

AUTUMN SCHOOL CENSUS 2009

Census day: Thursday 1st October 2009
Deadline for return: Friday 2nd October 2009

Dear Colleagues,

The Autumn School Census is due on **Thursday 1st October 2009**

We value your help and support in preparing the return earlier so that it is ready to send to the Local Authority on 1st October:

- a) Try doing a dry run now, by following the School Census instructions ICT Development Service sent you at the beginning of term, and create a version of the Autumn Census file. Errors can be cleared now and queries checked so that the file is "ready to send" on the 1st.
- b) If you have any problems or concerns at all, please contact the ICT Development Service Desk as soon as possible on (01926) 414100 or by email at ictdsservicedesk@warwickshire.gov.uk
- c) Check that you can access ME@WCC on www.warwickshire.gov.uk. This is where you will now be uploading your XML file to the Local Authority rather than through i-Exchange which is no longer available. If you do not know your password please contact Nuala Hamilton, Business Support on 01926 742636. Guidelines to this new process are attached. If you have any problems please contact the ICT Development Service Desk on (01926) 414100.

Please can you ensure that:

- 1) You have cleared any errors and checked all queries
- 2) Your return reaches the Local Authority by no later than **Fri 2nd Oct 2009**
- 3) That you return your file via ME@WCC on www.warwickshire.gov.uk

For any queries about SIMS or running the report, please contact the ICT Development Service Desk on (01926) 414100. For other queries, please e-mail: css@warwickshire.gov.uk

THANK YOU for your continued support with these collections

Commissioning Support Service
css@warwickshire.gov.uk

Children, Young People and Families Directorate



*Working for
Warwickshire*

Uploading your School Census file to the Local Authority

The **i-Exchange** facility on the School Information System (SIS) at www.educationwarwick.com, that you used previously to transfer school data to the Local Authority, is **NO** longer accessible.

Instead there is a better, simpler process available. Please follow the guidance below to upload your School Census file to the Local Authority.

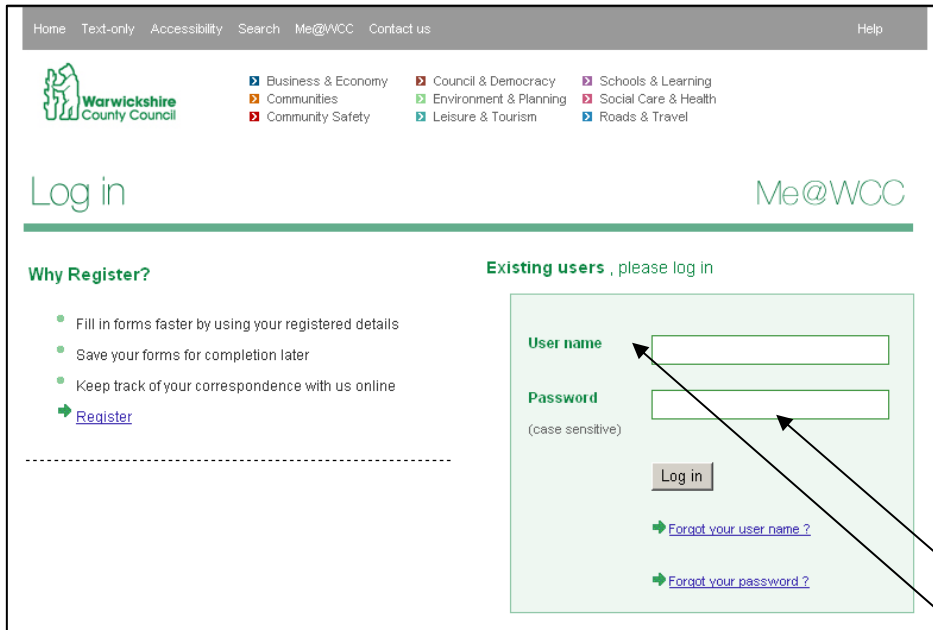
Please note: This process is only to upload the termly School Census .xml file to the LA. It will not allow other files to be uploaded.

- 1) Open up your internet browser (e.g. internet explorer) and type in www.warwickshire.gov.uk into the address bar.



- 2) Click on Me@WCC at top of page.

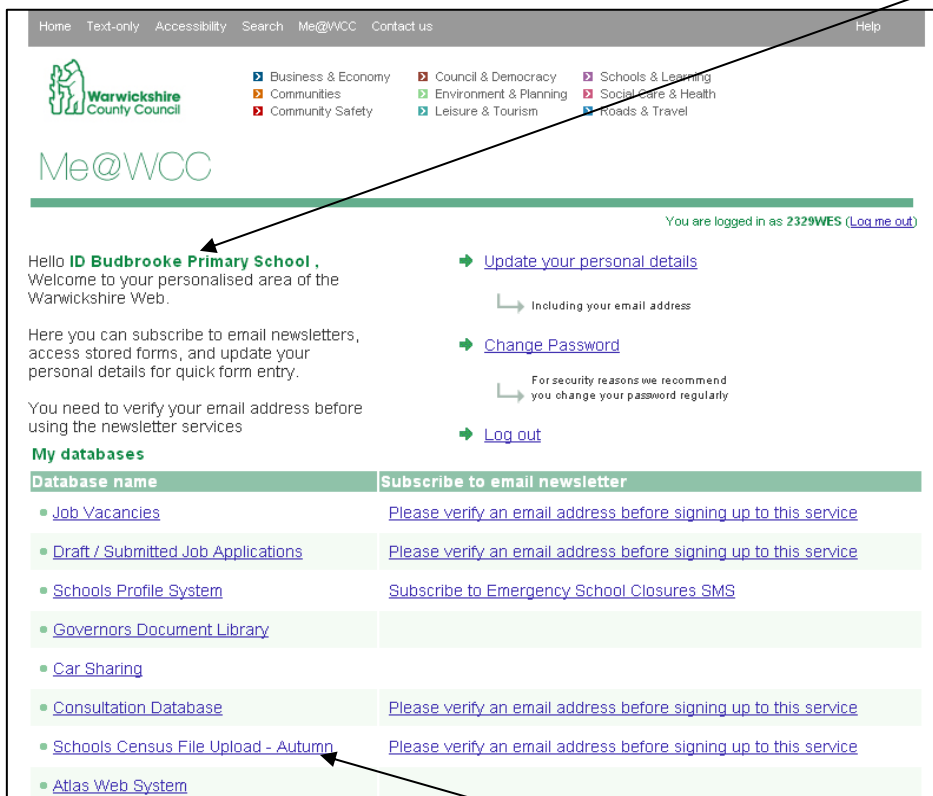
3) You will be directed to the following ‘Log in’ page:



4) Enter your usual WES username and password. The format of your username will be XXXXWES (where XXXX is your schools DCSF number). The format of your password will be nnTTnn (where n is a number and T is an uppercase letter)

If you have forgotten your password please contact Nuala Hamilton, Business Support on 01926 742636

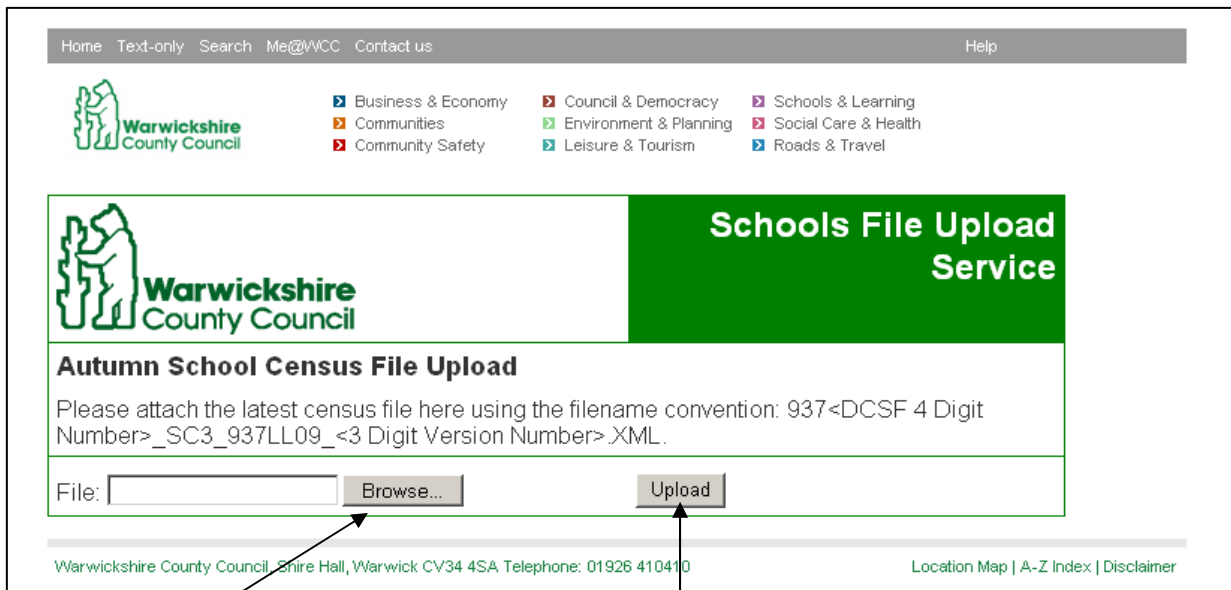
5) The following screen will open and your School name will show here



6) Click on ‘Schools Census File Upload – Autumn’

If you encounter any difficulties please log a call with the ICT Development Service Desk on (01926) 414100

7) The following 'File Upload' screen will then show

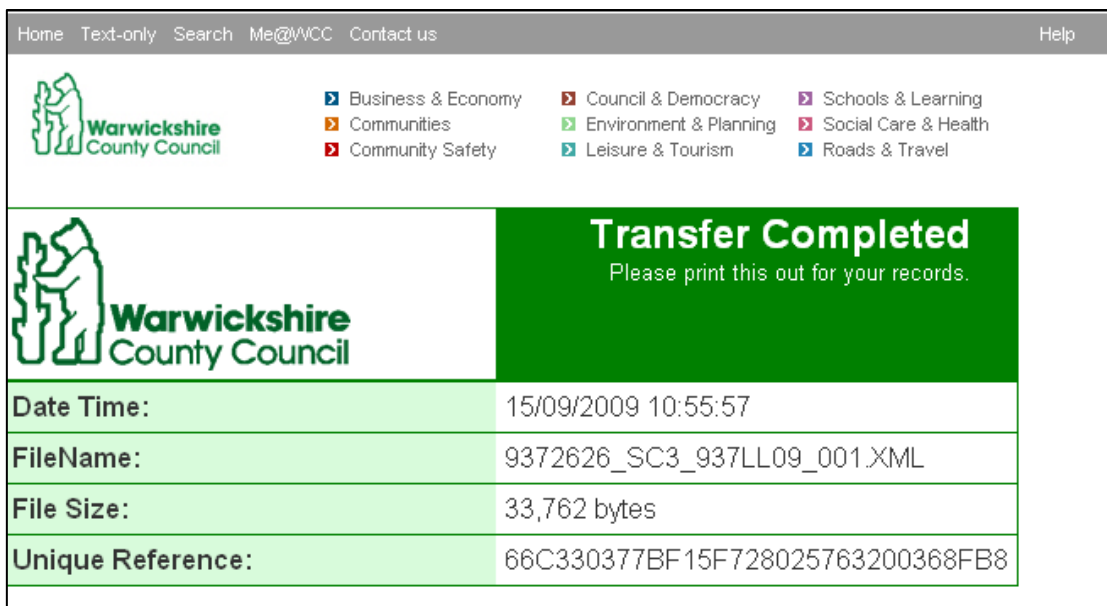


8) Click on browse and navigate to where you have saved your School Census XML file. (Usually this is saved to Z:\SIMS\IMSFTP\DATA) The file you are looking for will use the following file convention:
 937<DCSF 4 Digit Number>_SC3_937LL09_<3 Digit Version Number>.XML.
 If you cannot locate your file contact the ICT Development Service Helpdesk on 01926 414100.

9) Once you have located your file, click on it once then select open.

10) The file path will then show in the File box. **Click upload.**

11) The following screen indicates that your file has been transferred **successfully**. (Note: this may be instantaneous or it may take up to a minute to appear, depending on the speed of your internet connection)



12) Please print this page for your record.

13) **You have now successfully completed the file upload process.**

14) To log out and close your browser first select ME@ WCC at the top of the screen

The screenshot shows the Warwickshire County Council website with a navigation menu at the top. A green banner on the right side of the page reads "Transfer Completed" and "Please print this out for your records." Below the banner is a table with the following data:

| | |
|-------------------|----------------------------------|
| Date Time: | 15/09/2009 10:55:57 |
| FileName: | 9372626_SC3_937LL09_001.XML |
| File Size: | 33,762 bytes |
| Unique Reference: | 66C330377BF15F728025763200368FB8 |

And then click on 'Log out'

The screenshot shows the Warwickshire County Council website with the "Me@WCC" user interface. The user is logged in as "2329WES". The page displays a welcome message for "ID Budbrooke Primary School" and a list of links for "Update your personal details", "Change Password", and "Log out". The "Log out" link is highlighted with a red arrow. Below the links is a table of databases:

| Database name | Subscribe to email newsletter |
|---|--|
| • Job Vacancies | Please verify an email address before signing up to this service |
| • Draft / Submitted Job Applications | Please verify an email address before signing up to this service |
| • Schools Profile System | Subscribe to Emergency School Closures SMS |
| • Governors Document Library | |
| • Car Sharing | |
| • Consultation Database | Please verify an email address before signing up to this service |
| • Schools Census File Upload - Autumn | Please verify an email address before signing up to this service |
| • Atlas Web System | |