

# Perspective Lite

## Secure File Transfer Guidance Notes 2013

(Download your file from the LA)

Management Information  
September 2013



## Instructions for Secure File Transfer

### How to download your file from Management Information

- You will receive an e-mail notification alerting you to log onto **Perspective Lite** to view/download documents.

***Please be aware that your e-mail address may be set up as headteacher@ therefore it is important your head teacher forwards on any e-mail notifications to the correct member of staff in the school.***

Open Internet Explorer 

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

It is worth adding **Perspective Lite** as a favourite on Internet Explorer on your initial login for easy future access.

- 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](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 (if known) or your e-mail address and a reminder of your login details will be e-mailed to you. The

**Management Information  
September 2013**



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. The assigned address should be the same address to which the notification e-mail was received.



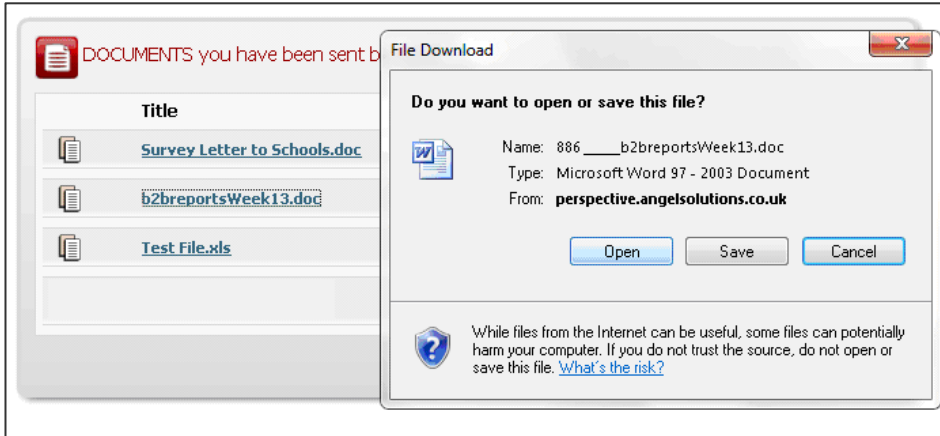
- When you first login to Perspective Lite you will be able to view the most recent notifications for your school
- You can then view the most recent documents that have been made available by your LA by clicking on the “**view documents**” link in the **New/Updated LA Documents** panel
- You will see all files waiting to be downloaded.

DOCUMENTS you have been sent by KENT

Title	Description	Uploaded Date
<a href="#">Survey Letter to Schools.doc</a>		03/04/2012
<a href="#">b2breportsWeek13.doc</a>		19/04/2012
<a href="#">Test File.xls</a>		26/03/2012

[View all](#)

- Click on the file you wish to download and select **Open** or **Save** onto your computer.



## Accessing historic documents

The screenshot shows the Perspective Lite interface. At the top, there is a navigation bar with the following items: Home, Self Evaluation, Planning, Perf. Mgmt, Reports, Documents, Surveys, News, and Watchsted. The 'Documents' tab is highlighted, and a dropdown menu is open, showing 'Document Pool' and 'Send Files'. Below the navigation bar, there is a 'MY INBOX' section with a folder icon and the text 'View the latest LA documents' and 'View the most recent documents sent to you by your LA.'. A dashed line points from the 'Document Pool' dropdown menu to the 'MY INBOX' section.

There may be times when you need to access documents that are not shown in your recent notifications. You can access these documents by clicking on the “Document Pool” tab on the navigation bar.

This will take you to the documents page in Perspective Lite

The screenshot shows the 'Document Pool' page in Perspective Lite. At the top, there is a navigation bar with the following items: Home, Self Evaluation, Planning, Performance Mgmt, Reports, Documents, Surveys, Visits, News, and Admin. The 'Documents' tab is highlighted. Below the navigation bar, there is a 'Document Pool' section with a folder icon and the text 'All files sent to your school from the Local Authority are available in the folders below. To get help using the Document Pool visit the Help Section'. There are two buttons: 'See latest LA Documents' and 'Back to Home'. Below this, there is a 'You are here : LA Documents' breadcrumb. On the left, there is a folder tree with the following items: LA Documents, fsp, 2008, 2009, 2010, ks1, and ks2. On the right, there is a table of documents with the following columns: Type, Name, Updated At, and Options. The table contains the following rows:

Type	Name	Updated At	Options
Folder	fsp	-	view
Folder	ks1	-	view
Folder	ks2	-	view
Image	missingapplythembutton.png	05/07/12	view
Image	documentorder.png	05/07/12	view
Image	3257TestImage.jpg	07/09/12	★ NEW view
Image	3257_TestImage.jpg	07/09/12	★ NEW view
Excel	Book1.xlsx	10/09/12	★ NEW view

Any new documents will be highlighted in the folder and you can view any document by clicking on the “view” link next to the relevant document.