

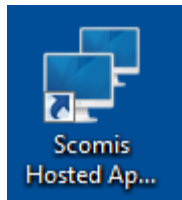
Quick Guide: Getting Started with the Scomis Hosted Application Service for SIMS

Welcome and thank you for choosing the Scomis Hosted Application Service. This quick start guide is designed to get you going with the service and we hope you will find it useful.

There are some subtle differences between the implementation of SIMS in a hosted environment and the local installation you have previously had on your computer at school. The following information should help you quickly get used to the Scomis Hosted Application Service.

How do I log onto the Scomis Hosted Application Service?

- You need to log onto the Scomis Hosted Application Service using the icon/connector on your desktop. If you don't have the icon on your desktop, you can download it using this link: <http://faq.scomis.org/kb9079/>
- Please note if you need to print within SIMS in the hosted environment, you will need to download the **Driverless Printing Client** from the above link as well.
- Once you have downloaded the connector, an icon will install itself onto the desktop of your computer and will look like this:



- Double click on the icon and sign in with your user id and password. (Please see your SIMS data manager or administrator for your Username and initial temporary password, if you have not been given this already).

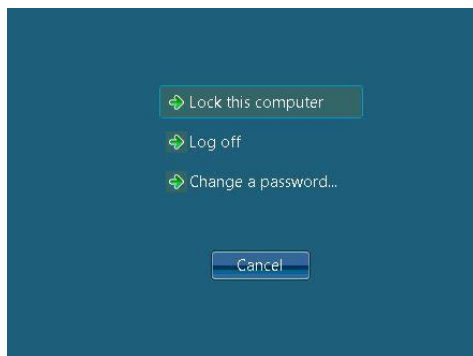
The log in screen looks like this:



How do I reset my password?

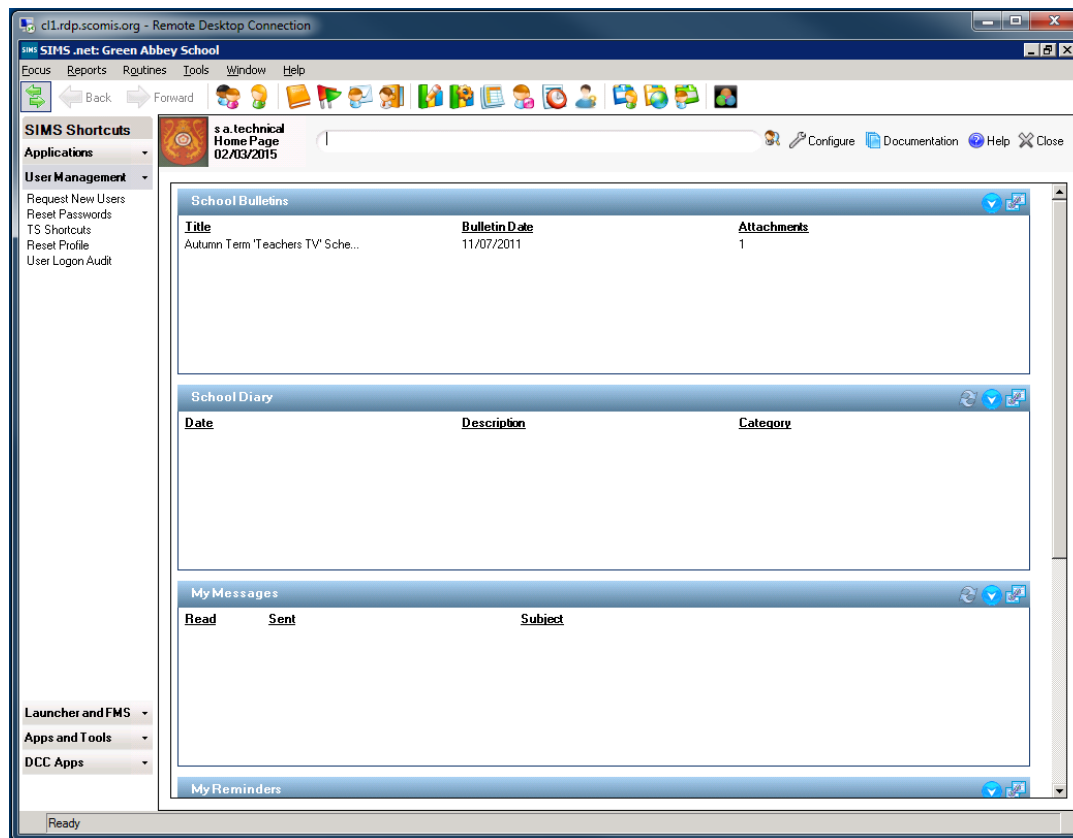
If you have been given a temporary initial password, you will be asked to change the password on first log in. If you want to change your password at any time, you can manually change the password when logged into Scomis Hosted SIMS, by pressing on the keyboard Ctrl Alt and End keys, this then brings up a window to change the password.

(Please note you will be prompted to change your password every 42 days)



What are the shortcuts on the left handside of my SIMS screen?

Depending on your role within school, you will have different shortcuts for the job you do. Please see an example below. Please note these shortcuts are issued by the person who has the “User Management” tab on their shortcuts. This is normally the SIMS data manager or administrator.



Why do I need to upload/download files within the Scomis Hosted Application Service?

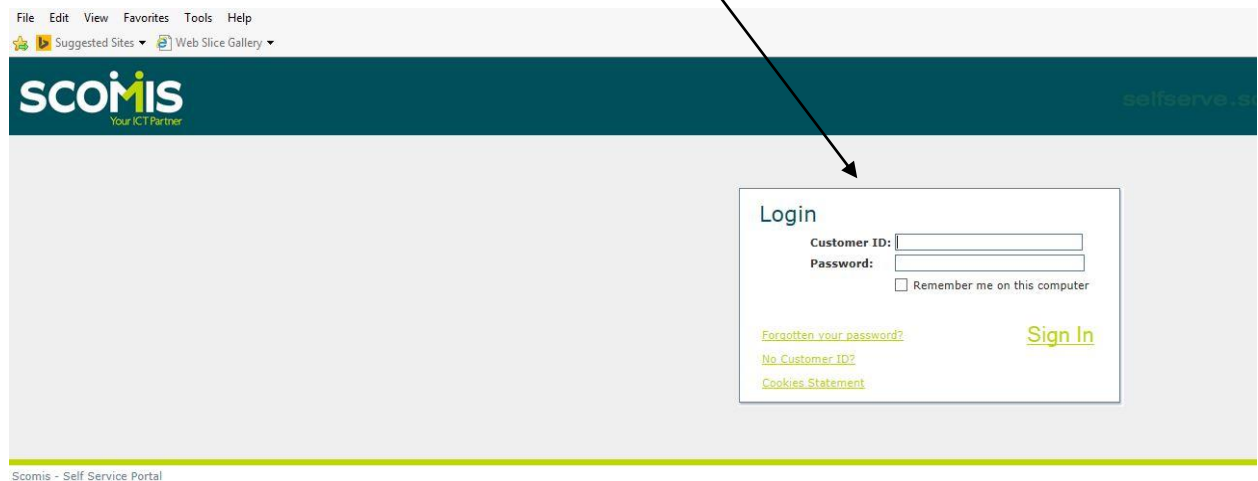
If you are a finance officer you may upload/download files for import into the Scomis Hosted Application Service e.g FMS. Its important you download these using the links within the left handside menu such as download and reformat (Devon schools) or Scamp (Torbay) or other download tool your Authority or other provider uses, to ensure the file saves in the F public filepath, as your data now sits up in the cloud and not on your computers at school.

What is the Self Service Portal?

The Self Service Portal is your gateway to accessing services that Scomis provides to your school. You can log a call, request a service and check on the progress of any cases you have with Scomis.

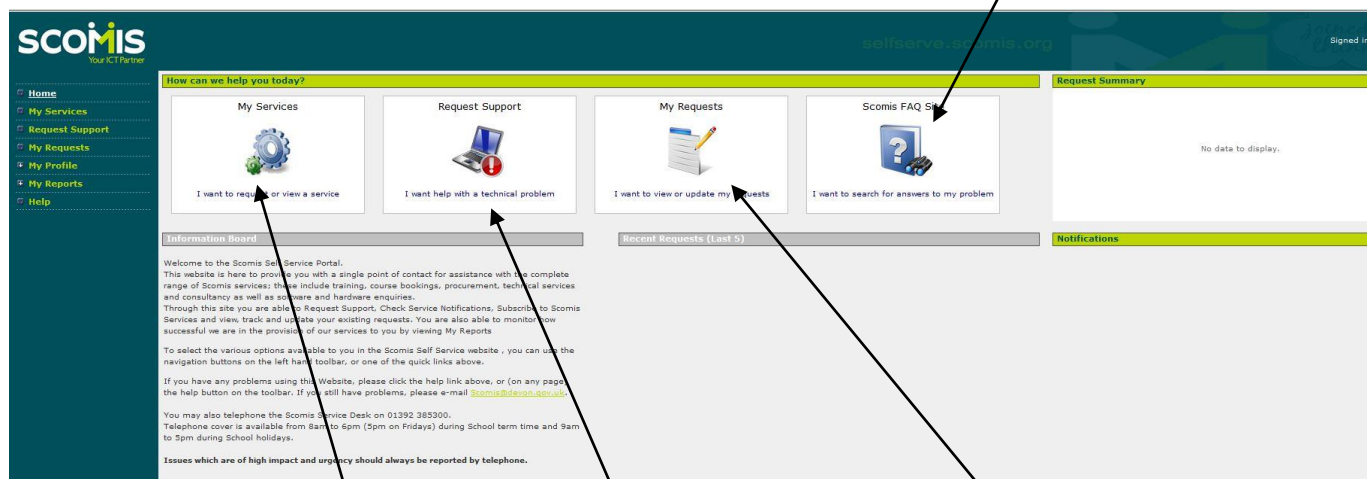
You will find the link to logging into the self service portal under the apps and tools tab on the SIMS shortcuts menu to the left of the Scomis Hosted screen.

Please log in with your Scomis Hosted id and password



Once logged in you will be presented with the Self Service Portal screen where you can access a range of services as illustrated in the following screenshot:

Click “Scomis FAQ Site” to access FAQ’s for help with popular topics.



Click “My Services” to view the Scomis services your school has subscribed to.

Click “Request Support” if you would like to log a case online.

Click “My Requests” To view your present and past cases.

How can I see multiple pages within the Scomis Hosted Application Service?

You can have more than one application open at a time without having to minimise your SIMS screen. If you press the “Alt” and tap the “Tab” keys on your keyboard, you can toggle between the SIMS main screen and any other applications you have open.

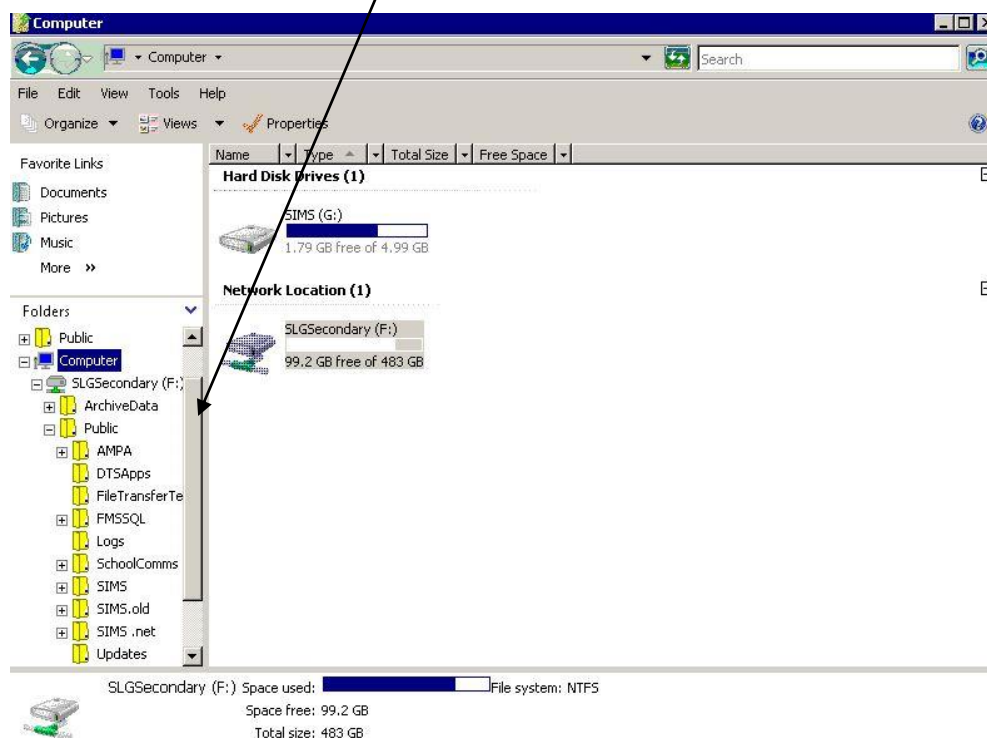
Helpful hint: When you run a SIMS report, the report will often open behind the main SIMS screen. Press Alt and Tab to toggle to the report screen.

How do I access files and documents that are stored within the Scomis Hosted Applications Service such as CTF Files?

If you would like to access files or folders that you have saved within the Hosted service, you can access these files via the SIMS Shortcuts on the left hand side under the “Apps and Tools” Tab marked “File Manager”. File Manager is the Windows equivalent of Computer, where files are stored.

Helpful Hint: If you click on **Computer**, your drives will list the letters from the beginning. Your drive letter for Scomis Hosted is F: with school name, followed by the path of: Public >SIMS.

Saving files: “This is where files save if you download anything from the internet” You will also see your school network drives to access or save files to.



A final note, if there is anything else that you are not sure of, please contact Scomis either via the Self Service Portal, email Scomis@devon.gov.uk or Telephone 01392 385300.

Thankyou for choosing the Scomis Hosted Application Service.