

# SLP Support

## Advice and Guidance for iPost

**Title** [How to Use iPost](#)

**Description** [An overview of how to use the iPost 2010 website and its features.](#)

**Further Advice** If you require further advice or encounter an error while following the guidance in this document – please [click here](#) for our guide on logging a call about the Somerset Learning Platform.

[Please click here to find out what we support](#)

Whilst Somerset County Council makes every effort to ensure accuracy of content, it cannot accept liability for claim, loss or damage howsoever arising from the reliance on or use of this information.



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iPost is where Somerset County Council, in its role as the Local Authority, and its partners, share documents and information with Somerset schools.

iPost is a sub-site of the Somerset Learning Platform.

The majority of information on iPost is available to school staff, to SCC staff, and to the public. Any information which is restricted from public view and available only to school or SCC staff is restricted in accordance with the Exemptions contained within the Freedom of Information Act 2000.

Anyone who is entitled to see information restricted to school or SCC staff must have an SLP account and log in to iPost to be able to see such information.

### **iPost for School Staff and Governors**

All school staff and Governors of Somerset maintained schools and academies automatically have an SLP account created for them when they become members of staff or Governors at their school and are assigned an email account for the relevant school. (If they are a member of staff or a Governor at more than one school they will either have separate email accounts or a combined email account for the relevant schools which will enable them to log in and access information for those schools.)

The permissions attached to their SLP account will by default allow them to see any restricted information that relates to their role(s) with their school(s) if they are signed in to the SLP. This applies both to iPost and to any other relevant SLP site (for example, their School Portal site). Therefore, provided a school user or Governor is logged in to the SLP overall, they automatically have access to all relevant information if they then visit the iPost site.



(Note: school staff and governors do not need to use the 'Request Access' function on the iPost site – this is for use by Somerset County Council staff or SCC partner organizations only.)

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## **iPost for Local Authority/Somerset County Council Staff and SCC Partner Organizations**

SCC staff and SCC partner organization staff do not have SLP accounts created automatically, as do school staff and governors.

If, therefore, any such staff require:

- access to restricted documents on iPost
- the ability to upload documents, News announcements or Calendar events to iPost

they need to use the 'Request Access' function and specify whether they need:

- 'Read' access
- 'Contribute' access

If they do not need to access restricted information, SCC staff or SCC partner organization staff may not need to log in to iPost and therefore may not need an SLP login. If advice is needed on this, SCC staff should log a call to the SWO ICT Helpdesk (see under 'SwO ICT Help Desk' in the SCC global email address list).

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## **iPost for the Public**

The majority of information on iPost is public – only information that should legitimately be restricted under the Exemptions in the Freedom of Information Act 2000 is not available to public view.

Members of the public – that is, anyone who is not a member of school staff, a school governor, an employee of Somerset County Council or of an SCC partner organization – therefore do not need and are not entitled to an SLP account for login to iPost.

Contact information for the public is provided via the 'Contact SCC' link on the iPost site.

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## iPost Content

*The following information applies both to SLP account users and to members of the public using iPost. It will assume that SLP account users are logged in unless stated otherwise.*

- [The Home Page](#)
  - [iPost News](#)
  - [Search](#)
  - [Weekly Updates](#)
- [iPost News \(Page\)](#)
- [iPost Calendar](#)
- [iPost Documents](#)
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- [Contact SCC](#)

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### The Home Page

The home page contains the following:

- The Links bar
- The site banner
- The Navigation bar
- iPost News
- Search
- Weekly Updates
- iPost User Guidance

The option for SLP account users to log in or out is offered on the site banner, as illustrated right.



Please see an example view of the home page overleaf.

SLP iPost Help Find a School Find a Site

**SOMERSET**  
County Council

**iPost** Search this site... Login

iPost Pages > Home

iPost Home / iPost News / iPost Calendar / iPost Documents / Term Dates / Browse by Category / What's New / Contact SCC /

**iPost News**

**Introducing Egress**  
Message from Somerset about Egress - a new, secure way to send sensitive or confidential information...  
Modified: 02/04/2015

**Schools - Downloading EGRESS to your PC**  
Information on the correct free piece of software to download to view emails that have been encrypted via EGRESS...  
Modified: 02/04/2015

**New Out-of-Hours Telephone Number for School Building Emergency Repairs**  
The new Freephone number should now be used for reporting emergency repairs to school buildings....  
Modified: 01/04/2015

**Schools April e-safety newsletter**  
April e-safety newsletter for schools. For circulation, printing and placing on school noticeboards....  
Modified: 30/03/2015

**INTEL Education Ambassadors**  
In a scheme with Naace, INTEL are looking for teachers to become Education Ambassadors. ...  
Modified: 30/03/2015

**Ofsted Inspection Report - Somerset County Council Children's Services**  
A message from the Director of Children's Services re today's publication of the latest Ofsted inspection report into Somerset County Council's Children's Services....  
Modified: 27/03/2015

**Microsoft Shape the Future Programme**  
News about Microsoft Change the Future Programme and a change of brand name...  
Modified: 27/03/2015

**Vendor Numbers for Schools SIMS - April 2015**  
The new vendor list for schools is now available. previously published lists will be removed from iPost....  
Modified: 27/03/2015

[More News](#)

Enter the iPost ID to open the file directly  Find by Document ID

**Weekly Updates**

iPost Weekly Updates provide a summary of the week's documents that may be required by, or of interest to, schools.

The Weekly Update is emailed to schools as a Word file. If you have problems opening links in the Word version, please use the PDF version below.

<input type="checkbox"/>	Type	Name	Modified
		2015 03 27 Weekly Update to Schools	27/03/2015 13:58
		2015 03 20 Weekly Update to Schools	20/03/2015 14:02
		2015 03 13 Weekly Update to Schools	13/03/2015 13:55
		2015 03 06 Weekly Update to Schools	06/03/2015 14:12

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Set an email alert to notify you when a new Weekly Update is added to the site (our 'How to Create a Weekly Update Alert from iPost' document provides support for this and is available in the 'iPost User Guidance' section below).

To request that a document, news item, etc. is included in a Weekly Update, please [click here](#) for details.

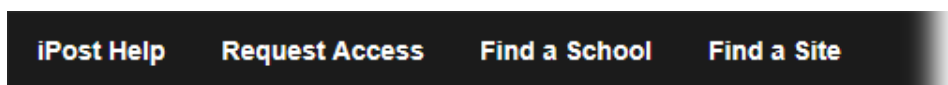
**iPost User Guidance**

- [How to Use iPost](#)
- [How to Create a Weekly Update Alert from iPost](#)
- [How to Use the iPost Calendar](#)

Back to top Cookies Policy | © Copyright SLP 2014

SLP | Find a School | Find a Site | SLP Support | Contact us

- **The Links bar**



- **iPost Help:** Information regarding support for iPost.
- **Request Access:** An online form for use by Somerset County Council staff only – this form should not be used by school staff, governors, or members of the general public.
- **Find a School:** A searchable directory of Somerset Maintained Schools and Academies (this link opens in a new window).
- **Find a Site:** A searchable directory of further Somerset Learning Platform sites (this link opens in a new window).

(Note: iPost Contributors who are logged in to the site will also see a link to 'My iPost on the Links bar.)



- **The site banner**



The SCC logo on the left of the banner acts as a link to the home page from any location in iPost.

On the right is a link enabling users with SLP accounts (that is, school and SCC staff) to log in (or out). Members of the general public will not be able to log in to the site.

The main site Search also overlies the banner as shown above.

- **The Navigation bar**



Links to:

- **iPost Home:** a link the home page.
- **iPost News:** All News items currently 'live' on the site. (See [iPost News \(Page\)](#) below for further information.)
- **iPost Calendar:** A calendar of meetings and events relevant to school staff.
- **iPost Documents:** A list of **all** documents published on iPost. (See [iPost Documents](#) below for further information.)
- **Term Dates:** Both PDF and Word versions of confirmed term dates for all available academic years can be downloaded from this page.
- **Browse by Category:** Links to sub-pages of iPost documents by category. Some of these sub-pages contain links to further iPost pages or to other SLP or external sites that relate to the relevant Category. It will be useful for school users in particular to familiarize themselves with the contents of these additional pages, as some of the information they need will be on the additional sites and not on iPost itself (for example, much Health and Safety related information will be on the Health and Safety Extranet site, not on iPost).
- **What's New:** This page offers you five filters for viewing the most recently uploaded/modified documents on the site. (See [What's New](#) below for more information.)
- **Contact SCC:** A link to the Somerset County Council 'Contact us' page.

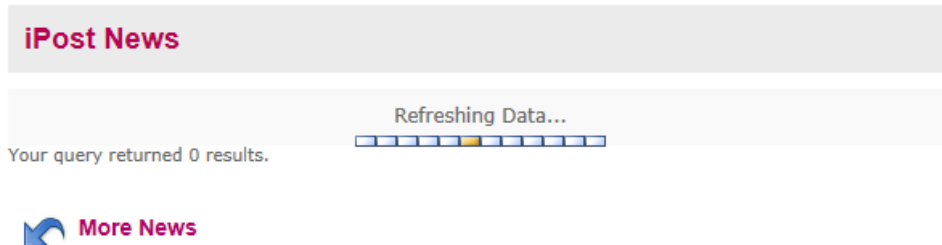
[< iPost Content](#)  
[< Contents](#)



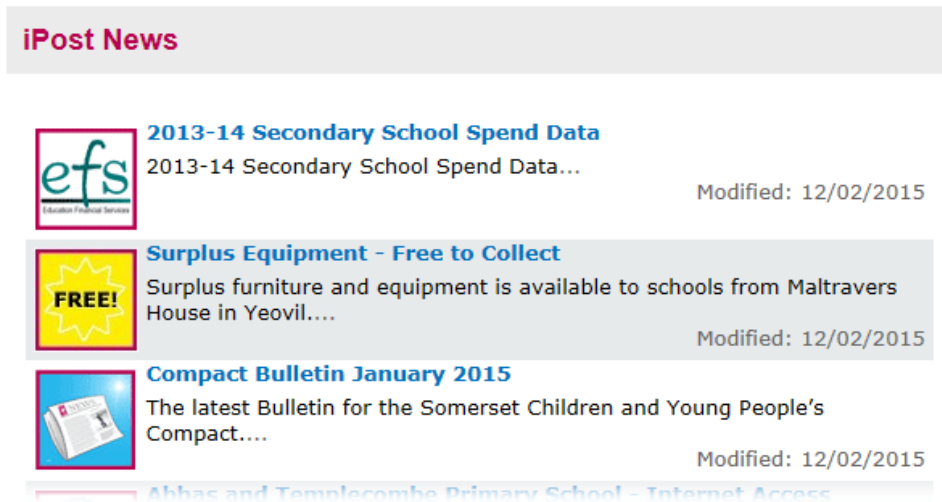
## iPost News (Home Page)

This shows the 'top' 8 News items, most recent first, along with a thumbnail image and all or part of the content summary.

When you first visit the iPost home page, or if you return to it from visiting another page in the site, you may temporarily see this display:



However, after a few moments the normal News list will display, as shown here:



Click on the title of any item to see the full News page.

At the bottom of the list is a link to 'More News' which takes you to a full list of all the News items currently live on the site, listed in pages of 30.



By default News items remain 'live' for three calendar months from their date of creation and are then deleted from the site.

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## Search

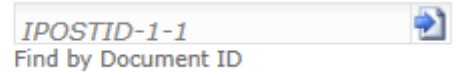
There are two ways to search for documents on iPost – by keyword, or by ID number.



The main **Search**, positioned over the site banner as shown right, will allow you to search for any keyword that has been used in a title, document summary, document content or iPost web page content.



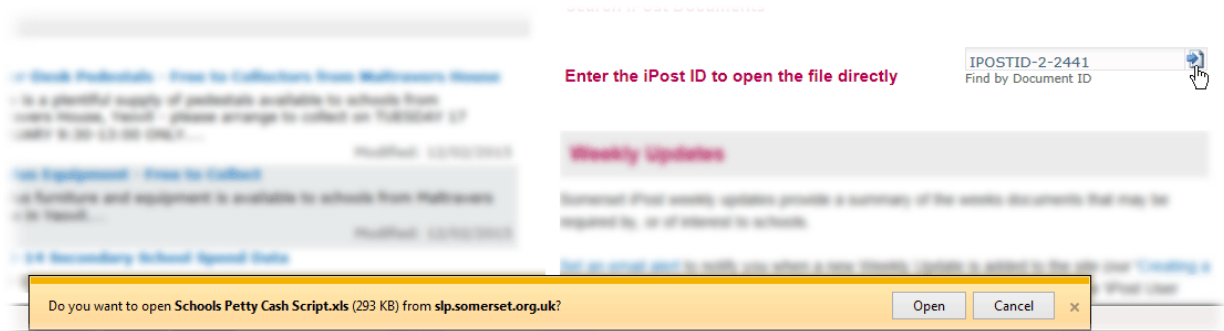
**Enter the iPost ID to open the file directly**



**Search by iPost ID number:** If you search by keyword, you will get multiple search results. If you know the specific iPost ID number of a document, you can enter this and immediately locate the one document to which this unique number is assigned.

All document ID numbers assigned in iPost are prefixed with **IPOSTID-2-** followed by the four digit number unique to that document.

If you enter the number in that exact format, as in the example shown below, where the iPost ID number **IPOSTID-2-2441** has been used, you are immediately offered the option to open/download the document.



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## Weekly Updates

The Weekly Updates section of the page is as illustrated here.

A **Word** version of each issue of the Weekly Update is emailed to school offices.

School staff and governors can set up an email alert if they wish to receive personal notification of the publication of the **PDF version** of the Weekly Update published on iPost (note: they can only do this if they are using a County .educ.somerset.gov.uk email address).

### Weekly Updates

iPost Weekly Updates provide a summary of the week's documents that may be required by, or of interest to, schools.

**The Weekly Update is emailed to schools as a Word file. If you have problems opening links in the Word version, please use the PDF version below.**

<input type="checkbox"/>	Type	Name	Modified
		2015 02 06 Weekly Update to Schools	12/02/2015 13:35
		2015 01 23 Weekly Update to Schools	12/02/2015 13:35
		2015 01 30 Weekly Update to Schools	12/02/2015 13:35
		2015 01 16 Weekly Update to Schools	12/02/2015 13:35

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Set an email alert to notify you when a new Weekly Update is added to the site (our 'How to Create a Weekly Update Alert from iPost' document provides support for this and is available in the 'iPost User Guidance' section below).

To request that a document, news item, etc is included in a Weekly Update, please [click here](#) for details.

(For further information on setting up such an alert, please see the document [How to Create a Weekly Update from iPost.](#))

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## iPost News

The eight most recent iPost News items are displayed on the iPost home page (see [iPost News \(Home Page\)](#) above) and also on the SLP home page.

On the iPost News page (illustrated below) you will find all News items, listed in pages of 30 at a time, with the newest items on the first page. The page contains further information about each item (Modified date, Expiry date, Created By, Contact Details):

<input type="checkbox"/>	Thumbnail	Title	Modified	Expires	Created By	Contact Details
		Under-Desk Pedestals - Free to Collectors from Maltravers House	12/02/2015 13:20	13/03/2015	Deborah Latham	Joanne Salter jsalter2@somerset.gov.uk
		Surplus Equipment - Free to Collect	12/02/2015 13:19	28/02/2015	Sean Hodges	Jo Salter jsalter2@somerset.gov.uk
		2013-14 Secondary School Spend Data	12/02/2015 13:18	10/05/2015	Ilse Hagley	Education Financial Services 01823 359984 - option 4
		Network issues for schools connected to the Chard Exchange - LATEST UPDATE	12/02/2015 13:18	07/05/2015	Chris Woodgate	SWOne, 01823 355090, SWOICTHelpdesk@somerset.gov.uk
		Compact Bulletin January 2015	12/02/2015 13:17	06/05/2015	Jo Sangster	CYPCompact@somerset.gov.uk

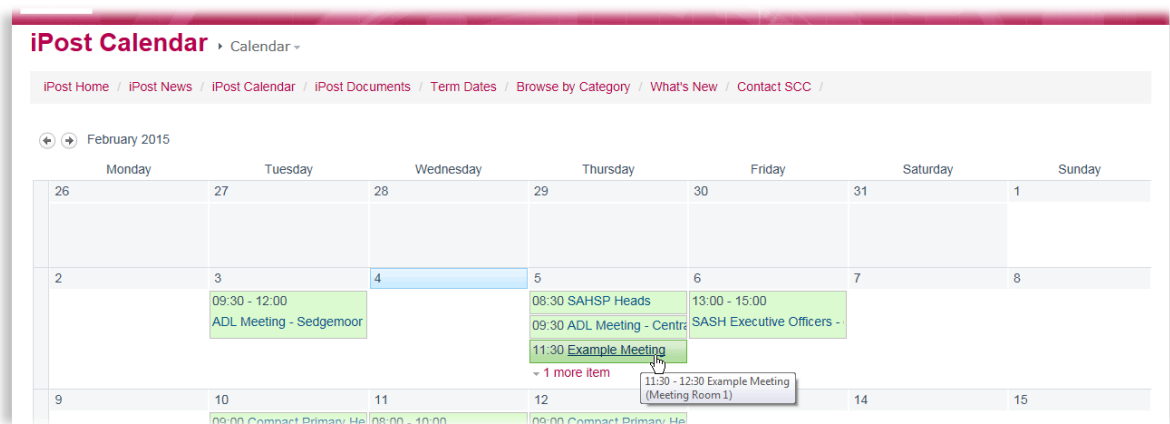


In all cases the Title is a link that will open the full News item.

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## iPost Calendar

The purpose of the iPost Calendar is to notify **school staff** of meetings and events of interest/relevance to them – for example, meetings re SAPHTO, SASH, SAHSP, ADL, Compact, etc. By referring to the iPost Calendar, SCC colleagues intending to schedule meetings of this kind can check that there is not already another meeting planned for the proposed date/time which would require the attendance of the same audience (for example Headteachers, school administration staff, etc), and thus avoid a conflict of priorities for school staff.



For detailed guidance on how to use the iPost Calendar, please see the SLP Support guidance document [How to Use the iPost Calendar](#).

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## iPost Documents

This page incorporates a new site feature.

On the previous version of iPost, the list of documents a user could see depended on whether they were logged in to the site or not. If they were not logged in, therefore, they would be unaware of the presence of documents that might be restricted to user groups to which they belong (for example, All School Staff).

To circumvent this problem, users who visit this page can now see **all** documents on the site, but non-public documents can only be opened by members of the relevant Document Audience groups. Site users therefore need to refer to the **Document Audience** column to determine whether they are entitled to access any given document.

The **iPost Documents** link on the navigation bar takes you to the **What's New: All iPost Documents** page. An example of the list display on this page is given overleaf.

Title	iPostID	Document Audience	Modified
<a href="#">Comprehensive list of ledger code</a> <small>NEW</small>	IPOSTID-2-1924	iPost EFS Purchasers	25/02/2015 08:15
<a href="#">Finance Circular 06.2015 - Budget Plan Checks</a> <small>NEW</small>	IPOSTID-2-3295	iPost EFS Purchasers	25/02/2015 08:10
<a href="#">SSTEP Online Ordering - School Authorisers 2015-2016</a>	IPOSTID-2-3244	iPost All School Staff, iPost School Admin, iPost Headteachers, Diocese Multi Academy Trusts	19/02/2015 14:20
<a href="#">SSTEP Online Ordering - School Authorisers 2015-2016</a>	IPOSTID-2-3244	iPost All School Staff, iPost School Admin, iPost Headteachers, Diocese Multi Academy Trusts	19/02/2015 14:15
<a href="#">Critchill Learning Support Centre</a>	IPOSTID-2-3249	Public	19/02/2015 14:15
<a href="#">The Somerset Logo Debate</a>	IPOSTID-2-3041	iPost SCC Staff	19/02/2015 14:15
<a href="#">Example Fixed Asset Register</a>	IPOSTID-2-2088	iPost EFS Academy Purchasers	19/02/2015 14:10
<a href="#">Finance Circular 17.2014 - New Form 10</a>	IPOSTID-2-2583	iPost EFS Purchasers	19/02/2015 14:10
<a href="#">Media Advice For Schools</a>	IPOSTID-2-3084	Public	19/02/2015 14:10
<a href="#">Somerset Schools KS2-KS3 Transition Teach-Meet - Bridging The Gap</a>	IPOSTID-2-2407	Public	19/02/2015 14:10
<a href="#">SIMS Circular 058_2013 Importing FFT data into SIMS.net</a>	IPOSTID-2-2168	iPost ELIM Purchasers	19/02/2015 14:10

If the Document Audience is **Public**, all site users can access the document without being logged in.

If the Document Audience is anything other than Public, only users who are members of the relevant group will be able to access the document, and will need to be logged in to do so.

If you are entitled to access the document, clicking on its title will open the following window:

**Latest iPost Documents - Somerset County Council - Conditions of Contract...**

View

Edit Item

Version History

Manage Permissions

Delete Item

Alert Me

Actions

**In order to access documents that are not Public please ensure you are logged into SLP before attempting to access this document.**

Title	Somerset County Council - Conditions of Contract
Document Summary	Conditions of Contract information
Document Audience	Public
Link	<a href="/ipost/iPost Documents/Somerset County Council - Conditions of Contract.doc">/ipost/iPost Documents/Somerset County Council - Conditions of Contract.doc</a>
Document Contact Details	Education Financial Services 01823 359984 option 4 <a href="mailto:EFSSomerset@somerset.gov.uk">EFSSomerset@somerset.gov.uk</a>
iPostID	IPOSTID-2-3377
Document Keywords	Financial Guidance, contract, conditions
Document Category	Finance

Version: 1.0

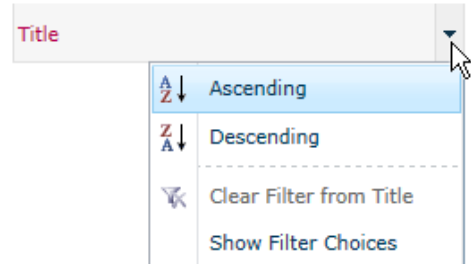
Close

Note: The **Document Contact Details** are provided here so that you can contact the relevant author/team direct if you have any queries about the content of the document.

Click on the **Link** to open the document.

Link </ipost/iPost Documents/Somerset County Council - Conditions of Contract.doc>

Note: as with all similar lists on an SLP site, you have the option to re-order the **All iPost Documents** list if required. If you hover your cursor over the relevant column title (see example shown right), a downward arrow will appear; click on this, and you will have the option to re-order the list in Ascending/Descending alphabetical order for *Title* and *Document Audience*, and in Ascending/Descending date order for *Modified*.



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## Term Dates

This page provides the school term and holiday dates for Somerset maintained schools the current and next forthcoming academic year in two formats:

- **PDF** – listed under the heading ‘What are the school term and holiday dates in Somerset?’
- **Word** – these are the equivalent versions of the PDF documents, provided for schools to download so they can customise them for their own use (for example, indicate the days selected for INSET for their school)

Additional information on how the school term and holiday dates are determined is also provided on this page.

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## Browse by Category

All documents on iPost are assigned to one (or more) of the following categories:

- Admissions
- Attendance
- Compact
- Early Years
- Finance
- Governance
- Health & Safety
- Human Resources

- ICT
- Meetings & Partnerships
- Premises
- Safeguarding
- School Administration
- SEN & Inclusion
- SIM
- Statistics
- Teaching & Learning
- Training & Development

Each Category page contains a list of the documents categorized under that heading, and while the majority of these documents can be located via the Search, some of these pages contain links to additional pages, as listed below.

**Important Note:** All the links identified below will open in the same window/tab and hence 'replace' the iPost site. If you would prefer to open the link in a new window/tab, please right click on the links and choose either the **Open in new tab** or **Open in new window** option. You can then visit the site or page and subsequently close the new window (or tab); you will then still have the iPost site open for further use without having to use the Back button.

### ***Compact***

This Category page includes a link to the **Compact website**.

### ***Finance***

This Category page includes a link to the **Schools Petty Cash Journal – Imprest Reimbursement Claims page**.

### ***Governance***

This Category page includes a link to the **Governor Services website**.

### ***Health & Safety***

This Category page includes a link to the **Health & Safety Extranet** page. It is important to be aware of this page, as many Health & Safety-related documents are uploaded to the Extranet site and are not present on iPost; therefore school users will not be able to locate those documents by using the iPost Search.

### ***Human Resources***

This Category page includes links to the following pages:

- **Guidance for Schools**
- **HR Newsletters** and
- **HR Updates and Alerts**

Note: only staff at schools who purchase the HR Advisory Service via SSTEP (Somerset Services to Education Providers – please see the [SSTEP website](#) for further information) will be able to access the documents listed on these pages.

### ***Meetings & Partnerships***

This Category page includes links to the following:

- **SACRE website**
- **Somerset Children's Trust Extranet website**

### ***Safeguarding***

This Category page includes links to the following:

- **Somerset Local Safeguarding Board website**
- **Education Support Services website**
- the **Safeguarding and Critical Incidents page** on the **ESS website**

### ***SEN & Inclusion***

This Category page includes links to the following:

- **Somerset SEN Service and Guidance** link goes to the **ESS website**
- the **Critical Incident Support for Schools** link goes to the **Safeguarding and Critical Incidents page** on the **ESS website**

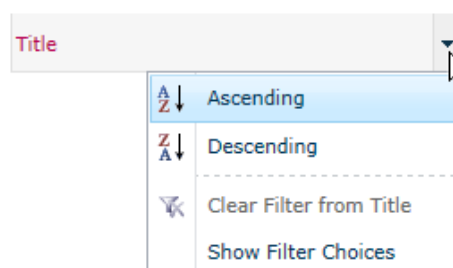
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## **What's New**

This page offers you five filters for viewing the most recently uploaded/modified documents on the site. You have the options to view:

- **Today:** any documents uploaded/modified on today's date.
- **2 Days:** any documents uploaded/modified both today and the previous day, most recent first.
- **1 Week:** any documents uploaded/modified from today going back 7 days, most recent first.
- **2 Weeks:** any documents uploaded/modified from today going back 14 days most recent first.
- **All iPost Documents:** all documents uploaded on iPost, most recent first.

Note: you have the option to re-order the list if required. If you hover your cursor over the relevant column title (see example shown right), a downward arrow will appear; click on this, and you will have the option to re-order the list in Ascending/Descending alphabetical order for *Title* and *Document Audience*, and in Ascending/Descending date order for *Modified*.



Although all documents uploaded/modified on iPost are displayed in the **What's New** lists, some documents will not be available to members of the public, or even to all SLP account holders, even though their titles appear in the lists. The majority of content on iPost is public. Any documents which are not public have been restricted

in accordance with the Exemptions of the Freedom of Information Act 2000. To ascertain whether a document is public or restricted, please refer to the *Document Audience* column; from this you should be able to determine whether (a) you need to log in to access it, and (b) if you are logged in, whether you are a member of any groups to which the document is restricted.

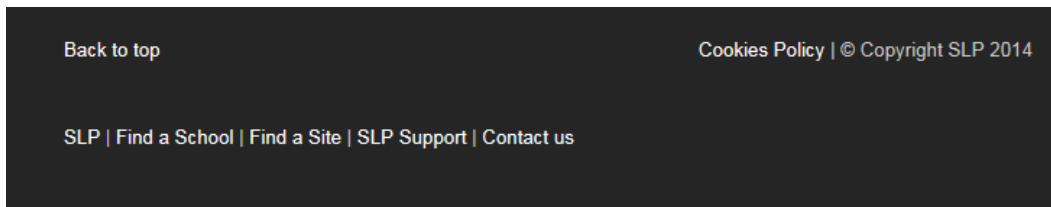
[< iPost Content](#)  
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## Contact SCC

This link opens the 'Contact us' page of the Somerset County Council website, and includes details of how to contact the County Council by email, post, SMS Text and telephone, including the telephone number specifically for Children and Learning.

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## Further Navigation Options



Further navigation options and links are available in the footer section of the iPost home page.

- **Back to top** – This will take you to the top of the page area below the site banner.
- **Cookies Policy** – This will take you to the SLP Cookies Policy page on the SLP Support website.
- **SLP** – A link to the main Somerset Learning Platform home page (from where there is a reciprocal link to iPost in the Links bar at the top of the page).
- **Find a School** – A searchable directory of Somerset Maintained Schools and Academies (this link opens in a new window).
- **Find a Site** – A searchable directory of further Somerset Learning Platform sites (this link opens in a new window).
- **SLP Support** – A link to the SLP Support website, containing support information for both public, school and SCC users of the SLP and iPost on how to use/administer the site (the guidance documents available will depend on the account permissions of the user). All public documents will automatically be available; SLP account holders will need to be logged in to see any restricted documents relating to their role.
- **Contact Us** – A link to the 'Contact us' page of the Somerset County Council website (this link opens in a new window).

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## Additional Information

- [iPost User Guidance](#)
- [Further Help](#)

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### iPost User Guidance

The iPost User Guidance documents are public PDF files. All guidance documents are comprehensively illustrated and are intended to help site users understand how to use iPost to best effect.

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### Further Help

School or SCC users who encounter problems using the site should log a call to the Southwest One Helpdesk.

Members of the public who have enquiries relating to iPost should contact Somerset County Council using the most appropriate means outlined on the 'Contact us' webpage accessible from the iPost home page.

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