

## Cost Calculator for Children's Services (CCfCS): File information

### IT requirements

The current version of the CCfCS is a **Microsoft Access 2007** application. It produces its reports in **Microsoft Excel 2007**. **Microsoft Office 2010** can be used. It is a requirement that prior to installing the CCfCS, **Microsoft Access 2007/10** and **Microsoft Excel 2007/10** are already installed.

The application is designed to be used by having one master copy of the CCfCS. This can be used by a number of concurrent users. We recommend no more than five users at any one time; the file comes with three concurrent users as a default. There are instructions on how to change this if you wish to. Multiple users can set different calculation parameters and run their own reports independently, whilst sharing the core Child and Placement data for your authority.

The application has been designed to protect the sensitivity of the data, and as part of this security, each user will have to log on to the application with a user name and password. Initially one default user account is supplied as part of your installation.

### File information

The CCfCS download is provided as a ZIP file containing the following Microsoft Office files:

- An Access ACCDB database file.
- A set of Excel XLSX files containing example data to import.
- A Word DOCX document containing instructions for use and best practice.

**You will not be installing any programs** – simply downloading this file, and then manually extracting the files to a suitable location on your network.

The file can range from 9.5MB to 12MB when first used. If you do import your own child level data from an SSDA 903 extract and/or management information systems then the file size will grow with the amount of data you import. There are also aspects like the number of users and the number of concurrent users that might affect the size of the programme slightly. This can be managed by you at any time.

More information about the current CCfCS is available.

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