

Stand-alone secure web-based Service

- ✓ 100% web-based.
- ✓ Fully hosted service solution.
- ✓ No additional hardware or software required.
- ✓ Powerful industry standard SSL encryption.
- ✓ Direct access via URL of your choosing.

Customisable Interface

- ✓ Real-time customisation of system pages - add your own text, images, links to important documents etc.
- ✓ Dynamically generated system menus simplify user interaction by hiding irrelevant/inaccessible links (e.g. Control Panel is only visible and available to administrative users).

Easy to Use System

- ✓ Intuitive system design with a rich graphical interface that implements check-boxes and drop-down menus where-ever possible in order to simplify data entry and overall use.
- ✓ Create Visit Forms by following simple on-screen instructions.
- ✓ Attach any required supporting documentation.
- ✓ Monitor progress through the Visit Form, and directly access specific Visit Form sections.
- ✓ Dynamically rendered Visit Form automatically hides/shows required sections depending on visit specification.



Easy Establishment Visit Co-ordination

- ✓ View all of the visits that are being planned, have been submitted for authorisation/approval, that are currently taking place or that have previously taken place from a single screen.
- ✓ View all draft Visit Forms that establishment staff are currently working on.

Simple Head/Service Manager Authorisation Process

- ✓ Authorise or return Visit Forms submitted by EVC.
- ✓ Approve visits where approval for the visit type has been delegated to the establishment.
- ✓ Local Authority customisable Head/Service Manager declaration statements to ensure compliance with specific/existing policies.

Efficient Local Authority Approval Process

- ✓ 100% paper-less process (printable copies at a touch of a button)
- ✓ View, print, approve or return submitted Visit Forms & attachments.
- ✓ Add notes to visit forms requesting further information from the EVC/visit leader etc.
- ✓ Add internal Local Authority notes (only viewable by LA users) to assist information sharing at LA level.

Integrated Messenger

- ✓ Direct internal channel of communication - no reliance on external systems.
- ✓ Users required to confirm that they have read any notes/messages before being permitted to continue to use system
- ✓ Clear audit trail - reinforces responsibility and accountability.



Fully Searchable Information

- ✓ All visit information is stored in a searchable format to assist staff to plan visits and monitor the use of specific activity centres/tour operators, visit destinations etc.

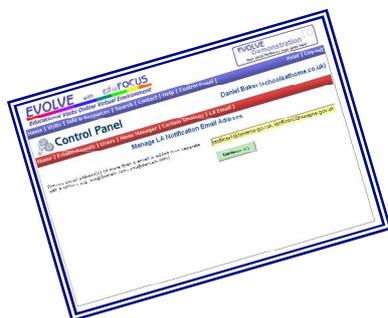
100% Compliance with any existing Guidance/Policies

- ✓ Add an unlimited number of custom sections and questions to ensure that EVOLVE meets any existing Local Authority guidance, policies and procedures.
- ✓ Create custom sections and/or question that apply only to specific visit types (e.g. only overseas visits) as well as sections that apply to all types of visit.
- ✓ Specify individual question type as either single-line text field, multiple-line text field, rich-text editor text field (this field includes a word processor type toolbar to allow text to be formatted), yes/no radio button field or a drop-down menu field (you can specify the options to be included in the drop-down menu).



Local Authority Email Notification

- ✓ Automatically send email notifications to specified Local Authority users whenever a visit form is submitted to the Local Authority for approval.
- ✓ Specify multiple email addresses to support collaborative working practices.
- ✓ Send notification emails to different email addresses based on the selected Visit Purpose (e.g. send email notifications for Geography visits to the Geography adviser)
- ✓ Make changes in real-time via the online Control Panel.



Delegated approval

- ✓ Full control over the degree of delegation of approval for all visit types.
- ✓ Choose different delegation settings for different establishments.

EVC & Visit Leader Monitoring

- ✓ Monitor the efficiency of EVCs in submitting Visit Forms for approval.
- ✓ Track of EVCs' training dates and identify training needs.
- ✓ View and monitor visits led by visit leaders.

Central Store for Activity Leader Awards

- ✓ Maintain a central record of adventurous activity awards held by visit leaders.
- ✓ Visit Leaders can upload copies of their activity awards as evidence.
- ✓ Aids monitoring and evaluation processes (lapsed awards flagged).
- ✓ Streamlines the process of creating visit forms by avoiding need for duplicated data entry.

Online Control Panel

- ✓ Add and amend user, establishment, external provider data in real-time.
- ✓ No waiting for changes to be implemented — you have full power to make the changes that you need when you need them.

Establishment User Manager

- ✓ EVC and Head/Service Manager users can create, amend and deactivate staff accounts for their own establishment.
- ✓ Creating staff accounts enables visit organisers/leaders to (partially) complete visit forms before sending them to the EVC and Head for authorisation.

Information, News and Document Warehouse

- ✓ Fully customisable pages to provide news, updates and access to policy documents etc.
- ✓ Online content editor enables the insertion of formatted text, images, links to uploaded files, Flash movies etc.
- ✓ EVOLVE is more than just a visit approval system, it is a one-stop-shop for educational visit information, planning, approval and monitoring.

Visit Attendance Monitoring

- ✓ Import student names, classes and gender, from information management systems, to allow visit leaders to add specific students to visits.
- ✓ Allocate visit attendees to specific visit sub-groups.
- ✓ Automatic generation of printable visit and sub-group registers.
- ✓ Export student visit history for analysis with other student data (e.g. attainment).
- ✓ Safe and secure - SSL encryption and no personal data is imported into EVOLVE (just student names and unique reference numbers e.g. UPN)

Online Help System

- ✓ Comprehensive online support system.
- ✓ Priority online/email support for Local Authority users.

Comprehensive Audit Trail

- ✓ Automatic tagging and date stamping of data entered (e.g. visit forms, messages, notes, attachments etc.).
- ✓ Clear audit trail.

Comprehensive Reporting Tools

- ✓ Range of reports that provide detailed information on establishments, visit destinations, visit activities, EVC monitoring etc.
- ✓ Ability to provide bespoke reports.
- ✓ Online visit diary.
- ✓ Printable 'Emergency' reports detailing destinations and contact details for all active visits.

Service Level Agreement

- ✓ Full Service Level Agreement.

And more.....



For more information please visit

www.eduFOCUS.co.uk

or contact us at: info@edufocus.co.uk

What Scripting Language is EVOLVE written in?

EVOLVE is scripted in Active Server Pages, and all dynamic data is stored in a SQL database environment.

Does the Local Authority require any additional hardware or software in order to host EVOLVE?

No, EVOLVE is fully hosted by eduFOCUS Limited. The annual subscription fee covers the full cost of hosting the web service.

Does the Local Authority require any additional hardware or software to use EVOLVE?

No, EVOLVE is 100% web-based. All that is required to use EVOLVE is a standard web browser (e.g. Internet Explorer) with JavaScript enabled.

Is EVOLVE Reliable?

Yes, EVOLVE is fully hosted in a UK-based state-of-the-art data centre. Our servers benefit from 24/7/365 on-site technical support to respond quickly to hardware issues; aggregated direct connections to the internet backbone to provide reliable and expandable bandwidth; and a sophisticated "no single point of failure" system to ensure maximum connectivity.

Is EVOLVE Secure?

Yes, EVOLVE is a secure password protected web service. Data transferred between server and browser is encrypted and Secure Socket Layers are implemented.

Do eduFOCUS back-up data?

Yes, eduFOCUS automatically back-up EVOLVE data on a daily basis.

Can we make changes to EVOLVE?

Yes, you can specify any Local Authority user to act as a system administrator. System Administrators have access to the online Control Panel and can make real-time changes to users and establishments (add, amend and remove) as well as add and remove options from the menus that are used during the creation/editing of Visit Forms (e.g. "Local Venues", age group categories, adventurous activity centres, tour operators etc.) EVOLVE can be fully managed via the online control panel without delay.

Does EVOLVE link with other Management Information Systems?

Yes, EVOLVE can be used in conjunction with information management systems, such as SIMs, to enhance visit monitoring. Student data (e.g. name, gender, class, UPN etc.) can be added to enable the creation of visit registers, and visit registers/attendance summaries can be exported to facilitate visit attendance monitoring alongside other student data stored in your school information management system (e.g. academic achievement). Student data can be individually input through the EVOLVE interface, or it can be uploaded as a CSV file generated from whatever information management system you use (SIMs, spreadsheets, Access databases etc.). Since EVOLVE operates independently of, but alongside, any other information management system there are no issues concerning copyright/data protection; only names and ID numbers are imported into EVOLVE – no personal data is transferred.

Is support provided for EVOLVE?

Yes, Support for EVOLVE is provided by eduFOCUS Limited. The Local Authority user has access to priority online/email support, and all users can view the comprehensive online help documentation system. Full support is included in the subscription fee. At eduFOCUS we pride ourselves on providing 1st class services and support. We are a growing company and have the ability to grow and continue to provide the same first class service level that our existing customers experience.

What happens to data entered into EVOLVE if we do not renew our subscription?

In the unlikely event that you decide not to renew your subscription to EVOLVE, you will be offered a file download that contains all of the data that has been entered into the service (e.g. visit details, awards, activity centres etc.). You are then free to use this data in any way.