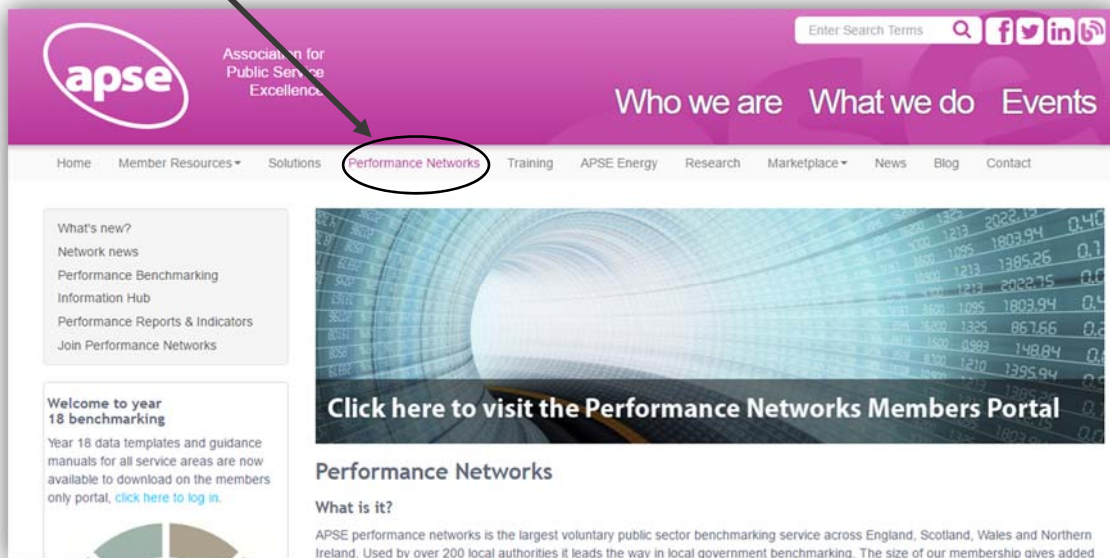


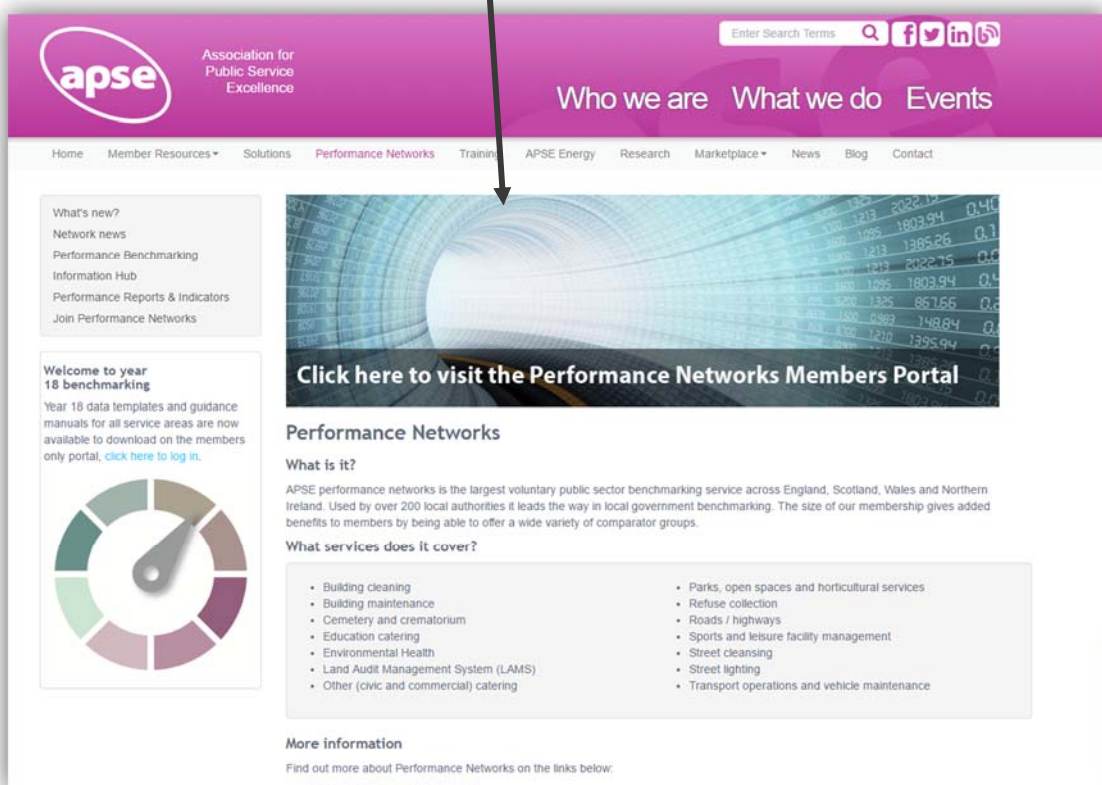
Web portal step by step guide

Download the data templates

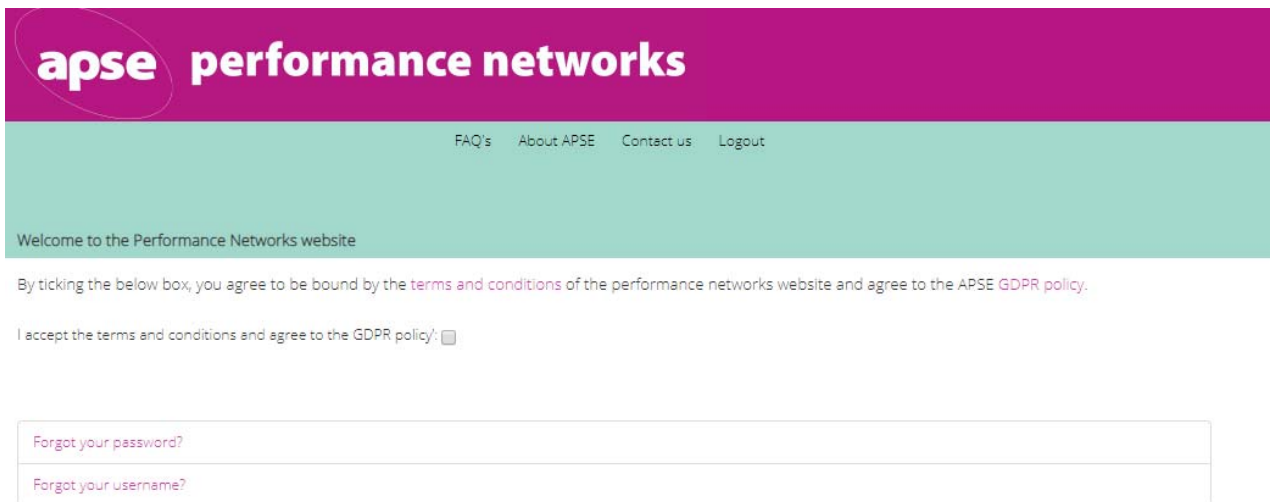
Step 1: Go on to the APSE website (www.apse.org.uk) and select Performance Networks from the main menu bar.



Step 2: Click on to the 'Members Only Portal' image (tunnel).

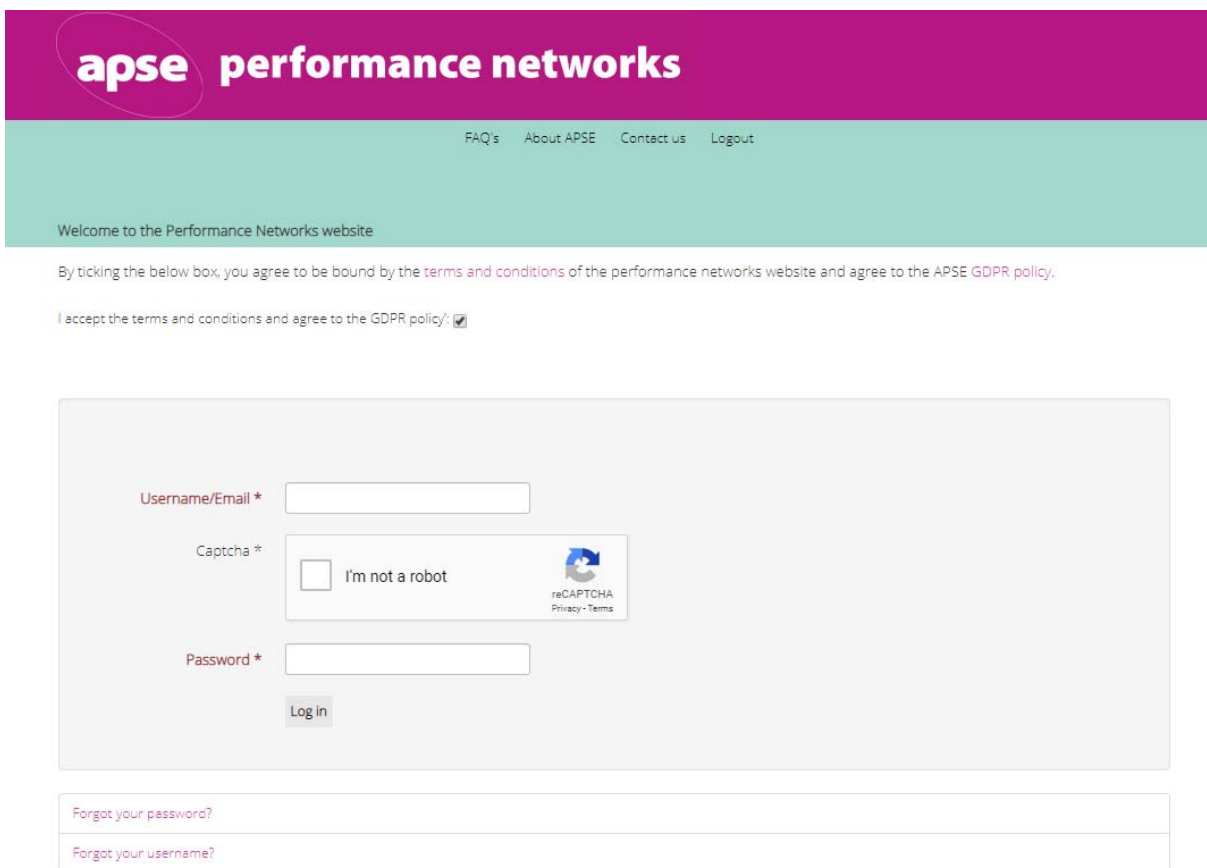


Step 3: Tick the box to agree to the GDPR policy



The screenshot shows the APSE Performance Networks website header with the logo and navigation links: FAQ's, About APSE, Contact us, and Logout. Below the header, a green banner contains the text "Welcome to the Performance Networks website". The main content area is white and contains the following text: "By ticking the below box, you agree to be bound by the terms and conditions of the performance networks website and agree to the APSE GDPR policy." Below this is a checkbox with the text "I accept the terms and conditions and agree to the GDPR policy:". At the bottom, there are two links: "Forgot your password?" and "Forgot your username?".

Step 4: Login with your credentials



The screenshot shows the APSE Performance Networks website header with the logo and navigation links: FAQ's, About APSE, Contact us, and Logout. Below the header, a green banner contains the text "Welcome to the Performance Networks website". The main content area is white and contains the following text: "By ticking the below box, you agree to be bound by the terms and conditions of the performance networks website and agree to the APSE GDPR policy." Below this is a checked checkbox with the text "I accept the terms and conditions and agree to the GDPR policy:". Below the checkbox is a large grey login form with the following fields: "Username/Email *" with a text input field, "Captcha *" with a checkbox labeled "I'm not a robot" and a reCAPTCHA widget, and "Password *" with a text input field. Below the password field is a "Log in" button. At the bottom, there are two links: "Forgot your password?" and "Forgot your username?".

Step 5: Click on the 'Data completion' icon.

APSE Performance Networks members portal

APSE performance networks is the largest voluntary public sector benchmarking service across England, Scotland, Wales and Northern Ireland. The network has been collecting performance data on key frontline service areas since 1999. Used by over 200 local authorities it leads the way in local government benchmarking. The size of our membership gives added benefits to members by being able to offer a wide variety of comparator groups.



Data Completion



Reports



Process benchmarking



Training



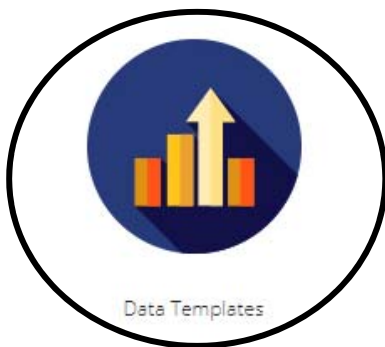
Frequently asked questions



Contact us

Step 6: To download the excel data templates click 'Data templates'

Data Completion



Data Templates



Service Profile Tables

Step 7: On the next page select the service area you want to download the data templates for.



Arts and heritage



Building control



Cemetery services



Community development



Corporate services



Economic development

Step 8: Click on the 'Download' button next to the data template you want to download.

Data Templates > Northern Ireland Project > Arts and heritage



Management Data Template

Main statistical and management data file in Excel format (S-00000.xlsx). You can download and complete this template with your annual data and then upload it back to the site. Guidance notes are included in this template.

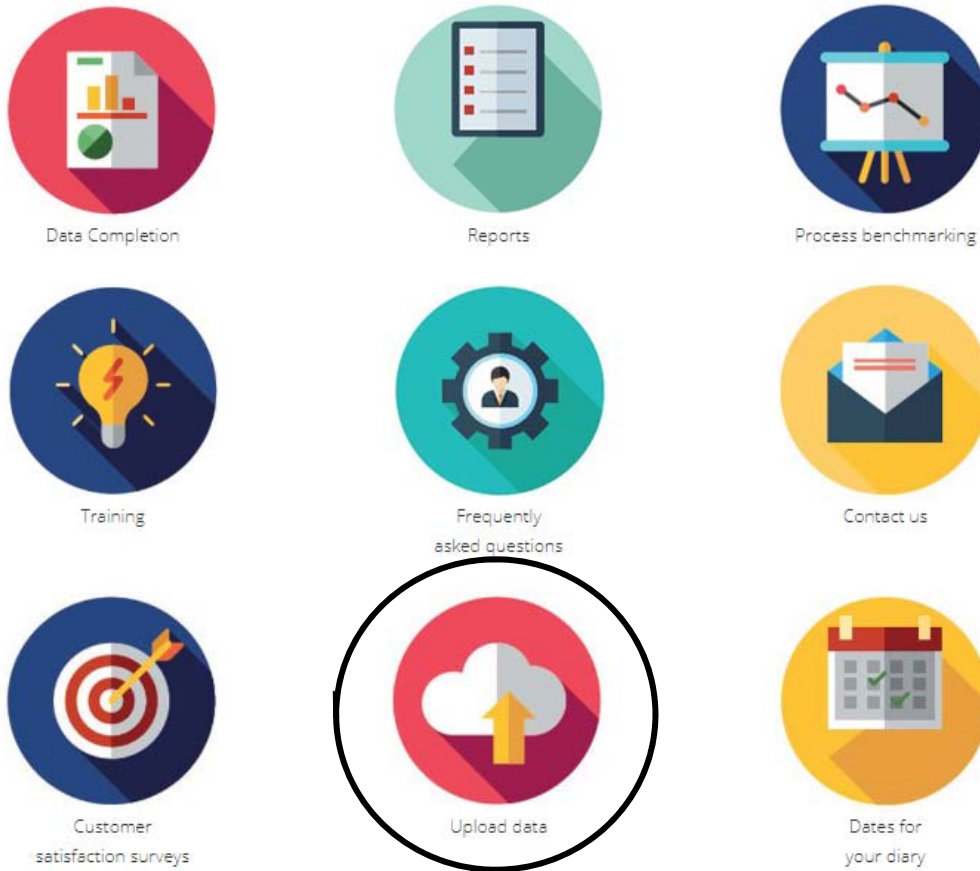
S-00000

Size : 119 kb

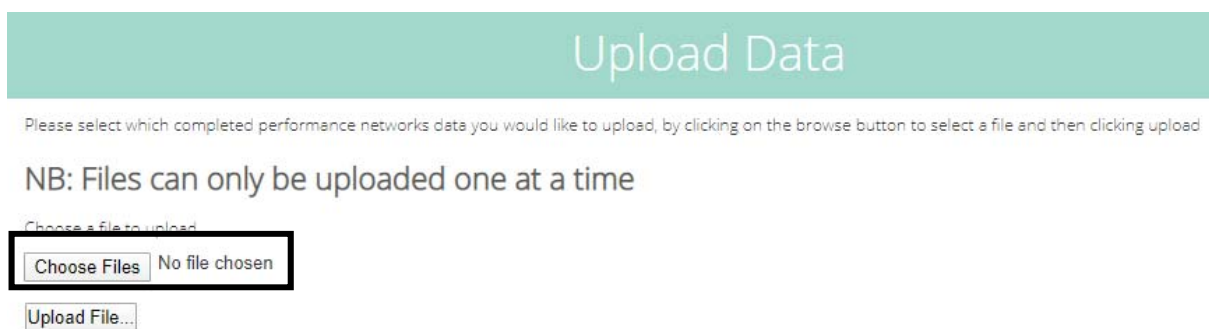
Download

Uploading completed data templates

Step 1: When logged into the web portal on the main menu click the upload data icon



Step 2: On the next screen, firstly click 'Choose files' button and select which completed data templates to upload (remember to name your files as instructed in the template)



Step 3: Once the correct files have been selected click 'Upload File'

