BSConsole Application Update Procedure

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| **Application Name:** | | NIE (Access Database) | | | |
| Problem Statement: | | Perform a yearly subscription update prior to the start of the school year. | | | |
| Help Desk Ticket #: | | 16491 | | Date: | 8/13/19 |
| Current Version: | | --- | | New Version: | --- |
| Solution: | | Reverse-engineered the update process, then updated the database (niedata.mdb) to remove all outdated NIE subscriptions with the exceptions that Jen Ramsdell provided (separate document).  Updated the reports that require a new school year to be reflected in the report output:   * Billing Invoice * New Start Confirmation * Affidavit   Wrote an instructions document so we will have an easier time of this in subsequent years.  Please the updated MDB, MDE and documentation on [\\Vern\NIE](file:///\\Vern\NIE) for easy download to the local computer(s). | | | |
| Software Being Modified: | | NIE.MDB (front end)  NIEDATA.MDB (back end) | | | |
| Software Environment Changes: | | Use of MDB rather than MDE file, as the MDE is not compatible with Office 365. | | | |
| Test Verification Date (attach additional test documents if necessary) | | | 8/20/19 with Jen Ramsdell | | |
| Installation Date: | | | 8/20/19 | | |
| Notes: | See below | | | | |

Testing 08-20-19:

Modified Reports:

* Billing Invoice: Confirmed (PB, JR)
* New Start Confirmation: Confirmed (PB, JR)
* Affidavit: Confirmed (PB, JR)

Non-archived data request

* Confirmed by Jen Ramsdell

Additional Documentation:

* Newspapers In Education – Upload Instructions.docx
* NIE Report Updates 2019-2020.pdf
* ActiveNIEDraw081119.txt