

Import/Export Procedure  
For the MAT Handheld Tardy PC  
for SchoolTrack version 18

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# Import

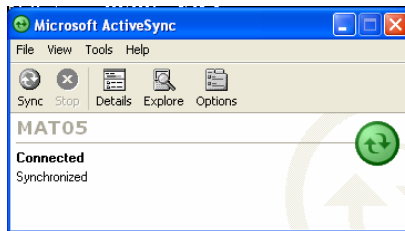
## from MAT into the Database

- A. Place the MAT in the docking station with the power on AND the HallMonitor application open.

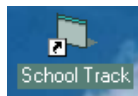
### **On your PC:**

- B. If you get a window asking if you want to setup a partnership, click 'NO', then select 'Next'.

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

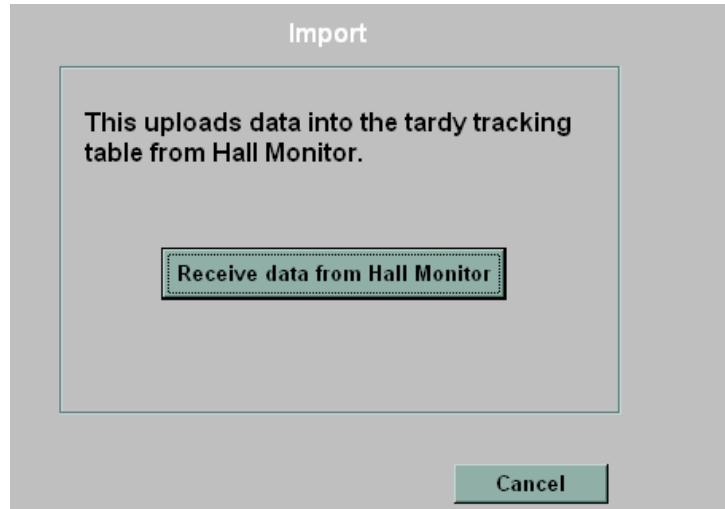


- C. Open Schooltrack

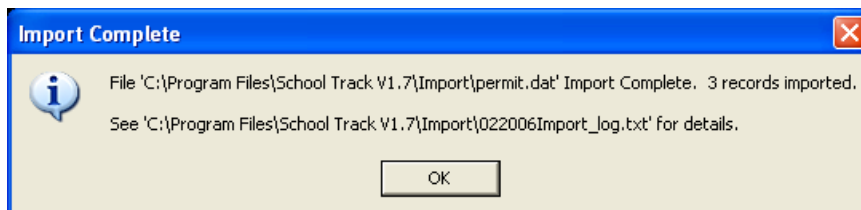


1. Select [Administration], then [Continue].
2. Select [Import/Export Information], then [OK].
3. Select [Import Data from Hall Monitor], then [OK].

4. Select [Receive data from Hall Monitor].



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



**Warning:** If you select [Receive data from Hall Monitor] again at this time, you will download Duplicates of the Tardies that were scanned.

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

# Export

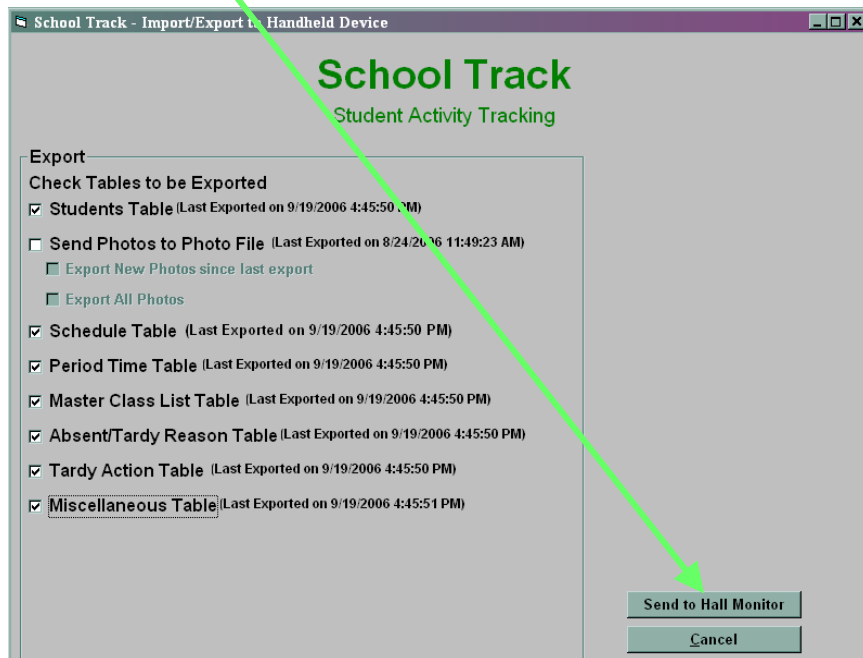
## from Database back out to MAT

D. Select [Import/Export Information], then [OK].

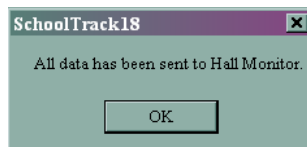
E. Select [Export Data to Hall Monitor], then [OK].

Select: All of the tables except 'Send Photos'

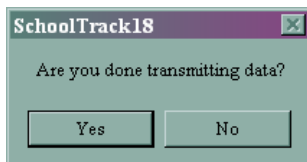
F. Select [Send to Hall Monitor].



1. Select [OK].



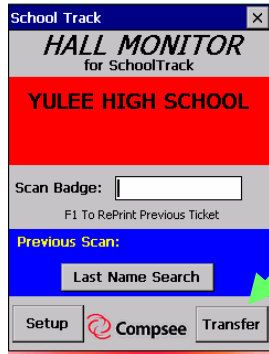
2. Select [Yes].



Continue with step G on next page.

## On the MAT:

G. While the MAT is in the Dock, Select [Transfer].



H. When the complete window appears, select [OK].



If you have additional MATs, 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.

## The Printer fails to print:

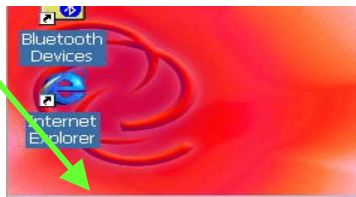


### If the Printer is Off:

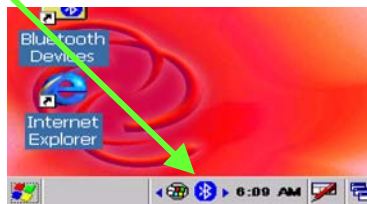
1. Turn the power on.
2. Select 'OK' to the error message on the MAT
3. Select 'Print Tardy Slip' on the MAT.

### If the Printer is On:

1. Select 'OK' to the error message on the MAT
2. Select 'Back'
3. Select 'Yes' on the pop-up asking if you are sure you want to exit.
4. Close Hallmonitor. (select the 'x' at the top right of the screen).
5. Select 'Yes' on the pop-up asking if you are sure you want to exit.
6. Press on the grey line at the bottom of the screen to bring up the Taskbar.



7. Click once on the blue symbol in the taskbar.

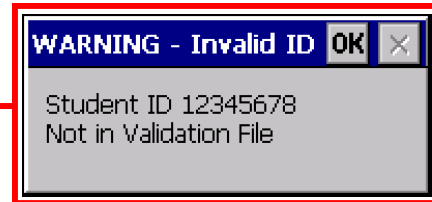


8. Select 'Turn Transmitter OFF' from the list.
9. Press on the grey line at the bottom of the screen to bring up the Taskbar again.
10. The blue symbol may now be grey. Click once on the grey symbol in the taskbar.
11. Select 'Turn Transmitter ON' from the list.
12. Open Hall Monitor.



13. Select 'No' to the question about deleting the data that exists.
14. Rescan the student id and print the tardy slip.

## Invalid ID Error:



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

If the error did not occur:

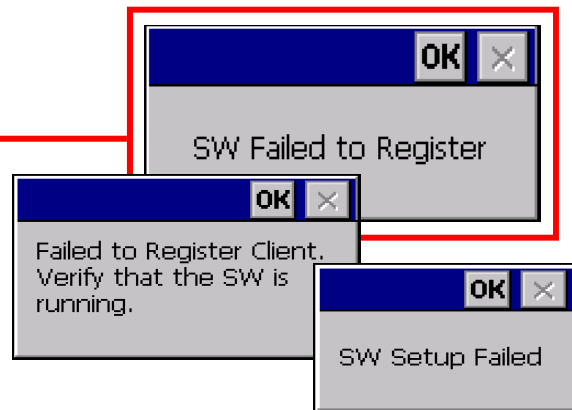
The student who's ID received the error message is New to the school and was given the ID Badge after the database had been exported to the MAT. After the next Export the new student will be able to be scanned with the MAT.

If the error occurs with all students scanned:

1. Select 'OK' to the error message on the MAT.
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 MAT. It is recommended to scan a test card, or your own badge, after performing an export to ensure that the MAT received the data properly.

## Error Message:



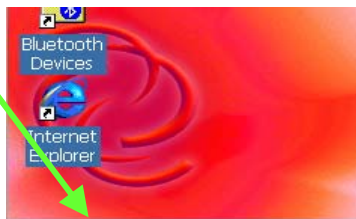
### You have multiple programs open:


1. Select 'OK' to the error message on the MAT.
2. Close Hallmonitor. (select the 'x' at the top right of the screen).
3. Select 'Yes' on the pop-up asking if you are sure you want to exit.
4. Select 'OK' to the error message stating the SW Failed to UnRegister'.
5. The second program may now be trying to open, if so, repeat steps 1 through 4 until the desktop is visible.
6. Open Hall Monitor, pausing to allow the cursor to show that the application is opening.



If you receive the same error message, close HallMonitor again and resume with step 7

7. Press on the grey line at the bottom of the screen to bring up the Taskbar.



8. Click once on the Start 
9. Select 'Programs'.
10. Select 'Restart'.
11. Select 'Yes' to pop-up asking if you want to continue.

The MAT will now restart.

Close the Hall Monitor that opens at the restart.

Make sure the date and time are correct. (see index)

Open Hall Monitor. Make sure to pause after you double-click to ensure that you are not opening the program twice.

## Duplicate Tardies:

Tardy Activity Report by Student	
8/8/2006 to 12/21/2006	
<b>Student Name:</b>	TEST SAMPLE
<b>Student ID</b>	10151348
<b>Grade:</b>	09 ST JOHN
<b>Reason</b>	<b>Date/Time Issue</b>
TARDY	10/31/2006 8:57:49 am
TARDY	10/24/2006 11:03:02 am
TARDY	09/14/2006 11:13:49 am
TARDY	09/14/2006 11:13:49 am
<b>Total:</b>	<b>5</b>

Tardy by Date							
9/14/2006 to 9/14/2006							
<b>Classification:</b>	All						
<b>Grade Level:</b>	All						
<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>	<b>Grade</b>	<b>Excused</b>	<b>Reason</b>	<b>Approved By</b>	<b>Date/Time Issue</b>
ANT	RA	06	09 SA	Unexcused			09/14/2006 9:05:14 am
AV	DA	07	09 ST J	Unexcused	TARDY		09/14/2006 7:20:04 am
BA	NA	07	10 ST.	Unexcused	TARDY		09/14/2006 8:43:22 am
SAMPLE	TEST	10151348	09 ST J	Unexcused	TARDY		09/14/2006 11:13:49 am
SAMPLE	TEST	10151348	09 ST J	Unexcused	TARDY		09/14/2006 11:13:49 am
BA	MA	07	12	Unexcused			09/14/2006 10:49:18 am
BA	AH	08	10 GRE	Unexcused			09/14/2006 8:17:22 am
BA	MA	06	12	Unexcused			09/14/2006 8:17:22 am

Student record shows a duplicate tardy. This can be viewed via SchoolTrack using the Reports menu.

### Duplicates are caused by:

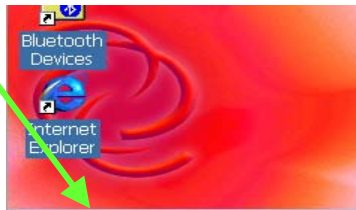
1. MATs being downloaded improperly:
  - A. Repeating the Import portion of the download instructions multiple times within one period.
 

Use a system to indicate to yourself that you have performed the import. For example: place a post-it note on the screen.
  - B. No tardies were issued since the last export but the user performs the Import. If no tardies are issued, the user should only perform the Export.
  - C. The user did not complete the Export.
 

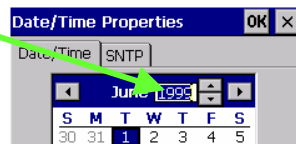
Complete the Export, see pages 3 and 4 of the download instructions. The Export can be done at any time to get a MAT caught up with the current data.
2. Users ignoring error messages.

## Wrong Date/Time on Receipts:

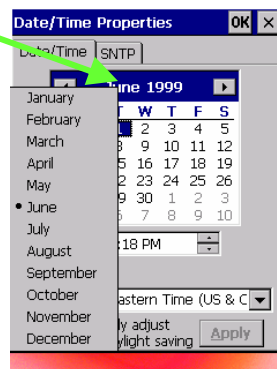
1. Close Hallmonitor. (select the 'x' at the top right of the screen).
2. Press on the grey line at the bottom of the screen to bring up the Taskbar.



3. Double-tap on the time.
4. Select the Year (tap once). Use the keypad on the MAT to type in the year.



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



6. Select the correct time
7. Select the correct Time Zone
8. Make sure 'Automatic adjust Daylight Savings' is selected.
9. Select [Apply]. Make sure the time is still correct.
10. Select [OK].

