

READ ME FIRST - Prior to downloading the MA EMOR update

This report is used to create the file that you will upload to the MA DEP when running your monthly MA EMOR.

You must install this report on all machines that contains a full installation (full client, standalone, or server installation), **you must have admin privileges**; you must have at least one license available to log into Terralink Utility during report installation.

- 1) Delete your old version of the MA EMORS.
Note this step only has to be done once
 - a) Start the Terralink Data eXchange client
 - b) Go to the Report Manager folder and click on Reports (note: this folder is named Forms Manager and Forms respectively in version 2-02-300)
 - c) Click on the "Action Name" column to sort ascending
 - d) Click on "MA EMORS Certification And Print Data"
 - e) Click on the Large red "X" in the toolbar to delete
 - f) Click on "MA EMORS Extract" and delete as above
- 2) Click the "Start" link on the download page to begin downloading the report update.
- 3) After the download is complete, double click on the file to start the install. You will be presented with a Terralink Utility log in screen during the installation process you must make sure that the Database name that is displayed is correct, and log in with a valid TDX username and password.
- 4) Program will end automatically when installation is complete.

For instructions on how to run this report, start Terralink Data eXchange and go to Report Manager folder (note: this folder is named Forms Manager and Forms respectively in version 2-02-300) and click on Reports. Find the new report named "MA EMORS - Web Upload" and double click on it to open.

You will find information in "Instructions" and "Additional Notes" that will help you prepare this report.