

## Download and Applying Patch 16116 using SOLUS 2 (Bedford Borough Schools Only)

Patch 16116 modifies three lookup tables used in SIMS Behaviour Management. These changes are to facilitate the inclusion of codes requested by Bedford Borough Authority. The new codes are added to the existing list, therefore where schools have made changes to their local lookup tables they will still be able to selected their own codes. The codes and descriptions used in the revised lookup codes are described in the accompanying document.

These notes are limited to the download and application of patch 16116 and apply only to Bedford Borough Schools. Patch 16116 will not run on SIMS systems in other Local Authorities.

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).

The upgrade will be unsuccessful unless these conditions are satisfied.

### Checking your SIMS version.

Before proceeding, check your current version of SIMS. In SIMS go to **Help | About SIMS** and check the version number.

**This patch is designed to work with either the Spring Release of SIMS version 7.138 or the Summer Release version 7.140**

### Stage 1 – Backups

As a precaution users should make a backup of their SIMS.net database before proceeding with the upgrade.

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. Close the Welcome Screen and go to **Tools | Create Backup**. Call the backup *Pre SOLUS Patch 16116* and add the current date, create the backup.

### Stage 2 – Launching the SOLUS application

Patch 16116 can be applied using 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 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. These requirements are detailed on the first page of this document.

*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 Bedford Borough Behaviour Management 16116 patch.
- 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

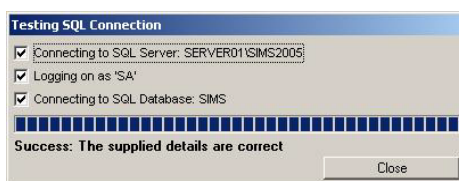
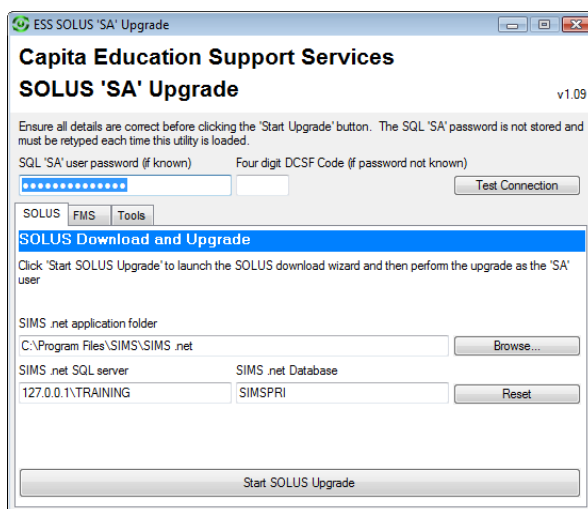


Confirm again by clicking Run (or Open) at the next dialogue box



The application to launch SOLUS for Patch 16116 requires a special password, this is the password for the SA user.

**For schools that have been migrated by Capita staff to SQL 2008 will have a 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 upgrade**

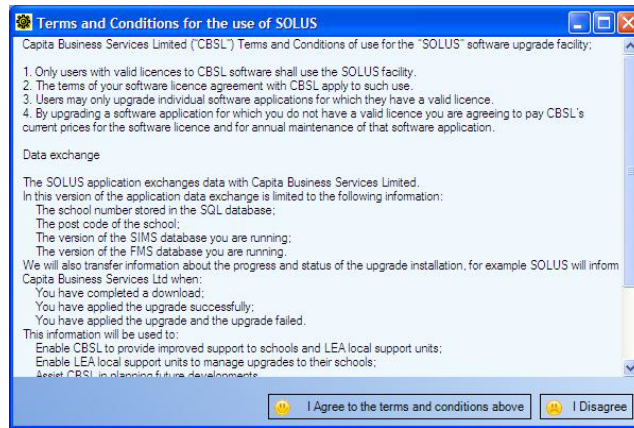
The SOLUS 2 application will be launched,

In the SIMS section, enter a user ID and password, this should be a high level SIMS user.

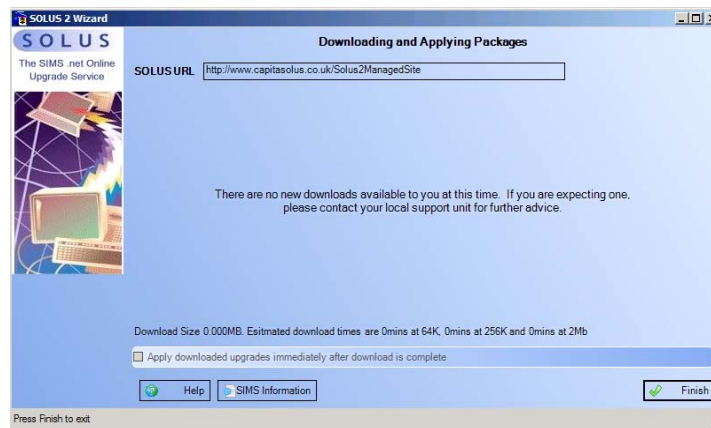
Click **Login** to proceed.

There will be a warning that FMS has not been selected.

Click on **I Agree** on the Terms and Conditions screen.



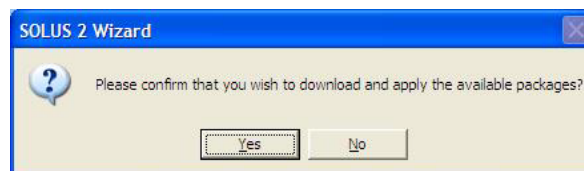
If you then see the following screen, indicating that there are no new downloads available, please contact the Help Desk.



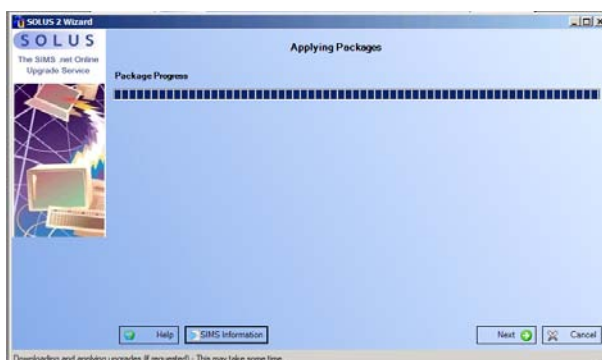
The Patch 16116 package will show as being available for download

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.



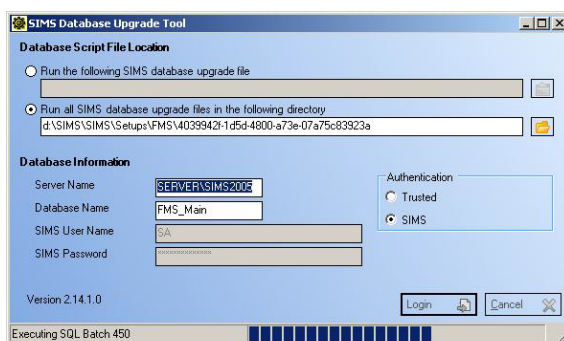
The download will now start. The download will be swift as only a small set of files is being downloaded



Should a prompt appear asking to re-start your system, click on Cancel, this is not necessary for this upgrade.

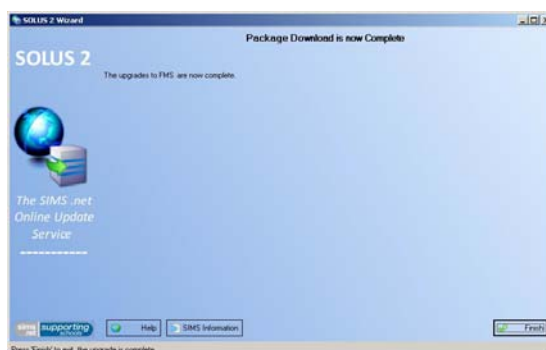
*Note: If at any time during this process an error message is received, please contact the Help Desk. Where possible, leave all error messages on the screen to assist support.*

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



The following screen indicates that the upgrade has been completed.

Click on **Finish**.



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