

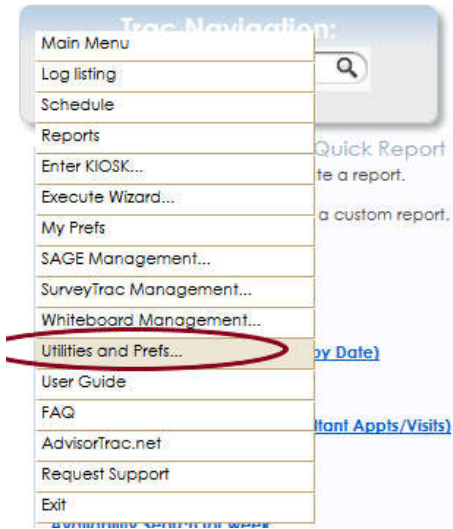


Trac as a Library (Resources)

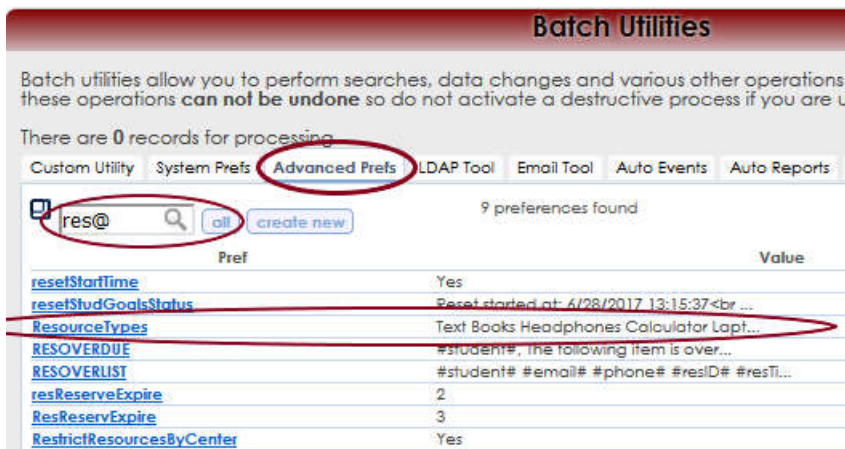
This handout reviews the details in setting up and managing resources for a simple lending library.

Creating Resources Types

Log into your Trac Profile as SysAdmin. Go to the TracNavigation search bar > TracMan Icon > Utilities and Prefs...



Once Batch Utilities window is open click on the "Advanced Prefs" tab
 In the search bar type in res@ and search (the '@' symbol is the wildcard in our system for searching)
 Find 'ResourceTypes'.



Once 'ResourceTypes' are open you can enter the 'types' of resources that you want to track!

Batch Utilities

Batch utilities allow you to perform searches, data changes and various other operations. These operations **can not be undone** so do not activate a destructive process if you are unsure.

There are 0 records for processing.

Custom Utility System Prefs **Advanced Prefs** LDAP Tool Email Tool Auto Events Auto Reports

ResourceTypes [Return to list](#)

What are the types of resources tracked?

- Text Books
- Headphones
- Calculator
- Laptop
- Food
- Gym Equipment

Giving Access/Preference Settings

Log into your Trac Profile as SysAdmin. Go to the TracNavigation search bar > Magnify Glass > Center Profile

Trac Navigation:

0 visits for you & 0 visits for first

Click [Reports](#) to generate reports

Click [Custom](#) to create custom reports

The following are your favorites:

- [Appmnts by Consultant](#)
- [Auto Payroll Summary](#)
- [LastWk-AvailBookedAndDropIn](#)
- [Schedule_7 Day Forecast \(Tutors\)](#)
- [9amMonday-Resource Utilization](#)
- [Appointments/Students by Tutor](#)
- [5-AvailBookedAndDropIn \(Consultants\)](#)
- [Visits/Students by subject](#)

Students

Visits

Registrations

Documents

Faculty

Center Profiles

Consultant Listing

SysAdmin Group

Resources

Appointments

Potential Assignments

Grade Groups

Workshops

Sections

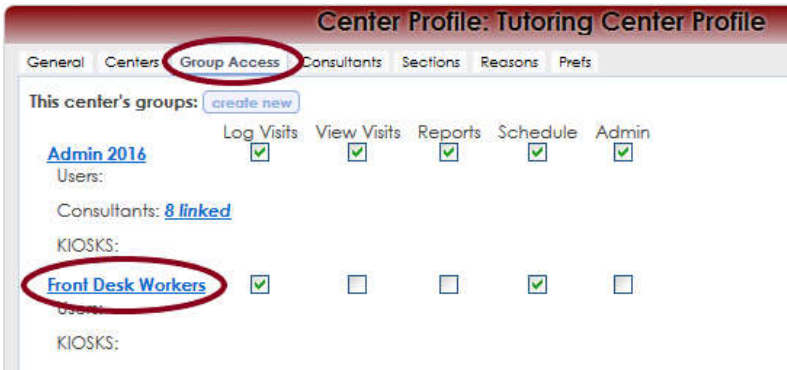
You will be brought to a "Center Profile" listing. Here you will see a list of all your profiles that you have purchased in your Trac System. Select the profile you want to edit.

Center Profile Listing

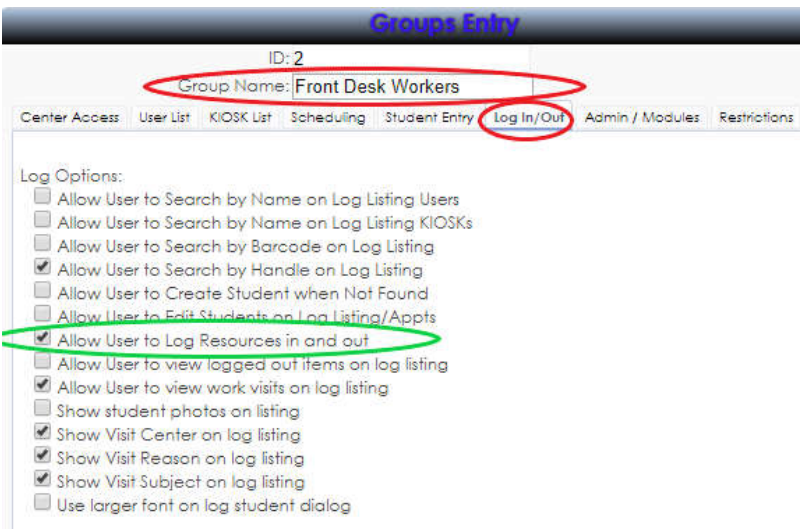
List Options ▾ [+ Subcenters](#) 24 of 24 Center Profile found

Name	Active	Profile	Email	Primary Group
Learning Center	<input type="checkbox"/>	TutorTrac		test
Testing profile	<input checked="" type="checkbox"/>	TutorTrac		West Allis Consultants
Redrock Advising	<input checked="" type="checkbox"/>	AdvisorTracsupport@go-redrock.com		Sys Admin
Redrock Fitness Center	<input checked="" type="checkbox"/>	FitnessTrac support@go-redrock.com		Fitness SysAdmin
Redrock Tutoring	<input checked="" type="checkbox"/>	TutorTrac support@go-redrock.com		Demo Math Center Client Account

Once the profile is open you will click on the “group access” tab. From there you will click on the group settings you would like to edit.

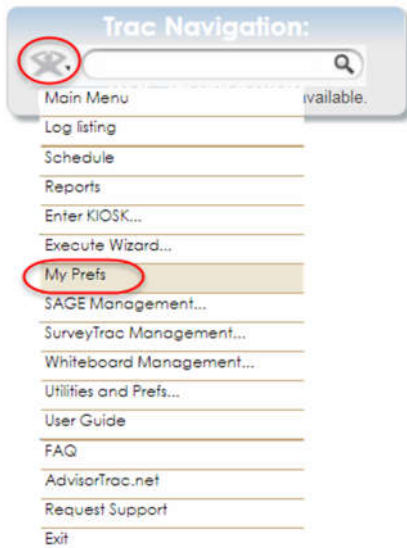


Once open you will see another new set of tabs load at the top. Click on “Log In/Out”, we need to add the preference that says “Allow User to Log Resource in and out”. Then click “save”. You follow the same steps to allow the “admin” access to “manage resources” – this settings will be added in “Admin/Module”

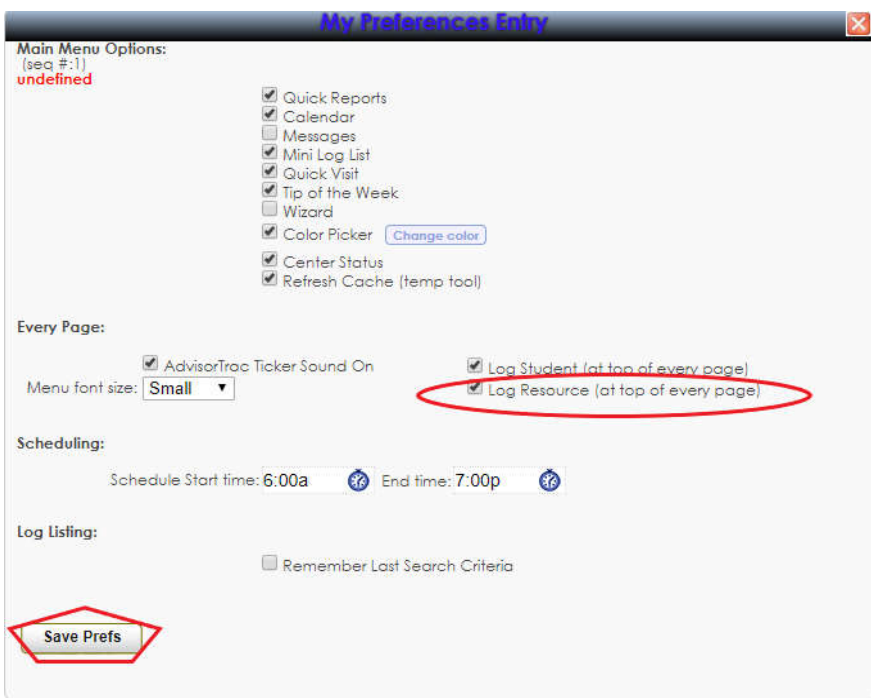


Checking Resources In and Out – Settings Preferences

When first login in as a Tutor/Consultant you will notice that we can not view all of our settings! This can easily be resolved within a few clicks. After logging into your profile, on the main page you will see the TracNavigation search bar. Click on the TracMan Icon and you will see the drop down list. There will be a “My Prefs”



You will get a “My Preference” entry window. Just make sure that “Log resources” is checked and click “save prefs”



The page will reload and now you will have all those settings appear on screen.

The screenshot shows the TutorTrac Main Menu interface. At the top left is the 'Trac Navigation' section with a search bar. To its right are 'Log Student' and 'Log Resource' buttons, both with search fields. The 'Log Resource' button is highlighted with a red box. Below these is the 'TutorTrac Main Menu' header with tabs for 'Welcome!', 'Utilization', 'Special', and 'Referrals'. The main content area displays 'Welcome to Redrock University!' and 'Announcements'.

E-mail Prefs

In the search bar type in res@ and search (the '@' symbol is the wildcard in our system for searching)

Here you will be able to edit the different settings by clicking on the name of the preference. The name will act like a hyperlink and bring up another window where you can turn settings on or off or edit the information that is displayed.

This screenshot shows the 'Batch Utilities' page. The 'Advanced Prefs' tab is selected and circled in red. A search bar contains 'email@' and shows '1 preferences found'. A table below lists the preference 'EmailOverdue' with a 'No' value.

Pref	Value
EmailOverdue	No

This screenshot shows the 'Batch Utilities' page with 'Advanced Prefs' selected. The search bar contains 'res@' and shows '9 preferences found'. A table lists various preferences with their values. Several preference names are circled in red.

Pref	Value
resetStartTime	Yes
resetStudGoalsStatus	Reset started at: 6/28/2017 13:15:37<br ...
ResourceTypes	Text Books Headphones Calculator Lapt...
RESOVERDUE	#student#, The following item is over...
RESOVERLIST	#student# #email# #phone# #resID# #resTi...
resReserveExpire	2
ResReservExpire	3
RestrictResourcesByCenter	Yes