

PassTracker_2000

By Baggetta_Ware
Version 1.2.2

***PassTracker_2000* is a Windows 95/98/NT/2000/XP or higher program
It will not run on Windows 3.1 or any MAC operating system**

INTRODUCTION

I never thought I would say it, but there is a fun way of issuing passes to my students -- and it's a lot more secure than the old method. With *PassTracker_2000*, you simply click on the student's name, then click on the issue pass button. You can include a picture, get a pass history for this student, and you can even set a limit on the number of passes issued to a student. Simply click on another button and the pass is printed (along with the student's history). Sign it and the student is off. Here are the main features of the program:

- ❑ You can minimize the program so that it always sits on your Taskbar ready to go or maximize to fit your monitor screen area.
- ❑ Click to add a class list to the queue – you can set up different class or group lists
- ❑ Click student's name to check pass
- ❑ Click to issue or reject pass
- ❑ Use the default (LAV) pass or click on six other on-screen buttons to change the destination
- ❑ View or Search a history bank that tracks student passes
- ❑ Print a student's track record or print track records for a certain date
- ❑ Set limits on passes
- ❑ Backup and Restore for Master database file
- ❑ Set the user for Teacher, Counselor, Principal, Administrator, Nurse
- ❑ Click pop-up calendar to select date to issue pass or to do search
- ❑ Create your own class lists in a text editor, or use the List Manager to create lists from a master list your data processing department can issue in ASCII format
- ❑ Prints on standard Inkjet or Laser printer -- Use full sheet if history is long or half sheet for new pass
- ❑ Include student's picture on the passes
- ❑ Set a default printer

USING *PassTracker_2000*

Using *PassTracker_2000* is a breeze once you get use to the setup. First, install the program on your computer. You will find the necessary installation program (setup.exe) on your CD or in the download. Go to the My Computer

icon on the Windows 9+ desktop and double click it. Double click on the CD Rom drive icon, to open the window. Now, double click the setup.exe file, and follow instructions that appear on the screen. If you are unfamiliar with program installation, you should read the manual that came with your Windows program disk.

Once the program has been installed on your machine or network, you will find a shortcut to it on the Windows desktop. Click on this shortcut to start the program. Click on the BEGIN button from the splash screen to start using *PassTracker_2000*. The main work screen looks like the illustration below. You can maximize and minimize the program window using the maximize button.



Most of the options are not available until you select a class file. This could be an individual class or an entire school roster to choose from. Simply click on the SELECT CLASS FILE TO ADD TO QUEUE, and a dialogue box will be offered to select a class from whichever location you select. You can

use the SAMPLE.TXT file to try out the program. Later in the documentation we will explain how to create your own lists by using a text editor or the List Manager. We'll also explain how to set up a picture file, if you decide you want to include a picture of our itinerant student on the pass.

NAVIGATION

Once you have opened a list of student names, click on the little window under the SELECTED QUEUE label, and you will get a drop-down list of the students available. Click on the name of your choice (the list is alphabetical) and the name



will be entered in the window, as in the illustration here. Notice that the option buttons to the left of the screen become available. The default destination is LAV, but you may change this by clicking one of these buttons. The ROOM button allows you to specify a specific room, if you like, and the WHERE? button allows you to specify a special destination which you can even pigeon-hole for a specific date, in case the pass is going to be used on a different date, such as permission to go to a special meeting during a study period. This is especially useful if you want to issue the pass to yourself, to have the student report at a different time in the future, during a make up period.

When you are through selecting the destination, it is time to issue the pass. Click on the CHECK STUDENT AUTHORIZATION DATA button and the screen will look something like the illustration here. We have selected Armstrong, Louis K. from the list, and as you can see he has no pass history. If he has a pass record, it would be presented in the Student Pass History window. You could click on the



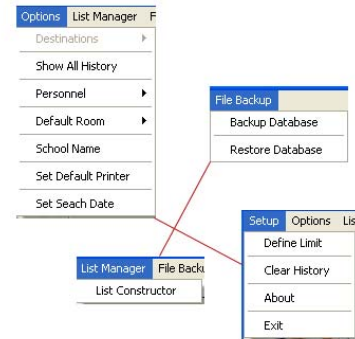
DISPLAY HISTORY button to see how extensive it is. Also, if you have set a Pass Limit (there is no limit set in this example), you would be notified if Louis exceeded the limit. At this point you may ISSUE NEW PASS AND PRINT, ISSUE PASS WITHOUT PRINT, or CLEAR DISPLAY. The last option cancels the pass and gets ready for the next entry. Sometime you might want to simply record the pass, but not actually print it, so the ISSUE PASS WITHOUT PRINT button is used for this purpose. After you issue a pass the program automatically clears and sets up for the next entry.

To the right of the main controls, you will find the STUDENT PASS HISTORY window. It is here that the history is displayed. You may also search for student histories by date through the calendar popped up with the Set Search Date button, located underneath the history window. Simply click the date to search and then click GO to start the search. Alternately you can type in a date to search in the format m/dd/yyyy. **See new Search Print feature (Page 9).**

Setup, on the Menu Bar, allow you to Define Limits (allowing students only so many passes), Clear History (in case you want to start the database fresh), show information about the program, and Exit the program. You may also exit

the program at any time, by clicking the Windows close button (x) in the upper right corner of the main screen, next to the Minimize button.

Options, on the Menu Bar, allow you to set the Destinations of passes (alternative to the on-screen buttons), show all the histories, and set the user category for the program.



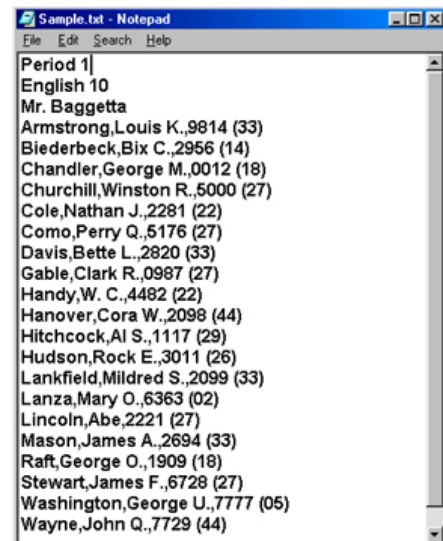
The last selection on the Menu Bar is File Backup. Some systems erase all temporary data saved to a machine at the end of the day, as a security precaution. If you have been accumulating your data on such a system, you will have to start your database over each day. If you are committed to such a system it is a good idea to back up your database file at the end of each day, to a floppy or some other media. Use the backup facility here. When you start the next day, you can use the restore facility to continue adding to the database.



List Manager, on the Menu Bar, will take you to a sub-program that you may use to create lists to be used with *PassTracker_2000*. Click on the option to open the screen. Once you have the List Manager opened, click on files to select a Source File. This might be a list you have on file already, or a list provided to you in ASCII format from data processing. If you request a list from them, make sure you ask for the features listed below. After you open a Source File, the screen will look

something like the illustration here (without the commentary, of course).

To use List Manager, simply click on a name you want on your new list. Then, click on the *Add Names To Destination* button. You can reverse the action by doing the same in the Destination List window and then clicking on the *Remove Names From Destination* button. You may add names that are not on the list by using the *Manually Add Student to Destination List* window at the bottom of the screen. Simply click the Accept button to add the information you type in.



Before you save your new list, make sure you add the PERIOD, CLASS, and user NAME information, at the top of the screen. You can Save our new list by clicking on the *Save New Destination File* option from the Menu Bar on the List Manager screen. There are also other options on this menu which allow you to open and save files as you need them. Click Exit from the Files menu, when you have completed working with List Manager, and you will return to the *PassTracker_2000* work screen. You may exit the program from there.

CREATING YOUR OWN CLASS FILES MANUALLY

If you would rather create your own files manually using a text editor (like the Windows Notepad), you must use the following format (make this clear to your data processing department also, for the ASCII file they make for you). Here is the sample file we have included in the installation, placed in the Notepad:

First Line: Period Identifier

Sec Line: Class Identifier

Thr Line: User Name

Each entry is follow by a carriage return (Enter Key)

The Fourth Line Starts the Student Entries. Each entry is in three parts, separated with a comma, in the following order:

Last Name, First Name, Number

There are no spaces between the commas and the line ends with a carriage return (tap ENTER).

you may change the order of the Last name and First name if you wish, but then the program will alphabetize on the first name, which does not make sense. We have used the student number following with the student room, but you could use some other number here.

When you save the file, make sure you use a .TXT extender, which is normal for the Notepad anyway. Once you have saved your file, it is available to be used by *PassTracker_2000*.

CREATING PICTURE FILES

If you decide you want to include pictures on your passes and view pictures of the students on the screen, it will take a bit of coordination with your student list file.

First you should use a digital camera to take the pictures of all of the students you have included on the class list you are going to use. For best

results you might want to take all of the pictures in the landscape or horizontal mode. That is you will have a resulting picture that is wider than tall. See the diagrams below:



Landscape Mode



Portrait Mode

You can do it anyway you like, of course, but when the picture is displayed on screen it might seem squashed if it was taken in the Portrait Mode. Also, depending upon the camera you are using, you should try to get as small a picture as possible. For the samples we reduced our pictures to 3" x 2" to conserve storage size. You should also make sure your picture is being saved as a jpeg image – the most common type used by digital cameras.

Most digital cameras will number the pictures for you. 0001.jpg, 0002.jpg, etc., so as you take the pictures you should match the number with the name of the student on your class list designed above. You can print out a copy of your class list to use as a reference point when taking the pictures.

When you have all of the pictures completed, save them in the ID folder, located in the program directory where you installed *PassTracker_2000*. By default this will be C:/Program Files/PassTracker 2000/ID. After you have saved all of the picture files, you will have to rename them to match the names on your class list, but you will have to compress the name to get rid of any spaces or marks of punctuation. See the example below, which uses the Sample.txt class file included in the installation.

Here are the first three student name entries on our sample file. Remember how the fields are divided (explained above):

Armstrong,Louis K.,9814 (33)
Biederbeck,Bix C.,2956 (14)
Chandler,George M.,0012 (18)

For your picture file, you will want to compress the LastName and FirstName to identify the matching picture file. So the names of your first three picture files will become

0001.jpg	becomes	ArmstrongLouisK.jpg
0002.jpg	becomes	BiederbeckBixC.jpg

0003.jpg

becomes

ChandlerGeorgeM.jpg

Notice that the name of the picture files drops the spaces and the punctuation and a period and the jpg extender is added to the name.

Now, when you go to select a student from the dropdown in the program the name will match with the picture file, even though they don't look the same in the list.

The picture will appear in the student picture window, just below the history window. If there is no picture available for the student you have selected (or you named it incorrectly) you will get a generic blank picture indicating that there is no picture for this student.



On some passes you won't want to print the student's picture. If you uncheck the student picture box under the picture, the pass will print without showing who the student is.

We realize that it is a bit cumbersome setting up the picture file, but you only have to do it once for your list to use the list over and over again. We are working on an editor that perhaps will make this process a bit easier in future versions of the program. For now, however, you will find that a bit of practice will make the process fairly simple to complete, and the results will enhance your passes immensely.

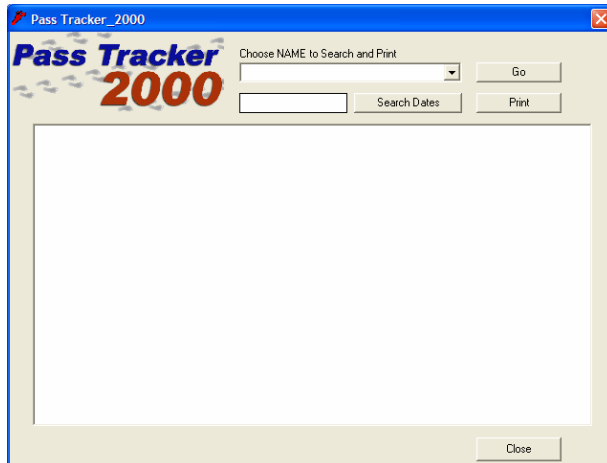
PRINTING

To make matters simple, there is no setup for the printer. It is assumed you are using a default printer. Make sure you have a printer attached to your computer before using the program and also make sure you have paper available for printing the passes. You can set the default printer from the Options menu, if you like. In the current version the program prints a full sheet of paper, because you might get an extensive history for some students. If you know a student does not have a long history, you could insert a half-sheet to conserve paper.



NEW TO VERSION 1.2.2

We've added a new feature to PassTracker_2000 that will allow you to print your student tracks, so that you can bring them to meetings and have hard copies of just where your students have been.



After you open a class file – your list of students – you will notice that another menu item becomes available on the menu bar: File Search Print. If you click this option you will see a search windows open that looks similar to the illustration here.

There are two searches of your database available.

If you would like to find out just what days and times a particular

student was out of the room, simply drop down the list of names by clicking on the small arrow to the left of the NAMES windows and choose the student you want by clicking on the name. Now click on the GO button and the program will search your database for all the days this student used a pass and list them on the screen. If you have a printer attached to your computer, you can click the Print button to get a hard copy of this list.

The second search will show you all of the students who were out and roaming on a particular date. Click the Search Dates button and a calendar will appear on screen. Select the date you want to view and click on it. The calendar will close and the list of students on that date will scroll down the window. As with the name search, you can click the Print button to get a hard copy for your records.

PROGRAM UPDATES and SUPPORT

We have tried to keep *PassTracker_2000* simple to use and yet functional enough to make it a useful program. We hope to improve the program yet and welcome any suggestions you might have. You can forward them to us through our web page or directly via email at the following address: baggetta@baggetta.com.

If you encounter any problems with the program, we will try to help you resolve them as quickly as possible. Please send us email at the above address detailing the problem. Please let us know your computer system makeup and any error messages you might encounter. Baggetta_Ware and affiliates are not responsible for any damage caused by unforeseen bugs or issues, to other

software and hardware you may be using. Do not use this software if you cannot agree to these terms.

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Thank you for ordering *PassTracker_2000*

A. Baggetta
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