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ERICA  
User Notes  
winter 2005

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Last edited 10 Dec 2005

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(Education Remote Information Collection Assistant)

## User Instructions

### To Access ERICA...

Access ERICA to:

- Collect files from the LEA, for example, Primary Estimates spreadsheet, automatic reconciliation files (some cheque book schools) or others.
- Deliver or 'send' files to the LEA, for example, a completed Primary Estimates spreadsheet or a VATClaim file (cheque book schools) or others.

1. Start Internet Explorer.
2. Click Favorites and click your ERICA school name in the Favorites list.

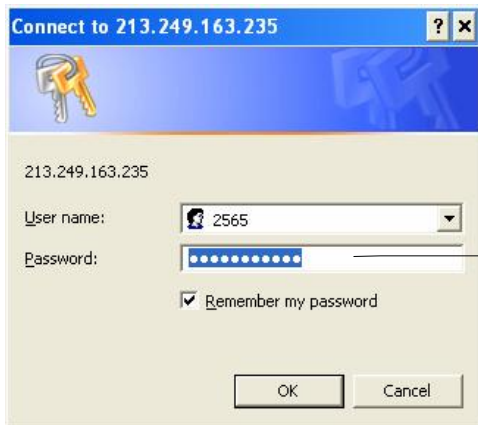


2. Click the ERICA link in your Favorites

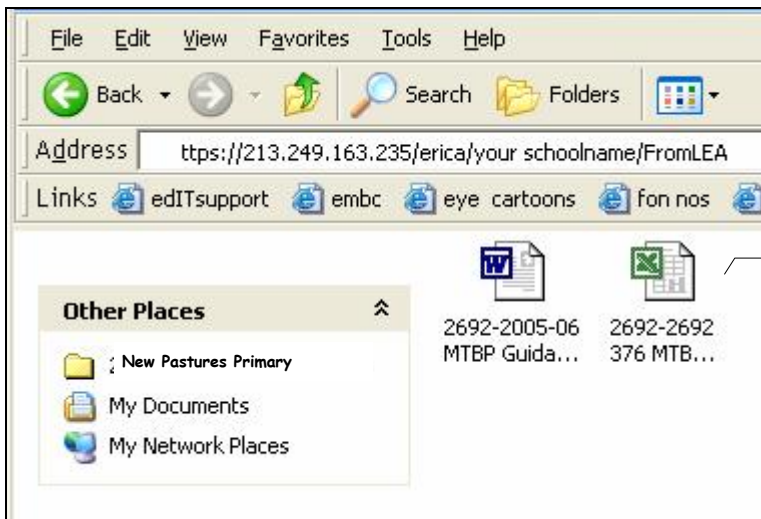
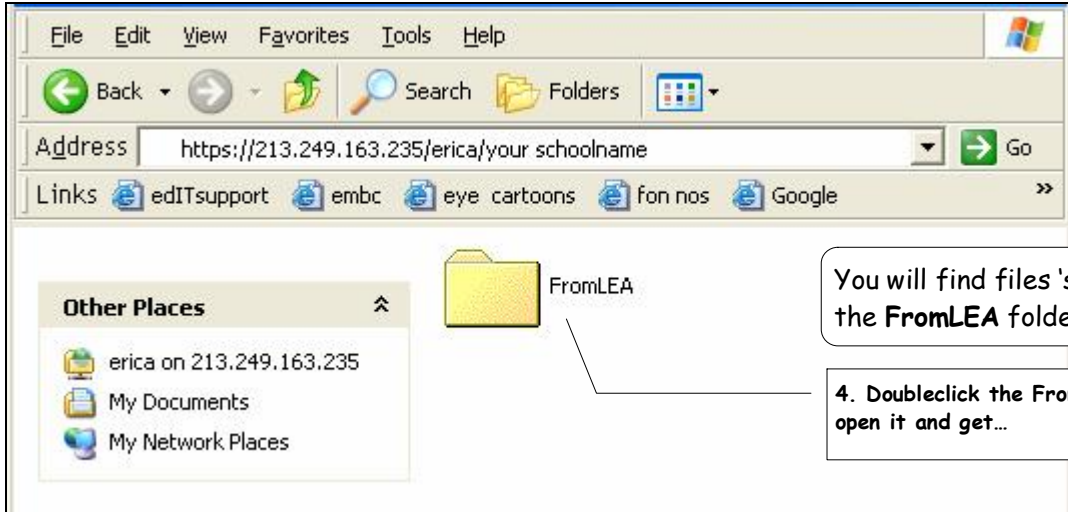
You may see a certificate warning as illustrated below...

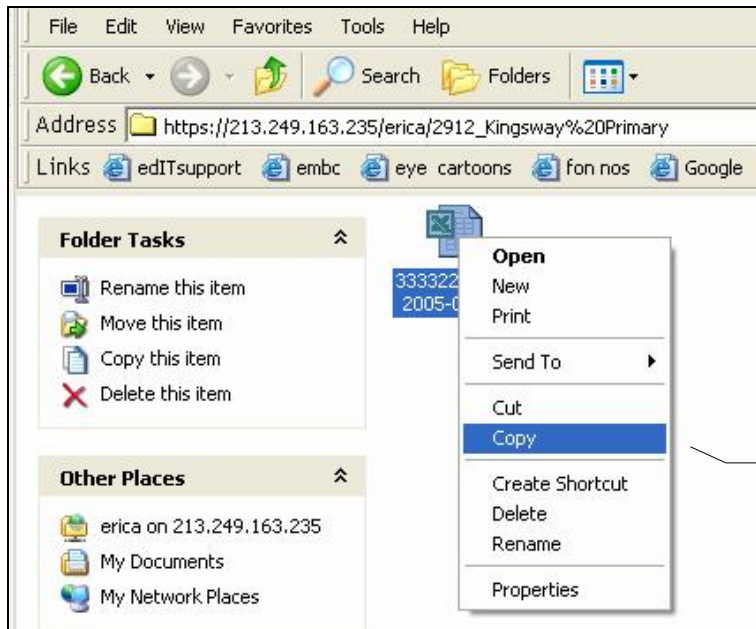


3. Click Yes if you see this Alert to get...



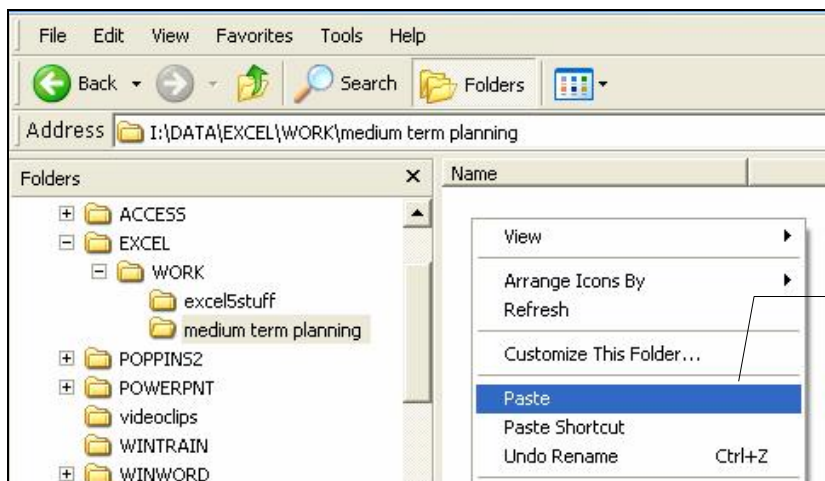
3. Enter your user name and password and click OK to get...





5. Right click a file you wish to copy to your own system and click Copy or click the file and click the Edit menu then click Copy

6. Start **Windows Explorer** (the quickest way to do this is to hold down the **Window** key on your keyboard and hit the letter **E** once (the Window key is between the Ctrl key and the Alt key)).
7. Navigate to the folder on your local or network drive (preferred) where you want to copy the file to and **Right Click** in white space in the right hand pane to get the menu illustrated below then click **Paste** (or click the **Edit** menu and click **Paste**).

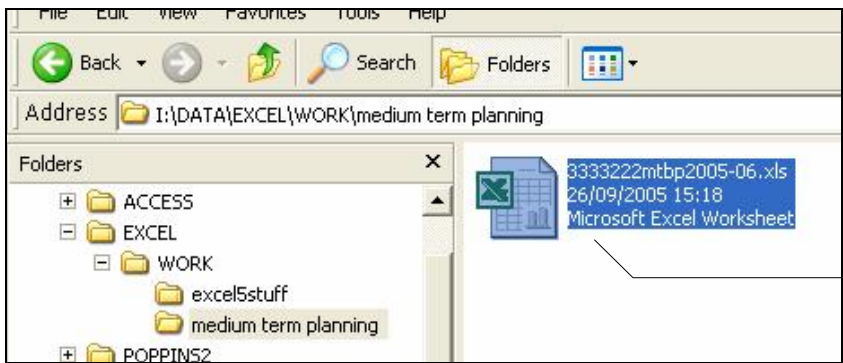


In the illustration I have navigated to my I:\data\excel\work folder

8. Right click in blank white space and click Paste (or click the Edit menu and click Paste)



You may briefly see this screen



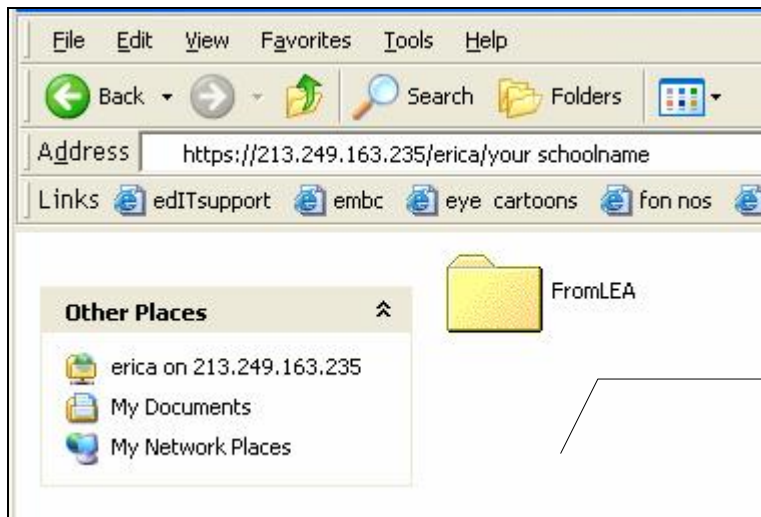
The file will appear in your local/network folder

9. Open the file as normal (unless it's an fms automatic reconciliation file - you do NOT open these - you import them into fms).

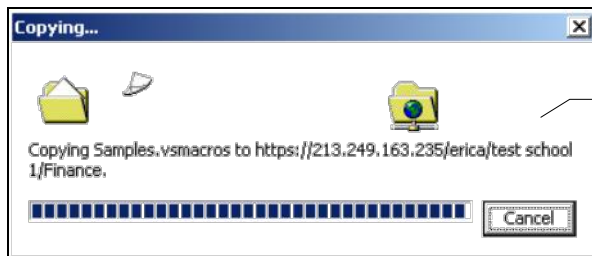
### Returning files to the LEA

Files to be returned to the LEA (e.g. MTBP spreadsheet, Primary Estimates spreadsheet, VATClaim files) need to be dropped (pasted) back into your **schoolname** folder **NOT** the **FromLEA** folder.

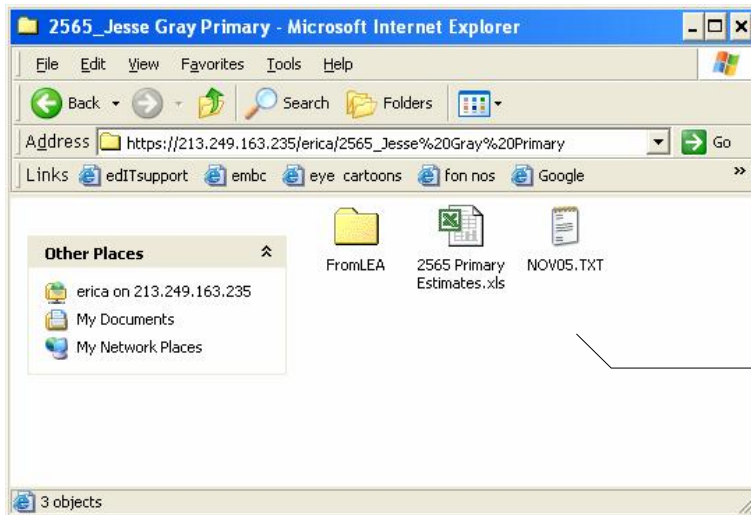
1. Open **Windows Explorer** (Window key and E) and navigate to the folder where the file is stored.
2. **Right click** the file and click **Copy**.
3. Access **ERICA** - ensure that you are inside your schoolname folder as illustrated below - you should see the **FromLEA** folder (**DON'T OPEN IT**).
4. **Right click** in blank white space within the schoolname folder as illustrated below and click **Paste** (OR click the **Edit** menu and click **Paste**).



5. Right click in blank white space and click Paste (or click the Edit menu and click Paste)



You may briefly see a copying screen



These files (Primary Estimates spreadsheet and a VATClaim file) have been successfully pasted here - the LEA will remove these files

Any files that are pasted into your ERICA schoolname folder, as illustrated above, have been successfully 'sent' to the LEA. The LEA will remove these and keep the folder tidy.

BUT the LEA will **NOT** remove files from the **FromLEA** folder - it's up to you to keep that tidy - periodically delete old files in the FromLEA folder.

6. And that's it - close all windows when done.

### Important Note 1

If you doubleclick an Excel file or a Word file in the FromLEA folder then it **will** open and you **will** be able to edit it BUT you **Will NOT** be able to save it (back in the FromLEA folder). You would need to use **Save As** and navigate up one level so that you are NOT inside the FromLEA folder but are inside your school folder. You can **ONLY** save in your own schoolname folder.

edIT recommend that you copy files from your FromLEA folder to a folder on your own system (rather than open them directly from the FromLEA folder) - edit those files and save them - finally paste them back into your ERICA schoolname folder (not the FromLEA folder).

### Important Note 2



Some bank account schools are using **Automatic Reconciliation** for pay transactions - the file from the LEA containing Pay transactions is made available in the **FromLEA** folder just like other files from the LEA.

**NEVER** open this file - just copy it to your local/network system so that it can be imported into fms.

### **Help...**

There are quite a few steps and screens to deal with and tho' nothing can go wrong, something will. If you have any problems then...

If the torch endlessly shimmies from side to side before you get the Security Alert window then...

1. Close down ALL Internet Explorer screens and try to access ERICA again via the link in Favorites. If that fails...
2. Login to Wired, follow the ERICA links until you get to the list of school names, click your school and login to ERICA as you normally do. If that fails...
3. Restart your computer and login to Wired as in number 2 above - this may seem tedious but is probably quicker than ringing the helpdesk and listening to Vincent drone on about his holidays etc. If that fails...
4. Get a biccys and a cup of tea and ring the edIT helpdesk on 0115 8546116.