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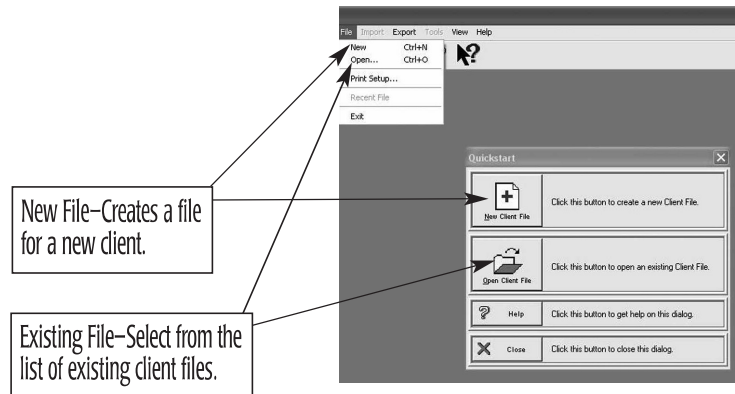
Click on the program icon on your desktop or select **Start > Program** and then select the program name.

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.

New File–Creates a file for a new client.

Existing File–Select from the list of existing client files.

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.

Last Name:

Date of Birth:

___/___/_____

Type

- Close File
- Help...
- Edit Protocol..
- Add Protocol..
- Delete Protocol
- View Report..
- View Profiles..

Enter/Save Protocol Data

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

File Edit Import Export Tools View Window Help

Protocol | Comments

Client Name:

Test Date: Age (Yr. Mo):
___/___/_____

Rapport:
-Not Specified-

Response Data
By Category (CFNO)   By Column (1234)   Administer...

1-01:	1	2	3	4	?	X	1-25:	1	2	3
1-02:	1	2	3	4	?	X	1-26:		2	3
1-03:	1	2	3	4	?	X	1-27:	1	2	
1-04:	1	2	3	4	?	X	1-28:	1		

When all data entry is complete, click on the ☒ to close and save the protocol.

Select PAR software programs include on-screen administrations. Click the Administer icon (if available) to begin an on-screen administration.

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

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:
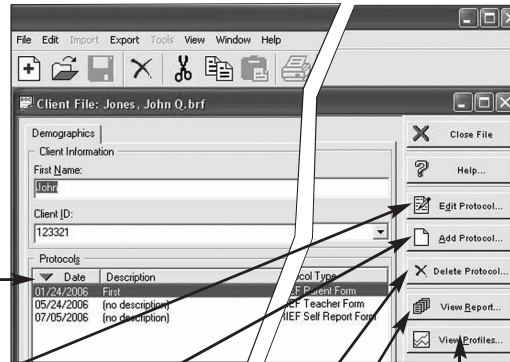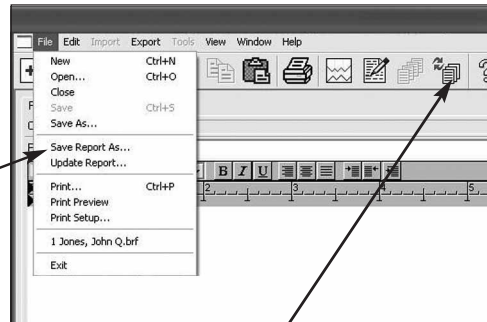
Edit the protocol.

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.

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