

How to correct an error - registration

December 2024

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1. Correcting an error

1. To the left of the learner details select the error icon in between the orange/black arrow icon and the **X**. This will display which error(s) exist.

	Learner Code	First Name	Middle Name(s)	Last Name
  	OS			Test

2. In this example the learner's date of birth is missing.

Error List		
Field Name	Error Message	Severity
Date of Birth	Date of Birth must not be empty	Error

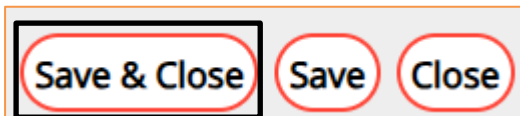
3. Close the error message and then select the orange/black arrow icon to the left of the learner details.

	Learner Code	First Name	Middle Name(s)	Last Name
  	OS			Test

4. Correct and/or enter the required information. In this instance the DOB needs to be added.

DOB	
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5. Once you have corrected or entered the information select Save & Close.



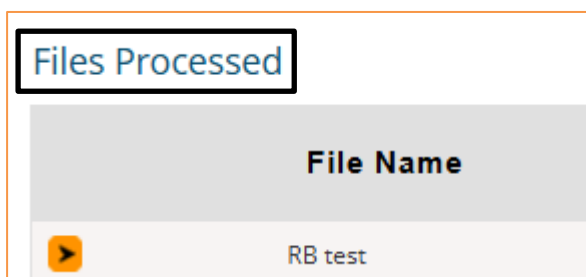
6. The learner is now green, meaning that everything is present and correct.

First Name	Middle Name(s)	Last Name	DOB
OS		Test	01/01/2002

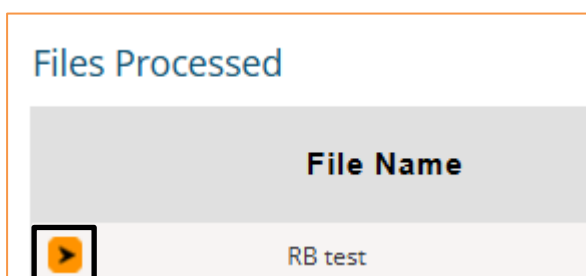
7. When you are satisfied that all the details are correct select “Revalidate and Import”.



8. Providing there are no possible duplicate learners for VTCT Skills to investigate, the file will drop in to the “Files Processed” section. The user that uploaded the file will now receive a confirmation email.



Processed files can be accessed at any time by selecting the orange/black arrow icon to left of the file name.



9. Where a learner is a possible duplicate and/or there is another anomaly the file will drop in to the “Files in Processing” section and the confirmation email will indicate that the applicable learner(s) is not registered.

Files in Processing

Once VTCT Skills have investigated and resolved the duplicate, the file will drop in to the “Files Processed” section and a confirmation email will be sent.

Files Processed

2. Help and support

- E: linx2logins@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30