

## Installation and User Instructions

**ESI 2009 OVERVIEW:** The ESI Computer-scoring Software, Version 2009 (ESI 2009) is simple to use. Click the button or tab you want to use. There are menus and selections within each window. You may make your choices using either keystrokes or the mouse.

**SYSTEM REQUIREMENTS:** It is recommended to install the ESI 2009 on computers a Pentium-class process or higher, Microsoft Windows 2000 with Service Pack 3 or later operating system, 64 MB of RAM or higher, Super VGA 800 x 600 or higher resolution monitor with 256 colors. ESI 2009 was designed to run across a network with multiple, simultaneous users; however, actual network requirements will vary based on your network configuration.

**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 ESI 2009. If you experience problems with the installation, close other software products (e.g., virus scanning software) before installing ESI 2009.

**INSTALLATION: (Have your ESI Passcode ready before starting. Contact your computer's administrator for permission to install software.)**

- Step 1: Download the ESI 2009 installer from the ESI website, <http://www.social-interaction.com/software/InstallESI2009.exe>.
- Step 2: Double-click the ESI 2009 installer to begin installation. The ESI software Setup Wizard will walk you through the installation process.
- Step 3: The software is preset to install in C:\ESI\. It is recommended that you use this default setting. If you want to change the destination directory to a network drive, alternate directory on your local hard drive, or USB Flash Drive, do so now.  
**Special note for IT administrators:** Do not attempt to separate the database (.../ESI/DATA) from the application. Once installed, all ESI 2009 files and subdirectories must remain in the same relative location to the ESI2009.exe application file. Click **Next** to begin installation and follow the prompts to finish installing the software and create a desktop icon.
- Step 4: At the completion of installation, a window displays stating the software has been successfully installed. Click **FINISH**.
- Step 5: Launch the new installation of the ESI 2009 using the ESI icon on your desktop. Follow the prompts to enter your name, date preference, and Passcode.

**ENTERING COURSE DATA:** Click the **Course Scoring** button. Select and enter the scores for the tasks from your ESI Evaluation Worksheets. Be sure you are selecting the correct persons, 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, click **Export All Scores**. Follow the on-screen instructions to export your course data to a location (e.g., floppy disk, hard, network, USB flash or zip drive) where you can find your exported data files later. Use the same location 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 INFORMATION FOR PERSONS EVALUATED AFTER THE COURSE:**

Click **Persons** on the main ESI menu bar. Click **Add New Person**. Enter demographic information about the person. Enter dates for the student's Date of Birth and Date of First Evaluation. The person's age at the time of the evaluation will be calculated for you - **but it will**

*only be accurate if the student's date of birth and each date of evaluation are entered accurately.* Use the ESI Diagnostic Categories from your ESI manual to select the most accurate person diagnoses.

**ENTERING EVALUATIONS:** After entering demographic information about the person, you may enter evaluations for that person by clicking the **Evaluation** tab. Click **Add New Evaluation**. Follow prompts to enter an evaluation date, intended purposes categories of the social interactions, scores, and context information for each social interaction. Scores may be entered by using the mouse, or by using the number pad on the keyboard. When finished entering evaluations, click **Save**. All items must be completed to save the evaluation.

**EXPORTING CALIBRATION DATA:** Click the **Export** button. Follow the on-screen instructions to export data to a location (e.g., floppy disk, hard, network, USB flash or zip drive) where you can find them later. Do not export data to the same directory in which your ESI 2009 is installed – doing so will corrupt your ESI software, require you to reinstall the software, and enter your data again. All valid data will be exported to the location you selected. Use the same location that was used to export course data (see the “Course Data” section above). Please follow the *Rater Calibration Requirements* instructions on how to submit your data for analysis.

**SETTING PREFERENCES:** Currently, only the date format may be changed in the ESI 2009. 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 ESI data. Create a backup of your ESI data in a location (e.g., floppy disk, hard, network, USB flash or zip drive) where you can find them later. Do not backup your data to the same directory in which your ESI 2009 is installed – doing so will corrupt your ESI software, require you to reinstall the software, and enter your data again.

**IMPORTING DATA:** Data may be imported from a backup of your ESI software. Click the **Import** button and follow the prompts to locate your ESI data backup files (see BACKING UP DATA, above).

**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).

**ESI 2009 is currently only available in English. For free updates to this version of the software, please visit our website at [www.Social-Interaction.com](http://www.Social-Interaction.com).**