

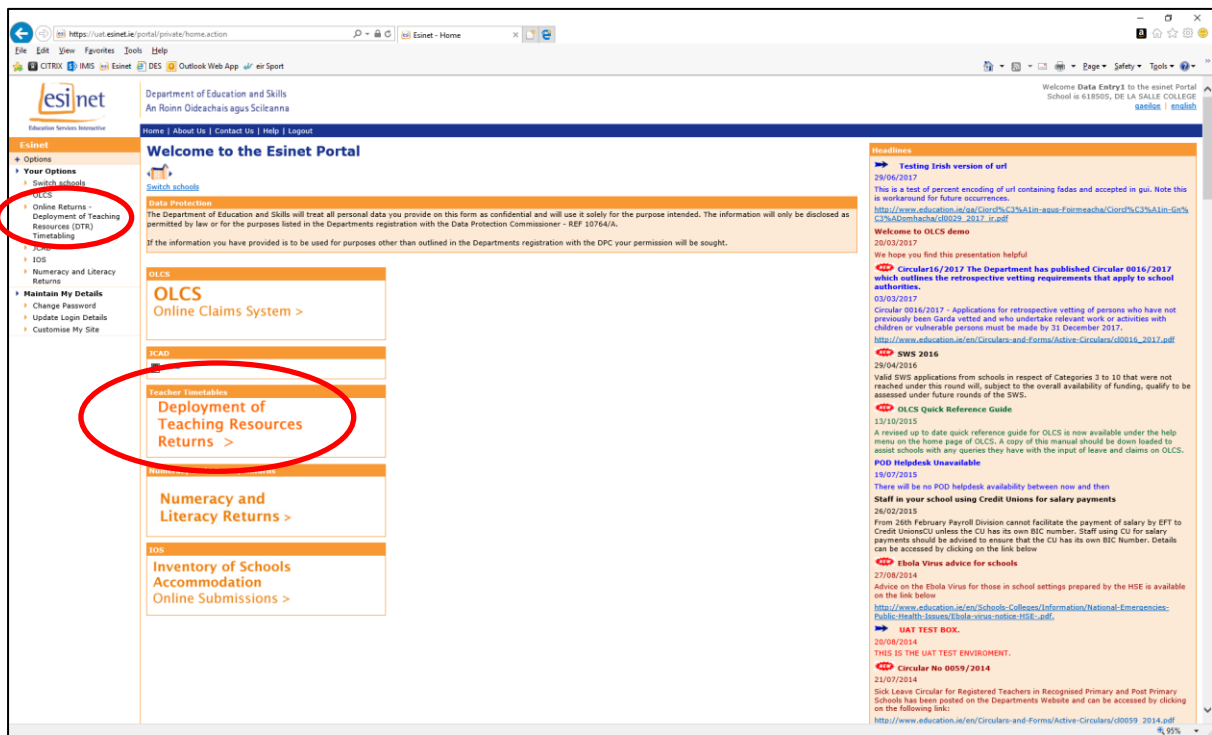
Instructions on how to transmit Deployment of Teaching Resources (DTR) Returns via Easinet

File Upload Instructions:

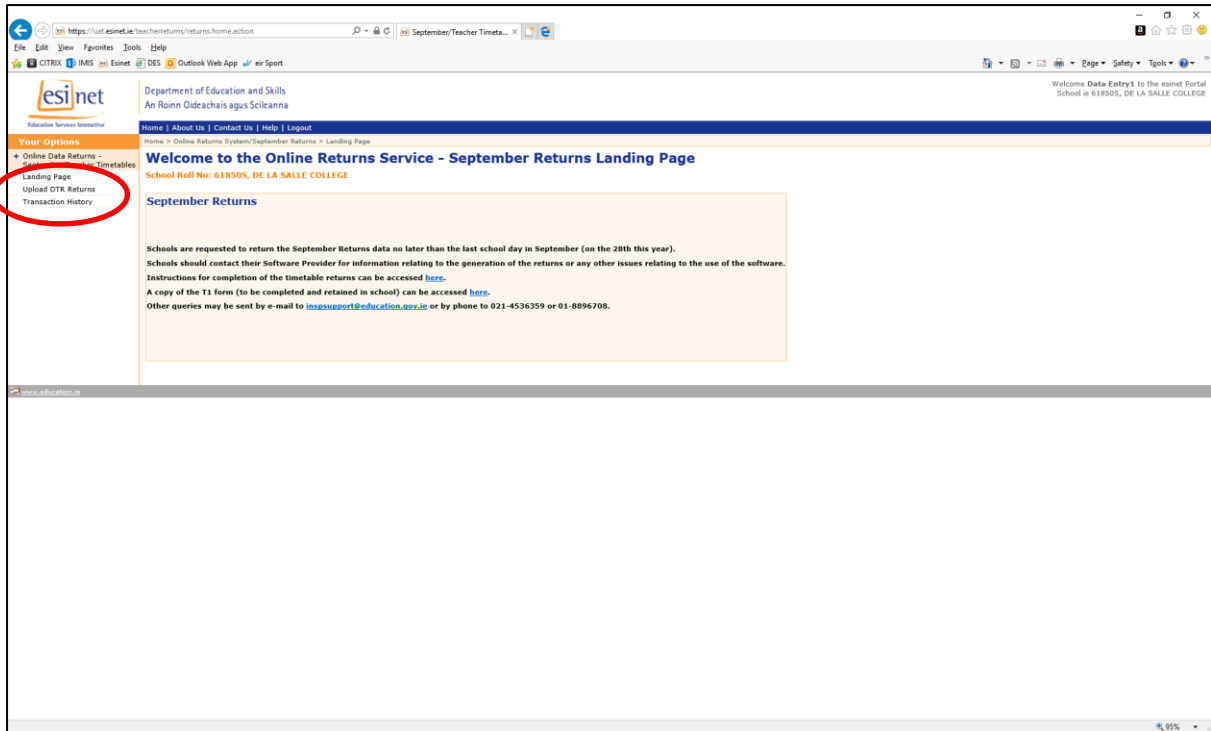
Note: The screens displayed below are for training purposes only – the actual text displayed may be different in the live application.

When the user logs in to Easinet, the Deployment of Teaching Resources Returns service will be listed on the Easinet Landing page.

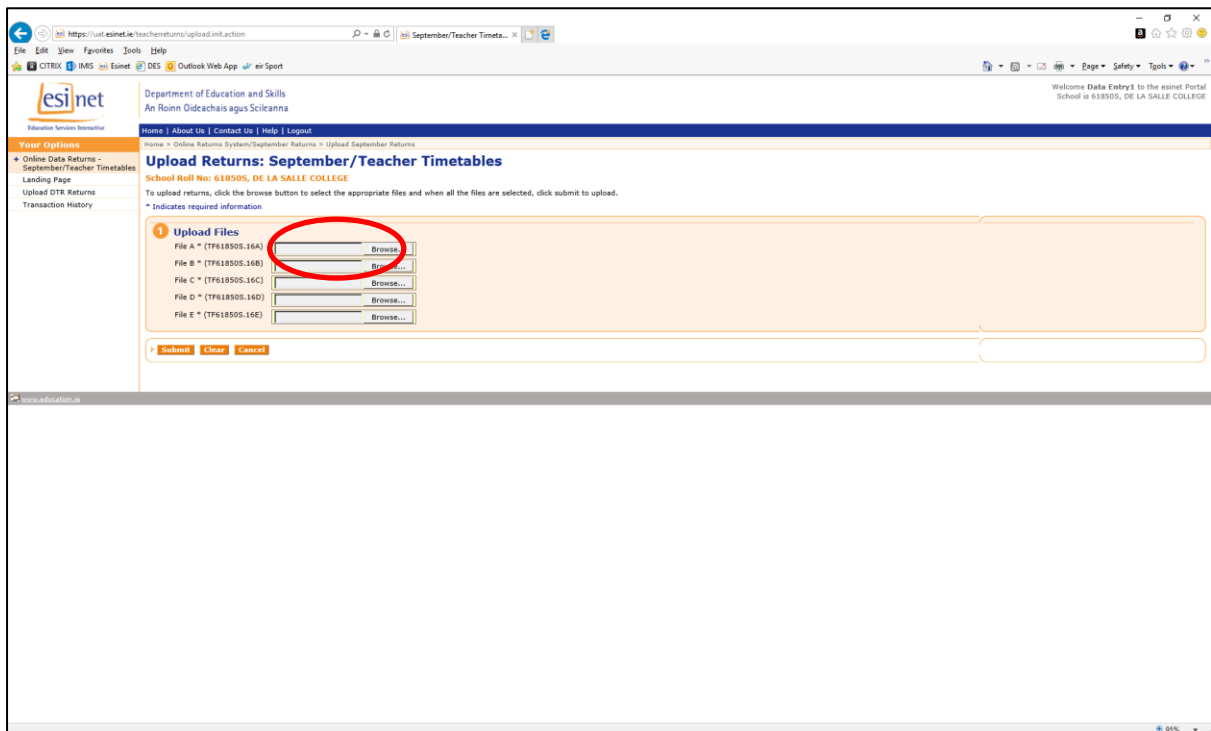
The user can access the service either by clicking on the Deployment of Teaching Resources Returns logo or by clicking on “Deployment of Teaching Resources Returns” in the left-hand menu (both highlighted on the screenshot below).



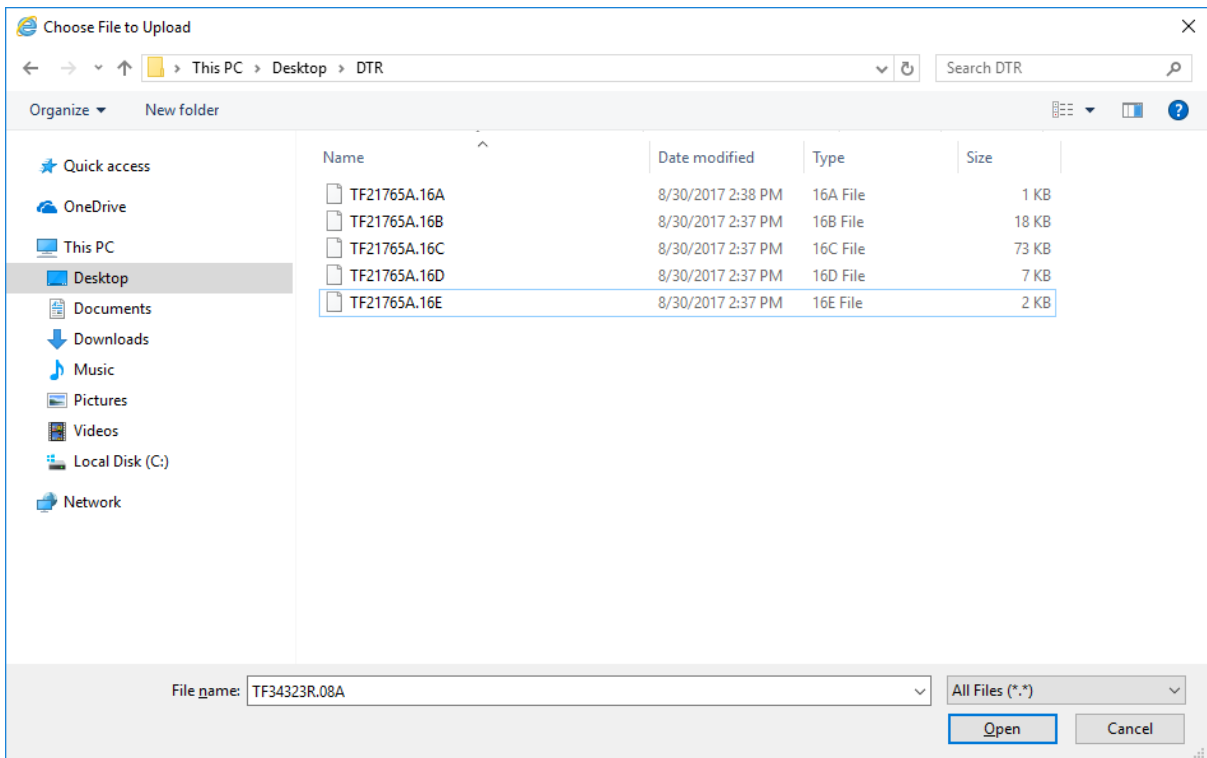
The Deployment of Teaching Resources Returns Landing page will be displayed. This page will provide the user with information and instructions relevant to the Deployment of Teaching Resources Returns service.



To begin the upload process, the user will click on the upload Deployment of Teaching Resources link on the left hand menu (highlighted on the screenshot above). This loads the “Upload Returns” page which is shown in the screenshot below.

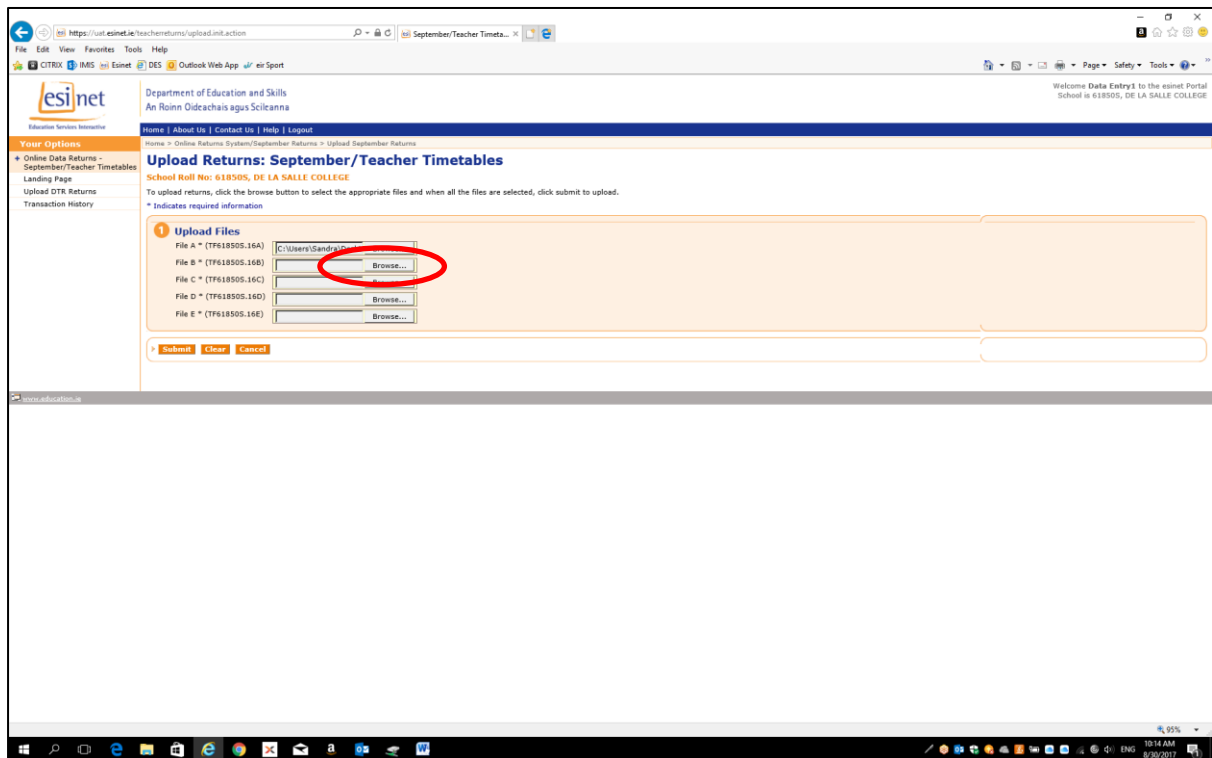


The Upload Returns screen has a total of 5 file input fields where the user can upload up to 5 returns files (Files A to E). To upload the File A, the user clicks on the Browse button beside the input field for File A, as shown in the screenshot above. An ordinary Windows file upload dialog box is opened.

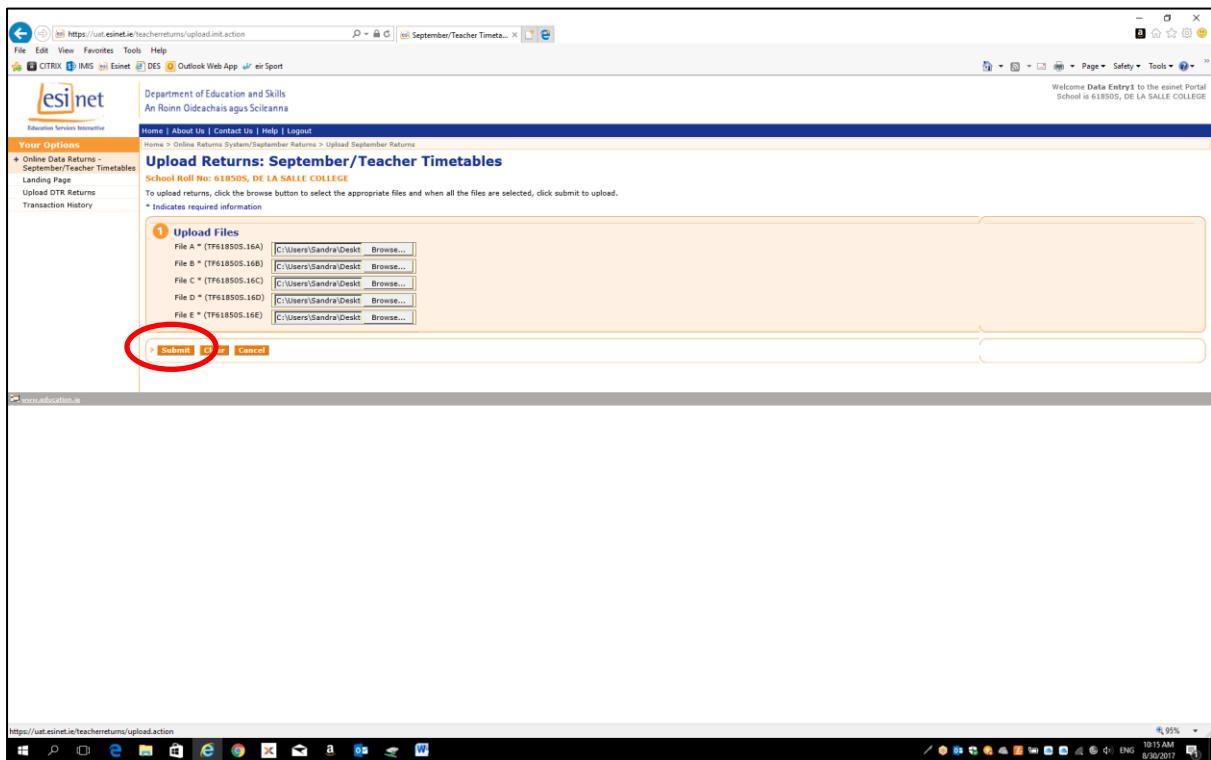


Using this dialog box, the user navigates to the location of File A on their local machine, selects File A and clicks Open.

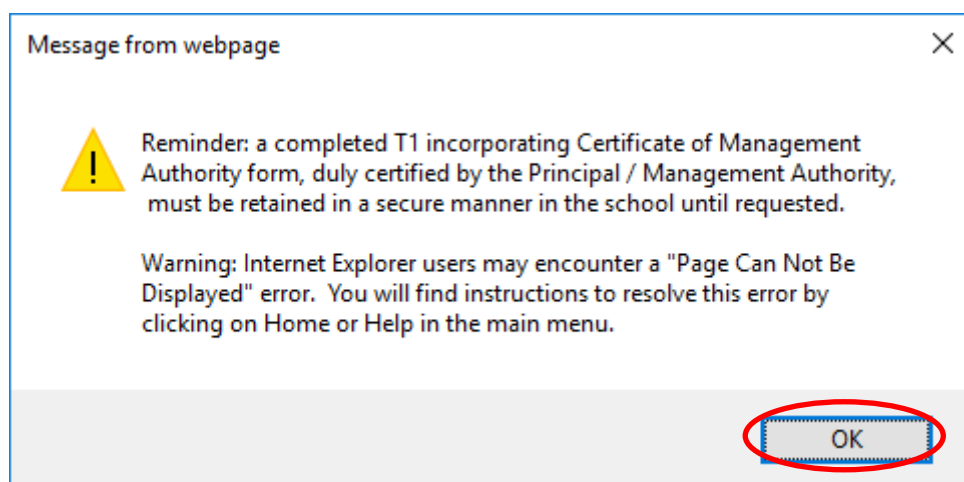
On the Upload Returns screen, the File A input field is populated with the location of File A on the user's local machine. The screenshot below shows the Returns Upload screen after File A has been selected.



The user then repeats this process by clicking each of the Browse buttons until all files are selected. The screenshot below shows the Upload Returns field after all 5 files are selected.



To upload the files to the Department of Education, the user must click the Submit button, which is highlighted on the screenshot above. A warning message is then displayed reminding you to complete and retain a T1 form. Click OK.



When the files are successfully uploaded, a confirmation message will be displayed to the user, as shown in the screenshot below.

The screenshot displays the esinet portal interface. At the top left is the esinet logo with the tagline 'Education Services Interactive'. To its right, the text reads 'Department of Education & Science' and 'An Roinn Oideachais & Eolaíochta'. On the far right, a welcome message says 'Welcome **Smith John** to the esinet Portal' and 'School is 34323R, TEST SECONDARY SCHOL'. Below the logo is a navigation menu with links for 'Home', 'About Us', 'Contact Us', 'Help', and 'Logout'. A breadcrumb trail shows the path: 'Home > Online Returns System/September Returns > Upload September Returns'. The main content area features a section titled 'Your Options' with a sub-section for 'Online Data Returns - September/Teacher Timetables'. This sub-section includes links for 'Landing Page', 'Upload September Returns', and 'Transaction History'. The primary heading is 'Upload Returns: September/Teacher Timetables', followed by the school roll number '34323R, TEST SECONDARY SCHOL'. A confirmation message states: 'The following files were successfully uploaded:' followed by a bulleted list of file names: TF34323R.08A, TF34323R.08B, TF34323R.08C, TF34323R.08D, and TF34323R.08E. Below this, it says 'You can view the **Transaction History** for your school [here](#).' A reminder at the bottom of the section reads: 'Reminder: Schools must submit the mandatory paperwork (T1 incorporating Certificate of Management Authority) by post to the Department in order for the schools returns to be processed.' At the bottom left of the page, the URL 'www.education.ie' is visible.