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 l
- 3. Click the last option, Students currently checked-in.
- At the bottom left of the pop-up window, select 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.
- To check a student out, highlight the name and then click the Checkout button.

the left). necked-in. select the	Manual Entry Student Maintenance Students currently checked-in				
dents Currently Check-in	Check in Time	Button Selected	Course or Bea	son Selected []	Tutor
	11:18 AM	Open Lab	OPEN		- Citor
CF	11:18 AM	Open Lab	OPEN		
i and a second	09:49 AM	Select A Class	ALCA F201.		
CONTRACTOR OF A	10:30 AM	Select A Class	ALCA F201.		
1.	10:59 AM	Open Lab	OPEN		
i/	11:19 AM	Upen Lab Select A Class	ALCA F201.		
plication LAB]	<u>R</u> efresh	C <u>h</u> eckout	<u>C</u> lose

Foothill SARS SQL Database

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.



- 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.
- 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.

Application		From Date
PTT		1 1 / 2012
Button		To Date
Member		10/ 9 /2012
Reason Codes		
ALL	-	
		_
 60 Minute Hour 	C Detail	Hours with Minutes
 60 Minute Hour € 50 Minute Hour 	C Detail	 Hours with Minutes Hours with Decimals
60 Minute Hour 50 Minute Hour 50 Minute Hour Both	C Detail C Summary	 Hours with Minutes Hours with Decimals Preview Report
© 60 Minute Hour © 50 Minute Hour © Both	C Detail C Summary	Hours with Minutes Hours with Decimals Preview Report

Enter Student ID or Nar Student ID I	ne to find a student Name Search A Clear
Report Dates From Date 9 /24/2012 To Date 10/10/2012	Report Type Application DRC SARS-TRAK Button PC-TRAK Solution C 50 Minute Hour C 50 Minute Hour
Preview Report	Print Export Close

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: <u>http://www.bai.berkeley.edu/support/RDC.htm</u>. 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.
- 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.
- 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.

Export Raw Data	
Include Columns	
☑ Alt_ID	▲
✓ Lab_ID	
Sched_Date	
IV Sec_ID	
Start Time	
Ston Time	-1
IT cop_ mic	
Check All	Uncheck All
🔽 Include Header Row	
ОК	Cancel

TRemote Desktop Connection	×
Remote Desktop Connection	
Local devices and resources Choose the devices and resources on this computer that you want to use in your remote session. Smart cards Serial ports	
 □ Drives □ C: □ F: □ Drives that I connect to later □ Supported Plug and Play devices 	
Which Plug and Play devices can Luse in my remote session?	
OK Cancel	

