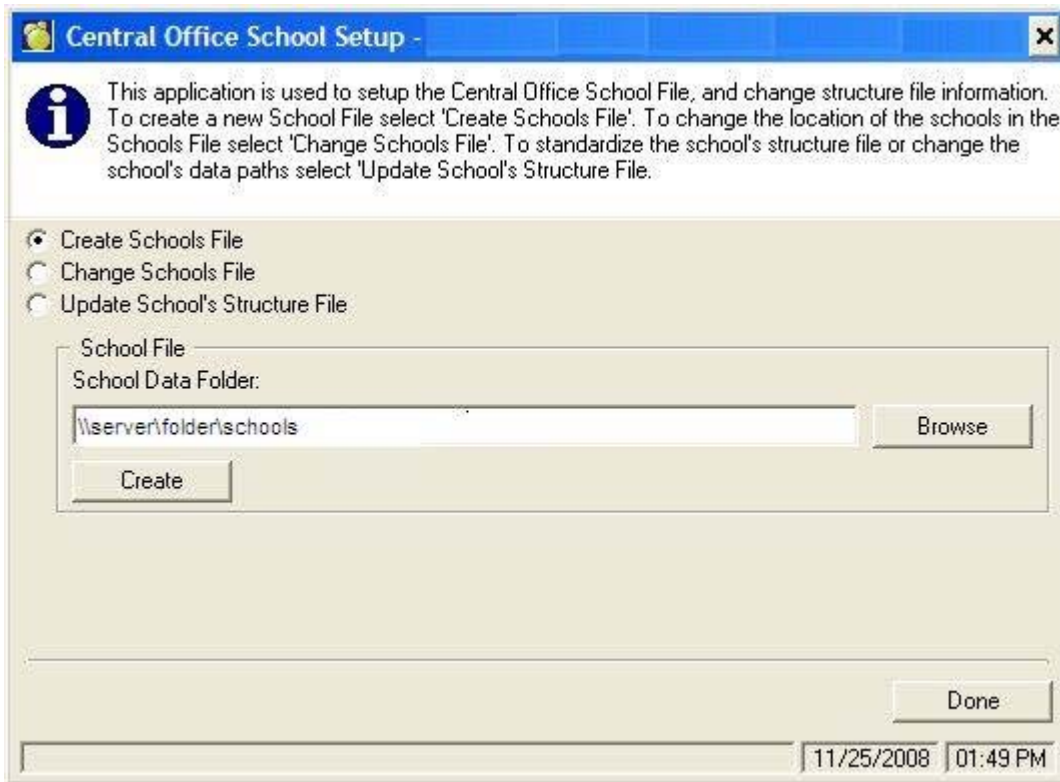


Setting up an additional instance of Central Office

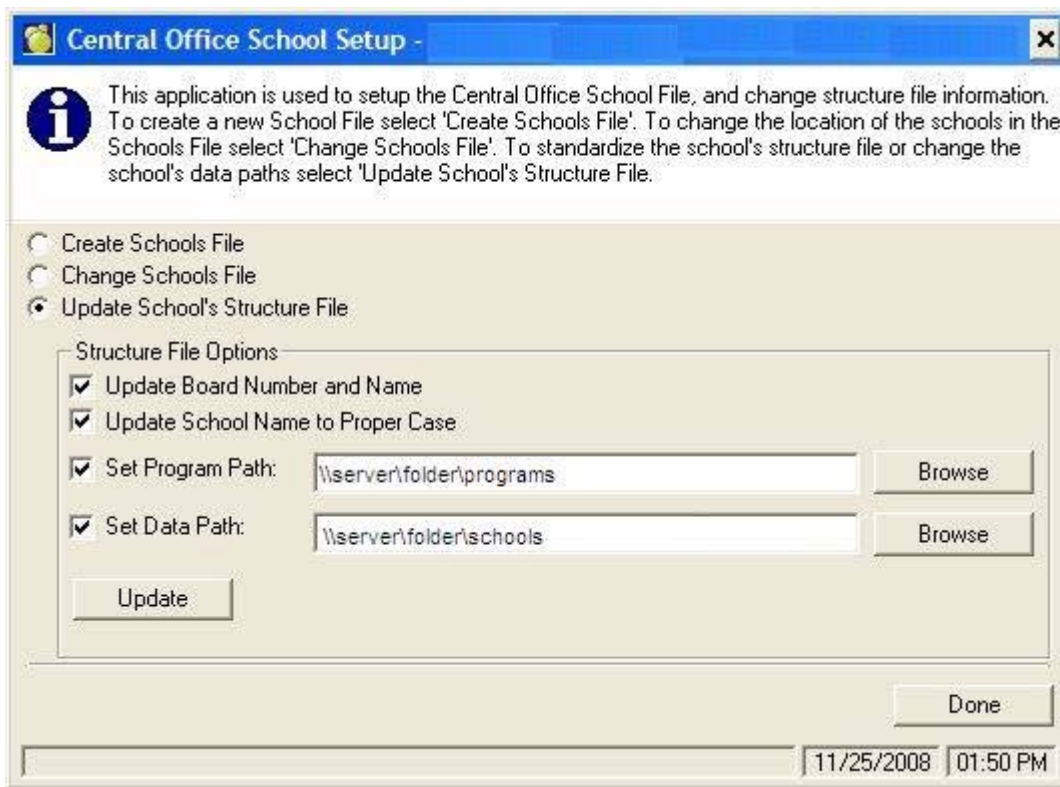
Many school divisions like to keep a copy of their Maplewood data from previous years, and have it accessible through its own copy of Central Office.

In order to set up an independent/standalone copy of Central Office, please do the following:

- 1) Make sure that the data that is currently in Central Office is the data you want in your new copy.
- 2) In a separate location, create a new folder to hold all of the files and folders for the new copy of Central Office. Copy the Schools and Central folders and all subfolders from the current data folder into this new folder. This new folder can be local or on a network.
- 3) Run wpr\DeStLo32.exe on the new Central Office structure file. Change the data location to the new "Central" folder.
- 4) Create a shortcut to wpr\CoUtil32.exe with the "start in" directory being the new Central Office structure file location. Run this shortcut. Select the option to Create Schools File, and specify the location of the new Schools folder. Click Create.



- 5) Once this has been completed, change the option to Update School's Structure File. You should not have to select the first three options, but do select the last one: Set Data Path. Enter the location of the new Schools folder (the same folder that you entered for the previous step). Click Update. This performs the same function as running DeStLo32.exe for each school individually.



6) After these two steps are done please restore the classroom manager databases. Please make sure the appropriate (ie, from the right date) Classroom Manager backup file exists in the admin\clsmgr folder and is called clsmgrSQ.bak. This is the default name used when the database is backed up. To restore all Classroom Manager databases, create a shortcut to \wpr\cmutil32.exe and include " -CORestore" at the end of the target line. This will tell the program that you will be restoring the achievement databases in central office. Change the Start In to the location of the new central office structure file. Since this program restores all databases at once you will need to provide a unique prefix that can be associated with each database. It is a good idea to include the school year somewhere in the Database Prefix, as in the example below. The program then uses the prefix and the school short name as the database name and the information is written to the structure file. Please note that in order to restore the database you will need to have the SQL Native Client Tools installed on the workstation from which you are running this utility.

