

I. **Purpose**

The purpose of this installation guide is to assist Colleague users install the latest version of the Datatel User Interface software for Colleague.

II. **Scope**

This installation guide applies to all Central Texas College Colleague users.

III. **General Instructions**

- A. The instructions for a particular action are located below the example screens.
- B. Refer to the Glossary in Appendix A for definitions of terms.

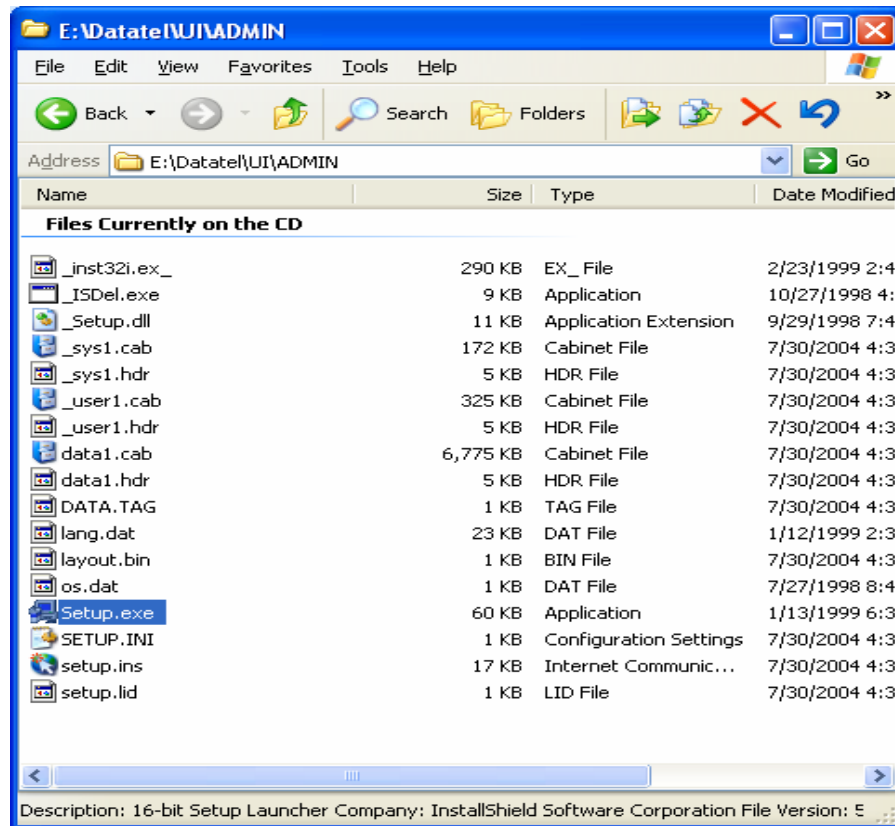
IV. **Installation Guide**

A. **Deleting the old Datatel Program.**

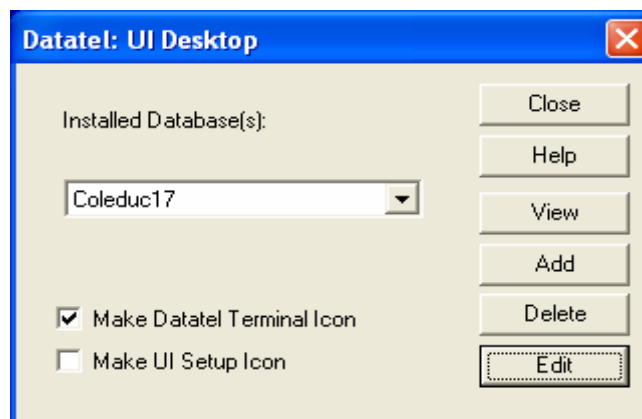
1. Click on the Start Menu\Programs, right click on Datatel, and choose delete.
2. Open the folder C:\WINNT or C:\Windows, right click on the DATATEL.ini file, and delete it.
3. Delete the C:\Datatel folder.
4. Empty the Recycle Bin.

B. **Installing the new Datatel Program.**

1. Insert the Utilities CD with the Datatel software.
2. Open the Datatel\UI\ADMIN folder.

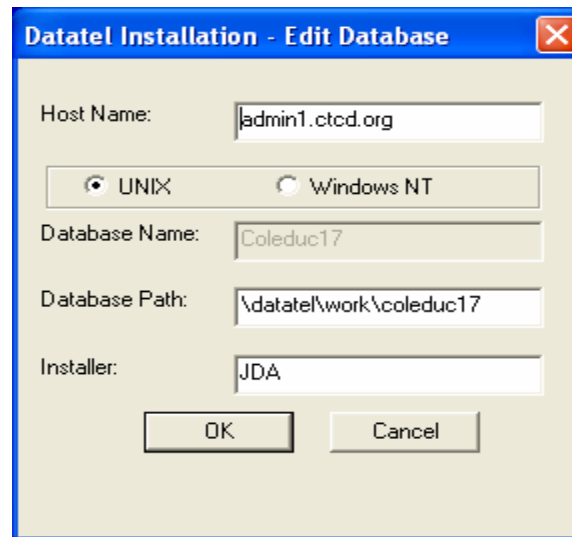


3. Run the Setup.exe file.



4. Ensure that the Coleduc17 appears in the Installed Database(s) menu.

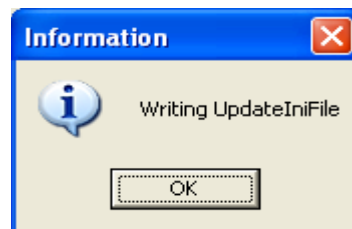
5. Click on Edit, at the bottom of this screen, and it will fill in the next series of entries.



6. Click OK.

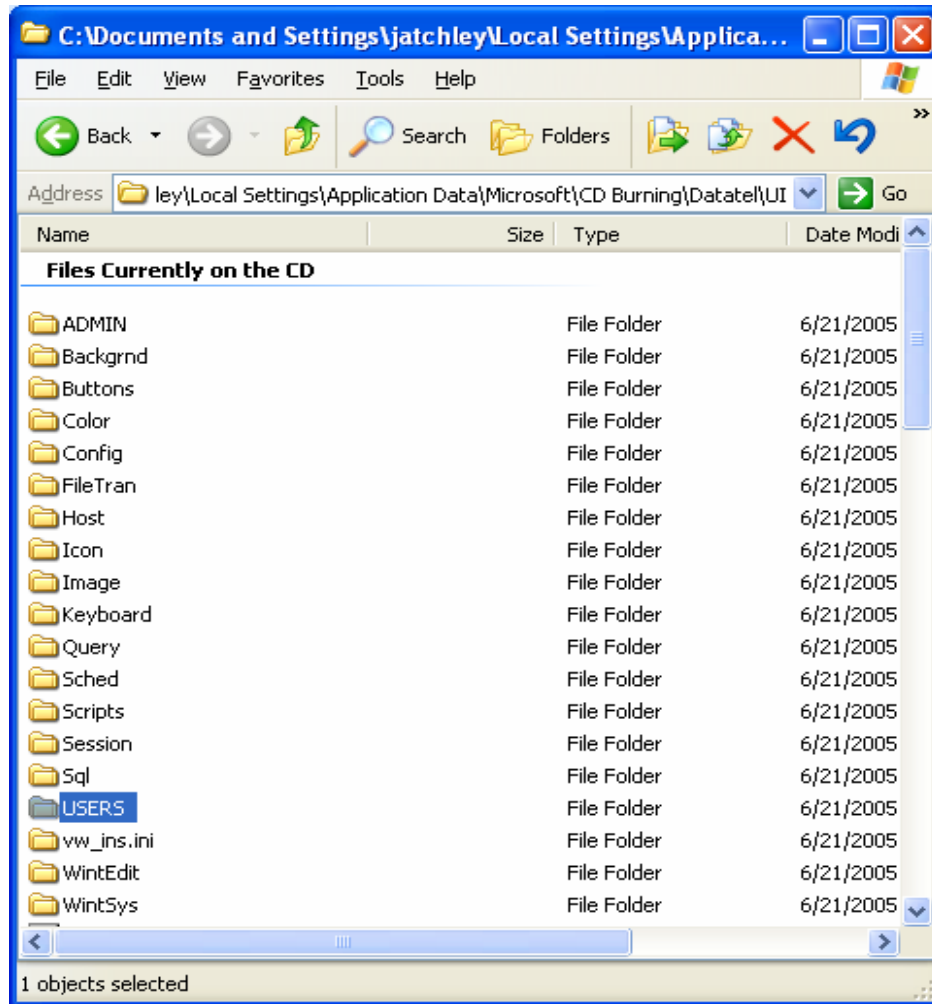


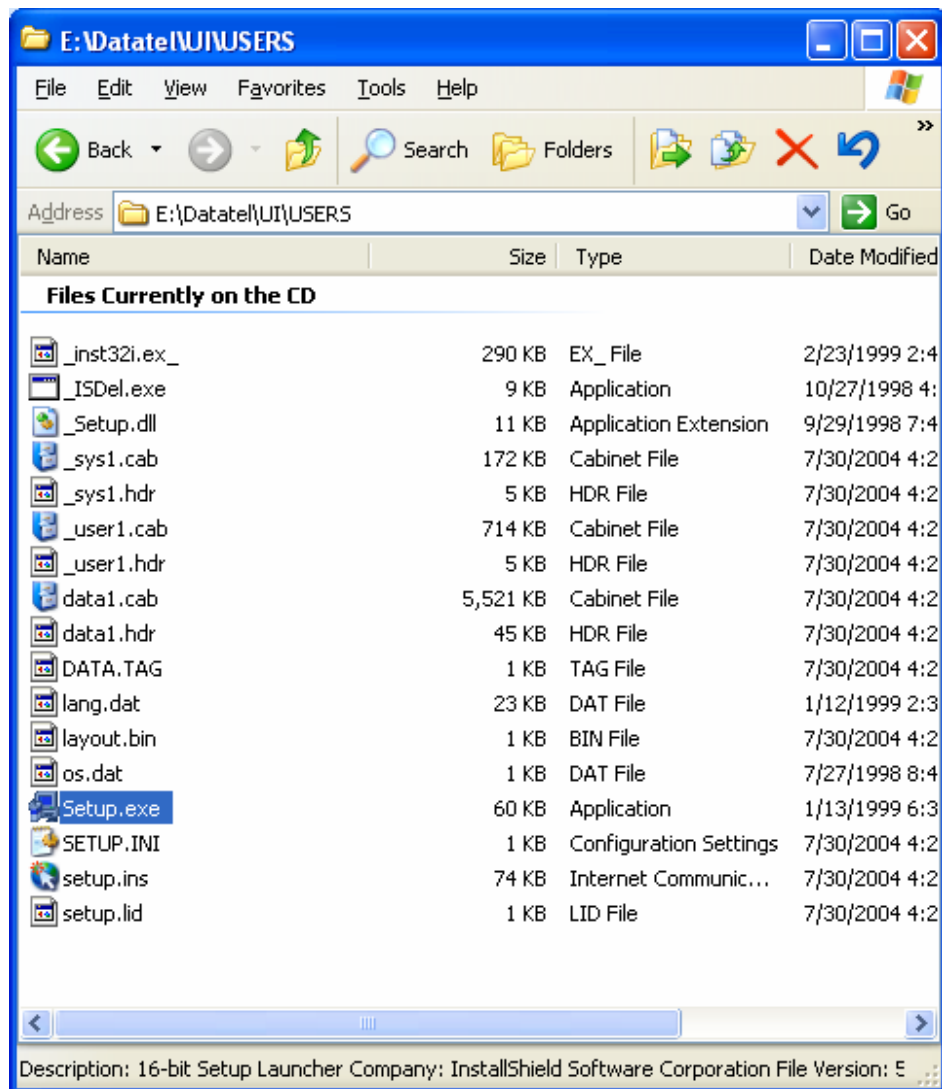
7. Click OK.



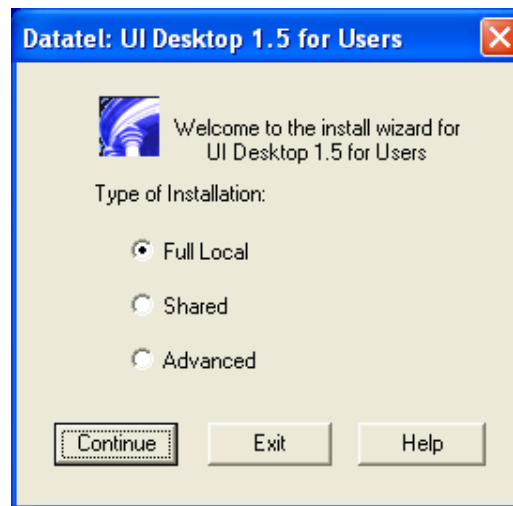
8. Click OK.
9. Click on Close.
10. This will take you back to the opened Datatel\UI\ADMIN folder.

C. Opening the Datatel\UI\USERS folder.

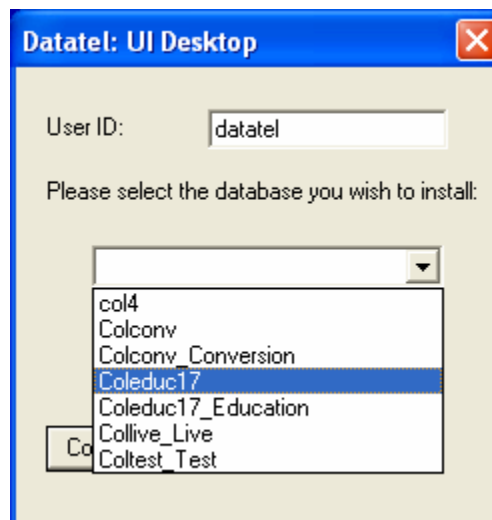




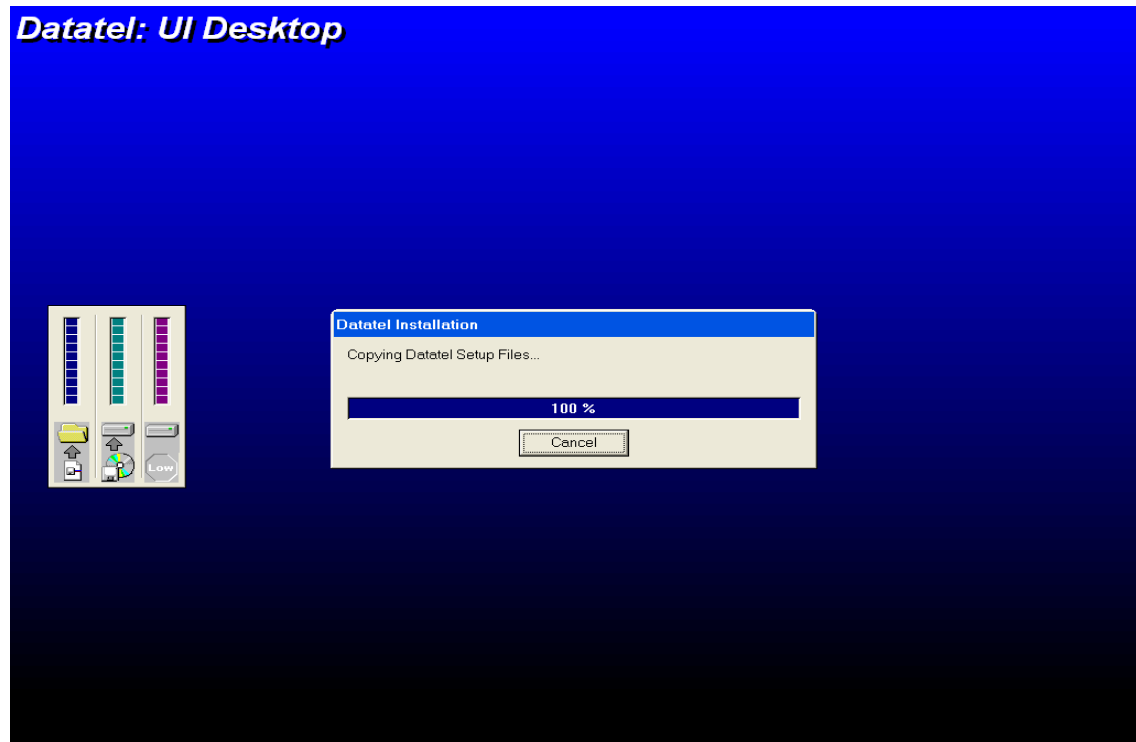
1. Run the Setup.exe file.
2. Once it opens, click Next.



3. Select **Full Local** and click Continue.



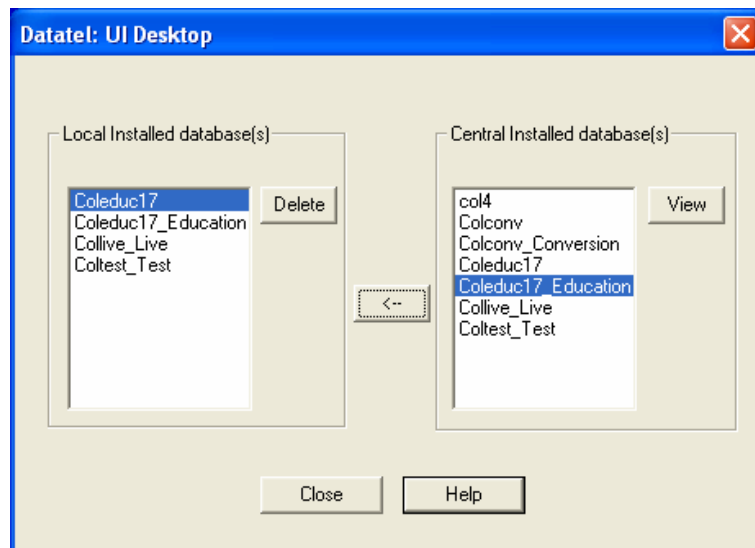
4. In the User ID, type “datatel”.
5. Use the drop down menu to select Coleduc17 and then click Continue.
6. The next screen will say C:\DATATEL\UI and then click Continue.



7. The program will write to the hard drive. When this is done, click Finish.
8. Run the Setup.exe file.
9. Once it opens, click Next.



10. Select **Advanced** and then click Continue.



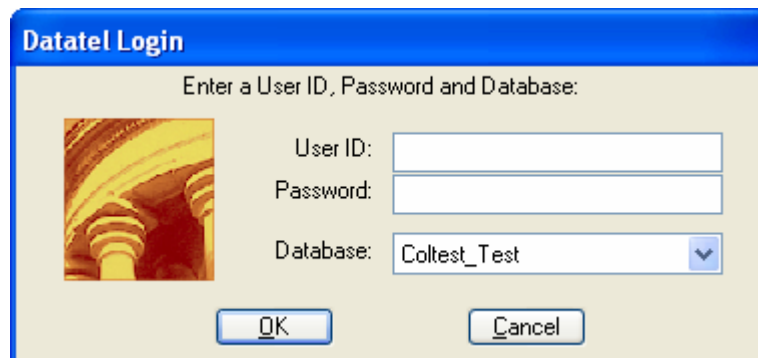
11. From the Central Installed database(s) copy the following to the Local Installed database(s):
 - a. Coltest_Test
 - b. Collive_Live
 - c. Coeduc17_Education.

12. Click Close.

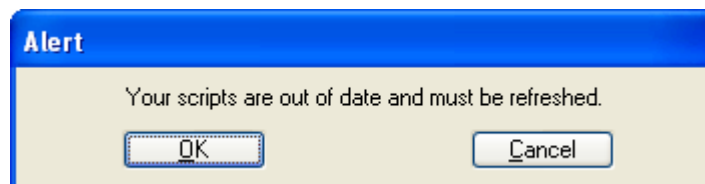
13. Click Finish.

D. Running Datatel.

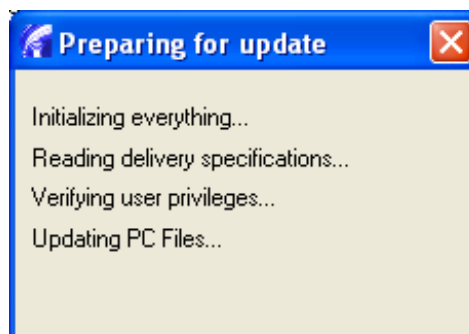
1. Double-click the Datatel icon on your desktop.



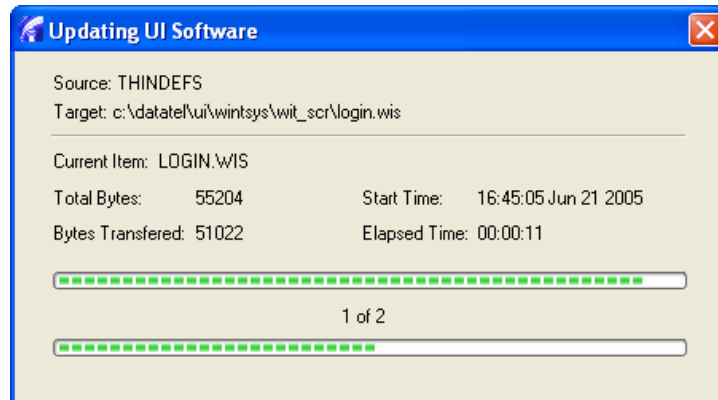
2. Enter your individual User ID and Password.
3. Use the drop down menu to select Coltest_Test, click Ok.



- a. This screen appears when script updates occur on the server.
- b. When this screen appears, click Ok.



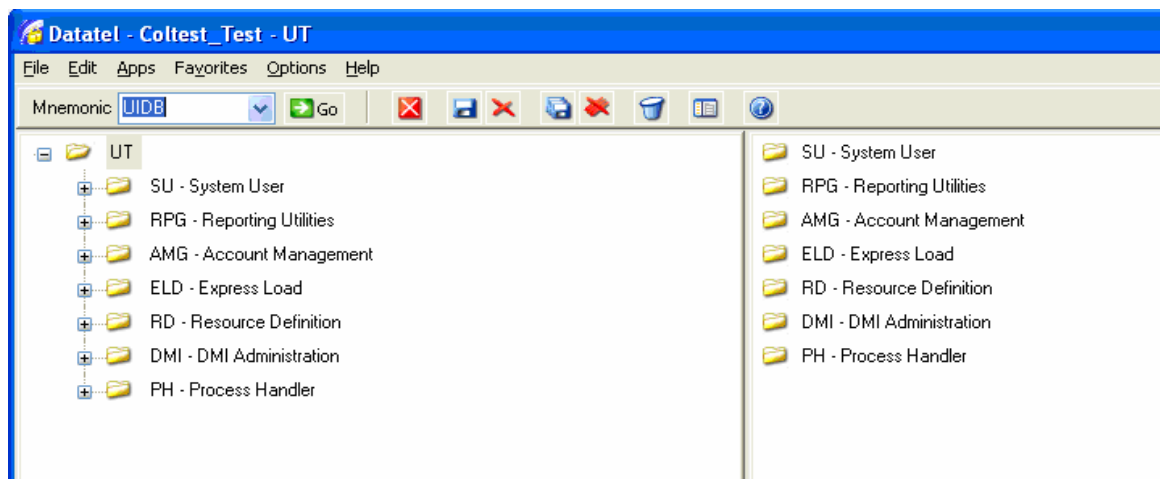
4. Preparing for update.



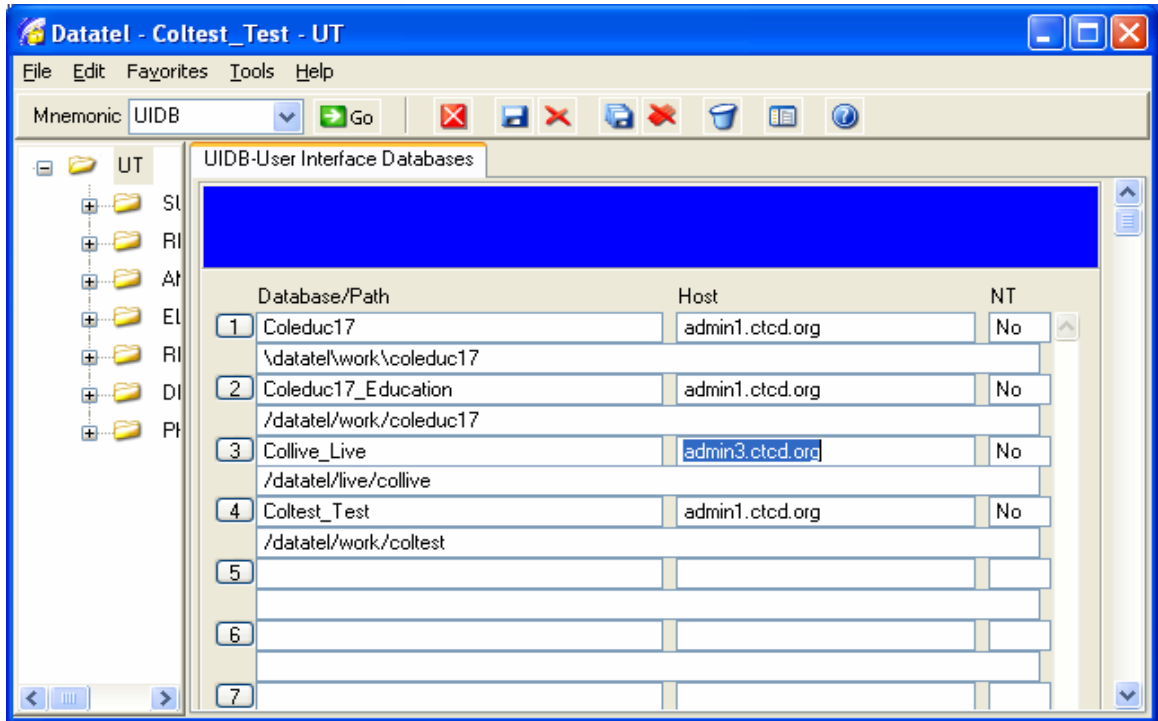
5. Once downloading is complete, click Ok.

E. Running the Datatel Test Account.

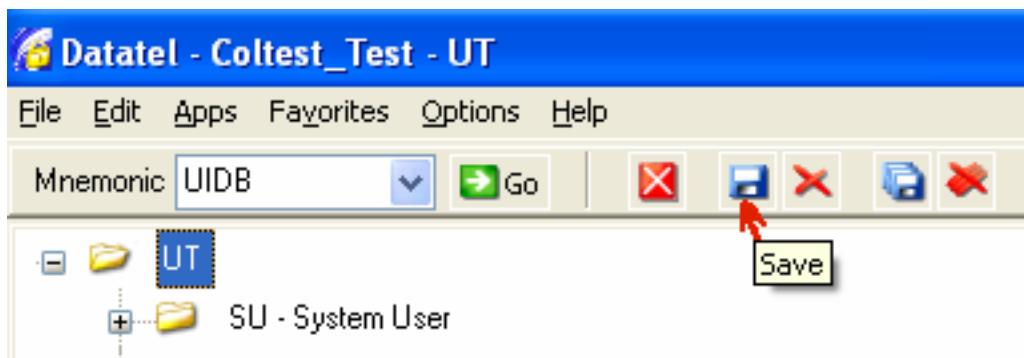
1. Double-click the Datatel icon on your desktop.
2. Enter your individual User ID and Password



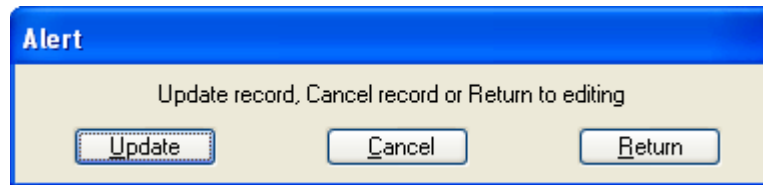
3. In the Mnemonic box, type UIDB.
4. Click on the green Go or Press Enter.



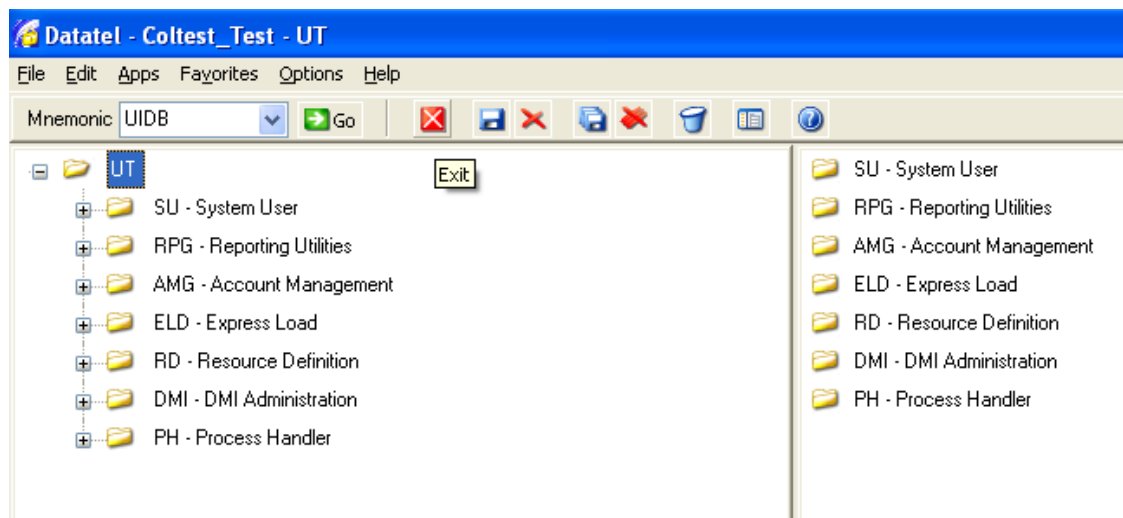
- 5. Click on the **Host** information for Collive_Live **only**.
- 6. Change the **Host** to **admin3.ctcd.org**.



- 7. Click on the save button at the top of this page (next to the red X).



8. Click on the Update button.



9. Click on the Exit button (Red square with white X next to the Save button).

F. This completes the installation of Datatel on your computer.

1. Script Updates will occur while accessing any remaining databases (see III.D.3.a-b).

SUBJECT: Installation Guide| **DATE:** 6/23/2005

NAME: Datatel User Interface Installation Guide| **PAGE:** 13 of 13

Appendix A. Glossary

Colleague – Datatel’s administrative information system that includes modules for Human Resources (HR), Student, and Finance records.

Coeduc17 – Colleague’s education account.

Collive_Live – Colleague’s production account.

Coltest_Test - Colleague’s test account.

Datatel – The name of the company that designed and developed the Colleague application.

Host – Refers to the server that runs the Colleague application.

User Interface (UI) – Datatel’s graphical user interface that runs on a desktop to display Colleague screens.