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Keep your eye open for information of when the new Helpline number will be launched.

As promised in our previous edition of Help Lines, our new SIMS site has been available since mid October 2005.

The easiest way to locate this page is to go to the Portal front page, go to Search (there's no need to log in), and type in [SIMS home page](#).

We hope that you will find it useful. All feedback would be most welcome!



Welcome to our November 05 publication. We hope that you are finding our monthly newsletters informative and useful. The feedback we have received so far has been extremely positive, thank you for this, it is most encouraging.

In October we ran the very last *Final Conversion* Seminars: We need to achieve our Target, which is all schools to be finally converted to SIMS .Net by the end of November 05. We will be contacting any schools who have not yet converted to get a fixed date as to when they will be doing the final conversion. It is imperative that you convert before the December rush.

We once again request that you send **all emails to ICT.Helpline@Cambridgeshire.gov.uk** Sending emails to personal email addresses of the Helpline Team will cause delay in dealing with your enquiries.

Please don't forget that we would like to hear *your* views too! Perhaps you have found a report that you have adapted and would like to share with your colleagues throughout Cambridgeshire? Maybe, you have devised a workaround that would benefit other SIMS .Net users? All contributions to be received by us prior to the 15th of the month if at all possible. Thank you.
Helpline Team

SIMS Upgrades / Updates

The current version of SIMS .NET is 7.48 and Build 3.61.178



We shall be including the latest version and build details of SIMS .Net each month which we would like users to see merely as a *guide*. (We still get many callers who are several versions behind).

Within the next few weeks, you will receive details of the latest SIMS .Net upgrade (url), this will bring you onto version 7.62: If you do not receive details on this before mid November 2005, please give us a call, as this enhancement contains many new features which are *essential* in preparation for PLASC 2006. (We have included some of these features over the page).



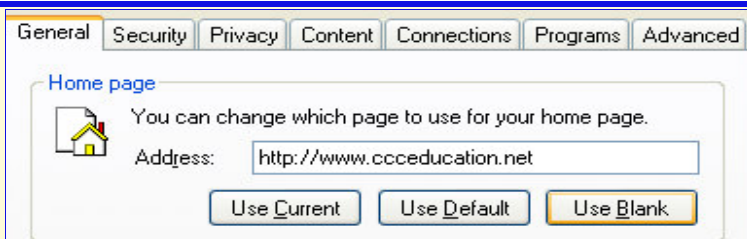
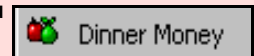
FMS6

Key Dates for FMS 6 (as shown below) are now fully booked. However, there are some new dates available in January 06, see [SIMS home page](#) (click on the Finance Planet).



SIMS Dinner Money

For all information with respect to SIMS Dinner Money, from the Portal Home Page, go to Search (there's no need to log in) and type in [SIMS Home Page](#), and click on the Dinner Money Planet. This link takes you to everything to need to know about this module.



Why not make the Portal Page your 'Home' Page?

With so many references to our **Portal Page**, we think it would be advisable to have it as your main 'Home' Page. To do this within **Internet Explorer**, go to **Tools - Internet Options** select the **General** tab. Under heading **Home Page**, change address to read: <http://www.ccceducation.net> Select **Apply** and click on **OK**. Log out and log back in and your home page will have changed!

November 2005— Key Dates...

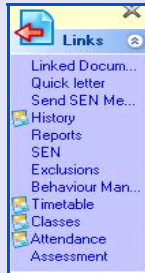
- 9th and 10th November 05 (9.30 am—12.00 pm) - Understanding the BCR (FMS6)
- 9th and 10th November 05 (1.00 pm—3.30 pm) - User Defined Reporting (FMS6)
- 29th November (9.30am-11.00am)(1.30pm-3.00pm) - Primary PLASC 2006, Buckden
- 29th November (11.30am-1.00pm) - Secondary PLASC 2006, Buckden
- 30th November (9.30am-11.00am)(11.30am-1pm)(1.30pm-3.00pm) - Primary PLASC 2006, CPDC
- 1st December (1.30pm—3.00pm) - Primary PLASC 2006, Oliver Cromwell Hotel—March

For **SIMS .NET** Training and availability
Telephone: (01480) 376670
Email: ict.courses@cambridgeshire.gov.uk
For **SIRT** Training and availability
Telephone: (01480) 375904 / 375517 / 375876

'Links' in version 7.62

A new **Links** panel has been added to the right-hand side of the **SIMS .Net** page. This panel is intended to make **SIMS .Net** easier to use by highlighting the details pages or dialogs that you can link to from the current page.

This panel shows the same items as the **Links** button with the exception of the **Links Panel** item which can be used to open or close the **Links** panel. This new functionality is to reduce the number of mouse-clicks needed to access linked items.



Updating a Mail Point

The **Update Mailing Point** routine available through **Tools / Housekeeping** has been reviewed so that previous issues with Nursery and Reception pupils and families with more than two siblings, have now been resolved.

The **Update Parental Salutation and Addressee** routine available through **Routines / Student** can now generate an addressee even when the contact's **Fore-name** field is left blank.



Recording a Second Home Address for a Student

As well as being able to record the principal Home Address for each student, schools may also need to record an alternative Home Address for students and families from split families. This will occur when the student / applicant spends part of the week with one parent at one address and the rest of the week with the other parent at the alternative address. The additional address will be displayed alongside the Home Address and a field has been provided for users to make any relevant notes that relate to the living arrangements of the student.

The rule of having only one home address remains for the purposes of **PLASC** and **CTF**.



Tips and Hints in Preparation for PLASC 2006

PLASC Seminars 2006

For many Primary Schools this will be your first time completing **PLASC** in **SIMS .Net**. It is therefore most important that you attend one of the School Improvement Team **PLASC** Seminars.

If you haven't done so already, please ensure that you are booked on, all dates and venues are listed on the front page of this issue!

After completion of the Upgrade to version 7.62, the following changes have been made in **PLASC** for *all* schools:

- (1) You can now copy an existing return and save it as a new return. This allows you to take a copy of a return at any time and provides a backup of any manual changes you have made to the return. This could be useful if you wish to retain details of manual edits after you have recalculated details. Once you have *authorised* a return it can no longer be edited. However, you can make a copy of the authorised return, rename it (if required), make the necessary corrections to the data and then create, validate and authorise the copied return.
- (2) A return can now be deleted at any time prior to authorisation: However, an authorised **School Census** return file *cannot* be deleted.
- (3) There have been changes made to the **Validations** and the **Summary Report** to include new rules as defined by the **DfES**.
- (4) The **BFPO** post code is now a required validation (British Forces Post Office).

School Census — Important Secondary Information

Following the Upgrade to version 7.62 of **SIMS .Net**, the **Validation Error Summary** in **School Census** now opens as a separate panel at the bottom of the **Census Return Details** page. Suggested resolutions are included in the list, which tell you how to open the page or panel etc., where you can fix the error and check the warning. However, you can also gain access to the appropriate part of **SIMS .Net** for a particular pupil/student by double-clicking the error or warning. If the error needs to be fixed in a panel on the **Census Return Details** page the required panel will be displayed at the top of the page.

School Photographs

School Photographs—Batch Import in Photo Importer

We are receiving an increasing number of calls with respect to Schools not being able to import their Photograph CD Rom into **SIMS .Net**. We have therefore included some instructions and tips on our: [SIMS home page](#), and click on the **SIMS .Net Planet**.
We trust that you will find this useful

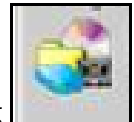
Back Ups

It is imperative that you complete a Daily Back up of your **SIMS** System.

It is important to tidy backups within System Manager this saves space on your hard drive and less files to copy during the daily backup procedure.

Those School's using **BackUp My PC**, please check that you are backing up the following:

- ◆ **Docstorage Folder**
- ◆ **SIMS Folder**
- ◆ **SIMS .MDF and SIMS .LDF**
- ◆ **Backup Folder**



If something should go wrong you will need **ALL** these files and folders to get your **SIMS** System working again.

If you use more than 1 CDRW for the backup and 1 stops working, please **DO NOT** throw just 1 away! The whole set needs to be discarded and a new set used. The **BackUp My PC** module automatically labels the CD's so it knows which one is first, second and last.

A School with no Backups recently had a motherboard failure. The whole **SIMS .Net** database had to be recreated. In conjunction with the School Improvement Team, we were able to restore limited data from a ctf, necessitating a considerable amount of manual data entry by ourselves and the school concerned.

Please be reminded that it is *essential* to carry out a full back up of your **SIMS** Data prior to running your Updates / Upgrades. If you have *lost* your Back Up laminated sheet, you can obtain a copy by going to the [SIMS Home page](#) (as detailed on the front page), and clicking on the **Back Ups Planet**.

Patches

If your data needs repairing, and you are advised by the ICT Help line to apply a patch, you will need to carry out the following procedure:-

- (1) Run Database Validator
- (2) Create a Backup in System Manager
- (3) Apply the Patch

If you are at all unsure, please contact the Help line first.

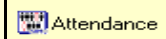
Attendance

Have you recently converted onto **SIMS .Net**? Would you like to use the **Attendance** Module?

Use of **Attendance** is included in the **SIMS** Annual Maintenance Contract: However, there will be a *training* charge. For more information contact our training team on (01480) 376670, or email ict.courses@cambridgeshire.gov.uk

The **Attendance** Module is extremely easy to use, and has a direct link to your **SIMS .Net**.

In January 2007, *all* Primary and Special Schools will have to provide a per pupil attendance record as part of the **School Census**.



Final Conversion

There are now less than 40 schools still left to convert to **SIMS .net**.

Please note, that if we do not hear from those Schools concerned during the start of November we shall be contacting you for a specific date when you will be converting.