

Setting Up One Early Years Pupil Premium for Local Authorities

last updated for the Spring 2015 (3.56) release

Technical Guide

one



Revision History

Version	Published on
Spring 2015 (3.56) - 1.0	19/03/2015

Doc Ref

Setting Up One Early Years Pupil Premium for Local Authorities Technical Guide/Spring 2015
(3.56)/2015-03-19

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01 / Introduction and Prerequisites

Overview

This document describes how to configure the Early Years Pupil Premium module for use in the One Smart client and the 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 in the One v4 Client.

IMPORTANT NOTE: This handbook assumes that you have an existing Provider Self Service portal installed. If you do not, please liaise with the One Technical Services team who will install and set up the web server components. The pupil premium facility does not require any additional licenses or any additional customer configuration of the Provider Self Service Portal.

Prerequisites

- An existing Provider Self Service portal installation.
- Early Years migrated to v4.

Configuring Early Years Pupil Premium checklist

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

Step	Where to do it	What to do	Completed
1	Enterprise Server Configuration Utility	Set the Provider Portal URL. For more information, see Configuring the Application Server on page 2.	<input type="checkbox"/>
2	v4 Client	Configure the DfE ECS parameters. For more information, see Configuring the DfE Eligibility Checking System checking parameters on page 3.	<input type="checkbox"/>
3	v4 Client	Give user groups the required Pupil Premium permissions. For more information, see Setting Pupil Premium permissions on page 4.	<input type="checkbox"/>

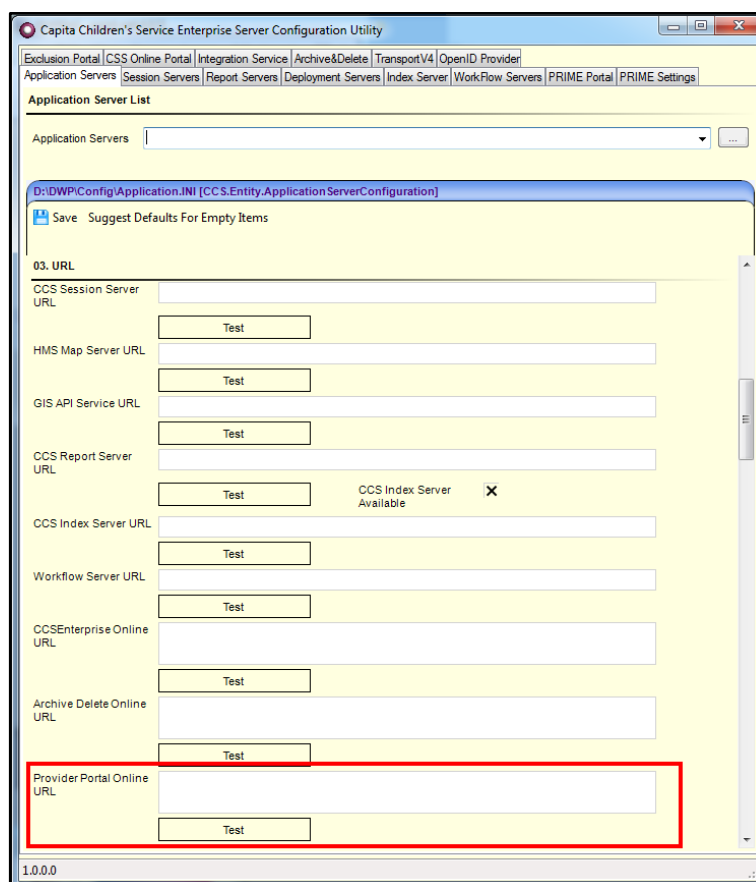
02 / Provider Portal URL

Configuring the Application Server

To enable the v4 Client to perform ECS checks, the application server Provider Portal URL needs to be configured using the Capita Children's Service Enterprise Server Configuration Utility.

To set the URL:

1. On the application server, run the CCSServerConfig.exe from the C:\inetpub\wwwroot\CCSEnterpriseApplicationService_LIVE\Config folder.
2. Select the **Application Servers** tab, and select the required server from the drop-down.
3. Navigate to the **URL** section.



4. In the **Provider Portal Online URL** field, enter the URL of your provider portal installation location, e.g. <https://emsonline.myc.gov.uk/ProviderPortal>
5. Click the **Save** button.

03 / ECS Configuration

Configuring the DfE Eligibility Checking System checking parameters

To perform eligibility checks, the Eligibility Checking System (ECS) must be configured. A DfE ECS service account is required to complete the configuration.

If you do not have an account please read the guidance provided on the gov.uk website (<https://www.gov.uk/early-years-pupil-premium-guide-for-local-authorities>). The *Eligibility checking system* section contains a link to the checking service from where you can request a login.

1. Log in to the One v4 Client as a system administrator and select **Focus | Early Years | Early Years Setup | EY Pupil Premium ECS Configuration** to display the **ECS Configuration** page.

2. From the **ECS Environment** drop-down list select **Live**.
3. Enter your **ECS Local authority** value.
4. Enter your **ECS Username**.
5. Click the **Save** button.
6. Click the Update ECS Password link to display the password fields.
7. Enter your ECS Account password in both fields.
8. Click the **Save** button.
9. If you have changed the ECS Environment value, e.g. changed it from Sandpit to Live, perform an IIS reset on the Provider Portal web server.

The ECS is now configured. If the configuration is incorrect, an error will occur when either a bulk or single check is performed.

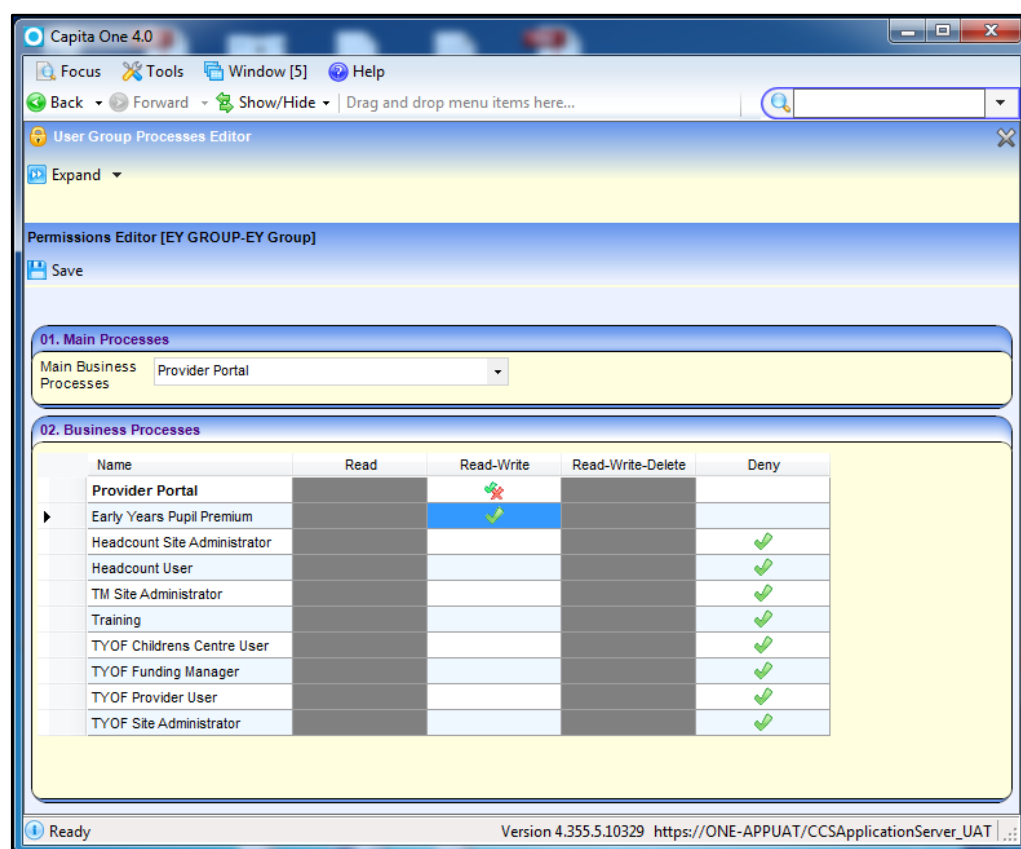
04 / Permissions

Setting Pupil Premium permissions

To enable pupil premium eligibility checks to be performed, One users must be assigned the correct permissions. The required permissions are summarised in the following table:

Main Business Process	Business Process	Read	Read-Write	Read-Write-Delete	Deny
Provider Portal		N/A	✓	N/A	
	Early Year Pupil Premium	N/A	✓	N/A	

1. Identify or create the user group that will be enabled to perform ECS checks.
2. Log in to the One v4 Client as a system administrator and select **Tools | Permissions | User Group Processes** to display the **User Group Processes Editor** page.
3. Select the required **User Group** and click the **Select** button to display the **Permissions Editor** page.
4. Select **Provider Portal** from the **Main Business Process** drop-down list.
5. In the **Early Years Pupil Premium** row, select Read-Write.
6. Click the **Save** button.



05 / What Next?

For more information on using Early Years Pupil Premium, refer to the following documents available from the One Publications website: <http://www.onepublications.com>:

- One Early Years Setup
- One Early Years Headcount