SARS-GRID / SARS-TRAK

Career Center

Turning Drop-Ins On and Off <u>AND</u> Allowing Scheduled Appointments at the Same Time

The student check-in station in the Career Center uses SARS-TRAK to interface with SARS-GRID. SARS-TRAK is managed separately within the SARS Software suite using a program called TRAK-ADMIN. The ability to make changes within TRAK-ADMIN requires administrative access to the SARS-TRAK location (called TRAK-CAREER-FLC) that is tied to the CAREER location in SARS-GRID.
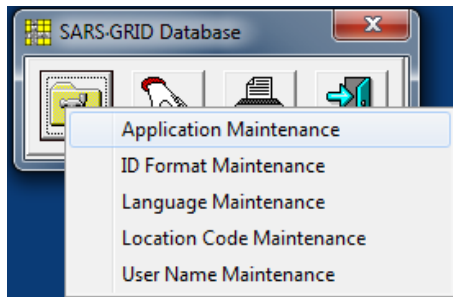
<u>Enable Drop-Ins</u>

To switch from scheduled appointments to drop-ins for the student check-in station, do the following:
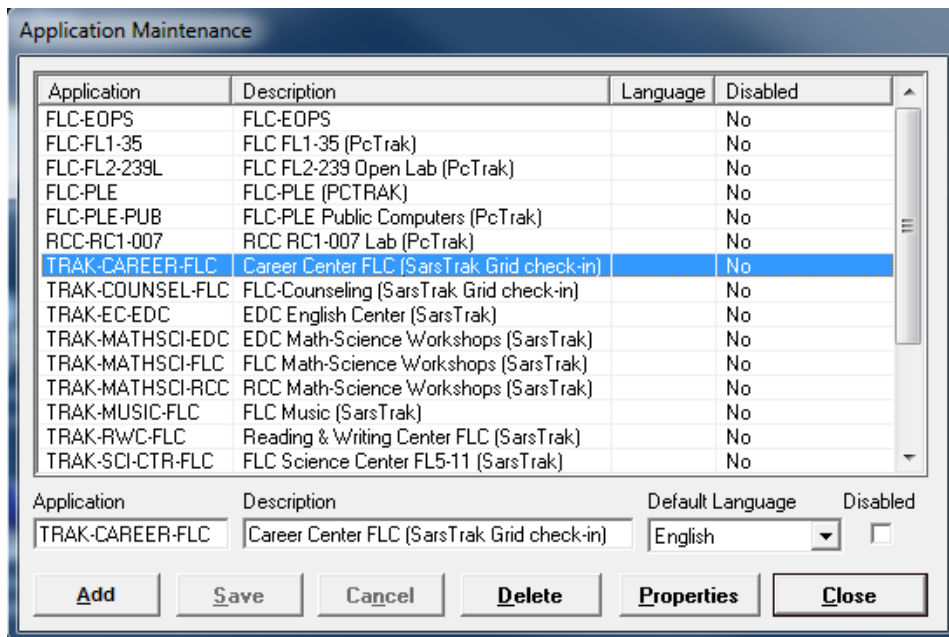
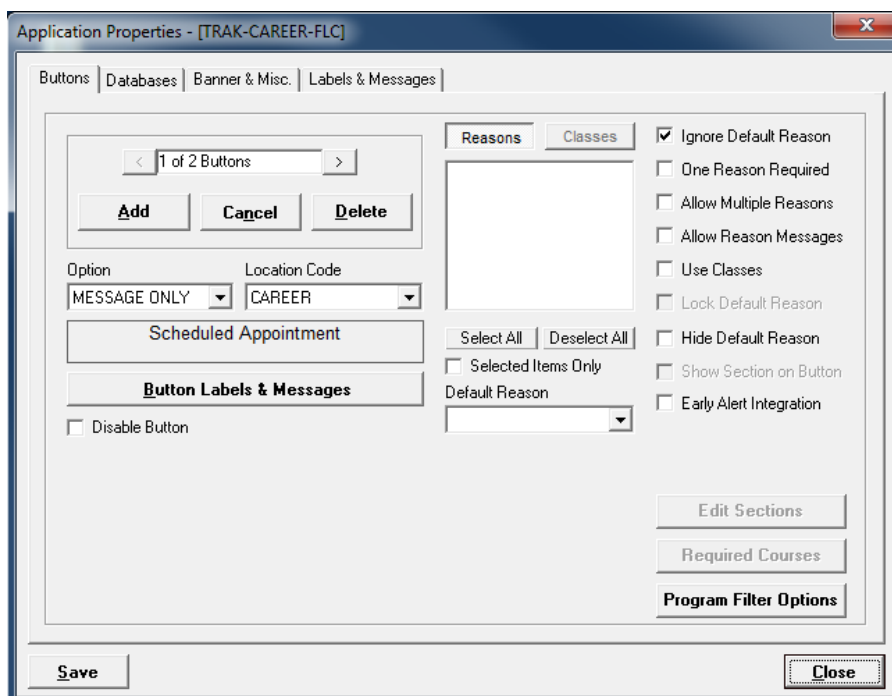1. Login to TRAK-ADMIN (administrative program for SARS-TRAK).

2. From the top menu, select Application Maintenance.

3. In Application Maintenance, select FLC-COUNSELING.

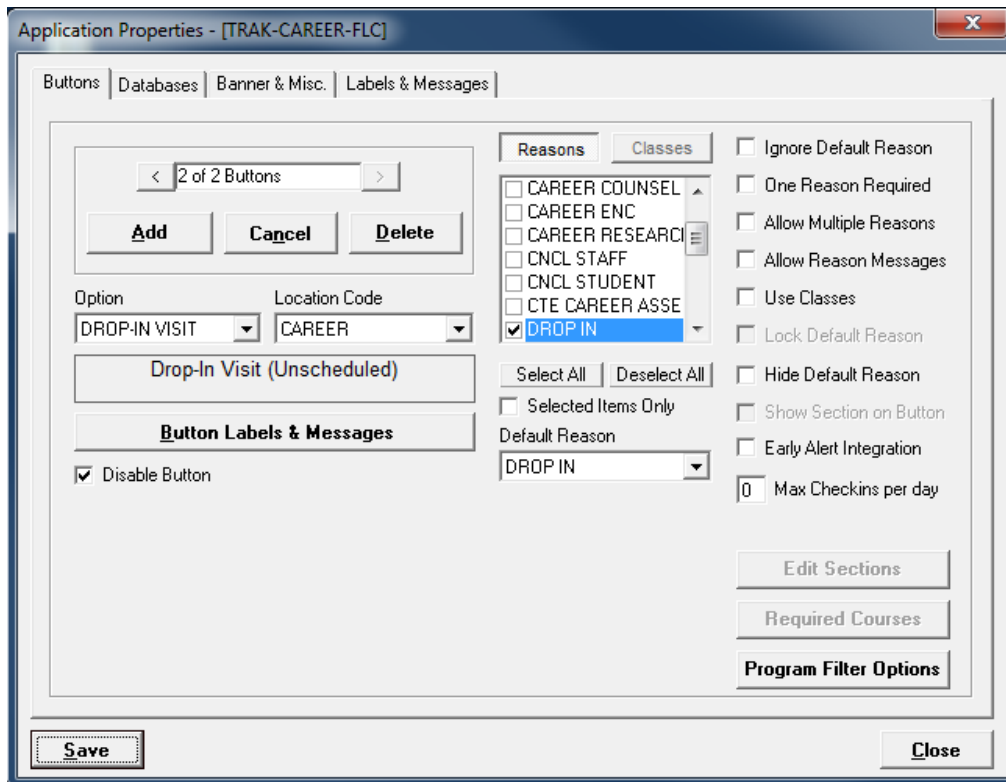4. Click on Properties. The Application Properties screen will appear.

There are two buttons configured for TRAK-CAREER-FLC. The first button (1 of 2 Buttons') has the Option titled MESSAGE ONLY and is used to check in for scheduled appointments.

5. Where it says '1 of 2 Buttons' click on the right arrow next to it.
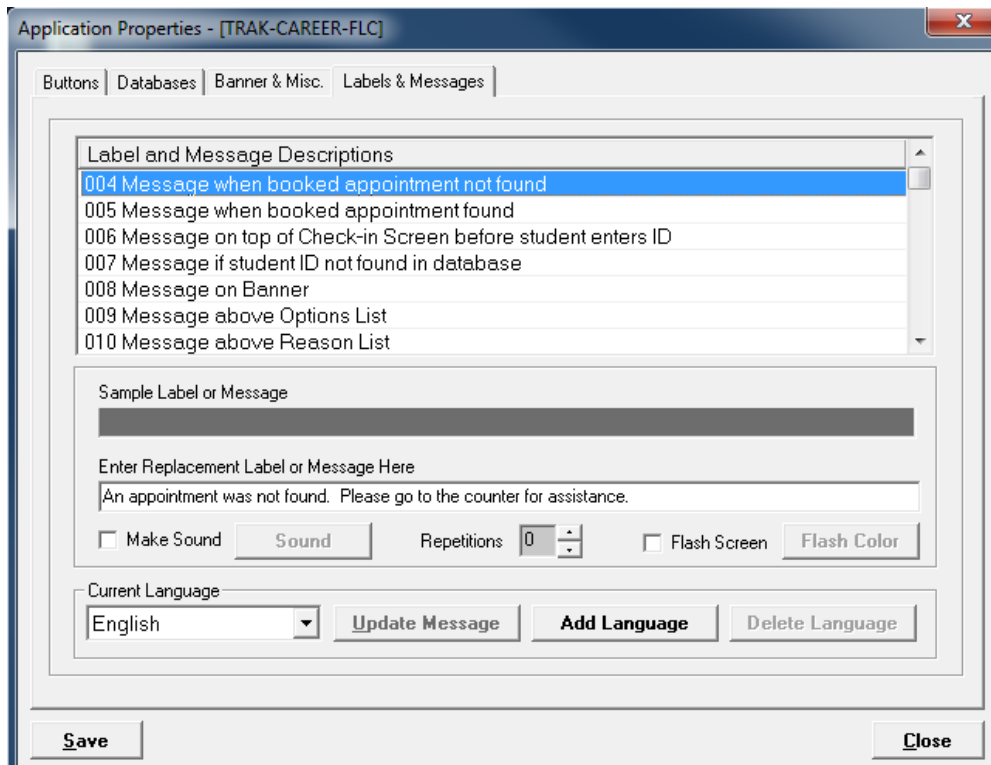

The button for DROP-IN VISIT will appear as follows:

You'll notice that it's probably disabled (shown by the checkbox next to the label 'Disable Button').

6. To allow Drop-In visits, uncheck the 'Disable Button' and then click SAVE.

7. Next, click on the 'Labels & Messages' tab and highlight the first message '004 Message when booked appointment not found'.

8. In order for the Drop-In button to work, the message highlighted needs to be blanked out. The wording under 'Enter Replacement Label or Message Here' needs to be completely erased. Once you do that, click SAVE.
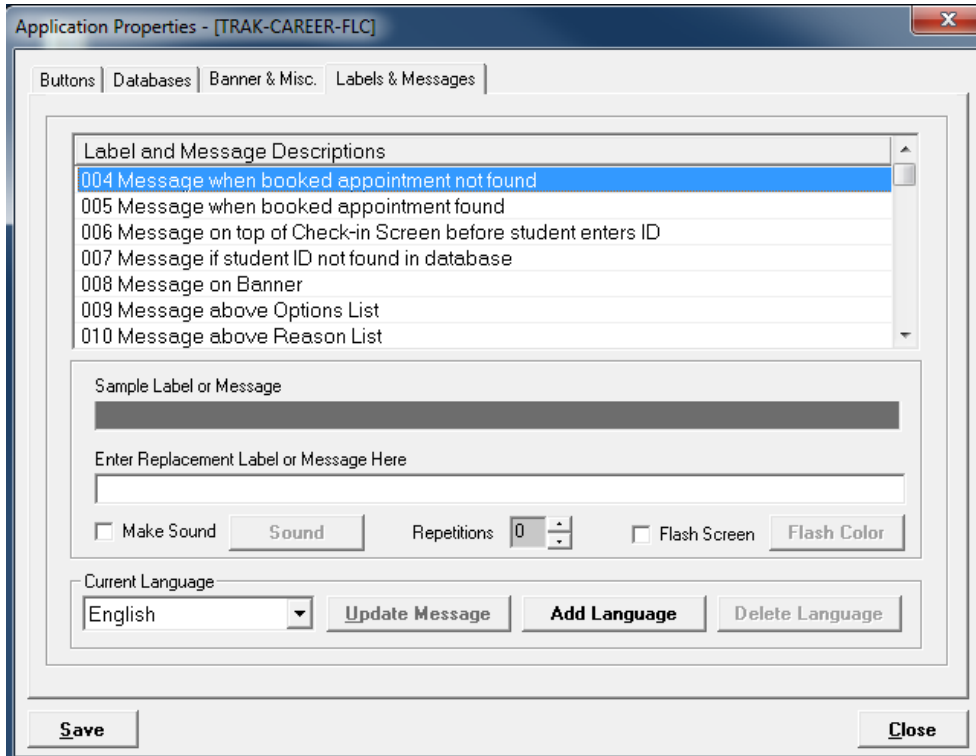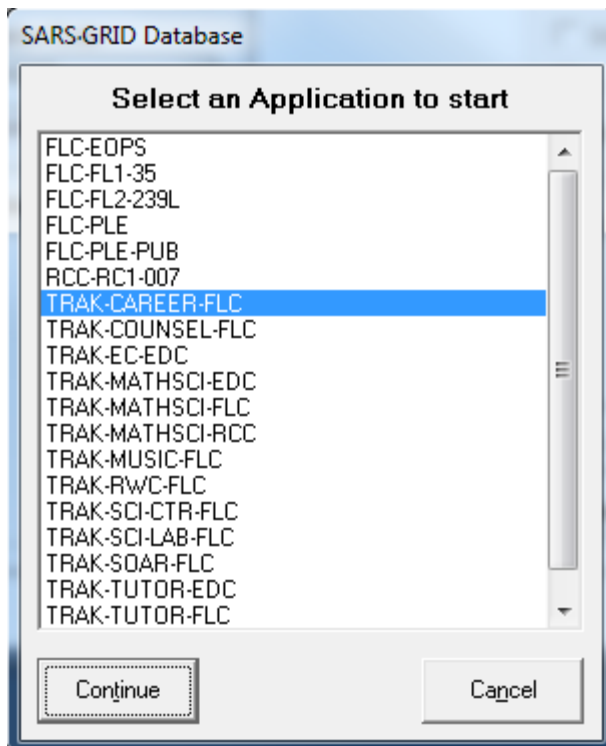

Exit the TRAK ADMIN screens.

9. Go the student check-in station and reboot it.

    Or

Close the TRAK-ENTER software by pressing 'Alt-S'. Enter in the password given you to close the program.

Then, double-click the TRAK-ENTER application/icon TRAK·Enter and then select TRAK-CAREER-FLC from the menu and click CONTINUE.
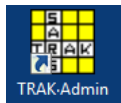
The student check-in station using SARS-TRAK is now set up for Drop-Ins.
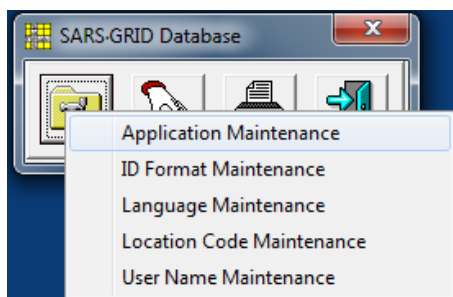
Disable Drop-Ins

To disable Drop-Ins and continue to allow check-ins for scheduled appointments:
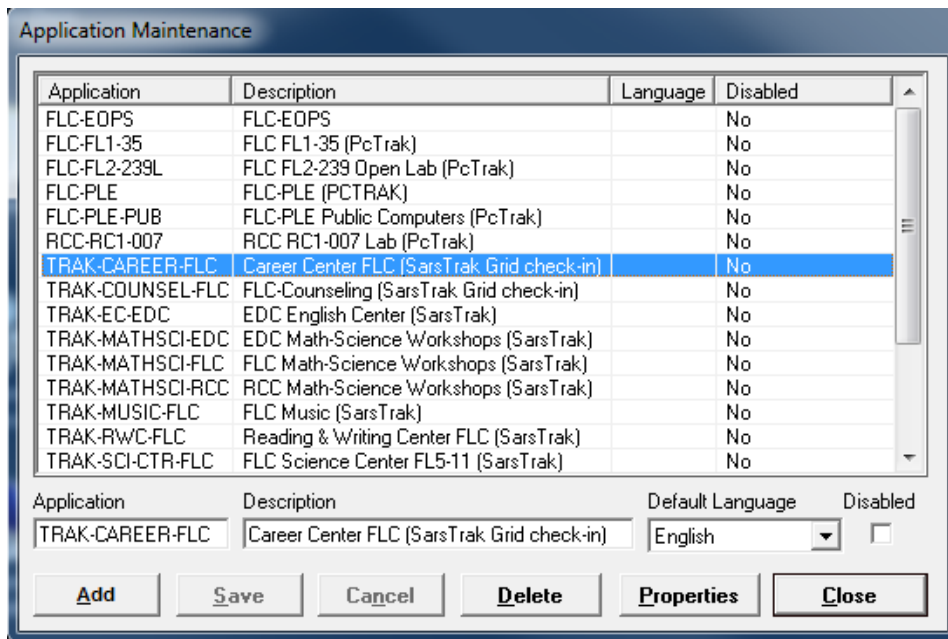
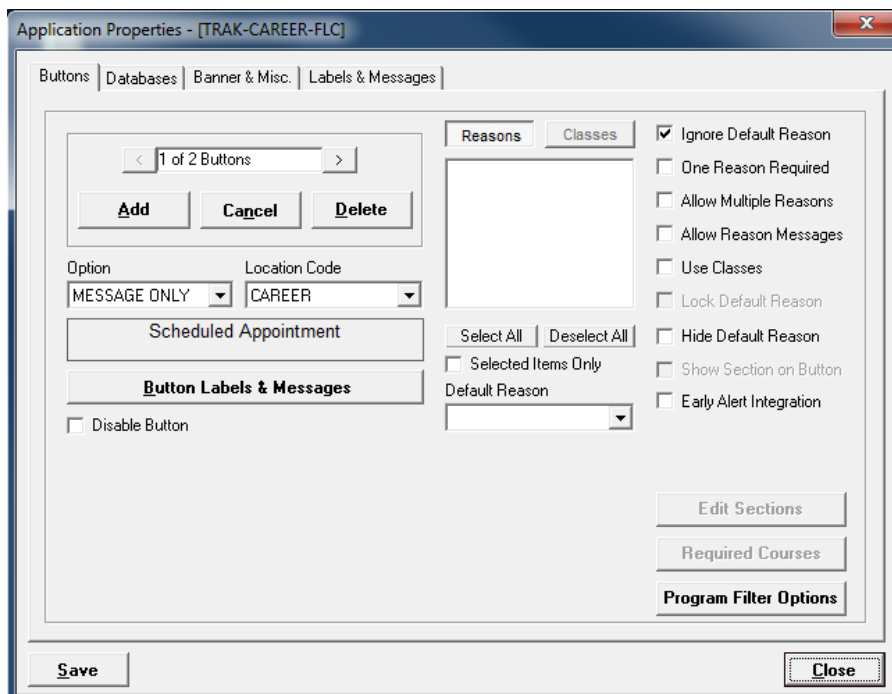1. Login to TRAK-ADMIN (administrative program for SARS-TRAK).

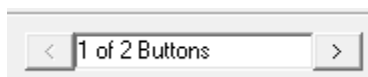2. From the top menu, select Application Maintenance.

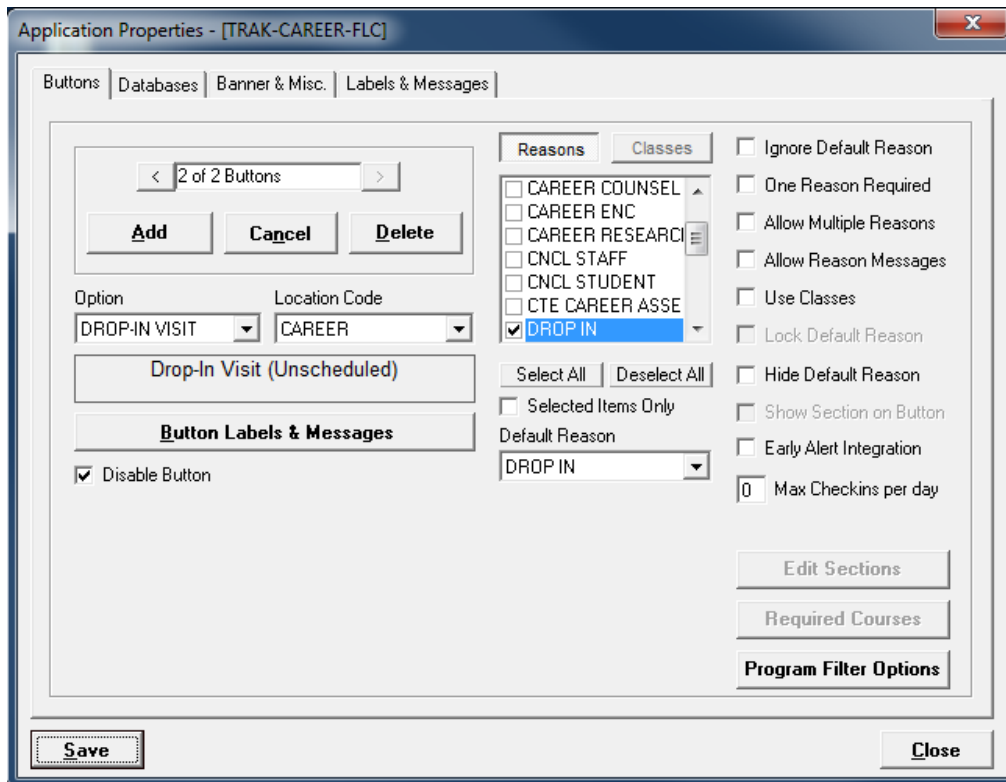3. In Application Maintenance, select TRAK-CAREER-FLC.

4. Click on Properties. The Application Properties screen will appear.

5. Where it says '1 of 2 Buttons', click on the right arrow.

The button for DROP-IN VISIT will appear as follows:

6. To disable Drop-In visits, check the box next to the label 'Disable Button' and then click SAVE.

7. Next, click on the tab called 'Labels & Messages' and highlight the first message labeled '004 Message when booked appointment not found'.
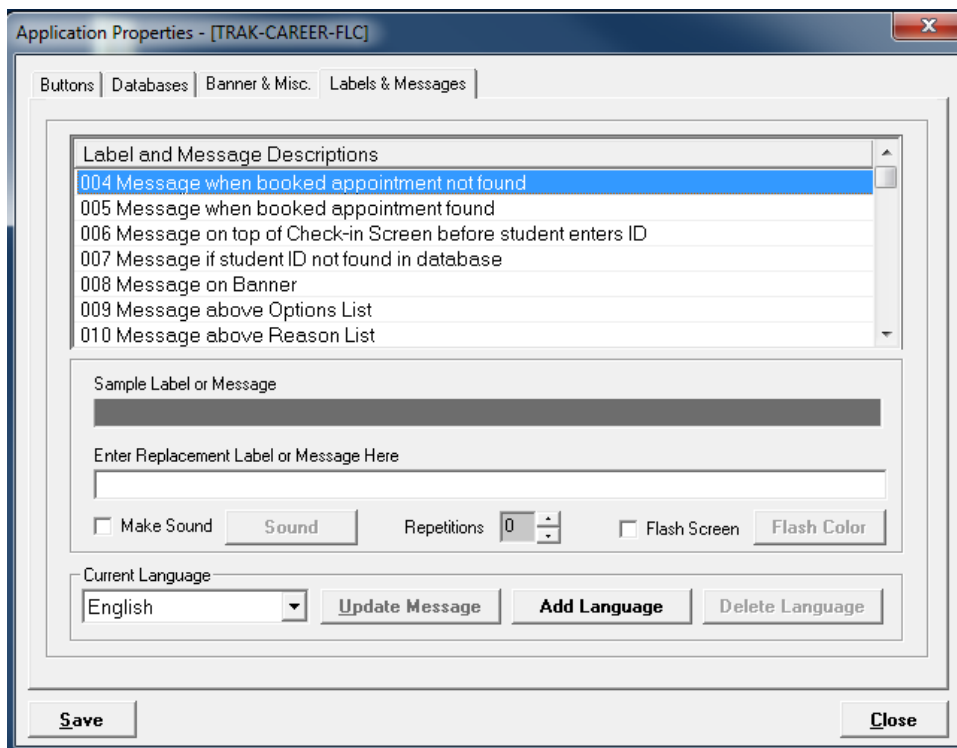
8. In the box titled 'Enter Replacement Label or Message Here', type the following (no quotes):

   "An appointment was not found. Please go to the counter for assistance."
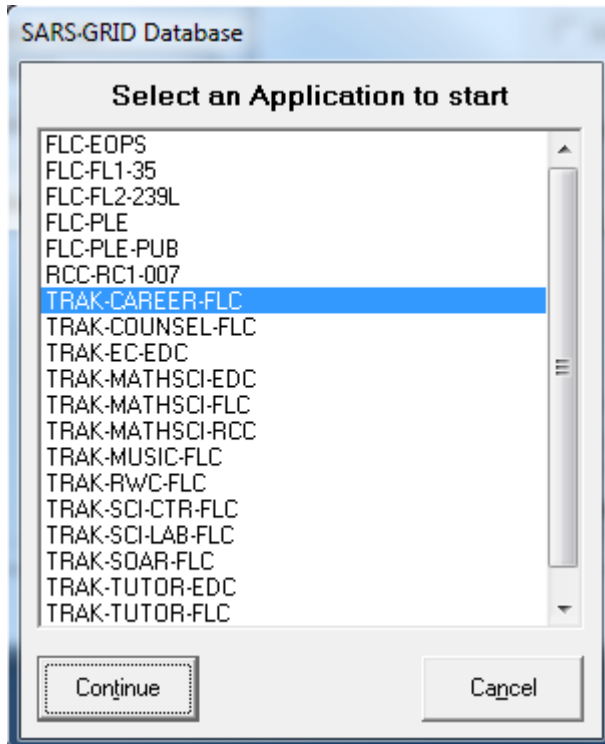
9. Click SAVE.

10. Go the student check-in station and reboot it.

    Or

    Close the TRAK-ENTER software by pressing 'Alt-S'. Enter in the password given you to close the program.

    Then, double-click the TRAK-ENTER application/icon and then select TRAK-CAREER-FLC from the menu and click CONTINUE.

Drop-In visits are now disabled and check-ins for scheduled appointments still allowed.