

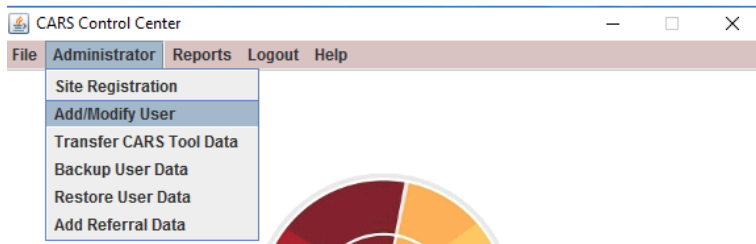
Windows OS/Standalone Selecting/Changing Modules



Quick Guide
1/31/2018

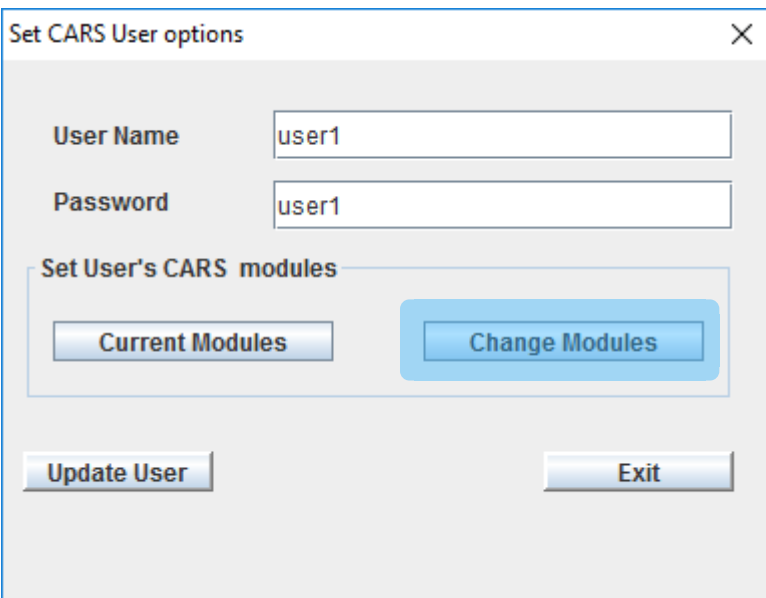
Selecting and changing modules:

1. Sign in with the administrator username and password.
2. Select "Add or Modify User" from the "Administrator" tab.



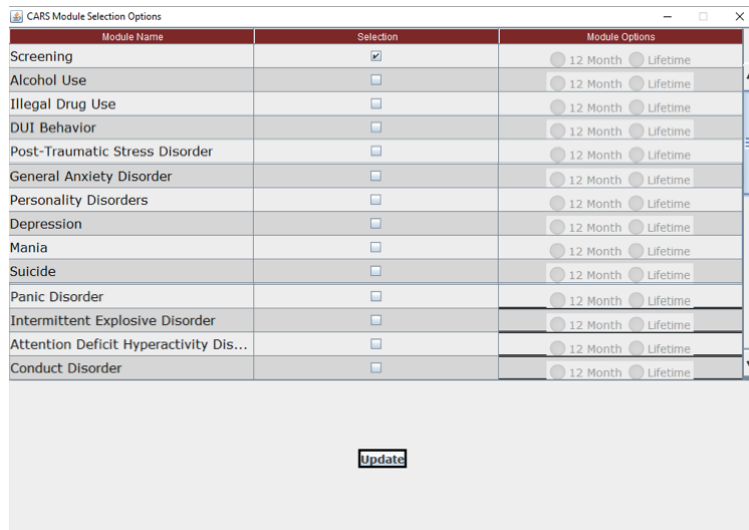
3. From the list of current users, select the user that you would like to assign modules to (or remove modules from) and click "modify user".

4. A window titled "Set CARS User options" will open. Click the "Change Modules" button.



5. A screen will appear with a list of all the possible modules that a user can select.

Selecting modules will activate them for use in a session. Deselecting modules will deactivate them.



Select only the modules that you have time to complete with clients when completing a full CARS assessment (see [Modules & Timing](#) for time estimates), then click "Update".

Note: If you choose to complete only the CARS Screener with a client, no modules will be used.

6. **Important:** After selecting and updating the modules for a user, you must click the "Update User" button in the left corner of the "Set CARS User options" window.

