

# CPD Online System Help

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## 1. Introduction

The Department of Mines, Industry Regulation and Safety (DMIRS) provides a facility for approved course providers to register the attendees to their courses.

The DMIRS website (<http://www.dmirs.wa.gov.au/>) contains a link to allow the course providers to login and lodge the attendees to their courses.

## 2. Login

To log into the CPDOnline (Compulsory Professional Development Online System), a link will be provided from the DMIRS website.

From the location of the respective source website, the CPDOnline system will associate the appropriate style and business rules.



The screenshot shows the login page for the Department of Mines, Industry Regulation and Safety (DMIRS) Compulsory Professional Development system. The page header includes "Welcome | Department of Commerce" and the DMIRS logo. The main heading is "Department of Mines, Industry Regulation and Safety Compulsory Professional Development". Below this is a navigation bar with "Home", "Logout", and "Help" links. The central content area is titled "Login" and contains a form with two input fields: "Username:" with a placeholder "<licence number>" and "Password:". Both fields are marked as "\* REQUIRED". A "Login" button is positioned below the password field. The footer contains links for "Complaints and Feedback", "Contact", "Privacy", and "Disclaimer", along with the copyright notice: "All contents copyright © Government of Western Australia. All rights reserved."

## **Username and Password**

For a course provider to login, the username and password will be issued by the Department.

Please take note username is your licence number without the alpha prefix (ie 'CPD123' would result in a username '123'). The password is case sensitive, and so care must be taken to use upper or lower case accurately for the login to work.

Once authenticated and authorised to log in, the system will take you to the **Submit a Course Attendance** page.

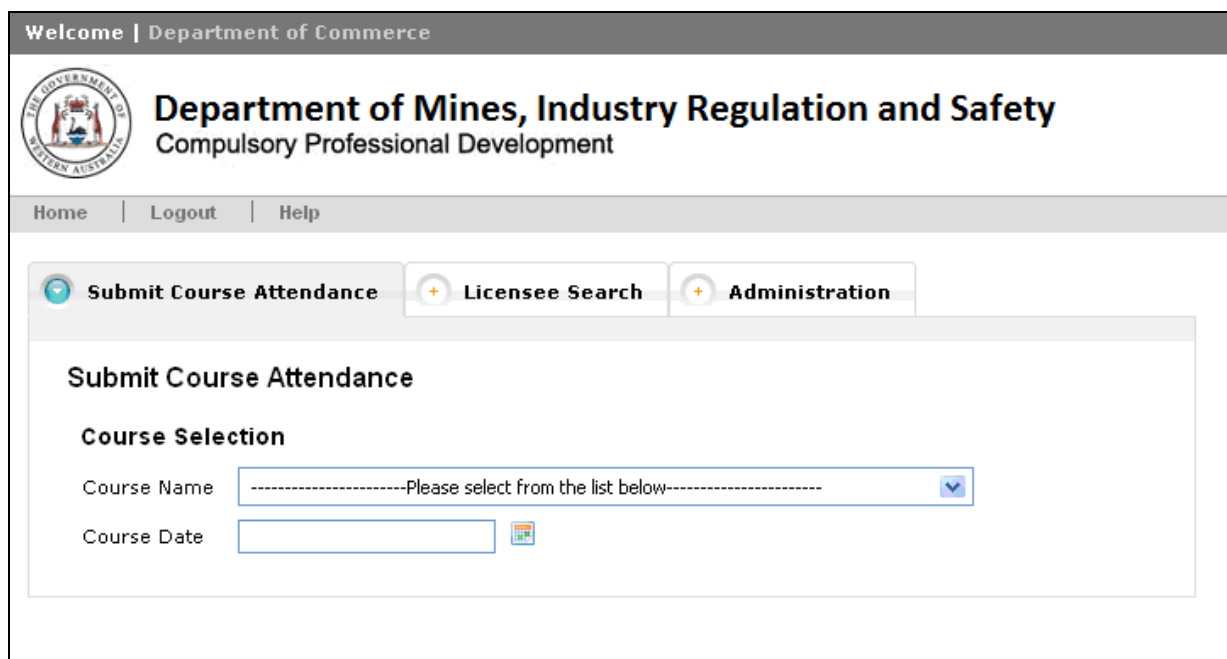
## **3. Submit a Course Attendance**

### **3.1 Select Course**

This page allows you to submit a new course attendance. The following are mandatory fields:

- Course Name
- Course Date
- Attendee(s)

Attendee search and file upload selection appear after the course and course date are selected



The screenshot shows a web interface for the Department of Mines, Industry Regulation and Safety, Compulsory Professional Development. The page title is 'Submit Course Attendance'. Under the 'Course Selection' section, there are two input fields: 'Course Name' with a dropdown menu containing the text '-----Please select from the list below-----' and a blue arrow icon, and 'Course Date' with a text input field and a calendar icon.

## **Selecting a Course**

The system will display a dropdown of approved courses in the **Course Name** field. Only the courses that have been approved to you are shown on the selection list.

The list is sorted based on the **Course Approval Number**.

By selecting (or changing) a course, the **CPD Points** and course type, **Mandatory or Elective** (and **Category 4** if applicable) will be updated automatically to reflect the selected course details.

You may only change the course prior to selecting attendees.

## **Selecting a Course Date**

**Course Date** field is mandatory and the system will allow only past or current dates to be selected. This is the date that the course was held.

Dates can be entered manually or picked from the date picker grid display. You may only change the **Course Date** field prior to selecting attendees.

## **3.2 File Upload**

**Upload Attendees** section (located on the LH side, immediately below course date) allows the user to browse for a csv file on their computer and upload it.



- Submit Course Attendance
- Licensee Search
- Administration

### Submit Course Attendance

#### Course Selection

Course Name

Points 3.0 Mandatory Course

Course Date

**Upload Attendees**

This is where your selected attendees will appear.

**Attendee Search**

Licensee

Licence Type

### **File Format and Layout**

Attendee data in the file, must be in the following order:

- Surname
- First Name
- Licence Type (eg. RA, RR, SA, SB)
- Licence Number

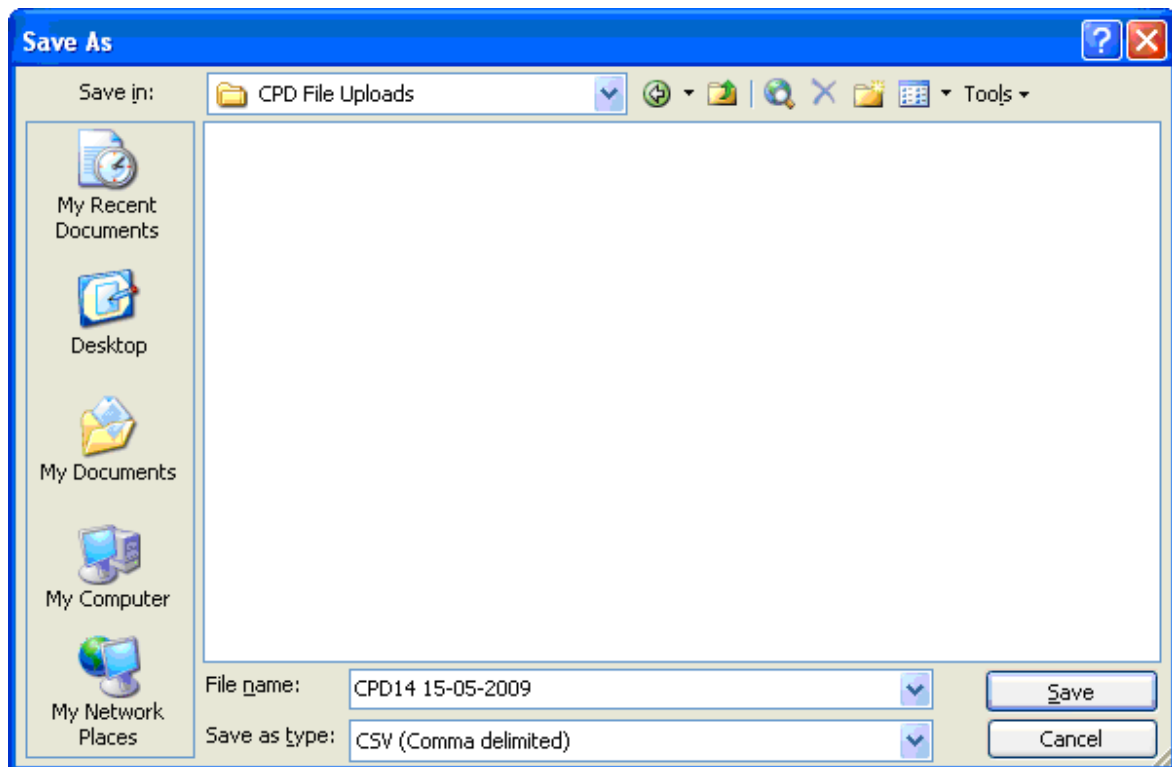
A sample file, prepared in excel, is shown below:

	A	B	C	D	E
1	DAY	ALAN	RA	363	
2	COOK	Brett	RA	50777	
3	DAVIS	FRANK	RA	40114	
4	DAVEY	ROBERT	RA	4750	
5	DI ROSSO	GINO	RA	48811	
6	GELVIN	Mary	RA	45001	
7					
8					
9					
10					

After preparing a file in excel, it must be saved in csv format. To do this, while in the spreadsheet, you will need to select File ► Save As, from the top menu:

- File name – your choice
- Save as type – must be **CSV (Comma delimited)**

See below for a screen print of the save as window in Excel



Other points to note about file format:

- If prepared in excel, no column headings or titles or footers are permitted
- Data can be in upper or lower case – validation is not case sensitive
- Names or numbers cannot include any embedded commas – as these would be confused with the commas which are column delimiters used in csv

The previous sample file would look like this (in Notepad), when saved in csv format:

```
DAY,ALAN,RA,363
COOK,Brett,RA,50777
DAVIS,FRANK,RA,40114
DAVEY,ROBERT,RA,4750
DI ROSSO,GINO,RA,48811
GELVIN,Mary,RA,45001
```

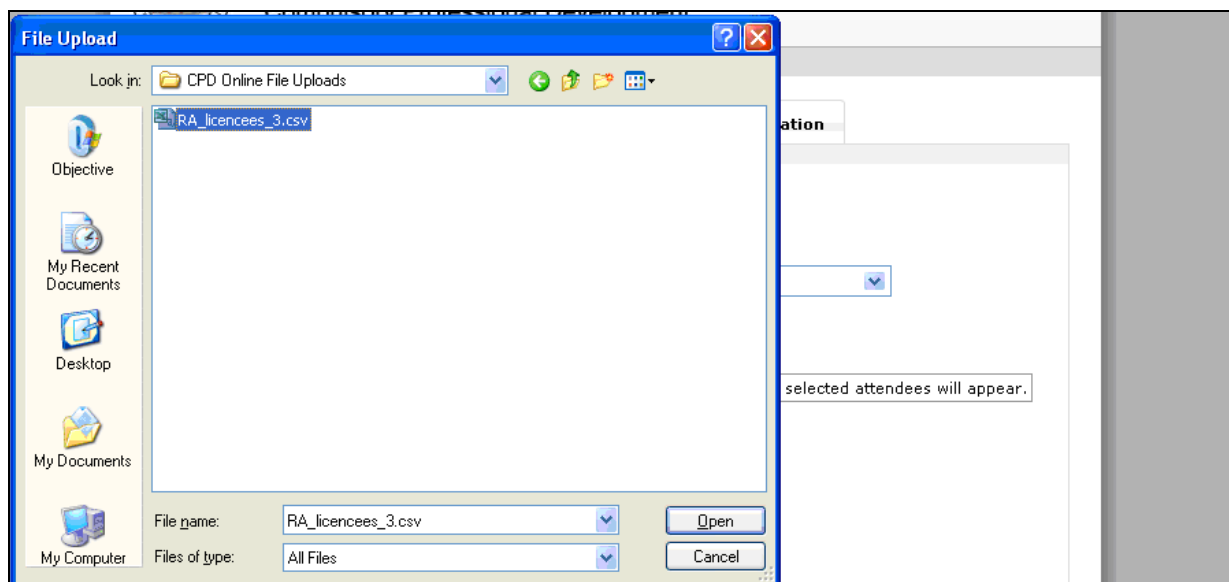
(To view the file using Notepad - in windows explorer, right click on the file and select Open With ► Notepad.)

### **Browse for File and Upload**

Now that your file is prepared and saved in csv format, in the Submit Course Attendance screen, browse to find the file on your pc:

- Click on **Browse** button, in CPDOnline
- Choose file window opens
- Locate the file on your pc and click on the filename
- Click on the **Open** button

Click the **Upload** button to validate the file and load it into **Selected Attendees** area. The **Submit Course Attendance** button must be clicked to save attendance data.



## File Validation

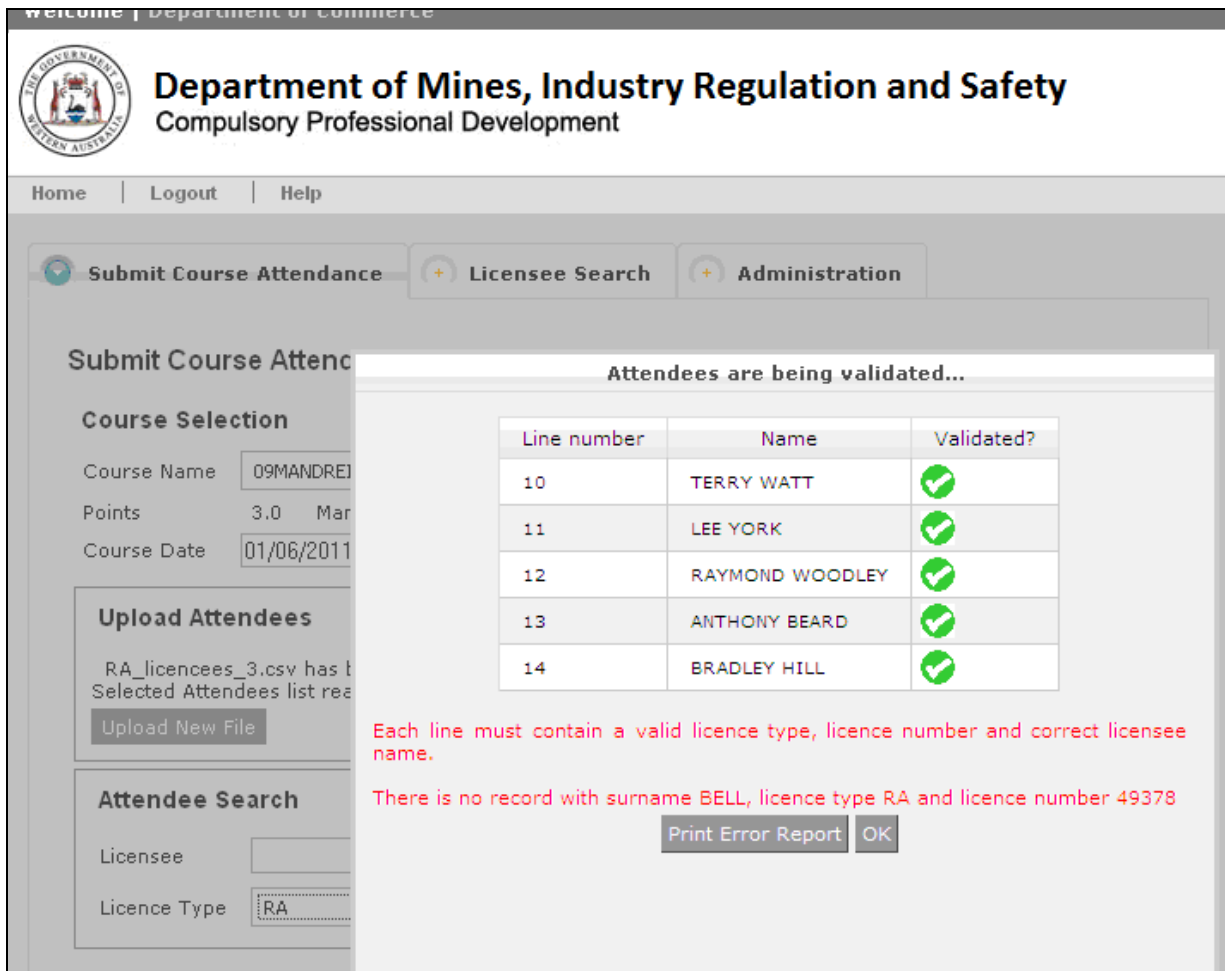
After the Upload button is clicked, a validation window will display, which shows the progress of validation. A sample validation window is shown below.

Validation window shows:

- Line number
- Name
- Green tick as the record is validated

To make the display manageable, blocks of records are shown as validation progresses

The file will stop processing when it encounters the **first** error and the entire file will be rejected.



The screenshot shows the 'Submit Course Attendance' window in the CPDOnline system. The window title is 'Attendees are being validated...'. It contains a table with the following data:

Line number	Name	Validated?
10	TERRY WATT	✓
11	LEE YORK	✓
12	RAYMOND WOODLEY	✓
13	ANTHONY BEARD	✓
14	BRADLEY HILL	✓

Below the table, there are two error messages in red text:

- Each line must contain a valid licence type, licence number and correct licensee name.
- There is no record with surname BELL, licence type RA and licence number 49378

At the bottom of the error messages, there are two buttons: 'Print Error Report' and 'OK'.



## **Error Handling**

The file upload stops at the first error and an error message displays. Any preceding valid lines are also displayed and an error message with detail of the rejected line.

You can either:

- Click on the **Print Error Report** button to display and print a report of the error
- Click **OK** to return to the Submit Course Attendance screen

Note that the entire file is rejected and you need to correct (or delete) the record in error and re-submit the file. You can check licence numbers by querying a name in the **Licensee Search** tab.

In the example shown on the previous page, 14 lines have been accepted, so it is line 15 – BELL RA 49378 – which is in error.

Possibly the easiest way to deal with errors, is to have the csv file open as you do the file upload – then you can:

- Swap back to the file and find the line in error
- Close the error window in CPDOnline
- Do a name search in CPDOnline to find the licensee
- Swap back to the file and correct the record
- Then you are ready to upload the file again.

Note that after you make a correction in the csv file, you should enter or click, to move to a new cell, before you save the file (the file can't be saved until the edit is completed).

**Tip:** There is a facility in the Administration tab to **Validate Attendees**. Here a file upload can be validated and all errors listed, with an option to print a report. So you can correct all errors in the file before attempting an actual upload.

### 3.3 Manual Search for an Attendee

**Attendee Search** appears on the left hand side of the screen after Course Name and Date are entered, and is used to search for and select Licence Holders who have attended the course.

Only the appropriate agent licensee holders will be shown and selectable, consistent with the login system selected – REBA or SASB.

Welcome | Department of Commerce

Department of Mines, Industry Regulation and Safety  
Compulsory Professional Development

Home | Logout | Help

Submit Course Attendance | Licensee Search | Administration

#### Submit Course Attendance

**Course Selection**

Course Name: 09MANDREIWA01 - 2009 Mandatory Course - Licensed Agents  
Points: 3.0 Mandatory Course  
Course Date: 01/06/2011

**Upload Attendees**

This is where your selected attendees will appear.

**Attendee Search**

Licensee:   
Licence Type:

**Search Results**

Licence	Name
RA1111	ABBOTT, JANETTE
RA2222	ABBOTT, MARK

2 licensees found, displaying 2 results from 1 to 2. Page 1 / 1

Note that there is a known issue, within the **Submit Course Attendance screen** for **Attendee Search** with **Apple Mac users**, where the page numbers and result counts do

not appear for the first search that you do. After you have added attendees to the Selected Attendees list, the problem disappears. Also, if you press the refresh icon, at the top of the screen, the problem is rectified.

### **Search Parameters**

**Licence type** can be selected (list will be consistent with login – ie Real Estate or Settlement Agent) or “All” licensees can be searched

**Licensee** - the system provides a google like search where you specify full or partial data for:

- Name or names OR
- Licence number OR
- Licence number and name/s

Note that no special characters can be used in a search, only letters or numbers. So that for a name like O'Connor, you would have to search on Connor.

All record matches on surname, first name, other name and licence number will display in licence name order.

To select an Attendee, click on their name to add them to the **Selected Attendees** list

Please note that a licensee cannot attend the same course within a calendar year and that such a duplication will result in an error message.

Continue conducting searches to find and select more attendees, until **Selected Attendees** list is complete.

### 3.4 Selected Attendees

The **Selected Attendees** list remains displayed on the right hand side of the screen, as it is being built (by file upload, search or a combination of both). To remove a licence holder from the **Selected Attendees** list, simply click on the Licensee and they will be removed.

The **Selected Attendees** list displays licence holders in the order selected (or for a file upload, in **Licensee Name** order).

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Home | Logout | Help

Submit Course Attendance | Licensee Search | Administration

### Submit Course Attendance

**Course Selection**

Course Name: 09MANDREIWA01 - 2009 Mandatory Course - Licensed Agents  
Points: 3.0 Mandatory Course  
Course Date: 01/06/2011

**Upload Attendees**

Browse... Upload

**Attendee Search**

Licensee:   
Licence Type: RA Search

There were no results found for this search. Please try again.

**Selected Attendees**

Licence	Name
RA3333	SMITH, JOHN

1 licensees selected, displaying 1 results from 1 to 1. Page 1 / 1


Submit Course Attendance

## Submit the Course Attendance

To submit a completed Selected Attendee list, just click on the **Submit Course Attendance** button.

Ensure details are checked before the course is submitted as they can only be amended by Departmental staff after this point.

A Course Attendance receipt is displayed, once the system accepts the submission



The screenshot shows a web interface for the Department of Mines, Industry Regulation and Safety. The page title is "Course Attendance" and it includes a "close" button. The main content area displays the following information:

The following attendees were successfully saved for this course:  
Course Name 2009 Mandatory Course - Licensed Agents  
Points 3.0  
Course Date 01/06/2011

Licence	Name
RA3333	SMITH, JOHN

1 licensees saved, displaying 1 results from 1 to 1. Page 1 / 1

Buttons: Submit New Course Attendance, Print Course Attendance List

Click on the **Print Course Attendance** button, to obtain a printed receipt (see next section for details). Use the **Submit Course Attendance** button or the **Close** button to return to the Submit Course Attendance screen to enter another course.

## Course Attendance Receipt

You can print a Course Attendance Receipt by clicking on the **Print Course Attendance List** button (see sample receipt below). Course Attendance Receipts can be re-printed at a later time, also, in the Administration tab.



**Department of Mines, Industry Regulation and Safety**  
Compulsory Professional Development

### Course Attendance List

Course Provider : REMVA (LEARNING)  
Course Name : 09MANDREWA01 - 2009 Mandatory Course - Licensed Agents  
CPD Points : 3.0  
Mandatory : Y  
Category 4 : N  
Course Date : 01-Jun-2011

Licence	Attendee
RA3333	MOLONY, PETER DAMIAN

Attendee Count: 1  
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When you click on the **Print Course Attendance List** button, a new window opens containing the **Course Attendance Receipt**. This receipt can be printed using the File ► Print commands at the top of the screen.

Note that if the receipt window does not pop up on your screen, it will be available to select, as a new explorer window, on the bottom task bar of your screen.

You just click on the windows X to close the screen when finished.

## 4. Licensee Search

This screen enables users to search for Licence Holders by name or number. For Real Estate Representatives Licence Holders, the search results will also show whether or not the Licensee holds a restricted licence (for Property Management).

**Licence type** can be selected (consistent with login system) or “All” licensees can be searched

**Licensee** - the system provides a google like search where you specify full or partial data for:

- Name or names OR
- Licence number OR
- Licence number and name/s

All record matches are on surname, first name, other name and licence number and will be displayed in licence name order.

The screenshot shows a web application interface for the Department of Mines, Industry Regulation and Safety. The page title is "Welcome | Department of Commerce". The main header includes the department's logo and name, "Department of Mines, Industry Regulation and Safety", and "Compulsory Professional Development". A navigation bar contains "Home", "Logout", and "Help". Below this is a menu with three items: "Submit Course Attendance", "Licensee Search" (which is active), and "Administration".

The "Licensee Search" section contains a form with the following fields:

- Licence Type: A dropdown menu with "RA" selected.
- Licensee: A text input field containing "molony".
- A "Search" button.

Below the search form is a "Search Results" section with a table:

Licence	Name	Restricted
RA3333	SMITH, JOHN	
RA4444	SMITH, JANE	

At the bottom of the results table are navigation icons: a home icon, a double left arrow, a single left arrow, a single right arrow, a double right arrow, and an X icon. Below the icons, it says "2 licensees found, displaying 2 results from 1 to 2. Page 1 / 1".

## 5. Administration

This screen enables course providers to:

- validate a file upload to show errors and any restricted licensees or
- re-print a Course Attendance Receipt for any of their courses or
- view errors for course files previously submitted.

The screenshot shows the 'Administration' page in the CPDOnline system. At the top, there is a header with 'Welcome | Department of Commerce' and the logo of the Department of Mines, Industry Regulation and Safety, Compulsory Professional Development. Below the header, there are navigation links for 'Home', 'Logout', and 'Help'. The main content area has three tabs: 'Submit Course Attendance', 'Licensee Search', and 'Administration', with 'Administration' being the active tab. Under the 'Administration' tab, there is a section titled 'Administration' with a sub-section 'Course Selection'. In the 'Course Selection' section, the 'Course Name' field is a dropdown menu showing '09MANDREIWA01 - 2009 Mandatory Course - Licensed Agents'. Below this, the 'Points' are '3.0' and the course type is 'Mandatory Course'. There are two main panels: 'Validate Attendees' and 'View Course Submission'. The 'Validate Attendees' panel has an 'Attendance Year' dropdown set to '2011', a file upload field with a 'Browse...' button, and a 'Validate' button. The 'View Course Submission' panel has 'Course Date' and 'Submission Date' fields, each with a calendar icon. Below these fields are radio buttons for 'Before', 'On', and 'After', with 'On' selected. At the bottom of this panel are 'View Attendees' and 'View Errors' buttons.

### 5.1 Selecting a Course

The system displays a dropdown list of approved courses in the **Course Name** field. Only the courses that have been approved to you are shown on the selection list. The list is sorted based on the **Course Approval Number** field.

The **CPD Points** and course type, **Mandatory or Elective** (and **Category 4** if applicable) will be displayed for the course selected.

The remainder of the Administration screen is divided into 2 parts:  
**Validate Attendees** to pre-validate a file for upload



**View Course Submission** used to view/print a course attendance list for a previously submitted course or view errors from a previous file upload attempt

## 5.2 Validate Attendees

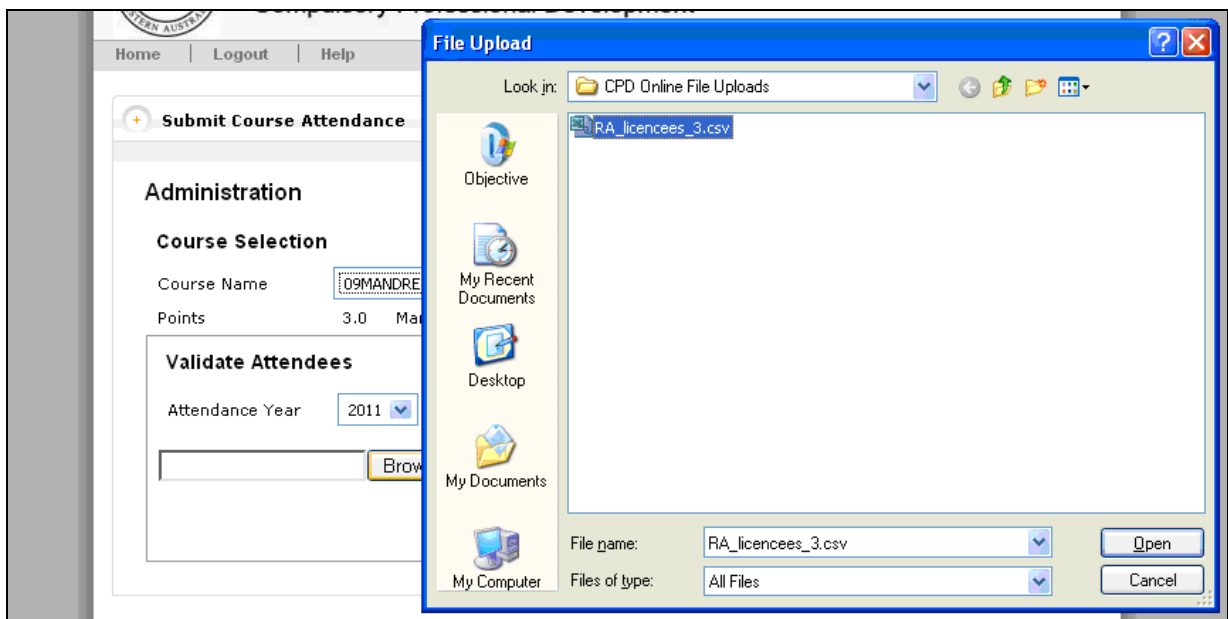
This function can be used to pre-validate a file of course attendees and will list all attendees in the file and show the following:

- Any errors for a licensee eg invalid licence number or invalid licence status
- Restricted status for a licensee
- Any Mandatory Courses already attended by a licensee

To validate a course attendance file (in csv format), browse to find the file on your pc:

- Click on **Browse** button, in CPDOnline
- Choose file window opens
- Locate the file on your pc and click on the filename
- Click on the **Open** button

Click the **Validate** button to validate the selected file.




A validated attendee list displays, which shows validation errors, restricted licences and other mandatory courses attended (only if you initially selected a mandatory course for validation).

Licensees can only attend a limited number of mandatory courses in a calendar year. The **Validate Attendees** function uses the **Attendance Year** field to search for other mandatory courses attended in that year – attendance year defaults to the current year, but may be changed. Where other mandatory courses are attended, the

attendance date displays - and course approval number (if it is a current Provider course) or a general designator (for different Provider course).

Welcome | Department of Commerce



## Department of Mines, Industry Regulation and Safety Compulsory Professional Development

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[+ Submit Course Attendance](#)
[+ Licensee Search](#)
[Administration](#)

### Administration

#### Course Selection

Course Name:

Points: 3.0 Mandatory Course

#### Validate Attendees

Attendance Year:

RA\_licences\_3.csv has been validated

[Validate New File](#)

#### View Course Submission

Course Date:

Submission Date:

Before
  On
  After

[View Attendees](#)
[View Errors](#)

#### Validated Attendees

Line#	Name	Validation Errors	Restricted	Mandatory Courses Attended This Year
1	DAY, ALAN	Licence not matched.		
2	COOK, Brett	Licence not matched.		
3	DAVIS, FRANK	Licence not matched.		

[Print Course Validation Report](#)

[⏪](#)
[⏴](#)
[⏵](#)
[⏩](#)

3 licensees found, displaying 3 results from 1 to 3. Page 1 / 1

Click **Print Course Validation Report** button to print the validation details. Report will open in another window and can be printed using File ► Print.

## 5.3 View Attendees

### Selecting Dates

**Course Date** field is mandatory and the system will allow only past or current dates be selected. This is the date that the course was held. Dates can be entered or picked from the date picker grid display.

**Submission Date** field is optional and may be left blank. The Course search may be refined by selecting only course data that has been submitted before, on or after a specified date (submission date). Date can be entered or picked using the date picker.

### View Attendees

Click on the **View Attendees** button to view a list of attendees for a specified course and date.

**Validate Attendees**  
Attendance Year:


**View Course Submission**  
Course Date:    
Submission Date:    
 Before  On  After

**Course Attendance**

Submitted	Licence	Name
01-July-2011	RA1111	JOHNSON, CORINA
01-July-2011	RA2222	JOHNSON, KEVIN SYDNEY

2 attendees found, displaying 2 results from 1 to 2. Page 1 / 1

Click on the **Print Course Attendance List** button to obtain a Course Attendance Receipt, which can be printed using File ► Print.



**Department of Mines, Industry Regulation and Safety**  
Compulsory Professional Development

## Course Attendance Validation

Date Validated : 14/06/2011  
 Filename : RA\_licences\_3.csv  
 Course Name : 09MANDREMVA01 - 2009 Mandatory Course - Licensed Agents  
 Attendance Year : 2011

Line#	Name	Validation Errors	Restricted	Mandatory Courses Attended This Year
1	DAY, ALAN	Licence not matched.		
2	COOK, Brett	Licence not matched.		
3	DAVIS, FRANK	Licence not matched.		

Attendee Count: 3  
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Note that if the receipt window does not pop up on your screen, it will be available to select, as a new explorer window, on the bottom task bar of your screen.

### View Errors

Click on the **View Errors** button, to view a history of past file uploads for the specified course and course date. This display is available for 6 months after a file upload or attempted upload.

**Validate Attendees**

Attendance Year:

**View Course Submission**

Course Date:

Submission Date:

Before  On  After

Submitted	Upload Id	Line #	Errors	View File Uploaded
14-Jun-2011	6006	1	Licence not matched.	...
14-Jun-2011	6007	1	Licence not matched.	...

2 upload errors found, displaying 2 results from 1 to 2. Page 1 / 1

Click on **View File Uploaded**, next to the required file to download a copy of the file.

### Validate Attendees

Attendance Year:

### View Course Submission

Course Date:

Submission Date:

Before  On  After

Submitted	Upload Id	Line #	Errors	View File Uploaded
14-Jun-2011	6006	1	Licence not matched.	<input type="button" value="..."/>
14-Jun-2011	6007	1	Licence not matched.	<input type="button" value="..."/>

2 upload errors found, displaying 2 results from 1 to 2. Page 1 / 1

## 6. Logout

To logout, simply click on **Logout** in the screen header or simply close the internet browser window.

It is recommended that you select **Logout** link and then close the window.