

This QuickStart Guide offers simple instructions regarding program installation and basic navigation. Follow these directions to install your PowerPath software. For detailed, step-by-step directions on how to access options, enter information, and print reports, see Part 4 of the PowerPath User's Guide.

PowerPath[®] Software QuickStart Guide

PowerPoints for Installation

- *PowerPath* will automatically install information into new folder C:\POWERPATH. Each *PowerPath* software program must be installed directly on the [C:] drive of the computer they will be using. The installation program will check for necessary disk space.
- It is not necessary to select a printer for *PowerPath* operations. *PowerPath* is a Windows-driven program and will print to the printer default. All printer operations must be done using standard Windows utilities.
- **Warning!** This software version is not networkable. (See details below.)

Installation Warnings

- ***Special Instructions for Current PowerPath Sites --***

> Back up data before installing!

If you are installing the new *PowerPath* software as an update to a previous version, the new software will overwrite your old software. Your old data will be transferred into the new software's database automatically. However, we highly recommend that you **make a back-up of your data before installing the new version** as a precaution. Version 5.0 and above include a backup feature on the Utility Menu. ***If your data is not backed up, PowerPath cannot be held responsible for the loss of information.***

> Run a Participant Exception Report after installing!

When updating to a new version of *PowerPath*, not all data entered may transfer to the new program. Some fields may have been changed, eliminated or added. The Participant Exception report (on Utility Menu) will notify you of any information missing from any program participants. This information must be added/corrected before reports will print properly.

- **Network Users**

Warning! This software version is non-networkable. Attempting to use *PowerPath* on a network is a violation of the *PowerPath* software warranty and license agreement and may damage all files on the *PowerPath* program. *Please be aware that printing reports through a network printer may result in out-of-sequence pages and long print delays.*

- **Requires Acrobat Reader**

Our Big 4 and Service Summary Reports now have a preview option that requires Adobe Reader.

This feature allows us to utilize .pdf documents to aid in viewing, saving, emailing and printing. (If needed, visit Adobe.com for the latest free version.)

- **Windows 2000/NT/XP Users**

In order for the *PowerPath* software to run correctly, you must have full rights to the temporary folders and the *PowerPath* directory tree. Please check with your group's system administrator to acquire access to these areas.

System Requirements

- *PowerPath* Software requires Windows NT/2000/XP.
- Preferred system: 512 MB RAM, 500 MB free hard disk space, and a Pentium IV, Celeron, or AMD 1.2 GHz or greater processor. Monitor should have display capabilities of at least 800 x 600 pixels. Monitors with pixel settings lower than 800 x 600 will not properly display the *PowerPath* program.
- Only single-site licensing is available. Please contact The TLP Group to discuss site licensing options and multiple-purchase discounts.

Steps for Installation

1) Data Back Up

- Make a back up copy of your PowerPath data before you start. *PowerPath* Software versions 5.0 and later have a *PowerPath* Data Backup feature on the Utility menu. Those with earlier versions should make a back up copy of the entire c:\powerpath directory using a compression program like WinZip or saving to an external storage device like a CD or thumb drive.
- This backup is a precaution so that no data is lost if something goes wrong during the transfer.

2) Install Version 7.0

- Close out of all Windows applications.
- Insert the *PowerPath* CD-ROM into the CD-ROM drive.
- A box reading *Install Shield Wizard* will appear. If not, click on the *My Computer* icon on the Windows desktop and select the CD drive icon.
- After reading the *PowerPath* software warranty and license agreement, select “accept” and “Continue”.
- Check the spelling and locations of the entered information and click on *OK*.
- When prompted, enter your serial number.
- When install is complete, remove the CD-ROM from the drive.
- Restart the computer.
- A *PowerPath* icon will appear on your desktop. Click on the icon to open the program.

3) If you are updating from a previous version, you will need to do a little maintenance before going forward. If this is a new install, skip this and go to Step #4.

- On the Utility menu, please run “Reindex”
- On the Utility menu, please run “Pack”
- Restart the program.
- Print Participant Exception Report -- Go to the Reports menu/Administrative reports and print a Participant Exception Report to see what if any data needs to be edited for use in the new version. You may need to edit some records as the database fields may have changed in newer versions.

4) Entering Program and Site Information

- After installing the *PowerPath* program and restarting your computer, go to the Utility Menu and select *Program and Site Information*.
- Enter the name and address of your organization where indicated. Your organization’s name and address will appear on all reports created by the software.
- Enter your organization’s service sites or client groups in the Sites/Groups box below the Program Name. Enter all valid sites and separate them with a semicolon. **(Be sure there are no spaces before or after the semi-colon.)**
- Sites can be added at any time using the Program and Site Information option on the Utility drop-down menu. You should not attempt to print reports or edit data until you have entered this information.

Running the PowerPath Program

PowerPath is a menu-driven relational database system that provides considerable control and reporting features. The point-and-click mouse functions are easy to use. If you are more comfortable with keyboard executions, *PowerPath* can be navigated using standard Windows keyboard operations.

Read the Screen

Because the *PowerPath* program provides prompts (only highlighted options may be selected), you should always read the screen to determine what options are available. Generally, tasks move from top to bottom of the screen.

- During data entry for any of the range-tested items, a pop-up window will appear if you attempt to enter an out-of-range value. When this happens, simply enter the correct value and proceed. If you are unsure about an entry or if data are missing, most fields will allow you to enter a blank or a zero.
- Some fields, such as intake date, client name, and interviewer, require entry. If you leave them blank, the entry/edit operation will not continue. These items are located in the first 4 tabs of the data entry screens.
- If the option you need is “grayed out” or not visible, you may have missed a step in the process. Remember that you must first select a client, then choose whether you would like to enter data or print reports.

Getting Started

In order to access a participant’s Personal Profile information, Screening data, and Exit Data, the participant must be entered into the system

- *To add a participant to the system -- Go to Client. Click on Add. Enter the name of the participant. Click on Save.*
- *To find an existing participant in the system -- Go to Client. Click on Find. If the participant has been entered into the system, the participant’s name will appear on the client pick list. Highlight the participant’s name. Click on Select. Close the client box.*
- *To delete a participant from the system -- Go to Client. Click on Find. Highlight the participant’s name. Click on Select. Click on Delete. **NOTE:** Any and all data previously entered for this client cannot be retrieved after the client has been deleted.*

Data Entry Notes

- Before entering participant screening data, you must add the participant to the system. Participant profile and screening information can be added or updated at any time.
- When adding a participant to the system, you **must** enter the required information as noted on the screen by an asterisk next to the information field. Required data is on pages 1 through 4 of the profile screen.
- *If required data is not entered, reports will not print properly.* Not entering a participant’s intake data will also limit the demographic information printed in the Individual Reports.
- Upon closing the Personal Profile screen, you will be able to access the screening and Exit Data options on the main menu for that participant.

Before Calling Technical Support . . .

If you have experienced an error or have been closed out of the program, please follow the procedures below and test whether the error is resolved before calling technical support.

- Restart your PC
- Re-open PowerPath
- Run “Reindex” under the Utility Menu
- Run “Pack” under the Utility Menu
- If necessary, rebuild report(s) when prompted
- If problem persists, run a Participant Exception report to ensure that all required data has been entered.
- If still experiencing errors, try to print an Error Log and fax it, along with the information below, to us at 614.850.8687.
- If error occurs again or you still cannot properly run the program, please gather the information below and call 800.641.3632 between the hours of 9 a.m. and 5 p.m. (EST) M- F. Please note that our technical support can better help if you are near the computer experiencing difficulties.

Having Problems with your PowerPath Software?

- 1) **Check the FAQ** section of the website, www.powerpath.com, for possible solutions
- 2) **Gather the tech support information** requested below or print a “Tech Support Checklist” from the *PowerPath* website, www.powerpath.com

Please gather the following information before calling:

- What type of system are you using? (i.e., what Operating System, RAM, processor/processing speed, type of printer)
- Did the program run successfully initially? Has anything changed (related to your computer) since it was running well?
- If it is a printing problem, can you print from other programs? Can you print other reports in *PowerPath*?
- Are you required to enter a password to get into your programs? Is *PowerPath* installed directly on your PC? (i.e., not on a network)
- Have you tried “reindex”? “pack”? restarting the PC? rebuilding reports?
- Have you entered all required data? (Personal Profile tabs 1-4)
- Try to print an error log (from the Utility Menu). If possible, fax with name and phone number to *PowerPath* at 614.850.8687.

- 3) **Get us the info**

Call the PowerLine at 800.641.3632

Fax your info, along with error log, to 614.850.8687

Email us at techsupport@powerpath.com

For the latest software updates and answers, visit our web site at www.powerpath.com or call our *PowerLine* at 800.641.3632.