

Windows OS Network 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.

Important: The following steps must be completed on the **primary networked computer**.

1. Sign in with the administrator username and password.
2. Select the **Administrator** tab, then select **Add/Modify User**
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. 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

5. 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

6. Select **Update**.
7. Select **Update User**.