

SAP and OrderPoint Schools Circular 2016 - 4

Title: Report of SAP, VIM and OrderPoint users
Date Released: June 2016
Intended Recipients: Headteachers, Bursars, School Business Officers

Executive Summary: A new report of school system users will be available quarterly on the secure area (Perspective Lite) of SchoolsNet for schools

SAP, VIM & OrderPoint Users report

A new report showing your current SAP, OrderPoint and VIM users is available on the secure area (Perspective Lite) of the [SchoolsNet](#) website.

The title will be "<School DfE Number>_SSHR_School_Roles_<Date> (in yyyymmdd format)

The report is published quarterly on 30th March/June/September/December.

Action required from school:

- Log into the secure area of SchoolsNet – [Perspective Lite](#)
- Download this csv report to a secure folder location. Use the **Text import master*** to convert this to an MExcel document.
(You may be required to show this report during an Audit visit).
- **Check the names are current SAP, OrderPoint and VIM users only**
- Do not keep "standby" system users as a new user can be set up within a few days, if required
- It is important that you check the users listed are still valid and are still required, to avoid any unnecessary future licence charges
- If there are any persons on the list who are no longer at your school **or** no longer require system access, please do the following:
 - Download and complete the [Amend/Delete User form](#) which can be found on SchoolsNet
 - Attach the form to an email and send via your Head (Headteacher's email address only accepted) to schoolssap@derbyshire.gov.uk
 - The Core Business Systems Support team will process the form for deletion of the user

*This was emailed out to school. If you have not received this, please email the Core Business Systems Support team.