

Setting up your PAES® Lab computers and printer

You will need 3-5 Windows Based PC's, and a Printer.

1. Register your PAES® Lab
 - a. Go to www.talentassessment.com
 - b. Click on the Software Updates button.
 - c. Complete the product registration, including email address (all fields are required)
 - d. An email will be sent with your access code. Keep this code in a safe place.
 - e. You now have on-going access using the email address you entered and the access code to the PAES® master files and software's from the software updates page of www.talentassessment.com
2. Set up your Student Computer(s) Typically one, two, or three computers depending on the size of your lab
 - a. You will need windows-based computer(s) with Microsoft Windows, version 7 or higher, and can be a Windows Desktop. The student computer jobs will use Word, Excel, Power Point, and Windows Paint, so you will need these software's installed. The Computer Technology student job cards and instructions work best with Microsoft 2010.
 - b. Follow the set-up instructions on page two of the Computer Technology QRG Manual that came with your lab. An online version is available in the PAES® MASTER FORMS AND DOCS in the PAES Manuals folder <http://www.talentassessment.com/software.cfm> You may have to give read-write access to students and permission to house folders on the desktop. The student instructions for the student computer jobs will not work if these set up steps are not followed.
 - c. Install the PAES® Email Program from <http://www.talentassessment.com/software.cfm>
 - d. Install PAES® Parts Depot from <http://www.talentassessment.com/software.cfm>
 - e. Install PAES® Keyboarding Program from <http://www.talentassessment.com/software.cfm>
3. Set up your Teacher Computer :
 - a. The computer needs Microsoft Windows, version 7 or higher, and can be a Windows Desktop, Windows Laptop or Windows Tablet.
 - b. Install PAES® 9.1 SCORING from <http://www.talentassessment.com/software.cfm>.
 - c. See PAES® 9.1 SCORING manual that came with your lab for set up instructions. This manual will also download when you install the software.
 - d. Make sure to see note below about changing database string to ensure backing up of the data.
 - e. Download the PAES® MASTER FORMS AND DOCS to a master PAES® files folder from <http://www.talentassessment.com/software.cfm>
 - f. If you have a previous database, and you want to load it to the new software, please call TAI for support.
4. Time Clock Computer:
 - a. Consider Ordering a Windows Tablet for Check-In Station, or any Windows PC will work. Some labs use one of the student computers for the Time Clock software in addition to the Student Computer Jobs.
 - b. Install SCP Time Clock from <http://www.talentassessment.com/software.cfm>
 - c. See Time Clock manual that came with your lab for set up instructions. This manual will also download when you install the software.

5. Configure databases of scoring software and time clock software. If you do this step, the total hours clocked in for PAES will automatically populate to the scoring software to show both the “attendance hours present for PAES”, and the “amount of production standards met” percentage on the first page of the PAES performance summary report for all workers.
 - a. Copy the PAES Scoring database (C:\TAI\DATABASE\PAES Scoring.accdb) and the SCP TimeClock database (C:\TAI\DATABASE\SCP TimeClock.accdb) to the shared-network-folder that the school’s IT group has created.
 - b. Make sure the shared-network-folder has READ-and-WRITE access for everyone using the PAES® Scoring or SCP Timeclock software.
 - c. Configure BOTH, PAES Scoring AND SCP Timeclock, to point to the databases on the shared-network-folder. Go into the “Administration” function on each program, click on the “Database” tab, click on the “Edit Data Location”, enter the default password, then enter the PATH to the shared folder, click TEST CONNECTION button, and if OK and button turns green, press SAVE. NOTE: The “database location” option can be accessed in the SCP Timeclock by clicking on the Administration option, then clicking the “Backup Database” option. Password is: scptimeclock.
 - d. If you are just setting up your PAES timeclock software, you can upload PAES workers from the scoring software. To do this, should first make sure they are running the latest versions of TAI software, including your SCP Timeclock software by downloading and running the TAI UPDATER program from <http://www.talentassessment.com/software.cfm>. “The TAI UPDATER program will search your computer for any TAI software; and will make any available updates to all TAI programs installed on your computer”. Once you have the latest Timeclock software, open it up and click on the Administration Button on TOP LEFT on timeclock screen. Scroll to Add/Edit Employees (PAES Import). Enter password scptimeclock (not case sensitive). Click on the PAES Students IMPORT Button. Do you wish to import – YES.
 - e. If you already have workers in both the scoring software, and the time clock software, ALL workers need to be named exactly alike in both the scoring software and time clock software for the merge to work.
6. Set up your Printer: 8 ½ X 11 black and white or color is OK

For TECHNICAL SUPPORT:

Call TAI- Talent Assessment, Inc. for Technical Support
1-800-634-1472

TAI- Talent Assessment, Inc. www.talentassessment.com phone: 800-634-1472 fax: 904-292-9371