

Equipment Module – Quick Start Guide – Offline Module Update

This QSG details how to add update your current version of the Offline Equipment Module to the latest version available. This process is required any time a new version of the Offline Equipment Module is released to production.

Note: *You must be a Warehouse Manager in order to install the Offline Equipment Module*

1) Uninstall Current Version

Before installing the latest version, you must uninstall the current version from your PC. To uninstall, do the following:

1. Click the “Start” button, then go to Programs > EPA > Uninstall Equipment Module (Offline)
2. Click “Yes” when prompted to confirm you want to uninstall
3. The uninstall process will begin. Do not interrupt the process.
4. When complete, a dialog box will appear asking you if you want to restart your PC. Click “Yes” and allow your PC to restart.

2) Install Latest Version

The latest version will be available from the online Equipment application accessible from the Emergency Management Portal within the EPA Portal. To install the latest version, do the following:

1. Access the Equipment Module
 - a. Open a web browser and log into the EPA portal (<http://portal.epa.gov>) with your portal credentials
 - b. Go to My Communities > Emergency Management Community > Emergency Management
 - c. Click on the “Equipment” link in the “Response” section of the left side menu
 - d. Click on the “Equipment Module” link
2. Once in the Equipment Module, click the “Downloads” link on the left side menu
3. On the resulting pop-up window find the “Equipment Module (Offline)” row and click “Download”
4. Install the Equipment offline application by clicking on the “.exe” file you downloaded in the previous step
5. Restart the computer
6. Connect to the Internet
7. Launch the Equipment offline application
8. On the Portal login screen, enter your Portal Userid & Portal Password. The initial data download will occur automatically
 - Create a User Profile, including an Equipment offline password

Note: For security purposes, it is strongly recommended that a user's portal and offline passwords be different

9. Conduct an initial upload to save User Profile. This is required prior to adding or editing data offline.