

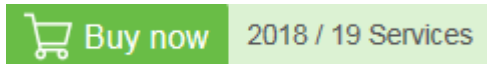
The Training & Support Team bring you 'The Snippet'; *snippets* of information, top-tips and links.

Welcome

All our guidance for RM Integris can be found on the S4S site;
<http://www.services.derbyshire.gov.uk/>

This Snippet will be available on [our Schools Net page](#). All our support documents are available on [S4S](#). Where a document is linked in this edition of The Snippet you will need to be logged into [S4S](#) to open the link.

Cannot Access Guidance Documents ~ Have you checked us out?



If you have not already checked out and purchased the RM Integris Licence and our Support package via S4S then you are advised to do so. Thank you to those that have already done this. Those that have not, will find that whilst it is possible to access the main pages (and this Snippet) it is not possible to access the sub-pages where our guidance documents are stored!

Latest Release notes for [v3.56](#) (28th March) and [v3.58](#) (12th April)

Release notes include:

- New Report for Subject Access Requests
- Additional Data Deletion functionality
- Preparation for the 2018 Statutory SATs

New Ability to Delete Staff Records & Former Roll Students



RM Integris v3.56; 28th March 2018, brought the ability to delete staff and former roll student records. Points to note:

- **(April 2018) Due to the on-going Independent Inquiry into Child Sexual Abuse (IICSA/Jay Inquiry) no pupil and staff records should be destroyed until further notice.** See [School Guidelines on Records Retention Periods](#).
- Until further notice **only** delete students that are duplicate records. Please be VERY, VERY SURE before doing so as there is no going back!
- Please contact us if you need to delete for any other reason.



You can [book dates](#) for June/July now. There are 4 Derbyshire venues this time, Derby, Matlock, Buxton & Chesterfield.

NB **Insights Meetups** will be an **annual** occurrence from now on; no longer twice a year. All the more reason to attend to get the most out of your system.



Changing the Expiry Date for more than One User

Further to the article in March's Snippet about User Management and Expiry dates, we have noticed a very helpful icon on the right hand side which allows you to multi select users and change the expiry date. *That's a whole lot easier for those with a lot of Users!*

Initially users were set up for 3 years. As for the date you should use, this is entirely up to the school.

NB It is also an ideal opportunity to De-activate users that no longer use the system

Remember to DeActivate Web Users

Don't fall foul of audit, now that RM have 'turned off' the use of Web Users, remember to mark these users as inactive:

- **Modules | System Management | User Management**
- Highlight the web user | **Edit;** . Remove any roles and **Save**
- Highlight the web user again and **toggle web services** | **Yes**
- With the user still highlighted, **toggle active** | **Yes**
- **Untick** Show Active User Accounts only Show Active User Accounts Only
- Re- highlight the user and finally **toggle locked** | **Yes**

Web Sv.	Active	Locked	Logged In
No	No	Yes	No

IMPORTANT INFORMATION FOR SOME SCHOOLS ~ IP Range Changing

RM will be making some changes to the RM Integris Datacentre over the Summer Holidays which will involve a change to the range of IP addresses used by RM Integris. There will be no change to the URL to access the software.

If your school gets it's IT Support from the LA then you need take no further action as the relevant supplier has been informed.

If your school gets their IT support from another supplier, you will need to ensure they are aware of the forthcoming change. Where and if they restrict IP addresses, the IP range will change from the existing 194.154.21.0/26 to 194.238.71.0/26 and in such cases access to the new range should be in place by July 2018.

For suppliers that make no IP restriction then no further action is required.

Training



The take up for the Reporting 1 course appears to be dwindling which has caused us to cancel more dates than we would like. Feedback indicates that the course has been well received by those that have already attended ~ so if you are interested in a place, please use the option on S4S to add yourself to the waiting list. This will help us better gauge interest.

And finally...

Summer Census; Thursday 17th May 2018.

Look out for our guidance which will be available as soon as possible after RM have the appropriate updates in place. We will let you know when this is published via the weekly e-bulletin from SCHOOLSNET.

