

To: Heads of Food Service.  
Lead Food Officers.

25 February 2022

FSS/ENF/22/002

Dear Colleague

### **Upgrade of the Scottish National Database ('SND') to include direct entry of Full Time Equivalent (FTE) Function**

An upgrade to the SND Portal will be carried out on 18<sup>th</sup> March 2022 and will be available to use on 21<sup>st</sup> March 2022.

This upgrade provides the following new functionality for Local Authorities:

- Direct entry of Local Authority FTE figures into the SND Portal.
- Reminder notifications will be sent to Local Authority Admin users of SND where the FTE figures are deemed to be out of date.

To ensure the accuracy of this information LA's will be required to regularly review and update their FTE figures. Quarterly updates are required as a minimum, even if there are no changes to the FTE figures. To support LA's, reminder notifications will be sent on a quarterly basis prompting a review, and update, of the FTE data. However, where FTE numbers change via either an increase or decrease, the expectation would be that FTE data within SND would be updated within 14 days to ensure it is reflective of the current FTE at the Local Authority.

The SND User Manual will soon provide further information and guidance on the use of the updated FTE function in SND. The user manual is available online here: <https://snd-user-manual.fss-snd.scot> This manual will also be available directly from the SND portal following the upgrade on 18<sup>th</sup> March 2022.

FSS will be scheduling optional familiarisation sessions, early in March 2022, with Admin users of SND at Local Authorities in order to present the new functionality. You are also welcome to review the new FTE function, before the upgrade, on the SND test system available here: <https://test.fss-snd.scot/admin> Use your normal SND credentials to sign in to the test system. The new FTE function can be accessed via the 'FTEs' option on the header banner.

If you have any questions or require further assistance please contact me, using the contact details provided below, or contact MacLaren West at [support@maclarenwest.co.uk](mailto:support@maclarenwest.co.uk).

Yours sincerely

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