

# HELP LINES



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Issue 51

Please ensure the following members of staff receive a copy of this newsletter:

School Secretary/Administrator ICT Technician Headteacher Exams Officer Bursar / Finance Officer Attendance Operator  
Dinner Money Operator SENCO Timetabler Assessment Co-ordinator

Please e-mail any requests for items to be included in the next edition of *Helplines* to [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk). More information available on the Helpline Blog <http://helplines.blogspot.com>

## SIMS Accreditation

The Cambridgeshire Education ICT Service is pleased to announce that it has been Accredited by Capita to continue supporting SIMS software for the next two years. We would like to thank everyone who took the time to complete the Capita online survey during the last weeks of the summer term, which we know is such a busy time for everyone. The Helpline would particularly like to thank those who added many kind and complimentary comments on the service the Helpline provide. We look forward to continue working with you all over the next two years.

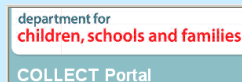


The Accreditation Presentation will take place on 16th September at Godmanchester. All Schools completing the Capita Online Survey were entered for a prize draw. Cherry Hinton Juniors were the lucky winners of the digital camera.

## School Autumn Census 2010

The date for the School Autumn Census year is:

**Thursday 7th October 2010**



Guidance Notes are available to download from the SIMS Home Page on the Portal. The DfE - School Census Preparation and Guidance notes for 2010 are still applicable for this census. Secondary Schools with Sixth Forms please note that Learning Aims are collected as a part of this Census.

A new DfE Validation Fileset will need to be imported, this is not yet available. We will make it available to schools as soon as we receive it. This file is imported from Tools \ Import Fileset, don't forget it is necessary to close out of SIMS to make the new Validation File active.

Don't leave it until Census Day to run your Census, start work as soon as possible so that there is time to check numbers (eg. SEN, part-time pupils, learning aims) and clear any queries or errors. Create a dummy file and upload to the familiarisation website. Then come Census Day it will only be necessary to authorise the return and upload it.

## Central Hosting Version 2

The central hosting system has been in use since 2007 and some aspects are in need of an upgrade. Over the last weeks of last term a few schools tested out this upgrade and we are now ready to roll this out to schools generally, with the aim of moving all schools to the new version by the end of term.



The most significant change is that version 2 includes Office 2007 and as now, schools have to ensure they have enough Office licences to cover the ones used on Central Hosting. Schools that have purchased licences through the ICT Service can call to check how many they have. There are a number of other changes including "right clicks" that will make searching and copying easier. More details will be sent to schools in due course and are published on the Helpline Blog.

## B2B Personnel

Over the summer, schools' B2B Personnel has been reactivated, and allows schools to receive updated contract information. There may be a few items sitting in Suspense that will require clearing. The Summer term update from EPM will be released to schools around the middle of September that will provide a significant number of further updates. The EPM Autumn term changes will be released later in the term – watch for details in Helplines and the Blog.

## Junk and Scam E-mails

**Scam/Phishing e-mails**, Banks, Card companies or the Tax Office would not contact you/your school by e-mail and ask you to visit their website and provide data - all such e-mails should be deleted NEVER, EVER open an attachment or link. You may wish to forward a copy to Trading Standards

**Advertising e-mails**, usually for embarrassing or offensive commodities or services. Although all attempts are made to stop these, some will always leak through. By all means forward the most offensive ones to the Helpline and we will attempt to block them globally but some will simply have to be deleted.

For more information see the Helpline Blog.



## Changes in FMS

New development in FMS since version 7.128. Journals can now show suppliers. However, selecting a supplier will limit your code selection to Expenditure Codes. This is because the supplier will only be needed when setting up a recurring journal. To use the cash Book journal in the usual way you MUST leave the supplier blank.



**Bank Reconciliation in Version 7.132** - The new upgrade has instituted extra security measures whereby the statement is recorded by date plus number. This causes problems where schools have been in the habit of recording each sheet of a statement as a separate statement. From now on a statement must be recorded in its entirety as a single item. This will mean the 'statement numbers' (which are really just page numbers) will not be consecutive but you will still have the paper statement as a reference. Any attempt to record by page will cause problems with the statement's starting balances as it now goes back to the balance at the end of the previous day for each entry.



## Monthly Tasks in SIMS .net

Below is a suggested list of tasks that need carrying out on a weekly/monthly or a periodical task we are suggesting is carried out during the coming month that over time will lead to improvements in your school's data quality. Helpline guidance notes for these tasks can be found on the SIMS Home Page of the Portal - the index offers an easy way of identifying the guidance you are looking for. Alternatively why not use the Documentation Link from the Home Page in SIMS .net .

### This Month's Checks Tick sheet

- Complete data entry for new admissions or readmissions
- Enter Free School Meal Eligibility Dates
- Update Mailing Points
- Check End Dates are entered for Students moving from part time to full time (eg. Nursery to Reception)
- Print and send out Data Collection Sheets

Print Configure Documentation Help Close

SIMS

## SIMS Learning Gateway

You will know from the letter last term concerning Harnessing Technology Grant that this project has had a significant funding cut. However, the good news is that the project will continue on different lines and we will be letting schools know how to participate in due course.

## Centrally Hosted Systems - Scheduled Works

The County Data Centre, in which the schools Centrally Hosted systems sit, is having major upgrade work carried out over the next few months. Systems affected include centrally hosted MIS/SIMS, email and remote access. At present we expect the following planned outage:

**11th and 12th September - Systems unavailable**

We apologise for the inconvenience this may cause users of the systems.



## ICT Service Helpline - Your Comments are Important to Us

The ICT Service is always pleased to receive feedback from schools, both positive and negative, as both can help us to improve the service we provide. Please do let us have any comments or suggestions you might have for ways we could improve or extend the service we provide.



## Key Dates....

- 9th 16th Sep 5th & 13th Oct , 14th 19th Oct 2nd & 10th Nov WB - FMS6 for New Users
- 15thWB , 21st WB Sept - Topp
- 22nd WB, 30th Sep - eProfile getting started
- 28th, 30th WB Sep - Advanced Dinner Money 7
- 29th Sep - FMS6 the Next Step
- 4th & 11th Oct WB SIMS .net for New Users
- 6th Oct, 11th WB Nov - Attendance 7
- 14th, 21st WB Oct - RAISEonline Question Level Analysis
- 20th Oct, 9th WB Nov - FMS Accounts Receiveable
- 21st Oct, 3rd Nov WB - FMS Equipment Register
- 16th, 18th, 23rd, 25th Nov - IMPULSE CONFERENCE



For booking and availability of *all* courses listed:  
Telephone: (01480) 376670  
Email: [ict.courses@cambridgeshire.gov.uk](mailto:ict.courses@cambridgeshire.gov.uk)



All Courses at Godmanchester unless stated otherwise WB = Waterbeach

For details of ALL ICT Courses please check the [SIMS Home Page](#) and click on the [Training Planet](#); this will allow you to view all of our Administrative and Curriculum Courses available throughout the Academic year.