

March 29, 2012

How to View ERT Submissions to WebFIRE

Before you begin, you must have the current version of the ERT installed on your computer. The ERT can be downloaded here: <http://www.epa.gov/ttn/chief/ert/>

1. Two types of files may be listed on the search results page:
 - i. Zip files – these files contains a Project Data Set (PDS) file created by the ERT application. To review a test report, use one of the following procedures:

1. Click the name of the zip file you wish to review and say “Open”
2. Then click “Extract” and save the file to a location you will remember
3. Open the ERT application
4. In the ERT, click “Select Project Data Set” and choose the file (it will have an extension of either .accdb or .mdb, depending on the version of the ERT that was used to create the file). You will see that the location and name of the extracted file will be displayed in the “Current Project Data Set” box

OR

1. Click the name of the zip file you wish to review and say “Save”
2. Save the zip file to a location you will remember
3. Open the ERT application
4. In the ERT, click “Select Project Data Set” and choose the zip file. The ERT application will extract the PDS from the zip file and store it in the same directory as the zip file. You will see that the location and name of the extracted file will be displayed in the “Current Project Data Set” box
5. **CAUTION:** Use this procedure only the first time you open the PDS. The use of this procedure will overwrite the existing PDS and you may lose any saved changes. Subsequent times that you open the PDS, using step 4 of the first procedure will preserve changes you made to the PDS

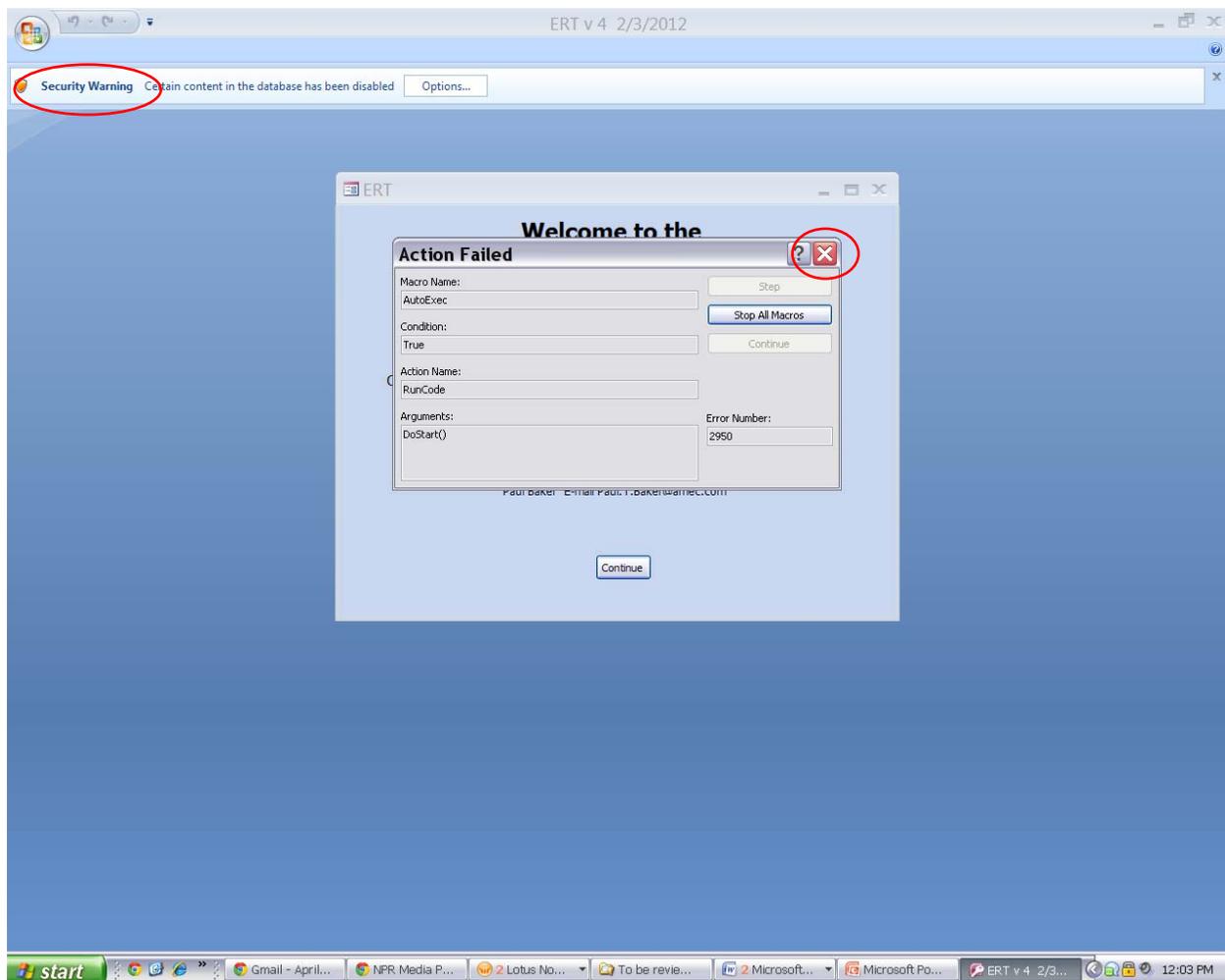
- ii. XML files – These files contain high-level summary information contained in the PDS and are primarily for EPA use only

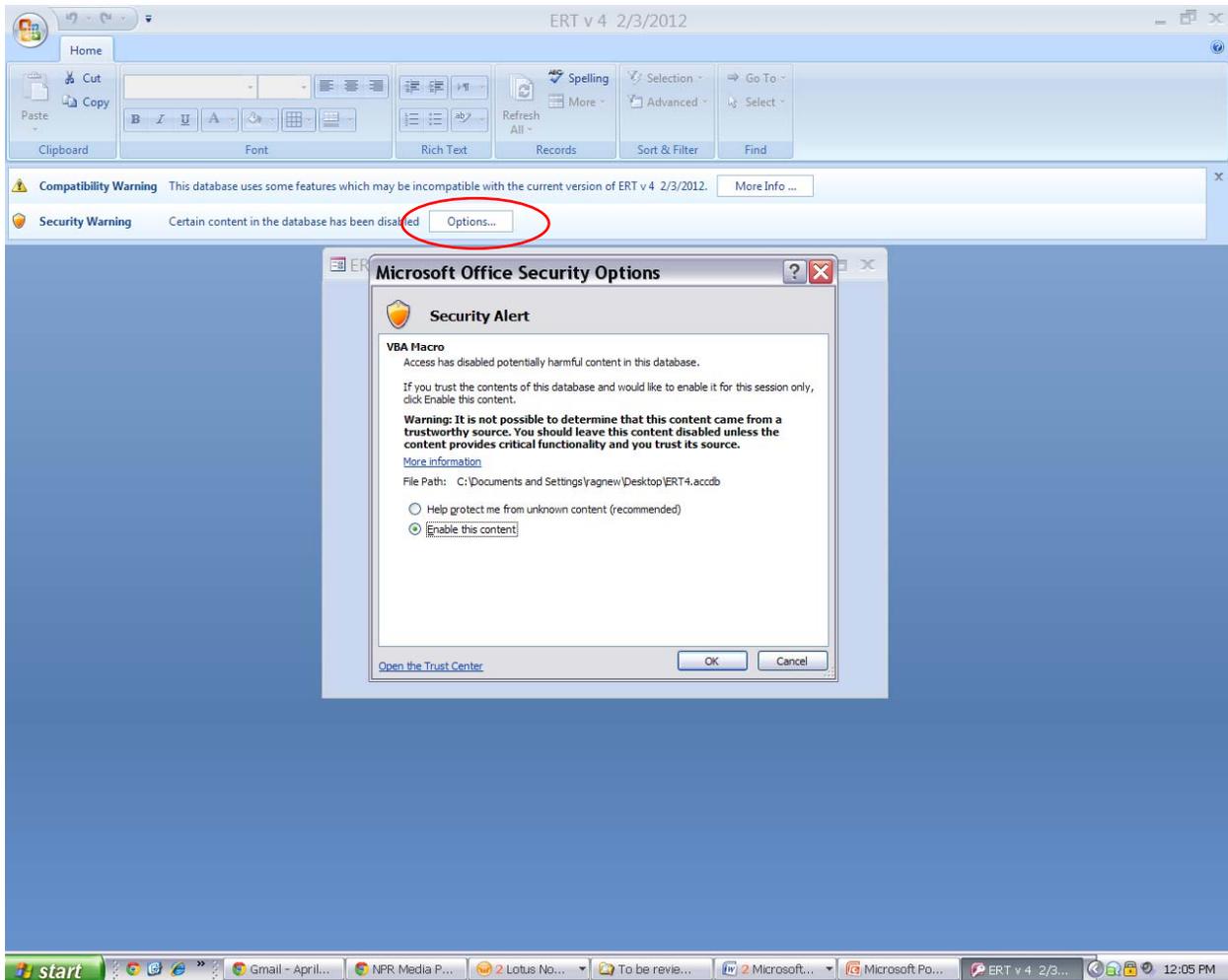
Depending on how your version of Access is configured, you may see a "Security Warning" window when you try to start the ERT. If this happens, click "Open."

Another window you might see is an "Action Failed" alert like the one shown below. Follow these two steps to open the ERT application.

1. Click the red "X" to close.
2. Click "Options" and then select "Enable the content" and click the "OK" button.

All of these alerts are part of Access's built-in security.





[Note: If you *always* want Access to enable the macros when opening the ERT, you can change the security settings in Access. To do so, open Microsoft Access, click the Start button, then click “Access Options,” then click “Trust Center,” then click “Trust Center Settings,” then click “Macro Settings” and select the bubble called “Enable all macros.” Access may give you a warning that this setting makes your computer vulnerable to potentially malicious code and is not recommended. Use your judgment on whether or not to enable this setting].