

Tracks – T1

General Interest and Tracks Breakouts



CONNECTIONS 2007



G1 – Integration – TR and SB

- Integration – more than importing closeouts!
- Split closeouts into multiple deposits.
- NSF and Refund Checks.
- Issue a SB Purchase Order for Tracks Items.
- Update Inventory.
 - *Thursday at 3:45.*
 - *Friday at 10:15.*



CONNECTIONS 2007

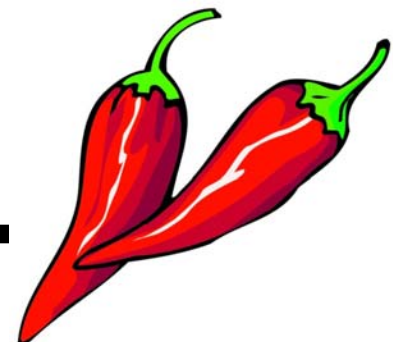


G2 – District Audit Functions and Tools

- Use audit tools to examine data.
- System security.
- User code/date stamp transactions.
- Safeguard data.
 - *Thursday at 1:15.*



CONNECTIONS 2007

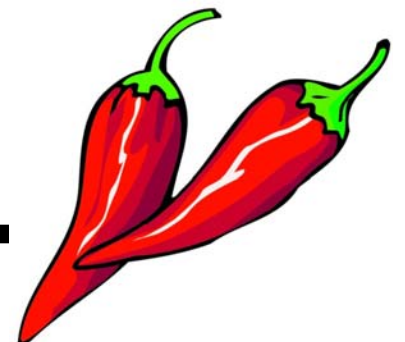


G3 – Activity Directors – Mini Round Table Discussion

- Sales and collections.
- Budgeting for clubs.
- Planning fundraisers.
- Reporting protocols.
- Mini-Round Table Discussion.
 - *Friday at 12:45.*



CONNECTIONS 2007

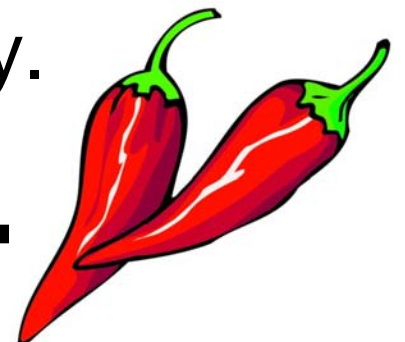


G4 – Hands-On with Blue Bear

- Use your data to practice what you learned!
- Blue Bear staff on hand.
 - Available throughout the day on Thursday and Friday.
 - Seating and time slots are limited.
 - Please schedule an appointment at the Registration Desk on Wednesday or in the Road Runner room Thursday/Friday.



CONNECTIONS 2007

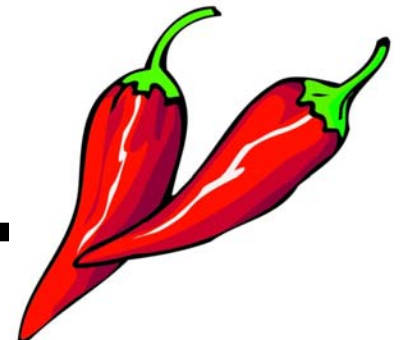


G5 – Importing Credit Card Transactions

- Import credit card payments to both Tracks and SchoolBooks.
- Create receipt transactions in both programs.
- Examples of set up.
- Examples of daily procedures.
 - *Thursday at 2:30.*
 - *Friday at 9:00.*



CONNECTIONS 2007

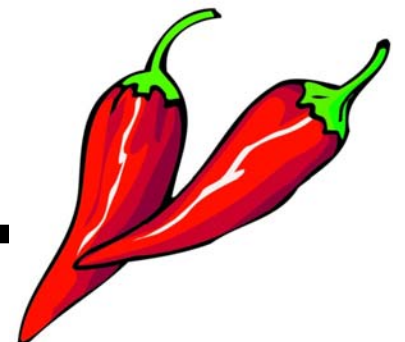


G6 - TexTrack – Big Picture

- Overview of textbook tracking with Tracks.
- Setup for books, teachers, courses, etc.
- Checking out and check in procedures
 - By book clerk
 - By teachers using Web Viewer
- Books charges
- Reporting and Inquiry
 - *Thursday at 10:30.*
 - *Friday at 10:15.*



CONNECTIONS 2007

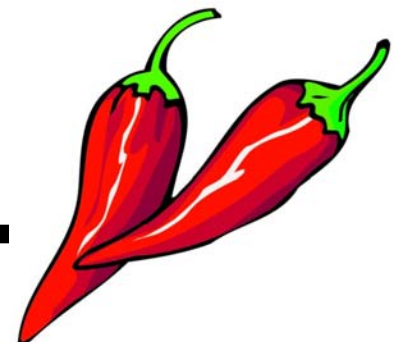


T2 – Recording and Collecting Student Debts

- Charges and Payments.
- Charging Customer Accounts.
- Payments on Account.
- Handling NSF Checks.
- Printing Form Letters and Statements.
 - *Friday at 12:45.*



CONNECTIONS 2007

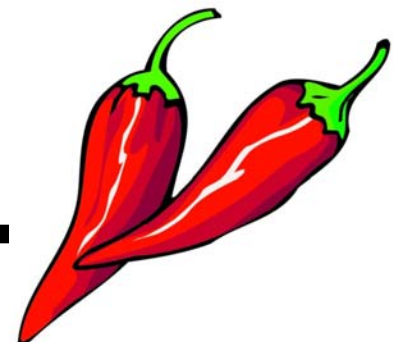


T3 – Getting the Most from FundRaiser

- Set up of Fundraiser Type items.
- FundRaiser Codes.
- Reports – by GL Account or student.
- Use of Import Manager to pull transactions into Tracks.
 - *Friday at 2:00.*



CONNECTIONS 2007

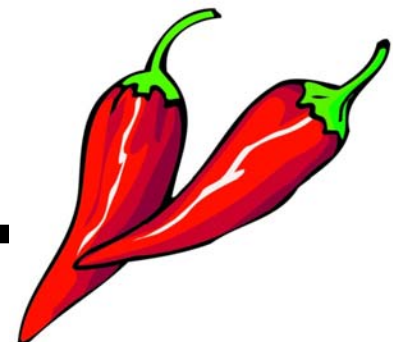


T4 – Year End with Dr. Download and Student Update Utility

- Copy prior year data.
- Import incoming students.
- Roll student debts to next year.
- Clear prior year history.
- Map data fields for both Dr. Download and SUU.
 - *Thursday at 3:45.*
 - *Friday at 12:45.*



CONNECTIONS 2007

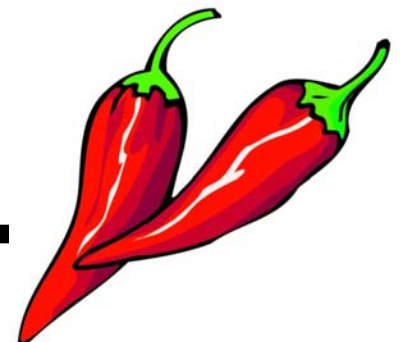


T5 – Advanced Reporting

- Which report does what?
- Grouping & Department Codes.
- Bonus Fields.
- Donation reporting.
- Form letters.
 - *Thursday at 2:30.*
 - *Friday at 10:15.*



CONNECTIONS 2007

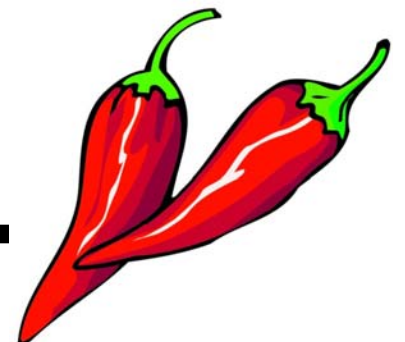


T6 – Tracking Donors & Donations

- Donations from start to finish.
- Set up donors & donation items.
- Donor receipts.
- Accepting donations.
- Reporting options.
- Form letters.
 - *Friday at 2:00.*



CONNECTIONS 2007

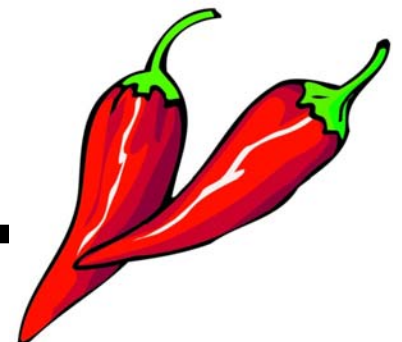


T7 – Managing Your Student Store

- Tracking inventory.
- Making sales more efficient.
- Point of Sale equipment tips.
- Cash drawer tips.
- Training students to be clerks.
 - *Thursday at 3:45.*
 - *Friday at 2:00.*



CONNECTIONS 2007

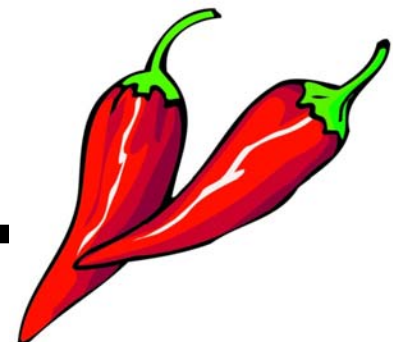


T8 – Registration Made Easier – Mini Round Table

- Tips to make registration FASTER!
- Set up temporary customers.
- Organize volunteers.
- Handle large amounts of cash.
- Troubleshoot equipment problems.
- Open forum for fall registration ideas.
 - *Thursday at 9:15.*



CONNECTIONS 2007

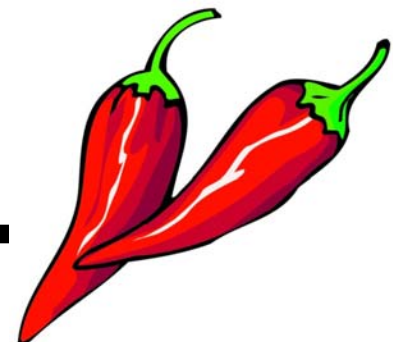


T9 – Shazam & Oops! Tracks Shortcuts and Correcting Common Mistakes

- Shortcuts to speed sales.
- Did you sell the wrong item to the wrong customer?
- Did you enter an incorrect amount?
- Did you mess up a refund?
- We'll show you how to fix it!!!
 - *Thursday at 2:30.*
 - *Friday at 10:15.*



CONNECTIONS 2007

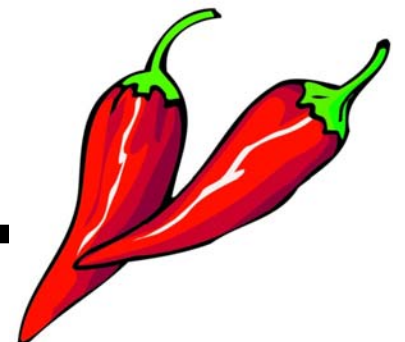


T10 – Ticket Options: Dances, Proms & Formals

- The basics of Item setup.
- Ticket pricing.
- Tracking Guests.
- Reporting options.
 - *Thursday at 9:15.*
 - *Friday at 10:15.*



CONNECTIONS 2007

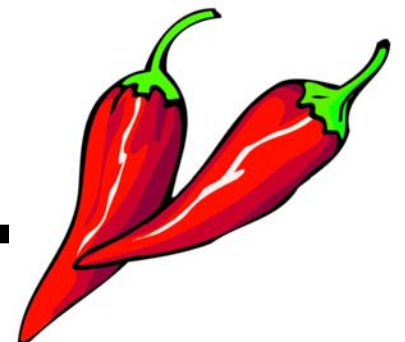


T11 – Tracks Round Table

- Open forum discussion.
- Everything you ever wanted to know about Tracks.
- Bring your questions and requests!
 - *Thursday at 1:15.*



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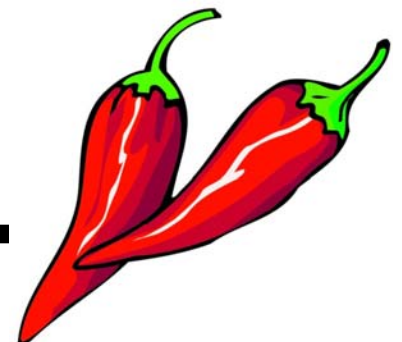


T12 – Automatic Generation of Student Course-Based Fees

- Automatic fee creation!
- Importing data from your student information system.
- Setting up fees to be billed.
- Charging fees on the Work Screen.
 - *Thursday at 10:30.*
 - *Friday at 9:00.*



CONNECTIONS 2007

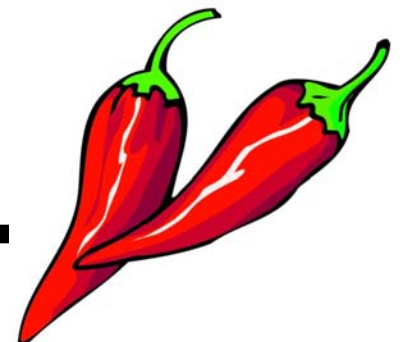


T13 – Tracks System Startup

- Review of setup options.
- Importing student data.
- Item setup.
- Making a sale.
- Handy checklist!
 - *Thursday at 1:15.*



CONNECTIONS 2007

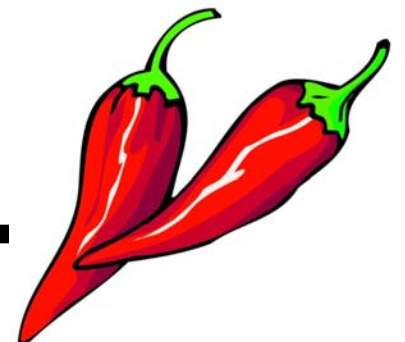


T14 – NSF Checks and Student Refunds

- NSF check item setup.
- Selling an NSF check.
- NSF account setup.
- Entering bank fees.
- Issuing refund checks to students.
- Check recovery systems.
 - *Thursday at 9:15.*
 - *Friday at 9:00.*



CONNECTIONS 2007

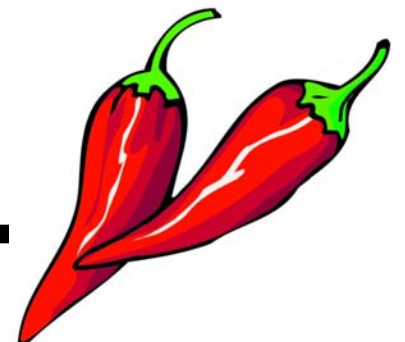


T15 – Tracks Lockers

- Locker item setup.
- Entering lock and locker information.
- Issuing lockers to students.
- Reporting options.
 - *Friday at 2:00.*



CONNECTIONS 2007

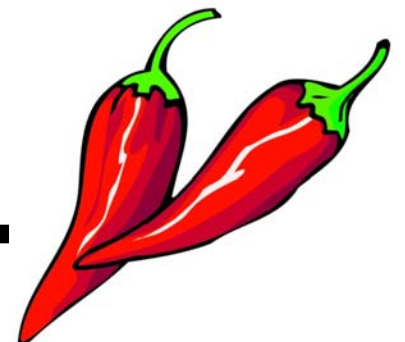


T16 – Import Manager

- Import sales and debt information.
- Create receipts.
- File formats.
- Job setup.
- Transaction creation.
- Reverse a job gone wrong.
 - *Friday at 12:45.*



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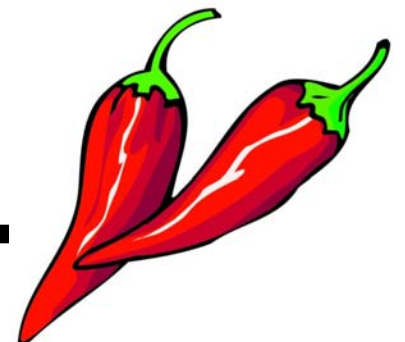


T17 – Tracks Equipment Tracking

- Item setup.
- Issuing and returning equipment.
- Fees for lost equipment.
- Reports.
 - *Thursday at 10:30.*



CONNECTIONS 2007



Questions & Answers



CONNECTIONS 2007

