

Upgrade Manual

For queries about upgrading the Scoring System, please e-mail scoring@erc.ie

Your email must include:

- (i) School Roll Number
- (ii) Contact Phone Number
- (iii) Details of query (including, if possible, screenshots).

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Introduction

The Drumcondra Primary Tests Scoring System is designed to support schools and teachers in interpreting pupil performance on three tests published by the Educational Research Centre:

- Drumcondra Primary [English] **Reading** Test (DPRT)
- Drumcondra Primary **Mathematics** Test (DPMT)
- **Triail Ghaeilge** Dhroim Conrach (TGD)

The Scoring System can be installed on a single computer/laptop, or it can be run on a school network. In all cases, varying levels of access (administrator, teacher) can be allocated within the System.

Minimum System Requirements

To use the Scoring System, you **must** have at least a stand-alone desktop computer or laptop that:

- runs on Windows XP(SP3), VISTA or Windows 7 and has at least 1 GB of RAM, and
- has a screen resolution of at least 1024 X 768.

The Scoring System supports the requirement for schools to report performance on English reading and mathematics in Second, Fourth and Sixth classes, and, in the case of Irish-medium schools, performance in Gaeilge as well, to the Department of Education and Skills, as per Circulars 0056/2011 and 0018/2012.

The upgrade to Version 1.2.7.0 is intended for schools that purchased and installed the Scoring System in 2012 or up to the end of February 2013.

New Features in the Upgrade

The following are key features of the upgraded version of the Scoring System (now called Version 1.2.7.0), released in March 2013:

- Classes hold constant across the school years once scores have been recorded against them. Thus, if the classes in 2011-12 are Third Class A, Third Class B and so on, the same Third Classes are used in 2012-13, though they may have a different teacher, and different pupils. Classes are held constant to enable users to produce historical reports (e.g., Class reports from earlier school years).
- Pupils are now exempted against the specific tests they take, so exemption status can change from test to test, and from year to year.
- There is a new pupil template for importing pupil names into the Scoring System
- Two new windows can be accessed in the Pupil module (Pupil> Search) – a summary of all tests completed by a named pupil to date, and a Class History (a list of the classes in which the pupil has been enrolled).
- The Class-level reports under School Report now includes the number of pupils absent, as well as the number present, the number exempted and the number enrolled, to better meet Department of Education and Skills' guidelines.
- The upgraded System allows easier movement from year to year, and users can transfer pupils on to the next school year at any time.

Please note: A revised Manual for Version 1.2.7.0 of the Scoring System is available at www.erc.ie/tests or http://www.erc.ie/documents/dptss2013a_usermanual.pdf. The revised Manual should be read in conjunction with Upgrade Instructions in this document.

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1. Upgrading from an Earlier Version of the Scoring System – Overview and Saving a Copy of Your Database

Note: You should run the update programme BEFORE you enter test data in respect of the current school year.

Note: The school year you should select when upgrading is the school year against which pupils are currently registered. If you entered pupils in the 2011-12 school year, or entered pupils' results for 2011-12 in Autumn 2012, and did not move them to their new classes yet, you should select 2011-12 as your reference year. If you have already moved your pupils on to their 2012-13 classes in the Scoring System, you should select 2012-13 as your reference year.

If you have a version of the scoring system on your computer or server from 2012 or January/February 2013, you will need to upgrade your system. This can be done using an automatic upgrade that is downloadable from the ERC website or via the link on an e-mail sent to all registered users in March 2013. Here we show how to download the upgrade by downloading from Firefox, Google Chrome or Internet Explorer browsers, and opening the Zip file containing the upgrade in Windows Explorer. Please see Appendix A for information on using WinZip and Appendix B for WinRAR to open the Zip file. If you have other applications to open zip files, please use follow the instructions for those applications. To sum up, there are three steps:

1. Download the upgrade files and support materials in a Zip file using a browser such as Google Chrome (Chapter 2), Firefox (Chapter 3), or Internet Explorer (Chapter 4).
2. Open the Zip file using Windows Explorer (Chapters 2, 3 or 4), WinZip (Appendix A) or WINRAR (Appendix B).
3. Run the upgrade programme on your computer (Chapter 5).

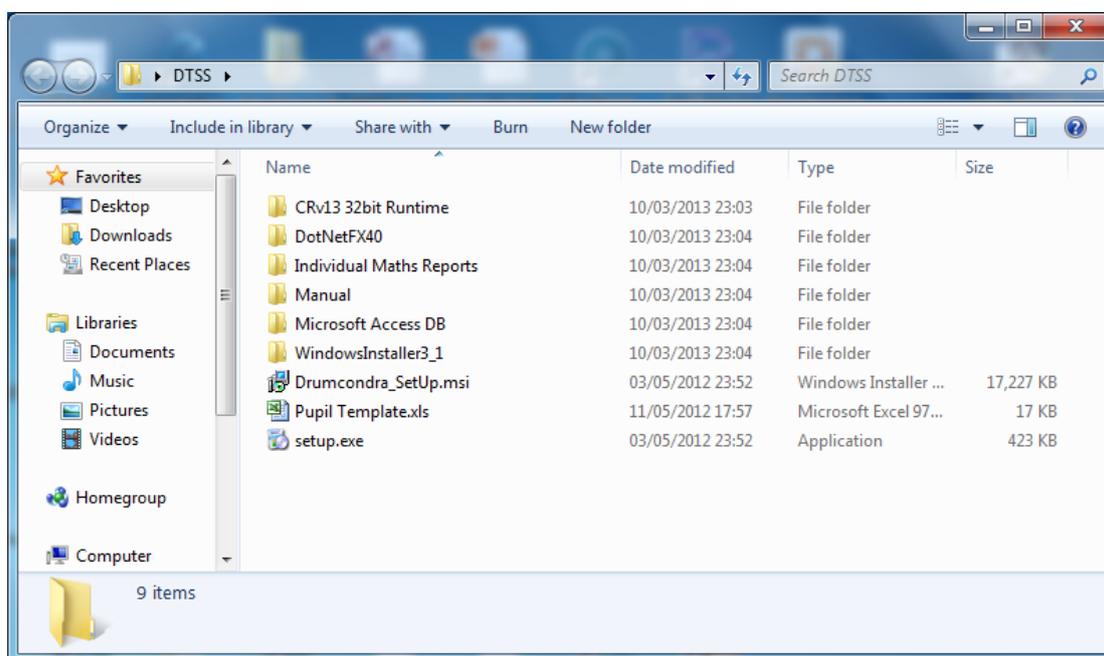
Chapters 6, 7 and 8 provide additional information. Chapter 6 deals with upgrading multiple computers on which you have already installed an older version of the Scoring System. Chapter 7 is about installing the Scoring System on a computer for the first time, and Chapter 8 covers Uninstalling and Reinstalling the Scoring System on a computer.

You should read this Manual in conjunction with the updated Scoring System Manual that is available at www.erc.ie/tests or http://www.erc.ie/documents/dptss2013a_usermanual.pdf

Saving Your Old Files to a School Server or a Directory on Your Desktop

Before you begin the download, it is useful to identify where you have saved your earlier version of the Scoring System files. This may be on a server, on the desktop of your computer, or on the original memory key you received. If you have not done so already, we suggest that you transfer the contents of the memory key to your desktop, or to a network share on a server. In the example we use below, we have created a directory called DTSS on the desktop, then opened the folder and copied the contents of the scoring system from the memory key into this folder (see Figure 1.1 for completed folder).

Figure 1.1 Directory on Desktop with DTSS Scoring System (Pre-2013)

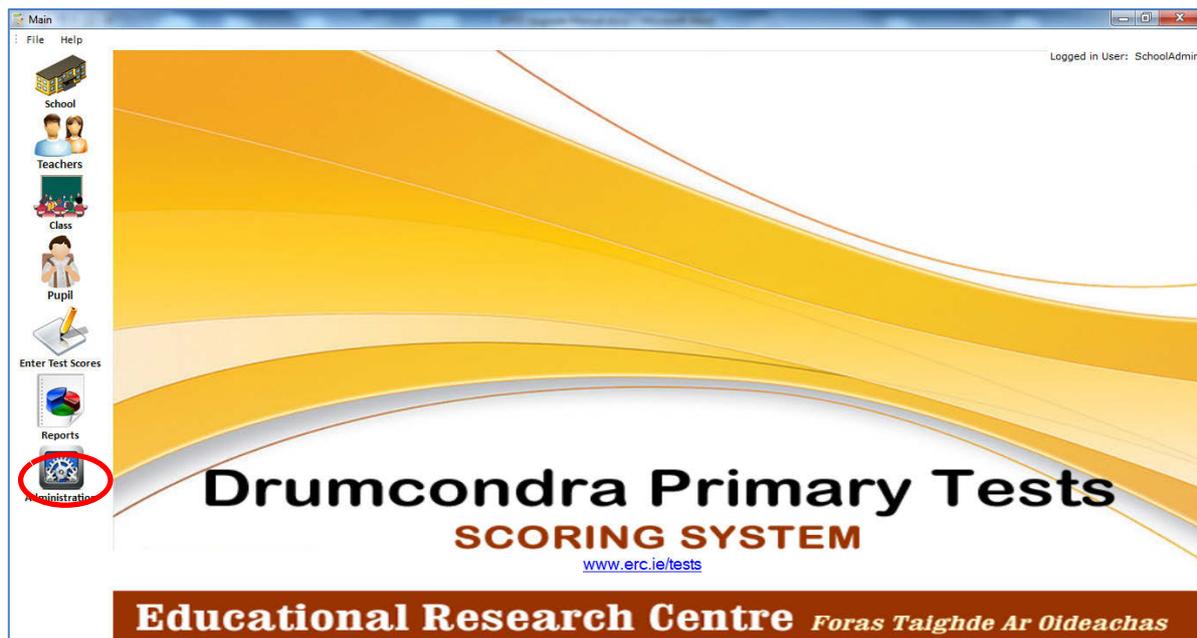


Making a Copy of Your Database

It is advisable to make a copy of your old (2011-12) database before running the Upgrade. To make a copy of your old database, follow these steps:

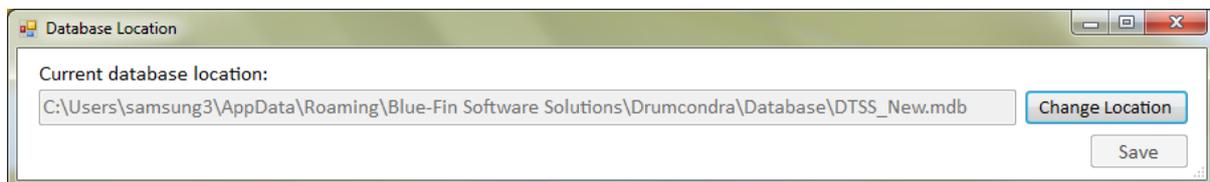
1. Ensure that all users (administrators, teachers) who use the database are logged out – if the database is on a school server, there may be several users.
2. Locate the database. If you don't know where the database is located, log into the old Scoring System as administrator (User Name: schooladmin; Password: school). When the Base Screen comes up, select Administration (Figure 1.2).
3. Select Change Database Location.

Figure 1.2: Selecting Administration on the Base Screen



4. You will see the database location under Current database location. In the example, the database is located at: C:\Users\samsung3\AppData\Roaming\Blue-Fin Software Solutions\Drumcondra\Database\DTSS_New.mdb. The database is called DTSS_New.mdb

Figure 1.3: Database Location Window



5. Exit from Database Location by clicking the X at the top right of the window. Close the Scoring System.
6. Now locate the database using (My) Computer or similar. When you find the database, Click once on the .mdb file. Then, either:
 - Right-click your mouse and select **Copy** (as shown in Figure 1.3) or
 - Select **Edit** and then **Copy** from the menu bar.

Note: On occasion, folders (e.g., AppData), files and file extensions (e.g., .mdb) on your computer may be hidden. See Appendix C for information on making them visible.

Note: Do **not** delete, cut or drag-and-drop the database. You need to retain the database in its original location until *after* all the steps in Chapter 5 have been implemented and checked.

7. **Paste the database** to a new database folder location or on your desktop, either using right-click, or **Edit** and **Paste**. Assign a new name to the database you have copied (e.g., DTSS_New_Copy).

Figure 1.4: Copying the Database

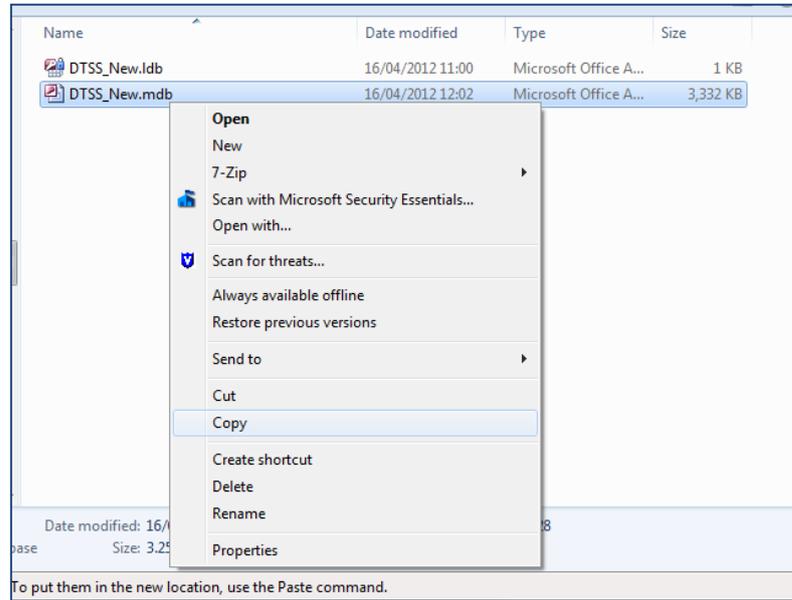
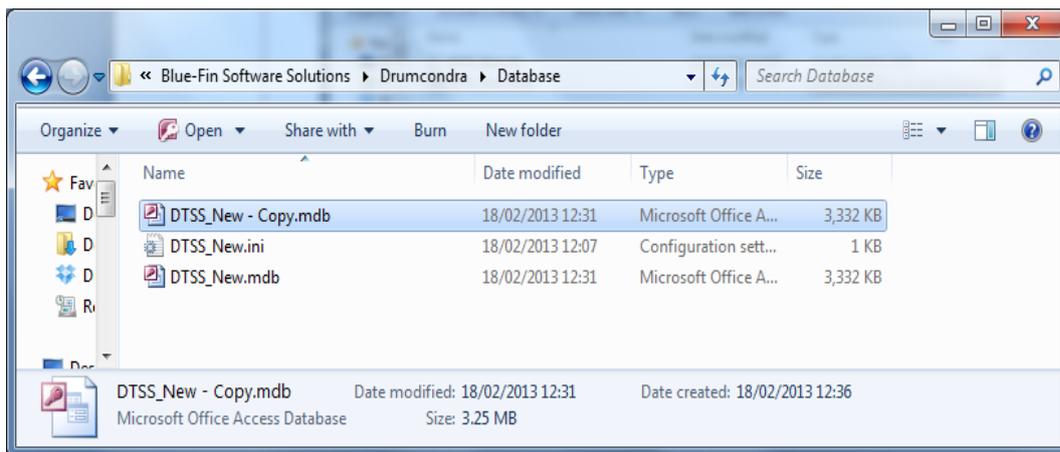


Figure 1.5 shows a folder with the original database (which is still connected to the Scoring System), and the copy that has been added.

Figure 1.5: Folder with Original Database and Copy



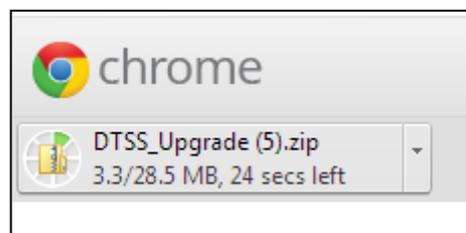
Now that you have saved the old Scoring System files on your school server, or on your desktop, and you have saved a copy of your old datafile, you are ready to download the Upgrade Zip File. Go to Chapter 2 (Google Chrome), 3 (Firefox) or 4 (Internet Explorer), depending on the browser you use.

2. Downloading the Upgrade Zip File Using Google Chrome and Opening It in Windows Explorer

If you use Google Chrome as your default browser,

1. Download the zip file at the following location on the ERC website:
www.erc.ie/dtss/DTSS_Upgrade.zip (double-click on the link or paste it into Google Chrome), or double-click on or paste into your browser the link in the upgrade e-mail sent by the ERC.
- 2a. You should see the download in the bottom left corner (Figure 2.1).

Figure 2.1: Screen Shot from Download Using Google Chrome



3. You may then be asked if you wish to discard the download. Click on the arrow to the right of 'Discard' and select Keep (Figure 2.2).

Figure 2.2: Warning Message in Google Chrome

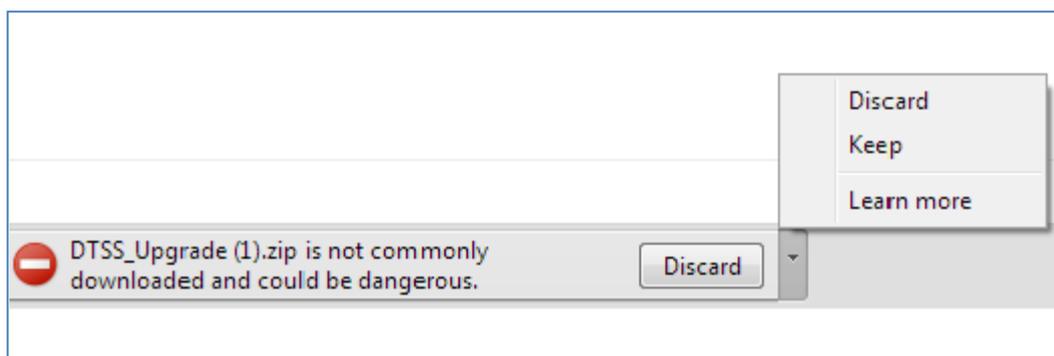
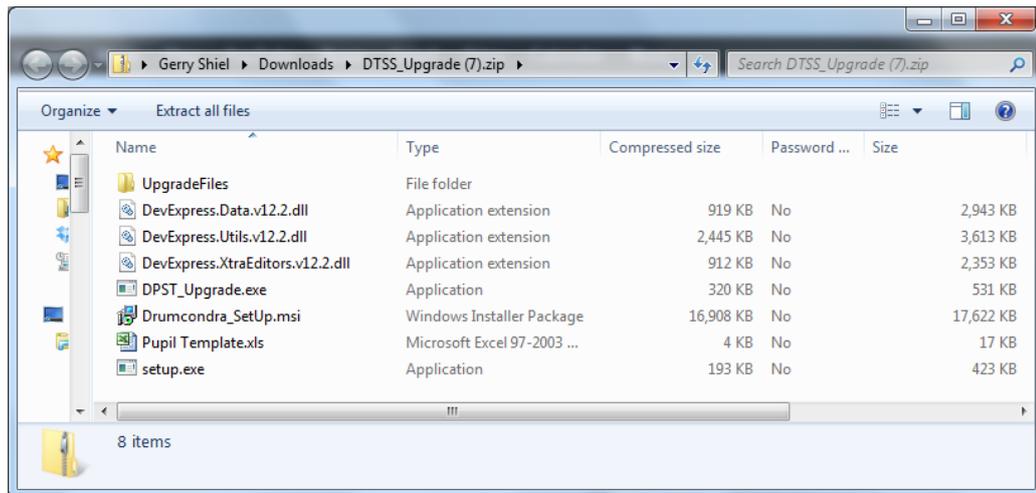
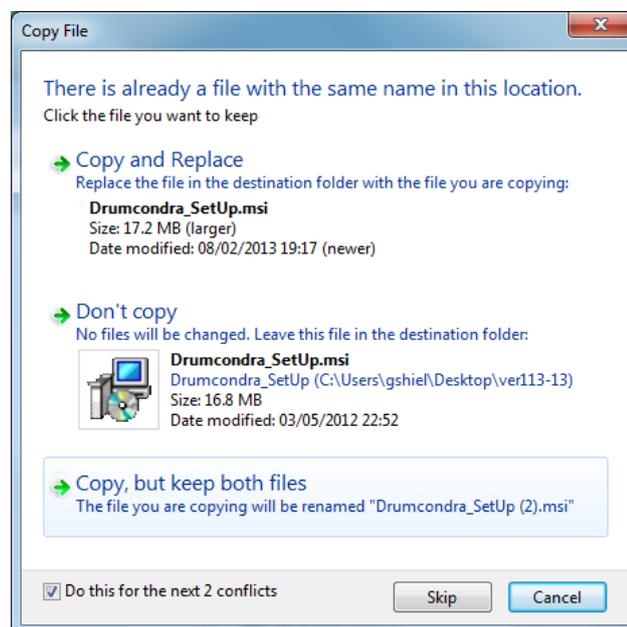


Figure 2.3: Upgrade Files in Windows Explorer



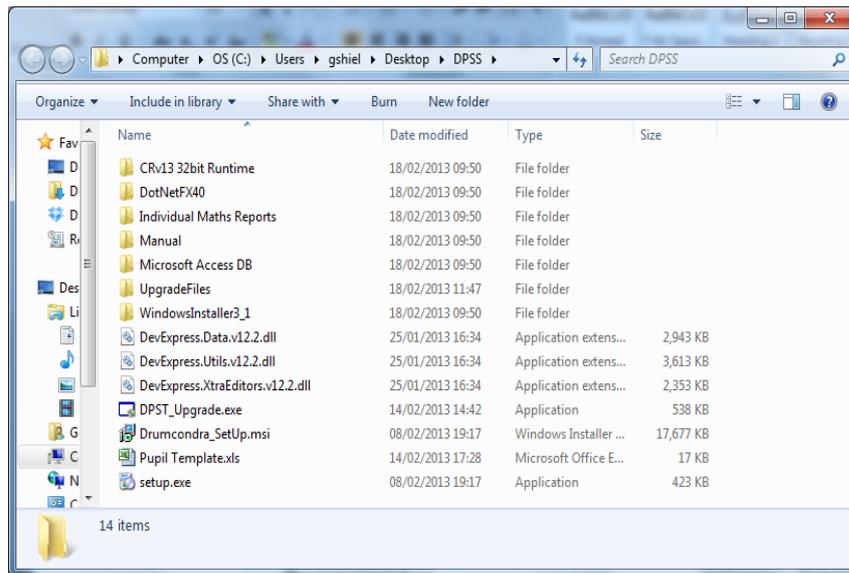
4. You should then select all the files in the Upgrade folder (Organize, Select All) and copy them to the DPSS folder on your desktop or server. In the course of copying, you may get a message similar to that in Figure 2.4. Select Copy and Replace. If so, tick the box in the bottom left corner. This allows you to over-write three files in the DPSS folder on your desktop or server with updated files.

Figure 2.4: Copy File Message



5. The folder on your server or desktop should look like that in Figure 2.5

Figure 2.5: Upgraded DPSS Folder on Desktop (or Server)



6. Now you have downloaded the files needed to implement the upgrade. Please go to **Chapter 5** for instructions on installing the upgrade.

Updating Your Memory Key

You may also want to update your memory key so that it includes the upgraded files. This can be done by copying the contents of the unzipped Windows Explorer folder (Figure 2.3) onto the memory key. Again, you should select 'Copy and Replace' when asked if you want to over-write existing files.

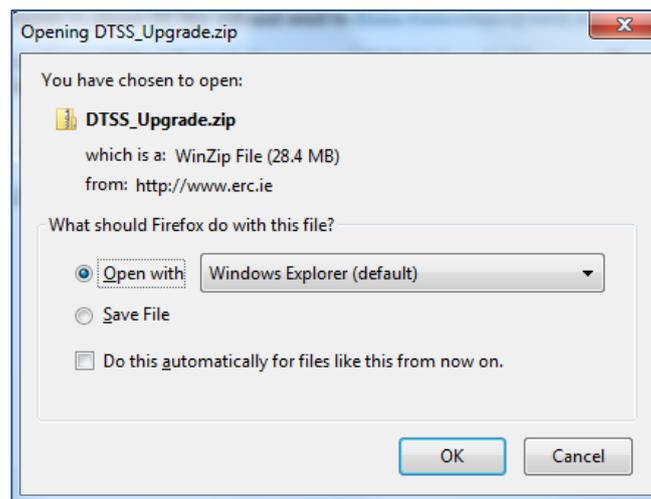
You can use the upgraded memory key to install the Scoring System on a new computer (Chapter 7) or to Re-install the Scoring System after uninstalling it (Chapter 8).

3. Downloading the Upgrade Zip File Using Foxfire and Opening It in Windows Explorer

If you use Foxfire as your default browser when downloading the upgrade, follow these steps:

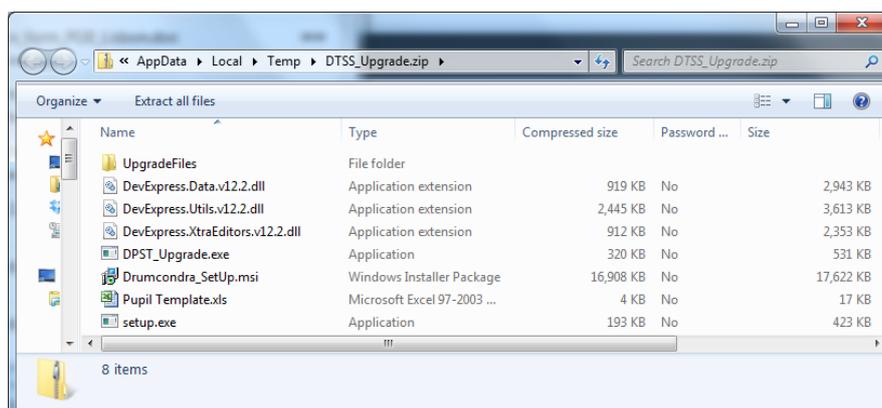
1. Download the zip file from the following location on the ERC website: www.erc.ie/dtss/DTSS_Upgrade.zip (double-click on the link or paste it into Firefox), or double-click on or paste into your browser the link in the upgrade e-mail sent by the ERC
2. You should see the message in Figure 3.1. Select the **Open** option to open the zip file with Windows Explore

Figure 3.1: Opening the Upgrade Files in Foxfire



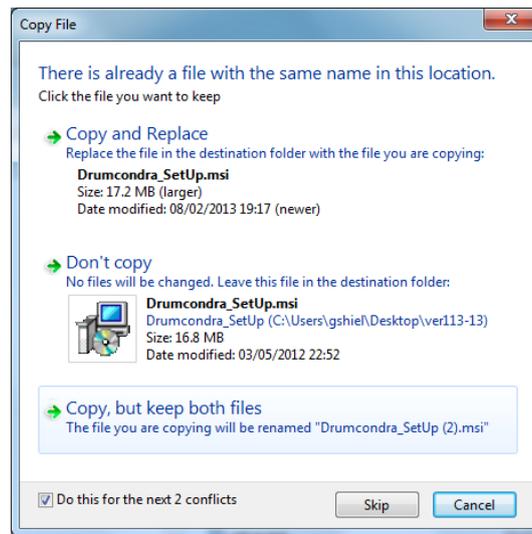
3. You should then see the folder in Figure 3.2. This contains the files and folders you need to perform an upgrade.

Figure 3.2: Upgrade Files in Windows Explorer



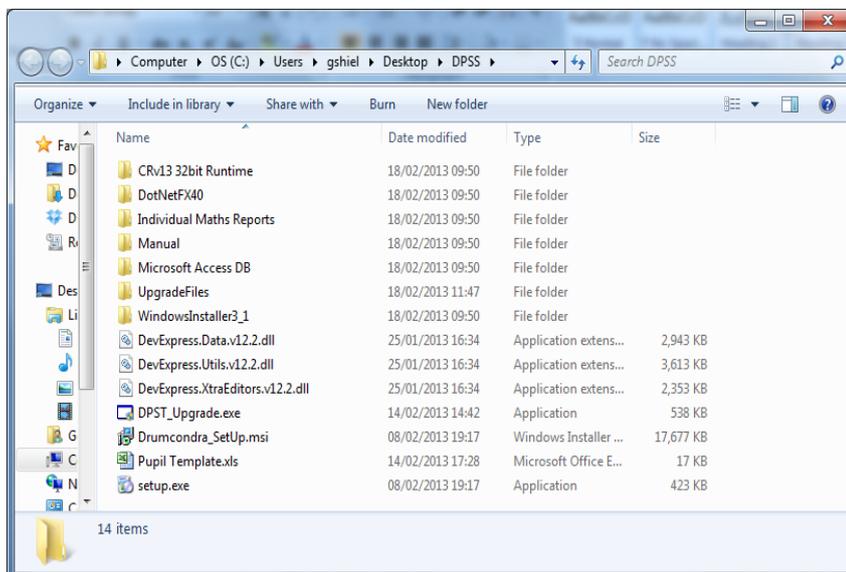
4. Select all the files and folders in the Upgrade folder in Windows Explorer (Organize, Select All) and copy them to the DPSS folder on your server or desktop (see Chapter 1). In the course of copying, you may get a message similar to that in Figure 3.3. Select Copy and Replace. Also, tick the box in the bottom left corner. In all, this allows you to over-write three files in the DPSS folder on your desktop or server with updated files.

Figure 3.3: Copy File Message



5. You should see a folder similar to that in Figure 3.4.

Figure 3.4: Upgraded DPSS Folder on Desktop (or Server)



6. Now you have downloaded the files needed to implement the upgrade. Please go to **Chapter 5** for instructions on installing the upgrade.

Updating Your Memory Key

You may also want to update your memory key so that it includes the upgraded files. This can be done by copying the contents of the unzipped Windows Explorer folder (Figure 3.2) onto the memory key. Again, you should select 'Copy and Replace' when asked if you want to over-write existing files.

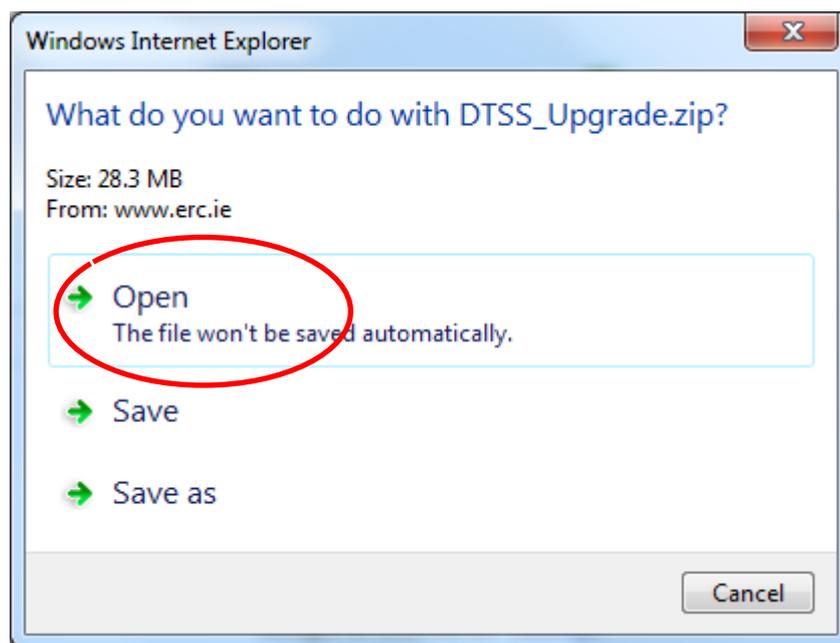
You can use the upgraded memory key to install the Scoring System on a new computer (Chapter 7) or to Re-install the Scoring System after uninstalling it (Chapter 8).

4. Downloading the Upgrade Zip File Using Internet Explorer and Opening It in Windows Explorer

If you use Microsoft Internet Explorer as your default browser when downloading, follow these steps:

1. Download the zip file at the following location on the ERC website:
www.erc.ie/dtss/DTSS_Upgrade.zip (double-click on the link or paste it into Internet Explorer), or double-click on or paste into your browser the link in the upgrade e-mail sent by the ERC
2. You should see the message in Figure 3.1. Select the **Open** option to open the zip file in Windows Explore

Figure 4.1: Message in Internet Explorer



3. A message, Downloading from site: erc.ie. . should appear at the bottom of the screen (Figure 4.2)

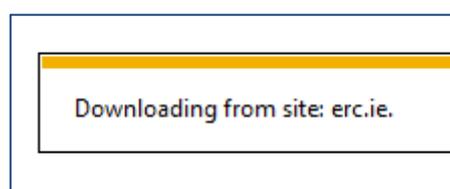
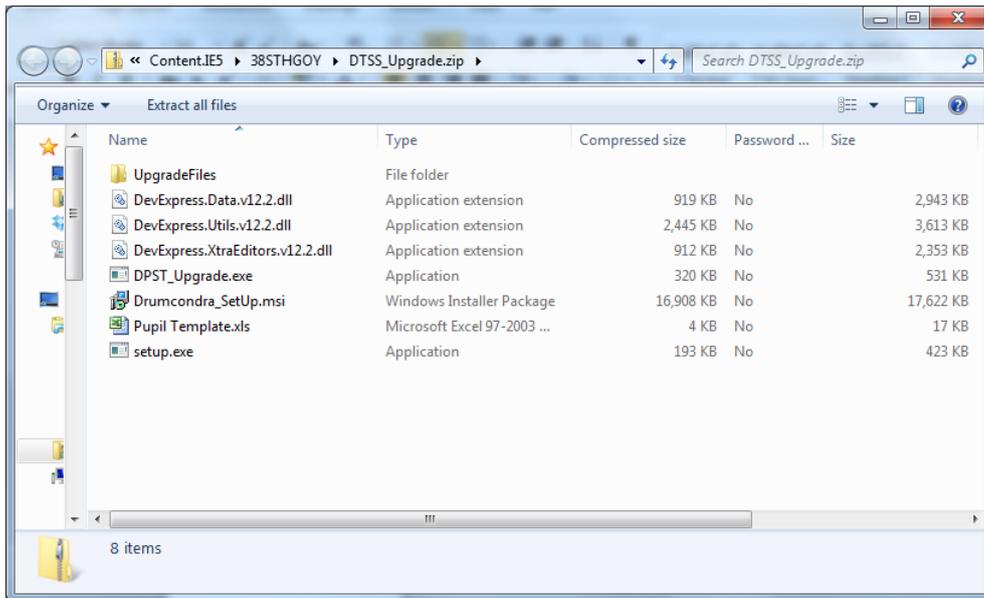


Figure 4.2: Download Message

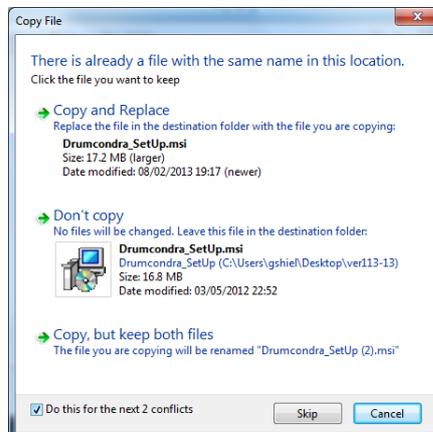
4. A window, containing the upgrade files, should open in Windows Explorer (Figure 4.3).

Figure 4.3: Unzipped Upgrade Files in Windows Explorer



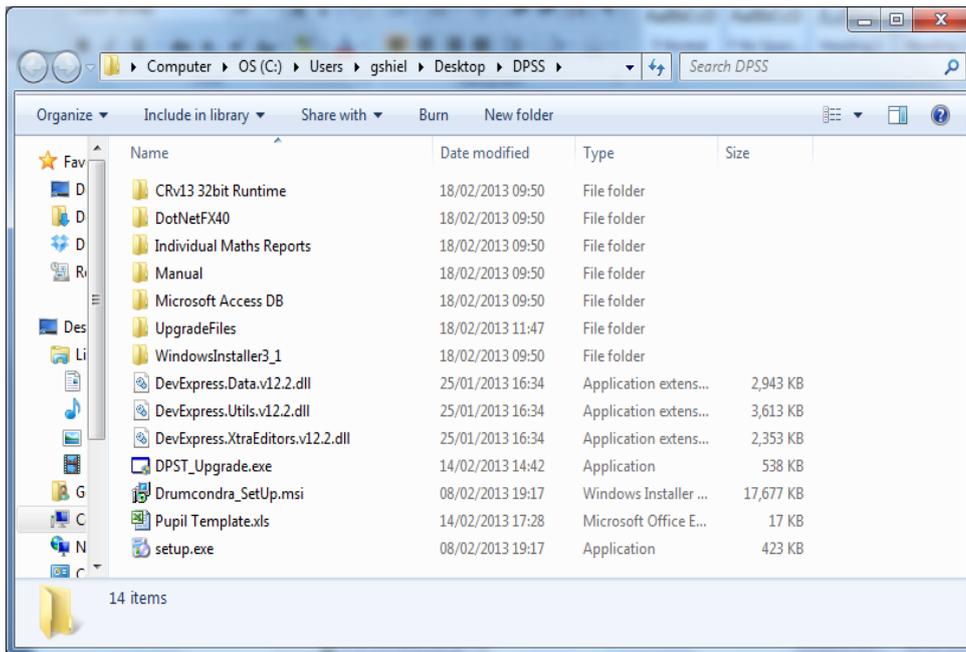
5. Now select all the files in the folder (Organize, Select All) and **copy** them to the DPSS folder on your server or desktop. You will get a message similar to that in Figure 4.4. Select Copy and Replace. Tick the box in the bottom left corner. This allows you to over-write three files in the DPSS folder on your desktop or server.

Figure 4.4: Copy File Message – Saving Files to Desktop



Your DPSS folder, whether on your server or hard drive, should look like Figure 4.5.

Figure 4.5: Upgraded DPSS Folder on Desktop or Server



6. Now you have downloaded the files needed to implement the upgrade. Please go to **Chapter 5** for instructions on installing the upgrade.

Updating Your Memory Key

You may also want to update your memory key so that it includes the upgraded files. This can be done by copying the contents of the unzipped Windows Explorer folder (Figure 4.3) onto the memory key. Again, you should select 'Copy and Replace' when asked if you want to over-write existing files.

You can use the upgraded memory key to install the Scoring System on a new computer (Chapter 7) or to re-install the Scoring System after uninstalling it (Chapter 8).

5. Running the Upgrade Programme

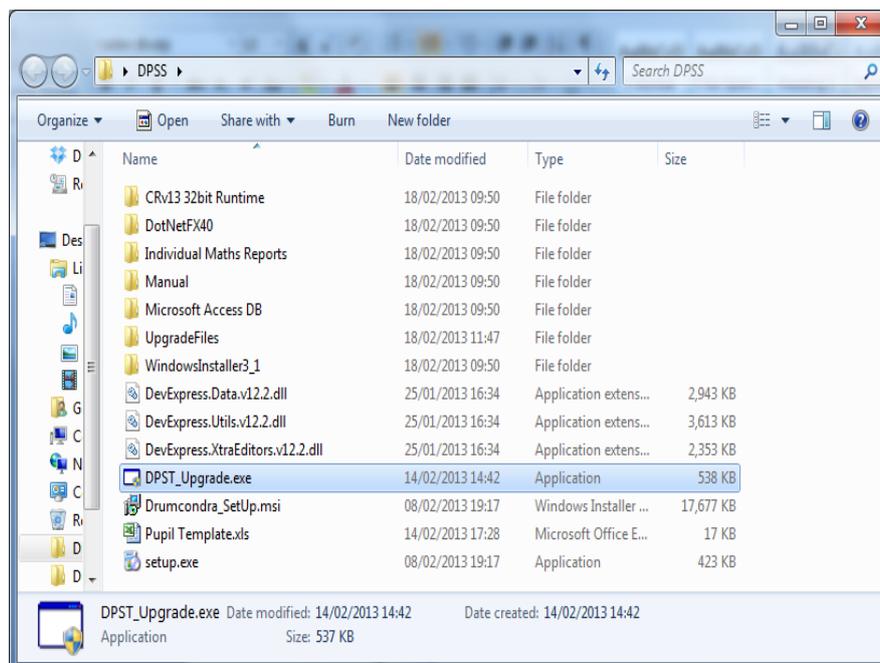
This chapter provides instructions for running the DPST Upgrade. It is assumed that you have followed the directions in Chapter 1 (saving the old DPSS files on your Memory Stick to server or hard drive, saving a backup copy of the Access database that contains pupil data for the 2011-12 school year). It is also assumed that you have downloaded the upgrade files and saved them to the same folder on your server or hard drive that contains the old Scoring System files (see Chapter 2, 3 or 4, depending on which Internet browser you used to download the upgrade files). Finally, it is assumed that there is a copy of the old version of the Scoring System up and running on your computer.

Note: The upgrade comprises two components: an upgrade to the Scoring System and an upgrade to the underlying Access database. The upgrade to the Scoring System must be implemented on each computer on which the older version of the Scoring System has been installed. The upgrade to the database should occur once only.

You should follow the steps below to implement the upgrade:

1. Locate the folder on your server or hard drive in which you have saved the files from your memory stick and the downloaded upgrade files (Figure 5.1).

Figure 5.1 – DPSS Folder with DPST_Upgrade.exe Highlighted



2. Locate the upgrade .exe file (DPST_Upgrade.exe is highlighted in Figure 5.1). Double-click on this. Then, unless there is a problem, you will see the upgrade login screen in Figure 5.2.

Note: If file extensions (e.g., .exe) are not visible, see Appendix C for directions on making them visible.

Figure 5.2 – System Upgrade Screen



3. Type in the usual Username and Password. The Username is *schooladmin* and the password is *school*. The school year will have a default value of the current year (see box below to check whether you should change this value).

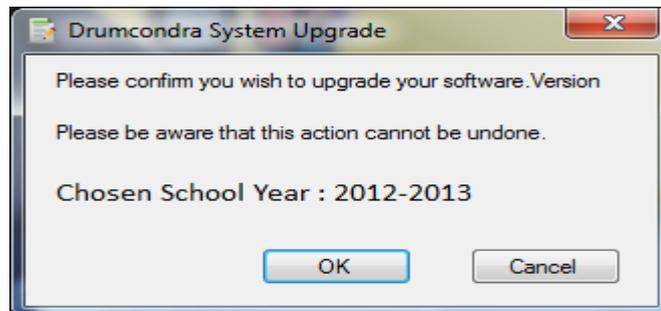
Selecting the Appropriate School Year Using the Dropdown Menu on the Upgrade Screen (Figure 5.5)

- i. If you have entered your results for Spring 2012 (even if entered in Autumn 2012) and your pupils are still in their 2011-12 classes, you should choose 2011-2012 as the school year.
- ii. If you have entered your results for Spring 2012 and you have transferred your pupils onto their 2012-13 classes, you should choose the 2012-13 school year. 
- iii. If you have already entered results based on Autumn norms for Autumn 2012, you need to choose 2012-2013 as your pupils will already be in their classes for 2012-13.
- iv. If you have some classes at last year's level and some classes at this year's level, you need to login to the Scoring System and set them all to the same year before you proceed with the update. If you transfer all your pupils back to 2011-12, that is the school year you would enter. If you transfer all your pupils on to 2012-13 classes, that is the year you should enter.

Note: If you get a message to the effect that the Scoring System is having difficulty finding your database file, please see Appendix D.

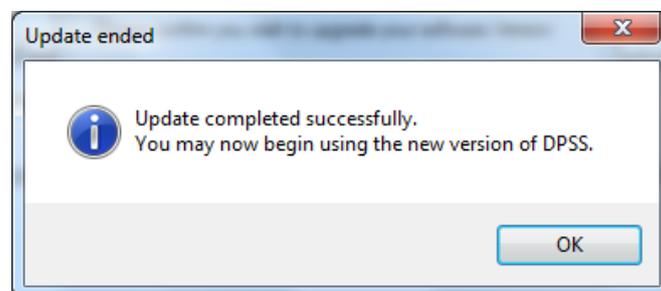
4. After completing the upgrade, you will then be asked to confirm that you wish to proceed with the upgrade in respect of the selected school year (Figure 5.3)

Figure 5.3: Upgrade Confirmation Screen



5. If you are satisfied that you have entered the correct school year, select OK. Otherwise, select cancel, and run the DPST_Upgrade again.
6. If you selected OK, you should receive a message confirming that the upgrade has been successful (Figure 5.4). You should now be ready to login to the Scoring System for the first time (see next Section, Logging in to the Upgraded Scoring System for the first time).

Figure 5.4: Upgrade Completed Successfully Message



Logging into the Upgraded Scoring System for the First Time

1. When you log into the upgraded Scoring System, you will see the current school year (2012-13) on the login screen (Figure 5.5). Most users will want to log in under the current school year to perform tasks such as transferring pupils to their classes for 2012-13, or inputting pupils' scores for Spring 2013.

Figure 5.5: Login Screen for New Version of Scoring System



2. If you have not already done so, you should transfer your pupils to their classes for 2012-13, following the guidelines in Chapter 9 in the Revised Scoring System Manual at http://www.erc.ie/documents/dptss2013a_usermanual.pdf
Once you have transferred pupils to their new class levels, you can enter scores for pupils in respect of their 2012-13 test performance. Again, you should consult the revised Scoring System Manual (Chapters 10-12) for instructions on how to input scores.

Accessing Reports for Previous School Years

If you wish to access Class and School reports for a particular school year, you should login to the Scoring System in respect of that school year. For example, if you want to access reports for 2011-12, you should log in under 2011-12. Then follow the procedure for accessing reports described in Chapters 13 and 14 in the Revised Scoring System Manual at http://www.erc.ie/documents/dptss2013a_usermanual.pdf

Complete Individual reports for a pupil can be accessed in any school year. Instructions on how to access an individual report can be found in Chapter 15 of the Revised Scoring System Manual at http://www.erc.ie/documents/dptss2013a_usermanual.pdf

6. Upgrading the Scoring System on Multiple Computers in a School

If there are other computers in your school on which you installed the Scoring System last year, you will need to upgrade these, using **DPST_Upgrade.exe** (see Chapter 5). There are two scenarios in this situation:

- i. All computers to be upgraded point to a single database on a school server or networked system (preferred approach).
- ii. All computers to be upgraded have their own databases (either on the computer hard drive or on a memory stick).

Either way, **DPST_Upgrade.exe** should be used to implement the upgrade.

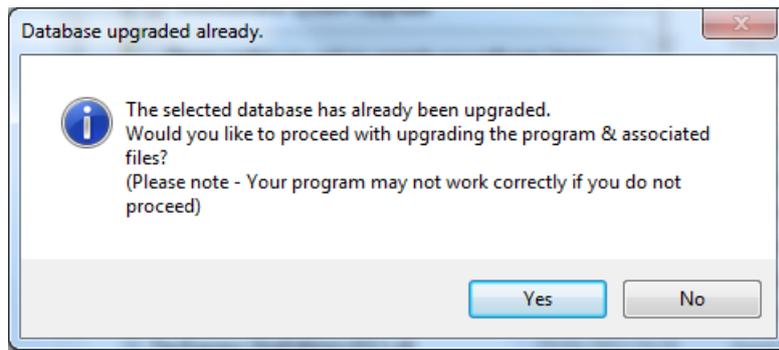
When you upgrade the second, third, fourth computers and so on, you can select one of these methods:

- Point to the DPSS folder containing both old and downloaded upgrade files on your school server / network and run the Upgrade programme (DPST_Upgrade.exe) from there; **or**
- Save a copy of the old Scoring System on the hard drive on each computer (see Chapter 1, this Manual). Then download the Upgrade zip file as outlined in Chapters 2 (Google Chrome), 3 (Firefox) and 4 (Microsoft Internet Explorer) and add the unzipped upgrade files to the DPSS folder on the hard drive on each computer. Finally, run DPST_Upgrade.exe on each computer; **or**
- Copy the contents of an upgraded memory key (see end of Chapters 2, 3 or 4) onto a folder (e.g., called DTSS) on the hard drive of each computer, and then run DPST_Upgrade.exe on each computer, following the instructions in Chapter 5 of this manual .

Whichever method you use, you should be aware at all times of the location of the underlying database(s). If you do not know where a database is located, search for it, as per the instructions in Chapter 1 of this Manual.

When you run the upgrade programme, it will determine if the associated database has been upgraded or not. However, even if an upgrade has been done already, you will still need to enter the year against which pupils are registered (that is, 2011-12 or 2012-13). If the database has been upgraded already, you should see the message in Figure 6.1. Select **Yes**.

Figure 6.1: Database Upgraded Already Message.



7. Installing the Scoring System on a Computer for the First Time

If there are computers in your school on which you wish to install the Scoring System for the first time, you should follow the procedures for first-time installation on Chapters 1-3 in the Revised Scoring System Manual, which is downloadable from http://www.erc.ie/documents/dptss2013a_usermanual.pdf

Note: If you are adding the Scoring System to a new computer, you do not need to install the old Scoring System first, followed by an upgrade. Instead, you can run the new installation using setup.exe from the updated DPSS folder on your school server or on a hard drive to which you transferred the upgrade files (see Chapter 1, this manual).

The following are among the approaches you can use:

1. If you have already saved a DPSS folder that includes the upgrade files on your school server or network (see Chapter 1, this manual), you can install the Scoring System on a computer for the first time by pointing towards the DPSS folder on your server, and then running setup.exe. See Chapter 1 of the revised Manual (link is above) for further instructions; **or**
2. Copy the contents of an upgraded memory stick (see end of Chapter 2, 3 or 4) onto a directory on the hard drive of each computer. Then install the Scoring System from the DPSS folder, following the instructions in Chapter 1 of the Revised Scoring System Manual at the link below (i.e., using setup.exe):
http://www.erc.ie/documents/dptss2013a_usermanual.pdf.

Note: If you are installing the Scoring System on a computer for the first time, and you are not linking to an existing database on a network server, or on your hard drive, you will be asked for a validation key. This is the validation key you received when you purchased the Scoring System before February 2013. If you have mislaid your validation key, please send an email to the address on the front of this Manual to request a new one. If, on the other hand, you are linking to an existing database (e.g., on a school server, hard drive or memory key), you will not need a validation key, as the database has already been validated.

8. Uninstalling and Reinstalling the Scoring System on a Computer

You may wish to uninstall the Scoring System from a computer and reinstall it later. For example, you may wish to delete the old version of the Scoring System and install the new one. Follow these steps:

1. Before uninstalling the Scoring System, identify the location of the underlying database (see Chapter 1, this Manual). The database may be on a school server, on the hard drive or your computer, or on a memory stick. Note where the database is located.
2. Uninstall the Scoring System by clicking on the Windows Start button on your computer, and selecting **Control Panel, Programmes, and Uninstall a Programme**. Select the programme Drumcondra_DPTS and then Uninstall. You may be asked if you are sure you want to uninstall the DPTS. Select Yes/OK.
3. The Scoring System has been uninstalled. However, two additional components remain on your computer, SAP Crystal Reports and Access Runtime 2007. If you leave these on your computer, you won't need to reinstall them.

Locating a Folder with the Upgraded Scoring System Files

You can run the re-installation from the following locations (described in Chapter 1 of this manual):

1. An upgraded DPSS folder on your school server/network
2. An upgraded DPSS folder on the hard drive of your current computer
3. An memory key that includes all upgrade files (see end of Chapters 2, 3 or 4). We recommend that you copy the contents of the memory stick into a folder on your hard drive (e.g., DPSS) before running starting the installation).

If your current computer does not have access to an upgraded DPSS folder via the school server/network, an upgraded DPSS folder on the hard drive, or an upgraded memory key, you will need to follow the procedure in Chapter 1 of this manual to create an upgraded DPSS folder on your hard drive before you can re-install.

4. Now follow the instructions in Chapter 1 of the Revised Scoring System Manual at http://www.erc.ie/documents/dptss2013a_usermanual.pdf to install the Scoring System, noting the following:
 - a. If SAP Crystal Reports and Access Runtime are already on your computer (i.e., you didn't uninstall them), you can reinstall the Scoring System using **Drumcondra_SetUp.msi**
 - b. If you need to reinstall from scratch, choose **setup.exe**

Note: Even if you haven't uninstalled Crystal Reports and Access Runtime, you can reinstall the Scoring System with setup.exe. However, the installation process is slower than if you run **Drumcondra_SetUp.msi**

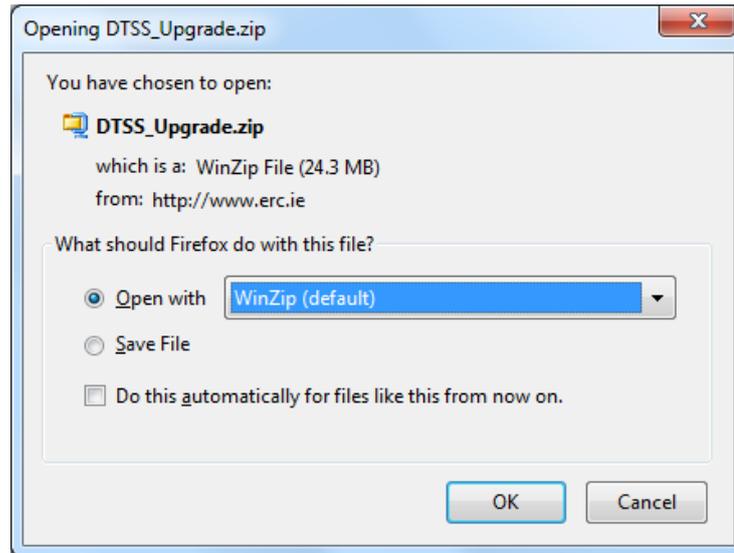
Note: When you re-install the Scoring System on a computer, and you are not linking to an existing database on your school server, on the computer's hard drive, or on a memory stick, you will be asked for a validation key. This is the validation key you received when you purchased the Scoring System before February 2013. If you have mislaid your validation key, please send an email to the address on the front of this Manual to request a new one. If, on the other hand, you are linking to an existing database (see step 1 above), you will not need a validation key, as the database has already been validated.

Appendix A: Opening the Upgrade Zip File Using WinZIP

Appendix A describes how to open your downloaded Zipfile using WinZip.

1. If you have WinZip installed on your computer, you can use it to unzip the upgrade files that arrive in Zip format. The message in Figure A.1 was obtained using Firefox as an internet browser.

Figure A.1: Option to Unzip Upgrade Files using WinZip



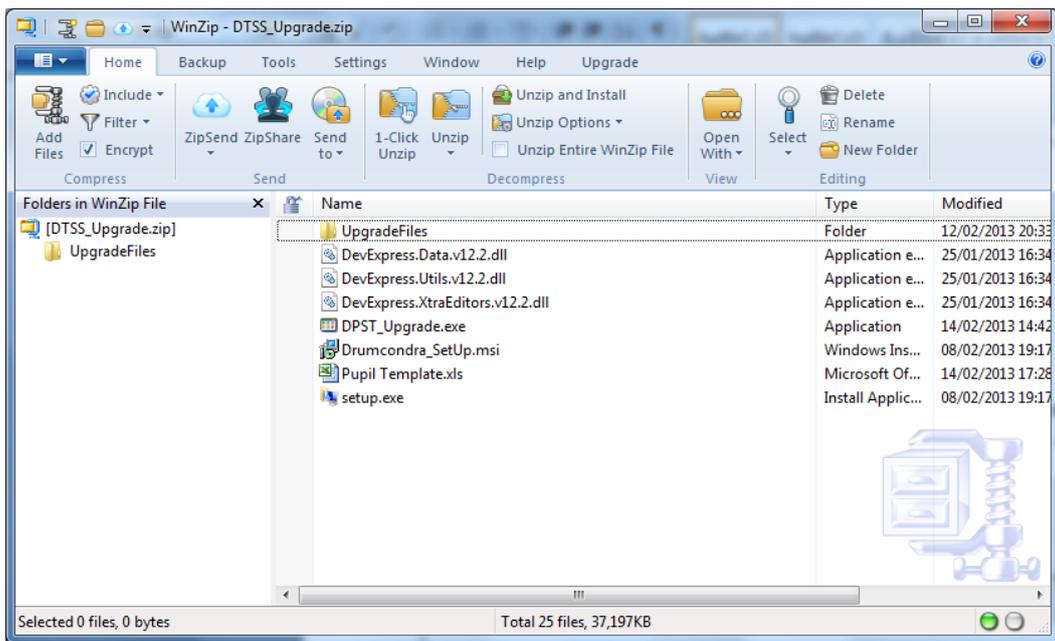
2. If you select as indicated (Open With), you should see a list of downloads in a separate window, with DTSS_Upgrade.zip at the top (Figure A.2).

Figure A.2: List of Downloads in Firefox



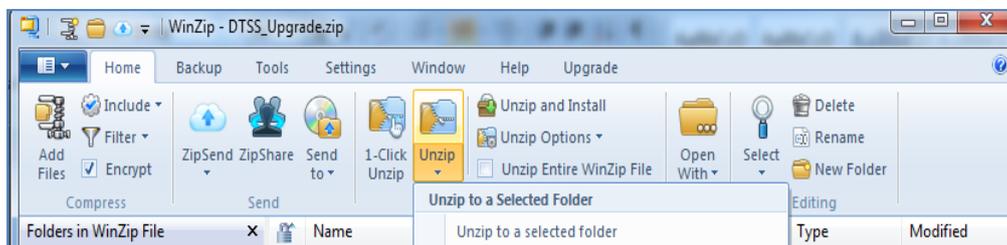
3. Double-click on DTSS_Upgrade.zip to open the zip folder. You should see the folder in Figure A.3.

Figure A.3: Winzip Folder – DTSS Upgrade Files



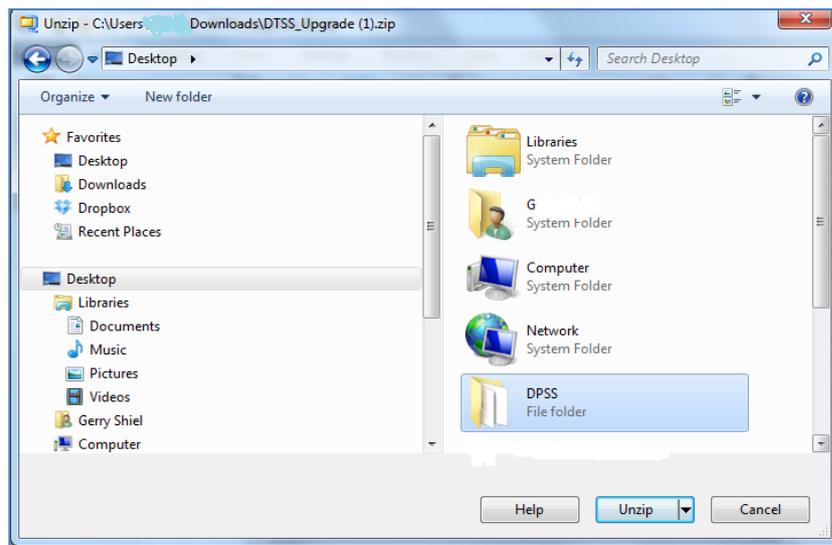
3. Now you should transfer the contents of the zip folder to the Score System folder on your desktop. Select Unzip on the toolbar of the Winzip folder and then select Unzip to a Selected Folder (Figure A.4).

Figure A.4: Unzipping the Upgrade Files to a Selected Folder



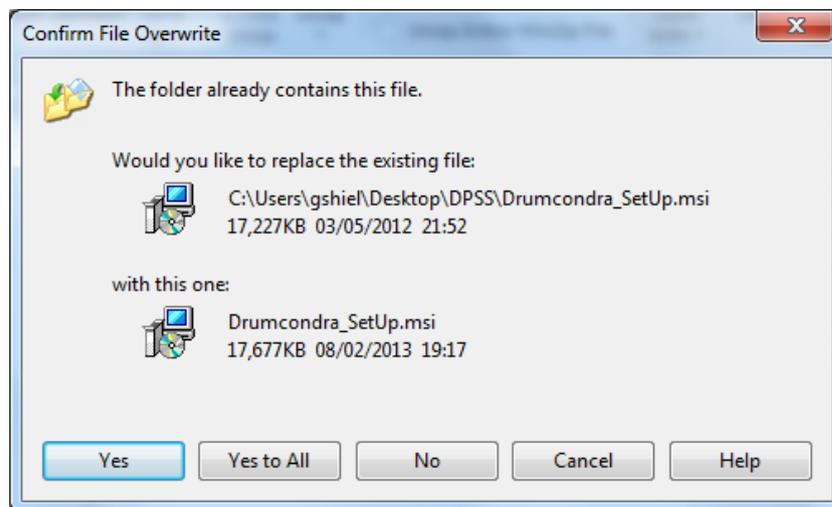
4. When asked for the address of the selected folder, choose/click on the DPSS folder on your Desktop (Figure A.5). (The files may appear in list form).

Figure A.5: Sending the Upgrade Files to the DPSS Folder on Server or Desktop



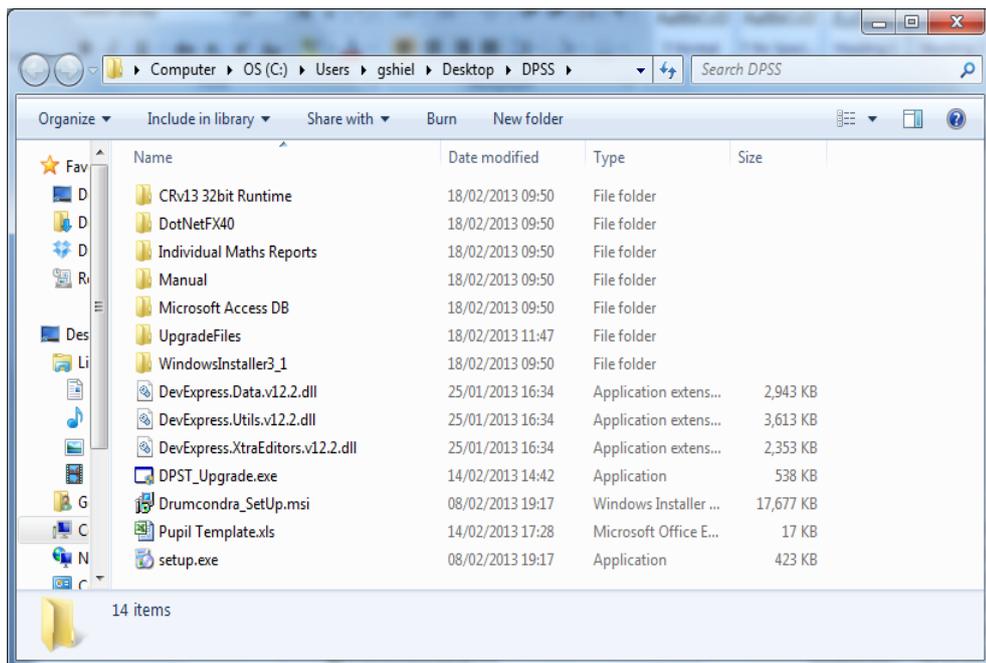
5. Then select Unzip (bottom right of screen). When the Confirm File Overwrite screen appears (Figure A.6), select Yes to All. This replaces some older files with upgraded versions. New upgrade files are automatically added.

Figure A.6: Confirm File Overwrite



7. Now the DPSS folder on your desktop should include upgrades of older files and some additional upgrade files (Figure A.7).
8. Now you have downloaded the files needed to implement the upgrade. Please go to **Chapter 5** for instructions on installing the upgrade.

Figure A.7: Upgraded DPSS Folder on Desktop



Updating Your Memory Key

You may also want to update your memory key so that it includes the upgraded files. This can be done by unzipping the contents of the zipped file (Figure A.4) to your memory key. Again, you should select 'Yes to All' when asked if you want to over-write existing files.

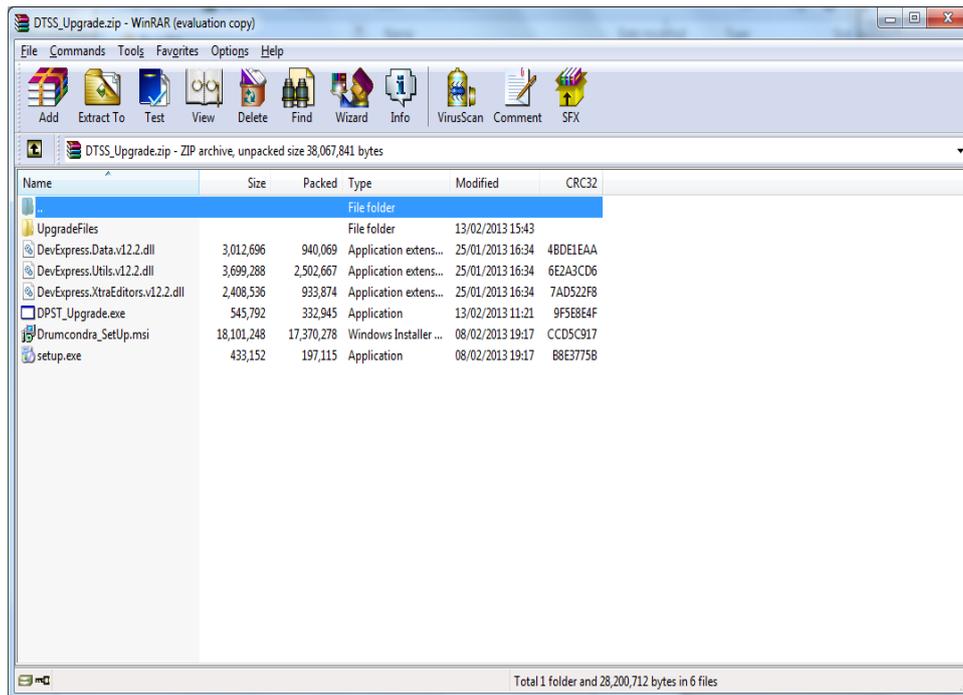
You can use the upgraded memory key to install the Scoring System on a new computer (Chapter 7) or to Re-install the Scoring System after uninstalling it (Chapter 8).

Appendix B: Opening the Upgrade Zip File Using WinRAR

If you have WinRAR installed on your computer, you can use it to unzip the upgrade files downloaded from www.erc.ie/dtss/DTSS_Upgrade.zip

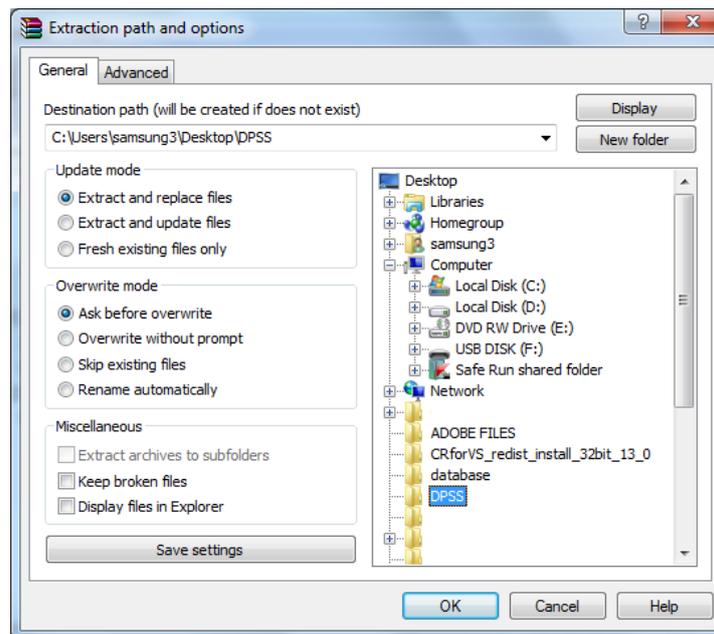
1. Open the Zip file using WinRAR. You should see the folder in Figure B.1.

Figure B.1: Opening DTSS_Upgrade.zip with WinRAR



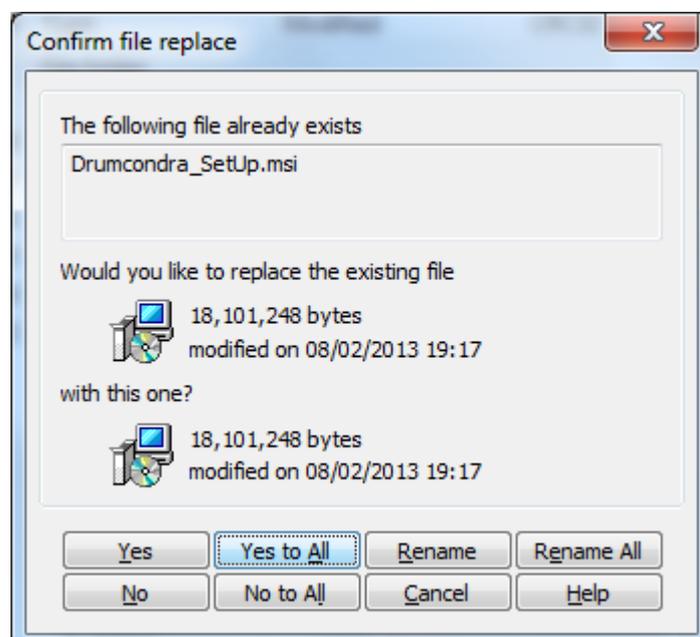
2. Select **Extract To** (second icon on top left, Figure B.1). You should see the folder in Figure B.2. Select 'Extract and replace files' (under update mode) and 'Ask me before overwrite' (under Overwrite mode).

Figure B.2: Extraction Path and Options in WinRAR



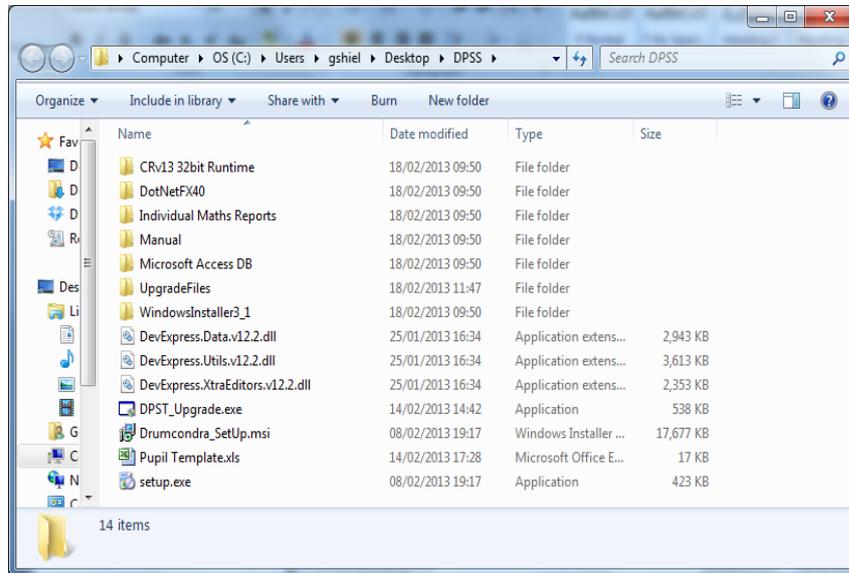
3. Browse to where you have saved your install files. In this example, they have been saved to a folder called DTSS on the Desktop (see Figure B.2). Select DPSS and click **OK** to extract files. You should see a 'Confirm file replace' window (Figure B.3). Select **Yes to All**.

Figure B.3: Confirm File Replace



4. You should see the DPSS folder on your desktop, with upgrade folders added (Figure B.4).

Figure B.4: Upgraded DPSS Folder on Desktop



5. Now you have downloaded the files needed to implement the upgrade. Please go to **Chapter 5** for instructions on installing the upgrade.

Updating Your Memory Key

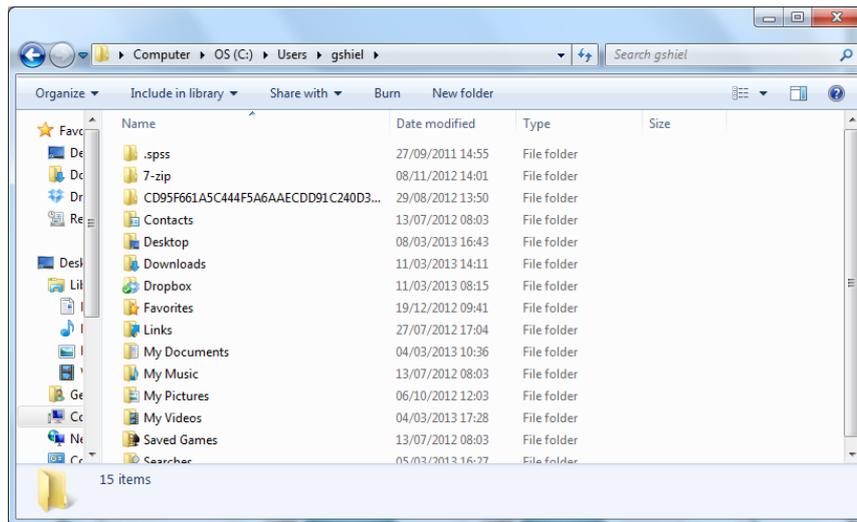
You may also want to update your memory key so that it includes the upgraded files. This can be done by extracting the contents of the WinRAR folder (Figure B.2) to your memory key to your memory key. Again, you should select 'Yes to All' when asked if you want to over-write existing files.

You can use the upgraded memory key to install the Scoring System on a new computer (Chapter 7) or to Re-install the Scoring System after uninstalling it (Chapter 8).

Appendix C: Un-hiding Hidden Folders and Extensions for File Types

Sometimes, folders on your computer, such as Appdata, and files may be hidden. Sometimes, file extensions such as .exe or .mdb may be hidden. In Figure C.1, Appdata, the folder where your Access database may be stored, is hidden.

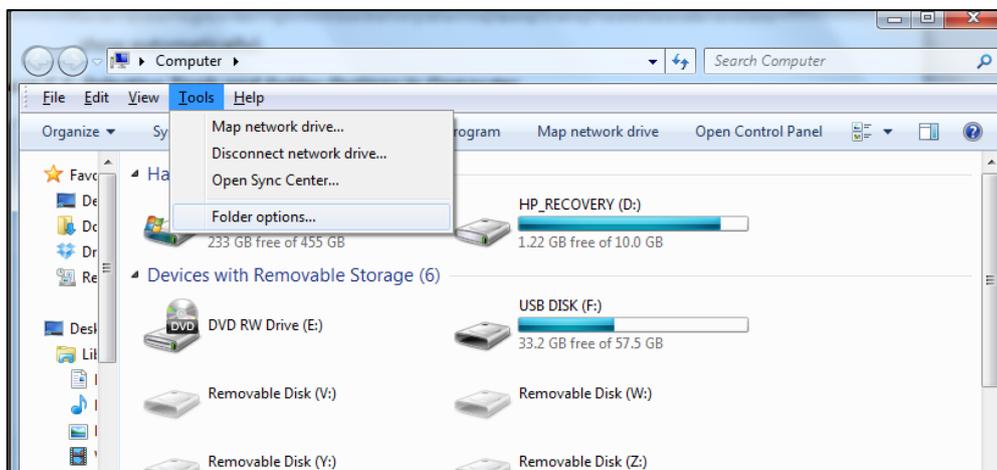
Figure C.1: Directory where Appdata Folder Is Hidden



You can address these issues by following these steps:

1. Go to the Windows Start Button and open Computer (My Computer). Select the Alt key, so that the toolbar with File, Edit, View, Tools and Help is visible (Figure C.2). Select Tools and Folder Options.¹ (In Windows-XP, the File/Edit/View/Tools toolbar should show automatically).

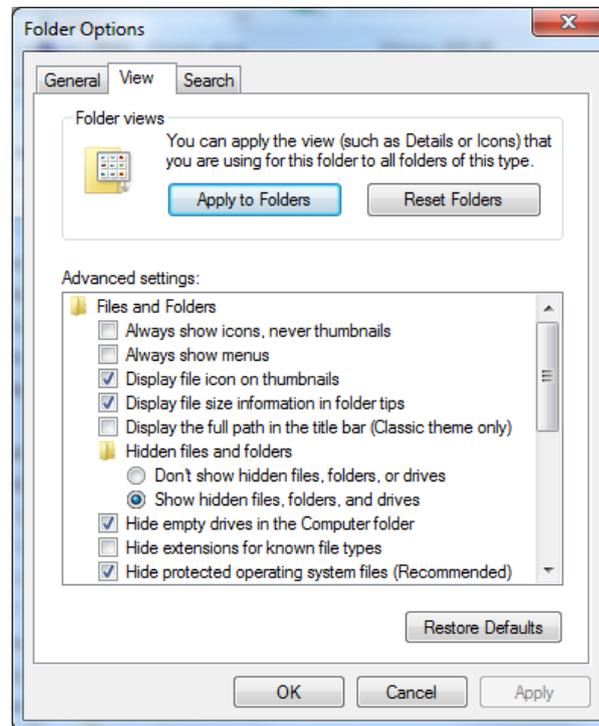
Figure C.2: Selecting Tools and Folder Options in Computer



¹ Alternatively, select Control Panel, Appearance and Personalization and Folder Options.

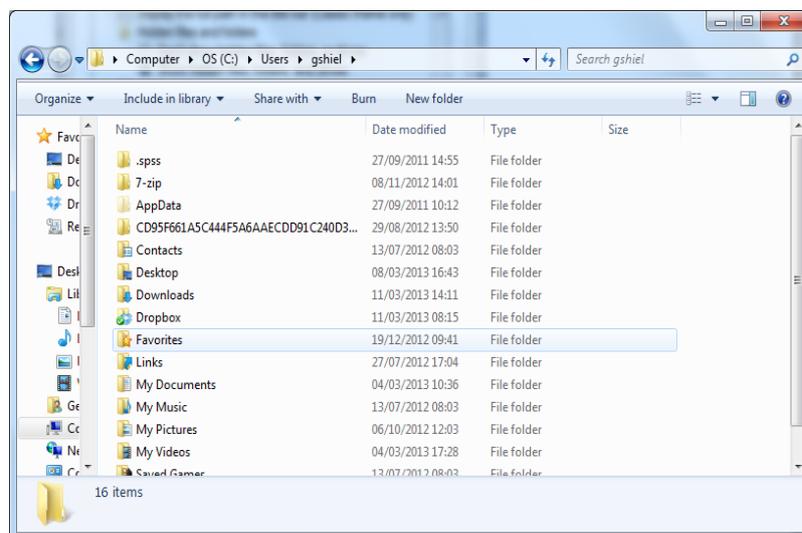
2. Select the View tab (Figure C.3). Then deselect (untick) 'Hide extensions on known file types'. This will enable you to see file extensions such as .mdb. Select 'Show hidden files, folders and drives'. This will enable you to see hidden files and folders.

Figure C.3: Folder Options View



3. Figure C.4 shows that AppData file, which became visible after 'Show hidden files, folders and drives' has been selected.

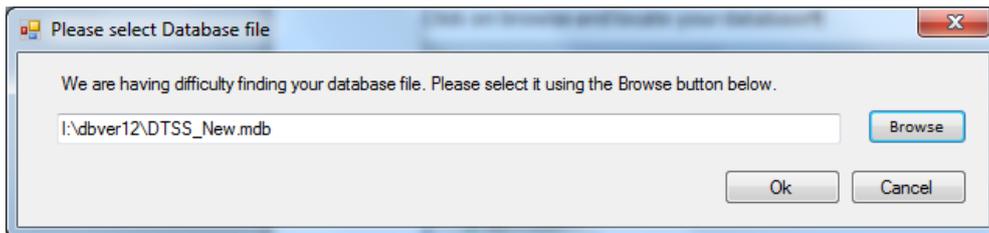
Figure C.4: Directory Where Appdata Folder is Visible



Appendix D: Locating the Database during an Upgrade (Network Drive)

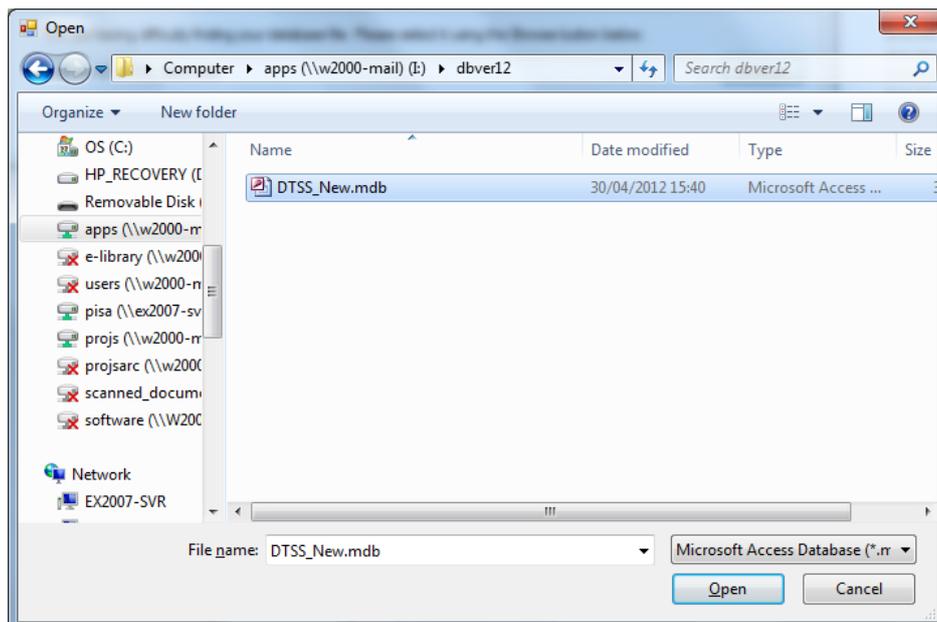
1. If your database is on a mapped network drive, you may get the message in Figure D.1. In this example, the network share is mapped to the I drive. Use **Browse** to locate the database, even if the address is correct.

Figure D.1: Screen for Selecting Database



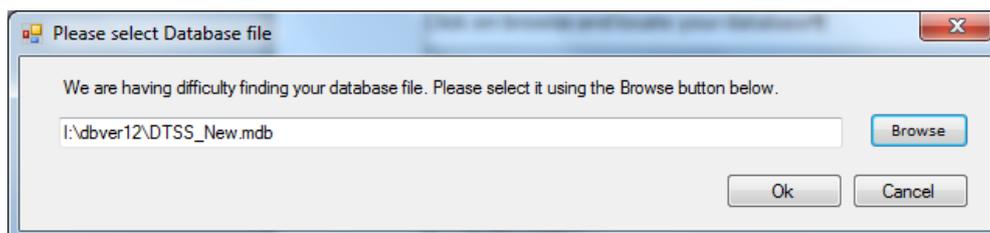
2. You should see the directory like the one in Figure D.2.

Figure D.2: Location of Database on Mapped Drive



3. To select your database double-click on it or select **Open**.

Figure D.3: Selecting the Database File.



4. Select OK to bring up the System Update login screen (Chapter 5, Figure 5.2).