

Using the RAPID Closeout Tool Remotely

Minimum System Requirements and Instructions for Remote Use

(Updated 3/23/2020)

Table of Contents

Minimum System Requirements for Remote Use	1
Using the UCLA Campus VPN	1
Downloading and Installing SQL Server Native Client	2

Minimum System Requirements for Remote Use

The RAPID Closeout Tool requires a computer running the Windows operating system, Microsoft Office with Excel, and a constant internet connection. The specific requirements are below:

- **Operating System Requirements:** Microsoft Windows 8 or Windows 10 is required. macOS and Office for Mac are not supported.
- **Microsoft Office Requirements:** Microsoft Office 2013 and 2016 versions that contain Excel for Windows is supported for the RAPID Closeout Tool remote use. Older versions of Microsoft Office are not officially supported, though the RAPID Closeout Tool may be functional.
- **Campus VPN Requirements:** The UCLA campus VPN is required for remote use of the RAPID Closeout Tool. More information regarding the VPN is below.
- **SQL Server Native Client Driver Requirements:** In order to connect to QDB, all users are required to download and install the SQL Server Native Client driver before using the RAPID Closeout Tool. Additional information, instructions, and download link are provided in this document.
- **Latest Rapid Closeout Tool Version:** Please ensure that you have downloaded the most recent version of the RAPID Closeout tool from the [ORA Online Resource Center](#).

Using the UCLA Campus VPN

Remote users will need to download and install a VPN client software to connect to the UCLA Campus VPN. The RAPID Closeout Tool requires the use of the Campus VPN in order to connect to the QDB and UCPath data sources that are used to generate the RAPID reports.

Please follow the link below for instructions on downloading, installing, and connecting to the Campus VPN from your home computer and ensure that the VPN is actively connected before using the RAPID Closeout Tool:

<https://ucla.app.box.com/v/vpndownloadandlogin>

Downloading and Installing SQL Server Native Client

In Order to connect to QDB, all remote users are required to download and install the Microsoft SQL Server Native Client Driver for Windows on their home computer.

Please ensure you are using the latest version of the RAPID Closeout Tool. It is available for immediate download in the [ORA Online Resource Center](#). Please download this latest version of the tool as this supports connectivity requirements in order to connect to the QDB database.

Users may need to install drivers (*Microsoft® SQL Server® 2012 Native Client – QFE driver*) to connect to QDB. Instructions are referenced below. Note that coordination with your local IT helpdesk may be required to install the new drivers.

To install the updated drivers, please follow the steps below or see the link below:

<https://ucla.box.com/s/sj1j1h7o1gc0fobnph0studoxlpfehcc>

1. Navigate to <https://www.microsoft.com/en-us/download/details.aspx?id=50402> and select the download button.
2. Select the 64 or 32 bit version, dependent on your computer, and proceed to select the next button. If you need assistance or are unsure, please reach out to your local IT helpdesk.
3. Save the file to your local directory and launch the installer.
4. Select next to initiate the install process.
5. Accept the terms of the License Agreement and select next.
6. Select next on Feature Selection.
7. Select Install.
8. Select Finish.
9. Close all open instances of Excel.

If you have any questions about this new RAPID Closeout Tool version, contact your [EFM accountant](#).