



Office of State Fire Marshal Community Right to Know Electronic Survey Submission

INSTALLATION INSTRUCTIONS

Do not install the ESS software unless you have received the Hazardous Substance Data File email, with your ESSData file attached. Please save the email containing your Hazardous Substance Data File, as it will be used after the ESS Program has been installed.

It is important to use the newest program available, as the program and chemical list are revised monthly. Each year the program is changed substantially. Please **DO NOT use last year's program, and please DO NOT use the ESSData file you received last year.** Doing so could mean that your submission file will not import successfully.

1. Uninstall ESS

It is **very important** to uninstall previous versions of the ESS program prior to installing the new version so that the program has the files it needs in order to go through the uninstall and install process.

- a. Click on Start, All Programs
- b. Control Panel.
- c. Select Add Remove Programs
- d. Find Electronic Survey Submission on the list and select it.
- e. Click on Remove.
- f. Close the Add or Remove Programs window and close the Control Panel.
- g. Browse to C:\Program Files.
- h. **Delete the ESS folder.**
- i. See if Microsoft Office Access Runtime is still installed. If it is, uninstall it.

Troubleshooting the Uninstall Process

If you are not able to uninstall the program by following the instructions shown above, you may go to <http://www.revouninstaller.com/> to utilize the Revouninstaller.

2. Download ESS.Exe

- a. Go the OSFM website at: http://www.oregon.gov/OSP/SFM/CR2K_Home.shtml.
- b. Click on Electronic Survey Submission to go to that section.
- c. Click on Download ESS Program
- d. Click on Save
- e. Browse to save the ESS.exe file to **C:\ Program Files.**
- f. Click on Save.

- g. If prompted “Replace existing?” click Yes.

It may take several minutes to complete the save, depending on the speed of your computer.

Warning: **DO NOT** double click on ESS.exe unless you have uninstalled the previous version, as instructed above. If you have uninstalled and downloaded, proceed to the next step.

3. Extract the ESS Program Files

It is critical that you uninstall the previous version before completing this step. If you skipped that step, please go back to step 1 and uninstall. You must have uninstalled and downloaded before completing this step.

- a. Close all applications.
- b. Browse to C:\Program files (scroll to the bottom of Program files)
- c. Double click the ESS.exe file to open the WinZip Self Extractor.
- d. The Unzip To Folder should show C:\Program Files\ESS
- e. Click Unzip.
- f. At the “6 files unzipped successfully” screen, click OK.
- g. Click Close.

4. Install ESS

- a. In Windows Explorer, navigate to C:\Program Files\ESS.
- b. Double click the Setup.exe file.
- c. At the “Welcome...” screen, click Next.
- d. At “Customer Information”, click Next.
- e. At the “Choose Setup Type” screen, choose Typical.
- f. At the “Ready to Install” screen, click Install.
- g. At “Completing the Electronic Survey Submission Wizard”, click Finish.
- h. There will be an ESS icon on the desktop as well as in the Start | All Programs menu.

5. Save ESSData

You must have the new ESS program installed before completing this step.

- a. Open the email with the subject line “Hazardous Substance Data File”.
- b. Save the attachment to C:\Program files\ESS.

6. Open the ESS Program

To run the ESS Program, double click on the ESS icon on the desktop.

- a. Click OK on the message “Please click the Load Data File button to load the current data.”
- b. Click the Load Data File button.

- c. The Main Menu will open. You are ready to begin.
- d. If you receive a message that there is no ESSData file, and the program closes, do as follows:
 - 1) Open Windows Explorer.
 - 2) Browse to C:\Program Files\ESS
 - 3) From the menu bar, select Tools, Folder Options, and the View tab.
 - 4) If 'Hide Extensions for Known File Types' is check marked, remove the check mark.
 - 5) Click OK.
 - 6) Rename the ESSData file to read ESSData.mdb

Help

There are Help files built into the ESS Program to assist you. To access Help, press F1. For telephone assistance, call the Hazardous Substance Information Hotline at 503-378-6835 or 800-454-6125. For help uninstalling, you may go to <http://www.revouninstaller.com/> to utilize the Revouninstaller.

Accessing the ESS Manual

Access the ESS Manual from the Main Menu within the ESS Program, or browse to C:\Program Files\ESS and double click on ESSManual.pdf.

Steps to Complete the ESS

The Main Menu consists of outlined steps. On Step 4, you can click on either button. You can send your ESS Submission file via email or mail it to OSFM on CD. Please do NOT submit BOTH ways. Please choose one way to submit your file. You may refer to the ESS Manual for additional detail on creating the submission file.

If you run into any difficulties or have any questions, please call the Hazardous Substance Information Hotline at 503-378-6835 or toll free within Oregon 800-454-6125.

Thank you,

Community Right to Know

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ESS Section of Website: http://www.oregon.gov/OSP/SFM/CR2K_Home.shtml