

Software Installation Instructions

Helpful tips for the arcane software we may still use

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AS/400 Installation Instructions

This software is mainly used by the Licensure Specialists in HR. The software install is pretty straight forward, but there are a few gotchas to watch out for.

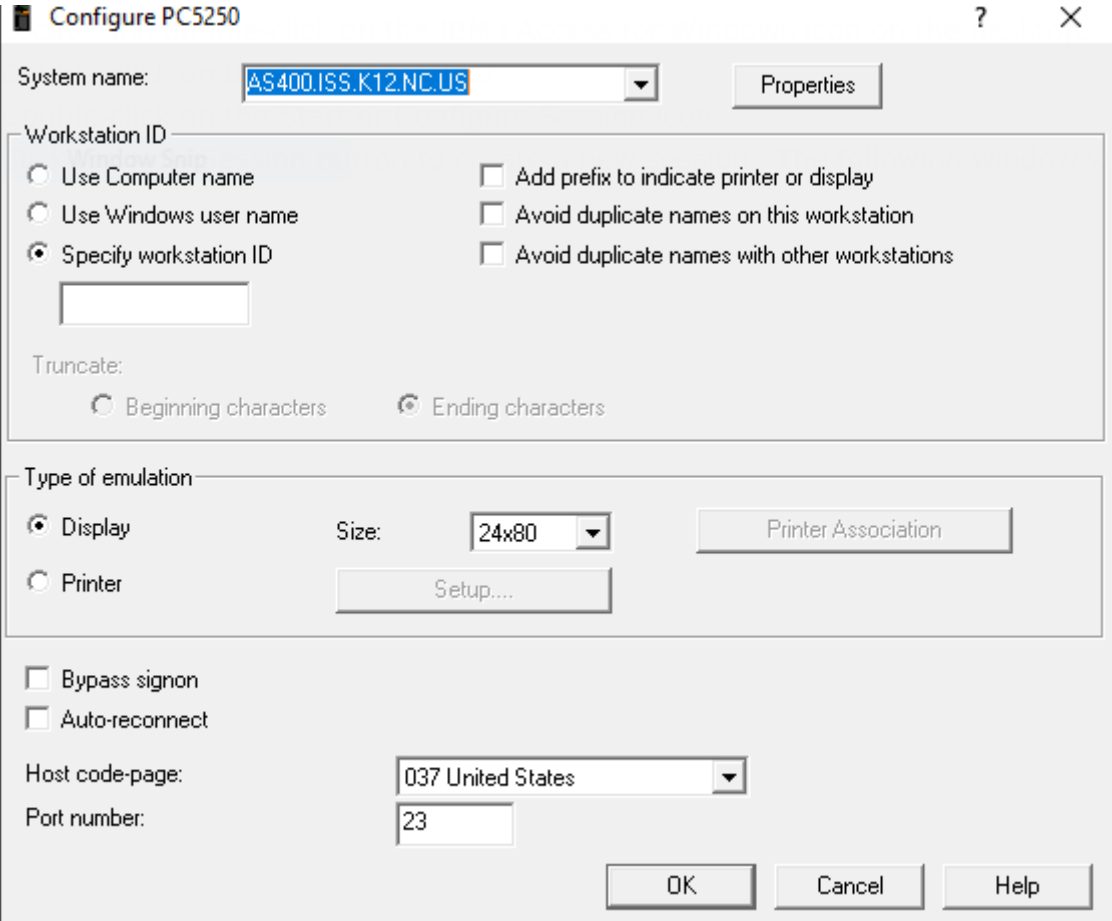
Installing the IBM i Access for Windows 7.1

1. Log into the machine getting the software as an administrator
2. Under the T drive, navigate to the Software/as400 folder
3. Open the V7R1 folder
4. Drill down to the image64a folder and open it
5. Right click on setup.exe and select Run As Administrator
6. Accept the license terms and click Next
7. Accept the default installation folder and click Next
8. Select your primary language as English and click Next
9. Select Complete for your setup type and click Next
10. You will be shown a couple of options that cannot be installed. Click Next
11. Click Install
12. Once the installation is finished, reboot the machine
13. After you reboot, you can log back in as the user to complete the setup

Configuring the connection to the AS/400

1. Locate the System i Navigator icon on the desktop and double-click it
 1. You will be prompted to create a connection since one does not exist
2. Click Yes to create a new connection. A wizard launches
3. Enter the information below for the following boxes then click Next
 1. System - **as400.iss.k12.nc.us**
 2. Description - **AS/400**
 3. Environment - Leave as My Connections
4. For the user ID, ask the user what their AS/400 login ID is and enter it in the *Use default user ID, prompt as needed* box
5. Test the connection by clicking the Verify Connection button. Your connection should test successfully. If not, click the Back button and verify that you have entered the information in correctly.
6. Click the Finish button and close the System i Navigator window

Configuring Sessions

1. 
2. System name: Properties
3. Workstation ID
4.
 - ☐ Use Computer name
 - ☐ Use Windows user name
 - ☒ Specify workstation ID
 - ☐ Add prefix to indicate printer or display
 - ☐ Avoid duplicate names on this workstation
 - ☐ Avoid duplicate names with other workstations

Truncate:

 - ☐ Beginning characters
 - ☒ Ending characters

Type of emulation

 - ☒ Display Size: Printer Association
 - ☐ Printer Setup....
 - ☐ Bypass signon
 - ☐ Auto-reconnect

Host code-page:

Port number:

OK Cancel Help
5. In the

Specify workstation ID field, enter the First Initial, Last Name, and a number (i.e. JDOE1)

1. **GOTCHA:** If you create multiple sessions, use the same naming convention, but increment the number by 1
6. If you are configuring a display session, leave the type of emulation set to Display. If you are configuring a printer, change the emulation over to printer
 1. If you choose printer, set the workstation ID to be First Initial, Last Name, PRT (i.e. JDOEPRT)
7. Click OK
8. Modify the session and keyboard layout at this point
 1. Edit/Preferences/Appearance/Window Setup - Uncheck Long Session-ID and check Session Name.
 1. Enter the name of your session here (i.e. Session 1)
 1. Note: Session names can be a maximum of 10 characters
 2. If this is a printer, use this session name - **AS400PRINT**
 2. Edit/Preferences/Keyboard - Change the keyboard mapping of the enter key on the keypad to match that of the enter key on the keyboard
 1. Click the customize button
 2. Click the enter key on the keypad and modify the Shift option
 1. Change from [field exit] to [enter]
 3. Click File/Save and close the window

4. Click OK to close the Keyboard Setup window
9. Save your session
 1. **GOTCHA:** When you save your session, it may default to a private folder that is in the user's folder\appdata\local or roaming folder in an IBM subfolder that contains other folders - one of which is called private. You can do Save As and save the folder to their Documents folder. Just be sure to make shortcuts to the desktop for all sessions!

Setting up a printer session

1. Follow the steps above to create a printer session.
2. When you click OK, the session will start and you'll be prompted to log into the AS/400
 1. Click Cancel
3. Click File/Printer Setup
4. Choose your printer from the list
5. Check the Use PDT option
6. Click Select PDT
7. Select hppcl5.pdt and click OK
8. Click OK again
9. Save your session
10. **GOTCHA:** If your printer is printing to the network or a USB cable, you may need to create a virtual LPT1 port on the computer
 1. Share your printer
 2. Open a Command Prompt as an administrator
 3. Enter the command: `net use lpt1 \\servername\sharename /persistent:yes`
 1. If your computer has an LPT1 port, use LPT2
 4. Change the printer setup of the session to point to the printer on LPT1 or LPT2
 5. Save the session

HRMS

HRMS was a system tied to the AS/400 used by the Licensure folks to keep track of personnel and teaching licenses

There is no software to install for HRMS - it is a website.

You must use Internet Explorer (in compatibility mode) to access it.

The site address is: <https://as400.iss.k12.nc.us/hrms/leahome.nsf/HomePage?openform>