

Phoenix Gold Installation Instructions

Phoenix v1.25

IMPORTANT:

Before starting the installation procedure overleaf:

- ***Please ensure you have a recent back-up of your Phoenix datafile.***
- ***All users MUST be logged out of Phoenix.***

To load the new Software on Windows 95 computers

1. Insert the CD into the computer containing your Phoenix Program. If networked this will be the server otherwise it will probably be your main office computer
2. An error message will come up advising you that your version of OLEAUT32.DLL is out of date, click OK to get rid of this message. (If this message does not come up then follow the instructions for Windows 98/ME/XP)
3. Double click on **My Computer** which you will find on your desktop 
4. Right click on your CD drive – similar to the icon here

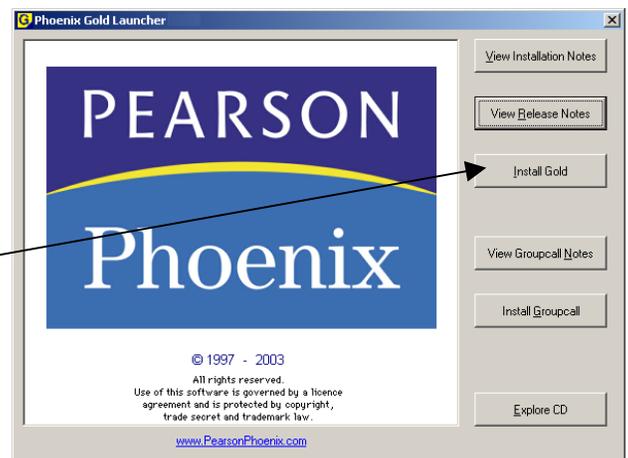
A menu should appear
5. Select the option to *explore*
6. Double click on **Install.exe** (NB: this may just appear as **Install**) 
7. Follow the Windows 98/ME/XP instructions from step 2 onwards

To load the new Software on Windows 98/ME/XP computers

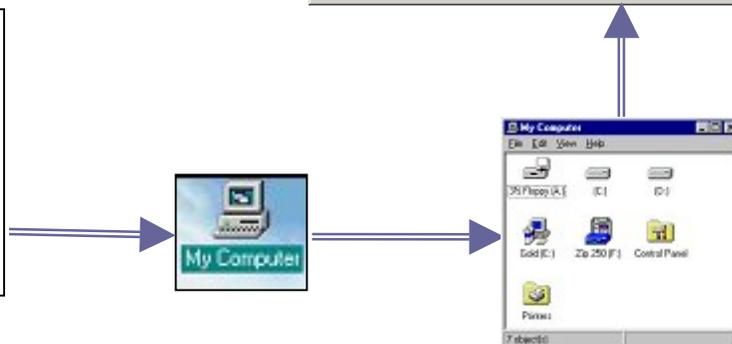
1. Insert the CD into the computer containing your Phoenix Program. If networked this will be the server, otherwise it will probably be your main office computer

The Installer should load automatically and you will be presented with this screen

Click **Install Gold**



NB. If the Installer fails to load automatically, double click **My Computer** (on the desktop). Double click the **Gold** icon to start the Install process. The Install screen above will then appear



2. Click **Next**



Click **I agree**



3. **This next screen is important.** This is where you tell the computer where to install the new software

In most **Primary Schools** this will be the **D drive** as shown on this screenshot. **If you have a folder called Phoenix in the D drive then the path will be D:\Phoenix**

The **first Primary Schools** to have Phoenix (ie before 1 June, 1999) will install to their **C drive** rather than the **D drive**. **If your Phoenix folder is on the C drive then the path will be C:\Phoenix**

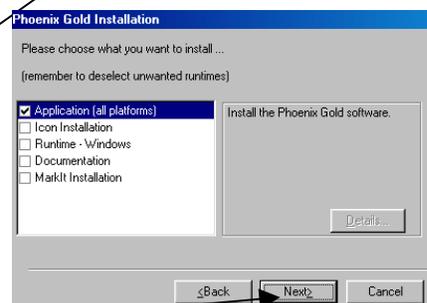


Schools with Phoenix on a **network** must install the software on the **network server or the host computer**. If you are unsure, click the browse button to see the drives and folders on your computer

Find your Phoenix folder, click it and click OK

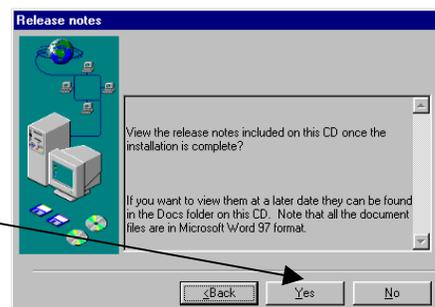
When the path is correct, click Next.
If you are at all unsure, contact Education ICT Solutions Helpline for support

4. Select **Application (all platforms)**.
There is no need to select any other options

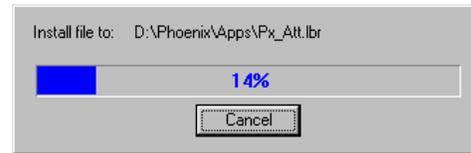


5. Click **Next**

6. Click **Yes** to view the release notes included on the CD

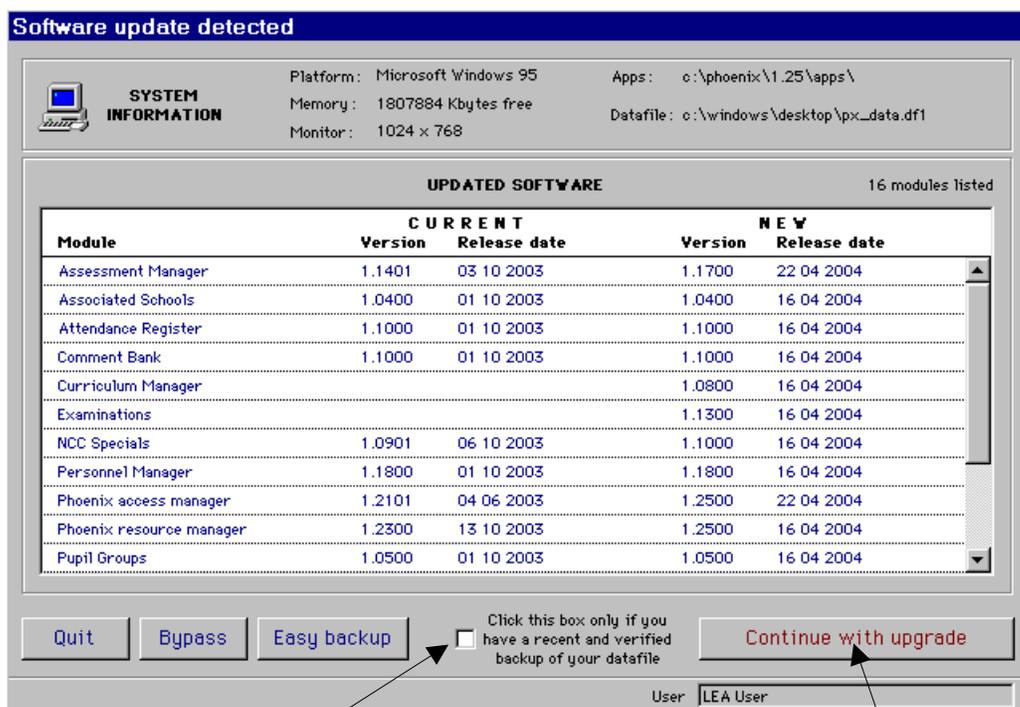


7. Installation of the software then takes place



8. Click **OK** when completed

9. To complete the upgrade process, you need to open Phoenix. Double-click the Phoenix icon on your Desktop. You must log in as the **Administrator** to complete the upgrade process (i.e. **User Name: ADMIN**)



10. You will be presented with a screen similar to the above

11. **Click the box** to verify you have recently backed up your data, then click **Continue with upgrade**

12. The upgrade process will continue, this can take several minutes depending on the size of your data file

Please contact Education ICT Solutions should you require assistance.

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