



Website File Store for Registered Users

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Introduction

The Coastal Academies Trust (CAT) Website File Store system allows digital media to be shared on-line.

Features

- Dedicated “CAT information“ page displaying files available.
- Categorised structure to help users locate the files they require.
- Public area containing file visible to all visitors.
- Secure areas accessible only by authorised visitors.
- *Preview files in the browser.
- *Download files.

*Optional features or features dependant on access level

Public visitors (not logged in)

Visit <http://coastalacademiestrust.co.uk> and click the **CAT INFORMATION** menu item.

The screenshot shows the website's navigation menu with 'CAT INFORMATION' selected. The main content area displays a sidebar for 'CAT documents' with subcategories 'Financial accounts and reports' and 'Policies'. The main area shows 'Categories' (Financial accounts and reports, Policies) and a list of 'Documents' with a table of file names, sizes, and dates. Annotations include: 'Current category' pointing to the 'CAT documents' header; 'Subcategories' pointing to the 'Financial accounts and reports' category; 'Category structure (varies depending on user's access level)' pointing to the sidebar; 'Files available in the current category' pointing to the document list; and 'Set the number of files to show per page' pointing to a dropdown menu set to '100'.

Document Name	File Size	Date
CAT Board meeting and CAT finance meeting attendance from March 2018 (pdf, 266 KB)	266 KB	04 Jun 2019
Structure diagram (pdf, 202 KB)	202 KB	25 May 2019
CAT Scheme of Delegation (pdf, 651 KB)	651 KB	25 May 2019
Schedule 4 Amended MFA 28-11-2013 (pdf, 7.83 MB)	7.83 MB	25 May 2019
MFA 23-03-2011 (pdf, 5.21 MB)	5.21 MB	25 May 2019
Annex A to Schedule 4 Memorandum and Articles of Association 28-11-2013 (pdf, 4.89 MB)	4.89 MB	25 May 2019
Deed of Variation of F.A. 28-11-2013 (pdf, 333 KB)	333 KB	25 May 2019
Supplemental Agreement Hartsdown Academy 27-11-2014 (pdf, 3.20 MB)	3.20 MB	25 May 2019
Schedule 6 Amended Dane Court Grammar School SFA 28-11-2013 (pdf, 2.40 MB)	2.40 MB	25 May 2019
Supplementary Funding Agreement CPS (pdf, 2.13 MB)	2.13 MB	25 May 2019
Coastal Academies Trust Directors 2018 (pdf, 104 KB)	104 KB	25 May 2019
Coastal Academies Trust Gender Pay Gap Report March 2018 (pdf, 216 KB)	216 KB	25 May 2019
Coastal Academies Trust Gender Pay Gap Report March 2019 (pdf, 159 KB)	159 KB	25 May 2019
Trade Union Facility Time year to 31 March 2018 (pdf, 81 KB)	81 KB	25 May 2019

- Click a category or subcategory to see a list of files available.
- Click a file to open a preview (Google Chrome Browser only) or download the file to view on your computer.

Authorised users (logged in)

Users with permission to view secure areas of the file store will be sent a username and password via email.

Click the blue **LOG IN** button and enter your credentials.

Use the **Forgot your username?** or **Forgot your password?** link if you need help logging in.

Once logged in, a new menu item appears at the top of the screen. **EDIT MY PROFILE** allows the current user to change certain details.

Please note that new passwords must meet the following requirements;

- At least 8 characters
- At least one capital letter
- At least one number

Click the **CAT FILE STORE** menu item.

The screenshot shows the Coastal Academies Trust website's file store interface. The navigation menu at the top includes HOME, SUCCESSES, OUR ACADEMIES, ABOUT US, CAT INFORMATION, and EDIT MY PROFILE. The main content area displays a file tree on the left with 'CAT documents', 'Safeguarding', and 'DSL' folders. The 'Safeguarding' folder is selected, showing a list of documents under the 'Documents' heading. A sample document 'SAMPLE SECURE SAFEGUARDING DOCUMENT (pdf, 638 KB)' is listed with a date of '26 May 2019'. A dropdown menu for 'Order by' is set to 'Most Recent First'. A pagination control shows '100' files per page. Red annotations with arrows point to various elements: 'Current category' points to the 'Safeguarding' folder; 'Subcategories' points to the 'DSL' folder; 'Category structure (varies depending on user's access level)' points to the 'Documents' heading; 'Files available in the current category' points to the document list; and 'Set the number of files to show per page' points to the '100' dropdown.

- Click a category or subcategory to see a list of files available.
- Click a file to open a preview (Google Chrome Browser only) or download the file to view on your computer.