The Administrative Observer **5.26 new features**

Added pop-up lists for convenient, consistent data entry on desktop and handheld devices
Improved back-up and restore functions in the Observation File Manager
Improved export to MD Word format eliminating text box issues
Greatly expanded support for a variety of handheld devices including Blackberry, iPhone, iPod Touch, iPad
Android, Palm Pre-Pixi
The Administrative Observer Professional (optional companion software) available for powerful analysis of completed observations
Online Resources added, including Quick Start tutorial library
Added downloadable library of useful templates
Expanded database of supplied performance indicators
Training specialists available for remote or onsite training

The Administrative Observer **5.26 update instructions**

Note: This update requires The Administrative Observer version 4.03 or later be installed on the desktop computer.

Download the file named **obs526update.exe** to a known location.

Execute the update by double clicking on the file you saved**.**

Note: Blackberry users- See instructions on the Page 2
Pocket PC / Windows Mobile users - See instructions on Page 3
Palm users - See instructions on Page 5
Mobile Web users – See specific instructions on Downloads and Updates page

You may be prompted with a security warning that the publisher could not be verified. Click **RUN** and take all of the defaults to install the update.

After the update is finished open *The Administrative Observer* on your desktop computer and verify that you are now using version 5.26.

Blackberry users

The following steps are necessary to update *The Administrative Observer* desktop application to version 5.26.

1. Export Preferences and Lists
Current Preferences, Staff Lists and Lists 1-3 will be overwritten when updating *The Administrative Observer* desktop application to version 5.26. To save these files, click on **Lists | Export Lists** from the main menu bar of *The Administrative Observer* desktop application. Select a **known** location (folder, floppy drive, network drive or flash drive) for these files. They will be imported back to *The Administrative Observer* desktop application at the completion of this update.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.

2. Update Desktop application to version 5.26
It is necessary to update to version 5.26 of *The Administrative Observer* desktop application that is available from **www.pes-sports.com**. Choose the link for **Downloads and Updates** and navigate to *The Administrative Observer* for Blackberry users. Click on the download file named **obs526update.exe.** Follow the on-screen instructions to update *The Administrative Observer* desktop application.

3. Desktop configuration
The Administrative Observer desktop application must be configured to communicate with *The Administrative Observer* Blackberry handheld and Blackberry server. Open *The Administrative Observer* desktop application and click **Setup | Blackberry Setup**. Enter the Blackberry Device ID as it appears on the main screen of *The Administrative Observer* on your Blackberry handheld.

4. Update Handheld application
It is not necessary to update *The Administrative Observer* handheld application. Your current version 1.15 is the latest version. However, if you need to re-install, access the application on your Blackberry browser at the following link: **www.mobileobs.com/bb**
Follow the on-screen instructions to update *The Administrative Observer* on your Blackberry handheld.

5. Import Preferences and Lists
Current Preferences, Staff Lists and Lists 1-3 should be imported back to *The Administrative Observer* desktop application. Click on **Lists | Import Lists** on *The Administrative Observer* desktop application using the location that was used when exporting files in Step 1.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.

Pocket PC/Windows Mobile users

The following steps are necessary to update *The Administrative Observer* desktop application to version 5.26.

1. Export Preferences and Lists

Current Preferences, Staff Lists and Lists 1-3 will be overwritten when updating *The Administrative Observer* desktop application to version 5.26. To save these files, click on **Lists | Export Lists** from the main menu bar of *The Administrative Observer* desktop application. Select a <u>known</u> location (folder, floppy drive, network drive or flash drive) for these files. They will be imported back to *The Administrative Observer* desktop application at the completion of this update.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.

2. Update Desktop application to version 5.26

It is necessary to update to version 5.26 of *The Administrative Observer* desktop application that is available from **www.pes-sports.com**. Choose the link for **Downloads and Updates** and click on the download file named **obs526update.exe.** Follow the on-screen instructions to update *The Administrative Observer* desktop application.

3. Install *The Administrative Observer* (Pocket PC/Windows Mobile handheld software)

➢ From the **Start** menu, select **Start | Programs | The Administrative Observer | Install Observer on Pocket PC**.
➢ Please follow the on-screen instructions taking all defaults to install the software.
   Note- This step assumes that your desktop computer already has Microsoft ActiveSync software installed. This software came with your Windows Mobile handheld.
➢ After completing the above steps, *The Administrative Observer* will be installed on your Pocket PC handheld.
➢ You can run this program on your handheld by tapping **Start | Programs | The Administrative Observer**.
➢ The first time you run the application on your handheld, you will see a **REGISTER** button. Tap this button and e-mail **cotterk@pes-sports.com** with the **DEVICE ID** that is presented to you.

   We will promptly reply with your registration unlock code. To expedite this process, please include Program Name, Name, School, District, City and State so that we can properly identify you in our database as a licensed user. Additional codes need to be purchased if you wish to install on multiple handhelds.

4. Installing *The Administrative Observer* Pocket PC Conduit

You **must** also install the *The Administrative Observer* Pocket PC conduit software. This allows the Pocket PC to communicate with *The Administrative Observer* desktop application.

➢ To install this software, select **Start | Programs | The Administrative Observer | Install Pocket PC Conduit.**   No other applications should be running at this time!

➢ You should now be ready to use your Pocket PC/ Windows Mobile handheld with *The Administrative Observer*. Please follow instructions provided with the manual.

5. Import Preferences and Lists

Current Preferences, Staff Lists and Lists 1-3 should be imported back to *The Administrative Observer* desktop application. Click on **Lists | Import Lists** on *The Administrative Observer* desktop application using the location that was used when exporting files in Step 1.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.

Palm handheld users

1. Export Preferences and Lists

Current Preferences, Staff Lists and Lists 1-3 will be overwritten when updating *The Administrative Observer* desktop application to version 5.26. To save these files, click on **Lists | Export Lists** from the main menu bar of *The Administrative Observer* desktop application. Select a <u>known</u> location (folder, floppy drive, network drive or flash drive) for these files. They will be imported back to *The Administrative Observer* desktop application at the completion of this update.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.

2. Update Desktop application to version 5.26

It is necessary to update to version 5.26 of *The Administrative Observer* desktop application that is available from **www.pes-sports.com**.   Choose the link for **Downloads and Updates** and click on the download file named **obs526update.exe.** Follow the on-screen instructions to update *The Administrative Observer* desktop application.

3. Install *The Administrative Observer* (**Palm handheld software**)

- ➢ From the **Start** menu, select **Start | Programs | The Administrative Observer | Install Observer on Palm**.
- ➢ This will activate the **Palm Install Tool** and the file **obs.prc** will appear in the list of files to be installed with your next hotsync.
- ➢ Close this screen, make sure your Palm handheld is properly connected and activate Hotsync.

    Note- The above steps assume that you already have the Palm desktop software installed that came with your Palm handheld.

4. Activate Hotsync to sync the application to your Palm handheld

- ➢ After your hotsync, *The Administrative Observer* will appear on your handheld as an icon named **Observer Install**. If you have trouble locating **Observer Install**, make sure the selection in the upper right corner of your Palm handheld indicates **ALL**.
- ➢ During installation, if you encounter a message that a file already exists, tap **Replace All**.
- ➢ The first time you run the application on your handheld, you will see a **REGISTER** button.
- ➢ Tap this button and e-mail us **cotterk@pes-sports.com** with the **DEVICE ID** that is presented to you

We will promptly reply with your registration unlock code. To expedite this process, please include Program Name, Name, School, District, City and State so that we can properly identify you in our database as a licensed user. Additional codes need to be purchased if you wish to install on multiple handhelds.

5. Import Preferences and Lists

Current Preferences, Staff Lists and Lists 1-3 should be imported back to *The Administrative Observer* desktop application. Click on **Lists | Import Lists** on *The Administrative Observer* desktop application using the location that was used when exporting files in Step 1.

Note: This step is not necessary if you do not have Preferences, Staff Lists and Lists 1-3 already created.