

To: PRISM - Partner Contacts
Date: 1/29/2013 8:50 AM
Subject: Updated PRISM Reports containing Veteran counts

Dear PRISM Partners,

This notice is being distributed to staff with access to PRISM reports and contains action steps you'll need to take before February 15, 2013.

PRISM reports have been modified due to the addition of a Veteran section on each report.

The changes on the reports are:

1. Addition of a Veteran section found after the Age Group section and
2. The report version number has been changed to 1.2.0.0

The inclusion of Veteran counts on the PRISM reports necessitated changes on the reports. These changes have already been made in production. Please download the reports.zip file containing the updated reports. There is a grace period to download and update the reports ending February 15, 2013. After that, if you try to run an old report, a message will appear saying a newer version is available.

The reports.zip file can be found in a common FTP location for partners to download. Please follow the steps below to retrieve the new reports:

- a. Open a secure FTP program (FileZilla, PuttyFTP, WINsftp, SecureFTP, etc.)
- b. Host is: ftpportal
- c. User name is: partners
- d. Password is: partners
- f. Download the reports.zip file to your C:\prism\reports subdirectory
- g. Exit out of the secure FTP program

To unzip and install the PRISM Reports:

- a. Open Windows Explorer and go to the C:\prism\reports subdirectory
- b. Double click on reports.zip
- c. Click on 'Extract',
- d. Make sure you are going to extract to: c:\prism\reports
- e. Click on 'Extract'
- f. Click on 'Yes to All' to replace old report files currently in the c:\prism\reports subdirectory
- g. ...the unzip works away for a second or two before finishing, then close WinZip window
- h. Test a few of the PRISM Standard Reports to make sure all works correctly

The PRISM Data Dictionary Sections 3 and 5 have already been updated to reflect the changes needed to report the Veteran counts. These sections are posted on the PRISM Technical Information web page which can be seen using this link:

http://www.oregon.gov/PRISM/Pages/TechnicalInfo.aspx#Data_Dictionary

If you have any questions or need assistance, please contact Becky Rogers (rebecca.b.rogers@state.or.us, 503-947-1626).

Thank you,
PRISM System Administrators
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