

USING ACCUSQL/ACCUTRACK SCREENS

To make it easier for you to use **AccuSQL/AccuTrack**, we designed a standard interface for their screens. Once you learn how to use this interface, you can easily use any **AccuSQL/AccuTrack** screen using this interface. The standard interface will have a **SuperTable** (see above for info on this powerful control). Under this table, you will see controls for data entry – usually text boxes. On most screens, you will also see a check box marked “Active”. Under the data entry controls, you will see three buttons marked “Add”, “Edit”, and “Delete”.

You can use the standard **SuperTable** functions to locate a specific record. These include sorting, searching, and filtering. You can also print the data in the **SuperTable** and export it.

When you have data records to view, the **SuperTable** will display these records. When you select one of these records by clicking on it, its information will appear in the data entry controls under the **SuperTable**. This way you can see the details of each record by simply clicking on it. To add new records, simply click “Add”. The data entry controls will be enabled and blanked out. Also, the “Add” and “Edit” buttons will change to “Save” and “Cancel” (or “Revert”) You can now use the text entry controls to enter the information. For example, type in the text boxes. When finished, click the “Save” button. The text entry boxes will be disabled again, and you will see the new record appear in the **SuperTable**. The new record will be highlighted in the table. To edit an existing record, first select it in the **SuperTable** and then click on the “Edit” button. The record’s info will appear in the data entry controls. You can now update the records and click “Save” to keep the changes or “Revert” to undo them.

You can also edit a record by simply double clicking on it in the **SuperTable**.

To delete a record, simply select it and click “Delete”. **AccuSQL/AccuTrack** will ask you to confirm this action. If you answer “Yes” the record will be deleted. Note that in most screens, the data entry controls include a check box labeled “Active”. Active records are those currently used in your system. If you no longer need a record, it is highly recommended that you make it inactive instead of deleting it. This way the record will no longer show in most screens, but it will still be available for historical reporting.

THE INTRO SCREEN

When you launch **AccuSQL/AccuTrack**, the Intro Screen will appear.



You will notice your college name and license type appearing in the licensing box Splash screen. After a few seconds, the intro screen will disappear and you will see the Main Sign-in Screen. Also, you may see a Tool Tips screen that provides helpful hints about **AccuSQL/AccuTrack** usage.

MAIN SIGN-IN SCREEN

Module: Sign-in

Purpose: Main screen for students, tutors, and administrators to sign-in and sign-out.

Access: This screen is opened at **AccuSQL/AccuTrack**'s launch.

When you open **AccuSQL/AccuTrack**, it will be in full screen (kiosk) mode by default. Kiosk mode should be used for any sign-in stations where students will be signing into the system. For administrators, you would typically want to turn off kiosk mode so you can minimize **AccuSQL/AccuTrack** when you are not using it. That is accomplished by logging in as an Admin and navigating to the **Sign-in Setup » Setup** screen and unchecking the **Run in Kiosk mode** (Applies to this station) checkbox and clicking Save.



Video Learning Series: Customizing the Main Sign-in Screen

View video at: <https://www.youtube.com/watch?v=f1SpjwQJtcA>

The Main Sign-in screen has a welcome message at the top. You can change this message in the Sign-in Setup » Setup screen. Under this message, you will see your college logo. The **AccuSQL/AccuTrack** staff programmed this logo for you before shipping the software. Under the logo you may see a general announcement box. You can change the text and visibility of this box also in the Sign-in Setup » Setup screen. Under the general announcements box you will see an ID Entry box. The current date and time appear under the ID Entry box.

AccuSQL/AccuTrack depends on your computer's clock when recording the sign-in and sign-out times. Make sure the clock is accurate and check it periodically. You can do this easily by checking the date and time shown in the sign-in screen.

To sign in, simply enter your ID number in the ID Entry box and press the <Enter> key on your keyboard or click on the arrow with the mouse.

The sign-in ID is set to a 9 digit format by default (XXXXXXXXXX), however, you can change the ID format to whatever you like via the System » Setup » ID Settings Options screen - up to 40 characters long. The minimum length is 4 characters. You can also use a secondary card ID, discussed in more detail later.

When you enter an ID in the box, one of the following will happen:

1. If you enter a new ID number that is not in the database, you will see the New User screen.
2. If you enter a student ID for a student that is in the database and the student is signed out, you will see the Activities screen. If enabled, you may also see a Join the **AccuSQL**AccuTrack

Communities **pop-up screen (if it is a first-time student sign in). This can be enabled or disabled by logging in as an Admin and navigating to the Sign in Setup » Setup » Welcome Screen Options menu and checking/unchecking the AccuSQLAccuTrack Communities** option.

- 3. If you enter a student ID for a student that is in the database and the student is signed in, you will be signed out and you will see a sign-out confirmation message. Depending on the setup, you might also see a feedback collection form.
- 4. If you enter a student ID for a student showing up for an appointment, and the software is set up to automatically pick up the activity, you will be signed in and you will see an appointment sign-in confirmation message.
- 5. If you enter a tutor ID number for a tutor, you will see the tutor's control pad.
- 6. If you enter an administrator ID number, you will see a password box.

SIGNING IN OR OUT CONFIRMATION MESSAGE

The sign-in confirmation message appears when the student successfully signs into the system from the Main screen.

Diego Paulov signed in at 03/06/2017 09:47 AM

The sign-out confirmation message appears when students sign out. The message shows the student's name, sign-out date and time, sign-in period for current session, and total time spent on the activity and in the center.

Dan Arlington signed out at 07/19/2013 11:53 AM.
In for 00:10 hours.

	This Week		This Semester	
To	Visits	Time	Visits	Time
MATH Calculus 1 [Tutoring]	1	10 min.	1	10 min.
Center	2	2 hr 11 min.	13	21 hr 13 min.

Have a good day.

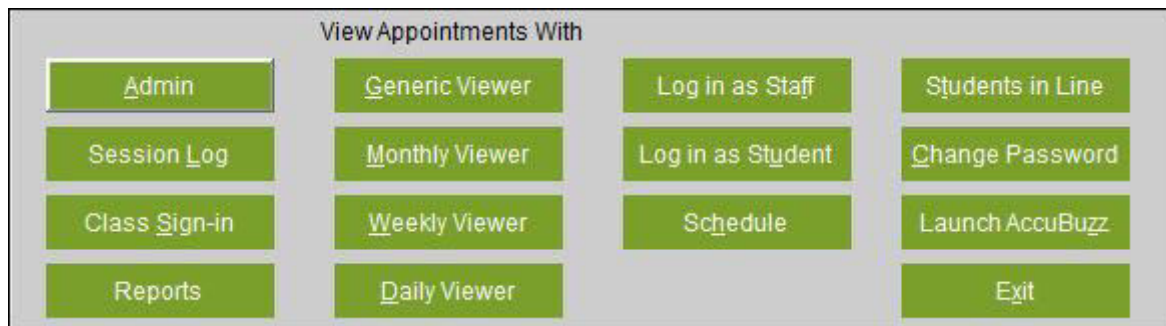
the 'semester' statistics are calculated from semester's start date. The weekly statistics are calculated from the first day of the week as it is set up in the Options screen.

If you turn positive hours on in the Options screen, the statistics in the sign-out confirmation box will be displayed in positive hours.

The confirmation message box will appear on the screen for a few seconds. You can increase or decrease the default display period via the Option screen. However, the next student does not need to wait for the confirmation box to disappear. Moving the mouse or typing on the keyboard (e.g. typing a sign-in ID number) will make the box disappear. The typed numbers will be preserved and passed to the sign-in box.

TUTOR SIGN-IN

You can use **AccuSQL/AccuTrack** to track your tutor's work hours. When tutors sign in, they will see the Tutor Control Pad:



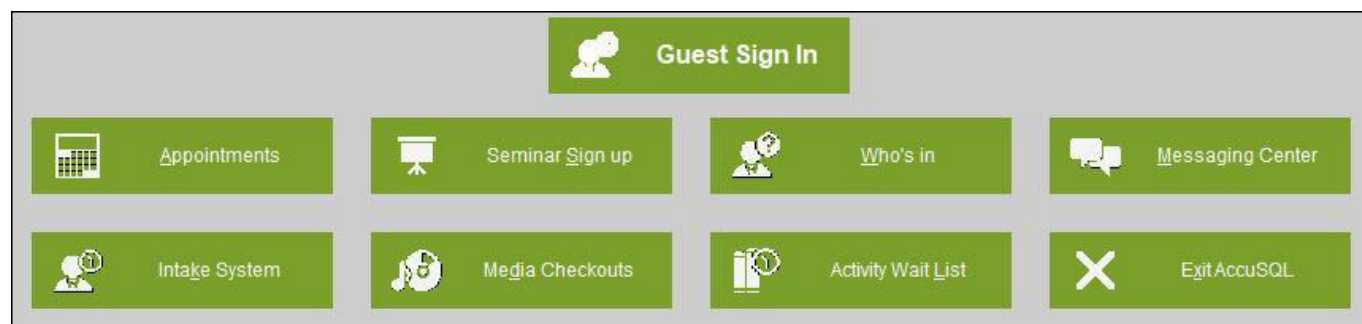
Anyone you have added in the Users » Tutors screen will be accessing the Tutor Pad at sign in. If the tutor is signing in to work, he/she would click on the “Log in as Staff” button. Depending on how the software is configured, the tutor will be signed in at this screen, or **AccuSQL/AccuTrack** will display the tutor’s Tasks screen. If the tutor is signing in as a student (e.g. to get help from another tutor), then he/she would click the “Log in as Student” button. **AccuSQL/AccuTrack** will proceed with a regular student sign-in procedure. Any of the buttons available on the Tutor Pad can be disabled in the System » Setup » Student and Tutor Pad Options screen. The Tutor Pad is discussed in greater detail later in this document.



Video Learning Series: Tutor Pad options

View video at: <https://www.youtube.com/watch?v=2q9O5dXm9zA>

SIGN-IN SCREEN BUTTONS



The buttons at the bottom of the Main Sign-in screen give students the ability to use certain screens in **AccuSQL/AccuTrack**. If you like, you can make some or all of these buttons disappear by updating the settings in the Options screen. Here is an explanation of the functionality of these buttons:

Guest Sign in: Clicking this button will allow visitors to sign in who have not been entered yet as students. They would get the normal student sign-in screens. In reports, all sign-ins for guests are listed under the heading “**AccuTrack** Guest”.

Appointments: Click to enter a student ID, view appointments, and open either the Quick Scheduler or Appointments Wizard, which is used for scheduling appointments. Enable this button if you want students to be able to schedule appointments from the Main Sign-in screen.

Seminar Sign-up: Clicking this box will bring up the seminar registration screen. Useful if you want students or student groups to be able to sign up for seminars or workshops via **AccuSQL/AccuTrack**.

Who's in: Brings up a list of tutors who are signed in. You can also make this screen display students who are signed in by changing an option in the Options screen.

Messaging Center: Brings up the Messaging Center to enable students to send an email and **AccuSQL/AccuTrack** messages to other **AccuSQL/AccuTrack** users.

Intake System: Clicking this button allows students to see where they are in line if you are using the Intake System option. Admins can also sign students in using this option. Intake System: Clicking this button will bring up the tutor waiting list screen.

Media Checkouts: Use to check media in or out. Useful if the system is used by tutors who sign students in and out and check media out.

Activity Waiting List: If you enable the Waiting List function, this button will show students who are currently on the waiting list.

Exit AccuSQL/AccuTrack: If you want students to exit the software from the Main Sign-in screen, enable this button.

NEW STUDENT SCREEN

Module: Student sign-in.

Purpose: To collect information about new student.

Access: This screen appears to student during sign-in if they are not already in the database, or if they are in the database but the administrator clicked the “Update Profile” button in the Options screen. You can decide whether you want to show the New Student screen or not when

AccuSQL/AccuTrack does not find a match for the ID entered at sign in. This option is located in Sign in Setup » Setup » New Student options.

While students can enter themselves into the system using this option, it is preferable to import the student data if possible to keep the data as “clean” as possible. Please see the “Import” section of this manual. Also, you can disable new students in the Users » Setup New Student Options screen by unchecking the “Allow new students” checkbox.



Video Learning Series: New Student options

View video at: <https://www.youtube.com/watch?v=PwYKTpsBX5o>

New Student

Student ID:
571687161

Please fill in the information below then click on "Continue"

Name					
First: Stephanie	Middle: Maria	Last: Consuelo	E-mail: mconsuelo@mycollege.edu		

Contact					
Phone: (407) 554-5454	Address: 226 Anderson St.	City: Orlando	FL	Zip: 32811	
Cell: (407) 554-5455	<input type="checkbox"/> Do not send SMS messages		Grad Date	04/09/2015	

<p>Gender?</p> <p>Female</p> <p>Ethnic Background?</p> <p>Hispanic</p> <p>Did you graduate from high school?</p> <p>Yes</p> <p>If you did not graduate, do you have a GED?</p> <p>N/A</p> <p>Age Group?</p> <p>22 Or Under</p>	<p>Program?</p> <p>ARC</p> <p>Classification?</p> <p>Junior</p> <p>Residency?</p> <p>In-state</p> <p>Enrollment status?</p> <p>Full-time</p> <p>Referred by?</p> <p>Advisor</p>
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Continue
Cancel

● Required

The New Student screen shows your sign-in ID number at the top. This screen will collect some information from the visitors. Note that this screen will only appear to new visitors if you decide to show it.

The minimum information required in this screen is the visitor's first and last name. The rest of the fields can be set as optional. The administrator can even remove all other fields on this screen.

Starting with the field on the left, type in your first name, use the mouse or <Tab> button on the keyboard to move to the next field and fill in your middle and then your last name.

You do not need to hold the <Shift> key down while entering the first letter of the name.

AccuSQL/AccuTrack will automatically capitalize the first letter as you type it. You can also configure the software to automatically fix the capitalization of all the names at once.

After typing the name, enter the rest of the contact information such as the e-mail address, city state, zip, etc. If the software is configured to send email notifications when appointments are set or canceled, the Email address you enter here will be used to send these notifications. If you are going to use text messaging, the Cell field will be the number used to send text messages to the student.

If your center tracks demographics, you will also see the student profile questions. For each question, select the answer that applies to you from the drop-down list box.

Depending on how the software is configured, the profile questions may or may not be visible. The configuration will also determine whether an answer is required for the question. Required questions are shown with a red dot next to them.

The phone prefix, email suffix, city and state can be prefilled by entering the information in the Sign in Setup » Setup » New Student options screen. You can also show or hide these options for new students in the same setup screen.

After filling in all the information, click on the “Continue” button to proceed with the sign in. This will take you to the Activities screen.

ACTIVITY SELECTION SCREEN

Module: Student sign-in

Purpose: To allow the student to select the activity he/she will be using.

Access: This screen can appear to student during sign in, or if so desired, you can bypass it completely. In that case, however, you would only be collecting the sign in and sign out times.



Video Learning Series: Student Sign in selection options

View video at: <https://www.youtube.com/watch?v=qztEBGjGJN4>

AccuSQL

Tutoring Center Services

Steffanie Graff-Rapoza

Please select the service you are going to use today.

Category

Advising
Computer Use
Course Tutoring
Math Tutoring
Success Center

Service Type:

Self Study
Required Hours
For Lab Hours
Not Applicable
Tutoring
Testing

Service

ACP400 - Advanced C++ Programming
ALG301 - Algebra 1
ALG302 - Algebra 2
CAL401 - Calculus
ENG405 - Software Engineering
ICP305 - Intro C++ Programming
JP4400 - Java Programming

Instructor:

Alvarez, Laura
Foster, David

Continue

Cancel

If enabled, this screen is displayed to students at every sign-in. The Activity Selection screen allows asking the student for four types of information:

1. **Category:** The menu is grouped into categories for easier identification. First, select the category of the activity by clicking on it in the upper list box.
2. **Activity:** Next select the activity itself by clicking on it in the lower-left list box.
3. **Service Type:** To select the type of service you want to use, simply select it from the Service Type drop-down box.
4. **Instructor:** When you select an activity, its instructor or instructors (typically professors that teach the class) are shown in the Instructor list box. Select the instructor of the activity by clicking on him or her.

After selecting the above options, click the “Continue” button to continue with the sign-in. Depending on how you set up the system, you may get a box asking if you want to report the visit to the instructor. Reported visits can be used to automatically send scheduled reports to the instructors. Click either Yes or No to continue.

Items appearing in the Activity Selection screen are entered via screens in the Sign-in Setup section of the software. This includes the categories & activities, instructors, and service types. The administrator can also change the text labels appearing in this screen, and can make these boxes disappear if not needed.

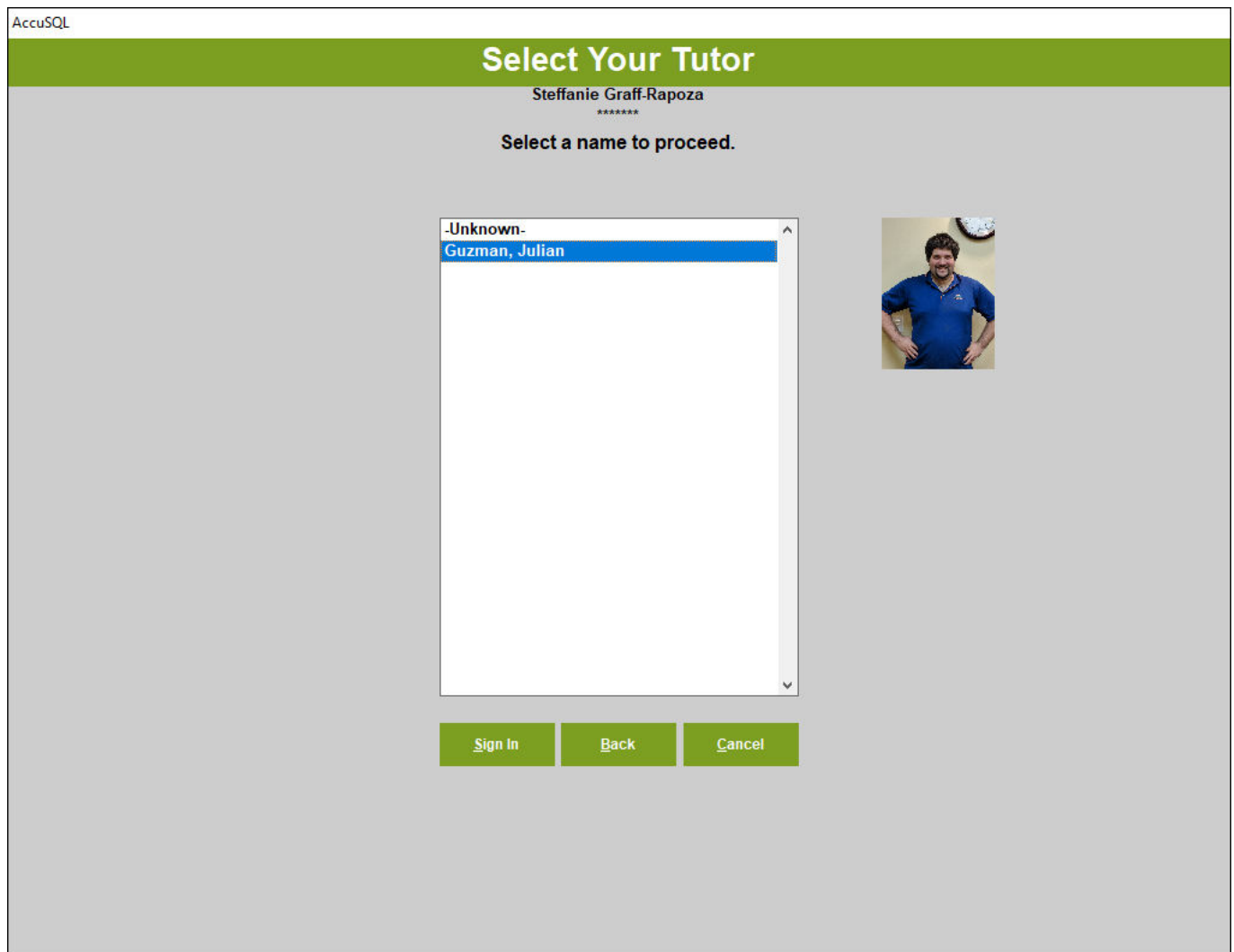
The Activity Selection screen can be turned off completely if not needed. If you do not need to know what students do during their visits, you can disable the display of this screen via an option in the Options screen.

TUTOR SELECTION SCREEN

Module: Student sign-in.

Purpose: To track which tutor the student met with during the visit.

Access: If set up, this screen appears to students after the Activities screen during sign-in.



AccuSQL

Select Your Tutor

Steffanie Graff-Rapoza

Select a name to proceed.

-Unknown-
Guzman, Julian

Sign In Back Cancel

The large list box in the middle of this screen lists the tutors available for the activity you selected in the Activity Selection screen. Select the tutor you are seeing by clicking on his or her name, and then click “Sign In” to complete the sign-in. Tutors are the people that work in the center and help students.

You can also double click on the name to sign in to it. You will see a confirmation message showing your name, sign in date, and sign in time.

Diego Paulov signed in at 03/06/2017 09:47 AM

The system is now waiting for the next student to sign in or out.

If the student selects “Unknown” from the list, **AccuSQL/AccuTrack** will ask the student to indicate which tutor he met at sign-out time. The student can also select “None” to indicate that he is not meeting with a tutor (e.g. self-study).

FEEDBACK SCREEN

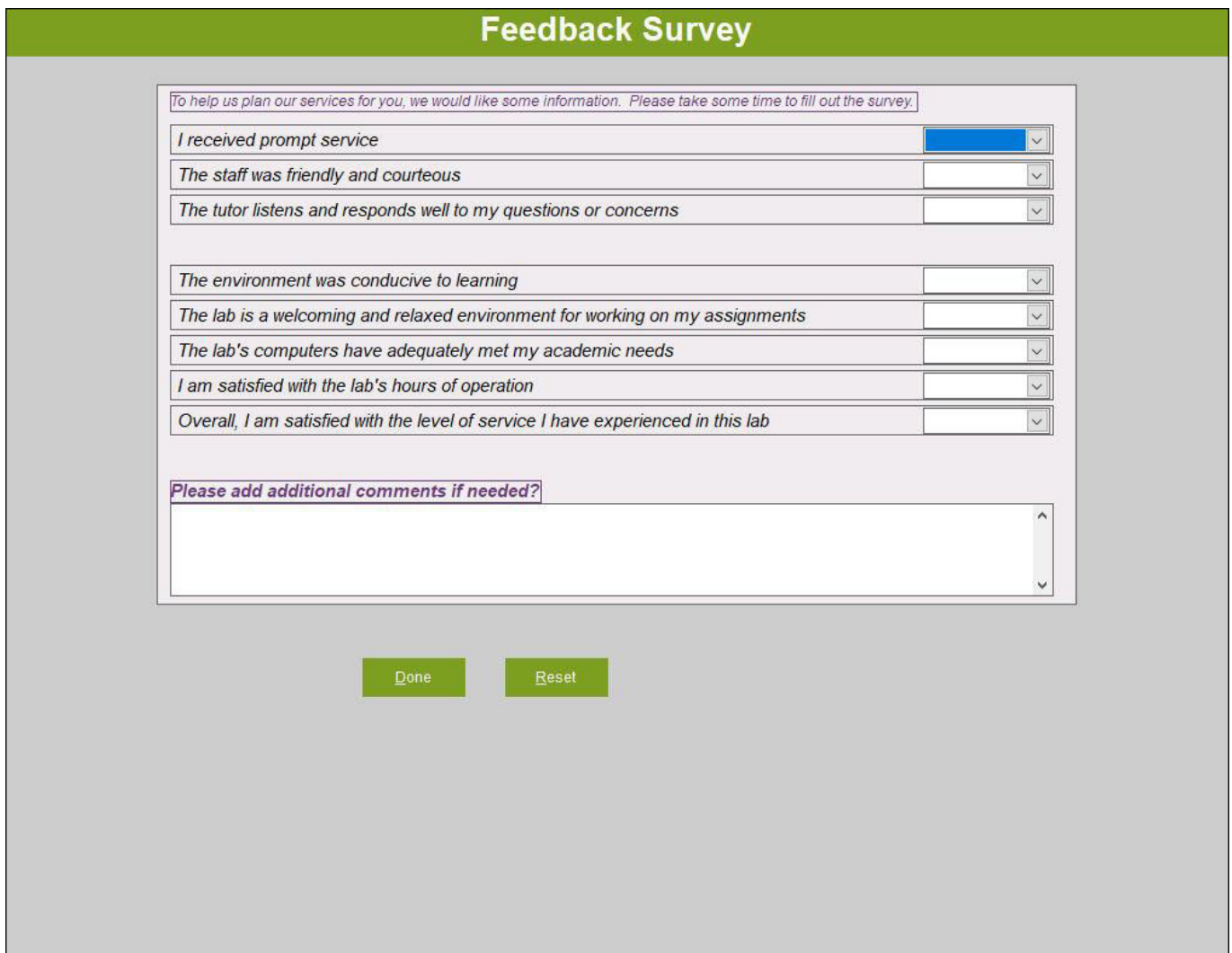
Module: Student sign-in.

Purpose: To collect feedback from students.

Access: If setup, this screen appears to student during sign-out time.

If configured to do so, **AccuSQL/AccuTrack** will display a survey screen at student sign-in or out.

AccuSQL/AccuTrack can present two types of surveys: Tutor ratings and services. Here is an example of a survey:



Feedback Survey

To help us plan our services for you, we would like some information. Please take some time to fill out the survey.

I received prompt service [Blue dropdown menu]

The staff was friendly and courteous [White dropdown menu]

The tutor listens and responds well to my questions or concerns [White dropdown menu]

The environment was conducive to learning [White dropdown menu]

The lab is a welcoming and relaxed environment for working on my assignments [White dropdown menu]

The lab's computers have adequately met my academic needs [White dropdown menu]

I am satisfied with the lab's hours of operation [White dropdown menu]

Overall, I am satisfied with the level of service I have experienced in this lab [White dropdown menu]

Please add additional comments if needed?

[Text area for comments]

Done **Reset**



Video Learning Series: Collecting Feedback from Students

View video at: <https://www.youtube.com/watch?v=4P7qTMjri1M>

The student can use the drop-down boxes to answer a survey question. The student can also enter comments in the edit box at the bottom of the survey screen. The administrator sets the questions and the answer's scale.

Questions that require an answer are marked with the blue font for easier identification.

AccuSQL/AccuTrack will prompt you to answer all required questions before completing the sign-out.

Click on “Done” to complete the sign-out process.

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