Validations

Show entries Search Table: [XLS](#) [Print](#)

Job Request Name	Scheduled By	Scheduled On	Collection	Submission	Status	Action
Kenya.Kelly_16112023_123641	Kenya.Kelly	02/22/2024 12:36 PM	PEIMS	MDYR	SCHEDULED	Cancel
LEA.Rissas_31102023_105304	LEA.Rissas	02/22/2024 10:53 AM	ECDS	KG	IN PROGRESS	
John.Smith_09182023_143904	John.Smith	02/20/2024 05:28 PM	CLASS ROSTER	WNTR	SCHEDULED	Cancel
Recurring Lipi.DataCompleter_22082023_170532	Lipi.DataCompleter	08/22/2023 05:05 PM	SELA	YRLY	COMPLETED WITH ERRORS	

Recurring Validations

Recurrence Name	Modified By	Collection	Submission	Last Modified Date	Days Scheduled	Next Scheduled Run	Recurrence End Date	Action
Mon, Fri PEIMS MdYr	Peter.Parker	PEIMS	MDYR	10/31/2021	M, F	10/11/2023	04/10/2024	
Wed, Fri CR	Kenya.Kelly	CLASS ROSTER	WNTR	04/11/2022	W, F	10/09/2023	03/04/2024	
Fri ECDS	LEA.Rissas	ECDS	KG	01/12/2023	F	10/13/2023	07/25/2024	
SELA Tues	Lipi.DataCompleter	SELA	YRLY	10/31/2021	Tu	10/10/2023	12/19/2024	
Mon, Thurs CR	Lipi.DataCompleter	CLASS ROSTER	WNTR	01/04/2022	M, Th	(Inactive)	02/14/2024	
Wed ECDS	Lipi.DataCompleter	ECDS	KG	12/19/2023	W	(Inactive)	01/16/2024	

13. Review the Validation Request Details showing the number of FataIs, Special Warnings, and Warnings by category and subcategory for the specific validation request.

Monitor Validations

View L2 Validation Request Details

School Year: 2023-2024
 Organization: SEDS LEARNING ISD
 Collection: PEIMS
 Submission: FALL
 Job Request Name: DD test
 Submitted Time: 1/5/2024 9:48:24 AM
 Submitted By: deborah.deberry
 Validation Job Status: COMPLETED WITH ERRORS

Show entries Search Table: [XLSX](#) [Print](#)

Category ↑	SubCategory ↓	Validation Request Status ↓	Error Report ↓	Start Date/Time ↓	End Date/time ↓	F ↓	SW ↓	W ↓
Education Organization	Campus	COMPLETED WITH ERRORS		01/05/2024 09:01 PM	01/05/2024 09:01 PM	11	53	0
Education Organization	Local Education Agency	COMPLETED WITH ERRORS		01/05/2024 09:01 PM	01/05/2024 09:01 PM	2	0	0
Education Organization	SSA Organization Association	COMPLETED WITH ERRORS		01/05/2024 09:01 PM	01/05/2024 09:01 PM	0	0	1

14. Hover over the **Monitor Validations** tab, click **View L2 Validation Summary**.

Monitor Validations Admin

- Schedule L2 Validation Jobs
- View Scheduled L2 Validations
- View L2 Validation Summary
- View L2 Validation Details
- View L2 Validation Rules Count

15. Select the **Collection** and **Submission**. Click **Search**. View error counts by Category and Subcategory. Click **View** in the Details column to drill down to the errors as shown on Step 16.

Monitor Validations

View L2 Validation Summary

Collection:
 Submission:

[Search](#) [Reset](#)

Show entries Search Table: [XLSX](#) [Print](#)

Collection ↓	Submission ↓	Category ↑	Subcategory ↓	Last Successful Run ↓	Details	F ↓	S ↓	W ↓
PEIMS	FALL	Education Organization	SSA Organization Association	09:00 PM 12/13/2023	View	2	0	0
PEIMS	FALL	Finance	Budget	09:00 PM 12/13/2023	View	891	197	88
PEIMS	FALL	Staff	Staff Basic Information	09:00 PM 12/13/2023	View	65	0	2

16. The 'View' page shows the details for all errors with the **Rule number** and Error Data and the Identifying Info in the **Message** column.

Monitor Validations
View L2 Validation Details

Collection:
Submission:
Severity:

Show entries Search Table:

Collection	Submission	Category	Subcategory	Sev.	Rule	Message
PEIMS	FALL	Education Organization	SSA Organization Association	F	10011-0003 : FiscalAgentDistrictID must match an entry (district or ESC) registered with the TEA.	Error Data: FiscalAgentDistrictId: 033905 Identifying Info: 701604, 033905, 14
PEIMS	FALL	Education Organization	SSA Organization Association	F	10011-0003 : FiscalAgentDistrictID must match an entry (district or ESC) registered with the TEA.	Error Data: FiscalAgentDistrictId: 033905 Identifying Info: 701604, 033905, 23

17. Hover over the **Monitor Validations** tab, click **View L2 Validation Details**.

Monitor Validations Admin

- Schedule L2 Validation Jobs
- View Scheduled L2 Validations
- View L2 Validation Summary
- View L2 Validation Details
- View L2 Validation Rules Count

18. Select the **Collection**, **Submission** and **Severity** for the L2 errors you wish to view. Click **Search**.

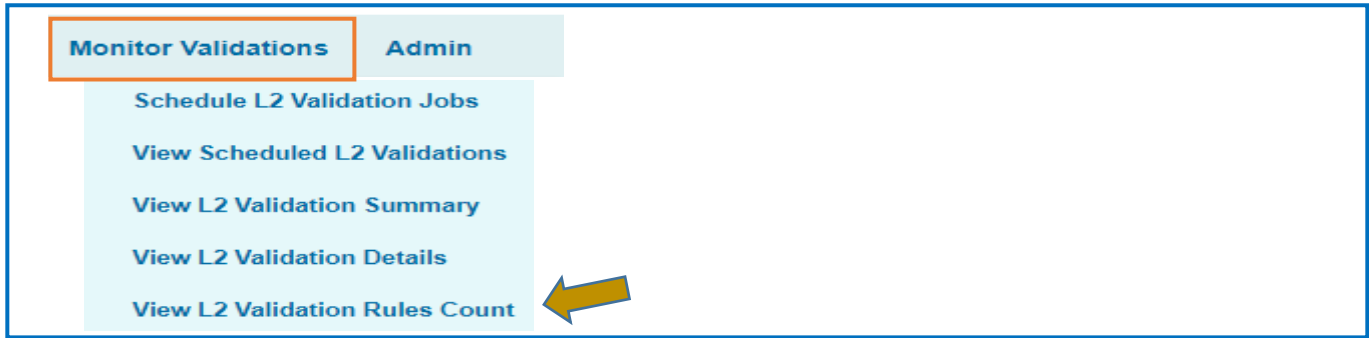
Monitor Validations
View L2 Validation Details

Collection:
Submission:
Severity:

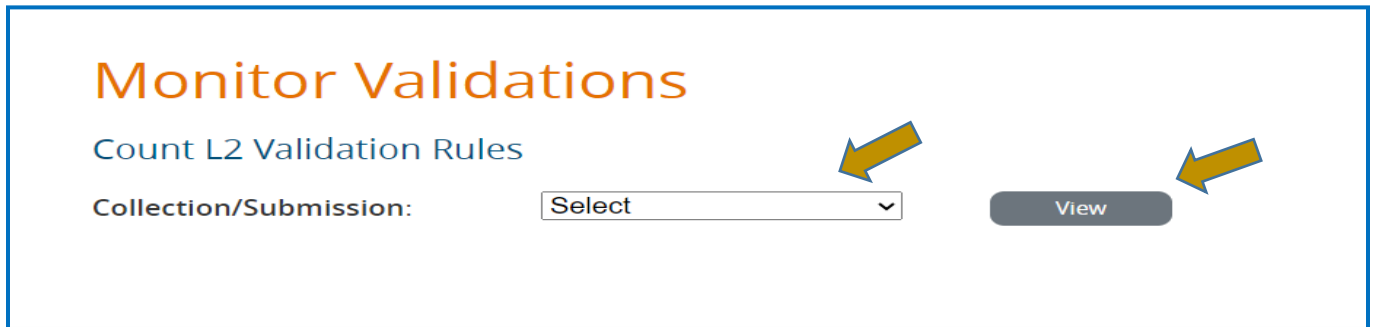
Show entries Search Table:


Collection	Submission	Category	Subcategory	Sev.	Rule	Message
PEIMS	FALL	Education Organization	SSA Organization Association	F	10011-0003 : FiscalAgentDistrictID must match an entry (district or ESC) registered with the TEA.	Error Data: FiscalAgentDistrictId: 033905 Identifying Info: 701604, 033905, 14
PEIMS	FALL	Education Organization	SSA Organization Association	F	10011-0003 : FiscalAgentDistrictID must match an entry (district or ESC) registered with the TEA.	Error Data: FiscalAgentDistrictId: 033905 Identifying Info: 701604, 033905, 23

19. Hover over the **Monitor Validations** tab, click **View L2 Validation Rules Count**.



20. Select the **Collection/Submission**. Click **View**.



21. This page provides a summary of the rule count for each severity level. Click the  beside the severity level to expand.



22. The **Rule Number**, **Description**, and a **Count** of the errors for each rule will be shown when the severity is expanded.

Count L2 Validation Rules

Collection/Submission: [View](#) [Validations](#) last completed at 12/13/2023 09:00 PM

▼ **Fatals (1150)**

Show entries Search Table: [XLSX](#) [Print](#)

RuleNumber ↑	RuleDescription	Count ↓
10011-0003	FiscalAgentDistrictID must match an entry (district or ESC) registered with the TEA.	2
20030-0012	Fund must not be "102".	11
20030-0013	Function must not be "62".	35
20030-0014	ProgramIntent must not be "71"- "79" or "81"- "89".	412