

CRS5 QUICK START GUIDE

June 2006

The CRS5 system is used to record information about clients enrolled in the Expanded Food and Nutrition Education Program (EFNEP). CRS5 uses this information to prepare a number of reports, including those required by CSREES. By exporting the data to the SRS5 State level system, state level reports can be prepared. (Note: SRS5 is not yet available.)

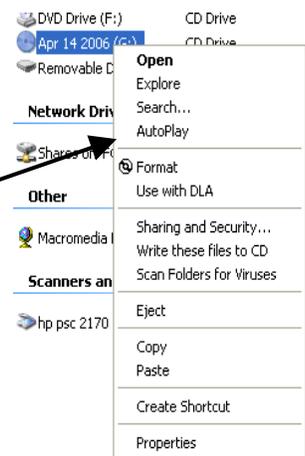
Things to Remember

1. You must use a user name of **ERS** and a password of **ERS** to first use the CRS5 system. Once you are comfortable with the system, you are encouraged to use the Security Functions under System Administration to change the **ERS** password. You may add new users and remove the **ERS** user for added security.
2. The CRS5 setup program will place a **Shortcut to CRS5** icon on your desktop. Opening that icon will reveal three icons, CRS5, CRS5 Tools, and the NEERS5 Transition Manual.
3. The **Tools** program is used to perform the Microsoft Access Repair/Compact operation on both your database (DataDB) and the CRS5 program (AppDB) and provides backup and restore functions. This program is also used to download CRS5 software updates as they become available.

Installing CRS5

The CRS5 setup installs CRS5 and a runtime version of Microsoft Access 2003. Just follow the on-screen instructions. Your computer must have Windows 2000 or XP. Earlier versions of Windows will not work.

1. You will need Administrator rights to install CRS5. Administrative rights probably are not needed to run CRS5.
 - Insert the CRS5 CD in your CD-ROM drive. Within a minute or so Setup should start automatically. If it does not start within a reasonable time, open "My Computer" from your desktop.
 - Right Click on the CD drive that contains the CRS5 Installation disc and click on Autoplay.
 - Consult section 2 of the ERS4 to NEERS5 Transition Manual (on the installation CD or at www.csrees.usda.gov/neers5) if further installation instructions are needed.
2. Follow the on-screen instructions:
 - **Destination Directory** – This is the folder where the CRS5 software is installed. The default is C:\AccessApps\CRS5.
 - **Test Database** – CRS5 will install a Test DB that contains fictional data so that you can familiarize yourself with the program. The test DB will install to C:\E5 CRS Data.
 - **Complete Installation** – You complete the installation by clicking **Next** for the remainder of the Setup screens. When Setup finishes, remove the CD and store it in a safe place.



Initial Data Entry

1. Familiarize yourself with CRS5 by clicking the various buttons on the Main Switchboard while you are attached to the test database.
2. There are two options for entering data in CRS5. If you have data which you would like transferred from ERS4 to CRS5 you can convert your DB's from ERS4 (consult your ERS4 to NEERS5 Transition Manual Section 5). This conversion will move your staff information and client data for adults and youth into CRS5.
3. Data can also be entered into a blank database (NEERS5 Transition Manual Section 6). This option will generally be used by new EFNEP sites.
4. **The first time you run CRS5 with a empty database you must select the name of your institution, state abbreviation, and your county's FIPS Code (unit ID).**
5. You will need to enter your staff (Professionals, Paraprofessionals, and Volunteers) in the new DB.
6. Then enter your clients in the Adult Switchboard or Youth Switchboard.
7. Once you have adult clients entered, you can enter their diet recalls and behavior checklists.

Backups

You are encouraged to backup your database at regular intervals – At the end of each day is recommended. You may use Zip drives, CD-R/CD-RW if available, or a Jump Drive. To use CDs, you must install Roxio Easy CD Creator. You can backup to the hard drive as a convenience, but always backup to some external media, such as a Jump Drive or CD, in case your hard drive fails. Store your backups in a safe place. Storing some of them off-site is a good idea.