

Applying a Patch via System Manager

Introduction

NOTE: Please ensure that no users are logged onto the system when a patch is applied.

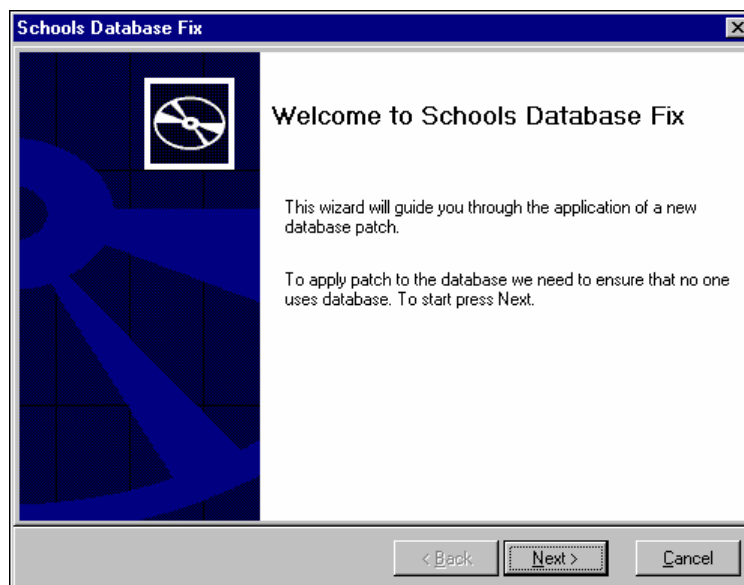
The SIMS Database Fix Utility, which can be accessed through System Manager, allows users to run a 'patch' file produced and supplied by Capita Education Services. This patch file will consist of one or more SQL scripts, which will perform the necessary amendments to the data/database. This file should be run on the SIMS SQL Server.

The SIMS Schools Database Fix Utility is run from the **Tools** menu in System Manager and is a simple Wizard that allows you to select and apply the relevant patch.

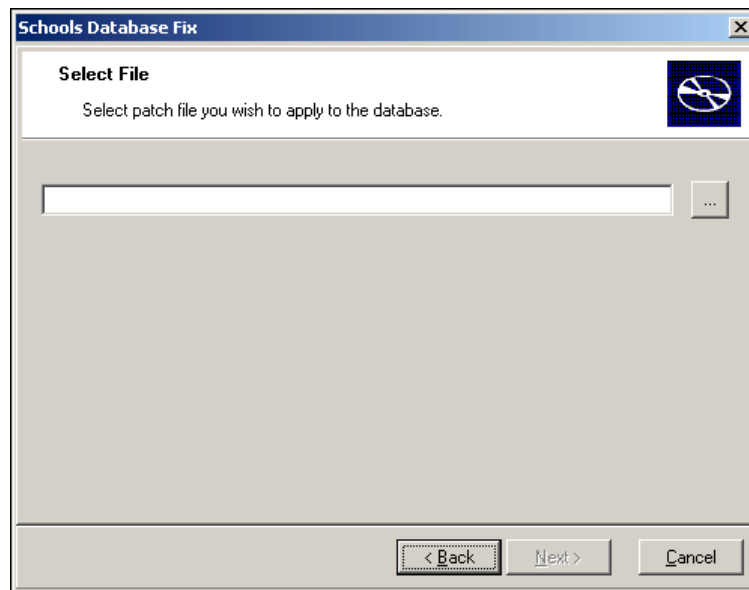
Applying the Patch

*NOTE: In order to use the SIMS Database Fix Utility, you MUST be granted **Restore** permissions through System Manager. For further details, please refer to the System Manager for Windows handbook (SIMSMANW.PDF).*

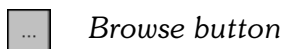
1. Open System Manager and select **Tools | Schools Database Fix** from the Menu Bar to open the **Schools Database Fix** Wizard.



2. Click the **Next** button to continue.



3. Select the patch file you wish to run by clicking the **Browse** button.



4. Using the **Open** dialog, navigate to and select the relevant patch file and then click the **Open** button.
5. When the patch file has been selected, click the **Next** button to continue.
6. Enter the password for the patch file and click the **OK** button.

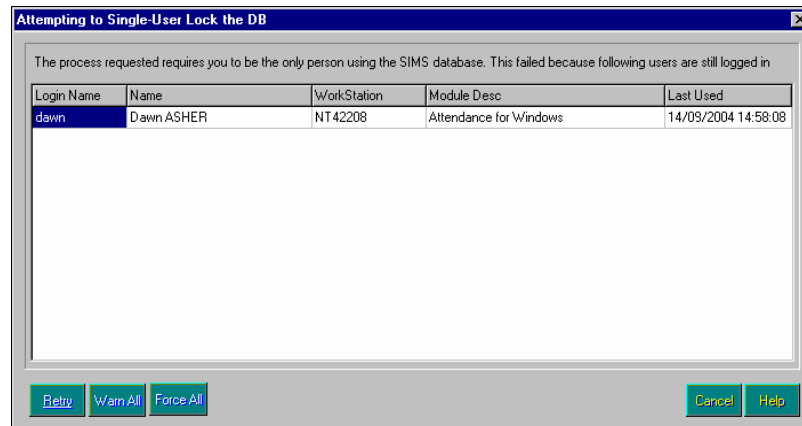
Patch files are password encrypted so that they can only be run by authorised users. The password for patch files is **password** (lower case), unless stated otherwise in the release documentation.



If an incorrect password is entered, an **Invalid file format** error message will be displayed. Please re-enter the password to continue.

7. Click the **Apply** button to run the selected patch file on the SQL database.

If you attempt to run the patch file while other users are still logged in, a screen similar to the following will be displayed.



The **Name** of the user still logged in will be displayed together with their **Login Name**, **WorkStation** number and the SIMS module they are currently using.

- If you wish to attempt to run the patch file again, click the **Retry** button.
 - If you wish to warn the user(s) that they should log out immediately, click the **Warn All** button. A message will be sent to the Workstations listed informing them they should log out.
 - If you wish to automatically log all users out of SIMS, which could lead to unsaved work being lost, click the **Force All** button.
8. Once the patch file has been run, a summary screen will open, advising whether or not the patch upgrade was successful.
 9. Click the **Finish** button to complete the process.