

Thank you for your interest in Microsale's C.H.A.T Counselling System for Private Practice Counsellors.

Please find below instructions for downloading the setup file that will install the latest version of the software onto your computer, and also some useful information about the program.

(A) To download and install the trial program:

Go into the following web page link. <http://www.microsalenz.com/search.htm>

Then choose,

- [Microsale C.H.A.T Counselling Program School Demo](#)

Save the setup file to your desktop (or any folder you wish) and run it (by double-clicking on it) to automatically install the program. Just click on OK or Next when prompted during installation. If there are any hassles at all please give me a call on 03 467 2888 or 027 4861444

Start the Microsale C.H.A.T Counselling System from the icon created on your desktop

The Main Menu screen will appear.

You can view (and print if you wish) the latest manual that explains the features of the program in detail by clicking PDF here.

- Click on Counselling Program to run the program.
- Rebuild Indexes is a program that prevents errors building up in your data files, so run at least once a week.
- Copyfiles automates the Copying of your data to a USB or other backup drive.



Getting Started Guide :

On starting the program from the Main Menu the first screen that will appear is the Main Consultation Screen (See page 3). From here you can access all the features of the program. On First use though you should click on the SETUP button on the top of this form to add your Business Details (School Address etc) and set up the program the way you want it.

Step 1 Set up Business Details :

From this screen you may add your address, Password, counsellor details, Appointment Diary setup etc.

Business Details Screen:

Use the Tab or Enter key on your keyboard key to move between fields or just click on the field you want to change using the mouse. To password protect the program you must enter a password here. You also adapt the program to suit your own needs by adjusting the Headings (Field Names). eg Change Heading 2 from Score to Classification or whatever you want.

Setup Form

Business Detail Setup Consultations Reports

Main Business Detail

BUSINESS NAME MICROSAL NZ

CONTACT NAME Donald Logie

ADDRESS 1 9a Wales St

ADDRESS 2 Dunedin

ADDRESS 3

EMAIL ADDRESS donald@microsalenz.com

WEB SITE www.microsalenz.com

PHONE (WK) 03 467 2888 **MOBILE**

FAX **PHONE (HM)**

GST NUMBER **GST RATE %** 15

PASSWORD ###

Alternate Headings

CLIENT NAME Students
Must be "Clients" or "Students"

HEADING1 Term
A limit of 4 - (for Reports)

HEADING2 Whanau
eg Consultation Length, House or Whanau

HEADING3 Year Level

HEADING4 Consultation Type

HEADING5 Classification

HEADING6 Sub Classification

Counsellors

Counsellor Name	Code
Donald Logie	1

Appointment Diary Name **Display Order**

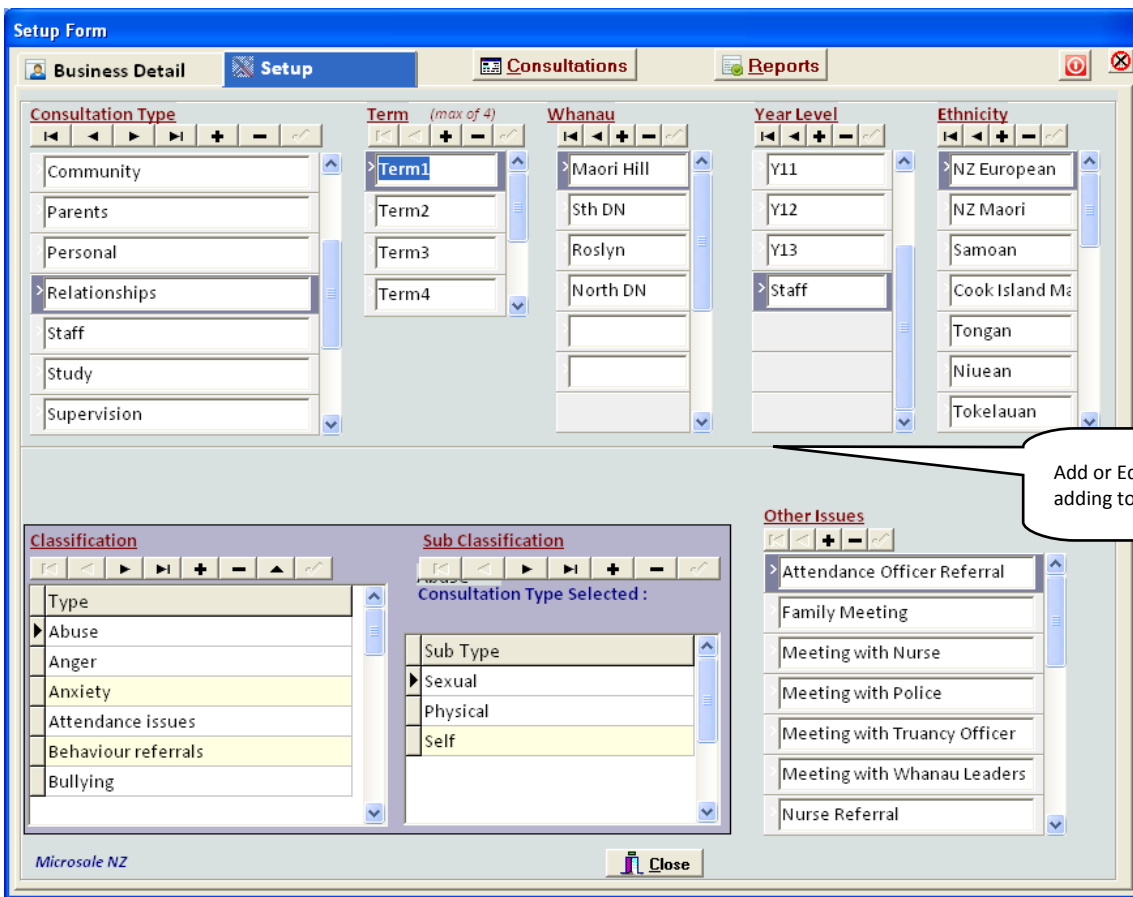
Donald	1
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Click here once you have entered your Password to Save it permanently..

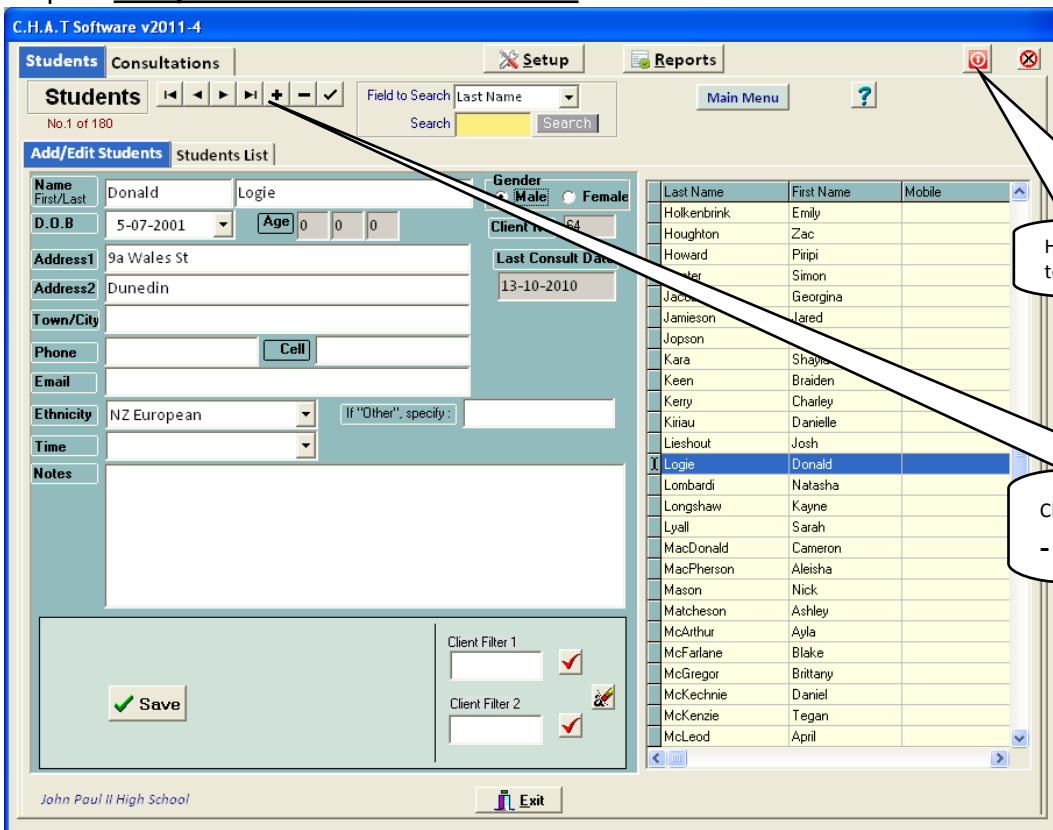
These Field Headings can be changed.

Close

Step 2 **Set up Records for drop-down boxes**



Step ③ Add/Edit Student Information



Step ④ Consultations

C.H.A.T Software v2011-4

Students Consultations Setup Reports

Students Search: Donald Logie
LOGIE
9a Wales St, Dunedin
Age: 0
Consultations: 3

Counsellor: Fiona
Date: 17-05-2011

Click on the + to start a new consultation.

Consultations

Date: 13-10-2010 Term: Jul-Sep Whanau: Maori Hill Year Level: Y11

Consultation Type: Relationships Ethnicity: NZ European

Classification: Classroom programmes

Notes

talked about what being friends means
Donald appreciates Janet because she is caring, honest but sensitive and helps students when they get upset

Using these buttons you can add Notes for later retrieval. Makes the Notes area larger, etc.

Hides sensitive information

All Notes for : Donald Logie

18-08-2010 -> Behaviour
Had a good catch up today - more settled and comfortable with the environment

19-10-2010 -> Relationships
talked about what being friends means
Donald appreciates Janet because she is caring, honest but sensitive and helps

13-10-2010 -> Parents
Hello

Print all Notes for a Student.

See Other Issues (to add to notes)

Save Exit

Microsale NZ

Please give me a call with any queries, I'm very happy to help. See the manual for more detail.
Regards, **Donald, Microsale NZ**