

Perspective Lite Secure Portal

Sending Files to Derbyshire

August 2023



Perspective
Lite



Sending Files to Derbyshire

1. File naming convention

You can send a file to Derbyshire that is stored on your Computer/Network. Firstly, you need to apply the file naming convention which will ensure the relevant service receives your information promptly:

830nnnn_XXXdocumentdescriptionyyyymmdd

(1) (2) (3) (4)

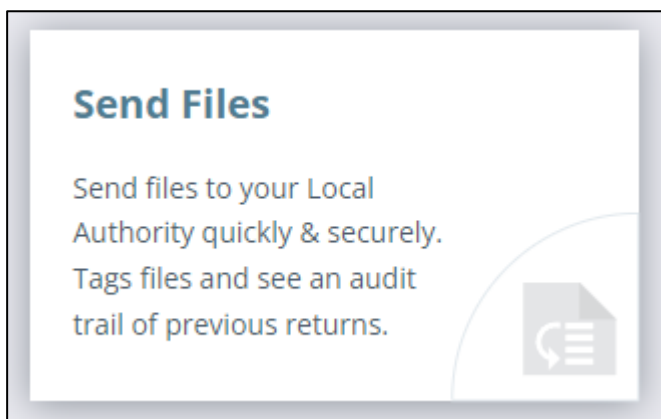
Example file name: 8301102_INFOeyfsreturn20170731

The file name is made up of the following four elements:

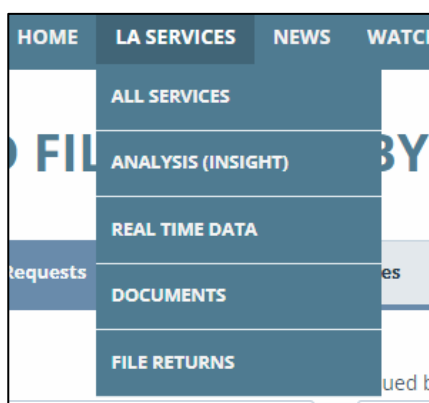
1	A seven-digit School DfE number consisting of 830nnnn (830 = Derbyshire and the remaining four digits identify the school – i.e. 8302000 for Leys Junior School)
2	XXX = DCC service code\team initials in upper case e.g. SEN (see list of Services below). This is vital as the document will not get to the correct Service without it.
3	Documentdescription = meaningful document description all in lower case; keep it brief
4	yyyymmdd = date e.g. 20161018 (or you can use a version number instead e.g. V01)

Service Code	Service Name
ADMISS	Admissions
AUD	Audit Service
AUTISM	Autism Outreach Service
BSS	Behaviour Support Service
CME	Children Missing from Education
EHE	Elective Home Education
EIS	Education Improvement Service
EP	Education Psychology
EWS	Education Welfare Service
FIN	Finance
FSM	Free School Meals
GOV	Governor Support
HR	HR and Occupational Health Referrals
INC	Inclusion - Taps
INFO	Info and ICT
IPT	Integrated Pathways
NCMP	National Child Measuring Programme
OOST	Out of School Tuition
PLAY	Positive Play
SAFE	Safeguarding, Child Protection
SEN	SEN – EHCP
SP	Starting Point
SPSS	Sensory and Physical Support Service
SSF	School Support Finance - Budget Monitoring
SSHR	HR Services – starters, leavers, adjusts, DBS, Time Team
SSSEN	SSSEN
VS	Virtual School

- From the home page, click on 'Send Files':



Alternatively, you can access this via the Menu Bar: go to LA SERVICES then FILE RETURNS.



Both the above routes will load up the 'Send Files to Derbyshire' page, which looks like this:

- The page displays two tabs: File Requests and Standalone Files. **Make sure the 'Standalone Files' tab is selected.**

FILE NAME	SENT BY	DATE SENT	STATUS	INFO	RECEIVED ON	RECEIVED BY
Acronyms.doc	Derbyshire Account	08/08/23 08:58	Rejected	i		
8303308_SSHRtestdoc202308.docx	Derbyshire Account	08/08/23 08:56	Sent	i		

Note: 'File Requests' is a facility within the system for LAs to issue file requests, targeting specific schools as part of a single file collection. **Please note that Derbyshire LA is NOT currently using File Requests.** (Schools will be notified if this changes in the future).

4. With the 'Standalone Files' tab selected, you can view files already sent to Derbyshire.

You can also filter files by date or user, using the 'Date sent' or 'Sent by' options:

The screenshot shows a date selection interface. At the top, there are two date input fields, both containing '02/08/2023', separated by a minus sign. To the right are 'CANCEL' and 'APPLY' buttons. Below this is a calendar for August 2023. The calendar has columns for days of the week (M, T, W, T, F, S, S) and rows for dates. The date '2' is highlighted in a blue circle. To the left of the calendar are three radio button options: 'Current academic year', 'Previous academic year', and 'Custom'. At the bottom left of the calendar area is a 'No Dates' option with a radio button.

5. To upload a file, click on the 'Send standalone file' button:



Either **drag and drop** a file into the box or **click to explore** to browse and select your file.

The screenshot shows a form titled 'SEND STANDALONE FILE' with an upload icon. Below the title is a section labeled 'UPLOAD YOUR FILE' with a horizontal line. Underneath is a dashed border box containing a cloud icon and the text 'Drag & Drop files here or click to explore...'. Below this is a section labeled 'COMMENT' with a horizontal line and a large empty text area. At the bottom are two buttons: 'CANCEL' and 'CONFIRM & SEND FILE'.

6. The following Tags screen will then pop up, with your selected file displayed in the box at the top (if you've selected the wrong file, you have the option to discard it by clicking on the dustbin icon):

SEND STANDALONE FILE

UPLOAD YOUR FILE

830nnnnn_INFOTestdoc20230804.docx
🗑️

TAGS

Census

EYFSP

Phonics

KS1

KS2 TA

KS3 TA

BSS

FIN

FSM

HR

INC

INFO

SEN

Other

No tag

COMMENT

🗑️ CANCEL
✔️ CONFIRM & SEND FILE

7. Please ensure that the file displayed is the correct file and that it is named correctly, according to the [file naming convention](#), then select the **'No tag' option**.

8. Finally click on 'Confirm & send file' to securely transfer the file to Derbyshire.

Your file/s will now be displayed as 'Sent' in the 'Send files to Derbyshire' screen:

SEND FILES TO DERBYSHIRE

SEND STANDALONE FILE
➔ BACK

File Requests
Standalone Files

Date sent
01/09/2022 - 31/08/2023

Sent by
Any active user

Status
3 selected

🔍 Search

FILE NAME	SENT BY	DATE SENT	STATUS	INFO	RECEIVED ON	RECEIVED BY
830nnnnn_INFOTestdoc20230804.docx	Alexandra Mackay	04/08/23 14:05	Sent	🔔		

🔄 RECALL FILE

If you believe you have uploaded the wrong document, or you wish to make changes to it, click the **RECALL** option next to it. Please note that once the file has been received by the LA, you will be unable to recall it.

FILE NAME	SENT BY	DATE SENT	STATUS	INFO	RECEIVED ON	RECEIVED BY
830nnnn_INFOTestdoc20230804.docx	Alexandra Mackay	04/08/23 14:05	Sent	<i>i</i>		

[RECALL FILE](#)

If you have multiple documents to go to a specific service these can be uploaded in a folder. However, the folder must be zipped and named correctly.

- To check if files were received by Derbyshire, view the table in the 'Standalone Files' section. Use the necessary filters to change your results seen in the table.

HOME LA SERVICES NEWS WATCHSTED TOOLS
UNLOCK MORE *?* *⚙️* *🔗*

SEND FILES TO DERBYSHIRE

[SEND STANDALONE FILE](#)
[BACK](#)

File Requests

Standalone Files

Date sent

Sent by

Status

Search

FILE NAME	SENT BY	DATE SENT	STATUS	INFO	RECEIVED ON	RECEIVED BY
Acronyms.doc	Derbyshire Account	08/08/23 08:58	Rejected	<i>i</i>		
8303308_SSHRtestdoc202308.docx	Derbyshire Account		Rejected			RECALL FILE
Excel_Test_Blank.xls	Derbyshire Account		Rejected			
8303308_SENtestdoc202308.docx	Derbyshire Account		Sent			RECALL FILE
8303308_INFOTestdoc202308.docx	Derbyshire Account	08/08/23 08:54	Sent	<i>i</i>		RECALL FILE
830nnnn_INFOTestdoc20230804.docx	Alexandra Mackay	04/08/23 14:05	Received	<i>i</i>	07/08/23 13:03	Owen Howarth

It is essential the file is named correctly for it to reach the correct recipient. If not named correctly, the file may be rejected by Derbyshire, in which case you will see 'Rejected' in the status column. The Headteacher will receive an email stating the file has been rejected and by whom. Files received correctly by Derbyshire and passed to the relevant Service will display 'Received' in the status column. Hover over the 'i' (information button) to see details such as the name of the person who downloaded or rejected the file, including the necessary dates and times this was actioned.

N.B. Files that you've sent to Derbyshire will remain available to download in the secure area for 90 days. If you need to download a copy you can enter the relevant search dates to find it.

Always keep a copy of any files you upload on your secure school network.

Access and Security

Under section 9.2 of the information sharing agreement your school has signed in order to access this system, you are required to “take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data”.

You must make sure you have procedures in place to do everything reasonable to:

- make accidental compromise or damage unlikely during storage, handling, use, processing transmission or transport
- deter deliberate compromise or opportunist attack
- dispose of or destroy the data in a way that makes reconstruction unlikely
- promote discretion to avoid unauthorised access.

The Academy/school must have policies and systems in place to ensure information held on its information systems is held securely and in compliance with industry security standards and legislation.

When using the secure document transfer web portal ‘**NCER Perspective Lite**’ the headteacher of the academy/school is responsible for ensuring that only authorised staff within the academy/school have access to documents containing personal or commercially sensitive data shared via the portal by the Council.

Academies/schools should have in place procedures for reviewing who has access to this portal and ensure staff that leave or change roles in the academy/school have their access rescinded.

When using this portal, which is facilitated by the Council, schools must comply with the Council guidance on password policy in relation to it. Go to the [Passwords](#) page on the Derbyshire County Council website for further information.

Further Support

If you have any queries regarding these arrangements, please contact the Children’s Services Web Team on 01629 536797 or email our web team at cs.web@derbyshire.gov.uk