

School To School (S2S) Website



S2S USER GUIDE

December 2010

School to School (S2S) – December 2010

The School to School Website can be found at
www.teachernet.gov.uk/management/ims/datatransfers/s2s



Clicking the above Link on the webpage will take you to the Logon Page

Alternatively the web address to go directly to the login screen is
<https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/login.asp>

Login

Please enter your username and password
in the boxes below and press Submit

Username:

Password:

- Enter your Username and Password and click **submit**. You will then be directed to the Secure Data Transfer System page.

(Please contact Admissions if you have forgotten your Username / Password, contact numbers can be found at the end of this guide)

IMPORTANT

If there is a message on S2S stating "**MICROSOFT VBSCRIPT RUNTIME ERROR 800a0035**" please follow the instructions at the bottom of the statement before you try to download otherwise you may lose the file sent to you.

(A copy of these instructions is shown below)

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INSTRUCTIONS TO ALLOW DOWNLOADS FROM S2S

A new layer of security has been introduced by Microsoft Internet Explorer which then blocks the file download. To switch off this blocking feature:

In Internet Explorer (the grey bar at the top of any Internet page):

click on **Tools**

then click on **Internet Options**

and select the **Security** tab

Click on the **Custom Level** button

when the **Security Settings** window appears, scroll down to **Downloads**

The first option is **Automatic prompting for file downloads**

Select **Enable** and click on **OK**

-a warning appears 'Are you sure you want to change the security settings for this zone?' click on **Yes**

The Internet Options page reappears-click on **OK** to complete the process

You may need to contact the Admissions Systems Team and request them to upload your file again if the file has disappeared for security reasons.

Note: This change of settings will only remain until your PC is switched off, after which time it will automatically default back to the original settings, ie. Disabled.

However, if this process doesn't work, and the setting instantly defaults back to '**Disabled**' before switching your PC off, you will need to contact the EIS helpdesk for advice on downloading.

To Download Files:

Click on → 'Download' and then → 'Download Generic Files'

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Version: 2.42

Download

- Home
- + Upload
- Download
 - **Download Generic Files**
 - Re-Download Generic Files
 - Download Admissions Files
 - Re-Download Admissions Files
- Reports
- + Messages
- + Message Templates
- + Message Address Groups
- Contacts
- Change Password
- Logoff

Please select an item from the list...

You will **NOT** need to use Admissions Files for this process.

Clicking on **Download Generic Files** will open up the following page...

The list will show any files that you may have to download.

The S2S website will send an e-mail notification to the e-mail address registered with the S2S team to advise your school that there are files to download.

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Generic Files available for download

(select a file and click on 'Download Generic file' to commence the download)

There are 1 Generic file(s) available for you to download.

8864250_886ADM3_42502_EA.xls.xls

If more than one file is selected then files will automatically be zipped.

Download Generic File

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Files names will be in the following format:

886ADMS_886**_~~~~~**

Your DFE number File description (e.g. Y7torank.xls)

- Then press the **'Download Generic File'** button
- You will be asked to confirm it is the correct file to be downloaded – Click **OK**

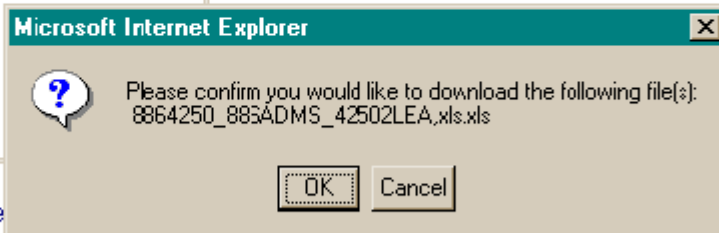
File Confirmation:

Generic Files available for download

(select a file and click on 'Download Generic file' to commence the download)

There are 1 Generic file(s) available for you to download.

8864250_886ADMS_425J2LEA.xls.xls



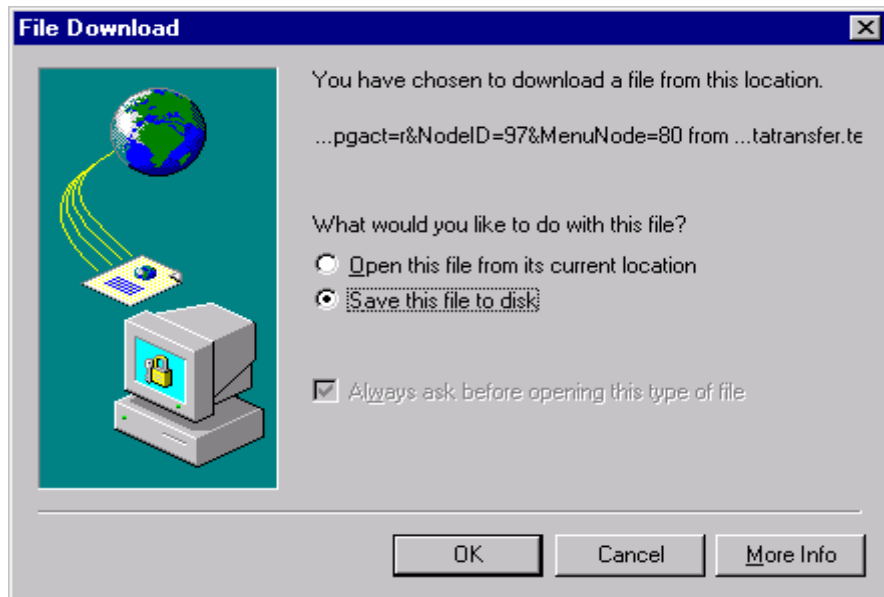
If more than one file is se

Download Generic File

- Check the file name is correct and click on **'OK'**.
- Clicking **OK** will open the Windows File Download box; this may take a few seconds.

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IMPORTANT: See page 16 if the file download box is not displayed.



Important Download information

It may take the S2S Website a few minutes to bring up the File Download window, particularly if the site is busy. Before it opens you may see the web page change to:

"Was the download of File:.....completed successfully?"

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- Home
- ± Upload
- ≡ Download

- Download Generic Files
- Download Admissions Files
- Re-Download Admissions Files

Was the download of file:

886ADMS_886ADMS_LEA2xxxx.xls

completed successfully?

Yes

No

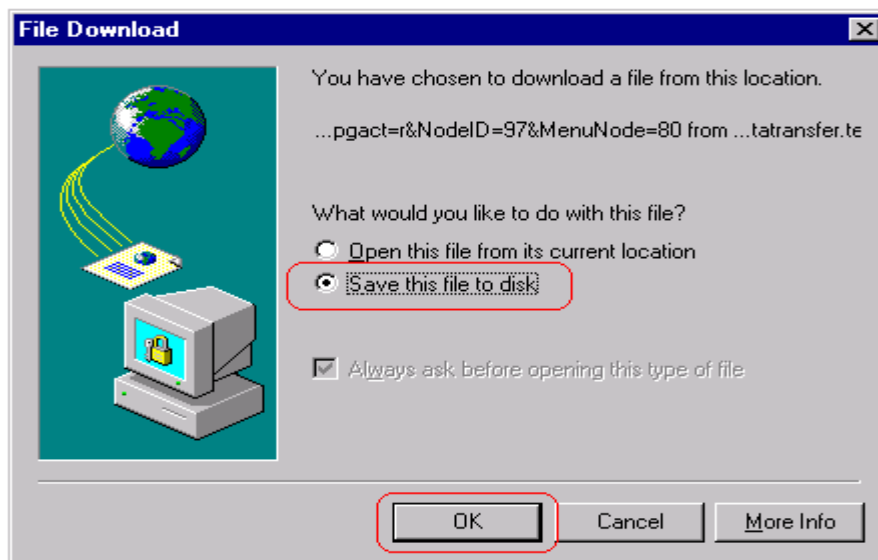
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At this stage please do not press anything and wait for the Windows File Download box to open.

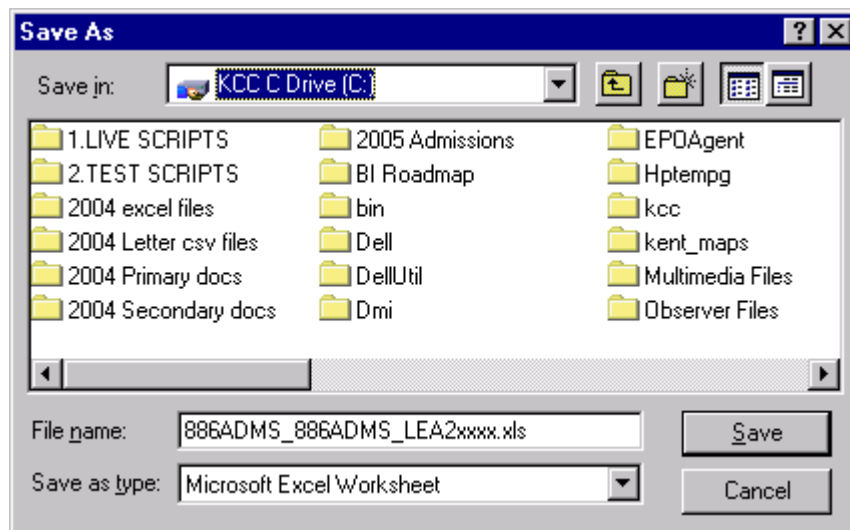
After a few minutes if the box has still not appeared click `No' on the above box asking if the file was downloaded successfully and it should appear. Clicking `No' should take you to page 15.

Once the Windows Download box is open.

- Follow the normal Windows steps to save the file to your preferred drive.
- Click on `Save this File to disk' and `OK' button:



- You will then see the Windows `Save As' box:



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- This is asking you to save the file to your PC. Do not change the file name and save in a location where you can remember where to find it (Note: please do not save in 'Temp' as some PC's will empty the items in this folder when you log off).
- Click `Save'.
- Once saved you must confirm on the website that the file has been downloaded successfully. Check the file has been saved before clicking YES.

Note: after clicking **YES** the file status is changed and will no longer appear as a file to be downloaded. An option to `Re-Download' generic files has been added to the site, use this option if you make a mistake and have not saved your file.

If the file cannot be found in the Re-Download screen, please contact the Admissions Team - details at the end of this guide

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Version: 2.3

<ul style="list-style-type: none">● Home± Upload▣ Download<ul style="list-style-type: none">● Download Generic Files● Download Admissions Files● Re-Download Admissions Files	<p>Was the download of file:</p> <p>886ADMS_886ADMS_LEA2xxxx.xls</p> <p>completed successfully?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>
---	--

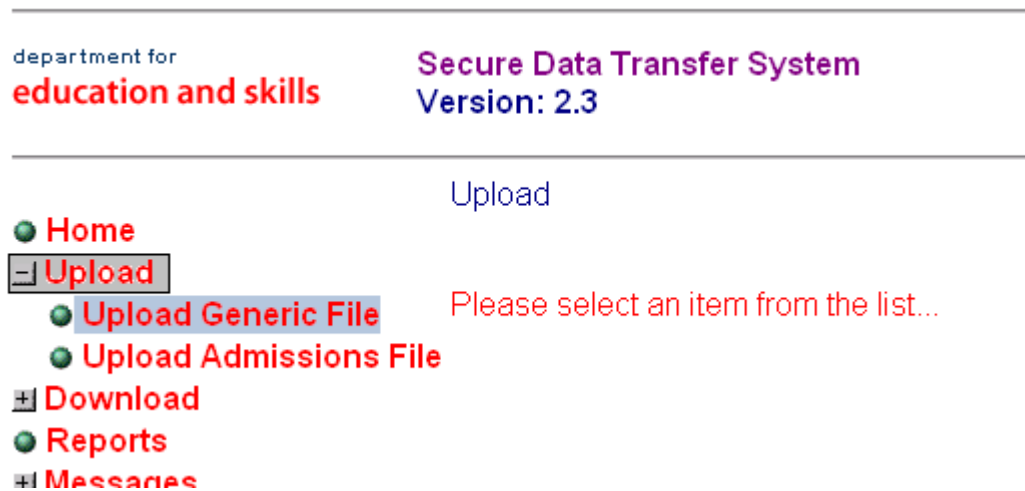
- Clicking **YES** will end the Download procedure
- You will now be able to access your saved Schools pupil file in the normal way.

YOU MAY NOT SEE THE ABOVE SCREEN IF YOU HAVE PREVIOUSLY HAD TO CLICK THE `NO' OPTION. IF THIS IS THE CASE EXIT THE WEBSITE AND LOCATE YOUR SAVED FILE.

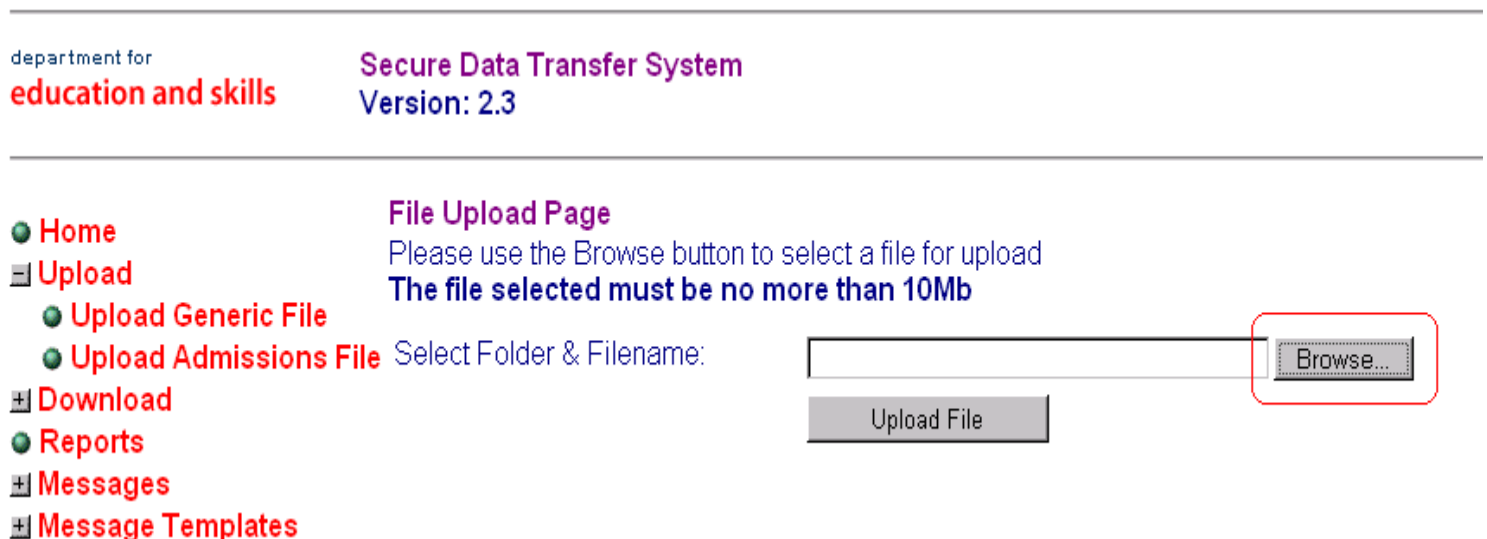
To Upload Files:

Once the file has been saved with the correct file name you will be able to upload the file on the S2S Website.

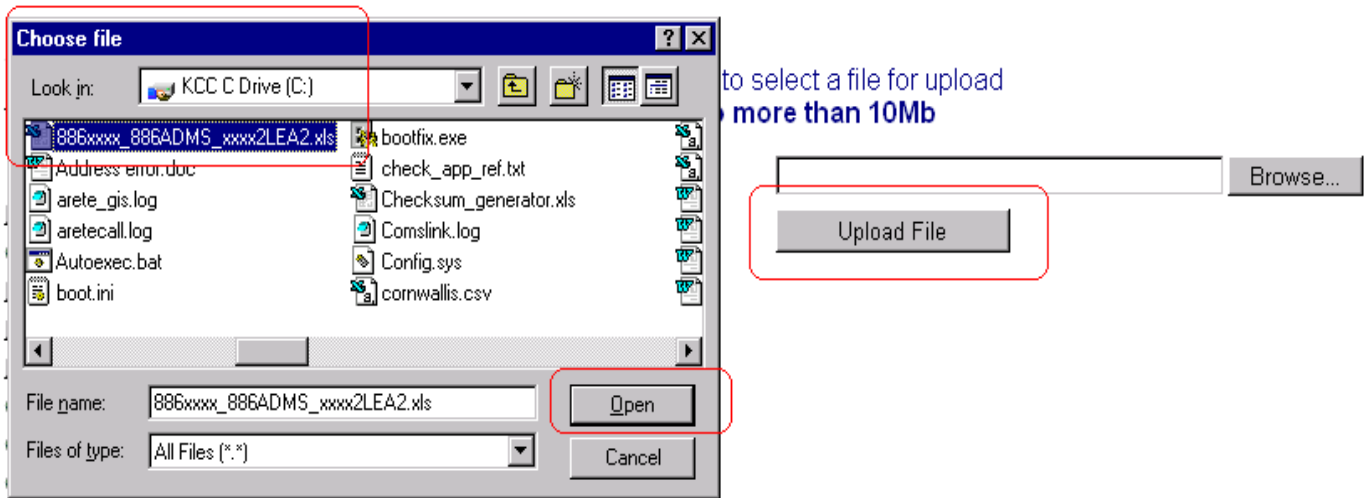
- Logon to the Website in the same way as before (see page 4 of this manual).
- When logged on click on → 'Upload →'Upload **Generic** File':



- Clicking on Upload Generic File will open the following window:



- Click **Browse** and locate where you saved your **re-named file** in the Windows 'Choose File' box.



Having located the correct file to be sent to the LA, Click on the file to highlight it and then click '**Open**'

- This will put the Pupil file name and path in the box on the S2S website, next to the 'Browse' button.
- Click '**Upload File**'- you will get a message stating that it *'Could take up to 5 minutes to Upload'* Click **OK**
- You will then be told that the Pupil file has been successfully **Transferred** to the Website.

The file 886ADMS_886ADMS_xxxx2LEA2.xls has been transferred to the web site.

Please use the **Back button** to return to the Upload Generic File Page.

- **Home**
- ☰ **Upload**
 - **Upload Generic File**
 - **Upload Admissions File**
- ⊕ **Download**
- **Reports**
- ☰ **Messages**

You can now exit the S2S Website.
