

Phoenix Gold Installation Instructions

Phoenix v1.23

This upgrade will enable schools to carry out the January 2004
DfES PLASC return

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 An error message will come up advising you that your version of OLEAUT32.DLL is out of date, click OK to get rid of this message.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 (it will now say GOLD underneath). 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.

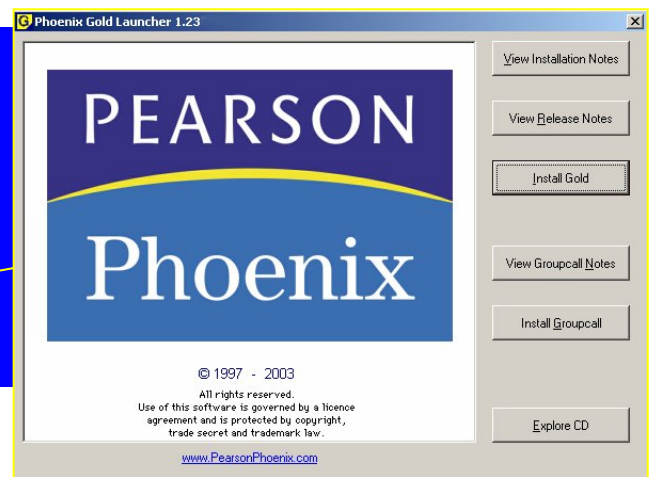


To load the new Software on Windows 98/ME/XP computers

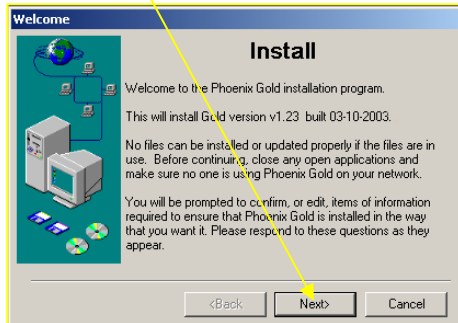
1. Insert the CD into the computer containing your Phoenix Program. If networked this will be the server, otherwise it will probably be your main office computer.

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

Click **Install Gold**.



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.

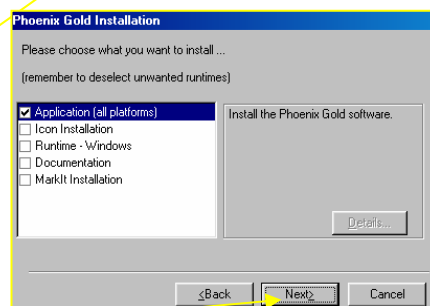
Find your Phoenix folder, click it and click OK.

When the path is correct, click Next.

If you are at all unsure, contact Education ICT Solutions Helpline for support.

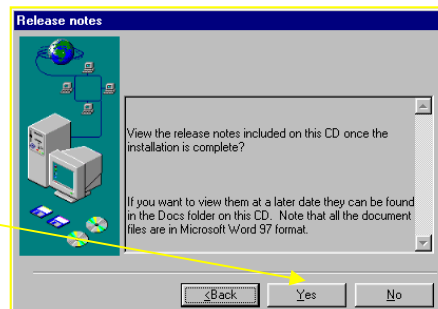
4. Select **Application (all platforms)**.

There is no need to select any other options.

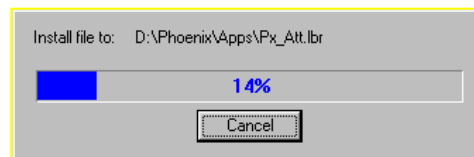


Click **Next**.

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

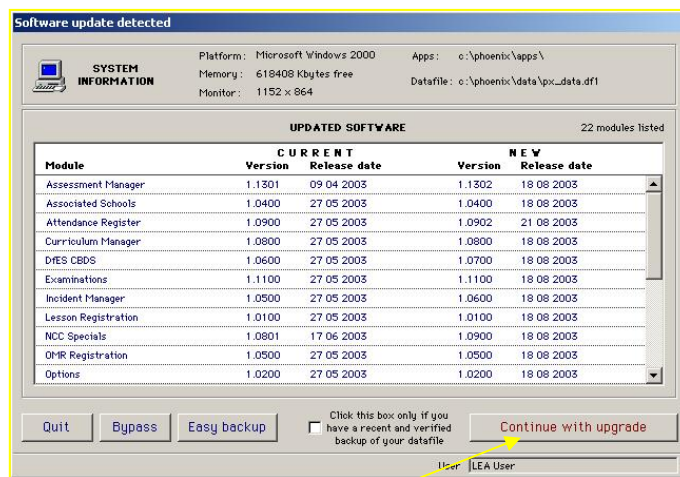


6. Installation of the software then takes place.



7. Click **OK** when completed.

8. 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 (ie, User Name: ADMIN).



9. You will be presented with a screen similar to the above. **Click the box** to verify you have recently backed up your data, then click **Continue with upgrade**.

10. The upgrade process will continue, this can take several minutes depending on the size of your datafile.

Please contact Education ICT Solutions' Helpline 0845 303 3003, should you require assistance