

## Instructions for upgrading to JSEasy v4.3 Premium from v3.x Standard Includes (possible) uninstall of Microsoft Access 2007 Runtime And (possible) installing Microsoft Access 2016 Runtime

**Extremely Important - Do this first.**

**Rename and Copy existing JSEasy files.**

- a. Rename your existing JSEasy.accdr file in C:\JSEasy to JSEasy\_Old.accdr.
- b. Copy JSEasy\_be.accdb to JSEasy\_be\_Old.accdb  
(This allows you to go back if the upgrade fails.)

Versions of JSEasy before v4.2 used Microsoft Access Runtime 2007. This version uses Microsoft Access Runtime 2016.

**If you have a full version of Access 2016 installed on your computer, skip to step 3.**

You will be installing Microsoft Access Runtime 2016 (Step 3), so Access Runtime 2007 must be uninstalled from you system, otherwise it will cause conflicts. **Proceed with Step 1 for Windows 7 or Step 2 for Windows 10.**

(Other versions of Windows will be similar, so use Step 1 for other versions.)

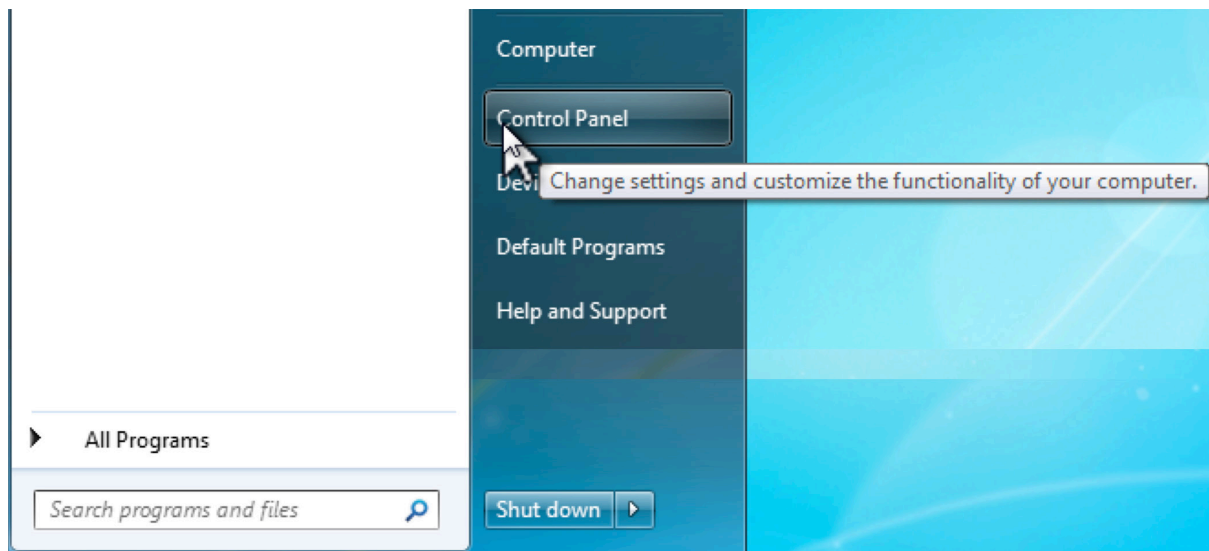
**It is highly recommended that you be logged-in with an admin account, otherwise you will be asked for an admin account name and password.**

1. Windows 7 - Uninstall Microsoft Access 2007 Runtime (for Windows 10, go to step 2)

1.1 Click on the Windows 7 “Start” button (usually at lower left of screen).



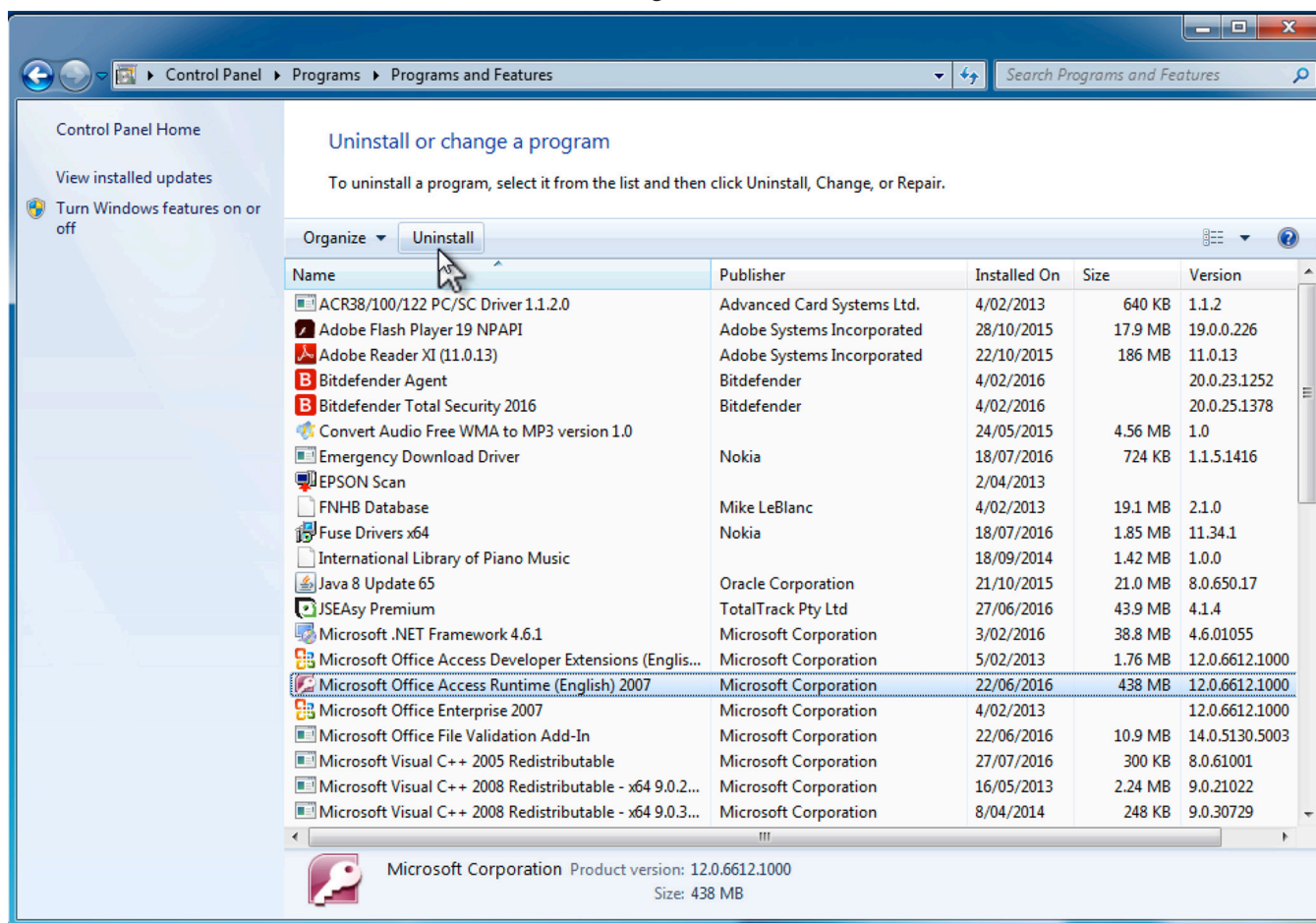
1.2 Click on “Control Panel”



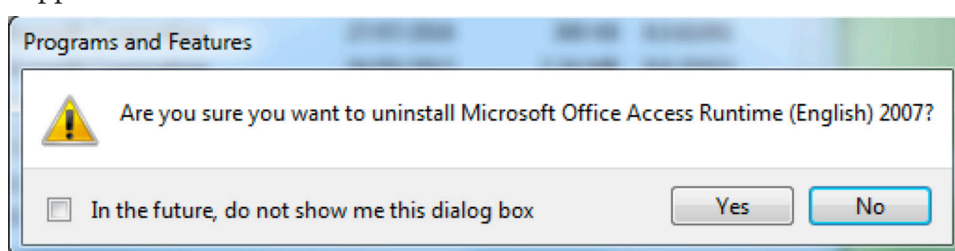
### 1.3 Click on “Uninstall a program”



### 1.4 Click on “Microsoft Office Access Runtime (English) 2007” then click on “Uninstall”



### 1.5 When the box appears, click on “Yes”



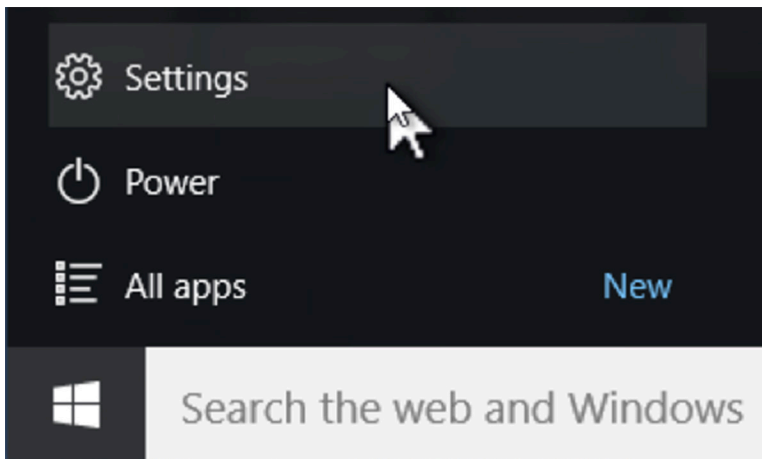
Skip to step 3

## 2. Windows 10 - Uninstall Microsoft Access 2007 Runtime

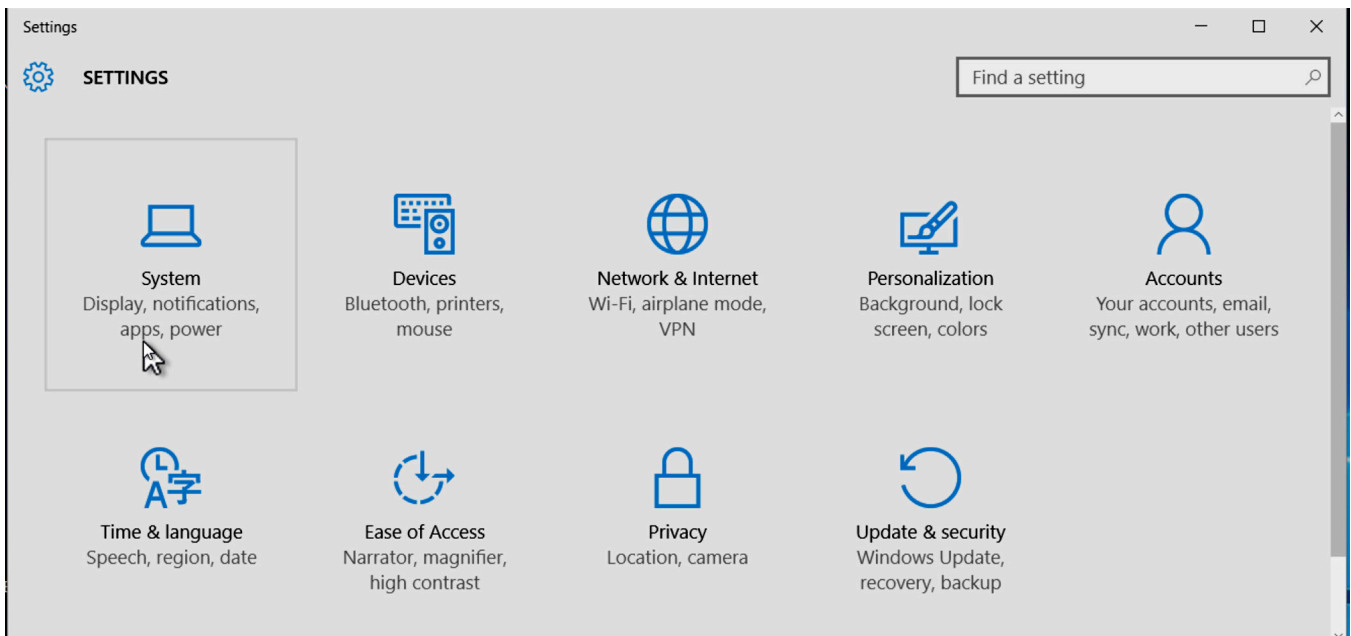
2.1 Click on the Windows “Start” button (usually at lower left of screen).



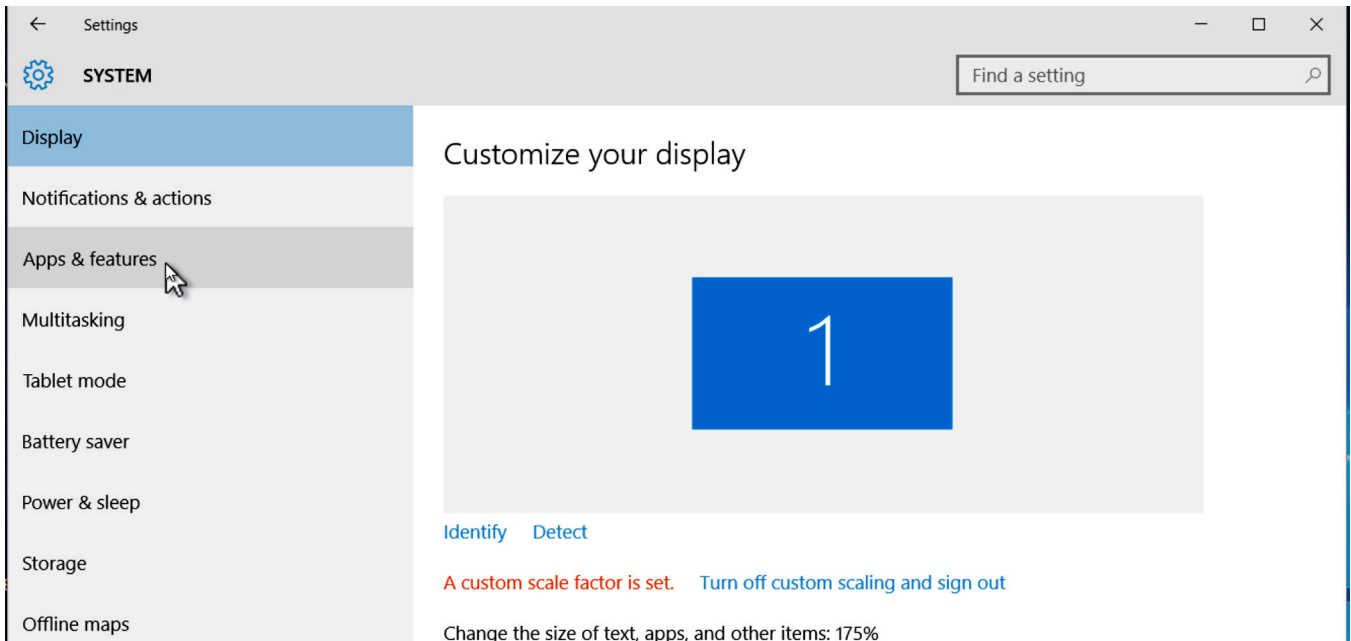
2.2 Click on “Settings”



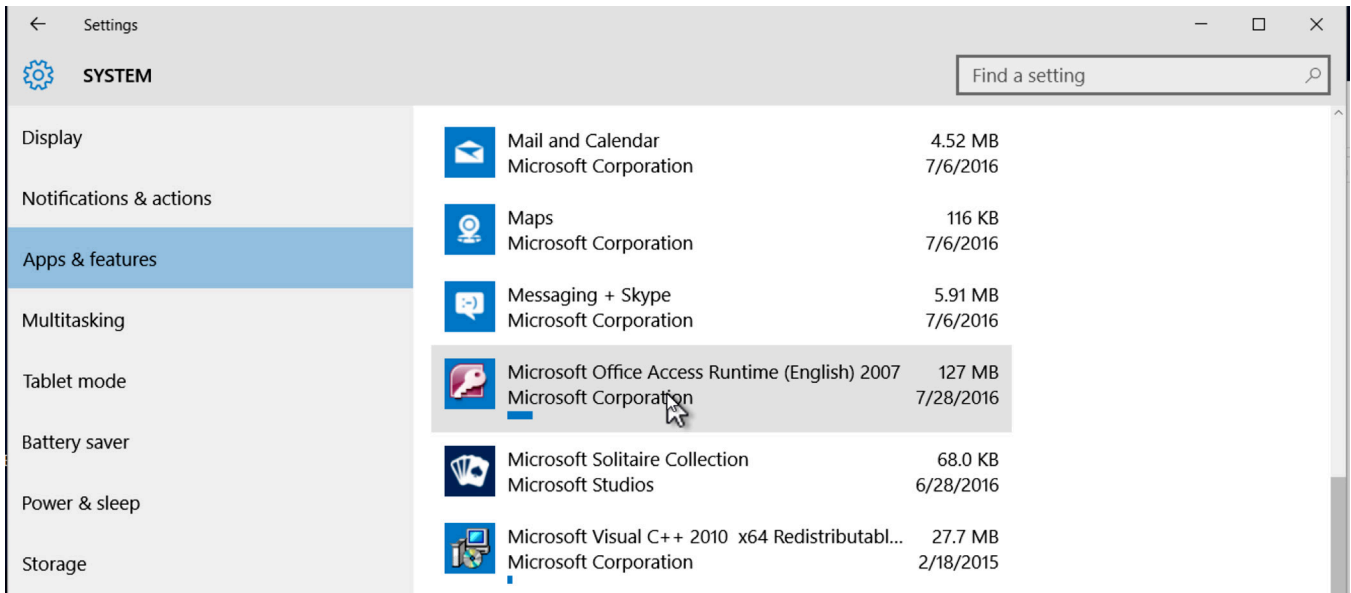
2.3 Click on “System ....apps, power”



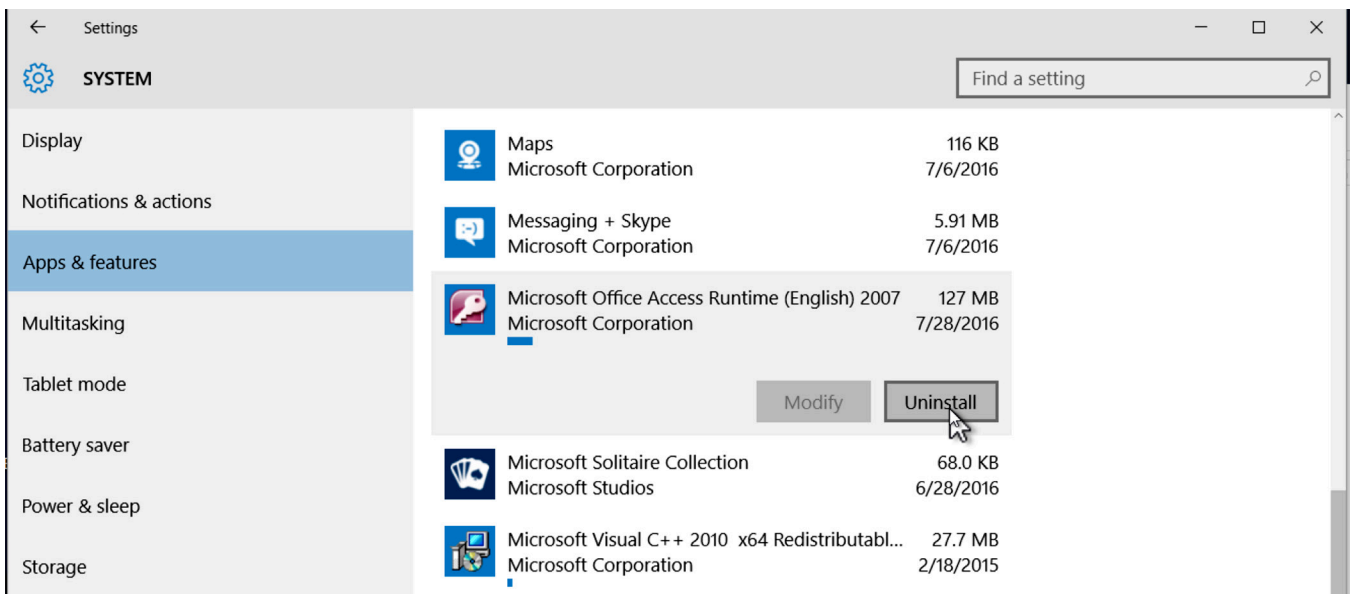
## 2.4 Click on “Apps & features”



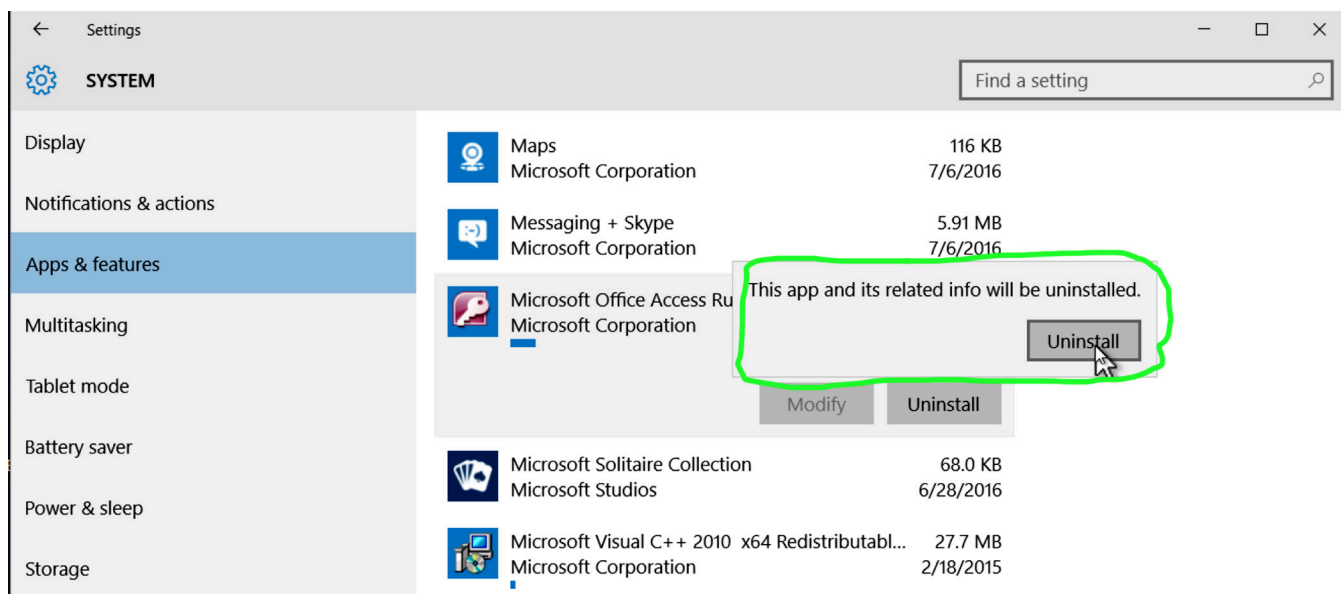
## 2.5 Click on “Microsoft Office Access Runtime (English 2007)”



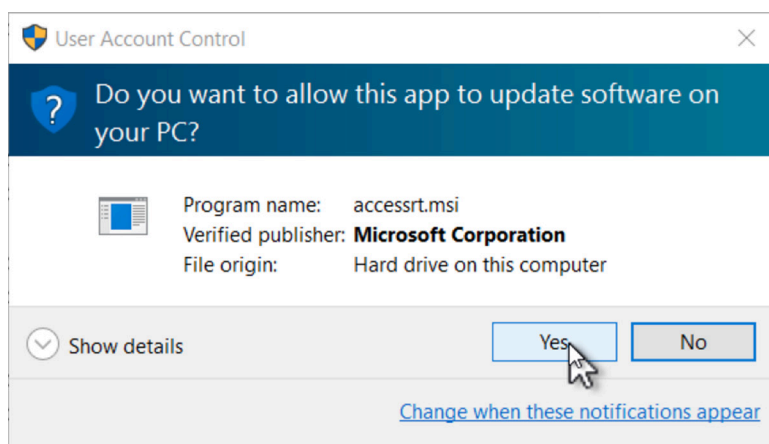
## 2.6 Click on “Uninstall”



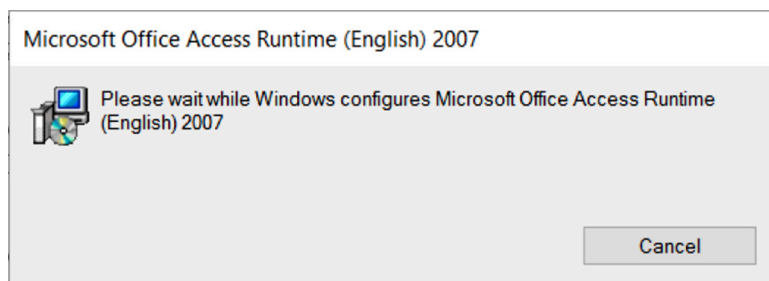
2.7 A box will pop-up with “This app and its related info will be uninstalled”. Click on “Uninstall”



2.8 Click on “Yes”

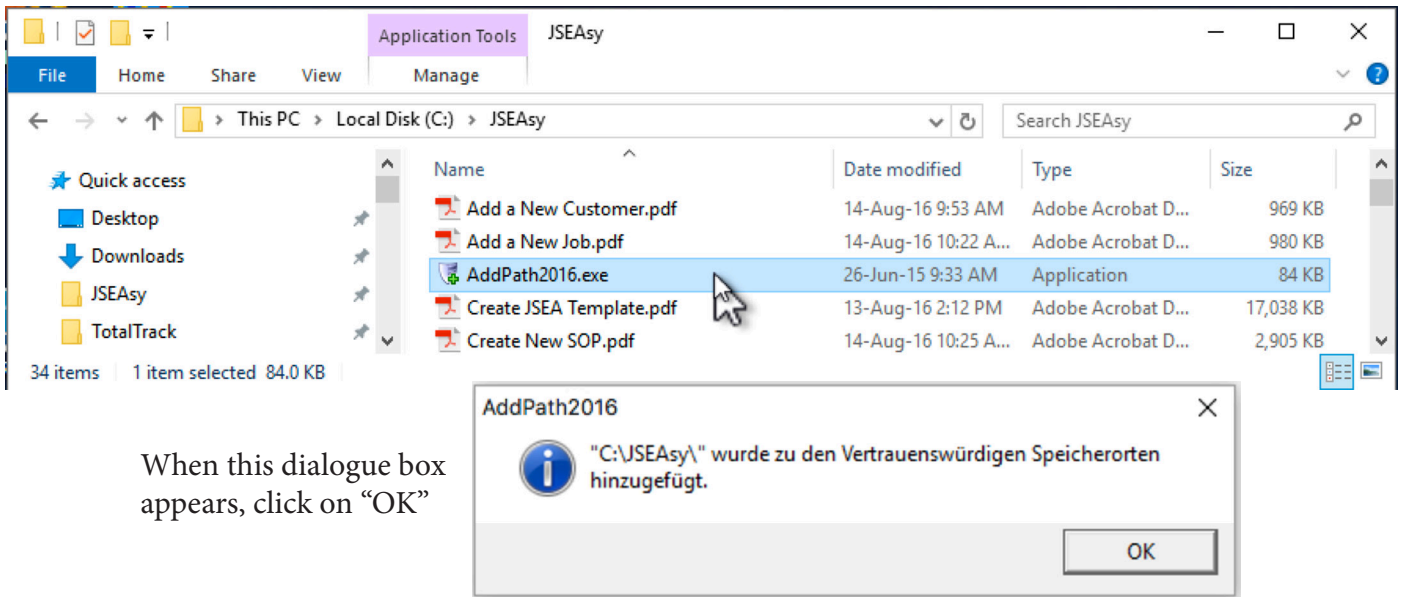


2.9 Access Runtime 2007 will be removed and no user action is required



### 3. Run AddPath2016

Using Windows Explorer, open the folder where you have downloaded JSEasy Upgrade and copy file AddPath2016.exe to C:\JSEasy if it is not already there. Double-click on “AddPath2016.exe” in C:\JSEasy (as shown below). It will set this location (C:\JSEasy) as a trusted location for Access 2016. This eliminates the Microsoft Security Warning when running JSEasy with Access 2016. Note that .exe may not be displayed on your computer, depending on how it is configured.



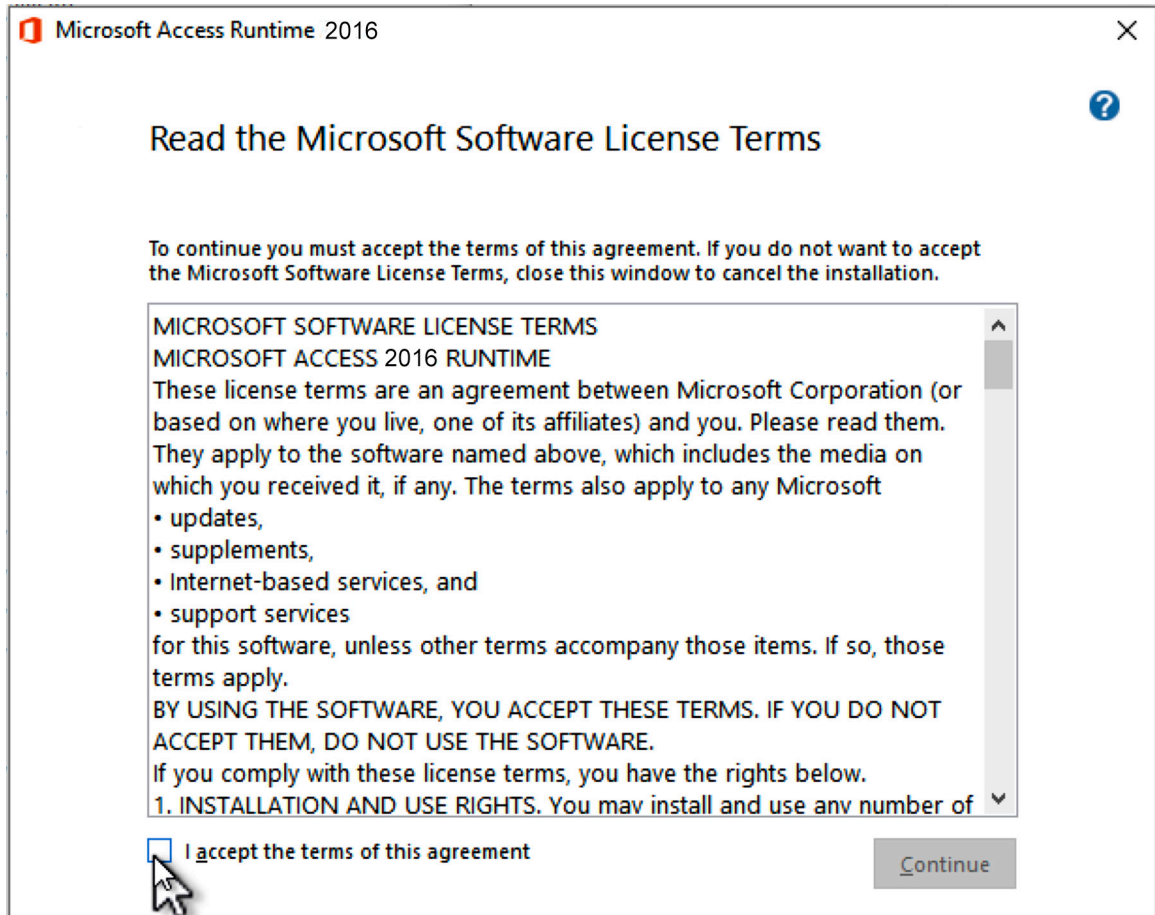
When this dialogue box appears, click on “OK”

#### 3.1 Install Microsoft Access 2016 Runtime

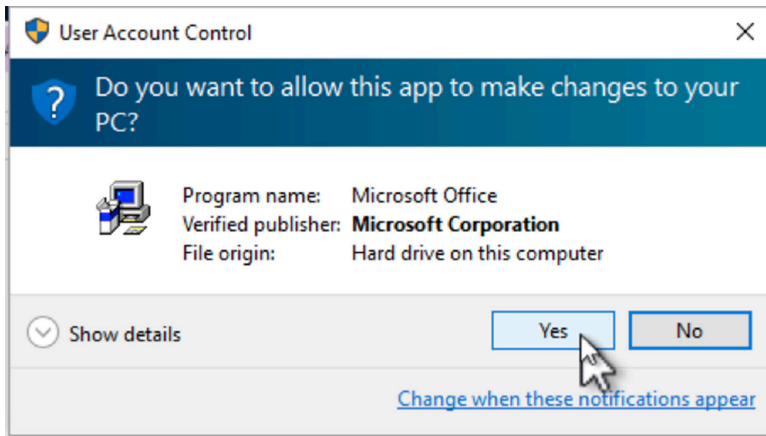
**If you have a full version of Access 2016 on this computer, skip to step 3.5.**

Using Windows Explorer, open the folder where you have downloaded JSEasy Upgrade and double-click on “AccessRuntime\_4288\_1001 x86\_en-us.exe”. Note that .exe may now be displayed on your computer, depending on how it is configured.

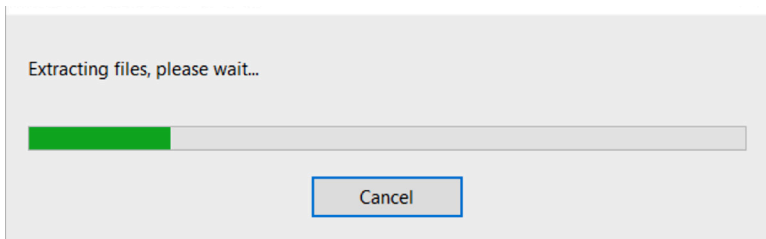
If the following window appears, first click on the “I accept the terms of this agreement”, then click on “Continue”, Note that this may appear at any time, including the first time you run JSEasy after installation of Microsoft Access Runtime 2016.



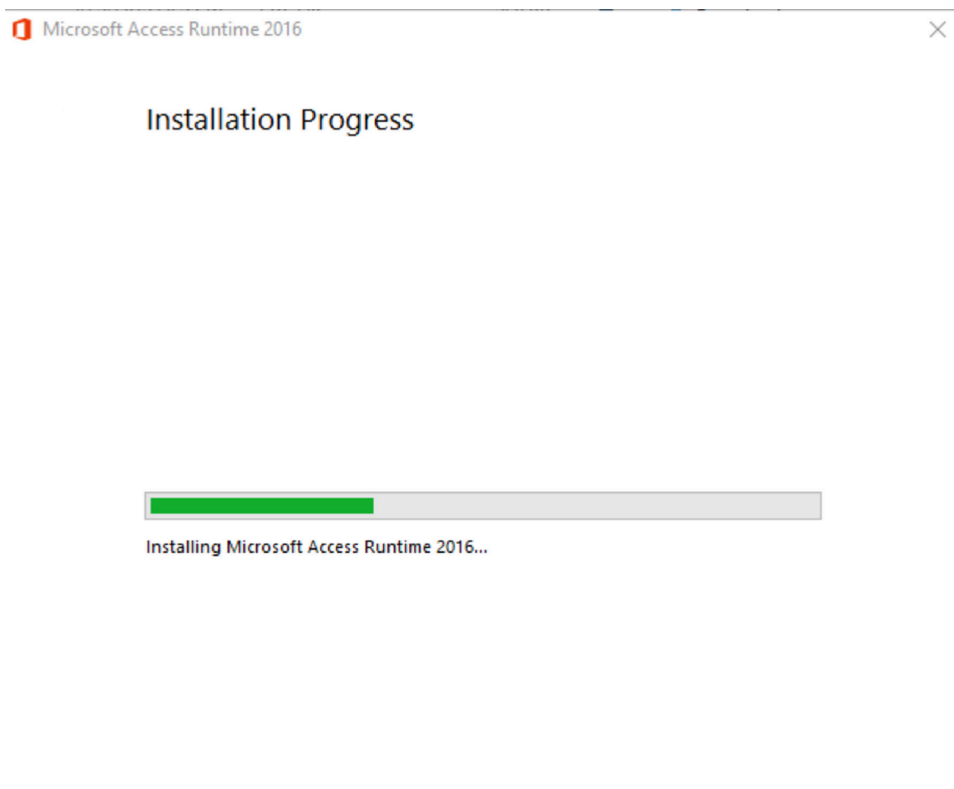
3.2 If the following window appears, click on “Yes”



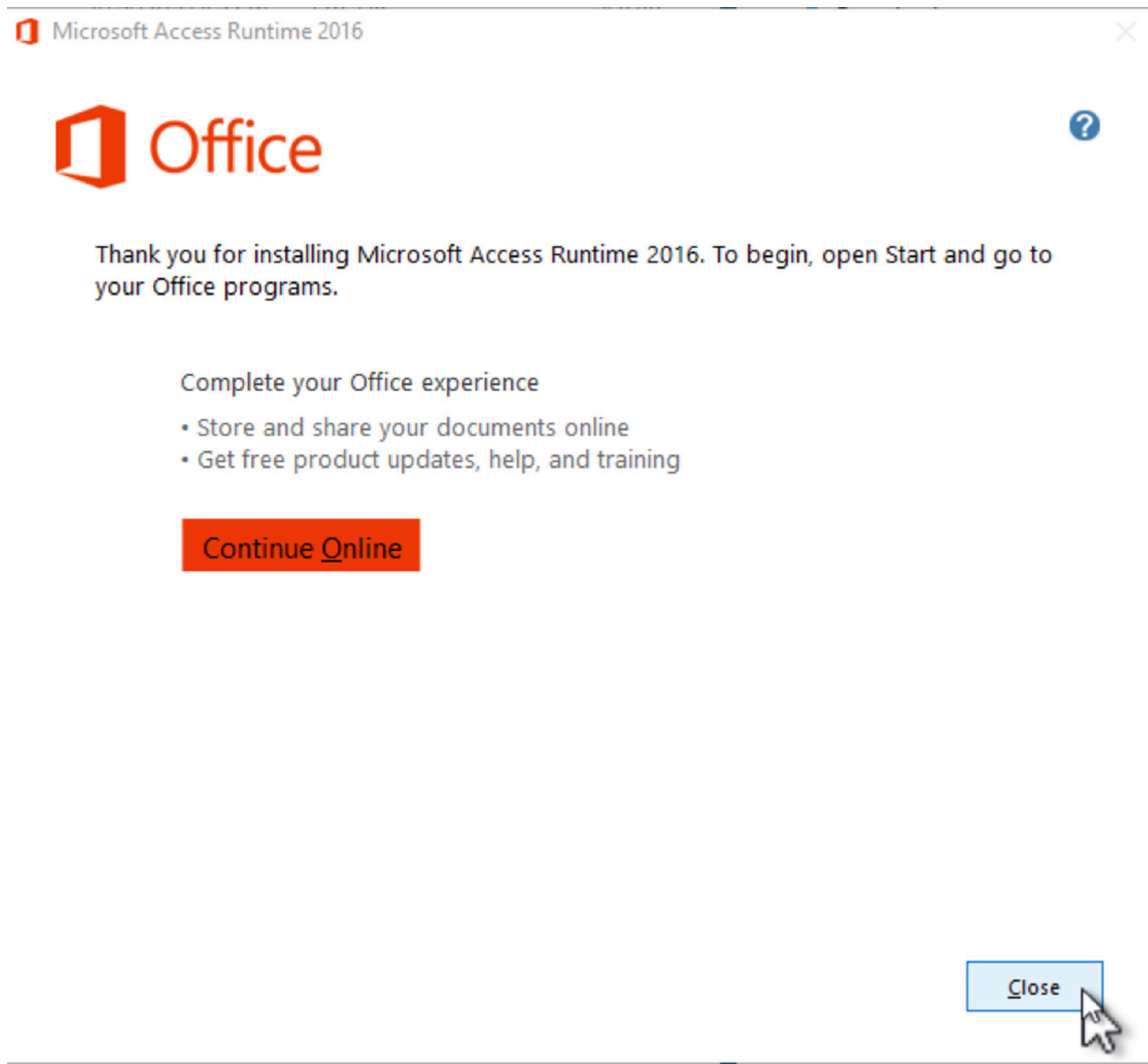
3.3 The Access 2016 files will be extracted. No user action is required



3.4 Access Runtime 2016 will be installed. No user action is required.



3.4 Upon completion of the Access Runtime 2016 installation, click on “Close”



3.5 Copy JSEAsy files.

3.5.1 Copy JSEAsy.accdr from your download to C:\JSEAsy

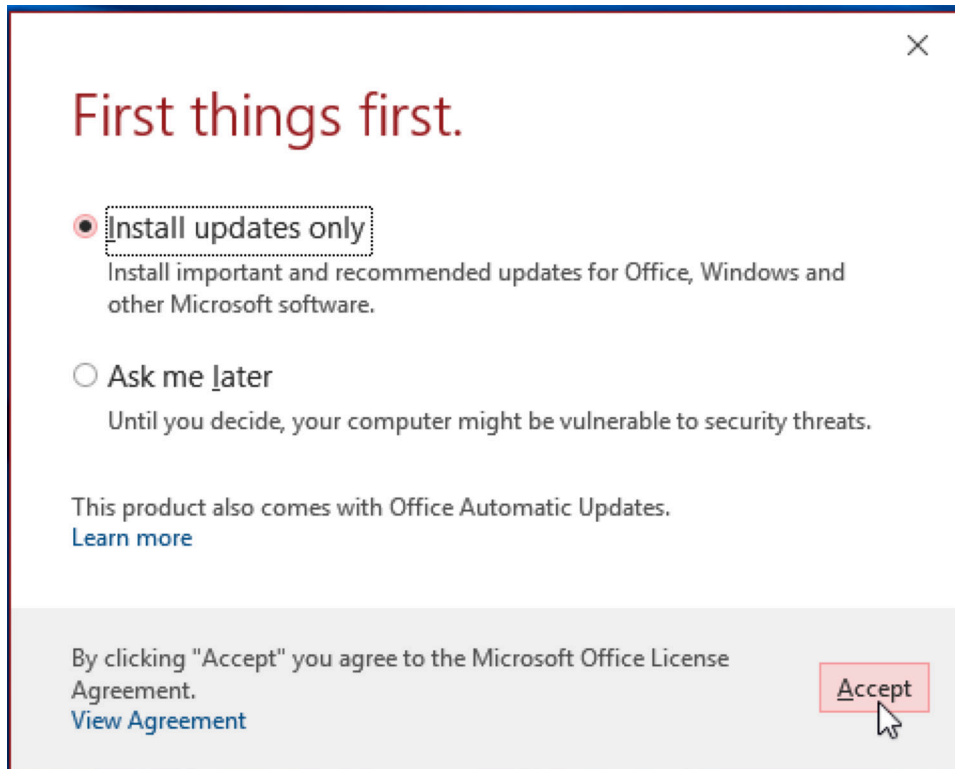
Note that if you are working with a server, then you need to do this on one user profile, then run the upgrade by running JSEAsy on that profile, then copy JSEAsy.accdr from that user profile to replace it in the other user profiles.

3.5.2 Replace all the .pdf files in C:\JSEAsy with the ones from the download as these are the help files and Users Guide that have been updated for JSEAsy v4.3 If using a server, do this for each user profile.

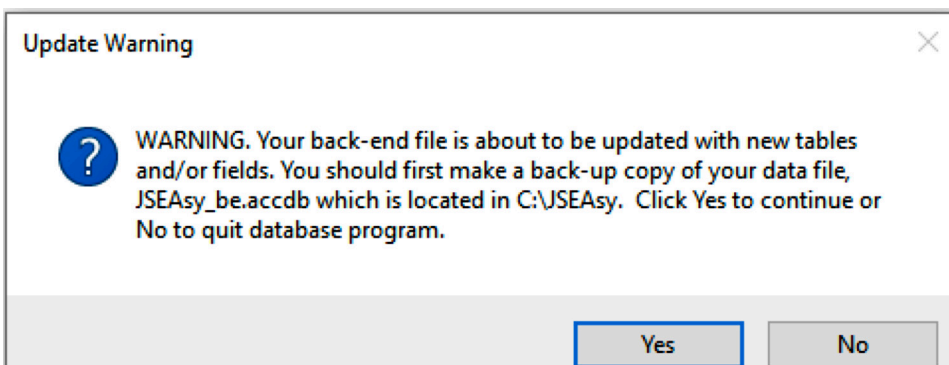


### 3.6 Start JSEasy

If the window below appears, then first click on the “Install updates only” button then click on “Accept”.



JSEasy will upgrade your data file (back-end file) with the latest data. The Update Warning will appear as follows:



This is just to remind you to have a back-up copy of you data file before proceeding. Click on “Yes”. Please be patient, because these updates could take a long time, depending on how old your previous version was. **Do not stop or interrupt this process because it could leave JSEasy unusable.**

When the data file update is complete, the Defaults Update form will be displayed.

3.7 There are many new fields that are used for JSEAsy automated features.

Some fields have a drop-down selection list that allows you to choose an entry. Those fields are signified by a “v” in a square on the right edge of the field. Click on that square to view the drop-down list and select an entry by clicking on it.

Note that this form may also be opened at any time to change entries by clicking on “Update Defaults...” on the JSEAsy Main Options form.

Defaults Update

**Select Industry Type and Industry Specific for defaults to be used by JSEAsy**  
**Select by clicking on symbol v (right side of field) then click on item in list v**

**Industry Type:**  v

**Industry Specific:**  v

**Select (or enter) default Country and State or Province**  
**(where most of your business is conducted)**

**Country:**  v

**State or Province:**  v

When you enter or select a Country, additional options will pop-up as shown below.

This defines the JSEA report title and acronym to be used. The one displayed when you select “Country” is the one that is normally used for that country. However, you may select another option, or enter your own.

When you have completed all entries, click on “Done”

Defaults Update

**Business Info is necessary for automatic insertion into WHS/OHS/OSH forms**

Business Address:

Business Registration Number:

Business Lic. Number:

Business Phone:

Business Fax:

Business Email Address:

Manager Name:

Title:  Examples: Manager, General Manager, Managing Director, etc...

Manager Phone:

QA and WHS/OHS Manager Name:

WHS/OHS Representative Name:

**Select Industry Type and Industry Specific for defaults to be used by JSEAsy**

**Select by clicking on symbol v (right side of field) then click on item in list v**

Industry Type:  v

Industry Specific:  v

**Select (or enter) default Country and State or Province (where most of your business is conducted)**

Country:  v

State or Province:  v

Edit Regulator Info for Selected State

**Job Safety and Environmental Analysis (JSEA)** is used as a title on Job Safety Reports.

An additional title and acronym is also used (below)

Initially selected by JSEAsy based on Country.

You may select a different one or enter your own.

Report Title:  v


Acronym:

3.8 JSEAsy will then ask to add new Templates.



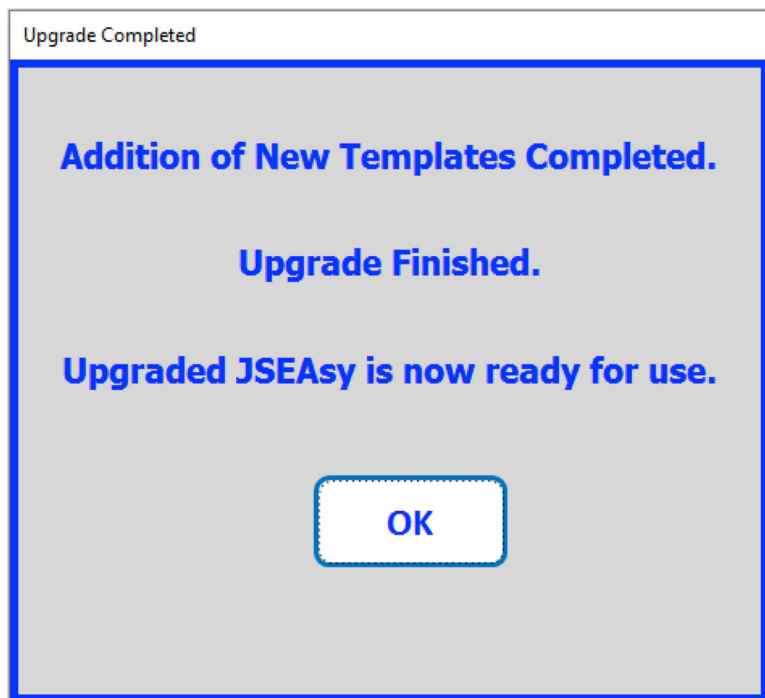
This example is upgrading an older data file, so there are many templates to add. This could take a long time, depending on the speed of your computer. Click on “OK” to begin adding templates.



The progress of the templates being added should be displayed as in the above example. However, if your computer processor speed cannot keep up with this process, the progress may not be displayed, even though the process is progressing. Just wait until the next screen appears. **You may even see the following at the top left of the Microsoft Access window:**  JSEAsy Premium v4.3 (Not Responding)

However, it is working and your computer just can't keep up with the display while templates are added. **Do NOT stop or interrupt this process, otherwise it will render the Templates unusable.**

When the following screen appears, the update process is complete.



Click on "OK" and JSEAsy is ready for use. However, you should exit JSEAsy then re-launch it so computer memory is reallocated because a large amount of memory was allocated for the upgrade.

If the images, like the JSEasy logo, your letterhead or logo, Risk Matrix, PPE images, etc. are not being displayed on the screen forms or reports for printing, the Windows Registry may be corrupted or a Microsoft Access 2016 update may be needed, which can be accomplished by running Windows Update, including other Microsoft products (to also update Microsoft Access).

We encountered this during our testing with Access 2016 Runtime and resolved the issue by running a Windows registry repair utility. We used the purchased version of Registry First Aid, as the free version was not sufficient.

Also, if you encounter the following error message, this is also associated with a corrupted Windows Registry. Running Registry First Aid also fixed this problem.

