



**Ecollect 5.4 Manual Installation Procedure**  
**(For PowerSchool 12 and 19 Users)**

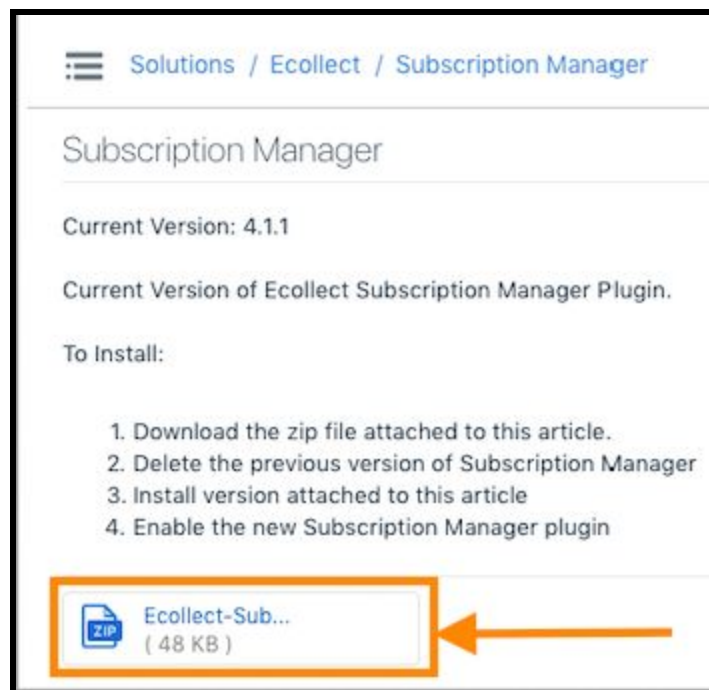
**Created 05/28/2019**  
**Last Modified 08/09/2019**

The instructions below outline the steps to manually install Ecollect. There are three primary components to this installation: Ecollect Subscription Manager, Ecollect Product Plugins, and Ecollect Script Files. For further support with this process contact [support@accelaschool.com](mailto:support@accelaschool.com).

## Part 1 - Ecollect Subscription Manager

The Ecollect Subscription Manager plugin must first be installed and enabled within PowerSchool before the Ecollect product plugins are added.

- 1.) Use the following link to download the latest version of Ecollect Subscription Manager : ([Ecollect Subscription Manager](#))



- 2.) Once the Ecollect Subscription Manager plugin .zip file has been downloaded the next step is to navigate to the Plugin Management page within PowerSchool [System>System Settings>Plugin Management Configuration]

- 3.) Check the plugin listings for Ecollect Subscription Manager. If an older version of the plugin is installed use the blue 'DELETE' button to remove it. If no Ecollect Subscription Manager plugin exists then proceed to step 4.

5	Ecollect Student Support	1.1	<input checked="" type="checkbox"/>	Delete
6	Ecollect Teacher	1.6.0	<input checked="" type="checkbox"/>	Delete
7	Ecollect-Billings Flex Schema	1.8	<input checked="" type="checkbox"/>	Delete
8	Ecollect-Platform	5.5.3-RC1	<input checked="" type="checkbox"/>	Delete
9	Ecollect-Subscription-Manager [QA]	4.1.1-qa2	<input checked="" type="checkbox"/>	Delete
10	Learn More	1.0.2	<input type="checkbox"/>	Delete
11	Locker Management	3.0.0	<input checked="" type="checkbox"/>	Delete

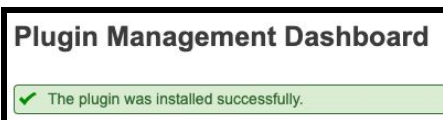
- 4.) Click the blue 'INSTALL' button located at the top right of the plugin management page

Plugin Management Dashboard			
Installed Plugins			
Name	Version	Enable/Disable	Actions
			Install Resource Report

- 5.) On the next page select 'CHOOSE FILE' and then search for/select the .zip file downloaded in step 1 (**NOTE: Do not "unzip" this file - install from the .zip directly**). After the file has been selected click the blue 'INSTALL' button

Plugin Install	
Choose a plugin installation file to install, or browse for a plugin.	
Plugin Installation File	Choose File Ecollect-Subscri...er-4.1.0 (3).zip Install
Browse Plugins	Browse... Cancel

- 6.) After the page reloads look for 'Ecollect Subscription Manager' in the list of installed plugins (a green success message should also be displayed at the top of the page)



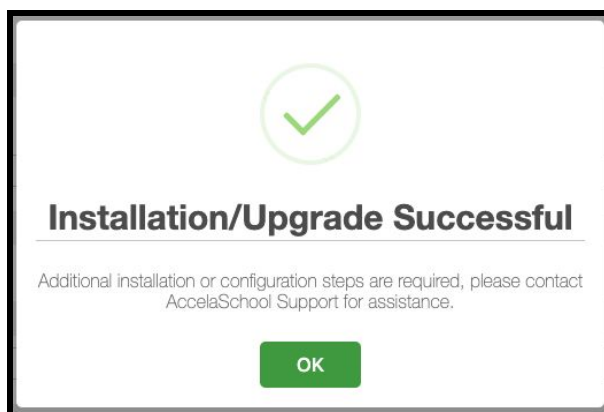
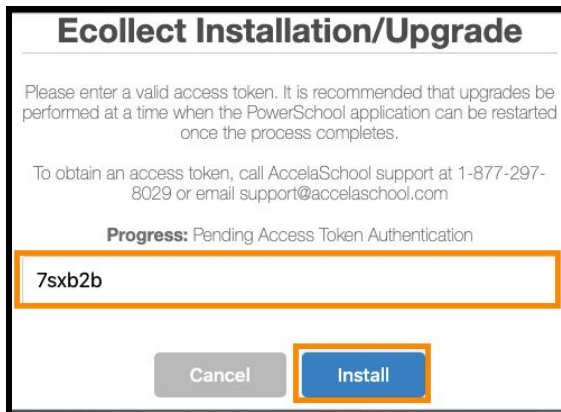
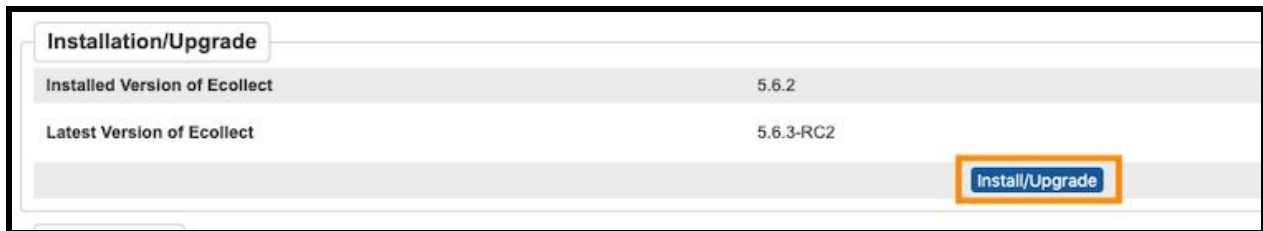
- 7.) Click the "enable" checkbox to enable the newly installed plugin (agree to the pop up window)

8	Ecollect-Platform	5.5.3-RC1	<input checked="" type="checkbox"/>	Delete
9	Ecollect-Subscription-Manager [QA]	4.1.1-qa2	<input checked="" type="checkbox"/>	Delete
10	Learn More	1.0.2	<input type="checkbox"/>	Delete
11	Locker Management	3.0.0	<input checked="" type="checkbox"/>	Delete

## Part 2 - Ecollect Product Plugins

The next step is adding and enabling the Ecollect Product plugins. This process can be completed by running the OTA plugin installation process from within PowerSchool. This process requires an access token to run so please contact customer to obtain one.

- 1.) Navigate to [support.accelaschool.com](http://support.accelaschool.com) and open a support ticket to request an access token
  - a.) NOTE - An access token will remain valid for one week. Any attempts to use the access token after one weeks time will result in a failed OTA process.
- 2.) Login to PowerSchool and navigate to the Subscription Manager page. [System>Subscription Manager]
- 3.) Click the "Install/Upgrade" button, enter the access token and click "Install"

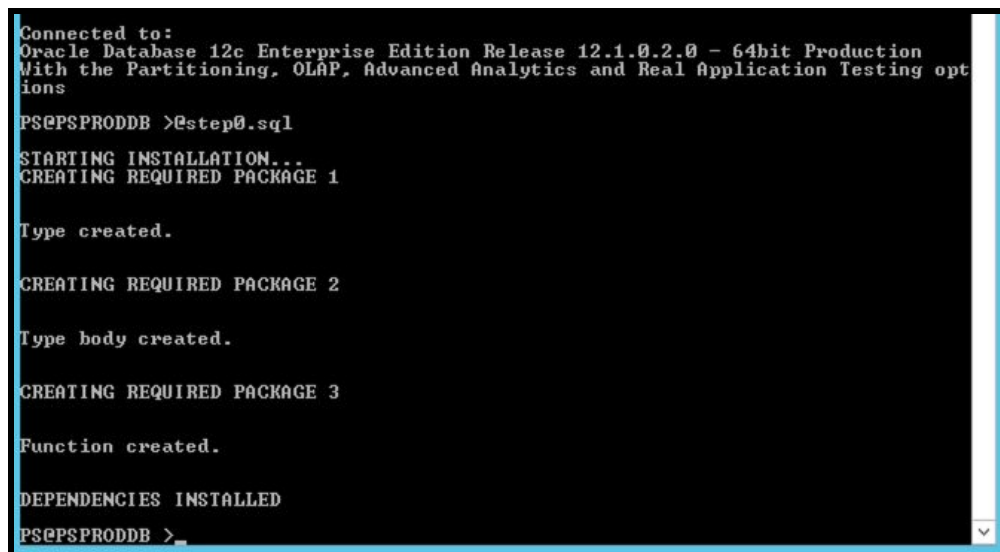


- 4.) Allow the OTA process to run (this may take several minutes). Once finished you will see a success message notifying you that the plugins were successfully installed and additional config is required.
  - a.) Click "OK" and proceed to Part 3 of this procedure (Ecollect Script Files)
  - b.) NOTE - you can confirm the plugin installation by returning to the plugin management page and verifying that the latest plugin versions for Ecollect are listed.

## Part 3 - Ecollect Script Files

The final step in the manual installation process is to execute the script package files that install the product backend. For this step the customer must be logged into their PowerSchool server and have ability/ access to run script files against that server.

- 1.) Login to Database server as an admin user
- 2.) Download and move the provided Ecollect script files (SQL/PKS/PLB etc.) to a location where they are easily accessed (EX: DESKTOP)
  - NOTE** - A support agent will provide the script files to the customer via email OR via a link to a shared drive where the files are stored.
- 3.) Open a command prompt and navigate to the directory where you placed the files
- 4.) Execute the following command at the prompt: sqlplus / as sysdba
  - a.) This will launch the SQLPlus utility giving you administrator access to the database.



```
Connected to:
Oracle Database 12c Enterprise Edition Release 12.1.0.2.0 - 64bit Production
With the Partitioning, OLAP, Advanced Analytics and Real Application Testing options

PSCPSPRODDB >@step0.sql

STARTING INSTALLATION...
CREATING REQUIRED PACKAGE 1

Type created.

CREATING REQUIRED PACKAGE 2

Type body created.

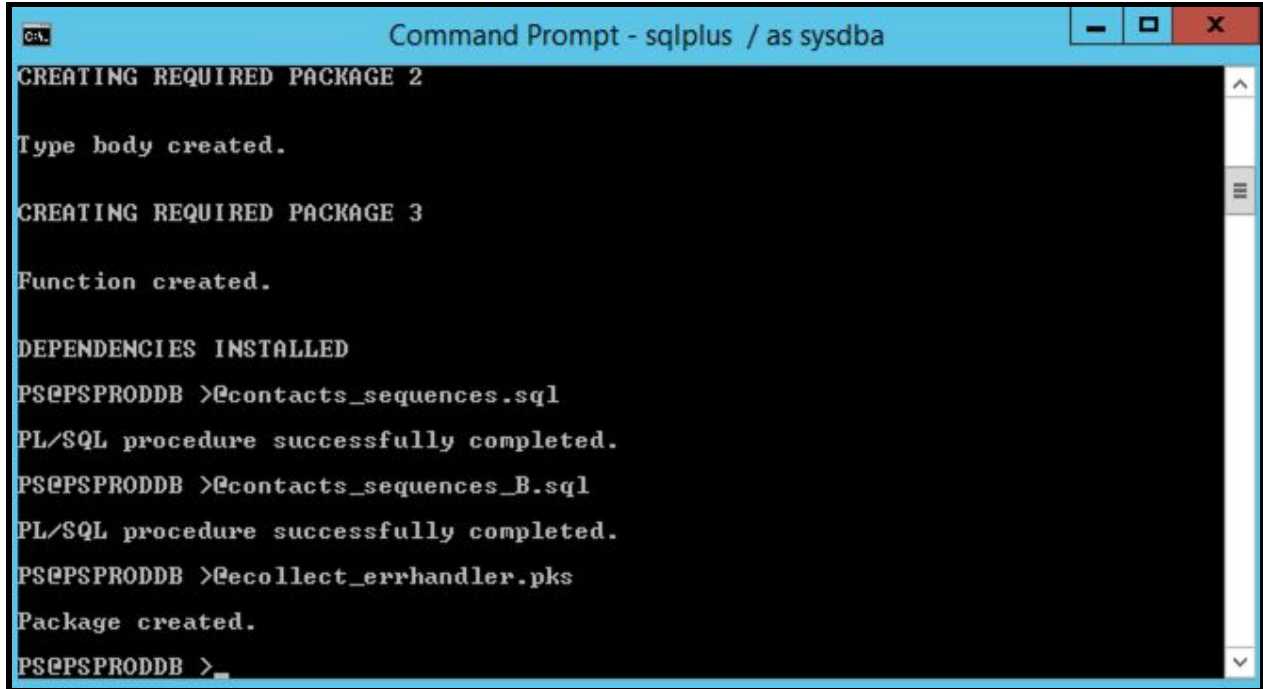
CREATING REQUIRED PACKAGE 3

Function created.

DEPENDENCIES INSTALLED

PSCPSPRODDB >
```

- 5.) Execute the script package files in the order they appear below with the “@” symbol in front of the script package name.
  - a.) Verify the output message for each package script indicates successful execution
    - NOTE** -Different success messages will be displayed for different files. The above screenshot shows a successful execution of Step0.sql while the screenshot below shows successful executions of other files.



```
Command Prompt - sqlplus / as sysdba
CREATING REQUIRED PACKAGE 2
Type body created.
CREATING REQUIRED PACKAGE 3
Function created.
DEPENDENCIES INSTALLED
PS@PSPRODB >@contacts_sequences.sql
PL/SQL procedure successfully completed.
PS@PSPRODB >@contacts_sequences_B.sql
PL/SQL procedure successfully completed.
PS@PSPRODB >@ecollect_errhandler.pks
Package created.
PS@PSPRODB >_
```

## **Script Order**

(NOTE: [Enter] means hit the return key after entering filename)

1. @step0.sql [Enter]
2. @contacts\_sequences.sql [Enter]
3. @contacts\_sequences\_B.sql [Enter]
4. @ecollect\_errhandler.pks [Enter]
5. @ecollect\_errhandler.plb [Enter]
6. @ecollect\_contacts.pks [Enter]
7. @fb\_Function.pks [Enter]
8. @ecollect\_contacts.plb [Enter]
9. @fb\_Function.plb [Enter]
10. @ecollect\_field\_sec.sql [Enter]
11. @language\_codeset.sql [Enter]
12. @ecollect\_enroll\_install.sql [Enter]
13. @general\_maintenance.sql [Enter]

6.) Once all scripts files have been executed the command window can be closed as the Manual installation is complete.