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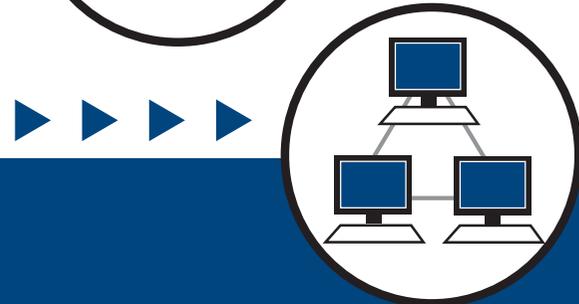
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# PAR Software Quick Start Guide



**PAR**<sup>®</sup>

# PAR Software Quick Start Guide

## Requirements

The minimum requirements for the successful operation of this software include:

- Windows® XP/Vista®/7.
- NTFS file system.
- CD-ROM drive for installation.
- Active Internet connection or telephone for activation.

## Getting Started:

To install and activate your PAR software, you will need:

- Program CD-ROM.
- Program Serial Number (13-character alphanumeric string) **attached to CD case**.
- Active Internet connection or telephone for software activation.
- Counter Uses Card with Serial Number (if applicable to this PAR Program).

Additional copies available from:

**PAR** 16204 N. Florida Ave. • Lutz, FL 33549  
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## Uninstallation

Use the Windows Uninstall utility (from the Control Panel) to uninstall the software. The uninstall process will leave all client data in your client directory.

## Password and Client Confidentiality

To help provide client confidentiality, a password can be used at program Startup. This same password is used to exit an on-screen administration (if applicable). The default password is **MAIN**. If you change the password, keep the new password in a safe place.

To access the password option, select **View > Options**, select the Password tab at the top of the dialog box, and enter your password in the Enter Password field. Confirm the new password in the Control entry field.

Click on Use Password at Startup if you would like the Password dialog box to appear each time you launch the software. With this option enabled, you must enter the correct password before you can enter data and generate reports.

Contact PAR Technical Support for help if you have set and subsequently forgotten your password.

See the software **Help** menu for more information.

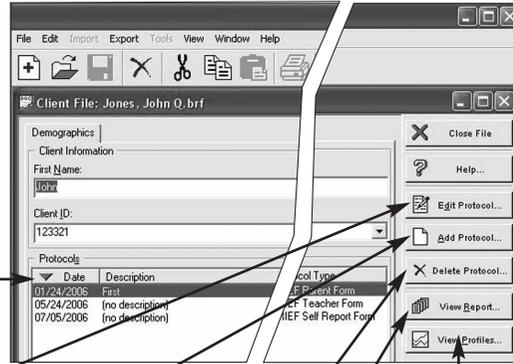
## Free Technical Support

Call PAR Technical Support toll-free at **1.800.899.8378** (U.S. & Canada) or call **1.813.449.4066**. Technicians are available Monday–Friday from 8:00 a.m. to 6:30 p.m. EST.

You may also e-mail questions to [techsupp@parinc.com](mailto:techsupp@parinc.com).

## View Reports and Profiles

Once a protocol has been saved, it is displayed in the Protocol List. From here, the user can perform any of the following five options:



Edit the protocol.

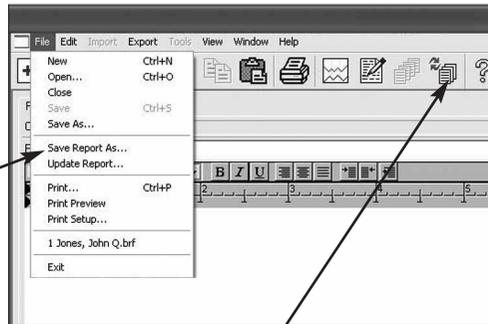
Add a protocol.

Delete a protocol.

View a profile(s).

View a report (the number of reports varies depending on the PAR product).

When viewing a report, there are two important options:



### Save Report As

This saves the report as a Rich Text File (.RTF) that can be opened by word processing software such as Microsoft® Word and can be edited or tailored to meet the user's needs.

### Update Report

This will update a report display if the user changes an important variable such as the client's age, gender, etc.

## Preparation

There are two types of installation—Basic and Network. Both installations require administrative level permissions. Once installed, operation can be performed at the user level.



**Basic**—Use this for installation to your desktop or laptop. Follow the on-screen instructions to install the software. **The default settings are best for basic situations.**



**Network**—Contact your IT department if you wish to install the program files, client files, or both on a network drive. The IT technician will have the required permissions to select the specific paths for these files during the installation process and will set up user permission so that you can access the program and client files.

This program may be installed to (and run from) a network share through a mapped drive letter. You must have Read, Write, and Create access to the network directory in which you wish to install the software, and you must be able to create and delete directories within that location. Installation must be performed from a workstation.

For more detailed information on network installations, visit [www.parinc.com](http://www.parinc.com) > **FAQs > Network Installation for PAR Software.**

## Installation



Insert the CD into your CD-ROM drive. The install program will automatically start. If it fails to start, access the file folder on the CD and run the **Setup.exe file**. Respond to screens based on the type of installation (Basic or Network; see "Preparation" above).

If you are upgrading from a prior version, uninstall the older version first (see "Uninstallation" on page 7).

## Activation

The final step of the installation process is the activation. The software must be activated before use. The installation wizard prompts you to enter the Activation number during the installation process. Choose the Internet option if you have an active Internet connection. If not, choose phone activation.

Each Serial Number can be used on a second computer as a backup. Users must comply with the single user license when using the second activation.

**Note:** Letters will appear in uppercase regardless of your Caps Lock setting.



## Counters (if required)

A few select PAR programs require counters for either on-screen administrations or reports. If counters are required, you received a Counter Installation Card with a Serial Number label attached. Launch/open the software program and follow the instructions printed on the card, or see the software **Help** file for more details.

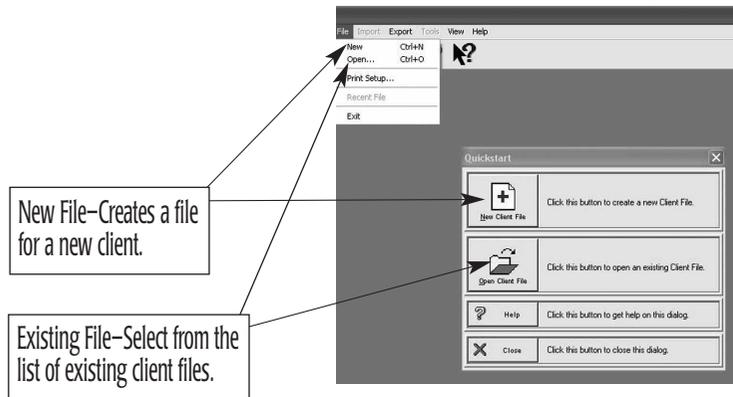


## Start the Program

Click on the program icon on your desktop or select **Start > Program** and then select the program name.

## New/Open Client File

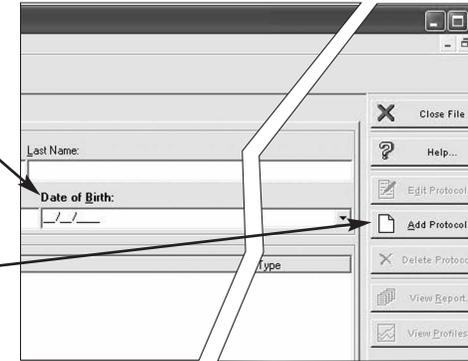
Use either the file drop-down menu or the icon to create a new client file or to edit an existing client file.



## Enter Client Data

The Demographics screen has fields for data entry that are applicable to the PAR software product. Required fields are indicated by **bold text**.

When demographic data entry is complete, click on the Add Protocol icon to enter protocol responses or scores.



## Enter/Save Protocol Data

The protocol data entry screen format varies depending on the PAR product.

