

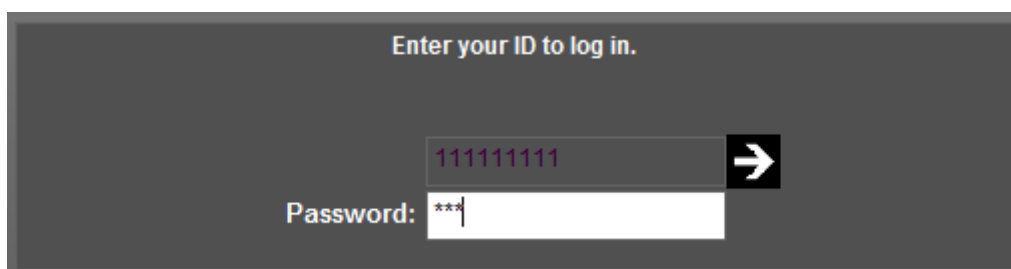
# ACCUTRACK SYSTEM ADMINISTRATION SCREEN

**Module:** System Administration

**Purpose:** To setup the software configuration settings, add data, and generate reports.

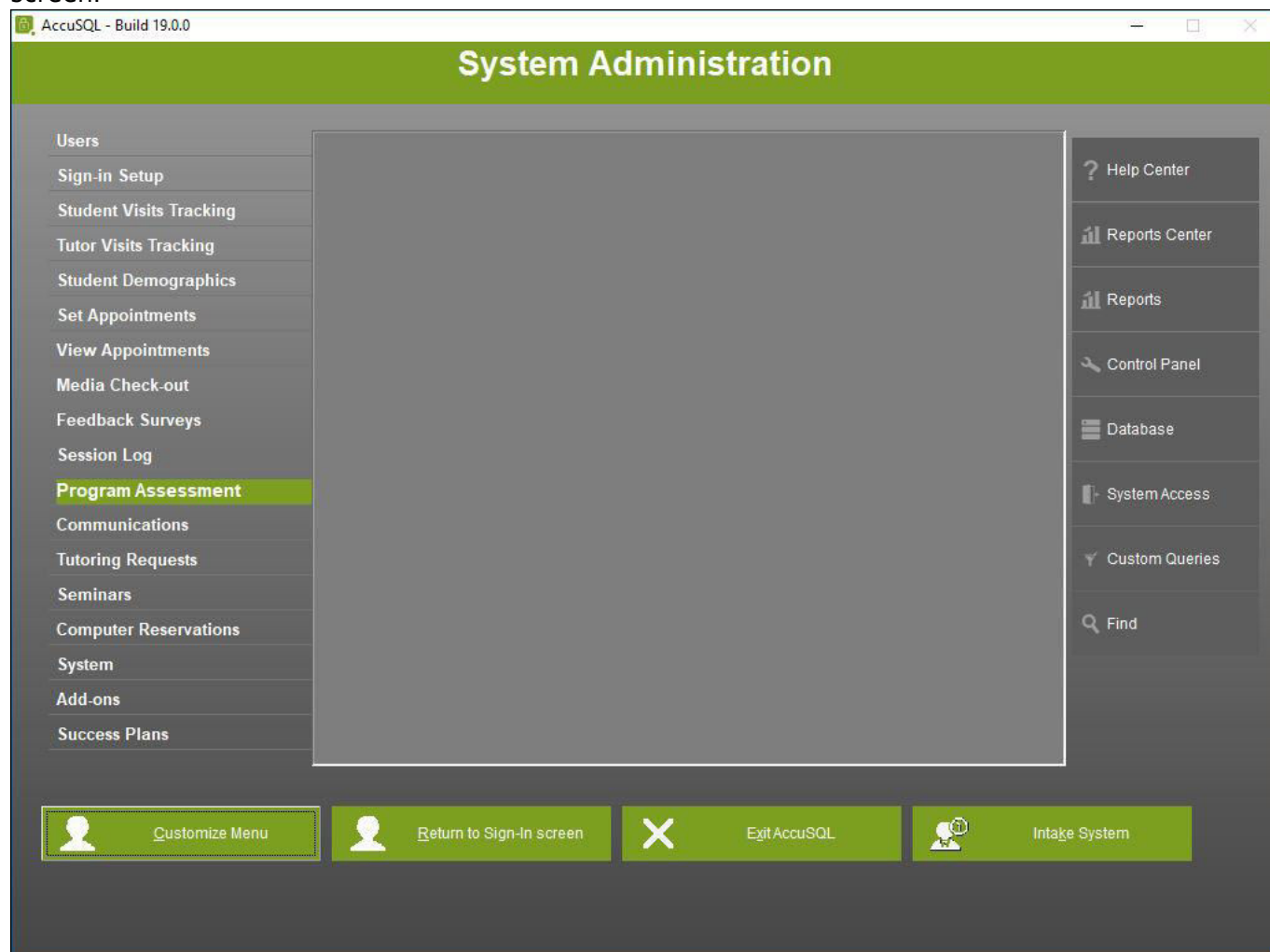
**Access:** From the Main Sign-in screen, enter the System Administration ID and password.

The System Administration screen provides access to setting up the software and generating reports. To access the System Administration screen, you need to enter the administrator ID and password. For new installations, the ID is "11111111" and the password is "NEW" (all upper case):



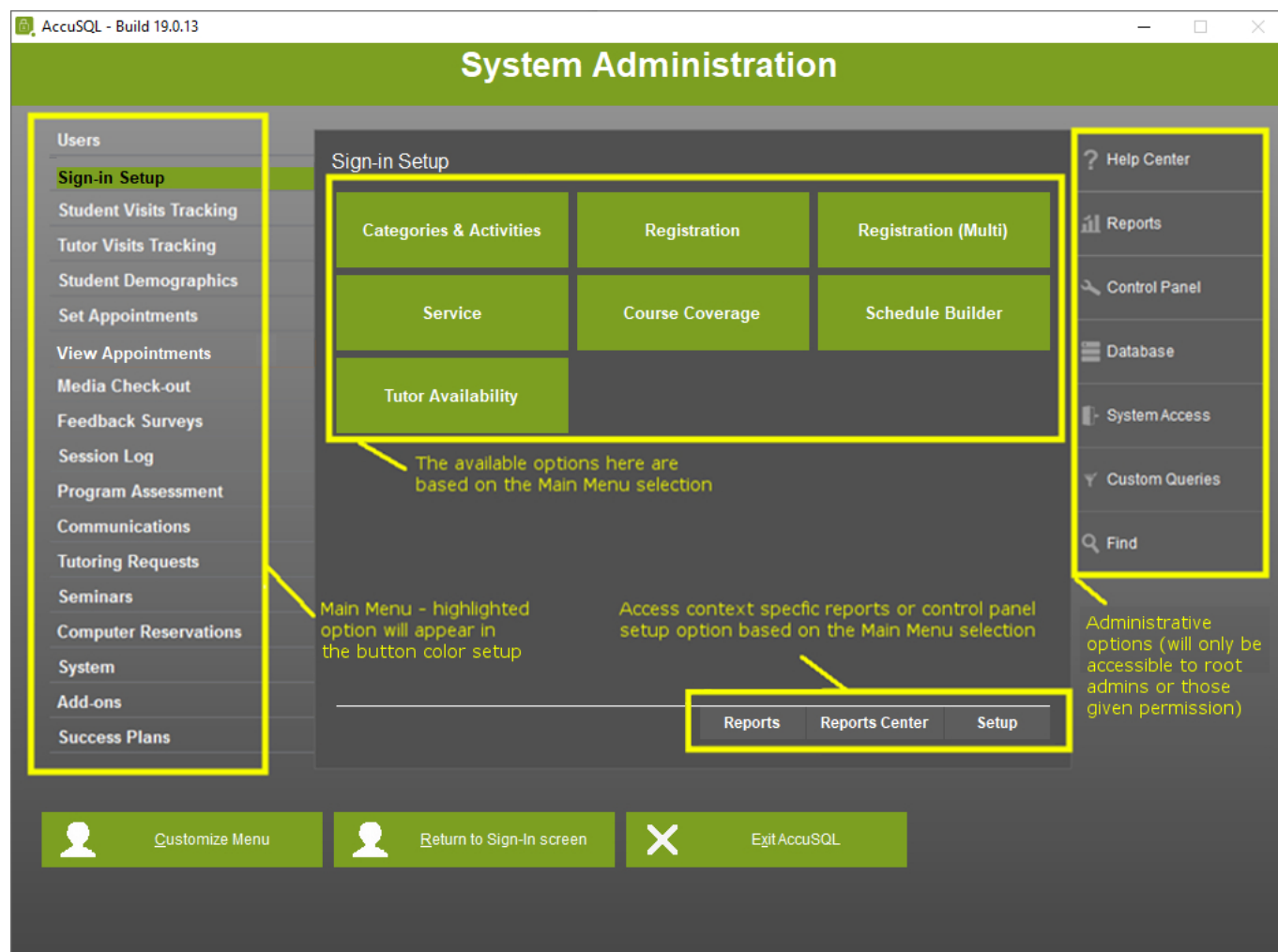
The login screen has a dark gray background. At the top, it says "Enter your ID to log in." in white. Below this, there is a text input field containing "11111111" with a black arrow button to its right. Below the ID field, it says "Password:" followed by a text input field containing three asterisks "\*\*\*".

Enter the ID and press the Enter key on the keyboard. Now enter the password and press the Enter key on the keyboard. If you enter the correct ID and password, you will see the System Administration screen.

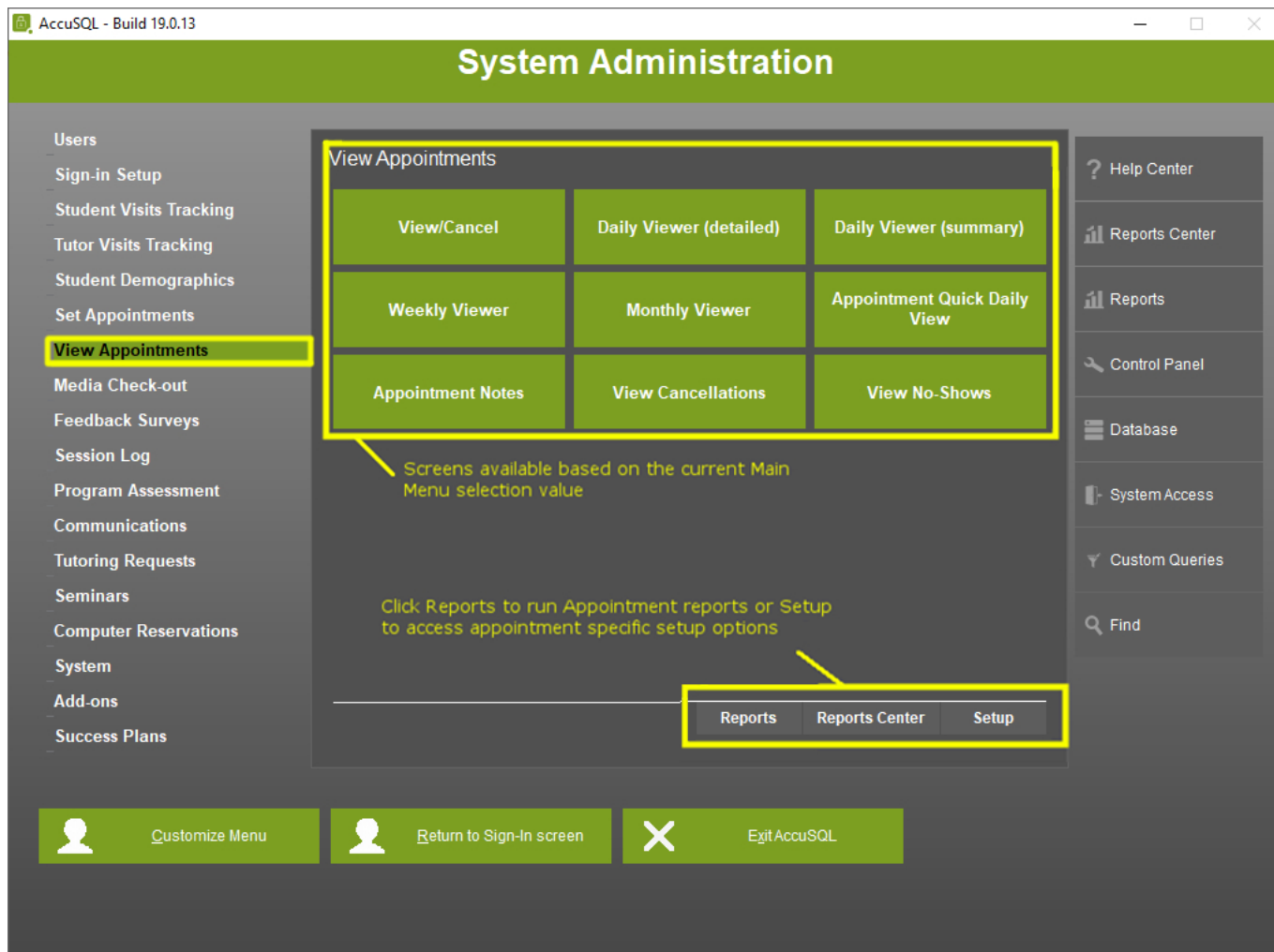


## ORGANIZATION OF THE SYSTEM ADMINISTRATION SCREEN

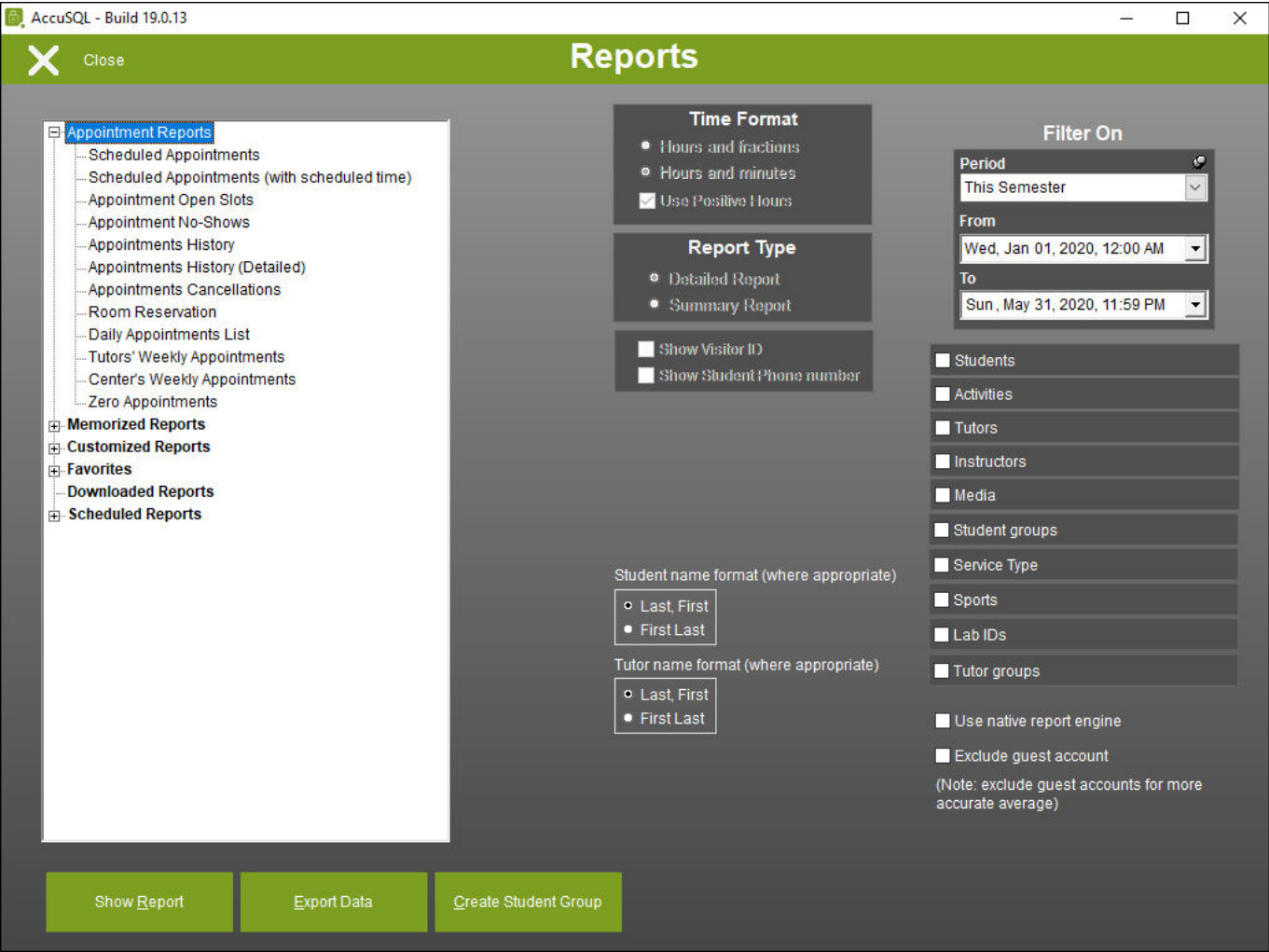
The System Administration screen contains several elements. Please review the following screen to see how these elements are organized.



The left side of the System Administration screen contains the main menu options you will be accessing in **AccuSQLAccuTrack**. **If you click on an Option in the Main Menu, then the items associated with that item will appear in the Display Page. For example, if you clicked on View Appointments, then the items associated with viewing appointments will appear in the Display Page area.**



Since the View Appointments option was selected in the Main Menu, if you click the Report link (bottom right of screen) you will be accessing the available Appointments Reports available in AccuSQL **AccuTrack**.



Same with the **Reports Center** button.

[illegible]

If you click the Setup link (bottom right of screen) you will see the various Control Panel options related to Appointments.

AccuSQL - Build 19.0.13

X

Close

View Appointments Setup

Appointments Options

- E-mail Confirmation Options
- Email Reminders Options
- Restrictions Options

☐ Only allow appointment sign-ins (no walk-ins)

Message

Sorry, only appointments accepted at this time!

Scheduling Window

☒ Only allow appointments

4

Weeks

in advance.

Do not allow setting appointment on the

same

day after:

12:00 AM

Do not allow cancelling appointment on the

same

day after:

12:00 AM

Appointment Properties:

☐ Default appointment type is Exclusive ( 1 on 1)

☐ Allow changing default appointment type

☐ In a group appointment, tutor can assist with different activities

Max # of students in a group appointment:

4

Apply these properties to:

☐ Web Gateway users only

☐ All users except admin

☐ All users and admin

☒ Allow tutor to change own availability X days in advance.

14

Minimum appointment duration:

30

Maximum appointment duration:

60

Allowable durations (within min-max duration):

30, 60

Modify

Appointment start time increment:

30

Max weekly work hours per tutor

60

No-Show Settings:

Accept a visit as an appointment entry if sign-in time is within

20

minutes before or

20

minutes after the appointment's start time, and minimum sign-in period is

1

minutes.

☐ Student must select appointment's activity to count visit as an appointment entry.

Other:

☒ Bypass "Activities" and "Tutor Selection" screens for appointment sign-ins.

☐ Email tutor with appointment sign-ins (notify student is in).

☐ Assign Room for appointment.

☐ Auto select days in appt. wiz.

☒ Add a short note to appointment made

☐ Use Appointment Wizard instead of Quick Scheduler for student's appointments.

Lab : Math Lab

Cancel

Save

Each of Main Menu options behave in the same way. So for example, if you click Users (yours may be called Students, but is it the top left option in the Main Menu), you will see the setup screens for Users (students, tutors, instructors, etc.). If you click Reports, you will see all reports related to Users and if you click Setup, you will see the Control Panel options for Users.

Depending on your access level, some of the options on this screen may not be available to you. The options available for access levels are setup using Access Groups.

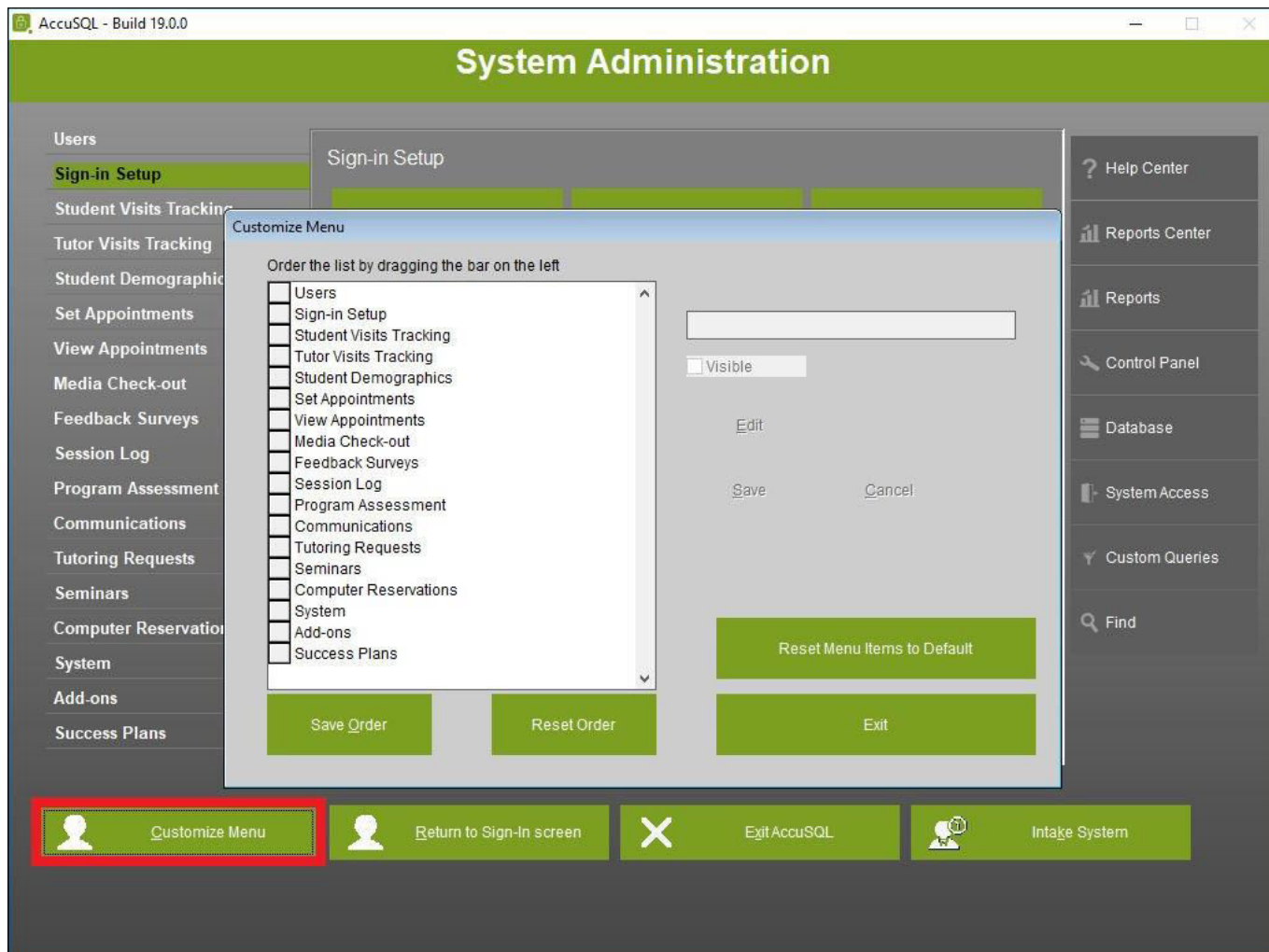
## CUSTOMIZING THE MAIN MENU OPTIONS

You can reset the order of your Main Menu options and also change the labels for what those menus display. To do so, click Customize Menu from the System Administration screen.

https://www.attendance-tracking.com/docs/

Printed on 2024/04/01 01:59





To change the order of an item, click on it in the list on the left, then you can hold the left mouse button and drag the item either up or down to its new position. After you are done, click the Save Order button to save your changes. Also, you can click Reset Order to put the list items back to their original order.

In the following example, the View Appointments and Set Appointments options have been moved to the top position in the list.

Customize Menu

Order the list by dragging the bar on the left

View Appointments

Set Appointments

Users

Sign-in Setup

Student Visits Tracking

Tutor Visits Tracking

Student Demographics

Media Check-out

Feedback Surveys

Session Log

Program Assessment

Communications

Tutoring Requests

Seminars

Computer Reservations

System

Add-ons

Success Plans

Save Order

Reset Order

Set Appointments

☒ Visible

Edit

SaveCancel

Reset Menu Items to Default

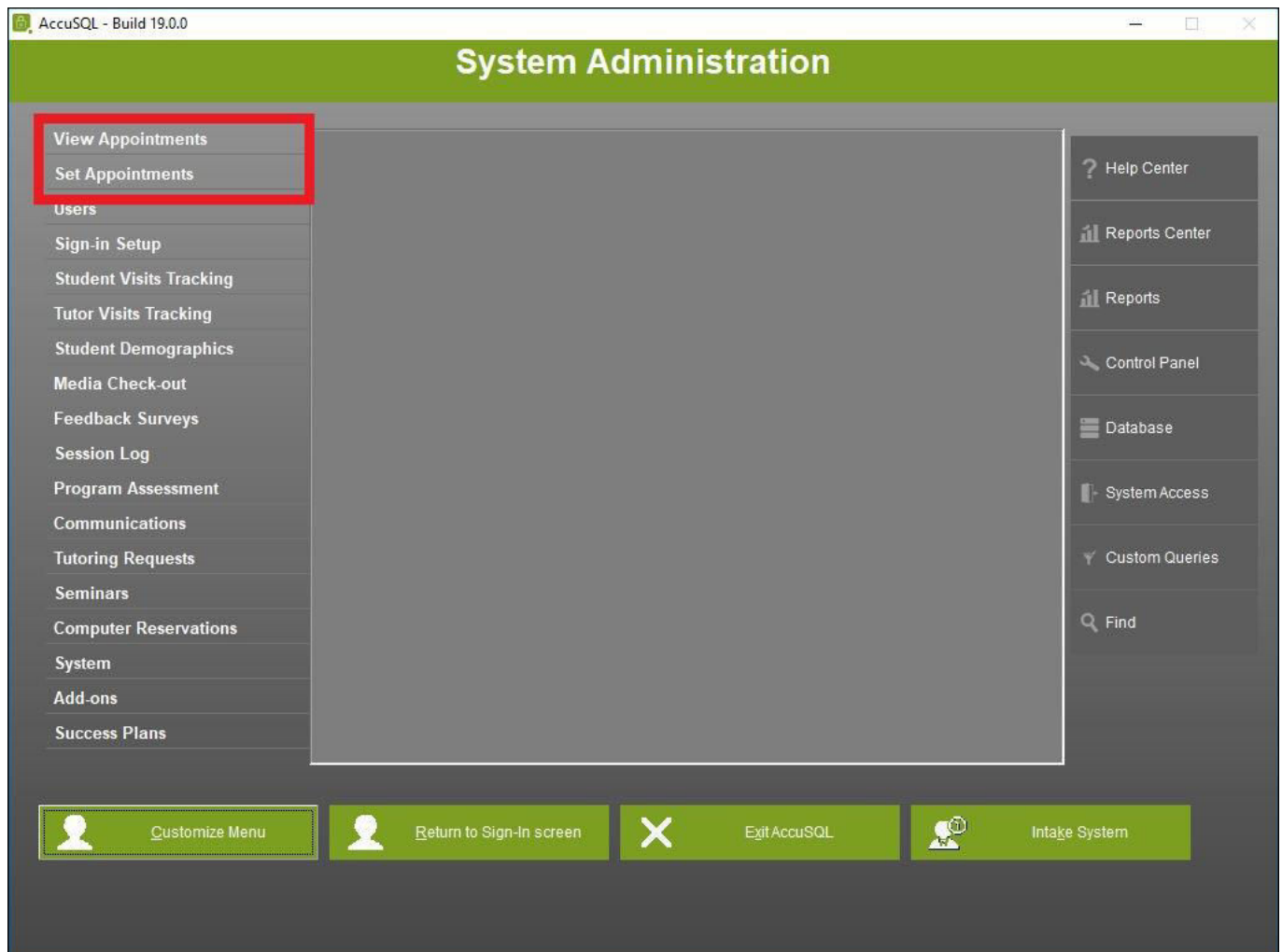
Exit

After clicking Save Order, and then Exit, the changes will be reflected in the Main Menu display.

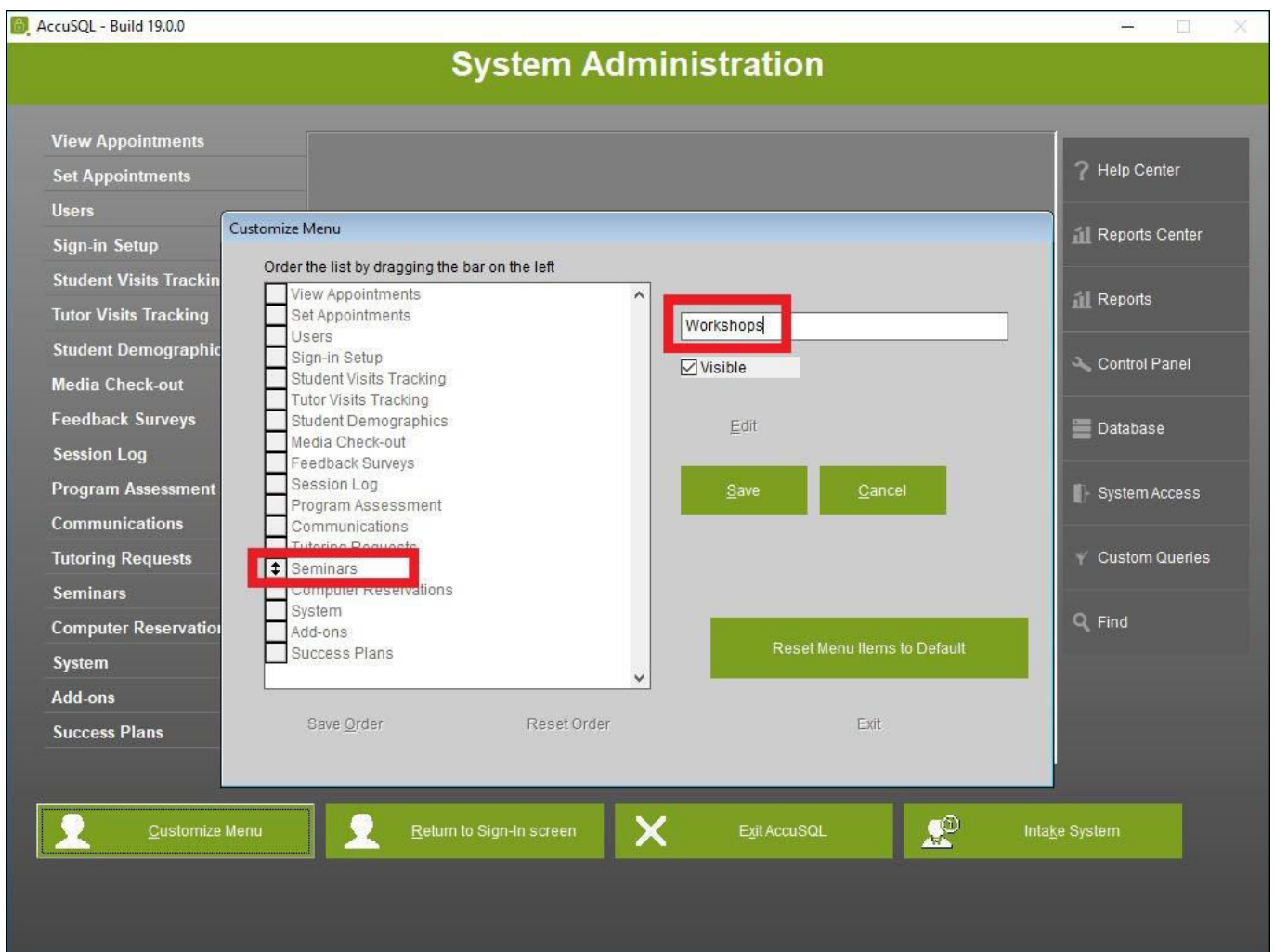
<https://www.attendance-tracking.com/docs/>

Printed on 2024/04/01 01:59





In the Customize menu screen, you also have the option to change the menu labels and also to hide the menu options that you will not use. To change a label, click on it in the list on the left, then click the Edit button. In the following example, the label Seminars has been changed to Workshops.



After you have changed the label, click Save and then Exit. Your changes will be reflected in the Main Menu options.

To hide a menu option, click on it in the Customize Menu screen, then click Edit. You can then uncheck the Visible checkbox to hide the menu item. After you are done, press Save and Exit and your changes will be reflected in the Main Menu.

If you want to reset the menu to its original settings, click the Reset Menu Items to Default button.

[Previous - TUTORS SIGN-IN](#) | [TABLE OF CONTENTS](#) | [Next - USERS SETUP](#)

From:  
<https://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:  
<https://www.attendance-tracking.com/docs/doku.php/accutrack/fullmanual/system-admin-screen>

Last update: **2020/02/07 11:24**

