

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

**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

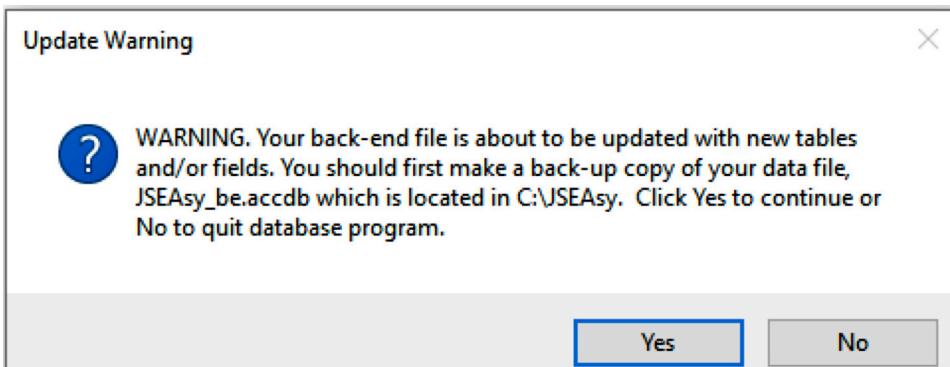
Note that if you are working with a server, then you need to do this on one user profile, then run the upgrade by running JSEAsy on that profile, then copy JSEAsy.accdr from that user profile to replace it in the other user profiles.

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.**

After your back end data file is updated, the Defaults Update form will be displayed with new fields to be filled-in as shown on the next page.

3.0 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

**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

**Done**

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: Construction v

Industry Specific: General Building v

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

Country: australia v **Edit Regulator Info for Selected State**

State or Province: SA v

**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: Safe Work Method Statement v

Acronym: SWMS

**Done**

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.

