

Manual Data Entry Using the Student Maintenance Screen

Site administrators may use the STUDENT MAINTENANCE screen to manually enter a student ID and name. If an existing SARS Database is not being used or imported for use in SARS-TRAK, student information must be entered into a SARS-TRAK Students Database before the Check In Screen will recognize a student-initiated arrival at a service site. The STUDENT MAINTENANCE screen is useful for SARS-TRAK sites that are not using a SARS Database and that find it easier to enter student information manually than to import a flat file of a student database.

The STUDENT MAINTENANCE screen in SARS-TRAK may be used only for entering a student name and ID number. Other information may be added only on the Student Maintenance Screen in SARS-GRID.

A user must have the following access rights to work with the STUDENT MAINTENANCE screen: Access & Manual Entry

How to Add a New Student

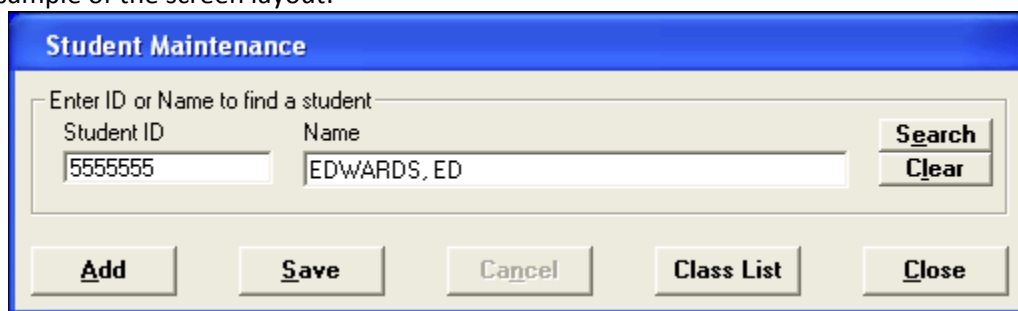
Use this option to add a new student and/or the student's activity to the SARS Database.

1. Double click on the SARS-TRAK ADMIN icon  TRAKAdmn to display the tool bar.

2. Click on MANUAL ENTRY, second button from the left.



3. Click on STUDENT MAINTENANCE from the drop down list to display the STUDENT MAINTENANCE screen. Here is a sample of the screen layout:



The following options appear on this screen:

- ENTER ID OR NAME TO

ID:	Use to display or enter the student's ID number.
NAME:	Use to display or enter the student's last name, first name.
SEARCH:	Use to find a student when the ID number is not known.
CLEAR:	Use to clear the screen for another entry in ID or NAME.
- ADD: Use to make fields available to enter new data.
- SAVE: Use to save new entries or changes made on the screen.
- CANCEL: Use to terminate the action without saving.

- CLASS LIST: Use to permit the system administrator to assign a day pass to a course that is currently not one to which the student is attending.
- CLOSE: Use to exit the screen.

4. Click on ADD.

5. Type the student's ID number in ID (for Community Education students using the Fitness Center – the id is the first eight digits of their phone number).

6. In the NAME field, enter the name of the student. The format of the student's name should be: LAST NAME, FIRST NAME.