

HELP LINES



For all assistance / enquiries: Telephone: 08 450 450 973
Email: ict.helpine@cambridgeshire.gov.uk

**October 2007
Issue 25**

Please ensure the following members of staff receive a copy of this newsletter:-

School Secretary/Administrator ICT Technician Headteacher Exams Officer Bursar / Finance Officer
Attendance Operator Dinner Money Operator SENCO Timetabler Assessment Co-ordinator

Items in this issue have been colour coded as above such that readers should be able to see at a glance, those items that concern them according to their role in the school. Items are frequently applicable to more than one user group, in which case the main user's colour has been used.

Please e-mail any requests for items to be included in the November edition of *Helplines* to: ict.helpine@cambridgeshire.gov.uk

Contacting the Helpline

Please do not send e-mails directly to individual members of the Helpline. If the person concerned is out of the office or on leave, other members of the Team will not be aware of this communication, which will result in unnecessary delays in dealing with your calls. Always contact the Helpline on ict.helpine@cambridgeshire.gov.uk.

Upgrading SIMS and SQL Migration

The correct sequence for carrying out the current series of upgrades is as follows:

- ♦ Run the Infrastructure upgrade on ALL FILE SERVERS, WORKSTATIONS AND LAPTOPS that use any SIMS applications, SIMS .net, Dinner Money, FMS6.
- ♦ E-mail to ict.helpine@cambridgeshire.gov.uk to confirm that the Infrastructure has been installed on all workstations.
- ♦ Carry out all checks as per the e-mail sent with the August release. Look for any duplicate users in System Manager, please contact the Helpline if any are found
- ♦ After the August upgrade log into SIMS .net on the File Server and all workstations that use SIMS to complete workstation upgrade. Go to Help and About SIMS .net and check that the version of SIMS is now 7.96 with Database Build of 3.61.387.
- ♦ Import the latest version of Predefined reports into SIMS .net
- ♦ E-mail the Helpline to confirm that the August upgrade has been successfully completed.
- ♦ The SQL migration tools will be released to the school via Solus. Please read the e-mail advising that the tools have been released to your school VERY carefully, and follow the instructions accurately. (Primary Schools wanting Helpline support with this process, please contact the Helpline accordingly)
- ♦ It is essential that a FULL back up is made of SIMS before proceeding with this process i.e. System Manager backup, copy of the data folder and a copy of the SIMS setups folder saved to the pre-upgrades folder.
- ♦ On successful completion of the migration, please send an e-mail to Helpline confirming that the migration has taken place. Please include the new SA password in this e-mail, failure to notify the Helpline of this password

would mean we would be unable to help resolve any major problems that might occur with your SIMS installation in the future.

♦ The above **MUST** all be carried out before the November Upgrade can be released as this will only work with SQL2005. The November Release will contain the upgrades necessary to be able to carry out the January School Census.



SIMS .net—Tips for Administrators



Attendance in SIMS .net - Have you noticed that Attendance information can now be entered directly into SIMS .net? Just use route **Focus / Attendance / Edit Marks**. Why not get your class teachers to enter their registers directly into SIMS .net, they simply need to use the **Take Register** icon at the top of the screen, or route **Focus / Attendance / Take Register**.

Barcodes for Photographers - Since the August upgrade a new report has become available in SIMS .net Reporting which will create a barcode list of your Students. This list can be passed to your school photographer which will then facilitate the bulk import of photographs back into SIMS .net. The report is called "**Licensed Photographer Barcode Export**" and is located in the student folder. The bulk import facility can only be used with photographs supplied by Licensed Photographers.

SIMS .net Reporting - Are you making the most of the information your school holds in SIMS .net? Intermediate and advanced reporting courses can show you how to create reports to print labels for your students or to generate personalised letters to parents or to utilize Analysis reports to extract numerical information from your database.

End of Support for Old SIMS Applications

Profiles 6	June 07
Assessment Manager 6	October 07
Personnel 5	December 07
Attendance 6	August 08
Nova T-4	September 08

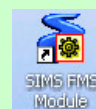


Attendance

Please would any schools using Teachers Desktop please contact the Helpline a.s.a.p.

FMS6 BANK ACCOUNT

Fixing the Budget - If you haven't already done so please ensure you lock the budget for the current year. Go onto the Cost Centre Allocation screen and click on the fix budget button which is up at the top right beneath the question mark. This DOES NOT prevent later changes to the budget it simply takes a 'snap shot' of the budget and stores it as the original budget for comparison and to highlight any adjustments.



Closing 2006-7 - By this time all problems and issues to do with the old year should have been resolved. The County's accounts are almost certainly sealed by now. If you haven't closed the year contact your SFA to see if they have any outstanding problems then follow the instructions in the Year End manual. Any schools taking up Bank Account during this year need to check with the Bank Account Team that the Carry Forward exercise has been completed and then should contact the Helpline for guidance through the process.

Interactive Whiteboards and Projectors

Please do ensure your projectors are well maintained, filters need cleaning frequently (manufacturers recommend every 100 hours of use). Inadequate maintenance can result in costly repairs and on occasion up to 3 weeks without a projector if it needs to be sent off for repair.

The ICT are able to provide maintenance service - for costs please consult the Service Level Agreement document, alternatively contact the Customer Service Team on 01480 376655

The ICT service are also able to supply replacement lamps at competitive prices and a free of charge recycling and disposal for used lamps. (These may not be disposed of with normal rubbish, as they contain small amounts of hazardous material).

B2B

Weekly Scheduled tasks - schools with file servers should have a B2B task scheduled to run each weekend for Weekly Attendance. We would strongly recommend that this task is scheduled to run on a Saturday, as Sundays are usually the day when the receiving servers have downtimes to allow upgrades etc. to be carried out.

Centrally Hosted Schools - should not attempt to set up B2B scheduled tasks, these will be set up centrally.

SQL Migrated Schools - migrating to 2K5 stops B2B working within SIMS .net but it now creates a Windows Scheduler. This can be checked via Control Panel / Scheduled Tasks. Changes to the schedule still need to be maintained within Data Exchange within SIMS .net.

Key Dates....

- ♦ SIMS .net for new users 2 days - 5th & 10th Dec, 9th & 29th Jan
- ♦ SIMS .net Reporting - 17th Oct, 22nd Feb
- ♦ Personnel 7 - 7th, 8th Nov
- ♦ SIMS SENCO - 5th Nov
- ♦ Preparing for School Spring Census Primary - 15th, 16th, 23rd, 30th Nov
- ♦ Preparing for School Spring Census Secondary - 15th, 30th Nov
- ♦ January School Census Training - 11th 12th Jan

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

(Unless otherwise stated, all courses are in Godmanchester).

For details of ALL ICT Courses please check the [SIMS Home Page](#) and click on the [Training Planet](#); this will allow you to view all of our Administrative and Curriculum Courses available throughout the Academic year. There are maps available too!

