

Installation Instructions for MISapp

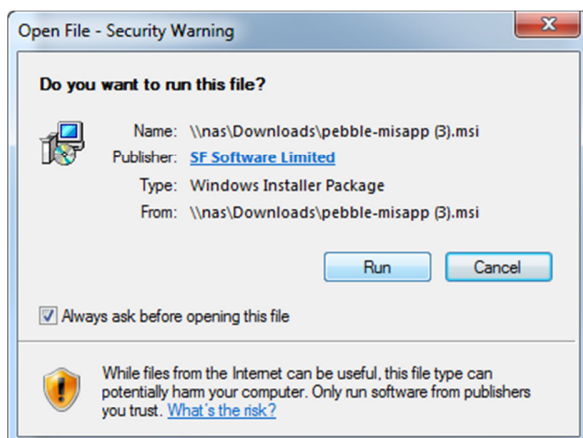
You MUST have completed the preparation stages BEFORE you install MIS app. The Preparation Instructions will have been sent to you when you emailed to advise us you would like to use the MISapp feature.

Go to <https://s3-eu-west-1.amazonaws.com/misapp/pebble-misapp.msi> and click Save. If you are able save to your desktop, otherwise select a location to which you have full access rights.

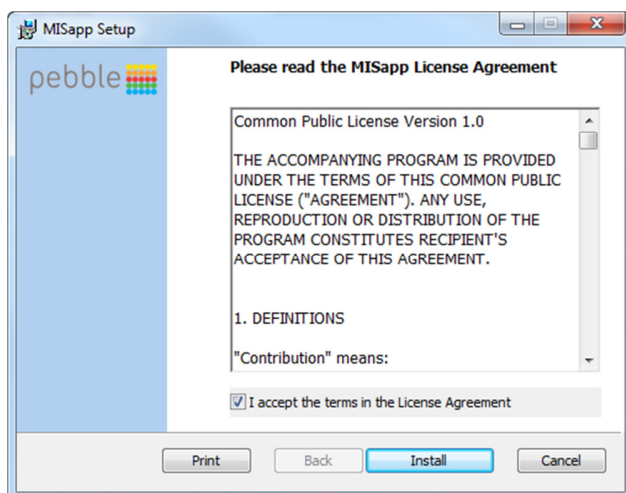
Start the installer - double click>**MISapp.msi** file from your desktop (or other location in which it was saved).



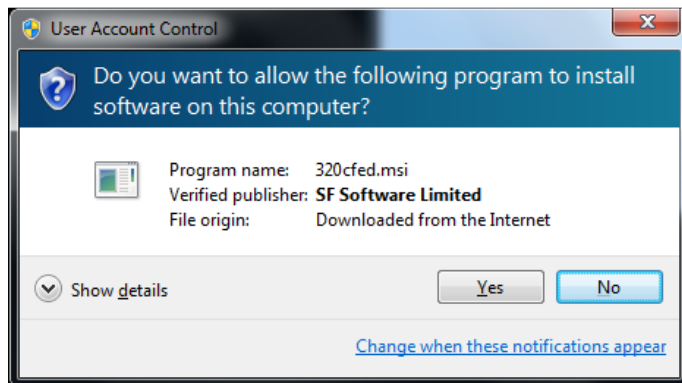
Click>**Run** when you are prompted



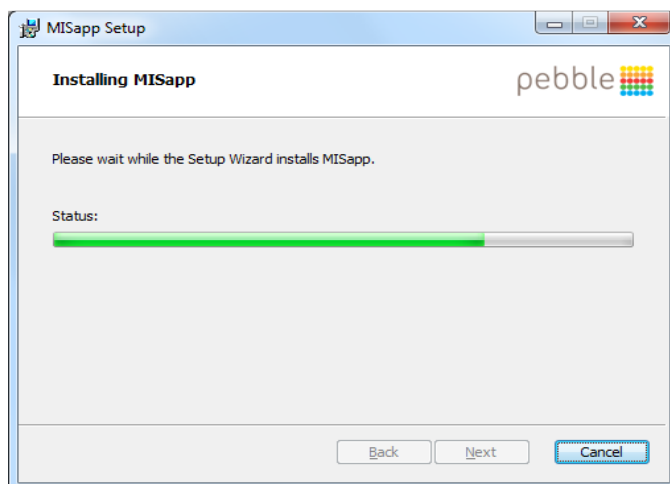
Accept the license agreement and click>**Install**.



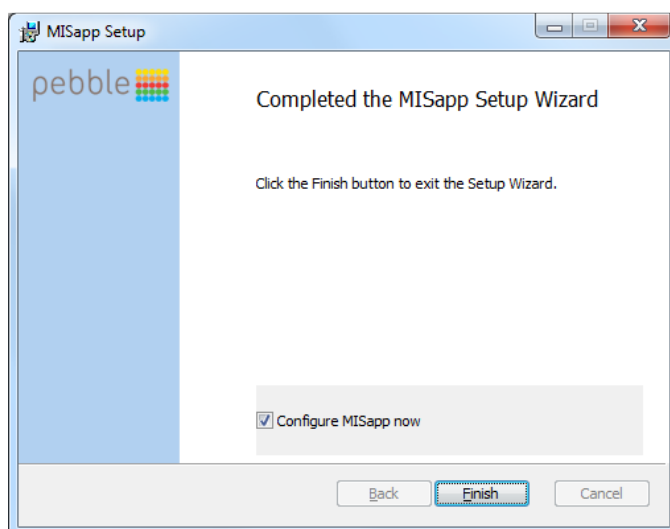
Click>**Yes** on the following prompt



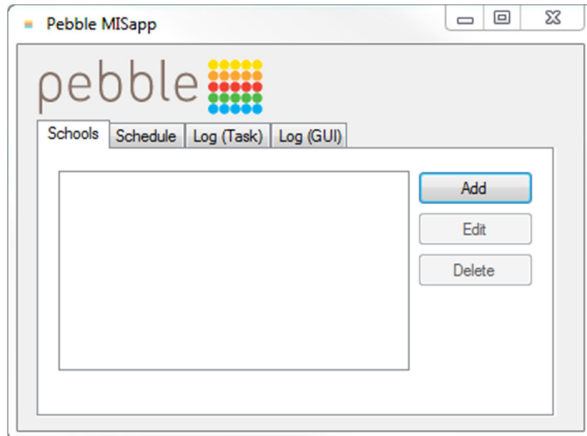
Wait for installer to finish.



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



Once **MIS app** 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.
MIS app will attempt to fill in the **Server** and **Database** fields automatically by reading the Sims connect.ini file for you.

The screenshot shows a "School" configuration form. It has three main sections: "Name" with a text field containing "School Name"; "SIMS Information" with fields for "User" (sims.net user), "Password" (masked with asterisks), "Server" (school admin server), and "Database" (database location), followed by a "Test" button; and "Pebble Information" with fields for "Email", "Password", and "Organisation", followed by another "Test" button. At the bottom are "Save" and "Cancel" buttons.

You will need :-

The School Name

Your Sims
Username and **Password**

Your Fund Manager
Username and **Password**

The **Organisation ID** we
provided to you on the
confirmation email sent with
these instructions.

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

MIS app 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 **MIS app 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. This will have been emailed to you when you advised us you wanted to add the MISapp feature. If you require another copy please email: info@talktopebble.co.uk and ask for the MISapp Preparation Instructions

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.

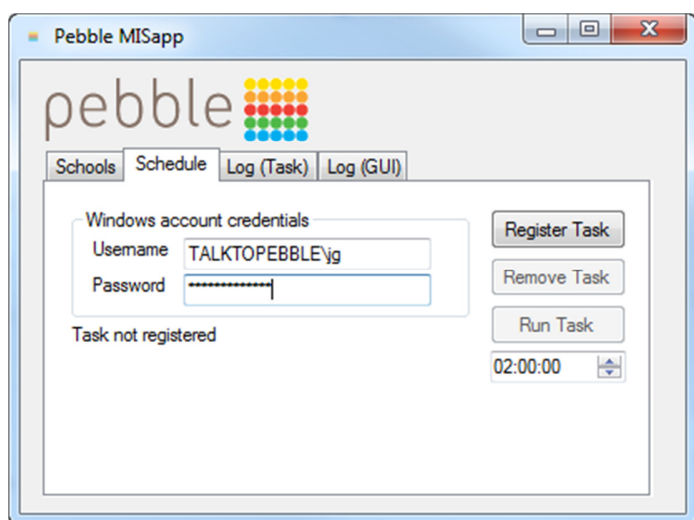
Tip – if your **Username** and/or **Password** is incorrect try to login to your **Fund Manager** account without auto fill to prove you have your correct **Username** and **Password**.

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.

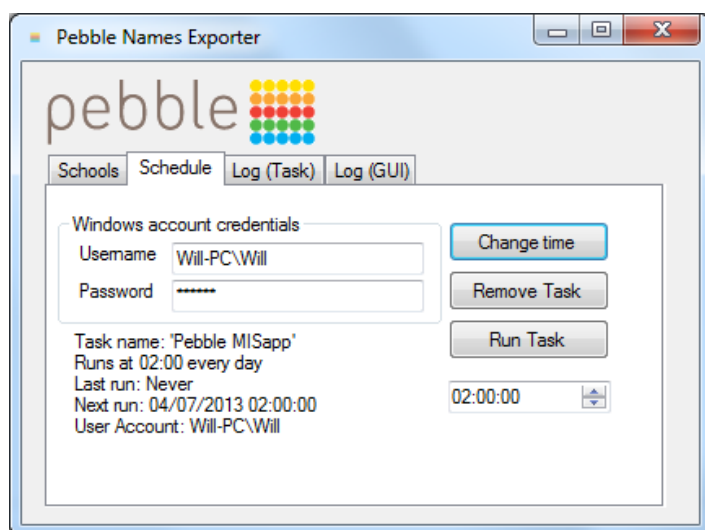
Tip – This is the **Username** and **Password** you use to log on to your computer and/or your network, this means the user must have a password-protected windows account.

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**.

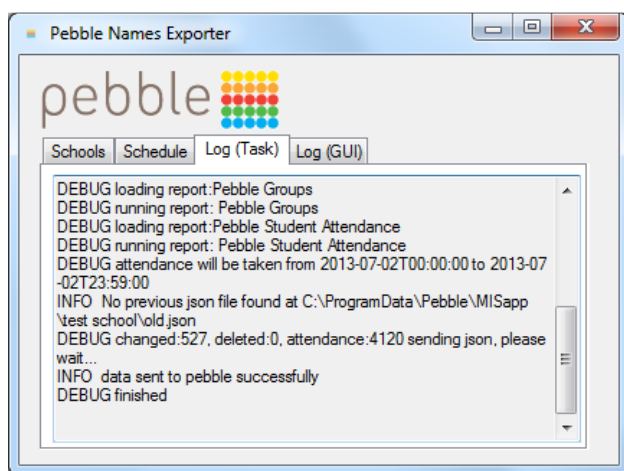
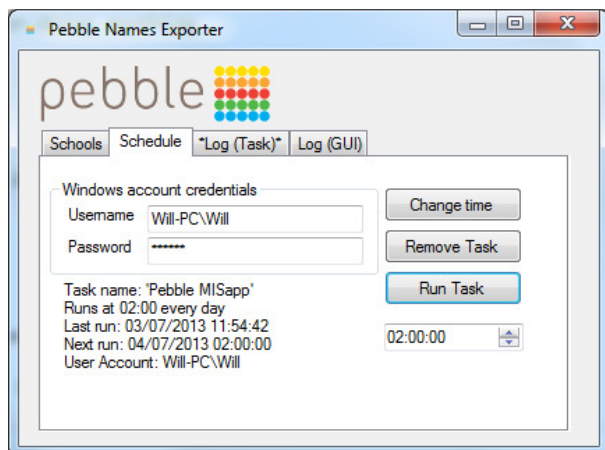


This **Task** will **Run** at 02:00 am by default.

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 fields that can be imported, if you want to exclude the Staff and/or Groups details please advise us BEFORE you run the import. The Groups field 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.



* 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 needs to be done from the schedule tab in **MIS app** 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).

