



TRAK
systems

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The Control Bar



This button creates a new record for new programs or new employees

In order to use your database to find desired data, you must use a Three Step Process:

- 1) Enter the Find Mode
- 2) Enter Desired data you are searching for in the appropriate field
- 3) Click the Find Record button

This button allows you to find all records in your database

These buttons allow you to sort through a group of records

This button sorts your record(s)

This button prints your record(s)

This button will export your data to a special file that will be emailed periodically to the data system coordinator.

Clicking this button will delete the current. Once a record is deleted it can not be recovered.

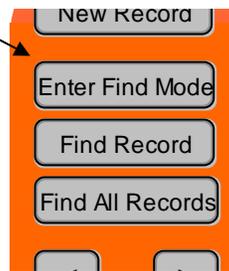
This button allows you to back-up your database. After clicking, make a note of the name and location of your backup file.

This button allows to exit the application.



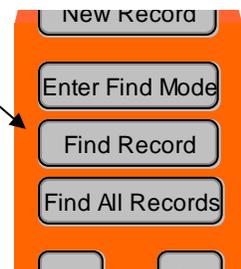
FINDING RECORDS

1 Click FIND MODE Button

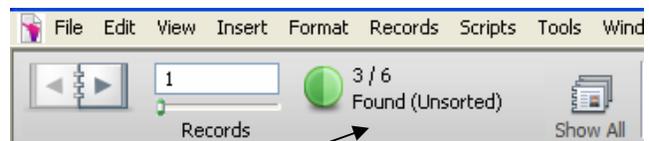


2 A blank database form will appear. Type the information you are searching for in the appropriate field. For instance, if you are wanting to find Parenting Statistics, select Parents in the PROGRAM field. You can search multiple fields at the same time.

3 Click the FIND RECORD button



4 Notice this image on the left of your screen. It will allow you to see the number of records that were found. At this time you can browse, print individual records or view reports





PRINTING RECORDS



Print: Records being browsed

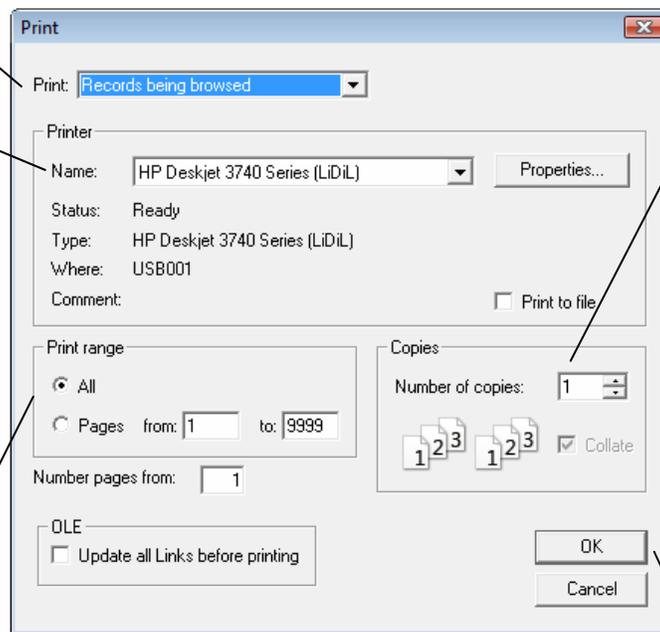
Prints multiples records you have chosen in the find mode

Print: Current Record

Prints the record you are currently viewing on your monitor

Allows you to Select desired printer

Choose number of copies desired



Allows you to determine pages to be printed

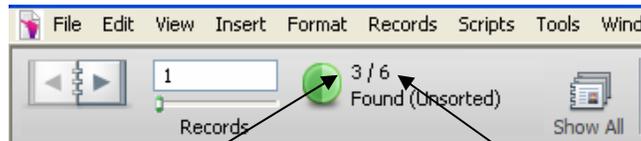
The OK button prints according to the selected preferences



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BROWSING RECORDS

After finding specific records or if you choose to find all records you can browse through the records one at a time using the arrow buttons on the control bar. The image on the left is also found on the left of your database. According to this example, there were initially six records in the database and after you searched for your needed data, three records were located.



Total number of records the data-
base identified as a result of your
search

Total number of records in your
database

As you click on the right or left buttons on the Control Bar you will scroll through the three records



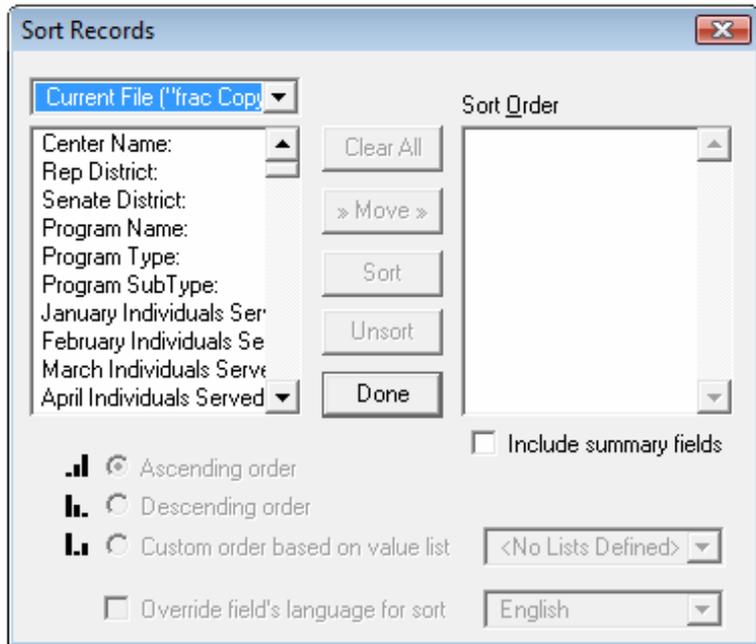


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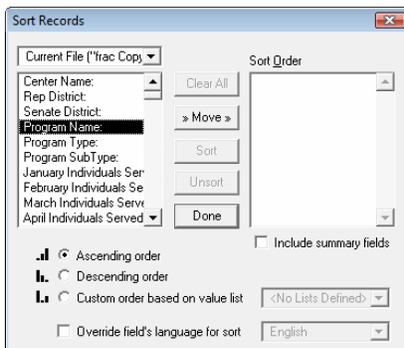


BEGIN by clicking the SORT BUTTON and the screen on the right will appear

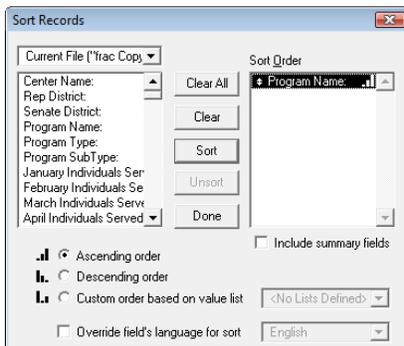
SORTING RECORDS



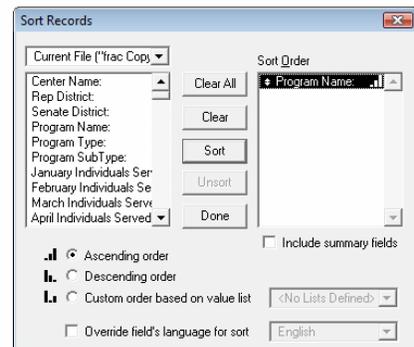
STEP ONE: Click the Field Name that you wish to sort in the left box



STEP TWO: Click the MOVE BUTTON



STEP THREE: Highlight the field name in the right box and select ascending or descending order



STEP FOUR: Click the SORT Button.

* You may also select multiple items to sort at one time.



EXPORT RECORDS

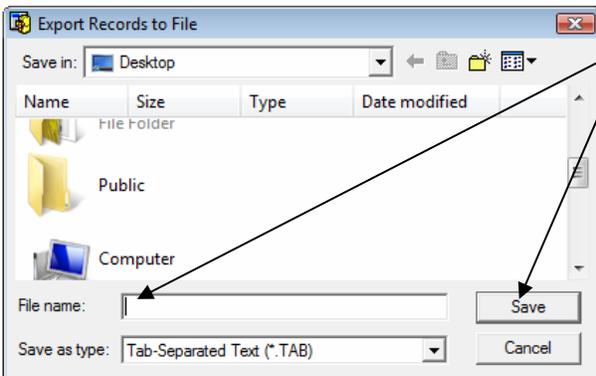
Periodically you will be asked to export your data and email to ANFRC's Data System Administrator, your data will then be combined with data from other Centers so we can demonstrate the impact of ANFRC.



STEP ONE: Using the Control Bar, find necessary records. For ANFRC reporting purposes, please use the FIND ALL RECORDS button



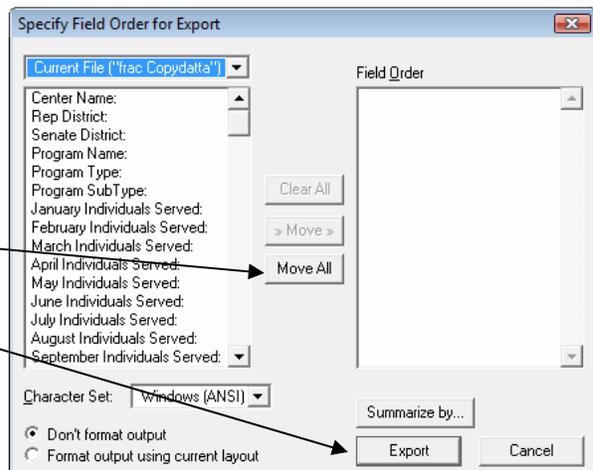
STEP TWO: Click the EXPORT RECORDS button located on the Control Bar



STEP THREE: Enter the desired file name, double check that you are saving as Tab-Separated Text, and click the Save Button

STEP FOUR: Click the move all Records

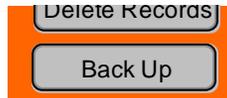
STEP FIVE: Click the Export Button



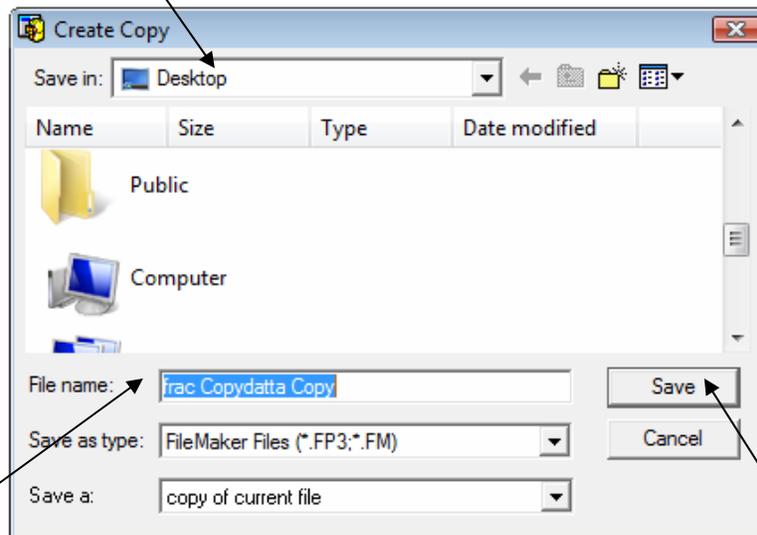


BACKING UP RECORDS

Back up your database periodically by clicking the BACK UP button on the Control Bar. I would recommend backing up a minimum of once a month.



- 1 Choose the location that you wish to store your backup file.



2

Enter your desired file name.

I recommend using the date in the file name

3

Click SAVE

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