



What's New in Version 2017?

Revision 1.7

December 2, 2016



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Welcome to AccuSQL / AccuTrack 2017

We are excited to present to you this latest release of the software. This time we spent a good deal of time working on modules that allow tutors, advisors or other staff to create their own appointment schedules through the Web Gateway MVC module. After schedules are submitted, then AccuSQL system administrators can review course coverage, modify the submitted schedules as needed and then approve them. Once approved, they can then broadcast the schedule to all members via email. Tutors/ advisors further have the ability to set particular blocks of time as preferred blocks when they are building their schedules.

If staff are using custom schedules, they can create override schedules that sit on top of the regular semester schedules. These custom schedules can be entered either from the Tutor Pad or via Web Gateway MVC.

Other improvements include enhanced local lab support in several areas, the ability to copy existing seminars to new, a new media renewal features, enhancements to the activity and student groups imports, and numerous interface enhancements.

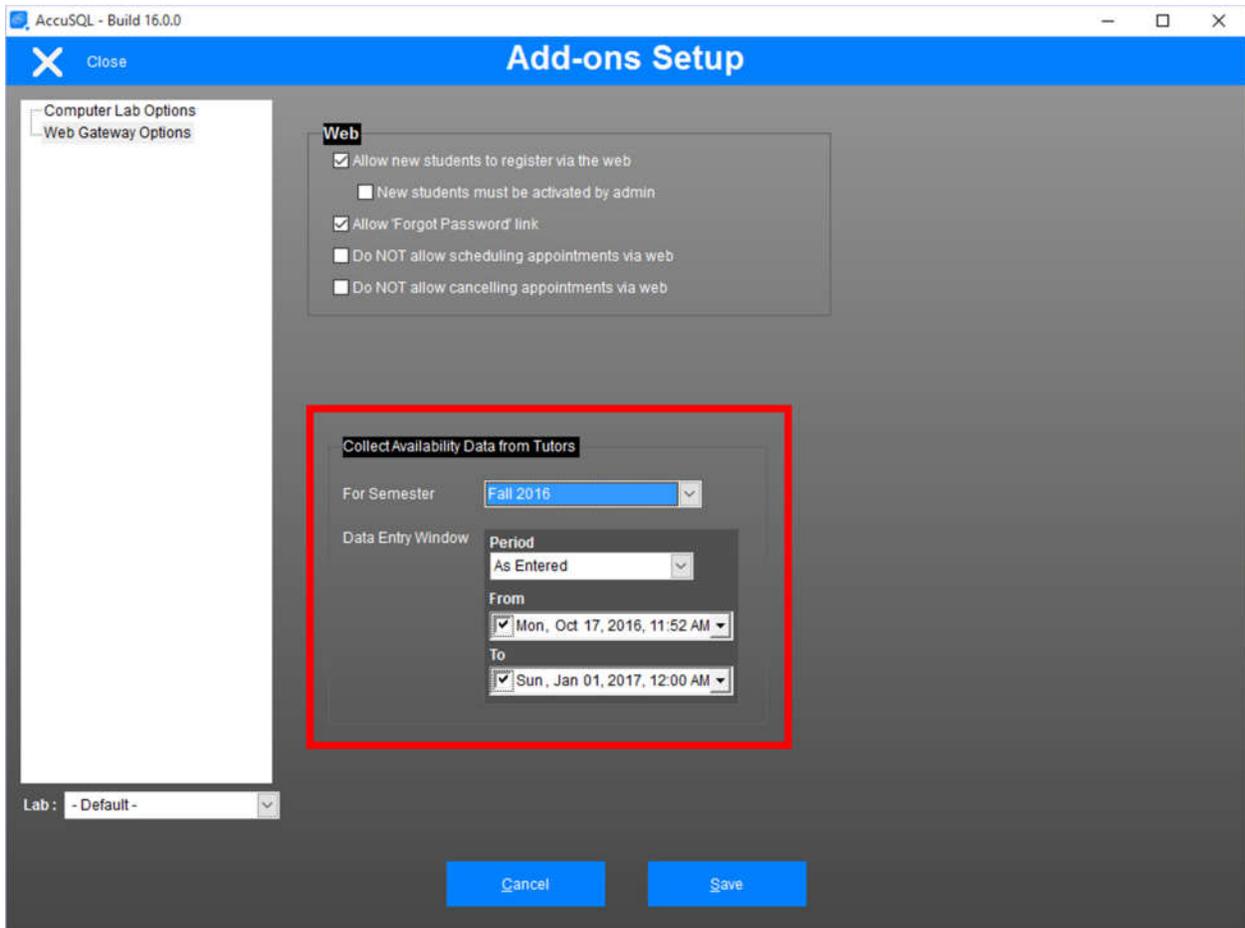
Please read further to review additional details about all of the new features.

AccuSQL/AccuTrack Team

Schedule Builder

New for version 2017 is the ability for tutors, advisors, and/or staff to submit their own schedules via Web Gateway MVC. Those of you who build appointment schedules each semester to determine when tutors are available to assist with the activities in your center know that this can be a tedious and time consuming process. We have addressed that issue by enabling tutors, advisors and/or staff to submit their own schedules via Web Gateway MVC.

First you setup the date range when the submitted schedules will be valid. Using this approach, you can setup schedule periods for now and also in advance.



Tutors/advisors/staff can then login to Web Gateway MVC and then select the Availability Information option to create their proposed schedules.

Please enter your availability times for [Fall 2016] semester until January 01, 2017

| Available Times | Preferred Times |
|--|--|
| Monday From 8:00am - To 10:00am From 11:00am - To 4:00pm Add | Monday From 8:00am - To 10:00am Add |
| Tuesday From 8:00am - To 12:00pm Add | Tuesday From 8:00am - To 12:00pm Add |
| Wednesday From 9:00am - To 3:00pm Add | Wednesday Add |
| Thursday From 9:00am - To 4:00pm Add | Thursday From 10:00am - To 2:00pm Add |
| Friday Add | Friday Add |
| Saturday Add | Saturday Add |
| Sunday Add | Sunday Add |

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AccuSQL/AccuTrack system administrators use the Schedule Builder screen to review the submitted schedules and then assign those schedules.

AccuSQL - Build 16.0.0

Schedule Builder

Close

Select Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Draft for: **Fall 2016**

Mode: Tutor Activity Tutor Group

Tutor: --All Tutors--

Activity: --All Activities--

Tutor Group: --All Tutors--

Buttons: Add Assignment Remove Assignment

Resolution (min.): **30**

| Tutor Name | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours |
|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| Adams, Karen | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 7.0/7.0 |
| Bright, Cindy | | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | |
| Connery, Sean | | | | | | | | | | | | | | | | | |
| Cruise, Tom | | A | A | A | A | A | | P | P | P | P | P | P | P | P | P | |
| Diaz, Cameron | | | | | | | | | | | | | | | | | |
| Eastwood, Clint | | A | A | A | A | A | | X | X | X | X | X | X | | | | 3.0/3.0 |
| Field, Sally | | | | | | | | | | | | | | | | | |
| Ford, Harrison | | A | A | A | A | | | | | | | | | | | | |
| Freeman, Morgan | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 8.0/8.0 |
| Gibson, Mel | | | | | | | | | | | | | | | | | |
| Hanks, Tom | | A | A | A | A | A | A | A | A | A | A | A | P | P | P | P | |
| Jackson, Samuel L. | | | | | | | | | | | | | | | | | |
| McHenry, Mary Lou | | A | A | A | A | A | A | | | | | | | | | | |
| Murphy, Eddie | | | X | X | X | X | X | X | X | A | A | A | X | X | X | X | 9.5/9.5 |
| Nicholson, Jack | | | X | X | X | X | X | X | X | A | A | A | X | X | X | X | 9.5/9.5 |
| Perez, Joquin | | | | | | | | | | | | | | | | | |
| Person, Joe | | | | | | | | | | | | | | | | | |
| Daily Sessions | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 37.0 |
| Weekly Sessions | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 37.0 |
| Weekly Tutors (Count) | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | |

Available
 Preferred
 Assigned

While the schedules are being built, they can be saved as a draft schedule. When the schedule is finalized, it can then be used as the default schedule.

And then it can then be sent via email to every tutor/advisor/staff member who has a schedule approved using the Broadcast Schedule option.

AccuSQL - Build 16.0.0

Schedule Builder

Close

Select Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Draft for: **Fall 2016**

Mode: Tutor Activity Tutor Group

Tutor: --All Tutors--

Activity: --All Activities--

Tutor Group: --All Tutors--

Buttons: Add Assignment, Remove Assignment

Resolution (min): 30

| Tutor Name | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours | | | | | | | | | | | | | | | |
|-----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|---------|---|---|---|---|---|---|---|---|---|---|---|------|------|
| Adams, Karen | | A | A | A | A | A | A | A | A | A | A | A | A | | | | | | | | | | | | | | | | | | | |
| Bright, Cindy | | X | X | X | X | X | X | X | X | X | X | X | X | | | | | 7.0/7.0 | | | | | | | | | | | | | | |
| Connery, Sean | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cruise, Tom | | A | A | | | | | | | | | | P | | | | | | | | | | | | | | | | | | | |
| Diaz, Cameron | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eastwood, Clint | | A | A | | | | | | | | | | | | | | | 3.0/3.0 | | | | | | | | | | | | | | |
| Field, Sally | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ford, Harrison | | A | A | | | | | | | | | | P | | | | | | | | | | | | | | | | | | | |
| Freeman, Morgan | | X | X | | | | | | | | | | | | | | | 8.0/8.0 | | | | | | | | | | | | | | |
| Gibson, Mel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hanks, Tom | | A | A | | | | | | | | | | P | P | P | | | | | | | | | | | | | | | | | |
| Jackson, Samuel L. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| McHenry, Mary Lou | | A | A | A | A | A | A | A | | | | | | | | | | | | | | | | | | | | | | | | |
| Murphy, Eddie | | | X | X | X | X | X | X | X | A | A | A | X | X | X | X | X | X | 9.5/9.5 | | | | | | | | | | | | | |
| Nicholson, Jack | | | X | X | X | X | X | X | X | A | A | X | X | X | X | X | X | X | 9.5/9.5 | | | | | | | | | | | | | |
| Perez, Joquin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person, Joe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tutor Name | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours | | | | | | | | | | | | | | | |
| Daily Sessions | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 37.0 |
| Weekly Sessions | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 37.0 | |
| Weekly Tutors (Count) | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | |

Legend: A Available P Preferred X Assigned

Buttons: Save Draft, Use As Default Schedule, Broadcast Schedule

Admins have the ability to override the proposed schedules as required by selecting if a period is available, preferred, or not available and then dragging in the Availability Data grid.

✕ Close
Availability Data

Cindy Bright



| Category | Activity ID | Activity |
|---------------|-------------|-------------------------|
| 2016 Tutoring | MAT110 | Basic Math |
| 2016 Tutoring | MAT111A | College Algebra I |
| 2016 Tutoring | MAT111B | College Algebra I LAB |
| 2016 Tutoring | MAT113 | College Trigonometry |
| 2016 Tutoring | MAT114 | College Trigonometry |
| 2016 Tutoring | MAT115 | College Algebra II |
| 2016 Tutoring | MAT116 | College Algebra II |
| 2016 Tutoring | MAT117 | College Trigonometry II |

E-Mail
davidf@engineerica.com

Cell
4075586919

Major
ifi

Pay Type
Pro Tutor

Pay Rate
\$ 12.50

Pay method
 For Work hours
 For Appointments

Can tutor serve different activities during a group session?

Use configuration setting
 Yes, can serve
 No, cannot serve

Max # of students in a group appointment:

| Tutor Name | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Monday | | P | P | P | P | | A | A | A | A | A | A | A | A | | | 7.0 |
| Tuesday | | P | P | P | P | P | P | P | | | | | | | | | 4.0 |
| Wednesday | | | A | A | A | A | A | A | A | A | A | | | | | | 6.0 |
| Thursday | | | A | A | P | P | P | P | P | P | A | A | A | | | | 7.0 |
| Friday | | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 11.0 |
| Saturday | | | | | | | | | | | | | | | | | |
| Sunday | | | | | | | | | | | | | | | | | |

Semester:

Available
 Preferred
 Not Available

They can also review the coverage for any selected course and block of time by clicking on a block in the Course Coverage screen. Further they can quickly determine how many staff members are assigned for a given block on any day of the week and also the total hours that are being allocated for the days of the week as a whole.

AccuSQL - Build 16.0.0

Course Coverage

Semester: Fall 2016 Activity: ANAT2206 Anatomy & Phys 1 [Course Tutoring]

| Coverage | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours | | | | | | | | | | |
|--------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|---|---|---|---|---|---|---|---|------|
| Monday | | 2 | 2 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 2 | 3 | 3 | 5 | 5 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 37.0 |
| Tuesday | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | 4.0 |
| Wednesday | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | 6.0 |
| Thursday | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | 5.0 |
| Friday | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sunday | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 3 | 3 | 7 | 7 | 6 | 6 | 7 | 7 | 6 | 6 | 6 | 4 | 4 | 4 | 4 | 5 | 5 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 52.0 |

Tutors [Monday 09:00 AM]

- Bright, Cindy
- Freeman, Morgan
- Murphy, Eddie
- Nicholson, Jack

Custom Availability Scheduling

If you allow tutors to enter custom schedules, you now have the option to present either the traditional Tutor Schedule screen or you can allow tutors to use the new Availability Data screen to enter custom schedules. In AccuSQL, the schedule creator you decide to use (or not) is available from the Tutor Pad:

View Appointments With

| | | | |
|-------------------------------|------------------------|---------------------------|-------------------------|
| <u>A</u> Admin | <u>G</u> eneric Viewer | <u>L</u> og in as Staff | |
| <u>S</u> ession <u>L</u> og | <u>M</u> onthly Viewer | <u>L</u> og in as Student | <u>C</u> hange Password |
| <u>C</u> lass <u>S</u> ign-in | <u>W</u> eekly Viewer | Schedule | <u>L</u> aunch AccuBuzz |
| <u>R</u> eports | <u>D</u> aily Viewer | | <u>E</u> xit |

Custom schedules can be used standalone or can be used as override schedules that overlay the regular (semester) schedules. The Availability Data custom schedules are entered on a weekly basis by the tutor, advisor, or other staff members.

✕ Close
Availability Data

Cindy Bright



Select week: Mon, Nov 14, 2016, 12:00 AM

Selected week from 11/13/2016 to 11/19/2016

Click on the time slot to toggle your availability as

Available

Not Available

| Day/Time | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours |
|----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Sunday 11/13/2016 | | | | | | | | | | | | | | | | | |
| Monday 11/14/2016 | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| Tuesday 11/15/2016 | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| Wednesday 11/16/2016 | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| Thursday 11/17/2016 | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| Friday 11/18/2016 | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| Saturday 11/19/2016 | | | | | | | | | | | | | | | | | |

| | |
|---|--------------------------|
| A | Available |
| | Not Available |
| A | Available - Modified |
| | Not Available - Modified |

Save

Discard

If custom schedules are created using Availability Data or using the traditional Tutor Schedule screen, the data is updated automatically to both screens.

AccuSQL - Build 16.0.0

Tutor Scheduler

Tutor: **Cindy Bright**

Duplicate Schedule

| Schedule | From | To |
|----------|------------|------------|
| REGULAR | // | // |
| Custom | 11/14/2016 | 11/18/2016 |
| Custom | 11/22/2016 | 11/24/2016 |

From:

To:

| Schedule | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM |
|-----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Monday | | | | | | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | | | | | |
| Sunday | | | | | | | | | | | | | | | | |

Bright, Cindy | [Sunday] - [05:10 PM]

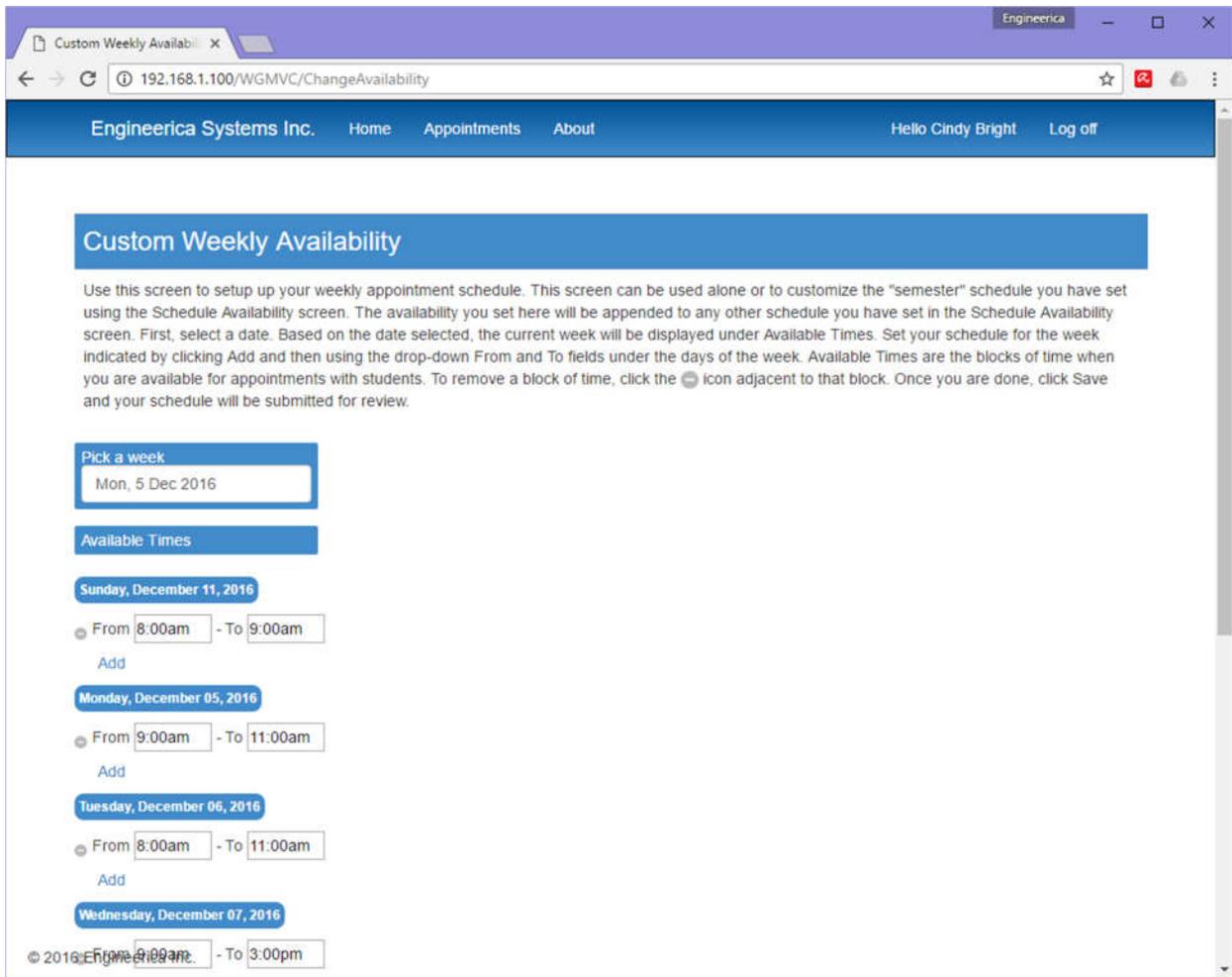
Schedule as:

- Exclusive only
- Group only
- Both
- None
- Off time

Schedule for:

- No specific activity or service
- Specific Activity
- Specific Service

In Web Gateway MVC, tutors can use the Custom Weekly Availability option to set any custom schedules. Custom schedules are entered by week and are appended to any schedules added using the Schedule Availability screen.



Campus Roost

When students sign in to AccuSQL/AccuTrack the first time, they are presented with a screen where they can sign up for a portal called Campus Roost that enables students to share ideas, post messages, and exchange information.

Want to join your classmates online?

Click the button below to receive more info via your email.

We'll just send you information by email. We won't share your information.

If the student clicks Email me more info, then they will be sent a verification email to access the site and set a password. One logged in, they will have access to information posted by their peers, be able to post their own information and communicate with each other.

Online Communities x

Engineerica

https://communities.accusql.com

Engineerica Nick Messages Logout

See what your friends are offering

Search Engineerica... Search

Or browse by category: Books Class Notes Housing Job Offers Electronics More

You are part of the Engineerica community.

Suggestions near 32746... (Change)

Classifieds: [Post New](#) | [Search Classifieds](#) | [View My Classifieds](#)

Community: [Developers](#) | [Company](#)

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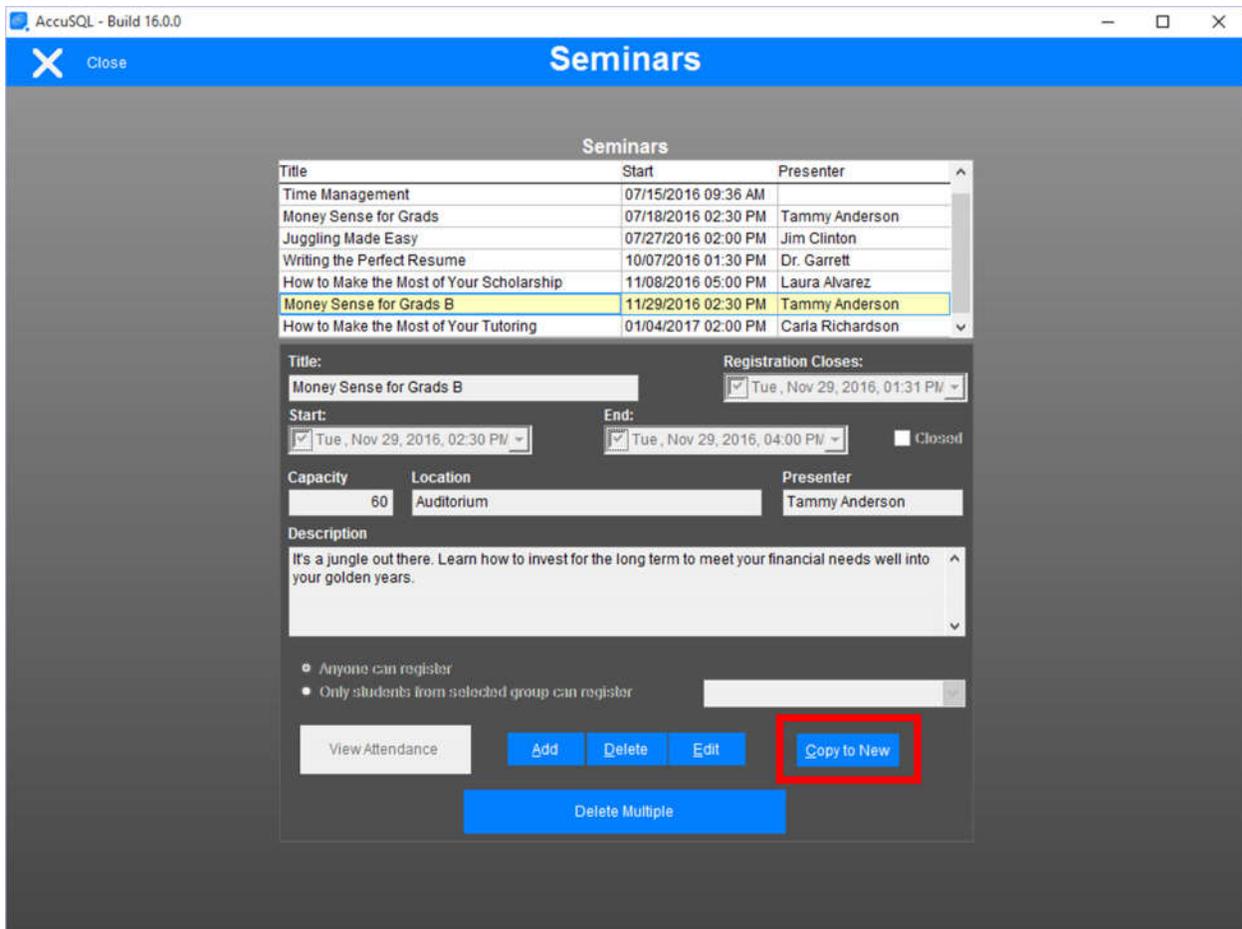
Lab Specific Appointment Reminders and No-Show Notifications

As we continue to move towards complete and autonomous Local Lab control of the backend setup options in AccuSQL/AccuTrack, we have now added the ability to create appointment reminders and no-show notifications at the Local Lab level:

The screenshot shows the 'Control Panel' interface for AccuSQL - Build 16.0.0. The left sidebar contains a tree view of settings categories, with 'Lab: Math Lab' selected at the bottom. The main content area is divided into two sections: 'Appointment Reminders' and 'No-show Notification:'.
Appointment Reminders:
- Send appointment reminder emails. Hours in advance to send reminder emails: 3
- Reminder Email template: MATH LAB Appopointment Reminder for : <<StudentName>>
- You have upcoming appointment(s) with details below.
- Appointment (s) : <<AppointmentInfoList>>
- Send appointment reminder via Text Messaging
No-show Notification:
- Send no-show notification emails
- No-show Email template: MATH LAB No-Show Notification : <<StudentName>>
- You missed an appointment which is detailed below.
- Missed Appointment (s) : <<AppointmentInfoList>>
- CC to: support@accutrack.org
- BCC to: [empty field]
At the bottom, there are 'Cancel' and 'Save' buttons.

Copy Seminar to New

As you may recall, in version 2016 we added the ability to collect seminar attendance either through AccuSQL/AccuTrack itself or via the Sign-in Tab. To make seminar creation easier for the user, we added the ability to copy any seminar to a new one with the click of a button. When copied to new, all the pertinent information is pre-filled automatically. This functionality is a real time saver for those institutions that host the same seminars or workshops on a recurring basis throughout the semester.



Media Renewal

In the Media Checkout screen, you can review any media items that are overdue. New for version 2017, you can now renew the late media items to extend the due date directly.

AccuSQL - Build 16.0.0

Close **Media Checkout**

Media:

Media ID: 4 Title: Headphones Instructor: _____

Type: Headphones Max Out: _____ Media Note: _____ In Out Active

Lookup:

Student:

In Active

Student ID: 22222222 Name: Cetin Basoz Phone: 5554442121 # Out: 1 Instructor: _____ Activity: _____

Student has

| ID | Title | Type | Out | Due |
|----|------------|------------|---------------------|---------------------|
| 4 | Headphones | Headphones | 04/22/2016 11:08 AM | 04/26/2016 11:08 AM |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please Enter Date

Date: Thu, Dec 15, 2016, 02:00 PM

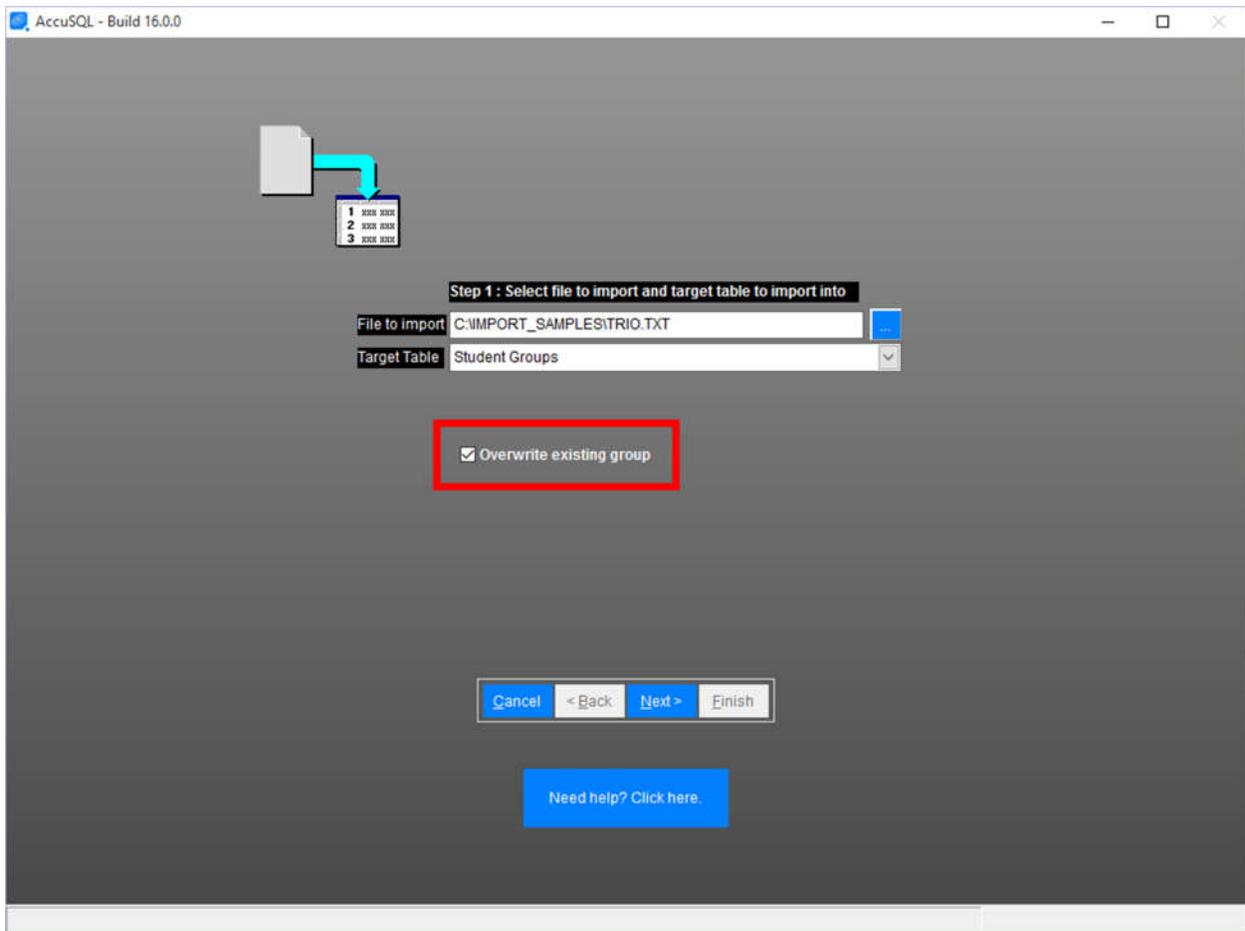
CheckOut:

Due Back: 04/26/2016 11:08 AM Checkout On: 04/22/2016 11:08 AM Checkout Done By: User, Super [Root]

Note: _____

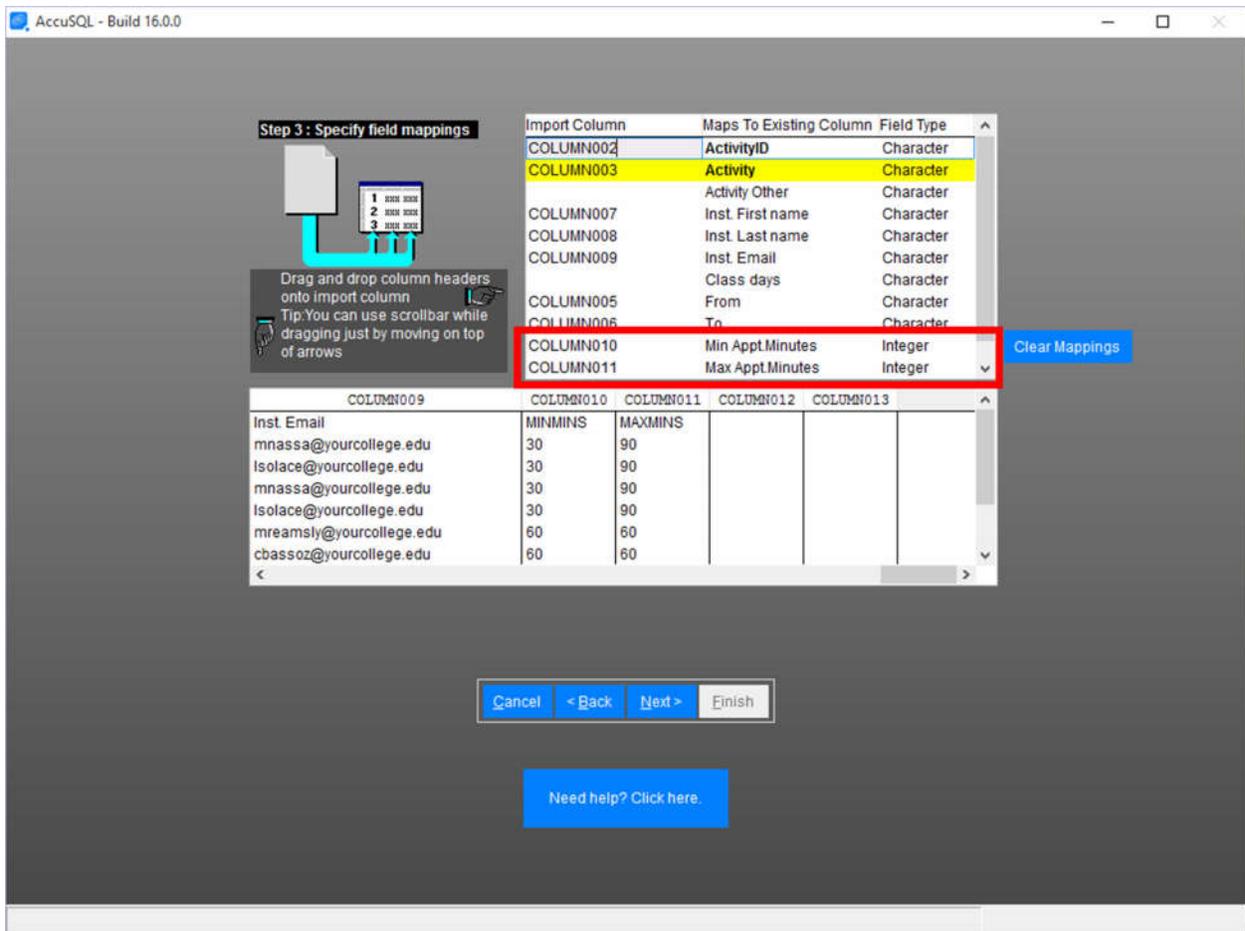
Student Group Imports

New for version 2017, when you import into a Student Group, you now have the ability to overwrite the existing group. What that option is selected, the current students in the group will be dropped from the group and then re-populated with only the students currently present in the import file.

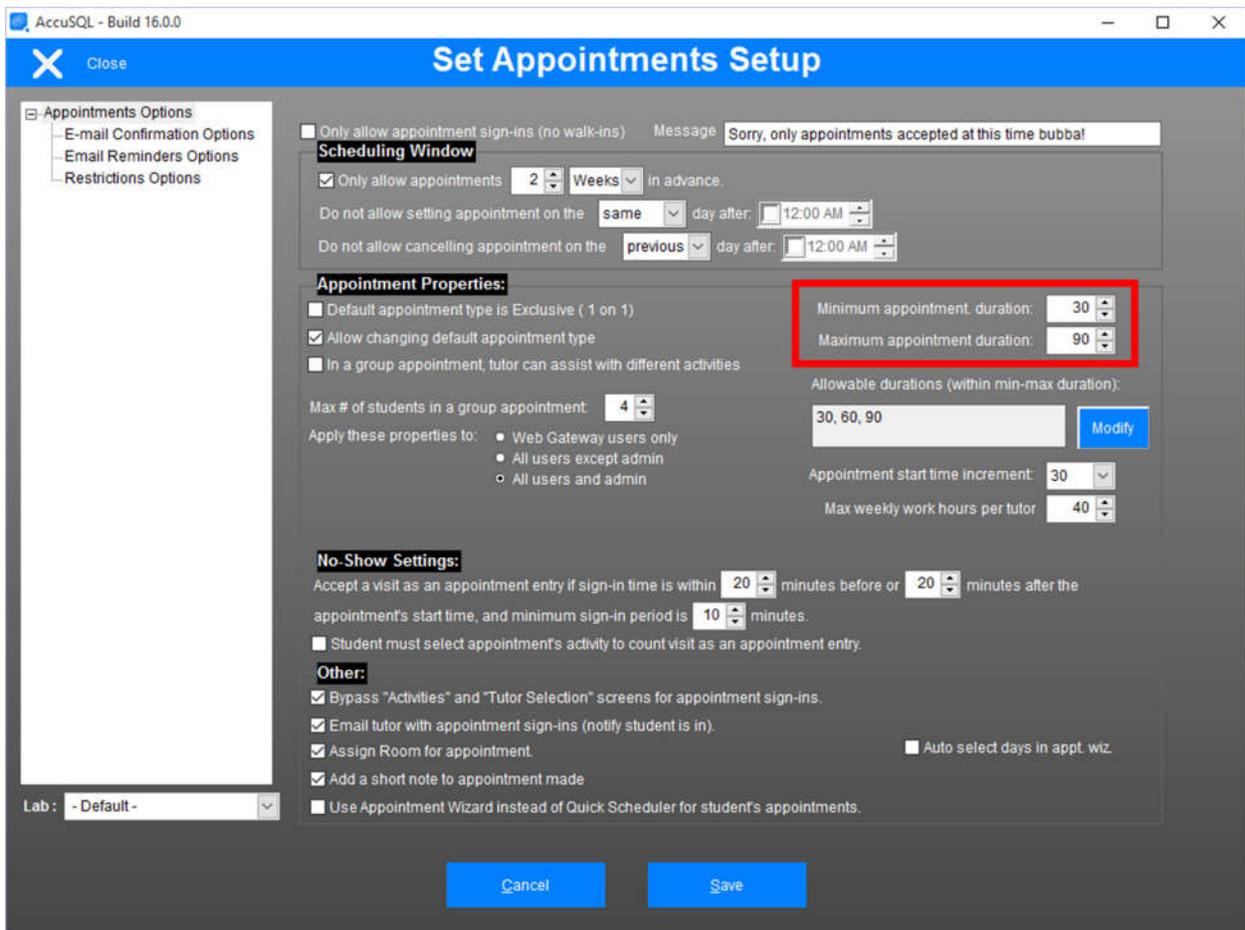


Activities Min/Max Duration Import

When you import activities in AccuSQL/AccuTrack 2017, you now have the ability to map the minimum and maximum appointment duration for each activity. This option comes in handy if you have appointments that have custom appointment minimum and maximum durations that are different than the globally defined min/max settings in Appointments Options.



If defined at the activity level, the min/max for the activity overrides the global parameters.



Enhanced Semesters Grid

In previous versions of AccuSQL/AccuTrack, it could be quite time consuming to add the active (selected) activities available for a given semester. We have greatly enhanced the Semesters grid, so you can locate the exact activity (or group of activities) you would like to add for the semester. You can now sort the selected (or not selected) grids by category, activity ID, activity (name), activity other, and Active/inactive activities.

AccuSQL - Build 16.0.0

Semesters

| Description | Start | End |
|-------------|------------|------------|
| Fall 2015 | 06/22/2015 | 12/31/2015 |
| Spring 2016 | 01/01/2016 | 05/20/2016 |
| Summer 2016 | 05/22/2016 | 08/30/2016 |
| Fall 2016 | 08/31/2016 | 12/31/2016 |
| Spring 2017 | 01/01/2017 | 05/31/2017 |

Description: Activities count:

Start:

End:

Activities

Not Selected

| ADVISING | Activity ID | Activity | Activity Other | Active |
|-----------------|--------------|---------------------|----------------|--------|
| Advising | | Advising Tour | | No |
| Advising | | Degree Audit | | No |
| Advising | | Review Session | | No |
| ASL Tutoring | | Sign Language | | No |
| Course Tutoring | | ESL | | No |
| Course Tutoring | BIOL1100-002 | Biology 1 | | No |
| Course Tutoring | ENG4400 | Create Writing 1 | | No |
| Course Tutoring | HIST3200 | World History | | No |
| Course Tutoring | STAT1101 | Intro to Statistics | | No |

↓ ↑ ↕ ↕

| Category | Activity ID | Activity | Activity Other | Active |
|---------------|-------------|-------------------------|----------------|--------|
| 2016 Tutoring | MAT110 | Basic Math | | Yes |
| 2016 Tutoring | MAT111A | College Algebra I | | Yes |
| 2016 Tutoring | MAT111B | College Algebra I LAB | | Yes |
| 2016 Tutoring | MAT113 | College Trigonometry | | Yes |
| 2016 Tutoring | MAT114 | College Trigonometry | | Yes |
| 2016 Tutoring | MAT115 | College Algebra II | | Yes |
| 2016 Tutoring | MAT116 | College Algebra II | | Yes |
| 2016 Tutoring | MAT117 | College Trigonometry II | | Yes |
| 2016 Tutoring | MAT118 | College Trigonometry II | | Yes |

Selected

Show/Hide Inactive Records and Pin Settings

To make it easier to locate active data and hide that which is inactive, version 2017 has the ability for you to show/hide inactive records in several locations including;

- Students
- Categories
- Activities
- Tutors

AccuSQL - Build 16.0.0

Categories & Activities

Category

| Description | Active |
|-----------------|-------------------------------------|
| Advising | <input checked="" type="checkbox"/> |
| Computer Lab | <input checked="" type="checkbox"/> |
| Counseling | <input checked="" type="checkbox"/> |
| Course Tutoring | <input checked="" type="checkbox"/> |
| Dining Services | <input type="checkbox"/> |
| English Classes | <input checked="" type="checkbox"/> |
| Financial Aid | <input checked="" type="checkbox"/> |
| Math Classes | <input checked="" type="checkbox"/> |
| Orientation | <input checked="" type="checkbox"/> |
| Symphony | <input checked="" type="checkbox"/> |

Activity

| Activity ID | Activity | Active | Allow | Appts | In Only | Global | Max Students | Mi |
|-------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------|----|
| | Adv Appt | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 2 |
| | Advising Tour | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | 0 |
| | Career Placement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | * |
| | David Appt | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 |
| | Degree Audit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 |
| | Grad Check | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | * |
| | Graduation Meeting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 |
| | New Student | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 |
| | Review Session | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 |

Category: Advising Active

Activity: Activity ID: [] Activity: Adv Appt Activity other: []

Active Allow unregistered students Open for Appointments Sign In Only Global Registration

Appointment Duration: Min: 2 Max: 10

Max Students: 0

Available in these specific labs: Tutoring Center [TUTORING]

Instructors: [Select]

Default Instructor: --No Default Instructor--

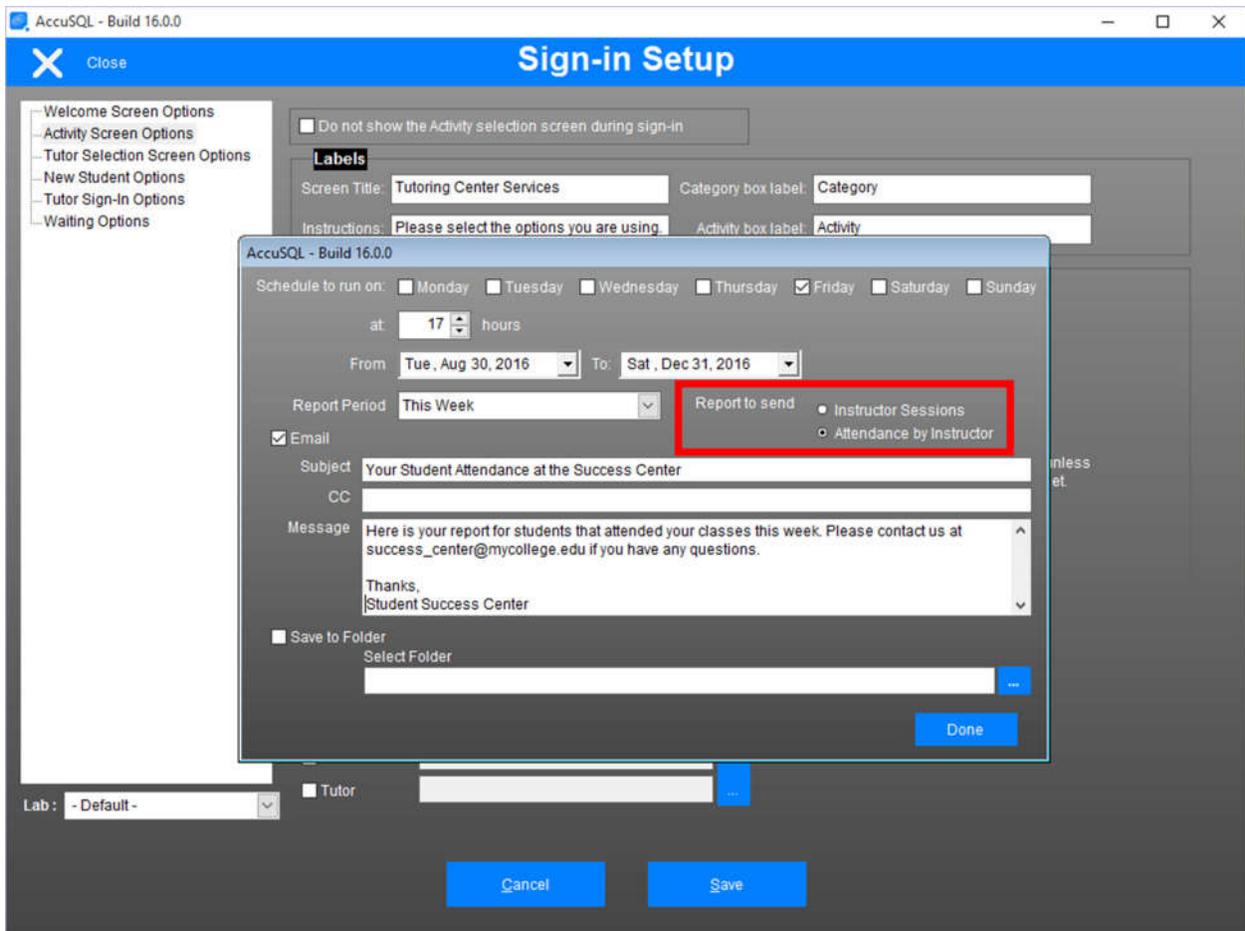
Hide inactive categories Hide inactive activities

Registered Students | Visits | Advanced

You can further click the Pin icon to memorize the active or inactive display status so it will remain selected even if you exit and then later reopen the screen.

Select the Instructor Report to Send via Set Reports Schedule

Since version 2014, if you have the students select an instructor at sign in, you have had the ability to automate sending a report to all instructors to show center attendance for students in their classes. New for version 2017, you can now choose which instructor report you want to send.



The Instructor Sessions report shows the student, subject, lab, and visit period along with any session notes and session questionnaire filled out by the tutor.

Report Preview - Instructor Sessions

1 of 2 90% 8.5 x 11 in NPI400C4A (HP Color Le



AccuSQL Report

Instructor Sessions

10/17/2016 12:00 AM - 10/23/2016 11:59 PM



Instructor: Howard, Ron

Alvarez, Laura

Math Subject: 2016 Tutoring Math Class: AT113 - College Trigonometry [2016 Tutoring] -

| | | | |
|---|--------------------------|---------------|-----------|
| In: 10/18/2016 09:21 AM | Out: 10/18/2016 09:48 AM | Period: 00:27 | Lab: MATH |
| Staff: Bright, Cindy | | | |
| Comments: Continued to go over, sines, cosines, and tangents. | | | |

| | |
|---|-----|
| Was student prepared? | Yes |
| Would you work with student again? | Yes |
| Do you recommend a follow-up visit? | Yes |
| Do you recommend additional services? | No |
| Did the student like the new AV room setup? | Yes |

Arlington, Dan

Math Subject: 2016 Tutoring Math Class: AT111A - College Algebra I [2016 Tutoring] -

| | | | |
|--|--------------------------|---------------|-----------|
| In: 10/17/2016 10:14 AM | Out: 10/17/2016 11:06 AM | Period: 00:52 | Lab: MATH |
| Staff: Bright, Cindy | | | |
| Comments: Converged quadratic equations. | | | |

| | |
|---|-----|
| Was student prepared? | Yes |
| Would you work with student again? | Yes |
| Do you recommend a follow-up visit? | Yes |
| Do you recommend additional services? | No |
| Did the student like the new AV room setup? | N/A |

The Attendance by Instructor report shows the sign in details along with lab, subtotals and grand totals for the reporting period.

Report Preview - Attendance by Instructor

1 of 1 90% 8.5 x 11 in NPI400C4A (HP Color Laser)



AccuSQL Report

Attendance by Instructor

10/17/2016 12:00 AM - 10/23/2016 11:59 PM



Instructor: Howard, Ron

MAT111A - College Algebra I [2016 Tutoring] -

Arlington, Dan

| LabId | Sign in Time | Sign Out Time | Period |
|-------------------------------------|---------------------|---------------------|--------------|
| MATH | 10/17/2016 10:14 AM | 10/17/2016 11:06 AM | 00:52 |
| <i>Subtotal for Arlington, Dan:</i> | | | 00:52 |

Nasman, Mike

| LabId | Sign in Time | Sign Out Time | Period |
|-----------------------------------|---------------------|---------------------|--------------|
| MATH | 10/17/2016 10:23 AM | 10/17/2016 11:02 AM | 00:39 |
| <i>Subtotal for Nasman, Mike:</i> | | | 00:39 |

Subtotal for MAT111A - College Algebra I [2016 Tutoring]: **01:32**

MAT113 - College Trigonometry [2016...]

Alvarez, Laura

| LabId | Sign in Time | Sign Out Time | Period |
|-------------------------------------|---------------------|---------------------|--------------|
| MATH | 10/18/2016 09:21 AM | 10/18/2016 09:48 AM | 00:27 |
| <i>Subtotal for Alvarez, Laura:</i> | | | 00:27 |

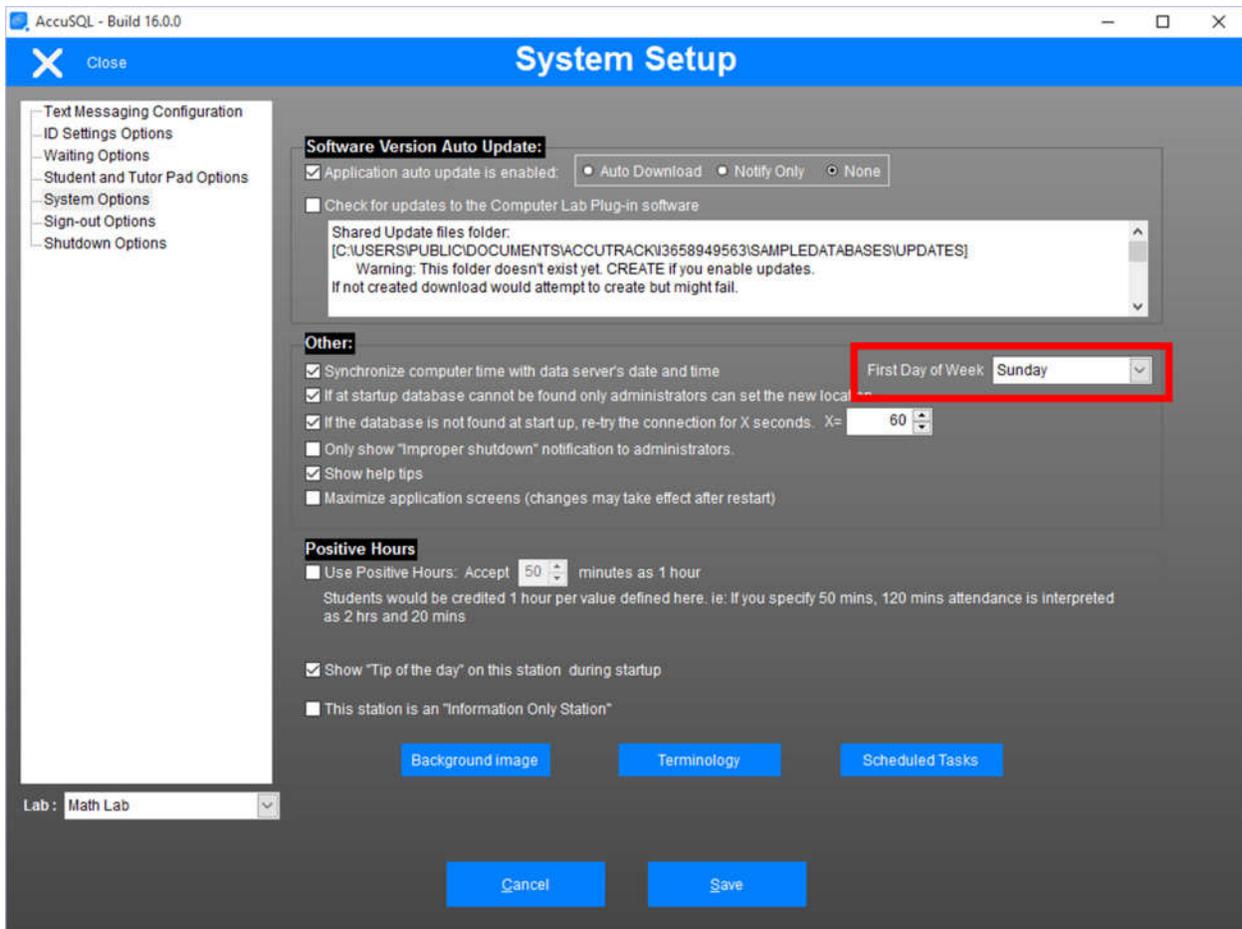
Subtotal for MAT113 - College Trigonometry [2016 Tutoring]: **00:27**

Subtotal for Howard, Ron: **02:00**

Grand Total: **02:00**

Weekly Student Time and Weekly Student Visits Report Enhancement

When running either of these reports, which automatically export to Excel, they always had the week start on a Monday. In version 2017, the week start in the report is now determined by your settings in the System Options screen.



| | A | B | D | E | F | G | H | I | |
|----|----------------|---------------|---|----------------|-----------|-----------|------------|-------------|----|
| 1 | category | 2016 Tutor... | | | | | | | |
| 2 | | | | | | | | | |
| 3 | Visits | | | | weekstart | | | | |
| 4 | student | id | activity | instructor | 10/2/2016 | 10/9/2016 | 10/16/2016 | Grand Total | |
| 5 | | | | Reed Richards | | | | 1 | |
| 6 | | | | Ron Howard | 2 | | | 3 | |
| 7 | Alvarez, Laura | 555555555 | MAT113 - College Trigonometry [2016 Tutoring] | Sarah Smith | | 2 | | 2 | |
| 8 | | | | Susan Richards | 1 | | | 1 | |
| 9 | | | MAT220 - Calculus [2016 Tutoring] | Negussie Abebe | | 1 | | 1 | |
| 10 | | | | Lauren Acree | 1 | 1 | | 2 | |
| 11 | Arlington, Dan | 444444444 | MAT111A - College Algebra I [2016 Tutoring] | Ron Howard | | | 1 | 1 | |
| 12 | | | | Kenneth Abbott | | 1 | | 1 | |
| 13 | Basoz, Cetin | 222222222 | MAT111A - College Algebra I [2016 Tutoring] | Lauren Acree | | 2 | | 2 | |
| 14 | | | | Ron Howard | | | 1 | 1 | |
| 15 | Nasman, Mike | 999999999 | MAT116 - College Algebra II [2016 Tutoring] | Abel Adame | | 1 | | 1 | |
| 16 | Grand Total | | | | | 4 | 9 | 3 | 16 |

Set Students in Student Group or Tutors in Tutor Groups to Inactive

In the Student Groups screen, you now have the option to set all students in a group to Inactive. The student will remain in AccuSQL/AccuTrack with their records set to Inactive in the Students screen.

AccuSQL - Build 16.0.0

Student Groups

Groups

| Description |
|----------------------|
| Rejected SAR |
| Football Team |
| Former Military |
| CIS Dream Team |
| SI |
| Juniors |
| Seniors |
| Sophomores |
| Tect Majors no Art M |
| BIO C S ENG Students |
| Graduates |
| Tennis |
| Volleyball |
| Other |
| zero week of 10_11 |

Group:

Group members count:

[Set Group Members to Inactive](#)

Not Selected

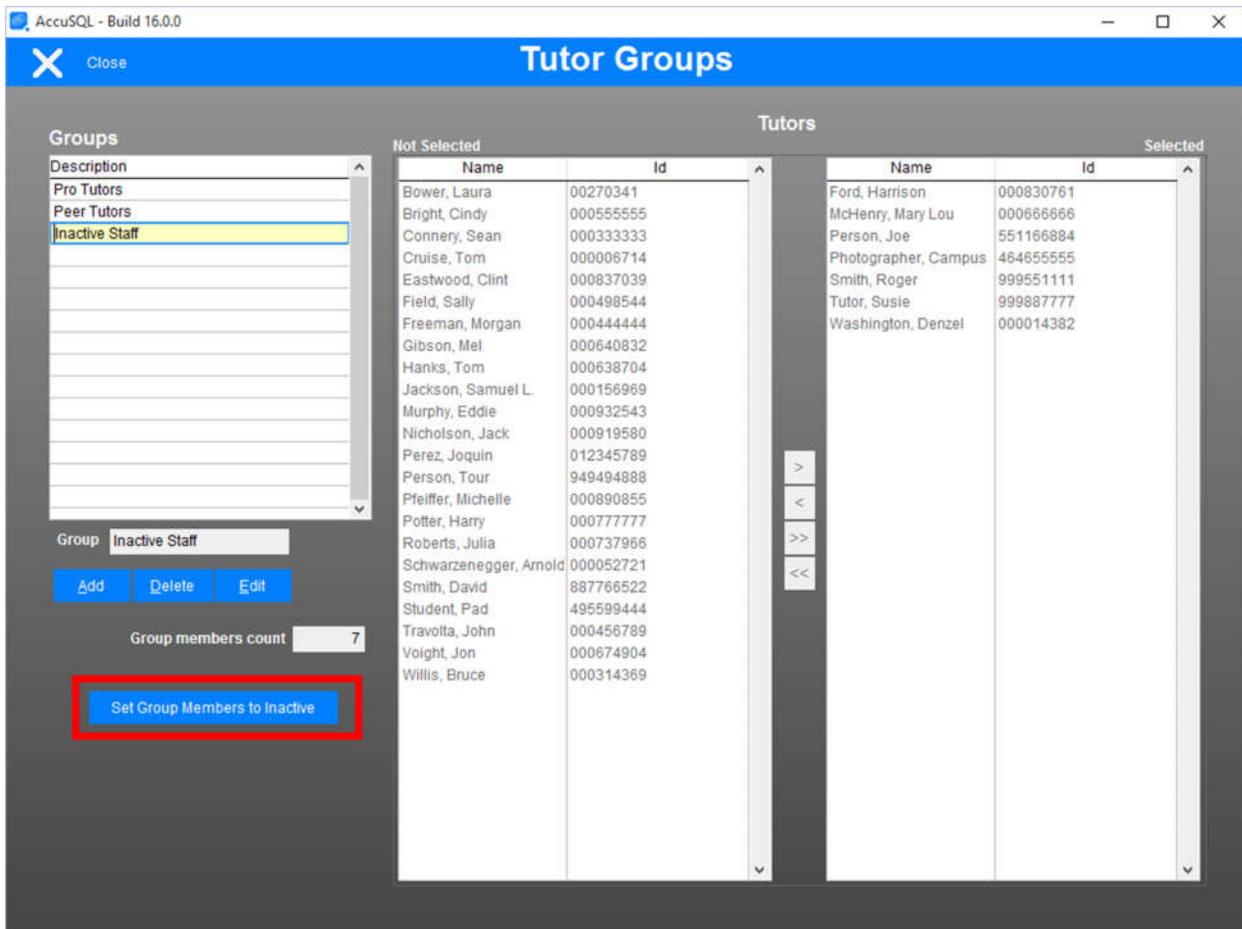
| Name | Id |
|----------------------------|-----------|
| Aagar, Bill | 848484848 |
| Aard, Susie | 848484842 |
| Aarons, Aaron | 945511225 |
| Aarons, Alex | 929292999 |
| Aarons, Alice Myrtle | 111335560 |
| Aash, Bob | 995451111 |
| Aasher, Aaron | 000224411 |
| Abbott, Mecsha E | 990000033 |
| Abdelmuhsen, Hattie Martin | 924335362 |
| Acker, Tonette G | 990002059 |
| Acuff, Darin R | 933603018 |
| Acuff, Nolan Clayton | 061886558 |
| Adams, Jeannie | 011088342 |
| Adams, Jong E | 117132793 |
| Adams, Mel | ABCDEFHII |
| Adams, Susie | 534433322 |
| Adcox, Nayra R | 729961470 |
| Addie, Macy G | 644645298 |
| Adford, Kellie | 427166680 |
| Adkins, Heather F | 832987447 |
| Adney, Davita L | 441779260 |
| Aedo, Arlo Renee | 632830643 |
| Agbalog, Erich Magaly | 869534176 |
| Agnew, Gary | 345678901 |
| Agnew, Gary L | G33334444 |
| Aguayo, Adellina Lewis | 811216716 |
| Aguilar, Serena | 880989645 |
| Aguilera, Gurinder G | 986350565 |
| Aguirre, Kae Cee J | 817780234 |
| Agustin, Eman E | 380672589 |
| Ahern, Angeles David | 736531555 |
| Ahiborn, Kimberlie L | 666490280 |

Selected

| Name | Id |
|-----------------------------|-----------|
| Abdur-rahman, Ernest M | 473279562 |
| Abdur-rahman, Joey Elaine | 340844191 |
| Abel, Ellie A | 990001786 |
| Abercrombie, Myranda L | 246577141 |
| Abid, Laqueta B | 990000029 |
| Ables, Omid R | 911923779 |
| Abramowski, Tyheshia Kay | 247657342 |
| Abro, Jesrael M | 366591663 |
| Absher, Calinda D | 346546164 |
| Absher, Christyal Frank | 00242846 |
| Absher, Hung Branson | 912564557 |
| Acevedo-bauerfeind, Angeni | 581723436 |
| Acevedo-bauerfeind, Britney | 453635231 |
| Acevedo-bauerfeind, France | 322529517 |
| Pennisi, Sherryfie R | 835251963 |
| Peppentenza, Takia Raym | 640009839 |
| Perales, Kristel J. | 390925754 |
| Pere, Anette Leslie | 583526388 |
| Peres, Lorina | 955732193 |
| Perez, Antonette Percy | 793981743 |
| Perez, Gladys W | 767682322 |
| Perfitt, Jamiye N | 233583309 |
| Perfitt, Suwicha R | 384293353 |
| Perfitt, Tamera C | 440388401 |
| Perini, Spring Paul | 121226077 |
| Perino, Celestina A | 533585062 |
| Perino, Leonard L | 702523171 |
| Permenter, Artiom Z | 919475667 |
| Perrier, Chaquisha | 306495911 |

You can do the same thing for tutors in the Tutors Group screen.

27 | Page



Delete Multiple Seminars

New for version 2017, you can select and then delete multiple seminars/workshops.

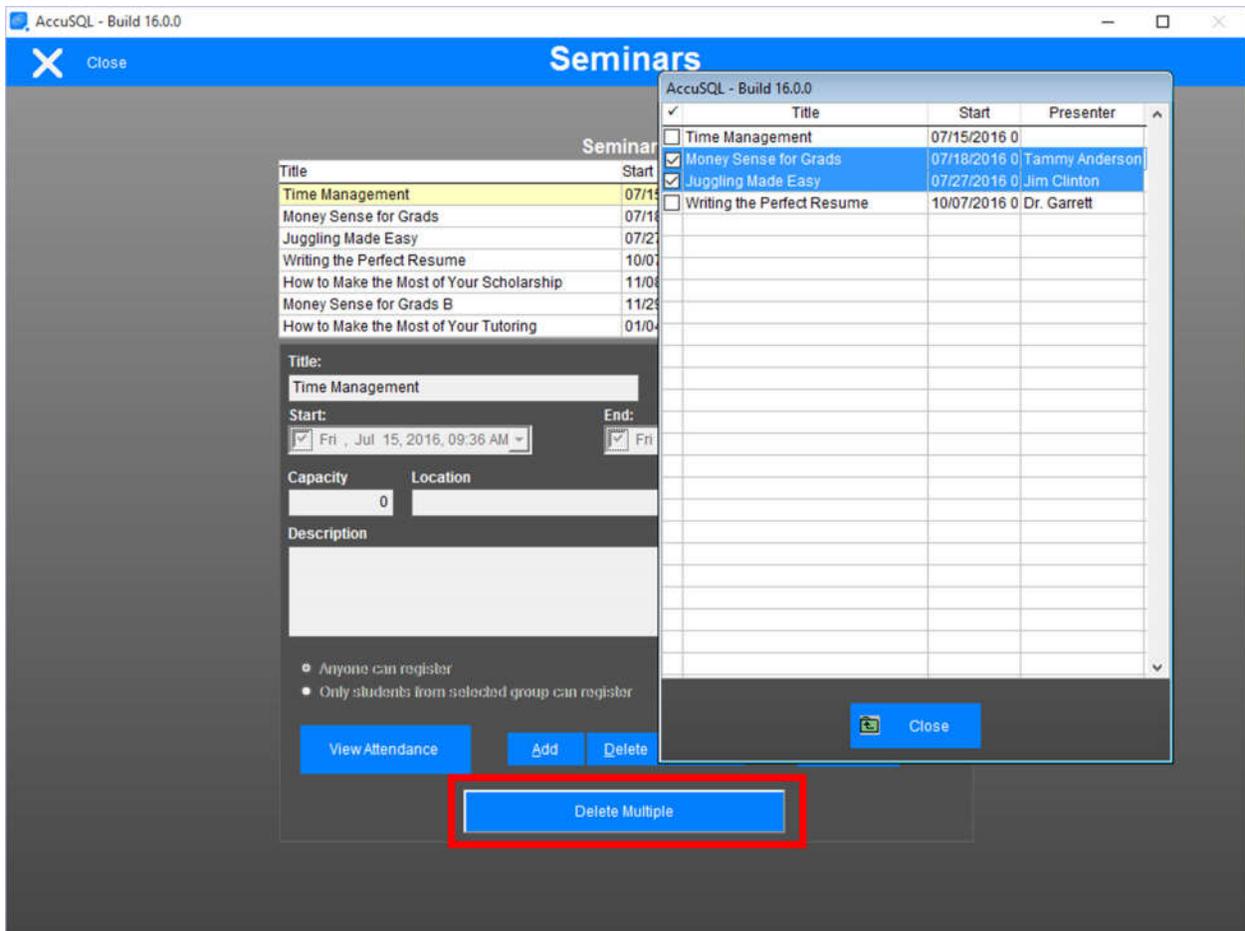
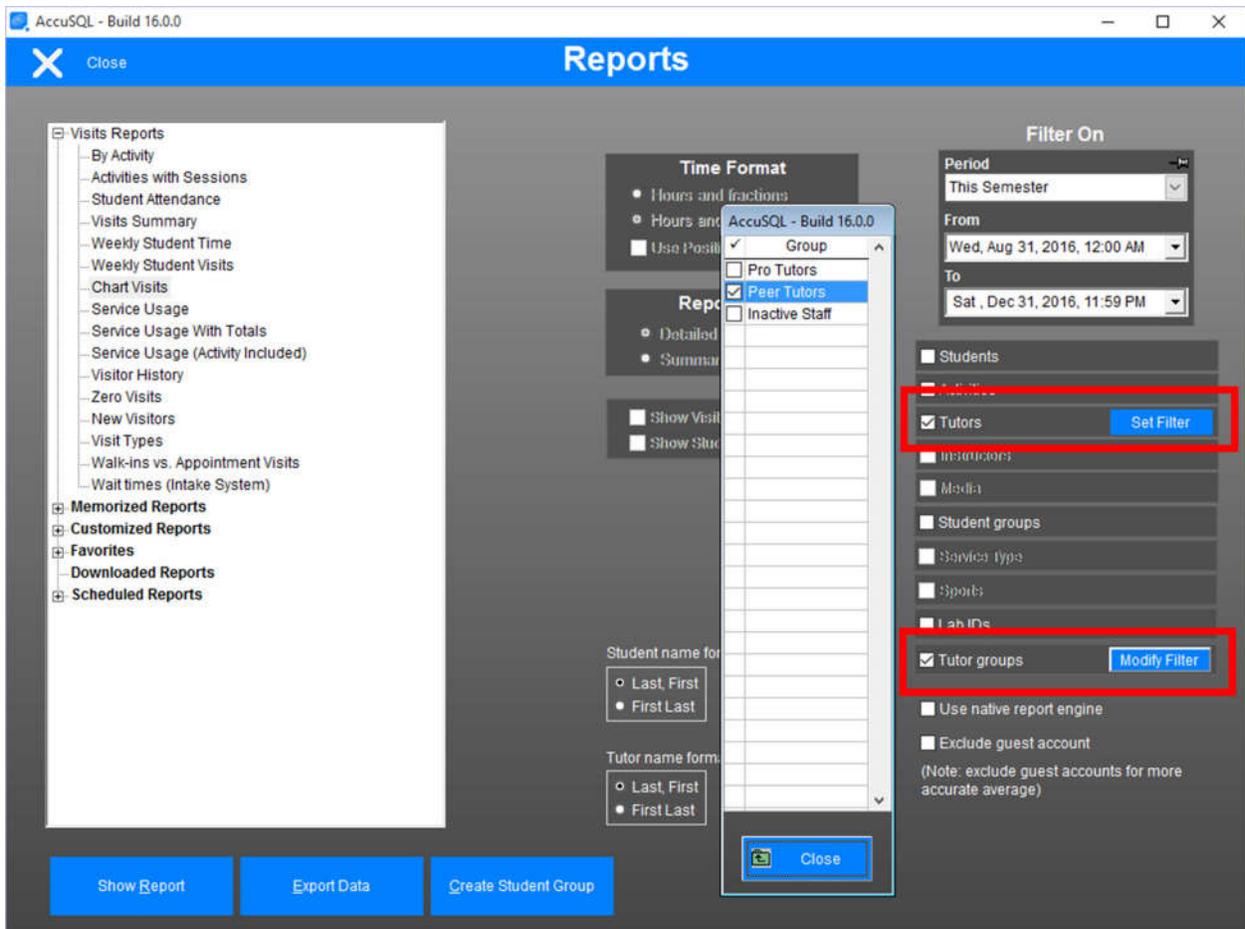
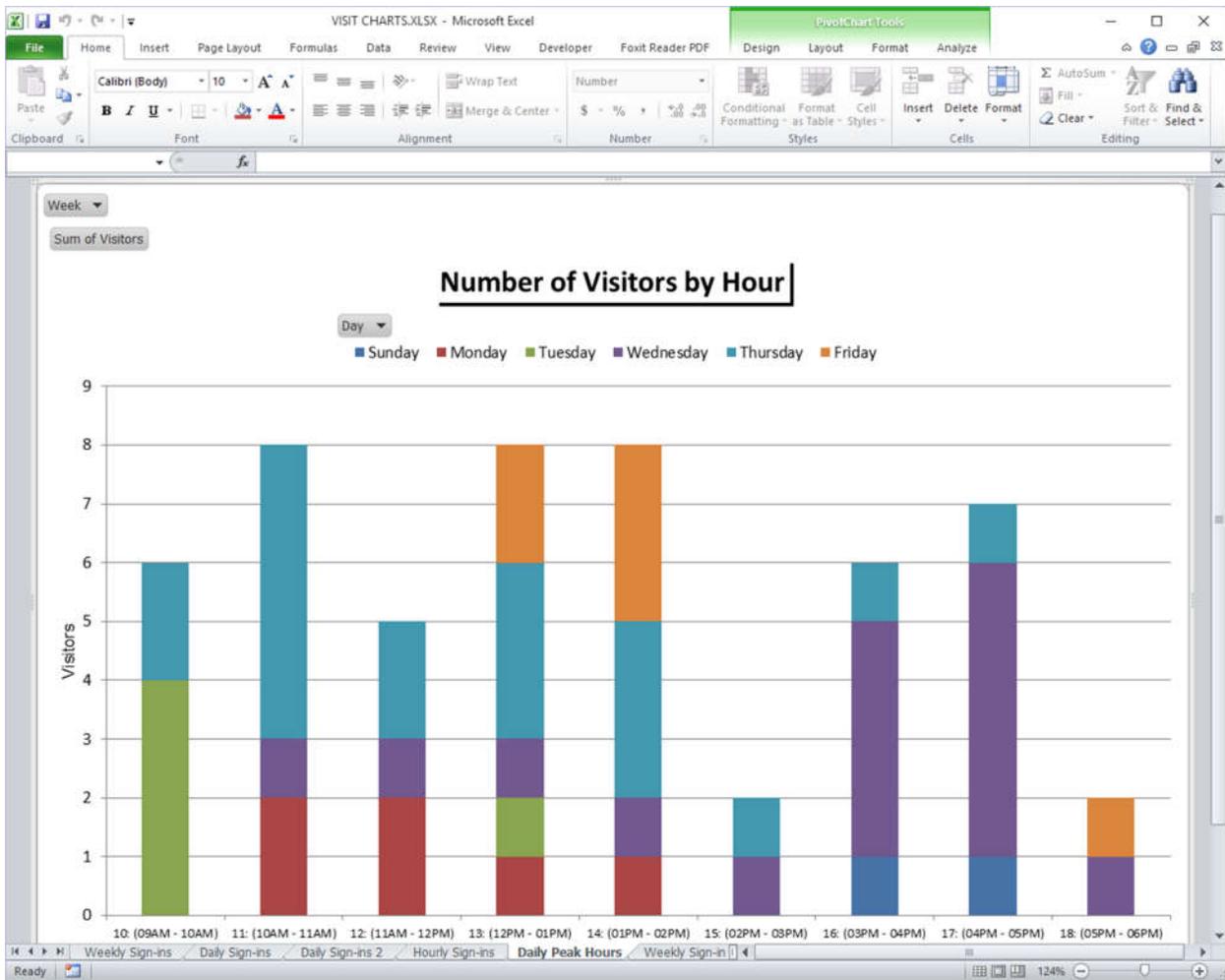


Chart Visits Tutors and Tutor Groups Filters

While it is always beneficial to see how busy your centers or labs are for any given period, you can now filter the Chart Visits report by Tutors or Tutor Groups.



The enhancement enables you to determine how effectively your tutors are being utilized by analyzing the Chart Visits pivot tables.



Increase Email Max Length for Students, Tutors, and Instructors

The maximum length of emails that can now be entered for students, tutors, and instructors is not increased from 40 characters to 100 characters.

AccuSQL - Build 15.0.3

Students

Close

ID: 848484848 First: Bill Middle: Last: Aagar **E-mail Address: wow_this_is_really_a_long_email@whatever_co** Card ID: 1234

Address: 1 33 West Jones Lane City: Orlando State: FL Zip: 32999 Phone: Home 8887776565 Phone note: Active

2 Cell: 8886767676 Other: Do not send Text Messages

Comments: Birth Date: Do not send Text Messages

| Student Name | Student Id | Active | Card Id |
|----------------------------|------------|--------|------------|
| Aagar, Bill | 848484848 | Yes | 1234 |
| Aard, Susie | 848484842 | Yes | 5124 |
| Aarons, Aaron | 945511225 | Yes | AA12345555 |
| Aarons, Alex | 929292999 | Yes | |
| Aarons, Alice Myrtle | 111335560 | Yes | |
| Aash, Bob | 995451111 | Yes | |
| Aasher, Aaron | 000224411 | Yes | AASH4411 |
| Abbott, Meccsha E | 990000033 | Yes | |
| Abdelmuhsen, Hattie Martin | 924335362 | Yes | |
| Abdur-rahman, Ernest M | 473279562 | Yes | |
| Abdur-rahman, Joey Elaine | 340844191 | Yes | |
| Abel, Ellie A | 990001786 | Yes | |
| Abercrombie, Myranda L | 246577141 | Yes | |
| Abid, Laqueta B | 990000029 | Yes | |
| Ables, Omid R | 911923779 | Yes | |
| Abramowski, Tyheshia Kay | 247657342 | Yes | |
| Abro, Jesrael M | 366591663 | Yes | |

5221 Students

Cancel Save

Set Active/Inactive Profile Attachments Change Password

Appointments Registration Visits Tutors Groups Tutoring Requests Seminars Advanced

Service Type Delete Checks

As with student records, tutor records, and categories & activities, delete verification has been added to Services. When you delete a service, if there are any associated records with the service, this system will ask you to verify the delete and provide a list of records that will be affected if the delete is confirmed.

AccuSQL

?

There are related records with the record you're deleting in the following tables:

- Student Sign-in logs
- Session comments
- Student Sign-in logs (auxillary)
- Session Log Questionnair
- PlugIn Tracked Applications
- Service Lab Assignments

Do you want to continue and delete anyway?

Yes No

Filter Edit Sign in Logs by Active or Inactive Activities

An Active (Yes/No) column has been added to the Edit Sign in Logs Filters and also on the edit screen itself. Using this option, you can sort on only Active or inactive activities.

The screenshot displays the 'Edit Student Sign-in Logs' interface. The main window shows a table with columns: Student, ID, Sign-in Time, Sign-out Time, Period (hrs), and Activity. A 'Filters' button is visible. Below this, a secondary window shows a detailed table with columns: Category, Activity ID, Activity, and Active. A dropdown menu is open over the 'Active' column, showing options: 'Starts with', 'Exact value', 'Filter on this value', 'Filter excluding this value', 'Clear Filter', 'Report', and 'Export'. At the bottom, there are 'Edit' and 'Delete' buttons.

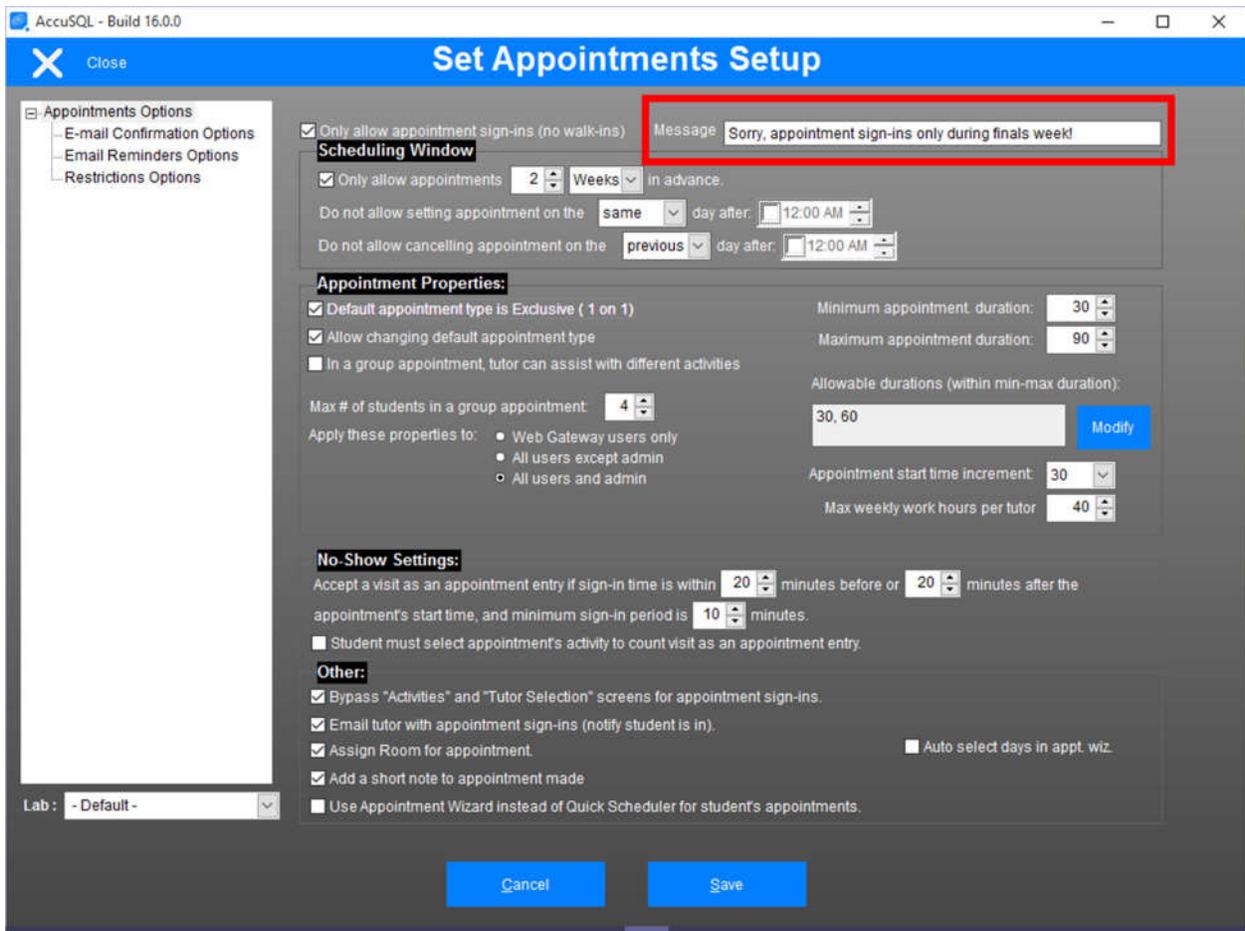
| Student | ID | Sign-in Time | Sign-out Time | Period (hrs) | Activity |
|---------------|-----------|---------------------|---------------------|--------------|----------------------------|
| Abel, Ellie A | 990001786 | 09/11/2016 03:10 PM | 09/11/2016 04:25 PM | 1.25 | ENG4444 - Create Writing 2 |

| Category | Activity ID | Activity | Active |
|-----------------|-------------|-------------------------|--------|
| Computer Labs | | Personal Use | Yes |
| Computer Labs | | Academic Use | |
| 2016 Tutoring | MAT111B | College Algebra I LAB | |
| 2016 Tutoring | MAT115 | College Algebra II | |
| 2016 Tutoring | MAT116 | College Algebra II | Yes |
| 2016 Tutoring | MAT113 | College Trigonometry | Yes |
| 2016 Tutoring | MAT114 | College Trigonometry | Yes |
| 2016 Tutoring | MAT117 | College Trigonometry II | Yes |
| 2016 Tutoring | MAT118 | College Trigonometry II | Yes |
| 2016 Tutoring | MAT220 | Calculus | Yes |
| English Classes | ENG1000 | English Composition 1 | Yes |
| English Classes | ENG1122 | English Composition 2 | Yes |
| English Classes | ENG2202 | Literature | Yes |
| English Classes | ENG4400 | Create Writing 1 | Yes |
| English Classes | ENG4444 | Create Writing 2 | Yes |
| Counseling | | Academic Counseling | Yes |
| Advising | | Graduation Meeting | Yes |
| Counseling | | Personal Counseling | Yes |
| Symphony | | Clarinet | Yes |
| Symphony | | Bassoon | Yes |

| Student | ID | Sign-in Time | Sign-out Time | Period (hrs) | Activity |
|-----------------|-----------|---------------------|---------------------|--------------|----------------------------|
| Basoz, Cetin | 222222222 | 10/21/2016 01:27 PM | 10/21/2016 02:12 PM | 0.75 | ANAT2206 - Anatomy & Phys |
| Blodgett, Chadd | 333333333 | 09/14/2016 03:05 PM | 09/14/2016 03:08 PM | 0.04 | ENG4400 - Create Writing 1 |
| Blodgett, Chadd | 333333333 | 10/21/2016 01:27 PM | 10/21/2016 02:12 PM | 0.75 | ANAT2206 - Anatomy & Phys |

Appointments Only Customizable Message

If you select "Only allow appointment sign-ins (no walk-ins)" in the Appointment Setup Options, you now have the ability to customize the message presented to students if they attempt to sign into AccuSQL or AccuTrack without an appointment.



Web Gateway MVC Appointment Notes

We have added the ability for students to enter notes when they make an appointment in Web Gateway MVC.

The screenshot displays a web browser window with the URL `192.168.1.100/WGMVC/Appointments/TutorSelection`. The page title is "TutorSelection - Web G...". The header of the application is "Engineerica Systems Inc." with navigation links for "Home", "Appointments", "Seminars", and "About". A user greeting "Hello Fernando Paulovsky" and a "Log off" link are also present. The main content area is titled "Activity Selected: Academic Counseling - Select Tutor". A modal window titled "Create Appointment" is open, showing the following details:

- Activity:** Academic Counseling
- Tutor:** Morgan Freeman
- Date:** Mon Oct 31 2016
- Start:** 10:00:00 AM
- End:** 10:30:00 AM
- Appointment Type:**
 - One on One
 - Group
- Notes:** I want to go over the repercussions of a major change.

At the bottom of the modal are "Schedule" and "Cancel" buttons. The background shows a calendar grid for "Monday, October 24, 2016" and "Monday, October 31, 2016", with time slots from 08:00 AM to 03:30 PM. A footer note states: "© 2016 Engineerica Inc."

Staff Panel Session Notes

While the ability to hide session notes not made by the currently logged in tutor was supported in previous versions of Staff Panel (formerly Quick Panel) it was also hiding the entire sessions from the display grid. The new version of Staff Panel allows other tutors, advisors, or staff to see sign in session that have taken place; only the notes and not the sessions themselves are hidden from view.

StaffPanel - Build 1.0.0
Close

Tutor Panel

Morgan Freeman

Students in Line

| Name | ID | Arrival | Tutor |
|------|----|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

All Waiting

Students Signed In

| Name | ID | Date In | Time In | Activity |
|----------------|-----------|------------|----------|----------|
| Arlington, Dan | 444444444 | 10/21/2016 | 04:49 PM | MAT11 |
| | | | | |
| | | | | |
| | | | | |

All Signed-in

Dan Arlington

| Student | Category | Activity | Tutor | Sign-In Time | Sign-Out Time | Period (hrs) | Instructor | Instruc |
|----------------|--------------|-------------|------------------|---------------------|---------------------|--------------|---------------|---------|
| Arlington, Dan | English Clas | ENG4400 - C | Hanks, Tom | 03/03/2016 01:26 PM | 03/03/2016 01:26 PM | 0.00 | | |
| Arlington, Dan | 2016 Tutorin | MAT113 - Co | Hanks, Tom | 05/15/2015 10:39 AM | 05/15/2015 10:39 AM | 0.00 | Howard, Ron | davidf |
| Arlington, Dan | 2016 Tutorin | MAT111A - C | Nicholson, Jack | 07/12/2016 09:26 AM | 07/12/2016 09:28 AM | 0.02 | Acree, Lauren | laurer |
| Arlington, Dan | Orientation | Photo Shoot | Photographer, Cs | 08/25/2016 11:43 AM | 08/25/2016 01:02 PM | 1.31 | | |

Only with comments
 Only without comments
 All

Only with Questionnaire
 Only without Questionnaire
 All