

## 2.4 - Installing the moveon management module - MS Access version

The moveon management module consists of two elements: the moveon client and the moveon database. The moveon client contains all the program forms, lists, functions, etc. The moveon database contains all the data relating to your institution to be managed in moveon (e.g. students, partner institutions, contacts, etc.).

The moveon client is an MS Access application (file: moveon.mdb). The moveon database can be an SQL database or an MS Access application (file: moveon\_data.mdb).

This section describes the initial installation of the MS Access version of moveon.

### 1- Creating the "moveon" directory on a file server

Start by creating a "moveon" folder on a file server. This folder must be accessible from and have the same access path from all the workstations using moveon (e.g. "M:").

Within this "moveon" folder you should also create a folder "documents" to store all the MS Word documents used for mail merge with moveon.

### 2- Extracting the installation files to the file server

#### Installing moveon from the CD-ROM, without data transfer

This section is only applicable if QS unisolution did not transfer your institution's data to moveon. In this case the installation file "moveon\_install\_3xx.zip" is supplied on an installation CD-ROM. Extract the files from the zip folder to the "moveon" directory on your file server (e.g. "M:").

#### Installing moveon with data transfer

This section is only applicable if QS unisolution transferred your institution's data to moveon. In this case do not use the installation CD-ROM; QS unisolution supplies the installation pack as a zip file called "moveon\_install3XX.zip". Extract the files from the zip folder to the "moveon" directory on your file server (e.g. "M:").

#### Contents of the installation file

The installation file contains the following files:

- the moveon client: "moveon.mdb"
- the moveon database: "moveon\_data.mdb"
- the moveon icon: "moveon.ico"
- the moveon update icon: "moveon\_update.ico"
- the batch file for updates: "moveon\_update.bat", and
- the software for migration to an SQL database: "moveon\_sql.mdb" (not used here)

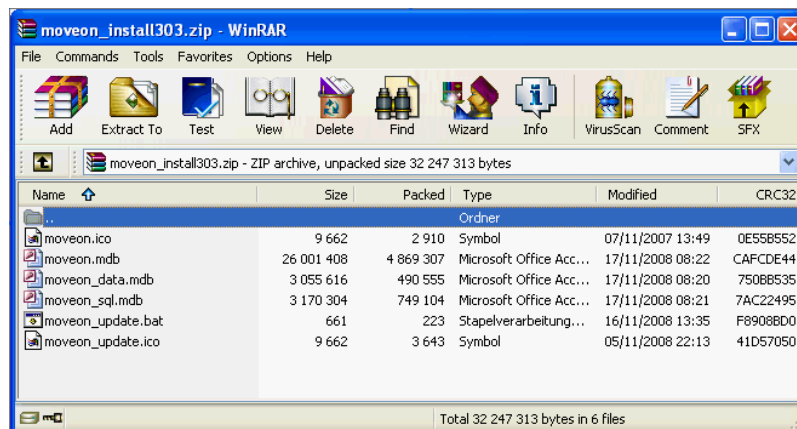


Fig. 1: Contents of the installation zip file

### 3- Initial configuration of the moveon management module

Before the moveon client can be installed on each workstation it must be configured with the access path to the moveon database. To do this, start the "moveon.mdb" file in the server's "moveon" folder from a workstation on which MS Access is installed. The "moveon" folder must have the same access path (e.g. "M:") on this workstation as on the other workstations that will be using moveon.

### Choosing the language of moveon

In the first window select the language in which moveon will be used and then click Next.

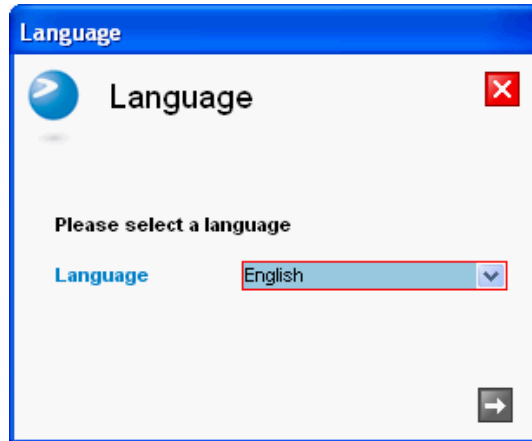


Fig. 2: moveon - Language selection

### Linking the moveon client to the moveon database

In the next window you should specify the data for connecting to the moveon database. As you are using an MS Access database you should select "MS Access database". The access path for the moveon database ("moveon\_data.mdb") located in the same folder is indicated automatically. If this access path is incorrect you can change it by clicking Select a file. Then click the Next button. The connection to the tables is made automatically. This operation may take several minutes.

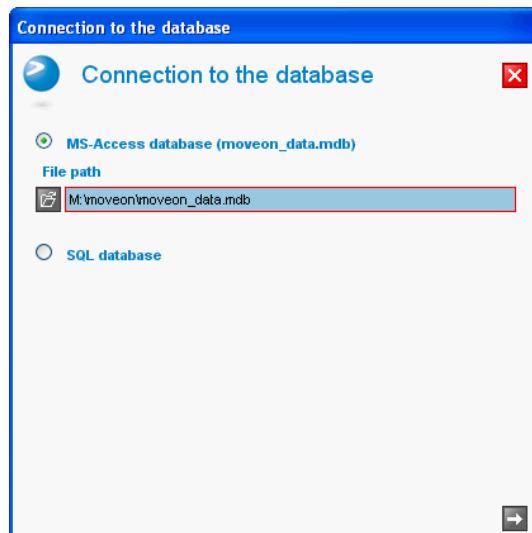


Fig. 3: moveon - Connecting to the database

Once the connection has been made to all tables, the login window appears. This shows that the installation has been completed successfully. You can now close moveon by clicking the Close button in the top right of the window.

## 4- Installing moveon 3.0

### Structure of the moveon personal folder

Each user should have a moveon personal folder. This can either be a folder on the local disk (e.g. C:\Program Files\moveon) or a personal folder on a server (e.g. U:\moveon), particularly where a terminal server is used.

The moveon personal folder contains the following elements:

- the moveon client: "moveon.mdb"
- the moveon icon: "moveon.ico"
- the moveon update icon: "moveon\_update.ico"

The moveon personal folder has to be accessible for every user via the same access path (e.g. C:\Program Files\moveon or U:\moveon).

This personal folder and its contents can be created automatically via a batch file (see below).

### Creating an installation and update batch file

The batch file "moveon\_update.bat", which is one of the installation files supplied, is used for creating the moveon personal folders and then for copying the files required for moveon, in particular the moveon client (moveon.mdb), into these folders. It can also be used to update the client on each workstation when the client is updated on the server.

The contents of the batch file supplied by QS unisolution are shown below. Its contents, and in particular the access paths for the various files and folders, should be adapted to the specific requirements of your institution.

```
1 @Echo off
2 cls
3
4 IF EXIST C:\Programs\moveon GOTO copymoveon
5 echo create moveon directory
6 md C:\Programs\moveon
7 echo moveon directory created
8
9 :copymoveon
10 echo copy moveon files from server
11 copy M:\moveon\moveon.ico C:\Programs\moveon\moveon.ico
12 copy M:\moveon\moveon_update.ico C:\Programs\moveon\moveon_update.ico
13 echo moveon update.ico and moveon.ico copied
14 copy M:\moveon\moveon.mdb C:\Programs\moveon\moveon.mdb
15 echo moveon.mdb copied
16
17 echo start moveon
18 start C:\Programs\moveon\moveon.mdb
19 exit
```

Fig. 4: Installation and update batch file

The batch file creates the "moveon" personal folder and then copies the "moveon.mdb", "moveon.ico" and "moveon\_update.ico" files locally.

### Creating shortcuts for starting moveon and for updates

Each user should have the following two shortcuts on his/her desktop:

- the "moveon" shortcut, allowing the user to open the moveon client saved in his or her personal folder, and
- the "moveon update" shortcut, allowing the user to update his or her personal version of the moveon client by copying the client from the server

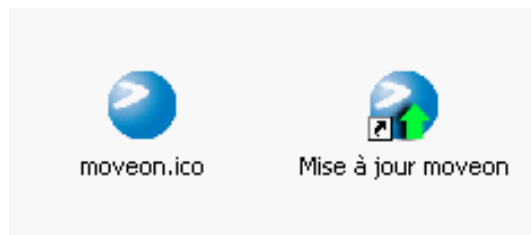


Fig. 5: moveon shortcuts on the user's desktop

Before creating these shortcuts, run the "moveon\_update.bat" file from one of the workstations in order to copy the "moveon.mdb", "moveon.ico" and "moveon\_update.ico" files locally.

Then create the two shortcuts as follows:

- The "moveon" shortcut points to the "moveon.mdb" file in the local directory (e.g. C:\Program Files\moveon\moveon.mdb). It uses the "moveon.ico" icon in the local directory (e.g. C:\Program Files\moveon\moveon.ico).
- The "moveon update" shortcut points to the "moveon\_update.bat" file on the server (e.g. M:\moveon\_update.bat). It uses the "moveon\_update.ico" icon in the local directory (e.g. C:\Program Files\moveon\moveon\_update.ico).

Once you have created these shortcuts, simply copy them to the "moveon" folder on the server.

### Copying the two shortcuts to each user's desktop and local installation

To install moveon on each workstation, simply copy the two shortcuts created above onto each user's desktop. Then click the "moveon update" shortcut to carry out the installation. moveon can now be started by clicking the "moveon" shortcut.

You must have administration rights to create the local "moveon" directory.

## 5 - Verifying the requirements on each workstation

Please refer to section 2.2 to verify that all requirements are met for each workstation.

## 6 - Testing moveon on each workstation

Now you can use the desktop shortcut to check that moveon is working correctly on each workstation. The first window which will open when you start moveon is the login window.

A user account for the administrator is created by default in moveon. This user has access to the software functions and configuration. The access codes for the administrator are as follows:

- User name: admin
- Password: moveon

Enter the access codes and click Next. This will take you to the main moveon menu.



Fig. 6: Login window

## 7 - Specific case: using a terminal server

If moveon is hosted on a terminal server, MS Access only needs to be installed on the terminal server. Make sure that any other tools needed for using moveon are also available on the terminal server: MS Word and MS Excel, printers, and directories for saving MS Word mail merge documents.