

ACCUTRACK MEDIA CHECK-OUT

When you click on Media Check-out from the Main Menu, you will see the following options:

- **Media Stock:** Allows you to create the media items you checkout to students.
- **Media Check-In/Out:** Allows you to check the media out to students.
- **Express Media Checkout:** A quicker method for checking out media to students.

The following sections have more information on the above screens.

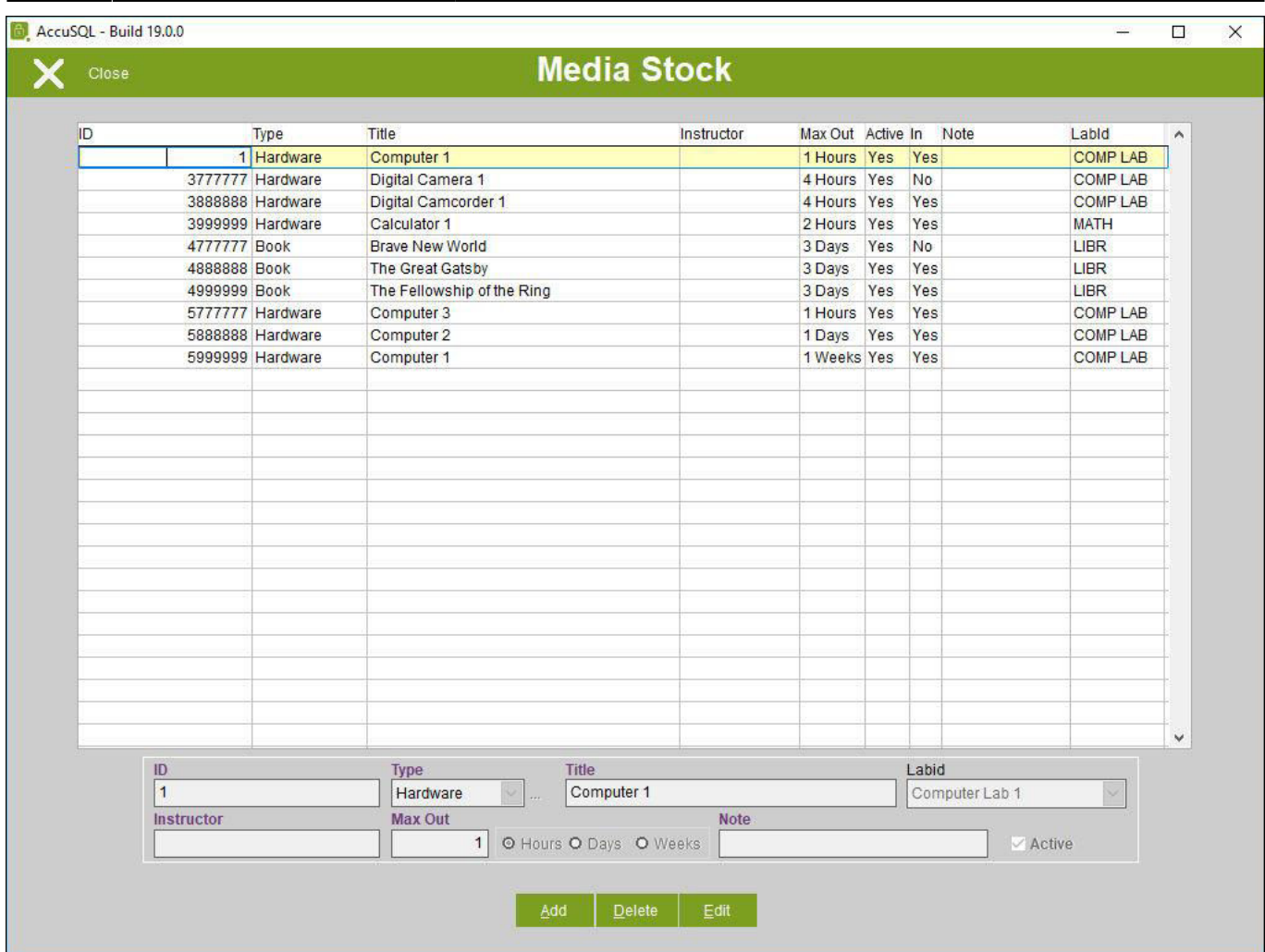
MEDIA STOCK SCREEN

Purpose: To enter and maintain your media stock.

Access: From **System Administration**, click on **Media Check-out > Media Stock**.

You can use **AccuSQL/AccuTrack** to checkout and track loaned materials. For example, you can track laptops, DVDs, reference books, headphones, tablets, and anything else you loan to students. The software will track the material, report on checkouts, and tell you which material is past due. To start tracking your loaned material with **AccuSQL/AccuTrack**, you need to assign each piece a unique ID number. Label each item with its number. The ID number will make the checkout and check-in process much quicker and more accurate.

After labeling your media with unique ID numbers, you need to enter them in **AccuSQL/AccuTrack**. Click on **Media Checkout** module and then the **Media Stock** button to bring up the Media Stock screen:



Adding Media Stock

Here's how to add a media item: *

1. Start by selecting the **Add** button and typing in the unique ID number in the "ID" box.
2. Select the media type by using the drop-down list box. If the type is not there, you can add it by clicking on the "...".
3. Enter the media title in the "Title" box.
4. (Optional) Type the instructor in the "Instructor" box.
5. (Optional) Type the maximum checkout period in the "Max out" box. This value is for your own information.
6. (Optional) Type any notes regarding this piece in the "Notes" box. The notes can be anything you like such as "Two parts", "65 minutes long", or "hand out with instructor notes."
7. Click the "Save" button to save your entry.

Defining the Media Types

AccuSQL/AccuTrack allows you to custom define the media types you have available for checkout. You will need to add the Media Types and then you can assign your media stock items to their various Types. To create a new Media Type, first, click the Add button. You will see a small button with the ... next to the Type drop-down box. Click that button to access the Edit Media Types screen.

The screenshot shows the 'Media Stock' application window. At the top, there is a title bar with 'AccuSQL - Build 19.0.0' and window control buttons. Below the title bar is a green header with a 'Close' button and the text 'Media Stock'. The main area contains a table with columns: ID, Type, Title, Instructor, Max Out, Active, In, Note, and LabId. The table lists various items like 'Computer 1', 'Digital Camera 1', 'Digital Camcorder 1', 'Calculator 1', 'Brave New World', 'The Great Gatsby', 'The Fellowship of the Ring', and several 'Computer' entries. An 'Edit Media Types' dialog box is overlaid on the table. This dialog has a 'Close' button at the top. It contains a table with 'Type' and 'Checkout Period' columns, listing 'Book' (1 Weeks), 'Hardware' (1 Weeks), and 'Unknown'. Below this table is a 'Type' input field and a 'Default CheckOut Period for this type' section with a numeric input '1' and radio buttons for 'Hours', 'Days', and 'Weeks' (which is selected). At the bottom of the dialog are '+ Add' and 'Edit' buttons. Below the main table is a form for editing a specific media item. It includes fields for ID (1), Type (Hardware), Title (Computer 1), LabId (Computer Lab 1), Instructor, Max Out (1), Note, and an 'Active' checkbox. 'Cancel' and 'Save' buttons are at the bottom of the form.

The default media type checkout period you enter here takes precedence over the default check out period for the center (defined in the Setup screen).

Associating Media with a Specific Lab/Center

You can now associate your Media Stock to specific Lab IDs.

| ID | Type | Title | Instructor | Max Out | Active | In | Note | LabId |
|---------|----------|----------------------------|------------|---------|--------|-----|------|----------|
| 1 | Hardware | Computer 1 | | 1 Hours | Yes | Yes | | COMP LAB |
| 3777777 | Hardware | Digital Camera 1 | | 4 Hours | Yes | No | | COMP LAB |
| 3888888 | Hardware | Digital Camcorder 1 | | 4 Hours | Yes | Yes | | COMP LAB |
| 3999999 | Hardware | Calculator 1 | | 2 Hours | Yes | Yes | | MATH |
| 4777777 | Book | Brave New World | | 3 Days | Yes | No | | LIBR |
| 4888888 | Book | The Great Gatsby | | 3 Days | Yes | Yes | | LIBR |
| 4999999 | Book | The Fellowship of the Ring | | 3 Days | Yes | Yes | | LIBR |
| 5777777 | Hardware | Computer 3 | | 1 Hours | Yes | Yes | | COMP LAB |
| 5888888 | Hardware | Computer 2 | | 1 Days | Yes | Yes | | COMP LAB |
| 5999999 | Hardware | Computer 1 | | 1 Weeks | Yes | Yes | | COMP LAB |

If you have your media stock in an electronic file, you can import the media stock via the database Import Wizard, which is discussed in a different section of this manual. You are required to define you Media Types prior to doing your media imports since media type is one of the fields you need to map for your import.

MEDIA CHECK-IN/OUT SCREEN

Purpose: To check media in or out for a student.

Access: From **System Administration**, click on **Media Check-out > Media Check-In/Out**.

To check media in or out, type the Media ID number in the Media ID box. One of three things will happen depending on the status of the media piece:

1) IF THE MEDIA IS CURRENTLY CHECKED IN

AccuSQL/AccuTrack will display a checkmark “☑” in the In checkbox and will show the media information by filling out the Title, Instructor, Type, Max Out, and Media Note boxes from the information you entered in the “Media Stock” screen. **AccuSQL/AccuTrack** will also calculate and display the media’s due date in the “Due Back” box. The checkout box will show the current date and time, and the caption of the “Process” button will change to “Check Out”.

AccuSQL/AccuTrack calculates the media’s due date like this:

1. If a default checkout time is defined for the media item in the Media Stock screen, this default time is used.
2. If the item does not have a default check out time, and the media type has a default checkout time defined, the default media type checkout time is used.
3. If the default media type checkout time is not defined, the default center checkout time is used.

Checking Media Out

To check the media out, follow these steps:

1. Adjust the due back time if needed. You can do this by typing the adjusted value in the “Due Back” box or by clicking on the box with the right mouse button and using the calendar.
2. (Optional) Enter a checkout note in the “Note” box.
3. Enter the ID number of the student who wants to check out this piece in the “Student ID” box. When you enter the ID, **AccuSQL/AccuTrack** will automatically load the student’s name, phone number, and the number of media items the student currently has checked out. **AccuSQL/AccuTrack** will also list these media items in the “Student has” box.
4. (Optional) Select the student’s instructor from the Instructor’s drop-down box.
5. (Optional) Select the student’s class from the Class drop-down box.
6. Click on the “Check Out” button.

The software will also display information about the student who checked out the media including ID, name, phone, instructor, class, and whether the student is currently signed-in. The software will also change the caption of the “Process” button to “Check-In”

2) IF THE MEDIA IS CURRENTLY CHECKED OUT

AccuSQL/AccuTrack will display a checkmark “” in the Out checkbox and will show the media information by filling out the Title, Instructor, Type, Max Out, and Media Note boxes from information you entered in the “Media Stock” screen. **AccuSQL/AccuTrack** will also display the checkout information including the checkout time and due time and information on the student who has the media checked out. The caption of the “Process” button will change to “Check-In”.

Checking Media In

To check the media in, all you need to do is click on the “Check-In” button, and **AccuSQL/AccuTrack** will record the check-in date and time. **AccuSQL/AccuTrack** will show a confirmation message and will then clear the text boxes.

3) IF THE MEDIA ID IS NOT RECOGNIZED

If you enter a media ID that is not recognizable by **AccuSQL/AccuTrack**, you will see an error message:

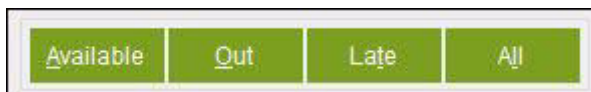


To find out which media a certain student has checked out, just enter his or her ID in the “Student ID” text box. You can then use the horizontal bar on the grid labeled “Student has” to read information

such as media ID, title, type, checkout and due time.

If you have a barcode reader, you can print an ID barcode for the media items and scan the barcode to check the media in or out.

Instead of using the media ID number, you can use the lookup buttons at the bottom of this screen. The "Available" button shows media that is checked in, the "Out" button shows media that is checked out, the "Late" button shows past due media, while the "All" button shows all media.



EXPRESS MEDIA CHECKOUT SCREEN

Purpose: To check media in or out from your Center.

Access: From **System Administration**, click on **Media Checkout > Express Media Checkout**.

The Express Media Checkout opens with the Single Mode radio button allows single items to be checked out.

 A screenshot of a software window titled 'Express Media Checkout'. The window has a green header bar with a close button and the text 'AccuSQL - Build 19.0.0'. Below the header, there are radio buttons for 'Single Mode' (selected) and 'Multi Mode'. The main area contains two sections: 'Media:' and 'Student:'. The 'Media:' section has input fields for Media ID, Title, Instructor, Type, Max Out, and Media Note, along with checkboxes for In, Out, and Active. The 'Student:' section has input fields for Student ID, Name, Phone (with '(407) -' as a placeholder), and # Out, along with checkboxes for In and Active. Below the student information is a table titled 'Student has' with columns for ID, Title, Type, Out, and Due. The table is currently empty.

Choose the Multi Mode radio button to quickly checkout multiple items to a single student.

Media:

| ID | Type | Title | Instructor | Max Out | Active | In | Note |
|---------|----------|---------------------|------------|---------|--------|-----|------|
| 3777777 | Hardware | Digital Camera 1 | | 4 Hours | Yes | Yes | |
| 3888888 | Hardware | Digital Camcorder 1 | | 4 Hours | Yes | No | |
| 3999999 | Hardware | Calculator 1 | | 2 Hours | Yes | No | |

Student:

Student ID: 77777 Name: Phone: () - # Out: In Active

Student has

| ID | Title | Type | Out | Due |
|----|-------|------|-----|-----|
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If you have a barcode reader for the media and a magnetic stripe reader for the student sign in, you can combine them for the media checkout. The student swipes the card and you scan the barcode and you're done.

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