SEND Portal User-Guide (Panel)
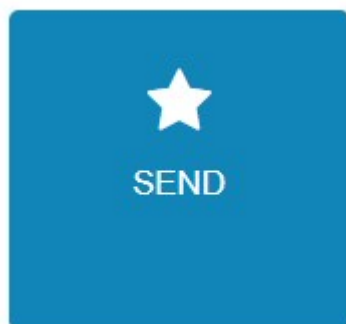
1 Viewing the Panel Documents

1.1 Viewing the Panel documents

1.1.1 Log in to the SEND Portal at the following link and click *SEND*

https://emsonline.lea.coventry.sch.uk/ProfessionalPortal_LIVE/Account/Login?ReturnUrl=%2FProfessionalPortal_LIVE%2FSend%2FPerson

---

1.1.2 This will take you to the SEND Home screen with a list of all the children you are either currently authenticated to view or have been authenticated to view in the past.

1.1.3 To access panel documents for a child, search for them in the *Person Filter* box and click on the child's name.

On this screen, you will see the names of the children and young people you are working with through to view or submit information. To make a new request or to submit information for a child/young pers

Person Filter: Aaron

Active

Name ⇕	Date of Birth ⇕	Address ⇕
Aardvaark, Aaron	01/09/2005	5 Founders Close, COVENTRY, West Midlands, CV4 8BS

Back

1.1.4 Click *Continue*

Edit Person

Please confirm the details below before proceeding. Fields marked with * are mandatory.

Forename *	Aaron
Middle Name	Luke
Surname *	Aardvaark
Gender *	Male
Date of Birth *	01/09/2005
Current School	Not known
Ethnicity *	WBRI - White British
First Language *	Azeri
House Number	5
House Name	
Building Name	
Street Name	Founders Close
District / Village	
Town	COVENTRY
County	West Midlands
Postcode *	CV4 8BS
Country	Please select

Find Address

Cancel

Continue

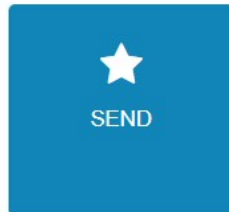| |
|---|
| 1.1.5   Click *View Shared Form* to access the request/panel documents |
| View Shared Form |
| 1.1.6   To access the next child's documents, click *SEND Home* and repeat to 1.1.3. to 1.1.5 |
| ★ SEND Home |

1.2 Hiding and/or Deleting records from your view

1.2.1 Log into the SEND Portal at the following link and click *SEND*

https://emsonline.lea.coventry.sch.uk/ProfessionalPortal_LIVE/Account/Login?ReturnUrl=%2FProfessionalPortal_LIVE%2FSend%2FPerson

1.2.2 This will take you to the SEND Home screen with a list of all the children you are either currently authenticated to view or have been authenticated to view in the past.

1.2.3 Find the record that you want to hide or delete from this list, then put a tick in the *Select* column at the end of the line

1.2.4 To hide the record from view, click *Hide Person*

"Hide Person" means that you will still be linked to the child's record, but they will be hidden from the default view.

1.2.5   On the pop up that appears, click *OK*

Warning! ✕

⚠ Are you sure you want to hide the selected people?
The records of hidden people can be accessed by selecting the 'Hidden' option
from the Person Filter

Cancel   **OK**

1.2.6   To view any records that you have hidden, you can change the filter option
above the table to *Hidden*

| Person Filter | | Hidden ⌄ | | | **+ Add Person** | **👁 Unhide Person** | **🗑 Delete Person** |

1 records found

Name	Date of Birth	Address	School	Select ☐
Aardvaark, Silvia	10/03/2020	Community Education ED 225, Little Park Street, COVENTRY, West Midlands, CV1 5RS		☐

1.2.7   To unhide a record, tick *Select* on the relevant record and click *Unhide Person*

| Person Filter | | Hidden ⌄ | | | **+ Add Person** | **👁 Unhide Person** | **🗑 Delete Person** |

1 records found

Name	Date of Birth	Address	School	Select ☑
Aardvaark, Silvia	10/03/2020	Community Education ED 225, Little Park Street, COVENTRY, West Midlands, CV1 5RS		☑

1.2.8   On the pop up that appears, click *OK*

Warning! ✕

⚠ Are you sure you want to unhide the selected people?
The records of active people can be accessed by selecting the 'Active' option
from the Person Filter

Cancel   **OK**

1.2.9   To delete a record from view, *Select* the relevant record and click *Delete Person*

Person Filter		Active				+ Add Person	⊘ Hide Person	🗑 Delete Person

1 records found

Name	Date of Birth	Address	School	Select ☑
Aardvaark, Silvia	10/03/2020	Community Education ED 225, Little Park Street, COVENTRY, West Midlands, CV1 5RS		☑

Back

1.2.10   On the pop up box that appears, click *OK*

Warning! ✕

⚠ Are you sure you want to delete the selected people?
Deleted people records cannot be accessed again.

Cancel   OK