

# **Electronic Data Transfer User Documentation**

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# 1 Introduction to Electronic Data Transfer

## 1.1 What is Electronic Data Transfer?

Electronic Data Transfer (EDT) is the term used to describe transferring electronic data (files) between two computers. More specifically in this application it is the transfer of data between a school and the LEA.

Hopefully everyone has now become accustomed to the Learning Services IT web site, and the facilities it provides for downloading information. Furthermore all schools should be familiar with the DfES web site and its functionality that allows schools to upload common transfer files.

Learning Services IT have brought together these type of functions, to an area of the existing web site. Providing a two way data transfer facility. You can download data from the web site, or you can upload your data to the web site.

## 1.2 Security Principles

### Overview

Due to the nature of the information that is transferred between the two establishments and the requirements outlined in the Data Protection Act of 1998 it is the responsibility of Learning Services IT to protect relevant electronic data from:

Data modification during transfer;  
Interception, viewing, or copying if intercepted;  
Being accessed by unauthenticated/unauthorised parties.

The implemented solution makes use of a technology that is used across the globe. You may have already used of this technology if you have signed up for internet banking or made purchases online.

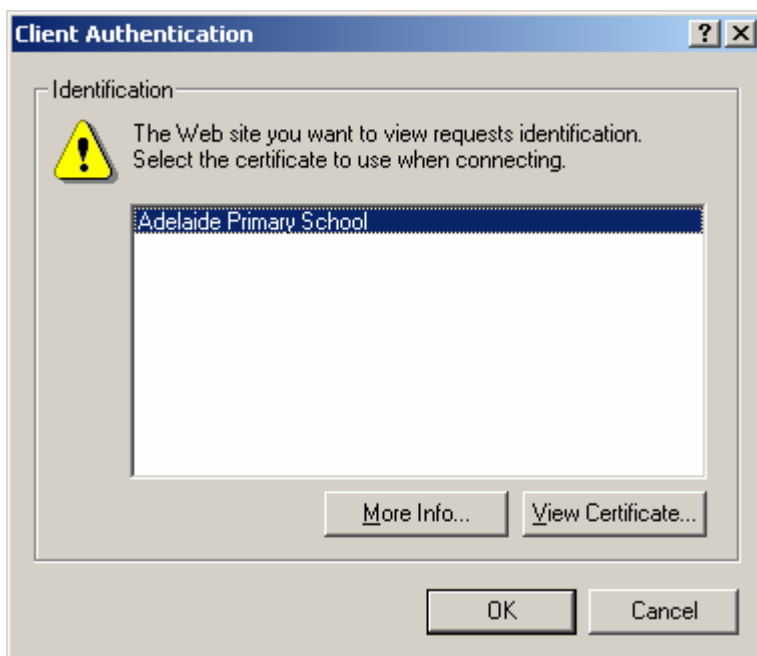
### Technical Details

Data security at the server level will be maintained through the use of Windows NTFS directory security permissions, with website security being maintained through The use of Microsoft® Internet Information Services v6 Secure Sockets Layer (SSL) Use of a Public Key Infrastructure (PKI) involving the controlled issue of digital certificates allowing access to the secure site to be restricted to authorised users only.

SSL provides a secure communications channel to prevent the interception of critical information, while PKI provides a method of verifying and authenticating the validity of each party involved in the electronic transaction.

## 1.3 About Certificates

The certificates that allow authentication should have already been installed by Learning Services IT personnel. During which time you should have received a basic demonstration as to how the secure area of the site functions. When you enter a secure area of the site you will be prompted for your certificate through a window as shown below:



All you need to do when prompted is highlight the school name and click OK.

## 1.4 The Benefits of the System

It was noted in point 113 of the LEA's Ofsted inspection report of January 2003 that "pupil-level data and transfer information is handled using diskettes" – this has been long regarded as an unsatisfactory system by Learning Services IT and schools alike.

The system provides a number of advantages over the methods adopted in the past. Generally they are relating to speed, security and ease of use. Specifically they are as follows:

- The use of floppy disks was unreliable as data would occasionally be corrupted
- The capacity of a floppy disk is no longer sufficient for many applications
- Microsoft has already hinted that their next operating system will not support floppy disks

- It takes time for a floppy disk to be posted between establishments, which rapidly becomes an issue if the data received has been corrupted and has to be requested again
- Floppy disks can be lost in the post
- The use of email does not necessarily meet the security requirements of sensitive data under normal use

This addition to the service is not just for Learning Services IT, it is designed to be used by other sections of the LEA allowing sensitive data to be transferred more securely than via email.

## 2 Using Electronic Data Transfer

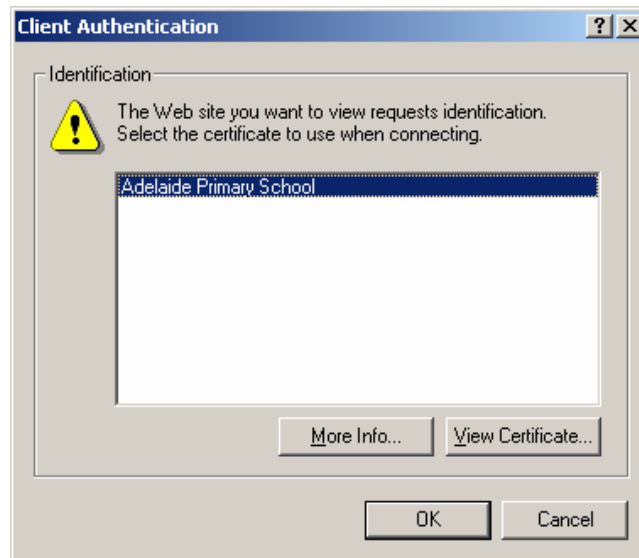
### 2.1 How to Upload Files

Uploading files is the process of sending data from the school to the LEA.

Navigate your browser to [www.hullcitlea.com](http://www.hullcitlea.com) and click [Enter as Guest] on the login screen. Click on the [Secure EDT] button which is near the top of the screen and on the next page you will find a link to the Upload Area as shown below:

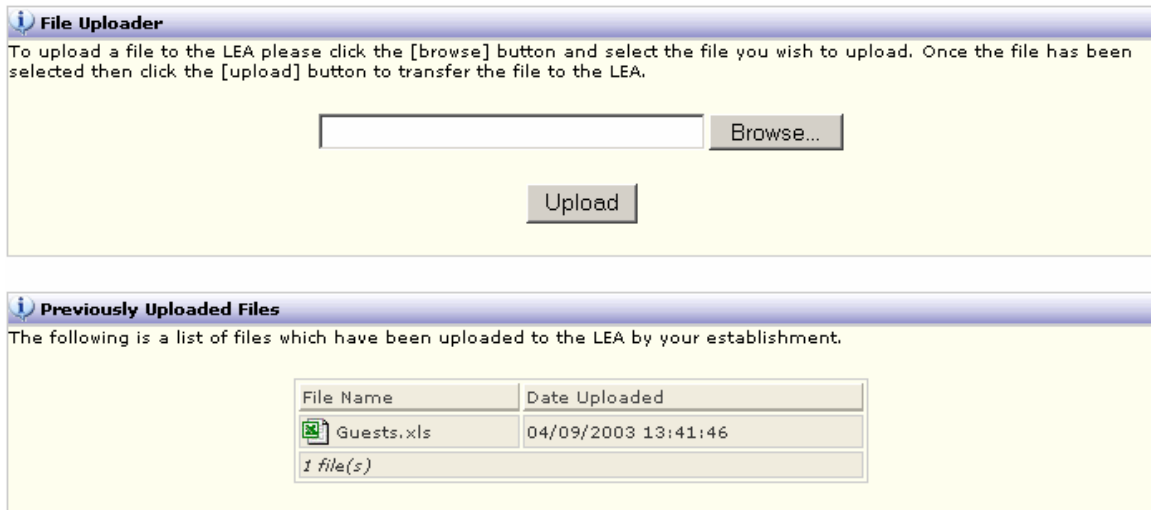


Click the link shown above and you will be presented with the following window:



With your school name highlighted, click OK.

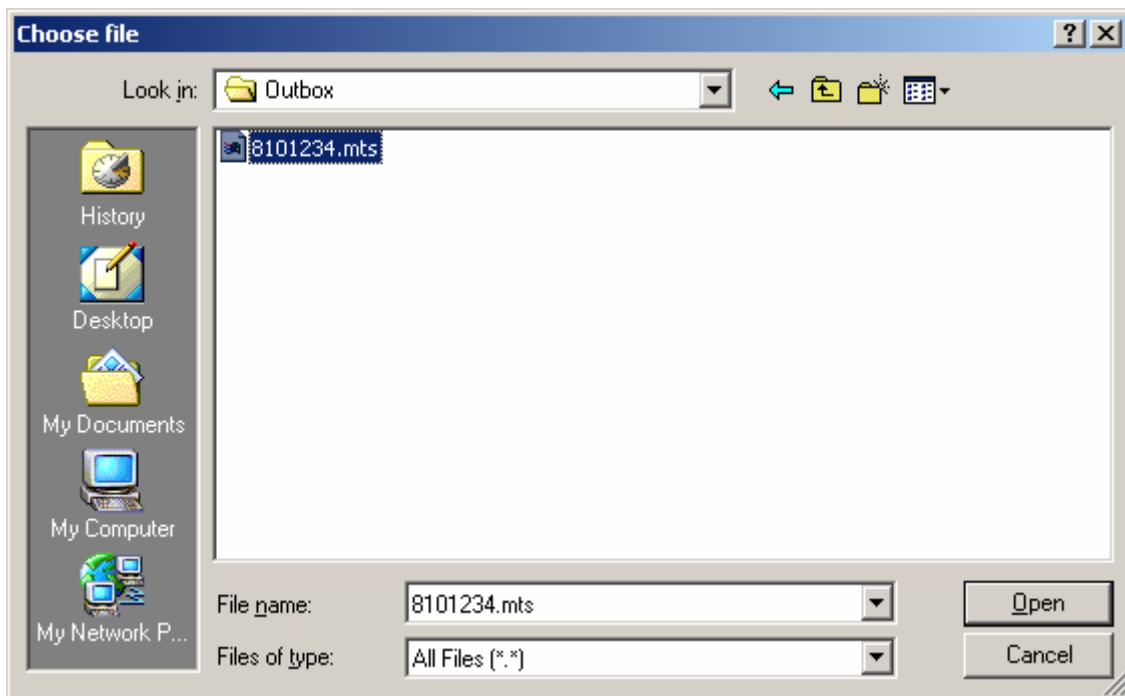
The web page displayed will contain two sections of interest:



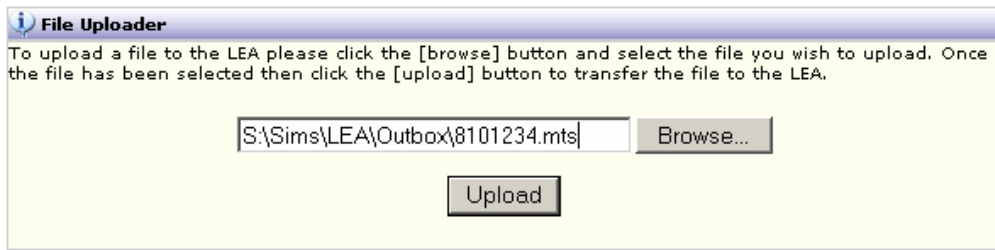
The 'File Uploader' section provides the functionality to upload the files. The 'Previously Uploaded Files' section shows a list of files previously uploaded by your establishment. These will remain in the list until removed by LEA personnel.

Click [Browse] to locate the file you wish to upload.

The following window will be opened. Navigate to the file (usually in the SIMS folder under LEA > Outbox), highlight it and click open:



The 'File Uploader' area of the web page will display the path and filename of the selected file as shown below.

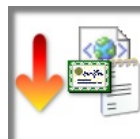


Simply click the Upload button, and after a short period, you should see a message stating that the 'Upload was successful' and with a link to refresh the list of uploaded files.

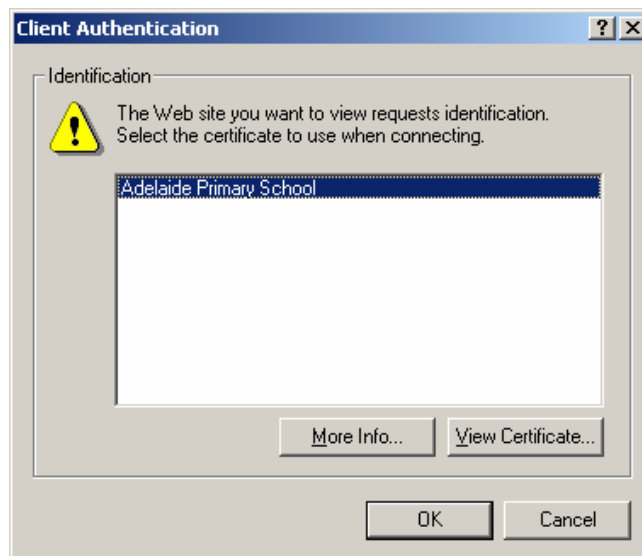
## 2.2 How to Download Files

Downloading files is the process of retrieving data from the LEA and saving it locally at the school.

Navigate your browser to [www.hulliclea.com](http://www.hulliclea.com) and click [Enter as Guest] on the login screen. Click on the [Secure EDT] button which is near the top of the screen and on the next page you will find a link to the Download Area as shown below:



Click the link shown above and you will be presented with the following window:



With your school name highlighted, click OK.



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The files that are made available to download are sectioned as shown below. Simply 'right-click' on the file you want and choose 'Save Target As...'. Browse to the location required and click 'Save'.

**Files from the LEA for Adelaide Primary**


Below is a list of files for you to download. Please click on the filename and choose 'save' on the dialogue box which appears.

File Name	Date Uploaded
 <a href="#">Pentium 3 and above.xls</a>	08/08/2003 12:15:08
 <a href="#">Remote Software.xls</a>	08/08/2003 12:15:09

2 file(s)

**Files from the LEA for establishments of type Primary**


Below is a list of files for your establishment type (Primary) to download. Please click on the filename and choose 'save' on the dialogue box which appears.

File Name	Date Uploaded
 <a href="#">New Microsoft Publisher Document.pub</a>	04/09/2003 11:20:51

1 file(s)

**Files from the LEA for all establishments**

Below is a list of files for all establishments to download. Please click on the filename and choose 'save' on the dialogue box which appears.

File Name	Date Uploaded
 <a href="#">New Microsoft Word Document.doc</a>	04/09/2003 11:18:24

1 file(s)

## 2.3 Troubleshooting Issues with EDT

The following steps should help you resolve any issues relating to the uploading of files using secure electronic data transfer on [www.hulliclea.com](http://www.hulliclea.com).

If a file upload to the LEA is successful, a message to that effect will be displayed in place of the upload text box and upload button. However, an issue with the upload process has been identified which results in the centre of the upload page returning a blank screen. The following resolution has worked in the vast majority of cases in which this issue has arisen.

**Step One:**

Run "Internet Explorer" and choose "Tools" > "Internet Options".



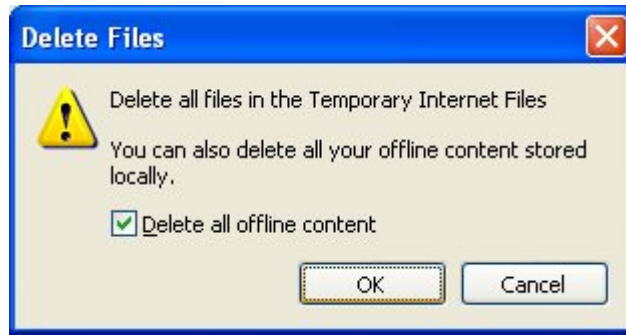
**Step Two:**

On the internet options window General tab. Click the [Delete Files] button.



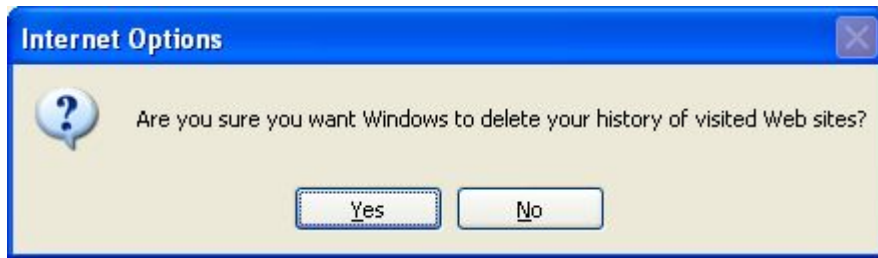
**Step Three:**

Tick the "Delete all offline content" tick-box and the click the [Yes] button.



**Step Four:**

On the internet options window General tab. Click the [Clear History] button as you did for [Delete Files] then on the window which appears click the [Yes] button.



**Step Five:** (Note: This only applies to Windows XP users)

Click on the Content tab. Click the [Clear SSL State] button.



**Step Six:**

You should close and reopen Internet Explorer before attempting to upload another file.

This is the end of the document

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