
EMS Custom Report Installation Instructions

Dean Evans & Associates, Inc.



Copyright

Copyright © 2012 Dean Evans & Associates, Inc. All rights reserved.

No part of this document may be reproduced, transmitted or stored in a retrieval system in any form, electronic or mechanical, for purposes other than the personal use of the original purchaser except by written permission of Dean Evans & Associates, Inc.

Dean Evans & Associates, Inc.
6465 Greenwood Plaza Blvd
Suite 600
Centennial, CO 80111

This document may be copied for use by individuals employed by the purchaser.

Information in this document is subject to change without notice.

EMS, the EMS logo and EMS Regics are registered trademarks of Dean Evans & Associates, Inc. Event Management Systems, EMS Enterprise, EMS Professional, EMS Lite, EMS Campus, EMS Workplace, EMS Legal, EMS District, EMS Master Calendar and Virtual EMS are trademarks of Dean Evans & Associates, Inc. Microsoft, Windows and Outlook are registered trademarks and SQL Server is a trademark of Microsoft Corporation. Lotus Notes and Domino are registered trademarks of IBM Corporation. Other products, brands and trademarks are property of their respective owners/companies.

EMS Custom Report Installation Instructions

INTRODUCTION	4
CUSTOMER SUPPORT.....	4
DOWNLOADING THE EMS CUSTOM REPORT COMPONENTS	4
INSTALLING THE DATABASE COMPONENT IN EMS WORKPLACE / CAMPUS / ENTERPRISE / LEGAL / DISTRICT	4
INSTALLING THE DATABASE COMPONENT IN EMS PROFESSIONAL	4
INSTALLING THE EMS.CUSTOMREPORTS.DLL	4

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

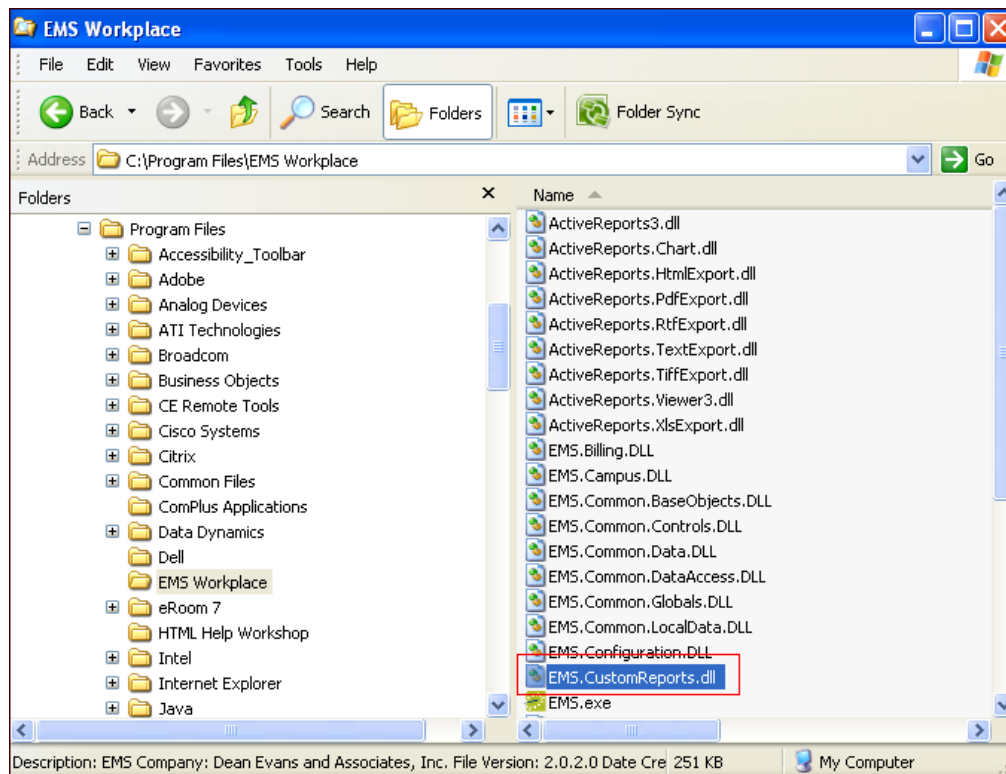
1. Obtain the **CompanyName Overlay.sql** file.
2. Open *Microsoft SQL Server Management Studio*.
3. Within *Microsoft SQL Server Management Studio*, select **File > Open > File...** and locate **CompanyName Overlay.sql**.
4. Select your EMS database and execute the query (**Query > Execute**). When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

Installing the Database Component in EMS Professional

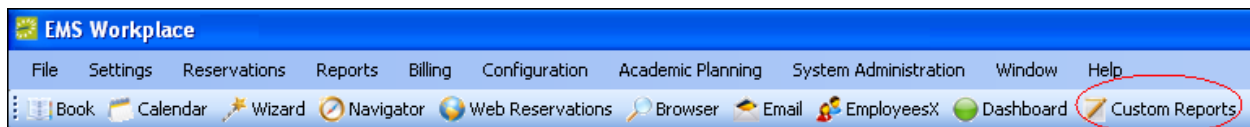
Please contact Customer Support or your Professional Services Consultant to execute the **CompanyName Overlay.sql** file.

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.