

Enterprise Site Manager (ESM) & Administrator Console Installation / Uninstall

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Contents



Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number.

1 Introduction	3
About this guide	3
Enterprise Site Manager Installation (pre installation tasks)	3
2 ESM User guide - Enterprise Site Manager Installation	4-9
3 ESM User Guide – Site Manager Configuration	10-11
4 ESM User Guide – Administrator Console Installation	12-15
5 Uninstalling ESM	16-17

1. Introduction

About this guide

This guide takes you through the software installation process to be able to conduct onscreen tests with Pearson Qualification Services. There are 2 main pieces of software required; Enterprise Site Manager and Administrator.

Enterprise Site Manager is used by invigilators to unlock tests, upload results and view and print learner provisional score reports.

Administrator is used by learners to sit tests.

Both must be installed to be able to start conducting tests.

Enterprise Site Manager Installation

Pre-installation tasks

- You need to create a shared folder called ESM_Test_Centre somewhere that is going to be accessible by the ESM software and all test taker machine login accounts, on either your local disk drive or a server. This can be created on a server which is running IIS or other web server software.
- All students and members of staff who will be using this software require full permissions to this folder. We recommend that a special test taker login account is created for student's rather than granting the permissions to their usual login. This will ensure that they only have these permissions under exam conditions while under the supervision of the Invigilator.
- Ensure that IIS (Internet Information Server) or any other web server software is NOT installed on the machine designated for the Enterprise Site Manager application. This does not need to be installed on a server machine.
- The latest version of Adobe Acrobat Reader must be installed. This can be downloaded via the Adobe website at:
<http://www.adobe.com/products/acrobat/readermain.html>
- Please ensure the date and time are correct on the machine on which you are installing Enterprise Site Manager.

Operating Systems

Enterprise Site Manager (ESM) and Administrator have been tested and are supported on all Desktop and Server versions of Windows from XP to Windows 7. ESM and Administrator will also work Windows 8 based systems but technical support may be limited.

Enterprise Site Manager (downloads the tests) and Administrator software (for candidate testing)

ESM and Administrator has been designed to run on the following minimum specification:

- **ESM is a Web Server Service** and will conflict if another Web Server Service is running on the same PC/ server
- **Adobe Acrobat® Reader 10 (not the latest version!)**
- **Microsoft Internet Explorer ® 8.0 or above**
- **Flash Player® 8 and above for Internet Explorer**
- **1 GHz or better processor**
- **1GB or more disk space available for Testing Network use** (if the PC is to be used as the file server, otherwise a networked file share is required)
- **512 MB RAM**
- **The latest version of Java**
- **Network connection**
- **Access to TCP traffic on port 80 (HTTP) and 443 (HTTPS)** - standard internet ports. If you are using an ISA server or any other kind of proxy, you must configure it to allow access to www.catglobal.com and esm.catglobal.com (IP address: 159.182.112.210 and 159.182.112.240).

To test 10 or more candidates at the same time, test data must be stored on a computer running a Server Edition of windows (ESM server does not need to be installed on the server). Storing Test Data on A Professional Edition of windows will only support up to a maximum of 10 machines connecting to it at once.

2. Enterprise Site Manager Installation



This guide explains how to install the Enterprise Site Manager software to use for Onscreen testing of candidates against a qualification on Edexcel

This part of the user guide makes the following assumptions:

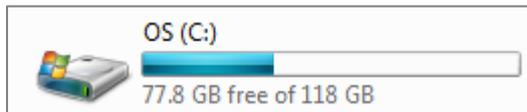
- The Assessor has Admin rights on their laptop during day-to-day use.
- The Assessor has access to the internet while using this guide without having to specify a proxy.

Step 1

Create a shared folder called **ESM_Test_Centre**. To do this access your **C: Drive** by opening **My Computer**

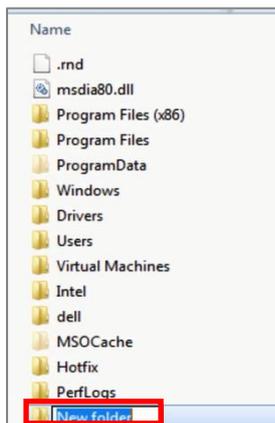


Double click on **Local Disk (C:)**



Step 2

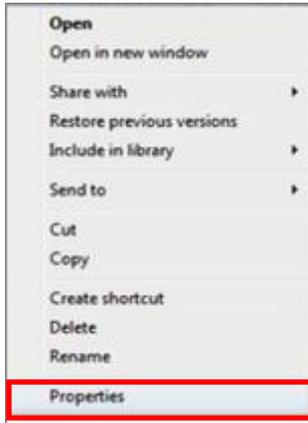
Create a new folder called **ESM_Test_Centre**.



Step 3

All users who will be using this software require full permissions to the **ESM_Test_Centre** folder.

To give permissions to these users right click on the **ESM_Test_Centre** folder and select **Properties**.

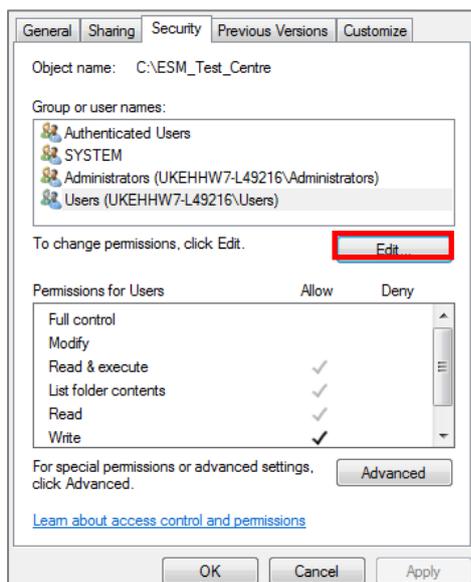


Step 4

From the properties screen click on the **Security** tab.

Select the **Group** or **specific user** that you wish to grant full control.

To change permission for selected **group / user names** click on **Edit**.

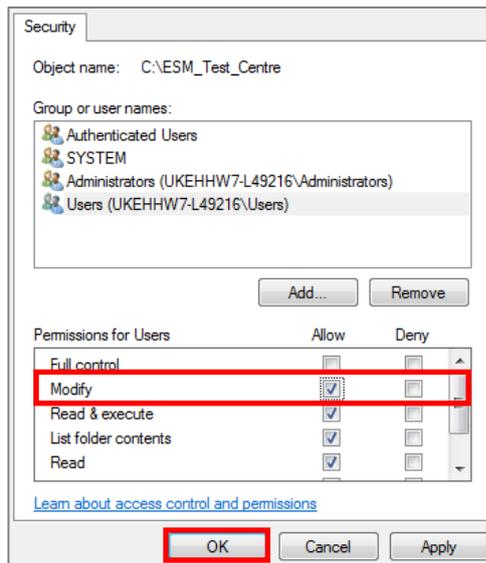


Step 5

Select the group / user that requires full control of **ESM_Test_Centre** folder.

Select **Allow** beside the **Modify** permissions for users.

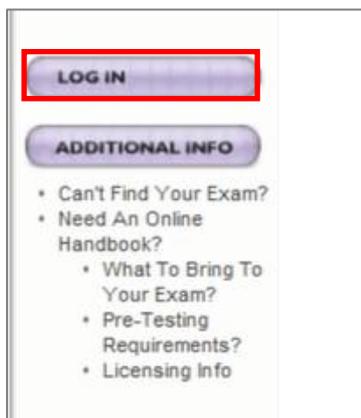
Once these changes have been applied select **OK**.



Step 4

Open **Internet Explorer** and navigate to the following website: www.catglobal.com

Click on **Login** from the top right hand corner of the screen.



Step 5

Enter your Venue **ID** and **Password** and click **Login**.

You will need to email WBL Account Services to request a Venue ID beforehand.



Log In

ID:
A0196249

Password:

Passwords are case sensitive
(Example: Cat is not the same as cat)

CANCEL LOG IN

Step 6

Click on the following link below: **EnterpriseSiteManager (w.Administrator for ESM)**

EnterpriseSiteManager Installs
EnterpriseSiteManager (w. Administrator for ESM) Ver. 8.97.301.1
Administrator for ESM Ver. 8.97.301.1
Administrator for ESM Upgrade Ver. 8.97.301.1
ESMServer Upgrade Ver. 8.97.301.1

During the installation a number of notifications / prompts will appear. If you are asked whether you wish to **Run** or **Save** click **Save** and save it to your computer.

* IF save is chosen, run **ESMServerSetup.exe** from the download location *



Please note that the installation can take several minutes depending on network speed (s) and / or system performance.

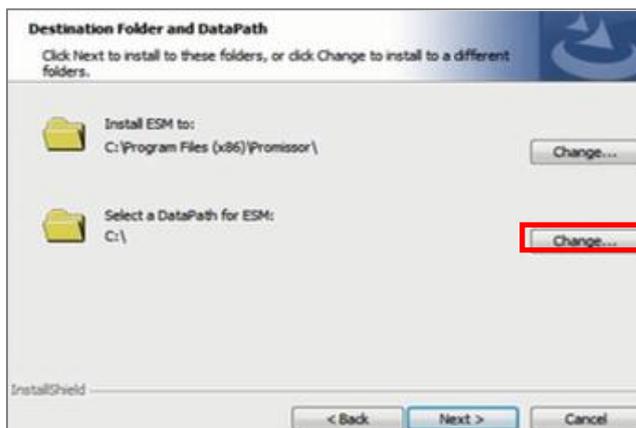
Step 7

The installation wizard will install ESM on your computer. Click **Next** to proceed.



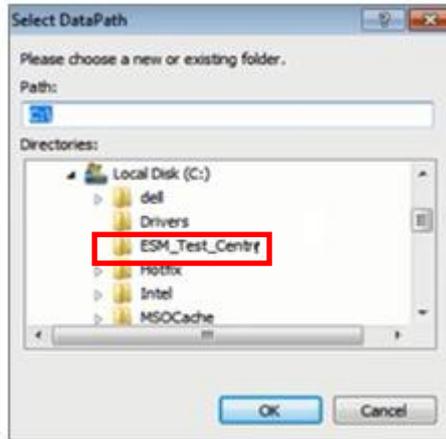
Step 8

Select the **DataPath** for **ESM** by clicking on **Change**.



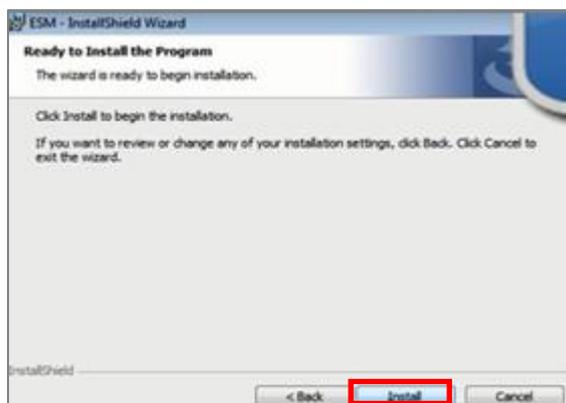
Step 9

Browse to the location of the **ESM_Test_Centre** folder that you created earlier and click **OK**.



Step 10

Once you have set the DataPath click **Next** and then click **Install**.



Step 11

Once the installation is complete, Select **Finish** and **Restart** your Computer.



3. Site Manager Configuration



This guide explains how to **Configure Site Manager** after installation.

Step 1

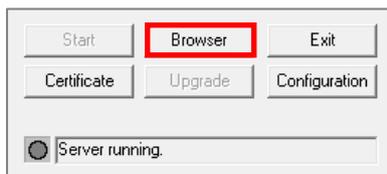
Click on to the desktop shortcut for **ESM Sever Startup**.



Select **Start**.

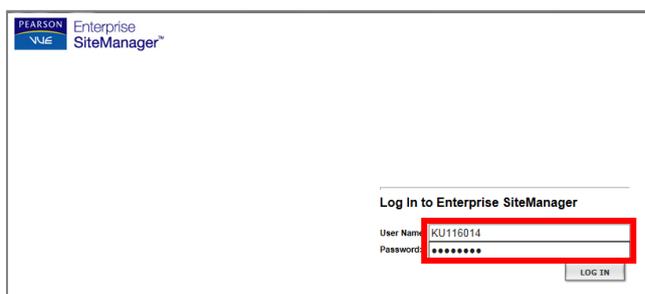


Select **browser**.



Step 2

Enter your login credentials and select **Login**. * A prompt may appear to close window, Click **Yes***



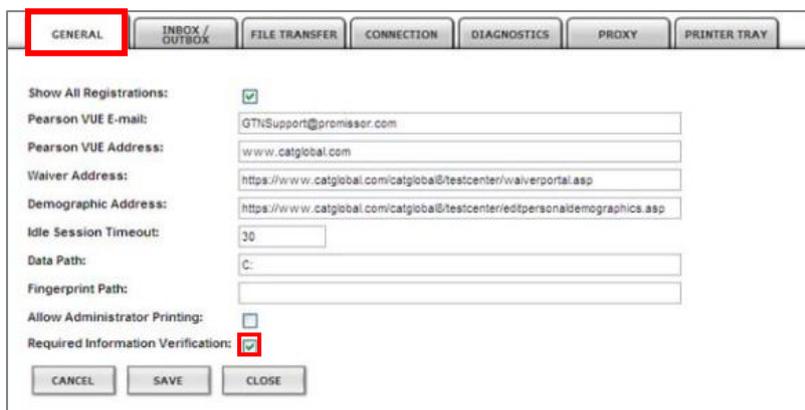
Step 3

From the top right of the screen, Select **Configure**.



Step 4

From the general, Select **Required Information Verification**.



4. Administrator Console Installation



This guide explains how to install the Administration Software to use for Onscreen testing of candidates against a qualification on Edexcel Online.

This part of the user guide makes the following assumptions:

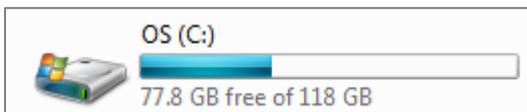
- The Assessor has Admin rights on their laptop during day-to-day use.
- You have already downloaded and installed the Enterprise Site Manager (ESM) software.

Step 1

Access your **C: Drive** by opening **My Computer**

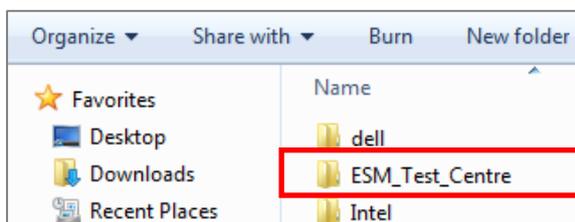


Double click on **Local Disk (C:)**



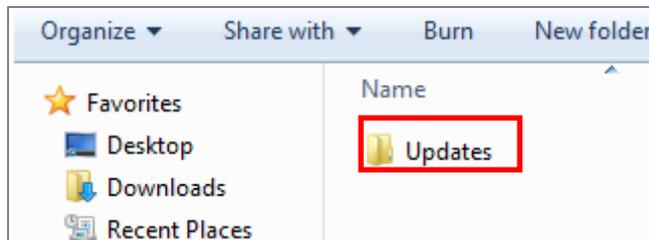
Step 2

Open the folder called **ESM_Test_Centre**.



Step 3

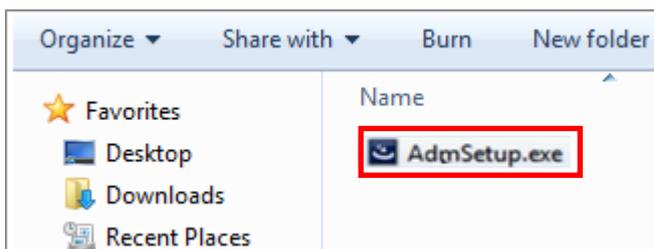
Open the **Updates Folder**



Step 4

Double click on the **AdminSetup.exe (executable file)**

During the installation a number of notifications / prompts will appear.



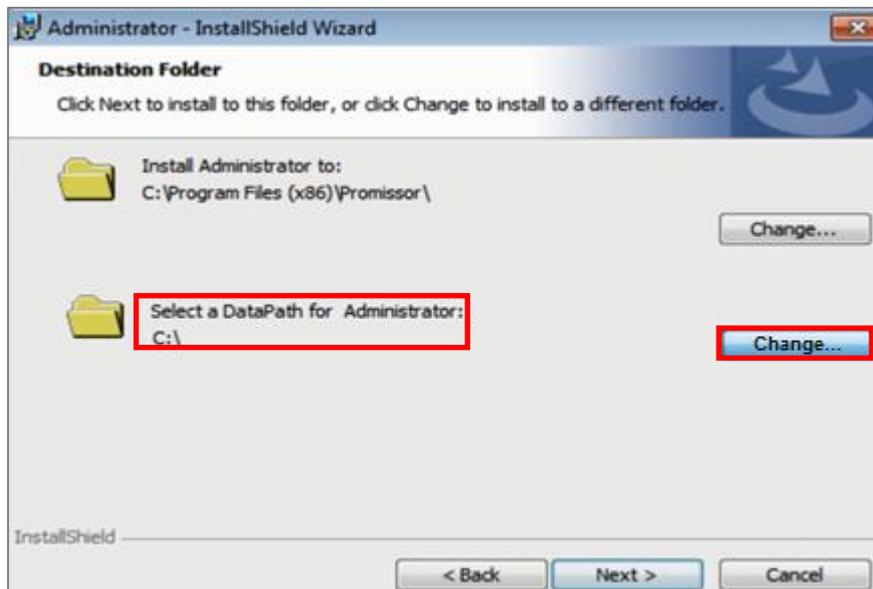
The installation wizard will install the **ESM Administrator Console** on your computer. Click **Next** to proceed.



Step 5

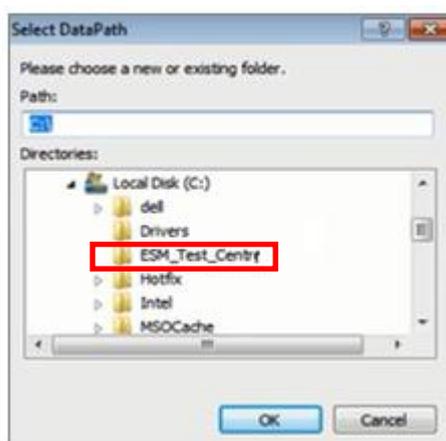
The **DataPath** should read **ESM_Test_Centre** by default.

If **ESM_Test_Centre** is not selected then, click **Change**.



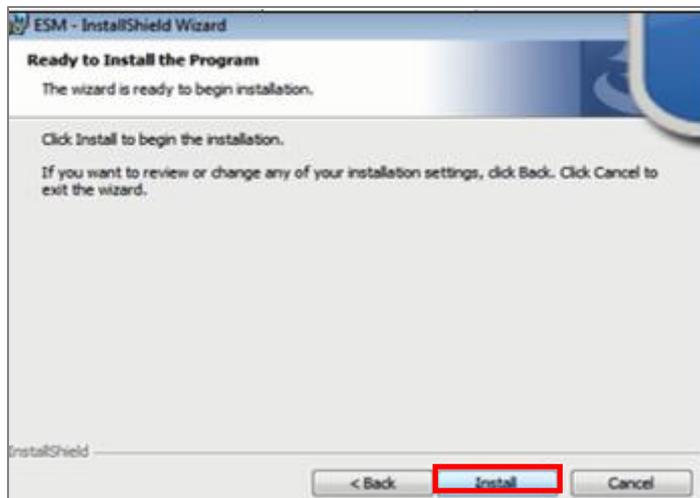
Step 6

Browse to the location of the **ESM_Test_Centre** and click **OK**.



Step 7

Once you have set the DataPath Select **Next** and **Install**.



Step 8

Once the installation is complete, click **Finish**.



5. Uninstalling ESM



This guide explains how to uninstall the ESM Administration Console software to use for Onscreen testing of candidates against a qualification

This part of the user guide makes the following assumptions:

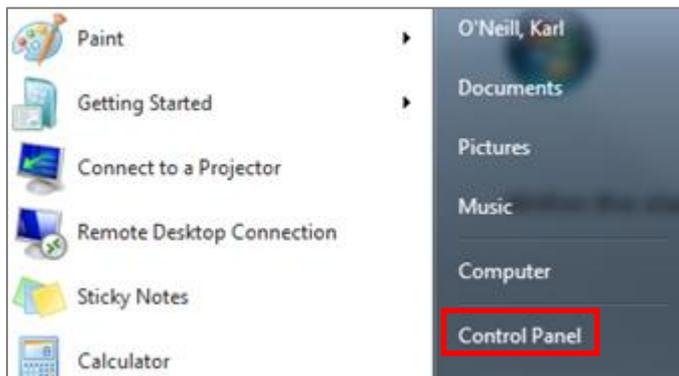
- The Assessor has Admin rights on their Computer during the Uninstall procedure.

Step 1

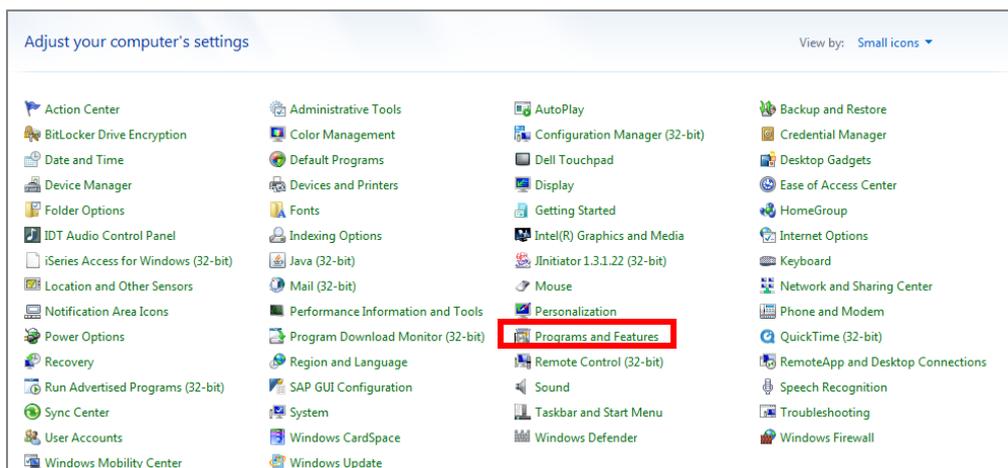
Click the windows start menu.



Within the start bar, Go to **Control Panel**.

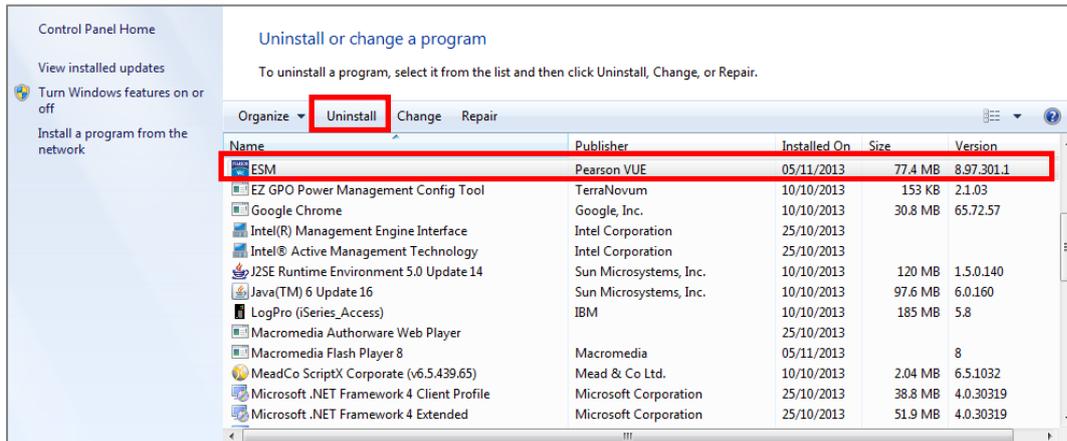


Click **Programs and Features** if using **Windows 7**, Click **Add or Remove Programs** if using **Windows XP**.

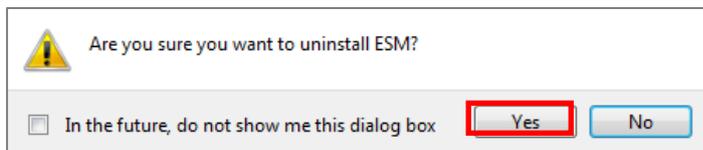


Step 2

Click on the ESM programme and click **uninstall**.



Click **Yes** to confirm that you want to uninstall ESM.



ESM will now be successfully uninstalled.

Step 3

Restart your computer.