

Fast•Class File

Client Data System

Volume 46: Control File Update

Control files may need to be updated for any of the following reasons:

- New user licenses
- New module licenses
- Control file expiration
- Corrupt control file

When new licenses are purchased, the admin team will automatically send a new control file reflecting the new licenses. Control files generally expire at the end of November of each year. In mid-October, the E-Z Data Admin team begins sending out updated control files with new expiration dates. On rare occasions, control files can become corrupted. In the case of a corrupt control file, the admin team can send out a replacement control file to resolve the issue. Control file updates will be sent via e-mail or on a CD or floppy disc via regular mail.

Control File Update for Network Installation of CDS

- Ensure that no users are logged in to CDS.
- Minimize or close any programs that are open so that the Windows desktop is visible.
- Retrieve the control file from the e-mail or disc sent from the E-Z Data admin team and paste the control file on the Windows desktop.
- The new control file may have a file extension. To ensure that Windows is not hiding file extensions, click on the **My Computer** icon to open the **My Computer** window.
- Select the **Tools** menu (Windows 98 users select the **View** menu).
- Select **Folder Options**.

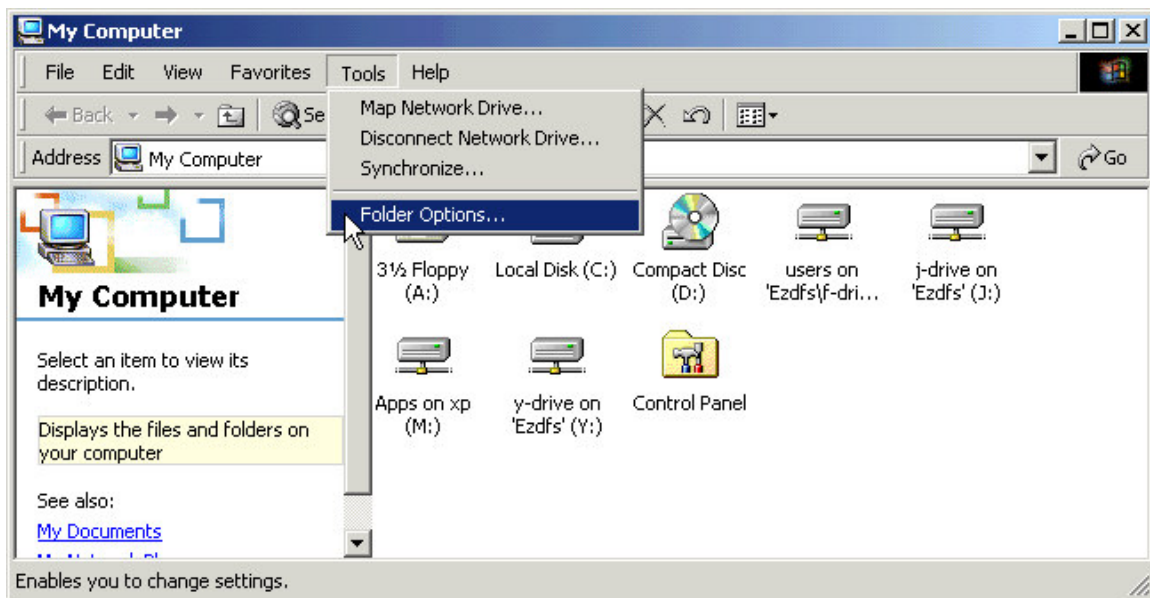


Figure 1: The My Computer window Tools menu (Folder Options selected).

- Select the **View** tab in the **Folder Options** window.
- Deselect the **Hide extensions for known file types** option.

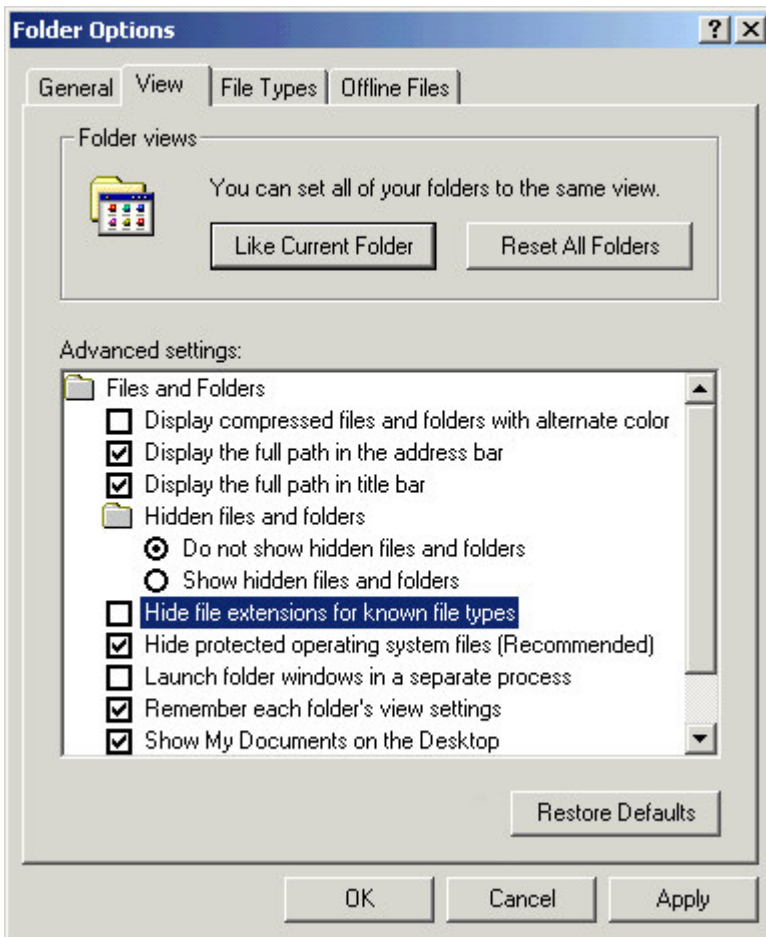


Figure 2: The Folder Options window with the Hide file extensions for known file types option deselected.

- Click Apply then click **OK** to close the **Folder Options** window.
- Minimize the **My Computer** window.
- Ensure that the new control file does not have any file extensions. When control file updates are sent via e-mail, a .dat extension is usually added. In order for a control file to be viable, it cannot have a file extension. If the control file has an extension, right click on the new control file and use the **Rename** option in the pop-up menu to remove the extension.
- Right-click on the **CONTROL** file then select **Copy** in the pop-up menu.
- Open the **My Computer** window on the desktop.
- Locate and open the **Sysdata** folder on the server. The **Sysdata** folder is located in the **CDSWin.svr** folder. If you do not know the location of the **Sysdata** folder on your server, use the Windows **Search** utility to find it.
- With the Sysdata folder open, locate the old control file. Add a file extension to the old Control file in the **Sysdata** to disable it. Right-click on the old Control file, select **Rename** on the pop-up menu and add **.OLD** as the extension.

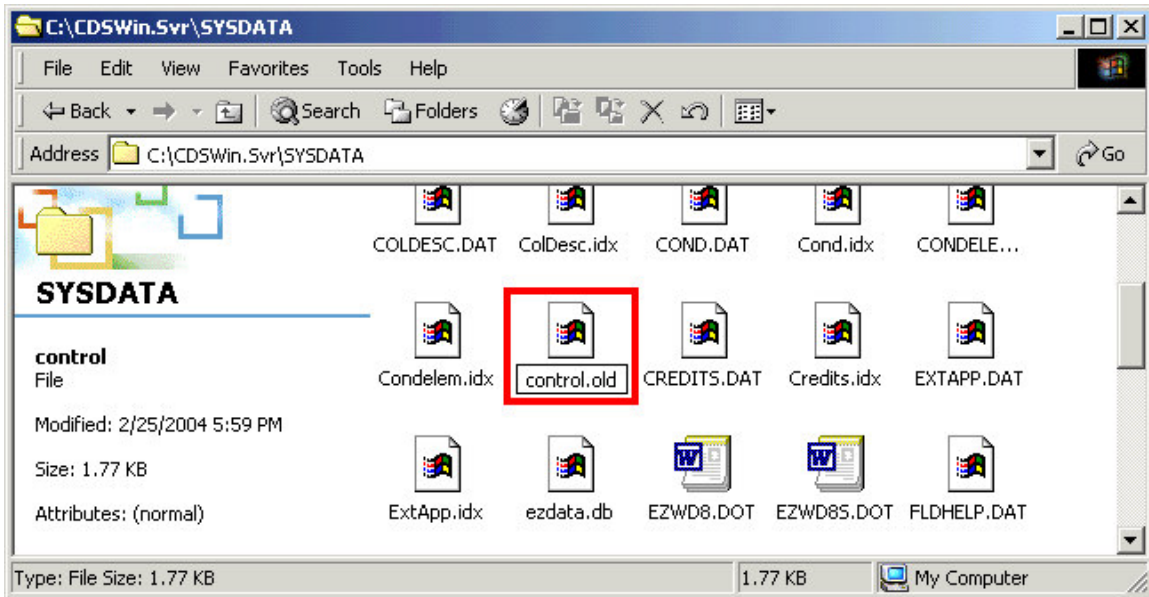


Figure 3: The contents of the Sysdata folder (old control file disabled with .old extension)

- Right-click in a blank area of the **Sysdata** folder window then click **Paste** in the pop-up menu to copy the new Control file into the **Sysdata** folder window.

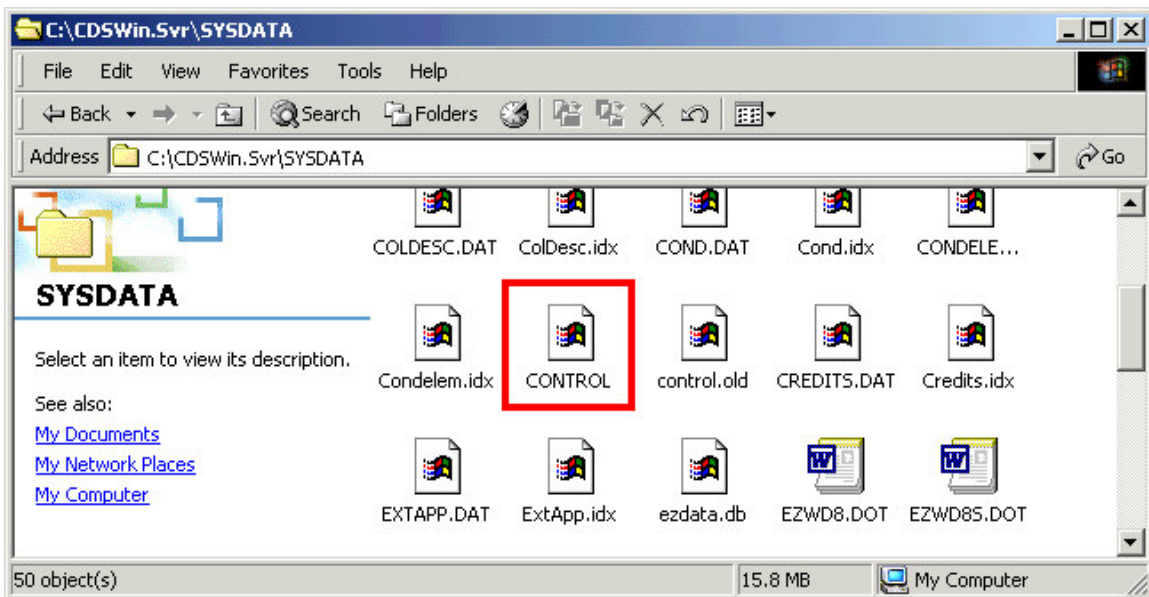


Figure 4: The contents of the Sysdata folder (new control file added).

- Close the **Sysdata** folder window and log in to CDS.

Control File Update for Single User Installation of CDS

- Log out of CDS.
- Minimize or close any programs that are open so that the Windows desktop is visible.
- Retrieve the control file from the e-mail or disc sent from the E-Z Data admin team and paste the control file on the Windows desktop.
- The new control file may have a file extension. To ensure that Windows is not hiding file extensions, click on the **My Computer** icon on the desktop to open the **My Computer** window.
- Select the **Tools** menu (Windows 98 users select the **View** menu).
- Select **Folder Options**.

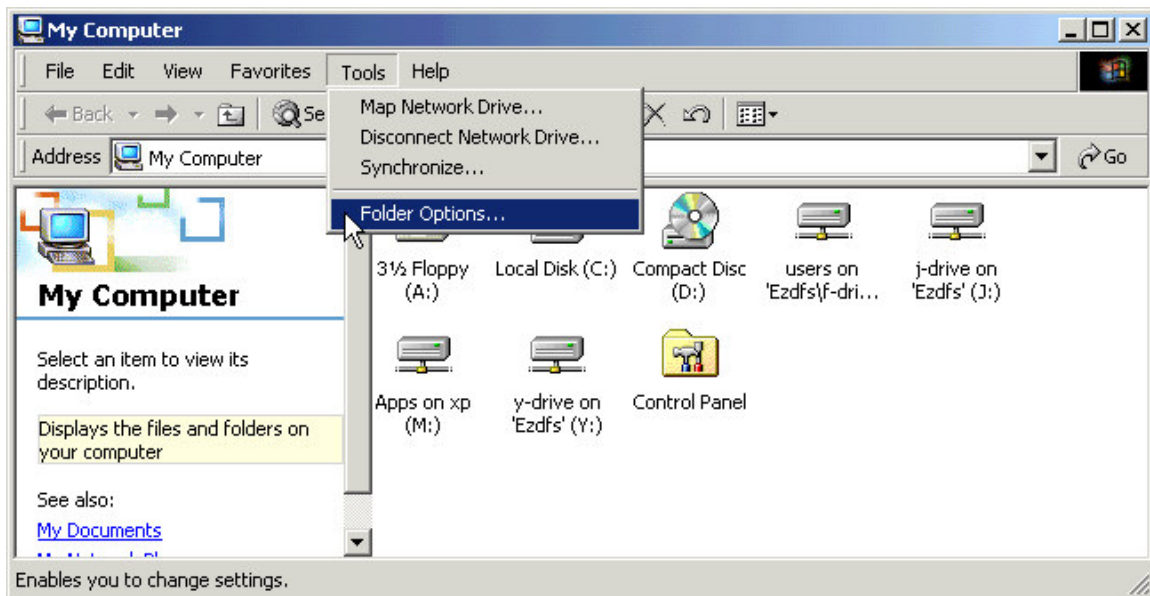


Figure 5: The My Computer window Tools menu (Folder Options selected).

- Select the **View** tab in the **Folder Options** window.
- Deselect the **Hide extensions for known file types** option.

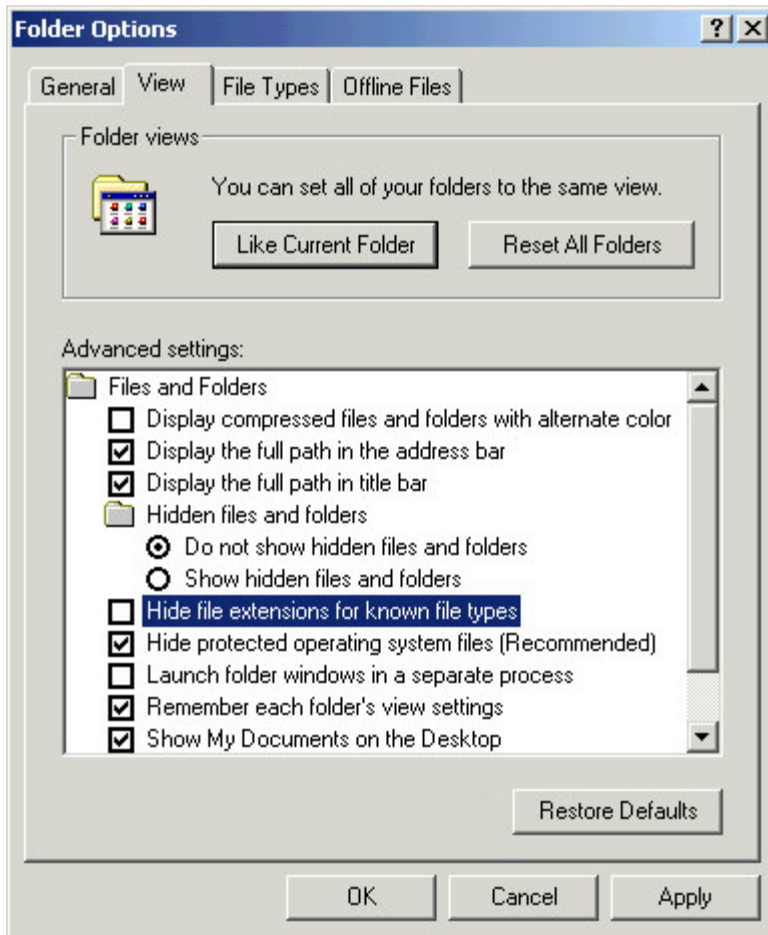


Figure 6: The Folder Options window with the Hide file extensions for known file types option deselected.

- Click Apply then click **OK** to close the **Folder Options** window.
- Minimize the **My Computer** window.
- Ensure that the new control file does not have any file extensions. When control file updates are sent via e-mail, a .dat extension is usually added. In order for a control file to be viable, it cannot have a file extension. If the control file has an extension, right-click on the new control file and use the **Rename** option in the pop-up menu to remove the extension.
- Right-click on the **CONTROL** file then select **Copy** in the pop-up menu.
- Open the **My Computer** window on the desktop.
- Locate and open the **Sysdata** folder. The **Sysdata** folder is located in the **CDSWin** folder. Generally, in single user installations of CDS, the **CDSWin** folder is in the **Program Files** folder on the root of the **C:** drive. If you do not know the location of the **Sysdata** folder on your computer, use the Windows **Search** utility to find it.
- With the **Sysdata** folder open, locate the old control file. Disable the old Control file in the **Sysdata** folder. Right-click on the Control file, select **Rename** in the pop-up menu and add **.OLD** as the extension.

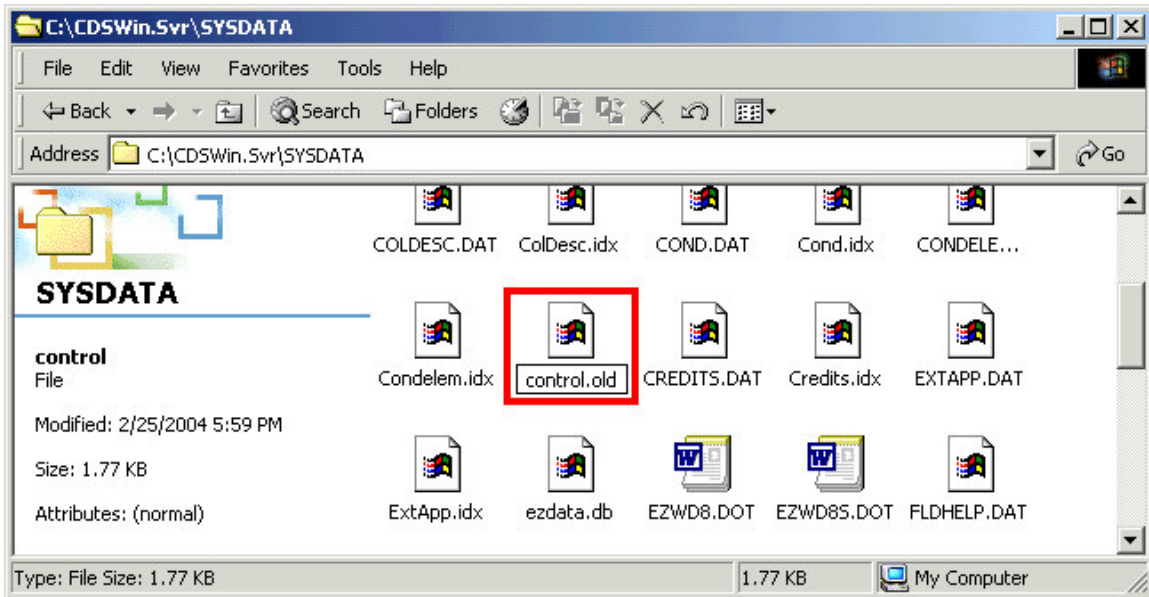


Figure 7: The contents of the Sysdata folder (old control file disabled with .old extension)

- Right-click in a blank area of the **Sysdata** folder window then select **Paste** in the pop-up menu to copy the new Control file into the **Sysdata** folder window.

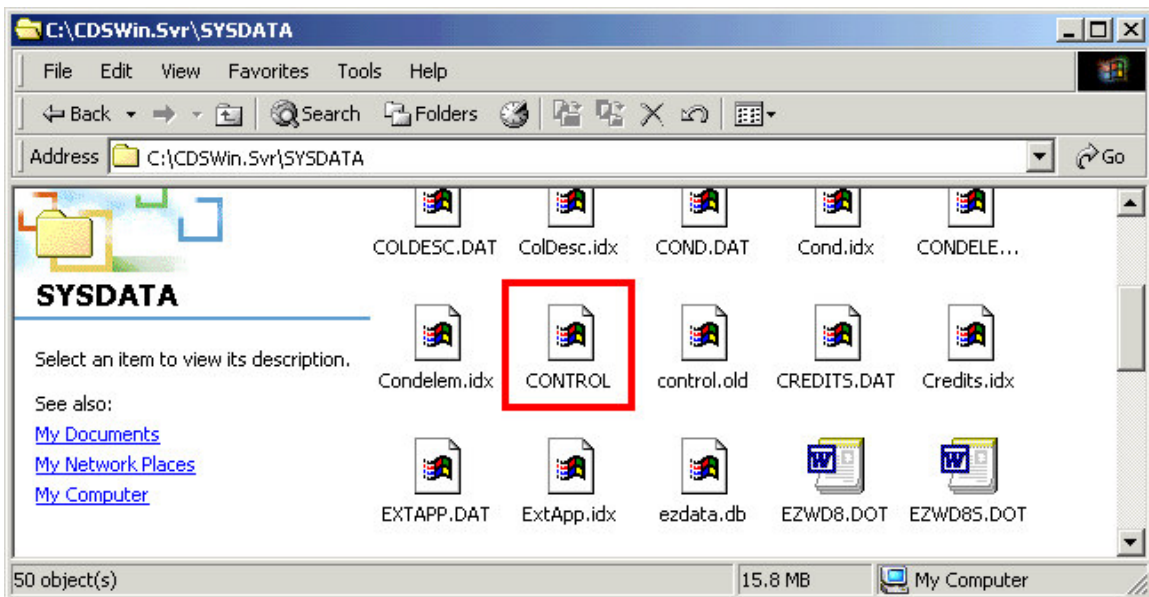


Figure 8: The contents of the Sysdata folder (new control file added).

- Close the **Sysdata** folder window and log in to CDS.