PSY-Record
V 1.0

Installation and User Manual

Program Owner and Developer

Dr. Ahmed Mohamed Ibrahim Tawfik

Ph.D. in Clinical Psychology

Clinical Psychologist

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This manual is designed to help you install, configure, and use PSY-Record efficiently.

The manual begins by outlining the system requirements that must be met before installation, followed by step-by-step instructions for installing and configuring the program for the first time. It then provides an overview of the program's main functions, its various windows, and the different tools available within the program, along with instructions for using them effectively.

Program Version: 1.0
Release Date: 1/10/2026

Start Here
Are you installing the program for the first time؟
Go to:

Section 1 — Installation and Setup

Is the program already installed and do you want to learn how to use it؟
Go directly to:

Section 2 — User manual

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Section 1
Installation and Setup

Section 1 — Installation and Setup

Before You Begin

Please make sure that your device meets the following requirements before installing PSY-Record.

1. Operating System

Windows 10 or Windows 11

The program supports both 32-bit and 64-bit versions of Windows. However, the program architecture must match the architecture of the Microsoft Access or Microsoft Access Runtime installation being used.

2. Microsoft Access

The program requires Microsoft Access 2016 or later, or Microsoft Access Runtime 2016, which is included with the program installer.

Having the full version of Microsoft Access installed on your device is not required. If Microsoft Access is not installed on your device, or if the installed version is older than the required version, you can choose to install Microsoft Access Runtime 2016 through the program installer.

The installer provides options to install the appropriate program version and Access environment based on the architecture selected by the user:

- 32-bit program with 32-bit Microsoft Access Runtime.
- 64-bit program with 64-bit Microsoft Access Runtime.

If Microsoft Access is already installed on your device, check its architecture before starting the installation:

Microsoft Access → File → Account → About Access

The version information will indicate whether your installation is 32-bit or 64-bit.

After determining the architecture, select the corresponding program version during installation.

3. Display Resolution

Minimum Tested Resolution:

1280 × 720 pixels at 100% Display Scaling.

Recommended Resolution:

1366 × 768 pixels or higher for a more comfortable viewing area.

Screen Resolutions Tested:

1280 × 720	1280 × 768	1280 × 800
1360 × 768	1366 × 768	1440 × 900
1600 × 900	1650 × 1050	1920 × 1080

The program has also been tested on multiple physical devices and displays using different Windows Display Scaling settings, including 100%, 125%, and 150%.

High-Resolution Displays:

The program interface is designed to support a wide range of screen sizes and resolutions, including high-resolution displays, while taking Windows Display Scaling settings into account.

Note: The actual space available for the program interface depends on the screen resolution, Display Scaling setting, and the configuration of Windows and Microsoft Access. Therefore, the interface may appear slightly different from one device to another.

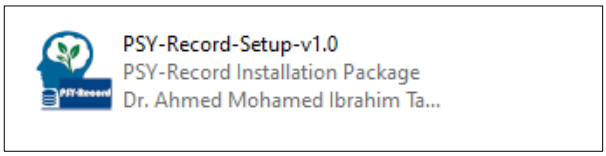
4. Disk Space

Sufficient disk space must be available to install the program and any additional components selected during installation, including Microsoft Access Runtime when required. The required disk space varies depending on the components selected.

- # Installing PSY-Record

Step 1: Run the Installer

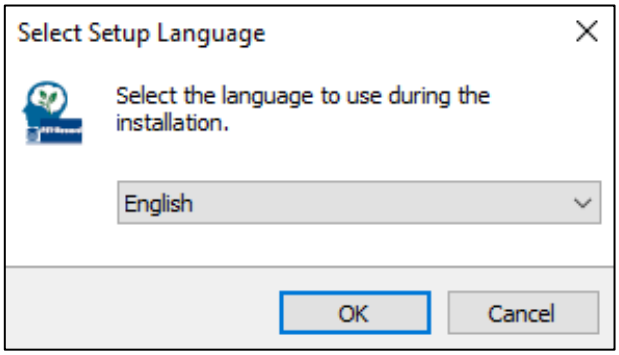
Run the PSY-Record-Setup-v1.0.exe file.



Double-click the file to run it, then wait a few moments while the system prepares the file. If you are prompted with "Do you want to allow?" click "Yes".

Step 2: Select the Setup Language

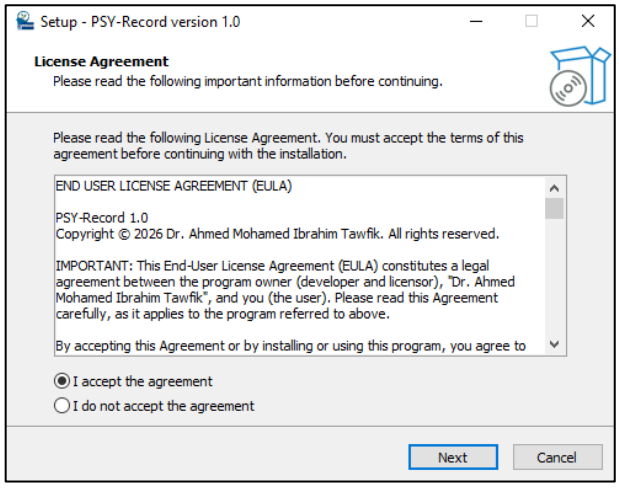
Select the language for the Setup Wizard: Arabic or English.



Note: The language selected here applies only to the Setup Wizard and does not determine the language used by the PSY-Record program.

Step 3: License Agreement

Read the License Agreement carefully, then select the option indicating your acceptance.



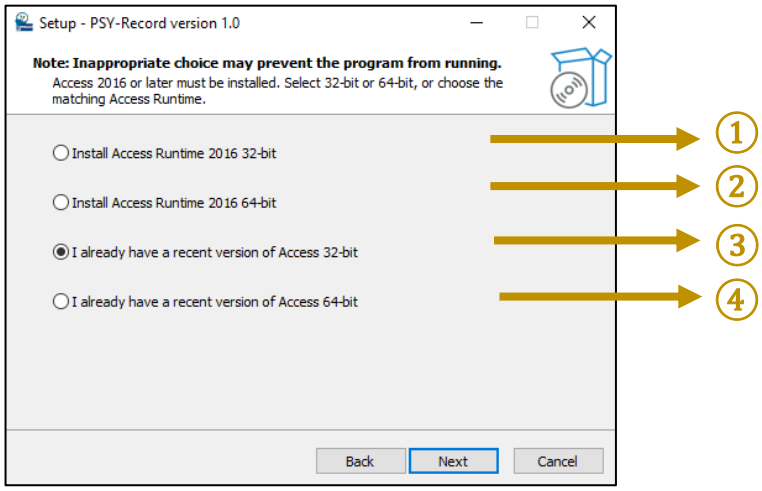
Read the License Agreement carefully. If you agree to all of its terms, select the option:

"I accept the agreement".

Then click next.

Step 4: Select the Program Version and Microsoft Access Environment

Important: The program architecture must match the architecture of the installed Microsoft Access or Access Runtime version. Do not determine which version to select based on whether your Windows system is 32-bit or 64-bit.

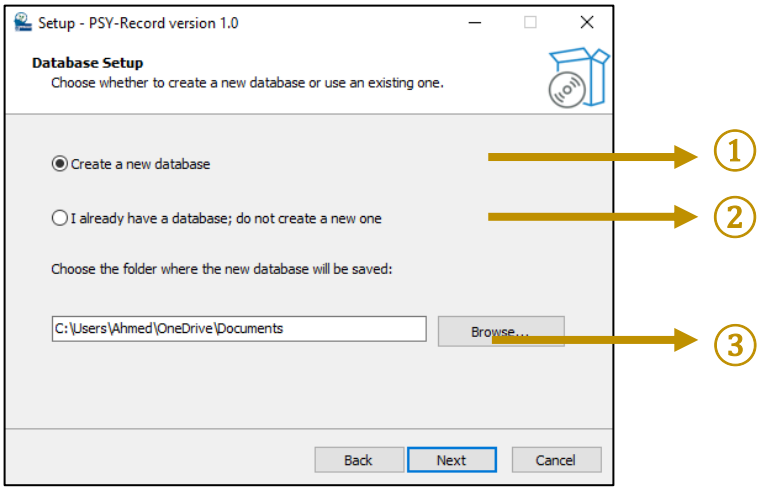


Select ① or ② if Microsoft Access is not installed on your device, or if the installed version of Microsoft Access is older than 2016.

Select ③ if the installed Microsoft Access or Access Runtime version is 32-bit.

Select ④ if the installed Microsoft Access or Access Runtime version is 64-bit.

Step 5: Select the PSY-Record Database Setup



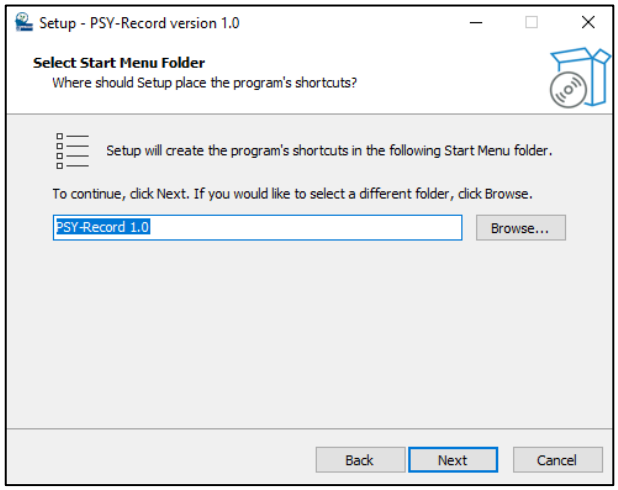
Select ① to create a new database in which to store your records.

Select ③ to specify where you want to save the new database on your computer.

Important: Do not save the database on the system drive. Instead, save it on another drive or in another suitable location. Make periodic backup copies of the database to avoid losing data or licenses.

Select ② if you already have an existing PSY-Record Database and only want to install the program and connect it to that database.

Step 6: Select the Start Menu Folder

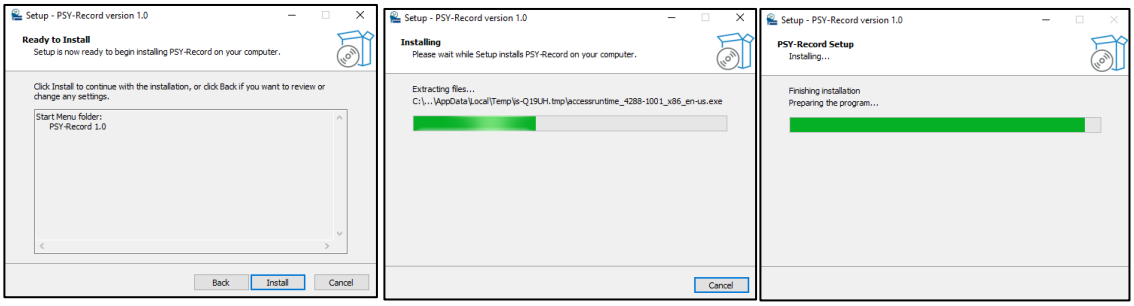


Select the folder where you want the program shortcut to appear in the Start Menu.

It is recommended to keep the default setting, then click next.

Step 7: Start the Installation

Click "Install" to begin the installation process. Wait until the installation is complete.



Step 8: Complete the Installation

Once the installation is complete, click "Finish" to exit the Setup Wizard.

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Setting Up and Configuring PSY-Record

Step 9: Launch the Program for the First Time

Launch PSY-Record using the shortcut icon on your desktop.

Step 10: Select the Program Interface Language

Select the language in which you want the program interface to be displayed: Arabic or English.

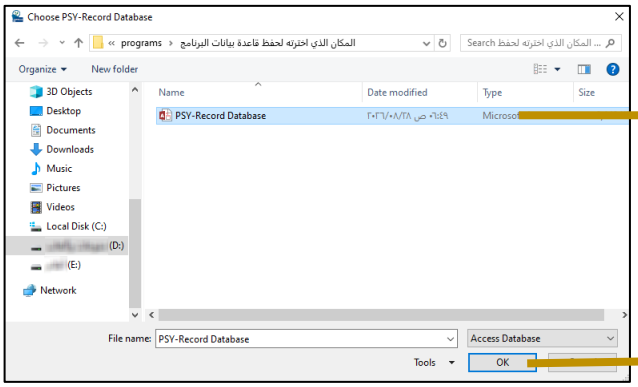
Note: You can select the program display language each time you launch the program.



①	To display the program windows in Arabic.
③	To display the program windows in English.
④&②	Use these options if you want to change the connection or switch to another PSY-Record Database stored on your device.

Step 11: Connect to the Database

Locate the PSY-Record Database file on your device and connect to it.



Locate the PSY-Record Database file on your device, then click "OK" to begin the connection.

Wait while the program connects to the database.

Note: The program will save the path of the selected PSY-Record Database file and automatically use it on subsequent launches, so you won't need to locate the database each time. If you move the database file to a different location, the program will prompt you to specify its new path so it can reconnect to the database.

Step 12: Confirm Acceptance of the License Agreement

You can review the License Agreement again if you wish.

After reviewing it, click “I Agree” to record your acceptance in the program database.

Step 13: Start the Trial Period

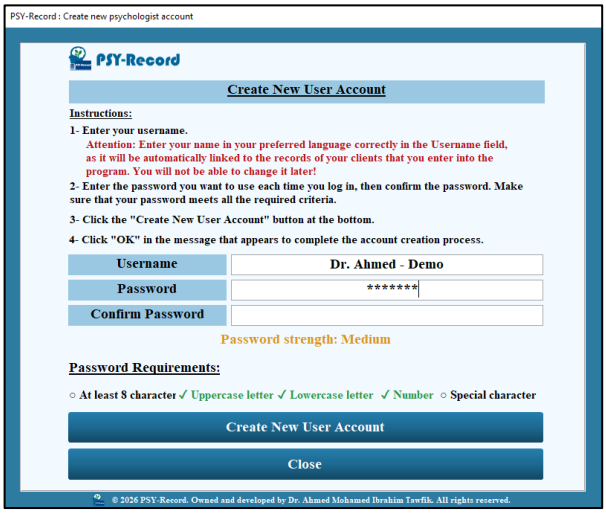
Once your acceptance of the License Agreement has been recorded in the program database, the program’s trial period begins.

The trial period lasts 30 days and is subject to the following limits:

- Maximum number of program launches during the entire trial period: 150 launches.
- Maximum number of program launches per day: 5 launches.

Step 14: Create a User Account

- Click “Log In” to open the User Login form.
- Click “Create Psychologist Account.”
- Complete the account creation steps according to the instructions provided in the account creation form.



Step 15: Add a Mental Health Facility

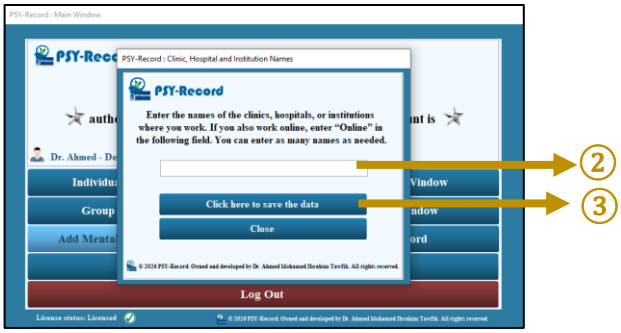
① Click the “Add Mental Health Facility Name” button.



② Enter the name of the clinic, hospital, or organization where you work.

Note: If you provide your services online, you can enter "Online" in the facility name field.

③ then click "Save Data" and confirm the save.



Note: The program uses the facility name to associate your clients' records with the facility where they receive services, helping the program accurately organize and track your activity.

You can add any number of mental health facilities and select the appropriate facility when creating or managing client records, based on where each client is receiving services.

After adding at least one mental health facility, you will be able to access all program windows.

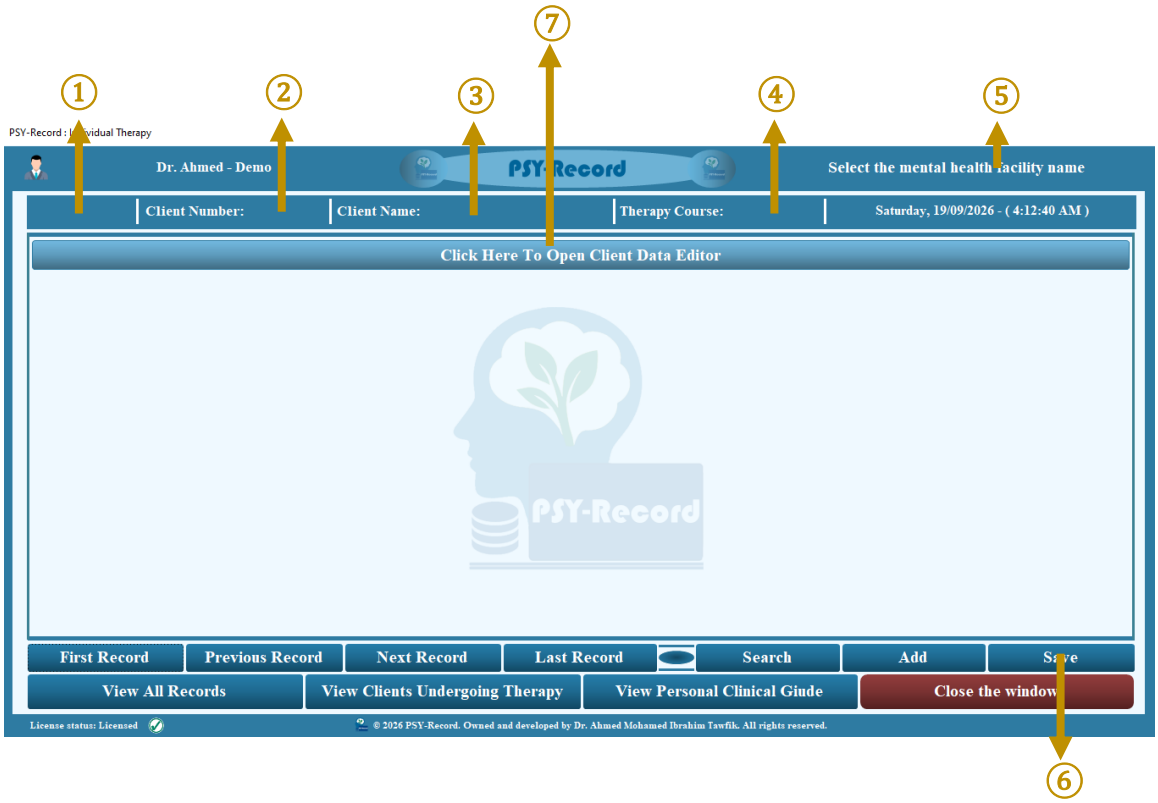
Section 2

User manual

Section 2 — User manual

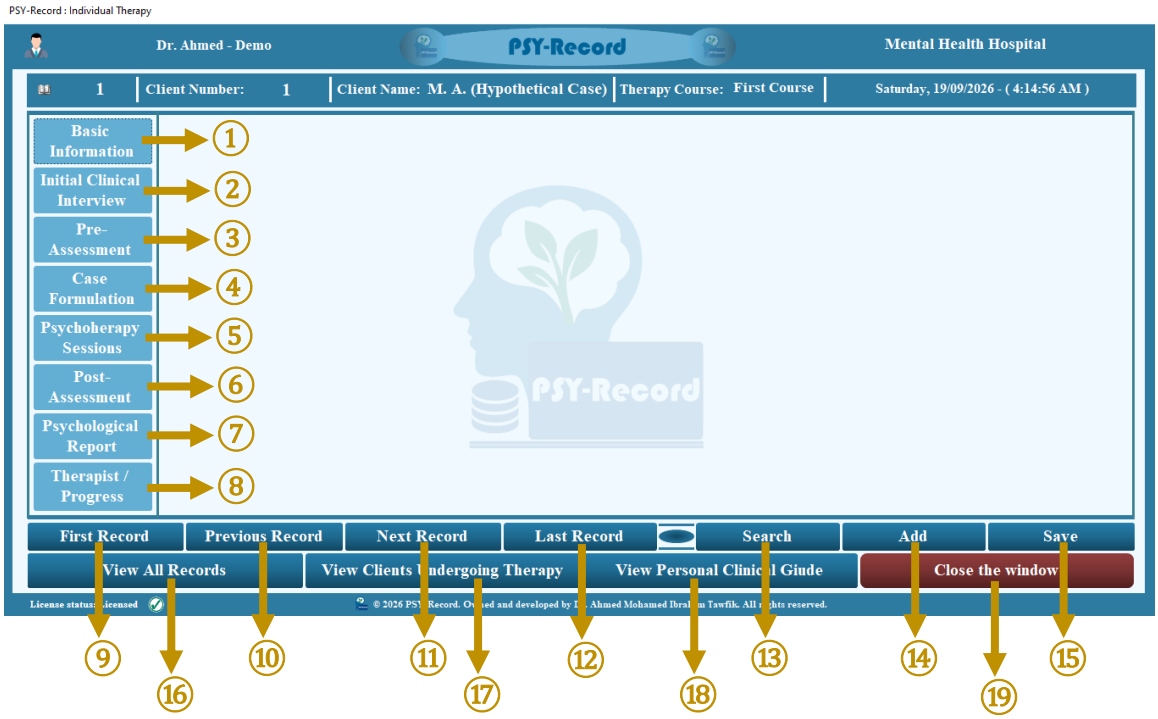
First: Individual Therapy Window

- **Adding a New Client to the Individual Therapy Window:**



1	**Record Number: This field is filled in automatically by the program.**
2	**Client Number: Enter the client's number. This must be a numeric value, not text (e.g., 1, 2, 3, etc.).** **Note: If the client has a previous record in the Individual Therapy Window and returns for treatment after completing their previous treatment course, use the same client number assigned previously instead of creating a new number. This helps the program organize and retrieve the client's data more efficiently.** **Example: If the client's number is 5, and the numbering of new clients continues until it reaches 14, when Client No. 5 returns for treatment, use 5 again rather than assigning 15. The next new client will then be assigned 15.**
3	**Client Name: Enter the client's name in this field.**
4	**Therapy Course: Enter the client's current Therapy course (e.g., First Course, Second Course, etc.).**
5	**Select Mental Health Facility: Select from the list of clinics or hospitals you previously added to the database the facility where the client is receiving services. This enables the program to accurately organize and track your activity at each facility.**
6	**Save: Click the Save button, then click Yes in the confirmation message that appears to confirm saving the entered data.**
7	**Click this button to open the Client Data Editor.**

- **Main Button Functions in the Individual Therapy Window:**

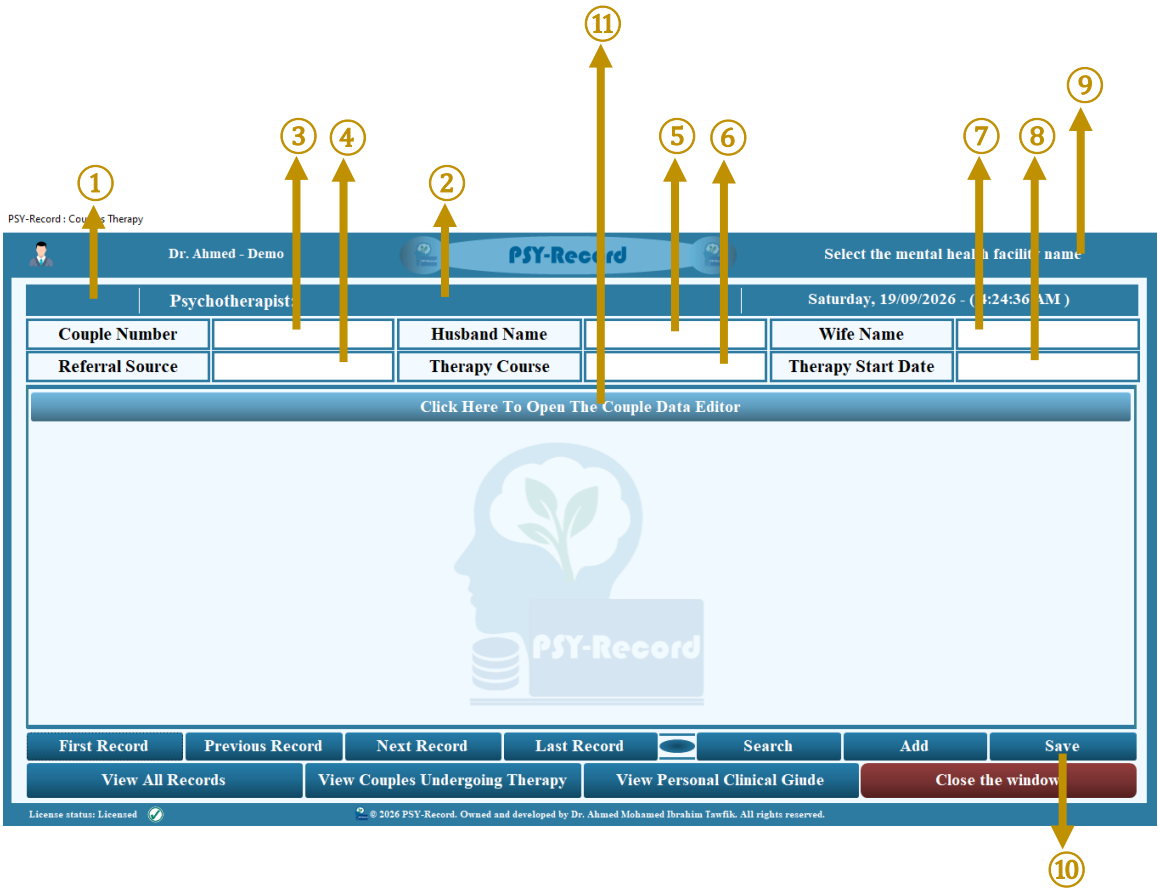


①	**Basic Information: Click this button to open the client's Basic Information Section.**
②	**Initial Clinical Interview: Click this button to open the Initial Clinical Interview, which consists of seven sections. You can navigate between the sections using the section buttons located below the interview frame.**
③	**Pre-Assessment: Click this button to record the results of the pre-treatment psychological assessment obtained after conducting the clinical interview and using the necessary psychological assessment tools.**
④	**Case Formulation: Click this button to open the Case Formulation section and record the case formulation for the client in the current record.**
⑤	**Psychotherapy Sessions: Click this button to open the Psychotherapy Sessions section, then add the client's sessions to the current record using the "Add Session" button.** **Note: Make sure to select the mental health facility where the client attended the session from the list previously added to the database. The client may be registered at one mental health facility but attend a particular session at another facility where you also work. Therefore, select the correct facility for each session so that the program can accurately organize and track your activity at each facility.**
⑥	**Post-Assessment: Click this button to record the results of the post-treatment psychological assessment obtained after completing the specified treatment stages and using the necessary psychological assessment tools.**
⑦	**Psychological Report: Click this button to open the Comprehensive Psychological Report Editor, then enter the required data. You can view and print the report using the "View" and "Print" buttons.**

⑧	**Therapist Name and Progress: Click this button to open the Therapist Name and Treatment Progress Editor.** **Note: Make sure to select the client's therapy response from the designated drop-down list, or select "One Consultation Session", and enter the required dates so that the program can accurately organize statistics on your activities.**
⑨	**First Record: Click to go to the first record.**
⑩	**Previous Record: Click to go to the previous record.**
⑪	**Next Record: Click to go to the next record.**
⑫	**Last Record: Click to go to the last record.**
⑬	**Search: Click to open the search tool, which allows you to search for a specific client among the records using the client number, name, or date of birth stored in the database.**
⑭	**Add: Click to add a new client record to the Individual Therapy Window.**
⑮	**Save: Click to save the data and changes made to the main record.**
⑯	**View All Records: Click to remove the filter and display all records, allowing you to navigate between them using the navigation buttons.** **Note: When the Individual Therapy Window is opened, the records are automatically filtered, and the window opens in Add New Client Record mode. This is designed to make the window easier to use, especially when a large number of records are stored in it. To display all records and remove the filter, click this button.**
⑰	**View Clients Undergoing Therapy: Click to display clients currently receiving individual therapy. You can navigate to a client's record by clicking the desired client record once.** **Note: The window must be in View All Records mode to navigate to the desired records.**
⑱	**View Personal Clinical Guide: Click to open the Personal Clinical Guide.** **Note: This guide is shared across all main windows of the program and can be accessed from any of them.**
⑲	**Close The Window: Click to close the Individual Therapy Window.**

Second: Couples Therapy Window

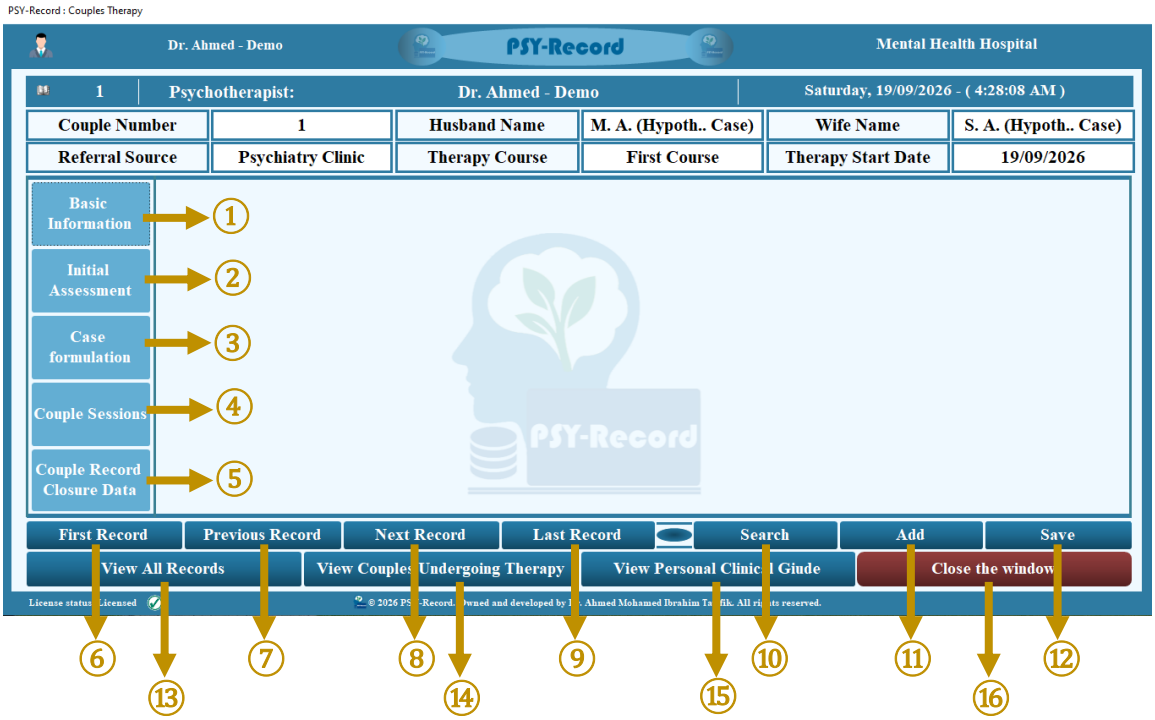
- **Adding a Couple to the Couples Therapy Window:**



①	**Record Number: This field is filled in automatically by the program.**
②	**Psychotherapist: This field is filled in automatically by the program.**
③	**Couple Number: Enter the couple's number. This must be a numeric value, not text (e.g., 1, 2, 3, etc.).** **Note: If the couple has a previous record in the Couples Therapy Window and returns for therapy after completing their previous therapy course, use the same couple number assigned previously instead of creating a new number. This helps the program organize and retrieve the couple's data more efficiently.** **Example: If the couple's number is 5, and the numbering of new couples continues until it reaches 14, when Couple No. 5 returns for treatment, use 5 again rather than assigning 15. The next new couple will then be assigned 15.**
④	**Referral Source: Enter the source that referred the couple, if applicable, or enter "None."**
⑤	**Husband Name: Enter the husband's name in this field.**
⑥	**Therapy Course: Enter the couple's current Therapy course (e.g., First Course, Second Course, etc.).**
⑦	**Wife Name: Enter the wife's name in this field.**

⑧	**Therapy Start Date: Enter the date of the couple's first session in this field.**
⑨	**Select Mental Health Facility: Select from the list of clinics or hospitals previously added to the database the facility where the couple is receiving services. This enables the program to accurately organize and track your activity at each facility.**
⑩	**Save: Click the Save button, then click Yes in the confirmation message that appears to confirm saving the entered data.**
⑪	**Click this button to open the Couple Data Editor.**

- **Main Button Functions in the Couples Therapy Window:**

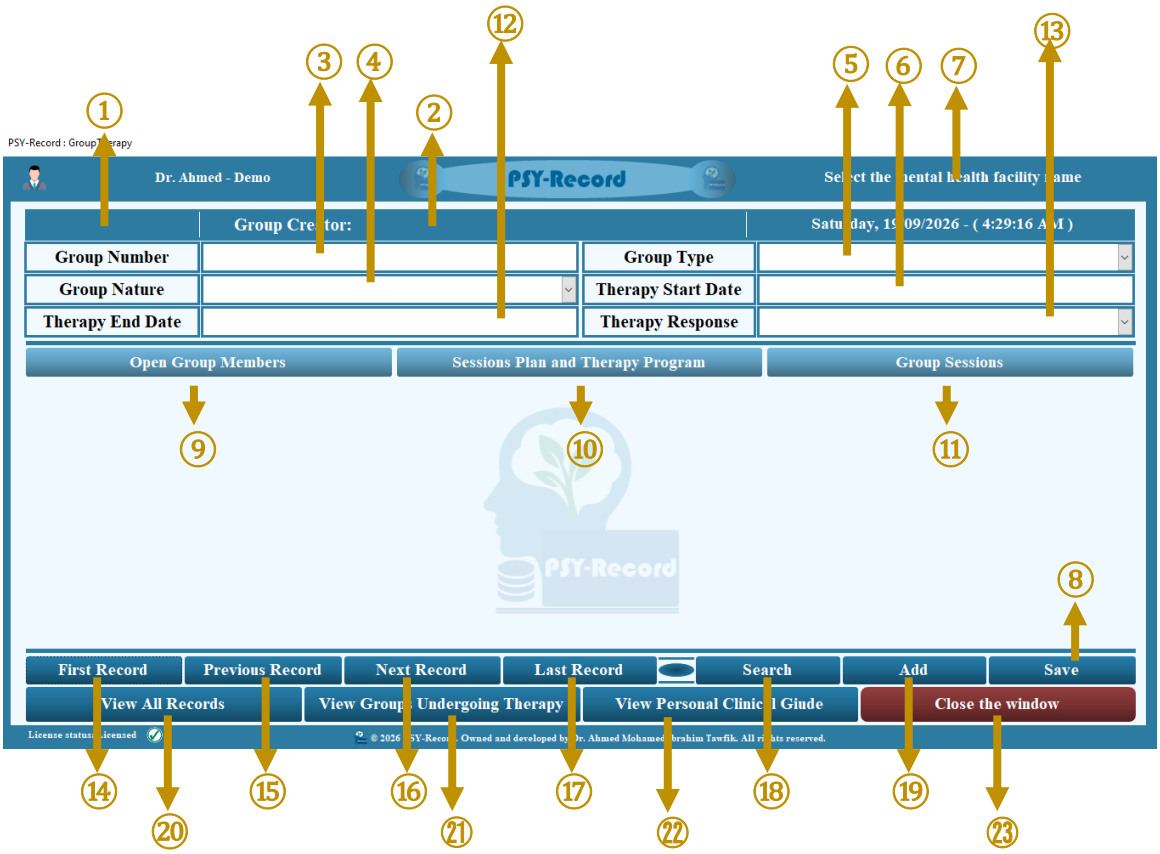


①	**Basic Information: Click this button to open the Basic Information section for the couple.**
②	**Initial Assessment: Click this button to open the Couples Information Gathering and Initial Assessment Editor, which consists of seven sections. You can navigate between the sections using the section buttons located at the bottom of the editor window.**
③	**Case Formulation: Click this button to open the Case Formulation section and record the couple's case formulation in the current record.**
④	**Couple Sessions: Click this button to open the Couple Sessions section. Then, add couple sessions to the current record using the Add Session button.** **Note: Be sure to select the mental health facility where the couple attended the session from the list of facilities previously registered in the database. A couple may be registered at one mental health facility but attend one or more sessions at another facility where you also work. Therefore, you must select the correct facility for each**

	session so that the program can accurately organize statistics on your activities at each facility.
⑤	**Couple Record Closure Data: Click this button to open the Couple Record Closure Data Editor.** **Note: Be sure to select the couple's therapy response from the corresponding drop-down list, or select "One Consultation Session", and enter the required dates so that the program can accurately organize statistics on your activities.**
⑥	**First Record: Click to go to the first record.**
⑦	**Previous Record: Click to go to the previous record.**
⑧	**Next Record: Click to go to the next record.**
⑨	**Last Record: Click to go to the last record.**
⑩	**Search: Click to open the Search tool, which allows you to search for a couple among the records using the couple number, husband's name, wife's name, or the therapy start date recorded in the database.**
⑪	**Add: Click to add a new couple's record in the Couples Therapy window.**
⑫	**Save: Click to save the data and changes made to the main record.**
⑬	**View All Records: Click to remove the filter and display all records, allowing you to navigate between them using the navigation buttons.** **Note: When the Couples Therapy window is opened, the records are automatically filtered, and the window opens in the mode for adding a new couple's record. This is designed to make the window easier to use, especially when a large number of records are registered in it. To display all records and remove the filter, click this button.**
⑭	**View Couples Undergoing Therapy: Click to display the couples who are currently receiving couple therapy. You can navigate to their records by clicking once on the record of the couple you want to open.** **Note: The window must be in View All Records mode in order to navigate to the required records.**
⑮	**View Personal Clinical Guide: Click to open the Personal Clinical Guide.** **Note: This guide is shared across all main windows of the program and can be accessed from any of them.**
⑯	**Close The Window: Click to close the Couple Therapy Window.**

Third: Group Therapy Window:

- **Adding a New Group to the Group Therapy Window, with an Explanation of the Functions of the Buttons in the Window:**

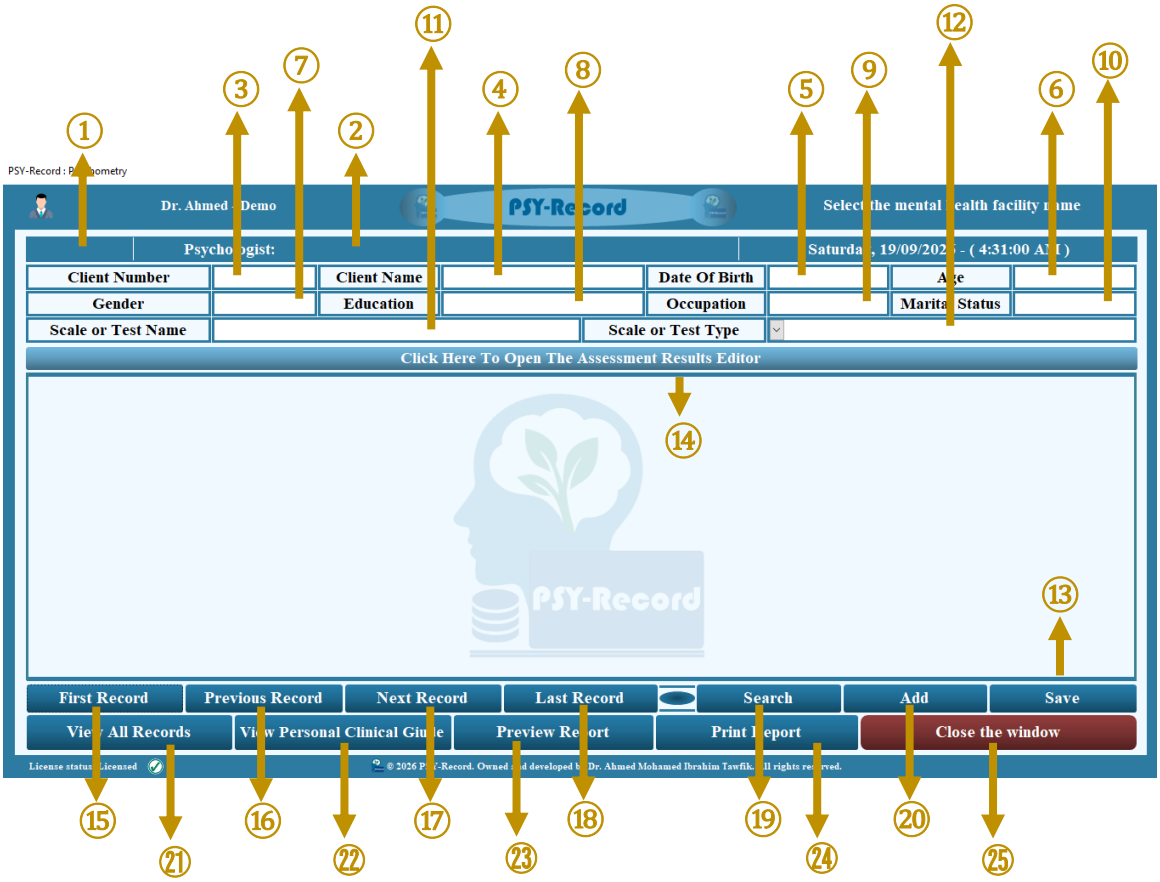


①	**Record Number: This field is filled in automatically by the program.**
②	**Group Creator: This field is filled in automatically by the program.**
③	**Group Number: Enter a number for the group (e.g., 1, 2, 3...).**
④	**Group Nature: Select the option that describes the nature of the current therapy group from the list, such as: Inpatient Mental Health Treatment, Day Program Mental Health Treatment, and other available options, for a total of 12 options.**
⑤	**Group Type: Select the group type (Open or Closed).** **Note: The Open Group Members button is displayed by default when the window is opened. When Closed is selected as the group type, this button disappears and is automatically replaced by the Closed Group Members button, allowing you to open the appropriate form for the selected group type.**
⑥	**Therapy Start Date: Enter the start date of therapy for the current group in this field.**

⑦	**Select Mental Health Facility: Select from the list of clinics or hospitals previously added to the database the facility where the group is receiving services. This enables the program to accurately organize and track your activity at each facility.**
⑧	**Save: Click to save the data and modifications you have made to the main record.**
⑨	**Open Group Members: Click to open the group members' data section, then enter the data of the current group in the designated table.**
⑩	**Session Plan and Therapy Program: Click to open the section containing the session plan and therapy program designed for the current group.**
⑪	**Group Sessions: Click this button to open the Group Sessions section, then add the group's sessions to the current record using the "Add Session" button.** **Note: Be sure to select the mental health facility where the group session was held from the list of facilities previously registered in the database. A group may be registered at one mental health facility but have one or more sessions at another facility where you also work. Therefore, you must select the correct facility for each session so that the program can accurately organize statistics on your activities at each facility.**
⑫	**Therapy End Date: Enter the end date of therapy for the current group in this field.**
⑬	**Therapy Response: Select the current group's response to therapy from the drop-down list, allowing the program to easily organize statistics on your activities.**
⑭	**First Record: Click to go to the first record.**
⑮	**Previous Record: Click to go to the previous record.**
⑯	**Next Record: Click to go to the next record.**
⑰	**Last Record: Click to go to the last record.**
⑱	**Search: Click to open the Search tool, which allows you to search for a group among the records using the group number or the therapy start date recorded in the database.**
⑲	**Add: Click to add a new group record in the Group Therapy Window.**
⑳	**View All Records: Click to remove the filter and display all records, allowing you to navigate between them using the navigation buttons.** **Note: When the Group Therapy window is opened, the records are automatically filtered, and the window opens in Add New Group Record mode. This is designed to make the window easier to use, especially when a large number of records are registered in it. To display all records and remove the filter, click this button.**
㉑	**View Groups Undergoing Therapy: Click to display the groups that are currently receiving group therapy. You can navigate to their records by clicking once on the record of the group you want to open.** **Note: The window must be in View All Records mode in order to navigate to the required records.**
㉒	**View Personal Clinical Guide: Click to open the Personal Clinical Guide.** **Note: This guide is shared across all main windows of the program and can be accessed from any of them.**
㉓	**Close The Window: Click to close the Group Therapy Window.**

Fourth: Psychometry Window:

- **Adding a New Record to the Psychometry Window, with an Explanation of the Functions of the Buttons in the Window:**

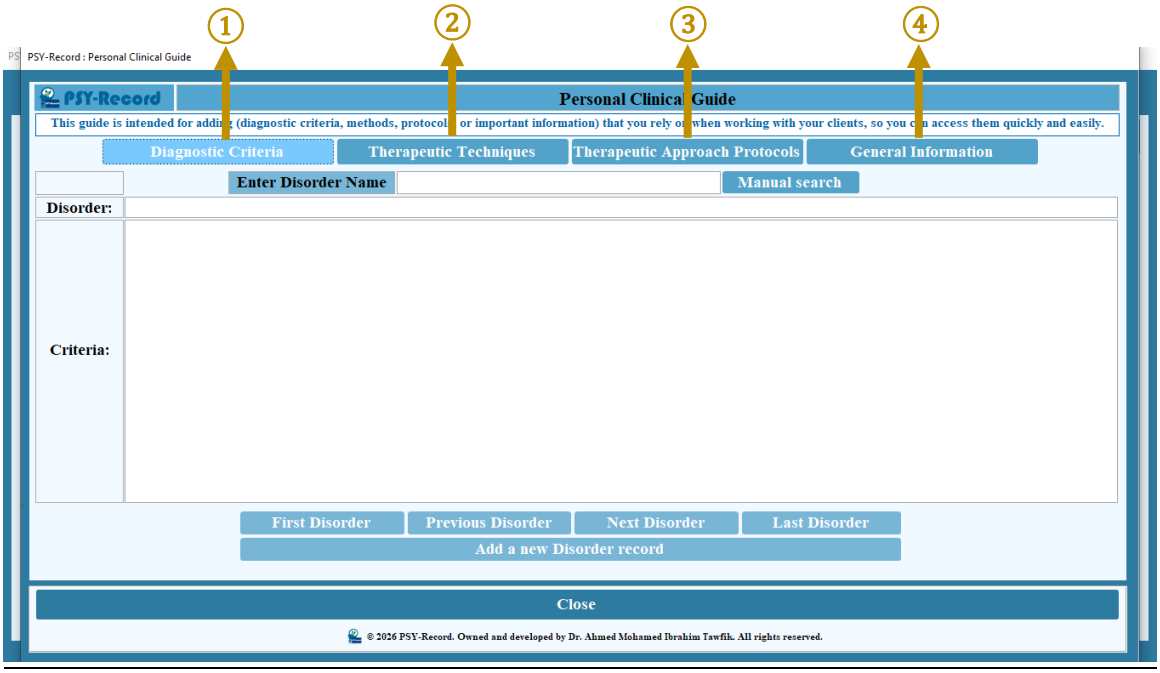


①	**Record Number: This field is filled in automatically by the program.**
②	**Psychologist: This field is filled in automatically by the program.**
③	**Client Number: Enter a number for the client (e.g., 1, 2, 3...).**
④	**Client Name: Enter the Client's name in this field.**
⑤	**Date of Birth: Enter the client's date of birth in this field.**
⑥	**Age: Enter the client's age in this field.**
⑦	**Gender: Enter the client's gender (Male or Female) in this field.**
⑧	**Education: Enter the highest educational qualification attained by the client in this field.**
⑨	**Occupation: Enter the client's occupation in this field.**
⑩	**Marital Status: Enter the client's current marital status in this field (e.g., Single, Married, etc.).**
⑪	**Scale or Test Name: Enter the name of the scale or test used in this field.**
⑫	**Scale or Test Type: Select the type of scale or test used from the list, such as Intelligence and Abilities, Personality, Interests and Attitudes, and others.**

⑬	**Save: Click to save the data and modifications you have made to the main record.**
⑭	**Assessment Results Editor: Click to open the Scale and Test Results Editor and enter the results of the scale or test currently being used.**
⑮	**First Record: Click to go to the first record.**
⑯	**Previous Record: Click to go to the previous record.**
⑰	**Next Record: Click to go to the next record.**
⑱	**Last Record: Click to go to the last record.**
⑲	**Search: Click to open the Search tool, which allows you to search for a specific client among the records using the client number or the client's name recorded in the database.**
⑳	**Add: Click to add a new client record in the Psychometry Window.**
㉑	**View All Records: Click to remove the filter and display all records, allowing you to navigate between them using the navigation buttons.** **Note: When the Psychometry Window is opened, the records are automatically filtered, and the window opens in Add New Client Record mode. This is designed to make the window easier to use, especially when a large number of records are registered in it. To display all records and remove the filter, click this button.**
㉒	**View Personal Clinical Guide: Click to open the Personal Clinical Guide.** **Note: This guide is shared across all main windows of the program and can be accessed from any of them.**
㉓	**View Report: Click to view the report for the client in the current record.**
㉔	**Print Report: Click to print the report for the client in the current record.**
㉕	**Close the Window: Click to close the Psychometry Window.**

Fifth: Personal Clinical Guide:

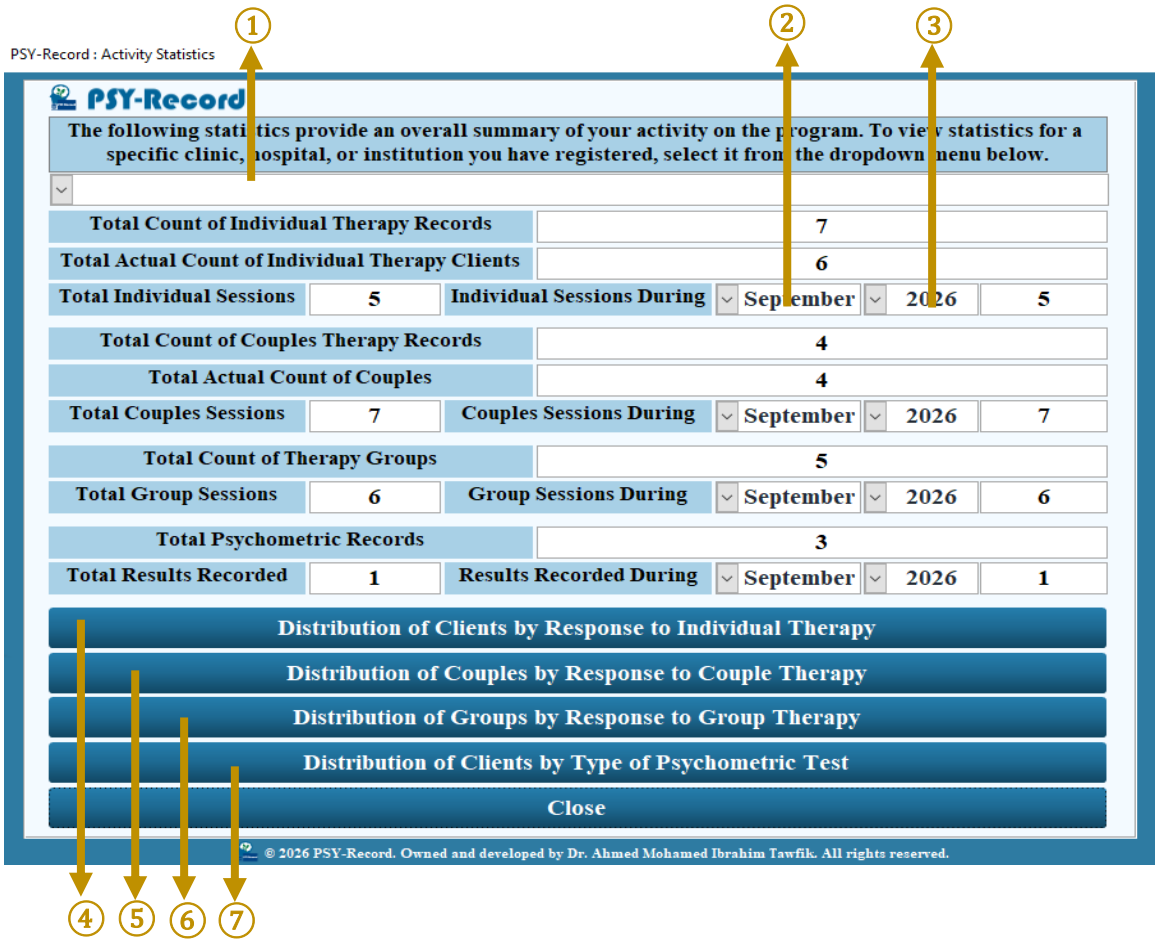
Note: The Personal Clinical Guide is designed to allow you to add as much data and information as you wish, turning it into a personal reference and a helpful tool for storing and easily retrieving information you want to remember whenever you need it.

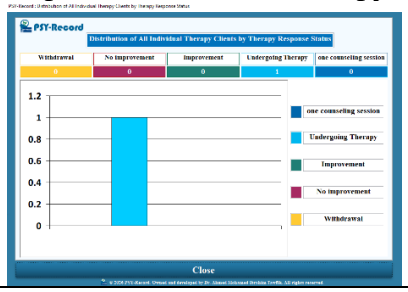


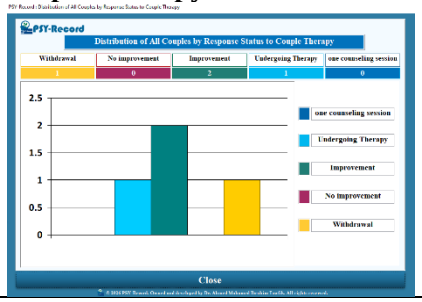
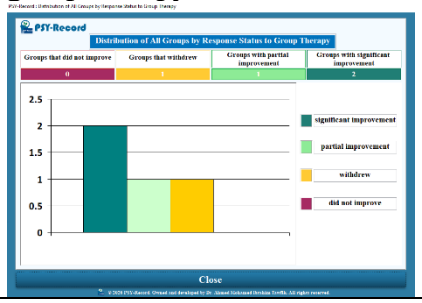
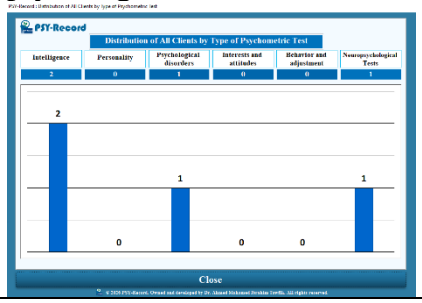
1	**Diagnostic Criteria: Click to open the Diagnostic Criteria Editor.** • **To add the criteria for a specific disorder: First, enter the name of the disorder in the "Disorder" field, then enter the diagnostic criteria you want to record in the "Criteria" field. The program will automatically save the record.** • **To add criteria for another disorder: Click the "Add New Disorder Record" button.** • **To search for a previously recorded disorder: Enter the name of the disorder in the search field next to the "Manual Search" button, then click the "Manual Search" button. Each time you click the button, the program will move to the next record matching the search criteria.**
2	**Therapeutic Techniques: Click to open the Therapeutic Techniques Editor.** • **To add a specific therapeutic technique: First, enter the name of the therapeutic technique in the "Therapeutic Technique" field, then enter information about the technique in the "Description" field. The program will automatically save the record.** • **To add a new therapeutic technique: Click the "Add New Therapeutic Technique" button.** • **To search for a previously recorded therapeutic technique: Enter the name of the therapeutic technique in the search field next to the "Manual Search"**

	button, then click the "Manual Search" button. Each time you click the button, the program will move to the next record matching the search criteria.
③	**Therapeutic Approach Protocols: Click to open the Therapeutic Approach Protocols Editor.** • **To add a protocol for a specific Therapeutic approach: First, enter the name of the Therapeutic approach in the "Therapeutic Approach" field, then enter the protocol for that approach in the "Protocol" field. The program will automatically save the record.** • **To add a new therapeutic approach protocol: Click the "Add New Therapeutic Approach Record" button.** • **To search for a previously recorded Therapeutic approach protocol: Enter the name of the Therapeutic approach in the search field next to the "Manual Search" button, then click the "Manual Search" button. Each time you click the button, the program will move to the next record matching the search criteria.**
④	**General Information: Click to open the General Information Editor.** • **To add information: First, enter an appropriate title for the information you want to record in the "Title" field, then enter the information in the "Content" field. The program will automatically save the record.** • **To add another new piece of information: Click the "Add New Information" button.** • **To search for previously recorded information: Enter the title of the information in the search field next to the "Manual Search" button, then click the "Manual Search" button. Each time you click the button, the program will move to the next record matching the search criteria.**

Sixth: Activity Statistics in the Program:



①	**Mental Health Facility: Select from the drop-down list the clinic, hospital, or institution for which you want to display your activity statistics only.**
②	**Month: Select from this drop-down list, and from the similar lists below, the month for which you want to display the number of sessions or results entered.** **Note: Statistics are displayed based on both the selected month and year.**
③	**Year: Select from this drop-down list, and from the similar lists below, the year for which you want to display the number of sessions or results entered.** **Note: Statistics are displayed based on both the selected month and year.**
④	**Distribution of Clients by Response to Individual Therapy: Click this button to display a chart showing the automatic distribution of clients according to their response to individual therapy.** 

⑤	**Distribution of Couples by Response to Couples Therapy: Click this button to display a chart showing the automatic distribution of couples according to their response to couples therapy.** 
⑥	**Distribution of Groups by Response to Group Therapy: Click this button to display a chart showing the automatic distribution of groups according to their response to group therapy.** 
⑦	**Distribution of Clients by Type of Psychological Test or Scale: Click this button to display a chart showing the automatic distribution of clients according to the type of psychological test or scale used.** 

Product and User manual Information

Product Name: PSY-Record
Owner and Developer: Dr. Ahmed Mohamed Ibrahim Tawfik
Official Product Website: https://www.psy-record.com
Email: contact@psy-record.com
Technical Support: +201556192212

Program Version: 1.0
User manual Version: 1.0
Program Release Date: 1/10/2026
Last Updated: 1/10/2026

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