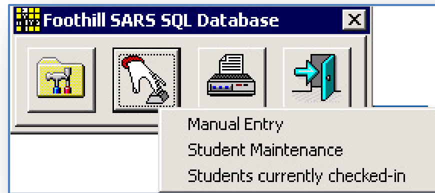
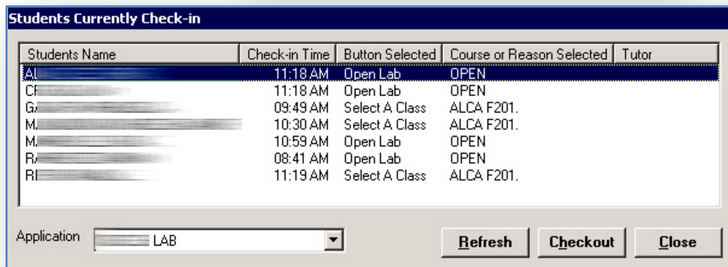
Using SARS TRAK Reporting

Access to SARS TRAK reports is determined by the access method assigned to the user. If you find that the following functions are hidden from you, open a ticket with the call center and request access to SARS TRAK reports.



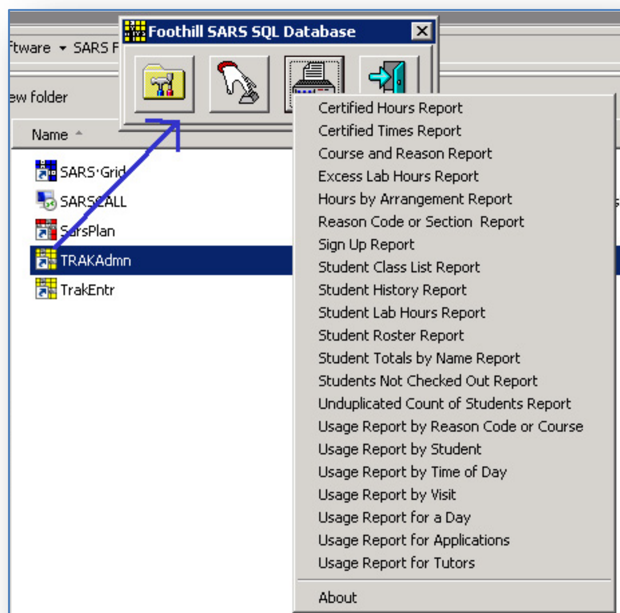
To View Students Currently Checked-in

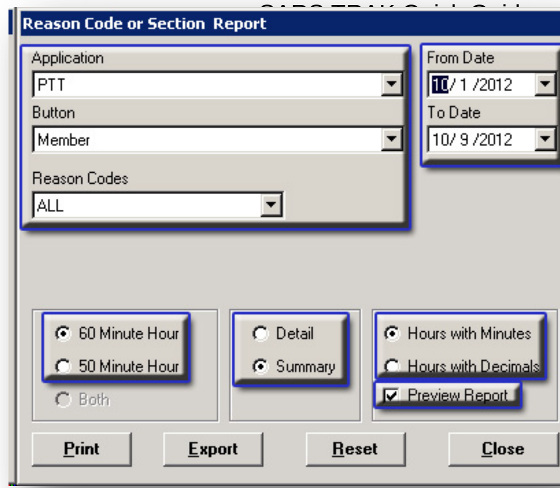
1. Click on the TRAKAdmin icon to open the tool bar.
2. Click the Manual Entry button (second to the left).
3. Click the last option, Students currently checked-in.
4. At the bottom left of the pop-up window, select the application you wish to monitor. Most users will only be able to see the application they are assigned to.
5. The list automatically refreshes every sixty seconds. However you can also click the Refresh button.
6. To check a student out, highlight the name and then click the Checkout button.



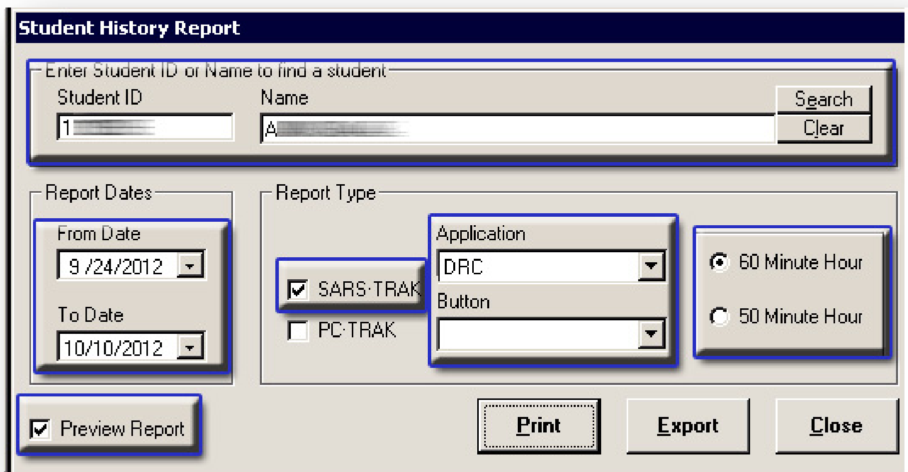
To run a report:

7. Click on the TRAKAdmin icon to open the tool bar.
8. Click the printer button to display a list of reports. Section four of the TRAK User guide contains screen shots of all of the reports listed.
9. Click on the report that you wish to run. Note, some reports ask you enter a student ID and provide information on the activities of that student.
10. A new window will open where you are asked to select the parameters for the report. Make sure that you check the Preview Report box prior to printing or exporting a report. That way you will be sure to get the report that you are looking for.



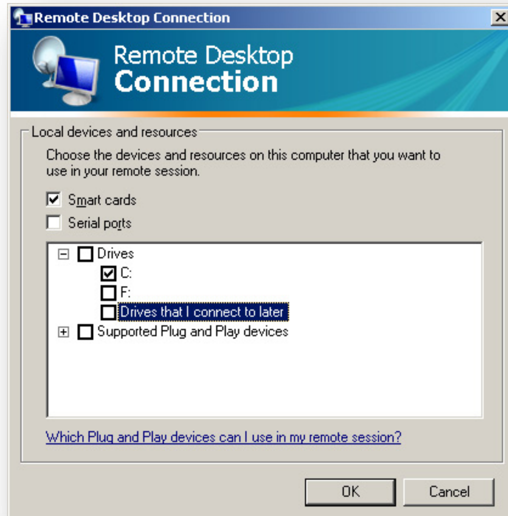


11. In the example to the left, you will need to select: the application, button, reasons code(s), date range, hour length and hour reporting format. Also note that some reports can be seen in both a detail and summer format.
12. The example below is a report on one student. You can enter either the student's ID # or search for the name. Then you must select a date range, check SARS TRAK, select the application, button and formatting for hour.



To export a report file:

1. You can save files to your local C drive from the remote desktop PC by changing your Remote Desktop Connection (RDC) settings.
   a. Mac user can go to a write up from UC Berkely by following this link: http://www.bai.berkeley.edu/support/RDC.htm. If you already have Remote Desktop, start with step three.
   b. PC user should:
      i. Launch Remote Desktop Connection
      ii. Select the OPTION button
      iii. Select the LOCAL RESOURCES tab
      iv. In the Local devices and resources frame select MORE
      v. From the Local devices and resources window select the DRIVES check box
      vi. Click OK to save the settings and connect to your remote PC as normal.
      vii. When in the Remote PC your local drives will be available as additional drives and listed in MY COMPUTER or WINDOWS EXPLORER on the remote PC.



2. When you click the Export button, a window will pop-up to use to select the file format, .PFD, .XLS, .CSV, .HTM, .RTF or .TIF, the file name and where the file is to be saved. Once all the selection are completed, click the Save button.
3. Another window will open that allows you to select some or all of the fields that make up the report. Click Ok and the report will save where you specified and in the format selected.