Phoenix Gold

JANUARY STATISTICAL RETURNS – SOFTWARE UPGRADE

To enable schools to produce the Norfolk LEA January Statistical Returns it will be necessary to upgrade your software. A floppy disk containing an update file is enclosed.

To **install** this **upgrade** please carry out the following :-

- Insert the enclosed floppy disk into your drive
- Log onto Phoenix
- Select **NCC Specials**
- Select **Returns to NCC**
- Select **Update Resource File**
- Click **OK** to the message "NCC Resources Updated"

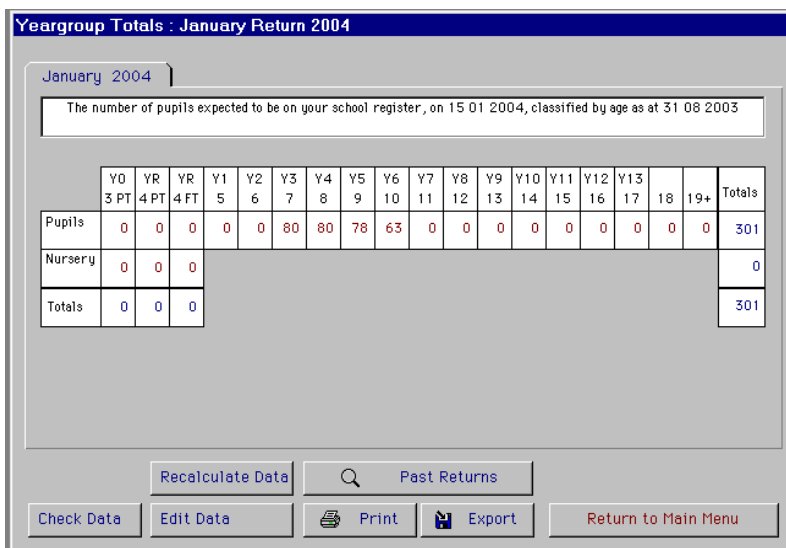Your software has been updated and you will now be able to produce the required export files.

Please contact Education ICT Solutions should you require assistance.

Telephone: **0845 303 3003**
e-mail: **ictsolutions@norfolk.gov.uk**
web address: **http://ictsolutions.norfolk.gov.uk/**

Norfolk County Council
at your service

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YearGroup Totals Report – How to create your Export File

1   Open Your Phoenix database

2   Select **NCC Specials** from your main menu

3   Select **Returns to NCC** from the sub menu

4   Select **Yeargroup Totals** from the submenu – a screen similar to that below will appear:

5   Click on **Recalculate Data** to enter the values against each yeargroup.

      (The **Check Data** and **Edit Data** buttons can be used to check and edit the values displayed against your current datafile. The ⛔ Errors flag appears when a Recalculate Data resulted in some errors. Click on the icon to view and print the errors encountered. Usual errors are dates of birth outside the age range of the boxes).

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Tel: 0845 303 3003

6   When you are sure that the correct figures are displayed, select the **Export** button. A message will be displayed confirming that an export file has been created in your **Data Exchange folder.**

7   Select **Return to Main Menu**

8   The file will be saved direct to your **DataExch** folder within your main Phoenix folder.

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Pupil/Staff Export Files

The LEA requires schools to provide an electronic return containing details of pupils and staff:

Pupils	Names, addresses, admission dates, leaving dates, destinations on leaving, etc
Staff	Names, addresses, positions etc
Staff Absence	Details of staff absences for the scope of this export.
Staff Recruit	Details of staff who have left or joined the school in the last year.
Pupils tab	Data required to generate e-mail addresses.
Staff tab	Data required to generate e-mail addresses.

Action Required

To produce these files go to the **NCC Specials Module** , select **Returns to NCC** and then **Pupil/Staff Export:**
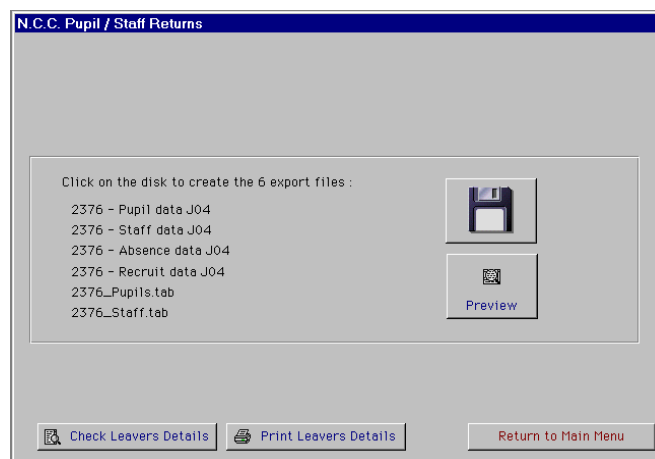
This will print a report of all the pupils and all the staff included in the return.

Check Leavers Details	Click this button to find all the leavers within the scope of the return and check their destination on leaving. You will be given the option of quick editing their destination.
Print Leavers Details	Prints the destination for all the leavers within the scope of the return.
(floppy disk icon)	Click on the floppy disk icon to generate the files for the return. These will be saved within your **Data Exchange Folder**

Send the six export files to the LEA using the **AVCO Secure Data Transfer Link**.

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The Early Years Attendance Export.

6   Open Your Phoenix database

7   Select **NCC Specials** from your main menu

8   Select **Returns to NCC** from the sub menu

9   Select **Early Years Attendance** from the submenu – a screen similar to that below will appear:
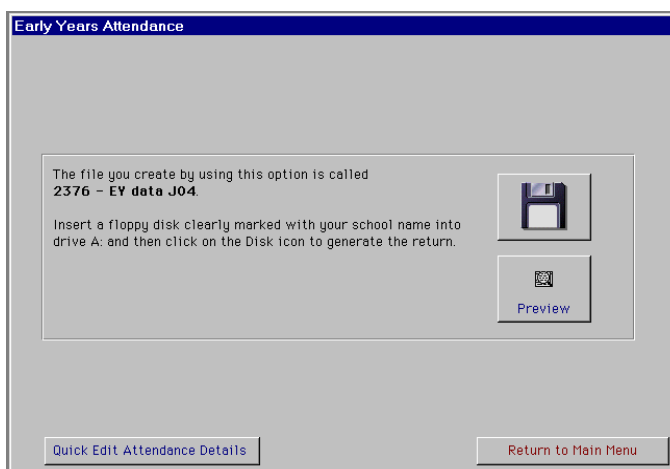
Click on this button to produce a report of all the pupils included in this return and the number of sessions attended.

This button will list all the pupils within the scope of this report and allow you to quick edit the number of sessions attended.

Click on the floppy disk icon to generate the file for the return.

The file will be saved direct to your DataExch folder within your main Phoenix folder.

*Please contact Education ICT Solutions on 0845 303 3003, should you require assistance.*

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Transfer of Export Files to the Management Information Centre

1   IDENTIFYING THE FILES TO SEND

The data files that you have produced for all the LEA returns should be located within your Data Exchange Folder within your Phoenix folder. There will be other files located within this folder so to make sure that you select the correct files ensure that you change the view option for the window to "Details" then click on the "Modified" heading to sort the files into date order. You will then see a list of files similar to the following:

The files that **you must send to the MIC** are :
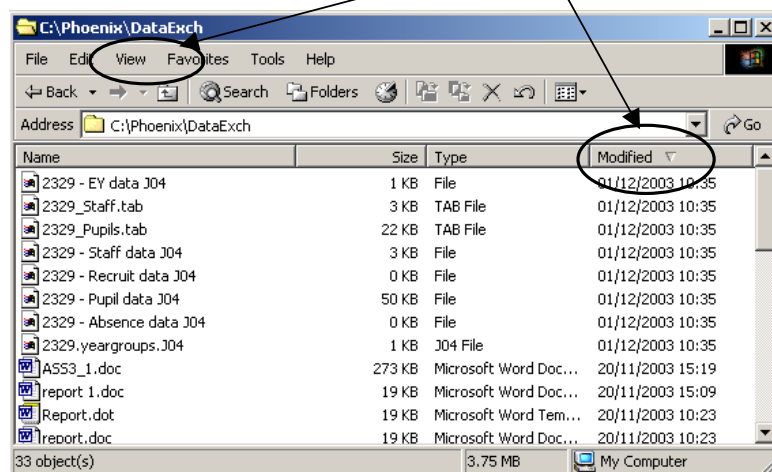
Absence data J04
Recruit Data J04
Staff data J04
Pupil data J04
Yeargroups J04
EY data J04 (if appropriate)
_Pupils.tab
_Staff.tab
(These files will be preceded by your school id no)

2   SENDING FILES TO THE MANAGEMENT INFORMATION CENTRE

The files need to be sent to the MIC by using the Secure Data Transfer Link :

1   **Highlight** and **drag** the **files** into the **outbox** on the desktop PC that has the Anycomms Client software loaded (either the PC you are using or the one to which you are connected).

2   **Open** your **Anycomms Client Software** by clicking on the desktop icon.

3   Select "**Start Call**" – data will be transferred to the MIC.

4   You will get a window with a message stating "**call completed**" – **close** the **window** . Well done you have sent your files to the MIC.

or

If you are unable to use the Secure Data Transfer Link:

1   **Highlight** and **drag** these files onto a **floppy disk(s**)

2   Label the floppy disk with your school name and file details and send to:

> The Management Information Centre
> F.A.O. Jane Blackwell
> MIC Room B28
> Education Department
> County Hall
> Norwich, NR1 2DL

NB All data files need to be returned to The Management Information Centre no later than 23rd January 2004

Please contact Education ICT Solutions should you require assistance.

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