

Decisions to Make Before Setting Up SARS-TRAK

SETTINGS REQUIRING YOUR DECISION	YOUR ACTION ITEM
<p>ID FORMATS</p> <p>Each Application may select the default student ID format to be used with SARS-TRAK. If the ID format already exists in SARS-GRID, simply select it as the default. Otherwise, add the ID format to be used.</p>	<p>List the default ID format to be selected.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>LOCATION CODES</p> <p>Determine whether locations that do not use SARS-GRID will be using SARS-TRAK. For each such location, create a Location Code.</p>	<p>Select the Location Code(s) that will be used for each location.</p> <p><i>Example: Chem Lab</i></p>
<p>REASON CODES</p> <p>Reason Codes are used to describe the stated purpose for a student's use of a service. They are used for drop-in visits, scheduled appointments, and other types of visits. If SARS-TRAK is linked to SARS-GRID, the existing Reason Codes will be displayed and available for selection. Otherwise, new reason codes must be added.</p>	<p>When using classes, this section is non-applicable.</p> <p>Otherwise, enter the additional Reason Codes to be selected or created. For each Reason Code, select the typical duration of the activity and the cutoff time (in the event the student does not check out within the prescribed limits).</p> <p><i>Example:</i> <i>Reason Code: ADV (general advising)</i> <i>Duration: 30 minutes</i> <i>Cutoff Time: 60 minutes</i></p>
<p>LANGUAGES</p> <p>SARS-TRAK 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.</p>	<p>Will you be using any languages other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, establish those languages on the Language Maintenance screen.</p>
<p>CREATE APPLICATIONS USING SARS-TRAK</p> <p>An Application refers to any grouping that will be sharing a set of buttons and options to be used by students.</p>	<p>Create the name(s) of the applications that will be using SARS-TRAK.</p> <p>For each application, what will be the primary language? The default is English.</p>

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<p>APPOINTMENTS BUTTON</p> <p>An option exists to allow students to make appointments using SARS-TRAK.</p> <p>Students may be allowed to make only same day appointments, or they may be allowed to make appointments for any date in the current data view.</p> <p>An option exists to allow students to select from an advisor group when making an appointment (e.g., Spanish-speakers).</p> <p>A “Hide Appt Criteria” option is available to provide students the broadest possible options when making an appointment.</p> <p>An option exists to allow students to print a reminder after making the appointment.</p> <p>Schedule Codes that will be made available to students must be selected, as well as a default schedule code.</p> <p>Reasons for appointments must be selected.</p> <p>A default Reason is required.</p> <p>A default Reason can be ignored.</p> <p>An option exists to force students to enter a reason when making an appointment.</p> <p>An option exists to permit students to select more than one reason for the drop-in visit.</p> <p>An option exists to display messages associated with a selected reason.</p> <p>An option exists to gain access to the screen used for creating button labels and associated messages.</p>	<p>Do you want to use the Appointments option? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Select one: <input type="checkbox"/> Students will be able to make future appointments (any day in Current Data View). <input type="checkbox"/> Students will be able to make same day appointments only.</p> <p>Select one: <input type="checkbox"/> Students will be allowed to select from an advisor group. <input type="checkbox"/> Students will be allowed only to select from all available advisors.</p> <p>Do you want to limit a student’s options when looking for an appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, you will select Hide Appt Criteria.</p> <p>Students will be allowed to print a reminder after making an appointment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Pick the Schedule Codes to be used.</p> <p>Pick the default Schedule Code.</p> <p>Pick all of the Reasons that students may select when making their appointments.</p> <p>Pick a default Reason that will be selected automatically if students do not select one.</p> <p>Ignore default Reason? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>At least one reason will be required. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Students may select multiple reasons. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to use the Allow Reason Messages option? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What do you want this button label to say?</p> <p>What message will be displayed after the button is selected?</p>

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<p>APPOINTMENTS BUTTON (continued)</p> <p>An option exists to use Classes instead of Reasons. If classes are used, data will be imported from another data source into the SARS database. IT personnel should contact SARS Software Products, Inc. to discuss the needed data format.</p> <p>An option exists to display the class section on the Button.</p> <p>You may edit sections on the Course Lab Configuration screen.</p> <p>You may specify information about required courses on the Required Courses screen.</p> <p>A Program Filters screen is available to specify which students may use the Check-in/out feature for the selected Application.</p>	<p>Do you want to use Classes for appointments? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to show the Section on the Button? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Term for which these lab configurations will apply: _____</p> <p>The section(s) to be displayed when a student uses the check-in screen:</p> <p>The first date on which a student may check in for this class: _____</p> <p>The last date on which a student may check in for this class: _____</p> <p>In Duration field, enter the default length of a visit made for each course selected if the student fails to check out: _____</p> <p>In the Cutoff field. Enter the maximum duration of a visit for the each course selected: _____</p> <p>This course is required for this Location. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If using this option, indicate what the filter should say: _____</p>
<p>DROP-IN BUTTON</p> <p>An option exists to allow students to check in for a drop-in visit.</p>	<p>Do you want to use the Drop-In Button option? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, pick the Reasons or Classes that students may select from when using this button.</p>

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<p>DROP-IN BUTTON (continued)</p> <p>A default Reason is required.</p> <p>A default Reason can be ignored.</p> <p>An option exists to force students to enter a reason for their drop-in visit.</p> <p>An option exists to permit students to select more than one reason for the drop-in visit.</p> <p>An option exists to display messages associated with a selected reason.</p> <p>An option exists to specify the maximum number of times per day that a student may check in to one location for a single course.</p> <p>An option exists to gain access to the screen used for creating button labels and associated messages.</p> <p>An option exists to use Classes instead of Reasons. If classes are used, data will be imported from another data source into the SARS database. IT personnel should contact SARS Software Products, Inc. to discuss the needed data format.</p> <p>An option exists to display the class section on the Button.</p> <p>You may edit sections on the Course Lab Configuration screen.</p>	<p>Pick a default Reason that will be selected automatically if the student does not select one.</p> <p>Ignore the default Reason? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will at least one reason be required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will students be allowed to select multiple reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to use the Allow Reason Messages option? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to limit the number of check-ins per day? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the maximum? _____</p> <p>What do you want this button label to say?</p> <p>What message will be displayed if the button is selected?</p> <p>Do you want to use Classes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to show the section number of the class on the Button? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The section(s) to be displayed when a student uses the check-in screen: _____</p> <p>The first date on which a student may check in for this class:_____</p>

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<p>DROP-IN BUTTON (continued)</p> <p>You may specify information about required courses on the Required Courses screen.</p> <p>A Program Filters screen is available to specify which students may use the Check-in/out feature for the selected Application.</p>	<p>The last date on which a student may check in for this class: _____</p> <p>In Duration field, enter the default length of a visit made for each course selected if the student fails to check out: _____</p> <p>In the Cutoff field. Enter the maximum duration of a visit for the each course selected: _____</p> <p>This course is required for this Location. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If using this option, indicate what the filter should say: _____</p>
<p>CHECK-IN/CHECK-OUT BUTTON</p> <p>An option exists to allow students to use SARS-TRAK to check in and out of a student service, such as a lab. Checking in and out will track the amount of time that has elapsed between check in and check out.</p> <p>A default Reason is required.</p> <p>A default Reason can be ignored.</p> <p>An option exists to force students to enter a reason when making an appointment.</p> <p>An option exists to permit students to select more than one reason for the drop-in visit.</p> <p>An option exists to display messages associated with a selected reason.</p> <p>An option exists to specify the maximum number of times per day that a student may check in to one location for a single course.</p>	<p>Do you wish to use this option? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Pick a default Reason that will be selected automatically if the student does not select one. Select a default Reason: _____</p> <p>Ignore the default Reason? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Students will be required to select at least one reason. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Students will be allowed to select multiple reasons. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Display Reason Messages? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Limit the number of check-ins per day? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the maximum? _____</p>

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<p>CHECK-IN/CHECK-OUT BUTTON (continued)</p> <p>An option exists to specify the minimum amount of time per session that must be spent in a location.</p> <p>An option exists to gain access to the screen used for creating button labels and associated messages.</p> <p>An option exists to use Classes instead of Reasons. If classes are used, data will be imported from another data source into the SARS database. IT personnel should contact SARS Software Products, Inc. to discuss the needed data format.</p> <p>An option exists to display the class section on the Button.</p> <p>You may edit sections on the Course Lab Configuration screen.</p>	<p>Set a time minimum? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the minimum (in minutes)? _____</p> <p>What do you want this button label to say?</p> <p>What message will be displayed after the button is selected?</p> <p>Do you want to use Classes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to show the Section on the Button? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Term for which these lab configurations will apply: _____</p> <p>The section(s) to be displayed when a student uses the check-in screen:</p> <p>The first date on which a student may check in for this class: _____</p> <p>The last date on which a student may check in for this class: _____</p> <p>In Duration field, enter the default length of a visit made for each course selected if the student fails to check out: _____</p> <p>In the Cutoff field. Enter the maximum duration of a visit for the each course selected: _____</p>

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<p>CHECK-IN/CHECK-OUT BUTTON (continued)</p> <p>You may specify information about required courses on the Required Courses screen.</p> <p>A Program Filters screen is available to specify which students may use the Check-in/out feature for the selected Application.</p>	<p>This course is required for this Location. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If using this option, indicate what the filter should say:_____</p>
<p>MESSAGE ONLY BUTTON</p> <p>An option exists to simply display a message on a button.</p>	<p>Do you wish to use this option? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not at this time (can add later)</p> <p>If so, what do you want the message to say?</p>
<p>OPTIONAL SETTINGS</p> <p>Various options may be selected on the Databases screen.</p>	<p>Which of these options do you want to select?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use ODBC <input type="checkbox"/> Enable appointment lookup <input type="checkbox"/> Enable counselor notification <input type="checkbox"/> Keep database open <input type="checkbox"/> Allow ID Toggle <input type="checkbox"/> General Guest IDs <p>Specify Valid ID Formats:_____</p> <p>Specify Default ID Format:_____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use Appt. Checkin Cutoff <p>Specify Minutes Before checkin:_____</p> <p>Specify Minutes After checkin:_____</p> <p>Do you want to set up the Certified Times options so that the hours worked by a certified individual may be entered? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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<p>BANNER MESSAGES</p> <p>An option exists to display a static or moving banner message on the Check-In Screen.</p>	<p>Do you want to use this option? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not at this time (can use later).</p> <p>If so, what do you want the message to say?</p> <p>Select the movement and color settings.</p> <p>Style: _____</p> <p>Direction: _____</p> <p>Delay: _____</p> <p>Movement Amount 1-10: _____</p>
<p>MISCELLANEOUS OPTIONS</p> <p>Various options may be selected from the Banner & Misc. screen.</p>	<p>The length of time in seconds during which the default messages will be displayed on the screen: -----</p> <p>The accuracy range to be offered to students when they are instructed to enter the actual amount of time spent on an activity: _____</p> <p><input type="checkbox"/> Sign-up Required to Continue</p> <p><input type="checkbox"/> Sign-up Requests apply to zero Lab Hours</p> <p><input type="checkbox"/> Hide Lab Totals Option</p> <p><input type="checkbox"/> KeyPad Always On</p> <p><input type="checkbox"/> Allow Extra Hours</p> <p>Multiplier: _____</p> <p><input type="checkbox"/> Working with SARS-GRID</p> <p><input type="checkbox"/> Run as Full Screen</p> <p><input type="checkbox"/> Allow New Student Entry</p> <p><input type="checkbox"/> Show Students Waiting</p>

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<p>CREATE MESSAGES AND LABELS</p> <p>Each message and label needs to have corresponding language. Defaults are shipped with the product but may be re-configured as desired.</p>	<p>Will you be creating your own messages and labels? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, decide on the wording to be used.</p> <p>Will you be creating corresponding messages and labels in languages other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, decide on the wording to be used on the other language(s).</p>
<p>ACCESS CODES – SECURITY RIGHTS</p> <p>Access rights will control the extent to which users will have access to the SARS-TRAK system.</p>	<p>What Access Codes will be used?</p> <p>What access rights will each Access Code be assigned?</p> <p>Add new Access Codes as necessary.</p>
<p>USER MAINTENANCE</p> <p>Users of SARS-TRAK must be assigned an Access Code and a Primary Location. Users may also be assigned to additional Locations.</p>	<p>Add new users, assign them appropriate Access Codes and Primary Locations, and assign them to all necessary Locations.</p>