



Hosted TOOLS 2019

Version 1.1 – 20th December 2018

Introduction

MIST Services are offering schools and Academies the ability to opt for either FREE or paid hosting for TOOLS 2019. Please see the table below for eligibility

		Max number of sites	Extra sites available	HTTPS	School logo
	Eligibility				
Package A (free)	Existing users of Options (order before 1 st Feb 2019)	1	No	Yes	No
Package B (free)	Gold-Start Option schools	3	Yes	Yes	Yes
Package C (£74.95+vat)	Existing users of Options	3	Yes	Yes	Yes

Simply complete the order form for Package A, B or C!



How many sites (directory names) do I need?

Queen Elizabeth School have two 'Populations' doing options; GCSE (Year 9 students) and Post 16 (Year 11 students).

If the school runs both populations 'active' at the same time i.e. you are asking the GCSE students to be entering their subject preferences at the same time as the Post 16 students, then you need 2 sites. Schools usually adopt a naming convention of QES-GCSE and QES-Post16 or similar.

If the school doesn't have both populations 'active' at the same time i.e. the school collects all the GCSE data and once that process is completed the school collects Post 16 data (or vice versa) then you only need a single site so Queen Elizabeth School might adopt QES.

Should you be unclear on how many sites or which package is suitable then please email mist@mistservices.co.uk Or alternatively you may wish to read further TOOLS documentation from October ReSolutions at <http://www.timetabler.com/PDFs/TOOLS-Manual.pdf>



Package A - FREE

FREE for any existing users of Options, this order must be received by 31st January 2019

- TOOLS site will be available from release of TOOLS 2019 to 31st August 2019
- TOOLS webpages and data will be deleted in September 2019
- 1 * Directory name (as per Domain name on last page).....

School authorised signature

Position

Email (please print)

Date

T&Cs

1. Package A is for a single address
2. Package A doesn't have the school logo
3. This form must be received by the 31st January 2019
4. The site will be set up on the Tuesday following receipt of this form
5. Please ensure clear directory name as site is case sensitive. Any invalid characters such as /, ' , * , spaces etc will be replaced with a '_' or '-'

Please post this agreement to MIST Services, The Forge, 76B St Marys Road, Market Harborough, LE16 7DX

Or

Email mist@mistservices.co.uk

Nothing will be implemented until a signed Agreement has been received.



Package B - FREE

FREE for any **Gold-Start** users of Options (not just new to TOOLS)

- TOOLS site will be available from release of TOOLS 2018 to 31st August 2019
- TOOLS webpages and data will be deleted in September 2019
- 1st directory name (as per Domain name on last page).....
- 2nd directory name (as per Domain name on last page).....
- 3rd directory name (as per Domain name on last page).....

School logo wanted on log-in page Yes No

(Please cross out appropriately, details as per School logo on last page)

School authorised signature

Position

Email (please print)

Date

T&Cs

1. Package B is for up to 3 addresses (all sites must be setup at the same time), should you require extra addresses, they can be set up at a cost of £10+vat (all sites must be setup at the same time)
2. Package B includes the school logo – please email to mist@mistservices.co.uk
3. The sites will be set up on the Tuesday following receipt of this form
4. Please ensure clear directory name as site is case sensitive. Any invalid characters such as /, ', *, spaces etc will be replaced with a '_' or '-'
5. Will provide school logo as per page 10

Please post this agreement to MIST Services, The Forge, 76B St Marys Road, Market
Harborough, LE16 7DX Or

Email mist@mistservices.co.uk

Nothing will be implemented until a signed Agreement has been received.



Package C - £74.95+vat

For any existing users of Options

- TOOLS site will be available from release of TOOLS 2018 to 31st August 2019
- TOOLS webpages and data will be deleted in September 2019
- 1st directory name (as per Domain name on last page).....
- 2nd directory name (as per Domain name on last page).....
- 3rd directory name (as per Domain name on last page).....

School logo wanted on log-in page Yes No

(Please cross out appropriately, details as per School logo section below)

School authorised signature

Position

Email (please print)

Date

T&Cs

1. Package C is for up to 3 addresses (all sites must be setup at the same time), should you require extra addresses, they can be set up at a cost of £10+vat (all sites must be setup at the same time)
2. Package C includes the school logo – please email to mist@mistservices.co.uk
3. The sites will be set up on the Tuesday following receipt of this form
4. Please ensure clear directory name as site is case sensitive. Any invalid characters such as /, ', *, spaces etc will be replaced with a '_' or '-'
5. Will provide school logo as per page 10

Please post this agreement to MIST Services, The Forge, 76B St Marys Road, Market Harborough, LE16 7DX Or

Email mist@mistservices.co.uk

Nothing will be implemented until a signed Agreement has been received.



About TOOLS 2019 – Please read

Agreement and Student Data Policy Statement

For information about TOOLS written by October ReSolutions then this can be found at:

<http://www.timetabler.com/TOOLS>

<http://www.timetabler.com/PDFs/TOOLS-Manual.pdf>

<http://www.timetabler.com/PDFs/TOOLS-Install.pdf>

The TOOLS (TimeTabler Options On-Line System from October Resolutions Ltd) solution is designed to allow parents and students to access an account using a username and password that has been provided to them in letter format directly from the school, whether that is posted or delivered via the student. When the parent has successfully logged in they can select the subjects they would like their son or daughter to study within the new academic year. It has been designed in such a way that very little personal information about a student is actually required, and all the data that is stored is mentioned later.

To set up the TOOLS system, it requires access to a server with a MySQL database, and permission to install PHP files and be accessible to parents. It may be that it is not possible or not convenient for your IT Manager to do this. So, MIST Services are offering an alternative.

MIST Services is offering the service to create an empty database that is capable of storing the student name and subject choices along with hosting the TOOLS web pages. The information is completely under the control of your School as the student and subject data has to be uploaded by the school, and we take seriously our role in storing that data on your behalf. MIST Services changes the default password on installation to ensure security. The following details the data content, how it is created and stored. This document relates specifically to Student Data uploaded to the host server by the school or by MIST Services under the direction of your school.



What Student Data is used?

The following data is stored within the TOOLS database for each student that is uploaded:

- First Name
- Last Name
- Registration Group

Additionally, a record of the subject choices that a student selects is stored.

Why is Student Data needed?

Student Data is required to allow a unique log-in to be created for the parents, as well as to personalise certain information on the webpages.

SSL Certificate

The web address provided will be an https address meaning it is using SSL encryption, the certificate is issued by RapidSSL CA.

How is Student Data created?

Initially, Student Data is exported from the **Options** program into a text file that can be uploaded into TOOLS by a school user who knows the administrator password.

Who controls Student Data?

Your school controls the Student Data, as you upload the student and subject data.

MIST Services only stores the data while there is a formal agreement between us – as a subscriber to the service. The school provides the date when they wish TOOLS to be removed and all the data and storage will be deleted immediately from the web host. It is the schools responsibility to ensure the data has been exported to **Options** prior to this date.



Who controls usernames and passwords?

The school will be provided with an empty TOOLS system initially, although the default password on the Admin account will have been changed for added security. The Admin password will be communicated to the school either in an email or if preferred over the phone. MIST Services recommends this password is changed immediately to a school defined password.

The school generates the student username and passwords within **Options** and uploads them into TOOLS. Any issues regarding parents not being able to log-in are to be dealt with by the school. A contact name, telephone or email address can be added to the home page if specified.

Testing the TOOLS system?

The school **must** test the TOOLS system as per the TOOLS documentation to ensure they are happy with the functionality it is providing (in your chosen browser) and that the data is being stored and ultimately exported. Any issues please raise a ticket at timetabler.helpserve.com who will either resolve them or liaise with October Resolutions (creators of TOOLS). If a solution is not found whilst the school is in its testing phase (5 days after the site is released to the school by MIST Services) then MIST services will communicate with the school and where appropriate not invoice for the service.

Where is the data hosted?

The database and web pages are stored with Fast2Hosts:

FAST2HOST LIMITED

Silvaco Technology Centre

Compass Point

St. Ives

Cambridgeshire

PE27 5JL

Company No. 05348700



Domain name?

Your school TOOLS system will be accessible by knowing the direct web address e.g. www.studentoptions.co/schoola. As a school you may wish to provide a link from the school website directly to the page, or embed the page within the school website. Appropriate web expertise within the school is required to do this.

The 'schoola' (directory name) can be defined by the school, typically it should be short and must be unique. On application MIST Services will check availability (as there are many Queen Elizabeth School's whose typical request is for QES), should it have been reserved by another school you will be informed. If your school runs different year group option procedures (populations) at the same time, each site will need a unique address (not available on the free Package A). Up to three addresses are included in the single fee on Package B and C.

You must not have spaces in your address and you can use '-' or '_' but no other special characters.

School Logo

Should your school wish their logo to be placed on the home page then please provide the artwork to mist@mistservices.co.uk

- Image format is .png
- Image name is logo.png
- If you require a transparent background, use alpha channel transparency
- The default logo is 345px by 220px, please provide a similar sized image. If a 'large' file is provided the quality will be reduced when the size is 'reduced'