

# **NCS Navigator Vanguard Workbench Tool User Guide**

**Version 1.0**



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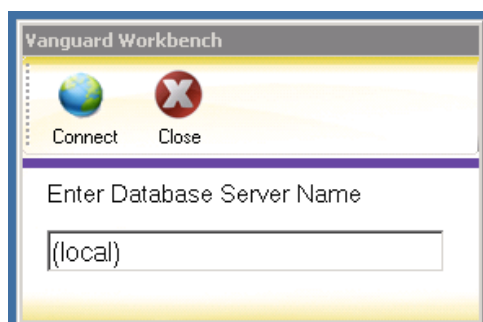
These instructions will guide you to run the Vanguard Workbench from the NCS Navigator data analysis server (remote desktop). Instruction start after the user is logged in to the remote desktop.

## I. Open the Vanguard Workbench tool

1. Click the Vanguard Workbench icon on the desktop.

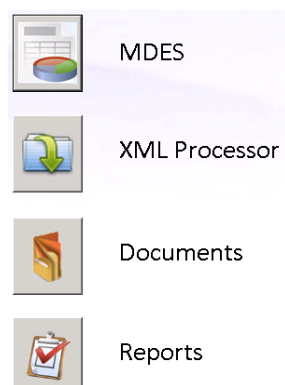


2. Type in '(local)' for Database Server Name, click 'Connect'



## II. Select 'XML Processor' and choose files

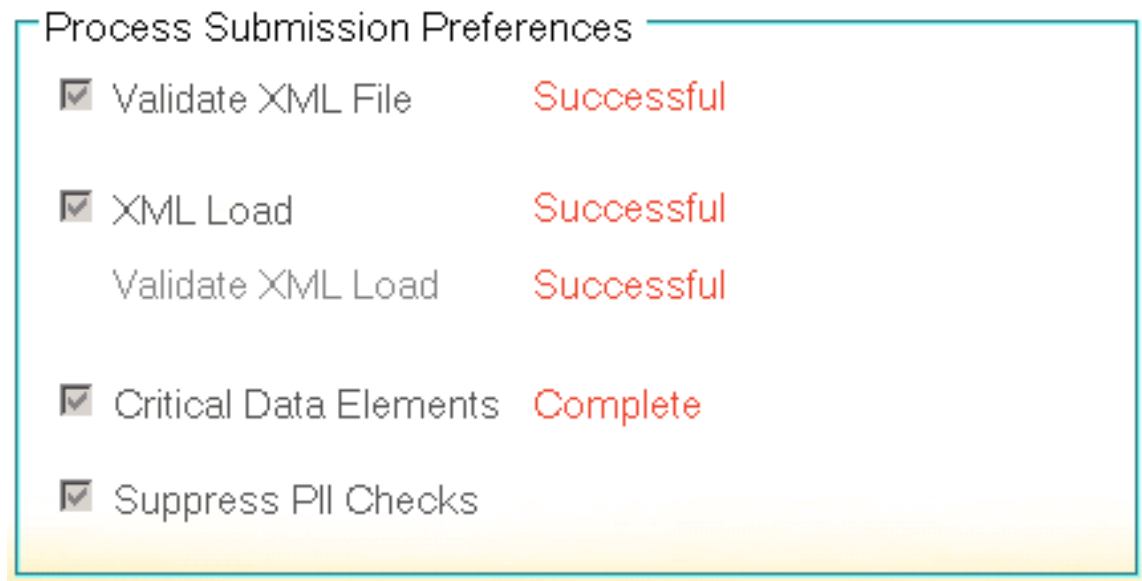
1. Click 'XML Processor'



2. Click the folder next to the "Select XML" field.



3. Search SecureShare/VDR-Submission folder and select the file (by county, date)
4. Click the folder next to the "Select XSD" field, select the NCS\_Transmission\_Schema\_3.0 xsd file.
5. Check the checkboxes for: Validate XML File, XML Load, Critical Data Elements and Suppress PII Checks.
6. Click the 'Run' button



### III. Review the reports

Reports are automatically generated and saved in the Workbench folder.

Navigate to C: Tools/Vanguard\_Workbench\_2.7.0.0/

Your netid will appear in the newly created folder (first time users) or existing folder.

File folder name example: Reports\_"your netid"

C: Tools/Vanguard\_Workbench\_2.7.0.0/Reports\_"netid"