



Milton Keynes
Bases Reporting Portal

**Free School Meals
& Pupil Premium**

Eligibility Report

Guidance Document for schools

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Introduction

The Capita ONE Bases Online Reporting Portal enables schools to generate their own Free School Meals and Pupil Premium Eligibility Report

The report will produce real time eligibility data and is verified via the DFE's ECS - (Eligibility Checking Service)

Logging in for the first time:

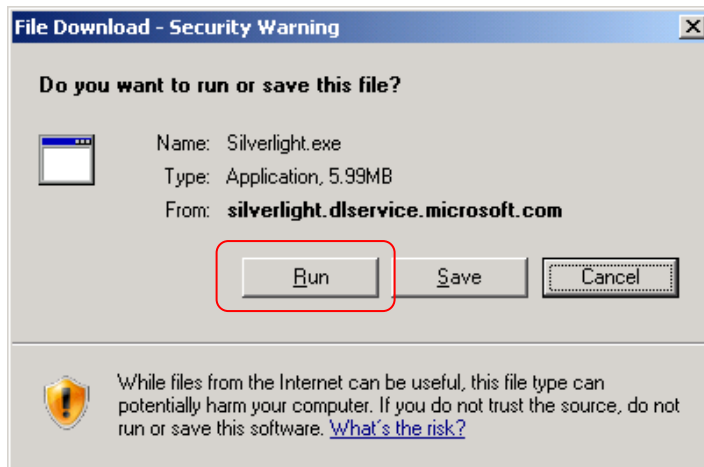
- 1 Please use **Internet Explorer** only, the software **does not** run via **Google Chrome**
- 2 Please use the following link:

https://emsonline.milton-keynes.gov.uk/ccsenterpriseonline_live/

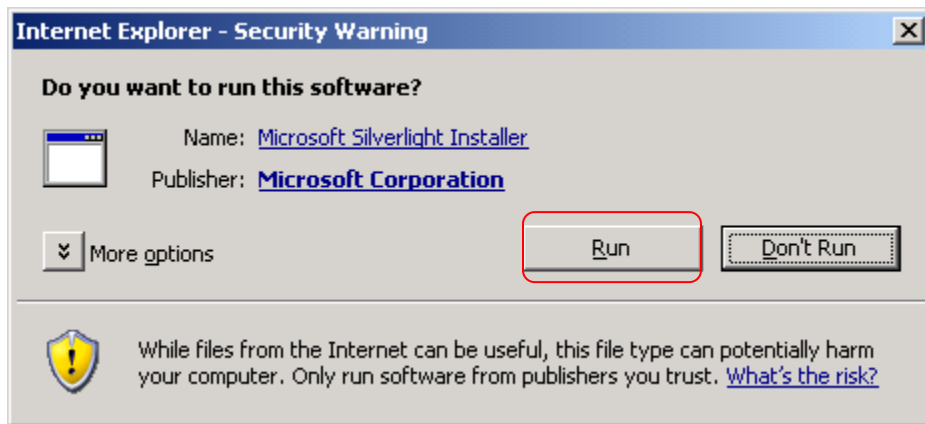
The first time you logon you may get a message to install Silverlight as follows:



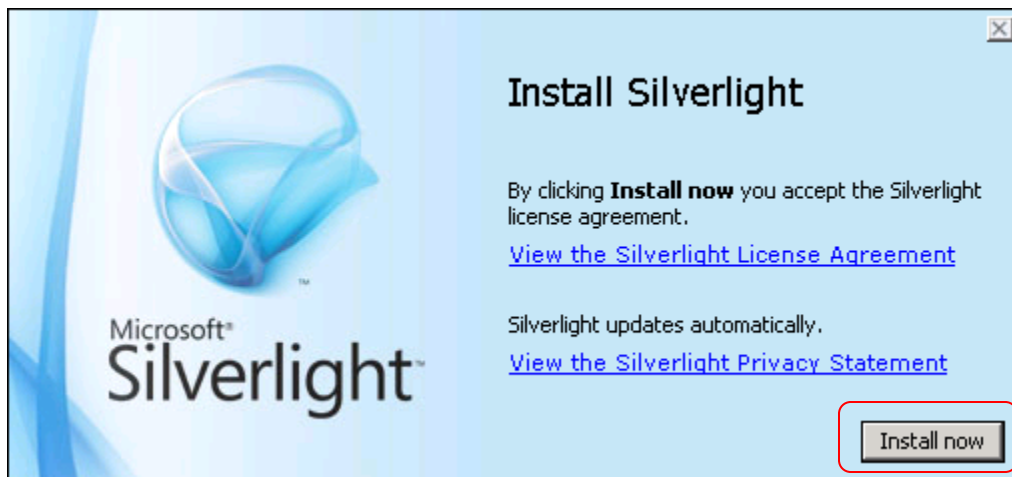
- 2 If you need to install Silverlight (freely distributed Microsoft software), click on **Get Microsoft Silverlight** button to run the installation wizard
- 3 Click on Run Button



- 4 Click on the **Run** Button



5 Click on the **Install now** Button



Once Silverlight is installed you will be able to access the Bases online portal via:

1. LIVE SITE https://emsonline.milton-keynes.gov.uk/ccsenterpriseonline_live/

You will then see the following logon screen:



Your schools **User Name** is a combination of the following:

MK Local Authority number	826
Your school DfE Number	i.e. 1234
Ending with P for Portal	P
Example school User Name	8261234P

You must request your password the first time you logon by sending an email to freeschoolmeals@milton-keynes.gov.uk please quote the **User Name** you are using they will respond to you with your password.

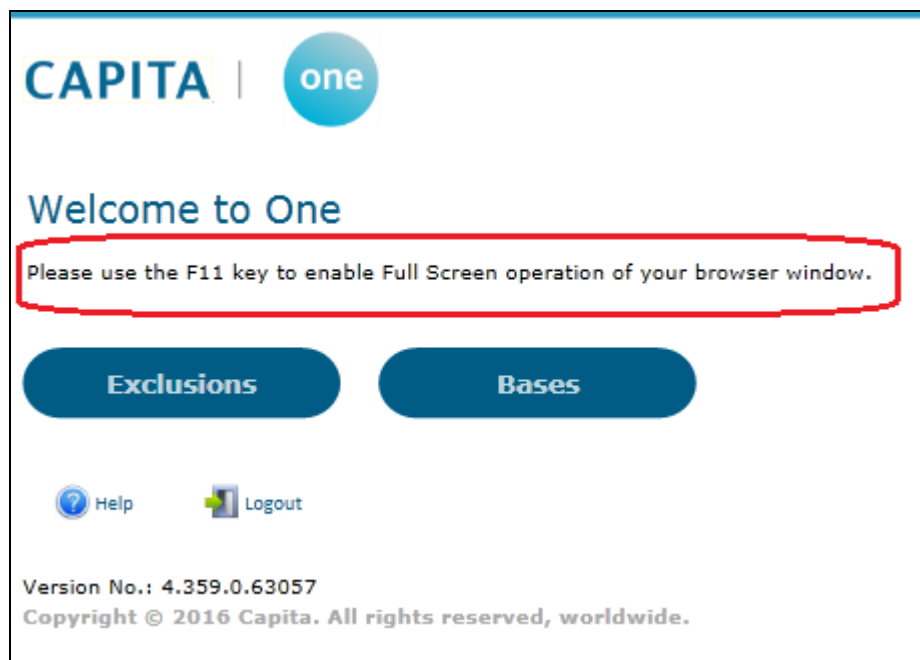
The first time you logon you will need to re-set your password, please see guidance on page 8. Your logon for Exclusions and Free School Meals is the same

Thereafter if you are having difficulty with your **User Name** or Password please email freeschoolmeals@milton-keynes.gov.uk and quote the **User Name** you are using

Logging in (general)

Once you have entered your **User Name** and **Password** the following screen will appear

Please use the F11 key to enable Full Screen operation of your browser window if required. This is essential if you are using a laptop



- 3 Click on the Bases lozenge:



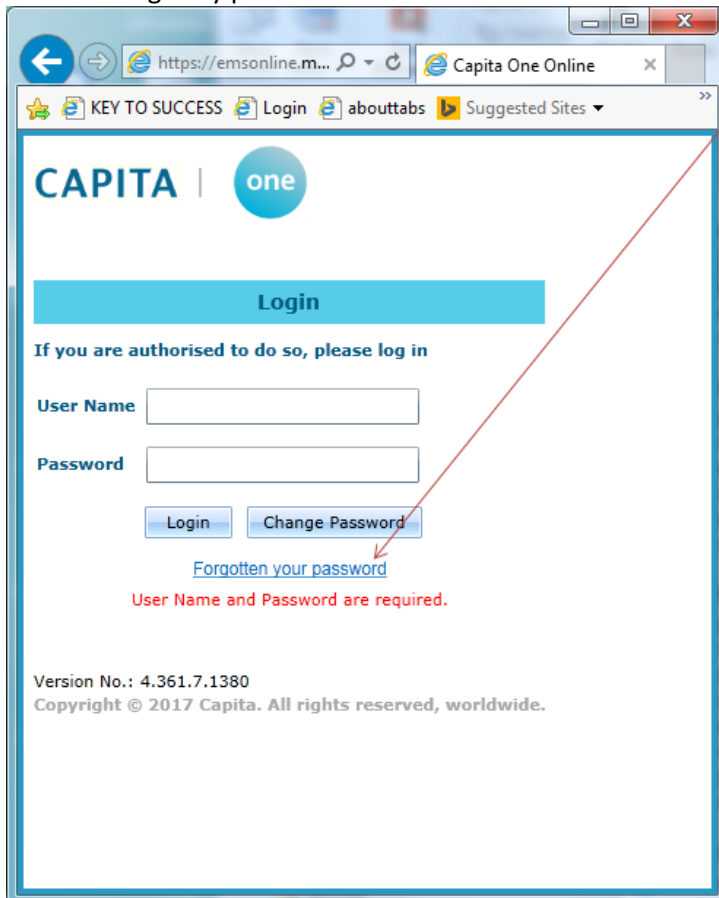
The **Base Details** screen will then be available

Password Guidance

Please note that when you change the password for the first time, it will need to meet the following standard:

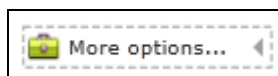
- Password length must be between 10 to 128 characters long
- Password must contain at least one uppercase, one lowercase, one numeric and one special character
- New password must not numerically increment from previous password
- Password must not be the same as the previous 10 passwords
- Password must not be the same as the username

Please note that you can request a new password by selecting the **'Forgotten your password'** on the login page, the email will be sent to your schools nominated email address that was originally provided:

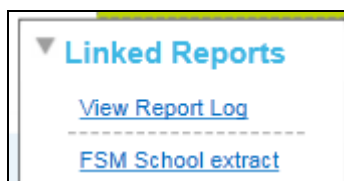


Generating the Free School Meals Eligibility Report

1. From the **Base Details** screen, select the **More Options Menu** on the top right of the screen



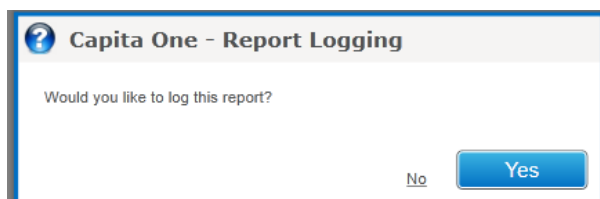
2. Click on the **Linked Reports** Menu then select the **FSM School extract** (report)



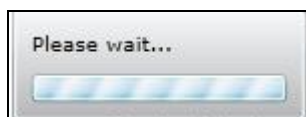
3. The following message will appear while the report is processing:



4. You will then be prompted to log this report, select **No**:

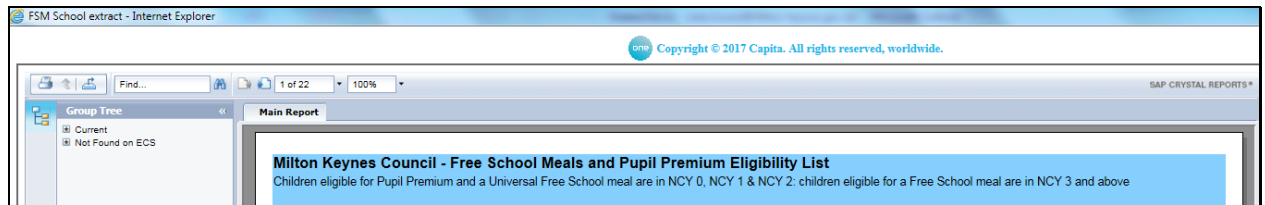


5. The following message will re-appear while the report is processing:

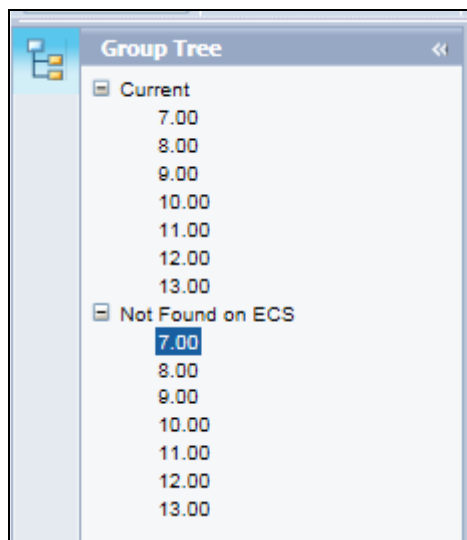


Generating the Free School Meals Eligibility Report

6. Your Free School Meals Eligibility Report will then generate, the report may take up to a minute to load all of the data for your school:



7. The **Group Tree** Option in the Left Margin can be used to expand your selection, use the **+** symbol adjacent to either **Current** (eligible) or **Not Found on ECS** (not eligible) to see each NCY – National Curriculum Year Group, when you select the year group you will see the children listed for this group



<u>DOB</u>	<u>Gender</u>	<u>Carer Forename Surname</u>	<u>Portal Application ref.</u>	<u>Start date</u>	<u>Last Update</u>	<u>Current status</u>	<u>Auth status</u>
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8. The above are headings on the report which are explained below:
 - a. DOB – Date of Birth
 - b. Carer Forename/Surname – applicant name

- c. Portal Application Ref – generated code that ONLY indicates that an online application was made, ask parent for an application summary accessed in their account for evidence of eligibility
- d. Start date – when an application for child was first recorded
- e. Last Update – date that a recheck of eligibility status took place which you will notice changes so schools should log in regularly to capture changes
- f. Current status – will either be current which is on an eligible application or Not found on ECS which is not deemed eligible as a qualifying benefit was not identified
- g. Auth status – will either be Authorised which has been identified as eligible and Reject which has been identified as not eligible

9. Reporting Menu Options



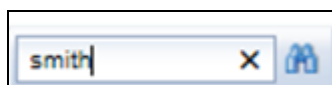
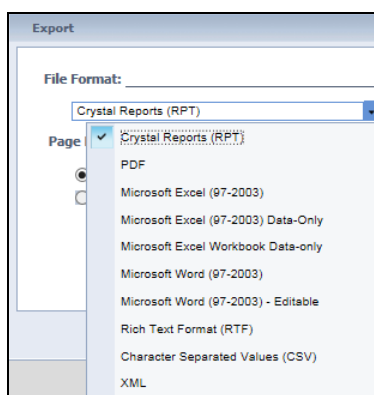
Print this Report Option



Export Report Option (i.e. Excel, PDF, Word)

The Default **File Format** is Crystal Reports (RPT)

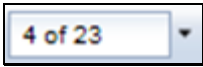
Change this to your required format i.e. Excel:



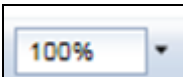
Search for Text Option i.e. a Childs Name



Go to **Next** or **Previous** Page



Page Navigation



Zoom

Logging Out

1. To Close the Report click on the red log out X icon on the top right of the screen:



2. To Close the Software, select the Logout Option on the top right of the screen:

