

# Take2 Newsletter

Take 2

from Meta Office

December 2004

## NSI Changes

The Ministry of Education has been implementing the matching of NSI records with the Births, Deaths, Marriages Register (BDM).

Once BDM matching is implemented and an NSI record has been matched against the BDM register, the NSI record will be "locked down". This means that the DoB, residential status, and name in the 'main name' field of the NSI record will no longer be editable. The method of verification of identity and citizenship shown in the NSI will change to BDM.

Other fields such as gender, preferred name indicator, and alternative names can still be modified. NZQA will still be able to send updates to the hook-on status.

We don't believe that this change will directly affect the functionality of *Take2*. The COM and batch interfaces will continue to function as before. If any issues arise we may have to make an interim release. However we are conscious that our clients may also want us to modify *Take2* to notify users when a record has been locked down. Examples of where this could happen are:

- When using the COM interface an obvious indicator will be displayed to inform you that a record has been locked down. If you try to update an existing NSI record any name you submit will be offered as an alternate name.
- When using the batch interface (available only in the SQL Server edition of *Take2*) matched records that are locked down will be obviously tagged as such. If you update an existing NSI record any name you submit will be offered as an alternate name.

- When processing change notifications a record that has been locked down will be obviously tagged as such.

We are interested to hear from our users whether these changes would be useful, and whether there are other changes that we have overlooked.

## Holiday Period

The *Take2* Help Desk service is available from 8:30am to 5:00 pm on all days except public holidays.

During the period 29 to 31 December (i.e. between Christmas and New Year) you may be asked to leave a message. The message will be forwarded to a staff member and you will get a response.

Please note also that Monday 24 January is Wellington Anniversary weekend and a public holiday for The *Take2* Help Desk.

## And Season's Greetings!

All of us here at Meta Office wish all of you all the best for the holidays and for 2005. Every year we hope that next year will be less stressful than the one just finishing. Maybe this time our hopes will be fulfilled!

We want to thank those of our clients who have used *Take2* for years for continuing to do so, and to welcome all those new clients who have signed up in 2004. You are all appreciated.



It will reduce compliance costs

Yeah right.

Tec

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## Take2 Top Tips

### Third Party Software

*Don't read this if you are allergic to technical things. Show it to your IT support person.*

Take2, like many Microsoft Office-based products, relies on you having certain third party components installed on your computer. Often these are "library files" which have a file name that ends in ".dll". Some are supplied with Microsoft Office, others may be supplied by other organisations. Such files hide away in the deep, dark recesses of your computer, usually never seeing the light of day, and for the most part, do their little job without making a fuss.

Sometimes, though, components may be missing altogether and sometimes components get updated – especially by Microsoft.

Take2 works on the assumption that you have all the necessary components on your machine, and that they are up-to-date. If you haven't, then you may have problems running Take2. The sort of problems vary depending on which of these components is too old or missing. For example you might get an error message when finding a student, or you might find some strange characters displayed in various fields.

Here is a list of the key components to look out for.

- **Microsoft Data Access Component (or MDAC to its friends)**
  - The MDAC is a very important component. So important, in fact, we've put a handy little shortcut into Take2 to make checking it a breeze. From the **Main Menu**, click **Take2 Student Management System**. On the lower-half of this screen, you can find a **MDAC (ADO)** number. This should be 2.8. Anything lower and you could be in for trouble. You can get the newest from <http://www.microsoft.com/downloads/details.aspx?FamilyID=6c050fe3-c795-4b7d-b037-185d0506396c&DisplayLang=en>
- **NSI.dll**
  - This one comes to us from our friends at the NSI Unit. This is another important one, and you see if you have the right one by clicking **Take2 Student Management System**. The **NSI version** should be 1.0.4. Don't be worried if it tells you it cannot determine its path, it is the version number that needs close attention paid to it. You can get the latest version of the component from <http://www.meta-office.com/>
- **Microsoft Office Service Packs**
  - To determine the current service pack level for Office, open an Office program (Word, in this example) and from the **Help** menu, select **About Microsoft Word** and the first line will have something along the lines of "Microsoft Word 2000", and in brackets, a version number. This number is different depending on which version of Office you have. For Office 2000, it should be 9.0.6926, for Office 2002 or Office XP it should be 10.6501.6626, and for Office 2003, you want 11.6355.6360. You can find these updates on the Microsoft website
  - Office 2000's latest service pack can be found at <http://www.microsoft.com/downloads/details.aspx?FamilyID=5C011C70-47D0-4306-9FA4-8E92D36332FE&displaylang=en>
  - Office 2002/XP can be found at <http://www.microsoft.com/downloads/details.aspx?FamilyId=85AF7BFD-6F69-4289-8BD1-EB966BCDFB5E&displaylang=en>
  - And Office 2003 is found at <http://www.microsoft.com/downloads/details.aspx?FamilyId=9C51D3A6-7CB1-4F61-837E-5F938254FC47&displaylang=en>
- **Mscmctl.ocx**
  - This one is harder to check. You will need to do a search from the **Start Menu** for Mscmctl.ocx, and when you find it, right-click it, select **Properties > Version**. This should be 6.0.88.77 or newer. You can download this file from <http://www.meta-office.com>
- **Msjet40.dll**
  - To check this one, You will need to do a search from the **Start Menu** for Msjet40.dll, and when you find it, right-click it, select **Properties > Version**. This should be 4.0.8618.0 or newer. You can get the latest from our friends at Microsoft, <http://www.microsoft.com/downloads/details.aspx?FamilyID=6c050fe3-c795-4b7d-b037-185d0506396c&DisplayLang=en>

But before you go replacing your old versions, spare a thought for those little old dll's who have thanklessly given up the best years of their life so you can have trouble-free data. Give them a retirement party and a golden watch or something. It's the least you can do.