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Lead Administrator User Guide

For SchoolTrack version 3.x





MC70 Handheld
Tardy Scanner

Using the Software

Import Tardies	1 and 2
Export Tardies	3 and 4
Import Activities	5 and 6

System Setup Rules 7

Reset Tardies.	8
Setup Detention Types	9
Setting Detention Dates	10
Change Tardy/Assign Detention Consequences.	11
Create Activities	12
Create Events	13

Tipsheets for the Mobile Scanner

Wrong Date/Time on Receipt.	14
Invalid ID	15

Import Tardies

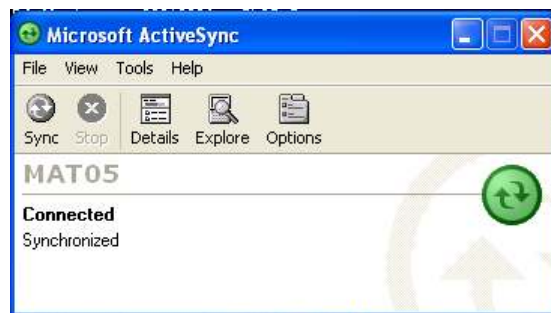
from MC70 into the Database

A. Place the MC70 in the docking station with the power on.

On your PC: 

B. Select 'Cancel' to the Synchronization Wizard window.

The ActiveSync window must indicate it is **Connected** (with a **green** dot), before you can proceed:



C. Open Schooltrack

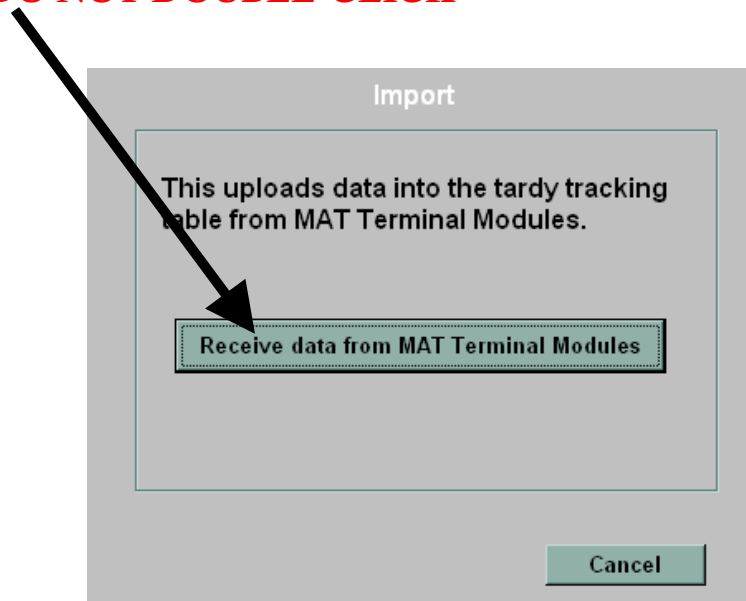


1. Select [Administration], then [Continue].
2. Select [Import/Export Options], then [OK].
3. Select [Import Tardies from Mobile Unit], then [OK].

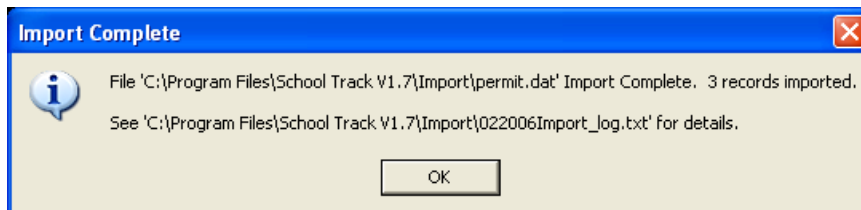
Import Tardies Continued

4. Select [Receive data from Mobile Unit].

DO NOT DOUBLE-CLICK



5. When the import is complete a window appears stating the number of records that were imported. Select [OK] to continue.



STOP!! If you have additional MC70s, repeat the process outlined in Steps A, B, and C for **EACH** unit before proceeding to Step D.

Export

from Database back out to MC70

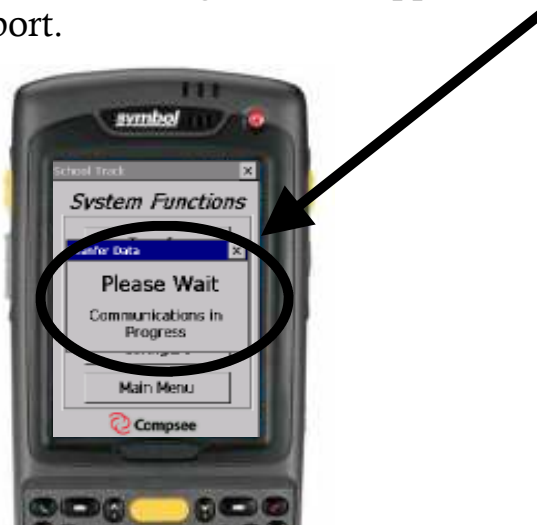
On the MC70 Scanner while in the dock station: Remember the unit must be 'connected/green'

D. Select [System Functions], then select [Transfer].



E. 'Please Wait—Communications in Progress', will appear and remain on screen until you finish the export.

This is a great indicator for you to know whether you completed the export



If it starts to roll up the tables, wait for it to finish and reselect [Transfer]

Continue with step F on next page.

Export Tardies Continued

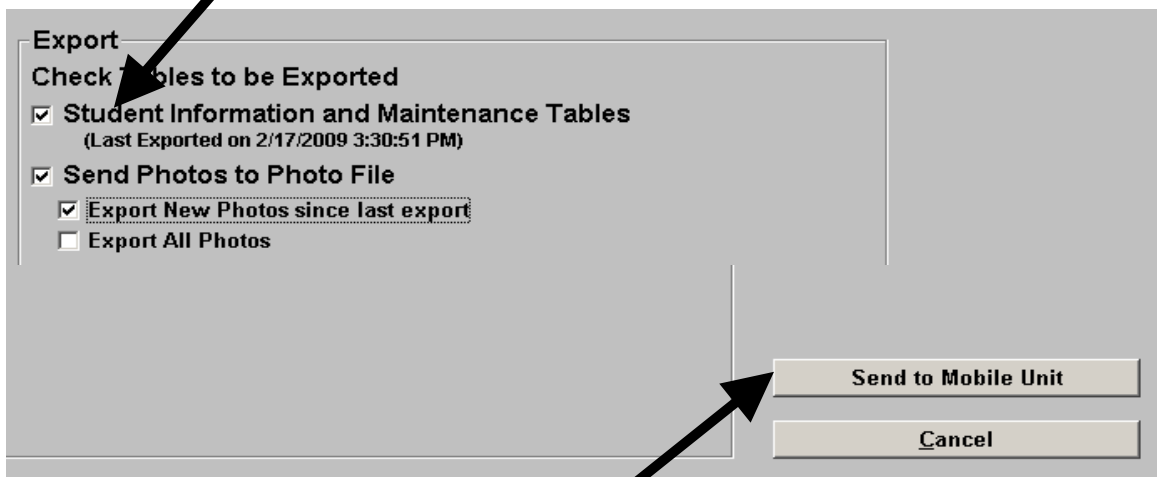
Back on your PC:



F. Select [Import/Export Options], then [OK].

G. Select [Export Data to Mobile Unit], then [OK].

Select: Student Information and Maintenance Tables
AND Send Photos to Photo File



H. Select [Send to Mobile Unit].

- If it states there are no new photos to export, select [OK] and reselect only the Student Information and Maintenance table and re-send to the mobile unit.

STOP!! If you have additional MC70s, repeat the process outlined in Steps D through H before proceeding with next tardy sweep.

I. Finally on your computer, select [Cancel] on SchoolTrack three times to return to the Main Screen.

The Download Procedure is Complete.

Import Activities

from MC70 into the Database

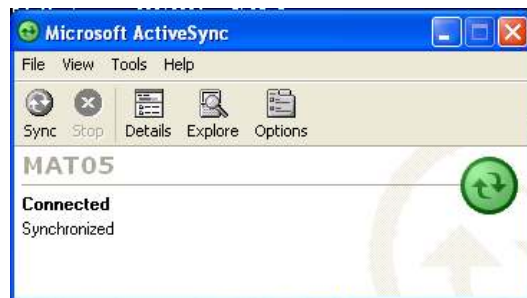
A. Place the MC70 in the docking station with the power on.

On your PC: 

B. Select 'Cancel' to the Synchronization Wizard window

The ActiveSync window must indicate it is

Connected (with a **green** dot), before you can proceed:



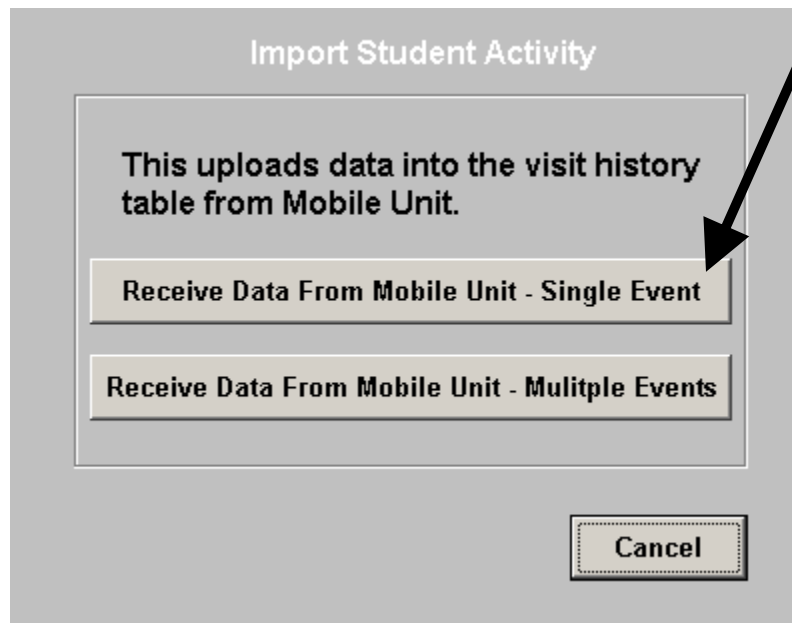
C. Open Schooltrack



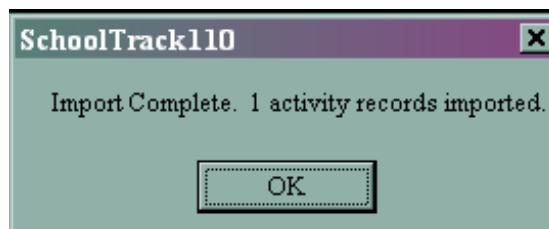
1. Select [Administration], then [Continue].
2. Select [Import/Export Options], then [OK].
3. Select [Import Student Activity from Mobile Unit].
4. Select [OK].

Import Activities Continued

4. Select which type of activity you recorded - Either Single or Multiple.
DO NOT DOUBLE-CLICK



5. When the import is complete a window appears stating the number of records that were imported. Select [OK] to continue.



6. Finally perform the Export procedure on pages 3 and 4.

If you do not perform the export, the unit will not be able to track another activity properly.

System Setup

Basic Rules:

1. Do not use ALL CAPS, or Punctuation, when entering information in the Administration Module.
2. Future detention dates can be added at any time.
3. Activities can be added at any time. (open enrollment)
4. Events can be added at any time. (restricted enrollment)

Some changes should only be done at the beginning of the schoolyear, or the start of each quarter.

5. Adding/Editing detention types.
6. Editing detention dates
7. Editing tardy consequences
8. Assigning detentions to tardy consequences
9. Resetting the tardy count

How to Reset the Tardy Count:

This should be performed by the assigned user. There are two methods, please choose one:

A. In the morning before tardies are issued or scanned.

B. In the afternoon after the last tardy is issued (and the mobile tardy import has been completed)

1. Browse into SchoolTrack's Administration Module.
2. Select 'Setup Application', then [OK].
3. Follow the steps shown in the figure:
 - I. Select [Reset].
 - II. Select [Yes] to the pop-up window and wait until the date changes.

III. If you elected the morning method: Select **Today's date** and the end of the quarter date.

If you elected the afternoon method: Select **Tomorrow's date** and the end of the quarter date.

6. Select [Save] and then [OK] **Do not hit Cancel in this window**
7. If you have mobile tardy scanner(s), you must perform the export(page 3 and 4) to each scanner.

The screenshot shows the 'Student Activity Tracking' configuration window. At the top, there are 'From Date' and 'To Date' dropdown menus. Below them is a checked checkbox 'Set Dates for Reports' with a note '(absent/early dismissal, tardy, and violation reports)'. Other options include 'Use Local Workstation', 'Use Student ID as Primary', 'Mask Student ID on Tardy Slip', 'Automatic Calculation of Expiration Date' (with a field for '0' months), 'Automatic Tardy with Card Swipe', 'Use Retail/Reward', 'Tax percentage' (set to '0'), and 'Convert Dollars Spent to Points' (with '0' dollars and '0' points). At the bottom, there are buttons for 'Reset Students Total Purchases to \$0.00', 'Reset Students Tardy Count to 0', 'Reset Tardy' (with 'last reset on: 1/14/2010'), and 'Reset Early Dismissals'. Three black arrows point to specific elements: Arrow III points to the 'From Date' dropdown; Arrow I points to the 'Reset Tardy' button; Arrow II points to the 'last reset on: 1/14/2010' text.

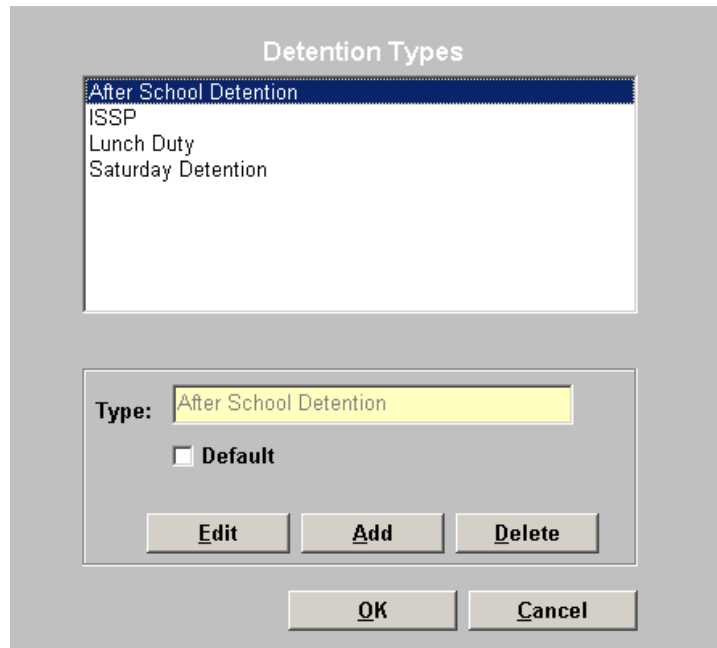
Setup Detention Types

This should only be done at the beginning of the year, or each quarter.

1. Browse into SchoolTrack's Administration module.
2. Select 'Setup Detention Types', then [OK].
3. You can Add, Edit, or Delete types:

To Add:

- a. Select [Add].
- b. Type in the name of the detention. For ex: Afterschool Detention
- c. Select [Save], and repeat a through c as needed



The screenshot shows a dialog box titled "Detention Types". It features a list box with four items: "After School Detention" (highlighted), "ISSP", "Lunch Duty", and "Saturday Detention". Below the list box is a "Type:" label followed by a text input field containing "After School Detention". There is also a "Default" checkbox which is currently unchecked. At the bottom of the dialog are five buttons: "Edit", "Add", "Delete", "OK", and "Cancel".

To Edit: Select a type, select [Edit], edit as needed, select [Save]

To Delete: Select a type, select [Delete], select [Yes], select [Save]

4. Select [OK] when finished.
5. If you added detention type(s) you Must complete the Setup Detention Dates section AND Assign Detention Consequences section.

Note: If you have mobile scanner(s), this information will not be displayed until you perform the export (page 3 and 4) to each mobile scanner.

Set Detention Dates

These should be setup and monitored by the assigned user.

1. Browse into SchoolTrack's Administration module.
2. Select 'Setup Detention Dates', then [OK].
3. You can Add, Edit, or Delete dates:

To Add: **Detention dates should be kept well ahead of today's date.**

- a. Select [Add].
- b. Use the calendar drop-down to select a date
- c. Set the time of the detention
- d. Select the type of detention
- e. Type in the location name (Only 6 characters show on the student's ticket)
- f. If room can only fit a limited number of students;
select 'Set Maximum Number of Students'
and type in the Maximum Number
- g. Select [Save], and repeat a through f as needed

Date	Time	Location	Maximum # of Students	Students Assigned
4/27/2010	12:05:00 PM	cafeteria	3	3
4/28/2010	12:05:00 PM	cafeteria	3	2
4/29/2010	12:05:00 PM	cafeteria	3	0
4/30/2010	12:05:00 PM	cafeteria	3	0

Detention Date:	4/27/2010
Detention Time:	12:05:00 PM
DetentionType:	Lunch Duty
Detention Location:	
<input type="checkbox"/> Set Maximum Number of Students	
	Maximum Number of Students
<input checked="" type="checkbox"/> Available	
<input type="checkbox"/> Default	

Buttons: Edit, Save, Delete

To Edit: Select a date, select [Edit], edit as needed, select [Save]

To Delete: Select a date, select [Delete], select [Yes], select [Save]

4. Finally, select [OK] twice to return to the main menu.

Note: If you have a mobile scanner, you must perform the export (page 3 and 4) to each mobile scanner.

Change Tardy/Assign Detention Consequences

This should be done at the beginning of the year, or each quarter.

1. Browse into SchoolTrack's Administration module.
2. Select 'Tardy Actions', then [OK]. Please note that changes affect all offices with the software.

To Edit tardy consequences:

- a. Select the tardy
- b. Select [Edit]
- c. Change the consequence action wording as needed. Do Not use punctuation.
- d. Select [Save]. Repeat a - d until all consequences are set.
- e. Select [OK] when finished.

To automatically assign detention consequences:

- i. Select the tardy that has a detention consequence.
- ii. Select [Edit]
- iii. Select 'Automatically assign detention'.
- iv. Select the type of detention from the drop-down box.
- v. Select [Save].
- vi. Continue until all tardies with detentions have been assigned a detention type.

# of Tardies	Action
1	warning
2	lunch duty
3	2nd warning
4	ASD
5	3rd warning
6	saturday detention
7	4th warning
8	issp
9	second issp
10	parent conference

Number of Tardies: 6

Action to Take: saturday detention

Automatically assign detention

Detention Type: Saturday Detention

Save Add Delete

OK Cancel

3. If you have mobile scanner(s), you must perform the Export (page 3 and 4) to each mobile scanner. Otherwise just select [OK] twice to return to the main menu.

Create Activities:

This is for an open enrollment activity that any student can attend

1. Browse into SchoolTrack's Administration module..
2. Select [Activity], then [OK].

You can Edit, Add, Delete, or change which activity is the Default.

To Edit: (prior to the activity)

- a. Select the activity.
- b. Select [Edit] and edit the name of the activity
- c. Select [Save]

To Add: a. Select [Add] and type in the name of the new activity.
b. Select [Save]

To Delete: a. Select the activity.
b. Select [Delete]
c. Select [Yes]

To Change the Default Activity:

this makes it easier to scan students into the activity

- a. Select the current Default activity
- b. Select [Edit]
- c. Deselect the default option
- d. Select [Save]
- e. Select the activity you want to be the default
- f. Select [Edit]
- g. Select [Save]

3. Select [OK]
4. Working with your Locations works the same way

If you have a mobile scanner, you must perform the export (page 3 and 4) to each mobile scanner.

5. Finally, select [Cancel] twice to return to the main menu.

Create Events:

These are closed enrollment events. A student has to be authorized to attend

1. Browse into SchoolTrack's Administration module..
2. Select [Events], then [OK].

You can Edit, Add, Delete, or change which activity is the Default.

To Edit: (prior to the activity)

- a. Select the activity.
- b. Select [Edit] and edit the name of the activity
- c. Select [Save]

To Add: a. Select [Add] and type in the name of the new activity.

- b. Select 'Validate'
- c. Select [Save]

To Change the Default Activity:

this makes it easier to scan students into the event

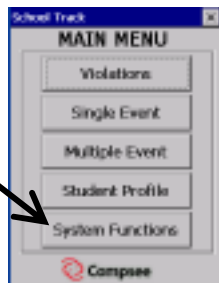
- a. Select the current Default event
- b. Select [Edit]
- c. Deselect the default option
- d. Select [Save]
- e. Select the event you want to be the default
- f. Select [Edit]
- g. Select [Save]

3. Select [OK]
4. Finally, select [Cancel] twice to return to the main menu.

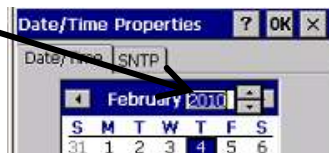
Tips for MC70

Wrong Date/Time on Mobile Receipts:

1. Close the Violations or Activity Window.
2. Select [System Functions]



3. Select [Set Time/Date]
4. Select the Year (tap once). Use the keypad on the MC70 to type in the year.



5. Select the Month (tap once, then tap once more). Select the month.



6. Select the correct date
7. Set the correct time by tapping once on the hour and using the keypad to type the time. Continue with the minute, and AM or PM.
8. Select the correct Time Zone
9. Make sure 'Automatic adjust Daylight Savings' is selected.
10. Select [Apply]. Make sure the time is still correct.
11. Select [OK].



12. Select [Main Menu]
13. Select the module you were using to continue scanning.

Invalid ID



1. Select 'OK' to the error message on the MC70.
2. Scan a different student's ID badge.

If the error did not occur:

The student who's ID received the error message is either been Deleted, or is New to the school and was given the ID Badge after the database had been exported to the MC70.

- a. A deleted student will have to be reentered as though they are a new student.
OR
- b. After the next Export the new student will be able to be scanned with the MC70.

If the error occurs with all students scanned:

1. Select 'OK' to the error message on the MC70.
2. Redo the export portion of the instructions (see pages 3 and 4)

There was some interruption of the database as it was exported to the MC70. It is recommended to scan a test card, or your own badge, after performing an export to ensure that the MC70 received the data properly before taking it mobile to scan students.