

SARS-TRAK

QUICK START GUIDE

1. Install the software, following the steps listed in Section I, Getting Started, in the SARS-TRAK Manual.
2. Click on the SARS-TRAK ADMIN icon.
3. Log on to SARS-TRAK using the initial user name. (If the SARS-TRAK application is not linked with SARS-GRID or if the default user name and password for gaining access to SARS-GRID has not been changed by the System Administrator, the initial User Name = ADMIN and the initial Password = ADMIN. If the SARS-GRID System Administrator at your school has established a different default user name and password, contact that individual to obtain the information needed to perform an initial log-on to SARS-TRAK.)
4. Click on ADMINISTRATION, the left-hand icon on the SARS-TRAK tool bar.
5. Click on ID FORMAT MAINTENANCE and establish the relevant settings. (Part II, Section 2.1)
6. Click on LOCATION CODE MAINTENANCE and establish the relevant settings. (Part II, Section 2.2)
7. Click on REASONS and establish the relevant settings. (Part II, Section 2.6)
8. Click on LANGUAGE MAINTENANCE and establish the relevant settings for Languages. (Part II, Section 2.5)
9. Click on APPLICATION MAINTENANCE and establish the relevant settings under each of the tabs on the APPLICATION PROPERTIES screen (Part II, Section 2.7):
10. Click on USER NAME MAINTENANCE and establish the relevant settings under ACCESS CODE MAINTENANCE. (Part II, Section 2.3)
11. Click on USER NAME MAINTENANCE again and establish the relevant settings for USER NAMES. (Part II, Section 2.4)
12. Click on the SARS-ENTRY icon at each Point of Entry to open the Check-In Screen and, if desired, configure the Receipt Printer (Part III, Section 3.1.1, of the SARS-TRAK Manual) and the Check-In Screen (Part III, Section 3.1.2).

You are now ready to start using SARS-TRAK.