

2011-12 AFR File Modification – Fiscal Project Code & Site Code Fields

Instructions For Module Self-Installation & Operation

Step # 1: Open the zipped file containing the AFR File Modification module.

Step # 2: Double-click icon of the self-installing file (**2011-12 AFR File Modification - Project & Site Code Fields.EXE**) to activate self-extract/installation. Note: Depending upon your PC's security settings, you may be asked (one or more times) to confirm that you wish to open the self-extracting file.

Step # 3: Self-extractor will show **Extract to** folder "**c:\AFR_FILEBUILD**". Select "**Extract**" at bottom-left. If you do not have a folder named "AFR_FILEBUILD", the extractor will create one. Close extractor and exit WebPage.

Note: This completes installation of the AFR File Modification module within folder (directory) C:\AFR_FILEBUILD as **2011-12 AFR File Modification - Project & Site Code Fields.mdb**.

Step # 4: Rename the input AFR text file (to be modified) as "AFR600.txt"; then place the text file at the ROOT DIRECTORY of the user's C-Drive (i.e., C:\AFR600.txt).

Step # 5: Open the AFR File Modification module within folder (directory) C:\AFR_FILEBUILD and follow instructions on the Form/Platform.

Step # 6: Upon completion of AFR file modification, obtain the modified file from C:\2011-2012_AFR600.txt. Rename the file as desired and upload to Web-AFR via the LEADS Portal.

[Repeat as needed for other fiscal project code submissions and/or for correction of errors.]