

Please check <http://www.discoverysoftware.com/sis/ipass> for an updated Discovery Report Reader for iPASS User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Report Reader for iPASS Version 1.3
Installation and User Guide

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Chapter 1 – Installation

Requirements

The iPASS Report Reader is intended for use on Windows or Mac. This product has been tested on Windows 2000, and Windows 98/XP machines, but should work on Windows Vista or Windows Operating Systems prior to Windows 2000. It has also been tested on Mac OSX, but should run on Mac OS9.

The requirements for Discovery Connect, One Call Connect, Principalm Connect, Principalm or any other associated product may be different, please refer to their respective User Guides, or our website for more information: www.discoverysoftware.com/

Set-Up Instructions Windows

1. From the support page for iPASS: <http://www.discoverysoftware.com/support/bridges/?bridgename=ipass>
2. Download the newest version: DSLiPASS_rr_[version].msi
3. Run this file.
4. Follow the on screen instructions. Once the installer is complete, click **Finish**.
5. You will now have a new item on your desktop:
 - **DSL_iPASS** Directory/Folder
- 6.
7. **[optional]** You can also create a Shortcut on the desktop that points to **iPASS_rr.bat** in the Start Menu. Follow the directions below to do this:
 - Click on **Start**.
 - Browse to All Programs->Principalm->iPASS.
 - Right Click **Discovery Report Reader**.
 - Choose **Send To → Desktop (create shortcut)**
 - This will create a shortcut on the desktop.
8. **[optional]**If you have Multiple Schools please see [Chapter 4 – Multiple School Support](#).

Set-Up Instructions Mac

1. Download the newest iPASS Report Reader from the website: www.discoverysoftware.com/updates/sis/ipass/
2. Unzip the DSLiPASS_MacOSX.zip onto your desktop this should create a folder called: **DSL_IPASS**.
3. Move this folder to your home directory.
 - Open finder and browse to your home directory.
 - Drag the DSL_IPASS folder to this folder
4. Open the folder **DSL_IPASS** and drag the file **Discovery_iPASS_Bridge_MacOSX** onto your desktop.
5. If you have Multiple Schools please see [Chapter 4 – Multiple School Support](#).

Chapter 2 –Export of Data From iPASS, using iPasToGo

This section describes the process for manually transferring data from iPASS to a format useable by Discovery Connect..

Manual transfer of data from iPASS involves two steps:

- Extracting data from iPASS.
- Importing the data using Connect.

Exporting Data from iPASS

Running the iPasToGo report in iPass to gather data for Principalm

- Logon to iPass as a user who has rights to use the <iPasToGo Export> report from the iPASS Scheduling System.
- Under <Scheduling System> <Scheduling Reports> and <iPasToGo Export>. Select your desired criteria from the filter screen, including report type of iPasToGo in the drop down list at the bottom of the screen.
- Be sure that you have selected the correct school term you are interested in.
- Click the <Submit Button>. This will begin the process of running the report and creating a file of the information used to be synchronized with your Principalm software.

Please note: This report could take a while (minimum 20 –30 minutes we are finding some schools are taking approximately 2 hours) to run. The actual run-time depends upon the number of students in your school, available network bandwidth, and other processing demands on your iPASS database server. Telecom recommends that you run this report before you go home and then it will be available to you in your my data folder.

- When complete, this process will generate a file called “ToGoDBs.txt” in your <My Data> folder.

Download ToGoDBs.txt to your Desktop in the folder **DSL_iPASS** (Windows) or **PP_iPASS** where the **Discovery_iPASS_Bridge_MacOSX** (Mac) file is located on your local system

- Locate the latest ToGoDBs.txt file in your iPASS <My Data> folder.
- Right Click on the ToGoDBs.txt file located under the text column in <My Data> and choose the “Save Target As” option.
- Navigate to your Desktop and save the file named “ToGoDBs.txt” as “input.txt”.
- Click <Save> to download your file. During download, please be sure to uncheck the box of “Close windows when download finishes”.

Running the iPASS Bridge (Report Reader)

Now that we have the data extracted from iPASS, we need to make it useable by Principalm. To do this we need to run the iPASS Bridge.

- **Windows:** Double click on the **iPASS_rr.bat** shortcut that we made on the desktop.
- **Mac:** Double click on the **Discovery_iPASS_Bridge_MacOSX** file that we made on the desktop.

This will create the files needed by Principalm Connect in C:\DSL_IPASS or DSL_IPASS respectively.

Ensure Data is Accurate

Now that we have the data extracted from iPASS, we need to make it ensure that it is set up correctly for your school.

The installation package, which should now reside in the DSL_IPASS folder, contains a file called ReportingPeriodHierarchy.txt. This file maps the hierarchy of your reporting periods.

- Modify this file to list the reporting periods from your schools' configuration in the **RepKey** column (Remove any lines that are not used).
- In the **RepParentRepRef** column set the appropriate Reporting Period's parent.
- Ensure that the **RepOrder** is set to indicate the order of Report Periods, as you wish to see them displayed.

Example: If at your school you had no semesters and 4 quarters you might change the following:

RepKey	RepParentRepRef	RepOrder
YR		1
Semester 1	YR	2
Semester 2	YR	3
T1	Semester 1	4
T2	Semester 1	5
T3	Semester 2	6
T4	Semester 2	7

To this:

RepKey	RepParentRepRef	RepOrder
YR		1
Q1	YR	2
Q2	YR	3
Q3	YR	4
Q4	YR	5

If you run into problems modifying this, please do not hesitate to contact our support department:

support@principalm.com

Import Data using Connect

Follow the instructions in the Connect User Guide to import the extracted data using Connect.

Simple instructions provided here:

- Run Connect.
- Ensure that all school information is correct, including the **Import Folder** under the **SIS Bridge** Heading.
 - This should be **DSL_IPASS** on the desktop
- Click Update Card...
- Follow the on screen prompts to build the card.
- Once the card has been built, take the card out of the card reader and place it in your handheld device.

You are now setup and ready to use Principalm.

Chapter 4 – Multiple School Support

This section describes the process for setting up the transfer from multiple schools on one computer (ie a District setup)

1. Follow the set up instructions in Chapter 1.
2. Browse to the **DSL_IPASS**\ folder on the desktop.
3. Create a subfolder for each school that you wish to export data for. (Typically you would create a subfolder named with the school number of each school)
ie: DSL_IPASS\001\
 DSL_IPASS\002\
 DSL_IPASS\003\
 DSL_IPASS\004\
 DSL_IPASS\005\
 DSL_IPASS\006\
 DSL_IPASS\007\
 DSL_IPASS\008\
 DSL_IPASS\009\
 DSL_IPASS\010\
 DSL_IPASS\011\
 DSL_IPASS\012\
 DSL_IPASS\013\
 DSL_IPASS\014\
 DSL_IPASS\015
4. Copy the ReportingPeriodHierarchy.txt file from the C:\DSL_IPASS\ directory into every one of the school folders that you created above.
5. Follow the directions below based on your operating system:

Windows:

- Next you will need to modify the bridge script [C:\Program Files\Discovery Software\Principalm\DSLIPASS\ipass_rr.bat](#) .
- Right click on the iPASS_rr.bat and choose **Edit..**
- This should open the file using notepad.
- Copy the first line of this file: and paste it so that you have one line for every school that you wish to export.
- *iPASS_Bridge "%USERPROFILE%\Desktop\input.txt .\"*
- *iPASS_Bridge "%USERPROFILE%\Desktop\input.txt .\"*
- Modify each line by adding the subfolder and changing the name of the input.txt file to a different file name for each school.
- *iPASS_Bridge "%USERPROFILE%\Desktop\input001.txt .\001\"*
- *iPASS_Bridge "%USERPROFILE%\Desktop\input002.txt .\002\"*
- Save this file.

Mac:

- Next you will need to modify the bridge script **Discovery_iPASS_Bridge_MacOSX.sh**
- Right click on the iPASS_rr.bat and choose **Edit..**
- This should open the file using notepad.
- Copy the first line of this file: and paste it so that you have one line for every school that you wish to export.
- */usr/bin/perl ~/DSL_IPASS/ipass.pl ~/Desktop/input.txt ~/DSL_IPASS/*
- */usr/bin/perl ~/DSL_IPASS/ipass.pl ~/Desktop/input.txt ~/DSL_IPASS/*
- Modify each line by adding the subfolder and changing the name of the input.txt file to a different file name for each school.
- */usr/bin/perl ~/DSL_IPASS/ipass.pl ~/Desktop*
- */usr/bin/perl ~/DSL_IPASS/ipass.pl ~/Desktop*
- Save this file.

-
6. Next you will need to follow the steps in [Chapter 2 - Manual Export of Data From iPASS](#) of this document for each school that you wish to transfer. Be sure to modify the filename in [Chapter 2: Exporting Data From iPASS \(Step 9\)](#) from *input.txt* to the filename you specified in [Chapter 3: Multiple School Support \(Step 9\)](#) for each school.
 7. Run Principalm Connect.
 8. Change the **Import Folder** for every school. If there is only one school listed, you will need to add each school using the licenses provided by Discovery Software.
 9. You should now be able to update the card, and all of your schools should have the correct data.

Note: Be aware that if you make any modifications to the .bat or .sh file you should not copy over this file with the downloaded one, when you update to a new release of the iPASS Report Reader. At the very least make a backup copy of this file before updating.

Chapter 5 – Uninstall

To uninstall the Discovery Report Reader for iPASS from your system, follow these steps:

Windows

1. Delete the C:\DSL_IPASS folder.
2. Delete the Desktop shortcut to **iPASS_rr.bat**. This should be on the Desktop.
3. Remove the *input.txt* file from your desktop.

Mac

4. Delete the ~/DSL_IPASS folder.
5. Delete the **Discovery_iPASS_Bridge_MacOSX** file from the desktop.
6. Remove the *input.txt* file from your desktop.