

**ROSES Client DLL Version 5.26 Installation Instructions**  
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**Here are the instructions for installing and registering the ROSES Client DLL's on a computer:**

**NOTE:** For definitions of common terms and conventions, go to the ROSES Home Page (<http://www.misd.net/roses>). Then, **click** the following link: **ROSES Configuration Notes**

- 1) Re-boot the computer.
- 2) If it does not already exist, create the **Local ROSES Folder** (C:\ROSES).
- 3) If it does not already exist, create the following **temporary folder**: C:\Temp
- 4) Save the following file in the **temporary folder**: **SetupRosDLLv526.Exe**
- 5) In the **temporary folder**, **double-click SetupRosDLLv526.Exe**
- 6) Eventually, you will see the **Choose Destination Location** screen.

On this screen, set the **Destination Directory** to the **Local ROSES Folder** (C:\ROSES)

Then, follow the screen prompts.

Eventually, you will see the **Setup Complete** screen. As this screen, click the **Finish** button.

- 7) **IF** you see an **Information** form that lists files that could not be registered, write down the files. Then, **click** the **Next** button to continue. Normally, you do not have to worry if certain DLL's could not register. **Therefore, always continue with the installation.**
- 8) Eventually, you will see the **Setup Complete** form. On this form:
  - i) Leave the **Yes, I want to restart my computer now** radio button checked. (You must re-boot the computer to make sure that all of the files have been registered.)
  - ii) Click the **Finish** button.
- 9) After you log back into the computer with the ID and password of the person who will be running ROSES, perform the following to register the version of **Microsoft Access** to be used with ROSES:
  - a) Open Microsoft Access.
  - b) Exit Microsoft Access.
- 10) If a ROSES short-cut does not already exist, create a ROSES desktop short-cut where the target is the **ROSES.EXE** file that is in the **ROSES Application Folder**.
- 11) If you plan to store the **ROSES Application Folder** on each operator's computer and store the **'Data'** databases on the network, refer to **Note #8** in the **ROSES Configuration Notes** for information on how to access the **User.Mdb** file.

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**Here are the instructions for testing the success of the installation:**

- 1) **Double-Click** the **ROSES** desktop short-cut.
- 2) At the **ROSES Login** screen, type the ROSES operator's user name and password.  
  
If you do not know the user name and password, type the following user name: **MANAGER**  
  
Leave the password blank.
- 3) Ignore the following possible warning messages:  
  
**Cannot open the database.**  
  
**Cannot access the Ethnic Crosswalk table.**  
  
**You are opening a database other than the primary database.**
- 4) If you are prompted to compact the database, click **No**.
- 5) To open the proper 'data' database:
  - a) If you are not already at the **Select a PRIMARY Database** screen, select the following from the **Main ROSES Menu**:  
  
**File -> Open -> Any Primary Database**
  - b) Use the **Look in** combo box to navigate to the proper folder.
  - c) Double-click a file with the following naming conventions: "PR####.MDB", where "####" is the year in which the school year started.
- 6) To refresh the report database, select the following from the **Main ROSES Menu**:
  - a) **Utility -> Current 'Report' Database -> Refresh Report Database**
  - b) Click **Run**.
- 7) To verify version numbers, select the following from the **Main ROSES Menu**: **Utility -> Session Settings**
- 8) If you do not know what the version numbers should be on the **Session Settings** form, perform the following.
  - a) Go to the ROSES Home Page: <http://www.misd.net/roses/>
  - b) Click the following link: Current **Session Settings After Update**.
  - c) Print the page for reference.
- 9) Make sure that the following version numbers in ROSES are correct (are equal to, or greater than, the ones that you printed in step 8) c) from the ROSES Home Page):
  - a) ROSES Application Version.
  - b) Current 'Data' Database Version.
  - c) Current 'Report' Database Version
  - d) Template 'Report' Database Version

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10) **IF** the new ROSES operator does **not** have a unique ROSES user name, perform the following to add a new User record:

- a) From the Main ROSES Menu, select: **View -> User**
- b) Click the **Add** button
- c) At the **User Name** prompt, add the user name that the operator wants to type at the **Login** screen.
- d) To make login easier, leave the **Password** prompt blank.
- e) At the **Owner of User Name** prompt, type the operator's first and last name.
- f) At the **Default Primary Database** prompt, browse for the operator's default (current) PRIMARY Database.
- g) If the operator will **not** be allowed to modify student, staff and provider data, un-check the **Update Non-Restricted Data** box.
- h) Click the **Save** button.
- i) Exit ROSES.
- j) Log into ROSES with the new user name.

Reminder: Behind the scenes, ROSES tries to open the last 'data' database that was opened by the user. Since a 'data' database was never opened before with this user record, you will have to browse for the 'data' database.

- k) Log out of ROSES.
- l) Log back into ROSES to verify that the correct 'data' database was opened "behind the scenes".
- m) If you want to verify session settings, select the following from the Main ROSES Menu: **Utility -> Session Settings**