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ActTrac[®]

Activity Tracking and Management Software

Users Guide

Version 1.0

ActTrac

User's Guide

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Customer Service/Technical Support

Customer Service/ Technical Support is handled through our Website www.acttrac.com

System Requirements

A Minimum PC running Windows 98, NT, ME, 2000, or XP with at least a 300mhz Processor with 32 mb of ram (64 Recommended)

Features

Multi-Level Security

- The Ability to have different levels of use (Administrator, Supervisor, User)

Tracking Options

- Ability to track Attendance Only, Time and Attendance or View Only

Activity Code

- Ability to "Label" timestamps for specific events.

ActTrac Reporter

- The Ability to search by ID number, Activity Code Number, Date & Time and a combination of all of the above.

Administrative Database Editing

- The Ability to Delete and edit fields within the Database

RS-232 Interface or Keyboard Wedge

- Able to interface to a standard Serial Port

Networkable Database

- Ability to use a standard MS Access Database on a network

Images

- Able to Use Standard Binary Large Object Files or Pathing to connect to images

Installation and Set-up

Insert the ActTrac CD into your CD-ROM Device. Press Start, Select Run and type D:\setup.exe

Follow the instructions on each of the screens provided. Be sure to read the "licensing agreement" included in the second screen of the installation process.

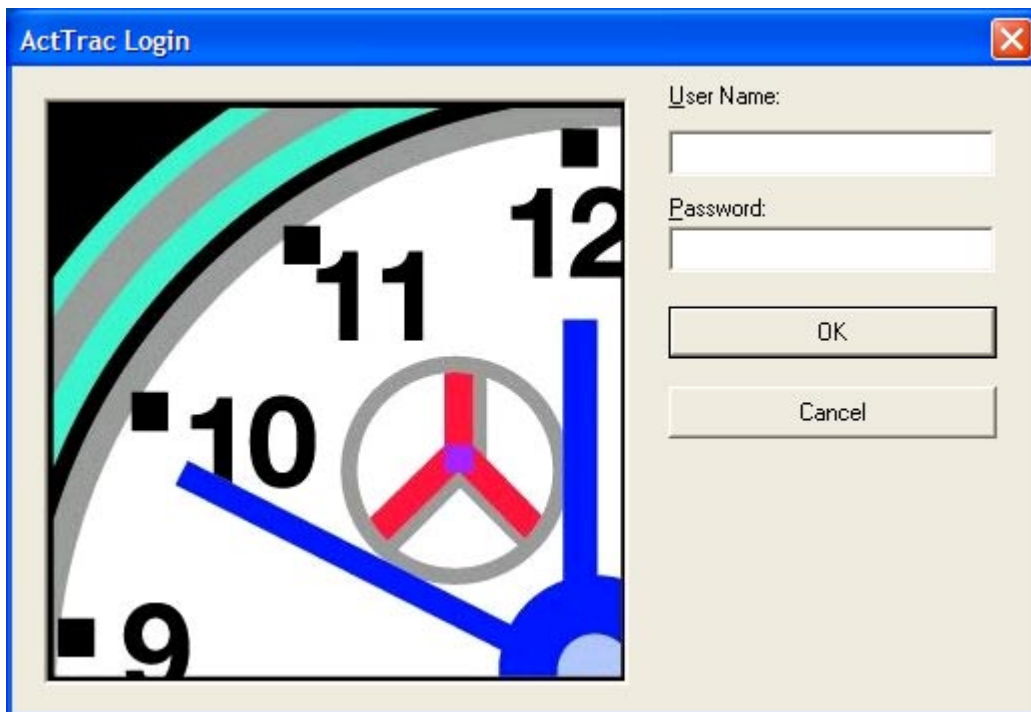


A separate icon will be placed on your computer's desktop during the installation process so that the "demo" can be viewed at any time.

System Log-In

Following Start-Up of the **ActTrac** software from the program icon, users are required to "Log In" to the program using a pre-assigned "user name" and "password." The start-up user name and password are as follows:

User Name	= admin
Password	= admin (use lower case letters)

A screenshot of the ActTrac Login dialog box. The window has a blue title bar with the text "ActTrac Login" and a close button. The main area is divided into two sections. On the left, there is a graphic of a clock face with numbers 9, 10, 11, and 12. A blue hand points to the 10 o'clock position. A red and blue hand is also visible. On the right, there are two text input fields labeled "User Name:" and "Password:". Below the input fields are two buttons: "OK" and "Cancel".

Main Menu

The screenshot shows the ActTrac application window. The title bar is blue and contains the text 'ActTrac' and three window control buttons (minimize, maximize, close). The menu bar is light gray and contains the items 'File', 'Functions', 'ID Data', 'Utilities', and 'Help'. The main content area is light beige. At the top right, there is a text box labeled 'Enter ID Number'. Below this, on the left side, is a vertical stack of seven text input fields with labels: 'ID Number', 'Name', 'TimeStamp', 'In/Out', 'Option 1', 'Status', and 'Counter'. To the right of these fields is a large rectangular area with a thick blue border, containing two smaller empty rectangular boxes. At the bottom left, there is a text box labeled 'Activity Code'.

Choose from one of the selections at the toolbar at the top

File

- **Exit** – Exits the ActTrac Program

Functions

- **Copy Left Picture** - Copy's the Picture in the Left Picture Box to the Clipboard for pasting into third party programs.
- **Copy Right Picture** - Copy's the Picture in the Right Picture Box to the Clipboard for pasting into third party programs.

ID Data

- **Info** – Launches the Report Search screen allowing a search for users or a specific user based on time and date criteria.
- **Edit Data** – Allows the Administrator to Modify Data that is stored in the database

- **Inactivity Report** – Launches the Inactivity Report Search that allows a search for users that have not used the ActTrac system in a pre-specified time period. (Requires a pre-populated database for this feature)
- **Search** – Launches the Search screen that allows searching for a user by Last Name, First Name, Status, Counter and ID Number.

Utilities

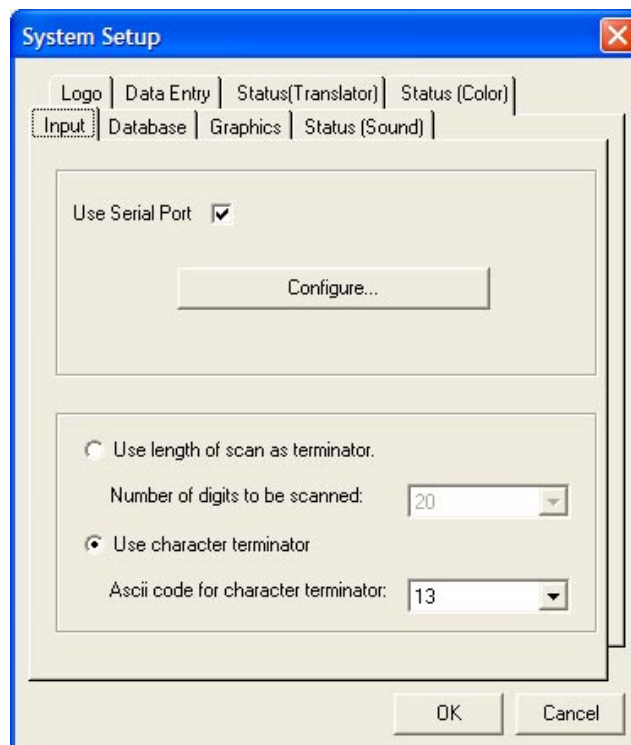
- **Users** – Allows Configuration of ActTrac Login with Control of Access rights granted.
- **System Options** – Includes settings for Tracking Options, Validation, and Optional Activity Code.
- **System Setup** – Allows configuration of Input Devices, Database Setup, Graphic Format, Status Sound Identification, Optional Logo, Customizable Data Entry, Status Translator and Status Color

Help

- **License ActTrac** – View the ActTrac License Registration to view your current license Configuration
- **About ActTrac** – System Information and Version Number

Initial Setup

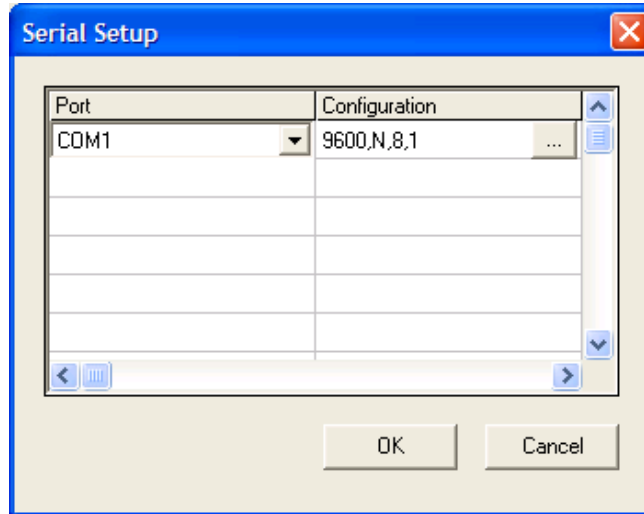
To setup ActTrac you must first define the type of data collection you choose to use.
Click Utilities – System Setup



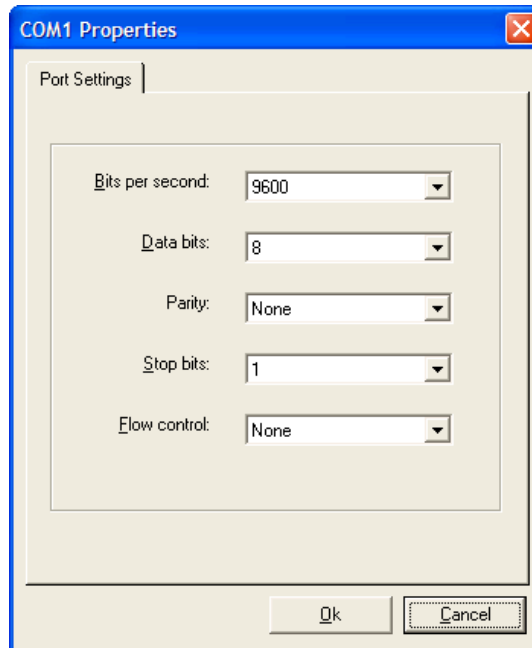
Setting up ActTrac to work with a Barcode Scanner

Input – This screen will allow the additional use of up to 8 Additional Barcode Scanners Using COM Ports (this method will require 8 COM Ports on the PC, www.siq.com has 4 port serial Adapter Cards)

Check the “User Serial Port” Box and Click Configure



Choose the COM Port by Clicking in the Port Field
Choose the Configuration of the COM Port by click the ...Button in the Configuration Field



Change any settings here that need to be modified

Click OK Back to the Input Screen

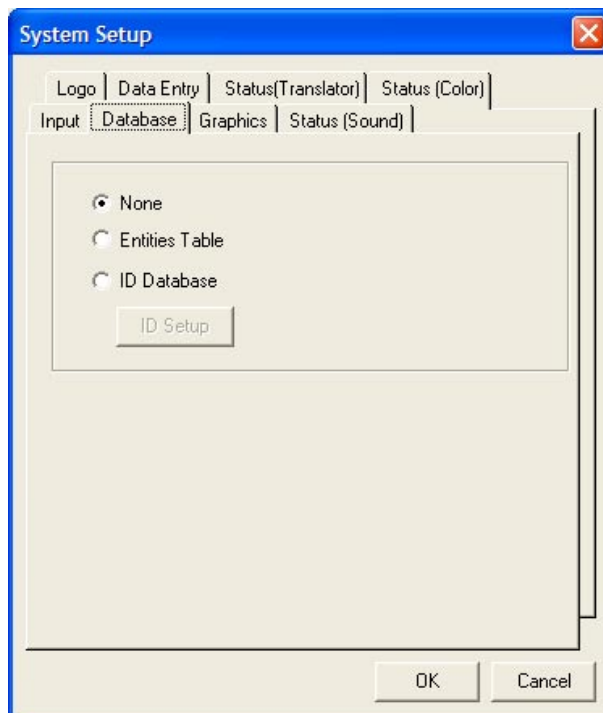
Use Length of Scan as terminator

- **Number of Digits to be Scanned** – If your ID Number is a Constant Length you can simply set the length in this field (1-30) for example if all ID Numbers you are using is 9 digits in length you can set this field to 9 and after you keystroke in the 9 digit number it will automatically Enter the data

Use Character Terminator

- **ASCII Code for Character Terminator** – If your ID Number varies, use this field to send a carriage return after the ID Number is scanned (Character 13 is the standard for Carriage Return) **(Be Sure to check your Barcode Scanner Settings, your barcode scanner might have a carriage return built in.. in which case set Character Terminator to 0)**

Database

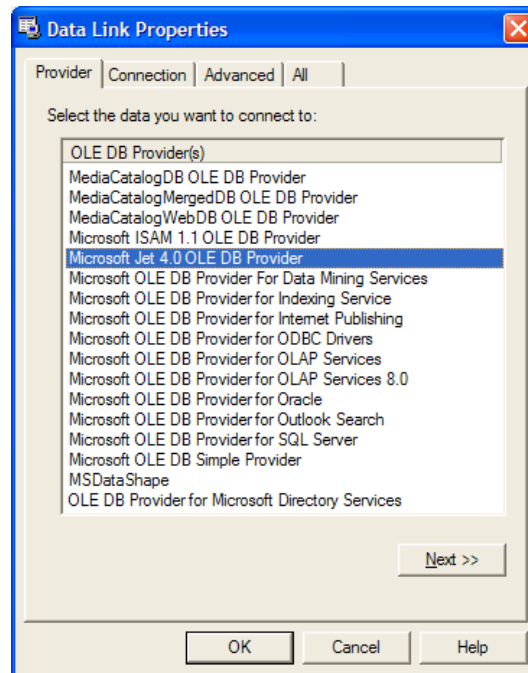


Click the Database Tab to choose between

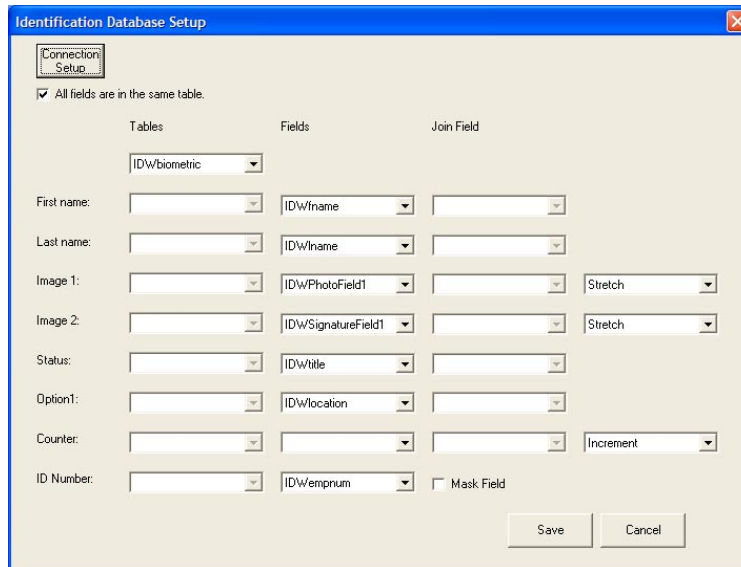
- None – This option will Not save any Captured information
- Entities Table – This uses a local Access Database that will capture
- ID Database – This will allow you to connect to a ODBC Compliant Database

Connecting to an existing ID Database

Click on ID Database on the Database tab then click on ID Setup
Click on Connection Setup, This will open the Data Link Properties Box
Click on the Provider Tab and choose the OLE DB Provider that you wish to use
(Microsoft JET 4.0 OLE DB Provider is the standard for Access Databases)



Click on the Connection Tab
Click on the ... button under item 1 to connect up to the appropriate database and then click OK.



Setting up the Field Connectors

All Fields are in the Same Table – Check this box if your database contains all the data in one table. Once the Box is checked Use the Drop Down to select the Table.

If the Data is in multiple Tables you will need to designate on each section which table to use.

First Name: Connect this to the Field Column for the First Name Display

Last Name: Connect this to the Field Column for the Last Name Display

Image_1 and Image_2: have the option to

- **Stretch** the Picture to fill up the Full View Space
- **Large as Possible** – Makes the Picture large as possible without Distortion
- **None** – Makes no Changes

Status: Connect to field Column for the Status Display

Option1:

Counter Field:

ID Number: Connect to field Column for ID Display

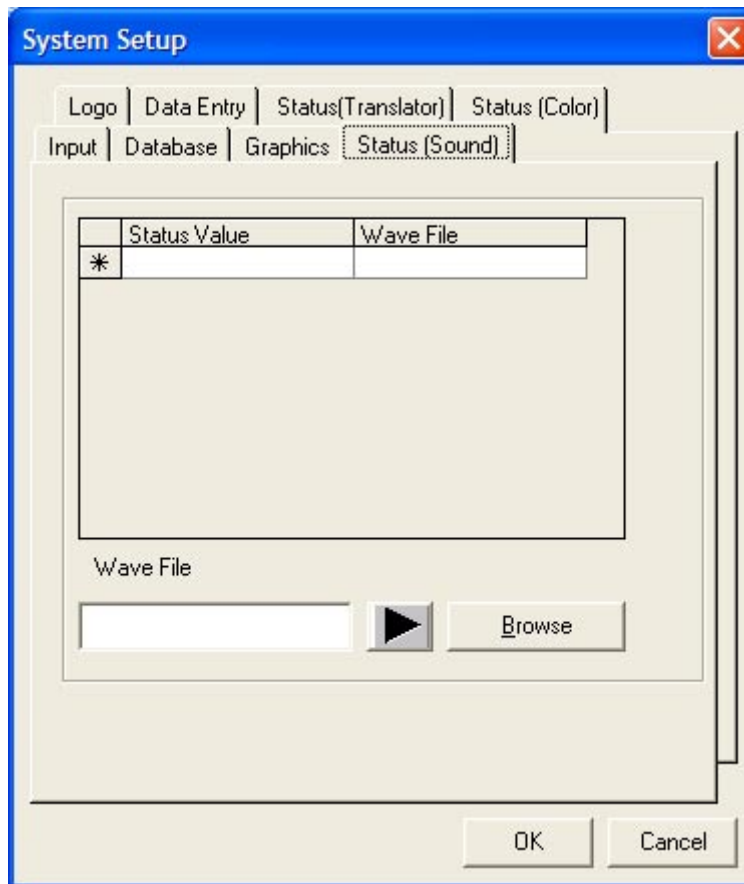
Mask Field: - Check this box if you don't want the ID Number to be visible in the Display

GRAPHICS

Image_1 and Image_2 Setup

- **No Image** – Choose this option if you have no image field connected
- **Path** – Choose this Option if the Image is stored as a text statement in the Database.
- **Blob** – Choose this Option if the image is stored as a binary Large Object in the Database.

Status (sound)



You can associate a .wav File with a Status Value

In the Status Value Field, Type in the Desired Status Value Answer.

Choose the Browse Button in the Lower Left Corner and navigate on your computer to the desired .Wav file you wish to associate with the Status Value Answer.

Use the Arrow Button to Preview the selected .Wav File

Click on the Asterisk (*) to add up to 9 total Status Value Answers and .Wav Files

LOGO

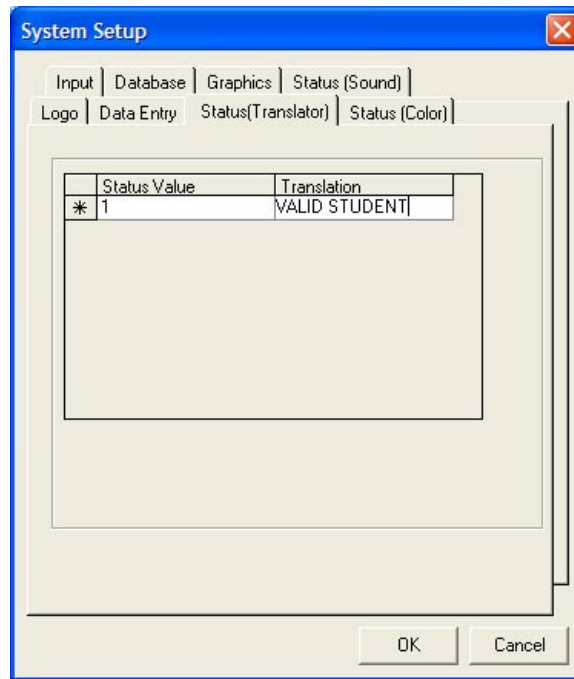
Click on Logo and Choose Browse. Navigate to the .Bmp File you wish to use for the logo, which will display on the main ActTrac screen.

DATA ENTRY

Data Entry gives you the option to add comments to the database about a user.

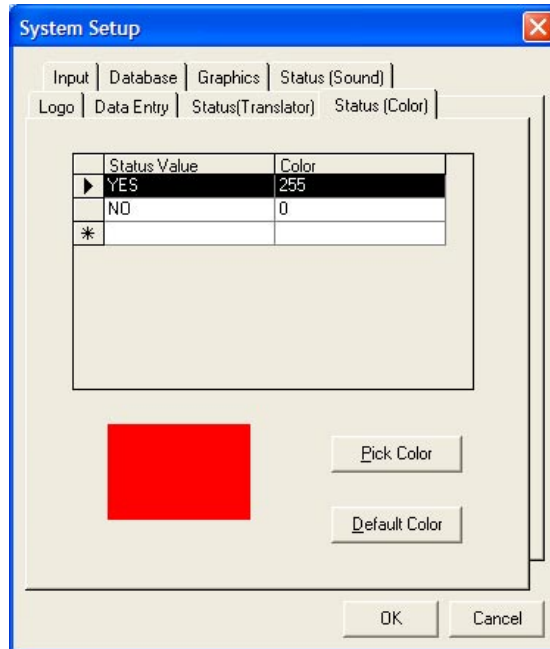
Field 1 & Field 2 Check all the boxes that apply type in a label for the field and when a user swipes in a Dialog box will pop up prompting for Data Entry Input.

STATUS TRANSLATOR



Allows you to translate a value into a recognizable term for example
Status = 1 Translate = VALID STUDENT
Status = 2 Translate = NON-VALID STUDENT

STATUS COLOR



Allows you to have Values Color Dependent depending on Status

SYSTEM OPTIONS

Tracking

- None
- Attendance Only
- Time

None – Does not Track the Information

Attendance Only – Tracks that the card was entered

Time – Tracks both Time and Date along with an In/Out Stamp

Validate Records – DOES NOT WORK

Do Not Validate Records – DOES NOT WORK

Activity Code – Adds the ability to add an optional Event or Activity Code or Word tying those Card Swipes to a Particular Event.

USERS

3 Levels of ActTrac Users

- 1- **User**
- 2- **Supervisor**
- 3- **Administrator** – Ability to perform all functions

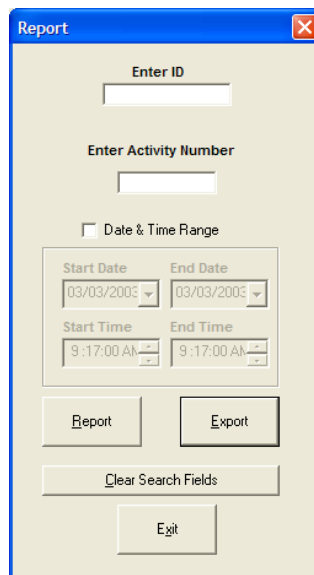
Add - Let's you Create a New Login

Edit – Let's you Edit an Existing Login

Remove – Let's you Remove an Existing Login

ID DATA

INFO – The Ability to Search for a User or a Specific Date and Time Range



The screenshot shows a 'Report' dialog box with the following fields and buttons:

- Enter ID**: A text input field.
- Enter Activity Number**: A text input field.
- Date & Time Range**: A checkbox to enable the date and time search options.
- Start Date**: A date picker showing 03/03/2003.
- End Date**: A date picker showing 03/03/2003.
- Start Time**: A time picker showing 9:17:00 AM.
- End Time**: A time picker showing 9:17:00 AM.
- Report**: A button to generate the report.
- Export**: A button to export the results.
- Clear Search Fields**: A button to reset the search criteria.
- Exit**: A button to close the dialog.

Enter ID – Type in the Number to be searched

Enter Activity Number – Let's you search for a specific Activity Code or number.

Date & Time Range – Let's you search between Date and Time Ranges

Report - **Once** you have entered the above data, Click this button to launch the printable report screen

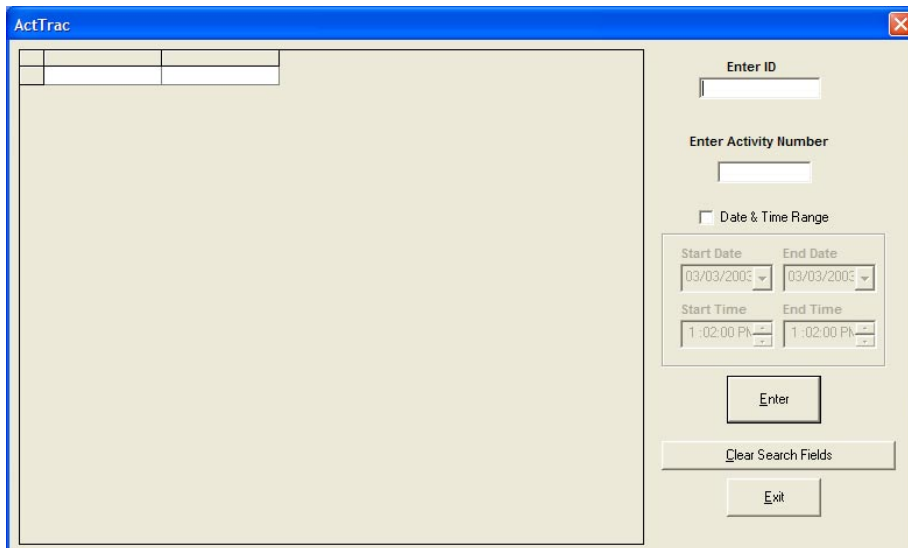
Export - Let's you export the search results in a .txt Text File

Clear Search Fields – Clears all the fields for a new search

PRINT REPORT

Once you have pulled up a report you can click on the Print Button in the upper left hand corner or export the information in an .html, .txt, Unicode html or Unicode .txt

EDIT DATA



The screenshot shows the ActTrac application window. On the left is a data table with a few empty rows. On the right is a search and filter panel. The panel includes the following elements:

- Enter ID**: A text input field.
- Enter Activity Number**: A text input field.
- Date & Time Range**: A checkbox.
- Start Date**: A date picker showing 03/03/2003.
- End Date**: A date picker showing 03/03/2003.
- Start Time**: A time picker showing 1:02:00 PM.
- End Time**: A time picker showing 1:02:00 PM.
- Enter**: A button to execute the search.
- Clear Search Fields**: A button to reset the search criteria.
- Exit**: A button to close the application.

Enter ID – Type in the Number to be searched

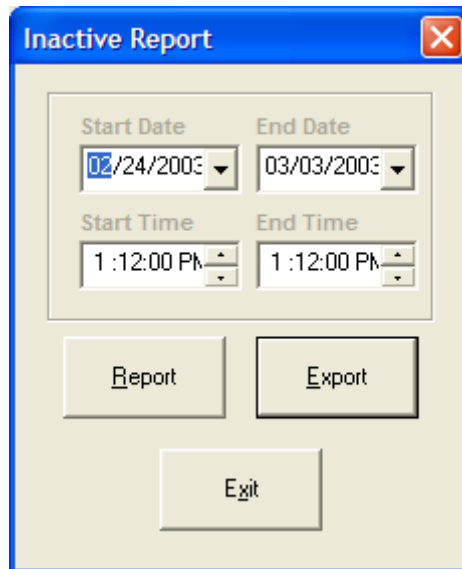
Enter Activity Number – Let's you search for a specific Activity Code or number.

Date & Time Range – Let's you search between Date and Time Ranges

Clear Search Fields – Clears all the fields for a new search

Once you have pulled up the search you can manually edit the data or delete the line by clicking the delete key on your keyboard.

INACTIVITY REPORT



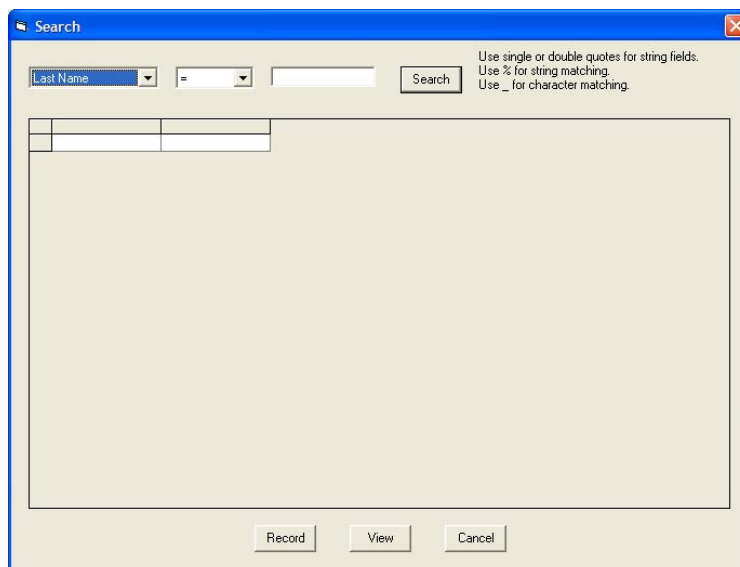
The 'Inactive Report' dialog box features a blue title bar with a close button. It contains four date and time selection fields: 'Start Date' (02/24/2008), 'End Date' (03/03/2008), 'Start Time' (1:12:00 PM), and 'End Time' (1:12:00 PM). Below these fields are three buttons: 'Report', 'Export', and 'Exit'.

This Report will allow you to generate a list of ID Numbers who have not scanned in a certain date & Time Range.

Report - Once you have entered the above data, Click this button to launch the printable report screen

Export - Let's you export the search results in a .txt Text File

SEARCH



The 'Search' dialog box has a blue title bar with a close button. It includes a search criteria field with a dropdown menu set to 'Last Name', an equals sign dropdown, and an empty text input field. A 'Search' button is to the right. Below the search fields is a large empty table area. At the bottom are 'Record', 'View', and 'Cancel' buttons. A small text box in the top right corner provides instructions: 'Use single or double quotes for string fields. Use % for string matching. Use _ for character matching.'

In Cases where you need to search for a user by different Criteria, Use the Search Screen to:

Search by Last Name, First Name, Status and Counter.

Search by “=” or “**LIKE**” Methods: Use the “=” for exact Matches, Use the “LIKE” for Wildcard Searches in conjunction with the following rules

Use Single or Double Quotes for string fields

Use % for String Matching

Use _ for Character Matching

Some Examples are as follows

Last Name = 'Jones' (searching for someone with the last name of Jones)

Last Name LIKE 'Jon%' (searching for someone with the last name of Jones)

Last Name LIKE '_mith' (searching for someone with the last name of Smith)

RECORD – Click on the Record Button to pull up the record of the individual you have selected and automatically swipe there information into the system

VIEW - Click on the View Button to pull up the record of the individual you have selected