

Data Transfer Guide

Getting Started

Login to  and select the **Admin** link.

For information on how to do this, please see:

 [Login to mywales](#)


Select the relevant option for the Upload you want to perform.


- Staff Admin**
- > **Staff Administration**
- > **Registration and Examination Transfers**
- > **Registration Batches**
- > **Staff Accounts**


You will be taken to your documents page:


Registration and Examination Transfers

Details of File being Submitted

Select File Type Registration Examination Entries 

Excel FileName No file chosen 

Sheet Name 

Records in Batch 

Institution and Submitter Details





Institution CEADE, SEVILLE

Contact Name

Contact Email

Comments

The sequence of uploading is:

-  Choose File
-  Select the saved file from your computer
-  Enter the Sheet Name
-  Enter the number of complete records on the sheet

Check details are correct in the Institution and Submitter Details section

Then choose **Submit**

File is then uploaded and report given as to whether it was a successful upload or if any errors were found. If errors are found please the [help page](#).

If it's not there yet, it will be very shortly – please refresh your browser.

Below is a list of various error codes and what they mean, so please compare any error codes you have to the list below, if you cannot locate the error code then please try the other documentation on this page, if none of these solve the issue then please contact the support team at gcsupport@wales.ac.uk.

Error Code	Error Description	Seriousness	Resolution
9001	Error at upload object:\$1	Fundamental	NULL
9002	Error at upload start \$1	Fundamental	NULL
9003	Only Excel files are allowed (.xls extension)	Fundamental	Only XLS or XLSX allowed
9004	Error at File Save:\$1 File Path:\$2 Logical Path:\$Error, processing usually able to continue	Fundamental	Uploaded could not be saved for some reason
9005	Batch Record could not be created \$1	Fundamental	Database failure
9006	Batch History Record could not be created \$1	Fundamental	Database failure
9007	Records were NOT successfully cleared from the Temporary table \$1	Fundamental	Shouldn't occur as we no longer do this!
9008	Unable to open Excel File - already open or Sheet Name is incorrect	Fundamental	User needs to close the Excel spreadsheet OR The sheet name is usually Sheet1 but they may have renamed it. This must be given in the form (i.e the one they use to upload the file.)
9009	No records detected in Spreadsheet	Fundamental	NULL
9010	Header record detected	Fundamental	Headers are not permitted (although this is an enhancement under consideration)
9011	No Header record detected	Informational	(Waiting for the enhancement)
9012	Columns are missing	Fundamental	NULL
9013	\$1 is missing or misplaced	Fundamental	NULL
9014	Mandatory columns are missing	Fundamental	Some of the fields that are required have been missed out
9015	Record \$1 \$2 too long. Record skipped \$Error, processing usually able to continue	Stops processing	NULL
9016	Record \$1 \$2 below minimum length or is missing. Record skipped \$Error, processing usually able to continue	Stops processing	This field is compulsory but has no value. Processing will be stopped.
9017	Record \$1 \$2 not in correct	Stops processing	Dates (dd/mm/yyyy) or emails

	format. Record skipped		(some.one@somewhere.com) for instance.
9018	Record \$1 was not successfully loaded	Stops processing	NULL
9019	Checking for Format Errors	Informational	This process checks that all the fields in the transfer are in the correct format and that all compulsory fields have a value
9020	Total Records read in : \$1	Informational	NULL
9021	Total Records loaded to a temporary table: \$1	Informational	NULL
9022	Some records were not successfully loaded : incorrect data format for column	Warning but processing continues	NULL
9021	Number of records detected (\$1) does not match the figure submitted from Form (\$2)	Warning but processing continues	NULL
9024	Checking for Content Errors : Commenced at \$1	Informational	This process checks that the content of each field is valid
9025	Invalid Record Type(s) detected - Expecting \$1	Warning but processing continues	The Record Type for each student must match the type of file submitted and must be one and only one of REG for Registrations or EXA for Examination Entries.</p><p>Perhaps you selected the wrong file type in the form
9026	Empty Record Type detected in batch	Error, processing usually able to continue	NULL
9027	More than one record type in batch	Warning but processing continues	All records must be of the same type and one and only one of REG for Registrations or EXA for Examination Entries
9028	Too many columns in spreadsheet - Columns after EMAIL will be ignored	Error, processing usually able to continue	You have entered data in more columns of the spreadsheet than were expected. Often fee information of comments
9029	Institution Identifier(s) do not match Submitting Institution:	Error, processing usually able to continue	Institution HESA Id in the data does not match the submitting institution - can indicate a multi-campus institution where one campus is submitting for the others
9030	Invalid Institution Identifier(s)	Error, processing usually able to continue	NULL
9031	Empty Institution Identifier detected in batch	Error, processing usually able to continue	NULL
9032	More than one Institution Identifier found in batch	Error, processing usually able to continue	NULL
9033	Format checking completed	Informational	NULL
9034	The following Students have no University Student Number but are shown as Progressing in the Status field	Error, processing usually able to continue	Students who have P for Progressing in the Status field will already have been registered with the University and a University Student Number (USN) issued for them. This USN must be used all transfers for the student
9035	The following University Student Numbers are not unique in the file:	Error, processing usually able to continue	A student must only appear once in the file. If there are more than one record for the student, this may be an error in the University Student Number for someone.
9036	Checking Record Count	Informational	This process compares the number of records detected in the file with the number you gave in the form. They must match up.
9037	Invalid Scheme Code(s) for this Institution	Heading to error or warning message	Scheme Codes for courses offered by your institution will have been agreed with the University and must be the only codes used
9038	Empty Scheme code detected in batch	Error, processing usually able to continue	Missing scheme code - will also cause an error as being below minimum length
9039	No further processing will take place	Error, processing usually able to continue	NULL
9040	Records with no Surname	Heading to error or warning message	The Surname field may not be left blank - will also cause an error as being below minimum length
9041	Students without University Student Numbers	Informational	NULL
9042	Students with University Student Numbers	Informational	NULL

9043	The following Gender values are invalid:	Heading to error or warning message	Gender Codes must be one of the approved codes issued by the University, which are M for Male, F for Female or U for Unknown
9044	[\$1] : Gender = [\$2]	Error, processing usually able to continue	NULL
9045	Gender is Missing	Error, processing usually able to continue	- will also cause an error as being below minimum length
9046	WARNING: The following Students have a University Student Number but are shown as New in the Status field	Error, processing usually able to continue	If students are New, they will not have a University Number. However, if they have previously studied on a University course or submitted documents for Matriculation or Credit Transfer, they will have been given a number and it is OK to proceed.
9047	The following Dates of Birth are invalid	Heading to error or warning message	Dates of Birth must be in the format DD/MM/YYYY
9048	[\$1] : Date of Birth = [\$2]	Error, processing usually able to continue	NULL
9049	Date of Birth is Missing	Error, processing usually able to continue	- will also cause an error as being below minimum length
9050	Students with invalid University Student Numbers	Warning but processing continues	NULL
9051	The following Title values are invalid:	Heading to error or warning message	Personal Titles such as Mr or Mrs must be one of the approved codes issued by the University
9052	[\$1] Title invalid = [\$2]	Error, processing usually able to continue	NULL
9053	[\$1] -- Title is missing	Error, processing usually able to continue	- will also cause an error as being below minimum length
9054	Either Year or Start Date must be specified	Informational	NULL
9055	The following Year values are invalid:	Heading to error or warning message	The Year of study must be a number between 1 and 9
9056	[\$1] :Year of Study = [\$2]	Error, processing usually able to continue	NULL
9057	[\$1] -- Year of Study is missing	Error, processing usually able to continue	The Year of study must be a number between 1 and 9 - will also cause an error as being below minimum length
9058	[\$1]	Informational	NULL
9059	WARNING: The following Start Dates are in the future:	Heading to error or warning message	NULL
9060	[\$1] : Start Date = [\$2]	Error, processing usually able to continue	NULL
9061	[\$1] -- Start Date is missing	Error, processing usually able to continue	- will also cause an error as being below minimum length
9062	The following Study Level values are invalid:	Heading to error or warning message	Study Level Codes must be one of the approved codes issued by the University
9063	[\$1] -- Level:[\$2]	Error, processing usually able to continue	NULL
9064	The following Mode of Study values are invalid	Heading to error or warning message	Mode of Study Codes must be one of the approved codes issued by the University
9065	[\$1] -- Mode of Study = [\$2]	Error, processing usually able to continue	NULL
9066	The following Registration Status values are invalid	Heading to error or warning message	Registration Status Codes must be one of the approved codes issued by the University
9067	[\$1] -- Registration Status = [\$2]	Error, processing usually able to continue	NULL
9068	The following Disability values are invalid	Heading to error or warning message	Disability Codes must be one of the approved codes issued by the University
9069	[\$1] -- Disability Code = [\$2]	Error, processing usually able to continue	NULL
9071	The following Department/Site Code values are invalid	Heading to error or warning message	If you have a separate Campus or Site where courses are offered, it must be registered with the University which will provide a Code to use in these Transfers
9072	[\$1] -- Site or Campus Code = [\$2]	Error, processing usually able to continue	NULL
9073	The following Email Addresses are invalid	Heading to error or warning message	An Email address must be in the format name@email.domain and may not contain spaces or special characters

9074	[\$1] -- Email address is missing	Error, processing usually able to continue	From 1 September 2009, a valid email address must be provided for all students - will also cause an error as being below minimum length
9075	\$1 : Email Address = [\$2]	Error, processing usually able to continue	NULL
9076	The following Qualification on Entry Codes are invalid:	Heading to error or warning message	NULL
9077	Checking for Errors : completed at [\$1]	Informational	NULL
9078	Scheme is not recognised: [\$1]	Error, processing usually able to continue	Scheme code is not in SRS
9079	Warnings were issued for this batch. Please examine the list of warnings. This batch WILL be processed unless you contact the University asking for the batch to be withdrawn. If the batch is correct, you need take no further action.	Informational	Warnings usually mean an apparent inconsistency in the data but the batch can be processed by the University. If you wish to make corrections to the data and resubmit it, please ask for the current batch to be withdrawn by emailing the Validation Unit, quoting the batch number.
9080	Batch History Update for Warnings could not be actioned [\$1]	Stops processing	System error
9081	This batch has been accepted and will be processed <input type="hidden" id="success" name="success" value="Y" size="1">	Informational	NULL
9082	[\$1]	Informational	NULL
9083	Unable to add records to batch accumulation file [\$1]	Stops processing	System error
9084	Batch Status Update for Accumulation could not be actioned [\$1]	Stops processing	System error
9085	Batch History Record for Accumulation could not be created[\$1]	Stops processing	System error
9086	[\$1] -- Qualification on Entry Code = [\$2]	Informational	NULL
9087	<p> Errors were found : this batch has been rejected and will be removed from the system. A report is being emailed</p><p><input type="hidden" id="success" name="success" value="N" size="1"></p>	Informational	NULL
9088	Batch Status Update for Errors could not be actioned[\$1]	Stops processing	System error
9089	Unable to create temporary file to hold these records - refer to GCsupport	Stops processing	System error
9091	Batch History Record for Email could not be created [\$1]	Stops processing	System error
9093	Error: Filename is too long (> 200 characters)	Stops processing	NULL
9094	Error: Sheet Name is too long (> 50 characters)	Informational	NULL
9099	WARNING : student is less than 17 years old	Warning but processing continues	Students may be under 17 if they have successfully met entry requirements for their course but their date of birth should be checked.
9100	[\$1] [\$2]	Error, processing usually able to continue	NULL
9101	One or more schemes are closed to new entrants	Warning but processing continues	Active End Date for Scheme has passed so no new students can be registered but perhaps

			credit transfers are.
9102	[\$1] on scheme [\$2]	Warning but processing continues	related to above warning e.g. Smith:John on scheme CA-C100