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Connect

Report

Success

Record

**Handling Sections and Reasons with ease**

**Sections**

* **Importing Sections**
	+ Have your IT send the current course files to your Trac system nightly.
* **Creating Generic Sections**
	+ As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> Click New -> add the title in the “Sect Term” -> leave the “Term” as 0 -> Check “Non-Enrolled (Available to All)” -> Save.
	+ Examples: Other, Workshop, Non-Enrolled



* **Activate Sections per Subcenter**
	+ You have two options to add the sections to your subcenter.
		- First Option is to add ALL the sections to ALL Subcenters. As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> List Options -> Click on Subcenter Activation -> Choose 'activate' or 'deactivate' and select the centers for which you would like add the all the sections to -> click on Continue.
		- Second Option is to add designated sections to a specific Subcenter. As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> Subcenter Options -> Click on the subcenter name -> Check box in the middle box to activate the sections one by one.

\*Following option one or two will check the box to the right of the Section Term ID\*

* **Work Sections**
	+ Allows you to have your Consultant record their work time in the Trac application. This is for Payroll or timesheets.
	+ As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> Click New -> add WORK in the “Sect Term” -> leave the “Term” as 0 -> Check “is Work Section (Available to Consultants Only)” -> Save.
* **Consultant Specialties**
	+ As a Center Profile Admin to add new sections or manually to your consultants- Go to the Trac Navigation -> Search Glass -> Center Profile -> Click on your Profile -> Consultants Tab -> Select consultants name-> Section Specialties Tab -> Search for the sections the consultant can meet with a student -> Check box to activate the sections -> Save.
	+ As a SysAdmin to copy the consultant specialties from previous term to the new term- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Custom Utility Tab-> Standard -> Copy Specialties -> Add the previous Term and the current term -> Execute.

**Reasons**

* **Creating Reasons**
	+ As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Reasons Tab -> Click New -> add your Reason -> Save.
	+ Examples: General Tutoring, Advising, Computer Use, Workshop, Orientation
* **Activate Reasons per Subcenter**
	+ As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Reasons Tab -> Subcenter Options -> Click on the subcenter name -> Check box in the middle box to activate the sections one by one.
* **Work Reasons**
	+ Allows you to have your Consultant record their work time in the Trac application. This is for Payroll or timesheets.
	+ When creating the Reason, check on the Reason title -> select “is Work Reason: (Consultants Only)” -> save.
* **Do Not Show on Schedule or Log In**

Activating this preference will proceed to NOT display the selected reason in the Schedule – specifically in Appointment Entries or during the Login process.

* **Auto Log Out**
	+ The Auto logout feature allows you to set a maximum or default time for any visit that is logged in for that specific visit reason. This means that the Log listing screen will watch that visit (based on Reason selection), and once it reaches the max time indicated on the Auto Logout, it will automatically log a student out of the center, concluding their visit for that session.
	+ If the *“minutes”* field to the right of “*Auto Logout* *after*” is filled in, any student that logs in with this visit reason will automatically be logged out of the center, with the auto logout time being set as their visit time for their visit. This option is useful especially for SI visits, Workshops, and Orientations, where the student will be logging in, but will not be returning to logout.



* **Notify when student still logged in after:**
	+ The “*Notify when student still logged in after \_\_\_ minutes”* preference is an especially useful tool for Testing centers. Here you can set a warning symbol to show up for a student that has been in a center for the allotted amount of time given for the test, which would then notify whomever is watching the log listing screen that their time is up for the test.