

INSTRUCTIONS FOR TRANSFERRING THE FILES THROUGH S2S

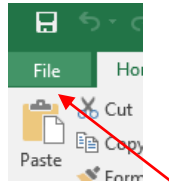
The spreadsheets need to be named in the following format for sending through the S2S site:

YourschoolDFENumber_DestinationDFENumber_Filename.xls

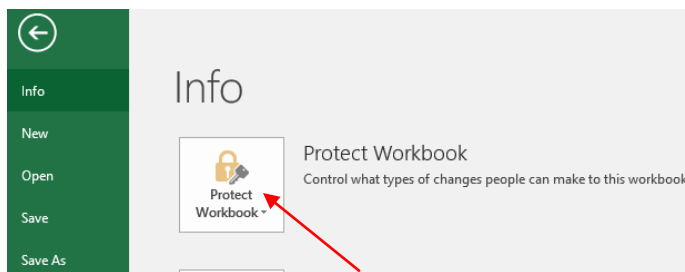
Encrypting/Protecting the Spreadsheets

The spreadsheets should be encrypted in the following way before sending:

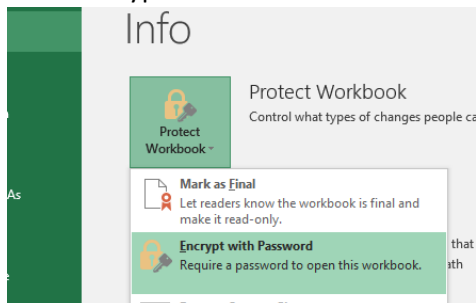
1. In Excel go to 'File'



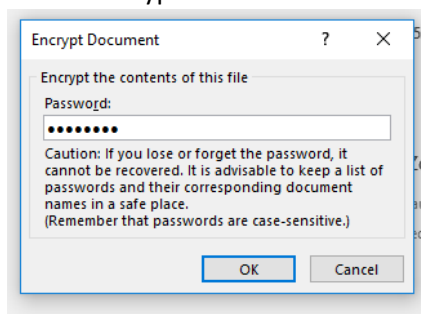
2. Select Info and then click 'Protect Workbook'



3. Click 'Encrypt with Password'




4. Create a password using the following format first 3 letters of your school and then your DFE number and click 'OK' You will be asked to enter the password again to confirm. The document is now encrypted.



Sending the File Through S2S

1. Log in to S2S
2. Select 'Upload Generic file'

Department for Education

Secure Data Transfer System
Version: 2.42

- Home
- [-] Upload
- Upload CTF File
- **Upload Generic File**
- Upload PLASC/School Census File
- Upload Consistent Financial Reporting file
- Upload Exclusion File
- Upload Admissions File
- [+] Download
- View / Remove CTF Files
- ULN Service
- Reports
- [+] Messages
- [+] Message Templates
- [+] Message Address Groups
- School Details
- Contacts
- Logout

Upload

Please select an item from the list...

3. Select File and Upload
4. The file will be sent. You will need to advise the relevant secondary school's admissions team that you have sent a file in this way see below:

After uploading the Generic Files you can send a message on mass to all the schools that need to know they have a generic file uploaded.

Click on Messages
Click Send Message

Department for Education

Secure Data Transfer System
Version: 2.42

- Home
- [-] Upload
- [-] Download
- View / Remove CTF Files
- ULN Service
- Reports
- [+] Messages
 - View/Delete Messages
 - **Send Message**
 - View Sent Messages
- [+] Message Templates
- [+] Message Address Groups
- School Details
- Contacts
- Logout

Please select a Template

Template Name	Description
Blank Message	:
Brian test	:Testtest :England
CTF Request	:To request a CTF for a pupil :All
Generic File Transfer	:Generic File has been sent (admissions) :Hillingdon
Hillingdon CME	:CME Hillingdon :Hillingdon
Test	:Test :England

Preview selected template

Use selected template

Choose the option "Generic File Transfer" and click on next

Home
Upload
Download
View / Remove CTF Files
ULN Service
Reports
Messages
View/Delete Messages
Send Message
View Sent Messages
Message Templates
Message Address Groups
School Details
Contacts
Logoff

Please select a Template

Template Name	Description
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Hillingdon CME	:CME Hillingdon :Hillingdon
Test	:Test :England

Preview selected template Preview
Use selected template Next

From the schools section choose the school (or multiple schools by holding Ctrl and clicking on each school)

Click on Add Selected School to Recipient List

Populate School List V

- 312 2078 - Cranford Park Academy
- 312 4009 - De Salis Studio College
- 312 2016 - Deanesfield Primary School
- 312 3307 - Dr Triplett's CofE Primary School
- 312 2019 - Field End Infant School
- 312 2018 - Field End Junior School

Add selected school to recipient list >

They will all appear in the Message Recipient box

Message Recipients

- 312 2078 - Cranford Park Academy

< Remove entry from list
Create Message >

Click create Message and type the message you wish to send into the box and click Send. The contacts for that school should receive the notification that a generic file has been uploaded for their school

312 2078 - Cranford Park Academy;

Generic File has been sent (admissions)

type message here

Print

Back

Send