



## Online Forms Setup Guide



# Table of Contents

---

Copyright Notice.....	3
Confidentiality .....	3
Disclaimer .....	3
Target Audience.....	3
Revision History .....	4
Prerequisites.....	5
Online Form Setup.....	5
1. Create the online form .....	5
The minimum data required to create an application through online enrolment: .....	5
The minimum data required to create an online enquiry record: .....	5
2. Format the online data for Artena .....	6
Online Enrolment Application Format.....	6
Online Enquiry Format.....	7
3. Make the online data available to Artena.....	7
Online Enrolment Application Folder Setup.....	8
Online Enquiry Folder Setup.....	8
Artena Configuration .....	8
1. Set up the Online Importer script .....	8
2. Allocate Artena Permissions .....	8
Appendix 1 – Fields available for online enrolment forms.....	9
Appendix 2 – Fields available for online enquiry forms .....	20
Appendix 3 - System Architecture .....	22

## Copyright Notice

Please note that this publication is copyright. Except as permitted by the **Copyright Act**, no part of it may in any form or by any electronic, mechanical, photocopying, recording or any other means be reproduced, stored in a retrieval system or be broadcast or transmitted without the prior permission of the publisher, Student Management Software Solutions Ltd (SMSS).

## Confidentiality

Please note that this publication is confidential.

The permitted circulation list is as follows:

- i) Artena User Group members

## Disclaimer

All information in this publication is subject to alteration without notice. Although we endeavor to provide accurate and timely information, we do not warrant its accuracy at the date it is received.

SMSS owns the copyright to all information contained in this publication except where the information has been explicitly stated as being derived from other parties. Attribution to SMSS must be given to any information reproduced.

## Target Audience

Technical person/s responsible for:

- Configuring Artena to accept online enrolments
- Artena Security Administrator module
- Building and maintaining a site's online enrolment form/s

## Revision History

Description	Date	Version number	Author
Initial document Online Enrolments Setup Guide	13/03/2014	1.0	Samantha
Code examples formatting	13/03/2014	1.1	Emil
Updated with new fields Art990 and data examples added	24/02/2015	1.2	Samantha
Initial document Online Enquiries Setup Guide	20/02/2015	1.0	Samantha
Amalgamated Online Enrolments and Online Enquiries Setup Guides	20/03/2015	2.0	Lian
Add fields SMSS-12345	09/09/2015	2.1	Hendrik
Corrected XML definition SMSS-13897	11/09/2015	2.2	Emil
Added fields SMSS-14550 and SMSS-14540	29/04/2016	2.3	Hendrik

*Please help us improve this document. If you have suggestions for changes or additional content, please email [helpdesk@smss.org.nz](mailto:helpdesk@smss.org.nz).*

## Prerequisites

1. Online Enrolments:
  - Artena 09.07.00 introduces this functionality
  - Artena 09.09.00 introduces extra fields as indicated in the field list at [Appendix 1](#)
2. Online Enquiries:
  - Artena 09.09.00 introduces this functionality
3. Artena Deployment Guide 2
4. Online Forms Setup Guide (this document)
5. A location to present online forms to prospective students and/or enquirers (eg, a web page)
6. A location to store completed online forms and any attached documents (eg a data storage drive)

## Online Form Setup

The creation and design of the online form for enquires or enrolment applications are the site's responsibility. Each site must ensure that the data collected through the online form is in the format specified in [Appendix 1](#) for enrolment applications or [Appendix 2](#) for enquiries.

### 1. Create the online form

#### **The minimum data required to create an application through online enrolment:**

1. First Name
2. Surname
3. Date of Birth
4. Gender Code
5. Home Address Line 1
6. Home Address Postcode
7. Home Address Email
8. OTEUID (Offered Teaching Entry Unique Identifier)

#### **The minimum data required to create an online enquiry record:**

1. First Name
2. Surname
3. Date of Birth
4. Gender Code
5. Address Line 1
6. Postcode
7. Enquiry Channel Code
8. Enquiry Year

The site may deem other data mandatory at the time of submitting the online form. The online form should be designed to ensure it cannot be submitted without mandatory data fields completed. For an online enrolment application, mandatory data may also include a declaration by the prospective student and document attachments such as proof of identity or citizenship.

## 2. Format the online data for Artena

There are four types of information that can be gathered through the online process.

Information Type	Description	Applicable for:	
		Enrolment Application	Enquiry
<b>Application Descriptor</b>	This descriptor populates the Description field in the Application Search screen. Not considered part of the application, it is intended to be used to assign applications to processors based on a description, eg the programme name, without the need to view the additional data list for each application individually. Only one descriptor per application is allowed.	Yes	No
<b>Online Application data/Online Enquiry data</b>	This data has a defined destination in Artena and will be added to the correct field if the data is accepted.	Yes	Yes
<b>Additional data</b>	This data does not have a defined destination in Artena and will not be attached to the person if the online form is accepted. Additional data fields are intended to capture information that will be used for processing decisions only, for example whether the applicant requires support, or if they require a homestay, or displaying a programme name in human readable format to aid selection of components against an enquiry.	Yes	Yes
<b>File attachments</b>	Applicants may attach commonly used file types such as MSWord, MSeExcel and PDF files to their application. These files will be available for processors to view while processing an application.	Yes	No

All data types are retained against the form for viewing at any time through the online processing area, regardless of acceptance or rejection of the form. However, if file attachment documents are uploaded to the Person record and then deleted through the Person tab in Artena, they will also be deleted from the enrolment application.

Application or Enquiry, and Additional data collected through the online form must be presented to Artena in a defined format and in a single, specifically named XML file.

Each Additional data field must have a unique field name. Additional data fields must not have the same name as any existing data fields.

### Online Enrolment Application Format

Data collected through the online enrolment application form must be presented to Artena in the following XML format. Note the structure of the OnlineApplication, description and AdditionalData elements in the XML file:

```
<?xml version="1.0" encoding="utf-8"?>
<OnlineApplication description="Diploma of Business">
  <FirstNames>Jenny</FirstNames>
  <Surname>Lawrence</Surname>
  <DateOfBirth>1992-04-15</DateOfBirth>
  <GenderCode>F</GenderCode>
  <HomeAddressLine1>125 Featherston Street</HomeAddressLine1>
  <HomeAddressPostcode>6011</HomeAddressPostcode>
  <HomeAddressEmail>jlawrence@gmail.com</HomeAddressEmail>
  <OteUid>12345678</OteUid>
  <AdditionalData>
    <HomestayRequired>Yes</HomestayRequired >
    <ReviewSupport>Yes</ReviewSupport>
  </AdditionalData>
</OnlineApplication>
```

See [Appendix 1](#) for the data formats required for each data field. We recommend that you only include mandatory fields and other fields that you are collecting through the online application form in the xml file; ignore fields that you are not collecting.

### Online Enquiry Format

Data collected through the online enquiry form must be presented to Artena in the following XML format. Note the structure of the OnlineEnquiry and AdditionalData elements in the XML file:

```
<?xml version="1.0" encoding="utf-8"?>
<OnlineEnquiry>
  <FirstNames>Jenny</FirstNames>
  <Surname>Lawrence</Surname>
  <DateOfBirth>19920415</DateOfBirth>
  <GenderCode>F</GenderCode>
  <PostalAddressLine1>125 Featherston Street</PostalAddressLine1>
  <PostalAddressPostcode>6011</PostalAddressPostcode>
  <PostalAddressEmail>jlawrence@gmail.com</PostalAddressEmail>
  <EnquiryChannelCode>03</EnquiryChannelCode>
  <EnquiryYear>2015</EnquiryYear>
  <AdditionalData>
    <ProgNameText>Diploma of Business</ProgNameText>
  </AdditionalData>
</OnlineEnquiry>
```

See [Appendix 2](#) for the data formats required for each data field.

## 3. Make the online data available to Artena

An individual online enquiry or enrolment application consists of the Application (or Enquiry) and Additional data provided by the applicant in XML format plus for the online enrolment application only, any associated documents that the applicant may have included with the application.

See [Appendix 3](#) for a high-level view of the system architecture.

In the following folder setups we suggest allocating an incremental number to each folder or using a timestamp to ensure folder names are unique.

### **Online Enrolment Application Folder Setup**

A folder containing a single XML file named **OnlineApplication.xml** (note the name and extension are case sensitive) must be deposited in the Import Bucket located on the Artena Web Server. Each folder represents one individual enrolment application.

File attachments may retain the name given to them by the applicant. They must be placed inside the application folder.

### **Online Enquiry Folder Setup**

A folder containing a single XML file named **OnlineEnquiry.xml** (note the name and extension are case sensitive) must be deposited in the Import Bucket located on the Artena Web Server. Each folder represents one individual enquiry.

## **Artena Configuration**

The Artena configuration instructions are provided in Artena Deployment Guide 2 that accompanies each release. There are two steps to follow:

### **1. Set up the Online Importer script**

The Online Importer script must be pointed to the Import Bucket. See Artena Deployment Guide 2 for instructions on how to configure, run and schedule this script.

### **2. Allocate Artena Permissions**

Allocate permission for users to access the online processing area/s. Ensure each user's email address is completed in their security profile to support the messaging system.

Refer to Online Help for instructions on processing online applications and online enquiries.

## Appendix 1 – Fields available for online enrolment forms

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON	PERTITLEIND	TitleCode	Varchar(1)	0	Lookup_Title.Keyfield	<TitleCode>3</TitleCode>
PERSON	PERFIRSTNAMETEXT	FirstNames	VarChar(50)	2		<FirstNames>Mary Jane</FirstNames>
PERSON	PERSURNAMETEXT	Surname	VarChar(50)	2		<Surname>Beatson</Surname>
PERSON	PERINITIALSTEXT	Initials	VarChar(20)	0	Auto-generated by Artena	<Initials>M J</Initials>
PERSON	PERPREFERREDNAMETEXT	PreferredName	VarChar(50)	0		<PreferredName>Mary</PreferredName>
PERSON	PERPREVIOUSNAMETEXT	PreviousName	VarChar(50)	0		<PreviousName>Moody</PreviousName>
PERSON	PERDATEOFBIRTHDATE	DateOfBirth	DateTime	2	YYYY-MM-DD	<DateOfBirth>1992-10-23</DateOfBirth>
PERSON	PERGENDERCODE	GenderCode	VarChar(1)	2	Lookup_Gender.Keyfield	<GenderCode>F</GenderCode>
PERSON	PERIRDNUMBERTEXT	IrdNumber	VarChar(11)	0		<IrdNumber>11222333</IrdNumber>
PERSON	PERALLOWSOLICITATION	AllowSolicitation	Bit	0	Flag 0,1	<AllowSolicitation>1</AllowSolicitation>
PERSON	PERETHNICITY1CODE	EthnicityCode1	VarChar(3)	0	Lookup_Ethnicity.Keyfield	<EthnicityCode1>111</EthnicityCode1>
PERSON	PERETHNICITY2CODE	EthnicityCode2	VarChar(3)	0	Lookup_Ethnicity.Keyfield	<EthnicityCode2>121</EthnicityCode2>
PERSON	PERETHNICITY3CODE	EthnicityCode3	VarChar(3)	0	Lookup_Ethnicity.Keyfield	<EthnicityCode3>611</EthnicityCode3>
PERSON	PEROTHERETHNICITYTEXT	OtherEnthnicity	VarChar(20)	0		<OtherEthnicity>Vulcan</OtherEthnicity>
PERSON	PERUDADATE1	PerUdaDATE1	DateTime	0	YYYY-MM-DD; Site-defined data	<PerUdaDate1>2012-01-01</PerUdaDate1>
PERSON	PERUDANUM1	PerUdaNUM1	Float	0	Site-defined data	<PerUdaNum1>3</PerUdaNum1>
PERSON	PERUDATEXT1	PerUdaTEXT1	VarChar(40)	0	Site-defined data	<PerUdaText1>Some<PerUdaText1>
PERSON	PERUDATEXT2	PerUdaTEXT2	VarChar(40)	0	Site-defined data	<PerUdaText2>Site defined<PerUdaText2>
PERSON	PERUDATEXT3	PerUdaTEXT3	VarChar(40)	0	Site-defined data	<PerUdaText3>Information<PerUdaText3>
PERSON	PERUDATEXT4	PerUdaTEXT4	VarChar(40)	0	Site-defined data	<PerUdaText4>Collected<PerUdaText4>
PERSON_ADDRESS_EMERGENCY	ADDRLINE1	EmergencyAddressLine1	VarChar(255)	1		<EmergencyAddressLine1>25 Rose Street </EmergencyAddressLine1>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON_ADDRESS_EMERGENCY	ADDRLINE2	EmergencyAddressLine2	VarChar(255)	0		<EmergencyAddressLine2>Hamilton</EmergencyAddressLine2>
PERSON_ADDRESS_EMERGENCY	ADDRLINE3	EmergencyAddressLine3	VarChar(255)	0		<EmergencyAddressLine3></EmergencyAddressLine3>
PERSON_ADDRESS_EMERGENCY	ADDRLINE4	EmergencyAddressLine4	VarChar(255)	0		<EmergencyAddressLine4></EmergencyAddressLine4>
PERSON_ADDRESS_EMERGENCY	ADDRLINE5	EmergencyAddressLine5	VarChar(255)	0		<EmergencyAddressLine5></EmergencyAddressLine5>
PERSON_ADDRESS_EMERGENCY	ADDRLINE6	EmergencyAddressLine6	VarChar(255)	0		<EmergencyAddressLine6></EmergencyAddressLine6>
PERSON_ADDRESS_EMERGENCY	EMAIL	EmergencyAddressEmail	VarChar(100)	0	text@text.text	<EmergencyAddressEmail>mum@gmail.com</EmergencyAddressEmail>
PERSON_ADDRESS_EMERGENCY	FAX	EmergencyAddressFax	VarChar(50)	0		<EmergencyAddressFax></EmergencyAddressFax>
PERSON_ADDRESS_EMERGENCY	MOBILE	EmergencyAddressMobile	VarChar(50)	0	No spaces allowed	<EmergencyAddressMobile>021111444</EmergencyAddressMobile>
PERSON_ADDRESS_EMERGENCY	NAME	EmergencyAddressName	VarChar(100)	1		<EmergencyAddressName>Roberta Moody </EmergencyAddressName>
PERSON_ADDRESS_EMERGENCY	PHONE	EmergencyAddressPhone	VarChar(50)	0		<EmergencyAddressPhone>07 258 2588 </EmergencyAddressPhone>
PERSON_ADDRESS_EMERGENCY	POSTCODE	EmergencyAddressPostCode	VarChar(14)	1		<EmergencyAddressPostCode>7000</EmergencyAddressPostCode>
PERSON_ADDRESS_EMERGENCY	RELATION	EmergencyAddressRelation	VarChar(50)	1		<EmergencyAddressRelation>Mum</EmergencyAddressRelation>
PERSON_ADDRESS_HOME	ADDRLINE1	HomeAddressLine1	VarChar(255)	1		<HomeAddressLine1>4 Rover Street</HomeAddressLine1>
PERSON_ADDRESS_HOME	ADDRLINE2	HomeAddressLine2	VarChar(255)	0		<HomeAddressLine2>Wellington</HomeAddressLine2>
PERSON_ADDRESS_HOME	ADDRLINE3	HomeAddressLine3	VarChar(255)	0		<HomeAddressLine3>6011</HomeAddressLine3>
PERSON_ADDRESS_HOME	ADDRLINE4	HomeAddressLine4	VarChar(255)	0		<HomeAddressLine4></HomeAddressLine4>
PERSON_ADDRESS_HOME	ADDRLINE5	HomeAddressLine5	VarChar(255)	0		<HomeAddressLine5></HomeAddressLine5>
PERSON_ADDRESS_HOME	ADDRLINE6	HomeAddressLine6	VarChar(255)	0		<HomeAddressLine6></HomeAddressLine6>
PERSON_ADDRESS_HOME	EMAIL	HomeAddressEmail	VarChar(50)	1	text@text.text	<HomeAddressEmail>mjbeatson@gmail.com</HomeAddressEmail>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON_ADDRESS_HOME	FAX	HomeAddressFax	VarChar(50)	0		<HomeAddressFax> </HomeAddressFax>
PERSON_ADDRESS_HOME	MOBILE	HomeAddressMobile	VarChar(50)	0	No spaces allowed	<HomeAddressMobile>0294411555</HomeAddressMobile>
PERSON_ADDRESS_HOME	PHONE	HomeAddressPhone	VarChar(50)	0		<HomeAddressPhone>041123398</HomeAddressPhone>
PERSON_ADDRESS_HOME	POSTCODE	HomeAddressPostCode	VarChar(14)	1		<HomeAddressPostCode>6011</HomeAddressPostCode>
PERSON_ADDRESS_POSTAL	ADDRLINE1	PostalAddressLine1	VarChar(255)	1		<i>All address formats are the same – see above</i>
PERSON_ADDRESS_POSTAL	ADDRLINE2	PostalAddressLine2	VarChar(255)	0		
PERSON_ADDRESS_POSTAL	ADDRLINE3	PostalAddressLine3	VarChar(255)	0		
PERSON_ADDRESS_POSTAL	ADDRLINE4	PostalAddressLine4	VarChar(255)	0		
PERSON_ADDRESS_POSTAL	ADDRLINE5	PostalAddressLine5	VarChar(255)	0		
PERSON_ADDRESS_POSTAL	ADDRLINE6	PostalAddressLine6	VarChar(255)	0		
PERSON_ADDRESS_POSTAL	EMAIL	PostalAddressEmail	VarChar(50)	0	text@text.text	
PERSON_ADDRESS_POSTAL	FAX	PostalAddressFax	VarChar(50)	0		
PERSON_ADDRESS_POSTAL	MOBILE	PostalAddressMobile	VarChar(50)	0	No spaces allowed	
PERSON_ADDRESS_POSTAL	PHONE	PostalAddressPhone	VarChar(50)	0		
PERSON_ADDRESS_POSTAL	POSTCODE	PostalAddressPostCode	VarChar(14)	1		
PERSON_ADDRESS_TERM	ADDRLINE1	TermAddressLine1	VarChar(255)	1		<i>All address formats are the same – see above</i>
PERSON_ADDRESS_TERM	ADDRLINE2	TermAddressLine2	VarChar(255)	0		
PERSON_ADDRESS_TERM	ADDRLINE3	TermAddressLine3	VarChar(255)	0		
PERSON_ADDRESS_TERM	ADDRLINE4	TermAddressLine4	VarChar(255)	0		

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON_ADDRESS_TERM	ADDRLINE5	TermAddressLine5	VarChar(255)	0		
PERSON_ADDRESS_TERM	ADDRLINE6	TermAddressLine6	VarChar(255)	0		
PERSON_ADDRESS_TERM	EMAIL	TermAddressEmail	VarChar(50)	0	text@text.text	
PERSON_ADDRESS_TERM	FAX	TermAddressFax	VarChar(50)	0		
PERSON_ADDRESS_TERM	MOBILE	TermAddressMobile	VarChar(50)	0	No spaces allowed	
PERSON_ADDRESS_TERM	PHONE	TermAddressPhone	VarChar(50)	0		
PERSON_ADDRESS_TERM	POSTCODE	TermAddressPostCode	VarChar(14)	1		
PERSON_ADDRESS_WORK	ADDRLINE1	WorkAddressLine1	VarChar(255)	1		<i>All address formats are the same – see above</i>
PERSON_ADDRESS_WORK	ADDRLINE2	WorkAddressLine2	VarChar(255)	0		
PERSON_ADDRESS_WORK	ADDRLINE3	WorkAddressLine3	VarChar(255)	0		
PERSON_ADDRESS_WORK	ADDRLINE4	WorkAddressLine4	VarChar(255)	0		
PERSON_ADDRESS_WORK	ADDRLINE5	WorkAddressLine5	VarChar(255)	0		
PERSON_ADDRESS_WORK	ADDRLINE6	WorkAddressLine6	VarChar(255)	0		
PERSON_ADDRESS_WORK	NAME	WorkAddressCompanyName	VarChar(100)	0	SMSS Ltd	<WorkAddressCompanyName>SMSS Ltd</WorkAddressCompanyName>
PERSON_ADDRESS_WORK	RELATION	WorkAddressPosition	VarChar(50)	0	Business Analyst	<WorkAddressPosition>Business Analyst</WorkAddressPosition>
PERSON_ADDRESS_WORK	EMAIL	WorkAddressEmail	VarChar(50)	0	text@text.text	
PERSON_ADDRESS_WORK	FAX	WorkAddressFax	VarChar(50)	0		
PERSON_ADDRESS_WORK	MOBILE	WorkAddressMobile	VarChar(50)	0	No spaces allowed	
PERSON_ADDRESS_WORK	PHONE	WorkAddressPhone	VarChar(50)	0		

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON_ADDRESS_WORK	POSTCODE	WorkAddressPostCode	VarChar(14)	1		
PERSON_ADDRESS_PARENTAL	ADDRLINE1	ParentalAddressLine1	VarChar(255)	1		<i>All address formats are the same – see above</i>
PERSON_ADDRESS_PARENTAL	ADDRLINE2	ParentalAddressLine2	VarChar(255)	0		
PERSON_ADDRESS_PARENTAL	ADDRLINE3	ParentalAddressLine3	VarChar(255)	0		
PERSON_ADDRESS_PARENTAL	ADDRLINE4	ParentalAddressLine4	VarChar(255)	0		
PERSON_ADDRESS_PARENTAL	ADDRLINE5	ParentalAddressLine5	VarChar(255)	0		
PERSON_ADDRESS_PARENTAL	ADDRLINE6	ParentalAddressLine6	VarChar(255)	0		
PERSON_ADDRESS_PARENTAL	EMAIL	ParentalAddressEmail	VarChar(50)	0	text@text.text	
PERSON_ADDRESS_PARENTAL	FAX	ParentalAddressFax	VarChar(50)	0		
PERSON_ADDRESS_PARENTAL	MOBILE	ParentalAddressMobile	VarChar(50)	0	No spaces allowed	
PERSON_ADDRESS_PARENTAL	PHONE	ParentalAddressPhone	VarChar(50)	0		
PERSON_ADDRESS_PARENTAL	POSTCODE	ParentalAddressPostCode	VarChar(14)	1		
ST_COMPONENT	<i>See below</i>	ScComponentUidCsv	<i>See below</i>	0	Comma separated values*	<i>See example below</i>
ST_CONTRACT	OTEUID	OteUid	Integer	2		<OteUid>45321234</OteUid>
ST_CONTRACT	STCOADVERTISINGCODE	AdvertisingCode	VarChar(1024)	0	Lookup_Advertising . Keyfield	<AdvertisingCode>04</AdvertisingCode>
ST_CONTRACT	STCOEXPECTTOFINISHFLAG	ExpectToFinishThisYearFlag	Bit	0	Flag 0,1	<ExpectToFinishThisYearFlag>0</ExpectToFinishThisYearFlag>
ST_CONTRACT	STCOFUNDINGSOURCECODE	FundingSourceCode	VarChar(2)	0	Lookup_Funding. Keyfield	<FundingSourceCode>01</FundingSourceCode>
ST_CONTRACT	STCOMAINVENUECODE	MainVenueCode	VarChar(3)	0	Lookup_MoeCampus. Keyfield	<MainVenueCode>TAR</MainVenueCode>
ST_CONTRACT	STCOREFR1ADDLINE1TEXT	Referee1AddressLine1	VarChar(202)	0		<Referee1AddressLine1 >21 Rose Street </Referee1AddressLine2>
ST_CONTRACT	STCOREFR1ADDLINE2TEXT	Referee1AddressLine2	VarChar(202)	0		<Referee1AddressLine2 >Bell

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
						Block</Referee1AddressLine2>
ST_CONTRACT	STCOREFR1ADDLINE3TEXT	Referee1AddressLine3	VarChar(202)	0		<Referee1AddressLine3>New Plymouth</Referee1AddressLine3>
ST_CONTRACT	STCOREFR1NAMETEXT	Referee1Name	VarChar(50)	0		<Referee1Name>Marty McFly</Referee1Name>
ST_CONTRACT	STCOREFR1PHONETEXT	Referee1Phone	VarChar(16)	0		<Referee1Phone>026 456 7766</Referee1Phone>
ST_CONTRACT	STCOREFR2ADDLINE1TEXT	Referee2AddressLine1	VarChar(202)	0		<Referee2AddressLine1>The Arbors</Referee2AddressLine1>
ST_CONTRACT	STCOREFR2ADDLINE2TEXT	Referee2AddressLine2	VarChar(202)	0		<Referee2AddressLine2>27 Tree Fall Lane</Referee2AddressLine2>
ST_CONTRACT	STCOREFR2ADDLINE3TEXT	Referee2AddressLine3	VarChar(202)	0		<Referee2AddressLine3>Forestville</Referee2AddressLine3>
ST_CONTRACT	STCOREFR2NAMETEXT	Referee2Name	VarChar(50)	0		<Referee2Name>Tiffany Oaks</Referee2Name>
ST_CONTRACT	STCOREFR2PHONETEXT	Referee2Phone	VarChar(16)	0		<Referee2Phone>044556611</Referee2Phone>
ST_CONTRACT	STCORETURNINGSTUDENT FLAG	ReturningStudentFlag	Bit	0	Flag 0,1	<ReturningStudentFlag>1</ReturningStudentFlag>
ST_CONTRACT	MAJORUID	Major	Integer	0		<Major>1234</Major>
ST_CONTRACT	STCODELIVERYMODECODE	DeliveryModeCode	VarChar(1)	0	Lookup_MOEDeliveryMode	<DeliveryModeCode>1</DeliveryModeCode>
ST_OTHERQUAL	<i>See below</i>	OtherQualificationCsvx	<i>See below</i>	0	Semicolon separated list of comma separate values*	<i>See example below</i>
ST_PREVIOUS TERTIARY	<i>See below</i>	PreviousTertiaryCsvx	<i>See below</i>	0	Semicolon separated list of comma separate values*	<i>See example below</i>
ST_STUDENT	ACASTUDENTID	StudentId	VarChar(10)	0		<StudentId>21400304</StudentId>
ST_STUDENT	NSINSNID	NsiNumber	Integer	0		<NsiNumber>118907213</NsiNumber>
ST_STUDENT	ACAFTPTSTATUSCODE	FullPartTimeStatusCode	VarChar(1)	0	Lookup_FullPartTime. Keyfield	<FullPartTimeStatusCode>F</FullPartTimeStatusCode>
ST_STUDENT	ACAIWI1CODE	IwiCode1	VarChar(4)	0	Lookup_Iwi. Keyfield	<IwiCode1>0200</IwiCode1>
ST_STUDENT	ACAIWI2CODE	IwiCode2	VarChar(4)	0	Lookup_Iwi.	<IwiCode2>1000</IwiCode2>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
					Keyfield	
ST_STUDENT	ACAIWI3CODE	IwiCode3	VarChar(4)	0	Lookup _Iwi. Keyfield	<IwiCode3>805</IwiCode3>
ST_STUDENT	ACAIWIAFFILIATIONTEXT	IwiAffiliation	VarChar(254)	0		<IwiAffiliation>Some text</IwiAffiliation>
ST_STUDENT	ACALANGUAGEONECODE	LanguageCode	VarChar(3)	0	Lookup_Language. Keyfield	<LanguageCode>ENG</LanguageCode>
ST_STUDENT	ACAOTHERLANGUAGE1CODE	OtherLanguageCode1	VarChar(3)	0	Lookup_Language. Keyfield	<OtherLanguageCode1>MAO</OtherLanguageCode1>
ST_STUDENT	ACAOTHER1FLUENCYTEXT	OtherLanguageFluency1	VarChar(100)	0		<OtherLanguageFluency1>Good</OtherLanguageFluency1>
ST_STUDENT	ACAMAINACTIVITYCODE	MainActivityCode	VarChar(2)	0	Lookup_MainActivity. Keyfield	<MainActivityCode>99</MainActivityCode>
ST_STUDENT	ACAMAINACTIVITYTEXT	OtherMainActivity	VarChar(50)	0		<OtherMainActivity>On my OE</OtherMainActivity>
ST_STUDENT	ACALASTSECSCHOOLCODE	LastSecondarySchoolCode	VarChar(4)	0	Lookup_SecondarySchool. Keyfield	<LastSecondarySchoolCode>340</LastSecondarySchoolCode>
ST_STUDENT	ACALASTSECYEARNUM	YearLastSecondaryEducation	SmallInteger	0		<YearLastSecondaryEducation>2013</YearLastSecondaryEducation>
ST_STUDENT	ACAHIGHESTSECQUALCODE	HighestSecondaryQualCode	VarChar(2)	0	Lookup_SecondaryQual. Keyfield	<HighestSecondaryQualCode>14</HighestSecondaryQualCode>
ST_STUDENT	ACAYEARSECQUALATTAINEDNUM	YearSecondaryQualAttained	SmallInteger	0		<YearSecondaryQualAttained>2013</YearSecondaryQualAttained>
ST_STUDENT	ACABSACHIEVEMENTTEXT	BursaryScholarshipAchievement	VarChar(1)	0		<BursaryScholarshipAchievement>N</BursaryScholarshipAchievement>
ST_STUDENT	ACAFIRSTSUBJECTCODE	FirstSubjectCode	VarChar(4)	0	Lookup_MainSubject. Keyfield	<FirstSubjectCode>BCHM</FirstSubjectCode>
ST_STUDENT	ACASECONDSUBJECTCODE	SecondSubjectCode	VarChar(4)	0	Lookup_MainSubject. Keyfield	<SecondSubjectCode>BIOL</SecondSubjectCode>
ST_STUDENT	ACATHIRDSUBJECTCODE	ThirdSubjectCode	VarChar(4)	0	Lookup_MainSubject. Keyfield	<ThirdSubjectCode>BUSS</ThirdSubjectCode>
ST_STUDENT	ACAHIGHESTTERTQUALCODE	HighestTertiaryQualCode	VarChar(2)	0	Lookup_TertiaryQual. Keyfield	<HighestTertiaryQualCode>01</HighestTertiaryQualCode>
ST_STUDENT	ACAYEARTERTENROLMENTNUM	YearFirstTertiaryEnrolment	SmallInteger	0		<YearFirstTertiaryEnrolment>2014</YearFirstTertiaryEnrolment>
ST_STUDENT	ACAOTHERINSTITUTION1CODE	OtherInstituteCode1	VarChar(4)	0	Lookup_Institute. Keyfield	<OtherInstituteCode1>8630</OtherInstituteCode1>
ST_STUDENT	ACAOTHERINSTITUTION2C	OtherInstituteCode2	VarChar(4)	0	Lookup_Institute.	<OtherInstituteCode2>9999</OtherInstituteCode2>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
	ODE				Keyfield	tuteCode2>
ST_STUDENT	ACAPLACEOFBIRTHTEXT	PlaceOfBirth	VarChar(40)	0		<PlaceOfBirth>Brugges</PlaceOfBirth>
ST_STUDENT	ACAREGIONCODE	RegionCode		0	Lookup_Region.	<RegionCode>OVR</RegionCode>
ST_STUDENT	ACACITIZENSHIPCODE	CitizenshipCode	VarChar(3)	0	Lookup_CountryCodes_ISO3166_1. CountryAlpha3CodeText	<CitizenshipCode>BE</CitizenshipCode>
ST_STUDENT	ACAPERMANENTRESIDENCEFLAG	PermanentResidentFlag	Bit	0	Flag 0,1	<PermanentResidentFlag>0</PermanentResidentFlag>
ST_STUDENT	ACAAUSPERMANENTRESIDENCEFLAG	AusPermanentResidentFlag	Bit	0	Flag 0,1	< AusPermanentResidentFlag>1</AusPermanentResidentFlag>
ST_STUDENT	ACAOVERSEASRESIDENCEFLAG	OverseasResidentFlag	Bit	0	Flag 0,1	< OverseasResidentFlag>0</OverseasResidentFlag>
ST_STUDENT	ACAPASSPORTISSUINGSTATE	PassportIssuingStateCode	VarChar(3)	0	Lookup_CountryCodes_ISO3166_1. CountryAlpha3CodeText	<PassportIssuingStateCode>BE</PassportIssuingStateCode>
ST_STUDENT	ACAPASSPORTNOTEXT	PassportNumber	VarChar(20)	0		< PassportNumber >L122364X</PassportNumber>
ST_STUDENT	ACAUDADATE1	AcaUdaDate1	DateTime	0	YYYY-MM-DD	<AcaUdaDate1>2014-02-14</AcaUdaDate1>
ST_STUDENT	ACAUDANUM1	AcaUdaNum1	Float	0		<AcaUdaNum1>45677</AcaUdaNum1>
ST_STUDENT	ACAUDATEXT1	AcaUdaText1	VarChar(40)	0		<AcaUdaText1>Science</AcaUdaText1>
ST_STUDENT	ACAUDATEXT2	AcaUdaText 2	VarChar(40)	0		<AcaUdaText>Go into workforce</AcaUdaText>
ST_STUDENT	ACAUDATEXT3	AcaUdaText 3	VarChar(40)	0		<AcaUdaText>Return home</AcaUdaText>
ST_STUDENT	ACAUDATEXT4	AcaUdaText4	VarChar(40)	0		<AcaUdaText4>Masters</AcaUdaText4>
ST_STUDENT	ACAMEDICALDETAILTEXT	MedicalDetail	VarChar(240)	0		<MedicalDetail>Has history of epileptic fits</ MedicalDetail>
ST_STUDENT	ACAMOEDISABILITYCODE	MoeDisabilityCode	VarChar(1)	0	Lookup_MOEDisability.Keyfield	<MoeDisabilityCode>2</MoeDisabilityCode>
ST_STUDENT	ACAACCESSIBILITYFLAG	AccessibilityAssistanceFlag	Bit	0	Flag 0,1	<AccessibilityAssistanceFlag>0</AccessibilityAssistanceFlag>
ST_STUDENT	ACASUPPORTREQUIREDFLAG	SupportRequiredFlag	Bit	0	Flag 0,1	<SupportRequiredFlag>1</SupportRequiredFlag>
IS_STUDENT	ISIELTSTESTTYPE	EnglishLanguageTestType	VarChar(10)	0	Lookup_IsLanguageTestType.Keyfield	<EnglishLanguageTestType>IELTS</EnglishLanguageTestType>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
					Id	
IS_STUDENT	ISIELTSOVERALLSCORE	EnglishLanguageOverallScore	VarChar(5)	0		<EnglishLanguageOverallScore>540</EnglishLanguageOverallScore>
IS_STUDENT	ISARRIVALDATETIME	ArrivalDate	DateTime	0	YYYY-MM-DD	<ArrivalDate>2014-01-21</ArrivalDate>
IS_STUDENT	ISFLIGHTNOTEXT	FlightNumber	VarChar(20)	0		<FlightNumber>QF125</FlightNumber>
IS_STUDENT	ISTRAVELDETAILSTEXT	TravelDetails	VarChar(500)	0		<TravelDetails>Pick up at airport at 2.30 pm Sunday</TravelDetails>
IS_AGENT	ISAGENTUID	AgentUid	Integer	0		<AgentUid>4210353</AgentUid>
IS_INSURANCECOMPANY	ISINSURANCECOMPANYUID	InsuranceCompanyUid	Integer	1		<InsuranceCompanyUid>4765410</InsuranceCompanyUid>
IS_INSURANCE	ISINSURANCE	InsuranceStartDate	DateTime	1	YYYY-MM-DD	<InsuranceStartDate>2014-01-20</InsuranceStartDate>
IS_INSURANCE	ISINSURANCE	InsuranceFinishDate	DateTime	0	YYYY-MM-DD	<InsuranceFinishDate>2015-01-19</InsuranceFinishDate>
IS_INSURANCE	ISINSURANCE	InsuranceTypeCode	VarChar(5)	1	Lookup_IsInsuranceType.Keyfield	<InsuranceTypeCode>MEDIC</InsuranceTypeCode>
IS_INSURANCE	ISPOLICYNUMBERTEXT	InsurancePolicyNumber	VarChar(40)	1		<InsurancePolicyNumber>MT4433220</InsurancePolicyNumber>
IS_INSURANCE	ISPREEXMEDICALFLAG	InsurancePreExistingConditionFlag	Bit	0	Flag 0,1	<InsurancePreExistingConditionFlag>1</InsurancePreExistingConditionFlag>
STSUP_DISABILITY	<i>See below</i>	DisabilityTypeCodeCsv	<i>See below</i>	0	Comma separate values*	<i>See example below</i>

Req Fields key: 0 = not mandatory; 1 = mandatory if field activated; 2 = mandatory for application to be accepted into Artena (XML will still import without them though, but cannot be processed without)

\* See below for formatting Comma Separated Value fields

## Multi-select values

Multi-selected values from the online enrolment application form are to be grouped as comma separated values in list form in the corresponding application field. Examples are given for supported multi-select values.

### *Multiple Study Contract Components*

Multiple OTCUIDs are to be provided in a comma separated list. There is no limit to the number of OTCUIDs passed however all OTCUIDs must have a relationship in Artena with the single OTEUID selected in the application form. The example given will result in four OTCs attached to the OTE in the Study Contract.

Example: `<ScComponentUidCsv>41102358,41102359,41102360,41102361</ScComponentUidCsv>`

TableName	ColumnName	FieldAlias	Field Type	Req?
ST_COMPONENT	OTCUID	ScComponentUidCsv	Integer	0

### *Multiple Disability Type Codes*

Multiple disability type codes are to be provided in a comma separated list. There is no limit to the number of codes passed. The example given will result in two rows being added to the STSUP\_DISABILITY table. The following fields will be set automatically for each row:

- DBSTARTDATE = application processing date
- DBENDDATE = Study Contract end date

Example: `<DisabilityTypeCodeCsv>015,020</DisabilityTypeCodeCsv>`

TableName	ColumnName	FieldAlias	Field Type	Req?
STSUP_DISABILITY	DBTYPECODE	DisabilityTypeCodeCsv	VarChar(4) from Lookup_Disability_Type.Keyfield	0

## Multiple value records

### Previous Tertiary Qualification Record

This is a multiple value record field. Each record comprises four values in a comma separated list. A maximum of two records may be passed, each separated by a semicolon. The format for the field is QualYear,InstituteCode,AwardName,CompletedFlag. If the field is activated, all values are mandatory. The following example will result in two records being added to the ST\_PREVIOUSSTERTIARY table.

Example: `<PreviousTertiaryCsvx>2001,6022,Intro to Website Design,1;2012,6007,Diploma of Business,0</PreviousTertiaryCsvx>`

TableName	ColumnName	FieldAlias	Field Type	Req?
ST_PREVIOUSSTERTIARY	PRTERTYEARNUM	QualYear	SmallInteger YYYY	1
ST_PREVIOUSSTERTIARY	PRTERINSTITUTECODE	InstituteCode	VarChar(4) from Lookup_Institute.Keyfield	1
ST_PREVIOUSSTERTIARY	PRTERTTITLETEXT	AwardName	VarChar(50)	1
ST_PREVIOUSSTERTIARY	PRTERTCOMPLETEDFLAG	CompletedFlag	Bit (Flag 0,1)	1

### Other Qualification Record

This is a multiple value record field. Each record comprises four values in a comma separated list. Multiple values must be separated by a semicolon. The format for the field is QualYear,AwardedBy,QualName,CompletedFlag. If the field is activated, all values are mandatory. The following example will result in one record being added to the ST\_OTHERQUAL table. Special characters are allowed.

Example: `<OtherQualificationCsvx>2010,Sydney Arts College,Appreciation of Art,1</OtherQualificationCsvx>`

TableName	ColumnName	FieldAlias	Field Type	Req?
ST_OTHERQUAL	OQYEARNUM	QualYear	SmallInteger YYYY	1
ST_OTHERQUAL	OQAWARDEDTEXT	AwardedBy	VarChar(60)	1
ST_OTHERQUAL	OQTITLETEXT	QualName	VarChar(50)	1
ST_OTHERQUAL	OQCOMPLETEDFLAG	CompletedFlag	Bit (Flag 0,1)	1

*Note: If a value entered in the AwardName, QualName or AwardedBy fields has a comma or a semicolon in it, the entire value must be enclosed in double quotes, for example "Introduction to Shirt Making, Mens".*

## Appendix 2 – Fields available for online enquiry forms

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
PERSON	PERTITLEIND	TitleCode	Varchar(1)	0	Lookup_Title.Keyfield	<TitleCode>03</TitleCode>
PERSON	PERFIRSTNAMETEXT	FirstNames	VarChar(50)	2		<FirstNames>Jenny</FirstNames>
PERSON	PERSURNAMETEXT	Surname	VarChar(50)	2		<Surname>Lawrence</Surname>
PERSON	PERDATEOFBIRTHDATE	DateOfBirth	DateTime	2	YYYY-MM-DD	<DateOfBirth>1992-04-15</DateOfBirth>
PERSON	PERGENDERCODE	GenderCode	VarChar(1)	2	Lookup_Gender.Keyfield	<GenderCode>F</GenderCode>
PERSON	PERALLOWSOLICITATION	AllowSolicitation	Bit	0	Flag 0,1	<AllowSolicitation>0</AllowSolicitation>
PERSON_ADDRESS_POSTAL	ADDRLINE1	PostalAddressLine1	VarChar(255)	1		<PostalAddressLine1>Unit 2</PostalAddressLine1>
PERSON_ADDRESS_POSTAL	ADDRLINE2	PostalAddressLine2	VarChar(255)	0		<PostalAddressLine2>42 Franklin Street</PostalAddressLine2>
PERSON_ADDRESS_POSTAL	ADDRLINE3	PostalAddressLine3	VarChar(255)	0		<PostalAddressLine3>Papamoa</PostalAddressLine3>
PERSON_ADDRESS_POSTAL	ADDRLINE4	PostalAddressLine4	VarChar(255)	0		<PostalAddressLine4>Tauranga</PostalAddressLine4>
PERSON_ADDRESS_POSTAL	ADDRLINE5	PostalAddressLine5	VarChar(255)	0		<PostalAddressLine5></PostalAddressLine5>
PERSON_ADDRESS_POSTAL	ADDRLINE6	PostalAddressLine6	VarChar(255)	0		<PostalAddressLine6></PostalAddressLine6>
PERSON_ADDRESS_POSTAL	POSTCODE	PostalAddressPostCode	VarChar(14)	1		<PostalAddressPostCode>3110</PostalAddressPostCode>
PERSON_ADDRESS_POSTAL	EMAIL	PostalAddressEmail	VarChar(50)	0	text@text.text	<PostalAddressEmail>jlawrence@gmail.com</PostalAddressEmail>
PERSON_ADDRESS_POSTAL	FAX	PostalAddressFax	VarChar(50)	0		<PostalAddressFax>03 156 1144</PostalAddressFax>
PERSON_ADDRESS_POSTAL	MOBILE	PostalAddressMobile	VarChar(50)	0	No spaces allowed	<PostalAddressMobile>021447788</PostalAddressMobile>
PERSON_ADDRESS_POSTAL	PHONE	PostalAddressPhone	VarChar(50)	0		<PostalAddressPhone>03 147 8877</PostalAddressPhone>
COMM_ENQUIRER	COMM_ENQUIRERINTERNATIONALFLAG	InternationalEnquirerFlag	Bit	0	Flag 0,1	<InternationalEnquirerFlag>0</InternationalEnquirerFlag>

TableName	ColumnName	FieldAlias (for XML file)	Field Type	Req?	Source/Notes	Example
COMM_ENQUIRY	CHANNELUID	EnquiryChannelCode	Integer(1)	2	Lookup_CommunicationChannel	<EnquiryChannelCode>4</EnquiryChannelCode>
COMM_ENQUIRY	ENQUIRYYEAR	EnquiryYear	VarChar(4)	2	Recommend default to current year	<EnquiryYear>2015</EnquiryYear>
COMM_ENQUIRY	ENQUIRYTEXT	EnquiryText	VarChar(1000)	0	Freetext entry	<EnquiryText>Please send me some information on Business programmes</EnquiryText>
COMM_ENQUIRY	CAMPAIGNACTIVITYUID	CampaignActivityUid	Integer(1)	0	MKTG_CAMPAIGNACTIVITY.CampaignActivityUid	<CampaignActivityUid>4</CampaignActivityUid>

Req Fields key: 0 = not mandatory; 1 = mandatory if field activated; 2 = mandatory for enquiries to be accepted into Artena (XML will still import without them though, but cannot be processed then)

## Appendix 3 - System Architecture

