

February 8, 2007

Dear PRISM Partners,

The PRISM reports have been modified due to a requested change with the PRISM quarterly reports auto creation process. There are no visual differences between the new reports and the reports currently installed on your PC. However, the reports now on your PC may not run.

Please download the new zip file containing the updated reports. The requested processing change necessitated table modifications that have been made in production already. **There is no grace period.** If you try to run an old report, a message may appear with instructions to update the report.

Please follow the steps below to download the PRISM Reports:

1. Open a secure FTP program
2. Host is prismftp.emp.state.or.us
3. User ID is:
4. Password is:
5. Download the reports.zip file to your C:\prism\reports subdirectory
6. Disconnect and close the secure FTP program
7. To unzip reports.zip:
 - a. Open Windows Explorer and go to the C:\prism\reports subdirectory
 - b. Double click on reports.zip
 - c. Click on 'Next',
 - d. Click on 'No',
 - e. Click on Select different folder... and replace c:\unzipped\reports with c:\prism\reports then click on 'OK'
 - f. Click on 'Unzip Now'
 - g. Click on 'Yes to All' to replace old report files currently in the c:\prism\reports subdirectory
 - h. Unzip works away for a second or two before finishing, then click on 'Close'
8. Test a few of the PRISM Standard Reports to make sure all works correctly

Please email Becky Rogers @ rebecca.b.rogers@state.or.us if you have any questions.

Thank you,
PRISM System Administrators