

## Fact Sheet: Before Upgrade to NTCM 1.45

This document provides information on procedures which must be carried out the afternoon of the upgrade to NTCM 1.45 or if you won't be at school in the holidays, Friday 25 September 2009.

### Quick Reference Procedures Checklist

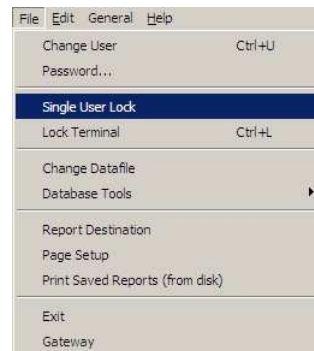
Please tick off each box after you have done the step.

- Step 1: Starting SAMS and putting it into Single User Lock (page 2)
- Step 2: Importing and running the Adhoc Report (page 3)
- Step 3: Checking the NTCM module is loaded (page 6)
- Step 4: Resetting all Users (page 6)
- Step 5: Logging out of SAMS (page 7)
- Step 6: Doing a Backup (page 8)
- Step 7: Notifying the ICT Coordinator and checking the schools  
Comms/Network & Server (page 9)

## Step 1: Starting SAMS and putting it into Single User Lock

- Log into SAMS (If you are already signed in go to File>Change User )  
Username: **schadm**  
Password: **keys**
- Click **Login**


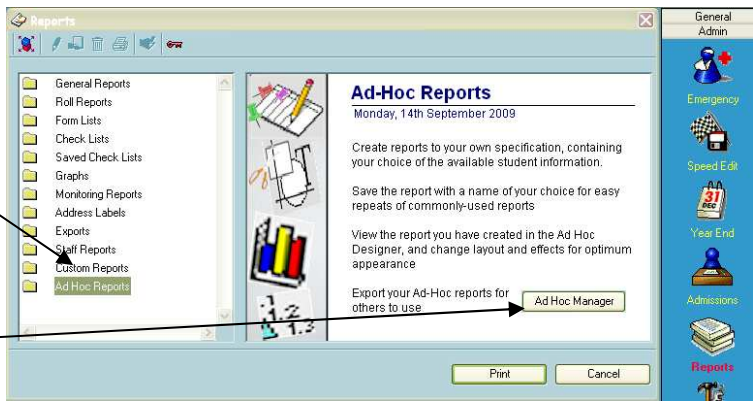

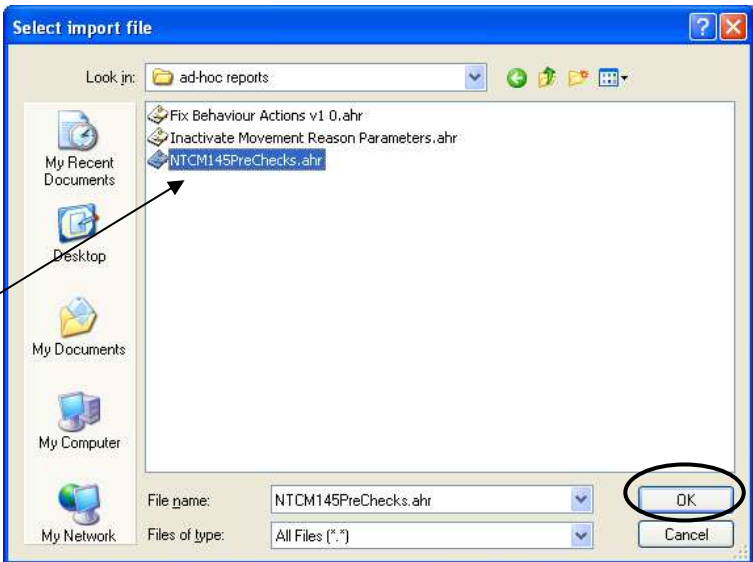
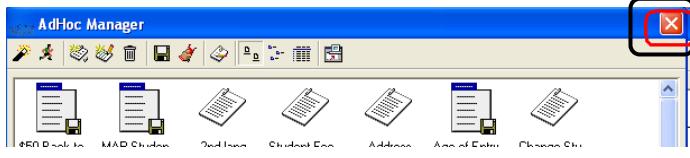
Click on **File** and Select **Single User Lock**



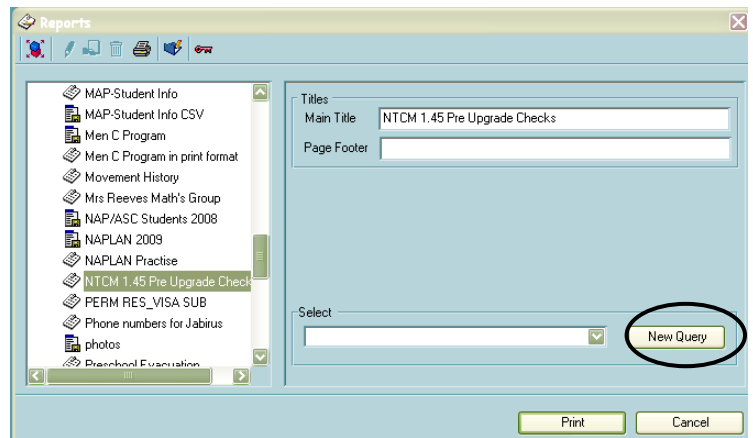
Enter **keys** as the password  
Click on **OK**


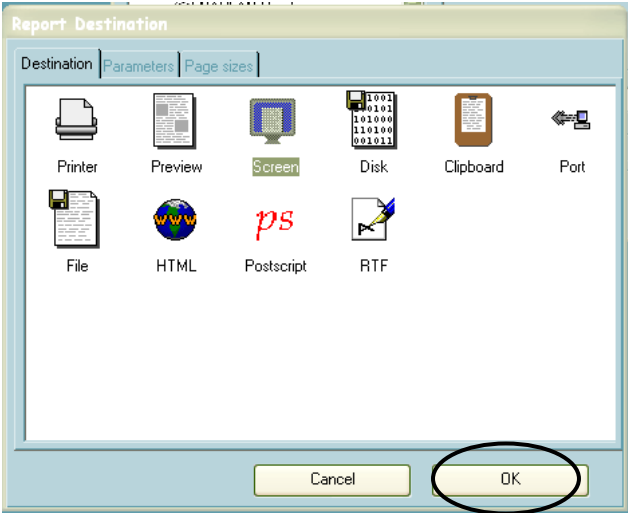
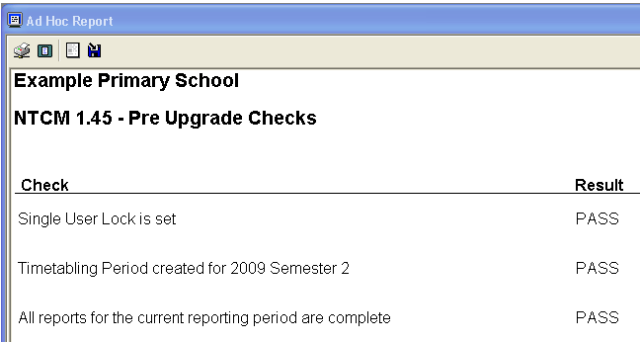
Click on **View Users**

- Only you should be logged in, if there are other users still logged in, you need to get them to log off, before you continue. Resetting all users will **NOT** log them off.
- Click on **Close** and then click **OK**

|   |  |
|---|--|
| <p>Up the top you should now have the Single User Log Button</p>  |   |
| <h2>Step 2: Importing and Running the Adhoc Report</h2>   |  |
| <ul style="list-style-type: none"> <li>Go to <b>Admin &gt; Reports &gt; Adhoc Reports</b> (highlight the word <b>Ad Hoc Reports</b> - not the folder)</li> <li>Click on <b>Ad Hoc Manager</b> button (right hand side of screen)</li> </ul> |    |
| <p>Click on the icon - <b>Import Reports</b> on the Adhoc Manager menu bar (appears after the disk icon and is red)</p>   |  |
| <ul style="list-style-type: none"> <li>Navigate your way to <b>W:\keys\integriss\inbox\ad-hoc reports</b> and click on the adhoc report called <b>NTCM145PreChecks.ahr</b></li> <li>Click <b>OK</b></li> </ul>                              |  |
| <p>Close <b>Adhoc Manager</b> window</p>  |  |

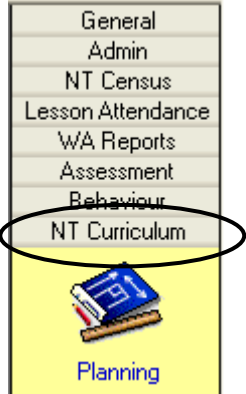
- Click on the **folder** beside the word Ad Hoc Reports and you should see a list of your Adhoc Reports including:  
**NTCM 1.45 Pre Upgrade Check**
- Click on the report  
**NTCM 1.45 Pre Upgrade Check**
- Click on **New Query**



| <ul style="list-style-type: none"> <li>• On the Student Search window click on <b>Find</b></li> <li>• Click on <b>Select</b></li> <li>• A message will appear Click on <b>Yes</b></li> <li>• Click on <b>Print</b></li> </ul>  |   |       |        |                         |      |  |      |   |      |
|--|---|-------|--------|-------------------------|------|--|------|---|------|
| <ul style="list-style-type: none"> <li>• Click on <b>Screen</b></li> <li>• Click on <b>OK</b></li> </ul>   |    |       |        |                         |      |  |      |   |      |
| <ul style="list-style-type: none"> <li>• The adhoc report will display as follows:</li> </ul> <p><b>NOTE: if any of the results in the report have failed, contact the SAMS Team on 89993531.</b></p> <ul style="list-style-type: none"> <li>• Otherwise close the report and Reports window.</li> </ul> |  <table border="1"> <thead> <tr> <th>Check</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Single User Lock is set</td> <td>PASS</td> </tr> <tr> <td>Timetabling Period created for 2009 Semester 2</td> <td>PASS</td> </tr> <tr> <td>All reports for the current reporting period are complete</td> <td>PASS</td> </tr> </tbody> </table> | Check | Result | Single User Lock is set | PASS | Timetabling Period created for 2009 Semester 2 | PASS | All reports for the current reporting period are complete | PASS |
| Check  | Result  |       |        |                         |      |  |      |   |      |
| Single User Lock is set  | PASS  |       |        |                         |      |  |      |   |      |
| Timetabling Period created for 2009 Semester 2   | PASS  |       |        |                         |      |  |      |   |      |
| All reports for the current reporting period are complete  | PASS  |       |        |                         |      |  |      |   |      |

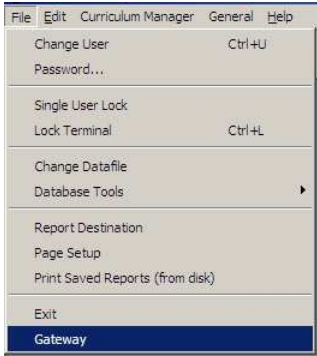
### Step 3: Checking the NTCM Module is loaded

- Check the sidebar has the module **NT Curriculum**.
- If it doesn't contact the **SAMS Team on 89993531**



### Step 4: Resetting All Users

Click on **File** and Select **Gateway**

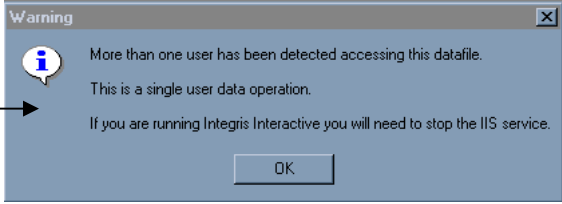


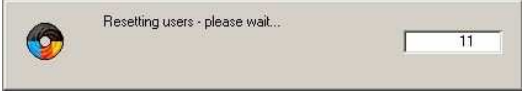

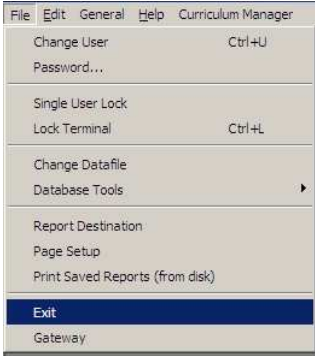
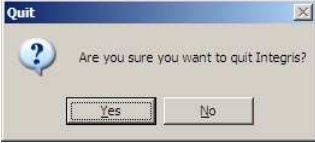
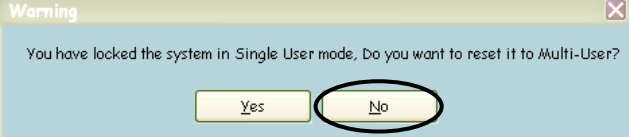
In the Gateway window type in the following: **resetallusers**  
Push **Enter** on the keyboard



Click on **Yes** when the following pop-up screen appears.

**NOTE:**  
If you get the following pop-up screen, please notify the **SAMS Team on 8901 1386**.

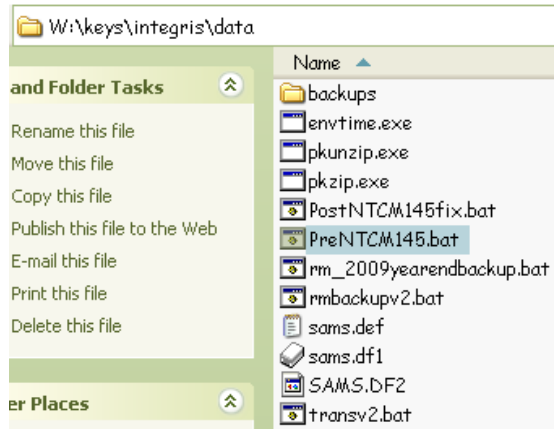


|   |  |
|---|--|
| <p>The Users are being reset</p>  |    |
| <p>All users have now been reset, click on <b>OK</b> to continue</p>  |    |
| <p><b>Step 5: Logging out of SAMS</b><br/> <b>Everyone should be logged out of SAMS by 4pm the day of the upgrade</b></p> |  |
| <p>Go to <b>File</b> and select <b>Exit</b></p>   |   |
| <p>Click on <b>Yes</b> to quit out of Integris (SAMS)</p>   |  |
| <p>Click <b>NO</b> to keep it in Single User mode.</p>  |  |

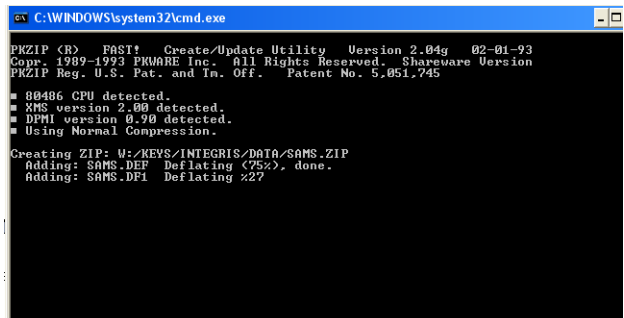
## Step 6: Doing a Backup (This puts a copy of your Data into the PRENTCM145 folder)

- Go to your desktop and double click on **My Computer**
- Navigate your way to **W:\Keys\Integriss\Data**
- Double click on the following file **PreNTCM145.bat** (running this file puts a copy of your datafile into a folder called **PRENTCM145** in your backups folder)

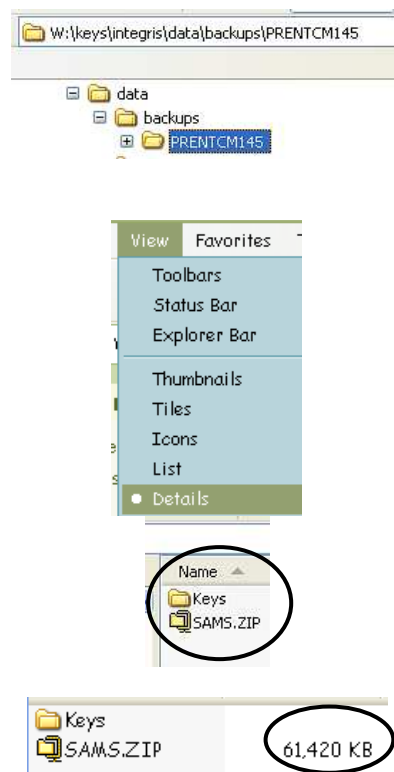
NOTE: If you are not viewing file extensions the file will not have **.bat** on the end of it.



You will get the following screen to indicate that this is zipping your data file and putting it in the **PRENTCM145** folder. Once the percentages have finished ticking over the window should close, if not, click on the **x** to close the window.



- Navigate your way to:  
**W:\keys\integris\data\backups\PRENTCM145**
- Click on **View > Details**
- Make sure there is a **Keys** folder and **sams.zip** file in there.
- Go to the size column and make sure the sams.zip file is **more** than 1kb



**Step 7: NOTE: Please inform the ICT Coordinator that SAMS is being upgraded and to check that the Comms/Network is ok. If your school has any Comms/Network or Server problems please inform the SAMS Team on 8901 1386 or 8999 3531.**