

Windows OS Standalone Selecting Modules



CARS-5
Quick Guide

Important: The administrator cannot conduct assessments or be assigned modules. However, the administrator account is necessary for selecting/changing modules for user accounts. You must sign into a different user account to administer a CARS session.

1. Sign in with the administrator username and password.
2. Select the **Administrator** tab, then select **Add/Modify User**
3. If you are not already logged in as the administrator, enter the administrator username and password.
4. 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**.
5. Select **Set/Change User's CARS Modules**.

Set CARS User options

User Name: User username

Password: User password

Set User's CARS modules

Set/Change User's CARS Modules

View Currently Selected CARS Modules

Add User Exit

6. Select the desired modules from the list, and either a 12-month or lifetime module timeframe for each module. Scroll down to see all module options.

Module Name	Selection	Module Timeframe
Screening	<input checked="" type="checkbox"/>	<input type="radio"/> 12 Month <input type="radio"/> Lifetime
Alcohol Use	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> 12 Month <input type="radio"/> Lifetime
Drug Use	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> 12 Month <input type="radio"/> Lifetime
DUI Behavior	<input type="checkbox"/>	<input type="radio"/> 12 Month <input type="radio"/> Lifetime
Post-Traumatic Stress Disorder	<input checked="" type="checkbox"/>	<input type="radio"/> 12 Month <input checked="" type="radio"/> Lifetime
General Anxiety Disorder	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> 12 Month <input type="radio"/> Lifetime
Personality Disorders	<input type="checkbox"/>	<input type="radio"/> 12 Month <input type="radio"/> Lifetime

Update

7. Select **Update**.
8. Select **Update User**.