

## Contents

1. Background	1
2. Technical support	2
3. Logging on	2
4. Send or Receive files	3
5. Receiving / downloading files from the LA	4
6. Sending / uploading files to the LA	5
7. Recall a file	7

### 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](mailto: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](mailto:performanceandneed@gloucestershire.gov.uk) and include the following details;

*School DfE number – person's name - email address - role or job title*

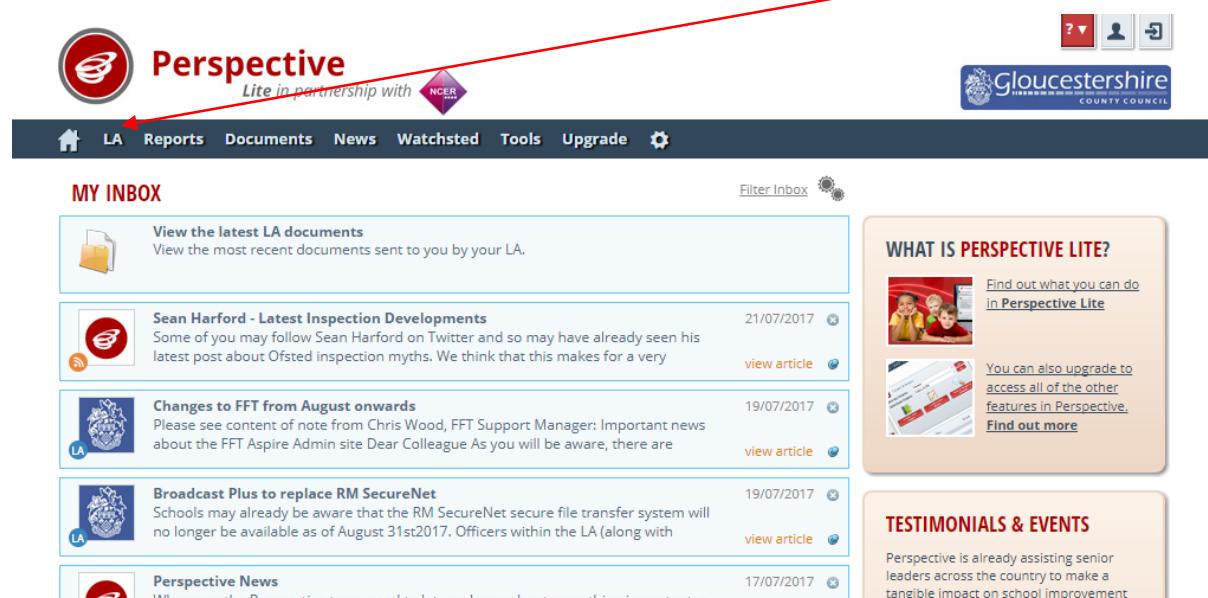
The web address to log in to Perspective Lite is

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

The screenshot shows the Perspective Lite login page. At the top, there's a banner for the 'AUTUMN TERM: Are you Performance Management ready?'. It lists several features: 'Collate evidence', 'Trend teacher performance', 'Quicker PM targets', and 'Automated alerts'. Below the banner, there are two buttons: 'Book training!' (in dark blue) and 'Book a Free Demo!' (in red). To the right of the banner, there's a 'Login to Perspective' form with fields for 'Username' and 'Password', and a 'LOGIN' button. Below the login form, there's a link to 'Recommend Full Perspective!' and a note about great prizes for users who do so.

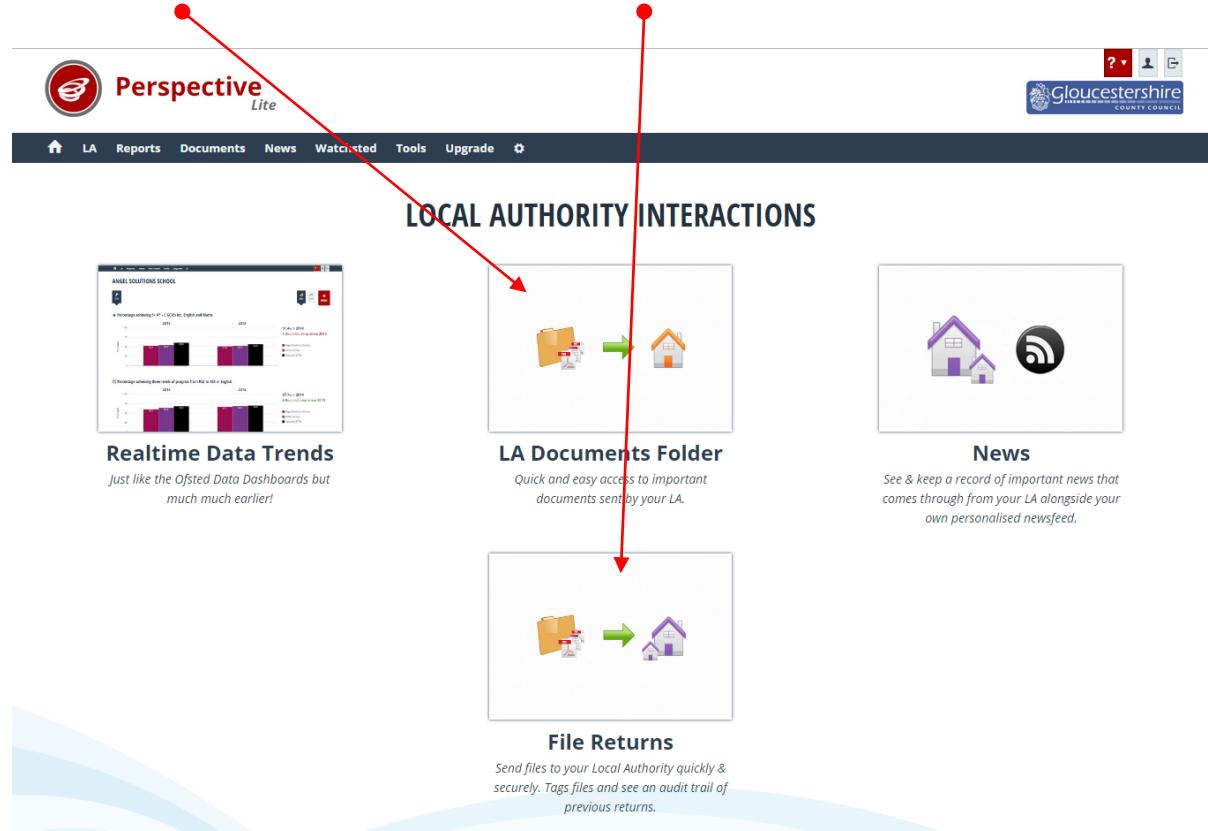
#### 4. Send or Receive files

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.



The screenshot shows the Perspective Lite Home Screen. At the top, there is a logo for 'Perspective Lite in partnership with NCER' and the Gloucestershire County Council logo. The navigation bar includes buttons for Home, LA, Reports, Documents, News, Watchsted, Tools, Upgrade, and a gear icon. A red arrow points to the 'LA' button. Below the navigation bar is a section titled 'MY INBOX' with a 'Filter Inbox' button. It lists several documents with thumbnails, titles, dates, and 'view article' links. To the right of the inbox is a box titled 'WHAT IS PERSPECTIVE LITE?' with a sub-section 'TESTIMONIALS & EVENTS'.

Select **LA Documents Folder** to receive files or **File Returns** to send or return files to the LA.

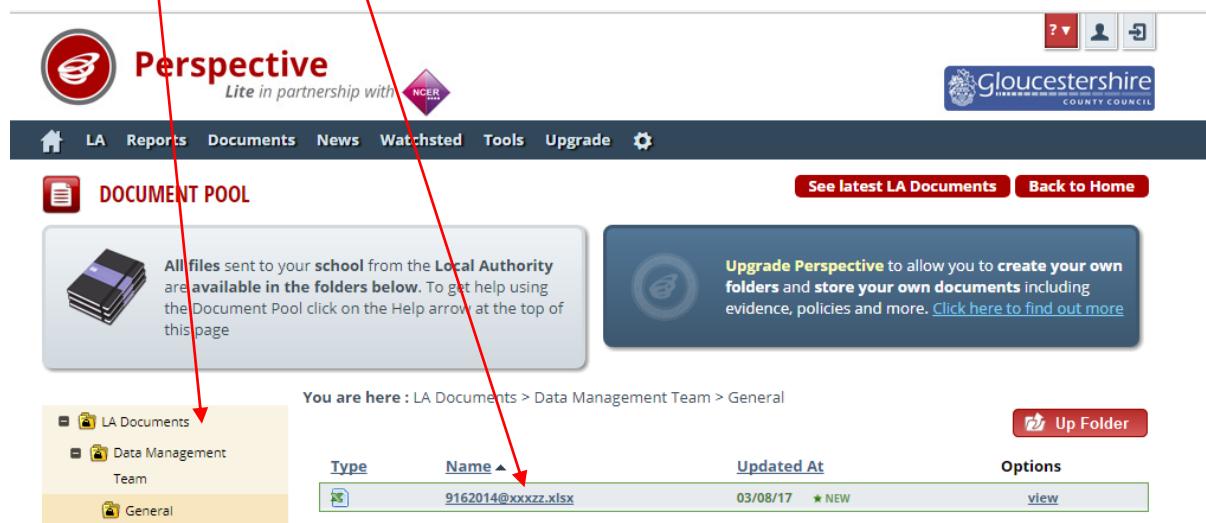


The screenshot shows the Perspective Lite Home Screen with a red arrow pointing to the 'LA Documents Folder' section. The 'LA Documents Folder' section is titled 'LOCAL AUTHORITY INTERACTIONS' and contains a description: 'Quick and easy access to important documents sent by your LA.' Below this is a 'File Returns' section with a description: 'Send files to your Local Authority quickly & securely. Tags files and see an audit trail of previous returns.' To the left is a 'Realtime Data Trends' section showing a dashboard with various charts and graphs. To the right is a 'News' section with a house and RSS feed icon.

## 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.

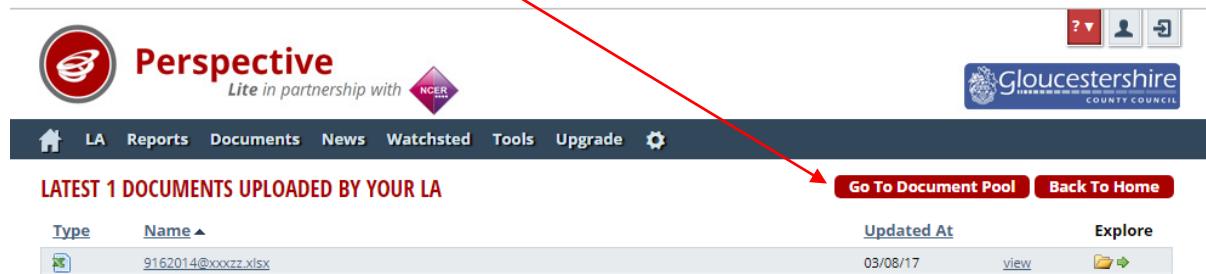


The screenshot shows the Perspective web interface. At the top, there is a navigation bar with links for Home, LA, Reports, Documents, News, Watchsted, Tools, Upgrade, and a gear icon. The 'Documents' link is highlighted. On the left, a sidebar shows a directory tree: 'LA Documents' (selected), 'Data Management Team', and 'General'. The 'General' folder is highlighted. In the main content area, there is a 'DOCUMENT POOL' section with a help message: 'All files sent to your school from the Local Authority are available in the folders below. To get help using the Document Pool click on the Help arrow at the top of this page'. To the right, there is an 'Upgrade Perspective' button with a message: 'Upgrade Perspective to allow you to create your own folders and store your own documents including evidence, policies and more. Click here to find out more'. Below these sections, a table lists a single file: 

Type	Name	Updated At	Options
Excel	9162014@xxxxxx.xlsx	03/08/17 * NEW	<a href="#">view</a>

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.



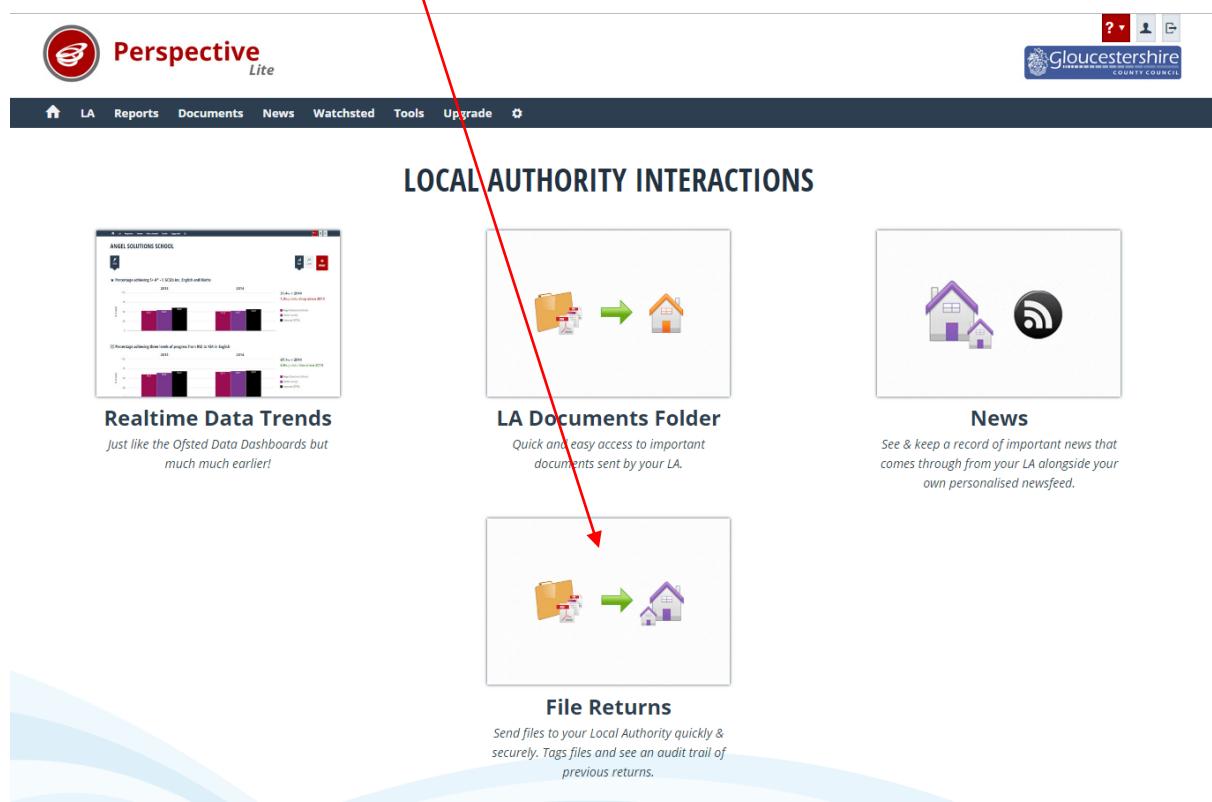
The screenshot shows the Perspective web interface. At the top, there is a navigation bar with links for Home, LA, Reports, Documents, News, Watchsted, Tools, Upgrade, and a gear icon. The 'Documents' link is highlighted. In the center, there is a heading 'LATEST 1 DOCUMENTS UPLOADED BY YOUR LA'. Below it, a table lists a single file: 

Type	Name	Updated At	Explore
Excel	9162014@xxxxxx.xlsx	03/08/17	<a href="#">view</a> <a href="#">Explore</a>

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



**Perspective Lite**

LOCAL AUTHORITY INTERACTIONS

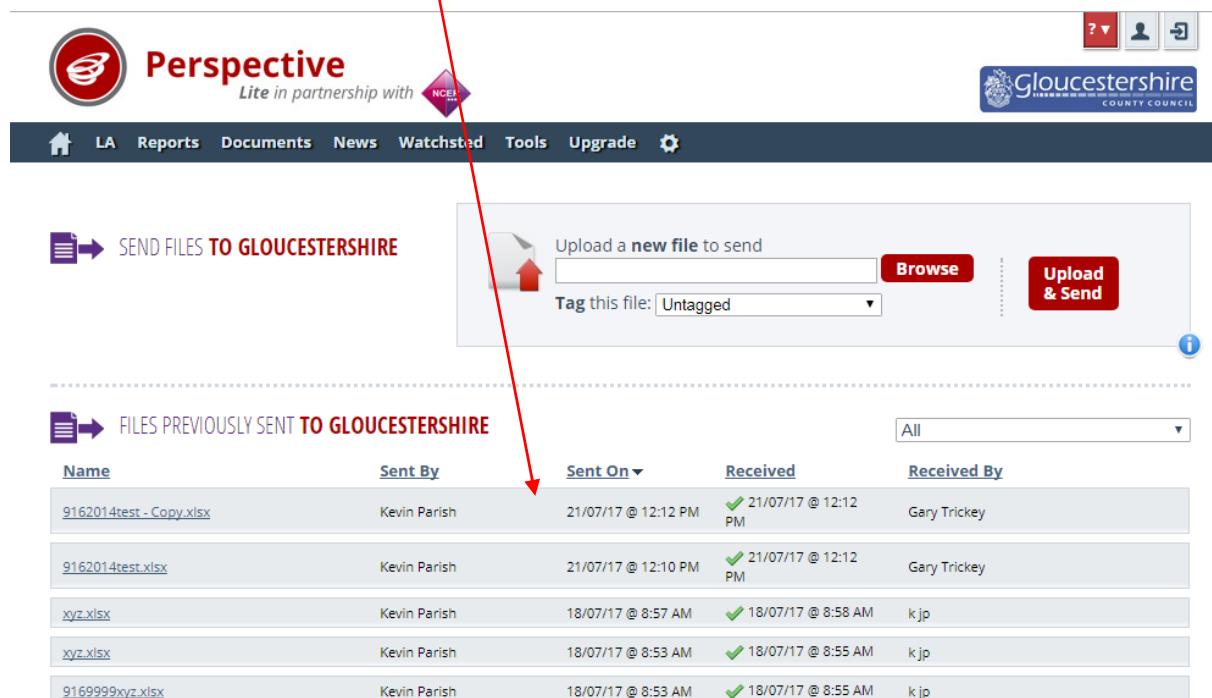
**Realtime Data Trends**  
Just like the Ofsted Data Dashboards but much much earlier!

**LA Documents Folder**  
Quick and easy access to important documents sent to your LA.

**File Returns**  
Send files to your Local Authority quickly & securely. Tags files and see an audit trail of previous returns.

**News**  
See & keep a record of important news that comes through from your LA alongside your own personalised newsfeed.

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.



**Perspective**  
Lite in partnership with **NCEI**

**LA Reports Documents News Watchlist Tools Upgrade**

**SEND FILES TO GLOUCESTERSHIRE**

Upload a new file to send  Tag this file: Untagged

**FILES PREVIOUSLY SENT TO GLOUCESTERSHIRE**

Name	Sent By	Sent On	Received	Received By
9162014test - Copy.xlsx	Kevin Parish	21/07/17 @ 12:12 PM	✓ 21/07/17 @ 12:12 PM	Gary Trickey
9162014test.xlsx	Kevin Parish	21/07/17 @ 12:10 PM	✓ 21/07/17 @ 12:12 PM	Gary Trickey
xyz.xlsx	Kevin Parish	18/07/17 @ 8:57 AM	✓ 18/07/17 @ 8:58 AM	k.jp
xyz.xlsx	Kevin Parish	18/07/17 @ 8:53 AM	✓ 18/07/17 @ 8:55 AM	k.jp
9169999xyz.xlsx	Kevin Parish	18/07/17 @ 8:53 AM	✓ 18/07/17 @ 8:55 AM	k.jp

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**.

SEND FILES TO GLOUCESTERSHIRE

Upload a new file to send  
C:\fakepath\Angel1.pdf

Tag this file: Untagged  
Untagged  
Census  
EYFS  
Phonics  
KS1  
KS2 TA  
KS3 TA  
Other

Upload & Send

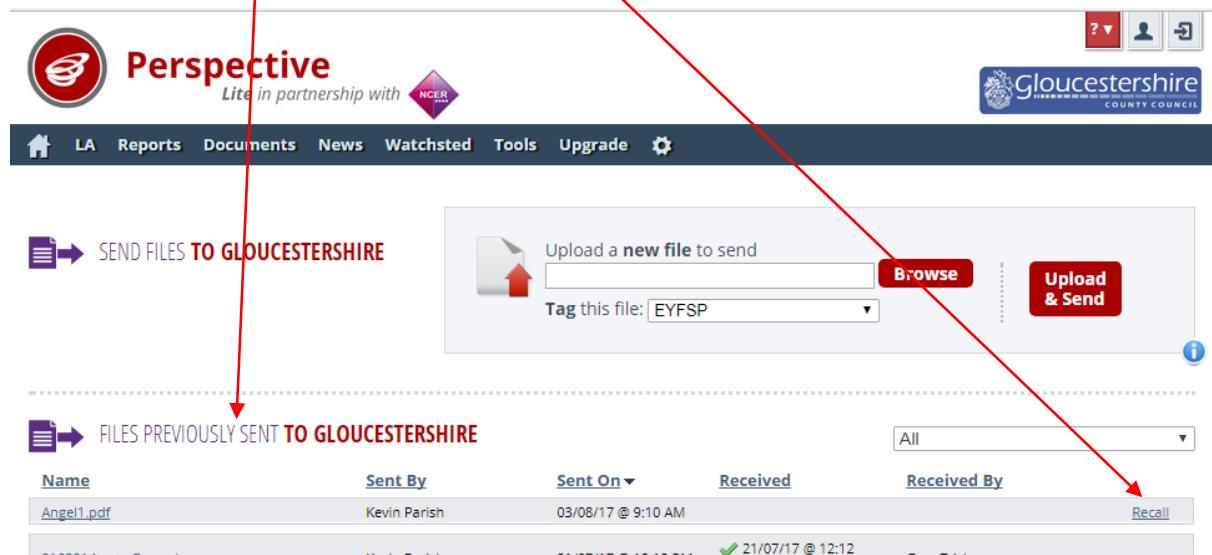
FILES PREVIOUSLY SENT TO GLOUCESTERSHIRE

Name	Sent By	Sent On	Received By
9162014test - Copy.xlsx	Kevin Parish	21/07/17 @ 12:12 PM	Gary Trickey
9162014test.xlsx	Kevin Parish	21/07/17 @ 12:10 PM	Gary Trickey
xyz.xlsx	Kevin Parish	18/07/17 @ 8:57 AM	k.jp
xyz.xlsx	Kevin Parish	18/07/17 @ 8:53 AM	k.jp

- **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.



The screenshot shows the Perspective software interface. At the top, there is a navigation bar with links for LA, Reports, Documents, News, Watchsted, Tools, Upgrade, and a gear icon. The 'Documents' link is highlighted. To the right of the navigation bar are three small icons: a question mark, a user profile, and a search function. The main content area has a header 'Perspective Lite in partnership with NCR' and the Gloucestershire County Council logo. Below the header, there are two sections: 'SEND FILES TO GLOUCESTERSHIRE' and 'FILES PREVIOUSLY SENT TO GLOUCESTERSHIRE'. The 'FILES PREVIOUSLY SENT TO GLOUCESTERSHIRE' section contains a table with the following data:

Name	Sent By	Sent On	Received	Received By	Action
Angel1.pdf	Kevin Parish	03/08/17 @ 9:10 AM	✓ 21/07/17 @ 12:12		<a href="#">Recall</a>