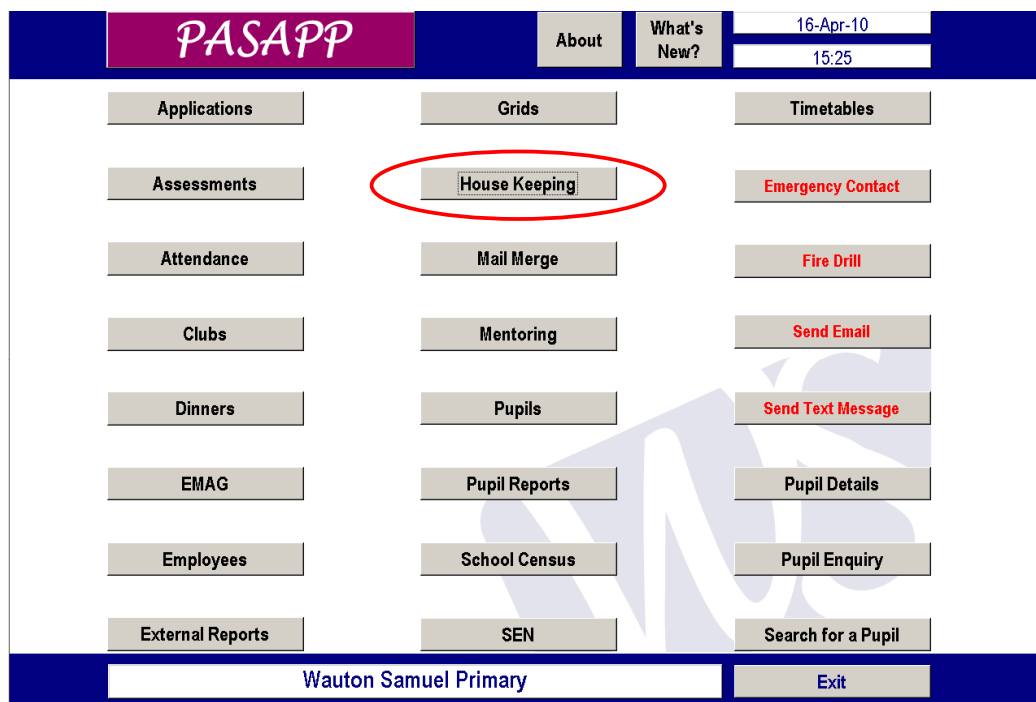


Sending files to Fronter using a URL

In order for the school to use this service you must get a URL. You will need to contact fronter, who will provide you a URL which is unique to your school. However they may also ask you to download and install their software which will also provide you a URL. Alternatively login to your fronter account and set up data transfer which will provide URL.

Once you have got the URL please follow steps below:

1. From the main screen in Pasapp go to housekeeping



The screenshot shows the main menu of the PASAPP system. The interface has a dark blue header with the 'PASAPP' logo on the left. To the right of the logo are buttons for 'About' and 'What's New?'. Further right, a date and time display shows '16-Apr-10' and '15:25'. Below the header is a grid of menu items. The 'House Keeping' item in the second column is circled in red. At the bottom of the screen, there is a dark blue footer bar containing the text 'Wauton Samuel Primary' and an 'Exit' button.

PASAPP			About	What's New?	16-Apr-10 15:25
Applications	Grids	Timetables			
Assessments	House Keeping	Emergency Contact			
Attendance	Mail Merge	Fire Drill			
Clubs	Mentoring	Send Email			
Dinners	Pupils	Send Text Message			
EMAG	Pupil Reports	Pupil Details			
Employees	School Census	Pupil Enquiry			
External Reports	SEN	Search for a Pupil			

Wauton Samuel Primary Exit

2. System functions

16-Apr-10 MENU - HOUSEKEEPING 15:29

Address Types	Immunisations	Referrers
Allocation Types	Key Stages	Religions
Buildings	Lateness Follow-Up	Rooms
Churches	Literacy Groups	Schools
Classes	Local Authorities	School Closures
Countries	Mailmerge Documents	SEN Support Types
Dietary Requirements	Medical Conditions	Stage of English Fluency
Distance Bands	Medication	Standard Text Messages
Doctors	Peer Groups	Travel Arrangements
Duties	Place Types	Validate Addresses
Excluded Addresses	PRU Service Level Types	Validate Email Addresses
Exclusion Reasons	Pupil Sources	Validate Text Numbers
Family Structures	Reasons For Leaving	Voting Rules
Fixed Assets	Referral Categories	Year Groups
	Referral Status Values	

Reports Help **System Functions** Exit

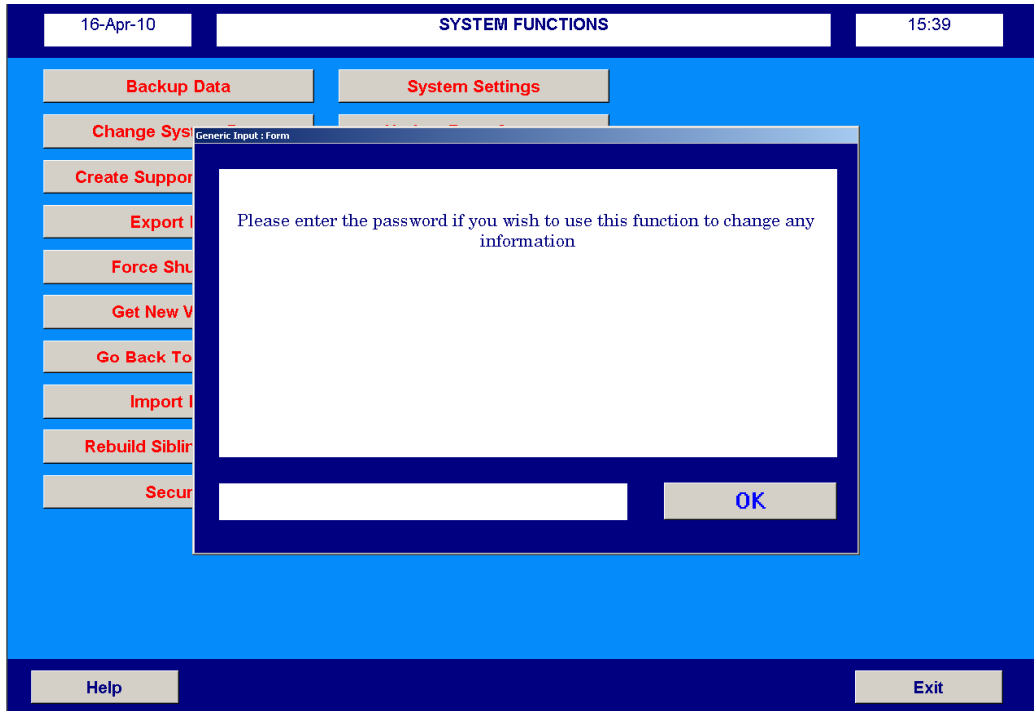
3. System settings

16-Apr-10 SYSTEM FUNCTIONS 15:34

Backup Data	System Settings
Change System Date	Update From Support
Create Support Database	Upload Photographs
Export Data	
Force Shutdown	
Get New Version	
Go Back To Backup	
Import Data	
Rebuild Sibling Groups	
Security	

Help Exit

4. This will then ask you for a password.



Please contact the office on 020 8691 6622 to obtain the daily password.
Once you have entered the password, click ok to continue.

6. The following screen will allow you to record the URL that has been given to you:

16-Apr-10 **SYSTEM SETTINGS** 10:43

Please call Wauton Samuel if you are unsure about using this function

Database Name:	Wauton Samuel Primary	
Pupils Database Location:	P:	
Finance Database Location:	Not Installed	
Frontier URL		
Atomwide URL	https://support.atomwide.com/groupcall/upload.pl	Prompt For Export: <input checked="" type="checkbox"/>
LP+ Auto Export	<input type="checkbox"/>	Back Up On Exit <input checked="" type="checkbox"/>
OMR on site:	<input checked="" type="checkbox"/>	LP+ Last Export Date
Proximity Cards in use:	<input checked="" type="checkbox"/>	Preferred Screen Font: No Change 0
Pupil Tracking Auto Send:	<input checked="" type="checkbox"/>	FTP Site: 217.34.225.68
Show Bulletin button:	<input type="checkbox"/>	Last APP's Export Date:
Warn about siblings:	<input checked="" type="checkbox"/>	Last Assess Export Date:
Designate Foundation / Open Places:	<input type="checkbox"/>	Last SEN Export Date:
Distance Used In Admissions Criteria:	<input type="checkbox"/>	Text Message Password: *****
Manually Allocate Admissions Priority:	<input type="checkbox"/>	
Own Admission Authority:	<input type="checkbox"/>	
Warn About CRB	<input type="checkbox"/>	

Implement Changes

Reset Fonts to Default Wauton Samuel Primary Exit

The URL that you have got will need to be entered in to the frontier URL line as indicated above.

Once you have entered the URL click on implement changes which will confirm the changes and take you back to the main menu.