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**PERSONNEL EVALUATION  
PROGRAMS (PEP 3.0)**

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## **INSTALLATION DIRECTIONS**

The program comes with all the necessary files on a CD, or may be downloaded from the internet. Either will provide you with a complete program.

Place the "Installation CD" in your CD Drive (The CD should start by itself). If it does not, go to the Control Panel-->Add/Remove Programs system on Windows 95/98/NT/2000/ME/XP systems When it is selected, press 'OK' to continue. During installation it is best if you accept the defaults while installing. However, there are a few choices you may wish to change.

A Personnel Evaluations Program Icon should have been placed on your desktop. All you need to do is click the icon to start the program. If for some reason it does not create the Icon, one can be created manually.

If you are upgrading an existing program, all previously generated reports are preserved, as well as your Activation information.

## **RESPONSE CENTER**

The ability to modify responses is a very powerful part of these programs and are available on all Report Writers.

You can add/modify/delete any Competency, Practice, or comment. You have complete control over the look of the report.

## **CUSTOMER SUPPORT**

Should you ever need support, check for information on our website: <http://www.obsrv.com>

Or contact:

James Stewart & Associates

4900 Larchmont Drive

Raleigh NC 27612

1-919-665-0113

There is also a quick link on the help tab in the program to our LiveHelp center.

## EDITING A PREVIOUSLY PREPARED REPORT

All Report Writers and Performance Appraisals may be edited after the report has been completed.

On the main screen, click on the 'Report Search' icon. The Search screen will appear. You can select the reports in many ways. By clicking on the 'Search' button at the bottom, all or selected reports will be displayed. (Picture below)

Date	Report Type	First Name	Last Name
8/13/2006	OBSV	James	Williams

You can even change some of the setup items after a report is created. If you prepare the report with the rating option on, for instance, you can turn it off and then return to the program. The same is true for the Cover Sheet, Print Practices, etc.

You are able to move forward or backward, make any changes, or even exit the program at any time. Your report information will be saved. However, you are required to close any open report before exiting the program.

## ACTIVATION INFORMATION

When you purchase a program license, you are permitted to install the software on any computer in your school, or even at home if you like. The license will only be for the programs you purchased.

You will be provided an Installation CD with the information containing your School Name and School District name.

If you installed a demo version, you will need to activate the program from the CD you receive to insert your School Name and District Name.

Should you decide to purchase additional programs after your initial purchase, you will receive information necessary to make the necessary changes. You should not even need to receive a new CD. Only a new key is needed, which will allow you to update your existing software with the new information. If there have been changes made in the software, we will send a new CD with all the changes in it. In this case, you will need to install the new CD. Your new key information should look something like this.

CPA	TAPA	SLSA	MAPA	TFA	CPRW	Search	Keys
CPPA	TAPA	SLSA	MAPA	TFA	CPRW	Search	Keys

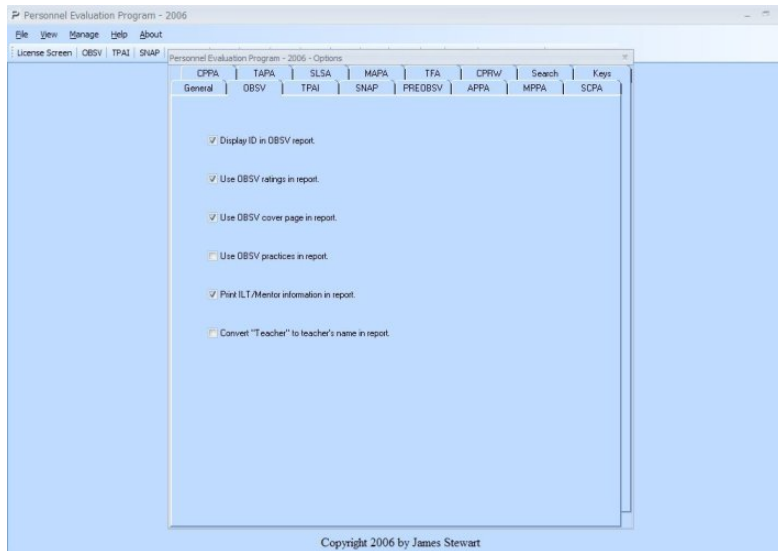
License is evaluation:  False      Evaluation time left: 0

License Key:

Save

## ADMINISTRATOR OPTIONS

Below is a sample of the Options panel. Here you are able to configure the various options to facilitate the way you want to operate. Most of these options can be changed at any time, even in the process of creating the report.



There are several options available in the Options area. They are changed by simply clicking or unclicking the option.

The School Year is designed to change as of July each year. If you are on another schedule, you can turn the option off and set it at the appropriate time.

## REPORT DETAILS

These instructions are for the general operation of all evaluation programs. Some individual differences exist between the programs.

Entering information into the report is quite easy. The following will help you in preparing the reports. Below is a picture of the screen. This one is for the Observation program. The others are similar. This one also stores the information for the cover sheet, etc.

**Note:** By making the Current Date and Conference Date the same, the Pre-Observation Report date will not print.

A screenshot of the 'Personnel Evaluation Program - 2006 - Teacher Details' form. The form has a light blue background and contains several input fields and dropdown menus. The fields are: 'Identification Number' (text box), 'Salutation' (dropdown menu), 'First Name' (text box), 'Last Name' (text box), 'Current Date' (dropdown menu), 'Conference Date' (dropdown menu), 'Start Time' (time spinner), 'Finish Time' (time spinner), 'Report Type' (dropdown menu), 'Report Term' (dropdown menu), '(Un)Announced' (dropdown menu), 'School Year' (dropdown menu), 'Observation Number' (text box), 'Number of Students' (text box), 'Period' (text box), 'Course' (text box), 'Topic' (text box), 'Activity \*Optional' (text box), 'Grade' (text box), and 'Subject \*Optional' (text box). At the bottom right, there are 'Cancel' and 'Save' buttons.

## BACKUP INSTRUCTIONS

The best way to backup your work is to use the backup routine on your program. You can also copy the entire directory where the files are located. It will probably be in C:\Program Files\Personnel Evaluation Program2008

To restore them, just use the backup/restore function on the program. This will restore them to the point where you performed the backup.

**Note:** Any reports created after the backup will be lost.