

# CAPITA

## Setting Up One Headcount for Local Authorities

last updated for the Autumn 2014 (3.55) release

Technical Guide

one



## Revision History

Version	Published on
Autumn 2014 (3.55) - 1.0	27/11/2014

### Doc Ref

Setting Up One Headcount for Local Authorities Technical Guide/Autumn 2014 (3.55)/2014-11-27

© Capita Business Services Ltd 2014. All rights reserved.

No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

[www.capita-one.co.uk](http://www.capita-one.co.uk)

### Contacting the Service Desk

You can log a call with the Service Desk via the Web Support tool available on [SupportNet](#).

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[onepublications@capita.co.uk](mailto:onepublications@capita.co.uk)

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.



# Contents

<b>01/ Introduction and Prerequisites .....</b>	<b>1</b>
Overview .....	1
Using this Handbook .....	1
Prerequisites .....	1
Configuring Early Years Headcount checklist.....	1
<b>02/ Installing the license .....</b>	<b>3</b>
Licensing Early Years Headcount.....	3
<b>03/ Setting user permissions .....</b>	<b>4</b>
Assigning Permissions .....	4
Provider Portal Headcount Administrators (PP Headcount Adm) .....	4
Provider Portal Headcount User (PP Headcount Usr).....	4
Portal Back Office User Permissions .....	4
Creating a Portal User Account .....	4
Activating a Provider Portal User Account .....	4
Logging into the Provider Portal.....	5
<b>04/ Setting Up Early Years Headcount .....</b>	<b>6</b>
Editing Bases .....	6
Disabling the XML Transfer Option.....	6
Making a Base a B2B Student Base.....	6
Setting up Scheduled Tasks .....	6
<b>05/ What Next? .....</b>	<b>8</b>
<b>Index .....</b>	<b>9</b>



# 01 / Introduction and Prerequisites

## Overview

This document describes how to configure the Early Years Headcount module for use in the One Provider Self Service portal. The portal is hosted in the One web-tier and therefore the server components are installed by the One Technical Services team. However, there are configuration steps that must be carried out on the mid-tier components as well. For Local Authorities that manage their own mid-tier infrastructure, these mid-tier configuration steps must be carried out by the local IT department. Finally, there are configuration steps that must be completed by a One Administrator via the One v3 Client, One v4 Client and within the Provider Self Service portal.

**IMPORTANT NOTE:** This handbook assumes that you have an existing Provider Self Service portal installed. If you do not, please refer to the Technical Guide - Deploying and Configuring the One Provider Self Service Portal for Local Authorities document available on the One Publications website (<http://www.onepublications.com>).

## Using this Handbook

This handbook is intended to be used by system administrators to install and configure the server components and by One Administrators to configure areas within the One v3 Client, One v4 Client and within the portal to enable the Self Service portal operation.

This handbook is intended to be used by One Administrators to configure the One environment to use the Early Years Headcount module. It is assumed that the One Provider Self Service portal have already been installed by the One Technical Services team. Configuration is required in the One v3 Client, One v4 Client and within the One Provider Self Service portal.

## Prerequisites

- Existing Provider Self Service portal installation.
- An Early Years Headcount licence.
- Early Years migrated to v4.

## Configuring Early Years Headcount checklist

For the Early Years Headcount module, a One Administrator should complete the following steps:

Step	Where to do it	What to do	Completed
1	<b>v3 Client</b>	Install appropriate Early Years Headcount licence in the v3 Client. For more information, see <a href="#">Licensing Early Years Headcount</a> on page 3.	<input type="checkbox"/>
2	<b>v3 Client</b>	Create an Early Years Headcount administrator. For more information, see <a href="#">Assigning Permissions</a> on page 4.	<input type="checkbox"/>
3	<b>Provider portal</b>	Activate the Early Years Headcount administrator account. For more information, see <a href="#">Activating a Provider Portal User Account</a> on page 4.	<input type="checkbox"/>
4	<b>v3 Client/v4 Client</b>	Edit the bases to be used in Early Years Headcount. For more information, see <a href="#">Editing Bases</a> on page 6.	<input type="checkbox"/>

Step	Where to do it	What to do	Completed
5	<b>v4 Client</b>	Create the Provider Portal Status Checks and Provider Portal Headcount Import scheduled tasks. For more information, see <a href="#">Setting up Scheduled Tasks</a> on page 6.	<input type="checkbox"/>

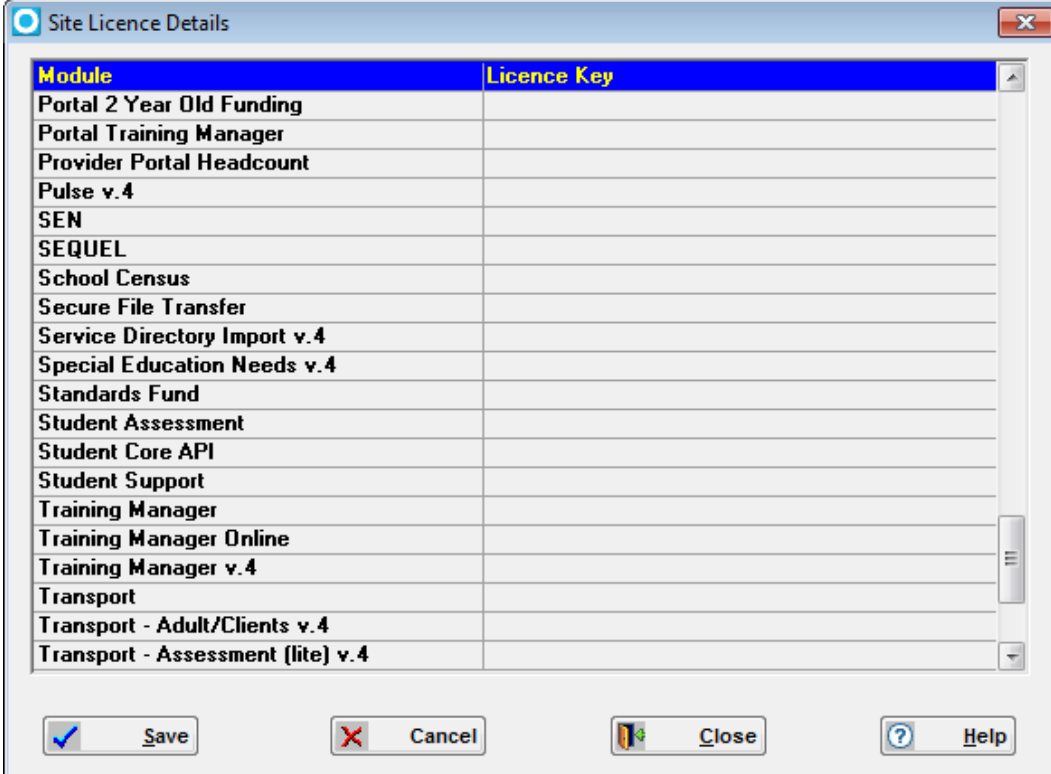
# 02 / Installing the license

## Licensing Early Years Headcount

To enable the Early Years Headcount module, you must install the Provider Portal Headcount licence key. A One Administrator should enter the required licence keys before the installation of the server components.

To apply the required licence keys:

1. In the v3 Client, select **Tools | Licensing** to display the **Site Licence Details** dialog.



Module	Licence Key
Portal 2 Year Old Funding	
Portal Training Manager	
Provider Portal Headcount	
Pulse v.4	
SEN	
SEQUEL	
School Census	
Secure File Transfer	
Service Directory Import v.4	
Special Education Needs v.4	
Standards Fund	
Student Assessment	
Student Core API	
Student Support	
Training Manager	
Training Manager Online	
Training Manager v.4	
Transport	
Transport - Adult/Clients v.4	
Transport - Assessment (lite) v.4	

Buttons: Save, Cancel, Close, Help

2. Enter the required **Licence Key** for the **Provider Portal Headcount** module.
3. Click the **Save** button.



# 03 / Setting user permissions

## Assigning Permissions

All Early Years Headcount users and administrators, either at the LA or at the provider, must be One users created in the v3 Client and have a valid email address recorded against them. After being created, users should be added to the relevant groups in v3.

For the Early Years Headcount module, Capita have provided groups with the appropriate permissions already assigned. Users at the providers that will submit headcount data should be placed in the PP Headcount Usr group. Users at the LA who will manage user access, create submissions requests and perform general site administration should be assigned to the PP Headcount Adm group.

**MORE INFORMATION:**

*RG\_Permissions* available from SupportNet.

*Managing Users, Groups & Permissions handbook* available from SupportNet.

### Provider Portal Headcount Administrators (PP Headcount Adm)

Members of the of the PP Headcount Adm group have access to both the module specific settings and the general Provider Self Service portal settings. Provider Portal Headcount Administrators can manage tasks, manage messages, manage imports of data from providers, run reports and manage access for standard portal headcount users. Additionally, they can edit general Provider Portal settings such as uploading a logo, configuring screen labels and descriptions.

### Provider Portal Headcount User (PP Headcount Usr)

Members of the PP HeadCount Usr group access the Provider Self Service portal from a provider to submit headcount data to the LA. To grant a One user access to the provider portal and submit data, add them to this user group via the v3 Client.

### Portal Back Office User Permissions

The Early Years Headcount module collects information from providers and incorporates those details into the One database for processing. To manage incoming applications via the Portal Back Office, a user must be assigned to a group that has at least *Read-Write* permissions for the Portal Conflict Management and Portal LA Data Processing business processes.

**MORE INFORMATION:**

*RG\_Permissions* available from SupportNet.

## Creating a Portal User Account

To create a new portal user account, the One System Administrator must:

1. Set up the user in One v3 and assign to them to the relevant group for the modules to which they require access, either as a user or administrator.
2. Send the log in details (user name and initial password) to the new user via either email or an alternative method.

## Activating a Provider Portal User Account

When the user first logs in with their user name and initial password, they are informed that an activation email has been sent to them and that they must click on the activation link in the email to verify their email address. The user must:


1. Click on the unique link contained in the email.

2. Enter their user name and original password.

They are prompted to change their password and, if second factor authentication is enabled, to select a secret question and supply an answer.

## Logging into the Provider Portal

After activating their account, the user can log into the portal.



The screenshot shows the 'Provider Portal' login interface. At the top right, the text 'Provider Portal' is displayed. Below it, a 'Home' link is visible. The main area contains a 'Log In' section on the left and a 'Welcome to the provider portal' message on the right. The 'Log In' section includes a 'Username' field with a person icon, a 'Password' field with a key icon, a blue 'Log In' button, and two links: 'Forgotten your username?' and 'Forgotten your password?'.

Enter **User name** and **Password** and click the **Log In** button to display the **Secret Question** page.

**NOTE:** The **Secret Question** page is only displayed if second factor authentication is enabled via **Site Administration | Site Setup | Configuration**.

# 04 | Setting Up Early Years Headcount

## Editing Bases

Early Years Headcount uses the Portal Back Office to match incoming student information with those who already exist in the One database. This is similar to the functionality provided in One B2B:Student. In order for the matching process to work, each funded provider used within the Provider Portal must be assigned a base that has the B2B Student Base flag selected and the XML transfer option deselected in the One v3 Client. If these flags are not set correctly, then the Provider portal will warn you and set the B2B Student Base flag when you first attempt to create a task for that funded provider. However, the portal will not change the value of the XML transfer option, and this must be deselected manually.

### Disabling the XML Transfer Option

Any bases that will be used in the Provider Self Service portal must have the XML transfer option deselected in the One v3 Client.

1. In the One v3 Client, double-click the **Bases** button to display the **Bases** window.
2. Select **Focus | Base** to display the **Select a Base** dialog.
3. Filter the list as required then double click the required base to display its details.
4. On the **Base** tab in the **Miscellaneous Information** panel, deselect the **XML Transfer Base** check box.
5. Click the blue tick icon in the top right of the page to save the change.
6. Select **Focus | Exit** to leave the Bases area.

### Making a Base a B2B Student Base

Although the Provider Self Service portal can automatically make an existing base into a B2B Student Base, you can also set this manually via the One v4 Client.

1. In the One v4 Client, select **Focus | Bases | Bases** to display the **Base Enquiry** page.
2. Enter any search criteria for the required base, then click the **Search** button.
3. In the list of results, double-click the required base to display the **Base Definition** page.
4. In the **Basic Details** panel, select the **B2B Student Base** check box to display the **Users** dialog.
5. Highlight the One account that should be the B2B:Student user. This is used to identify new data that has been automatically imported via the Provider Portal/B2B:Student.
6. Click the **Select** button to add the user and close the dialog.  
The check box should now display a tick (not an x).
7. Click the **Save** button.

## Setting up Scheduled Tasks

The Provider Portal uses scheduled task processes to import headcount information from Provider Portal into the One Early Years module. To initialise, two scheduled tasks must be set up within the One v4 Client.

The Provider Portal Status Checks task updates each funded provider submission when the B2B matching process has completed, at which point the submission can be imported into One Early Years. This should be set to run frequently.

The Provider Portal Headcount Import task copies the submitted data into One Early Years when the B2B student matching has completed. This task should be set to run daily.

To create the new scheduled task for the Provider Self Service portal, complete the following procedure:

1. In the One v4 Client, select **Tools | Administration | Scheduled Task** to display the **Schedule Task** page.
2. Click the **New** button to display the **ScheduleTask[]** page.
3. Enter a **Name**.
4. From the **If the task is already running, then the following rules applies** drop-down list, select **Queue a new instance**.
5. From the **Logging Level drop-down**, select **Detailed**.
6. De-select the **Enabled check** box.
7. Select the required **Application Server**.
8. On the **Trigger** panel, click the **Add** button to display the **Trigger** dialog.
9. Select the **Daily** radio button.
10. Select a **Start** date and set it to run frequently.
11. Click the **Ok** button to close the dialog.
12. On the **Actions** panel, click the **Add button to display the Action dialog**.
13. From the **Action** drop-down, select **Provider Portal Status Checks**.
14. Click **the Ok button to close the dialog**.
15. Click **the Save** button.
16. Repeat steps 2 through 15, setting the trigger to run **Daily** and adding **Provider Portal Headcount Import** to the **Actions** panel.

The time that the tasks run, and the **Enabled** flag, can be managed through the Provider Portal administration area.

## 05 / What Next?

If required, Early Years Headcount administrators can customise the Early Years Headcount module further or start creating tasks and processing submissions from provider portal users. They should also create the required users and assign them to the appropriate services. For more information on using Early Years Headcount, refer to the *Using One Early Years Headcount Portal* handbook, available from the One Publications website (<http://www.onepublications.com>).

## Index

accessing the portal .....	5
activating a portal user account .....	4
base setup	
disabling XML Transfer.....	6
overview.....	6
setting B2B Student option .....	6
bases, editing .....	6
creating	
portal user account .....	4
scheduled tasks.....	6
Licensing .....	3
logging in to the portal.....	5
One Provider Portal	
administrator permissions.....	4
user permissions .....	4
overview .....	1
Portal Back Office user permissions .....	4
portal user account	
activating.....	4
creating .....	4
portal, accessing .....	5
Provider Portal Headcount Administrators (.....	4
Provider Portal Headcount User ( .....	4
scheduled tasks, creating.....	6
scope.....	1
user permissions	
Portal Back Office .....	4
Provider Portal.....	4
Provider Portal administrators .....	4
using the Provider Self Service Portal .....	8