

# RESULTS CAPTURE AND CERTIFICATION REQUEST SYSTEM (RCCRS)

#### **EXTERNAL USER GUIDE**

Edition – July 2013

Version 1.0

**RCCRS Release 3** 



Cómhaoinithe ag an Aontas Eorpach Co-funded by the European Union



**Rialtas na hÉireann** Government of Ireland



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## 1. Introduction

The Results Capture and Certification Request System (RCCRS) is used by external trainers for capturing/ recording assessment results for SOLAS funded training and for generating and submitting F12s to the SOLAS Training Standards Officer.

#### System requirements:

To use the RCCRS you must have Internet Explorer 8 (or higher) on your computer. In order to print reports from the RCCRS you must have ActiveX installed. (See Appendix)

### 2. Access

Access to the RCCRS is assigned by SOLAS.

External users of the RCCRS must agree to protect all information to which they have access, and meet the requirements of data protection. A password is required to log in to the RCCRS. Passwords should be complex and must adhere to the following principles:

They must be a minimum of 8 characters. They must also contain one of each of the following character groups:

,

- lowercase characters (a z)
- uppercase characters (A Z)
- Numbers (0 -9)
- Special Character for example \* @ #

The password cannot contain your account or full name.

Passwords must be protected and be used only by the person(s) to whom the username and password have been assigned. You are responsible for the security of your password.

#### How to protect your password

- Never give your password to anyone else
- Never write down your password
- Never use a password that can be easily guessed
- Use a password protected screen saver when you are away from your desk
- Never store your password in a document which can be accessed by others

#### Monitoring and Logging of Access

All access by third parties will be monitored and logs will be stored.

#### 2.1 Logging-On to the RCCRS

After agreeing your contract with SOLAS you will receive an email containing your Username and Password for logging on to the RCCRS.

**Note:** RCCRS-generated passwords are set to expire after 48 hours. You must login and create your own password within that time period.

If you are registered on/use TACS you can access the RCCRS using your TACS username and password.

The RCCRS can be accessed by clicking on the link below or by entering the URL into the address bar of your browser.

https://rccrs.fas.ie / http://rccrs.solas.ie

(Note: you can save this to your desktop or to your favourites bar in Internet Explorer)



1. Enter the Username and Password provided in the email from SOLAS. These are case sensitive and must be entered exactly as they appear in the email.



2. The first time you log in to the RCCRS you will be asked to change your password.

To do this:

- i. Enter your current password, provided by SOLAS
- ii. Enter your new password

- iii. Confirm your new password
- iv. Click 'Reset Password'

**Note:** Your password must contain at least eight characters and include a minimum of one uppercase and one lowercase letter, one number and one non-alphanumeric character. If your password does not comply with this rule the following message will appear:

Message	e from webpage
⚠	- Password must have at least 8 characters and contain a minimum of 1 uppercase letter, 1 lowercase letter, 1 number & 1 non-alphanumeric
	ОК

- Click OK
- Repeat steps i. to iv. above, ensuring you comply with the acceptable password rule
- 3. The log in screen will appear again:



- 1. Enter your Username
- 2. Enter your Password
- 3. Click Login

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The RCCRS welcome screen will open with your name and (EXT) displayed in the top righthand corner. (EXT) indicates that you are an external user.

## 3. Entering Results

All processes in the RCCS follow a wizard format. As you move through the steps of the process the relevant circle is shaded on the wizard.

To enter results you must start the 'Enter Results Wizard' as follows:

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1. Click on the Results Tab on the RCCRS Home Screen

This starts the three-step 'Enter Results' wizard.

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#### Step 1 of 3 – Select a Class

1. Search for your class by entering search criteria, e.g. Course Code

You can refine your search further by clicking on 'Advanced Search'. This will allow you to search by Course Title, Delivery Method, Date Started From, Date Started To (i.e. the range of start dates to be searched), Class Ref. No. You may also leave these fields blank, click 'Search' and you will be presented with a list of all your classes with an end date within the last twelve months. If earlier classes are required, contact your SOLAS RCCRS Local Administrator, i.e. the person from whom you received your username and password.

When searching for a class to input results for LTIs, CTCs or STPs on the RCCRS you should enter the Provider Code in the Provider field **and** include it as part of the course code in the Course Code field, e.g. Provider Code: CO, Course Code: **CO**B4J. You can also enter the class reference number to find a specific class.

2. Click 'Search' – a list of classes that match your search criteria will appear

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elow is a list of classes,	, click on a Class Ref No hypr	erbek to enter results for the class				
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and the Real Post	Course Roder	Course Tille	Runder	Location	Definery Nethold	Satilitie
47445	855	Starting with Computers	co	ROSEA AVENUE BISHOPSTOWN CORK	Full Tive Day	07/01/2012

3. Select the class for which you wish to enter results by clicking on the Class Ref. No. hyperlink. The 'Enter Class Results' screen opens.

#### Step 2 of 3 – Enter Results

inter Class Results											
Class Ref No: 47448 Course Code: 955 Start Date: 07/01/2 Target Patjon: 900003 Learner	012 795H	BIF ORMATION AND COMMITECHINOLOGY 866 - Murun 3	TEXT PRODUCTION 647 - Numun 3	COMMUNICA PROMIS 364 - Plantin 4	Work Processing	COLS - New FETAC 8	COLE - Now FETAC 8	STARTING WITH COMPUTES 100523 MAJOR 3	THANCE IN COSTING 306 - Plinon 5	ME COMPACTION AND COMMUNICATION TCOMMUNICATION CCOLT - Now FETAC 8	Using The Community and Maracine Filts ECOL2 - Now FETAC 0
Bagham, Dale	25984621/5	0			EDD	EDD		3	Ð	Ð	0
Bagham, John	2598462VE	0	3	ED	EDO	EDO		B	Ð	0	3
Bucket, Eyn	15964245V	EDO	EDO	EDO	EB	20	F 10	1	8	0	3
Button, Ben	4567090WE	00	M E		A	EB		0	8	0	3
Cyrus, 3eth	3579135HV	3	E	0	EDO	0.9		2	0	0	3
Daniels, Nylle	7480643UE	0	E		indes	10		0	B	0	3
Frazier, Fidel	245802452	0.0	2 2	D-01	tinction	EDD		0	0	Ð	3
Hunter, Tinonthy	8565219E	0.0	0 0	M - Me	rit	3	Ð	0	Ð	10	3
JACKSON, SAMUEL	5265742U8		0	C - Cre	dt	EDO	- 0	3	Ð	Ð	E
Little, Besco	308452160	10	3	E-De	o mption	EDD	- 0	3	3		0
Mitchum, Jack	362894218	0 0	80	E 2 - Ref	erra.	ED	- 0	E	B	Ð	3
OGE, Darby	9876540H8	0	3	A- 405	ent	EDO	0	3	8	D	3
Raynor, John	8562425FE	D	3	T - Ter	minated	EB	P D	3	3	0	0
Enter for all	Learners			-						-	
Show Learners 12.0	nthis ago 🛩 1	-30 💌	lefresh	1 - 10	1-15 Cancel S	210					
what do you want to do	<< Enter rep	uits for and	ther class		Print	Draft Course	Summary A	kssessment S	Sheet >>		

You can enter the results for each learner individually or you can batch enter results.

1. **To enter results for each learner individually**, type the appropriate grade in the field relating to the relevant learner and assessment using the keyboard or select the appropriate grade from the Grades dropdown list. The Grades dropdown list appears when you click in the results box and shows only grades that are used by the relevant awarding body.

When you click in a result box, the learner (i.e. row) and assessment (i.e. column) for which you are entering a result on the result entry grid are highlighted. This enhancement will allow you to clearly identify that you are entering the result in the correct cell, thereby reducing the possibility of data entry errors. Communications is selected for learner Seth Cyrus in the screen shot above.

Cless Ref Hui ATA68 Claurue Codes 855 Start Selae: 07/01/20 Target Falae: 900003 Lawmer	11 1950	INFORMATION AND CONN TECHNOLOGY MAA - Marca 3	TCXT PRODUCTION 067 - Photos 3	Communic Arrans 344 - Manua 4	WOND PROCESSING ECDL3 - Nov FETAC 0	0 DATT MARKED TABLET	FCDL 30 CAD FCDL3 - New FETAC 0	LT ARTTNAL WITH COMPUTERS 100703 - Fizzen 3	FINANCE & COSTING 304 - Maxim 3	Incrementing and Connections and Technology ECDL1 - New FETAC 0	Using the Computer Ann Hanadang Parts CDL2 - Now FETAC 8	
Sogtan, Dáe	259846218	1			E	1	1					10
Segten, John	2596462VE		A		P	P	P	1000		1.00		
Bucket, Eyn	199942451	1	-	1	P	P	#	1				
Button, Sen	4567190ME	4	A.	0		<b>F</b>		10.0		100	8	
Cyrus, Seth	2579125HV				-	P						
Darriets, Kylie	7480840UE	F			=	=			100	E-14		
Fracier, Fidel	246802455	0.1			1	2		-		<b>E</b>		
Hunter, Timonthy	8565219E	8	0						to the second se			
JACKSON, SAMUEL	\$26574218				2	2	P			100 B		
Little, Booco	308952+6D	E			1	1	*					
Witcham, Jack	362894218	100	1	6	1	1	#					
DGB, Darby	987854348				P	P		1000				
Raynor, John	8563425PE				P	E	<i>P</i>		199			
Raynor, Lyle	358242525				(P	(m. )	P		(11)		-	
Rhodes, Rocky	2583691FE				E	E	#		6961			
RidingRood, Granny	325629780				E	100	#			100		
RidingHood, Little	6114051FD				<b>F</b>	<b>F</b>	F.					
Don labor	- MINER THOP		1			And in case	Paris I	100	12	1100 L		
Series for all	Laarvan				1	100		10	9		1.11	
Show Learners 12 m	this ago 👻 1-	30 💌 Re	fcenh	1-10	Cancel S	ave		/	*			

 To batch enter results, type the grade into the field corresponding to the relevant assessment and click 'Enter for all Learners'. This will enter the same result for all learners <u>on that screen</u>. To enter results for additional learners select the next screen of learners. (See 'If there is more than one screen of learners' below).

Note: You must enter the result first and then click the 'Enter for all Learners' button.

The RCCRS checks the grade entered against the grades used by the relevant awarding body. If an invalid grade code is entered the box turns red. Click in any result entry box to see a list of grades available for the relevant awarding body.

- 3. Change individual grades if necessary by clicking in the grade box and selecting or typing the correct grade.
  - If a <u>result field is dark grey</u> this means that the result has been submitted to the SOLAS TSO. The results are now locked for the inputter and cannot be edited. If required, however, they can still be returned by the TSO. Once returned the result field is white again and the result can be edited.
  - If a <u>result field is light grey</u> this means that the learner has an approved result for this assessment in this class. These results cannot be changed but it is possible to enter a new (repeat) result in a light grey field. To do this, click on the result field, a pop-up box will appear with the message <Enter Repeat Grades> and showing the learner's result history for this assessment, if there is more than one previous result. Click <Enter Repeat Grades> and enter the new grade for the learner. NB: Only repeat results that are an improvement will be included in uploads to QQI/FETAC<sup>1</sup>, where QQI/FETAC is the awarding body.

<sup>&</sup>lt;sup>1</sup> QQI/FETAC has merged with QQI/HETAC, NQAI and IUQB to form Quality and Qualifications Ireland (QQI)

- If the <u>result field is **yellow**</u> this means that the learner has previously achieved an approved result for the same assessment in another SOLAS class. The result will flagged as Previously Achieved in SOLAS on the F12.
- 4. Click 'Save' on the main Enter Class Results screen when all results have been entered.

**Note:** If you are entering a large number of results it is advisable to click the 'Save' button regularly.

Cern Ref Hus 47448 Course Codec 455 Tart Date: 07/01/2012 Carget Plejors 900003 exmer	195H	NE ORMA TION AND CORM TECHNOLOGY 944 - Manun 3	TEXT PRODUCTION 047 - Planan 3	COMMENT ATTORN 364 - Planon 4	Wome Processes EC0(3 - Non FETAC 0	USING DATABASES ECIN: 5 - Nov PETAC 8	ECIN 20 CAD ECIN 8 - Non FETAC 0	LTARTING WITH CONNELLING 980393 - NAJON 3	FRAMICE IN COSTING 986 - Marcon S	регоннытия де Сонниксатия Технолост ЕССКІ - Ман ГЕТАС В	Basic The Connection and Manufacture ECR0.2 - Man FETAC B
lagtan, Dale	2596462/6	511	1	1	E	E	P		1		
leghain, John	2598462VE	0	A	1	100	100	1				
ucket, Bye	159642457	177	E	F	1	F		2			
utton, lien	4567890ME	12	-	(B.77)	A.	1		123			
lyrus, Seth	3579135HV			100	P	E					
laniets, Kylie	7480843UE	P	-		P	P.					
vazier, fidel	146803462	0	8		FI	E					
turter, Timonthy	8565219E	0	0	1	1.91	100					
ACKSON, SARUEL	528574218				F.7	E	P				
ittle, Bosco	3089521020	24			8	P 1	P				
Vitchun, Jack	342294018	c	8	100	1	F	(# )				
OGE, Darby	9876543HE			ETT.	FT	F 1					
aynor, John	1562425PE			144	83	E	10				
aytor, Lyte	856242598			Court I	(F)]]						
hodes, Rocky	2583691FE				E	E					
idingHood, Granite	320624780				(P)	100	(P)			1	
idingrood, Little	6114051FD				100	1	P				
lam, dasker	1/18041105				1000	1071	(m.))				
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Show Learners 12 mbs	ago 🛩 1-	30 🜱 Re	fresh	1 - 10	Cancel S	2/5					

**Note:** As results are input and saved for an assessment, the assessments are moved up so that populated columns are at the beginning of the list and empty columns are at the end. In the example above, a grade for the Major Award has been entered so this has moved up and is now appearing on the first screen.

5. Under 'What do you want to do next?' select either 'Enter results for another class'; this will return you to the first step of the Enter Results Wizard

#### Or

'Print Draft Course Summary Assessment Sheet' to print a summary of the results you have entered. See 'Step 3 of 3 – Print Draft Course Summary Assessment' below.

#### To view additional learners:

The 'Enter Class Results' screen displays a maximum of 300 result entry fields, e.g. if there are ten assessments, 30 learners will be displayed; if there are five assessments 60 learners will be displayed, etc. The maximum number of assessments displayed on the screen is ten.

• Use the scroll bar on the right of the screen to move up and down the list of learners and enter results

Class Ref Hiss 47448 Course Codes H55 Start Baker 07101/2012 Target Augion 900003 Learner	PPSH	NE ORINATION AND COPPLY TECHNOLOGY 144 - Manua 3	ILTI MODUCTION M.7 - Neos J		Www.Processes. ECD(3 - Non FETAC #	COLS- New PETAC #	ECDL 20 CAD ECDLS - Non FETALC 8	STARTING WITH COMPUTING 190703 - MAXIM	TRANSCE & COSTING Side - Renow 5	Reservation and Communication Technology ECD(1 - New FETAC 8	Manue the Community and Manualise Facts FCDL2 - New FETAC 8
Englan, Dale	255846218	0	10	0	EDØ	E-DO	F 10	0	0	0	
laghani, Julin	2896482VE	0	10	10	E 10	1 10	P 10	3	D	3	3
water, Byt	159642457	0		EDO	EDD	EDO	- 0	8003	0	0	0
lutton, Ben	4567890ME	0 10	MIND.	E30	BOD	10	0	ED	Ø	Ø	0
lyrus, Seth	3579335HV	0		0	810	1- 10	0	0	0	0	0
anteis, Kylie	7480843UE	10	<b>D</b>	0	20	12 10	0	3	0	Ø	E
rapey, Fulst	346803-41E	c Đ	r 10	0	EB	9	0	0	0	6	0
unter, Timonthy	85652195	12 E	0 10	0	0	10	0	0	0	8	3
ICKSOH, SAMUEL	\$265743UB	0	0	0	EDO	1-10	1 10	0	0	0	0
ttie, Besco	308982160	11 ID	10	0	E 10	1 10	+ 0	B	0	0	0
Holian, Jack	262074218	0.0	6	10	EDO	EB	P 8	3	0	0	0
/GR, Darby	9876543HE	E	E	3	10	10	0	0	0	Ø	E
aytor, John	8142429/E	0		3	EDD	10	1	0	0	3	8
CC Enter for all Las	artest			-	-						-
Show Learners 12 mbs		- 30	there class	1 - 10	Cancel S	ne	Summary 4	Annanantant (	Sheet bit		

If there is more than one screen of learners, an additional dropdown option will appear, to allow you to move to the additional learners – see red circle above.

NB: Before moving to the second page of learners, save any results you have entered on the first page by clicking 'Save'.

- Select the dropdown arrow beside the 'Refresh' hyperlink
- Select the next set of learners (31-32 on the screen above)

inn Ref No. 47445 burne Code: 455 het Date: 07/01/2012 arget Paper: 900003		ORNA FION AND VICE CONTRACTOR VICE CONTRACTOR	C menter -	1	No. No. 1714C 8	NS BATABASES NS- Nov FETAC	N. IS CAD	AUTOR WITH DUTUE	AMELE & COLTANE	MALINA AN MALINA AND MALINA AND MALINA AND	Provident Parts
sarmer Melwell, Didares	9056242EB	181	13	3#	19 10 10 10	80	00	58#	23	1322	110
agion, John	320629788					111				E	
Error In et La											

• Click 'Refresh'. The additional learners are displayed; you can now continue to enter results.

Class Ref Not 47448 Course Colles 855 Mart Dater 87/01/2012 Target Puper 900003 Learner	нчан	NE ORPHATION AND COPIN TECHNOLOGY BIA - Name J	TEXT PRODUCTION NZ - Nuon 3		Wass Nuclases (CDL) - Nos ITTAC 8	OSING PATABASES ECOUS - New FETAC B	ECK IS CAD ECN3 - Now FETAC 8	TTAKTING WITH COMPLETING METHON NAMES	TRAMEC & COSTREE SN - Reen 5	Incompany of the second s	Dans the Construc- and Manadam Fact ECRC3 - Non FETAC 2
llagham, Daie	259846218	1			-	E			100	107	
Baghani, John	259646211	D	A	10.03	1000	100	<b>p</b> .				1111
Bucket, Elyn	109642457	-	(P)	1	1		-	(P)	1		1
Button, Ben	456789ONE	D	64	010	A	1		(I) ~ ]	1111		(191)
Cyrus, Sett	3579135HV				1	E					
Derretz, Kylze	7480843UE	-			-	1				1000	
Frazier, Fidel	246802450	0			100	F 3				1.	
Hanker, Timorithy	\$548219E	D	0		1				1000		
DACKSON, SAMUEL	\$2457421/8				ar	2	-				
Litte, Buice	3089521GD	10			-				100	1.0	
Witcham, Jack	382894218	0	10	100	(MIC)	1	P			100	
O'DR, Derby	9070543HB				-					1000	1000
Raynor, John	8562425PE				(m. 1)	E	P .		101	1.1.1	
Raynor, Lyle	8563429P8				PCDLA SPIR	ADD-FETTL					100
Rhodes, Rocky	258369172				SCOLA FORS	ENTATION					
RidingHood, Granny	320629780				ECTUZ WER	informations, and	COMPLEX A	m.			
RidingHood, Little	611405170				TODAY AND	meth ten					
Birer John	2010001002				ELECTION ADDIS	WILLIS BLAC			1	1.11	Lond .
Enter for all La	erters				SCDLWI LLIA	- HEREIGHTER					
Show Learners 12 mm	ago 💉 1-	30 🔛 Re	tresh	1-10	Cancel S	a.m.)					

#### To view additional assessments:

A maximum of 10 assessments can be displayed on the Enter Results screen. If the assessment for which you wish to enter results does not appear on the first screen:

- Save any results you have already entered by clicking 'Save'.
- Move the mouse over the tab at the bottom of the screen (circled in screenshot above). A list of the assessments/awards on that tab will be displayed.
- Select the tab that lists the assessments for which you want to enter results.

Class Ref His: 47448 Course Codes: 455 Nart Date: 87701/2012 Target Pajor: 90003 Learner	PPSH	SPECIAL STATE OF THE STATE	HESDITATION ECRA- Nov ITTAC 8	VER BROVERSE AND CONSIGNED TON ECRUP New FETAL 9	ADVANCED ECOL	ECIL WERSTANTER ECIL WE - Now TETAC &	
Reghan, Date	299846298		1000				6
Baghain, John	25984621/E	0.00					
Buchet, flyn	19964245V						
Button, Ben	4567090HE	(C))	100				
Cyrus, Seth	357¥135MV		1.000				
Damets, Kylte	7480843UE	1.111	1111				
Frazier, Fidel	24680245E		1.11				
funiter, Timonthy	8565219E		1000				
JACKSON, SAMLIEL	\$28574208		( ) )				
Little, 6mco-	308952100	( in )	-				
WEIham, Jack	262894218						
2GR, Darby	9078543HB	(1)	(				
layesir, John	8562-425PE						
Raymon, Lyler	856242598	1000	1111				
Ihodes, Rocky	2585691FE						
RidingHood, Granity	320629760	1	Lot 1				
fidingHood, Littla	8114051FD		1000				
Ren John	3/14/001311/12		100	1.53			M
	Enter for all Learners						
Show Learners 12 mths age 🛫	1+30 Metresh	1-10 18-	15				
What do you want to in part?		Ca	ncel Save				
<< Enter N	sults for another class.		Print Draft Cour	se Summery Assess	ment Sheet >>		

• The additional assessments are displayed and you can continue to enter results.

**Note:** As results are inputted and saved for an assessment the assessments are moved up so that populated columns are at the beginning of the list and empty columns are at the end.

Step 3 of 3 – Print Draft Course Summary Assessment Sheet

Enter Results: Step3 Print Draft Course Summary Asses	unert		
Sector 1 o Class	Crier Secult	Arriel Straft Canirol Samiran Assaurant Sheet	
One Summary			
Course Looks CORSS		Coverage Titles: Starting with Computers	
Providen CD		Share Date: 05/06/2012	
Bratt Enurse Summary Assessment Shietz			
Int Dialt Course Seminary Assessment Identi			
ou can priori a direff.cogo of the course summary assessment : entered for each learner on this course. This p	beet for the provident results son have entered to date for Writish thould you need it, is far cross checking purposes on	the class by choosing the option before. This report will first the provisional res- by it should be securely disposed of and national to your FAS TSD.	ini -
	Print Draft Course Summary Assessment	inet	

 Click on 'Print Draft Course Summary Assessment Sheet'. Your Course Summary Assessment Sheet will appear in a separate window. You can print this for crosschecking purposes if required. It should be securely disposed of and not sent to the TSO. **Note:** The Draft Summary Assessment Sheet shows results that have been entered and **have not yet been included on an F12.** Results that have already been added to an F12 will not appear on the Draft Summary Assessment Sheet.

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Pro	gramme/Course Start	Date (as ap	oproprie	(ete		07/01/2	812		Progra	mme/Co	lurse Fil	nish Dao	e (as ap	propria	10)				
ote	All Learners registered	on the course	e must b	e liated	on this fo	orm regar	rdless of	whether	mey dro	oped out	or did no	t meet ti	he stand	init etc.	1997 A.			7	
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18	Rassett, Efren	36269429																11	

**NB:** When printing reports it is important that you use the printer icon (circled above) to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly

2. Close the Report Viewer window. This will return you to the 'Print Draft Course Summary Assessment Sheet' screen.

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_		
	Print Draft Course Summary Assessment Sheet	

3. Click 'Exit Results Wizard'. You will be returned to the RCCRS Home Screen.

#### 3.1 Recording Previous Accredited Training (PAT<sup>2</sup>)

Previous Accredited Training (PAT) should be recorded in the RCCRS where a learner has previously received a certificate towards the achievement of the Major/Special Purpose/Supplemental award being requested, either in SOLAS or with another provider and, therefore, is not required to undertake the assessment a second time. The previous grade can be entered and marked as PAT. This grade is automatically highlighted as PAT on the printed F12 as a flag to the TSO approving the F12. Results marked as PAT will not be sent to QQI/FETAC as the learner has already obtained a certificate for the assessment concerned.

There are two different categories of PAT available:

#### (i) Previously Accredited Training achieved in SOLAS

If a learner has an approved result for the same assessment in another SOLAS class **which** has not already been recorded in the RCCRS, i.e. the result was recorded in a legacy system, follow the steps below:

Class Ref Nor 100128 Course Calder #55 Start Date: 03/01/201 Target Rejon: 900803 Learner	2.	PERMATION AND OPEN TECHNISLOGY 64 - Manua J	CT PRODUCTION	CKSON, S	AMUEL	TABAGES Non FETAC 8	CAD Ion ITTAC 8	LANTING WITH OPDUTES 00001 Haven 3	CONTRACTOR AND DEPENDENCY OF CONSTRUCTION COL1 - NON FUTAC B	NAL THE COMMUNA AB MANAGINE FACE CDL2 - NON TETAC 8	PREADSHELTS CDL4 - Now FETAC B
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Sutton, Seo	4567890ME	P 10	-1	elect-		~		0.0	0	B	B
Cyrus, Seth	3579135HV	Ð		visually action	ed in FAS	45	A	0	0	E	E
Danietz, Kylie	7480843UE	1	A1	need by ever	utility .			3		- 83	E
Frazier, Fidel	24680245E	0.0	P					3	B	3	3
Hurter, Timonthy	8565219E	0.0	0	Save	Result	Dents First	1	0	3	3	3
ACKSON, SAWUEL	\$24574208	Ð				-	-	B	B	0	8
Little, Bosce	308952160	100	3	3	EDO	E B	- 10	E	3	1	3
Mitchum, Jack	362894218	-10	0.0	0	EDO	E 19	P 8	3	0	0	3
DGB, Darby	9878543HB	0	1	B	EDO	EDD	0	Ð	3	10	Ð
Raynor, John	8563425PE	0	0	0	EB	EDD	- 0	0	0	1	10,
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Show Learners 12 mil	is ago 👻 1	-30 💌	Refresh	1 - 10	Cancel	34)					
while an you want to do ne	<< Enter res	ults for an	other class		Prin	t Draft Course	Summary A	ssessment 5	Sheet >>	110	

- 1. On the Enter Class Results screen, click on the blue arrow beside the relevant result field. This will open a pop-up screen for that learner and assessment
- 2. Enter the Grade

<sup>&</sup>lt;sup>2</sup> Previous Accredited Training (PAT) should be used in the RCCRS where a learner has previously received a certificate towards the achievement of an award.

- 3. You are required to provide evidence of the accreditation in the text box. Confirm that evidence of PAT has been sighted and enter the certificate number and date of the award.
- 4. Click the dropdown arrow under 'Previous Accredited Training (PAT)' and select 'Previously achieved in SOLAS option
- 5. Click 'Save Result'. This result will not be sent to the awarding body. It will appear on the F12 and will be flagged as previously achieved in SOLAS.

**Note**: If required, the user has the option of replacing the Previous Accredited grade with a new grade if the learner sits the assessment a second time as part of the new course. However, a new QQI/FETAC cert will only be requested if the second result is an improvement.

If an improved grade is entered it is considered a new result and is no longer flagged as PAT.

#### (ii) Previously Accredited Training achieved outside of SOLAS

If the learner previously achieved certification for the same assessment outside of SOLAS, i.e. RCCRS has no history of this result, you can enter the previously achieved result and flag it as PAT. To record PAT achieved outside of SOLAS follow the steps below:

Class Berl Han 100128 Classe Coder 185 Bart Delen 85/01/201 Target Aujor: 100003 Lawmer	e PFSH	MECONIA INC. AND CONN. 11 CHARLOCY 844 - Passes 3	TULT PRODUCTION		TORS MANAGEMENT	CONTRACTOR	ICRN 29 CAD	ITARTING WITH COMPUTING WITH FLAME 1	RECEIPTION AND COMMENDIA AND LOCATION AND LOCATION AND AND LOCATION AND AND AND AND AND AND AND AND AND AN	Dates in Constant and National Part (CRU - New PULLS -	PREADDRETT	
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Cyrup, Setth	1579(15H)	10		3	EDD	200	0	0	0		0	
Darrieta, Hylie	748094318	100	0	3	E-10	1230	0	0	0	0	6	
Frazier, Fidel	148803468	c (1)	0	0	2.0	8.10	0	0	0	0	0	
funder, Timothy	19452192	0 83	0.2	Frazier, Fi	del			E	0	5	1	
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- 1. Click on the blue arrow beside the relevant result field. This will open a pop-up screen for that learner and assessment
- 2. Enter the Grade
- 3. You are required to provide evidence of the accreditation in the text box. Confirm that evidence of PAT has been sighted and enter the certificate number and date of the award.

- 4. Click the dropdown arrow under 'Previous Accredited Training (PAT)' and select 'Previously achieved outside of SOLAS option
- 5. Click 'Save Result'. This result will not be sent to the awarding body. It will appear on the F12 and will be flagged as previously achieved outside of SOLAS.

**Note**: If required, the user has the option of replacing the Previous Accredited grade with a new grade if the learner sits the assessment a second time as part of the new course. However, a new QQI/FETAC cert will only be requested if the second result is an improvement.

If an improved grade is entered it is considered a new result and is no longer flagged as PAT.

#### 3.2 Recording Exemptions

Before recording exemptions please read the 'SOLAS Guide to Claiming a QQI/FETAC Common Award Exemption'.

The RCCRS has the facility to flag a result as an exemption. To do this, follow the steps below:

- a) If the exempted module is not listed for the class group in the RCCRS, you should complete the "RCCRS Exemption Request from Community Second Provider or Contracted Trainer to Temporarily Link Award to Facilitate Exemption Request Form" and submit it to the Training Standards Office, who should arrange for a help desk call to be logged on your behalf. Note: the component will only be available for a short period of time, to allow the result be inputted (for external users this is usually 1-2 days max). You will be notified via Training Standards Office that the module is available for a result to be recorded.
- b) If the exempted module is listed for the class group in the RCCRS the inputter enters the result as "E" (for exemption). The details supporting this exemption must be recorded in the RCCRS and the process for doing this is as follows:
  - i. The user Enters "E" as the grade and uses the "Result Details Screen" to enter the evidence by clicking on the result detail button (blue button with white arrow). See example below:

Mitchum, Jack	362 <mark>8942IB</mark>	Ø	D
OICH Darky	00745 4010	8	-

ii. The following data with the red asterisk \* must be provided:

Crockett, Davy TEXT PRODUCTION Result Grade * Evidence Sighted* E - Exemption Y Yes Y Previous Accredited Training (PAT) Achieved by exemption	Result Grade* Evidence Sighted* PAT* (previous accredited training)	Leave blank Select "E- Exemption" Select "Yes" (evidence must be sighted) Select "Achieved by Exemption" Option
<ul> <li>Please enter: Date of Award, Awarding Body, Award*</li> <li>Type, Award Title, Award Level and Award code (if applicable)</li> <li>xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</li></ul>	Evidence Sighted* Complete text box w accredited training b exemption – this text with the details of the User clicks	Select "Yes" (evidence must be sighted) ith details of previous eing used for the t box must be completed e Award.

#### iii. Save Result

Note that when the save result is entered, the inputter can only add information again for this learner in this "Result Detail Screen", by exiting this screen and coming back in again as per (i) above.

Class Ref Hot 100128 Course Coden R55 Start Dates 03/01/2012 Target Rejor 900003 Learner	PPSN	INFORMATION	AND LUMM TECHNOLOGY 066 - NUNOR 3	TEXT PRODUCTION	e weknu - Jan	COMMENTATIONS	564 - MINOR 4	DFORMATION AND COMMUNICATION TECHNOLOCY ECOL1 - NON	USING THE COMPUTER AND MANALING FILES ECDL2 - NON FETAC 0	WORD PROCESSING ECDL3 - NON PETAC 0	SPREADSHEETS	ECDL4 - NDN FETAC 0	DIVISIO	DATABASES ECDLS - NON FETAC 0	STARTING WITH COMPUTERS 900503 - NAIOR 3	PRESENTATION ECDL6 - NON	FETAC 0
Eagham, Dale	29964621/8		D		Ð	B	0	Ð	P 8	Ø	P	Ø	P	Ð	3	1	8
Bagham, John	2595462VE		Ð		Ð	E	10	8	Ð	Ø	P	8	P	Ð	8	1	0
Bucket, Elyn	159642457		3	le	E.	D	E	- 0	Ð	E	P	Ð	9	Ð	Ð	1	Ξ.
Button, Ben	4567890ME		13	м	Ð		Ð	8	Ð	B	P	63	ę.	Ð	Ð	1	2
Cyrus, Seth	3579135HV		Ð		Ø	Ð	10	Ð	8	Ø	P	8	P	0	8	1	8
Denteda, Rythe	7480843UE		8	м	0	P	3	8	0	Ø	P	8	E.	Ð.	PE		0
Frazier, Fidel	246802458		13		Ð	IE	10	Ð	Ð	E	P	8	P	Ð	E	1	0
JACKSON, SAMUEL	5265742UB		Ð		Ð	P	- 96	Ð	8	E	τ	13	p.	13	13		2
Little, Bosco	3089521GD	- 68	Ð	IC.	Ð	臣	10	0	8	Ð	P	8	P	Ð	8		8
Mitchum, Jack	362894218		7 3		0	10	-10	8	0	Ð	P	Ø	E.	Ð	8	1	8
C/G/E, Derby	9876543H8		8	1	8	)	Ð	Ð	8	B	p	8	6	8	8		2
Raynor, John	8562425PE		Ð		8	10	Ð	B	Ð	8	p	Ð	p	10	5	1	2
1					0.		18				- *	0		10		-	7. "

Once the result is saved it will show as follows:

#### 3.3 Entering Results for learners who left more than 12 months ago

The 'Enter Class Results' shows learners who exited a course within the last 12 months. You can change this setting to display learners with an exit date of up to 60 months ago.

Cass Ref His 100128 Course Codes 455 Blact Date: 02/01/2012 Target Patient 400000 Seamer	ITCH	NE ORINA TION AND COPPY VICTORICOCY BAA - Planta 3	TEXT PRODUCTION 047 - Plana 3	Community of the second	Wass Processed	FORST ANTARAGES	CON. ID CAD FORD - New FETAC II	LTARTING WITH COMPUTING 000301 - Paase 2	TRAJECT & COSTREE 188 - Please 3	MORECOM AN COMMENCIAL AN LONG - AN FLAG	these tex Connection one Neucosting Factor FCRC2 - New FUTAC 8
Sagtan, Die	19942/8	0	0	3		EB	r 10	0	0	0	3
Englain, John	255546215	20	10	10	6.6	100	* 10	0	0	10	10
Bucket, Eye	1996-02407		20	203	200	200	* 0	E-10	0	0	3
Button, Bet	434799ONE	0 0	10	10	1	200	10	10	0		2
Cyrus, Seth	25791354/	0	00		0	0	0		0		0
Daniels, Kylie	748064016	E30	0	0	- 30	- 30	10		3	0	8
frazier, Fidel	246802402	0 0	• 0		20	1	0	0	10	0	0
Harter, Triarthy	8545219E	p (0	2 E)	10	E	0	E	0	0	0	3
ACKON, SANJEL	\$25574218	0	0	0	1	1		0	0	0	3
Uttie, Borce	108452100	10.10	10	- 63	100	10	* 80	0	0	0	10
Hitchuri, Jack	342894218	0 0	0	0	200	20	× 10	0	0	0	0
orce, barby	107154548		0	0	20	0	10	0	0		3
Raynor, John	8542425PE		0	0		00	* 8	0	0	0	0
Error by all La					-						
Show Learner 1 12 miles Current That is a word 5 miles 24 miles 30 miles 30 miles	App of 1 Droly App App App App App App App App App App		efresh ther clase	1 - 10	Cancel ) [5 Print	ere Draft Course	e Summary /	Assessment.	Sheet >>		

To extend the exit date:

- a. Click on the dropdown arrow beside the 'Show Learners' field
- b. Select the time period for which you want learners to be displayed
- c. Click 'Refresh'; the screen refreshes to show additional learners

## 4. Submitting Results

Once you have entered results, you will want to add them to an F12 and submit them to the TSO.

#### 4.1 Create and Submit an F12 Form

Create and submit an F12 form for classes for which you have entered <u>results that have yet</u> to be added to an F12 form.

1. Click on the 'Results' tab.

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Pascha (Empliny ())		
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Create and Scients a F32		
or Returned F12		
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	0	
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Series & Class Provider (-SELECT+	Course Colle	erter furnier y Auserbert Have
Benet & Class Republic - SELECT+	Course Colle	erter functiony Assessment Have
servit For Clean Provider (-dELECT+	Course Colle	erter turnning Assessment Have

2. With the mouse over the 'Submit Results' tab, select 'Create and Submit a F12' – this will open a five-step 'Submit Results' wizard.

A list of classes for which you have entered results that have not yet been added to an F12 will appear.

#### Step 1 of 5 – Select a Class

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						1.8
Interest State						
Securi Livi	h providence excetto reache fo	e advectory. Club or the class for the b	superiority the status for the start's an	day. Tugala FU Pure. Reason rate the lot below	are there for all the output of the second	and should a black have
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1. From the list of classes that appears, select the class for which you wish to submit results by clicking on the Class Ref No. hyperlink.

#### Step 2 of 5 - Create F12 form

Results Deducty	PAS Result Capture Cer	rtification Request System		External Sam (0)
iobrnit Results: Step2 Cre	nte as F12 Form			
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Class Summary				
	Course Code: CDR55 Provider: CO		Course Title: Starting Start, bate: 43,402/2	with Computers 011
als F12 form	The following F12 Form flat been created. Click the	rest button below to nove to the next page wh	rre you can choose which results to in include on t	the F12 tarm
ule 112 fam	F12F19-112: 1000 Destin Kir External State		Cata Drastes: 02/03/2012	

- 1. The F12 Form ID is automatically generated; you should note this for tracking purposes. You will also receive an email notification which will include the F12 Form ID. (<u>See Section 7 'Email Alerts'</u>).
- 2. Click 'Next' a list of all of the results you have entered for this class appears.

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charge or carrent a result record. Technic Substant Receiv	Jacobolie, All Republic for these Law	reer Installe All Readle	AssaultType	C Prevente D	1 - 5 of 2

#### Step 3 of 5 – Include Results on F12 Form

1. Select the records you wish to include on the F12 form by selecting the relevant radio button.

	3	FÁS Result Capture Cert	fication Request System			External Unit (0)
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tion to the list of pr	render versets you have en	rtered for this cause beect recorded in	the foll and click the trickale options below to in-	clude the results on the F12 Form you	are substitling. Please side you las a	ess cost update Result
and a second second second						
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2. Click the Include buttons\* to add the records to the F12 form

\*The following options are available for adding results to an F12:

- Include Selected Results includes only the result you have selected for this learner
- Include All Results for this learner includes all results you have entered for that learner
- Include All Results adds all results for all learners in this class

As you include results they will move to the section 'Results Included on this F12 Form'

You can also edit or remove results already added to an F12 by clicking on the 'View/Edit Results' or the Remove\*\* buttons, above the list of results already included on this F12 form.

\*\*The following options are available:

- Remove Selected Result removes only the result you have selected for this learner
- Remove All Results for this Learner removes all results you have entered for that learner
- Remove All Results removes all results from the F12
- 3. Repeat 1 and 2 above as required.

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4. Scroll down (if necessary) and click 'Next' at the bottom of the screen.

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Step 4 of 5 – Submit F12 Form

1. Click 'Submit F12 Form to SOLAS TSO'. You will be asked if you are sure you want to submit the F12 form.

**Note:** Once you submit the F12 Form all results in this F12 will be locked and you will no longer be able to change the results.



#### 2. Click 'OK'

#### Step 5 of 5 – Print F12 Form

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1. Click 'Print F12 Form' to print a paper copy for your records.

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- 2. Your F12 will appear in a new 'Report Viewer' window. Remember to use the printer icon to ensure your F12 prints correctly. This F12 form should be sent to the TSO with the relevant signatures and Assessment Results Pack.
- 3. Close the Report Viewer window. This will return you to the 'Print F12 Form' screen.
- 4. Click 'Exit Submit Results'. This will return you to the RCCRS Home Screen.

#### 4.2 Edit and Submit an Open or Returned F12 Form:

Edit and Submit an Open or Returned F12 Form for F12 Forms you have created which are unfinished, have not been submitted or have been returned to you

- Open F12 forms are forms for which you have begun to enter results but have not finished or submitted
- > Returned F12 forms are forms which have been returned by a TSO for correction
- 1. Click on the 'Results' tab.

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2. With the mouse over the 'Submit Results' tab, select 'Submit an Open or Returned F12 Form'. This will open a four-step **'Submit Results'** wizard.

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1. From the list of Open F12 forms that appears, select the F12 you wish to edit and/or submit by clicking on the F12 Form ID. The 'Include Results on F12' screen appears.

#### Step 2 of 4 – Include Results on F12 form

(To add additional results, that you have already entered, to the F12 form)

Note: You must have entered the results already using the 'Enter Results' screen. See Section 3: Entering Results.

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- 1. Select the records you wish to include on the F12 form
- 2. Click the Include buttons\* to add the records to the F12 form

\*The following options are available:

- Include Selected Result includes only the result you have selected for this learner
- Include All Results for this learner includes all results you have entered for that learner
- Include All Results adds all results for all learners in this class
- 3. Click the Remove buttons\*\* to remove records from the F12 form

\*\*The following options are available:

- Remove Selected Result removes only the result you have selected for this learner
- Remove All Results for this Learner removes all results you have entered for that learner
- Remove All Results removes all results from the F12
- 4. Click the 'View/Edit Results' button above the list of results already included on this F12 form to edit results already added to the F12 or returned to you by the TSO.

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- Edit the results as necessary
- Click 'Save'
- Click 'Previous Screen' when you have finished editing results. This will return you to the 'Include Results on F12' screen
- 5. Repeat 1 to 4 above as required

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6. Scroll down (if necessary) and click 'Next' at the bottom of the screen

#### Step 3 of 4 – Submit F12 form to TSO

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1. Click 'Submit F12 Form'. You will be asked if you are sure you want to submit the F12 form. **Note:** Once you click the submit F12 Form all results in this F12 will be locked and you will no longer be able to change the results.

Messag	je from webpage
2	The results included on this F12 form will now be submitted, the records will be locked and you will no longer be able change the results. Are you sure you want to continue?
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2. Click 'OK'. TSO staff will receive an email notification of F12s submitted, including the F12 ID.

#### Step 4 of 4 – Print F12 Form

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1. Click 'Print F12' form to print a paper copy for your records. Your F12 will appear in a new window. The re-submitted F12 form retains its original ID No.

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**Note:** When printing reports it is important that you use the printer icon, shown above in the red circle, to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly.

This F12 form should be sent to the TSO with the relevant signatures.

- 2. Close the window. This will return you to the 'Print F12 Form' screen.
- 3. Click 'Exit Wizard'. You will be returned to the RCCRS Home screen.

## 5. Returned F12s

If an error is identified on an F12 form, the TSO will return the F12 form to the submitter for re-checking and correcting.

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- The Status of the results on the form is 'Returned'.
- The person who submitted the F12 will receive an email notification that an F12 has been returned.
- The submitter then goes through the <u>Edit and Submit an Open or Returned F12 Form</u> process the F12 form, when resubmitted, retains its ID No.

## 6. Entering Certificate Numbers

All **non-QQI/FETAC results** become available on the 'Enter Certification' screen as soon as they are approved so you can manually enter certificate numbers.

For **QQI/FETAC results**, the status changes to 'Certificate Requested' when the file is uploaded to the FBS by SOLAS IT.

**Note:** QQI/FETAC certificate numbers will be populated automatically when SOLAS receives the return file from QQI/FETAC. All other certificate numbers must be entered manually.

- 1. Click on the 'Certification' tab
- 2. You can search for all approved results or enter your F12 form ID and click "Search" to just see a list of all results on a specific F12.

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- 5. Enter the certificate number in the 'Cert Number' field
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- 8. Click 'OK' when you are asked if you are sure you want to save the record; the certificate number and date awarded appear in the learner's record.
- 9. Repeat 3 to 6 for each result for which you wish to add cert numbers.
- 10. Click 'Exit Enter Cert Numbers'. The system returns to the Home screen.

## 7. Enquiries

There are two enquiry options available to you in the RCCRS

**Results & Certs Enquiry** allows you to search for learners using any combination of learner details, course details, cert number, award code, result status and F12 Form ID

**F12 Enquiry** allows you to search for a specific F12 using the F12 ID and/or the Class Ref No. This is useful for checking the status of an F12 or for identifying the F12s associated with a particular class.

#### 7.1 Results & Certs Enquiry

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- 1. Click the 'Enquiry' tab
- 2. Click 'Results & Certs Enquiry' to search for a specific learner
- 3. Using the 'Search' or 'Advanced Search' options, enter the criteria for your enquiry
- 4. Click 'Search'

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5. When your search results are returned you can click on a learner's PPS No. to see the learner and course summary together with Result and Certification Number.

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6. Click 'View Change History' to view records of changes made to the learner's results. You will be presented with a summary of the changes made to this result.

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7. Click 'Previous Screen' to return to the Result Record Details. Continue clicking 'Previous Screen' to move back through the screens above to the Enquiry Screen. Alternatively, you can click on the 'Home' tab at the top of the screen to return to the Home screen.

#### 7.2 F12 Enquiry

You can use this option to re-print an F12 report.

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- 1. Click the 'Enquiry' tab
- 2. Click 'F12 Enquiry'
- 3. Enter the F12 ID and/or the Class Ref No.

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- 4. Click 'Search'. If you entered the F12 ID, that F12 will be returned in the search results. If you entered the Class Ref No. a list of all F12s relating to that class will be returned. You can check details of the F12, e.g. Date Submitted, Date Approved, F12 Form Status
- 5. Click on the F12 Form ID number if you wish to print the F12 Report
- 6. Click 'Print F12 Report'

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- 7. The F12 Report will open in a separate window. If you wish to print the F12 report remember to use the Print Icon to do so.
- 8. Close the Report Viewer window. This will return you to the 'Print F12 Report' screen.

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9. Click 'Exit Enquiry' to return to the RCCRS Home Screen or 'Previous Screen' to return to the F12 Enquiry screen.

## 8. Email Alerts

There are two operations that generate an email alert:

- 1. Submitting an F12.
- 2. Returning an F12. An email alert is sent to the submitter and copied to the TSO

The email notification contains the following information:

- F12 ID
- Class Ref No
- Course Code
- Course Start Date
- Submitted/Returned By
- Submitted/Returned Date
- Return comments

## 9. Warning/Error Messages

There are a number of warning/error messages in the RCCRS. These messages appear at the top of the screen with a brief description of the error together with the steps to be followed to proceed. An example is shown below.

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## 10. RCCRS GLOSSARY

The following is a glossary of terms used in the RCCRS:

**Class Ref No:** The reference number assigned to a group of learners by the SOLAS Client Services System. For contracted training courses it is typically the same as the contract number.

**Course Code:** An alphanumeric code, the first two letters represent the provider element and the last characters represent the course code itself, e.g. if the course code is AT65B the AT represents the Provider and 65B is the course code. **NB:** For CTCs, LTIs and STPs, if using the course code to search for your class, enter all five characters, e.g. COB6F. All other course types use only the last three characters, e.g. B6F

**Locked Results**: Results that cannot be edited. For results inputter, these are results that have been submitted to a SOLAS TSO. For TSO's these are results that have been approved.

**Open F12:** F12 forms for which you have begun to enter results but have not finished or submitted. Results on open F12s can still be edited.

**Provider:** This refers to the SOLAS system classification for the course provider and is not the provider name, e.g. if the course code is COB4J the Provider is CO (denoting Cork in SOLAS systems). When searching for a class to input results for LTIs, CTCs or STPs on the RCCRS you should enter the Provider Code in the Provider field **and** include it as part of the course code in the Course Code field, e.g. Provider Code: CO, Course Code: **CO**B4J.

**Returned F12:** F12 forms which have been returned by a TSO for correction. Results on returned F12 forms can be edited.

**Saved Results:** Results that have been entered and saved. These results can still be edited at any time until they are submitted to the TSO. When entering results it is advisable to click 'Save' regularly

**Submitted:** Results that have been input, added to an F12 and the 'Submit' button has been clicked. Submitted results are locked and can no longer be edited by the inputter.

Target Major: The Major/Special Purpose or Supplemental Award to which a course leads.

**TSO:** Training Standards Officer

## 11. Appendix – Installing ActiveX

## **Solution A**

On most PCS after the user clicks the print icon for the first time in RCCRS they should be prompted to install a print control ActiveX (see "Do you want to install this software screen?" shot below).

The user should simply click the Install button. Once this install is complete the report will run fine

oo you	want to install this software?		
	Name: Microsoft SQL Server		
	Publisher: Microsoft Corporation		
× More	e options	Install	Don't Install

# **Solution B**

Some users, depending on their browser settings, may not get this prompt. If that is the case it is likely they will see a message as shown below appear on the screen

1 This	web	site want	ts to instal	I the fe	ollowing	add-on: 'Microsoft !	SQL Server' from	'Microsoft Corporation'. If	you trust the website and the	add-on and	d want to in	nstall it, cli	ck here		
14	4	1	of 3	Þ.	ÞI	100%	*	Find   Next	Select a format	•	Export	3	3		
raini	ing s	Standa	ards Sys	tem										F12 ID	٤ م
							F12 Cou	rse Summary Asse	ssment Sheet and F	Results	Approv	al Form	1		
	Prog	gramm	e Type		1	Course Code		Course/Pro	ogramme Title					Training Provid	er 🗉
_		1.00			-	COVER	_	Clading w	th Computare						

Click the message highlighted (i.e. "This website wants to run ....") and the Install Prompt as mentioned in Solution A above will appear.

# **Solution C**

If neither the install screen nor the message listed in A and B above appears then it is likely that your browser security settings do not allow prompting for ActiveX control. If this is the case you will need to follow the steps below

- 1. Open Internet Explorer.
- 2. Click the Tools menu, and then click Internet Options.
- 3. On the Security tab, Select the trusted sites zone



4. Click 'Sites' to add trusted sited



- 5. Enter \*.fas.ie in "add this website to the zone" and then click Add
- 6. Click close to return to screen below



- 7. Click the Custom level button.
- 8. Scroll down the Security Settings list until you see ActiveX controls and plug-ins.

ettings			
Active	eX controls and plug-ins		
🧳 A	llow previously unused ActiveX con	trols to run without prom	
C	) Disable		
	) Enable		
🤞 A	llow Scriptlets		
C	) Disable		
0	Enable		
	Prompt	1.012	
<b>A</b>	utomatic prompting for ActiveX con	ITOIS	
0	) Disable		
B	pary and script behaviors		
6	Administrator approved		
e	Disable		
(	) Enable		
	ienlav video and animation on a we	hose that does not use	٣
•		· ·	_
Takes eff	ect after you restart Internet Explo	orer	
eset custo	m settings		
eset to:	Modium Jour (dofruit)	- Decet	-
		• <u>Neseun</u>	_
	_		

- 9. For automatic prompting for ActiveX controls, click Enable.
- 10. Scroll down to Download signed ActiveX controls and click Enable or Prompt.
- 11. Scroll down to Run ActiveX controls and plug-ins and click Enable or Prompt.
- 12. Scroll down to Script ActiveX controls marked safe for scripting and click Enable or Prompt.
- 13. Click OK, and then click OK again

Close your Internet Browser and go back into RCCRS and attempt to print the report again you should now get the "Do you want to install this software screen?" prompt described earlier in part A above.