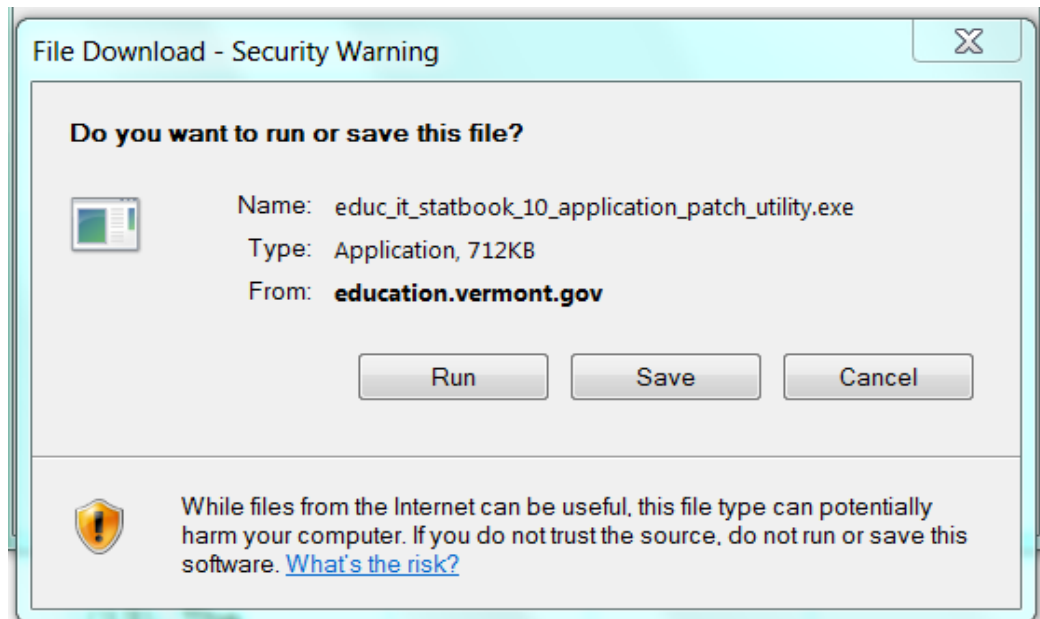


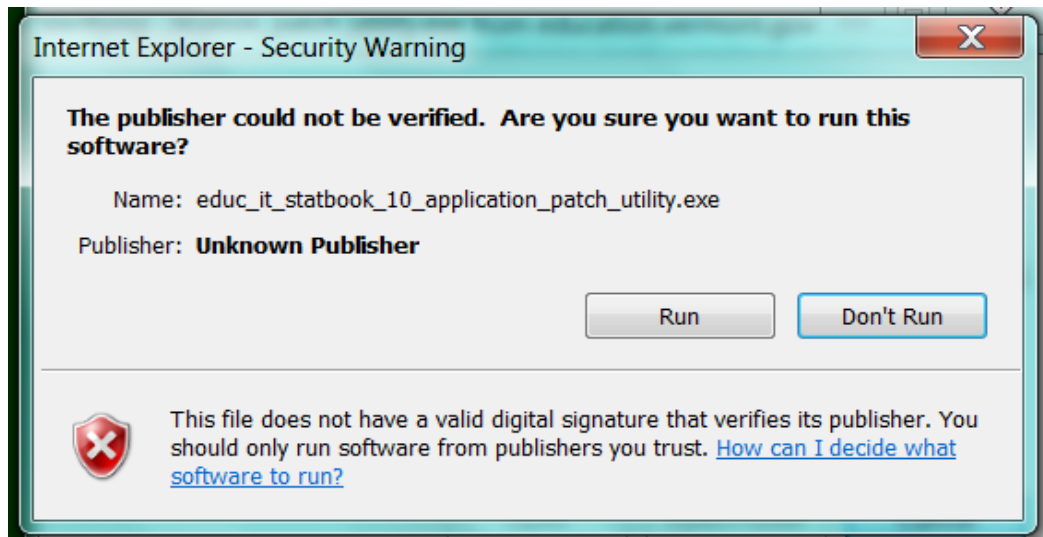
## Instructions for Applying Annual Statistics Software (Statbook) FY2017 Patch

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

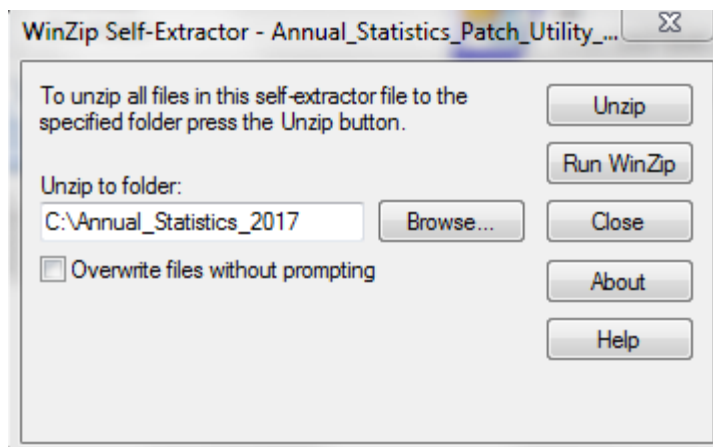
- Go to the Agency of Education website <http://education.vermont.gov/>.
- On the left hand side, select the link for School Data and Reports.
- Scroll down and select Data Collection Materials and Training Information. This link will take you to a grid with information and resources for all our data 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.



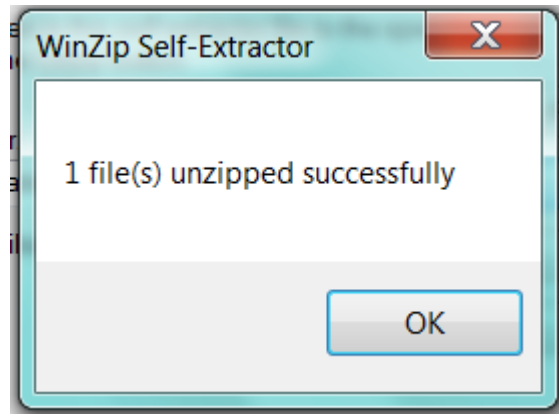
- An Internet Explorer – Security Warning shown below will appear. Click Run.



- 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.

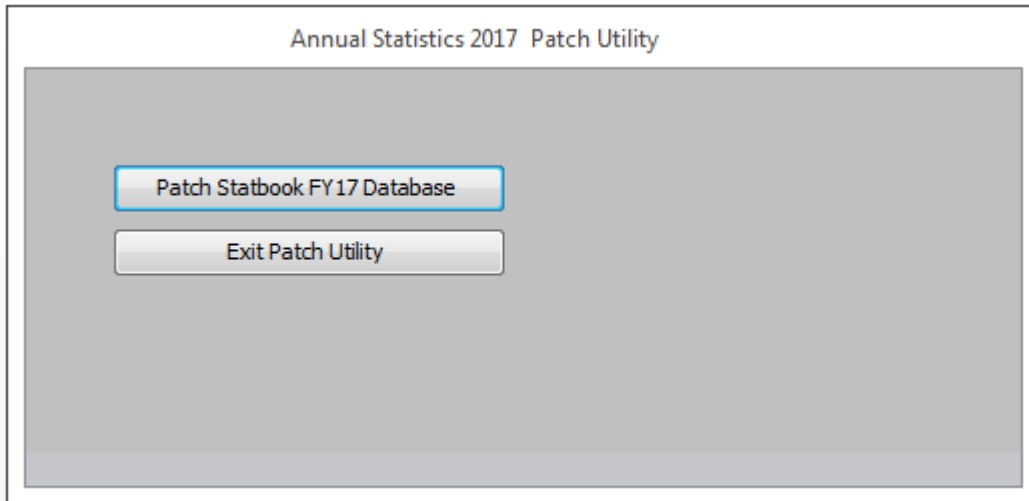


- When the patch has been successfully unzipped, the following WinZip Self-Extractor box will appear.

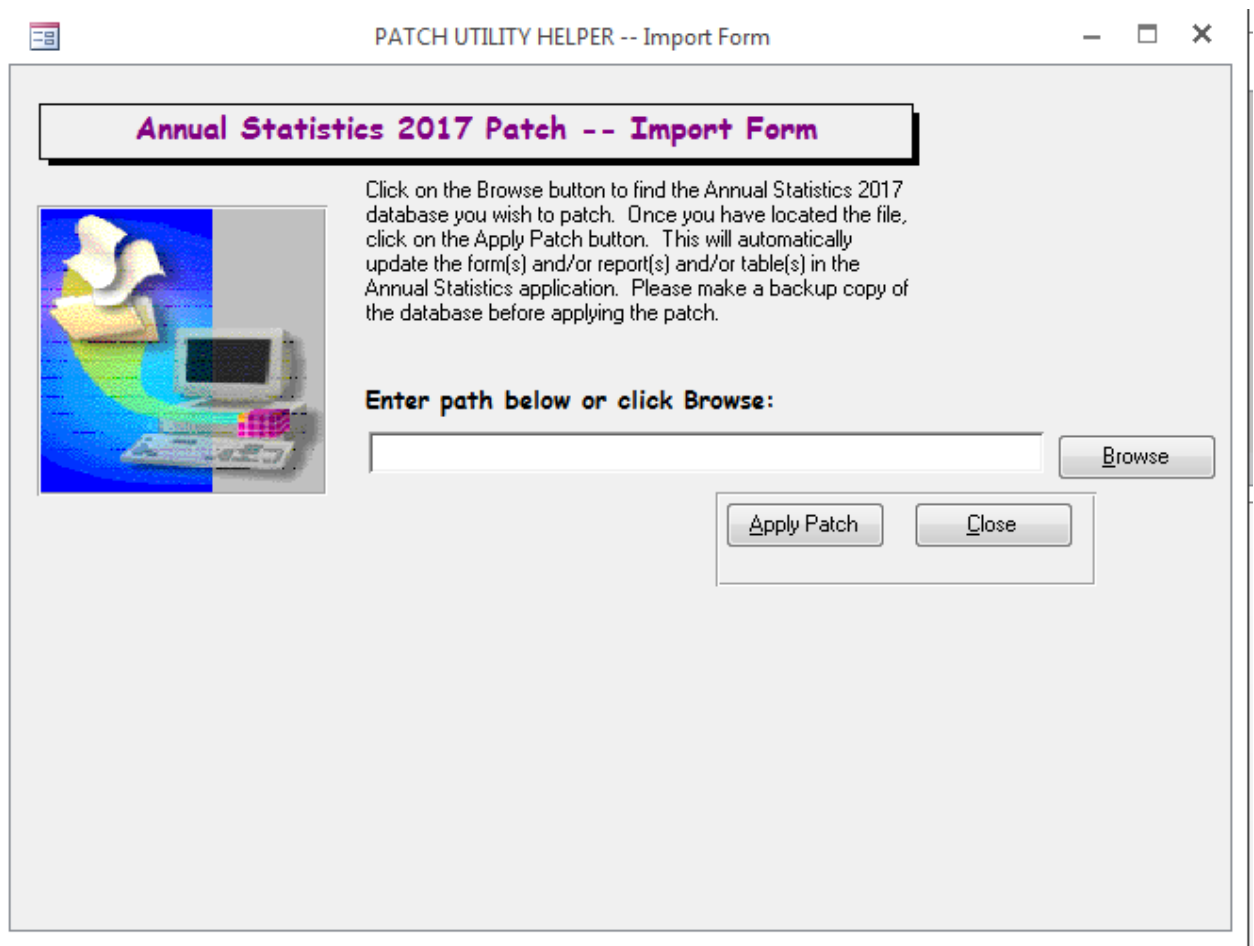


- Click on OK.
- Make sure that the Statbook database is closed.
- Go to the location where you unzipped the Patch file to and open the Patch file which is an Access Database called Annual\_Statistics\_Patch\_Utility.

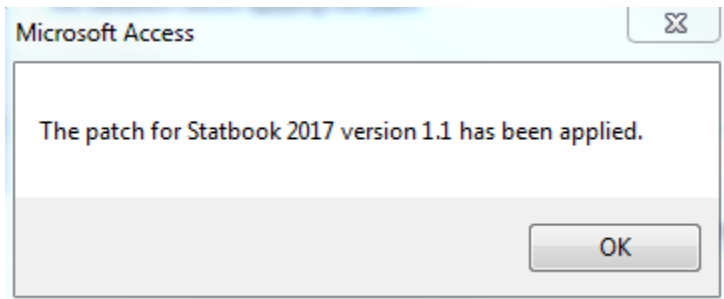
- It will open the screen shown below:



- Click on the option Patch Statbook FY17 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 - 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.



- 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.