

Installation and Operation Instructions

MCCB Computer Scoring Program, North American MSCEIT Branch 4 Scoring Program, and International MSCEIT Branch 4 Scoring Program

Please read these instructions before attempting to install or use any of the three programs included in the downloaded MCCB_MSCEIT folder. Each program requires a separate installation, which is described below. These instructions are also available on the MATRICS Assessment, Inc., official website, www.matricsinc.org, and on the MATRICS Download site, <https://download.matricsinc.org>, in the Frequently Asked Questions (FAQs) sections. They have been updated since the printing of the MCCB Manual Third Edition.

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System Requirements

- ▶ Windows operating system — Windows 10, 8, or 7, (The MCCB programs are NOT compatible with Apple or other operating systems.) Check the MATRICS Assessment, Inc., website for updates on compatibility as new versions of Windows are released.
- ▶ Adobe Reader (needed to read this PDF file; a free version is available at <http://get.adobe.com/reader>)

Computer Settings

Dpi (dots per inch) Setting:

If, after installing the MCCB Computer Scoring Program as described below, the bottom portion of the screens is not visible, you may need to change the dpi setting on your computer. The dpi setting affects the size of images on the screen. The standard setting in the U.S. is 96 dpi, and this setting should be used to run the program. If your dpi setting is set to a value other than 96 (e.g., 120), you may need to change it to 96.

Windows 7 Display Setting:

If you are installing the MCCB Computer Scoring Program on a computer running Windows 7, you may need to change the Display setting, which also affects the size of images on your screen. If the display size is set to *Medium – 125%*, the windows of the scoring program may not be sized to include all screen elements. Some options and navigation buttons may not be visible. Change the Display setting either to *Smaller – 100%* (default) or *Larger – 150%* to make sure all screen elements are visible.

Region and Language Setting Outside of the United States:

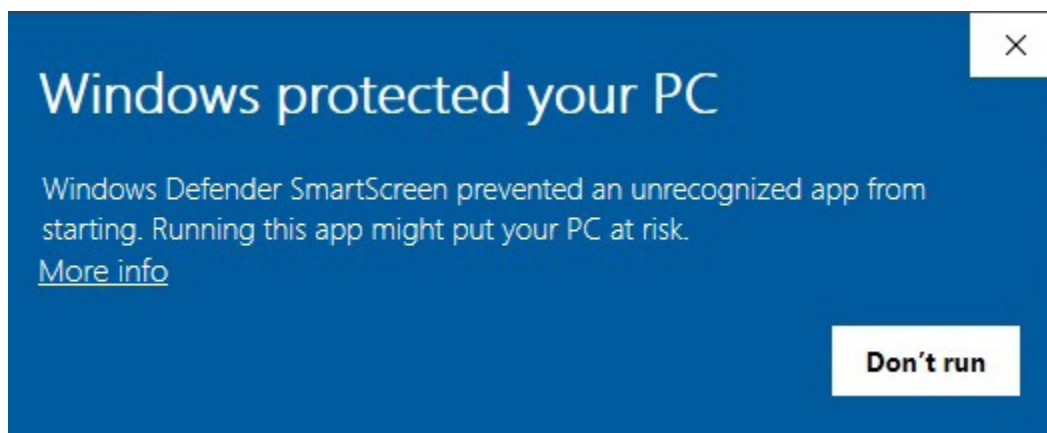
If you are using the MCCB Computer Scoring Program in a country outside of the U.S. that uses commas in place of decimal points in numeric notation, you will need to change the Region and Language setting on your computer to *English (United States)* before using the Import function (see sections below on the Import Function and Operating the MCCB Scoring Program). To change your computer settings, go to the Control Panel on your computer and select the tab for language and region settings. Then select the tab that provides options for changing date, time, and number settings (the labels for these tabs differ slightly across Windows operating systems). Select *English (United States)*; then click *OK* at the bottom of the screen.

Installing the MCCB Computer Scoring Program

- ▶ After downloading the ZIP archive to your local drive, you will need to extract the compressed files to an area of your choice. After extracting the files, you will see a main folder named “CPT_IP_MCCB_MSCEIT” and inside are two sub-folders – “MCCB_MSCEIT” and “CPT_IP,” plus a file named *Matrics_Installer.exe*.
- ▶ Click on *Matrics_Installer.exe* to view the installation option menu.
- ▶ Note: If at anytime a window titled *User Account Control* appears with the prompt, “Do you want to allow the following program from an unknown publisher to make changes to this computer?” click *Yes*.
- ▶ Depending on your version of Windows, you may see a screen that looks like this:



- ▶ Click the “Run” option and, if you do not wish to see this message in the future, uncheck the “Always ask before opening this file” option.
- ▶ Depending on your version of Windows, you may see a window that looks like this:



- ▶ Click on the “More info” option and then click “Run anyway”
- ▶ Choose *Install MCCB Scoring Program*.
- ▶ A window titled *Welcome to the InstallShield Wizard for MCCB* will appear.
- ▶ Click *Next*.
- ▶ A license agreement window will appear.

- ▶ After reading the agreement, click *I accept the terms in this license agreement*.
- ▶ Click *Next*.
- ▶ Enter Customer Information (user name and organization).
- ▶ Click *Next*.
- ▶ A window titled *Destination Folder* will appear.
- ▶ Click *Next*.
- ▶ A window titled *Ready to Install the Program* will appear.
- ▶ Click *Install* to begin installation. Please wait while the program installs; installation may take several minutes.
- ▶ Click *Finish* or go directly to the program by clicking the box beside *Launch MCCB* and then click *Finish*.
- ▶ Close *Matrics_Installer.exe* Installation Program
- ▶ An icon labeled *MCCB* will appear on your computer's desktop.
- ▶ Double click the icon to start the program.

Operating the MCCB Computer Scoring Program

This version of the MCCB Computer Scoring Program includes the following features to expand its functionality and increase data security:

1. Drop-down calendars for entering dates
2. Three options for calculating respondent age
3. Data import function
4. Option to obtain a neurocognitive composite score (without social cognition)
5. Allowance for missing data
6. Read-only, password-protected export files, and other security features
7. Scoring using norms from selected countries/regions outside of the United States

Each of these functions is explained below.

1. Drop-Down Calendars

Drop-down calendars are provided when the MCCB Computer Scoring Program requires the entry of a date (e.g., study start date, birth date, test date). To access a drop-down calendar, click the list box to the right of the required date. The default

calendar displays showing the present month and year with the present date circled in red. Click the year at the top of the calendar to display up and down arrows; click the up or down arrow to make the desired change to the year. To skip rapidly through the year options, such as when entering a birth date (e.g., 1960), click the down arrow and hold down the mouse button. Click the month shown on the default calendar to display a drop-down menu for the 12 calendar months. Click the desired month and then the desired date in that month. The drop-down calendar will stay open until a date is selected. The date can be changed later by clicking on the list box again, which will reopen the drop-down calendar. The format of the date that appears in the list box when the drop-down calendar closes will default to the format specified in your computer operating system.

2. Three Options for Respondent Age Calculation

The MCCB scoring program generates normative scores with age and gender correction as the default option. To meet users' needs for age corrected scores and allow for the protection of patient privacy during clinical trials and other research projects of various lengths, the program provides three options for calculating respondent age. On the Respondent Registry screen (accessed by clicking *Add New Respondent* in the program's main menu), you can enter the respondent's age in years, his or her birth date, or his or her birth month and year.

If you enter the respondent's age in years, the scoring program retains this age through repeated assessments, even if the respondent's birthday occurs during the study. Hence, although the respondent's age in years increases, the age used by the program to generate normative scores stays the same. Maintaining a fixed age for the respondent is often preferable for short-term studies of a year's duration or less.

If you enter the respondent's birth date, the scoring program automatically corrects the respondent's age in one tenth of a year increments (i.e., every 35 days) throughout the study. Hence, for each repeated assessment, the age used by the scoring program to generate normative scores is based on the respondent's corrected age at the time of each assessment. Correction of the respondent's age over the length of the study is important in longer-term studies of several years' duration.

If you enter the respondent's birth month and year, the scoring program assigns the respondent a birth date of the 15th day of the month you entered. The program then automatically calculates age changes in one tenth of a year increments but does so as if the respondent's exact birth date is the 15th day of the month and year entered. This option allows for age correction over the duration of longer-term studies but lets you avoid entering the respondent's complete birth date, which is considered individually identifiable health information that is protected under the U.S. Health Insurance Portability and Accountability Act (HIPAA).

3. Import Function

The Import function allows you to import data from other files to transform a group of respondents' MCCB raw scores to *T*-scores and percentiles, instead of entering each respondent's data separately.

To import data from other files, click *Import* on the main menu of the MCCB scoring program. Note: Two separate files, a “patient registry” file and a “raw data” file, need to be created before using this function. The “patient registry” file contains demographic information on the respondents; the “raw data” file contains the group’s MCCB raw scores. These created files must include the number of variables necessary to allow the calculation of transformed scores and must be saved in comma separated variable (CSV) format. The MCCB scoring program does not convert existing files into the necessary format. In Microsoft Excel 2003, 2007, 2010, and 2013 versions, the save option is listed as CSV (*comma delimited*) in the drop-down menu. Once these files are set up, raw data can be entered, saved, and imported into the MCCB scoring program for computation of *T*-scores and percentiles.

As noted in the Computer Settings section above, if you are using this program in a country outside of the U.S. that uses commas in place of decimal points in numeric notation, you will also need to change the Region and Language setting on your computer to *English (United States)* before importing your .csv files. This setting is necessary to ensure commas are not interpreted as decimal points.

Patient Registry File

The “patient registry” file includes all of the variables that appear on the Respondent Registry screen in the MCCB Computer Scoring Program when the data are entered manually. These variables are listed below. A pre-formatted Patient Registry Excel template can be accessed from the FAQs section of the MATRICS Assessment, Inc., official website (www.matricsinc.org) or the MATRICS download website at (<https://download.matricsinc.org>), or you can create a patient registry file by typing the variables into an Excel file as the column heads and then entering patients’ demographic information. To import your patient registry file, click the *Import* button to the right of the list box labeled *Import Respondents* and import the file from the appropriate directory on your computer or flash drive. The program will generate an error message if the file was not saved in CSV format or if one or more variable names are missing. The filename must use alphanumeric characters with no spaces or other special characters (e.g., %, *, -, &). If you are using the default scoring option (i.e., *Age and Gender Corrected*) or the *No Correction* option, then only respondent ID, age, and gender need to be entered for each respondent for the scoring program to execute the transformation of raw scores to *T*-scores and percentiles. For the scoring option that corrects for age, gender, and education, you also need to enter the respondents’ years of education (EDUyear). Entry of other information is optional.

Patient Registry variable names

- | | |
|------------------|----------------|
| 1. Respondent ID | 7. Handedness |
| 2. Start Date | 8. Race |
| 3. Name | 9. EDUYear |
| 4. Birth Date | 10. Father EDU |
| 5. Age | 11. Mother EDU |
| 6. Gender | |

Raw Data File

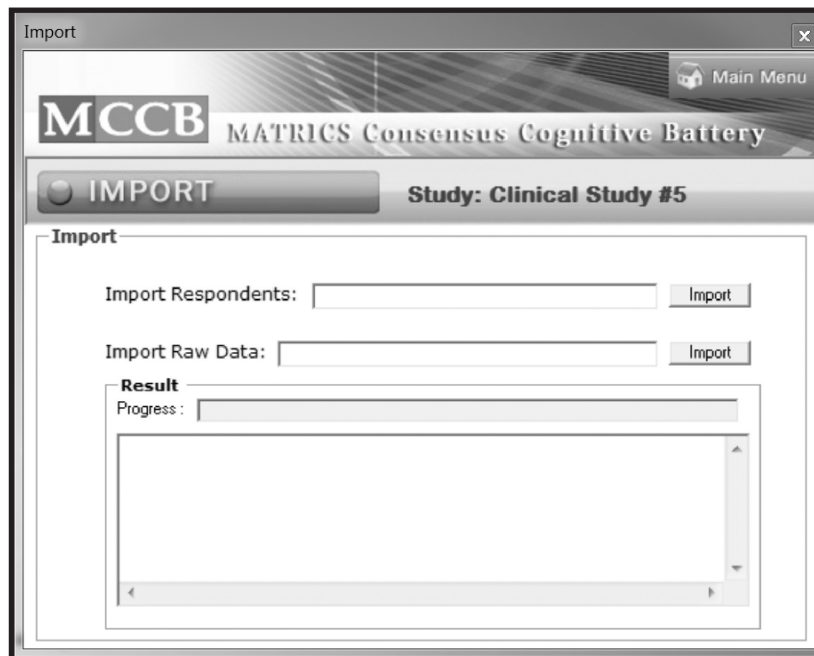
The “raw data” file includes all variables that appear on the Data Entry screen in the MCCB Computer Scoring Program and are listed below. As with the Patient Registry template, a pre-formatted Raw Data Excel template can be accessed from the FAQs section of the official MATRICS website (www.matricsinc.org) or the MATRICS Download site (<https://download.matricsinc.org>), or you can create a raw data file by typing the variable names as column heads in an Excel file and entering patients’ data. To import your raw data file, click the Import button to the right of the list box labeled *Import Raw Data* and import the file from the appropriate directory on your computer or flash drive. To obtain *T*-scores and percentiles for the seven cognitive domains and the overall composite, you need to enter raw scores for each of the ten MCCB tests. To obtain *T*-scores and percentiles for the six non-social domains and the neurocognitive composite (described below), you need to enter raw scores for nine of the MCCB tests.

The variable names are listed below.

Raw Data variable names

- | | |
|------------------|---------------|
| 1. Respondent ID | 11. LNS |
| 2. Test Date | 12. NAB Mazes |
| 3. Assessment# | 13. BVMT-R.1 |
| 4. Rater | 14. BVMT-R.2 |
| 5. TMT | 15. BVMT-R.3 |
| 6. BACS SC | 16. Fluency |
| 7. HVLTR.1 | 17. MSCEIT ME |
| 8. HVLTR.2 | 18. CPT-IP.1 |
| 9. HVLTR.3 | 19. CPT-IP.2 |
| 10. WMS-III SS | 20. CPT-IP.3 |

After these files have been successfully imported, the raw scores, transformed scores, and cognitive profiles for individual subjects can be viewed within the MCCB Computer Scoring Program by accessing them through the Data Tracking screen. The entire data set with demographics, raw scores, transformed scores, and percentiles can be saved as an export file in Excel format with the same options described in the preceding section also describing the Export function.



4. Obtaining a Neurocognitive Composite Score (without Social Cognition)

Two types of composite scores can be generated by the MCCB scoring program: an overall composite that is based on scores from each of the seven MCCB domains and a neurocognitive composite that is based on scores from the six non-social MCCB domains (excluding social cognition). The neurocognitive composite option is available by clicking *Report* on the Main Menu, which displays the Report screen. On the Report screen, the default composite score provided by the program is the Overall Composite.

Raw Scores

#	Test Name	Raw Score	T-Score	%ile Score
1	TMT	64	22	0.3%
2	BACS SC	30	26	0.8%
3	HVLT-R	25	44	27.4%
4	WMS-III SS	23	71	98.2%
5	LNS	18	56	72.6%
6	NAB Mazes	14	41	18.4%
7	BVMT-R	22	48	42.1%
8	Fluency	24	52	57.9%
9	MSCEIT ME	84	34	5.5%
10	CPT-IP	2.87	48	42.1%

Domain Scores for Overall Composite

#	Domain	T-Score	%ile Score
1	Speed of Processing	28	1.0%
2	Attention/Vigilance	48	42.1%
3	Working Memory	66	94.5%
4	Verbal Learning	44	27.4%
5	Visual Learning	48	42.1%
6	Reasoning and Problem Solving	41	18.4%
7	Social Cognition	34	5.5%
8	Overall Composite	40	15.3%

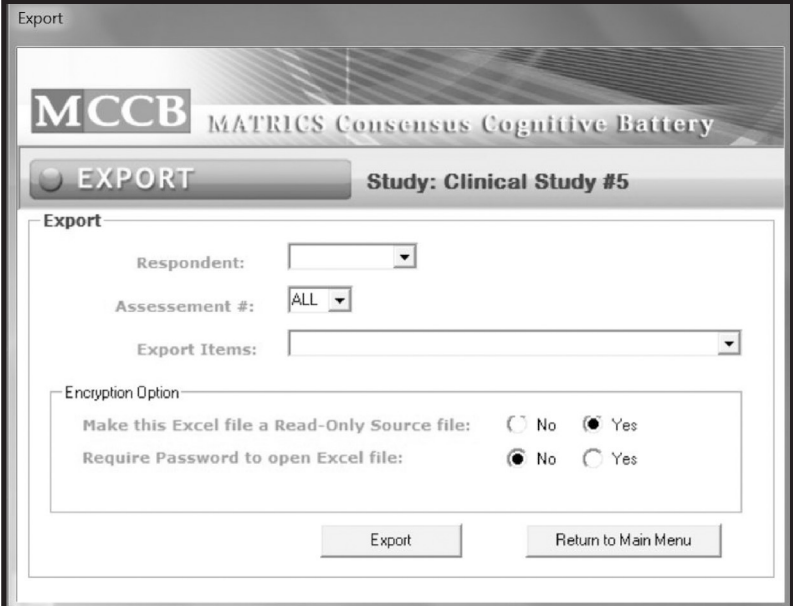
To generate neurocognitive composite scores, click the tab labeled *Neurocognitive Composite* located in the bottom right corner of the screen. The Neurocognitive Composite *T*-score (and percentile) will appear in the window above this tab along with the *T*-scores (and percentiles) for the six domains included in this composite.

5. Allowance for Missing Data

The MCCB scoring program allows for some missing data. To yield *T*-scores and percentiles on the seven cognitive domains and the overall composite or the six non-social domains and the neurocognitive composite, data are required on the tests representing each cognitive domain. Five domains are represented by a single test (attention/vigilance, verbal learning, visual learning, reasoning and problem solving, and social cognition); two are represented by more than one test (speed of processing and working memory). For domains represented by a single test, each test's data must be entered into the scoring program. For domains represented by more than a single test, the scoring program will still provide *T*-scores and percentiles at the domain level and the overall composite and neurocognitive composite if data are missing from one of the tests comprising that domain. Thus, for speed of processing, data are required for two of the three tests (TMT, BACS SC, Fluency); for working memory, data are required for one of the two tests (WMS-III SS, LNS).

6. User Privileges, Read-Only Source Files, Password Protection, Tracking Logs, and Exported Data Formats

This version of the MCCB scoring program provides two levels of user privileges: Administrator level and Tester level. The Administrator level has the higher level of privileges and should be limited to persons with the greatest responsibility for ensuring security of the data. A user at the Administrator level can add new users and save scored data in read-only and/or password-protected files. Persons at the Tester level are allowed only to enter and score data.



The screenshot displays the 'EXPORT' window for the MCCB (MATRICS Consensus Cognitive Battery) software. The window title is 'Export'. The header includes the MCCB logo and the text 'MATRICS Consensus Cognitive Battery'. Below the header, there is a tab labeled 'EXPORT' and a label 'Study: Clinical Study #5'. The main content area is titled 'Export' and contains the following fields and options:

- Respondent:** A dropdown menu.
- Assessment #:** A dropdown menu with 'ALL' selected.
- Export Items:** A dropdown menu.
- Encryption Option:** A section with two radio button options:
 - Make this Excel file a Read-Only Source file:** Radio buttons for 'No' and 'Yes' (selected).
 - Require Password to open Excel file:** Radio buttons for 'No' (selected) and 'Yes'.

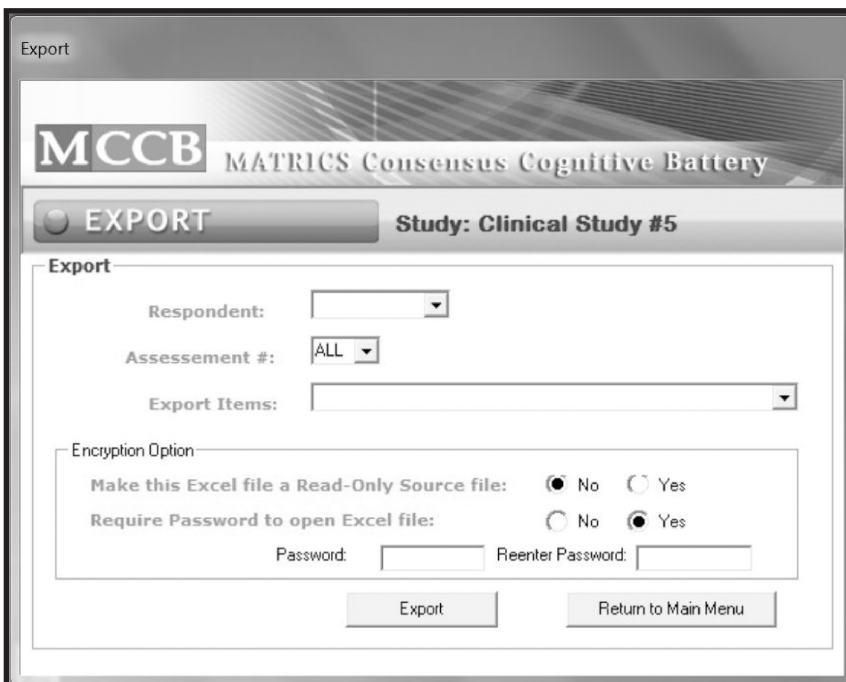
At the bottom of the window, there are two buttons: 'Export' and 'Return to Main Menu'.



To save scored data at the Administrator user level, click *Export* on the main menu to display the Export screen. The *Encryption Option* field provides two security options. If you click *Yes* for the first option, *Make this Excel file a Read-Only Source file*, the data will be saved as a Read-Only Excel file in the default folder location, *C:\MCCBexport*, unless you specify another location. The read-only mode locks the file, making any subsequent changes detectable.

If you click *Yes* to the second option, *Require Password to open Excel file*, the data will be saved as an editable Excel file that can be opened only with the password you set. If you click *Yes* for both options, the data will be saved as a read-only Excel file that is password protected.

The steps needed to open saved data files differ slightly depending on whether you select *Yes* to one or both of the security options. If you click *Yes* to the option *Make this Excel file a Read-Only Source file* but *No* to the option *Require Password to open Excel file*, a Password dialog box appears when you attempt to open the saved file. The dialog box contains the message *['filename.xls'] is reserved by [name of computer owner]*, the instruction *Enter password for write access or open read only*, and a password text box. Click *Read Only* to open the file. The password text box is for entering the Write password, which allows the file to be edited. This password is held by MATRICCS Assessment, Inc., for use in confirming the authenticity of data when necessary in multi-site clinical trials.



If you click *Yes* to the option *Require Password to open Excel file*, two password text boxes appear in the *Encryption Option* field. Enter a password and then reenter the same password to make sure you typed it correctly. To open the saved file, enter your password when prompted.

When you try to open a file for which you clicked *Yes* to both options, you will be prompted first for your password. After entering your password, the Password dialog box containing the message that the file is reserved will appear. Click *Read Only* to open the file.



Another security feature added to this version of the MCCB scoring program is the inclusion of a tracking log for changes made to the dataset, which include changes to the Respondent Registry or changes to the MCCB raw scores entered for an administration. Before a user can make a change to data that has been entered, the program requires the user to provide a reason for making the change.

The changes to the dataset and the reason for the change are saved in a tracking log. The changes are time-stamped and can be viewed at a later time to review their nature.

Exported data from individual cases can be aggregated and saved four ways:

1) demographics, raw scores, *T*-scores, and percentiles, 2) demographics, raw scores, and *T*-scores (minus percentiles), 3) tracking log for demographics, 4) tracking log for raw scores. On the Export screen, click the arrow in the *Export Items* list box to display these options. The data do not need to be saved as an export file after each use of the MCCB scoring program. The program will automatically compile the data in each of the four options within each specified study, which can then be exported at a later date for viewing.

7. Scoring the MCCB Using Norms from Countries/Regions Outside of the United States

The MCCB scoring program allows you to score data using norms for community samples from several different countries: English-U.S., Chinese-Mainland China, Russian, Spanish-Spain, Spanish-Central and South America, Japanese, Hindi, German, and Italian. From the Study Management screen, click the arrow next to the list box labeled *Language norms* located toward the bottom of the screen. Clicking this arrow will display a drop-down menu with the list of available norms. Select the desired language and the program will score the data using those norms.

If you want to use the English-U.S. norms, regardless of whether you are administering the MCCB in English or using a translated version, you must score the MSCEIT data using the North American MSCEIT Branch 4 Scoring Program before entering it into the MCCB scoring program. If you want to use norms for a country/region outside of the United States, you must score the MSCEIT data

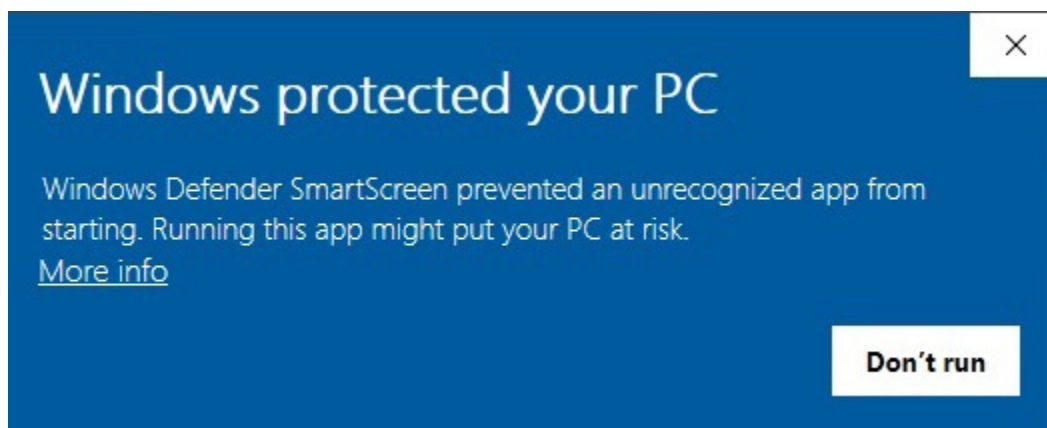
using the **International MSCEIT Branch 4 Scoring Program** rather than the **North American MSCEIT Branch 4 Scoring Program** before entering it into the **MCCB scoring program**. (Both MSCEIT scoring programs are described in subsequent sections.) Use of the International MSCEIT scoring program is necessary when using non-English-U.S. norms because the *T*-score distribution for the MCCB scoring program for these norms is based on the output obtained from the International MSCEIT scoring program.

Installing the North American MSCEIT Branch 4 Scoring Program

- ▶ After downloading the ZIP archive to your local drive, you will need to extract the compressed files to an area of your choice. After extracting the files, you will see a main folder named “CPT_IP_MCCB_MSCEIT” and inside are two sub-folders – “MCCB_MSCEIT” and “CPT_IP,” plus a file named *Matrics_Installer.exe*.
- ▶ Click on *Matrics_Installer.exe* to view the installation option menu.
- ▶ Note: If at anytime a window titled *User Account Control* appears with the prompt, “Do you want to allow the following program from an unknown publisher to make changes to this computer?” click *Yes*.
- ▶ Depending on your version of Windows, you may see a screen that looks like this:



- ▶ Click the “Run” option and, if you do not wish to see this message in the future, uncheck the “Always ask before opening this file” option.
- ▶ Depending on your version of Windows, you may see a window that looks like this:



- ▶ Click on the “More info” option and then click “Run anyway”
- ▶ Choose *Install the North American MSCEIT Branch 4 Scoring Program*.
- ▶ A window titled *Welcome to the InstallShield Wizard for MSCEIT Branch 4* will appear.
- ▶ Click *Next*.
- ▶ A window titled *Ready to Install the Program* will appear.
- ▶ Click *Install* to begin installation. Please wait while the program installs; installation may take several minutes.
- ▶ A window titled *InstallShield Wizard Completed* will appear.
- ▶ Click *Finish*.
- ▶ Close *Matrics_Installer.exe* Installation Program
- ▶ A green leaf icon labeled *MSCEIT Branch 4* will appear on your desktop.
- ▶ Double click the icon to start the program.

Operating the North American MSCEIT Branch 4 Program

When you enter a respondent’s responses to the MSCEIT Branch 4 items into the North American scoring program, the program creates a Microsoft Excel .csv file that stores the resulting scored dataset. The .csv file contains a legend that tells you how to identify the raw and adjusted scores as well as the Branch 4 standard score using North American norms. The Branch 4 standard score, located in column BU of the .csv file, is based on a mean of 100 and a standard deviation of 15.

The default file location to which the .csv file is saved is *C:\MSCEITexport*. You can change this default file location by following these steps:

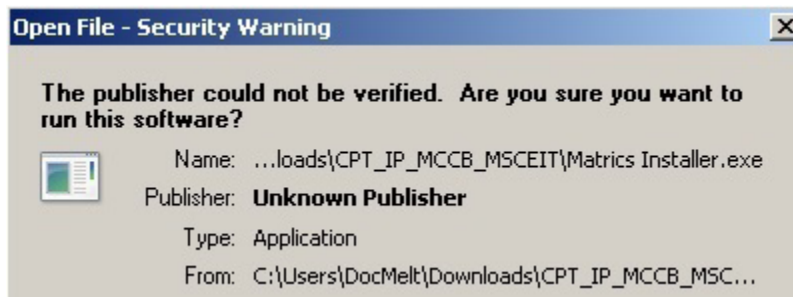
- ▶ After entering a respondent’s item response selections on the MSCEIT data entry screen, click the tab labeled *Score* in the upper left corner.
- ▶ A new screen, titled *Score*, will open.
- ▶ Click the *Set file location* button, located in the bottom left corner of the screen. Another screen, titled *Save Scored Assessments*, will open.
- ▶ Create a new default file location by right clicking *Local disk (C:)*, from the computer’s directory and then selecting *New* and then *Folder*.
- ▶ Give the new folder a title, click *Enter*, and then click on the folder to open it.
- ▶ The newly created file folder will appear in the window at the top of the screen. The default file name for scored MSCEIT assessments (appearing in the window at the bottom of the screen) is *ScoredAssessments*. You can keep this file name or change it to a new one.
- ▶ Click *Save* to save the file location for scored assessments and re-open the screen labeled *Score*.
- ▶ Click the *OK* button.

The entered raw scores and transformed standard scores will be saved in the designated file. Once you have changed the file location, the new file folder will become the default for future scored assessments. To view the saved MSCEIT scored assessments file, close or minimize the MSCEIT scoring program and open the *ScoredAssessments* file from within the folder labeled *MSCEIT Scored Assessments*. You can access the folder by using Windows Explorer, which provides a listing of files and directories on the computer.

As described earlier in the section on operating the MCCB scoring program, the North American MSCEIT scoring program must be used if you have elected to score the MCCB using English-U.S. norms rather than norms for a country/region outside of the United States (Chinese-Mainland China, Russian, Spanish-Spain, Spanish-Central and South America, Japanese, Hindi, German, and Italian).

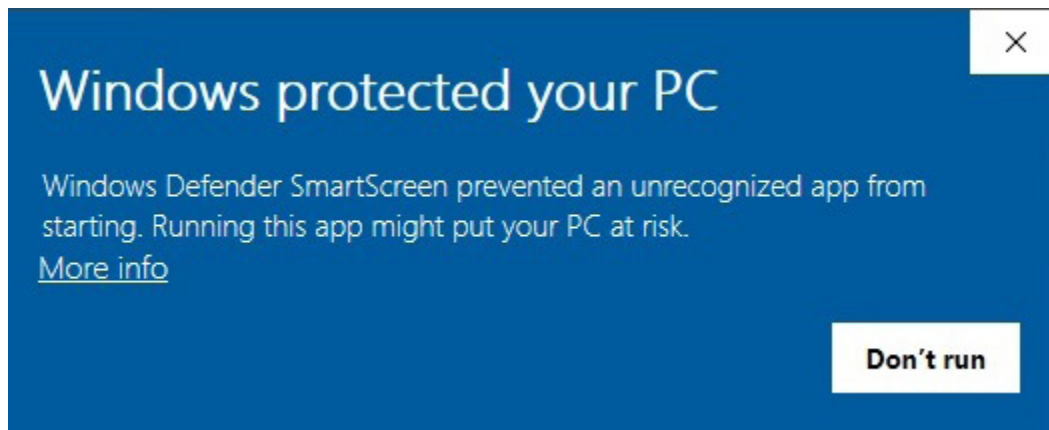
Installing the International MSCEIT Branch 4 Scoring Program

- ▶ Click on *Matrics_Installer.exe* to view the installation option menu.
- ▶ Note: If at anytime a window titled *User Account Control* appears with the prompt, “Do you want to allow the following program from an unknown publisher to make changes to this computer?” click *Yes*.
- ▶ Depending on your version of Windows, you may see a screen that looks like this:



- ▶ Click the “Run” option and, if you do not wish to see this message in the future, uncheck the “Always ask before opening this file” option.

- ▶ Depending on your version of Windows, you may see a window that looks like this:



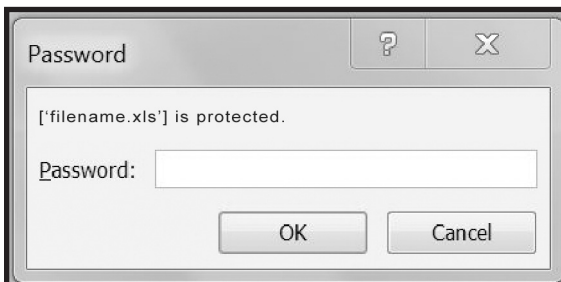
- ▶ Click on the “More info” option and then click “Run anyway”
- ▶ Choose *Install the International MSCEIT Branch 4 Scoring Program*.
- ▶ A window titled *Welcome to the InstallShield Wizard for INTL-MSCEIT* will appear.
- ▶ Click *Next*.
- ▶ A window titled *Ready to Install the Program* will appear.
- ▶ Click *Install* to begin installation. Please wait while the program installs; installation may take several minutes.
- ▶ A window titled *InstallShield Wizard Completed* will appear.
- ▶ Click *Finish* or go directly to the program by clicking the box beside *Launch INTL-MSCEIT* and then click *Finish*.
- ▶ Close *Matrics_Installer.exe* Installation Program
- ▶ A blue mountain icon labeled *International MSCEIT* will appear on the desktop.
- ▶ Double click the icon to start the program.

Operating the International MSCEIT Branch 4 Program

- ▶ The International MSCEIT program is password protected and requires a username and password to gain access to it. The default settings are username=user and password=password. To protect the program from unwanted access, it is highly recommended that you change these default settings immediately after installation (see Chapter 6 of the MCCB Manual for instructions).
- ▶ This program also requires you to select a study name before entering a respondent’s responses. Selecting a study name prompts the program to save all of the scored cases in the file location designated for that particular study. Other studies can be added and data saved to those particular study and file locations.

- ▶ After you enter a respondent's responses, click *Calculate* to receive the Branch 4 standard score using international norms. This standard score is based on a mean of 100 and a standard deviation of 15.
- ▶ Data are saved via the export function. After one or more cases have been scored, these data can be saved using the export function. The default file location is *C:\IntlMSCEITexport*. As with the North American MSCEIT scoring program, the location of the folder for saving scored International MSCEIT data can be changed using the procedures described in that section above.
- ▶ For added security, scored data can be saved in read-only and/or password-protected Excel files. Click *Export* on the data entry screen to display the *Export All Measures* dialog box.

In the Encryption Option field, click *Yes* for the option *Make this Excel file a Read-Only Source file* if you want to save the data as a read-only Excel file. The read-only mode locks the file, making any subsequent changes detectable. Click *Yes* to the option *Require Password to open Excel file* if you want to save the data in a password-protected Excel file. Click *Yes* to both options to save the data in an Excel file that is read-only and password protected.



▶ To open a file you have saved as read-only, click *Read Only* in the Password dialog box that appears when you attempt to open the file. The dialog box contains the message *['filename.xls'] is reserved by [name of computer owner]*, the instruction *Enter password for write access, or open read only*, and a text box for entering a Write password. The Write password, which allows the file to be edited, is held by MATRICS Assessment, Inc., for use in confirming the authenticity of data when necessary in clinical trials.

- ▶ If you click *Yes* to the option *Require Password to open Excel file*, two password text boxes appear in the *Encryption Option* field. Enter a password and then reenter the same password to make sure you typed it correctly. To open the saved file, enter your password when prompted.
- ▶ To open a file you have saved as read-only and password protected, enter your password when prompted and then click *Read Only* in the subsequent Password dialog box.
- ▶ The International MSCEIT scoring program also provides the option of saving an individual's scores as an unalterable source report. Click *Source Report* on the data entry screen to save the file as an Image File(*.jpg) that cannot be edited .
- ▶ The International MSCEIT scoring program must be used if you have elected to score the MCCB using norms for a country/region outside of the United States (Chinese-Mainland China, Russian, Spanish-Spain, Spanish-Central and South America, Japanese, Hindi, German, and Italian), described earlier in the section on operating the MCCB scoring program.

NOTE: Although these programs have been tested on Windows operating systems through Windows 10, it is possible that unforeseen problems in their installation or operation may occur. Please contact us via e-mail at matricassessment@gmail.com with questions.