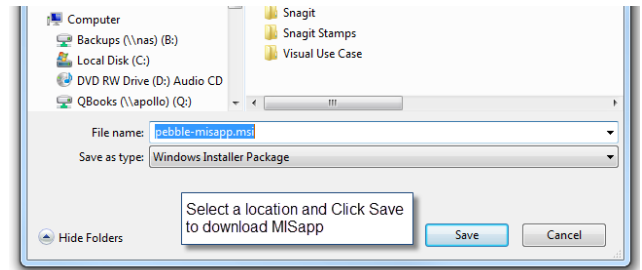


Installation Instructions for MISapp

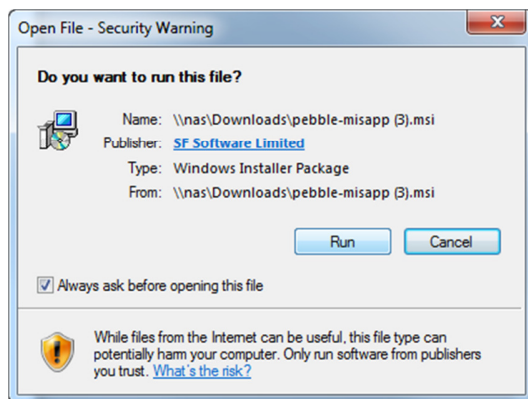
You **MUST** have completed the preparation stages **BEFORE** you install MISapp. The Preparation Instructions will have been provided to you along with this User Guide.

When you are ready to install MISapp click [MISapp download](#)

If you have rights you can save it to your desktop, otherwise select a location to which you have full access rights.

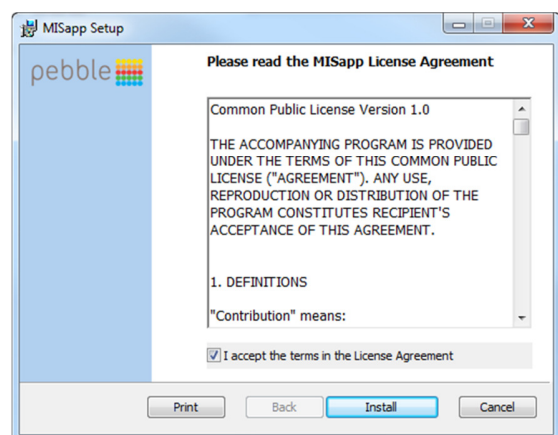


Go to the downloaded file location and start the installer by double clicking **MISapp.msi** file from your desktop (or other location in which it was saved).

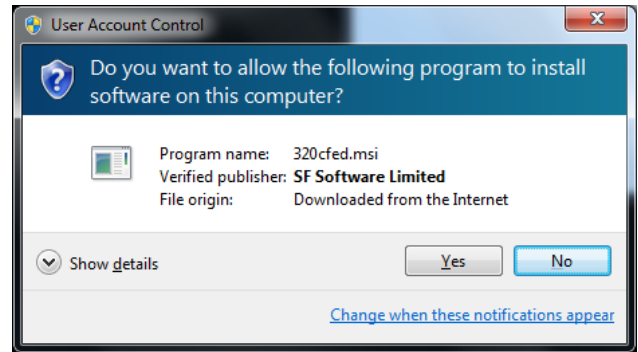


Click>**Run** when you are prompted

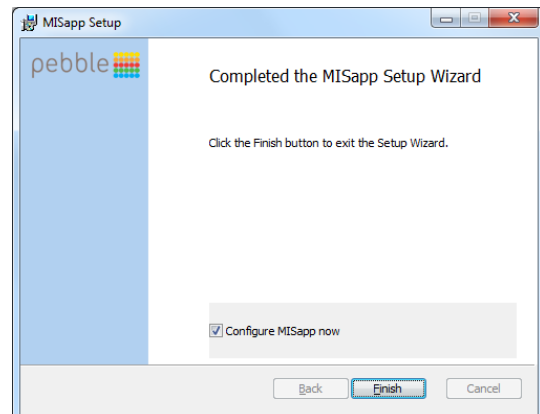
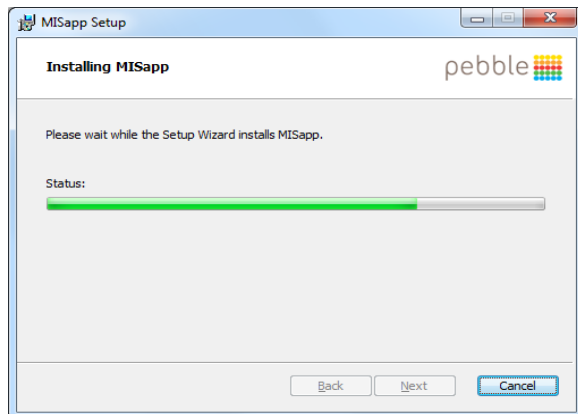
Accept the license agreement and click>**Install**.



Click>**Yes** on the following prompt

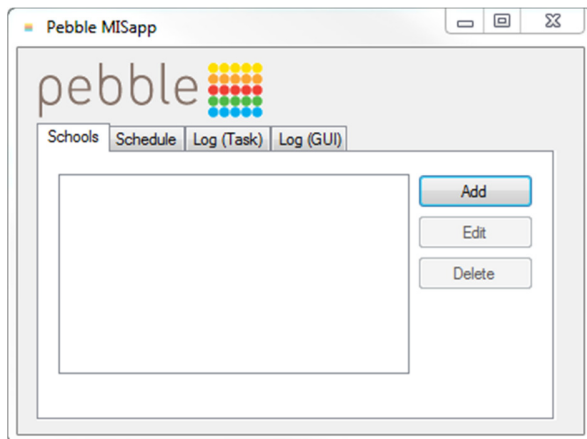


Wait for installer to finish.



Once finished, click>**Finish**. **MISapp** is set to run afterwards by default.

Once **MISapp** has started it will open on the Schools Tab.
click>**Add** to add your School.



Fill in all the fields in the first section. This relates to your access to sims.net.
MISapp will attempt to fill in the **Server** and **Database** fields automatically by reading the Sims connect.ini file for you.

You will need :-

The School Name

Your Sims

Username and **Password**

The location of your database

Your Fund Manager

Username and **Password**

The **Organisation ID** we
provided to you.

If you do not have this please call
08453101788

NB. It is possible that the connect.ini file redirects to another connect.ini file on the server, and there may be multiple redirects.

MISapp attempts to follow the redirects but might fail in some circumstances.

If the fields remain blank then it may be necessary to manually look at the connect.ini file and follow the redirect to the correct Sims file location.

Checking the **MISapp Log (GUI) tab** will show how far it got and the paths it was searching.

Alternatively, the default server and database names could be used which are **(local)sims2008** and **SIMS** respectively. Please seek your schools' IT support advice if you need help with your Sims location settings.

When you have
entered your SIMS
Information
Click Test

If all the entries are
correct you will see
Sims information
correct

When all the first section fields are completed

Click>the First **Test** button to Test the link which will add and run our reports to your Sims database.

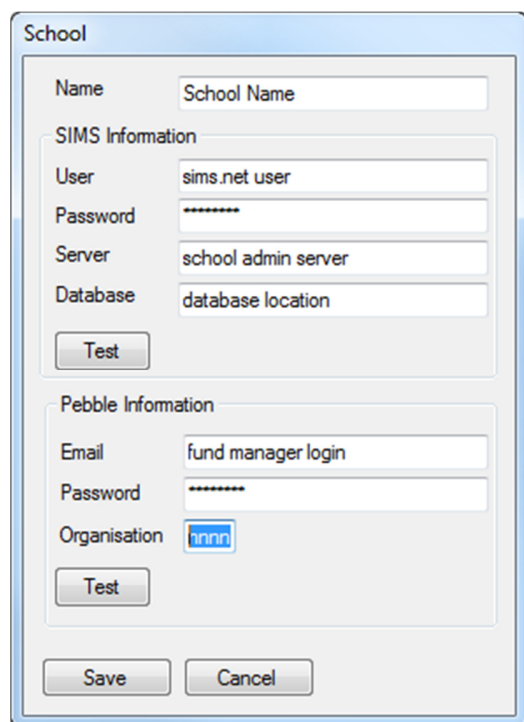
This will not produce any data, only a report template.

A message next to the Test button will show either '**Sims information correct**', '**Sims information incorrect**', or '**Missing Sims permissions**'.

NB. In the case of missing Sims permissions, the Sims user needs to be a member of the Third Party Reporting group and have Administrative rights on Sims – this is the preparation you should have completed before beginning this installation.

If you need to repeat this please refer to the preparation document. If you require another copy please [Click here](#)

Complete the second section with the details of your Fund Manager login.



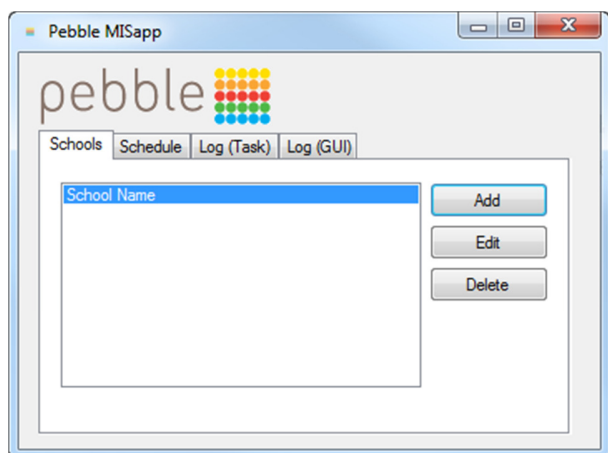
Click the second **Test** button
This will connect MISapp to
Pebble using the url
<http://apps.mypebble.co.uk>.

It will show either '**Pebble information correct**', '**Wrong username or password**', '**Wrong organisation**' or possibly something else entirely.

Tip – if your **Username** and/or **Password** is incorrect try to login to your **Fund Manager** account without auto fill to prove you have your correct **Username** and **Password**.

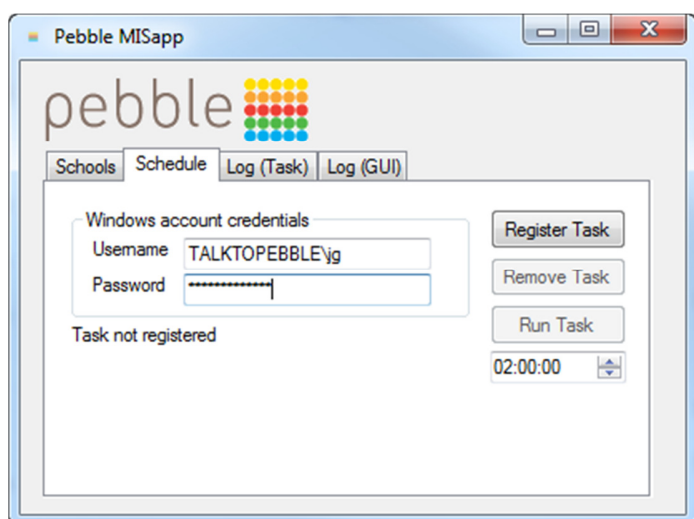
Once both **Tests** have passed, click>**Save**. If you select **Cancel** this will leave the window without saving any of the details you have entered.

Schools can be edited or deleted by selecting them from the list on the Schools Tab and clicking **Edit** or **Delete**.



Next click>**Schedule** tab.

The **Schedule** tab allows you to select when you would like **MISapp** to **Run**, this is set up by default to **Run** at 02:00 am every day. Alternatively you can choose to **Run MISapp** at a different scheduled or **Run** immediately if you are aware of sims updates and want them reflected in Fund Manager immediately.



The current windows **Username** should automatically be filled in, but your **Password** needs to be entered.

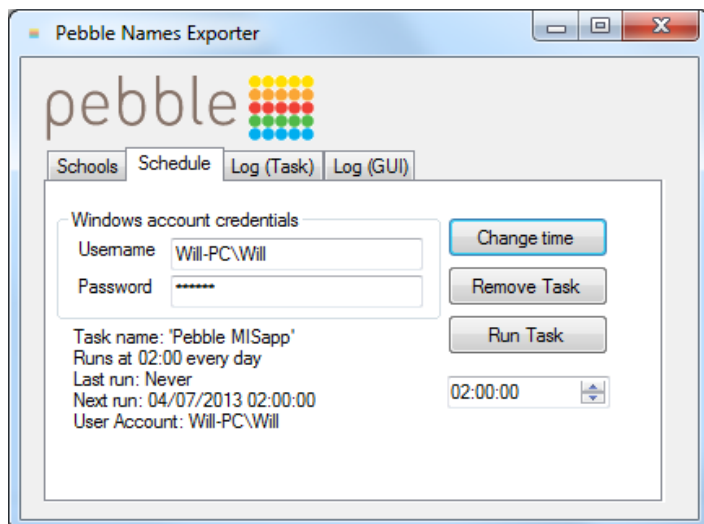
Tip – This is the **Username** and **Password** you use to log on to your computer and/or your network, this means the user must have a password-protected windows account.

The password isn't saved on this tab, you will need to re-enter each time you wish to change the time.

If the **Task** was added successfully, it should look like the box below. Clicking '**Run Task**' will **Run** the reports and send data for all the schools which were added in the previous step, essentially what the **Task** will be doing every night but on demand.

To change the **Task** time simply scroll to the desired time and then Click>**Register Task**.

To **Remove** the **Task** Click>**Remove Task**.

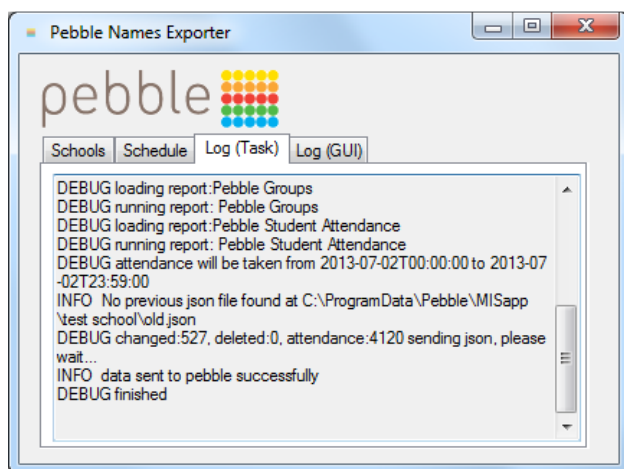
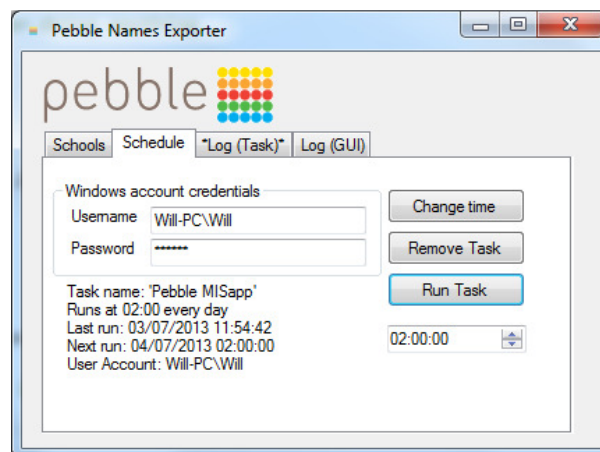


This **Task** will **Run** at 02:00 am by default.

Please do not **Run** the **Task** around midnight as generally this is when Sims updates.

The **Task** will **Run** in the background and could take some time depending on how much data there is to send.

Once the Task has finished, the tab **Log (Task)** will list the events that have been attempted as shown below.



If the log states **INFO data sent to pebble successfully** and you receive no error messages, the data has transferred successfully.

You will be able to see the updated pupil results in Fund Manager.

Imported Fields

These are the additional fields that can be imported along with the mandatory fields of pupil name, year and registration group used in Fund Manager. If you want to exclude any of these optional details please advise us BEFORE you run the import.

The Groups field below refers to those groups for your pupils in the sims.net system and include things like Free School Meals. This will be required if you are managing your *Dinner Money through Fund Manager.



Data that MISapp will import

UPN: ☒

Contacts: ☒

Groups: ☒

Staff: ☒

Attendance: ☒

Save

* ask us for more details on how to manage your Dinner Money with Fund Manager

Uninstalling

MIS app can be uninstalled from the control tab in the start menu.

*NB. This will not remove the **Task**, this must be done from the schedule tab in **MISapp** before uninstalling.*

A shortcut to the program and a link to **Pebble's Support** site can be found as shown below under **Pebble MISapp** from your start menu. (Windows versions with the Start menu).

