



Academic Center Administration Software

<http://www.engineerica.com>

Reports Manual for AccuSQL/AccuTrack 2019

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AccuSQL



AccuTrack

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REPORTS OVERVIEW

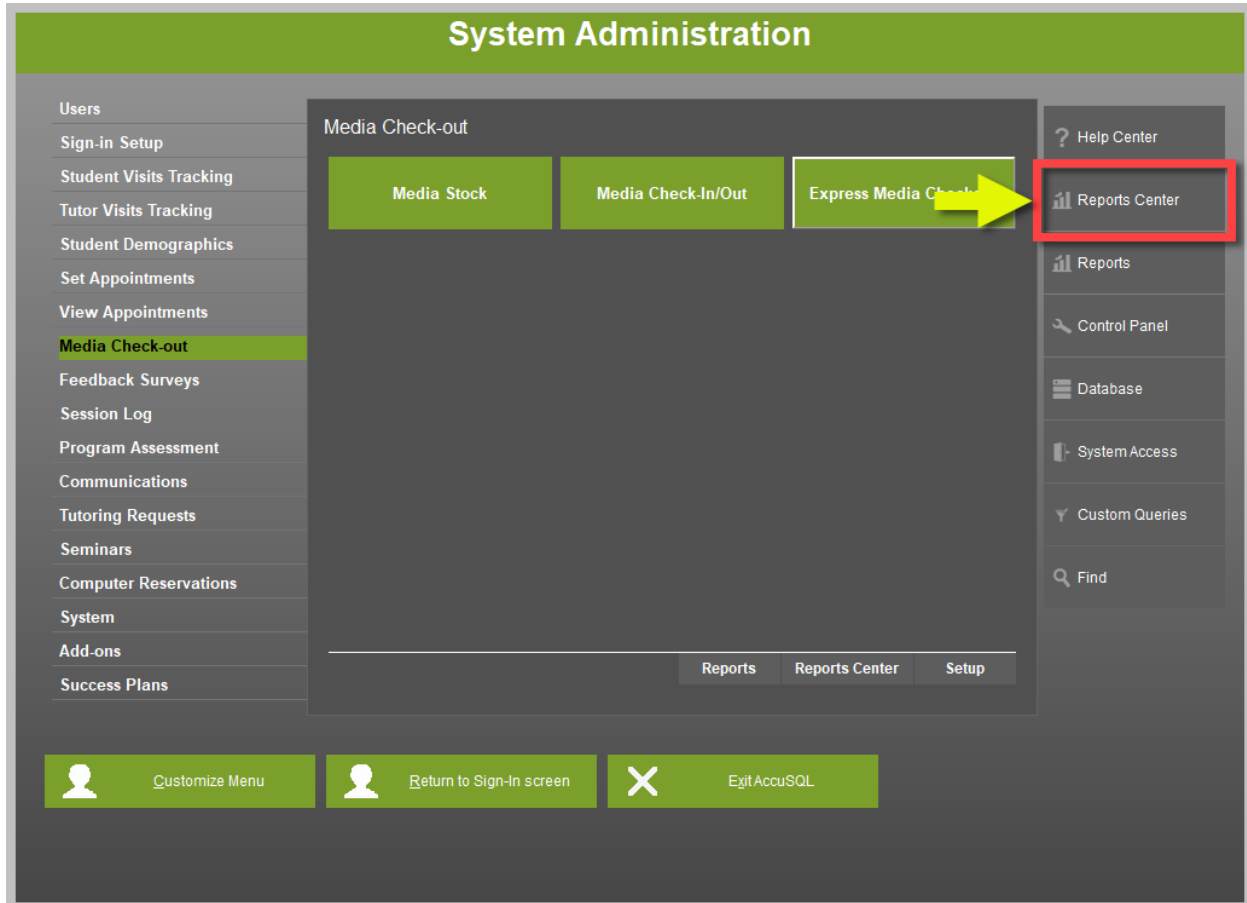
The data collected in AccuSQL or AccuTrack will not do you much good if you are not able to report on it. Over the years, we have had numerous clients ask us for specific reports so they can extract the data they want out of the system. In response, we have created over 100 base reports, detailed reports and comprised summary reports.

After all of the improvements we have implemented over the years, we still had submissions for a more user friendly way to view and run reports. Out of that necessity, we have developed the new Reports Center. The Reports Center offers a modern user interface, new reports, and easy, intuitive navigation.

This document will provide details on all of the new features of the Reports Center and detailed information on how to use them. The features covered in this document do not pertain to AccuTrack and AccuSQL versions older than 2019.

REPORTS CENTER

The Reports Center allows you to access all the pre-built reports that are available in AccuSQL and AccuTrack. From the main System Administration screen, click Reports Center on the right side of the screen to access all of the reports available.



This will open all of the pre-defined reports in AccuSQL or AccuTrack.

AccuSQL - Build 19.0.0

Close

Reports Center

Standard Favorites Customized Memorized Scheduled

Column Mode List Mode

Student Reports

- Tutor Reports
- Instructor Reports
- Student Groups Reports
- Sports
- Grants
- Registration Reports
- Visits Reports
- Tutor Visits Tracking Reports
- Profile Reports
- Appointment Reports
- Media Check-out Reports
- Feedback Survey Reports
- Session Log Reports
- Program Assessment Reports
- Tutoring Requests Reports
- Seminar Reports
- System Reports
- Computer Lab Reports
- Success Plan Reports
- Center Analytics

Period: This Semester

From: Mon, Oct 01, 2018, 12:00 AM

To: Mon, Dec 31, 2018, 11:59 PM

Student Labels

Student List

Student List (Visited)

Student - Usage of Services

What were the visits, no-shows, cancellations, and tutoring requests of each visitor?

Student Usage Summary

Student	Visits	No-shows	Cancellations	Tutoring Requests
Student 1	1	0	0	0
Student 2	1	0	0	0
Student 3	1	0	0	0
Student 4	1	0	0	0
Student 5	1	0	0	0
Student 6	1	0	0	0
Student 7	1	0	0	0
Student 8	1	0	0	0
Student 9	1	0	0	0
Student 10	1	0	0	0

You may change the view from Column Mode to List Mode using the radio buttons located at the upper right-hand corner of the main Reports Center window.

Close

Reports Center

Standard

Favorites

Customized

Memorized

Scheduled

Student Reports

Tutor Reports

Instructor Reports

Student Groups Reports

Sports

Grants

Registration Reports

Visits Reports

Tutor Visits Tracking Reports

Profile Reports

Appointment Reports

Media Check-out Reports

Feedback Survey Reports

Session Log Reports

Program Assessment Reports

Tutoring Requests Reports

Seminar Reports

System Reports

Computer Lab Reports

Success Plan Reports

Center Analytics

Period

This Semester

From

Mon, Oct 01, 2018, 12:00 AM

To

Mon, Dec 31, 2018, 11:59 PM

Column Mode

List Mode

Student Labels

Purpose:

Prints address labels for selected students

Available Filters:

Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options:

None

Grouped by:

None

Order:

Last/First, First/Last

Description:

The address labels can be printed on standard Avery products. The addresses are formatted to print 30 address labels per sheet in three columns. Dimensions of each label is 1" by 2(5/8)". The labels are compatible with the Avery 5160 product code. According to the Avery instructions sheet, other compatible Avery products include 8160, 8250, 8460, 8560, 8660, 18160, 8810, 8860, 18660, and 6245.

Student List

Who are the students in the system and what are their contact information?

Select the Period in the lower left-hand corner. Click the thumbtack to lock down the selected Period. Select a Report category from the Standard tab in the upper left-hand corner

The screenshot shows the 'Reports Center' window with the 'Standard' tab selected. The 'Period' dropdown menu is open, showing 'This Semester' selected. The 'Student Labels' report is highlighted in the list on the left. The main content area displays details for the 'Student Labels' report, including its purpose, available filters, display options, grouped by, order, and description. The 'Student List' report is also visible below it.

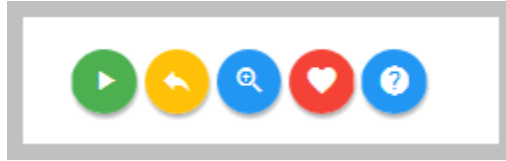
You can select from the different tabs at the upper left-hand corner to view Favorites, Customized, Memorized, and Scheduled reports.

The screenshot shows the 'Reports Center' window with the 'Scheduled' tab selected. The 'Standard' tab is also visible. The 'Student Labels' report is highlighted in the list on the left. The main content area displays details for the 'Student Labels' report, including its purpose, available filters, display options, grouped by, order, and description.

You can hover over a report with your mouse to view the Purpose, Available Filters, Display Options, Grouped by, Order, and Description of the report. This information will help you determine if the report will provide the specific data you are looking for and which filters can be used to narrow down on specific data. In the example below, we have selected List Mode view and hovered over the Visits By Activity Summary report.

USING THE NEW ICON BUTTONS

By now, you may have noticed the following 5 icon buttons that appear below every report in Reports Center. They are viewable below every report in both Column Mode view and List Mode view. In order, from left to right, they are the Run, Export, Zoom, Add to Favorites, and Help icon buttons.



RUN ICON BUTTON

The Run button will run the report and display it as a PDF.


Run report




From here you can Save to PDF, Print the Report, and Email the Report as a PDF.

Report Preview - Visits By Activity

1 of 1 90% 8.5 x 11 in NPI400C4A (HP Color Laser



AccuSQL Report
Visits by Activity
10/01/2018 12:00 AM - 12/31/2018 11:59 PM



Filtered by: Students:Meccsha E Abbott,Hattie Martin Abdelmuhsen,Candi L Absher,Gracie L Abukaff...

Category: Advising

	<u># Visitors</u>	<u># Sign ins</u>	<u>Time</u>
General - General Advising :	1	1	00:00
Advising :	1	1	00:00

Category: Career Management

	<u># Visitors</u>	<u># Sign ins</u>	<u>Time</u>
Job Search - Job search and...	1	1	01:00
Career Management :	1	1	01:00

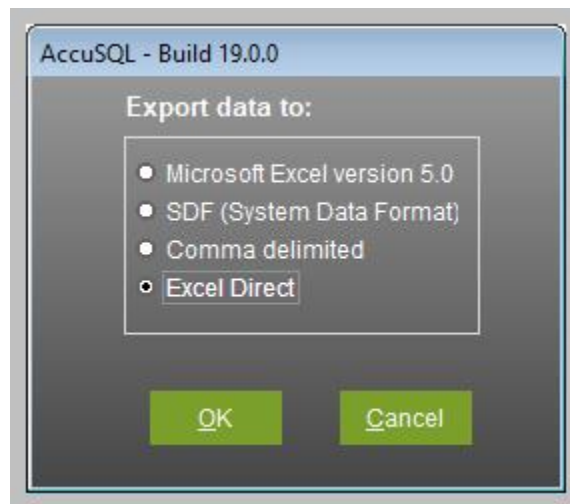
Category: Course Tutoring

EXPORT ICON BUTTON

The Export button will export a report to Excel.



Select the radio button next to Excel Direct.



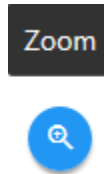
You will see the Report generate in Excel.

A screenshot of an Excel spreadsheet titled "AccuSQL Export". The spreadsheet displays a report with columns for Task ID, Sub ID, Task Desc, Subtask, and various visit counts and periods. The data is organized into rows, with the first row being a header and subsequent rows containing specific task details. The spreadsheet is displayed in a window with multiple sheets visible at the bottom: "AccuSQL Export", "Sheet2", and "Sheet3".

Task ID	Sub ID	Task Desc	Subtask	Visitors	Visits	Period	Centervisitors	Centervisits	Centerperiod	Catvisitors	Catvisits	Catperiod	Activitors	Activits	Actperiod
30	219	Advising	General - General Advising	3	3	1393	6	15	35802	3	3	1393	3	3	1393
21	204	Career Management	Interview - Prepare for Interviews	1	1	0	6	15	35802	3	4	7200	1	1	0
21	203	Career Management	Job Search - Job search and placement	2	2	7200	6	15	35802	3	4	7200	2	2	7200
21	205	Career Management	Majors and Careers - Explore Majors and Careers	1	1	0	6	15	35802	3	4	7200	1	1	0
3	130	Course Tutoring	Advanced Visual Basic	1	1	33	6	15	35802	4	4	27209	1	1	33
3	178	Course Tutoring	CS1001 - Adv PC OS Windows	1	1	13485	6	15	35802	4	4	27209	1	1	13485
3	129	Course Tutoring	CS2001 - Advanced C++ Program	1	1	13606	6	15	35802	4	4	27209	1	1	13606
3	168	Course Tutoring	HIS1001 - US History	1	1	85	6	15	35802	4	4	27209	1	1	85
25	206	Gym Lab	Health&Wellness - Record required exercise hours	1	4	0	6	15	35802	1	4	0	1	4	0

ZOOM ICON BUTTON

The Zoom button will take you to the “zoomed-in” view of a report.



From the Zoom view, you apply filters to a report. In this view, you will notice additional icon buttons below the image of the report. In order, from left to right, they are: Run, Export, Create Group, Schedule, Memorize, Customize, and Add to Favorites.

✕
Close

Visits By Activity

AccuSQL Report
By Activity - Summary

01/01/1995 12:00 AM - 12/30/9999 11:59 PM

Category: Advising

	# Visitors	# Sign-ins	Time
Adv Appt :	3	9	03:19
Career Placement :	6	10	04:09
Degree Audit :	3	4	00:33
Grad Check :	3	6	00:11
Graduation Meeting :	17	39	23:39
New Student :	10	20	24:06
Review Session :	4	7	06:24
Survey Question :	2	3	00:00
Advising :	25	88	62:25

Category: Counseling

	# Visitors	# Sign-ins	Time
Academic Counseling :	30	89	00:48
Personal Counseling :	13	33	16:43
Counseling :	35	102	77:32

Category: Course Tutoring

	# Visitors	# Sign-ins	Time
T0003 - ACDVB210 Readiness for Academic Success :	3	01:03	
AAA2202 - Art Appreciation :	1	1	00:00
ACG1228 - Intro Accounting 1 :	4	5	02:30
ANAT2206 - Anatomy & Phys 1 :	15	65	33:03
ANAT2306 - Anatomy & Phys 2 :	5	7	04:36
BIO1110A-001 - Biology 1 :	10	23	09:16
BIO1310B - Biology 2 :	9	8	06:17
CHEM3332 - Analytical Chemistry :	2	2	01:00

How many visitors, sign-ins, and hours did each activity receive?

Filters

Period
This Semester

From
Mon, Oct 01, 2018, 12:00 AM

To
Mon, Dec 31, 2018, 11:59 PM

Time Format

- ☒ Hours and fractions
- ☐ Hours and minutes
- ☐ Use Positive Hours

Report Options

- ☐ Show Visitor ID
- ☐ Show Student Phone number

Student name format (where appropriate)
☐ Last, First ☒ First Last

Tutor name format (where appropriate)
☐ Last, First ☒ First Last

☐ Use native report engine

Filters

- ☒ Students Set Filter
- ☒ Activities Set Filter
- ☒ Tutors Set Filter
- ☒ Instructors Set Filter
- ☐ Media
- ☒ Student groups Set Filter
- ☐ Service type
- ☐ Sports
- ☒ Lab IDs Set Filter
- ☒ Tutor groups Set Filter

BY ACTIVITY - SUMMARY REPORT

Page 1

Generated on 10/17/2018 09:40 AM

Visits By Activity

Summary

▶

↶

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📄

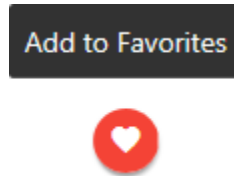
✍️

❤️

Note: You can learn more about the Zoom view and its features by jumping to the Zoom View section of this manual.

ADD TO FAVORITES ICON BUTTON

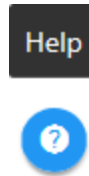
The Add to Favorites button will add a report to your list of favorites.



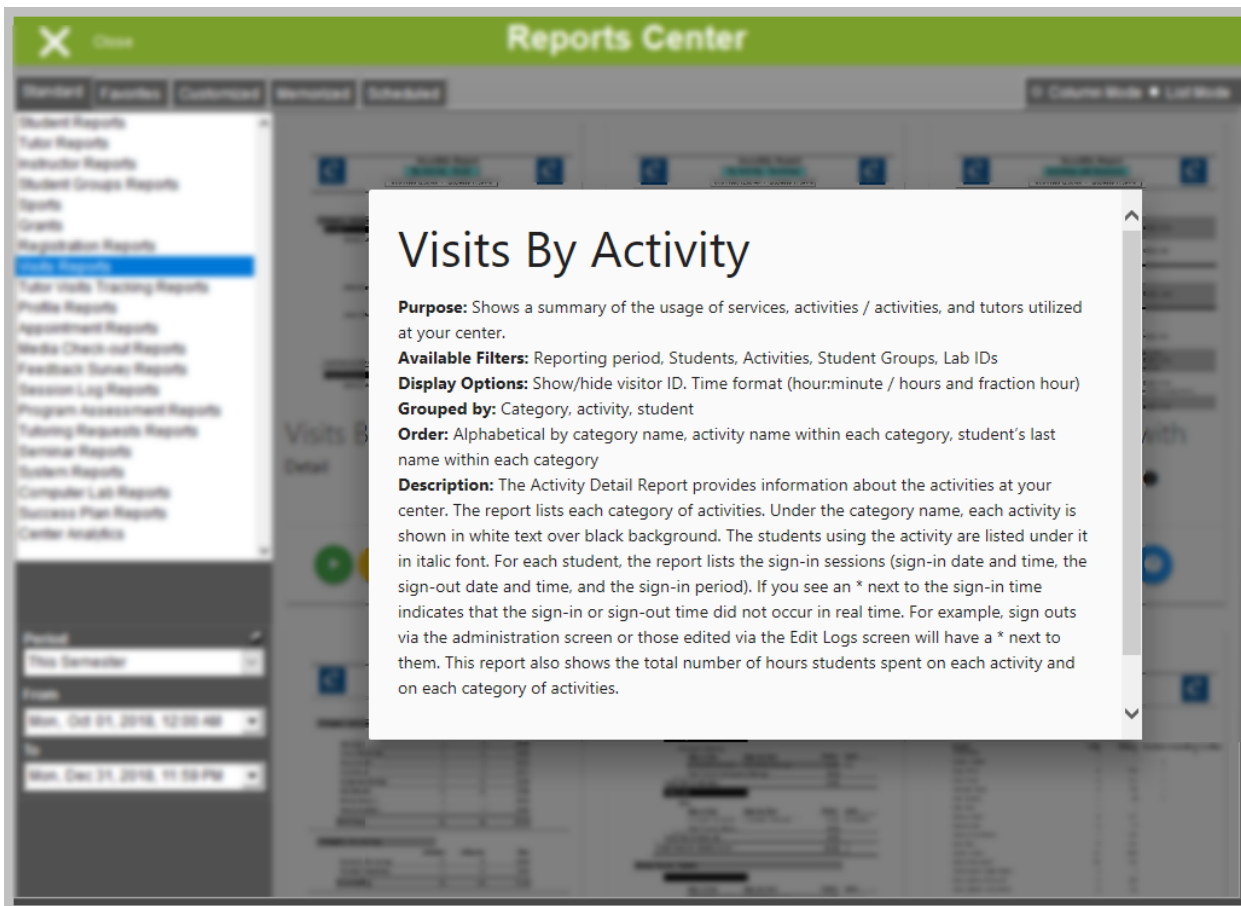
The report will show up in the Favorites tab of Reports Center

HELP ICON BUTTON

Clicking the Help button will show you a full description of the report.



You will see small screen pop up with the Purpose, Available Filters, Display Options, Grouped By, Order, and Description information pertaining to a report.



ZOOM VIEW

As mentioned in the Zoom icon button section of this manual, the “zoomed in” view allows you apply filters to the report you wish to run, as well as other useful functions.

Visits By Activity

What were the visits per activity?

Filters

Period: This Semester

From: Mon, Oct 01, 2018, 12:00 AM

To: Mon, Dec 31, 2018, 11:59 PM

Time Format

- Hours and fractions
- Hours and minutes
- Use Positive Hours

Report Options

- Show Visitor ID
- Show Student Phone number

Student name format (where appropriate)

- Last, First
- First Last

Tutor name format (where appropriate)

- Last, First
- First Last

☐ Use native report engine

☒ Students Set Filter

☒ Activities Set Filter

☒ Tutors Set Filter

☒ Instructors Set Filter

☐ Media

☒ Student groups Set Filter

☐ Service type

☐ Sports

☒ Lab IDs Set Filter

☒ Tutor groups Set Filter

Notice the pin icon in the top right portion of the Filter On area. If you select a pre-defined Period from the drop-down box and then click the pin icon, every time you open the Reports screen, that period will automatically be selected for you. In the following example, the period of This Week has been pinned. So every time the Reports screen is opened, This Week will automatically be selected.

Filter On

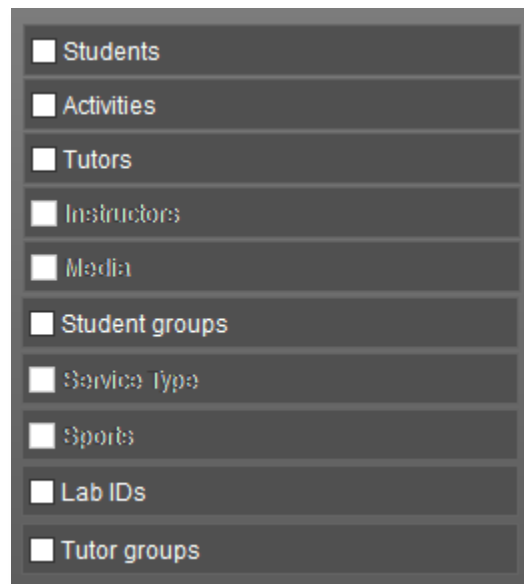
Period: This Week

From: Mon, May 23, 2016, 12:00 AM

To: Sun, May 29, 2016, 11:59 PM

ADDITIONAL FILTER ON OPTIONS

When you select a report, the available data filters for that report will be enabled. To use one of these filters, first click on its check box, then, click on the **"Set Filter"** button that appears when you select that checkbox. A list of items will appear, select one or more of these items.



A vertical list of filter options, each with an unchecked checkbox and a label. The labels are: Students, Activities, Tutors, Instructors, Media, Student groups, Service type, Sports, Lab IDs, and Tutor groups.

<input type="checkbox"/>	Students
<input type="checkbox"/>	Activities
<input type="checkbox"/>	Tutors
<input type="checkbox"/>	Instructors
<input type="checkbox"/>	Media
<input type="checkbox"/>	Student groups
<input type="checkbox"/>	Service type
<input type="checkbox"/>	Sports
<input type="checkbox"/>	Lab IDs
<input type="checkbox"/>	Tutor groups

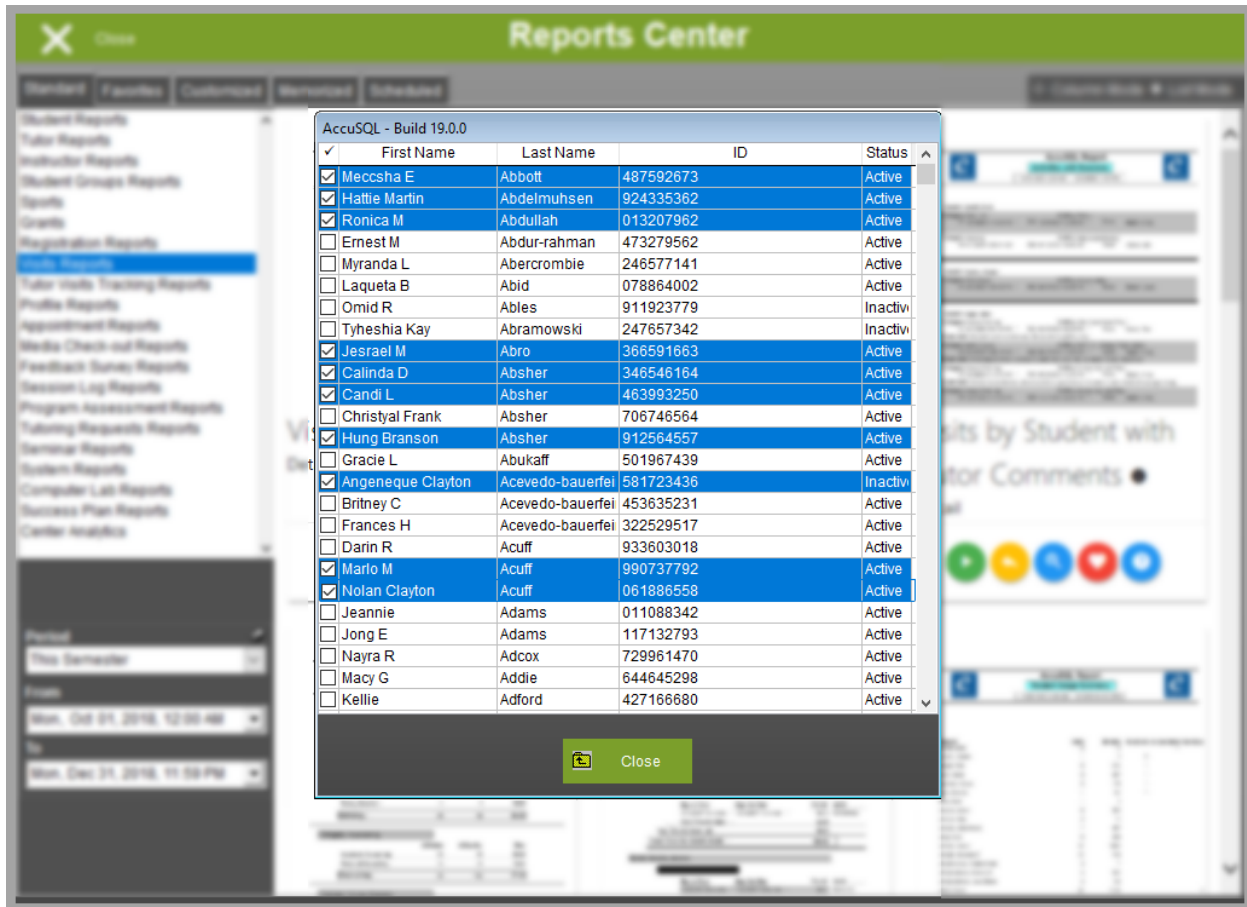
For example, to restrict the report to a specific student or a selection of students, click on the **"Students"** check box:





A horizontal bar containing a checked checkbox next to the label 'Students', followed by a blue button labeled 'Set Filter'.


<input checked="" type="checkbox"/>	Students	Set Filter
-------------------------------------	----------	------------

Now, click on the **"Set Filter"** button. A list of students will appear. Select one or more students by clicking on the checkbox next to the name and click the **"Done"** button.



 **Tip:** The selection list is actually a *SuperTable* control, so you can use the built-in search and sort capability of this control.


 **Tip:** You can combine the available filters. For example, you can select to restrict the Activity Report to a selected student and a selected activity.

 **Tip:** To remove a filter, simply clear the check box.

When you are ready to view the report, click the "Show Report" button on the bottom left of the Reports screen.

Report Preview - Visits By Activity


1 of 1 90% 8.5 x 11 in NPI400C4A (HP Color Laser



AccuSQL Report

Visits by Activity

10/01/2018 12:00 AM - 12/31/2018 11:59 PM



Filtered by: Students:Meccsha E Abbott,Hattie Martin Abdelmuhsen,Ronica M Abdullah,Jesrael M Abro...

Category: Advising

	# Visitors	# Sign ins	Time
General - General Advising :	1	1	00:00
Advising :	1	1	00:00

Category: Career Management

	# Visitors	# Sign ins	Time
Job Search - Job search and...	2	2	02:00
Career Management :	2	2	02:00

Category: Course Tutoring



Note: If you get a “No records during this period message, that means no data was returned for the search criteria specified and you should either increase your report period and/or modify or remove your additional search filters.










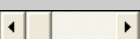


REPORT TOOLBOX

When viewing a report after selecting, setting any filters, and then clicking the Show Report button, you'll see the Report Toolbox bar:




This toolbox bar will help you navigate through the report's pages, print the report, export the report to PDF, search for specific text, and other functions Here is what these buttons do:

Button	Function	Button	Function
	Save report as a PDF file.		Go to first page.

	Print or Fax report.		Go to previous page.
	Email report.	12 of 70	Go to page.
	Zoom 100%		Go to next page.
	Show whole page.		Go to last page.
	Zoom to page width.	100%	Change zoom factor.
	Zoom in.		Page navigator.
	Zoom out.		Find text.

Note: You can also use a different reporting engine for displaying the reports. The native engine shows up faster and might show better alignment of lines and text on some of the reports. However, the native engine does not save files to pdf and does not have other features available in the enhanced engine as seen above.

SAVING REPORT AS PDF FROM REPORTS TOOLBOX

To save the report as a PDF document, click on the  icon. You will see this box:

PDF Document Options

File Name

C:\Users\Public\Documents\AccuTrack\i3272348410\PDF Files\By Activity.

Title

AccuSQL report :By Activity

Subject

Visits by Activity this Semester

Author

AccuSQL user

Keywords

Pages per sheet:


1 Page

The *File Name* box shows the default path and name for the report. The default path is the “PDF Files” folder in your AccuSQL/AccuTrack folder. The default name is the report’s name. You can change the path using the “...” button or by typing a new path. You can also change the report’s name.

You can also enter the document's title, subject, author, and keywords. If you want to view the PDF file after saving it, check the "Open PDF" box.

Depending on the PDF viewer you are using, the PDF should open automatically.


The screenshot shows a PDF viewer window with a menu bar (FILE, HOME, COMMENT, VIEW, FORM, PROTECT, SHARE, FOXIT CLOUD, HELP) and a search bar. The active tab is 'By Activity.PDF'. The report content is as follows:



AccuSQL Report

By Activity - Detail

01/01/2016 12:00 AM - 05/30/2016 11:59 PM



Category: Advising

Advising Tour -

Jojo, Joe

Sign in Time	Sign Out Time	Period
02/08/2016 04:35 PM *	02/08/2016 07:35 PM *	03:00

Total Time for Advising Tour : **03:00**

Graduation Meeting -


Aasher, Aaron

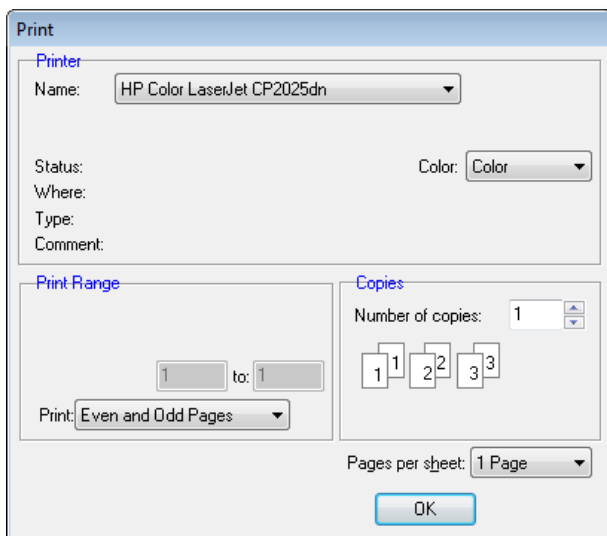
Sign in Time	Sign Out Time	Period
03/28/2016 08:48 AM *	03/28/2016 08:52 AM *	00:03

Jancic, Diego

Sign in Time	Sign Out Time	Period
03/18/2016 12:34 PM	03/18/2016 12:34 PM	00:00

PRINTING THE REPORT FROM REPORTS TOOLBOX

You can print the report by clicking on the  icon:



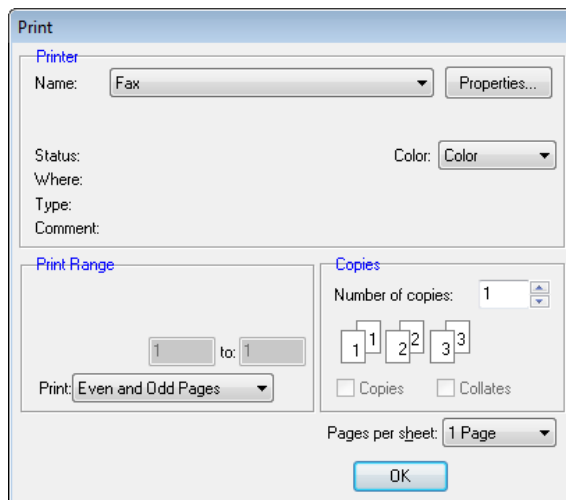
The 'Print' dialog box is shown with the following settings:

- Printer:** Name: HP Color LaserJet CP2025dn
- Status:** (empty)
- Where:** (empty)
- Type:** (empty)
- Comment:** (empty)
- Color:** Color
- Print Range:** 1 to 1
- Print:** Even and Odd Pages
- Copies:** Number of copies: 1
- Pages per sheet:** 1 Page
- OK** button

Start by selecting the printer using the *Printer* drop-down. If you like, you can make changes to the printer's settings by clicking the "Properties" button. You can indicate whether you want to make color or black and white print-out, reverse pages (good for ink jets), or duplex. You can also indicate whether to select all pages, current page, or a page range, reduce the page size or print multiple pages per sheet using the "Pages per sheet" drop-down. When ready to print, click the "OK" button.

FAXING THE REPORT FROM REPORTS TOOLBOX

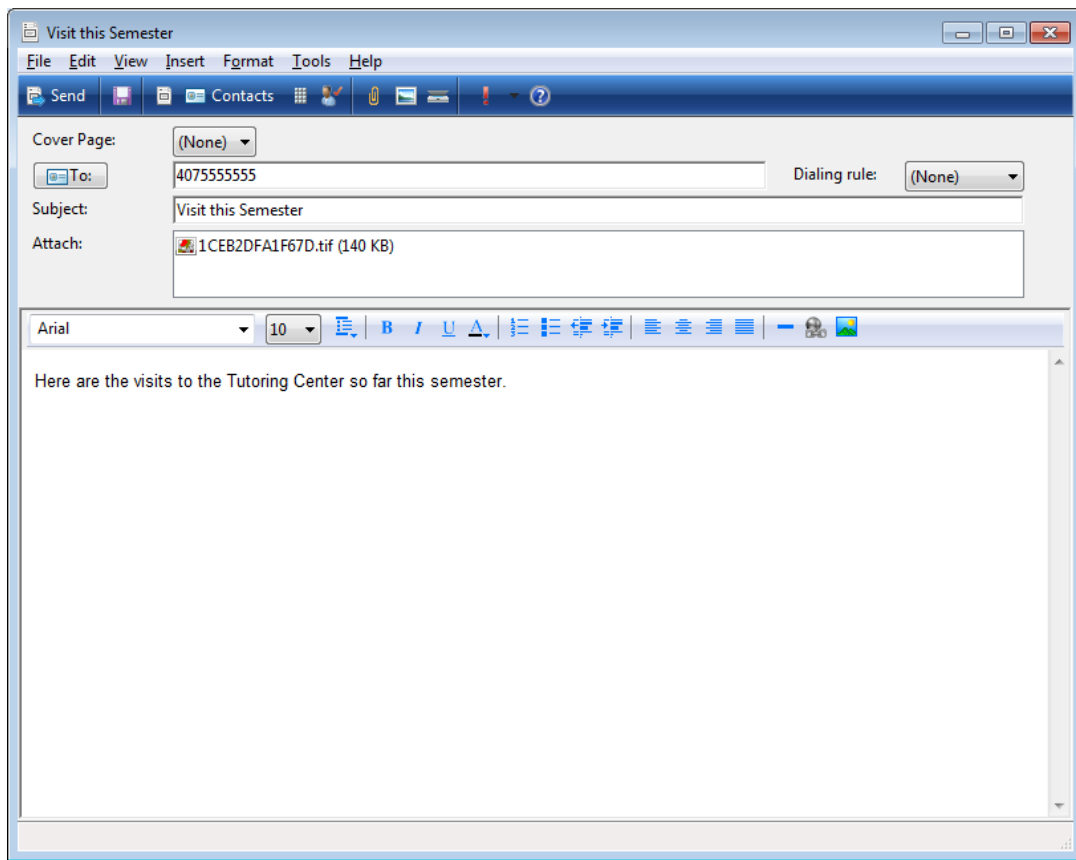
You can fax the report directly from the Report engine by clicking on the  icon:




The 'Print' dialog box is shown with the following settings:

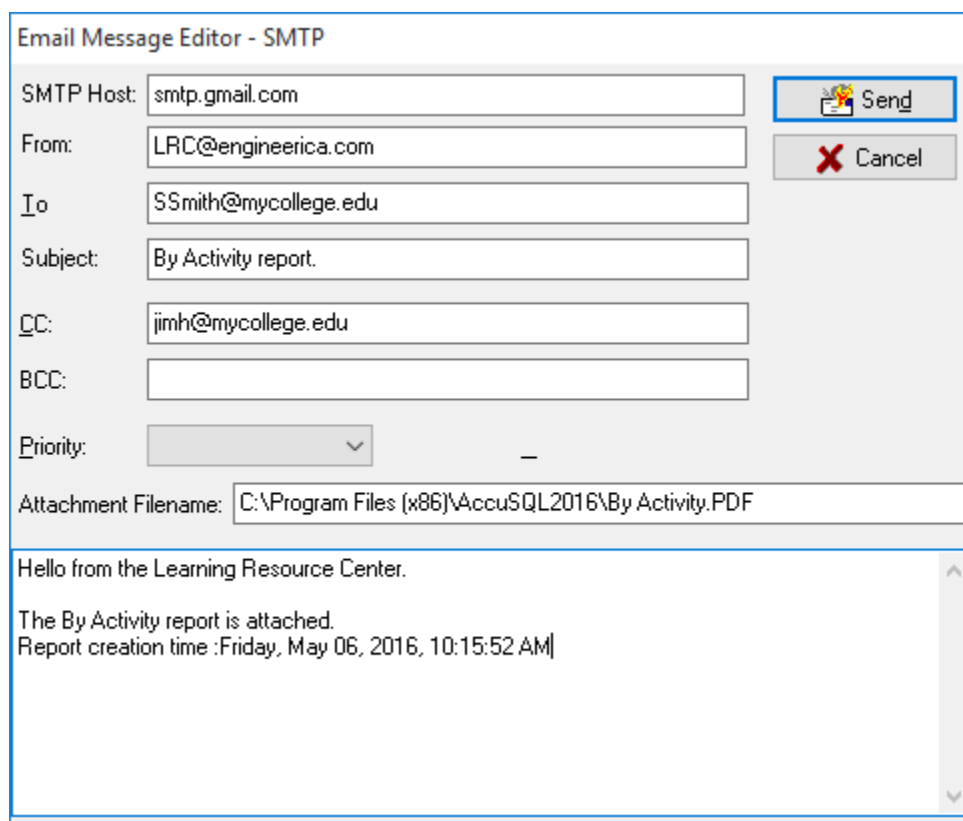
- Printer:** Name: Fax
- Properties...** button
- Status:** (empty)
- Where:** (empty)
- Type:** (empty)
- Comment:** (empty)
- Color:** Color
- Print Range:** 1 to 1
- Print:** Even and Odd Pages
- Copies:** Number of copies: 1
- Pages per sheet:** 1 Page
- OK** button

Start by selecting your fax driver from the *Printer* drop-down box and click on "OK". You should see your Send Fax software. Enter the name and fax number of the recipient and enter any other needed fields to send your fax.



E-MAILING REPORTS FROM REPORTS TOOLBOX


You can email the report by clicking on this icon . You will see this box:

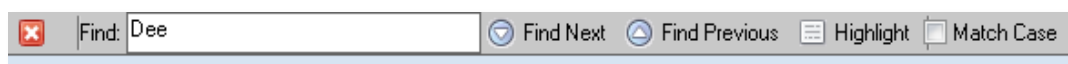


The dialog box is titled "Email Message Editor - SMTP". It contains several input fields: "SMTP Host" (smtp.gmail.com), "From" (LRC@engineerica.com), "To" (SSmith@mycollege.edu), "Subject" (By Activity report.), "CC" (jimh@mycollege.edu), and "BCC" (empty). There is a "Priority" dropdown menu set to "-" and an "Attachment Filename" field (C:\Program Files (x86)\AccuSQL2016\By Activity.PDF). On the right, there are "Send" and "Cancel" buttons. At the bottom, there is a text area containing the message body: "Hello from the Learning Resource Center. The By Activity report is attached. Report creation time :Friday, May 06, 2016, 10:15:52 AM".

The SMTP host and the "From" fields are filled out automatically from the entries in the Communications >> Setup >> Email Settings Options screen. Enter the recipient's email address in the "To" field. The subject is set to the report's name by default, but you can change that if you like. You can also enter a CC and a BCC email addresses, select the message priority, and request a read receipt. The edit box at the bottom allows you to type in the message body. The report's name and creation date and time appear there by default. When you're ready to send the email, click "**Send**".

SEARCHING FROM REPORTS TOOLBOX

You can search for specific text in the report by clicking on the  icon. You will see the Find box open in the bottom left portion of the report viewer screen.



The Find box is a horizontal toolbar. It includes a "Find" button with a magnifying glass icon, a text input field containing "Dee", and several action buttons: "Find Next", "Find Previous", "Highlight", and "Match Case".

Type the term you want to find in the "Find" box and any additional parameters, and then click the "Find" button. AccuSQL/AccuTrack will search for the term and will highlight any occurrences of it:

Report Preview - By Activity

2 of 4 90% 8.5 x 11 in HP Color LaserJet CP2025d

Clarinet -		
Dee, Mickey		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
08/30/2013 03:14 PM *	08/30/2013 03:54 PM *	00:40
Philips, Tammy		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
09/13/2013 01:49 PM	09/13/2013 01:52 PM	00:02
09/16/2013 08:16 AM *	09/16/2013 08:16 AM *	00:00
Smiths, Mike		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
09/12/2013 12:09 PM *	09/12/2013 01:09 PM *	01:00
Total Time for Clarinet :		01:43
Flute -		
Dee, Mickey		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
09/13/2013 04:40 PM *	09/13/2013 05:40 PM *	01:00
Total Time for Flute :		01:00
Guitar -		
Arlington, David		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
09/13/2013 01:41 PM	09/13/2013 01:41 PM	00:00
Dee, Mickey		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
09/13/2013 01:42 PM	09/13/2013 01:42 PM	00:00
09/13/2013 01:43 PM	09/13/2013 01:44 PM	00:00

Find: Dee Find Next Find Previous Highlight Match Case

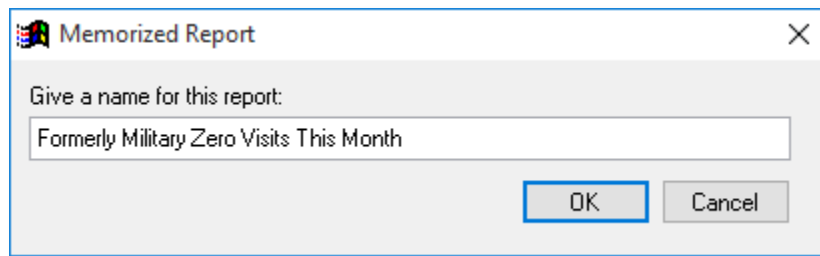
MEMORIZING REPORTS

AccuSQL/AccuTrack can save you time when generating frequently used reports. First select the report as usual, set its filters (e.g. time period and student group), select the time format, report type, and whether to show the visitor's ID. To save these reporting options, click on the Memorize icon button.

Memorize

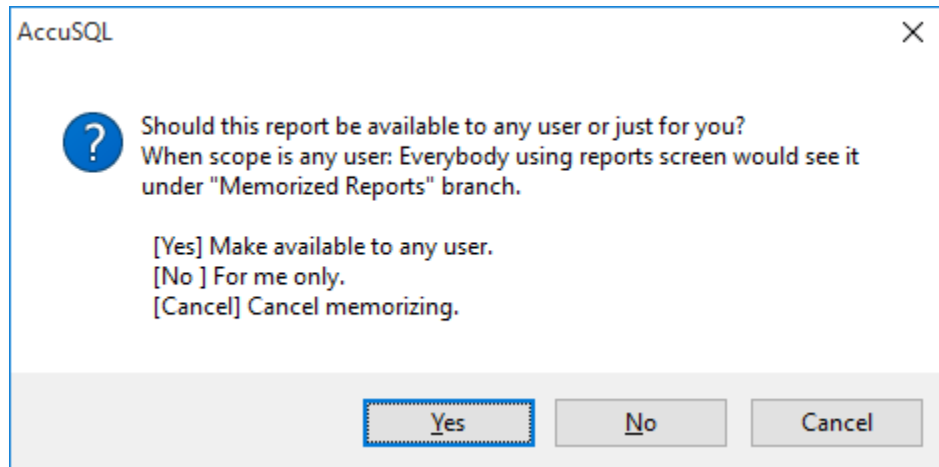


AccuSQL/AccuTrack will show a box that allows you to give a name for this memorized report. Type in a name that will help you recognize this report (e.g. "Formerly Military Zero Visits This Month"):



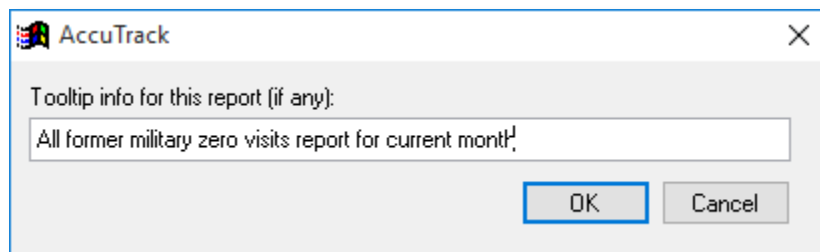
A dialog box titled "Memorized Report" with a close button (X) in the top right corner. It contains a label "Give a name for this report:" followed by a text input field containing the text "Formerly Military Zero Visits This Month". At the bottom right, there are two buttons: "OK" and "Cancel".

Next AccuSQL/AccuTrack will ask you whether you want this memorized report to be available to all or just to you:



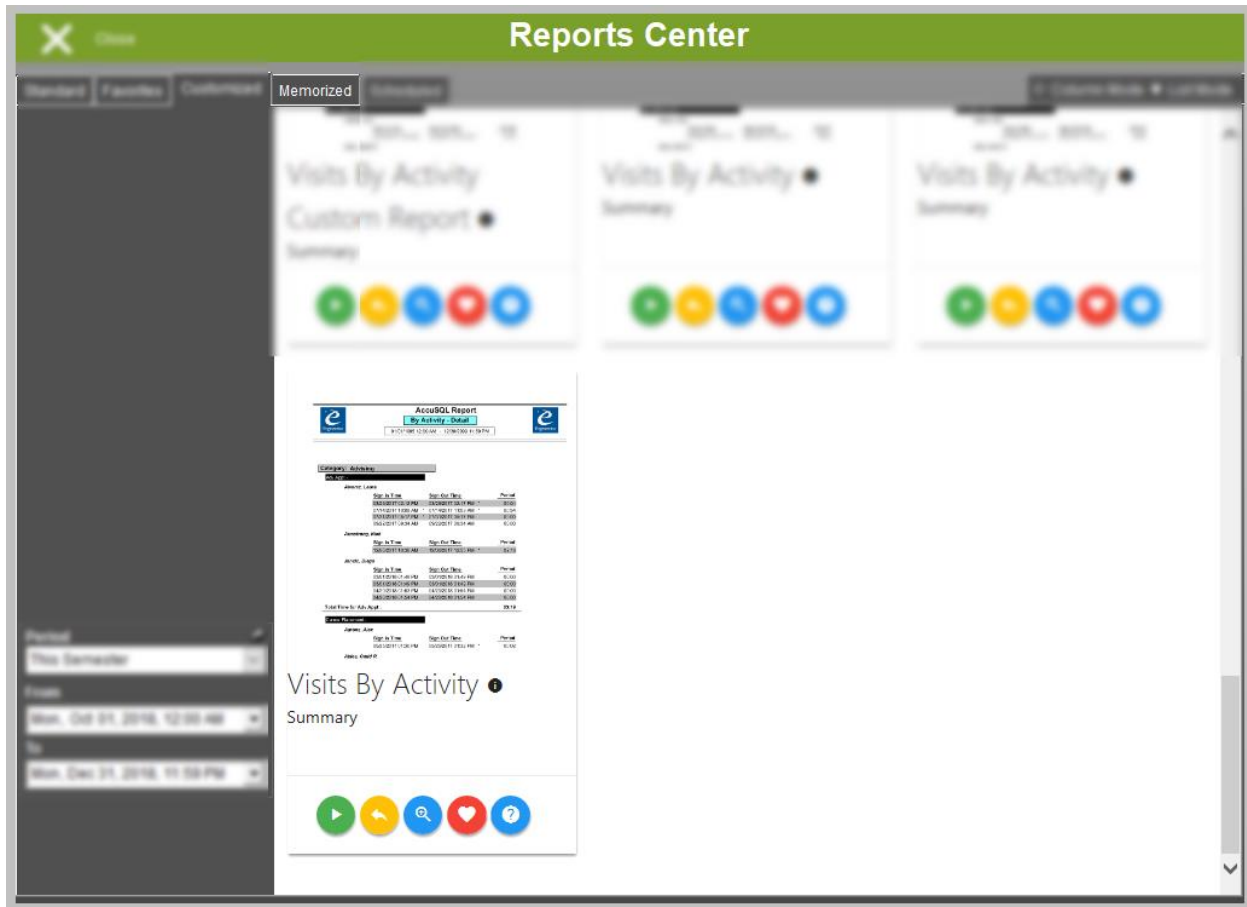
A dialog box titled "AccuSQL" with a close button (X) in the top right corner. It features a question mark icon in a blue circle. The text reads: "Should this report be available to any user or just for you? When scope is any user: Everybody using reports screen would see it under 'Memorized Reports' branch." Below this, there are three options: "[Yes] Make available to any user.", "[No] For me only.", and "[Cancel] Cancel memorizing." At the bottom, there are three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a blue border.

Next AccuSQL/AccuTrack will allow you to enter a tooltip for this report:



A dialog box titled "AccuTrack" with a close button (X) in the top right corner. It contains a label "Tooltip info for this report (if any):" followed by a text input field containing the text "All former military zero visits report for current month!". At the bottom right, there are two buttons: "OK" and "Cancel".

The report will now be available via the Memorized tab of Reports Center:



When you select this report in the future, its pre-set filters and options will be automatically selected.

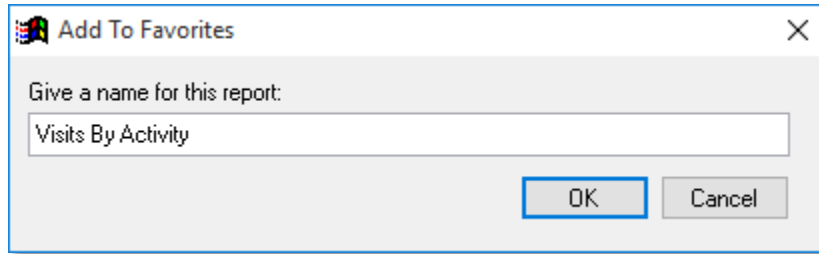
ADD TO FAVORITES

AccuSQL/AccuTrack can give you quick access to your favorite reports by adding them to the “Favorites” tab. To add a frequently generated report to the favorite node, click on the Add to Favorites icon button:

Add to Favorites



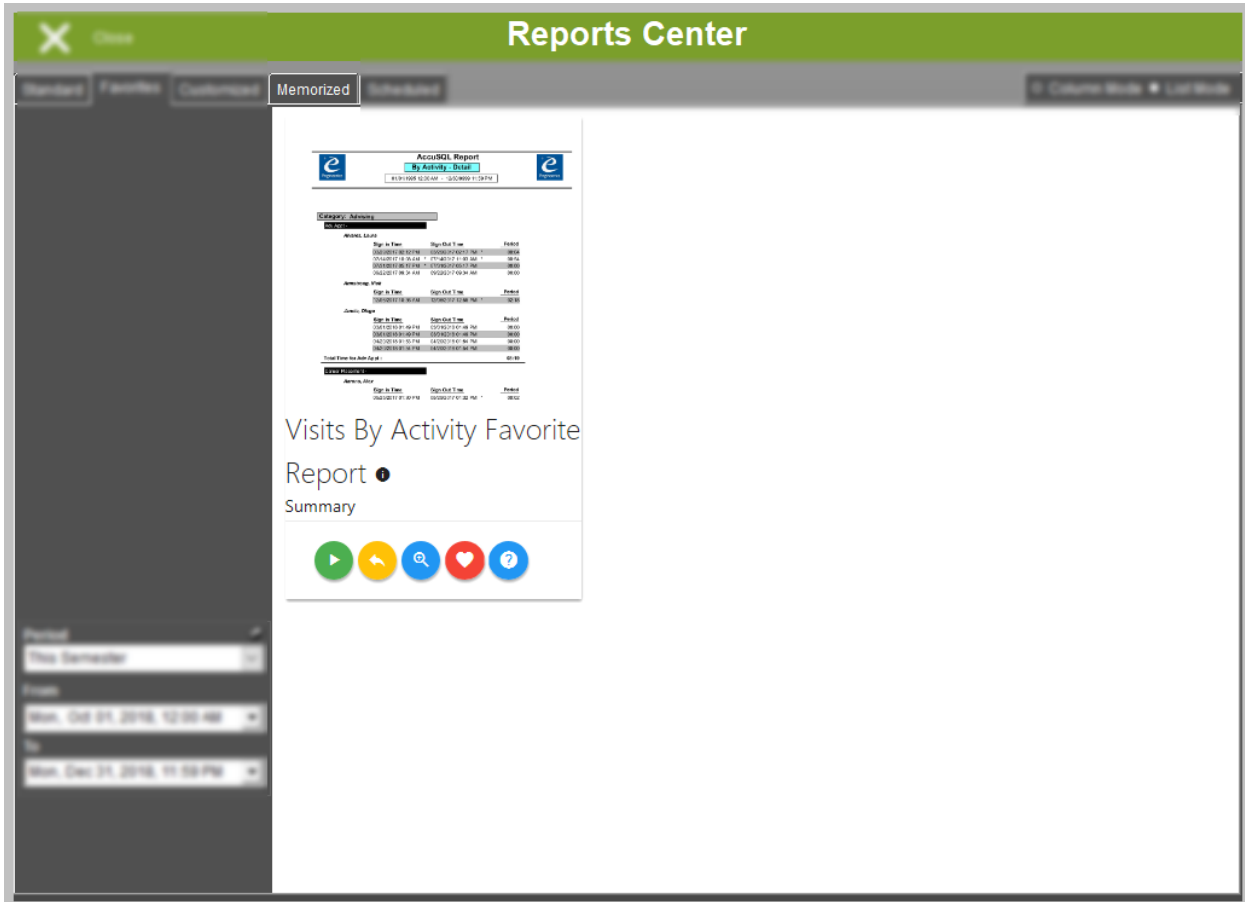
AccuSQL/AccuTrack will prompt you to enter a name for this report:



Next AccuSQL/AccuTrack will ask you whether you want the report to be added to all users' favorite node or just to yours.

AccuSQL/AccuTrack will allow you to enter a tooltip for this report:

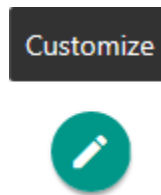
The report will now be available via the "Favorite" node:



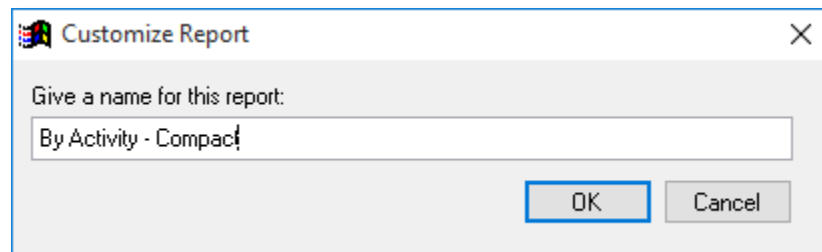
Note: Adding a report to the Favorites tab serves as a shortcut for selecting this report. The filters and options of the reports are not saved. If you need to save these filters and options, use the "Memorize this report" instead of "Add to favorites".

CUSTOMIZING REPORTS

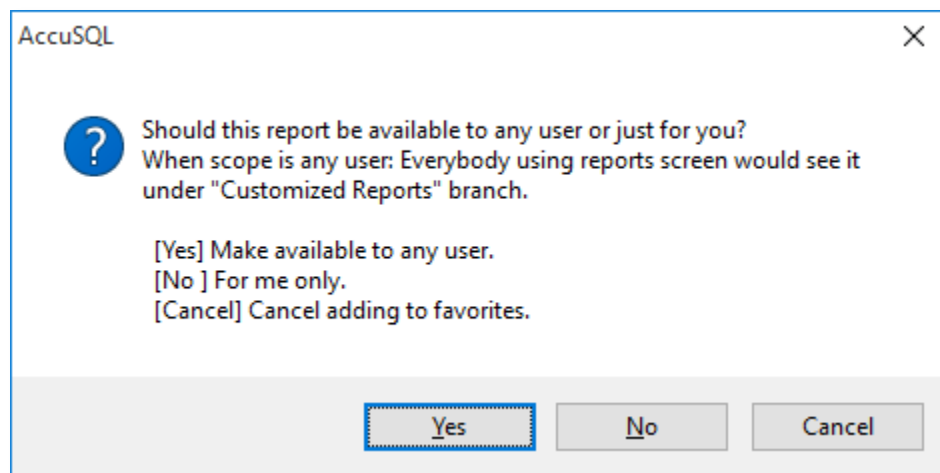
AccuSQL/AccuTrack gives you the ability to customize reports to fit your needs. To customize a report, click on Customize icon button:



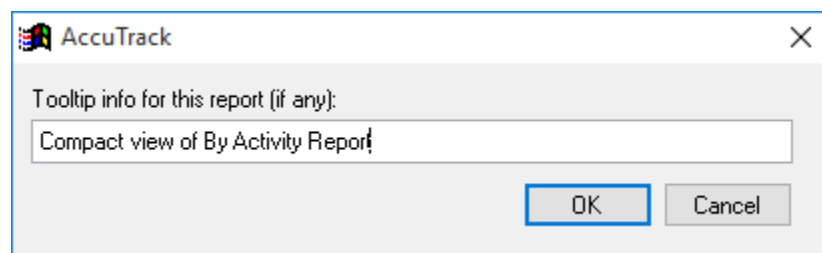
AccuSQL/AccuTrack will ask you to give a name for the customized report:



AccuSQL/AccuTrack will also ask you whether the customized report should be available to all users or only you:



You can also enter a tooltip for the customized report if you like:



AccuSQL/AccuTrack will now open the selected report with the Visual FoxPro Report Designer. If you used a report writer before, you will probably figure out a lot of the functionality on your own. The notes below will explain the main things you can do with the Report Designer.

USING THE REPORT DESIGNER

By Activity - Compact

By Activity - Detail

Filtered by: `if(type('m.Filters') = 'C', m.filters, "")`

Category: TASKDESC

Student: `transform(input_id, ID_MAS)`

Sign in Time **Sign Out Time** **Period**

LOGIN TIME **LOGOUT TIME** **Period**

Total Time for ' + allt(SUBTASK) + " :" **Period**

Total Time for ' + allt(taskdesc) + " :" **Period**

BY ACTIVITY - DETAIL REPORT **"Page " + ALLT** **'Generated on ' + ALLT(TOC(DA**

Report Bands

The report may consist of several bands:

1. Title Band: This contains the report's title.
2. Page Header Band: This contains fields that appear at the top of the page.
3. Group Header Band: This contains fields that are printed at the top of the group (e.g. student, tutor, etc.)
4. Detail Band: This contains items that repeat in the report (e.g. attendance records)
5. Group Footer Band: Contains fields that will be printed under the group.

6. Page Footer Band: This contains fields that appear at the bottom of each page.
7. Summary Band: This contains fields that appear at the bottom of the report.

Note: you can increase or decrease the height of each band by dragging it up or down. You can also double click on a band to see its properties.

Changing the Report

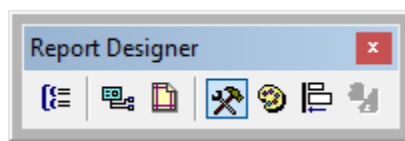
Here are some of the things you can change in a report:

1. Change objects positions: You can move objects around within the band by using the mouse. Be careful though as changing the object's band would probably mess up the report.
2. Change the font of any field. You can change the font, font size, font style, color, and effects.
3. Change labels: You can change the text of any label.
4. Delete objects: If you do not need a field, you can delete it. However, be careful not to delete a needed field as that would mess up the report.
5. Add text labels, lines, and rectangles: You can add these objects to any band you like.
6. Align objects: You can select two or more objects and change their alignments.
7. Change the page setup: you can select portrait or landscape.
8. Start a group on a new page: For example, if you are editing the Attendance by Instructor report, you can start each instructor on a new page.



Note: To delete a field, click on it and click on the "Delete" key.





REPORT DESIGNER CONTROLS:

(1) Report Designer Toolbar:

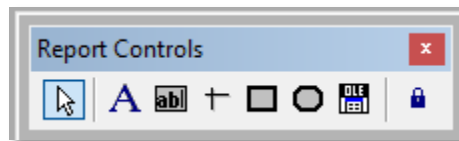


Use this toolbar to launch other Report Designer toolbars:







Button	Function
	Launches the Data Grouping Form
	Launches the Page Setup form.

	Launches the Report Controls Toolbar
	Launches the Color Palette Toolbar
	Launches the Layout Toolbar
	Launches the Font Properties Form

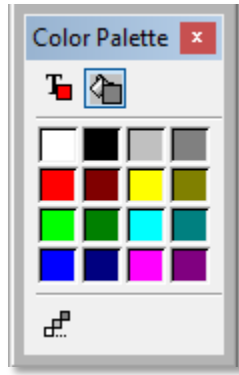
(2) Report Controls Toolbar



Use this toolbar to select or add objects to the report:

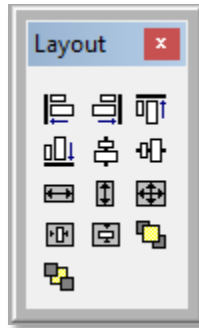
Button	Function
	Select Objects.
	Label
	Line
	Rectangle
	Rounded Rectangle
	Picture

(3) Color Palette Toolbar
















Use the Color Palette to select colors for the text or other report objects.

(4) Layout Toolbar



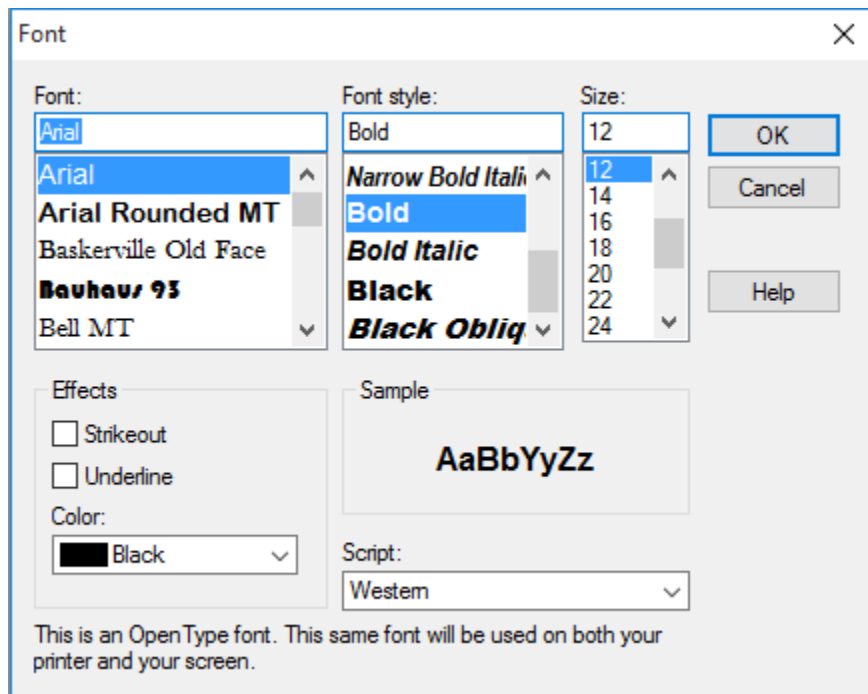
Use this toolbar to align report objects via the following buttons:

Button	Function
	Align Left Sides
	Align Right Sides
	Align Top Edges
	Align Bottom Edges
	Align Vertical Centers
	Align Horizontal Centers

	Same Width
	Same Height
	Same Size
	Center Horizontally
	Center Vertically
	Bring to Front
	Send to Back

Note: to select more than one object for alignment, click on the first object and then press and hold the shift key down while you click on the other objects.

(5) Font Properties Form:



The Font Properties dialog box is shown with the following settings:

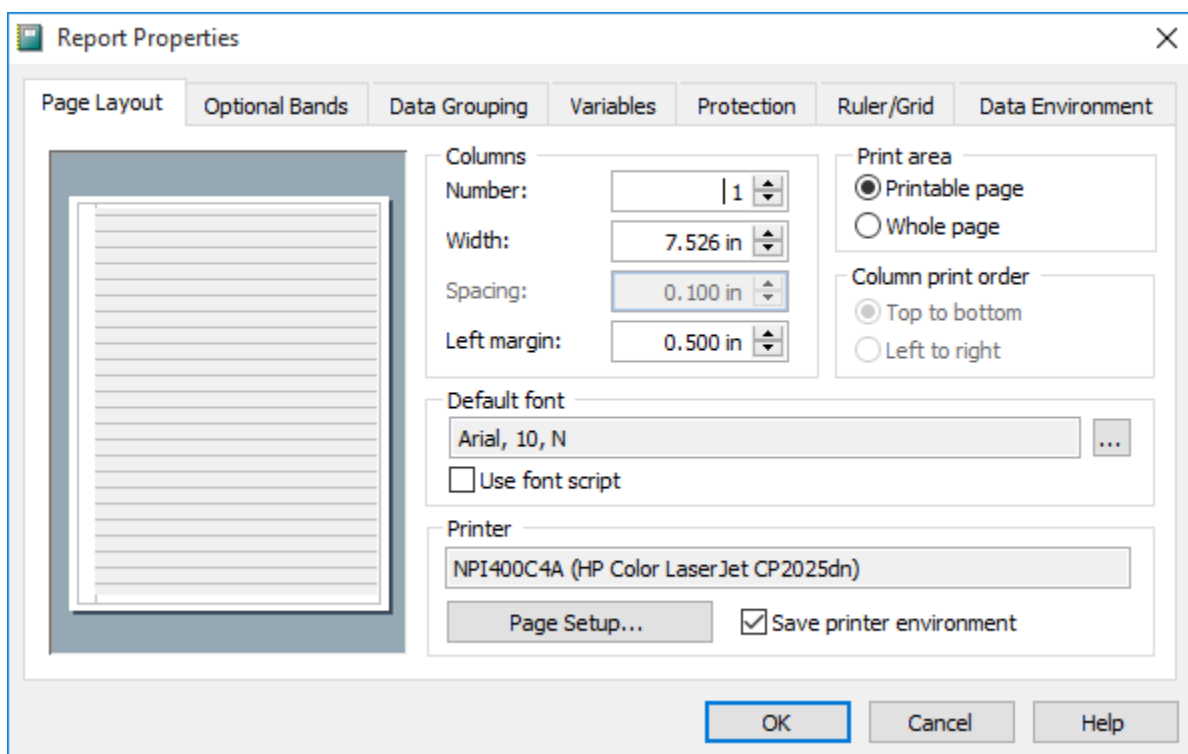
- Font:** Arial
- Font style:** Bold
- Size:** 12
- Effects:**
 - ☐ Strikeout
 - ☐ Underline
- Color:** Black
- Sample:** AaBbYyZz
- Script:** Western

This is an OpenType font. This same font will be used on both your printer and your screen.

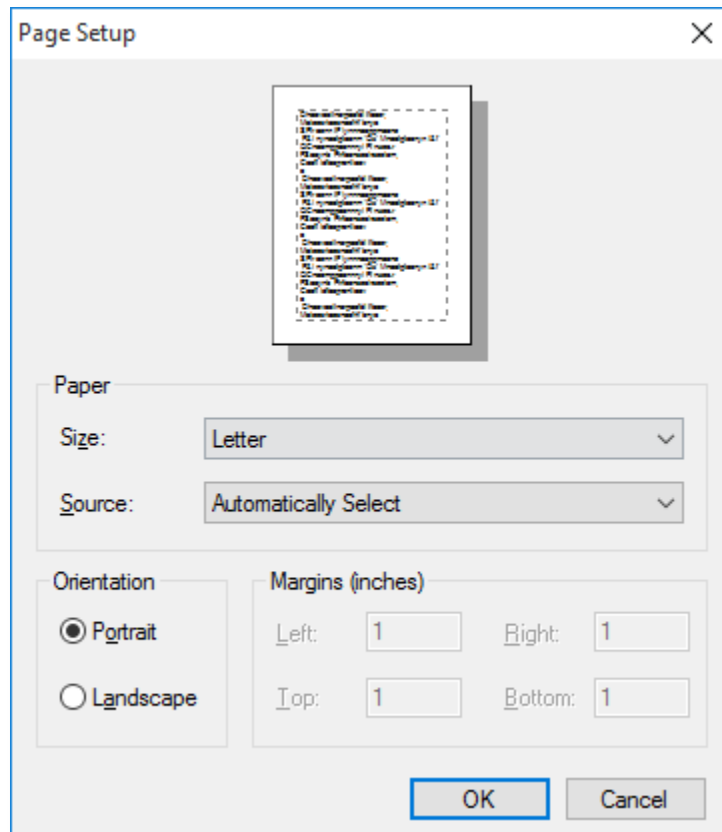
Use this form to set text properties.

(6) Page Setup Form

Use this form to change the report's layout from portrait to landscape.



The **Report Properties** dialog box is shown with the **Page Layout** tab selected. It features a preview of a report page on the left. The right side contains several configuration sections:
 - **Columns**: Number (1), Width (7.526 in), Spacing (0.100 in), and Left margin (0.500 in).
 - **Print area**: Radio buttons for **Printable page** (selected) and **Whole page**.
 - **Column print order**: Radio buttons for **Top to bottom** (selected) and **Left to right**.
 - **Default font**: A text field showing "Arial, 10, N" with a dropdown arrow, and a checkbox for **Use font script**.
 - **Printer**: A text field showing "NPI400C4A (HP Color LaserJet CP2025dn)" and a **Page Setup...** button. A checkbox for **Save printer environment** is checked.
 At the bottom are **OK**, **Cancel**, and **Help** buttons.



The **Page Setup** dialog box is shown. It includes a preview of a report page at the top. Below the preview are the following sections:
 - **Paper**: **Size** (Letter) and **Source** (Automatically Select).
 - **Orientation**: Radio buttons for **Portrait** (selected) and **Landscape**.
 - **Margins (inches)**: Input fields for **Left** (1), **Right** (1), **Top** (1), and **Bottom** (1).
 At the bottom are **OK** and **Cancel** buttons.

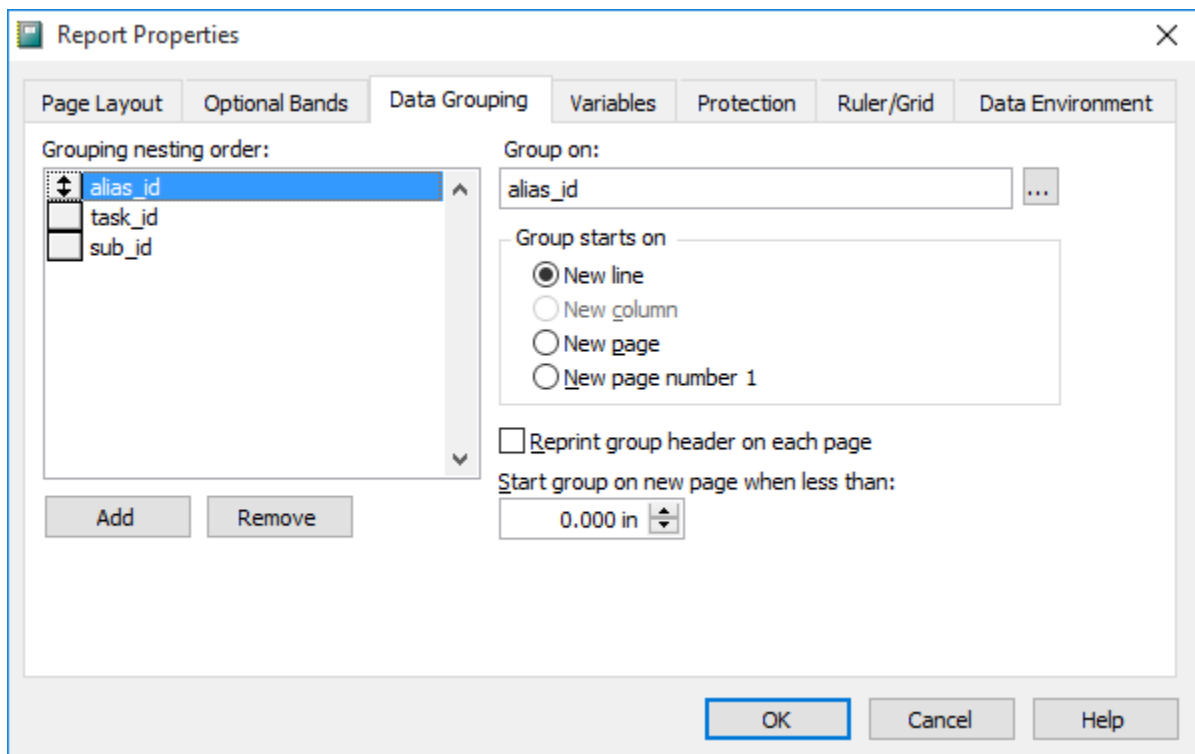
COMMON CUSTOMIZATIONS WITH THE REPORT DESIGNER

1) Making a group start on a new page

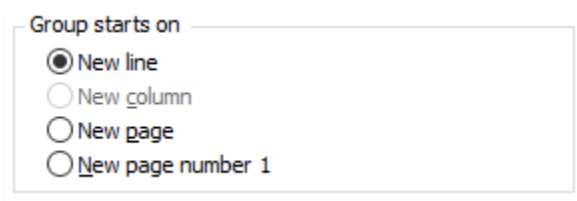
1. Click on the Data Grouping icon



2. Select the group of interest from the list box by clicking on it.




3. Change the “Group Starts On” from “new line” to “new page”



4. Click “OK”

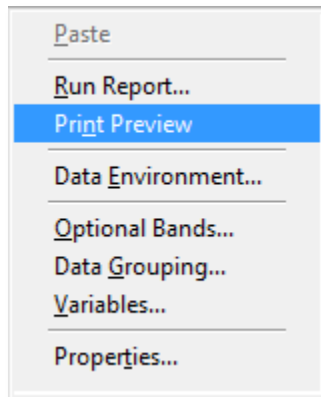
2) Changing the Logo on a Report

Use the picture control  from the toolbar and browse to select the image file. If you like, you can also delete the original picture controls on the report header.

MANAGING CUSTOMIZED REPORTS

Previewing the Report

To preview the report, click on a blank area of the report with the RIGHT mouse button. You will see a menu pop up. Select “Print Preview”



Saving Changes

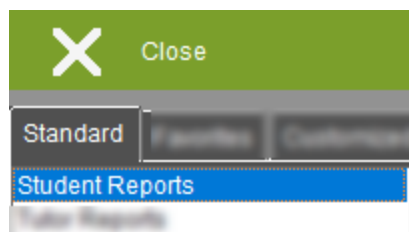
When finished editing, simply close the Report Designer (click the X at the top right of the screen). AccuSQL/AccuTrack will ask you whether you want to keep the changes. Answer “Yes”.

Deleting a Customized Report

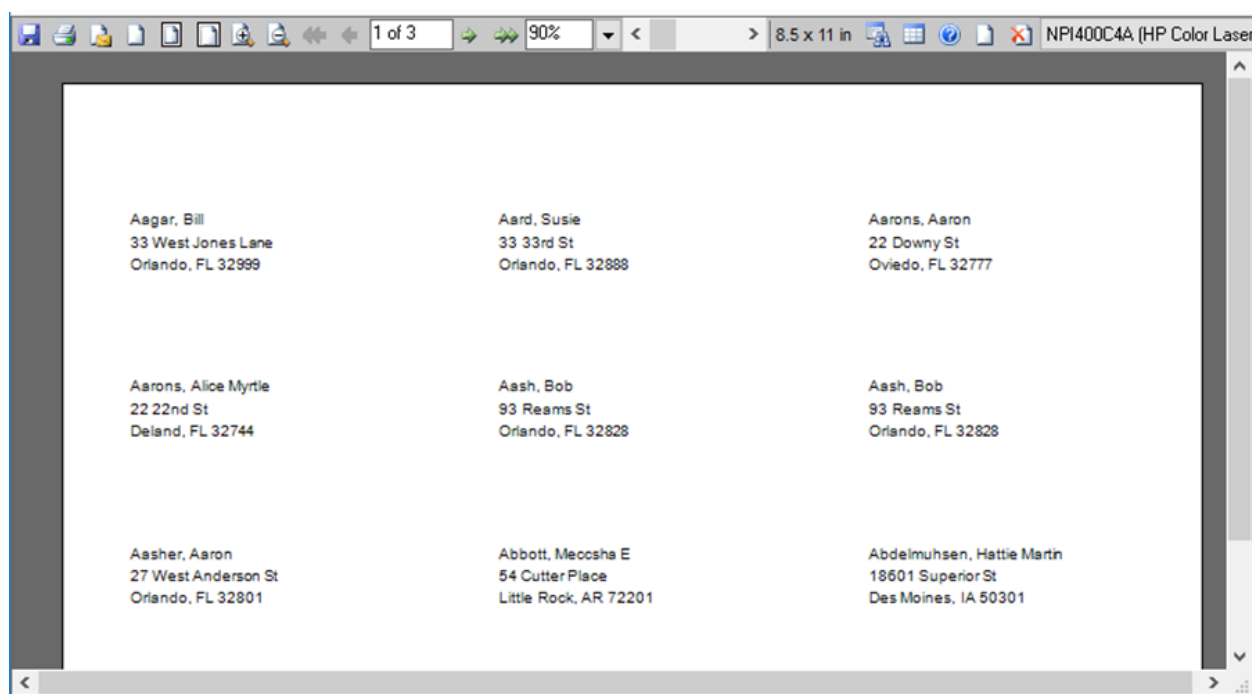
To delete a customized report, click on it with the RIGHT mouse button in the customized reports node and click on “Remove this”

Note: For step by step examples of creating custom reports, please see Appendix B: Custom Report Examples at the end of this document.

STUDENT REPORTS



STUDENT LABELS



Purpose: Prints address labels for selected students

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: None

Grouped by: None

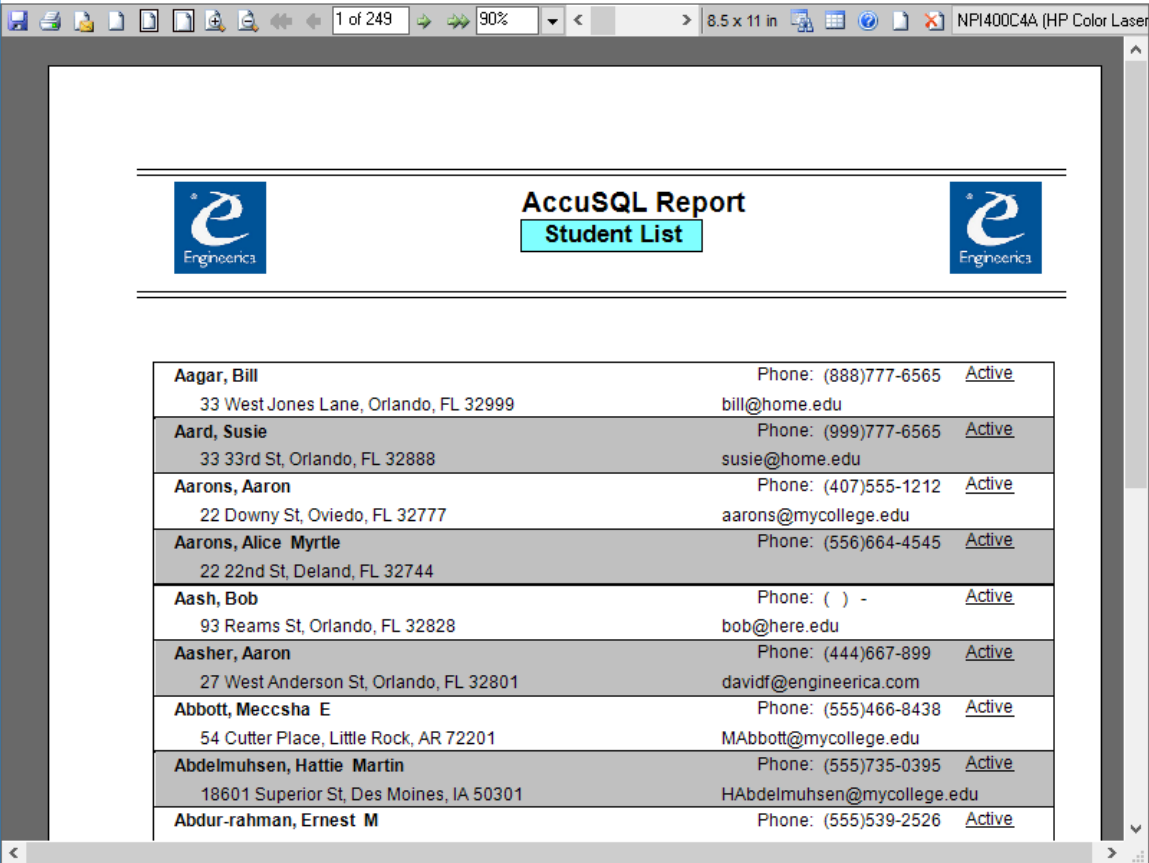
Order: Last/First, First/Last

Summary Report Type Available: No

Description: The address labels can be printed on standard Avery products. The addresses are formatted to print 30 address labels per sheet in three columns. Dimensions of each label is 1" by 2(5/8)". The labels are compatible with the Avery 5160 product code. According to the Avery instructions sheet, other compatible Avery products include 8160, 8250, 8460, 8560, 8660, 18160, 8810, 8860, 18660, and 6245.

Note: if you filter on Activities and/or Lab IDs, the report will show students that have signed into the selected activities, or have signed into the selected local labs.

STUDENT LIST



The screenshot shows a PDF report titled 'AccuSQL Report Student List'. The report is generated by Engineeringics, as indicated by the logo on the left and right. The report lists 10 students, each with their name, address, phone number, email address, and a status of 'Active'. The students are listed in a table format with alternating light and dark gray rows.

Agar, Bill 33 West Jones Lane, Orlando, FL 32999	Phone: (888)777-6565 bill@home.edu	Active
Aard, Susie 33 33rd St, Orlando, FL 32888	Phone: (999)777-6565 susie@home.edu	Active
Aarons, Aaron 22 Downy St, Oviedo, FL 32777	Phone: (407)555-1212 aarons@mycollege.edu	Active
Aarons, Alice Myrtle 22 22nd St, Deland, FL 32744	Phone: (556)664-4545	Active
Aash, Bob 93 Reams St, Orlando, FL 32828	Phone: () - bob@here.edu	Active
Aasher, Aaron 27 West Anderson St, Orlando, FL 32801	Phone: (444)667-899 davidf@engineerica.com	Active
Abbott, Meccsha E 54 Cutter Place, Little Rock, AR 72201	Phone: (555)466-8438 MAbbott@mycollege.edu	Active
Abdelmuhsen, Hattie Martin 18601 Superior St, Des Moines, IA 50301	Phone: (555)735-0395 HAbdelmuhsen@mycollege.edu	Active
Abdur-rahman, Ernest M	Phone: (555)539-2526	Active

Purpose: Shows a list of all students

Available Filters: Reporting period

Display Options: Show/hide visitor ID

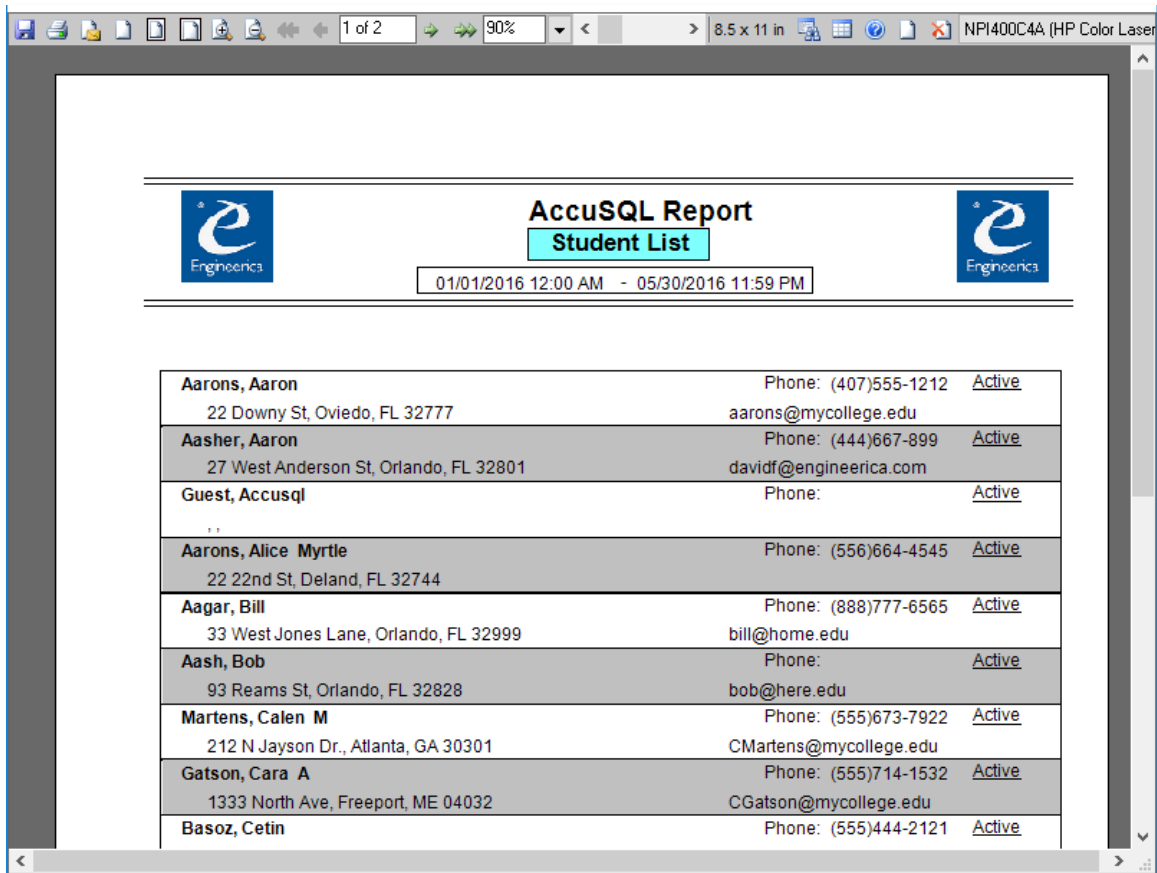
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists all students in the system, including name, ID # (optional), address, and email address. The report also shows whether the student's record is currently active.

STUDENT LIST (VISITED)



AccuSQL Report	
Student List	
01/01/2016 12:00 AM - 05/30/2016 11:59 PM	
Aarons, Aaron 22 Downy St, Oviedo, FL 32777	Phone: (407)555-1212 Active aarons@mycollege.edu
Aasher, Aaron 27 West Anderson St, Orlando, FL 32801	Phone: (444)667-899 Active davidf@engineerica.com
Guest, Accusql	Phone: Active
Aarons, Alice Myrtle 22 22nd St, Deland, FL 32744	Phone: (556)664-4545 Active
Agar, Bill 33 West Jones Lane, Orlando, FL 32999	Phone: (888)777-6565 Active bill@home.edu
Aash, Bob 93 Reams St, Orlando, FL 32828	Phone: Active bob@here.edu
Martens, Calen M 212 N Jayson Dr., Atlanta, GA 30301	Phone: (555)673-7922 Active CMartens@mycollege.edu
Gatson, Cara A 1333 North Ave, Freeport, ME 04032	Phone: (555)714-1532 Active CGatson@mycollege.edu
Basoz, Cetin	Phone: (555)444-2121 Active

Purpose: Shows a list of all students who visited the center during the specified time period

Available Filters: Reporting period, Students, Activities, Student Groups, Service Types, Lab IDs

Display Options: Show/hide Visitor ID

Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This reports lists all students in the system who have visited in the time frame specified, including name (last, first), ID # (optional), address, and email address. The report also shows whether the student's record is currently active.

STUDENT LIST - SHORT FORMAT (VISITED)

The screenshot shows a PDF report titled 'AccuSQL Report Student List'. The report is for the period 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. It lists 20 student names in a single column. The names are: Aaron, Aaron, Aaron, Alice Myrtle, Bill, Bob, Calen M, Cara A, Cetin, Chadd, Charisse T, Curtis, Dan, Diego, Dylan, Ellie A, Fernando, Hattie Martin, Hetal L, and Joe. The report is generated by Engineering.

Name
Aarons, Aaron
Aasher, Aaron
Guest, Accusql
Aarons, Alice Myrtle
Aagar, Bill
Aash, Bob
Martens, Calen M
Gatson, Cara A
Basoz, Cetin
Blodgett, Chadd
Ferrier, Charisse T
Boor, Curtis
Arlington, Dan
Jancic, Diego
Price, Dylan
Abel, Ellie A
Paulovsky, Fernando
Abdelmuhsen, Hattie Martin
Munro, Hetal L
Jojo, Joe

Purpose: Shows a compact list of all students that visited your center during the reporting period

Available Filters: Reporting period, Students, Activities, Student Groups, Service Types, Lab IDs

Display Options: Show/hide Visitor ID

Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists the names of the students who visited your center during the specified reporting period.

STUDENT – USAGE OF SERVICES

AccuSQL Report
Student Usage Detail
 04/01/2016 12:00 AM - 04/30/2016 11:59 PM

Filtered by: Students: Dan Arlington

Student: Arlington, Dan
 Email: davidf@engineerica.com
 Address:
 City: State: Zip:

Visits

Category:	Activity	Sign-in Time	Sign-out Time	Minutes:	Tutor	Instructor
Math Classes	College Trigonometry	04/07/2016 08:38 AM	04/07/2016 09:38 AM	60	Freeman, Morgan	Parker, Peter
Course Tutoring	Anatomy & Phys 1	04/13/2016 10:18 AM	04/13/2016 11:18 AM	60		Coppola, Francis
Math Classes	College Trigonometry	04/14/2016 09:57 AM	04/14/2016 10:57 AM	60		Armstrong, Nick

No Shows

Tutor	Date	From	To	Category	Activity	Noshow Reason
Connery, Sean	04/29/2016	01:30 PM	02:00 PM	Advising	Advising Tour	Y testing

Cancellations

Tutor	Date	From	To	Category	Activity	Noshow Reason
Connery, Sean	04/29/2016	01:30 PM	02:00 PM	Advising	Advising Tour	Y testing

Tutoring Requests

Date:	Category	Activity	Assigned on	Tutor
05/21/2015 01:03 PM	Math Classes	College Algebra II	05/21/2015 12:00 AM	Bright, Cindy

Notes
 request approved.

Purpose: Displays a list of services used for each student

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: Show/hide visitor ID

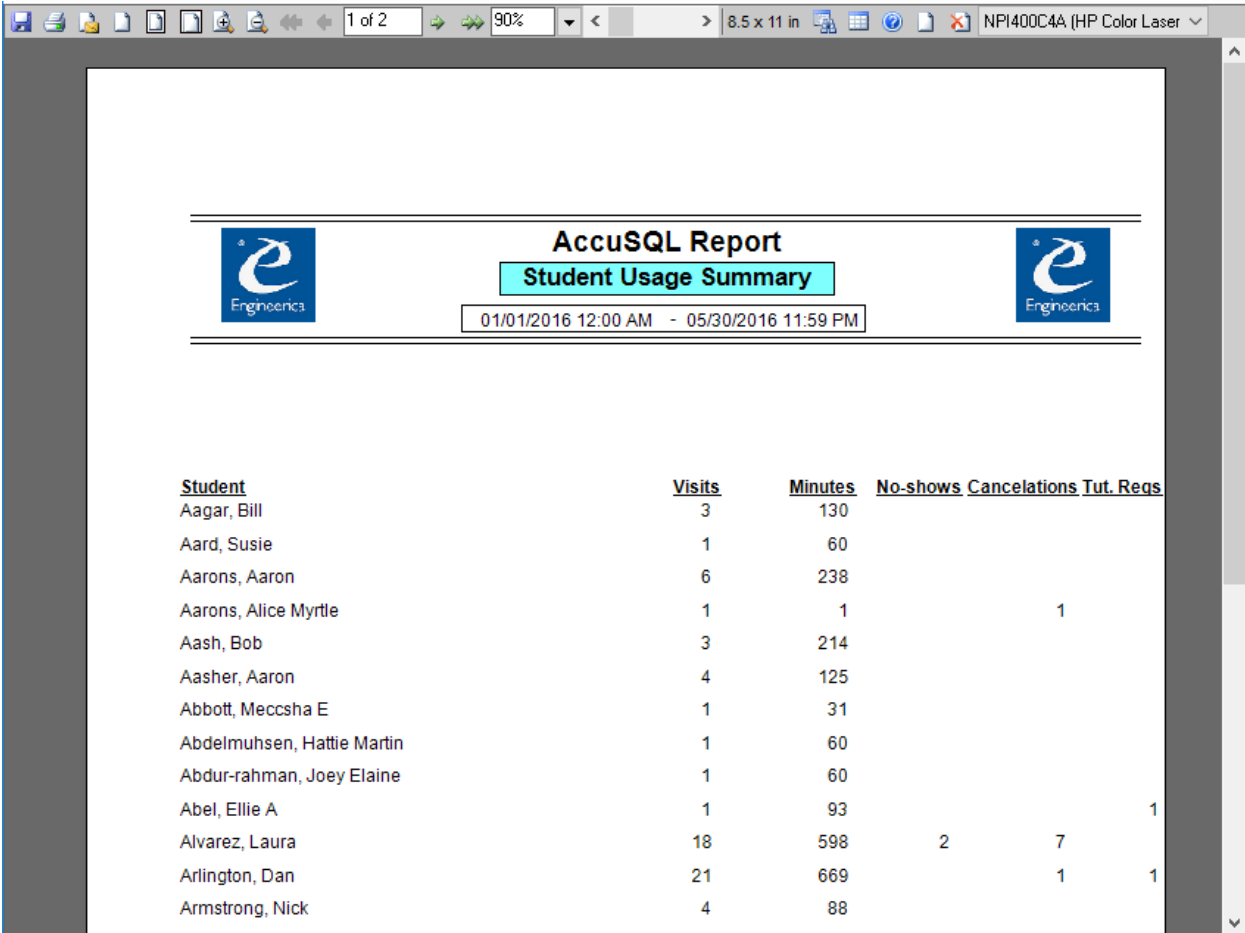
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: Yes

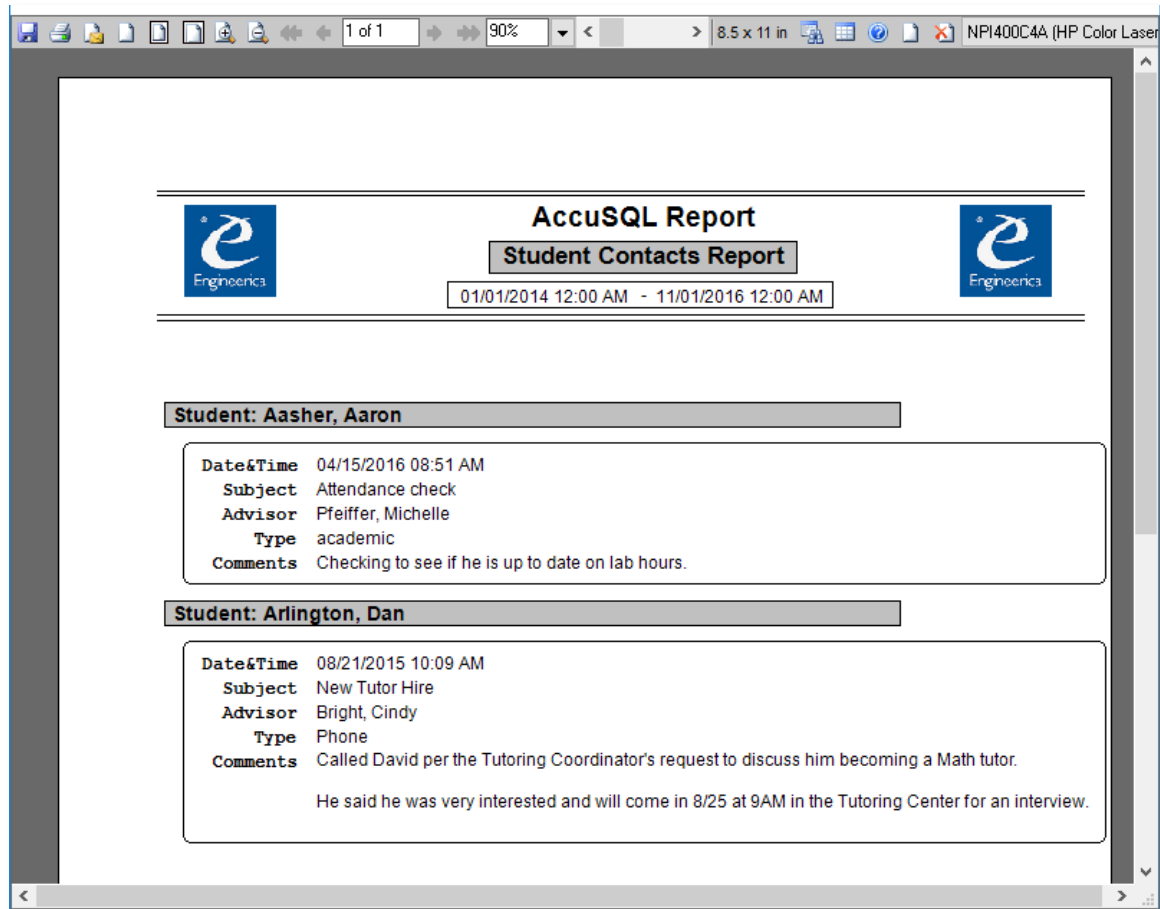
Description: This report will generate a list of services for each student as well as sign-in time and sign-out time for each activity, what tutor was seen and, if applicable, what instructor or center the service was used at. If a student failed to show up for an appointment, the information will be listed under 'No Shows'. If a student cancelled an appointment, information will be listed under 'Cancellations', If a student has a request for a specific tutor, this information may be listed under 'Tutoring Requests'.

STUDENT USAGE OF SERVICES - SUMMARY VIEW



<u>Student</u>	<u>Visits</u>	<u>Minutes</u>	<u>No-shows</u>	<u>Cancellations</u>	<u>Tut. Regs</u>
Aagar, Bill	3	130			
Aard, Susie	1	60			
Aarons, Aaron	6	238			
Aarons, Alice Myrtle	1	1		1	
Aash, Bob	3	214			
Aasher, Aaron	4	125			
Abbott, Meccsha E	1	31			
Abdelmuhsen, Hattie Martin	1	60			
Abdur-rahman, Joey Elaine	1	60			
Abel, Ellie A	1	93			1
Alvarez, Laura	18	598	2	7	
Arlington, Dan	21	669		1	1
Armstrong, Nick	4	88			

STUDENT CONTACTS



Purpose: Shows contact between students and staff members including why the student was contacted and when. Data displayed for this report is entered in the Communications >> Student Contacts screen

Available Filters: Reporting period, Students, Tutors, Student Groups, Tutor Groups

Display Options: Show/hide visitor ID

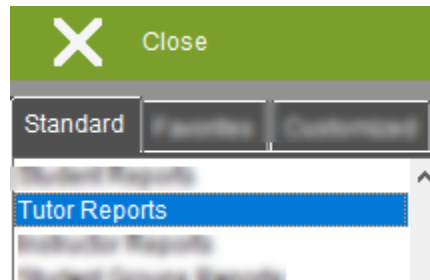
Grouped by: None

Order: Last/First, First/Last

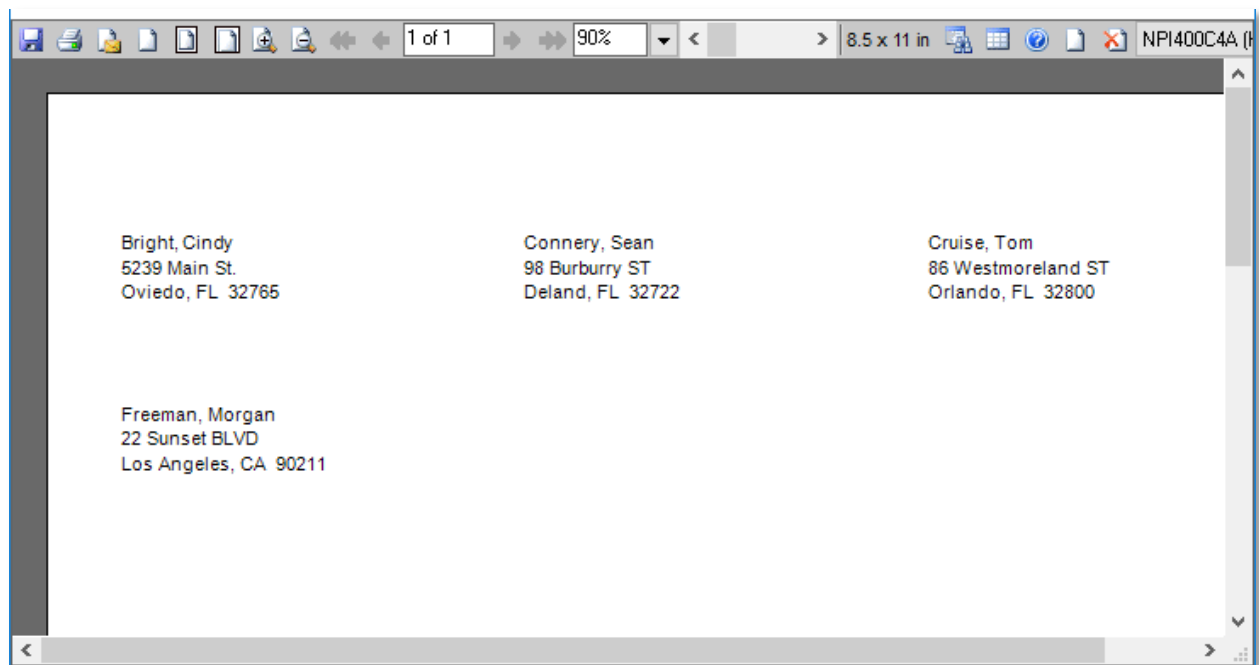
Summary Report Type Available: No

Description: This report will display any contact between students and tutors. If a tutor needs to email or phone a student for any reason, they can document it in the Student Contacts screen. The Student Contacts screen can also be used as a general notes repository for students versus session notes that are tied to a student's specific sign-in activity and tutor.

TUTOR REPORTS



TUTOR LABELS



Purpose: Prints address labels for tutors

Available Filters: Tutors, Tutor Groups

Display Options: None

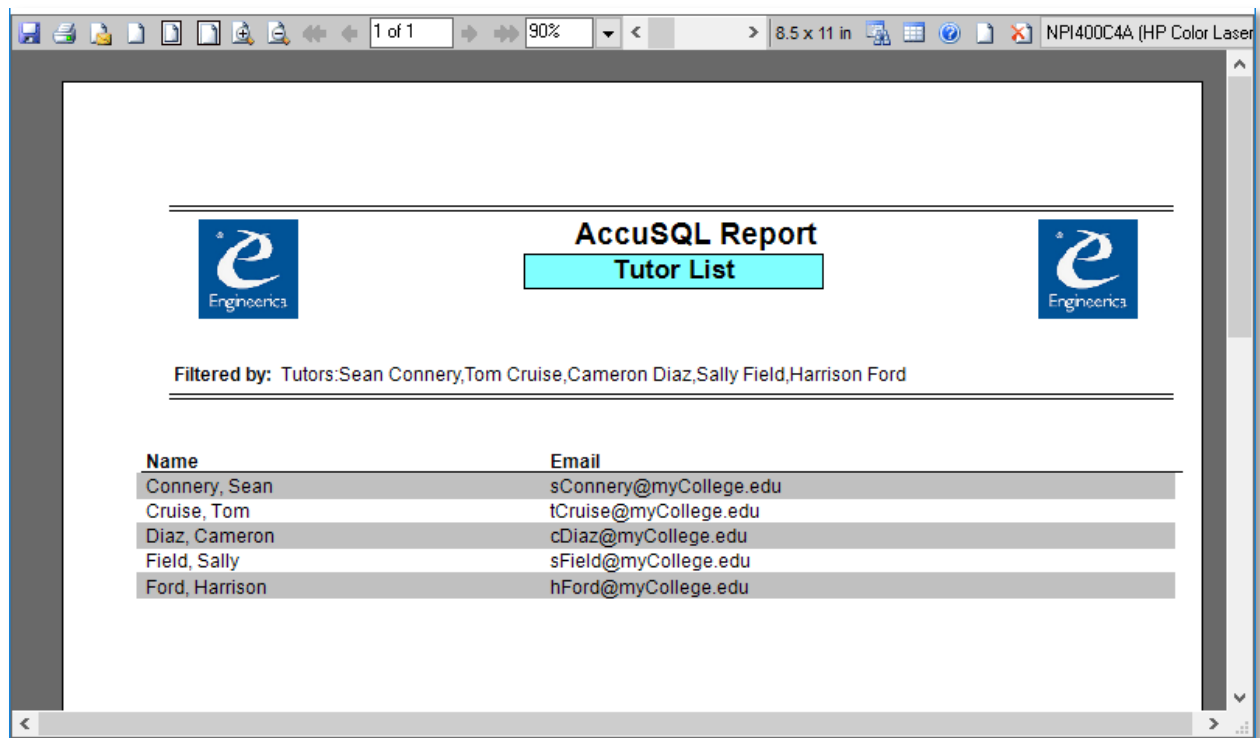
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: The address labels can be printed on standard Avery products. The addresses are formatted to print 30 address labels per sheet in three columns. Dimensions of each label is 1" by 2(5/8)". The labels are compatible with the Avery 5160 product code. According to the Avery instructions sheet, other compatible Avery products include 8160, 8250, 8460, 8560, 8660, 18160, 8810, 8860, 18660, and 6245.

TUTORS LIST (NAME AND EMAIL LIST)



Purpose: lists names and email addresses of your tutors

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: Shows the names and email addresses of your tutors.

MASTER TUTOR ROSTER

AccuSQL Report Master Tutor Roster		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Tutor: Karen Adams	Active: Yes	
Email: @engineerica.com	Phone:	
Category	Activity	Lab ID
English Classes	Creative Writing 1 [ENG4400]	
Tutor: Cindy Bright	Active: Yes	
Email: davidf@engineerica.com	Phone: (555)333-6022	
Category	Activity	Lab ID
2016 Tutoring	Basic Math [MAT110]	
2016 Tutoring	Calculus [MAT220]	
2016 Tutoring	Calculus 3 [MAT4455]	
2016 Tutoring	Calculus 4 [MAT5555]	
2016 Tutoring	College Algebra I [MAT111A]	
2016 Tutoring	College Algebra I LAB [MAT111B]	
2016 Tutoring	College Algebra II [MAT115]	
2016 Tutoring	College Algebra II [MAT116]	
2016 Tutoring	College Trigonometry [MAT113]	
2016 Tutoring	College Trigonometry [MAT114]	
2016 Tutoring	College Trigonometry II [MAT117]	
2016 Tutoring	College Trigonometry II [MAT118]	
2016 Tutoring	Pre-Calculus [MAT119]	

Purpose: Displays the classes each tutor tutors

Available Filters: Reporting period, Activities, Tutors, Lab IDs, Tutor Groups

Display Options: Show/hide visitor ID

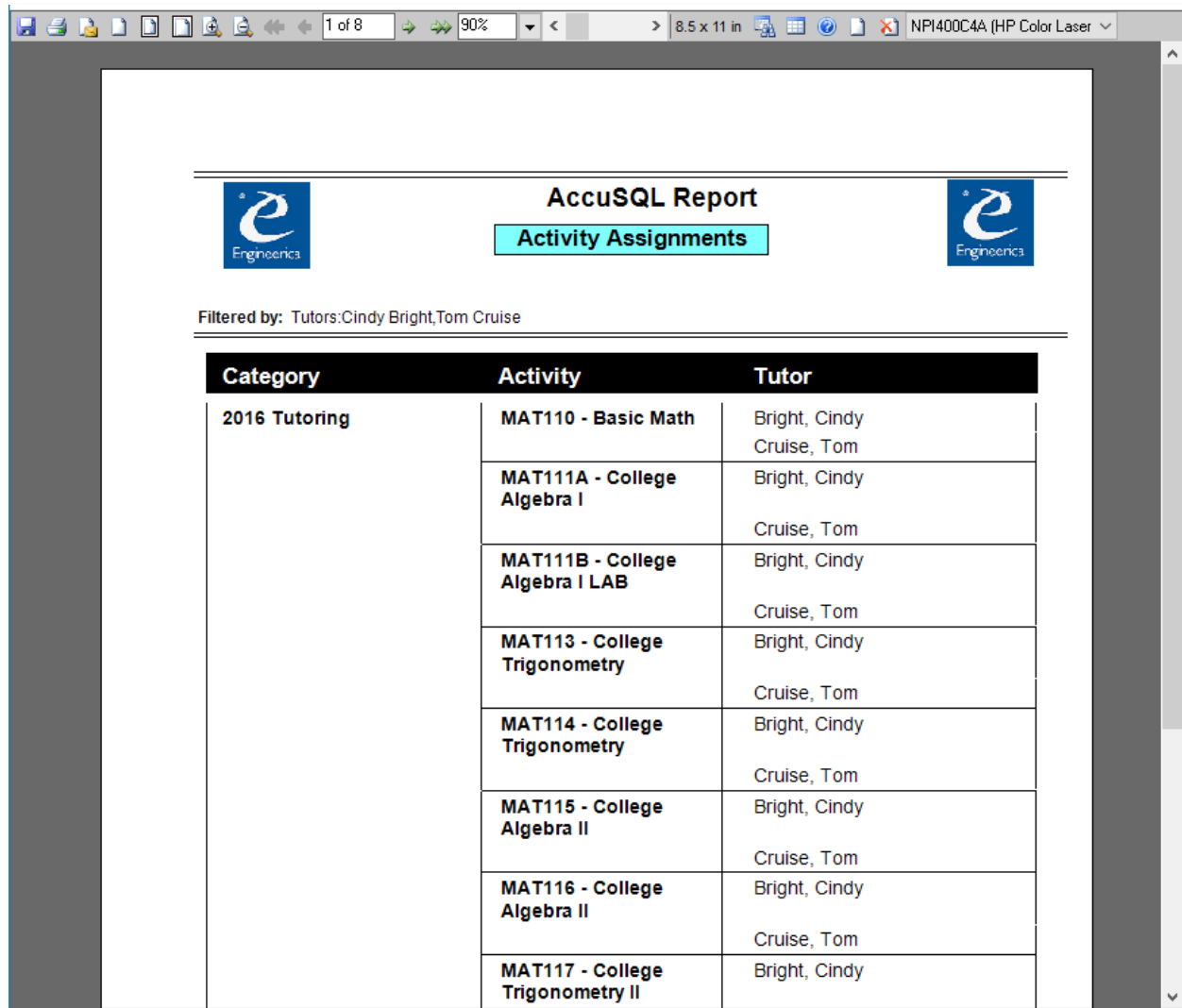
Grouped by: Tutor

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists the activities (classes) assigned to each tutor.

ACTIVITY ASSIGNMENTS



Category	Activity	Tutor
2016 Tutoring	MAT110 - Basic Math	Bright, Cindy Cruise, Tom
	MAT111A - College Algebra I	Bright, Cindy Cruise, Tom
	MAT111B - College Algebra I LAB	Bright, Cindy Cruise, Tom
	MAT113 - College Trigonometry	Bright, Cindy Cruise, Tom
	MAT114 - College Trigonometry	Bright, Cindy Cruise, Tom
	MAT115 - College Algebra II	Bright, Cindy Cruise, Tom
	MAT116 - College Algebra II	Bright, Cindy Cruise, Tom
	MAT117 - College Trigonometry II	Bright, Cindy

Purpose: Displays the assignments of tutor to each category of activities

Available Filters: Reporting period, Activities, Tutors, Lab IDs, Tutor Groups

Display Options: None

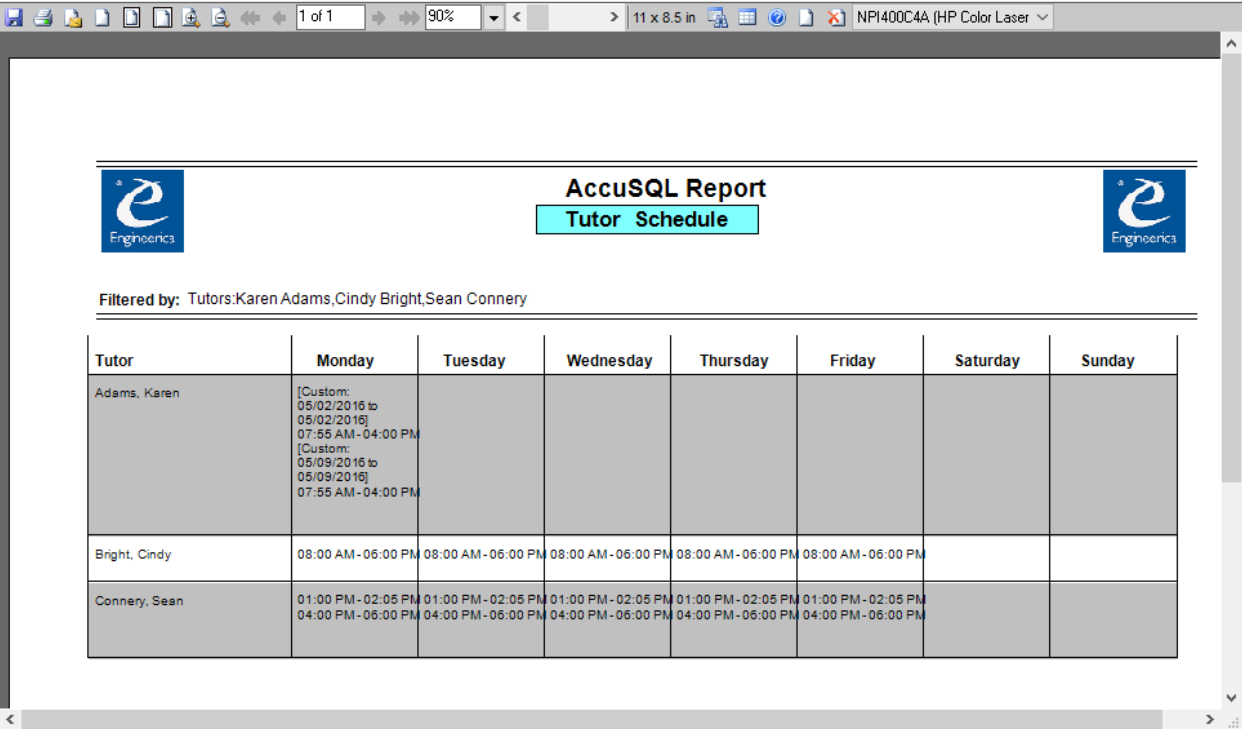
Grouped by: Category, Activity

Order By: Alphabetical by Category, Activity, Tutor Last Name, or Tutor First Name

Summary Report Type Available: No

Description: This report lists each category, and for each category, lists the activities under the category. For each activity, the report then lists the tutors assigned to the activities as assigned in the "Tutors >> Add/Remove Assignments" screen.

TUTOR SCHEDULE



1 of 1 90% 11 x 8.5 in NPI400C4A (HP Color Laser)

AccuSQL Report
Tutor Schedule

Filtered by: Tutors:Karen Adams,Cindy Bright,Sean Connery

Tutor	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Adams, Karen	[Custom: 05/02/2016 to 05/02/2016] 07:55 AM - 04:00 PM [Custom: 05/09/2016 to 05/09/2016] 07:55 AM - 04:00 PM						
Bright, Cindy	08:00 AM - 06:00 PM	08:00 AM - 06:00 PM	08:00 AM - 06:00 PM	08:00 AM - 06:00 PM	08:00 AM - 06:00 PM		
Connery, Sean	01:00 PM - 02:05 PM 04:00 PM - 06:00 PM	01:00 PM - 02:05 PM 04:00 PM - 06:00 PM	01:00 PM - 02:05 PM 04:00 PM - 06:00 PM	01:00 PM - 02:05 PM 04:00 PM - 06:00 PM	01:00 PM - 02:05 PM 04:00 PM - 06:00 PM		

Purpose: Displays the weekly scheduled hours of your tutor(s)

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

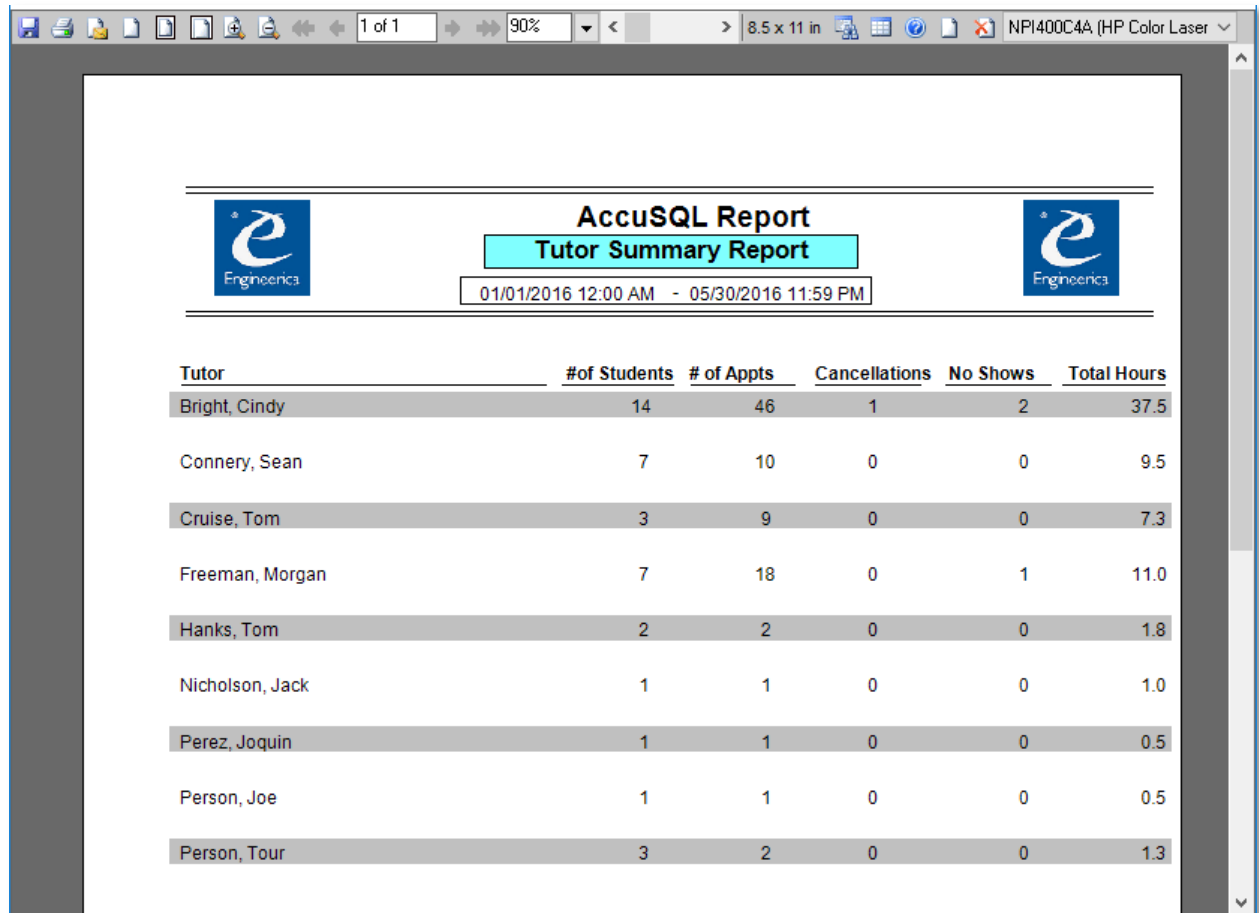
Grouped by: Tutor

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists the scheduled work hours of your tutor for each day of the week.

TUTOR APPOINTMENTS SUMMARY



Tutor	#of Students	# of Appts	Cancellations	No Shows	Total Hours
Bright, Cindy	14	46	1	2	37.5
Connery, Sean	7	10	0	0	9.5
Cruise, Tom	3	9	0	0	7.3
Freeman, Morgan	7	18	0	1	11.0
Hanks, Tom	2	2	0	0	1.8
Nicholson, Jack	1	1	0	0	1.0
Perez, Joquin	1	1	0	0	0.5
Person, Joe	1	1	0	0	0.5
Person, Tour	3	2	0	0	1.3

Purpose: Displays an executive summary of the work of each tutor during the reporting period

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

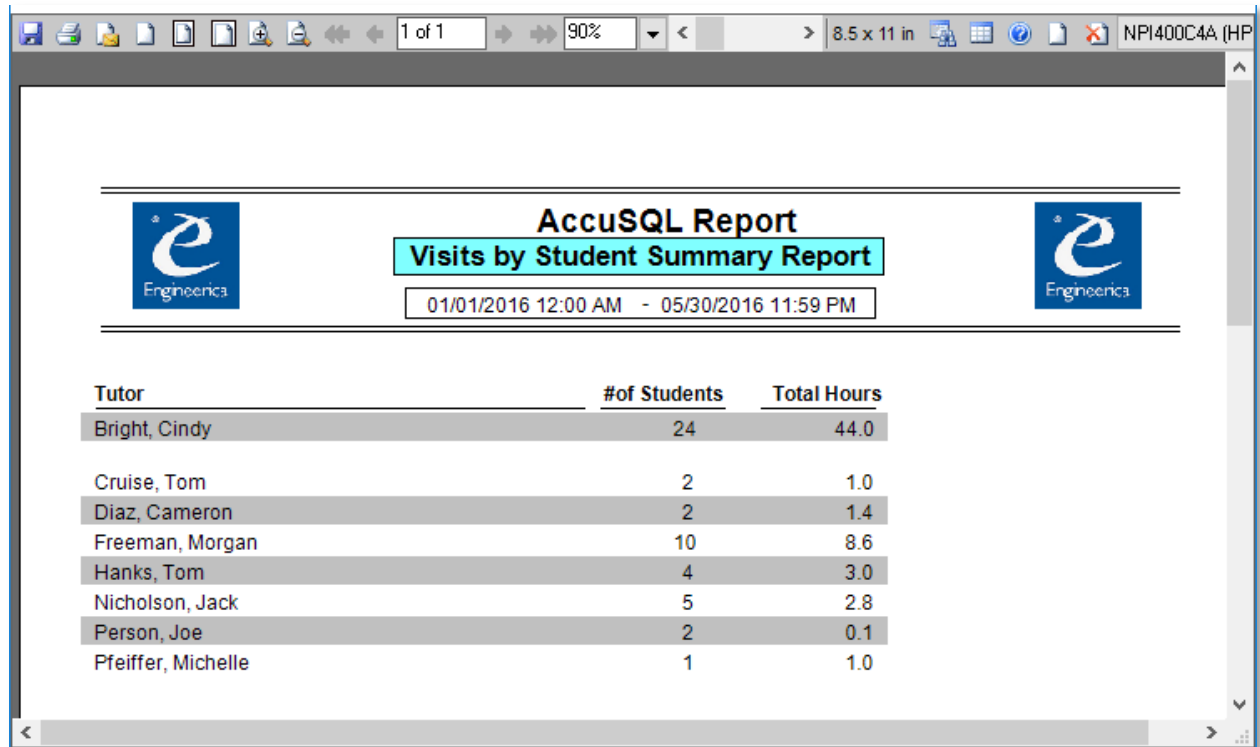
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: The report gives you a summary of each tutor's visits during the reporting period. For each tutor, the report shows the number of students served, total number of appointments with these students, number of appointment cancellations, number of appointment no-shows, and total tutoring hours.

VISITS BY STUDENT SUMMARY



Tutor	#of Students	Total Hours
Bright, Cindy	24	44.0
Cruise, Tom	2	1.0
Diaz, Cameron	2	1.4
Freeman, Morgan	10	8.6
Hanks, Tom	4	3.0
Nicholson, Jack	5	2.8
Person, Joe	2	0.1
Pfeiffer, Michelle	1	1.0

Purpose: Displays an executive summary of the work of each tutor during the reporting period

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

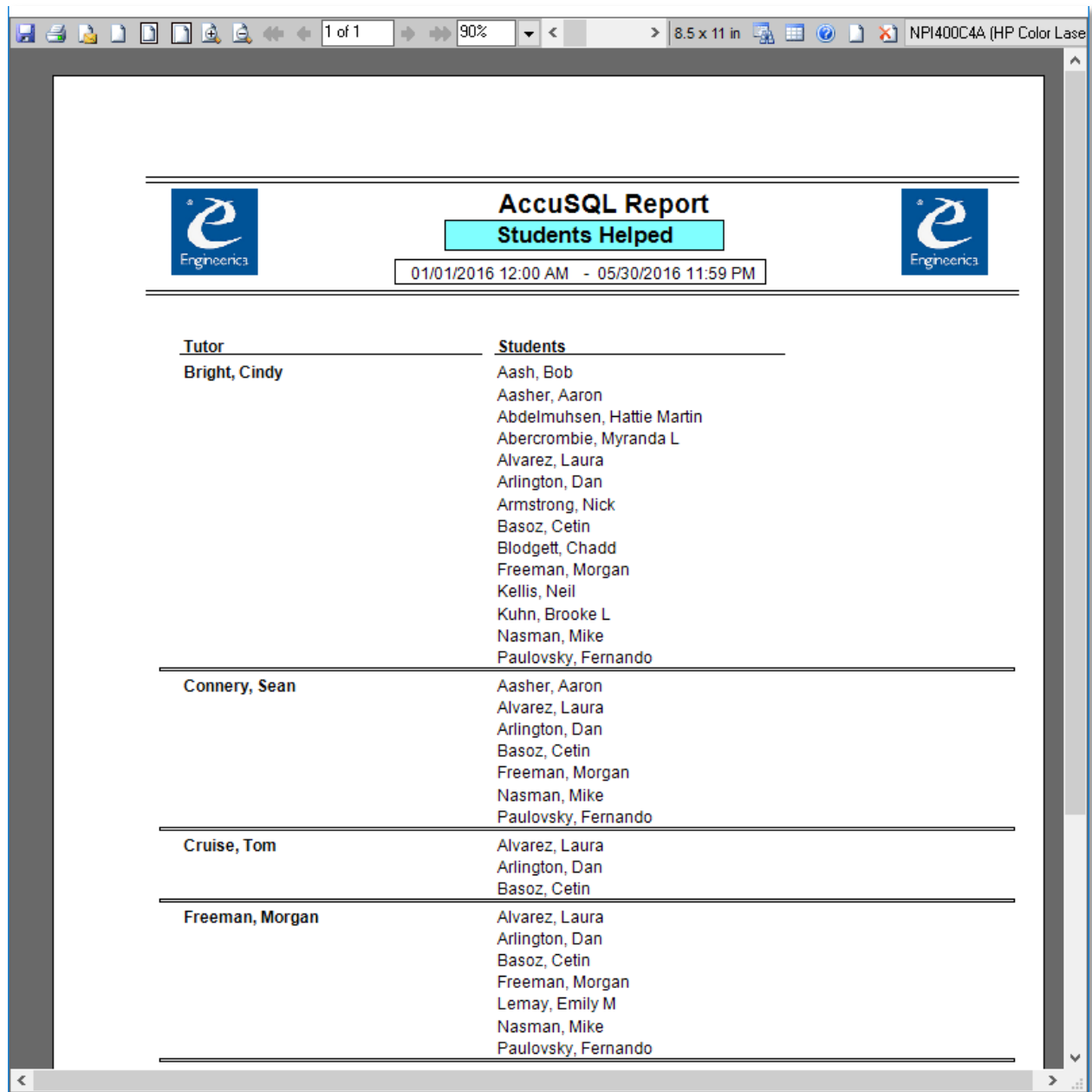
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: The report gives you a summary of the number of non-unique students seen and total time for each tutor. Total hours calculation is the sum of Walk-ins + Appointment sign-ins for all students during the reporting period.

STUDENTS HELPED



Tutor	Students
Bright, Cindy	Aash, Bob Aasher, Aaron Abdelmuhsen, Hattie Martin Abercrombie, Myranda L Alvarez, Laura Arlington, Dan Armstrong, Nick Basoz, Cetin Blodgett, Chadd Freeman, Morgan Kellis, Neil Kuhn, Brooke L Nasman, Mike Paulovsky, Fernando
Connery, Sean	Aasher, Aaron Alvarez, Laura Arlington, Dan Basoz, Cetin Freeman, Morgan Nasman, Mike Paulovsky, Fernando
Cruise, Tom	Alvarez, Laura Arlington, Dan Basoz, Cetin
Freeman, Morgan	Alvarez, Laura Arlington, Dan Basoz, Cetin Freeman, Morgan Lemay, Emily M Nasman, Mike Paulovsky, Fernando

Purpose: Displays names of students helped

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: Show/hide Visitor ID

Grouped by: Tutor, category, activity

Order: Alphabetical by tutor, student, Last/First, First/Last (student and tutor)

Summary Report Type Available: No

Description: This report lists the students helped by each tutor.

TUTORING SESSIONS

AccuSQL Report		
Tutoring Sessions		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Tutor: Bright, Cindy		
MAT110 - Basic Math -		
<i>Abdur-rahman, Joey Elaine</i>		
Sign in Time	Sign Out Time	Period
03/14/2016 11:49 AM	03/14/2016 12:49 PM	01:00
<i>Total time for Abdur-rahman, Joey...</i>		01:00
Total time for MAT110 - Basic Math :		01:00
MAT111A - College Algebra I -		
<i>Aarons, Aaron</i>		
Sign in Time	Sign Out Time	Period
05/01/2016 09:01 AM	05/01/2016 09:59 AM	00:58
<i>Total time for Aarons, Aaron :</i>		00:58
<i>Alvarez, Laura</i>		
Sign in Time	Sign Out Time	Period
01/29/2016 10:01 AM	01/29/2016 10:04 AM	00:03
05/04/2016 11:14 AM	05/04/2016 11:38 AM	00:23
<i>Total time for Alvarez, Laura :</i>		00:26

Purpose: Shows the sessions with students for the selected tutors during sign-ins

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups.

Display Options: Show/hide sign-in ID. Time format

Grouped by: Tutor, class, and student

Order: Last/First, First/Last (student and tutor)

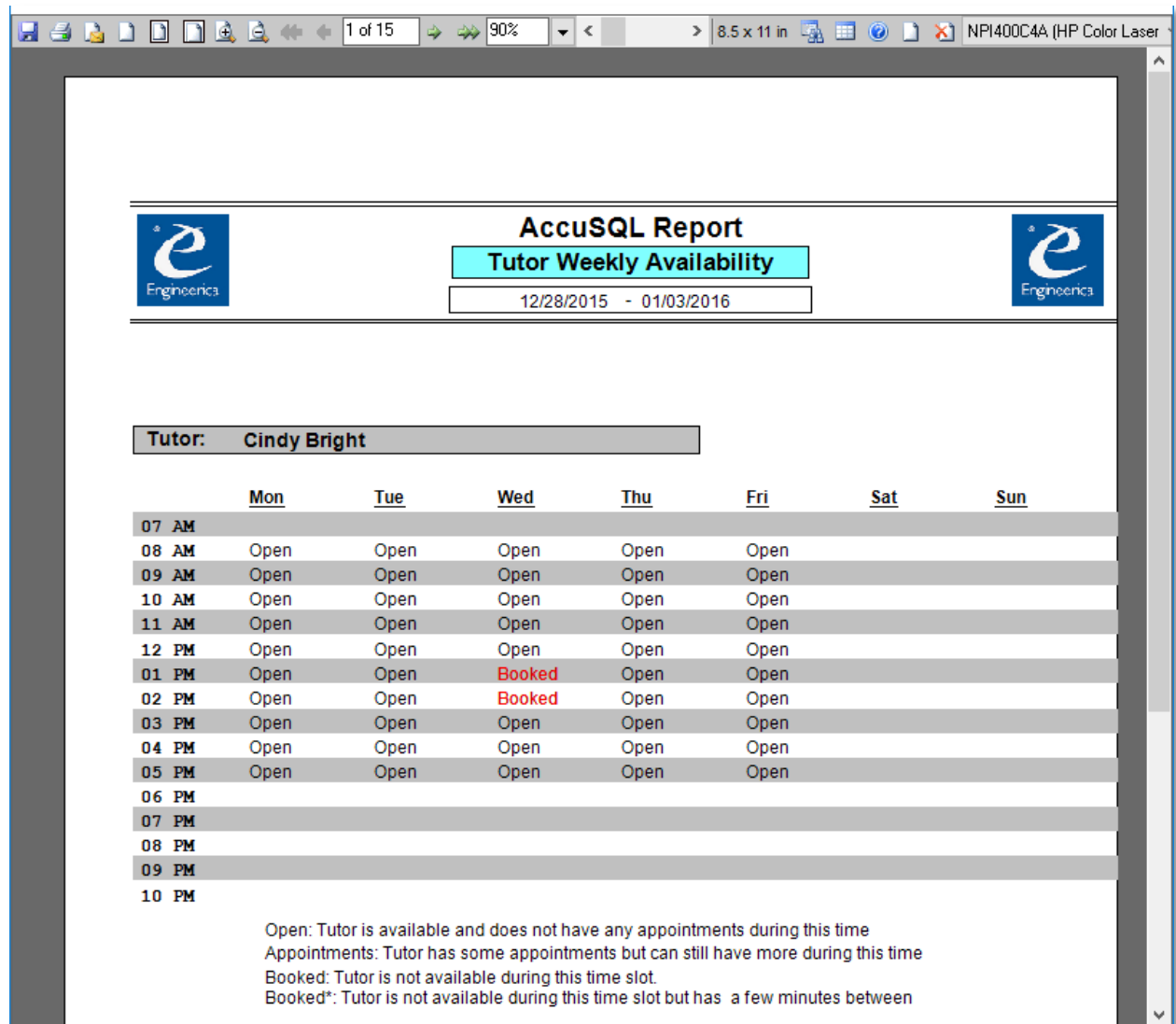
Summary Report Type Available: No

Description: In system administration – Sign-In Setup >> Setup >> Tutor Selection Screen Options, there is an option to “Show tutor selection screen at sign-in”. If this option is enabled, AccuSQL/AccuTrack will display a list of tutors that help with the selected class and will ask the student to select the tutor he/she is meeting. This report reflects that data.

The report lists each tutor seen during the reporting session. Under the tutor’s name, it shows the classes that the tutor helps with, and under the class, it shows the students who signed into the class. For each student, the report lists the sign-in date and time, sign-out date and time, and length of time spent during the session. The report also

shows the total time for each student, each class, and each tutor. The last line of the report shows the total tutoring hours for all the tutors.

TUTORS' WEEKLY AVAILABILITY



Purpose: Shows the availability of tutors to take appointments

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

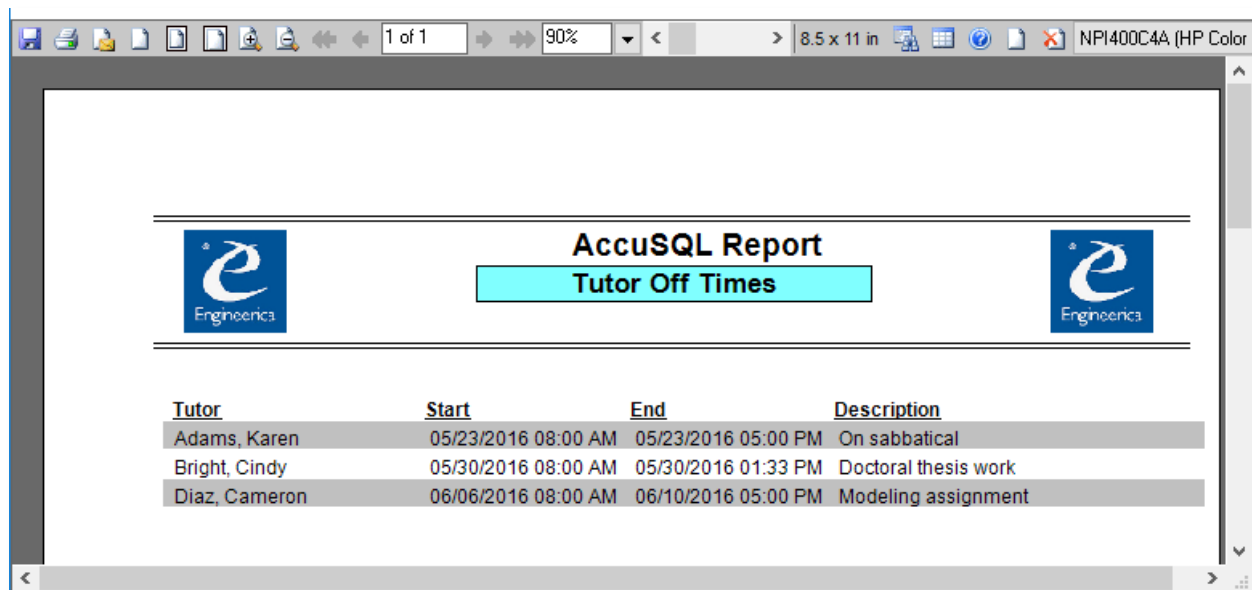
Grouped by: Tutor, and Type of appointment

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report generates a weekly schedule for each tutor of available times. A key is listed at the bottom of the screen. If a day is left blank, the tutor has no available time slots during this day.

TUTORS' OFF TIMES



<u>Tutor</u>	<u>Start</u>	<u>End</u>	<u>Description</u>
Adams, Karen	05/23/2016 08:00 AM	05/23/2016 05:00 PM	On sabbatical
Bright, Cindy	05/30/2016 08:00 AM	05/30/2016 01:33 PM	Doctoral thesis work
Diaz, Cameron	06/06/2016 08:00 AM	06/10/2016 05:00 PM	Modeling assignment

Purpose: To show tutors' scheduled off times

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

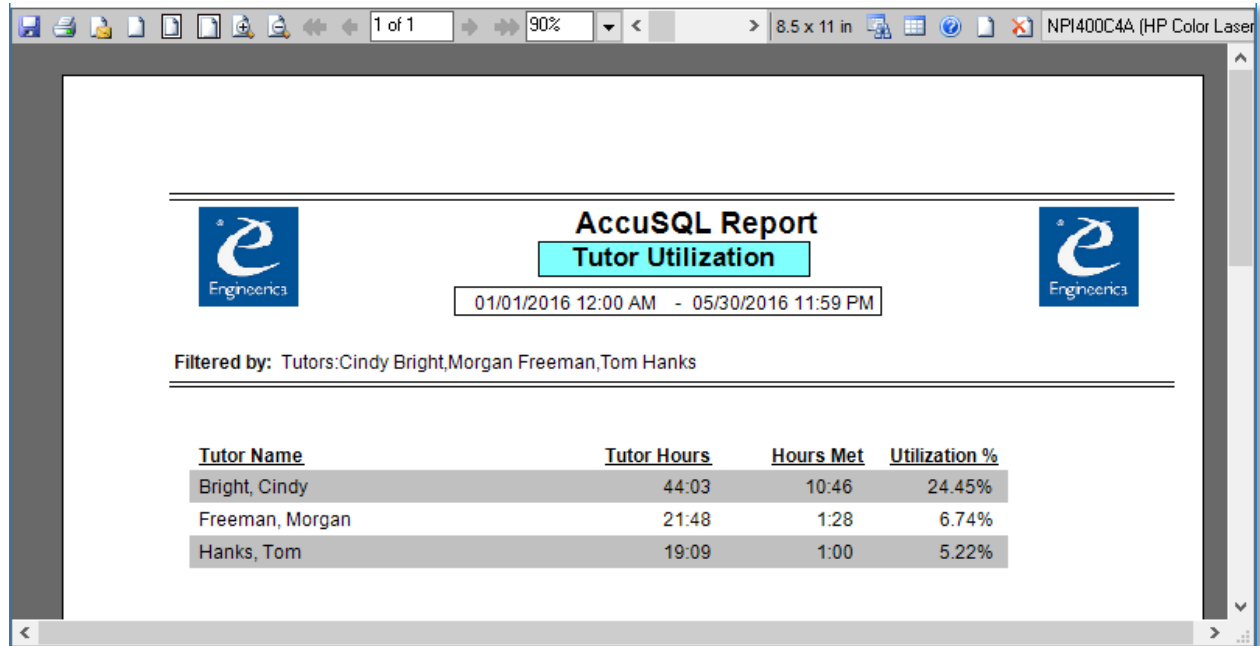
Grouped by: Tutor, and Type of appointment

Order: Tutor's first and last name, start date, end date, description

Summary Report Type Available: No

Description: This report allows you to view scheduled off times for the center's tutors or staff. You can filter this report to show a specific tutor or time period as necessary.

TUTOR UTILIZATION



AccuSQL Report
Tutor Utilization
01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Filtered by: Tutors: Cindy Bright, Morgan Freeman, Tom Hanks

Tutor Name	Tutor Hours	Hours Met	Utilization %
Bright, Cindy	44:03	10:46	24.45%
Freeman, Morgan	21:48	1:28	6.74%
Hanks, Tom	19:09	1:00	5.22%

Purpose: Shows number of hours tutor met with the student vs. number of hours they were signed-in

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

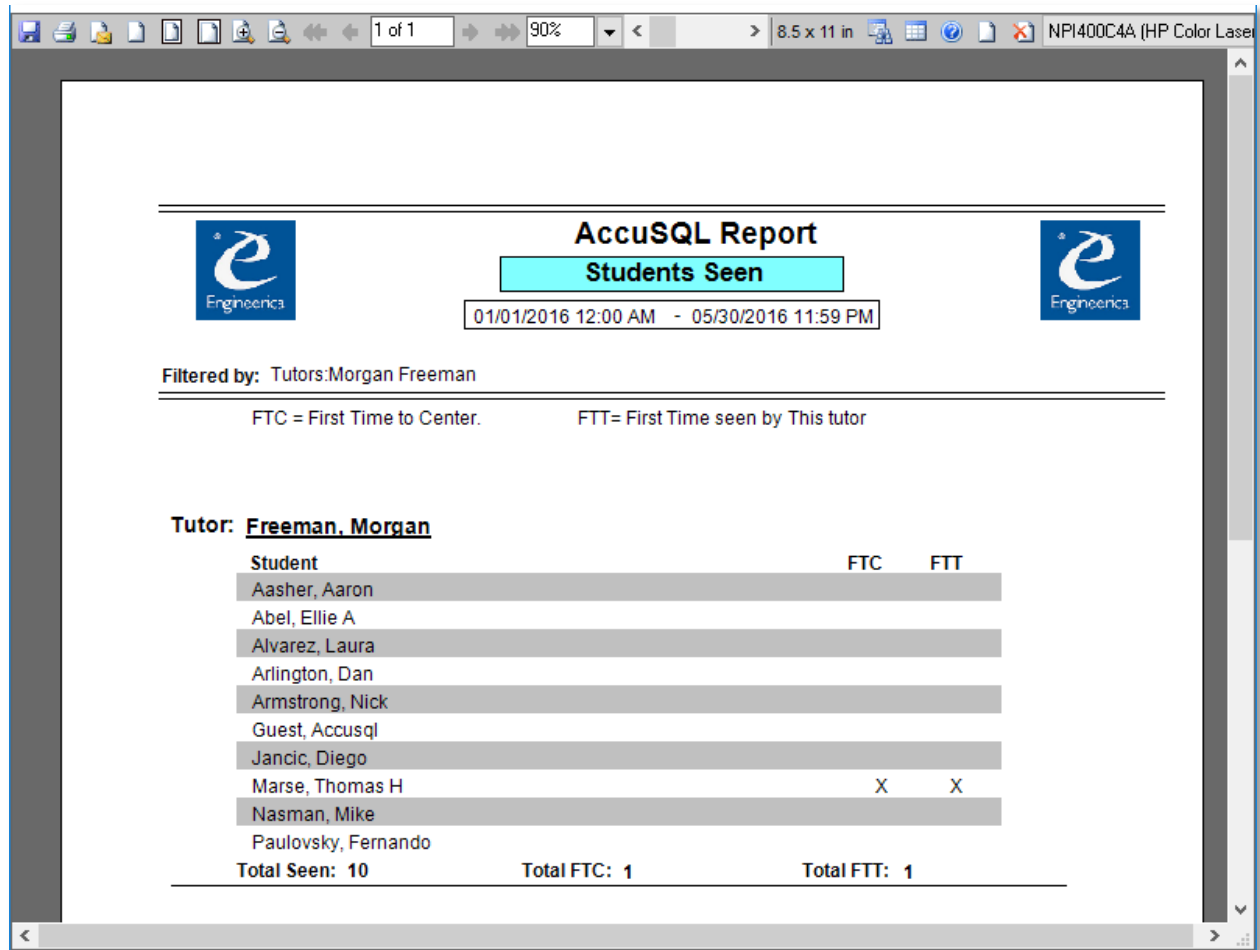
Grouped by: Tutor, and Type of appointment

Order: Tutor's first and last name, tutor hours, hours met, utilization %.

Summary Report Type Available: No.

Description: This report allows you to examine how long tutors are signed in to the system versus the amount of time they actually spent meeting with students. It records the tutor's sign-in and out times, as well as the duration of their meetings with students in order to determine how long the tutor was actually conducting appointments or tutoring sessions.

STUDENTS SEEN



AccuSQL Report		
Students Seen		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Filtered by: Tutors:Morgan Freeman		
FTC = First Time to Center. FTT= First Time seen by This tutor		
Tutor: <u>Freeman, Morgan</u>		
Student	FTC	FTT
Aasher, Aaron		
Abel, Ellie A		
Alvarez, Laura		
Arlington, Dan		
Armstrong, Nick		
Guest, Accusql		
Jancic, Diego		
Marse, Thomas H	X	X
Nasman, Mike		
Paulovsky, Fernando		
Total Seen: 10	Total FTC: 1	Total FTT: 1

Purpose: Keeps record of students seen by each tutor. Also keeps record of first time students and first time seen by this tutor

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

Grouped by: Tutor, and Type of appointment


Order: Last/First, First/Last

Summary Report Type Available: Yes

Description: This record shows specific students who make an appointment with a tutor. The record displays the tutor and student name. FTC is marked if a student enters the center for the first time. FIT is marked if it is the student's first time seeing a specific tutor.

STUDENTS SEEN - SUMMARY VIEW


1 of 1 90% 8.5 x 11 in NPI400C4A (HP Color Laser



AccuSQL Report

Students Seen Summary

01/01/2016 12:00 AM - 05/30/2016 11:59 PM



Filtered by: Tutors:Morgan Freeman

FTC = First Time to Center. FTT= First Time seen by This tutor

<u>Tutor</u>	<u>Total Seen</u>	<u>FTC</u>	<u>FTT</u>
Freeman, Morgan	10	1	1

INSTRUCTOR REPORTS

- Instructor Reports**
 - Attendance by Instructor
 - Instructor Sessions
 - Instructor Labels

ATTENDANCE BY INSTRUCTOR

The screenshot shows a web browser window displaying an AccuSQL Report titled "Instructor Summary". The report covers the period from 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. It lists attendance for three instructors: Lauren Acree, Mary Allen, and Nick Armstrong. Each instructor's section shows a list of students with their visit counts and time periods, followed by a subtotal for that instructor.

	Visits	Period
Instructor: Acree, Lauren		
[2016 Tutoring] MAT111A - College Algebra I		
Aarons, Aaron	1	00:58
Alvarez, Laura	1	00:23
Arlington, Dan	2	00:01
Subtotal for MAT111A - College Algebra I:	4	01:22
Subtotal for Acree, Lauren:	4	01:22
Instructor: Allen, Mary		
[2016 Tutoring] MAT119 - Pre-Calculus		
Nasman, Mike	1	00:31
Subtotal for MAT119 - Pre-Calculus:	1	00:31
Subtotal for Allen, Mary:	1	00:31
Instructor: Armstrong, Nick		
[2016 Tutoring] MAT114 - College Trigonometry		
Arlington, Dan	2	01:04
Subtotal for MAT114 - College Trigonometry:	2	01:04

Purpose: Shows the activity of students of each instructor

Available Filters: Reporting period, activity, student, instructor, student groups


Display Options: Show/hide visitor ID. Time format


Grouped by: Instructor, class, and student

Order: Instructor's last name, class, and student name

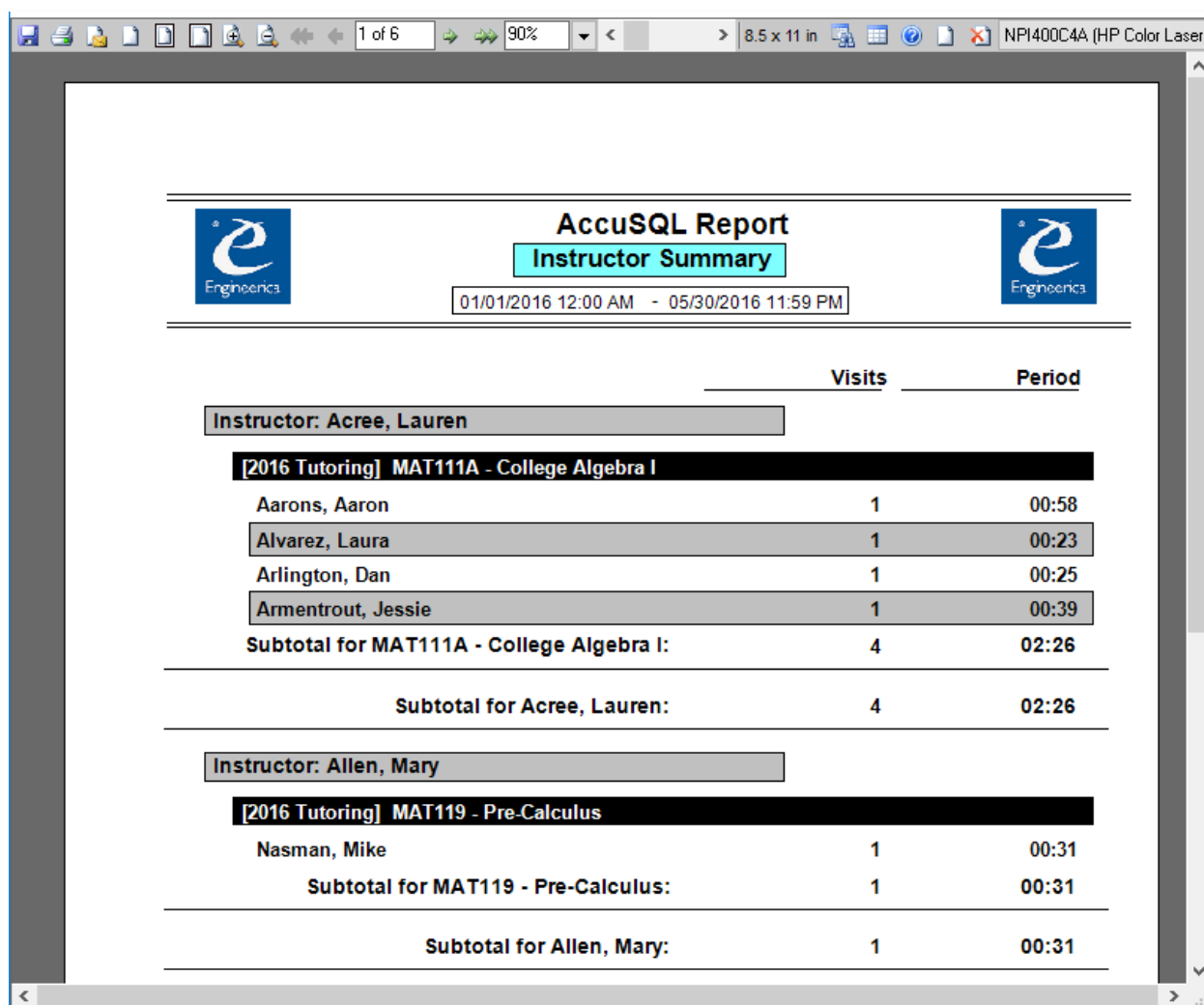
Summary Report Type Available: Yes

Description: This report lists each instructor and classes (activities) associated with the instructor. Students who signed to the class are also listed, and for each visit, the report shows the sign-in date and time, the sign-out date and time, and the sign-in period. The total time for each student is also calculated.

 **Note:** To be able to generate this report you will need to have entered the Instructors and associated them with the classes they teach.

 **Tip:** You can filter this report to a certain instructor. This is useful if you want to give each instructor a report of the activities of her students.

INSTRUCTOR SUMMARY - SUMMARY VIEW



	Visits	Period
Instructor: Acree, Lauren		
[2016 Tutoring] MAT111A - College Algebra I		
Aarons, Aaron	1	00:58
Alvarez, Laura	1	00:23
Arlington, Dan	1	00:25
Armentrout, Jessie	1	00:39
Subtotal for MAT111A - College Algebra I:	4	02:26
Subtotal for Acree, Lauren:	4	02:26
Instructor: Allen, Mary		
[2016 Tutoring] MAT119 - Pre-Calculus		
Nasman, Mike	1	00:31
Subtotal for MAT119 - Pre-Calculus:	1	00:31
Subtotal for Allen, Mary:	1	00:31

INSTRUCTOR SESSIONS

The screenshot shows a web browser window displaying an 'AccuSQL Report' titled 'Instructor Sessions'. The report covers the period from 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. The report lists sessions for four instructors: Aaron, Laura, Dan, and Jessie. Each entry includes the category (2016 Tutoring), activity (MAT111A - College Algebra I [2016 Tutoring]), in/out times, period, tutor, and comments.

Instructor	Category	Activity	In	Out	Period	Tutor	Comments
Aarons, Aaron	2016 Tutoring	MAT111A - College Algebra I [2016 Tutoring] -	05/01/2016 09:01 AM	05/01/2016 09:59 AM	00:58	Bright, Cindy	Worked on quadratic equations.
Alvarez, Laura	2016 Tutoring	MAT111A - College Algebra I [2016 Tutoring] -	05/04/2016 11:14 AM	05/04/2016 11:38 AM	00:23	Bright, Cindy	Worked on quadratic equations.
Arlington, Dan	2016 Tutoring	MAT111A - College Algebra I [2016 Tutoring] -	01/13/2016 09:18 AM	01/13/2016 09:43 AM	00:25	Adams, Karen	Applied various formulas for use in Mid-term.
Armentrout, Jessie	2016 Tutoring	MAT111A - College Algebra I [2016 Tutoring] -	01/13/2016 03:14 PM	01/13/2016 03:53 PM	00:39	Cruise, Tom	Discussed the virtues of the slide rule.

Purpose: To show the sessions of an instructor's students

Available Filters: Reporting period, Instructors

Display Options: None

Grouped by: None

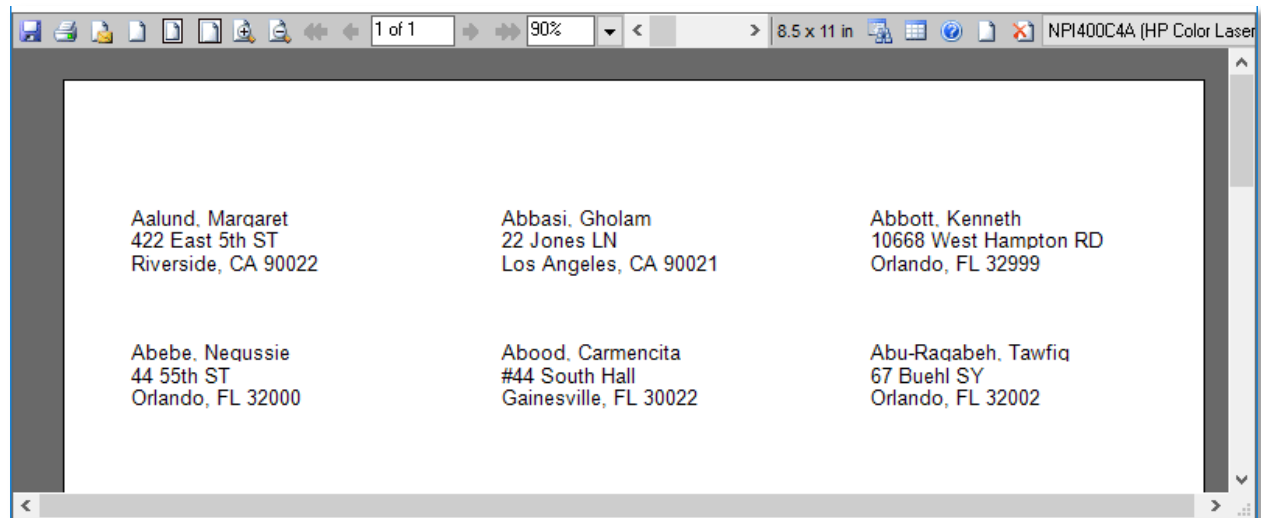
Order: Instructor's last name

Summary Report Type Available: No

Description: This report lists the sessions (tutoring, etc.) that a particular instructor's students came into the center for. It will show appointments with tutors (and for which activity), time spent with tutor and who the student met with.

Note: If you setup the Scheduled Instructors report under Sign-in Setup >> Setup >> Activity Screen Options >> Set Report's Schedule, this report is the one that will be sent to each instructor individually on the schedule indicated.

INSTRUCTOR LABEL



Purpose: Prints address labels for instructors

Available Filters: Reporting period, Instructors

Display Options: None

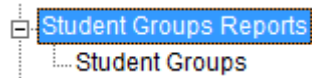
Grouped by: None

Order: Instructor's last name



Summary Report Type Available: No

Description: The address labels can be printed on standard Avery products. The addresses are formatted to print 30 address labels per sheet in three columns. Dimensions of each label is 1" by 2(5/8)". The labels are compatible with the Avery 5160 product code. According to the Avery instructions sheet, other compatible Avery products include 8160, 8250, 8460, 8560, 8660, 18160, 8810, 8860, 18660, and 6245.

STUDENT GROUPS REPORTS



STUDENT GROUPS

 AccuSQL Report Student Groups 		
Filtered by: Student groups:Former Military		
Group: Former Military		
Alvarez, Laura	Phone: (555)666-5454	lauraa@engineerica.com
Arlington, Dan	Phone: (444)556-666	davidf@engineerica.com
Armstrong, Nick	Phone: (555)666-7777	nicka@engineerica.com
Athans, Ahsan	Phone: (555)568-1278	AAthans@mycollege.edu
Athans, Eduardo Leroy	Phone: (555)429-9422	EAthans@mycollege.edu
Attalla, Emmanuel V	Phone: (555)748-9007	EAttalla@mycollege.edu
Attalla, Min Mark	Phone: (555)902-7101	MAttalla@mycollege.edu
August, Jeneca Raylene	Phone: (555)234-1008	JAugust@mycollege.edu
Augusta, Katherin	Phone: (555)669-4026	KAugusta@mycollege.edu
Augusta, Romell L.	Phone: (555)872-1829	RAugusta@mycollege.edu
Auma, Chelethea	Phone: (555)032-0817	CAuma@mycollege.edu

Purpose: Displays a pre-created group of students

Available Filters: Reporting period, Students, Student Groups

Display Options: None

Grouped by: None

Order: Last/First, First/Last, but can be changed from report screen

Summary Report Type Available: No

Description: This report will display a list of students in specific groups and, if selected, their student I.D., address, telephone number, and e-mail.

SPORTS REPORTS

- Sports
 - Participation Report (By Sport)
 - Participation Report with Activities (By Sport)
 - Sports Roster

PARTICIPATION REPORT (BY SPORT)

The screenshot displays a web-based report titled "AccuSQL Report" with a sub-header "Participation Report". The report is dated "01/01/2016 12:00 AM - 05/30/2016 11:59 PM". It shows participation data for the sport "BASE" (Baseball) for a student named "Abdur-rahman, Joey". The data is organized into three weekly sections:

Week	Sport	Name	Sign in Time	Sign Out Time	Period	Required Hours (if any)	Total Time
Week of Monday, January 04, 2016 - Sunday, January 10, 2016	BASE	Baseball	01/07/2016 11:07 AM	01/07/2016 12:07 PM	01:00		01:00
Week of Monday, March 14, 2016 - Sunday, March 20, 2016	BASE	Baseball	03/14/2016 11:49 AM	03/14/2016 12:49 PM	01:00		01:00
Week of Monday, March 21, 2016 - Sunday, March 27, 2016	BASE	Baseball	03/21/2016 01:26 PM	03/21/2016 01:57 PM	00:31		00:31

Purpose: Prints the students' participation in each sport session, showing the hours each student requires and the total of hours

Available Filters: Reporting period, Students, Student Groups, Sports

Grouped by: None

Order: Student's last name and sport name

Summary Report Type Available: No

Description: This report can be printed to know the required hours by each student in each sport session.

PARTICIPATION REPORT WITH ACTIVITIES (BY SPORT)

The screenshot shows a web browser window displaying an AccuSQL Participation Report. The report is titled "AccuSQL Report Participation Report" and shows data for two different time periods and sports.

Report Header:

- AccuSQL Report
- Participation Report
- 01/01/1995 12:00 AM - 12/30/9999 11:59 PM

Week of Monday, September 26, 2005 - Sunday, October 02, 2005

Sport: BASE
Name: Baseball

	Sign in Time	Sign Out Time	Period
Student :Abbott, Meccsha	Required Hours (if any) :		
Personal Counseling [Counseling]	09/27/2005 01:00 PM	09/27/2005 02:00 PM	01:00
Total Time for Abbott, Meccsha :			01:00

Sport: TENN
Name: Tennis

	Sign in Time	Sign Out Time	Period
Student :Abbott, Meccsha	Required Hours (if any) :		
	09/27/2005 01:00 PM	09/27/2005 02:00 PM	01:00
Total Time for Abbott, Meccsha :			01:00

Week of Monday, February 24, 2014 - Sunday, March 02, 2014

Sport: BASE
Name: Baseball

	Sign in Time	Sign Out Time	Period
Student :Abel, Ellie	Required Hours (if any) :		
Academic Use [Computer Labs]	02/24/2014 02:51 PM	02/24/2014 03:51 PM	01:00
Total Time for Abel, Ellie :			01:00

Purpose: Prints the students' participation in each sport session, showing the hours each student requires and the total of hours

Available Filters: Reporting period, Students, Student Groups, Sports, Lab IDs

Display Options: None

Grouped by: None

Order: Student's last name and sport name

Summary Report Type Available: No

Description: This report can be printed to know the required hours by each student in each sport session.

SPORTS ROSTER

AccuSQL Report		
Sports Roster		
Added from: 08/23/2013 12:00 AM to: 12/31/2013 11:59 PM		
Sport:	BASE	
Name:	Baseball	
Sign-in ID	Name	Added at
000005255	Abbott, Meccsha E	
340844191	Abdur-rahman, Joey Elaine	
696887398	Abel, Ellie A	
911923779	Ables, Omid R	
247657342	Abramowski, Tyheshia Kay	
463993250	Absher, Candi L	
912564557	Absher, Hung Branson	
990737792	Acuff, Marlo M	
061886558	Acuff, Nolan Clayton	
627310497	Pogue, Clarycia N	
841654583	Pokky, Ami A	
Total students for BASE :		11

Purpose: Prints the sports and the students registered to each one of them

Available Filters: Reporting period, Students, Student Groups, Sports

Display Options: None

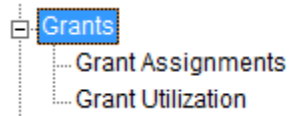
Grouped by: None

Summary Report Type Available: No

Order: Sport name and student's last name

Description: AccuSQL/AccuTrack, stores the registration of each student to certain sports, this report could be printed to help the tutor to track the students that should be attending the sports sessions.

GRANTS REPORTS



GRANT ASSIGNMENTS

The screenshot shows a software window titled "AccuSQL Report Grant Assignments". The window has a standard toolbar at the top with icons for file operations and a status bar showing "1 of 1", "90%", and "8.5 x 11 in". The report content is framed by a header and footer. The header includes the "Engineers" logo on the left and right, and the title "AccuSQL Report Grant Assignments" in the center. The main body of the report is a table with three columns: "Grant", "Student", and "Activity". The table contains two rows of data. The first row shows "BRIGHT FUTURES" for "Abel, Ellie A" in "MAT4455 - Calculus 3 [2016 Tutoring]". The second row shows "PELL" for "Absher, Calinda D" in "BIOL1100-001 - Biology 1 [Course Tutoring]".

Grant	Student	Activity
BRIGHT FUTURES	Abel, Ellie A	MAT4455 - Calculus 3 [2016 Tutoring]
PELL	Absher, Calinda D	BIOL1100-001 - Biology 1 [Course Tutoring]

Purpose: Displays a list of grants and student's assigned to them

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: None

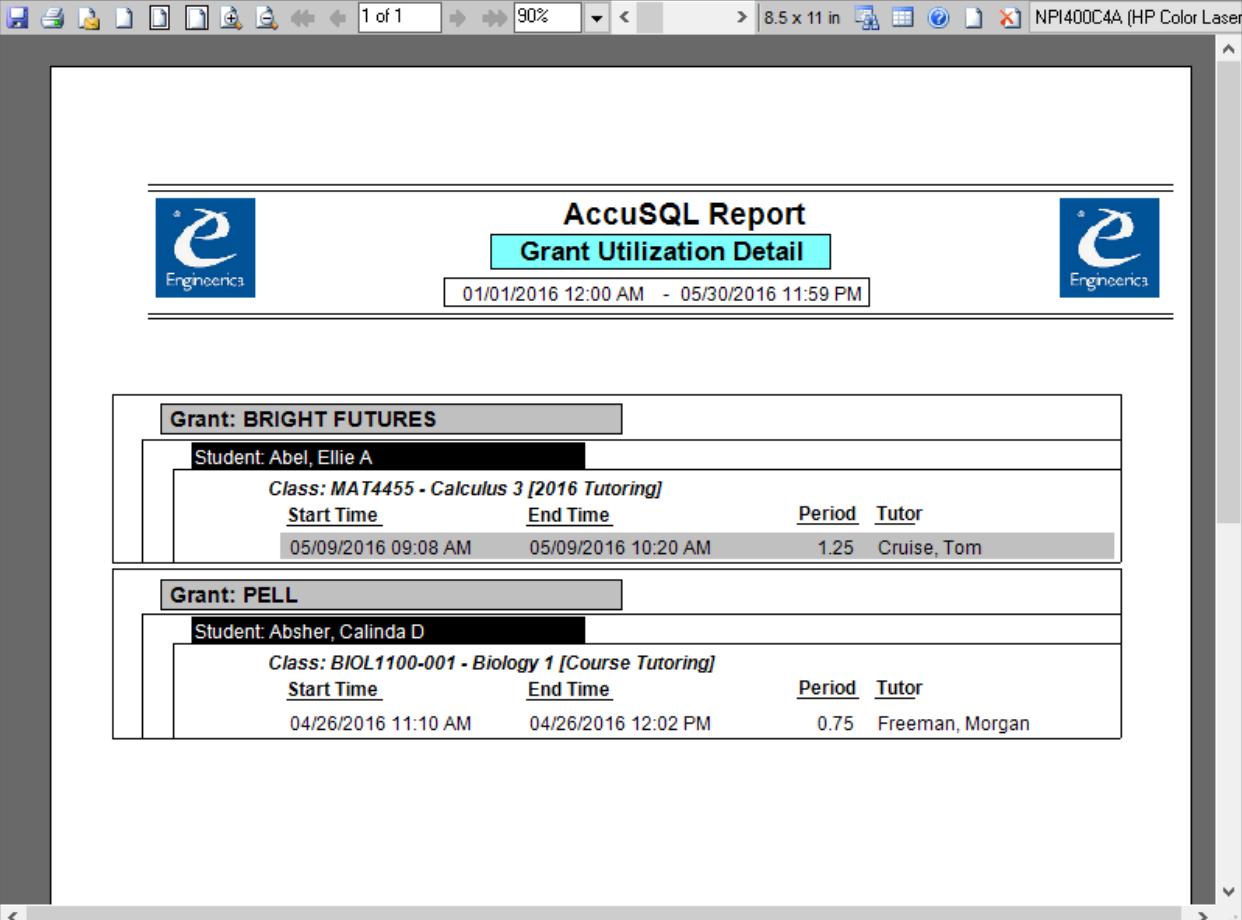
Grouped by: None

Order: Grant, Last/First, First/Last, activity

Summary Report Type Available: No

Description: This report shows the students assigned to each grant as well as for which activity.

GRANT UTILIZATION (DETAILED)



e Engineering		AccuSQL Report Grant Utilization Detail		e Engineering	
01/01/2016 12:00 AM - 05/30/2016 11:59 PM					
Grant: BRIGHT FUTURES					
Student: Abel, Ellie A					
Class: MAT4455 - Calculus 3 [2016 Tutoring]					
<u>Start Time</u>	<u>End Time</u>	<u>Period</u>	<u>Tutor</u>		
05/09/2016 09:08 AM	05/09/2016 10:20 AM	1.25	Cruise, Tom		
Grant: PELL					
Student: Absher, Calinda D					
Class: BIOL1100-001 - Biology 1 [Course Tutoring]					
<u>Start Time</u>	<u>End Time</u>	<u>Period</u>	<u>Tutor</u>		
04/26/2016 11:10 AM	04/26/2016 12:02 PM	0.75	Freeman, Morgan		

Purpose: Shows the visits of each student assigned to a grant

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

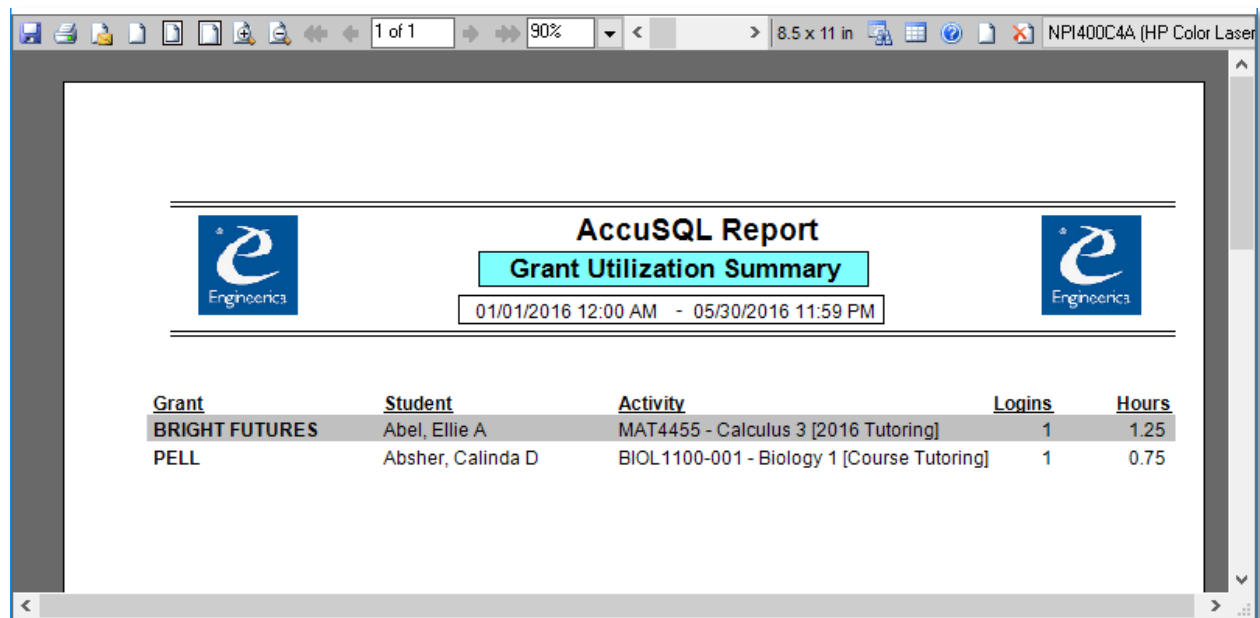
Display Options: Detailed / Summary

Grouped by: Grant, Student, Activity

Order: Grant, Student

Description: This report will show each grant. Under each grant you will see the students assigned to the grant. Under each student you will see the activity used and the sign-in sessions to this activity.

GRANT UTILIZATION (SUMMARY)



The screenshot shows a PDF document titled "AccuSQL Report Grant Utilization Summary" with a date range of "01/01/2016 12:00 AM - 05/30/2016 11:59 PM". The report features the Engineering logo on both sides. The data is presented in a table with the following columns: Grant, Student, Activity, Logins, and Hours. The table contains two rows of data: one for "BRIGHT FUTURES" with student "Abel, Ellie A" and activity "MAT4455 - Calculus 3 [2016 Tutoring]", and another for "PELL" with student "Absher, Calinda D" and activity "BIOL1100-001 - Biology 1 [Course Tutoring]".

<u>Grant</u>	<u>Student</u>	<u>Activity</u>	<u>Logins</u>	<u>Hours</u>
BRIGHT FUTURES	Abel, Ellie A	MAT4455 - Calculus 3 [2016 Tutoring]	1	1.25
PELL	Absher, Calinda D	BIOL1100-001 - Biology 1 [Course Tutoring]	1	0.75

Purpose: Displays a list of grants, the students assigned to the grant, the activity, and the number of sign-ins per grant and total hours by all students.

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: None

Grouped by: Grant

Order: Grant, Student

Description: This report will give you summarized information of the grants and the respective students with the total number of visits and time per activity covered by the grant.

REGISTRATION REPORTS

- Registration Reports
 - Registration by Student
 - Registration by Activity
 - Self-Registration

REGISTRATION BY STUDENT

AccuSQL Report		
Student Registration		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Student: Agar, Bill		
Category: 2016 Tutoring		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
MAT113 - College Trigonometry	05/04/2016 08:59 AM	Admin
Category: Course Tutoring		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
Human Anat and Phys	05/06/2016 12:15 PM	Admin
Intro Visual Basic Prog	04/13/2016 01:24 PM	Admin
Student: Aard, Susie		
Category: English Classes		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
ENG4400 - Creative Writing 1	01/05/2016 03:24 PM	Admin
Student: Aarons, Aaron		
Category: 2016 Tutoring		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
MAT111A - College Algebra I	05/04/2016 09:01 AM	Admin
Category: Computer Labs		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
Academic Use	03/23/2016 02:28 PM	Admin
Category: Course Tutoring		
<u>Activity</u>	<u>Reg. Time</u>	<u>Reg. By</u>
English World Lit 2	02/23/2016 11:17 AM	Admin
MATH Calculus 1	03/25/2016 03:36 PM	Admin

Purpose: For each student, the report displays the class to which the student is registered

Available Filters: Reporting period, Students, Activities, Instructors, Student Groups. Lab IDs

Display Options: None

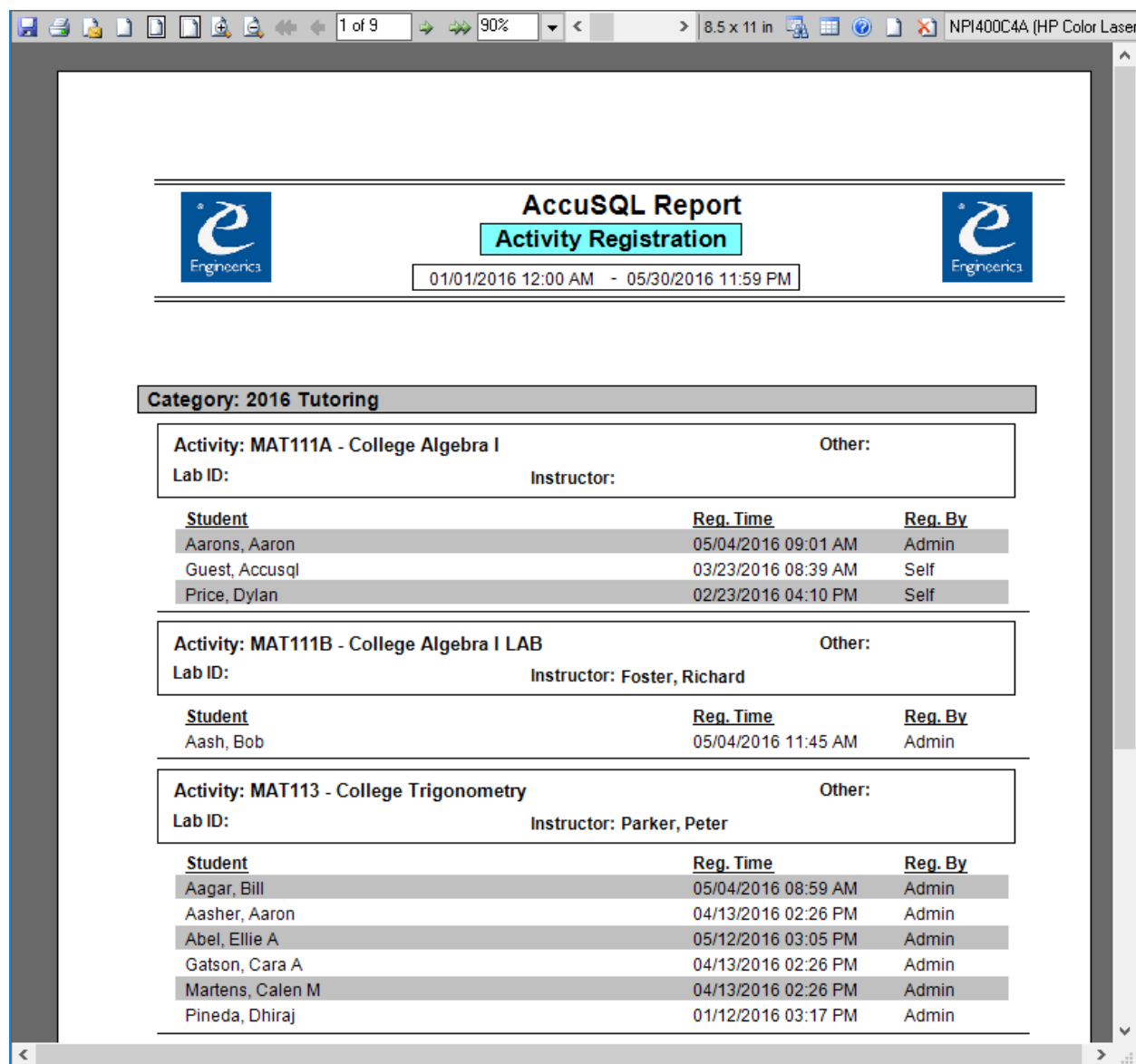
Grouped by: Student

Order: Last/First, First/Last, then by class

Summary Report Available: No

Description: This report shows the classes each student is registered in. The report shows the class and the registration date and time. The last column shows how the registration was made (by data import, administrator, or student).

REGISTRATION BY ACTIVITY



AccuSQL Report		
Activity Registration		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Category: 2016 Tutoring		
Activity: MAT111A - College Algebra I		
Other:		
Lab ID: Instructor:		
<u>Student</u>	<u>Reg. Time</u>	<u>Reg. By</u>
Aarons, Aaron	05/04/2016 09:01 AM	Admin
Guest, Accusql	03/23/2016 08:39 AM	Self
Price, Dylan	02/23/2016 04:10 PM	Self
Activity: MAT111B - College Algebra I LAB		
Other:		
Lab ID: Instructor: Foster, Richard		
<u>Student</u>	<u>Reg. Time</u>	<u>Reg. By</u>
Aash, Bob	05/04/2016 11:45 AM	Admin
Activity: MAT113 - College Trigonometry		
Other:		
Lab ID: Instructor: Parker, Peter		
<u>Student</u>	<u>Reg. Time</u>	<u>Reg. By</u>
Agar, Bill	05/04/2016 08:59 AM	Admin
Aasher, Aaron	04/13/2016 02:26 PM	Admin
Abel, Ellie A	05/12/2016 03:05 PM	Admin
Gatson, Cara A	04/13/2016 02:26 PM	Admin
Martens, Calen M	04/13/2016 02:26 PM	Admin
Pineda, Dhiraj	01/12/2016 03:17 PM	Admin

Purpose: Displays class registration info

Available Filters: Reporting period, Students, Activities, Instructors, Student Groups, Lab IDs

Display Options: None

Grouped by: Category, Activity



Order: Alphabetical by category, class, and student

Summary Report Available: No

Description: This report shows the students registered in each activity /class. The report shows the student's name and the registration date and time. The last column shows how the registration was made (by data import, administrator, or student).

SELF-REGISTRATION

1 of 5 90% 8.5 x 11 in NP1400C4A (HP Color Laser



AccuSQL Report

Self Registration

Lab ID:

Added: 01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Category: 2016 Tutoring

MAT115 College Algebra II

Name	Added at
Basoz, Cetin	03/28/2016 01:38...
Alvarez, Laura	03/17/2016 11:36...

Total students for College Algebra II : 2

MAT114 College Trigonometry

Name	Added at
Arlington, Dan	03/11/2016 12:16...
Guest, Accusql	03/22/2016 11:49...

Total students for College ... 2

MAT220 Calculus

Name	Added at
Blodgett, Chadd	01/06/2016 12:19...

Total students for Calculus : 1

MAT111A College Algebra I

Name	Added at
Price, Dylan	02/23/2016 04:10...
Guest, Accusql	03/23/2016 08:39...

Total students for College Algebra I : 2

Purpose: Displays the students that registered themselves to classes

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: Show/hide visitor ID

Grouped by: Category, Class

Order: Alphabetical by category, Last/First, First/Last

Summary Report Available: No

Description: For each class, this report shows the students that registered themselves to the class by selecting it

from the Activities screen. The report shows the class, student, and the registration date and time (date and time of the first sign-in to that class). The report also shows the total number of self-registered students for each class and category of classes.

VISITS REPORTS

- [-] Visits Reports
 -By Activity
 -Activities with Sessions
 -Student Attendance
 -Visits Summary
 -Weekly Student Time
 -Weekly Student Visits
 -Chart Visits
 -Service Usage
 -Service Usage With Totals
 -Service Usage (Activity Included)
 -Visitor History
 -Zero Visits
 -New Visitors
 -Visit Types
 -Walk-ins vs. Appointment Visits
 -Wait times (Intake System)

AccuSQL Report
By Activity - Detail
 01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Filtered by: Activities:MATH Basic Math [Course Tutoring],MATH Business Statistics [Course Tutoring]...

Category: Course Tutoring

MATH Calculus 1 -

Aarons, Aaron

Sign in Time	Sign Out Time	Period
03/25/2016 03:36 PM *	03/25/2016 04:27 PM *	00:51
05/04/2016 01:19 PM *	05/04/2016 01:20 PM *	00:00

Lemley, Vicky M

Sign in Time	Sign Out Time	Period
04/13/2016 01:23 PM *	04/13/2016 02:38 PM *	01:15

Total Time for MATH Calculus 1 : **02:07**

MATH College Algebra -

Aasher, Aaron

Sign in Time	Sign Out Time	Period
01/05/2016 05:20 PM *	01/05/2016 06:20 PM *	01:00

Total Time for MATH College Algebra : **01:00**

Total Time for Course Tutoring : **03:07**

Purpose: Shows usage of services (activities / classes offered at your center)

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: Show/hide visitor ID. Time format (hour:minute / hours and fraction hour)

Grouped by: Category, activity, student

Order: Alphabetical by category name, activity name within each category, student's last name within each category

Summary Report Available: Yes

Description: The Activity Detail Report provides information about the activities at your center. The report lists each category of activities. Under the category name, each activity is shown in white text over black background. The students using the activity are listed under it in *italic* font. For each student, the report lists the sign-in sessions (sign-in date and time, the sign-out date and time, and the sign-in period).



Tip: A * next to the sign-in time indicates that the sign-in or sign-out time did not occur in real time. For example, sign outs via the administration screen or those edited via the Edit Logs screen will have a * next to them.

This report also shows the total number of hours students spent on each activity and on each category of activities.

BY ACTIVITY - SUMMARY VIEW

The screenshot displays the 'AccuSQL Report By Activity - Summary' interface. At the top, the report title is centered, flanked by the Engineering3 logo. Below the title, the date range '01/01/2016 12:00 AM - 05/30/2016 11:59 PM' is shown. A filter bar indicates the data is filtered by 'Activities: MATH Basic Math [Course Tutoring], MATH Business Statistics [Course Tutoring]...'. A dropdown menu is set to 'Category: Course Tutoring'. Below this, a table lists activities with columns for '# Visitors', '# Sign ins', and 'Time'. The activities listed are 'MATH Calculus 1 :', 'MATH College Algebra :', and 'Course Tutoring :'. A summary box at the bottom provides totals for visitors, visits, and hours.

	<u># Visitors</u>	<u># Sign ins</u>	<u>Time</u>
MATH Calculus 1 :	2	3	02:07
MATH College Algebra :	1	1	01:00
Course Tutoring :	3	4	03:07

Summary:		
Number of visitors:	3	Number of visits: 4
		Total Hours: 03:07

ACTIVITIES WITH SESSIONS

The screenshot displays a software window titled "AccuSQL Report: Activities with Sessions". The window includes a toolbar at the top with navigation and zoom controls. The report content is organized as follows:

Student: <i>Agar, Bill</i>	
Category: Course Tutoring	Activity: Intro Visual Basic Prog -
In: 04/13/2016 01:23 PM *	Out: 04/13/2016 02:23 PM * Tutor: Hanks, Tom
Comments: We went over nested arrays. He seemed to get it quickly.	
Category: 2016 Tutoring	Activity: MAT113 - College Trigonometry -
In: 05/02/2016 08:59 AM *	Out: 05/02/2016 10:09 AM * Tutor: Bright, Cindy
Comments: Reviewing formulas expected on mid-term exam. He has most of them memorized.	
Category: Course Tutoring	Activity: Human Anat and Phys -
In: 05/06/2016 12:15 PM *	Out: 05/06/2016 12:15 PM * Tutor: Bright, Cindy
Comments: He has this as elective but not sure it is a good choice. He seems more interested in programming.	

Student: <i>Aard, Susie</i>	
Category: English Classes	Activity: ENG4400 - Creative Writing 1 -
In: 01/05/2016 03:24 PM *	Out: 01/05/2016 03:49 PM * Tutor: Murphy, Eddie
Comments: Did a bit of proofing for her, but her writing style is excellent and very much in the style of Thoreau.	

Purpose: Shows usage of services (activities / classes offered at your center) and any session notes associated with the sessions

Available Filters: Reporting period, Activities, Students, Student Groups, Lab IDs

Grouped by: Category, activity, student


Order: Alphabetical by category name, activity name within each category, student's last name within each category

Summary Report Available: Yes

Description: The Activities with Sessions Detail Report provides information about the activities at your center. The report lists each category of activities. Under the category name, each activity is shown in white text over black background. The students using the activity are listed under it in *italic* font. For each student, the report lists the sign-in sessions (sign-in date and time, the sign-out date and time, and the sign-in period). If there are any session notes, they will be displayed under the session details for each session.

ACTIVITIES WITH SESSIONS - SUMMARY VIEW


1 of 1			
90%			
8.5 x 11 in			
NPI400C4A (HP Color Laser			



AccuSQL Report

By Activity - Summary

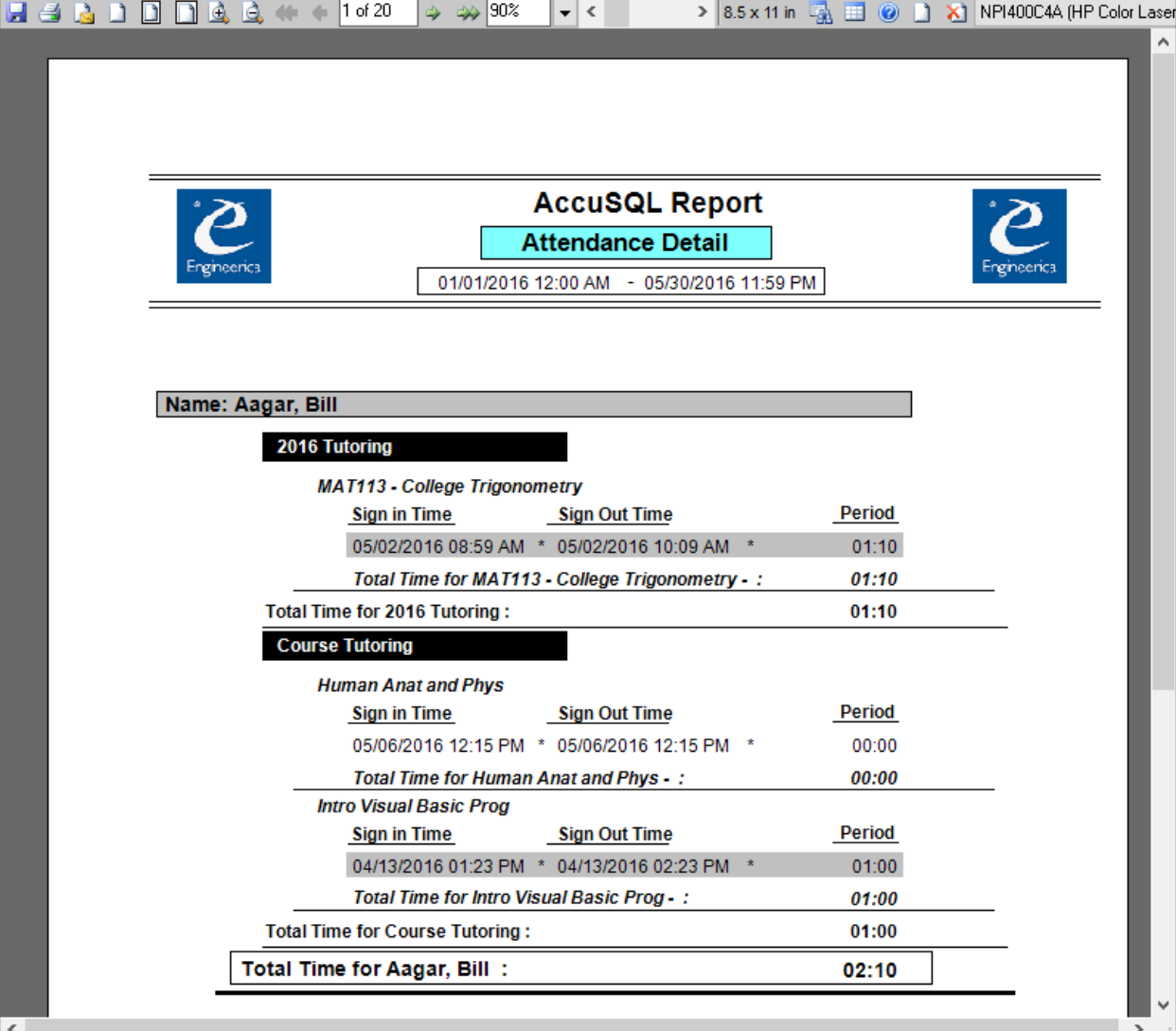
01/01/2016 12:00 AM - 05/30/2016 11:59 PM



Category: 2016 Tutoring

	<u># Visitors</u>	<u># Sign ins</u>	<u>Time</u>
MAT110 - Basic Math :	1	1	01:00
MAT111A - College Algebra I :	5	9	03:51
MAT111B - College Algebra I...	1	1	01:33
MAT113 - College...	8	11	05:55
MAT114 - College...	2	2	01:03
MAT115 - College Algebra II :	3	4	02:12
MAT119 - Pre-Calculus :	2	2	00:31
MAT220 - Calculus :	3	8	04:27
MAT4455 - Calculus 3 :	2	3	01:43

STUDENT ATTENDANCE- DETAIL



AccuSQL Report		
Attendance Detail		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Name: Agar, Bill		
2016 Tutoring		
<i>MAT113 - College Trigonometry</i>		
Sign in Time	Sign Out Time	Period
05/02/2016 08:59 AM *	05/02/2016 10:09 AM *	01:10
Total Time for MAT113 - College Trigonometry - :		01:10
Total Time for 2016 Tutoring :		01:10
Course Tutoring		
<i>Human Anat and Phys</i>		
Sign in Time	Sign Out Time	Period
05/06/2016 12:15 PM *	05/06/2016 12:15 PM *	00:00
Total Time for Human Anat and Phys - :		00:00
<i>Intro Visual Basic Prog</i>		
Sign in Time	Sign Out Time	Period
04/13/2016 01:23 PM *	04/13/2016 02:23 PM *	01:00
Total Time for Intro Visual Basic Prog - :		01:00
Total Time for Course Tutoring :		01:00
Total Time for Agar, Bill :		02:10

Purpose: Shows a detailed list of students' attendance

Available Filters: Reporting period, Activities, Students, Student Groups, Lab IDs

Display Options: Show/hide visitor ID. Time format (hour:minute or hours and fraction hour)

Grouped by: Student, category, and activity

Order: Alphabetical by student name, category, and activity

Summary Report Type Available: Yes

Description: This report provides detailed information about visitors and their attendance. The report lists each student. Under the name, the report lists the categories, and under each category, it lists the activities this student used. For each activity, the report lists the sign-in sessions (sign-in date and time, sign out date and time, and time spent).

The total time the student spent on each activity and on each category of activities is also shown in this report.

STUDENT ATTENDANCE - SUMMARY

AccuSQL Report		
Attendance Summary		
01/01/2016 12:00 AM - 05/30/2016 11:59 PM		
Name: Aagar, Bill		
<u>Activity</u>	<u># Sign ins</u>	<u>Time</u>
2016 Tutoring, MAT113 - College Trigonometry - :	1	01:10
Course Tutoring, Human Anat and Phys - :	1	00:00
Course Tutoring, Intro Visual Basic Prog - :	1	01:00
Total for Aagar, Bill :	3	02:10
Name: Aard, Susie		
<u>Activity</u>	<u># Sign ins</u>	<u>Time</u>
English Classes, ENG4400 - Creatve Writing 1 - :	1	00:25
Total for Aard, Susie :	1	00:25
Name: Aarons, Aaron		
<u>Activity</u>	<u># Sign ins</u>	<u>Time</u>
2016 Tutoring, MAT111A - College Algebra I - :	1	00:58
Computer Labs, Academic Use - :	2	01:00
Course Tutoring, English World Lit 2 - :	1	01:00
Course Tutoring, MATH Calculus 1 - :	2	00:51
Total for Aarons, Aaron :	6	03:50

Purpose: Shows a summary of student visits / attendance

Available Filters: Reporting period, Activities, Students, Student Groups, Lab IDs

Display Options: Show/hide visitor ID. Time format (hour:minute or hours and fraction hour)

Grouped by: Student, category, and activity

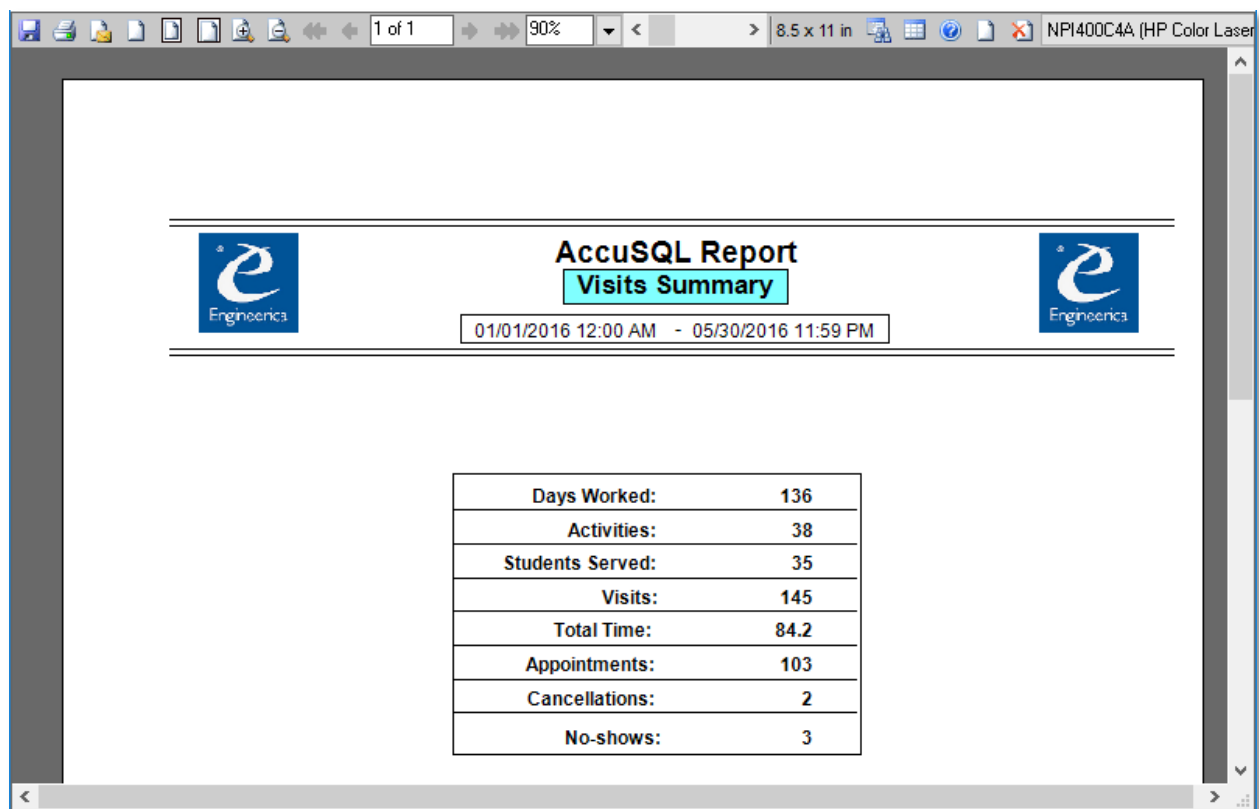
Order: Alphabetical by visitor, category, and activity

Detailed Report Type Available: Yes

Description: This report is a summary of the student attendance report. It lists each student and under that it lists the categories and activities the student used. For each activity, the report shows number of sign-ins and the total time the student spent on the activity.

The bottom of the report shows the total number of sign-ins and total time in the center for each student.

VISITS SUMMARY



AccuSQL Report	
Visits Summary	
01/01/2016 12:00 AM - 05/30/2016 11:59 PM	
Days Worked:	136
Activities:	38
Students Served:	35
Visits:	145
Total Time:	84.2
Appointments:	103
Cancellations:	2
No-shows:	3

Purpose: Displays an executive summary of visits during the reporting period

Available Filters: Reporting period

Display Options: None

Grouped by: None

Order: None

Summary Report Type Available: No

Description: The report gives you an executive summary of visits to your center, including number of open days (any day with at least one sign-in is considered an open day), number of classes served, number of students served, total contact hours, total number of appointments, total number of cancellations, and total number of no-shows.

WEEKLY STUDENT TIME

	A	B	C	D	E	F	G	H	I	J
1	category	(All)								
2										
3	Periods					weekstart				
4	student	id	cardid	activity	instructor	1/4/2016	1/11/2016	1/18/2016	1/25/2016	2/8/2016
5				Human Anat and Phys [Course Tutoring]	(blank)					
6	Aagar, Bill	848484848	1234	Intro Visual Basic Prog [Course Tutoring]	(blank)					
7				MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
8	Aard, Susie	848484842	5124	ENG4400 - Creative Writing 1 [English Classes]	Kyle Solak	25				
9				Academic Use [Computer Labs]	Applicable Not					
10	Aarons, Aaron	945511225	551161612	English World Lit 2 [Course Tutoring]	(blank)					
11				MAT111A - College Algebra I [2016 Tutoring]	Lauren Acree					
12				MATH Calculus 1 [Course Tutoring]	Gholam Abbasi					
13					(blank)					
14	Aarons, Alice Myrtle	111335560		Academic Use [Computer Labs]	Applicable Not					1
15				ENG4400 - Creative Writing 1 [English Classes]	Ron Howard					
16	Aash, Bob	995451111		ESL [Course Tutoring]	Vanessa Gonzalez					
17				MAT111B - College Algebra I LAB [2016 Tutoring]	Richard Foster					
18				(blank)	(blank)					
19	Aasher, Aaron	000224411	AASH4411	Gen Inorganic Chem 1 [Course Tutoring]	(blank)	60				
20				Graduation Meeting [Advising]	(blank)					
21				MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
22				MATH College Algebra [Course Tutoring]	(blank)	60				
23	Abbott, Meccsha E	990000033		Environmental Biology [Course Tutoring]	(blank)					
24	Abdelmuhsen, Hattie Martin	924335362		Additional Services [Disability Services]	(blank)				60	
25	Abdur-rahman, Joey Elaine	340844191		MAT110 - Basic Math [2016 Tutoring]	Susie Jones					
26				(blank)	(blank)	60				
27				Academic Use [Computer Labs]	Applicable Not					
28	Abel, Ellie A	990001786		MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
29				MAT4455 - Calculus 3 [2016 Tutoring]	(blank)					
30	Absher, Calinda D	346546164		BIOL1100-001 - Biology 1 [Course Tutoring]	Sam Hall					
31	Acuff, Marlo M	990737792		ACG1228 - Intro Accounting 1 [Course Tutoring]	(blank)					
32				Academic Use [Computer Labs]	Applicable Not					
33				ANAT2206 - Anatomy & Phys 1 [Course Tutoring]	Richard Foster					
34				ANAT3306 - Anatomy & Phys 2 [Course Tutoring]	Richard Foster					
35				ENG2202 - Literature [English Classes]	James Cameron					
36				ENG4400 - Creative Writing 1 [English Classes]	(blank)	60				
37				ENGL2002 - English American Lit 1 [Course Tutoring]	(blank)	1				

Purpose: Displays a weekly visits time for each student

Available Filters: Reporting period, Activity, Instructor


Display Options: None


Grouped by: None

Order: Student's first name

Summary Report Type Available: No

Description: The Weekly Student Time report lists each student that visited your center during the reporting period. For each student, the report shows the classes visited and the total time spent per week on each class. The report also shows the total time of each student and total time for each week.

 **Note:** The Weekly Student Time report is similar to the Weekly Student Visits report. However, this report shows total time of visits (in minutes) instead of showing number of visits.

 **Note:** This report is also an Excel Pivot table. See the notes above for more info.

WEEKLY STUDENT VISITS

	A	B	C	D	E	F	G	H	I	J
1	category	(All)								
2										
3	Visits					weekstart				
4	student	id	cardid	activity	instructor	1/4/2016	1/11/2016	1/18/2016	1/25/2016	2/8/2016
5				Human Anat and Phys [Course Tutoring]	(blank)					
6				Intro Visual Basic Prog [Course Tutoring]	(blank)					
7				MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
8	Aard, Susie	848484842	5124	ENG4400 - Creative Writing 1 [English Classes]	Kyle Solak	1				
9				Academic Use [Computer Labs]	Applicable Not					
10				English World Lit 2 [Course Tutoring]	(blank)					
11	Aarons, Aaron	945511225	551161612	MAT111A - College Algebra I [2016 Tutoring]	Lauren Acree					
12				MATH Calculus 1 [Course Tutoring]	Gholam Abbasi					
13					(blank)					
14	Aarons, Alice Myrtle	111335560		Academic Use [Computer Labs]	Applicable Not					1
15				ENG4400 - Creative Writing 1 [English Classes]	Ron Howard					
16				ESL [Course Tutoring]	Vanessa Gonzalez					
17	Aash, Bob	995451111		MAT111B - College Algebra I LAB [2016 Tutoring]	Richard Foster					
18					(blank)					
19				Gen Inorganic Chem 1 [Course Tutoring]	(blank)	1				
20	Aasher, Aaron	000224411	AASH4411	Graduation Meeting [Advising]	(blank)					
21				MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
22				MATH College Algebra [Course Tutoring]	(blank)	1				
23	Abbott, Meecsha E	990000033		Environmental Biology [Course Tutoring]	(blank)					
24	Abdelmuhsen, Hattie Martin	924335362		Additional Services [Disability Services]	(blank)				1	
25	Abdur-rahman, Joey Elaine	340844191		MAT110 - Basic Math [2016 Tutoring]	Susie Jones					
26					(blank)	1				
27				Academic Use [Computer Labs]	Applicable Not					
28	Abel, Ellie A	990001786		MAT113 - College Trigonometry [2016 Tutoring]	Peter Parker					
29				MAT4455 - Calculus 3 [2016 Tutoring]	(blank)					
30	Absher, Calinda D	346546164		BIOL1100-001 - Biology 1 [Course Tutoring]	Sam Hall					
31	Acuff, Marlo M	990737792		ACG1228 - Intro Accounting 1 [Course Tutoring]	(blank)					
32				Academic Use [Computer Labs]	Applicable Not					
33				ANAT2206 - Anatomy & Phys 1 [Course Tutoring]	Richard Foster					
34				ANAT3306 - Anatomy & Phys 2 [Course Tutoring]	Richard Foster					
35				ENG2202 - Literature [English Classes]	James Cameron					
36				ENG4400 - Creative Writing 1 [English Classes]	(blank)	1				
37				ENGL2002 - English American Lit 1 [Course Tutoring]	(blank)	1				

Purpose: Displays a weekly visits count for each student

Available Filters: Reporting Period, Activity, Instructor


Display Options: None

Grouped by: None

Order: Student's last name

Summary Report Type Available: No

Description: The Weekly Student Visits report lists each student that visited your center during the reporting period. For each student, the report shows the classes visited and the number of visits per week to each class. The report also shows the total number of visits to each student and total number of visits for each week.

 **Note:** This report is actually an Excel Pivot table. This means you can easily apply filters. For example, to restrict the report to different set of weeks, simply click on the "week start" field and uncheck the weeks you do not want to include:

Click on "OK" and the report will update. You can apply the same filters to the categories, classes, instructors or even classes, and you can even use a combination of these filters!


 **Note:** This report requires that Microsoft Excel is installed on your computer. If Excel is not installed, the report's name will **not** show up in the Reports screen.

CHART VISITS

The Chart Visits report will analyze your traffic patterns using Excel charts and tables. Start by selecting the reporting period and any other available filters you would like to use. Now select the “Chart Visits” report, and then click the “Show Report” button. You will then be presented with a Save As screen where you can save the report if so desired. After you click either Save or Cancel in the Save As screen, AccuSQL/AccuTrack will build the report for you.

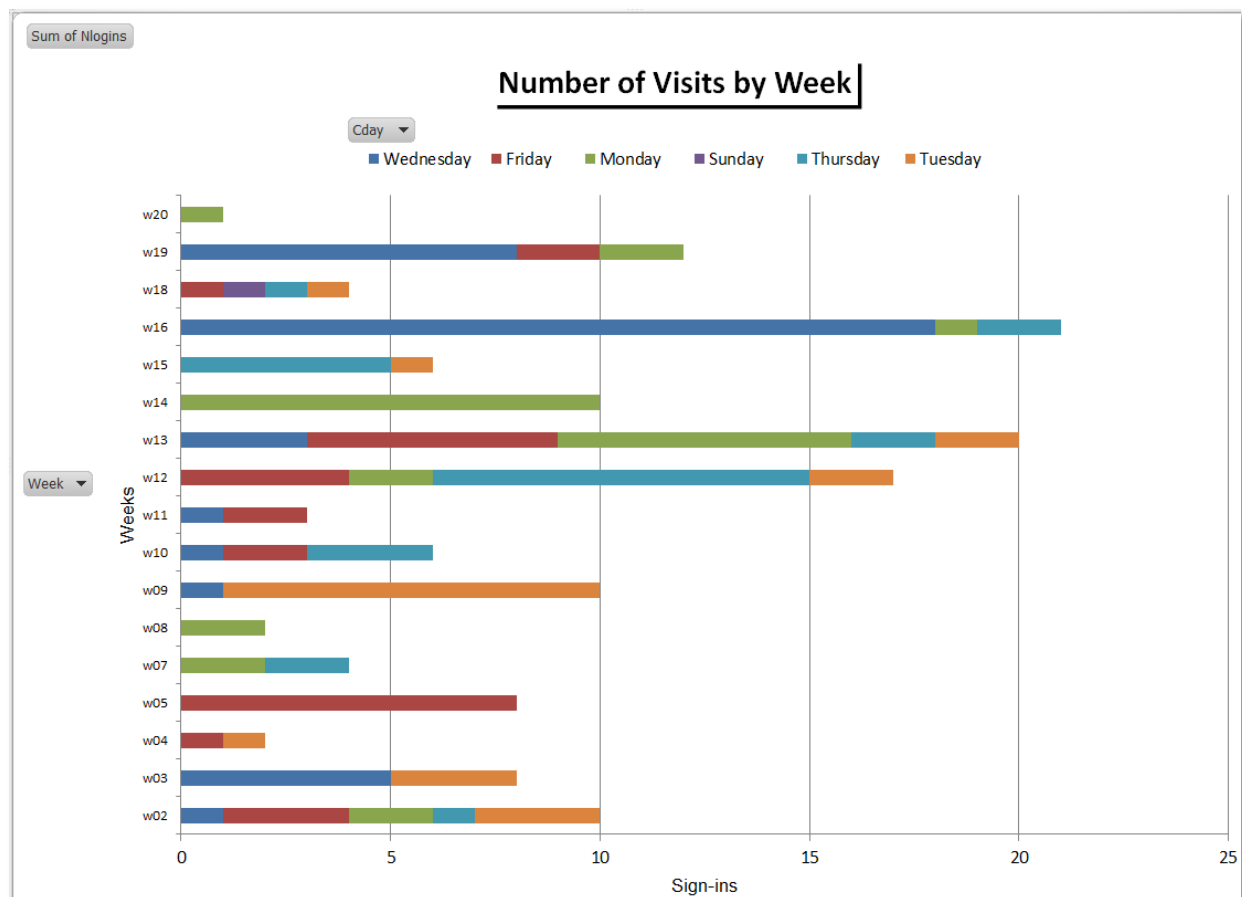
Important: While the report is generating, do not exit Excel or AccuSQL/AccuTrack until the process completes or you will get an error message and the process will exit. Once the Number of Visits by Week tab is displayed in Excel, then the report processing is complete.

The Chart Visits report is really several reports in one and it enables you to analyze how busy your center(s) are by day, week, and overall in a series of pivot tables that are generated on tabs and the bottom of the generated Excel document.

Weekly Sign-ins Daily Sign-ins Daily Sign-ins 2 Hourly Sign-ins Daily Peak Hours Weekly Sign-in Table Daily Sign-in Table Daily Peak Hours Table

Click the tabs at the bottom of Excel to view the available view and also the raw table data that is used to generate the pivot tables.

For example, the Weekly Sign-Ins tab is the first one generated by the report output.

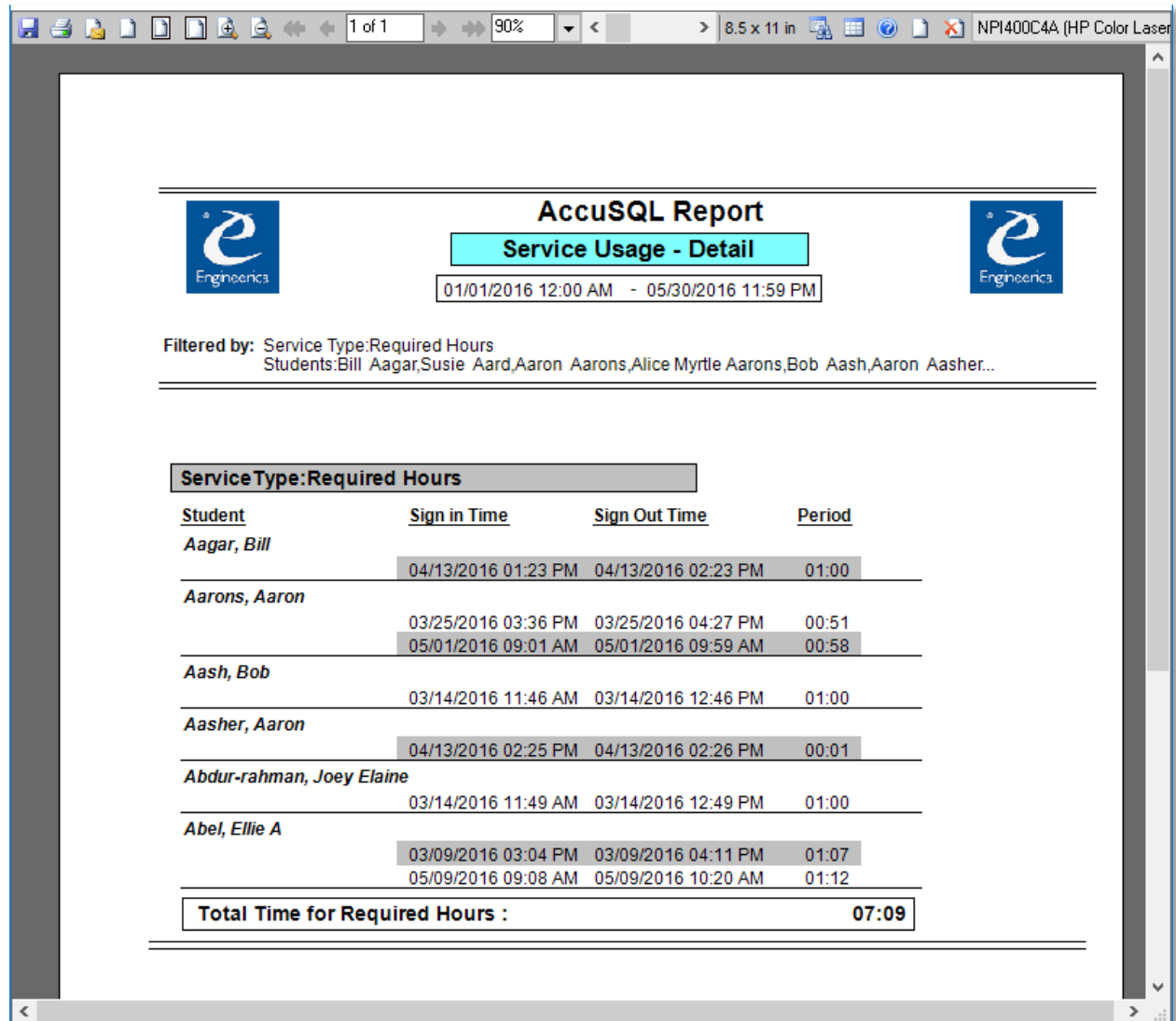


and the raw data used to generate that pivot table is located in the Weekly Sign-in Table tab:

	A	B	C	D	E	F	G	H
1	Sum of Nlogins	Cday						
2	Week	Wednesday	Friday	Monday	Sunday	Thursday	Tuesday	Grand Total
3	w02	1	3	2		1	3	10
4	w03	5					3	8
5	w04		1				1	2
6	w05		8					8
7	w07			2		2		4
8	w08			2				2
9	w09	1					9	10
10	w10	1	2			3		6
11	w11	1	2					3
12	w12		4	2		9	2	17
13	w13	3	6	7		2	2	20
14	w14			10				10
15	w15					5	1	6
16	w16	18		1		2		21
17	w18		1		1	1	1	4
18	w19	8	2	2				12
19	w20			1				1
20	Grand Total	38	29	29	1	25	22	144

Note: To learn more about PivotTables and how to use them, try the *Microsoft Training: Create a PivotTable and analyze your data* page at: <https://support.office.com/en-us/article/Create-a-PivotTable-and-analyze-your-data-7810597d-0837-41f7-699-5911aa282760>.

SERVICE USAGE



AccuSQL Report			
Service Usage - Detail			
01/01/2016 12:00 AM - 05/30/2016 11:59 PM			
Filtered by: Service Type: Required Hours Students: Bill Agar, Susie Aard, Aaron Aarons, Alice Myrtle Aarons, Bob Aash, Aaron Aasher...			
Service Type: Required Hours			
Student	Sign in Time	Sign Out Time	Period
Aagar, Bill	04/13/2016 01:23 PM	04/13/2016 02:23 PM	01:00
Aarons, Aaron	03/25/2016 03:36 PM	03/25/2016 04:27 PM	00:51
	05/01/2016 09:01 AM	05/01/2016 09:59 AM	00:58
Aash, Bob	03/14/2016 11:46 AM	03/14/2016 12:46 PM	01:00
Aasher, Aaron	04/13/2016 02:25 PM	04/13/2016 02:26 PM	00:01
Abdur-rahman, Joey Elaine	03/14/2016 11:49 AM	03/14/2016 12:49 PM	01:00
Abel, Ellie A	03/09/2016 03:04 PM	03/09/2016 04:11 PM	01:07
	05/09/2016 09:08 AM	05/09/2016 10:20 AM	01:12
Total Time for Required Hours :			07:09

Purpose: Shows visits per service type.

Available Filters: Start date and time, end date and time, Students, Activities, Tutors, Instructors, Student Groups, Service Types, Lab ID, Tutor Groups.

Grouped by: Service type

Order: Service type, First/Last, Last/First

Summary Report Type Available: Yes

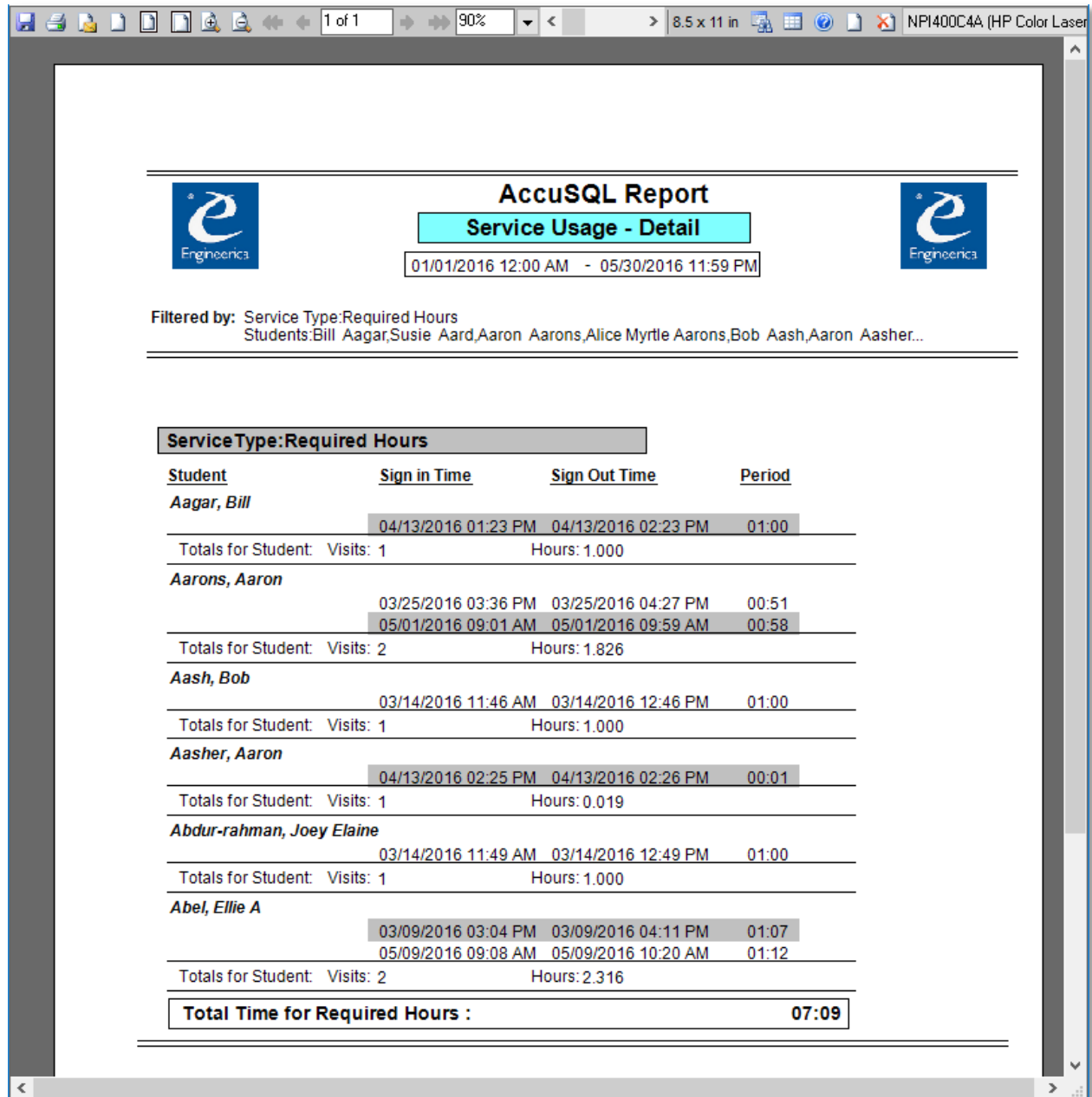
Description: This report lists each service type and for each service type, lists the students that signed in and selected it. For each student the report shows the sign-in time, sign-out time and sign-in period.

Note: If no Service Type was selected at sign-in, those sign-in records will be grouped under an empty service type heading in the report.

SERVICE USAGE - SUMMARY VIEW

<u>Service</u>	<u># Visitors</u>	<u># Sign ins</u>	<u>Time</u>
	15	84	32:49
Advising	1	1	01:00
For Lab Hours	3	3	02:25
Mentoring	1	1	01:00
Not applicable	2	2	01:00
Required Hours	24	31	24:14
Self Study	12	16	18:13
Tutoring	6	7	03:30
Summary:			
Number of visitors:	64	Number of visits:	145
		Total Hours:	84:13

SERVICE TYPE USAGE WITH TOTALS



AccuSQL Report			
Service Usage - Detail			
01/01/2016 12:00 AM - 05/30/2016 11:59 PM			
Filtered by: Service Type:Required Hours Students:Bill Aagar,Susie Aard,Aaron Aarons,Alice Myrtle Aarons,Bob Aash,Aaron Aasher...			
ServiceType:Required Hours			
Student	Sign in Time	Sign Out Time	Period
Aagar, Bill	04/13/2016 01:23 PM	04/13/2016 02:23 PM	01:00
Totals for Student:	Visits: 1	Hours: 1.000	
Aarons, Aaron	03/25/2016 03:36 PM	03/25/2016 04:27 PM	00:51
	05/01/2016 09:01 AM	05/01/2016 09:59 AM	00:58
Totals for Student:	Visits: 2	Hours: 1.826	
Aash, Bob	03/14/2016 11:46 AM	03/14/2016 12:46 PM	01:00
Totals for Student:	Visits: 1	Hours: 1.000	
Aasher, Aaron	04/13/2016 02:25 PM	04/13/2016 02:26 PM	00:01
Totals for Student:	Visits: 1	Hours: 0.019	
Abdur-rahman, Joey Elaine	03/14/2016 11:49 AM	03/14/2016 12:49 PM	01:00
Totals for Student:	Visits: 1	Hours: 1.000	
Abel, Ellie A	03/09/2016 03:04 PM	03/09/2016 04:11 PM	01:07
	05/09/2016 09:08 AM	05/09/2016 10:20 AM	01:12
Totals for Student:	Visits: 2	Hours: 2.316	
Total Time for Required Hours :			07:09

Purpose: Shows a summary total of visits to each service type

Available Filters: Start date and time, end date and time, Students, Activities, Tutors, Instructors, Student Groups, Service Types, Lab ID, Tutor Groups.

Grouped by: None

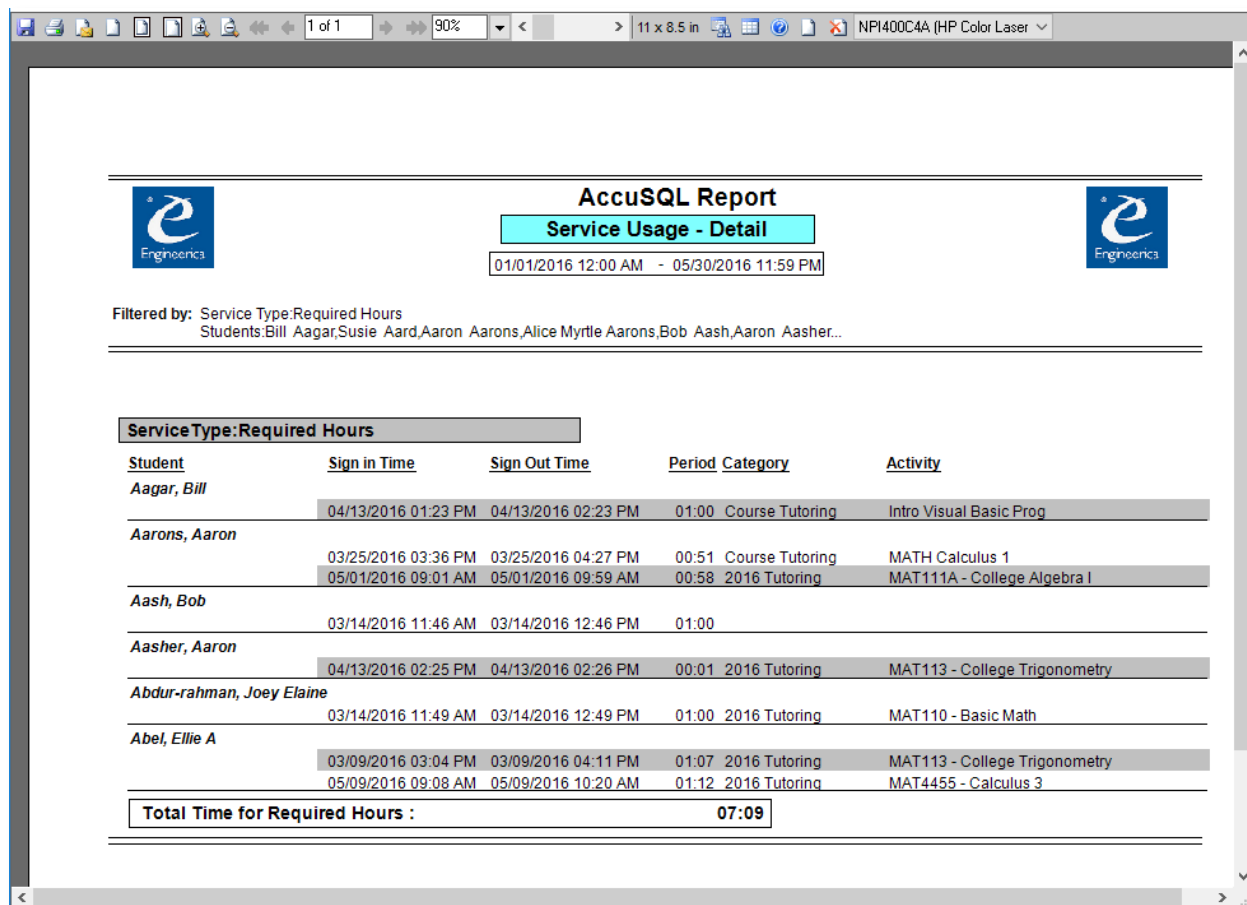
Order: Service Type

Summary Report Type Available: No

Description: This report lists each service type and shows the number of visitors, number of sign-ins, and total hours per service type.

Note: If no Service Type was selected at sign-in, those sign-in records will be grouped under an empty service type heading in the report.

SERVICE TYPE USAGE (ACTIVITY INCLUDED)



Student	Sign in Time	Sign Out Time	Period	Category	Activity
Agar, Bill	04/13/2016 01:23 PM	04/13/2016 02:23 PM	01:00	Course Tutoring	Intro Visual Basic Prog
Aarons, Aaron	03/25/2016 03:36 PM	03/25/2016 04:27 PM	00:51	Course Tutoring	MATH Calculus 1
	05/01/2016 09:01 AM	05/01/2016 09:59 AM	00:58	2016 Tutoring	MAT111A - College Algebra I
Aash, Bob	03/14/2016 11:46 AM	03/14/2016 12:46 PM	01:00		
Aasher, Aaron	04/13/2016 02:25 PM	04/13/2016 02:26 PM	00:01	2016 Tutoring	MAT113 - College Trigonometry
Abdur-rahman, Joey Elaine	03/14/2016 11:49 AM	03/14/2016 12:49 PM	01:00	2016 Tutoring	MAT110 - Basic Math
Abel, Ellie A	03/09/2016 03:04 PM	03/09/2016 04:11 PM	01:07	2016 Tutoring	MAT113 - College Trigonometry
	05/09/2016 09:08 AM	05/09/2016 10:20 AM	01:12	2016 Tutoring	MAT4455 - Calculus 3
Total Time for Required Hours :			07:09		

Purpose: Shows a summary total of visits to each service type as well as time spent on activities

Available Filters: Start date and time, end date and time, Students, Activities, Tutors, Instructors, Student Groups, Service Types, Lab ID, Tutor Groups

Grouped by: None

Order: Service type

Summary Report Type Available: No

Description: This report lists each service type and shows the number of visitors, number of sign-ins, time spent on each activity total hours per service type.

VISITOR HISTORY

Student	Visits	First Visit	Last Visit	Avg. Period
Agar, Bill	3	04/13/2016 01:23 PM	05/06/2016 12:15 PM	00:43
Aard, Susie	1	01/05/2016 03:24 PM	01/05/2016 03:24 PM	00:25
Aarons, Aaron	6	02/23/2016 11:17 AM	05/04/2016 01:19 PM	00:38
Aarons, Alice Myrtle	1	02/11/2016 09:58 AM	02/11/2016 09:58 AM	00:00
Aash, Bob	4	03/14/2016 11:46 AM	05/04/2016 11:45 AM	01:08
Aasher, Aaron	4	01/04/2016 03:58 PM	04/13/2016 02:25 PM	00:31
Abbott, Meccsha E	1	03/21/2016 01:26 PM	03/21/2016 01:26 PM	00:31
Abdelmuhsen, Hattie Martin	1	01/29/2016 11:30 AM	01/29/2016 11:30 AM	01:00
Abdur-rahman, Joey Elaine	2	01/07/2016 11:07 AM	03/14/2016 11:49 AM	01:00
Abel, Ellie A	3	03/09/2016 03:04 PM	05/09/2016 09:08 AM	01:17

Purpose: Shows some information about the visits of each visitor

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Service Types, Lab IDs

Display Options: None

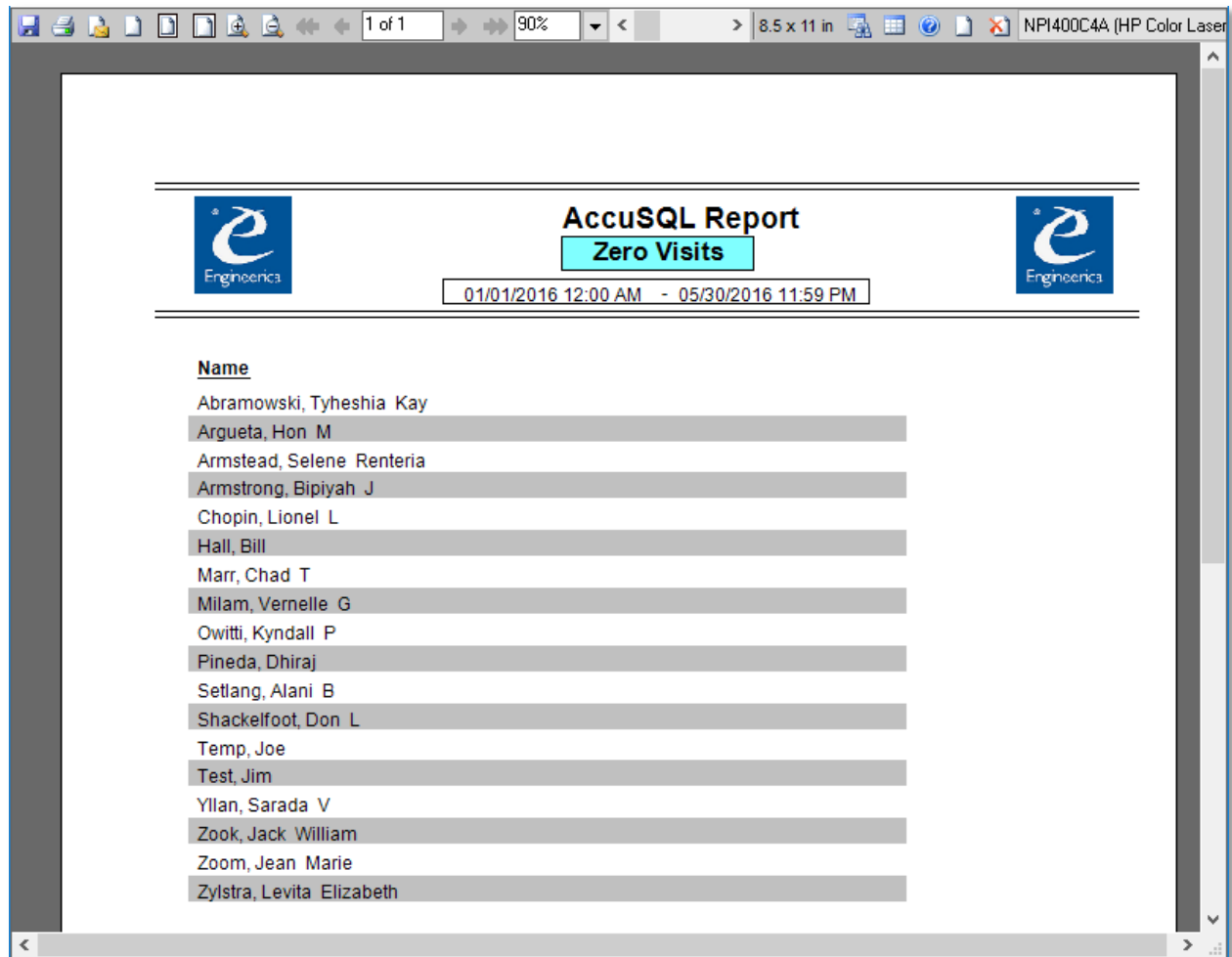
Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists each student that visited the center during the reporting period. For each visitor the report shows the student's number of visits, the date and time of his or her first visit, the date and time of his or her last visit, and the average visit's time for the that student.

ZERO VISITS



The screenshot shows a PDF report titled "AccuSQL Report Zero Visits" for the period 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. The report lists 18 student names, each on a separate line with a grey background bar. The names are: Abramowski, Tyheshia Kay; Argueta, Hon M; Armstead, Selene Renteria; Armstrong, Bipiayah J; Chopin, Lionel L; Hall, Bill; Marr, Chad T; Milam, Vernelle G; Owitti, Kyndall P; Pineda, Dhiraj; Setlang, Alani B; Shackelfoot, Don L; Temp, Joe; Test, Jim; Yllan, Sarada V; Zook, Jack William; Zoom, Jean Marie; and Zylstra, Levita Elizabeth.

Name
Abramowski, Tyheshia Kay
Argueta, Hon M
Armstead, Selene Renteria
Armstrong, Bipiayah J
Chopin, Lionel L
Hall, Bill
Marr, Chad T
Milam, Vernelle G
Owitti, Kyndall P
Pineda, Dhiraj
Setlang, Alani B
Shackelfoot, Don L
Temp, Joe
Test, Jim
Yllan, Sarada V
Zook, Jack William
Zoom, Jean Marie
Zylstra, Levita Elizabeth

Purpose: To show students who not visited your center

Available Filters: Reporting period, Students, Activities, Student Groups, Service Types, Sports, Lab IDs, registered or non-registered students

Display Options: None

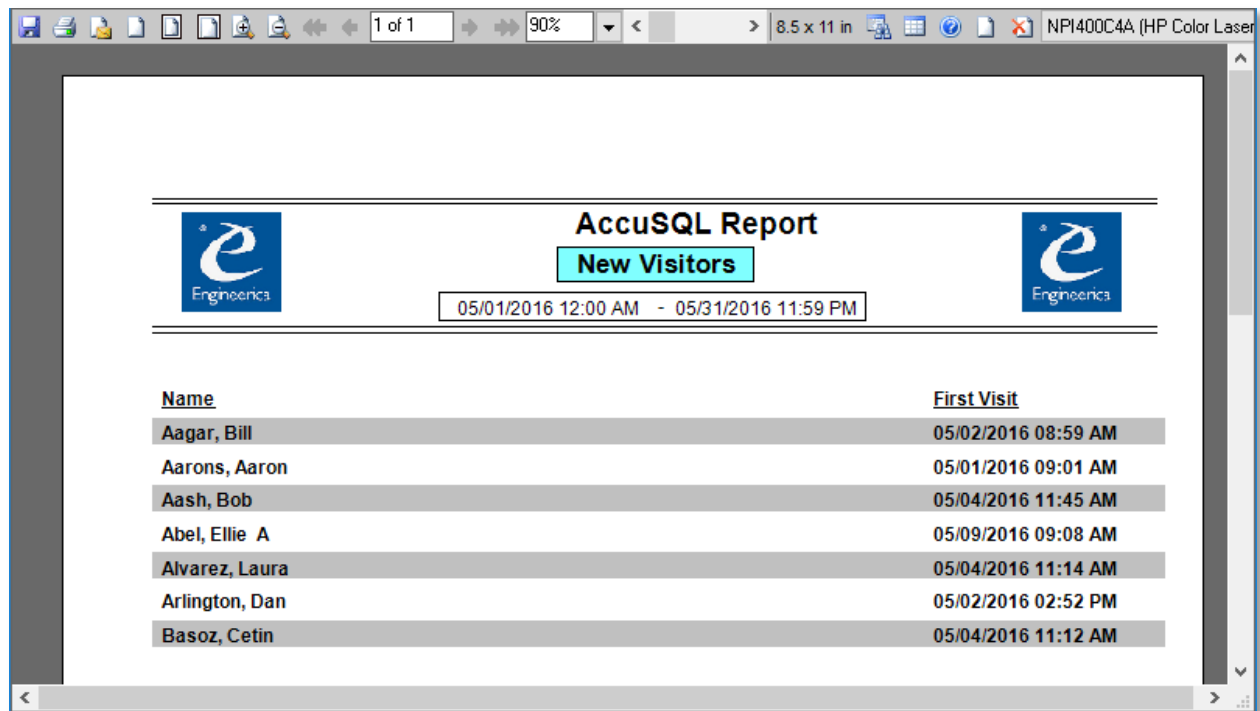
Grouped by: None.

Order: Last/First, First/Last

Summary Report Type Available: No

Description: This report lists each student that didn't visit your center during the reporting period. When you run this report, it will ask if you want to Filter for registered students only. If you select Yes, it will show zero visits only for students that are registered for the selected activities. If you select No, then it will show all students who have not visited for the specified period, whether or not they are registered for the selected activities.

NEW VISITORS



The screenshot shows a web browser window displaying an AccuSQL report. The report title is 'New Visitors' and the date range is '05/01/2016 12:00 AM - 05/31/2016 11:59 PM'. The report lists seven new visitors with their names and first visit dates. The browser window has a toolbar at the top with various icons and a status bar at the bottom showing 'NPI400C4A (HP Color Laser)'.

Name	First Visit
Aagar, Bill	05/02/2016 08:59 AM
Aarons, Aaron	05/01/2016 09:01 AM
Aash, Bob	05/04/2016 11:45 AM
Abel, Ellie A	05/09/2016 09:08 AM
Alvarez, Laura	05/04/2016 11:14 AM
Arlington, Dan	05/02/2016 02:52 PM
Basoz, Cetin	05/04/2016 11:12 AM

Purpose: To show new visitors during the reporting period

Available Filters: Reporting period, Students, Activities, Student Groups, Lab IDs

Display Options: None

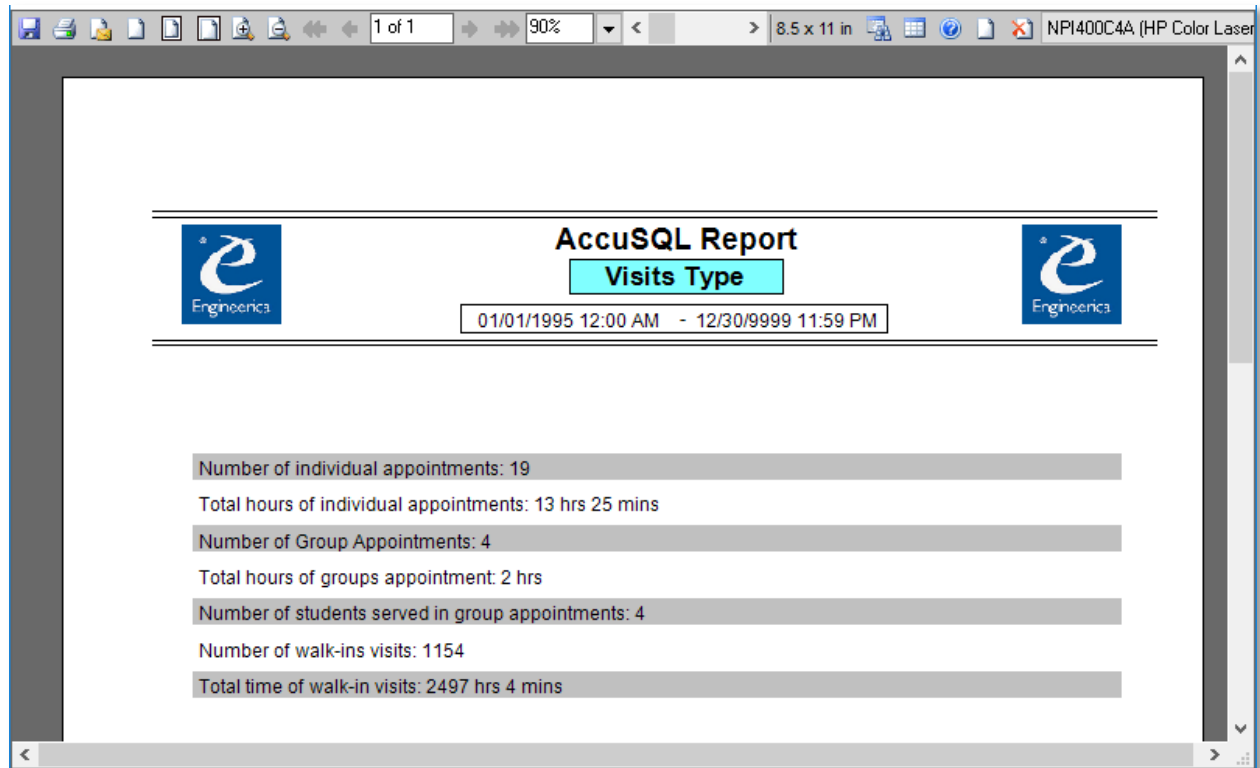
Grouped by: None

Summary Report Type Available: No

Order: Last/First, First/Last

Description: This report lists each new student to your center during the period specified.

VISIT TYPES



Purpose: Shows a summary of visits types

Available Filters: Reporting period

Display Options: None

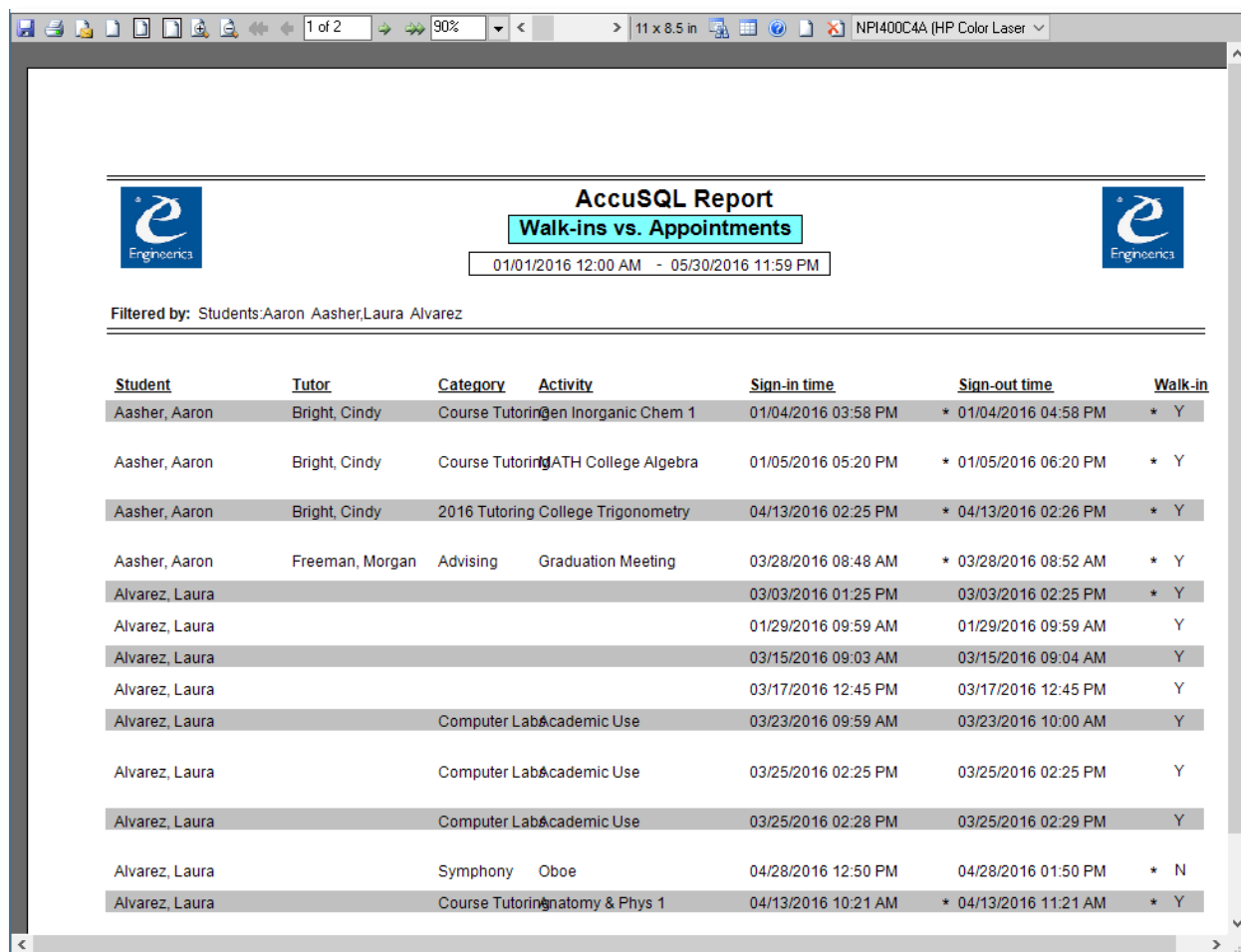
Grouped by: None

Order: None

Summary Report Type Available: No

Description: This report shows number of individual appointments, number of group appointments, number of walk-in visits, total time of individual appointments, total time of group appointments, total time of walk-in visits.

WALK-INS VS. APPOINTMENT VISITS



AccuSQL Report
Walk-ins vs. Appointments
 01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Filtered by: Students:Aaron Aasher,Laura Alvarez

Student	Tutor	Category	Activity	Sign-in time	Sign-out time	Walk-in
Aasher, Aaron	Bright, Cindy	Course Tutoring	Gen Inorganic Chem 1	01/04/2016 03:58 PM	* 01/04/2016 04:58 PM	* Y
Aasher, Aaron	Bright, Cindy	Course Tutoring	MATH College Algebra	01/05/2016 05:20 PM	* 01/05/2016 06:20 PM	* Y
Aasher, Aaron	Bright, Cindy	2016 Tutoring	College Trigonometry	04/13/2016 02:25 PM	* 04/13/2016 02:26 PM	* Y
Aasher, Aaron	Freeman, Morgan	Advising	Graduation Meeting	03/28/2016 08:48 AM	* 03/28/2016 08:52 AM	* Y
Alvarez, Laura				03/03/2016 01:25 PM	03/03/2016 02:25 PM	* Y
Alvarez, Laura				01/29/2016 09:59 AM	01/29/2016 09:59 AM	Y
Alvarez, Laura				03/15/2016 09:03 AM	03/15/2016 09:04 AM	Y
Alvarez, Laura				03/17/2016 12:45 PM	03/17/2016 12:45 PM	Y
Alvarez, Laura		Computer Lab	Academic Use	03/23/2016 09:59 AM	03/23/2016 10:00 AM	Y
Alvarez, Laura		Computer Lab	Academic Use	03/25/2016 02:25 PM	03/25/2016 02:25 PM	Y
Alvarez, Laura		Computer Lab	Academic Use	03/25/2016 02:28 PM	03/25/2016 02:29 PM	Y
Alvarez, Laura		Symphony	Oboe	04/28/2016 12:50 PM	04/28/2016 01:50 PM	* N
Alvarez, Laura		Course Tutoring	Anatomy & Phys 1	04/13/2016 10:21 AM	* 04/13/2016 11:21 AM	* Y

Purpose: Shows a summary of visits including whether the visit was a walk in or summary

Available Filters: Reporting period, Students, Activities, Tutors, Instructors, Student Groups, Service Types, Lab IDs, Tutor Groups

Display Options: None



Grouped by: None

Order: Student, Tutor, Activity ID, Activity, Category, Service, Instructor, Lab ID, Sign In Time

Summary Report Type Available: Yes

Description: This report shows a summary of walk-in visits vs. appointment visits by each student. It also shows the student's tutor, category and activities during the visit. If the visit is a walk-in, it is marked with a 'Y'.

WALK-INS VS. APPOINTMENTS- SUMMARY VIEW

<div>  <div> AccuSQL Report Walk-ins vs. Appointments 01/01/1995 12:00 AM - 12/30/9999 11:59 PM </div>  </div>							
Student	Tutor	Category	Activity	Sign-in time		Sign-out time	Walk-in
Summary:		Counts:	Walk-ins 1,120	Appointments 24	Total 1,144		

WAIT TIMES (INTAKE SYSTEM)

Activity	Tutor	Student	Admitted	Signed In	Minutes
ANAT2206 - Anatomy & Phys 1 [Course Tutoring]		Armstrong, Nick	04/13/2016 10:14 AM	04/13/2016 10:15 AM	1
MAT113 - College Trigonometry [2016 Tutoring]	Freeman, Morgan	Armstrong, Nick	03/30/2016 01:19 PM		
MAT220 - Calculus [2016 Tutoring]	Freeman, Morgan	Armstrong, Nick	03/30/2016 01:19 PM		
Advising Tour [Advising]	Person, Tour	Armstrong, Nick	02/01/2016 11:12 AM		
Degree Audit [Advising]	Bright, Cindy	Blodgett, Chadd	04/05/2016 11:06 AM		
English World Lit 1 [Course Tutoring]	Bright, Cindy	Blodgett, Chadd	01/26/2016 10:59 AM		
English World Lit 1 [Course Tutoring]	Bright, Cindy	Blodgett, Chadd	02/23/2016 11:15 AM		
ENG1000 - English Composition 1 [English Classes]	Bright, Cindy	Blodgett, Chadd	02/08/2016 04:38 PM		
ENG4444 - Creative Writing 2 [English Classes]	Bright, Cindy	Blodgett, Chadd	01/26/2016 11:06 AM		
MAT115 - College Algebra II [2016 Tutoring]	Bright, Cindy	Blodgett, Chadd	05/06/2016 12:12 PM		
Degree Audit [Advising]	Connery, Sean	Blodgett, Chadd	03/28/2016 08:47 AM		Gone
ENG1122 - English Composition 2 [English Classes]	Freeman, Morgan	Blodgett, Chadd	03/28/2016 02:51 PM		Gone
ENG4444 - Creative Writing 2 [English Classes]	Freeman, Morgan	Blodgett, Chadd	04/13/2016 10:09 AM	04/13/2016 10:13 AM	4
MAT111A - College Algebra I [2016 Tutoring]	Freeman, Morgan	Blodgett, Chadd	03/17/2016 02:52 PM		

Purpose: Keeps record of student wait times to sign-in for each visit

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: None

Grouped by: None

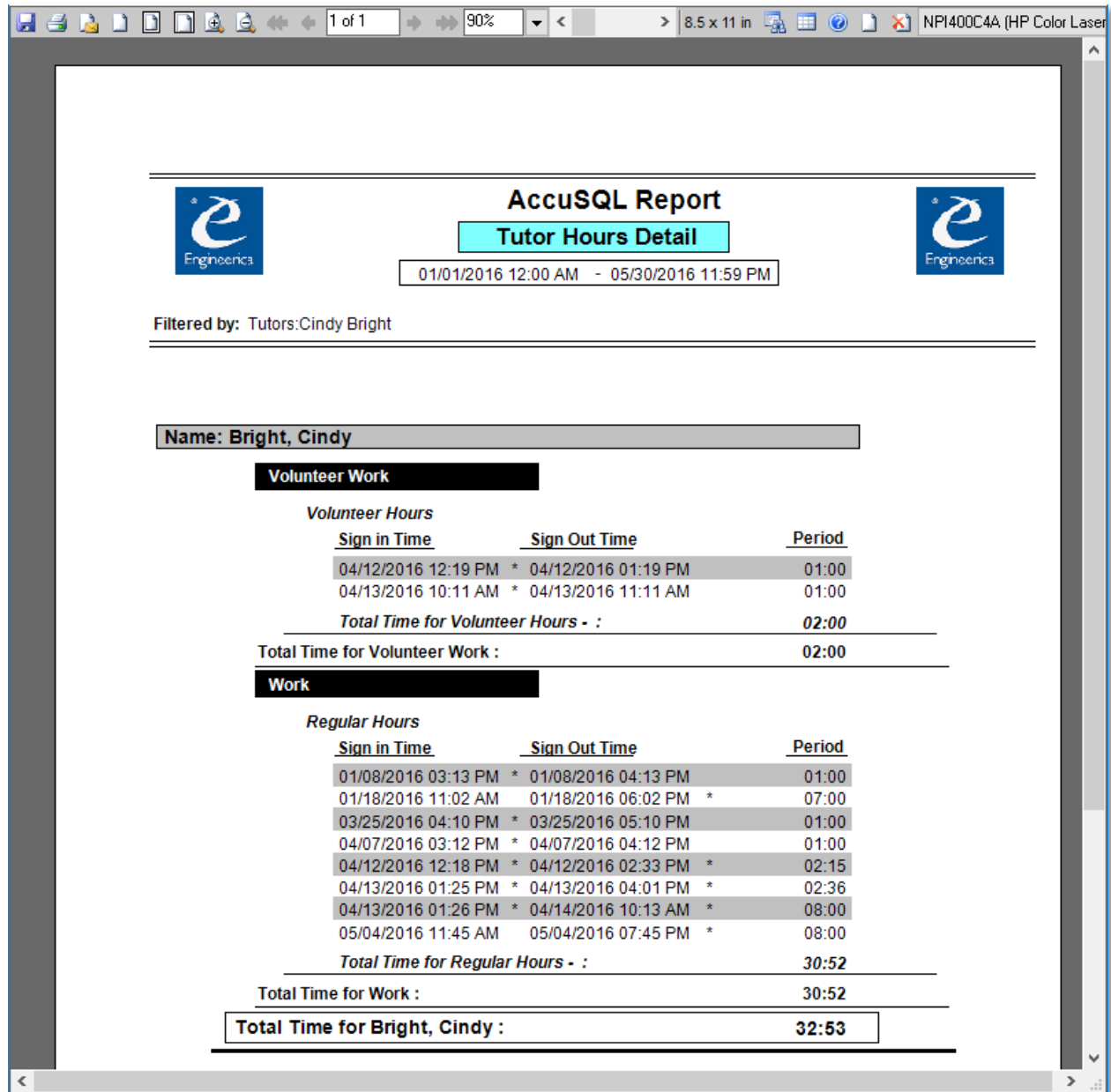
Order: Student, Tutor, Activity ID, Activity, Category, Admit Time

Description: This report shows a summary of student visits and the wait times recorded for each visit. The time spent waiting is recorded under the 'Minutes' column. If the student is admitted immediately, a '0' is placed in the column. If the student leaves (is removed from line) before sign in, a 'Gone' will be placed in the column.

TUTOR VISITS TRACKING REPORTS

-  Tutor Visits Tracking Reports
 - ... Tutor Work Hours
 - ... Tutor Work Hours - Weekly Distribution
 - ... Tutor Payroll
 - ... Tutor Payroll Detail
 - ... Tutor Payroll - Pay by Appointment

TUTOR WORK HOURS



Purpose: Displays the work hours of your tutors

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: Show/hide visitor ID. Time format

Grouped by: Tutor

Order: Last/First, First/Last then by sign-in time

Summary Report Type Available: Yes

Description: This report lists the sign-in time, sign-out time, and sign-in period for each tutor.

TUTOR WORK HOURS - SUMMARY VIEW

The screenshot shows a web browser window displaying an "AccuSQL Report" titled "Tutor Hours Summary". The report is filtered by "Tutors:Cindy Bright" and covers the period from "01/01/2016 12:00 AM" to "05/30/2016 11:59 PM". The report includes a table with columns for "Activity", "# Sign ins", and "Time". The table lists "Volunteer Work, Volunteer Hours - :" with 2 sign ins and 02:00 time, and "Work, Regular Hours - :" with 8 sign ins and 30:52 time. The total for Cindy Bright is 10 sign ins and 32:53 time. A summary row at the bottom shows "TOTAL FOR ALL TUTORS:" with 10 sign ins and 32:53 time. The browser window has a toolbar at the top with various icons and a status bar at the bottom.

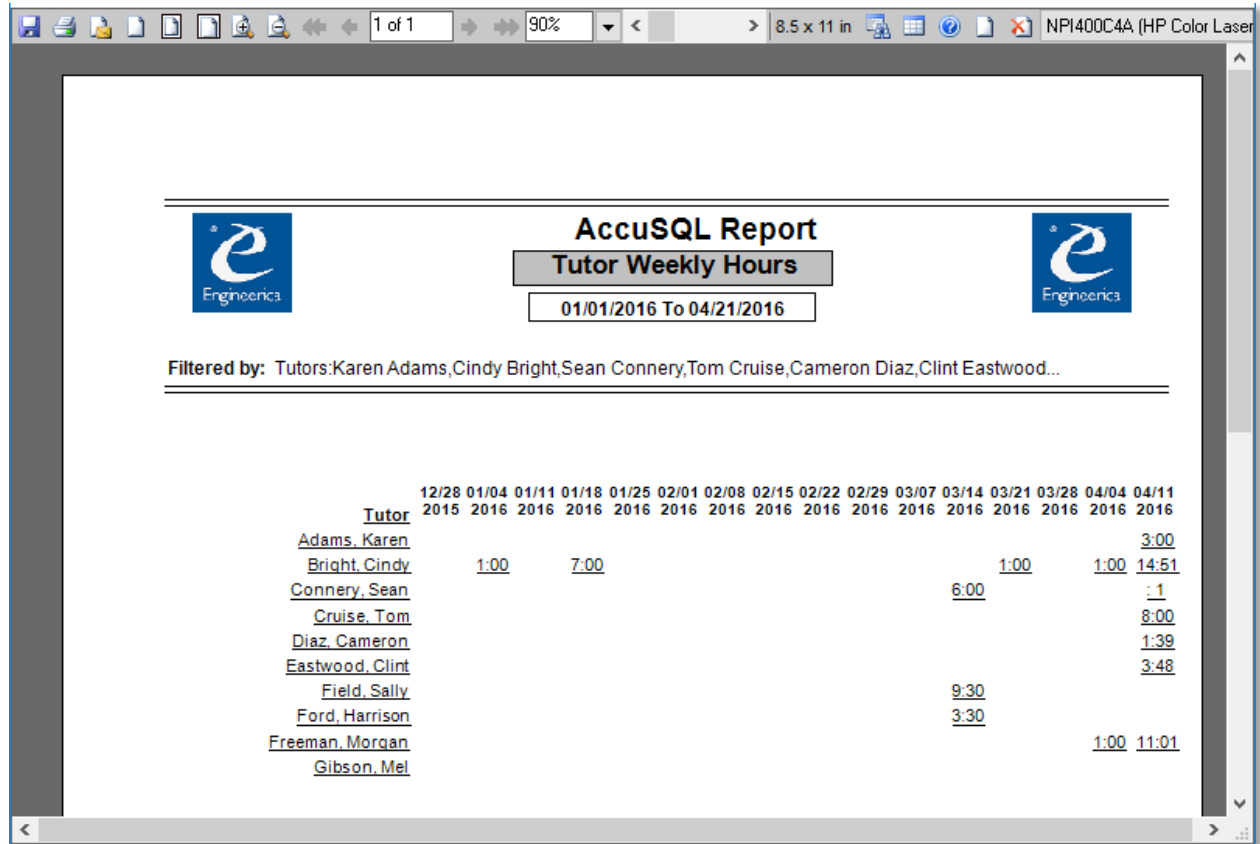
AccuSQL Report
Tutor Hours Summary
01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Filtered by: Tutors:Cindy Bright

Name: Bright, Cindy

<u>Activity</u>	<u># Sign ins</u>	<u>Time</u>
Volunteer Work, Volunteer Hours - :	2	02:00
Work, Regular Hours - :	8	30:52
Total for Bright, Cindy :	10	32:53
TOTAL FOR ALL TUTORS:	10	32:53

TUTOR WORK HOURS – WEEKLY DISTRIBUTION



Purpose: Displays attendance summary of your tutors via a weekly calendar

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: Show/hide visitor ID. Time format

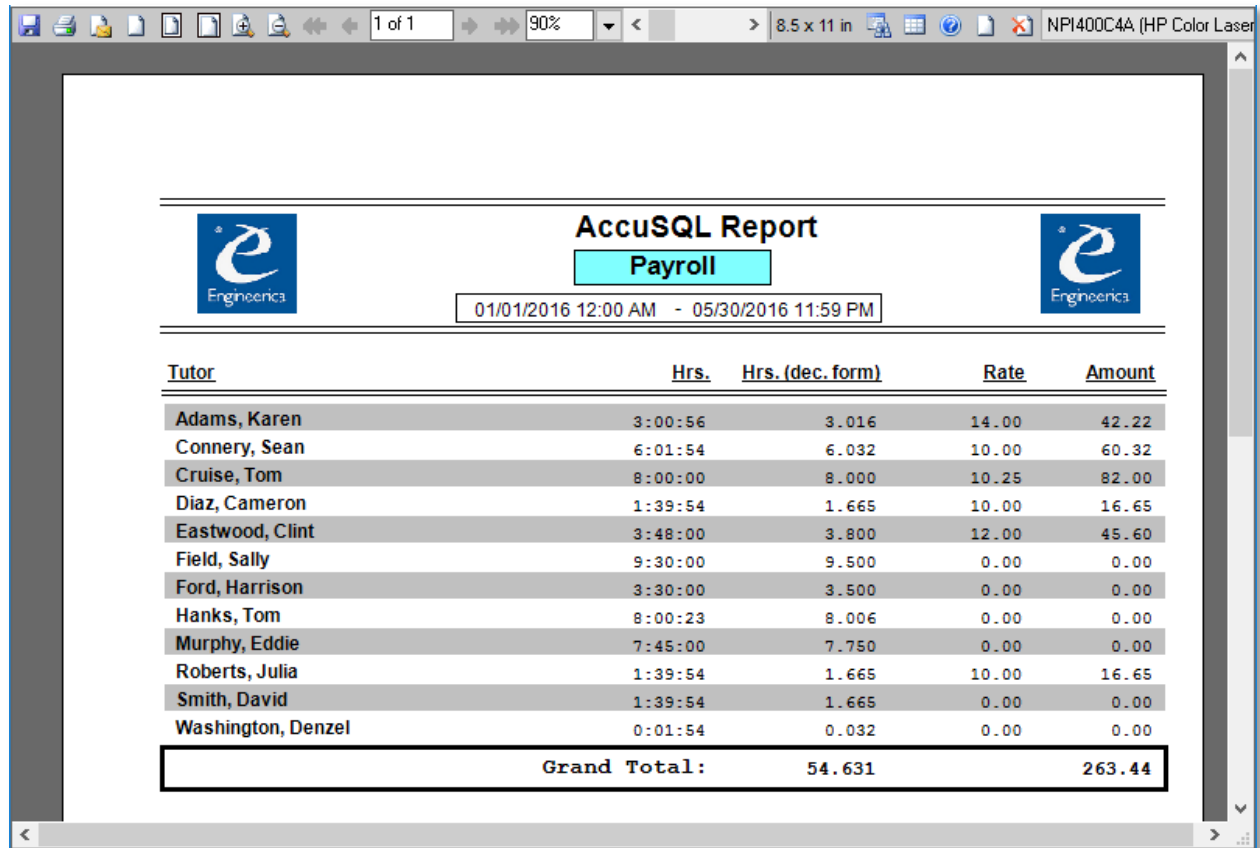
Grouped by: None

Order: Alphabetical by tutor last name.

Summary Report Type Available: No

Description: This report lists the tutor, and total number of hours per calendar week.

TUTOR PAYROLL



Tutor	Hrs.	Hrs. (dec. form)	Rate	Amount
Adams, Karen	3:00:56	3.016	14.00	42.22
Connery, Sean	6:01:54	6.032	10.00	60.32
Cruise, Tom	8:00:00	8.000	10.25	82.00
Diaz, Cameron	1:39:54	1.665	10.00	16.65
Eastwood, Clint	3:48:00	3.800	12.00	45.60
Field, Sally	9:30:00	9.500	0.00	0.00
Ford, Harrison	3:30:00	3.500	0.00	0.00
Hanks, Tom	8:00:23	8.006	0.00	0.00
Murphy, Eddie	7:45:00	7.750	0.00	0.00
Roberts, Julia	1:39:54	1.665	10.00	16.65
Smith, David	1:39:54	1.665	0.00	0.00
Washington, Denzel	0:01:54	0.032	0.00	0.00
Grand Total:		54.631		263.44

Purpose: Shows tutors who are paid by straight worked hours

Available Filters: Reporting period, tutor


Display Options: None

Grouped by: None

Order: Last/First, First/Last

Summary Report Type Available: No

Description: In System Administration - Setup - Tutor Setup, there is an option to "Pay Rates", this screen defines the type of rate as well as the pay rates a tutor can have. In the Tutors screen you can set the type of pay rate any tutor can have by selecting it from a dropdown list box, you even can modify the default basic rate so that it reflects best the payment for a given tutor.

 **Note:** To be able to generate this report you will need to have tutors which payment is by work hours, you can set this in the tutors screen.

TUTORS PAYROLL DETAIL

e Engineering		AccuSQL Report Payroll Detail		e Engineering	
01/01/2016 12:00 AM - 05/30/2016 11:59 PM					
Filtered by: Tutors:Karen Adams,Cindy Bright,Sean Connery					
Adams, Karen					
<u>Sign-in Time</u>	<u>Sign-out Time</u>				
04/14/2016 12:03 PM	04/14/2016 12:04 PM				
04/16/2016 12:44 PM	04/16/2016 03:44 PM				
Total:	<u>Hrs.</u>	<u>Rate</u>	<u>Amount</u>		
	3:00:56	14.00	42.22		
Connery, Sean					
<u>Sign-in Time</u>	<u>Sign-out Time</u>				
03/15/2016 09:00 AM	03/15/2016 03:00 PM				
04/14/2016 08:33 AM	04/14/2016 08:35 AM				
Total:	<u>Hrs.</u>	<u>Rate</u>	<u>Amount</u>		
	6:01:54	10.00	60.32		
Grand Total:			18.096	205.08	

Purpose: Shows tutors who are paid by straight worked hours

Available Filters: Reporting period, tutor

Display Options: None

Grouped by: None

Order: Last/First, First Last

Summary Report Type Available: No

Description: This is very similar to the 'Tutors Payroll' report except that the sign-in and sign-out times of the tutors are displayed for each day in addition to the total hours, pay-rate and amount.

TUTOR PAYROLL – PAY BY APPOINTMENT

Type	Hours	Rate	Amount
Tutor: Bright, Cindy			
Individual Tutoring	9.750	\$12.5000	\$121.8750
Group of 2		\$24.5000	
Group of 3		\$24.5000	
Group of 4		\$27.5000	
Preparation Time	9.750	\$2.5000	\$24.3750
No-Shows Time		\$10.0000	
Subtotal for Bright, Cindy:			\$146.2500
Tutor: Freeman, Morgan			
Individual Tutoring	1.000	\$12.0000	\$12.0000
Group of 2	1.000	\$24.0000	\$24.0000
Group of 3		\$24.0000	
Group of 4		\$27.0000	
Preparation Time	2.000	\$2.4000	\$4.8000
No-Shows Time		\$9.6000	
Subtotal for Freeman, Morgan:			\$40.8000
Grand Total:			\$187.0500

Purpose: Shows the sessions of the selected tutors during sign-ins

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

Grouped by: Tutor, and Type of appointment

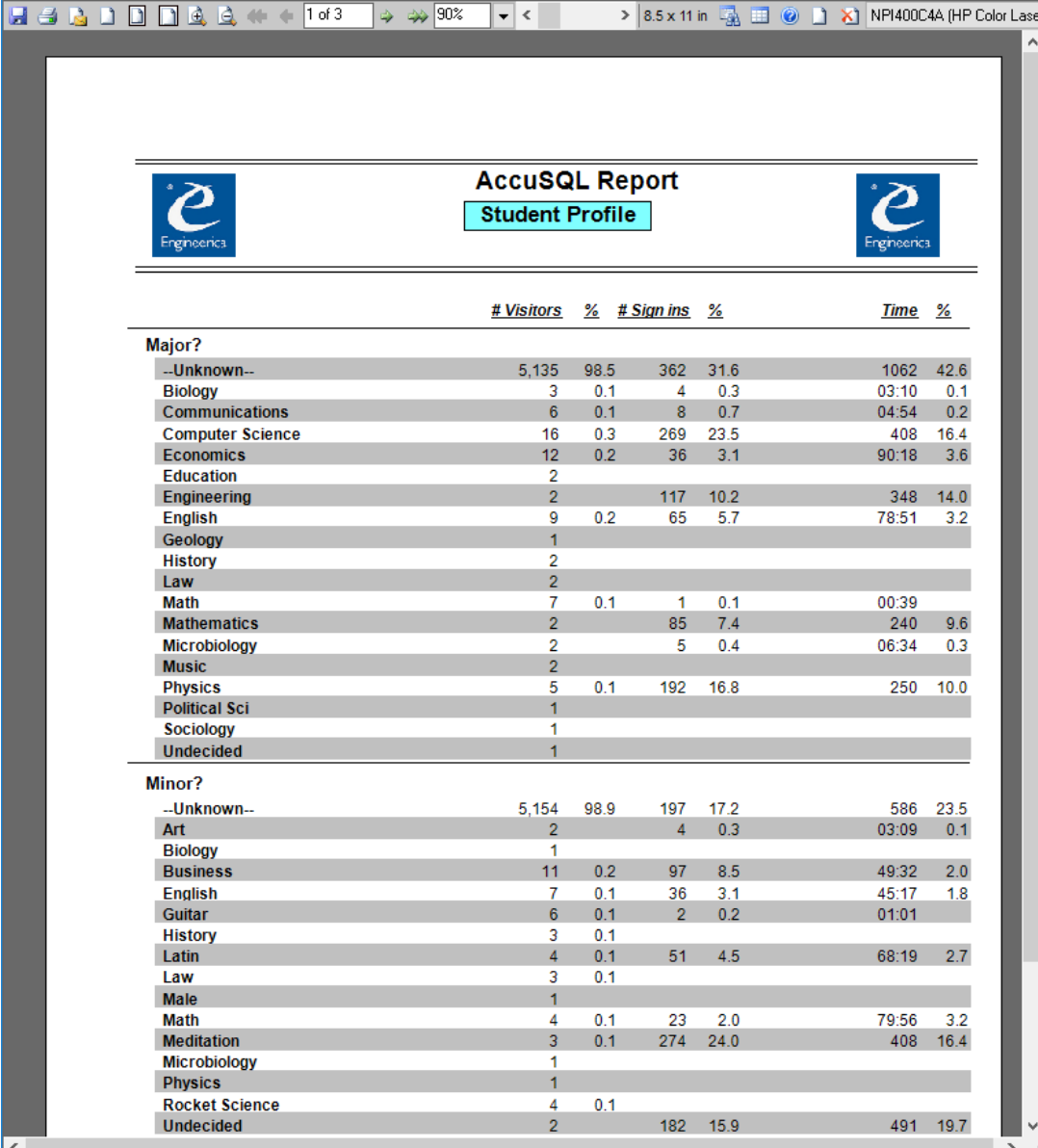
Order: Last/First, First/Last

Description: In System Administration - Setup - Tutor Setup, there is an option to "Pay Rates", this screen defines the type of rate as well as the pay rates a tutor can have. In the Tutors screen you can set the type of pay rate any tutor can have by selecting it from a dropdown list box, you even can modify the default basic rate so that it reflects best the payment for a given tutor.

PROFILE REPORTS

- Profile Reports
 - Student Profile
 - Student Profile (Visited)
 - Student Profile for Current Lab
 - Student Profile for Current Lab (Visited)

STUDENT PROFILE



	# Visitors	%	# Sign ins	%	Time	%
Major?						
--Unknown--	5,135	98.5	362	31.6	1062	42.6
Biology	3	0.1	4	0.3	03:10	0.1
Communications	6	0.1	8	0.7	04:54	0.2
Computer Science	16	0.3	269	23.5	408	16.4
Economics	12	0.2	36	3.1	90:18	3.6
Education	2					
Engineering	2		117	10.2	348	14.0
English	9	0.2	65	5.7	78:51	3.2
Geology	1					
History	2					
Law	2					
Math	7	0.1	1	0.1	00:39	
Mathematics	2		85	7.4	240	9.6
Microbiology	2		5	0.4	06:34	0.3
Music	2					
Physics	5	0.1	192	16.8	250	10.0
Political Sci	1					
Sociology	1					
Undecided	1					
Minor?						
--Unknown--	5,154	98.9	197	17.2	586	23.5
Art	2		4	0.3	03:09	0.1
Biology	1					
Business	11	0.2	97	8.5	49:32	2.0
English	7	0.1	36	3.1	45:17	1.8
Guitar	6	0.1	2	0.2	01:01	
History	3	0.1				
Latin	4	0.1	51	4.5	68:19	2.7
Law	3	0.1				
Male	1					
Math	4	0.1	23	2.0	79:56	3.2
Meditation	3	0.1	274	24.0	408	16.4
Microbiology	1					
Physics	1					
Rocket Science	4	0.1				
Undecided	2		182	15.9	491	19.7

Purpose: Shows statistics on student profile questions

Available Filters: Reporting period, Activities

Display Options: Time format

Grouped by: None

Order: None

Summary Report Available: No

Description: This report shows each demographics question that the software tracks. For each question, the report lists the available answers. For each answer, the report shows number of students, their number of visits, and total sign-in time of students who selected that answer.

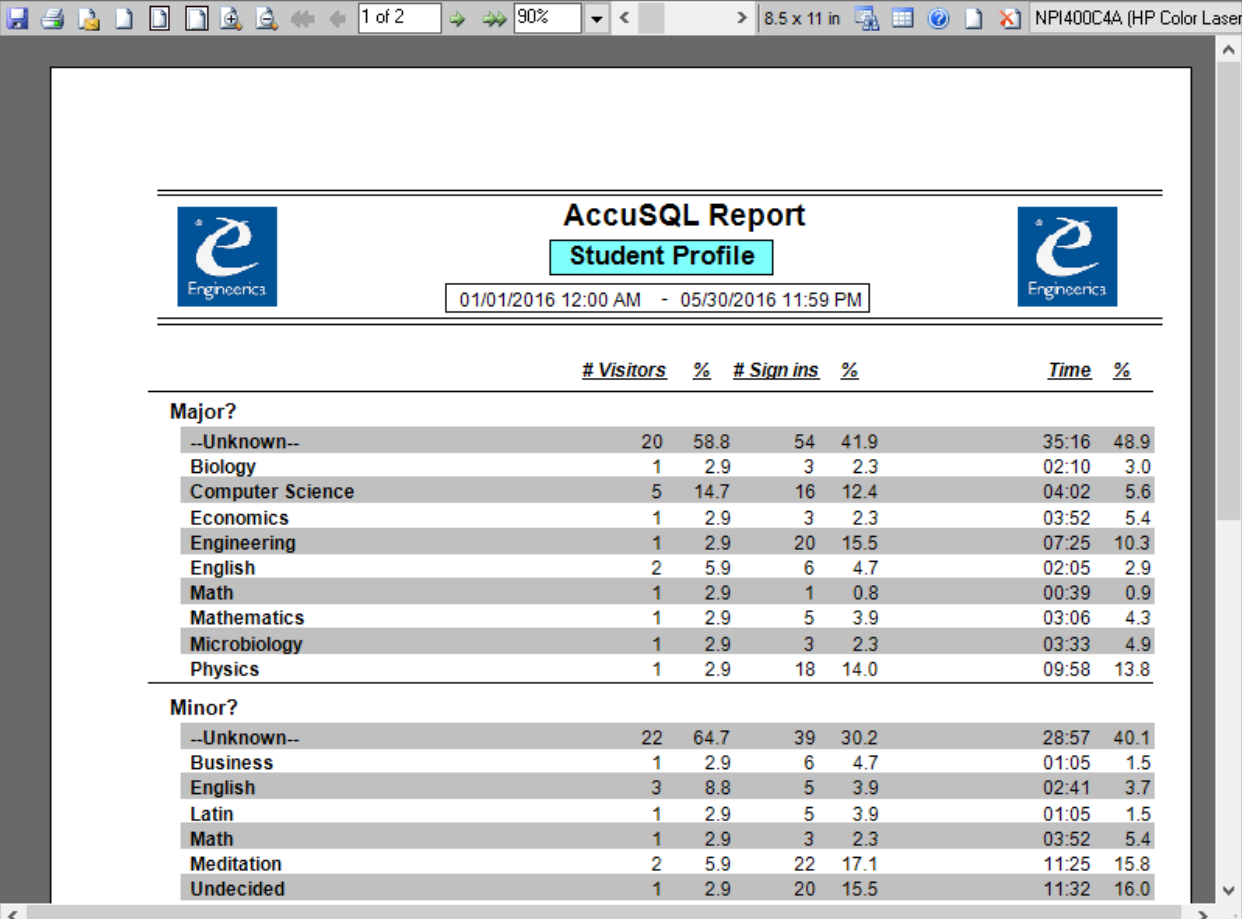


Note: The report reports on all students in your database, whether they visited or not.



Note: If one of the available answers is not shown, then no one has selected that answer during the reporting period.

STUDENT PROFILE (VISITED)



	# Visitors	%	# Sign ins	%	Time	%
Major?						
--Unknown--	20	58.8	54	41.9	35:16	48.9
Biology	1	2.9	3	2.3	02:10	3.0
Computer Science	5	14.7	16	12.4	04:02	5.6
Economics	1	2.9	3	2.3	03:52	5.4
Engineering	1	2.9	20	15.5	07:25	10.3
English	2	5.9	6	4.7	02:05	2.9
Math	1	2.9	1	0.8	00:39	0.9
Mathematics	1	2.9	5	3.9	03:06	4.3
Microbiology	1	2.9	3	2.3	03:33	4.9
Physics	1	2.9	18	14.0	09:58	13.8
Minor?						
--Unknown--	22	64.7	39	30.2	28:57	40.1
Business	1	2.9	6	4.7	01:05	1.5
English	3	8.8	5	3.9	02:41	3.7
Latin	1	2.9	5	3.9	01:05	1.5
Math	1	2.9	3	2.3	03:52	5.4
Meditation	2	5.9	22	17.1	11:25	15.8
Undecided	1	2.9	20	15.5	11:32	16.0

Purpose: Shows statistics on student profile questions for visitors

Available Filters: Reporting period, Activities


Display Options: Time format


Grouped by: None

Order: None

Summary Report Type Available: No

Description: This report shows each demographics question that the software tracks. For each question, the report lists the available answers. For each answer, the report shows number of students, their number of visits, and total sign-in time of students who selected that answer.

 **Note:** The report only reflects data from students who signed-in during the selected reporting period.

 **Note:** If one of the available answers is not shown, then no one has selected that answer during the reporting period.

STUDENT PROFILE FOR CURRENT LAB

Shows same data as Student Profile report, however, it displays the data for whichever Local Lab the AccuSQL or AccuTrack station is currently set to in System >> Lab IDs >> View/Modify Local Lab ID.

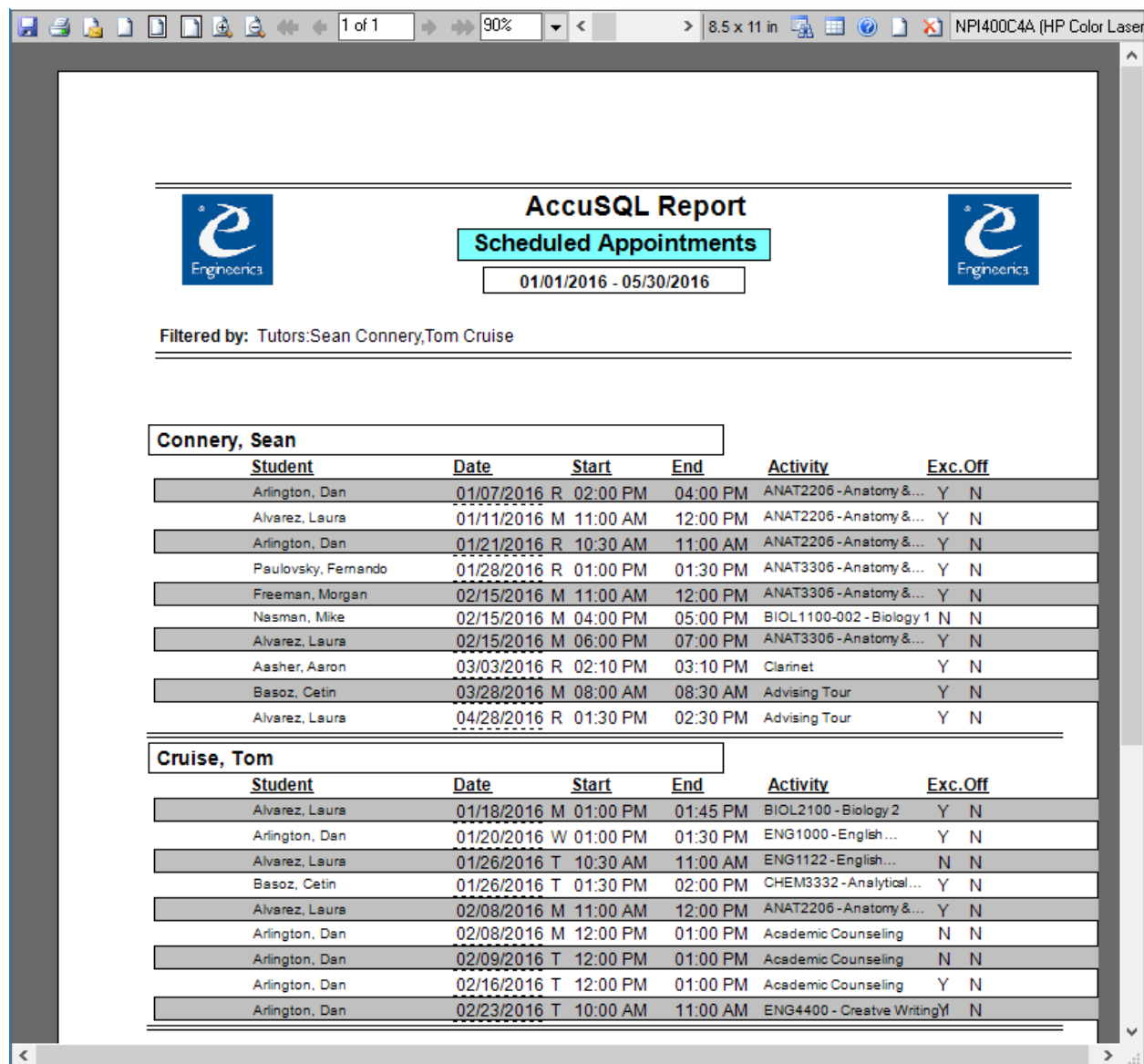
STUDENT PROFILE (VISITED)

Shows same data as Student Profile Visited report, however, it displays the data for whichever Local Lab the AccuSQL or AccuTrack station is currently set to in System >> Lab IDs >> View/Modify Local Lab ID.

APPOINTMENT REPORTS

- [-] Appointment Reports
 - Scheduled Appointments
 - Scheduled Appointments (with scheduled time)
 - Appointment Open Slots
 - Appointment No-Shows
 - Appointments History
 - Appointments History (Detailed)
 - Appointments Cancellations
 - Room Reservation
 - Daily Appointments List
 - Tutors' Weekly Appointments
 - Center's Weekly Appointments
 - Zero Appointments

SCHEDULED APPOINTMENTS



AccuSQL Report
Scheduled Appointments
 01/01/2016 - 05/30/2016

Filtered by: Tutors: Sean Connery, Tom Cruise

Connery, Sean

Student	Date	Start	End	Activity	Exc. Off
Arlington, Dan	01/07/2016 R	02:00 PM	04:00 PM	ANAT2206 - Anatomy &...	Y N
Alvarez, Laura	01/11/2016 M	11:00 AM	12:00 PM	ANAT2206 - Anatomy &...	Y N
Arlington, Dan	01/21/2016 R	10:30 AM	11:00 AM	ANAT2206 - Anatomy &...	Y N
Paulovsky, Fernando	01/28/2016 R	01:00 PM	01:30 PM	ANAT3306 - Anatomy &...	Y N
Freeman, Morgan	02/15/2016 M	11:00 AM	12:00 PM	ANAT3306 - Anatomy &...	Y N
Nasman, Mike	02/15/2016 M	04:00 PM	05:00 PM	BIOL1100-002 - Biology 1	N N
Alvarez, Laura	02/15/2016 M	06:00 PM	07:00 PM	ANAT3306 - Anatomy &...	Y N
Aasher, Aaron	03/03/2016 R	02:10 PM	03:10 PM	Clarinet	Y N
Basoz, Cetin	03/28/2016 M	08:00 AM	08:30 AM	Advising Tour	Y N
Alvarez, Laura	04/28/2016 R	01:30 PM	02:30 PM	Advising Tour	Y N

Cruise, Tom

Student	Date	Start	End	Activity	Exc. Off
Alvarez, Laura	01/18/2016 M	01:00 PM	01:45 PM	BIOL2100 - Biology 2	Y N
Arlington, Dan	01/20/2016 W	01:00 PM	01:30 PM	ENG1000 - English...	Y N
Alvarez, Laura	01/26/2016 T	10:30 AM	11:00 AM	ENG1122 - English...	N N
Basoz, Cetin	01/26/2016 T	01:30 PM	02:00 PM	CHEM3332 - Analytical...	Y N
Alvarez, Laura	02/08/2016 M	11:00 AM	12:00 PM	ANAT2206 - Anatomy &...	Y N
Arlington, Dan	02/08/2016 M	12:00 PM	01:00 PM	Academic Counseling	N N
Arlington, Dan	02/09/2016 T	12:00 PM	01:00 PM	Academic Counseling	N N
Arlington, Dan	02/16/2016 T	12:00 PM	01:00 PM	Academic Counseling	Y N
Arlington, Dan	02/23/2016 T	10:00 AM	11:00 AM	ENG4400 - Creative Writing	Y N

Purpose: Shows a list of appointments between Tutor and students

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: Time format

Grouped by: Tutor

Order: Tutor, Appt Time, Student, Activity, Tutor Last/First, First/Last

Summary Report Type Available: No

Description: For each Tutor, this report shows upcoming appointments from present to selected "To date". Under the tutor, the report lists the student, appointment date, start time, end time, class, whether the appointment is recursive, and whether the appointment was canceled.



Tip: Canceled appointments will appear with a line drawn through them.



Tip: A dotted line under the date separates different dates in the appointment list.

SCHEDULED APPOINTMENTS (WITH SCHEDULED TIME)

AccuSQL Report
Scheduled Appointments
 08/23/2013 To 12/31/2013

Bates, Liz

Student	Date	Start	End	Activity	Exc.	Off	Scheduled On
Cooms, Jim	09/06/2013 F	09:00 AM	10:00 AM	Guitar	Y	N	09/05/2013 09:16 AM
Arlington, David	09/11/2013 W	02:00 PM	02:30 PM	Guitar	Y	N	09/11/2013 01:49 PM
Dee, Mickey	09/12/2013 R	03:00 PM	03:30 PM	Oboe	Y	N	09/12/2013 11:16 AM
Abel, Ellie A	09/16/2013 M	11:00 AM	11:30 AM	Art History and Appreciation	Y	N	09/16/2013 10:30 AM

Bright, Cindy

Student	Date	Start	End	Activity	Exc.	Off	Scheduled On
Ables, Omid R	08/23/2013 F	09:00 AM	10:00 AM	Health Science Internship	Y	N	08/09/2013 02:09 PM
Arlington, David	08/26/2013 M	07:00 PM	08:00 PM	201203 NSE - 375 2 National Student	Y	N	08/26/2013 04:39 PM
Arlington, David	08/26/2013 M	09:00 PM	09:30 PM	201203 NSE - 375 2 National Student	Y	N	08/26/2013 04:59 PM
Arlington, David	08/27/2013 T	01:00 PM	01:30 PM	ANAT1101 - Anatomy and Physiology I	Y	N	08/27/2013 08:32 AM
Arlington, David	08/27/2013 T	02:00 PM	02:30 PM	ANAT1101 - Anatomy and Physiology I	Y	N	08/27/2013 08:34 AM
Dee, Mickey	09/11/2013 W	09:00 AM	09:30 AM	201203 ACC - 226 4 Intro to...	Y	N	09/10/2013 05:34 PM

Purpose: Shows a list of upcoming appointments between Tutor and students

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs

Display Options: Time format

Grouped by: Tutor

Order: Tutor, Appt Date, Student, Activity

Description: For each Tutor, this report shows upcoming appointments from present to selected "To date". Under the tutor, the report lists the student, appointment date, start time, end time, class, whether the appointment is recursive, and whether the appointment was canceled.

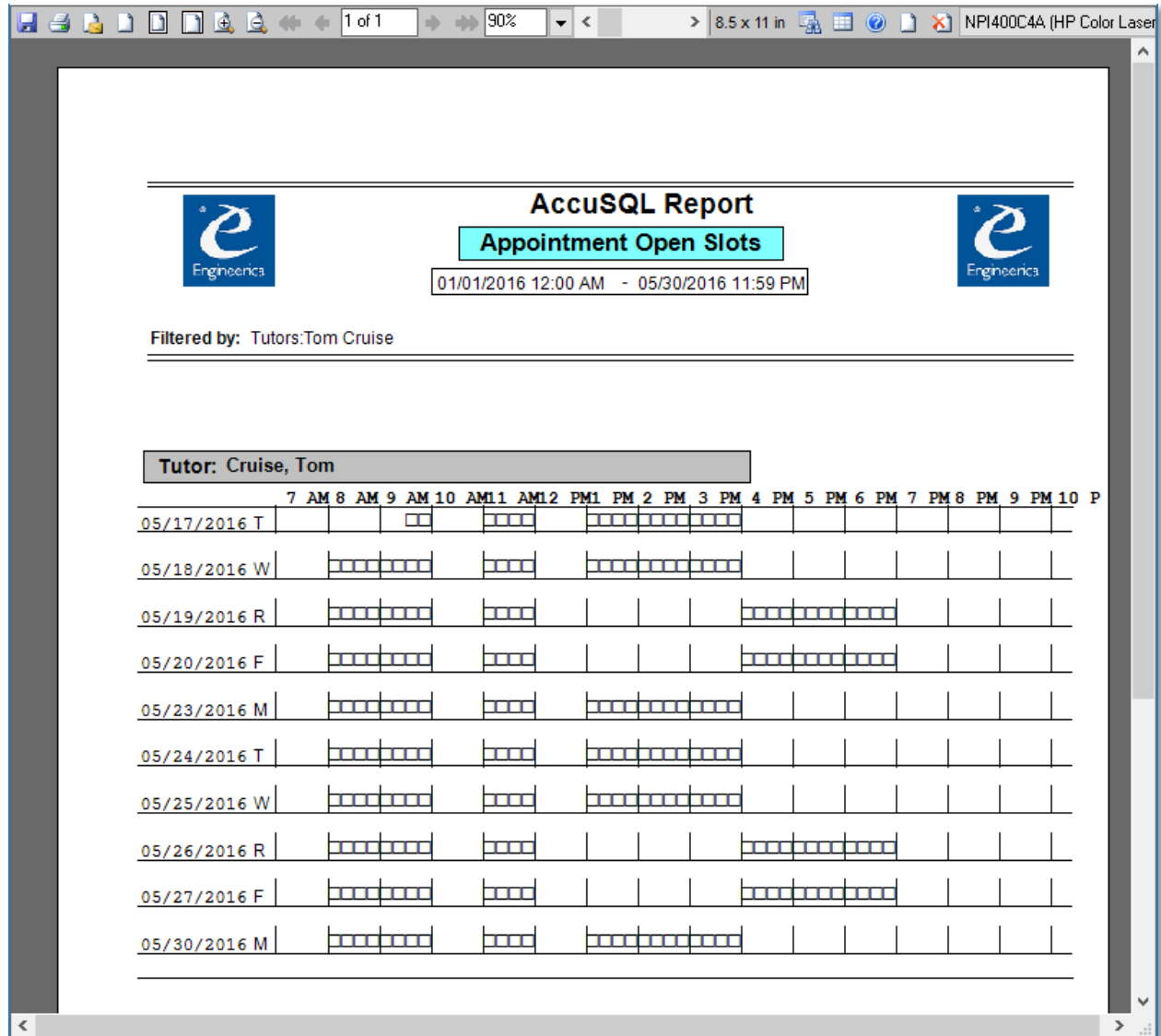


Tip: Canceled appointments will appear with a line drawn through them.



Tip: A dotted line under the date separates different dates in the appointment list.

APPOINTMENT OPEN SLOTS



Purpose: Shows the open appointments slots during a certain time period

Available Filters: Reporting period, Tutors, Lab IDs

Display Options: None

Grouped by: None

Order: Tutor last name, first name, and date

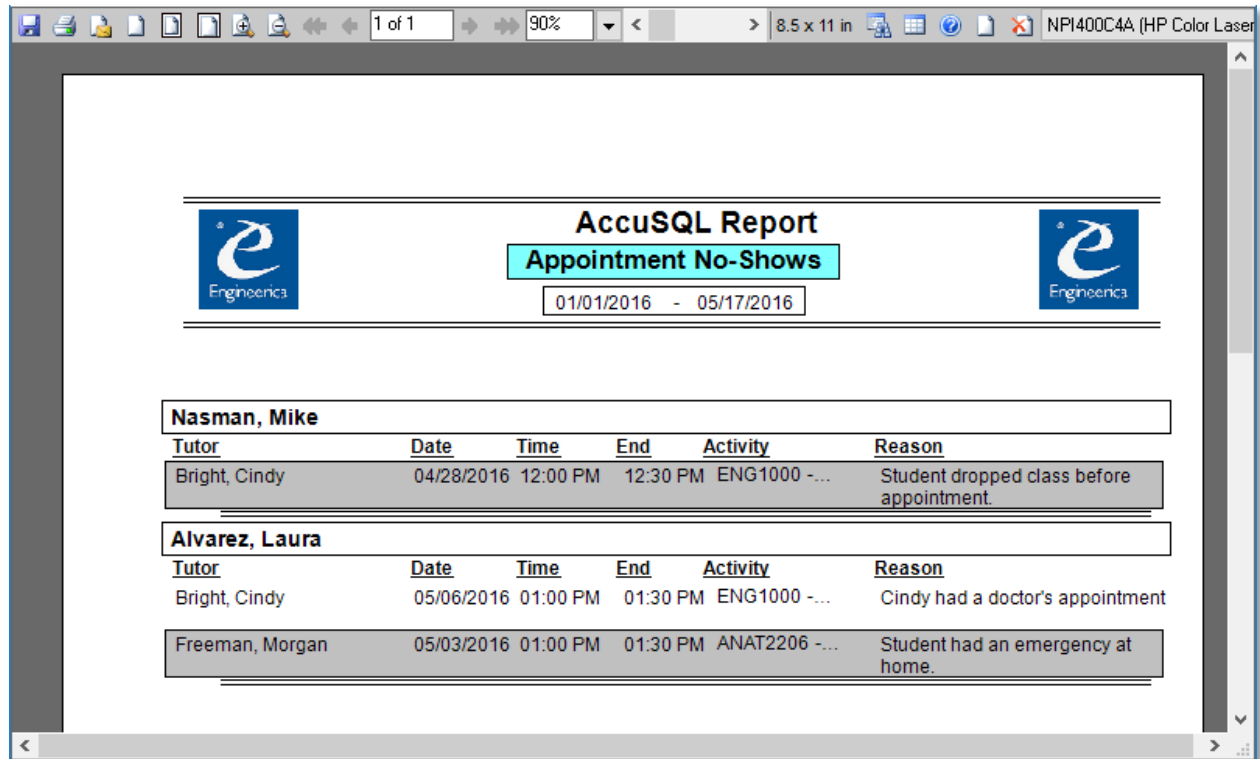
Summary Report Type Available: No

Description: This is a report of available appointment slots during the reporting period. Each square in the table represents a 15-minute increment of **open** time.



Tip: You can use this report to post tutor work hours for walk-in appointments. Simply print daily and pin on your announcements board.

APPOINTMENT NO-SHOWS



AccuSQL Report Appointment No-Shows 01/01/2016 - 05/17/2016					
Nasman, Mike					
Tutor	Date	Time	End	Activity	Reason
Bright, Cindy	04/28/2016	12:00 PM	12:30 PM	ENG1000 -...	Student dropped class before appointment.
Alvarez, Laura					
Tutor	Date	Time	End	Activity	Reason
Bright, Cindy	05/06/2016	01:00 PM	01:30 PM	ENG1000 -...	Cindy had a doctor's appointment
Freeman, Morgan	05/03/2016	01:00 PM	01:30 PM	ANAT2206 -...	Student had an emergency at home.

Purpose: Shows students that missed their appointments and the reason for the no-show (if entered)

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: None

Grouped by: Student

Order: Student, Tutor, Appt Time, Activity

Description: This is a report of missed appointments during the reporting period. Under the Tutor name, the report lists the student, scheduled appointment date, start time, end time, class, and the reason for the missed appointment.

APPOINTMENTS HISTORY

AccuSQL Report
Appointments History
 03/20/2016 12:00 AM - 05/17/2016 09:31 AM

Filtered by: Tutors:Cindy Bright

Bright, Cindy

Student	Date	Time	End	Activity	Off
Basoz, Cetin	03/29/2016 T	11:00 AM	12:00 PM	ANAT2206 - Anatomy &...	N
Aash, Bob	04/07/2016 R	11:00 AM	12:00 PM	MATH Calculus 1	N
Aasher, Aaron	04/07/2016 R	11:00 AM	12:00 PM	MATH Calculus 1	N
Aarons, Alice Myrtle	04/07/2016 R	01:00 PM	02:00 PM	English World Lit 1	Y
Abercrombie, Myranda L	04/07/2016 R	01:00 PM	02:00 PM	English World Lit 1	N
Aash, Bob	04/08/2016 F	11:00 AM	12:00 PM	MATH Calculus 1	N
Aasher, Aaron	04/08/2016 F	11:00 AM	12:00 PM	MATH Calculus 1	N
Arlington, Dan	04/08/2016 F	01:00 PM	01:30 PM	MAT119 - Pre-Calculus	N
Arlington, Dan	04/12/2016 T	12:00 PM	12:30 PM	MAT111A - College...	N
Basoz, Cetin	04/14/2016 R	09:00 AM	10:00 AM	Degree Audit	N
Alvarez, Laura	04/18/2016 M	02:00 PM	02:30 PM	ANAT2206 - Anatomy &...	Y
Alvarez, Laura	04/20/2016 W	02:00 PM	02:30 PM	ANAT2206 - Anatomy &...	Y
Alvarez, Laura	04/21/2016 R	10:00 AM	11:00 AM	MATH Calculus 1	Y
Abdelmuhsen, Hattie Martin	04/21/2016 R	02:00 PM	03:00 PM	ENG2202 - Literature	N
Kuhn, Brooke L	04/22/2016 F	11:00 AM	11:30 AM	MATH Calculus 1	N
Alvarez, Laura	04/22/2016 F	02:00 PM	02:30 PM	ANAT2206 - Anatomy &...	N
Norris, Marie I.	04/22/2016 F	04:00 PM	05:00 PM	ENG2202 - Literature	Y
Blodgett, Chadd	04/28/2016 R	11:00 AM	11:30 AM	BIOL1100-001 - Biology 1 Y	Y
Nasman, Mike	04/28/2016 R	12:00 PM	12:30 PM	ENG1000 - English...	N
Alvarez, Laura	05/06/2016 F	01:00 PM	01:30 PM	ENG1000 - English...	N

Purpose: Shows past appointments up-to-date specified

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups


Display Options: Time format, show visitor ID


Grouped by: Tutor


Order: Tutor's last name, Appt Time, Student, Activity

Summary Report Type Available: No

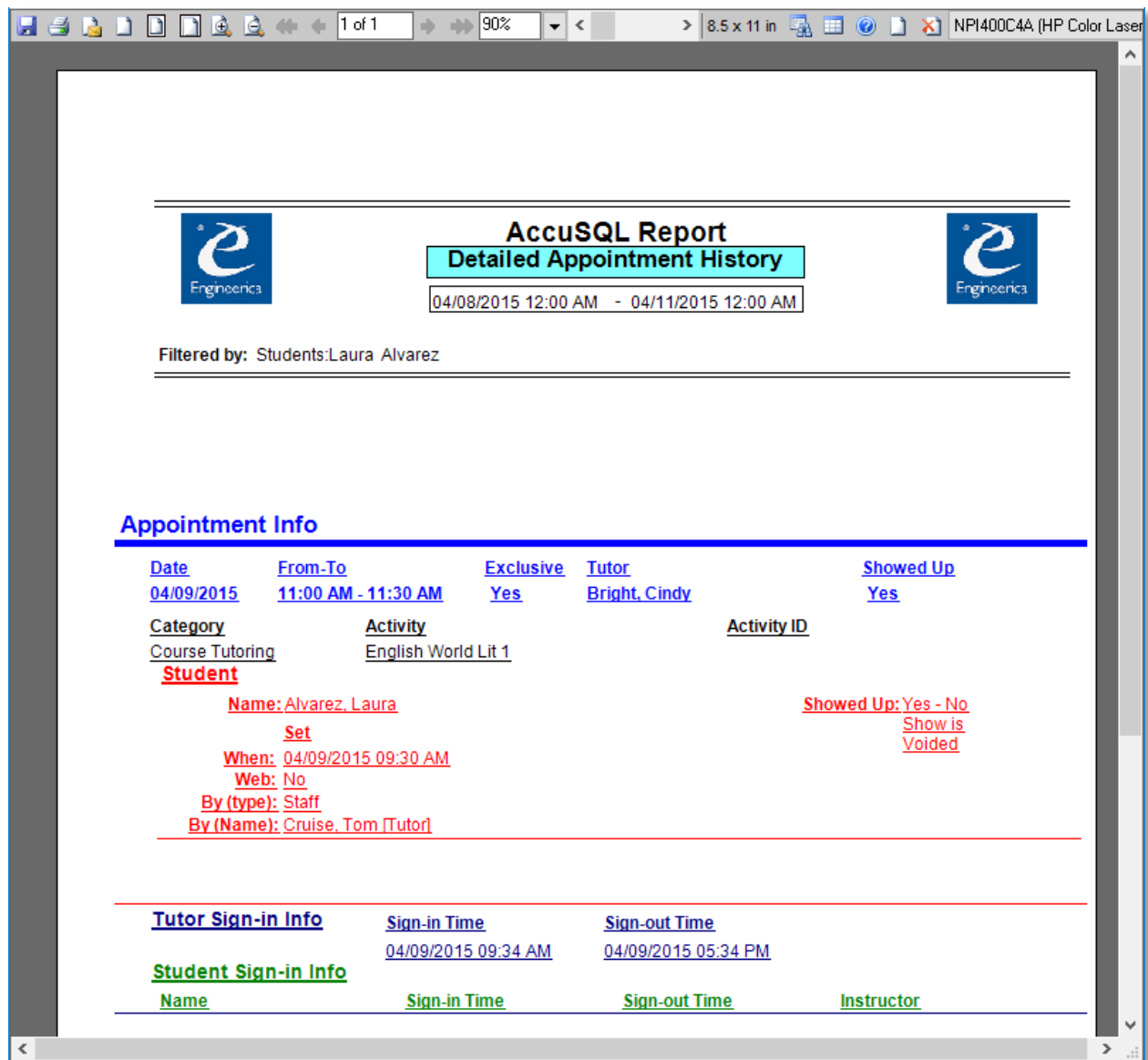
Description: This is a report of all appointments that occurred from the start date until present date. Under the Tutor, the report lists the student, appointment date, start time, end time, class, whether the appointment is recursive, and whether the appointment was canceled.

 **Tip:** Canceled appointments will appear with a line drawn through them.

 **Tip:** A red circle to the right of the appointment's record indicates the student did not show up for this appointment.

 **Tip:** A dotted line under the date separates different dates in the appointment list.

APPOINTMENTS HISTORY (DETAILED)



AccuSQL Report
Detailed Appointment History
04/08/2015 12:00 AM - 04/11/2015 12:00 AM

Filtered by: Students:Laura Alvarez

Appointment Info

Date	From-To	Exclusive	Tutor	Shown Up
04/09/2015	11:00 AM - 11:30 AM	Yes	Bright, Cindy	Yes

Category	Activity	Activity ID
Course Tutoring	English World Lit 1	

Student

Name: Alvarez, Laura
Set
When: 04/09/2015 09:30 AM
Web: No
By (type): Staff
By (Name): Cruise, Tom [Tutor]

Shown Up: Yes - No
Show is
Voided

Tutor Sign-in Info	Sign-in Time	Sign-out Time
	04/09/2015 09:34 AM	04/09/2015 05:34 PM

Student Sign-in Info	Sign-in Time	Sign-out Time	Instructor

Purpose: Shows a detailed view of past appointments up-to-date specified

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: Time format, show visitor ID

Grouped by: Tutor

Order: Tutor's last name, first name, and appointment date

Description: This is a report of all appointments that occurred from the start date until present date. Under the Tutor, the report lists the student, appointment date, start time, end time, class, whether the appointment is recursive, and whether the appointment was canceled.

APPOINTMENT CANCELLATIONS

The screenshot displays a web-based report titled "AccuSQL Report Appointments Cancellations" for the period 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. The report is filtered by students Dan Arlington and Chadd Blodgett. It contains two sections, each titled "Appointment Info".

Appointment 1:

<u>Student</u>	<u>Date</u>	<u>From-To</u>	<u>Tutor</u>	<u>Excl.</u>
<u>Name</u> Arlington, Dan	04/29/2016	01:30 PM - 02:00 PM	Connery, Sean	Yes
	<u>Category</u>	<u>Activity</u>	<u>Activity ID</u>	
	Advising	Advising Tour		
<u>When</u>	<u>Web</u>	<u>Req.By</u>	<u>Name</u>	
<u>Set:</u> 04/26/2016 11:09 AM	Yes	Student	Arlington, Dan	
<u>Cancellation Reason:</u> testing				

Appointment 2:

<u>Student</u>	<u>Date</u>	<u>From-To</u>	<u>Tutor</u>	<u>Excl.</u>
<u>Name</u> Blodgett, Chadd	04/28/2016	11:00 AM - 11:30 AM	Bright, Cindy	Yes
	<u>Category</u>	<u>Activity</u>	<u>Activity ID</u>	
	Course Tutoring	Biology 1		
<u>When</u>	<u>Web</u>	<u>Req.By</u>	<u>Name</u>	
<u>Set:</u> 04/19/2016 10:24 AM	Yes	Student	Blodgett, Chadd	
<u>Cancellation Reason:</u> testing				

Purpose: Shows appointment cancellations for a selected period of time

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: None

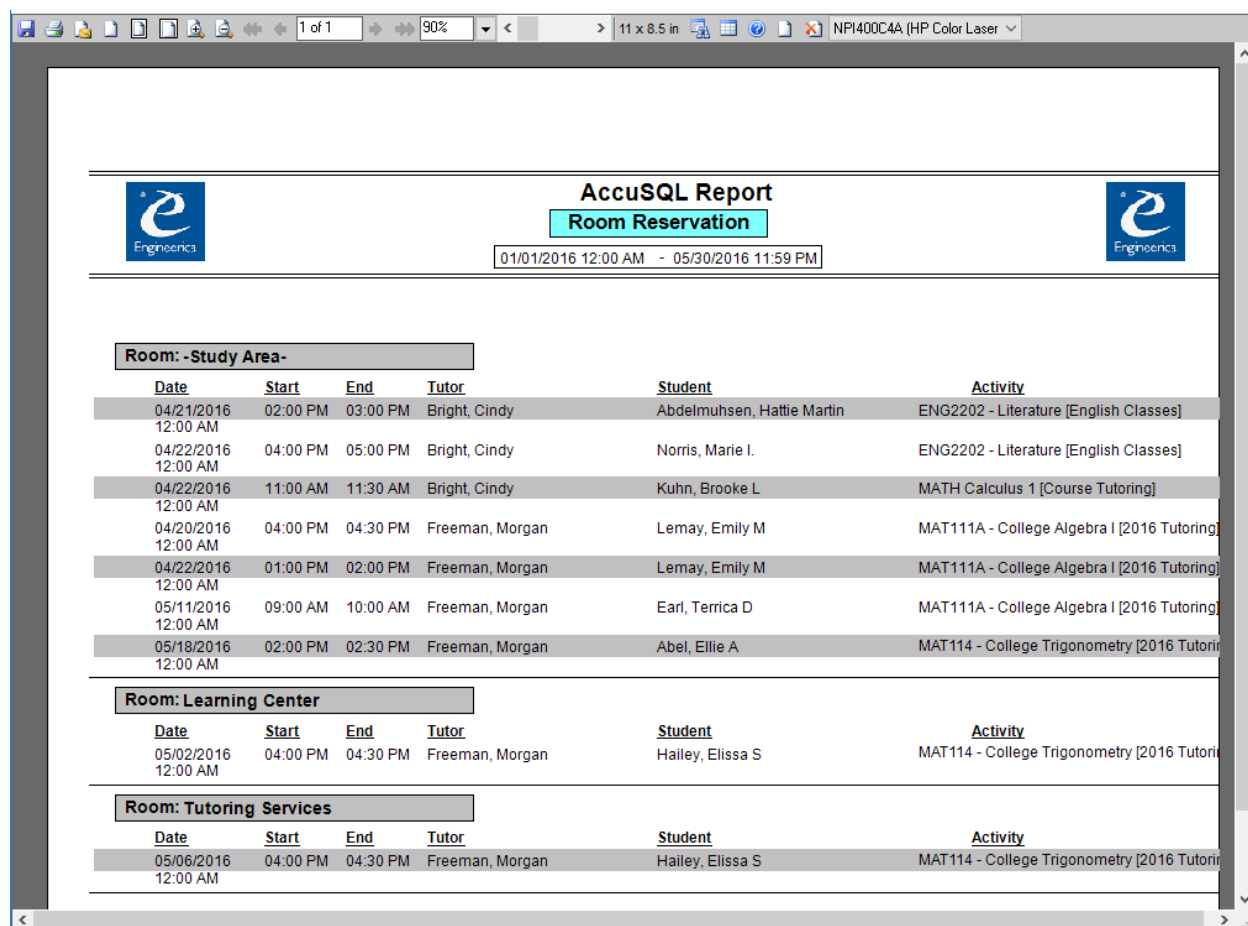
Grouped by: None

Order: Student, Tutor, Activity ID, Activity, Category, Date, From-to

Summary Report Available: No

Description: This report shows cancelled appointments. It includes information on how, when and by whom the appointment was made and cancelled.

ROOM RESERVATION



AccuSQL Report					
Room Reservation					
01/01/2016 12:00 AM - 05/30/2016 11:59 PM					
Room: -Study Area-					
Date	Start	End	Tutor	Student	Activity
04/21/2016 12:00 AM	02:00 PM	03:00 PM	Bright, Cindy	Abdelmuhsen, Hattie Martin	ENG2202 - Literature [English Classes]
04/22/2016 12:00 AM	04:00 PM	05:00 PM	Bright, Cindy	Norris, Marie I.	ENG2202 - Literature [English Classes]
04/22/2016 12:00 AM	11:00 AM	11:30 AM	Bright, Cindy	Kuhn, Brooke L	MATH Calculus 1 [Course Tutoring]
04/20/2016 12:00 AM	04:00 PM	04:30 PM	Freeman, Morgan	Lemay, Emily M	MAT111A - College Algebra I [2016 Tutoring]
04/22/2016 12:00 AM	01:00 PM	02:00 PM	Freeman, Morgan	Lemay, Emily M	MAT111A - College Algebra I [2016 Tutoring]
05/11/2016 12:00 AM	09:00 AM	10:00 AM	Freeman, Morgan	Earl, Terrica D	MAT111A - College Algebra I [2016 Tutoring]
05/18/2016 12:00 AM	02:00 PM	02:30 PM	Freeman, Morgan	Abel, Ellie A	MAT114 - College Trigonometry [2016 Tutoring]
Room: Learning Center					
Date	Start	End	Tutor	Student	Activity
05/02/2016 12:00 AM	04:00 PM	04:30 PM	Freeman, Morgan	Hailey, Elissa S	MAT114 - College Trigonometry [2016 Tutoring]
Room: Tutoring Services					
Date	Start	End	Tutor	Student	Activity
05/06/2016 12:00 AM	04:00 PM	04:30 PM	Freeman, Morgan	Hailey, Elissa S	MAT114 - College Trigonometry [2016 Tutoring]

Purpose: Shows a list of reserved rooms


Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: Time format

Grouped by: None

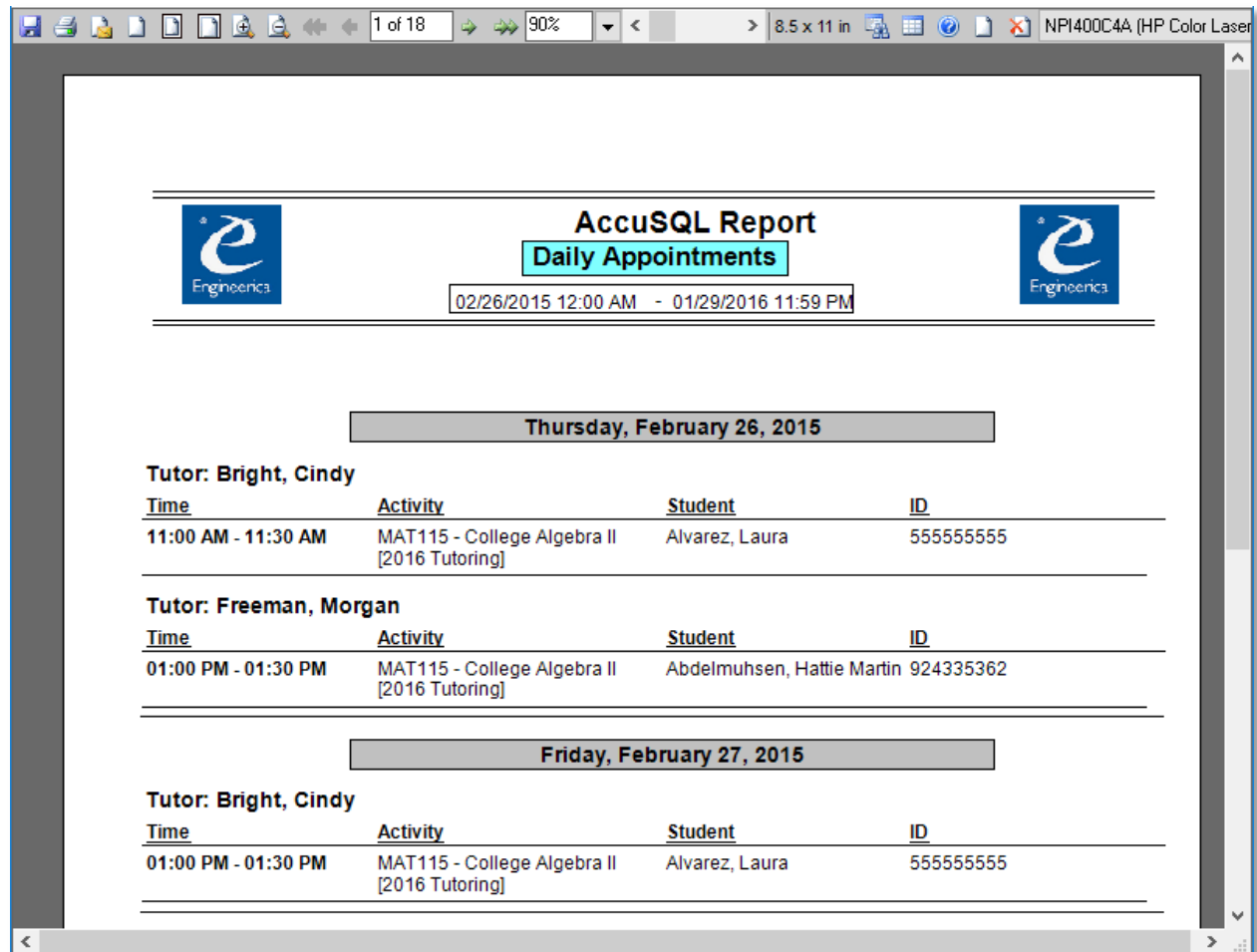
Order: Tutor member last name, first name, and room name

Description: For each room, this report shows when they are reserved, by a Tutor and the activity that will take place from present to selected "To date". Under the room, the report lists the reserved date, start time, end time, tutor, student, and activity.

 **Note:** If there is more than one student, the rest of the students registered for the same room

and date/time will appear below the first student but no other info since it's the same as that of the first line.

DAILY APPOINTMENTS LIST



AccuSQL Report Daily Appointments			
02/26/2015 12:00 AM - 01/29/2016 11:59 PM			
Thursday, February 26, 2015			
Tutor: Bright, Cindy			
Time	Activity	Student	ID
11:00 AM - 11:30 AM	MAT115 - College Algebra II [2016 Tutoring]	Alvarez, Laura	555555555
Tutor: Freeman, Morgan			
Time	Activity	Student	ID
01:00 PM - 01:30 PM	MAT115 - College Algebra II [2016 Tutoring]	Abdelmuhsen, Hattie Martin	924335362
Friday, February 27, 2015			
Tutor: Bright, Cindy			
Time	Activity	Student	ID
01:00 PM - 01:30 PM	MAT115 - College Algebra II [2016 Tutoring]	Alvarez, Laura	555555555

Available Filters: Reporting period, activity, student, tutor, student groups

Display Options: Time format, show visitors ID

Grouped by: None

Order: Tutor member last name, first name, and room name

Summary Report Type Available: No

Description: For each room, this report shows when they are reserved, by a Tutor and the activity that will take place from present to selected "To date". Under the room, the report lists the reserved date, start time, end time, tutor, student, and activity.

TUTOR'S WEEKLY APPOINTMENTS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07 AM							
08 AM				Hanks, Tom	Hanks, Tom		
09 AM					Hanks, Tom		
10 AM							
11 AM		Bright, Cindy					
12 PM							
01 PM							
02 PM							
03 PM				Nicholson, Jack			
04 PM							
05 PM							
06 PM							
07 PM							
08 PM							
09 PM							
10 PM							

Purpose: Shows appointments on a weekly basis by displaying the tutor's name on the spaces indicating the session's duration

Available Filters: Time period, Tutors, Tutor Groups

Display Options: None

Order: None

Summary Report Type Available: No

Description: This report shows scheduled appointments for the week. It can be filtered to include only certain tutors or tutor groups.

CENTER'S WEEKLY APPOINTMENTS

AccuSQL Report
Center's Weekly Appointments
 05/16/2016 - 05/22/2016

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07 AM							
08 AM				Hanks, Tom 08:30 AM-09:00 AM 2016 Tutoring MAT4455 - Calculus 3 Darden, Cariann B	Hanks, Tom 08:30 AM-09:30 AM Course Tutoring POL12655 - Economics Lemay, Emily M		
09 AM					Hanks, Tom 08:30 AM-09:30 AM Course Tutoring POL12655 - Economics Lemay, Emily M		
10 AM							

Purpose: Shows scheduled appointments for a one week period

Available Filters: Activities, Tutors, Lab IDs, Tutor Groups

Display Options: None

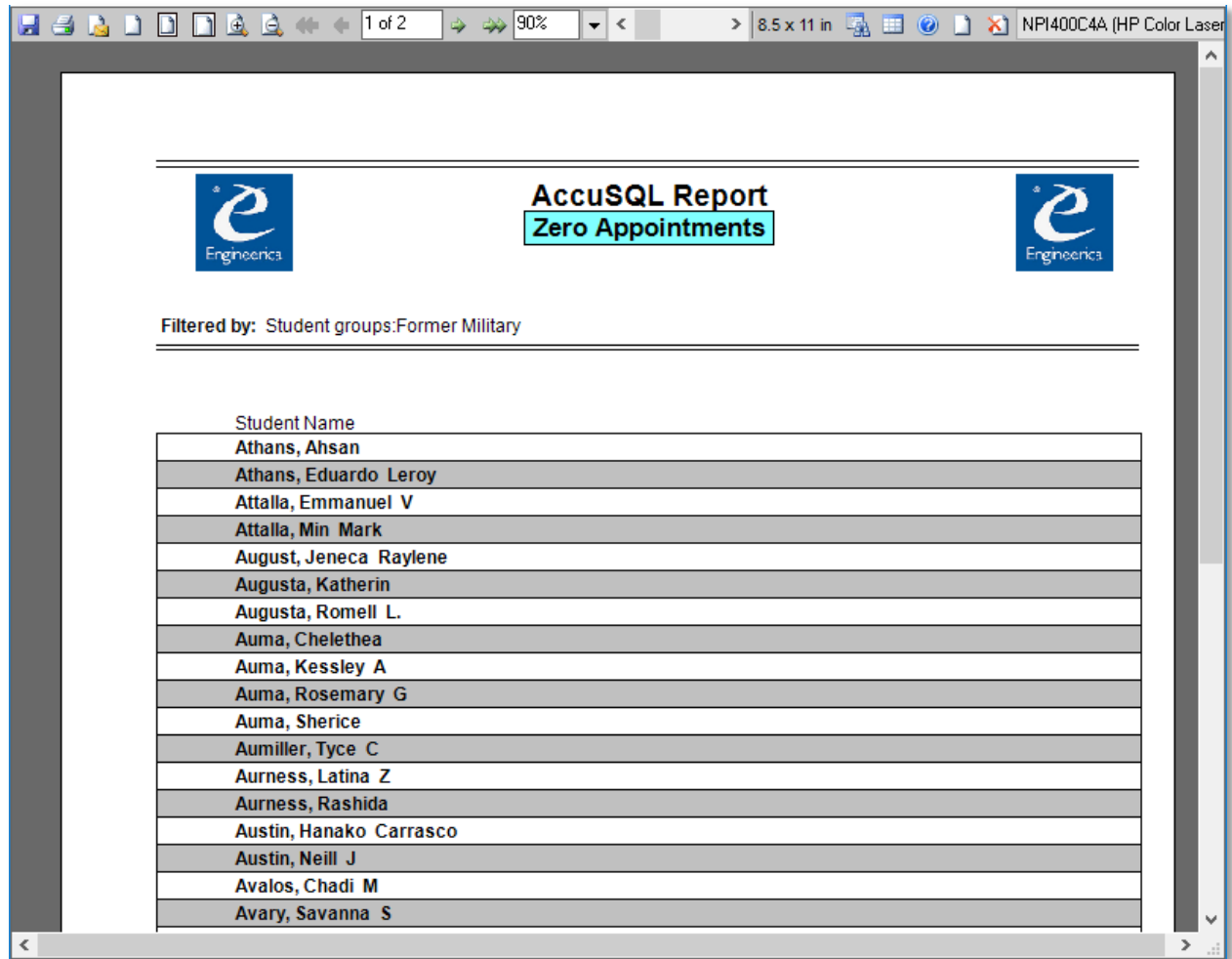
Grouped by: None

Order: None

Summary Report Type Available: No

Description: This report shows a center's weekly scheduled appointments, displaying the tutor name, appointment time slot, category, activity and student name.

ZERO APPOINTMENTS



The screenshot shows a web browser window displaying an AccuSQL report. The report title is 'AccuSQL Report Zero Appointments'. It is filtered by 'Student groups: Former Military'. The report lists 20 students in a table with alternating light and dark gray rows. The table has a single column labeled 'Student Name'.

Student Name
Athans, Ahsan
Athans, Eduardo Leroy
Attalla, Emmanuel V
Attalla, Min Mark
August, Jeneca Raylene
Augusta, Katherin
Augusta, Romell L.
Auma, Chelethea
Auma, Kessley A
Auma, Rosemary G
Auma, Sherice
Aumiller, Tyce C
Aurness, Latina Z
Aurness, Rashida
Austin, Hanako Carrasco
Austin, Neill J
Avalos, Chadi M
Avary, Savanna S

Purpose: Shows students without appointments scheduled for the period specified

Available Filters: Students, Student Groups

Display Options: show visitor ID, Show Student Phone Number

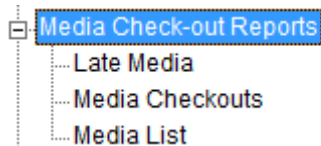
Grouped by: student last name

Order: None

Summary Report Type Available: No

Description: This report shows students who have not scheduled an appointment for the period specified.

MEDIA CHECK-OUT REPORTS



LATE MEDIA

Print Preview

 100%

AccuSQL Report
Late Media Report
 01/01/2013 12:00 - 12/31/2013 11:59

headphone			
Media ID: 15		Title: Headphones	
Due: 03/22/2013 02:33	Out: 03/21/2013 02:33	Late: 4274 hr 59 min.	
Student: David Arlington		Phone: (444)555-6464	ID:
Instructor:		Activity:	
Note: please return on time			

Media ID: 1		Title: Headphones	
Due: 03/22/2013 02:39	Out: 03/21/2013 02:39	Late: 4274 hr 53 min.	
Student: David Arlington		Phone: (444)555-6464	ID:
Instructor:		Activity:	

Late headphone: 2

reference book			
Media ID: 1006		Title: MLA Handbook for Writers of Research Pap	
Due: 03/11/2013 10:56	Out: 03/11/2013 09:56	Late: 4542 hr 36 min.	
Student: Harrison Ron		Phone:	ID:
Instructor:		Activity:	
Note: Checked out by Susie			

Late reference book: 1

Total Number of Late Media: 3

Purpose: Displays information about late media returns

Available Filters: Reporting period (Checkout), Students, Activities, Instructors, Media, Student Groups, Lab IDs


Display Options: Time format, Show/hide visitor ID


Grouped by: Media Type

Order: Media Type, Out date

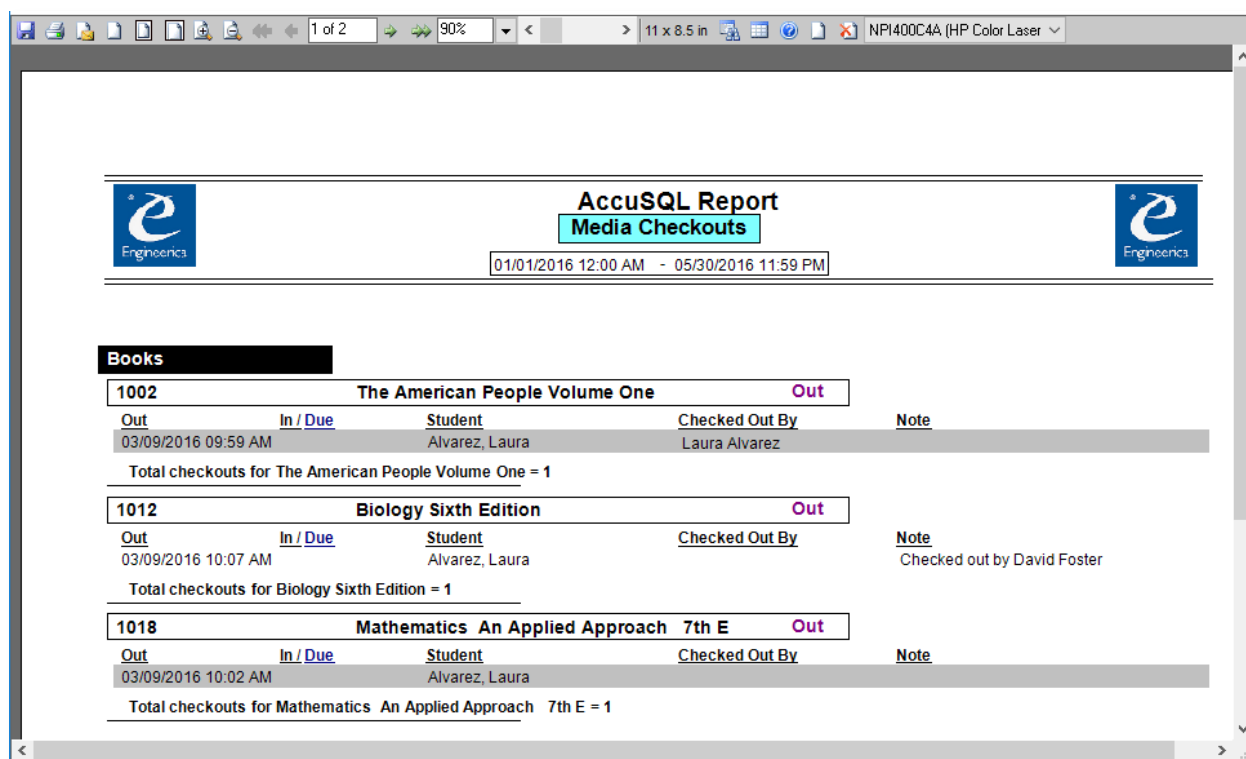
Summary Report Type Available: No

Description: Media is considered late if it is still checked out after due time has passed. This report gives detailed information about late media, including media ID, title, due time, check out time, and how long it is past due. It also gives information about the student who checked it out, his or her phone number, ID #, instructor (if entered) and class (if entered).

 **Note:** This report shows late media that has not been returned yet. It does not list late returns of checked-in media.

 **Tip:** Use the reporting period filter to only show late media that was checked out during the reporting period. This is useful if you want to exclude lost media that was checked out a long time ago for example.

MEDIA CHECKOUTS



AccuSQL Report Media Checkouts				
01/01/2016 12:00 AM - 05/30/2016 11:59 PM				
Books				
1002	The American People Volume One			Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 09:59 AM		Alvarez, Laura	Laura Alvarez	
Total checkouts for The American People Volume One = 1				
1012	Biology Sixth Edition			Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 10:07 AM		Alvarez, Laura		Checked out by David Foster
Total checkouts for Biology Sixth Edition = 1				
1018	Mathematics An Applied Approach 7th E			Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 10:02 AM		Alvarez, Laura		
Total checkouts for Mathematics An Applied Approach 7th E = 1				

Purpose: Shows a list of media checkouts

Available Filters: Reporting period, Students, Activities, Instructors, Media, Student Groups, Lab IDs

Display Options: Time format

Grouped by: Media Type, Media ID

Order: Media Type, Media ID, Checkout date

Summary Report Type Available: Yes

Description: This report shows the checkout record of your media stock. For each title, the report shows the checkout time, check in or due time, student, and checkout note. The report also shows the total number of checkouts for each title and the total checkouts of all media during the reporting period.



Tip: If the media is currently checked out, you will see the word “Out” in purple in the media title block. You will also see the media due date in blue font. If the media is currently checked in, you will see the word “In” in the media title block. The check-in date will appear in black font.

MEDIA CHECKOUTS - SUMMARY VIEW

AccuSQL Report
Media Checkouts
01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Books

1002	The American People Volume One	Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>
Total checkouts for The American People Volume One = 1		

1012	Biology Sixth Edition	Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>
Total checkouts for Biology Sixth Edition = 1		

1018	Mathematics An Applied Approach 7th E	Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>
Total checkouts for Mathematics An Applied Approach 7th E = 1		

1060	The Norton Anthology World Masterpieces	Out
<u>Out</u>	<u>In / Due</u>	<u>Student</u>
Total checkouts for The Norton Anthology World Masterpieces = 1		

Total checkouts for type Books = 4

MEDIA LIST

Media ID	Title	Type	Instructor	Note	In	Act.	Max Out
1	Headphones	Headphones			Y	Y	2
2	Headphones	Headphones			Y	Y	0
3	Headphones	Headphones			Y	Y	0
4	Headphones	Headphones			N	Y	0
6	Headphones	Headphones			Y	Y	0
7	Headphones	Headphones			Y	Y	0
8	Headphones	Headphones			Y	Y	24
9	Headphones	Headphones			Y	Y	0
11	Headphones	Headphones			Y	Y	0
12	Headphones	Headphones			Y	Y	0
13	Headphones	Headphones			Y	Y	0
14	Headphones	Headphones			Y	Y	0
15	Headphones	Headphones			Y	Y	0
1001	Kaufmann's Elementary & Intermediate Alge	Solution...		Student...	Y	Y	1
1002	The American People Volume One	Books			N	Y	24
1003	The American People Volume Two	Books			Y	Y	0
1004	The American People Volume Two	Study Guide		Fifth Edition	Y	Y	0
1005	The American People Volume One	Study Guide			Y	Y	0
1006	MLA Handbook for Writers of Research Pap	Reference			Y	Y	0
1007	MLA Handbook for Writers of Reasearc Pap	Reference			Y	Y	0
1008	Writing Skills: Preparing For The TASP T	Study Guide			Y	Y	0
1009	Official TASP Test Study Guide	Study Guide			Y	Y	0
1010	Official TASP Test Study Guide	Study Guide			Y	Y	0
1011	Thomas Finney Calculus	Books			Y	Y	0
1012	Biology Sixth Edition	Books			N	Y	0
1013	Anatomy & Physiology	Reference			Y	Y	0

Purpose: Shows a list of media stock

Available Filters: Media

Display Options: None

Grouped by: None

Order: Media ID, Title, Media Type, Instructor

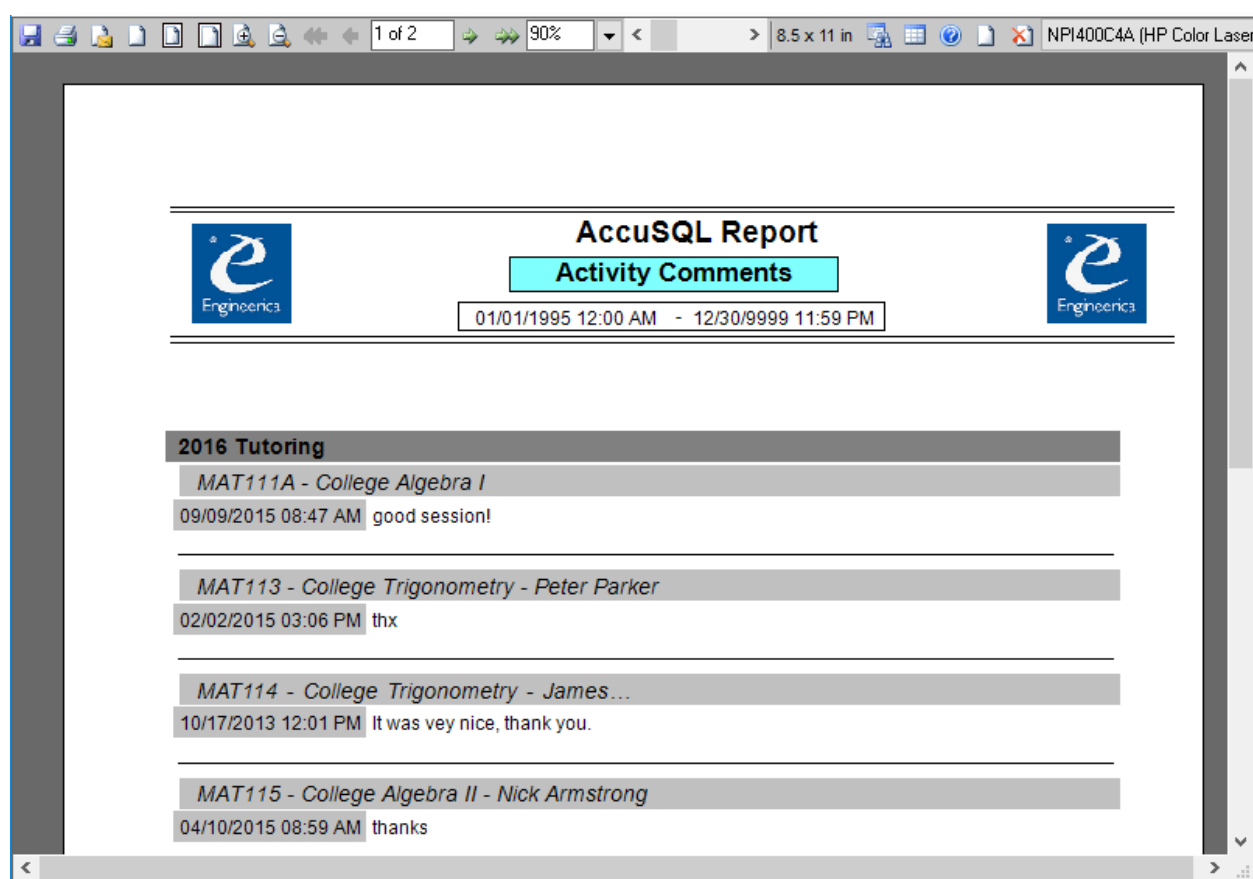
Summary Report Type Available: No

Description: This report shows all media in stock by media ID, type, instructor (if entered), and note (if entered). The report also lists whether the media is checked in, whether the media is active and the maximum time out (if entered).

FEEDBACK SURVEY REPORTS

- Feedback Survey Reports
 - Activity Comments
 - Activity Ratings
 - Tutor Evaluation Comments
 - Tutor Evaluation Ratings
 - Tutor Evaluation Ratings with Profile

ACTIVITY COMMENTS



Purpose: Displays open comments from students' feedback

Available Filters: Reporting period, Activities, Lab IDs

Display Options: None

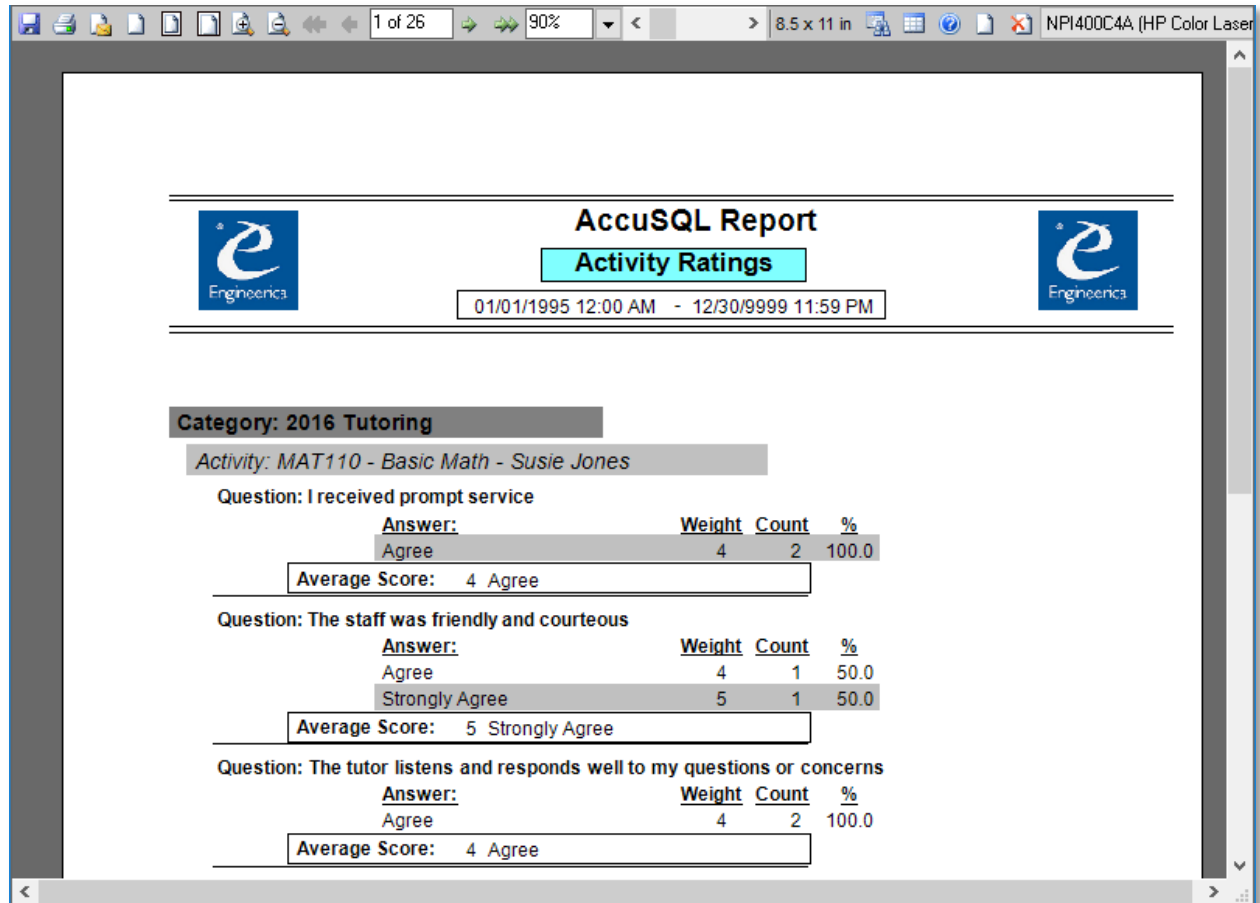
Grouped by: Category, activity

Order: Alphabetical by category name and then activity name within each category

Summary Report Type Available: No

Description: This report shows students' comments on each activity that AccuSQL/AccuTrack collected feedback on during the reporting period. Each comment shows the date and time when it was recorded.

ACTIVITY RATINGS



Purpose: Displays service ratings results from students' feedback

Available Filters: Reporting period, Activities, Lab IDs

Display Options: None

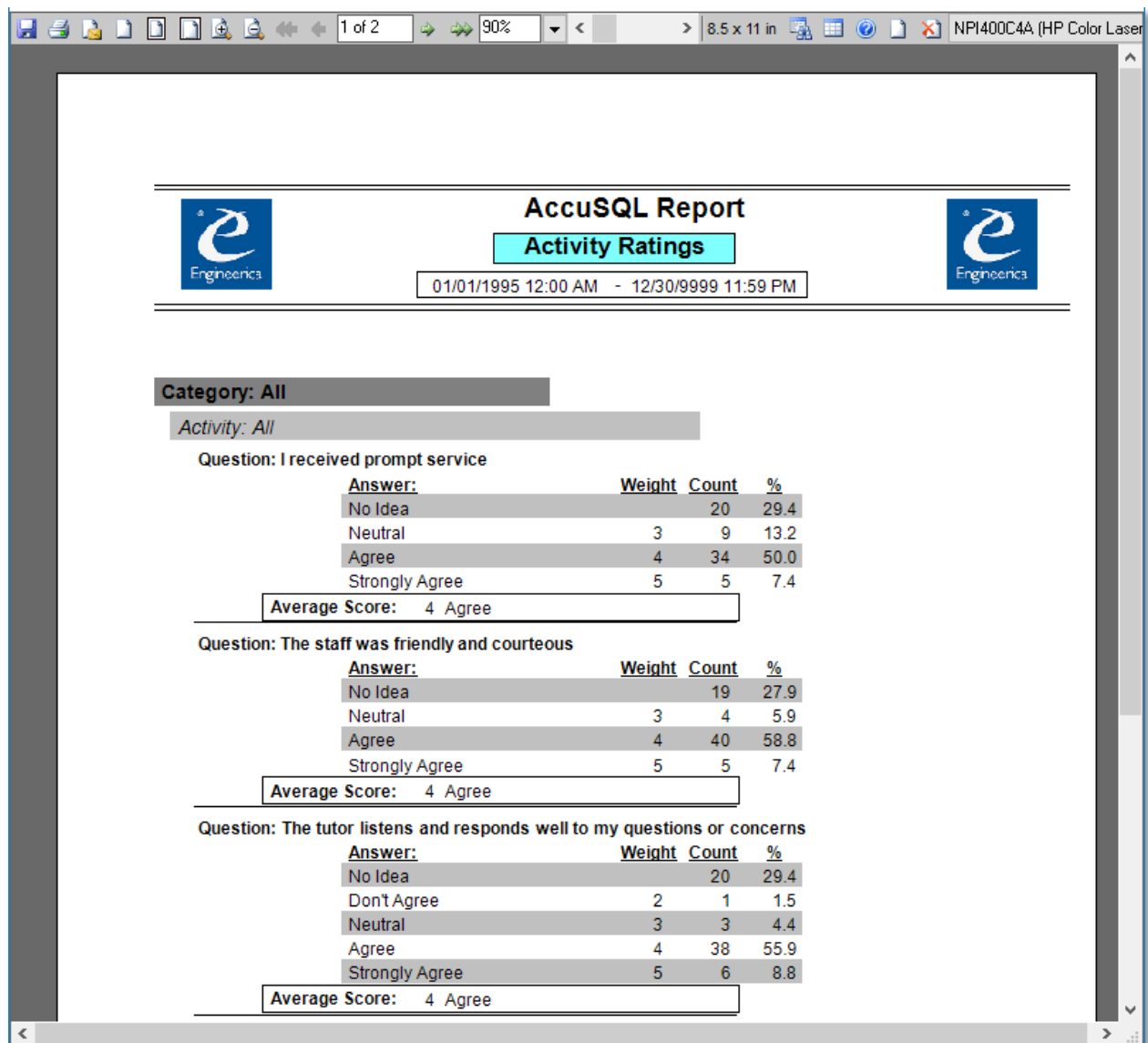
Grouped by: Category, activity

Order: Alphabetical by category then by activity within each category

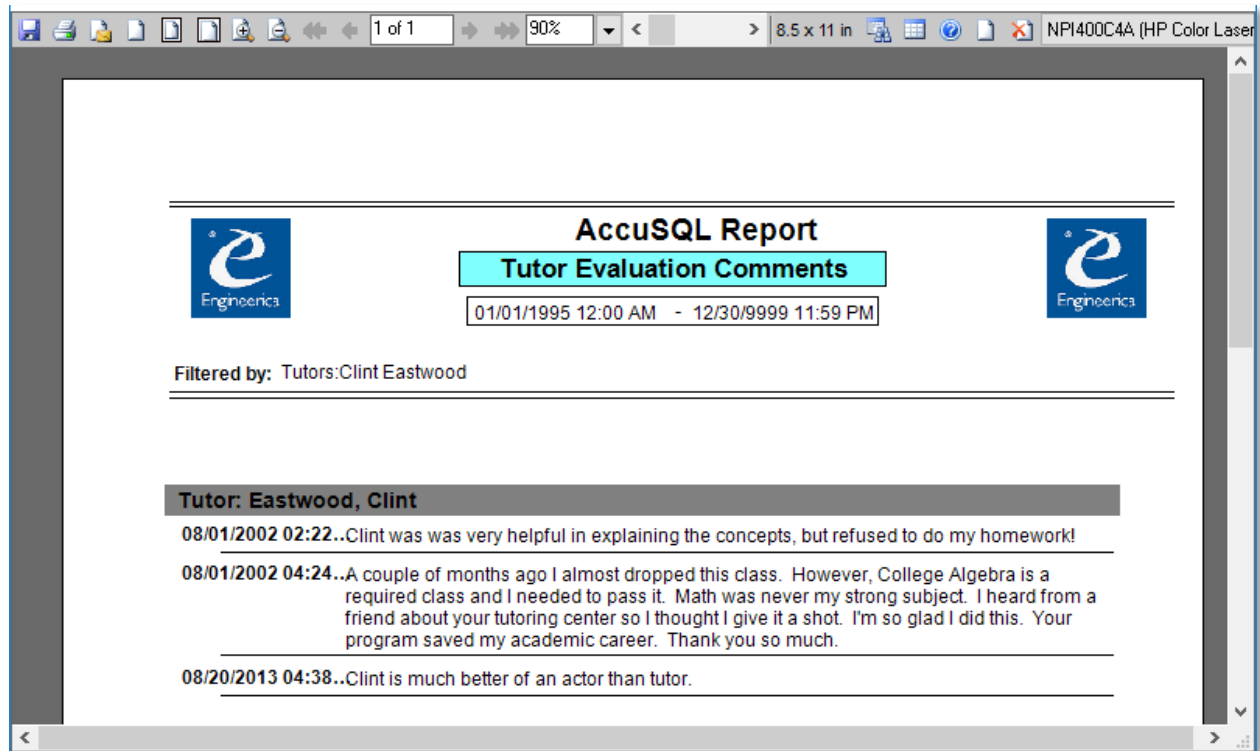
Summary Report Type Available: Yes

Description: This report shows each multiple choice question asked in the service feedback screen. For each question, the report shows the number of times each option for that question was selected. The first column labeled "No Idea", shows the number of times when no selections were made for that question. Underneath, the row labeled "Average Score" shows the arithmetic average of answers to the question.

ACTIVITY RATINGS - SUMMARY VIEW



TUTOR EVALUATION COMMENTS



Purpose: Displays students' comments on each tutor

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

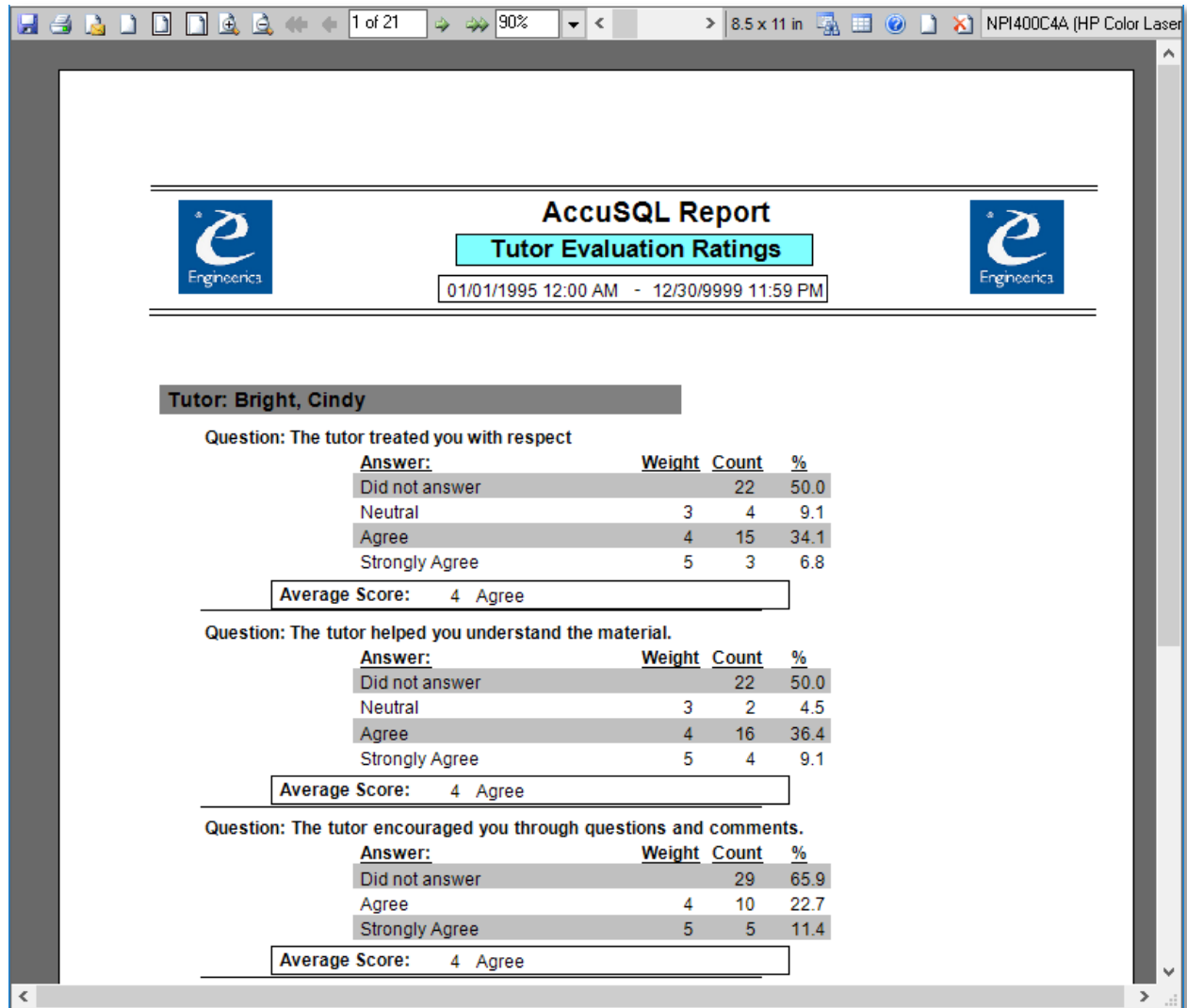
Grouped by: Tutor

Order: Alphabetical by tutor's name

Summary Report Type Available: No

Description: This report shows students' feedback comments on each tutor for sign-in sessions occurring during the reporting period.

TUTOR EVALUATION RATINGS



Purpose: Displays the ratings for each tutor

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

Grouped by: Tutor


Order: Alphabetical by tutor's name

Summary Report Type Available: Yes

Description: This report shows students' feedback ratings on each tutor for sign-in sessions occurring during the reporting period.

TUTOR EVALUATION RATINGS - SUMMARY VIEW


1 of 3
90%
8.5 x 11 in
NPI400C4A (HP Color Laser)



AccuSQL Report

Tutor Evaluation Ratings

01/01/1995 12:00 AM - 12/30/9999 11:59 PM



Tutor: --All--

Question: The tutor treated you with respect

Answer:	Weight	Count	%
Did not answer		68	49.6
Don't Agree	2	2	1.5
Neutral	3	9	6.6
Agree	4	46	33.6
Strongly Agree	5	12	8.8

Average Score:
4 Agree

Question: The tutor helped you understand the material.

Answer:	Weight	Count	%
Did not answer		70	51.1
Don't Agree	2	1	0.7
Neutral	3	5	3.6
Agree	4	40	29.2
Strongly Agree	5	21	15.3

Average Score:
4 Agree

Question: The tutor encouraged you through questions and comments.

Answer:	Weight	Count	%
Did not answer		87	63.5
Don't Agree	2	1	0.7
Neutral	3	1	0.7
Agree	4	31	22.6
Strongly Agree	5	17	12.4

Average Score:
4 Agree

TUTOR EVALUATION RATINGS WITH PROFILE

1	Tutor	(All)	Feedback with Profiles																
2																			
3	Counts		ProfileQuest	ProfileAns															
4			Classification?																
5	Question	Answer	Grad Student	Junior	Non-Degree	Senior	Sophomore	CAS (blank)	College	Credits	Ethnicity			Gender					
6								100	60	(blank)	African American	Caucasian	Hispanic	Female	Male	Undisclosed			
7	1)The tutor treated you with respect	Agree	5	12	5	22	1	27	19	16	5	25	1	27	9	5	28		
8		Did not answer	6	24	8	27		48	20	23	10	35		43	15	10	46		
9		Don't Agree		2					2		1	1		1	1	1			
10		Neutral	2	1		2	3		5	4	2	1	6		6	1	1	4	
11		Strongly Agree	1	5	1	3		8	4	3	3	6		6	4	3	7		
12	2)The tutor helped you understand the material.	Agree	5	12	4	17	1	26	14	13	6	21	1	24	8	6	22		
13		Did not answer	6	25	9	27		48	22	23	10	37		44	16	10	48		
14		Don't Agree		1					1		1			1		1			
15		Neutral				1	3		1	4	1		4		2		2		
16		Strongly Agree	3	6	2	8		14	7	7	3	11		13	5	3	14		
17	3)The tutor encouraged you through questions and comments.	Agree	3	10	2	15	1	24	7	12	5	14		21	6	5	19		
18		Did not answer	9	30	11	32		56	31	27	13	47	1	51	21	13	56		
19		Don't Agree			1					1				1			1		
20		Neutral					1			1							1		
21		Strongly Agree	2	4	2	7		10	7	5	2	10		10	3	2	10		
22																			

Purpose: Displays the ratings tutors as contrasted with the student profile answers

Available Filters: Reporting period, Tutors, Tutor Groups

Display Options: None

Grouped by: Tutor

Order: Alphabetical by tutor's name

Summary Report Type Available: No

Description: This report shows students' feedback ratings on each tutor for sign-in sessions occurring during the reporting period.

SESSION LOG REPORTS

- Session Log Reports
 - Sessions Logs
 - Session Questionnaire
 - Session Questionnaire Summary

SESSION LOGS

AccuSQL Report
Session Log
01/01/1995 12:00 AM - 12/30/9999 11:59 PM

Aagar, Bill

Category	Activity	In	Out	Period	Tutor	Comments
2016 Tutoring	MAT113 - College Trigonometry [2016 Tutoring] -	05/02/2016 08:59 AM	05/02/2016 10:09 AM	01:10	Bright, Cindy	Reviewing formulas expected on mid-term exam. He has most of them memorized.
Course Tutoring	Human Anat and Phys [Course Tutoring] -	05/06/2016 12:15 PM	05/06/2016 12:15 PM	00:00	Bright, Cindy	He has this as elective but not sure it is a good choice. He seems more interested in programming.
Course Tutoring	Intro Visual Basic Prog [Course Tutoring] -	04/13/2016 01:23 PM	04/13/2016 02:23 PM	01:00	Hanks, Tom	We went over nested arrays. He seemed to get it quickly.

Purpose: Displays comments entered on sign-in sessions via the "Session Log" screen

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, Lab IDs, Tutor Groups

Display Options: Show/hide visitor ID. Time format

Grouped by: Student, category and activity

Order: Last/First, First/Last, student, category, activity, login time

Summary Report Type Available: No

Description: This report shows comments on sessions. Note that this report only shows sessions with comments.

SESSION QUESTIONNAIRE

AccuSQL Report
Session Questionnaire
 01/01/2016 12:00 AM - 05/30/2016 11:59 PM

Filtered by: Students: Aaron Aarons, Laura Alvarez

Aarons, Aaron
 Category: Course Tutoring Activity: MATH Calculus 1 [Course Tutoring] -
 In: 03/25/2016 03:36 PM Out: 03/25/2016 04:27 PM Period: 00:51
 Tutor: Bright, Cindy
 Comments:

Was student prepared?	Yes
Would you work with student again?	Yes
Do you recommend a follow-up visit?	No
Do you recommend additional services?	No
Did the student like the new AV room setup?	Yes

Alvarez, Laura
 Category: 2016 Tutoring Activity: MAT115 - College Algebra II [2016 Tutoring] -
 In: 03/17/2016 12:59 PM Out: 03/17/2016 02:47 PM Period: 01:48
 Tutor: Nicholson, Jack
 Comments: Doing well needs additional tutoring.

Was student prepared?	Yes
Would you work with student again?	Yes
Do you recommend a follow-up visit?	Yes
Do you recommend additional services?	No
Did the student like the new AV room setup?	N/A

Purpose: Displays notes or comments staff members entered for a session as well as questionnaire results

Available Filters: Reporting period, Students, Activities, Tutors, Student Groups, lab IDs Tutor Groups

Display Options: Show/hide visitor ID. Time format

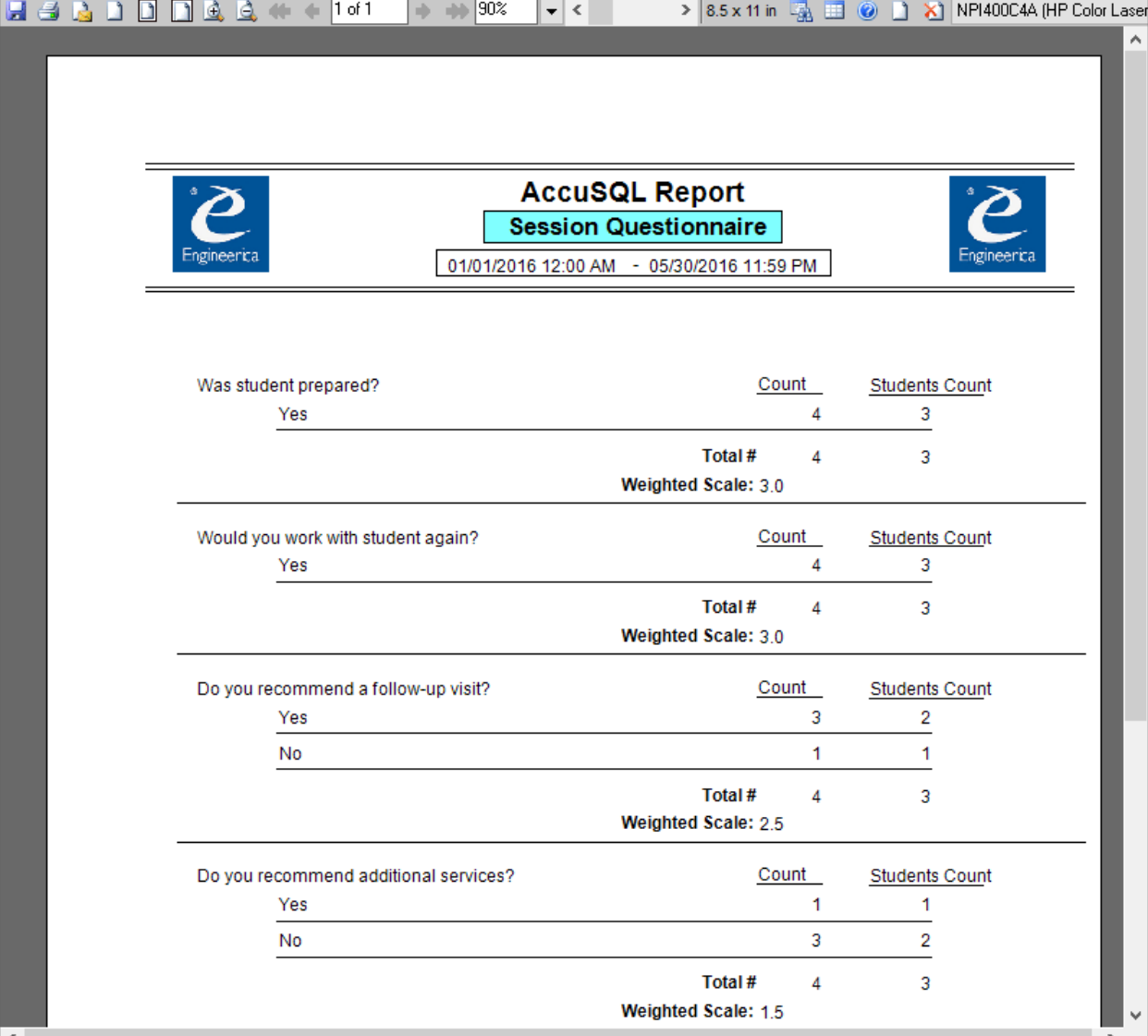
Grouped by: Student, category, activity, login time

Order: Student, category, activity, session info, session comments, questionnaire results

Summary Report Type Available: No

Description: This report shows comments on sessions and questionnaire results. The questionnaire is a document a tutor fills out about a student after a session. Questions could include "Was the student prepared for the session?" or "Did the student ask relevant questions?"

SESSION QUESTIONNAIRE SUMMARY



The screenshot displays a web browser window showing an AccuSQL Report titled "Session Questionnaire". The report is dated 01/01/2016 12:00 AM to 05/30/2016 11:59 PM. It contains four tables of survey results, each with a question, a 'Count' column, a 'Students Count' column, a 'Total #' row, and a 'Weighted Scale' row.

Was student prepared?	Count	Students Count
Yes	4	3
Total #	4	3
Weighted Scale: 3.0		

Would you work with student again?	Count	Students Count
Yes	4	3
Total #	4	3
Weighted Scale: 3.0		

Do you recommend a follow-up visit?	Count	Students Count
Yes	3	2
No	1	1
Total #	4	3
Weighted Scale: 2.5		

Do you recommend additional services?	Count	Students Count
Yes	1	1
No	3	2
Total #	4	3
Weighted Scale: 1.5		

Purpose: Displays session questionnaire summary by count (based on answer weight)

Available Filters: Reporting period, activity, student, tutor, tutor group, lab IDs, student group

Display Options: None

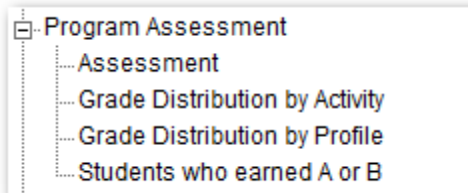
Grouped by: None

Order: Question, number of responses, response, total count, response weight

Summary Report Type Available: No

Description: This report shows the weighted average and summary counts of session questionnaire responses.

PROGRAM ASSESSMENT REPORTS



ASSESSMENT

Purpose: Displays center assessment data based on students' grades

Available Filters: Reporting period, Activities, Instructors, Lab IDs


Display Options: None

Grouped by: None

Order: None

Summary Report Type Available: No

Description: The Assessment report actually consists of four different reports. These reports appear on a single Excel sheets. The top row shows counts: on the left count of students and on the right count of visits. The second row shows time: total hours on left and average hours on right.

 **Note:** The report uses Microsoft Excel, so it will only be available if you have Excel installed on the computer.

The following is a description of the four Assessment Reports. Note that the screenshots show fictional data used for illustration purposes only.

(1) Grades Change by Number of Students:

1	activity	(All) ▼										
2	category	(All) ▼										
3												
4	# of Students	grade ▼										
5	grade first ▼	A	A-	B	B-	B+	C	C-	C+	D	D+	Grand Total
6	A	75										75
7	A-	83										83
8	B	25	19			12						56
9	B-	19	18	13		21						71
10	B+	48	44									92
11	C	11	9	15	11	18			17			81
12	C-	8	5	10	12	13	8		6			62
13	C+	14	17	15	11	16						73
14	D	9	6	4	6	10	6	13	3		4	61
15	D-	12	8	12	8	6	6	4	4	4	8	72
16	D+	13	10	15	9	8	9	14	9			87
17	Grand Total	317	136	84	57	104	29	31	39	4	12	813


The left column of this report shows the scale of the entry grade. The first row shows the scale of the final grade. The intersecting cells show the number of students that changed grades from entry to final. For example, if you look at entry grade B+ and final grade A- in the screenshot above you will notice that there were 44 students whose grade changed from B+ to A-.

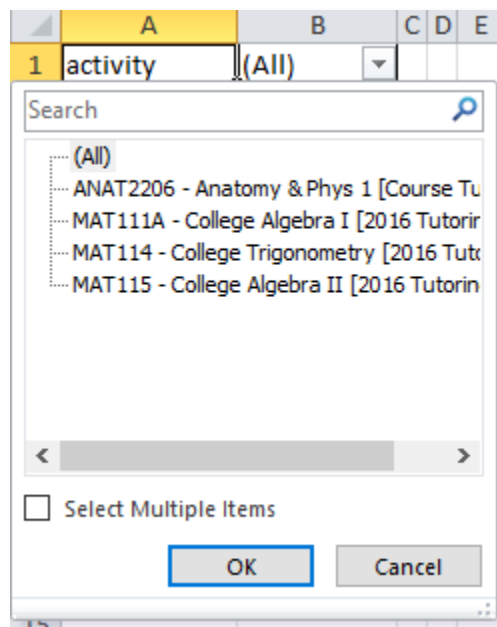
The last column in this report shows the total number of students who achieved the entry grade. For example, the report shows 71 students getting B- as the entry grade. The last row in this report shows the total number of students who achieved the final grade. For example, the screenshot above shows that 136 students achieved a final grade of A-.


(2) Grades Change by Visits Total Time:


18	activity	(All) ▼										
19	category	(All) ▼										
20												
21	Total hours	grade ▼										
22	grade first ▼	A	A-	B	B-	B+	C	C-	C+	D	D+	Grand Total
23	A	19254										19254
24	A-	11864										11864
25	B	1685	3720			998						6403
26	B-	3036	1293	2824		3062						10215
27	B+	8324	3790									12114
28	C	1199	3735	3386	1512	3268			5414			18514
29	C-	990	636	1263	6435	1854	492		982			12652
30	C+	2394	2103	1342	3358	2252						11449
31	D	1481	1487	264	289	1259	265	7905	639		1212	14801
32	D-	1241	1380	2844	2023	849	2001	489	2380	255	1601	15063
33	D+	4666	995	1104	2707	1147	2297	2036	1397			16349
34	Grand Total	56134	19139	13027	16324	14689	5055	10430	10812	255	2813	148678

The second report in the Excel sheet shows the change in grades relative to the amount of time spent in the center. For example, the screenshot above shows that 3735 minutes spent by students who changed grades from C to A-.

 **Note:** You can filter this report to a certain class or category of classes by using the appropriate drop-down filter as shown below.



 **Note:** The Assessment reports only report on students who had sign-ins during the reporting period. If students have entry and final grades but **no sign-ins**, they will not be included in the report.

 **Note:** You can change time in this report from minutes to hours by dividing the cells by 60.

(3) Grades Change by Number of Visits to Center

# of visits	grade										
grade first	A	A-	B	B-	B+	C	C-	C+	D	D+	Grand Total
A	176										176
A-	220										220
B	45	53			20						118
B-	59	29	34		58						180
B+	164	87									251
C	25	43	51	25	60			71			275
C-	15	7	23	56	53	11		16			181
C+	39	45	37	48	52						221
D	31	44	6	7	31	6	91	12		22	250
D-	32	32	43	47	21	27	18	28	11	22	281
D+	90	18	25	33	22	38	52	32			310
Grand Total	896	358	219	216	317	82	161	159	11	44	2463

The left column of this report shows the scale of the entry grades. The first row shows the scale of the final grades. The intersecting cells show the number of **visits** of students that changed grades from entry grade to final grade. For example, if you look at entry grade C and final grade A- in the screenshot above you will notice that there were 43 visits by students whose grade changed from C to A-.

The last column in this report shows the total number of students who achieved the entry grade. For example, the report shows 180 students getting B- as their entry grade. The last row in this report shows the total number of students who achieved the final grade. For example, the screenshot above shows that 358 students achieved an end grade of A-.

(4) Grades Change by Average Time:

Average hours	grade										
grade first	A	A-	B	B-	B+	C	C-	C+	D	D+	Grand Total
A	109.4										109.397727
A-	53.93										53.9272727
B	37.44	70.19			49.9						54.2627119
B-	51.46	44.59	83.1		52.79						56.75
B+	50.76	43.56									48.2629482
C	47.96	86.86	66.4	60.48	54.47			76.3			67.3236364
C-	66	90.86	54.9	114.9	34.98	44.7		61.4			69.9005525
C+	61.38	46.73	36.3	69.96	43.31						51.8054299
D	47.77	33.8	44	41.29	40.61	44.2	86.9	53.3		55.1	59.204
D-	38.78	43.13	66.1	43.04	40.43	74.1	27.2	85	23.2	72.8	53.6049822
D+	51.84	55.28	44.2	82.03	52.14	60.4	39.2	43.7			52.7387097
Grand Total	62.65	53.46	59.5	75.57	46.34	61.6	64.8	68	23.2	63.9	60.364596

This report shows the change in grades relative to the average time spent at the center. For example, the screenshot above shows an average time of 46.73 minutes spent by students who changed their grades from C+ to A-.

GRADE DISTRIBUTION BY ACTIVITY

Purpose: Displays students' grades distribution by activity and compares performance of participants (those visiting the center) to non-participants

Available Filters: Reporting period

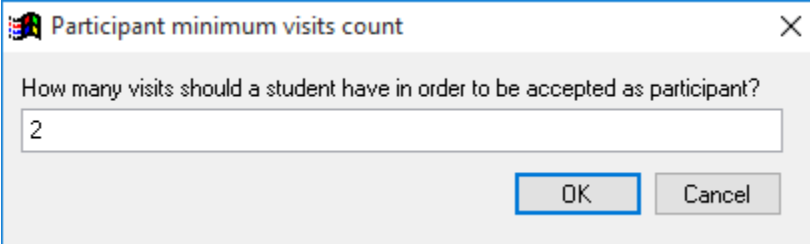
Display Options: None

Grouped by: None

Order: Activity

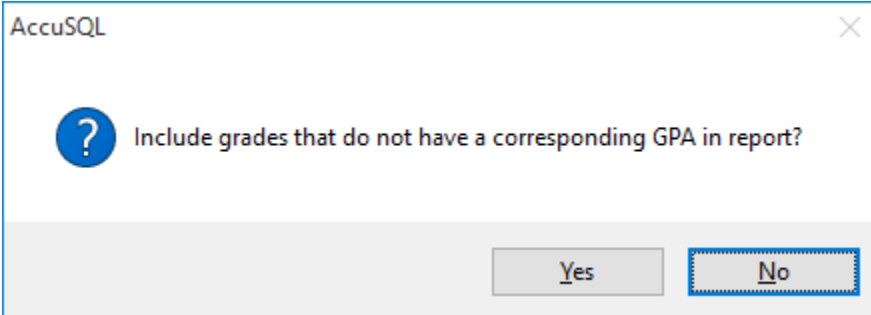
Summary Report Type Available: No

Description: When you select this report, you will be asked to enter the number of visits to count the students as a participant. Participants are the students who have signed in for at least the number of times you specify.



A dialog box titled "Participant minimum visits count" with a close button (X) in the top right corner. The text inside asks, "How many visits should a student have in order to be accepted as participant?". Below the text is a text input field containing the number "2". At the bottom right are two buttons: "OK" and "Cancel".

Next you will be asked if you want to include only students that have grades entered. Choose Yes or No.



A dialog box titled "AccuSQL" with a close button (X) in the top right corner. It features a question mark icon in a blue circle on the left. The text asks, "Include grades that do not have a corresponding GPA in report?". At the bottom are two buttons: "Yes" and "No". The "No" button is highlighted with a blue border.

AccuSQL/AccuTrack will then open Excel, crunch up the numbers, and generate the report that compares the performance of participants to non-participants. The report shows each activity, # of those who used it, their percent from total visitors, and their average GPA.

	A		B	C	D	E	F	G	H	I	J	K	L	M	N
1	tasks		(All)	Grade Distribution Report											
2															
3															
4	Grade ABC Grade Grade Detail														
5	ABC														
6	Category	Participation	Data	A	B			C		ABC Total	DFWI			DFWI Total	Grand Total
7	ANAT2206 Anatomy & Phys 1	Participant	Counts	A+	B	B+	C	C-	C+	1	D	W			1
8			Percentage	100.0%						100.0%					100.0%
9			GPA Avg												4.0
10		NonParticipant	Counts	5	2			2		9					9
11			Percentage	55.6%	22.2%			22.2%		100.0%					100.0%
12			GPA Avg												3.3
13	ANAT2206 Anatomy & Phys 1 Counts			6	2			2		10					10
14	ANAT2206 Anatomy & Phys 1 Percentage			60.0%	20.0%			20.0%		100.0%					100.0%
15	ANAT2206 Anatomy & Phys 1 GPA Avg														3.3

GRADE DISTRIBUTION BY PROFILE

This report compares the performance of participants to non-participants based on a profile question. When you launch this report AccuSQL/AccuTrack will ask you to select the profile question you want to base the report on:

Close

Reports

- Student Reports
- Tutor Reports
- Instructor Reports
- Student Groups Reports
- Sports
- Grants
- Registration Reports
- Visits Reports
- Tutor Visits Tracking Reports
- Profile Reports
- Appointment Reports
- Media Check-out Reports
- Feedback Survey Reports
- Session Log Reports
 - Session Logs
 - Session Questionnaire
 - Session Questionnaire Summary
- Program Assessment Reports
 - Assessment
 - Grade Distribution by Activity
 - Grade Distribution by Profile
 - Students who earned A or B
- Tutoring Requests Reports
- Seminar Reports
- System Reports
- Computer Lab Reports
- Success Plan Reports
- Memorized Reports
- Customized Reports
- Favorites
- Downloaded Reports
- Scheduled Reports

Time Format

- Hours and fractions
- Hours and minutes
- Use Positive Hours

Report Type

- Detailed Report
- Summary Report

- Show Visitor ID
- Show Student Phone number

Filter On

Period
This Semester

From
Fri , Jan 01, 2016, 12:00 AM

To
Mon, May 30, 2016, 11:59 PM

- Students
- Activities
- Tutors
- Instructors
- Student groups
- Course type
- Class
- IDs
- Tutor groups

- Use native report engine
- Exclude guest account

(Note: exclude guest accounts for more accurate average)

AccuSQL - Build 15.0.2

Major?
Minor?
Gender
Ethnicity
Credits
Program?
Classification?

- First Last

Tutor name format (where appropriate)

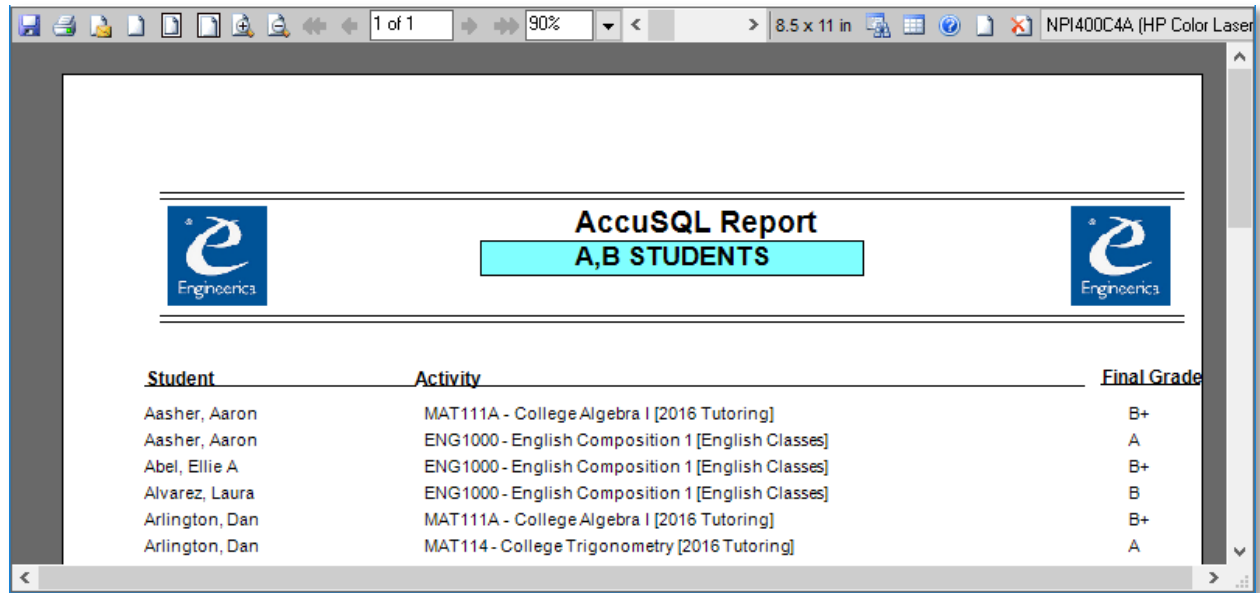
- Last, First
- First Last

Show Report
Export Data
Create Student Group

Use the drop-down to select the profile question and then click on “Done”. You will see the report:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Grade History Report											
2												
3				Grade AB(GradeGrade Detail								
4				ABC								
5				ABC Total								
6	Category	Participation	Data	A-A+	B	B-B+	C	C-C+				
7	Computer Science	NonParticipant	Counts									
8			Percentage									
9			GPA Avg									
10		Participant	Counts		2	1		5		1		9
11			Percentage		22.2%	11.1%		55.6%		11.1%		100.0%
12			GPA Avg									
13	Computer Science Counts				2	1		5		1		9
14	Computer Science Percentage				22.2%	11.1%		55.6%		11.1%		100.0%
15	Computer Science GPA Avg											

STUDENTS WHO EARNED A OR B



The screenshot shows a software window titled 'NPI400C4A (HP Color Laser)' with a toolbar at the top. The main content area displays an 'AccuSQL Report' titled 'A,B STUDENTS'. The report features the 'Engineerica' logo on both sides of the title. Below the title is a table with three columns: 'Student', 'Activity', and 'Final Grade'. The table lists six students and their corresponding activities and final grades.

Student	Activity	Final Grade
Aasher, Aaron	MAT111A - College Algebra I [2016 Tutoring]	B+
Aasher, Aaron	ENG1000 - English Composition 1 [English Classes]	A
Abel, Ellie A	ENG1000 - English Composition 1 [English Classes]	B+
Alvarez, Laura	ENG1000 - English Composition 1 [English Classes]	B
Arlington, Dan	MAT111A - College Algebra I [2016 Tutoring]	B+
Arlington, Dan	MAT114 - College Trigonometry [2016 Tutoring]	A

Purpose: Displays students who earned an A or B in their courses

Available Filters: Period, Students, Activities, Student Groups, Lab IDs

Display Options: None

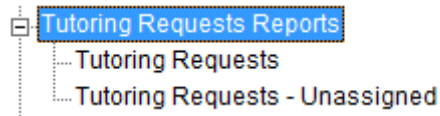
Grouped by: None

Order: Student, activity, final grade

Summary Report Type Available: No

Description: This report displays students who earned a B or higher in the classes in alphabetical order.

TUTORING REQUESTS REPORT



TUTORING REQUESTS

Requested On	Student	Activity	Preferred Tutor	Assigned On	Assigned Tutor
05/21/2015...	Arlington, Dan	MAT115 - College Algebra II [2016 Tutoring]	Bright, Cindy	05/21/2015 12:00 AM	Bright, Cindy
04/26/2016...	Abel, Ellie A	ENG4400 - Creative Writing 1 [English Classes]	Adams, Karen		
04/26/2016...	Rajan, Sandi T	MAT220 - Calculus [2016 Tutoring]	Bright, Cindy		

Purpose: Displays a list of requests for tutoring

Available Filters: Reporting period, student, activity, tutor, student group

Display Options: None

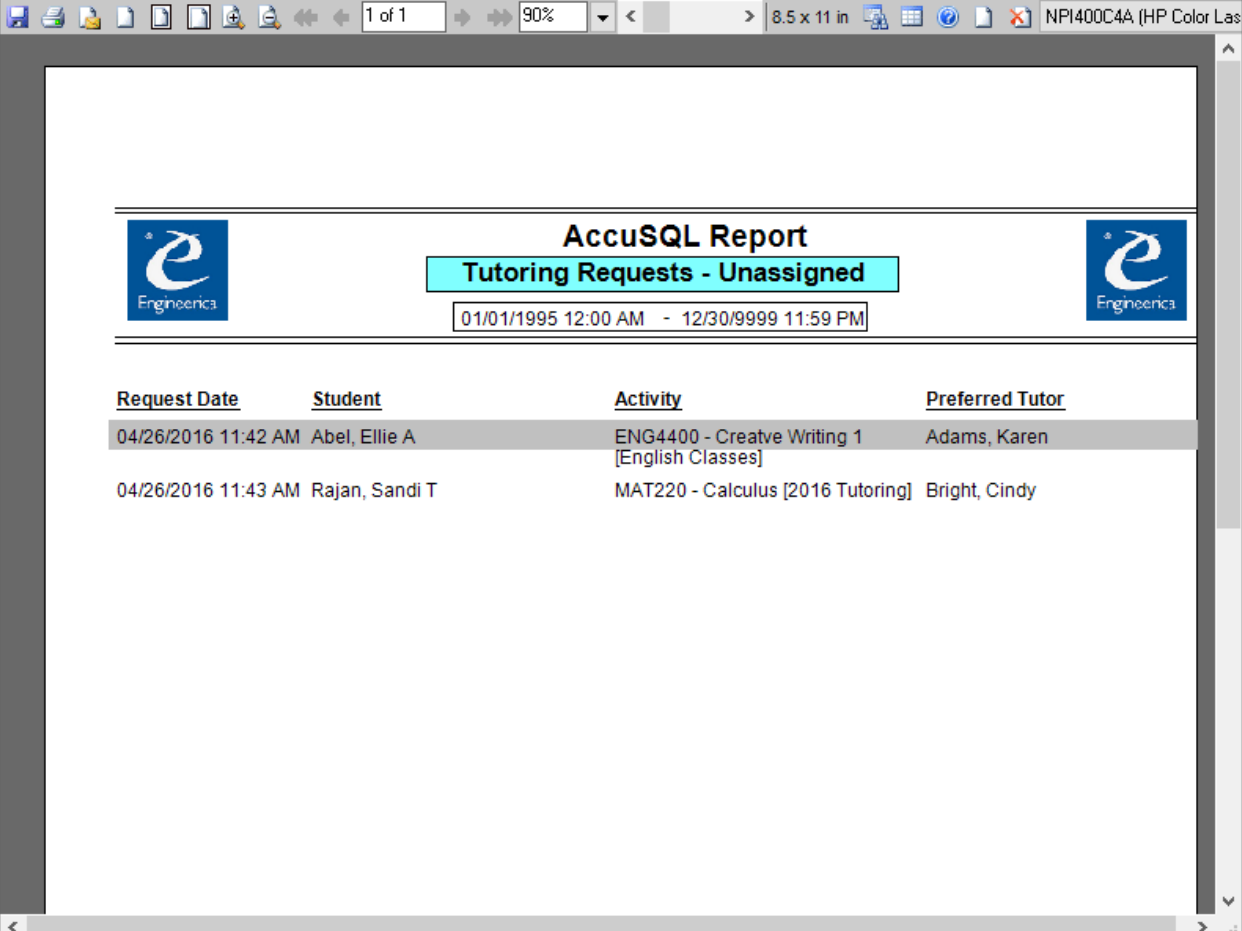
Grouped by: None

Order: Last/First, First/Last, request date, student, activity, preferred tutor, date assigned, assigned tutor

Summary Report Type Available: No

Description: This report will give you detailed information of the tutoring request as well as the actual tutors assigned.

TUTORING REQUESTS – UNASSIGNED



The screenshot displays a software window titled 'AccuSQL Report' with a subtitle 'Tutoring Requests - Unassigned'. The report covers the period from 01/01/1995 12:00 AM to 12/30/9999 11:59 PM. It contains a table with the following data:

<u>Request Date</u>	<u>Student</u>	<u>Activity</u>	<u>Preferred Tutor</u>
04/26/2016 11:42 AM	Abel, Ellie A	ENG4400 - Creative Writing 1 [English Classes]	Adams, Karen
04/26/2016 11:43 AM	Rajan, Sandi T	MAT220 - Calculus [2016 Tutoring]	Bright, Cindy

Purpose: Displays a list of requests for tutoring for students who have yet to be assigned yet through the Tutoring Requests screen

Available Filters: Reporting period, Students, Activities, Student groups, Lab IDs

Display Options: None

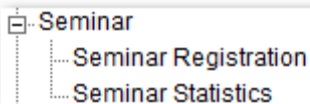
Grouped by: None

Order: Last/First, First/Last, but can be changed from report screen

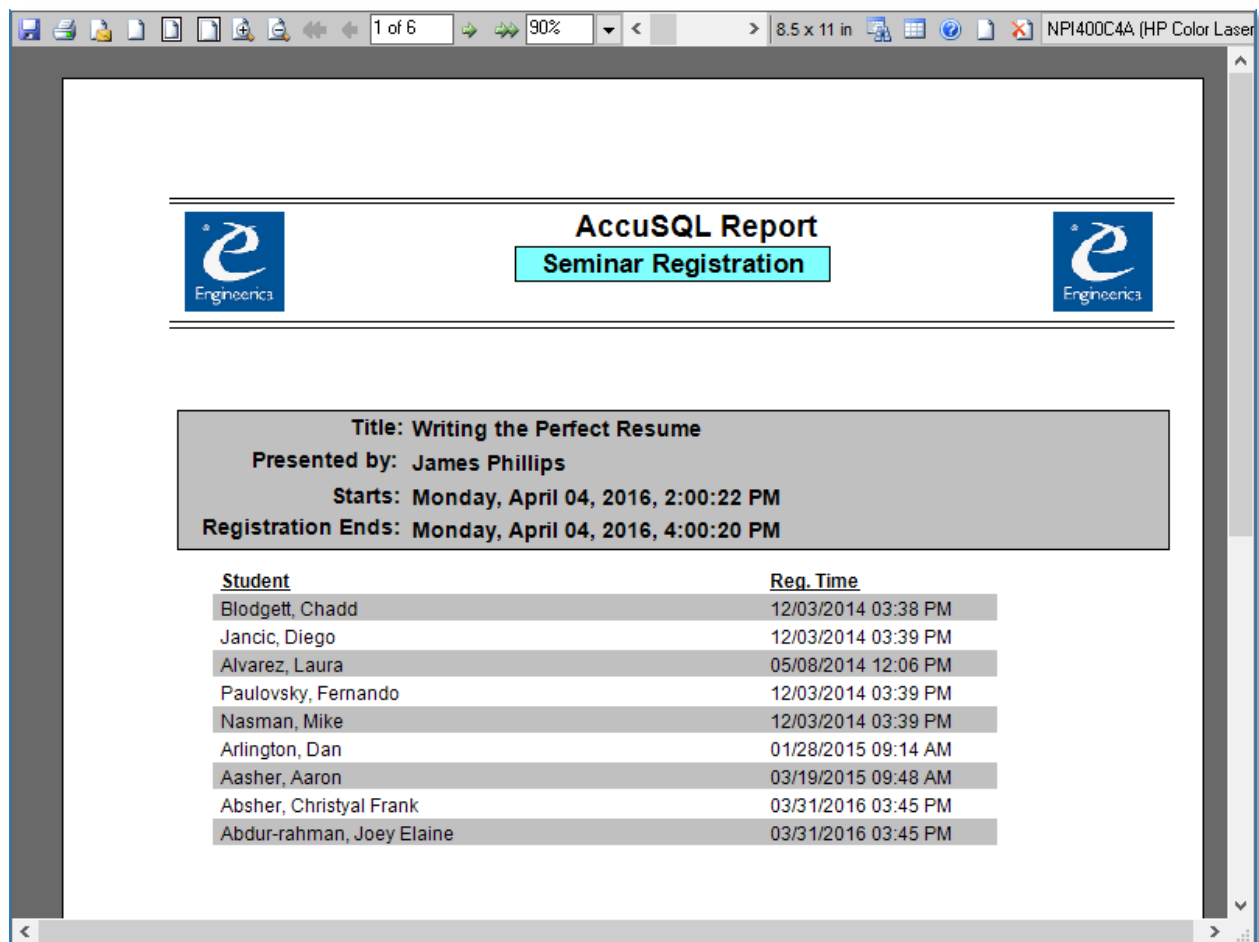
Summary Report Type Available: No

Description: This report will give you detailed information of the tutoring request. This report is similar to the 'Tutor Requests' report except for that the students have not been assigned to the tutor yet.

SEMINAR REPORTS



SEMINAR REGISTRATION



AccuSQL Report
Seminar Registration

Title: Writing the Perfect Resume
Presented by: James Phillips
Starts: Monday, April 04, 2016, 2:00:22 PM
Registration Ends: Monday, April 04, 2016, 4:00:20 PM

<u>Student</u>	<u>Reg. Time</u>
Blodgett, Chadd	12/03/2014 03:38 PM
Jancic, Diego	12/03/2014 03:39 PM
Alvarez, Laura	05/08/2014 12:06 PM
Paulovsky, Fernando	12/03/2014 03:39 PM
Nasman, Mike	12/03/2014 03:39 PM
Arlington, Dan	01/28/2015 09:14 AM
Aasher, Aaron	03/19/2015 09:48 AM
Absher, Christyal Frank	03/31/2016 03:45 PM
Abdur-rahman, Joey Elaine	03/31/2016 03:45 PM

Purpose: Displays a list of seminars that will be held and their participants

Available Filters: Reporting period, Students, Student Groups

Display Options: Show visitor ID

Grouped by: Seminar

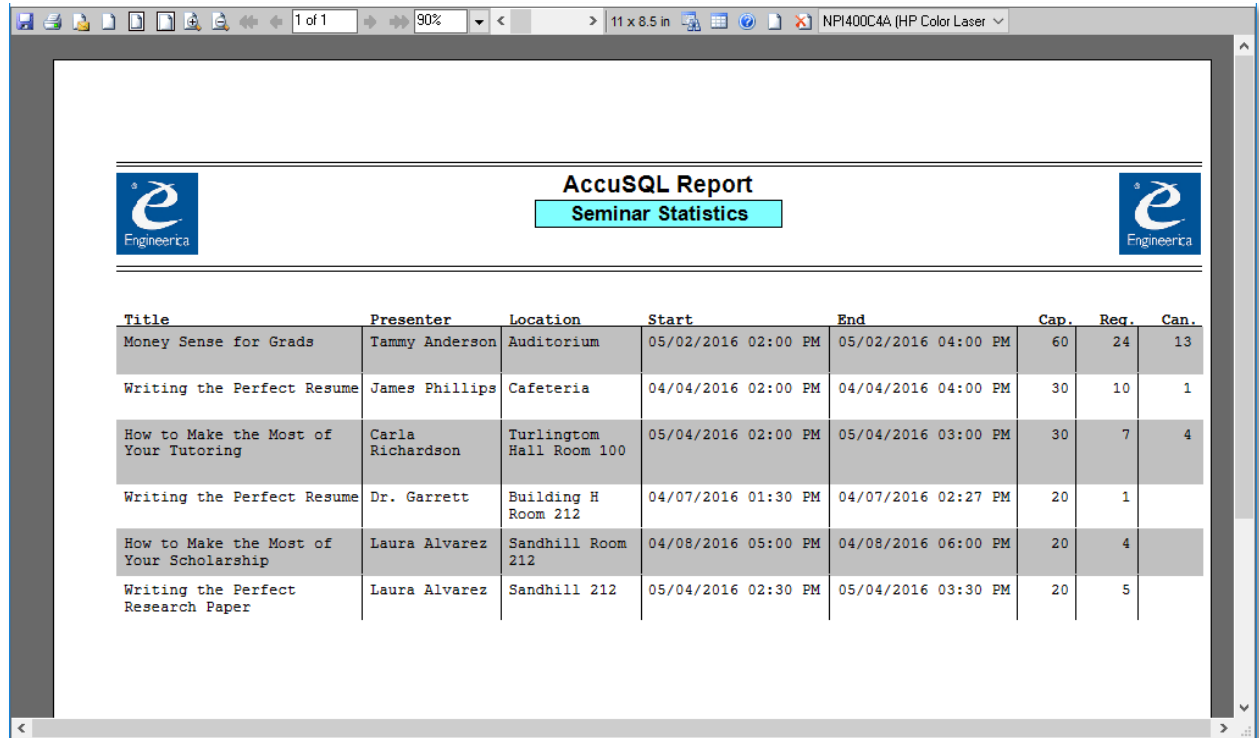
Order: Seminar, and Last/First, First/Last

Description: This report will give you detailed information of the seminars and their respective registered students.



Tip: Use this report to find out when and where the seminars will be held, it also shows you registered students.

SEMINAR STATISTICS



Title	Presenter	Location	Start	End	Cap.	Reg.	Can.
Money Sense for Grads	Tammy Anderson	Auditorium	05/02/2016 02:00 PM	05/02/2016 04:00 PM	60	24	13
Writing the Perfect Resume	James Phillips	Cafeteria	04/04/2016 02:00 PM	04/04/2016 04:00 PM	30	10	1
How to Make the Most of Your Tutoring	Carla Richardson	Turlington Hall Room 100	05/04/2016 02:00 PM	05/04/2016 03:00 PM	30	7	4
Writing the Perfect Resume	Dr. Garrett	Building H Room 212	04/07/2016 01:30 PM	04/07/2016 02:27 PM	20	1	
How to Make the Most of Your Scholarship	Laura Alvarez	Sandhill Room 212	04/08/2016 05:00 PM	04/08/2016 06:00 PM	20	4	
Writing the Perfect Research Paper	Laura Alvarez	Sandhill 212	05/04/2016 02:30 PM	05/04/2016 03:30 PM	20	5	

Purpose: Displays a list of seminars that will be held and their statistics

Available Filters: Reporting period

Display Options: None

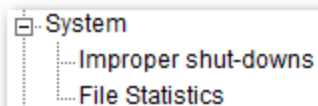
Grouped by: None

Order: Seminar title, presenter/location, start/end time, capacity, registered, cancelled

Summary Report Type Available: No

Description: This report will give you statistics on the registration status of scheduled seminars. You can view the start and end times, capacity as well as how many students have registered to attend.

SYSTEM REPORTS



IMPROPER SHUT-DOWNS

Note: This report is not applicable to AccuSQL.

Purpose: Displays a list of improper system exits

Available Filters: Reporting period

Display Options: None

Grouped by: None

Order: Up time

Summary Report Type Available: No

Description: The report shows the network card ID and user name of computers that went through an improper shutdown. It also shows the time that AccuSQL/AccuTrack was started on the computer (up time) and whether the repair utility was run after the improper shutdown occurred. Note that the report only shows improper shutdowns occurring in the selected reporting period.

FILE STATISTICS

Purpose: Displays the size of select tables in the database

Available Filters: None

Display Options: None

Grouped by: None

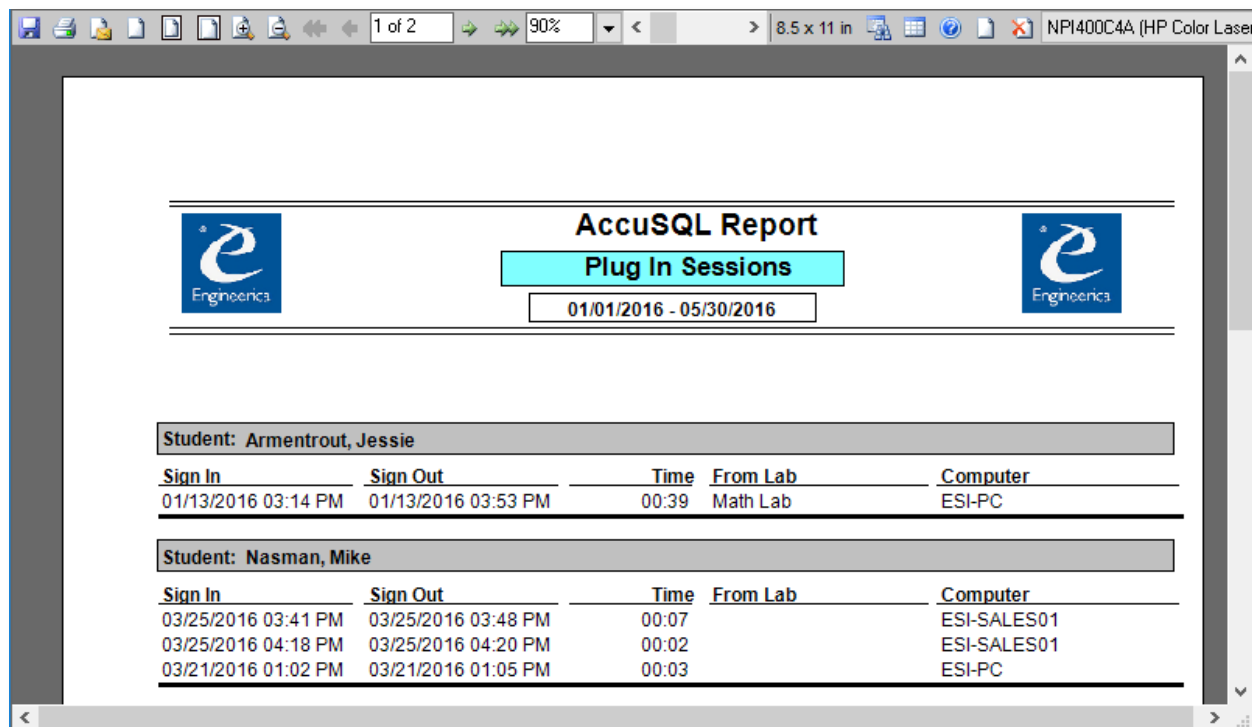
Order: None

Table Name	Records	Total File Size
Students	5,211	1815.75 MB
Student Sign-ins	1,182	
Student Registration	180	
Appointments	317	
Activities	152	
Media Items	219	
Media Checkouts	112	

COMPUTER LAB REPORTS

- [-] Computer Lab Reports
 - ... Computer Lab Sessions
 - ... Computer Lab Sessions with Applications

COMPUTER LAB SESSIONS



AccuSQL Report				
Plug In Sessions				
01/01/2016 - 05/30/2016				
Student: Armentrout, Jessie				
Sign In	Sign Out	Time	From Lab	Computer
01/13/2016 03:14 PM	01/13/2016 03:53 PM	00:39	Math Lab	ESI-PC
Student: Nasman, Mike				
Sign In	Sign Out	Time	From Lab	Computer
03/25/2016 03:41 PM	03/25/2016 03:48 PM	00:07		ESI-SALES01
03/25/2016 04:18 PM	03/25/2016 04:20 PM	00:02		ESI-SALES01
03/21/2016 01:02 PM	03/21/2016 01:05 PM	00:03		ESI-PC

Purpose: Displays student who have used the Computer Lab Plugin

Available Filters: Reporting period, Students, Student Groups, Lab IDs

Display Options: None

Grouped by: None

Summary Report Type Available: No

Description: The report shows the student sign in and sign-out time to the Computer Lab Plugin software including total time, the Local lab of the Computer Lab sign in computer (if set) and the Computer name of the computer the student used.

COMPUTER LAB SESSIONS WITH APPLICATIONS

The screenshot shows a web browser window displaying an 'AccuSQL Report' titled 'Plug In Sessions with Apps' for the period 04/28/2016 - 05/30/2016. The report is filtered by students Dan Arlington and Nick Armstrong. It contains two main sections, one for each student, showing their sign-in/sign-out times, the computer used, and a list of applications with their start/end times and durations.

Student: Arlington, Dan				
Sign In	Sign Out	From Lab	Computer	
05/02/2016 02:52 PM	05/02/2016 02:57 PM		ESI-PC	
Application Name	Application Start	Application End		Time
Create New Template	05/02/2016 02:53 PM	05/02/2016 02:53 PM		00:59
Export Image as PNG	05/02/2016 02:53 PM	05/02/2016 02:53 PM		00:00
Profile	05/02/2016 02:54 PM	05/02/2016 02:54 PM		00:00
Profile	05/02/2016 02:54 PM	05/02/2016 02:54 PM		00:00
Profile	05/02/2016 02:54 PM	05/02/2016 02:54 PM		00:00
Reminder - GoToMeeting	05/02/2016 02:55 PM	05/02/2016 02:55 PM		00:00
Export Image as PNG	05/02/2016 02:55 PM	05/02/2016 02:55 PM		00:59
StockTicker	05/02/2016 02:55 PM	05/02/2016 02:55 PM		00:00
Local Disk (C:)	05/02/2016 02:55 PM	05/02/2016 02:55 PM		00:59
Student: Armstrong, Nick				
Sign In	Sign Out	From Lab	Computer	
04/29/2016 02:45 PM	04/29/2016 02:46 PM		ESI-PC	
Application Name	Application Start	Application End		Time
Welcome to our Lab	04/29/2016 02:45 PM	04/29/2016 02:45 PM		00:00
AccuSQL - Build 15.0.2	04/29/2016 02:46 PM	04/29/2016 02:46 PM		00:00

Purpose: Displays student who have used the Computer Lab Plugin along with applications they have opened.

Note: Applications are populated as logged to Windows Task Manager

Available Filters: Reporting period, Students, Student Groups, Lab IDs

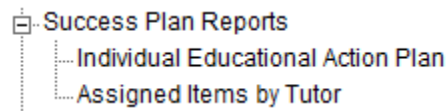
Display Options: show visitor ID

Grouped by: None

Summary Report Type Available: No

Description: The report shows the student sign in and sign-out time to the Computer Lab Plugin software, including total time, the Local lab of the Computer Lab sign in computer (if set), the Computer name of the computer the student used and the start and end times for any applications used.

SUCCESS PLAN REPORTS



INDIVIDUAL EDUCATIONAL ACTION PLAN

The screenshot shows a web application window titled "AccuSQL Report Individual Educational Action Plan". The report is filtered by "Students: Aaron, Aaron, Dan, Arlington". It displays two sections: "Aarons, Aaron" and "Arlington, Dan". Each section contains a table of assigned action items with columns for Assigned, Deadline, Action Item, Completed, and Date. Summary statistics are provided for each student, including total action items assigned, total action items completed, success plan completion rate, and within deadline percentage.

Assigned	Deadline	Action Item	Completed	Date
03/21/2016 02:41 PM	03/28/2016 02:41 PM	Initial Meeting w Mentor	Y	02/21/2016 02:41 PM
04/29/2016 04:48 PM	05/13/2016 04:48 PM	Meet with math tutor	N	
04/29/2016 05:04 PM	05/13/2016 05:04 PM	Meet with English tutor	Y	04/29/2016 05:04 PM

Total action items assigned = 3

Total action items completed = 2 Success Plan Completion Rate = 66% Within Deadline = 66%

Assigned	Deadline	Action Item	Completed	Date
11/04/2015 04:05 PM	11/11/2015 04:05 PM	Initial Meeting w Mentor	Y	12/09/2015 04:21 PM
12/09/2015 04:32 PM	12/16/2015 04:32 PM	Initial Meeting w Mentor	Y	03/28/2016 10:29 AM
05/19/2016 01:19 PM	06/02/2016 01:19 PM	Meet with English tutor	N	
05/19/2016 01:20 PM	06/30/2016 01:20 PM	Meet with math tutor	N	

Total action items assigned = 4

Total action items completed = 2 Success Plan Completion Rate = 50% Within Deadline = 0%

Purpose: Show completion progress for Success Plan items assigned to students

Available Filters: Reporting period, Students, Student Groups

Display Options: None

Grouped by: Student

Summary Report Type Available: No

Description: The report shows the action items assigned to the students, the assigned date, deadline date, whether the item was completed, and if so, the completion date. You can also see total items assigned per student, the overall completion rate, and the percentage of items that were completed within the deadline.

ASSIGNED ITEMS BY TUTOR

The screenshot displays the 'AccuSQL Report Assigned Items by Tutor' interface. It shows two sections, one for Tutor Bright, Cindy and another for Tutor Freeman, Morgan. Each section lists assigned action items with columns for Assigned, Deadline, Action Item, Completed, and Date. Summary statistics at the bottom of each section show total items assigned, completed, and completion rates.

Assigned	Deadline	Action Item	Completed	Date
05/19/2016 01:24 PM	06/16/2016 01:24 PM	Initial Meeting w Mentor	N	
05/19/2016 01:24 PM	06/16/2016 01:24 PM	Meet with math tutor	N	
05/19/2016 01:24 PM	06/16/2016 01:24 PM	Meet with English tutor	N	
Total action items assigned = 3				
Total action items completed = 0 Success Plan Completion Rate = 0% Within Deadline = 0%				

Assigned	Deadline	Action Item	Completed	Date
05/19/2016 01:26 PM	06/28/2016 01:26 PM	Meet with math tutor	N	
Total action items assigned = 1				
Total action items completed = 0 Success Plan Completion Rate = 0% Within Deadline = 0%				

Purpose: Show completion progress for Success Plan items assigned to students by tutors

Available Filters: Reporting period, Students, Tutors, Student Groups, Tutor Groups

Display Options: None

Grouped by: tutor name


Summary Report Type Available: No


Description: The report shows the action items assigned to the students **by tutors**, the assigned date, deadline date, whether the item was completed, and if so, the completion date. You can also see total items assigned per student, the overall completion rate, and the percentage of items that were completed within the deadline.


CHARTING DATA (CHART VISITS REPORT DETAILS)


AccuSQL/AccuTrack provides you with a powerful view of your center's usage pattern via informative and colorful charts. AccuSQL/AccuTrack uses Microsoft *Excel* for creating 10 charts and 6 pivot tables that provide a wealth of information on how your center is used. This includes usage per hour, day, and week, usage per class, and number of returns. To see these charts click on the "**Chart Visits**" button in the Reports screen. AccuSQL/AccuTrack will generate the needed data and start *Excel* automatically. It will then pass commands to *Excel* to create the pivot tables and graph the charts. When done, it will display an *Excel Workbook* with the charts and tables.

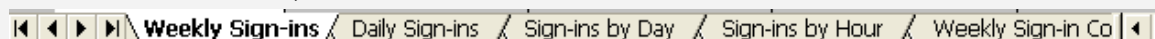
Important: Let the Chart Visits report finish completely in Excel before you close the Excel program, or AccuSQL/AccuTrack will display a warning message indicating it did not complete report building process successfully.


 **Note:** You will need *MS Excel 97* or higher installed on your computer for the charting module to work.

 **Note:** All the charts and tables reflect attendance data for the selected reporting period.


 **Note:** The charts show cumulative data. For example, if the reporting period is four weeks long and you select the *Sign-ins by Day* chart, the chart will reflect the total sign-ins for each day of the week for the four-week period.

 **Tip:** You can view the different charts in Excel by simply clicking on the tabs at the bottom of the screen. To see all the tabs, click on the arrow buttons next to the tabs.



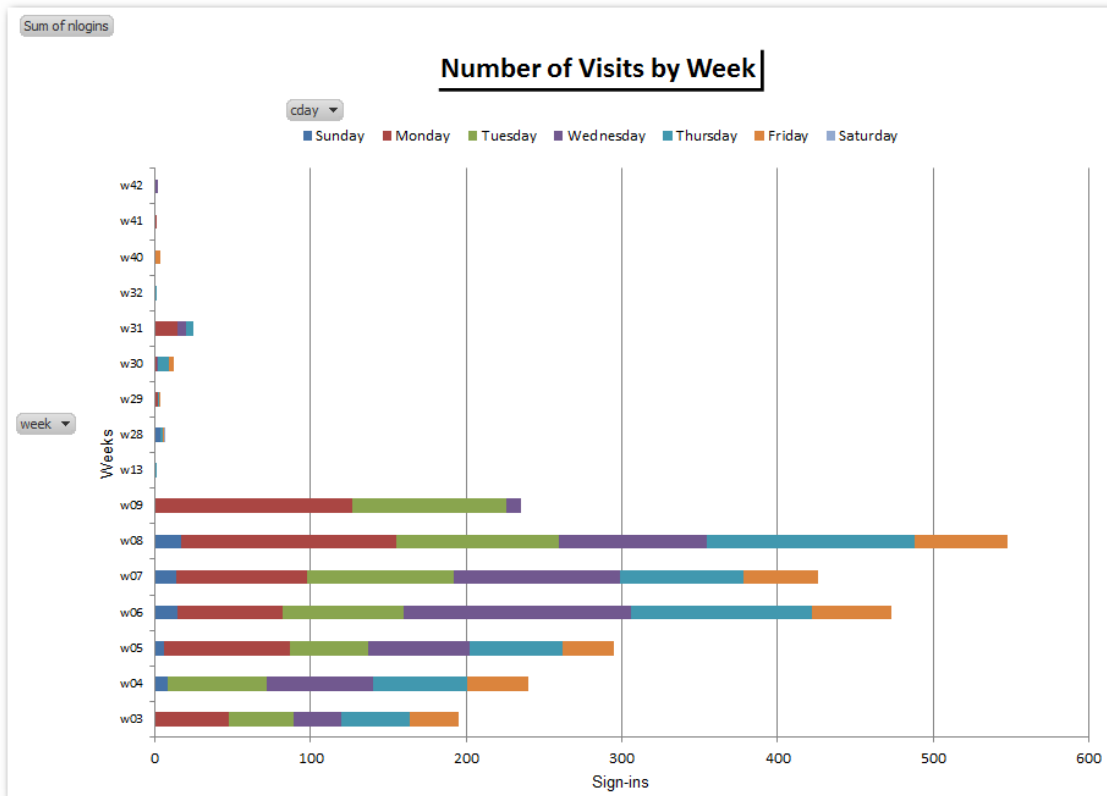
 **Tip:** If you hold the mouse pointer on a segment of the chart for a few seconds, *Excel* will display the name and value of that segment:

Series "Monday"
Value: 33

 **Tip:** Once in Excel, you can apply any Excel functions including saving the workbook, changing chart type, typing your center's name or notes on the chart, and printing.

The following pages describe the available charts and data.

WEEKLY SIGN-INS

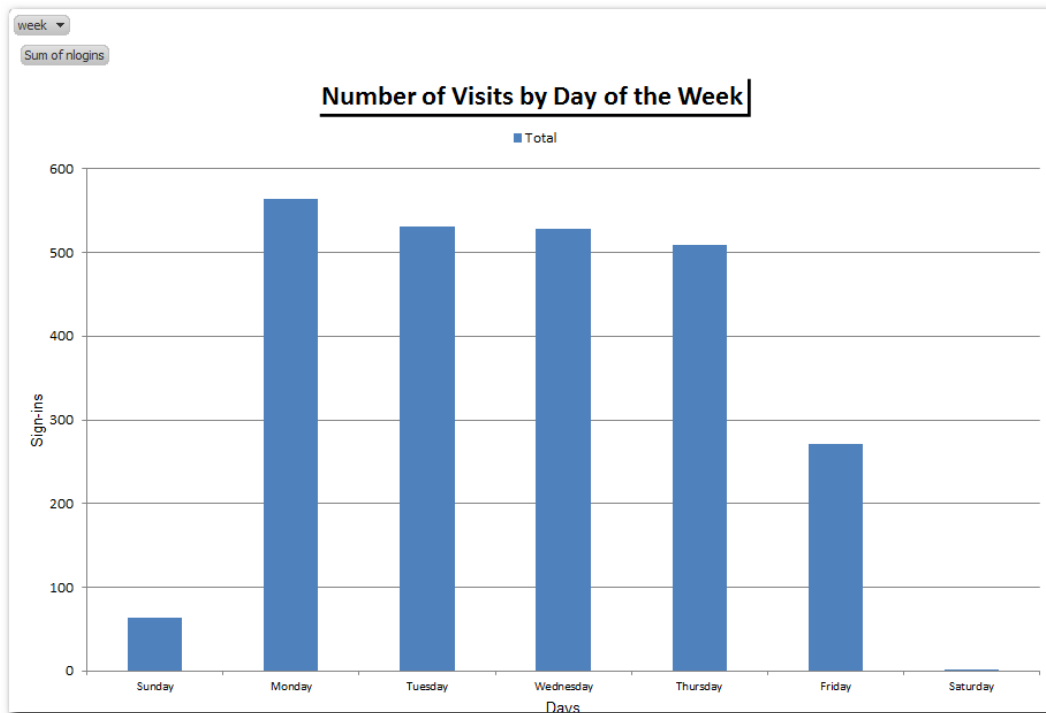


This chart depicts the number of visits per week. On the vertical axis you will notice the week number. On the horizontal axis you will see the number of sign-ins. Each horizontal line represents one week, and is composed of several colored segments that represent the days of the week. You can see which days the colors represent by reading the conversion block above the chart. You can also hold the mouse pointer steady over a segment to see what it represents and its numeric value.



Tip: If you run this chart over the past year or past semester, you will be able to quickly find out your busiest weeks of the year or semester.

DAILY SIGN-INS

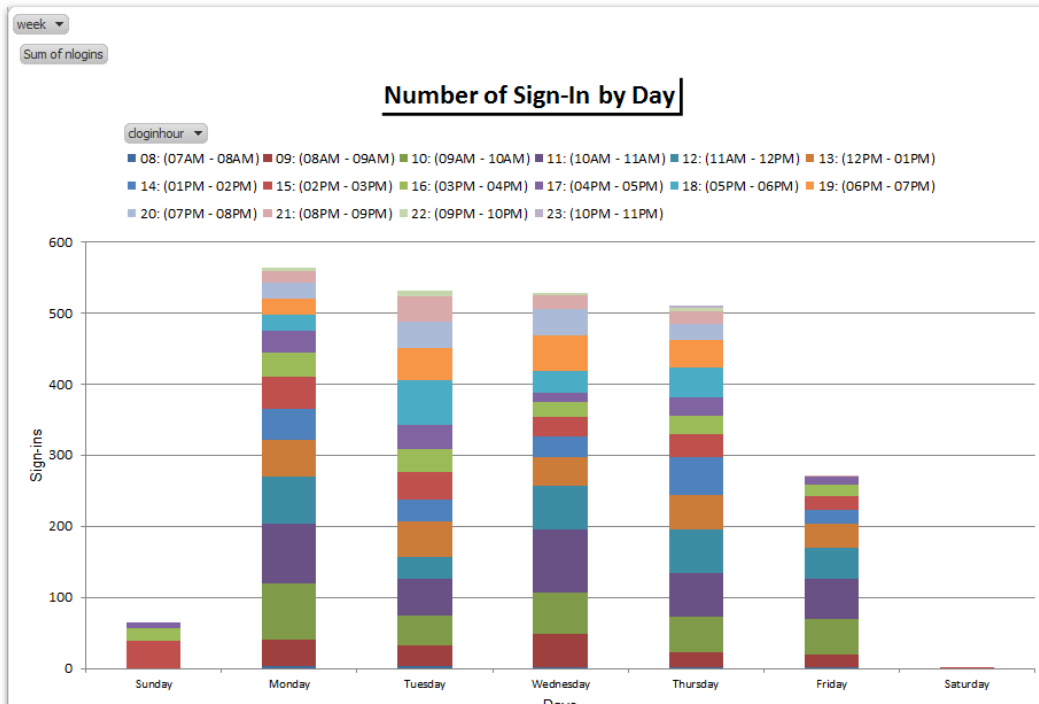


This chart depicts the number of visits by day of the week. The vertical axis shows the number of sign-ins, while the horizontal axis shows the day of the week. Each vertical bar represents one day of the week. If the selected reporting period is larger than one week, the visits will be added for each day. Thus the chart represents the cumulative number of visits for each day.



Tip: This chart is good for finding out your busiest day of the week.

SIGN-INS BY DAY (DAILY SIGN-INS 2 TAB)



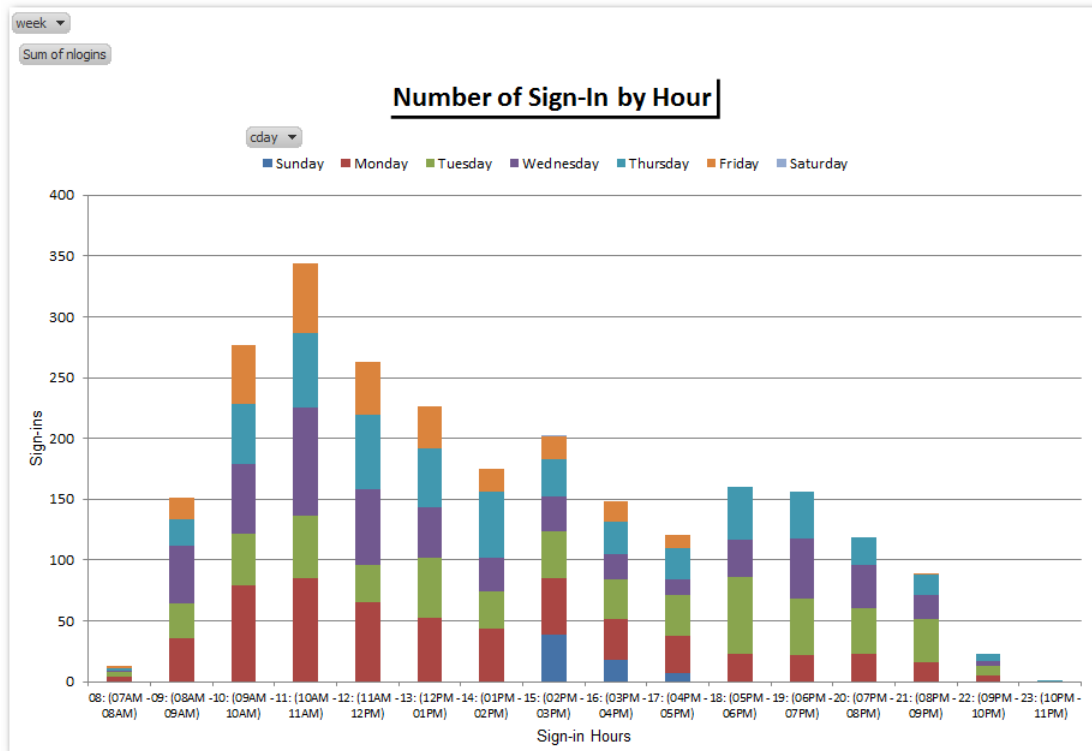
Like the previous chart, this chart also depicts the number of visits by day of the week. However, each vertical bar is composed of segments representing the hours of the day. You can see which hours the colors represent by reading the conversion block above the chart. You can also hold the mouse pointer steady over a segment to see what it represents.

Note that this chart also represents the cumulative number of visits for each day and period of the day.



Tip: This chart is good for finding out your busiest day of the week and gives clues on the busiest time periods in each day.

SIGN-INS BY HOUR (HOURLY SIGN-INS TAB)



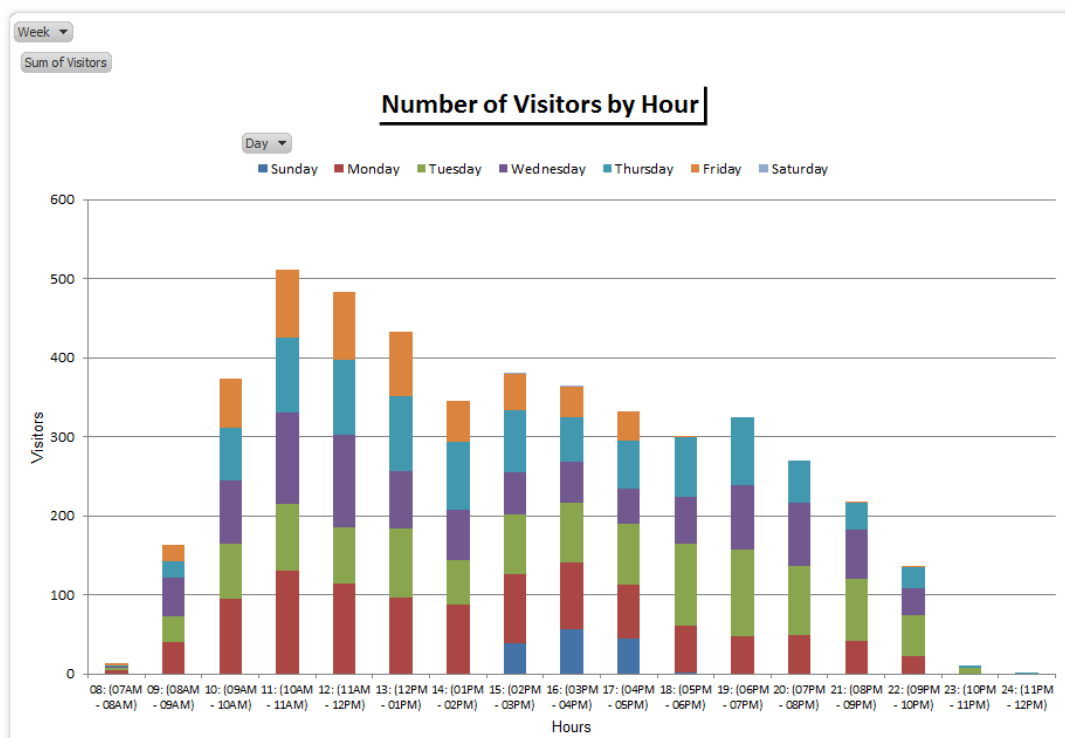
This chart depicts the number of visits by hour of the day. The vertical axis shows the number of visits, while the horizontal axis shows the hours of the day. Each vertical bar shows the number of visits per hourly time-period. The bar is segmented into colored segments that represent the day of the week. You can see which days the colors represent by reading the conversion block above the chart or by holding the mouse pointer steady over the segment.

The number of visits shown in this chart is cumulative for each hourly period.



Tip: This chart is good for finding out your busiest hours of the day and also shows which days are busiest during these hourly periods.

NUMBER OF VISITORS BY HOUR (PEAK HOURS TAB)



This chart depicts the number of visits by hour of the day. The vertical axis shows the number of visits, while the horizontal axis shows the hours of the day. Each vertical bar shows the number of visits per hourly time-period. The bar is segmented into colored segments that represent the day of the week. You can see which days the colors represent by reading the conversion block above the chart or by holding the mouse pointer steady over the segment. This chart shows a summary of guest sign-ins in addition to student sign-ins, unlike the 'Number of Sign-Ins by Hour' chart, which merely shows student sign-ins.

The number of visits shown in this chart is cumulative for each hourly period.



Tip: This chart is good for finding out your busiest hours of the day and also shows which days are busiest during these hourly periods.

WEEKLY SIGN-IN TABLE

Sum of nlogins	cday								
week		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
w03			48	41	31	44	31		195
w04		8		64	68	61	39		240
w05		6	81	50	65	60	33		295
w06		15	67	78	146	116	51		473
w07		14	84	94	107	79	48		426
w08		17	138	105	95	133	60		548
w09			127	99	9				235
w13						1			1
w28		4				1	1	1	7
w29			2			1	1		4
w30			1		1	7	3		12
w31			15		5	5			25
w32						1			1
w40							4		4
w41			1						1
w42					2				2
Grand Total		64	564	531	529	509	271	1	2,469

This table shows the number of sign-ins for each week of the year split by week of the day. The rows are summed up to show the total number of sign-ins per week, and the columns are summed up to show the total number of sign-ins per day for all the weeks.

DAILY SIGN-IN TABLE

Sum of nlogins	cday								
cloginhour		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
08: (07AM - 08AM)			4	4	1	2	2		13
09: (08AM - 09AM)			36	28	48	21	18		151
10: (09AM - 10AM)			79	43	57	49	49		277
11: (10AM - 11AM)			85	51	89	62	57		344
12: (11AM - 12PM)			65	31	62	61	44		263
13: (12PM - 01PM)			52	50	41	49	34		226
14: (01PM - 02PM)			44	30	28	54	19		175
15: (02PM - 03PM)		39	46	39	28	31	19	1	203
16: (03PM - 04PM)		18	33	33	21	26	17		148
17: (04PM - 05PM)		7	31	33	13	26	11		121
18: (05PM - 06PM)			23	63	31	43			160
19: (06PM - 07PM)			22	46	50	38			156
20: (07PM - 08PM)			23	37	36	23			119
21: (08PM - 09PM)			16	35	20	17	1		89
22: (09PM - 10PM)			5	8	4	6			23
23: (10PM - 11PM)						1			1
Grand Total		64	564	531	529	509	271	1	2,469

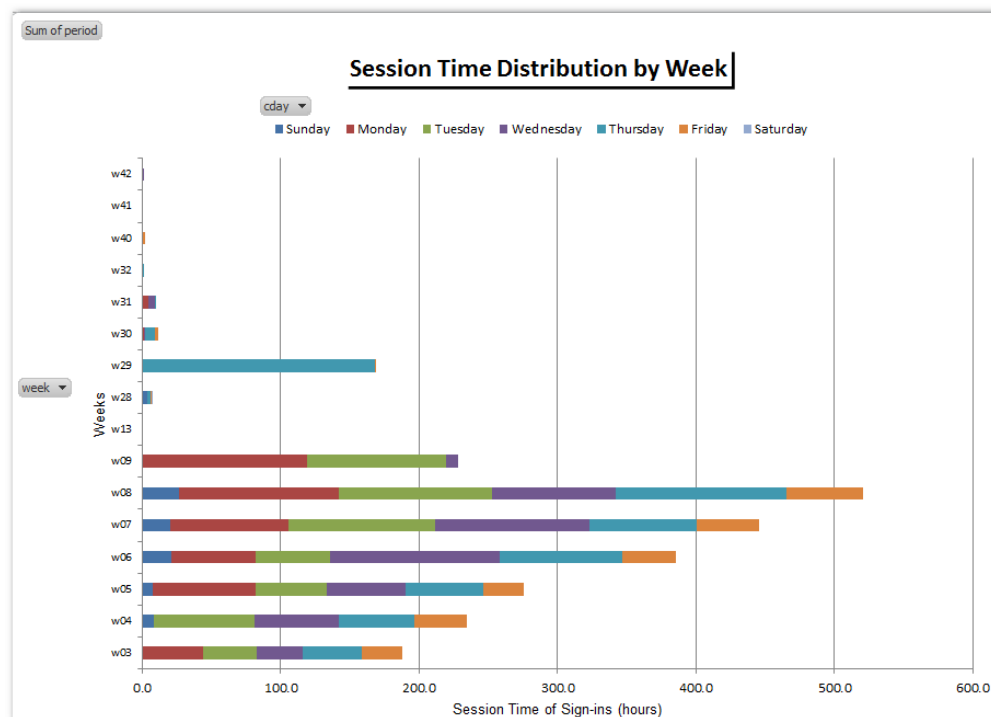
This table shows the number of sign-ins for each period of the day distributed per day of the week. The rows are summed up to show the total number of sign-ins per period, and the columns are summed up to show the total number of sign-ins per day for all the periods.

DAILY PEAK HOURS TABLE

Sum of Visitors	Day							
Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
08: (07AM - 08AM)		4	4	1	2	2		13
09: (08AM - 09AM)		40	32	49	22	20		163
10: (09AM - 10AM)		95	69	81	67	61		373
11: (10AM - 11AM)		131	84	115	95	86		511
12: (11AM - 12PM)		114	72	116	95	86		483
13: (12PM - 01PM)		97	87	73	95	81		433
14: (01PM - 02PM)		87	57	64	85	53		346
15: (02PM - 03PM)	39	87	75	54	78	47	1	381
16: (03PM - 04PM)	56	85	76	51	57	38	1	364
17: (04PM - 05PM)	44	68	78	45	60	37		332
18: (05PM - 06PM)	1	60	104	59	75	1		300
19: (06PM - 07PM)		48	109	81	86			324
20: (07PM - 08PM)		49	88	79	54			270
21: (08PM - 09PM)		42	78	62	35	1		218
22: (09PM - 10PM)		23	51	35	26	1		136
23: (10PM - 11PM)			7	1	2			10
24: (11PM - 12PM)					1			1
Grand Total	140	1,030	1,071	966	935	514	2	4,658

This table shows the number of visitors for each period of the day distributed per day of the week. The rows are summed up to show the total number of visitors per period, and the columns are summed up to show the total number of visitors per day for all the periods. This chart is similar to the 'Number of Sign-Ins' table, except that it shows the guest sign-ins in addition to student sign-ins. This enables you to determine what the peak hours are for visitors during each day individually or throughout the week as a whole.

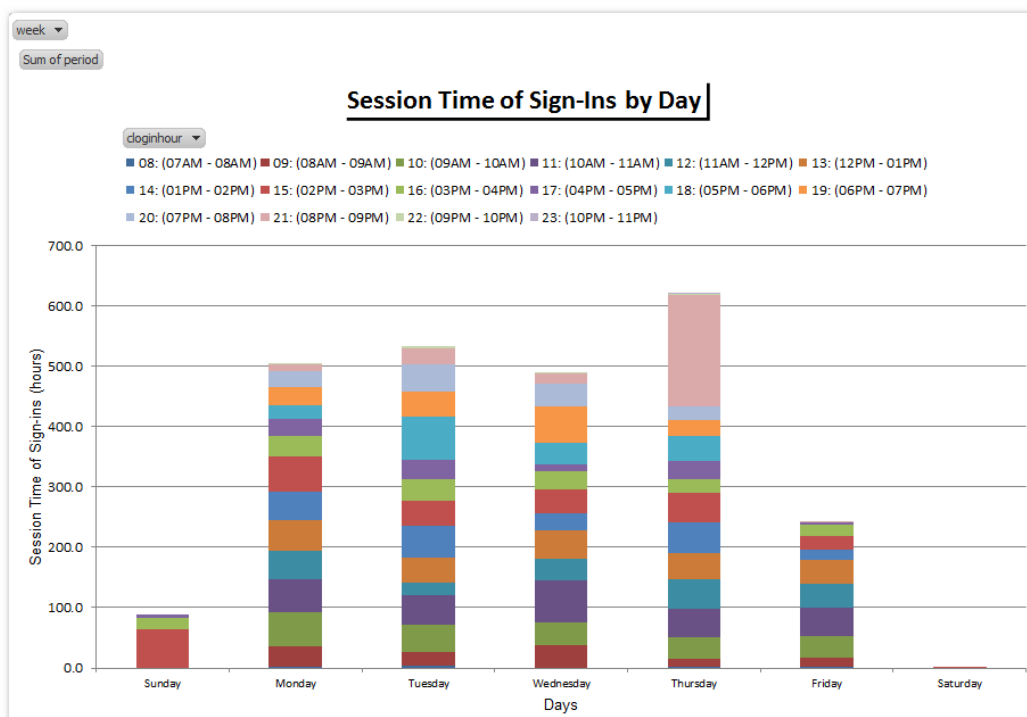
SESSION TIME DISTRIBUTION BY WEEK (WEEKLY SESSION TIMES TAB)



This chart depicts the length of the sign-in visit for each week of the year. On the vertical axis you will notice the week number, and on the horizontal axis you will see the total session times in hours. Each horizontal line

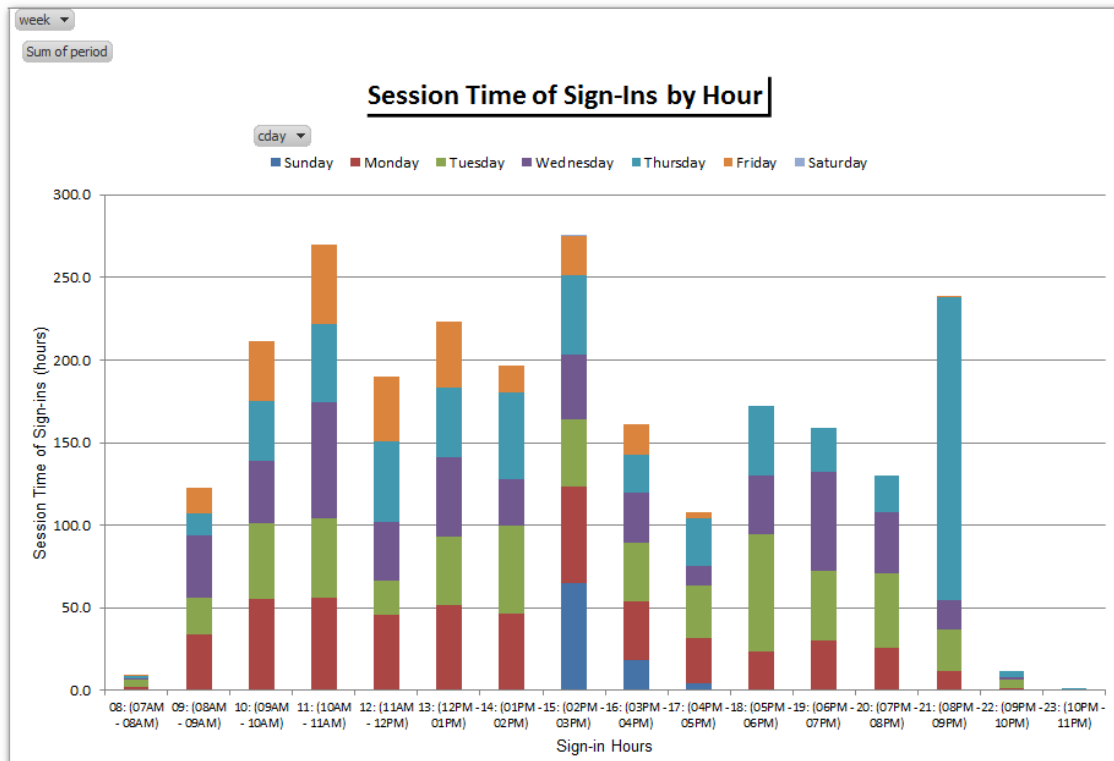
represents one week, and is composed of several colored segments that represent the day of the week. You can see which days the colors represent by reading the conversion block above the chart. You can also hold the mouse pointer steady over a segment to see what it represents and its numeric value.

SESSION TIME OF SIGN-INS BY DAY (DAILY SESSION TIMES TAB)



This chart depicts the length of visits by day of the week. The vertical axis shows the length of sign-in sessions, while the horizontal axis shows the day of the week. Each vertical bar represents one day of the week. If the selected reporting period is larger than one week, the length of visits will be added for each day. Thus the chart represents the cumulative session length for each day.

SESSION TIME OF SIGN-IN BY HOUR (HOURLY SESSION TIMES TAB)



This chart depicts length of the session for students signing in during that hour. The vertical axis shows the length of visits in hours, while the horizontal axis shows the hourly periods of the day. Each vertical bar shows the total length of visits per hourly time-period. The bar is segmented into colored segments that represent the day of the week. You can see which days the colors represent by reading the conversion block above the chart or by holding the mouse pointer steady over the segment.

The number of visits shown in this chart is cumulative for each hourly period.

WEEKLY SESSIONS TABLE

Sum of period	cday								
week		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
w03			44.0	38.7	33.4	42.4	29.5		188.0
w04		8.8	72.1	61.3	54.7	37.4			234.3
w05		7.7	74.1	51.6	57.1	56.0	28.8		275.2
w06		21.2	61.0	53.5	122.7	88.8	38.5		385.7
w07		20.1	85.4	106.4	111.0	77.8	45.0		445.6
w08		26.3	115.5	111.1	88.9	123.4	55.7		521.0
w09			118.9	100.3	9.0				228.2
w13						0.1			0.1
w28		4.1				2.0	0.8	0.4	7.3
w29			0.0			168.1	1.0		169.1
w30			1.0		1.0	7.0	2.8		11.8
w31			4.1		5.0	0.2			9.3
w32						1.0			1.0
w40							2.1		2.1
w41			0.7						0.7
w42					1.3				1.3
Grand Total		88.2	504.8	533.6	490.5	621.6	241.6	0.4	2,480.6

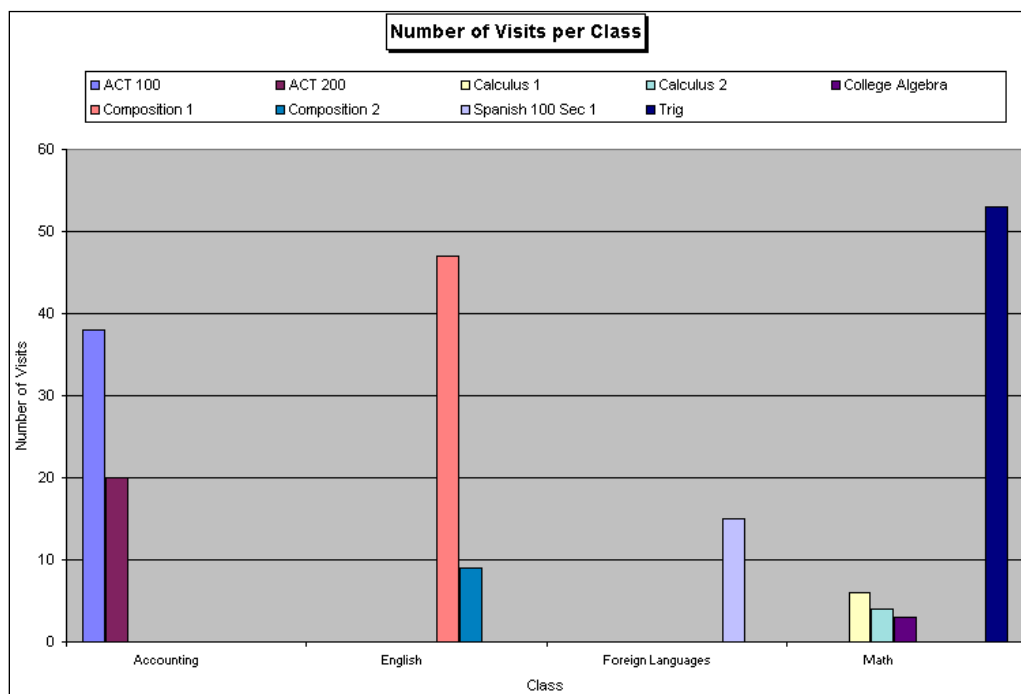
This table shows the length of sign-in periods for each week of the year split by week day. The rows are summed up to show the total hours of sign-ins per week, and the columns are summed up to show the total hours of sign-ins per day for all the weeks.

DAILY SESSIONS TABLE

Sum of period	cday							
cloginhour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
08: (07AM - 08AM)		2.1	4.5	0.4	1.5	1.1		9.6
09: (08AM - 09AM)		33.9	22.5	37.4	13.3	15.5		122.6
10: (09AM - 10AM)		55.5	45.5	37.7	36.5	36.1		211.2
11: (10AM - 11AM)		56.0	48.5	69.9	47.4	47.9		269.7
12: (11AM - 12PM)		45.8	20.9	35.4	48.9	38.7		189.8
13: (12PM - 01PM)		51.5	41.6	48.0	41.9	40.6		223.6
14: (01PM - 02PM)		46.8	53.0	28.3	52.4	15.8		196.3
15: (02PM - 03PM)	64.9	58.2	41.0	39.2	48.4	23.4	0.4	275.5
16: (03PM - 04PM)	18.7	35.2	35.5	30.2	23.3	17.9		160.8
17: (04PM - 05PM)	4.6	27.2	32.0	11.4	29.0	3.8		107.8
18: (05PM - 06PM)		23.3	71.4	35.5	42.1			172.4
19: (06PM - 07PM)		30.1	42.3	60.2	26.5			159.2
20: (07PM - 08PM)		25.6	45.1	37.0	22.7			130.4
21: (08PM - 09PM)		11.8	25.4	17.7	183.2	1.0		239.0
22: (09PM - 10PM)		1.7	4.5	2.0	3.4			11.6
23: (10PM - 11PM)					1.0			1.0
Grand Total	88.2	504.8	533.6	490.5	621.6	241.6	0.4	2,480.6

This table shows the length of sign-in periods for visitors signing in during each hour of the day distributed by the days of the week. The rows are summed up to show the total hours of sign-ins periods per hour, and the columns are summed up to show the total sign-in hours per day for all the hourly periods.

NUMBER OF VISITS PER CLASS (VISITS PER ACTIVITY TAB)



This chart shows the number of sign-ins per activity (class/service). The activities are grouped by their categories. The vertical axis shows the number of visits, while the horizontal axis shows the category of activities (subject area).

...). Each vertical bar shows the number of visits per activity. You can see which activity the bar represents by reading the conversion block above the chart or by holding the mouse pointer steady over the segment.



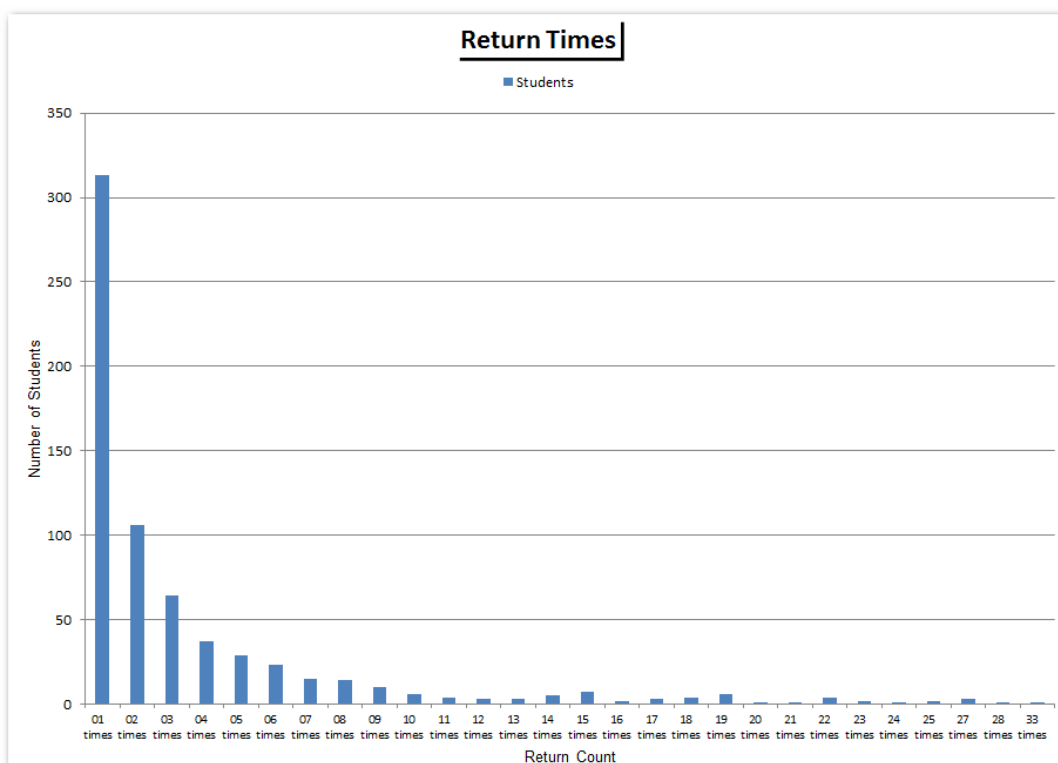
Tip: This chart is good for finding out usage patterns for each activity and which activities are mostly utilized.

VISITS PER ACTIVITY TABLE

Activity	Total
Adv PC OS Windows	6
Advanced College Read	1
Advanced Database	8
American Government	3
Analytical Chemistry	8
Anatomy & Phys 1	7
Anatomy & Phys 2	1
Applied Psychology	2
Basic Computer Skills	6
Biology 1	3

This table shows the number of sign-ins for each activity (class /service) during the reporting period.

RETURN TIMES (RETURNS TAB)



This chart shows the number of repeat visits for your visitors. The vertical axis shows the number of students returning, while the horizontal axis shows the number of times these students returned. Each vertical bar shows the number of students that returned that many times.



Tip: This chart is good for finding out the frequency distribution of returning students.

RETURNS TABLE

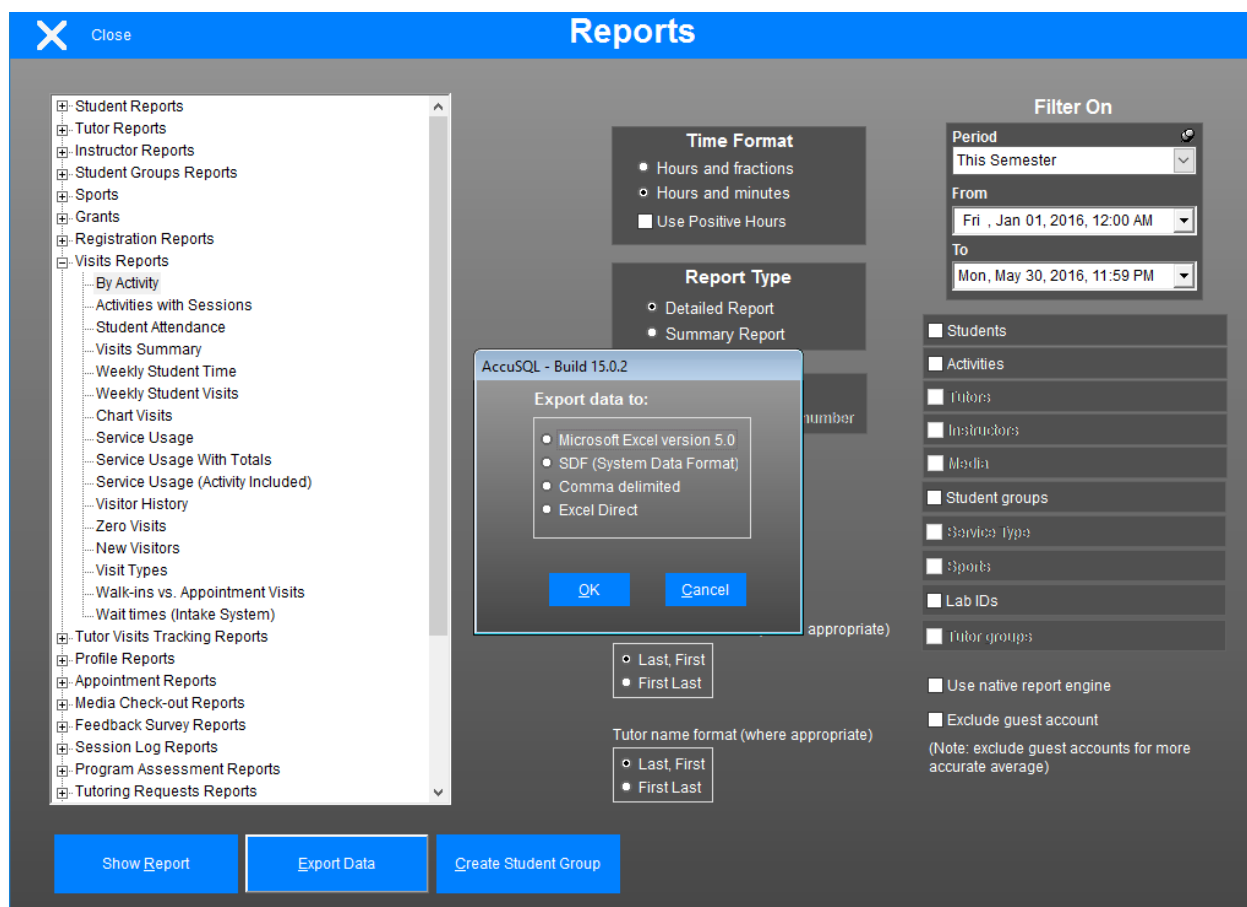
Visits	Students
01 times	313
02 times	106
03 times	64
04 times	37
05 times	29
06 times	23
07 times	15
08 times	14
09 times	10
10 times	6

This table shows the returning visits distribution during the reporting period. Each row shows the number of visits in the first column and the number of students who visited that many times in the second column.

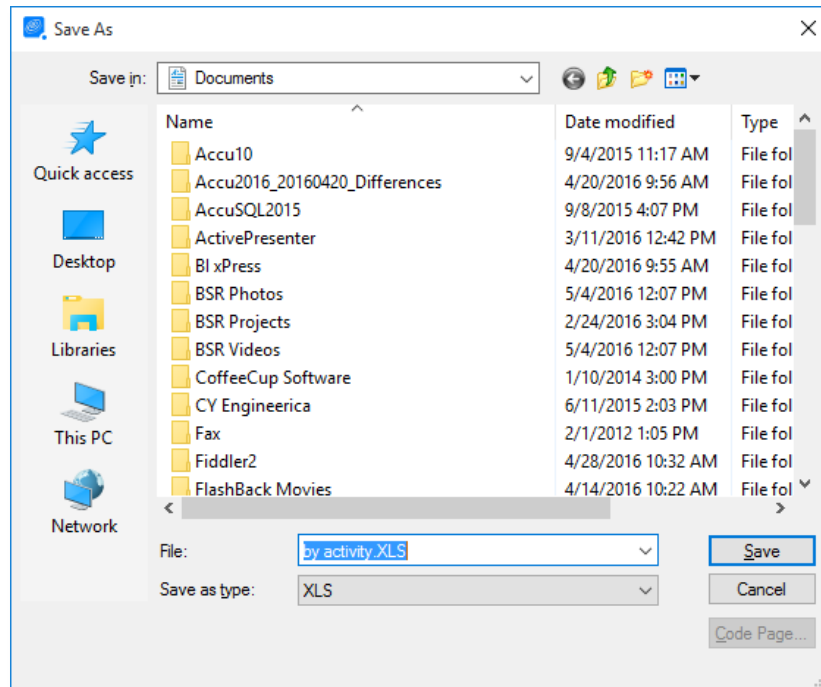
EXPORTING REPORT DATA

AccuSQL/AccuTrack allows you to export the data of any of its reports to other applications. This is useful for example if you want to manipulate the data in Microsoft Excel or other applications.

To export the data, use the Report's screen to select the reporting period and apply any desired filtering. When you are ready, click on the **"Export Data"** button. This will bring up the *Export Data* dialog box:



If you select one of the first three options, AccuSQL/AccuTrack will prompt you for a file name and location through the “Save As” dialog box. You can either keep the suggested name and path, or enter different ones. When you are ready to proceed, click on the “Save” button.



Note: The time format of the sign-in period in all the exported files is in seconds. Divide this by 3600 if you want the time in hours.

EXPORTING DATA TO AN EXCEL FILE

The first option button in the Export Data box creates a Microsoft Excel worksheet file.

Note: The default extension of the exported file is '.XLS'.


EXPORTING DATA TO AN SDF FILE

The second option in the Export Data box exports the data into an SDF file. An SDF file is an ASCII text file in which records have a fixed length and end with a carriage return and linefeed. For example, here is a sample exported from the student attendance report:

```

7598          3          18109/20/2004 15:03:0009/20/2004 15:53:0022**
3000013207962 Abdullah, Ronica M Tutoring
Sociology

```


 **Note:** The default extension of the exported file is '.TXT'

EXPORTING DATA TO A COMMA-DELIMITED FILE

The third option will export the records to a comma-delimited file. This is an ASCII text file in which each record ends with a carriage return and linefeed. The field separator is a comma. For example, if you export the attendance data, you will get these fields:

For example, here is a sample exported from the student attendance report:

```
7598,3,181,09/20/2004 15:03:00,09/20/2004
15:53:00,2,2,"*", "*",3000,"013207962","Abdullah, Ronica
M","Tutoring","Sociology","", ""
```

 **Note:** The default extension of the exported file is '.TXT'


EXPORTING DATA DIRECTLY TO EXCEL

The last option (Excel Direct) allows you to export the data directly to Excel. When you select this option and click on the "OK" button, AccuSQL/AccuTrack will start Excel automatically, and you will see a notification message:

Starting Excel...

After a few seconds you will see an *Excel* sheet with the exported data. For example, if you export the attendance data, the spreadsheet will have columns showing the visitor's sign-in ID, last name, first name, middle name (if any), category of activities, activity, sign-in date and time, sign-out date and time, and the sign-in session length (in seconds).

Alias_id	Task_id	Sub_id	Logintime	Logouttime	In_source	Out_source	Inflag	Outflag	Period	Input_id	Student	Taskdesc	Subtask	Labid	Act
9862	17	193	9/28/2012	9/28/2012	0	0			7 444444444		Arlington, Dan	Computer Use Internet surfing		DEFAULT	
9862	17	193	9/28/2012	9/28/2012	8	6 *	*		3600 444444444		Arlington, Dan	Computer Use Internet surfing		DEFAULT	
9862	17	193	9/28/2012	9/28/2012	8	6 *	*		3600 444444444		Arlington, Dan	Computer Use Internet surfing		DEFAULT	
9862	3	139	10/10/2012	10/10/2012	0	0			1016 444444444		Arlington, Dan	Tutoring Advanced College Read		READ	
9862	3	102	10/10/2012	10/10/2012	0	6 *	*		3600 444444444		Arlington, Dan	Tutoring Anatomy & Phys 2		DEFAULT	BIOL
9862	3	165	9/28/2012	9/28/2012	8	0 *			182 444444444		Arlington, Dan	Tutoring Applied Psychology		DEFAULT	PSYC
9862	3	165	10/1/2012	10/1/2012	0	0			2692 444444444		Arlington, Dan	Tutoring Applied Psychology		DEFAULT	PSYC

 **Tip:** Excel understands the date-time format of the sign-in and sign-out fields. To do calculations on these two fields, format the columns as the date type "3/4/97 1:30 PM". This will enable you for example to subtract the sign-in time from the sign-out time. You can also format the result of the subtraction as the time type "13:30", which will show it in hours-minutes format.

APPENDIX A: WHY DO MY REPORT VISITS NUMBERS LOOK DIFFERENT?

Several of our customers have contacted us asking why the total number of visits or visit times is not consistent in the various AccuSQL or AccuTrack Visits Reports. This article will shed some light on how the numbers are generated by the various reports. For this example, we will be focusing on the Visits Reports exclusively, but the same rules would apply to your Tutor Visits Tracking Reports and others.

In the test environment for this example I will be using a new blank database with no sign-ins ever:

Student	ID	Sign-in Time	Sign-out Time	Period (hrs)	Activity
---------	----	--------------	---------------	--------------	----------

Filters
Period: All
From: Sun, Jan 01, 1995, 12:00 AM
To: Thu, Dec 30, 9999, 11:59 PM
☐ Only show this Student: Guest, AccuTrack
☐ Only show this Category: Coaching -Academic C
☐ Only show this Activity: Coaching -Academic C
☐ Filter activities by lab
☐ Filter log by lab
Refresh
Edit Delete

I have created two students,

[illegible]

a Category called Coaching with 2 activities under it,

Close

Categories & Activities

Category

Description	Active
Coaching	<input checked="" type="checkbox"/>

Category:

Coaching

☒ Active

+ Add

✕ Delete

✎ Edit

Multiple Delete

Activity

Activity ID	Activity	Active	Allow	Appts.	In Only	Global	Max Students	Mi
	Academic Coaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	Personal Coaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0

Activity ID

Activity

Activity other

☒ Active

☒ Allow unregistered students

☒ Open for Appointments

☐ Sign In Only

☐ Global Registration

Appointment Duration

Max Students

Min

Max

☐ Available in these specific labs

Instructors

Default Instructor

+ Add

✕ Delete

✎ Edit

Registered Students

Visits

Advanced

one tutor that has my two activities assigned to them and a schedule from 8AM to 6PM Monday through Friday,

X
Close

Tutors

Tutor

Last Name	First Name	Active
Coach	Staff	Yes

Assignments

Category	Activity ID	Activity
Coaching		Academic Coaching
Coaching		Personal Coaching

Add/Remove Assignments

ID

First Name

Last Name

E-Mail

☐ Do not send text messages
☒ Active

Address

City

State

Zip

Phone

Phone note

Major

Pay Type

Pay Rate

Pay method

☐ For Work hours
☒ For Appointments

Can tutor serve different activities during a group session?

- ☒ Use configuration setting
 - ☒ Yes, can serve
 - ☐ No, cannot serve

Max # of students in a group appointment

0

Start Date

End Date

Assign Picture

Remove Picture

Notes

+ Add
Edit
X Delete

Attachments
Change Password

Tutor Schedule
Tutor Off Times
Scheduler (Classic)

Appointments
Sign-ins
Sessions
Assignments
Advanced

Tutor Scheduler

Tutor

Tutor Coach

Duplicate Schedule

Schedules

Schedule	From	To
REGULAR	//	//

From

To

+ Add

Delete

Edit

Schedule	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Coach, Staff

Schedule as:

- Drop-in only
- Group only
- Both
- None
- Off time

Schedule for:

- No specific activity or service
- Specific Activity
- Specific Service

a semester that includes today and has the activities on the Selected side,

The screenshot shows a software interface titled "Semesters" with an orange header bar containing a close button (X) and the title. The interface is divided into several sections:

- Semesters Table:** A table with columns "Description", "Start", and "End". The first row is "2015 - Second Half" with start date "06/18/2015" and end date "12/31/2015".
- Details Panel:** To the right of the table, it shows the selected semester's details: "Description: 2015 - Second Half", "Activities count: 2", "Start: Thu, Jun 18, 2015", and "End: Thu, Dec 31, 2015". Below these are buttons for "+ Add", "X Delete", and "Edit".
- Activities Section:** At the bottom, there are two panes: "Not Selected" and "Selected". Between them are navigation buttons: ">", "<", ">>", and "<<".
- Activity Lists:** The "Selected" pane contains a list of activities: "Academic Coaching [Coaching]" and "Personal Coaching [Coaching]". The "Not Selected" pane is currently empty.

and finally, my Sign-in Setup >> Setup options have the students selecting an activity and a tutor.

After all that is done, I will sign in the two students on the main screen. Joe will sign into Academic Coaching and Susie into Personal Coaching. I will sign them in only and not sign them out yet.

[illegible]

Now I will run some Visits Reports to see what the numbers look like:

Close

Reports

Visits Reports

By Activity

Activities with Sessions

Student Attendance

Visits Summary

Weekly Student Time

Weekly Student Visits

Chart Visits

ServiceType Usage

ServiceType Usage With Totals

ServiceType Usage (Activity Included)

Visitor History

Zero Visits

New Visitors

Visit Types

Walk-ins vs. Appointment Visits

Wait times (Intake System)

Memorized Reports

Customized Reports

Favorites

Downloaded Reports

Scheduled Reports

Time Format

Hours and fractions

Hours and minutes

Use Positive Hours

Report Type

Detailed Report

Summary Report

Show Visitor ID

Show Student Phone number

Filter On

Period

This Semester

From

Thu, Jun 18, 2015, 12:00 AM

To

Thu, Dec 31, 2015, 11:59 PM

Students

Activities

Tutors

Instructors

Media

Student groups

Service Type

Sports

Lab IDs

Tutor groups

Use native report engine

Exclude guest account

(Note: exclude guest accounts for more accurate average)

Student name format (where appropriate)

Last, First

First Last

Tutor name format (where appropriate)

Last, First

First Last

Show Report

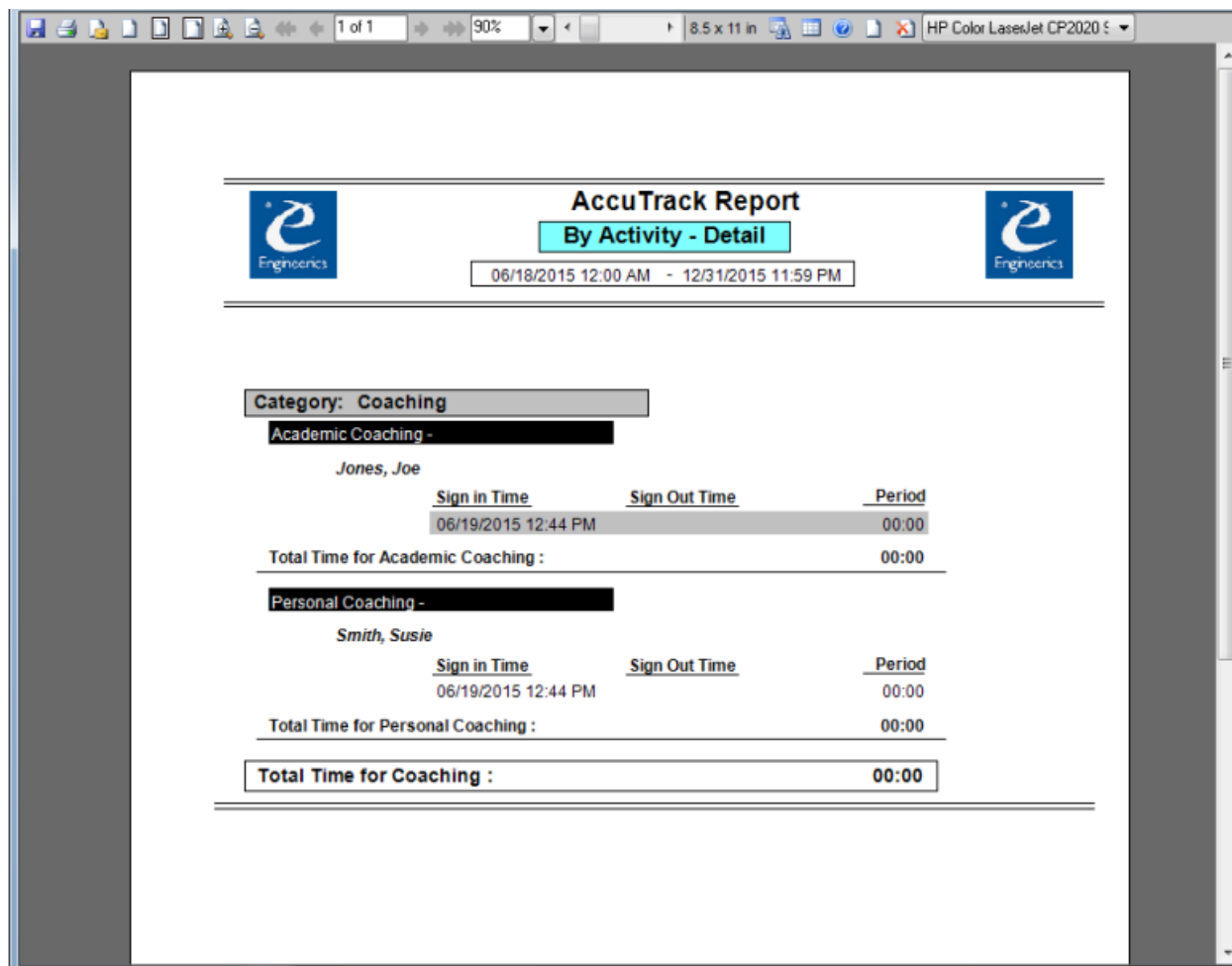
Export Data

Create Student Group

186

< [Back to Contents](#) >

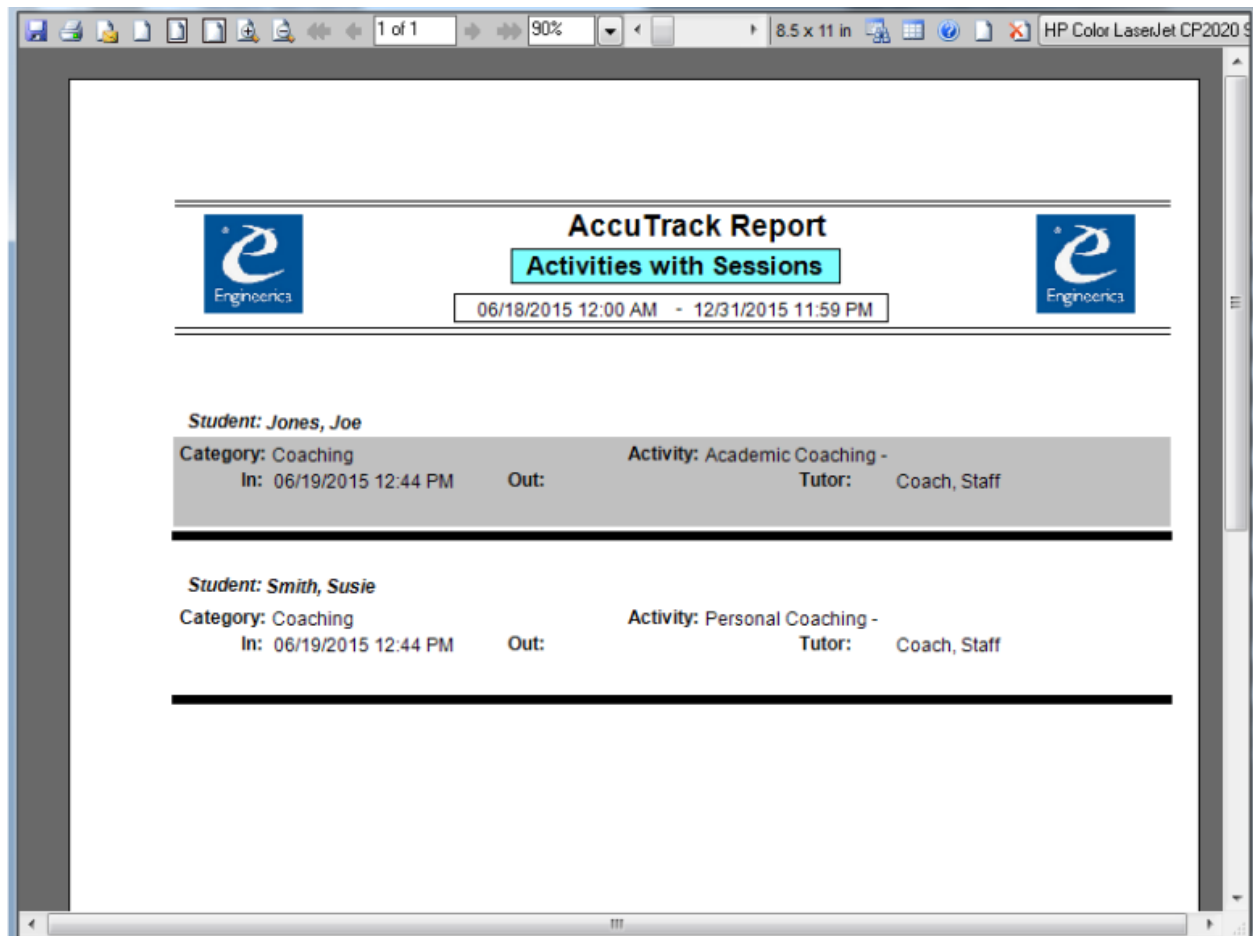
Visits by Activity – 2 students no sign out time



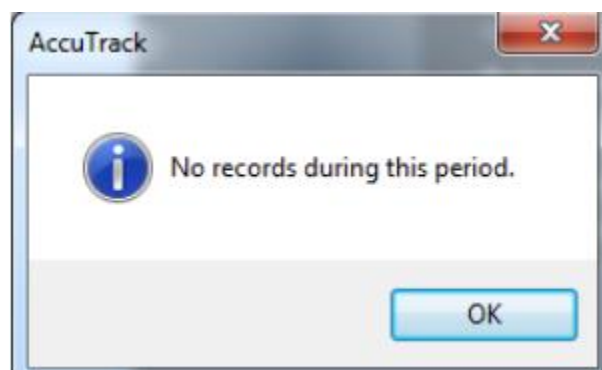
The screenshot shows a web browser window displaying an "AccuTrack Report" titled "By Activity - Detail". The report covers the period from 06/18/2015 12:00 AM to 12/31/2015 11:59 PM. The report is categorized under "Coaching" and is divided into two sections: "Academic Coaching" and "Personal Coaching". Each section lists a student's name, their sign-in time, sign-out time, and the period. The total time for each category is shown as 00:00.

AccuTrack Report			
By Activity - Detail			
06/18/2015 12:00 AM - 12/31/2015 11:59 PM			
Category: Coaching			
Academic Coaching -			
<i>Jones, Joe</i>			
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	
06/19/2015 12:44 PM		00:00	
Total Time for Academic Coaching :		00:00	
Personal Coaching -			
<i>Smith, Susie</i>			
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	
06/19/2015 12:44 PM		00:00	
Total Time for Personal Coaching :		00:00	
Total Time for Coaching :		00:00	

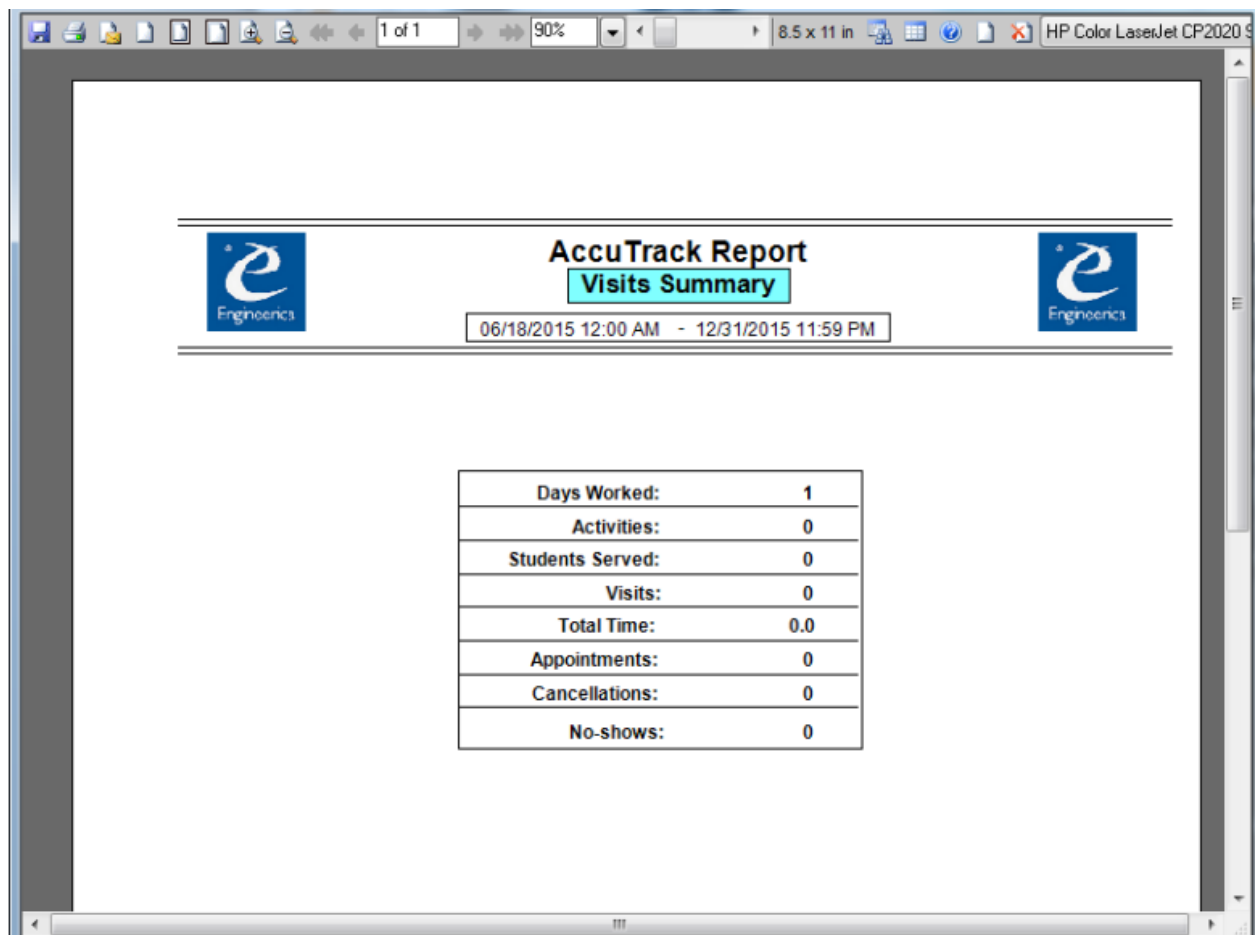
Activities with Sessions – 2 students no sign-out time



Student Attendance – No records this period

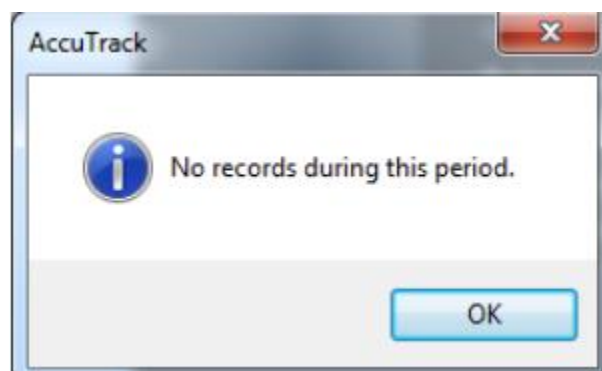


Visits Summary – students served 0, visits 0, total time 0



AccuTrack Report Visits Summary	
06/18/2015 12:00 AM - 12/31/2015 11:59 PM	
Days Worked:	1
Activities:	0
Students Served:	0
Visits:	0
Total Time:	0.0
Appointments:	0
Cancellations:	0
No-shows:	0

Weekly Students Time – no records this period



Weekly Students Visits – no records this period

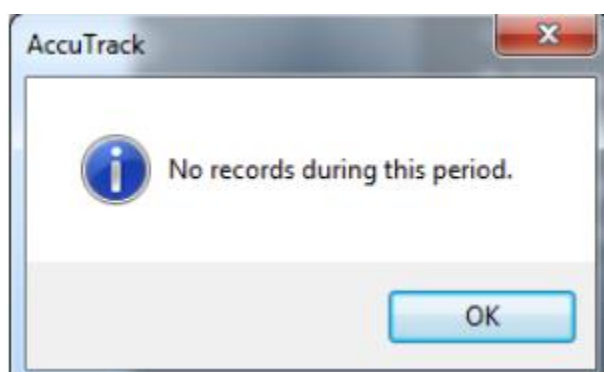
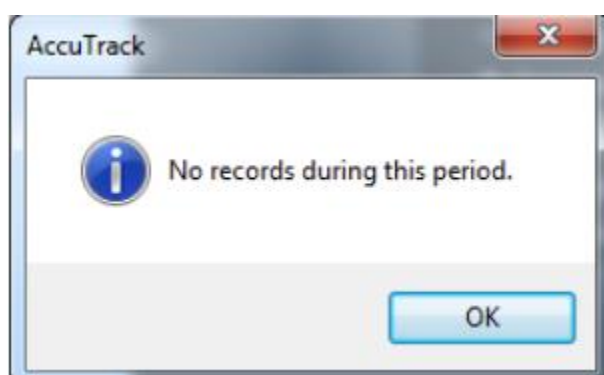
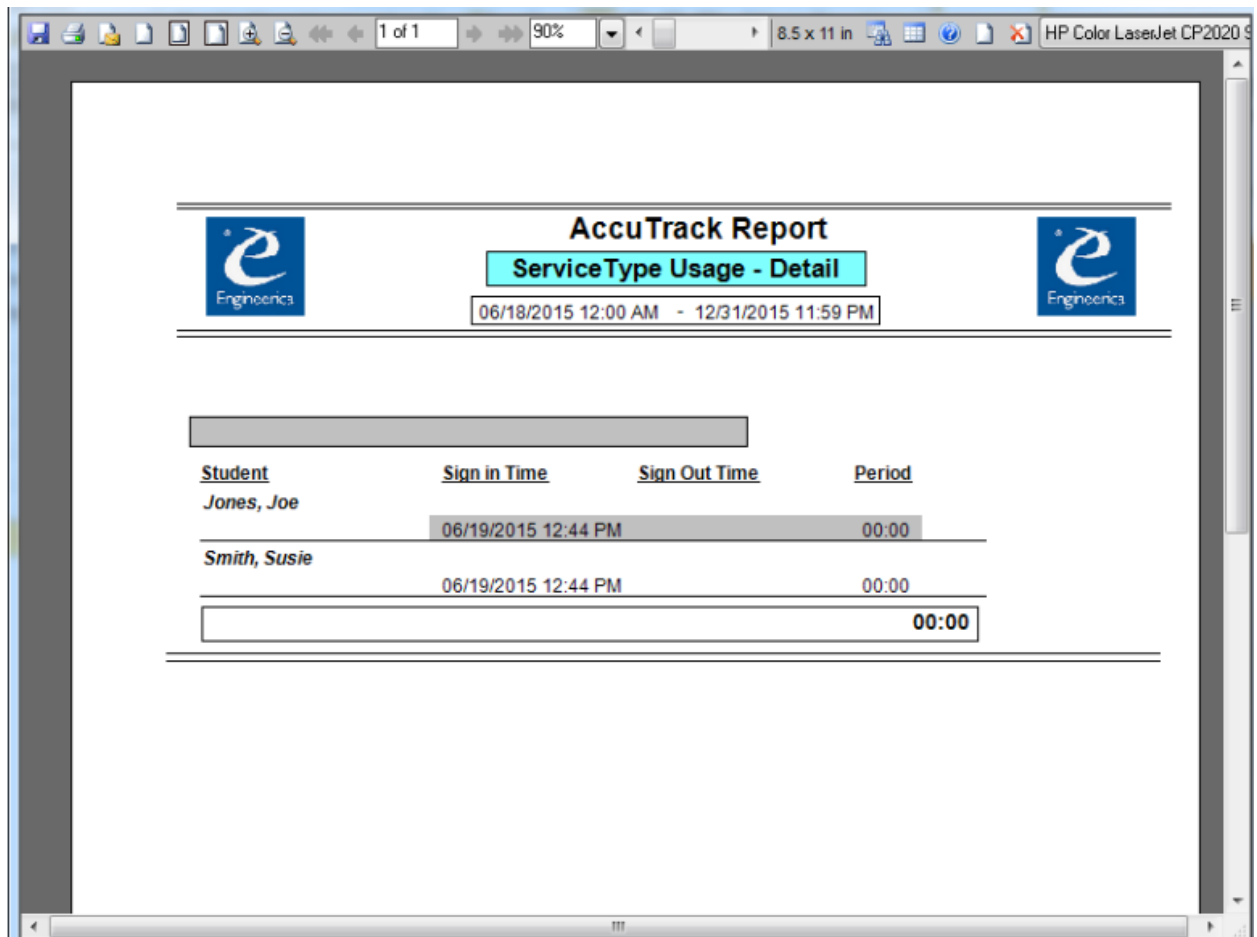


Chart Visit – no records this period




Service Type Usage & Service Type Usage (Activity Included) – 2 students no sign-out time



The screenshot displays a PDF report titled "AccuTrack Report" with the subtitle "ServiceType Usage - Detail". The report covers the period from 06/18/2015 12:00 AM to 12/31/2015 11:59 PM. It features the "e Engineering" logo on both sides. A table lists student activity, showing sign-in times and periods for two students, Joe Jones and Susie Smith, both with a duration of 00:00. The table has columns for Student, Sign in Time, Sign Out Time, and Period. The report is viewed in a browser window with a toolbar at the top showing navigation and printing options.

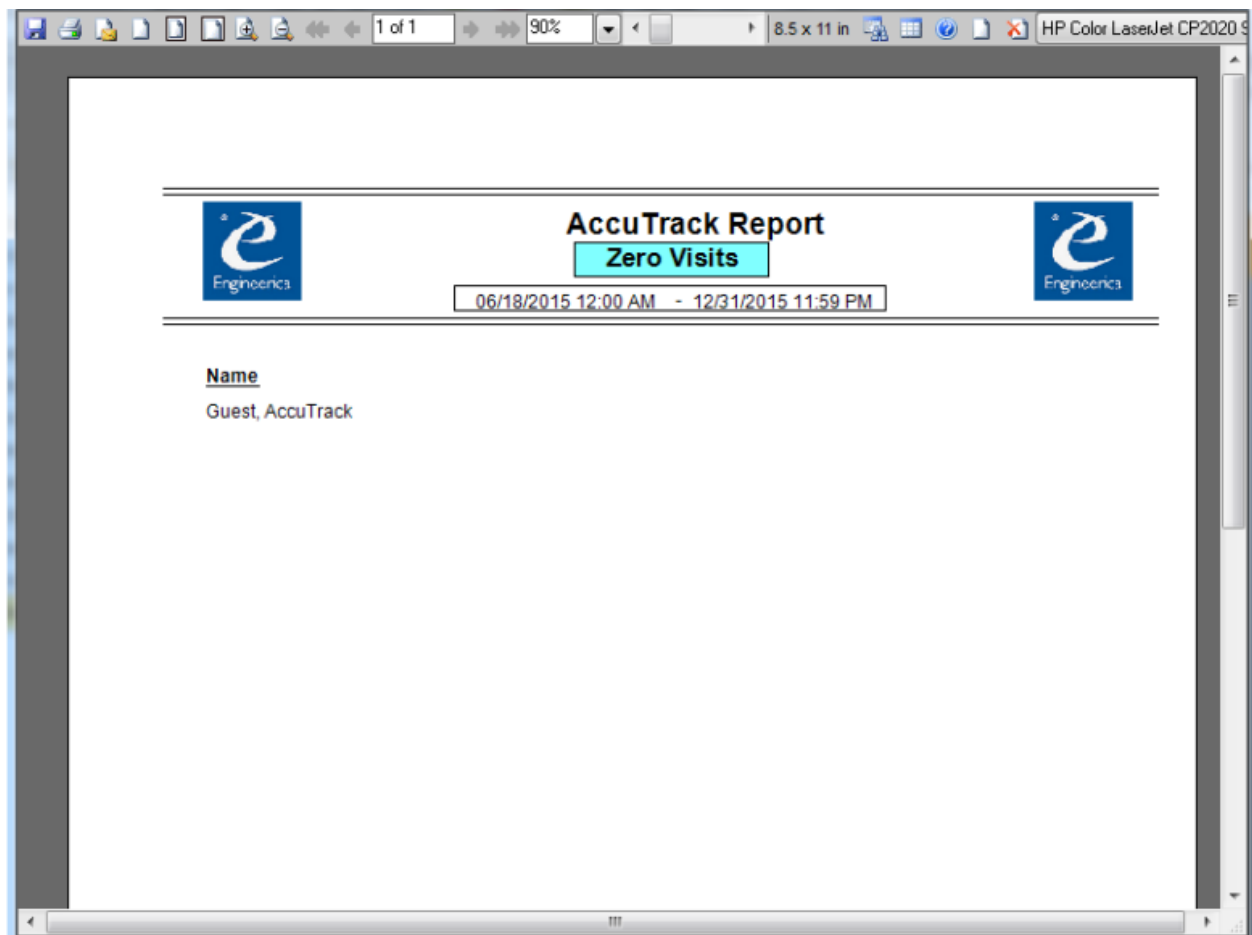
Student	Sign in Time	Sign Out Time	Period
Jones, Joe	06/19/2015 12:44 PM		00:00
Smith, Susie	06/19/2015 12:44 PM		00:00
			00:00

<div>  <div> AccuTrack Report ServiceType Usage - Detail 06/18/2015 12:00 AM - 12/31/2015 11:59 PM </div> </div>																													
<div> <div></div> <table> <tr> <th><u>Student</u></th><th><u>Sign in Time</u></th><th><u>Sign Out Time</u></th><th><u>Period</u></th><th><u>Category</u></th><th><u>Activity</u></th></tr> <tr> <td>Jones, Joe</td><td>06/19/2015 12:44 PM</td><td></td><td>00:00</td><td>Coaching</td><td>Academic Coac</td></tr> <tr> <td>Smith, Susie</td><td>06/19/2015 12:44 PM</td><td></td><td>00:00</td><td>Coaching</td><td>Personal Coach</td></tr> <tr> <td></td><td></td><td></td><td>00:00</td><td></td><td></td></tr> </table> </div>						<u>Student</u>	<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	<u>Category</u>	<u>Activity</u>	Jones, Joe	06/19/2015 12:44 PM		00:00	Coaching	Academic Coac	Smith, Susie	06/19/2015 12:44 PM		00:00	Coaching	Personal Coach				00:00		
<u>Student</u>	<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	<u>Category</u>	<u>Activity</u>																								
Jones, Joe	06/19/2015 12:44 PM		00:00	Coaching	Academic Coac																								
Smith, Susie	06/19/2015 12:44 PM		00:00	Coaching	Personal Coach																								
			00:00																										

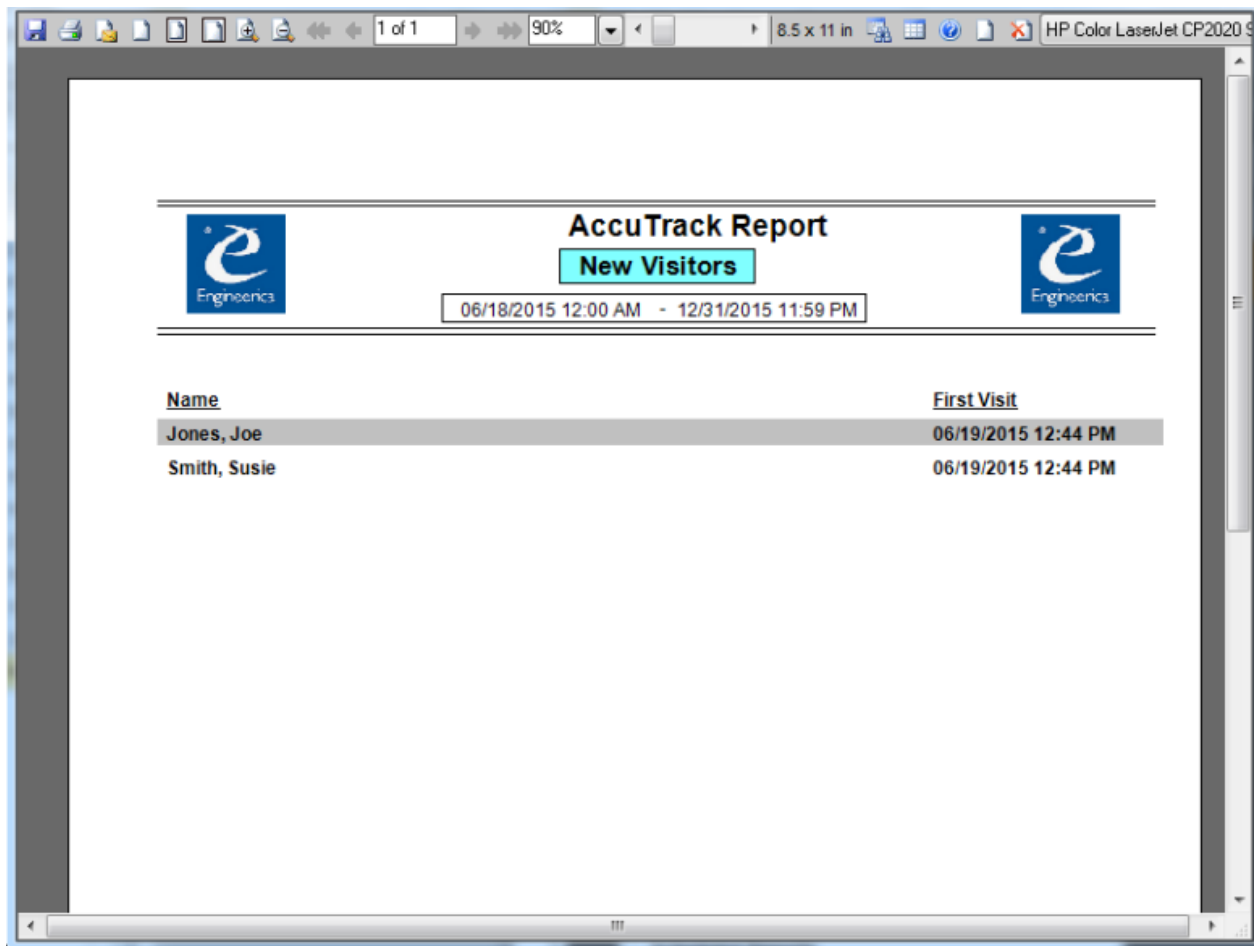
Visitor History – 2 students 1 visit each, no average period

<u>Student</u>	<u>Visits</u>	<u>First Visit</u>	<u>Last Visit</u>	<u>Avg. Period</u>
Jones, Joe	1	06/19/2015 12:44 PM	06/19/2015 12:44 PM	
Smith, Susie	1	06/19/2015 12:44 PM	06/19/2015 12:44 PM	

Zero Visits – only shows built in AccuTrack Guest account



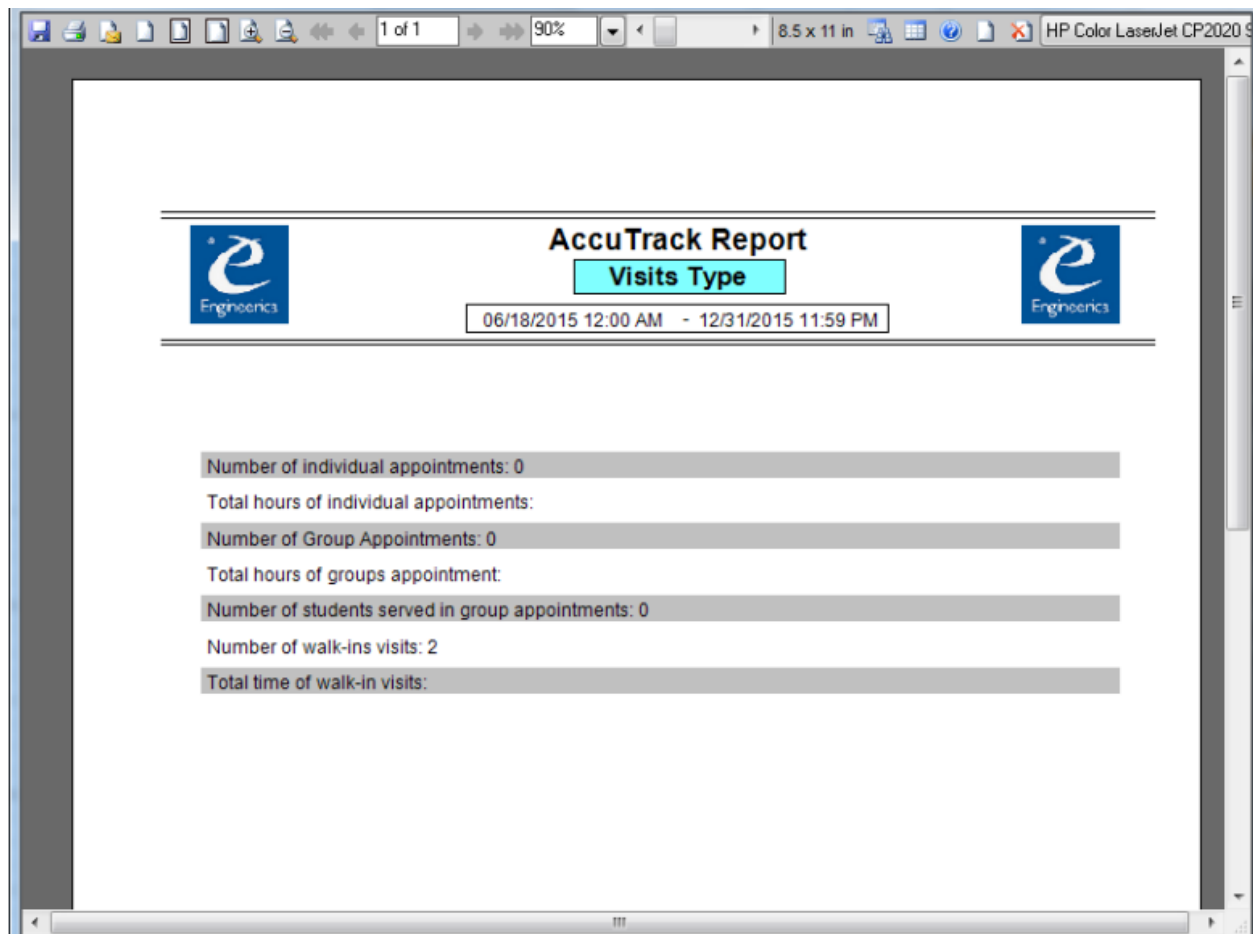
New Visitors – 2 students



AccuTrack Report
New Visitors
06/18/2015 12:00 AM - 12/31/2015 11:59 PM

<u>Name</u>	<u>First Visit</u>
Jones, Joe	06/19/2015 12:44 PM
Smith, Susie	06/19/2015 12:44 PM

Visit Types – 2 walk-in visits



Interpreting the Numbers

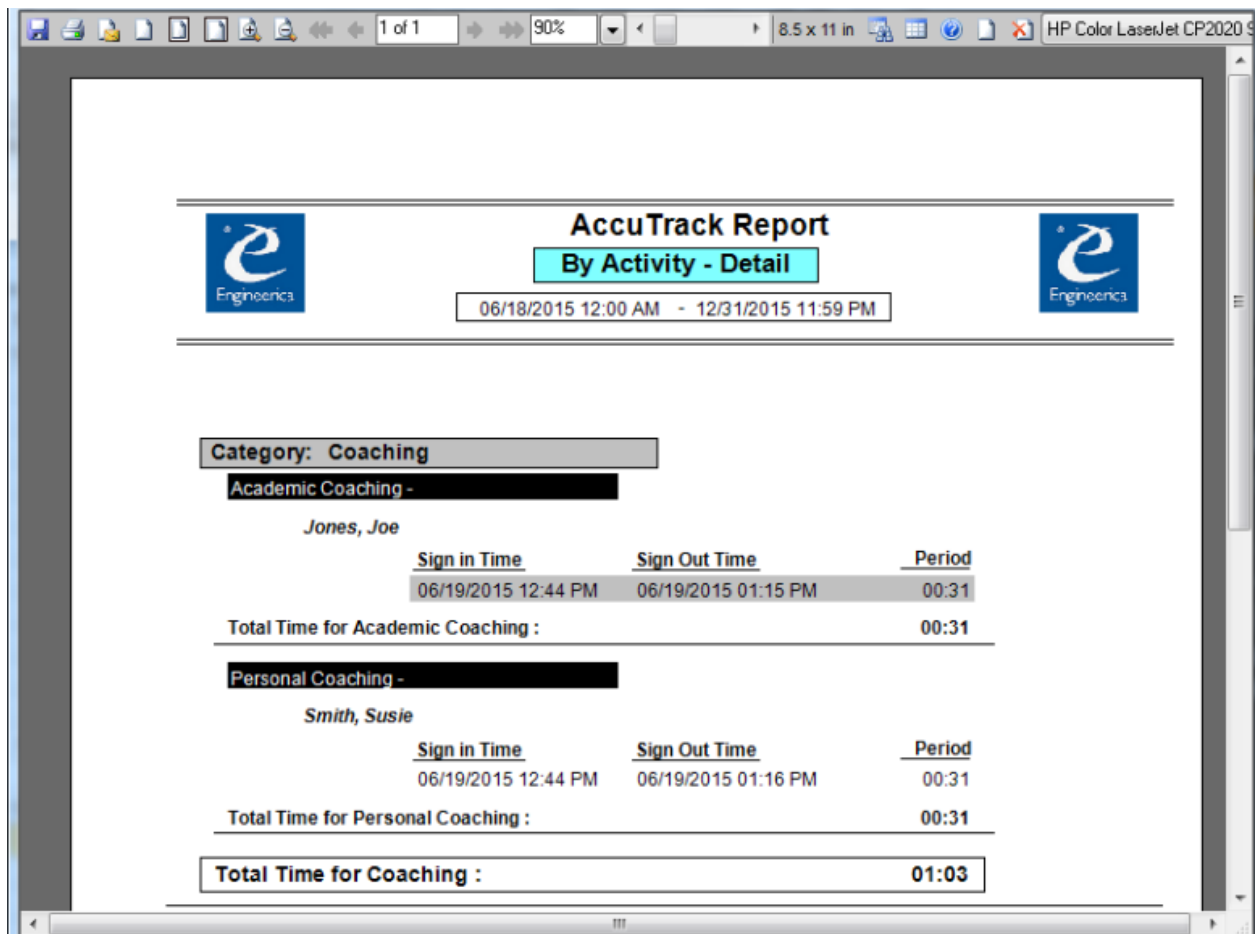
As you can see from the reports above, some reports show data and some do not. That is because the records do not show up on some reports where students have not signed out yet. The reports where the students do not show up unless they have signed out (or are signed out by an admin or auto sign-out are:

- Student Attendance
- Weekly Students Time
- Weekly Student Visits
- Chart Visits

Sign out and Rerun Reports

I will now sign the students out and rerun the same reports.

Visits by Activity (after sign out) – 2 students, sign-out time, period, and total time for category



The screenshot shows a web browser window displaying an "AccuTrack Report By Activity - Detail". The report is for the period 06/18/2015 12:00 AM to 12/31/2015 11:59 PM. It lists coaching activities for two students: Joe Jones and Susie Smith. For each student, it shows a sign-in time, sign-out time, and a period of 00:31. The total time for coaching is 01:03.

AccuTrack Report		
By Activity - Detail		
06/18/2015 12:00 AM - 12/31/2015 11:59 PM		
Category: Coaching		
Academic Coaching -		
<i>Jones, Joe</i>		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
06/19/2015 12:44 PM	06/19/2015 01:15 PM	00:31
Total Time for Academic Coaching :		00:31
Personal Coaching -		
<i>Smith, Susie</i>		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
06/19/2015 12:44 PM	06/19/2015 01:16 PM	00:31
Total Time for Personal Coaching :		00:31
Total Time for Coaching :		01:03

Activities with Sessions – 2 students, and sign-out time


The screenshot shows a PDF document titled "AccuTrack Report" with the subtitle "Activities with Sessions". The report covers the period from 06/18/2015 12:00 AM to 12/31/2015 11:59 PM. It lists two students: Joe Jones and Susie Smith. For each student, the report shows their category (Coaching), activity (Academic Coaching for Joe, Personal Coaching for Susie), sign-in time (06/19/2015 12:44 PM), sign-out time (06/19/2015 01:15 PM for Joe, 06/19/2015 01:16 PM for Susie), and tutor (Coach, Staff). The report is displayed in a window with a toolbar at the top and a status bar at the bottom.

AccuTrack Report
Activities with Sessions
06/18/2015 12:00 AM - 12/31/2015 11:59 PM

Student: Jones, Joe
Category: Coaching Activity: Academic Coaching -
In: 06/19/2015 12:44 PM Out: 06/19/2015 01:15 PM Tutor: Coach, Staff

Student: Smith, Susie
Category: Coaching Activity: Personal Coaching -
In: 06/19/2015 12:44 PM Out: 06/19/2015 01:16 PM Tutor: Coach, Staff


Student Attendance – 2 students, sign-in/out time, period, and total times



AccuTrack Report

Attendance Detail

06/18/2015 12:00 AM - 12/31/2015 11:59 PM



Name: Jones, Joe

Coaching

Academic Coaching

Sign in Time	Sign Out Time	Period
06/19/2015 12:44 PM	06/19/2015 01:15 PM	00:31
<i>Total Time for Academic Coaching - :</i>		00:31
Total Time for Coaching :		00:31
Total Time for Jones, Joe		: 00:31

Name: Smith, Susie

Coaching

Personal Coaching

Sign in Time	Sign Out Time	Period
06/19/2015 12:44 PM	06/19/2015 01:16 PM	00:31
<i>Total Time for Personal Coaching - :</i>		00:31
Total Time for Coaching :		00:31
Total Time for Smith, Susie		: 00:31

Visits Summary – students served 2, visits 2, total time 1.1

AccuTrack Report Visits Summary	
06/18/2015 12:00 AM - 12/31/2015 11:59 PM	
Days Worked:	1
Activities:	2
Students Served:	2
Visits:	2
Total Time:	1.1
Appointments:	0
Cancellations:	0
No-shows:	0

Weekly Students Time – 2 students, date, period (in minutes) grand total (in minutes)

	A	B	C	D	E	F	G
1	category	(All)					
2							
3	Periods					weekstart	
4	student	id	cardid	activity	instructor	6/15/2015	Grand Total
5	Jones, Joe	22222222		Academic Coaching [Coaching]	(blank)	32	32
6	Smith, Susie	33333333		Personal Coaching [Coaching]	(blank)	32	32
7	Grand Total					64	64

Weekly Students Visits

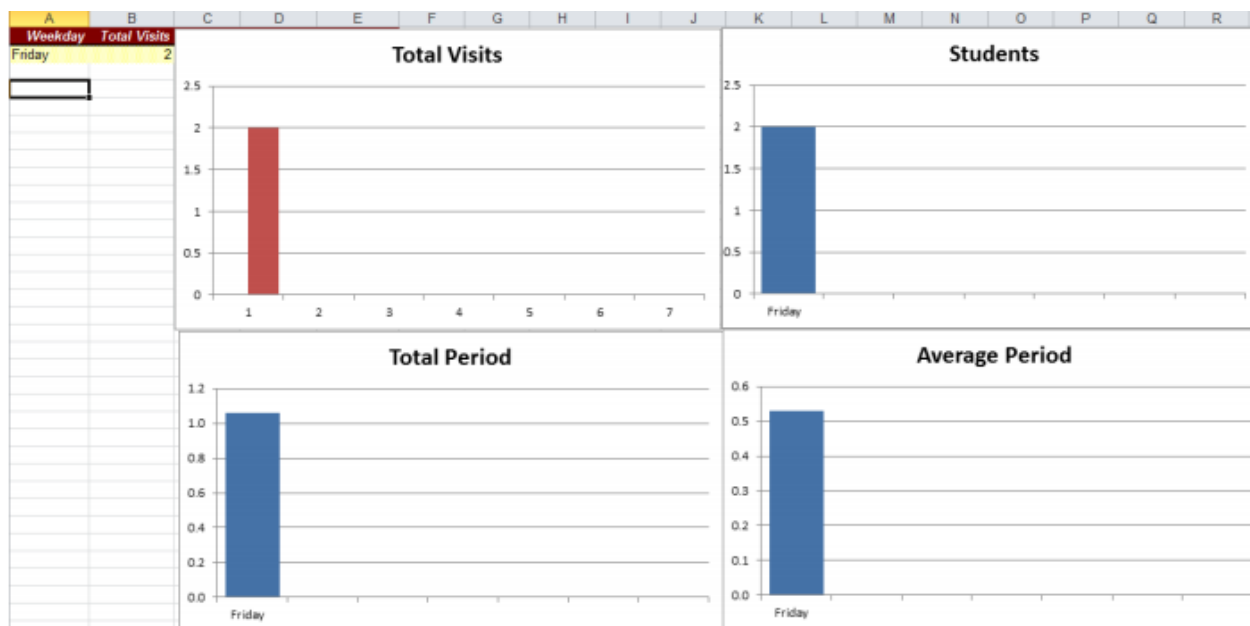
Same as Weekly Students Time report

Chart Visits

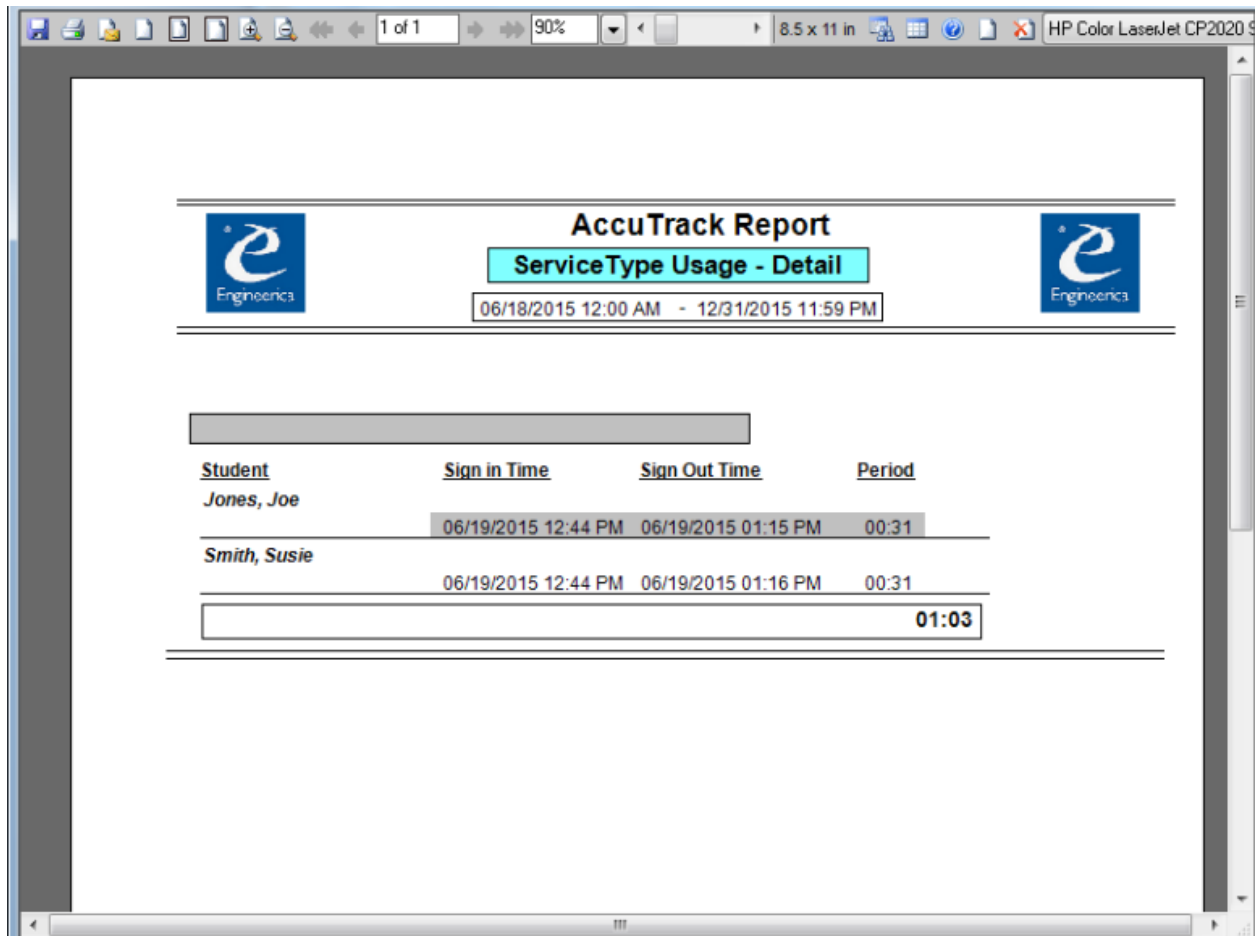
Summation of Data:

- Daily Sign Ins – 2
- Hourly Sign Ins – 2, 12PM to 1PM

- Daily Peak Hours – 4, 2 for 12PM to 1PM and 2 for 1PM-2PM Note: Since sign-ins were carried over from 12PM to past 1PM they are counted in each time block
- Weekly Session Times – 1.1 Note: This is the total of the two sessions, take together was a little over 30 minutes each.
- Daily Session Times – same as Weekly Session Times
- Hourly Session Times - same as Weekly Session Times
- Visits Per Activity – 1 for each activity
- Returns – 2 returned 1 time
- Session Statistics




Service Type Usage & Service Type Usage (Activity Included) – 2 students, sign-out time, and period





The screenshot shows a PDF document titled "AccuTrack Report" with a subtitle "ServiceType Usage - Detail". The report covers the period from 06/18/2015 12:00 AM to 12/31/2015 11:59 PM. It lists two students: Jones, Joe and Smith, Susie. For each student, the sign-in time, sign-out time, and period are provided. The total period for both students is 01:03.

Student	Sign in Time	Sign Out Time	Period
Jones, Joe	06/19/2015 12:44 PM	06/19/2015 01:15 PM	00:31
Smith, Susie	06/19/2015 12:44 PM	06/19/2015 01:16 PM	00:31
			01:03

<div>  <div> AccuTrack Report ServiceType Usage - Detail 06/18/2015 12:00 AM - 12/31/2015 11:59 PM </div> </div>																													
<div> <div></div> <table> <tr> <th><u>Student</u></th><th><u>Sign in Time</u></th><th><u>Sign Out Time</u></th><th><u>Period</u></th><th><u>Category</u></th><th><u>Activity</u></th></tr> <tr> <td>Jones, Joe</td><td>06/19/2015 12:44 PM</td><td>06/19/2015 01:15 PM</td><td>00:31</td><td>Coaching</td><td>Academic Coach</td></tr> <tr> <td>Smith, Susie</td><td>06/19/2015 12:44 PM</td><td>06/19/2015 01:16 PM</td><td>00:31</td><td>Coaching</td><td>Personal Coach</td></tr> <tr> <td colspan="3"></td><td>01:03</td><td colspan="2"></td></tr> </table> </div>						<u>Student</u>	<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	<u>Category</u>	<u>Activity</u>	Jones, Joe	06/19/2015 12:44 PM	06/19/2015 01:15 PM	00:31	Coaching	Academic Coach	Smith, Susie	06/19/2015 12:44 PM	06/19/2015 01:16 PM	00:31	Coaching	Personal Coach				01:03		
<u>Student</u>	<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>	<u>Category</u>	<u>Activity</u>																								
Jones, Joe	06/19/2015 12:44 PM	06/19/2015 01:15 PM	00:31	Coaching	Academic Coach																								
Smith, Susie	06/19/2015 12:44 PM	06/19/2015 01:16 PM	00:31	Coaching	Personal Coach																								
			01:03																										

Visitor History – 2 students 1 visit each, with average period

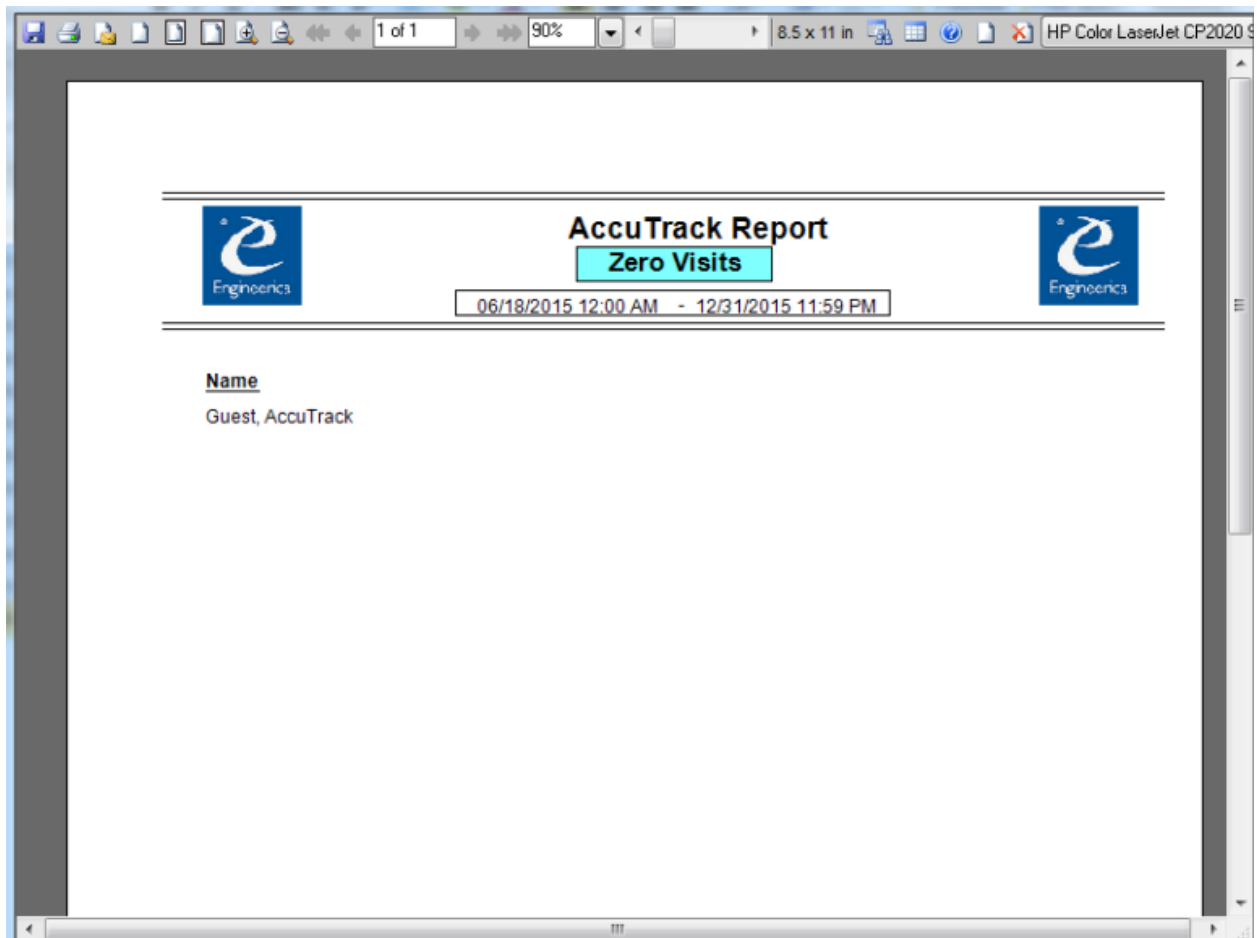
1 of 1 90% 8.5 x 11 in HP Color LaserJet CP2020 S

**AccuTrack Report**
Visitor History

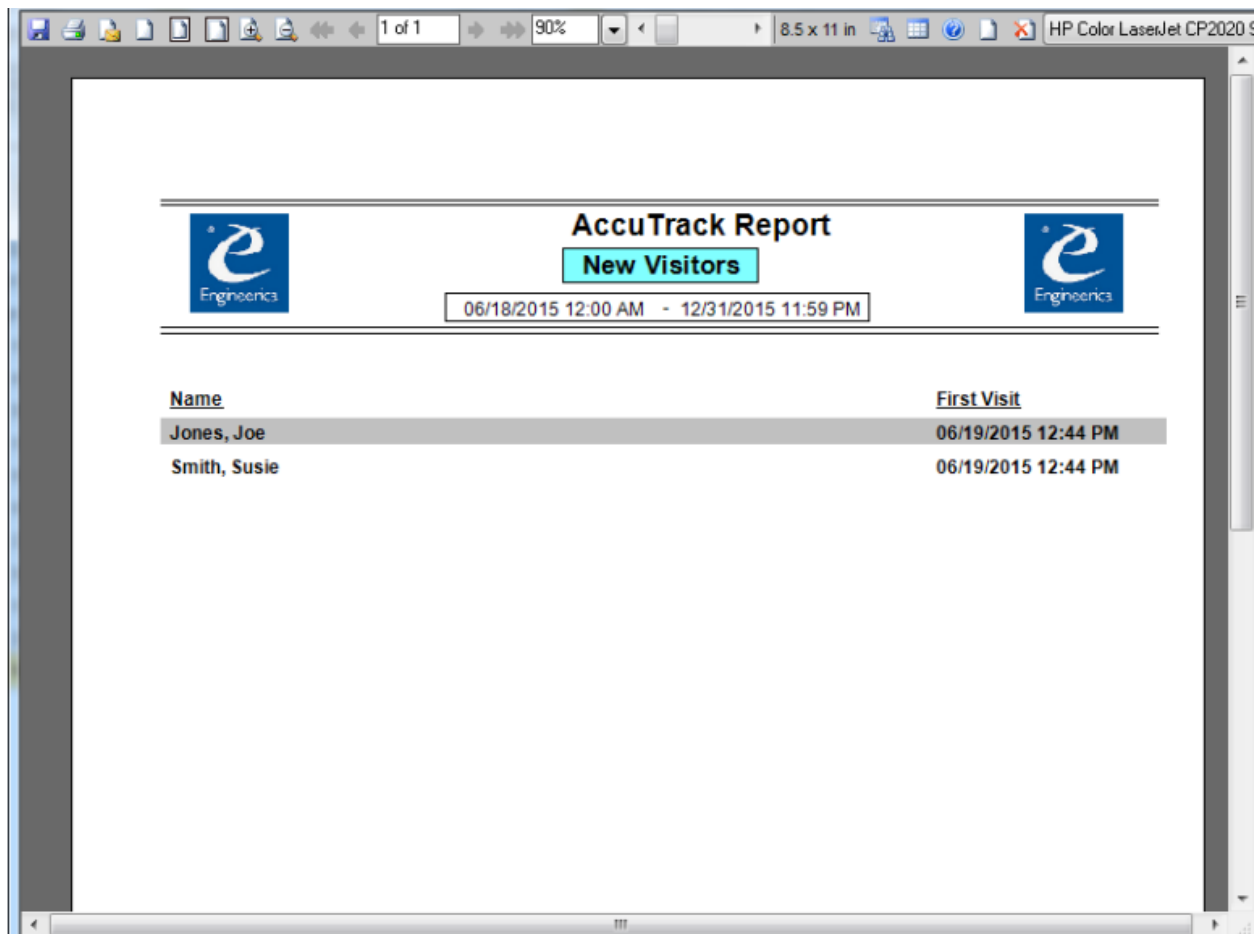
06/18/2015 12:00 AM - 12/31/2015 11:59 PM

<u>Student</u>	<u>Visits</u>	<u>First Visit</u>	<u>Last Visit</u>	<u>Avg. Period</u>
Jones, Joe	1	06/19/2015 12:44 PM	06/19/2015 12:44 PM	00:31
Smith, Susie	1	06/19/2015 12:44 PM	06/19/2015 12:44 PM	00:31

Zero Visits – only shows built in AccuTrack Guest account



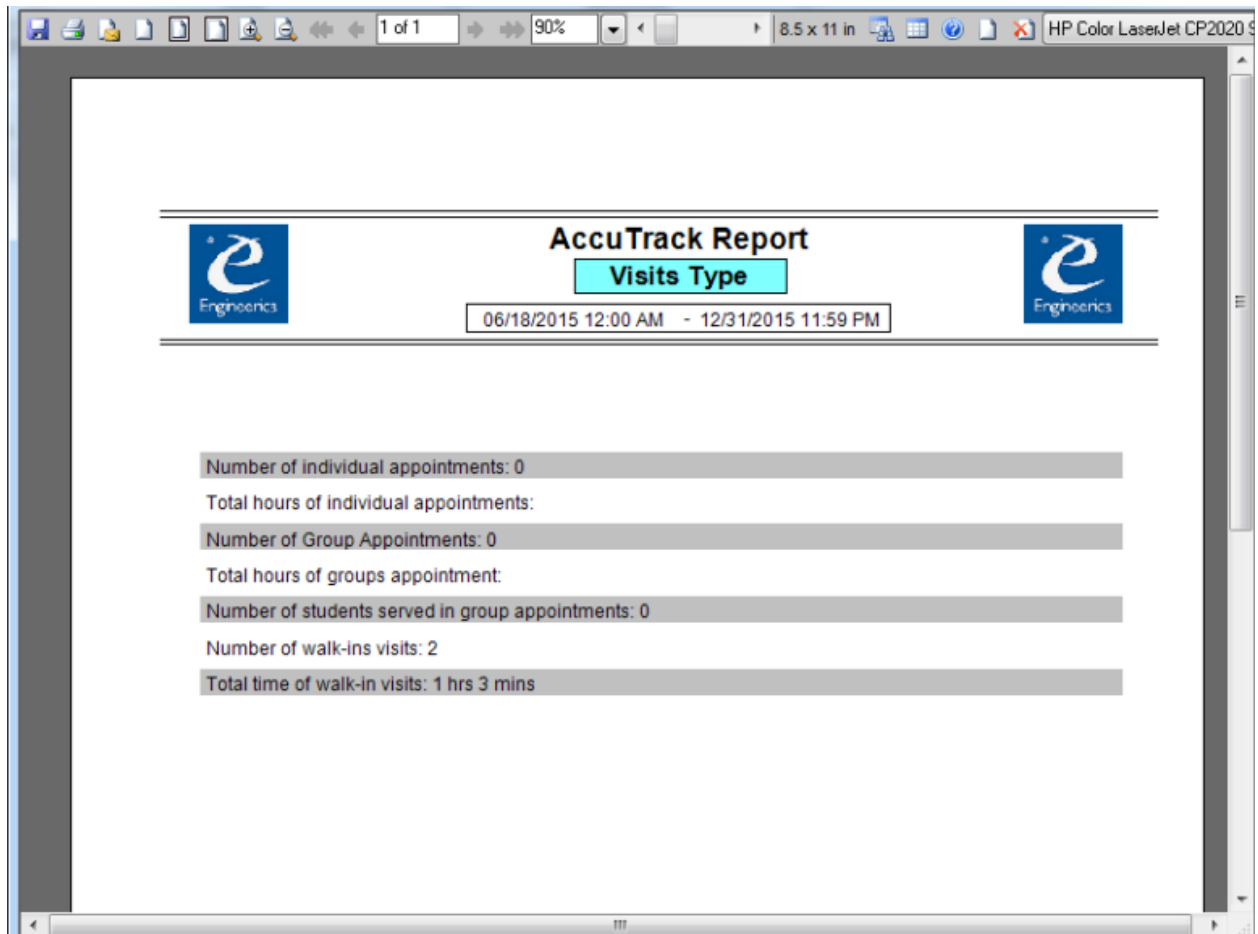
New Visitors – 2 students



The screenshot shows a web browser window displaying an "AccuTrack Report" for "New Visitors". The report is dated "06/18/2015 12:00 AM - 12/31/2015 11:59 PM". The report lists two visitors: "Jones, Joe" and "Smith, Susie", both with a "First Visit" date of "06/19/2015 12:44 PM". The browser window has a title bar that reads "HP Color LaserJet CP2020 S".

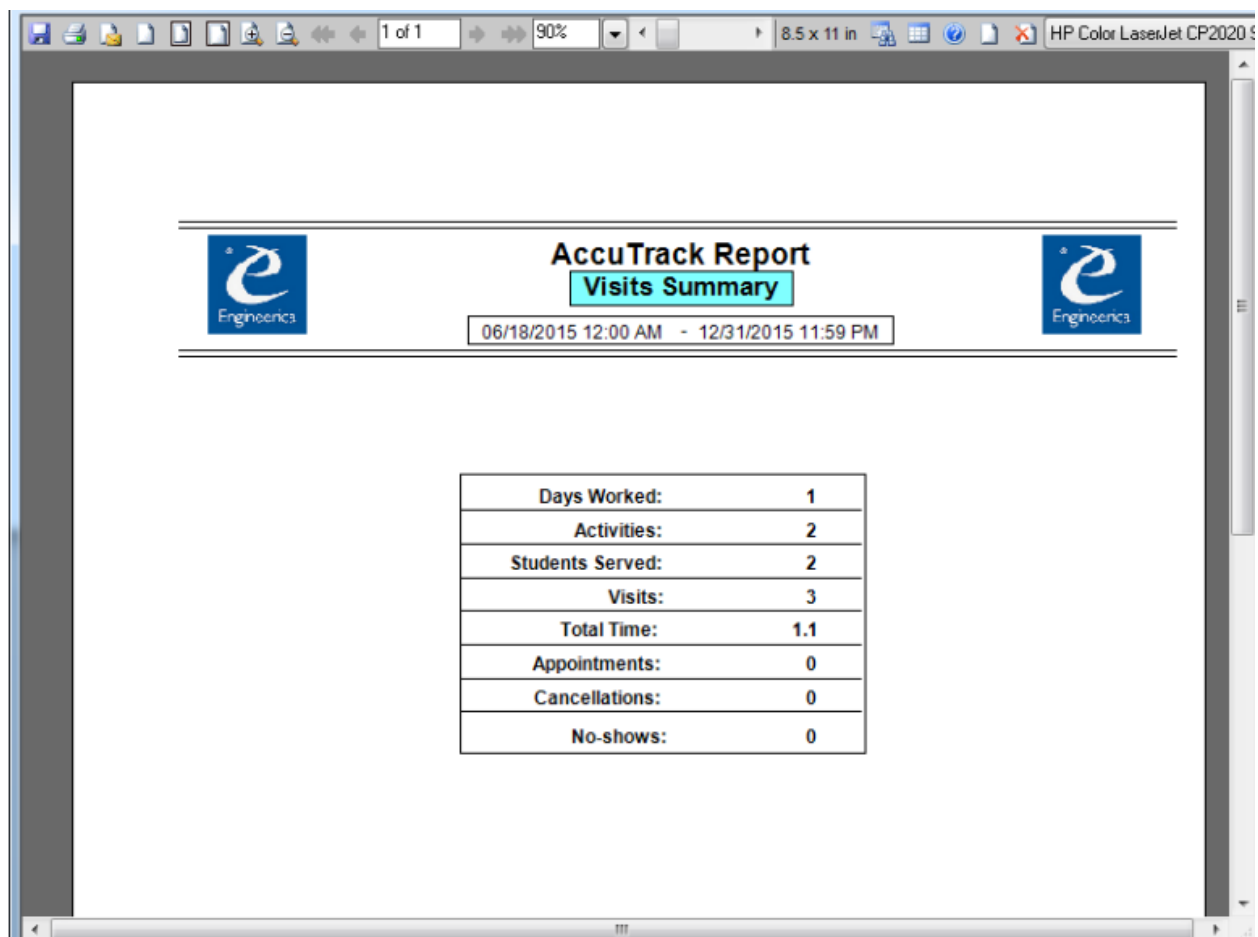
<u>Name</u>	<u>First Visit</u>
Jones, Joe	06/19/2015 12:44 PM
Smith, Susie	06/19/2015 12:44 PM

Visit Types – 2 walk-in visits with total time



Interpreting the Numbers

As you can see from the second run of the reports after the students had signed out, several of them will not display the data until after the sign out event takes place. The data will not show up in those reports until that time. Other reports (Visit Summary is a good example) include both a total count and a distinct count. For example, I signed in one of my students and signed them out again and now I will run the Visits Summary report:



AccuTrack Report Visits Summary	
06/18/2015 12:00 AM - 12/31/2015 11:59 PM	
Days Worked:	1
Activities:	2
Students Served:	2
Visits:	3
Total Time:	1.1
Appointments:	0
Cancellations:	0
No-shows:	0

Notice the Students Served number is 2 and the Visits number is 3. Students Served is the distinct count, so even though one of my students signed in twice, they are only counted as 1 distinct value, hence 1 visit from one student and 2 visits from another student is Visits=3 and Students Served=2.

Cross Checking Using Edit Sign in Logs

If you go to Student Visits Tracking >> Edit Sign in Logs, it shows you every student sign in for the period you specify, whether the student has signed out or not. If you right click in the display grid, select Export and you can export the data directly to Excel.

APPENDIX B: CUSTOM REPORT EXAMPLES

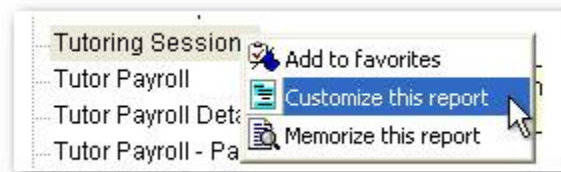
If you are feeling ambitious, three custom report examples are available here. You can follow along in AccuSQL or AccuTrack itself to create these custom reports and then apply the principles to other reports you would like to customize:

1. **Adding a count of students** helped by each tutor to the Tutoring Session report. This is an example of adding count per group in the report.
2. **Editing the Appointment No-Show report** so the no-shows are grouped by date instead by student. This is an example of changing the grouping of the report.
3. **Editing the Instructor's report** to print each instructor on a separate page. This is an example of changing the report to print out each group on a separate page.

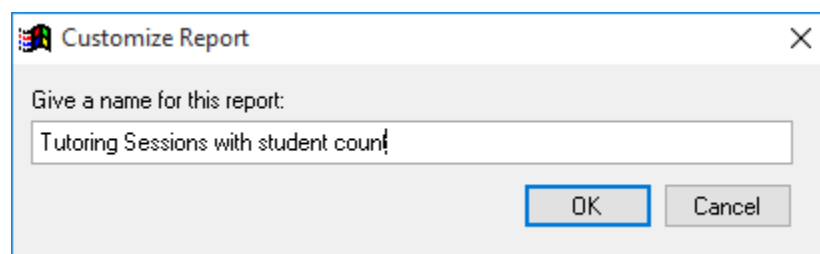
ADDING GROUP COUNT

The following tip explains in details how to customize the *Tutoring Sessions* report by adding a count of students per tutor. The same concept applies to counting groups in other reports.

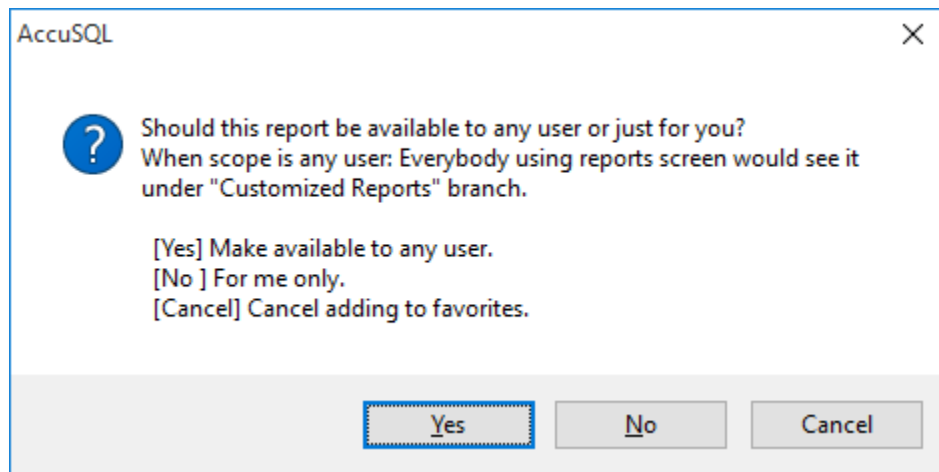
- 1) Sign in to the System Administration area and click on "Reports".
- 2) Click on "Tutor Reports " in the Reports List and find the report called "Tutoring Sessions".
- 3) Click on the report's name with the RIGHT mouse button, you will see a pop-up box:



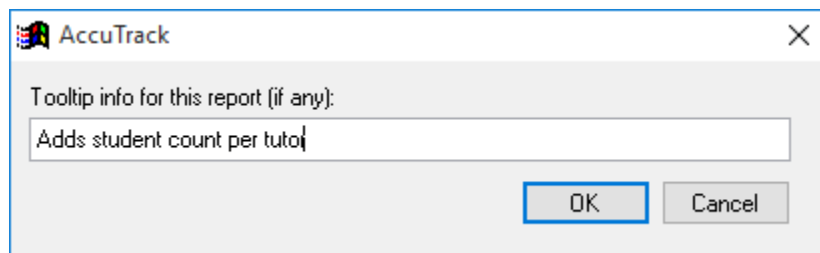
- 4) Click on "Customize this report"
- 5) You will see a box asking you for a name. Enter "Tutoring Sessions - with student count"



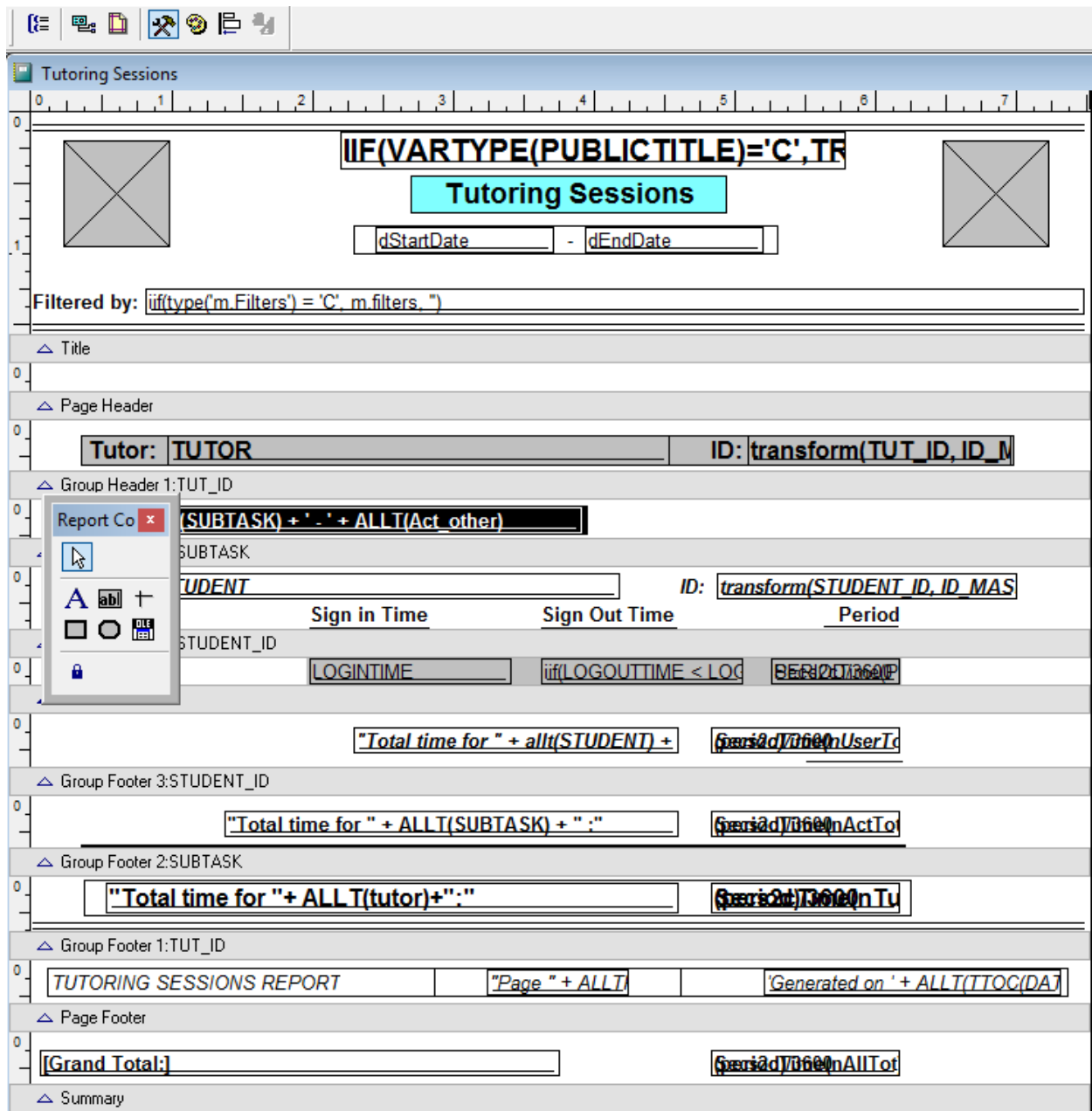
- 6) Click "OK". You will see another box asking whether the report should be available to all. Click "Yes"



7) You will see another box asking for a tool tip for this report (this is the yellow box that appears when the mouse is on top of the report's name). Enter "Adds student count per tutor" and click "OK"



8) You will now see the report ready for customization in the **Report Designer**:

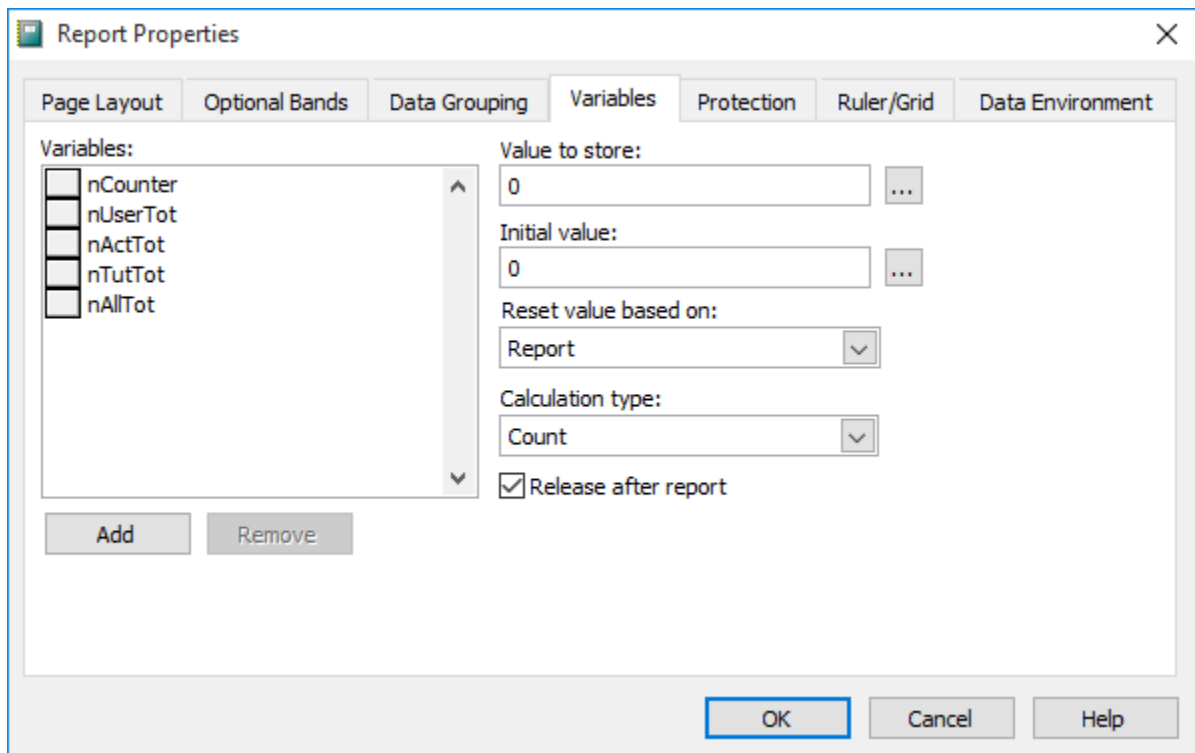


9) Click on the "Page Setup" icon in the upper left side of the screen:



10) You will see the Report Properties box. Click on the "Variables" tab.

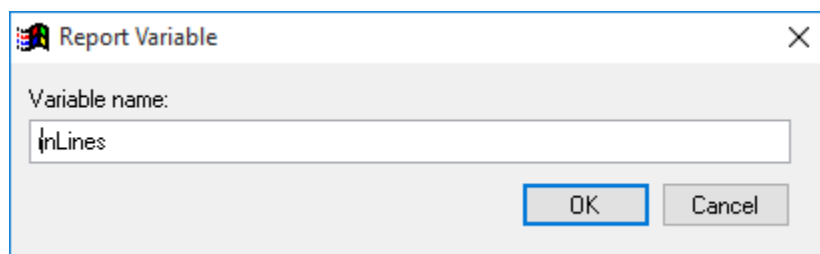
11) You will see the report's variables page:



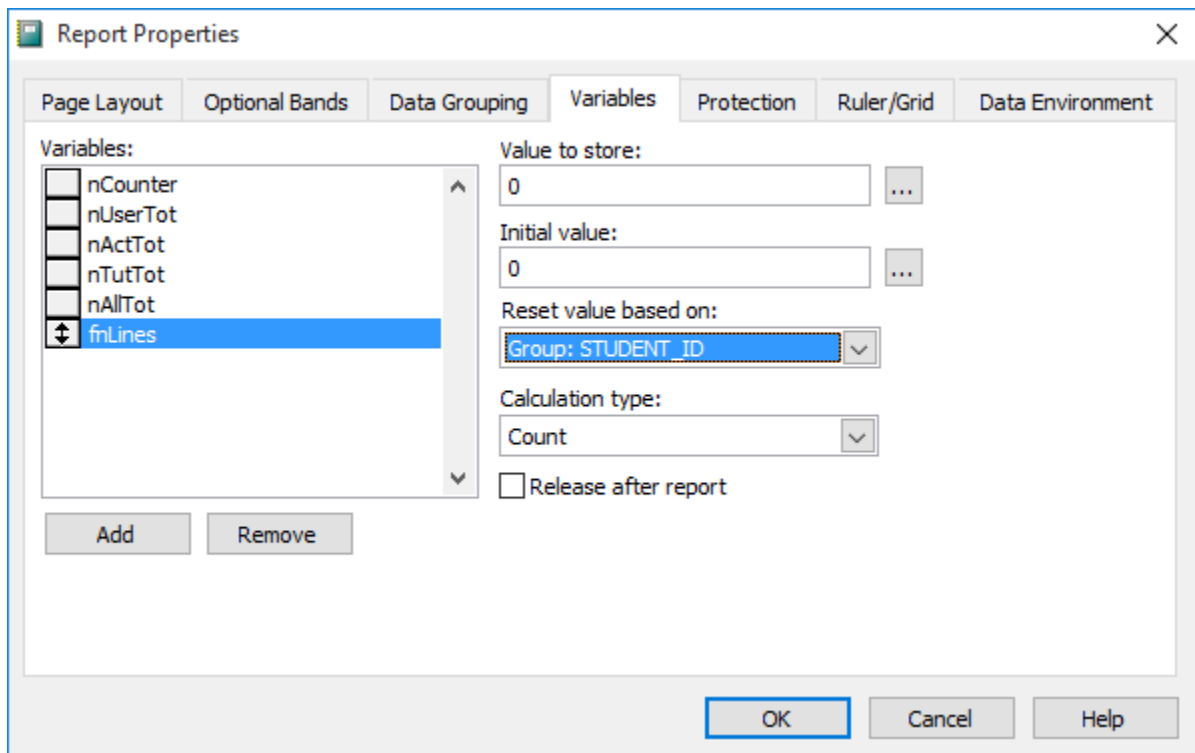
12) Click "Add"



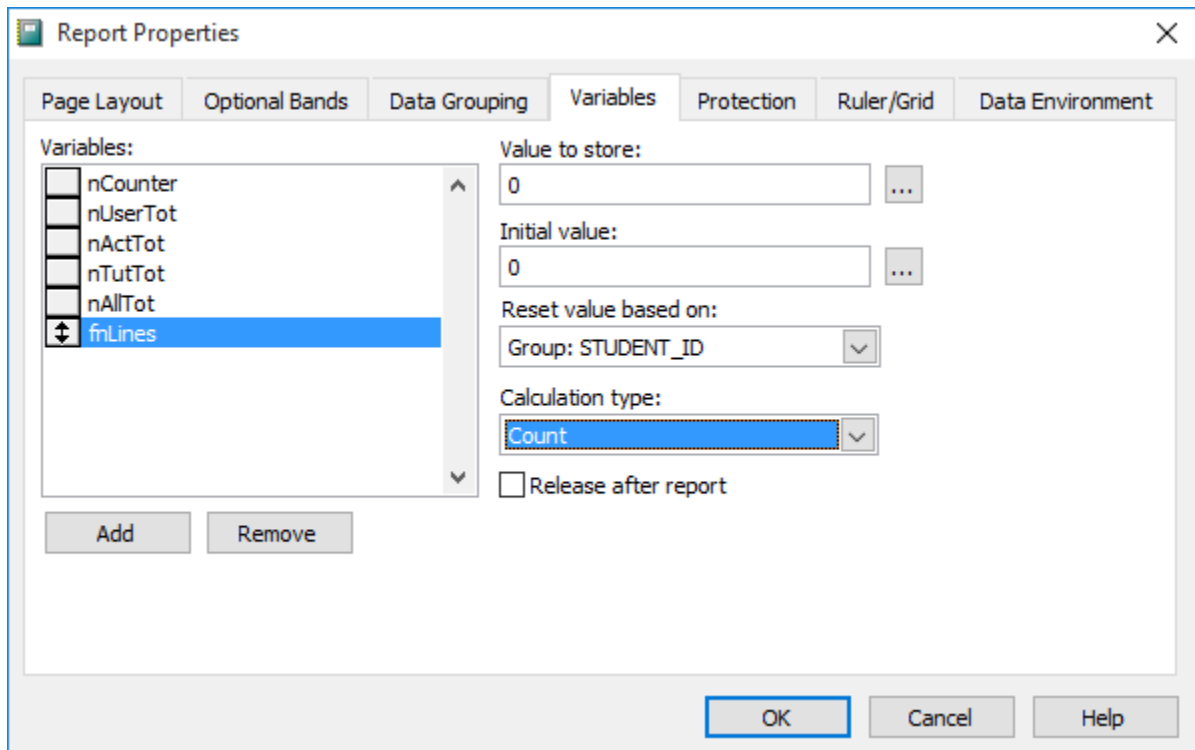
13) Enter "rnLines" in the *Variable name* box.



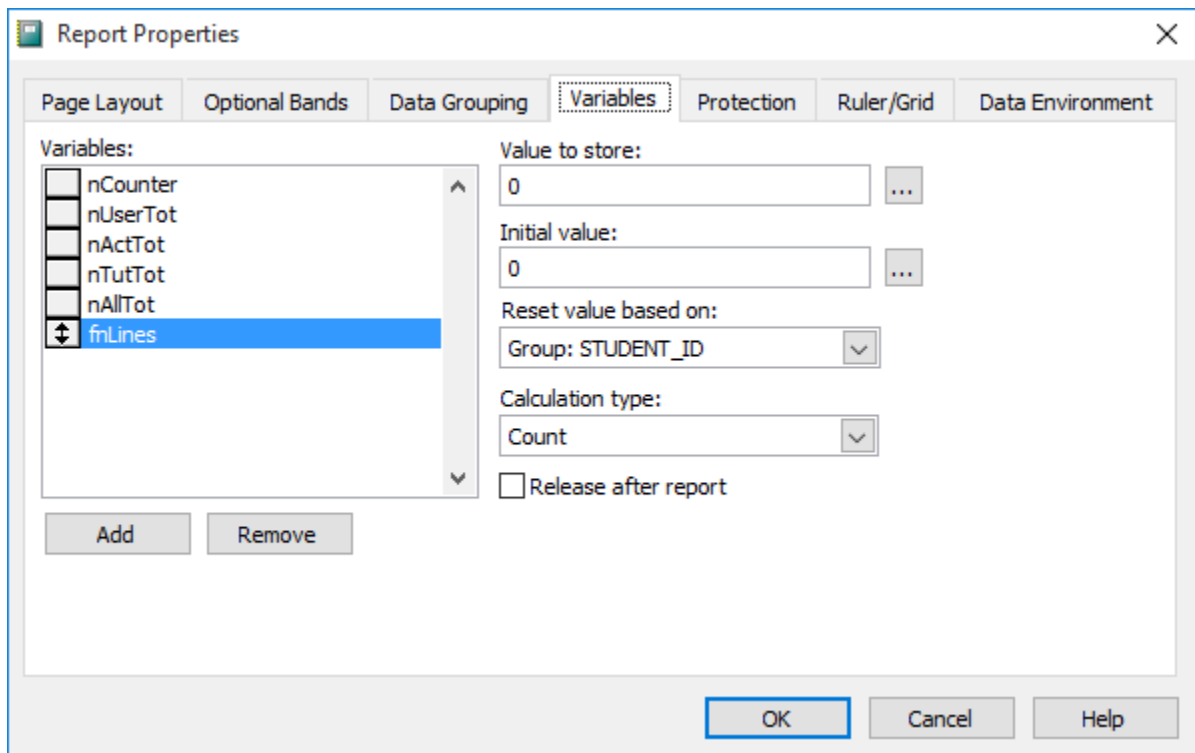
14) Select *Group: STUDENT_ID* from the "Reset value based on" drop-down:



15) Select "Count" from the *Calculation type* drop-down,



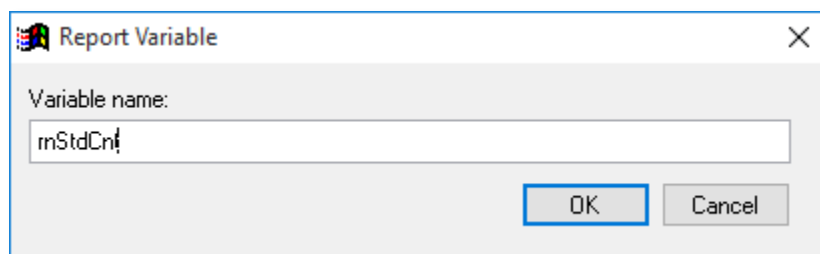
16) The screen should now look like this:



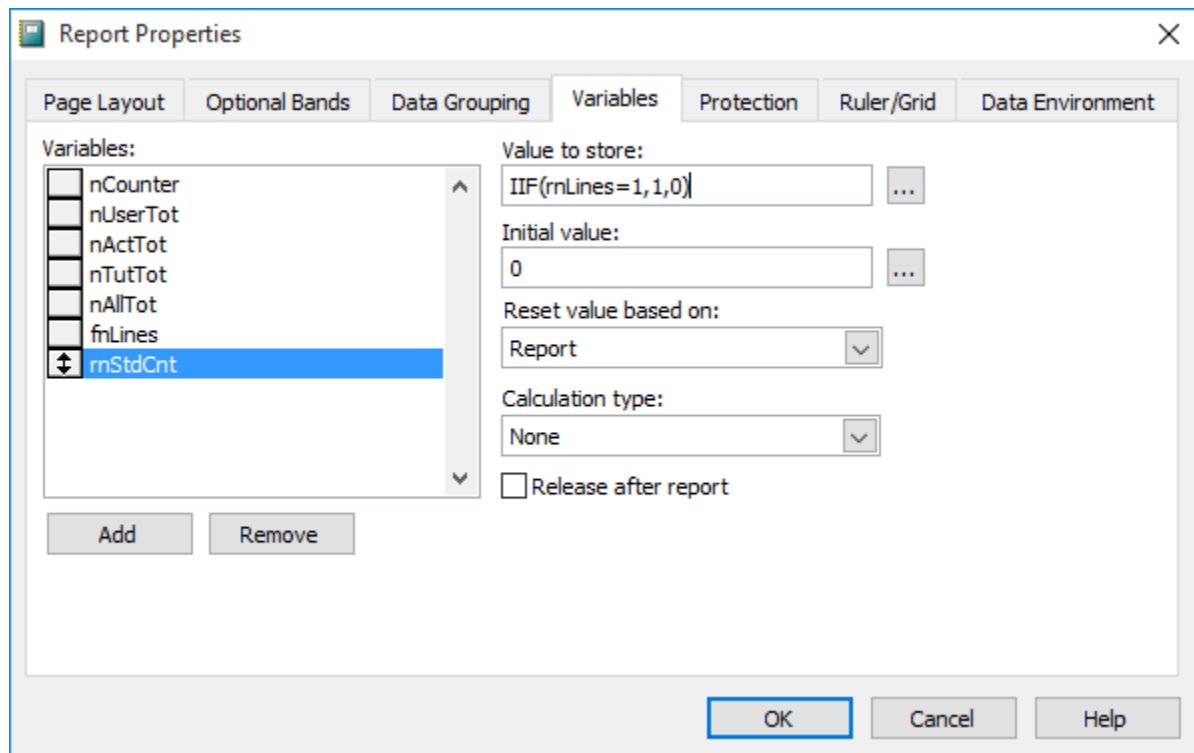
17) Click "Add"



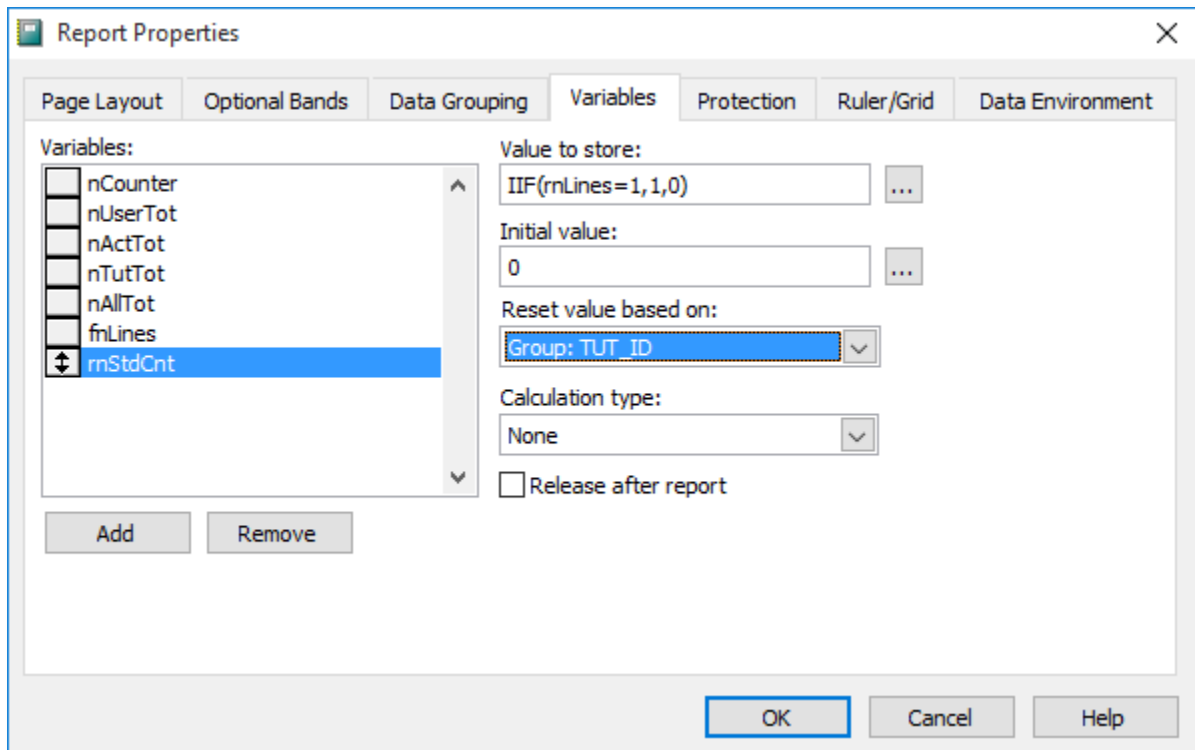
18) Enter "rnStdCnt" in the *Variable name* box and click OK.



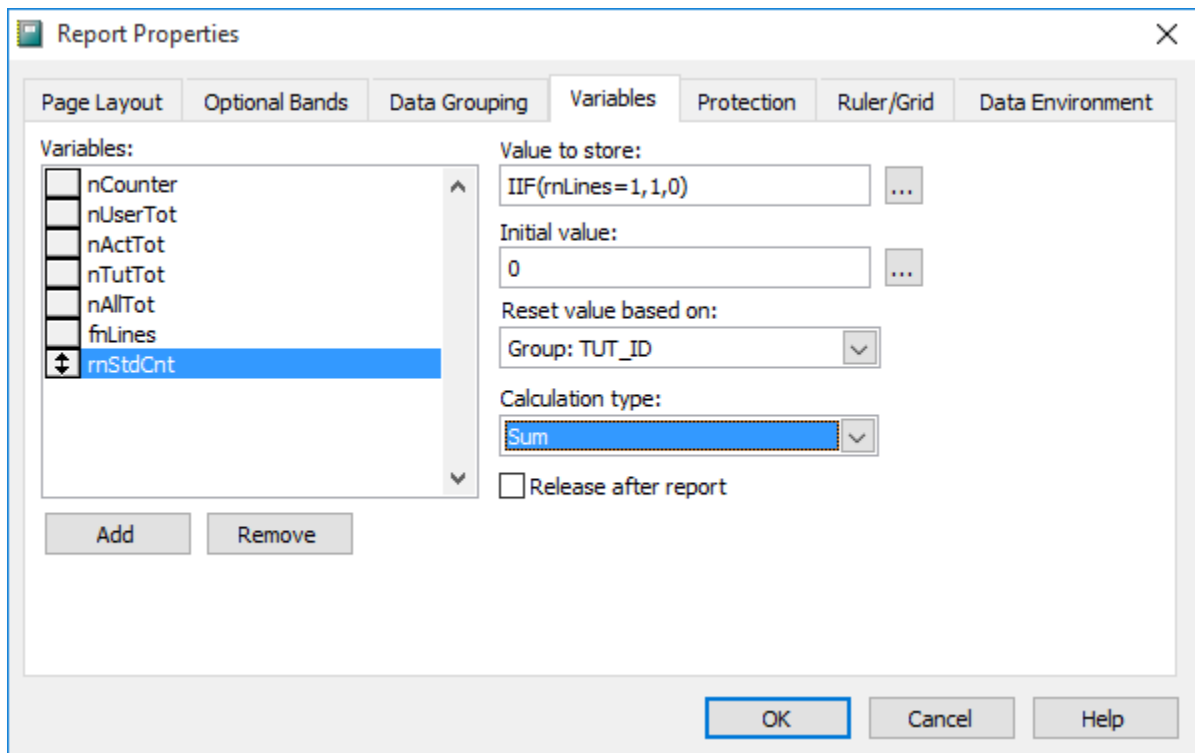
19) In the Value to store box, enter "IIF(rnLines=1,1,0)".



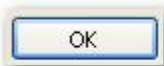
20) Select *Group: TUT_ID* from the "Reset value based on" drop-down:



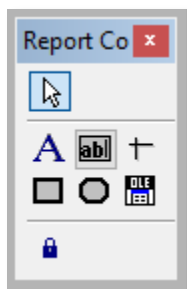
21) Select "Sum" from the *Calculation type* drop-down,



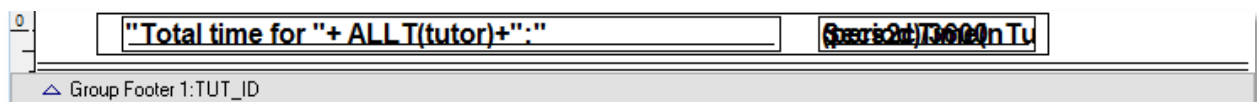
23) Click "OK" to close the box.



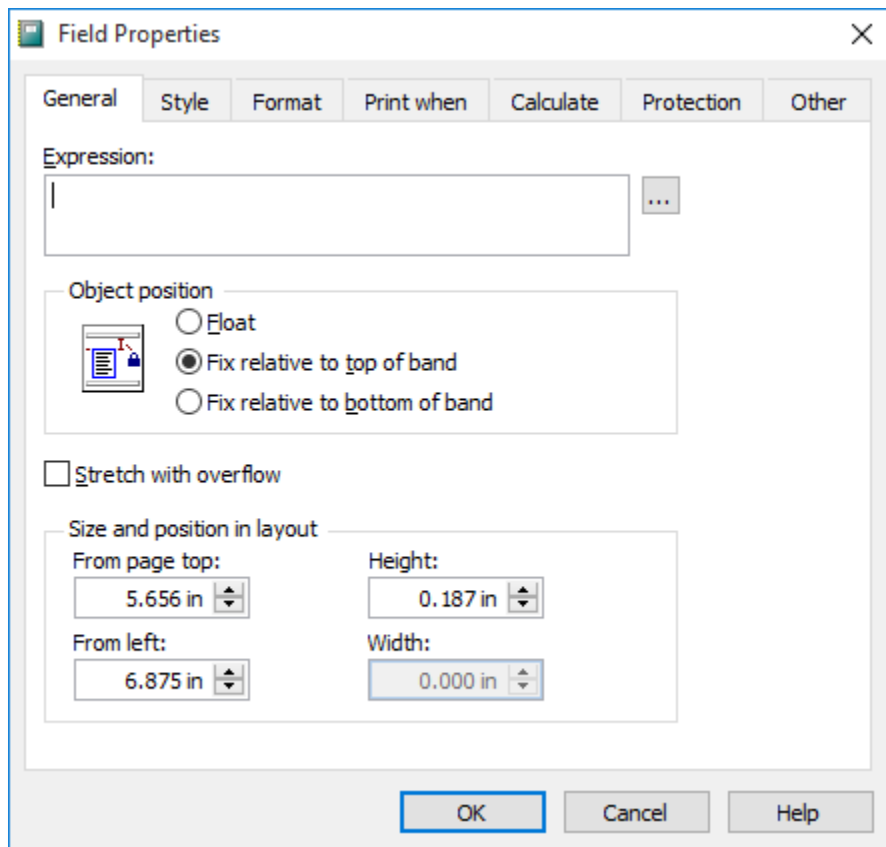
24) Click on the 'field' icon in the report's tool bar:



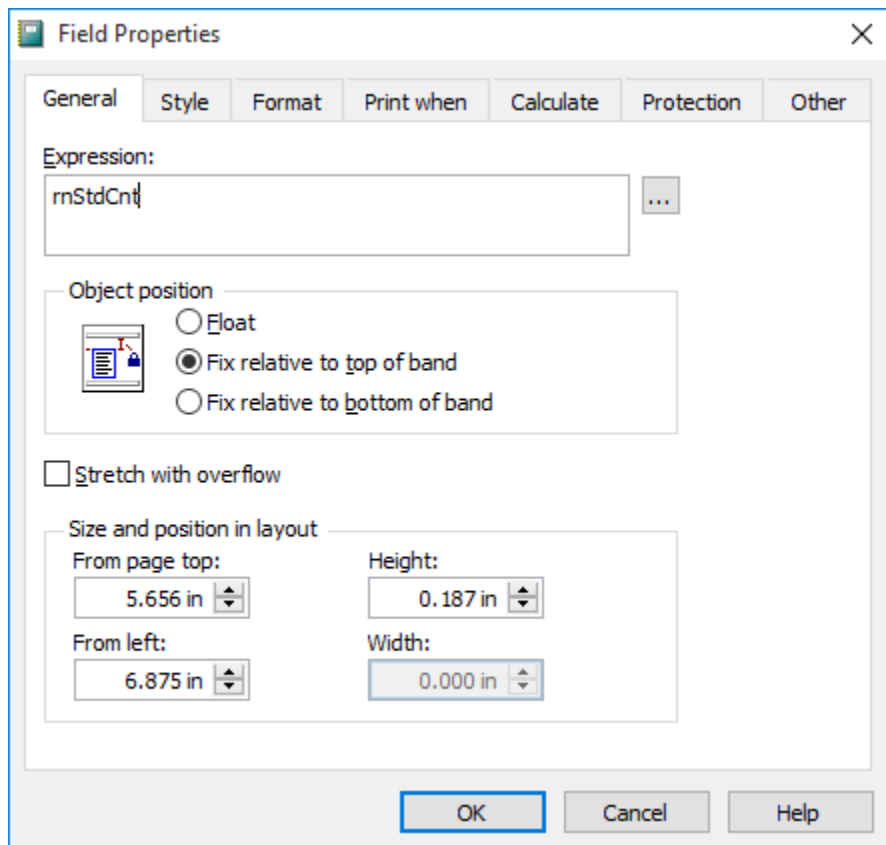
25) Click on a blank area in the *Group Footer 1: TUT_ID* band



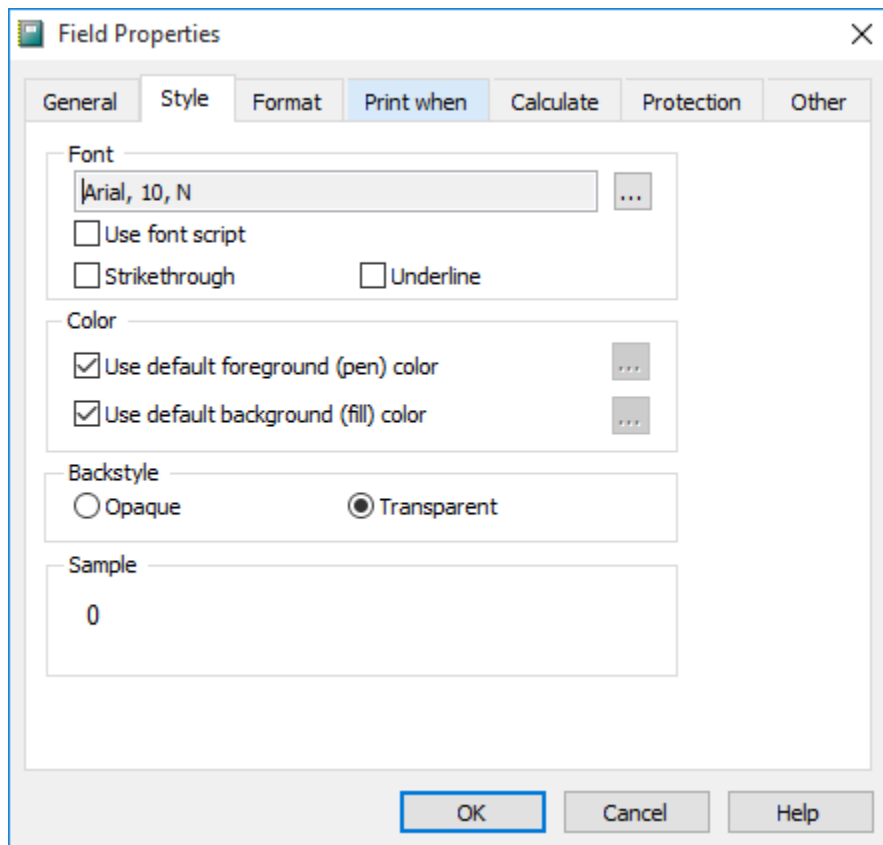
26) You will see the *Field Properties* box.



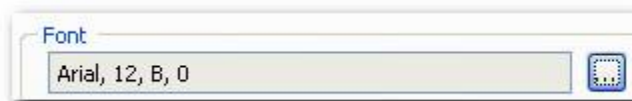
27) Enter rnStdCnt in the *Expression* box



28) Click on the "Style" tab. You will see the Style page:

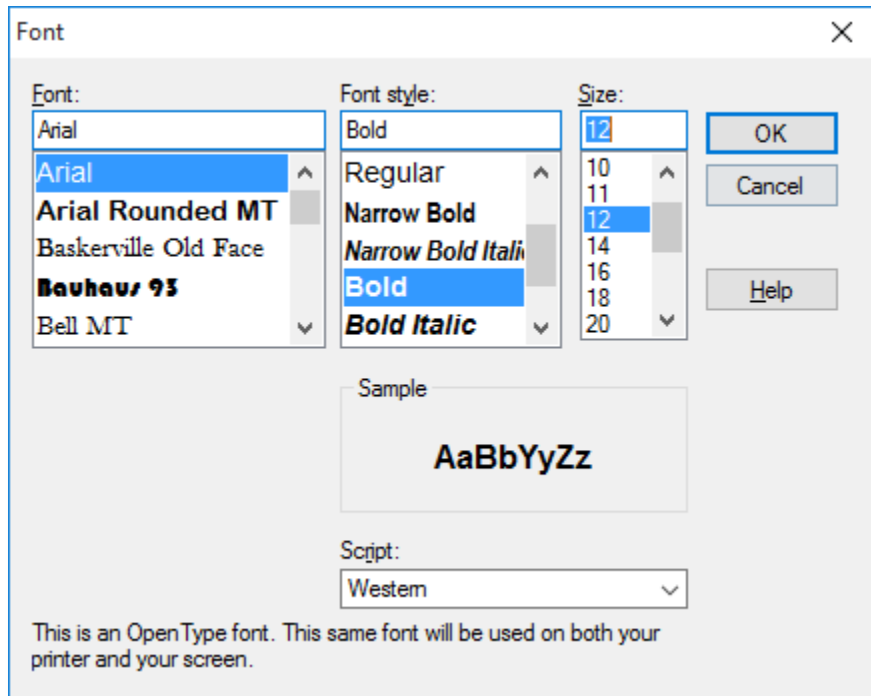


30) The top of this page is for setting the font:

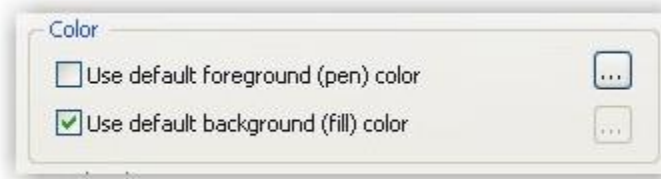


31) Click the Selection button  to change the font.

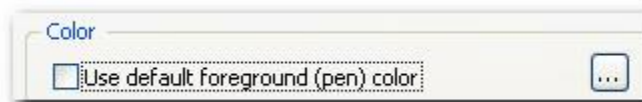
32) You will see the *Font* box. Select *Bold* from *Font style* and *12* from *Size* and click "OK"




33) The section after that is for setting the fields' color:

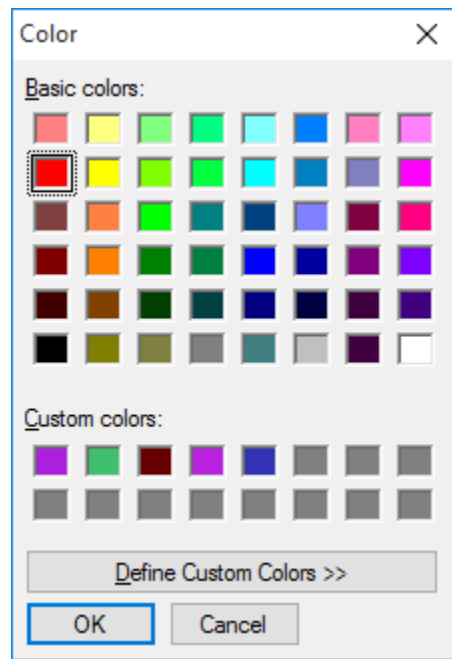


34) Click the *Use default foreground (pen) color* box to clear it.

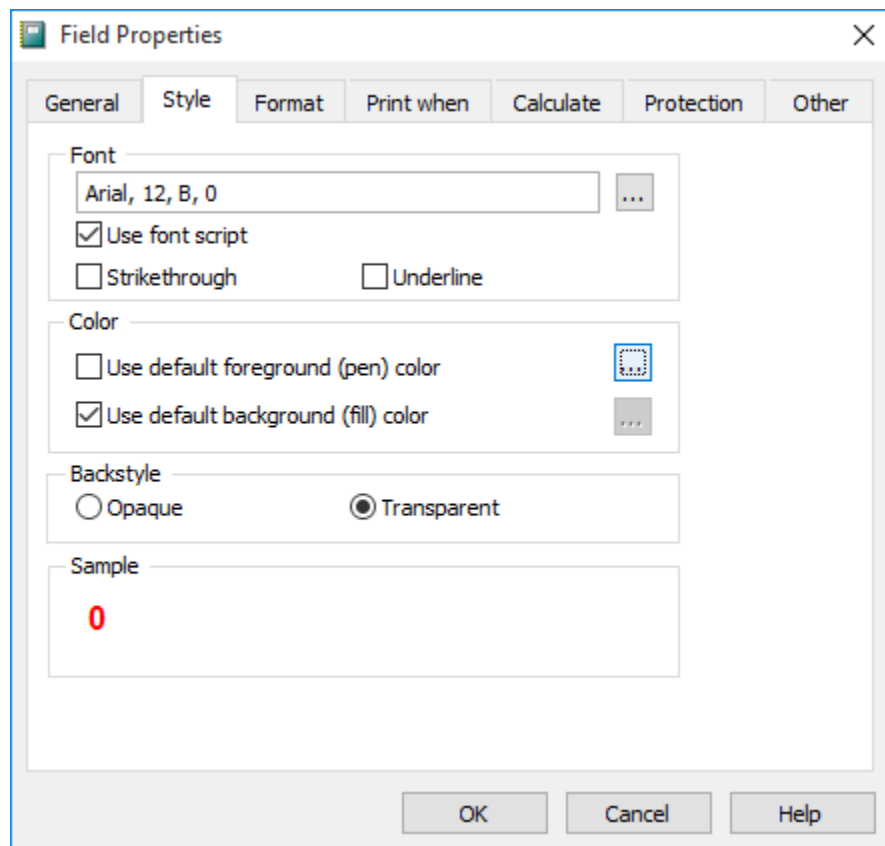


35) Click on the Selection button. 

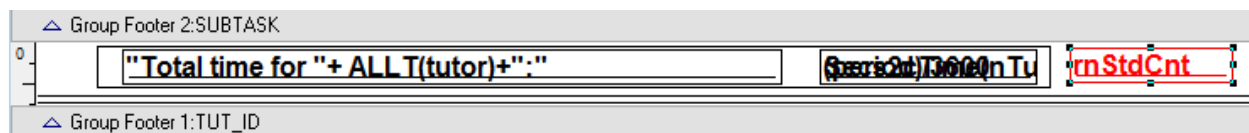
36) You will see the *Color* selection box. Click on the red color and then click "OK":



37) You should be back at the Style page. Click "OK"



38) You will see the new field in the *Group Footer: TUT_ID band*. You can adjust its size and position if you like by click it and then dragging it to the location you want:

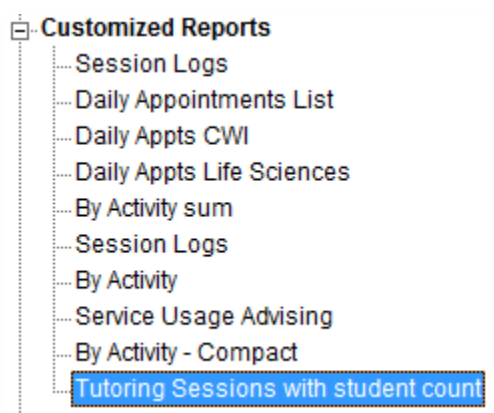


39) Close the Report Designer screen by clicking the close button in the upper right corner of the screen:

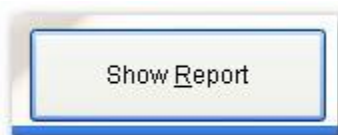


40) Click **"Yes"** to save your changes.

You are finished customizing the report. To view the customized report, click on the "Customized Reports" node and then on the "Tutoring Sessions - with student count" item:



Then click on Show Report:



The customized report should now show the student's count per tutor in the new red text field:

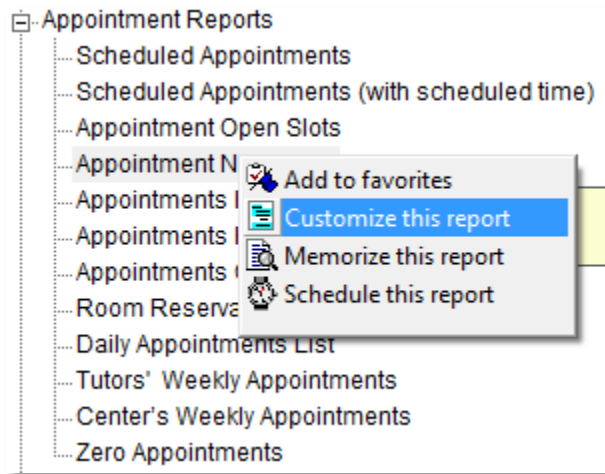
Gen Inorganic Chem 1 -		
<i>Arlington, Dan</i>		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
03/04/2016 10:16 AM	03/04/2016 11:16 AM	01:00
<i>Total time for Arlington, Dan :</i>		<u>01:00</u>
Total time for Gen Inorganic Chem 1 :		01:00
ENG2202 - Literature -		
<i>Arlington, Dan</i>		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
03/28/2016 12:16 PM	03/28/2016 12:16 PM	00:00
03/28/2016 12:16 PM	03/28/2016 12:17 PM	00:00
<i>Total time for Arlington, Dan :</i>		<u>00:00</u>
Total time for ENG2202 - Literature :		00:00
Campus Tour -		
<i>Guest, Accusql</i>		
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>
03/22/2016 12:28 PM	03/22/2016 12:31 PM	00:02
<i>Total time for Guest, Accusql :</i>		<u>00:02</u>
Total time for Campus Tour :		00:02
Total time for Freeman, Morgan:		08:36
Grand Total:		08:36

18

EDITING THE DATA GROUPING

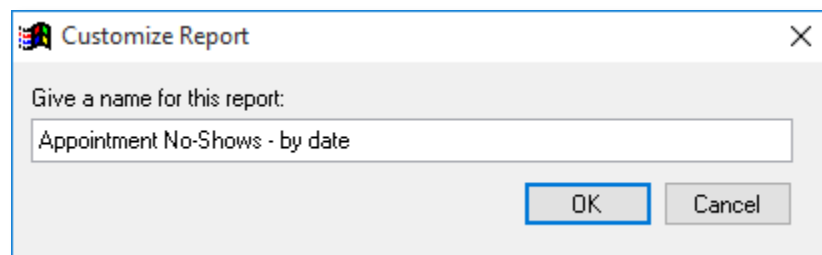
The following tip explains how to customize the *Appointment No-Shows* report by changing the record's grouping from the default 'by student' to 'by date'.

- 1) Sign in to the System Administration area and click on "Reports".
- 2) Click on "Appointment Reports" in the Reports List and find the report called "Appointment No-Shows".
- 3) Click on the report's name with the RIGHT mouse button, you will see a pop-up box:

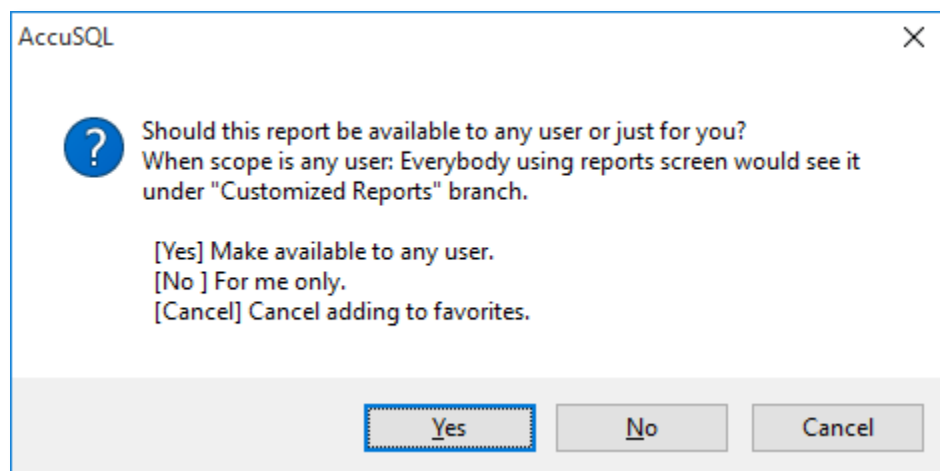


4) Click on "Customize this report"

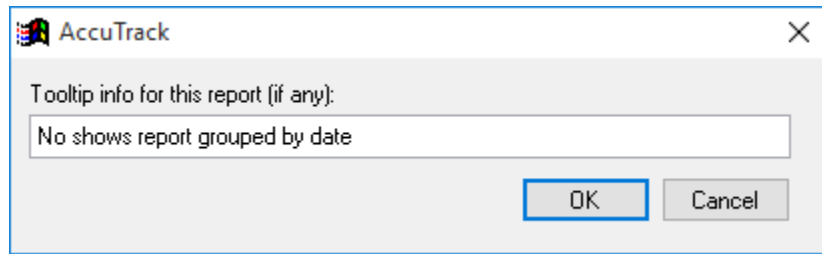
5) You will see a box asking you for a name. Enter "Appointment No-Shows - by date"



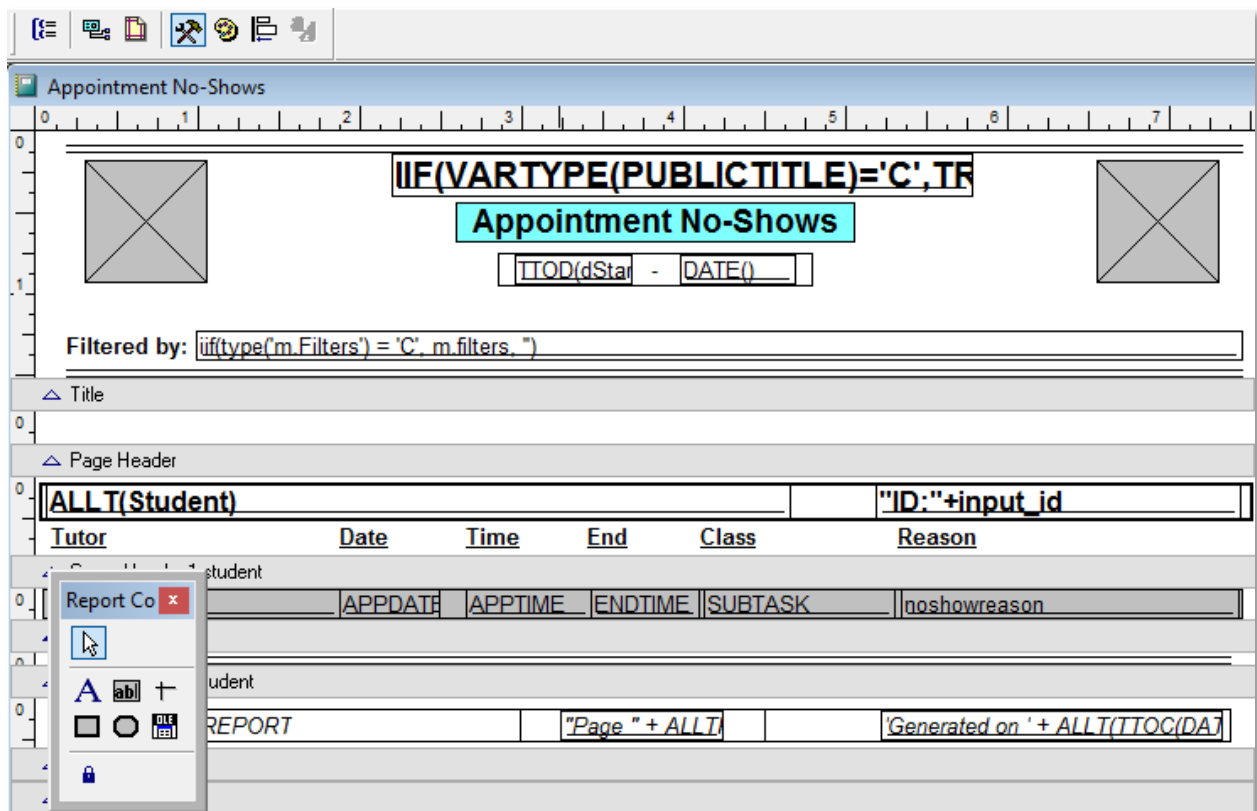
6) Click "OK". You will see another box asking whether the report should be available to all. Click "Yes"



7) You will see another box asking for a tool tip for this report (this is the yellow box that appears when the mouse is on top of the report's name). Enter "No-Shows report grouped by date" and click "OK"

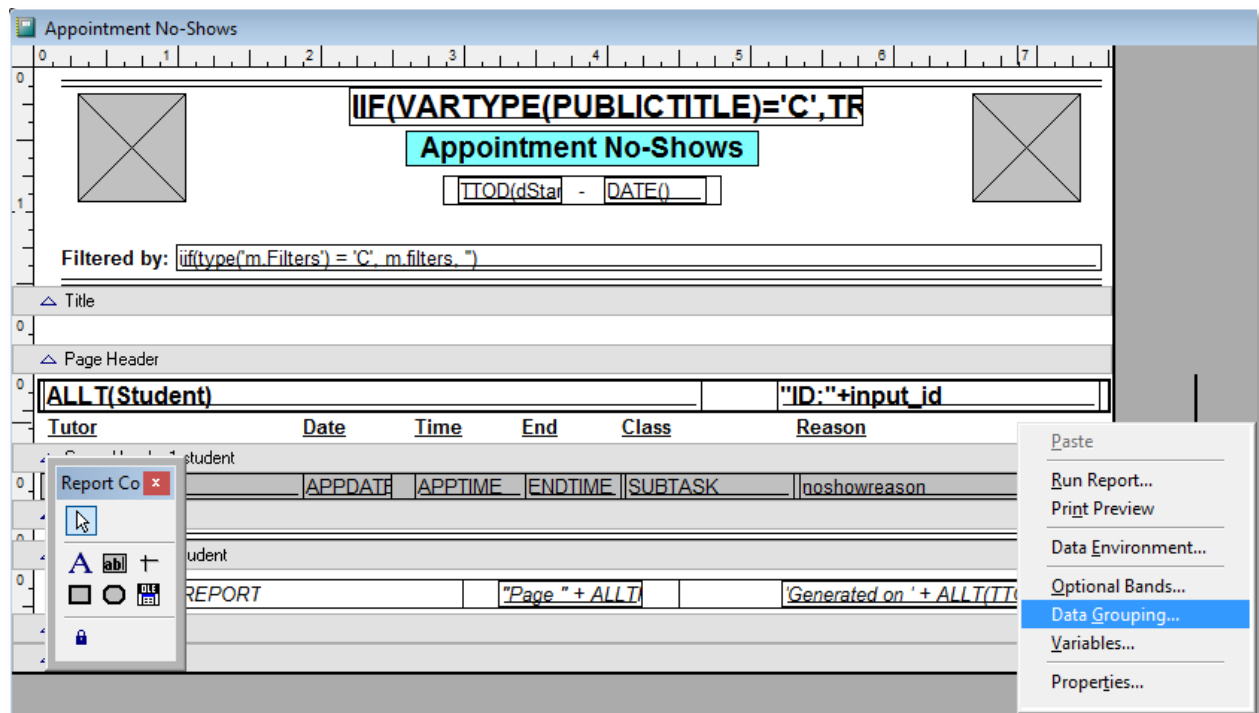


8) You will now see the report ready for customization in the **Report Designer**:

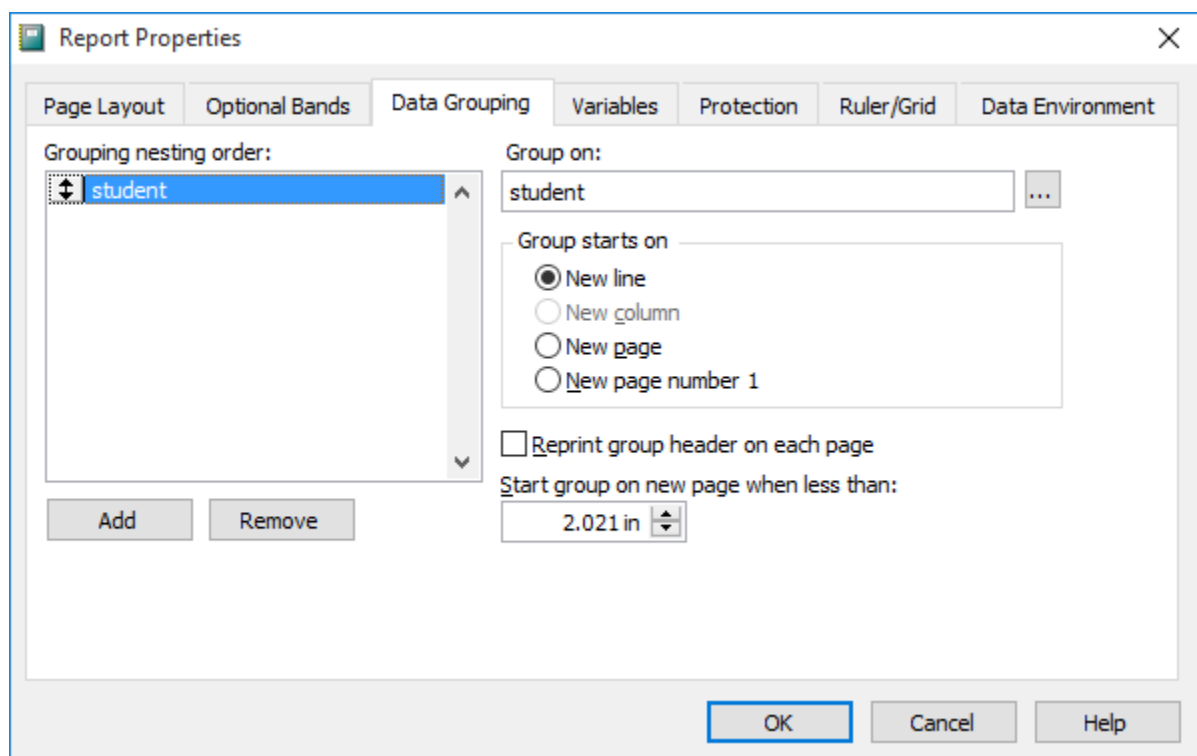


9) Click on a blank area of the report with the RIGHT mouse button"

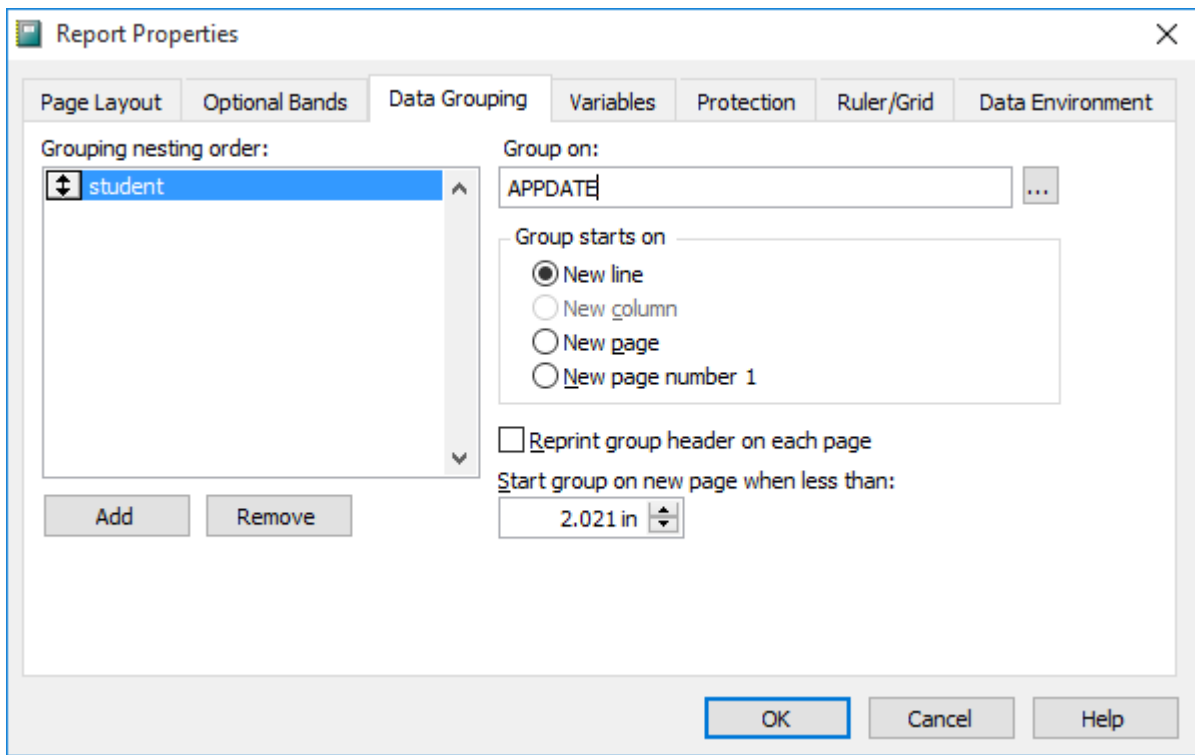
10) You will see a pop-up menu. Click "Data Grouping..."



11) You will see the *Data Grouping* page:



12) Change the text in the "Group on" text box from *student* to *APPDATE*

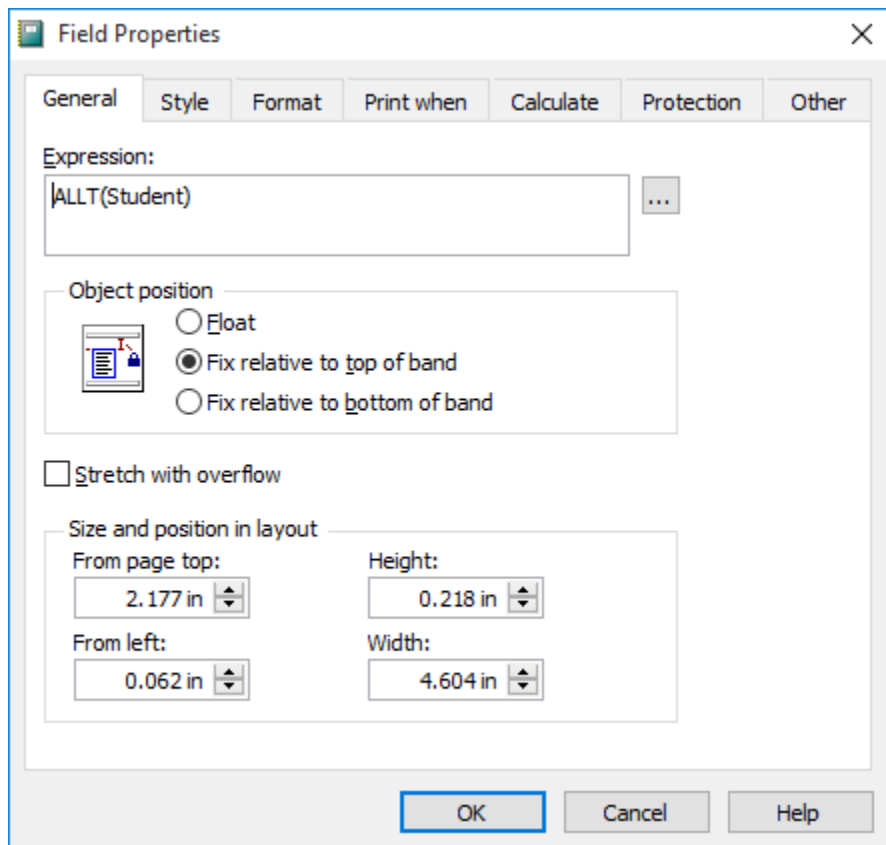


13) Click "OK"

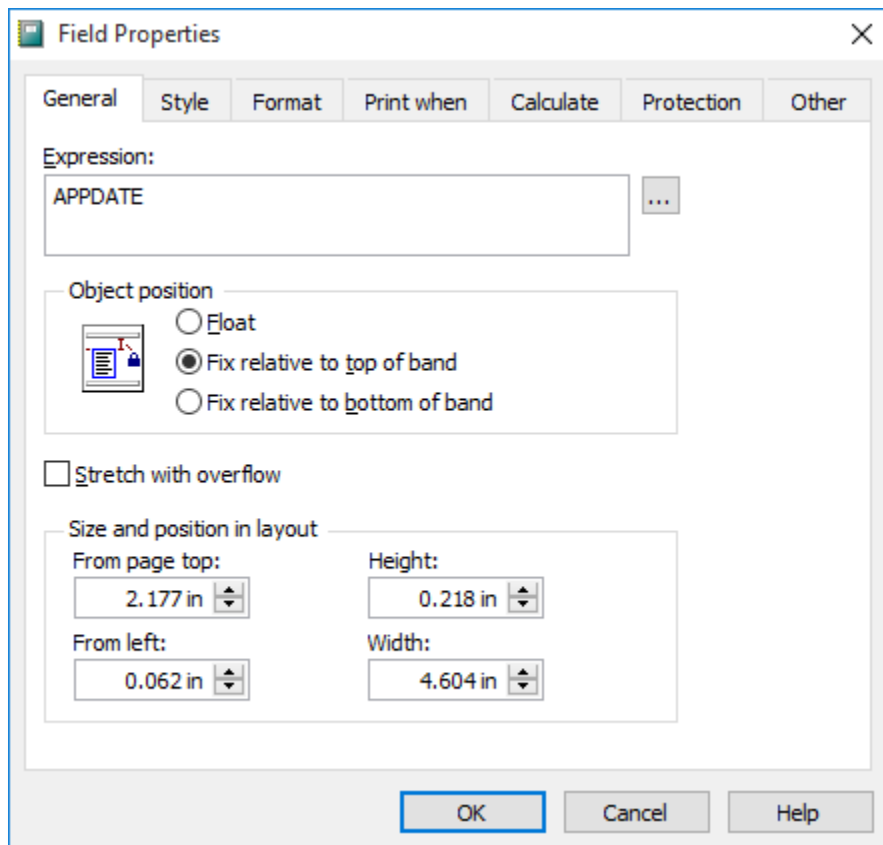
14) Double click on the "ALLT(Student)" field at the top of the report.

0	ALLT(Student)	"ID:"+input_id
	Tutor	Reason
	Date	Time
	End	Class
	Group Header 1:APPPDATE	
0	Tutor	APPPDATE
	APPPDATE	APPPDATE
	ENDTIME	SUBTASK
	Reason	Reason

15) You will see the *Field Properties* box:

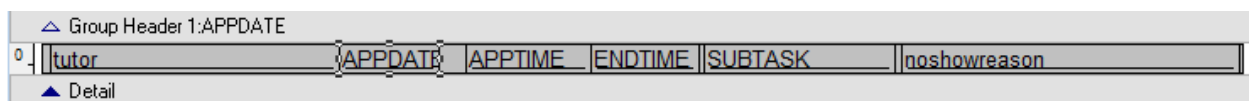


16) Change the text in the *Expression* box from "<u>ALLT(Student)</u>" to <u>APPDATE</u>



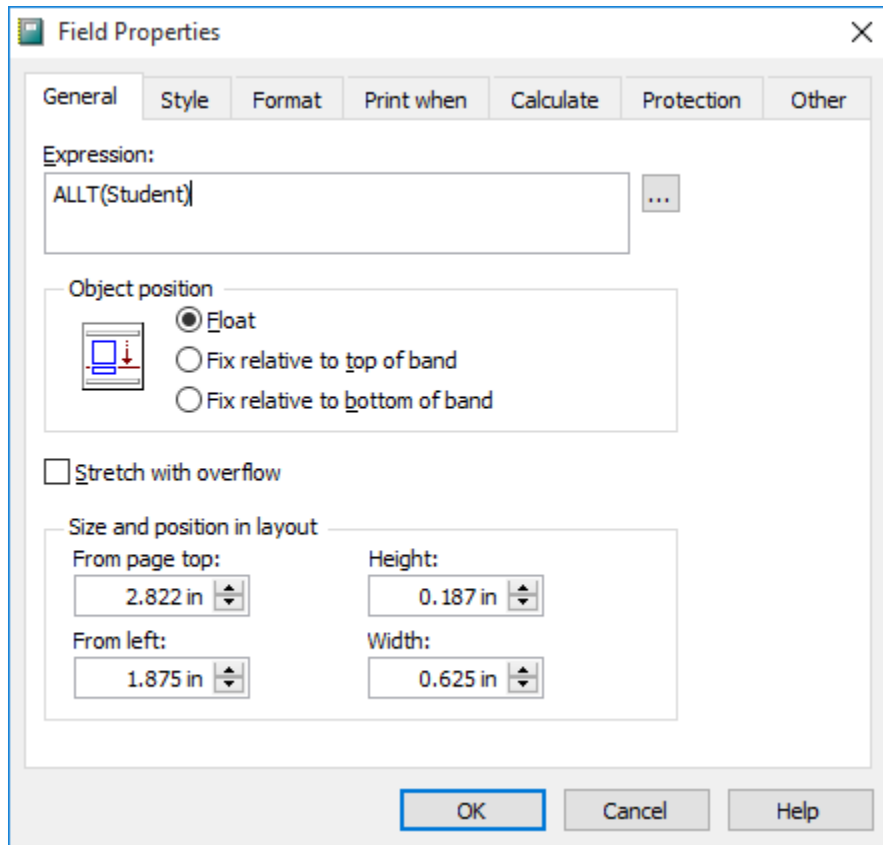
17) Click "OK"

18) Double click on the *APPDATE* field in the Detail band:



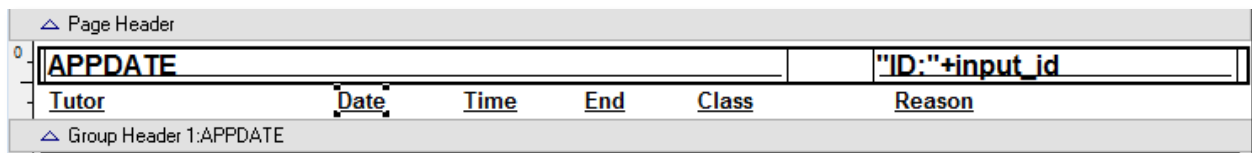
19) You will see the *Field Properties* box.

20) Change the text in the *Expression* box from "APPDATE" to "ALLT(Student)"



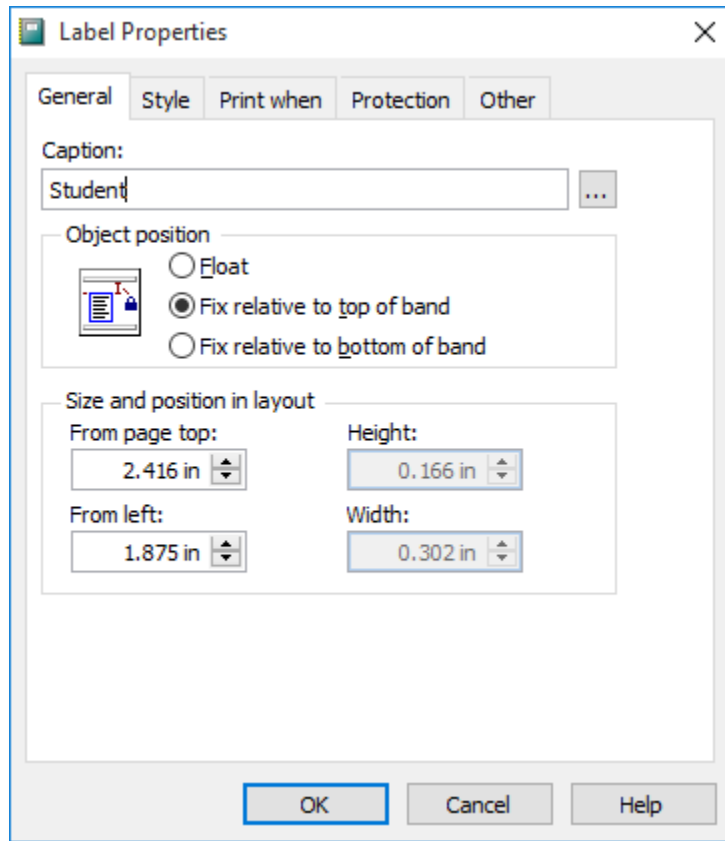
21) Click OK.

22) Double click on the *Date* text label in the APPDATE band:



23) You will see the *Label Properties* box:

24) Change the text in the *Caption* box from "Date" to "Student"



25) Click OK

26) Change the width and position of the labels and field to give more space to the student field. Here is an example of possible layout with the tutor name shrunk down and the ALLT(Student) field expanded™

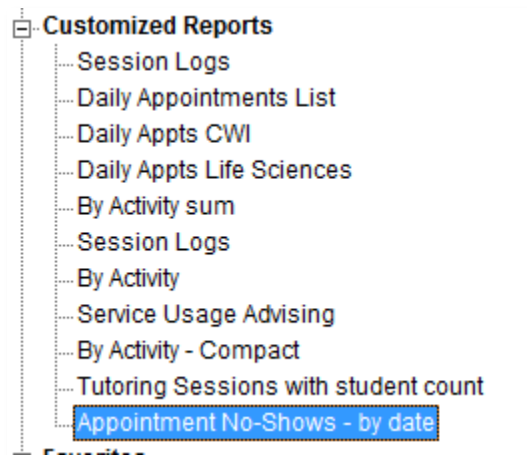
△ Page Header					
0	APPPDATE	"ID:"+input_id			
	<u>Tutor</u>	<u>Student</u>	<u>Time</u>	<u>End</u>	<u>Class</u>
	△ Group Header 1:APPPDATE				
0	tutor	ALLT(Student)	APPTIME	ENDTIME	SUBTASK
	△ Detail				



27) Close the *Report Designer* by clicking on the Windows close button on the upper right corner:

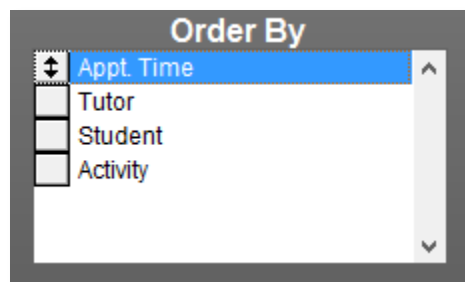


28) You will see a box asking whether to save the report. Click "Yes"

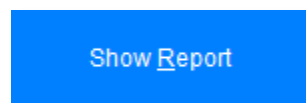
You are finished customizing the report. To view the customized report, click on the "Customized Reports" node and then on the "Appointment No-Shows - by date" item:



You will need to also change the order of the fields. In the "**Order By**" box, drag "Appt Time" from the second place to the top (first click on the "Appt Time" item. An arrows button  will appear next to the "Appt Time" item. Click on this button  and while keeping the mouse button down, move the mouse to the top). The box should now look like this:



You are ready to view the customized report. Click "Show Report"



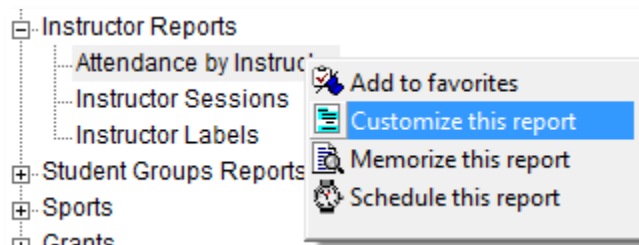
The customized report is now grouped by date. Here is an example:

AccuSQL Report					
Appointment No-Shows					
01/01/2016 - 05/12/2016					
04/28/2016					
Tutor	Student	Time	End	Activity	Reason
Bright, Cindy	Nasman, Mike	12:00 PM	12:30 PM	ENG1000 -...	
05/03/2016					
Tutor	Student	Time	End	Activity	Reason
Freeman, Morgan	Alvarez, Laura	01:00 PM	01:30 PM	ANAT2206 -...	
05/06/2016					
Tutor	Student	Time	End	Activity	Reason
Bright, Cindy	Alvarez, Laura	01:00 PM	01:30 PM	ENG1000 -...	

STARTING A GROUP ON A NEW PAGE

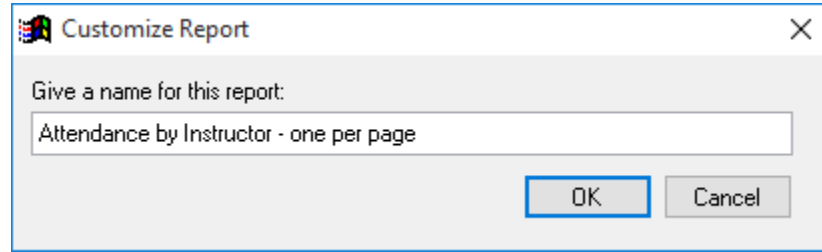
The following tip explains how to customize the VISITS BY INSTRUCTOR report by starting each instructor on a new page.

- 1) Sign in to the System Administration area and click on "Reports".
- 2) Click on "Instructor Reports" in the Reports List and find the report called "Attendance by Instructor".
- 3) Click on the report's name with the RIGHT mouse button, you will see a pop-up box:



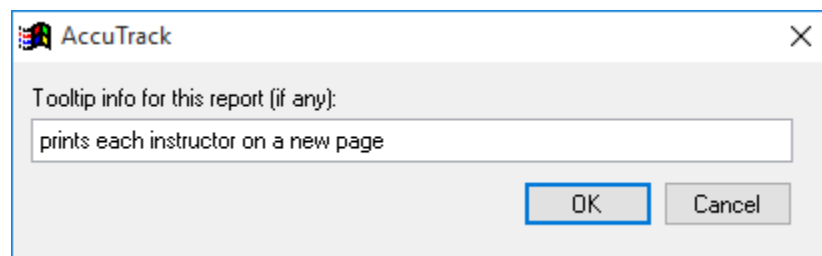
- 4) Click on "Customize this report"

5) You will see a box asking you for a name. Enter "Attendance by instructor - one per page"



6) Click "OK". You will see another box asking whether the report should be available to all. Click "Yes"

7) You will see another box asking for a tool tip for this report (this is the yellow box that appears when the mouse is on top of the report's name). Enter "prints each instructor on a new page" and click "OK"



8) You will now see the report ready for customization in the **Report Designer**:

Attendance by Instructor

0 1 2 3 4 5 6 7

0 1

Attendance by Instructor

dStartDate - dEndDate

Filtered by: iif(type('m.Filters') = 'C', m.filters, "")

△ Title

0

△ Page Header

0

"Instructor: " + ALLT(TEACHER)

△ Group Header 1:TEACHER

0

T(SUBTASK) + ' - ' + ALLT(Act_other)

SUBTASK

USERNAME ID: transform(input_id, ID_MASK)

Sign in Time Sign Out Time Period

INPUT_ID

LOGINTIME iif(LOGOUTTIME < LOG PERIOD)

△ Detail

0

[Subtotal for]+ALLT(USERNAME)+[:]

PERIOD

△ Group Footer 3:INPUT_ID

0

[Subtotal for]+ALLT(SUBTASK)+[:]

PERIOD

△ Group Footer 2:SUBTASK

0

[Subtotal for]+ALLT(TEACHER)+[:]

PERIOD

△ Group Footer 1:TEACHER

0

INSTRUCTOR'S REPORT "Page " + ALLT(

Generated on ' + ALLT(TTOC(DA

△ Page Footer

0

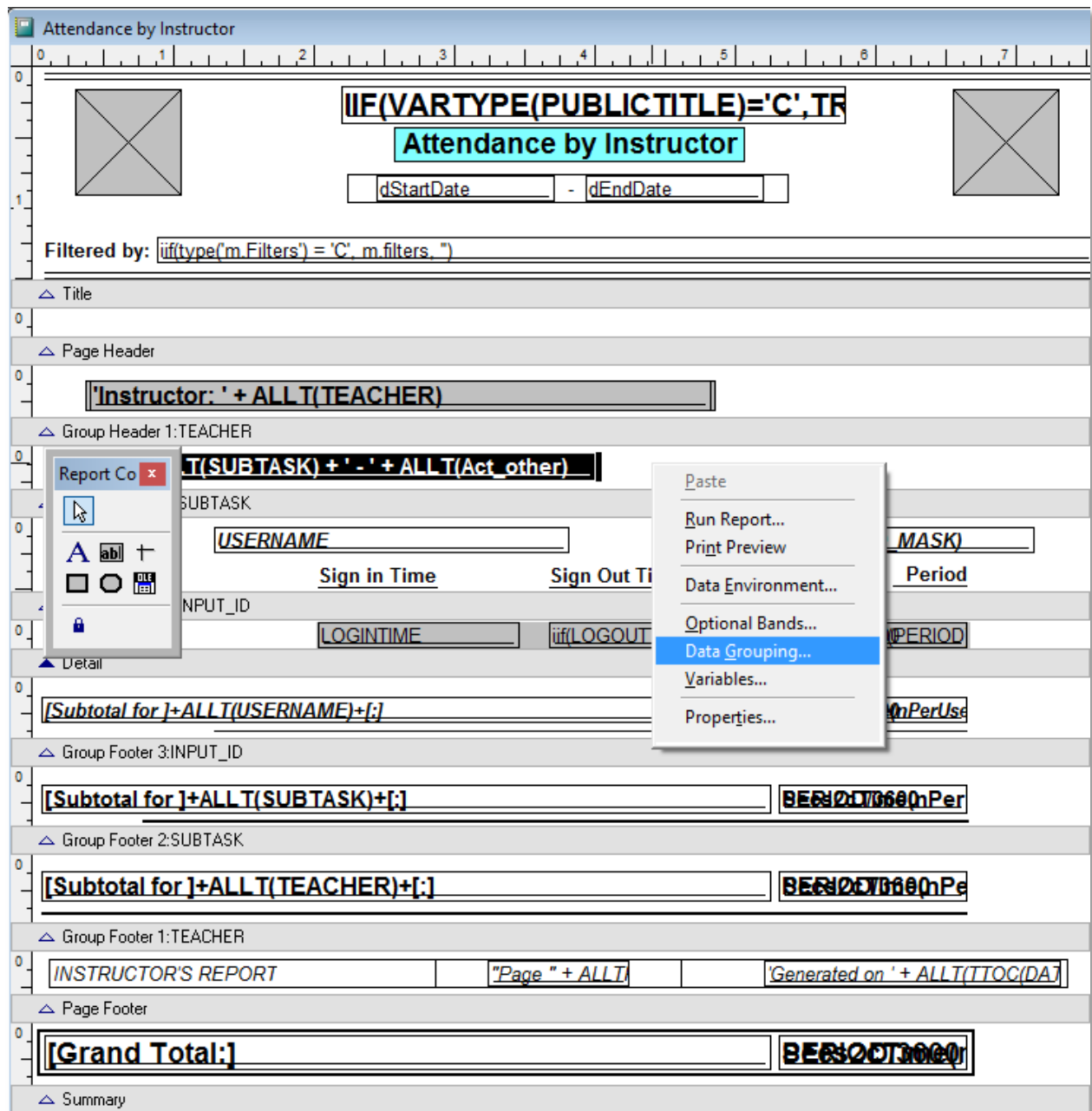
[Grand Total:]

PERIOD

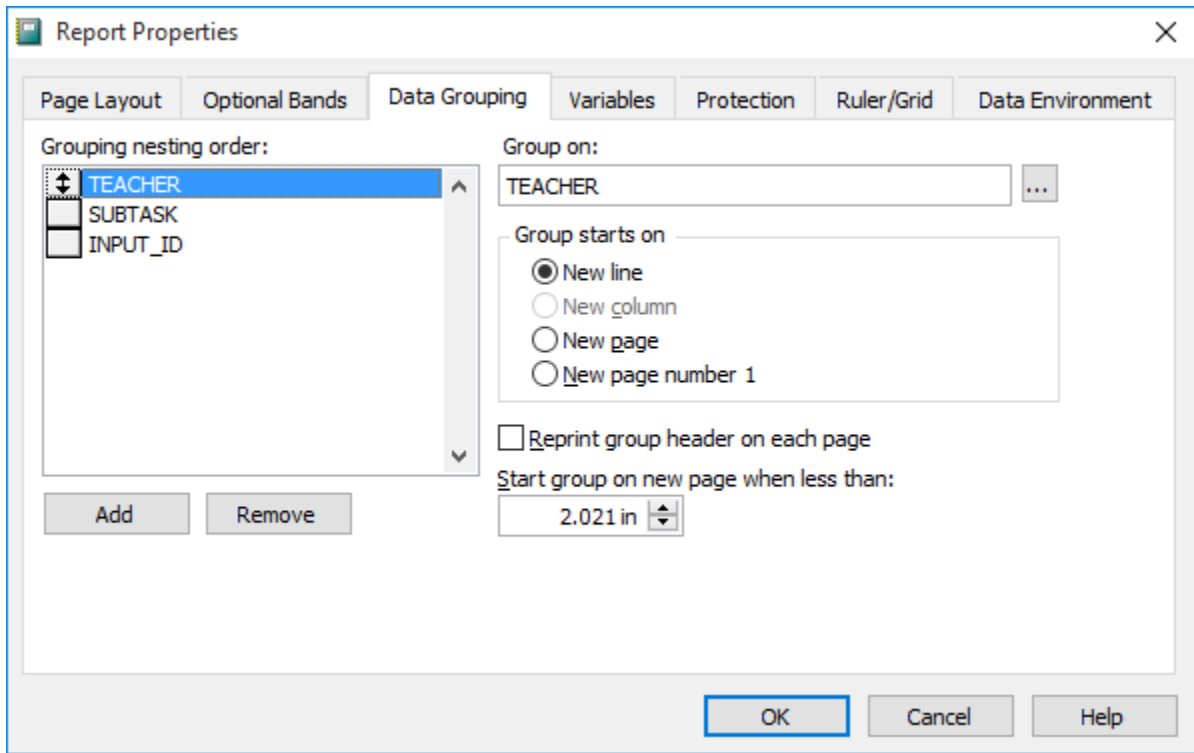
△ Summary

9) Click on a blank area of the report with the RIGHT mouse button"

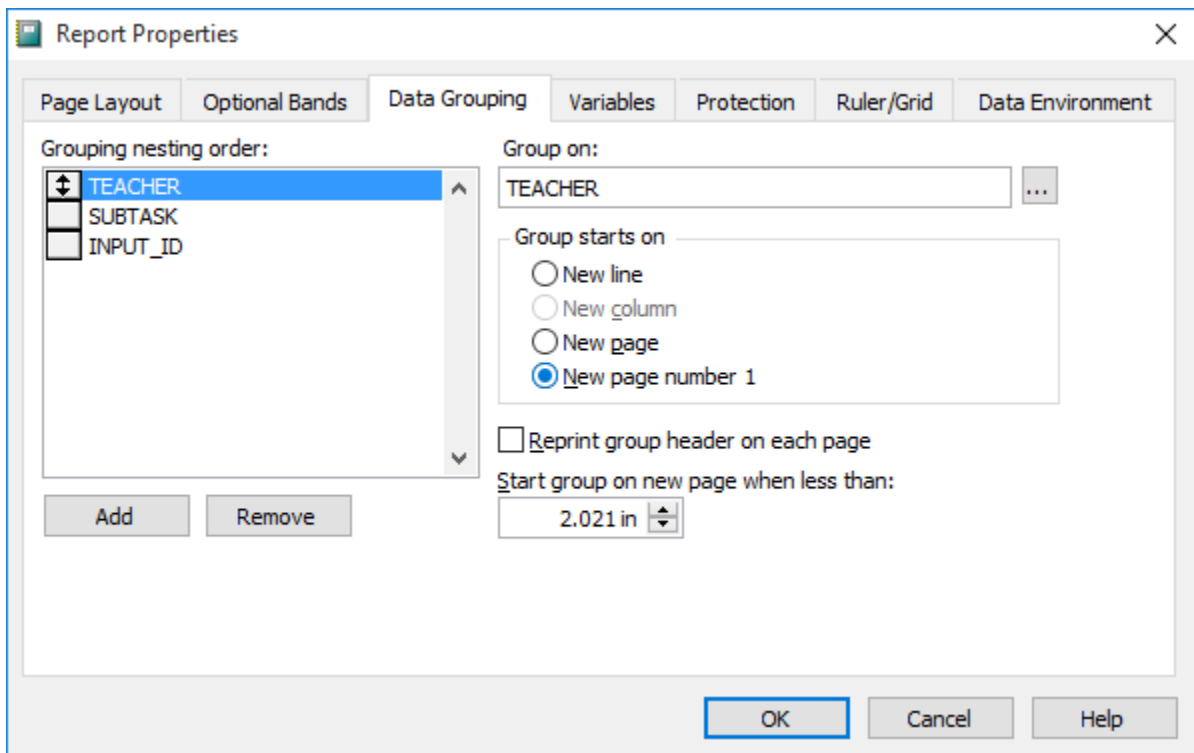
10) You will see a pop-up menu. Click "Data Grouping..."



11) You will see the DATA GROUPING page:



12) Change the selection in the "Group starts on" box from "New line" to "New page number 1"



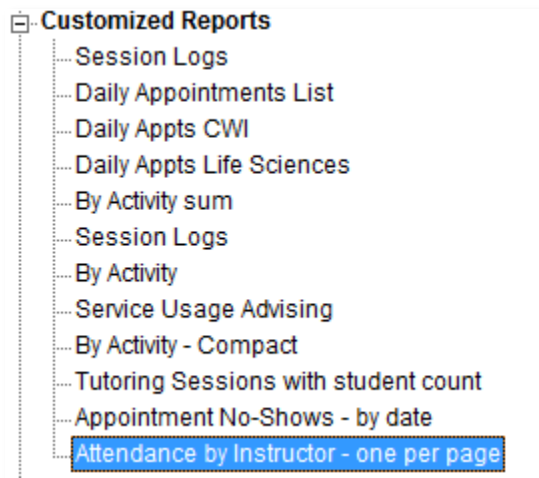
13) Click "OK"

14) Close the **REPORT DESIGNER** by clicking on the Windows close button on the upper right corner:



15) You will see a box asking whether to save the report. Click "Yes"

You are finished customizing the report. To view the customized report, click on the "Customized Reports" node and then on the "Attendance by Instructor - one per page" item:



You are ready to view the customized report. Click "Show Report"

A blue rectangular button with the text 'Show Report' in white, centered on the button.

The customized report now shows each instructor on a new page and restarts the numbering of the pages to 1 for each instructor. Here is an example:

3 of 19			90%	8.5 x 11 in	NPI400C4A (HP Color LaserJet)
Instructor: Armstrong, Nick					
MAT114 - College Trigonometry [2015...					
<i>Arlington, Dan</i>					
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>			
04/14/2016 09:57 AM	04/14/2016 10:57 AM	01:00			
05/02/2016 02:52 PM	05/02/2016 02:57 PM	00:04			
<i>Subtotal for Arlington, Dan:</i>		<i>01:04</i>			
Subtotal for MAT114 - College Trigonometry [2015 Tutoring]:		01:04			
MAT115 - College Algebra II [2015 Tutoring] -					
<i>Alvarez, Laura</i>					
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>			
03/17/2016 11:39 AM	03/17/2016 11:41 AM	00:01			
<i>Subtotal for Alvarez, Laura:</i>		<i>00:01</i>			
<i>Basoz, Cetin</i>					
<u>Sign in Time</u>	<u>Sign Out Time</u>	<u>Period</u>			
03/28/2016 01:38 PM	03/28/2016 01:57 PM	00:19			
<i>Subtotal for Basoz, Cetin:</i>		<i>00:19</i>			
Subtotal for MAT115 - College Algebra II [2015 Tutoring]:		00:21			
Subtotal for Armstrong, Nick:		01:25			