

# Schools Data Team Perspective Lite Sending a file

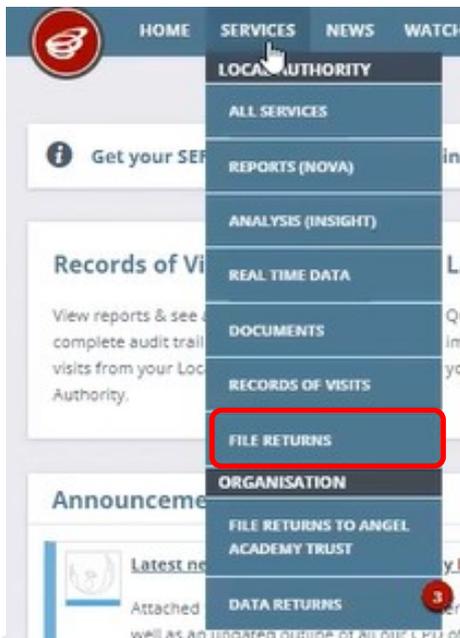
Perspective Lite is the new way of sending secure files to the Schools Data Team. Files we expect to be shared in this format include:

- B2B (attendance & pupil files) if currently shared manually
- Primary assessment results (EYFSP, Phonics and KS1)
- OR1 leaver forms
- Queries including pupil personal details
- Etc.

## Sending a file

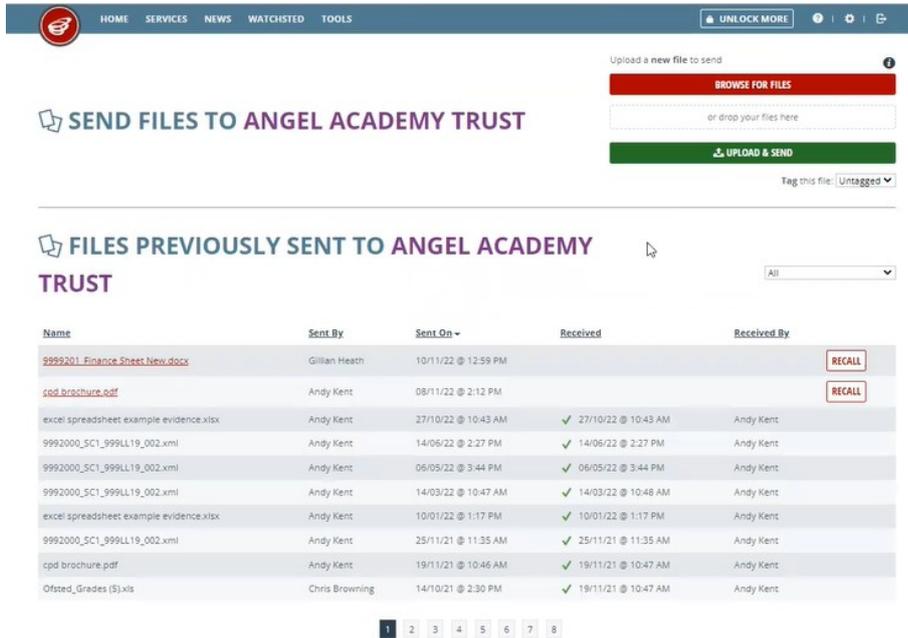
Log into the site using the link to the secure website <https://perspective.angelsolutions.co.uk/> and enter your user credentials.

From your **home** screen, choose **services** from the top ribbon, and then **file returns** under **local authority**



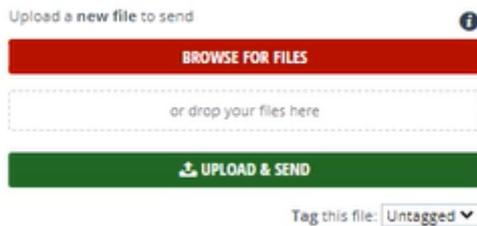
Please note – if you cannot see any of the following options, please work with your head teacher to check the privileges on your user account. You need to have **LA/org documents** set to **action**.

This will then open the main area where you can send your files.

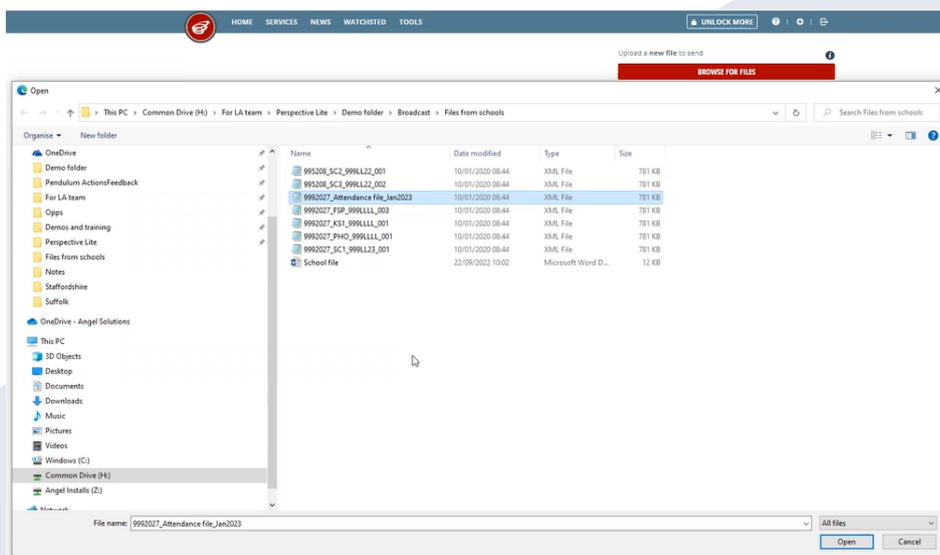


Name	Sent By	Sent On	Received	Received By
9992021_Finance Sheet New.docx	Gillian Heath	10/11/22 @ 12:59 PM		RECALL
cpd brochure.pdf	Andy Kent	08/11/22 @ 2:12 PM		RECALL
excel spreadsheet example evidence.xlsx	Andy Kent	27/10/22 @ 10:43 AM	✓ 27/10/22 @ 10:43 AM	Andy Kent
9992000_SC1_999LL19_002.xml	Andy Kent	14/06/22 @ 2:27 PM	✓ 14/06/22 @ 2:27 PM	Andy Kent
9992000_SC1_999LL19_002.xml	Andy Kent	06/05/22 @ 3:44 PM	✓ 06/05/22 @ 3:44 PM	Andy Kent
9992000_SC1_999LL19_002.xml	Andy Kent	14/03/22 @ 10:47 AM	✓ 14/03/22 @ 10:48 AM	Andy Kent
excel spreadsheet example evidence.xlsx	Andy Kent	10/01/22 @ 1:17 PM	✓ 10/01/22 @ 1:17 PM	Andy Kent
9992000_SC1_999LL19_002.xml	Andy Kent	25/11/21 @ 11:35 AM	✓ 25/11/21 @ 11:35 AM	Andy Kent
cpd brochure.pdf	Andy Kent	19/11/21 @ 10:46 AM	✓ 19/11/21 @ 10:47 AM	Andy Kent
Ofsted_Grades (5).xlsx	Chris Browning	14/10/21 @ 2:30 PM	✓ 19/11/21 @ 10:47 AM	Andy Kent

This page shows any previously sent documents and you can send new files. In the top right you choose **browse for files**

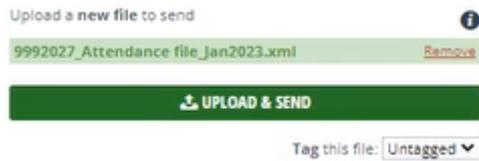


This will then open your windows explorer, here you can navigate to the file(s) that you wish to share with the Schools Data Team.



Name	Date modified	Type	Size
9992000_SC2_999LL22_001	10/01/2020 08:44	XML File	781 KB
9992000_SC1_999LL22_002	10/01/2020 08:44	XML File	781 KB
9992027_Attendance file_Jan2023	10/01/2020 08:44	XML File	781 KB
9992027_FSP_999LL11_003	10/01/2020 08:44	XML File	781 KB
9992027_K51_999LL11_001	10/01/2020 08:44	XML File	781 KB
9992027_PHO_999LL11_001	10/01/2020 08:44	XML File	781 KB
9992027_SC1_999LL23_001	10/01/2020 08:44	XML File	781 KB
School file	22/08/2022 10:02	Microsoft Word D...	12 KB

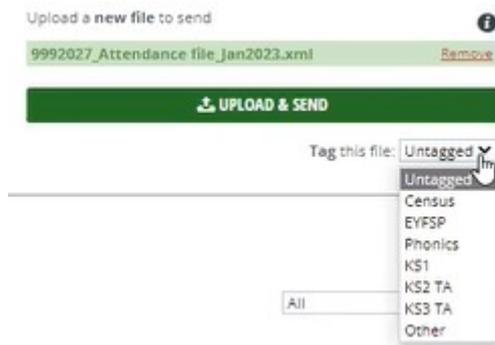
Choose your file and click **open**, the file will then appear in the top corner.



Please check to confirm this is the correct file you wish to send.

Next you need to add a **tag**. This assists the Schools Data Team to identify what type of file you are sending to us. **It is important that a tag is added to each file you send.**

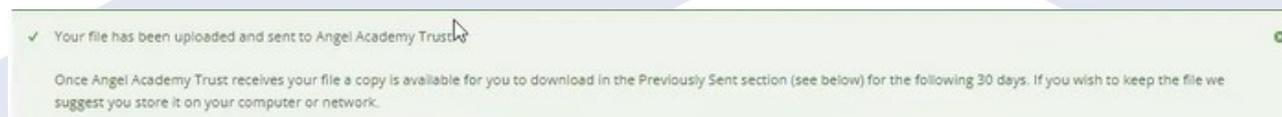
Click the tag drop down menu and choose the appropriate file type.



Once your file is attached and a tag is selected, you can now click **upload and send**. This will then securely send the file to the Schools Data Team.



You will see a confirmation that the file has been shared. You will also see the file has now appeared in the lower section of the page.



## Recalling a file

If your school has sent a file in error, you have the ability to recall the file if it has not yet been opened.

In the bottom section of page, you will see the file. If it has not yet been opened, you will see a **recall** button. You can click to stop the file being received by the Schools Data Team.

UNLOCK MORE

or drop your files here

UPLOAD & SEND

Tag this file: Other

✓ Your file has been uploaded and sent to Angel Academy Trust.

Once Angel Academy Trust receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

FILES PREVIOUSLY SENT TO ANGEL ACADEMY TRUST

Name	Sent By	Sent On	Received	Received By
<a href="#">9992027 Attendance file Jan2023.xml</a>	Andy Kent	11/01/23 @ 10:17 AM		RECALL
<a href="#">9999201 Finance Sheet New.docx</a>	Gillian Heath	10/11/22 @ 12:59 PM		RECALL
<a href="#">cpd brochure.pdf</a>	Andy Kent	08/11/22 @ 2:12 PM		RECALL

You can now send the correct file.

## Audit Information

One of the benefits of sending files via Perspective Lite is there is now an audit facility to show if/when and who has downloaded your file so you can check if it has been received.

excel spreadsheet example evidence.xlsx	Andy Kent	27/10/22 @ 10:43 AM	✓ 27/10/22 @ 10:43 AM	Andy Kent
9992000_SC1_999LL19_002.xml	Andy Kent	14/06/22 @ 2:27 PM	✓ 14/06/22 @ 2:27 PM	Andy Kent
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1 2 3 4 5 6 7 8

## Training support

Further information can be found on our Staffordshire Learning Net pages including guidance notes. [Perspective Lite - Staffordshire County Council](#)

A recording of the training from January 2023 can be found here:  
<https://vimeo.com/user85182078/download/789992350/f7e7aa16aa>

## Further support

**Technical Support** – please contact Angel Solutions Directly



Contact Angel Solutions directly by calling **0845 129 7196** the team are available 9 to 5 Monday to Friday



Alternatively, you can e-mail Angel Solutions and they will respond as soon as possible  
[perspectivesupport@angelsolutions.co.uk](mailto:perspectivesupport@angelsolutions.co.uk)

**Data inc. sending/receiving files** – please contact the Schools Data Team



You can call the Schools Data Team on **01785 895600**



Alternatively, you can e-mail the team at  
[schools.capitadatateam@staffordshire.gov.uk](mailto:schools.capitadatateam@staffordshire.gov.uk) and we will respond as soon as possible