PRF

SigmaSoft PRF for Windows

Douglas N. Jackson, Ph.D.

Software Manual

Personality Research Form

SIGMA
ASSESSMENT SYSTEMS INC.

Advancing the Science of Human Assessment since 1967.

Contents

1. Introduction

The SigmaSoft PRF for Windows Software consists of a simple interface allowing easy administration, fast and accurate scoring, and flexible reporting. The interface is built around two main windows: a respondent database containing a list of people who have taken the test and an output window which contains any reports generated. Simple instructions, large fonts and oversize buttons make it easy for even the novice computer user to complete our tests on the computer. Administered tests are quickly and accurately scored, and can be printed in a number of standard report formats.

About this manual

This manual describes each of the functions of the SigmaSoft PRF for Windows Software in detail. Chapter 2 describes the installation process. Registration is explained in Chapter 3. Chapter 4 contains a tutorial to get you up and running. Chapters 5 through 11 describe in detail the 6 options on the *menu bar*. Batch processing is explained in Chapter 12. Common troubleshooting tips are detailed in Chapter 13. A listing of files used and their explanation follows in Chapter 14. Uninstallation steps are outlined in Chapter 15. Finally, a glossary in Chapter 16 lists all common terms used throughout the software and manual.

A great deal of effort has gone into making use of this software as intuitive as possible. Users familiar with Windows software should have little trouble finding their way around the PRF for Windows software. However, it is crucial that the installation instructions contained in Chapter 2 be followed. An understanding of the program settings described in Chapter 9 is also important.

Personality Research Form (PRF)

Douglas N. Jackson, Ph.D. © 1967, 1974, 1984

The PRF focuses on areas of normal functions, providing scores relevant to a wide variety of situations. Five forms of the PRF are available. This software presents only the most popular form, Form E. Form E consists of 352 true/false items and can be completed in about 45 minutes. The 22 Form E scales are *Abasement*, *Achievement*, *Affiliation*, *Aggression*, *Autonomy*, *Change*, *Cognitive Structure*, *Defendence*, *Dominance*, *Endurance*, *Exhibition*, *Harmavoidance*, *Impulsivity*, *Nurturance*, *Order*, *Play*, *Sentience*, *Social Recognition*, *Succorance*, *Understanding*, *Infrequency* and *Desirability*.

The PRF test manual contains a variety of norms, as well as information on administering, scoring and interpreting the PRF. Details on the development of the PRF as well as psychometric properties and correlations to other measures are also reported.

PRF test booklets are available in English, French and Spanish.

Technical Support

You may reach technical support for our software by one of the following methods:

Phone
Fax
Email

When you contact technical support, please have ready the serial number and version number of your software. The serial number can be found on the label of the installation CD. If you are calling by phone, it is also important that you have access to the computer on which you are running the software when you call. Determining the exact nature of a problem and then solving that problem is often an interactive process that requires access to your computer.

Contact Information

You may reach technical support by phone between the hours of 8:30 AM and 5 PM Eastern Standard Time on our toll-free or direct lines:

United States	SIGMA Assessment Systems, Inc.
	P.O. Box 610757
	Port Huron, MI 48061-0757
	USA
	Toll-Free 800-265-1285
	Fax 800-361-9411
	Hours 8:30am - 5:00pm EST
	Email software@SigmaAssessmentSystems.com
	Internet SigmaAssessmentSystems.com
Canada	SIGMA Assessment Systems, Ltd.
	P.O. Box 3292, Station B
	London, ON N6A 4K3
	Canada
	Phone 519-673-0833
	Toll-Free 800-401-4480
	Fax 519-673-5905
	Toll-Free 800-361-9411
	Hours 8:30am - 5:00pm EST
	Email software@SigmaAssessmentSystems.com
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                  P.O. Box 3292, Station B
                  London, ON N6A 4K3
                  Canada
                  Phone   1-519-673-0833
                  Fax   1-519-673-5905
                  Hours   8:30am - 5:00pm EST
                  Email   software@SigmaAssessmentSystems.com
                  Internet SigmaAssessmentSystems.com

Copyright

The PRF for Windows installation disks are not copy-protected. You are encouraged to make backup copies of these installation disks. However, the PRF for Windows makes use of a protected counter. This software-based protected counter must be installed on one computer before the PRF for Windows can be used to generate reports. If you wish to generate reports from more than one computer, you must purchase software for, and register each computer separately. Any attempt to bypass the protected counter constitutes a violation of our copyright.

About the Company

SIGMA Assessment Systems, Inc. (SIGMA) has been creating respected assessments since 1967. We have a long list of satisfied clients in both the public and private sector, including NASA, Intel, DaimlerChrysler, Lucent Technologies, Towers Perrin, Nokia, AT&T, and Duke Energy, to name a few. Consultants find our products to be valuable complements to their service.

SIGMA is a founding member of the Association of Test Publishers, and has been providing products and services to human resource professionals, counselors, and psychologists for over 40 years. SIGMA publishes a variety of psychological instruments, including measures of ability, personality, and career interest.

Confidentiality

There are several steps you can take to protect the confidentiality of the respondent's data.

1.	Complete the security section of the **Options|Program** menu. Then, whenever you load the software, you must enter a password to gain access.

2.	Complete the security section of the **Options|Administration** menu. Then, whenever the respondent completes a test, you must enter a password to return to the **Respondent Database**.

3.	Ensure that reports and export files that have been generated are deleted. These files can be read by other programs. They can be regenerated later if needed again. When you print a report immediately after generating it to the **Output** window, you can close the report without saving it to disk.

Norms

Results are scored using gender-appropriate PRF-E norms derived from a systematic sample of 1350 male and 1415 female college students.

These norms are reported in the PRF Test Manual available from SIGMA.

Help on Help

Here are a list of common conventions used throughout the help manual:

File|Open	Select the **File** item from the main menu, and select **Open** from the list.
Ctrl	The "Control" or "**Ctrl**" key, normally at the bottom left of the keyboard.
Alt	The "Alternate" or "**Alt**" key, normally to the right of the **Ctrl** key.
Alt-F4	This is a keyboard shortcut. You press **Alt**, and then **F4** while holding down the **Alt** key. Then release the **F4** key and the **Alt** key.
List files as type	A field or box inside a dialog box is listed in *italics*.
Output	Dialog boxes and windows are referred to in **bold** print.

2. Installation

The topics in this section are:

Required Equipment

The following equipment is required to install and run the PRF for Windows:

- an Intel x86 compatible computer or better equipped with:

  ❑ 512 megabytes memory (RAM)

  ❑ a hard drive with 12 megabytes of free space

  ❑ Windows 98 / ME, NT / 2000 / XP, Vista or later.

  ❑ a mouse

This represents the minimum configuration. However, additional memory and processor (CPU) speed will increase performance.

Loading the Install Program

The PRF for Windows files are stored on the installation CD in a compressed format. They can only be installed on your computer by following these steps:

- Place the installation CD into the CD drive on your computer.

- Display the **Run** dialog box from the **Start Menu** select **Run**.

- Type the drive letter of your CD drive followed by **:SETUP** (e.g. D:SETUP) and press the **Enter** key.

The **Installation Wizard** is displayed after you begin the installation program. To start installation click on the **Next** button. Click the **Cancel** button to abort the installation.

Installation

Prior to installing the software, please exit any other SigmaSoft for Windows programs you have open. Follow the prompts.

There are two different ways to install the software: **Automatic** or **Custom**.
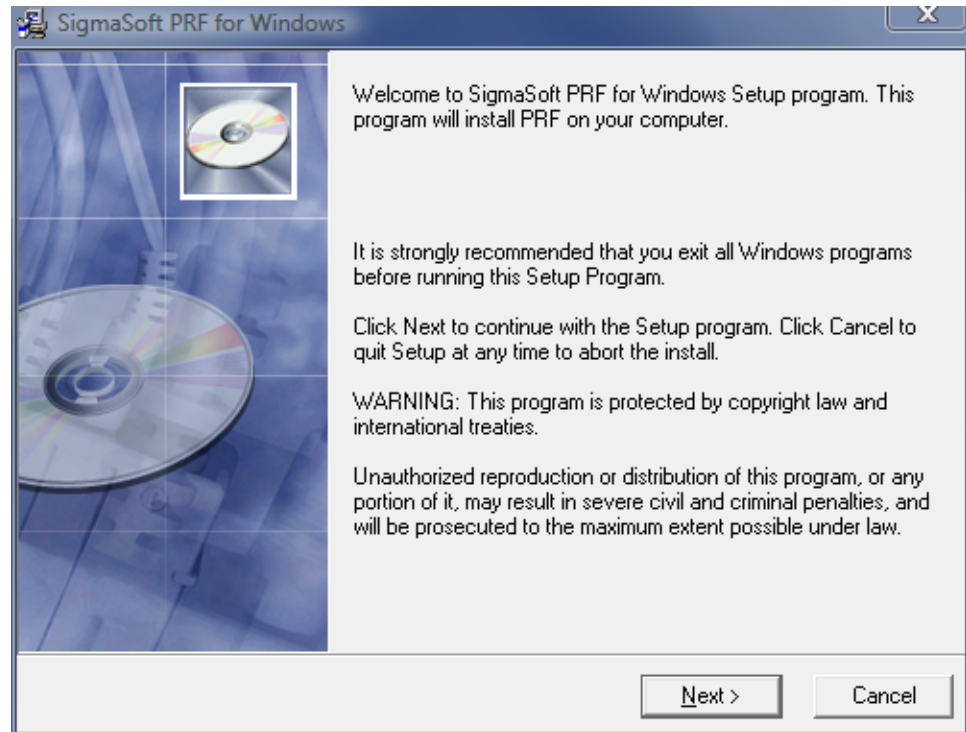
Automatic

Most users will install using the Automatic settings. This means the **PRF SigmaSoft for Windows** will be saved to default settings. Follow the prompts to complete the installation process, and skip to the **Registration** section.

Custom

Choose custom installation, if you are installing a network server or client version of this program to a user with restricted computer access rights or with control of where and how it is installed.

Follow the prompts to complete the installation process.

Administrator or
User
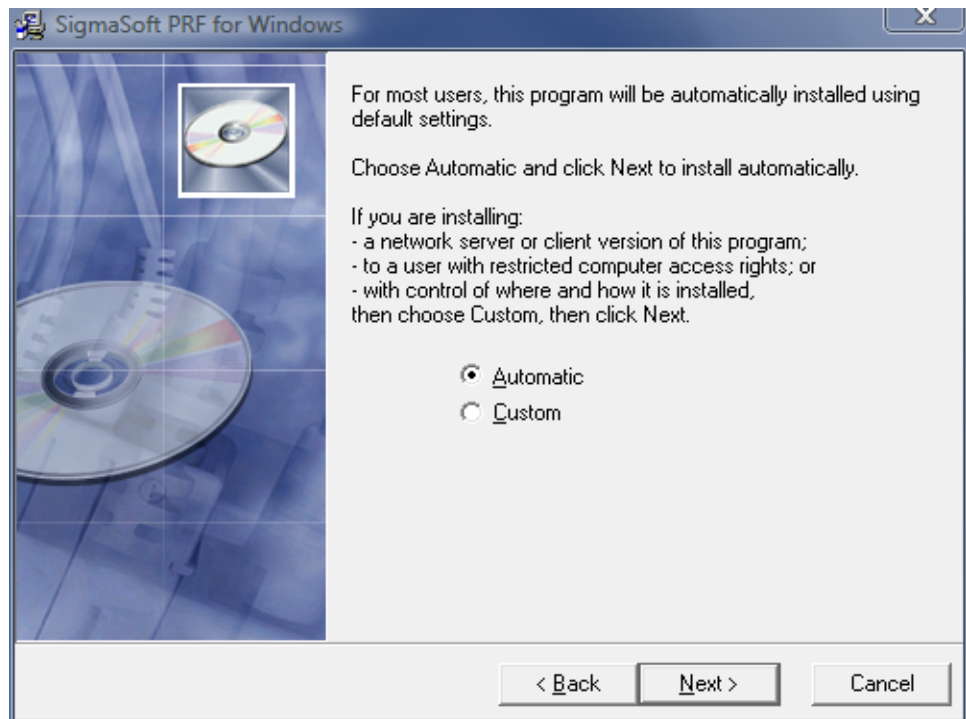
You may set up the SigmaSoft for Windows Software over a network with one copy of the software, running as the server, and permitting access to the server computer by clients on the network. Only one purchased copy of the software is necessary. A peer-to-peer network, such as Windows networking, is required to properly use the SigmaSoft for Windows Software over a network. All reports must be generated from this server computer, which holds the coupons. All other computers are then recognized as client computers by the software, when properly set up. Client computers can only edit respondent data and administer tests.
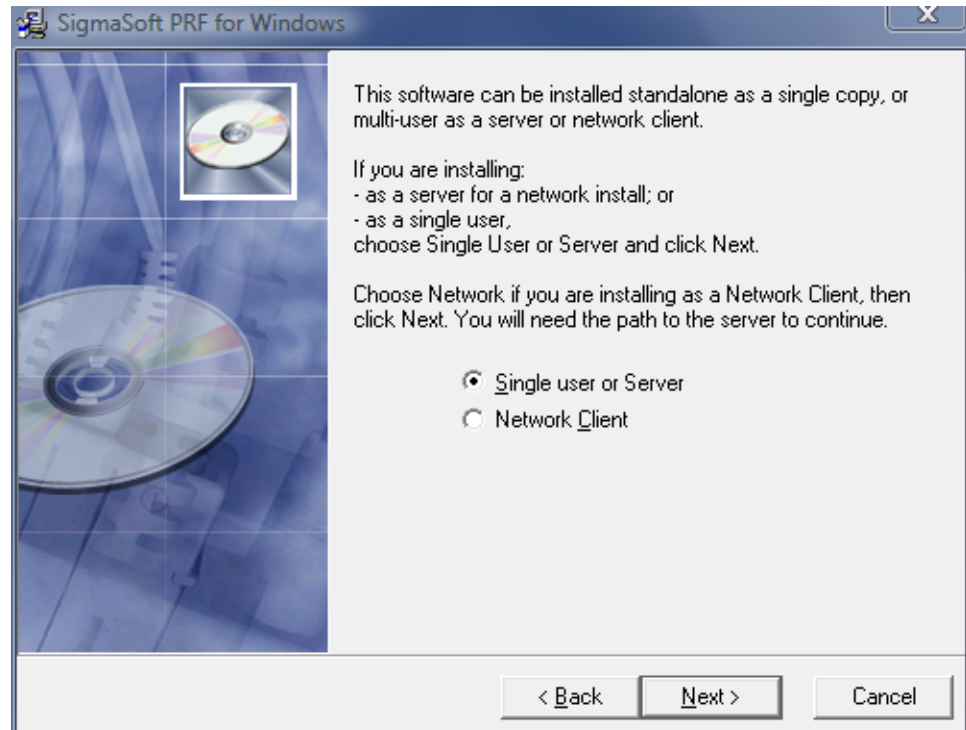
To set up the software on a server computer:

- Install the software and register on a computer to be designated as the server. This computer will hold the shareable database containing all of the respondent information.

- Ensure that the directory containing the software on the server computer is shared with full read/write access, including any shared **Data** folders.

- Password protect entry to the program in **Options|Program** and prevent exit from test administration in **Options|Administration**. This will prevent respondents from seeing or changing the responses of other respondents in the shared **Data** folder. Once configured, the password must be used by all clients before and/or after test administration, depending on your setup.

To set up the software on client computers:

• Permanently map a network drive to the server computer.

• During install, choose Custom, Network, and follow the prompts.

To manually set up a network client after installation:

• Update the client's shortcut to use the **/N** parameter, followed by the path of the server's folder, and alter the paths in **Options|Program** to use the network drive letter.

Properly installed client copies will display **Client Mode (Network)** in the opening title screen, whereas unregistered standalone software will be displayed in **Demonstration Mode**.

Registration

The installation process is nearly complete when the **Register?** dialog box is displayed.
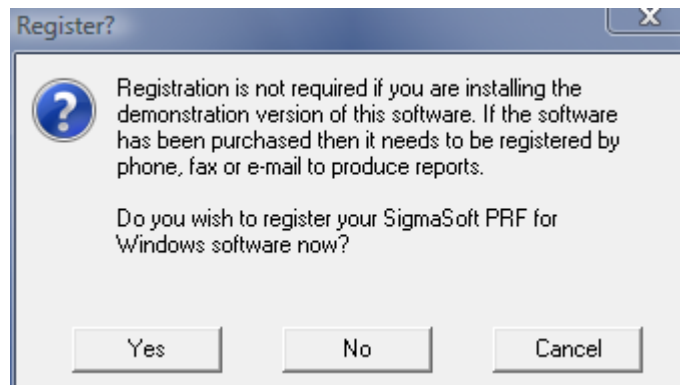
If you click on the **Yes** button, the install program loads the SigmaSoft PRF for Windows software and proceeds with registration. Press **F1** for help in the SigmaSoft PRF for Windows program, or read the chapter on Registration which follows.

If you click on the **No** button, you may register the software any time you next run the program.

If you did not successfully complete each of the installation steps, the PRF Software will not have been properly installed and you will have to restart the installation process from the beginning.

Program Updates

The SigmaSoft for Windows Software is periodically updated, and there is currently no charge for minor upgrades. Upgrades may be installed to the same directory as your current version. Your registration and number of coupons will remain unchanged, as well as any existing respondent data.

You may download the most recent version of our software as well as demonstration versions of our other instruments on our website:

• *http://SigmaAssessmentSystems.com*

If you do not have internet browser access but do have internet mail, we can email you an update. Send an email request to:

• *software@SigmaAssessmentSystems.com*

3. Registration

The topics in this section are:
        Why register?
        Registration limitations
        How to register
        Moving the registration to another computer

Why Register?

The SigmaSoft for Windows Software is usage-controlled. Before you can use all of its features, registration is required. A password is then provided that will complete the installation of the software on your computer. This enables the protected counter that keeps track of the number of coupons you have purchased. Coupons are required to generate reports.

Registration Limitations

The software must be registered to a local drive on a computer. It cannot be registered to a remote computer on a network. Only the computer which has been registered can access the coupons. Once the software is registered, you may not move it to another directory or computer by yourself. You must contact SIGMA for a password to remove the coupons and then contact us again to add them to another computer. If you wish to uninstall the software, you must contact us to have the coupons removed so you will receive credit for unused coupons.

How To Register

You may register our software by one of the following methods:
> Phone
> Fax
> Email

1.   Run the SigmaSoft for Windows Software.

2.   At the opening screen, select **Register**.

3.   Complete the **Registration Information** window and click the **Register** button. This will display the **Registration** window.

Validation Code

This code is generated by the program when you are about to register the software.

Current Coupons

The current number of coupons installed is displayed. If you are registering for the first time, the number of coupons is zero.

Serial Number

You are given a serial number when you purchase the software. This number will be used to identify you when you call in to add coupons or ask for technical support.

Add Coupons

If you are adding coupons when you are registering, enter the number of coupons you wish to add here. If you are not adding coupons, enter zero.

Password

Enter the password you are given. To obtain a password, see the section How to Register and follow the instructions.

Now button

If you have entered a password, click on this button.

Later button

Click on this button to register later, by fax or by email, or if you want to make changes to your registration.

Cancel button

This button halts the registration process. Registration information, including the validation code will be lost. You are given a warning if information has been changed and not saved. If you receive this warning, click on the **Ok** button to continue the cancel. Click on the **Cancel** button to return to the **Registration** window.

Register by Phone

1. You are asked to provide the information in the **Registration** window, including the initial number of coupons you are purchasing.

2. Enter the *Serial Number, Coupons* and *Password* in the appropriate boxes, and click the **Now** button. If all goes well, the message "Registration successful" is displayed, along with the number of coupons added.

Register by Fax or Email

1. Indicate how many coupons you will initially install by entering the amount in the *Add Coupons* field.

2. Click the **Later** button.

3. Answer **Yes** to print out the order form.

4. Exit the software by answering **Ok** to any remaining prompts and selecting **File|Exit** from the menu.

Follow one of the methods below:

Fax

5. Complete the information on the order form.

6. Fax the order form to one of the following numbers:

United States	SIGMA Assessment Systems	1-800-361-9411
Canada	SIGMA Assessment Systems	1-519-673-5905
		1-800-361-9411
International	SIGMA Assessment Systems	1-519-673-5905

You will receive return fax containing your password. Proceed to *Step 7*.

Email

5. Use NotePad to edit the REG.TXT file found in C:\Program files\Test Name. Complete, then save the information.

6. Address your internet email to:
   software@SigmaAssessmentSystems.com

For the subject line please use:
   Windows Software Registration

Attach or insert the REG.txt file into your message, and then send the message.

You will receive return email containing your password.

7.   Run the SigmaSoft for Windows Software, and choose **Register** at the opening screen.

8.   Click the **Register** button in the **Registration Information** window.

9.   In the **Registration** window, enter the *Serial Number, Coupons* and *Password* in the appropriate boxes, and click the **Now** button. If all goes well, the message "Registration successful." is displayed, along with the number of coupons added.

Moving the registration to another computer

You may not simply move or copy the software to another computer or directory. Doing so will invalidate your registration and result in the loss of coupons. You will then have to call technical support to re-register the software.

To move the registration to another location:

1.   Uninstall the software. See the **Uninstallation** section.

2.   Contact technical support with your *removal validation code*.

3.   Install the software in the new computer or directory.

4.   Register the software. You may add coupons back at the same time you register the software, by providing your *removal confirmation code* when you re-register.

4. Tutorial

Introduction

The tutorial will interactively teach you how to add a respondent, administer the test and print a report. You can run the on-line tutorial by loading the help file and selecting **Tutorial** or by selecting **Tutorial** from the **Help** Menu of the SigmaSoft for Windows Software.

Part One - Adding a respondent

If you have not done so already, start your SigmaSoft PRF for Windows Software now.

Click on the **Ok** button to continue past the **About** screen.

The **Respondent Database** window is displayed. If you inadvertently cover it up with the **Output Window**, display it again using one of two methods:

1. Select *Window* from the menu bar, then *Respondent Database* from the drop-down list. This method of selecting from the menu will be displayed as "**Window|Respondent Database**".

-or-

2. You may also select the **Respondent Database** by clicking on a portion of it that appears on your screen.

If the message "You must open a respondent database first" is displayed, create a new respondent database file by selecting **File|New** and entering a new name in the **Create new respondent database** dialog box, such as "TEST".
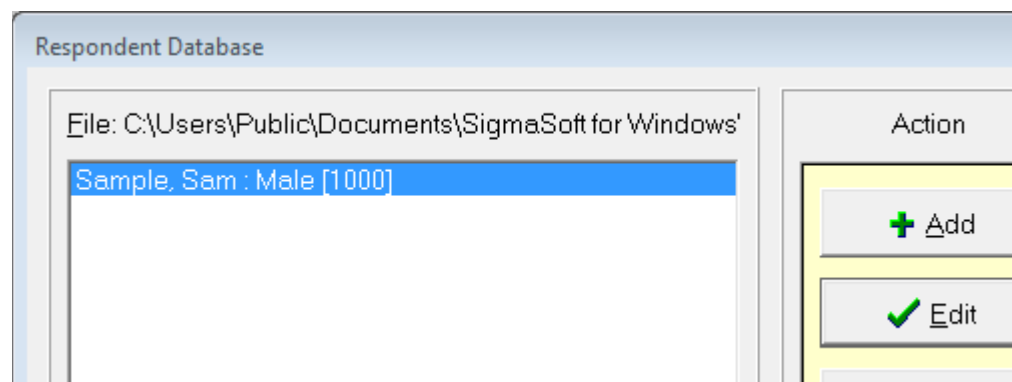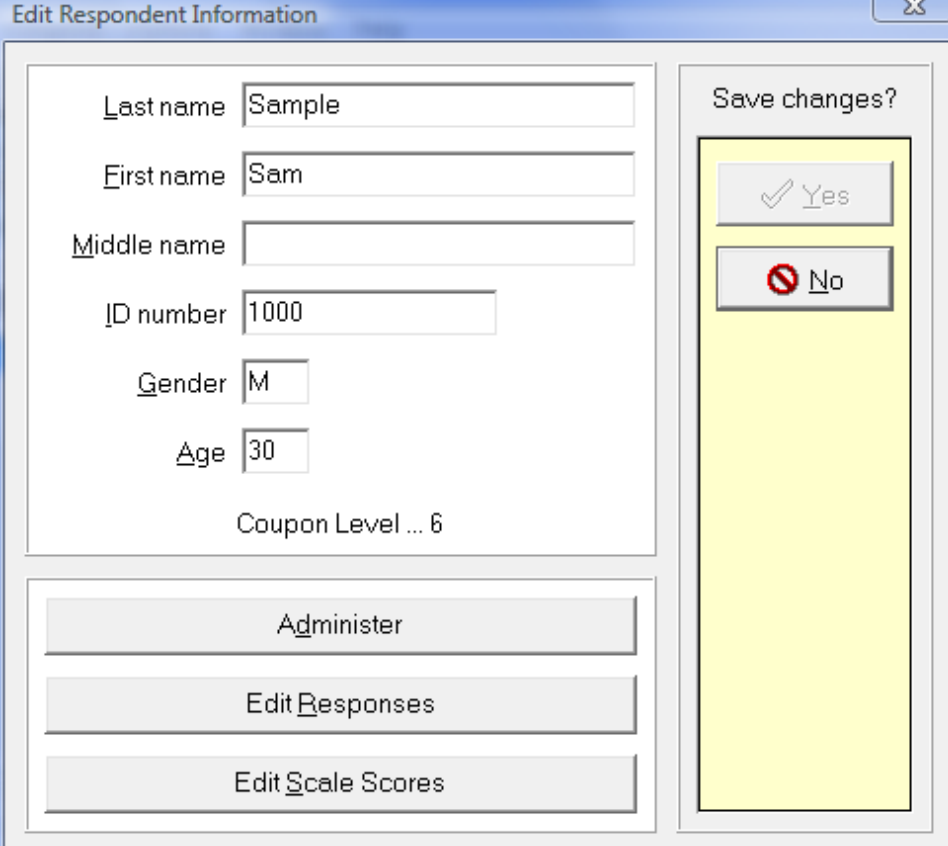
Add a respondent in one of two ways:

1. Click on the **Add** button

-or-

2. Press **Alt-A** on your keyboard by pressing and holding the **Alt** key, then pressing the **A** key and then releasing both keys. This is called using the **keyboard shortcut,** the shortcut key being the underlined letter on the button.

You are presented with the window named **Edit Respondent Information**.

Enter in a last name, press the **Tab** key to move to the next field. Enter a first name, press **Tab** and press **Tab** again to move past the middle name without entering anything. Continue entering data and tabbing until the **Administer** button is highlighted (a dotted line appears around the inside of the button).

Administer the test now by pressing the space bar while the **Administer** button is highlighted, or press the **Alt-D** shortcut or by clicking on the **Administer** button with your mouse cursor.

When you start the test, the administration startup screen explains to the respondent how to answer the questions. This would be the time you would bring in a client to take the test during normal operations.

To finish press the **F** key. By default, the **Check password at administration end** check box is checked in the Options|Administration window, the password will be requested before returning to the **Edit Respondent** window. The password will also be requested if you exit early from the test using the **Alt-F4** shortcut.

Click on the **Yes** button in the **Edit Respondent Information** window to save the changes to the respondent database.

Part Two - Printing a sample report

If you have not registered your software, administration will be limited to the instruction screens and practice problems, and you will not be able to generate a report. If you still wish to print a sample report, follow the instructions below and continue to *Part Three*. If your software is registered and you want to generate a report based on the test you just completed, then skip to *Part Three - Printing a report* now.

Change to the sample respondent database using one of three methods:

1. Select **File|Open** from the menu.

2. Press the **Ctrl-O** shortcut

3. Click on the file open icon on the speed bar.

In the **Open existing respondent database** dialog box, select the file SAMPLE.DAT and click the **Ok** button.

Select the first sample respondent, and continue with Part Three.

Make sure the respondent you just added is selected. Click on the **Report** button. Select the *Basic Report* radio button from the list and click on the **Ok** button.

The respondent information will be displayed again in the **Generating Report** window. Click on the **Yes** button to begin generating the report.

After processing is complete, a report is generated in the **Output** window, which is then displayed.

At this time, you can choose to save the report as a .PDF on the computer, or simply exit the program. If you do not save the report, you can generate it again later from the respondent data without using additional coupons.

This concludes the tutorial. Exit the SigmaSoft for Windows Software by selecting **File|Exit** or using the **Alt-F4** shortcut.

5. Main Menu

The *Main Menu* is located at the top of your SigmaSoft for Windows Software screen. When you click on a menu item, it displays another menu of options. The status line at the bottom of the window will show a brief hint as to what the menu option does. Menu items are enabled only when they apply to the current operation. Below the Main Menu lies the speed button bar containing one-click buttons for common operations.

The menu topics in the Main Menu are:
      File
      Edit
      Coupons
      Options
      Window
      Help

Speed Buttons

The speed button bar below the main menu consists of the following icons:

When you click on the speed button icon, it immediately carries out the associated action, as listed below. If you place the cursor over a button and let it rest for a moment, a hint to what the button does is displayed above the button.

File|New	Edit|Cut	Bold
File|Open	Edit|Copy	Italic
File|Save	Edit|Paste	Underline
File|Print	Edit|Format	File|Exit
Zoom In	Zoom Out	

Many of the speed buttons also have keyboard shortcuts.

Keyboard Shortcuts

To increase your efficiency, many of the main menu commands have keyboard shortcuts. The keyboard shortcut is also listed on the menu itself next to the description of the item. To use a two key shortcut such as **Ctrl-N**, press the **Ctrl** key, hold it down and press the **N** key. Then release the **N** key and the **Ctrl** key.

Many buttons and controls have an underlined character. Press the **Alt** key and this character to activate the keyboard shortcut. For example, the **<u>O</u>ptions** menu can be activated by pressing the **Alt-O** sequence.

Some of the keyboard shortcuts can also be found on the speed button bar.

Menu Command	Keyboard Shortcut
File|New	**Ctrl-N**
File|Open	**Ctrl-O**
File|Save	**Ctrl-S**
File|Export	**Ctrl-E**
File|Import	**Ctrl-I**
File|Print	**Ctrl-P**
File|Exit	**Alt-F4**
Edit|Cut	**Ctrl-X**
Edit|Copy	**Ctrl-C**
Edit|Paste	**Ctrl-V**
Edit|Select All	**Ctrl-A**
Edit|Deselect All	**Ctrl-D**
Edit|Find	**Ctrl-F**
Edit|Replace	**Ctrl-R**
Edit|Format Character	**Ctrl-T**
Edit|Format Paragraph	**Ctrl-H**
Edit|Insert Page Break	**Ctrl-B**
Help	**F1**

6. File Menu

The file menu contains items which affect the **Respondent Database** window, and the **Output** window.

A menu item will be greyed out (dimmed) if it does not apply to the currently selected window or function.

The items in the File Menu are:
> New
> Open
> Save
> Save As
> Rebuild
> Export
> Import
> Print
> Exit

File|New

When the **Respondent Database** window is selected, **File|New** creates and opens new respondent data files. All respondent information will be saved in this file. If you specify the name of a file that already exists, the contents of this file will be erased. Use **File|Open** to open existing respondent data files. By default, respondent data files are created in the directory specified in the **Options|Program** window.

When the **Output** window is selected, **File|New** erases its contents.

Keyboard shortcut   Ctrl-N

Speed button

File|Open

Before you can either import data, edit respondent data or generate reports, you must specify which respondent data file you wish to use. This option allows you to open an existing respondent data file. If you wish to create a new file or overwrite an existing file, use the **File|New** option.

By default, respondent data files are created and stored in the directory specified in the **Options|Program** menu.

When the **Output** window is selected, **File|Open** allows you to retrieve a previously saved report in RTF format.

Keyboard shortcut   Ctrl-O

Speed button

File|Save

All changes to your **Respondent Database** window are saved immediately, so the **File|Save** option is disabled when this window is selected.

When the **Output** window is selected, this option saves all information in the **Output** window. If you have not named the report in the **Output** window, you are prompted with a **Save Output** dialog box.

Keyboard shortcut   Ctrl-S

Speed button

File|Save As

Use this option to save all the data in this window to a different file. You are prompted with a dialog box entitled **Save respondent database as**.

Data in the **Output** window may be saved with any name by using the **File|Save As** command. Enter the new name in the **Save output as** dialog box. Files are saved in RTF format.

File|Rebuild

Rebuild the currently opened respondent database file. Use this feature if a respondent database has become corrupted or if you have deleted a lot of data and wish to reduce the size of a respondent database file.

File|Export

When the **Respondent Database** window is selected, you may select some or all of the respondents to export into a separate file to be imported by another software program.

Highlight any respondents using the keyboard and/or mouse and select **File|Export**. You are prompted with an **Export Data** dialog box and may change the export file type with the "*Save file as type*" list box.

The export file types supported are:
> Comma Delimited
> Tab Delimited
> Fixed Format Ascii

For more information on file formats, refer to the **Import/Export File Formats** section.

The exported files contain data for responses and scales. If the Basic Report has been purchased for the respondents output, then the export file will contain all the data that is also contained in the Data Report in the formats above. The extra data will not be exported without the purchase of at least a Basic Report. This allows the administrator to import respondent data into an external software program like Microsoft Excel.

Keyboard shortcut   Ctrl-E

File|Import

When the **Respondent Database** window is selected, you may import respondent data exported by another software program, provided it is formatted properly.

After you select **File|Import,** you are prompted with the **Import Respondent Data** dialog box. To see files of other types which you may import, change the "List files as type" list box.

The import file types supported are:
> Comma Delimited
> Tab Delimited
> Fixed Format Ascii

For more information on file formats, refer to the **Import/Export File Formats** section.

When the **Output** window is selected, **File|Import** allows you to insert an RTF file at the cursor location.

Keyboard shortcut   Ctrl-I

File|Print

Send the contents of the **Output** window to the currently selected Windows printer. You may select which pages to print, the number of copies, and whether or not the copies are collated.

To select a different printer or change your printer setup, select the **Printer and Page Setup** option.

Keyboard shortcut   Ctrl-P

Speed button

File|Exit

To exit from the SigmaSoft for Windows Software, select **File|Exit**. You are warned if the **Output** window contains unsaved data. All data in the **Respondent Database** window has already been saved.

Keyboard shortcut   Alt-F4

Speed button

7. Edit Menu

Most of the options on Edit Menu apply to the **Output** window only. Use these options to change the appearance of any reports or to find specific information within the report.

The items in the Edit menu are:
- Cut
- Copy
- Paste
- Select All
- Deselect All
- Find
- Replace
- Format Character
- Format Paragraph
- Insert Page Break

Edit|Cut

Copies the selected text from the **Output** window to the clipboard and removes the selected text. Use **Edit|Cut** when you want to move text from one part of a document to another. Move the cursor to where you want to place the new text and select **Edit|Paste**.

Keyboard shortcut	Ctrl-X
Speed button	
Mouse	Right click, then select Cut from the menu

Edit|Copy

Copies selected text from the **Output** window to the clipboard. Use **Edit|Copy** when you want to copy text from one part of a document to another. Move the cursor to where you want to place the new text and select **Edit|Paste**.

Keyboard shortcut	Ctrl-C
Speed button	
Mouse	Right click, then select Copy from the menu

Edit|Paste

Pastes the text from the clipboard to the current cursor location in the **Output** window. Any selected text will be replaced by the text being pasted.

Keyboard shortcut   Ctrl-V

Speed button

Mouse   Right click, then select Paste from the menu

Edit|Select All

Selects all of the text in the **Output** window. You may then apply font changes to the entire text, copy, cut or delete the text entirely.

If the **Respondent Database** window is selected, then all of the respondents will be selected. You may then Delete, Edit, or create a Report on all of the selected respondents.

Keyboard shortcut   Ctrl-A

Edit|Deselect All

If the **Output** window is selected, this option removes any text selection, without removing the text.

If the **Respondent Database** window is selected, then all of the respondents will be deselected when this option is used.

Keyboard shortcut   Ctrl-D

Edit|Find

Edit|Find displays a **Find** dialog box in which you enter any word or name you want to find.

When the **Output** window is selected, **Edit|Find** will find and select your search word(s) among the report text. If you continue your search and find more text, only the newly found text remains selected.

When the **Respondent Database** window is selected, **Edit|Find** searches the text displayed in the respondent list box, which contains the last and first name fields, gender, and the ID number of the respondent. Enter your search name in text box and click on the **Find** button. Any respondent names found will be selected, and you may continue searching by clicking on the **Find Next** button. The **Edit|Find** command starts the search with the first respondent in the list before or after the currently selected respondent.

Keyboard shortcut   Ctrl-F

Edit|Replace

The **Replace** dialog box allows you to search for and replace text within your **Output** window. Enter your find and replace text strings and click on the **Find Next** button. When the text you wish to replace is highlighted, click on the **Replace** button. Click on the **Replace All** button to replace all text starting from the current location.

Keyboard shortcut   Ctrl-R

Edit|Format Character

Choosing **Edit|Format Character** displays the **Font** dialog box which allows you to change the font type, size, and appearance of text in the **Output** window. If there is no text selected, then the font changes apply to new text typed in. If a selection is highlighted, the changes apply only to the selected text.

Keyboard shortcut   Ctrl-T

Edit|Format Paragraph

You may change the indentation and spacing of paragraphs, and tab spacing with the **Format Paragraph** dialog box. Changes are applied to the current paragraph.

Indent

The **left** and **right indent** offset text the indicated amount from the left and right margins for the current paragraph. The **first line** indent offsets the first line of the paragraph only by the indicated amount.

Align

A **left alignment** lines up the left hand side of the paragraph with the left margin. A **right alignment** aligns the right hand side of the paragraph with the right margin. Choosing a **center alignment** sets up the current paragraph with each line centered between the margins. If you choose an alignment of **justify**, the text is adjusted to line up with both the left and right margins.

Border

To add a border to either the top, bottom, left or right side of the current paragraph, check the appropriate box in the **Border** section. To remove a line, uncheck the appropriate box.

Shading

To add shading to a paragraph, change the percentage value in the **Shading** section. Values can vary from 0 percent to 100 percent.

Keyboard shortcut   Ctrl-H

Edit|Insert Page Break

Inserts a page separator in the **Output** window at the location of the cursor.

Keyboard shortcut   Ctrl-B

8. Coupons Menu

The options on this menu allow you to examine the status of your coupons, and to add scoring coupons to the SigmaSoft for Windows Software.

The **Coupons Menu** is available only when the software is registered.

The items in the Coupons Menu are:
>Add
>Status

Coupons|Add

When you have used up your coupons you may purchase more by contacting SIGMA with the information provided by the **Add Coupons** window.

You may add coupons by one of the following methods:
>Phone
>Fax
>Email

Add Coupons window

Serial Number

The serial number is assigned to you by SIGMA when you initially register the software. Since this number does not change, the field is not editable

Current Coupons

This field displays the current number of coupons installed in the protected coupon counter.

Validation Code

The validation code is an essential piece of information which you give to SIGMA. If you are adding coupons by mail, fax, email, or purchase order, you **must** use the **Later** button to save the validation code. If you do not, the validation code will change, and any passwords you receive will not work.

Add Coupons

Enter the number of coupons that you are ordering. This number must exactly match the order you give to SIGMA.

Password

Enter the password you receive from SIGMA in this field.

Now button

When you click on the **Now** button, and the password and coupons are correct, the new coupons will be added immediately.

Later button

When you click on the **Later** button, the validation code and coupon information is saved. When asked to print an order form, answer **Yes**. Use this form with any orders for coupons.

Cancel button

If you click on the **Cancel** button, any password you have received will no longer be valid. A dialog box will warn you that this will happen. If you have not purchased a password, click on the **Ok** button in the dialog box to exit. Click on **Cancel** in the dialog box to return to the **Add Coupons** window.

Adding coupons

1. Select **Coupons|Add** from the main menu.

2. Enter the number of coupons you wish to add in the Add Coupons field.

See *step 3* (add by phone or add by fax/email).

To add coupons by phone:

3. Call one of the following numbers:

United States	SIGMA Assessment Systems	1-800-265-1285
Canada	SIGMA Assessment Systems	1-800-401-4480
International	SIGMA Assessment Systems	1-519-673-0833

4. Provide billing details, and method of payment.

5. Provide the serial number, validation code and number of coupons you wish to SIGMA.

6. Enter the password given to you by SIGMA.

7. Click the **Now** button.

To add coupons by fax or email:

3. Click the **Later** button.

4. Answer **Yes** to print the order form.

5. Use NotePad or another editor to edit the COUPON.TXT file, found in C:\ Program files\Test Name, and complete the blanks on the form, providing billing details, and method of payment.

Follow one of the methods below:

Fax:

6. Print and fax the COUPON.TXT file to one of the following numbers:

United States	1-800-361-9411
Canada	1-519-673-5905
	1-800-361-9411
International	1-519-673-5905

6. Email to the following internet address:

   software@SigmaAssessmentSystems.com

   For the subject line please use:

   Coupon Order

   Attach or insert the COUPON.TXT file into your message, and then send the message.

7. When you receive your reply email, select **Coupons|Add**, enter the password given, and click on the **Now** button.

Coupons|Status

The **Coupon Status** window displays the name and address to whom the software is registered, as well as coupon information. The coupon information displays the serial number of the program and the remaining coupons left.
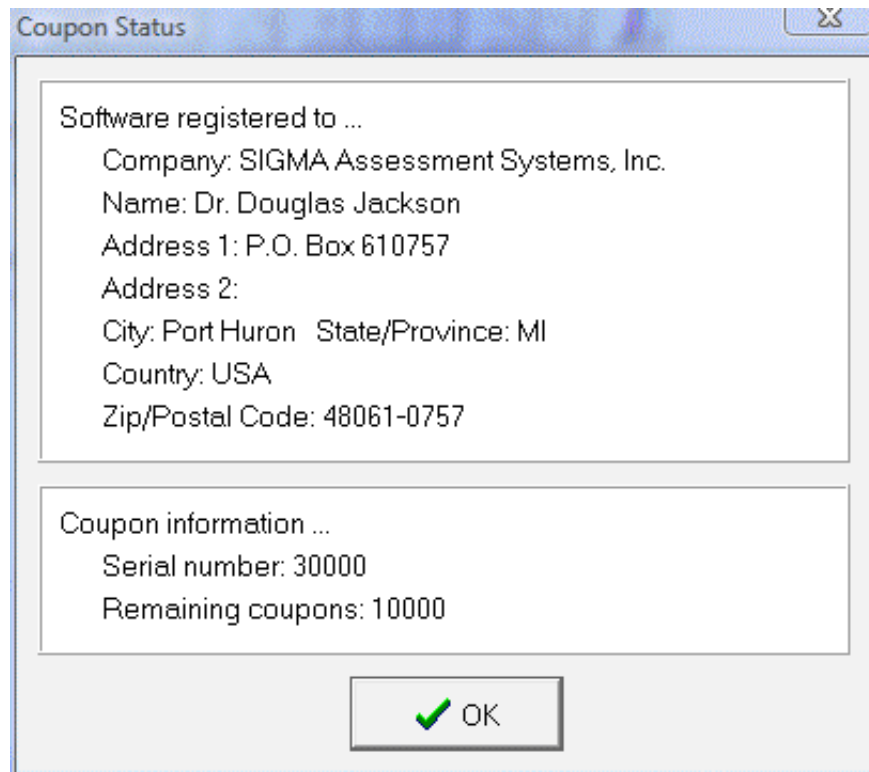
9. Options Menu

The items on the Options Menu allow you to change the fonts, directories, security options and languages of your SigmaSoft for Windows Software.

The items in the Options Menu are:
    Program
    Administration
    Report

Options | Program

The **Program Settings** window allows you to set your data, import and export directories, main screen font, startup security options, and number of days your backup files are kept.

Program Settings window

Program Directories

The *Data* directory points to the location of the respondent database files. The *Import* directory points to the the location of files to be imported, normally exported by other programs. Report files are saved in the *Output* directory by default.

Screen Font

Customize the font used in most of the dialog boxes by changing the *Screen Font*. Test any changes you make. Too large a font will result in the truncation of button labels and other text. Too small a font will be difficult to read. A 10 point to 11 point bold font is recommended.

Security

To password protect entry to the SigmaSoft for Windows Software, enter a password in the *Password* edit box. Then mark the *Check password at program start* check box. A password prompt will appear each time the software is loaded. The password is also used at the end of administration, if so configured in the **Options|Administration**. If you remove the password, the *Check password at program start* check box is automatically unmarked. Choose a password that you will remember. Should you forget your password, please contact SIGMA Assessment Systems technical support.

This section is greyed out if the software is being run in client mode. Any changes must be made on the server computer.

Backup

You may optionally have automatic backups made whenever you make changes to respondent data or administer tests. Enable backups by checking off the *Backup files* check box. The *Number of days to keep backups* edit box defines how long backups will remain. Old backup files are deleted after the specified number of days. Backup files are named BKddhhmm.CSV and are stored in the Import directory. The *ddhhmm* corresponds to the current day (01-31) and the hour and minute the file was created. To recover information on a respondent, import the appropriate file. When you delete a respondent, it is also backed up, however, the name of the file begins with "DL" instead of "BK".

Options|Administration

The **Administration Settings** window allows you to change the administration language, font, and security features.
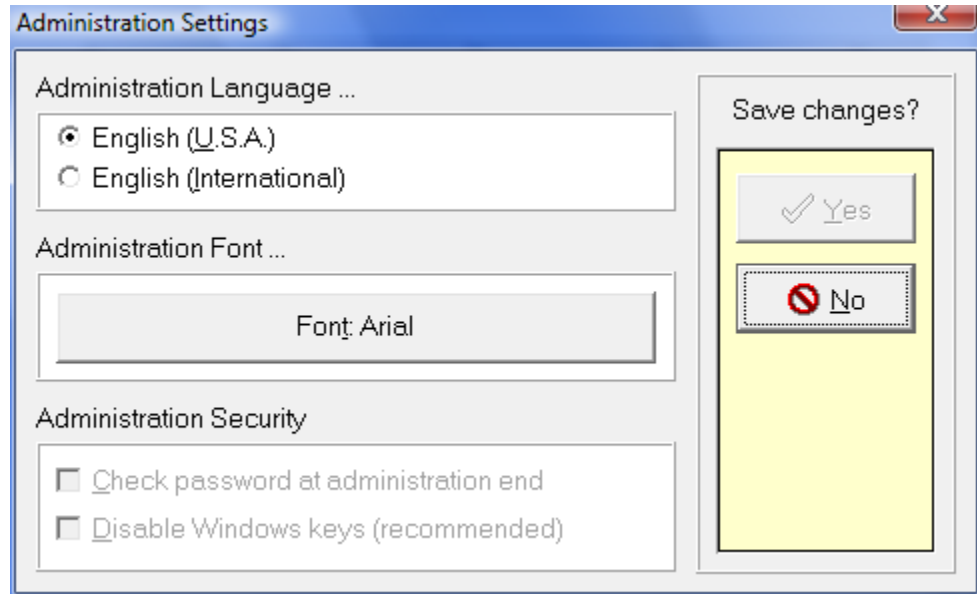
Administration Settings window

Administration Language

The *Administration Language* radio box controls what language will be used while administering the test.

Administration Font

You may choose what font is used during the test administration by changing this font. Test any changes you make. Too large a font will result in the truncation of instructions and item text. Too small a font will be difficult to read. An 18 point to 22 point bold font is recommended.

Administration Security

The password entered in the security section of **Options|Program** must be entered after the test is finished if the *Check password at administration end* box is checked. A valid password must first exist before this option may be checked.

It is strongly recommended that the *Disable Windows keys* option is checked. This will prevent keystrokes such as **Alt-Tab, Ctrl-Esc, Ctrl-Alt-Del** and the **Windows** key from allowing the test taker to switch to or run another program. Please note, however, that this option enables a "keyboard hook" program for the duration of the test which may be incompatible with other keyboard software.

The Administration Security options are greyed out if the software is in client mode. Any changes must be made on the server computer.

Options|Report

The **Report Settings** window allows you to customize the appearance of the generated reports by selecting a default language and font. You may choose to print any warnings in the report or only display a warning on screen when there are too many missing responses.
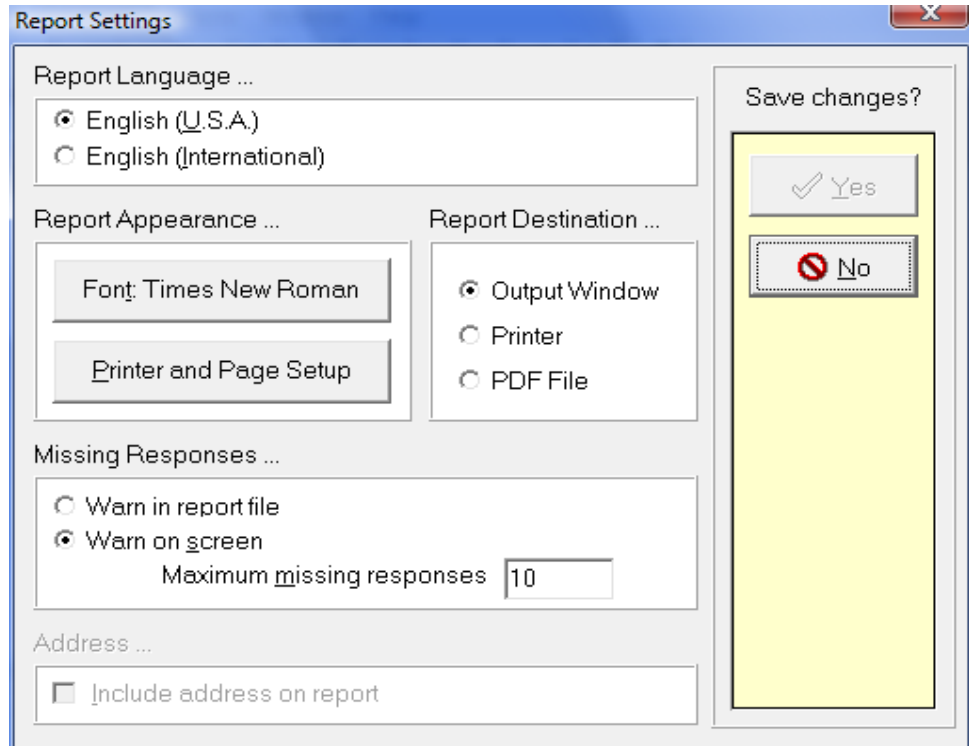
Report Settings window

Report Language

The *Report Language* radio box controls what language will be used for generating reports.

Report Appearance

You may choose what font is applied to reports by selecting the *Font* button. The current font is listed on the button. Make sure you test any changes you make. Too large a font will result in report formatting problems. An 11 point proportional font is recommended.

The *Printer and Page Setup* button launches the **Printer and Page Setup** window, which allows you to change the printer, paper and margin settings.

Report Destination

In this section you may choose where the generated report will be sent: to the **Output** window to preview and edit the report, or directly to the printer specified in the **Printer and Page Setup** window.

Missing Responses

In the *Missing Responses* radio box you select where the error message is displayed if the *Maximum Missing Responses* value is exceeded. A value of 10 is recommended. If *Warn in report file* is selected, this error is added to the report. If *Warn on Screen* is selected, a message is displayed as each report is generated.

Address

If you wish to include your address, as shown in your registration, on page 1 of each report, check the *Include address on report* check box.

Printer and Page Setup

Use this window to change the appearance of the printed report and the **Output** window. The **Printer and Page Setup** window contains three sections labelled **Printer Settings**, **Paper Settings** and **Margin Settings**.

Printer and Page Setup window

Printer Settings

This section allows you to choose a printer from the list of printers available to your computer.

Paper Settings

To change the paper size, choose a paper type from the **Paper Size** list box. To the right of the paper type are the dimensions of that type. The **Paper Bin** list box lets you choose the origin of the paper.

The **Duplex** list box allows you to determine whether and how the pages will be duplexed, if your printer supports double-sided printing. You may duplex vertically (like a book) or horizontally (like a tablet) or not at all. The number of copies are entered in the **Copies** box.

The **Orientation** list box allows you to determine whether the report is printed in *Portrait* mode (top to bottom) or *Landscape* mode (rotated 90 degrees). When the **Collate Paper** check box is checked, and when more than one copy is printed, each report will be printed separately, as opposed to each page being duplicated separately.

Margin Settings

If your report does not fit on the page properly, you can change the margins from the *top*, *bottom*, *left* and *right* edges of the page. All values are in inches, regardless of the paper size. Make sure you test any changes you make.

10. Window Menu

To change between windows, select either **Respondent Database** or **Output** from the Window Menu. The windows are rearranged, and the window that you select is brought to the front.

The items in the Window Menu are:
> Output
> Respondent Database

Window|Output

The **Output** window displays the results of any reports generated from the **Respondent Database** window. You may edit, load, save and print the contents of this window.

The topics in this section are:
> Selecting and Deselecting Text
> Changing Fonts
> Using Bold, Italic and Underline
> Printing

Output Window

Selecting and Deselecting Text

Many of the following commands require that you have text in the **Output** window selected. There are three ways to select text: menu commands; keyboard commands; and mouse commands.

To select text...

1. with a menu command (selects all of the text in the **Output** window):
    a. To select all text, use the **Edit|Select All** menu option, or the **Ctrl-A** shortcut.

2. with the keyboard:
    a. Press the **Shift** key.
    b. Move the cursor using the arrow keys in the direction which you wish to select text.

3. with the mouse:
    a. Press and hold the left mouse button where you wish to begin the selection.
    b. While holding down the button, move the mouse to the end of the selection.
    c. Release the left mouse button.

To deselect text...

1. with a menu command (deselects all of the text in the **Output** window):
    a. To select no text, use the **Edit|Deselect All** menu option, or the **Ctrl-D** shortcut.

2. with the keyboard:
    a. Move the cursor using the arrow keys.

3. with the mouse:
    a. Click the left mouse button once inside the **Output** window.

Changing Fonts

You can change the font of the entire report or sections of the report. You can permanently change the font used in all future reports by changing the **initial** report font.

To change the report font:

1. Select all or part of the text in the **Output** window:

2. Choose **Edit|Format Character**, or the **Ctrl-T** shortcut.

3. From the **Font** dialog box, change the font name, size and style.

4. Click on the **Ok** button.

To change the initial report font:

1. Select **Options|Report**.

2. Click on the **Report** button.

3. Select a font, font size and attributes from the **Font** dialog box and click on the **Ok** button.

Using Bold, Italic or Underline

Use bold or italic to emphasize text, or underline to create a line under text in the **Output** window. When you move the cursor to a section of the report with these styles used, the icons in the button bar pop in or out to show the style under the cursor.

To change the style of the report:

1. Select a portion of text.

2. Click on the **Bold**, **Italic** or **Underline** speed button. If the button is already pushed in, clicking it again turns off the style.

Printing

After generating a report or making changes to the **Output** window, you may print a report by selecting **File|Print**, using the **Ctrl-P** shortcut, or clicking on the **Print** speed button. After the **Print** dialog box appears, you may select which pages to print, and how many copies.

Window|Respondent Database

This window displays the contents of the respondent data file that have been added, scanned or imported into the database. Each item contains demographic data, responses and coupons. The **Edit**, **Delete** and **Report** buttons are available only when one or more respondents in the list are selected.
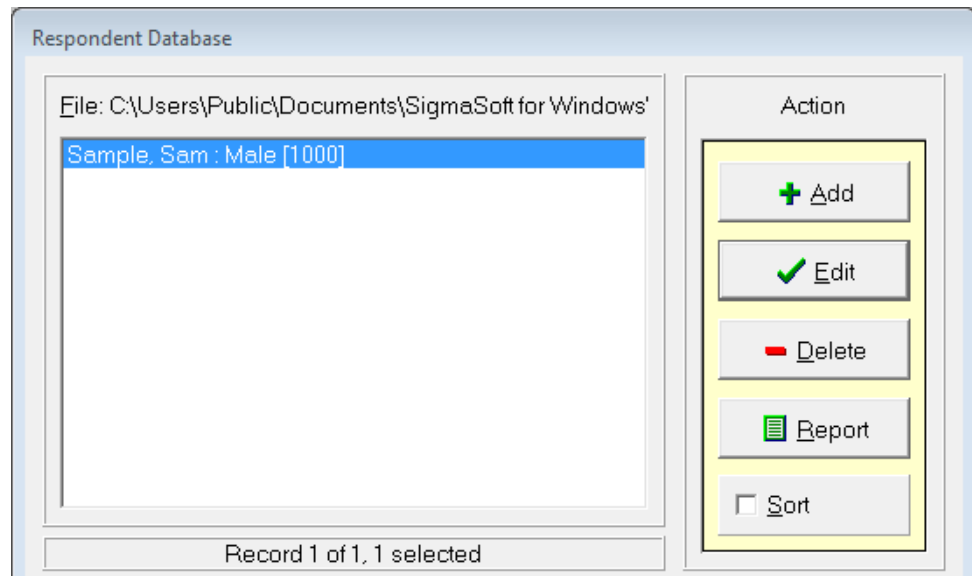
Respondent Database window

The filename of the current database is listed in the upper left corner of the window. Below the filename is the list of respondents in the database. Each item in the list contains the last name, first name, gender and identification number. A status line at bottom left shows the number of the currently selected record, the total number of records, and the number of selected records.

Add

To add respondent data, click on the **Add** button. The **Edit Respondent** window is displayed. After the demographic data is entered, you may administer the test or enter raw scale scores.

Edit

Double-click on a respondent name, or select a range of respondents and select **Edit**, you may change the demographic data or edit the responses in the **Edit Respondent** window.

Delete

Select one or more respondents to delete. You are prompted for confirmation before each deletion takes place with the **Delete Respondent Data** window. Deleted respondents are stored in files named DL*.CSV to your *Import* directory (see **Options|Program**). If you accidentally delete records, restore them by importing one of these files.

Report

To generate reports from the respondent data, click on the **Report** button. If you wish to generate reports for all respondents, press **Ctrl-A** first, or use your mouse to highlight all of the respondents in the database. You are then prompted for the type of report you wish to generate. You are asked for confirmation before any reports are sent to the **Output** window for printing. The **Generating Report** window displays basic respondent information and current scoring level.
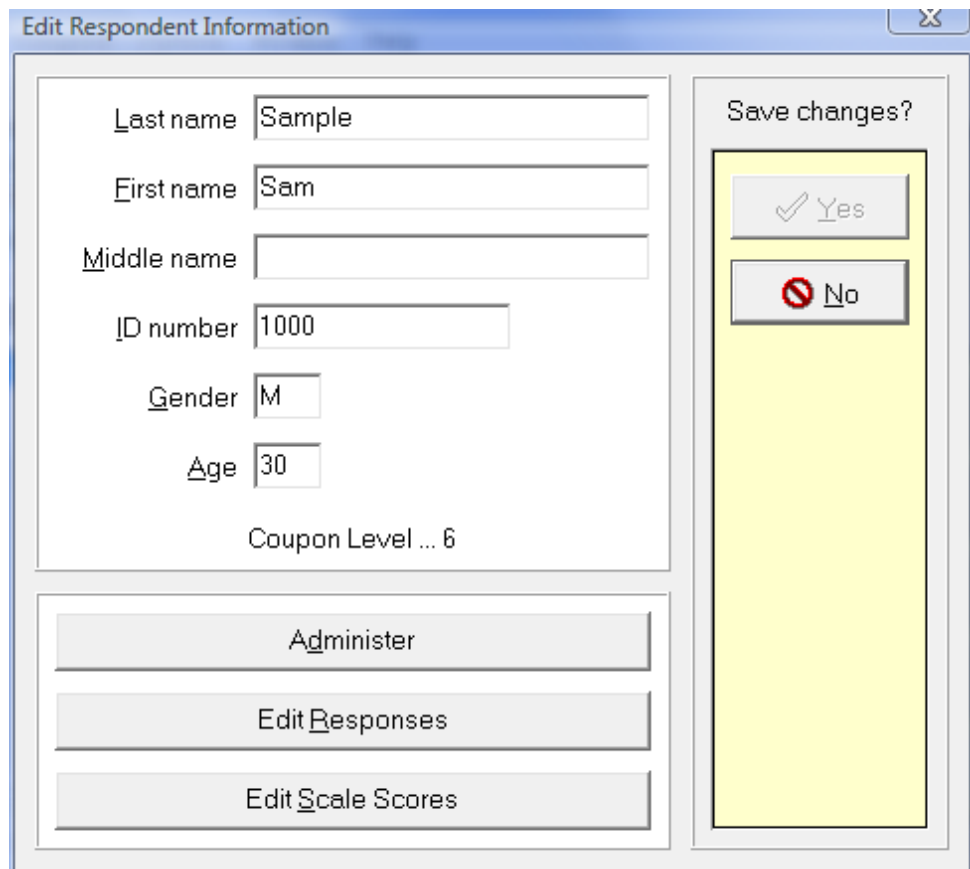
Sort

By default, the respondents are listed in the order that they were added to the database. If you wish to sort by last name, check the box labelled **Sort**. To return the list to its natural order, uncheck the Sort box.

Edit Respondent

The **Edit Respondent Information** window allows you to add to or change the demographic information for a respondent, as well as the scale scores and responses. The window also displays the current coupon level for the respondent. From here you administer the test to the respondent.

Edit Respondent Information window

Respondent Demographics

Use the *Last Name, First Name, Middle Name* and *ID Number* edit boxes to identify the respondent. Type in **M** or **F** in the Gender edit box to indicate the respondent's sex. Enter the respondent's age in the Age edit box. The contents of the Gender edit box decide which norms are used. If left blank, male norms are used.

Coupon Level

The coupon level allows you to determine how many coupons have been used for a respondent. If a report you wish to generate costs the same or less in coupons, you may generate it again without using more coupons.

Administer

Click on the **Administer** button to display the opening administration screen. At this time, bring in your client to take the test. To exit early, press Alt-F4. If you enabled the *Check password at administration end* option in **Options|Administration**, you need to enter a password to proceed. The responses are not saved until you save the respondent data.

In *demonstration mode*, only the first 5 items of the PRF are presented.

Edit Responses

To manually edit the responses, click on the **Edit Responses** button. The **Edit Responses** window is displayed.

Edit Scale Scores

To manually alter the scale scores, click on the **Edit Scale Scores** button. The **Edit Scale Scores** window is displayed.

Yes button
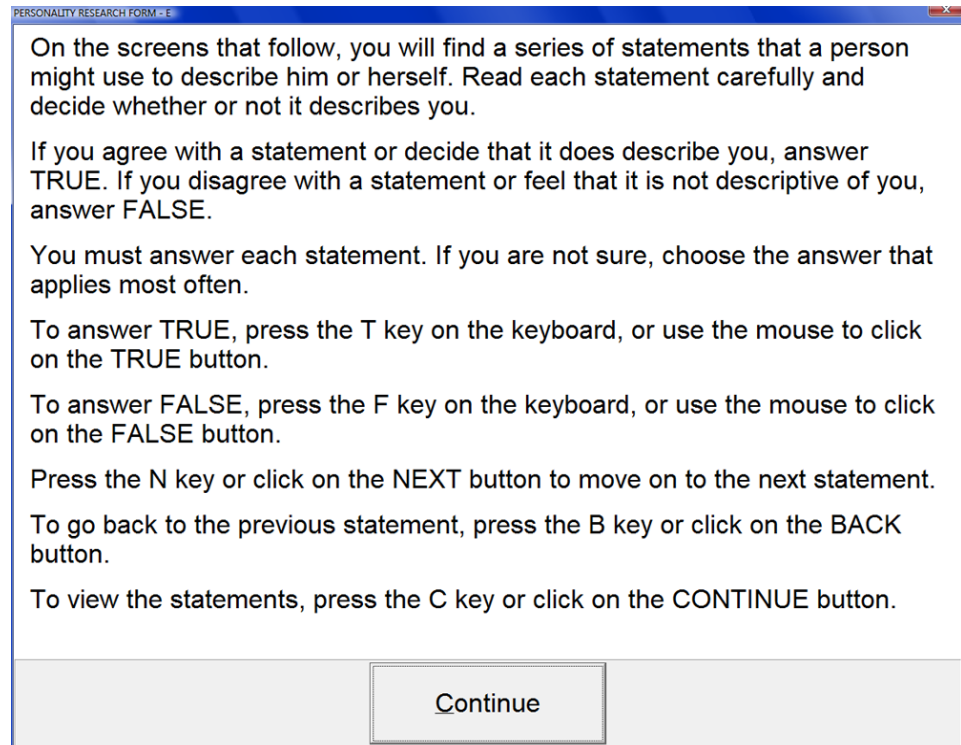
Click this button to save any changes you have made. The data will be checked before it is saved and you are warned if any errors are found. You are warned if any of the demographic information is missing. You are also warned if responses and scale scores do not match. If responses or scale scores have been changed, the coupon level will be set to zero. Each of the warning messages will allow you to proceed by clicking on the **Ok** button, or return to the **Edit Respondent Information** window by clicking on the **Cancel** button.

No button

Any changes you have made will not be saved. This includes responses from administration. You are warned if data will be lost.

Administration

When you start the administration, the first screen displays help instructions for the respondent.

Review these instructions with the respondent. Before continuing, make sure he or she understands these instructions. Click on the Continue button to continue and begin the test. The question screens closely match the following screen.

Read the statement below and decide whether or not it describes you. If you are not sure, choose the answer that applies most of the time.

1. I like to be the first to apologize after an argument.

☑ True

☐ False

Help   Next >

Click on the True or False button to answer the question and click on the Next button to continue to the next question. To go back to a previous question, click on the Back button when it is available. Help is always available by pressing the Help button, which then displays the opening screen again. After exiting the help screen, the respondent is returned to the question where he or she left off. To exit from the test early, press the Alt-F4 shortcut.

After answering all of the questions, the final screen allows you to review your answers or complete the test.

```
PERSONALITY RESEARCH FORM - E                                              [×]

Thank you. You have completed all of the PRF-E statements.

If you wish to review your answers, press the B key on the keyboard or click on
the BACK button.

If you are finished, press the F key on the keyboard or click on the FINISH
button.




                < Back                                              Finish
```

Press the F key to finish. If the *Check password at administration end* check box is checked in the Options|Administration window, then a password will be requested before returning to the Edit Respondent window. The password will also be requested if you exit early from the test using the Alt-F4 shortcut.

Edit Responses

Use this window to transcribe responses from a pencil/paper administration or to check imported or administered responses for errors.
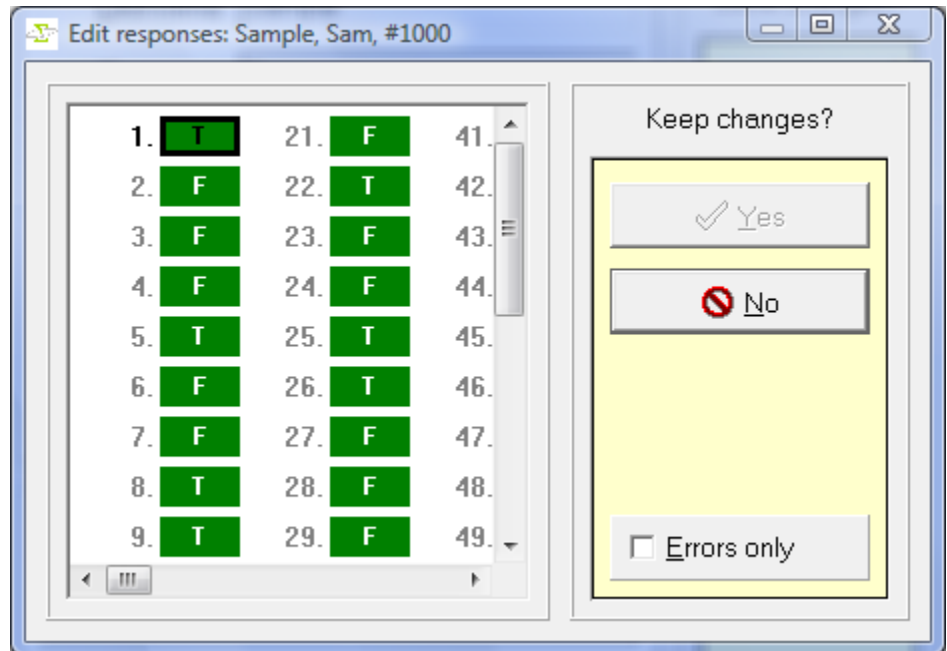
Edit Responses window

Edit Window

The *Edit Window* on the left side of the form allows you to change the responses using the keyboard or the mouse. To see more responses, use the scroll bars to the right and bottom of the *Edit Window*, or use the arrow keys.

To edit responses with the keyboard:

Up key	Move up one item.
Down key	Move down one item.
T	Change response to True.
F	Change response to False.
Spacebar	Indicate blank responses.
Home key	Move to the first item.
End key	Move to the last item.

To edit responses with the mouse:

To select a response, click on the number beside response.
To change a response, click on the colored response box beside the number.
Click on the scroll bars to reveal more responses.

Keeps changes and returns to **Edit Respondent** window. Note that changes are not yet saved until you click on the **Yes** button in the **Edit Respondent** window. If the responses are changed, the coupon level of the respondent will be reset to zero.

No button

Abandons any changes to the responses. You are warned if data will be lost.

Errors only

When checked, the *Errors only* check box allows you to change only those responses which are in error. This allows you to quickly go to and fix incorrect responses only.

Edit Scale Scores

In special situations, you may need to be able to examine and possibly change scale scores directly. The **Edit Scale Scores** window allows you to do this.

Scale Scores window

Select the edit box corresponding to the scale you wish to change, and enter the new value. Values can range from 0 to 16.

Yes button

Keeps changes and returns to **Edit Respondent** window. Note that changes are not yet saved until you click on the **Yes** button in the **Edit Respondent** window. If the scale scores are changed, the coupon level of the respondent will be reset to zero.

No button

Abandons any changes to the scales. You are warned if data will be lost.

Report

Select the type of report you wish to generate from the **Report Type** dialog box. The **Generating Report** window displays basic respondent information and current scoring level. Select from the available buttons to generate reports for some, none, or all respondents.

Report Type

Select the type of report you wish to generate in the **Report Type** window.
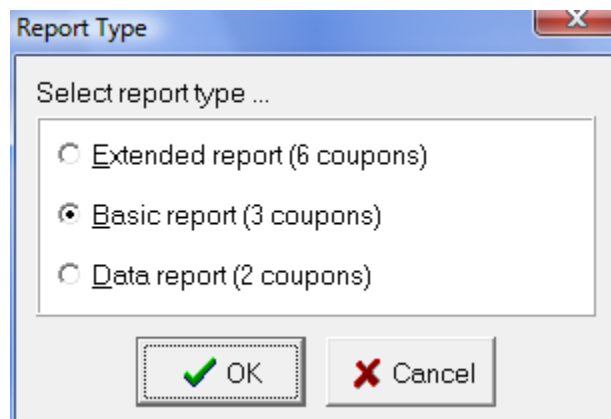
Extended Report

The PRF *Extended report* (Form E, English only) consists of an interpretive paragraph, a profile of the scale scores, scale descriptions, a profile of 8 work-related dimensions, as well as administrative indices.

The cost of an *Extended report* is 6 coupons.

Basic Report

The PRF *Basic report* (Form E, English only) consists of a profile of the scale scores, scale descriptions and administrative indices.

The cost of a *Basic report* is 3 coupons.

Data Report

The *Data report* contains demographic information, item responses, PRF scale scores and other results condensed to a single page in a program readable format.

The cost of a *Data report* is 2 coupons.

Data Report Structure

Each line in the data report contains a three character token, an equals sign and a number or string of characters representing the value of that token. Each token and a description are listed in the chart below.

LNM	Last Name
FNM	First Name
MNM	Middle Name
IDN	ID Number
SEX	Gender
AGE	Age

R01..R16   Table of Responses, separated by a comma and a space, 22 per row.

The Scale Scores, T-Scores and Percentiles are ordered as follows: *Abasement, Achievement, Affiliation, Aggression, Autonomy, Change, Cognitive Structure, Defendence, Dominance, Endurance, Exhibition, Harmavoidance, Impulsivity, Nurturance, Order, Play, Sentience, Social Recognition, Succorance, Understanding, Infrequency* and *Desirability.*

SCR	Scale Raw Scores
SCT	Scale T-Scores
SCP	Scale Percentiles
VPR	Vocational Preference Raw Score
VPT	Vocational Preference T-Score
VPP	Vocational Preference Percentile
REL*	Reliability
MIS*	Missing Items
PCR*	Percentage Scorable

* These items are not displayed if responses are missing. (That is, scale scores only were used)

Import/Export File Formats

There are three ASCII based file formats suitable for importing and exporting respondent data. They are:

Comma Delimited File Format (.CSV)
Tab Delimited File Format (.TAB)
Fixed-Format ASCII File Format (.TXT)

Comma Delimited File Format (.CSV)

Comma Delimited files contain one record per line. Each record is separated by a CR/LF (Carriage Return/Line Feed sequence - ASCII #13 and #10). Each field is separated by a comma ("," - ASCII #42).

Field Name	Type	Comment
First Name	String	
Last Name	String	
Middle Name	String	
ID Number	Number	
Gender	String	M or F
Age	Number	
Responses (352)	Character	Each response is either T, F or * if missing, each in its own field.
Scale Scores (22)	Number	
Reserved (3)	Number	For internal use only. Set to zeroes when creating the file, and do not modify when editing.

If the field name has a number in parentheses, that field is repeated that number of times. For example, there are 22 separate scale scores, each separated by a field delimiter - a Comma in this case.

Tab Delimited File Format (.TAB)

The Tab Delimited file format is the same as the Comma Delimited file format with the exception that each field is separated by a Tab (ASCII #9) instead of a Comma.

Fixed-Format ASCII File Format (.TXT)

The Fixed-Format ASCII file format contains extra fields which are not used by the software but are kept to be compatible with scanning utility file formats, notably those used by Scantools (R).

Field Name	Width	Comment
First Name	25	
Last Name	25	
Middle Name	25	
ID Number	15	
Age	2	
Gender	1	M or F
Responses (352)	1	Each response is either T, F or * if missing.
Scale Scores (22)	2	
Reserved (3)	5	For internal use only. Set to zeroes when creating the file, and do not modify when editing.

If the field name has a number in parentheses, that field is repeated that number of times. For example, there are 22 separate scale scores, each of width 2.

Generating Report

When you create reports of selected respondents, each respondent is displayed before the report is generated in the **Generating Report** window.

Generating Report window

Yes button

Click the **Yes** button to generate a report for the current respondent.

No button

The **No** button skips the current respondent and moves on to the next selected respondent.

All button

To generate reports for all of the selected respondents without further confirmation, click on the **All** button.

Abort button

To cancel any further reports, click on the **Abort** button.

The progress indicator location at the bottom left of the window displays the progress for the report being generated. The number of coupons remaining is displayed and updated as the coupons are used.

Confirm Processing

When you import respondent data and delete respondent data, you are presented with similar windows: the **Import Respondent Data** window and **Delete Respondent Data** window. From these windows you can choose to continue or abort processing.

Import / Delete Respondent Data window

Yes button

Click the **Yes** button to continue processing the current respondent.

No button

The **No** button skips the current respondent and moves on to the next selected respondent.

All button

This button is present when there is more than one respondent selected. To process all of the selected respondents without further confirmation, click on the **All** button.

Abort button

This button is present when there is more than one respondent selected. To cancel any further processing, click on the **Abort** button.

11. Help Menu

From the **Help Menu**, you may obtain detailed online help, learn to use the software through an online tutorial, or display program status information.

The items in the Help Menu are:
> About
> Contents
> Tutorial

Help|About

The content of the **Help|About** window depends on what mode the software is running in:
> Registered Mode
> Demonstration Mode
> Server Mode
> Client Mode

Registered Mode

The **About** dialog box displays version and status information about the SigmaSoft for Windows Software. The button labeled **Change** allows you to change your registration information, such as your company name or address.

Demonstration Mode

If you have not registered the software, it will run in demonstration mode only. When in demonstration mode, the **About** dialog box requests that you continue evaluating the software by clicking **Ok**. You may register the software by pressing the **Register** button.

Server Mode

The computer which was used to register the software will run in Server mode. The mode in which the computer is operating is displayed in the title of the **About** dialog box. This is the only computer on which coupons can be added or used to generate reports.

Client Mode

Any computers attached to the Server computer will run in Client Mode (Network). The /N parameter allows you to configure where the Server is located. In this mode you can add, edit and delete respondents, and administer tests. You may not generate reports or add coupons from this computer. The mode in which the computer is operating is displayed in the title of the **About** dialog box.

Help|Contents

This option displays the table of contents of the help file. From the table of contents you can see an overview of the topics in the help file.

Help|Tutorial

The online tutorial helps you learn how to use the SigmaSoft for Windows Software through sample lessons. You may begin by clicking on the word tutorial in the online help file.

12. Batch Processing

The topics in this section are:
Explanation of Command Line Parameters
Using Command Line Parameters in Windows

Explanation of Command Line Parameters

To simplify daily processing, the SigmaSoft for Windows software contains a feature that allows you to tell it, when you start it up, which options you want to use. This is done by adding switches to the command line used to start the software. An example command line is: "C:\PROGRAM FILES\PRF\PRF.EXE /DOSEP0196 /RB /P /X". This example would open the database named SEP0196.DAT, generate basic reports, print the reports, and then exit the program.

There is a command-line switch for each of the most-used options on the SigmaSoft for Windows Software menus. Many of the command-line switches also allow you to specify the information, such as the name of the respondent data file, import data file or export data file, required by the option.

Each switch can only be used once in a command line. Switches are processed in the order given below. If a switch contains a <Filename>, replace this with the filename you are using. For example, /DOCASEM will open a respondent database named CASEM.DAT.

Command	Switch	Notes
Open new respondent database	/DN<Filename>	Will overwrite existing databases without any warning. Uses the default directory unless another specified.
Open existing respondent database	/DO<Filename>	File must exist. Uses the default directory unless another specified.
Create new output file	/ON<Filename>	Clears **Output** window.
Load existing output file	/OO<Filename>	Clears **Output** window. Assumes extension of RTF. Uses the default directory unless another specified.
Import respondent data	/I<Filename>	Assumes extension of CSV if none provided. Uses the default directory unless another specified. Respondent database must already be open.

Edit respondent data	/E	Selects all respondents in the **Respondent Database** window and calls up Edit Respondent window for each.
Administer PRF	/A	Selects all respondents in the **Respondent Database** window and administers the PRF to each.
Generate Extended Report	/RE	Selects all respondents in the **Respondent Database** window and generates an extended report for each.
Generate Basic Report	/RB	Selects all respondents in the **Respondent Database** window and generates a basic report for each.
Generate Data Report	/RD	Selects all respondents in the **Respondent Database** window and generates a data report for each.
Print report	/P	Sends report directly to printer selected in the **Printer and Page Setup** window.
Export respondent data	/T<Filename>	Selects all respondents in the **Respondent Database** window and exports each to file. Assumes extension of CSV if none provided.
Exits program	/X<A>	/X automatically exits the PRF program when all of the above commands have been executed. In addition to exiting the program, /XA automatically chooses the default option in any dialog boxes that open up during processing. Use this option to completely automate processing.
Network mode	/N<Filename>	Specify path of network server. If the path contains spaces, enclose the path in double quotation marks ("). UNC paths are not supported, drives letters must be mapped.

Using Command Line Parameters in Windows

There are two ways to use the command line in Windows:

1. Permanently add the switches to the icon used to load the software:

   i.   Right click on the program icon, and select **Properties**.

   ii. Select the **Target** tab.

   iii. Add a space to the **Target** edit box, and then add any command line switches. Note that if the text in the edit box is selected when you start typing, it will be replaced. Press the **End** key once to remove the selection while in the edit box.

   iv. Click the **Ok** button.

2. Run the software with command line switches one time only:

   i.   Click on the **Start Menu**.

   ii. Select **Run**.

   iii. Type in the full path of the PRF program, for example: **C:\PROGRAM FILES\PRF\PRF.EXE** with a space at the end.

   iv. To the same line, add any command line parameters and then press the **Ok** button.

13. Troubleshooting

The error message will give you an indication of what went wrong and how you may be able to correct the error. You may wish to refer to the Troubleshooting section to fix the error yourself. Try the operation again to see if it produces the same result.

If you wish to call technical support, please record the error number and the circumstances under which the error happened. If possible, call from a phone near the computer so that any assistance given can be tested immediately.

The topics in this section are:

> Administration
> Client mode
> Coupons
> Editing respondent data
> Exporting reports and respondent data
> Generating reports
> Importing respondent data files
> Keyboard usage
> Memory
> Missing files
> Mouse usage
> Network
> Opening files
> Password
> Printing
> Registration
> Saving files
> Saving reports
>
> Window appearance

Administration

Exit all unnecessary programs *before* administering the test from the Edit Respondent window. This includes programs that have the *Always on top* mode set. These programs will remain displayed while the test is administered, distracting the respondent. For example, help files or clock programs often have this mode set.

Whenever you edit a respondent's data, or administer the PRF, the changes you make are stored in a file called BKddhhmm.CSV, where dd is the date, and hhmm is the hour and minute the file was created. If your computer crashes or you forget to save your changes, all is not lost. Simply import this file to retrieve your latest changes. More information on importing can be found in the **File|Import** section. To enable or disable file backups, refer to the **Options|Program** section.

If you have problems starting the administration or viewing the test instructions, you may need to change the administration font. See the **Administration Font** section under **Options|Administration**.

Client mode

When you are running the software on a network in client mode (as opposed to server mode), you may edit and manipulate respondent data, and generate reports, but you may not use coupons. This means you may not generate a report for a respondent with a coupon level of less than the number required for the report you wish to generate. When configured properly, the **Help|About** screen will display *Client Mode (Network)*.

If your software has been registered, and suddenly comes up in Client Mode, or you cannot generate reports due to a coupon protection error, your files may have been moved due to a disk defragmentation utility, such as *Disk Defragmenter* in Windows. You will need to re-register your software to regain your coupons. To prevent this from re-occuring, make sure your defragment software does not move hidden and system files, or run a Defragment Files Only and do not run a Full Defragmentation.

Coupons

If you need to remove coupons to add them to another computer or move the software to another computer, contact technical support.

If the title of the startup screen contains the words *Client Mode* then you may not use coupons from that computer. You can only use coupons on the computer displaying *Server Mode*. If you do not have a network, the computer will always run in Server Mode.

Editing respondent data

If you cannot open a database or record, it may be in use over the network. If so, try later when the file or record becomes free.

If the database becomes excessively large, you may notice slowdowns when editing respondents. Create a new database if this is the case.

Exporting reports and respondent data

If the disk is full or write-protected, refer to the Saving files section. Data is exported to the import directory shown in the **Options|Program** menu option.

See also: **File|Export**

Generating reports

Ensure that you have enough coupons to pay for the report you wish to generate. If not, you may need to add coupons. The software must be registered before you can generate reports.

Importing respondent data files

Files are imported from the import directory as listed in the **Options|Program** menu option, but you may change this to any directory temporarily or permanently. Change the *List files of type* list box to the type of file you wish to import. The file extension (.PRF, .CSV, .TAB, .TXT) must properly reflect the type of file being imported. If no records are imported, it may be that the file is not in the proper format.

See also: **File|Import**

Keyboard usage

For the most part, you can press only the key corresponding to a letter underlined on a button. However, if you are in an edit field or another part of the window, you may have to use the *Alternate* combination. For example, if O is underlined, press and hold Alt, and press O.

Memory

You need at least 4 megabytes of RAM installed in your computer to run this software. If you are running out of memory, exit other programs and try again. Consult your Windows manual on how to increase virtual memory if necessary.

Missing files

Refer to the list of files used by this software. If any are missing, you may need to reinstall the software. If you have registered the software or added coupons, they will be preserved, provided you reinstall to the same directory.

Mouse usage

When clicking on a button, ensure that the mouse is released before moving off the button completely, otherwise the button may not work.

Network

A peer-to-peer network (such as Windows networking) is required to run the SigmaSoft for Windows Software.

If you are experiencing write errors, ensure that the server computer is allowing full read/write access to the client computers, and that you are using a mapped network drive.

Opening files

If you cannot open a file, check the spelling of the file, or choose from the file open dialog box. Ensure that the file is not already in use if you are on a network, and if so, try later when the file becomes free.

See also: **File|Open**

Password

If you have forgotten or lost the start up and administration password, call technical support to obtain a temporary password to gain access to the program. Use the **Options|Program** menu to re-enter the password. Temporary passwords will only be given to registered users.

See also: **Options|Program**

Printing

Refer to your printer manual or the Windows manuals for problems with your printer. Check that the cables are properly connected, and that power is applied to the printer. Also check for a paper jam or paper tray empty.

If pages are not formatted properly, it may be due to the font size or type. Select a different font or font size.

See also: **File|Print, Printer and Page Setup, Options|Report**

Registration

Registration may be performed only on a local drive on a local computer; you may not register on a drive that is on a network location.

Ensure that you are entering the proper password when registering the software. If you enter too many incorrect attempts, you will no longer be able to use that password, and must obtain a new password.

Saving files

If you cannot save a report file or database to disk, the disk may be write-protected (if a floppy disk) or full. Use the windows file manager to check for disk space, and remove any files in your TEMP directory if necessary to free up some space. If it is a write-protected floppy disk, remove the protection, or use a disk that is not write-protected.

If you are on a network, you may not have save privileges to a disk drive, and may have to use your local drive to save data. You can change the default directories in **Options|Program**.

See also: **File|Export, File|Save, File|Save As**

Saving reports

If the disk is full or write-protected, refer to the Saving files section. Reports are saved to the *Output Directory* shown in the **Options|Program** Program Directories.

Window appearance

If you rearrange the **Output** and **Respondent Database** windows, you can restore them to the default sizes by selecting **Window|Output** or **Window|Respondent Database** menu options. The screen font used for buttons and window text can be changed in **Options|Program**.

14. Files Used by the Software

Listed below are the files needed by and created by this software:

PRF.EXE	Main executable software
PRF.HLP	Help file
BK*.CSV	Backup files containing saved responses from the most recent administrations and edits.
CONFIRM.TPL, CONFIRM.TXT	Coupon removal confirmation template and form.
COUPON.TPL, COUPON.TXT	Coupon order template and form.
DL*.CSV	Backup files containing respondents most recently deleted from a database.
REG.TPL, REG.TXT	Registration order template and form.
SAMPLE.DAT	Sample respondent database file.
SIGMAPRF.DAT	Protected files, *do not modify, delete or move.*
KEYHOOK.DLL, KEYLIB32.DLL, MACHNM1.EXE TER.DLL, TOC.OCX, UNSIGMA.EXE	Library files common to all SigmaSoft for Windows Software.

Here are the common file extensions used by this program:

*.DAT	Respondent database files.
*.CSV	Comma delimited import/export files.
*.RTF	Rich text report files.
*.TAB	Tab delimited import/export files.
*.TXT	Text report files or fixed format import/export text files.

15. Uninstallation

When the SigmaSoft for Windows Software is installed, it sets up an uninstall method to simplify removing coupons and all program files that were added to your system. You will need to uninstall your software so that you can reinstall it on another computer if you want to change the computer on which you generate your reports.
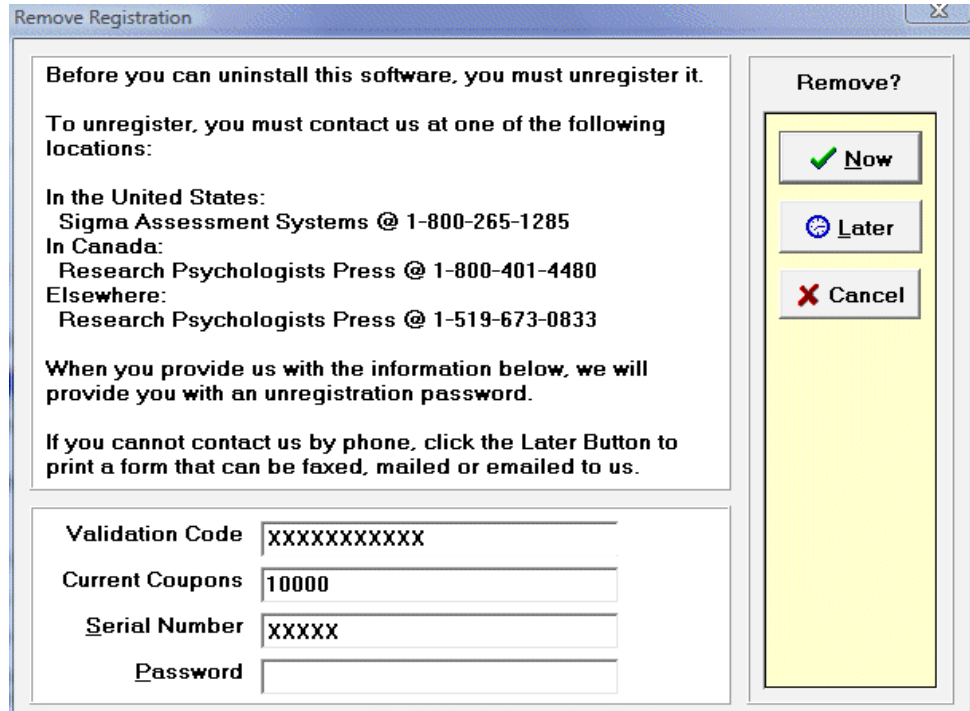
The topics in this section are:
> Uninstallation for Windows
> Remove Registration

Uninstallation for Windows

1. From the **Start Menu**, select **Settings**.

2. Select **Control Panel**.

3. Select **Add/Remove Programs**.

4. From the list of programs installed, select **SigmaSoft PRF for Windows**, and click the **Add/Remove** button.

5. Press the **Ok** button to continue uninstall, and press the **Yes** button to confirm uninstallation.

6. Proceed to the *Remove Registration* section.

1. If you have coupons installed, the **Remove Registration** window is displayed.
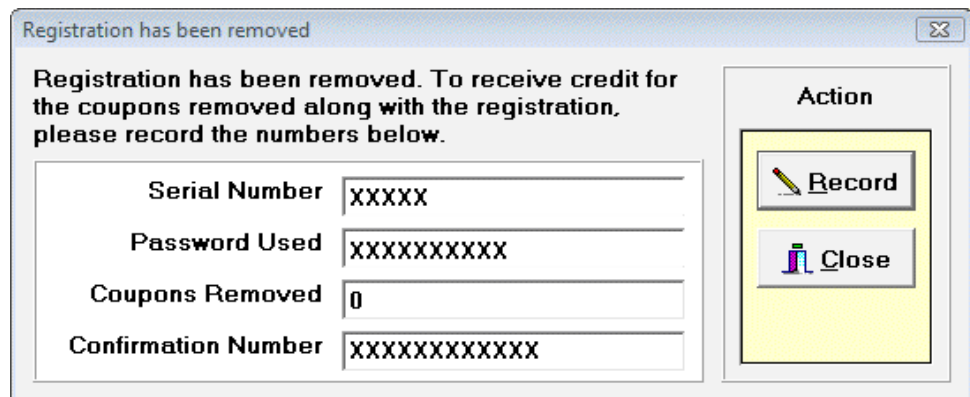

2. Follow the instructions in the **Remove Registration** window to obtain the unregistration password.

3. Enter the unregistration password in the *Password* edit box.

4. Press the **Now** button. The **Registration Password** window is displayed next.

5. Record the confirmation number on paper. Press the **Record** button to save the confirmation number to disk.

6. You will be asked if you wish to print out the confirmation number, answer **Yes** if you wish to do so.

7. Give the confirmation number to SIGMA to record a credit. If you are moving the software to another computer, contact SIGMA after you have re-installed the software and are ready to register. You may then add back the credited coupons.

16. Glossary

Browse box

The **browse box** allows you to select a directory. Double-click on a folder to open it and display the sub-directories. Use the scroll bar to display folders past the end of the box. Double-clicking on an open folder closes it.
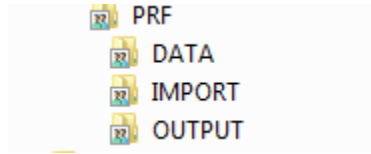
Button bar

The **button bar** sits just below the menu items, and contains frequently used speed buttons to be used with a single click of the mouse. If you move the mouse overtop a button and let it rest for a moment, a brief description of the button is displayed. If a button is not available for the current operation, it is greyed out.

Check box

A **check box** is a box in which you place a check mark by clicking the empty box when you want to enable it. To disable the function, click the check mark again to remove it. A description of what the box does lies to the right of the box itself.

Clipboard

The **clipboard** is a temporary container for text or other objects which can then be pasted or copied to another location.

Comma delimited

Comma delimited files are saved with each field separated by a comma, and each record separated by a carriage return.

CONFIRM.TXT

The **CONFIRM.TXT** file contains the Coupon Removal Confirmation Form for use when faxing, mailing or e-mailing a request to remove coupons for transfer to another site or computer.

Coupon level

The **coupon level** of a respondent refers to how many coupons have been spent on that respondent. When first added, each respondent is assigned a coupon level of zero (0). Each time a report is generated for a respondent, his or her coupon level is set to the number of coupons required by that report. Once a coupon level has been assigned, you may generate additional reports of the same or less value without using more coupons.
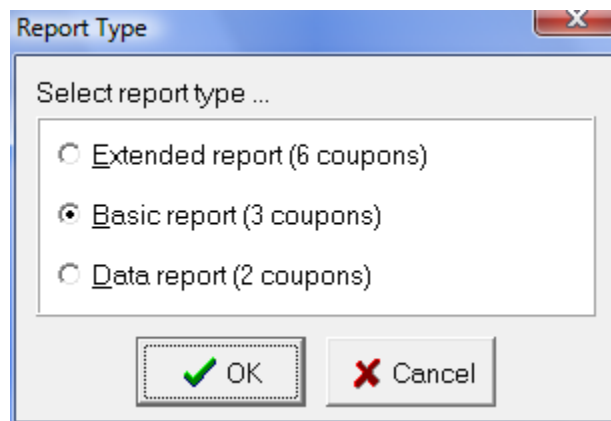
COUPON.TXT

The **COUPON.TXT** file contains the SigmaSoft Coupon Order Form for use when faxing, mailing or e-mailing an order for additional coupons.

Coupons

Each report has a price, in **coupons**. Before you can generate a report, you must purchase enough coupons to pay for that report. These coupons are electronic in nature. When you purchase coupons, you receive a password. This password adds the number of coupons you have purchased to the protected counter installed on your computer. When you generate a report, coupons are subtracted from that counter.

Dialog box

A **dialog box** is a window which usually contains **Ok** and **Cancel** buttons, or **Yes** and **No** buttons. It displays information or asks for more information before continuing. Click the **Ok** or **Yes** button to continue with the current operation. Click on the **Cancel** or **No** button to stop the current operation.

Report Type

Select report type ...

○ Extended report (6 coupons)

● Basic report (3 coupons)

○ Data report (2 coupons)

✔ OK   ✗ Cancel

Drive icon

The **drive icon** allows you to select a drive. It is similar to a list box except that it displays all available drives. When you select a drive, the browse box changes to display the folders in the new drive.

▭ c:
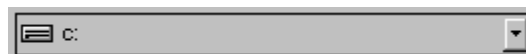
Edit box

In an **edit box** you type in numbers or characters. You may use the cursor or mouse to select and delete text within the edit box.

P̲assword [   ]

Fixed format ASCII

Fixed format ASCII files are arranged so each field is exactly the same length in each record, and each record is contained on one line, separated by a carriage return.
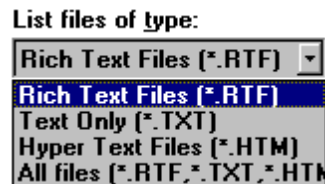
Highlighting

A button is **highlighted** when a dotted line appears along the inside borders of the button.

ID Number

The **ID Number** of a respondent allows you to assign a number to use for confidential purposes. Use a unique number for each respondent, or no ID Number at all.

List box

A **list box** allows you to choose from a list of items. Click on the down arrow to show the list and select an item from the list.

List files of t̲ype:

| Rich Text Files (*.RTF) ▾ |

Rich Text Files (*.RTF)
Text Only (*.TXT)
Hyper Text Files (*.HTM)
All files (*.RTF,*.TXT,*.HTM

Radio box

A **radio box** contains more than one *radio button*. Clicking on a button releases all other buttons, leaving only one selected.

◉ English (U̲.S.A)
◯ English (I̲nternational)

REG.TXT

The **REG.TXT** file contains the SigmaSoft Registration Form for use when faxing, mailing or e-mailing a Windows Software Registration form.

Respondent data file

A **respondent data file** is a special file used by this program to store respondent demographic information, responses to the PRF items, as well as scoring information. Respondent data files should not be printed and cannot be accessed by other programs. By default, respondent data files are stored in the respondent data file directory listed in the **Options|Program** window.

RTF file

An **RTF file** is a Rich Text Format file which retains font sizes, and character effects such as bolding, italics and underlining. It can be read and written by many word processing programs.

Save dialog box

The **save dialog box** allows you to define the directory and file name in which the data will be stored. You may select a different output format by changing the list box labelled "*Save file as type*". Click on the **Ok** button when you are ready to save the file.

Selection

To **select** an item, click on it or press the space bar when the item is highlighted. You can select a range of items by holding down the **Shift** key while selecting. You can select and deselect individual items by pressing the **Ctrl** key and selecting items.

Case 4 : Male [4000]
Case 1 : Female [1000]
Case 2 : Female [2000]

Status bar

A **status bar** at bottom left shows the number of the currently selected records, the total number of records, and the number of selected records.

Validation code

The **validation code** is provided by the SigmaSoft for Windows Software during the registration process. This code is given to SIGMA Assessment Systems who then provides a password to register your software.