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2008 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

SOFTWARE INSTALLATION INSTRUCTIONS

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The MAERS 2008 software is distributed and installed via CD-ROM, which may be obtained from the DEQ, Air Quality Division (AQD). Contact any AQD district office for a copy of the CD-ROM. Follow the steps below to install the software.

1. Insert the MAERS 2008 CD into your CD drive.
2. If the “Auto Play” feature on your CD drive is enabled the computer will detect the presence of the CD in the CD drive and start the installation process automatically. Follow the screen prompts once the initial setup screen appears.

If the “Auto Play” feature is not enabled, use Windows Explorer or File Manager to access your CD drive and locate the directory “\SOFTWARE.” Double click the “SETUP.EXE” file to execute the installation software.

3. Follow the setup software instructions to establish your software and database locations on your PC. If during the software installation you choose a location other than the default, be sure to **remember the drive and directory you choose for the database location**. It will be needed later to properly place your database during its download, or move/copy from another location.

DATABASE INSTALLATION INSTRUCTIONS

Before you can begin working on your MAERS report, you have to download your source’s database. When the MAERS software is started for the first time it contains only a PRACTICE database; not your source’s database. To receive your database, follow the steps below.

Note: *You must have access to the Internet to do this. If you do not have Internet access, contact your Air Quality Division district office to obtain a CD with your database on it.*

1. Choose **Tasks** on the menu bar and select **File Transfer Center**. Select the option to **Receive database file from AQD** and click on **Next**.
2. A screen will appear that will allow you to download your database in two different ways. The automatic download method is preferred and should be tried first. If the automatic download does not work, select the manual download option. Read the instructions and click on the **Next** button to continue. Depending on which download option you select you will be provided with further instructions.
3. When you are ready to receive your database, fill in the information dialog box, then, click on the **Receive** button. Your database will begin downloading (receiving your database may take up to 20 minutes or longer if you have dial-up service). You may cancel the download by clicking on the **Cancel** button.

CONNECTING TO YOUR DATABASE

Once you have received your database, you may connect to it using the **Source Explorer**. Follow the steps below to connect to your database:

1. Choose **Tasks** on the menu bar select **Source Explorer**. For most facilities, only your SRN and the PRACTICE database should appear. The practice database may be used if you would like to practice entering information on the forms; however, the **practice database cannot be submitted to the AQD**.
2. Click on your SRN and your database will open. Once connected to a database, the name of the current database is shown in the title bar. If "PRACTICE" is in the window title, it means that you are in the practice database.

SOFTWARE LOCATION

MAERS software is designed to run from local PC disk drives, not network drives. Although alternate local drives are offered, **it is strongly recommended that you use the default drive and directory locations specified in the software setup**. The default drive is C: and the required subdirectory for the software is "\AQD_APPS\MAERS." This directory is created for you by the setup routine supplied with the MAERS software.

DATABASE LOCATION

The default recommended database location is "C:\AQD_APPS\MAERS\DATABASE." You can specify a different data directory, but using the default will make it easier to resolve problems should they occur.