

## Create New Workarea Tech Tip



A new Workarea can be created for many reasons. One of the most popular reasons is to create a Play are from your main data. This Tech Tip takes you through creating and Registering a work area and copying the Main data into it.

You must be in the main Workarea of PCSchool you cannot create a new Workarea from any other Workarea.

Prior to creating a new Workarea check with the System Administrator.

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## Create the Workarea

This can only be done in the Main Workarea.

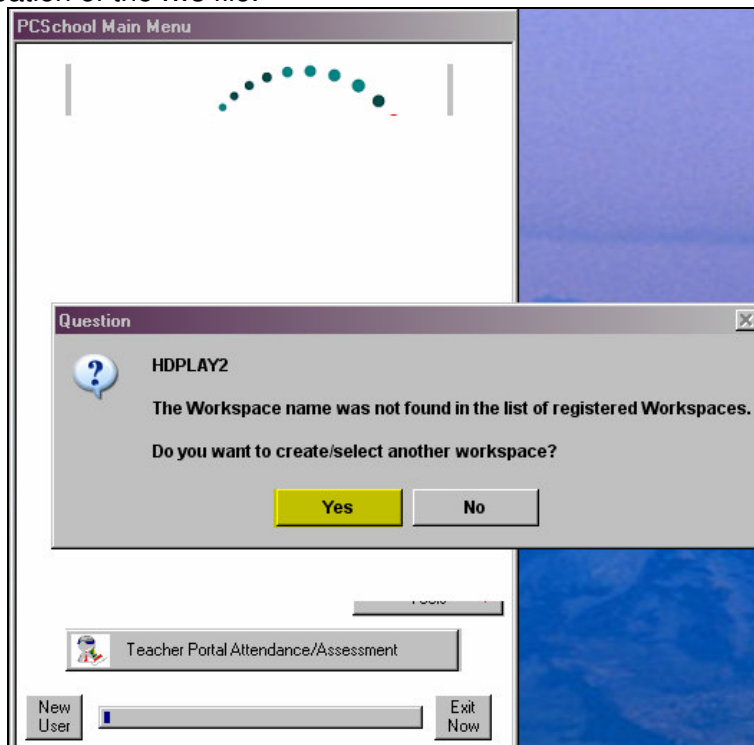
### Enter the Details for the New Workarea

**Path:** Scholastic → Utilities → Work Area Maintenance

1.	Clear View	Click to Clear.
2.	Name	Enter the name, this will be the name displayed when logging onto PCSchool.
3.	Path	Enter a Path name to use for the Workarea, have no spaces in this name.
4.	Colour	Optional: Select from the list, this can be changed later.
5.	Position	Optional: Will default but you can select the position of the Workarea when logging onto PCSchool.
6.	Version	Will be blank until the Workarea is created.
7.	Create New Area	Click, this will be active when creating a new Workarea. <ul style="list-style-type: none"> <li>• You will be asked to save the Workarea, click Yes.</li> <li>• Then click Ok to start the Data Updating, please wait.</li> <li>• Once complete the Workarea will close.</li> </ul>

### Create the Workspace file

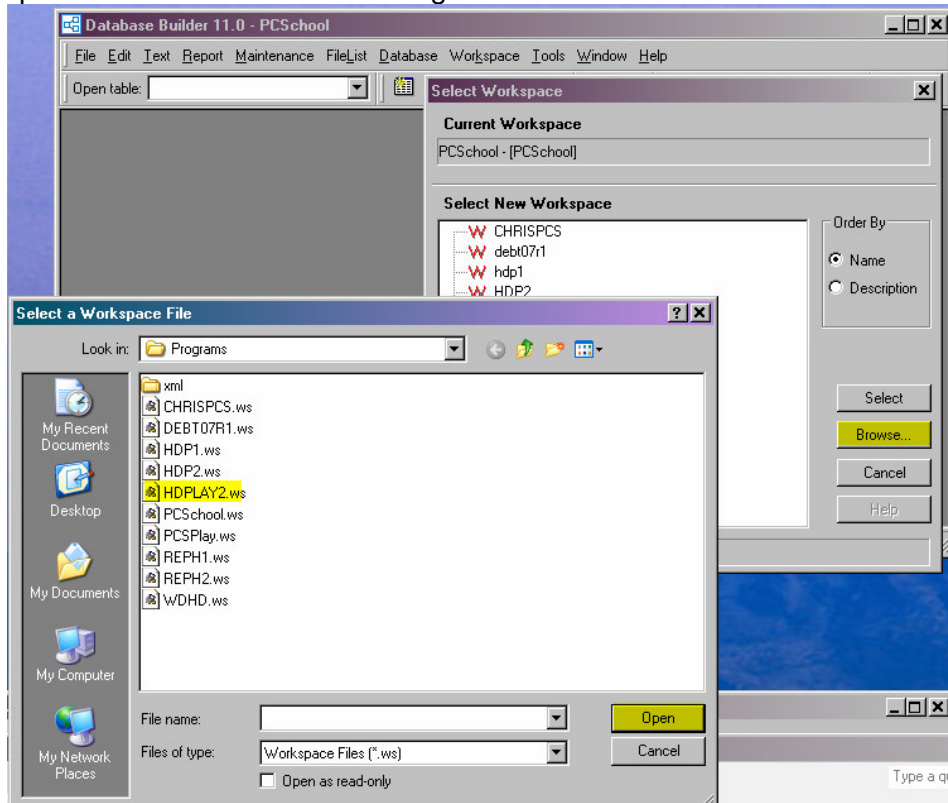
Open PCSchool and select the **newly created Workarea**. If you do not select the new Workarea it will not trigger the creation of the .ws file.



•	Open PCSchool and Select the newly created Workarea.
•	Click Tools.
•	Select File Maintenance, if you cannot see this field you do not have the security.
•	You will be told the workspace does not exist and asked if you want to create/select another, select Yes.

## Register the Workarea

The new workspace must now be found and registered.



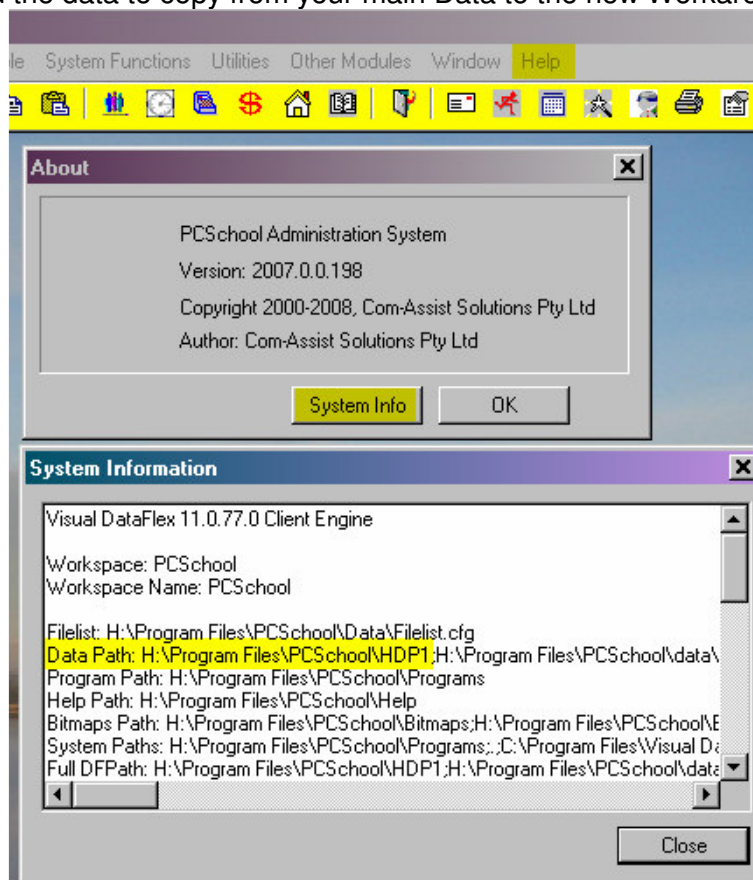
•	Click on File.
•	Click Select Workspace.
•	Click Browse.
•	Find the Workarea .ws file.
•	Click Open.
•	You will be told the Workspace is not Registered and asked if you want to Register it. Click Yes, then ok to the Registration.

The Workarea will now be complete and you can transfer the main data to this area.

## Find the Path to the Data

**Path:** Help → About → System Info

You now need to find the data to copy from your main Data to the new Workarea.



- Make a note of the Data Path or Copy the path and paste it into the Address bar in Windows Explorer. The Path starts at the Drive Letter, in this case H:.

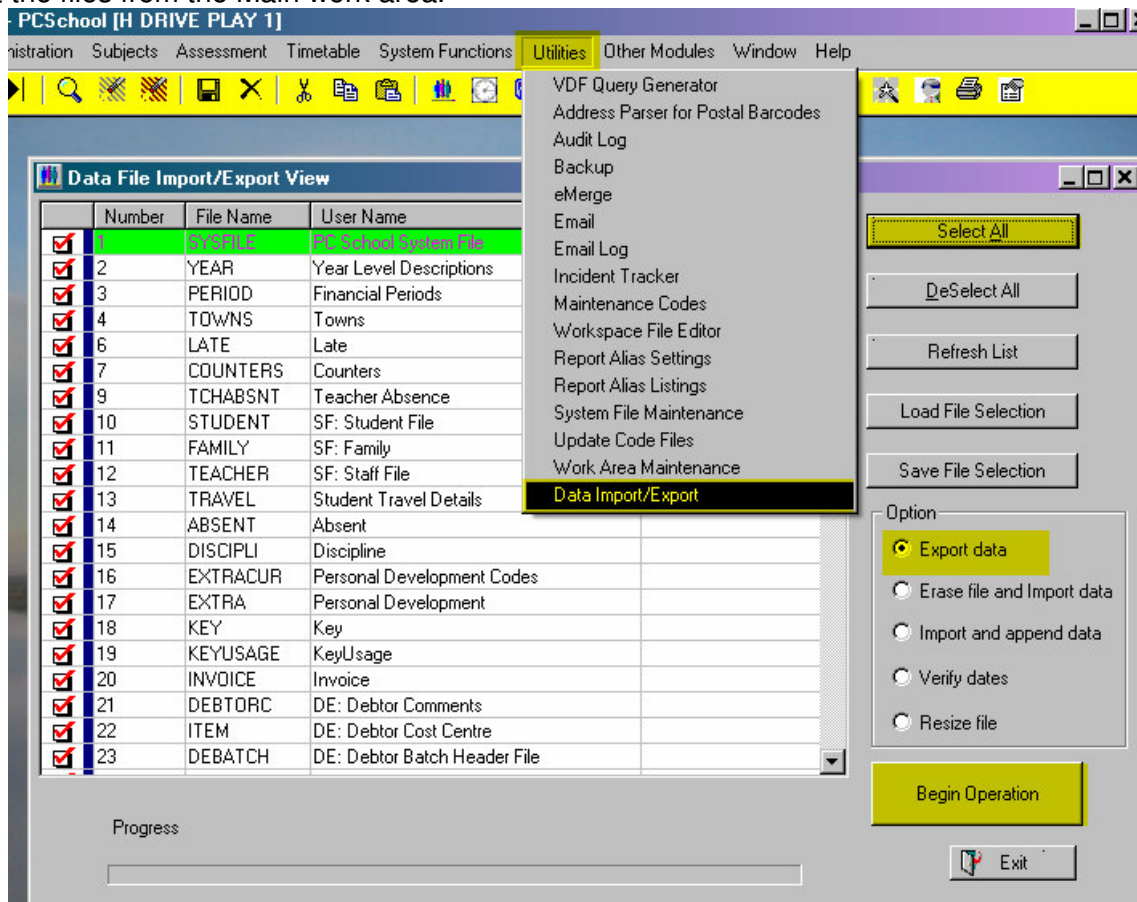
## Copy data SQL or Non SQL

You cannot use this method if you are on PCSchool 2004. This method can be used for SQL and Non SQL on version 2005 and above. The files are Exported as .TMP files and Imported into the New Workarea. If you are not SQL you can use this method or the method for Non SQS below.

### Export the Files

**Path:** Main Workarea → Utilities → Data Import/Export

Export the files from the Main work area.

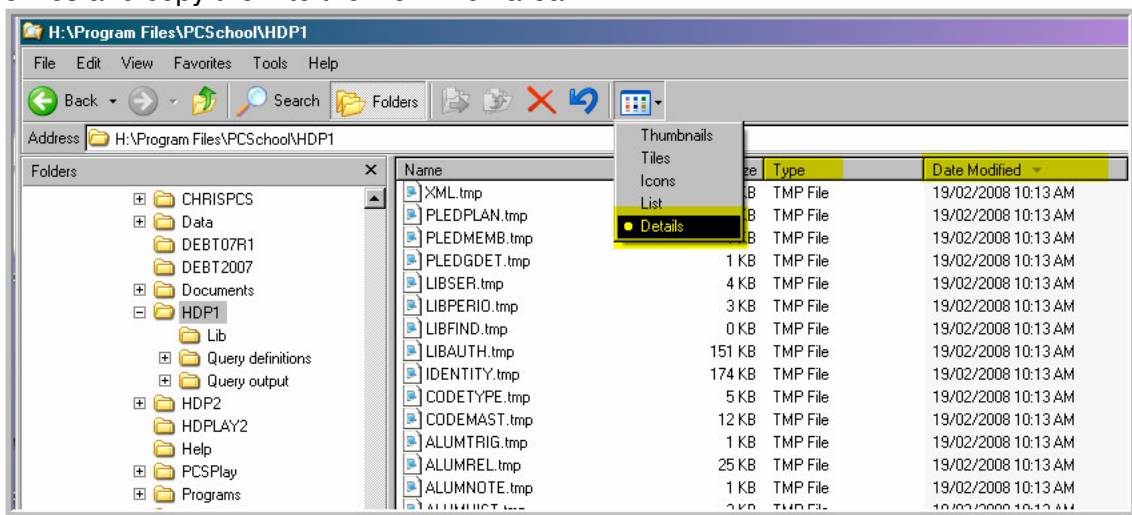


- |   |   |
|---|---|
| • | Click Select All Files.                       |
| • | Make sure the Option Export data is selected. |
| • | Click Begin Operation.                        |

## Copy the files into the New Workarea

**Path:** Find the Data path from PCSchool Help → About → System Info

Find the files and copy them to the New Workarea.

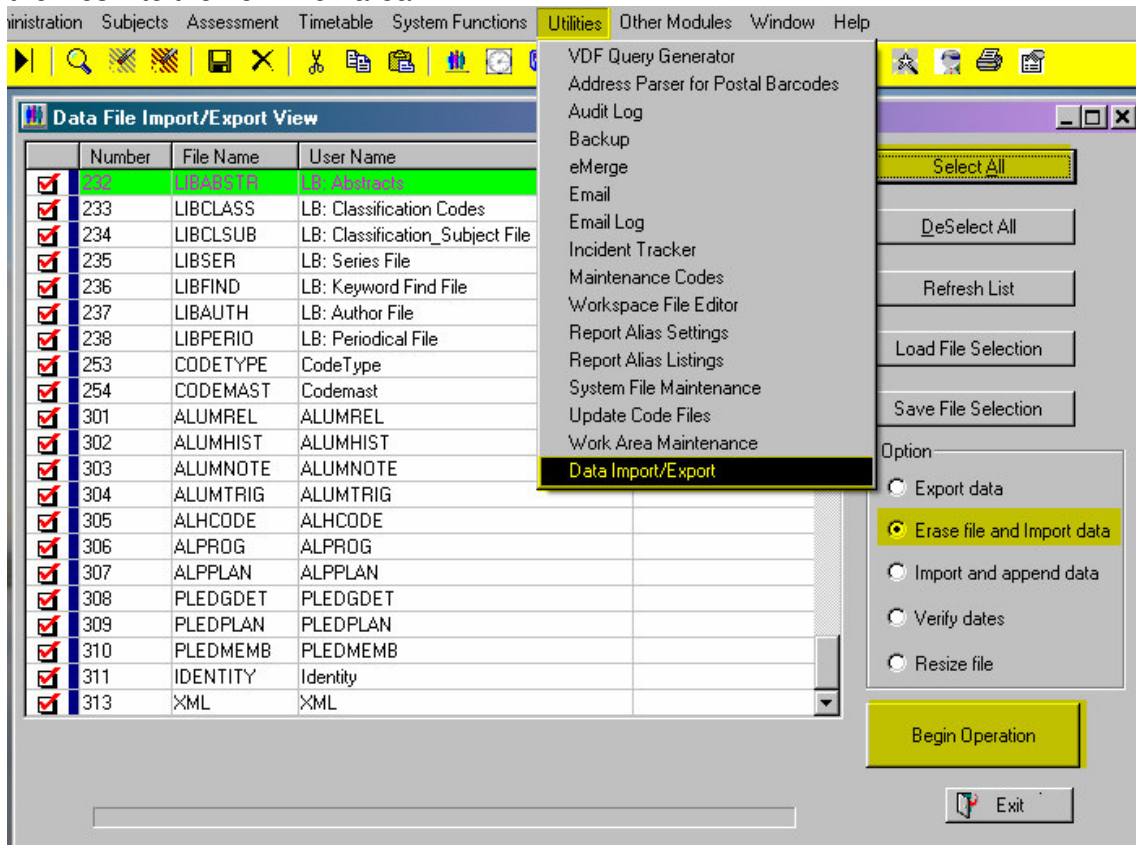


- |   |   |
|---|---|
| • | Find the main Data.   |
| • | Select to View by Details.  |
| • | Sort by Date Modified.  |
| • | Select and copy all the TMP files with the correct date and time. |
| • | Find the new Workarea and Paste the TMP file into that Workarea.  |



## Import the Files

**Path:** New Workarea → Utilities → Data Import/Export  
 Import the files into the new Workarea.



- |   |   |
|---|---|
| • | Go into the new Workarea.                     |
| • | Click Select All.                             |
| • | Select the Option Erase file and Import Data. |
| • | Click Begin.                                  |

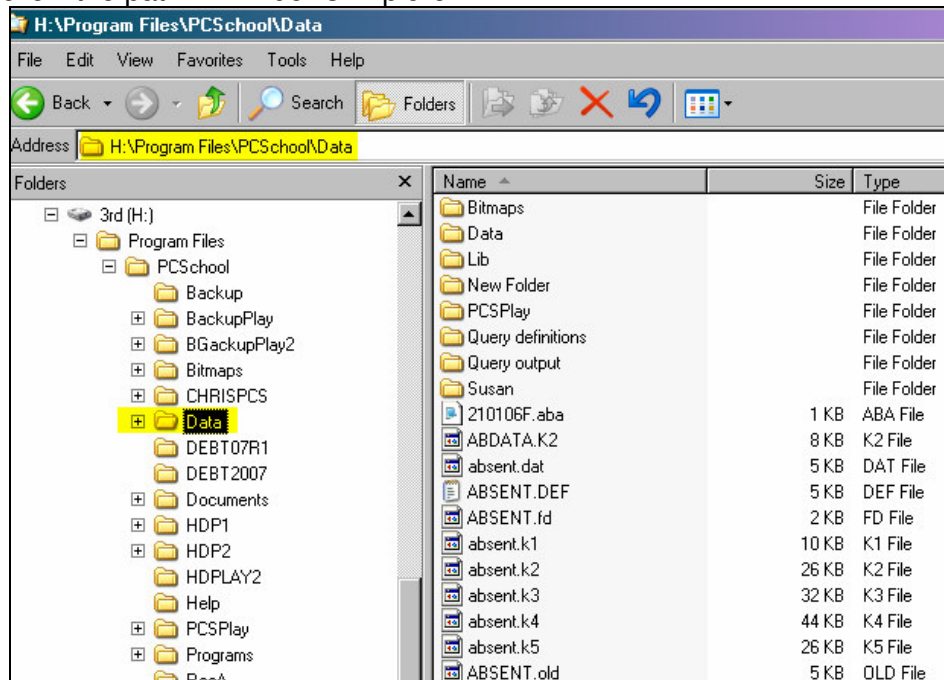
The New Workarea is now ready for use.

## Copy Data Non SQL

You can use this method or the one above if you are Non SQL. If you are still on version 2004 of PCSchool this is the only method you can use.

### Find the Data

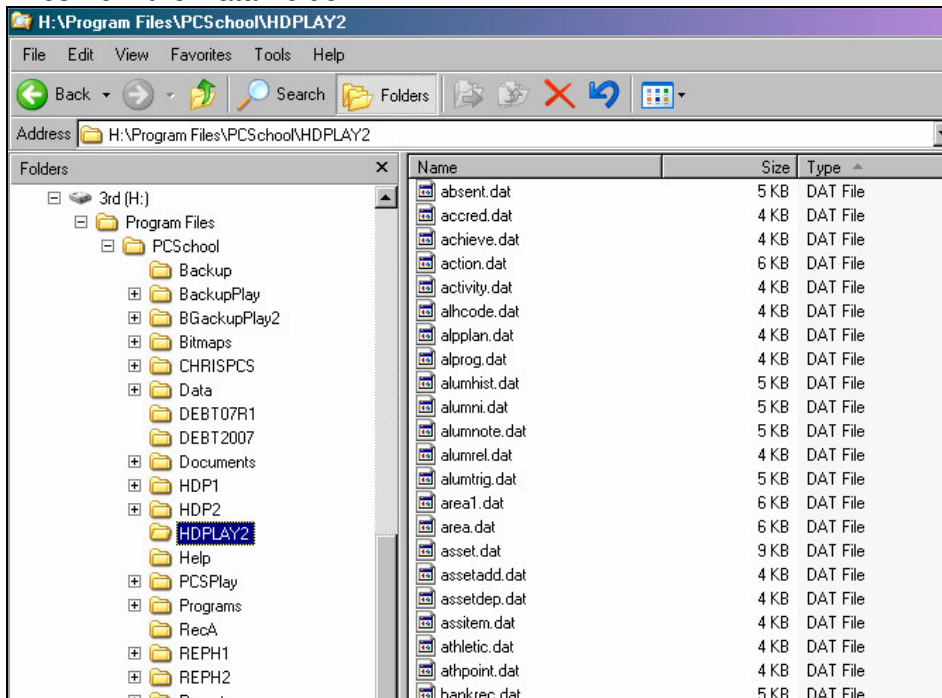
You need to follow the path in Windows Explorer.



•	Right Click Start.
•	Select Explore.
•	Either paste the path into the address bar or follow the path to find the Data

## Copy the Data

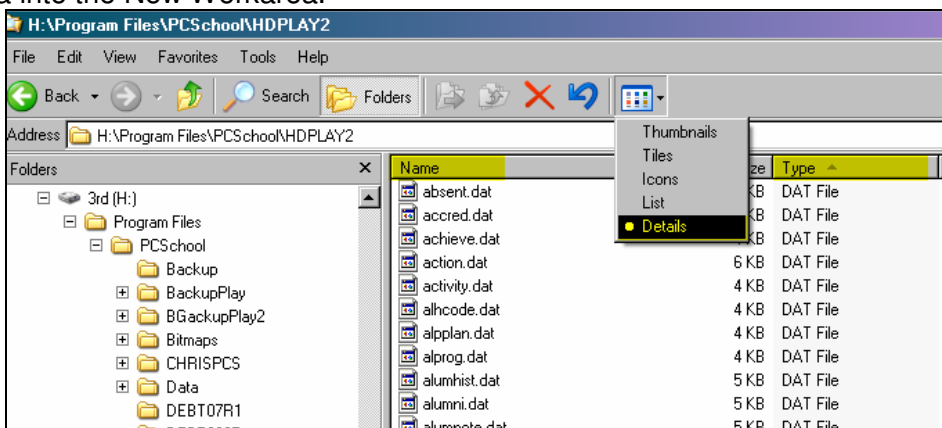
Copy the main files from the Data Folder.



- Click Edit and Select All
- Click Edit and Copy

## Paste the Data into the New Workarea

Paste the data into the New Workarea.



- Find the New Workarea and open the Data.
- Click into the Data.
- Select Edit and Paste
- Select View by Details.
- Sort by name and delete all files that start with ss.
- Sort by Type and remove all files with a Type of Def.

The New Workarea is now ready for use.