

## **Network Requirements for use with MiCase Information Systems**

If a network is to be used to host MiCase Information Systems (Financial Accounting, HR/Payroll or Student Information System), the following items must be addressed regarding the configuration of the network:

### **Drive mapping**

A new drive letter mapping should be created, for exclusive use of MiCase Information Systems. We prefer to use the "K:" drive (for MiCase), for the business office apps. It is highly recommended to use a different drive mapping for the Student Information System (Recommend "S:" drive for SIS) than for the HR and FA systems. The user shortcut icon should point to the kresa.exe in the foxrun folder of the drive mapping specified (ie. K:\foxrun\kresa.exe or s:\foxrun\kresa.exe) and the icon should be appropriately titled.

### **User Rights**

A group of users should be defined, which includes only those individuals who use the MiCase Information Systems as part of their job.

For Novell networks, the group of rights should include:

- Read
- Write
- File Scan
- Modify
- Erase

For Windows networks, the group of rights should include

- Modify
- Read & Execute
- List Folder Contents
- Read
- Write

### **Email Issues**

MiCase uses email when possible to effectively communicate with our clients. Therefore, district email must receive all mail from [fa@kresanet.org](mailto:fa@kresanet.org), [hr@kresanet.org](mailto:hr@kresanet.org), [sis@kresanet.org](mailto:sis@kresanet.org), [allesped@kresanet.org](mailto:allesped@kresanet.org), [kresaped@kresanet.org](mailto:kresaped@kresanet.org), [support@kresanet.org](mailto:support@kresanet.org), [newsletter@kresanet.org](mailto:newsletter@kresanet.org), [central@kresanet.org](mailto:central@kresanet.org) .

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### **Miscellaneous Issues**

MiCase Systems allow the user to send reports and other print files to REMC for printing. The *Printing Options* screen must include the IP address of the Kalamazoo RESA email server, or the address of the district's email server, depending upon the district's email server configuration.

### **Anti-Virus Software**

Occasionally, we have experienced minor issues when anti-virus software installed on client servers and/or workstations prohibits full access to necessary files that KTS systems rely on. When problems occur that are suspected to be caused by anti-virus software, a simple test is to turn off the anti-virus software and retry the operation. If this solves the problem, the anti-virus software should be reconfigured to allow access to the files involved.