

For the attention of Headteachers and G2 Administratorsin this edition.....Key messages for this term....Introducing CBICT's SFX secure file transfer.....GDPR Briefings and Follow Up reminder.....Integris updates and more LiteBites.....

Spring 2018 (Jan 18) edition 9

RM Integris News

An online newsletter for RM Integris Users

keeping you up-to-date with latest news and features

**Welcome back to the new Spring term.
Some key messages**

- The **January School Census** checklist and resources are available from the Support/Essentials link on our website www.cbict.org.uk. Any 'known' issues relating to census errors/queries as they occur will be posted up on the 'known issues' section on the Essentials page so please look there first in case it is an issue you don't need to spend unnecessary time on to correct/resolve. *If you are new to this process, please get in touch with us at admin@cbict.org.uk so that we can provide you with the support you need.*
- **If you use Internet Explorer to access Integris**, please check that you are using **Version IE11** (you can find out through the Help/About menu). As Microsoft no longer supports IE10, IE9 and IE8, Integris will not be accessible through these older versions from 1st March 2018. So if this affects you, please take steps to upgrade to version 11 or set up Integris using a different browser (such as Chrome or Firefox).
- **1st Line Helpdesk Support for Integris Contract renewals for 18/19**
RM have started sending out invoices for 18/19 and have grouped licence and 2nd line support ("with Partner Support") on their invoices. 'Partner Support' means that your 1st line support is with CBICT. We will be issuing our invoices in the next few weeks for 1st line helpdesk support from April 18-March 19.
RM invoices "with direct Support" means you are receiving support from RM. You can opt to receive support from CBICT (at 25% less cost). If you want to change to us, **please let us know asap!**
- **RMIntelligence now represents live data!** If you haven't yet used Intelligence, make it a priority this term! There are so many useful features in this updated tool. Take a look at the Intelligence article in our last term's newsletter for an overview and you can also find latest set-up instructions and an overview guide on the RMIntegris Home/RMIntelligence link on www.cbict.org.uk. We have also included an overview for the **Governor Dashboard** - really useful for gathering information for that termly Governor report!
RM are keen to hear about any suggestions for improving the charts so let us know at admin@cbict.org.uk and we will pass your suggestions on.

Reminder about our GDPR Briefing session this term

If you haven't attended one of our briefing sessions last term on the new General Data Protection Regulations, then we strongly urge schools that have not engaged with understanding the implications of the GDPR to attend!

Our next **GDPR Briefing Session** is on **Friday 19th January 2018 from 9.30am - 1.00pm at The Rufus Centre, Flitwick**. Places are limited to 2 per school. Charge is £75 per school. For details and to make bookings click [HERE](#)

GDPR Follow-up Workshop is on **Wednesday 24th January 2018 from 9.30am - 12noon**. [This is for schools that have attended one of the briefing sessions last term and would like more bespoke discussion and advice as part of their progress towards compliance with the GDPR](#). Charge is £25 per school. For details and to make bookings click [HERE](#)

CBICT SFX - Secure File Exchange

We will now be exchanging files with schools using our helpdesk service solely through CBICT SFX. This means that any file containing personal identifiable data can be sent to and from CBICT in a secure manner rather than as an email attachment.

To use SFX, schools will be able to click on the '**CBICT-SFX**' link located at the bottom of our emails or on the RMIntegris home page on www.cbict.org.uk. Once a school has registered on the first visit, the school can simply log on to the SFX site each time to attach any files for our attention. We will be able to use SFX to send back any files to schools. We will be sending an email to you in the near future with an invitation to register with our Secure File Exchange system, and instructions on how to use the system.

CBICT SFX - Secure File Exchange

When schools (YOU) send us an email concerning an issue relating to a file, please send the file to us through SFX.

We also ask schools not to include any personal identifiable information in emails to us concerning any matter for our attention and/or action. Please do not include pupil names, dates of birth, UPNs etc.. You should only include reference numbers relating to pupil or staff records in your emails to CBICT so that we can locate relevant records in your Integris.

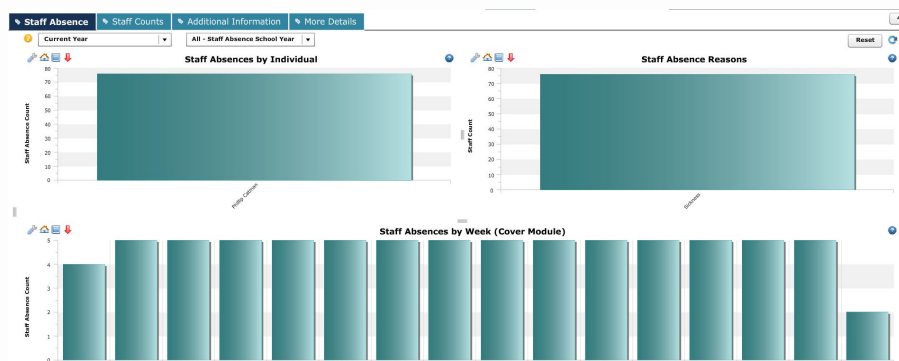
This helps us all comply with GDPR requirements!

More LiteBites this term.....

LiteBite 17 - Using Cover for recording Staff absences.

We have been asked on a few occasions about being able to run reports on staff absences. This isn't possible where absences are recorded in the SWF Census module.

However, you can use the Cover Module to record staff absence which provides a couple of benefits - you can run staff absence reports through **Reports > Cover > Staff Absence** reports AND you will be able to see current staff absences represented in charts in the **RMIntelligence Staff Absences Dashboard** (i.e. Staff absences by individual; Staff absence reasons; staff absences by week). *Note: the Staff Dashboard should only be accessible by authorised staff.*



If you start recording absences in Cover, you will be able to copy them over into the SWF Census >Staff Absence module when the time comes for the next SWF Census in November. Unfortunately you can't copy from SWF Census into Cover so it does mean you will need to re-input the staff absence data for last term into Cover to get you started. *Refer to **LiteBite 17 - Using Cover for recording staff absence** for more information.*

LiteBite 18 - In Year Admissions and importing CTFs

With student mobility on the rise, it is important for schools to ensure CTFs are created for leavers and imported for new starters to obtain all the pupil's historical information from their previous school. LiteBite18 covers the steps you need to follow when you import a CTF and checking for the information you have imported.

You can find our list of LiteBites on the RMIntegris Home menu on our www.cbict.org.uk website. Have you looked at them lately?

A message from CBICT.....

Dear colleagues,

A warm welcome back to the new term.

We anticipate much activity this term on preparing for GDPR as we ourselves ensure we have the safeguards and procedures in place to be compliant with the regulations in May. Our secure transfer tool -SFX- is one such example highlighted in this newsletter that helps us comply.

Our other main priority this term is to issue our 1st line helpdesk renewals to schools and use this opportunity to gain some feedback about our service. Please look out for it and please send us your comments - good or bad!

With best wishes for a successful term.

Cathy & Neil

CBICT Ltd

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admin@cbict.org.uk

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