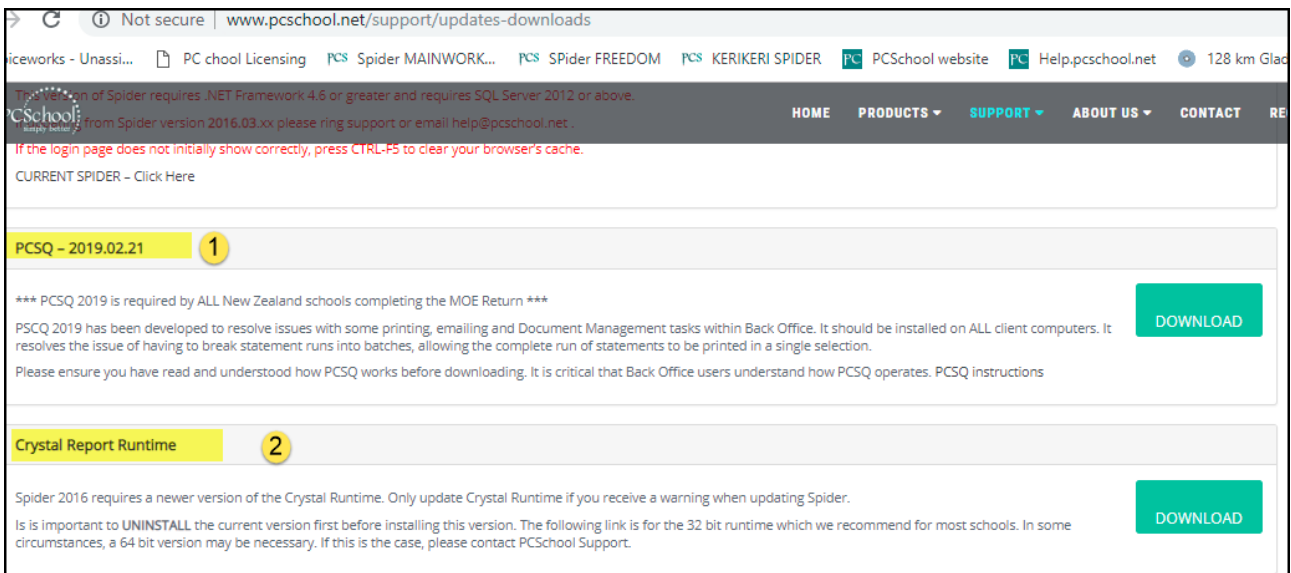


Updating PCSQ

PCSchool has developed an application to address an issue when bulk emailing and printing to Document Management from within Back Office. The “PCSQ” is currently able to email Payslips, Statements and Voluntary Letters as well as sending documents to “Document Manager.” PCSQ will continue to be implemented throughout Back Office.

Installation:

This program needs to be run on each client machine wishing to send out bulk emails or do bulk printing.



The screenshot shows a web browser window at www.pcschool.net/support/updates-downloads. The page features a navigation menu with 'HOME', 'PRODUCTS', 'SUPPORT', 'ABOUT US', and 'CONTACT'. A warning message at the top states: 'This version of Spider requires .NET Framework 4.6 or greater and requires SQL Server 2012 or above. If the login page does not initially show correctly, press CTRL-F5 to clear your browser's cache.' Below this, there are two update entries:

- PCSQ – 2019.02.21** (marked with a '1' in a yellow circle):
 - Text: '*** PCSQ 2019 is required by ALL New Zealand schools completing the MOE Return ***' and 'PCSQ 2019 has been developed to resolve issues with some printing, emailing and Document Management tasks within Back Office. It resolves the issue of having to break statement runs into batches, allowing the complete run of statements to be printed in a single selection. Please ensure you have read and understood how PCSQ works before downloading. It is critical that Back Office users understand how PCSQ operates. PCSQ instructions'.
 - A green 'DOWNLOAD' button is visible on the right.
- Crystal Report Runtime** (marked with a '2' in a yellow circle):
 - Text: 'Spider 2016 requires a newer version of the Crystal Runtime. Only update Crystal Runtime if you receive a warning when updating Spider. It is important to UNINSTALL the current version first before installing this version. The following link is for the 32 bit runtime which we recommend for most schools. In some circumstances, a 64 bit version may be necessary. If this is the case, please contact PCSchool Support.'
 - A green 'DOWNLOAD' button is visible on the right.

Step 1: Go to <http://www.pcschool.net/support/updates-downloads>

- Select [PCSQ] and [DOWNLOAD]
- Note: ***you need to be on the client computer*** - download and Extract the file
- Run the file [pcsq.exe]
- (This will open automatically – you will need to select [NEXT] and scroll down on licence file and then select [NEXT] until [FINISH])

NOTE: If you get a [Crystal report error] do step 2

Step 2: If you get the [Crystal report error] download the file and extract

This will automatically install – answer all questions and install the file Note – it does take a while to install.

Refresh [PCSchool] – PCSQ will now be installed.