



# Installing the PGF Monitoring Service (v3.1)



In Support of  
Learning



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**ICT Development  
Service**

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## Installing the PGF Monitoring Service (v3.1)

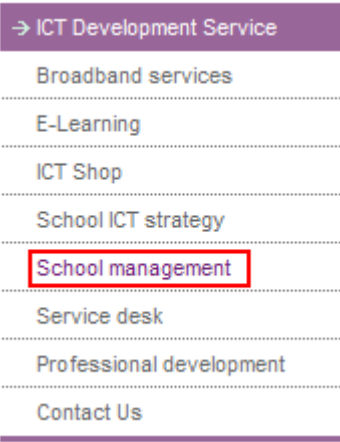

## Background and Introduction

This documentation details the process required to install the PGF Monitoring Service. PGF files are files generated from SIMS .net using an application called Command Line Reporting. These files contain data that is used to populate the We-Learn Portal and provision new email accounts. PGF Files are generated and sent to the Portal each night through an automated process that runs on your SIMS SQL (Admin) Server. The PGF Monitoring Service allows the ICTDS to monitor if your schools Portal data has been updated successfully over night. This allows us to proactively support your school rather than you having to log a call if you feel your Portal data is not up to date. Using the PGF Monitoring Service we will know if your data is out of date before you do. The PGF Monitoring Service records the creation date of your latest PGF file and records this in an ICTDS Database which we monitor. This information is sent to us by the monitoring service using the internet.

The steps required to install this service will take no longer than 5 minutes.

If you have any queries regarding the PGF Monitoring Service please contact the ICTDS Service Desk (01926 414 100)

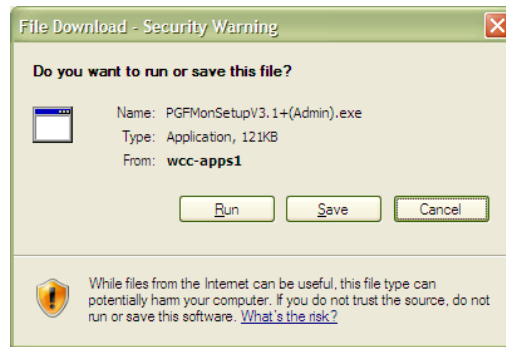
### Downloading the PGF Monitor Installer

<p><b>1</b></p>	<p>Open Internet Explorer and navigate to <a href="http://www.Warwickshire.gov.uk/ICTDS:">www.Warwickshire.gov.uk/ICTDS:</a></p> <p>Once the ICTDS website has loaded click <b>School management</b> from the menu on the left:</p>  <p>Once the School Management page has opened select <b>Updates:</b></p> 	
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2 Scroll down the support page to the section entitled **PGF Monitoring Service**.

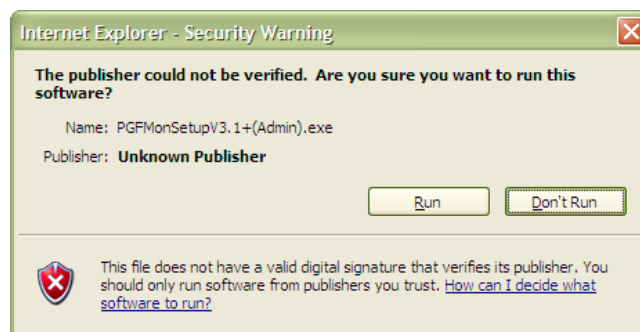
Left click the [PGF Monitor V3.1 - for Admin Servers](#) link. (Towards the bottom of the page).

You may get the following security warning:



Click **Run** to continue.

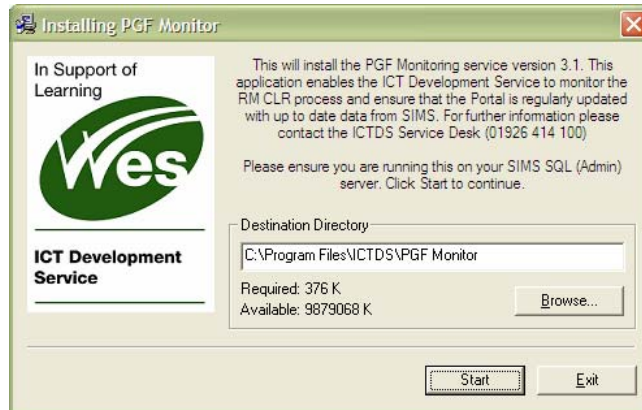
You may get a further security warning:



Click **Run** to continue

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3 Once the installer has downloaded the following screen will show:



Click **Start** to begin the installation.

4 Once the application has installed the following window will show:

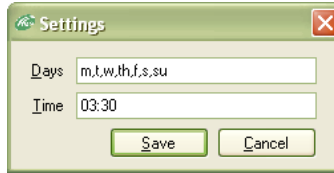


Click **OK**. This ICTDS – PGFMon Installer will run:



Click the **Settings** button

- 5 By default the PGF Monitoring Service will run at 03:30 AM every day. In order to reduce load on our servers this time needs to be changed depending on which school you are in:



In the time field change the time using the following scheme:

School with names beginning:

- A – D use 03:30
- E – H use 03:35
- I – L use 03:40
- M – P use 03:45
- Q – T use 03:50
- U – Z use 03:55

Once you have entered your appropriate time click **Save**. You will be returned to the previous window.

- 6 Click **Install Task** to continue:



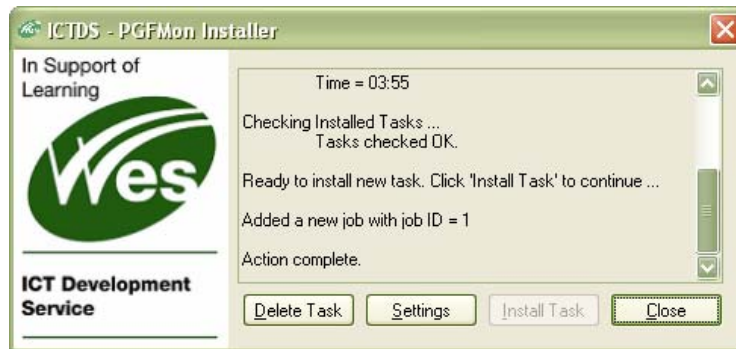
The following message will show: (Note: the job ID may differ on your computer. This will not cause a problem. Just click OK to continue).



Click **OK** to continue.

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- 7 Click **Close** to close the ICTDS – PGFMon Installer



You have now successfully installed the ICTDS PGF Monitoring Service. Thank you for taking the time to complete this installation. This monitoring service will help us continue our ongoing aim to improve the support services we provide to Warwickshire schools.

## **Warwickshire**

### **Education Services**

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Catering and School Meals Service

Cleaning and Caretaking Support Service

Copyright Service

Educational Development Service

Finance Service

Governor Development Service

Heritage Education Service

### **ICT Development Service**

Learning and Behavior Support Service

Legal Service

Personnel and Payroll Service

Press and Media Service

Print and Graphics Service

Property Management Service

Safety and Premises Service

Schools Insurance Service

Schools Library Service

Schools Technical Service

Sickness Insurance Service



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