



# Lead Administrator User Guide

for SchoolTrack version 1.10.x

## Using the Software

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# Import Tardies

## from MAT into the Database

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

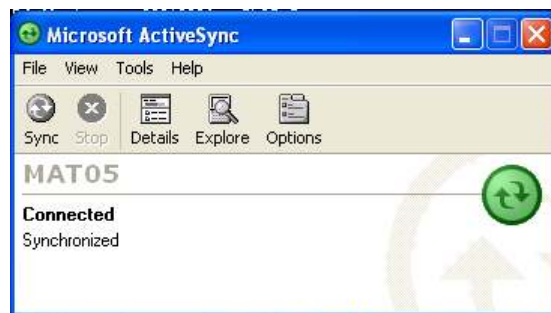


**On your PC:** 

B. Select 'No', then 'Next' to the Synchronization Wizard window.

The ActiveSync window must indicate it is

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



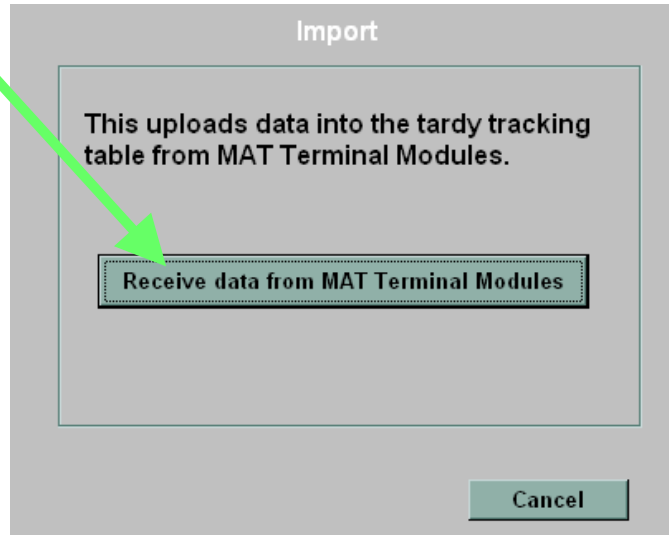
C. Open Schooltrack



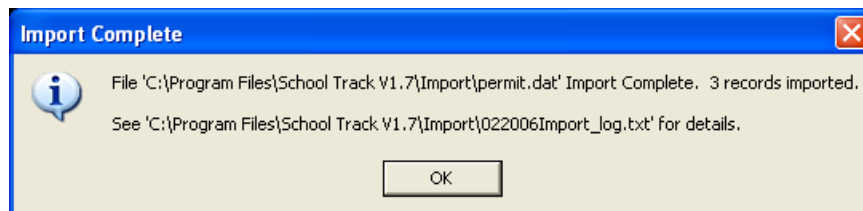
1. Select [Administration], then [Continue].
2. Select [Import/Export Information], then [OK].
3. Select [Import Tardies from Mobile Unit], then [OK].

## Import Tardies Continued

4. Select [Receive data from Mobile Unit].



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 MATs, repeat the process outlined in Steps A, B, and C for **EACH** unit before proceeding to Step D.

# Export

from Database back out to MAT

**On the MAT Scanner in the Dock Station:** Remember the unit must be 'connected/green'

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



E. A smaller window stating, '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



**Continue with step F on next page.**

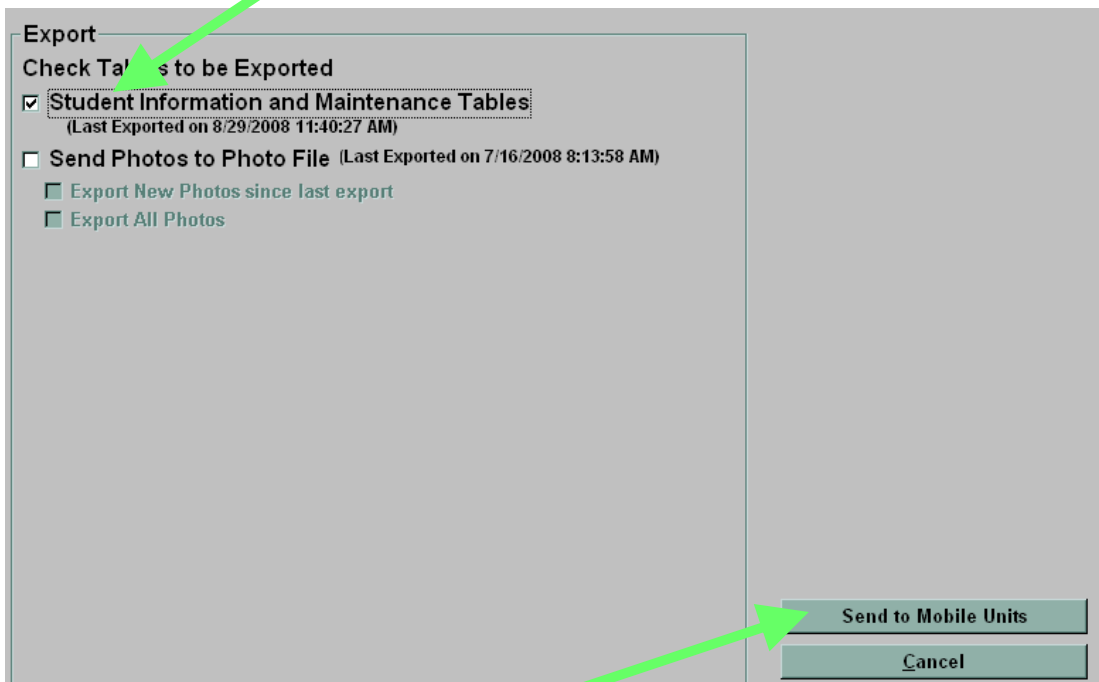
## Export Tardies Continued

**Back on your PC:** 

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

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

Select: Student Information and Maintenance Tables



H. Select [Send to Mobile Unit].

**Wait until you see 'Transmission Complete' and select [OK].**

**STOP!!** 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.

# Import Activities

## from MAT into the Database

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

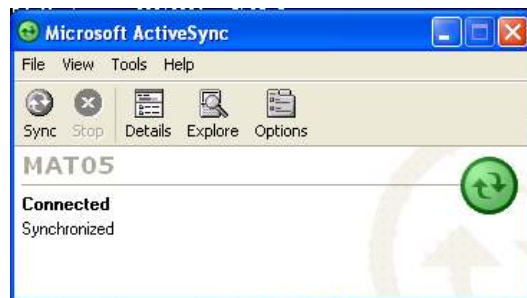


**On your PC:** 

B. Select 'No', then 'Next' to the Synchronization Wizard window

The ActiveSync window must indicate it is

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



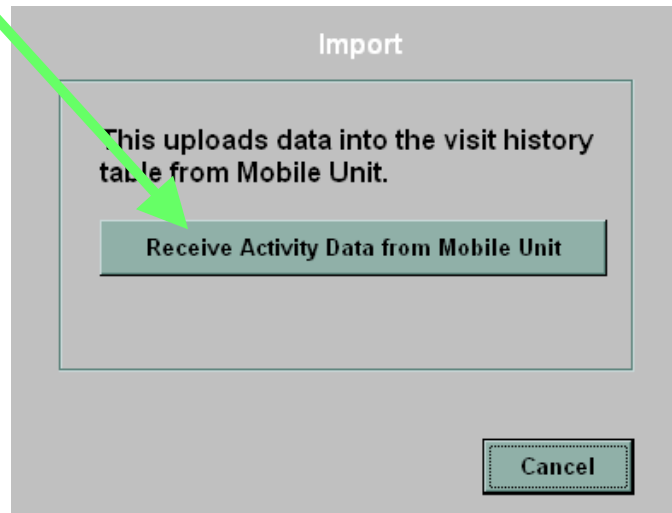
C. Open Schooltrack



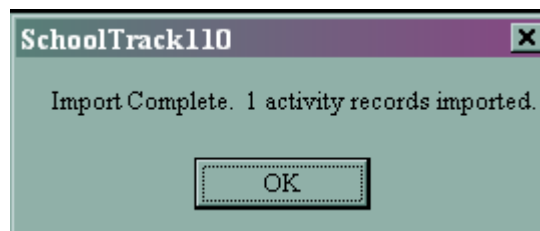
1. Select [Administration], then [Continue].
2. Select [Import/Export Information], then [OK].
3. Select [Import Student Activity from Mobile Unit].
4. Select [OK].

## Import Activities Continued

4. Select [Receive Activity data from Mobile Unit].



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. Future detention dates can be added at any time.
2. Activities can be added at any time. (open enrollment)
3. 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.**

3. Adding/Editing detention types.
4. Editing detention dates
5. Editing tardy consequences
6. Assigning detentions to tardy consequences
7. 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 option 'Set Dates for Reports' with a subtext '(absent/early dismissal, tardy, and balance 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 '0' month input), 'Automatic Tardy with Card Swipe', 'Use Retail/Reward', 'Tax percentage' (with a '0' input and a note '(ex. 0.25% enter as 0.25)'), and 'Convert Dollars Spent to Points' (with '0' dollars and '0' points inputs). At the bottom, there are buttons for 'Reset Students Total Purchases to \$0.00', 'Reset Students Tardy Count to 0', 'Reset Tardy' (with a 'last reset on: 1/14/2010' field), and 'Reset Early Dismissals'. At the very bottom are 'Save' and 'Cancel' buttons. Three black arrows point to specific elements: Arrow III points to the 'To Date' dropdown; Arrow I points to the 'Reset Tardy' button; Arrow II points to the 'last reset on:' field.

## 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.

## The Printer fails to print:



### If the Printer is Off:

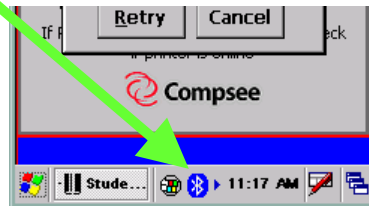
1. Turn the power on.
2. Select 'Retry' to the error message on the MAT

### If the Printer is On:

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

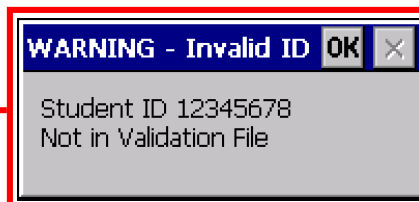


7. Click once on the blue symbol in the taskbar.



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. Select [Retry]. Tardy slip should print.

## 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 either been Deleted, or is New to the school and was given the ID Badge after the database had been exported to the MAT

- 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 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)

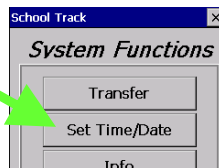
There was some interruption of the database as it was exported to the MAT. It is recommended to scan a test card, or your own badge, after performing an export to ensure that the MAT received the data properly before taking it mobile to scan students.

## Wrong Date/Time on Receipts:

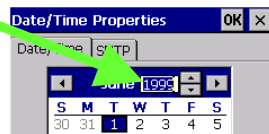
1. Close the HallMonitor or Activity Module.
2. Select [System Functions]



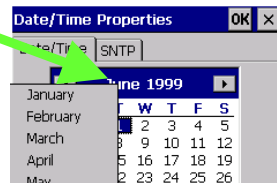
3. Select [Set Time/Date].



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

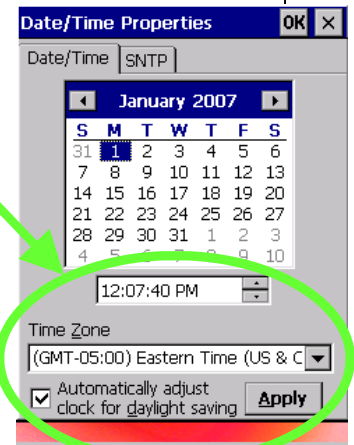


5. Select the Month (tap once, then tap once more). Select the month.



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].

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



## Software will not open on the Mobile Scanner:

This only applies to users with School Track version 1.10.5  
When clicking to open the shortcut to the Mobile Tardy software, a cursor appears but nothing opens.

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



2. Someone had minimized the screen. Simply click on it to open it.



Note: there should only be one window open. If you see more than one SchoolTrack window open, all need to be closed and the software reopened.