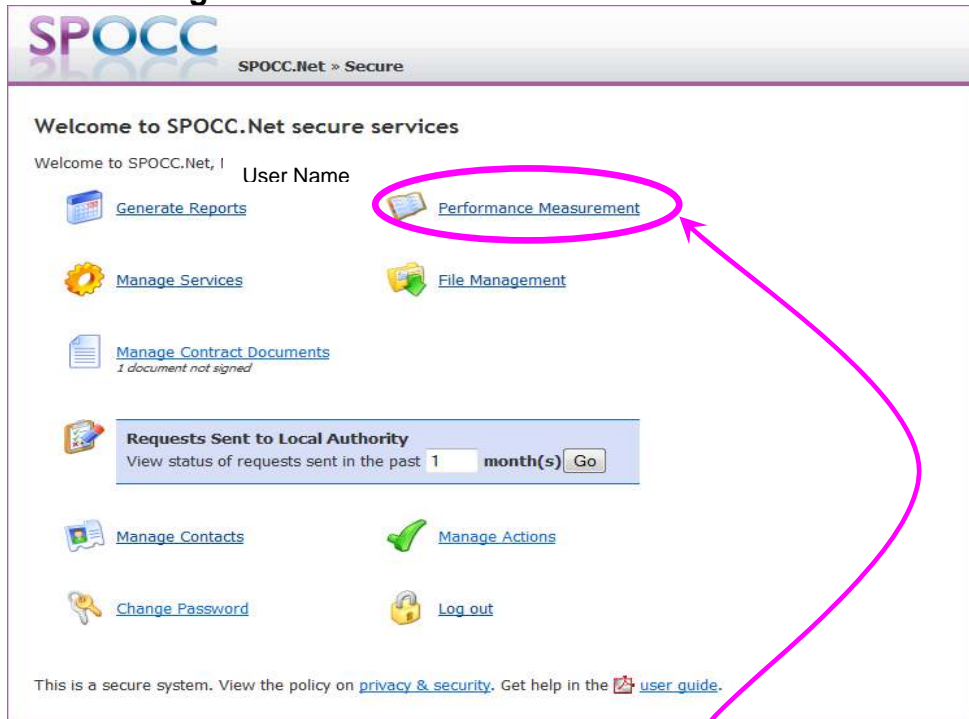


Downloading and Uploading the Performance Indicator Workbook from SPOCC.net

Downloading the Workbook from SPOCC.net



Users should select Performance Measurement from the home page and then select Download in order to download the workbook for completion. Each service requires its own individual workbook. Each workbook only needs to be downloaded once at the start of the financial year and updated every quarter.

Select the relevant service from the drop down list.

Select Workbook Type - SPPI (2004) a.

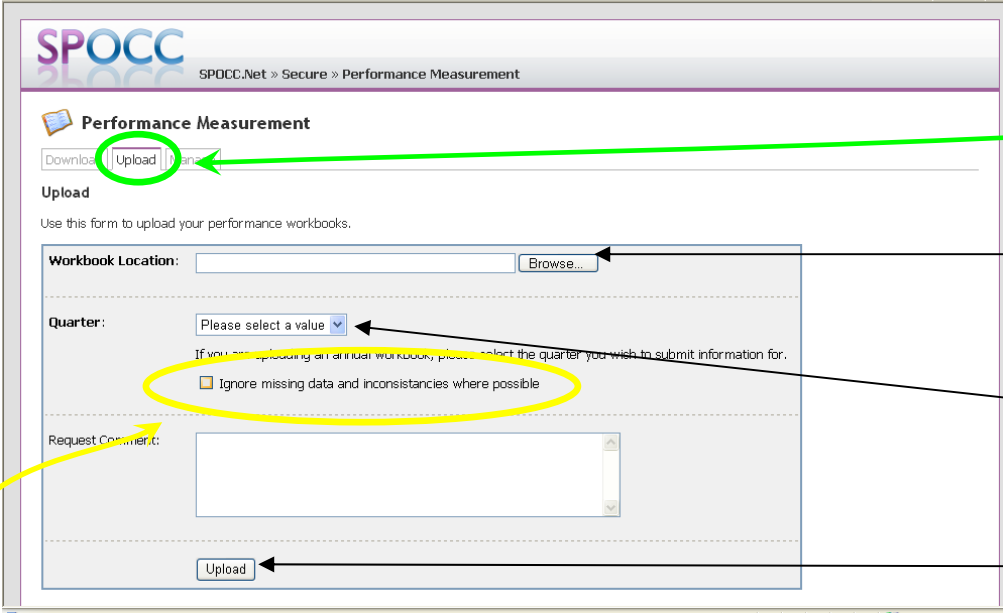
Enter the Start and End dates for the financial year that the Workbook will cover.

Once you have successfully downloaded the workbook you should save it to your computer.

If you are using the 2007 version of Excel you should save the workbook as an Excel 2003 document as the 2007 version is not compatible with the SPOCC system.

Uploading the Workbook to SPOCC.net

To send the completed workbook to SP, at the end of each quarter, via SPOCC.net, you should select Performance Measurement as before, then select Upload.



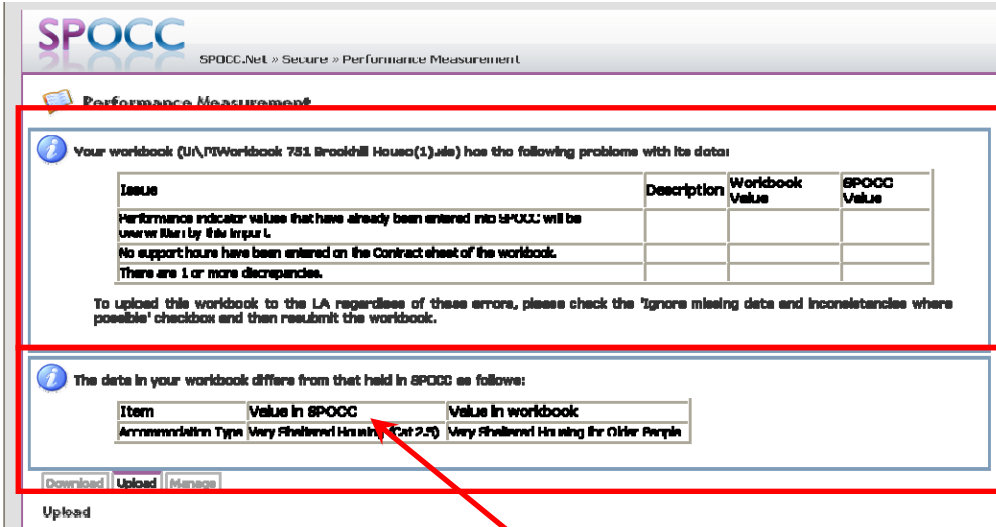
The screenshot shows the SPOCC Performance Measurement upload form. A green circle highlights the 'Upload' button in the top navigation bar. A green arrow points from this button to a text box on the right. Another green arrow points from the 'Upload' button in the bottom navigation bar to a text box on the right. A yellow circle highlights the 'Ignore missing data and inconsistencies where possible' checkbox, with a yellow arrow pointing from it to a text box on the right. A black arrow points from the 'Browse...' button to a text box on the right. A black arrow points from the 'Quarter' dropdown menu to a text box on the right.

Click here to open up a search box for you to look on your own system for the workbook that you have saved and completed.

Click here to select the Quarter for which you are submitting the Workbook

Click the Upload button to submit your completed Workbook to SP.

Once you have clicked the Upload button to submit your workbook to SP you may encounter a number of warnings. Read the warnings and check that they are not relating to information that you have keyed on in the workbook.



The screenshot shows the SPOCC interface displaying warnings for a workbook. A red box highlights the warning section. A red arrow points from the text above to the warning section. The warning section contains two tables. The first table lists issues with their descriptions, workbook values, and SPOCC values. The second table shows a discrepancy between the workbook and SPOCC data.

Your workbook (U:\PI\Workbook 781 Brookhill House(1).xls) has the following problems with its data:

Issue	Description	Workbook Value	SPOCC Value
Performance indicator values that have already been entered into SPOCC will be overwritten by the input.			
No support hours have been entered on the Contract sheet of the workbook.			
There are 1 or more discrepancies.			

To upload this workbook to the LA regardless of these errors, please check the 'ignore missing data and inconsistencies where possible' checkbox and then resubmit the workbook.

The data in your workbook differs from that held in SPOCC as follows:

Item	Value in SPOCC	Value in workbook
Arrangement Type	Very Sheltered Housing (Cat 2.5)	Very Sheltered Housing for Older People

If the warnings are regarding a 'Value in SPOCC' or 'no support hours included' these can be ignored, you should Upload the Workbook again as before but this time you should select "ignore missing data and inconsistencies where possible". Use the comment box to notify SP of the discrepancies.