Perspective Lite

Contents

1.   Background

Whilst Perspective Lite will perform the same function as SecureNet its method of use is very different. One of the key things to be aware of is that, unlike SecureNet which required that all file names conform to the naming convention for the relevant community, Perspective Lite will allow you to send a file without any particular name format. However, if multiple files arrive in the LA document pool without a sender identifier it will not be possible to easily establish from where the file originated.

It is therefore vital that any file sent to the LA has a name that contains details of your DfE number. When files are system generated, for example by SIMS, the file name will already include your DfE number but you will need to ensure that your DfE number is included in any files which you manually create.

Responsibility, by the intended recipient, will not be accepted for the timely receipt of files that do not conform to this naming convention.

Rather than individual communities, as there were in SecureNet, in Perspective Lite there is a single document pool for the receipt of files at the LA, but you are able to add a tag to a file when you send it so that it can be identified by the intended recipient. (Adding a file tag is explained on page 6)

- ***There is a single document pool at the LA for receipt of all sent files. It is therefore crucial that any files that you send contain your DfE number, so that the sender will be known and an identifying tag is added so that the intended recipient can be identified.***

2.   Technical support

Perspective Lite is maintained by the software provider, so all technical issues, username or password queries should be made to Angel Solutions as per the details below;

TECHNICAL SUPPORT

Contact our friendly support staff on **0845 129 7196** we are available 9 to 5, Monday to Friday.

Alternatively you can **email us any time** and we will respond as soon as possible. Our email address is:
perspectivesupport@angelsolutions.co.uk

3.   Logging on

User names and passwords for initial accounts have been sent to Head Teachers.
A school can have up to three more user accounts. If you wish to add extra users please contact performanceandneed@gloucestershire.gov.uk and include the following details;
School DfE number – person's name - email address - role or job title

The web address to log in to Perspective Lite is
https://perspective.angelsolutions.co.uk/perspective/login.aspx

4. Send or Receive files

Once logged in, you will be presented with the Home Screen (which contains more options than covered in this document). For the purpose of sending and receiving files click on LA.
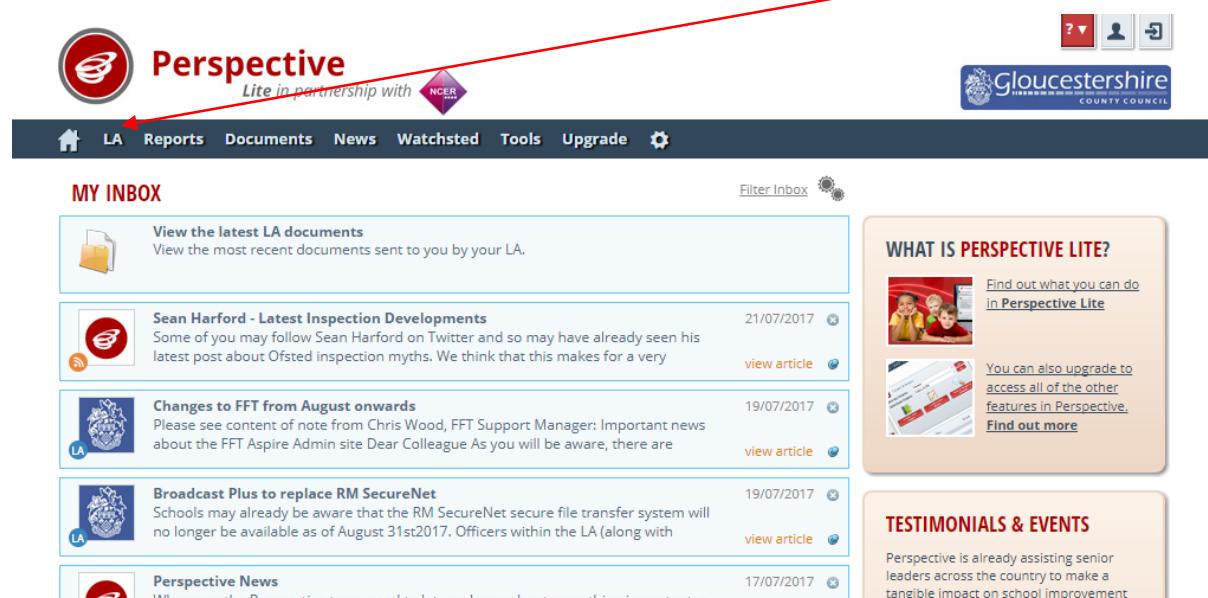
Select **LA Documents Folder** to receive files or **File Returns** to send or return files to the LA.
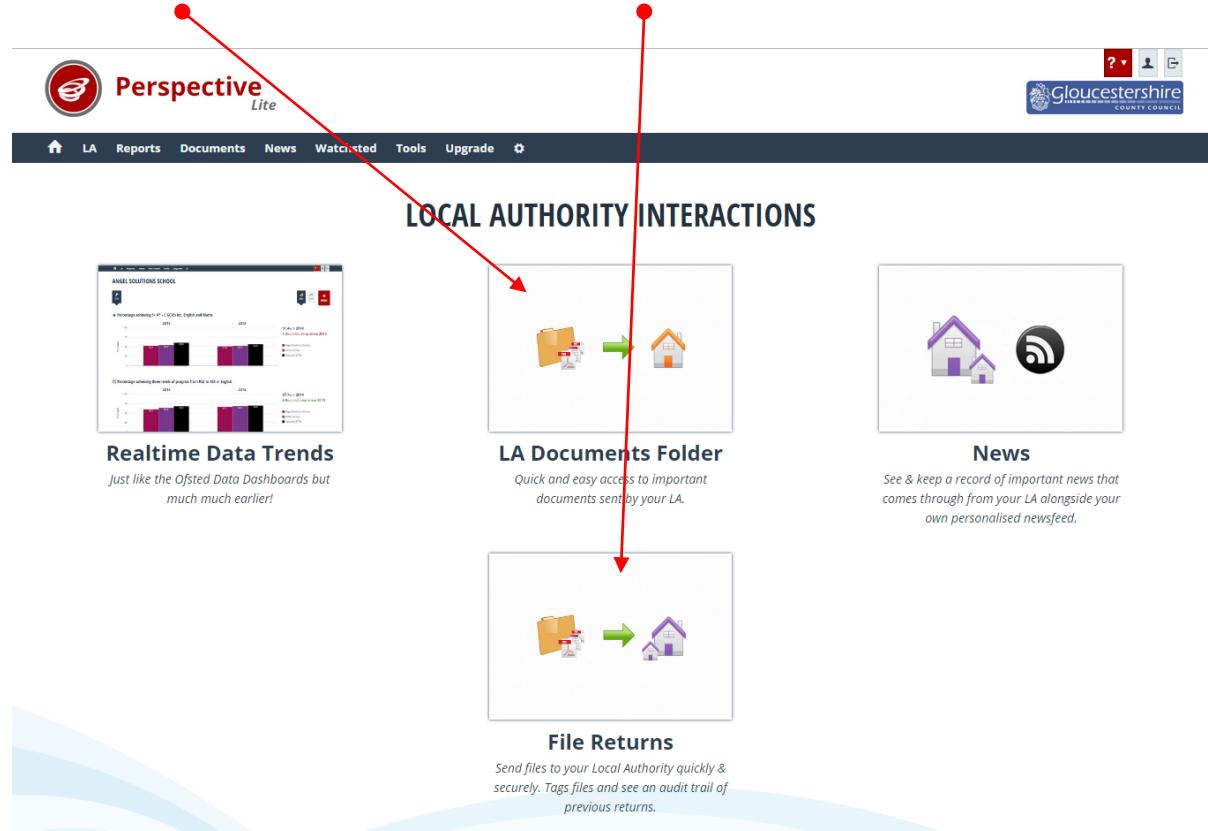
5. Receiving / downloading files from the LA

Select the **LA Documents Folder.**
On the left of the window there is a directory tree. This will only display sub folders that contain files to download. Click on a file to download it. The save location or options available will be determined by your browser settings.

To see all files available to download, without using or seeing the directory tree, click on the **Go To Document Pool** button.
Click on a file to download it. The save location or options available will be determined by your browser settings.
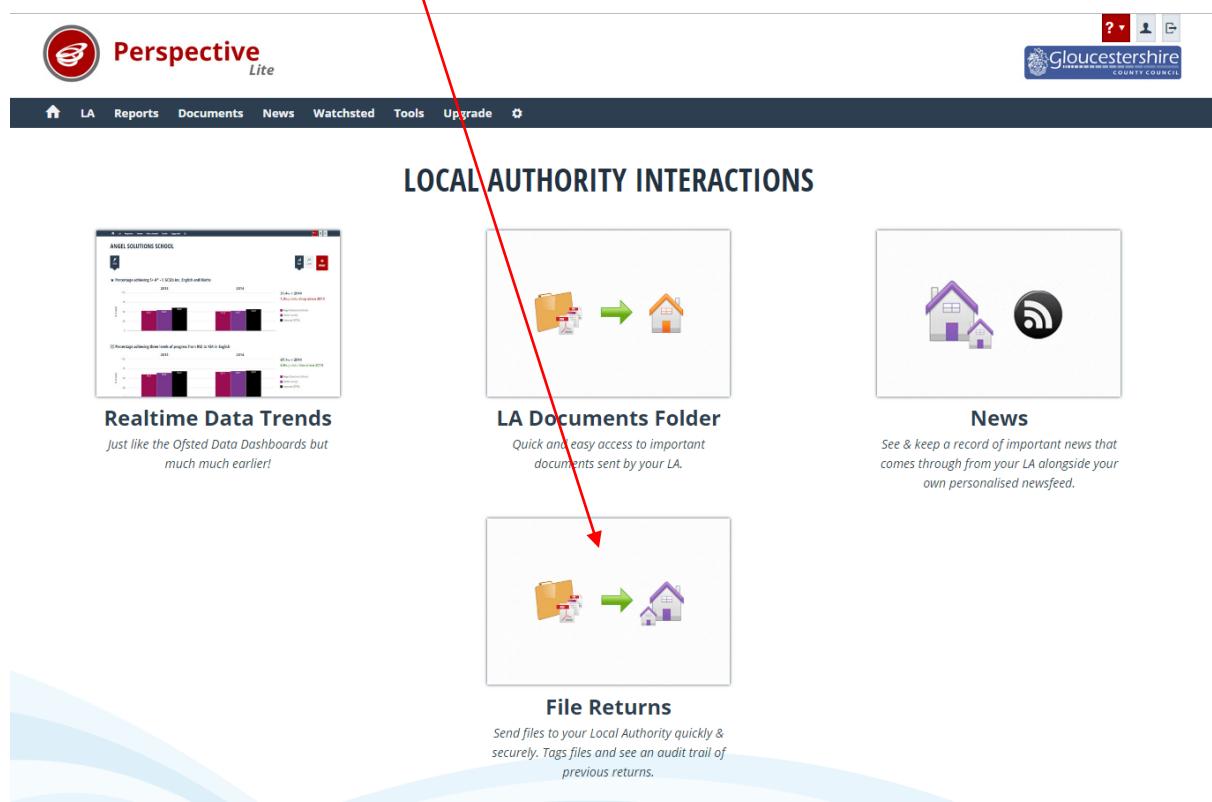

Note: If a file is recalled by the LA whilst you are logged in, but before you download it, the file name may appear on your screen but will disappear when you try to click on it.

6. Sending / uploading files to the LA

Click on the **Files Returns** button

At the bottom of the screen you will see a record of any files that have been previously sent to the LA; along with details of who it was sent by, the date and time that it was sent, when it was received and who at the LA downloaded it.

To upload a new file click the **Browse** button and locate the relevant file.

Before proceeding any further click the dropdown to add the desired tag. This will ensure that the file is directed to the correct team at the LA.

Once you are satisfied that the correct file has been selected and tagged appropriately, click the **Upload & Send button.**

- *It is crucial that any files that you send contain your DfE number so that you will be identified as the sender.*

- *Tags must be added for files prior to 'Upload & Save' to ensure that they will be directed to the correct recipient at the LA.*

- *Unlike SecureNet, Perspective Lite does not automatically move file to a 'Sent' folder once they have been uploaded. To prevent a repeated upload of files, which may lead to duplication of data, please ensure that you remove files from your default upload directories once you have completed the 'Upload and Send' process.*

7. Recall a file

It is possible to recall a file if it has not been downloaded by the LA. To do this click on the **File Returns** button. Files available to recall will be indicated on the right of the **Files previously sent to Gloucestershire** view. To recall a file click on **Recall** and confirm that you wish to proceed. The file will be recalled and deleted from the view.