

CASES21 Quick Guide

School Environment Configuration Checklist

This checklist covers the current configuration requirements for the CASES/CASES21 Administration network at your school, including:

- CASES21 Upgrades to Version 36 Administration (for those schools still on CASES Finance);
- CASES21 Upgrade to Version 37 Finance (for schools now operating on CASES21 Finance);
- CASES Upgrade to Version 3.21;
- CASES21 client installation on all workstations used with CASES21;
- Update V1.6 for schools administration server;
- VCAA Assessment Online Upgrade Build 090; and
- 2006 Commonwealth Games Time zone changes.

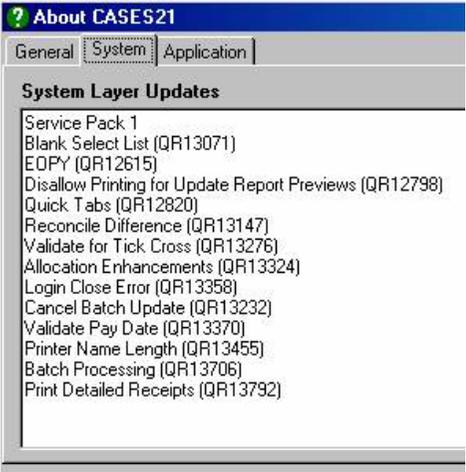
This checklist is intended to act as a guide to aid schools in ensuring their CASES equipment and associated applications – CASES, CASES21 and VCAA Online Assessment – are upgraded to the latest version.

Last updated: 14-Feb-06

version 1.0

Please direct any queries to the DE&T Service Desk
Telephone 1800 641 943
e-mail servicedesk@edumail.vic.gov.au

Task	Task details	Verification	Checked
<p>Confirm that the current VCAA Assessment Online Build 090 Upgrade has been installed (Optional)</p>	<p>The following check should only be completed if your school uses the web-based VCAA Assessment Online:</p> <ul style="list-style-type: none"> Confirm that your version of VCAA Assessment Online is Build 090. The VCAA installation notes are provided in the <i>VCAA_AssessmentOnline_SchoolServerSoftwareUpgrade090.pdf</i> document found in the VCAA Assessment Online\Reference Guides folder on the UPGRADES December 2005 - CASES21 v36.0/v37.0, CASES v3.21 and VCAA Assessment Online Build 090 CD supplied by mail to all schools in December 2005. For support for the AIM Online Upgrade, contact the VCAA Assessment Online Help Desk on 1800 623 681. <p>Update v1.6 must be run after any installation of this VCAA Assessment Online software.</p>	<p>This verification is only required if your school is using VCAA Assessment Online:</p> <ul style="list-style-type: none"> Your version of the VCAA Assessment Online can be obtained by following the VCAAAssessmentOnline_SchoolServerSoftwareVersionCheck instructions. [Available from: https://www.eduweb.vic.gov.au/software/2004%20Rollout/Updates/] 	<p>Version confirmed</p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>Confirm that the current CASES21 Upgrade has been installed.</p>	<p>You should confirm that the most recent CASES21 Upgrade has been installed:</p> <ul style="list-style-type: none"> For CASES21 Administration only schools (those schools using the Administration module of CASES21 and still using CASES for their financial data) the version should be 36.0. For CASES21 Finance schools the version should be 37.0 <p>The installation notes [<i>CASES21 v36 Admin Instructions.pdf</i> and <i>CASES21 v37 Finance Instructions.pdf</i>] are found in the \DOCUMENT directory on the UPGRADES December 2005 - CASES21 v36.0/v37.0, CASES v3.21 and VCAA Assessment Online Build 090 CD supplied by mail to all schools in December 2005.</p>	<p>To confirm that the CASES21 Upgrade has been successful:</p> <ul style="list-style-type: none"> Log on to CASES21: Using Help\About CASES21 verify that the schema version has been updated. AND Check the version has been updated by clicking on the School Statistics SC111002 icon located on the CASES21 toolbar.  	<p>CASES21 Upgrade confirmed</p> <p style="text-align: center;"><input type="checkbox"/></p>

Task	Task details	Verification	Checked
<p>Confirm that the current CASES Upgrade has been installed</p>	<p>All schools are required to perform the CASES v3.21 upgrade irrespective of their current finance processes.</p> <p>The CASES upgrade was partially installed as part of the CASES21 Upgrades (both v36 and v37), but required some additional steps. These steps are included in the installation notes [<i>CASES21 v36 Admin Instructions.pdf</i> and <i>CASES21 v37 Finance Instructions.pdf</i>]. These notes can be found in the \DOCUMENT directory on the UPGRADES December 2005 - CASES21 v36.0/v37.0, CASES v3.21 and VCAA Assessment Online Build 090 CD supplied by mail to all schools in December 2005.</p>	<p>To confirm the CASES version:</p> <ul style="list-style-type: none"> Click on the CASES icon for your school on the workstation desktop and the CASES logon screen will be presented. The CASES version should be displayed in the top right hand corner of the screen. 	<p>CASES v3.21 upgrade confirmed:</p> <p><input type="checkbox"/></p>
<p>CASES21 software on ALL admin workstations</p>	<p>The upgrade process is described in Step E in both the <i>CASES21 v36 Admin Instructions.pdf</i> and <i>CASES21 v37 Finance Instructions.pdf</i> documents found on the \DOCUMENT directory on the UPGRADES December 2005 - CASES21 v36.0 / v37.0, CASES v3.21 and VCAA Assessment Online Build 090 CD supplied by mail to all schools in December 2005.</p>	<p>All workstations which are used to run CASES21 MUST be checked to ensure they have all the system layer updates.</p> <ul style="list-style-type: none"> Log on to CASES21. Go to Help>About CASES21\System and check that you have all of the necessary CASES21 System Layer Updates as displayed in the image below: 	<p>System layer updates confirmed on each workstation:</p> <p><input type="checkbox"/></p>

Task	Task details	Verification	Checked
<p>CASES Equipment Server Update v1.6</p>	<p>The CASES equipment server update called Update.exe will be located on the server in the c:\install\updates directory.</p> <p>Refer to the update exe - acer server update v1 6 document located in the Updates folder on the 2004 Rollout website if additional details are required. [Available from: https://www.eduweb.vic.gov.au/software/2004%20Rollout/Updates/]</p> <p>Update v1.6 can be run as often as necessary but must be run after any installation of VCAA Assessment Online Build 090.</p>	<p>To confirm that the Server Update version 1.6 has been successfully installed, you should see a timezone folder within the c:/install directory</p>	<p>Server Update 1.6 confirmed:</p> <p><input type="checkbox"/></p>
<p>2006 Commonwealth Games Time zone changes</p>	<p>The running of the Server Update v1.6 will have copied this patch to the c:\install\timezone directory of the server as the file cwtent.msi.</p> <ul style="list-style-type: none"> To update the server, use Windows explorer to find the c:\install\timezone directory. Locate the file and double click to install the time zone change. To update the workstations use Windows explorer to the g:\timezone directory to locate the file and double click to install the time zone change. <p>A major reason for applying this change is to ensure that meetings set up using Microsoft Outlook Calendar record the correct time for that meeting. Refer to Circular TS411 (distributed to school technicians on Thursday 19th January 2006) for further information.</p>	<p>To confirm successful installation:</p> <ul style="list-style-type: none"> Double click the time display normally found on the bottom right corner of the screen. The Date and Time Properties will be displayed. Select the Time Zone tab. <p>The time zone setting should be displayed as (GMT+10:00) Canberra, Melbourne, Sydney (Commonwealth Games):</p> 	<p>Time zone installation on all workstations and server confirmed:</p> <p><input type="checkbox"/></p>