Perspective Lite

Secure file Transfer Guidance Notes 2013

(Send your file to the LA)

Management Information
September 2013

Kent County Council
kent.gov.uk

Instructions for Secure File Transfer

How to send your file to Management Information

Open Internet Explorer

Type the website address in the address line **https://perspective.angelsolutions.co.uk** and press return.

- **Login** to **Perspective Lite** using the login details you should have received by e-mail.

  If you have not yet received your login details please e-mail Angel Solutions at **perspectivesupport@angelsolutions.co.uk** or call them on **0845 129 7196**.

If you click on the "Forgotten your password?" link you can enter either your username (if known) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.
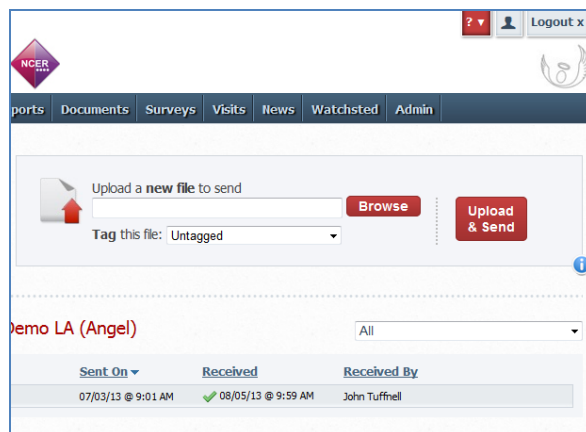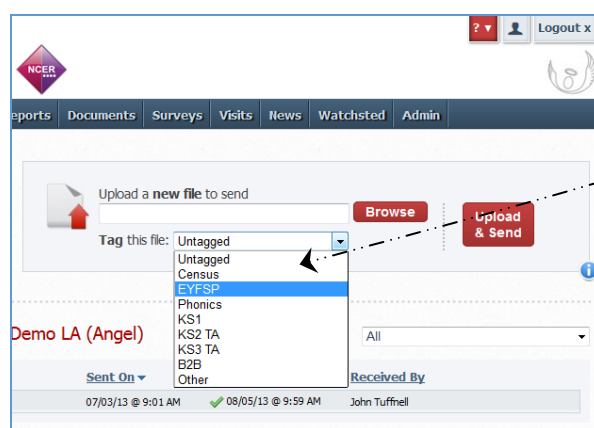
- Once logged in hover the mouse over **Documents** and click on **Send Files**

- To locate the file you will need to click on the **Browse** button. You will then need to find the file you wish to upload on your computer saved in your relevant folder

- Select the correct file tag to correspond with the file you are uploading

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- Once you have found the file, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA

- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful

> ⓘ Your file has been uploaded and sent to Kent.   x
>
> Once Kent 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.

- **You have now sent the file and can exit if you wish,** or you can locate another file that you wish to send

- All sent files are visible in the **Files Previously Sent** section at the bottom of the page

- You will be able to see the name of the file, who uploaded it and the date it was sent

- You can also see if the file has been received by the LA, when they have received it and who received it

- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
    - All
    - Sent and Not Yet Received
    - Received
- You will only be able to recall a file that has not yet been received by your LA.

You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

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