

## How to transfer your XML files to Management Information

As last year, files will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

Firstly, 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 use when you return your Census file or B2B data to us.

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

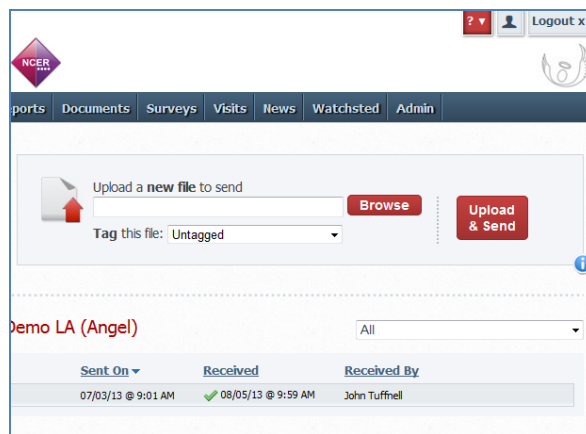


If you click on the "[Forgotten your password?](#)" link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

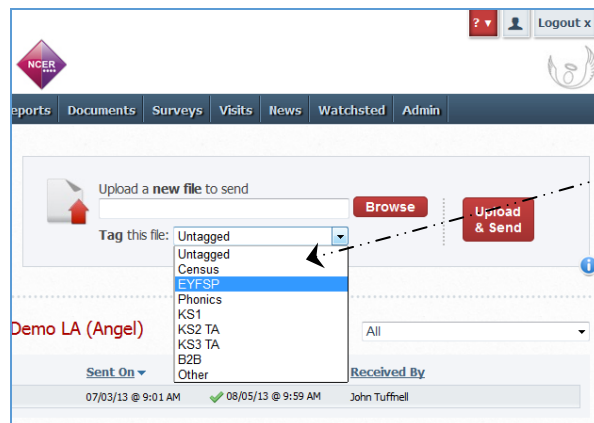
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- To locate the file you will need to click on the **Browse** button. You need to navigate to the path where your saved CTF files are kept.



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



- 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

Please transfer your XML for all relevant Key Stages between the end of May and:

**Friday 17 June 2016 - Key Stage 2**  
**Friday 24 June 2016 - FSP and Phonics**  
**Thursday 30 June 2016 - Key Stage 1**

- 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.

## Management Information Contacts

If you have any problems with returning your XML file please contact:

### Early Years Foundation Stage

Michelle Hastie	03000 417091
Abi Maunders	03000 417131
Teresa Westbrook	03000 417197

### Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131
Michelle Hastie	03000 417091

### Key Stage One

Wahida Siddique	03000 414655
Ed Lacey	03000 417113
Erika Griffiths	03000 417082

### Key Stage Two

Hayley Savage	03000 414286
Matt Ashman	03000 417012
Erika Griffiths	03000 417082