October 22, 2004

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.

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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.



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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.

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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.

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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.

Folder Options
General View File Types Offline Files
Folder views
You can set all of your folders to the same view.
Like Current Folder Reset All Folders
Advanced settings:
Files and Folders
 Display compressed files and folders with alternate color Display the full path in the address bar
 Display the full path in title bar
Hidden files and folders
O Do not show hidden files and folders
Show hidden files and folders Hide file extensions for known file types
Hide protected operating system files (Recommended)
Launch folder windows in a separate process
Remember each folder's view settings
Show My Documents on the Desktop
Restore Defaults
OK Cancel Apply

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.

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Type: File Size: 1.77 KB			1.7	77 KB 📙	🚽 My Computer	11

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.

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50 object(s)			15	.8 MB [My Computer	

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

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