

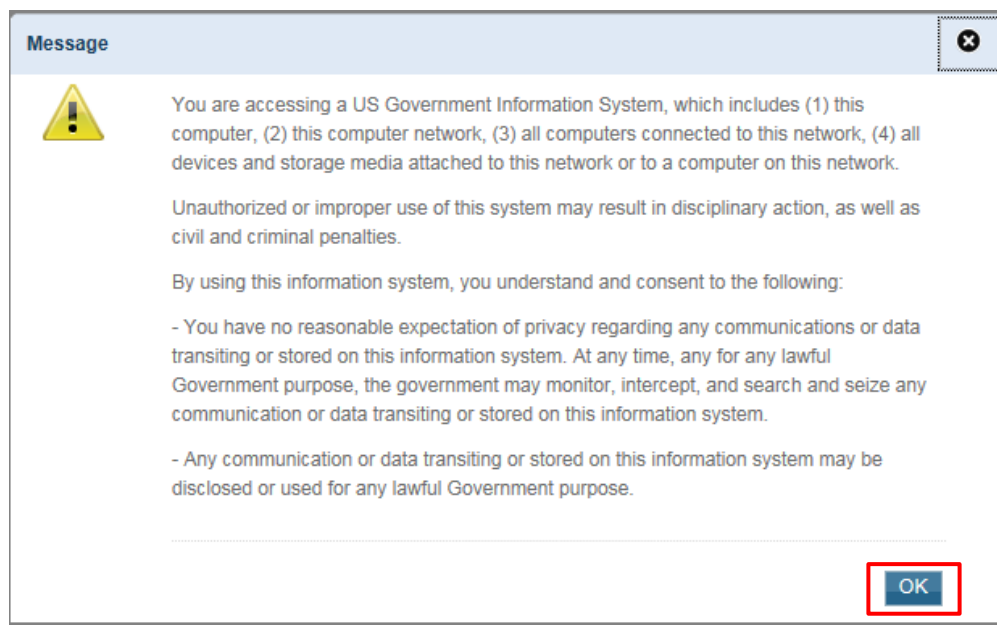
# How to Access and Use the Check Your XML Feature for the RSR

Grantees and Grantee/Providers access the Check your XML feature through Electronic Handbooks (EHBs) (See Step 1 and Step 2) and Providers access the feature directly through the RSR Web System (Go to Step 3).

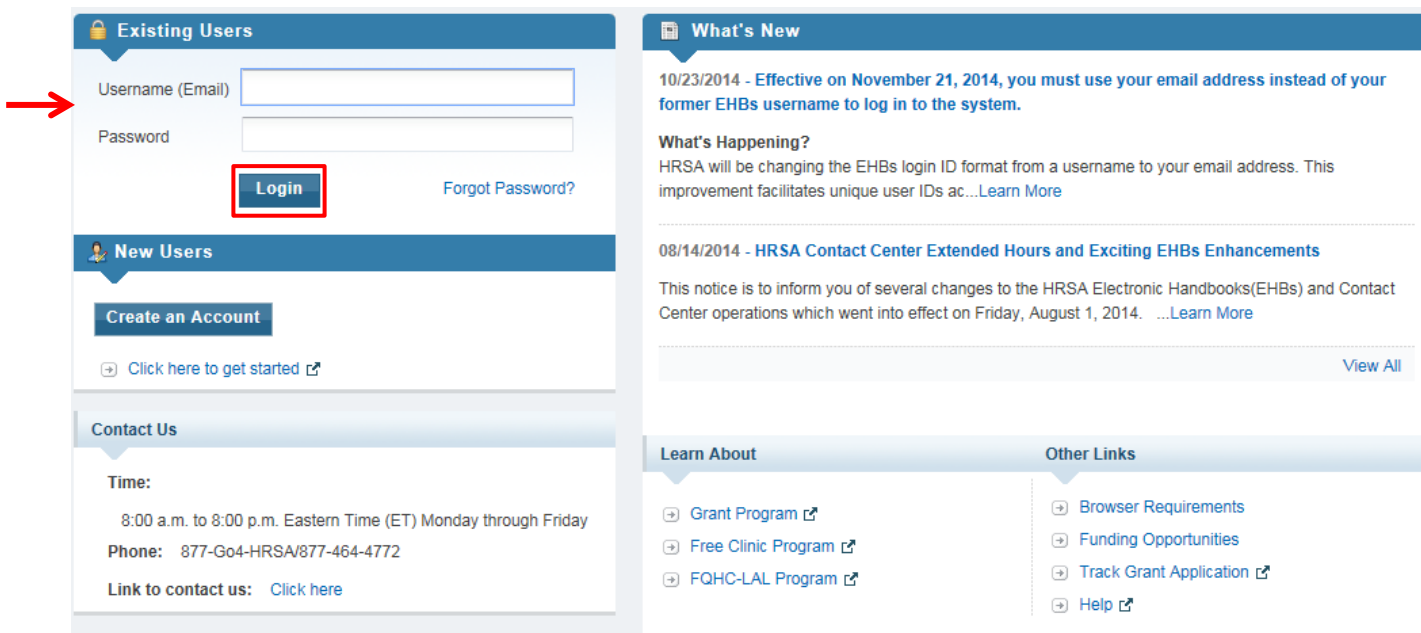
## 1. Grantees and Grantee/Providers access the feature through the EHBs

To access Ryan-White Services Report (RSR) System, Grantees and Grantee/Providers enter through the HRSA Electronic Handbooks: <https://grants.hrsa.gov/webexternal>. If you are a Provider, please skip to step 3 below.

Click OK to acknowledge the message for accessing a U.S. Government Information System.

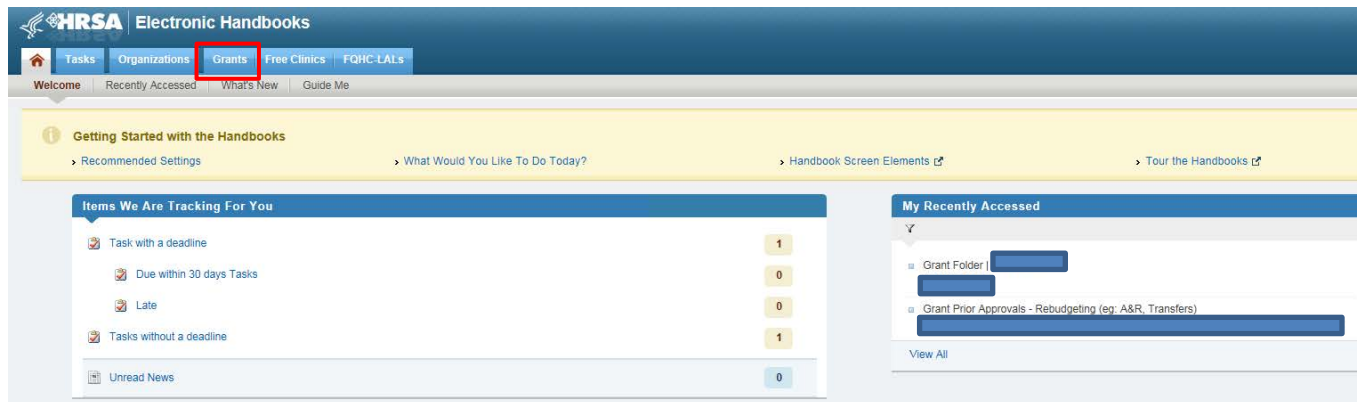


Log in by entering your username (email) and password, select “Login.”

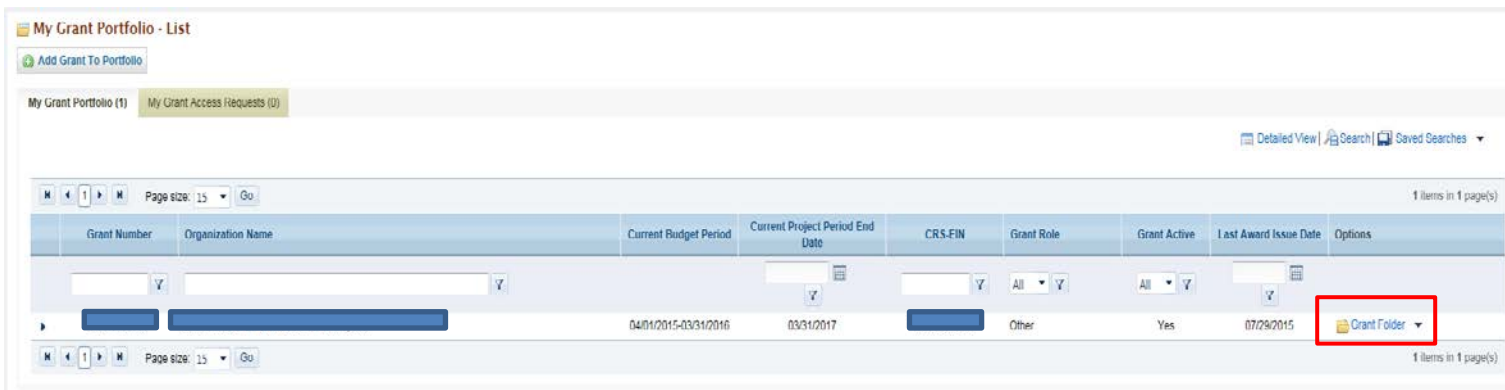


## 2. Access your RSR

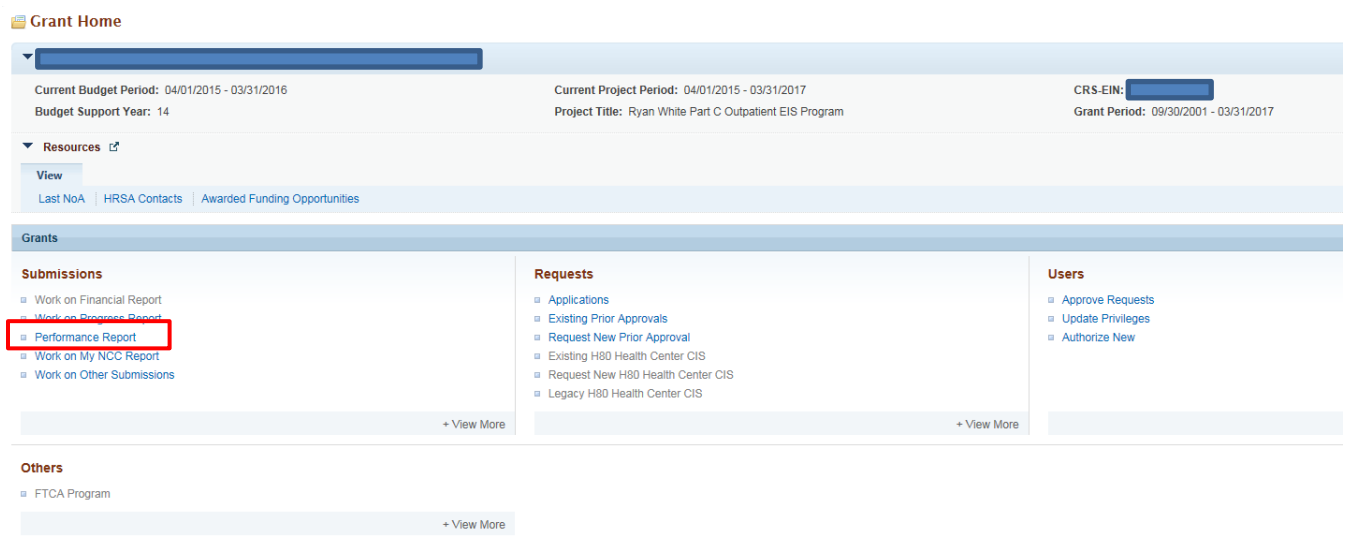
From the EHBs homepage, select the “Grants” tab to view your grant portfolio list.



From the “My Grant Portfolio – List”, select the “Grant Folder” under the Options column for the grant to access.



From the “Grant” homepage, select the “Performance Report” link under the submissions section.



From the listing of submissions, select Start for the RSR grant deliverable. If this is your first time accessing the RSR grant deliverable, the icon will be “Start”. If you have accessed the grant previously, but have not submitted, the icon will display as “Edit.”

**Submissions - All**

Not Completed Recently Completed All

**Search Filters:**

**Basic Search Parameters**

Grant Number (comma separated list)  (e.g. 000010000) Submission Name Like

Submission Tracking Number Like

Organization ☒ All ☒ C A M C HEALTH ED & RESEARCH

Submission Deadline (mm/dd/yyyy) Between  And

Submission Type ☒ All ☒ Financial Report ☒ Noncompeting

**Advanced Search Parameters**

**Display Options**

Sort Method (Grid | Custom)

Search Name:  [Save Parameters](#) [Search](#)

[Export To Excel](#) [Search](#) [Saved Searches](#)

Page size: 15 Go

14 items in 1 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
2015 RSR Annual - QA UAT 10/20/2015	Performance Reports				1/1/2015 - 12/31/2015	04/15/2016		Not Started	<a href="#">Start</a>
RSR 2014 Annual Performance Report	Performance Reports			4620	1/1/2014 - 12/31/2014	03/30/2015	03/26/2015	Submitted	<a href="#">Performance Reports</a>

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Grantees please skip to step 4.

### 3. Providers access the feature directly through the RSR Web System

This is where providers and RSR-Ready Systems enter directly through the RSR Web System: <https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx>. Log in by entering your username, password, choose HAB RSR Web Application, and select "Login."

**HRSA HIV/AIDS Bureau**

**Welcome to the HAB Web Applications**

**Username:**

**Password:**  [I forgot my username/password](#)

If you do not have an account, please use the [Registration Form](#) .

Select Application: HAB RSR Web Application ▼

**Ryan White HIV/AIDS Grantees cannot access the HAB Web Application system through this login page. If you are a grantee you must access the HAB Web Application through HRSA's Electronic Handbooks (EHBs).**

If you are a provider who receives funding from a Ryan White HIV/AIDS grantee, you may use this web system to enter, validate and submit your Ryan White HIV/AIDS Report(s) for the 2009 reporting period. To access the system, enter your **username** and **password** in the text boxes above, then click '**Log In**'. If you forgot your password, or need help logging in, call the HRSA Contact Center at **1-877-Go4-HRSA (1-877-464-4772)**.

If you are a provider but do not have a username and password, you must register to create one. You will need your **registration code**. If you wish to register but do not have a registration code, contact your grantee. For more information, contact the Ryan White HIV/AIDS Data Support Line at **1-888-640-9356**.

<b>***WARNING***</b>	<b>***WARNING***</b>	<b>***WARNING***</b>
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.		
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.		
By using this information system, you understand and consent to the following:		
<ul style="list-style-type: none"><li>• You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.</li><li>• Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.</li></ul>		
<b>***WARNING***</b>	<b>***WARNING***</b>	<b>***WARNING***</b>

The HAB Web Applications support Microsoft Internet Explorer Browsers, Version 9 and above. To download the latest version of Microsoft Internet Explorer, click the following link:

#### 4. Enter the RSR Check Your XML Feature

Under the Inbox heading of the left navigation menu, select the “Check Your XML” link.

NAVIGATION << RSR Grantee Report Inbox Your session will expire in: 22:06

Inbox

- Grantee Report
- Provider Report
- Check your XML**

Manage Contracts

- Search Contracts

Search

- Grantee Reports
- Provider Reports

Administration

- Print Requests

References

- Merge Rules
- Validation Rules

Performance Measures

- HIVQM Inbox

Report ID	Fund Source	Grant Number	Grantee Name	Reporting Period	Modified Date	Status	Action	Action History
0	Part C EIS			2015 Annual	10/28/2015 11:11:09 AM	Not Started	Create	History

Page Size: 25 1 items in 1 pages

For help with EHBs contact the HRSA Contact Center by phone at 1-877-Go4-HRSA (1-877-464-4772) Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time. Or use the [HRSA Electronic Handbooks Contact Center help request form](#) to submit your question online. For questions regarding data content and/or reporting requirements, please contact Data Support at 1-888-640-9356 or email to [RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

Logged in as: GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter, Provider  
The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click .

From the RSR Check Your XML page, select the envelope icon in the Action column of the table displayed.

RSR Check Your XML Your session will expire in: 26:06

Report ID	Name	RegCode	Reporting Period	Modified Date	Status	Action	Clients	Action History
0		10144	Check Your XML	10/28/2015 11:22:45 AM	Not Started	Create	0	History

From the RSR Check Your XML page, upload your RSR client-level data in XML or Compressed Zip format by selecting “Browse” to locate your file and then select “Upload File”. You may only upload one file at a time.

RSR Check Your XML Your session will expire in: 26:06

Report ID: [Redacted] Status: Working Data Expiration Date: 11/27/2015 11:27:55 AM  
Report Period: Check Your XML Last Modified Date: 10/28/2015 11:27:55 AM Last Modified By: [Redacted]  
Access Mode: ReadWrite Client Count: Locked By: [Redacted]

### Check your RSR Client-Level Data XML and Data Quality Page

This page will allow you to upload a RSR client-level data XML file to ensure that it conforms to the schema. When your XML file is successfully processed, you can view any alerts, warnings, or errors that are in the data. You can also view the Upload Confirmation Report and Data Completeness Report. Select the arrow to the left of the ID number to see the Validation Report, Upload Confirmation Report, and Data Completeness Report for each individual file that was successfully processed. To see the Validation Report, Upload Confirmation Report, and Data Completeness Report for the merged client-level data, select the links in the left navigation menu.

Please note:

- This information will not be submitted to HRSA. You will still have to upload your XML in your RSR Provider Report. This site simply allows you to check the structure of your XML file and the quality of your data prior to uploading it in the live report.
- This feature only works with RSR client-level data XML files that conform to the RSR Client-Level Data XML Schema Definitions. The most recent RSR XML Schema Definitions are available on the [Target Center website](#).
- You will be unable to upload files larger than 29MB. If your client-level data XML file is larger than 29MB, please zip your file before upload. [Create Compressed Zip File](#)
- Changes to the file status in the Upload History Table are not automatically displayed. To view real-time updates to the Upload History Table, you must manually refresh this browser window.
- You will receive an email confirmation after you have successfully uploaded a client-level data XML file.
- All files are deleted 30 days after they are processed.

### Client Upload

Select the client records that you would like to upload. You will receive an email confirmation after your records are successfully processed.

**Browse...**

**Upload File** Cancel

### Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
No records to display.						

Page Size: 25 0 items in 1 pages

You will receive an “XML Uploaded Successfully” message and the “Upload History” table will be updated to reflect that your file has a status of “Pending.”

✓ **Success:**  
XML Uploaded Successfully.

Report ID: [REDACTED] Status: Working Data Expiration Date: 11/27/2015 11:42:00 AM  
Report Period: Check Your XML Last Modified Date: 10/28/2015 11:42:00 AM Last Modified By: [REDACTED]  
Access Mode: ReadWrite Client Count: Locked By: [REDACTED]

### Check your RSR Client-Level Data XML and Data Quality Page

This page will allow you to upload a RSR client-level data XML file to ensure that it conforms to the schema. When your XML file is successfully processed, you can view any alerts, warnings, or errors that are in the data. You can also view the Upload Confirmation Report and Data Completeness Report. Select the arrow to the left of the ID number to see the Validation Report, Upload Confirmation Report, and Data Completeness Report for each individual file that was successfully processed. To see the Validation Report, Upload Confirmation Report, and Data Completeness Report for the merged client-level data, select the links in the left navigation menu.

Please note:

- This information will not be submitted to HRSA. You will still have to upload your XML in your RSR Provider Report. This site simply allows you to check the structure of your XML file and the quality of your data prior to uploading it in the live report.
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- You will be unable to upload files larger than 29MB. If your client-level data XML file is larger than 29MB, please zip your file before upload. [Create Compressed Zip File](#)
- Changes to the file status in the Upload History Table are not automatically displayed. To view real-time updates to the Upload History Table, you must manually refresh this browser window.
- You will receive an email confirmation after you have successfully uploaded a client-level data XML file.
- All files are deleted 30 days after they are processed.

#### Client Upload

Select the client records that you would like to upload. You will receive an email confirmation after your records are successfully processed.

[REDACTED] Browse...

Upload File Cancel

#### Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
▶ [REDACTED]		Upload RsrTestData1.xml	10/28/2015 11:42:00 AM		0	Pending

Wait 3 to 5 minutes and then refresh the page by selecting the “Import CLD XML file” link under the Check Your XML Actions heading in the left navigation menu. Confirm your file has been processed.

NAVIGATION

Inbox

Grantee Report

Provider Report

Check your XML

Check your XML Actions

Import CLD XML File

Validate

Clear Clients

Check your XML Reports

Upload

Confirmation Report

Data Completeness Report

Action History

Manage Contracts

Search Contracts

Search

Grantee Reports

Provider Reports

Administration

Print Requests

References

Merge Rules

Validation Rules

Performance Measures

HIVQM Inbox

RSR Check Your XML

Your session will expire in: 29:01

Report ID: [REDACTED] Status: Working Data Expiration Date: 11/27/2015 11:42:50 AM

Report Period: Check Your XML Last Modified Date: 10/28/2015 11:42:50 AM Last Modified By: [REDACTED]

Access Mode: ReadWrite Client Count: 50 Locked By: [REDACTED]

Check your RSR Client-Level Data XML and Data Quality Page

This page will allow you to upload a RSR client-level data XML file to ensure that it conforms to the schema. When your XML file is successfully processed, you can view any alerts, warnings, or errors that are in the data. You can also view the Upload Confirmation Report and Data Completeness Report. Select the arrow to the left of the ID number to see the Validation Report, Upload Confirmation Report, and Data Completeness Report for each individual file that was successfully processed. To see the Validation Report, Upload Confirmation Report, and Data Completeness Report for the merged client-level data, select the links in the left navigation menu.

Please note:

- This information will not be submitted to HRSA. You will still have to upload your XML in your RSR Provider Report. This site simply allows you to check the structure of your XML file and the quality of your data prior to uploading it in the live report.
- This feature only works with RSR client-level data XML files that conform to the RSR Client-Level Data XML Schema Definitions. The most recent RSR XML Schema Definitions are available on the [Target Center website](#).
- You will be unable to upload files larger than 29MB. If your client-level data XML file is larger than 29MB, please zip your file before upload. [Create Compressed Zip File](#)
- Changes to the file status in the Upload History Table are not automatically displayed. To view real-time updates to the Upload History Table, you must manually refresh this browser window.
- You will receive an email confirmation after you have successfully uploaded a client-level data XML file.
- All files are deleted 30 days after they are processed.

Client Upload

Select the client records that you would like to upload. You will receive an email confirmation after your records are successfully processed.

[REDACTED] Browse...

Upload File Cancel

Upload History

ID	User	Description	Request Date	Processed Date	Clients in File	Status
▶ 64	[REDACTED]	Upload RsrTestData1.xml	10/28/2015 11:42:00 AM	10/28/2015 11:42:47 AM	50	Processed

Page Size: 25

1 items in 1 pages

Once file has been processed, you can validate your data and review your Upload Confirmation, Data Completeness, and Validation Reports. Select the arrow icon in the far left column of the Upload History table.

**Upload History**

ID	User	Description	Request Date	Processed Date	Clients in File	Status
64	[Redacted]	Upload RsrTestData1.xml	10/28/2015 11:42:00 AM	10/28/2015 11:42:47 AM	50	Processed

Uploaded for: [Redacted]  
Software Vendor: TRAX

[View Upload Confirmation Report](#)  
[View Data Completeness Report](#)  
[View Detailed CLD Validation Report](#)

Page Size: 25 1 items in 1 pages

If you have more than one file uploaded and want to review the merged data, you validate your data and review your Upload Confirmation and Data Completeness Reports by selecting the respective links on the left navigation menu.

**NAVIGATION**

- Inbox
- Grantee Report
- Provider Report
- Check your XML
- Check your XML Actions
  - Import CLD XML
  - File
  - Validate
  - Clear Clients
- Check your XML Reports
  - Upload
  - Confirmation Report
  - Data Completeness Report
  - Action History
- Manage Contracts
  - Search Contracts
- Search
  - Grantee Reports
  - Provider Reports
- Administration
  - Print Requests
- References
  - Merge Rules
  - Validation Rules
- Performance Measures
  - HIVQM Inbox

**RSR Check Your XML**

Report ID: [Redacted] Status: Working Data Expiration Date: 11/27/2015 12:53:48 PM  
 Report Period: Check Your XML Last Modified Date: 10/28/2015 12:53:48 PM  
 Access Mode: ReadWrite Client Count: 150 Last Modified By: [Redacted]  
 Locked By: [Redacted]

**Check your RSR Client-Level Data XML and Data Quality Page**

This page is designed to ensure that it conforms to the schema. When your XML file is successfully processed, you can view any alerts, warnings, or errors that are in the data. You can view the Validation Report, Upload Confirmation Report, and Data Completeness Report for the merged client-level data, select the links in the left navigation menu.

Please note: Your RSR Provider Report. This site simply allows you to check the structure of your XML file and the quality of your data prior to uploading your client-level data XML Schema Definitions. The most recent RSR XML Schema Definitions are available on the [Target Center](#).

If your file is larger than 29MB, please zip your file before upload. [Create Compressed Zip File](#)

To view real-time updates to the Upload History Table, you must manually refresh this browser window.

**Client Upload**

Select the client records that you would like to upload. You will receive an email confirmation after your records are successfully processed.

**Upload History**

ID	User	Description	Request Date	Processed Date	Clients in File	Status
72	pamela.ierose@camc.org	Upload RsrTestData2.xml	10/28/2015 12:53:01 PM	10/28/2015 12:53:46 PM	100	Processed
64	pamela.ierose@camc.org	Upload RsrTestData1.xml	10/28/2015 11:42:00 AM	10/28/2015 11:42:47 AM	50	Processed