



MIS Integration Initial Setup

PRE REQUISITES

- The integrator application (ZiNet Connect) is compatible with Windows Server (version 2008 or later).
- The server must be left on overnight (but not necessarily logged in).
- .Net Framework 4.5 must be installed.
- Your school's MIS Client will need to be installed.

Certain settings within the Administration/Academic Setup area of SchoolBooking should be checked and, if required, brought up to date before installing the integrator. In particular....

- Check that the whole of your current school year is covered by an Academic Group.
- All school holiday between now and the end of the school year should be logged.
- If rotating timetable weeks apply, the week 1/2 dates should be set accordingly.
- Check that your individual lesson periods are recorded with the correct start/end times.

If you have lessons already recorded in SchoolBooking you should also....

- Make a note of the current lesson count. This figure will be useful later in determining how successful the synchronisation has been.
- Download your current lesson data via the Import/Export option. Should there be a problem with the initial synchronisation, this data can then be quickly reimported whilst the issue is investigated.

INSTALLING ZINET CONNECT

ZINET Connect is also used by other applications such as Moodle or MintClass. If you already have ZINET installed, you can skip this section and move on to the next page 'setting up zinet connect'.

To download the installation file, click on the relevant link on the MIS Integration page within SchoolBooking.



Double-click on the .exe file to begin the installation.

The installation process consists of no more than selecting Next, Next, Install. There are no additional options that will install anything other than the main application.

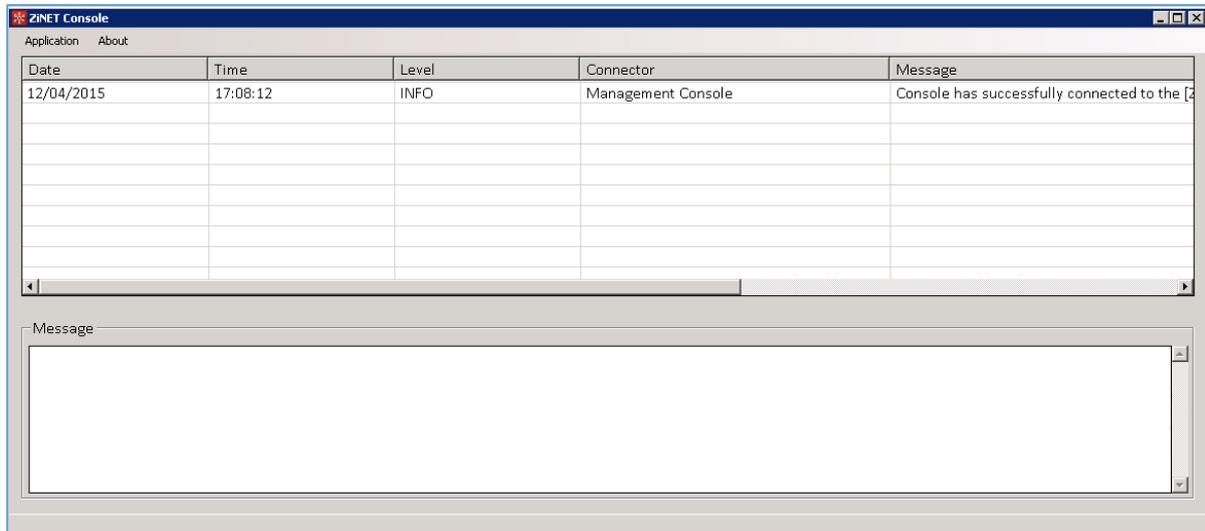


Once installed, a new shortcut will appear on your desktop and in your Start Menu

SETTING UP ZINET CONNECT

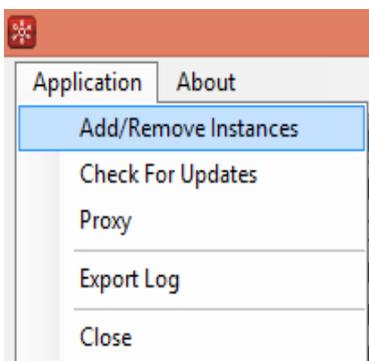
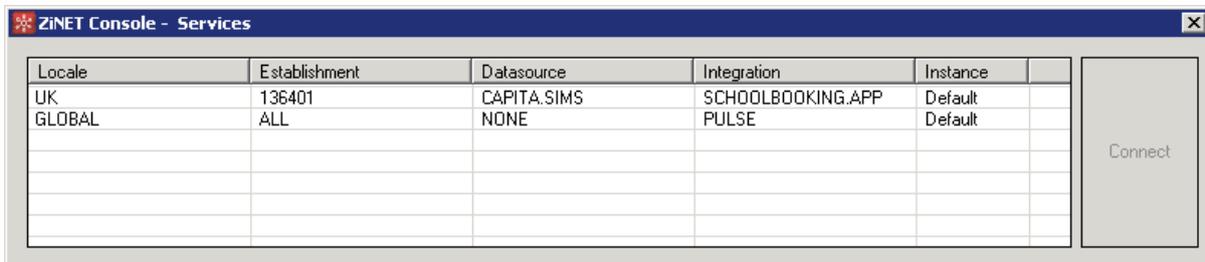
Open the ZINET Console via the desktop shortcut.

If ZINET is new to your school, you will see the following console window.

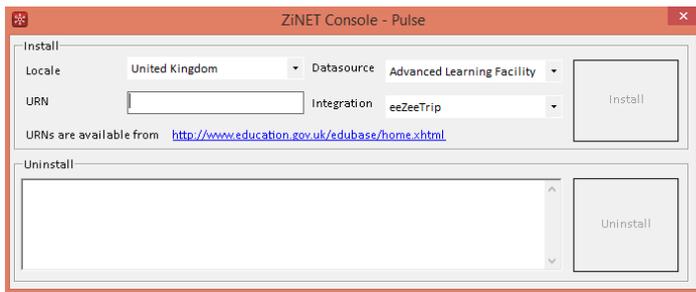


If ZINET is already being used by another application, you will see a smaller console window.

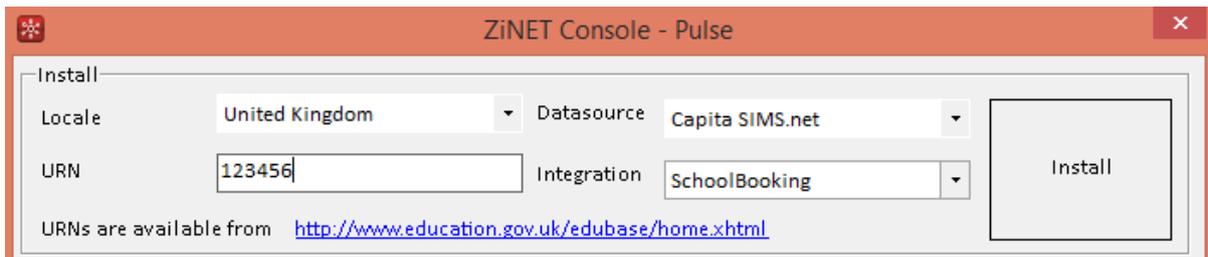
Select the line beginning with GLOBAL and click Connect. You will then be taken to the larger display as above.



In the top-left corner of the display, click on the Application menu and select 'Add/Remove Instances'.



The ZiNET Connect Instance Manager will open.

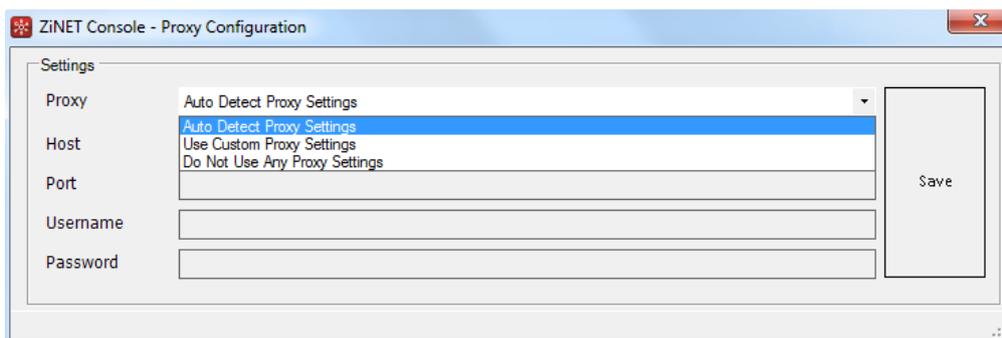


The four fields at the top of the display should be set to....

- Location: United Kingdom
- Datasource: Your school's Management System
- Integration: SchoolBooking
- URN: This is the Unique Reference Number for your school. If you do not know it, it can be retrieved from www.education.gov.uk/edubase

When ready, click on the large Install button and then close the window when complete.

Back at the main console display, go to the Application menu again and this time select Proxy. Choose one of the three options and click Save.

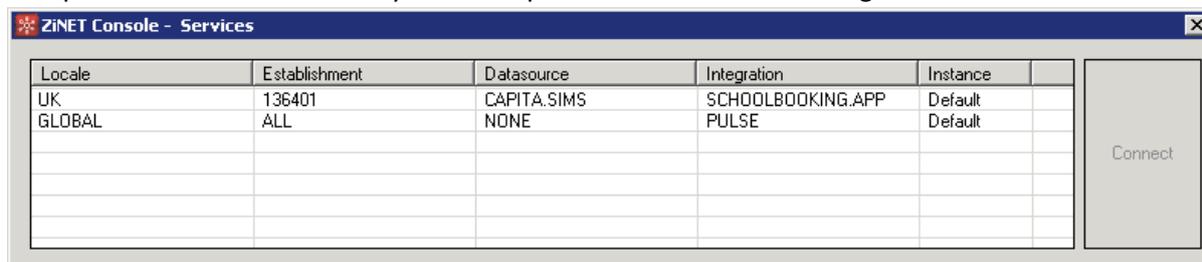


- 1) Auto Detect Proxy Settings** - This will use the same proxy information as recorded in Internet Explorer or the Operating System.
- 2) Use Custom Proxy Settings** - This will force ZINET Connect to use the proxy details entered in the fields below.
- 3) Do Not Use Any Proxy Settings** - ZINET Connect will ignore any proxy settings from Internet Explorer or the Operating System.

If the fields highlight with a green background, the save has been successful and you can exit the ZINET Console.

CONFIGURING ZINET FOR SCHOOLBOOKING

Re-open the ZINET Console and you will be presented with the following...



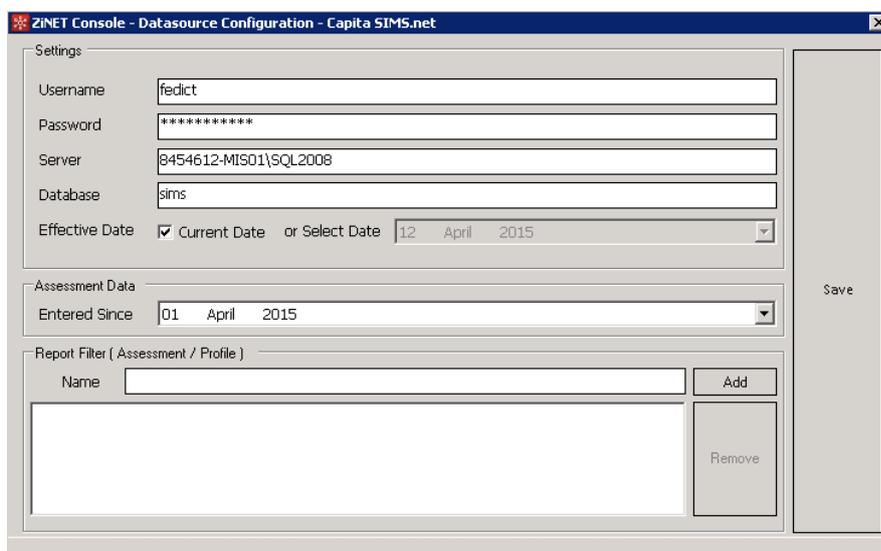
Select the row that mentions SCHOOLBOOKING_APP in the Integration column and click Connect. The full console window (as seen at the previous stage) will open.

In the Application menu, select **Configuration > Datasource**

The Settings area needs to be completed with the details of your MIS server, the Database name, and a user account that can access it.

Important: For Capita SIMS schools, the user account entered here must have the following permissions...

- personal data exporter
- school administrator
- senior management team
- third party reporting
- cover manager



When ready, click Save.

If the fields highlight in green, the save was successful. Click on the cross in the top-right corner of this window to return to the main display.

In the Application menu, select **Configuration > Integration**

The screenshot shows a software window titled "ZINET Console - Integration Configuration - SchoolBooking". Inside the window, there is a "Settings" section with the following fields:

- Site Id:
- Username:
- Password:
- Days Ahead To Look For Lesson Changes:
- Days Ahead To Look For Cover Changes:

To the right of these fields is a large "Save" button.

Enter your SchoolBooking SiteID (*if not known, you can find it in Administration/Global Settings*).

Complete the Username and Password fields with that of your default SchoolBooking admin account (username = admin).

Set the 'Days Ahead To Look For Lesson Changes' field to 60.

Set the 'Days Ahead To Look For Cover Changes' field to 10.

Click Save.

If the fields highlight in green, the save was successful. Click on the cross in the top-right corner of this window to return to the main display.

About the Days Ahead settings

These settings involve an important balancing act.... If set too low, required data may get missed. If set too high, it will put an unnecessary load on your server and take longer to complete the synchronisation.

The integrator will only report on lessons that occur at least once between today and the number of days ahead setting. Although, in most cases, the same lessons will be picked whether you select 14 or 140 days, the recommended 60 day setting will ensure that any unusual combination of holiday dates do not cause a whole day's worth of lessons to be missed completely.

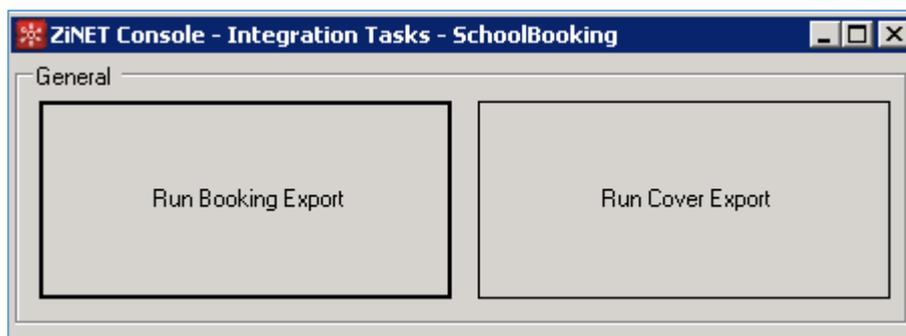
Example: If you have lessons that occur every Monday – Week 2.... In the weeks leading up to the Easter break, a combination of term holidays, bank holidays, and inset days may mean that the next Monday – Week 2 doesn't occur again for several weeks.

Equally there is little point in setting the figure above 60 days as within that timeframe each lesson required by SchoolBooking will almost certainly occur at least once. The one exception that may require this setting to be increased temporarily is i) if you aware of a major timetable change in the distant future, ii) that timetable data is already available in your MIS iii) your users are able to make bookings that far ahead.

SYNCHRONISATION VIA THE ZINET CONNECT

After clicking Save on the previous page, you may find that the first synchronisation has already begun by itself (the main display will begin to populate).

If not, in the Application menu, select **Tasks > Integration**



In the small window that appears, click 'Run Booking Export' and the synchronisation will begin.

The synchronisation will take between 5 and 10 minutes to complete.

If the final line in the main display says "Finished SchoolBooking Export Process", you can close the ZINET console. All further actions will be within SchoolBooking.

Additional notes

The Booking Export process will automatically run every evening (between 9pm and 7am). Should you have a new timetable change that requires an urgent transfer to SchoolBooking - i.e. it cannot wait for the overnight synchronisation - the relevant options can be performed on any pc/workstation (details in next section).

Once you have a successful synchronisation you should rarely (if ever) need to visit the ZINET Console again.

Once synchronisation is up and running, please be aware the Lesson Timetable module (within the Academic Area), is now almost entirely for information purposes only. Should you make any adjustments to the lesson data yourself - either manually or via a csv Import - the chances are that the next synchronisation will only undo them.

Therefore, if you do spot a problem with a particular lesson, the likelihood is that it will need to be corrected within your MIS itself.

POST SETUP

Once your first synchronisation has successfully completed, the MIS page within the Administration area of SchoolBooking will automatically update to look like this.


Admin Home

MIS Integration enables SchoolBooking to connect directly with your Management Information System platform. This reduces the amount of administration required in SchoolBooking whilst still keeping your site's academic and room data up to date.
 Note: A full synchronisation will run automatically every evening - this page is for information purposes and for initiating a manual sync.

Control Panel


Full Sync


Cover Sync


Configure

Last Sync: Tuesday 12 May 2015 @ 08:39
 Number of lessons: 3771 [Download Report](#)

Synchronisation Log

12 May 2015 01:18:08 Finished SchoolBooking Export Process

12 May 2015 01:18:08 Finished Export Booking Data XML Sync

12 May 2015 01:17:42 Uploading ExportBookingDataXML Export To SchoolBooking

12 May 2015 01:09:00 Starting Export Booking Data XML Sync

12 May 2015 01:09:00 Starting SchoolBooking Export Process

[Show Advanced Log](#)

Additional Options

[View the setup and installation guide](#) [Create Desktop Shortcuts](#)

[Download the ZINet Client](#)

Note that the Full Sync and Cover Sync icons are no longer greyed out and the Synchronisation Log box is populated.

In the Control Panel area, the number of lessons transferred over to the system will be displayed along with a link to download a report.

	A	B	C	D	E	F	G	H	I	J	K
1	RoomID	Room Name	Teacher	Subject	Class	Day	Period	Start Time	End Time	First Date	Final Date
2	E11	E11	Mr L Beattie	PSE	9N4/Ps	Mon - W1	2	10:15	11:10	12 Dec 2014	24 Jul 2015
3	E11	E11	Mr L Beattie	PSE	8CN1/Ps	Mon - W1	3	11:40	12:40	12 Dec 2014	24 Jul 2015
4	E11	E11	Mr P Franks	Science	7S2/Sc	Mon - W1	4	12:40	13:35	2 Oct 2014	24 Jul 2015
5	E11	E11	Mr L Beattie	PSE	9S1/Ps	Mon - W1	5	14:05	15:00	12 Dec 2014	24 Jul 2015
6	E11	E11	Mr L Beattie	PSE	9N1/Ps	Tue - W1	1	09:15	10:15	12 Dec 2014	24 Jul 2015
7	E11	E11	Mr L Beattie	PSE	7CS3/Ps	Tue - W1	2	10:15	11:10	12 Dec 2014	24 Jul 2015
8	E11	E11	Mr L Beattie	PSE	8CS2/Ps	Tue - W1	3	11:40	12:40	12 Dec 2014	24 Jul 2015
9	E11	E11	Mr A Evans	History	7GN1/Hi	Tue - W1	4	12:40	13:35	12 Dec 2014	24 Jul 2015
10	E11	E11	Mr A Evans	History	9A/Hi1	Tue - W1	5	14:05	15:00	2 Oct 2014	24 Jul 2015
11	E11	E11	Mr L Beattie	PSE	8CN1/Ps	Wed - W1	1	09:15	10:15	2 Oct 2014	24 Jul 2015
12	E11	E11	Mr L Beattie	PSE	9N4/Ps	Wed - W1	2	10:15	11:10	12 Dec 2014	24 Jul 2015
13	E11	E11	Mr L Beattie	Maths	7N2/Ma	Wed - W1	3	11:40	12:40	12 Dec 2014	24 Jul 2015
14	E11	E11	Mr L Beattie	Maths	7N2/Ma	Wed - W1	3	11:40	12:40	19 Dec 2014	24 Jul 2015

The report is split into two tabs/pages.... Success and Failed.

Those lessons on the Success page are now recorded in SchoolBooking. Those on the Failed page were rejected.

Tip: Do not be too concerned if there are a large number of failed entries in the report. SIMS in particular will often include data that is not necessarily a 'real' timetabled lesson (example: rooms that have no lessons at all may appear once in the list with little data other than a room name). Only if it is obvious that the entry refers to a genuine lesson that is missing from the Success list, will further investigation be required.