

Manual for SAFAL School Server Installer for Windows

Supported OS Versions: Windows 10 and 11, Windows Server 2019 and 2022

Step-I: Download SAFAL School Server Installer from the SAFAL Central Portal

- Login with the school **affiliation number** and **LOC/OASIS** password.
- Click on the **Installer** button (as shown in *Figure-I*) to download the School Server installer for Windows OS.

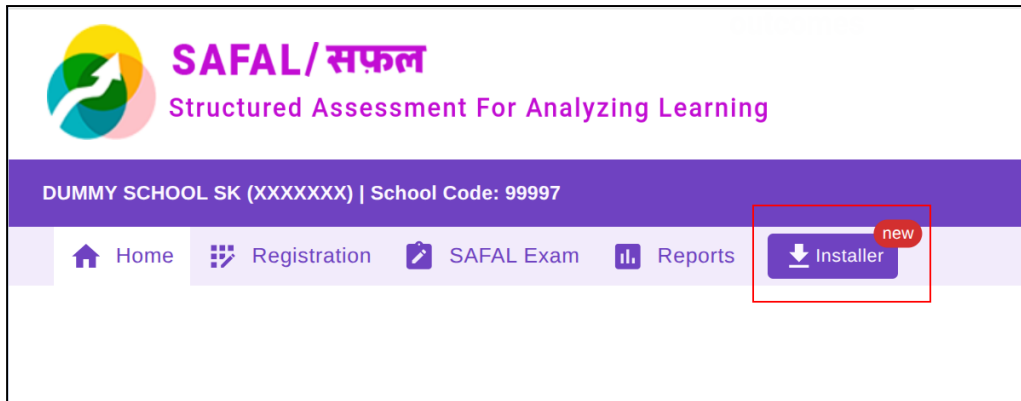


Figure-I

- Note down the **Installer Serial Key** (as shown in *Figure-II*) and click on the  icon to copy it to the clipboard.
- Click on the **Windows 64-bit** button (as shown in *Figure-II*) to download the installer file to your **Downloads** folder.

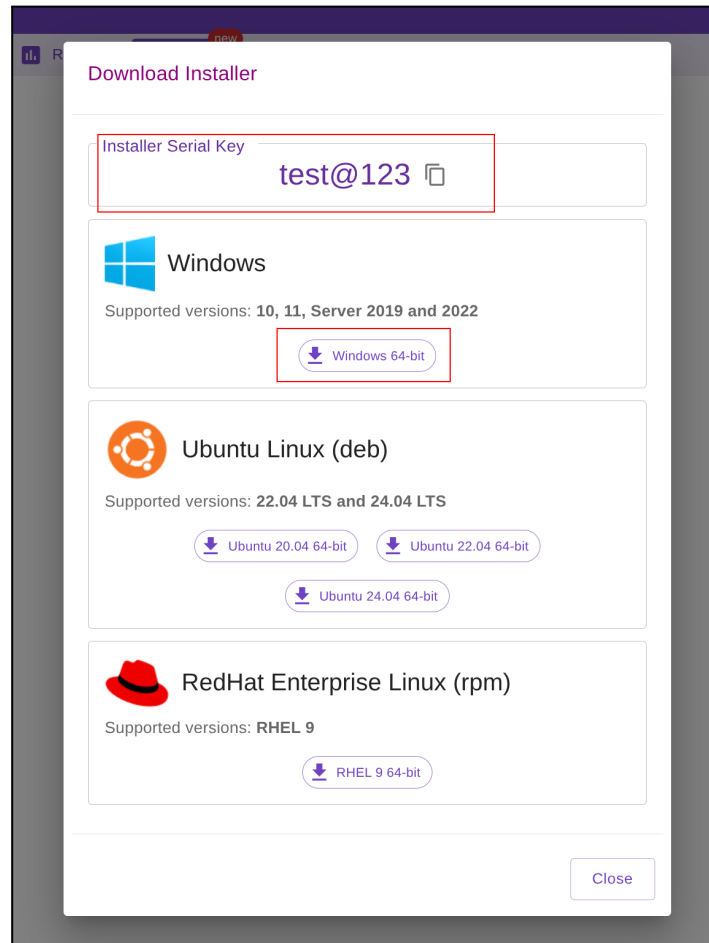


Figure-II

Step-II Start Installation

1. Double click on the downloaded installer file to start installation.
2. The first time you run the installer, the Microsoft Defender SmartScreen will appear. Click on the **More info** link as shown in *Figure-III*.

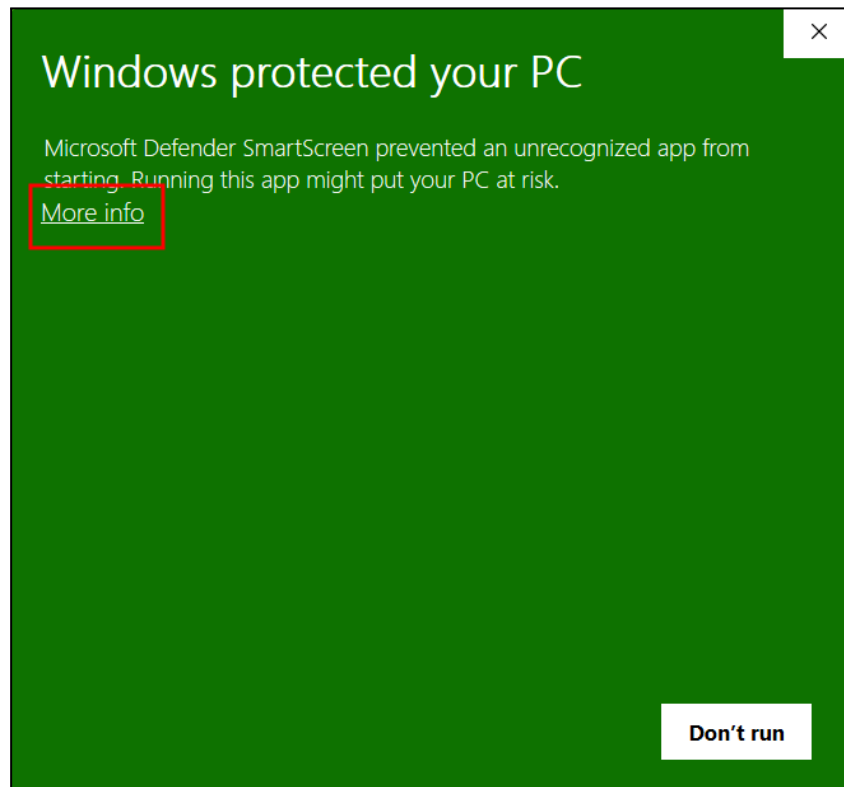


Figure-III

3. Click on the **Run anyway** button (as shown in *Figure-IV*) to run the installer.

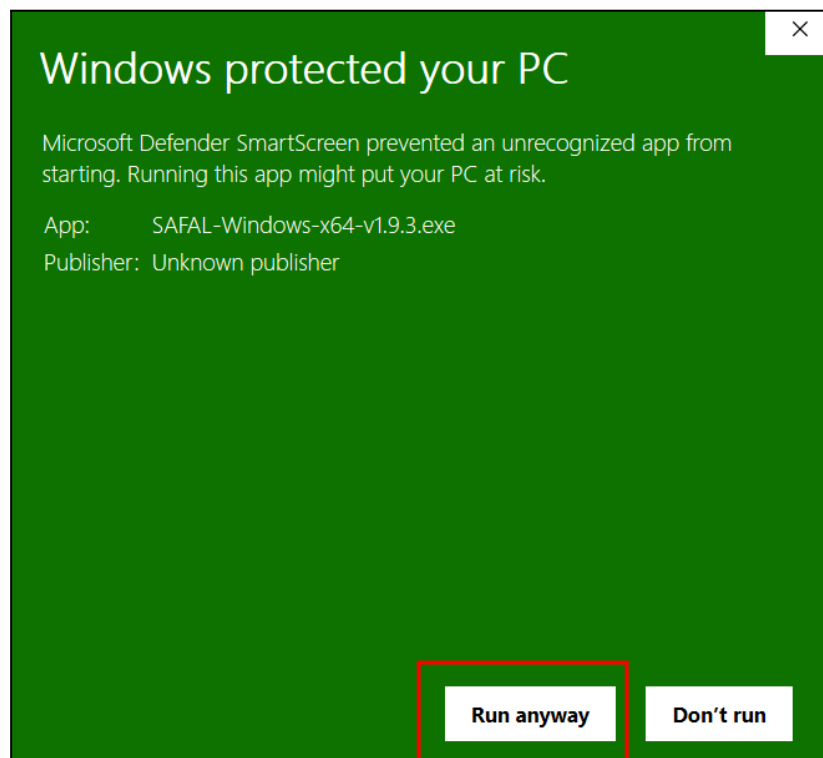


Figure-IV

- Click on the **Yes** button (as shown in *Figure-V*) on the User Account Control prompt to allow the installation of SAFAL School Server on the machine.

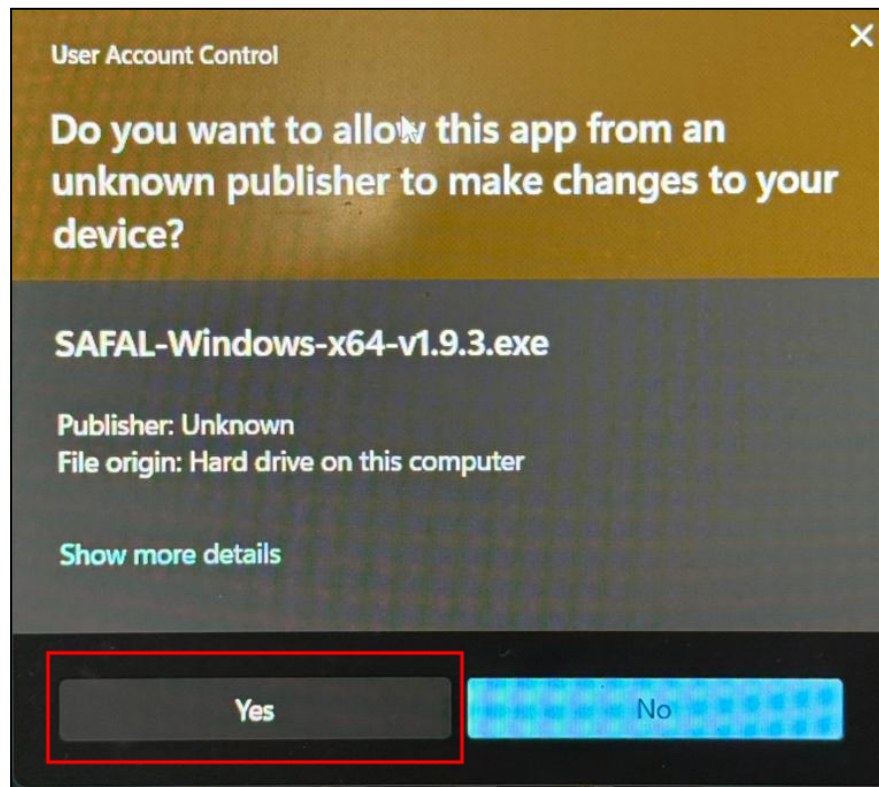


Figure-V

- Click on the **Next** button (as shown in *Figure-VI*) to continue the installation.

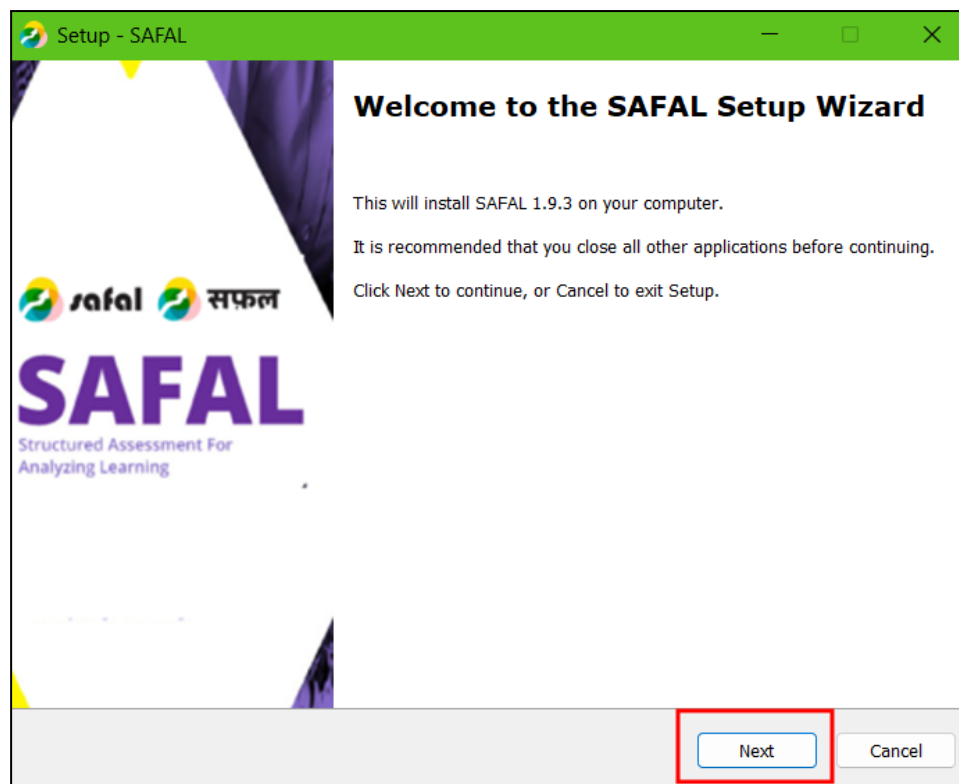
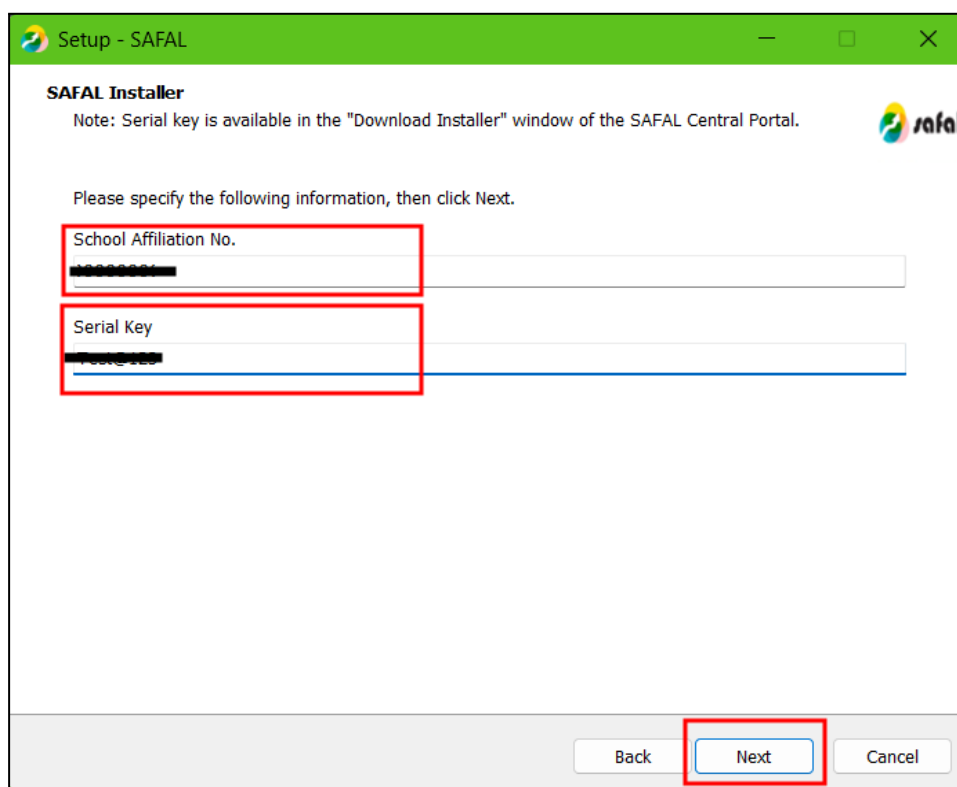


Figure-VI

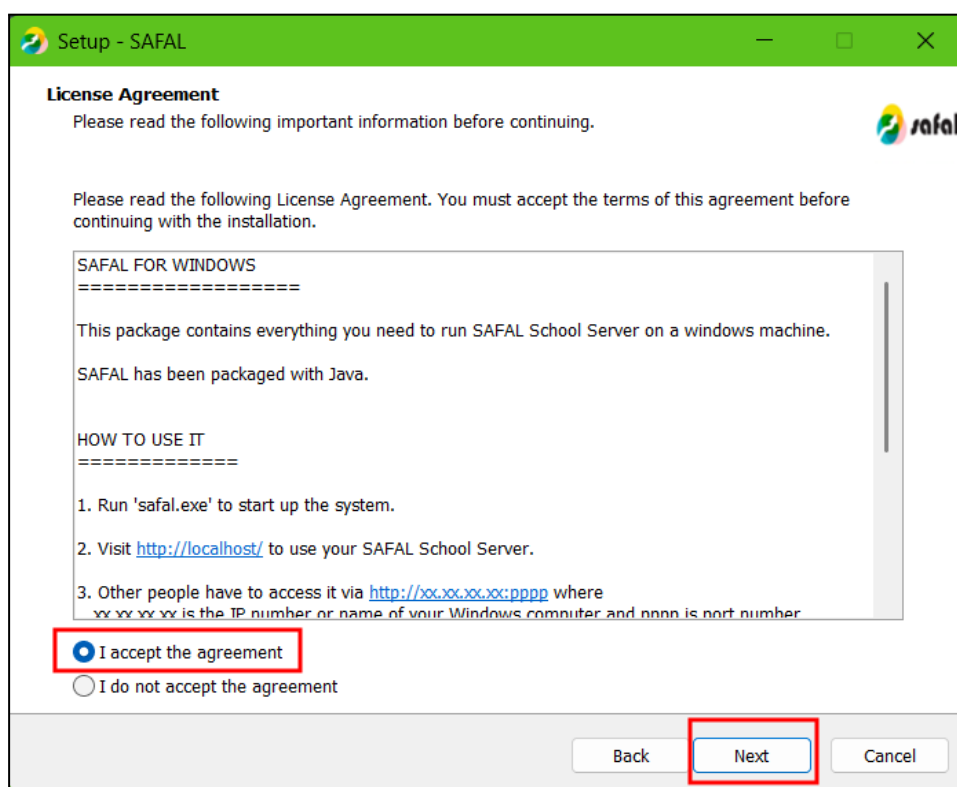
6. Enter **School Affiliation No.** and **Serial Key** and click on the **Next** button to verify the installation, as shown in *Figure-VII*.



The image shows the 'Setup - SAFAL' window. The title bar is green with the SAFAL logo. The main area is white with the text 'SAFAL Installer' and a note: 'Note: Serial key is available in the "Download Installer" window of the SAFAL Central Portal.' Below this, it says 'Please specify the following information, then click Next.' There are two input fields: 'School Affiliation No.' and 'Serial Key'. Both fields have red boxes around them. The 'Serial Key' field has a blue line at the bottom. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Figure-VII

7. Select **I accept the agreement** option and click on the **Next** button (as shown in *Figure-VIII*) to accept the licence agreement and continue the installation process.



The image shows the 'Setup - SAFAL' window with the 'License Agreement' tab selected. The title bar is green with the SAFAL logo. The main area is white with the text 'License Agreement' and a note: 'Please read the following important information before continuing.' Below this, it says 'Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.' There is a text box containing the following text: 'SAFAL FOR WINDOWS', '=====', 'This package contains everything you need to run SAFAL School Server on a windows machine.', 'SAFAL has been packaged with Java.', 'HOW TO USE IT', '=====', '1. Run \'safal.exe\' to start up the system.', '2. Visit <http://localhost/> to use your SAFAL School Server.', '3. Other people have to access it via <http://xx.xx.xx.xx:pppp> where xx xx xx xx is the IP number or name of your Windows computer and pppp is port number'. Below the text box, there are two radio buttons: 'I accept the agreement' (selected) and 'I do not accept the agreement'. The 'I accept the agreement' radio button is highlighted with a red box. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Figure-VIII

8. Click on the **Next** button (as shown in *Figure-IX*) to continue the installation process.

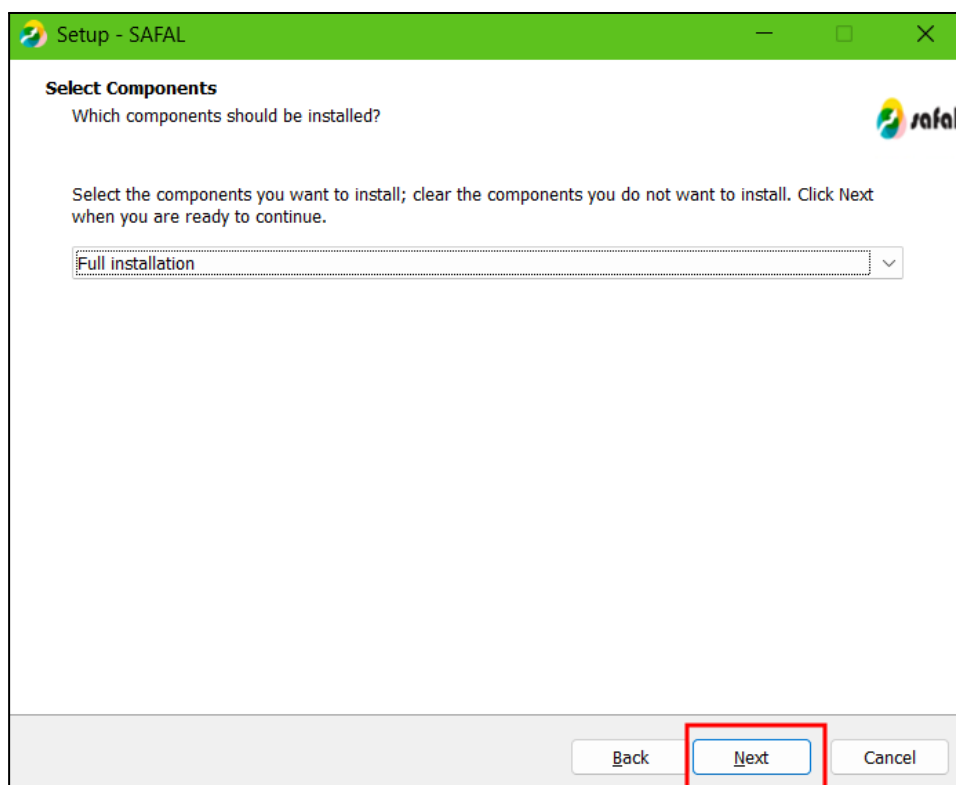


Figure-IX

9. Click on the **Install** button (as shown in *Figure-X*)

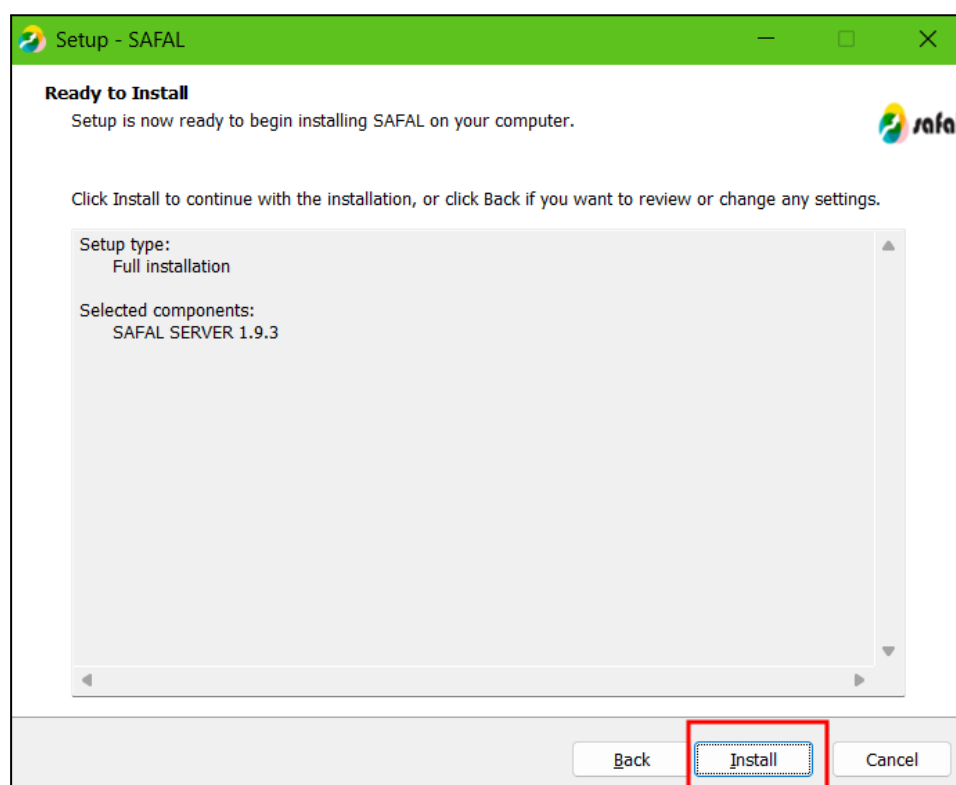


Figure-X

10. Wait until the installation process is complete.

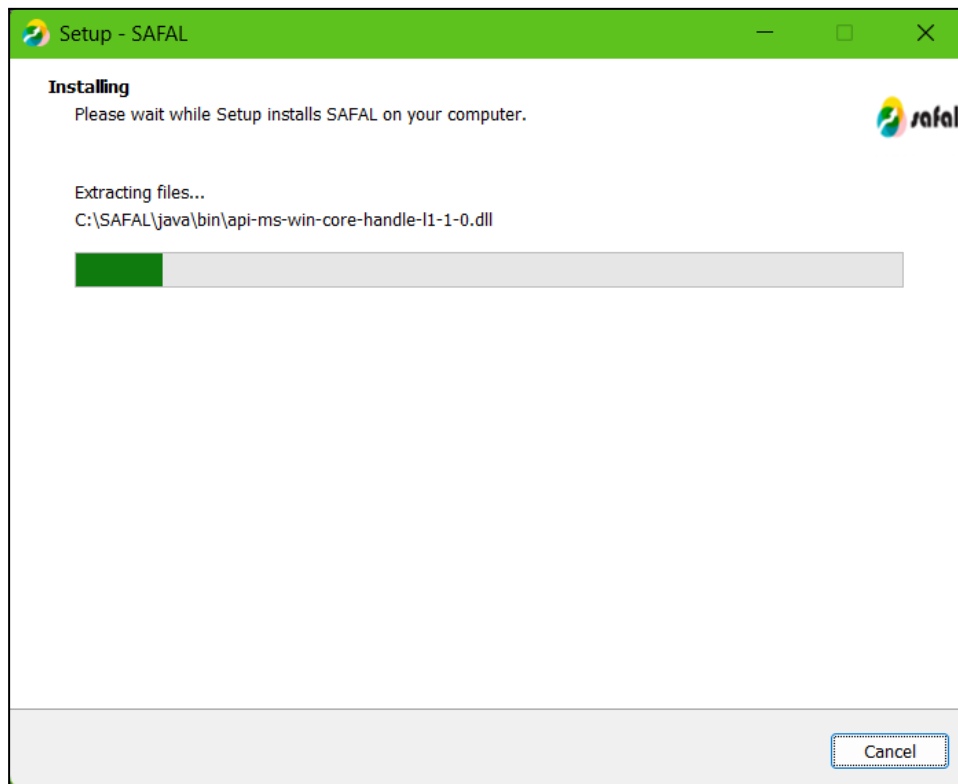


Figure-XI

11. Click on the **Finish** button (as shown in *Figure-XII*) to complete the installation.

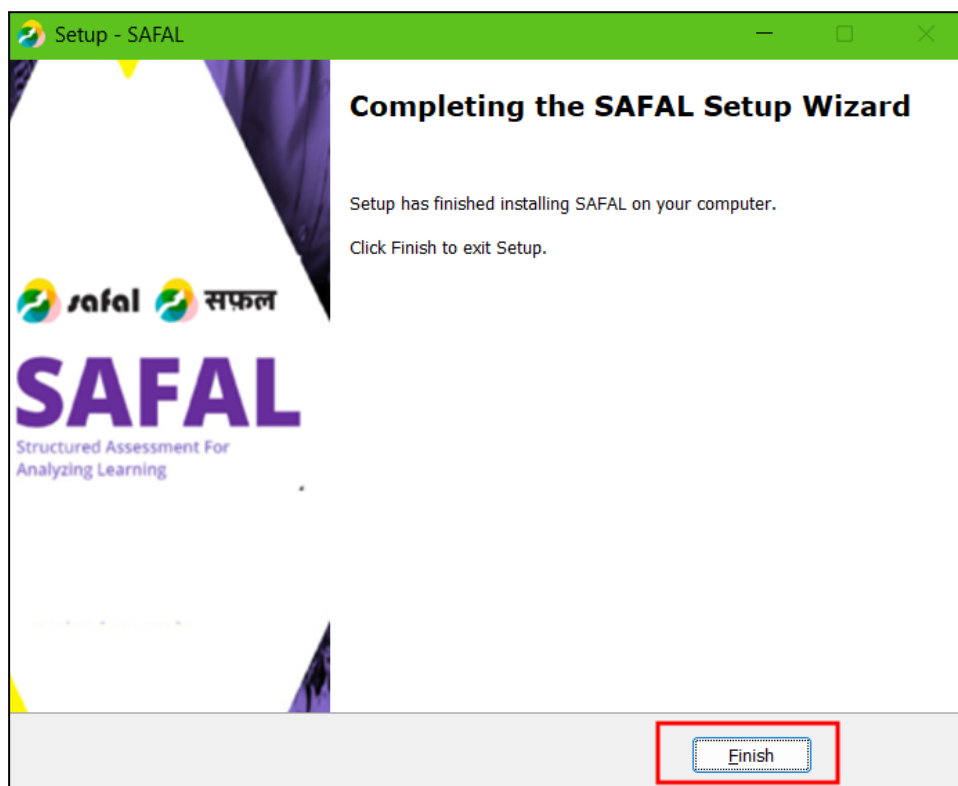


Figure-XII

12. After successful installation, a **SAFAL** shortcut icon will appear on the user's Desktop. Double-click this icon to launch **SAFAL School Server Manager**.

13. The **SAFAL School Server Manager** window appears, displaying the Start and Stop buttons along with the Internet connection status, as shown in *Figure-XIII*.

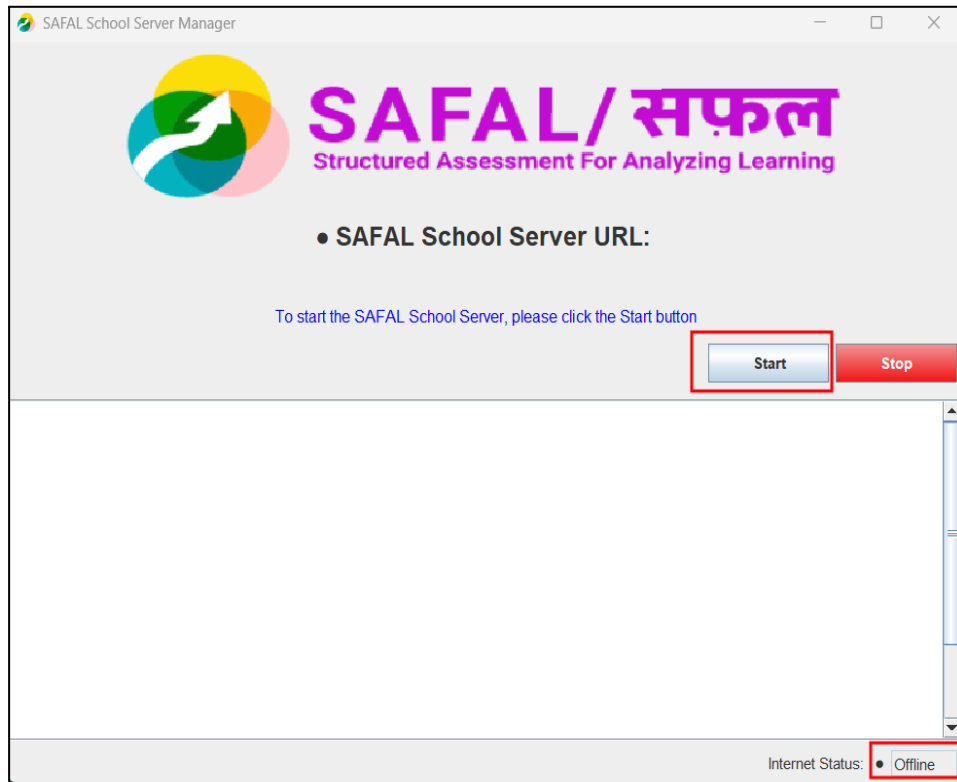


Figure-XIII

14. To start the School Server, click on the **Start** button. Once the server starts, the **SAFAL School Server URL** will be displayed in the manager window, as shown in *Figure-XIV*.

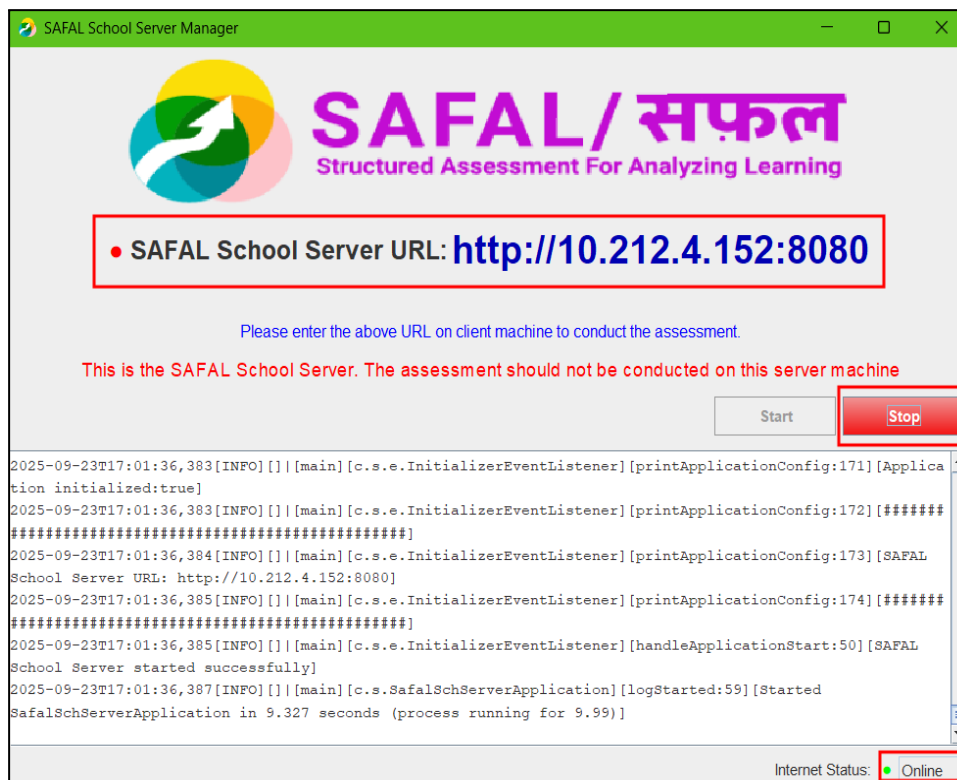


Figure-XIV

Important: Do NOT close the **School Server Manager** window after it has started and is running.

15. Once all scheduled assessments for the day are complete, click the **Stop** button and confirm to stop the School Server.