

Workstation Requirements for use with MiCase Information Systems

If a workstation is to be used with MiCase Information Systems (Financial Accounting, HR/Payroll or Student Information System), the following items must be present on the workstation:

The files are all available from either the Mi-Case information system or, in the case of WebEx, from the third party site. Application installation files may be found at the MiCase Application Support web site. (www.mi-case.org)

If the workstation is configured via an image, MiCase requests that the items be included in the image.

If the district policy is to “lock” the workstation’s hard drive, we request that the district technical staff “unlock” the workstation, install all items - with assistance from the MiCase Support Staff if desired - and then “lock” the workstation.

Hard Drive (C:) Folders and Files

Central Subdirectory (c:\central)

Printer Drivers

MiCase Support Staff is available for assistance with driver installation.

KRESA Central	(printer driver for Xerox model N4025 PS)
HP KRESA Central	(printer driver for HP 8150 model PS)
KRESA PDF Printer	(printer driver for PDF writer used by KTS systems)

Fonts

IDAutomation MICR font set	(used for printing checks)
OCRAEXT font	(used for printing W-2 forms)

WebEx

Used to remote-control workstations for support by MiCase staff

- The site: kresasupport.webex.com/support must not be blocked by district internet filters
- The workstation must be JAVA-enabled

Other Third-party files

.dll files for use with Dynazip (used for compression of system files)

Email Issues

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MiCase uses email when possible to effectively communicate with our clients. Therefore, district email must receive all mail from fa@kresanet.org, hr@kresanet.org, sis@kresanet.org, allesped@kresanet.org, kresasped@kresanet.org, support@kresanet.org, newsletter@kresanet.org.

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 MiCase 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.