Parental portal setup guide

Version 1.0

Version Control

Version	*Date*	*Description*	Responsible
0.1	**12.11.2010**	**First version**	**AM**
0.2	**15.11.2010**	**Minor amendments**	**TS**

Setting up the Fronter Parental Portal

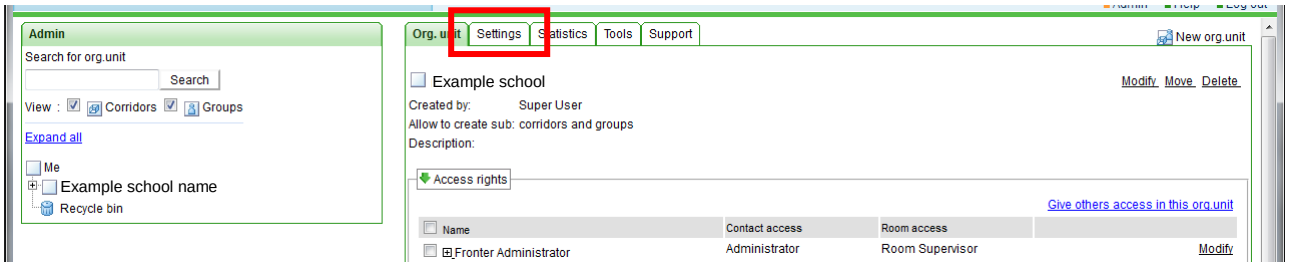
There are only a few small steps to setup the Fronter Parental Portal – these should be completed once the data extraction process has been successfully completed.

Please see the separate guides on the fronter support site (www.frontersupport.com) for how to begin this process.

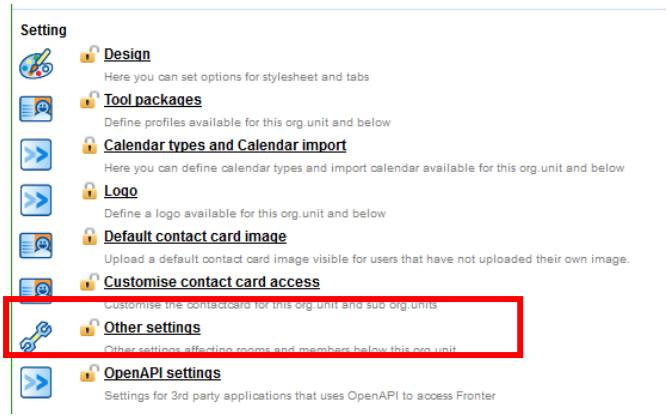
Step 1 – Switching on Parental Portal

The administrator for your schools Fronter building will need to enable the Parental Portal.

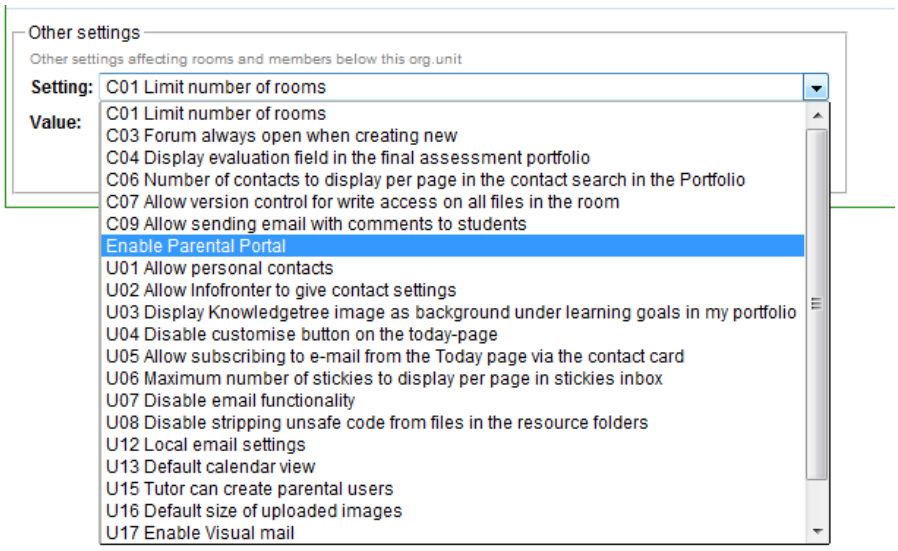
Within the admin section choose the **'settings'** tab



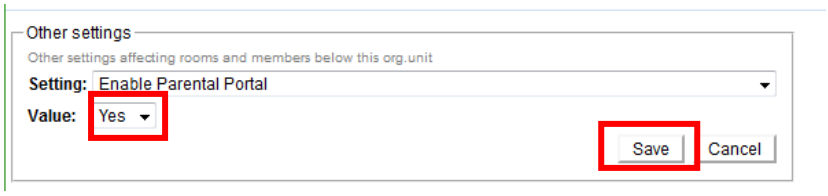
Choose the option **'other settings'**



Choose the option '**Add**' and from the drop down list select '**Enable Parental Portal**'



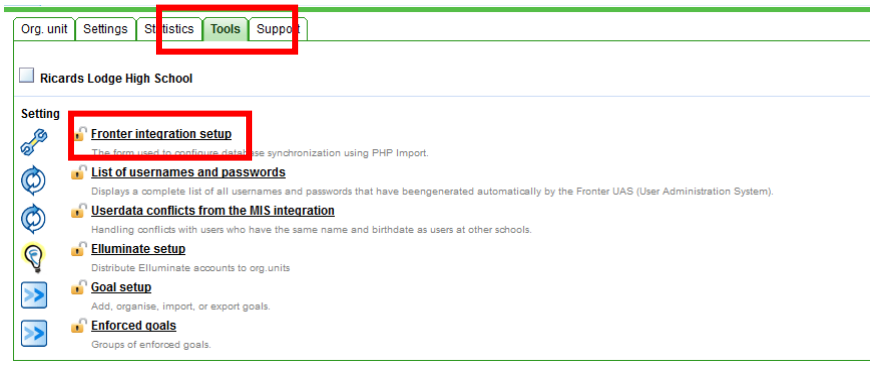
- Select a value of '**Yes**' and click "**Save**"



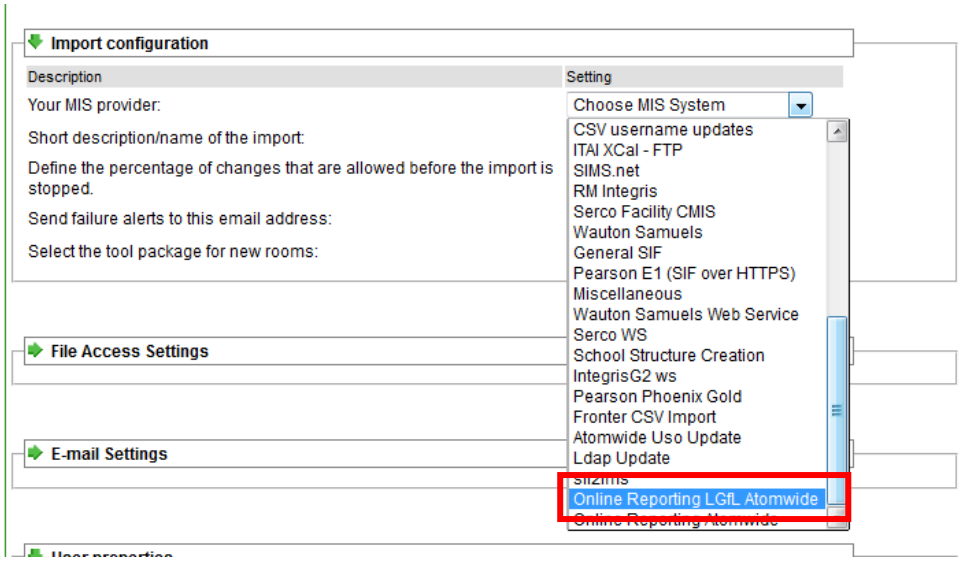
The ability to access Parental reporting will now be enabled for the school.

Step 2 – Preparing Fronter to receive parental data.

- In the admin section choose the '**Tools**' tab and then choose '**Fronter integration setup**'

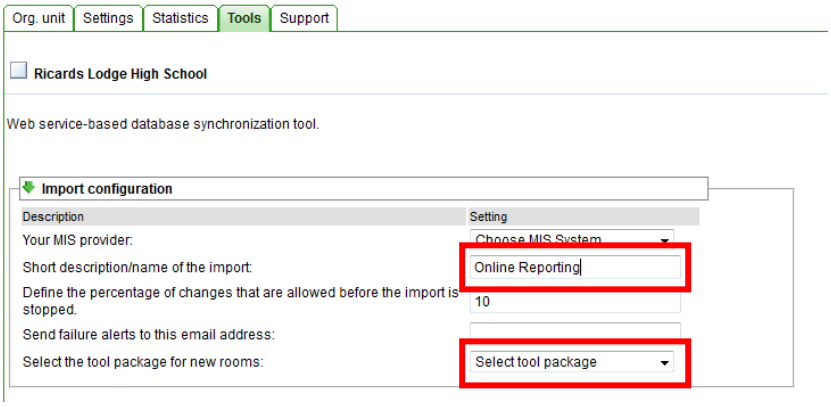


- Within the integration setup screen click '**define a new import**' and you will see this screen



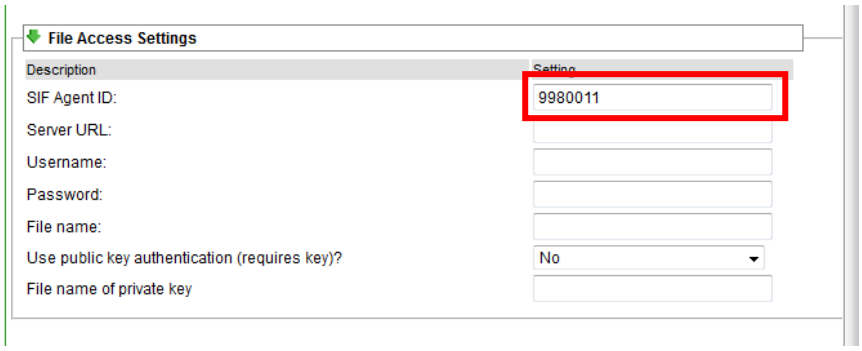
- From the '**choose MIS System**' drop down list select '**Online Reporting LGFL Atomwide**' if you are a school in London. For Schools outside of London please choose "**Online Reporting Atomwide**"

- In the '**short description of the import**' box type a name for the integration – we suggest '***insert your school name* Online Reporting**'



- You will also need to '**select a tool package**' in order to create the integration. Please note this will not have any effect within your fronter rooms.

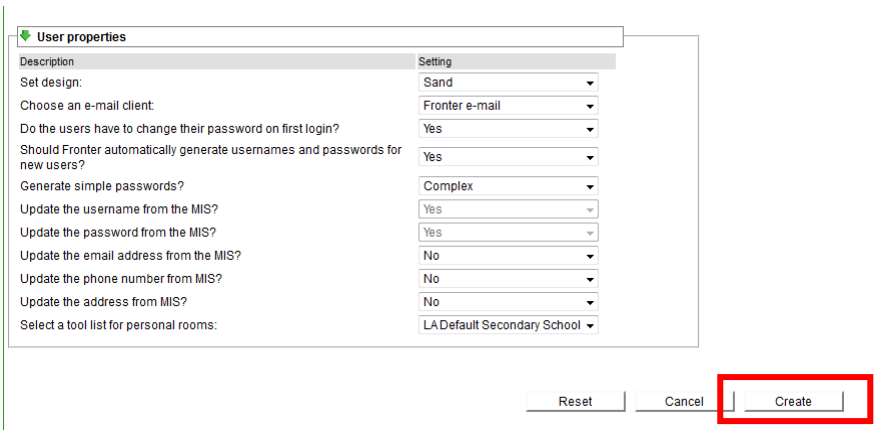
- In the "**File Access Settings**" – enter your schools' DCSF/DFE code



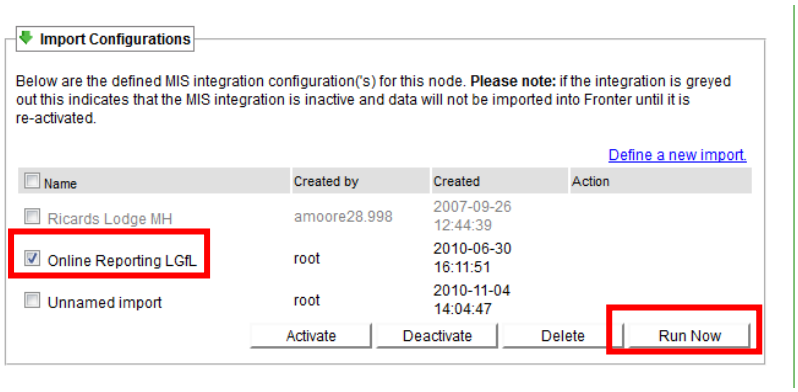
NOTE: Please ensure the format of the DCSF/DFE code is 7 digits with no spaces, forward slashes or hyphens.

Note: None of the other settings are necessary to select, so these should be ignored.

- Choose "**Create**" at the bottom of the screen to complete the setup



- To import the data for the first time, from the integration list, "**tick**" next to your newly defined '**Online Reporting**' integration and click '**Run Now**'. The data may take a few minutes to populate.



Your school is now enabled with Parental Portal and able to receive data you have made available to fronter via the Atomwide USO Autoupdate tool.