

Instructions for Installing and Running the EPC-PSI Program for Internet Scoring of the Personal Styles Inventory

The EPC-PSI Program enables a user to score the *Personal Styles Inventory* (PSI-120) and to print out the results using a computer connected to the internet. In order to do this, one must have an account number and a password obtainable from Educational and Psychological Consultants, 1715 West Worley, Columbia, MO 65203

To install the EPC-PSI Program from the Internet. If an EPC-PSI Program has been previously installed, that program should be uninstalled first.

To uninstall a previous version of the EPC-PSI Program:

1. Open the your computer's Control Panel, which can be found
 - a. by opening the My Computer icon on your desktop, OR
 - b. in the menu opened by pressing the Start Button, OR
 - c. by pressing the Start Button, then selecting Settings.
2. From the Control Panel, open the Add/Remove Programs icon
3. Select the EPC-PSI program from the list
4. Select Remove (or Add/Remove, or Change/Remove), and follow the instructions.

(Note: previously scored PSI-120 files will not be deleted).

To download and install the EPC-PSI Program:

1. Use your web browser to go to <http://www.epc-psi.com/downloads>.
2. Click on Download the latest EPC-PSI Software
3. Click on Click here to get the file
4. Depending on the prompt:
 - a. Click Open, OR
 - b. Select Run this program from its current location and click OK.
5. If you get any security warnings, make the appropriate selections to allow the installation to continue.
6. Follow the installation instructions on the screen. The default selections will work in most situations. (We especially recommend selecting the option for creating a desktop icon).

To Launch the EPC-PSI Program. When connected to the internet, the EPC-PSI Program can be launched in two different ways:

1. Double-Click the EPC-PSI icon on your desktop (if you selected "Create a desktop icon" during the installation to launch the EPC-PSI program) or
2. Click the Start button on your desktop, then select Programs, then select and click on EPC-PSI to launch the program.

To Set up access to the EPC-PSI Report Server. After you launch the EPC-PSI program a screen should appear with the following headings at the top of the page:

Home Open File Options Exit

Before you can score the PSI-120 and print reports you must set up access to the Internet Report Server. To use this server you must enter your EPC-PSI **account number** and **password**. To do this:

1. Click on the Options link.
2. Click the Account tab
 - a. Enter your EPC-PSI account number.
 - b. Enter your password.
 - c. Select Remember password so that you will not need to re-enter your password every time you start the EPC-PSI program.
3. Click the Internet Server tab.
 - a. Select Use Internet Server.
 - b. The Internet Server URL should be set to: **http://server.epc-psi.com**
4. Click the Set button, the home page will reappear.

To create EPC Data Files. Before scoring any PSI-120 Inventory it is necessary an EPC Data File to store the inventory data.

1. From the list of "actions" on the home page, Select Open file.
2. For File Name, type in a suitable name such as "year2004" or "my agency"
3. Click Open.

Each EPC Data File can store multiple PSI-120 Inventories. You can create multiple EPC Data Files to organize your PSI-120 Inventories.

To score a PSI-120 Inventory.

1. Click on Open File. Select an EPC-PSI Data File, then click Open.
2. Click on New record.
3. Enter an ID, name, etc.. When finished, click Next.
4. Enter PSI-120 responses for items 1-96. Use the computer keyboard to enter the numbers 1, 2, or 3 to represent, respectively, Like me, ? (not certain), or Unlike me for each item. The cursor will move automatically to each item; the computer will also beep when you reach the bottom of the page.
5. Enter the PSI-120 responses for items 97-120. Use the computer keyboard to enter the numbers 1, 2, 3, 4, or 5, respectively, for the 5 types of PSI-120 responses for each item.
6. When completed, check your entries by selecting the Verify tab. Re-enter the scores for each item. The computer will beep if the second entry differs from the first. (You may use the computer up, down, left, or right arrows to reposition the cursor when needed.)
7. When finished, select the SAVE tab at the top of the screen. One can then proceed to score additional Inventories if desired.

With practice, an inventory can be scored easily in a couple of minutes.

To print PSI-120 reports.

1. Click on Open File. Select an EPC-PSI Data File that contains the desired PSI-120 records to be printed, then click Open.
2. Click on the name of the PSI-120 record to be scored.
3. On the right will be the ID/name of the record selected and the types of PSI-120 reports that can be printed. Select a type of report to be obtained. Acrobat Reader will appear and depending on the speed of your computer, the report will appear on the computer screen. If your computer is connected to a printer, this report can be printed.
4. Return to the EPC-PSI program by clicking on the EPC-PSI icon in the tool bar at the bottom of the screen. To print reports for other records, select the ID name from the column on the left and follow the above procedures.

The *Summary Report*, *Detailed Report*, *Linear Report*, and *Maps Report* are the most commonly used reports. The other reports are primarily useful for research purposes. The *Insight Report* is the most comprehensive report but is available only in the Expanded PSI-120 Package.

Additional Information. Remember that you must be connected to the Internet to score an Inventory. Your personal Account has a specified number of PSI-120 Inventories (e.g. 25) that can be scored. Once an Inventory is scored, however, the number of reports that can be printed for it is unrestricted. After the specified number of scorings is met, the scoring capability is terminated unless provisions for renewal have been obtained.