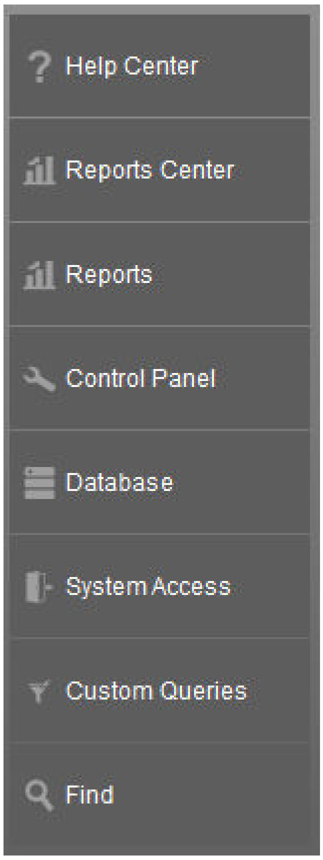
ACCUTRACK RIGHT-SIDE MENU OPTIONS (ON THE SYSTEM ADMIN SCREEN)

On the right side of the **System Administration** screen, there are links to various administrative and system options. Click on one of these options to load the screens available for it. Some options will load the options available in the main display area of System Administration, while others will go directly to the screen indicated.

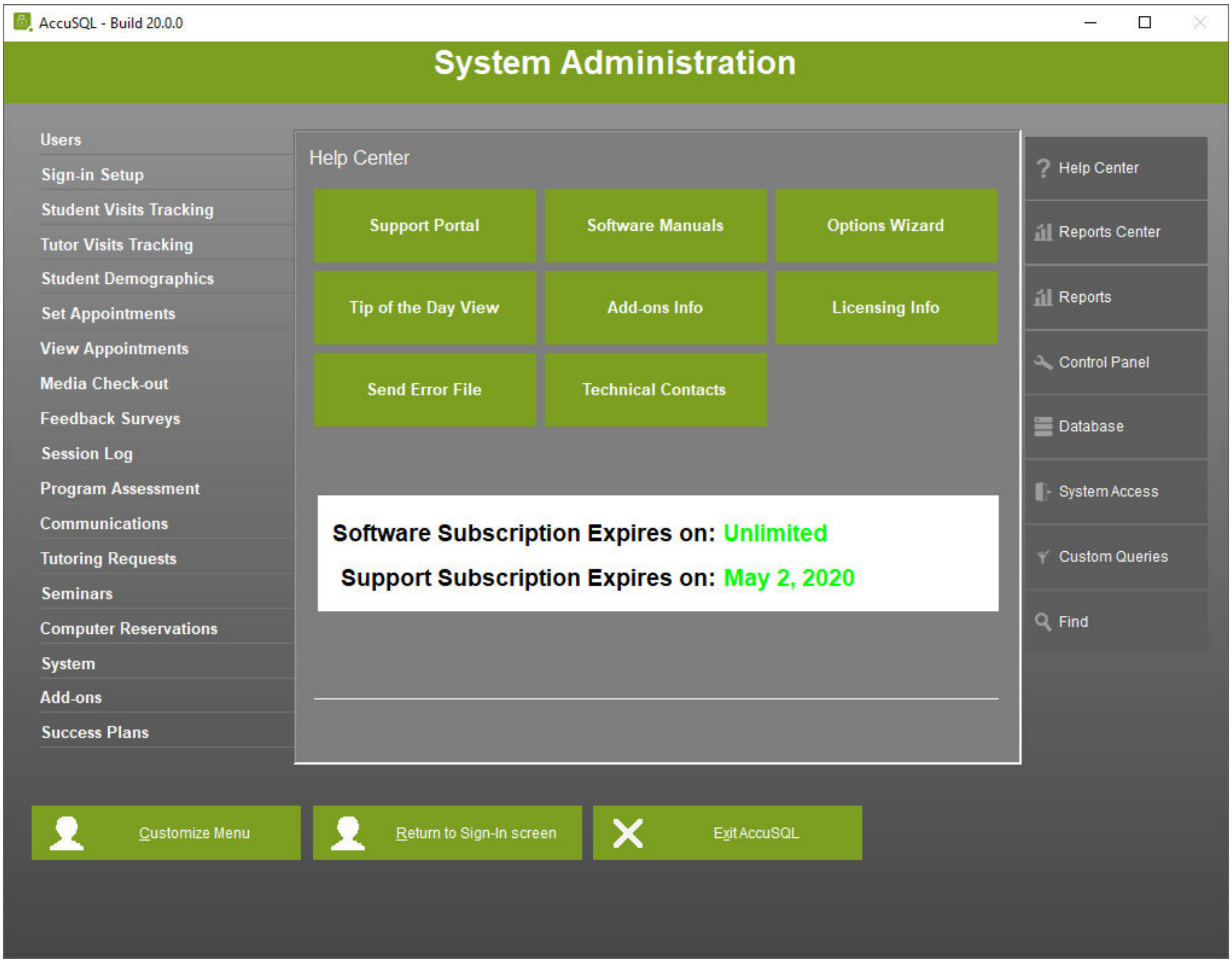


The **AccuSQL/AccuTrack** right-side menu contains useful functions for configuring and reporting in **AccuSQL/AccuTrack**:

- **HELP CENTER**: This section is available to most users as it provides license info, updates, and support options.
- **REPORTS CENTER**: This is a new section started in 2019 that allows new Admins to see more information and previews of reports to determine the best ones for their needs.
- **REPORTS**: This is the section of **AccuSQL/AccuTrack** where all users with Admin access will see the reports they have available to them.
- **CONTROL PANEL**: This is the section that houses all of the backend **Setup Options** for every module in **AccuSQL/AccuTrack**.
- **DATABASE**: This section manages all information regarding the database including location/connection information, repair/maintenance-related tasks, imports/export, as well as Backup options.
- **SYSTEM ACCESS**: This area is used to manage your **System Administrators** and **User Roles** created in the system as far as their permission settings and reports access in **AccuSQL/AccuTrack**.
- **CUSTOM QUERIES**: Use this section to build custom reports/exports using multiple tables in the database selecting everything from the fields included to the order they are displayed and more!
- **FIND**: Use this button to quickly find anything in **AccuSQL/AccuTrack** using keyword searches and in the results will be a direct link to that section of the software.

HELP CENTER OPTIONS

When you click on **Help Center** on the right side of the **System Administration** screen, the Help Center option will load in the main display area.



The **AccuSQL/AccuTrack** Help Center contains useful functions for getting help with **AccuSQL/AccuTrack**:

- **Download Updates:** Access information about the version of the software your center is running, check for new updates and download updates as they become available from our website.
- **Options Wizard:** Walks you through step-by-step directions for setting up individual centers.
- **Send Error File:** If error files are generated by the system, it allows you to automatically send them to Engineerica Support via email.
- **Tip of the Day View:** Allows you to view helpful tips for using **AccuSQL/AccuTrack**.
- **Support Info:** Access the engineerica.com website support pages.
- **Software Manuals:** Access various **AccuSQL/AccuTrack** manuals via the web.
- **Add-ons Info:** Allows you to view information about available add-ons for **AccuSQL/AccuTrack**.
- **Licensing Info:** Open the engineerica.com website to review licensing options.

- **Technical Contacts:** Allows you to access your Support Center to create technical contacts that can contact Engineerica directly with support questions.
- **Support Information:** Shows when the current subscription is set to expire and/or when the current platinum support plan is set to expire. If you have questions about either of these, please contact us at support@accutrack.org

DOWNLOAD UPDATES

How to Access: From **System Administration**, click the ***Help Center > Download Updates*** buttons.

From time to time, we will release updates to the software that include feature enhancements and/or bug fixes. When you click Download Updates, **AccuSQL/AccuTrack** will query our FTP server to determine if an update is available. If so, it will download the necessary update files to the Database Shared folder. In the shared folder, the files are saved in an UPDATES folder. If you have your **AccuSQL/AccuTrack** computers pointing to the same Shared Folder (recommended) then you only need to download the updates once. When **AccuSQL/AccuTrack** opens, it checks the Shared Folder\UPDATES folder to see if any new files are available to it and if so, it will copy the files it needs back to it.

Important: Due to Windows security settings, your Windows configuration may not allow files to be copied back from the UPDATES folder to the folder where **AccuSQL** or **AccuTrack** is installed programmatically. If you get a message that files cannot be copied, then you can go to the shared UPDATES folder and copy the files from there and then copy and replace them back to the folder where **AccuSQL** or **AccuTrack** is installed to manually complete the update. If that is not allowed, then you would need someone with admin access to Windows to perform that task. You must exit **AccuSQL** or **AccuTrack** completely before performing this operation.

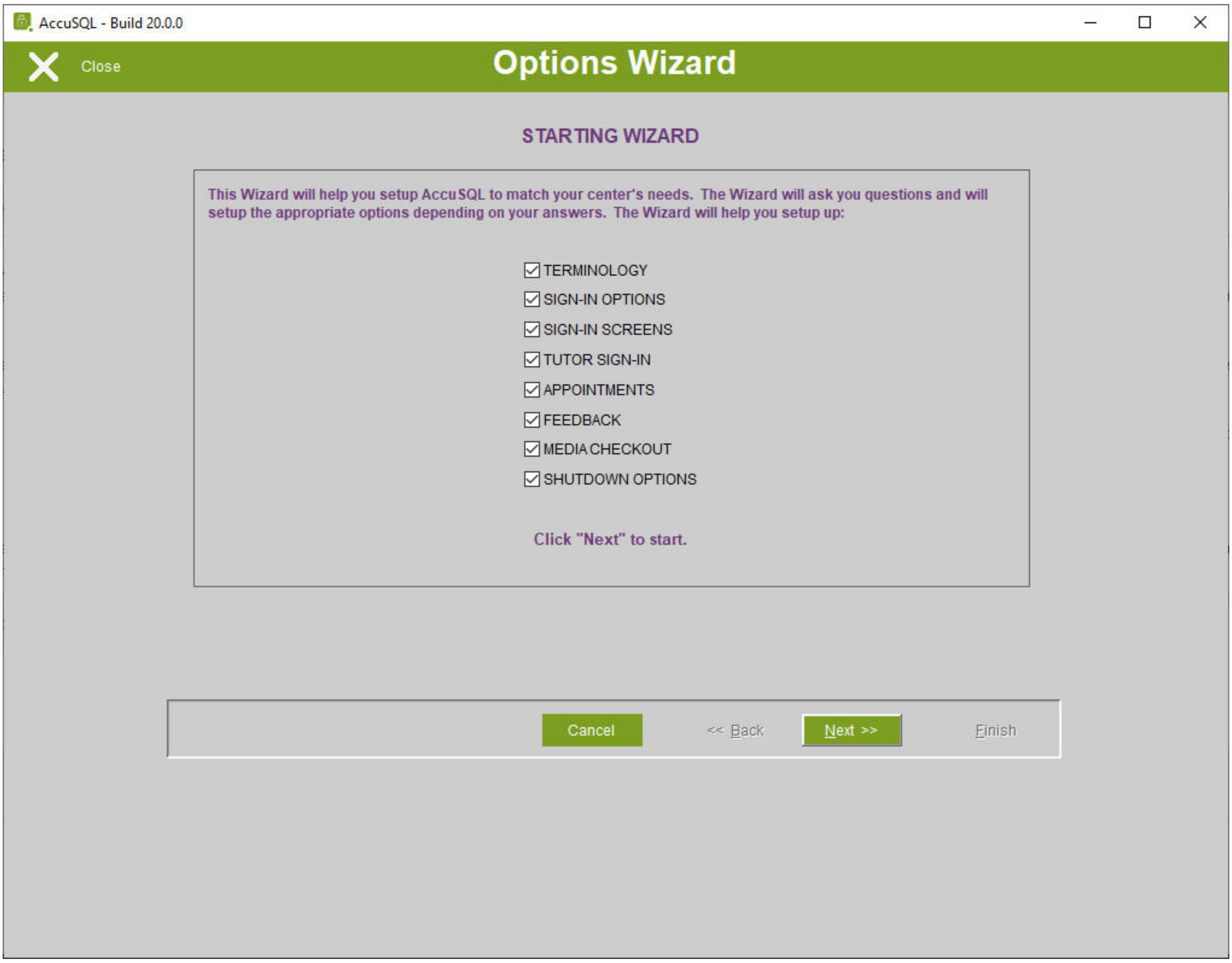
OPTIONS WIZARD

How to Access: From **System Administration**, click the **Help Center > Options Wizard** buttons. The Options Wizard provides novice users with an easy way to configure the **Center/Local Lab** options in **AccuSQL/AccuTrack**. The **Options Wizard** asks some questions and sets up corresponding options according to the answers.

Important: Create and set your **Local Lab** before running this **Options Wizard** so that you are not simply changing the “DEFAULT” **Local Lab/Center**. For more information about how to set up a **Local Labs/Center** visit this section of our reference manual.

You can navigate through all the steps by using the **Back** and **Next** buttons. At any time you can save your changes just by clicking on the **Finish** button or cancel your changes to the system by closing the wizard using the **Cancel** button.

Use this page to select the areas you want to configure with the Wizard. All the areas are selected by default. For example, if you don't want to configure the appointments section, clear the “Appointments” checkbox.



When you click **Next** after selecting the option(s) you want to configure, **AccuSQL/AccuTrack** will walk you through the screens indicated. After you have configured an option click **Next** to continue to the next option. After you have completed the last step, click **Finish** to save your changes and you will be returned to the main **Help Center** screen.

SEND ERROR FILE

How to Access: From **System Administration**, click the ***Help Center > Send Error File*** buttons.

If error files are generated by the system, it allows you to automatically send them to **Engineerica Support** via email. When you click, if an error file exists, it will automatically send the file to **Engineerica Support**. If there is no error file present, it will display that message.

TIP OF THE DAY VIEW

How to Access: From **System Administration**, click the ***Help Center > Tip of the Day View*** buttons.

Use the left and right arrow keys to access helpful tips for using **AccuSQL/AccuTrack**. If you check the **Show tips on startup** (default) checkbox, the Tip of the day screen will be displayed when starting up **AccuSQL/AccuTrack**.

SUPPORT INFO

How to Access: From **System Administration**, click the ***Help Center > Support Info*** buttons.

Click this option to open the Engineerica AccuSQL/AccuTrack Support pages.

SOFTWARE MANUALS

How to Access: From **System Administration**, click the ***Help Center > Software Manuals*** buttons.

Click to open various **AccuSQL/AccuTrack** help manuals online (you are here now) 😃.

ADD-ONS INFO

How to Access: From **System Administration**, click the ***Help Center > Add-ons Info*** buttons.

Click to view information about the various plug-ins that are available for **AccuSQL/AccuTrack**.

LICENSING INFO

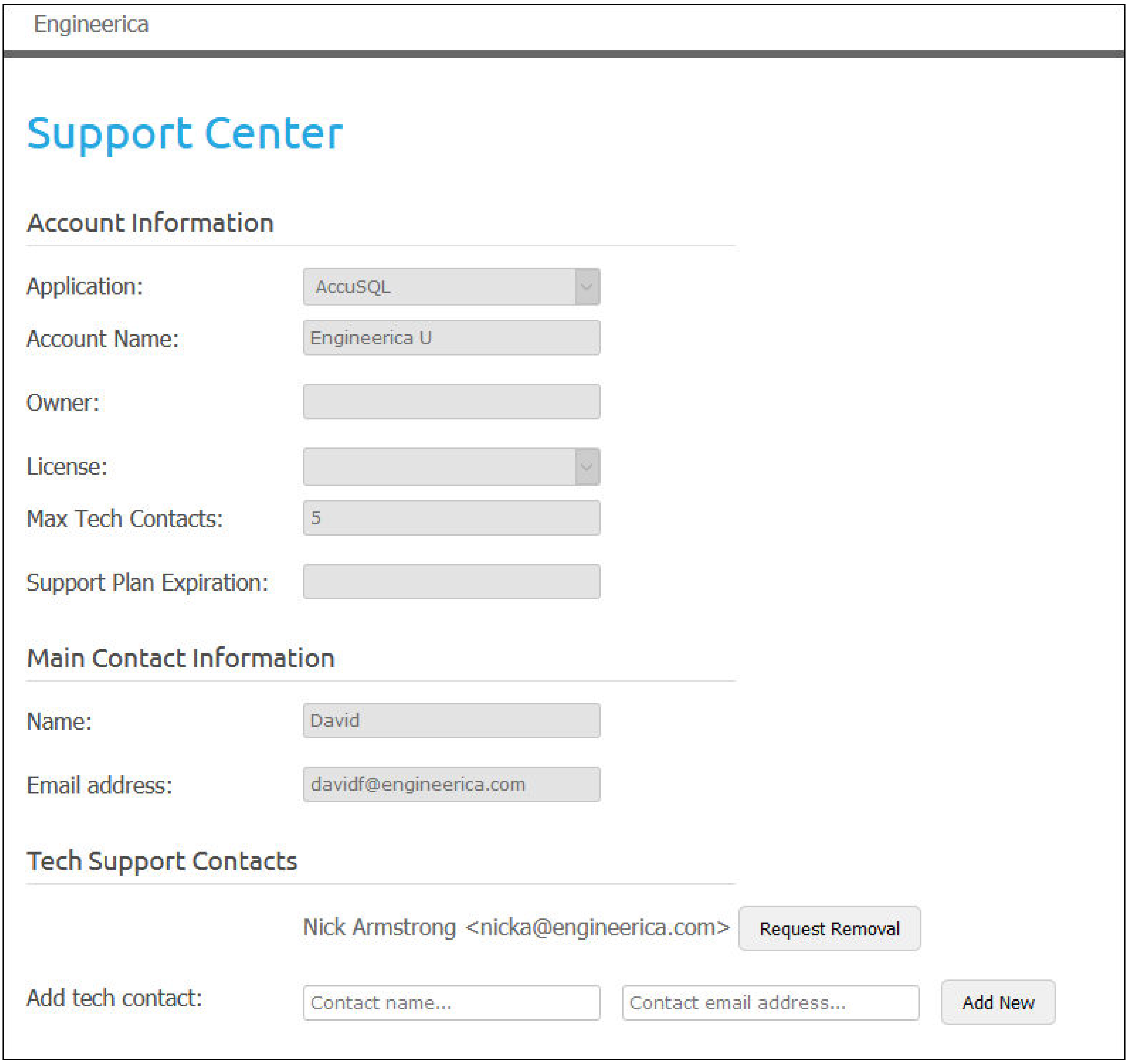
How to Access: From **System Administration**, click the ***Help Center > Licensing Info***.

Click to view information about the various **AccuSQL/AccuTrack** licensing options.

TECHNICAL CONTACTS

How to Access: From **System Administration**, click the **Help Center > Technical Contacts** buttons.

Click to view or add technical contacts for your college. You will need a key to access this page. Technical contacts are the staff members at your organization that have direct support availability with our staff. The number of technical contacts you can add is based on your license type. If you do not have that information, please contact us at support@accutrack.org and we will be happy to provide it.

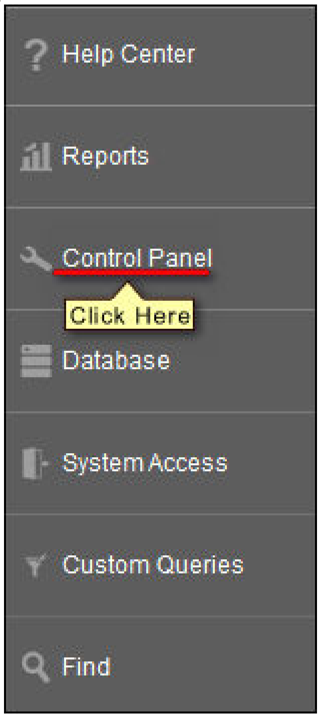


REPORTS OPTIONS

Detailed information for all of the reports available for **AccuSQL** and **AccuTrack** are now located in the Reports Manual here:
AccuTrack/AccuSQL 2020 Reports Manual

CONTROL PANEL OPTIONS

Remember, if you click any module on the left of the **System Administration** screen and then click the **Setup** button in the bottom right, you will load the context-specific “control panel” **Setup Options** for the item indicated.

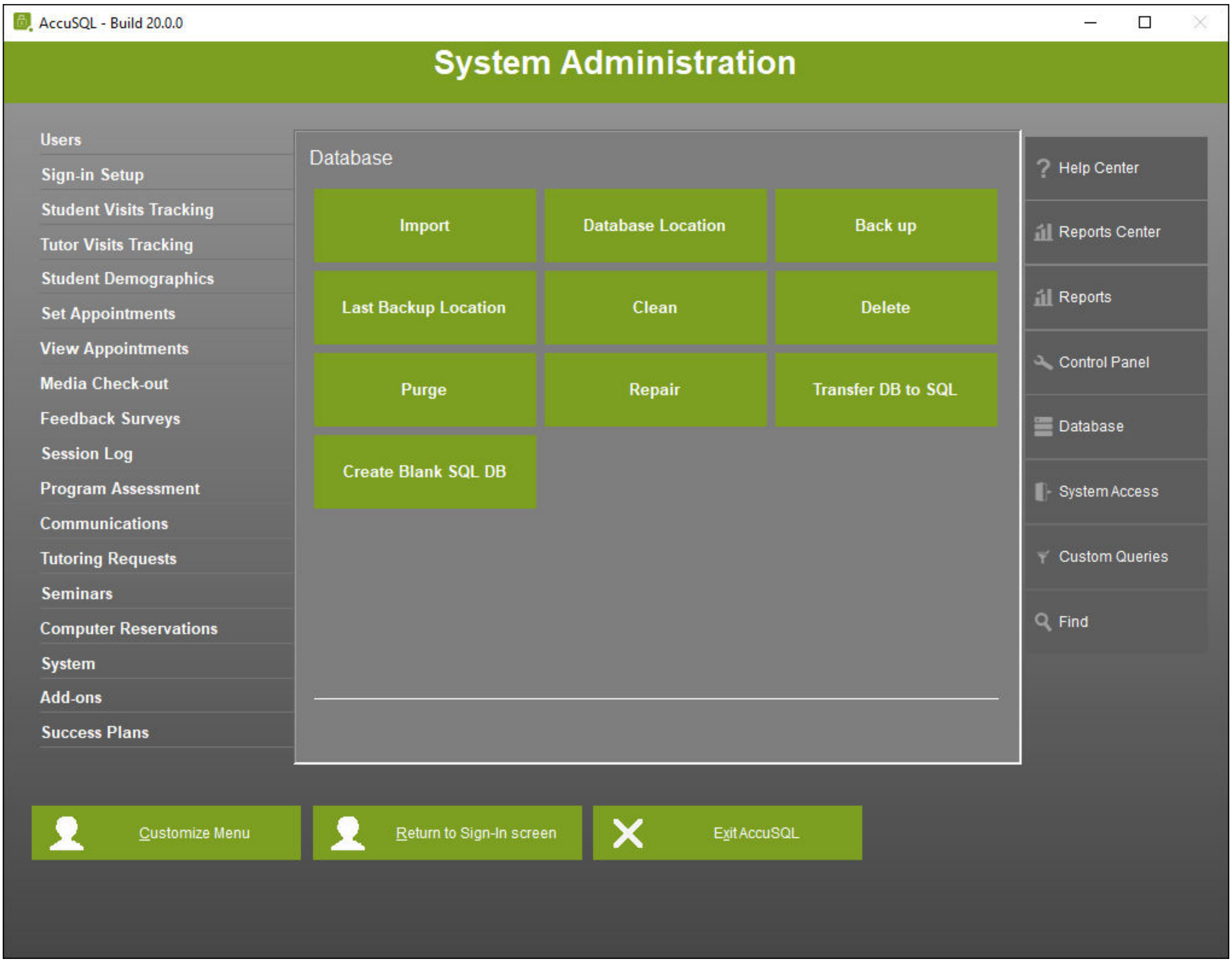


If you click **Control Panel** directly from **System Administration**, however, you can access all of the **Setup Options** available for **AccuSQL/AccuTrack**.

The various setup screens are explained in detail throughout this manual for each individual module. Please consult the **Setup Options** section of this manual for detailed information on each specific module on the left-side of the **System Administration** screen.

DATABASE OPTIONS

How to Access: When you click on **Database Options** on the right-side menu of the **System Administration** screen, the **Database options** will load in the main display area.



IMPORT

Purpose: To import data from text files into **AccuSQL/AccuTrack**.
Access: From **System Administration**, click on ***Database > Import***.

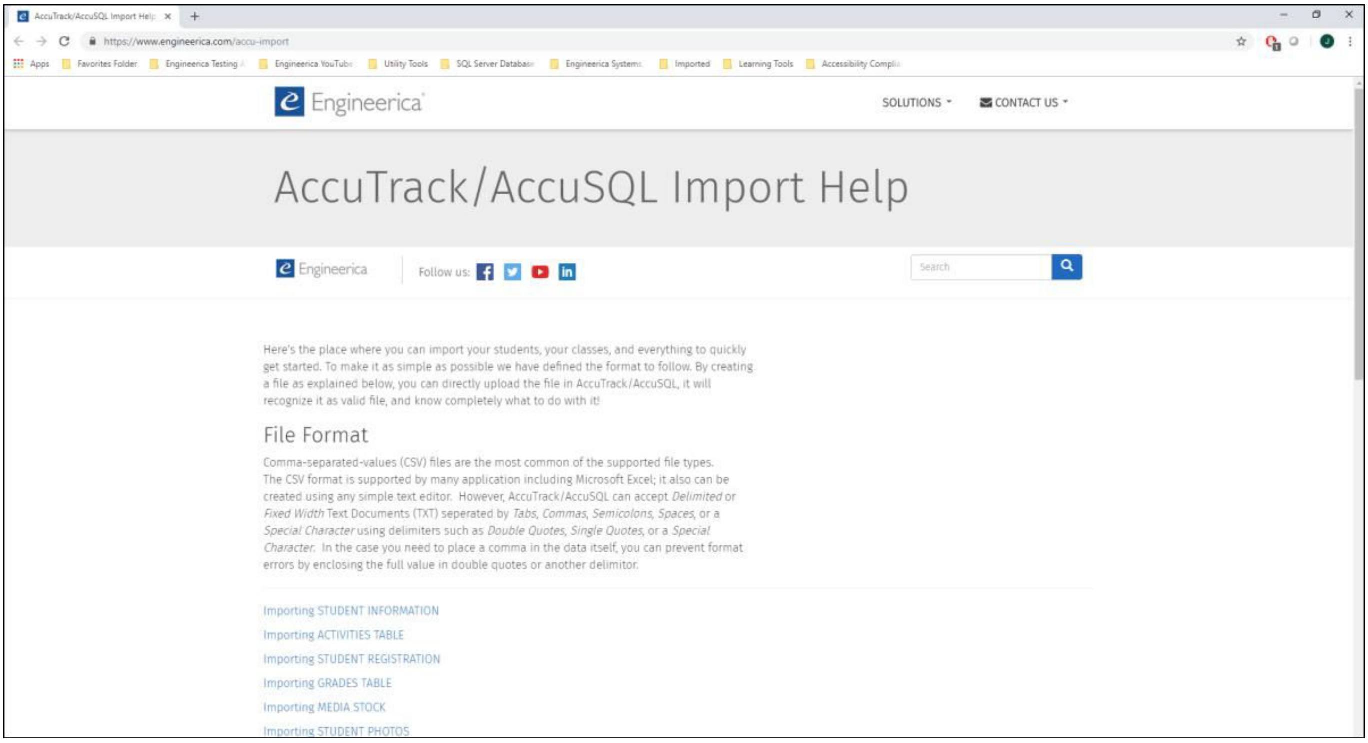
AccuSQL/AccuTrack allows you to import lots of data electronically from a text file into the database. This capability offers many benefits, including:

- To save students the time and effort of typing in their info.
- To guarantee more accuracy by avoiding manual typing.
- To restrict the usage of your center to a certain set of students (e.g. those registered in classes). You can do this by importing the names of the students that are authorized to use your center, and unchecking the option “Allow new students” in the Options screen.

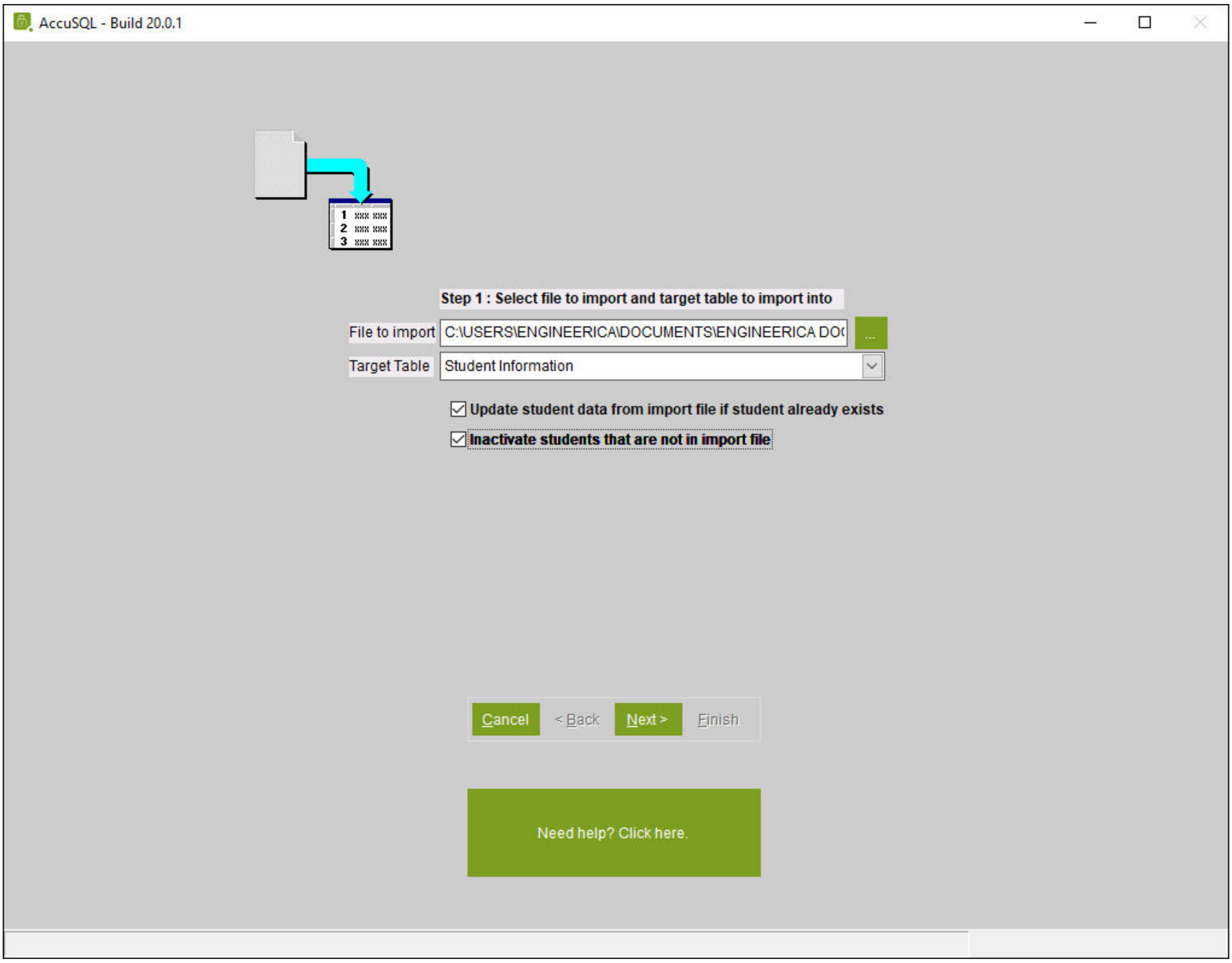
AccuSQL/AccuTrack includes a powerful **Import Wizard** for importing data from different file formats. The **Import Wizard** offers you the flexibility to map your data and import it to **AccuSQL/AccuTrack**’s tables using a few easy steps. To launch the **Import Wizard**, click on the Database » Import. The following is an explanation of each step of the import. The basic steps apply for all imports, although there are differences in some of the options you can select (or not), and also the field mappings, of course, are different for each import.

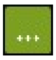
Important: In the Database Import screen, you will see a Need help? Click here button at the bottom of the screen. This AccuTrack/AccuSQL Import Help Guide can help you in the creation of the necessary CSV files as well as explain the import behaviors available for each type of import job.

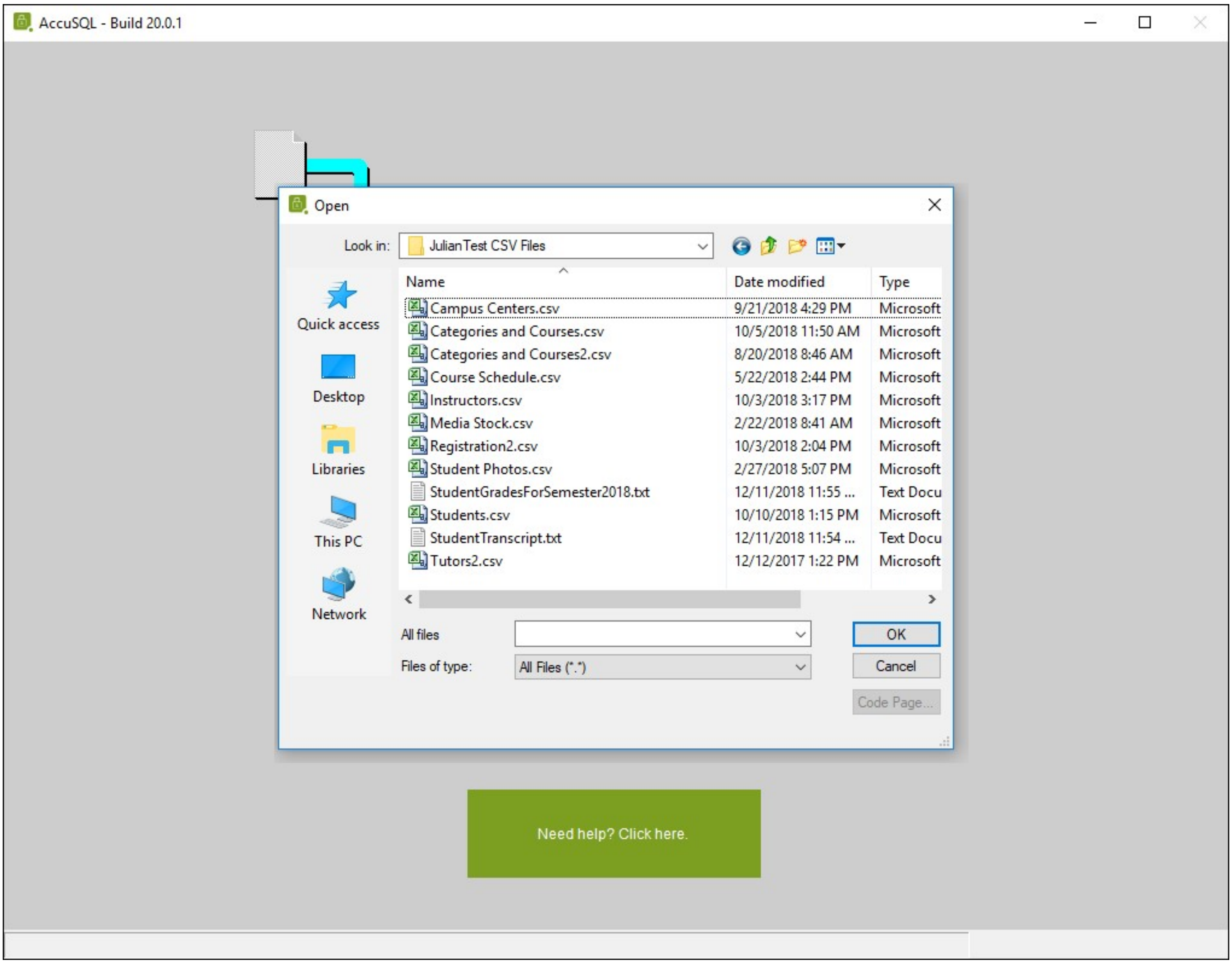
Click to open our support website with detailed information about each import. There are also sample import files you can download to try the various imports yourself!



Step 1: Select the file to import and target table to import info.



Start by selecting the data file you want to import. This must be comma-delimited (CSV) or other delimited text files. To select the file, click on the  button. This will bring up the select file (Open) window.



Use this window to find and highlight the appropriate file, and then click on **OK**. If the file you are importing is a .txt file, then you will see it on the Open File Dialog box when you go to its folder location. If it is another type of file (such as CSV which is most common) click the **Files of type** drop-down box and then click **All Files** to display all files.

Next, select the table where the imported data will be added from the drop-down list box. Here are the available options:

Option	Import Details
Student Information	Student's data, including name, ID, contact info, and profile data.
Activities Table	Student Activities that students see when they sign in. Can be used for classes.
Student Registration	Class registration data.
Grades Table	Grades used in assessment reports. You can import two sets of grades (starting and ending).
Media Stock	Your loaned media stock is to be used in the checkout module.
Student Photos	Photos of students if you want to use them in sign-in.
Staff Table	Your tutors (e.g. tutors).
Student - Activity - Registration (combined)	A single file with the student’s roster.
Student Groups	Import students into groups for use in several areas including report filters.

Instructors Table	Professors who teach your various courses.
Seminar Information	Import special events you host in your center.
Tutor Activity Assignments	The activities (courses) for which tutors are available.
Activity – Lab Registration	Used to import activities (courses) to be available in local labs.
Class Schedules	Import class schedules for existing activities (classes).

If you are importing **Students**, for example, you would select the “Student Information” option.

Important! Each type of import may also have “import behaviors” that can change or alter the way the data is updated from the CSV file. If you look at the screenshot at the beginning of this step, with the **Student Information** import as an example, you can choose to:

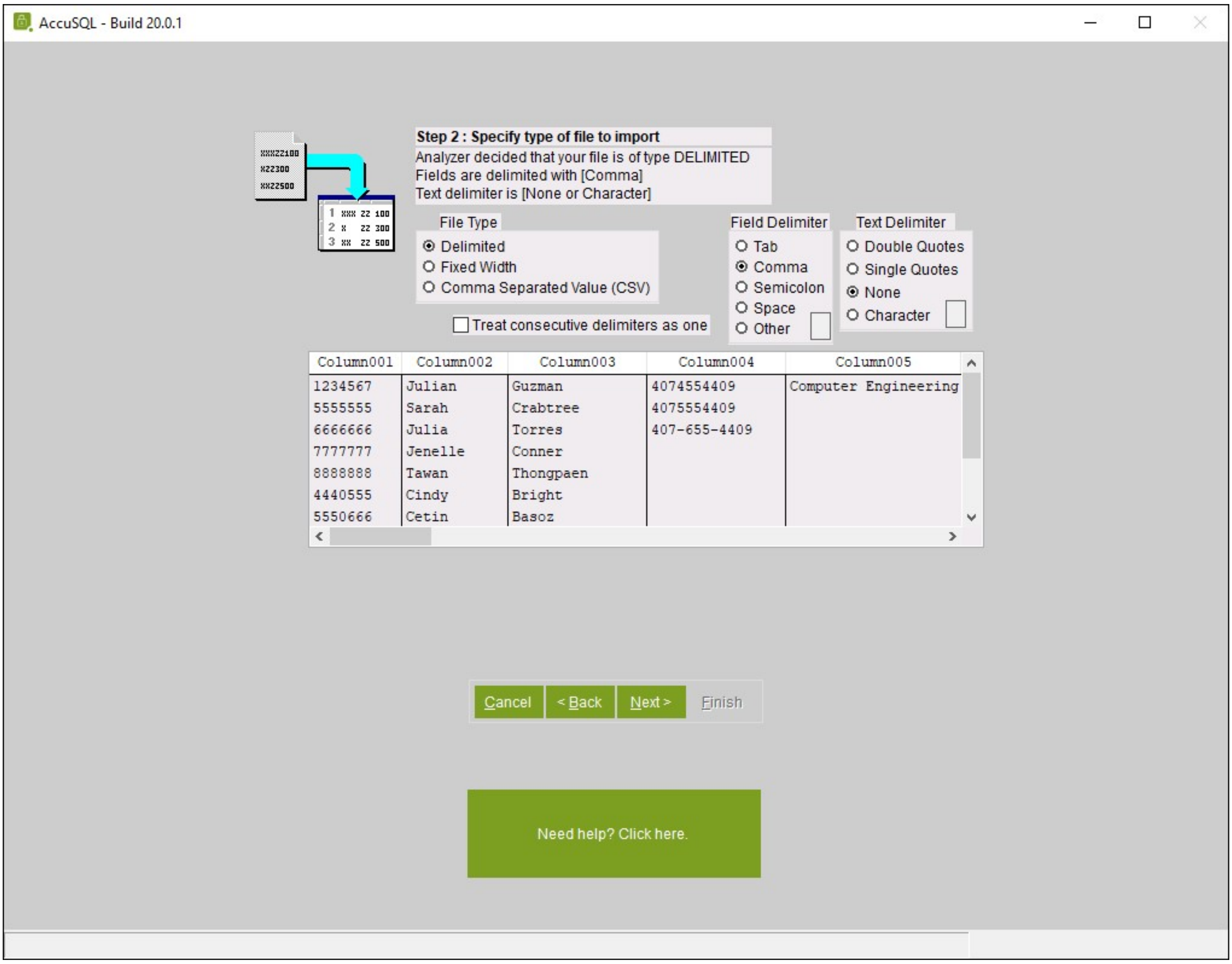
- Update Student's information from the import file
- Inactivate Students that are not on the import file

If these items are unchecked then it will leave all students active and never update existing students. There are several other options explained in detail in the AccuTrack/AccuSQL Import Help Guide.

When you complete the selections, the **Next** button will be enabled. Click the **Next** button to continue.

Step 2: Specify the type of file to import.

The **Import Wizard** has an intelligent analyzer that examines the import data file and selects the characteristic of this file automatically. The **Import Wizard** will show the selections on this page and will give you the opportunity to change them if needed.



Here are the characteristics that the Wizard shows on this screen:

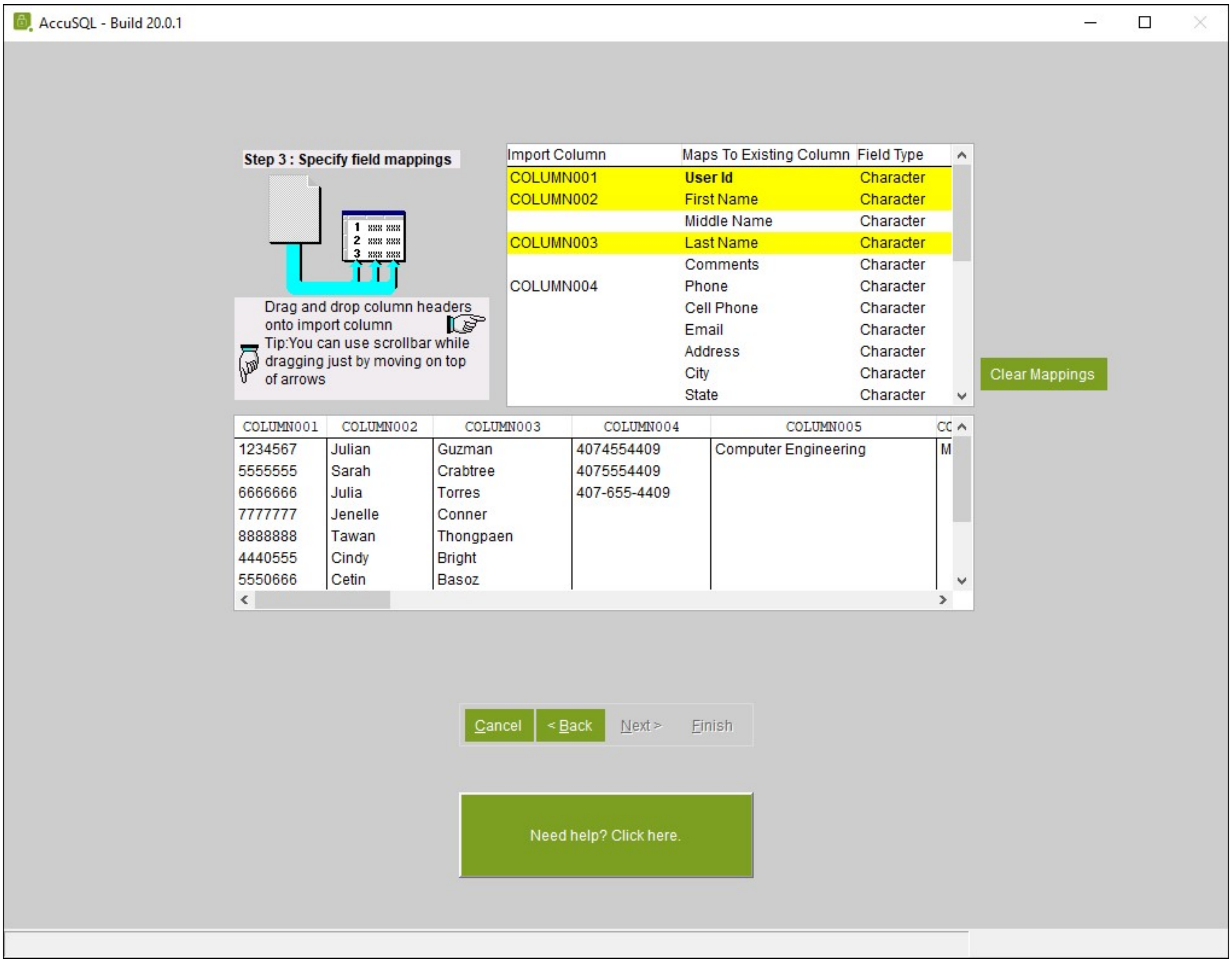
1. **File Type:** comma-delimited or fixed-width (SDF).
2. **Field Delimiter:** Indicates what separates one field from the next
3. **Text Delimiter:** Indicates what character will be used to separate text field information within the CSV or TXT file.

To change one of the values, simply click on a different option. The Wizard will reformat the data into the table in the lower half of the screen and will show the effect of the selections on this table.

Important: Make sure the import file appears with each column separated (like in the previous screen above) or else your data will not import properly.

Step 3: Specify the Field Mappings

In this step map the fields in the imported file to the **AccuSQL/AccuTrack** table columns.



The list box at the top shows the fields in the **AccuSQL/AccuTrack** table. This list box lists both the name and type of field.

Tip: The required fields are highlighted in yellow. These fields must be mapped before you can move to the next step in the Import process. Fields that are not highlighted are optional – it is up to you whether to import them.

The table at the lower half of the screen shows the records in the import file. Each record is split into columns depending on the delimiter. To see all columns, use the horizontal scroll bar.

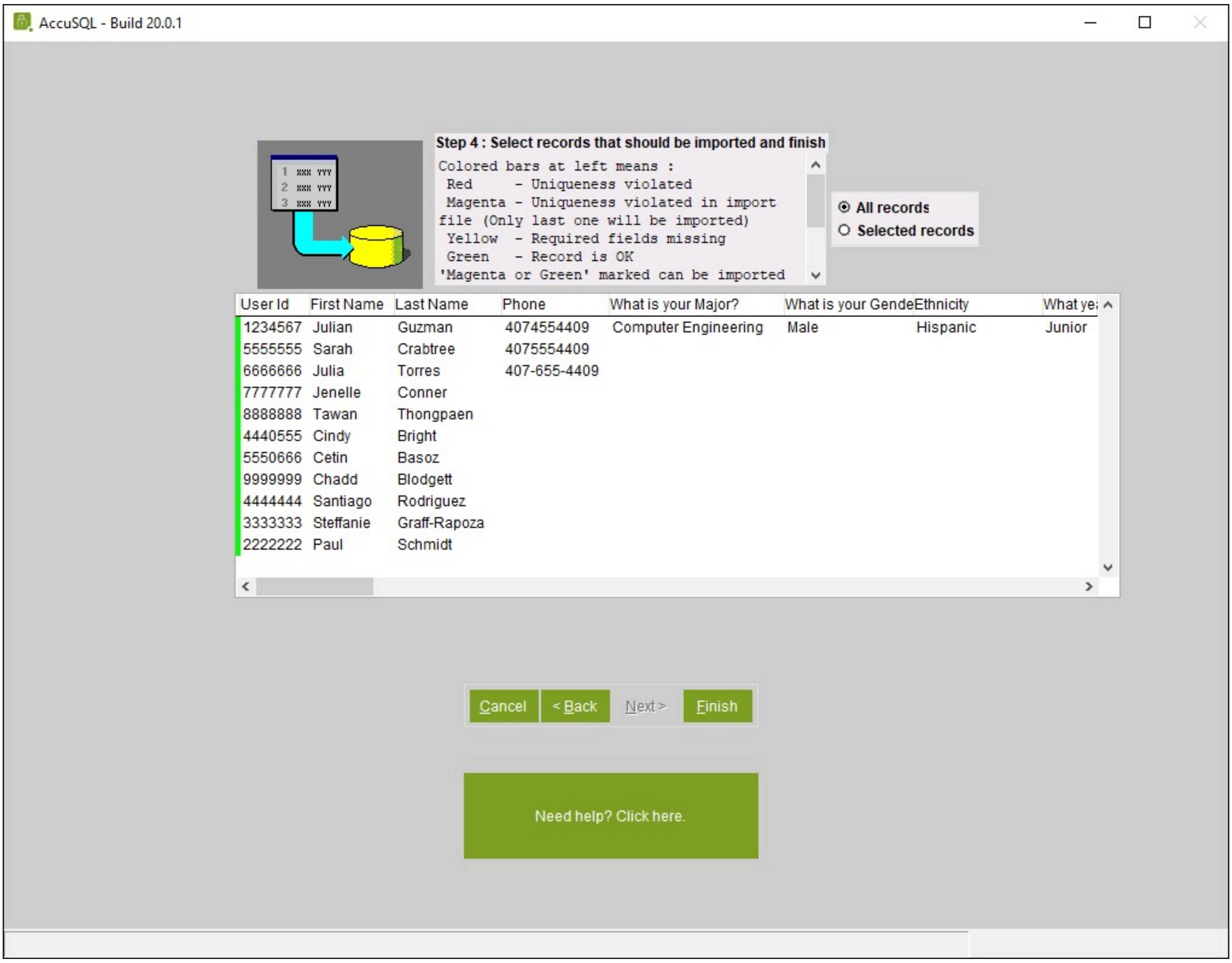
To map a column from the imported file to its corresponding **AccuSQL/AccuTrack** table column, click on the header of the column and drag it to the appropriate row in the **AccuSQL/AccuTrack** columns list box. The name of the dragged column will appear in the row where you dropped it. Repeat the same procedure to map all the columns you want to import.

Tip: If one of the fields is the same for all, you can actually type the text of that field. For example, if you want all students to have the value “Washington” in the City column, you can type “Washington” instead of a column’s name.
Tip: Once you have mapped the required fields, the Next button will be enabled. Note that if you map the same field to more than one column, the “Next” button will become disabled.
Note: You only need to do the mapping from your text file to the **AccuSQL/AccuTrack** columns once. The software will ‘remember’ the mapping for your next import. If you do not change the order

of the columns in your import file, you will not need to repeat the mapping step.

Click on **Next** to continue.

Step 4: Select records and finish



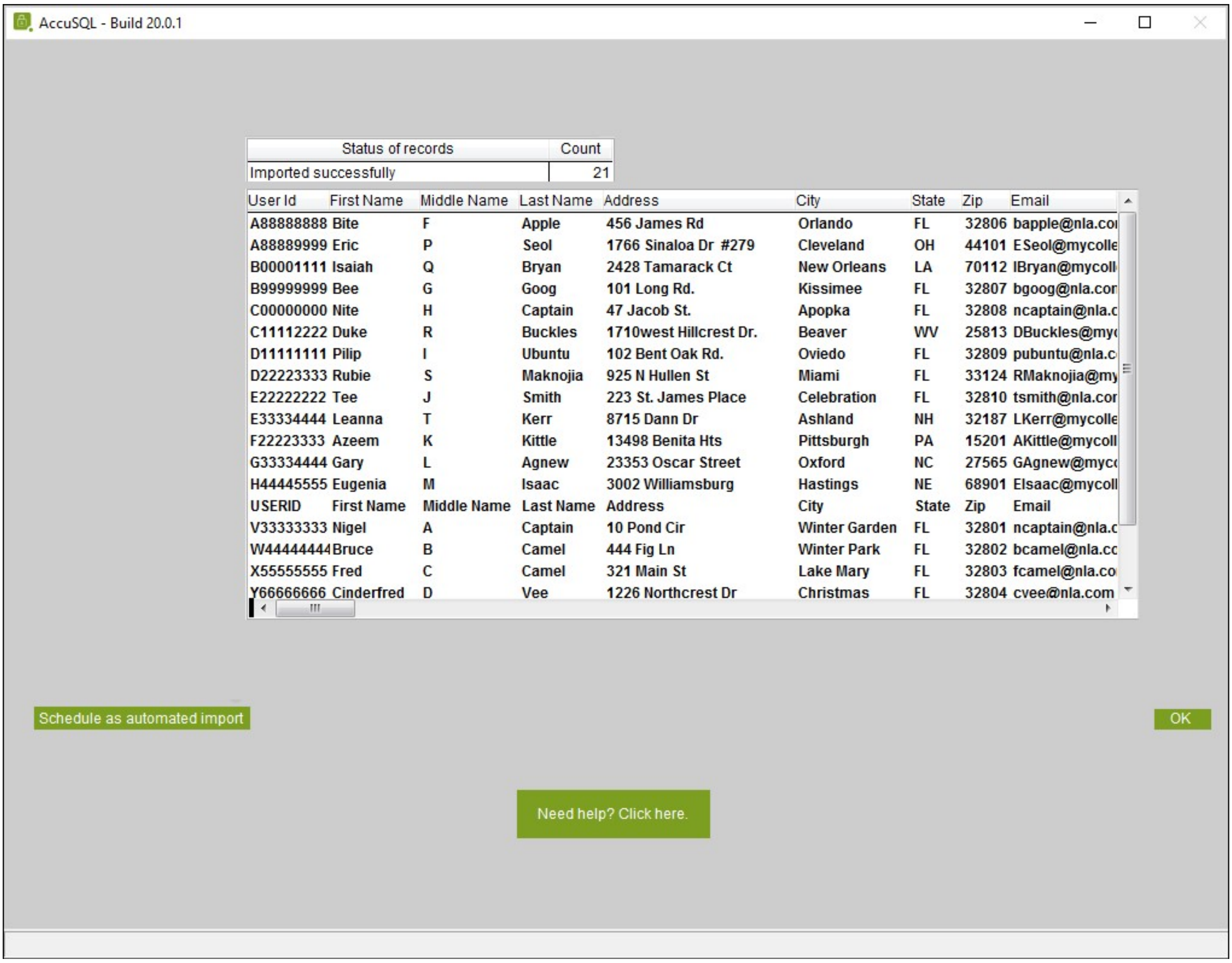
In this step of the **Import Wizard** you will see a table with the data that you are about to import into **AccuSQL/AccuTrack**. The headers of the table show the **AccuSQL/AccuTrack** fields, and each column shows the corresponding data you are about to import. You will notice a color bar at the left of each row. The color of this bar indicates the row's status as follows:

- Red bar: The primary record in this row already exists in **AccuSQL/AccuTrack**'s table, thus it will not be possible to import this record. In this case, this means the Social Security number is already in the **AccuSQL/AccuTrack** database.
- Magenta bar: The primary color in this row exists more than once in the import file. **AccuSQL/AccuTrack** will only import one of the duplicated records (the last one).
- Yellow bar: One of the required fields is missing. When you import students' data, the social security number, first name, and last name are all required fields.
- Green bar: The record is OK and can be imported.

If all the records are OK (green), you can click the "All records" radio button option to import them all.

If some of the records are not OK, or if you wish not to import all available records, you can click on the “Selected Records” option button. To select which records to import, simply highlight them by clicking on them while keeping the **Ctrl** button down. You can also use the right-click options to “select all” and then hold the **CTRL** button while deselecting the ones you don't want.

When you are ready to import the records, click on **Finish**. The records will be imported and you will see a page informing you of the results.



The box at the top of this screen gives you statistics on the status of this import:

Status of records	Count
Imported successfully	21

The larger box lists the records in the import file. Any problematic records are highlighted for your review.

NOTE: On this screen, there is a button to **Schedule as Automated Import** that you would click to set the schedule for when this is going to run and with what security permissions like “Whether or not the user is logged into the Computer”, etc. There is an application that needs to run along with some setup steps outlined in this guide prior to being able to schedule import CSV files to run automatically.

You would simply follow the steps outlined in this guide on any computer you want to be able to run automated tasks:
https://desk.zoho.com/portal/engineerica/en/kb/articles/accutrack-accusql-task-handler-setup

IMPORT FILE SAMPLES

Purpose: This section will briefly go through to options available to import information into **AccuTrack/AccuSQL**.
How to Access: The best place to see this information in more detail is on our import help guide here:
https://www.engineerica.com/accu-import/

#my-div-800 { width: 1024px; height: 300px; overflow: hidden; position: relative; } #my-iframe-800 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 800px; } #my-div-850 { width: 1024px; height: 350px; overflow: hidden; position: relative; } #my-iframe-850 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 850px; } #my-div-900 { width: 1024px; height: 400px; overflow: hidden; position: relative; } #my-iframe-900 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 900px; } #my-div-925 { width: 1024px; height: 425px; overflow: hidden; position: relative; } #my-iframe-925 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 925px; } #my-div-950 { width: 1024px; height: 450px; overflow: hidden; position: relative; } #my-iframe-950 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 950px; } #my-div-1000 { width: 1024px; height: 500px; overflow: hidden; position: relative; } #my-iframe-1000 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1000px; } #my-div-1050 { width: 1024px; height: 550px; overflow: hidden; position: relative; } #my-iframe-1050 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1050px; } #my-div-1075 { width: 1024px; height: 575px; overflow: hidden; position: relative; } #my-iframe-1075 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1075px; } #my-div-1150 { width: 1024px; height: 650px; overflow: hidden; position: relative; } #my-iframe-1150 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1150px; } #my-div-1200 { width: 1024px; height: 700px; overflow: hidden; position: relative; } #my-iframe-1200 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1200px; } #my-div-1250 { width: 1024px; height: 750px; overflow: hidden; position: relative; } #my-iframe-1250 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1250px; } #my-div-1850 { width: 1024px; height: 1350px; overflow: hidden; position: relative; } #my-iframe-1850 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 1850px; } #my-div-2275 { width: 1024px; height: 1775px; overflow: hidden; position: relative; } #my-iframe-2275 { position: absolute; top: -500px; left: -50px; width: 1024px; height: 2275px; }

STUDENT INFORMATION IMPORT

ACTIVITIES (CLASSES) TABLE IMPORT

STUDENT REGISTRATION IMPORT

GRADES (PROGRAM ASSESSMENT) TABLE IMPORT

MEDIA STOCK IMPORT

STUDENT PHOTOS IMPORT

STAFF (TUTORS) TABLE IMPORT

STUDENT-ACTIVITY-REGISTRATION (COMBINED) IMPORT

STUDENT GROUPS IMPORT

INSTRUCTORS TABLE IMPORT

SEMINAR INFORMATION IMPORT

TUTOR ACTIVITY ASSIGNMENTS IMPORT

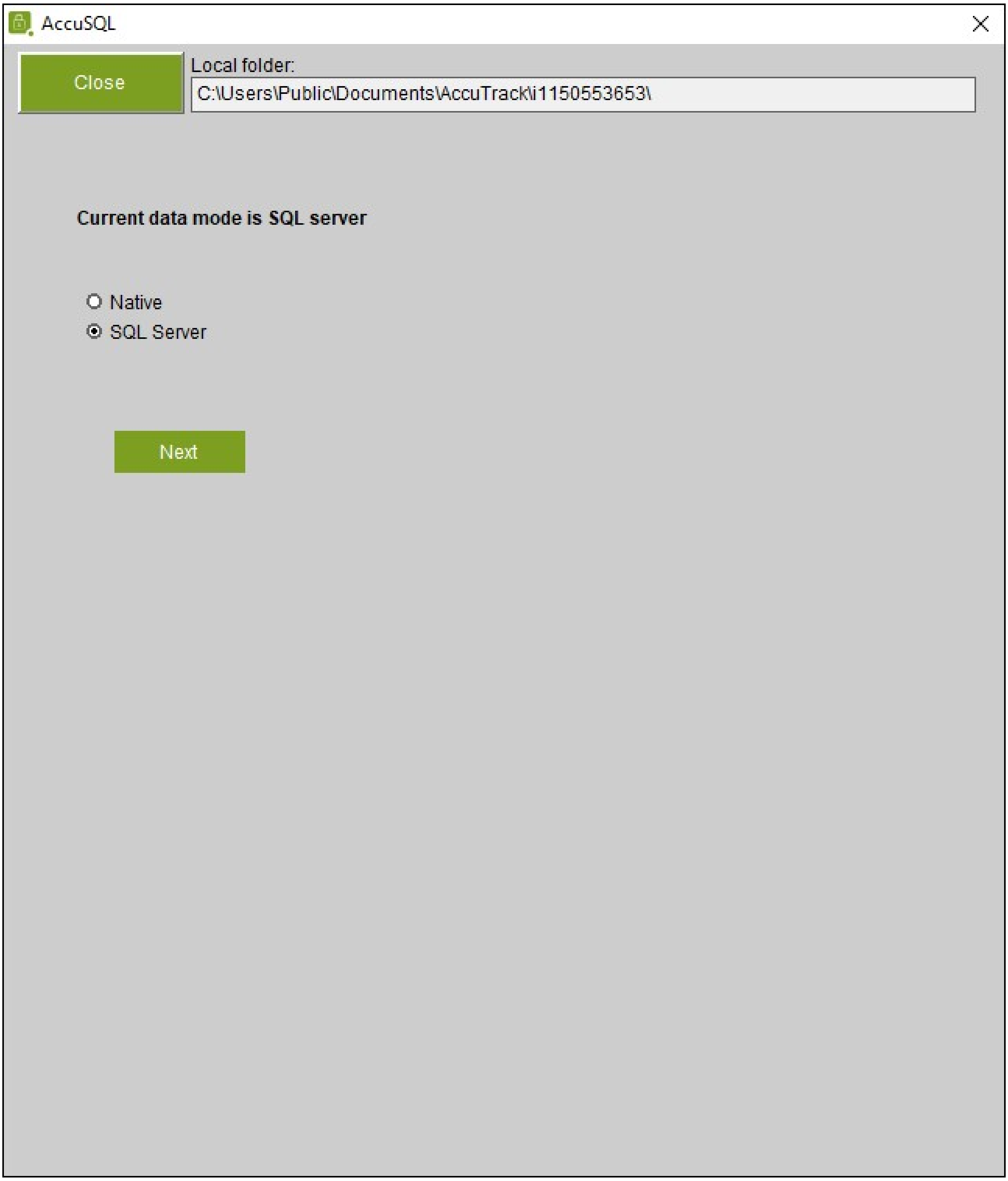
ACTIVITY - LAB REGISTRATION IMPORT

CLASS SCHEDULES IMPORT

DATABASE LOCATION

Purpose: To check the location of your **AccuSQL/AccuTrack** files and to change this location if needed.
Access: From **System Administration**, click on ***Database > Database Location***.

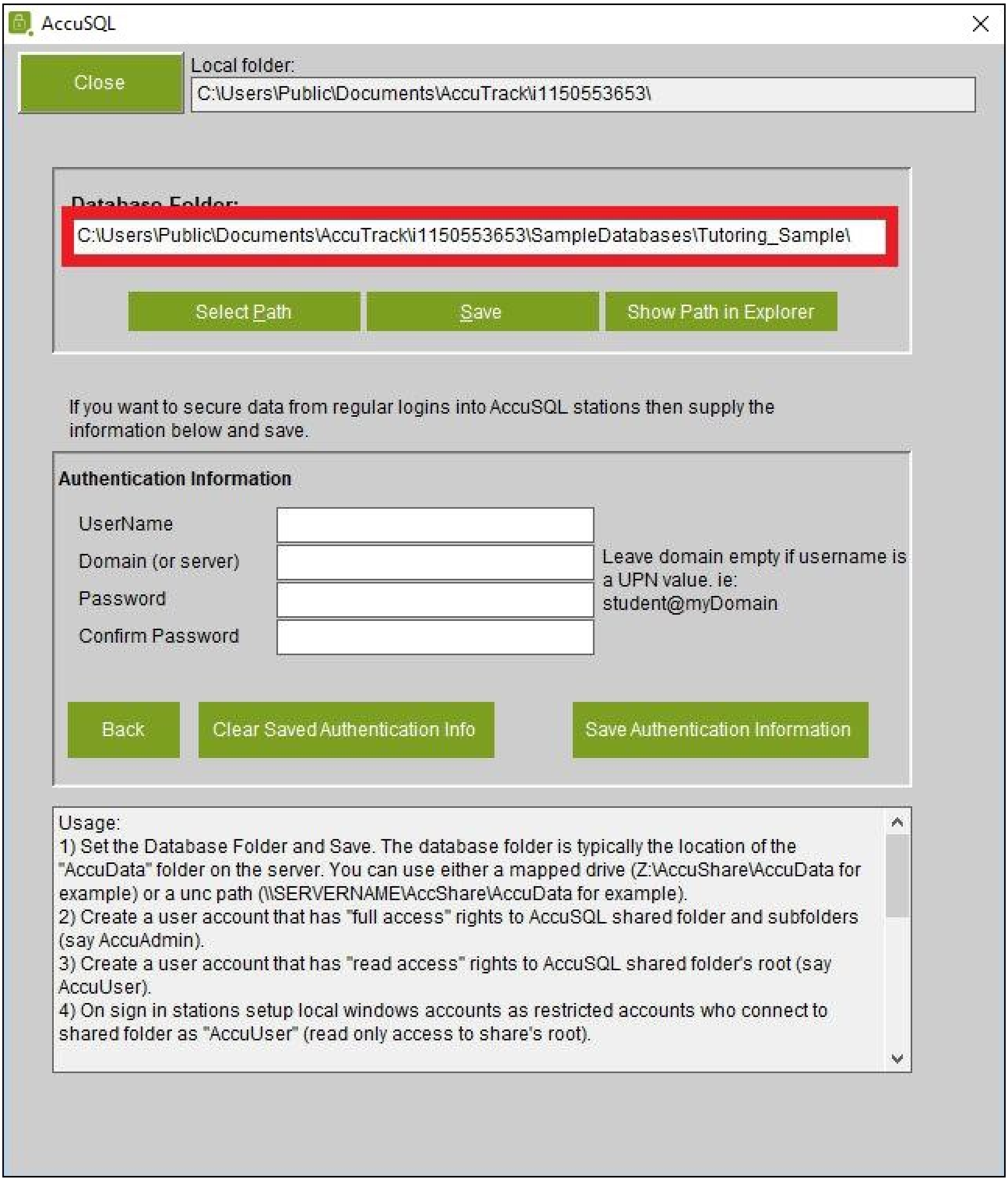
Use this screen to find out the location of the **AccuSQL/AccuTrack** database files:



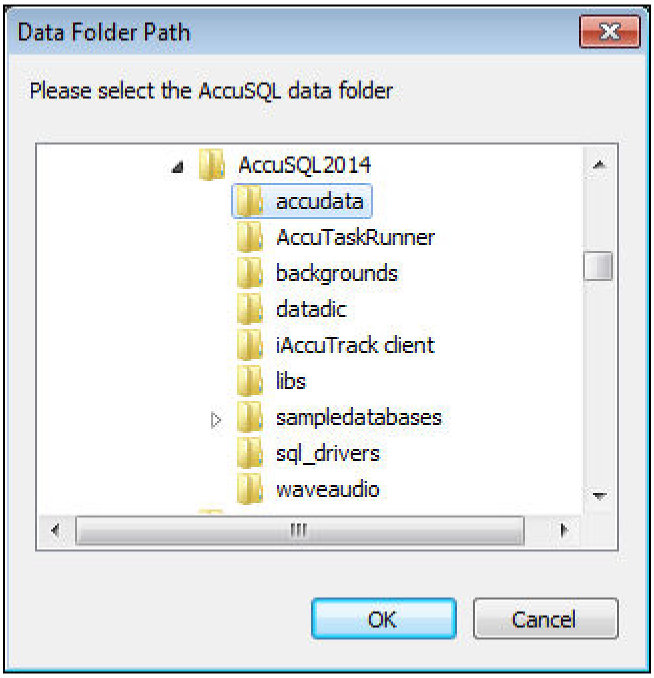
There are two database modes, Native and SQL Server. Native mode is the non-SQL Server mode that uses a file folder and file-based data architecture. While you can run in Native mode, you will not enjoy the many benefits of using SQL Server. It is recommended that you use a SQL Server database as soon as one is transferred over for you, although if you are anxious to get started, you can begin building your database in Native mode, then transfer that database at a later time.

Native Mode Details

If you click the Native radio button in the Database Location screen, then click **Next**, you will see the settings for connecting to a folder/file-based database. By default, **AccuSQL/AccuTrack** will be pointing to a Tutoring_Sample database in a public shared folder.



If you like, you can change the path in this box to another database location. This is useful for using shared database files on the server for example. To change the path, click on “Select Path” and use the browse window to select the new location. You can also type the new path in the text box. For example, if you want to point **AccuSQL/AccuTrack** to a blank database, you can click **Select Path**, and then select the **AccuData** database.

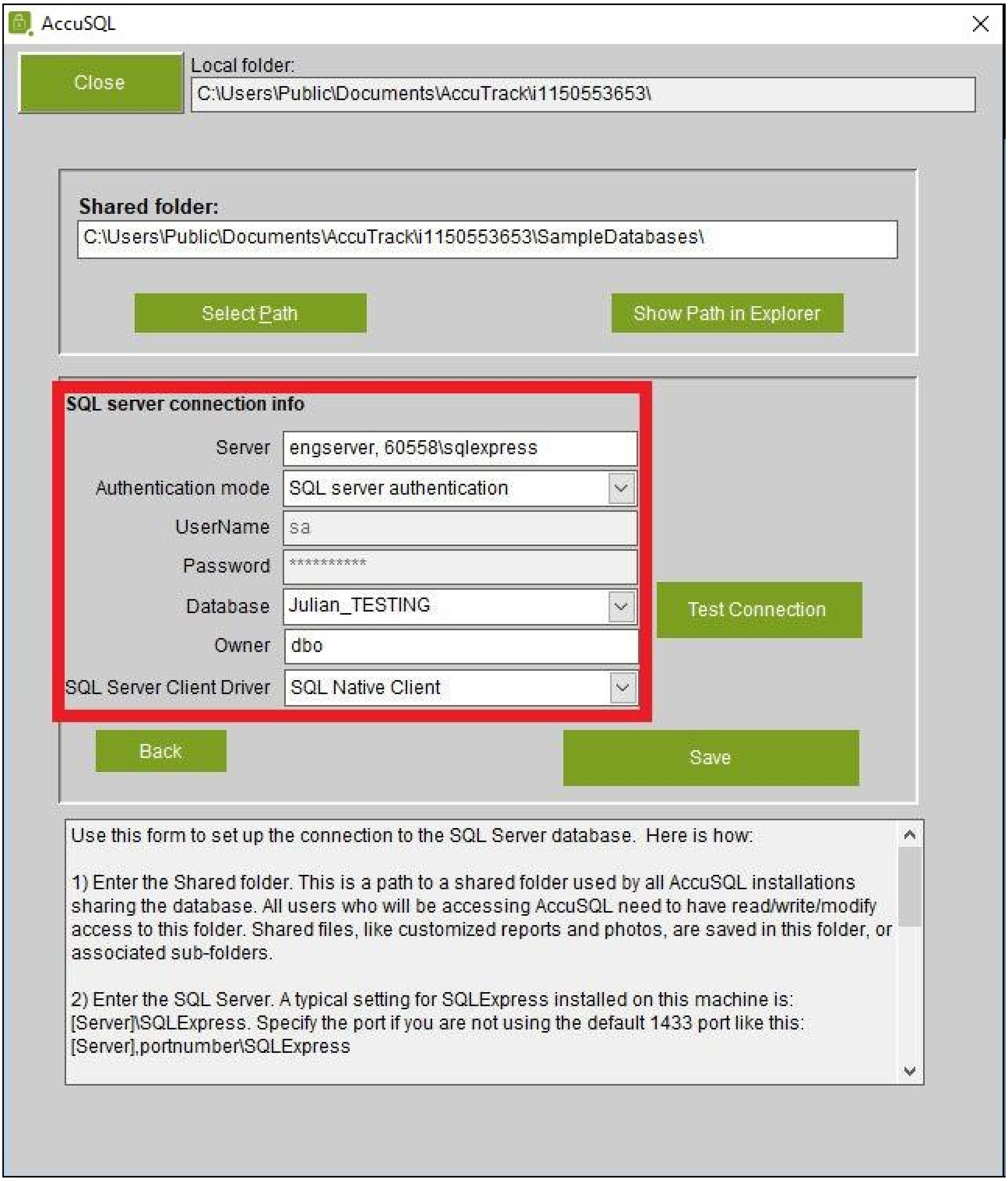


Tip: If you change the path, you will need to restart **AccuSQL/AccuTrack** before the change takes effect.

Folder Access: For **AccuSQL/AccuTrack** to work properly, you must have read/write/modify permissions to the Native database you are pointing to. If other users will be pointing to that database on a shared drive, they would all need to have read/write/modify access. Since you should be using SQL Server mode, however, this is not mission-critical. The Native database information would not be used at all in that case, but instead, the connection information would be set up to a SQL Server database, not using Native mode, but instead using SQL Server mode.

SQL Server Mode Details

If you click the SQL Server radio button in the Database Location screen, then click Next, you will see the settings for connecting to a SQL Server-based database.



Local Folder: The local folder is created by and maintained by the system.

Shared Folder: It is recommended that you use a shared folder on the network as the Shared **AccuSQL/AccuTrack** folder. All users (Windows logons) of **AccuSQL/AccuTrack** should have read/write/modify access to the shared folder and all files and folders under it. The Shared folder in **AccuSQL/AccuTrack** has several imports uses, including:

- **Shared reports:** The report templates for customized and/or memorized reports are stored in a *UserReports* folder under the Shared Folder.
- **Pictures:** Any photos of students and tutors that you have added or imported are stored in a

PICTURES folder under the Shared Folder.

Updates: If a user downloads a software update, the update files are stored in an UPDATES folder under the Shared Folder. Using that method, **AccuSQL/AccuTrack** will check for updates on each computer that opens it and then copy any update files it finds when it open back to itself so the updates only be downloaded once they will replicate to the other **AccuSQL/AccuTrack** users who are pointing to the same Shared Folder.

- **Local Lab settings:** If you are using different local labs in conjunction with the Intake System or Activity Waiting List feature, the Shared Folder stores local lab settings. Using this method, each Local Lab can have its own intake queue.

SQL server connection info: In this area, you will enter the connection information to connect to the SQL Server database, as follows:

- **Server:** This is the SQL Server instance you will be connecting to. If you are using a particular port, other than the default 1433 port, you would enter it like this: <SERVERNAME>,port\instance (note the comma).
- **Authentication mode:** This would typically use SQL server authentication.
- **Username:** This is the user that is connecting. If you transfer a database to SQL Server (discussed later) and you create a public account at that time (recommended) you can use the public username here.
- **Password:** This is the password for the user that is connecting. If you transfer a database to SQL Server (discussed later) and you create a public account at that time (recommended) you can use the public username's password here.
- **Database:** Click the drop-down box to select from the databases that are available for the instance specified. Be patient, it may take a few seconds to populate. If you do not have an **AccuSQL/AccuTrack** database available in the drop-down list, you will need to transfer one to SQL Server (discusses later).
- **Owner:** You can leave this field blank.
- **SQL Server Client Driver:** Select the SQL client OLD DB provider you are using to connect to the database. Depending on what is installed on the client, you may be using the native client, native client 10, or native client 11. If you get an ***OLE iDispatch error*** when you try to connect, you may need to *install the native client*. The installer is located in the **AccuSQL/AccuTrack** installation folder under a folder called sql_drivers. There is a 32-bit (sqlncli.msi) and a 64-bit (sqlncli_x64.msi) available. Make sure you check your Computer Properties to determine your system type to ensure you install the proper driver for your system.

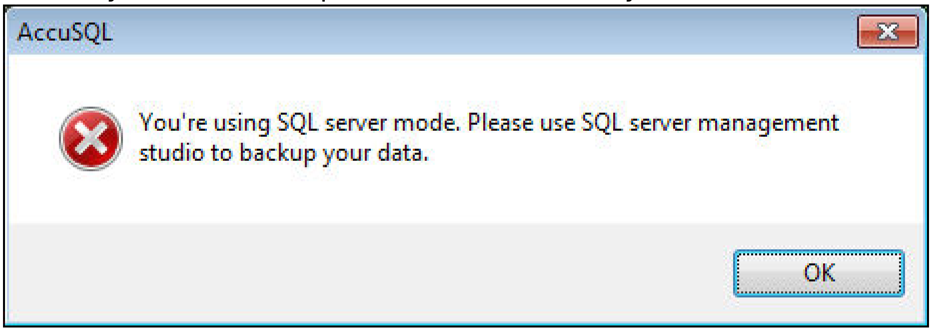
Test Connection: After you have entered the connection information above, click this button to verify you are able to connect to the SQL Server database. If so, you will get a Test Connection succeeded" message. If not, double-check your connection information.

Save: After you have successfully tested the connection, click Save to save the information. It will be saved in an encrypted file in your local folder. You now need to exit **AccuSQL/AccuTrack** completely and then reopen it to access the database you selected.

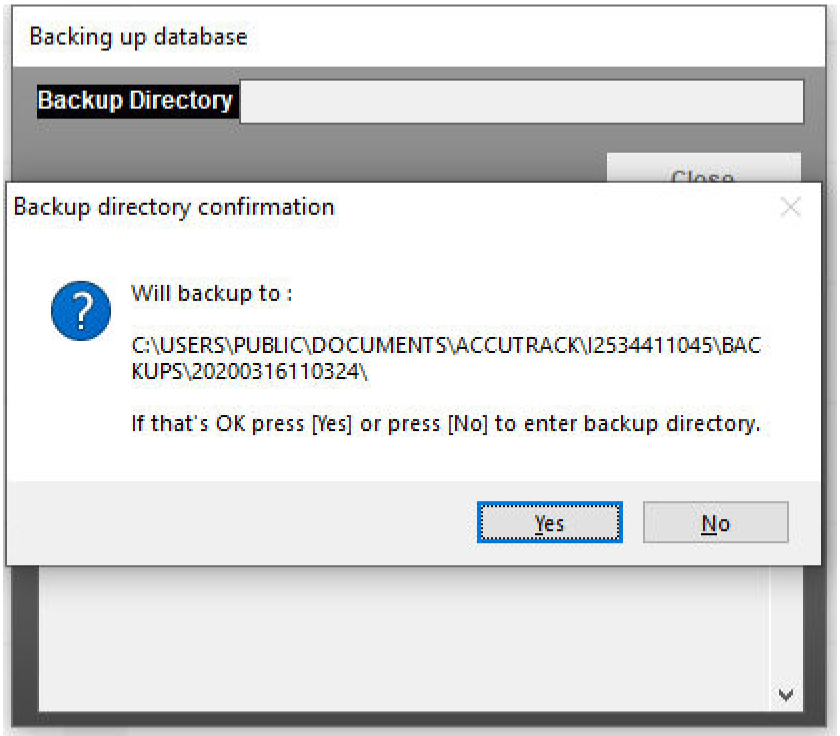
BACK UP

How to Access: From **System Administration**, click ***Database > Back up***.

NOTE: If you are operating **AccuSQL/AccuTrack** in SQL Server mode, then backups are handled in SQL Server itself. When you click Back up in SQL Server mode, you will see the following message:



If you are in Native mode and click **Backup** you have the ability to back up your Native database. The database will back up to your database folder in a **BACKUPS** folder. The database backup folder name will be formed by using the year, month, day, hour, minute, and seconds from when you backed up the database:

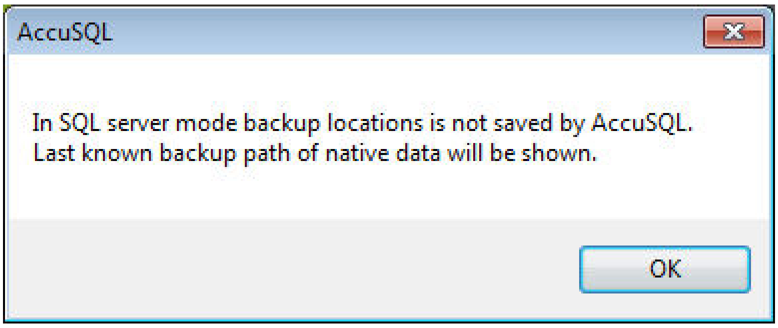


Note: While your SQL Server administrator should have a backup/replication/recovery plan already setup for your SQL Server database(s), it is never a bad idea to verify that. Better safe than sorry!

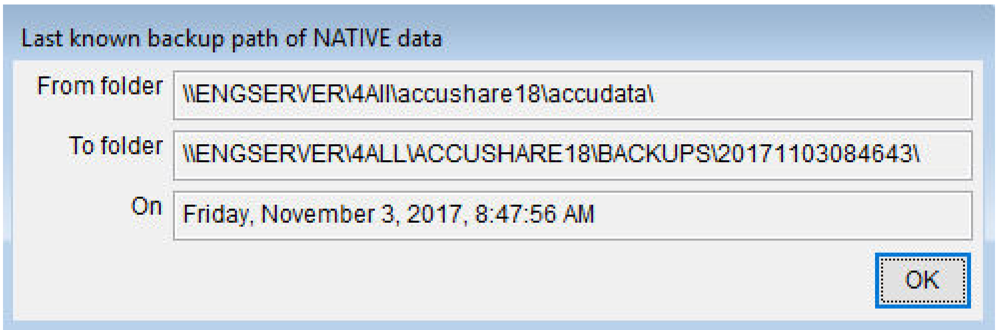
LAST BACKUP LOCATION

How to Access: From **System Administration**, click ***Database > Last Backup Location***.

In SQL Server mode, the backup location is not used, so when you click this option, you will see the following message:



And then **AccuSQL/AccuTrack** will show the last backup path to your Native database (if any):



CLEAN

How to Access: From **System Administration**, click ***Database*** **>** ***Clean***.

In SQL Server mode, clean is not used since that is handled by SQL Server directly. In Native mode, clean will permanently remove any records marked for deletion and re-index the database.

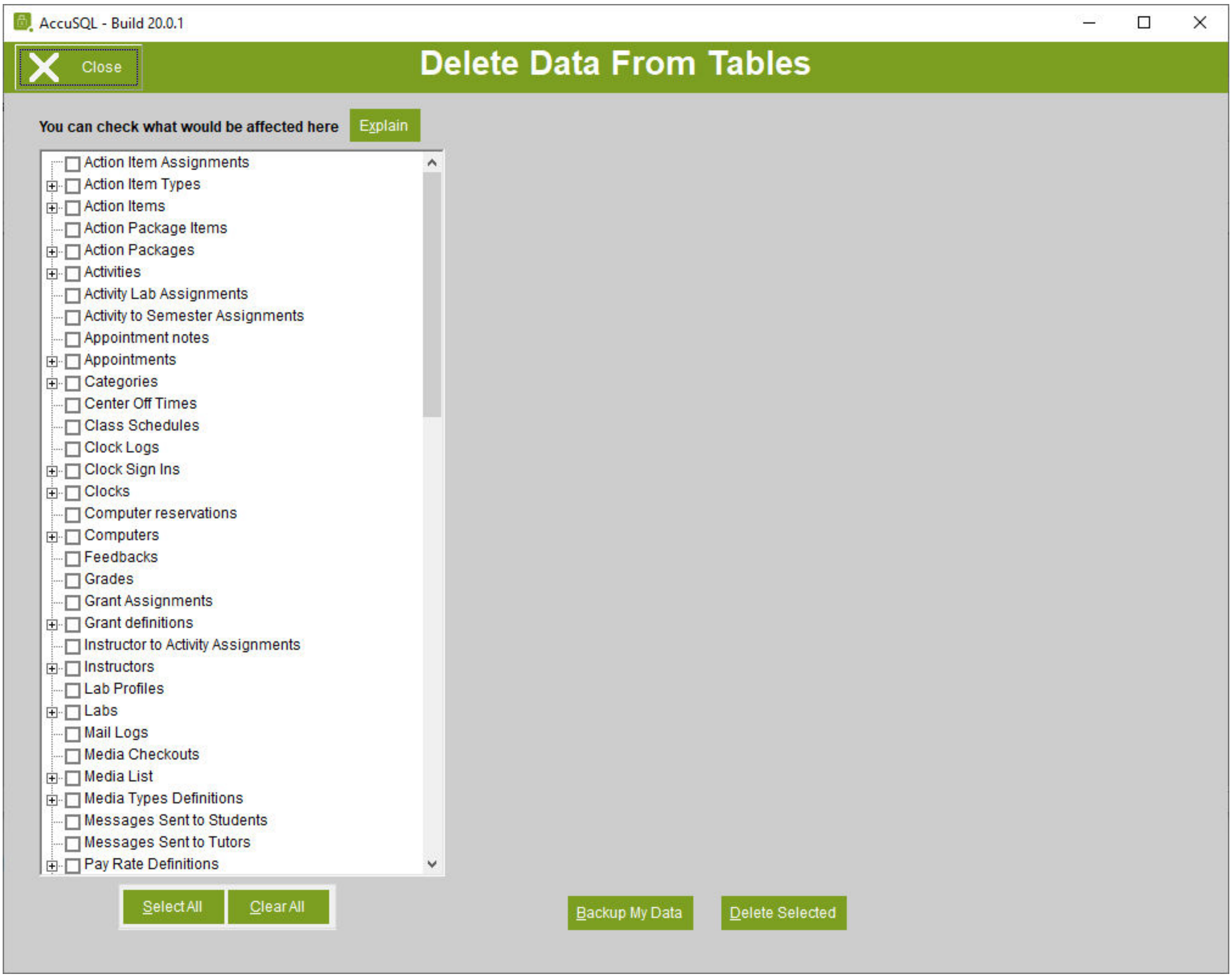
DELETE

How to Access: From **System Administration**, click ***Database*** **>** ***Delete***.

Delete is used to remove all data from various tables in **AccuSQL/AccuTrack**. When you do a database delete, all that data from the table(s) you specify will be deleted. This feature is helpful if you have archived (saved) your old database and now you want to use a copy of it for a new semester. Using this method, you can point **AccuSQL/AccuTrack** to the archived database when you want to run a report from the past, but then you can delete all the data from the current database. So for example, you can delete your student, activities, tutors, and instructors so you can import them anew, but you will be able to retain all your setup options and will not have to recreate them as you would if you were to transfer a blank database to SQL Server.

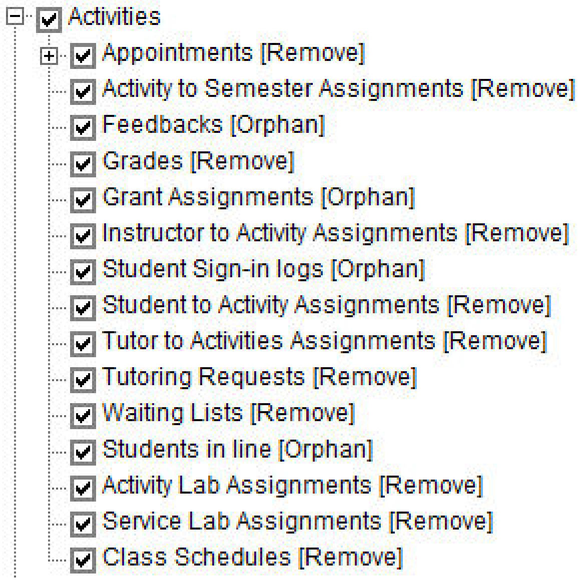
Important: Make sure you backup your database prior to performing any delete operations. When you delete the data, it is irreversible.

When you click on the **Delete** button, the following box appears:



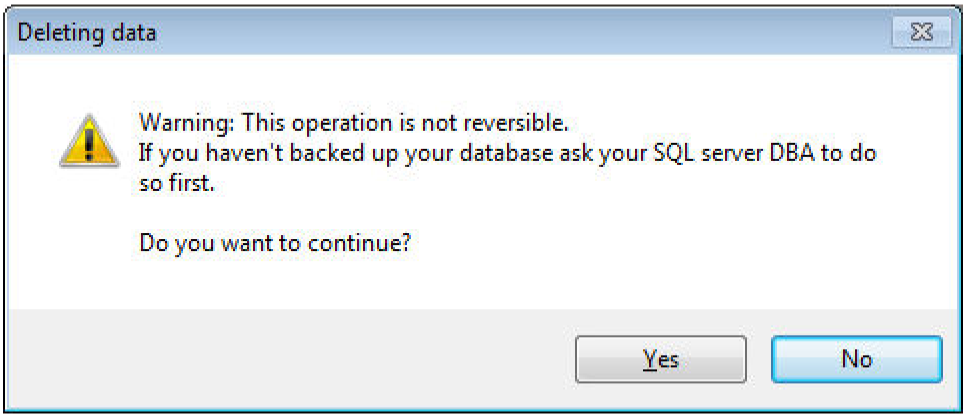
To delete the records of a specific table, simply check the box next to it.

You will notice that some tables have a plus sign (+) next to them. This indicates that deleting this table affects other tables. To see the tables affected, click the plus sign. **AccuSQL/AccuTrack** will display the affected tables and show how they are going be affected:



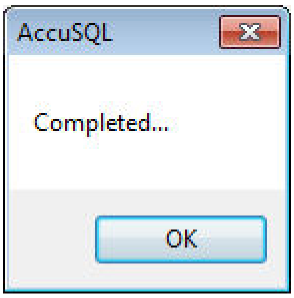
The screenshot above, for example, shows that if you delete the Activities data, the Appointments data will be deleted too ([Remove]). Other affected tables include the Grant Assignments table, which will still have records but will be missing a piece of these records ([Orphan]) (activity or class of the student).

After selecting the tables, click on the **Delete Selected** button to proceed with the deletion. You will get a warning message. If you are sure your data is backed up and you want to proceed, click **Yes**:



AccuSQL/AccuTrack will delete the records in the selected tables and their affected tables and it will update you on the progress.

When the operation is finished, you will see a confirmation box:



Note: The delete operation requires exclusive access to the database. In a network environment, you need to make sure that no one else is using the database files before trying to delete the records.
Tip: To delete all records in all tables, click on the **Check All** button.

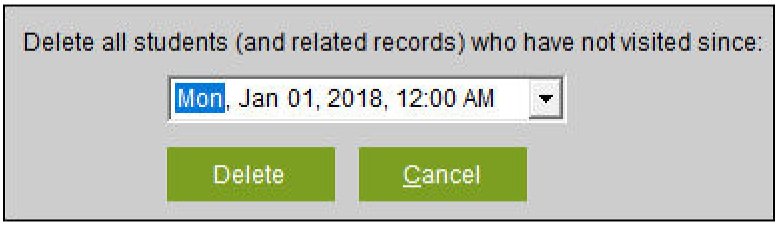
The following is a list of the data tables you can delete and what they mean:

Selection	**Deletes**
Activities	Deletes the students' activities Appointments Deletes all appointments, past, and future.
Categories	Deletes the student's categories. Center off times Deletes the center's off-times.
Feedbacks	Deletes student's feedback including ratings and comments.
Grades	Deletes all grades.
Grant assignments	Deletes grants' assignments.
Grant definitions	Deletes grants' definitions.
Instructor to activity assignments	Deletes instructor to activity assignments.
Instructors	Deletes all instructor's names entered in the "Instructors" screen.
Media checkouts	Deletes all the media check-in and out records. Media list Deletes all the media stock records entered through the "Maintain Media" screen.
Media types definitions	Deletes the media types entered via the "Edit Media Types" box.
Messages to students	Deletes all messages sent to students through the "Messaging Center" screen.
Messages to tutors	Deletes all messages sent to tutors through the "Messaging Center".
Pay rate definitions	Deletes the tutors' pay rate definitions.
Pictures	Deletes all pictures.
Profile definitions	Deletes the students' profile answers.
Room reservations	Deletes all room reservations.
Rooms	Deletes all rooms.
Scale definitions	Deletes survey scale definitions.
Semester definitions	Deletes all semesters.
Seminars	Deletes all seminars.
Service types	Deletes all service types.
Session comments	Deletes session logs.
Sports definitions	Deletes sports definitions.
Sports required hours	Deletes sports required hours.
Student contacts	Deletes the students' contacts.
Student group assignments	Deletes students' assignments to groups.
Student group definitions	Deletes student's groups.
Student sign-in logs	Deletes all students' sign-in and sign-out records.
Student to activity assignments	Deletes students' registration info.
Student to seminar registrations	Deletes students' registration to seminars.
Student to sports assignments	Deletes student's registration to sports.
Students	Deletes all students.
Tutor Activities	Deletes all the tutor's tasks entered through the Staff "Modify Tasks" screen Tutor
Tutor Categories	Deletes all the tutor's task categories.

Tutor off times	Deletes all tutors' off times.
Tutor schedules	Deletes all the schedules entered through the "Schedules" screen.
Tutor sign-in logs	Deletes all tutor sign-in and sign-out records.
Tutor to activities assignments	Deletes tutor's service assignments.
Tutoring requests	Deletes tutoring requests.
Tutors	Deletes all the tutors.
User messages	Deletes all messages sent to tutor via the "Messaging Center".
Waiting lists	Deletes waiting list records.

PURGE

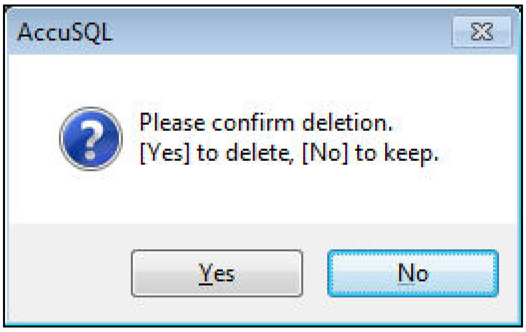
Purpose: To delete student records from the database who haven't visited the center in a specified amount of time.
How to Access: From **System Administration**, click on ***Database > Purge***.



Enter the date before which you want to purge the data. For example, if you entered Thu, Jan. 01, 2018, 12:00 AM then all student data (and associated sign-in/out logs, etc.) for students who have not signed into **AccuSQL/AccuTrack** since Jan. 01, 2018 will be removed.

Important: Make sure you have backed up your database prior to purging any data. The Purge process is irreversible.

Click **Delete** to complete the operation. You will get a pop-up message confirming you want to purge.



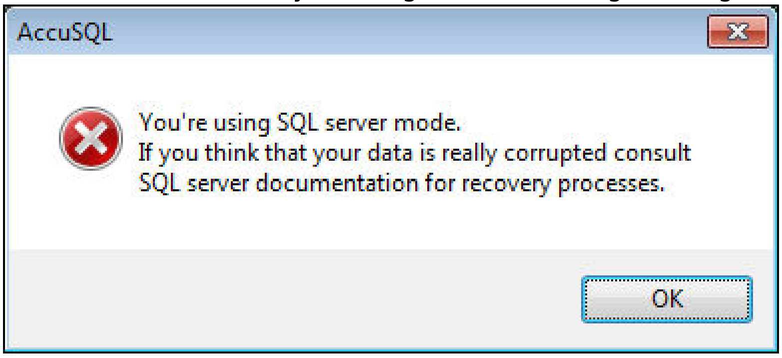
Click **Yes** to delete the data.

REPAIR

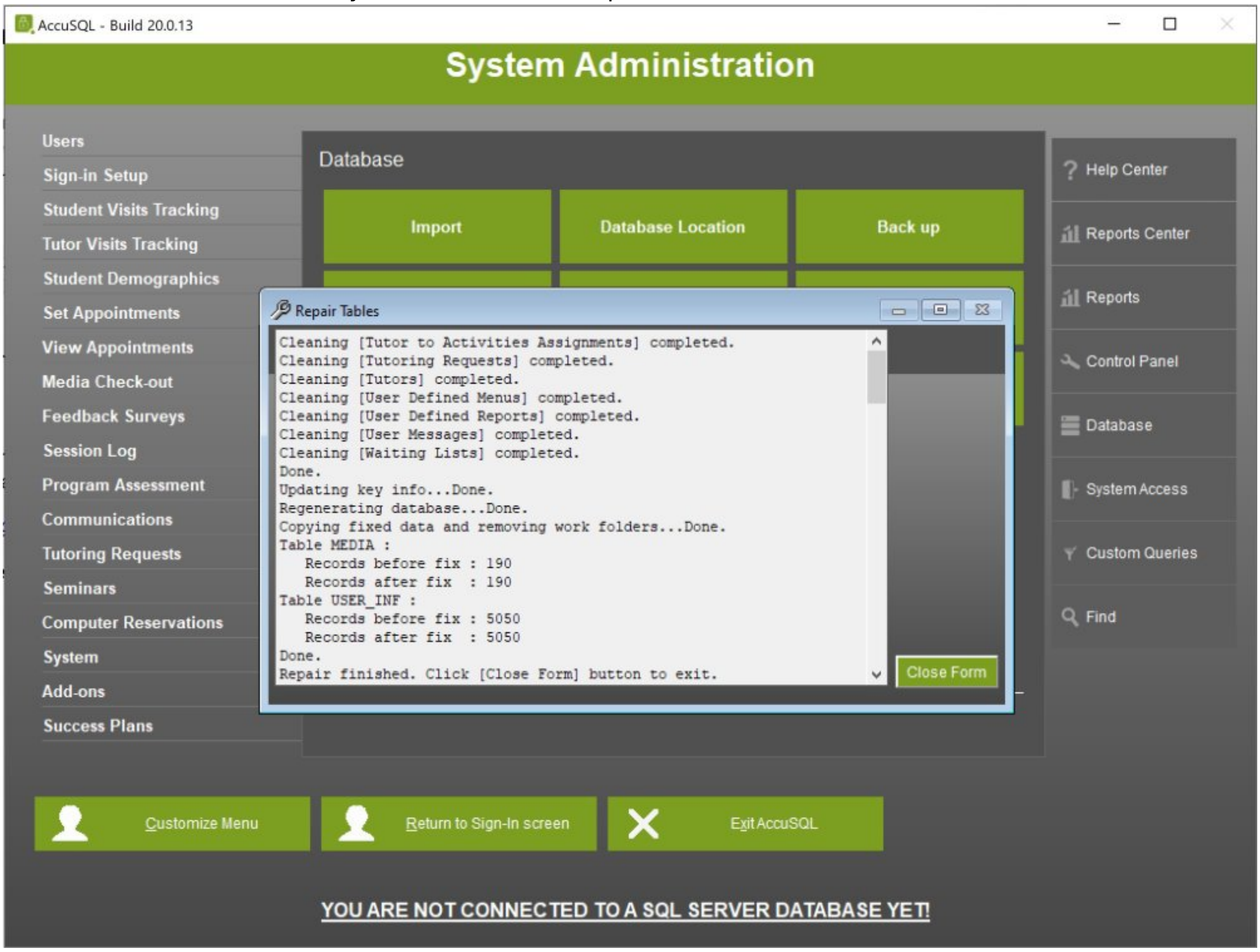
How to Access: From **System Administration**, click the ***Database > Repair*** buttons.

NOTE: If you are in SQL Server mode, Repair is not used since it is handled directly in SQL Server.

When you click Repair in SQL Server mode, you will get the following message:

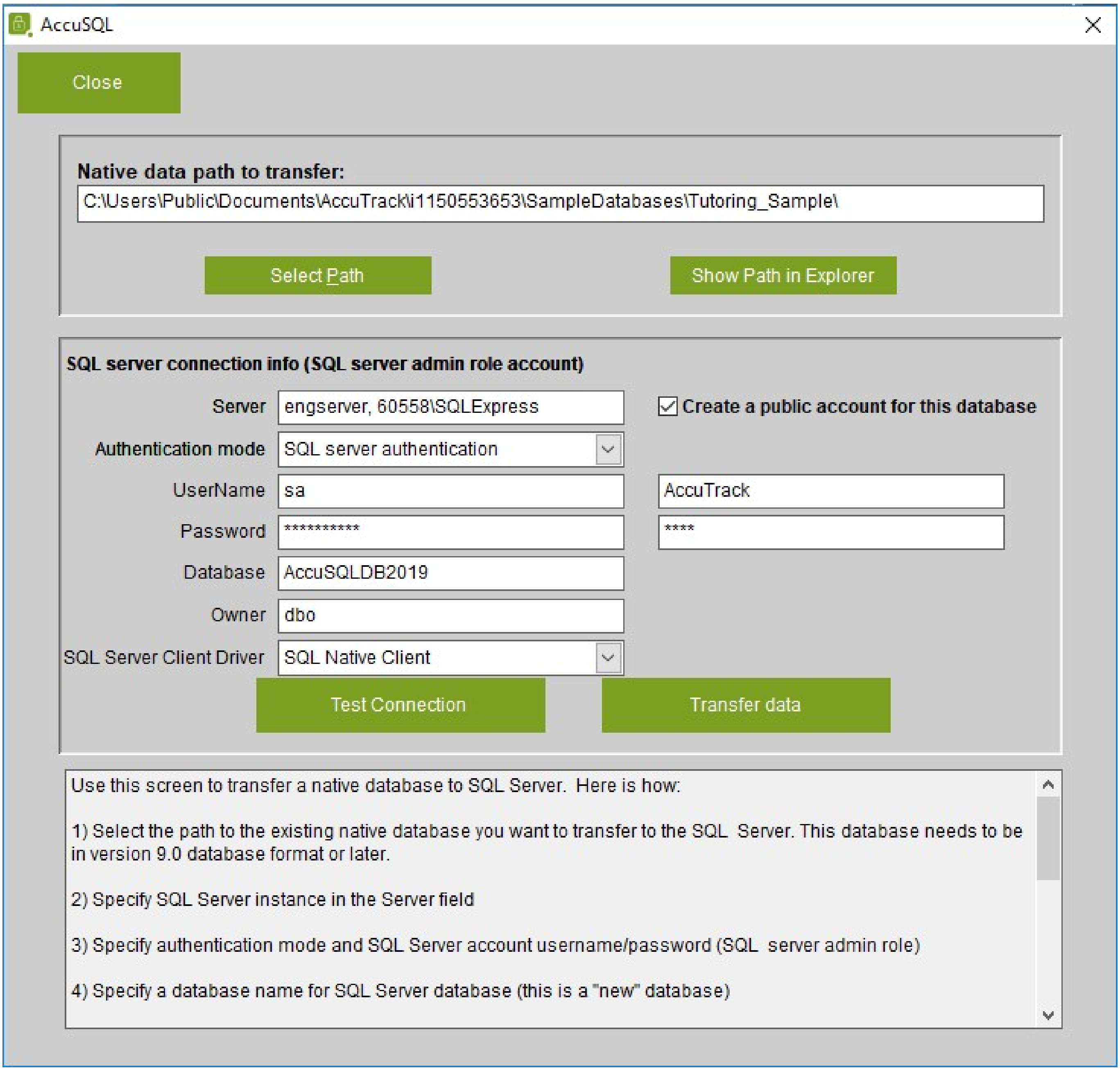


In Native mode, you can click **repair** and **AccuSQL/AccuTrack** will run a process to fix any data in the database tables that may have become corrupted.



TRANSFER NATIVE DB TO SQL SERVER DB

Purpose: To transfer a native database to SQL Server.
How to Access: From **System Administration**, click ***Database > Transfer DB to SQL***.



Use this option to transfer a Native database to SQL Server. This is typically used if you have been running a version of **AccuTrack** and have now upgraded to **AccuSQL/AccuTrack** (congratulations). It can also be used if you have been building a database in Native mode while waiting for IT to get SQL Server up and running and now you want to transfer that database to SQL Server. Since you are required to use a SQL Server System Administrator (sa) account to transfer the database, if you are not that, you would need him or her to perform this step for you.

Native data path to transfer: This is the path to the native database you will be transferring. If it was an **AccuTrack** database, it would typically be out on a share and be named **AccuData**, If you were running **AccuTrack** in the past, you can log into **AccuTrack** and go to Database » Database Location to find that path.

Server: Enter the SQL server name (or IP address), port (if other than the default 1433) and the instance name of the SQL Server where you want to transfer the database.

Authentication mode: From the drop-down list, select if you want to connect to SQL Server either using Windows authentication or else SQL server authentication. You use either, but are required to have sa access to create the database, else the process will fail.

Username: If you are using SQL Server authentication, enter the sa account you are using to transfer the database. **Password:** If you are using SQL Server authentication, enter the password for the sa account you are using to transfer the database.

Database: Type the name you want to give the database. The name cannot already exist in SQL Server, or the process will fail. Owner: You can leave this field blank.

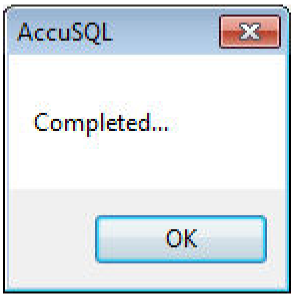
SQL Server Client Driver: Select the SQL client OLD DB provider you are using to connect to the database. Depending on what is installed on the client, you may be using the native client, native client 10, or native client 11. If you get an OLE iDispatch error when you try to connect, you may need to install the native client. The installer is located in the **AccuSQL/AccuTrack** installation folder under a folder called sql_drivers. There is a 32-bit (sqlncli.msi) and a 64-bit (sqlncli_x64.msi) available. Make sure you check your Computer Properties to determine your system type to ensure you install the proper driver for your system.

Create a public account for this database: Check this box if you want to create a public account to use to connect the clients to the database. It is recommended you let **AccuSQL/AccuTrack** create the public account at this time since we are writing specific grant executes for the public account. If you create the public account, enter the username and password (both case sensitive) for the account.

Test Connection: After you have entered the connection information above, click this button to verify you are able to connect to the SQL Server database. If so, you will get a Test Connection succeeded" message. If not, double-check your connection information.

Transfer data: Click this button to transfer the database to SQL Server. After you click Transfer data, you will see a couple of screens appear. The first is the quick transfer of data for the tables that typically have a large number of rows.

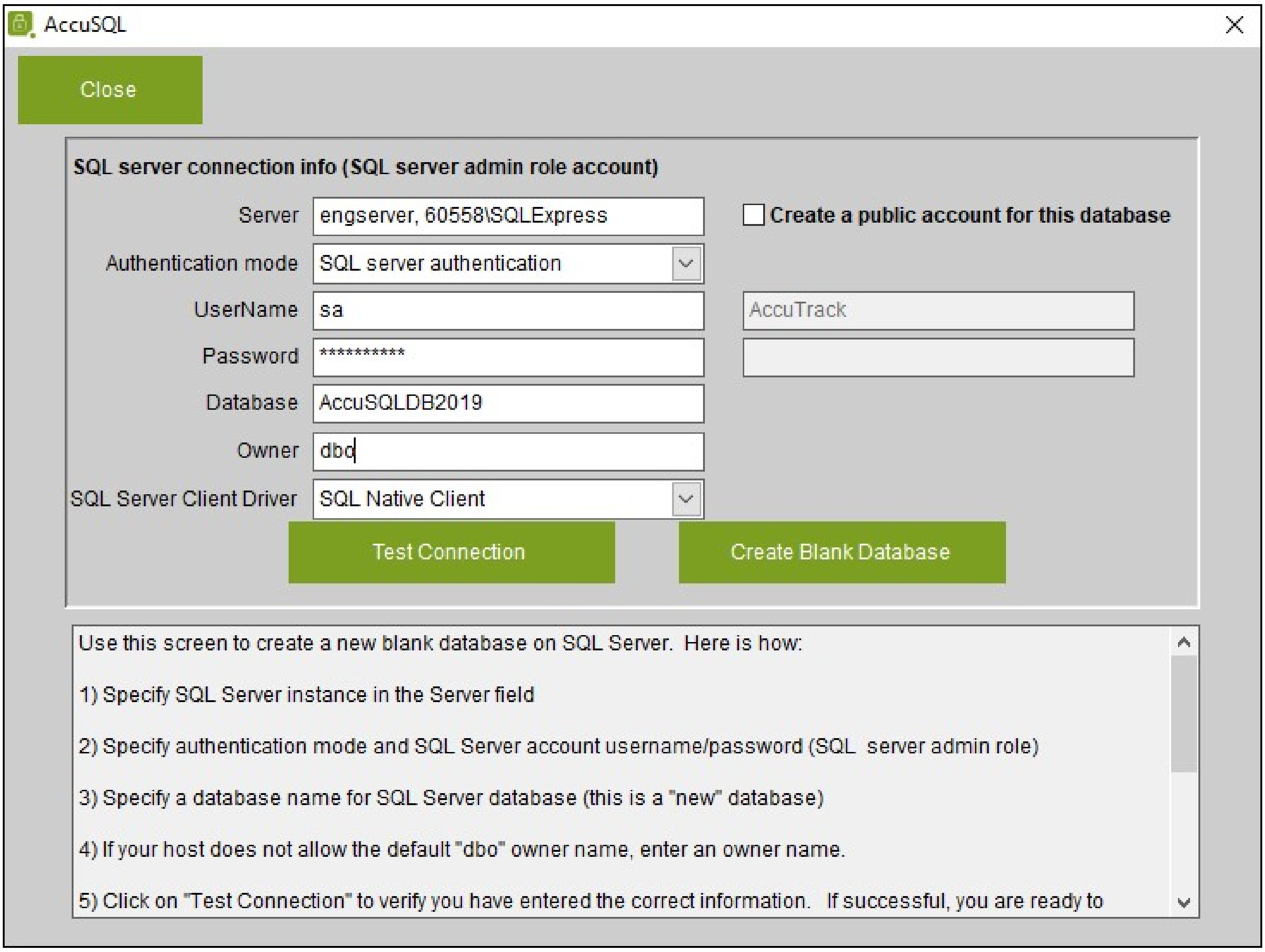
Followed by a transfer of the remaining tables. After the transfer is complete you will get a message indicating the database is now ready for use.



Note: Once the database is transferred, go to ***Database > Database Location > SQL Server*** to connect to it. After you have successfully connected, you must Save and then completely exit and reopen **AccuSQL/AccuTrack** for the changes to take effect.

CREATE A BLANK SQL DB

Purpose: To create a blank database in SQL Server.
How to Access: From **System Administration**, click ***Database > Create Blank SQL DB***.



Server: Enter the SQL server name (or IP address), port (if other than the default 1433) and the instance name of the SQL Server where you want to transfer the database.

Authentication mode: From the drop-down list, select if you want to connect to SQL Server either using Windows authentication or else SQL server authentication. You use either but are required to have sa access to create the database, else the process will fail.

Username: If you are using SQL Server authentication, enter the sa account you are using to transfer the database.

Password: If you are using SQL Server authentication, enter the password for the sa account you are using to transfer the database.

Database: Type the name you want to give the database. The name cannot already exist in SQL Server, or the process will fail.

Owner: You can leave this field blank.

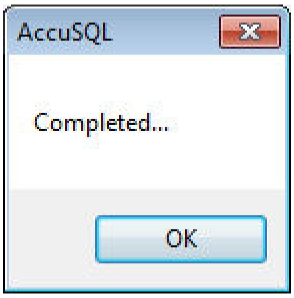
SQL Server Client Driver: Select the SQL client OLD DB provider you are using to connect to the database. Depending on what is installed on the client, you may be using the native client, native client 10, or native client 11. If you get an OLE iDispatch error when you try to connect, you may need to install the native client. The installer is located in the **AccuSQL/AccuTrack** installation folder under a folder called sql_drivers. There is a 32-bit (sqlncli.msi) and a 64-bit (sqlncli_x64.msi) available. Make sure you check your Computer Properties to determine your system type to ensure you install the proper driver for your system.

Create a public account for this database: Check this box if you want to create a public account to use to connect the clients to the database. It is recommended you let **AccuSQL/AccuTrack** create the public account at this time since we are writing specific grant executes for the public account. If you create the public account, enter the username and password (both case sensitive) for the account.

Test Connection: After you have entered the connection information above, click this button to verify you are able to connect to the SQL Server database. If so, you will get a Test Connection succeeded" message. If not, double-check your connection information.

Create Blank Database: Click this button to create the database in SQL Server. After you click Create Blank Database, the tables will transfer over to SQL Server.

After the transfer is complete you will get a message indicating the database is now ready for use.



Note: Once the database is transferred, go to ***Database > Database Location > SQL Server*** to connect to it. After you have successfully connected, you must Save and then completely exit and reopen **AccuSQL/AccuTrack** for the changes to take effect.

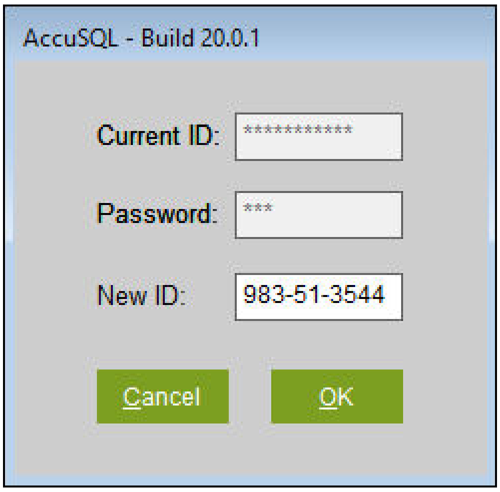
SYSTEM ACCESS

Purpose: To created **Access Groups** and then assign users to them in **AccuSQL/AccuTrack**.
Access: From the **System Administration**screen click on the **Database** (right-side menu) option and then the **System Access** button.

MY ADMIN ID

Purpose: Use this section to change your **Administrator ID**.
Access: From **System Administration** screen click on the **System Access** option and **My Admin ID** button.

The **Administrator ID** is typically your employee ID or by default is "111-11-1111" that you entered in at the **Sign-in Station** or main screen and allows you to access the **System Administration** screen in the software. To change this **Administrator ID** simply click on the **My Admin ID** button. The "Change Administration ID" dialog box will appear as shown below.



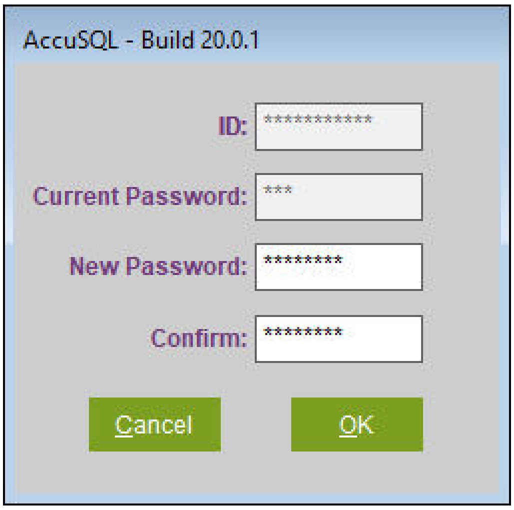
Enter the current **Administrator ID** you used to access **System Administration**, and then enter your current password in the **Password** textbox. If the password is correct, the **New ID** text box appears. Finally, type the new **Administrator ID**, and then click the **OK** button to save it. To keep the old **Administrator ID**, click on the **Cancel** button instead.

Make sure you remember your new **Administrator ID** as you'll need it to access the **System Administration** area. And the password is cASe sEnSitiVe so be very careful when typing the password to update the **Administrator ID**.

MY PASSWORD

Purpose: Use this section to change your **Administrator password**.
Access: From **System Administration** section click on the **System Access** (right-side menu) and then the **Password** button.

The **Administrator password** is used to access the **System Administration** screen. Use this screen to change the password.



Enter your **Administrator ID** that was used to access the **System Administration** area in the first field, type in your **Current Password** in the next field, and then press the [Enter] key on your keyboard. Now the **New Password** and **Confirm** text boxes will appear. Type in a new password in the “New Password” text box, and then type it again in the “Confirm” text box. Finally hit the [Enter] key or click “OK” to apply the change. If the passwords in both text boxes match, the password will be changed, and a confirmation message will appear as shown below.

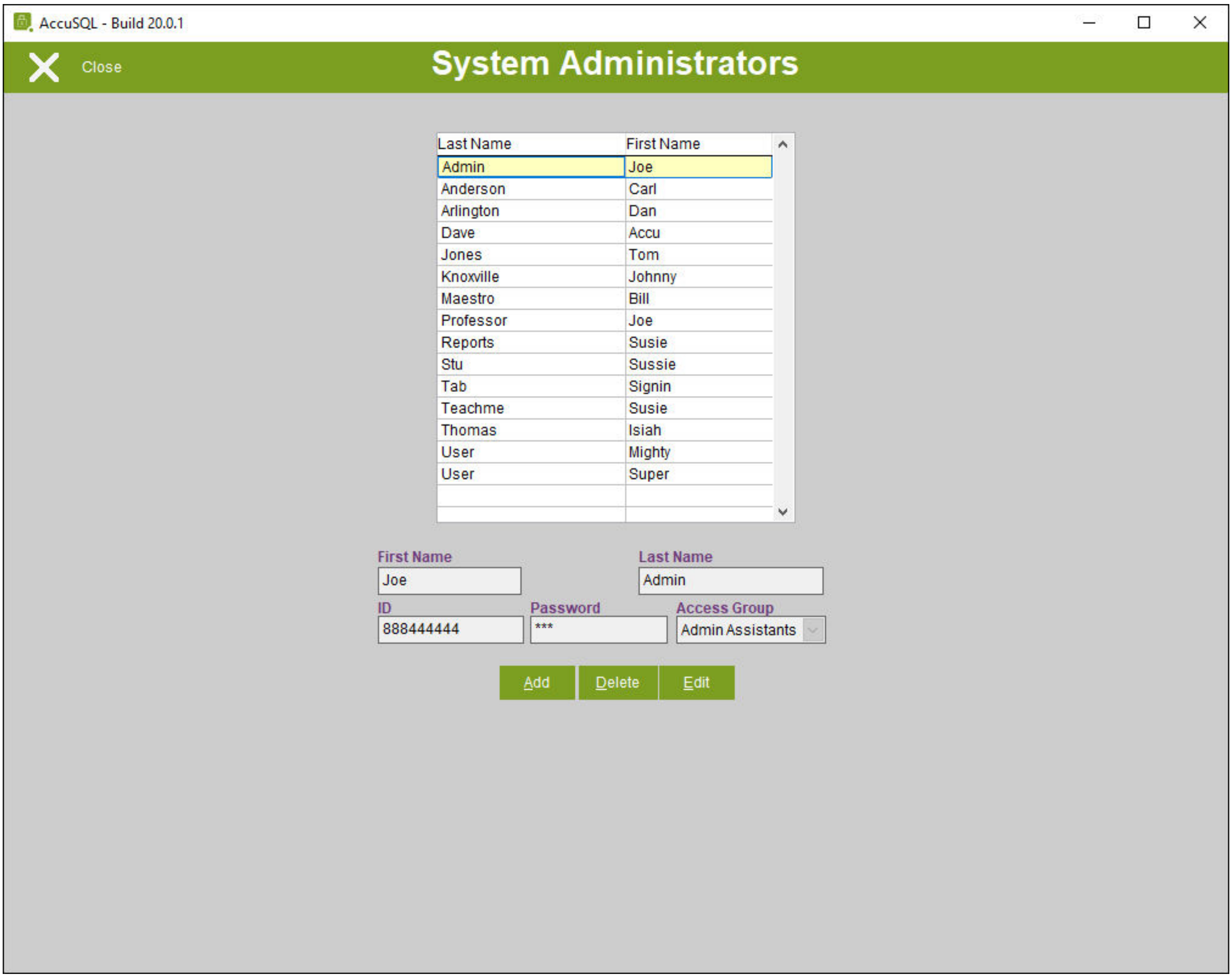
The password is case-sensitive. This means capitalization of the letters is important! Make sure you remember your new password. You will need this password to access the **System Administration** screen again. You might want to write it down and store it in a safe place.

SYSTEM ADMINISTRATORS

Purpose: Define members of a **System Access Group**.
Access: From **System Administration** screen, click **System Access** (right-side menu), and then the **System Administrators** button.

System administrators are those users who have access to the **System Administration** screens. After creating an **Access Group**, you need to add new members to it via the ***System Administration > System Access > System Administrators*** section.

If you would like to create custom **Access groups** then they can be defined in the ***System Access > System Access Groups*** screen which is discussed in the System Access Groups section of this document.



ADDING AN ADMINISTRATOR

To add a new administrator, follow these steps:

1. Type the administrator's first and last name.
2. Type the administrator's sign-in ID number.
   Note: *The ID must conform to the min/max length you have set in the* ***System > Setup > ID Settings Options****. Also, the ID must be unique.*
3. Type the administrator's sign-in password (it is case sensitive so be careful!).
4. Select the appropriate access group from the drop-down box.
   Note: *The "****Root****"* ***Access Group*** *has complete system access.*
5. To complete this process click the "Add" button.

Editing an Administrator

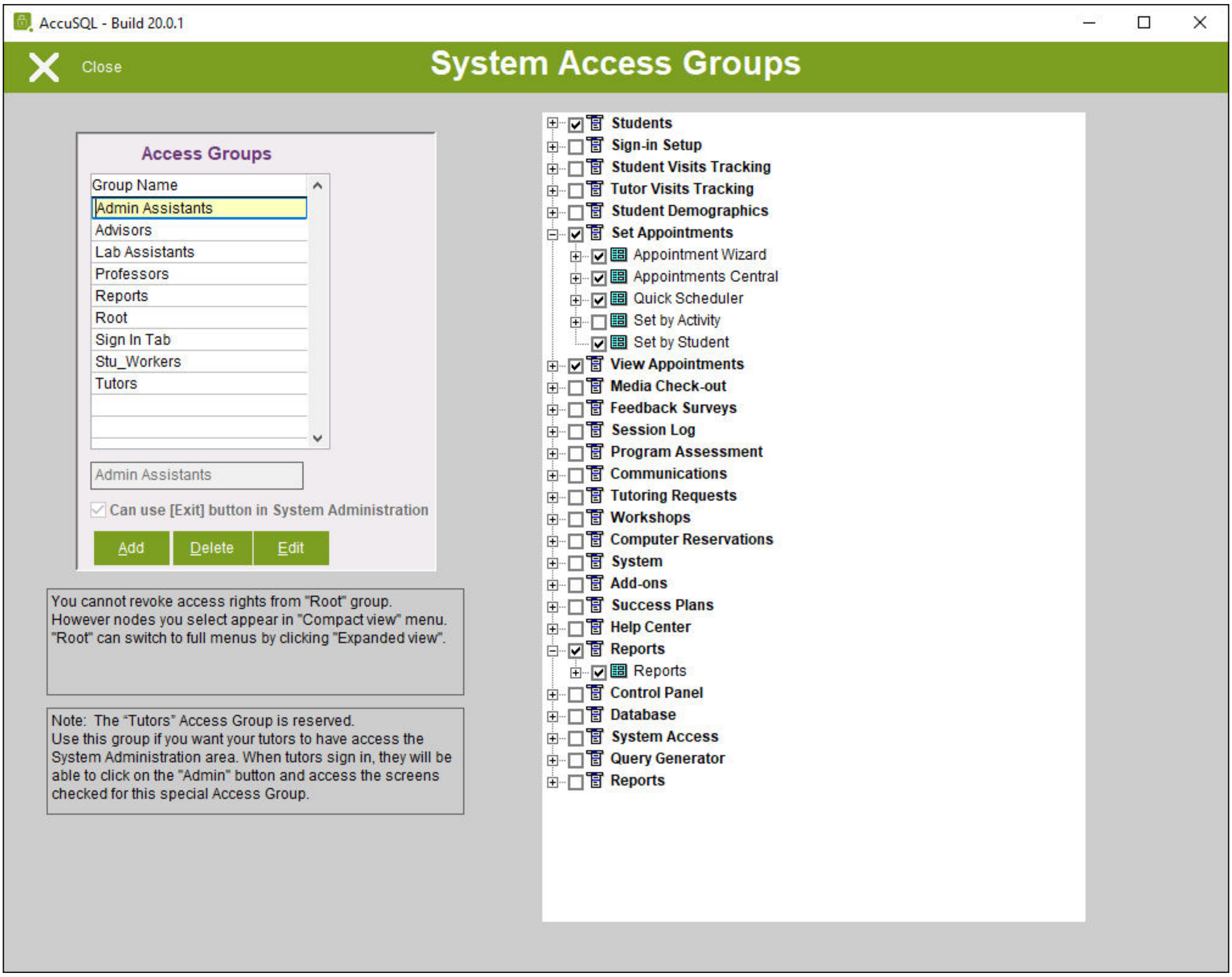
To edit an administrator, first, highlight the name then click on "Edit", or double click on the name. The administrator's data will be copied to the entry boxes and you will be able to make your changes. When done, click on "**Save**" to keep the changes.

DELETING AN ADMINISTRATOR

To remove an administrator, select the name and click on the "**Delete**" button. A confirmation message will appear. If you click on "**Yes**", the administrator will be removed.

SYSTEM ACCESS GROUPS

Purpose: Use this section to define **Access Groups** with customized access levels to the system.
Access: From the **System Administration** screen, click on ***System Access > Access Groups*** section.

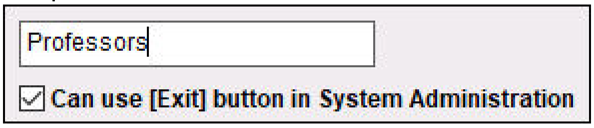


AccuSQL/AccuTrack allows multiple administrators to use the system. You can create groups of administrators and give each group access to selected screens. You can then add members to each group. For example, you might want lab assistants to sign students out, but you might not want them to access the database operations. This can be easily accomplished with **AccuSQL/AccuTrack**. First, you will need to set up a "Lab Assistant" access group and assign it access to the Sign Student Out screen.

Note: For the items that are not checked for an Access Group, the buttons will be grayed out in the System Administration Screen for users assigned to that group.

Adding a new Access Group

To create a new group, follow these steps:

1. Type the name of this group in the text box under the “Current Groups” list box. For example, type “Instructors” in the Group Name text box.


2. Indicate which screens you want this group to access by checking the boxes next to the screen’s name.
3. Click on Save to save this new group.

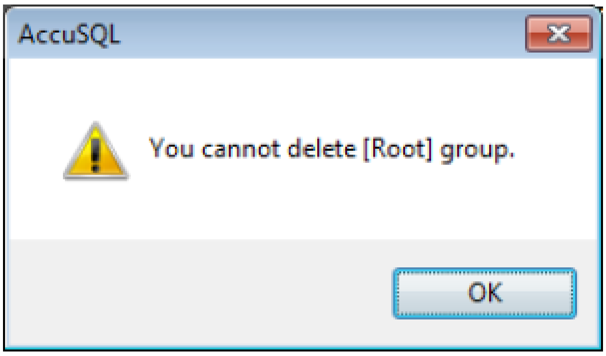
You can also indicate whether the members of a group can use the “Exit” button in the System Administration screen to exit **AccuSQL/AccuTrack**. If you check the “Can use [Exit] button in System Administration” checkbox, members of the group will have access to the Exit button.

Modifying Access Groups

To modify access rights for an existing group, first, highlight the group’s name in the list, and then click on the “Edit” button. You can also double click on the group's name to edit it. Make your changes and then click on the “Save” button.

Deleting an Access Group

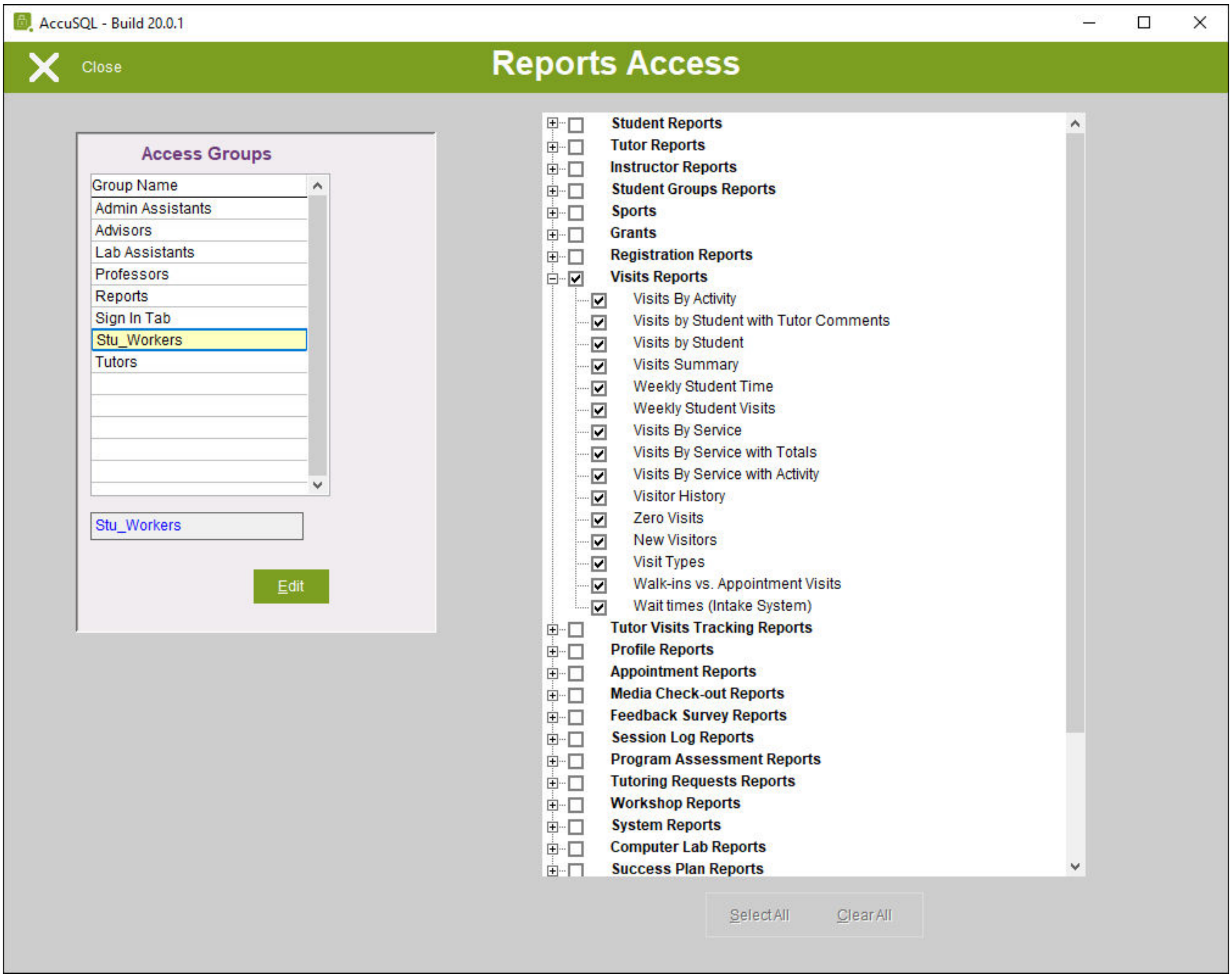
To remove an access group completely, highlight it and then click on “Delete”. **AccuSQL/AccuTrack** will check to make sure there are no administrators assigned to this group. If so, the group will be deleted, otherwise, you will see an error message.



Make sure you leave at least one group with rights to access this screen and that you are a member of this group, otherwise you will lock yourself out of this screen or even the whole System Administration section. **Root** and **Tutors** Admin **Access Groups** cannot be deleted.
The “Tutors” access group controls which items are accessible to tutors when they sign in to the System Administration area via the “System Administration” button in the Tutors Control Pad. If this group is deleted, tutors will not have access to the System Administration screen via the Tutors Control Pad.

REPORTS ACCESS

Purpose: Determines which reports are available for the selected access group.
How to Access: From **System Administration**, click on ***System Access > Reports Access***.

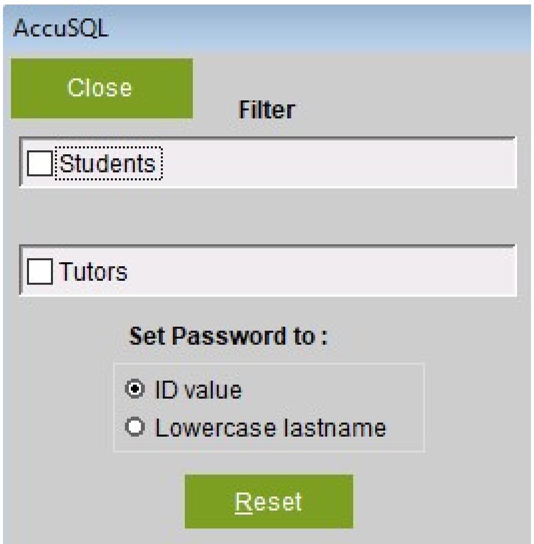


From this screen, you can decide which reports are needed for a particular **Access Group**. The Access Group is defined in ***System Access > Access Groups*** screen, then users are added to the group using the ***System Access > System Administrators*** screen. Remember the **Root** and **Tutors** are special **Access Groups** and cannot be removed. When you assign reports to the **Tutors** group, it will be used for all **Tutors** you have created in the ***Users > Tutors*** screen. The **Root** (full admin) **Access Group** automatically gets access to all the reports in **AccuTrack/AccuSQL** so the **Root Access Group** will not be included in this section.

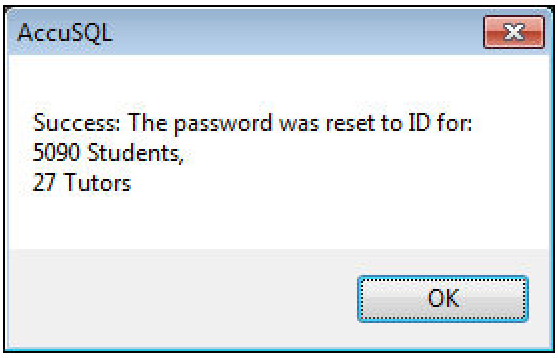
RESET STUDENT PASSWORDS

Purpose: Reset students' or tutors' password used to access the **Web Gateway** module, to login to the **Student Pad**, or to login to the **Computer Lab plug-in** if you require ID and password.
How to Access: From **System Administration**, click ***System Access > Reset Student***

Passwords.

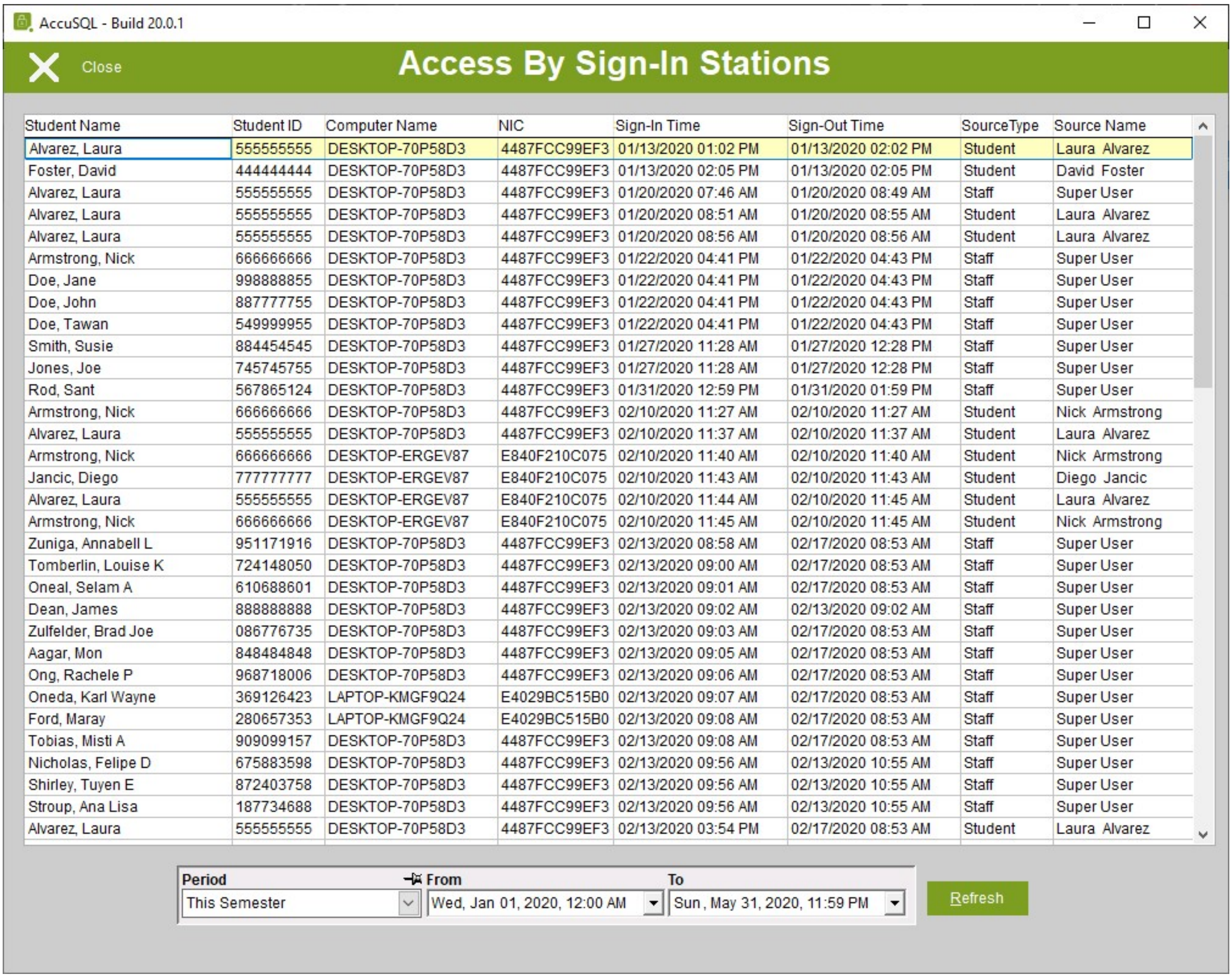


If you use the optional Web Gateway module for appointments scheduling, students and tutors need a password to access this module. If someone forgets his or her password, you can reset it using this screen. Start by selecting the person by using the “Students” and “Tutors” filter. Next indicate whether to reset the password to be the same as the person’s ID number, or to the lowercase version of the last name of this person. Click **Reset** to apply the change to the password. You should see a confirmation message similar to this:



ACCESS BY SIGN-IN STATIONS

Purpose: Identifies the computer used for a sign-in session.
How to Access: From **System Administration**, click on ***System Access > Sign-In Stations***.



Student Name	Student ID	Computer Name	NIC	Sign-In Time	Sign-Out Time	SourceType	Source Name
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	01/13/2020 01:02 PM	01/13/2020 02:02 PM	Student	Laura Alvarez
Foster, David	444444444	DESKTOP-70P58D3	4487FCC99EF3	01/13/2020 02:05 PM	01/13/2020 02:05 PM	Student	David Foster
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	01/20/2020 07:46 AM	01/20/2020 08:49 AM	Staff	Super User
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	01/20/2020 08:51 AM	01/20/2020 08:55 AM	Student	Laura Alvarez
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	01/20/2020 08:56 AM	01/20/2020 08:56 AM	Student	Laura Alvarez
Armstrong, Nick	666666666	DESKTOP-70P58D3	4487FCC99EF3	01/22/2020 04:41 PM	01/22/2020 04:43 PM	Staff	Super User
Doe, Jane	998888855	DESKTOP-70P58D3	4487FCC99EF3	01/22/2020 04:41 PM	01/22/2020 04:43 PM	Staff	Super User
Doe, John	887777755	DESKTOP-70P58D3	4487FCC99EF3	01/22/2020 04:41 PM	01/22/2020 04:43 PM	Staff	Super User
Doe, Tawan	549999955	DESKTOP-70P58D3	4487FCC99EF3	01/22/2020 04:41 PM	01/22/2020 04:43 PM	Staff	Super User
Smith, Susie	884454545	DESKTOP-70P58D3	4487FCC99EF3	01/27/2020 11:28 AM	01/27/2020 12:28 PM	Staff	Super User
Jones, Joe	745745755	DESKTOP-70P58D3	4487FCC99EF3	01/27/2020 11:28 AM	01/27/2020 12:28 PM	Staff	Super User
Rod, Sant	567865124	DESKTOP-70P58D3	4487FCC99EF3	01/31/2020 12:59 PM	01/31/2020 01:59 PM	Staff	Super User
Armstrong, Nick	666666666	DESKTOP-70P58D3	4487FCC99EF3	02/10/2020 11:27 AM	02/10/2020 11:27 AM	Student	Nick Armstrong
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	02/10/2020 11:37 AM	02/10/2020 11:37 AM	Student	Laura Alvarez
Armstrong, Nick	666666666	DESKTOP-ERGEV87	E840F210C075	02/10/2020 11:40 AM	02/10/2020 11:40 AM	Student	Nick Armstrong
Jancic, Diego	777777777	DESKTOP-ERGEV87	E840F210C075	02/10/2020 11:43 AM	02/10/2020 11:43 AM	Student	Diego Jancic
Alvarez, Laura	555555555	DESKTOP-ERGEV87	E840F210C075	02/10/2020 11:44 AM	02/10/2020 11:45 AM	Student	Laura Alvarez
Armstrong, Nick	666666666	DESKTOP-ERGEV87	E840F210C075	02/10/2020 11:45 AM	02/10/2020 11:45 AM	Student	Nick Armstrong
Zuniga, Annabell L	951171916	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 08:58 AM	02/17/2020 08:53 AM	Staff	Super User
Tomberlin, Louise K	724148050	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:00 AM	02/17/2020 08:53 AM	Staff	Super User
Oneal, Selam A	610688601	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:01 AM	02/17/2020 08:53 AM	Staff	Super User
Dean, James	888888888	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:02 AM	02/13/2020 09:02 AM	Staff	Super User
Zulfelder, Brad Joe	086776735	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:03 AM	02/17/2020 08:53 AM	Staff	Super User
Aagar, Mon	848484848	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:05 AM	02/17/2020 08:53 AM	Staff	Super User
Ong, Rachele P	968718006	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:06 AM	02/17/2020 08:53 AM	Staff	Super User
Oneda, Karl Wayne	369126423	LAPTOP-KMGF9Q24	E4029BC515B0	02/13/2020 09:07 AM	02/17/2020 08:53 AM	Staff	Super User
Ford, Maray	280657353	LAPTOP-KMGF9Q24	E4029BC515B0	02/13/2020 09:08 AM	02/17/2020 08:53 AM	Staff	Super User
Tobias, Misti A	909099157	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:08 AM	02/17/2020 08:53 AM	Staff	Super User
Nicholas, Felipe D	675883598	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:56 AM	02/13/2020 10:55 AM	Staff	Super User
Shirley, Tuyen E	872403758	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:56 AM	02/13/2020 10:55 AM	Staff	Super User
Stroup, Ana Lisa	187734688	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 09:56 AM	02/13/2020 10:55 AM	Staff	Super User
Alvarez, Laura	555555555	DESKTOP-70P58D3	4487FCC99EF3	02/13/2020 03:54 PM	02/17/2020 08:53 AM	Student	Laura Alvarez

Use this screen if you need to identify who used a computer at a certain time. This is mostly useful if you are using the **AccuSQL/AccuTrack** Computer Lab module or several sign-in stations.

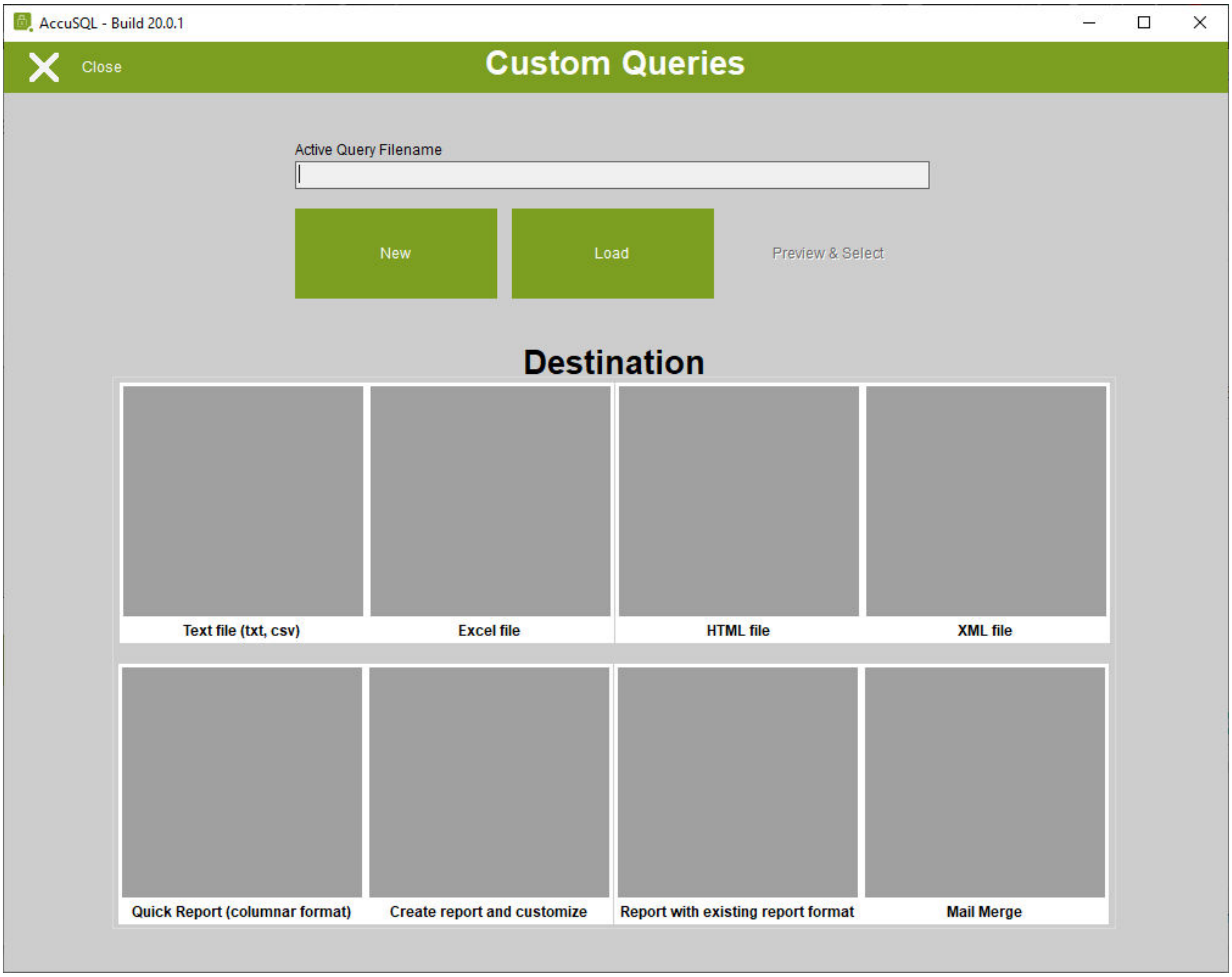
The *SuperTable* shows the student's name, ID, computer's name, Network ID Card, Sign-in time and Sign-out time. Since this is a *SuperTable* control, you can use its built-in data sorting and searching capabilities to find a specific record. You can also use the time filter under the table to zoom in on a specific sign-in time.

CUSTOM QUERIES

Purpose: Build your own custom reports.
How to Access: From **System Administration**, select **Custom Queries** on the right-side menu.

While AccuSQL/AccuTrack has plenty of reports available from the Reports menu, you are not limited to them only. Using **Custom Queries**, you can build your own custom reports and pull data from multiple different tables. You also have the ability to filter your results in several different ways, sort the report output, save and load your custom reports, and also display them in several different formats.

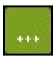
When you click **Custom Queries**, you will be presented with the Custom Queries screen. In this screen, you can either load a query you have previously saved, or you can create a new custom query.



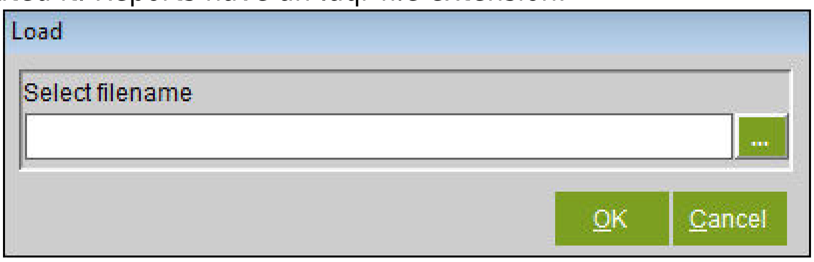
LOADING A CUSTOM QUERY

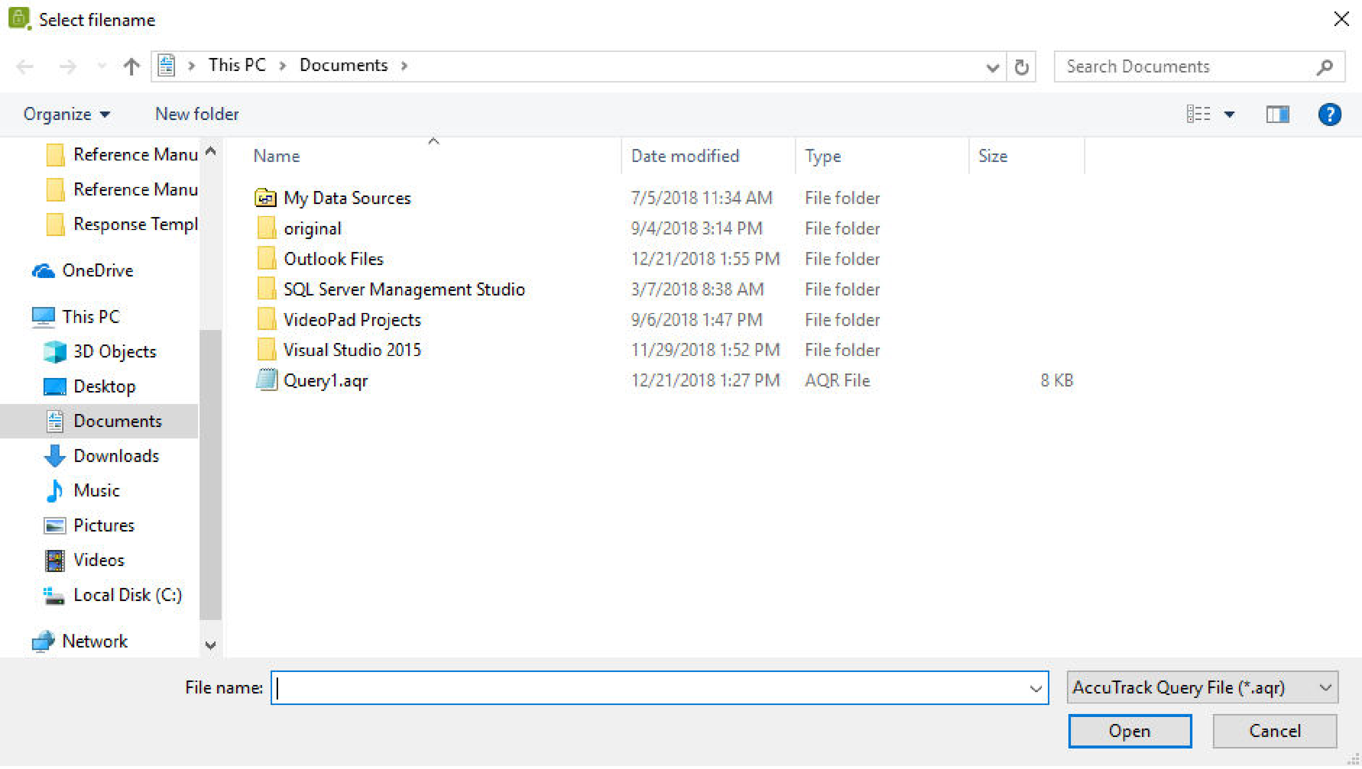
To load a previously saved query, click the **Load** button.

In the **Load** pop-up box, click the button with the three ellipses

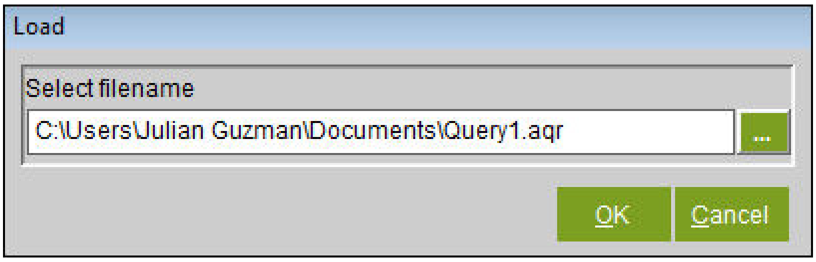


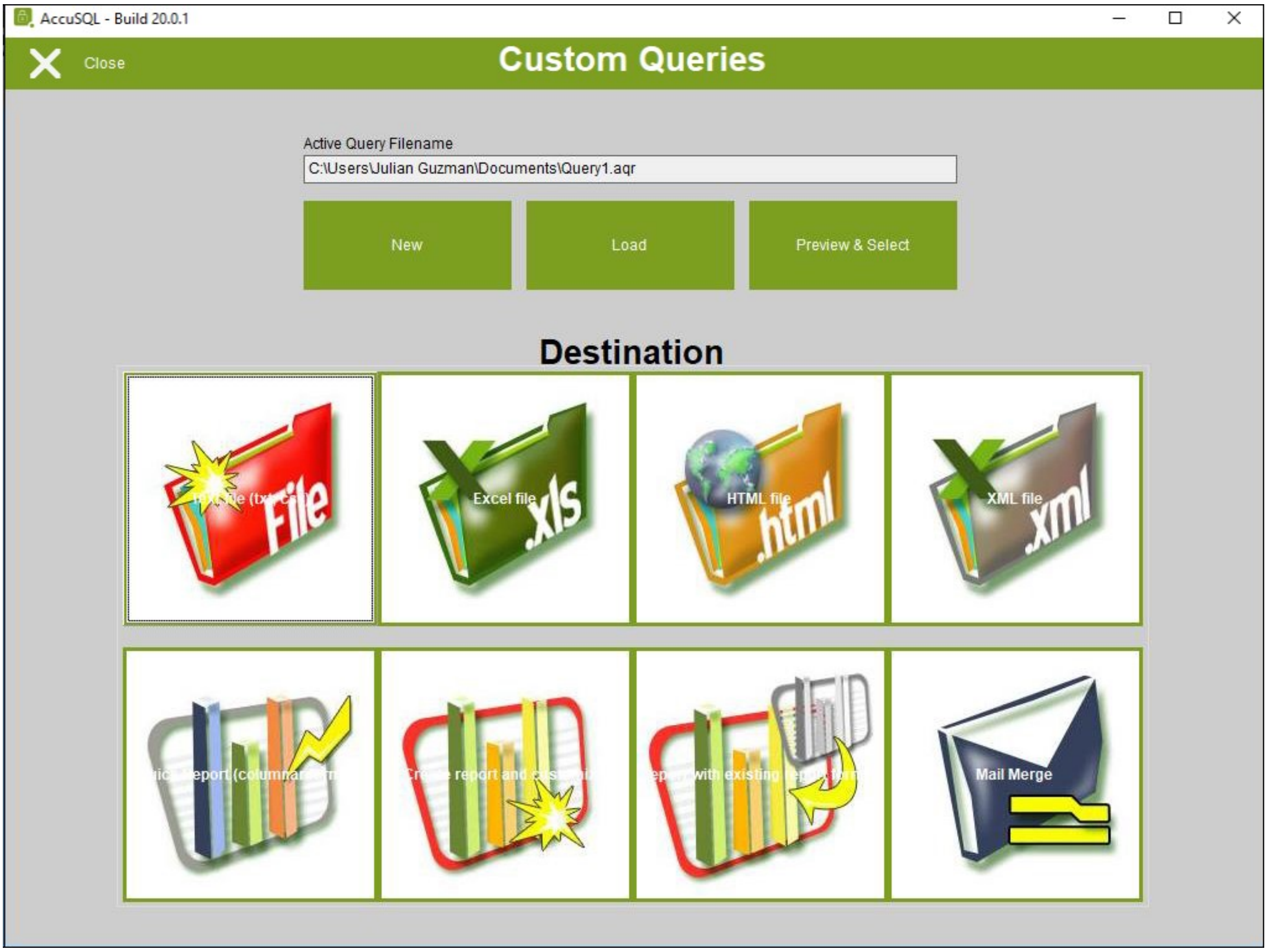
to open the **Select Filename** menu. In this menu, you need to navigate to where your report was saved when you created it. Reports have an .aqr file extension:





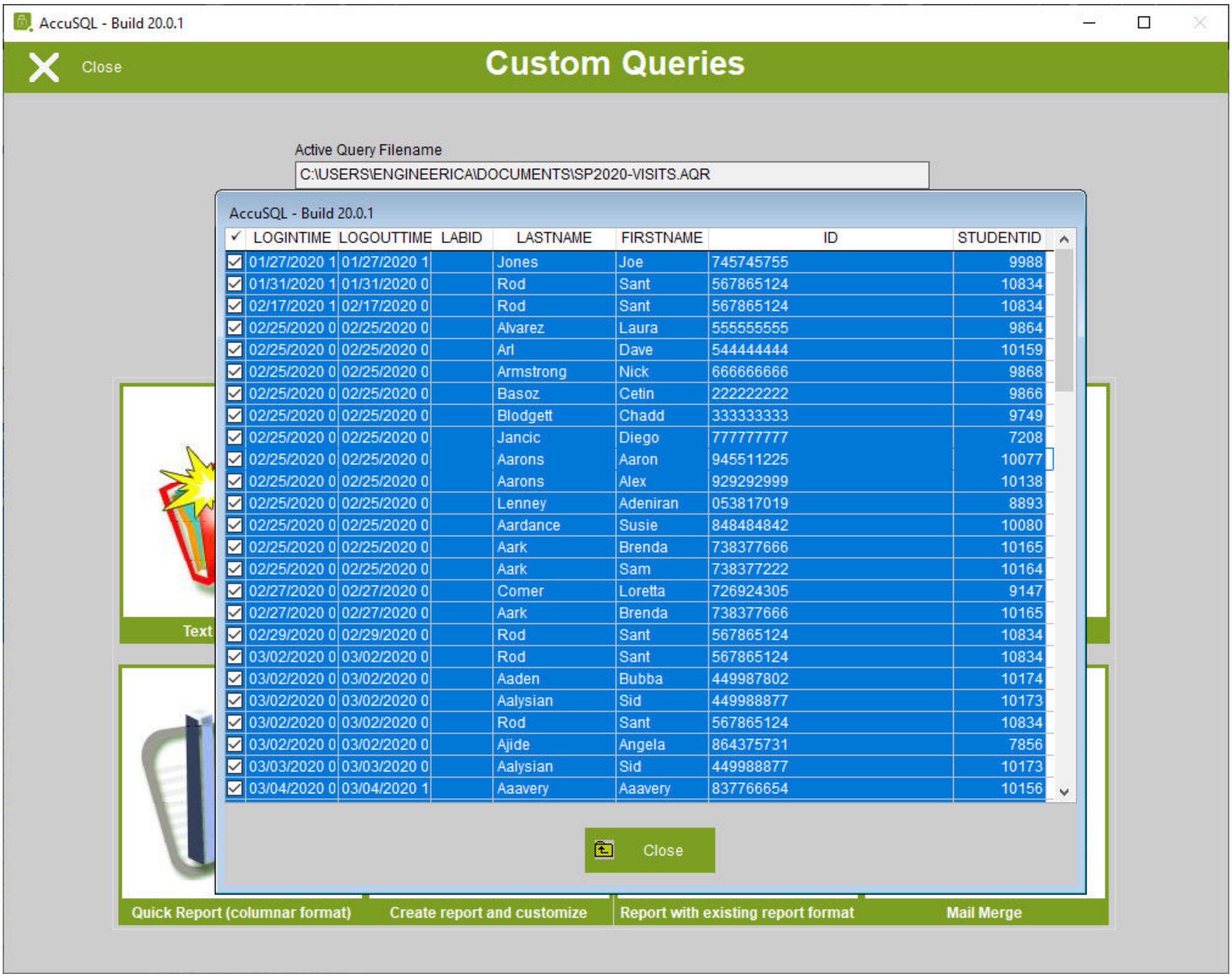
Click the report you want to load and then press the **Open** button. The Load pop-up box will open with the report selected. Press **OK** to load the report.



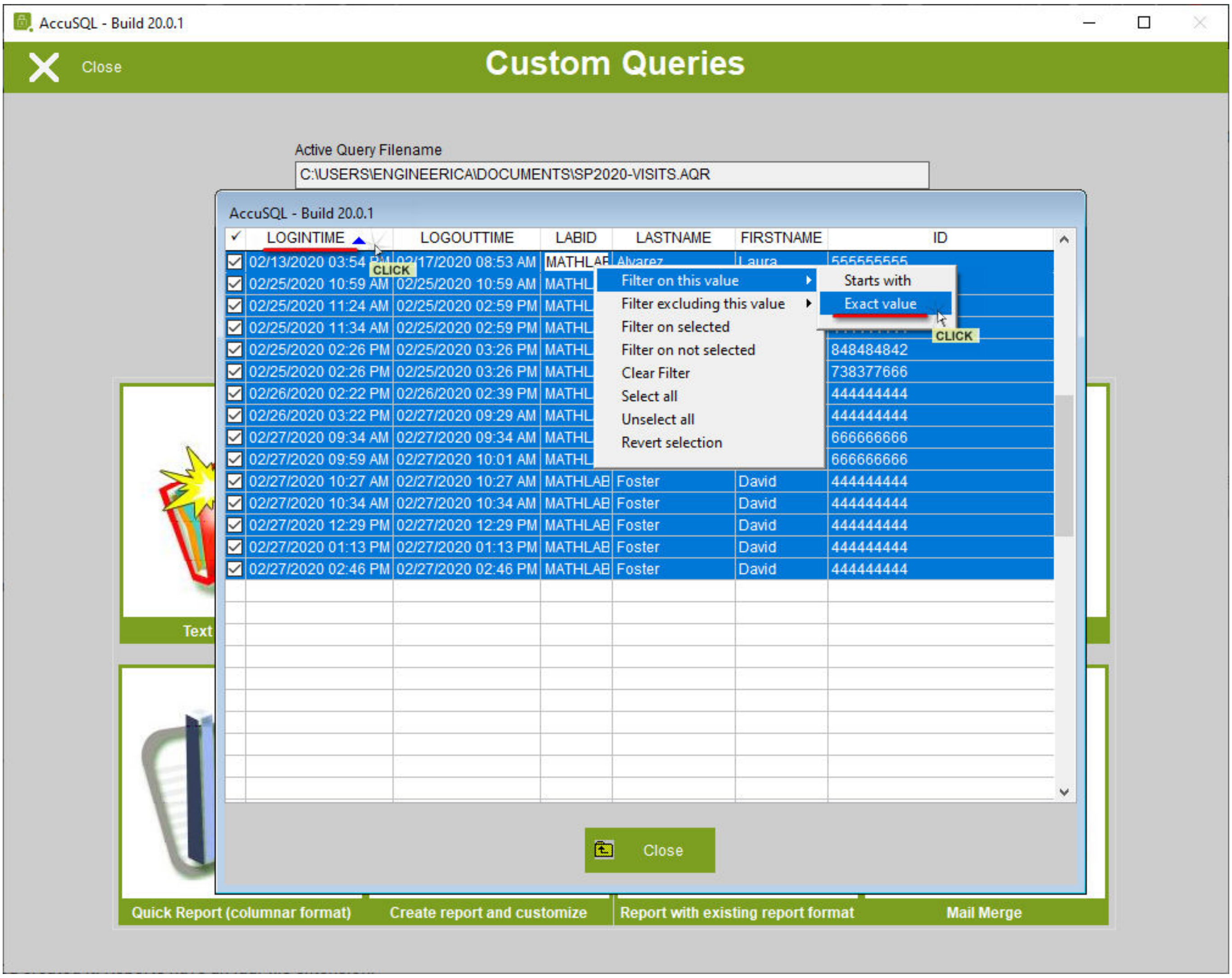


Once the report is loaded, you can select the format for the report output. If you press the **Preview & Select** button you can get a preview of the data contained in the report. You can click each record you want to be included in the report, or you can press the **+** symbol on your numeric keypad to select all records.

Important: If you do not press the **Preview & Select** button, all records will be selected automatically so only press this if you need to filter the results. But if you preview it anyway then you can always right-click and choose select all so they'll all be selected again.



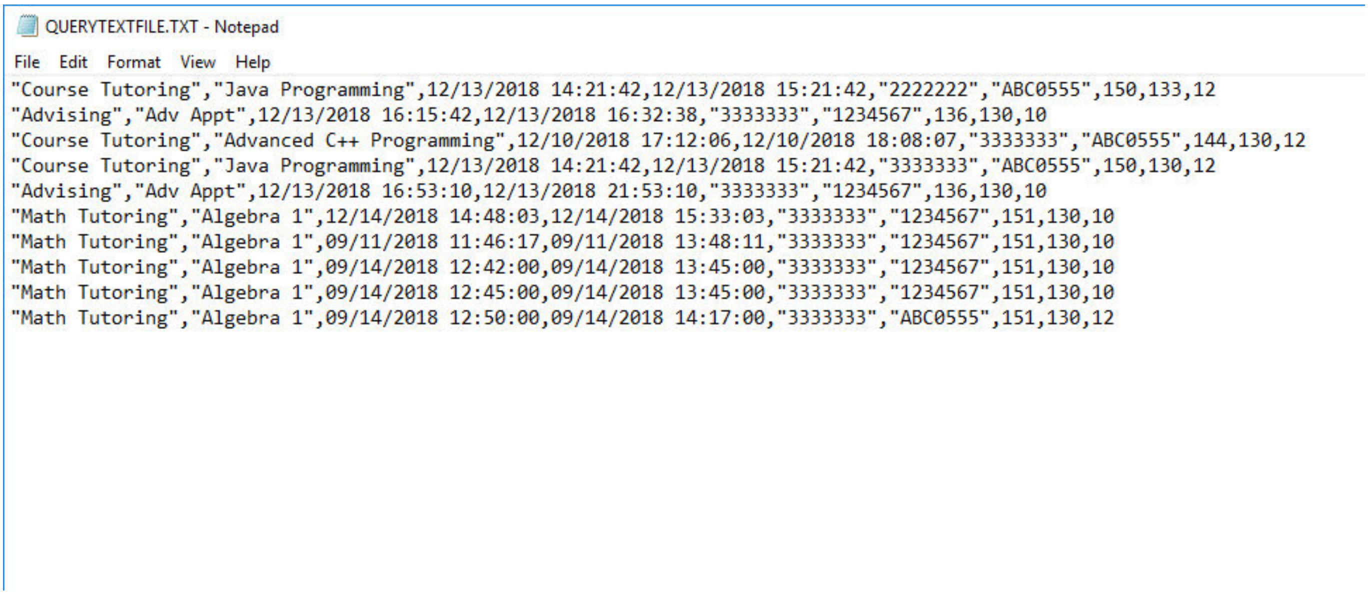
You can change the column sort order of the preview displayed by clicking on the column headers in the **Preview & Select** screen. Additionally, you can right-click and filter the results based on a specific lab or other data as shown below.



CUSTOM REPORT OUTPUT OPTIONS

After you have loaded (or created) a report, you can output the data in several formats, as follows.

Text File: Select this button to save the file as a Comma-Separated Values (CSV) file. This is a good format if you want to later import the data into another program. When you press the **Text file** option, you will be presented with the **Save as** pop-up box. Press the three ellipses button to select a save location, enter the name for the file, then press the **Open** button and then **OK** in the **Save as** dialog box.

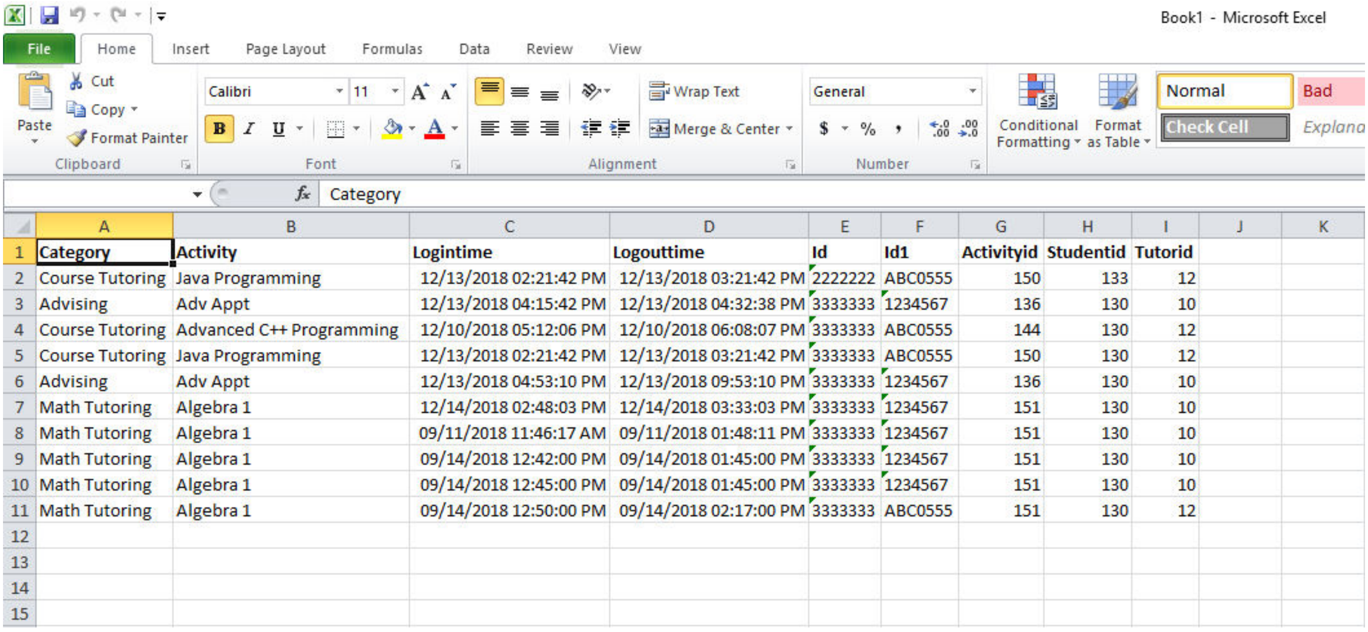


QUERYTEXTFILE.TXT - Notepad

File Edit Format View Help

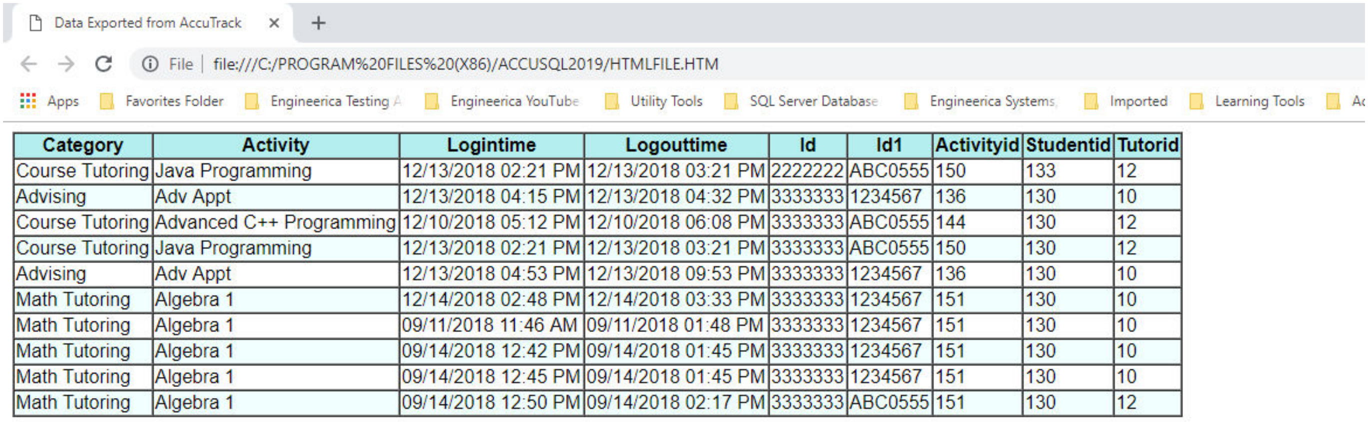
```
"Course Tutoring","Java Programming",12/13/2018 14:21:42,12/13/2018 15:21:42,"2222222","ABC0555",150,133,12
"Advising","Adv Appt",12/13/2018 16:15:42,12/13/2018 16:32:38,"3333333","1234567",136,130,10
"Course Tutoring","Advanced C++ Programming",12/10/2018 17:12:06,12/10/2018 18:08:07,"3333333","ABC0555",144,130,12
"Course Tutoring","Java Programming",12/13/2018 14:21:42,12/13/2018 15:21:42,"3333333","ABC0555",150,130,12
"Advising","Adv Appt",12/13/2018 16:53:10,12/13/2018 21:53:10,"3333333","1234567",136,130,10
"Math Tutoring","Algebra 1",12/14/2018 14:48:03,12/14/2018 15:33:03,"3333333","1234567",151,130,10
"Math Tutoring","Algebra 1",09/11/2018 11:46:17,09/11/2018 13:48:11,"3333333","1234567",151,130,10
"Math Tutoring","Algebra 1",09/14/2018 12:42:00,09/14/2018 13:45:00,"3333333","1234567",151,130,10
"Math Tutoring","Algebra 1",09/14/2018 12:45:00,09/14/2018 13:45:00,"3333333","1234567",151,130,10
"Math Tutoring","Algebra 1",09/14/2018 12:50:00,09/14/2018 14:17:00,"3333333","ABC0555",151,130,12
```

Excel file: Press this button to open the results in Excel directly. You can then view and/or save the file.



Category	Activity	Logintime	Logouttime	Id	Id1	Activityid	Studentid	Tutorid
Course Tutoring	Java Programming	12/13/2018 02:21:42 PM	12/13/2018 03:21:42 PM	2222222	ABC0555	150	133	12
Advising	Adv Appt	12/13/2018 04:15:42 PM	12/13/2018 04:32:38 PM	3333333	1234567	136	130	10
Course Tutoring	Advanced C++ Programming	12/10/2018 05:12:06 PM	12/10/2018 06:08:07 PM	3333333	ABC0555	144	130	12
Course Tutoring	Java Programming	12/13/2018 02:21:42 PM	12/13/2018 03:21:42 PM	3333333	ABC0555	150	130	12
Advising	Adv Appt	12/13/2018 04:53:10 PM	12/13/2018 09:53:10 PM	3333333	1234567	136	130	10
Math Tutoring	Algebra 1	12/14/2018 02:48:03 PM	12/14/2018 03:33:03 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/11/2018 11:46:17 AM	09/11/2018 01:48:11 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:42:00 PM	09/14/2018 01:45:00 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:45:00 PM	09/14/2018 01:45:00 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:50:00 PM	09/14/2018 02:17:00 PM	3333333	ABC0555	151	130	12

HTML file: Press this button to save the results as a Web page. When you press the **HTML file** option, you will be presented with the Save as pop-up box. Press the three ellipses button to select a save location, enter the name for the file, then press the **Open** button and then OK in the **Save as** dialog box.



Category	Activity	Logintime	Logouttime	Id	Id1	Activityid	Studentid	Tutorid
Course Tutoring	Java Programming	12/13/2018 02:21 PM	12/13/2018 03:21 PM	2222222	ABC0555	150	133	12
Advising	Adv Appt	12/13/2018 04:15 PM	12/13/2018 04:32 PM	3333333	1234567	136	130	10
Course Tutoring	Advanced C++ Programming	12/10/2018 05:12 PM	12/10/2018 06:08 PM	3333333	ABC0555	144	130	12
Course Tutoring	Java Programming	12/13/2018 02:21 PM	12/13/2018 03:21 PM	3333333	ABC0555	150	130	12
Advising	Adv Appt	12/13/2018 04:53 PM	12/13/2018 09:53 PM	3333333	1234567	136	130	10
Math Tutoring	Algebra 1	12/14/2018 02:48 PM	12/14/2018 03:33 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/11/2018 11:46 AM	09/11/2018 01:48 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:42 PM	09/14/2018 01:45 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:45 PM	09/14/2018 01:45 PM	3333333	1234567	151	130	10
Math Tutoring	Algebra 1	09/14/2018 12:50 PM	09/14/2018 02:17 PM	3333333	ABC0555	151	130	12

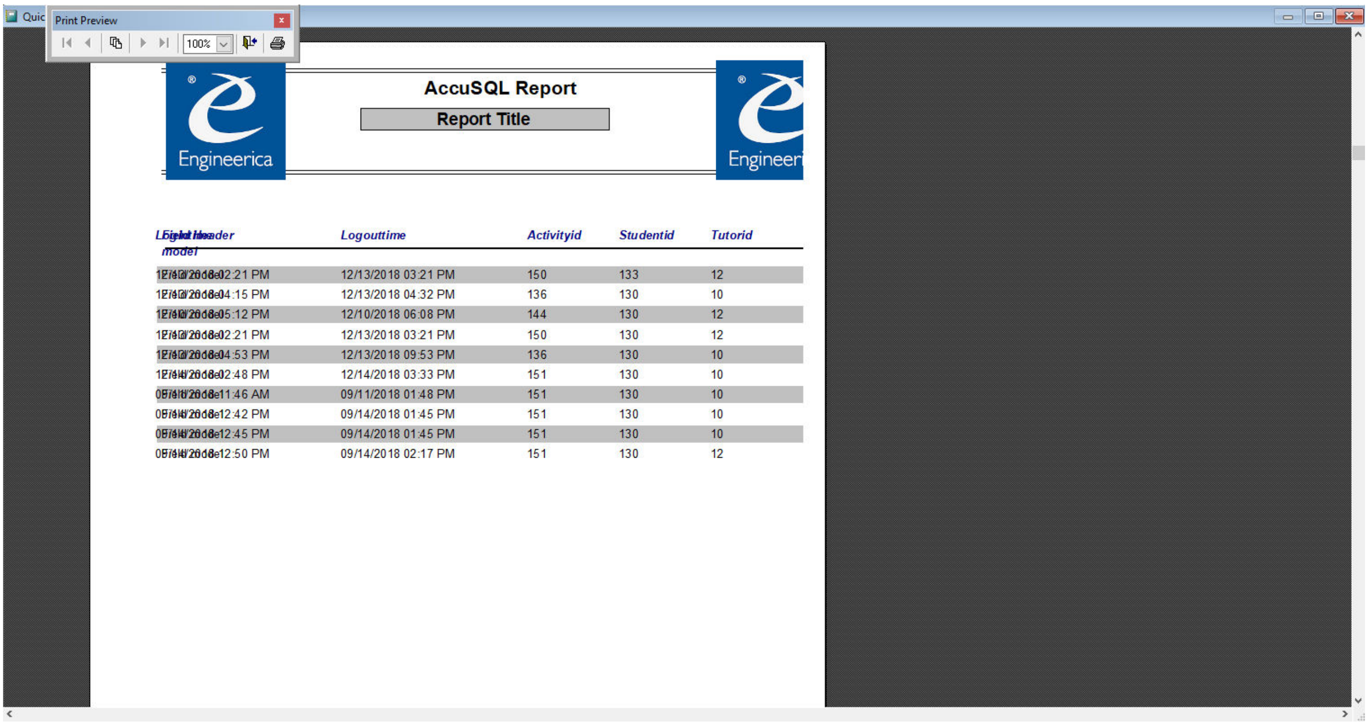
XML file: Press this button to save the results in an XML file. XML files are good for storing configuration data and transferring data, typically via Simple Object Access Protocol (SOAP). When you press the **XML file** button, you will be presented with the **Save as** pop-up box. Press the three ellipses button to select a save location, enter the name for the file, then press the Open button and then OK in the Save as box.

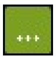
XMLFILE.XML - Notepad

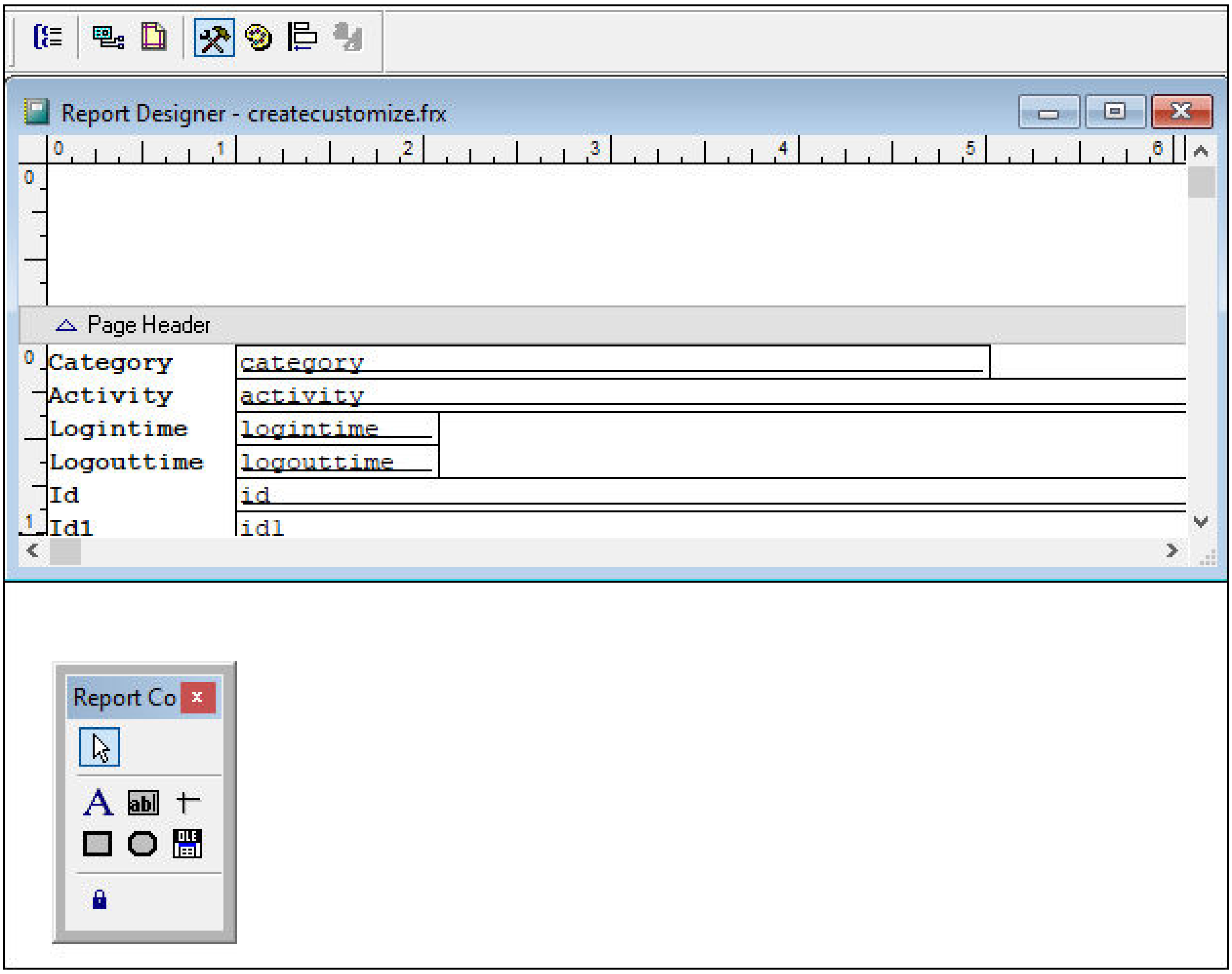
File Edit Format View Help

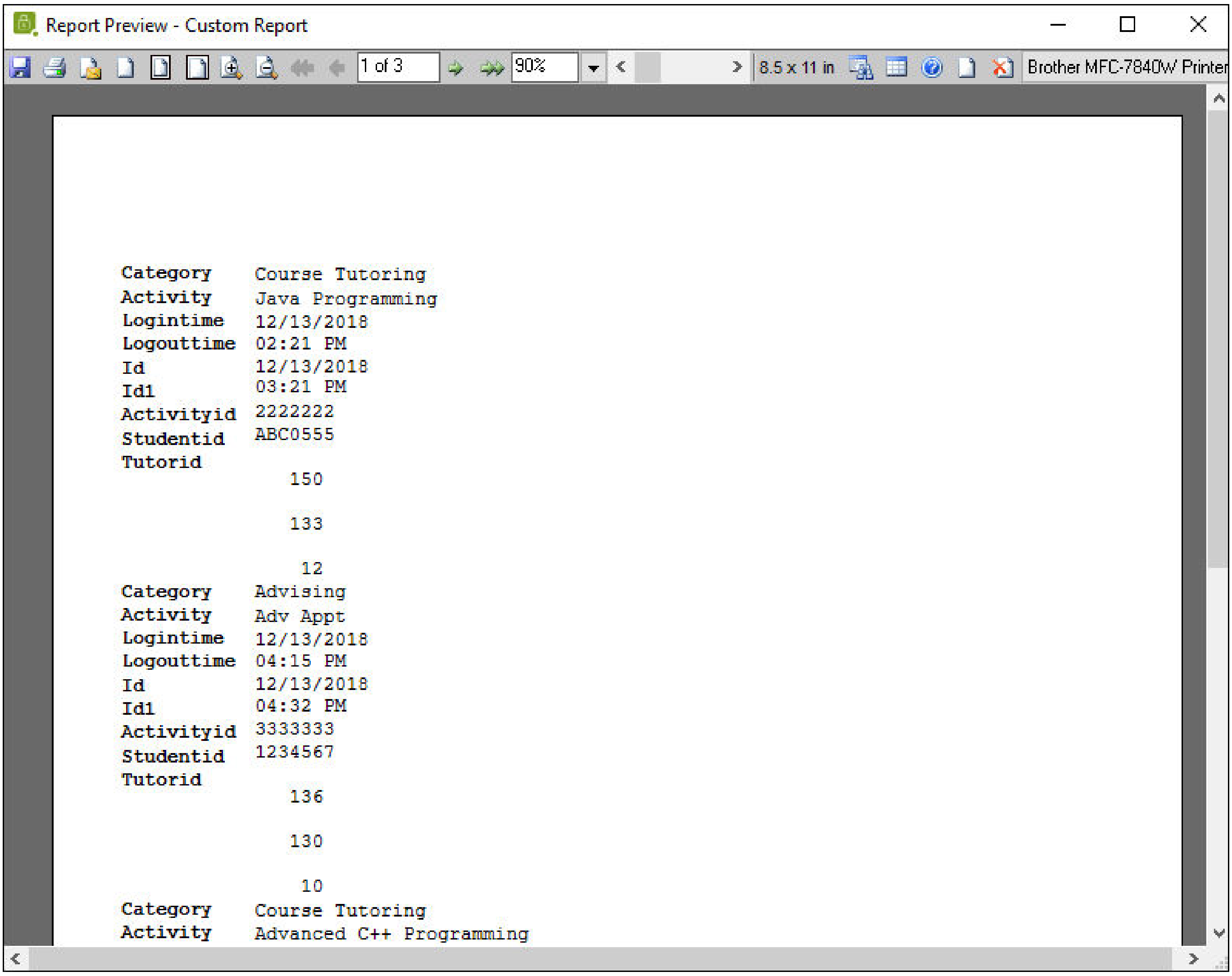

```
<?xml version = "1.0" encoding="Windows-1252" standalone="yes"?>
<VFPData>
	<xsd:schema id="VFPData" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:msdata="urn:schemas-microsoft-com:xml-msdata">
		<xsd:element name="VFPData" msdata:IsDataSet="true">
			<xsd:complexType>
				<xsd:choice maxOccurs="unbounded">
					<xsd:element name="crsquery" minOccurs="0" maxOccurs="unbounded">
						<xsd:complexType>
							<xsd:sequence>
								<xsd:element name="category">
									<xsd:simpleType>
										<xsd:restriction base="xsd:string">
											<xsd:maxLength value="30"/>
										</xsd:restriction>
									</xsd:simpleType>
								</xsd:element>
								<xsd:element name="activity" minOccurs="0">
									<xsd:simpleType>
										<xsd:restriction base="xsd:string">
											<xsd:maxLength value="75"/>
										</xsd:restriction>
									</xsd:simpleType>
								</xsd:element>
								<xsd:element name="logintime" type="xsd:dateTime" minOccurs="0"/>
								<xsd:element name="logouttime" type="xsd:dateTime" minOccurs="0"/>
								<xsd:element name="id">
									<xsd:simpleType>
										<xsd:restriction base="xsd:string">
											<xsd:maxLength value="40"/>
										</xsd:restriction>
									</xsd:simpleType>
								</xsd:element>
								<xsd:element name="id1">
									<xsd:simpleType>
										<xsd:restriction base="xsd:string">
											<xsd:maxLength value="40"/>
										</xsd:restriction>
									</xsd:simpleType>
								</xsd:element>
								<xsd:element name="activityid" type="xsd:int"/>
								<xsd:element name="studentid" type="xsd:int" minOccurs="0"/>
								<xsd:element name="tutorid" type="xsd:int" minOccurs="0"/>
							</xsd:sequence>
						</xsd:complexType>
					</xsd:element>
				</xsd:choice>
				<xsd:anyAttribute namespace="http://www.w3.org/XML/1998/namespace" processContents="lax"/>
			</xsd:complexType>
		</xsd:element>
	</xsd:schema>
	<crsquery>
		<category>Course Tutoring</category>
		<activity>Java Programming</activity>
		<logintime>2018-12-13T14:21:42</logintime>
		<logouttime>2018-12-13T15:21:42</logouttime>
		<id>2222222</id>
		<id1>ABC0555</id1>
```


Quick Report: Press this button to display the report in the built-in report viewer.

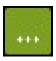


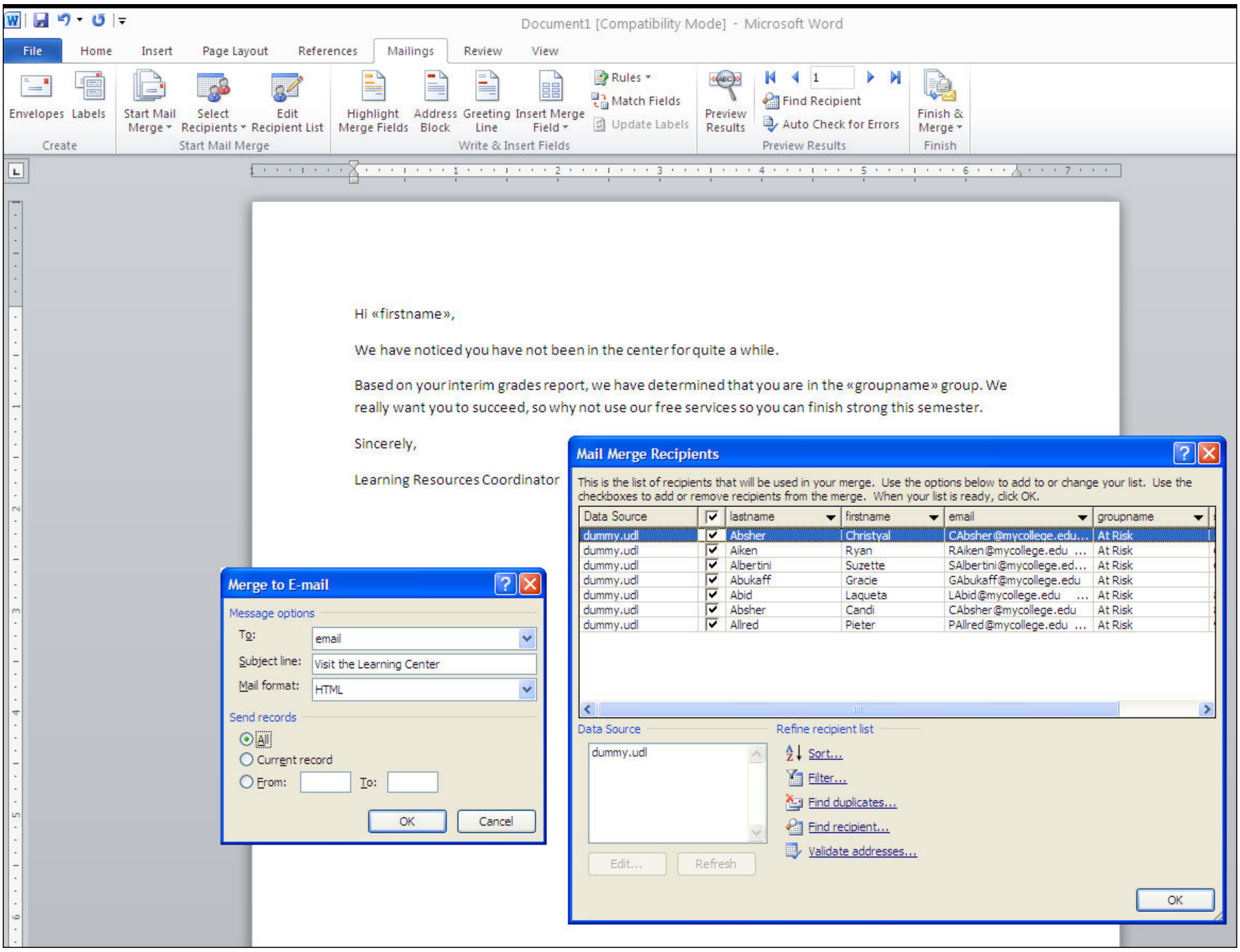
Create report and customize: Press the button if you want to build your own report display using the built-in report editor. You can change the look of the report, add your own properties to it, etc. using this tool. When you press **Create report and customize**, you will be presented with the **Save as** pop-up box. Press the three ellipses button  to select a save location, enter the name for the file, then press the Op**Bold Text**en button and then **OK** in the Save as box. The report will open in the report editor, where you can customize the report and save it.


Report Designer - createcustomize.frx
Page Header
Category
Activity
Logintime
Logouttime
Id
Id1
category
activity
logintime
logouttime
id
id1
Report Co



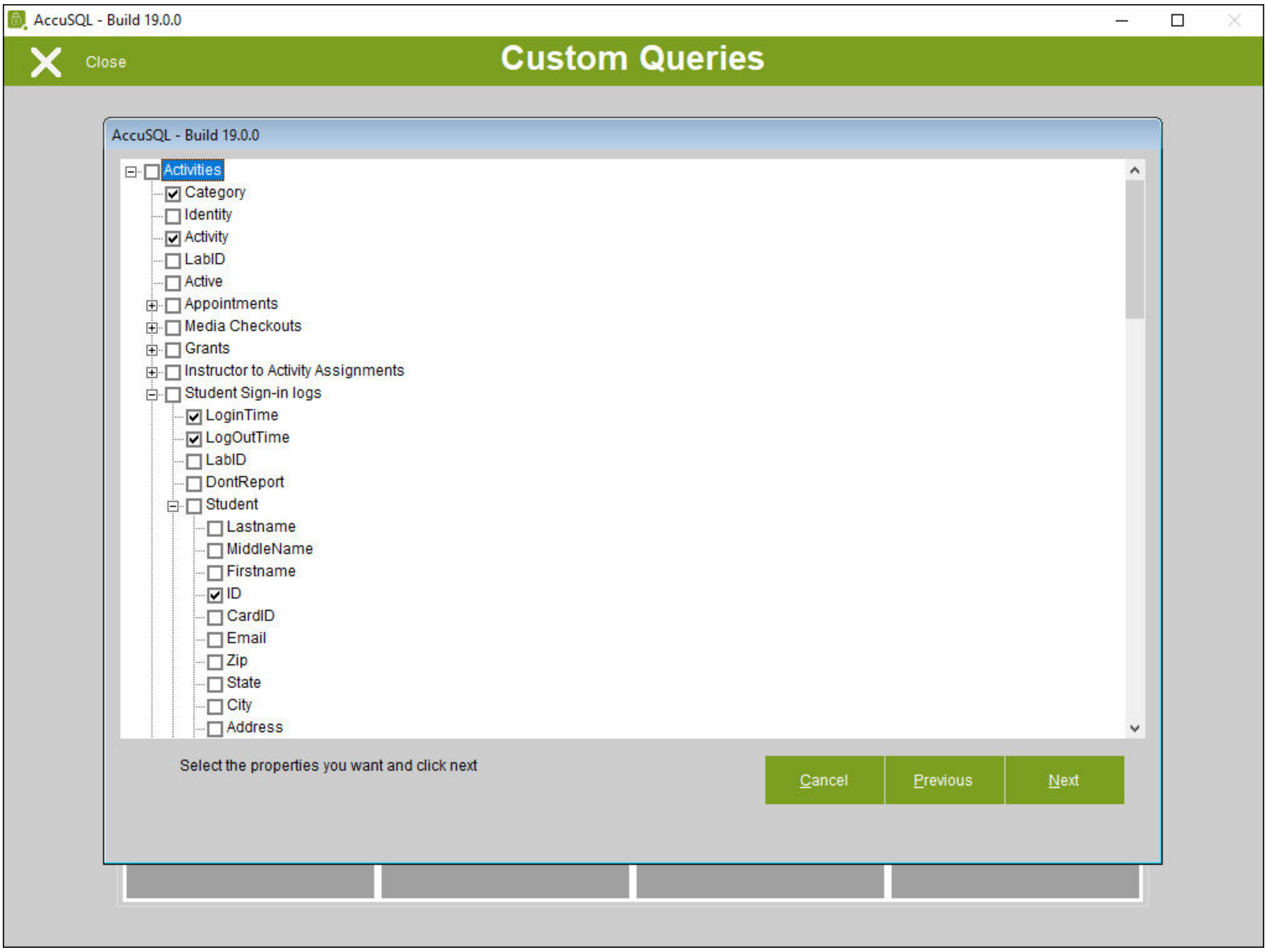
Mail-Merge: Press this button if you would like to create **Mail-Merge** from the data in **MS Word**. Please consult your MS Word/Office documentation for information on how mail-merge files work. The data in the report will be available to you as merge fields in your Word document.

Tip: If you want to do an emailing for your records, make sure to include the tutor, student, and/or instructor **email** in your field list when you define the query. If you intend to do a letter based mailing, make sure you include the tutor, student and/or instructor **address** information in your field list.
Important: You may want to already have a prepared MS Word document to connect to this query. When you press the **Mail-Merge** option, you will be presented with the **Select existing mail merge template (if any box)**. Press the three ellipses button  to navigate to an existing Word document you have saved for the mailing. However, if you leave the box blank and press **OK**, you will be able to create a new mail merge document.



CREATING A NEW CUSTOM QUERY

When you press the New button in the Custom Queries screen you will be presented with the Define Query menu. In this menu, you select the base entity you will use for the query you will be building. For example, if you wanted to build a report based primarily on student data, you would select the **Students** base entity. If you wanted to base a report on appointments, you would select the Appointments entity.

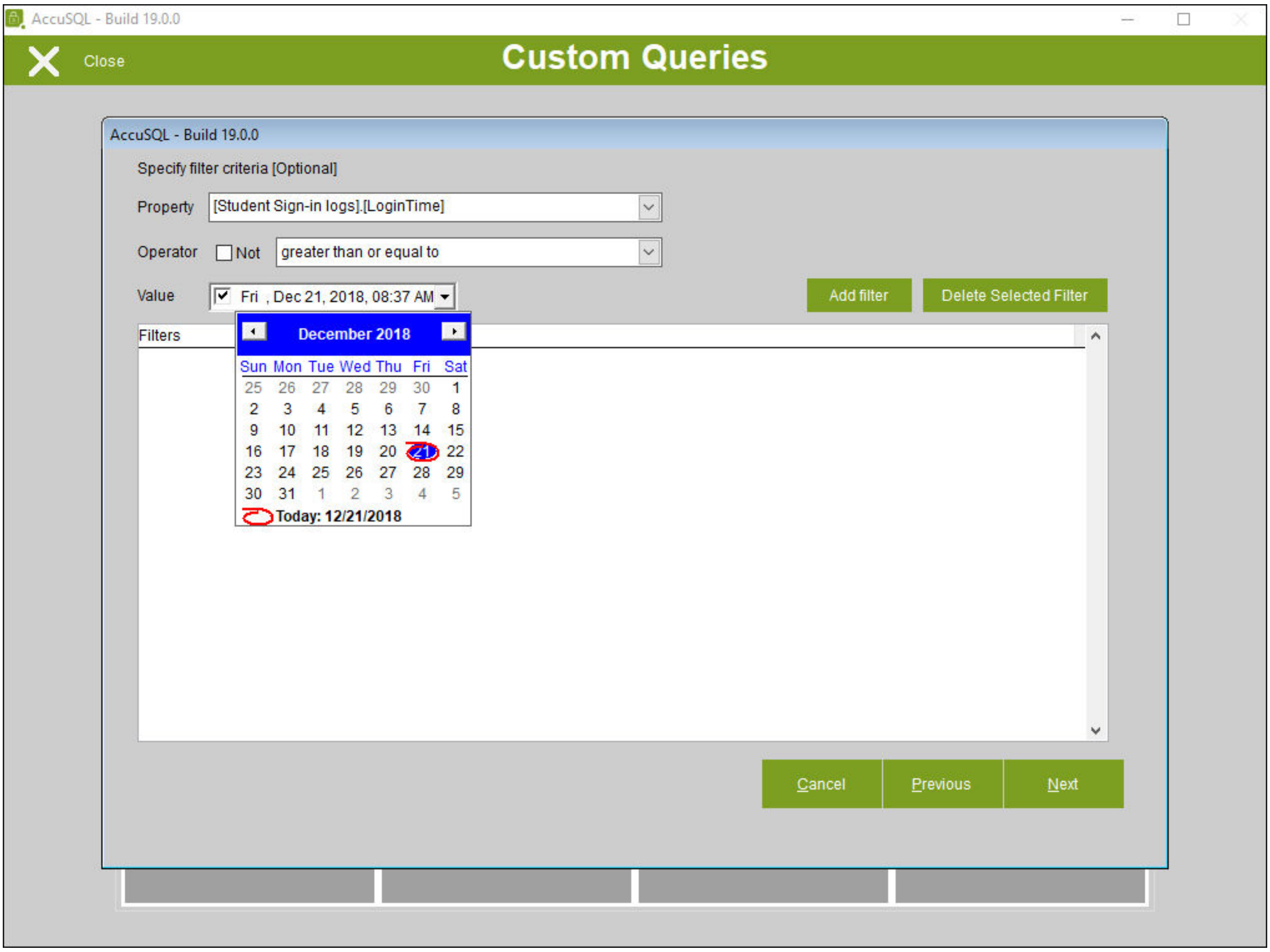


Click Next and you will be presented with the Define Query screen. On this screen you can select the fields you want to add to the report from different tables. Click the + sign next to the base entity to see the fields available from the various table. Check the boxes next to the fields you want to include in the report. Tip: If you click or unclick the box next to a top-level entity, you will select or deselect all fields for that entity.

Note: You can click the **Previous** button to go back to the previous screen. This is a new feature for 2019 so you may need to upgrade/update your software if you don't have this option.

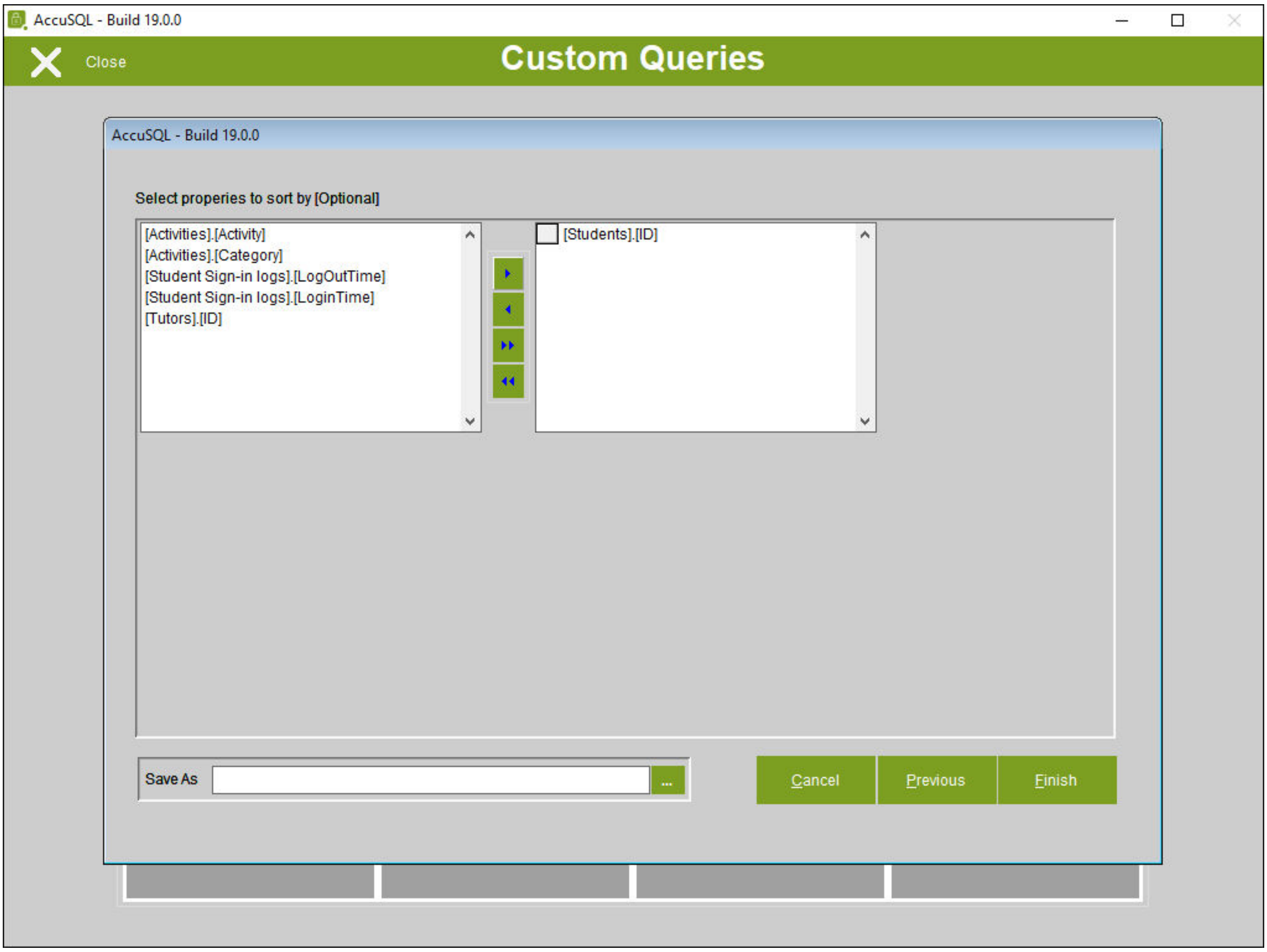
After you select all the fields you want to include in the report, press the Next button. You will be presented with the Specify filter criteria screen. In this screen, you can use the Property drop-down to select the field you want to filter on, the Operator drop-down to select the filter type, and then enter the filter value in the Value field. After you have entered the filter information, press the Add Filter button. You can create as many filters as you want for the report using this method. Of course, if you filter too much, you may not get any data back that meets all the criteria!

Note: You can click the **Previous** button to go back to the previous screen. This is a new feature for 2019 so you may need to upgrade/update your software if you don't have this option.
Note: You can also delete filters now after creating them using the Delete Selected Filter button. This is a new feature for 2019 so you may need to upgrade/update your software if you don't have this option.



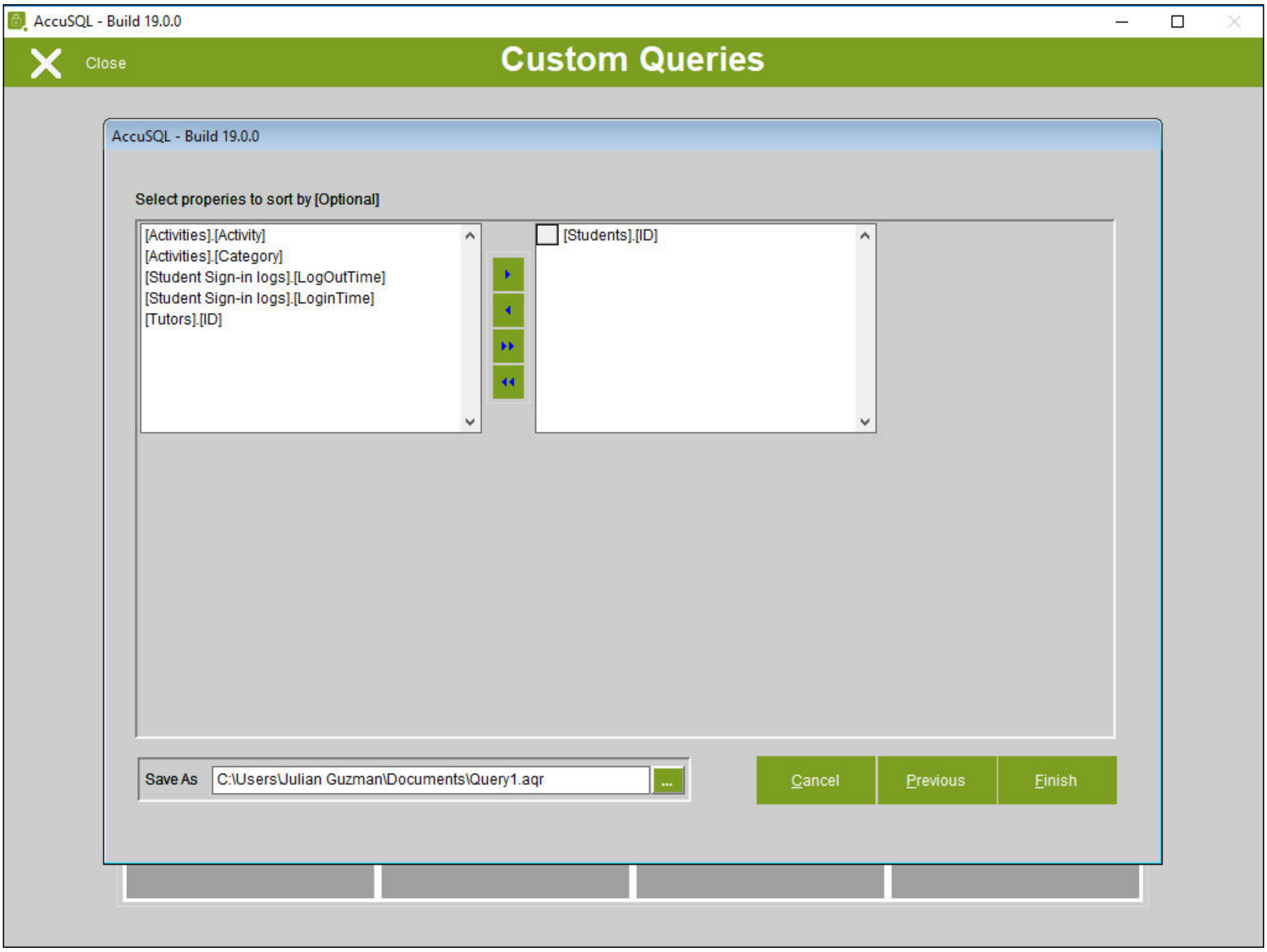
Once you have set your filters (if any), press the Next button. You will be presented with the select properties to **Sort by** screen. In this screen, you can move fields from the left-side list of the screen to the right-side list to determine the sort order the report. You can sort and sub-sort any of the fields available in the report. The primary sort field will be the first item on the right side, then your sub-sorts will be used in the order you set them.

Note: You can click the **Previous** button to go back to the previous screen. This is a new feature for 2019 so you may need to upgrade/update your software if you don't have this option.



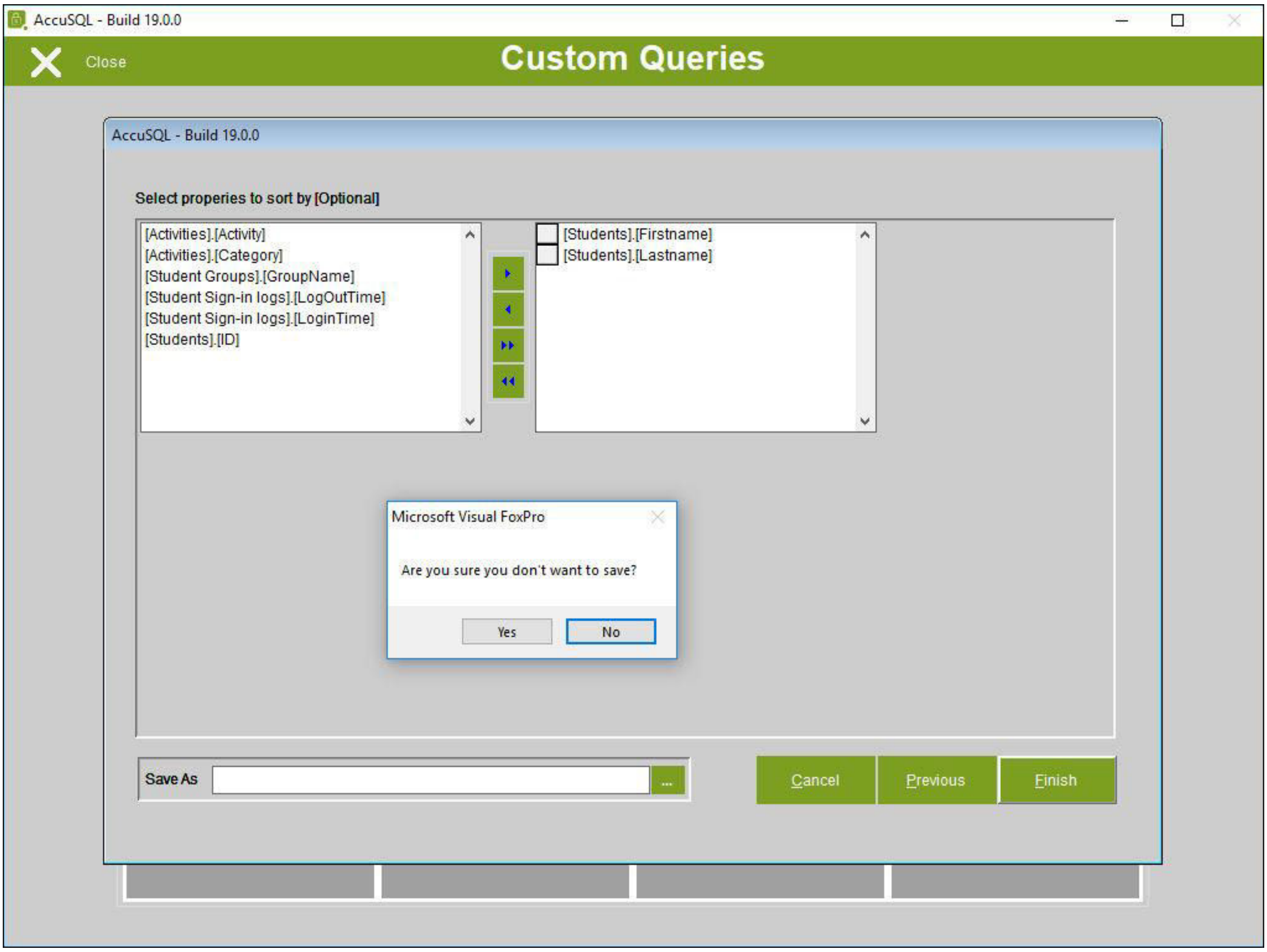
Also in this screen, you will be able to save the report. Press the ellipses button (…) next to the Save As field to navigate to the folder where you want to save the report. Enter the report file name and then press Open.

Note: You can click the **Previous** button to go back to the previous screen. This is a new feature for 2019 so you may need to upgrade/update your software if you don't have this option.



After you have set the sort order (if any) and saved the report (if so desired) press the Finish button to load the report viewer options. You can then view and/or save the report output in whichever format you desire. Please see Custom Report Output Options earlier in this document for details.

Note: If you click next without saving, you will be prompted to go back and save the query or continue to the next screen.



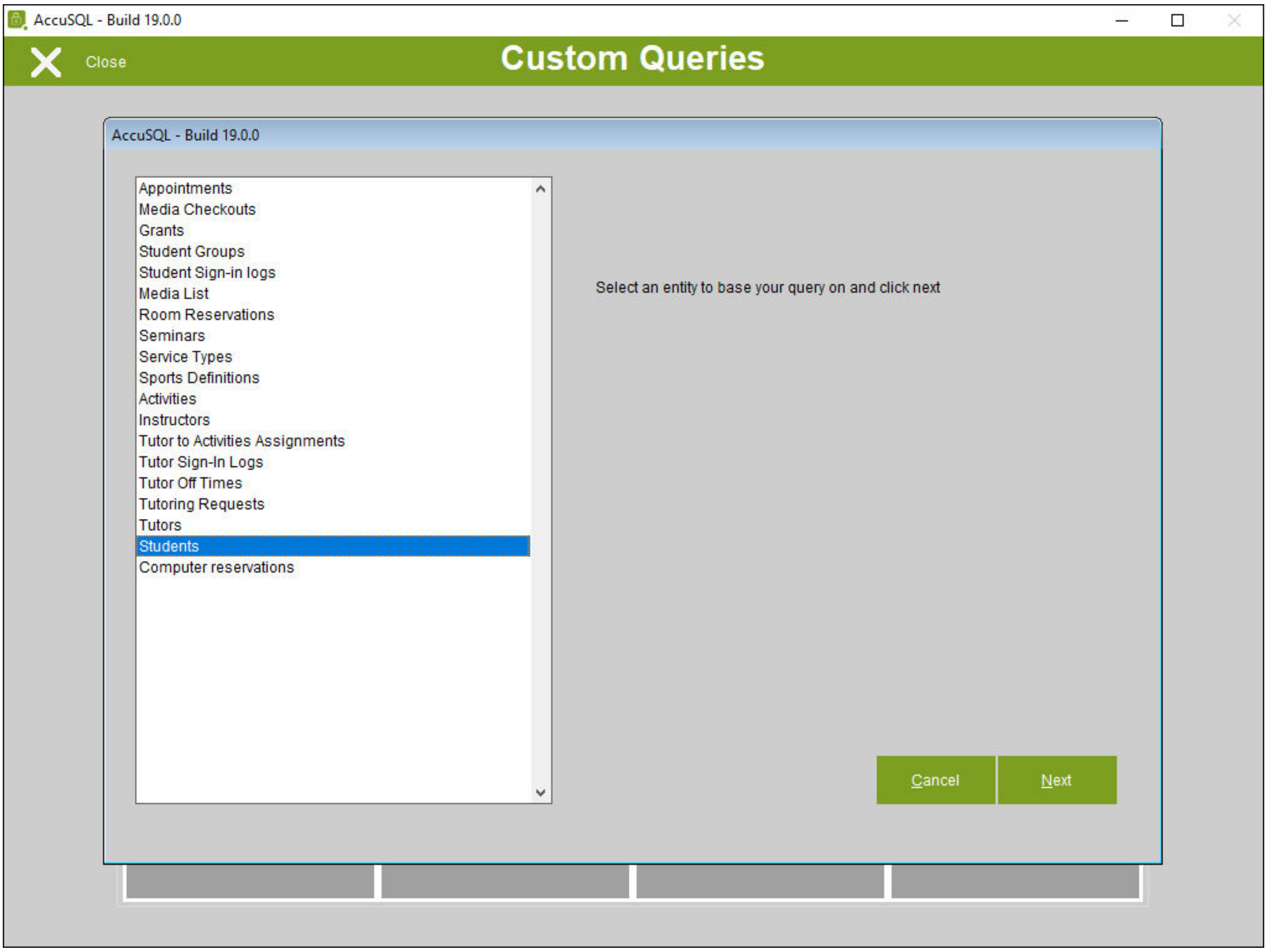
CUSTOM QUERY EXAMPLE

In this example, we have a student group called At Risk with several students in the group. We want to get a report showing the student's last name, first name and email, and the sign-ins and sign-outs to **AccuSQL/AccuTrack** with the Category and Activity, but only between the dates of 03/01/2013 and 09/21/2013. Further, we want to get the student's major, which is stored in Profile field 1 of the student record.

Finally, we want the first name and last name of the tutor they selected when they signed in. When analyzing this query, we would be pulling data from six tables:

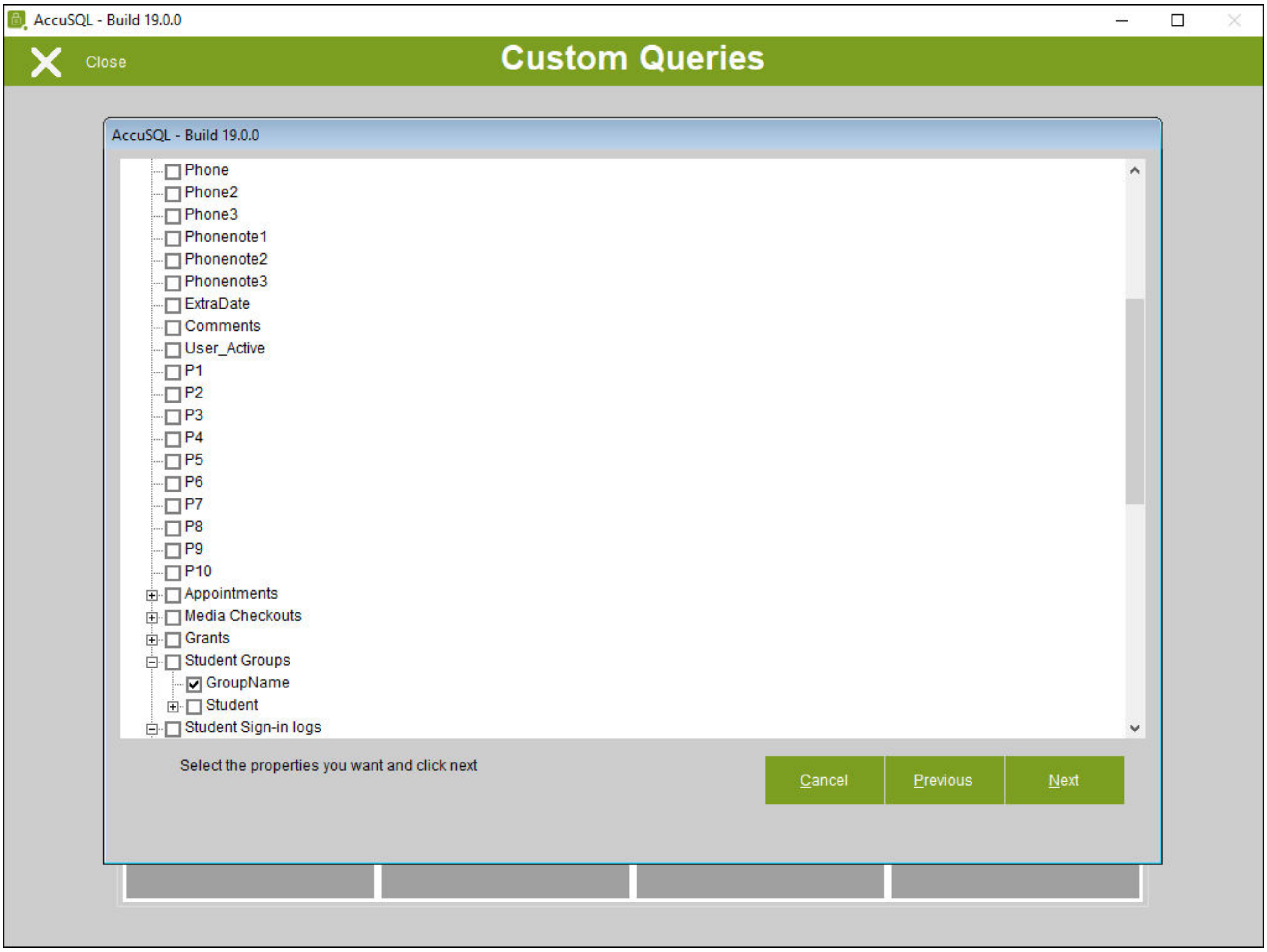
- Students
- Student Groups
- Activities
- Sign In/Sign out log
- Profiles
- Tutors

Since the query will be based on the **Sstudent** sign-ins and sign-outs, the base entity for the report will be Students.



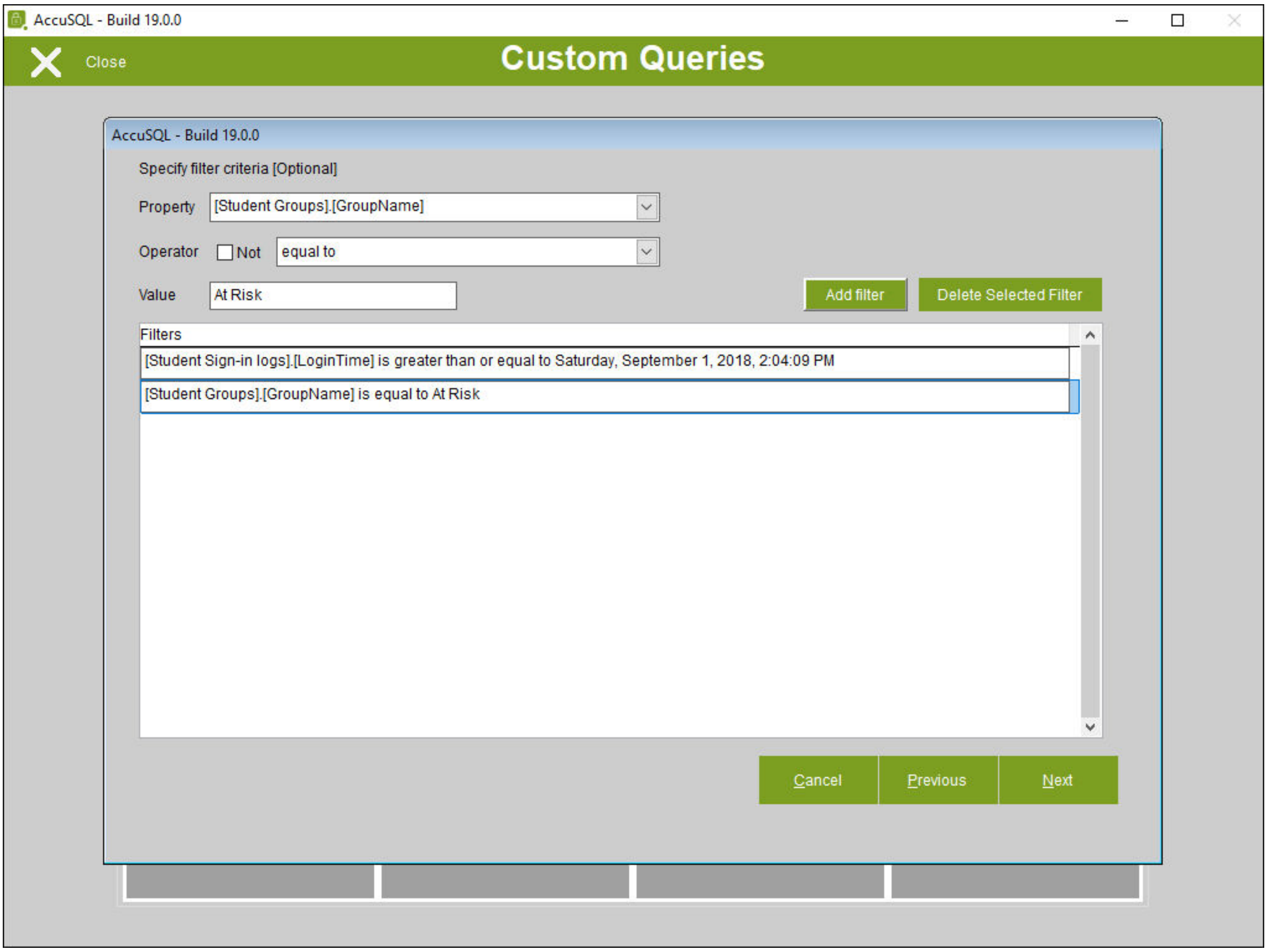
After we click Next, In the Define Query Screen, we would pick all the fields we want. For this query, that would include the following:

AccuTrack/AccuSQL Table	Field Name
Students	LastName
Students	FirstName
Students	Email
Students	P1
Student Groups	GroupName
Student Sign-in Logs	LoginTime
Student Sign-in Logs	Logoutime
Student Sign-in Logs	Activity - Category
Student Sign-in Logs	Activity - Activity
Student Sign-in Logs	Tutor - FirstName
Student Sign-in Logs	Tutor - LastName



After all the fields are selected for the report, press Next to go to the filter options.

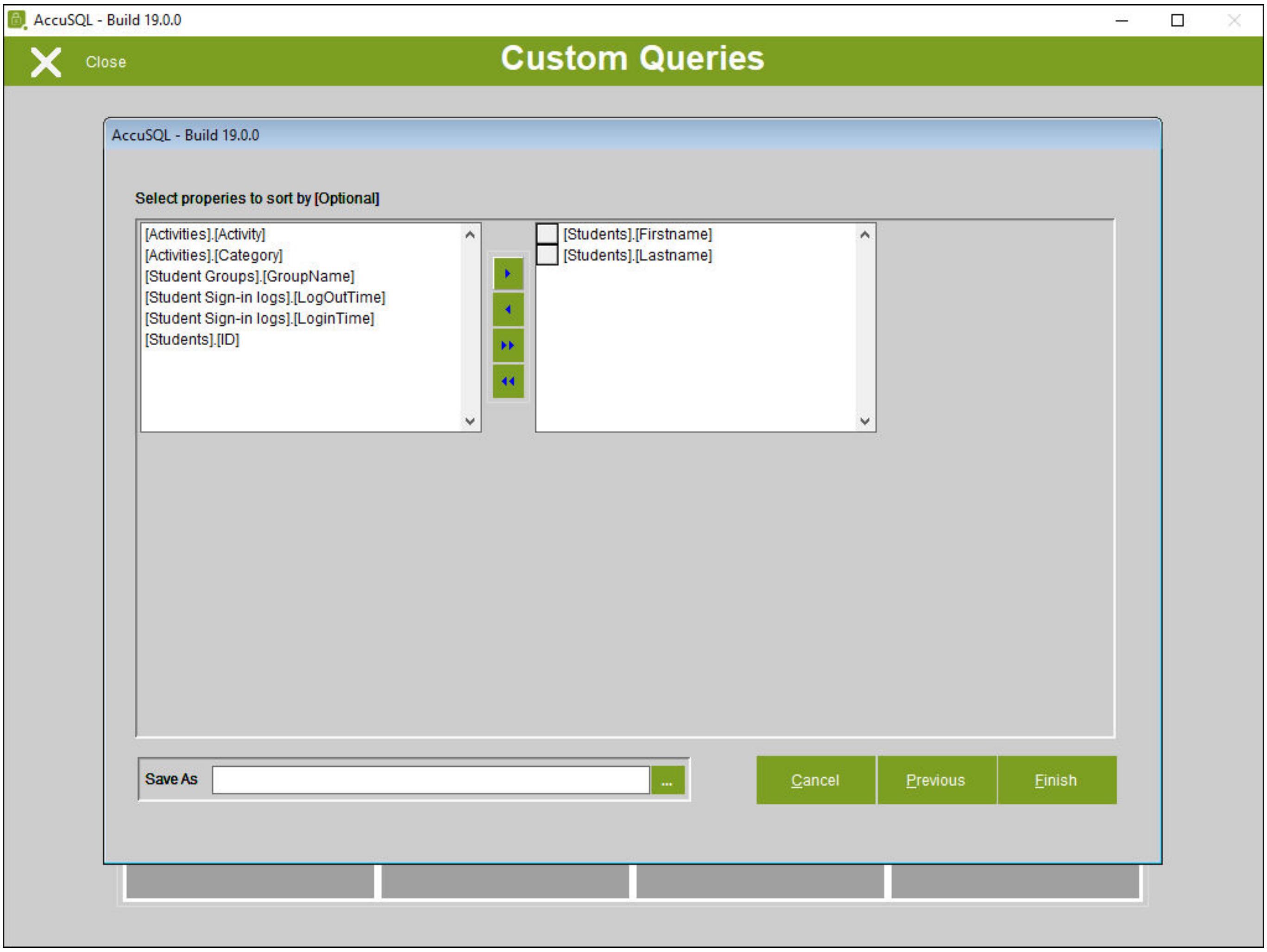
For the filter criteria, we want the [Student Groups]: [GroupName] to equal At Risk. We also want the [Student Sign-in logs]:[LoginTime] to be between 03/01/2019 and 09/01/2019.



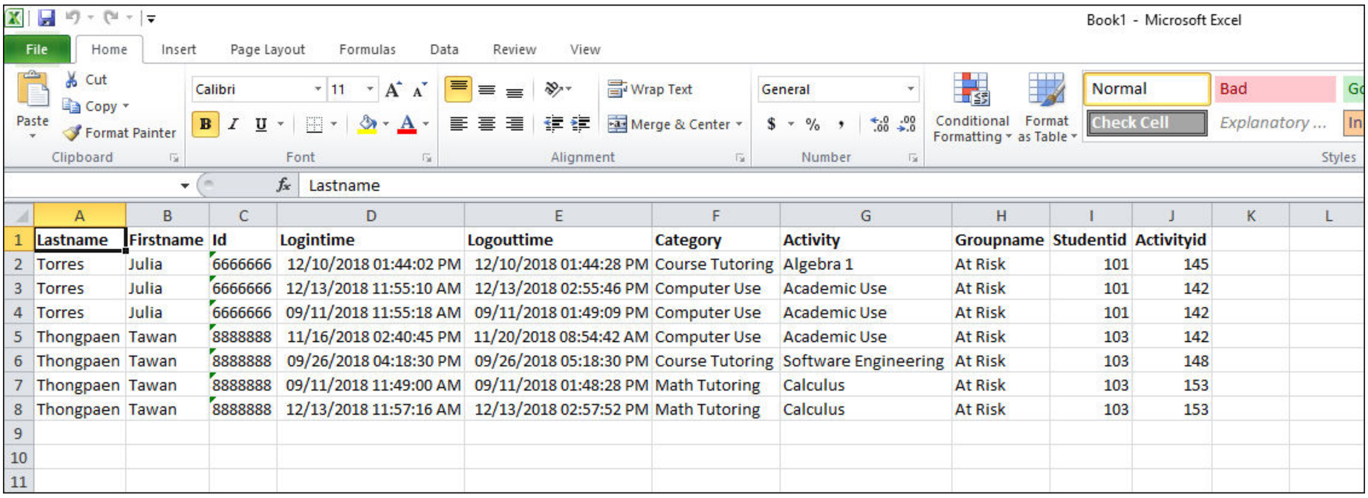
Important: The values you enter for the filters are case-specific. In the example, above, if I entered at risk I would get no results since my student group name is called At Risk (capital A and capital R).

Click **Next** and the sort options screen appears. In this case, I will sort on the student last name, then sub-sort on student first name and then tutor last name.

I will also save the file as AtRisk030113_thru_092-2019 so I can load it later and not have to recreate the query.



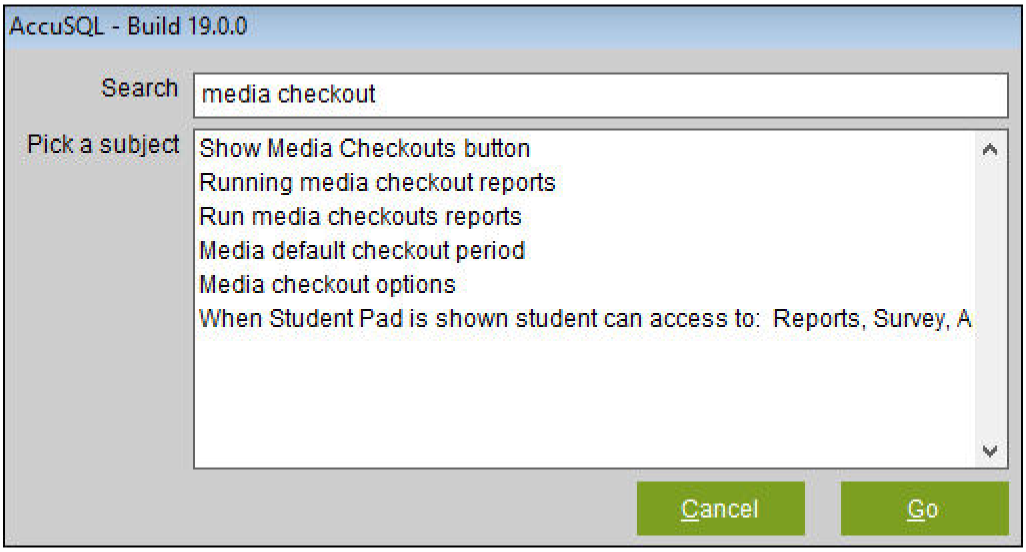
When I press **Finish**, the report will be available for me to view in the available formats. In this case, the report has been opened in Excel.



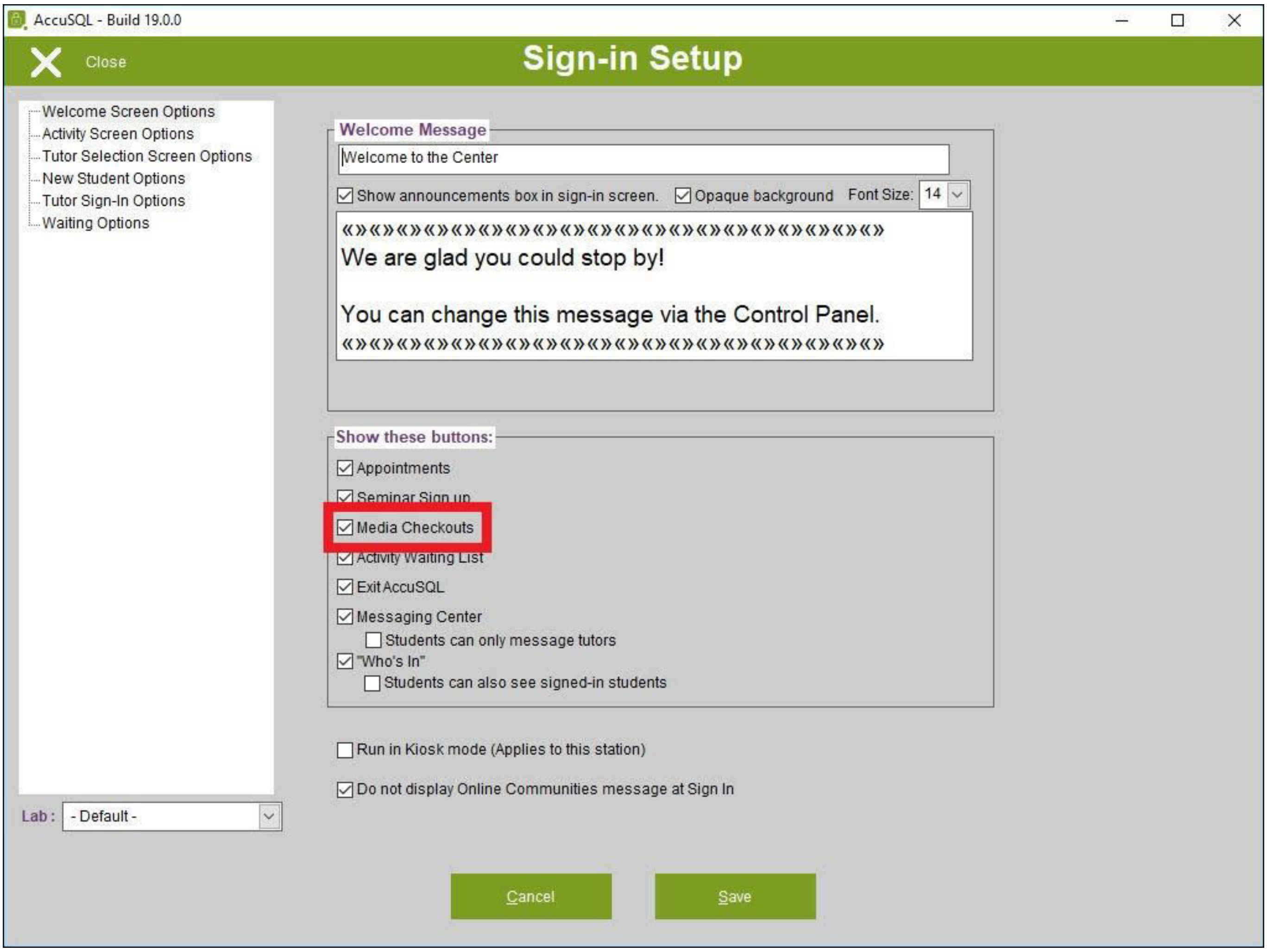
Lastname	Firstname	Id	Logintime	Logouttime	Category	Activity	Groupname	Studentid	Activityid
Torres	Julia	6666666	12/10/2018 01:44:02 PM	12/10/2018 01:44:28 PM	Course Tutoring	Algebra 1	At Risk	101	145
Torres	Julia	6666666	12/13/2018 11:55:10 AM	12/13/2018 02:55:46 PM	Computer Use	Academic Use	At Risk	101	142
Torres	Julia	6666666	09/11/2018 11:55:18 AM	09/11/2018 01:49:09 PM	Computer Use	Academic Use	At Risk	101	142
Thongpaen	Tawan	8888888	11/16/2018 02:40:45 PM	11/20/2018 08:54:42 AM	Computer Use	Academic Use	At Risk	103	142
Thongpaen	Tawan	8888888	09/26/2018 04:18:30 PM	09/26/2018 05:18:30 PM	Course Tutoring	Software Engineering	At Risk	103	148
Thongpaen	Tawan	8888888	09/11/2018 11:49:00 AM	09/11/2018 01:48:28 PM	Math Tutoring	Calculus	At Risk	103	153
Thongpaen	Tawan	8888888	12/13/2018 11:57:16 AM	12/13/2018 02:57:52 PM	Math Tutoring	Calculus	At Risk	103	153

FIND

Purpose: To search **AccuSQL/AccuTrack** to find setup or system screens that match your search criterion.
How to Access: From **System Administration**, select **Find** on the right-side menu.



Type the word or phrase you are looking for and the results will be displayed in the *"Enable Media Checkout from a Sign-in Station"* area. Click a topic in the list of them and then click the **Go** button. **AccuSQL/AccuTrack** will take you either to the screen or the **Setup options** area for the item you selected.



Note: you can also simply use keywords to find the information you are looking for in the **Find** field.

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