

# A2C Migration Application - Getting Started Guide

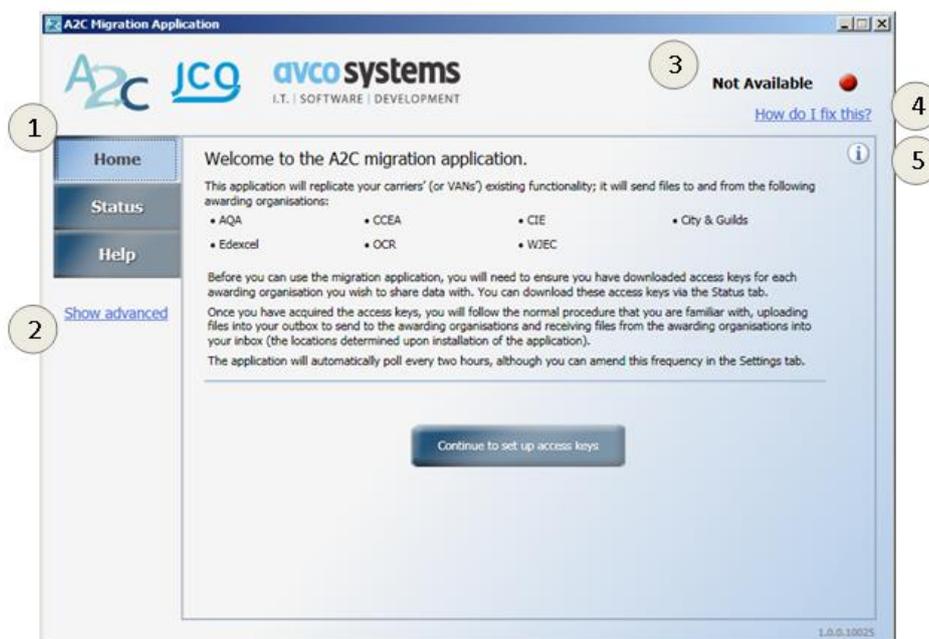
## Introduction

Welcome to the A2C Migration Application. This program allows you to transfer examination information with awarding organisations.

It will automatically monitor the directories set up during installation and periodically send and receive files to and from the awarding organisations.

In order for the automatic transfer to operate, your computer must remain turned on with the application running. When the application is first run, it will display a screen similar to the one on the right.

1. On the left are tabs which control what information is displayed in the main panel. Clicking on one will change the content of the rest of the screen.
2. There is also an option to 'Show Advanced' which provides additional views and settings.
3. In the top right of the window, there is a system status icon. This behaves in a similar way to a traffic light. Red means there is no connection available to any awarding organisation, green means that all of the configured ones are working, and amber means one or more have a connection issue.
4. When there is a problem, a link appears under this status light which when clicked provides details of the problem and suggests any possible solutions.
5. Additionally, on every screen, there is a small icon in the top right  which gives help for that page when clicked.



## Import access keys

1. Clicking the button on the first screen will take you to the main status screen. This displays a list of the awarding organisations and their status. At the moment they will all be disabled. Clicking the button for each awarding organisation will take you to their extranet where you can download the appropriate access key.
2. After downloading the access key, either double-click the file or drag it onto the Migration Application's window. With the file, you will have received a password from the awarding organisation. Type the password into the dialog that appears.
3. Once the access key has been imported, the application will initiate a test connection to the awarding organisation, and it will be available for transfer.



## Sending and receiving Files

The application will automatically watch the 'Outbox' directory configured during installation and periodically send the files there to the appropriate awarding organisations.

No action is required as this will happen automatically, however a transfer can be initiated manually if desired. On the Home screen there is a button to send and receive files.

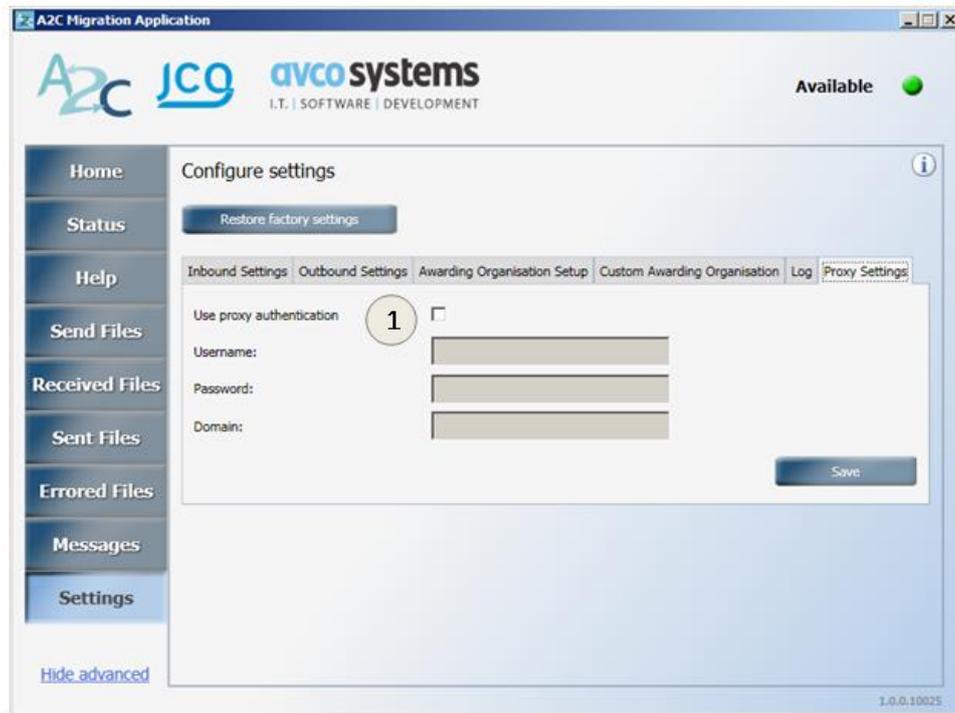
If a more complete view is desired, activate the advanced tabs by clicking the link on the left of the screen. This will reveal a more detailed set of options, such as the view of the inbox, outbox and any errors that occurred.



## Configuration

In the Settings tab, you can configure the application. The inbound settings and outbound settings allow you to change the locations of the storage directories. Some networks require the use of a proxy. Under normal circumstances the application will detect the proxy and use it automatically. However it is sometimes necessary to sign into it so that the proxy will allow transfers through.

1. If this is required on your network, tick the box and input the required credentials – these will need to be provided by your network manager.



## Help

For more information please see the help page at <http://a2c.avcosystems.com/Help> or contact the relevant awarding organisation:

### AQA

Telephone: 0844 209 6614

Email: [eos@aqa.org.uk](mailto:eos@aqa.org.uk)

### CCEA

Margaret Matthews

Entries, Results and Certification Section

Telephone: 02890 261 200 Ext. 2331

Email: [mmathews@ccea.org.uk](mailto:mmathews@ccea.org.uk)

### Edexcel

Telephone: 0844 463 2535

Email: [eprocessing@pearson.com](mailto:eprocessing@pearson.com)

Website: <http://www.edexcel.com/a2c>

### OCR

Customer Contact Centre

Telephone: 01223 553998

Fax: 01223 552627

Email: [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

### WJEC

Telephone: 029 20265169

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