

Getting Started with SIMS .net

Using the Home Page

The Home Page is displayed when you first open SIMS .net. It contains a personalised overview of the individual activities recorded for the forthcoming week. In addition, messages can be sent to any SIMS .net user. Received messages are displayed in the **My Messages** panel.

The Home Page can be viewed at any time by selecting **Focus | Home Page**. Click the **Refresh** button to update the display.

The following graphic shows the Home Page with the default panels displayed.

Click to show/hide the **SIMS Shortcuts** panel.

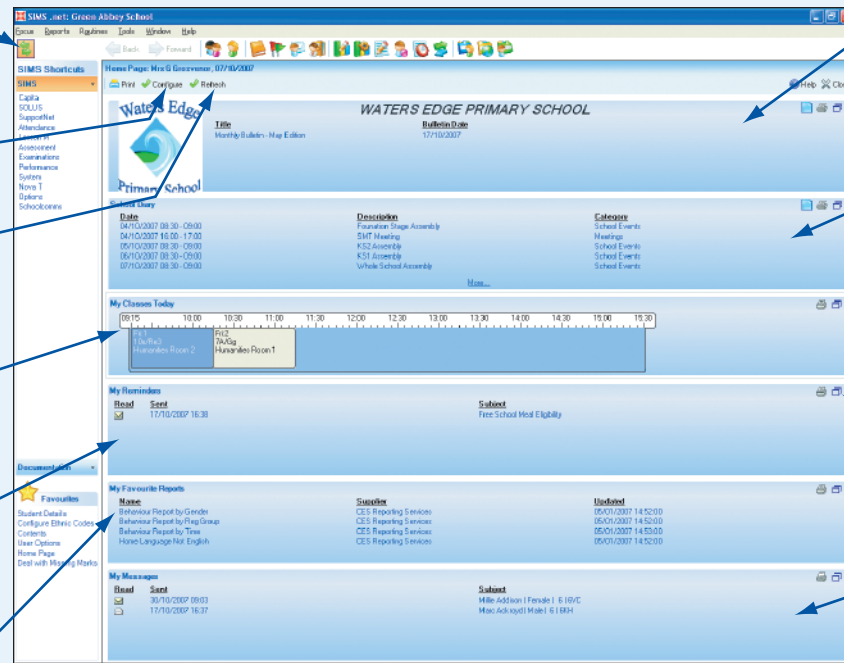
Click to add panels to, or remove panels from the Home Page.

Click to refresh the display, e.g. check for reminders, new messages, etc.

My Classes Today
Displays a brief overview of any timetabled classes that you are scheduled to teach.

My Reminders
Displays any reminders you have set, e.g. free school meal eligibility expiry dates.

My Favourite Reports
Lists any reports added to the **Favourites** folder in the reporting area of SIMS .net.



School Bulletin
Displays any school bulletins issued within your school.

School Diary
Displays a brief overview of any events scheduled to occur during the forthcoming week. These events would have previously been set up in the School Diary. Click an event to see more detail.

Click to maximise the view to a full page.

My Messages
Messages can be sent and received via an email facility in SIMS .net. Any messages sent will be displayed when the recipient opens their Home Page.

Hyperlinks

Hyperlinks in SIMS .net are similar to links available on the web. They work in two ways. Hyperlinks at the top of a page can be used to 'jump' to panels further down the page.

The hyperlinks available will vary depending on the area in SIMS .net.

Underlined field names are hyperlinks that display pages of additional information. For example, in the **Focus | Pupil | Pupil Details - Basic Details** panel, clicking the **Year Group** hyperlink displays a page listing all other pupil/students in that year group.

Adding Shortcuts to SIMS .net

Shortcuts can be added to the **SIMS Shortcuts** panel, which is displayed on the left-hand side of the SIMS .net main window. Panels can be added, enabling you to switch between various sets of predefined shortcuts in a similar way to Microsoft® Outlook.

NOTE: Shortcuts cannot be created until a shortcuts panel has been added.

Adding a Shortcut Panel

1. Click the down arrow on the title bar of any existing shortcut panel and select **Add Panel** from the drop-down list.
2. A title bar will be displayed, labelled **New Panel (<panel number>)**. Overtyping this name with the required panel name and then clicking off the title bar to accept the name entered.

Adding an External Shortcut

It is possible to add any executable file as a shortcut, such as applications, documents, etc.

1. Click the down arrow on the title bar of the shortcut panel where you want to add an external shortcut then select **Add External Shortcut**.

NOTE: The SIMS panel is reserved for shortcuts to SIMS SQL modules only. To add shortcuts to any other applications, you should create a new panel and add them there.

2. Navigate to the location of the shortcut you want to define, then click the **Open** button. The name of the shortcut will be displayed in the **Shortcut** panel.

- Double-click this name to launch the associated application.
- Right-click the shortcut and select **Rename 'shortcut name'** to customise the shortcut name.

Adding an Internal Shortcut

Internal Shortcuts can be created to save time navigating around SIMS .net. For example, you might find it beneficial to set up an internal shortcut to the **Contacts** area, in case of an accident or an emergency.

1. Click the down arrow on the title bar of the shortcut panel to which you want to add an external shortcut.
2. Select **Add Internal Shortcut** followed by the menu route of the area to which you want to add as a shortcut, e.g. **Focus | Student | Student Details**. The name of the shortcut will be displayed in the **Shortcut** panel.

- Double-click this name to launch the specified area of SIMS .net.
- Right-click the shortcut and select **Rename 'shortcut name'** to customise the shortcut name.

Deleting Shortcut Panels

Click the down arrow on the title bar of the **Shortcut** panel you want to remove, then select **Remove 'panel title' Panel**.

Deleting Shortcuts

Right-click on the shortcut you want to remove, then select **Remove 'shortcut name'**.

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Searching for Information

Browsers are used throughout SIMS .net to help you search for specific records or items of data. For example, browsers are available in the **Student** and **People** focus areas to search for specific pupil/students or people (such as members of staff, contacts, etc.).

Navigate to the area of SIMS .net you wish to search, e.g. select **Focus | Student | Student Details**. The appropriate browser is then displayed.

The search criteria available will depend on the browser. A combination of entering values in fields and selecting from drop-down lists can be used. For example, entering a **Surname** and selecting a **Year Group** will list all the pupil/students with that surname in the selected year group.

Each browser has a default set of values. For example, in the **Find Student** browser, the defaults will list all pupil/students currently on-roll. Click the **Search** button without entering any search criteria to search based on the default values.

Name	Year Group	Reg Group	House	Gender	Admission Number
Abdel, Ben	2	SG 01		Male	000112
Abdel, Michael	2	2E		Male	000558
Abraham, Jane	3	SG 01		Female	000333
Abdussein, Mark	4	SG 01		Male	000334

Any values entered into fields are not case sensitive.

You can also enter partial or complete values. For example, entering **Smith** in the **Surname** field will search for all pupil/students with the surname of **Smith**. Entering **At** in the **Surname** field will search for a student whose name begins with **At** and will return **Atkins**, **Atkinson**, etc. Wild cards are particularly useful when you are unsure of spellings. You can use either ***** or **?** as wildcards. For example, entering **S*rind*** or **S?rind?** would return either of the following spellings - **Sarinda** or **Surinder**.

Searching for Inactive Items

By default, all active records/data are searched. There may however, be occasions when you want to search for inactive data (this can include data that has been intentionally set as inactive, such as lookup codes, or year groups and reg groups that are no longer used).

Inactive items can be viewed in a number of browsers by clicking the **Inactive Items** button, adjacent to the required drop-down list.



Inactive Items button

Changing How Information is Displayed in a Browser

Data can be shown as a **List** that matches the selected criteria, as **Details** (such as the year group, registration group and gender for **Student** browsers), or in some circumstances, as **Photographs**. Select the required option from the **View** drop-down list.

IMPORTANT NOTE: Displaying a large number of photographs will significantly slow down the application.

Changing Screen Area Colours

The colours for various areas of SIMS .net can be changed according to your requirements.

1. Select **Tools | Setups | User Options** to display the **Customisation Options** page. Colours can be selected for **Invalid Value Background Colour**, **Invalid Value Text Colour**, **Unusual Value Background Colour** and **Unusual Value Text Colour**.
2. Click the down arrow in the colour field that you want to change, then select a colour from the **Choose a color** dialog. Click the **Save** button on the toolbar to retain the changes.

Using the Calendar

Selecting Dates

The **Calendar** button featured in many SIMS .net windows allows you to easily select a date. The Calendar can be used as follows:

1. Click the **Calendar** button to display the calendar.
2. Click the **Forward** or **Back** arrows to change the month, then click the specific date.
3. Click the **Year** to display up and down arrows, enabling you to move between years.



Calendar button

4. Click the **Month** and select the required month from the drop-down list.
5. Double-click the required date to select it. To select today's date, click the **Today** button.

Selecting Effective Dates

The **Effective Date** field included in many SIMS .net windows is the date on which the displayed data is based. It is therefore possible to view data from previous years, e.g. the classes a pupil/student attended last year.

The **Effective Date** usually defaults to today's date but can be changed by manually entering the required date in the relevant field, or by clicking the **Calendar** button and selecting the required date as previously described.

Click the **Refresh** or **Go** button to refresh the data according to the date selected.

Where to Get More Help

Need additional help? Online help is available by selecting **Help | Contents** from the SIMS .net Menu Bar. The associated handbooks are available by clicking the appropriate title in the **Documentation** shortcuts panel in SIMS .net. Additional information is available from SupportNet, <http://support.capitaes.co.uk>.

This guide is based on the version of the software (7.97) in use at the time of publication. For details of changes to the software, please refer to the associated handbook and online help file.

For further copies of this, or other Quick Reference Sheets, please email publications@capita.co.uk.

For information on available training courses, please contact Capita Professional Services on 01234 838080 or email profserv@capita.co.uk.

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