

Instructions for Applying CIRS 2012 Patch

This Patch will correct two issues on the Victim Tab:

- 1) Clicking on “add another victim for this Incident” would create an error message and unable to add another victim
 - 2) Clicking on “Delete this Victim” would delete **All of the victims entered** into the previous incidents.
- Go to the Department of Education website to download the CIRS patch and Instructions http://education.vermont.gov/new/html/pgm_IT/data_collection.html

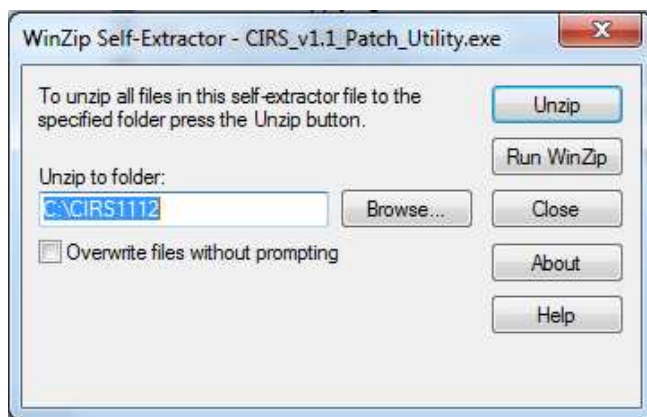
A File download Security Warning will appear and will ask you to either Run or Save.

If you click:

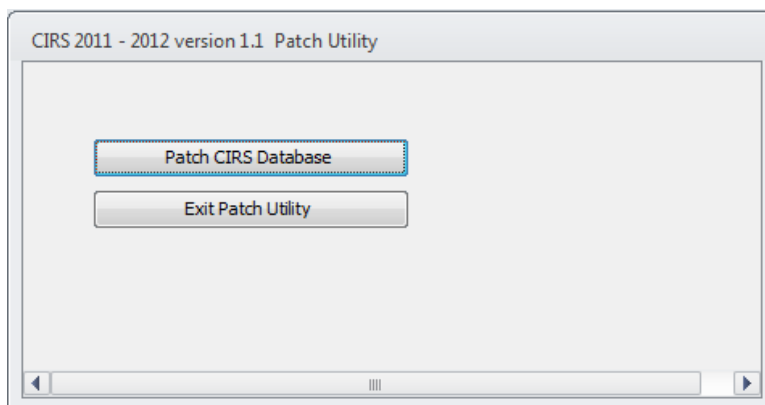
Run- A Security warning will appear, Click Run.

Save- A “Save as” box will appear and you will have select where to save the download. Once the download is complete, Click Run. A Security warning will appear, Click Run.

WinZip will open. There will be a prompt for you to enter a destination file for your application. We have set the patch to C:\CIRS1112; the same location as the CIRS1112 database



- Click on the Unzip button. It will indicate that the files have been unzipped. Now click on the Close button. Go to the location that the file was unzipped.
- Double click to open the CIRS 2011-2012 open the Patch file. It will open the screen shown below:



- Choose the option **Patch CIRS Database**. The program will then ask you which database you would like to patch. If you have used the default location for the Combined Incident Reporting Software, the database will be located in **C:\CIRS1112**. If you are unsure of the path click on the Browse button.
- After you have selected the correct file to patch, click on the **Apply Patch** button.



- A Message will appear **“The patch for CIRS 2011- 2012 version 1.1 has been applied.”** Click on **Close** and then **Exit Patch Utility**. When the patch has been applied to your CIRS application, **Patch Applied v 1.1** will appear at the bottom of the Main Menu of the application.