

Title

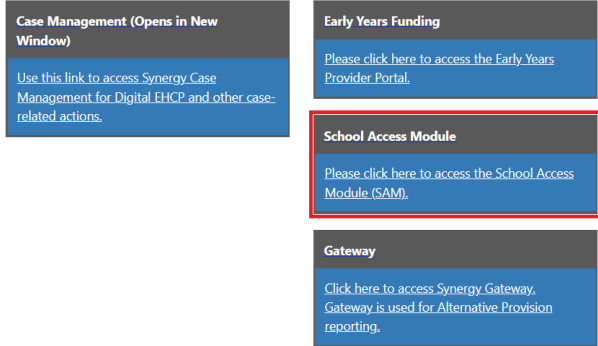

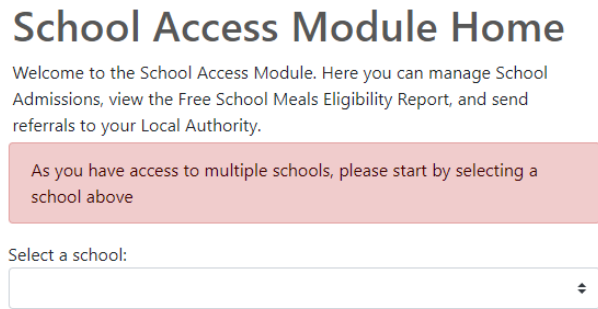
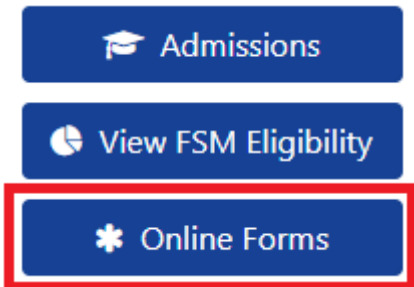
**Part-Time Timetables Reporting**

**Document History**

<b>Version</b>	<b>Date</b>	<b>Produced by</b>	<b>Comments/changes made</b>
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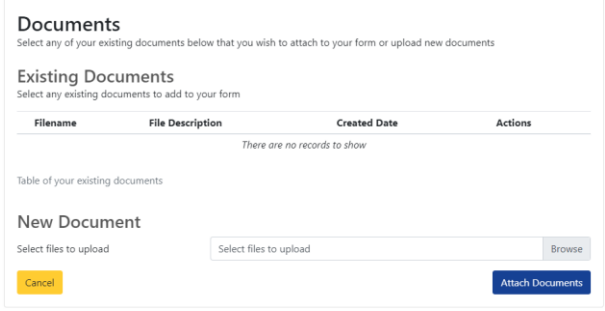
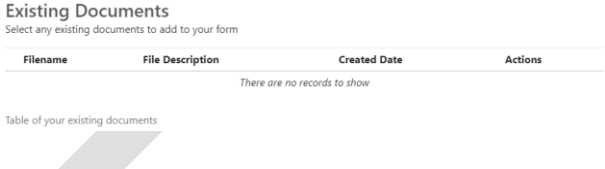
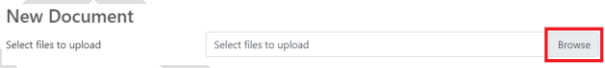
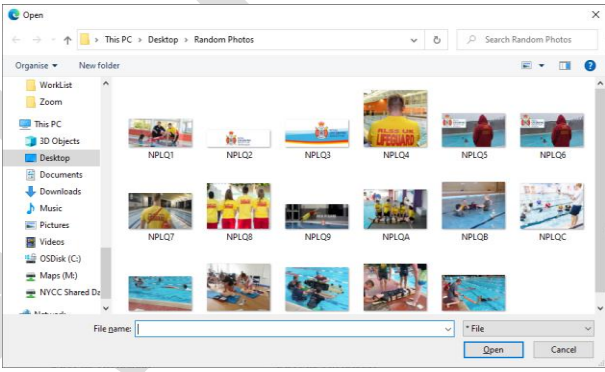
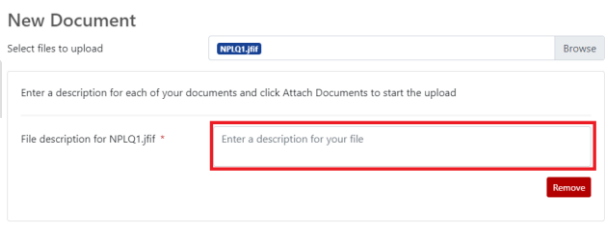

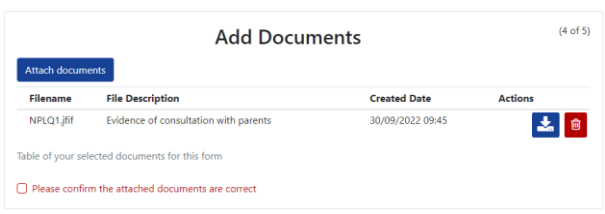
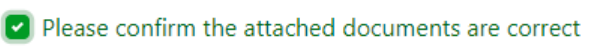
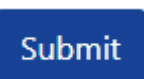
**Background and Overview**

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Logging into Synergy Web		
1.	Online forms for reporting are accessed using the School Access Module (SAM).	
2.	Go to <a href="https://fisportal.northyorks.gov.uk/">https://fisportal.northyorks.gov.uk/</a>	
3.	Click on the Gateway link box.	 <p>The screenshot shows four main navigation boxes. The 'School Access Module' box is highlighted with a red border. It contains the text: 'Please click here to access the School Access Module (SAM)'. Other boxes include 'Case Management (Opens in New Window)', 'Early Years Funding', and 'Gateway'.</p>
4.	<p>If you are not already signed in, you will be required to sign in.</p> <p>Sign in should be by an existing Synergy Web user and requires 2-factor authentication.</p>	 <p>The screenshot shows a 'Sign In' form with the title 'Sign In' and subtitle 'Portal for parents, schools and providers'. It includes a text input field for 'Enter your email address or username', a 'Continue' button, and a link for 'New to the Parent Portal? Register here'.</p>
5.	<p>All schools have Synergy Web accounts to access information such as Admissions, Free School Meals and Online Forms. Please sign in as normal.</p> <p>For larger schools (over 500 pupils), if an additional Synergy Web account is required to manage the Part-Time Timetables reporting process, please contact &gt;&lt;.</p>	
6.	If you work across a number of schools, your Synergy Web account might request you to select the school you are working with from the drop down list.	 <p>The screenshot shows the 'School Access Module Home' page. It includes a welcome message and a red callout box: 'As you have access to multiple schools, please start by selecting a school above'. Below this is a 'Select a school:' dropdown menu.</p>
7.	Once a school has been selected (or if your Synergy Web account is linked to a single school), select Online Forms from the menu options.	 <p>The screenshot shows three navigation buttons: 'Admissions', 'View FSM Eligibility', and 'Online Forms'. The 'Online Forms' button is highlighted with a red border.</p>

8.	A search dialog appears, which allows the searching for any pupil registered as a current attendee at the selected school.	<p><b>Online Forms</b></p> <p>Welcome to the School Online Form system. Here you can send forms and referrals that have been setup by the local authority. To get started, search for the pupil the form relates to, then select the relevant form from the drop-down list.</p> <p>Search Criteria : Primary School</p> <p>Forename: <input type="text"/></p> <p>Surname: <input type="text"/></p> <p>NC Year: <input type="text"/></p> <p>First line Of Address: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p>Submitted Forms: <input type="text"/></p> <p>Submission Date: <input type="text"/></p> <p>Submission Status: <input type="text"/></p> <p><input type="button" value="Search"/></p>																														
9.	<p>Enter the relevant search criteria, then click the Search button.</p> <p>Clicking Search without entering any criteria will return the full list of students at the school.</p>	<p><input type="button" value="Search"/></p>																														
10.	A list of pupils matching the search criteria will be shown.	<table border="1"> <thead> <tr> <th>Pupil Name</th> <th>Date of Birth</th> <th>NC Year</th> <th>Address</th> <th>Submitted Form(s)</th> <th>Select &amp; Submit Form</th> </tr> </thead> <tbody> <tr> <td>Andrew</td> <td>2016</td> <td>NC Year 1</td> <td></td> <td>N/A</td> <td><input type="text"/></td> </tr> <tr> <td>Maya</td> <td>2014</td> <td>NC Year 3</td> <td></td> <td>N/A</td> <td><input type="text"/></td> </tr> <tr> <td>Scarlett</td> <td>2016</td> <td>NC Year 1</td> <td></td> <td>N/A</td> <td><input type="text"/></td> </tr> <tr> <td>Henry</td> <td>2011</td> <td>NC Year 6</td> <td></td> <td>N/A</td> <td><input type="text"/></td> </tr> </tbody> </table>	Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form	Andrew	2016	NC Year 1		N/A	<input type="text"/>	Maya	2014	NC Year 3		N/A	<input type="text"/>	Scarlett	2016	NC Year 1		N/A	<input type="text"/>	Henry	2011	NC Year 6		N/A	<input type="text"/>
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11.	Against the required pupil name, select the 'Part-Time Timetable Notification' form from the Select & Submit Form column.	<p><b>Select &amp; Submit Form</b></p> <p><input type="text"/></p> <p>Notification of SEN Support - DSCHSENF010/3</p> <p><b>Part-Time Timetable Notification - SCHPARTIME/3</b></p>																														
12.	Once the form has been selected, an Add button will appear. Click the Add button to add the form to the pupil record.	<p>Part-Time Timetable Notification <input type="text"/></p> <p><input type="button" value="Add"/></p>																														
13.	The system will confirm details. Click Start.	<p>School : Primary School</p> <p>Child : Andrew</p> <p>Form : Part-Time Timetable Notification - SCHPARTIME/3</p> <p>Please click the Start button to begin</p> <p><input type="button" value="Back"/> <input type="button" value="Start"/></p>																														

14.	The form will be shown.	
15.	The header bar shows the name of the form and the name of the pupil it is being applied to.	
16.	The step bar shows the steps involved in the form and highlights which part of the form is currently in focus. Completed steps are coloured green, incomplete steps are coloured red and steps which have not yet been started are coloured grey.	
17.	The main section is where information required for the selected step is gathered. Fields which appear with an asterisk next to them are mandatory and the form will not progress to the next step until they have been completed.	
18.	The Back and Next buttons along the bottom allow navigation through the form.	
19.	Complete the required information in the first three steps of the form.	
20.	The Add Documents step allows documents to be uploaded and submitted with the notification.	
21.	If no documents are required, tick <i>Please confirm that you wish to proceed without attaching any documents</i> before clicking Next.	
22.	To attach documents, click the Attach documents button.	

23.	The Documents panel is shown.	
24.	<p>If any documents have been uploaded by the user against the selected pupil, they will be shown in the Existing Documents panel.</p> <p>These can be selected and re-used if appropriate.</p>	
25.	To upload and attach a new document, click Browse.	
26.	A standard dialog box will be shown to select a document to upload.	
27.	Enter a description for the document.	
28.	Click Attach Documents.	
29.	A list of attached documents will be shown. If more documents are required, click Attach Documents to repeat the attachment process.	
30.	Once all documents have been attached, tick the box <i>Please confirm the attached documents are correct.</i>	
31.	Click Submit.	

32.	The system will confirm the form has been submitted.	
33.	Click Finish to return to the list of pupils initially searched for.	
34.	In the Submitted Forms column, the form will now show against the pupil.	
35.	To review the submitted data, click on the form name. This can be done at any time.	

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