

## **How to start up the NNSS Risk Assessment software – a brief user guide to get the system working**

The downloaded NNSS Risk Assessment files should be in a single directory called \NAPRA, with a subdirectory called \Data. This should have happened automatically when you unzipped the file downloaded from the server.

To start up after all the files have unzipped, run the executable file: 'capra.exe'. The scheme template is contained in nssfina1.mdb in the data subdirectory. This is an Access database file which contains the scheme structure as well as all the scheme questions, comments, etc. To begin a new assessment, click 'New PRA' at the opening screen and choose an appropriate file name. This creates a new .mdb file, a copy of the scheme template to be populated by the responses appropriate for the assessment concerned. Each assessment requires a new file. You can create the file once the program opens, which will be stored under the \My documents\CAPRA\_Works directory.

You should see a screen with the five modules listed. The modules can be worked on in sequence or in any other order, as desired. The buttons at the top of the screen are largely self-explanatory. A report can be generated automatically in a variety of different formats (word, excel, access). The email button allows the assessment file to be sent as an email attachment (but this can also be done manually by attaching the appropriate .mdb file in the usual way. Some servers block .mdb files and zipping the file can sometimes solve the problem. The 'versions' button shows the development history of the software and EPPO plan future versions with increased function (the help function, for instance, is not yet present). New versions of the software will be designed to run databases created by the current version, so upgrading will be straightforward.

Proceed through the template, question by question. Each question has two response boxes, the one on the left is for the specific answer and the one on the right is for any additional comments that are considered relevant. For some questions a note giving additional information to assist in answering the question can be viewed by clicking the 'i' button. To close the note, click the 'i' button again. From Section 2b (Question 23) onwards, each question also requires an assessment of how confident you are in your answer to the question.

The questions are grouped as a series of screens which appear as a list in the left-hand window as the assessment progresses. You can return to a previous screen by clicking on the appropriate list item. By default to prevent accidental changes, the questions are locked once they have been completed. To change a response, click the 'unlock' button at the foot of the screen. The drop down 'tag' menu allows screens to be tagged for future reference, for example if more information is being sought or a response is to be reviewed. To progress from one screen to the next, click 'next'. When a message appears that says that the end of the module has been reached, then select the next (or any other) module to continue.

Responses are automatically saved as entered so the assessment can be interrupted and restarted at any point. No specific action is required to save work as you go. Modifications to existing entries overwrite the previous entry.

A printable report is generated automatically by clicking the button on the top row and following the instructions. You are prompted to give a file name for the report. After saving you may view the report by clicking 'Oui' at the appropriate prompt. [There is some French language in these menus because the underlying software was developed by EPPO in France.]

Interpreting the report output. The questions are numbered and printed out in sequence along with the answers supplied by the user. The answers to the questions appear in the report together with the contents of the comments boxes. All information is of course retained in the database file where it can be viewed on-screen by running capra.exe. The only part of the report where there may be more than one answer is in the pathways module. If you select to consider more than one pathway then the report will list questions 23 – 31 for each pathway. There are still a few bugs in the report generation which will be fixed when the next version comes out, scheduled shortly.

The file capra.ini contains the configuration settings. This file should be visible in Notepad in which settings can be altered if required, e.g. Line 2, Author= , Line 3, the default directory for reports, Line 8 the location of the blank template file, nssfina1.mdb. Line 4, Autoupdate=0 controls whether new versions are downloaded automatically from the EPPO website. If this set to 1, updates will be downloaded. After an update, it is necessary to reset Line 8 back to nssfina1.mdb because it will have been changed to model.mdb (the default EPPO template) during the update. (User and password, are not yet functional).

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