
Guide

NT Server

Win School®

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Setting Up Win School Server

Overview

This is for schools running the multi-user version of Win School, and shows you how to set up and use Win School multi-user.

To run Win School multi-user, you need a network with a server that any computer running Win School can access.

You can use a server running either Netware or Windows NT to host 1 Win School database.

If you are running a Windows NT server with TCP/IP, you set up multiple databases on the same machine each hosting a copy of Win School.

Setting Up One Win School Database on an NT Server

This section is for schools running multi-user Win School using one NT server.

To set up one server, you must:

- ensure you meet the minimum hardware and software requirements
- verify the protocols installed on your server
- install your Win School NT server
- configure TCP/IP
- know how to start, stop, and quit the NT server
- set up Win School to use the TCP/IP network
- check the status and configuration of what is in the Main window
- change the path to the Win School data directory
- back up and maintain your Win School NT server

Hardware and Software Requirements for One Database

You must meet the minimum hardware and software requirements before you can install Win School on an NT server.

	Recommended	Minimum
CPU	Pentium 200 MHz or higher	Pentium 133 MHz
RAM	64 MB or more	32 MB

	Recommended	Minimum
Hard Drive	150 MB for Microsoft Windows NT Server 200 MB for Win School NT Server, including data	150 MB for Microsoft Windows NT Server 150 MB for Win School NT Server, including data
Server Software	TCP/IP Protocol OR NWLink IPX/SPX Compatible Transport in conjunction with the SAP Agent Service	

After adding or removing any services such as SAP Agent to your NT server, we recommended you **re-apply** Service Pack 3.

Using a Dedicated NT server

For optimal performance and troubleshooting, we recommend you use the server only for Win School.

Do not store high-traffic data or run other applications, such as a mail server, on the Win School Server.

Verifying NT Server Protocols

You should review the protocols that are installed and configured on your system.

To display the protocols installed on your server:

- 1 From the Start menu, choose Settings, then Control Panel.
- 2 In the Control Panel window, double-click the Network icon.
- 3 Click the Protocols tab.
- 4 Check that the protocol listed is either TCP/IP Protocol or NWLink IPX/SPX Compatible Transport.

To ensure the SAP Agent Service is running (IPX/SPX protocol only):

- 1 From the Start menu, choose Settings, then Control Panel.
- 2 In the Control Panel window, double-click the Services icon.
- 3 If the SAP Agent is installed, it is listed in the Services window. Its Status should be "Started."

If the SAP Agent is not listed in the Services window, follow the instructions in "To add the SAP Agent."

Adding Protocols and Services

To add a protocol:

- 1 Insert the Microsoft NT Server 4.0 or higher CD in your drive.

- 2 From the Start menu, choose Settings, then Control Panel.
- 3 In the Control Panel window, double-click the Network icon.
- 4 Click the Protocols tab.
- 5 Click Add.
- 6 Highlight “IPX/SPX-compatible Protocol” or “TCP/IP Protocol,” depending on which protocol you use.
- 7 Click OK.

TCP/IP must be configured properly. Contact your network administrator for the correct TCP/IP configuration. Record this information for future reference in the “TCP/IP Configuration” section on page 3.

- 8 Click Continue.
- 9 In the Settings Change dialog that appears, click Yes to shut down and restart your computer.

To add the SAP Agent (IPX/SPX protocol only):

- 1 Insert the Microsoft NT Server 4.0 or higher CD in the drive.
- 2 From the Start menu, choose Settings, then Control Panel.
- 3 In the Control Panel window, double-click the Network icon.
- 4 Click the Services tab.
- 5 Click Add.
- 6 In the Select Network Service window, highlight SAP Agent, then click OK.
- 7 Click Continue, then click Close.
- 8 When the Settings Change dialog that appears, click Yes to shut down and restart your computer.

TCP/IP Configuration

Make a note for future reference and enter the following:

IP Address

- Server IP Address: _____
- Subnet Mask: _____
- Default Gateway (not always required): _____

DNS

- Host Name: _____
- Domain: _____
- DNS Services Search Order: _____

- DNS Suffix Search Order: _____

WINS Address

- Primary WINS Server: _____
- Secondary WINS Server: _____

Win School Server

- Server Address/Port: _____

Installing the Database on NT

When you meet the requirements listed in “Hardware and Software Requirements” on page 1, you are ready to install the Win School database server on NT.

To install the Win School database server:

- 1 At the server, make sure no other programs are running and insert the Win School CD in the drive.
- 2 If AutoPlay is turned on, click Exit.
- 3 Open the Ntserver folder, then open the disk1 folder on the CD.
- 4 Double-click Setup.exe.
- 5 Follow the onscreen instructions.

Diskette Installation

If you want to use diskettes to install the Win School database server, use a computer with a CD-ROM drive to copy the contents of the disk1 and disk2 folders in the Ntserver folder onto diskettes.

Starting, Stopping, and Quitting the NT Server

Stopping the server unloads the database. Workstations logged on to the server receive a message informing them that they have lost their connection to the Database server.

Workstations cannot log on to the server until it is running again.

To start the Win School database server:

- 1 From the Start Menu, choose Programs, then Win School Server For NT.
- 2 Choose Win School Server for NT again.

To stop and quit the Win School NT server (other than for daily maintenance):

- 1 Tell users to log off the server.
- 2 From the Server menu, choose Stop.
- 3 From the Server menu, choose Exit.

Setting Up the TCP/IP Network

There are two setup tasks:

- Configure the Win School NT server.
- Set up the workstations.

Configuring the Win School NT Server

To configure the Win School NT server:

- 1 If it is not already running, start the Win School NT server.
- 2 From the Server menu, choose Stop.

The Main window displays the message “Win School server shutdown complete.”

- 3 From the Server menu, choose Configure.
- 4 Set your options, using the following table, then click OK.

Field	Action
Start Time	Type a start time for daily maintenance. No one can use Win School during this time.
Minimum Down Time	Type a minimum down time. If using a third-party backup, enter enough time for the backup to complete. Recommended minimum: 2 hours.

Field	Action
Perform backup automatically	If you use a third-party backup application, or if you do not have enough disk space, deselect this checkbox. Otherwise, select it and type a path in Backup Directory.
Preferred Socket (Port)	Deselect this checkbox to make the preferred port the default number. Tips: <ul style="list-style-type: none"> • If the port number starts with zero, the next time you open the Configuration dialog, the zero is replaced with a blank. Retype the zero and delete the blank. If you do not, an error message appears when you close the dialog. • Valid port numbers start at 401 hex. Numbers 000 to 400 hexadecimal are not valid. • This port number is the only one used to communicate with the server.
Server Name	Type the name of your server.
Transport	Select TCP/IP or IPX/SPX, depending on which protocol you have chosen.

Setting Up Workstations

Win School defaults to use TCP/IP.

To set up workstations to use a network protocol:

- 1 Write down the IP address and port number, if you didn't already in "TCP/IP Configuration" on page 3. You'll need these numbers for Step 5.

Otherwise, restart the Win School NT server to display the IP address and port number. From the Help menu, choose About. The Server Address is the IP address and port numbers combined, separated by a colon. For example, if the server address is 10.10.02.234:8351, "10.10.02.234" is the IP address and "8351" is the port number.

- 2 At each workstation, use a text editor to open the winschl.ini file in the Windows directory, and find the TCPIP line.
- 3 If you are using TCP/IP, make sure the line is TCPIP=yes
OR
If you are using IPX/SPX, make sure the line is TCPIP=no
- 4 Exit and save your changes.

- 5 Start Win School. A dialog appears asking for the IP address and port number. Type the numbers you noted in Step 1.
- 6 Repeat Steps 2 to 4 at each workstation.

Using the Main Window

The Main window shows the status and configuration of your Win School NT server.

Field	Description
Server	Name: the server name you entered when setting up Mode: Running indicates workstations can connect to the server Up Time: the amount of time the server has been running Usage: Requests/Minute shows how busy the Win School server is
Daily Maintenance	displays daily maintenance settings, as set in the Configure dialog
Connections	Workstations: number of workstations currently connected to the server Applications: number of open Win School Shells and modules Server Modules: Listener service for Health module
Messages	display when the server starts and stops (helpful when troubleshooting)

Changing the Win School Data Directory

If you want to switch databases, you must change the path to the Win School data directory by editing the Win School NT server INI file.

To change the Win School data directory:

- 1 Quit the Win School NT server.
- 2 From the WinNT directory on the server, open the winschl.ini file.
The file is in the Windows directory on the computer running Win School NT server.
- 3 In the Win School Server section for the server you want to change, type the correct path after DATA=.
- 4 Exit and save your changes.

Backing Up and Maintaining Data

The Win School NT server has an automatic, nightly backup that copies all files and directories in your Win School data directory to the Backup

Directory.

The Win School NT server shuts down nightly for maintenance.

Setting Up Multiple Win School Databases on an NT Server

This section is for schools that want to run multiple Win School databases on the same NT server.

You can install up to 4 Win School databases on 1 server. Chancery Software does not support installation of more than 4 databases on 1 server.

You must use a Windows NT server running TCP/IP.

When you install multiple Win School databases, each database requires its own set of folders, including the modules, backup, temp, and data folders.

At workstations, you can set up multiple icons each accessing a different Win School database.

To set up multiple server, you must:

- ensure you meet the minimum hardware and software requirements
- verify the protocols installed on your server
- install the Win School databases
- configure TCP/IP
- know how to start, stop, and quit the NT server
- set up Win School to use the TCP/IP network
- check the status and configuration of what is in the Main window
- change the path to the Win School data directory
- back up and maintain your Win School NT server

Hardware and Software Requirements for Multiple Databases

You must meet the minimum hardware and software requirements before you can install multiple Win School databases on an NT server.

The following requirements do not include the space required by the operating system.

2 Win School databases on 1 NT server		
	Recommended	Minimum
CPU	Pentium II 350 MHz or higher	Pentium 200 MHz
RAM	128 MB	64 MB

Hard Drive	120 MB	80 MB
Server Software	Microsoft Windows NT Server 4.0, SP 5 or 6 TCP/IP Protocol	

3 to 4 Win School databases on 1 NT server		
	Recommended	Minimum
CPU	Dual processor Pentium II 350 MHz or higher	Pentium II 266 MHz
RAM	256 MB	128 MB
Hard Drive	240 MB	160 MB
Server Software	Microsoft Windows NT Server 4.0, SP 5 or 6 TCP/IP Protocol	

Using a Dedicated NT server

For optimum performance and troubleshooting, we recommend you use the server only for Win School.

Do not store high-traffic data or run other applications, such as a mail server, on the Win School server.

Verifying NT server Protocols

You should review the protocols that are installed and configured on your system. Multiple Win School Databases must use TCP/IP.

To display the protocols installed on your server:

- 1 From the Start menu, choose Settings, then Control Panel.
- 2 In the Control Panel window, double-click the Network icon.
- 3 Click the Protocols tab.
- 4 Check that the protocol listed is TCP/IP Protocol.

TCP/IP Configuration

Make a note for future reference and enter the following:

IP Address

- Server IP Address: _____
- Subnet Mask: _____
- Default Gateway (not always required): _____

DNS

- Host Name: _____
- Domain: _____
- DNS Services Search Order: _____

- DNS Suffix Search Order: _____

WINS Address

- Primary WINS Server: _____
- Secondary WINS Server: _____

Win School Servers

- Main Server Address/Port: _____
- Year End Server Address/Port: _____
- Secondary Server Address/Port: _____
- Other Server Address/Port: _____

Installing Multiple Databases on NT

Make sure you meet the requirements listed in “Hardware and Software Requirements” on page 8.

You must use TCP/IP for multiple databases.

Each Win School database requires its corresponding set of server folders, including the modules, backup, temp, and data folders.

For each database, specify:

- the Win School database server folder name
- data folder name
- the name of the icon to access that database
- the network port number

You can choose the same name for both the data folder and the icon.

If you choose a name that already exists, Win School will replace the Modules folder in that server.

Follow the instructions to install more than 1 Win School database.

To install Win School databases:

- 1 At the server, make sure no other programs are running and insert the Win School CD into the drive.
- 2 If AutoPlay is turned on, click “Install the Win School Server on Windows NT.”

If AutoPlay is not turned on, open the Ntserver folder, then the disk1 folder. Double-click Setup.exe.
- 3 In the Installation Type dialog, select the “Install a new Win School Server for NT” radio button, then click Next.
- 4 In the Select an Icon Name dialog, rename the icon, then click Next.
- 5 In the Available Disk Space dialog, choose a drive from your available hard drives, then click Next
- 6 In the Choose Destination Location dialog, verify the folder where your server will be installed, then click Next.
- 7 In the Select Data Destination Folder dialog, choose a folder for your database, then click Next.
- 8 In the Select Program Folder dialog, click Next.
- 9 In the Selecting Server Type dialog, select the “TCP/IP” radio button, then click Next.
- 10 In the Selecting a Network Port dialog, click Next to accept the default port.
- 11 Follow the onscreen instructions to complete the installation.
- 12 Repeat Steps 1 to 11 to install additional databases.

Replacing a Win School NT server

Replacing a server re-installs the Modules folder in that server.

To replace a Win School NT server:

- 1 At the server, make sure no other programs are running and insert the Win School CD into the drive.
- 2 If AutoPlay is turned on, click “Install the Win School Server on Windows NT.”

If AutoPlay is not turned on, open the Ntserver folder, then the disk1 folder. Double-click Setup.exe.
- 3 Follow the onscreen instructions.
- 4 When asked for the IconName and Destination Folder, specify the server icon name and folder you want to replace.

Starting, Stopping, and Quitting the NT server

Stopping the server unloads the database. Users logged on to the server receive a message informing them that they have lost their connection to the Database server.

Users cannot log on to the server until it is running again.

To start a Win School NT server:

- 1 From the Start Menu, choose Programs, then Win School Server For NT.
- 2 Choose the Win School server you want to start.
- 3 Repeat for each Win School server you want to start.

To stop and quit the Win School NT server (other than for daily maintenance):

- 1 Tell users to log off the Win School server.
- 2 From the Server menu, choose Stop.
- 3 From the Server menu, choose Exit.

Setting Up the TCP/IP Network

There are two setup tasks:

- Configure the Win School NT server.
- Set up the workstations.

Configuring the Win School NT server**To configure the Win School NT server:**

- 1 If it is not already running, start the Win School NT server.
- 2 From the Server menu, choose Stop.

The Main window displays the message “Win School server shutdown complete.”

- 3 From the Server menu, choose Configure.
- 4 Set your options, using the following table, then click OK.

Field	Action
Start Time	Type a start time for daily maintenance. No one can use Win School during this time.
Minimum Down Time	Type a minimum down time. If using a third-party backup, enter enough time for the backup to complete. Recommended minimum: 2 hours.

Field	Action
Perform backup automatically	If you use a third-party backup application, or if you do not have enough disk space, deselect this checkbox. Otherwise, select it and type a path in Backup Directory. Try to back up each server at a different time.
Preferred Socket (Port)	Refer to the notes you made in “TCP/IP Configuration” on page 9. Tips: <ul style="list-style-type: none"> • If the port number starts with zero, the next time you open the Configuration dialog, the zero is replaced with a blank. Retype the zero and delete the blank. If you do not, an error message appears when you close the dialog. • Valid port numbers start at 401 hex. Numbers 000 to 400 hexadecimal are not valid. • This port number is the only one used to communicate with the server.
Server Name	Type the name of your server.
Transport	Select TCP/IP.

Setting Up Workstations

Make sure workstations are set up to use TCP/IP.

To set up workstations to use TCP/IP:

- 1 Write down the IP address and port number. You’ll need these numbers for Step 6.

Otherwise, restart the Win School NT server to display the IP address and port number. From the Help menu, choose About. The Server Address is the IP address and port numbers combined, separated by a colon. For example, if the server address is 10.10.02.234:8351, “10.10.02.234” is the IP address and “8351” is the port number.
- 2 At each workstation, use a text editor to open the winschl.ini file in the Windows directory, and find the TCPIP line.
- 3 Make sure the line is TCPIP=yes
- 4 To change the IP address and port number, find and delete the line:
`tcpserver_addr_socket="ip address:port number"`
- 5 Exit and save your changes.
- 6 Start Win School. In the dialog that appears, type the IP address and port number you noted in Step 1.
- 7 Repeat Steps 2 to 6 at each workstation.

Setting Up Workstations to Access Multiple Databases

At each workstation, you can install icons to access different Win School databases.

To set up workstations to use multiple databases:

- 1 Quit Win School.
- 2 Write down the IP address and port number of the server you want to connect to. You'll need these numbers for Step 5.

Otherwise, restart the Win School NT server to display the IP address and port number. From the Help menu, choose About. The Server Address is the IP address and port numbers combined, separated by a colon. For example, if the server address is 10.10.02.234:8351, "10.10.02.234" is the IP address and "8351" is the port number.
- 3 From the Start menu, locate the Win School program group, and choose Set-up a Server Connection.
- 4 Type in the icon name, and follow the onscreen instructions to complete creating the icon.
- 5 Double-click the icon you just created. A dialog appears asking for the IP address and port number. Type the numbers you noted in Step 2.

Using the Main Window

The Main window shows the status and configuration of your Win School NT server.

Field	Description
Server	Name: the server name you entered when setting up Mode: "Running" indicates workstations can connect to the server Up Time: the amount of time the server has been running Usage: Requests/Minute show how busy the Win School server is
Daily Maintenance	displays daily maintenance settings, as set in the Configure dialog
Connections	Workstations: number of workstations currently connected to the server Applications: number of open Win School Shells and modules Server Modules: service for Health module
Messages	display when the server starts and stops (helpful when troubleshooting)

Changing the Win School Data Directory

The procedures in “Installing Multiple Databases on NT” on page 10, and “Setting Up Workstations” on page 13, set up the data directories on the server, and the icons at each workstation to access each server, respectively.

If you want to access a different database, you can change the path to the Win School data directory by editing the Win School NT server INI file. See “Changing the Win School Data Directory” on page 7.

Backing Up and Maintaining Data

The Win School NT server has an automatic, nightly backup that copies database files in your Win School data directory to the Backup Directory.

Make sure all users are logged off before the Win School NT server shuts down for nightly maintenance.

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