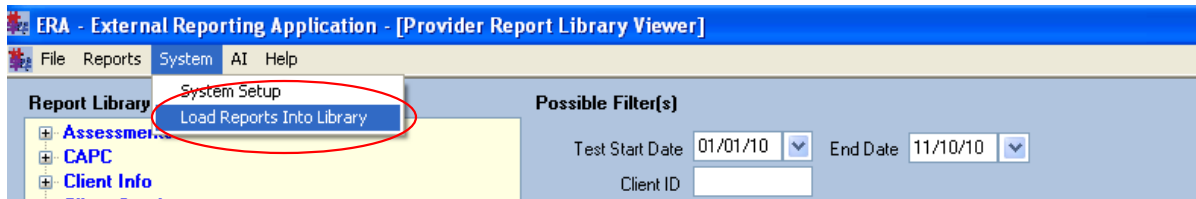# ERA Upgrade Instructions

AIDS INSTITUTE NEW YORK STATE DEPARTMENT OF HEALTH

(The following steps only need to be performed once on any PC currently running ERA)

1. After downloading the **ERA Upgrade** file from the Defran website it needs to be run and unzipped into the **AIRS** root directory. (This place all the new upgrade files as well as any fixed reports into the needed folders)

2. Log in to ERA and select **System** and then **Load Reports Into Library.**

3. Perform a **Bulk Add/Update,** it will prompt you for the reports folder and will reload all current reports and any new reports that exist within the reports folder. This is to ensure that any reports that have been modified in the upgrade are loaded into the system.

4. Select **Bulk Add/Update.**

5. Once the report(s) are loaded, you will be prompted with a message stating that "X Reports completed during the Bulk Load Process". Click **Ok** and the report can now be run from the reports section of ERA.