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

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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**.



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**.

Open	
Open in new window	
Share with	,
Restore previous version	ns
Include in library	,
Send to	
Cut	
Сору	
Create shortcut	
Delete	
Rename	
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**.

	_
General Sharing Security Previous Versions Customize	
Object name: C:\ESM_Test_Centre	
Group or user names:	
Authenticated Users	
SYSTEM .	
Administrators (UKEHHW7-L49216\Administrators)	
& Users (UKEHHW7-L49216\Users)	
· · · · · · · · · · · · · · · · · · ·	
To change permissions, click Edit.	
Permissions for Users Allow Deny	
Full control	
Modify	
Read & execute 🗸 🛛 🗉	
List folder contents 🗸	
Read 🗸	
Write 🗸 🔻	
For special permissions or advanced settings, Advanced click Advanced.	
Leam about access control and permissions	
OK Cancel Apply	

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**.

Object name: C:\ESM_Te	st_Centre				
Group or user names:					
A therefield learn					
Administrators (UKEHH)	N7-I 49216\Administrati	(and			
& Users (UKEHHW7-L492	216\Users)				
	,				
	Add	Remove			
Permissions for Users	Allow	Deny			
Full control					
Modify					
Read & execute	\checkmark				
List folder contents	100				
List folder contents Read	v				
List folder contents Read					

Step 4

Open Internet Explorer and navigate to the following website: <u>www.catglobal.com</u>

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



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 se (Example. Cat is not the	nstive 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 *

Do you want to run or save ESMServerSetup.exe (45.8 M8) from www.catglobal.com?				×
This type of file could harm your computer.	Run	Save	٠	Cancel

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

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



Step 8

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



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

Please choose a new or existing folder.	
Paths	
20	
Directories:	
🖌 🚢 Local Disk (C:)	
þ 🎒 del	
Drivers	
ESM_Test_Centre	
> de Hottx	
 Jatel 	
b MSOCache	
1.5.1	

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.

Start	Browser	Exit
Certificate	Upgrade	Configuration
O Server inact	ive.	

Select **browser**.

Start	Browser	Exit
Certificate	Upgrade	Configuration
Server runn	ning.	

Step 2

Enter your login credentials and select ${\bf Login}.^*$ A prompt may appear to close window, Click ${\bf Yes}^*$

Flarson Enterprise Nue SiteManager*	
	Log In to Enterprise SiteManager
	User Namy KU116014 Password LOG IN

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

Contact Support • CATGlobal • Log Out You are currently logged in as: Karl O'Neill UUO191 - 99999 Abour • Configure •

Step 4

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

Show All Registrations:	V	
Pearson VUE E-mail:	GTNSupport@promissor.com	
Pearson VUE Address:	www.catglobal.com]
Waiver Address:	https://www.catglobal.com/catglobal8/testcenter/waiverportal.asp	
Demographic Address:	https://www.catglobal.com/catglobal8/testcenter/editpersonaldemographics.asp	1
Idle Session Timeout:	30	
Data Path:	C:	1
Fingerprint Path:		1
Allow Administrator Printing:		-
Required Information Verificati	on: 🔽	

4. Administrator Console Installation

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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**.

Organize 🔻 Share wit	h 🔻 Burn New folder		
🔆 Favorites	Name		
🧾 Desktop	🚹 dell		
〕 Downloads	ESM_Test_Centre		
🖳 Recent Places	🍌 Intel		

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.

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

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

Adminis	trator - InstallShield Wizard	×
Destinat	ion Folder	-
Click Ne	xt to install to this folder, or click Change to install to a different folder.	C
	Install Administrator to:	
	C:\Program Files (x86)\Promissor\	
		Change
-	Colort - DataBally for Administration	
	C:\	Channel
		Gnange
TortalShield		
Tristalishielo -		
	< Back Next >	Cancel

Step 6

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

elect Datarath		1	R. Barr
Please choose a new or ex	isting folder	1	
Path:			
30			
Directories:			
a 🚢 Local Disk (C	:)		
b 🍌 del			
Drivers			1
ESM_Ter	it_Centre		
Hotfix			
þ 🍶 Intel			
MSOCad	he		
•	-		

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

Step 8

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

DA CHIM . BURNING MARKA AATTA	
-	InstallShield Wizard Completed
0	The InstaliShield Wizard has successfully installed ESM. Click Finish to exit the wizard.
2	Show the Windows Installer log
	<back cancel<="" frish="" td=""></back>

5. Uninstalling ESM

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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**.

Adjust your computer's settings View by: Small icons 🔻				
🏲 Action Center	👼 Administrative Tools	🛃 AutoPlay	🐞 Backup and Restore	
🏘 BitLocker Drive Encryption	💶 Color Management	🐛 Configuration Manager (32-bit)	Credential Manager	
Pate and Time	👦 Default Programs	Dell Touchpad	📑 Desktop Gadgets	
🚔 Device Manager	📾 Devices and Printers	🕎 Display	Ease of Access Center	
F Folder Options	💦 Fonts	🔠 Getting Started	🍓 HomeGroup	
IDT Audio Control Panel	🔒 Indexing Options	🛃 Intel(R) Graphics and Media	😒 Internet Options	
iSeries Access for Windows (32-bit)	🕌 Java (32-bit)	繼 JInitiator 1.3.1.22 (32-bit)	🕮 Keyboard	
🜃 Location and Other Sensors	Mail (32-bit)	Ø Mouse	Network and Sharing Center	
🔜 Notification Area Icons	Performance Information and Tools	Personalization	🛄 Phone and Modem	
Power Options	📑 Program Download Monitor (32-bit)	Programs and Features	🝳 QuickTime (32-bit)	
P Recovery	🔊 Region and Language	🌆 Remote Control (32-bit)	🐻 RemoteApp and Desktop Connections	
🐻 Run Advertised Programs (32-bit)	🎢 SAP GUI Configuration	🛋 Sound	Speech Recognition	
🖲 Sync Center	1🕎 System	🔔 Taskbar and Start Menu	Troubleshooting	
😣 User Accounts	📑 Windows CardSpace	iiii Windows Defender	🔗 Windows Firewall	
Windows Mobility Center	Windows Update			

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

Control Panel Home View installed updates Turn Windows features on or off Install a program from the	Uninstall or change a program To uninstall a program, select it from the list and th Organize v Uninstall Change Repair	en click Uninstall, Change, or Repair			8≡ ◄	Ø
network	Name	Publisher	Installed On	Size	Version	-
	ESM	Pearson VUE	05/11/2013	77.4 MB	8.97.301.1	
	EZ GPO Power Management Config Tool	TerraNovum	10/10/2013	153 KB	2.1.03	_
	Coogle Chrome	Google, Inc.	10/10/2013	30.8 MB	65.72.57	-
	🚟 Intel(R) Management Engine Interface	Intel Corporation	25/10/2013			
	🔚 Intel® Active Management Technology	Intel Corporation	25/10/2013			=
	👙 J2SE Runtime Environment 5.0 Update 14	Sun Microsystems, Inc.	10/10/2013	120 MB	1.5.0.140	
	🕌 Java(TM) 6 Update 16	Sun Microsystems, Inc.	10/10/2013	97.6 MB	6.0.160	
	LogPro (iSeries_Access)	IBM	10/10/2013	185 MB	5.8	
	Macromedia Authorware Web Player		25/10/2013			
	Macromedia Flash Player 8	Macromedia	05/11/2013		8	
	😳 MeadCo ScriptX Corporate (v6.5.439.65)	Mead & Co Ltd.	10/10/2013	2.04 MB	6.5.1032	
	Microsoft .NET Framework 4 Client Profile	Microsoft Corporation	25/10/2013	38.8 MB	4.0.30319	
	Microsoft .NET Framework 4 Extended	Microsoft Corporation	25/10/2013	51.9 MB	4.0.30319	-
	•		1	1		•

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

Are you sure you want to uninstall ESM?	
In the future, do not show me this dialog box	Yes No

ESM will now be successfully uninstalled.

Step 3

Restart your computer.

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