

Updating SIMS .net using SOLUS 2 Autumn Main Release 2011

The Autumn Main Release of SIMS.net version 7.142 is an essential upgrade delivering files for the Spring (January) School Census in addition to number of enhancements and fixes. Schools must take the Autumn Main release in order to complete the School Census in January.

Schools should not take this upgrade if they have any outstanding issues with School Census which may result in them being asked by their LA to re-create a census return.

This version of SIMS is only compatible with SQL 2008. Workstations and the SIMS server must have Microsoft .NET installed prior to the upgrade Windows 7 is an approved operating system with SIMS software.

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 of your SIMS system to the Autumn Main 2011 release using SOLUS 2. SOLUS 3 users should refer to the supporting document on www.capitaess.co.uk

Checking your SIMS version.

Before proceeding with the Autumn Main release, check your current version of SIMS. Go to **Help | About SIMS .net** and check the version and build numbers. Schools on the Summer update are on version 7.140 and database version 749.

The Autumn Main Release 2011

It is recommended that the upgrade is carried out using the special upgrade user known as SA (short for System Administrator). This requirement has resulted in changes in the way that SOLUS is started in the upgrade process. Files will be downloaded via SOLUS 2 in the same way as SIMS.net upgrades, but the upgrade of the SIMS database must be carried out using the SA user and the appropriate password. Schools that have upgraded FMS on their systems or have taken a recent SIMS release will be familiar with this process.

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

To upgrade your version of SIMS .net please proceed as follows:

Backups

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

It is important that backups are made before the upgrade, both for SIMS.net and FMS (this is especially important for Personnel 7 users where salary commitment information is being passed between SIMS.net and FMS)

Log into SIMS .net on the main machine and open System Manager 6, by going to **Tools| System Manager| System Manager 6**. Close the Welcome Screen and go to **Tools | Create Backup**. Call the backup Pre SOLUS Autumn Main 2011 and add the current date, create the backup.

When that has finished, close **System Manager**.

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.

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.

1. Select **Tools | FMS Transactions Backup**.
2. 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.

For the Autumn release, there is a new version of SIMS.net (7.142). The following notes support the upgrade to SIMS.net 7.142. It is recommended that any upgrade to FMS is taken as a separate download, there is no need to make an entry in the FMS boxes.

Launching the SOLUS application

The upgrade to SIMS.net 7.142 will use a special upgrade user known as SA (short for System Administrator). This requirement has resulted in changes in the way that SOLUS is started in the upgrade process. Files will be downloaded via SOLUS in the same way as SIMS.net upgrades, but the upgrade of the SIMS 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 database while logged on as Administrator.

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 this process.

Proceed as follows:

To facilitate the process it is necessary to download and run a file available on www.capitaess.co.uk. In Internet Explorer, navigate to this site.

Scroll down the web page to the section allocated to the Summer Main SIMS.net 7.140 upgrade Identify an icon entitled “**ESS Upgrade Utility**” and double click on it
Internet Explorer security may 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



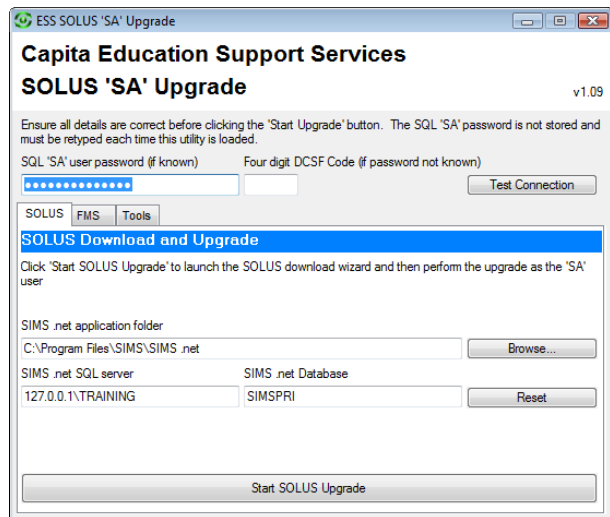
The application to launch SOLUS for the SIMS.net 7.142 upgrade requires a special password, this password is already entered into the dialogue box. For schools using SQL 2005, the pre-entered password will be appropriate. However, if you know the password for your site as you have performed the SQL migration yourself or it have been communicated to you by ESS, replace it 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.

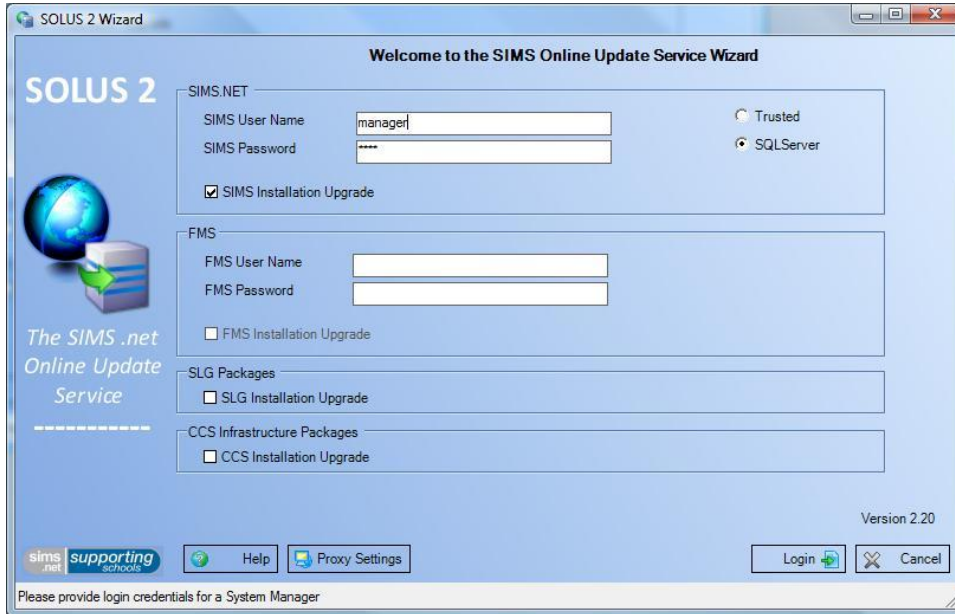
If the connection test fails, information is given in a dialogue box. If the SA password fails correct and re-enter, capitalisation is important. If the password cannot be verified as correct by this test, contact the Helpdesk.

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



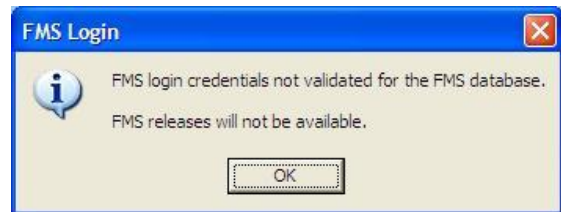
The SOLUS Upgrade

To download SIMS.net 7.142, enter an appropriate ID and password into the top two boxes

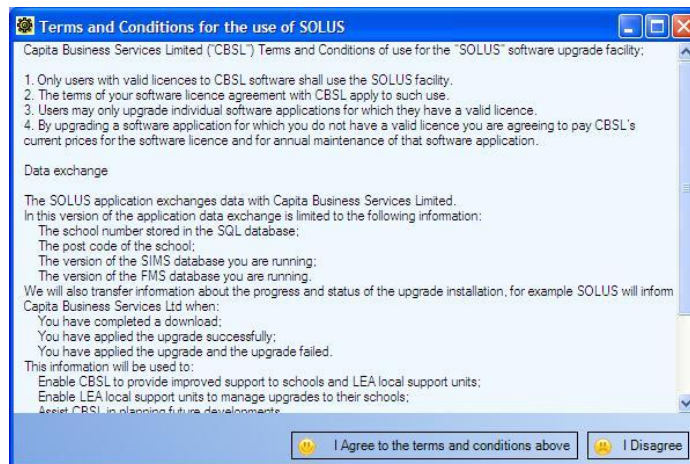


Click **Login** to proceed.

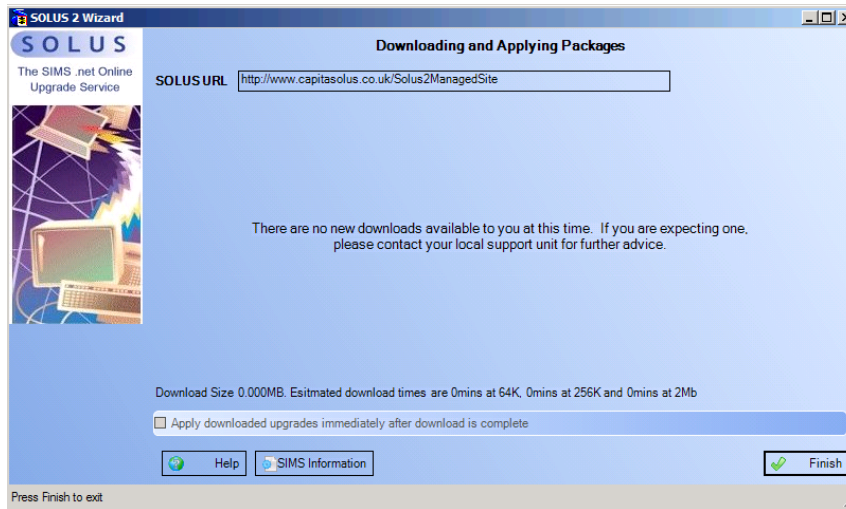
As only the SIMS.net upgrade is being taken, a warning on that FMS information has not been entered will appear, Click OK



Click on I Agree on the Terms and Conditions screen.



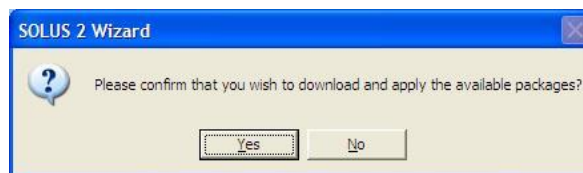
If you then see the following screen, indicating that there are no new downloads available, please contact the Help Desk.



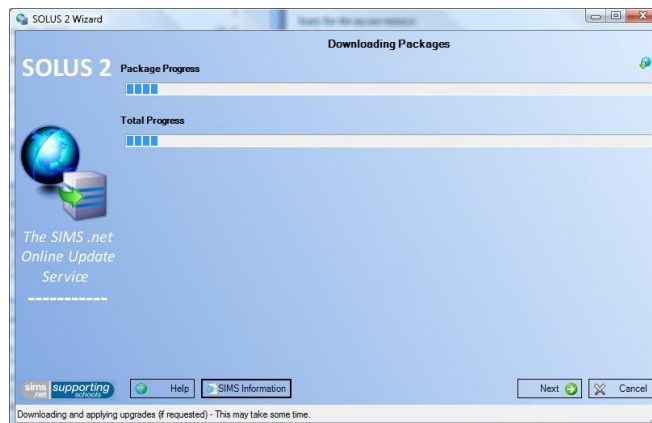
The Autumn Main SIMS.net upgrade package will show as being available for download.

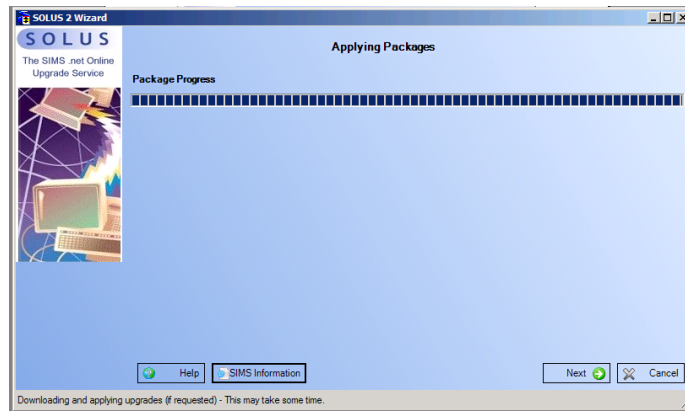
Ensure there is a tick in the Apply downloaded upgrades immediately after download is complete box. Click on **Next**

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.

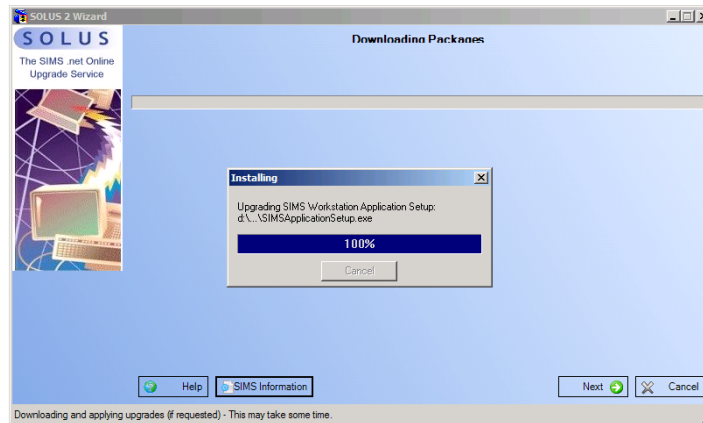




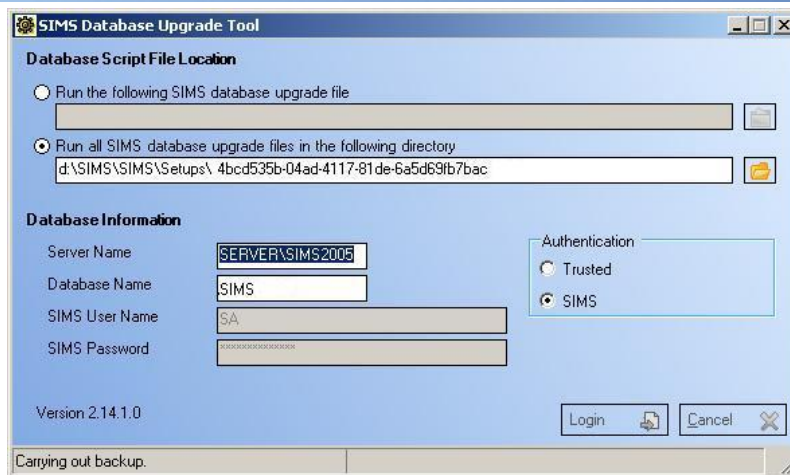
Once the download is complete, the upgrade starts updating the applications.

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 SIMS.net upgrade starts updating the applications, manuals etc. as shown on the following screen.

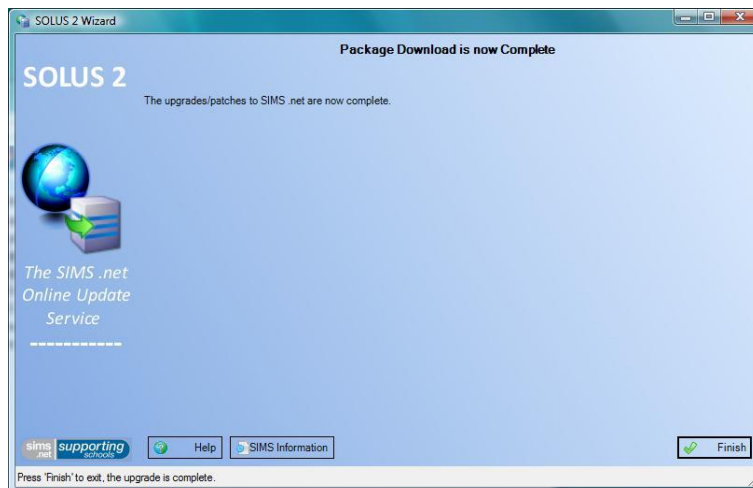


The fully automated upgrade will continue, as shown on the following screens, first carrying out a backup, and then executing the upgrade files.



The following screen indicates that the upgrade has been completed.

Click on **Finish**.



A series of black DOS window will open and close automatically as filesets are updated in the Document Management Server.

With the main SIMS.net upgrade completed, click on the SIMS .net icon. Further updates will take place, followed by the log-in screen.

Log into SIMS .net, this will reveal the What's New PDF document which will open automatically whenever a SIMS users logs in after a SIMS upgrade.



The What's New Document

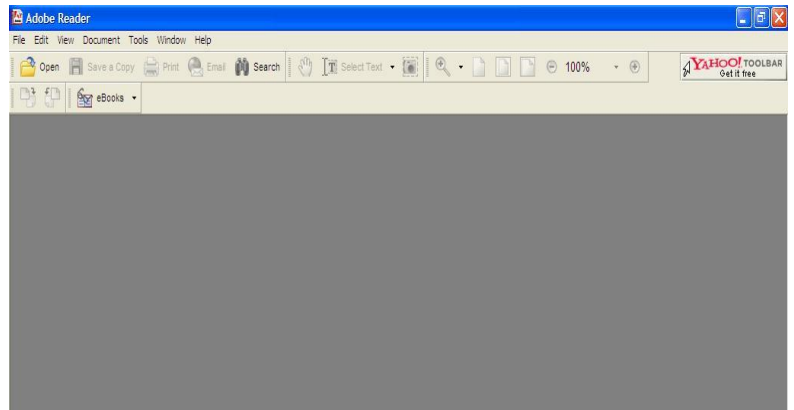
In order to minimise the amount of storage space (and SOLUS download time) taken up by our user documentation, PDF files will be provided that can be read only by the Adobe Acrobat Reader version 6 or above.

The What's New document will only open for the first login, but can be reviewed from the SIMS document menu. The user will be presented with the What's New document instead of the usual SIMS.net page.

The document informs the user that the upgrade has been completed.

Some consideration for the SIMS manager in schools:

- This document is intended for all schools using SIMS software and refers to release notes available on the SOLUS website. There is no need to visit this site as schools supported by Education Support Services (ESS) as part of Capita Education Services are provided with notes on the content of SIMS releases tailored to the phase of the school. This document may be sent by email or can be downloaded from www.capitaess.co.uk.
- The document is a PDF and opens automatically using Adobe Acrobat reader.
- If Acrobat is not installed, the Welcome Page does not display
- An Acrobat warning message may display encouraging an update of the product. This may be ignored by clicking OK and the option used not to show the warning message again.
- When the What's New document is Closed, Adobe Acrobat may be left running and will have to be closed manually by clicking on the usual close application icon, before the first SIMS.net screen is seen.
- The What's New page facility cannot be disabled and the document can be revisited via the SIMS documentation menu.



Checking the SIMS Version

As a final confirmation that the upgrade has completed successfully, go to Help | About SIMS .net and check that you have the correct version. 7.142

Workstation Upgrades

Workstation upgrades will take place automatically when first logging into SIMS .net.

The What's New document will appear for each new SIMS user (see above) and the first SIMS.net screen to be seen will be the new Home Page (see above). Click on the Close icon and the



Home Page will close and the user will be returned to the original first SIMS.net screen.

SIMS.net users should be advised to check in SIMS .net via **Help | About SIMS .net** that the version numbers given above apply to their workstation.

Importing the latest versions of SIMS .net reports

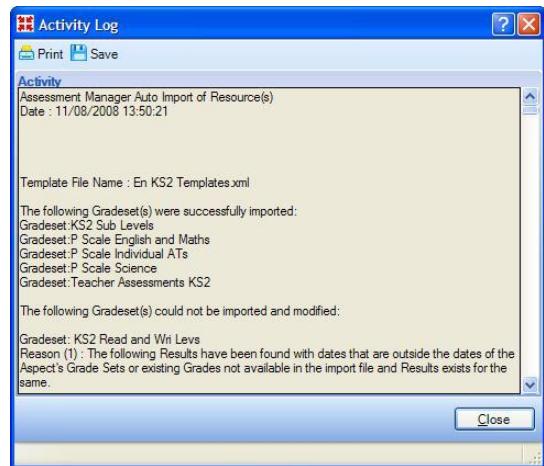
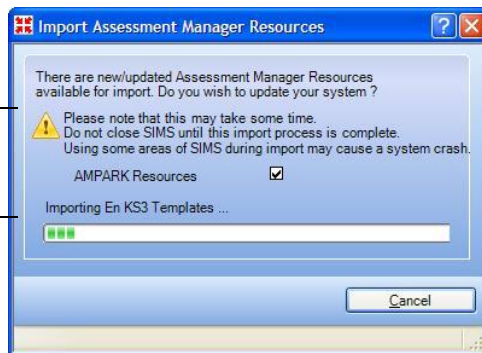
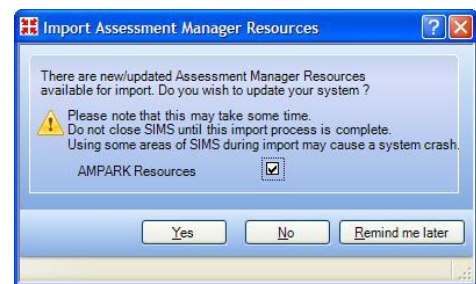
There are new pre-defined reports in the May release. To ensure that your system has the latest reports available, imported reports by carrying out the following:

- In SIMS .net: **Reports | Import**,
- Click on the **Open** button
- High-light **Predefined_Reports_v7.142.RptDef** and click on **Open**.
- Click on **Import**.

Automatic updates for AMPARK

If there are updates to AMPARK available, the following screen will appear when a user with Assessment Co-ordinator access first enters Assessment Manager following the upgrade.

- Click **Yes**. It is recommended that Assessment Manager users are not making changes to aspects or templates while this process takes place.
- The AMPARK resources are imported. The content of the import will vary with the type of school. The appropriate Key Stage files will be imported. Primary schools will have the option of importing the new tracking grid templates.
- This process will only take place after an update to AMPARK and will only need to be undertaken once for all workstations to use the materials.
- The usual report of the imported material concludes the process



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