

## Updating FMS to Version 6.142 using SOLUS 2

FMS 6.142 is an upgrade for schools with enhancements and fixes detailed in the accompanying content document

It is essential that:

- this upgrade is carried out on the SIMS File Server or, in the case of peer to peer installation, on the computer hosting the SIMS database.
- The user carrying out the upgrade must be logged in as Administrator (or with full Administrator rights).
- SQL must be on version SQL 2008
- Microsoft .NET 4 has been installed on the server and ALL SIMS workstations

The upgrade will be unsuccessful unless these conditions are satisfied.

This document is intended to support the upgrade FMS to the Autumn Main 2011 release using SOLUS 2.

When the upgrade is complete, schools in North Somerset must download a revised LA specific report from our support website [www.capitaess.co.uk](http://www.capitaess.co.uk)

### Checking your SIMS FMS version.

Before proceeding with the FMS upgrade, check your current version of FMS. In FMS go to **Help | About FMS** and check the version number. Schools should be on FMS 6..91 or later.

### FMS version 6.142

Please follow these instructions precisely or the upgrade will be unsuccessful. The upgrade process has been divided into 4 stages. Be aware that will be essential to log onto our ESS website to download a file to initiate the upgrade process in Stage 2.

Schools with more than one database must carry out a separate upgrade of the second (or more) FMS database. Pay special attention to the areas in this documentation entitled "[Important information for schools with more than one FMS database](#)"

### Stage 1 – Backups

As a precaution users should make a backup of their SIMS.net database before proceeding with the FMS upgrade. Users of Personnel 7 are likely to have salary commitments being passed to FMS, these databases must be synchronised.

To backup your version of SIMS.net, proceed as follows:

- Ensure that there are no other users logged into SIMS .net in your school.

- Log into SIMS .net on the main machine and open System Manager 6, via Focus| System Manager| System Manager 6.. Close the Welcome Screen and go to **Tools | Create Backup**. Call the backup *Pre SOLUS FMS 6.142 upgrade* and add the current date, create the backup.

A backup copy of FMS should also be taken at this point. Schools with more than one FMS database need only backup the one linked to SIMS for salary commitments, this will be your main FMS database.

- An option has been provided within FMS carry out a backup of the FMS transactions.
- A user with FMS Access Rights levels 4 or 5 can carry out the backup. The backup is created on the Server, not the workstation, unless these are one and the same.
- Select **Tools | FMS Transactions Backup**.
- A confirmation dialog is displayed. Click the Yes button to continue. The backup is then carried out.
- Ensure that you have a current backup of your MIS system on your backup media, usually a tape.

## **Stage 2 – Launching the SOLUS 2 application**

The upgrade to FMS 6.142 will be made by the special upgrade user known as SA (short for System Administrator). Files will be downloaded via SOLUS in the same way as SIMS.net upgrades, but the upgrade of the FMS database will be carried out using the SA user and the appropriate password.

The upgrade must be carried out on the server hosting the SIMS FMS database while logged on as Administrator. These requirements are detailed on the first page of this document.

[Important information for schools with more than one FMS database.](#)

[Before carrying out the upgrade, logon to the main FMS schools account on the server machine. This ensures that the main FMS database will be upgraded first.](#)

*Do not attempt to run SOLUS directly from SIMS.net, from the SIMS Applications menu or from any short cuts that you may have created for the process.*

Proceed as follows:

- To facilitate the process it is necessary to download and run a file available on [www.capitaess.co.uk](http://www.capitaess.co.uk) . In Internet Explorer, navigate to this site.
- Scroll down the web page to the section allocated to the FMS 6.142 upgrade (Autumn 2011).
- Identify an icon entitled “ESS Upgrade Utility” and double click on it
- Internet Explorer security is likely to activate a warning. If this is the case, confirm that you wish to run the file and then Add the site to a list of your trusted sites for downloads
- In the dialogue box that appears, confirm that you wish to Run (or Open) the file

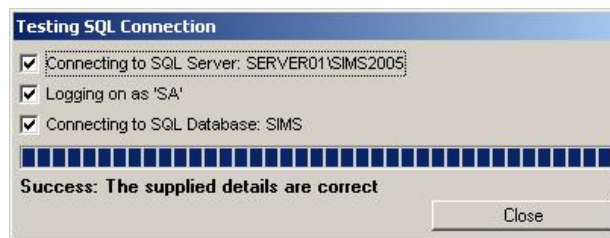
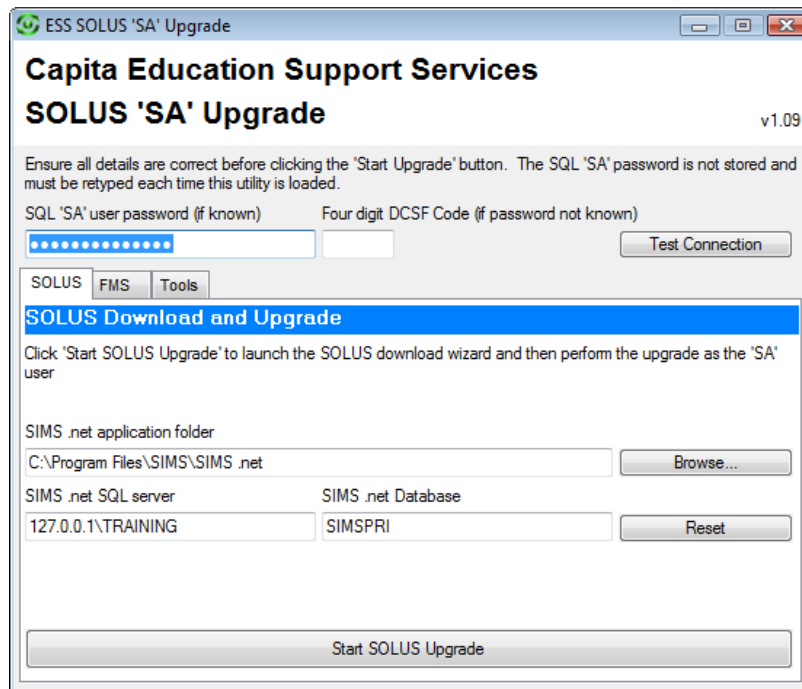


Confirm again by clicking Run (or Open) at the next dialogue box



The application to launch SOLUS for the FMS 6.142 upgrade requires a special password, this password is already entered into the dialogue box. Enter the the password for your site as you have performed the SQL migration yourself or it have been communicated to you by ESS, replace with the appropriate password for the SA user.

**For schools that have been migrated by Capita staff to SQL 2008 will have a new SA password. If you know that password, enter it and test the connection. If you do not know the password, enter your 4 digit DCSF number into the box provided. The SA password will be calculated and automatically entered into the password box.**



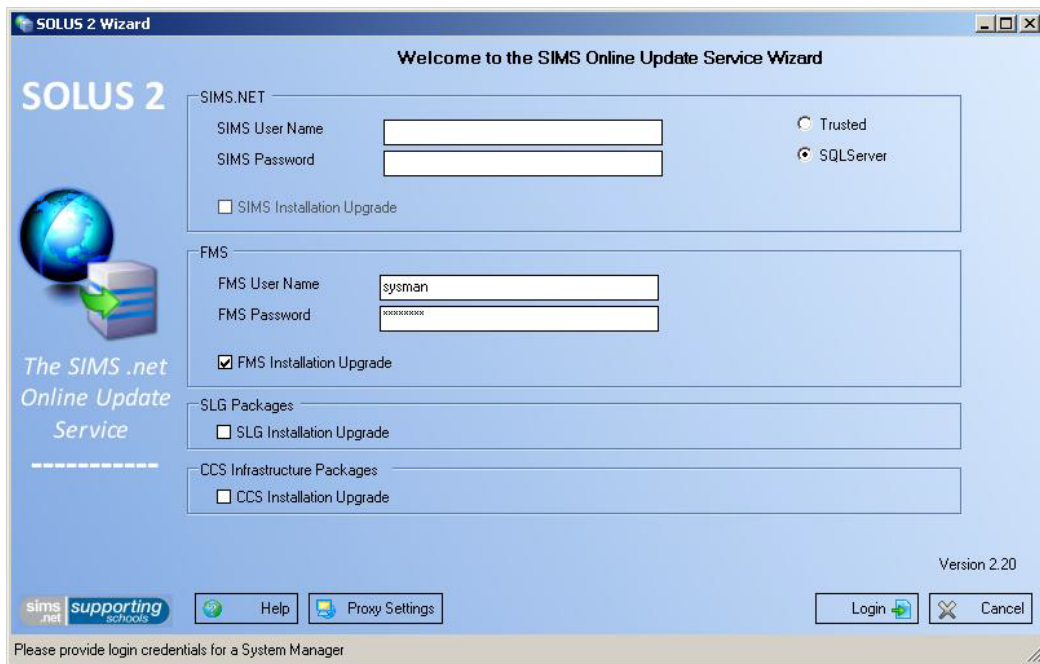
Before proceeding with the SOLUS upgrade, check the password is correct by clicking on Test Connection. If the password and other details are correct a confirmation dialogue will appear, click Close to clear.

If the connection test fails, information is given in a dialogue box. If the SA password fails correct and re-enter, capitalisation is important. If the password cannot be verified as correct by this test, contact the Helpdesk.

When informed that the supplied details are correct, click **Start SOLUS Upgrade** to launch the SOLUS application

### **Stage 3 – The SOLUS 2 upgrade**

The SOLUS application will be launched,



There is no need to make an entry in the SIMS boxes. In the FMS section, enter a FMS user ID and password, this should be a high level FMS user.

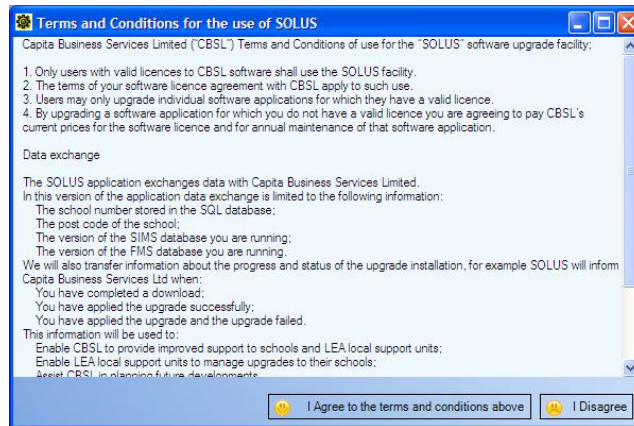
Click **Login** to proceed.

*If a warning that the FMS user entered does not have level 5 access appears, try entering the FMS user SYSMAN and the appropriate password. If the SYSMAN password is not known, contact the ESS Helpdesk on 0844 893 8000 for assistance.*

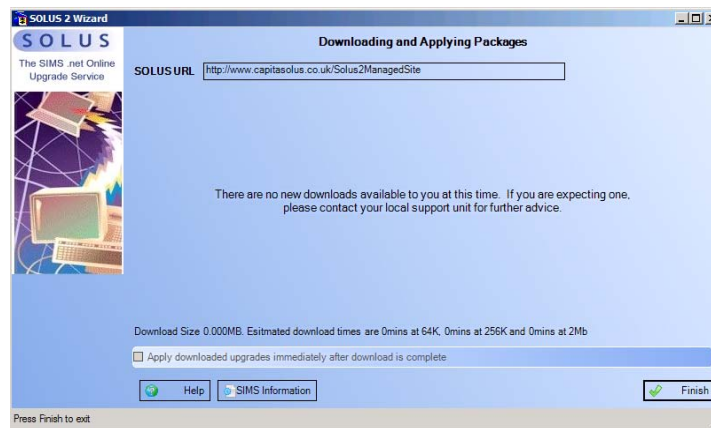
As only the FMS upgrade is being taken, a warning that SIMS.net information has not been entered will appear, Click **OK**



Click on I Agree on the Terms and Conditions screen.



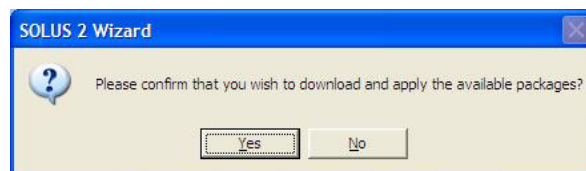
If you then see the following screen, indicating that there are no new downloads available, please contact the Help Desk.



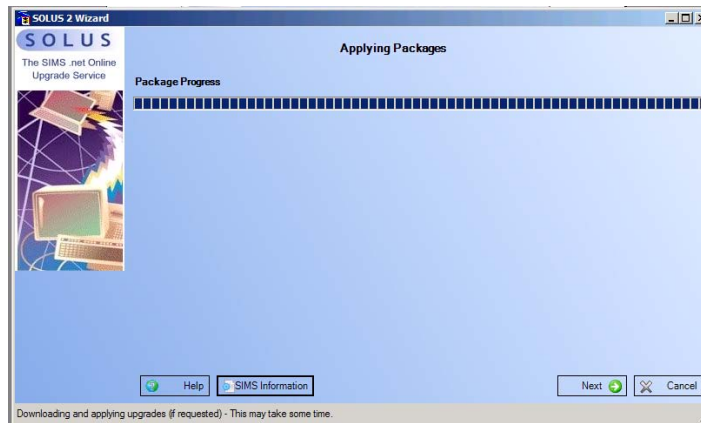
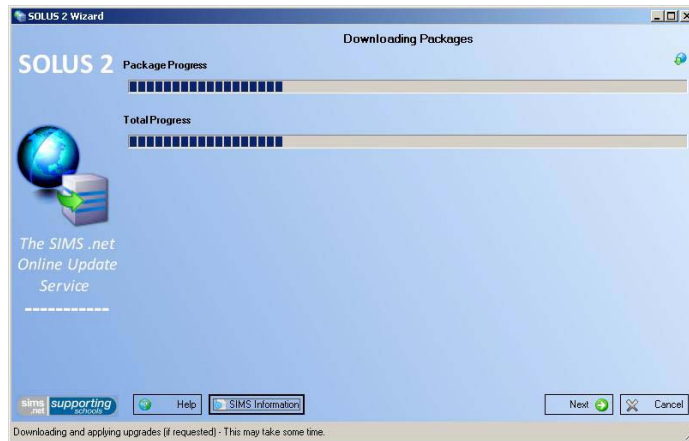
The FMS 6.142 upgrade package will show as being available for download

Ensure there is a tick in the Apply downloaded upgrades immediately after download is complete box. Click on **Next**

Click Yes to confirm that you wish to download and apply the available packages.



The download will now start. The download may take some time and will depend on the speed of your Internet connection and server.

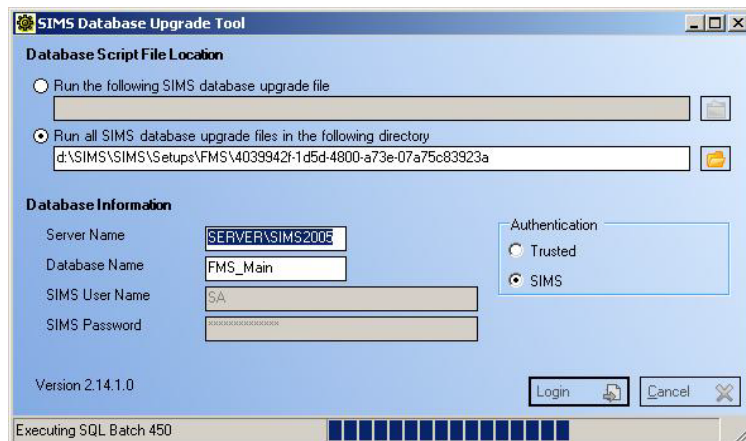


Once the download is complete, the upgrade starts updating the applications. Should a prompt appear asking to re-start your system, click on Cancel, this is not necessary for this upgrade.

*Note: If at any time during this process an error message is received, please contact the Help Desk. Where possible, leave all error messages on the screen to assist support.*

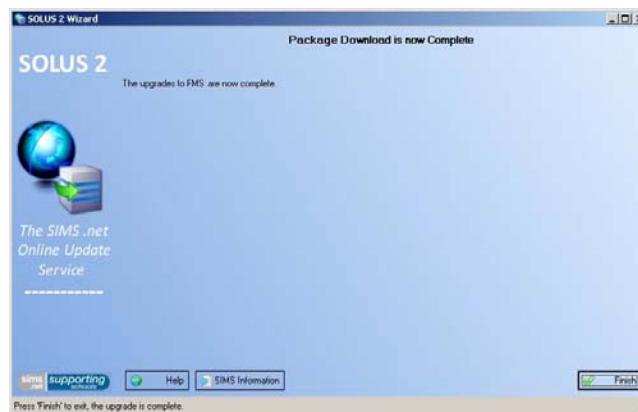
The FMS 6.142 upgrade starts updating the application files.

The fully automated upgrade will continue, as shown on the following screens, first carrying out a backup, and then executing the upgrade files.



The following screen indicates that the upgrade has been completed.

Click on **Finish**.



### **Stage 4 – Workstation upgrade**

With the FMS 6.142 upgrade completed, it will be necessary to log onto each workstation running FMS to carry out a workstation upgrade.

On each FMS workstation, click on the FMS icon . Further updates will take place,

You may be prompted to restart your system following the upgrade, this is not necessary, click on Cancel

When complete, check the version of the FMS

### **Checking the FMS Version**

As a final confirmation that the upgrade has completed successfully, go to **Help | About FMS** the correct version is 6.142

### **Microsoft Vista Workstations**

Additional work may be required on workstations running Windows Vista. Please contact the helpdesk if error messages are encountered when running FMS for the first time following the upgrade.

**Any problems with the upgrade process should be reported to the helpdesk on 0844 893 8000 for assistance**

The upgrade of the first FMS database is now complete. The remaining documentation is only required by sites having more than one FMS database.

[Important information for schools with more than one FMS database.](#)

The second (or more) FMS database has to be upgraded. As the necessary files have been downloaded and the program files upgraded, this process is less complex and shorter.

Again, this upgrade must be carried out on the server hosting the SIMS FMS database while logged on as Administrator.

Before carrying out the upgrade, log to the second FMS schools account on the server machine. This ensures that the second FMS database will be upgraded.

As the program files have been changed by the upgrade process but the second database has yet to be upgraded, an error message will appear reporting that the second FMS database is on an incorrect version. Click **OK** and the FMS application will close

To upgrade the second database, proceed as follows:

- To facilitate the process it is necessary to again download and run a file available on [www.capitaess.co.uk](http://www.capitaess.co.uk) . In Internet Explorer, navigate to this site. Scroll down the web page to the section allocated to the FMS 6.142 upgrade. Identify an icon entitled “ESS Upgrade Utility” and double click on it
- Internet Explorer security should not now issue a warning as you added the site to a list of your trusted sites for downloads.
- In the dialogue box that appears, confirm that you wish to **Run (or Open)** the file



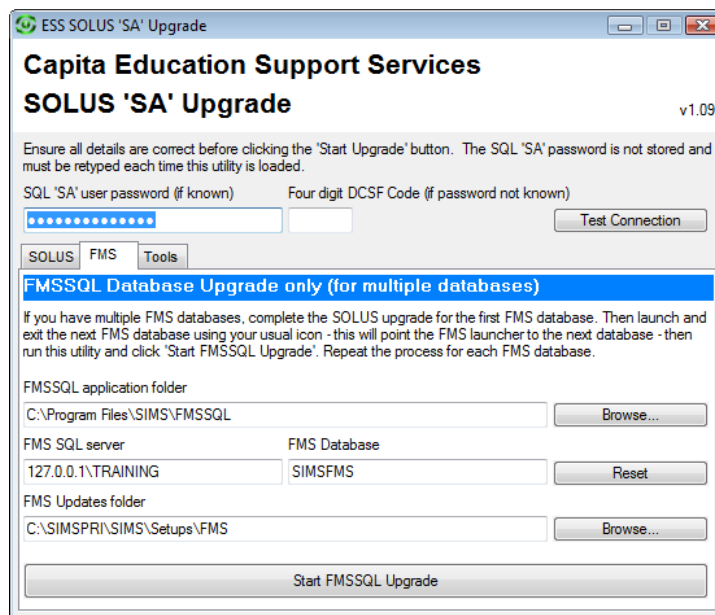
- Confirm again by clicking **Run** at the next dialogue box



- The application to launch the upgrade of the second FMS database requires the special SA user and password, this password is already entered into the dialogue box. As in the upgrade of the first FMS database, Enter the appropriate password for the SA user.

As before, schools that have been migrated by Capita staff to SQL 2008 will have a new SA password. If you know that password, enter it and test the connection. If you do not know the password, enter your 4 digit DCSF number into the box provided. The SA password will be calculated and automatically entered into the password box.

- Click on the “FMS” tab to change the list of options. Entries will be automatically be filled in for your second FMS database.



- Click Start FMSSQL Upgrade to begin the upgrade process.
- The SIMS Database upgrade Tool (DBUpgrade) will start with the necessary entries for the database information pre-entered. It will run through automatically without user intervention.
- When complete the application closes automatically.

- As a final confirmation that the upgrade of the second database has been completed successfully, logon to the second FMS database and go to **Help | About FMS** the correct version is 6.142

As workstation upgrades have already been completed, there are no further program file upgrades required.

Schools with more than two FMS databases will need to repeat the process from page 9 for each additional database.

Any problems with the upgrade process should be reported to the helpdesk on 0844 893 8000 for assistance