

## Installation and User Instructions

**AMPS 2005 OVERVIEW:** AMPS 2005 is simple to use. Simply click on the button or tab you want to use. There are menus and selections within each folder. You may make your choices using either keystrokes or the mouse.

**SYSTEM REQUIREMENTS:** It is recommended to install AMPS 2005 on computers which have 32MB RAM, Pentium 90 or higher, and Windows 98, 2000, XP, or NT. We have been able to successfully install and use AMPS 2005 on computers Windows 95 and Windows Vista operating systems; however, we cannot guarantee that the software will install or perform correctly, or that the reports will print. It is highly recommended that all print drivers are completely updated in order to generate reports. Updated print drivers are available at your printer company's website. Although not required, Adobe Acrobat Reader is recommended for viewing, printing, and sharing digital copies of AMPS 2005 reports. AMPS 2005 was designed to run across a network. All user profiles must have read/write access to the directory in which AMPS 2005 is installed.

**CLOSE ALL OTHER SOFTWARE:** You may experience problems if you have any other software running on your computer or network system when you are installing the AMPS 2005 Computer-scoring Program. If you experience problems with the installation, close other software products (e.g., virus scanning software) before installing AMPS 2005.

**INSTALLATION: (Have your AMPS 2005 Passcode ready before starting.)**

- Step 1: Start the computer, and place the AMPS 2005 CD in the CD drive. The program installs automatically.
- Step 2: The next window tells you that the program is preset to install in C:\AMPS 2005\. It is recommended that you use this default setting. If you want to change the directory (to a network or other drive), do so now. (*Special note for IT administrators:* Do not attempt to separate the database from the application. Once installed, all AMPS 2005 files and subdirectories must remain in the same relative location to the amps2005.exe application file.) Click **OK** to begin installation and follow the prompts to finish installing the software. If you want to stop the installation, click **Exit Setup** and return to the Windows screen.
- Step 3: At the completion of installation, a window displays stating the software has been successfully installed onto your system. Click **OK**. Remove the CD and store it in a safe place. You will not use the CD again unless you need to reinstall AMPS 2005.
- Step 4: Follow the prompts to enter your name, date preference, language preference, and Passcode.
- Step 5: Update the program from the AMPS website. Visit [www.AMPSIntl.com](http://www.AMPSIntl.com) to download and install the latest update to AMPS 2005.

To create a Shortcut to AMPS 2005, open Windows Explorer (right-click **Start** and click **Explore**). Find and double click the AMPS 2005 folder. Highlight (single-click) the file AMPS2005.exe. Click the **File** menu, then **Send to... / Desktop (create shortcut)**.

**ENTERING COURSE DATA:** Click the **Course Scoring** button. Select and enter the scores for the eight tasks from your "AMPS Evaluation Worksheets". Be sure you are selecting the correct clients, tasks, and scores. A red check mark will appear by the client once you have entered and saved the task scores. Once all tasks are entered, use the **Export All Scores** button to save these tasks to a disk. Please use the same disk used to export your own clients' data. *See the section below, "Exporting Calibration Data".* (For detailed instructions, please refer to the **Rater Calibration Requirements** handout.)

**ENTERING CLIENTS:** Click the **Client** button. Click **Add New Client**. Using the mouse and keystrokes, enter and select data for your client. Use the **AMPS Diagnostic Categories** button to assist in selecting the correct diagnosis. When finished entering the data for a client, click **Save**.

**ENTERING EVALUATIONS:** After entering the client information, you may enter evaluations for that client by clicking on the **Evaluation** tab. Click **Add New Evaluation**. Follow the prompts to enter a date, task choice, scores, and quality of performance ratings for each task. Scores may be entered by using the mouse, or by using the number pad on the keyboard. Use the **Functional Level Rating Criteria** to assist you in selecting the appropriate functional level for that client. Use the **Quality of Performance Rating Scale** to appropriately mark the amount of observed physical effort, efficiency, safety, and independence the client exhibited during each task. Additionally, but not required, you may **select up to 10 skill items** that most impacted the quality of the client's ADL task performance. This information will be included in the Narrative Report. When finished entering evaluations, click **Save**. All items must be completed on the page in order to save the evaluation.

**EXPORTING CALIBRATION DATA:** Click the **Export** button. Your data can be exported to the drive you specify. Verify that the drive where you want to export your data is highlighted in the Select Destination and Drive: fields. Click the **Select** button. All valid data will be exported to the drive you selected. Use the same disk that was used to export course data (see the "Course Data" section above). Please follow the **Rater Calibration Requirements** instructions you received during the course on how to e-mail your data for analysis.

**SETTING PREFERENCES:** Currently, only the language and date format may be changed in AMPS 2005. To change the language preference to English, Swedish, Danish, or Dutch, click **Preferences** and then click the Down Arrow Box to the right of the Language field. Click the language you prefer to use. *Please note that the AMPS Narrative Report is only available in English.* To change the date format, click **Preferences** and then click the Down Arrow Box to the right of the Date Format field. Click the date format you prefer to use.

**BACKING UP DATA:** It is recommended that you frequently backup your AMPS 2005 data. You may backup to a directory, different drive, or disk. To restore data from AMPS 2005 backup files, click the **Import** button and follow the prompts. Data may be restored from a disk or directory. Data may not be backed-up to the AMPS 2005 folder.

**IMPORTING DATA:** Data may be imported from previous version of the AMPS computer-scoring software. Open the previous version of the AMPS computer-scoring software using your old passcode (e.g., open AMPS 3.0 using your AMPS 3.0 Passcode, or AMPS 2002 using your old AMPS 2002 passcode). Create a backup of the data on a floppy disk. Close the previous version of the AMPS computer-scoring software. Open AMPS 2005 using your AMPS 2005 Passcode. Click the **Import** button and follow the prompts.

**REINDEXING THE DATABASE:** Occasionally tables and files embedded within the software need to be re-organized to help the program run more efficiently. This utility does not change any data you have entered. It is recommended that you use this function periodically in order to enhance software performance.

**TECHNICAL SUPPORT:** All questions and concerns regarding Technical Support must be addressed to the following address. Please be very specific when describing your technical difficulties. All questions will be addressed as quickly as possible: [info@AMPSIntl.com](mailto:info@AMPSIntl.com)

**AMPS 2005 is currently available in English, Swedish, Danish, and Dutch. For free updates to this version of the software, please visit our website at [www.AMPSintl.com](http://www.AMPSintl.com).**