Portal - Managing Pupils

Sharing pupil data with Tempest Photography enables us to provide services such as pupil photos for MIS systems and contactless ordering where emails and SMS messages are sent directly to parents after photography.

The Secure Portal allows pupils to be imported through spreadsheets exported from MIS systems or created in software. The Portal also allows for manual entry and amendment of pupil data.

The Portal will provide a pdf export of pupil data with a barcode for use by our Photography teams. Our Studio software also downloads the pupil data to allow easy searching and tagging of images on the day without the need for barcodes.
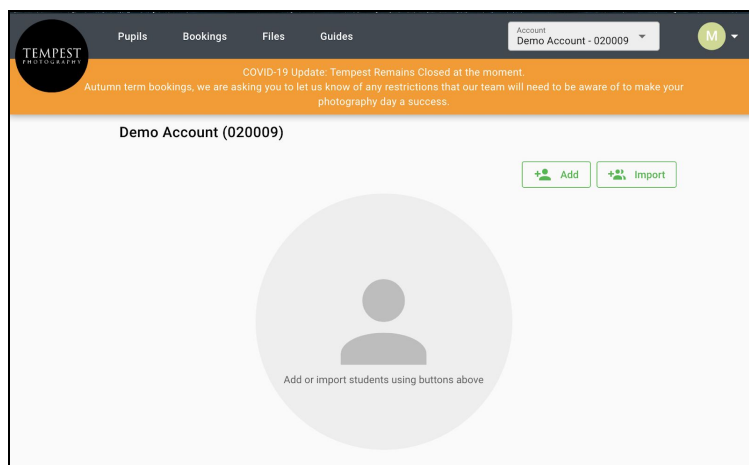
Preparation

Access to the Tempest Portal is required as described in the Secure Portal Guide.
https://portal.tempestapps.io

A data extract of pupil data from your MIS system will be needed, guides for the different MIS system can be found in the Guides section of the Secure Portal.

Steps

1.   **Import Pupil Data**. From the Pupils page, click **Import.**

2. Select the data file by clicking on the blue file icon

3. The importer will read your file, you then need to match the columns in your file to the data required by the Tempest Systems.

Every column from your file must be matched or skipped. **The following mandatory fields must be matched to your file:**

- Pupil Id
- **Pupil Full Name** or both the **Pupil Surname** and **Pupil Preferred Name**
- Class

Optional you may also provide

- Year - Simplifies displaying and filtering pupils
- Parent Email - Used to notify parents when the images are available for purchase.

- Parent Mobile - User to notify parents when images are available for purchase.
- Staff - Separate Staff and Students

Where parent contacts are provided and there is more than one set of contacts the pupil maybe included in the file multiple times, with each row having different contact details.

If any pupils are missed on the original import, then a separate file with just those pupils can be imported or the whole file again with those pupils included.

4.   Once all fields from your spreadsheet have been mapped or skipped, the **Import** button will be enabled.

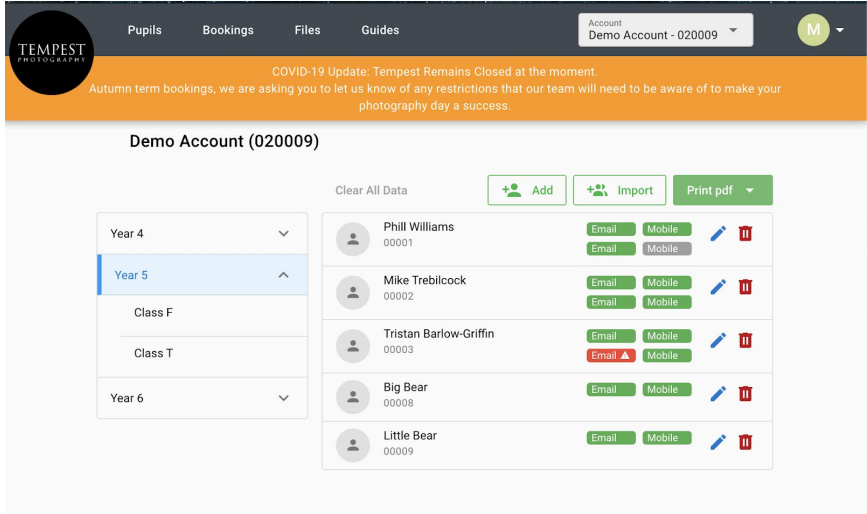5.   Before the data is imported to Tempest Systems, you will need to Agree to our GDPR terms and Data Processing Agreement.
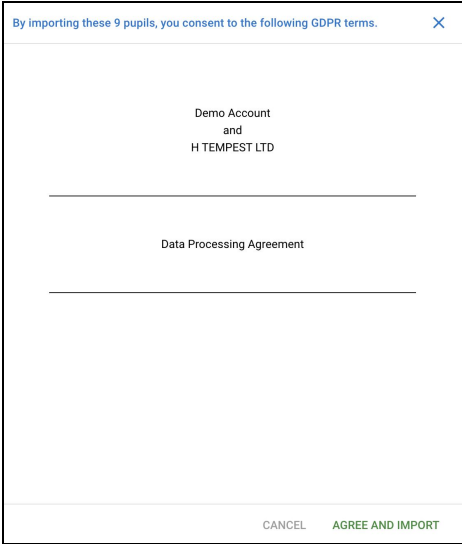
A copy of the imported file and the Data Processing Agreement will be stored in the **Files** section of the Secure Portal.

6.   The pupil screen will now show all of your pupils, allow you to review, and if needed edit, delete or add additional pupils.

For contactless photography, each pupil shows whether email address and mobile numbers have been added. A red icon indicates that sending a message has failed.

7.   Barcode sheets can now be printed by selecting **Print Pdf** and choosing either an alphabetical list or a class based list. Once the sheets have been printed they should be given to the photographer on the day.

8.   Once the photography has taken place the avatar next to each pupil will display their image.

9.   Deleting Data. You are able to delete the pupil data at any time by clicking the **Click All Data** link.

Leaving the data in place until after photography day may enable the photographer to use the data on the day and not need to use the barcode sheets.

Expected Outcome

An accurate list of pupils is created

Barcode lists are printed ready for photography day

Pupil data can be removed when it is no longer required