Aiming High Guidance

- How To Access Your Activity Attendance Data

This guide will show you how to access the Staffordshire County Council Capita ONE Reports Prime Portal and see your activities and the Young Persons booked on to them.

Problems accessing the Reports

If you have any problem with your access to the reports

For Password Resets please contact the Capita One Data Team at schools.capitadatateam@staffordshire.gov.uk or phone us on 01785 854545 and 01785 895600.

For other report issues please contact the Capita One Business Support Team at onebusiness.support@staffordshire.gov.uk

For incorrect information within the report/sheets please contact the Aiming High Admin.

Guidance Notes

The next few pages contain notes on how you log into Prime, and run and export reports relating to your Activities and the Child /Young Person (CYP). Prime is a reports portal which allows Schools and other external Providers to access information recorded on Staffordshire County Council’s Capita ONE system where the booking information is recorded.

How to log on

Open Internet Explorer and type in the following web address:

https://ems.staffordshire.gov.uk/ccsprime_live

You will shortly be able to access your information through the Short Breaks Menu option on the Aiming High page on the Staffordshire County Council website in the Information for Providers section and this is how it should be done going forward.


You will come to the following logon screen:

Enter your user name and password and you will go to the home screen:
To change your password, see Appendix B

If you have forgotten your password or need it resetting, please email the Password – Reset form to mailto:schools.capitadatateam@staffordshire.gov.uk

To navigate to your reports:

Click on Portfolios at the bottom of the screen:

Click on the folder icon as shown below

This will bring up your home page.

Please be aware that this may take some time to load

If your main screen shows an Access Denied message, wait for 30 seconds and click on the folder icon again.
Click on The M to open the homepage in a new window. You will need to enable pop-ups to do this (add *.staffordshire.gov.uk to your allowed pop-ups). See Appendix A

You will now see your homepage in a new window.

When you click on the “M” button – if your screen only displays half the information, follow the below steps:

Click on compatibility view:

You will then be taken back to the login screen where you will need to log in again. When you press the “M” this time you should see the full screen.
How to run and export a report

Once you are at your Aiming High homepage you will need to click on the relevant report in order for it to run:

This is how you will see your activities and who is booked on them

It will then show on a new screen, click View Report to run it.

Activities Report

You will be able to select the activities options for your Provider

The report will detail the following

Within the Registered column you can click on the cross next to a number

This will open up the list of Children booked on the activity and the option to generate an attendance sheet

- The Free Place column indicates whether the CYP has used their Aiming High Offer for this activity or whether they are paying for it separately.

- The Attendance code column will indicate whether the person has Cancelled Prior to the Event and after exporting the report and updating it outside of Prime you can submit the information back to the Aiming High Admin (using your preferred format i.e. download to word or sending a PDF version of the register completed at the activity) and then you will be able to see that the system has been updated with the CYP attendance status.
Please note that the number you clicked on should match the number attending the event, not including those who have cancelled.

To generate the Attendance Sheet, click on the hyperlink Attendance Sheet. A new window will open showing details of the Activity.

The Attendance Sheet details the Activity, information about the CYP and their emergency Contact Details as well as the codes you need to add to the Sheet once it is exported, to send back to the Aiming High Admin.

There is a column to indicate who the Primary contact should be in the event of an emergency, if you click on the word Primary you will be given more information relating to the Parent/Carer.

Please note the text in RED.

**Activity Summary Report**

This report gives you the option to choose combinations of fields to generate figures based on your requirements.

Once you have selected a date range, choose a row type and a column type.

For the Summary you can choose Unique Students (the report only counts a child once although they may have accessed multiple activities) or Overall Numbers (a total of all attendees).

The options to choose from for Rows and Columns are

- Activity Focus (Bowling, Film making etc….),
- Activity Type (Group Based, Leisure and Family Opps etc….),
- Age,
- District,
- Need
- Totals Only
Exporting a Report

The reports have been written with the intention that they can be exported to Word, to do this, click on the arrow next to Select a format or the save icon.

You can then choose the format of your report and click Export

When, for example, you click on Word, you will get the following options:

If you click open the report will open in Word where you can save the document.
If you want to save the report in Word straight away you will need to click on the arrow next to save and you will be able to navigate to the location where you wish to save the report. You can then go to where you have saved the report and open it from there.

If, following running a report, you wish to return to the home page, you click on the blue back arrow:

Appendix A - Pop up permissions

In your Pop up blocker settings, add *.staffordshire.gov.uk to the list of exceptions.

Close the window and any open internet pages.

Appendix B - Change Password

Click on the key symbol Enter your current password and your new password twice and click OK.

Appendix C - Password Reset

Password-reset.doc