

***CapacityWare*TM Software for LMS (Leaders, Managers, and Supervisors)**

Before you begin, bring up *CapacityWare*TM Software by double clicking on the desktop icon. You will encounter an option to register for licenses/counters, select "NO." This will bring you to the Main Menu. Check to see that you are using the correct data set by confirming that the "Current Client" window in the center of the Main Menu includes the Path:

**Line 1 = "P:\CapacityWare\Ltdata.mdb"
AND
Line 2 = "P:\CapacityWare\Centraldb.mdb"**

Proceed with each section below:

A. Create, Modify, Update Individual Notes with Awards and Recognitions:

1. From the Main Menu, click on "**Login**" and single click the **name** of the individual you want to access. The single click will highlight the name line. For this exercise, use YOUR name. Know that others using this system also have access to this information at any time.
2. With the name line highlighted, select "**Respondents**" in the upper left and sub-select the "**Edit**" command. This will open the individual record.
3. Complete a review of the right column and enter any information that will assist others in communicating with you. Check that the **Demographic** selections (pull down boxes Org through D10) are accurate.
4. Enter a "**Note**" in the dialog box in the lower left. Go to the end of this file.
 - a. Enter the words "**Awards and Recognitions:**" at the left margin.
 - b. Enter the date of an award and/or recognition: YY/MM/DD followed by a _-_
(space-dash-space).
 - c. Enter a brief explanation of the award or recognition presented to the individual.
 - d. As additional awards, recognitions, or other distinctions are earned, note them here.
 - e. In the alternative, if no awards or recognitions have been received to date, complete "a" above, enter today's date, and provide a statement such as "No awards or recognitions received as of this date."

5. Save the changes you have made by clicking "**Save User**" then "**Close**" to complete the transaction.

B. Print an Individual Respondent Profile Report.

1. View the contents of your/a record by returning to the "Edit" screen as in step #2 above, then select "**Reports**" in the upper left, and "**Respondent Profile**" to get a report of everything available in your individual record.

Note. If you add information to someone's file who works for you, it is always a good idea to print the file and give them a copy.

2. An Individual Record ought to be audited by the individual named periodically in any event. So not enter any information in anyone's file if you do not have an overarching authority over that person's work.