



AccuTrack/AccuSQL 2020 Reference Manual

Click one of the sections below to learn more about that section and topic.

TABLE OF CONTENTS

Click the section title to expand and collapse it. Then click the topic link to view the info you want to review.

```
button.accordion { background-color: #eee; color: #444; cursor: pointer; padding: 18px; width: 100%;  
border: none; text-align: left; outline: none; font-size: 15px; font-weight: bold; transition: 0.4s; }  
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #fff; } div.panel  
{ padding: 0 18px; display: none; background-color: white; } INTRODUCTION
```

INTRODUCTION

- [WELCOME TO THE WORLD OF ACCUSQL & ACCUTRACK](#)
- [WHAT IS THE DIFFERENCE BETWEEN ACCUSQL AND ACCUTRACK?](#)
- [HOW TO USE THIS MANUAL](#)

INSTALLATION

INSTALLATION

- [HARDWARE REQUIREMENTS](#)
- [INSTALLING ACCUSQL/ACCUTRACK](#)
- [LAUNCHING ACCUSQL/ACCUTRACK](#)
 - [Shared Data Installation](#)
 - [Uninstalling AccuSQL/AccuTrack](#)
- [SWITCHING TO A BLANK DATABASE](#)
- [USING DATA FILES FROM AN OLDER VERSION OF ACCUSQL/ACCUTRACK](#)
- [USING AN ID-READER](#)
- [CONFIGURING ACCUSQL/ACCUTRACK FOR YOUR CENTER](#)
 - [Setting up the student attendance tracking module](#)
 - [Setting up feedback on services](#)
 - [Setting up tutor ratings](#)
 - [Setting up work-hours tracking / pay calculations](#)
 - [Setting up appointments management](#)
 - [Setting up the media checkouts module](#)
 - [Setting up other modules](#)
- [MAINTAINING ACCUSQL/ACCUTRACK](#)
- [USING CONTROLS](#)
 - [List boxes](#)

- Option buttons
- Check Boxes
- Text Boxes
- Spinners
- Page frames
- SPECIAL ACCUSQL/ACCUTRACK CONTROLS
 - Selection List Boxes
 - Quick Locate Box
 - SuperTable
 - Multiple Selection Table
 - Date and Time Entry Box
 - Calendar Date and Time Entry Box
 - Period Selection Box

USING ACCUSQL/ACCUTRACK SCREENS

USING ACCUSQL/ACCUTRACK SCREENS

- THE INTRO SCREEN
- MAIN SIGN-IN SCREEN
 - SIGNING IN OR OUT CONFIRMATION MESSAGE
 - TUTOR SIGN-IN
 - SIGN-IN SCREEN BUTTONS
- NEW STUDENT SCREEN
- ACTIVITY SELECTION SCREEN
- TUTOR SELECTION SCREEN
- FEEDBACK SCREEN
- SEMINAR SIGN-UP
- APPOINTMENTS SIGN-UP
 - Scheduling an Appointment Using Quick Scheduler
 - Scheduling an Appointment Using Appointment Wizard
- TUTORS SIGN-IN
 - CLASS SIGN-IN
 - CLASS SIGN-OUT
 - SEMINAR SIGN-IN
- SYSTEM ADMINISTRATION SCREEN
 - ORGANIZATION OF THE SYSTEM ADMINISTRATION SCREEN
 - CUSTOMIZING THE MAIN MENU OPTIONS

USERS SETUP

USERS SETUP

- STUDENTS
 - Adding a Student
 - Editing a Student
 - Making a Student Inactive
 - Hide Inactive Students (Pin)
 - Deleting a Student
 - Changing the capitalization of the entered names
 - Show Web (Registrations)
 - Set Active/inactive

- Adding Profile Data to a Student Record
 - Assign Picture
 - Attachments
 - Change Password
 - Using the Students Central Toolbar
- TUTORs
 - Adding a Tutor
 - Editing a Tutor
 - Making a Tutor inactive
 - Deleting a Tutor
 - Attachments
 - Change Password
 - Using the Tutor Central Toolbar
 - PAY RATES
 - ADD REMOVE/ASSIGNMENTS
 - DUPLICATING ACTIVITY ASSIGNMENTS
 - ENTERING TUTOR SCHEDULES
 - Scheduler (Classic)
 - Tutor Schedule screen
 - DUPLICATING A SCHEDULE
 - ADDING A CUSTOM SCHEDULE
 - ALLOW TUTOR SCHEDULING USING WEB GATEWAY MVC
- INSTRUCTORS
- SYSTEM ADMINISTRATORS
- STUDENT GROUPS
 - Adding a Student Group
 - Editing a Student Group
 - Deleting a Student Group
 - Setting Group Members to Inactive
- STUDENT ATHLETES
 - Adding a Sport
 - Editing a Sport
 - Deleting a Sport
 - Required Hours Screen
- GRANTS RECIPIENTS
 - Modify Grants
- TUTOR GROUPS
 - Adding a Tutor Group
 - Deleting a Tutor Group
 - Setting Group Members to Inactive

USERS SETUP OPTIONS

USERS SETUP OPTIONS

- NEW STUDENT OPTIONS
- TUTOR SIGN-IN OPTIONS
- VISIT TRACKING MODULE OPTIONS
- SESSION LOG OPTIONS
- STUDENT AND TUTOR PAD OPTIONS

SIGN-IN SETUP

SIGN-IN SETUP

- **CATEGORIES & ACTIVITIES SCREEN**
 - Working with Categories
 - Adding a Category
 - Editing a Category
 - Deleting a Category
 - Making a Category Inactive
 - Working with Activities
 - Adding an Activity
 - Editing an Activity
 - Deleting an Activity
 - Making an Activity Inactive
 - Activity (Class) Schedules Screen
 - Using the Activity Central Buttons
- **REGISTRATION SCREEN**
 - Registering a Student Group
 - Registration Sources
- **SERVICE TYPE SCREEN**
- **COURSE COVERAGE**
- **SCHEDULE BUILDER**
- **TUTOR AVAILABILITY**

SIGN-IN SETUP OPTIONS

SIGN-IN SETUP OPTIONS

- **WELCOME SCREEN OPTIONS**
 - Welcome Message
 - Announcements Box
 - Show these Buttons
- **ACTIVITY SCREEN OPTIONS**
 - Removing the Activities Selection screen entirely
 - Labels Box
 - Tutor Selection Screen Options
- **NEW STUDENT SCREEN OPTIONS**
- **TUTOR SIGN-IN OPTIONS**
- **WAITING OPTIONS**

STUDENT VISITS TRACKING

STUDENT VISITS TRACKING

- **WHO'S IN SCREEN**
- **SIGN IN (STUDENTS) SCREEN**
- **ROUND-TRIP SIGN-INS**
- **SIGN STUDENTS OUT SCREEN**
- **EDIT (STUDENT) SIGN-IN LOGS SCREEN**
 - FINDING THE RECORD
 - DELETING SIGN-IN RECORDS
 - EDITING STUDENT SIGN-IN RECORDS
- **ACTIVITIES WAITING LIST SCREEN**

STUDENT VISITS TRACKING SETUP OPTIONS

STUDENT VISITS TRACKING SETUP OPTIONS

TUTOR VISITS TRACKING

TUTOR VISITS TRACKING

- [WHO'S IN SCREEN](#)
- [SIGN IN \(TUTORS\) SCREEN](#)
- [SIGN OUT \(TUTORS\) SCREEN](#)
- [EDIT \(TUTOR\) SIGN-IN LOGS SCREEN](#)
- [TUTOR TASKS SCREEN](#)
- [PAY RATES SCREEN](#)

TUTOR VISITS TRACKING SETUP OPTIONS

TUTOR VISITS TRACKING SETUP OPTIONS

- [Tutor Sign-in Options](#)
- [Tutor Pay Options](#)

STUDENT DEMOGRAPHICS

STUDENT DEMOGRAPHICS

- [PROFILE SETUP](#)
 - [Question Navigator](#)
 - [Question Preview box](#)
 - [Question Box](#)
 - [Status Box](#)
 - [Font Box](#)
 - [Answers Box](#)
 - [Modifying a Question](#)
 - [Entering the Answers to a Question](#)
 - [Using Profile Fields for Local Labs](#)
- [STUDENT PROFILE](#)
- [PROFILE QUERY](#)
 - [Period Filter](#)
 - [Output Options](#)
 - [View](#)
 - [Show Report](#)
 - [Export Data](#)
 - [Create a Student Group](#)

STUDENT DEMOGRAPHICS SETUP OPTIONS

STUDENT DEMOGRAPHICS SETUP OPTIONS

SET APPOINTMENTS SCREEN

SET APPOINTMENTS SCREEN

- [APPOINTMENTS WIZARD SCREEN](#)

- [Using the appointment Wizard](#)
- [Set By Activity Screen](#)
- [Set By Student](#)
- [Quick Scheduler](#)
- [Appointments Central Screen](#)

SET APPOINTMENTS SETUP OPTIONS

SET APPOINTMENTS SETUP OPTIONS

- [APPOINTMENTS OPTIONS](#)
- [EMAIL CONFIRMATIONS OPTIONS](#)
- [EMAIL REMINDERS OPTIONS](#)
- [RESTRICTIONS OPTIONS](#)

VIEW APPOINTMENTS SCREEN

VIEW APPOINTMENTS SCREEN

- [VIEW/CANCEL](#)
- [CANCEL APPOINTMENT](#)
- [RESCHEDULE](#)
- [REPEAT APPOINTMENT](#)
- [CHANGE TUTOR](#)
- [CHANGE LOCATION](#)
- [DAILY VIEWER \(DETAILED\) SCREEN](#)
- [DAILY VIEWER \(SUMMARY\) SCREEN](#)
- [WEEKLY VIEWER](#)
- [MONTHLY VIEWER](#)
 - [Reading the Chart](#)
 - [Zooming in on a Day](#)
- [APPOINTMENTS QUICK DAILY VIEW](#)
- [APPOINTMENT NOTES](#)
- [VIEW CANCELLATIONS](#)
- [VIEW NO-SHOWS/a>](#)
 - [No-Show Definition](#)
 - [No-Show Comments](#)
- [VOIDING NO-SHOWS](#)
- [NO-SHOW TO CANCELLATION](#)

VIEW APPOINTMENTS SETUP OPTIONS

VIEW APPOINTMENTS SETUP OPTIONS

- [APPOINTMENTS OPTIONS](#)
- [EMAIL CONFIRMATIONS OPTIONS](#)
- [EMAIL REMINDERS OPTIONS](#)
- [RESTRICTIONS OPTIONS](#)

MEDIA CHECK-OUT

MEDIA CHECK-OUT

- [MEDIA STOCK SCREEN](#)
- [MEDIA CHECK-IN/OUT SCREEN](#)
- [EXPRESS MEDIA CHECKOUT SCREEN](#)

MEDIA CHECK-OUT SETUP OPTIONS

MEDIA CHECK-OUT SETUP OPTIONS

FEEDBACK SURVEYS

FEEDBACK SURVEYS

- [CREATE FEEDBACK SURVEY](#)
- [QUESTION PREVIEW](#)
- [QUESTION](#)
- [STATUS BOX](#)
- [FONT BOX](#)
- [QUESTION NAVIGATOR](#)
- [OTHER TEXT](#)
 - [Changing the Header](#)
 - [Changing the Survey Instructions](#)
 - [Changing the Open Comments Text](#)
- [SCALE DEFINITION](#)
- [SURVEY TYPE SELECTION](#)
- [DEFINING THE SURVEY SCALE](#)
 - [Tutor Evaluation Survey](#)
 - [Entering the Tutor Survey Questions](#)
- [CUSTOM SURVEYS](#)
 - [Publish Custom Survey](#)
 - [Custom Survey Reports](#)
- [FEEDBACK SURVEYS SETUP](#)

FEEDBACK SURVEYS SETUP OPTIONS

FEEDBACK SURVEYS SETUP OPTIONS

- [ACTIVITY FEEDBACK OPTIONS](#)
- [TUTOR FEEDBACK OPTIONS](#)

SESSION LOG SCREEN

SESSION LOG SCREEN

- [SESSION LOG](#)
- [USING FILTERS](#)
 - [How Tutors Enter Comments](#)
- [SESSION QUESTIONNAIRE SETUP](#)
 - [How Tutors Use the Session Questionnaire](#)

SESSION LOG SETUP OPTIONS

SESSION LOG SETUP OPTIONS

PROGRAM ASSESSMENT SCREEN

PROGRAM ASSESSMENT SCREEN

- [PROGRAM ASSESSMENT](#)
- [ENTERING THE GRADES](#)
- [VIEWING ENTERED GRADES](#)
- [GPA DEFINITIONS](#)

COMMUNICATIONS SCREEN

COMMUNICATIONS SCREEN

- [MESSAGING CENTER](#)
 - [Sending Messages](#)
 - [Receiving Messages](#)
- [STUDENT CONTACTS](#)

COMMUNICATIONS SETUP OPTIONS

COMMUNICATIONS SETUP OPTIONS

- [EMAIL SETTINGS OPTIONS](#)
 - [Mail Server Selection](#)
 - [Testing Email Settings](#)
 - [Email Log](#)
- [TEXT MESSAGING CONFIGURATION](#)
 - [Testing Nexmo](#)

TUTORING REQUESTS SCREEN

TUTORING REQUESTS SCREEN

- [TUTORING REQUESTS](#)
 - [Entering a Request](#)
 - [Entering Assignments](#)

TUTORING REQUESTS SETUP OPTIONS

TUTORING REQUESTS SETUP OPTIONS

- [TUTORING REQUEST EMAIL TEMPLATE](#)

SEMINARS SCREEN

SEMINARS SCREEN

- [SEMINARS](#)
 - [View Attendance](#)
- [SEMINARS STATUS](#)

COMPUTER RESERVATIONS SCREEN

COMPUTER RESERVATIONS SCREEN

- [COMPUTERS](#)
- [COMPUTER RESERVATIONS](#)

SYSTEM SCREEN

SYSTEM SCREEN

- **SEMESTERS**
 - Adding a new semester/a>
 - Modifying a semester
 - Deleting a new semester/a>
 - Registering activities to a semester
- **OFF-TIMES**
- **ROOMS**
 - Adding a new room
 - Modifying a room
 - Deleting a room
- **LAB IDS**
 - Advantages of Using Local Labs
 - Creating a Local Lab
 - View/Modify Local Lab ID
 - View/Modify Activities held in this lab
 - View/Modify Services held in this lab
 - Local Lab Usage Example
- **REMOTE SHUTDOWN STATIONS**
- **EXPORT REPORTS**
- **IMPORT REPORTS**

SYSTEM SETUP OPTIONS

SYSTEM SETUP OPTIONS

- **TEXT MESSAGING CONFIGURATION**
 - Testing Nexmo
- **ID SETTINGS OPTIONS**
- **WAITING OPTIONS**
- **STUDENT AND TUTOR PAD OPTIONS**
- **SYSTEM OPTIONS**
 - Background Image
 - Set Title bar and Button Colors
 - Terminology
 - Scheduled Tasks
- **SIGN-OUT OPTIONS**
- **SHUTDOWN OPTIONS**

ADD-ONS SCREEN

ADD-ONS SCREEN

- **COMPUTER LAB STATUS**
- **TIME-CLOCK**

ADD-ONS SETUP OPTIONS

ADD-ONS SETUP OPTIONS

- [COMPUTER LAB PLUG-IN OPTIONS](#)
- [WEB GATEWAY OPTIONS](#)

SUCCESS PLANS SCREEN

SUCCESS PLANS SCREEN

- [STUDENT PLANS](#)
 - [Add New Assignment\(s\)](#)
 - [Complete Assignment](#)
 - [Remove Assignment](#)
- [ACTION ITEMS](#)
 - [Creating an Action Package from Action Items](#)
- [BULK ASSIGNMENT](#)
- [INDIVIDUAL EDUCATIONAL ACTION PLAN REPORT](#)

SUCCESS PLAN SETUP OPTIONS

SUCCESS PLANS SETUP OPTIONS

RIGHT-SIDE MENU OPTIONS (ON THE SYSTEM ADMIN SCREEN)

RIGHT-SIDE MENU OPTIONS (ON THE SYSTEM ADMIN SCREEN)

- [HELP CENTER OPTIONS](#)
 - [DOWNLOAD UPDATES](#)
 - [OPTIONS WIZARD](#)
 - [SEND ERROR FILE](#)
 - [TIP OF THE DAY VIEW](#)
 - [SUPPORT INFO](#)
 - [SOFTWARE MANUALS](#)
 - [ADD-ONS INFO](#)
 - [LICENSING INFO](#)
 - [TECHNICAL CONTACTS](#)
- [REPORTS OPTIONS](#)
- [CONTROL PANEL OPTIONS](#)
- [DATABASE OPTIONS](#)
 - [IMPORT](#)
 - [IMPORT FILE SAMPLES](#)
 - [STUDENT INFORMATION IMPORT](#)
 - [ACTIVITIES \(CLASSES\) TABLE IMPORT](#)
 - [STUDENT REGISTRATION IMPORT](#)
 - [GRADES \(PROGRAM ASSESSMENT\) TABLE IMPORT](#)
 - [MEDIA STOCK IMPORT](#)
 - [STUDENT PHOTOS IMPORT](#)
 - [STAFF \(TUTORS\) TABLE IMPORT](#)
 - [STUDENT-ACTIVITY-REGISTRATION \(COMBINED\) IMPORT](#)
 - [STUDENT GROUPS IMPORT](#)
 - [INSTRUCTORS TABLE IMPORT](#)
 - [SEMINAR INFORMATION IMPORT](#)
 - [TUTOR ACTIVITY ASSIGNMENTS IMPORT](#)
 - [ACTIVITY - LAB REGISTRATION IMPORT](#)

- CLASS SCHEDULES IMPORT
- DATABASE LOCATION
 - Native Mode Details
 - SQL Server Mode Details
- BACK UP
- LAST BACKUP LOCATION
- CLEAN
- DELETE
- PURGE
- REPAIR
- TRANSFER NATIVE DB TO SQL SERVER DB
- CREATE A BLANK SQL DB
- SYSTEM ACCESS
 - MY ADMIN ID
 - MY PASSWORD
 - SYSTEM ADMINISTRATORS
 - SYSTEM ACCESS GROUPS
 - REPORTS ACCESS
 - RESET STUDENT PASSWORDS
 - ACCESS BY SIGN-IN STATIONS
- CUSTOM QUERIES
 - LOADING A CUSTOM QUERY
 - CUSTOM REPORT OUTPUT OPTIONS
 - CREATING A NEW CUSTOM QUERY
 - CUSTOM QUERY EXAMPLE
- FIND

SUPPORT & TROUBLESHOOTING

SUPPORT & TROUBLESHOOTING

- NEW USER SUPPORT
- TROUBLESHOOTING GUIDE
- COMMON ISSUES

[Back to Top](#)

Having trouble viewing this Table of Contents page? [Click here](#) to view this page with no script.

Older AccuTrack/AccuSQL Reference Manuals

Need an older version of the manual Download the most recently supported versions below:

Download the [AccuTrack/AccuSQL 2019 Reference Manual \(PDF\)](#)

Download the [AccuTrack/AccuSQL 2018 Reference Manual \(PDF\)](#)

[Click here](#) to go back to the **AccuTrack/AccuSQL** Manuals

From:

<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://www.attendance-tracking.com/docs/doku.php/accutrack/fullmanual?rev=1593550359>

Last update: **2020/06/30 16:52**

