End of Year 2023 SIMS Data Compliance

15

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Update Parental Salutation and Addressees

1. Follow route **Routines / Student (Pupil) / Update Salutation/ Addressee / Parental**.

2. Search for the appropriate **Year** or **Registration Group**.

3. Click **Search**.

4. Click the drop-down arrow next to **Select**.

5. Select **All**.

Note: You can also select individuals and selections in the normal way.

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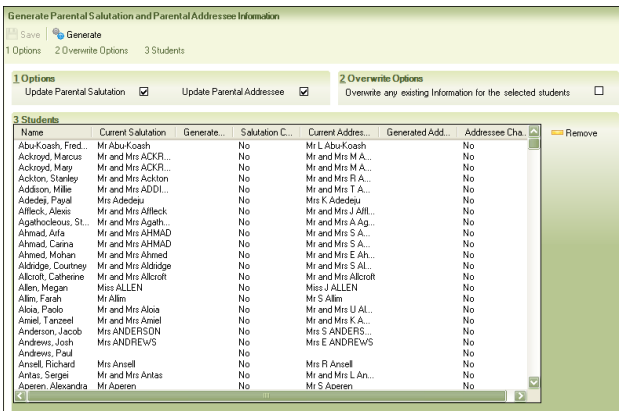
6. In the **Options** panel, select the relevant check boxes to **Update Parental Salutation** or **Update Parental Addressee.** Both options can be performed at the same time, if required.

7. Select to **Overwrite** any existing Information for the selected students.



Be aware that any manual changes you have made will be overwritten.

8. Click **Remove** to take anyone out of the list who should not be updated.

9. Click **Generate**.

10. Click **Save**.

11. Repeat this process for the **Contact** option under **Routines**.

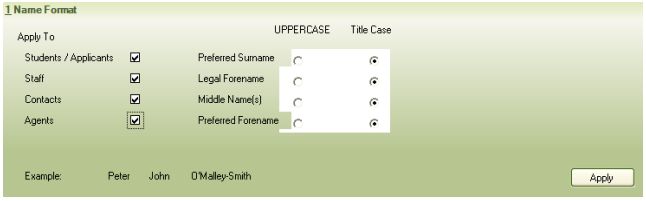
Note: If you have a parent without a first name or initial, or their address details do not contain the **House** icon next to their name the addressee cannot be automatically updated. You can manually enter these through the Family / Home panel of the student / pupil record.

Name Format Tidy

This routine allows you to ensure the names of individuals entered in the system are all displayed in a uniform way.

- Changes can be applied to a combination of students, staff, agents and contacts or globally, as required.
- Case changes can be made to either upper case or title case depending on the selections made.

1. Follow route **Tools / Housekeeping / General**.



2. Using the check boxes select who you wish the changes to apply to i.e. Students, Staff etc.

3. Using the radio button selection area, select either **UPPERCASE** or **Title Case** accordingly.

4. Click **Apply**.

5. Click **OK** at the confirmation message.

Resetting Parental Ballot Flags

This routine will set the Parental Ballot check box on the Contact's Basic Details to 'True'. By default, all parents who have a child registered as 'on roll' at the school are eligible.

Note: The term 'Parents' includes natural parents and anyone else who is defined as having parental responsibility.

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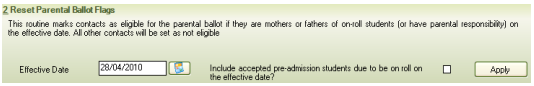
1. Follow route **Tools / Housekeeping / General**.

2. Click the **Reset Parental Ballot Flags** hyperlink.



3. Enter the required **Effective Date**.

4. To include pre-admission students not yet on roll tick **Include accepted pre-admission students due to be on roll on the effective date**. Change the effective date to one after the date of admission of the pre-admission students.

The Effective date option also allows you to use a date in the past if it is required.

5. Click **Apply**.

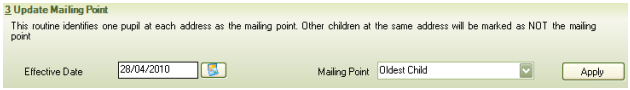
6. Click **OK** at the completion message.

Updating Mailing Points

In order to save resources many schools only send one letter home per family. This routine allows you to bulk select which member of the family receives the letter by marking a flag in the appropriate field on the child's record.

1. Follow route **Tools / Housekeeping / General**.

2. Click on the **Update Mailing Point** hyperlink.



3. Enter the required **Effective Date**.

This effective date only checks if the student is an accepted pre-admission student, so any date in September can be used. Note that it is also possible to change the date to one in the past if required.

4. The **Default Mailing Point** drop-down list defaults to **Oldest Child** but can be changed to Youngest Child if required.

5. Click **Apply**.

6. Click **OK** at the completion message.

Note: This functionality only works if siblings show correctly under Family Links in the Family/Home panel of a student (pupil) record.

Delete Old CTF Files

When CTF XML export and import files are created, they are saved to the CTF Export or Import Directory in your Z:/ SIMS (or C:/) or Y:/ MIS folder.

Export Files: The first seven digits of the file Name represent your LA and Establishment Numbers as the sending school, the other seven digits represent the destination school's LA and Establishment Numbers.

Import Files: The first seven digits of the file Name represent the sending school's LA and Establishment Numbers the other seven digits represent your LA and Establishment Numbers.

Your system stores all files imported and exported so it is worth deleting older files on a regular basis.

Your Export and Import Directories have been set up to the following locations:

(They are usually found under Z:/ but this may vary depending on where SIMS is installed. For Prime Servers they are under Y:/ MIS).

1. Navigate to the appropriate directory through the My Computer icon.

2. Highlight the CTFs no longer required from the list displayed

3. Follow route **Edit / Delete** to remove those no longer required.

You may wish to delete all those created before the previous academic year

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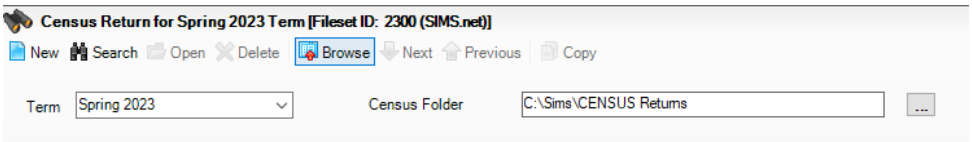
Note: Old Key Stage return files will appear in the CTF Export folder alongside any CTFs. These will also need to be deleted but it is advised schools check with their DPOs as to how long these need to be retained.

Delete Old Census Files and Reports

When created via the Census returns screen, the Detailed reports contain personal and sensitive data, this applies to both the Pupil and Workforce Census. These reports will fall under the GDPR rules as your system will store all files created and therefore they need to be deleted on a regular basis.

This does not include the Summary reports or Census files as they do not hold personal data, these should be kept for a specific amount of time and your DPO can advise you on this.

The Census Folders where the files are stored can be found in the Browse bar of the appropriate Census Return screen.



1. Navigate to the appropriate directory through the My Computer icon, they may appear in either the Data folder or the Archive folder.

2. Highlight the files no longer required from the list displayed

3. Right click on the list and select **Delete** or click delete on your keyboard.

4. Say Yes to any pop up messages that may appear asking if you wish to continue.

You may wish to delete all those created before the previous academic year

Delete Unlinked Contacts

This routine enables schools to delete contacts who are no longer linked to an individual in SIMS, e.g. a pupil/student, agent or member of staff. The link may now be obsolete because the pupil themselves has been deleted resulting in these contacts having no active role to justify them remaining in the system.

Contacts who are linked to pupils who have previously left the school cannot be deleted even if they have no other links to a current pupil.

1. Follow route **Tools** / **Housekeeping** / **Delete Unlinked Contacts**.

2. Click **Search** to display all unlinked contacts. (It is possible to search for an individual contact by searching for their name).

3. Click the **Arrow** to the right of the **Select** button.

4. Select **All**.

Note: If there are a large number of unlinked contacts then it may be easier to delete a few contacts at a time, e.g. surnames beginning with A then B etc. Deleting a large amount can take a while and slow your system down.

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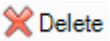
5. Click **Delete** 

at the top of the **Unlinked Contacts to be Deleted** panel.

Delete Unlinked Persons

Unlinked persons must be deleted from SIMS. These may be applicants, agents, pupil, employees, contacts or any other individual whose historical personal data should no longer be retained in line with GDPR guidelines.

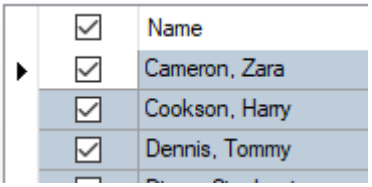
Unlinked persons could still be present because at the time of deletion, a secondary role for the individual may have existed within SIMS.

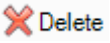
1. Follow route **Tools** / **Housekeeping** / **Delete Unlinked Persons**.

   The number of unlinked persons recorded in SIMS will be displayed.

2. Select the check box at the top of the left-hand column to highlight the list.

   To highlight individuals to be deleted click the check box in the left-hand column.



3. Click **Delete**  at the top of the **Delete Unlinked Persons** panel.

4. Click **Yes** at the confirmation message.

Note: To assist schools in being GDPR compliant, it is strongly advised to delete **all** unlinked persons identified by this routine. This deletion process may take some time to run depending on how many appear in the list.

Tidying Agencies and Agents

Agents and agencies can be created in SIMS and pupils linked to them. The most commonly used agents and agencies are medical centres and doctors. However, the SEN module also makes use of agents and agencies such as Educational Psychologists and Speech Therapists, and the organisations where they are employed.

Over time the database of agents and agencies will grow and sometimes this can lead to duplicate information being added.

To ensure a tidy database, duplicated agencies and agents can be merged to ensure that all pupils are linked to the same agent.

Tidying Agents

All agents are linked to agencies in SIMS and it is good practice to ensure that duplicate records are not created.

Checking Agent Details and Duplicates

1. Select **Focus / Person / Agents**.

2. Click **Search**.

All the agents contained in the SIMS system are listed.

3. Click **Print** at the top of the screen.

4. If there is more than one instance of an Agent, they will need investigating.

5. Open each instance of the Agent.

6. Check the information recorded for the Agents to see if they are the same.

7. If the records are one and the same, they should be merged. Make a note of which record you wish to keep.

Merging Duplicate Agents

Before this task is carried out it is useful to explore the agents in SIMS as per the **Checking Agent Details and Duplicates** section.

1. Select **Tools / Housekeeping / Merge Agents**.

The screen is split into two sections. The left-hand side is for the agent to be kept and the right-hand side for the agent to be merged.

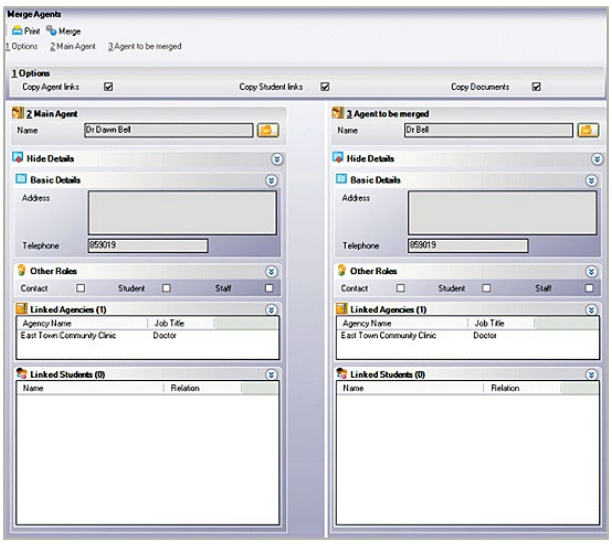
2. Click **Find Agent** to the right of the **Main Agent Name** panel.

3. Either click **Search** or browse for the appropriate Agent.

4. Highlight the Agent that you wish to keep.

5. Click **Ok**.

6. Repeat this process on the right hand side of the screen, selecting the **Agent to be merged**.



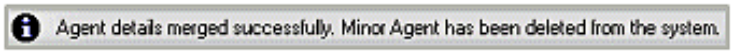
The screen displays any linked pupils at the bottom.

7. Click **Merge** at the top of the screen.

A message is displayed to confirm whether or not to proceed.

8. Click **Ok**.

The status bar at the bottom of the screen displays a confirmation message.



Tidying Agencies

All agents are linked to agencies in SIMS and it is good practice to ensure that duplicate records are not created.

Checking Agency Details and Duplicates

1. Select **Focus / Agency / Agencies**.
2. Click **Search**.
3. All the agencies contained in the SIMS system are listed.
4. Click **Print** at the top of the screen.
5. If there is more than one instance of an Agency, then they will need investigating.
6. Open each instance of the Agency.
7. Check the information recorded for the Agencies to see if they are the same.
8. If the records are one and the same, they should be merged. Make a note of which record you wish to keep.

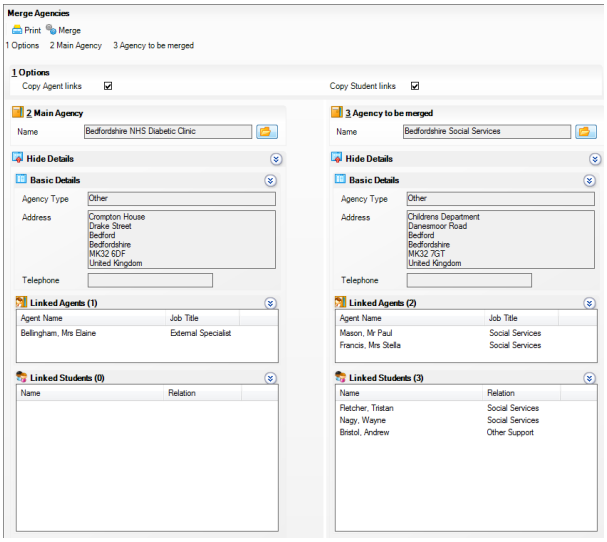
Merging Duplicate Agencies

Before this task is carried out it is useful to explore the agents in SIMS as per the **Checking Agency Details and Duplicates** section.

1. Select **Tools / Housekeeping / Merge Agencies**.

The screen is split into two sections. The left-hand side is for the agent to be kept and the right-hand side for the agent to be merged.

2. Click **Find Agency** to the right of the **Main Agency Name** panel.
3. Either click **Search** or browse for the appropriate Agent.
4. Highlight the Agent that you wish to keep.
5. Click **Ok**.
6. Repeat this process on the right hand side of the screen, selecting the **Agency to be merged**.



The screen displays any linked agents and pupils at the bottom.

7. Click **Merge** at the top of the screen.

A message is displayed to confirm whether or not to proceed.

8. Click **Ok**.

The status bar at the bottom of the screen displays a confirmation message.

Managing SIMS Users in System Manager

System Manager is used to manage a school's users of the SIMS system including access rights. Users must be assigned membership of a user group in order to access SIMS and specific levels of access are applied to the group of which users are a member.

As well as assigning new SIMS users using System Manager, it is also important to remove SIMS access from any users that no longer require access, e.g. Leavers and changes in role.

Adding a New User

This process will assign any new members of staff a new SIMS Login. It is important to remember that they will also need to be assigned group permissions as well.

1. Follow route **Focus / System Manager / Manager Users**.

2. Click **Search** and check the list to ensure the user does not already have an account.

Note: It is important to search to ensure the user does not already appear in the SIMS system. This not only has a impact in SIMS Personnel but also on the assignment of school staff email accounts.

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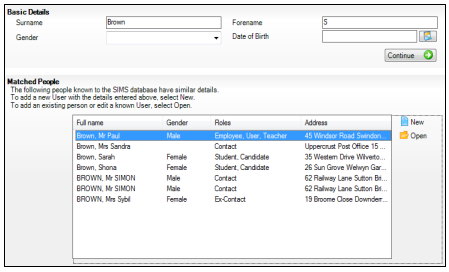
3. Click **New**.

4. Enter the details of the individual.

5. Click **Continue** to display a “Matched People” list.



6. Highlight the relevant person.

7. Click **Open**.

   If the relevant person does not appear and you are certain they do not appear in SIMS with a different name then click **New**.

8. Enter any details as necessary.

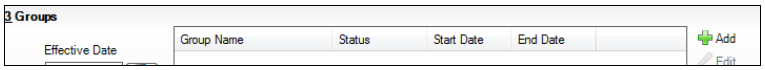
Adding a User to a Permission Group

A Group controls what SIMS permissions a User has access to and what data within it they can see or amend. For example a user with Class Teacher access can take a register and see attendance data where an Attendance Manager can use and amend all areas of attendance.

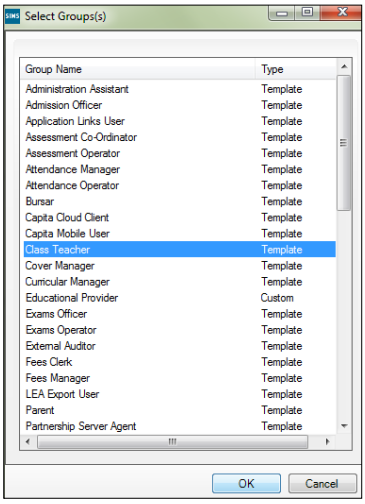
When defining permissions you should take into account the intended use and also the role of the user.

This assumes that the **Focus / System Manager / Manager Users** screen is still open.

1. Click the **Add** button to the right of the **Groups** panel.



2. Highlight the relevant Group(s) In the **Select Group(s)** box.



3. Click **OK**.

4. The group is added with a **Start Date** matching the **Effective Date** which defaults to today. This can be changed if necessary.

5. Click **Save** at the top of the screen.

6. Make a note of the **Username** and **Password** and issue them to the user.

   When they first log in the user will be instructed to change the password.

Assigning and Resetting a User's Password

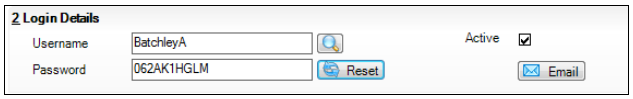
The following process can be used to reset a user's password if it has been forgotten or if it needs to be changed for security reasons. The system randomly generates a 10 character password which the user will then be asked to change on login.

1. Follow route **Focus / System Manager / Manage Users**.

2. Search for and open the user whose password you wish to reset.

3. Go to the **Login Details** panel.

4. Click **Reset** next to the **Password** field.



A new password will be displayed

5. Click **Save** to keep the details.

6. Make note of the new password and pass to the user.

SIMS will force the user change the password the first time they log in.

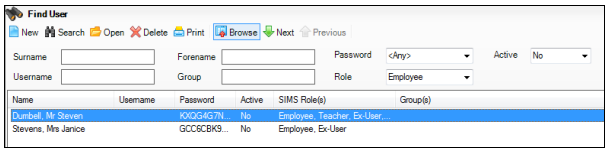
Deleting a User

At some point it may be required to delete a user, e.g. if they have left the school or have no further need for access to SIMS.

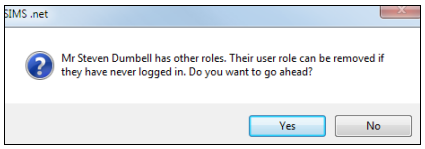
A user can be deleted only if they were added as a new person through System Manager and they have never logged into SIMS. If a user has logged in to their SIMS account, the account cannot be deleted but the user can be made inactive.

1. Follow route **Focus / System Manager / Manage Users**.

2. Search for and highlight the appropriate user to be deleted.



3. Click **Delete** on the browser toolbar.



4. Click **Yes** at the confirmation screen to delete the user.

Step by Step – Making a User Inactive

You cannot delete a user from System Manager 7 if the user has ever logged into SIMS or they were not originally created in System Manager (for example, if they were already in the SIMS database before they were made into a SIMS user). However, these users can be made inactive so that they can no longer access SIMS.

1. Follow route **Focus / System Manager / Manage Users**.

2. Search for and highlight the appropriate user to be marked inactive.

3. Go to the **Basic Details** panel.

4. Deselect the **Active** check box.

5. Click **Save**.

Step by Step – Removing Group Permission Memberships

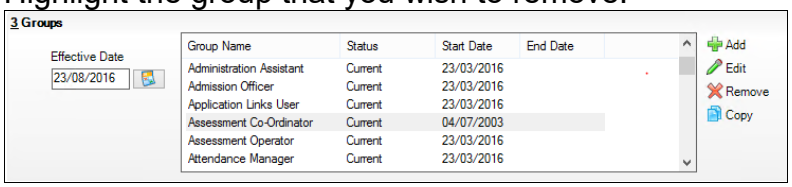
If a SIMS user no longer needs membership of a particular permissions group, the group membership can be removed.

1. Follow route **Focus / System Manager / Manage Users**.

2. Search for and open the user whom you wish to remove permissions from.

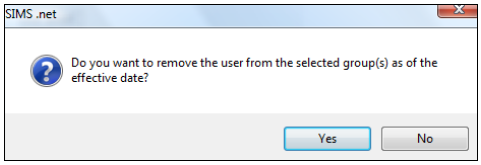
3. Go to the **Groups** panel.

4. Highlight the group that you wish to remove.



5. Click the **Remove** button to the right of the right of the panel

6. Click **Yes** on the confirmation panel.



7. Click **Save**.

   Note that the group membership that you have removed is still listed in the panel, but it will now display an **End Date**.