



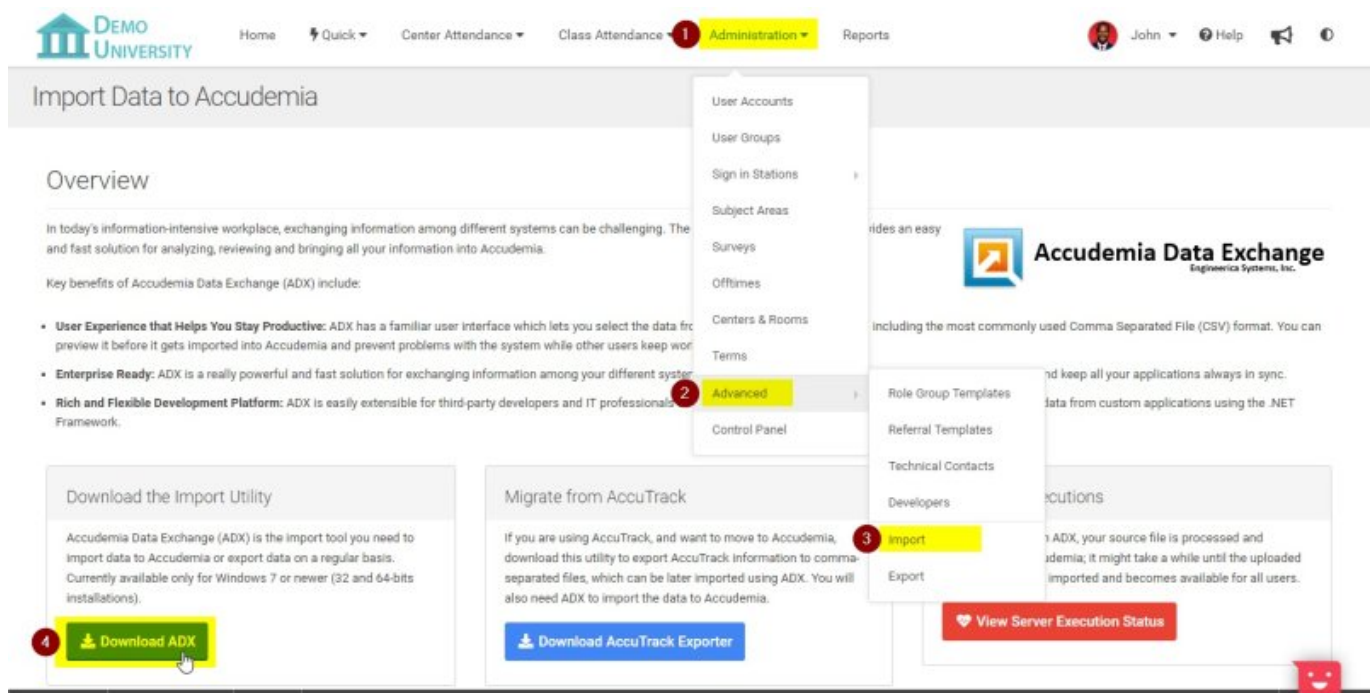
[General Menu](#) | [Next - Import Data](#)

Accudemia Data Exchange (ADX)

Installing/Uninstalling ADX

Use ADX Accudemia Data Exchange to upload your college database.

In order to start, you need to **download ADX** while logged into Accudemia under **Advanced > Import**



```
button.accordion { background-color: white; color: #286DA8; cursor: pointer; padding: 18px; width: 50%; border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; }
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; }
div.panel { padding: 0 18px; display: none; background-color: white; }
.accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; }
.active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ }
.note { background-color: #ffffcc; border-left: 6px solid #ffeb3b; }
Installing ADX
```

The following options are the minimum system requirements and compatibility to install and use ADX.

System Requirements

- **Computer:** PC with a Pentium class processor.
- **Peripherals:** A keyboard and a Mouse or pointing device
- **Memory:** 3 GB or higher recommended
- **Hard disk space:** 10 GB of free hard drive space.
- **Video:** 1024 x 768 resolution. High color 16-bit recommended
- **Operating System:** Microsoft Windows XP or later. (This includes Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, and/or Windows Server 2008, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2022)

Software Requirements

- **.Net Framework 4.8 installed:** ADX requires this framework to work correctly; when you install/update ADX it should also install this framework.

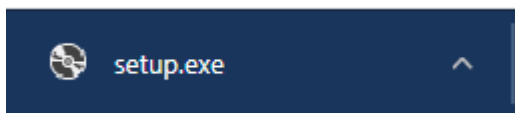
If for some reason the framework does not install when installing ADX then perhaps your system already has it; please make sure that the framework is indeed installed, and if not then go to the official Microsoft website and install it in order to use ADX correctly.

If you want to be able to follow the helpful links you can find in ADX you would need to have a Web browser like Google Chrome, Microsoft Edge, or similar

To start installing the software, click on the following link (or copy and paste it in the browser's address bar if it doesn't work):

http://install.accudemia.net/Files/?f=AccudemiaDataX_x86/setup.exe

Click on the **setup.exe** file that can be found in your downloads folder or on your browser.



If you get a warning message, you can click the "Run Anyway" and then "Install" when asked.

Follow the on-screen instructions to install ADX.

Uninstalling ADX

To uninstall ADX:

In Windows XP:

1. Go to the Control Panel:
 - a. Click the **Start** button
 - b. Select **Control Panel**
2. View the list of programs:
 - In Windows XP, click the **Add or Remove Programs** link

3. In the list of programs now select "Accademia Data Exchange".
4. Start the removal process:
 - In Windows XP, to the right of the program name, click the **Remove** button
5. Select the "Remove the application from this computer" option and click **OK**.
6. Follow the prompts until the uninstall process completes.

In Windows Vista/7:

1. Go to the Control Panel.
 1. Click the **Start** button.
 2. Select **Control Panel**.
2. View the list of programs.
 - In Windows Vista/7, under **Programs**, click the **Uninstall a program** link.
3. In the list of programs now select "Accademia Data Exchange".
4. Start the removal process.
 - In Windows Vista/7, above the list of programs, either click the **Uninstall** button or click the **Uninstall/Change** button.
5. Select the "Remove the application from this computer" option and click **OK**.
6. Follow the prompts until the uninstall process completes.

In Windows 8:

1. Go to the Control Panel.
 1. On the Start screen, type: "control panel", and click on the **Control Panel** tile.
2. View the list of programs.
 - In Windows 8, under **Programs**, click the **Uninstall a program** link.
3. In the list of programs now select "Accademia Data Exchange".
4. Start the removal process.
 - In Windows 8, above the list of programs, either click the **Uninstall** button or click the **Uninstall/Change** button.
5. Select the "Remove the application from this computer" option and click **OK**.
6. Follow the prompts until the uninstall process completes.

In Windows 10:

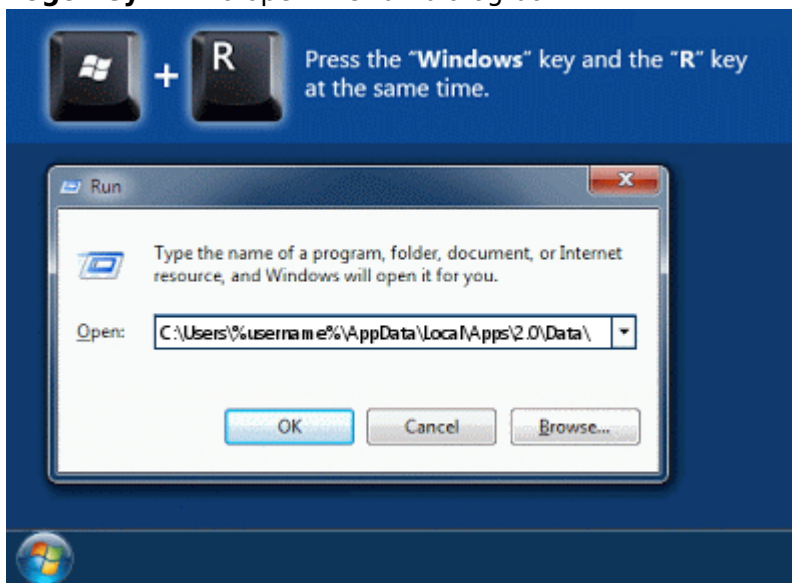
1. Go to the Control Panel.
 1. Click Cortana, type: "control panel", and click on the **Control Panel** tile.
2. View the list of programs.
 - In Windows 10, under **Programs**, click the **Uninstall a program** link.
3. In the list of programs now select "Accademia Data Exchange".
4. Start the removal process.
 - In Windows 10, above the list of programs, either click the **Uninstall** button or click the **Uninstall/Change** button.
5. Select the "Remove the application from this computer" option and click **OK**.
6. Follow the prompts until the uninstall process completes.

Backup/Restore your ADX configurations

```
button.accordion { background-color: white; color: #286DA8; cursor: pointer; padding: 18px; width: 50%; border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; }
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; }
div.panel { padding: 0 18px; display: none; background-color: white; }
.accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; }
.active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ }
.note { background-color: #ffffcc; border-left: 6px solid #ffeb3b; }
Backup ADX configurations
```

In order to backup your import job configurations and login credentials stored in your current ADX installation you'll need to do the following:

1. On the machine where you have ADX currently installed and configured press the **Windows Logo key + R** to open the run dialog box.

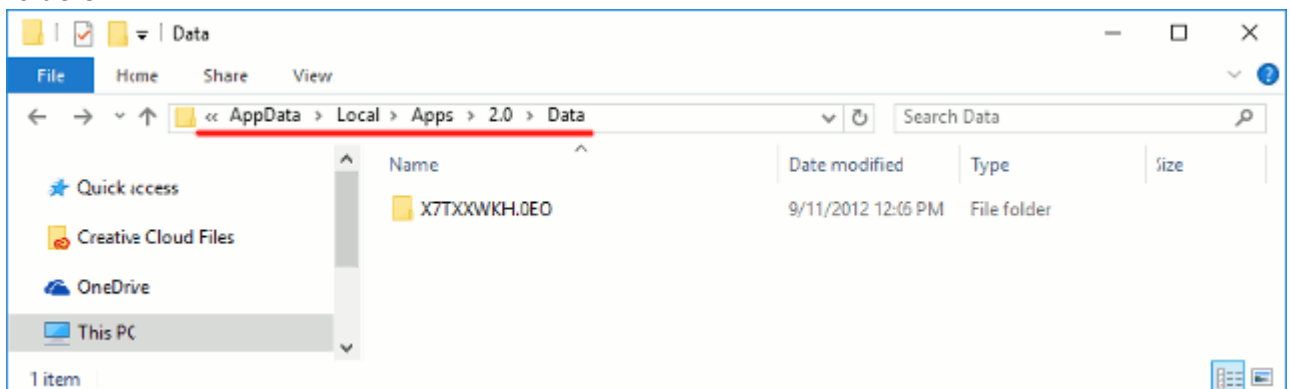


- Type:

`C:\Users\%username%\AppData\Local\Apps\2.0\Data\`

where `%username%` should be automatically replaced with the name of the *Windows User Account* you're logged into the PC currently.

2. You'll notice inside this folder there will be several uniquely numbered folders per ADX installation. Search for and locate a file labeled **APPLICATION.FDB** inside of one of these sub-folders.



3. Now select the file, right-click it, and select **Copy**.

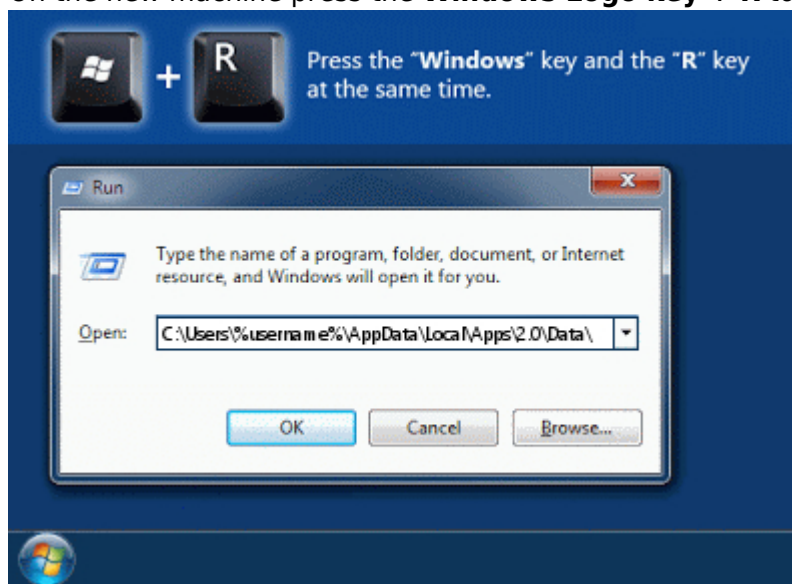
(If you find more than one of these files choose the one with the latest date)

4. Finally right-click the location you want to backup the configuration file and select **Paste** to backup this **APPLICATION.FDB** file in a safe location where you want to it saved (a network share or another server).

Restore ADX configurations

Now to move the configurations to another machine, you need to put that file in another ADX installation. To do so, do the following:

1. First, [download](#) and install ADX on the new machine.
2. From the new machine locate the **APPLICATION.FDB** file from the saved safe location.
3. Now right-click and choose to **copy** the backed-up **APPLICATION.FDB** file.
4. On the new machine press the **Windows Logo key + R** to open the run dialog box.

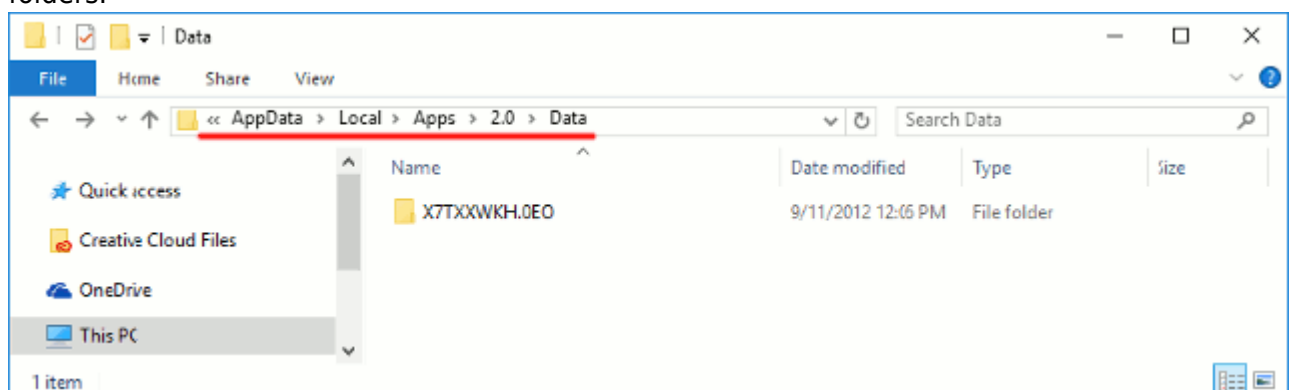


◦ Type:

C:\Users\%username%\AppData\Local\Apps\2.0\Data\

where %username% should be automatically replaced with the name of the *Windows User Account* you're logged into the PC currently.

5. You'll notice inside this folder there will be several uniquely numbered folders per ADX installation. Search for and locate a file labeled **APPLICATION.FDB** inside of one of these sub-folders.



6. Finally right-click in the folder location and **paste** the **APPLICATION.FDB** file you have backed

up to replace the **APPLICATION.FDB** file you just found on this new PC.

Scheduled Imports / Automated Exports

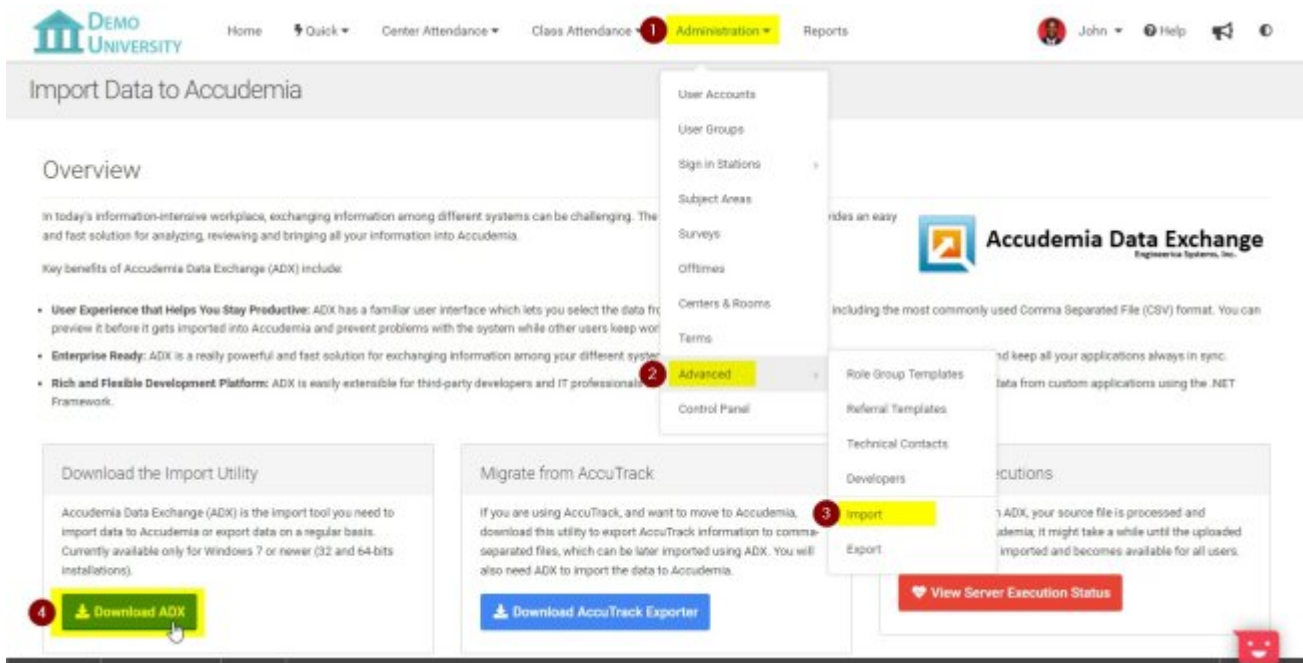
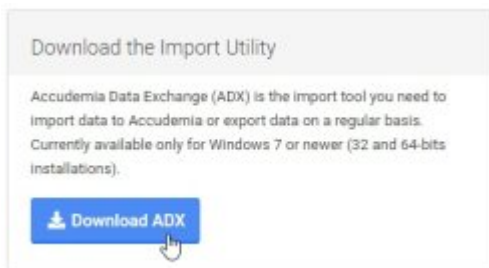
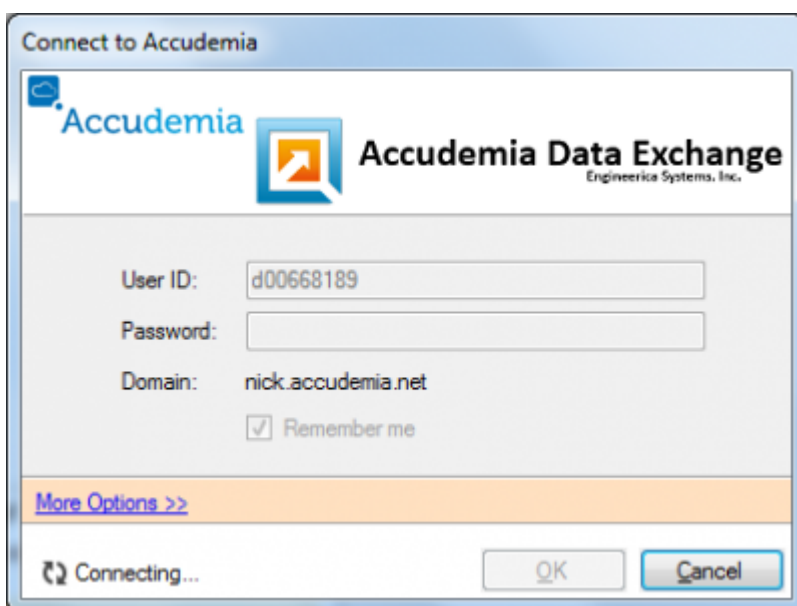
In this section you'll learn what you need to do in order to schedule imports or exports. There are some prerequisites that we'll review as well in order to complete this process. All of these have been explained above but you can review these are the prerequisites links:

1. [Download and install ADX](#) (Accudemia Data eXchange).
2. [Setup an Import Job or Export Job](#)
 - **Scheduled Import Options:**
 1. Any Import Type
 - **Scheduled Export Options:**
 1. **All Users** - Lists all users in the system, including some useful information such as email, address and phone number.
 2. **Students** - Lists all students in the system, with detailed information.
 3. **Tutors** - Lists all tutors in the system, with detailed information.
 4. **Instructors** - Lists all instructors in the system, with detailed information.
 5. **Classes** - Lists all classes in the system.
 6. **Subject Areas** - Lists all subject areas in the system.
 7. **Student Enrollment** - Gets all students and the classes where they are enrolled.
 8. **Tutor Assignments** - Lists all tutors assigned to a subject area, and their assignment.
 9. **Session Logs** - Lists all session logs registered in the past, including the details of each one of them.
 10. **Last 7 Days Session Logs** - Lists all session logs registered in the last 7 days, including the details of each one of them.
 11. **Last Month Session Logs** - Lists all session logs registered in the past month, including the details of each one of them.
 12. **Last 3 Months Session Logs** - Lists all session logs registered in the past 3 months, including the details of each one of them.
 13. **Last 6 Months Session Logs** - Lists all session logs registered in the past 6 months, including the details of each one of them.
 14. **Last Year Session Logs** - Lists all session logs registered in the past year, including the details of each one of them.
 15. **All Appointments** - Lists all appointments made in the past and in the future.
 16. **Last 7 Days Appointments** - Lists all appointments made in the last 7 days.

Once these are complete you should be able to schedule your import / export as explained below:

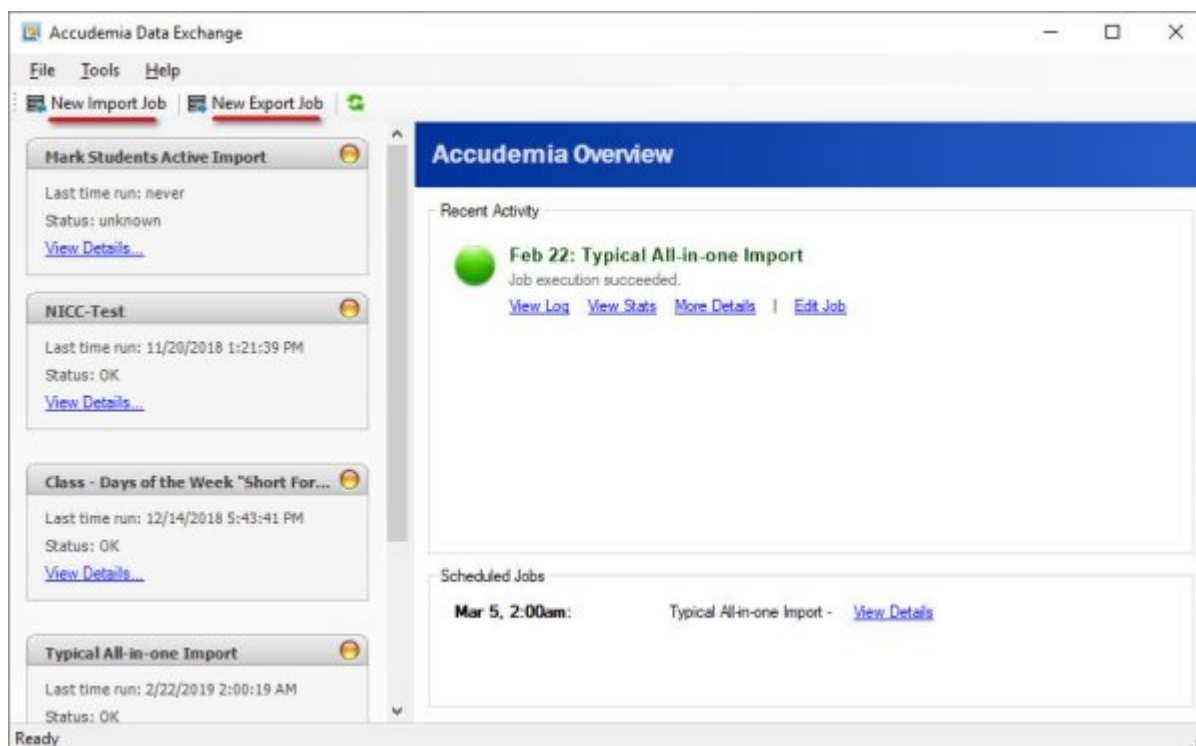
- [Schedule Imports / Exports in ADX](#) (Accudemia Data eXchange).

Prerequisite 1 - Download and install ADX

Step 1: When you log into Accudemia as a System Admin Go to **Advanced > Imports****Step 2:** Then under the “Get it Now!” Heading click on the following Icon:**Step 3:** Follow the instructions to install. Then go ahead and store your login credentials on the first screen.

Prerequisite 2 - Setup an Import Job or Export Job

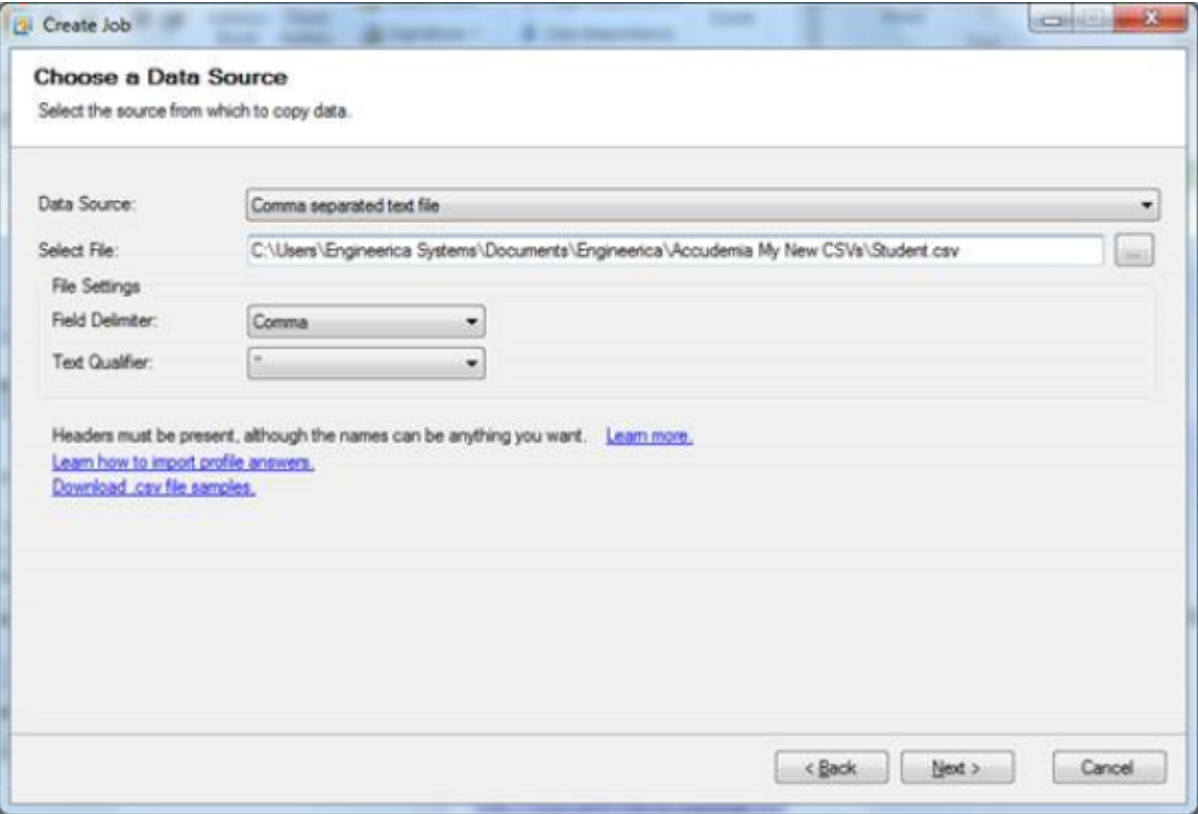
Step 1: Once logged into the software/school.accudemia.net site, click on either “New Import Job” or “New Export Job”:



Step 2: Once you click “next” on the first screen of the import/export wizard, either:

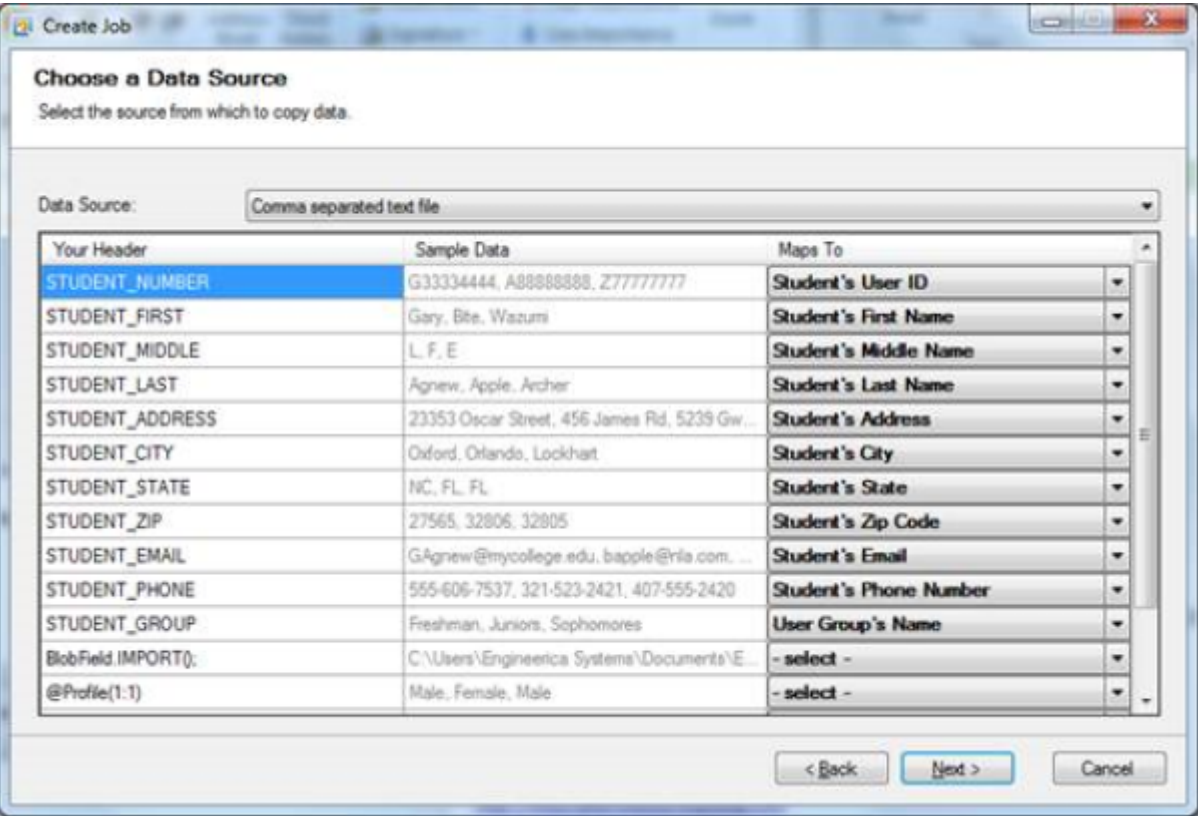
1. Select the CSV file for the import **OR**
2. Select the type of export job and the file location with the name you want to use for the export file

by clicking **browse(...)** button and when done finally click **next** button.



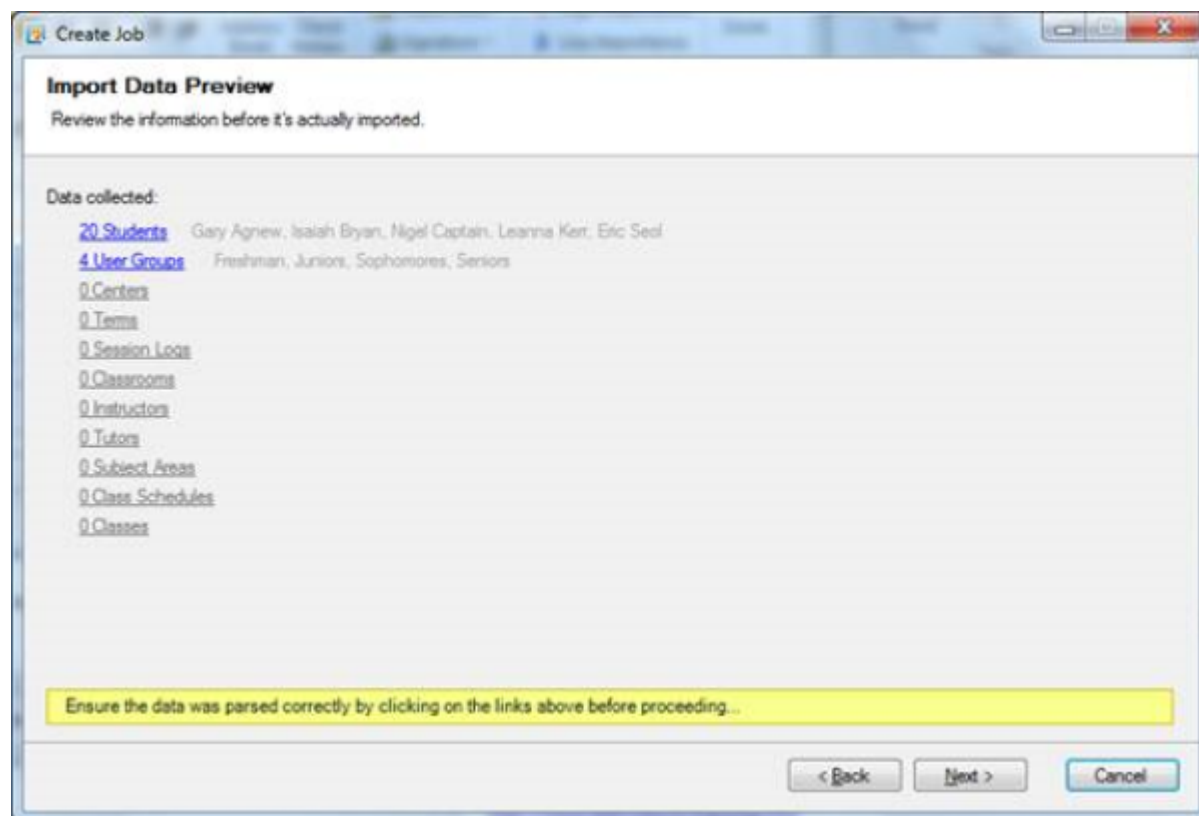
Step 3: Now if importing ADX wants you to map the fields with drop-downs to each of the ones in your CSV file. Click next when done.

Note: Exports will not have this step.



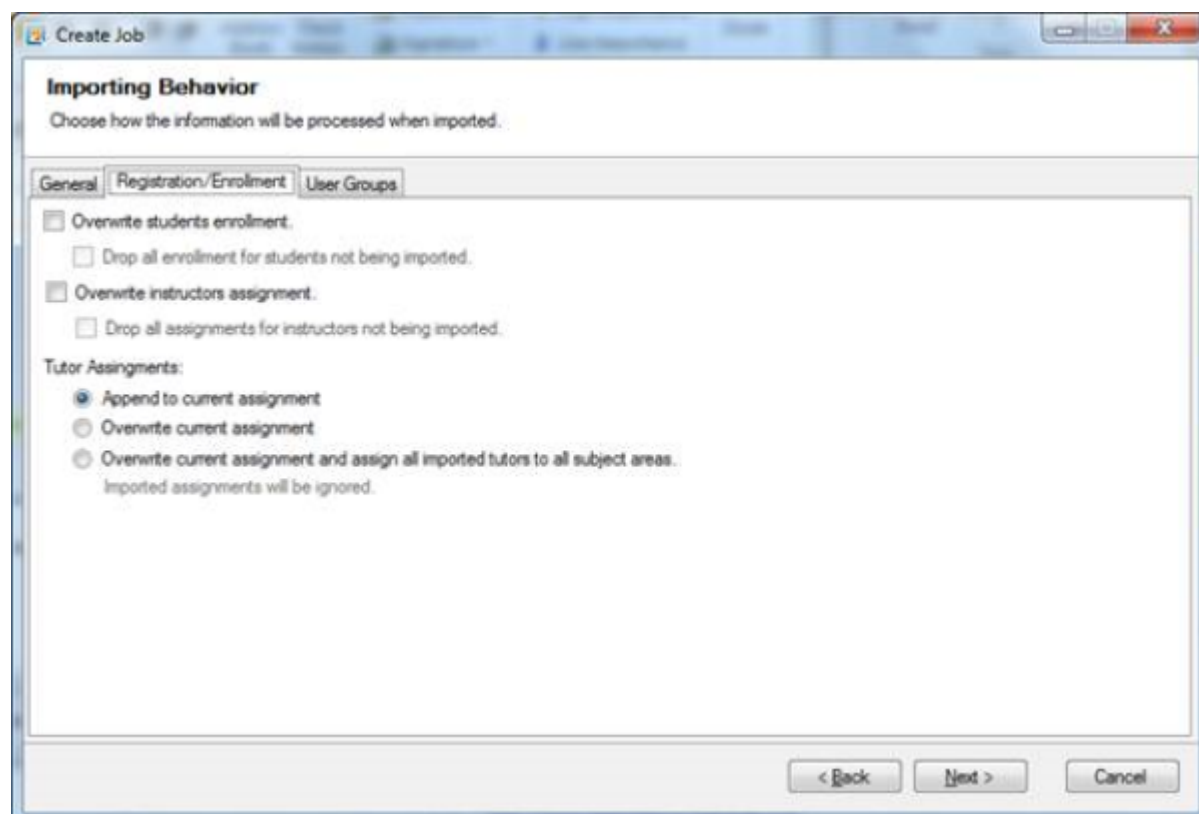
Step 4: Then it shows you the results of what it found to import, click on them to see what its pulling, then click next.

Note: Exports will not have this step.

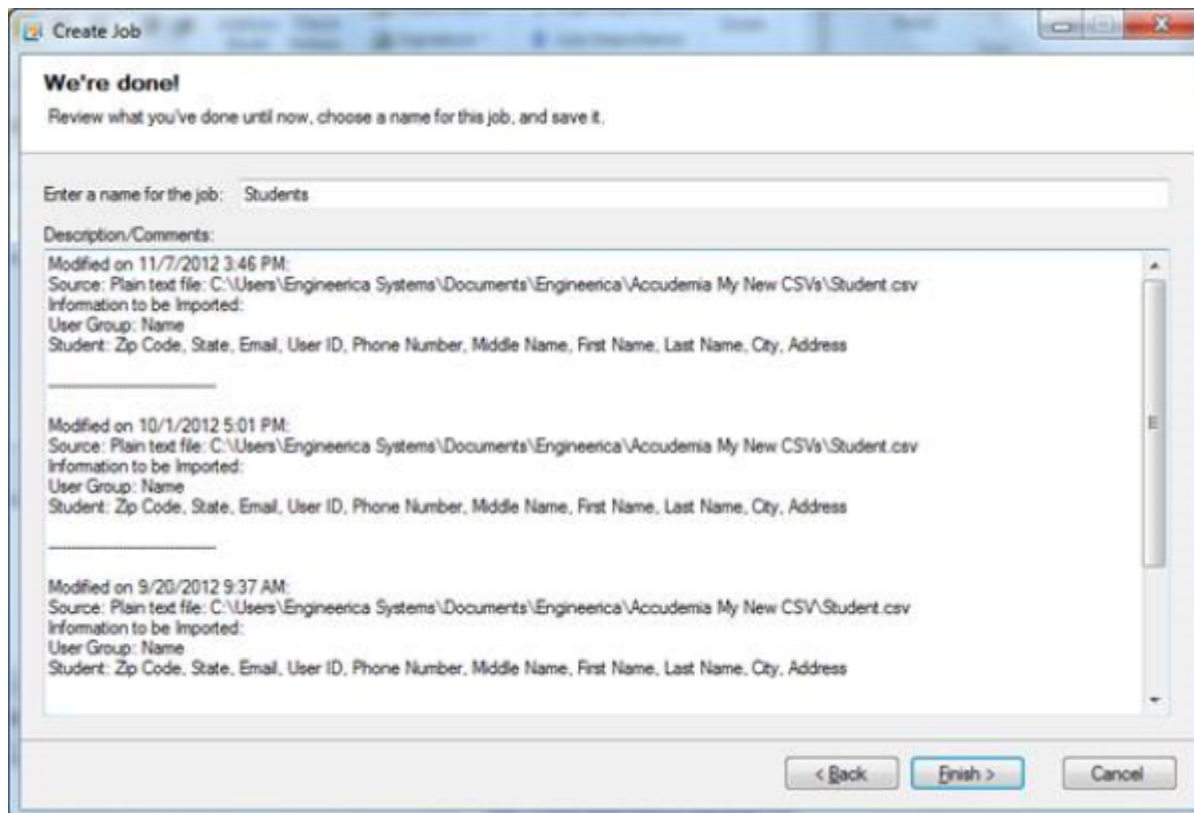


Step 5: At this point it wants to know if you want to overwrite data I would have it set to append for now until ready for a new semester to overwrite. Click next.

Note: Exports will not have this step.



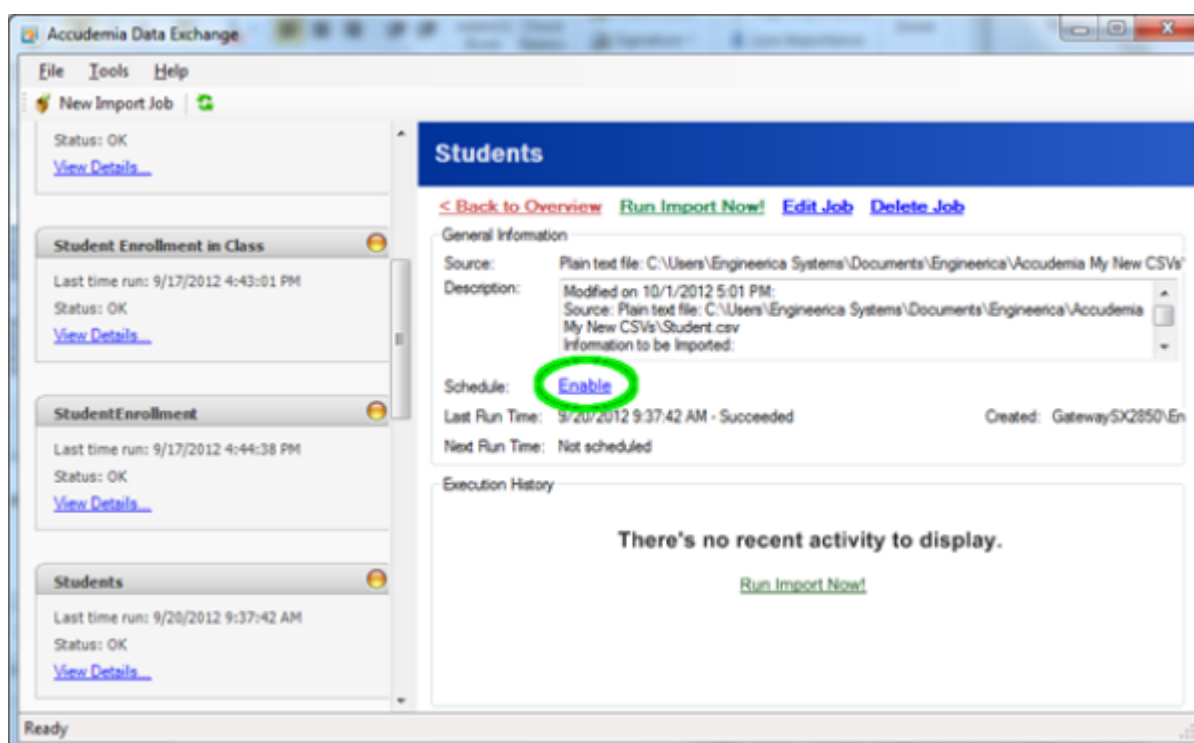
Step 6: Finally, name the Import Job or Export Job and click the **Finish** button.



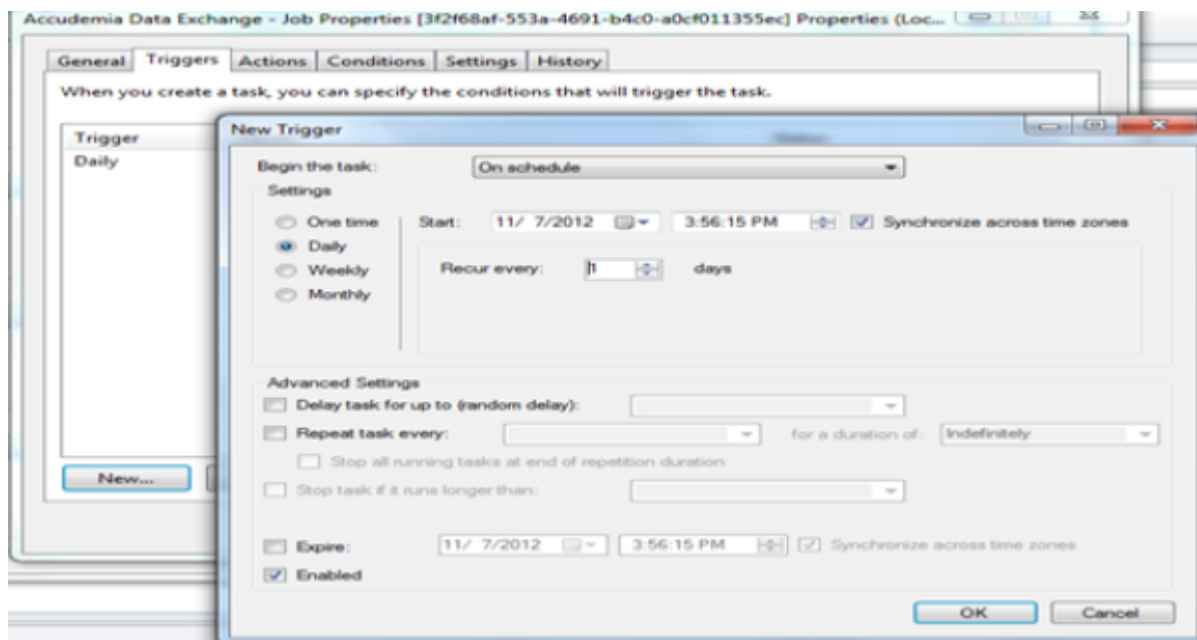
Schedule Imports / Exports in ADX

Now that we know where and what data to pull/push we need to automate it.

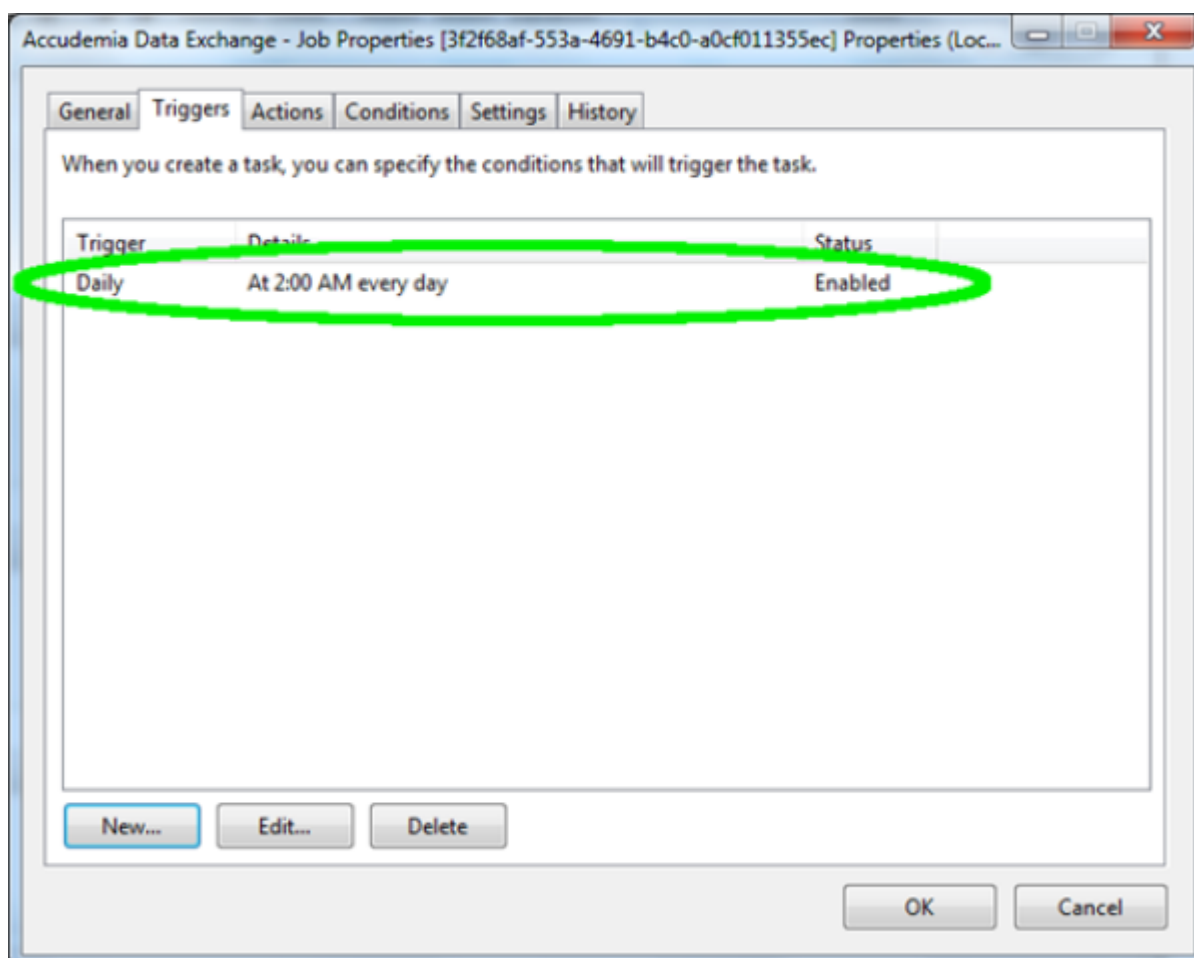
Step 1: Start by clicking “view details” on left column under the import job and then under schedule “Enable”



Step 2: Then click the “new” button and setup your reoccurrences. Click “OK”.



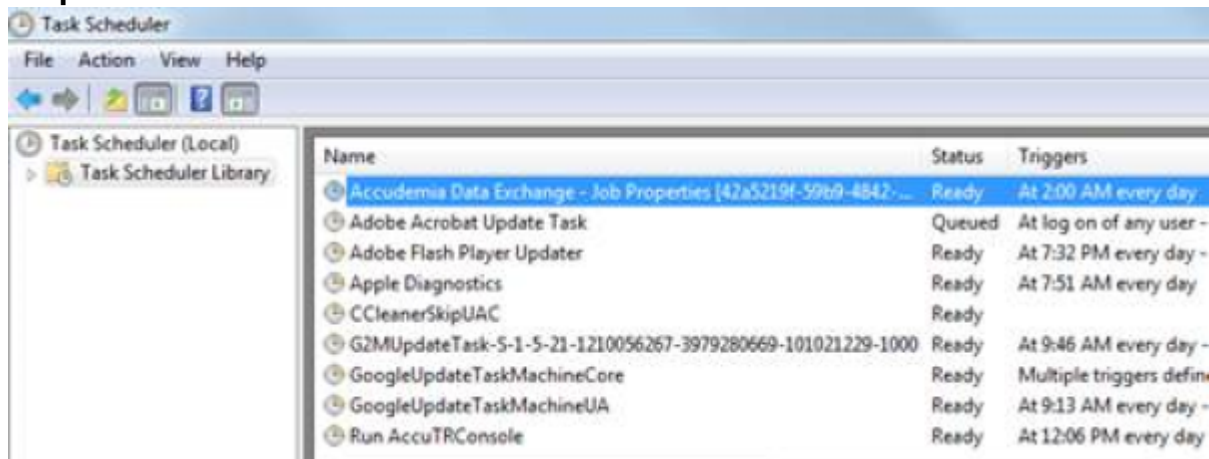
Step 3: You should see the automated task setup to go for you and click “ok” and done.



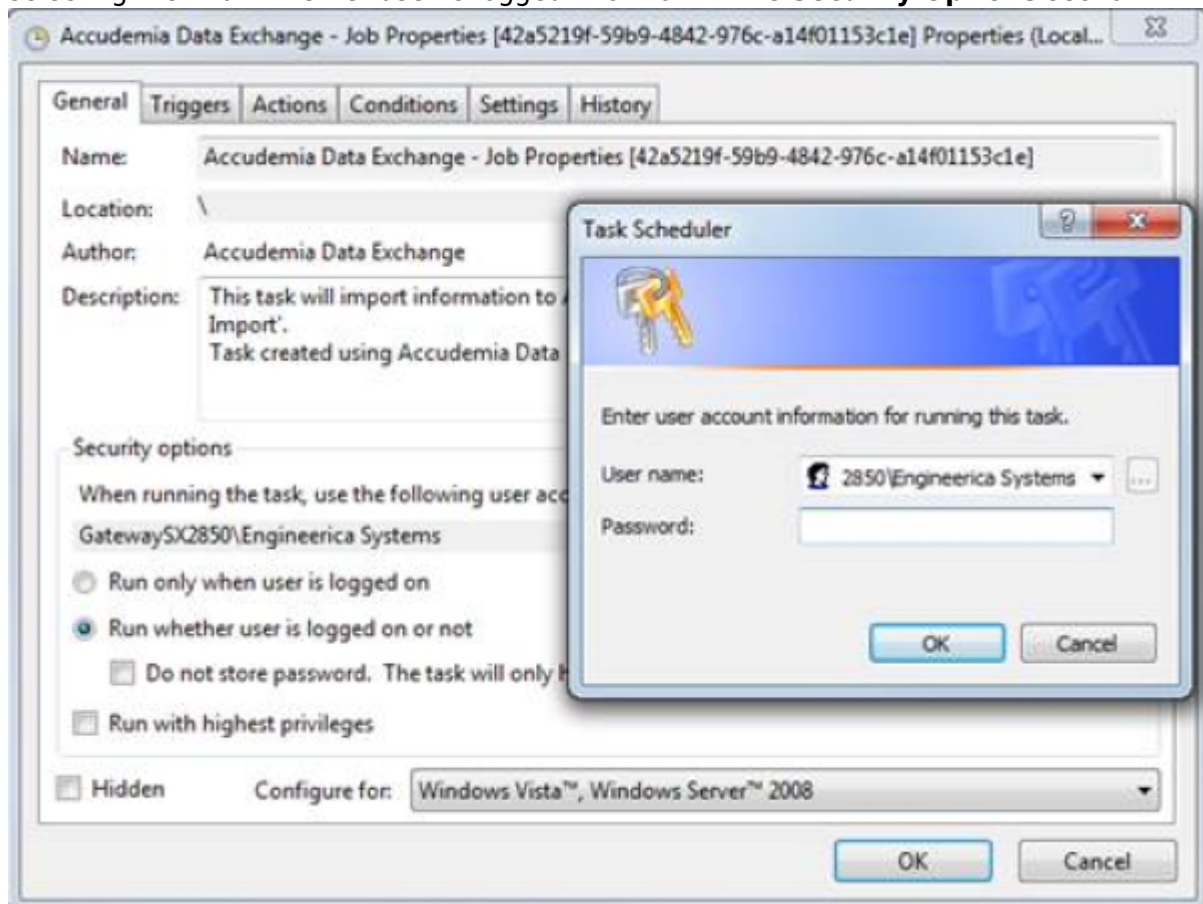
Want to run the ADX Import/Export Job when you are not logged in?

If you happen to need to run the scheduled automated imports / exports when the user is not logged into the computer or server you'll need to go directly into the **Windows Task Scheduler** itself and set this permission by editing the properties of the ADX import job.

1. First, open **Windows Task Scheduler** from the Windows Start menu or settings.
2. Next, right-click the ADX Import job in the **Task Scheduler Library** window and select **Properties**.



3. On the **General** tab of the properties set the job to store your Windows User Credentials by selecting the "Run whether user is logged in or not" in the **Security Options** section.



4. When you click **OK** at the bottom you'll now be prompted to enter and store your Windows User Credentials.

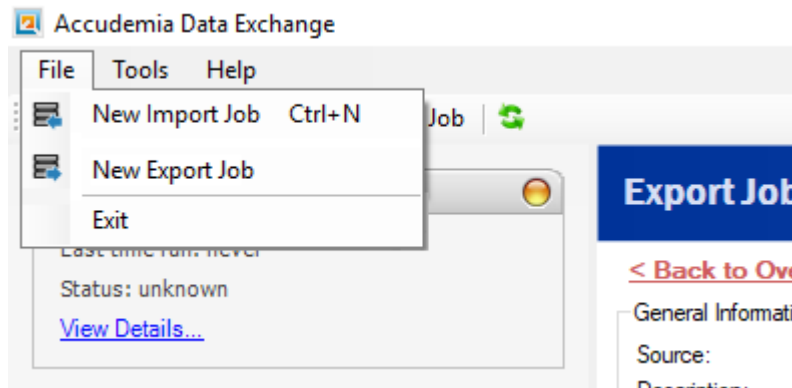
If you ever change your passwords then you'll need to come and update this section.

Other Options in ADX

In this section we'll explore the different options you have available in the ADX toolbars.

File

These are the typical actions you would perform in ADX:



Create New Import Job

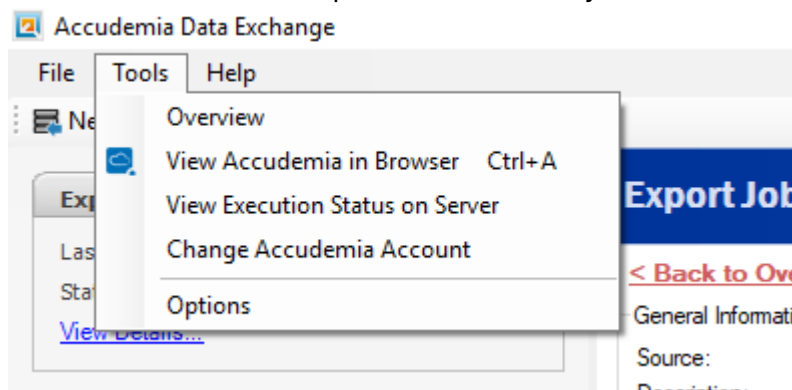
For more details on this process visit [this page](#).

Create New Export Job

For more details on this process visit [this page](#).

Tools

These are some useful options available to you while working in the import/export tool.



Overview

This menu option takes you to an overview of the past ran jobs in ADX.

View Accudemia in Browser

This option passes over the credentials of the user currently logged into the ADX application to

accademia.net so they can look at account settings and import history without having to re-login.

View Accademia in Browser

This option also passes over the credentials of the user currently logged into the ADX application to accademia.net but take the user specifically to the import history on the server without having to re-login.

Change Accademia Account

This option allows you to change/update/designate who is logged in to run the imports.

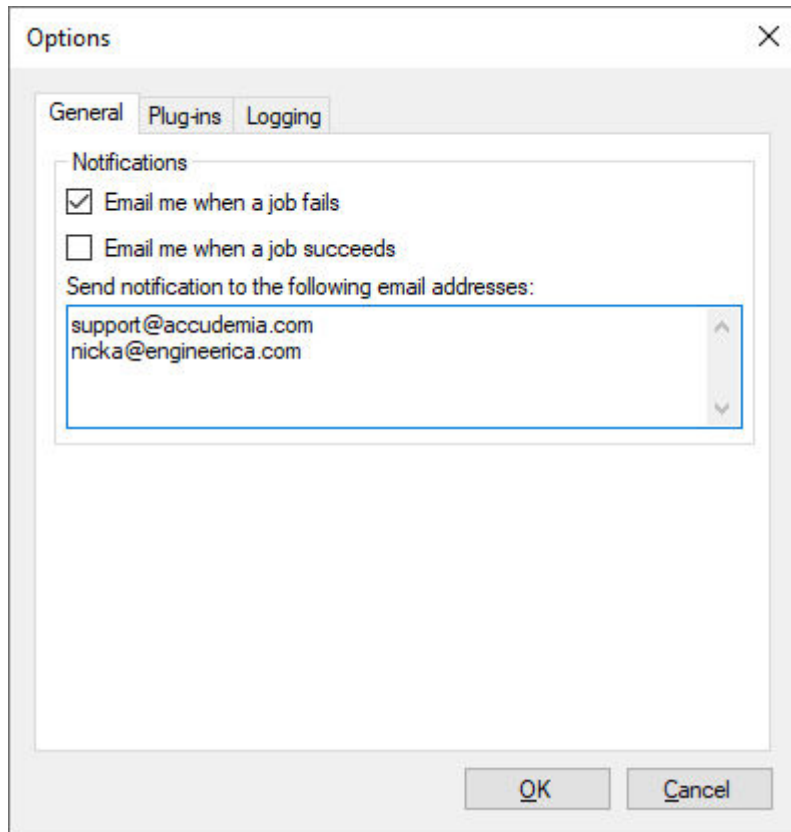
This person will be sent the status of the imports via email on whether or not they failed or succeeded on the Accademia server-side.

Options

This section gives you additional means to use, troubleshoot, and analyze import or export jobs that are having issues.

General Tab

This section allows you to email notifications about Imports/Exports failing or succeeding to a list of individuals by placing emails separated by a return in the textbox. If you want to email 2 people about only failures see below:

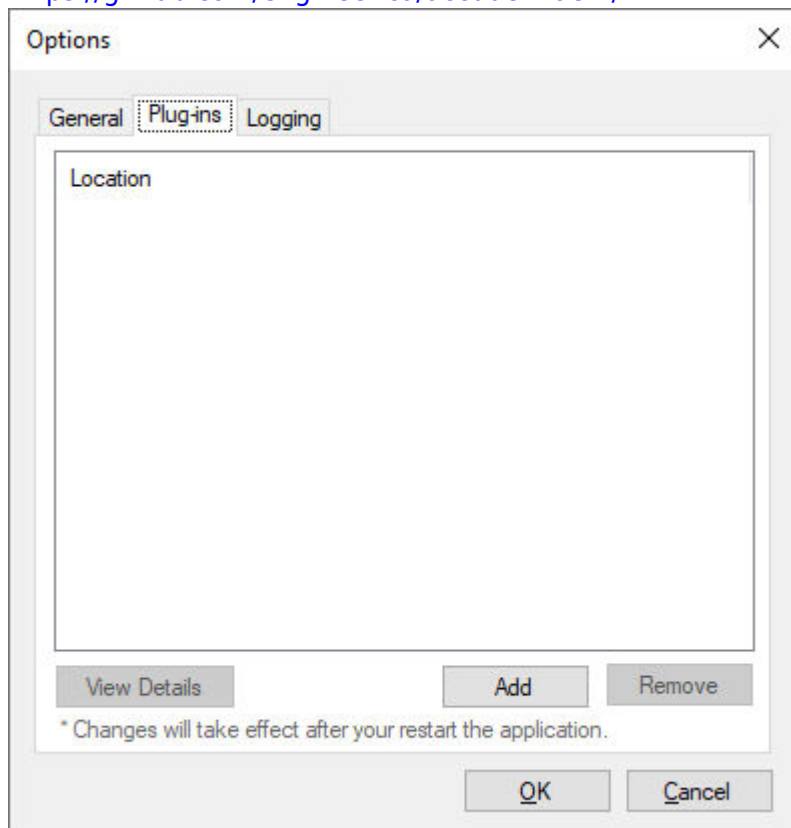


The image shows a screenshot of the 'Options' dialog box with the 'General' tab selected. The 'Notifications' section is visible, containing two checkboxes: 'Email me when a job fails' (checked) and 'Email me when a job succeeds' (unchecked). Below these is a text area labeled 'Send notification to the following email addresses:' containing the email addresses 'support@accudemia.com' and 'nicka@engineerica.com'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Plug-ins Tab

This section deals with setting up plug-ins that you have developed to integrate another system with ADX using our API. More information about this can be found here:

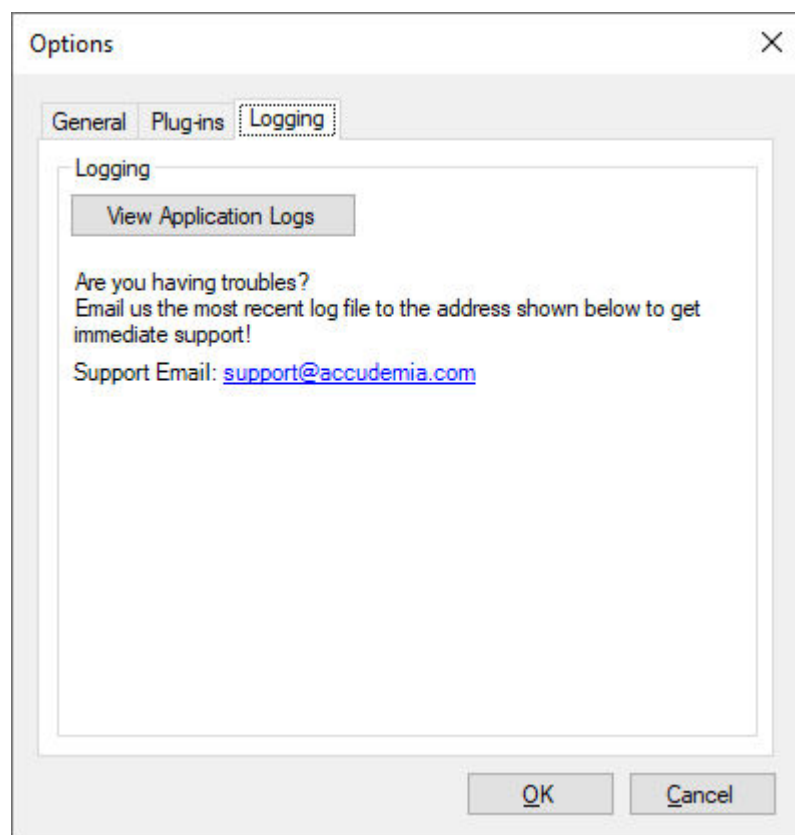
<https://github.com/engineerica/accudemiaext/wiki>



The image shows a screenshot of the 'Options' dialog box with the 'Plug-ins' tab selected. The 'Location' section is visible, containing a large empty text area. Below this are three buttons: 'View Details', 'Add', and 'Remove'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A note at the bottom states: '* Changes will take effect after your restart the application.'

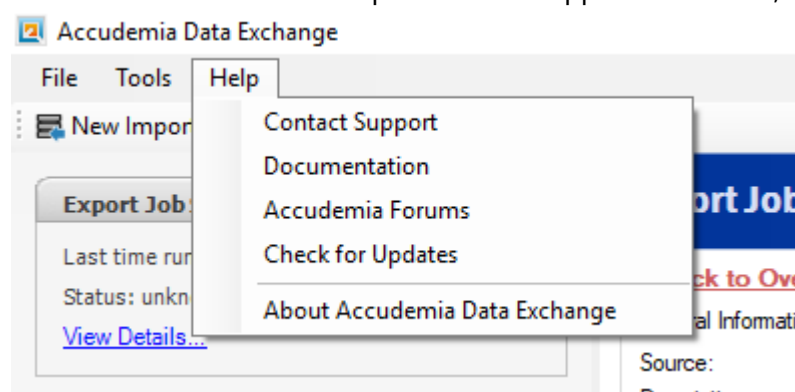
Logging Tab

This section allows you look at the current import/export logs to find the root cause of the import failing and can be used to troubleshoot with the [Accudemia Support Team](#).



Help

In this section we'll find helpful links to support resources, software updates and version information.



Contact Support

This option will open an email addressed to our [Accudemia Support Team](#) in your computer's designated mail program/application such as Outlook, ThunderBird, etc.

Documentation

This option will direct you out to this guide. Congrats! You are already here.



Accudemia Forums

This link will take you out to the [Accudemia Forums](#) to search for answers to frequently asked questions, view helpful tips, and interact with other registered Accudemia clients to see how they run imports, etc.

Check for Updates (Software Updates)

This link will check if that are any updates needed

About Accudemia Data Exchange

How do I find My ADX Version Number? This link will show the exact version number of ADX you currently have installed.



[General Menu](#) | [Next - Import Data](#)

From:

<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://www.attendance-tracking.com/docs/doku.php/accudemia/7/it-staff/manual/adx>

Last update: **2023/01/13 11:55**

