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Working Papers 2022

Getting Started Guide
Data Store Administration Tool

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Overview

The Data Store Administration Tool is an add-on to Caseware Working Papers that administrators can use to create, customise, and maintain Data Stores.

Data such as users and file lists are automatically stored on the local workstation the first time you launch Caseware Working Papers. This collection of data is contained in private storage, accessible only to the single user, and is referred to as the Personal Data Store. Alternatively, by creating a Data Store, you can access the data on multiple machines. All users connected to the same Data Store have access to a common set of users, global groups, file list, Tracker settings, and configuration information.

System Requirements

To run Caseware Working Papers and related products, you must meet or exceed the following system requirements:

Workstations

Operating Systems
- Microsoft Windows 10 64-bit (x64)
- Microsoft Windows 11 64-bit (x64)

Hardware
- 1 GHz 64-bit (x64) processor; 2 GHz 64-bit (x64) recommended for improved performance
- 8 GB of RAM for Working Papers, 16GB+ is recommended improved performance
- Minimum 1 GB free hard drive space recommended for installation
- **Note:** Additional hard drive space is required for templates and engagement files. The size of open client files will vary depending on the features used and the size of documents managed. Working Papers has built-in compression that significantly reduces the size of compressed files.
- Internet connection required during installation

Additional Components
- Microsoft Office 2010 or later, or Microsoft Office 365 (Desktop version, Cloud is not supported)
- Microsoft Internet Explorer 11.0 or later
- Adobe Acrobat Reader 10.0 or later

Security and Permissions
- Installation requires local administrative rights to the workstation
- Use of Working Papers requires read/write access to the program folder and any folders containing client files

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SQL Server Requirements for SQL Data Store

The Data Store Administration Tool can use a Microsoft SQL back-end to store data. Working Papers (using a SQL Data Store) is compatible with the following SQL products:

- Microsoft SQL Server 2019 / Express
- Microsoft SQL Server 2017 / Express

File server/networks

A file server can be used to store Working Papers client files.

Operating Systems
- Microsoft Windows Server 2019
- Microsoft Windows Server 2016
- Microsoft Windows Server 2012 R2
- Microsoft Windows Server 2012
- Microsoft CIFS compatible networks like SAMBA on Linux
  Note: Contact Technical Support before implementing this type of solution.

Hardware
- Per file server/network operating system recommendations

Citrix/Terminal Servers

Operating System
- Microsoft Windows Server 2019 with Citrix/Terminal Services
- Microsoft Windows Server 2016 with Citrix/Terminal Services
- Microsoft Windows Server 2012 R2 with Citrix/Terminal Services
- Microsoft Windows Server 2012 with Citrix/Terminal Services
- Citrix MetaFrame XP, Presentation Server, XenApp 4.5

Hardware
The server hardware configuration should be scaled for the number of user sessions.
- 1.2 GHz CPU processing power per user
- 1 CPU core per five user sessions
- 8GB RAM per user session

Note: Working Papers files should be stored on the Terminal/Citrix Server or connected to it via a high-speed network connection.

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Installing the Data Store Administration Tool

You can install the Data Store Administration Tool on a server, or directly to the administrator's workstation. For server installations, you must run the tool directly from the server. We suggest installing the tool on the administrator's workstation for convenience.

Note: If you are installing to a SQL Server or a SQL Express Server, the SQL component must be installed on a server.

Ensure you meet the minimum system requirements prior to installation.

To install the Data Store Administration Tool on your workstation:

1. Locate the downloaded installation file, then double-click it to launch the **InstallShield Wizard**.
2. On the Welcome screen, click **Next**.
3. Read the License Agreement, then select **I accept the terms in the license agreement**. Click **Next**.
4. Select a setup type. We suggest performing a **Complete** installation. Click **Next**.
5. Click **Install** to begin installation.

The Data Store Administration Tool is installed on your workstation. Click **Finish** to close the InstallShield Wizard.

Suggested Settings

We recommend that you apply the following settings to improve your experience with the Data Store Administration Tool:
- In the **Settings** group of the Data Store Administration Tool, click the **Synchronization** drop-down menu and select **Only on program startup**.
- In the **Settings** group of the Data Store Administration Tool, the **Track Engagement** drop-down menu controls how files are tracked by the Data Store. We suggest using either **Track But Do Not Share with Firm** or **Disable Tracking**. You should not use the **Track and Share with Firm** option unless you are using CaseWare Tracker and need to monitor the files that users are working on (requires increased network bandwidth).

Create a Data Store

There are two available types of data stores, xBase and SQL. Use the following guidelines to determine the suitable Data Store type for your organis   ation:

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xBase Data Store

- Under 50 users
- Using a reliable, fixed wired network

SQL Data Store

- Over 50 users
- Using Microsoft SQL Server

Before creating a Data Store, ensure that each user who will be attached to the Data Store has read, write, and delete permissions for the directory and server.

To create an xBase Data Store:

1. Launch the Data Store Administration Tool. In the **Create/Connect** group, click **Create...**.
2. The Data Store Creation Wizard displays. Select **New xBase Data Store** and click **Next**.
3. In the **Folder** field, enter a path or **Browse** for a location where you want to create the Data Store. You can select a drive-mapped location (such as **m:\CompanyData**) or a UNC (such as **\\sharedserver\store**). Click **Next**.
4. Select whether to create a blank Data Store, or import data from an existing Data Store. Click **Next**.
5. Enter a **Database ID**. Ensure you record your Database ID in the event that you need to recreate the Data Store. Click **Next**.
6. (Optional) Enter a **Security ID**. Ensure you record your Security ID in the event that you need to recreate the Data Store. Click **Next**.
7. Enter a path or **Browse** for a location to save the connection file (.cwc). Click **Next**.
8. A summary of the new Data Store is displayed for your review. To proceed, click **Finish**.

The xBase Data Store is created. You can find the connection file (.cwc) in the location you specified.

To create an SQL Data Store:

1. Launch the Data Store Administration Tool. In the **Create/Connect** group, click **Create...**.
2. The Data Store Creation Wizard displays. Select **New SQL Data Store** and click **Next**.
3. Complete the **SQL Server Data** fields.
   - Select the appropriate SQL product.
   - Select or enter a server name. The drop-down list contains all available servers on the organisation's network. By default, the wizard will attempt to connect to the default SQL Server instance. If you want to connect to a non-default instance, you must qualify the server name with the username and either the instance name (separated by a backslash, such as **USER1\SQL2015**) or the IP address or port number (separated by a comma, such as **USER1, 49795**).
   - Enter a unique database name. If possible, the database name should indicate that it is a Working Papers database.
   - Select **Use Network Server SQL Authentication** (enter your login information).
4. Click **Next.**
5. Select a server location to store your database files. You can use the default location or enter a custom path.
6. Select whether to create a blank Data Store, or import data from an existing Data Store. Click **Next**.

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7. Enter a **Database ID**. Ensure you record your Database ID in the event that you need to recreate the Data Store. Click **Next**.
8. (Optional) Enter a **Security ID**. Ensure you record your Security ID in the event that you need to recreate the Data Store. Click **Next**.
9. Enter a path or **Browse** for a location to save the connection file (.cwc). Click **Next**.
10. A summary of the new Data Store is displayed for your review. To proceed, click **Finish**.

The SQL Data Store is created. You can find the connection file (.cwc) in the location you specified.

Notes:
- Ensure your SQL Server is configured to accept remote connections before connecting to a Data Store or else users may experience difficulty connecting. To enable remote connections, you need to run the SQL Server Configuration Manager tool (bundled with the SQL Server installation package) and, in **SQL Server Network Configuration | Protocols for 'Your SQL Instance Name'**, ensure that **TCP/IP** is enabled.
- If you are disabling SSL and TLS 1.0 in favour of TLS 1.1 or 1.2, you must install the latest OLE DB Driver from Microsoft's download page.

Disable Auto Close in the SQL Server

When you create a Data Store in a SQL Server, you must disable the **Auto Close** property so that the SQL database does not unexpectedly go offline when no users are connected to it.

To disable Auto Close in the SQL Server:

1. Launch Microsoft SQL Server Management Studio Express.
2. In the Databases folder, locate the database that you created for the Data Store.
3. Right-click the folder and click **Properties**.
4. In the Select a page panel, click **Options**.
5. In the Automatic panel, click the **Auto Close** drop-down menu and select **False**. Click **OK**.

The Auto Close property is disabled.

Connect to a Data Store

After creating a new Data Store, you must connect it to the Data Store Administration Tool. Alternatively, you can connect to an existing Data Store if you have one.

To connect to Data Store:

1. Launch the Data Store Administration Tool.
2. In the **Create/Connect** group, you will see the current status of the Data Store. Click **Attach**.
3. The Data Store Connection Wizard displays. Select a connection type. Click **Next**.
4. Based on your previous selection, complete the following:
   - If you are using an existing connection file (.cwc), enter the location of the .cwc file.

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- o   If you are connecting to an xBase Store, enter the location of the existing xBase Data Store (.cwc file).
- o   If you are connecting to a SQL Store, enter all SQL connection information.

5. Click **Next**.
6. Click **Finish** to proceed with the connection.

You have connected to the Data Store. The **Status** field now displays that the Data Store is online.

Notes:

- Ensure that you configure your SQL Server to accept remote connections, or else users may experience difficulty connecting to the Store. To enable remote connections, run the **SQL Server Configuration Manager** tool, then in **SQL Server Network Configuration | Protocols** for your SQL Instance, enable **TCP/IP**.
- Users do not need to install SQL Server or SQL Express to connect to a SQL-based Data Store. The user should have access to the folder where the connection file resides.

Creating Connection Files

You can create and distribute connection files (.cwc) to your users so that they can connect or disconnect from a Data Store.

To create a connection file:
1. Launch the Data Store Administration Tool.
2. In the **Create/Connect** group, ensure that you're connected to the required Data Store.
3. Click **Save...**.
4. Enter a path or **Browse** for a location to save the connection file. Click **Save**.

The connection file is created. Users can double-click the connection file to connect to the Data Store. The connection file needs to be run on each installation of CaseWare.

To create a disconnection file:
1. Launch the Data Store Administration Tool.
2. In the **Create/Connect** group, disconnect any Data Stores.
3. Click **Save...**.
4. Enter a path or **Browse** for a location to save the connection file. We recommend renaming this file to *Disconnection File.cwc* to differentiate it from your connection file. Click **Save**.

The disconnection file is created. Users can double-click the disconnection file to disconnect the Data Store.