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## Instructions for Applying Annual Statistics Software (Statbook) FY2017 Patch

This Patch will make corrections to the Recap sheet so that expenditures are not doubling.

- Go to the Agency of Education website http://education.vermont.gov/.
- 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 Annual Statistics Report (Statbook) data collection in the grid.
- Select the link labeled Statbook 2017 Patch Utility.
  - A file download security warning box will appear as shown below. You should click Run to run the program.

File Downlo	oad - Security Warning
Do you	want to run or save this file?
	Name: educ_it_statbook_10_application_patch_utility.exe Type: Application, 712KB From: <b>education.vermont.gov</b>
	Run Save Cancel
٢	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

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



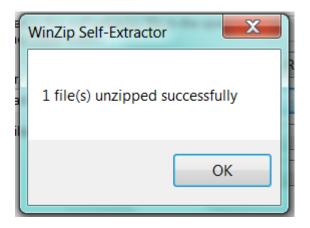
 A WinZip Self-Extractor box will open asking you where you would like to Unzip the Patch to. It is recommended that you Unzip the Patch to the directory with your Statbook Software application --

C:\Annual\_Statistics\_2017 . Once you have set the folder location to Unzip to click on Unzip.

WinZip Self-Extractor - Annual_Statistics_Patch_Utility						
To unzip all files in this self-extractor file to the specified folder press the Unzip button.	Unzip					
Unzip to folder:	Run WinZip					
C:\Annual_Statistics_2017 Browse	Close					
Overwrite files without prompting	About					
	Help					

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





- Click on OK.
- Make sure that the Statbook 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 Annual\_Statistics\_Patch\_Utility.



• It will open the screen shown below:

Annual Statistics 2017 Patch Utility				
Patch Statbook FY17 Database Exit Patch Utility				

- Click on the option Patch Statbook FY17 Database.
- It will open the screen shown below:

Annual Statistics 2017 Patch Import Form   Statistics 2017   Click on the Browse button to find the Annual Statistics 2017   database you wish to patch. Once you have located the file,   click on the Apply Patch button. This will automatically   update the form(s) and/or report(s) and/or table(s) in the   Annual Statistics application. Please make a backup copy of   the database before applying the patch.   Enter path below or click Browse:		
Apply Patch Close	NSE	
Apply Patch <u>C</u> lose	vse	



- The program will then ask you which database you would like to patch, make sure to select the database Statbook17.mdb.
  - If you have used the default location for Annual Statistics, the database will be located in C:\Annual\_Statistics\_2017. 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 Annual Statistics FY17 Patch Utility has been applied.

Microsoft Access		23
The patch for Statbook 2017 version 1.1 has been applie	ed.	
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- Click on OK and then Exit Patch Utility.
- The patch has been applied to your Statbook application.
  - Patch Applied Version 1.1 will appear at the bottom of the Main Menu of the Statbook application.

