

Schools Data Team Perspective Lite Headteachers – Adding a new user Inc. updating privileges

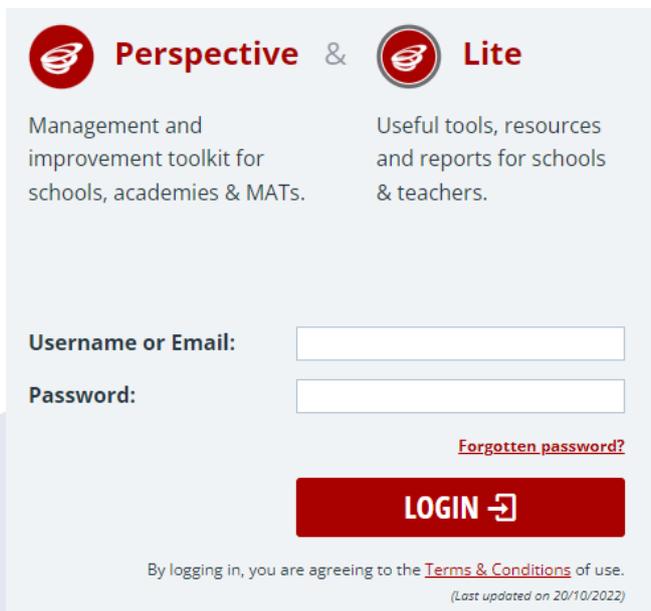
Headteacher Ownership

Perspective Lite is a secure web-based application, that all head teachers in Staffordshire have been given access to. The Schools Data Team have now turned-on further functionality within this site to enable the ability to share secure documents to and from the Schools Data Team. This will replace the use of the Staffordshire Secure Emailer (Filetransfer or Liquid Files) for sharing documents with the team.

The head teacher at each school is the owner of their data and management of users on their pages. They are then able to set up additional users within their school to use the site. There are different privileges that each user can be given. We however do suggest that at least one other user is provided with **admin rights**.

Accessing Perspective Lite

The link to the secure website is <https://perspective.angelsolutions.co.uk/> and enter your logon credentials.



The screenshot shows the login interface for Perspective Lite. At the top, there are two logos: 'Perspective' and 'Lite', both featuring a red circular icon with a white stylized 'e'. Below the logos, there are two columns of text. The left column describes 'Perspective' as a 'Management and improvement toolkit for schools, academies & MATs.' The right column describes 'Lite' as 'Useful tools, resources and reports for schools & teachers.' Below this text are two input fields: 'Username or Email:' and 'Password:'. To the right of the password field is a red link that says 'Forgotten password?'. Below the input fields is a large red button with the text 'LOGIN' and a right-pointing arrow icon. At the bottom of the form, there is a small line of text: 'By logging in, you are agreeing to the [Terms & Conditions](#) of use. (Last updated on 20/10/2022)'. The background of the login page is light grey with a large, light blue abstract shape on the right side.

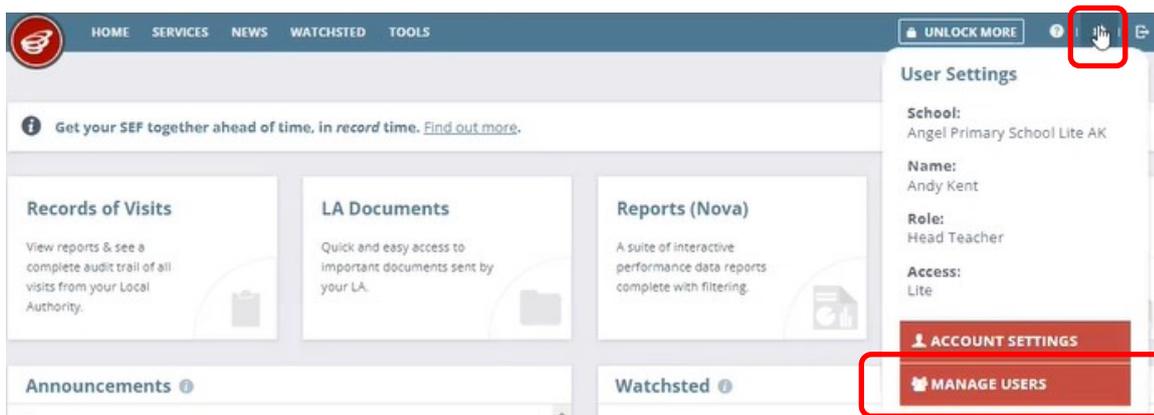
If the head teacher has forgotten their log on details they can follow the link <https://perspective.angelsolutions.co.uk/perspective/ForgotPassword.aspx> to reset their password to get access to their account.

This help guide contains some of the common messages that may be displayed when resetting/activating an account [Common Messages When Resetting a Password – Perspective Lite \(zendesk.com\)](#).

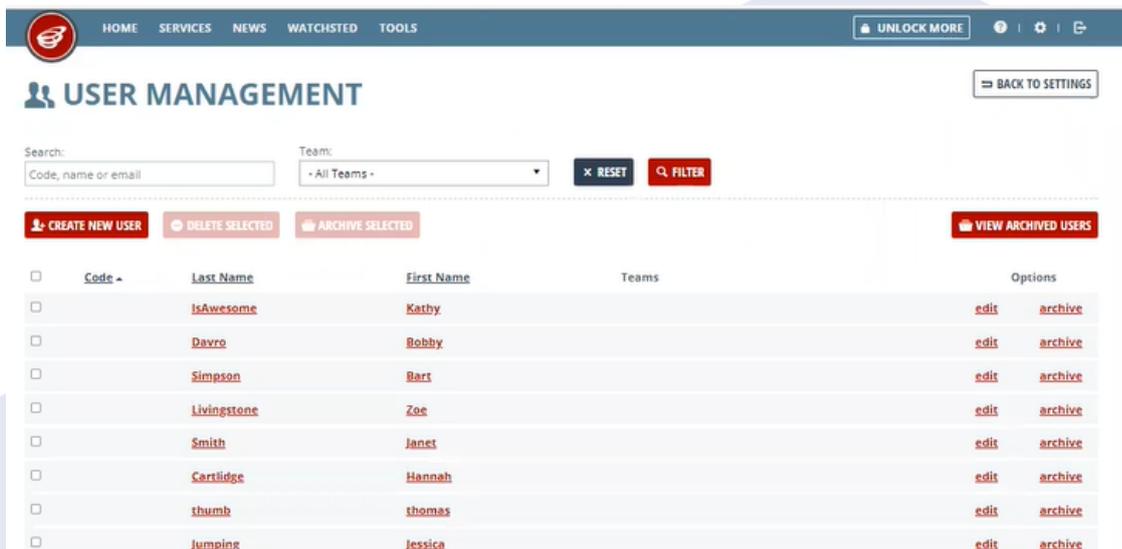
If you require your welcome e-mail to be resent please e-mail the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk

Adding a new user

After accessing the main sites page, choose the **settings** icon (Small cog in top right) and choose **manage users**



This will provide a list of current users.



Click **Create New User**

Enter the following details.

- **First Name**
- **Last Name**
- **E-mail**

Code:

First Name:

Last Name:

Email:

Phone:

Mobile:

[Send Welcome Email](#)

Teams **Permissions**

Add user to a team Team:

This person is not a member of any teams

Press **Save**

Permissions

Next click on the **permissions** tab.

Code:

First Name:

Last Name:

Email:

Phone:

Mobile:

[Send Welcome Email](#)

Teams **Permissions**

Add user to a team Team:

As default all permissions are set to **OFF**. The head teacher can then decide what permission each user can have access to.

Off	Unable to access this information
Read	Have access to read only the information
Action	Have access to read and edit the information

Data	Access to reports, analysis and real time data
LA / Org Documents	Access to send and receive data from the Schools Data Team
Census	Access to census data imports and infographics
Visits	Access to visits
Admin	Access to all areas and ability to set up new users ** it is recommended to have at least one other user with this permission along with the head teacher

The screenshot shows the 'Permissions' configuration screen. At the top, there are tabs for 'Teams' and 'Permissions'. Below the tabs, there are four permission levels: 'Standard', 'Read-Only', 'Admin', and 'Custom'. The main area contains a table with columns for 'Off', 'Read', and 'Action'. The 'Data' category is expanded to show 'Pupli Level Data'. A 'SAVE ALL PERMISSIONS' button is located at the bottom right. A warning message is displayed at the bottom left.

When the appropriate permissions are chosen, please click **Save all permissions**

Sending the welcome e-mail

Once the user has been saved and the permissions set, you then need to click **Send Welcome E-mail**, this will send the user an e-mail with their log in details to enable access to the system.

*** Please note that the Schools Data Team are unable to resend the welcome e-mail to **individual school users**.

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

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 and we will respond as soon as possible