

## **KIDS WIZZ TECHNICAL INSTRUCTION**



### **RELOCATING THE SCS DATA SERVER PROGRAM**

## Relocating the data

SCS Data Server can manage one or more data files. These data files need to be relocated to the new computer that will run SCS Data Server.

The recommended way to move data files is to use the backup facility built into SCS Data Server to make a backup of each data file, then extract the data files from the backup (zip files) onto the new computer.

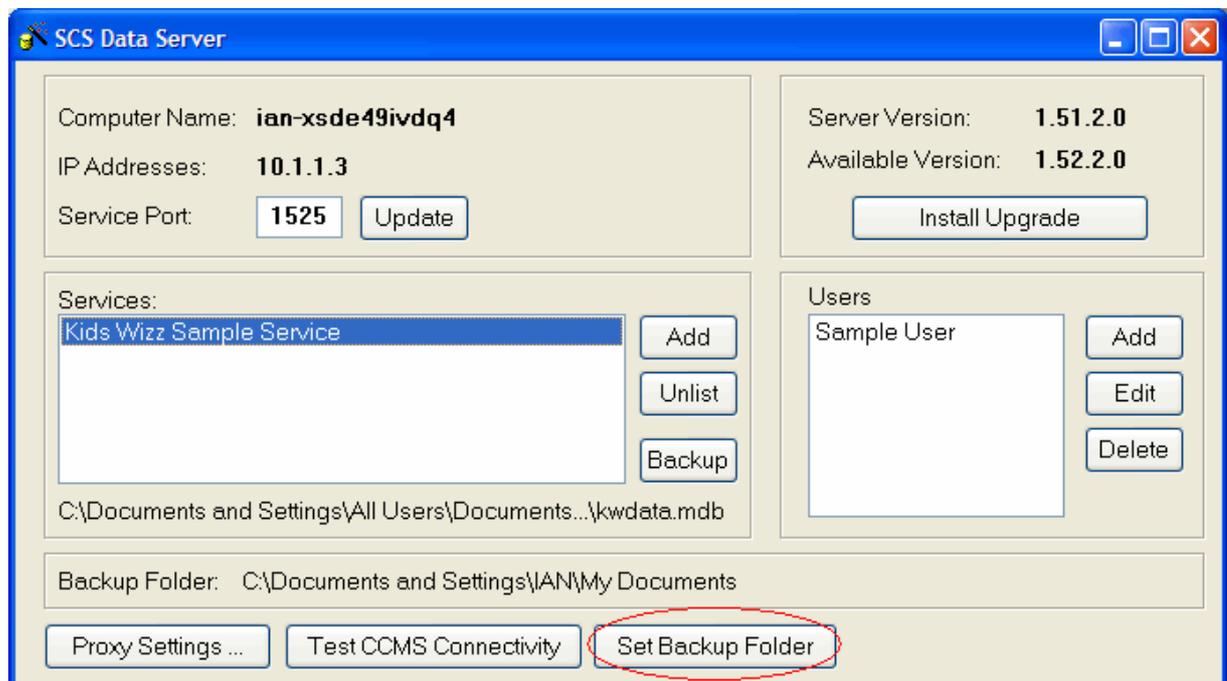
The advantages of using SCS Data Server's built-in backup (zipping) facility, rather than straight copying of the data files are:

1. SCS Data Server holds data files open while it is running thus preventing them from being copied, zipped, deleted, renamed etc, whereas the built-in backup temporarily closes the files during the backup operation, and
2. The program already knows with certainty where the data files are located, whereas attempting to manually identify the correct location(s) of files named "kwdata.mdb" can lead to out-dated copies of data files being accidentally brought back into service.

## Back up the data

If necessary, change the destination for the backup (zip) file to a destination folder other than the current setting shown against the "Backup Folder" label.

- Change the backup folder by clicking on the "Set Backup Folder" button shown below
  - i) Choose a destination folder that is accessible to both the old and new computer, or
  - ii) Alternatively, set the backup folder to a removable drive such as a USB flash drive.



- Click on each service listed in the Services listbox, then click the "Backup" button.

### **Important: Disable SCS Data Server running on the old computer**

Problems have been caused in the past by services continuing to use Kids Wizz while an IT person is *still in the process* of re-locating SCS Data Server. Continuing to use the program while the data file is being relocated causes the backed up data to immediately become out-of-date.

To prevent further updates to the data after doing the backup(s) as directed on the previous page, exit the SCS Data Server program immediately after making the backup. To do this, right-click on the program's icon in the notification area and select Exit from the pop-up menu as shown below.



### **Create new data folder on the target computer**

It is recommended that *data files be located on the same computer* that will run SCS Data Server to provide faster and more reliable access to the data.

Accessing data across a network is more prone to causing data file corruption, is slower, causes potential down-time if the network fails, and is unnecessary because the program itself makes automatic regular backups of the data file which can (and should) be directed to a network drive if any are available.

There is no mandatory folder for the data files to be located on the new computer. However,

- Create a folder called "Kids Wizz data" under "Shared Documents" (or equivalent folder on your operating system).
- If there is more than one data file, then create additional sub-folders under the "Kids Wizz data" folder, one folder for each separate data file to be stored. (Since all data files are named "kwdata.mdb" they cannot exist in the same folder.)
- Extract the data files from the backup zip files into the new destination folder(s) created.

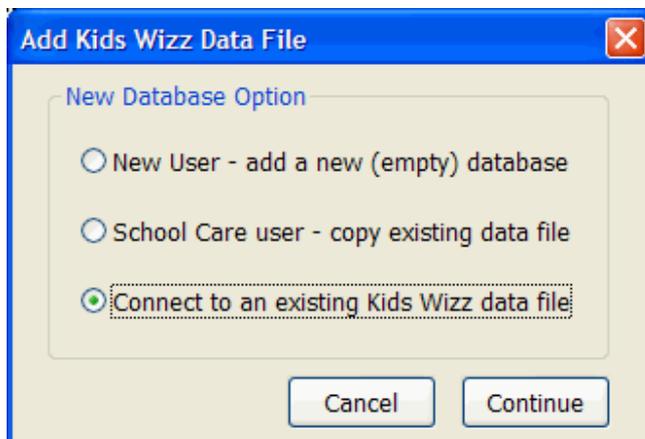
## ***Installing and setting up the new SCS Data Server.***

### **Installation**

The installation file, called **SCDataSvr.msi**, can be downloaded from <http://downloads.kidswizz.com.au>

### **Adding Services**

- Catalogue each service's data file by clicking the "Add" button alongside the Services listbox. (Refer to above image.) This produces an option dialog box that looks like this:



- Choose the 3<sup>rd</sup> option: “Connect to an existing Kids Wizz data file”. This will display an Open File dialog that enables you to navigate to the saved data file.

When the program opens the file, it reads its name and shows it in the Services list.

### Copying Users directly from the previous installation (optional)

Each user and their password is stored in a settings file called “scdata.ini”. (The password is stored encrypted.) Instead of manually adding users and their passwords to the new SCS Data Server installation, you can optionally copy the Users information from the previous settings file.

The settings file “scdata.ini” is located under the “All Users” Application Data (or “AppData”) folder, in a sub-folder called “School Care”. You would need to make a copy of the [Users] section of the ini file, which looks like this for example.

[Users]

Sample User=n\$F0\$FE\$DF\$9CI\$2EA\$04\$D1

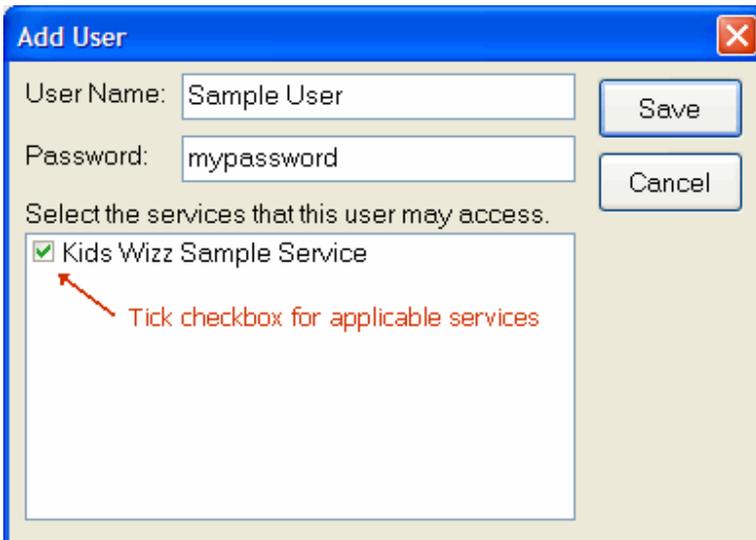
- Copy the [Users] section including heading and contents from the previous “scdata.ini” file.
- Paste the [Users] section into the ini file on the new computer to retain the same user logins and their passwords.
- Exit and re-start SCS Data Server (this is needed to load the users pasted into the ini file), then
- Open the program by double-clicking its icon in the notification area.
- Edit each user: Use the Edit button alongside the Users listbox to set which service(s) the user can access. (Refer to image in next section to see which checkboxes to tick.)

### Manually adding users to the new installation

After adding the service(s) to the new installation, users should be added to the Users listbox (if they have not already been added by pasting into the ini file as described above).

- Click the Add button alongside the Users listbox. The “Add User” dialog box appears.
- Enter the users’ name and password
- **Important:** Tick the checkboxes to indicate which service(s) the user can access.

A sample of the dialog appears below:



## Set the Backup Folder

Use the “Set Backup Folder” to set a suitable backup location.

- If a network drive is available, please specify a folder on the network drive.
- A removable drive *may* be specified, however only do this if
  - 1) the drive is always in the computer whenever it is switched on, and
  - 2) the drive is always removed and put in a secure place after the computer has been switched off, and
  - 3) the drive letter assigned to the removable drive is always the same.

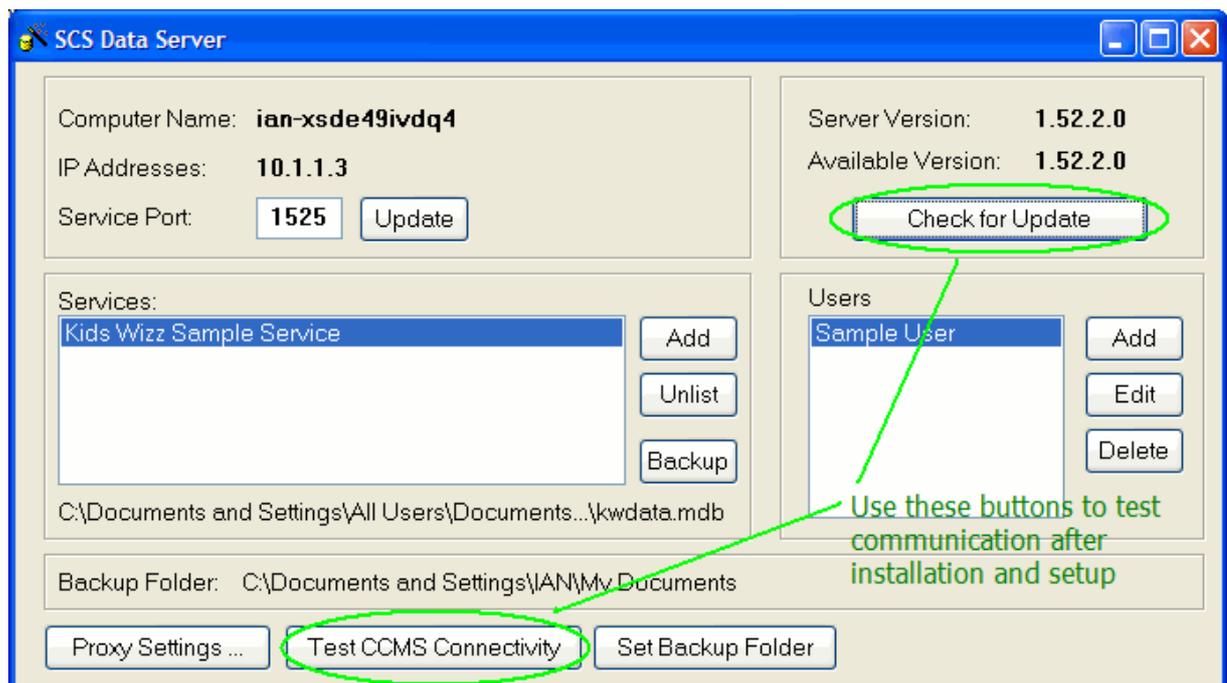
*School Care Software recommends that off-site mirroring of a local backup folder be used in preference to using a removable drive where there is no network backup support in place.*

## Test the installation

SCS Data Server needs to communicate over the internet with two different web services, namely:

- School Care Software’s registration key server, which also notifies of available upgrades, and
- CCMS, DEEWR’s on-line web service for submitting child care data.

Two test buttons are provided, namely “Check for Updates” and “Test CCMS Connectivity”. Each of these should be clicked to test that SCS Data Server can communicate with these services.



## Proxy Settings

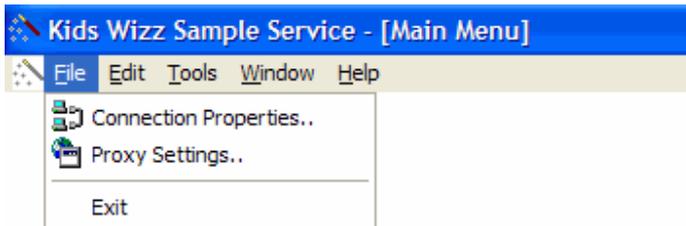
If either of the test buttons returns a “Forbidden 403” error message, this indicates that a proxy server has blocked the communication. If so, use the Proxy Settings button to enter the proxy server details.

## Reconfigure Kids Wizz clients

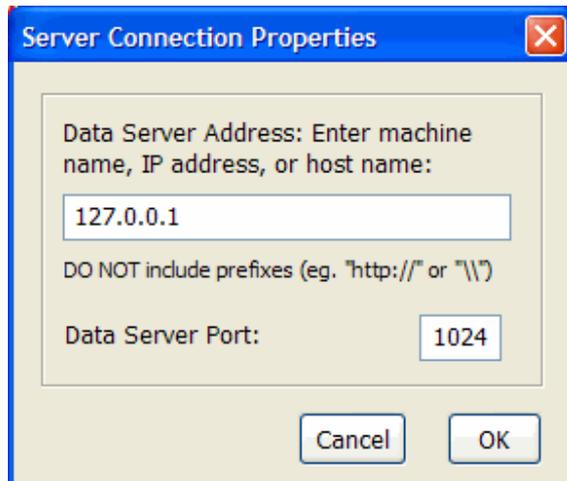
Kids Wizz clients communicate with SCS Data Server, and since SCS Data Server has been relocated, the address of the computer and its name would have been changed.

As can be seen in the image above, SCS Data Server displays all the address and port information that needs to be entered into the Kids Wizz clients. If SCS Data Server is on the same computer as the Kids Wizz client, the name "localhost" or address 127.0.0.1 (preferred) can be used instead.

- Click on "Connection Properties" on Kids Wizz's File menu.



- Enter the name/address and port used in the dialog box which appears:



- Please note:
  - 1) If SCS Data Server is on a different computer, enter the name or IP address of the other computer.
  - 2) If SCS Data Server is installed on the same computer as Kids Wizz, the default values should be correct. (Address 127.0.0.1 equates to "localhost".).
- Click OK and exit Kids Wizz after editing these settings.