



SDA Link

User Guide

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User Guide – SDA Link

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1. Introduction

1.1 Overview

SDA Link is a utility designed to update staff and student data in **School Data Analyser** from **SIMS**. The program is available as an annual renewable licence. This guide provides detailed instructions on how to use **SDA Link**.

For additional information about how **SDA Link** works, please see [Appendix A](#)

NOTE: Before installing **SDA Link**, you need to have installed the **School Data Analyser** software

1.2 Support

If you have any problems using **SDA Link**, please e-mail support@mendipdatasystems.co.uk

In the e-mail, try to give detailed information about your problem.

Wherever possible, please take screengrabs when the problem occurs and attach the screengrab with your e-mail. If the screengrabs are in .BMP format, try to compress them using a ZIP tool.

The following information may also be useful to assist solve any issues you may have:

- Windows version e.g. Windows 7 32-bit
- Access version e.g. Access 2010 SP2 32-bit
- Screen resolution e.g. 1620 x 1280 widescreen

This information can be found on the **Product Info** tab on the **main menu** screen.

1.3 About SDA Link

SDA Link - version 5.40

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Mendip Data Systems:

e-mail: support@mendipdatasystems.co.uk

Mobile: 07446 977028

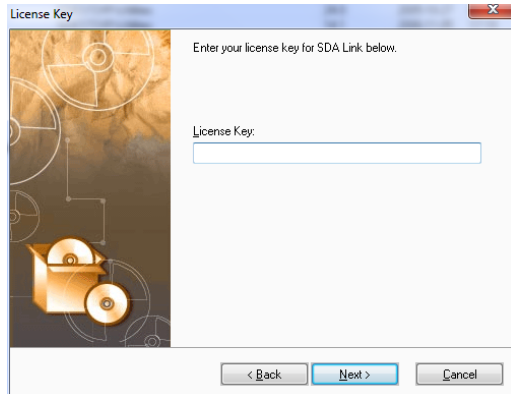
Programming & Documentation:

Colin Riddington SDA / CEO Support Consultant

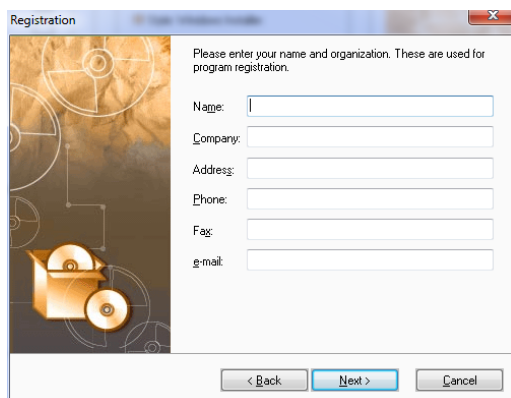
2. Getting Started

2.1 Install SDA Link

Download and run the setup program **SDALink-setup.exe** from the website
When the **Licence Key** screen appears, enter the licence key supplied with the program.



On the **Registration** screen, enter details for your school.



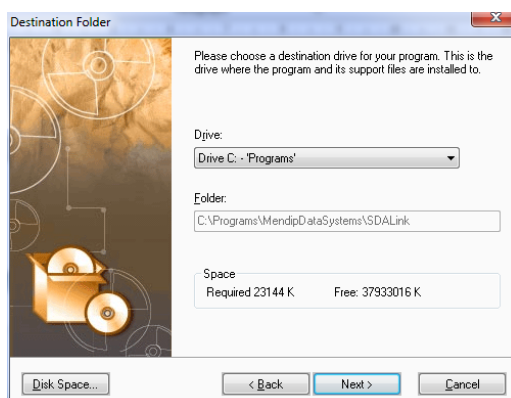
Some information will be saved to the registry including version info, licence key & school details.
This will assist with management of the program and support contract data.
These details are stored in the registry folder:

HKEY_CURRENT_USER\SOFTWARE\Mendip Data Systems\SDA Link

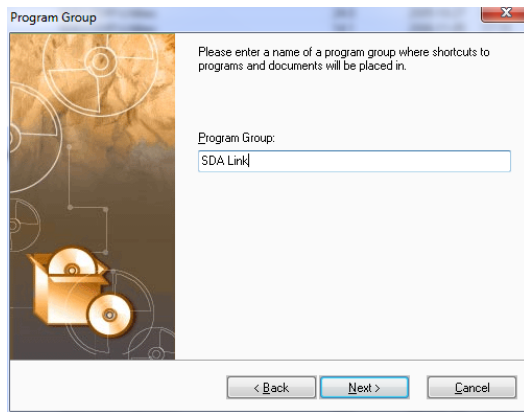
Next choose a **Destination Drive/Folder**.

The default folder is **C:\Programs\MendipDataSystems\SDALink**.

Staff using the program must have read / write access to the selected folder.



You will also need to enter a program group for the **Start** menu. The default is **SDA Link**.



The setup program will also install a **SDA Link** shortcut on the desktop 

2.2 Software requirements

You should only install **ONE** copy of the **SDA Link** program on the school network.
The location used **MUST** have access to both **SIMS** and **SQL Server**.
Your Network Manager will know the best location to use.

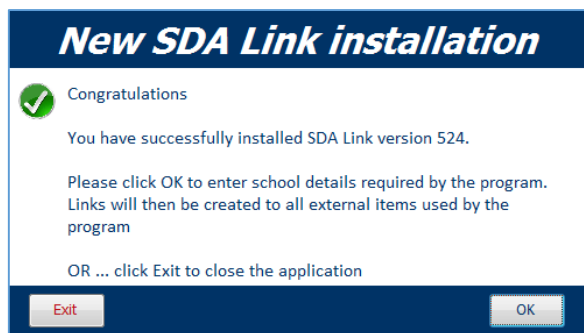
The following software is required:

- **Microsoft Access 2007** or later for the front end database
Other program features will require other Office programs (**Word / Excel / Outlook**)
SDA Link should run successfully in 32-bit or 64-bit Office – see [Appendix E](#) for more info
- **Adobe Reader** for various documentation files which are in PDF format.
This is a free program available from the Adobe website:
www.adobe.com/products/acrobat/readstep2.html
However, it is likely that most computers will already have this program installed.
- **Microsoft SQL Server** on the network for the backend SQL datafile
If your school does not already have Microsoft SQL Server, a free version can be obtained from
e.g. www.microsoft.com/en-us/download/details.aspx?id=29062
Several free versions of this program are available.
You need the **32-bit version** of **SQL Express Management Studio 2012 (or later)**:
SQLEXPRWT_x86_ENU.exe
NOTE: This is also known as 'SQL Express With Tools'

If you need help with this, please email sales@mendipdatasystems.co.uk

2.3 Setting up the program

When you run the program for the first time, you will see a screen similar to this:



Click OK and the following screen appears.

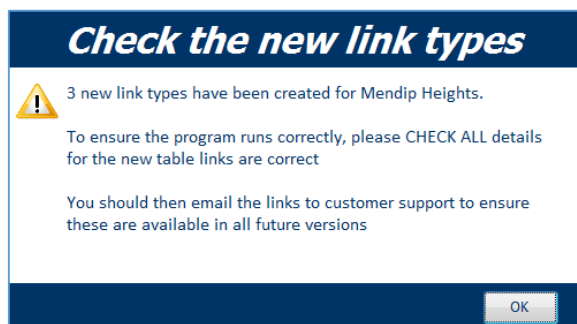
A screenshot of a form titled "Setup Details for a New School". It has a red header bar with the text "Please check / complete all items below" and "Details entered during program installation are shown where available." The form contains several input fields with labels on the left: "Registered User Name" (Colin Riddington), "School Name" (Mendip Heights Community School, with a red example "e.g. River Valley Community School" below), "School Short Name" (Mendip Heights, with a red example "e.g. River Valley" below), "School Address" (Valley Road, Priddy, Somerset, BS27 9BW), "School Telephone" (0117 3772050), "School EMail" (admin@mendipheights.sch.uk), "SQL Server Name" (.\\SQLEXPRESS, with a red note "SQL Server Name is needed for relinking to the SQL datafile" below), and "SDA SQL Database" (SDABE, with a red note "The SDA SQL datafile is normally called SDABE or RMPBE" below). There is a "Close" button at the bottom right.

Information that you entered during program installation will already be entered. Check all details and complete any blank items.

Please ensure ALL fields are completed correctly as the details are used throughout the program.

When this form is closed, **SDA Link** will create 3 new table links for your school based on the school short name e.g. Mendip Heights

Creating the new links only takes a few seconds. A screen similar to that below will then appear:



Click **OK** to open the **Relink Tables** screen:

Description	Link Type	Server Path	Database	Password Used?	Link In Use?
ICT DB Mendip Heights	Access	G:\MyFiles\SchoolDataAnalysen\SDA Link\ICTDatabase\	Student\ICTDatabase.mdb	No	No
SDA Link Backup Mendip Heights	Access	G:\MyFiles\SchoolDataAnalysen\SDA Link\	SDALink_BE_accdb	Yes	Yes
SDA Mendip Heights	SQL	\\SQLEXPRESS	SDABE	Yes	Yes

Carefully check all link types on this screen before proceeding.

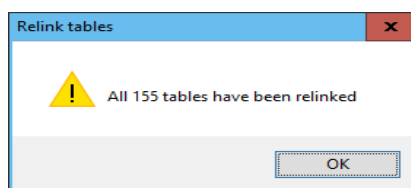
Double click a link to edit the server path if necessary

NOTE: Do NOT change any other items on this screen (or alter any links for other schools)

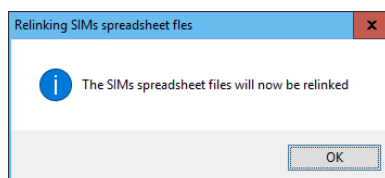
After checking all links are correct, click **Relink All Tables**.

Currently there are 155 tables to relink but this should take no more than a minute or so.

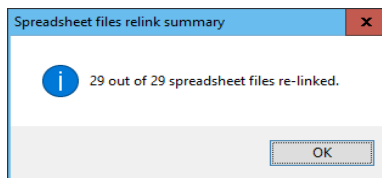
When all tables have been linked a message similar to this will appear:



Next the spreadsheet files will be relinked. Currently there are 29 spreadsheet files.

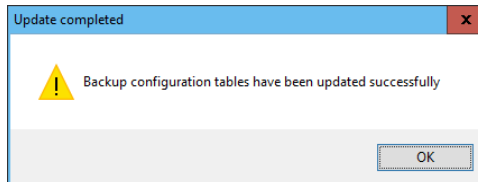


Once the spreadsheets have been imported, a message similar to this should be seen:



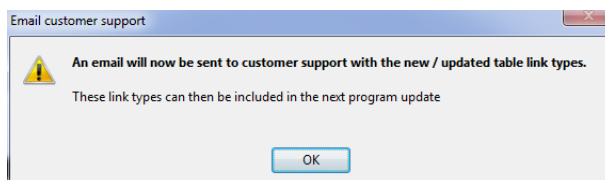
The program will then check the file size & dates for each spreadsheet
Assuming no data has been imported from SIMS, all spreadsheets will be empty at this stage.

Finally, the configuration file ***SDALink_BE.accdb*** will be populated with system data for your school.



The configuration data file is in the same folder as the main program and MUST not be deleted
It will be needed when installing program updates at a later date.

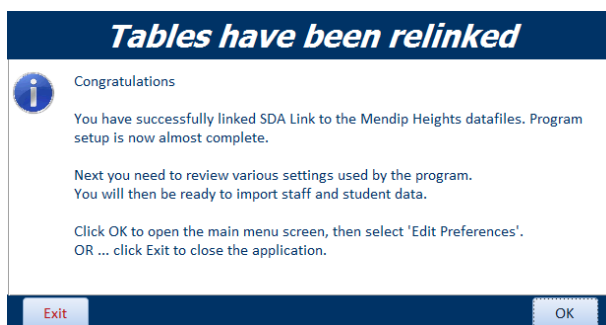
When all updates are completed, close the ***Relink Tables*** screen. The following message appears:



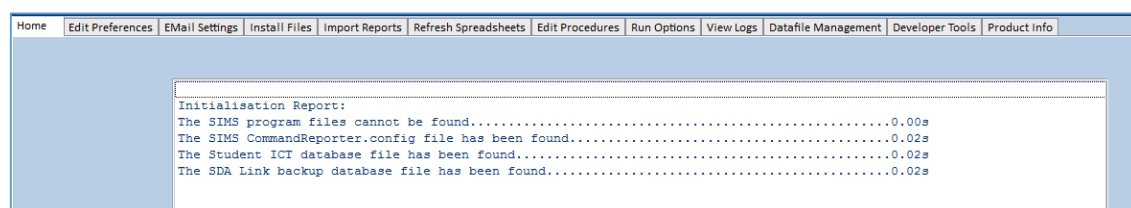
NOTE:

Mendip Data Systems will use this information to include the table link types created for your school in all future versions of the program

A message similar to this will appear next:



Click OK to open the **Home** screen ready for the final part of program setup:



The **Home** screen may indicate that some program components cannot be found.

This is because the program does not yet know the network path to some key files that it requires.

This will now be fixed using the ***Edit Preferences*** tab.

3. Edit Preferences

From the **Main Menu** screen, click **Edit Preferences**

The following screen appears (but some items may be blank or hidden at first)

All items on this screen must be completed.

It is vital that correct information is entered for the program to run successfully.

The **Edit Preferences** screen contains important settings used by the program:

- Enter the user name & password to be used when running reports from SIMS
The user must have a sufficient level of access to run the SIMS reports
- Enter the details for the SQL database and SQL Server name (instance)
- Use the **Browse** buttons to find and enter the location of each item listed.
 - SIMS.net program folder– usually **C:\Program Files\SIMS\SIMS .net**
 - SIMS utilities folder – usually also **C:\Program Files\SIMS\SIMS .net**
See more info on SIMS utilities in section 5 – [Install Files](#)
 - SIMS spreadsheets folder e.g. **C:\Programs\MendipDataSystems\SDALink\Spreadsheets**
 - Student ICT database (supplied with the program) - the default folder is:
C:\Programs\MendipDataSystems\SDALink\ICT Database
 - SQL data file backup folder – this will have been decided when you installed **SDA**
 - SDA Link configuration datafile backup folder – normally this will be:
C:\Programs\MendipDataSystems\SDALink\Backups

Each folder **MUST** have read / write access for all staff using the program

- Enter details of the school timetable – lessons per day / 1 or 2 week timetable
- Other items can be left at the default settings e.g. Convert XL data to text = 'Yes'

Restart the program.

The **Home** screen should now state that all 4 required program components have been found.

4. Email Settings

This tab is used to enter the settings for sending emails from the program.

These settings are the same as those used in **School Data Analyser** and may therefore already be completed. If not, please do so now.

The program uses email to send:

- The SDA Link procedure log file to the program manager each time the program is run
- A summary of pastoral incidents to pastoral heads of year / house
- A summary of pastoral incidents to tutors
- Messages to customer support

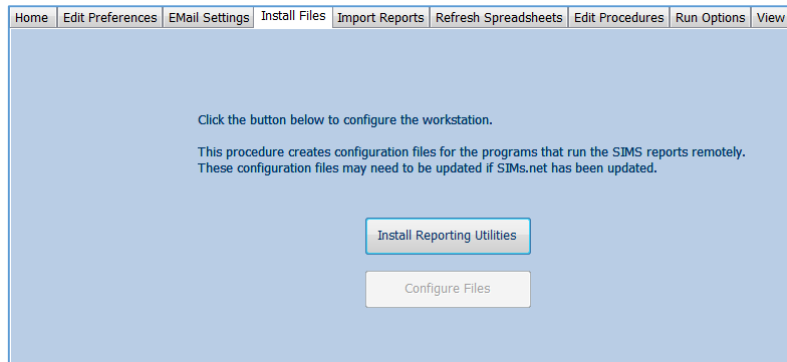
You can choose to send email using **Outlook** or to send it from **SDA Link** itself.

If you choose the latter, you will need to enter the settings required to send email from your school network

5. *Install Files*

The program uses **SIMs Reporting** tools which need to be installed on the C:\ drive of the workstation that is used to run **SDA Link**.

If you want to use **SDA Link** on a different workstation at some later time then you must repeat the following process on that workstation



Click the **Install Reporting Utilities** button if it is enabled.

This will create the folder specified on the **Edit Preferences** screen and copy files into the folder. This process only takes a few seconds.

(NOTE: If the button is disabled, the reporting utilities have already been installed)

The **Configure Files** button will now be enabled. Click this button

This creates two configuration files in the utilities folder.

This may take a few minutes – please be patient!

6. Import Reports

A total of 29 SIMS report definition (**RptDef**) files have been provided in the **ReportDefs** folder. These all need to be imported into **SIMS.net** and checked to ensure they run correctly.

All the files are prefixed with **MDS** (for **Mendip Data Systems**) to avoid potential confusion with existing SIMS reports for your school. For example: **MDS_Classes.RptDef**

NOTE:

Occasionally **SIMS.net** installations have been set up with 'aliases' for the table column names. This can prevent the supplied reports from working.

The reports can be installed by clicking the **Import SIMS Reports** button on the **Import Reports** tab:



The import process will take several minutes to complete. Please be patient!
You can also import the reports individually if you want more control over the process.
For further details, see [Appendix B](#).

Please email customer support, support@mendipdatasystems.co.uk if you are unable to import the reports, or if any of the reports do not work.

Once all 29 reports have been imported into SIMS, you should check the design for each report matches that required for your school data. Make any changes as necessary.
See [Appendix B1](#) for further information.

You should then check the reports can be run remotely from **SDA Link**.
This is explained in the next section

7. Refresh Spreadsheets

A total of 27 SIMs reports are used by the program. These are exported as 'csv' spreadsheet files.

Normally the spreadsheets are updated automatically when the program is running. However, the reports can also be run manually by clicking the **Export Data From SIMs** button.

You should do this now to check that the reports can be run remotely from **SDA Link**.

From the main menu screen, click the **Refresh Spreadsheets** tab.

The following screen appears:



Initially the files will be 'empty' and the file sizes much smaller than those shown above. Click the **Export Data from SIMs** button to run the reports.

It is recommended that you try running one report before selecting all of them

It will normally take about 15-20 minutes to run all the reports.

The time required depends on the size of the data files imported, server speed and other factors.

At busy times when other staff are also using **SIMS**, it may take much longer than this to complete all 29 reports. It may also affect the speed of the SIMS server for other users

If possible, avoid running these reports at 'peak times'.

For full details on running SIMS reports remotely, please see [Appendix B2](#).

8. Edit Procedures

The program allows you a lot of control over what data is updated. There are a number of procedures that can be turned on or off depending on your needs.

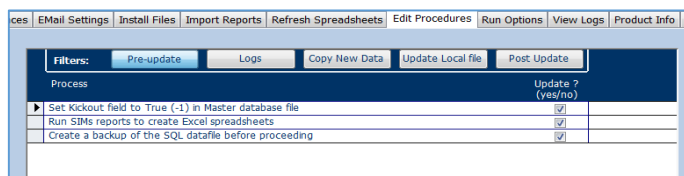
All procedures that are ticked will be carried out when the program is run. The default selections will be suitable for most schools but you can choose to ignore certain procedures if you wish.

The precise details of these procedures are given in [Appendix C](#). You should consult this before making your choices.

The procedures run by **SDA Link** are split into 5 sections:

Pre-update	Backs up & locks the datafile. Runs SIMS reports
Logs	Determine what goes into the log file
Copy Data	Imports data from the SIMS spreadsheet files
Update Local file	Updates the SQL datafile using the imported data
Post update	Compacts & unlocks the datafile. Sends various emails

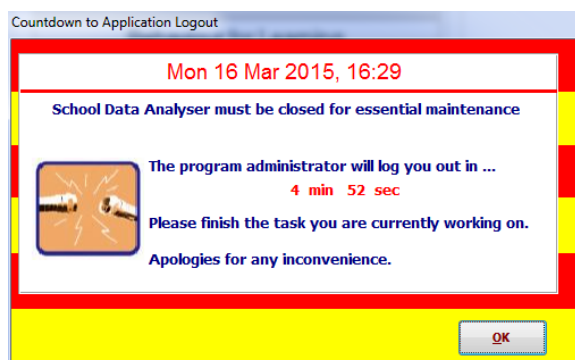
The **Pre-Update** tab on the **Edit Procedures** screen is shown below:



NOTE:

To ensure data integrity, **SDA Link** cannot be run when the main **School Data Analyser** program is in use. The first procedure listed, **Set Kickout field to True**, gives users of **School Data Analyser** about 6 minutes to complete their work and then locks the program.

During this time, users of **School Data Analyser** will see a message like this:



The program status is shown on the left side of the SDA Link main screen:



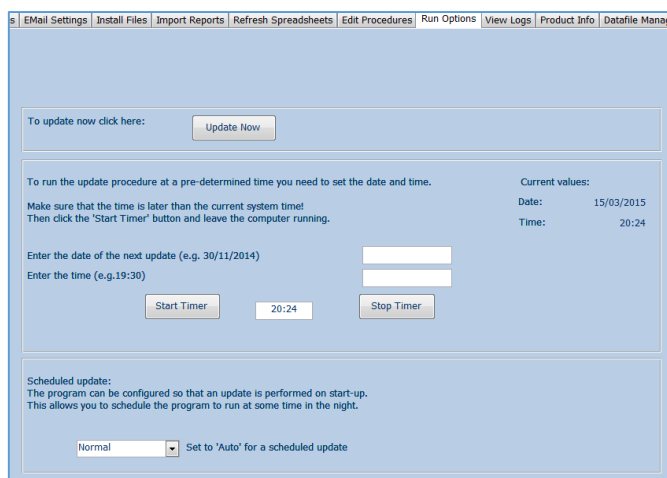
For a large school, it is likely to take about 30 – 45 minutes to run the data update from SIMS. However, this will depend on the size of your school and the speed of your network. Normally the program should be run at 'off-peak' times or overnight to minimise disruption to staff.

9. Run Options

Running **SDA Link** takes a lot of processing power and you are strongly advised **NOT** to use the computer for other purposes whilst the program is running.

There are three ways in which the program can be run:

1. **Now** – simply click the '**Update Now**' button
2. **At a future time**. You can set a time and date in the future, click the **Start Timer** button and leave the program running. Then, at the designated time, it will perform the update. If you select this option you can cancel the run by using the **Stop Timer** button before the update commences.
3. **Automatically** – SDA Link is run by opening the program using a scheduled task. Scheduled updates are particularly useful as you can setup **SDA Link** to run when the network is quiet e.g. overnight. To do so, set to **Auto** and create a scheduled task in Windows to run **SDA Link** at a specified time e.g. 10pm each weekday evening. The host computer will need to be left on for this option. When the program is opened in **Auto** mode you have a little time (about 50 seconds) in which to cancel the update.



Whichever method is chosen, **SDA Link** will work through each 'ticked' procedure in turn. The existing data file will be backed up to the specified folder before importing data.

NOTE: While the data import is running the database is locked to ensure data integrity. Other users will have approximately 6 minutes to complete their task and exit the program.

The program will create new **SIMs spreadsheets** then import the staff, student and timetable data from the **SIMs spreadsheets** into **SDA Link**. The imported data will then be processed before updating the SQL data file.

The procedures are very complex and are likely to take about 30 and 45 minutes to complete depending on the size of the school and the speed of the computer / server.

As the program runs, a log file is created. If there are any errors, these will be shown in the log file so that any issues can be identified and then fixed.

When the update has been completed, **SDA** will be unlocked and a summary log file will be emailed to the program administrator for information.

10. View Logs

Use this screen if you want to view various log files created when **SDA Link** was last run:

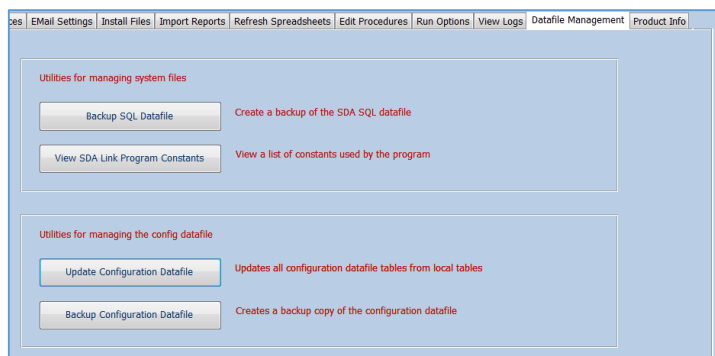


The log files include:

- Changes to students / staff / classes / timetable
- New subjects / courses
- Procedure log summary

11. Datafile Management

This screen contains a number of utilities to help keep the program running successfully

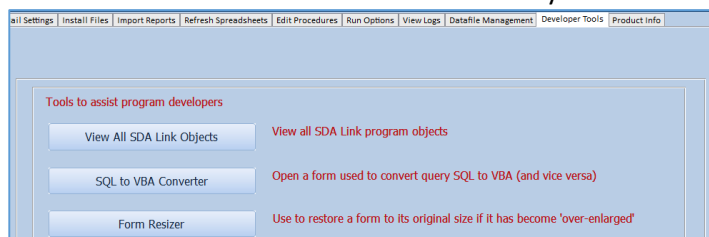


Currently, the available options are:

- **Backup SQL datafile** – create a backup copy of the SQL datafile for School Data Analyser
- **View SDA Link program constants** – displays a report listing system constants
- **Update configuration datafile** – update backup tables from those in SDA Link
- **Backup configuration datafile** – create a backup copy of the config datafile

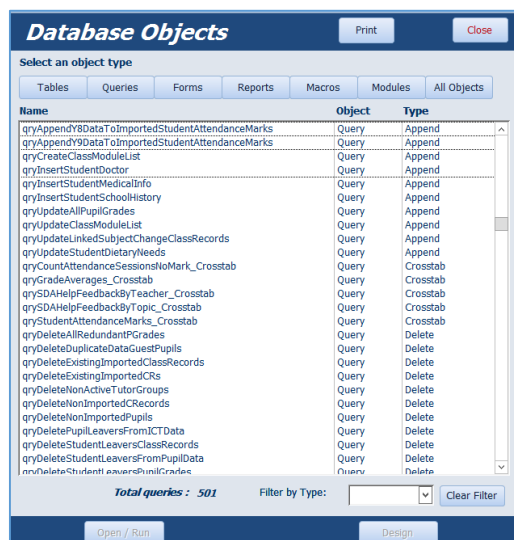
12. Developer Tools

This screen contains a number of items mainly intended for use by program developers:



Currently, the available options are:

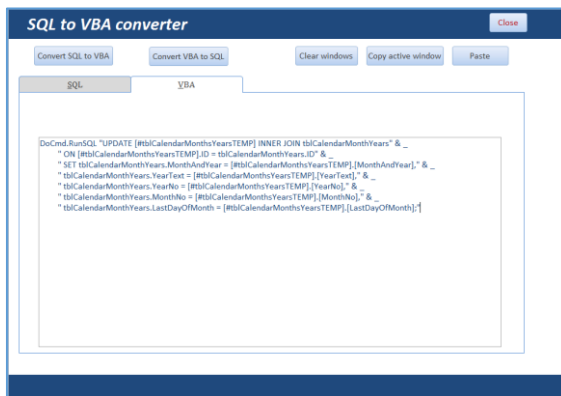
- **View all SDA Link Objects** – tables / queries / forms / reports / macros / modules
Depending on the type of item selected, you can open or run the item or view it in Design mode.



NOTE: make absolutely sure you know what you are doing before you run items such as delete or update queries to prevent permanent loss of data. If in doubt, leave well alone!

- **SQL to VBA converter**

This provides an easy means of changing VBA code into SQL which can be pasted into a query



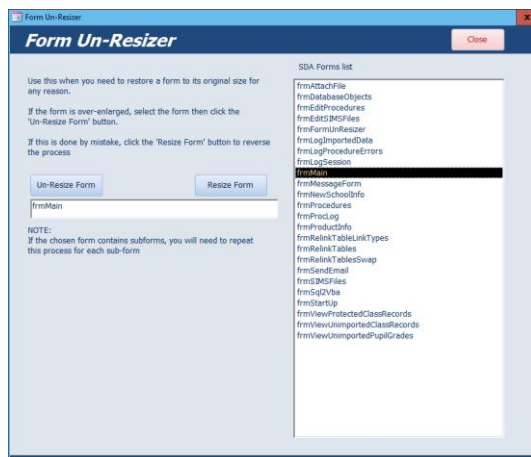
The reverse process to convert query SQL into VBA code can also be done using this item

- **Form Resizer**

Many forms used in the program are automatically resized to fit the screen resolution of the user's computer. Occasionally, a form can become over-enlarged when making program changes. This means it will no longer fit completely on the user's screen.

This tool is used to restore the original form size.

Select the form you need to 'un-resize' then click the **Un-Resize Form** button



The selected form will open in design view so that it can be resized. For example:

Save the resized form when changes are complete

If the selected form contains subforms, you may also need to resize each of these in the same way.

13. Product Info

This screen shows a summary of the information stored when the program was installed.

The screenshot shows the 'Product Info' screen of the SDA Link application. At the top, there is a navigation bar with the following tabs: 'Full Settings', 'Install Files', 'Import Reports', 'Refresh Spreadsheets', 'Edit Procedures', 'Run Options', 'View Logs', 'Datafile Management', and 'Product Info'. The 'Product Info' tab is currently selected. The main content area is divided into two sections: 'SDA Link Product Info' and 'Workstation Info'. The 'SDA Link Product Info' section contains the following fields: Product Name (SDA Link), Version (5.2.1.0), Version Date (20/02/2015), Registered User (redacted), School (Mendip Heights Community School), Licence key (redacted), Data Import (SIMS), Support Expiry Date (01/01/2016), Copyright (Mendip Data Systems 2006-2015), Website (www.mendipdatasystems.co.uk), and Support Email (support@mendipdatasystems.co.uk). The 'Workstation Info' section contains the following fields: Workstation Name (COLIN-PC), Windows Version (Microsoft Windows 7 Ultimate 6.1.7601 32-bit), Access Version (2010 SP2 32-bit : Build 14.7145), and Screen Resolution (1680*1050 Widescreen).

SDA Link Product Info	
Product Name :	SDA Link
Version :	5.2.1.0
Version Date :	20/02/2015
Registered User :	
School :	Mendip Heights Community School
Licence key :	
Data Import :	SIMS
Support Expiry Date :	01/01/2016
Copyright :	Mendip Data Systems 2006-2015
Website :	www.mendipdatasystems.co.uk
Support Email :	support@mendipdatasystems.co.uk

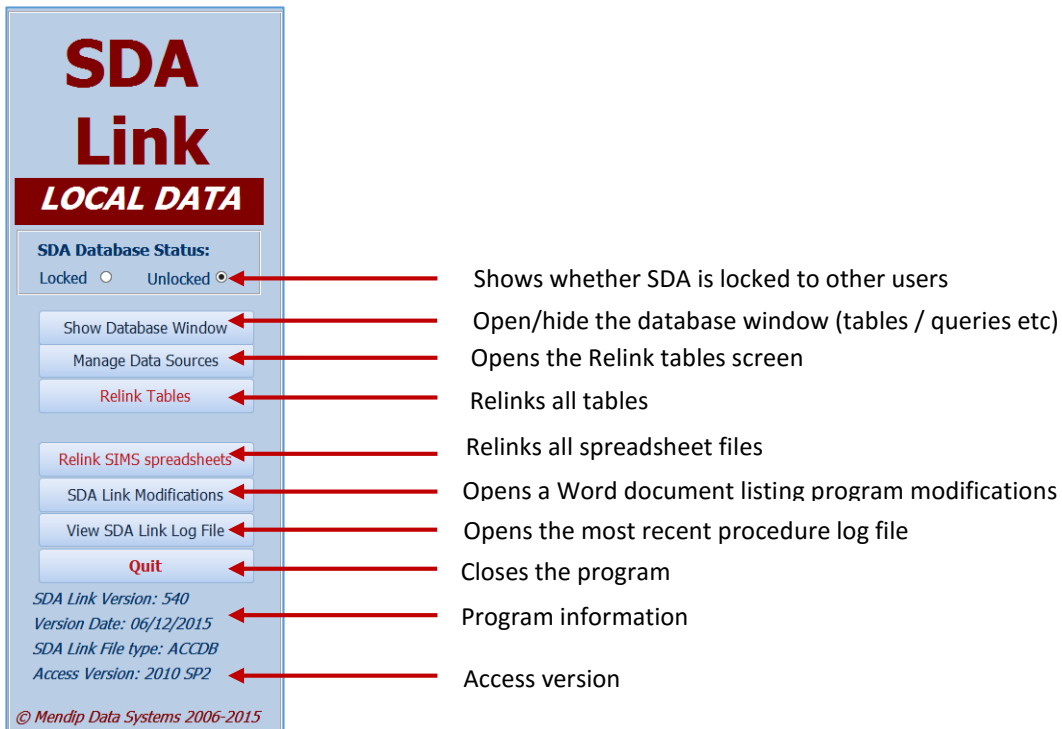
Workstation Info	
Workstation Name :	COLIN-PC
Windows Version :	Microsoft Windows 7 Ultimate 6.1.7601 32-bit
Access Version :	2010 SP2 32-bit : Build 14.7145
Screen Resolution :	1680*1050 Widescreen

The program will alert you when you are close to the end of the annual licence contract. You will need to renew the licence for another year to continue using **SDA Link**.

This screen also shows information about the workstation on which the program is installed. You should include this information if you need to contact customer support for any reason.

13. Main menu screen

As well as the various tabs already described, the left hand side of the main menu screen contains the following items:



14. Appendices

Additional information is given in various appendices if required:

[Appendix A](#) - explains how SDA Link works

[Appendix B](#) - further information about importing data from SIMS

[Appendix C](#) - full details of the update procedure

[Appendix D](#) - further information about program updates

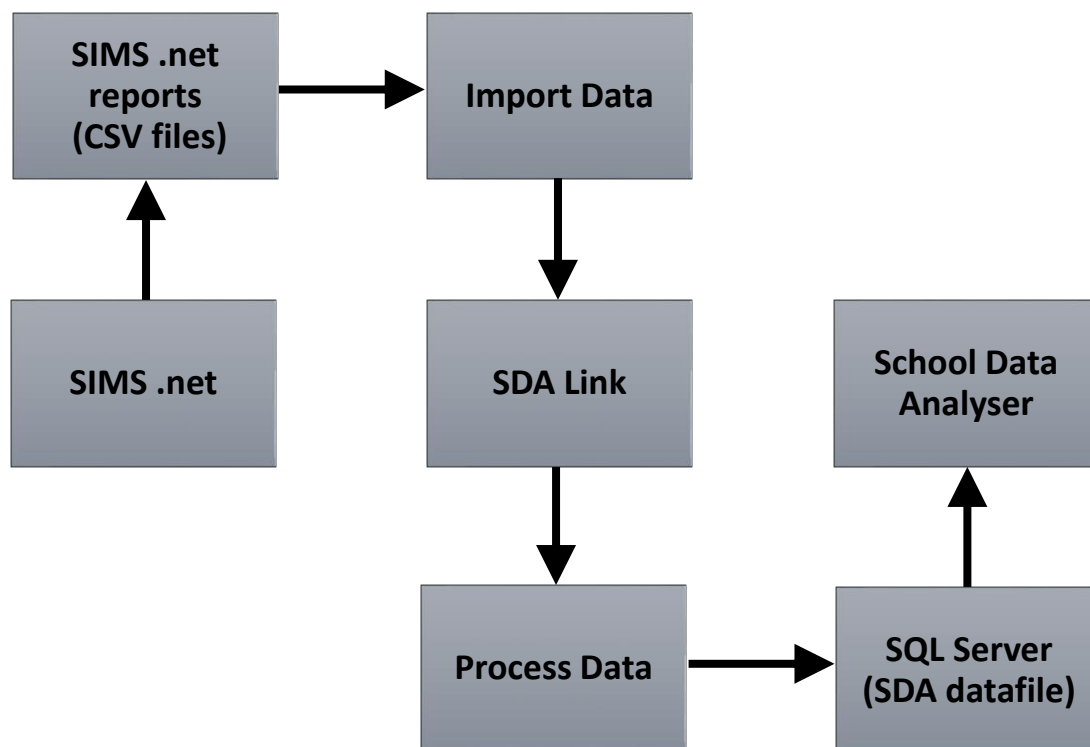
[Appendix E](#) - possible issues with Microsoft Office

[Appendix F](#) - troubleshooting issues in SDA Link

[Appendix G](#) - information about setting up remote assistance online.

Please email support@mendipdatasystems.co.uk if you need further assistance

Appendix A – How SDA Link works



- School Data Analyser** is locked so that it cannot be used during the data update
- SDA Link** runs a set of **SIMS.net** reports and saves these as **CSV** files.
This is done remotely without opening **SIMS.net**
- The reports are imported into **SDA Link**
- SDA Link** compares the **SIMS.net CSV** files with existing data and creates log files showing the changes
- SDA Link** processes the data and exports this to the **SDA SQL Server** data file
- School Data Analyser** is unlocked again and the updated data file is then available to all users

The whole process normally takes about 30-45 minutes depending on the speed of the server and the size of the data files.

Appendix B – Exporting Data from SIMS

The supplied report definitions must be imported into **SIMS.net**

These reports will be run remotely to create new spreadsheets which will be imported into **SDA Link**.

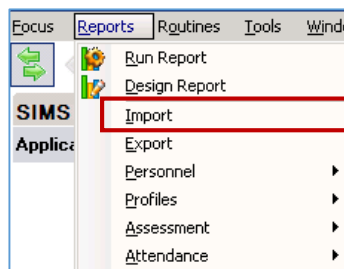
The reports can usually be imported successfully from the main screen by clicking the **Imports SIMS Reports** button on the **Import Reports** tab.

Alternatively, follow the instructions below.

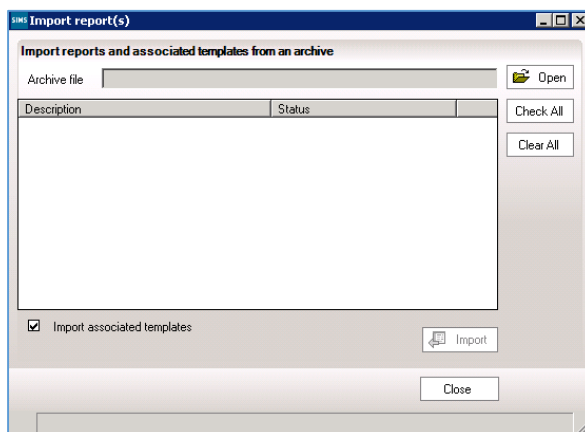
B1 Import report definitions to SIMS.net

Open **SIMS.net** using the same user name / password you entered in **Edit Preferences tab**

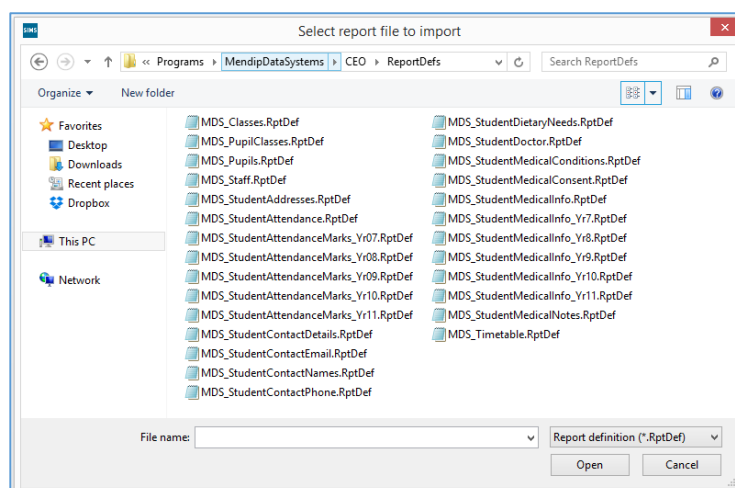
Select **Reports...Import**



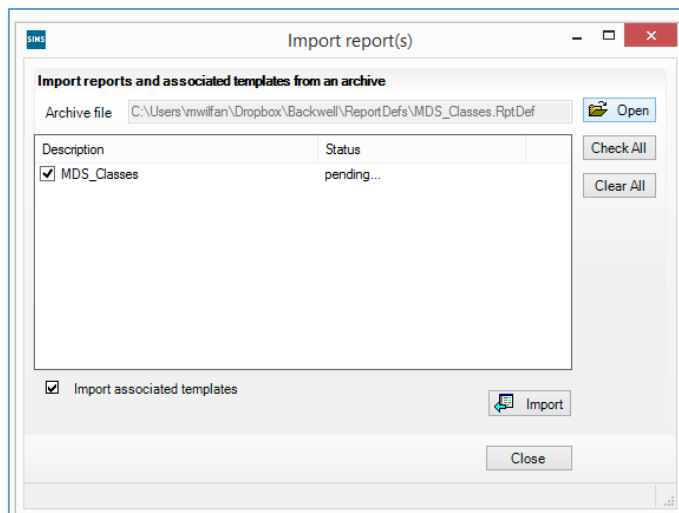
The **Import Reports** screen appears:



Click **Open** and browse to the **C:\Programs\MendipDataSystems\SDALink\ReportDefs** folder:



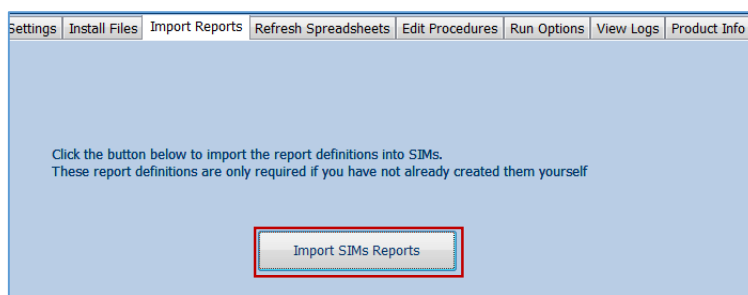
Select the first item **MDS_Classes.RptDef** in the folder & click **Open**



Make sure the checkbox is selected and click **Import**

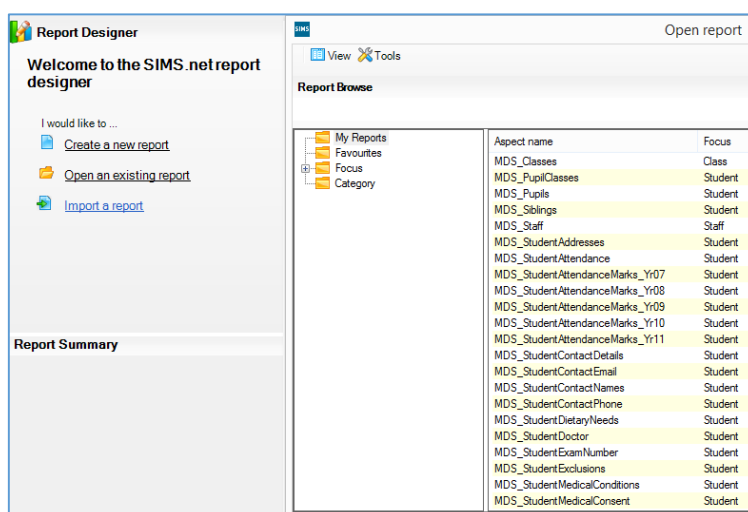
Repeat for all 29 report definition files – unfortunately **SIMS.net** won't let you do them all together!

However, you can do a bulk import from the **Import Reports** tab in **SDA Link**:

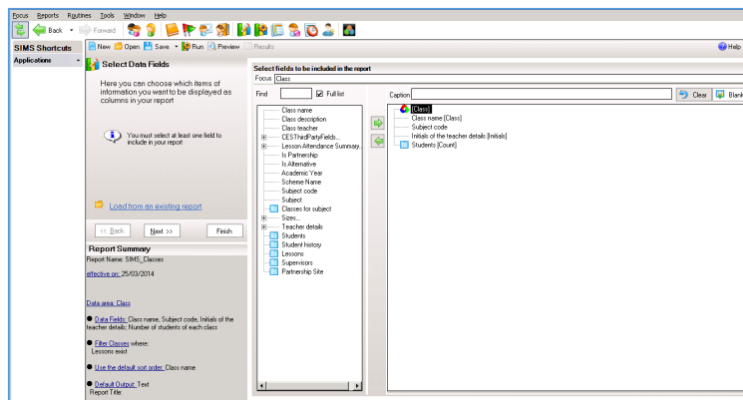


Once you have imported all the reports into **SIMS**, click **Reports...Design Report**

The report file list is shown ...



Open one of the imported reports e.g. **MDS_Classes**.
The report design is shown:



You should check the report design in case any fields need to be modified for your school
Click **Run** to test the report works correctly:

Class	Subject code	Initials	Count
07a/011	RP		18
07a/0n1	En	KJS	24
07a/0n2a	En	JAC	24
07a/0n2b	En	SB1	24
07a/0n3	En	NIO	22
07a/0n4	En	SEM	17
07a/0d1a	Fd	LV	17
07a/0d1b	Fd	LV	17
07a/0r1	Gr	RW	17
07a/0u1	Hu	AH	32
07a/0u2	Hu	KRI	27
07a/0c1a	Ks	CH	13
07a/0c1b	Ks	PH	13
07a/0a1	Ma	MRI	28
07a/0a2	Ma	DW	28
07a/0a3	Ma	ED2	16

The spreadsheet should be created & saved in the folder:
C:\Programs\MendipDataSystems\SDALink\Spreadsheets

Check each of the reports in the same way.

All reports will be saved as a CSV spreadsheet file prefixed with SIMs e.g. **SIMs_Classes.csv**

Some changes may be needed depending on your school settings.

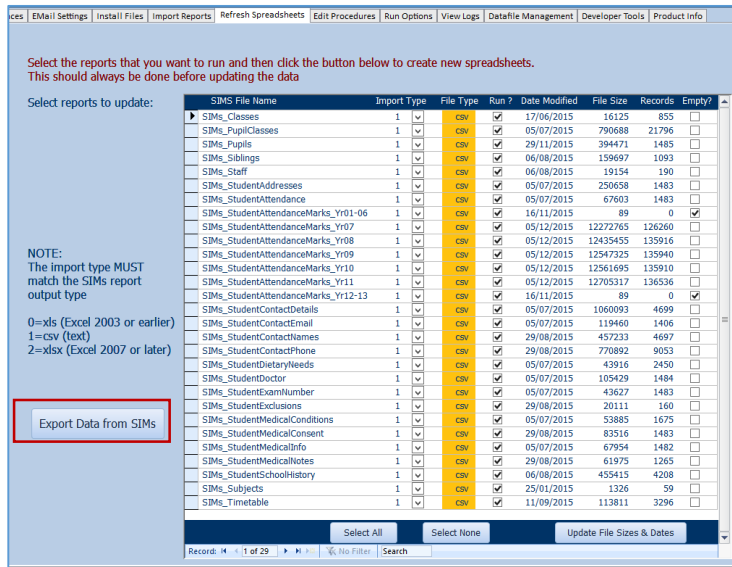
For example:

- By default, individual year groups for attendance marks are years 7 to 11.
Additional files cover years 1-6 and 12-13 for schools that need this data
Your school may define e.g. Year 7 as Year 07
- Attendance marks are set for the academic year 2015-16.
The date range will need to be modified for each academic year
- The output path may need to be changed for each spreadsheet file if you didn't use the default spreadsheet folder when installing **SDA Link**

B2 Run the SIMS reports remotely from SDA Link

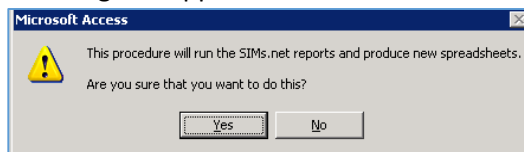
You need to check the reports that can be run remotely from **SDA Link**.

Open **SDA Link** and click the **Refresh Spreadsheets** tab on the main screen:

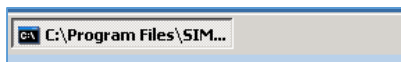


Make sure all checkboxes are ticked then click the **Export Data from SIMS** button

This dialog box appears:

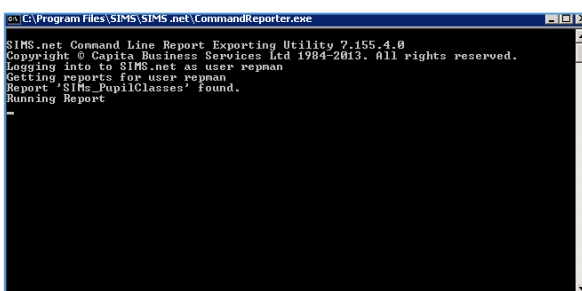


Click **Yes**. The reports should run in the background apart from an item on the taskbar



NOTE:

If you click this item, the **CommandReporter** dialog box appears showing the report is running



The box will close automatically when each report has completed.

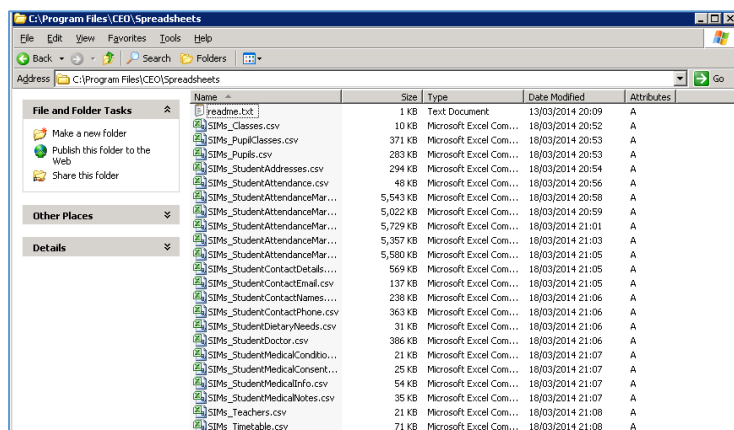
The whole process should take about 15-20 minutes to complete.

The time required depends on the size of the data files imported, server speed and other factors.

At busy times when other staff are also using **SIMS**, it may take much longer than this to complete all 29 reports. It may also affect the speed of the SIMS server for other users

If possible, avoid running these reports at 'peak times' during the day.

When the process has completed, you should have 29 new csv files in the **Spreadsheets** folder



If there are any reports missing, please re-check the report design and run the report again.

Appendix C – Details of Update Procedures

C1 Pre-Update

All 3 items should normally be ticked:

Filters: Pre-update Logs Copy New Data Update Local file Post Update	
Process	Update ? (yes/no)
▶ Set Kickout field to True (-1) in Master database file	<input checked="" type="checkbox"/>
Run SIMs reports to create Excel spreadsheets	<input checked="" type="checkbox"/>
Create a backup of the SQL datafile before proceeding	<input checked="" type="checkbox"/>

Set Kickout field to True in Master database	Locks the SQL datafile giving SDA users about 6 minutes to complete their work before closing the program
Run SIMs reports to create Excel spreadsheets	Uses the remote reporting tools to export the spreadsheet CSV files before updating the SQL datafile. You can switch this off if you are exporting manually and saving the CSV files (correctly named) to the Spreadsheets folder
Create a backup of the SQL datafile	Creates a backup copy which can be restored in the highly unlikely event of problems e.g. possible data corruption due to network power failure whilst SDA Link is running

C2 Log Files

Normally all 3 items should be ticked

Filters: Pre-update Logs Copy New Data Update Local file Post Update	
Process	Update ? (yes/no)
▶ Archive all existing errors so that new ones can be identified	<input checked="" type="checkbox"/>
Delete all existing log entries before update	<input checked="" type="checkbox"/>
Make a log file of all timetable changes	<input checked="" type="checkbox"/>

Archive all existing errors so that new ones can be identified	Self-evident
Delete all existing errors before update	Self-evident
Make a log file of all timetable changes	If there are many timetable changes the log file will be very large

C3 Copy New Data

All data is initially imported into 'buffer' tables for further processing before the SQL data file is updated. All items should normally be ticked:

Filters: Pre-update Logs Copy New Data Update Local file Post Update	
Process	Update ? (yes/no)
▶ Copy Classes into ImportedClasses table	<input checked="" type="checkbox"/>
Append any new Subjects to the Subjects Table	<input checked="" type="checkbox"/>
Append any new Courses to the Courses Table	<input checked="" type="checkbox"/>
Find lesson format and build lookup table for lesson ID	<input checked="" type="checkbox"/>
Copy Timetable into ImportedTimetable table	<input checked="" type="checkbox"/>
Update classes with teachers from the imported timetable	<input checked="" type="checkbox"/>
Copy Teachers into ImportedTeachers table	<input checked="" type="checkbox"/>
Copy PupilData into ImportedPupilData table	<input checked="" type="checkbox"/>
Copy Class Records into ImportedClassRecords table	<input checked="" type="checkbox"/>
Copy Student Addresses into ImportedStudentAddresses table	<input checked="" type="checkbox"/>
Copy Student Attendance data into ImportedStudentAttendance table	<input checked="" type="checkbox"/>
Copy Student Contact Email data into ImportedStudentContactEmail table	<input checked="" type="checkbox"/>
Copy Student Contact Details data into ImportedStudentContactDetails table	<input checked="" type="checkbox"/>
Copy Student Contact Names data into ImportedStudentContactNames table	<input checked="" type="checkbox"/>
Copy Student Contact Phone data into ImportedStudentContactPhone table	<input checked="" type="checkbox"/>
Copy Student Dietary Needs data into ImportedStudentDietaryNeeds table	<input checked="" type="checkbox"/>
Copy Student Doctor data into ImportedStudentDoctor table	<input checked="" type="checkbox"/>
Copy Student Exam Number data into ImportedStudentExamNumber table	<input checked="" type="checkbox"/>
Copy Student Exclusion data into ImportedStudentExclusions table	<input checked="" type="checkbox"/>
Copy Student Medical info into ImportedStudentMedicalInfo table	<input checked="" type="checkbox"/>
Copy Student Medical notes into ImportedStudentMedicalNotes table	<input checked="" type="checkbox"/>
Copy Student Medical conditions into ImportedStudentMedicalConditions table	<input checked="" type="checkbox"/>
Copy Student Medical consent into tbStudentMedicalConsent table	<input checked="" type="checkbox"/>
Copy Students into ImportedStudentICTData table	<input checked="" type="checkbox"/>
Copy Student Attendance Marks data into ImportedStudentAttendanceMarks table	<input checked="" type="checkbox"/>
Copy Student School History into ImportedStudentSchoolHistory table	<input checked="" type="checkbox"/>
Copy student siblings	<input checked="" type="checkbox"/>

Copy Classes into ImportedClasses table	Uses <i>SIMs_Classes.csv</i> as source of new classes. Subject and Year are identified from the Class code
Append any new Subjects to the Subjects Table	New subjects are identified and are appended to the Subjects table. You will have to add the subject descriptions.
Append any new Courses to the Courses Table	New Courses are identified and are appended to the Courses table
Find lesson format and build lookup table for lesson ID	Checks the timetable data in <i>SIMs_Timetable.csv</i> to identify the format used by your school
Copy Timetable into ImportedTimetable table	The timetable data from <i>SIMs_Timetable.csv</i> is copied into the buffer table. The lesson ID is then worked out and appended to all records.
Update classes with teachers from the imported timetable	The distribution of teachers for each class is worked out from the new timetable data.
Copy Teachers into ImportedTeachers table	All staff are copied into the buffer table from <i>SIMs_Teachers.csv</i>
Copy PupilData into ImportedPupilData table	All students are copied into the buffer table from <i>SIMs_Pupils.csv</i>
Copy Class Records into ImportedClassRecords table	All ClassRecords are copied into the buffer table from <i>SIMs_PupilClasses.csv</i> . Records for 'Cloned' classes are then added. New records are identified, and those not in the import are identified. Existing records are deleted from the import.
Copy Student Addresses into ImportedStudentAddresses table	Student addresses are copied into the buffer table from <i>SIMs_StudentAddresses.csv</i>
Copy Student Attendance data into ImportedStudentAttendance table	Student attendance data is copied into the buffer table from <i>SIMs_StudentAttendance.csv</i>
Copy Student Contact Email data into ImportedStudentContactEmail table	Student contact email addresses are copied into the buffer table from <i>SIMs_StudentContactEmail.csv</i>
Copy Student Contact Details data into ImportedStudentContactDetails table	Student contact details are copied into the buffer table from <i>SIMs_StudentContactDetails.csv</i>
Copy Student Contact Names data into ImportedStudentContactNames table	Student contact names are copied into the buffer table from <i>SIMs_StudentContactNames.csv</i>
Copy Student Contact Phone data into ImportedStudentContactPhone table	Student contact phone data is copied into the buffer table from <i>SIMs_StudentContactPhone.csv</i>
Copy Student Dietary Needs data into ImportedStudentDietaryNeeds table	Student dietary needs data is copied into the buffer table from <i>SIMs_StudentDietaryNeeds.csv</i>
Copy Student Doctor data into ImportedStudentDoctor table	Student doctor details are copied into the buffer table from <i>SIMs_StudentDoctor.csv</i>
Copy Student Exam Number data into ImportedStudentExamNumber table	Student exam numbers are copied into the buffer table from <i>SIMs_StudentExamNumber.csv</i>
Copy Student Exclusion data into ImportedStudentExclusions table	Student exclusion data is copied into the buffer table from <i>SIMs_StudentExclusions.csv</i>
Copy Student Medical info into ImportedStudentMedicalInfo table	Student medical info is copied into the buffer table from <i>SIMs_StudentMedicalInfo.csv</i>
Copy Student Medical notes into ImportedStudentMedicalNotes table	Student medical notes are copied into the buffer table from <i>SIMs_StudentMedicalNotes.csv</i>
Copy Student Medical conditions into ImportedStudentMedicalConditions table	Student medical conditions are copied into the buffer table from <i>SIMs_StudentMedicalConditions.csv</i>
Copy Student Medical conditions into tblStudentMedicalConsent table	Student medical consent info is copied into the buffer table from <i>SIMs_StudentMedicalConsent.csv</i>
Copy Students into ImportedStudentICTData table	Adds new students to the <i>ICTData</i> table
Copy Student Attendance Marks data into ImportedStudentAttendanceMarks table	Student attendance marks data is copied into the buffer table from individual files for each year group: e.g. <i>SIMs_StudentAttendanceMarks_Yr07.csv</i>
Copy Student School History into ImportedStudentSchoolHistory table	Details of students' previous school history is copied into the buffer table from <i>SIMs_StudentSchoolHistory.csv</i>
Copy student siblings	Student siblings (past & present) are copied into the buffer table from <i>SIMs_Siblings.csv</i>

C4 Update Local Data file

All items should normally be ticked except:

- Choose **Update Class Records** or **Refresh Class Records** (there is no point doing both!)
Normally use **Refresh Class Records** which creates a log file of all changes
Use **Update ClassRecords** instead if you don't want to slow the process down by creating all the log entries e.g. at the start of the year or whenever a large number of changes are likely
- Add **new students to Homework Challenge marks** table is not used by many schools

Process	Update ? (yes/no)
Restore data for readmitted students from leavers tables	<input checked="" type="checkbox"/>
Transfer Student Leaver data to leavers database	<input checked="" type="checkbox"/>
Update Subject List (add new)	<input checked="" type="checkbox"/>
Update Courses (add new)	<input checked="" type="checkbox"/>
Update Classes (add new, amend basic details such as staffing)	<input checked="" type="checkbox"/>
Deletes classes that are not in the import	<input checked="" type="checkbox"/>
Update Timetable (remove old timetable and replace with current version)	<input checked="" type="checkbox"/>
Update Teachers (add new, amend basic details)	<input checked="" type="checkbox"/>
Add non class codes to Classes and Timetable tables	<input checked="" type="checkbox"/>
Update Pupils (add new, amend basic details such as Tutor group etc)	<input checked="" type="checkbox"/>
Update Preferred Surname to Legal Surname if empty	<input checked="" type="checkbox"/>
Update Preferred Forename to Legal Forename if empty	<input checked="" type="checkbox"/>
Update Guest Pupils (Check status & update records)	<input checked="" type="checkbox"/>
Update Sixth Form Students (Check status & update records)	<input checked="" type="checkbox"/>
Update Class Records (Start of Year - no log)	<input type="checkbox"/>
Refresh Class Records (Check for changes and update)	<input type="checkbox"/>
Update Tutor Groups	<input checked="" type="checkbox"/>
Update the Gifted and Talented pupils' records	<input checked="" type="checkbox"/>
Update the Special Needs pupils records	<input checked="" type="checkbox"/>
Update student addresses from imported spreadsheet	<input checked="" type="checkbox"/>
Update new & changed student attendance marks from imported spreadsheet	<input checked="" type="checkbox"/>
Update student attendance summary data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Contact Email data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Contact Details data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Contact Names data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Contact Phone data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Dietary Needs data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Doctor data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Exam Number data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Exclusions data from imported spreadsheet	<input checked="" type="checkbox"/>
Update Student Medical Info from imported spreadsheet	<input checked="" type="checkbox"/>

Restore data for readmitted students from leavers tables	Recovers data for ex-students who have returned to the school
Transfer Student Leaver data to leavers tables	Transfers data for student leavers to separate tables
Update Subject List (add new)	Adds new subjects to the Subjects table
Update Courses (add new)	Creates course codes for any new classes
Update Classes (add new, amend basic details such as staffing)	Updates Classes table and makes log entries for any changes
Deletes classes that are not in the import	Deletes any classes that are not in the import if the class has no teacher
Update Timetable (remove old timetable and replace with current version)	Updates Timetable table and makes log entries for any changes (if required)
Update Teachers (add new, amend basic details)	Updates Teachers table and makes log entries for any changes This also includes all non-teaching staff
Add non class codes to Classes and Timetable tables	Adds non-class codes such as PPA & withdrawal groups
Update Pupils (add new, amend basic details such as Tutor group etc)	Updates PupilData table and makes log entries for any changes
Update Preferred Surname to Legal Surname if empty	Self evident
Update Preferred Forename to Legal Forename if empty	Self evident
Update Guest Pupils (Check status & update records)	Some schools have 'guest' pupils attending lessons e.g. following exclusion from another school. These have temp admissions numbers
Update Sixth Form Students (Check status & update records)	Some schools have sixth form students attending lessons who are on roll at another school or college
Update Class Records (Start of Year - no log)	Updates the ClassRecords table without logging changes
Refresh Class Records (Check for changes and update)	Updates the ClassRecords table and makes log entries for any changes
Update Tutor Groups	Adds new tutor groups using the imported pupils table as the data source
Update the Gifted and Talented pupils' records	Updates records for G&T pupils following changes to teaching groups

Update the Special Needs pupils records	Updates records for SEN pupils following changes to teaching groups
Update student addresses from imported spreadsheet	Self evident
Update new & changed student attendance marks from imported spreadsheet	Self evident
Update student attendance summary data from imported spreadsheet	Self evident
Update count of student attendance marks (completed / missing)	Self evident. Only required for schools using the attendance registers feature in SDA
Update Student Contact Email data from imported spreadsheet	Self evident
Update Student Contact Details data from imported spreadsheet	Self evident
Update Student Contact Names data from imported spreadsheet	Self evident
Update Student Contact Phone data from imported spreadsheet	Self evident
Update Student Dietary Needs data from imported spreadsheet	Self evident
Update Student Doctor data from imported spreadsheet	Self evident
Update Student Exam Number data from imported spreadsheet	Self evident
Update Student Exclusions data from imported spreadsheet	Self evident
Update Student Medical Info from imported spreadsheet	Self evident
Update Student Medical Notes from imported spreadsheet	Self evident
Update Student Medical Conditions from imported spreadsheet	Self evident
Update Student School History from imported spreadsheet	Self evident
Check & update student ICT data from ICT Database	Checks student user name, password & email address in ICTData table
Check & Update Image Path e.g. for new students	Checks the image path to determine whether a student photo is available
Add records for new students in Homework Challenge marks table	Self evident (but not widely in use)
Sets date of last update to current date	Records the date that the update was run
Delete any (empty) Class Records that are not in the import	Deletes any outdated ClassRecords provided no report or attainment grade has been entered. NOTE You can protect such ClassRecords in SDA to prevent them from being deleted.
Deactivates Pupils who are not imported	Sets student leavers as inactive
Create a log of errors in the Class records Import	Logs any Class Records for which the class or student does not exist in the datafile
Update the ClassModules table	Adds ClassModules (used in reporting) for new classes
Update the PupilGrades table	Updates PupilGrades (used in interim reports) for class changes
Update Pupil Timetables including timetable clashes	Manages any clashes in student timetables e.g. students missing certain lessons due to college courses
Update subject & school totals at start of new session	Runs calculations based on interim report data after each reporting session
Update student siblings	Updates details of all siblings
Delete erroneous records in specified tables	Runs a final check on selected tables to remove any redundant data

C5 Post Update

Normally select all except the final item:

Filters:	
Pre-update	Logs
Copy New Data	Update Local file
Post Update	

Process	Update ? (yes/no)
▶ Empty import tables to reduce file size when compacted	<input checked="" type="checkbox"/>
Set Kickout field to False (0) in master database file	<input checked="" type="checkbox"/>
Send emails to HOYs & DHOYs with pastoral incident summary	<input checked="" type="checkbox"/>
Send emails to tutors with pastoral incident summary	<input checked="" type="checkbox"/>
Send email to RM customer support with feedback report as PDF attachment	<input type="checkbox"/>

Empty import tables to reduce file size when compacted	Doing this helps SDA Link to run faster next time
Set Kickout field to False (0) in master database file	Unlocks the SDA database for other users
Send emails to HOYs & DHOYs with pastoral incident summary	Sends a series of emails to each pastoral head with a summary of all pastoral records for the year (or house) group for that day
Send emails to tutors with pastoral incident summary	Sends a series of emails to each tutor with a summary of all pastoral records for the tutor group for that day
Send email to customer support with feedback report as PDF attachment	Sends an email to Mendip Data Systems with user feedback

Appendix D – Program Updates

Periodically, new versions of the **SDA Link** program will be supplied with performance improvements and additional features. Upgrades will normally be very quick and easy to install.

When a new update is available from the website, program managers will see a message similar to this after logging in to the program:

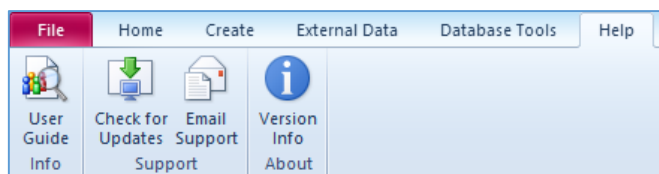


Click **Yes** to be taken to the website page containing the updated version and download it.

Click **No** if you would prefer to do this at a later time

If you do not want to receive these reminders, click **Cancel**

NOTE: You can also check for updates using the item in the **Help** ribbon:

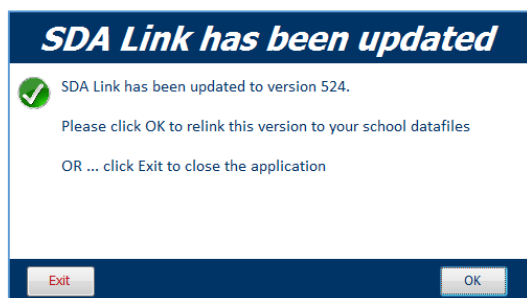


If the program is running in **Auto** mode, an alerting email will be sent to the program manager

Detailed instructions will be supplied with each upgrade but the basic procedure is as follows:

- SQL scripts are used to make any changes needed to the SQL datafile tables
- The new version of the program file is relinked to the SQL datafile – see [section 5](#).
This is much faster than the initial installation as the table links already exist.
The table links are stored in the configuration datafile, **SDALink_BE.accdb**

When the program update is opened, a screen similar to this will be shown



Click **OK**. The **Relink Tables** screen opens

Description	Link Type	Server Path	Database	Password Used?	Link In Use?
ICT DB Mendip Heights	Access	G:\MyFiles\SchoolDataAnalysen\SDA Link\ICTDatabase\	StudentICTDatabase.mdb	No	No
SDA Link Backup Mendip Heights	Access	G:\MyFiles\SchoolDataAnalysen\SDA Link\	SDALink_BE.accdb	Yes	Yes
SDA Mendip Heights	SQL	\SQLEXPRESS	SDABE	Yes	Yes

The program should have already selected your school table links from the backup configuration file. If not, please select your school from the drop down box at the top of the screen.

Next click **Relink All Tables** to restore the links to your school data file. Following this the spreadsheet files will be relinked.

This should take less than a minute to complete

Close the **Relink Tables** screen.

A message similar to this will be displayed:

After you click **OK**, the program will restart and the update will be complete.

If you have any problems, please email support@mendipdatasystems.co.uk

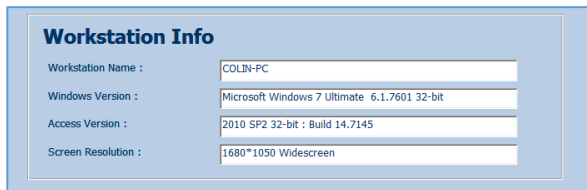
Appendix E – Possible Issues with Microsoft Office

SDA Link will run using any version of **Microsoft Access** from 2007 onwards.

Certain program features will require other **Microsoft Office** programs (**Word / Excel / Outlook**)

Any version of **Windows** from XP onwards can be used – 32-bit and 64-bit Windows are both fine

You can easily check what software is installed on your computer by clicking the **Product Info** tab



Ideally, the **same version** of **Microsoft Office** will be installed on all computers running **SDA & SDALink** as this will make installation and maintenance much easier.

Please bear in mind the following issues when deciding which computer to use for running **SDA Link**:

E1 VBA References

Access databases such as Curriculum Enrichment Organiser use a number of **VBA Reference** libraries. These allow it to integrate effectively with other programs such as **Word / Excel**.

Currently the program is being developed in Access 2010 as this version is most widely used in schools.

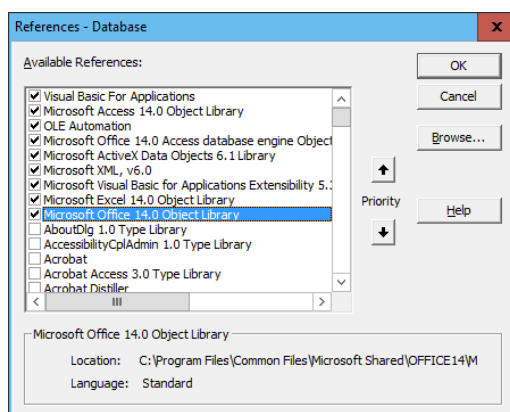
VBA references can cause issues when, for example, SDA Link is moved from a computer running Office 2013 to another running an earlier version such as Office 2010.

This is an issue with Microsoft Office & not with SDA Link itself!

You can check the references by selecting **Tools ... Visual Basic**.

The **Visual Basic Editor (VBE)** will open. In the **VBE**, select **Tools ... References**

When running **SDA Link** in Access 2010, these 9 references should be ticked.



NOTE :

The names of 3 references include '14.0' - Office 14.0 is usually known as Office 2010

On a machine running Office 2013, the 4 references with 14.0 will instead say 15.0

The way Office works is that VB references are automatically upgraded to the newest version but not downgraded to an older version such as Office 2007. Instead those references will be marked **MISSING** and users will experience various errors

Add the missing references and close the **Visual Basic Editor**
Close & reopen the program – it should now be error free

The problem is easily avoided by ensuring that the machine used to run SDA Link has the latest available version of Microsoft Office

E2 Office 32-bit / 64-bit

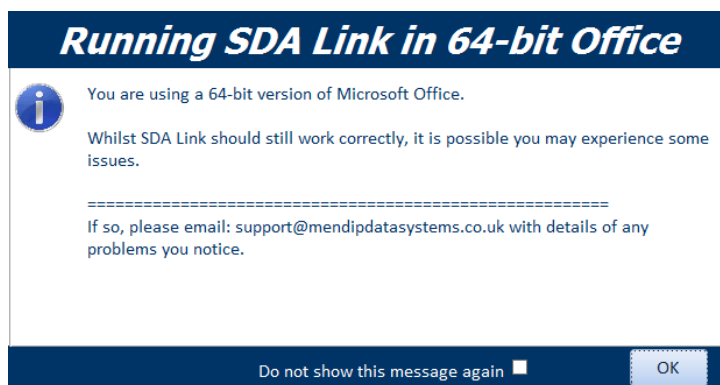
Office is also available in both 32-bit and 64-bit versions.
Almost all Office users currently have the 32-bit version.

Unlike Windows where the 64-bit version offers many performance benefits, there are very few advantages in using 64-bit Office. One exception is the ability to run very large files in Excel.

However there are **MANY** disadvantages in using Office 64-bit.
For example, some older databases may fail with numerous VBA errors.

However, **SDA Link** has been extensively tested in 64-bit Office and it **SHOULD** run successfully without error.

64-bit Office users will see a message similar to this when opening the **main** screen in **Normal** mode:



Appendix F – Troubleshooting problems in SDA Link

Many of the problems that can occur in **SDA Link** are due to connection problems:

- incorrect links to required tables
- issues with **SIMS** – especially after **SIMS** updates – can prevent spreadsheets being updated
- network failures when **SDA Link** is running

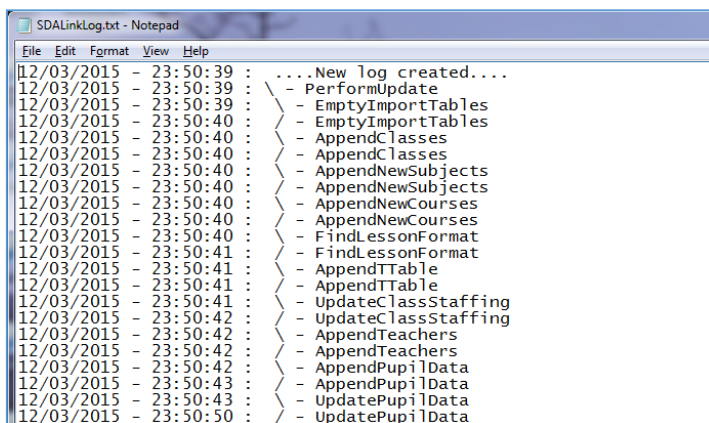
If you do experience issues, please check the following steps in turn before contacting customer support: support@mendipdatasystems.co.uk

F1 SDA Link failed to run

If **SDA Link** is running in **Auto** mode, check the **Windows Task Scheduler** settings
Check with the network manager whether any network issues occurred

F2 SDA Link ran but failed to complete

Check the log file which will indicate whether any procedures failed
All successful procedures will show a start time & finish time
Any failed procedures will give additional information



```

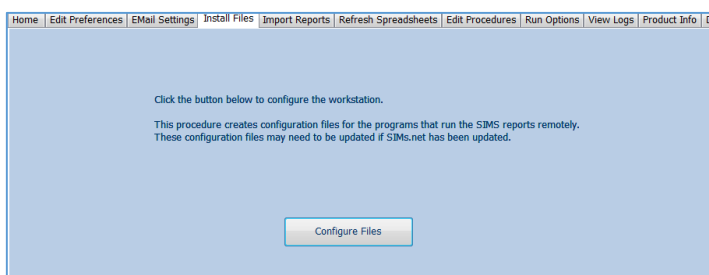
SDALinkLog.txt - Notepad
File Edit Format View Help
12/03/2015 - 23:50:39 : ...New log created...
12/03/2015 - 23:50:39 : \- PerformUpdate
12/03/2015 - 23:50:39 : \- EmptyImportTables
12/03/2015 - 23:50:40 : \- EmptyImportTables
12/03/2015 - 23:50:40 : \- AppendClasses
12/03/2015 - 23:50:40 : \- AppendClasses
12/03/2015 - 23:50:40 : \- AppendNewSubjects
12/03/2015 - 23:50:40 : \- AppendNewSubjects
12/03/2015 - 23:50:40 : \- AppendNewCourses
12/03/2015 - 23:50:40 : \- AppendNewCourses
12/03/2015 - 23:50:40 : \- FindLessonFormat
12/03/2015 - 23:50:41 : \- FindLessonFormat
12/03/2015 - 23:50:41 : \- AppendTTable
12/03/2015 - 23:50:41 : \- AppendTTable
12/03/2015 - 23:50:41 : \- UpdateClassStaffing
12/03/2015 - 23:50:42 : \- UpdateClassStaffing
12/03/2015 - 23:50:42 : \- AppendTeachers
12/03/2015 - 23:50:42 : \- AppendTeachers
12/03/2015 - 23:50:42 : \- AppendPupilData
12/03/2015 - 23:50:43 : \- AppendPupilData
12/03/2015 - 23:50:43 : \- UpdatePupilData
12/03/2015 - 23:50:50 : \- UpdatePupilData
  
```

If any errors are listed, try running the program again to see whether there is a system error
If the error occurs again, go through the remaining steps below

F3 SIMS reports were not created

Whenever **SIMS** is updated, you should reconfigure the workstation used to run **SDALink**

To do so, click the **Install Files** tab, then the **Configure Files** button to update the files needed to create **SIMS** reports remotely



F4 Refresh Spreadsheets

Check **SDA Link** is able to create new spreadsheets.

Click the **Refresh Spreadsheets** tab then the **Export Data from SIMs** button

Select the reports that you want to run and then click the button below to create new spreadsheets.
This should always be done before updating the data

Select reports to update:

SIMS File Name	Import Type	File Type	Run ?	Date Modified	File Size	Records	Empty?
SIMS_Classes	1	CSV	✓	17/06/2015	16125	855	
SIMS_PupilClasses	1	CSV	✓	05/07/2015	790688	21796	
SIMS_Pupils	1	CSV	✓	29/11/2015	394471	1485	
SIMS_Siblings	1	CSV	✓	06/08/2015	159697	1093	
SIMS_Staff	1	CSV	✓	06/08/2015	19154	190	
SIMS_StudentAddresses	1	CSV	✓	05/07/2015	250658	1483	
SIMS_StudentAttendance	1	CSV	✓	05/07/2015	67603	1483	
SIMS_StudentAttendanceMarks_Yr01-06	1	CSV	✓	16/11/2015	89	0	✓
SIMS_StudentAttendanceMarks_Yr07	1	CSV	✓	05/12/2015	12272765	126260	
SIMS_StudentAttendanceMarks_Yr08	1	CSV	✓	05/12/2015	12435455	135916	
SIMS_StudentAttendanceMarks_Yr09	1	CSV	✓	05/12/2015	12547325	135940	
SIMS_StudentAttendanceMarks_Yr10	1	CSV	✓	05/12/2015	12561695	135910	
SIMS_StudentAttendanceMarks_Yr11	1	CSV	✓	05/12/2015	12705317	136536	
SIMS_StudentAttendanceMarks_Yr12-13	1	CSV	✓	16/11/2015	89	0	✓
SIMS_StudentContactDetails	1	CSV	✓	05/07/2015	1060093	4699	
SIMS_StudentContactEmail	1	CSV	✓	05/07/2015	119460	1406	
SIMS_StudentContactNames	1	CSV	✓	29/08/2015	457233	4697	
SIMS_StudentContactPhone	1	CSV	✓	29/08/2015	770892	9053	
SIMS_StudentDietaryNeeds	1	CSV	✓	05/07/2015	43916	2450	
SIMS_StudentDoctor	1	CSV	✓	05/07/2015	105429	1484	
SIMS_StudentExamNumber	1	CSV	✓	05/07/2015	43627	1483	
SIMS_StudentExclusions	1	CSV	✓	29/08/2015	20111	160	
SIMS_StudentMedicalConditions	1	CSV	✓	05/07/2015	53885	1675	
SIMS_StudentMedicalConsent	1	CSV	✓	29/08/2015	83516	1483	
SIMS_StudentMedicalInfo	1	CSV	✓	05/07/2015	67954	1482	
SIMS_StudentMedicalNotes	1	CSV	✓	29/08/2015	61975	1265	
SIMS_StudentSchoolHistory	1	CSV	✓	06/08/2015	455415	4208	
SIMS_Subjects	1	CSV	✓	25/01/2015	1326	59	
SIMS_Timetable	1	CSV	✓	11/09/2015	113811	3296	

NOTE:
The import type MUST match the SIMs report output type
0=xls (Excel 2003 or earlier)
1=csv (Text)
2=xlsx (Excel 2007 or later)

Export Data from SIMs

Select All Select None Update File Sizes & Dates

Records: 1 of 29 No Filter Search

Check all spreadsheets have been successfully updated

F5 Check table links

From the **Main** screen, click **Manage Data Sources** and check the table link types.

These should be similar to those shown below:

Table Links : Mendip Heights **Import Data Source : SIMS**

School: Mendip Heights Add New School

Current Links ... Double click a link to edit it

Description	Link Type	Server Path	Database	Password Used?	Link in Use?
ICT DB Mendip Heights	Access	G:\MyFiles\SchoolData\Analysen\SDA Link\ICTDatabase\	StudentCTDatabase.mdb	No	No
SDA Link Backup Mendip Heights	Access	G:\MyFiles\SchoolData\Analysen\SDA Link\	SDALink_BE.acodb	Yes	Yes
SDA Mendip Heights	SQL	\SQLEXPRESS	SDABE	Yes	Yes

Relink all tables Refresh lists Edit Link Types Manage tables Edit Spreadsheets Test for valid links Remove All Table Links

LOCAL DATA Close

NOTE: If you have problems relinking a new version of **SDA Link**, do the following:

- Hold the **shift key down** when you open **SDA Link** to bypass the normal start up procedure
- Open the relink form **frmRelinkTablesSwap** using the database window

Try opening a linked table e.g. **PupilData** to confirm the link is working correctly

Repeat for a linked spreadsheet e.g. **SIMS_Pupils**

F6 Check the Edit Procedures settings

Process	Update ? (yes/no)
Set Kickout field to True (-1) in Master database file	<input checked="" type="checkbox"/>
Run SIMs reports to create Excel spreadsheets	<input checked="" type="checkbox"/>
Create a backup of the SQL datafile before proceeding	<input checked="" type="checkbox"/>

- a) **Pre-update** – tick all items
- b) **Logs** - tick all items
- c) **Copy new data** – tick all items
- d) **Update Local File** – normally tick all items except **Update Class Records**
- e) **Post Update** – tick all items except **Send Email to Customer Support**

F7 Run SDA Link manually

Select the **Run Options** tab then click the **Update Now** button

To update now click here:

To run the update procedure at a pre-determined time you need to set the date and time.
 Make sure that the time is later than the current system time!
 Then click the 'Start Timer' button and leave the computer running.

Current values:
 Date: 15/03/2015
 Time: 20:24

Enter the date of the next update (e.g. 30/11/2014)

Enter the time (e.g.19:30)

20:24

Scheduled update:
 The program can be configured so that an update is performed on start-up.
 This allows you to schedule the program to run at some time in the night.

Set to 'Auto' for a scheduled update

Check the **log file** created when **SDA Link** runs for any error messages

If **SDA Link** now runs correctly, change it back to **Auto** so it will run as part of a scheduled task

Appendix G – Student ICT Database

The **Student ICT Database** is supplied with **SDA Link**.

The purpose of this database is to store student user names, passwords & school email addresses. ICT teachers & other staff can use the database to view this information about their students. Student data can only be edited by designated program administrators.

The Student ICT database can be used in 2 different modes:

a) Linked to School Data Analyser

Each time the Student ICT database is used, student data is updated from **School Data Analyser**. When **SDALink** runs, student ICT data is then transferred to **School Data Analyser**.

b) Standalone database

This is mainly intended for use elsewhere on the network e.g. by ICT teachers. Student data will not be updated or exported (unless this is done manually).

G1 Using the Student ICT database

For '**standard**' users, all features are accessed from the **main menu**:

The screenshot shows the 'Student ICT Database' main menu. It has a dark blue header with the title. Below the header, there are two main sections. The first section, 'View student data', contains instructions: 'Enter / edit user names & passwords for new or existing students. Other data is updated automatically from Student Data Analyser.' and 'If a new student is not yet in Student Data Analyser, enter all available data accurately using the Add New Student form.' To the right of these instructions are two buttons: 'View Student Info' and 'Add New Student'. The second section, 'Student User Name & Password Reports', contains two options: 'View Student Data (By Tutor Group)' with a 'Select Tutor Group' button, and 'View Student Data (By ICT Class)' with a 'Select ICT Class' button. At the bottom of the menu, there is a status bar showing 'Version: 1603 30/01/2016', 'Logged on: Colin', and 'Student data last updated on: 23/01/2016'. A 'Quit' button is located at the bottom right of the menu.

ICT data can be viewed for individual students, tutor groups and ICT classes

The form contains 4 items:

- View Student Info
- Add New Student (for admin users ONLY)
- Select Tutor Group
- Select ICT Class

2 types of report are available for printing student data:

- Summary report for selected tutor group or class
- Report 'labels' intended for issuing to new students (or those who have forgotten their login details)

For **admin users**, all items are enabled on the main menu.

The screenshot shows the 'Student ICT Database' main menu. It has a dark blue header with the title. Below the header, there are two main sections. The first section is 'View / Edit Student Data' with instructions: 'Enter / edit user names & passwords for new or existing students. Other data is updated automatically from Student Data Analyser.' It includes buttons for 'View Student Info' and 'Add New Student'. The second section is 'Student User Name & Password Reports' with instructions: 'View Student Data (By Tutor Group)' and 'View Student Data (By ICT Class)'. It includes buttons for 'Select Tutor Group' and 'Select ICT Class'. At the bottom, there is a status bar showing 'Version: 1603 30/01/2016', 'Logged on: Colin', and 'Student data last updated on: 23/01/2016'. There are also 'Admin' and 'Quit' buttons at the bottom.

An additional button allows access to the **admin menu** screen which has many additional features used to manage the program. The form has 6 tabs:

- Program Settings
- Email Settings
- Student Settings
- View / Edit Data
- Print
- Admin Tools

The screenshot shows the 'Administrators Menu' screen. It has a dark blue header with the title. Below the header, there are six tabs: 'Program Settings', 'Email Settings', 'Student Settings', 'View / Edit Data', 'Print', and 'Admin Tools'. The 'Program Settings' tab is selected. The main content area has a section titled 'Create student user names, email addresses & passwords' with instructions: 'User names, email addresses and passwords will need to be updated when new students are added to the database. Each of these can be done for students where data is missing (or for all students)'. Below this, there are two sections. The first section is 'Formats used to create user names & email addresses for new students' with fields for 'Student User Name Format' (Adno), 'School Email Stem' (@mendipheights.sch.uk), and 'Student EMail Format' (Adno). It includes buttons for 'Create User Names' and 'Create Email Addresses'. The second section is 'Format used to create random passwords for new students' with a field for 'Password Format' (7ULN) and a button for 'Create Student Passwords'. At the bottom, there is a section titled 'View students with missing user names, passwords or email addresses' with a button for 'Students With Missing Data'. A 'Close' button is at the bottom right.

Further details about all features are available in the [Student ICT Database Guide](#)

Appendix H - Remote Support Online

You are strongly recommended to obtain 2 further programs which will make the ongoing administration and maintenance of **SDA Link** much easier to manage.

These programs (which are not produced by Mendip Data Systems) are:

G1 **Dropbox**

Dropbox is a widely used program which provides free online storage of 2GB. If additional storage space is required, upgrades are available for an annual fee. Dropbox is designed both for sharing files securely and as a backup for personal files.

All updates to **SDA Link** will be uploaded to secure folders in Dropbox. Update links will be provided from our website www.mendipdatasystems.co.uk.

In addition, schools can use Dropbox to send files to **Mendip Data Systems** to assist with any issues that may arise.

Dropbox can be obtained from <https://www.dropbox.com/install>

G2 **Logmein Pro**

LogMeIn Pro provides secure, remote access to computers using browser software. Features such as file transfer, file sharing and remote printing allow users to securely connect to specified school computers from home.

The program is particularly useful to allow **Mendip Data Systems** to provide remote online support for schools where needed.

Logmein Pro currently costs about £60 per year and can be used on 2 computers. You may be able to obtain an educational discount on this price.

Additional licences can be purchased if needed.

A 14 day trial version can be downloaded from <https://secure.logmein.com>

Unfortunately, the free version of **Logmein** is no longer available.

Alternatively, you can obtain a similar program called **TeamViewer**.

The full version of **Teamviewer** is more expensive than **Logmein**. However, it is free for personal / non-commercial use only. This can be downloaded from <https://www.teamviewer.com/en/download/windows.aspx>