



## **DOWNLOADING NEW VERSIONS OF THE FRESH ELECTRONIC INSPECTION REPORTING/RESOURCE SYSTEM (FEIRS)**

### **FEIRS Program Updates**

There are two types of updates that will be available within the FEIRS program. The first are updates to the databases such as the applicant, shipper, or inspector database. These updates will be available from the server periodically and will automatically download when the FEIRS program is instructed to transmit.

The second type of update is a program upgrade that changes the version of FEIRS (i.e. version 1.0 to version 1.1). When these types of updates become available, written notification will be sent out to all SCI employees and Federal-State offices that are using FEIRS prior to making the update available on the server. Before the effective date of the new version, all inspectors must complete all open certificates (FV-187, 205, 207, 300 and 301's) and work logs from their current forms folder and transmit all completed forms to the server.

### **Procedure**

#### **A. Updating New Software Versions**

On the effective date of the new version, all Agricultural Commodity Graders (ACG) must:

Verify that the current and completed forms folders are empty (no forms or work logs).

1. Connect to the network or VPN.
2. Click on the "Transmit" icon on the home page.
3. Click on the "Begin Transfer" button and the new version of FEIRS with automatically download.
4. Follow the on screen directions for installing the download. For the new version to be installed properly you must exit FEIRS; the next time you open FEIRS, the new version should be installed.

If an ACG is going to be on extended leave, upon returning from leave the ACG will immediately transmit to download any updates which may have been issued during the leave period.

**B. FEIRS Transmitting Policy**

Each ACG must transmit electronic certificates at a minimum of two (2) times weekly (due to a recent policy change, all Section 8e FEIRS certificates must be transmitted within 48 hours of completion). If an ACG is going on leave, the ACG must ensure that all forms have been completed and transmitted before taking such leave. As a reminder, certificates cannot be made available to financially interested parties or to USDA personnel from the server until they have been transmitted from the laptop. If a large number of certificates accumulate in the completed forms folder between transmissions, it is the inspector's responsibility to transmit more frequently.