	Capita SIMS.NET MLS Connect Installation	**ID:** 011H **Version Number:** 1.1 **Date:** 04/09/08

Purpose: To give instructions on installing MLS Connect to work with the SIMS.NET Management Information System.

<u>**Overview**</u>

Thank you for purchasing the MLS Connect for SIMS.NET. This application will allow you to automatically update the borrowers within your MLS library system.

The application allows you to select optional information that you would like to transfer such as email addresses, photographs, ethnic origins etc.
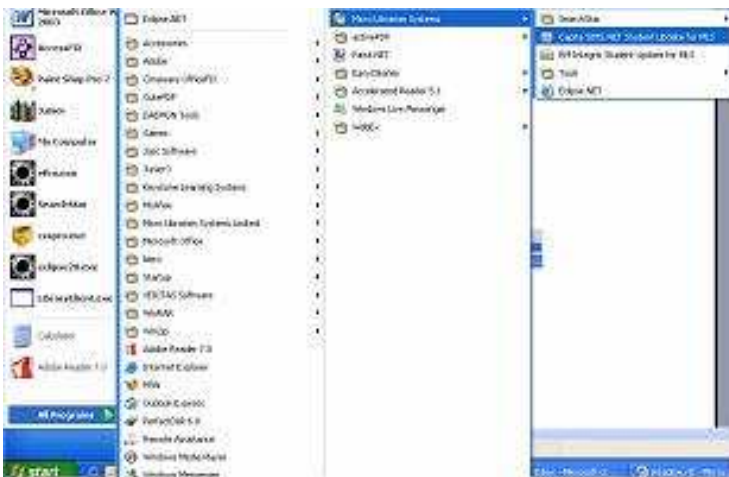
Technical Note

This application must be installed onto a computer which has SIMS.NET client installed as certain components of SIMS.NET are required by MLS Connect.

Installation Guide

1. Run the program '**Capita SIMS.NET Student Transfer.msi'**
2. Accept all the default settings and complete the installation.
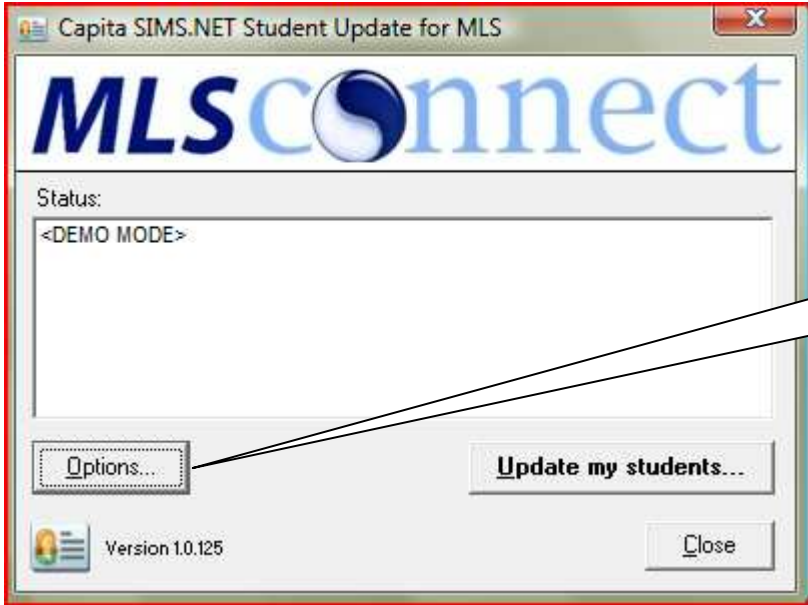

<u>**Configuring MLS Connect**</u>

1.0 Click **Start/Programs/Micro Librarian Systems/Capita SIMS.NET Student Update for MLS**.
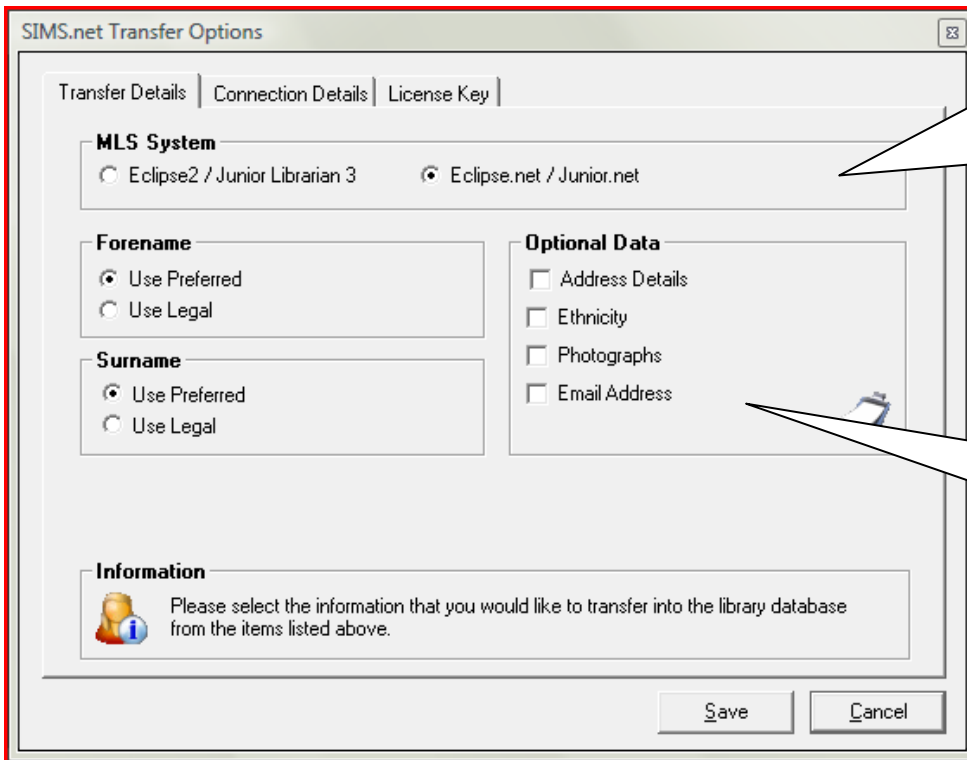
1.2 Click **Options**.

Click here to configure MLS Connect.

1.3 The screen shown below will be displayed. Select your system and the information you would like to transfer to your library database. The first option you **MUST** set is the MLS System that you are using. Changing this option alters the available option on the Connection details Tab.
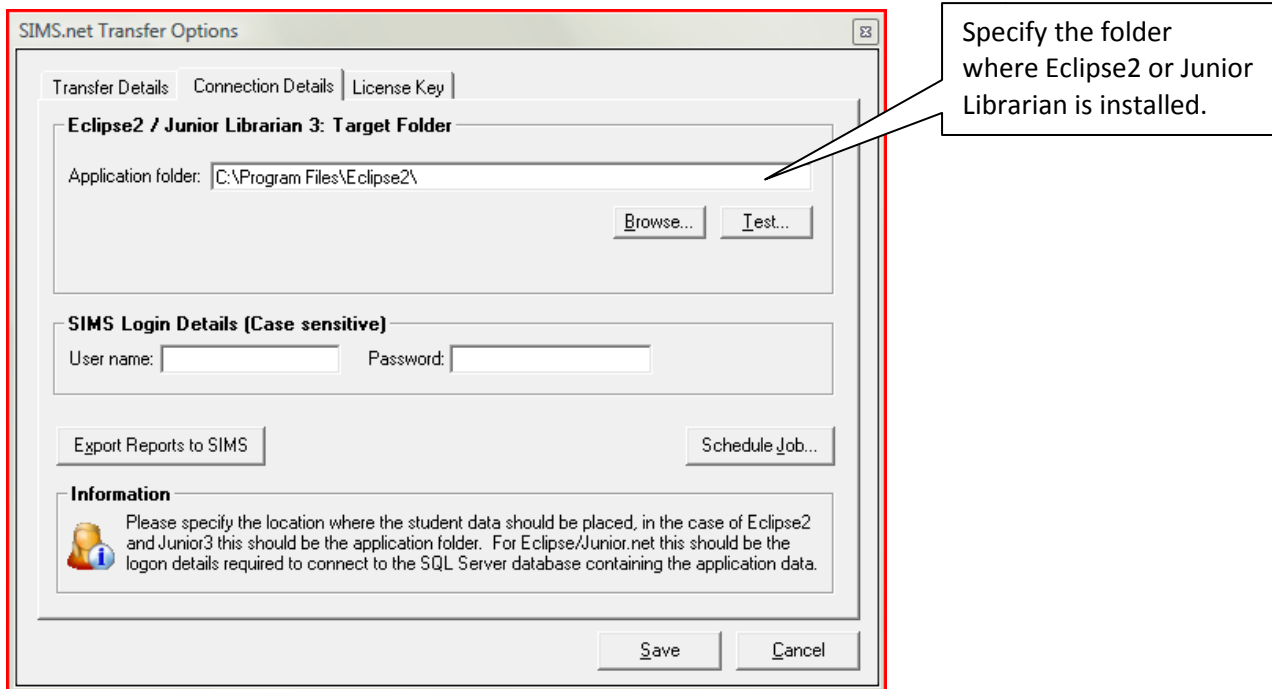

You **MUST** select the correct option for the MLS system you are using. Changing this option alters the available options on the Connection Details Tab.

Use the options here to specify the additional data you want to transfer.

The transfer details section also allows you to specify the data that you wish to transfer to the library system.

NOTE: If you want to include additional data a later stage changing these options and re-running the transfer will allow you to update records with additional data.

1.4   Click the **Connection Details** tab and then specify the location where the student data should be placed. Specify your login credentials for SIMS. Depending on the system you selected in the transfer tab one of the following two screens will be displayed.

1.5   **Default Screen for Eclipse 2 or Junior Librarian Users**

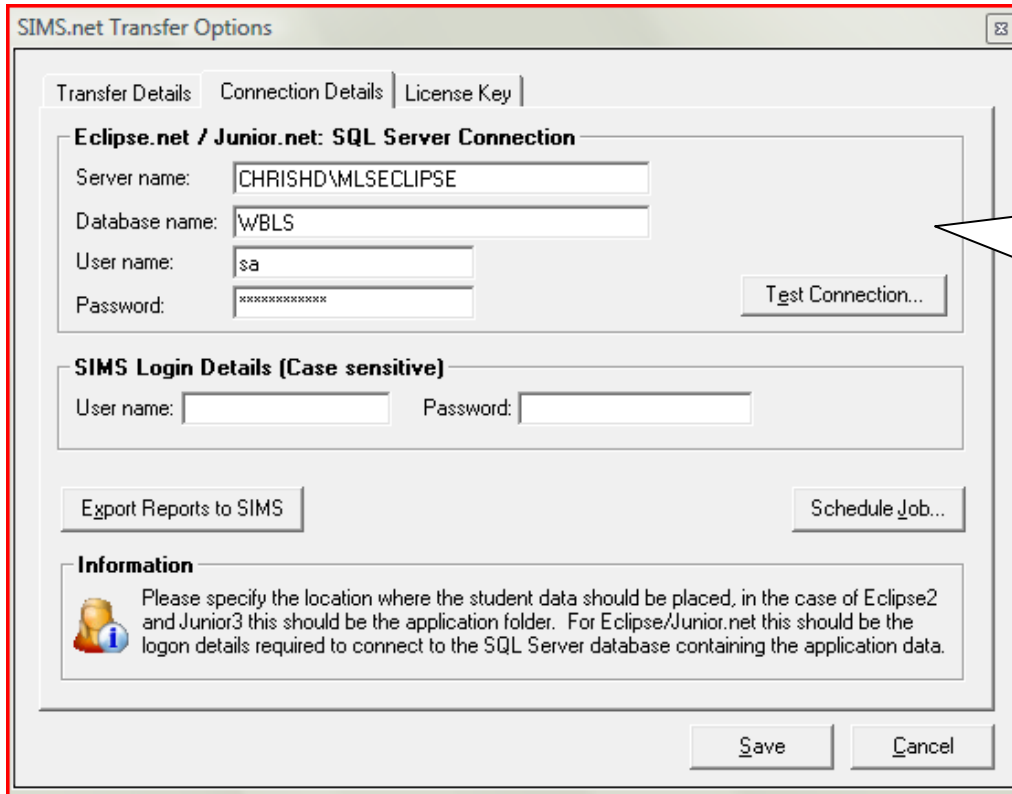Specify the folder where Eclipse2 or Junior Librarian is installed.

1.5.1   Using the browse button to specify the folder where Eclipse2 is installed. In most cases this will be on the local drive. Use the test button to check the connection to insure that you can access this folder.

1.5.2   In the SIMS Logon Details section provide the logon details for the SIMS user account you wish to use. This account must have **Report Writing** privileges in order to work correctly.

1.5.3   Click **Export Reports to SIMS**.

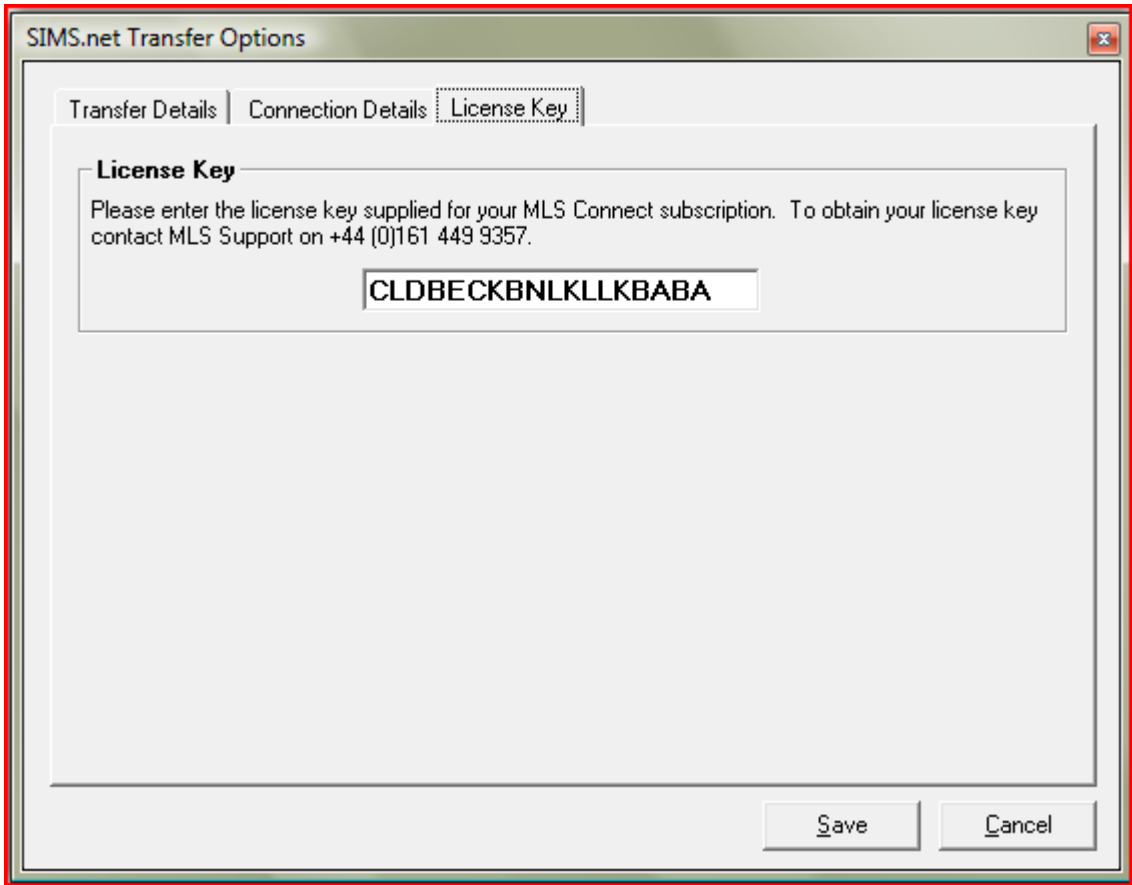**1.6**   **Default Screen for Eclipse.NET customers**

> Specify the database details for your Eclipse.Net database installation

1.6.1   In the Eclipse.net / Junior.net section please supply the details for the database being used. You can check the details are correct by click on the test connection button.

1.6.2   In the SIMS Logon Details section provide the logon details for the SIMS user account you wish to use. This account must have **Report Writing** privileges in order to work correctly.

1.6.3   Click **Export Reports to SIMS**.

1.7   Click the **Licence Key** tab and enter the licence key. To obtain a licence key please contact MLS Support on +44 (0)161 449 9357.
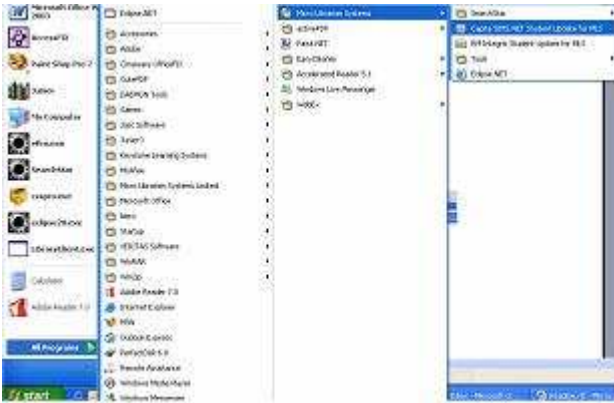

1.8   Once you have selected your preferred settings click **Save**.

Running the borrower transfer manually

2.0   Click **Start/ Programs/Micro Librarian Systems/Capita SIMS.NET Student Update for MLS**.
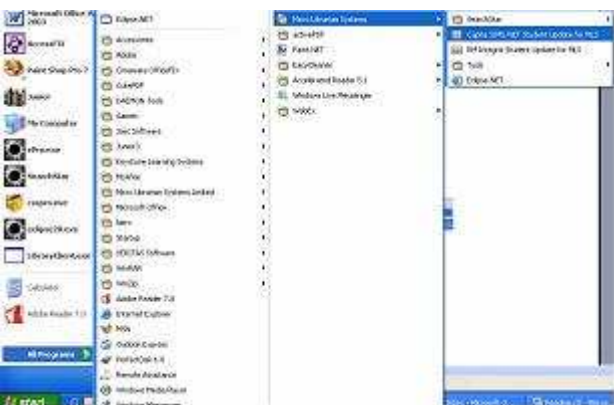

2.1   Click **Update my students** to begin the data transfer. This may take a few minutes depending on the amount of data being transferred.

Running the borrower transfer using a schedule

To run the transfer automatically you must perform the following steps.

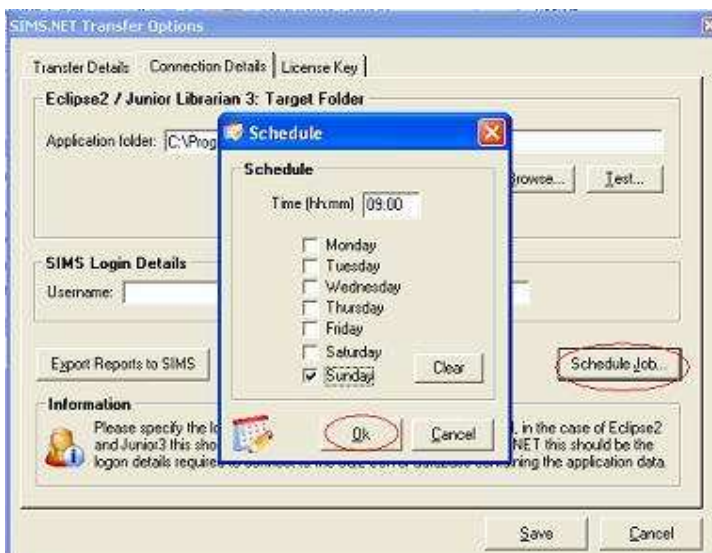**3.0**   Click **Start/Programs/Micro Librarian Systems/Capita SIMS.NET Student Update for MLS**.

3.1 Click Options.

3.2 Click the **Connection Details** tab and then **Schedule Job**.

3.4 Choose the time and days of the week that you would like the transfer to run and click **Ok**. Click **Save**.

3.5 You can now close MLS Connect. The transfer will take place at the specified time.