

**TERMINAL SERVER
INFORMATION
BOOKLET**

Anangu Schools

July 2004

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WHAT IS TERMINAL SERVER

A machine dedicated to the task of accepting connections via IP addresses through Terminal Server software, some of which are capable of having several dozen connections. Some terminal servers have modems built into them. When a user connects they are connected directly to a terminal server, which verifies the username and password.

The bulk of the data processing occurs on the server. The data is stored on the Terminal Server.

WHY USE TERMINAL SERVER

Terminal Server solution is used in the Anangu Schools for EDSAS Student, Staff, School data (SSS module) and the DUX module.

This is to ensure all schools share the common EDSAS database of students on the Lands. This means any registered user of EDSAS can view / modify details of any student on the Lands from any site.

The Finance Module of EDSAS is located at each individual site. Each site manages their EDSAS Finance.

WHERE IS THE TERMINAL SERVER

The Terminal Server machine is located in DECS in Adelaide. It is jointly managed by the ICT support officer at Ernabella and a DECS staff member in Adelaide.

The IP address of the Terminal Server machine is 10.29.112.18

WHAT DOES THIS MEAN FOR ANANGU SCHOOLS

There will be certain management issues you will need to be aware of. The Department assumes that all sites run EDSAS consistently throughout the state and write Fact Sheets with that in mind.

- Each school runs as one database, however they each have a separate Campus.
- Any changes to the database affect all the users.
- At the EDSAS login screen the school will need to enter username and their Campus number (the site's school number). This is especially important to ensure you have correct reporting.
- You manage EDSAS Finance at your site; therefore you will need to run any updates both major and minor at your site. You are advised through EDSAS Talk of any updated exe files.
- The ICT Support Officer runs all SSS updates remotely.
- The EDSAS SSS database is backed up centrally in Head Office.
- The school is responsible for the EDSAS Finance backup

(See following pages for End of Year procedures and Census information).

EDSAS – END OF YEAR PROCEDURES

Information on End of Year Procedures is on an EDSAS Fact Sheet on SSONet. *(Refer to Fact Sheet FS60.05) – NB the End of Year Procedures may change please check the latest Fact Sheet on SSONet.*

There will be some slight alterations to the End of Year procedures for the Anangu Schools.

The EDSAS Support Officer at Ernabella Office will send out more detailed information at the end of each year for schools.

- The Student End of Year Rollover will be performed by the EDSAS Support Officer at the AES Ernabella Office, after schools have entered their next year's roll classes and entered students in the Next Roll Class section in Student Information Part 1 (recommended procedure 6 from the instructions).
- The EDSAS Support Officer will set up the new Calendar at the beginning of each year.
- Schools will need to complete next term's dates for their Campus (recommended procedure 15 from the instructions).
- The EDSAS Support Officer will run and print the security group assignments (recommended procedure 16 from the instructions) and add and remove any users for the SSS database.

EDSAS – CENSUS

Each term schools are to run and electronically submit their School Census. Detailed instructions are sent to schools before running the Census.

When a school runs the final Census Report the census software creates a particular text file in the RPTDATA folder in the EDSAS directory. For our schools that text file is actually created in EDSAS on the Terminal Server machine, not on your local administration server.

After school's have run their final Census Report according to the instructions and **before** you are asked to electronically submit your Census files you will need to copy or move your text file from the RPTDATA folder on the Terminal Server machine to the RPTDATA folder on your local EDSAS Server. You will then be able to successfully submit your data.

See Appendix 1 for instructions on mapping a network drive to the Terminal Server machine and copying the file to your EDSAS folder. These instructions are also on the AESEO website www.aeseo.sa.edu.au

Once you have copied your data you can continue with the Census instructions.

HOW TO SETUP TERMINAL SERVER ON A WORKSTATION

The disks for loading Terminal Server software are located on the AESEO website www.aeseo.sa.edu.au under ICT downloads.

Download both disks. Double click on each disk to extract the files into a folder. Double click to run the setup program.

Contact the ICT Support Officer at Ernabella Office if you are unsure how to do this.

Once downloaded follow the Fact Sheets for setting up EDSAS, DUX and Server shortcuts on your workstation.

Refer **Appendix 2** , **Appendix 3** and **Appendix 4** (Fact Sheets)

The Fact Sheets are also located on the AESEO website.

PRINTING

When printing a report through a Terminal Server machine you are actually sending a command to print through the IP address to the Terminal Server machine and then back to your printer.

The printer needs to be physically attached to the workstation that you run Terminal Server. (you can run a net use command if this machine is on the network – see your ICT Support Officer for more information) The printer also needs to have a printer driver installed on the Terminal Server workstation.

See your ICT support officer for any printing queries.

ERROR MESSAGES OF LCK FILES WHEN ACCESSING EDSAS OR DUX.

When EDSAS or DUX is opened, files that are being accessed at the time are locked from other users. This is to ensure that no other user accessing the same file can make changes to that data while another user is making changes. When the user has closed out of that particular file the lock is removed. This makes sense, you would not want 2 users making changes to the same data at the same time.

Temporary files create these locks. They are stored on the F:\ EDSAS drive. For EDSAS temporary files are also stored in the Windows/temp folder and for DUX they are in the tempda folder.

Sometimes these files are not removed and you will get error messages when you attempt to open EDSAS or DUX.

The Terminal Server booklet and Fact Sheets are all located on the AESEO website under the ICT Link.

There is some troubleshooting you can do yourself to resolve the problem.

- When you get the error message when logging onto EDSAS or DUX try logging on as another user. ie if you log on to EDSAS as Manager do you get the same error message?
- If you do get the same error message that means that EDSAS on the network has lck and net files that need to be removed.
- You would probably find that all users are experiencing the same problem and you should contact the ICT support officer to clear those files.

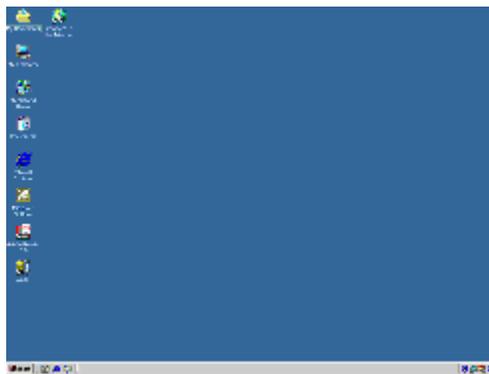
- If you can log onto EDSAS or DUX as Manager without getting any error messages, that probably means that it is only your login that has a problem.
- You should be able to clear those files yourself.
- **NB:** Care must be taken when removing files – you need to ensure you are in the correct location before deleting any files ie ensure you are in the Windows/Temp folder before deleting files in that folder.

1 Log onto the Terminal Server with your username. (Refer to the Fact Sheet on setting up a Terminal Server shortcut on your desktop)

- **NB** this is most important as it is your username that reflects what temp folder is open

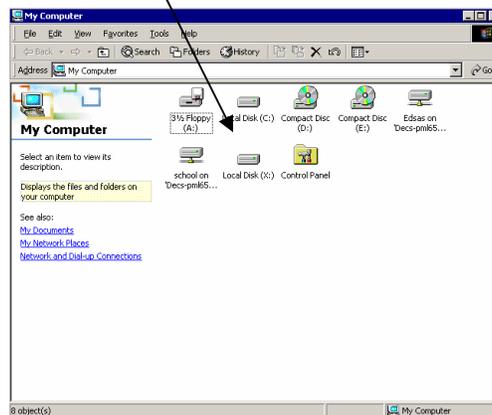


2 Double click to open My Computer



3 Locate the Local Disk X in My Computer – this is your school's windows settings folder. (There is a Local Disk X for each username, 1001, 1034, 1196, 1174 etc)

- Double click to open Local Disk (x)



7 Click on **Edit, Select All** to select all the files in the **Windows / Temp** folder

8 Select **delete**.

9 Click Yes to confirm you wish to delete these files

- **NB – Ensure you are in the X:\windows\temp folder before deleting any files.**

10 Close the My Computer screen.

11 **Log out** of the Terminal Server Screen

- **Start**
- **Shut Down**
- **Log off xxxx (where xxxx is your school number)**

DO NOT SELECT SHUTDOWN OR YOU WILL SHUTDOWN THE TERMINAL SERVER.



You can use these notes to also remove any lck files located in the tempda folder. You will get error messages accessing DUX if there are lock files in the tempda folder.

- When you double click to open the Local Disk (X) folder you will see a **tempda folder** (see screen dump on Page 3)
- Double click to open that tempda folder
- Edit select all files in that tempda folder
- Delete those files
- Confirm deletion message.

AGAIN ENSURE YOU ARE IN THE TEMPDA FOLDER BEFORE DELETING ANY FILES.

IF YOU ARE UNSURE ABOUT ANY OF THIS PLEASE CONTACT YOUR ICT SUPPORT OFFICER WHO WILL BE ABLE TO DELETE THESE FILES FOR YOU.



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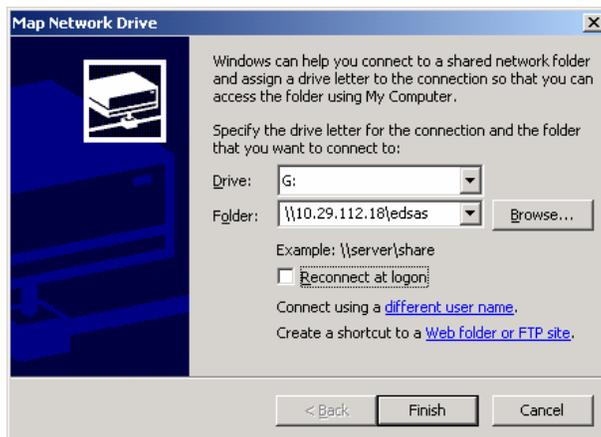
MAPPING A TERMINAL SERVER NETWORK DRIVE FOR THE
CENSUS REPORTS DATE: 12/05/04

1. Right mouse click on My Computer
2. Select Map Network Drive
3. Disregard the Drive letter and enter the Terminal Server address path and the EDSAS folder in the Folder box see below

[\\10.29.112.18\edsas](http://10.29.112.18\edsas)

Explanation: You are mapping a network drive EDSAS on the Terminal Server machine. You are doing this to locate the text file that has been created in the RPTDATA folder on the Terminal Server machine.

4. Uncheck the box Reconnect at Logon.

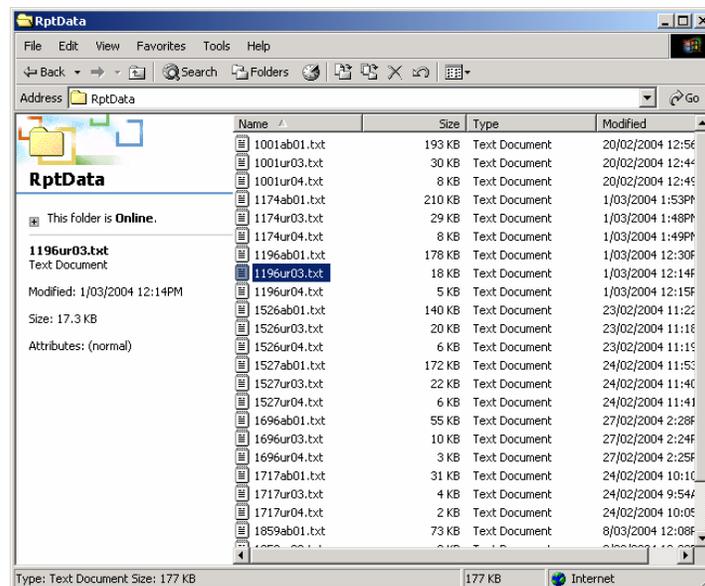


5. Click Finish

6. You will be prompted to enter a username and password for the connection to successfully occur.
7. Enter the username and password that you enter when you first logon to the Terminal Server window eg see below for Fregon – **not your EDSAS username and password**. For most schools it will be your school number and no password. Click OK to log onto the Terminal Server.



8. A connection to the Terminal Server EDSAS folder will be created. If this does not occur please try again following the notes and if your are still unsuccessful then please ring me.
9. The EDSAS folder screen will appear on your desktop.
10. Double click to open the EDSAS folder and then double click to open the RptData Folder.
11. Scroll down to select the txt file(s) you wish to copy – the file(s) will be preceded by your school number – see below for Fregon 1196ur03.txt and 1196ur04.txt. .



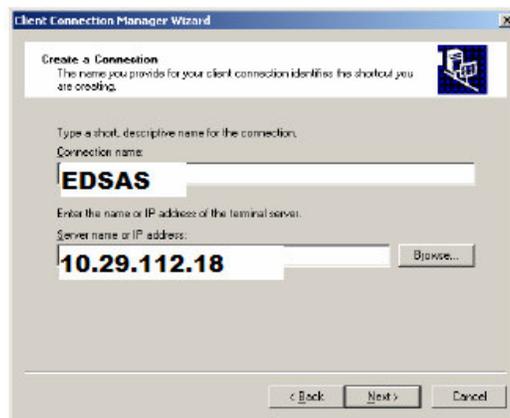
12. Right mouse click on the selected file and select Copy (or select Edit Copy from the Menu List).
13. If you need to select multiple files hold down the Ctrl key and select each file you wish to copy by clicking on the file, when they are all highlighted again right mouse click on the selected files and select Copy.
14. Close the EDSAS folder Screen
15. Single click to open My Computer from your desktop
16. Double click to open your F: EDSAS directory
17. Open the F:\rptdata folder in the EDSAS directory
18. Right mouse click in that folder and select Paste.
19. You may get a message that prompts you to overwrite the existing file, select yes if you do get this message.
20. You have now successfully copied the correct files from the Terminal Server machine to your EDSAS folder, the files are now in the correct folder to perform the Electronic Submission of the Census Files.
21. You can continue with the Census instructions to submit the census files.



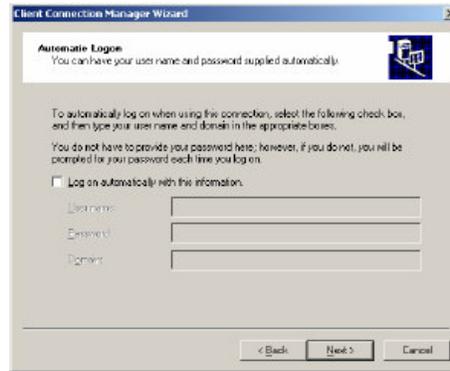
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To Add EDSAS TS shortcut to your Desktop.

1. Click Start
2. Programs
3. Terminal Server Client
4. Client Connection Manager
5. Click File from the Menu list
6. Click New Connection
7. The New Connection Wizard will appear
8. Click NEXT
9. Enter the name EDSAS in the *Connection Name* box
10. Enter the IP address of 10.29.112.18 in the *Server name or IP address*



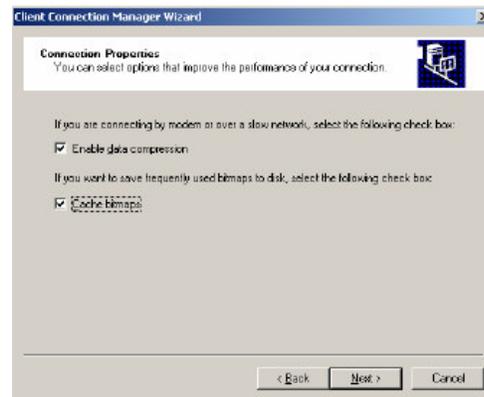
11. Click NEXT
12. Leave the Automatic Logon screen blank and click NEXT



13. Set the Screen Options as below and click NEXT



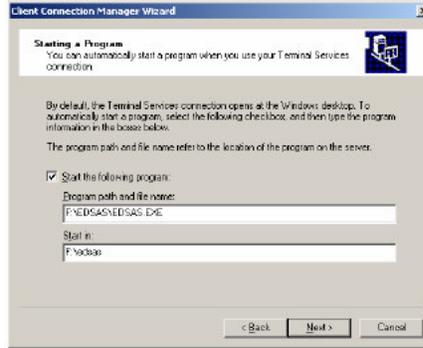
14. Set the Connection Properties as below and click NEXT



15. Enter the following in the Program path and file name. (Refer screen dump below)

16. F:\EDSAS\EDSAS.EXE

17. And in the Start in: box enter F:\EDSAS



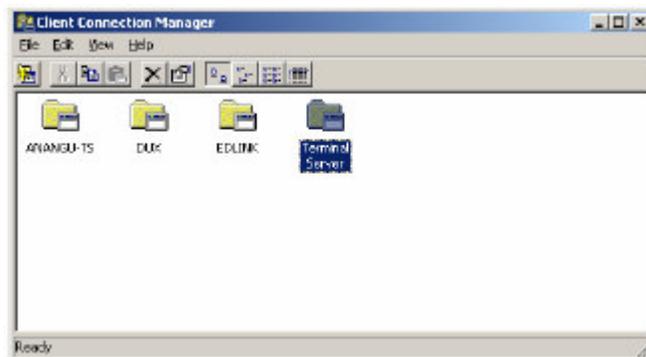
18. Click NEXT

19. Accept the Icon and Program Group box by clicking NEXT again



20. Click Finish

21. Right Mouse Click on the EDSAS icon and select Send to – Desktop create shortcut





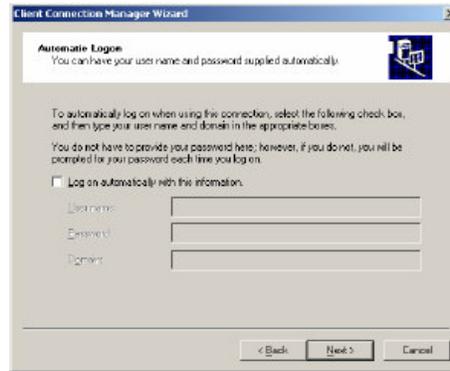
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To Add DUX TS shortcut to your Desktop.

1. Click Start
2. Programs
3. Terminal Server Client
4. Client Connection Manager
5. Click File from the Menu list
6. Click New Connection
7. The New Connection Wizard will appear
8. Click NEXT
9. Enter the name DUX in the *Connection Name* box
10. Enter the IP address of 10.29.112.18 in the *Server name or IP address*



11. Click NEXT
12. Leave the Automatic Logon screen blank and click NEXT



13. Set the Screen Options as below and click NEXT



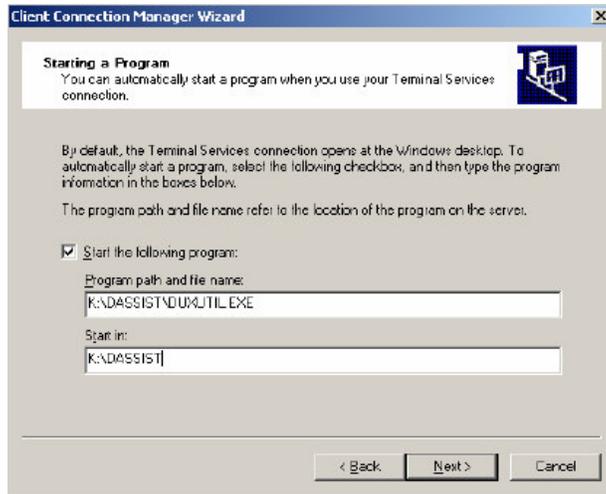
14. Set the Connection Properties as below and click NEXT



15. Enter the following in the Program path and file name. (Refer screen dump below)

16. K:\DASSIST\DUXUTIL.EXE

17. And in the Start in: box enter K:\DASSIST



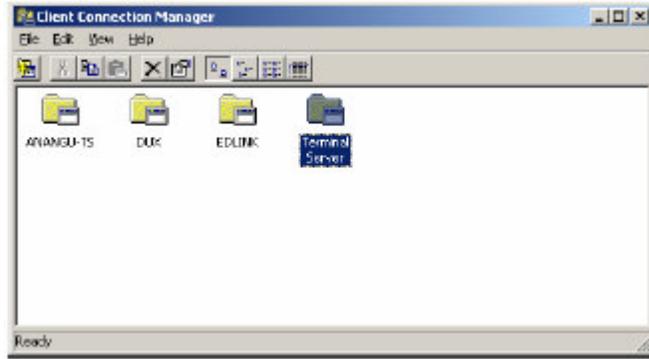
18. Click NEXT

19. Accept the Icon and Program Group box by clicking NEXT again



20. Click Finish

21. Right Mouse Click on the DUX icon and select Send to – Desktop create shortcut

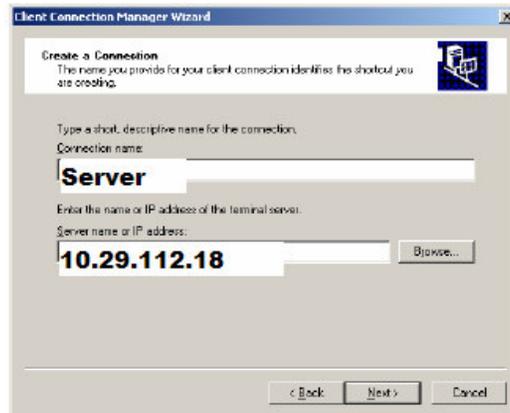




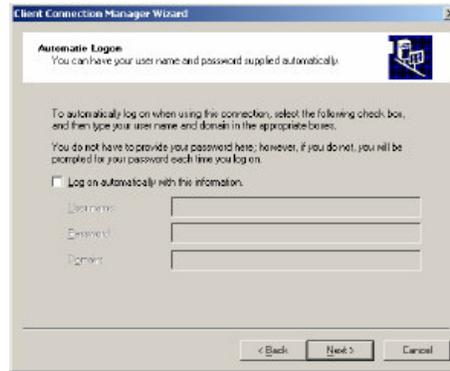
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To Add TS shortcut to the Server on your Desktop.

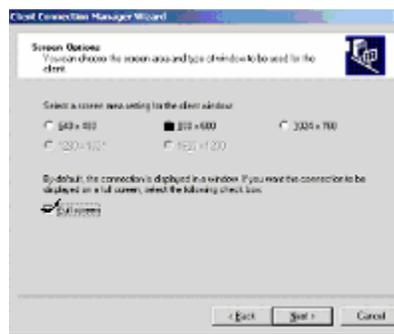
1. Click Start
2. Programs
3. Terminal Server Client
4. Client Connection Manager
5. Click File from the Menu list
6. Click New Connection
7. The New Connection Wizard will appear
8. Click NEXT
9. Enter the name Server in the *Connection Name* box
10. Enter the IP address of 10.29.112.18 in the *Server name or IP address*



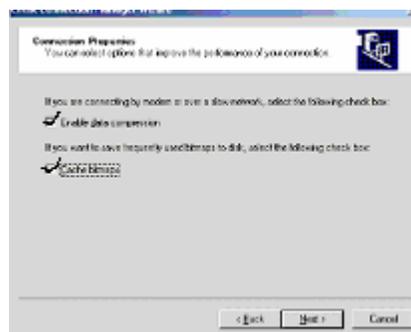
11. Click NEXT
12. Leave the Automatic Logon screen blank and click NEXT



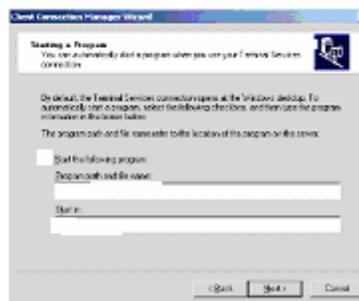
13. Set the Screen Options as below and click NEXT



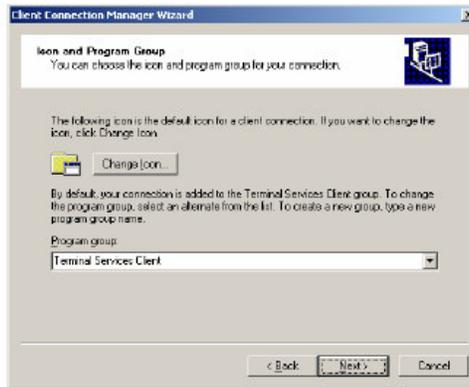
14. Set the Connection Properties as below and click NEXT



15. Leave the path empty and the start in box empty at the next screen and click Next



19. Accept the Icon and Program Group box by clicking NEXT again



20. Click Finish

21. Right Mouse Click on the Server icon and select Send to – Desktop create shortcut

