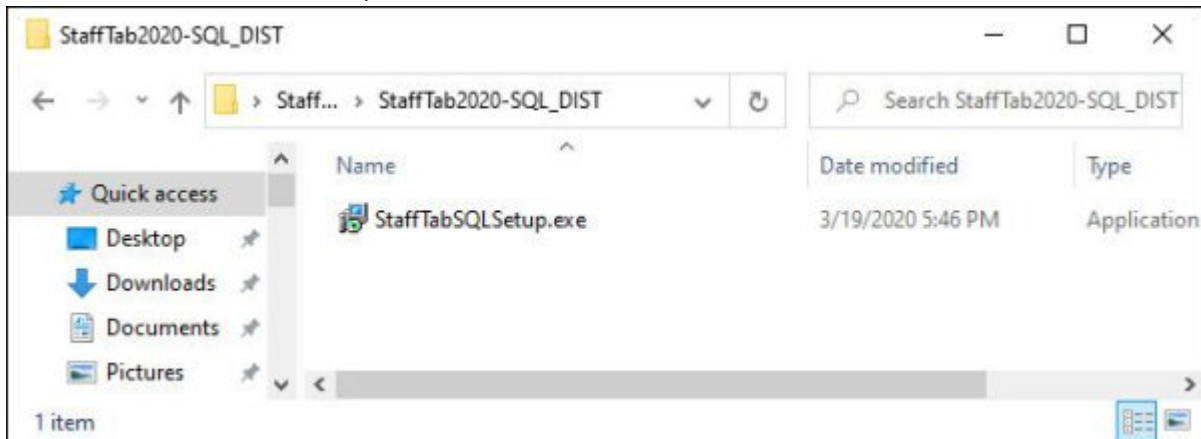


StaffTab Manual

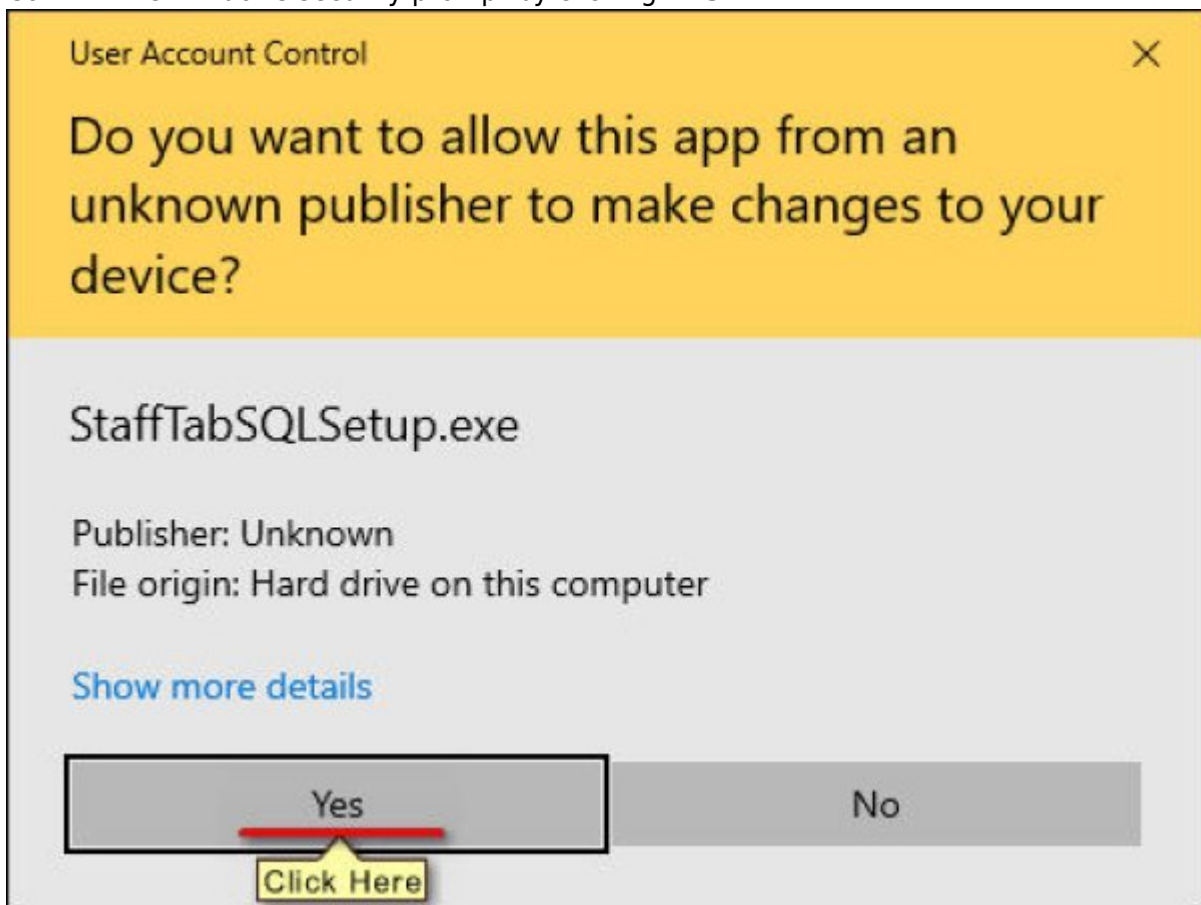
Installing StaffTab

Follow these steps to install the application:

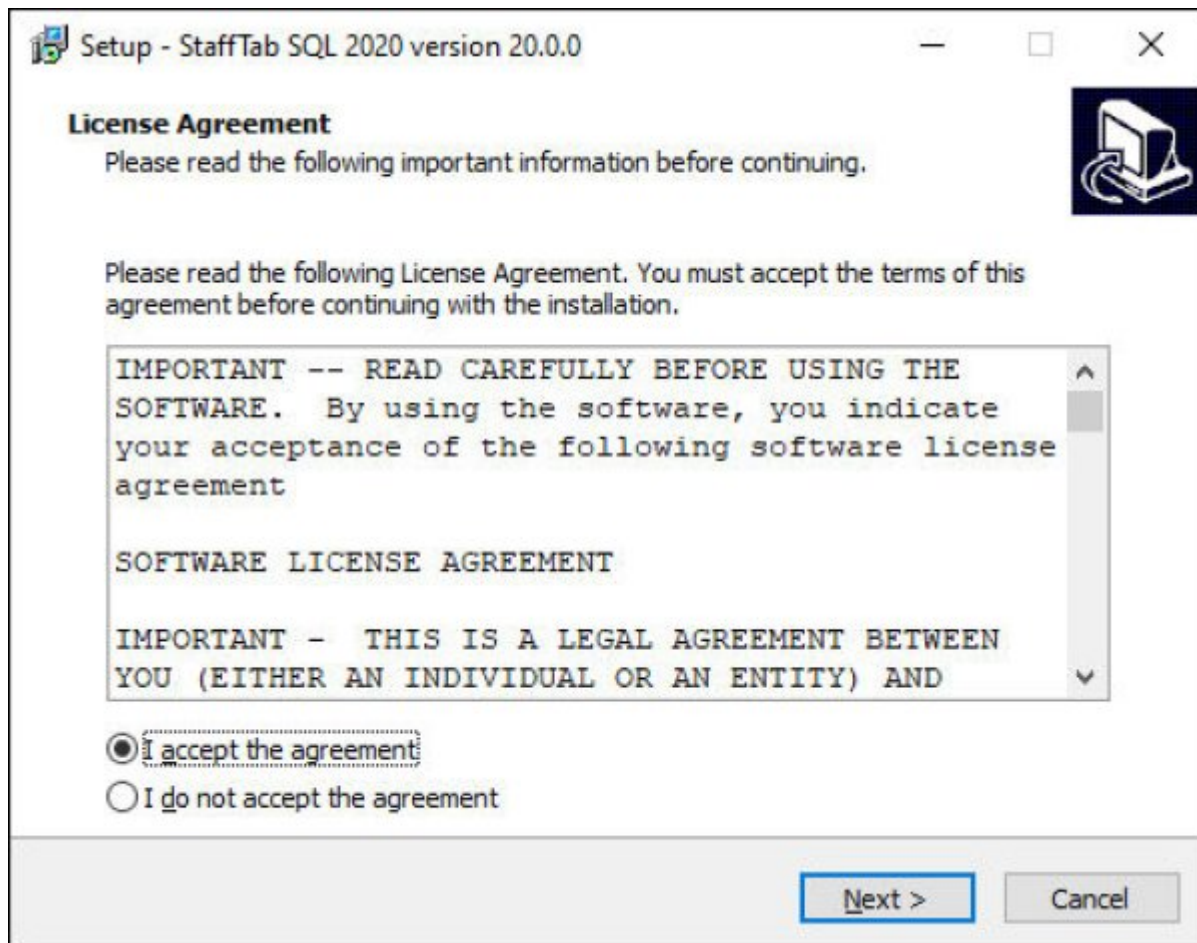
1. Locate the installer from your digital download or USB key and run the StaffTabSetup.exe or StaffTabSQLSetup.exe from the "StaffTab20XX_DIST" folder (replace the "XX" for the year of the version of the software).



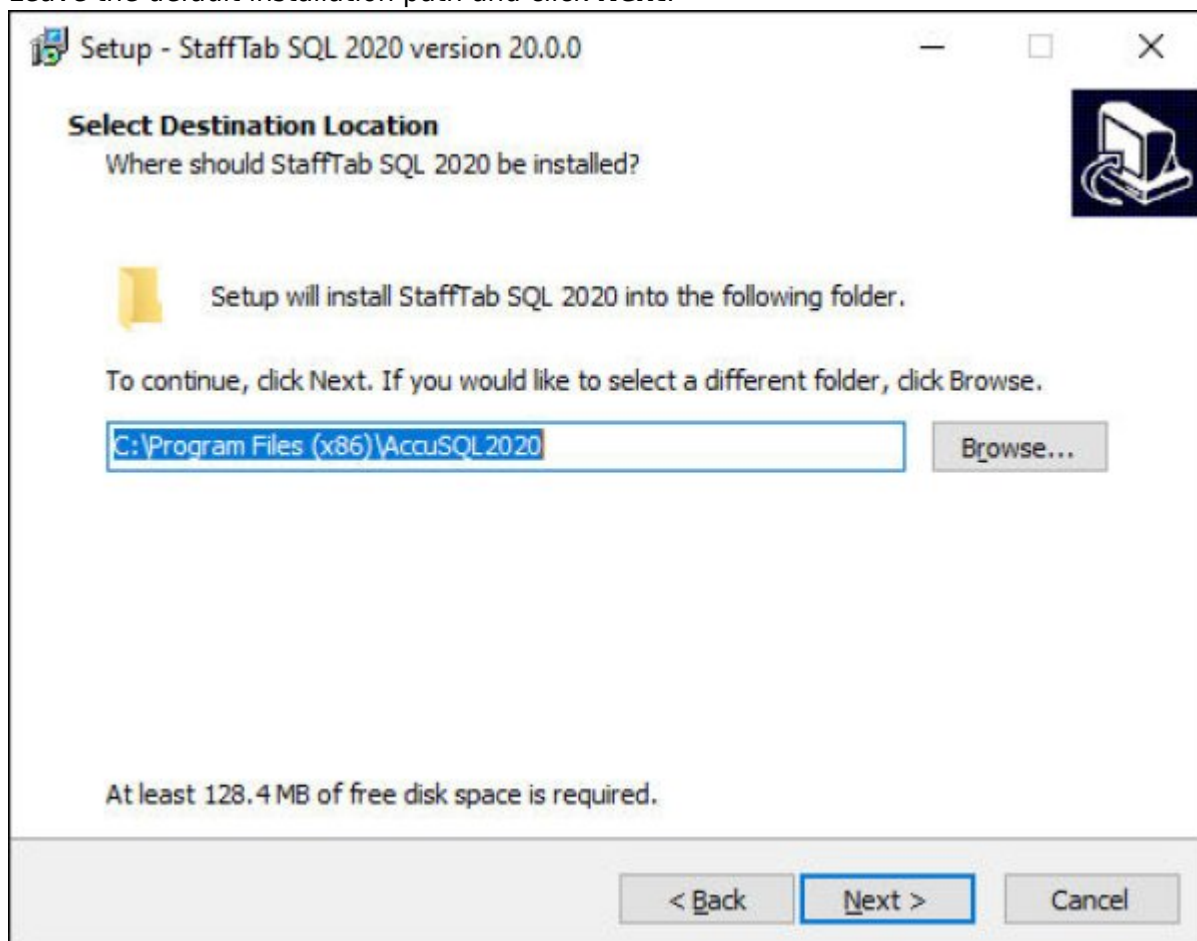
2. Confirm the Windows security prompt by clicking **YES**.



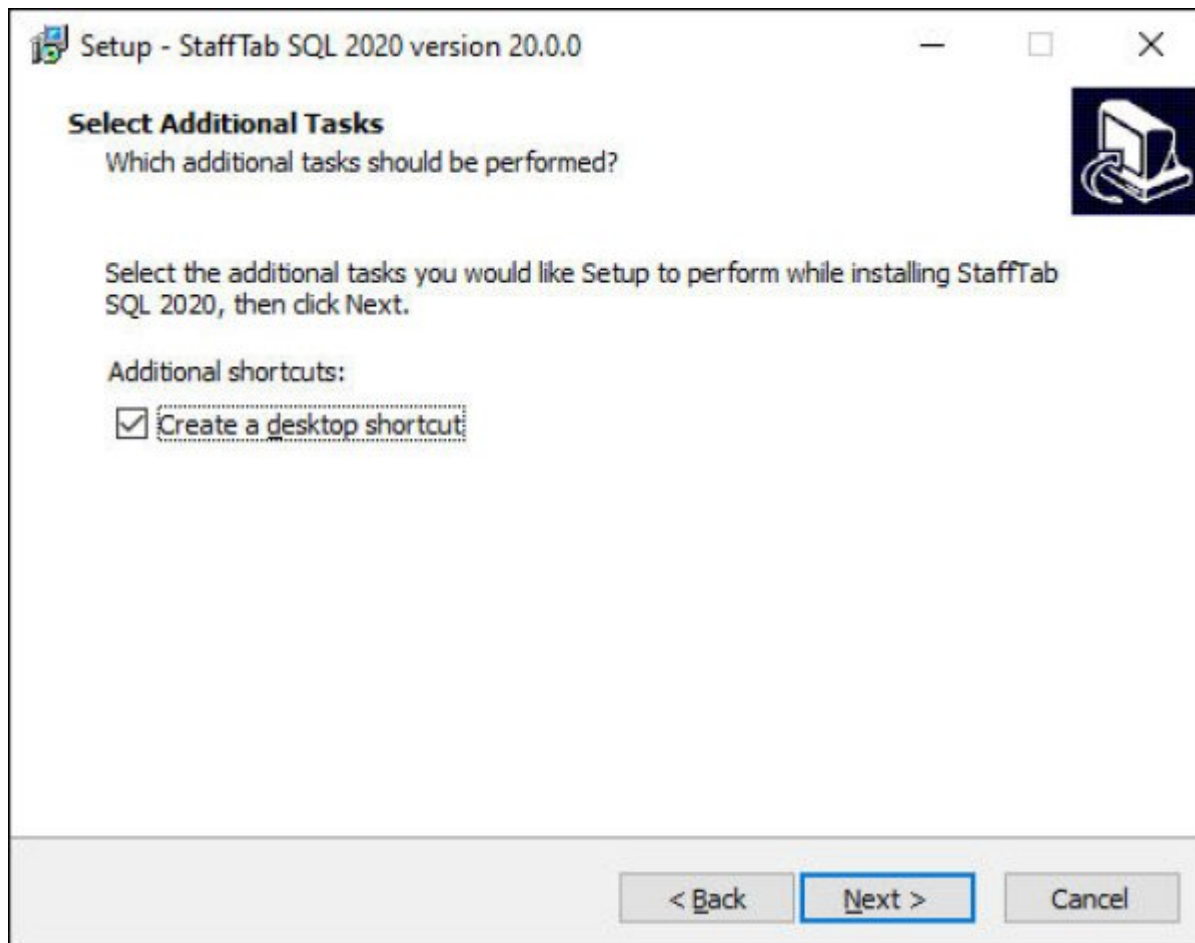
3. Accept the license agreement and click **Next**.



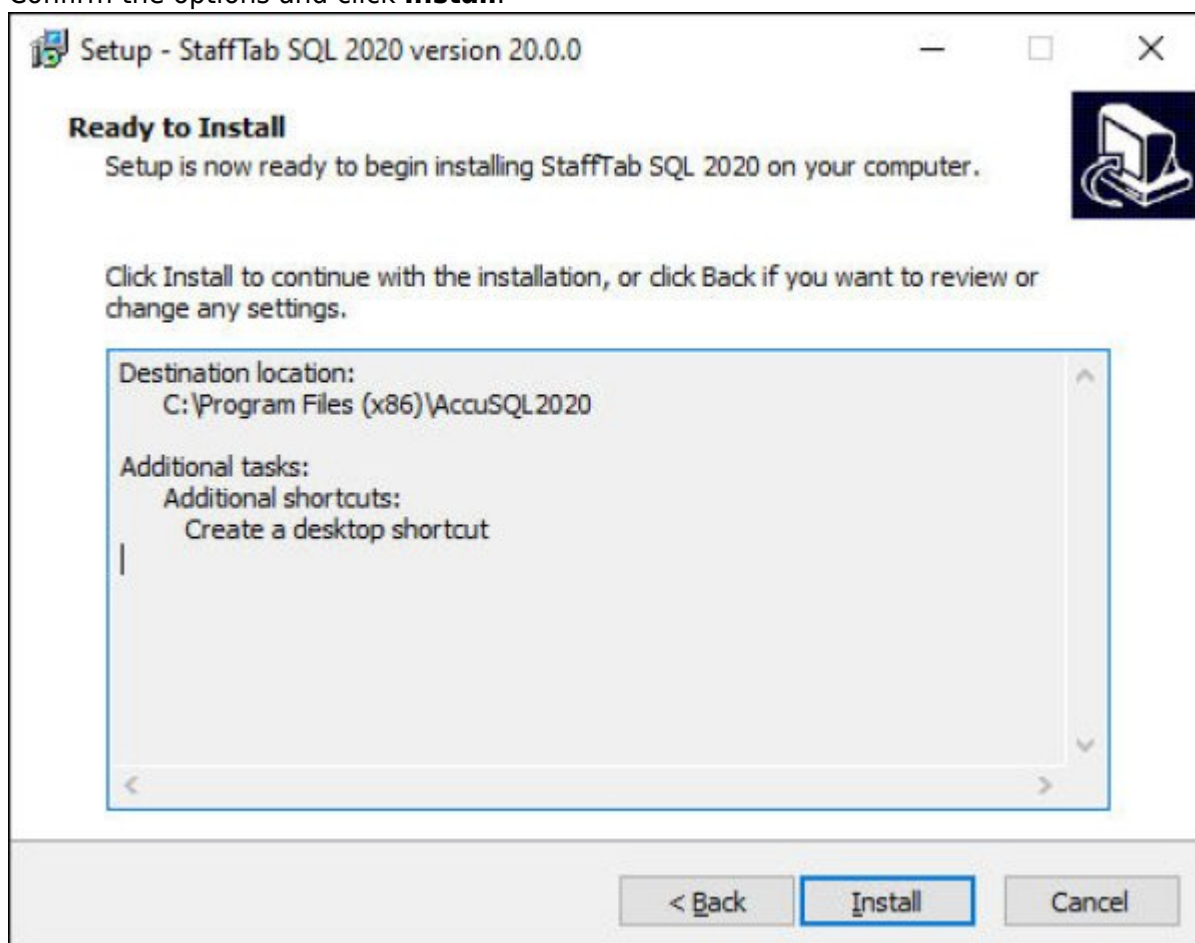
4. Leave the default installation path and click **Next**.



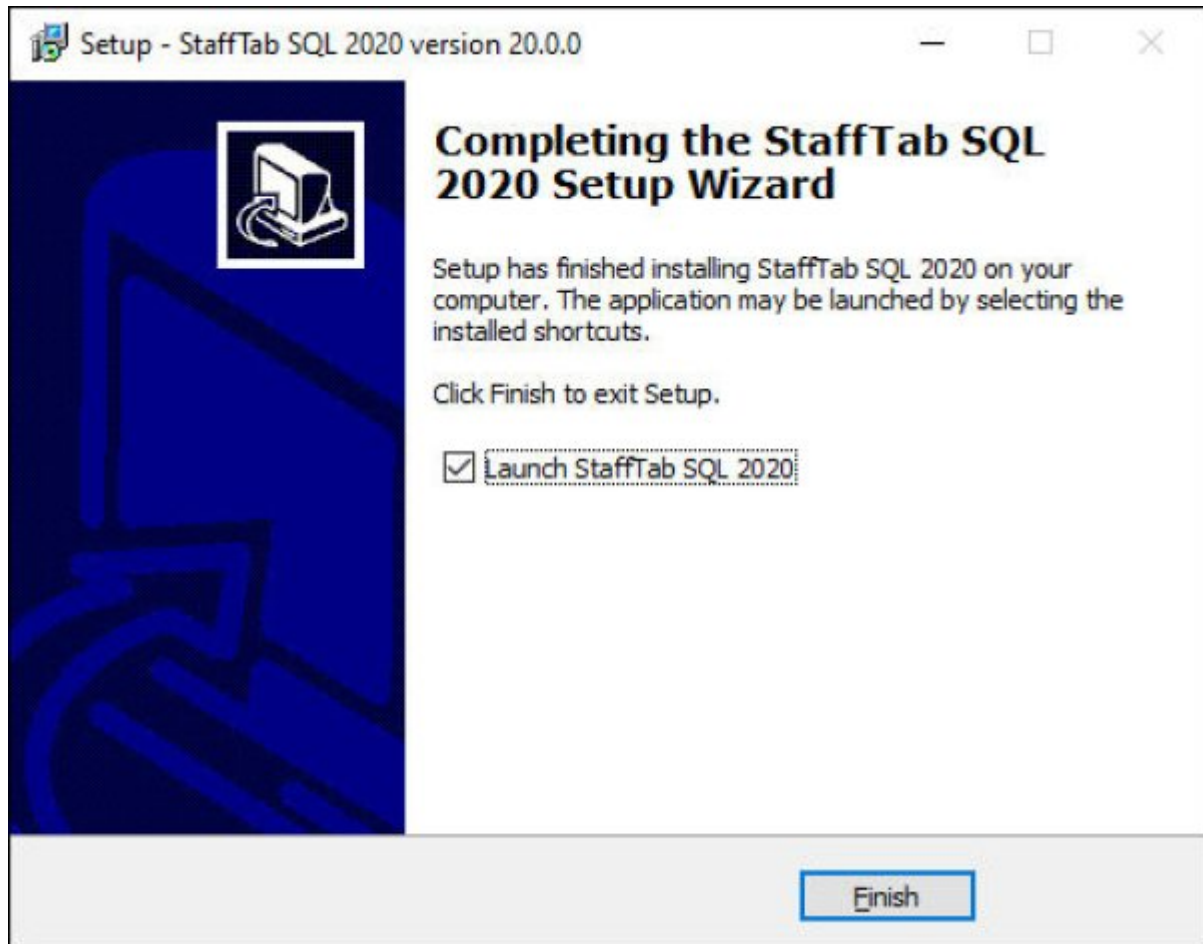
5. Let it create a shortcut on the Tablet and click **Next**.



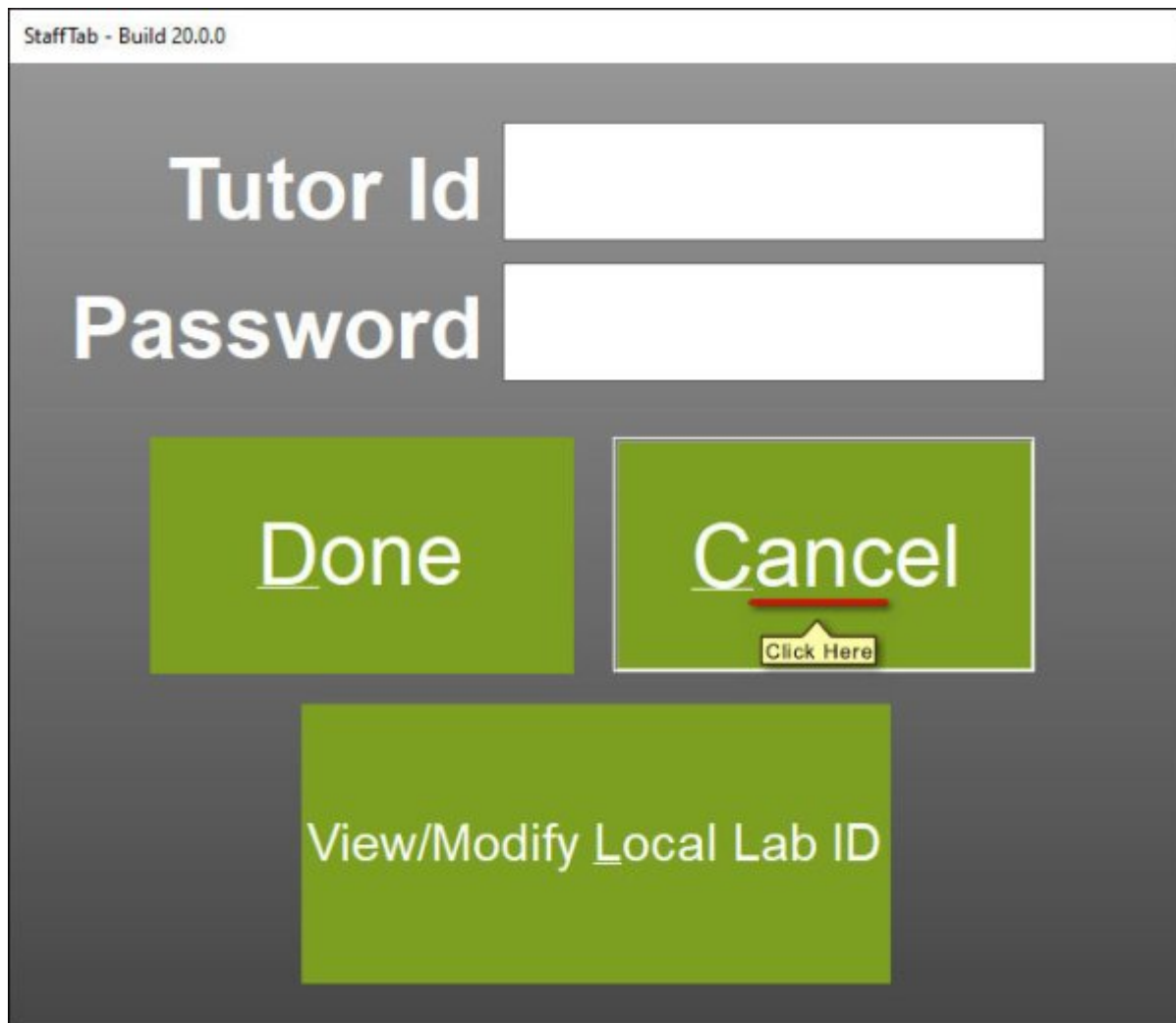
6. Confirm the options and click **Install**.



7. It will now install the application and have you click a **Finish** button.



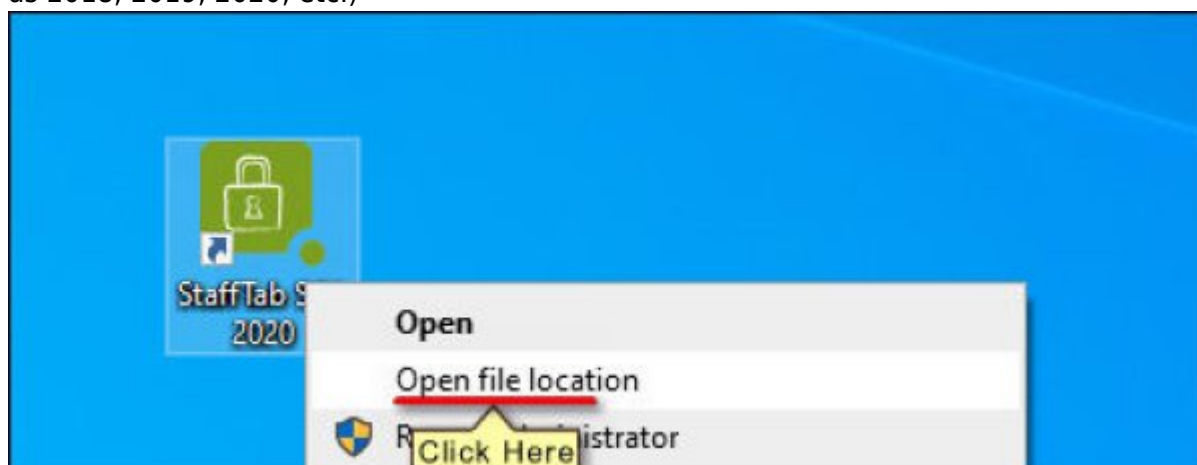
8. If you left the checkmark to open the application simply click the **Cancel** button so we can connect it to your database.



Installing the SQL Native Connectivity Client (if using AccuSQL)

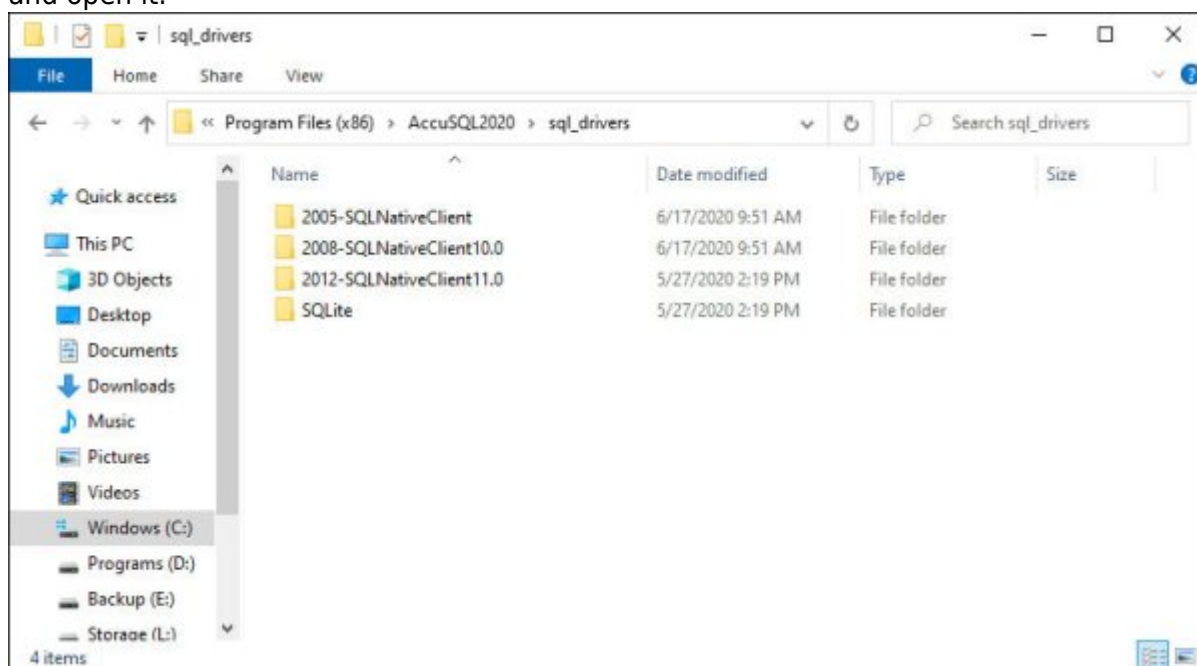
This section will explain how to quickly install the proper **SQL Native Connectivity Client** for your version of SQL Server.

1. From your tablet long-press the **AccuSQL or AccuTrack StaffTab** icon and select the “Open File Location” option. This will open the install directory for **AccuSQL** or **AccuTrack** (typically located in “C:/Program Files(x86)/StaffTab20XX” file folder with XX representing the year such as 2018, 2019, 2020, etc.)



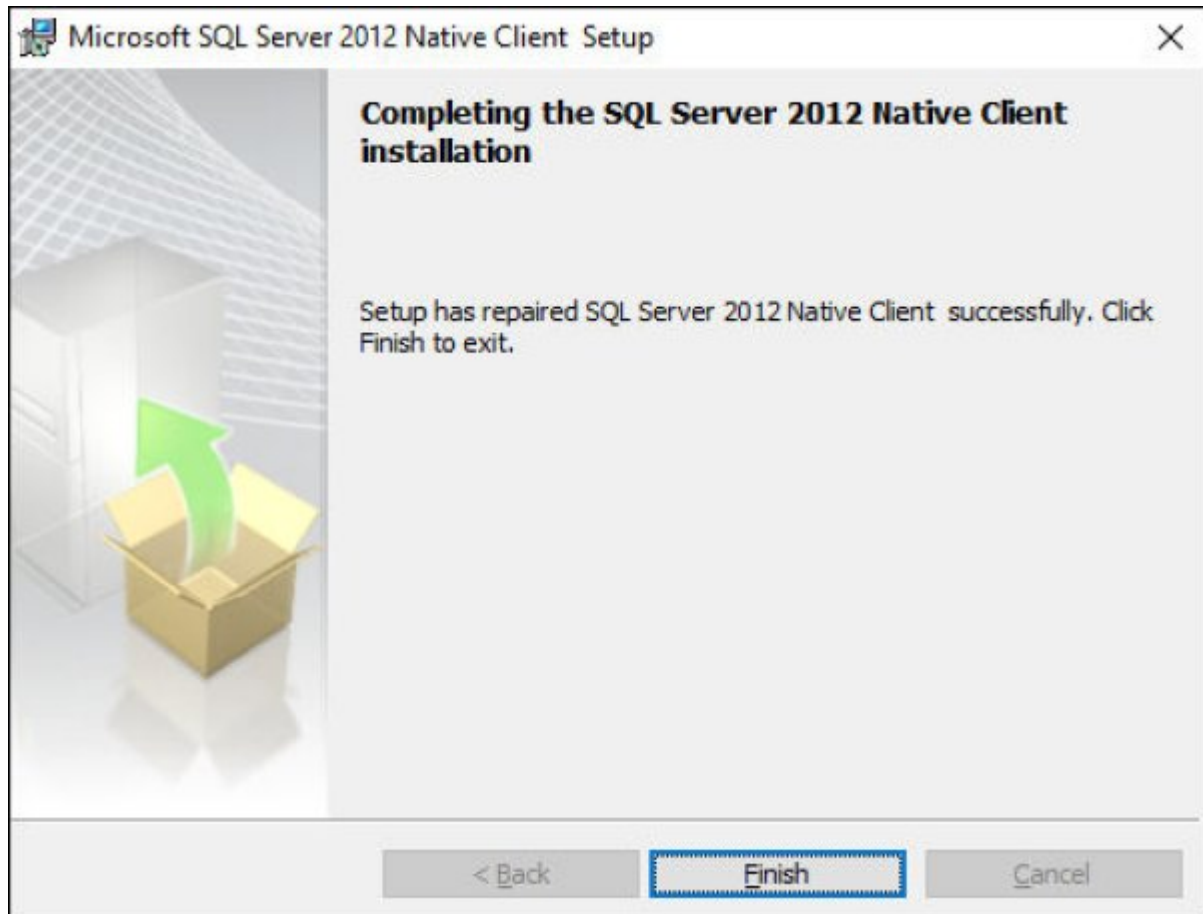
2. Once you have that location open in your File Explorer window look folder called **SQL_Drivers**

and open it.



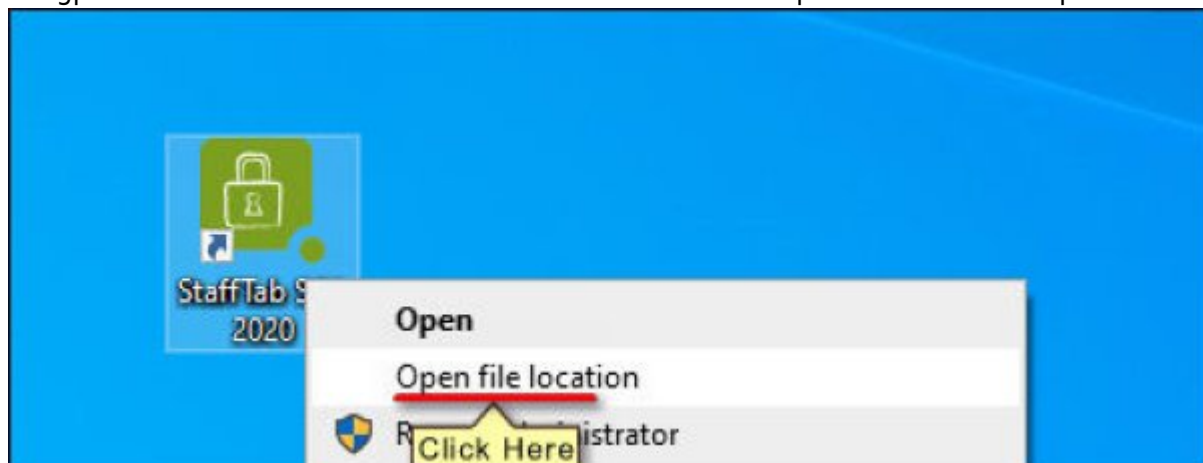
3. Determine which version you need to install for your SQL Server using the folder names and open it:
 - **2005-SQLNativeClient** = **SQL Server 2005** or **SQL Server Express 2005** or newer
 - **2008-SQLNativeClient** = **SQL Server 2008** or **SQL Server Express 2008** or newer
 - **2012-SQLNativeClient** = **SQL Server 2012** or **SQL Server Express 2012** or newer
 - **SQLite** = Only used if using **iAccu** for AccuTrack.
4. Now that you have opened the correct folder then simply run the correct installer for your Windows version/type:
 - **sqlncli.msi** - Use this if the Operating system installed on this machine is 32-bit.
 - **sqlncli_x64.msi** - (Most Common) Use this if the Operating system installed on this machine is 64-bit.

Note: Use [this guide](#) if you are not sure if the PC is 32-bit or 64-bit.
5. Finally, follow through the steps of the installer using all the default settings to complete this install.

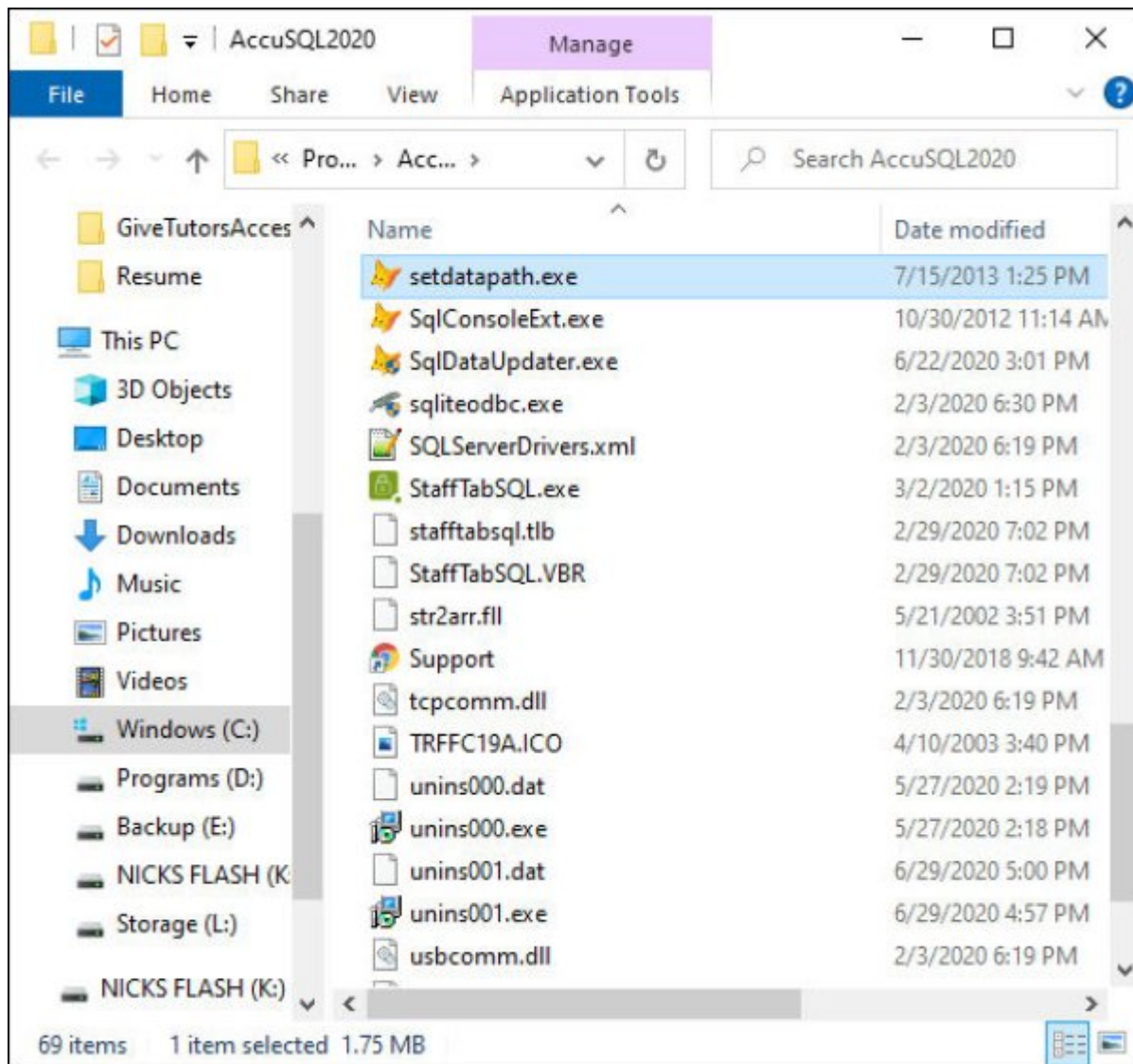


Set the Data Path Location and the Local Lab (Center)

1. Longpress the [StaffTab](#) icon on the tablet and select the “Open File Location” option.

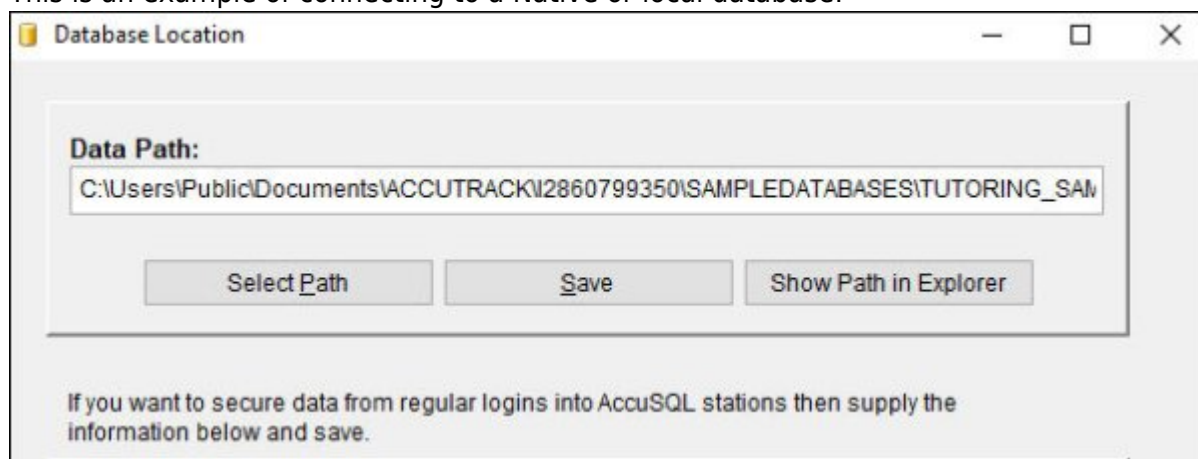


2. Once that is done double-tap or tap the “setdatapath.exe” application.



3. Now set the Database Location for either Native DB or a SQL Server DB location:

1. This is an example of connecting to a Native or local database:



2. This is an example of connecting to a SQL Server database:

Database Location

Application Shared path:

Select Path Show Path in Explorer

SQL server connection info

Server: ENGSERVER\SQLEXPRESS,40558

Authentication mode: SQL server authentication

UserName: sa

Password: *****

Database: AccuSQL_2020

Owner: dbo

SQL Server Client Driver: SQL Server Native Client 11.0

Test Connection Back Save

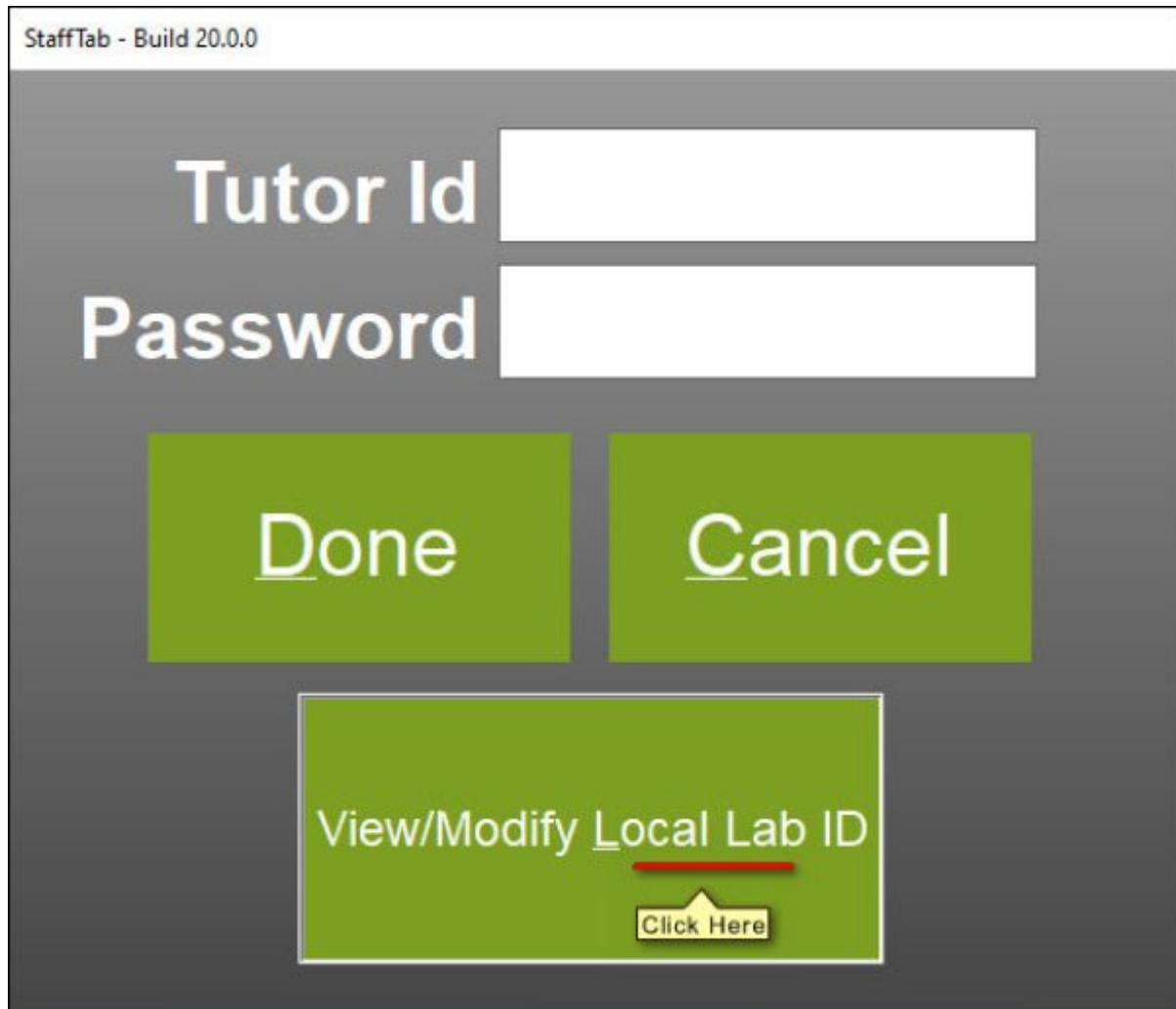
Use this form to set up the connection to the SQL Server database. Here is how:

- 1) Enter the Application Shared path. This is a path to a shared folder used by all AccuSQL installations sharing the database. Shared files, like customized reports, are saved in this folder. In a native database installation, this is the parent folder of AccuData folder.
- 2) Enter the SQL Server. A typical setting for SQLExpress installed on this machine is: [Server:]\SQLEXPRESS
- 3) Select the Authentication mode. If you are using a trusted instance along with Windows authentication, select "Windows". Otherwise, select "SQL Server".

4. Finally, click the **Save** button and exit the application to complete this process.

Set the Local Lab / Center

1. From your tablet tap or double-tap on the [StaffTab](#) icon to open the application.
2. Now click on the "View/Modify my Local Lab ID" button.



StaffTab - Build 20.0.0

Tutor Id

Password

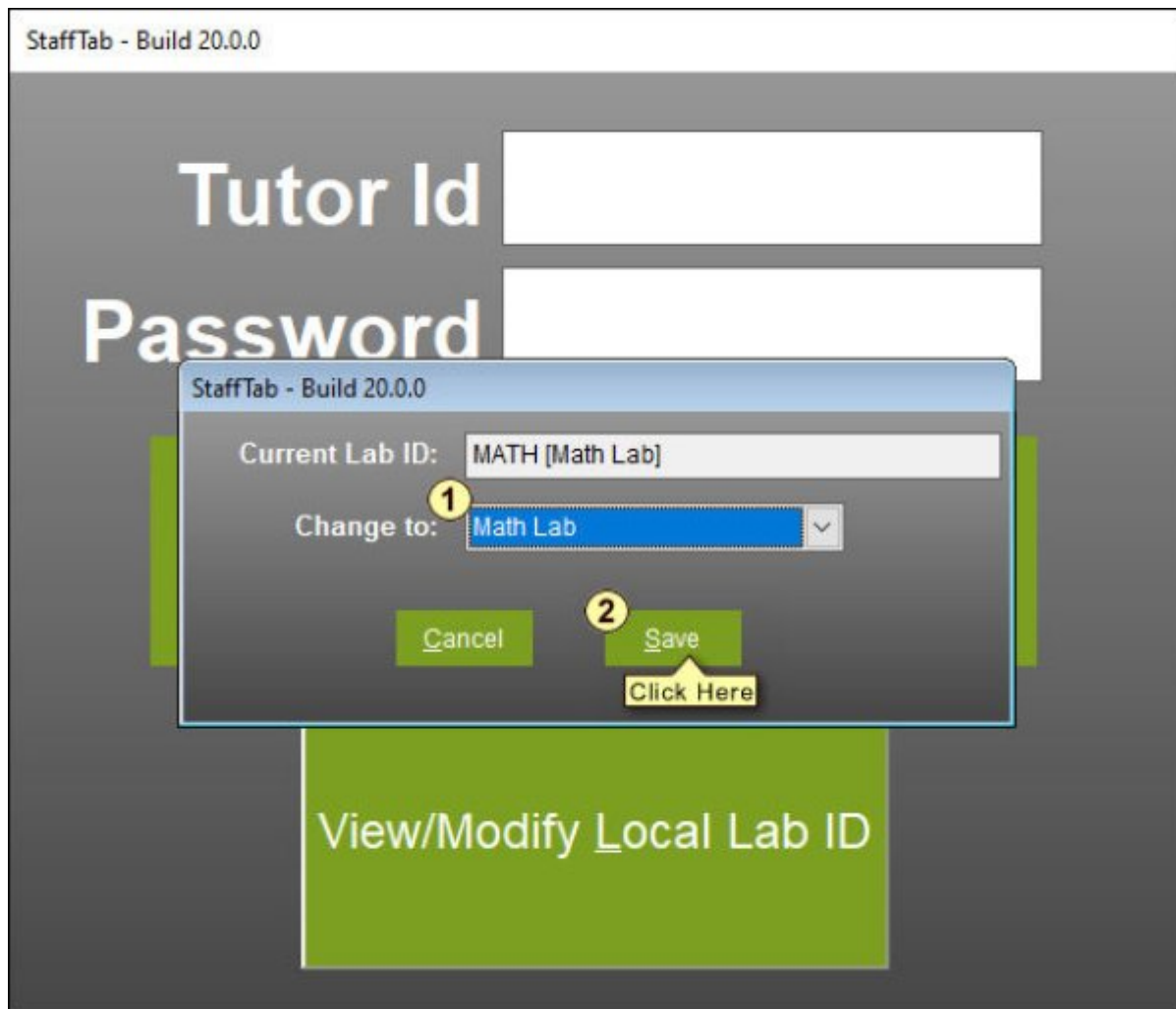
[Done](#) [Cancel](#)

[View/Modify Local Lab ID](#)

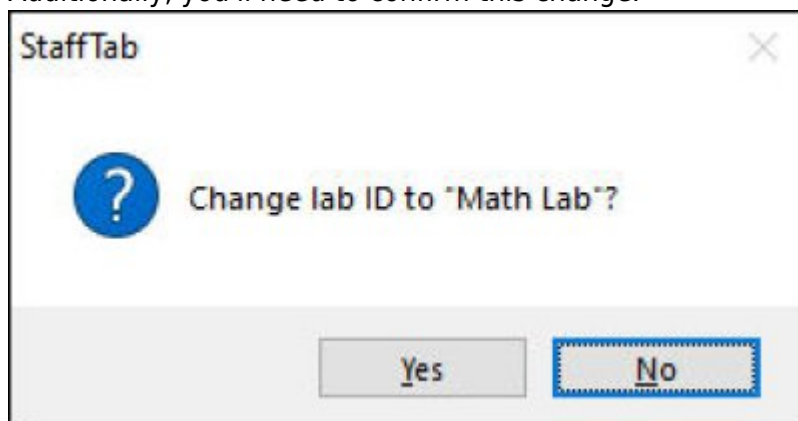
[Click Here](#)

The image shows a web interface for StaffTab. At the top, it says 'StaffTab - Build 20.0.0'. Below this, there are two input fields: 'Tutor Id' and 'Password'. Underneath the input fields are two green buttons labeled 'Done' and 'Cancel'. At the bottom, there is a green button labeled 'View/Modify Local Lab ID'. A red underline is under the word 'Local' in this button, and a yellow callout box with the text 'Click Here' points to the underline.

- Next, in the “Change to:” dropdown select the Local Lab or Center that you'll be working in. Click the **Save** button to save this change.



4. Additionally, you'll need to confirm this change.



5. Now when you go back to the application simply login entering your staff login credentials (User ID and password).

StaffTab - Build 20.0.0

Tutor Id *****

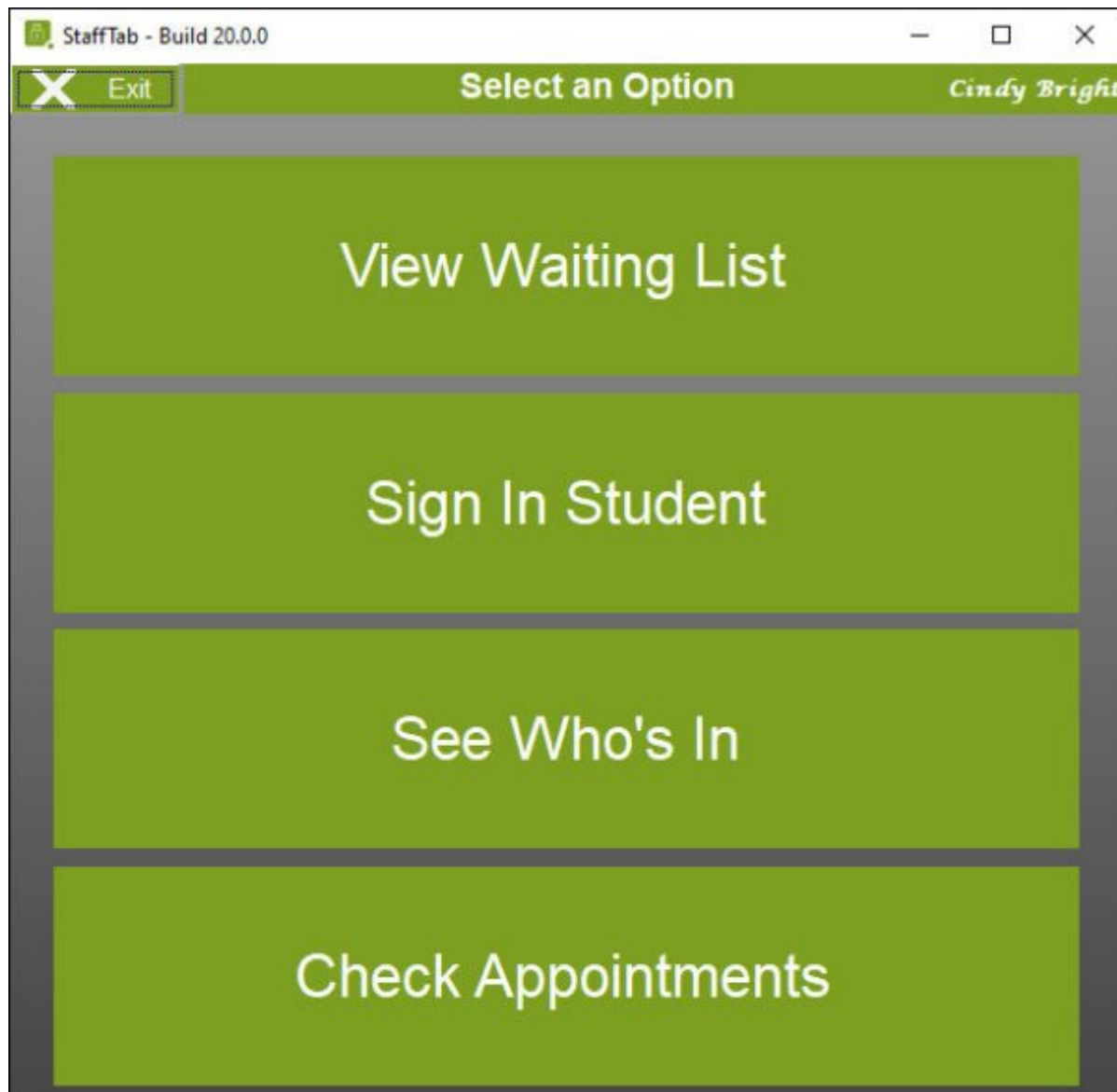
Password *****

Done Cancel

Click Here

View/Modify Local Lab ID

6. If successful you'll get to the [main menu](#) like this:



If you don't have a password ask an Admin to establish one for you.

Using StaffTab

In this section we'll explore all the various options you have available to manage the center from a tablet.

StaffTab Login

When you open [StaffTab](#) on your tablet simply login entering your staff or tutor login credentials (User ID and password).

StaffTab - Build 20.0.0

Tutor Id

Password

Done

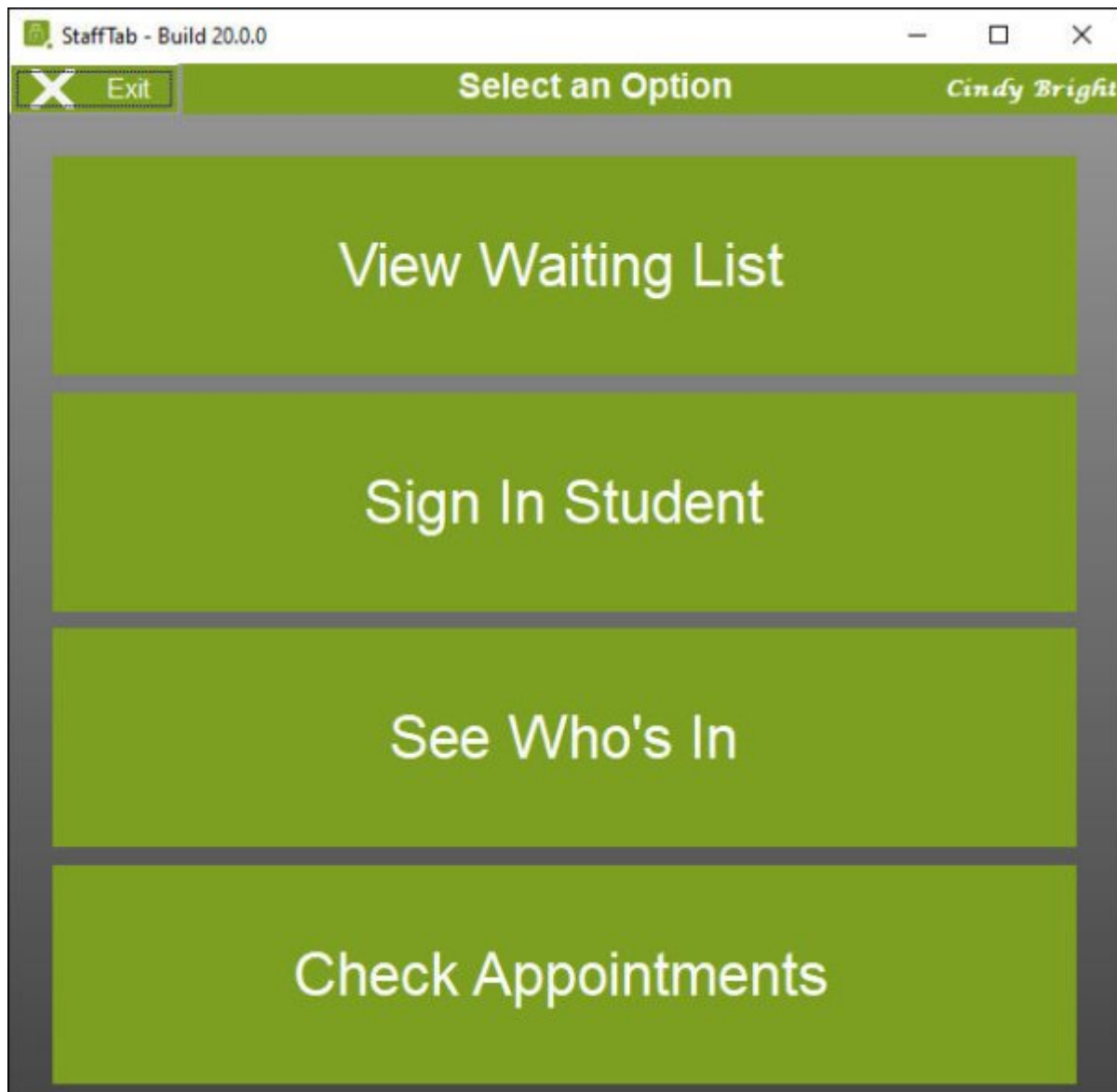
Cancel

Click Here

View/Modify Local Lab ID

Main Menu

If your **Tutor** login was successful you'll get to the main menu like this:



Only Tutors can log in to this application. Admins can manage what they have access to within the application but do not directly login unless seeing students as a Tutor as well.

View Waiting List

If you click on the first “View Waiting List” option from the [main menu](#) you'll hopefully see this screen:

StaffTab - Build 20.0.0

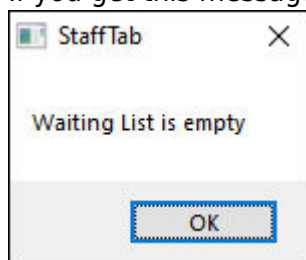
View Waiting List *Cindy Bright*

Students in Line ☐ All Students

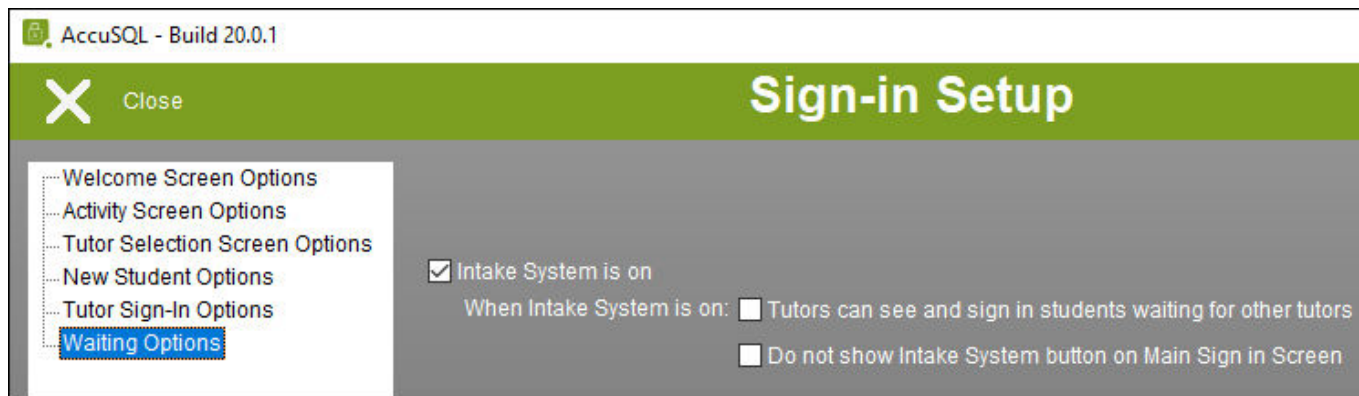
Name	Arrival	Tutor	Activity
Dee, Michelle	07/06/2020 12	Bright, Cindy	MATH Ir

Sign In Remove from Line Manage

If you get this message:



Then you may need to have an Admin enable the waiting list feature for your center or it may actually be that no one has signed into the **Waiting Line/Intake System**. If you believe that the center/lab does not have the Waiting Line or Intake System enabled you'll need to have a System Admin go to the **AccuTrack or AccuSQL Desktop Application** and enable it for your Center/Local Lab in the **Sign-in Setup > Setup > Waiting options** section. They can do this simply by placing a check in the checkbox next to "Enable Intake System" or "Intake System is On":



AccuSQL - Build 20.0.1

Close

Sign-in Setup

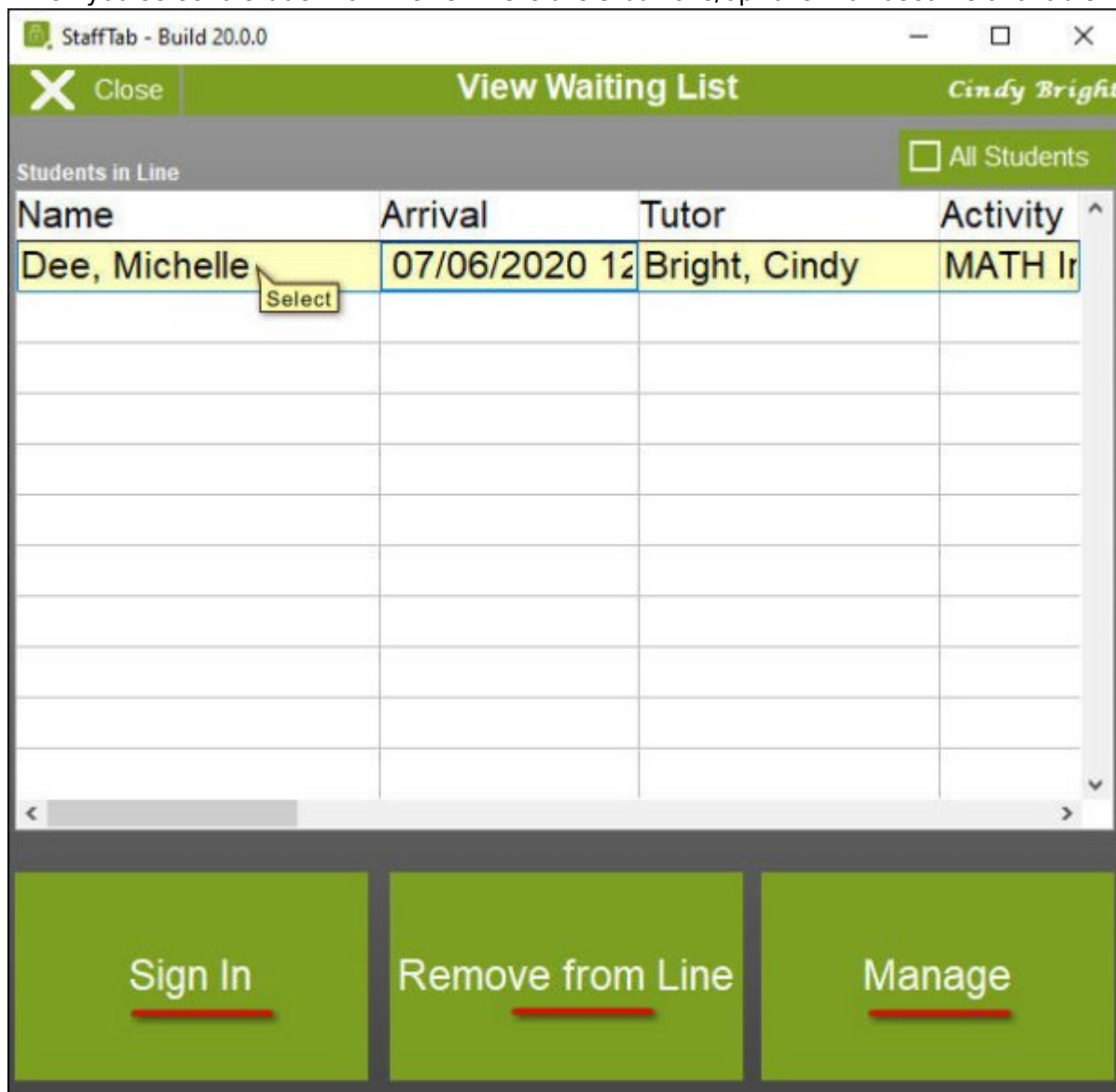
- Welcome Screen Options
- Activity Screen Options
- Tutor Selection Screen Options
- New Student Options
- Tutor Sign-In Options
- Waiting Options**

☒ Intake System is on

When Intake System is on: ☐ Tutors can see and sign in students waiting for other tutors

☐ Do not show Intake System button on Main Sign in Screen

When you select a student on the list there are 3 buttons/options that become available.



StaffTab - Build 20.0.0

Close

View Waiting List

Cindy Bright

☐ All Students

Students in Line

Name	Arrival	Tutor	Activity
Dee, Michelle	07/06/2020 12	Bright, Cindy	MATH Ir

Select

Sign In

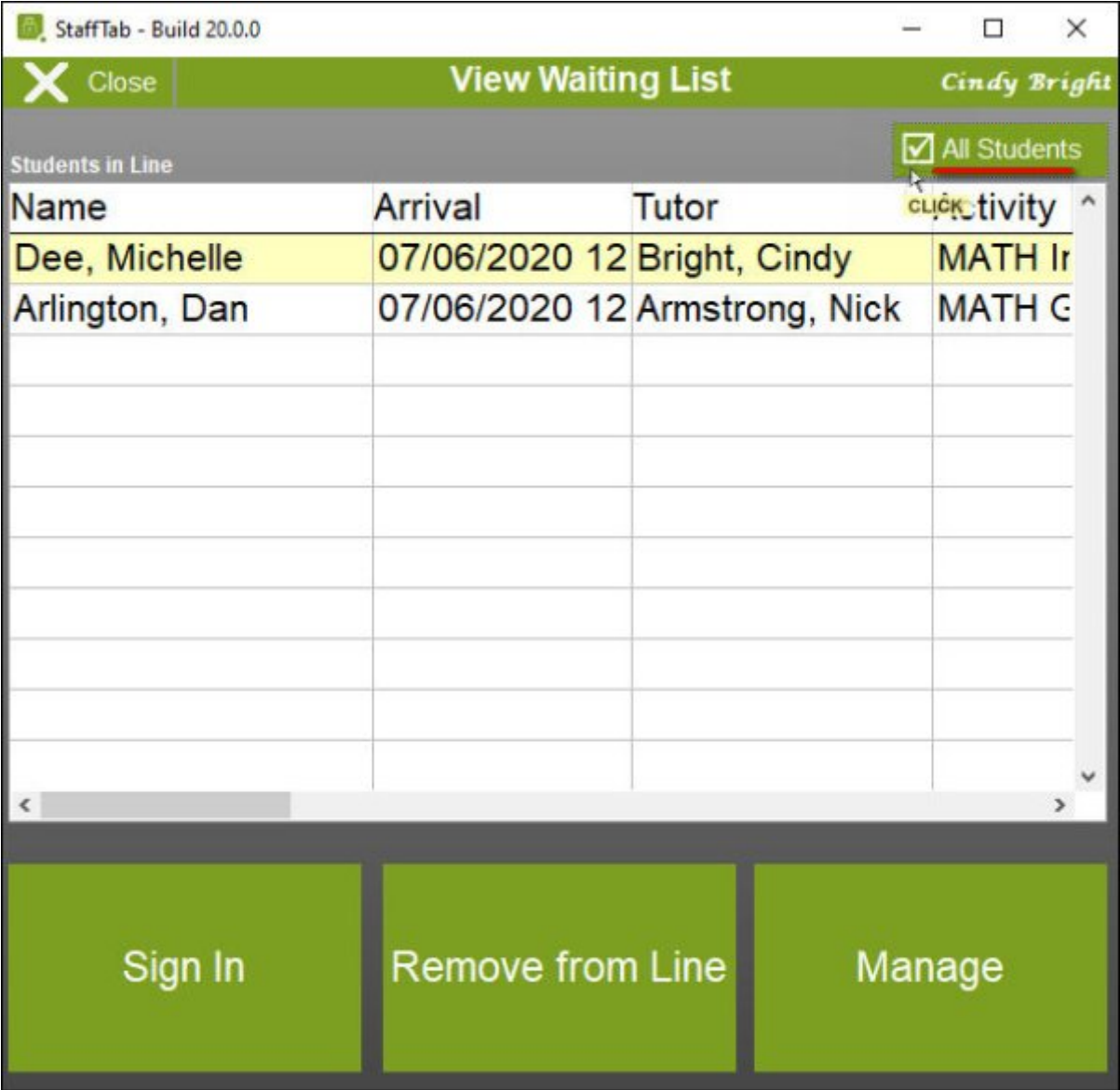
Remove from Line

Manage

The next sections will go into detail about what you can do by selecting each of them. Here's a brief explanation of each button/option (click the link on each title for more details):

- **Sign-in Student** - When you click this button you'll simply be signing in the student to start the session with them.
- **Remove from Line** - The **Remove from Line** option really does just what it says and will remove a student that may no longer be waiting from the **Intake System** or **Waiting Line** queue. They will not be appearing the **Waiting List** of students once you click this button.
- **Manage** - This is where you can help the students and complete session notes.

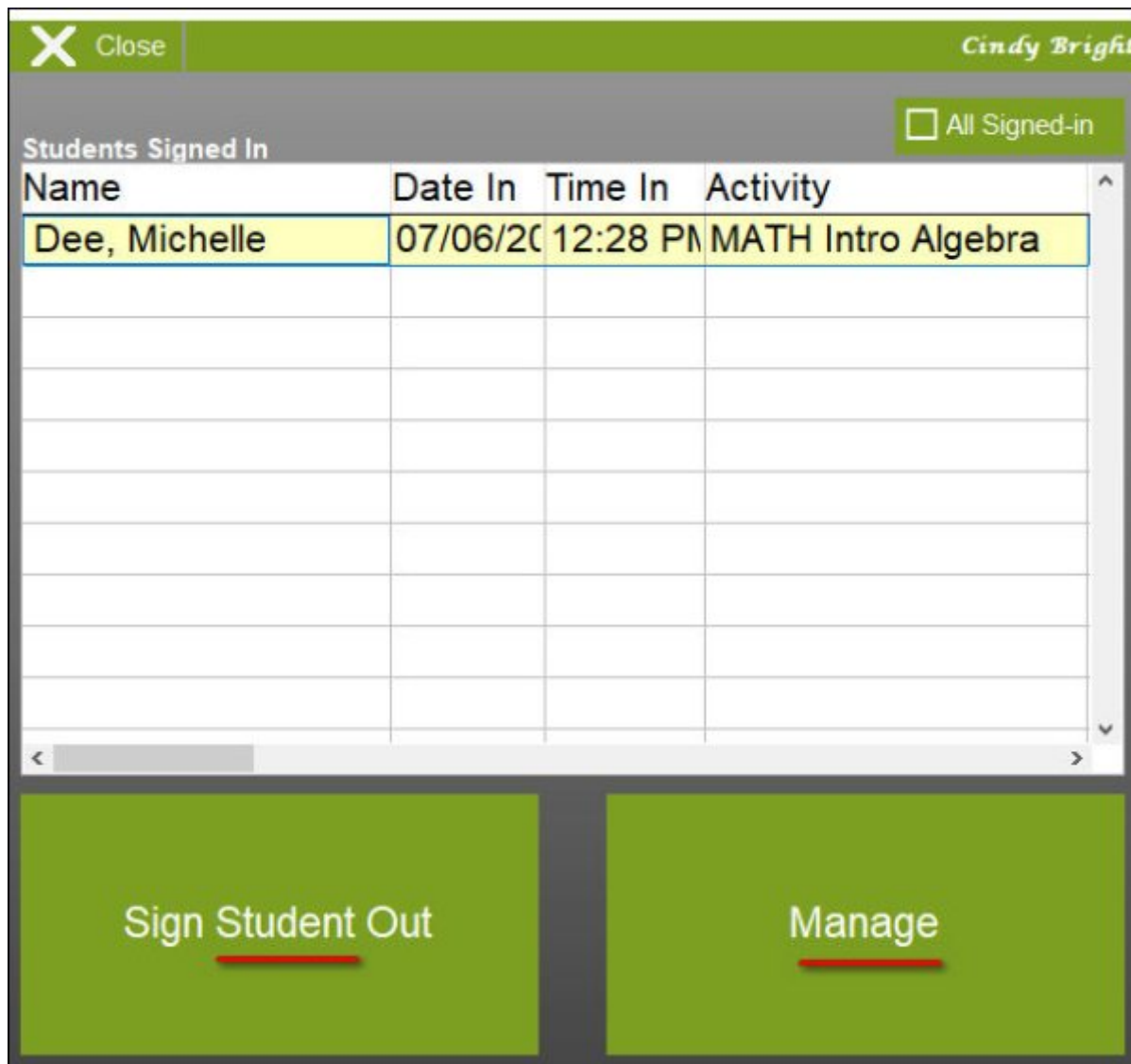
If you do not see a Student that says they have signed-in then you may need to place a check in the checkbox at the top right of the screen by your name labeled “View all Students”. The reason may be that the student was in a rush and forgot to select you as the Tutor or thought they were going to meet with someone else today.



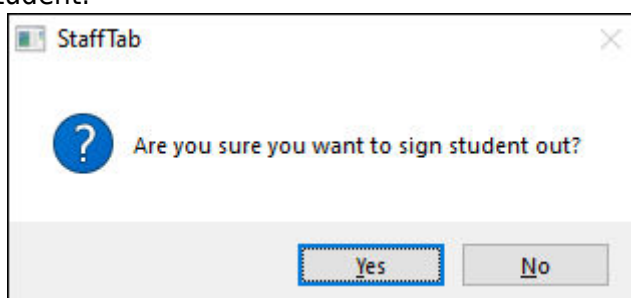
By default, the **StaffTab** app only shows students who select you at sign-in.

Sign-in Student

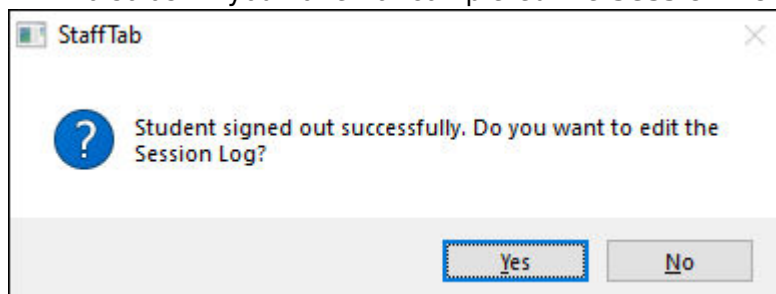
When you click this button you'll simply be signing in the student to start the session with them. You will then be taken to the “Students Signed-In” screen where you can **Sign-out the Student** or **Manage** the student's information/visit logs.



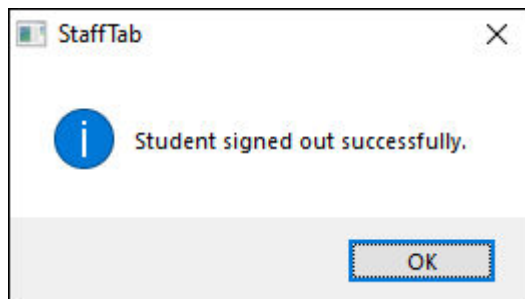
1. The sign-out option really does just what it says, but the manage button will give you more options you can perform during the session. You will get a prompt like this to ensure that you meant to sign-out the student:



2. It will also ask if you have not completed the **Session notes** to visit that section.



3. Then a success message will be displayed and take you back to the Waiting List.



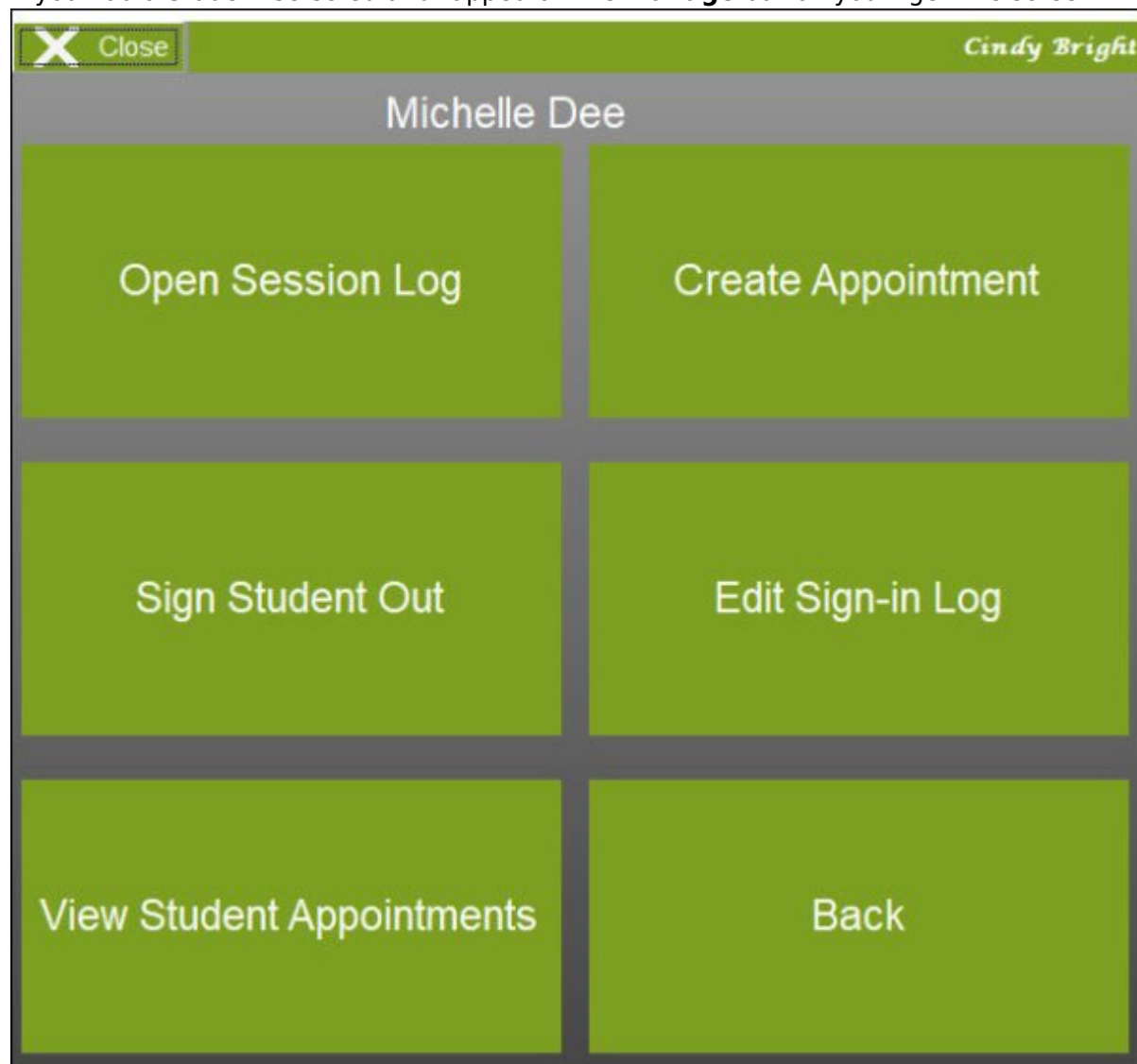
We will explore the **Manage** options further in the [Manage](#) section of the manual.

Remove from Line

The **Remove from Line** option really does just what it says and will remove a student that may no longer be waiting from the **Intake System** or **Waiting Line** queue. They will not be appearing the **Waiting List** of students once you click this button.

Manage

If you had a Student selected and tapped on the **Manage** button you'll get this screen:



Note that the Student's name will appear at the top of this section so you know who you are managing at this time.

These are a brief explanation of each button/option (click the link on each title for more details):

- **Open Session Log** - This option allows you to complete **Session Notes** on this visit's log.
- **Create Appointment** - This option allows you to create an appointment for the Student for a follow-up or visit with another **Center/Local Lab**.
- **Sign-out Student** - The sign-out option really does just what it says it will do and end the Student's session.
- **Edit Sign-in Log** - This allows you to update the student's visit log information in case they selected an incorrect option or you need to adjust the start or end time for the session.
Note: *You may not have the ability to edit session logs if the permission is not given to the **Tutors Role Group** by your System Admins.*
- **View Student Appointments** - This section allows you to view the selected student's upcoming appointments and to possibly verify the appointments you scheduled were scheduled properly.
- **Back** This button simply takes you back to the previous screen.

Open Session Log

This option allows you to complete **Session Notes** on this visit's log.

Close
Cindy Bright

Michelle Dee

Date In	Time In	Activity	Category	Tutor ^
07/06/20	12:28 PM	MATH Intro Algebra	Course Tutoring	Brigl v

Session Notes [07/06/2020 12:28 PM]

This session went well we covered "Exam Preperation" study skills and completed 1-5 of the Math Study Concepts. I recommend a follow-up to complete the rest of them and help

Save Comments

Revert Comments

1. Enter any Session Notes at this time. When you enter this section it will be ready to enter them.
2. Once done be sure to click the **Save Comments** button to save the Session Notes for this session. If you accidentally entered this area then click the **Revert Comments** button to not save the comments and exit. You'll be asked to confirm this option.
3. Finally, once they are saved the buttons will change to allow you to **Add/Edit Comments** again or **Delete Comments**. If you choose the latter it will ask to confirm again.

Close Cindy Bright

Michelle Dee

Date In	Time In	Activity	Category	Tutor ^
07/06/20	12:28 PM	MATH Intro Algebra	Course Tutoring	Bright

Session Notes [07/06/2020 12:28 PM]

This session went well we covered "Exam Preperation" study skills and completed 1-5 of the Math Study Concepts. I recommend a follow-up to complete the rest of them and help

Add/Edit Comments **Delete Comments**

4. Click the Close button in the top-left corner to return to the [Manage](#) screen again.

Create Appointment

When you click on this option it will immediately start asking the reasons required for this Center or Local Lab Appointments. Then follow the steps below to complete the appointment scheduling (your options and terminology used may differ). **Note:** If you need to make an appointment for another Center or Local Lab then you may need to login to AccuTrack or AccuSQL itself or have the Student use the options they have from the AccuTrack or AccuSQL Sign-in Station/Kiosk.

1. Select the **Category**:

2. Select the **Activity**:

The screenshot shows a software window titled 'StaffTab - Build 20.0.0'. At the top, there is a green bar with a close button (X) and the name 'Cindy Bright'. Below this is a grey bar with the name 'Michelle Dee'. The main area is a list of math activities. The activities are: MATH Analytic Geometry, MATH Basic Math, MATH Business Statistics, MATH Calculus 1, MATH Calculus 2, MATH Calculus 3, MATH College Algebra, MATH Differential Equat, MATH Fundamental Math, MATH Geometry (highlighted in yellow), and MATH Intermediate Algebra. At the bottom of the list is a scroll bar. Below the list are two green buttons: 'OK' and 'Cancel'.

Activity
MATH Analytic Geometry
MATH Basic Math
MATH Business Statistics
MATH Calculus 1
MATH Calculus 2
MATH Calculus 3
MATH College Algebra
MATH Differential Equat
MATH Fundamental Math
MATH Geometry
MATH Intermediate Algebra

3. Select the **Instructor** (Optional).
4. Select the **Tutor** and available time-slot:

Create Appointment

<

Mon, Jul 13th 2020

>

Activity

MATH Geometry [Course Tutoring]

Tutor

Armstrong, Nick
 Bates, Kathy
Bright, Cindy
 Cruise, Tom
 De Vito, Danny
 Field, Sally

Open Slots

07:00 AM
07:30 AM
 08:00 AM
 08:30 AM
 09:00 AM
 09:30 AM

Set Appointment
Click Here

Close

Appt. Duration minimum is 30 minutes and maximum is 90 minutes.
 Appointments can start at 30 minute increments

Note: You will be given a calendar view to make it easier to select a date.

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Today: 7/6/2020 </div>						

5. Click the **Set Appointment** button to create the appointment. **Close** will take you back to the

[Manage](#) screen.

Create Appointment

< 1 Mon, Jul 13th 2020 >

Activity MATH Geometry [Course Tutoring]

Tutor

Armstrong, Nick
Bates, Kathy
2 Bright, Cindy
Cruise, Tom
De Vito, Danny
Field, Sally

Open Slots

07:00 AM
3 07:30 AM
08:00 AM
08:30 AM
09:00 AM
09:30 AM

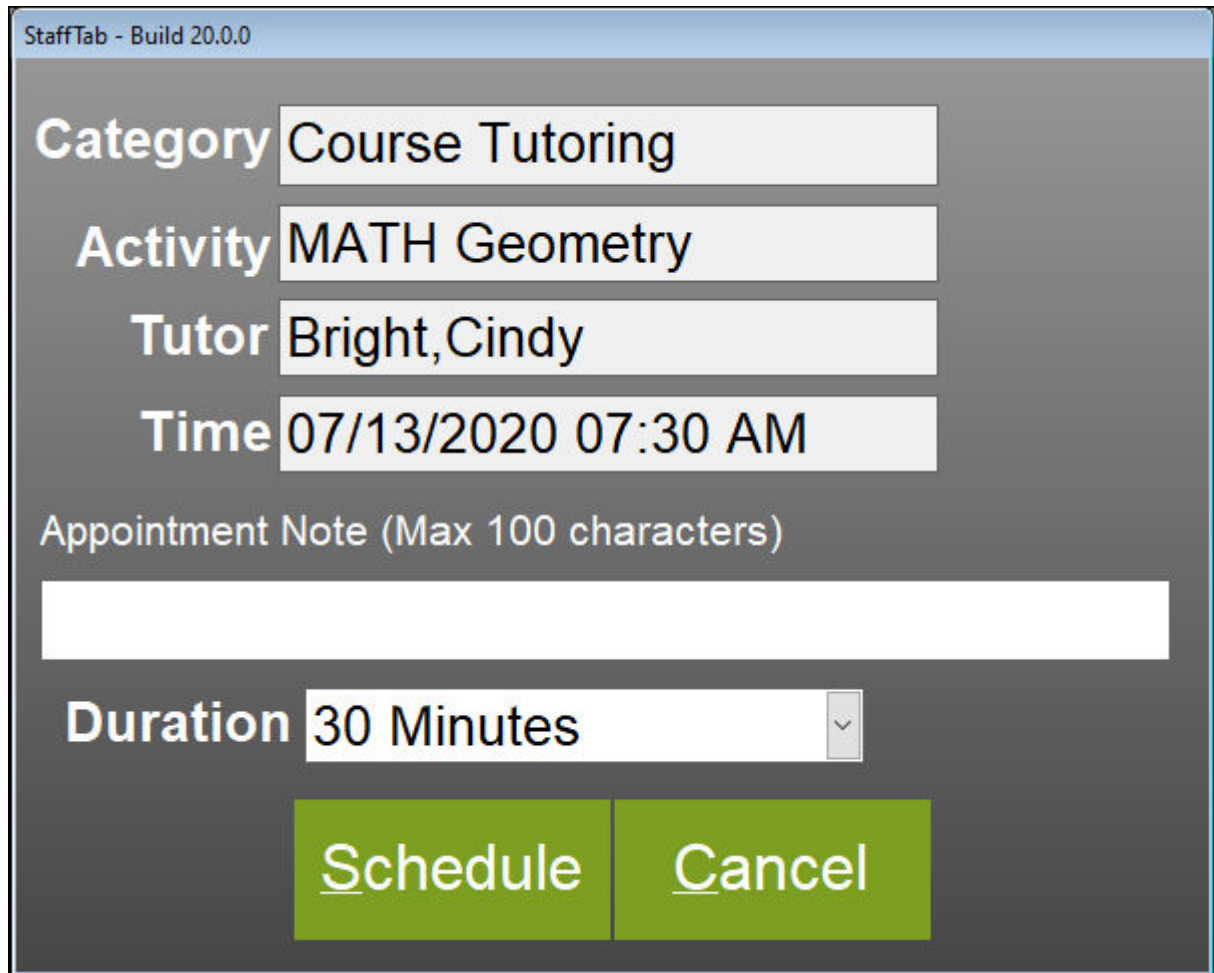
4 Set Appointment

Close

Click Here

Appt. Duration minimum is 30 minutes and maximum is 90 minutes.
Appointments can start at 30 minute increments

6. Finally, confirm all the selections, enter notes (if needed), and click the **Schedule** button.



StaffTab - Build 20.0.0

Category Course Tutoring

Activity MATH Geometry

Tutor Bright, Cindy

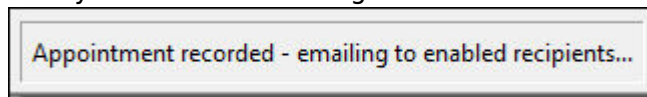
Time 07/13/2020 07:30 AM

Appointment Note (Max 100 characters)

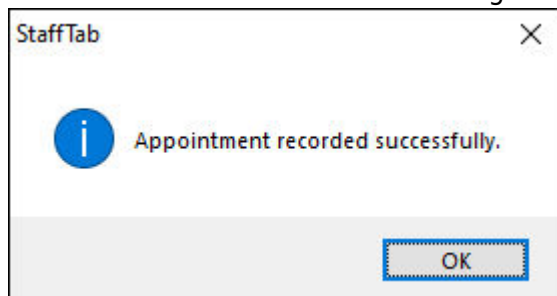
Duration 30 Minutes

[Schedule](#) [Cancel](#)

7. Now you'll see this message...



And then a confirmation before being returned to the [Manage](#) screen.



Sign-out Student

The sign-out option really does just what it says. You will get a prompt like this to ensure that you meant to sign-out the student:



Edit Sign-in Log

Note: You may not have the ability to edit session logs if the permission is not given to the Tutors Role Group by your System Admins.

If you have access to this section then it will pull up the session log information for this log like this:

Close

Edit Sign In Record

In	Out
07/06/2020 12:28	/ / : : AM
Category	Activity
Course Tutoring	MATH Intro Algebra - I
Name	Tutor
Dee, Michelle	Bright, Cindy
Service Type	Instructor
	Tutor, Learning Center
Lab	Period
Math Lab	0.00

Save

Restore

1. Click on each field to update it to the proper selection.
2. Then choose one of the following options:
 - **Save** - Save the changes you are making.
 - **Restore** - Restores the log to the original selections.

View Student Appointments

When you select this option you'll see a list of this student's upcoming appointments like this:

StaffTab - Build 20.0.0

X Close

A

A

Cindy Bright

Appointments of [Dee, Michelle]

Appointment		Activity	Tutor Name
Date	Time		
07/13/2020	07:30 AM - 08:00 AM	[Course Tutoring] MATH Geometry	Bright, Cindy
Total:1			

You can click on the large “A” button to zoom in a little and see the appointments list like this:

StaffTab - Build 20.0.0

X Close

A

A

Cindy Bright

Appointments of [Dee, Michelle]

Appointment		Activity	Tutor Name
Date	Time		
07/13/2020	07:30 AM - 08:00 AM	[Course Tutoring] MATH Geometry	Bright, Cindy
Total: 1			

Click the **Close** button in the top-left corner to return to the [Manage](#) screen again.

Sign-in Student

Use this option if you do not have a Sign-in Station setup or you are acting as the Sign-in Station. This will also bypass the Waiting line.

1. When you click the **Sign-in Student** button from the [main menu](#) you'll see this screen:

StaffTab - Build 20.0.0

X Exit **Select an Option** *Cindy Bright*

StaffTab - Build 20.0.0

First Name	Mi	Last Name	Sign In ID
Meccsha	E	Abbott	487592673
Hattie	M	Abdelmuhsen	924335362
Ronica	M	Abdullah	013207962
Ernest	M	Abdur-rahman	473279562
Ellie	A	Abel	696887398
Myranda	L	Abercrombie	246577141
Laqueta	B	Abid	078864002
Omid	R	Ables	911923779
Tyheshia	K	Abramowski	247657342
Jesrael	M	Abro	366591663
Calinda	D	Absher	346546164

<

OK **Cancel**

Note: You can click on the column and type the name of the student you are looking to Sign-in. Additionally you can adjust the width of the columns to search by ID number. If you look at the screenshot in step 2 you can see the first name column showing the name you typed.

2. Select the **Student** and click **OK**.

StaffTab - Build 20.0.0

X Exit **Select an Option** *Cindy Bright*

StaffTab - Build 20.0.0

RAY	Mi	Last Name	Sign In ID
Constance	L	Gimenez	944181530
Jayne	J	Gimenez	092342472
Kenneth	A	Gimenez	006283930
Sharron	R	Gimenez	526522354
Ed		Gipson	529790078
Ivan	M	Gitonga	812917705
Ray	S	Glakpe	160014581
Kyauta	F	Glaser	773337418
Okaj	A	Glaser	921277832
Byrce	D	Glass	806094980
Mosami	M	Glass	501306337

<

OK **Cancel**

3. Select the **Category** and click **OK**.

StaffTab - Build 20.0.0

X

Exit

Select an Option

Cindy Bright

StaffTab - Build 20.0.0

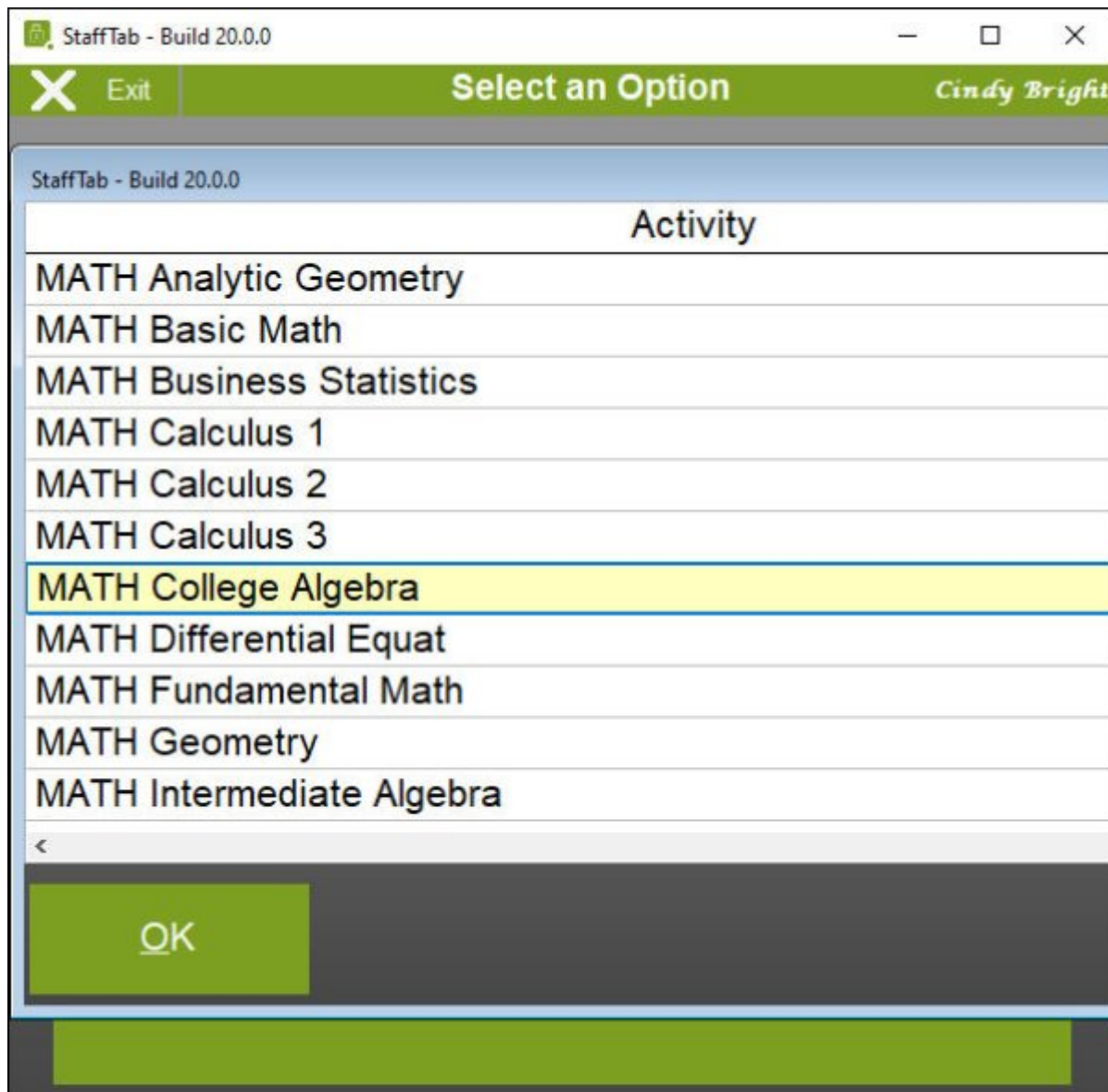
Category

Course Tutoring	

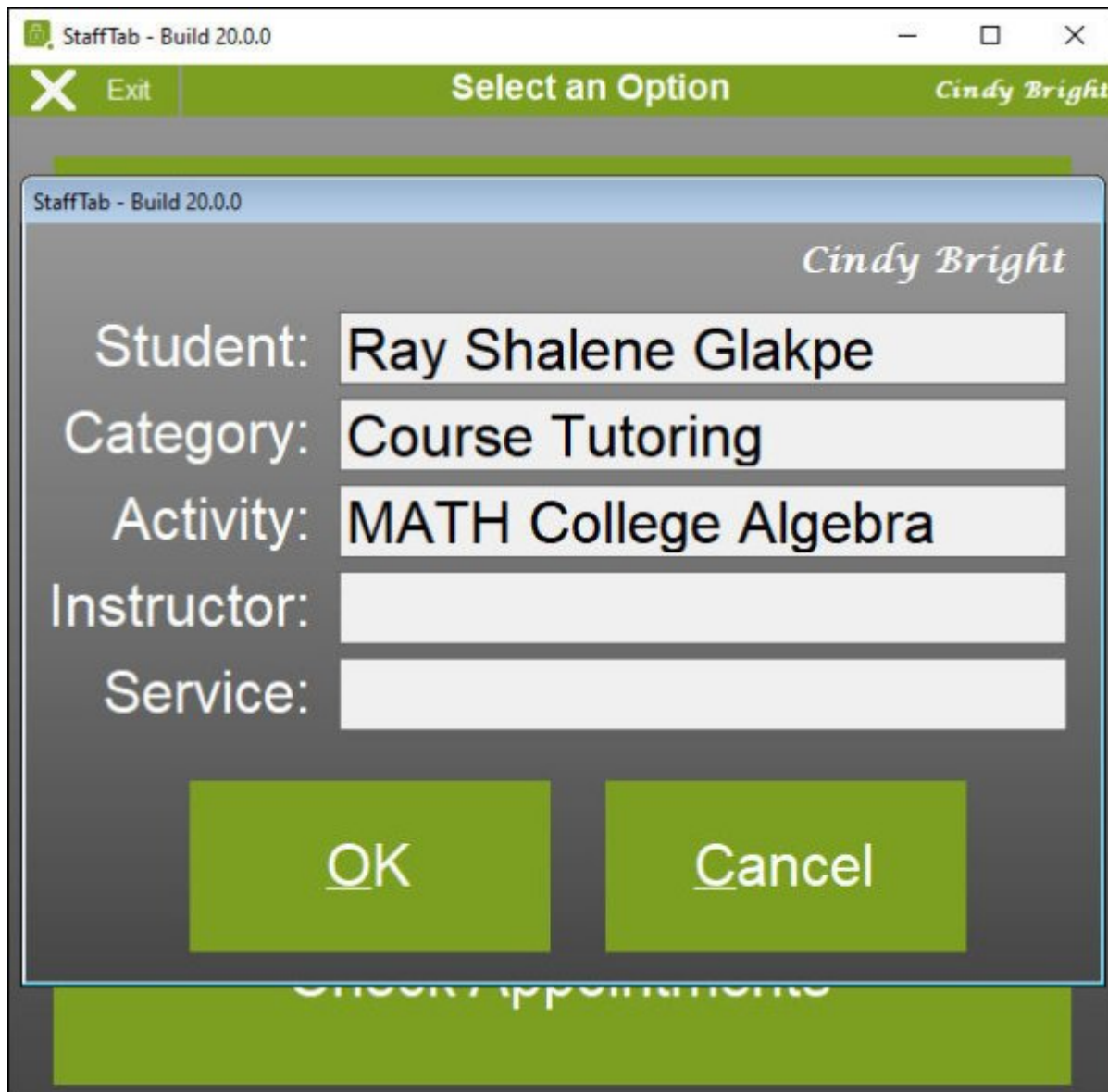
OK

Select None

4. Select the **Activity** and click **OK**.



5. Select the **Instructor** (optional).
6. Select the **Service Type** (optional).
7. Now confirms all the selections and click **OK** to Sign-in the Student. Or select **Cancel** to return to the [main menu](#) (if you made a mistake or they decided not to Sign-in).



StaffTab - Build 20.0.0

Exit Select an Option Cindy Bright

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Cindy Bright

Student: Ray Shalene Glakpe

Category: Course Tutoring

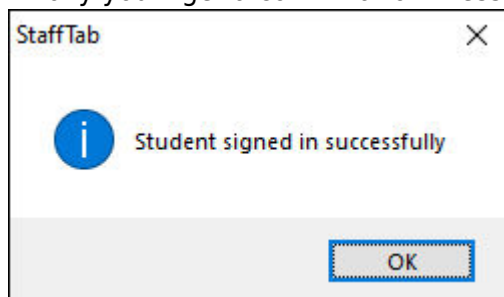
Activity: MATH College Algebra

Instructor:

Service:

OK Cancel

8. Finally you'll get a confirmation message that it succeeded.



See Who's In

If you click on this option or have just signed-in a student you now see this screen:

X

Close

Cindy Bright

Students Signed In

☐ All Signed-in

Name	Date In	Time In	Activity
Glakpe, Ray Shalene	07/06/20	04:34 PM	MATH College Algebr

Sign Student Out

Manage

If you do not see a student that should be signed in you can select the “All Signed-in” checkbox to display all students signed in to the Local Lab/Center that are not getting helped by you at the moment.

X

Close

Cindy Bright

☒ All Signed-in

Click Here

Students Signed In

Name	Date In	Time In	Activity
Arlington, Dan	07/06/20	04:36 PM	MATH Geometry
Glakpe, Ray Shalene	07/06/20	04:34 PM	MATH College Algebr

Sign Student Out

Manage

Maybe this sign-in could have been a selection mistake made by the student or you need to work with the student so you can click the [Manage](#) button to see all those options.

If you need to simply *sign-out the student* then click the [Sign Student Out](#) button.

Check Appointments

If you click this **Check Appointments** button this will show you a list of all *your upcoming appointments*. This is an example:

StaffTab - Build 20.0.0

X Close

A

A

Cindy Bright

Appointments of [Dee, Michelle]

Appointment		Activity	Tutor Name
Date	Time		
07/13/2020	07:30 AM - 08:00 AM	[Course Tutoring] MATH Geometry	Bright, Cindy
Total:1			

You can click on the large “A” button to zoom in a little and see the appointments list like this:

StaffTab - Build 20.0.0

X Close

A

A

Cindy Bright

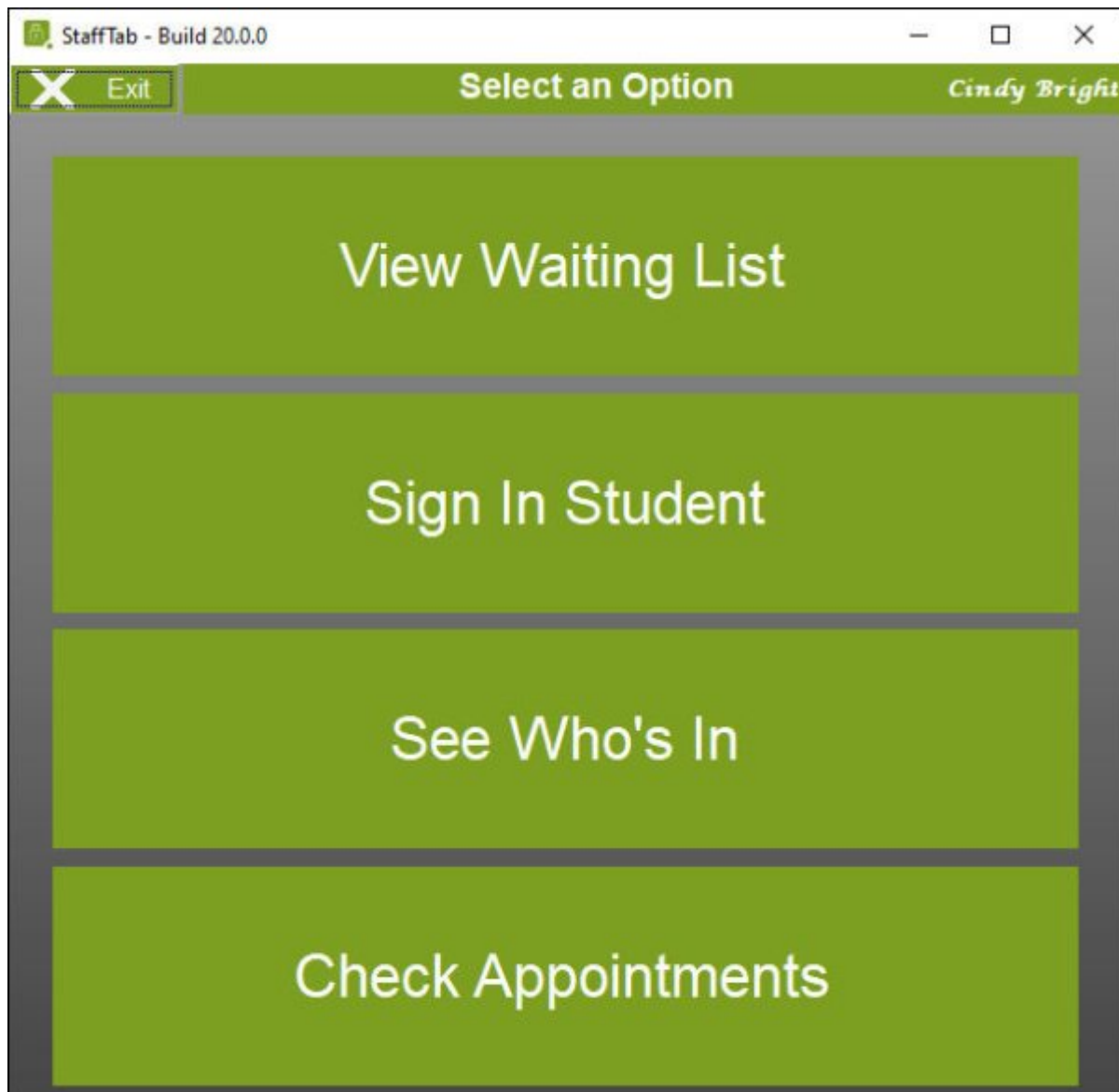
Appointments of [Dee, Michelle]

Appointment		Activity	Tutor Name
Date	Time		
07/13/2020	07:30 AM - 08:00 AM	[Course Tutoring] MATH Geometry	Bright, Cindy
Total: 1			

Click the **Close** button in the top-left corner to return to the [main menu](#) again.

Exit StaffTab

To exit the [StaffTab](#) application on your tablet simply click the Exit button in the top-left of the [main menu](#).



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