

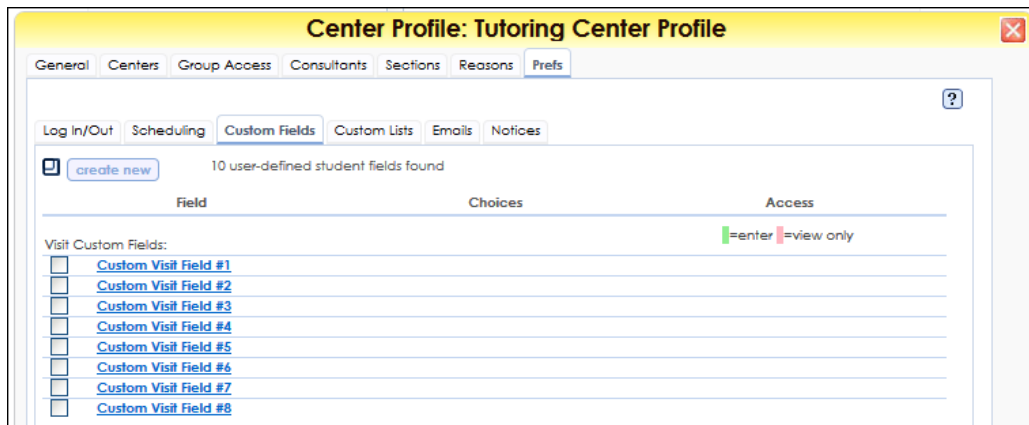


Survey Says...Visit Custom Questions

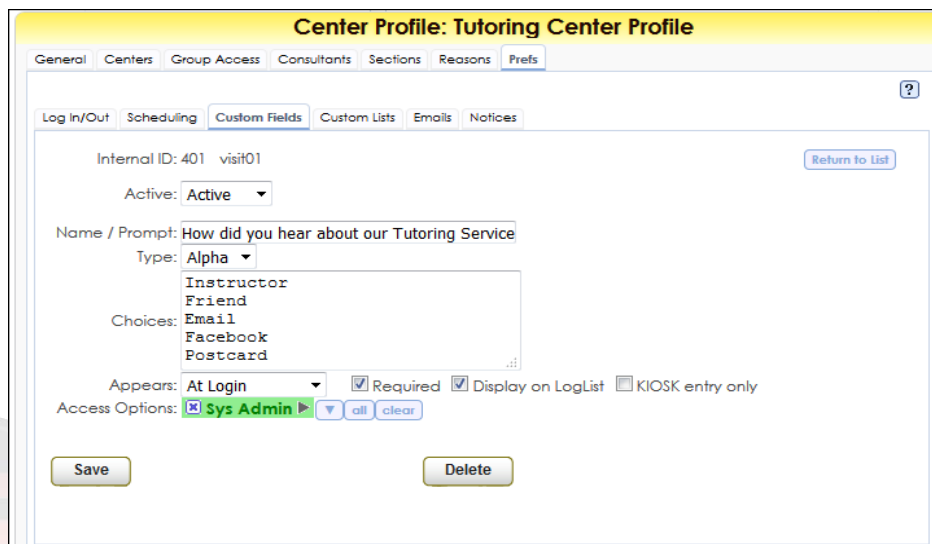
We will take a closer look at Center Profile “Custom Fields” Tab and how you can use it to create custom questions that appear when the students log in/out or in the Visit Entry window.

These questions are a perfect way to get additional feedback from the students when they log in or when they are entering the visit notes from the Visit Entry Window.

ADDING A QUESTION



To add a question, go to the Trac Navigation > Hover over the Search Glass > click on your Center Profile > click on the Prefs Tab > Custom Fields > select an available “Custom Visit Field” > enter the question, choices and where you want it to appear > then save.



Name/Prompt: Is the question you want to appear

Type: Alpha will display as a drop down with you choices

Text will allow the student to type in their own answer

Choice: Needs to have the answers to your questions if you select the type as “Alpha”

Required Box: The question must be answered in order to continue to Log In/Out

Appears: Will allow you to display the question on the Log In, Log Out or Visit Entry

Access Option: Determines who can view the answers to the question.

QUESTION LOCATION

Here are a few examples of where the custom question can appear within your Trac system.

Choose A Reason

Riley,
Hello, Please select an advisor and reason for your visit:

Select a Subject:
ACCTG111 900I 20112
CHEMT108 200 20112
CIS109 202 20112
ENG101 01 20112
MAT150 01 20112
MATH 111-2102
MATH110 O'Hara 201410
Test Section
What A Generic Course

Select a Visit Reason:
Computer Use
General Tutoring
Homework
Peer Study Group
Test Prep

How did you hear about our Tutoring Services?
Instructor
Friend
Email
Facebook
Postcard

Visit Custom Question On the Log In Screen

Continue

Visits Entry

Was this a scheduled appointment

Please enter the note regarding the visit

Visit Notes:

Send Notes to Coach/Advisor

Visit Custom Question on Log Out Screen

Continue

Visits Entry

Visit Info Student Info Prev Visits

Student ID: 000-00-1113 **Student Name:** Brolters, Casey

Date: 06/22/2016 **Time In:** 12:01p

Location: **Time Out:** 0:00a

Center: Demo Learning Center **Subject:** ACCTG111 900I 20112

Reason: General Tutoring **Consultant:**

Notes:

TUTORS ONLY: What is the Secondary Reason for this visit?

Save **Delete**

Visit Custom Question on the Visit Entry Window

