

SM-Reports Fact Sheet

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Network Installation

Installing SM-Reports on a network is straightforward. Running the program from a network drive has several benefits, and if the work files are also put on a network drive, the tasks of the administrator can be done more quickly than with floppy diskettes.

SM-Reports Versions

To run SM-Reports on a network it is assumed here that you are running a copy of SM-Reports that is dated on, or after, the 1st of February 2001. Earlier versions of SM-Reports can still be run from a network drive, but later copies have several features that are designed to make it easier to set up and install.

Network platforms

The notes here are equally applicable to Novell and Windows based networks, whether they are NT or Windows 2000 or newer. The principles are the same in both cases, although depending on the actual topography of your network you may need to alter the details to suit your environment.

Quick installation

If you wanted to, you could run the SM-Reports Setup program and install SM-Reports onto a network drive. Then provided there is a shortcut on everyone's Windows Desktop for the SM-Reports Work File program, and a shortcut for the main SM-Reports program on the administrator's Windows Desktop you could immediately start work with SM-Reports. All data would be on the network drive and accessible on any workstation logged into the network.

While the previous approach works, a more sophisticated installation is better, especially in terms of network security. What follows is a more comprehensive way of installing SM-Reports onto a network.

Comprehensive install

The example given below is a more complete approach to running SM-Reports on a network. For best results, it is assumed here that a drive letter has been mapped for use with SM-Reports.

- SM-Reports works best when a network volume has a folder that is mapped to a drive letter. This is not essential but can make the use the program simpler for the administrator and the teachers.

In the example that follows it is assumed that for convenience the mapped R drive is visible from the network login of each user. All folders specified here are relative to that R drive.

The drive letter used for SM-Reports does not need to be for the exclusive use of SM-Reports and can be shared with other applications run on the network.

Installation steps

1. Run the full SM-Reports Setup program and install the program in:

R:\SMREPORT

2. Run *SM-Reports*.
3. Use the *Tools|Create diskette|Workstation installation* command to make secondary setup diskette.
4. Save and close *SM-Reports*.
5. Run the secondary Setup diskette made in step 3 and install the *SM-Reports Work File* program in:

R:\REPORTS

6. From the Windows Desktop with Explorer or My Computer, create the following six folders in R:\REPORTS .

R:\REPORTS\YEAR7
R:\REPORTS\YEAR8
R:\REPORTS\YEAR9
R:\REPORTS\YEAR10
R:\REPORTS\YEAR11
R:\REPORTS\YEAR12

Here the full paths are shown.

7. Run *SM-Reports*.
8. Choose the *Options|Network* command.
9. In the *Work File Program folder* line enter:

R:\REPORTS

10. Choose OK.
11. Close *SM-Reports*.

After completing these steps you will have two main folders.

- R:\SMREPORT which is only for the SM-Reports Administrator to use. Teachers should not be given any network access to this folder.
- R:\REPORTS which contains the SM-Reports Work file program and has folders for each year where the work files will be put. Teacher must be given access to this folder and its subfolders.

To complete the installation appropriate shortcuts must be created on the Windows Desktop for each type of user. One type for the main SM-Reports Administrator who maintains the system and another for the teaching staff who need to enter information in their classes.

Administrator shortcuts

For the SM-Reports administrator there should be a program shortcut to these two executable files:

- R:\SMREPORT\SMREPORT.EXE
- R:\SMREPORT\SMREPWRK.EXE

The first is the main *SM-Reports* program while the second is the *SM-Reports Work File* program.

Teacher shortcuts

For the teachers using SM-Reports there should be a single program shortcut this executable file:

- R:\REPORTS\SMREPWRK.EXE

This is the *SM-Reports Work File* program and is used by staff to enter information into the work files with their classes.

Network access rights

When a work file is opened, extensive use is made of temporary files which are created and deleted in the normal course of the use of the program. This means that in the REPORTS folder and its YEAR subfolders there will need to be full network rights such as: Create, Erase, File Scan, Modify, Read, Write given to staff.

This is the reason for keeping the main program in a different folder so that it's data can be kept secure. Teaching staff do not need any network access to the SMREPORT folder, only the SM-Reports administrator should be given the Create, Erase, File Scan, Modify, Read, Write network rights there.

Database files

In the installation described above the main SM-Reports database is stored in the SMREPORT folder as a set of 12 files with an extension of .SDB. For preventative maintenance, at a minimum, these database files should be included in an automated backup routine. Two other key files in the same folder are SMREPORT.INI and SMREPORT.DAT which also contain crucial information and should be regularly backed up.

Making work files

When making work files for the teachers, the files should be made in the appropriate year folder. For example if you are making a work file for year 7 then in the *File|New* command you should make the current folder R:\REPORTS\YEAR7 before choosing OK. When SM-Reports is installed in the way described here, two other options that should be turned on in the *File|New* command are:

- Create work file for each teacher in the year
- Only classes for one teacher in each work file

All other options should be off.

Notes

- If this information does not apply to your situation what further details are required?

Name:	Facsimile number:
School:	