



**Northumberland
County Council**

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MIS SUPPORT TEAM

Provider Reporting Portal

FSM Reports

DOCUMENT VERSION HISTORY

Version	Date	Editor	Comments
1.0	22/05/2025	MF	Initial draft

Disclaimer

This document was created using the latest version of the software and training data. Whilst every effort has been made to ensure the contents and screen images match what will appear for you, there may be some slight discrepancies.

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PROVIDER REPORTING PORTAL

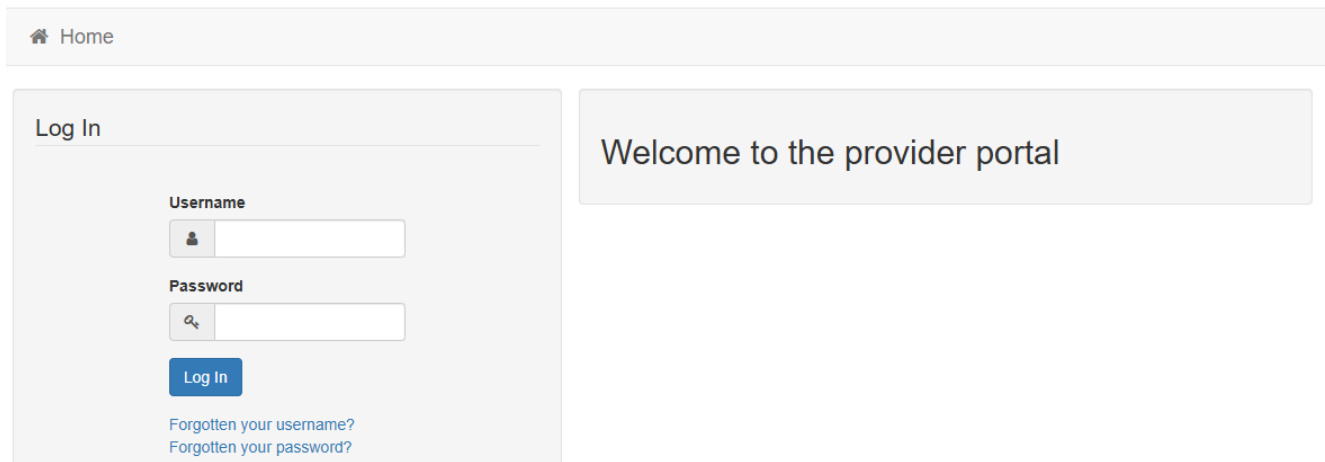
The Provider Reporting Portal allows users to generate a range of reports for the Free School Meal pupils registered at the school.

ACCESSING PROVIDER PORTAL

1. In a web-browser access
https://schadm.northumberland.gov.uk/CCSPProviderPortal_LIVE

A screen similar to the following will be displayed:

Provider Portal

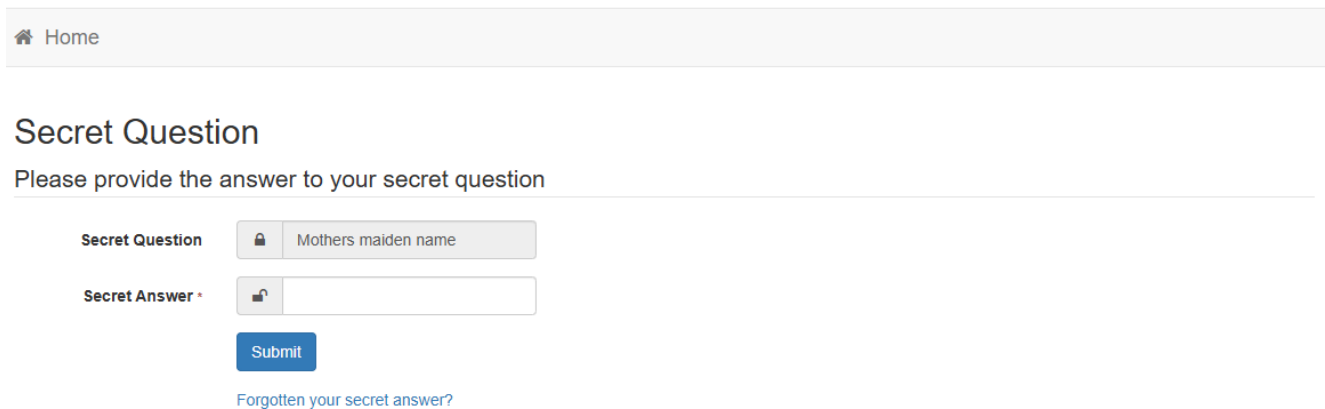


The screenshot shows the login interface of the Provider Portal. At the top left, there is a 'Home' link with a house icon. The main content area is divided into two sections. On the left, there is a 'Log In' form with the following elements: a 'Username' label above a text input field with a user icon, a 'Password' label above a text input field with a search icon, a blue 'Log In' button, and two links: 'Forgotten your username?' and 'Forgotten your password?'. On the right, there is a grey box containing the text 'Welcome to the provider portal'.

2. Enter your **Username/Password**, click on **Log In**

A screen similar to the following will be displayed:

Provider Portal



The screenshot shows the secret question verification screen. At the top left, there is a 'Home' link with a house icon. The main content area has a heading 'Secret Question' followed by the instruction 'Please provide the answer to your secret question'. Below this, there are two input fields: the first is labeled 'Secret Question' and contains the text 'Mothers maiden name'; the second is labeled 'Secret Answer' and is empty. A blue 'Submit' button is positioned below the 'Secret Answer' field. At the bottom, there is a link: 'Forgotten your secret answer?'.

3. Enter your **Secret Answer** and click on **Submit**

A screen similar to the following will be displayed:

Provider Portal

The screenshot shows the top navigation bar with a 'Home' link on the left and a user profile '9294309P' with a 'Sign out' button on the right. Below the navigation bar is a large grey box containing a welcome message and instructions. At the bottom of the page are three buttons: 'Reporting' (blue with a bar chart icon), 'School Admissions' (blue with a graduation cap icon), and a green button with a person icon.

Home 9294309P Sign out

Welcome to the Provider Portal

Below, you will see a vast range of services available to you. If you have two year old children to approve. Click on the Two Year Old Funding icon to approve. If you have headcount information to submit. Click on the Headcount icon to submit.

Reporting School Admissions

RUNNING REPORTS

1. Click on **Reporting**

A screen similar to the following will be displayed:

The screenshot shows the 'Provider Reporting Portal' with a welcome message. Below the message is a section titled 'My reports' which contains a 'Run A Report' button and a notification message.

Welcome to the Provider Reporting Portal

Below, you will see a set of Free School Meal reports available to you.

My reports

+ Run A Report
Schedule a new report to be created.

You don't have any reports yet. x
Reports you run will be displayed here.

2. Click on **Run A Report**

A screen similar to the following will be displayed:

Run a Report



Please choose the report which you would like to run.

Report Choice *

If you would like more information about the content of these reports, please contact your local authority.

3. Click on **Report Choice** and select the report

Report Name	Description
List - Awaiting Further Information	Displays where application for Free School Meals has been received, between the selected dates, for the children listed however further information needs to be provided by the parent /guardian.
List – Approvals	Displays children who have become entitled to free school meals or have had their meals entitlement renewed between the selected dates.
List – Cancellations	Displays children where their free school meals entitlement is cancelled due to a change in circumstances between the selected dates.
List – Dual Reg Approvals	Displays Dual-Registered children who have become entitled to free school meals or have had their meals entitlement renewed between the selected dates.
List – Dual Reg Cancellations	Displays Dual-Registered children where their free school meals entitlement is cancelled due to a change in circumstances between the selected dates.
List – Dual Reg Rejections	Displays Dual-Registered children where their free school meals claim has been rejected between the selected dates.
List – Rejections	Displays children where their free school meals claim has been rejected between the selected dates.


4. Click on **Next**

A screen similar to the following will be displayed:

Report Parameters - List - Approvals

1 Report Select the report | 2 Detail Enter parameters | 3 Processing The report runs | 4 Result View the report

Report Format *

 PDF - Portable Document Format

Give your report a description



Please provide the following parameters required by the report.

Enter StartDate: *



Enter EndDate: *



◀ Previous

Cancel

Next ▶

5. Click on **Report Format** and select the report output required

6. Click on **Give your report a description** and enter a name for the report output

7. Enter/select the **Start** and **End Date** parameters

8. Click on **Next**


A screen similar to the following will be displayed:

Report Completed - List - Approvals

1 Report Select the report | 2 Detail Enter parameters | 3 Processing The report runs | 4 Result View the report

The report has completed processing and can be viewed by clicking on the link below.

Processing Status

 Report Submitted: Today 07:54
Run Status: The report ran at 22/05/2025 07:54:45


Summary of the submitted report

Report Chosen: List - Approvals
Description: Test Report
Summary of Parameters: 01/09/2024, 30/04/2025

◀ Previous

Home

View Report

 Remove Report

9. Review the Summary and click on **View Report**

10. The report will be generated and output to the format selected earlier and downloaded to either Save or Open

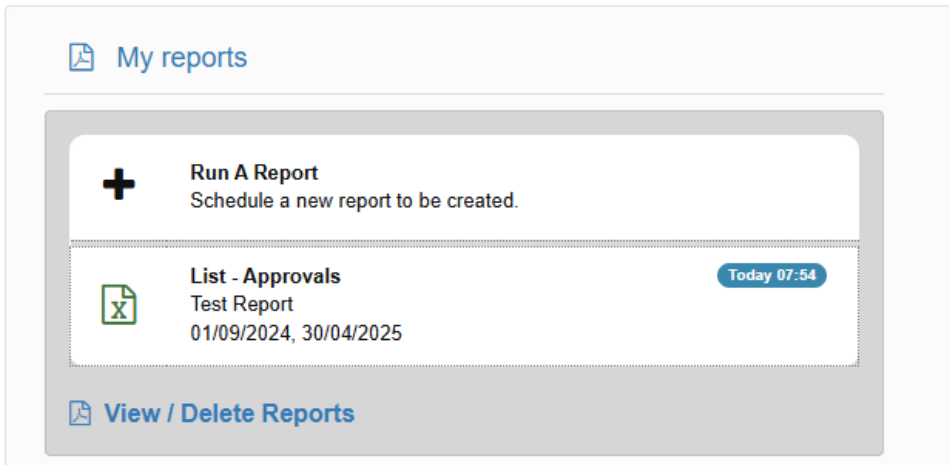
11. Click on **Home** to generate further reports or **Sign out** when finished

REMOVING REPORTS

When a report has been generated the output remains accessible on the Provider Portal. These can be removed when they are no longer required.

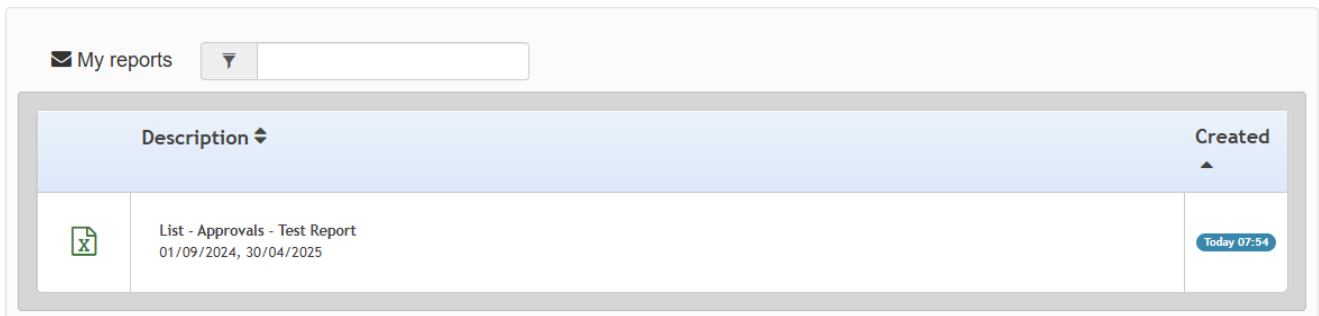
1. From the **Provider Reporting Portal** screen

A screen similar to the following will be displayed:



2. Click on **View / Delete Reports**

A screen similar to the following will be displayed:



3. Click on the report to remove


A screen similar to the following will be displayed:

Report Completed - List - Approvals



The report has completed processing and can be viewed by clicking on the link below.

Processing Status

 Report Submitted: Today 07:54
Run Status: The report ran at 22/05/2025 07:54:45

Summary of the submitted report

Report Chosen: List - Approvals
Description: Test Report
Summary of Parameters: 01/09/2024, 30/04/2025

[View Report](#)

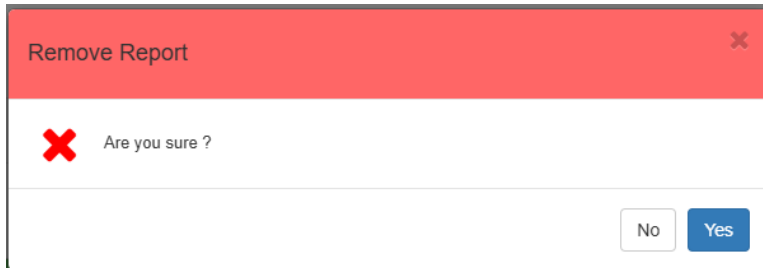
[Remove Report](#)

NOTE:

You can view/download the report again by click on **View Report**

4. Click on **Remove Report**

A screen similar to the following will be displayed:



5. Click on **Yes**

6. The report will be removed from the list repeat for further reports or click on Sign out