

Windows OS/Standalone New User Setup

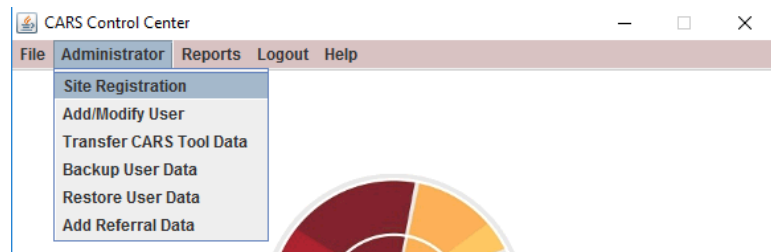


Quick Guide
1/31/2018

Site Registration

Site registration is the first step in using CARS.

1. Once CARS is installed, open the program, go to the "Administrator" tab, and select "Site Registration"



2. Sign in with the default administrator username (admin) and password (carsadmin). You will be directed to change the default admin password. Log in with your new password and navigate to "Site Registration" again.

3. The site registration window will appear. Fill in each field that is relevant to your specific site (you must enter a valid zip code and email to complete the registration process).

Site Registration

Site Name

Address

City

State Zip Code

Admin Email

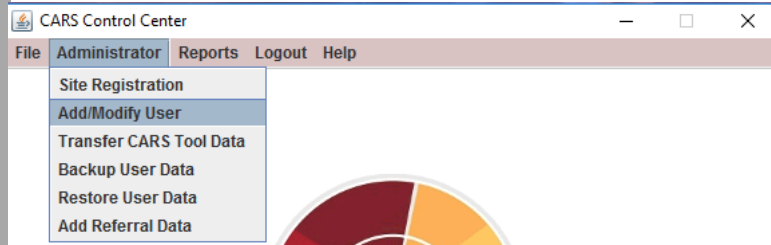
Telephone Number () -

4. Repeat this registration process for each computer that is running CARS.

Adding Users :

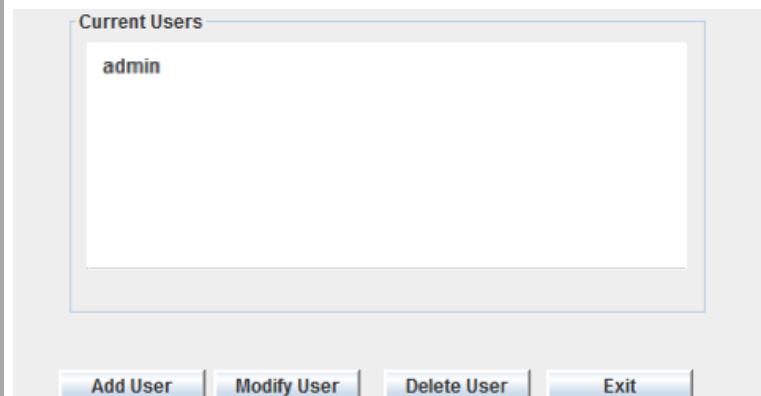
Before you can use the program, you will need to add users.

1. Click the "Add/Modify Users" tab.



2. Sign in as the administrator if you are not already logged in.

3. To add a user, select "Add User" in the bottom left corner.



4. Create a username and password for the new user, then select "Add User".

Set CARS User options

User Name

Password

Set User's CARS modules

5. In order to view and login as the new user, you must exist out of CARS completely and then re-open CARS.