

Local Area Agreement for West Sussex
Information Management Site

User Guide

Data Entry & Reporting

Local Area Agreement for West Sussex



Your username will be (all in lower case) your first name followed by a space, followed by your last name,

When you first log onto the system use the password:

'password'

The first time you log on you should change your password to one of your personal choice. Note your username and your personal password here and keep it in a safe place for future reference.

My Username is:	
My Password is:	

If you should forget your password or have any problems using the system please contact:

Anne Moore Tel: 01243 777049
E-mail: anne.moore@westsussex.gov.uk

Local Area Agreement for West Sussex



Welcome to the Local Area Agreement for West Sussex Information Management Site

CONTENTS

Page:

Starting off:

Logging on and accessing the homepage	4
Changing your password	5
Creating a shortcut to your desktop	6

Navigating the system:

System contents and overview	7
Using the links and finding what you want	8

Updating the system:

Updating indicators	9
Adding data & notes	10

Reports

Types of report available	12
Viewing, printing and copying reports	13
Updating reports	15

Logging out	16
-------------	----

Trouble shooting	17
Contacts & Support	17

Local Area Agreement for West Sussex



Blank Page

Local Area Agreement for West Sussex



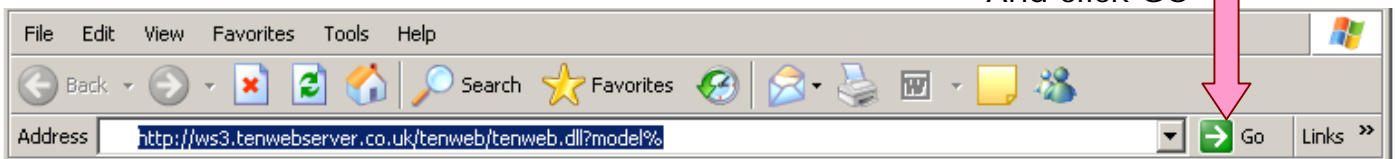
Starting off

LOGGING ON & ACCESSING THE HOMEPAGE

Before your training session you will receive an e-mail, which contains a link to the system. Alternatively you can type, or copy the link below in to the Internet bar of your browser:

<https://ws4.tenwebserver.co.uk/tenweb/tenweb.dll?model%3D%7B3ACD3075-3AD6-4C2F-9ECA-E74D5F3BAD24%7D%26type%3DOBJPAGE>

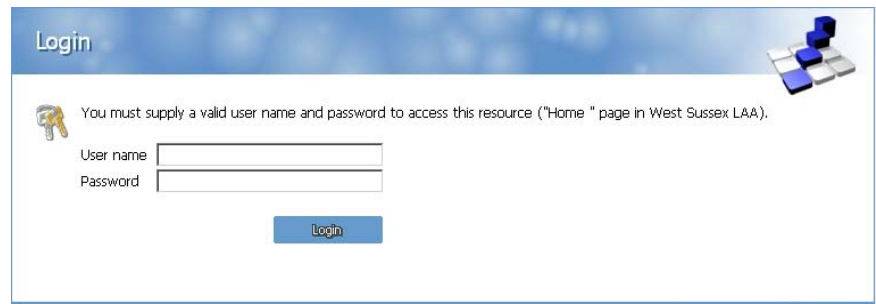
And click GO



The first screen that you will see will be the log in screen.

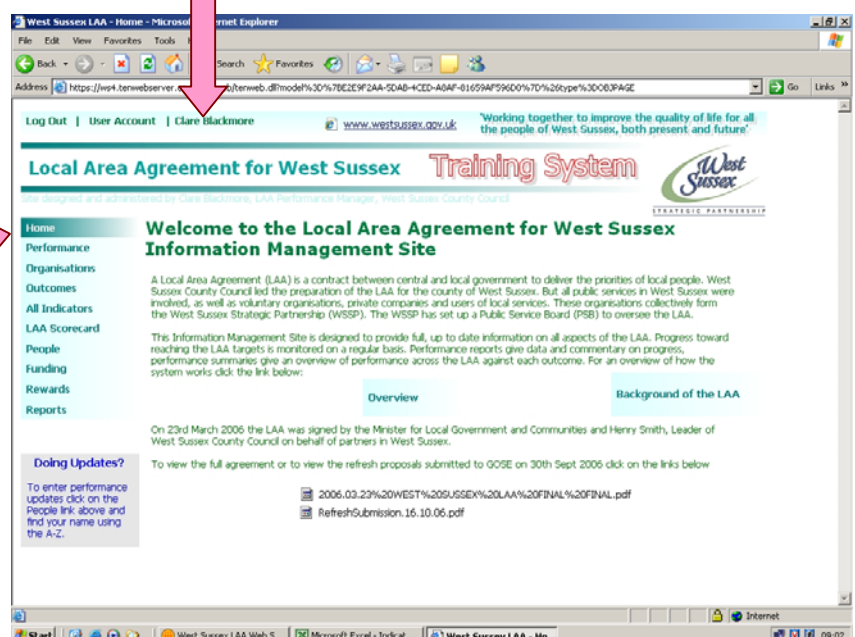
Enter your username (your name with a space between your first name and sir name) and enter 'password' in the password field.

If you are given the option to save your password at this stage click 'NO'



Once you have successfully logged in you will be taken to the site Home Page and your name should appear in the top left hand corner of the screen, to indicate you are logged on to the system.

All screens within the system contain a link back to the home page.



The Home Page contains an introduction to the system and an overview of everything contained in the system, helping you to find the areas and information you need.

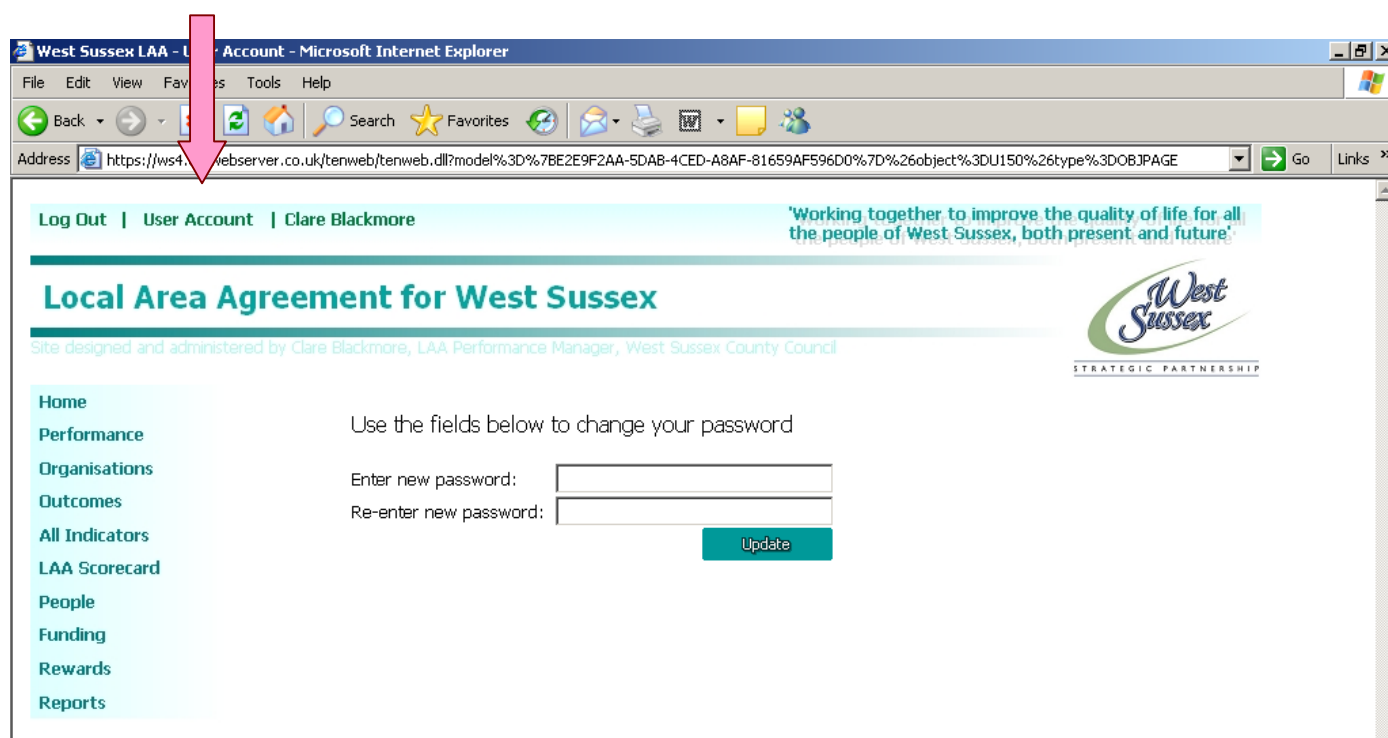
Local Area Agreement for West Sussex



CHANGING YOUR PASSWORD

To change your password to one of your choice click on the words 'User Account' in the top left corner of the screen.

On the user account screen you will be given the option to change your password



Type your preferred password in the first field and confirm it again in the second (both should be in lower case), finally click on the update button to confirm the change.

Your password will be the same for both the training and the live models. Please do not forget your password (there is space provided for you to write it on the inside cover of this booklet if you wish)

If you do forget your password please contact Anne Moore: Tel: 01243 777049

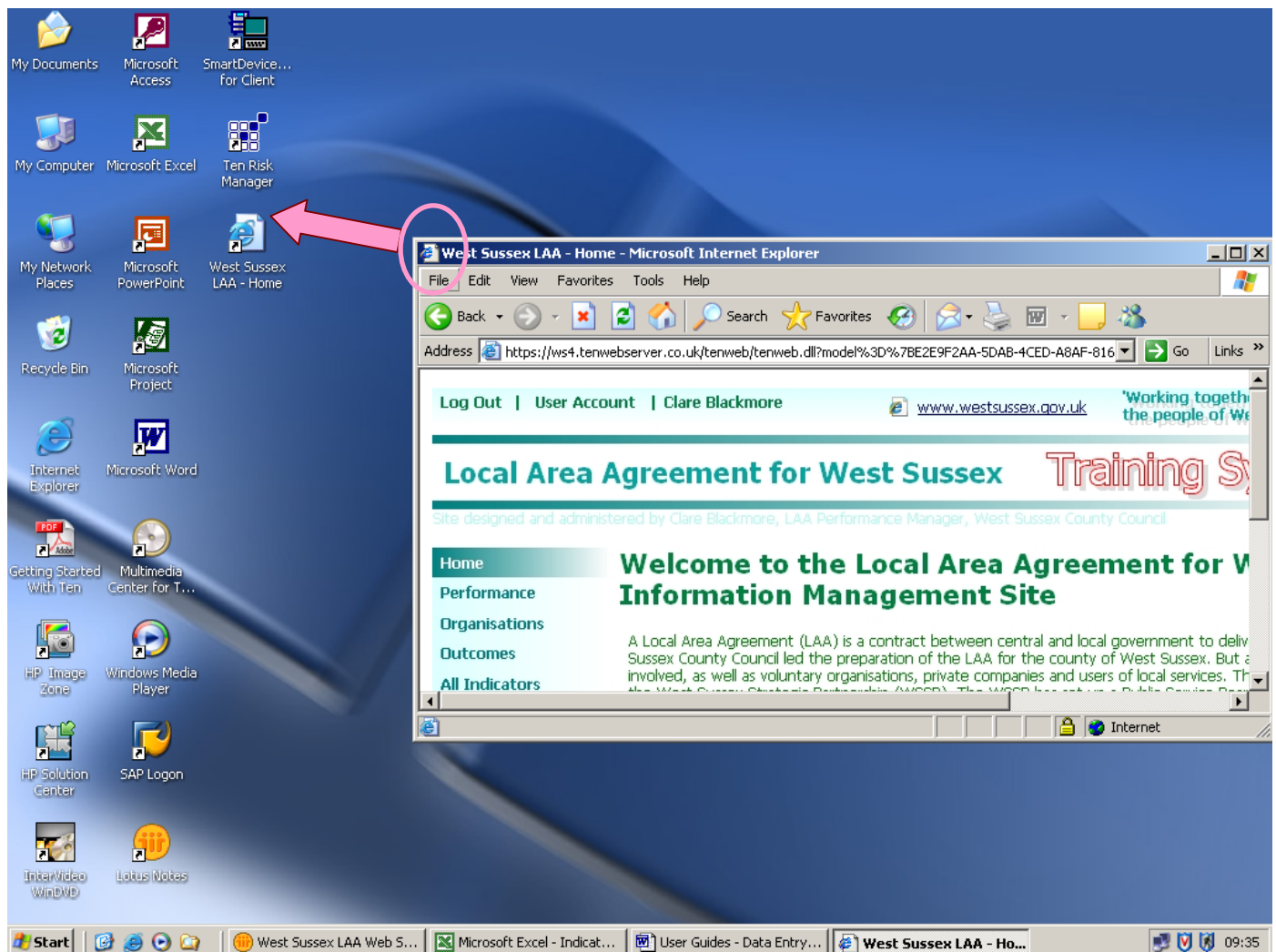
Local Area Agreement for West Sussex



CREATING A SHORTCUT TO YOUR DESK TOP

To make sure you can easily access the system, either to make updates or reference information and reports, its useful to have a shortcut on you desk top which will take you directly to the system.

Simply minimise the screen so you can see the desktop behind it and drag and drop the page icon (at the top left hand corner of the screen) directly onto your desktop and the shortcut will appear.



Local Area Agreement for West Sussex



Navigating the System

SYSTEM CONTENTS AND OVERVIEW

The system contains information on all aspects of the Local Area Agreement (LAA), it can tell you the history of the LAA and provide information about the people and organisations involved, the funding streams, the outcomes required, the targets to be achieved and the progress being made.

On the homepage you have the option to view an overview of the system where you can see in brief what information is held on the system and access a guide to the links on the left hand side of the page.

The screenshot shows the 'Local Area Agreement for West Sussex Training System' homepage. The page is designed and administered by Clare Blackmore, LAA Performance Manager, West Sussex County Council. It features a navigation menu on the left with links to Home, Performance, Organisations, Outcomes, All Indicators, LAA Scorecard, People, Funding, Rewards, and Reports. The main content area welcomes users to the LAA Information Management Site and provides an overview of the LAA. A pink arrow points to the 'Overview' link in the navigation menu.

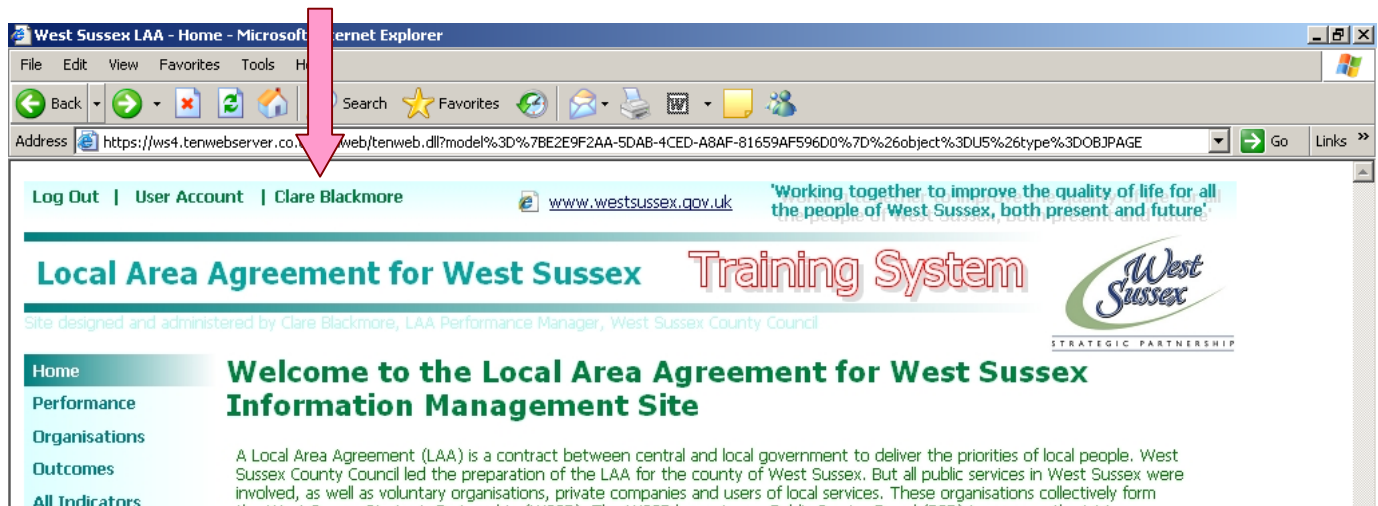
The 'Overview' page is also shown, featuring a navigation menu on the left and a main content area with a green box explaining the LAA. The green box states: 'The Local Area Agreement (LAA) for West Sussex brings together the key organisations in the County of West Sussex with the communities they serve, in order to plan and deliver improvements'. Below this, there are two more green boxes. The first box explains the purpose of the navigation list: 'Use the buttons in the navigation list displayed on the left of every screen to get around the site and find more information about: - what we aim to achieve - How we are doing it - How we are measuring the results - Who is involved'. The second box explains the purpose of the Information Management Site: 'This Information Management Site is used to: - plan - collect - monitor - report - and communicate LAA activity and performance in the West Sussex Area'. At the bottom, a green box states: 'At any time you can leave this overview page and look at the live system by clicking the home button'.

Local Area Agreement for West Sussex

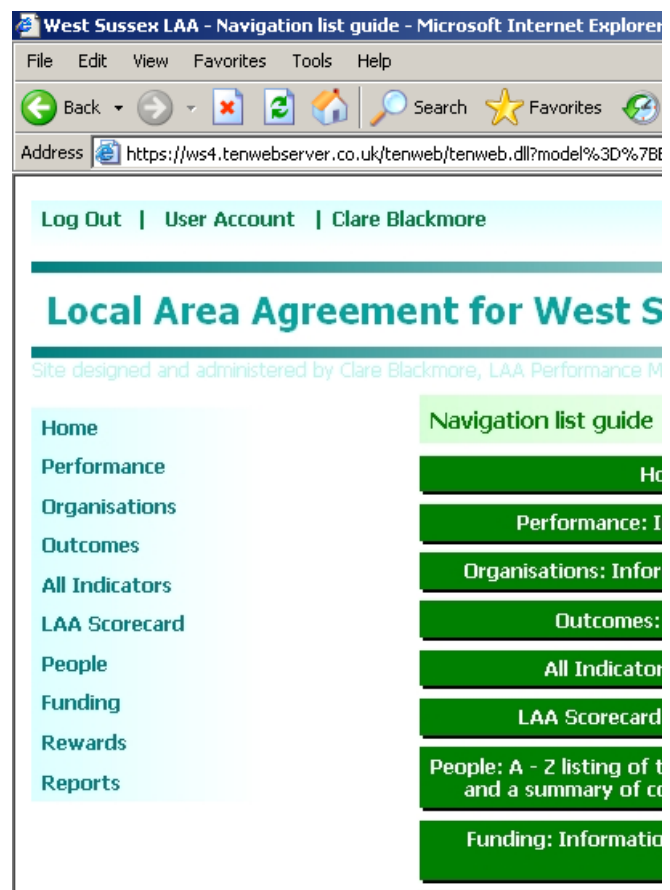
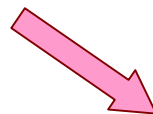


USING THE LINKS AND FINDING WHAT YOU WANT

The system has been set up so that it looks and feels like you are using a website. To make it even simpler, whatever page you are on you can always return to your own screen by clicking on your name at the top of the screen



You can also instantly jump to the home page or access a different part of the system by using the list of links on the left hand side of the screen.



Local Area Agreement for West Sussex



Updating the System

UPDATING INDICATORS

Your access to update indicators with new performance information and notes on progress is linked to your specific log in. To check which indicators you have access to update click on the 'People' link and find your name in the A-Z.

Once you have found and clicked on your name you will open your personal screen. Clicking on the 'Contribution' tab will show you all the indicators you have access to update. Clicking on any one of these will open that indicator, from here you can see the current performance and progress of the indicator.

Local Area Agreement for West Sussex



ADDING DATA & NOTES

From the 'Contribution' list you can click on the indicator you wish to update.

West Sussex LAA - Phil Woolf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ws4.tenwebserver.co.uk/tenweb/tenweb.dll?diagram%3DOF5%26model%3D%7BE2E9F2AA-5DAB-4CED-A8AF-81659AF596D0%7D%26object%3DO4%3A571%2> Go Links »

Log Out | User Account | Clare Blackmore

'Working together to improve the quality of life for all
the people of West Sussex, both present and future'

Local Area Agreement for West Sussex

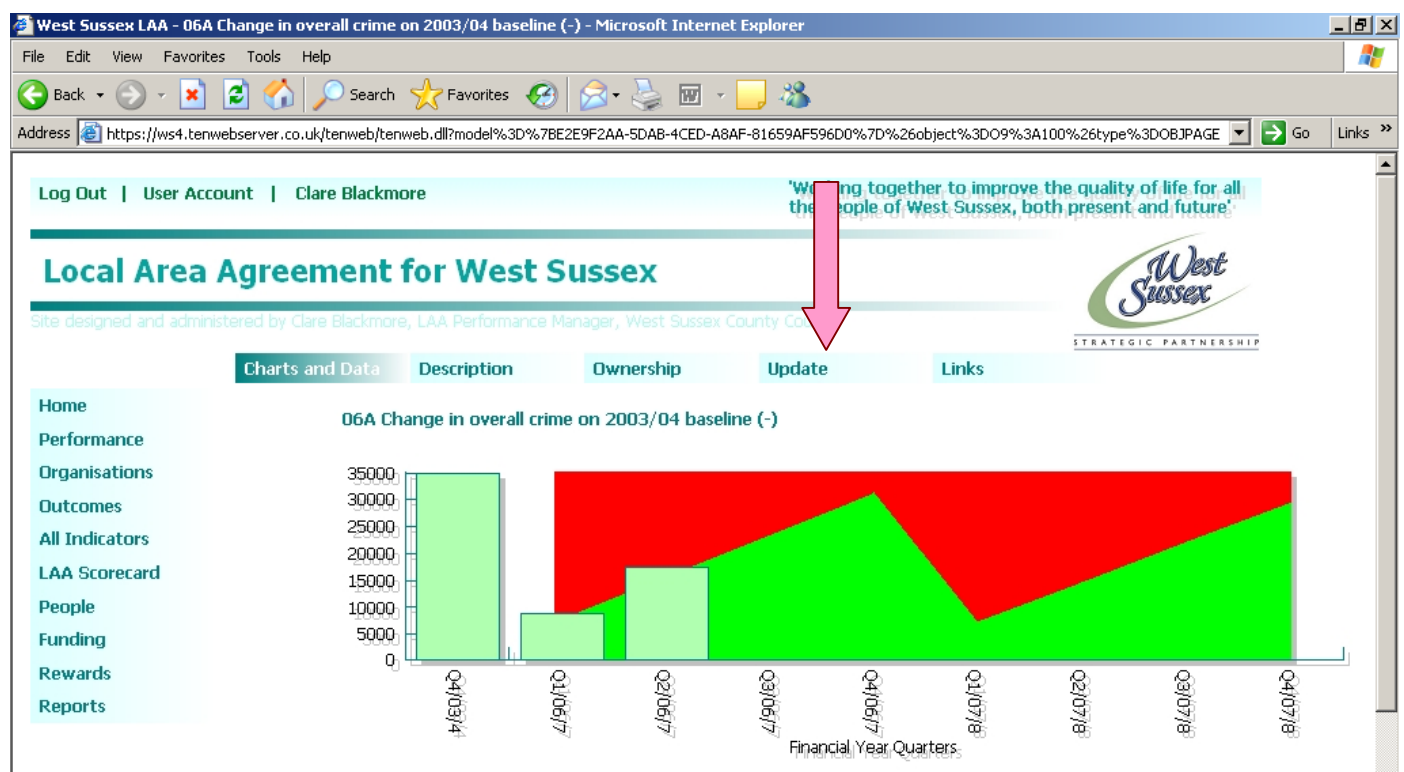
Site designed and administered by Clare Blackmore, LAA Performance Manager, West Sussex County Council

Contact details Contribution Update

Home
Performance
Organisations
Outcomes
All Indicators
LAA Scorecard
People
Funding
Rewards
Reports

Status	Accountability Officer
Status	Data Supplier
05C(ia) Reports of incidents to Sussex Police	
06A Change in overall crime on 2003/04 baseline (-)	
06C Reduction in public place violent crime recorded in the night time economy (-)	
22C(i) Theft of vehicles	
22C(i) Theft of vehicles - LNIA Breakdown	
22C(ii) Theft from Vehicles	
22C(ii) Theft from Vehicles - LNIA Breakdown	

You will be taken into the indicator screen, where you can see a chart of the indicator's progress and all previous data entries. To update click on the 'Update' tab.

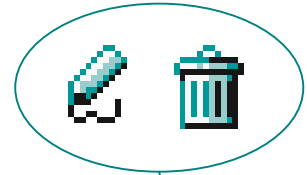


Local Area Agreement for West Sussex



ADDING DATA & NOTES (continued....)

All the performance information for the indicator is shown on the update screen. At the end of each row there are two icons. The 'pencil' icon allows you to update the information in the row. The 'dustbin' icon will delete the row (only use this if you are absolutely sure **all** the information in the row is no longer needed)



West Sussex LAA - 06A Change in overall crime on 2003/04 baseline (-) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ws4.tenwebserver.co.uk/tenweb/tenweb.dll?diagram%3DOF77%26model%3D%7BE2E9F2AA-5DAB-4CED-A8AF-81659AF596D0%7D%26object%3DO9%3A100%26> Go Links »

Log Out | User Account | Clare Blackmore

'Working together to improve the quality of life for all the people of West Sussex, both present and future'

Local Area Agreement for West Sussex

Site designed and administered by Clare Blackmore, LAA Performance Manager, West Sussex County Council

Charts and Data Description Ownership **Update** Links

Home
Performance
Organisations
Outcomes
All Indicators
LAA Scorecard
People
Funding
Rewards
Reports

06A Change in overall crime on 2003/04 baseline (-)

To enter data for the next period, click on the 'Edit' (Pencil) icon and then enter the new value in the 'Value' field. Then press 'Update'.

Financial Year Quarters	Value	Target	Note
Q4/03/4	34,845.0		The original baseline reported was 34924 for 2003/04. this gave percentage based targets as follows: Target 06/0731432 (10% decrease), Target 07/0829685 (15% decrease)
Q1/06/7	8,851.0	7,840.0	A revised baseline of 34845 was provided in August 2006 resulting in revised targets: Target 06/0731361 (10% decrease), Target 07/0829618 (15% decrease) (Baseline 2003/04) Figures from the 1st April to 30th June 2006, annual performance based on quarter 1 figures would give a change on baseline of +1.4%

Quarter 2 performance would give an end of year figure of 34878. Due to seasonal variation a full year estimate based on half year figures is limited. Overall crime is



Clicking on the 'Pencil' icon will open a number of update boxes where all information in the row can be revised / updated.

When you are happy with the information you have entered click on the 'Update' button to confirm the update.

Row Properties

Note

Financial Year Quarters Quarter /

Value

Below Target

Above Target

Local Area Agreement for West Sussex



Reports

TYPES OF REPORTS

Click on the 'Reports' link on the left hand side of the screen. You will see that there are a number of reports available.

You can look at performance information for the whole of the LAA or for a specific area. Click on the report you wish to view and it will open.....

Each time you click to open a report it will gather current data from the system and compile the report, this can take a few seconds but it ensures that the latest data is always displayed in the reports.

The reports on the system show the performance over the last two quarters and the progress note entered in the last quarter.

At the end of each quarter the information shown in the report will automatically move forward by one quarter.

Local Area Agreement for West Sussex



VIEWING, PRINTING AND COPYING REPORTS

Viewing Reports

All reports can be viewed on screen, simply scroll up and down through the report to find the indicators of interest to you.

West Sussex LAA - All Indicators - Latest Performance Report (3 Yearly) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ws4.tenwebserver.co.uk/tenweb/tenweb.dll?model%3D%7BE2E9F2AA-5DAB-4CED-A8AF-81659AF596D0%7D%26object%3DU160%26type%3DOBJPAGE> Go Links »

Log Out | User Account | Clare Blackmore

'Working together to improve the quality of life for all the people of West Sussex, both present and future'

Local Area Agreement for West Sussex

Site designed and administered by Clare Blackmore, LAA Performance Manager, West Sussex County Council

Home All Indicators - Latest Performance Report (3 Yearly) Reports

Indicators	Target 06/07	Target 08/09	2003	Status	2006	Status	2009	Status	Progress Comment
05A(ia) % of people who say they feel very or fairly safe when outside after dark			38.0%		0.0%				
05A(ib) % of people who say they feel very or fairly safe when outside by day			83.0%		0.0%				
05A(ia) % of people who say vandalism, graffiti, other deliberate damage to property or vehicles is a fairly / very big problem in the local area			64.0%		0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007. Graffiti 'Clear All' policies (involving joint investment) are now operating in Chichester, Crawley, Adur, Arun, Worthing.
05A(iib) % of people who say teenagers hanging around on the streets is a fairly / very big problem in the local area			60.0%		0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
05A(iic) % of people who say people being drunk or rowdy in public places is a fairly / very big problem in the local area			54.0%		0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
05A(iid) % of people who say rubbish and litter lying about is a fairly / very big problem in the local area			43.0%		0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
05A(iie) % of people who say abandoned or burnt out cars is a fairly / very big problem in the local area			41.0%		0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007. Operation Crackdown targets removal of abandoned vehicles with 24 hours. Arson Task force activity to reduce the occurrence of burnt out vehicles
05A(iif) % of people who feel that parents in their area are made to take responsibility for					0.0%				

Start | Internet | West Sussex LAA Web S... | Microsoft Excel | User Guides - Data Entry... | West Sussex LAA - All... | 12:15

Want to know more.....

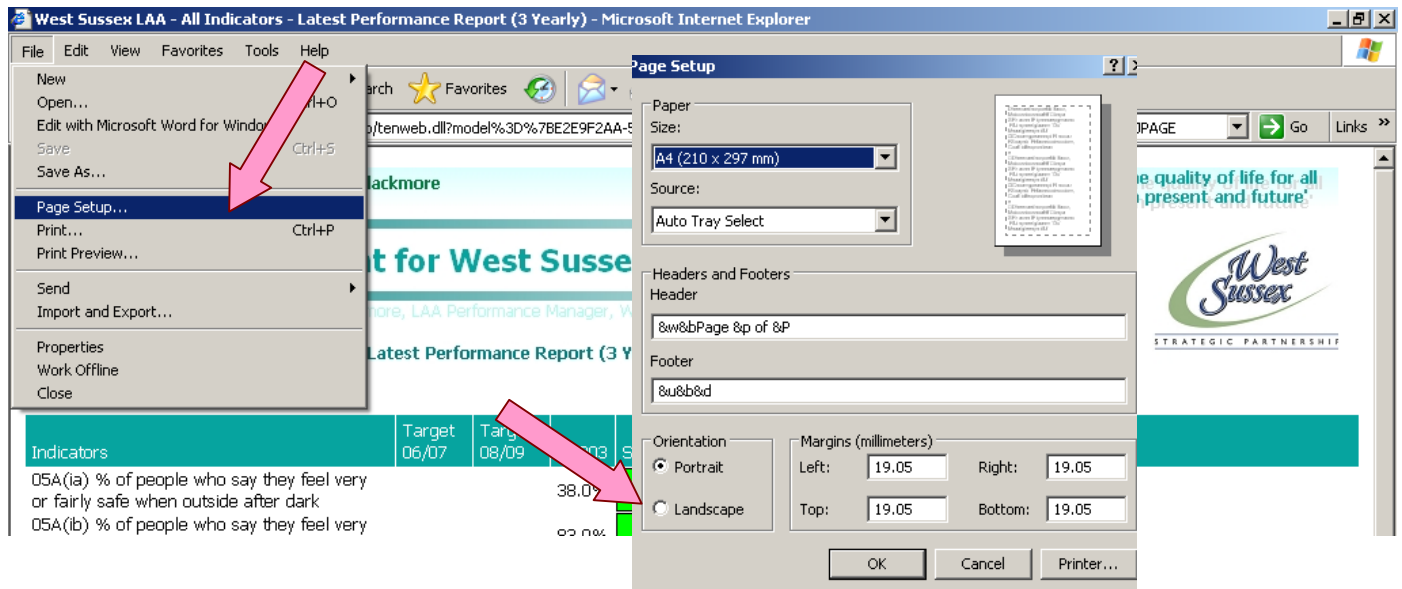
When viewing reports, if you wish to find out more about any of the indicators in the report, simply click on the indicator's name and you will be taken to the indicator screen, where you can see a chart of the indicator's progress and all previous data entries.

Local Area Agreement for West Sussex

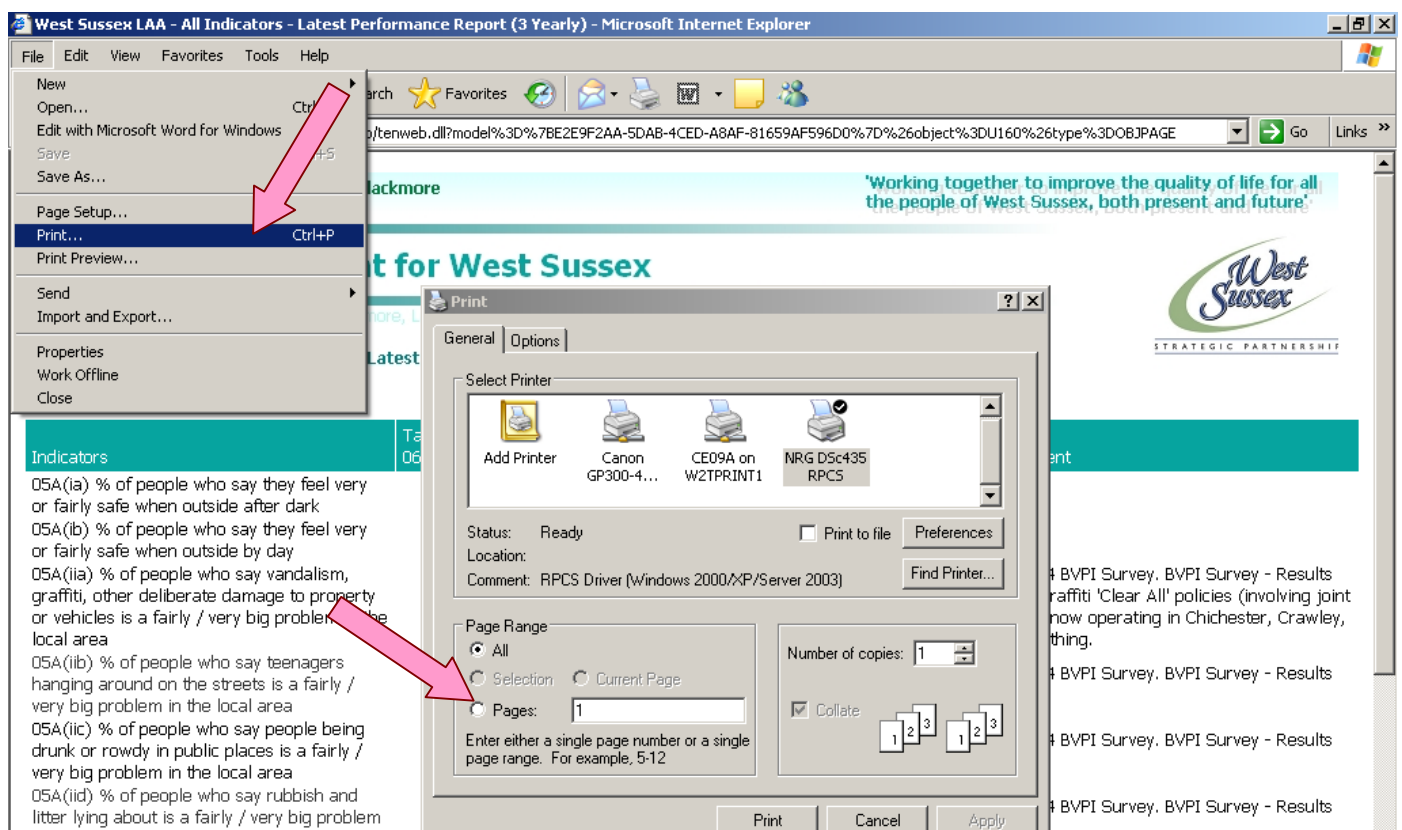


Printing Reports

To print a report straight from the system you will need to go to 'Page Setup' in the File menu, choose 'Landscape' and click 'OK'.



Then click on 'Print' in the file menu, delete the '1' in the Pages box, select 'All' and then click 'OK'



Local Area Agreement for West Sussex



Copying Reports

To copy a report, highlight fully the report you wish to copy, right click and choose 'copy'. The table can then be simply pasted into either Word or Excel.

Once you have copied a table into either of these programs you can then edit and print the reports as you usually would when using these programs.

The screenshot illustrates the process of copying a table from a web browser and pasting it into Microsoft Word and Microsoft Excel. The web browser window shows the 'West Sussex LAA - All Indicators - Latest Performance Report (3 Yearly)' with a table of indicators and their performance. A right-click context menu is open over the table, showing 'Copy' and 'Paste' options. Arrows point from the 'Copy' option to the Word and Excel windows, which show the copied table pasted into their respective documents.

Indicators	Target 06/07	Target 06/09	2003	Status	2006	Status	2009	Status	Progress Comment
OSA(a) % of people who say they feel very or fairly safe when outside after dark			38.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007. Graffiti 'Clear All' policies (involving joint investment) are now operating in Chichester, Crawley, Adur, Arun, Worthing.
OSA(b) % of people who say they feel very or fairly safe when outside by day			83.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
OSA(c) % of people who say vandalism, graffiti, other deliberate damage to property or vehicles is a fairly / very big problem in the local area			64.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
OSA(d) % of people who say teenagers hanging around on the streets is a fairly / very big problem in the local area			60.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
OSA(e) % of people who say people being drunk or rowdy in public places is a fairly / very big problem in the local area			54.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
OSA(f) % of people who say rubbish and litter lying about is a fairly / very big problem in the local area			43.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007
OSA(g) % of people who say abandoned or burnt out cars is a fairly / very big problem in the local area			41.0%	0.0%	0.0%				Baseline 2003/04 BVPI Survey. BVPI Survey - Results due Feb 2007. Operation Crackdown targets removal of abandoned vehicles with 24 hours. Arson Task force activity to reduce the occurrence of burnt out vehicles
OSA(h) % of people who feel that parents in their area are made to take responsibility for the behaviour of their children				0.0%	0.0%				

UPDATING REPORTS

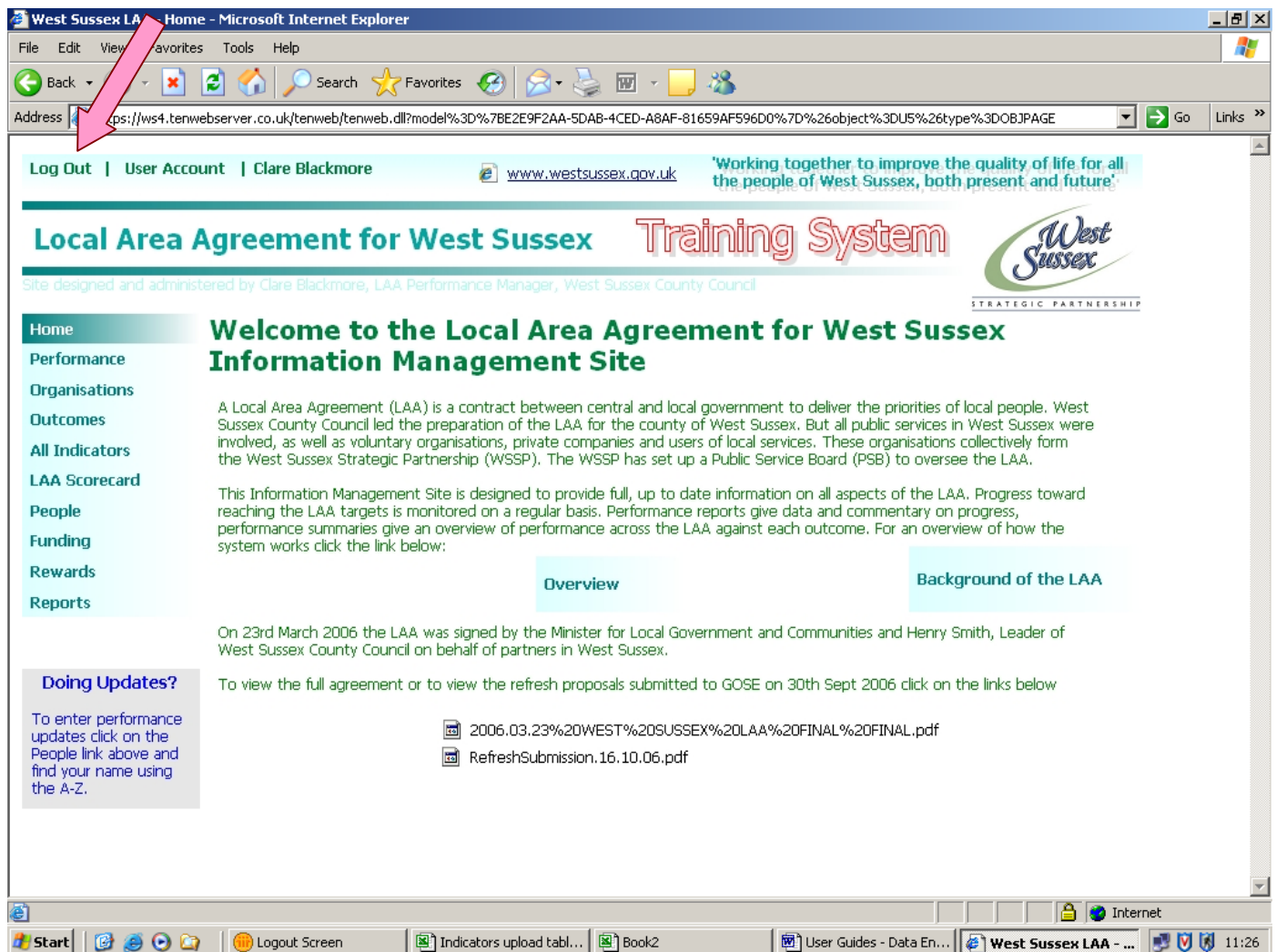
Each time you update any information on the system (i.e. adding new performance data or notes to indicators) the system will update in real time. This means that any reports or screens that use that information will update automatically as soon as your changes are submitted.

Local Area Agreement for West Sussex



Logging Out

Simply click the log out tab at the top, left hand side of the screen.



Don't forget to log out of the system once you have finished viewing / updating information and data.

The system will automatically log you out if you have not been active on the system for fifteen minutes.

To get back in simply re-enter your username and password.

Local Area Agreement for West Sussex



Troubleshooting

Logging on basics: If the system does not recognise your username or password, ensure that you are entering the username and password in lower case and that you have just one space between your first name and sir name.

Up to date reports: If you find that your reports do not update instantly when you have added data to one or more indicators you may need to check your internet settings. Go to Tools/internet options/temporary internet files/settings and under 'check for newer versions of stored pages' select 'every visit to the page'. This means the page will be refreshed every time you open a report.

A page is provided at the back of this booklet where you can add your own notes on using the system

Contacts & Support

If you need any support regarding the system, such as:

- **Questions about using the system;**
- **Trouble logging on;**
- **Forgotten your password.**

Then please contact:

Anne Moore
LAA Performance Manager
Room 137, County Hall
West Sussex County Council
West Street, Chichester
PO19 1RF

Tel: 01243 777049
E-mail: anne.moore@westsussex.gov.uk

Alternative contact:

Martin Farrell
Tel: 01243 577247
E-mail: martin.farrell@westsussex.gov.uk

Local Area Agreement for West Sussex



Notes:

A series of horizontal dashed lines for taking notes.

Local Area Agreement for West Sussex

