PART II – SETTING UP A NEW APPLICATION

2.0 Establishing Settings for SARS Track

This Section discusses how to set up SARS Track features. Note that in some areas there are distinctions based on whether SARS Track at a given location is linked with a SARS Anywhere Database.

Setting up a new system is accomplished through using the Administration component of SARS Track. When you click on the Administration button on the SARS Track ADMIN tool bar, a drop down menu appears. It looks like this:

```
Application Maintenance
ID Format Maintenance
Language Maintenance
Location Code Maintenance
User Name Maintenance
```

The options, listed alphabetically, are:

- **Application Maintenance**: Use to create an Application, establish the default language for an Application, and establish the properties to be used by the selected SARS Track Application.

- **ID Format Maintenance**: Use to add, change, or delete a student identification number format, or verify that the preset format is acceptable.

- **Language Maintenance**: Use to establish languages (other than English) that will be available for creating labels, headings and messages that will be displayed on the SARS Track check-in screen.

- **Location Code Maintenance**: Use to select, add, delete or change information on a Location Code.

- **User Name Maintenance**: Use to add, delete, or change information on a staff member who will be working with the SARS Track application. Access Code Maintenance, which is also found on this screen, is used to establish the specific access rights for a SARS Track user.

When setting up an application for the first time, select the screens one at a time in the sequence described below.
2.1 ID Format Maintenance

ID Format Maintenance is used to add, change, or delete a student identification number format, or verify that the preset format is acceptable.

A user must have the following access rights to work with the ID Format Maintenance:

(See “Access Code Maintenance” at Section 2.3 and “User Name Maintenance” at Section 2.4 in this Part.)

If SARS Track is linked to a SARS Anywhere Database, all existing ID formats will be displayed. Any ID format that does not exist in SARS Anywhere will need to be added. ID formats created in SARS Track will then also appear in the SARS Anywhere application.

Here is an example of the screen layout.

The following options appear on this screen:

- **Description:** Use to enter the name or description of the ID format.

- **Mask:** Use to enter the type and sequence of characters that make up the ID format.
• Zero Pad: [Applicable only if the ID Format is ALL NUMERIC] Use to have the system automatically insert zeros in front of any student ID number that has fewer digits than the total required by the ID Format.

• Disable: Use to make the selected ID format unavailable for use by students when using SARS Track.

• Add: Use to make fields available to enter new data.

• Save: Use to save new entries or changes made on the screen.

• Delete: Use to remove data.

• Cancel: Use to terminate the action without saving.

• Close: Use to exit the screen.

If no additional ID formats other than those that exist in SARS Anywhere are required for SARS Track, skip this section and proceed to Location Code Maintenance, Section 2.2 in this Part.

2.1 How to Add a New ID Format

ID Format Maintenance is used if SARS Track is linked with SARS Anywhere but a different format is to be used for student identification numbers in one or more locations, or if the student ID format to be used is not shown as the default format.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on ID Format Maintenance.

4. Review the list of ID formats that are already in the system, if any.

5. To add a new ID format, click on Add.

6. Type in a description of the ID format. The field will accept up to 50 characters.

7. In the Mask field, enter the type and sequence of characters contained in the ID format to be used.

   The options for masks and their descriptions are listed below:

   # Digit placeholder
   . Decimal placeholder
   , Thousands separator
   : Time separator
   / Date separator
\ \  Treat the next character in the mask string as a literal. This allows you to include the ‘#’, ‘&’, ‘A’, and ‘?’ characters in the mask.

&  Character placeholder (Holds any character that can be entered from the keyboard.)

>  Convert all the characters that follow to uppercase.

<  Convert all the characters that follow to lowercase.

A  Alphanumeric character placeholder (entry required). For example: a-z, A-Z, or 0-9.

a  Alphanumeric character placeholder (entry optional)

Digit placeholder (entry optional). For example: 0-9

C  Character or space placeholder (entry optional)

?  Letter placeholder. For example: a-z or A-Z

Literal  All other symbols are displayed as literals; that is, as themselves.

Source: Microsoft®

8. [Applicable only if the ID Format is ALL NUMERIC] If desired, click on the Zero Pad to have the system automatically insert zeros in front of any student ID number that has fewer digits than the total required by the ID Format.

9. [Optional] To make the ID format unavailable for use by students, click on Disable. The students will not be able to toggle to select that ID format.

10. Click on Save.

11. Click on Close.
2.1.2 How to Change an ID Format

**Note**
Only ID Formats that were created in SARS Track may be changed or deleted. ID Formats that originated from SARS Anywhere cannot be changed or deleted in SARS Track.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on ID Format Maintenance.
4. Click on the selected ID in the box listing Description, Mask, Zero Pad, and Disable. The existing information for those fields will appear in the boxes below.
5. Enter the desired changes.
6. Click on Save.
7. Click on Close.

2.1.3 How to Delete an ID Format

**Note**
Only ID Formats that were created in SARS Track may be changed or deleted. ID Formats that originated from SARS Anywhere cannot be changed or deleted in SARS Track.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on ID Format Maintenance.
4. Click on the selected ID in the box listing Description, Mask, Zero Pad, and Disable. The existing information for those fields will appear in the boxes below.
5. Click on Delete. A confirmation screen will be displayed.
6. Click on Yes.
7. Click on Close.
2.2 Location Code Maintenance

A Location Code is used to identify the department for which students’ use of services is being tracked (for example, COUNS for counseling center, EOPS for Educational Opportunities Program, DSPS (Disabled Students Program Service, LANG LAB for language laboratory). Location Code Maintenance is also used to view existing locations, to add new locations, and to change information about or delete those locations that were added using SARS Track.

A user must have the following access rights to work with the Location Maintenance Screen:

(See "Access Code Maintenance" at Section 2.3 and "User Name Maintenance" at Section 2.4 in this Part.)

If SARS Track is linked to a SARS Anywhere Database, all existing Location Codes will be displayed. However, a new location code will need to be added for each department using SARS Track that is not in the SARS Database. Location codes created in SARS Track will then also appear in the SARS Anywhere application.

If SARS Track is not linked to a SARS Anywhere database, a new Location Code will need to be entered for each department using SARS Track.

Here is an example of the screen layout.
The following options appear on this screen:

- **Location Code:** Use to enter a department for which students’ use of services is to be tracked, such as COMPLAB, LANGLAB.

- **Location Code Description:** Use to enter a more complete description of the Location Code.

- **Reasons:** Use to gain access to the Reason Code Maintenance screen to add Reason Codes that will be available for selection when a student checks in at a service site. Also use to delete or change information about a Reason Code.

- **Block/filter:** Use to gain access to an Additional Information Form screen to add additional information questions for use with the blocking or filter options.

- **Primary ID Format:** [applicable only for TRACK-ONLY Locations] Use, when not integrated with SARS Anywhere, to select the Primary ID Format for student IDs for the selected location.

- **Delete:** Use to remove data.

- **Save:** Use to save new entries or changes made on the screen.

- **Add:** Use to make fields available to enter new data.

- **Cancel:** Use to terminate the action without saving.

- **Close:** Use to exit the screen.
If no additional Locations other than those that exist in SARS Anywhere are required for SARS Track, skip this section and proceed to Access Code Maintenance, Section 2.3 in this Part.

2.2.1 How to Add a New Location Code

1. Double-click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Location Code Maintenance.
4. Review the Location Codes to see if the location you wish to identify is listed.
5. If the location is not listed, click on Add.
6. Click on Location Code and then type in the abbreviation to represent the category of advisors. The field will accept up to 8 characters (for example, LANG LAB).
7. Click on Location Code Description and then type in a more complete description of the Location Code (for example, Language Laboratory). The field will accept up to 50 characters.
8. Disregard the Reasons option for now. For the time being, the system will create a single Reason associated with this Location. It is called “Default Reason,” and its purpose is to enable the user to create an Application, as well as Button options for that application. Those actions cannot be achieved unless at least one Reason exists.
9. Click on Block/Filter. An Additional Information Form will be displayed. Here is an example:

   ![Additional Information Form](image)

   a. Click on Add.
   b. Type in the desired Additional Information Questions (e.g., EOPS Student).
c. Click on Save.
d. Repeat steps a. – c. to enter other Additional Information Questions.
e. Click on Close to exit the screen.

10. If the Location is not being used in SARS Anywhere (e.g., Computer Lab), click on Primary ID Format ▼ and select the desired format for the Location.

**Warning** If the application is integrated with SARS Anywhere, selecting a Primary ID Format for a Location that is different from the Primary ID Format for the Location in SARS Anywhere will have the effect of changing the setting in SARS Anywhere.

11. Click on Save.

12. Repeat steps 5 – 11 for each new Location Code.

13. Click on Close. The new Location Code will be available for use.

### 2.2.2 How to Change Information about a Location Code

**Note** Location Codes themselves may not be changed in SARS Track. However, the Location Code description may be changed for Location Codes that were created in SARS Track. To change a Location Code, it must first be deleted. Then a new Location Code may be added in SARS Track.

Location Codes that originated from SARS Anywhere cannot be deleted from SARS Track; however, the Location Code Description may be changed from SARS Track.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Location Code Maintenance.
4. Click on the selected code in the box listing Location Code and Location Code Description. The existing information for those fields will appear in the boxes below.
5. Type in the applicable change to Location Code Description.
6. Click on Save.
7. Click on Close.

### 2.2.3 How to Delete a Location Code

**Notes** Only Location Codes that were created in SARS Track may be deleted. Location Codes that originated from SARS Anywhere cannot be changed or deleted in SARS Track; however Location Code Descriptions may be changed.

Before deleting a specific Location Code, ensure that all users, and all data associated with that code, have been reassigned another Location Code.
1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Location Code Maintenance.

4. Click on the selected code in the box listing Location Code and Location Code Description. The existing information for those fields will appear in the boxes below.

5. Click on Delete. A confirmation screen will be displayed.

6. Click on Yes.

7. Click on Close.

2.3 Access Code Maintenance

Access Codes are used to assign to each category of user the rights to perform selected functions in SARS Track. After Access Code categories are established and rights assigned to each category, User Names are assigned an Access Code category (see “How to Add a New User Name” in this Part, Section 2.4.1).

A user must have the following access rights to work with Access Code Maintenance:

(Also see “User Name Maintenance” at Section 2.4 in this Part.)

If SARS Track is linked to a SARS Anywhere Database, any Access Code created in SARS Track also will appear in the SARS Anywhere application. Some of these codes may not be applicable to SARS Track users and may be disregarded.

If a SARS Track application has already been created, three Access Codes will be created automatically. They are:

- **SARS ADMIN**: Assign to users who require full access to all operational aspects of SARS Track.
- **BATCHER**: Used to create an anonymous account for a user who will be performing only the import and export processes.
TRAKER: Used to create an anonymous account for a user who will be performing actions only in the SARS·ENTER application.

If a SARS Track application has not yet been created, the above three Access Codes will be created automatically at the point that the new application is saved. (See Section 2.7 in this Part.)

If the Administrator’s Access Code, such as SARS ADMIN, is displayed as an existing Access Code, that code should be used if the same user is performing similar functions in SARS Track. This will eliminate the need to create a separate user name and access code for a SARS Track administrator.

The security of the system is controlled in large part through User Name Maintenance and Access Code Maintenance. Therefore, we recommend that access to these functions be limited to one or two key individuals (for example, the System Administrator and his or her backup).

Here is an example of the Access Code Maintenance screen layout.

```
Access Code Maintenance

Access Code
Location: ADVISING

Access Codes
- BATCHER
- SARS ADMIN
- TRAKER
- VIEW HISTORY & ALERT

Access Code: SARS ADMIN

SARS·TRAK
- Access
- Manual Entry
- Administration
- Security
- Reports

Add | Save | Cancel | Delete | Close
```

The following options appear on this screen:

- **Access Code Panel:**
  - **Location:** Use to select the specific Location for which Access Code Maintenance is to be performed.
  - **Access Codes:** Use to display a list of Access Codes that have already been created.
  - **Access Code:** Use to display the selected Access Code or to type in the name of a new Access Code.

- **SARS·TRAK Panel:**
  - **Access:** Use to designate whether the users assigned to the Access Code category may be given access to SARS Track.
  - **Manual Entry:** Use to establish whether users assigned to the Access Code category may use the Manual Entry screen to enter student activities. Users with this permission will also be able to
assign/re-assign students from the Students Currently Checked In screen.

- Administration: Use to establish whether users assigned to the Access Code category may perform actions that are typically conducted by the System Administrator.
- Reports: Use to establish whether users assigned to the Access Code category may print reports.
- Add: Use to make fields available to enter new data.
- Save: Use to save new entries or changes made on the screen.
- Cancel: Use to terminate the action without saving.
- Delete: Use to remove data.
- Close: Use to exit the screen.

2.3.1 How to Add a New Access Code

To add an Access Code other than those that are imported from SARS Anywhere and the three Access Codes that are created automatically when an application is created and saved, follow the steps below.

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on User Name Maintenance.
5. Click on Location ▼ and then select the Location to which the Access Code will apply.
6. Click on Add. (Save and Cancel are enabled, and all other functions are disabled.)
7. Click on Access Code and then type in the code. The field will accept up to 10 characters, numbers, or special characters in any combination and in upper or lower case. An example of an Access Code for SARS Track might be: “Site Admin,” for Service Site Administrator.
8. In the SARS-TRAK field, check one or more of the access rights that will apply to this Access Code category. For example,
9. Click on Access to permit users assigned to the Access Code to use SARS Track.
10. Click on Manual Entry to permit users assigned to the Access Code to use the Manual Entry screen to enter student activities.
11. Click on Administration to permit users assigned to the Access Code to perform actions that are typically conducted by the System Administrator.

12. Click on Security to permit users assigned to the Access Code to perform actions in User Name Maintenance, including Access Code Maintenance.

13. Click on Reports to permit users assigned to the Access Code to view and generate reports.

14. Click on Save.

15. Click on Close to exit the Access Code Maintenance screen.

16. Click on Close to exit the User Name Maintenance screen.

2.3.2 How to Change Information about an Access Code

**Note**
Access Codes that were created in SARS Track may be changed or deleted. Access Codes that originated from SARS Anywhere can be changed in SARS Track but not deleted.

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on User Name Maintenance.


5. Click on the selected Access Code to display its corresponding access designations.

6. Click on the check boxes in the SARS·TRAK field, as appropriate, to change the designations. (DO NOT check any boxes for BATCHER and TRAKER, as they are anonymous accounts.)

7. Click on Save.

8. Click on Close to exit the Access Code Maintenance screen.

9. Click on Close to exit the User Name Maintenance screen. The change will take effect the next time a user affected by the change logs onto the system.

2.3.3 How to Delete an Access Code

**Notes** Access Codes that were created in SARS Track may be changed or deleted. Access Codes that originated from SARS Anywhere can be changed in SARS Track but not deleted.

Only unassigned Access Codes may be deleted. If any users are assigned to a particular Access Code that you wish to delete, reassign those users to a different code. Then delete the newly unassigned Access Code by following the steps below.

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.
3. Click on User Name Maintenance.
5. Click on the selected Access Code to display its corresponding access designations.
6. Click on Delete. A confirmation message will be displayed.
7. Click on Yes to confirm the deletion.
8. Click on Close to exit the Access Code Maintenance screen.
9. Click on Close to exit the User Name Maintenance screen.

2.4 User Name Maintenance

User Names are assigned to identify, and specify access rights to, each staff person who is authorized to use the SARS Track application (other than students). User Names created in SARS Track may be added, deleted, or information about them may be changed.

User Names Maintenance provides for several levels of security. For example, the system administrator may be assigned access to all Applications, all Locations, and all buttons that are associated with those Applications and Location. However, a user in a Computer Lab may be given access only to a Lab application, a Computer Lab Location, and an associated check-in/check-out button. In the latter case, that user would not see any other Application, Location or button options on his or her screen.

A user must have the following access rights to work with User Name Maintenance:

(Also see "Access Code Maintenance" at Section 2.3 in this Part.)

If SARS Track is linked to an existing SARS Anywhere database, existing user names already will be listed. If a User Name already exists and that user will be performing similar functions and have the same Access Code in SARS Track, the same User Name should be used for SARS Track.

If SARS Track is not linked to an existing SARS Anywhere database, a user name for each staff person who will have access to the system will need to be added.

If a SARS Track application has already been created, the following three Access Codes will be displayed:
SARS ADMIN: Assign to users who require full access to all operational aspects of SARS Track.

BATCHER: Used to create an anonymous account for a user who will be performing only the import and export processes.

TRAKER: Used to create an anonymous account for a user who will be performing actions only in the SARS·ENTER application.

If a SARS Track application has not yet been created, the above three Access Codes will be created automatically at the point that the new application is saved. (See Section 2.3 in this Part.) The default User Name is used to gain initial access to the SARS Track application. During the setup of SARS Track, the administrator should change the default User Name and associated Password.

Warning
The new default User Name and Password will be needed to gain access to the application in the future. Therefore, exercise caution before changing or deleting an existing User Name or password. Be sure to set up the new name and assign the appropriate access rights in Access Code Maintenance (see Section 2.3, above) before deleting the name.

Here is an example of the screen layout.

![User Name Maintenance](image)

Note the generic entries made for the system-generated SARS ADMIN, BATCHER and TRAKER access codes.

The following options appear on this screen:

- **User Name:** Use to identify a user of the system. A user is any person who is authorized to use all or part of the system.

- **Password:** Use to establish the password that a user will enter in order to gain access to SARS Track.
• Full Name: Use to establish the complete name of the user (as distinct from the user Short Name).

• Primary Location: Use to identify the primary department or location to be associated with the user name.

• Access Code: Use to define the categories of users (for example, Site Administrator).

• User Location Selection: Use to gain access to the User Location Selection screen for the purpose of assigning a user to one or more additional Locations.

• Access Code Maintenance: Use to add, delete, or change information on the categories of users (for example, Site Administrator).

• Password Expiration Settings Panel:

  • Use Expiration Date: Use to establish a cut off date for a user’s Log On. After this date, the user’s Log On will no longer be valid for any Location. This option may be useful for temporary staff or adjunct faculty when it is known that the individual will be using the system for a limited time. If left unchecked, the default for the user will be displayed as None in the Expiration Date column on the screen and the date field will be disabled. It serves as a safety method in the event that the system administrator forgets to delete that user when that individual is no longer allowed to work with SARS Track.

  • [date field]: Use if the Use Expiration Date option has been checked to select the expiration date for this user’s Log On. The user will no longer be able to log on to the system in any location after this date.

• Add: Use to make fields available to enter new data.

• Save: Use to save new entries made on the screen.

• Cancel: Use to terminate the action without saving.

• Delete: Use to remove data.

• Close: Use to exit the screen.

### 2.4.1 How to Add a New User Name

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on User Name Maintenance.

4. Review the list of User Names to see if the user name to be added is already entered.
5. If the user name is not listed, click on Add. (Save, Cancel, and Access Code Maintenance are enabled, and all other functions are disabled.)

6. Click on User Name and then type in the name. The field will accept up to 8 characters, numbers, or special characters in any combination and in upper or lower case.

7. Click on Password and then type in the password for the user. The field will accept up to 10 characters, numbers, or special characters in any combination and in upper or lower case. The Password is not case sensitive.

8. Click on Full Name and then type the complete name of the user.

9. The Primary Location code defaults to that which is assigned to the currently logged on user. This code should be changed for any user who is in a different location. To change, click on Primary Location ▼ and then on the selected option.

10. Click on Access Code ▼ and then on the selected option to assign each user to a category of users.

11. [Optional safety feature] If the User is a temporary worker or for some other reason should be prevented from logging on to the system after a certain date, click on Use Expiration Date. Then click on the adjacent date field and select the desired date. After that date, the user will not be able to log on to any application.

   **Note**
   If the user needs to be provided access to the system again, simply uncheck the box or change the expiration date.

12. Click on Save.

13. To assign the user to additional Locations, ensure that the focus is on the user name. Then click on User Location Selection to display the User Location Selection screen. Here is an example:

   **User Location Selection**
   Please select all locations to which this user belongs.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ADVISING</td>
<td>Advising Center Advisor</td>
<td></td>
</tr>
<tr>
<td>□ LEARNING CTR</td>
<td>Learning Center Advisor</td>
<td></td>
</tr>
<tr>
<td>□ WRITING LAB</td>
<td>Writing Lab</td>
<td></td>
</tr>
</tbody>
</table>

   14. Click on the checkbox(es) adjacent to the other Location(s) to which this user is assigned. The screen will change to provide a selection box in the Access Code field.

   a. For each assigned Location, click on Access Code ▼ and select the correct Access Code.

   b. Click on OK to return to the User Name Maintenance screen.

15. Repeat steps 4 – 12 for each User Name.
16. Click on Close.

### 2.4.2 How to Change Information about a User Name

Only User Names that were created in SARS Track may be changed or deleted. User Names that originated from SARS Anywhere cannot be changed or deleted in SARS Track.

**Warning** Do not change the default User Name and Password that is needed to gain access to the application until you have added a new name and assigned the appropriate access rights in Access Code Maintenance (see Section 2.3, above).

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on User Name Maintenance.
4. Click on the selected user in the box listing User Name, Full Name, Primary Location, Access Code, and Short Name. The existing information for those fields will appear in the boxes below.
5. Enter the applicable changes. To assign or unassign the user to other Locations, click on User Location Selection and make the changes on the User Location Selection screen.

**Warning** The spelling of an existing User Name cannot be changed. The entire entry must be deleted and then re-entered. (See "How to Delete a User Name" at Section 2.4.3 and "How to Add a New User Name" at Section 2.4.1 in this Part.)

6. Click on Save.
7. Click on Close.

### 2.4.3 How to Delete a User Name

Only User Names that were created in SARS Track may be changed or deleted. User Names that originated from SARS Anywhere cannot be changed or deleted in SARS Track.

**Warning** Do not delete the default User Name and Password that is needed to gain access to the application until you have added a new name and assigned the appropriate access rights in Access Code Maintenance (see Section 2.3, above).

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on User Name Maintenance.
4. Click on the selected user in the box listing User Name, Full Name, Primary Location, Access Code, and Short Name. The existing information for those fields will appear in the boxes below.
5. Click on Delete. A confirmation message will be displayed.
6. Click on Yes to confirm the deletion, then click on Close.
2.5 Language Maintenance

SARS Track Check-In screens display option buttons and messages to prompt students through the self-serve process. The wording of the button labels, column labels, and messages may be crafted in various languages.

The Language Maintenance screen is used to initially establish any languages (other than English, which is the default language) that may be used for messages. If SARS Track is being used in conjunction with SARS Anywhere, any languages that have been established in SARS Anywhere will be displayed on the Language Maintenance screen. The Language Maintenance screen may be used to indicate that a pre-established language will be used in SARS Track, to select the font in which the messages in that language will be displayed, and to establish new languages for use in SARS Track.

A user must have the following access rights to work with Language Maintenance:

(See “Access Code Maintenance” at Section 2.3 and “User Name Maintenance” at Section 2.4 in this Part.) Here is an example of the screen:

The options are:
• Language: Use to enter another language to be available for messages.
• TRAK Supported: Use to indicate that the language selected is to be used in SARS Track.
• Font: Use to select the font to be used for the selected language.
• Add: Use to make fields available to enter new data.
• Save: Use to save new entries or changes made on the screen.
• Cancel: Use to terminate the action without saving.
• Delete: Use to remove data.
• Close: Use to exit the screen and return to the previous screen or to the tool bar.

If only English will be used, skip this section.

### 2.5.1 How to Add a Language

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Language Maintenance.
4. Review the list to determine whether the language is already listed. If so,
   a. Click on the language. The existing information will be displayed in the fields below.
   b. Click on the TRAK supported checkbox to make the language available in SARS Track.
   c. Click on Font ▼ and then select the type font to be used for the selected language.
   d. Click on Save.
5. If the desired language is not displayed on the list, click on Add.
   a. In the Language field, enter the name of the language. The field will accept up to 30 characters.
   b. Click on the TRAK Supported check box to make the selected language available for use in SARS Track, or leave the box unchecked to prevent the use of that language in this application.
   c. Click on Font ▼ and then select the type font to be used for the selected language.
6. Click on Save.
7. When done, click on Close.

### 2.5.2 How to Change Information About a Language
1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Language Maintenance.

4. Click on the language for which changes are to be made. The existing information will be displayed in the fields below.

5. Make the desired changes.

6. Click on Save.

7. Click on Close.

**2.5.3 How to Delete a Language**

Double click on the SARS Track ADMIN icon to display its tool bar.

1. Click on Administration.

2. Click on Language Maintenance.

3. Click on the language to be deleted. The existing information will be displayed in the fields below.

4. Click on Delete. A confirmation screen will be displayed.

5. Click on Yes. The language will no longer be available for use.

6. Click on Close.

After additional languages have been established using Language Maintenance, any actual messages to be displayed in those languages are created using the Languages screen in Application Properties (see “How to Establish Labels and Messages” in Section 2.7.8 in this Part).

**2.6 Reason Code Maintenance**

Reason Codes are used to describe the stated purpose for a student’s use of a service. Reason Codes are made available for use with the following options in SARS Track: When students use SARS Track, they will select a reason code that most closely corresponds with the reason for their visit.

- Drop-In Visits,
- Scheduled Appointments, and
- Other types of visits, such as checking in and out of a service site (e.g., Computer Lab).

Standardized Reason Codes and their corresponding descriptions facilitate activity reporting. Reason Codes may be selected from a pre-existing list if SARS Track is linked to a SARS Anywhere database. If SARS Track is not linked to a SARS Anywhere database, new reason codes will need to be added.
A user must have the following access rights to work with the Reason Code Maintenance Screen:

![Access Rights]

(See "Access Code Maintenance" at Section 2.3 and "User Name Maintenance" at Section 2.4 in this Part.)

If SARS Track is linked to a SARS Anywhere Database, the existing Reason Codes will be displayed and available for selection. New Reason Codes will need to be added if SARS Track is not sharing the database or if SARS Track needs a reason code that has not yet been created.

Note
Selecting Reason Codes for use is performed from the Application Properties option in Application Maintenance (see "How to Set Up a Button for Drop-In Visits," Section 2.7.2, "How to Set Up a Button for Appointments," Section 2.7.3, and "How to Set Up a Button for Check-In/Out Visits," Section 2.7.4, in this Part).

Here is an example of the Reason Code Maintenance screen layout.
The following options appear on this screen:

- **Reason Code:** Use to represent the purpose of a student's use of the service in question.

- **Reason Description:** Use to type a description of the reason code. This description will be displayed on the buttons on the check-in screen.

- **Duration:** Use to establish the default length of a visit made for the selected Reason Code if the student fails to check out.

- **Cutoff:** Use to establish the maximum duration of a visit for the selected Reason Code. If this time is exceeded, a student will need to enter the actual amount of time spent in the activity when checking out.

- **Reason Message:** Use to add a message to be associated with the selected Reason Code.

- **Add:** Use to enable the Reason Code, Reason Description, Duration, Cutoff and Reason Message fields for entering another code.

- **Save:** Use to save new entries or changes.

- **Delete:** Use to delete the Reason Code that is highlighted.

- **Cancel:** Use to terminate the action without saving.
• Close: Use to exit the screen.

If SARS Anywhere Reason Codes will be used, and no additional Reason Codes are required for SARS Track, skip this section.

2.6.1 How to Add a Reason Code

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Location Code Maintenance.

4. Click on the desired Location.

5. Click on Reasons to display the Reason Code Maintenance screen.

6. Click on Add.

7. Click on the Reason Code field; then type an abbreviation that represents the purpose for the appointment or service being used. The field will accept up to 10 characters.

8. Click on the Reason Description field and then type a more complete description of the Reason Code. The field will accept up to 50 characters.

9. In the Duration field, enter the number of minutes to specify the default length of a visit made for the selected Reason Code if it is different from the smallest time increment created in SARS Anywhere. Otherwise, leave the field blank.

10. In the Cutoff field, enter the number of minutes that will represent the maximum duration of the visit for the selected Reason Code.

11. [Optional] In the Reason Message field, click on the message line and type in the desired message, if a message is to be associated with the Reason Code. The field will accept up to 255 characters.

12. Click on Save.

13. Repeat steps 6 – 12 to add more Reason Codes.

14. Click on Save.

15. Repeat steps 1 – 14 for each Location.

16. When done, click on Close.
2.6.2 How to Change Information about a Reason Code

**Note**
Only Reason Codes that were created in SARS Track may be changed or deleted. Reason Codes that originated in SARS Anywhere cannot be changed or deleted in SARS Track; however, their associated Reason Descriptions may be changed.

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Location Code Maintenance.
4. Click on the desired Location.
5. Click on Reasons to display the Reason Code Maintenance screen.
6. Click on the selected reason code. The existing information will be displayed in the boxes below.
7. Type in the applicable changes, as desired.
8. Click on Save.
9. Click on Close.

2.6.3 How to Delete a Reason Code

Only Reason Codes that were created in SARS Track may be changed or deleted. Reason Codes that originated in SARS Anywhere cannot be changed or deleted in SARS Track; however, their associated Reason Descriptions may be changed.

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Location Code Maintenance.
4. Click on the desired Location.
5. Click on Reasons to display the Reason Code Maintenance screen.
6. Click on the selected reason code. The existing information will appear in the boxes below.
7. Click on Delete. A confirmation screen will be displayed.
8. Click on Yes.
9. Click on Close.
2.7 Application Maintenance

An Application refers to any grouping that will be sharing a set of buttons and options to be used by students. Here are some examples:

An Application called “LANG LAB” may be used at one or more Language Lab sites to allow students to check in and out.

An Application called “APPOINTMENTS” may be used to allow students belonging to any Location (e.g., Advising, Career Center, or EOPS) to make a same day or future appointment.

An Application called “ADVISING” may be used to allow all students who use the advising center to (a) make a same day appointment to see an advisor, (b) make a future appointment to see an advisor, (c) register for a Drop-In visit, or (d) register for an Orientation session.

Each Application may establish its own settings for its SARS Track Check-In screen, and any number of Applications may be established in SARS Track.

Application Maintenance is used to gain access to an Application Maintenance screen, which is used to add the name and description of an Application and the default language to be used for that Application. It is also used to gain access to the Application Properties screen to create and change the default settings and labels/messages that will be used by SARS Track.

A user must have the following access rights to work with the Application Properties screen:

(See “Access Code Maintenance” at Section 2.3 and “User Name Maintenance” at Section 2.4 in this Part.)

Additional security features control what the user will be able to view and use on the Application Maintenance screen, as well as the Application Properties screen.
### 2.7.1 How to Create a New Application

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance. An Applications screen will be displayed showing only those applications to which the user has been assigned access. The system administrator should have access to all location, however. Here is an example:

#### Application Maintenance

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Language</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVISING</td>
<td>Advising Center</td>
<td>English</td>
<td>No</td>
</tr>
<tr>
<td>APPOINTMENTS</td>
<td>Appointments</td>
<td>English</td>
<td>No</td>
</tr>
<tr>
<td>COMPUTER LAB</td>
<td>Reading and Writing Lab</td>
<td>English</td>
<td>No</td>
</tr>
<tr>
<td>EOPS</td>
<td>ECPS</td>
<td>English</td>
<td>Yes</td>
</tr>
<tr>
<td>TUTORING</td>
<td>Tutoring Office</td>
<td>English</td>
<td>No</td>
</tr>
</tbody>
</table>

The options are:

- **Application**: Use to display or enter the name of a SARS Track application.
- **Description**: Use to display or enter a more complete description of the application.
- **Default Language**: Use to display or select the primary language that will be used for the selected application.
- **Disabled**: Use to inactivate a selected Application temporarily and still retain its settings.
- **Add**: Use to enable the fields to add a new Application name, description, and default language.
- **Save**: Use to save new entries or changes made on the screen.
- **Cancel**: Use to terminate the action without saving.
- **Delete**: Use to delete an application and all of its properties.
• Properties: Use to gain access to the Application Properties screen for setting up or changing the specific properties to be associated with the selected application.

• Close: Use to exit the Application Maintenance screen.

4. Click on Add.

5. Click on the Application field and then type in the name of the Application (e.g. COMP LAB).

6. Click on the Description field and then type a more complete description of the Application (e.g., Computer Lab).

7. Click on Default Language ▼ and then select the primary language that will be used for this application.

8. Click on Save.

9. Repeat steps 4 – 8 to establish additional Applications as needed.

Note
At any time, the Disabled checkbox may be checked to inactivate an Application. A disabled Application will retain all of its settings and may be reactivated at any time.

Once the desired Applications have been created, each Application must have its unique properties established. Access to the Application Properties screen is via the Properties button. That screen has four tabs, which are used to gain access to the various options. They are:

- Buttons (see Sections 2.7.2 – 2.7.5 in this Part)
- Databases (see Section 2.7.6 in this Part)
- Banner & Misc (see Section 2.7.7 in this Part)
- Labels & Messages (see Section 2.7.8 – 2.7.10 in this Part)

Note
When setting up applications for the first time, the Default ID Format must be selected for each Application. To do this, click on Properties, then click on the Databases tab and select the desired Default ID Format for the Application, then click on Save. Repeat these actions for each newly-created Application.

Buttons are available for configuring different types of student visits. Each of the options may be configured separately to display unique check in/out messages. They are:

- Message Only: Use to create a button that will display a specific message when the student clicks on it.

- Drop-In Visit: Use to create a button to be used for registering for an unscheduled, drop-in visit. Reason codes may be selected for this type of button.

- Appointments: Use to create a button to enable students to make an appointment. One type of button may be used to make a same day appointment. Another type of button may be used to book a future appointment. Reason codes and Schedule codes may be selected for this type of button.
Check-In/Out: Use to create a button to be used to register for any other type of visit, such as a visit to the computer lab. Reason codes may be selected for this type of button.

2.7.2 How to Set Up a Button for Drop-In Visits

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Application Maintenance.
4. Click on the selected Application (e.g., Advising).
5. Click on Properties to display the Application Properties screen for that application.
6. Click on the tab labeled Buttons. Here is an example of the screen:
The options are:

- `<:` Use to display the number of buttons that are already in use by backing up to a lower-numbered button number. (If this action does not display the previous button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- `>:` Use to display the number of buttons that are in use by advancing to the next button number. (If this action does not display the next button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- **Add:** Use to add a new button number.

- **Cancel:** Use to terminate the action for the selected button without saving.

- **Delete:** Use to delete the button number that is currently displayed.

- **Option:** Use to select the option to be assigned to the Button currently being configured. [Entry required.]

- **Location Code:** Use to select the location code to be displayed as the default when a student checks in. [Entry required.]

- **Button Labels & Messages:** Use to gain access to screen used for creating button labels and associated messages.

- **Disable Button:** Use to inactivate the selected button and all of its options. This will save the options for later use.

- **Reasons:** Use to display a list of all Reasons associated with the selected Location Code. If Use Classes is checked, use to display the courses associated with the selected Location Code.

- **Select All:** Use to check the boxes adjacent to all the Reasons that are displayed.

- **Deselect All:** Use to uncheck the boxes adjacent to all the Reasons that are displayed. Be sure to then check at least one Reason.

- **Selected Items Only:** Use to display on the selection screen only those Reasons that have been checked.

- **Default Reason:** [Displayed only when the Reasons button is selected] Use to select the reason that will be used if no other reason is selected.

- **Ignore Default Reason:** Use to prevent the default reason code from being used. If checked, this option will disable the Lock Default Reason option. (Useful for sites using check-in/out only.)

- **One Reason Required:** Use to require students to select at least one reason for their visits.
• Allow Multiple Reasons: Use to permit students to select more than one reason for their visits. If checked, this option will enable the Ignore Default Reason and Lock Default Reason options.

• Allow Reason Messages: Use to display a message associated with a selected reason.

• Use Classes: Use to enable the Classes button, which will display a Course Selection screen showing all classes associated with the selected Location Code. The student will be able to see classes that are currently being taken and may select one of those courses when the student enters his or her student ID on the check-in screen. If classes are to be imported from another data source into the SARS database, this option must be checked. [Selecting this option also enables the following options: Show Section on Button, Edit Sections and Required Courses.]

• Lock Default Reason: Use to prevent students from de-selecting the Default Reason Code. (Enabled only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.)

• Hide Default Reason: Use to conceal the Default Reason on the screen display.

• Show Section on Button: Use to display the course section number on class selection buttons. (Enabled only if Use Classes is selected.)

• Early Alert Integration: Use to display the following message when a student checks in: “Are you here because you received an Early Alert?” If more than one Early Alert exists for a student, the message will say “Please select the Early Alert you have come in for.”

• Max Checkins per day: Use to establish the maximum number of times that a student may check into this location each day for any single course. The range is 0 (no limit) to 9. The default is set at 0. If a student attempts to check in after meeting the maximum check-ins per day, a message will be displayed indicating that the maximum has been met and that the student may not check in again that day.

• Edit Sections: Use to open a Course Lab Configuration screen. (Enabled only if Use Classes is selected.)

• Required Courses: Use to display a list of courses for which options may be selected on the Required Courses screen. (Enabled only if Use Classes is selected.)

• Program Filter Options: Use to display a screen on which options may be selected to specify which students will be allowed to (or denied access to) make appointments, use the Drop-in feature, and/or use the Check-in/Check-out feature using SARS Track. (This feature serves as a further override or filter of the Blocking Options global settings established in the Banner and Misc. tab.)

• Save: Use to save the selections.
• Close: Use to exit the Application Properties screen.

7. If any button numbers are listed in the button selection field (e.g. x of x buttons), review the screen to determine whether the displayed options are those that are desired.

8. To create a new button for use, click on Add.

**Note**
A maximum of 18 buttons are available per application.

9. Click on Option ▼ and select Drop-In Visit.

10. Click on Location Code ▼ and then click on the desired Location (e.g., Advising). This code will be used as the location for all visits.

11. Click on the Reasons button. In the Reasons field, note whether any reasons other than “Default Reason” are displayed. If not, skip this step until all buttons are set up. (See Section 2.6 in this Part to create Reasons.) Then return to this step and select one or more reasons to be offered to the student for selection when checking in for a Drop-In visit, or click on Select All to select all of the Reasons with one click.

**Hint**
To display only those reasons that have been checked, after selecting all desired reasons click on Save and then click on Selected Items Only.

**Note**
If other reasons now exist, “Default Reason” may be deleted for this application and button.

a. Click on Default Reason ▼ and select the Reason that should be used if no other Reason is selected. Only a Reason that has been checked may be used as a Default Reason.

b. [Optional] Click on Ignore Default Reason to prevent the use of the default reason code for this option.

c. [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.

d. [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.

e. [Optional] Click on Allow Reason Messages to display an additional column containing Reason Messages on the check-in screen.

f. [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if ALLOW MULTIPLE REASONS is selected and IGNORE DEFAULT REASON is not selected.

g. [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.

h. [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.
i. [Optional] Click on Max Checkins per day and type in a number between 0 and 9, with 0 representing no maximum. The default is 0. This number represents the number of times a student may check in to this location each day for any one course.

12. If Classes are to be displayed to students when using the Drop-in feature, click on Use Classes. This option will enable the Classes button adjacent to the Reasons button, and it will also enable three additional options: Show Section on Button, Edit Sections, and Required Courses.

**Note**
If Classes are to be imported from another data source into the SARS database, the Use Classes option must be checked.

a. Click on the Classes button (adjacent to the Reasons button). A list of all classes associated with the selected Location Code will be displayed. Here is an example of the screen when Classes is selected:

![Application Properties Screen](image)

b. Click on each Class to be offered to the student for selection when checking in for a Drop-In visit, or click on Select All to select all of the classes with one click.

**Hint**
To display only those classes that have been checked, after selecting all desired classes click on Save and then click on Selected Items Only.

c. [Recommended] Click on Ignore Default Reason to prevent the use of the default reason code for this option.
d. [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.

e. [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.

f. [Optional] Click on Allow Reason Messages to display an additional column containing Reason Messages on the check-in screen.

g. [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.

h. [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.

i. [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.

j. [Optional] Click on Max Checkins per day and type in a number between 0 and 9, with 0 representing no maximum. The default is 0. This number represents the number of times a student may check in to this location each day for any one course.

k. [Optional] Click on Show Section on Button to include the course section number on the course selection button.

l. [Optional] Click on Edit Sections to display a Course Lab Configuration screen. Here is an example:

```
Course Lab Configuration

Term Information:
- Term: Spring 2010
  - Start Date: 1/5/2010
  - Stop Date: 5/31/2010
  - Status: Active

Course Table:
- ART 001LS: 1000, Start Date: 1/5/2010, Stop Date: 5/31/2010
- ART 005LS: 1001, Start Date: 1/5/2010, Stop Date: 5/31/2010
- ART 005LS: 1002, Start Date: 1/5/2010, Stop Date: 5/31/2010
- DRAMA 015LS: 2550, Start Date: 1/5/2010, Stop Date: 5/31/2010
- DRAMA 015LS: 2555, Start Date: 1/5/2010, Stop Date: 5/31/2010
- MATH 015: 1100, Start Date: 1/5/2010, Stop Date: 5/31/2010, Duration: 36
- MATH 015: 1101, Start Date: 1/5/2010, Stop Date: 5/31/2010, Duration: 36
- MATH 015: 1102, Start Date: 1/5/2010, Stop Date: 5/31/2010, Duration: 36
- PSYCH 010LS: 6842, Start Date: 1/5/2010, Stop Date: 5/31/2010
- SPAN 000: 7410, Start Date: 1/5/2010, Stop Date: 5/31/2010

Options:
- Save
- Select All
- Deselect All
- Close
```

The options are:
• Term: Use to select the Term for which these lab configurations will apply.

• Start Date: Used to display the first date of the selected term.

• Stop Date: Used to display the last date of the selected term.

• Status: Used to display the status of the selected term (e.g., active, inactive).

• Course: Used to display each course offered for the selected application.

• Section: Used to display the section number of each course.

• Lab: Use to select the section(s) to be displayed when a student uses the SARS Track check-in screen.

• Start Date: Use to enter the earliest date when a student can check in for this class. This date may differ from the established start date for the term.

• Stop Date: Use to enter the latest date that a student can check in for this class. This date may differ from the established stop date for the term.

• HBA: Used to display the Hours by Arrangement, if applicable, for this class. These are the amount of hours associated with the class.

• Addtl. Hours: Used to enter any hours allowed beyond the Hours by Arrangement for the class.

• Duration: Use to establish the default length of a visit made for the selected class if the student fails to check out.

• Cutoff: Use to establish the maximum duration of a visit for the selected class. If this time is exceeded, a student will need to enter the actual amount of time spent in the activity when checking out.

• Save: Use to store new entries made on the screen.

• Select All: Use to select all Courses and Sections in one action.

• Deselect All: Use to de-select all Courses and Sections in one action.

• Close: Use to exit the screen.

j. For each course and section,
   i. Click on the Lab checkbox to indicate whether this course section should be displayed when a student uses the SARS Track check-in screen.
   
   ii. Click on the Start Date field and type in the first date on which a student may check in for this class.
iii. Click on the Stop Date field and type in the last date on which a student may check in for this class.

iv. If the duration and cutoff parameters will differ for each class, follow the steps below. Otherwise, skip to step v.

   (a) Click on the Duration field and type in the default visit length for this class.

   (b) Click on the Cutoff field and type in the maximum duration for this class.

   (c) Repeat for each class on the list.

v. If the same (global) settings for Duration and Cutoff will be used for all classes, follow these steps:

   (a) Press F6. This will display an Update Duration and Cutoff pop-up screen, which looks like this:

   ![Update Duration and Cutoff](image)

   (b) Click on Default Duration and enter the desired visit length for all classes.

   (c) Click on Default Cutoff and enter the maximum duration for all classes.

   (d) Click on Update.

   (e) Click on Close. All Duration and Cutoff fields will be populated with the selected criteria.

vi. Click on Save to store the entries.

vii. Repeat steps i. – vi. for each class.

viii. When done, click on Close.

k. [Optional] Click on Required Courses to display a Required Courses screen showing all current classes. Here is an example:
The options are:

- **Term**: Use to select the school term for which the courses are scheduled.
- **Start Date**: Used to display the first day of the selected term.
- **Stop Date**: Used to display the last day of the selected term.
- **Course**: Used to display all courses and to select those courses that are required for this Location.
- **Section**: Used to display the section number for each course.
- **All**: Use to display all of the courses and sections shown on the list.
- **Select All**: Use to select all Courses and Sections in one action.
- **Deselect All**: Use to de-select all Courses and Sections in one action.
- **Selected**: Use to display only those courses and sections that have been selected by checking their adjacent checkboxes.
- **Required**: Use to indicate that the selected course is required.
- **Save**: Use to store the selections.
- **Close**: Use to exit the screen.

i. Click on the checkbox adjacent to the first course. The course name and section will be highlighted. Then click on the checkbox adjacent to each course that will be required.

ii. Click on Save.
iii. Repeat steps i. – ii. for each course on the list.

iv. When done, click on Close.

The student will be able to select a course from that list as a reason when the student enters his or her student ID on the check-in screen.

13. [Optional] Click on Program Filter Options if an Additional Information question from SARS Anywhere should be added to this application and Location specifying which students may use SARS Track for drop-in visits. A setup screen will be displayed. Here is an example:

![Program Filter Options](image)

**Note**
In the example above, only students who are identified as EOPS students in SARS Anywhere will be permitted to use SARS Track to register for a drop-in visit for the selected Application.

The options are:

- **Booking Appointments**: Use to select an Additional Information Question to specify which students may use SARS Track to make an appointment. (Do not make a selection on this line if you are establishing filtering criteria for drop-in visits.)

- **Drop-in**: Use to select an Additional Information Question to specify which students may use SARS Track for a drop-in visit.

- **Check-in/Check-out**: Use to select an Additional Information Question to specify which students may use SARS Track to check in and out of a student service. (Do not make a selection on this line if you are establishing filtering criteria for drop-in visits.)
• …: Use to display a screen on which students may be added or removed from the Check-in/Check-out filter.

• Save: Use to store the selections.

• Close: Use to exit the screen.

a. Click on Drop-in ▼ and then select the relevant Additional Information question from the list. For example, if you wish to allow only students who are identified as EOPS students to register for a drop-in visit for this Application, select an option such as “EOPS Student.” If a student is linked positively to that Additional Information question in SARS Anywhere, the student will not be able to use SARS Track for that purpose.

**Note**
This filter option will only function if SARS Track is linked to SARS Anywhere, if the appropriate Additional Information question(s) have been created in SARS Anywhere and selected for the desired Location, and if students for whom the Additional Information question(s) have been identified and linked to the question(s).

b. Click on the … adjacent to the Additional Information Question to display a screen on which one or more students to be included in the filter may be entered. Here is an example:

![Image](image_url)

c. Enter the Student ID or click on Search to display the ID and name of a student to be included in the list.

d. Click on Add to place the name on the list.
e. Repeat steps c. and d. to add other students to the list.

f. When done, click on Close.

g. Click on Save.

h. Click on Close.

14. Click on Save.

15. Click on Button Labels and Messages. Here is an example of the screen that will be displayed:

   ![Button Labels & Messages - [Drop-IN Visit Button]](image)

   a. Click on Current Language ▼ and then select the language in which the button label and message will be displayed.

   b. Click on Button Label then type in a name or label for this Button in the selected language. The field will accept up to 50 characters.

   c. Click on Drop-In Visit Message and then type the message to be displayed after the student has selected that option, again in the selected language.

   d. Click on the Update Messages button to save the entries.

   **Note**

   If the desired language is not displayed on the Current Language drop down menu, click on Add Language and follow the steps listed below.

16. Click on Add Language. A list of available languages will be displayed on a selection screen. Here is an example:

   ![Add new language...](image)
a. Click on Available Languages ▼ and then click on the selected language. (If the message “No new language available” is displayed, all languages established in Language Maintenance have been selected. See “How to Add a Language” in Section 2.4.1 in this Part.)

b. Click on Add. A confirmation screen will be displayed.

c. Click on Yes. The selected language will now be displayed on the Current Languages drop down list.

d. Return to step 15 and proceed.

16. Click on Close.

17. When done entering all the options, click on Save.

**Tip**
To save the settings for a button designated for Drop-In, but disable it for use temporarily, make sure that you are in the correct Location. Then,
- Select the correct button using the < > options.
- Click on Disable Button.
- Click on Save.
- Click on Close.

The button will not be displayed until the Disable button is unchecked.

### 2.7.3 How to Set Up a Button for Appointments

[This option is available only if SARS Track is working in conjunction with SARS Anywhere.]

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the selected Application (e.g., Advising).

5. Click on Properties to display the Application Properties screen for that application.

6. Click on the tab labeled Buttons. Here is an example of the screen:
The options are:

- `<`: Use to display the number of buttons that are already in use by backing up to a lower-numbered button number. (If this action does not display the previous button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- `>`: Use to display the number of buttons that are in use by advancing to the next button number. (If this action does not display the next button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- Add: Use to add a new button number.

- Cancel: Use to terminate the action for the selected button without saving.

- Delete: Use to delete the button number that is currently displayed.

- Option: Use to select the option to be assigned to the Button currently being configured. [Entry required.]

- Location Code: Use to select the location code to be displayed as the default when a student checks in. [Entry required.]
• Button Labels & Messages: Use to gain access to screen used for creating button labels and associated messages.

• Disable Button: Use to inactivate the selected button and all of its options. This will save the options for later use.

• Reasons: Use to display a list of all Reasons associated with the selected Location Code. If Use Classes is checked, use to display the courses associated with the selected Location Code.

• Select All: Use to check the boxes adjacent to all the Reasons that are displayed.

• Deselect All: Use to uncheck the boxes adjacent to all the Reasons that are displayed. Be sure to then check at least one Reason.

• Selected Items Only: Use to display on the selection screen only those Reasons that have been checked.

• Default Reason: [Displayed only when the Reasons button is selected.] Use to select the reason that will be used if no other reason is selected.

• Ignore Default Reason: Use to prevent the default reason code from being used. If checked, this option will disable the Lock Default Reason options. (Useful for sites using check-in/out only.)

• One Reason Required: Use to require students to select at least one reason for their visits.

• Allow Multiple Reasons: Use to permit students to select more than one reason for their visits. If checked, this option will enable the Ignore Default Reason and Lock Default Reason options.

• Allow Reason Messages: Use to display a message associated with a selected reason.

• Use Classes: Use to enable the Classes button, which will display a Course Selection screen showing all classes associated with the selected Location Code. The student will be able to see classes that are currently being taken and may select one of those courses when the student enters his or her student ID on the check-in screen. If classes are to be imported from another data source into the SARS database, this option must be checked. [Selecting this option also enables the following options: Show Section on Button, Edit Sections and Required Courses.]

• Lock Default Reason: Use to prevent students from de-selecting the Default Reason Code. (Enabled only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.)

• Hide Default Reason: Use to conceal the Default Reason on the screen display.

• Show Section on Button: Use to display the course section number on class selection buttons. (Enabled only if Use Classes is selected.)
• Early Alert Integration: Use to display the following message when a student checks in: “Are you here because you received an Early Alert?” If more than one Early Alert exists for a student, the message will say “Please select the Early Alert you have come in for.”

• Edit Sections: Use to open a Course Lab Configuration screen. (Enabled only if Use Classes is selected.)

• Required Courses: Use to display a list of courses for which options may be selected on the Required Courses screen. (Enabled only if Use Classes is selected.)

• Program Filter Options: Use to display a screen on which options may be selected to specify which students will be allowed to make appointments using SARS Track. (This feature serves as a further override or filter of the Blocking Options global settings established in the Banner and Misc. tab.)

• Save: Use to save the selections.

• Close: Use to exit the Application Properties screen.

7. If any button numbers are listed in the Button Selection field (e.g. x of x buttons), review the screen to determine whether the displayed options are those that are desired.

8. To create a new button for use, click on Add.

**Note** A maximum of 18 buttons are available per application.

9. Click on Option ▼ and select Appointments. Additional fields will be displayed.

• Max Concurrent Appts: Use to establish the greatest number of pending appointments that a student may have at any time.

• Counselor’s Group: Use to include only those advisors who belong to a selected group. To allow students to select from all possible advisors, select “No Group.”

• Current Data View: Allows students to make an appointment for any date in the current data view.

• Same Day Only: Allows students to make an appointment only for the current day.

• Hours in Future: Use to establish the maximum number of hours in advance of an appointment time that a student will be allowed to book an appointment.

• Allow Comments: Use to enable a field in which students may enter comments on the Booked Appointment screen, which will be displayed after the appointment is booked.

• Allow Printing of Reminder: Use to allow students to print an appointment reminder.
• Hide Appt Criteria Screen: Use to show a student the broadest possible options when making an appointment. This option is the equivalent of clicking on ANY on the Selection Criteria Screen.

• Use Course/Advisor Link: Use when courses are being used as reasons to specify that only those advisors who are linked to a selected course will be included on a list for selection by the student.

• Schedule Codes: Use to select the Schedule Codes that will be included when students make an appointment.

10. Click on Location Code ▼ and then click on the desired Location (e.g., Advising). This code will be used as the location for all visits.

11. [Required] Click on Max Concurrent Appts and type in a number representing the greatest number of pending appointments that a student may have at any time. The default is 1.

12. To limit students' selection to advisors belonging to a specified group, click on the Counselor's Group ▼ and select the group. For example, if Athletes is selected, students will be shown available appointments only for those advisors who are assigned to the group "Athletes."

13. To automatically print a receipt of the appointment the student has made, click on Allow Printing of Reminder.

14. Click on Current Data View to allow students to schedule an appointment for any date that is contained within the Current Data View.

    -or-

   Click on Same Day Only to allow students to schedule an appointment only for the current day.

15. Click on Hours in Future type in the maximum number of hours in advance of an appointment time that a student will be allowed to book an appointment.

16. [Optional] Click on Allow Comments to create an extra field on the Booked Appointment screen for students to enter their own comments.

17. To automatically print a receipt of the appointment the student has made, click on Allow Printing of Reminder.

18. [Optional] Click on Hide Appt Criteria Screen to show a student the broadest possible options when making an appointment. This option is the equivalent of clicking on ANY on the Selection Criteria Screen.

19. [Optional] Click on Use Course/Advisor Link to limit the list of advisors for selection to those who are linked to the selected course.

20. In the Schedule Codes section, check one or more schedule codes to be made available when students are looking for an appointment slot.

21. Click on the Reasons button. In the Reasons field, note whether any reasons other than “Default Reason” are displayed. If not, skip this step until all buttons are set up. (See Section 2.6 in this Part to create Reasons.) Then return to this step and select one or more reasons to be offered to the student for selection when checking in for a Drop-In visit, or click on Select All to select all of the Reasons with one click.
Hint
To display only those reasons that have been checked, after selecting all desired reasons click on Save and then click on Selected Items Only.

Note
If other reasons now exist, “Default Reason” may be deleted for this application and button.

- Click on Default Reason ▼ and select the Reason that should be used if no other Reason is selected. Only a Reason that has been checked may be used as a Default Reason.
- [Optional] Click on Ignore Default Reason to prevent the use of the default reason code for this option.
- [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.
- [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.
- [Optional] Click on Allow Reason Messages to display an additional column containing Reason Messages on the check-in screen.
- [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if ALLOW MULTIPLE REASONS is selected and IGNORE DEFAULT REASON is not selected.
- [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.
- [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.

22. If Classes are to be displayed to students when checking in for appointments for tutoring or checking in for labs associated with classes, click on Use Classes. This option will enable the Classes button adjacent to the Reasons button, and it will also enable three additional options: Show Section on Button, Edit Sections, and Required Courses.
Note
If Classes are to be imported from another data source into the SARS database, the Use Classes option must be checked.

a. Click on the Classes button (adjacent to the Reasons button). A list of all classes associated with the selected Location Code will be displayed.

b. Click on each class to be offered to the student for selection when checking in for a session, or click on Select All to select all of the classes with one click.

Hint
To display only those classes that have been checked, after selecting all desired classes click on Save and then click on Selected Items Only.

c. [Recommended] Click on Ignore Default Reason to prevent the use of the default reason code for this option.

d. [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.

e. [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.

f. [Optional] Click on Allow Reason Messages to display an additional column containing Reason Messages on the check-in screen.

g. [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.

h. [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.

i. [Optional] Click on Show Section on Button to include the course section number on the course selection button.

j. [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.

k. [Optional] Click on Edit Sections to display a Course Lab Configuration screen. Here is an example:
The options are:

- **Term:** Use to select the Term for which these lab configurations will apply.
- **Start Date:** Used to display the first date of the selected term.
- **Stop Date:** Used to display the last date of the selected term.
- **Status:** Used to display the status of the selected term (e.g., active, inactive).
- **Course:** Used to display each course offered for the selected application.
- **Section:** Used to display the section number of each course.
- **Lab:** Use to select the section(s) to be displayed when a student uses the SARS Track check-in screen.
- **Start Date:** Use to enter the earliest date when a student can check in for this class. This date may differ from the established start date for the term.
- **Stop Date:** Use to enter the latest date that a student can check in for this class. This date may differ from the established stop date for the term.
- **HBA:** Used to display the Hours by Arrangement, if applicable, for this class. These are the amount of hours associated with the class.
- **Addtl. Hours:** Used to enter any hours allowed beyond the Hours by Arrangement for the class.
• **Duration:** Use to establish the default length of a visit made for the selected class if the student fails to check out.

• **Cutoff:** Use to establish the maximum duration of a visit for the selected class. If this time is exceeded, a student will need to enter the actual amount of time spent in the activity when checking out.

• **Save:** Use to store new entries made on the screen.

• **Select All:** Use to select all Courses and Sections in one action.

• **Deselect All:** Use to de-select all Courses and Sections in one action.

• **Close:** Use to exit the screen.

I. For each course and section,

   i. Click on the Lab checkbox to indicate whether this course section should be displayed when a student uses the SARS Track check-in screen.

   ii. Click on the Start Date field and type in the first date on which a student may check in for this class.

   iii. Click on the Stop Date field and type in the last date on which a student may check in for this class.

   iv. If the duration and cutoff parameters will differ for each class, follow the steps below. Otherwise, skip to step v.

      (a) Click on the Duration field and type in the default visit length for this class.

      (b) Click on the Cutoff field and type in the maximum duration for this class.

      (c) Repeat for each class on the list.

v. If the same (global) settings for Duration and Cutoff will be used for all classes, follow these steps:

      (a) Press F6. This will display an Update Duration and Cutoff pop-up screen, which looks like this:

      ![Update Duration and Cutoff](image)

      (b) Click on Default Duration and enter the desired visit length for all classes.

      (c) Click on Default Cutoff and enter the maximum duration for all classes.

      (d) Click on Update.
(e) Click on Close. All Duration and Cutoff fields will be populated with the selected criteria.

vi. Click on Save to store the entries.

vii. Repeat steps i. – vi. for each class.

viii. When done, click on Close.

m. [Optional] Click on Required Courses to display a Required Courses screen showing all current classes. Here is an example:

The options are:

- **Term**: Use to select the school term for which the courses are scheduled.
- **Start Date**: Used to display the first day of the selected term.
- **Stop Date**: Used to display the last day of the selected term.
- **Course**: Used to display all courses and to select those courses that are required for this Location.
- **Section**: Used to display the section number for each course.
- **All**: Use to display all of the courses and sections shown on the list.
- **Select All**: Use to select all Courses and Sections in one action.
- **Deselect All**: Use to de-select all Courses and Sections in one action.
- **Selected**: Use to display only those courses and sections that have been selected by checking their adjacent checkboxes.
• Required: Use to indicate that the selected course is required.

• Save: Use to store the selections.

• Close: Use to exit the screen.

i. Click on the checkbox adjacent to the first course. The course name and section will be highlighted. Then click the checkbox adjacent to each course that will be required.

ii. Click on Save.

iii. Repeat steps i. – ii. for each course on the list.

iv. When done, click on Close.

The student will be able to select a course from that list as a reason when the student enters his or her student ID on the check-in screen.

23. [Optional] Click on Program Filter Options if an Additional Information question from SARS Anywhere should be added to this application and Location specifying which students may use SARS Track for making appointments. A setup screen will be displayed. Here is an example:

![Program Filter Options](image)

**Note**
In the example above, any students who are tagged with an Additional Information question in SARS Anywhere as being blocked from using SARS Track for appointments will be denied access to SARS Track if they try to make an appointment.

The options are:

• Additional Information Questions:

• Booking Appointments: Use to select an Additional Information Question to specify which students may use SARS Track to make an appointment.

• ...: Use to display a screen on which students may be added or removed from the Booking Appointments filter.
• Drop-in: Use to select an Additional Information Question to specify which students may use SARS Track for a drop-in visit. (Do not make a selection on this line if you are establishing filtering criteria for Appointments.)

• …: Use to display a screen on which students may be added or removed from the Drop-in filter.

• Check-in/Check-out: Use to select an Additional Information Question to specify which students may use SARS Track check in and out of a student service. (Do not make a selection on this line if you are establishing filtering criteria for Appointments.)

• …: Use to display a screen on which students may be added or removed from the Check-in/Check-out filter.

• Save: Use to store the selections.

• Close: Use to exit the screen.

a. Click on Booking Appointments ▼ and then select the relevant Additional Information question from the list. For example, if you wish to prevent certain students from making an appointment in the Advising Department using SARS Track, select an option such as “Block student from using Appointments from SARS Track.” If a student is linked positively to that Additional Information question in SARS Anywhere, the student will not be able to use SARS Track for that purpose.

Note
This filter option will only function if SARS Track is linked to SARS Anywhere, if the appropriate Additional Information question(s) have been created in SARS Anywhere and selected for the desired Location, and if students for whom the Additional Information question(s) have been identified and linked to the question(s).

b. Click on the … adjacent to the Additional Information Question to display a screen on which one or more students to be included in the filter may be entered. Here is an example:
c. Enter the Student ID or click on Search to display the ID and name of a student to be included in the list.

d. Click on Add to place the name on the list.

e. Repeat steps c. and d. to add other students to the list.

f. When done, click on Close.

g. Click on Save.

h. Click on Close.

24. Click on Save.

25. Click on Button Labels and Messages. Here is an example of the screen:
a. Click on Current Language ▼ and then select the language in which the button label and messages will be displayed.

b. Click on Button Label; then type in a name or label for this Button in the selected language. The field will accept up to 50 characters.

c. Click on Appointment Message and then type the message to be displayed after the student has selected that option, again in the selected language.

d. Click on Update Messages to save the entries.

Note
If the desired language is not displayed on the Current Language drop down menu, click on Add Language and follow the steps listed below.

26. Click on Add Language. A list of available languages will be displayed on a selection screen. Here is an example:

![Add new language](image)

a. Click on Available Languages ▼ and then click on the selected language. (If the message “No new language available” is displayed, all languages established in Language Maintenance have been selected. See “How to Add a Language” in Section 2.4.1 in this Part.)

b. Click on Add. A confirmation screen will be displayed.

c. Click on Yes. The selected language will now be displayed on the Current Languages drop down list.

27. Return to step 23 and proceed.

28. Click on Close.

29. When done entering all the options, click on Save.

Tip
To save the settings for a button designated for Appointments, but disable it for use temporarily, make sure that you are in the correct Location. Then,

- Select the correct button using the < > options.
- Click on Disable Button.
- Click on Save.
- Click on Close.

The button will not be displayed until the Disable button is unchecked.
2.7.4 How to Set Up a Button for Check-In/Out Visits

1. Double click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Application Maintenance.
4. Click on the selected Application (e.g., LAB).
5. Click on Properties to display the Application Properties screen for that application.
6. Click on the tab labeled Buttons. Here is an example of the screen:

![Application Properties - [ADVISING]](image)

The options are:

- `<`: Use to display the number of buttons that are already in use by backing up to a lower-numbered button number. (If this action does not display the previous button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- `>`: Use to display the number of buttons that are in use by advancing to the next button number. (If this action does not display the next button, it is because the user does not have
access rights to that button within this application and Location, or no other button exists.)

- **Add:** Use to add a new button number.
- **Cancel:** Use to terminate the action for the selected button without saving.
- **Delete:** Use to delete the button number that is currently displayed.
- **Option:** Use to select the option to be assigned to the Button currently being configured. [Entry required.]
- **Location Code:** Use to select the location code to be displayed as the default when a student checks in. [Entry required.]
- **Button Labels & Messages:** Use to gain access to screen used for creating button labels and associated messages.
- **Disable Button:** Use to inactivate the selected button and all of its options. This will save the options for later use.
- **Ignore Check-Out:** Use to have the system not require students to check out. The duration of the selected Reason Code will be applied to the visit.
- **Reasons:** Use to display a list of all Reasons associated with the selected Location Code. If Classes are being used, use to display the courses associated with the selected Location Code.
- **Select All:** Use to check the boxes adjacent to all the Reasons that are displayed.
- **Deselect All:** Use to uncheck the boxes adjacent to all the Reasons that are displayed. Be sure to then check at least one Reason.
- **Selected Items only:** Use to display on the selection screen only those Reasons that have been checked.
- **Default Reason:** [Displayed only when the Reasons button is selected.] Use to select the reason that will be used if no other reason is selected.
- **Ignore Default Reason:** Use to prevent the default reason code from being used.
- **One Reason Required:** Use to require students to select at least one reason for their visits.
- **Allow Multiple Reasons:** Use to permit students to select more than one reason for their visits. If checked, this option will enable the Ignore Default Reason and Lock Default Reason options.
- **Allow Reason Messages:** Use to display a message associated with a selected reason.
- **Use Classes:** Use to enable the Classes button, which will display a Course Selection screen showing all classes associated with the selected Location Code. The student will be able to see classes that are currently being taken and may select one of those
courses when the student enters his or her student ID on the check-in screen. If classes are to be imported from another data source into the SARS database, this option must be checked. [Selecting this option also enables the following options: Show Section on Button, Edit Sections and Required Courses.]

- Lock Default Reason: Use to prevent students from de-selecting the Default Reason Code. (Enabled only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.)

- Hide Default Reason: Use to conceal the Default Reason on the screen display.

- Show Section on Button: Use to display the course section number on class selection buttons. (Enabled only if Use Classes is selected.)

- Early Alert Integration: Use to display the following message when a student checks in: “Are you here because you received an Early Alert?” If more than one Early Alert exists for a student, the message will say “Please select the Early Alert you have come in for.”

- Max Checkins per day: Use to establish the maximum number of times that a student may check into this location each day. The range is 0 (no limit) to 9. The default is set at 0. If a student attempts to check in after meeting the maximum check-ins per day, a message will be displayed indicating that the maximum has been met and that the student may not check in again that day.

- Min Minutes per session: Use to establish the minimum number of minutes that a student must spend in the Location. The range is 0 (no minimum) to 99. The default is set at 0. If a student attempts to check out prior to the minimum time, a message is displayed indicating the number of minutes remaining for the session, and the student will not be allowed to check out.

- Edit Sections: Use to open a Course Lab Configuration screen. (Enabled only if Use Classes is selected.)

- Required Courses: Use to display a list of courses for which options may be selected on the Required Courses screen. (Enabled only if Use Classes is selected.)

- Program Filter Options: Use to display a screen on which options may be selected to specify which students will be allowed to check in and out using SARS Track. (This feature serves as a further override or filter of the Blocking Options global settings established in the Banner and Misc. tab.)

- Save: Use to save the selections.

- Close: Use to exit the Application Properties screen.

7. If any button numbers are listed (e.g. x of x buttons), review the screen to determine whether the displayed options are those that are desired.

8. To create a new button for use, click on Add.
9. Click on Option ▼ and select Check-In/Out. Here is an example of the Application Properties screen in the Check-In/Out mode:

10. Click on Location Code ▼ and then click on the desired Location (e.g., LAB). This code will be used as the location for all visits.

11. [Optional] Click on Ignore Check-Out to have the system not require students to check out. The duration of the selected Reason Code will be applied to the visit.

12. Click on the Reasons button. In the Reasons field, note whether any reasons other than “Default Reason” are displayed. If not, skip this step until all buttons are set up. Then create reasons (see Section 2.6 in this Part) or import reasons from SARS Anywhere. Then return to this step and select one or more reasons to be offered to the student for selection when checking in for a Drop-In visit, or click on Select All to select all of the Reasons with one click.

   **Hint**
   To display only those reasons that have been checked, after selecting all desired reasons click on Save and then click on Selected Items Only.

   **Note**
   If other reasons now exist, “Default Reason” may be deleted for this application and button.

   a. Click on Default Reason ▼ and select the Reason that should be used if no other Reason is selected. Only a Reason that has been checked may be used as a Default Reason.

   b. [Recommended] Click on Ignore Default Reason to prevent the use of the default reason code for this option.

   c. [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.

   d. [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.

   e. [Optional] Click on Allow Reason Messages to display a message associated with a selected reason.

   f. [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if ALLOW MULTIPLE REASONS is selected and IGNORE DEFAULT REASON is not selected.

   g. [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.

   h. [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.

13. If Classes are to be displayed to students when checking in for appointments for tutoring or checking in for labs associated with classes, click on Use Classes. This option will enable the Classes button adjacent to the Reasons button, and it will also enable three additional options: Show Section on Button, Edit Sections, and Required Courses.
Note
If Classes are to be imported from another data source into the SARS database, the Use Classes option must be checked.

a. Click on the Classes button (adjacent to the Reasons button). A list of all classes associated with the selected Location Code will be displayed. Here is an example of the screen when Classes is selected:

![Application Properties - [ADVISING]]

b. Click on each class to be offered to the student for selection when checking in for a session, or click on Select All to select all of the classes with one click.

Hint
To display only those classes that have been checked, after selecting all desired classes click on Save and then click on Selected Items Only.

c. [Recommended] Click on One Reason Required to make the selection of a reason for a visit mandatory.

d. [Optional] Click on Allow Multiple Reasons to permit students to select more than one reason for their visit.

e. [Optional] Click on Allow Reason Messages to display an additional column containing Reason Messages on the check-in screen.
f. [Optional] Click on Lock Default Reason to prevent students from de-selecting the Default Reason Code. This option will be made available only if Allow Multiple Reasons is selected and Ignore Default Reason is not selected.

g. [Optional] Click on Hide Default Reason to conceal the default reason on the SARS Track student entry screen.

h. [Optional] Click on Early Alert Integration to have the system ask students to specify whether they are checking in because they received an Early Alert or, if more than one Early Alert exists, to ask them to specify the alert for which they are registering.

i. [Optional] Click on Max Checkins per day and type in a number between 0 and 9, with 0 representing no maximum. The default is 0. This number represents the number of times a student may check in to this location each day for any one course.

j. [Optional] Click on Min Minutes Per Session and type in a number that represents the shortest amount of time that a student may spend in a session.

k. [Optional] Click on Show Section on Button to include the course section number on the course selection button.

l. [Optional] Click on Edit Sections to display a Course Lab Configuration screen. Here is an example:

The options are:

- **Term:** Use to select the Term for which these lab configurations will apply.
- **Start Date:** Used to display the first date of the selected term.
- **Stop Date:** Used to display the last date of the selected term.
• Status: Used to display the status of the selected term (e.g., active, inactive).
• Course: Used to display each course offered for the selected application.
• Section: Used to display the section number of each course.
• Lab: Use to select the section(s) to be displayed when a student uses the SARS Track check-in screen.
• Start Date: Use to enter the earliest date when a student can check in for this class. This date may differ from the established start date for the term.
• Stop Date: Use to enter the latest date that a student can check in for this class. This date may differ from the established stop date for the term.
• HBA: Used to display the Hours by Arrangement, if applicable, for this class. These are the amount of hours associated with the class.
• Addtl. Hours: Used to enter any hours allowed beyond the Hours by Arrangement for the class.
• Duration: Use to establish the default length of a visit made for the selected class if the student fails to check out.
• Cutoff: Use to establish the maximum duration of a visit for the selected class. If this time is exceeded, a student will need to enter the actual amount of time spent in the activity when checking out.
• Save: Use to store new entries made on the screen.
• Select All: Use to select all Courses and Sections in one action.
• Deselect All: Use to de-select all Courses and Sections in one action.
• Close: Use to exit the screen.

m. For each course and section,
   i. Click on the Lab checkbox to indicate whether this course section should be displayed when a student uses the SARS Track Check-in screen.
   ii. Click on the Start Date field and type in the first date on which a student may check in for this class.
   iii. Click on the Stop Date field and type in the last date on which a student may check in for this class.
   iv. If the duration and cutoff parameters will differ for each class, follow the steps below. Otherwise, skip to step v.
      (a) Click on the Duration field and type in the default visit length for this class.
(b) Click on the Cutoff field and type in the maximum duration for this class.

(c) Repeat for each class on the list.

v. If the same (global) settings for Duration and Cutoff will be used for all classes, follow these steps:

(a) Press F6. This will display an Update Duration and Cutoff pop-up screen, which looks like this:

```
Update Duration and Cutoff

Default Duration    Default Cutoff
15                 0

[Update]    [Close]
```

(b) Click on Default Duration and enter the desired visit length for all classes.

(c) Click on Default Cutoff and enter the maximum duration for all classes.

(d) Click on Update.

(e) Click on Close. All Duration and Cutoff fields will be populated with the selected criteria.

vi. Click on Save to store the entries.

vii. Repeat steps i. – vi. for each class.

viii. When done, click on Close.

n. [Optional] Click on Required Courses to display a Required Courses screen showing all current classes. Here is an example:
The options are:

- **Term:** Use to select the school term for which the courses are scheduled.
- **Start Date:** Used to display the first day of the selected term.
- **Stop Date:** Used to display the last day of the selected term.
- **Course:** Used to display all courses and to select those courses that are required for this Location.
- **Section:** Used to display the section number for each course.
- **Course:** Used to display all courses and to select those courses that are required for this Location.
- **Section:** Used to display all sections associated with the courses on the list.
- **All:** Use to display all of the courses and sections shown on the list.
- **Select All:** Use to select all Courses and Sections in one action.
- **Deselect All:** Use to de-select all Courses and Sections in one action.
- **Selected:** Use to display only those courses and sections that have been selected by checking their adjacent checkboxes.
- **Required:** Use to indicate that the selected course is required.
- **Save:** Use to store the selections.
• Close: Use to exit the screen.

i. Click on the checkbox adjacent to the first course. The course name and section will be highlighted. Then click on one or more of the option checkboxes, as desired.

ii. Click on Save.

iii. Repeat steps i. – ii. for each course on the list.

iv. When done, click on Close.

The student will be able to select a course from that list as a reason when the student enters his or her student ID on the check-in screen.

[Optional] Click on Max Checkins per day and type in a number between 0 and 9, with 0 representing no maximum. The default is 0. This number represents the number of times a student may check in to this location for any one course.

[Optional] Click on Min Minutes per session and type in a number between 0 and 99, with 0 representing no minimum. The default is 0.

16. [Optional] Click on Program Filter Options if an Additional Information question from SARS Anywhere should be added to this application and Location specifying which students may use SARS Track for checking in and out of this service site. A setup screen will be displayed. Here is an example:

![Program Filter Options](image)

**Note**
In the example above, any students who are tagged with an Additional Information question in SARS Anywhere as being blocked from using SARS Track for checking in and out of service sites will be denied access to SARS Track if they try to check in.

The options are:

• Booking Appointments: Use to select an Additional Information Question to specify which students may use SARS Track to make an appointment. (Do not make a selection on this line if you are establishing filtering criteria for Check-in visits.)
• Use to display a screen on which students may be added or removed from the Booking Appointments filter.

• Use to select an Additional Information Question to specify which students may use SARS Track for a drop-in visit. (Do not make a selection on this line if you are establishing filtering criteria for Check-in visits.)

• Use to display a screen on which students may be added or removed from the Drop-in filter.

• Use to select an Additional Information Question to specify which students may use SARS Track check in and out of a student service.

• Use to display a screen on which students may be added or removed from the Check-in/Check-out filter.

• Use to store the selections.

• Use to exit the screen.

a. Click on Check-in / Check-out ▼ and then select the relevant Additional Information question from the list. For example, if you wish to prevent certain students from checking into the Lab, select an option such as “Block student from using Check-in from SARS Track.” If a student is linked positively to that Additional Information question in SARS Anywhere, the student will not be able to use SARS Track for that purpose.

b. Click on the … adjacent to the Additional Information Question to display a screen on which one or more students to be included in the filter may be entered. Here is an example:

---

**Note**
This filter option will only function if SARS Track is linked to SARS Anywhere, if the appropriate Additional Information question(s) have been created in SARS Anywhere and selected for the desired Location, and if students for whom the Additional Information question(s) have been identified and linked to the question(s).
c. Enter the Student ID or click on Search to display the ID and name of a student to be included in the list.

d. Click on Add to place the name on the list.

e. Repeat steps c. and d. to add other students to the list.

f. When done, click on Close.

g. Click on Save.

h. Click on Close.

17. Click on Save.

18. Click on Button Labels and Messages. Here is an example of the screen:
19. Click on Current Language ▼ and then select the language in which the button label and messages will be displayed.

20. Click on Button Label then type in a name or label for this Button in the selected language. The field will accept up to 50 characters.

21. Click on Check-In Message and then type the message to be displayed after the student has checked in, again in the selected language.

22. Click on Check-Out Message and then type the message to be displayed as the student checks out, again in the selected language.

23. Click on Update Messages to save the entries.

**Note**

If the desired language is not displayed on the Current Language drop down menu, click on Add Language and follow the steps listed below.

24. Click on Add Language. A list of available languages will be displayed on a selection screen. Here is an example:

   ![Add Language Example]

   a. Click on Available Languages ▼ and then click on the selected language. (If the message "No new language available" is displayed, all languages established in Language Maintenance have been selected. See “How to Add a Language” in Section 2.4.1 in this Part.)

   b. Click on Add. A confirmation screen will be displayed.

   c. Click on Yes. The selected language will now be displayed on the Current Languages drop down list.
d. Return to step 19 and proceed.

24. Click on Close.

25. When done entering all the options, click on Save.

Tip
To save the settings for a button designated for Check-In/Out, but disable it for use temporarily, make sure that you are in the correct Location. Then, select the correct button using the < > options.

• Click on Disable Button.
• Click on Save.
• Click on Close.

The button will not be displayed until the Disable button is unchecked.

2.7.5 How to Set Up a Button for Message Only

A button may be configured to simply display a message to a student.

1. Double click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the selected Application (e.g., Advising).

5. Click on Properties.

6. Click on the tab labeled Buttons. Here is an example of the Application Properties screen:
The only applicable options are:

- `<`: Use to display the number of buttons that are already in use by backing up to a lower-numbered button number. (If this action does not display the previous button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- `>`: Use to display the number of buttons that are in use by advancing to the next button number. (If this action does not display the next button, it is because the user does not have access rights to that button within this application and Location, or no other button exists.)

- **Add**: Use to add a new button number.

- **Cancel**: Use to terminate the action for the selected button without saving.

- **Delete**: Use to delete the button number that is currently displayed.

- **Option**: Use to select the option to be assigned to the Button currently being configured. [Entry required.]

- **Location Code**: Use to select the location code to be displayed as the default when a student checks in. [Entry required.]
• Button Labels & Messages: Use to gain access to screen used for creating button labels and associated messages.

• Disable Button: Use to inactivate the selected button and all of its options. This will save the options for later use.

• Ignore Default Reason: [Non-applicable] Even though a reason is not required for Message Only buttons, this option is checked by default.

• Save: Use to save the selections.

• Close: Use to exit the Application Properties screen.

Note
Disregard all other options on the screen. They are not applicable to this option.

7. If any button numbers are listed in the Button Selection field (e.g. x of x buttons), review the screen to determine whether the displayed options are those that are desired.

8. To create a new button for use, click on Add.

Note
A maximum of 18 buttons are available per application.

9. Click on Option ▼ and select Message Only.

10. Click on Location Code ▼ and then click on the selected option. This code will be used as the location for all messages.

11. Click on Button Labels and Messages. Here is an example:

   ![Button Labels & Messages - [Message Only Button]](image)

12. Click on Current Language ▼ and then select the language in which the button label and messages will be displayed.

13. Click on Button Label; then type in a name or label for this Button in the selected language. The field will accept up to 50 characters.
14. Click on Line 1 Message and then type the message to be displayed after the student has selected that option, again in the selected language.

15. Click on Line 2 Message and then type a continuation of the message, if needed.

16. Click on Update Messages to save the entries.

**Note**
If the desired language is not displayed on the Current Language drop down menu, click on Add Language and follow the steps listed below.

17. Click on Add Language. A list of available languages will be displayed on a selection screen. Here is an example:

![Add new language dialog box](image)

a. Click on Available Languages ▼ and then click on the selected language. (If the message “No new language available” is displayed, all languages established in Language Maintenance have been selected. See “How to Add a Language” in Section 2.4.1 in this Part.)

b. Click on Add. A confirmation screen will be displayed.

c. Click on Yes. The selected language will now be displayed on the Current Languages drop down list.

d. Return to step 12 and proceed.

18. Click on Close.

19. When done entering all the options, click on Save.

**Tip**
To save the settings for a button designated for Check-In/Out, but disable it for use temporarily, make sure that you are in the correct Location. Then, Select the correct button using the < > options.

- Click on Disable Button.
- Click on Save.
- Click on Close.

The button will not be displayed until the Message Only option is re-selected.

**Note**
At this point, you may wish to open a Check-In Screen to view whether the Option Buttons are displayed as desired.
2.7.6 How to Establish Database Settings

The Databases screen is used to establish a number of optional database settings that are related to the SARS Track system. To set up one or more of these database options, follow the steps below:

1. Double-click on the SARS Track ADMIN icon to display its tool bar.
2. Click on Administration.
3. Click on Application Maintenance.
4. Click on the desired Application (e.g., Advising).
5. Click on Properties.
6. Click on the tab labeled Databases. Here is an example of the screen layout.

The following options appear on this screen:

- **Use ODBC:** Use to activate ODBC (Open Database Connectivity) for real-time access to your college’s student database when recording student usage information. This will also enable users to retrieve student course enrollment information rather than using a flat file import.
• Configuration File: Use to identify the SARS· SARS Track ODBC Configuration screen.

• User Name: Use to enter the user identification to gain access to the college’s host student database.

• Password: Use to enter the password corresponding to User Name.

• Allow ID Toggle: Use to permit students to switch between their IDs when using the Check-In screen.

• Generate Guest IDs: Use to permit students who do not have a college ID to sign in by generating a guest ID number.

• Select Valid ID Formats: Use to select one or more ID formats that will be displayed as options for the ID Toggle function.

• Default ID Format: Use to select the ID format that will be displayed as the default.

• Checkin Cutoff:
  • Minutes Before: Use to enter the maximum amount of time before a scheduled appointment time that a student may check-in.
  • Minutes After: Use to enter the maximum amount of time after a scheduled appointment time that a student may check-in.

• Keep Database Open: Use to minimize the need to open and close the SARS Database.

• Enable Appointment Lookup: [Applicable only if linked with SARS Anywhere] Use to activate the Appointment Lookup feature.

• Enable Counselor Notification: [Applicable only if linked with SARS Anywhere] Use to activate the feature that notifies the advisor that a student has arrived for a scheduled appointment. Notification messages are sent automatically when the student’s attendance is recorded.

• Certified Times: Use to display a Certified Times screen on which the work times of certified supervisors of labs may be entered. This information is used in conjunction with the Export Lab Hours Report to calculate the number of minutes that each student has used in the lab that correspond with certified hours and the number of minutes that were spent outside certified hours.

• Save: Use to save new entries or changes made on the screen.

• Close: Use to exit the screen.

7. [If using ODBC] Click on the Use ODBC checkbox.
   a. Click on Configuration File … to access the Locate ODBC Configuration File screen. Here is an example:
b. Select the applicable file and then click on Open. The file will be displayed in the ODBC Configuration File field.

c. Click on User Name and type in the name of the user.

d. Click on Password and type in the password corresponding to the User Name.

8. [Optional] In the ID Options panel,

a. Click on Allow ID Toggle to permit students to switch between their IDs when using the Check-In screen.

b. In the Select Valid ID Formats sub-panel, click on the checkbox adjacent to each ID format that will be available for use.

c. Click on Default ID Format ▼ and select the ID Format to be used as the default for this Application. This option must be selected when first setting up each Application before Buttons can be created for those Applications.

9. In the Appointment Options panel,

a. Click on Checkin Cutoff Minutes Before and enter the maximum amount of time before a schedule appointment time that a student may check-in.

b. Click on Checkin Cutoff Minutes After and then enter the maximum number of minutes after a scheduled appointment time that a student may check-in.

10. Click on Keep Database Open. (This option enhances performance when checked; however, problems may occur if database licenses are limited, in which case it should be left unchecked.)

11. [Applicable only if SARS Track is linked with SARS Anywhere] Click on Enable Appointment Lookup to activate the option of allowing students to use SARS Track when checking in for a scheduled appointment rather than reporting to a desk clerk. This will activate the Enable Counselor Notification check box.

12. [Applicable only if SARS Track is linked with SARS Anywhere and if Enable Appointment Lookup is activated.] Click on the Enable Counselor Notification check box.
Note
The Counselor Notification feature of SARS Track works in conjunction with SARS Anywhere. When the student checks in for a scheduled appointment, a message is flashed on the advisor’s computer advising that the student has arrived. Setting up and activating this feature is performed in the SARS Anywhere program.

13. Click on Certified Times to display a screen on which the hours worked by a certified individual may be entered. Here is an example:

![Certified Time: BUSINESS LAB](image)

The options are:

- **Lab ID:** Use to enter the name of the Lab (e.g., MATH).
- **Day of Week:** Use to select the day of the week when the certified supervisor for this lab works.
- **Start Time:** Use to enter the time at which the certified supervisor for this lab starts working.
- **Stop Time:** Use to enter the time at which the certified supervisor for this lab stops working.
- **Save:** Use to save new entries or changes made on the screen.
- **Add:** Use to enable the data fields for entry of information.
- **Cancel:** Use to abort the current entry, if it has not yet been saved.
- **Delete:** Use to delete the selected entry.
- **Close:** Use to exit the Certified Times screen.

a. Click on Add to enable the fields for data entry.

b. Click on the Lab ID field and type in the ID for the lab.
c. Click on Day of Week ▼ and select the day of the week that the certified supervisor works.

d. Click on the Start Time field and type in the hour at which the certified supervisor of this lab begins his or her shift.

e. Click on the Stop Time field and type in the hour at which the certified supervisor of this lab ends his or her shift. This may be when the individual breaks for lunch.

f. Click on Save.

g. Repeat steps c. - f. for additional times if the certified supervisor has a break and then returns to duty.

h. Repeat steps a. – g. to enter certified time for other labs in this application.

i. When done, click on Close.

14. When done entering all the options, click on Save.

15. Move on to another tab in Application Properties screen.

-or-

Click on Close.

2.7.7 How to Establish Banner Messages and Miscellaneous Settings

The Banner & Misc(ellaneous) settings tab in the Application Properties screen is used to establish or change a variety of settings for the selected Application: They include the ability to create a streaming message on the Check-In Screen, as well as the ability to establish settings that may be unique for each Application, including the length of time during which the messages will be displayed on the Check-In screen (interval), the Cutoff Increment to be used if a student attempts to check in after having failed to check out from an earlier visit on the same day, an appointment commitment default in the event that the system times out before a student completes the appointment-making process, the option to use a Card Reader for student check-in and check-out, the option to have the system work with the SARS Anywhere database, the option to have the Check-In Screen display cover the entire screen, the option to allow a student to enter his name into the Database, an automatic shutdown time, and a keypad display option.

To establish these options, follow the steps below.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the desired Application.

5. Click on Properties.

6. Click on the tab labeled Banner & MISC. Here is an example of the screen.
The options are:

**Banner Contents:** Use to type in a message for the banner. This will be displayed on the Check-In Screen for the selected Application.

**Banner Settings Panel:** Use to establish the display characteristics of the banner message.

a. **Style:** Use to select a specific style for the banner. The options are: Scrolling Sliding, Blinking, Bouncing, or none.

b. **Direction:** Use to select the direction in which the message movement occurs. The options are: Right to Left, Left to Right, Top to Bottom, or Bottom to Top.

c. **Delay 1-120:** Use to specify the speed at which the banner message will move in the chosen direction. 1 is the fastest speed and 120 is the slowest.

d. **Movement Amount 1-10** Use to specify the amount of movement, in milliseconds, that will occur for each delay interval. 1 is the most amount of movement and 10 is the least.

e. **Background Color:** Use to select the color of the Banner and of the Buttons.

**Miscellaneous Options Panel:**

f. **Message Timer:** Use to establish the length of time in seconds during which the default messages will be displayed on the screen.
g. Cutoff Increments: Use to select the accuracy range to be offered to students when they are instructed to enter the actual amount of time spent on an activity.

h. Signup Required to Continue: [Optional] Use to require that students sign up for additional lab hours in excess of the Hours by Arrangement.

i. Sign up requests apply to zero lab hours: Use to specify that students must sign up for additional lab hours, even if the Hours by Arrangement are zero.

KeyPad Panel:

j. Hide Lab Totals Option: [Optional] Use to turn off the Total Lab Hours display on the Check-in screen.

k. KeyPad Always On: [Optional] Use to set up the check-in screen so that the keypad will always be displayed.

Extra Hours Panel:

l. Allow Extra Hours: Use to permit students to exceed the total number of “Required Hours by Arrangement” that have been established. The hours are established in the Buttons tab using the Edit Lab Hours option (see Section 2.7.4 in this Part), or imported via the Import Program.

m. Multiplier: [Reserved for future enhancement] Use to establish a calculation for the number of hours that may exceed the “Required Hours by Arrangement” as a multiplier of the number of units.

n. Working with SARS·GRID: Use to indicate that SARS Track is being used in conjunction with the SARS Anywhere databases.

o. Run as Full Screen: Use to indicate that the SARS Track sign-in display should encompass the entire screen on the monitor.

p. Allow New Student Entry: Use to allow students to enter their name, birth date, and telephone number if they are not yet in the student database. This enters new student names into the student database.

q. Show Students Waiting: Use to display a message on the bottom of the Check-In screen showing the number of students currently waiting to be seen for a drop-in visit. (The message will be displayed only if a single drop-in button is offered.)

r. Blocking Options: Use to establish global filtering criteria that will be used to allow, prevent or limit certain students from using SARS Track. [An override or further filter is available for each Location and button, as discussed in Sections 2.7.2 – 2.7.4 in this Part.]

s. Save: Use to save new entries or changes made on the screen.

t. Close: Use to exit the Application Properties screen.
7. Click on the Banner Contents field, and type the desired message.

8. Click on Style ▼ and then select one of the options described below:

9. Select None if you want the message to remain fixed (with no movement).

10. Select Scrolling if you want the message to continuously move from one side of the banner to the other.

11. Select Sliding if you want the message to move from one side to the other and stop.

12. Select Blinking if you want the message to blink on and off.

13. Select Bouncing if you want the message to move from one side of the banner to the other side, and back again.

14. [Applicable if any style was selected other than None] Click on Direction ▼ and then select one of the options described below:
   a. Select Right to Left if you want the message to move from the right side of the banner to the left side.
   b. Select Left to Right if you want the message to move from the left side of the banner to the right side.
   c. Select Top to Bottom if you want the message to move from the top of the banner to the bottom.
   d. Select Bottom to Top if you want the message to move from the bottom of the banner to the top.

15. [Applicable if any style was selected other than None.] In Delay 1-120, enter the desired speed for the movement of the message. The number 1 is the fastest; the number 120 is the slowest.

16. [Applicable if any style was selected other than None.] In Movement Amount 1-10, enter the desired amount of movement, in milliseconds, of the message. The number 1 will result in the greater amount of movement; the number 10 will result in the least amount of movement.

17. Click on Background Color to select the color of the Banner and the color of the Buttons.

18. Message Timer, type a number that represents the interval during which the messages will be displayed. The interval is registered in seconds. Thus, entering “5” in this field will allow the message to remain on the screen for five seconds. You may want to try out different settings to ensure that the message is displayed long enough to be read, but short enough to prevent a long wait before the message goes off the screen.

19. Click on Cutoff Increments ▼ and select the number of minutes. The range is from 5 minutes to 30 minutes, in 5-minute increments. For example, if you want students to enter the actual time spent on an activity with a 10-minute accuracy level, select 10 minutes.

20. In the KeyPad panel,

   a. [Optional] Click on Hide Lab Totals Option to prevent the Lab Totals message from being displayed on the Check-in screen.
**Note**: Msg 104 controls the button on the top of the TrackEnter screen. If that message is left blank, no button will be displayed. See “How to Establish Labels and Messages” at Section 2.7.8 in this Part.

b. [Optional] Click on KeyPad Always On to establish that the KeyPad will always be displayed on the check-in screen.

**Note** The default KeyPad is numeric only. To change to an Alpha/Numeric KeyPad, modify the TRAK_2001.ini file as follows:

Open the Notepad.
Click on File.
Select the Windows Directory.
Click on File Name and type in: TRAK_2001.ini
Click on Open.
Find the line after [Settings] that says UseAlphaKeyPad= and change the setting from FALSE to TRUE. Here is an example:

Click on File and then click on Save.
Exit the Notepad.

21. In the Extra Hours panel,

a. [Optional] Click on Allow Extra Hours to permit students to exceed the total number of “Required Hours by Arrangement” that have been established. If this option is not checked, students will not be allowed to check in the next time. In such a case, after the student reaches the maximum hours while working in the lab, the excess hours will be shown on the Excess Hours Report.
b. [Under development] Click on Multiplier and enter the desired multiplier factor.

22. Click on Working with SARS·GRID if SARS Track is being used in conjunction with SARS Anywhere databases.

23. Click on Run as Full Screen if the monitor display at check-in stations should encompass the entire screen.

24. Click on Allow New Student Entry to permit a student to enter his name, birth date, and phone number when it cannot be found in the database.

25. Click on Show Students Waiting to display a message showing the number of students waiting to be seen for a drop-in visit.

26. [Optional] Click on Blocking Options to select additional information filtering criteria that will allow, prevent or limit selected students from using SARS Track for this application. Here is an example of the selection screen:

![Blocking Options](image)

The options are:

- **Booking Appointments**: Use to select an Additional Information Question to specify which students may use SARS Track to make an appointment. (Do not make a selection on this line if you are establishing filtering criteria for drop-in visits.)

- **...**: Use to display a screen on which students may be added or removed from the Booking Appointments filter.

- **Drop-in**: Use to select an Additional Information Question to specify which students may use SARS Track for a drop-in visit.

- **...**: Use to display a screen on which students may be added or removed from the Drop-in filter.

- **Check-in/Check-out**: Use to select an Additional Information Question to specify which students may use SARS Track to check in and out of a student service. (Do not make a selection on this line if you are establishing filtering criteria for drop-in visits.)
• Use to display a screen on which students may be added or removed from the Check-in/Check-out filter.

• Use to store the selections.

• Use to exit the screen.

a. Click on each of the three Additional Information Question fields in turn and then select the relevant Additional Information question from the list.

b. Click on the … adjacent to the Additional Information Question to display a screen on which one or more students to be included in the filter may be entered. Here is an example:

c. Enter the Student ID or click on Search to display the ID and name of a student to be included in the list.

d. Click on Add to place the name on the list.

e. Repeat steps c. and d. to add other students to the list.

f. When done, click on Close.

g. Click on Save.
h. When done, click on Close. Any student who has been assigned a Yes response to this Additional Information question in SARS Anywhere will be blocked from using the related option in SARS Track.

27. Click on Save.

28. Move on to another tab in the Application Properties screen.

-or-

Click on Close.

2.7.8 How to Establish Labels and Messages

The Labels & Messages tab on the Application Properties screen enables the user to modify labels, instructions and messages in the default language (e.g., English) and also to create corresponding labels, instructions and messages in other languages. Before this task can be accomplished in a language other than English, the language must be set up in Language Maintenance (see Section 2.4 in this Part).

Messages in English and other languages created by one Application may be copied for use by other Applications, if desired. (See “How to Copy a Language and its Labels and Messages from Another Application” in Section 2.7.9 below.)

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the desired Application (e.g., Advising).

5. Click on Properties.

6. Click on the tab labeled Labels & Messages. Here is an example of the screen layout.
The options are:

- **Label and Message Descriptions:** Used to display the description of the messages and labels.

- **Sample Label or Message:** Used to display the sample (English) label or message for the corresponding description.

- **Enter Replacement Label or Message Here:** Use to type a label or message that corresponds with the Sample Label or Message in the current language.

- **Make Sound:** Use to select or de-select the option to have an alert sounded when the selected message is triggered.

- **Sound:** Use to select the desired sound file.

- **Repetitions:** Use to select the number of times that the sound or flash color will occur before the message is displayed.

- **Flash Screen:** Use to select or de-select the option to have the screen flash in a designated color when the selected message is triggered.

- **Flash Color:** Use to select the color for the flash screen option.
• Current Language: Use to select a language in which the alternative message will be written.

• Update Message: Use to save a message written in the Enter Replacement Label or Message Here textbox.

• Add Language: Use to select a language to be used in SARS Track that is not displayed on the Current Language drop down list.

• Delete Language: Use to remove a language from the list of available languages. Any associated labels and messages will be deleted as well. (English cannot be deleted.)

• Save: Use to store the new messages.

• Close: Use to exit the screen.

7. In the Labels and Message Descriptions field, click on the line containing the message label for which a label or message is to be entered. If an existing label or message exists, it will be displayed in the Sample Label or Message field.

8. Any message may be set up to have an alert in the form of a sound, flash color or both occur whenever that message is triggered. To have the system make an alert sound or an alert screen flash color when a particular message is triggered, follow the steps below:

a. Click on the message for which the alert will be associated.

   Note  Sound or flash color alerts may be useful with messages that indicate a negative result (e.g., Student ID not found, No classes found, etc.).

b. To trigger a sound, click on the Make Sound checkbox. The following selection screen will be displayed:

   ![Sound File Selection Screen]

   c. Click on … to browse and find the desired .WAV file to be used for the sound.

   d. Click on ▶ to preview the sound.

   e. Click on Repetitions and click on the up or down arrow to select the number of times that the sound should repeat before the actual message is displayed on the screen.

   f. When satisfied with the selected sound, click on Save.

   g. Click on Close.

9. To trigger a flash screen, click the Flash screen checkbox

   a. Click on Flash Color to display the following screen:
b. Click on Color to display a color selection screen. Click on the desired color and then click on OK.

c. Click on Save.

d. Click on Repetitions and click on the up or down arrow to select the number of times that the flash color should repeat before the actual message is displayed on the screen.

e. When satisfied with the selected flash color, click on Save.

f. Click on Close.

10. Click on Current Language ▼ and then to select the language in which the corresponding message will be written.

**Note**

If the desired language is not displayed on the list, follow the steps listed below. Otherwise, skip to step 12.

11. Click on Add Language. A list of available languages will be displayed on a selection screen. Here is an example:

   a. Click on Available Languages ▼ and then click on the selected language. (If the message "No new language available" is displayed, all languages established in Language Maintenance have been selected. See "How to Add a Language" in Section 2.4.1 in this Part.)

   b. Click on Add. A confirmation screen will be displayed.

   c. Click on Yes. The selected language will now be made available on the Current Language drop down list.

   d. Return to step 9 and proceed.
11. In the Label and Message Descriptions section, click on the line containing the message description for which a label or message is to be typed. The default English version of the actual message will be displayed in the Sample Label or Message field. The field under Enter Replacement Label or Message Here will display either (a) the English message, if English is the current language, or (b) the message in the language displayed in the Current Language field. If the field is blank, no message has been created for the selected description and language.

12. In the box under Enter Replacement Label or Message Here, type the corresponding message in the selected language. The example below shows the message description that has been selected for use, the English message that has been established for that description, and the corresponding message that has been written in Spanish:

![Application Properties - [ADVISING]](image)

13. Click on Update Message.

14. Repeat steps 7 – 13 to enter other messages in each of the desired languages.

15. When done, click on Close.
2.7.9 How to Copy a Language and its Labels and Messages from another Application

Messages and labels that have already been established in other languages by one Application may be copied for use by other Applications, if desired. Copying labels and messages can save time when setting up an Application, even if some of the messages may need to be revised.

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the desired Application.

5. Click on Properties.

6. Click on the tab labeled Labels & Messages.

7. Click on Add Language to display the Add Language screen. Here is an example:

   ![Add new language to this application](image1)

8. Click on Copy. A screen will be displayed containing a list of Applications from which labels and messages in the selected language may be copied. Here is an example:

   ![Applications with Language FRENCH](image2)

9. Click on Applications with the language to copy ▼ and select the desired Location from which to copy into the current Application.

10. Click on Copy. The following confirmation screen will be displayed:

   ![SARS-TRAK confirmation](image3)
11. Click on Yes. When the copying process is complete, the following message will be displayed:

![Copy language process is complete.](image)

12. Click on OK to return to the Labels and Messages screen.

13. Click on Save.

**Tip** To check the messages that have been copied to the Application, click on each line in the Labels and Messages tab and view the corresponding message for each selected language.

14. Click on Close.

### 2.7.10 How to Delete a Language and its Labels and Messages

[This option is available only if one or more languages other than English are already added to this Application.]

To remove a language and its associates labels and messages from the application, follow the steps below:

1. Double-click on the SARS Track ADMIN icon to display its tool bar.

2. Click on Administration.

3. Click on Application Maintenance.

4. Click on the desired Application.

5. Click on Properties.

6. Click on the tab labeled Labels & Messages.

**Note** The Delete Language button will be enabled only if languages other than English already exist for this Application.

7. Click on Delete Language. A screen such as the following will be displayed:
8. Click on Available Languages to Delete ▼ and select the desired language from the list.

9. Click on Delete. The following confirmation screen will be displayed:

![Confirmation Screen]

10. Click on Yes. The language and all of the headings, labels and messages created for that language will be deleted from this Application.

11. Click on Close.