

**REFUGEE ARRIVALS DATA SYSTEM
OFFICE OF REFUGEE RESETTLEMENT DATA SUBMISSION
WEBSITE**

Prepared For:

Office of Refugee Resettlement
Administration for Children and Families
U.S. Department of Health & Human Services
Aerospace Building
901 D Street, SW
Washington, DC 20447



GENERAL DYNAMICS
Information Technology

August 2015

Table of Contents

1. Introduction.....	1
1.1. Overview of ORR-DSW Process.....	1
2. ORR-DSW Site Registration.....	2
2.1. Activation Code.....	2
2.2. ORR-DSW Site Registration.....	3
3. Logging in to the System.....	5
3.1. ORR-DSW Notice to Users.....	5
3.2. ORR-DSW Log In Page.....	5
3.3. ORR-DSW Home Page.....	8
3.4. Account Profile Page.....	9
4. ORR-DSW File Upload.....	11
4.1. Uploading Files.....	11
4.2. Validation Process.....	12
4.3. ORR-DSW Upload History Page.....	12
5. ORR-DSW Error Summary/Correction.....	15
6. ORR-DSW Reports.....	16

1. Introduction

The Office of Refugee Resettlement - Data Submission Website (ORR-DSW) upgrades the process in which Asylee, Entrant, and Social Services Secondary Migration data are submitted. The application will allow uploads directly to the ORR-DSW which will store the data from each file. Utilizing this system of submission will allow instant feedback on uploaded data as ORR-DSW validates each submission upon upload. Feedback is provided within minutes of submission whether data is accepted or rejected and the reason(s) for rejection if data fails validation.

Each state will assign two representatives to log into the ORR-DSW system. From the main upload screen the state representative will choose the type of file to upload. Once the file has been selected, upload the file by clicking the "Upload" button. The ORR-DSW will check the file against a predefined set of validation definitions to make sure that the file meets the requirements needed to be successfully uploaded into the ORR-DSW system. If the file passes validation, the Upload History section of the ORR-DSW will be updated to reflect the successful submission. An e-mail confirming the successful submission and upload will be sent to the users. When a file fails to pass validation an e-mail will be sent asking the user to check the ORR-DSW website for the reason(s) why the file did not pass validation. The Upload History table is updated to reflect the failed upload attempt and will display an option to open an errors report screen. The errors report screen will consist of a table listing the reason(s) why the file could not pass validation. The user must then go back to the file and correct any errors that have been pointed out. Please note that the ORR-DSW system will only display up to 200 errors on the Errors Report Screen. The file may have more than 200 errors but only the first 200 will be displayed. Once the errors have been corrected, re-upload the corrected file and the same process will occur.

1.1. Overview of ORR-DSW Process

- **Site Registration:** An e-mail will be sent with a link to the ORR-DSW website where the registration process will begin.
- **Logging on to the System:** Once you have registered to use the ORR-DSW system you will then log on to the ORR-DSW system.
- **File Upload:** After you have logged on to ORR-DSW, you will then proceed to upload your Asylee, Entrant, and Social Services Secondary Migration files.
- **File Validation/Review:** After you upload your files, the ORR-DSW will validate the files and the files will either pass or fail.
- **Error Correction:** If you have any files that failed validation, you must correct the errors and re-upload the file.
- **Reporting:** After matching has been performed on uploaded files, you will be able to view and print reports.

2. ORR-DSW Site Registration

Before logging onto the ORR-DSW system, you must first register to gain access to the system.

2.1. Activation Code

An e-mail will be sent to you that provides a link to a webpage that will ask you to enter and submit your name and e-mail address in order to receive an activation code that will allow you to register to use the ORR-DSW web site. The activation code is part of the registration process as an added security measure. You will not be able to register for ORR-DSW access without the activation code.



Office of Refugee Resettlement

Refugee Arrivals Data System

Get Activation Code

* Full Name:

* Email:

Get Activation Code

If you have already received your Activation Code [click here](#) to activate your registration.

ORR-DSW Activation Code Screen

- Enter your name.
- Enter your e-mail address in the text box and click the “Get Activation Code” button.
- The activation code will be sent to your e-mail address immediately and you will have approximately one hour to register for the site before the activation code expires.
- If you do not register for ORR-DSW access within one hour of receiving your activation code you will need to re-submit your e-mail address for a new activation code
- After you have received the Activation Code, please return to same address above and click on the link under the “Get Activation Code” button to open the ORR-DSW registration page or simply click the link in the get activation code e-mail.



Office of Refugee Resettlement Refugee Arrivals Data System

Get Activation Code

* Full Name:

* Email:

If you have already received your Activation Code [click here](#) to activate your registration.

2.2. ORR-DSW Site Registration

The registration page will prompt for the activation code as well as other user info to activate your registration.



Office of Refugee Resettlement Refugee Arrivals Data System

User Registration Process

Use the activation code that was emailed to you to complete the registration process. All fields are required.

Activation Code:

Email:

Create User ID:

Password:

Re-Type Password:

The User ID must be at least 6 characters long and start with a letter and can contain only letters and numbers.

Passwords must be between 8-16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character; ex., !, @, #, etc.

ORR-DSW Registration Page

- Enter the activation code in the Activation Code text box
- Enter your e-mail address
- Create a user name and enter the user name in the Create User ID text box
 - i. User names must be at least six (6) characters
 - ii. User names can NOT contain any special character (!, @, \$, _, etc.)
- Create a password and enter and confirm the password in the Password text box
 - i. Passwords must be between 8-16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character; ex., !, @, #, etc.
 - ii. An example of a password using all requirements: P@ssw0rd
- Click on the *Submit* button to finish the registration process

- When you click the *Submit* button you will be registered and will be taken to the ORR-DSW Notice to Users and Login page.

3. Logging in to the System

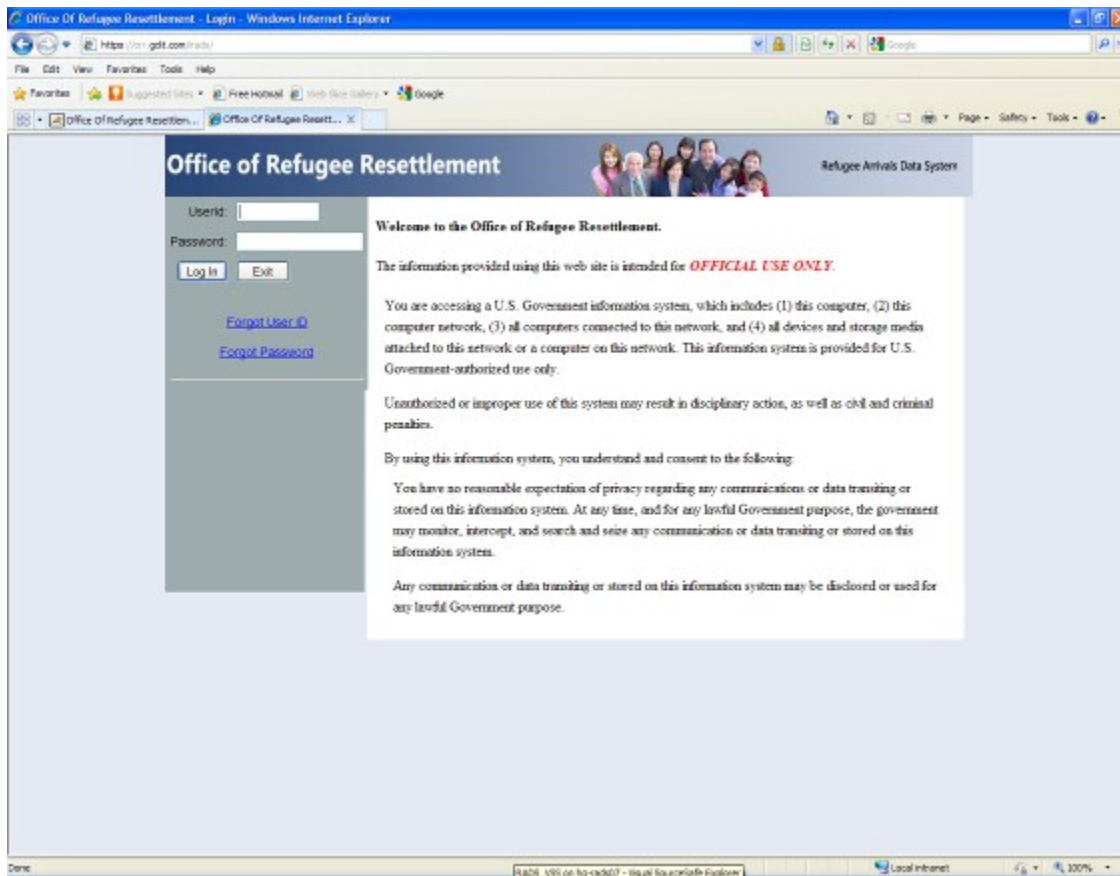
After you have registered for access to the ORR-DSW system, you will then be required to log in to the system.

3.1. ORR-DSW Notice to Users

When you return to the site **after** you have registered, you will need to navigate to <https://orr.gdit.com> in your web browser. Going to this link will take you to the ORR-DSW Notice to Users and Log In page. Going to this link **before** you register will still take you to the same page, but you will not be able to log into the system as you have not registered and created a user name and password. Please read the ORR-DSW Notice to Users before logging into the system.

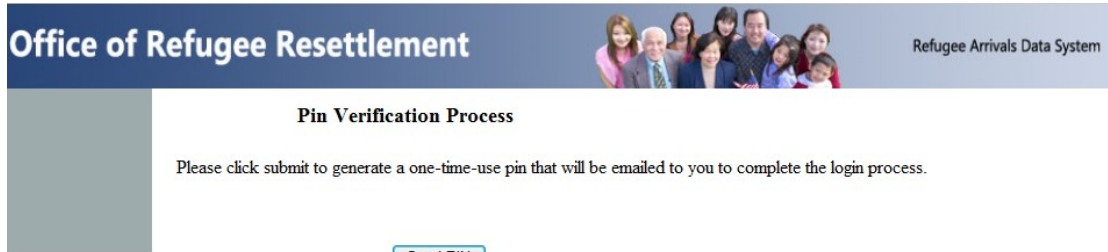
3.2. ORR-DSW Log In Page

After you have read the ORR-DSW Notice to Users, log in to ORR-DSW.



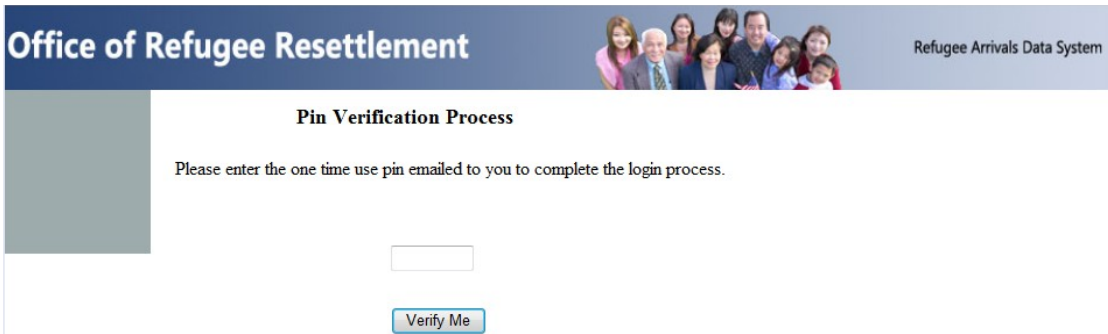
ORR-DSW Log On Screen

When the log on screen loads, enter the username and password that you created in the registration process. Click the *Log In* button, the ORR-DSW Pin Verification Process screen will load. The Pin Verification Process is a required security measure that is needed to log into iRADS.

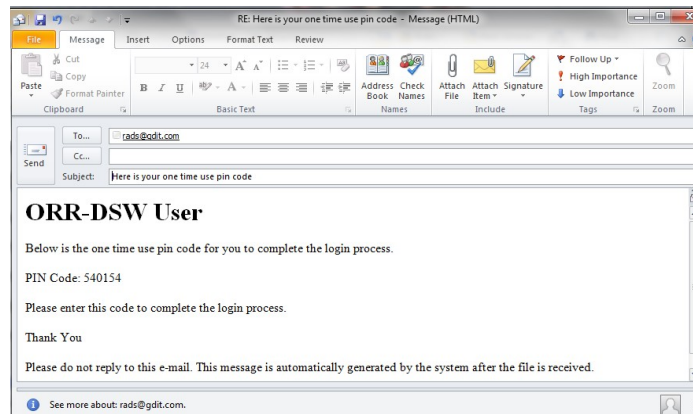


Pin Verification Process screen

On the ORR-DWS Pin Verification Process screen, click on the “Send PIN” button. A one-time use PIN will be sent to the email account that you entered when you registered with the site. After clicking the “Send PIN” button, a new screen will load where you must enter the PIN that was sent to your email account.



PIN Verification Entry Screen



PIN Verification Email

You can either copy and paste the PIN Code from the email or manually enter the PIN Code on the PIN Verification Entry Screen. Once you enter the code, click the *Verify Me* button and the ORR-DSW Home Page will load. If you incorrectly enter the PIN Code, you will have one more attempt to correctly enter the PIN Code. If you incorrectly enter the PIN Code a second time, you will be taken to the ORR-DSW login screen and you must restart the log in process.

If you forget your UserID or Password, click the appropriate link under the Log In button to take you to the pages to retrieve your UserID or to reset your Password.

The screenshot shows the 'Office of Refugee Resettlement' header with a family photo and 'Refugee Arrivals Data System' text. The main content area is titled 'Retrieve User ID' and contains a form with a label '* Email:' followed by a text input field. Below the input field is a button labeled 'Retrieve User Id'.

Retrieve User ID Page

To retrieve your user-id, enter your e-mail address and click the Retrieve User ID button and the user-id will be sent.

The screenshot shows the 'Office of Refugee Resettlement' header with a family photo and 'Refugee Arrivals Data System' text. The main content area is titled 'Reset My Password' and contains a form with a label '* Email:' followed by a text input field. Below the input field is a button labeled 'Reset Password'.

Reset Password Page

To reset your password, enter your e-mail address and click the Reset Password button. A temporary password will be sent. Upon subsequent logon, you will be required to change the password immediately.



Office of Refugee Resettlement Refugee Arrivals Data System

Change Password

You must reset your password!

Current password:

New password: Passwords must be between 8-16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character, ex. !, @, #, etc.

Confirm new password:

Specify New Password Page

3.3. ORR-DSW Home Page

The ORR-DSW Home Page acts as a portal to the rest of the ORR-DSW site. From the ORR-DSW Home Page you can navigate to the:

- **File Upload page** – users can upload Asylee, Entrant, and Social Services Secondary Migration files
- **Upload History page** - (hover the mouse pointer over File Upload and a drop down menu will display a link to the Upload History page) where users can check the history of their uploaded files as well as the status of each individual file
- **Account Profile Page** – Users can update passwords
- **Reports** – View a set of reports based on the matching results of the data that you upload. (Note: Reports menu selection will not be visible until matching process has been performed.)



ORR-DSW Home Page

3.4. Account Profile Page

The Account Profile page allows you to change your password.

Office of Refugee Resettlement

Refugee Arrivals Data System
[Sign Out](#) | [Profile](#)

HOME | **UPLOAD** | HELP

Account Profile

Use this form to update account information such as passwords and contact info

Userid: newstate
Name: State User

Current password:

New password:

Confirm new password:

Passwords must be between 8-16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character, ex., !, @, #, etc.

Please [click here](#) to contact an administrator with any comments.

ABOUT SQL CERTIFICATES

Account Profile Screen

- Enter your current password in the Current Password text box
- Enter your new desired password in the New Password and Confirm New Password text boxes
- Click the *Save* button to complete the update process

4. ORR-DSW File Upload

Select the ORR-DSW File Upload tab to open the ORR-DSW File Upload main screen.



ORR-DSW File Upload Screen

4.1. Uploading Files

- First select the type of file you want to upload from the drop down selection provided for you:
 - Asylee - Social Service (SS)
 - Asylee - Targeted Assistance (TAG)
 - Entrant
 - Social Services Secondary Migration
- Click the Browse button to look for the file you want to upload to ORR-DSW, a Browse Window will open.
- Once you have found the file in the Browse Window select the file and click the Open button.
- ORR-DSW will display the file path and name in the text box.
- Click the Upload button.
- ORR-DSW will upload the file and ask you to Continue Validation.

Continue Validation

- Click on the Continue Validation button and you will be taken to a Validation page where the validation process is started.

- Validating Page



Validation Page

- Click the OK button on the Validation page to go back to the File Upload page.
- If for any reason you need to re-upload a file that you have already successfully uploaded, proceed to upload the file as if it were a new file. A window will pop up and ask if you want to overwrite the previously uploaded file. Click on the Yes button to upload the new file or click on the No button to cancel the process.

4.2. Validation Process

After a file is uploaded it will be validated against a predefined set of rules. If the file successfully passes validation there will not be any further action required. If the file fails to pass validation you will be required to correct whatever issues did not pass validation and re-upload the file after the corrections have been made.

4.3. ORR-DSW Upload History Page

Hover over the ORR-DSW File Upload tab and click on Upload History menu item to open the Upload History Page.

ORR-DSW keeps a history of every file you upload and/or overwrite. You cannot upload more than one type of file at the same time. For instance, you can only successfully upload one Asylee Social Services file.

The screenshot shows the 'Office of Refugee Resettlement' website interface. The top navigation bar includes 'HOME', 'UPLOAD', and 'HELP' links. The main content area is titled 'File Upload History' and displays a table with the following data:

File Name	Upload Date	Uploaded By	File Type	Status	Row Processed
FILENTRANITAGEYOL.xls	02/14/2011 10:49:40	newstate	Entrant	Failed	199

ORR-DSW File Upload History Page

A failed upload automatically results in the file being removed from the system and you can upload a new file without needing to do anything to the failed file.

The following is a break down of each column in the File Upload History Table:

1. **File Name** – displays the name of the file that has been uploaded.
2. **Upload Date** – displays the date and time the file was uploaded.
3. **Uploaded By** – displays the name of the user who uploaded the file.
4. **File Type** – displays the type of file that has been uploaded.
5. **Status** – displays the status of the uploaded file.
 - a. “Validating” means that the file has been received and is in the process of validation
 - b. “Success” means that the file has been received and has passed validation
 - c. “Failed” means that the file has been received and has not passed validation. You will need to click on the “Failed” link to view the reason(s) the file did not pass validation, make the necessary changes to the file, and re-upload the file.
 - i. When you click on the “Failed” link a new page with the Error Summary will open
 - ii. The Error Summary will display a line by line account for the reason(s) the file did not pass validation, not to exceed 200 errors
 - d. “Overwrite” means that the first file uploaded successfully passed validation but a new or updated file has been uploaded and overwritten the previously submitted file.
 - e. “Uploaded” means that the file has been uploaded to the system but has not yet been validated. Click the “Validate” button under the “Uploaded” status to proceed with file validation.
6. **Rows Processed** – the number of rows in the file that were processed for validation

Once again, if you upload an updated version of a file that has already successfully passed validation, proceed to upload the file as if it were a new file. A new window will pop up and ask if you want to overwrite the previously uploaded file. Click on the Yes button to upload the new file or click on the No button to cancel the process.

5. ORR-DSW Error Summary/Correction

The Error Summary page opens when you click on the Status link of a failed file upload:

File Information

State Name: AL
 File Name: FLENTFRANTTAGFY07.xls
 File Type: Entrant
 Uploaded By: newstate
 Uploaded Date: 02/14/2011
 Error count: 200

Error Summary:
 200 errors found, displaying 1 to 50. - [1](#), [2](#), [3](#), [4](#) [Next/Last]

	Error Description	Row Number	Column Name	Column Value	Sheet Name
1	Missing Arrival Date	1	Arrival_Date		Entrant Format
2	DOB is in the future	1	DOB	01/26/2987	Entrant Format
3	SS Arrival Date outside range	1	Arrival_Date	01/27/2006	Entrant Format

ORR-DSW Error Screen

The Error Summary is a table consisting of a line by line account for the reason(s) the file did not pass validation:

1. **Error Description:** displays a brief description about the error
2. **Row Number:** displays the row number in which the error is located
3. **Column Name:** displays the name of the column in which the error is located unadulterated
4. **Column Value:** displays the incorrect value that is currently not passing validation
5. **Sheet Name:** displays the Excel sheet name on which the error is located

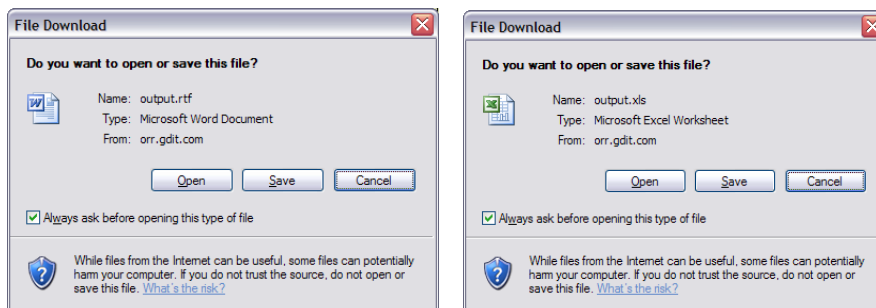
The Error Screen will not show more than 200 errors. There may be more than 200 errors on the file but only the first 200 will be displayed on the Error Screen. The error summary can also be downloaded in Excel if desired.

6. ORR-DSW Reports

You can view the matching results of the data that you uploaded in report format.

*****NOTE TO USERS – REPORTING FUNCTIONALITY WILL NOT BE AVAILABLE UNTIL AFTER THE MATCHING IS COMPLETE*****

1. Select a file format to view the report in. All formats contain the same data but are displayed differently:
 - a. HTML
 - b. Microsoft Excel
 - c. PDF
 - d. Rich Text Format
2. A list of reports is displayed for the corresponding fiscal year. Clicking on the link of the report name will open the report in the web browser.
 - a. Social Services Secondary Migration, Migration results
 - b. Social Services Secondary Migration Detail
 - c. State Entrant Submissions – Summary
 - d. State Entrant Submissions – Detailed
 - e. Social Services State Asylee Submissions – Detailed
 - f. Social Services State Asylee Submissions – Summary
 - g. Targeted Assistance State Asylee Submissions– Detailed
 - h. Targeted Assistance State Asylee Submissions – Summary
3. When opening a report in either the Rich Text Format or Microsoft Excel formats, a pop-up will ask the user to either Open or Save the file.



4. Click on the Open button to open the report on your screen, or click on the Save button to save the report to your hard drive.
5. You can also save reports once they are open by going clicking on the **File** menu and choosing **Save As**.