IDMatch Guide

For Illuminate End Users



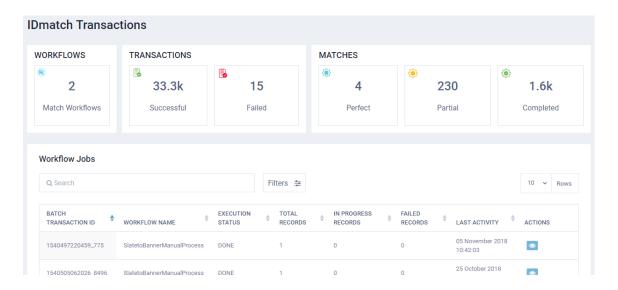
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Introduction

IDMatch is a fully-customizable, automated data integration solution, developed by N2N as a companion to N2N's Illuminate platform for API management. IDMatch was designed to provide enhanced data quality and ID checking during the API POST process. IDMatch serves as a line of defense against data and identity duplication by searching the target systems for matching records prior to POST and allowing users to determine the final course of action when needed.

To initiate an IDMatch workflow, first you define your source data feed or target web service, select your data matching rules and then map your target destination(s). Workflow jobs can be executed manually or scheduled for automation. Upon job completion users can verify transaction results, reprocess failed transactions, and review potential duplicate transactions.

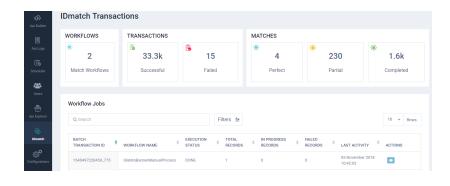
Data integrations with IDMatch can be built between any number of data sources and formats targeting any SIS or ERP system. N2N has partnered with several vendors to provide ready-to-go solutions or you can have a fully customized data integration solution built by the N2N team.

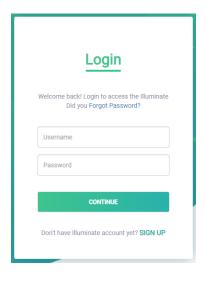


Getting Started

Logging In

To log into Illuminate, go to illuminateapp.com and select the login button in the upper right portion of the screen. Here, you will be able to login with your username and password to your organization's Illuminate instance. If you do not yet have a username for Illuminate, contact your administrator to send you an invitation to Illuminate.





Locating IDMatch

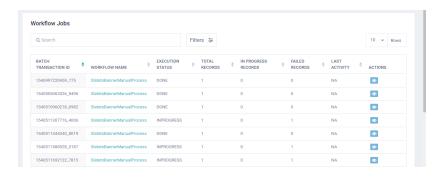
Navigate to the IDMatch Icon on the main menu. Selecting the IDMatch icon will open the module and bring you to the IDMatch Dashboard.

The Dashboard

The IDMatch Dashboard serves as the landing page for IDMatch. The main section of the Dashboard contains Workflows, Transactions, Matches and Jobs. Workflows will allow administrators to create and manage Workflow Jobs. Transactions provide a log of both successful and failed transactions processed through IDMatch. Matches is the interface for end users to verify and take action on all records flagged by the IDMatch process. Workflow Jobs is a historical report of all IDMatch jobs executed



Workflow Jobs



The workflow jobs section of IDMatch is found on the landing page of the module and serves to provide a history of executed IDMatch jobs. The list also provides insight into those jobs that need manual intervention and those jobs that contain failed transactions. To view the specific transactions that need intervention, click the blue View icon under the actions column. This will transport you to a list of the transactions in a job that need intervention as highlighted in later sections of the documentation.

In case there are several jobs that need your attention, the IDMatch module also includes a powerful sorting feature to enable you to search through and filter the jobs list. **Search** queries actively filter the list by comparing your input to the contents of all columns as you put it in. The **Filter** option opens a small sub-menu allowing for the filtering of the jobs list based on specific column entries as well as the ability to sort based on the job run dates.

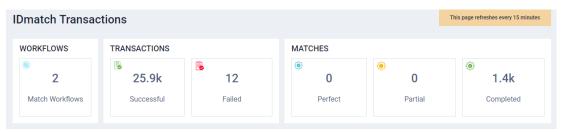
Testing IDMatch Workflows



To test a workflow job, from the dashboard, select to the Workflows (Match Workflows) section of IDMatch. Here you will find all available IDMatch workflows. Identify the workflow you wish to test, select **Try it out!** next to the corresponding job. This screen will display the input parameters of the source API and a basic response showing what the output format will look like. To test the API, click "Try it out" then add values to any required input parameters it calls for. In most cases this will be expecting a JSON or XML feed of the source data. Next click execute to run the API based on that input. Once executed the results will display with the server response and the actual data your API would return.

Additionally, the "Try it Out" interface can provide <u>code snippets</u> in 9 different languages that can be used to run the API directly from external applications.

Viewing Transactions



When an IDMatch Workflow is run a job is initiated. The job may contain a single record or a batch of records that are run through the workflow. Each record within an IDMatch Job is considered a transaction. Once the transaction is created it will have a status of success or fail. A transaction is considered successful if it processes completely through IDMatch without error. A Failed transaction is one that has not completed due to an error either within the IDMatch process or within the destination processing.

To view an IDMatch Transaction go to the **IDMatch** module. From here you can view a report of either Successful Transactions or Failed Transactions which serves as the API log function for IDMatch.



Viewing Successful Transactions

To view a successful transaction, click on the **Successful Transactions** panel in the **Transactions** portion of the report statistics. This will create a full list of all successful transactions that have passed through Illuminate. Note that this process may take extra time depending on the volume of transactions.. From here, you can either use the search bar to actively filter the list down to look for a specific transaction, or search manually. Once you have found the transaction you are interested in, select the blue **View** icon under actions to drill down to the details of that transaction.





At this point, you will be brought to the Flow And Match Details tab of the transaction report which will show how the transaction evaluated the data entry according to the set rules. For more information, you can hover your mouse over a rule name to get a basic pop-up detailing including the description of the API used in order to better understand the purpose of the rule.

The **Transaction Details** section can be accessed by clicking on the relevant tab. This section contains a readout of the steps of the transaction process, as well as a set of embedded screens matching your API's chosen output types for the incoming and transformed payload as well as the API output itself. This allow you to inspect both the input and output of the transaction.

Viewing Failed Transactions & Troubleshooting

To view a failed transaction, click on the **Failed Transactions** panel in the **Transactions** portion of the report statistics. This will create a full list of all successful transactions that have passed through Illuminate. From here, you can either use the search bar to actively filter the list down to look for a specific transaction, or search manually. Once you have found the transaction you are interested in, select the blue **View** icon under actions to drill down to the details of that transaction.

At this point, you will be brought to the **Flow And Match Details** tab of the transaction report which will show how the transaction evaluated the data entry according to the set rules. For more information, you can hover your mouse over a rule name to get a basic pop-up detailing including the description of the API used in order to better understand the purpose of the rule.

Completed Transactions

Completed Transactions are matches that have been processed through completion. Records will carry a Transaction Status of

- **DONE** indicating the match was carried out
- DISCARD indicating that the record was discarded
- DISCARDHOLD indicating that the match was declined and the two entries were given separate IDs.



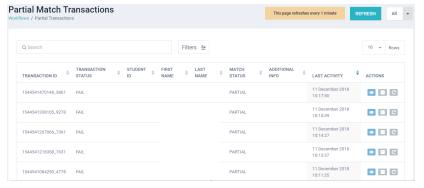
The **Transaction Details** section can be accessed by clicking on the relevant tab. This section contains a readout of the steps of the transaction process with an error explained for where the transaction failed. The failed step of the transaction will also include the option to reprocess that step of the transaction that can be used either right away, in case the failure was due to a momentary server issue, or after the input has been adjusted if need be. Additionally, the section includes a set of embedded screens matching your API's chosen output types for the incoming and transformed payload as well as the API output itself. This allow you to not only manually inspect both the input and output of the transaction, but also allow you to alter the input.

Filtering Transactions

In addition to using the search bar to filter transactions, you can also enable the filter by clicking on the emblem to the right of the search bar. This will open a more precise search interface allowing you to search individual columns based on their contents.

Viewing a Match Results





When IDMatch identifies a potential match or duplicate record the transaction will be trapped as a match. There are two match types Perfect and Partial. These match types are defined within the rules setup. Both views operate the same but are filtered by match types.

To view Matches from an IDMatch transaction go to the **IDMatch** module and select either Partial or Perfect. This will display a list of matched entries for you to inspect and approve.

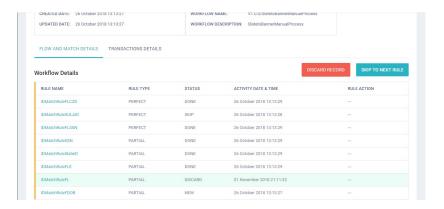
These API reports differ based on if the entries inspected were partial matches, indicating that some items were similar enough to warrant attention, perfect matches, indicating that an important item was a full match while the workflow rules still dictate a need for user approval, and, in the case of completed entries, a listing of verified matches which are matches that have either been approved for merging, or merged automatically in accordance with your API rules. From these, you can view specific entries by clicking on the view button to see the matches involved.

Here, you will see a listing of the base record's data as well as a list of which matching rules have been checked so far in order of priority. At this point, you can either discard the record, indicating it is not a match, run the next rule for more information, or compare the two records directly to make a final decision on merging them.

Workflow Details

The status of the workflow transaction is characterized by a combination of status descriptions, and a highlighted step. The **Highlighted Rule** is an indicator of where the transaction is currently paused, either due to the transaction having been completed at that step, or because it is in need of user intervention. The output of each rule is given by its status.

- New indicates that a rule has not yet been run in this transaction.
- Skip indicates a rule that has been manually ignored in favor of checking additional rules or there is a null in the search criteria
- Done indicates a rule that has been resolved automatically within Illuminate according to the specified rule action
- Match indicates a possible match has been found at a rule and requires manual intervention
- Discard indicates a user has manually made a decision to delete the related record at this step
- Approved indicates a user has manually made a decision to approve the merge of matched records



Additionally, each rule will have a type as set during the workflow creation.

- Perfect matches are those where the rule is designed to find an exact match, such as with social security numbers. These matches can be set to automatically merge two records together without the need for intervention.
- Partial matches are those where the rule is designed to find similar items, such as switch first and last names, or incomplete date fields. These require manual intervention to merge records.

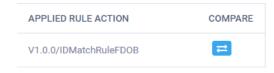
Resolving Matched Records

When IDMatch finds a match that is not preset to automatically merge records, it will offer up the transaction for manual inspection. At this point, you will have two options. If you inspect the match from the transaction page, you will have the following options. Otherwise, you can compare the transactions directly.

- View Previous Person moves you to the next transaction in the in your transaction list
- View Next Person moves you to the previous transaction in the in your transaction list
- Discard Record deletes the selected record manually
- Skip to Next Rule causes illuminate to ignore the match results of the current rule and continue running the following rules.

Match Comparison

In order to compare transactions directly, select the compare icon from the match info at the bottom of the transaction list.

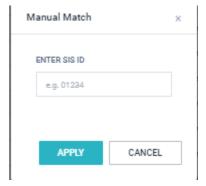


This will take you to the match comparison screen showing the contents of both entries as well as marking both the similarities and the differences. Here, you have the following options.

- **Discard Record** will release the records as non-matching.
- Create New Record to release them while changing the ID number of the second entry.
- Approve Match will merge the two entries together
- Previous/Next Comparison will switch the second record to another possible match if more than one exists

Manual Match

Manual match provides an override to the IDMatch search results. If for any reason a match result was not found but you know the student id to which it is match you can manually match the transaction using the SIS ID.



To Manual Match, click the Manual Match button, here you can enter the SIS ID of the record you wish to manually match. Click **Apply**.

