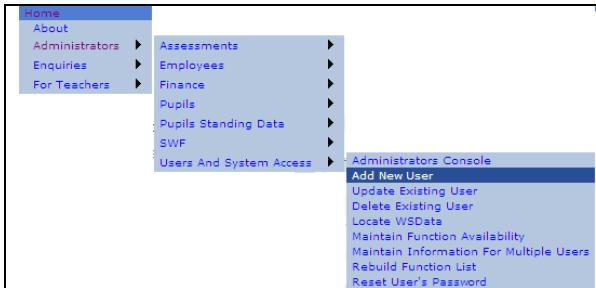


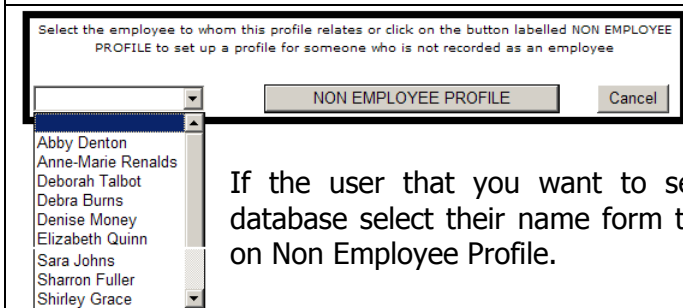
School Web Services - Notes for Administrators

1. Adding a New User



Click on 'Administrators' then 'Users and System Access' then 'Add New User'

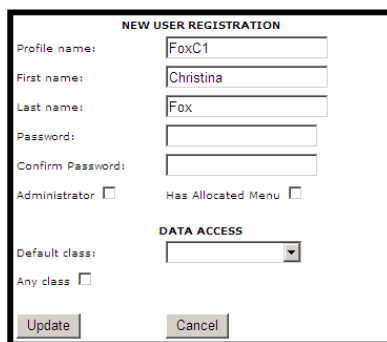
The following screen allows you to either select an employee who's details are in your database or choose to add a non employee – an example of this could be a school governor or Wauton Samuel employee.



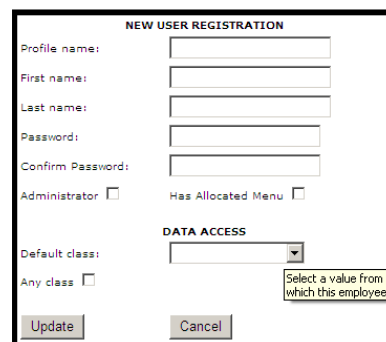
Select the employee to whom this profile relates or click on the button labelled NON EMPLOYEE PROFILE to set up a profile for someone who is not recorded as an employee

If the user that you want to set up is an employee in your database select their name form the drop down box. If not, click on Non Employee Profile.

Employee Profile



Non Employee Profile



Select a value from the which this employee is

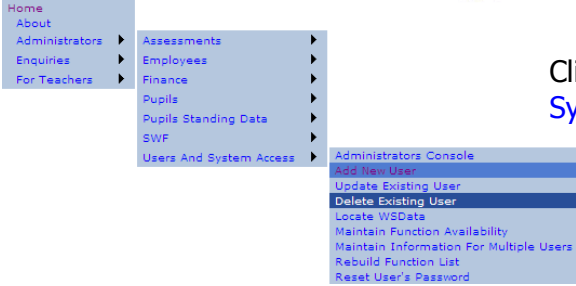
The profile name, first name and last name will be defaulted if you select a name form the drop down box. If you click non employee you will need to enter a profile name.

- Enter a password in the Password and Confirm Password boxes. The password must contain at least 8 characters including one of the following:
! & \$ % ^ & * () _
- If you tick the Administrator box this will allow the new user to be able to have full access right to the whole of School Web Services.
- If you tick the Has Allocated Menus box this will allow the user to have access rights to allocated areas of School Web Services.
- Data Access – if the employee being added needs just access to one class select this class on the Default class. This will mean that reports produced under this username will only pick up this class. If you have an employee that needs to have access to more than one class tick the any class box.

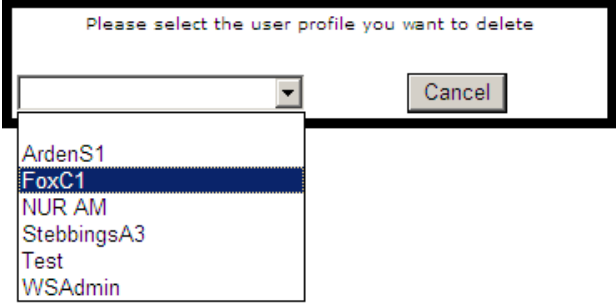
When you have finished click on 'Update' and the new user will be created. There will be a message confirming this in the top right hand corner as shown below:

A profile named FoxC1 has been created

2. Deleting a User



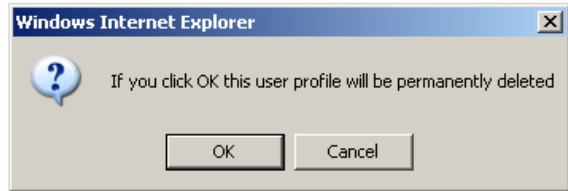
Click on 'Administrators' then 'Users and System Access' then 'Deleting Existing User'



Select the User you want to delete from the drop down list.



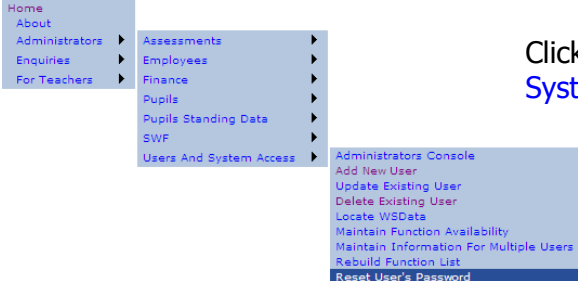
Check that you have selected the right user then click on **CONFIRM DELETE**



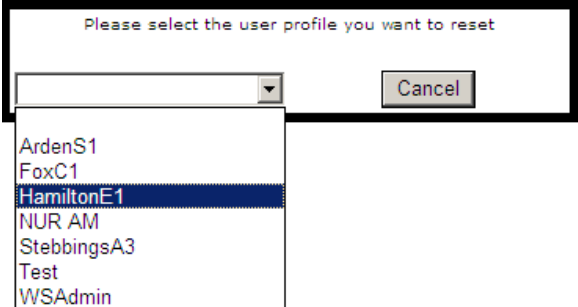
You will get a message in the top right hand corner as below:

The profile has been deleted

3. Resetting A Users Password



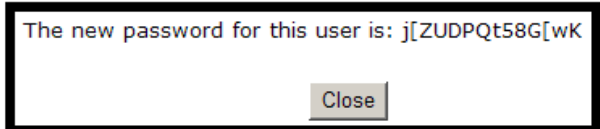
Click on 'Administrators' then 'Users and System Access' then 'Reset User's Password'



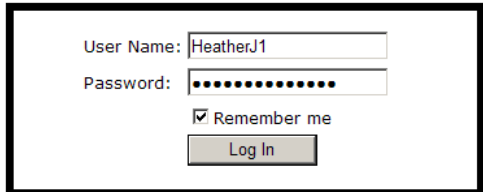
Select the user name you want to reset the password for from the drop down box



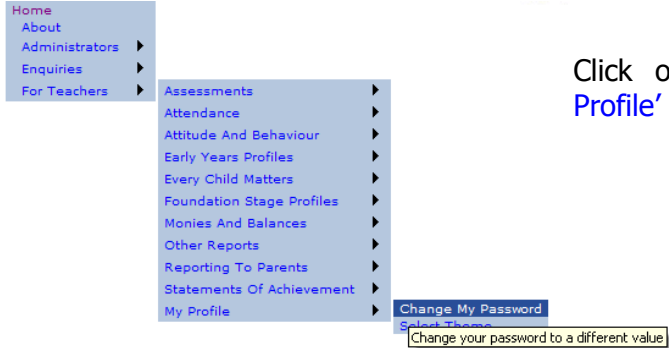
Check that you have selected the right user then click on **CONFIRM RESET**



A password will be generated make a note of what this is. This can be changed.



Log out of SWS then log back in using the original username and the new password.



Click on 'For Teachers' then 'My Profile' then 'Change My Password'

Change Password

Password:

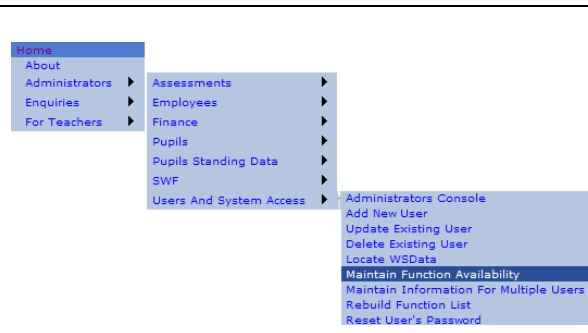
New Password:

Confirm New Password:

Enter the old password in Password then enter the new password in New and Confirm Password.

The password must contain at least 8 characters including one of the following: ! & \$ % ^ & * () _

4. Allocating User Menus



Click on 'Administrators' then 'Users and System Access' then 'Maintain Function Availability'

Select A Function To Maintain

Select A User To Maintain

Select the user you want to maintain from the drop down box. You can also select a function to maintain

Select A Function To Maintain

Once a user is selected you will be presented with a list of available functions. To allow the selected user access to the selected function, click the check box.

Choose the functions to allocate to the user 'HamiltonE1'

Select A Function To Maintain

Select A User To Maintain

Title	Description	Allow
Assessments		
Assessment Event Ladders	Table Of Progress Between Assessment Events Of Your Choice	<input checked="" type="checkbox"/>
Assessment Grids	Produce Custom Grids Of Pupil Assessment Results	<input checked="" type="checkbox"/>
Assessment Results	Report Assessment Results	<input checked="" type="checkbox"/>
Children Not On Track	Report Children Not On Track To Get To L4B by End Of Year 6	<input checked="" type="checkbox"/>
Enter Assessment Results	Work With Assessment Results	<input checked="" type="checkbox"/>
Enter Targets	Work With Targets	<input checked="" type="checkbox"/>
Period Ladders	Table Of Progress Through A Period Of Your Choice	<input checked="" type="checkbox"/>
Progress Summary	Summary Of Progress Between Two Assessment Events	<input checked="" type="checkbox"/>
Questions Analysis	Analyse Answers To Questions In An Assessment Paper	<input checked="" type="checkbox"/>

Apply Changes

Base On Existing User

Select All

De-Select All

Or if you have selected a function to maintain a list of users will be displayed. To allow a user access to the selected function, click the check box.

Choose the users to allocate to the function 'Class Lists'

Select A Function To Maintain

Select A User To Maintain

Title	Description	Allow
WSAdmin	Administrator, WS	<input type="checkbox"/>
StebbinsA3	Stebbins, Angela	<input type="checkbox"/>
ArdenS1	Arden, Sheila	<input type="checkbox"/>
NUR AM	NUR AM, NUR AM	<input type="checkbox"/>
Test	Test, Test	<input type="checkbox"/>
FoxC1	Fox, Christina	<input type="checkbox"/>
HamiltonE1	Hamilton, Emel	<input type="checkbox"/>

Apply Changes

Base On Existing Function

Select All

De-Select All

Select A Function To Maintain

Select A User To Maintain

Cancel

Once the functions have been selected click on 'Apply Changes' and you will get the message "The changes you have requested have been applied to the database".

The changes you requested have been applied to the database

If you have multiple users that will have the same function availability you can use the 'Base on Excising User' option. Select the user you want to maintain from the 'Select A User To Maintain' option then on the right hand side select a user from the 'Base on Excising User' option then click on 'Apply Changes'.

The user you selected from the 'Select a User to Maintain' option will now inherit the same function availability as the user selected from the 'Base on Excising User' option.

Choose the functions to allocate to the user 'HamiltonE1'

Select A Function To Maintain <input type="text"/>	<table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> <th>Allow</th> </tr> </thead> <tbody> <tr> <td colspan="3">Assessments</td> </tr> <tr> <td>Assessment Event Ladders</td> <td>Table Of Progress Between Assessment Events Of Your Choice</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Assessment Grids</td> <td>Produce Custom Grids Of Pupil Assessment Results</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Assessment Results</td> <td>Report Assessment Results</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Children Not On Track</td> <td>Report Children Not On Track To Get To L4B by End Of Year 6</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Enter Assessment Results</td> <td>Work With Assessment Results</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Enter Targets</td> <td>Work With Targets</td> <td style="text-align: center;">☑</td> </tr> <tr> <td>Period Ladders</td> <td>Table Of Progress Through A Period Of Your Choice</td> <td style="text-align: center;">☑</td> </tr> </tbody> </table>	Title	Description	Allow	Assessments			Assessment Event Ladders	Table Of Progress Between Assessment Events Of Your Choice	☑	Assessment Grids	Produce Custom Grids Of Pupil Assessment Results	☑	Assessment Results	Report Assessment Results	☑	Children Not On Track	Report Children Not On Track To Get To L4B by End Of Year 6	☑	Enter Assessment Results	Work With Assessment Results	☑	Enter Targets	Work With Targets	☑	Period Ladders	Table Of Progress Through A Period Of Your Choice	☑	<input type="button" value="Apply Changes"/> Base On Existing User <input type="text" value="FoxC1"/> <input type="button" value="Select All"/> <input type="button" value="De-Select All"/>
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Select A User To Maintain <input type="text" value="HamiltonE1"/> <input type="button" value="Cancel"/>																													

5. Administrators Console – Click 'Administrator' then 'Users and System Access' then 'Administrators Console'

ACCOUNT MANAGEMENT

Total registered users: 5 Users online now: 2
Please click one of the following links to display all users whose name begins with that letter:



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#)
[S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

This allows you to search for usernames, as shown below you can click on the letter of the usernames surname.

ACCOUNT MANAGEMENT

Total registered users: 5 Users online now: 2
Please click one of the following links to display all users whose name begins with that letter:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#)
[S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Edit	UserName	Last activity
	StebbingsA3	04/09/2007 08:00:57
	SteelJ1	03/03/2008 10:48:41

This example shows all usernames being with S. To edit one of these click the pencil next to their name.

It displays when the user last login to the system.

Profile name:

First name:

Last name:

Administrator

DATA ACCESS

Default class:

Any class

You can then see the correct username and what the user authority to see and use. This can be updated on this screen.