

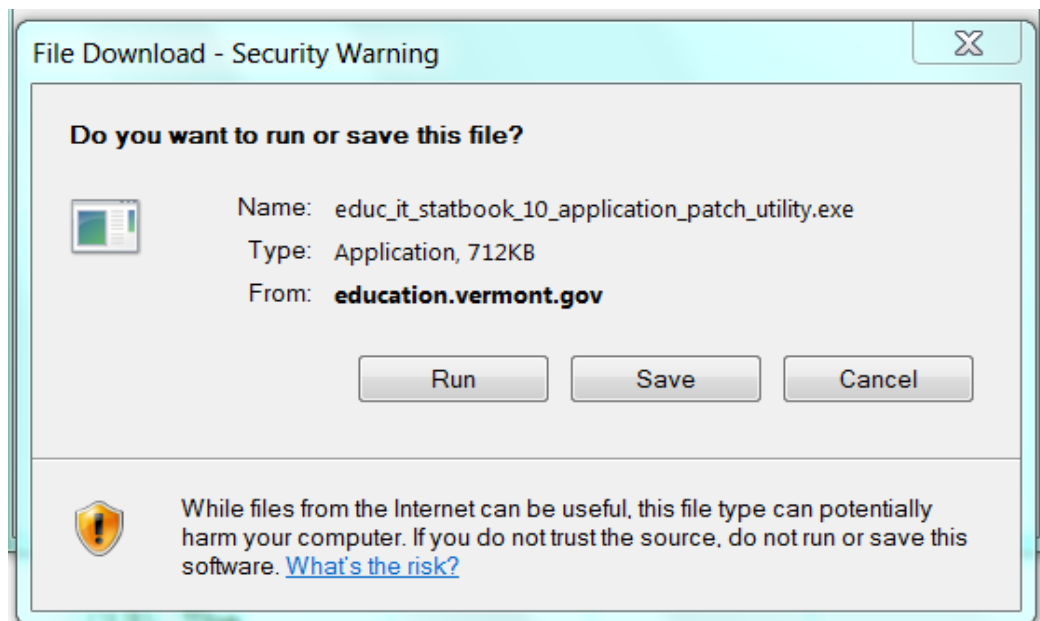


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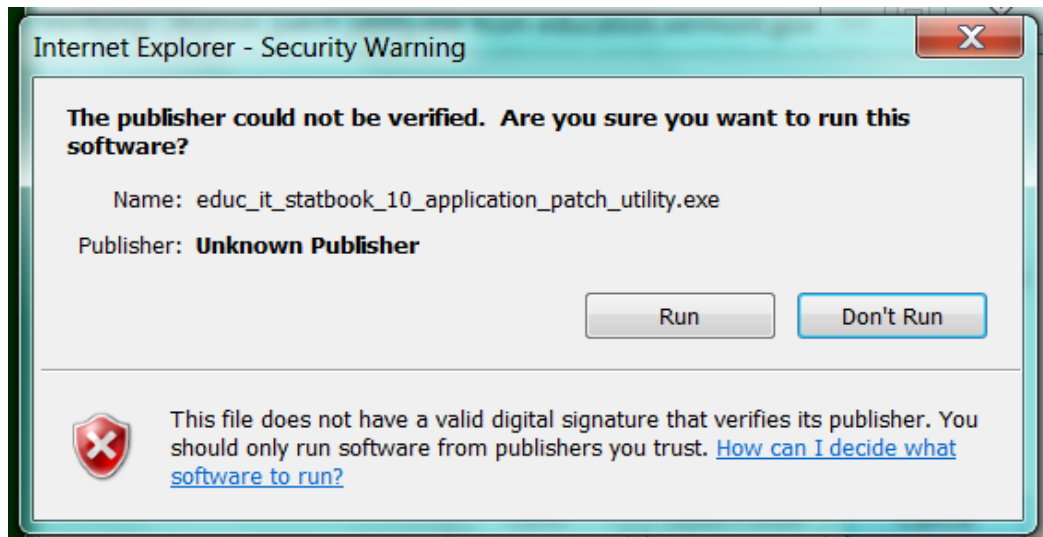
Instructions for Applying CIRS FY18 Patch

This Patch will make corrections to the export files so that they will match the files needed for submitting through Vertical Reporting.

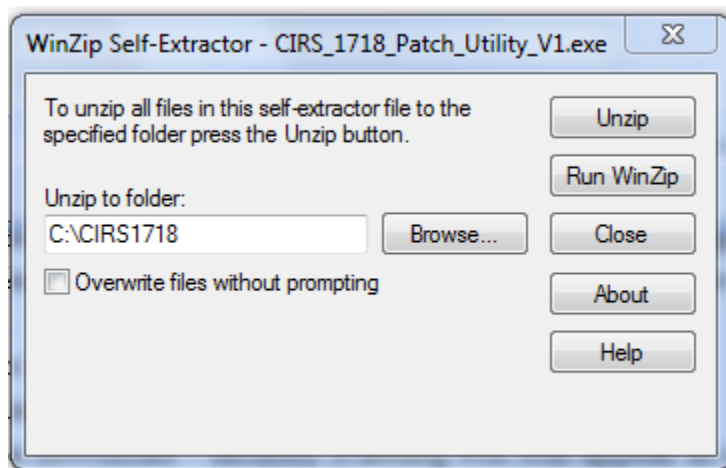
- Go to the [Agency of Education](#) website.
- On the left hand side, select the link for School Data and Reports.
- Scroll down and select Data Collection Materials and Training Information. This link will take you to a grid with information and resources for all our data collections.
- Scroll down to the CIRS data collection in the grid.
- Select the link labeled CIRS1718 Patch Utility.
 - A file download – security warning box will appear as shown below. You should click Run to run the program.



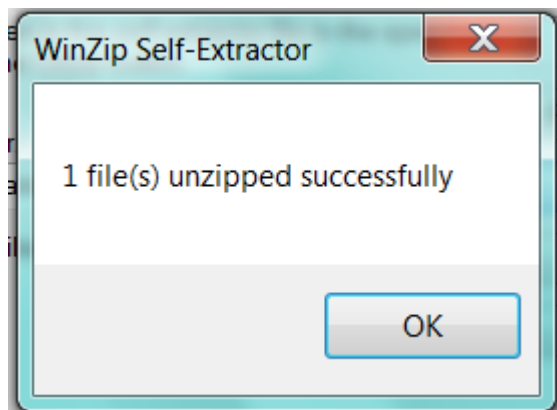
- An Internet Explorer – Security Warning shown below will appear. Click Run.



- A WinZip Self-Extractor box will open asking you where you would like to Unzip the Patch to. It is recommended that you Unzip the Patch to the directory with your CIRS Software application -- C:\CIRS1718 . Once you have set the folder location to Unzip to click on Unzip.

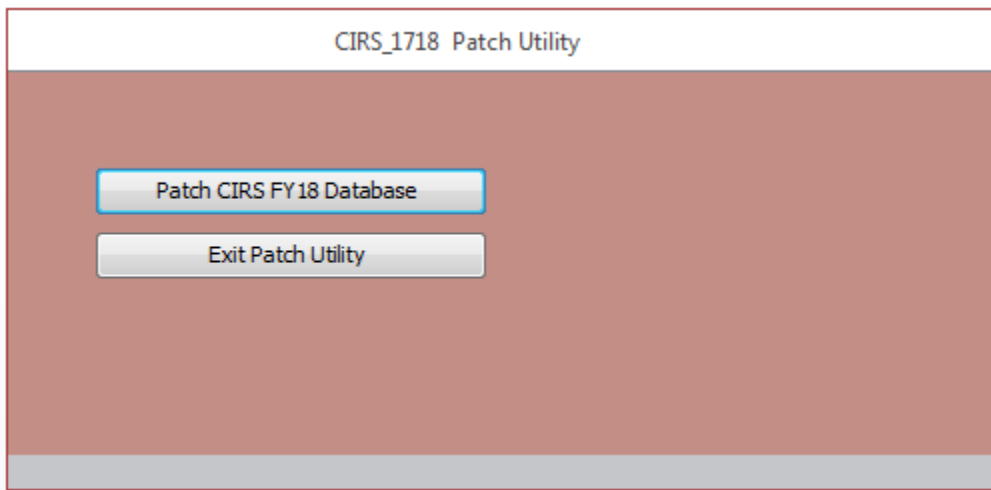


- When the patch has been successfully unzipped, the following WinZip Self-Extractor box will appear.



- Click on OK.
- Make sure that the CIRS database is closed.
- Go to the location where you unzipped the Patch file to and open the Patch file which is an Access Database called CIRS_1718_Patch_Utility_V1.mdb

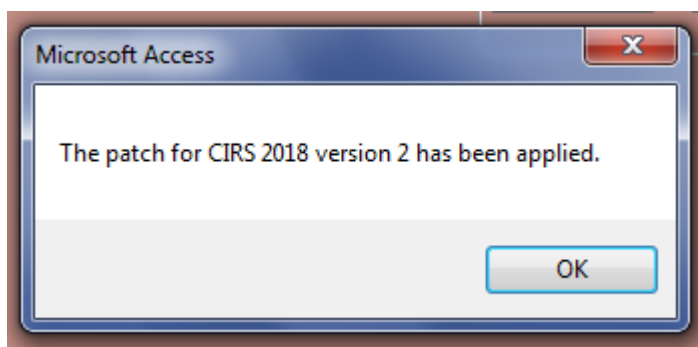
It will open the screen shown below:



- Click on the option Patch CIRS FY18 Database.
- It will open the screen shown below:



- The program will then ask you which database you would like to patch, make sure to select the database – CIRS1718.mdb.
 - If you have used the default location for CIRS, the database will be located in C:\CIRS1718. 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 2018 has been applied.



- Click on OK and then Exit Patch Utility.
- The patch has been applied to your CIRS application.
 - Version 2.0 VR 2018 will appear at the bottom of the Main Menu of the CIRS application.