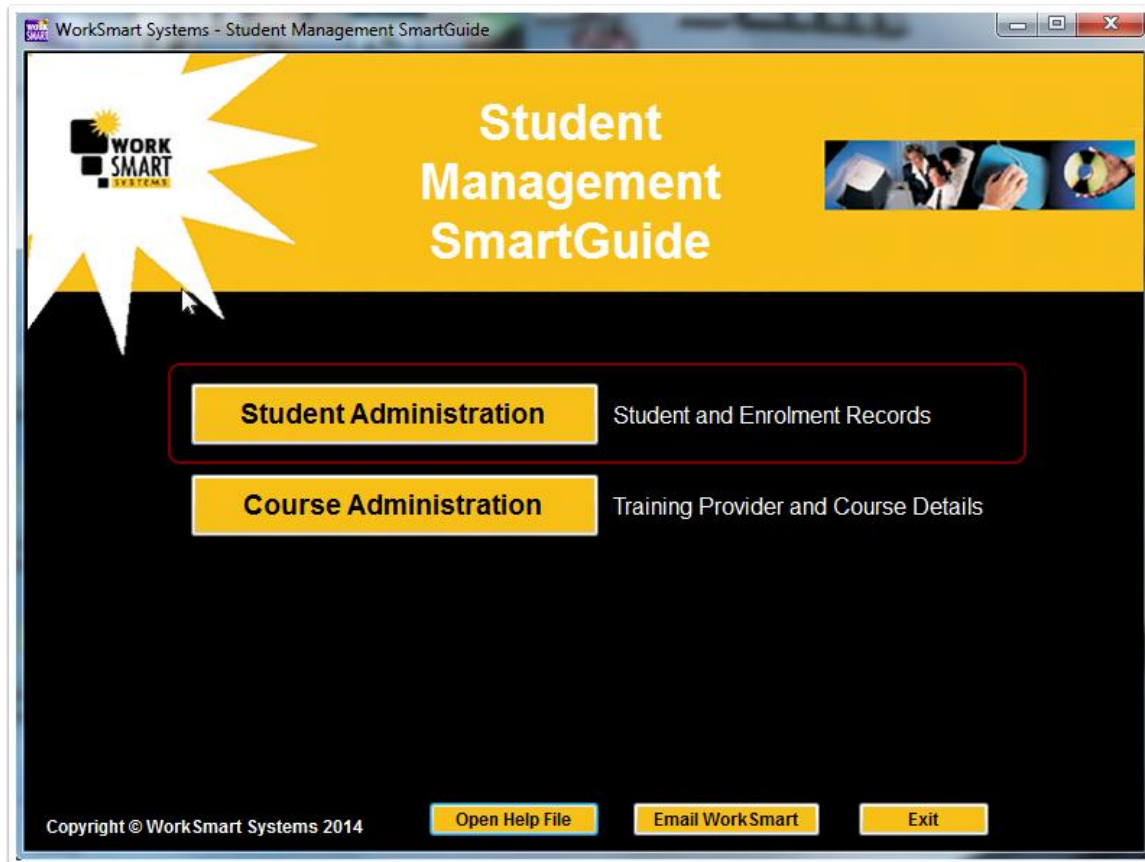


## How to export NAT files

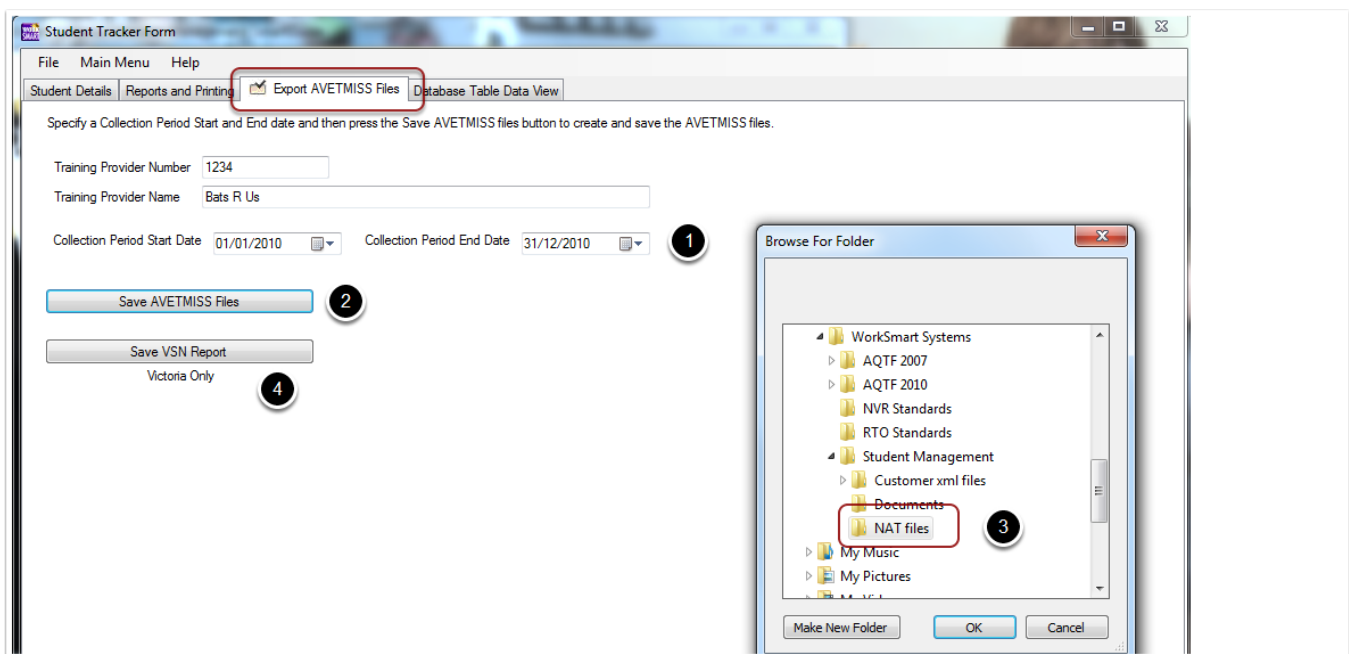
### 1. Click Student Administration button.



## 2. Exporting files

Go to the Export AVETMISS Files tab.

1. The Training Provider boxes are auto filled, simply select the export Star Date and End Dates for the collection period that you are required to report on.
2. Now click the Save AVETMISS Files button and a browse box will appear where you can select where to save your NAT files to
3. By default this is in the NAT folder in the Student Management folder, but you can save your files anywhere, just remember where you save them!
4. If required in Victoria you can also export a VSN Report in excel format as required by thr VRQA.



### 3. Upload NAT files

1. Now log on to the site where you have to upload your files to i.e. NCVER logon page.
2. You will see an Upload files option / button, click this to bring up a browse window, use this to browse to and locate your NAT files as shown below.
3. Select all your NAT files and this will add them to a list on websites upload page, now click upload on the page and your NAT files will be uploaded.
4. Finally run the validate button which will check and either validate your NAT files or give you a summary of errors for a NAT file, you can click on the error summary to find out exactly where any errors are (please note the data is exported in one long text string so if you have one error in the middle of the line then every field after will also be errors, so one error can cause multiple errors!).
5. With specific error details return to the program and make any corrections as required e.g. incorrect post codes.
6. Export again and only upload and NAT files with errors in, continue with this until all errors are gone and complete your reporting requirements for the collection period.

