Using SARS TRAK

1. If SARS TRAK is installed on the kiosk system, go to step 5.
2. Using the SARS User Administration instructions, log into the yosemite server via Remote Terminal.
3. Select and open the District Software folder.
4. Open either the SARS De Anza or SARS Foothill folder.
5. Double click the TrakEntr icon TrakEntr
6. A window will open which allows you to select the application that is set up for your location.
7. Clicking the Continue button will start the application. In most cases it is set up to run as a full screen application. If you are running the software using Remote Terminal, you need to be aware that it is possible for a student to minimize the remote terminal window. Someone should keep an eye on it to restore the window if that happens.
8. The Check-in/Check-out screen will display:
   a. The student is asked to enter his/her 8 digit student ID #. Invalid ID numbers will result in an error message.
   b. The Check Lab Attendance Totals button will display the number of hours and visits to date for students who are checking-in in conjunction with a class.
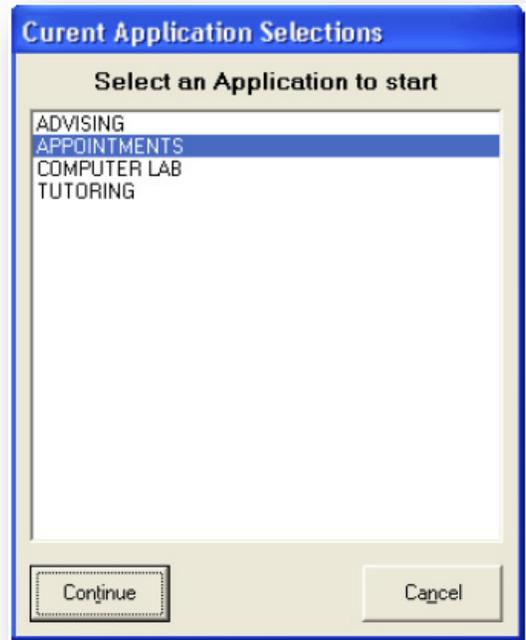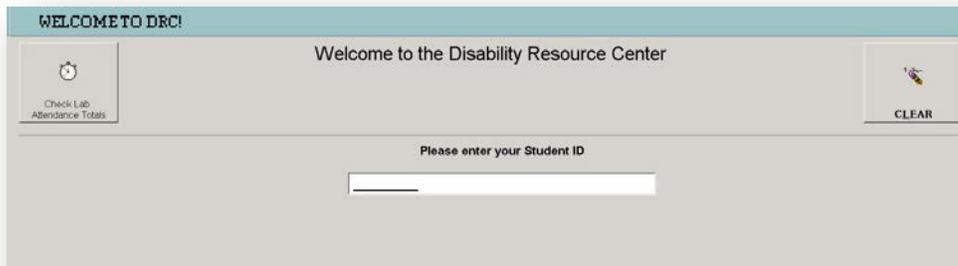
c. Some applications are set up to thank the student for checking-in and then ask the student to select a reason or class.
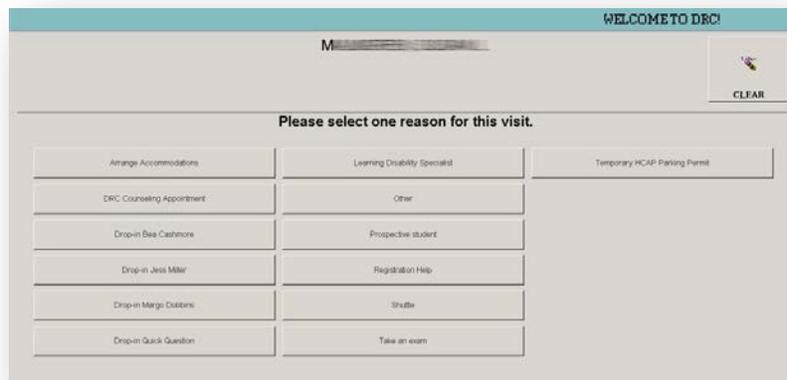
       d. If the application is set up to track both checking in and checking out, the next time the student enters his/her id number, the system will record the time the student checked out.

       e. When applications are set up, a default session time can be entered, in the event the student forgets to check out.

9. To bring the system down, hold the alt key down and enter the letter S. You will then be asked to enter the password: traker. (no c)