

# Windows Installation Instructions

## Self Evaluation Tool

### Version 4.0

#### Introduction

Welcome to Version 4.0 of the Self Evaluation Tool (SET). This computer database template has been developed for use by the Council of Presidents of The Lutheran Church—Missouri Synod.

The Self Evaluation Tool has been developed using FileMaker Pro 8.0, a Macintosh and Windows database program.

#### System Requirements

##### Windows



- Pentium III 500MHz or higher
- 256MB of RAM
- CD or DVD drive and hard disk drive
- SVGA (800 x 600) or higher resolution video adapter and display
- Windows 2000 (Service Pack 4), Windows XP (Service Pack 2)

#### Caution!

Do not rename any of the files that are copied to your hard drive. Renaming the files will make it impossible to use the Self Evaluation Tool for Pastors.

#### Installation Instructions

**DOUBLE-CLICK** on the **SET.exe** file icon. The installation process will begin. Accept all of the defaults suggested in the installation process.

Once the installation process is complete, the SET file will open automatically to the **Title Screen**. Once you have reviewed the Title Screen, click the **Continue** button, which will take you to the **General**

**Instructions** screen. Once you have read the general instructions, click the **Continue** button, which will take you to the **Main Menu**. Click the **Data Entry Layout** button. It will take you to the first page of the Self Evaluation Tool for Pastors. The cursor will be active in the first data field at the top of the page. Once you have completed typing your data in the first data field, use the **Tab Key** to navigate to the next field.

When you have completed the Self Evaluation Tool for Pastors, you may print a complete copy of the document by clicking on the **Print** button following Question 36 **(DO NOT USE THE FILE MENU-PRINT OPTION TO PRINT A COPY OF THE SET)**.

### **Making Changes to the Self Evaluation Tool**

If you need to resume work on your Self Evaluation Tool at a later date, or would like to change the data in any of the fields, you may launch the program by double-clicking on the **SET** icon located on the desktop. You can also launch the program by going to the **Start Menu**, then select **Programs**, then select **COP**, then select **SET**, then select **SET** again. Using your mouse scroll down the page to navigate to the place where you need to continue working on the document or where you need to change a previous entry. Click in the data entry field and type your entry/correction in the box.

### **Making a Copy of the Self Evaluation Tool**

To make a copy of the data contained in your Self Evaluation Tool, go to the Main Menu and click the button entitled "Make Copy of SET to E-mail to District President." You will be prompted to enter a name and designate the location for the file. Name the file SET.tab and save it to your desktop.

Send a signed, printed copy of the Self Evaluation Tool for Pastors (SET) **AND** email a copy of the **SET.tab** file to your District President.

### **Uninstalling the Self Evaluation Tool for Pastors Software from your Computer**

If you do not want to keep the Self Evaluation Tool for Pastors software on your computer, you may uninstall it by doing the following:

Make a backup copy of the SET.tab file which contains the data you entered into your SET by following the instructions above.

Then, go to the **Start Menu**, choose **Programs**, then choose **COP**, then choose **SET**, and then select **Uninstall SET**.