

2021 EAOR – 'UPDATE CODES FROM WEB' INSTRUCTIONS

Before importing your 2021 AOR file from web, please do the following in EAOR:

When EAOR first opens, it may say 'updating tables', however an additional update should be done as well. In EAOR, go to the top lefthand corner of the screen and click on 'EAOR' then click on 'Update Codes from Web', as shown below. Say **OK** to the popup.

Running this additional code update will ensure your EAOR will have the most recent list of control equipment methods. (Note: If for some reason the control equipment method codes do not update, then this is not a problem, and will not affect your EAOR file report submission):

