EMS Custom Report Installation Instructions

Dean Evans & Associates, Inc.

ems
Event Management Systems
Schedule Clarity

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Installation Instructions

Introduction

This document outlines the steps necessary to install a custom report created by Dean Evans & Associates, Inc. in your environment.

Customer Support

Unlimited toll-free customer support is available to EMS users who have a current Annual Service Agreement (ASA). If you are unable to resolve a problem or answer a question by reading the EMS documentation, contact us at:

Email:	**support@dea.com**
Web:	**www.dea.com**
Phone:	**(800) 288-4565**
Fax:	**(303) 796-7429**

Downloading the EMS Custom Report Components

Please contact Customer Support or your Professional Services Consultant to obtain the following components:

- **EMS.CustomReports.dll** – File required on each client machine that needs to access/run the custom report.
- *CompanyName* **Overlay.sql** – File that needs to be executed against your EMS database.

Installing the Database Component in EMS Workplace / Campus / Enterprise / Legal / District
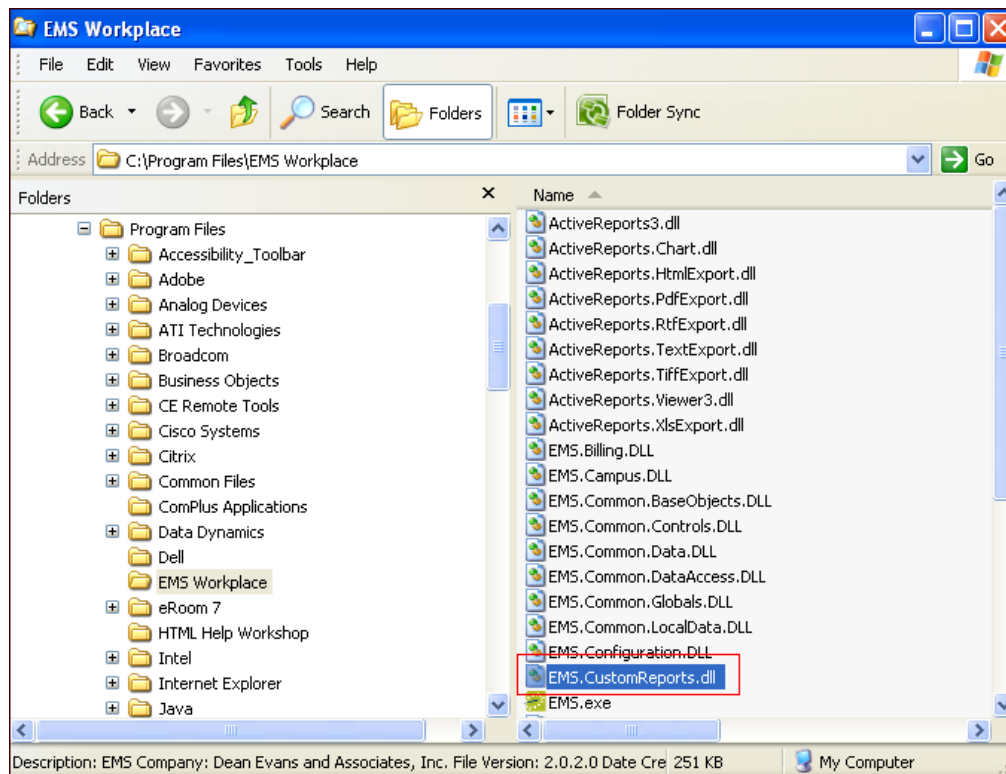
1. Obtain the *CompanyName* **Overlay.sql** file.
2. Open *Microsoft SQL Server Management Studio*.
3. Within *Microsoft SQL Server Management Studio*, select **File > Open > File…** and locate *CompanyName* **Overlay.sql**.
4. Select your **EMS** database and execute the query (**Query > Execute**). When query execution has completed, a 'Command(s) completed successfully' message will display in the Results section.

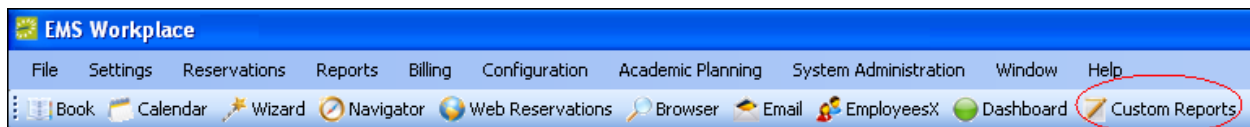## Installing the Database Component in EMS Professional

Please contact Customer Support or your Professional Services Consultant to execute the *CompanyName* **Overlay.sql** file.

Installing the EMS.CustomReports.dll

1. On **each client machine** that needs to access/run the custom report, paste a copy of the **EMS.CustomReports.dll** file into the folder that contains your EMS application files (typically C:\Program Files\EMS [Product])

2. Once the EMSCustomReports.dll is placed in the correct folder on the client machine, the EMS user will see the Custom Reports button on the tool bar within the EMS application.

3. Click the Custom Reports button to run the report. Please refer to the *EMS User Manual* for instructions on how to run a report.