
 Installing/Upgrading SEN Diary

1. The same file that is either on a CD or downloaded from

www.sendiary.co.uk/download.html

is used to:

- . Make new installations
- . Install new users and
- . Upgrade SEN Diary.

For School Networks UPGRADE needs to be done on only one PC.

2. If you are the Senco or Sen Administrator and intend to run SEN Diary on just one computer:

a) If you always log in as the same user then you are lucky - installation is easy. Jump to para 7.

b) If your technical support is installing SEN Diary for you - make sure that they are logged in as YOU and not themselves. Jump to para 7.

Note: This subtle distinction is made because only the first person to install SEN Diary will have permission to read AND write to the database. All other users will have to ask the first person to give them permission - without permission the second and subsequent users will only be able to read the data. This is true even when installing on a single computer.

3. So, you want to share SEN Diary with your colleagues on the School Network. Some may prefer to install on a stand-alone computer to get the project started and transfer the data to the network once they have become proficient with its use. Jump to para 7 if you want to postpone installation on the Network - re-read para 2b though, just to be sure to avoid that pitfall.

 Installing SEN Diary on the School Network

4. Network speed

It is essential that you only use SEN Diary on network nodes running at at least 100 Mbps. Running at 10 Mbps will not give a satisfactory response and may cause other users on the network to notice a significant reduction in their responsiveness.

5. Where to locate SEN Diary on the Network

SEN Diary is not an application in the sense that products such as Microsoft Word are. Rather, it is a document, again, just like a Word document. The difference is that it is a Microsoft DATABASE document. This is rather a long way of going about telling you that you must place it on the School Network where all users have access rights to edit it. Placing it somewhere along with applications may result in error messages with title:

[3314] AutoExec - SEN Diary v2.8

If you see this then re-install SEN Diary to somewhere like

T:\SENDiary <-- Note: no spaces allowed in path

6. Sequence of installation

A distinction has been made in the following paragraphs between Network Administrator and SEN Diary Administrator to avoid problems that might occur. In this context, the SEN Diary Administrator is probably the Senco or assistant. The best thing is to be logged in as the SEN Diary Administrator but you may require Network Permissions that you have not been given by the Network Administrator. This is just one of life's little problems that Networks throw at us; sorry.

- a) Log into your computer as Network Administrator:
 . Run the installation file:
 SENDiary_Install_2.8_080624.exe (or similar; or with name of school)
 . See paras 7 to 10 re installation process - and then come back here
 . Do not launch SEN Diary unless you are SEN Diary Administrator

- b) Log into your computer as SEN Diary Administrator:
 . Install SEN Diary again (see paras 7 to 10) to the same folder
 NOTE: Installing SEN Diary will never lose Live Data so can be done as often and whenever it is required to add new users
 . Ask for shortcuts as required
 . Launch SEN Diary

Note: When you first try to open SEN Diary on the School Network and you are told that MSLDBUSR.DLL is not installed - your Network Administrator will find a copy of this file in the Folder where SEN Diary is installed and should know what to do with it.

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 * Note: If you have launched SEN Diary at item 6a) by mistake
 * then do the following before continuing:
 * . Shut down the computer/Log off as SEN Diary
 * Administrator
 * . Log in as Network Administrator
 * . Open SEN Diary
 * . Go to Set-up (button at top right of main form)
 * . Select Users and Passwords and give each user
 * appropriate Permissions
 * . Unfettered <-- most-likely option
 * . Press the Use button (top right) and close SEN Diary
 * . Shut down the computer/Log off as Network Administrator
 * . Log in as SEN Diary Administrator
 * . Open SEN Diary
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 * . Press the Live button (top right of main form)
 * . If you are not presented with the yellow Set-up form press the Set-up button (top right of Diary form)
 * . Enter the school name and other REQUIRED data
 * . Press the Use button (top right of Set-up form)

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 * Entering the school name, etc, can be postponed if you are
 * Technical Support and do not have the information to hand.
 * In which case:
 * . Do not enter the school name
 * . Quit the application (you may need to use Task Manager)
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- c) Log into your computer as Network Administrator:
 . You may have permission to do this as SEN Diary Administrator - try it!
 . Carry out instructions on page 2 of the user manual re Using SEN Diary on a Network
 . Tools Menu>Options>General
 . Untick the 'Compact on Close' box

 For each SEN Diary User:

- d) On each station/user that is required to use SEN Diary
 . Log in as the SEN Diary User on their computer
 . Install SEN Diary again to the same folder on the Network
 . Ask for shortcuts as required
 . You don't need to launch these but when they are launched the User will be given READ-ONLY privileges

 Finally, once all SEN Diary Users have SEN Diary installed:

- e) Log into the computer of the SEN Diary Administrator AS the SEN Diary Administrator:
 . Go to Set-up (button at top right of main form)
 . Select Users and Passwords Tab and give each user appropriate Permissions
 . Unfettered <-- most-likely option

 For each installation:

7. If upgrading:
 - . Make sure that you do not have SEN Diary open
 - . Do not deviate from these instructions
8. Both new installations and upgrading:
 - . If the CD does not automatically run then, in Windows Explorer, double-click SENDiary_Install_2.8_080624.exe (or similar; or with name of school)
 - . Please accept the Licence Agreement
 - . See para 5 above re where to locate SEN Diary on a network - if stand-alone installation accept default: C:\SENDiary
 - . Make sure that the Additional Icons are ticked if you would like a choice of shortcuts
 - . Otherwise, accept all the Default Options (several Next buttons and finally an Install button)
 - . If you're not happy with the first installation, just repeat at any time - no harm can come to your Live data set

 The first time SEN Diary is opened after installation:

9. The very first computer on which SEN Diary is opened:
 - . Confirm that you are the right person to be opening SEN Diary for the first time
 - . If asked, select the 'Standard View'
 - . If asked, enter promotion code (or unknown as appropriate)
 - . The Demo Data Set will appear for you to explore
 - . Always read the Welcome message first displayed when the application is opened after installation/upgrade
 - . When ready for your own data press Live button (top right)
 - . If you are not presented with the yellow Set-up form press the Set-up button (top right of Diary form)
 - . Enter the school name and other REQUIRED data
 - . Press the Use button (top right of Set-up form)
 - . If you have a problem, your first port of call should be the Hints & Tips page on the web site:
www.sendiary.co.uk/hintstips.html
10. If you are using Access 2003
 - . If you are asked a question about security when you open SEN Diary then:
 - . Tools Menu>Macro>Security>Security Level>Low
 - . This applies to each computer on which SEN Diary is installed

 Getting Started

11. It is recommended that new users read the first two pages of the user manual a link to which can be found at the bottom of web page:
<http://www.sendiary.co.uk/download.html>
 or can be accessed from the 'User Manual' button on the Welcome Panel of SEN Diary when it is open.
12. Take a look at Crib Sheets 1, 3 and 6 (on the web site or User Manual) to give you an overview of how SEN Diary works. Each of these Crib Sheets has a second page which is a Tutorial. You can follow these to give you an idea of how to use SEN Diary.
13. If you get unhelpful messages that you really can't understand then quit SEN Diary and open it again - but, most often, using the ESCAPE key will get you out of difficulty. You might lose the last little bit of data when you use the Escape key - so check that everything reads as expected.
14. Support can be given by contacting support@sendiary.co.uk and, if you wish to make reference to one of the many Messages that pop up from time to time, please state the four-digit Message Number which is in [] brackets in the title bar of the Message.

15. To take a copy of any such messages or to show what the display looks like with your problem:
 - . When the message has the focus (which it will have when it first appears)
 - . Press Alt Print Screen, ie:
 - Hold down the Alt button on the keyboard
 - Press the Print Screen (or Prt Scr) at the top right of the keyboard
 - Leave go of the Alt key
 - . Open a Microsoft Word document
 - . Press Ctrl V to paste the message into the Word document
 - . Save or print the Word document
16. Do ask if you need help - attaching documents (as described above) to e-mails can help in understanding the nature of your problem.

 Moving SEN Diary to a different computer

These instructions will also upgrade you to the latest version.

17. Create a new Folder on the new computer's C: drive called
 C:\SENDiary
 Those of you who feel confident can create a new folder elsewhere if you prefer but remember that you must have no spaces in the path name - Network Installations must, of course specify a folder on a shared Network Drive (no spaces are permitted in the path name)
18. Move the following files from the SENDiary folder on the current computer to the SENDiary folder just created:
 - . SENDiary_Hold.mde
 But only if SEN Diary Administrator has the same User Name (as known to the computer/network) - if in doubt do not transfer this file - You will need to re-install SEN Diary (para 6d) for all users with different User Names.
 - . SENDiary_Live.mde
 This is your live data and can be sourced from your latest backup
 - . Upgrade_01.txt, Upgrade_02.txt, etc
 (If there are any missing then this only means that you have an old version. If there are others in the series Upgrade_01.txt, then move these also).

19. Download the latest version form the web site.
20. Install to the SEN Diary folder created above (default C:\SENDiary).
21. If you are moving from an installation made before February 2007 you may find that you need a new unlocking code - e-mail support@sendiary.co.uk for a new unlocking code.

 And finally...

22. DO SET UP the automated backup, particularly if you are using a stand-alone computer which has no other form of backup. You're going to be reminded to do this from time to time - don't get used to the message - do it now. No-one can help you find your lost data if the hard disc packs up - and they do! If it happens to you follow paras 17 to 21. If you were using the latest release it will be ok to just use your backup of the SENDiary_Live.mde file.

 Support: support@sendiary.co.uk
