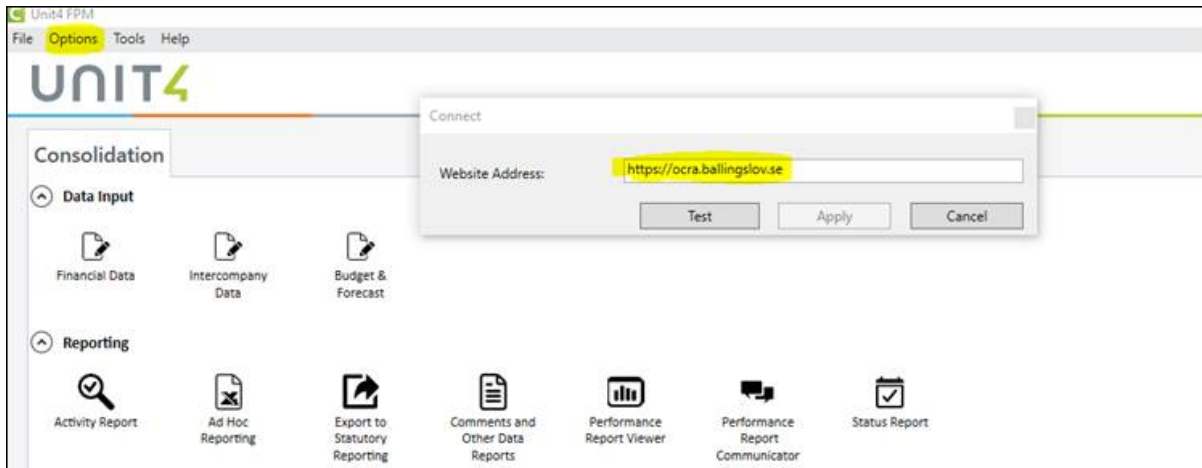


YOUR LOCAL UPGRADE - WHAT YOU NEED TO DO:

1. Log in to your current Ocra/FPM version
2. Choose **Options - website address** and change the website Address to <https://ocra.ballingslov.se>. See below in yellow (interface Ocra 5.3 is below but you will have the old version this far)



3. Answer **YES** to the upgrade questions. These will only appear the first time you log in.
4. Now you are ready to use the latest version!

INFORMATION REPORTS

In Performance Report Viewer, you will have more flexible reports than in the old version. This means that you have to choose parameters for every report instead of fixed reports. We have tried to organize the reports in an easy structure.

The first time you run reports you will have to choose all settings, this will be saved for the future but also as selectable options. Please have patience the first time, Ocra/FPM will remember your settings.

If there are any reports that you need, have other requests/suggestions please let us know.

MSR-REPORT

We are currently reviewing the Excel MSR report since it's affected by the upgrade and will get back to you with information next week.

GENERAL INFORMATION

Your password must be changed every 90 days and you're not able to use your three latest passwords. In addition to increasing security with encryption from client Ocra/FPM to server, we do not need to use VPN connection anymore.

If you have questions or if you find any errors please contact us!

Kind regards

Sara & Marie