

Revised North Somerset FMS report.

The latest version of FMS 6.142 requires a modification of the North Somerset specific summary report. Users will be familiar with the need to refresh this file after each FMS upgrade to put the North Somerset version of the file in place.

Instructions for changing the existing report

- Before taking FMS 6.142, it is recommended that the existing shortcut on your desktop used to refresh the FMS file is deleted.

Note: *This needs to be carried out on all workstations running FMS.*

Deleting the existing icon and FMS report

- On your desktop, identify the icon used to refresh the North Somerset report.
- A single click on the icon to highlight and then right click and choose **Properties**
- On the shortcut tab, the make a note of the path to the existing batch file, this will be the location of the file in terms of drive and directory. This could be **S:\NSReport\restore.bat** or something similar.
- Use My Computer to navigate to the location of the file, highlight the file and press the **Delete** key.
- While in this directory, there will be a file called **CEACCC.RPT**. This file should also be deleted.
- Once the file is deleted, close My Computer and return to your desktop. Highlight the icon and simply press the Delete key or right click and choose **Delete**

Replacing the FMS Report

- When the shortcut is deleted, the new version can be downloaded from www.capitaess.co.uk,
- On the website, choose North Somerset on the Local Authority search at the top of the page.
- Scroll down to the section entitled "**North Somerset FMS Report**" and click on the link to download the file.
- Because this file is a self extracting zip file, it is likely that your internet provider may require you go give additional authorisation to complete the download. Follow the prompts on the screen to allow the file to be sent to you.
- The self extracting software will indicate the default path for the location of the file. This is set to **C:\Capita NS file**. This can be changed to another location if necessary, for example C:\ could be changed to S:\ or D:\ if required.
- Click **UnZip** to extract the files and copy them to the above location. There will be a report that 2 files have been copied.

Creating a new Shortcut on your Desktop

- A new short cut will need to be made on each desktop.
- Use My Computer to navigate to the location where the files have been copied, for example **C:\Capita NS file**

- Identify the file **NS FMS report.bat**, select the file, right click and choose **Send To** and then select **Desktop (create shortcut)**. Close My Computer
- Return to your desktop, the new icon is now in place and can be used to refresh the FMS file after each upgrade

Proceed with the FMS upgrade, detailed instructions are available on www.capitaess.co.uk

When this is complete, use the new Capita NS FMS Report icon to refresh the FMS report.