

## Instructions for upgrading to JSEAsy v4.3 Premium from v4.2 Premium

**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.)

1.0 Copy JSEAsy files.

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

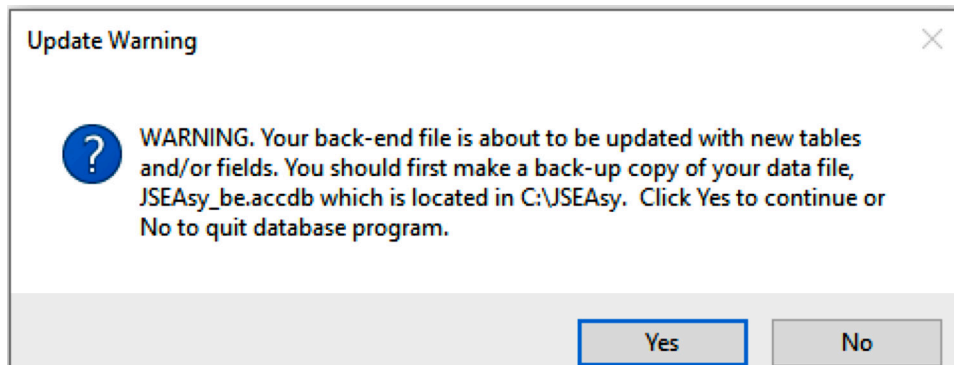
Note that if you are working with a server, then you need to do this on one user profile, then run the upgrade by running JSEAsy on that profile, then copy JSEAsy.accdr from that user profile to replace it in the other user profiles.

1.2 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.

2.0 Start JSEAsy

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.**

3.0 JSEasy will then ask to add new Templates.

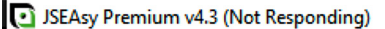


This example is upgrading a sample 4.2 data file. This could take a long time, depending on the speed of your computer. Click on “OK” to begin adding templates.

It will first add any new Industry Types and Industry Specifics, new Potential Hazards, etc., as shown below.

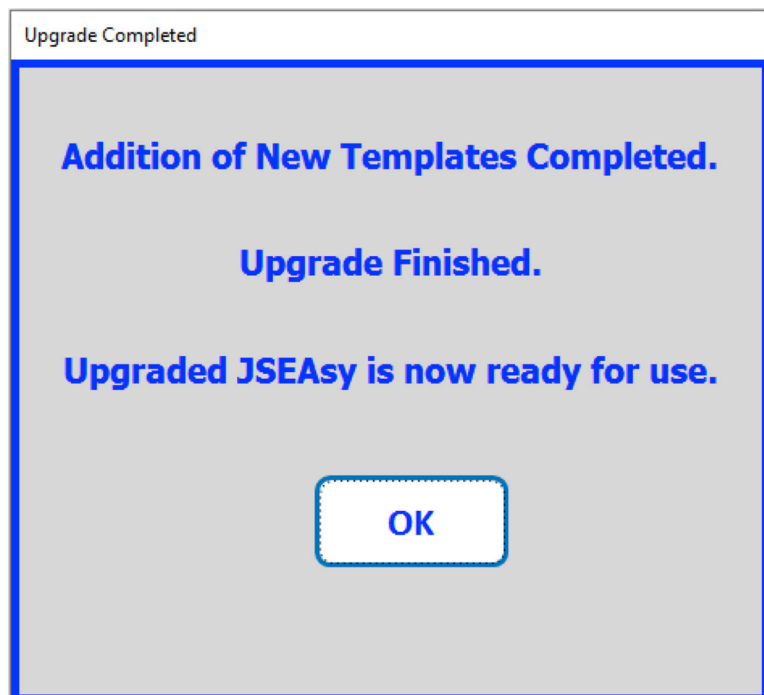




The progress of the templates being added should be displayed as in the above example. However, if your computer processor speed cannot keep up with this process, the progress may not be displayed, even though the process is progressing. Just wait until the next screen appears. **You may even see the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

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.

