

## Instructions for upgrading to JSEAsy v4.3 from v4.2 Includes (possible) uninstall of Microsoft Access 2007 Runtime And (possible) installing Microsoft Access 2016 Runtime

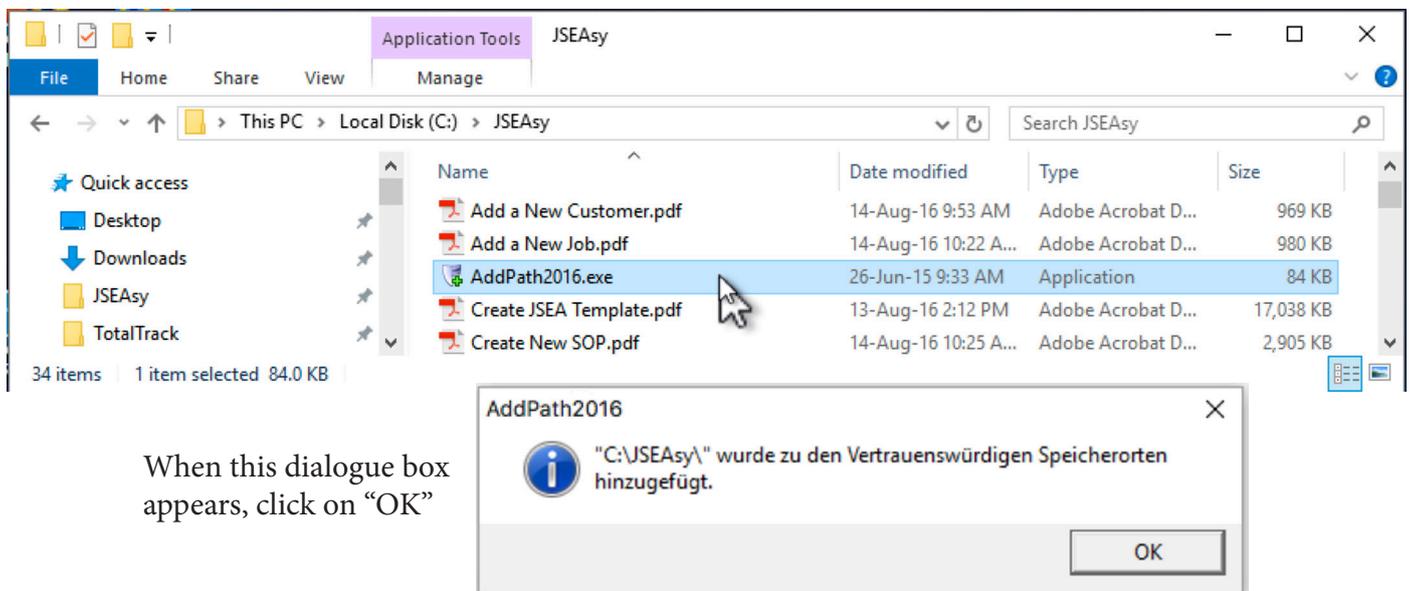
**Extremely Important - Do this first.**

**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.)

### 1. 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.



### 2. Copy JSEAsy files.

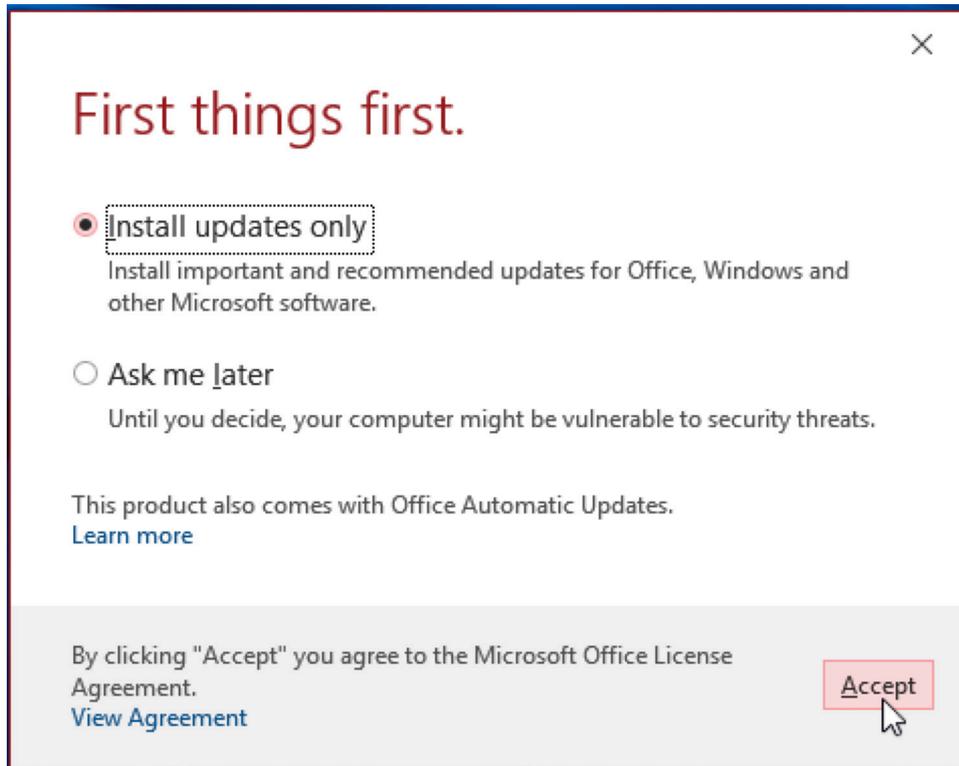
#### 2.1 Copy JSEAsy.accdr from your download to C:\JSEAsy

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.

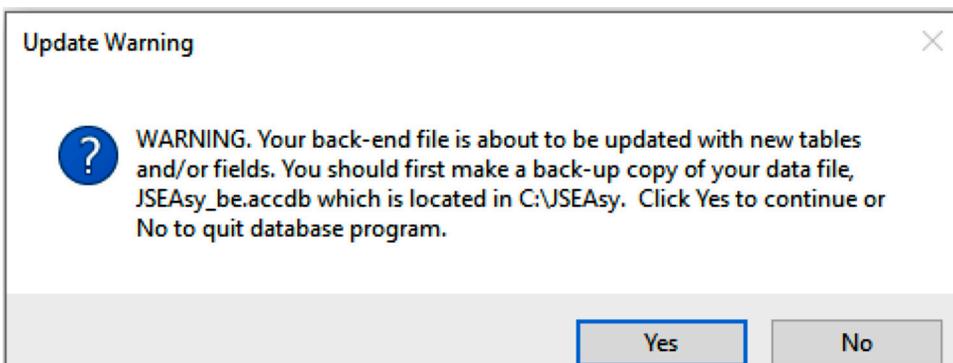
#### 2.2 Replace all the .pdf files in C:\JSEAsy with the ones from the download as these are the help files and Users Guide that have been updated for JSEAsy v4.3. If using a server, do this for each user profile.

### 3. 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.

4. There are 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:

Industry Specific:

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

Country:

State or Province:

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

**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

**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:

**Done**

5. JSEasy will then ask to add new Templates.



This example shows many templates to add. This could take a long time, depending on the speed of your computer. Click on “OK” to begin adding templates.

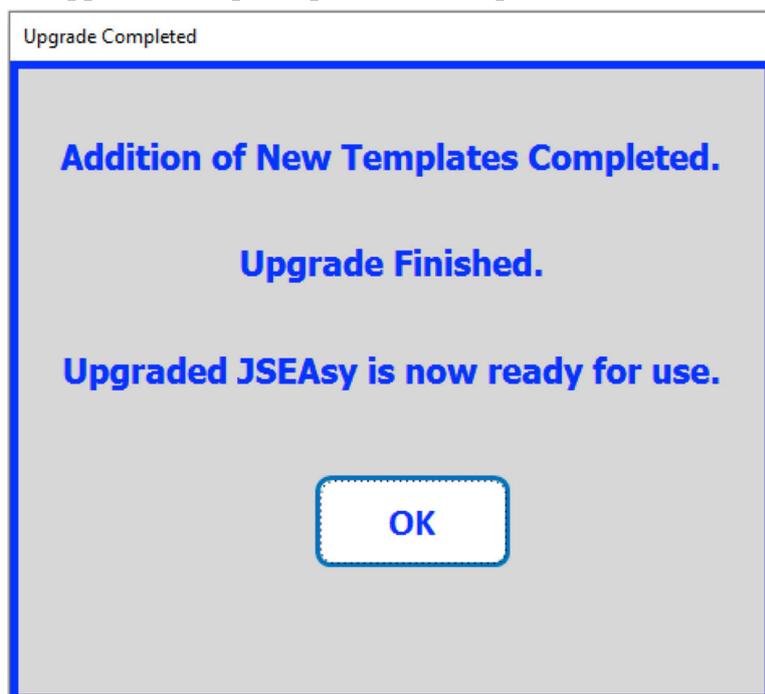


The progress of the templates being added should be displayed as in the above example. However, if your computer processor speed cannot keep up with this process, the progress may not be displayed, even though the process is progressing. Just wait until the next screen appears. **You may even see the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

