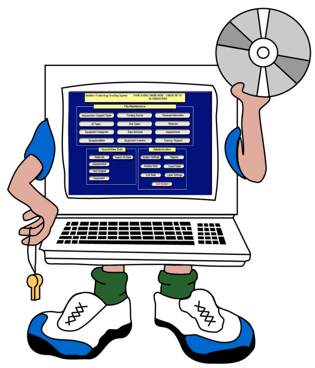
Adaptive Solutions



Presents

AT TRACKER Plus©

Your Password: ______________________ (the password is not case sensitive).

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Introduction

AT (Assistive Technology) Tracker Plus© is an easy to use database that enables any agency (school district, state agency, or private organization) to track equipment and every 'point of contact' conducted by Assistive Technology Teams. This application is a Microsoft Access database with all information stored in various tables linked together to reduce data redundancy.

AT Tracker Plus provides a simple way to maintain a database on all equipment owned or utilized by the agency as well as track equipment usage with a built-in "check out/check in" system. Equipment repairs and/or maintenance may also be recorded. All equipment should be grouped into different categories for easier searches and reporting purposes.

The application also provides several linked databases that track the following 'points of contact': Referrals, Assessments, and Technical Supports. A contact is defined as a student, teacher, client, staff, etc. If there are several different types of contacts being tracked by one agency, some thought should be given to their ID Number. This should be a unique number (such as their social security number). A letter can be added to the front of the number to distinguish the type of contact, such as T for teacher or S for staff. This would group "like contact types" together in a report.

This program incorporates a convenient search engine to help identify AT Assessments, Referrals, Technical Support, and equipment by school or by AT Team Member. Searches by ID Number, Equipment, Site, AT Team Member, etc. are not only possible, but easy to perform as well.

Upon initial setup, it is also important to give some thought to how AT Tracker Plus will be used by your organization. There are several layers that can be used in organizing information. Firstly, agency information should be entered under Systems Settings. This information will be linked to the Sites and the People that are served by the agency. Up to 10 different agencies can be entered. However, it is important to note that Sites, People, and Equipment cannot be shared between agencies. This feature is very useful to assist a regional office to track services and equipment for each local office.

Some thought should also be given to Site Types. This is similar to Equipment Categories, where Site Types makes filtering, viewing, and printing specific Sites easier. An example of this would be if the local office serves schools; then Site Types could be Elementary, Middle, and High School with Sites representing the actual schools served.

After setting up the Agency(s) and Sites, then equipment and each contact's personal information can be entered. This initial setup can be tedious, but will be well worth the effort in the long run.

There are several versions of AT Tracker available for purchase. The version that is right for your agency depends on the size of your agency and how the program will be used. If the program will be used at only one site and installed on only one computer, a stand-alone version should be purchased. If several people using several networked computers will be using the program, a network version should be purchased. Stand-alone versions can be upgraded to network versions if purchased within the last year. Please contact Adaptive Solutions for more information.

<table>
<tr><th>Version</th><th>Use</th><th>Students</th><th>Equipment</th></tr>
<tr><td>Demo</td><td>Introduction to AT Tracker – try before you buy</td><td>10</td><td>10</td></tr>
<tr><td>Stand-Alone – 1,000</td><td rowspan="3">Stand-Alone version installed on one computer</td><td>1,000</td><td>5,000</td></tr>
<tr><td>Stand-Alone – 5,000</td><td>5,000</td><td>15,000</td></tr>
<tr><td>Stand-Alone – 10,000</td><td>10,000</td><td>20,000</td></tr>
<tr><td>Network – 1,000</td><td rowspan="3">Network version installed on multiple computers all sharing one data file saved on the network</td><td>1,000</td><td>Unlimited</td></tr>
<tr><td>Network – 5,000</td><td>5,000</td><td>Unlimited</td></tr>
<tr><td>Network – 10,000</td><td>10,000</td><td>Unlimited</td></tr>
</table>

System Requirements

Windows® 2000, XP, ME, Vista
Minimum of 32MB RAM minimum - 17MB Hard Drive Space for the program, Plus 52MB for MS Access Runtime. ATT+ requires MS Access Runtime 2000 which is installed when ATT+ is installed. This will not interfere with any other version of Runtime on your computer. The only time that MS Access Runtime 2000 will be used is when you are working in ATT+.

!Note! On your installation CD for AT Tracker Plus is a spreadsheet you can download to use with AT Tracker Plus. This spreadsheet is called "Service Tracker". You can link to Service Tracker as a Related Document in Personal Information, Assessments and Training/Support. Service Tracker will assist you to track the cost of: Service hours, mileage and travel hours spent providing services to a specific individual.

508 Compliance

AT Tracker now meets 508 requirements for software applications. With greater keyboard access via the addition of hotkeys and improved tabbing control, has become more user friendly and accessible. Hotkeys include:

CTRL + Page Down	Move to next record
CTRL + Page Up	Move to previous record
CTRL + Shift + Tab	From Subform – Exits subform
CTRL + Shift + Tab	From Main Form – moves to previous field or previous record

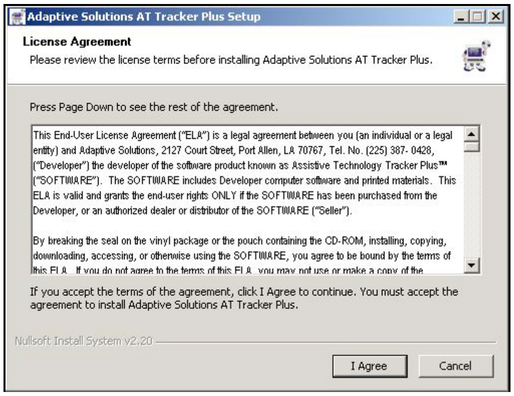
Legal Information

AT Tracker Plus© and Assistive Technology Tracker© are copyrighted phrases by S. J. Hollingsworth and Adaptive Solutions of Port Allen, Louisiana. Throughout the AT Tracker Plus© software program and the instruction manual, these two phrases are often used without being accompanied by the universal copyright symbol "©". Please be assured that they are indeed copyrighted and trademark-pending and that Adaptive Solutions reserves all rights concerning any and all future uses. The distribution and sale of this software and manual are authorized for the original purchaser only. Unauthorized duplication is a violation of the federal copyright law.

Installation

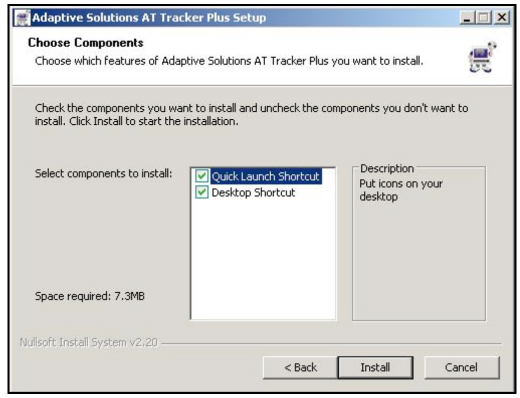
When installing AT Tracker please be patient. It takes some time for the actual installation process to start. This is because AT Tracker is checking the computer to make sure that the system meets installation requirements. Follow the onscreen directions to complete installation.

Screen #1:



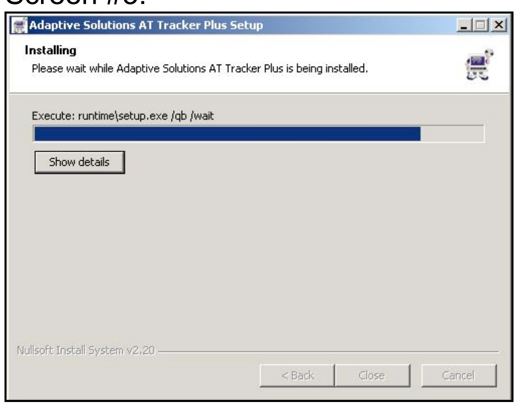
Click "I Agree" to the License Agreement.

Screen #2:



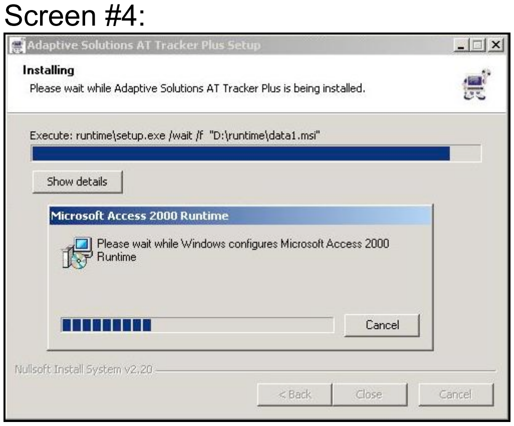
Click "Install".

Screen #3:

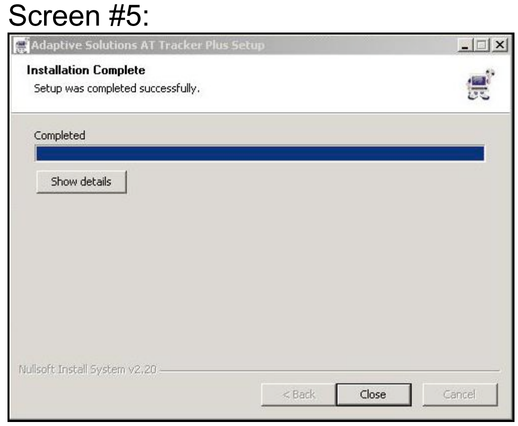


The installation process will check your computer to see if you have Microsoft Access Runtime 2000. If Runtime 2000 is not present on your computer it will be installed. Runtime 2000 is needed to operate AT Tracker and the only time that it is launched is when AT Tracker is open . This will not interfere with the MS Access Runtime for any other version of Access already installed on your computer.

Screen #4:



Screen #5:



Click "Close".

The AT Tracker shortcut has been placed on your desktop after installation has been completed.

Program Standard Features

AT Tracker Plus Toolbar

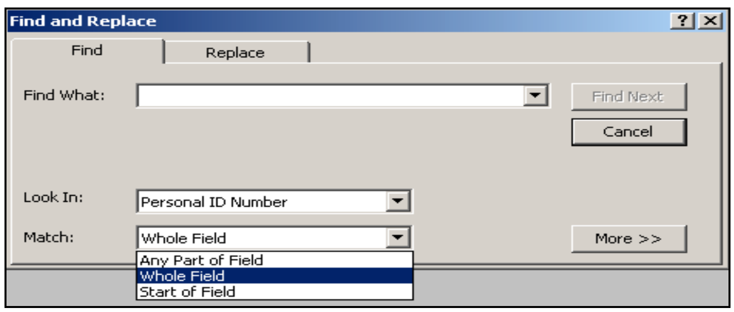
This toolbar is designed to be similar to other toolbars commonly used by most software programs. A description of each function is provided below.

1　2　3　4　5　6　7　8　9　10

1. **Screen Size** – This button will minimize, maximize, or close the screen.

2. **Exit Program** – This button closes the AT Tracker Plus program.

3. **Find utility** – This button will search a field for the text string entered into the Find and Replace popup box and will display all records accordingly.



In the example above, the system is searching the Personal ID Number field, as noted in the "Look In:" field. Under the "Match" field select what type of "Find" function to use. "Any Part of the Field" is useful if the exact number is unknown. Enter which ever part is known and the system will find all records with that similar string. If the exact number is known, leave the default selection, "Whole Field". If only the first few characters are known, use the "Start of Field" selection.

4. **Spell Check** – Highlight any field and click the Spell Check button to check the spelling on the highlighted field.

5. **Sort Ascending** – This button will sort all records in ascending order according to the selected field. This can be useful in placing last names in alphabetical order or ID numbers in numerical order.

6. **Sort Descending** –This button performs the same function as above, only in reverse order.

7. **Filter** – This button will filter records according to the value or parameter entered in the selected field. For instance, if you wanted to view Touch Windows only; simply select the equipment category field, select Touch Window, and then click on the Filter button. The system will then only show Touch Windows.

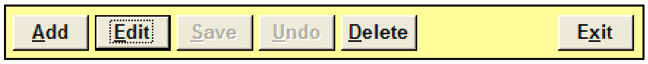
8. **Remove Filter** – This button removes any previously entered filters and shows ALL records.

9. **Print** – This button will print the record that is currently open and visible. Ensure to change the Print Range from "All" to "Selected Record(s)", or you could end up printing your entire database.

10. **Close Report** – Use this button to go back to the previous screen, or if on the main menu it will close the application.

Control Buttons

When a maintenance form is first opened, the data is view only. To add, edit, or delete a record one of the control buttons at the top of the form must be clicked. The small pop-up maintenance forms that have only 1 to 3 fields on them, such as Equipment Category or AT Team, do not have the [Edit] button. Just change the data and the data will automatically update when leaving the screen.



Below is a description of the control buttons' functionality:

1. **Add** – Clicking the [Add] button will create a blank form for adding a new record.

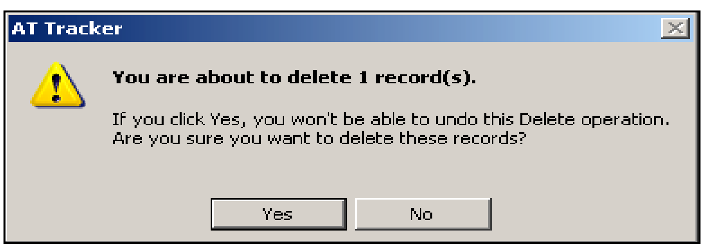
2. **Edit** – The [Edit] button allows the user to edit existing information. Once the [Edit] button is selected, the [Save] and the [Undo] buttons will become active.

3. **Save** – The [Save] button MUST be clicked to ensure that all new information entered in any field will be stored before exiting that form. Do not assume that a record is saved unless the [Save] button becomes inactive (you may want to click on it twice).

4. **Undo** – The [Undo] button allows the user to undo the last action that was entered.

5. **Delete** – The [Delete] button allows a user to delete the current record displayed on the screen.

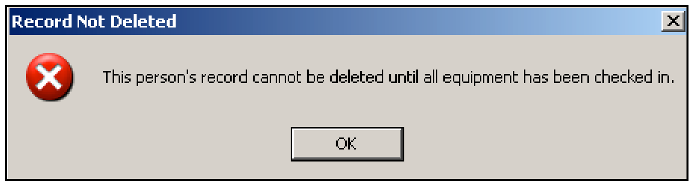
A pop-up box verifying the deletion will appear.



!Error! *AT Tracker will not delete an Agency record from the System Settings form if there are any records, such as Equipment or Personal Information, entered under that Agency's ID. Instead the user will receive a message stating that the record cannot be deleted.*

!Error! *Equipment records will not be deleted from the Equipment Inventory form if the equipment is still checked out to an individual. All equipment MUST BE CHECKED IN before that record can be deleted.*

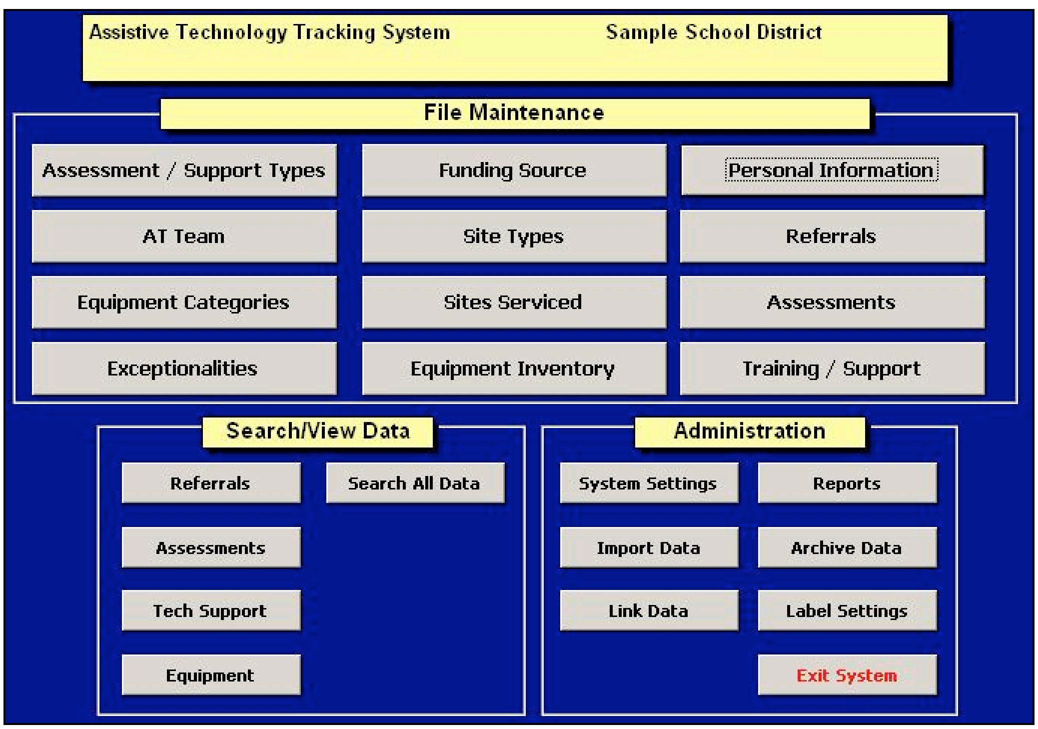
!Error! A Personal Information record cannot be deleted if equipment is checked out to the individual. If the individual has NO equipment checked out, then that record WILL BE DELETED along with ANY Referral, Assessment, or Tech Support/Training records for that individual.



f. **Exit** – The [Exit] button brings the user back to the Main Menu.

Main Menu

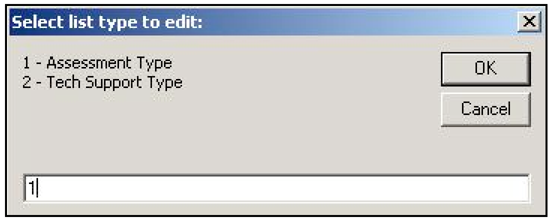
After providing the correct password for the program, AT Tracker Plus© will open the Main Menu.



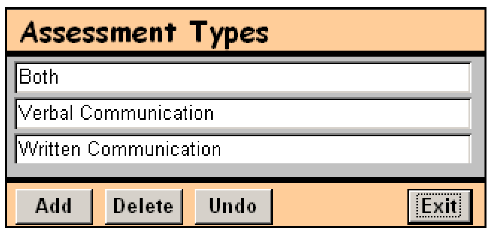
Section 1 - File Maintenance

1. Assessment/Support Types

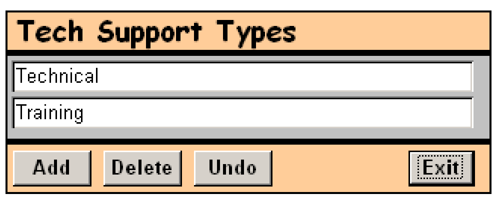
This form provides the option to set up either Assessment types or Technical Support types. Categorizing the records according to these types could benefit the agency greatly when creating reports.



The system has three categories as Assessment Type defaults; verbal communication, written communication, or both. There are several other types of assessments that can be added such as, initial, follow-up, or re-eval. This is a text field limited to 45 characters and the information is used on the Referral form.

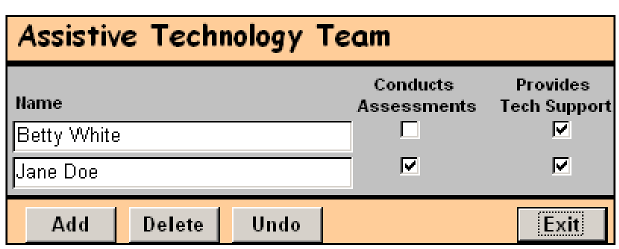


The system also comes with two default Tech Support categories; training or technical. However, other categories may be added to suit the agency's needs. This is a text field limited to 45 characters and the information is used on the Tech Support form.



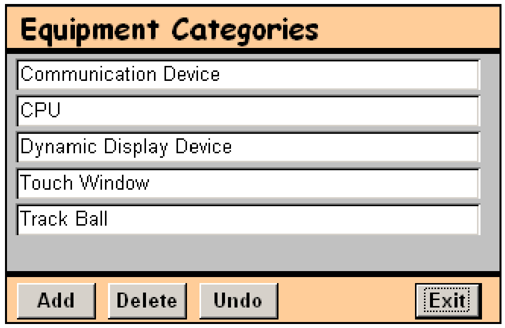
2. AT Team

This form is used to enter the names of each AT Team Member on staff, whether they are full-time employees or consultants. The name field is a text field and is limited to 40 characters. The checkboxes are used to designate which team members may conduct assessments and who can provide support. Please note that both boxes may be checked for those AT Team Members who are qualified to do both. The team members checked for assessments will be the only ones that are displayed in the "AT Team Member" drop down list on the Assessments form. Likewise, only the team members checked to provide support will be displayed in the "AT Team Member" drop down list on the Support form.



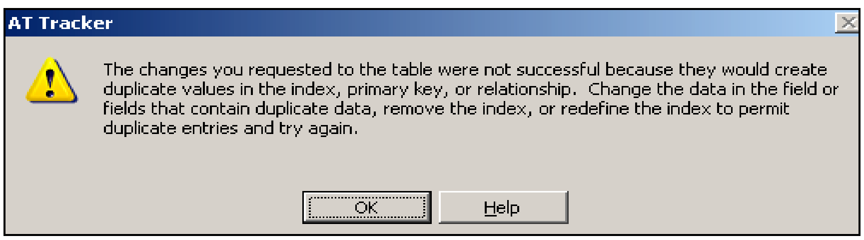
3. Equipment Categories

This form provides a list of the types of equipment that are kept in inventory by the agency. These entries should remain generic; such as CPU, instead of Dell or MAC.



Using equipment categories enables AT Providers to view and report on equipment by category. For example, a list of all available Touch Windows can be printed if the equipment category feature is used. New categories can be added to this list by simply clicking the [Add] button. This is a text field and is limited to 25 characters.

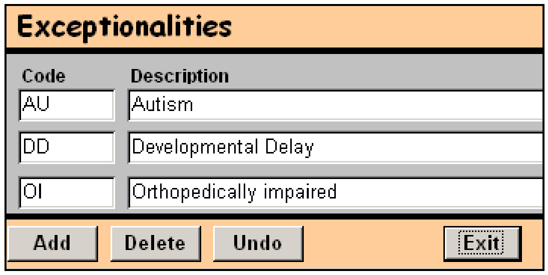
!Error! *If a duplicate entry is made the following error message will be displayed.*



!Error! *If you try to delete an entry already in use, the following error message will be displayed.*

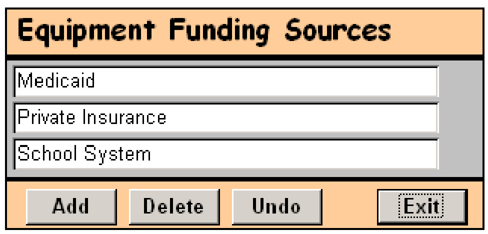
4. Exceptionalities

The *Exceptionalities* form is used to maintain a code list of each type of exceptionality or disability that is usually encountered and assessed by AT Team Members (both fields are text fields, the Code field is limited to 5 characters and the Description field is limited to 50 characters). This information is used on the Personal Information form.



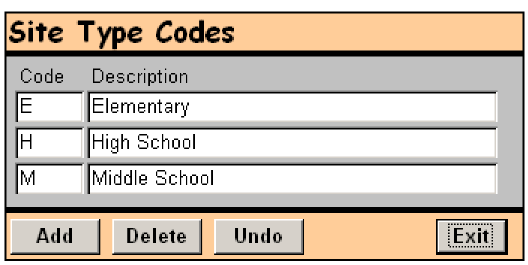
5. Funding Source

The *Funding Source* form is used to maintain a list of the funding sources used to purchase equipment. This is a text field and is limited to 50 characters. Funding Source is used on the Equipment Inventory form.



6. Site Types

The *Site Types* form is used to maintain a code list for each type of location that is normally served by Assistive Technology Providers (both fields are text fields, the Code field is limited to 2 characters and the description field is limited to 50 characters).

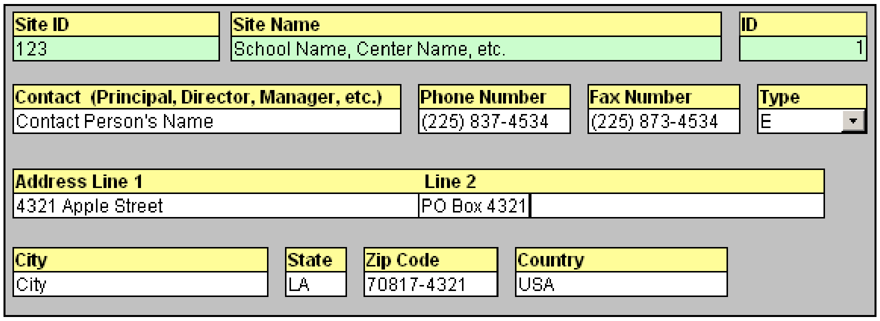


!Note! All *highlighted (light green)* fields on all forms are required fields. These fields must have data entered into them before the record can be saved and the form can be closed.

!Error! *If data is not entered in required fields, the following message will appear.*

7. Sites Serviced

This form provides fields for the basic information about each specific site that will be served by the agency. This information is used on the Personal Information, Referral, Assessment, Tech Support, and Equipment Check Out forms.



The *Sites Serviced* form contains the following information:

1. **Site ID** – This is a required text field limited to 10 characters. If Site IDs are not already set up within the agency, a unique number will need to be assigned to each site.

2. **Site Name** – This is a required field. It is a text field and is limited to 50 characters.

3. **ID** – This is also a required field. It is auto-populated by the agency selected as the default agency under System Settings.

4. **Contact** – Name of the main contact at the site, whether it be a principal, director, or manager. This is a text field and is limited to 40 characters.

5. **Phone Number/Fax Number** – Pre-formatted phone fields including the area code.

6. **Type** – Drop-down box of the Site Types previously entered.

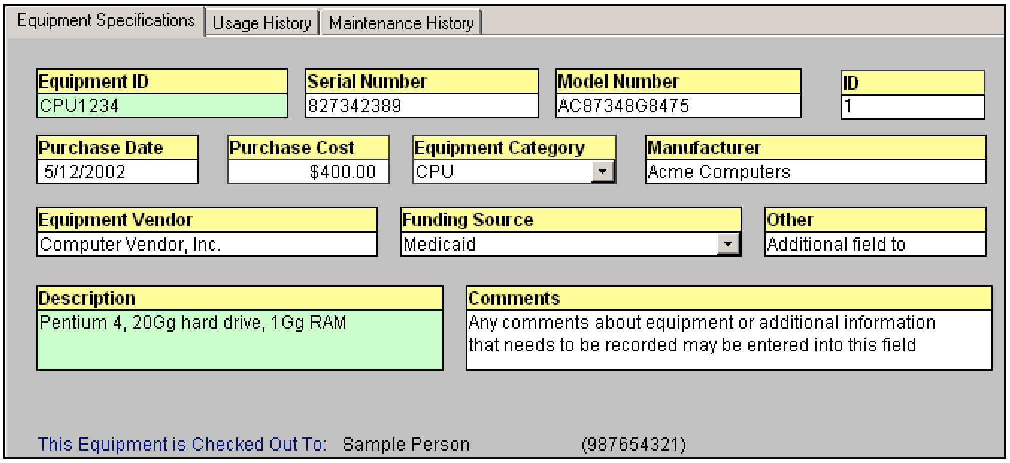
7. **Address 1/Address 2/City** – All three of these fields are text fields limited to 30 characters.

8. **State/Zip** – All State and Zip Code fields are pre-formatted.

9. **Country** – All Country fields are text fields limited to 25 characters. They may be used for other information, such as email addresses, if desired.

8. Equipment Inventory

This form allows an agency to keep a record of the equipment that it owns or utilizes, as well as keep track of that usage and any necessary repairs. As each new piece of equipment is purchased, it can easily be added to the existing database. There are three tabs on this form: *Equipment Specifications*, *Usage History*, and *Repair/Maintenance History*.



The *Equipment Specifications* tab contains the following equipment specific information:

1. **Equipment ID** – This is a required field. A unique equipment Identification number or code is entered in this field. If an existing ID system (i.e., barcodes) is already in place, those ID numbers can be entered here. This field is a text field and is limited to 20 characters. Giving ID numbers some thought at this point can prove beneficial. For instance, some type of grouping within the numbering system can be incorporated, in addition to Equipment Categories. Such as, ID Numbers for items entered in the CPU category could start with "PC" or "MAC".

2. **ID** – This is a required field and will be auto populated by the agency selected in System Settings.

3. **Serial Number/Model Number/ Purchase Date/Purchase Cost/Manufacturer/Vendor** – These fields are important bits of information that should be diligently recorded for a wide variety of reasons; not only to keep track of the agency's equipment inventory, but also for insurance and warranty purposes. The Serial Number and Model Number fields are text fields limited to 25 characters. The Purchase Date and Purchase Cost fields are pre-formatted. The Manufacturer and the Vendor fields are both text fields limited to 35 characters.

4. **Equipment Category** – This field is useful for classifying each piece of equipment and will facilitate future searches of the database when a particular type of equipment is needed. Categories should have already been set up prior to entering in equipment.

5. **Funding Source** – This field is useful in tracking funds used in purchasing equipment. Funding Sources should have already been set up prior to entering in equipment.

6. **Other** – This field can be used to record information useful to the agency that is not covered by the other fields on the equipment inventory form, such as Purchase Order number. This is a text field limited to 20 characters.

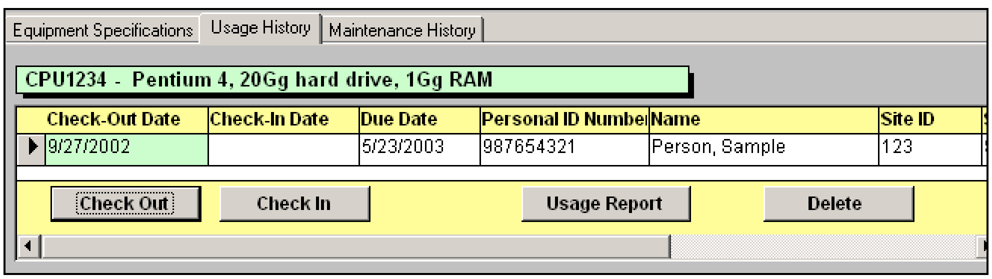
7. **Description** – This field is for a basic physical description of each item. This text field is limited to 250 characters and was intentionally created with extra space, so that there would be enough room to input a very detailed description of each piece of equipment.

8. **Comments** – This text field is also limited to 250 characters and can be useful for a variety of purposes. Improvements or modifications to each individual item can be recorded here. If the item requires a scheduled upgrade, cleaning or refurbishment in the future, a record of that requirement can be made within this field. Warranty information or site license numbers can also be included.

9. **This Equipment is Checked Out To** – This field is a display only field that shows the personal ID number and name of the person to whom the equipment is checked out to. This will be blank if the equipment is not checked out.

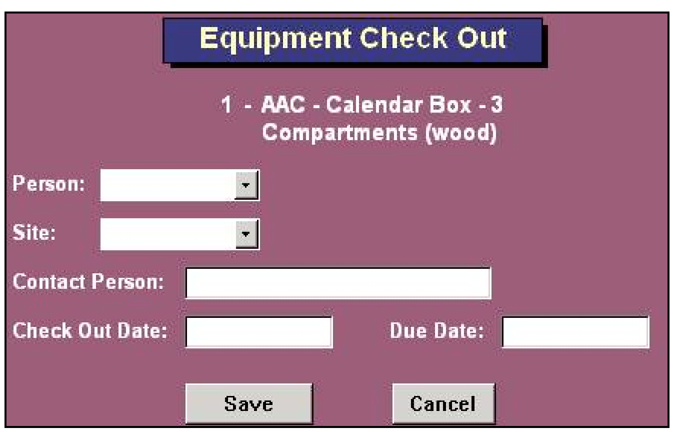
!Note! *A **[Mass Entry]** button was added to this form to save time and reduce data entry errors. When entering several similar items from the same invoice, simply click on the [Mass Entry] button. After filling out the pertinent information on the form and completing the last field and you hit the enter key after the last word in "comments", the form will clear out the Equipment ID number and the Serial Number (leaving all other information) so that the only information required for the next piece of equipment is the Equipment ID and the Serial Number.*

The *Usage History* tab displays the list of people that the selected piece of equipment was assigned to in descending order by check-out date. This information is for display only and cannot be changed.



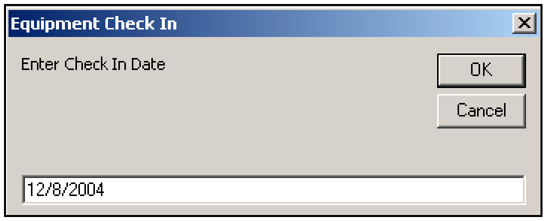
Equipment Check Out

To check the equipment out to a user, click on the [Check Out] button. This button opens an Equipment Check Out pop-up form where the Person, Site, and Check Out Date are all required fields (this is similar to the [Assign Equipment] pop-up form used on the Personal Information form).



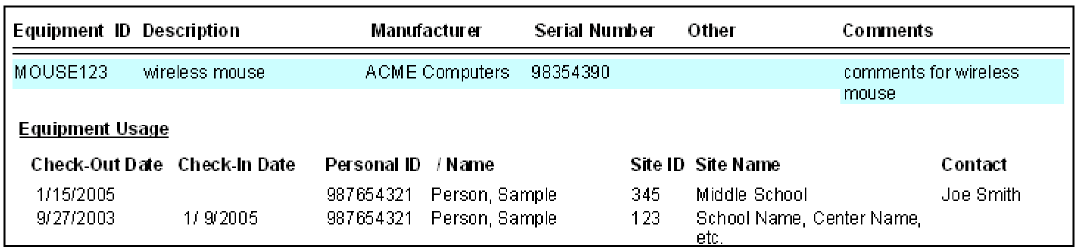
Equipment Check In

To check in equipment, click the [Check In] button. An input box will appear, for the check in date using mm/dd/yyyy as the format (i.e. 8/26/2002).

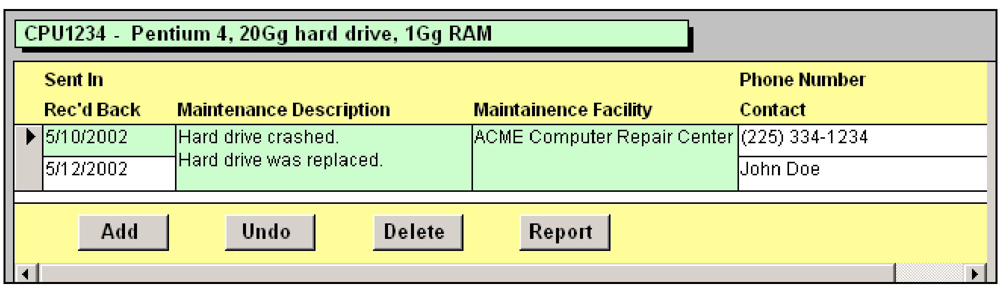


Usage Report

The *Usage History* tab has a [Usage Report] button included for printing reports. Simply click on the [Usage Report] button to view a printer friendly version of the equipment's usage history.



The *Repair/Maintenance History* tab contains the following information regarding equipment repairs and maintenance:



The *Maintenance History* tab contains the following information:

1. **Sent In** – This is a required pre-formatted field for the date on which the equipment was sent for repairs/maintenance.

2. **Rec'd Back** – Pre-formatted field for the date on which the equipment was returned to the site.

3. **Maintenance/Repair Description** – This is a required memo field with no character restrictions used to describe the equipment repairs/maintenance.

4. **Maintenance/Repair Facility** – This is a required text field limited to 250 characters used for the name of the facility performing the repairs/maintenance.

5. **Phone Number** – Pre-formatted field used for the repairs/maintenance facility's phone number.

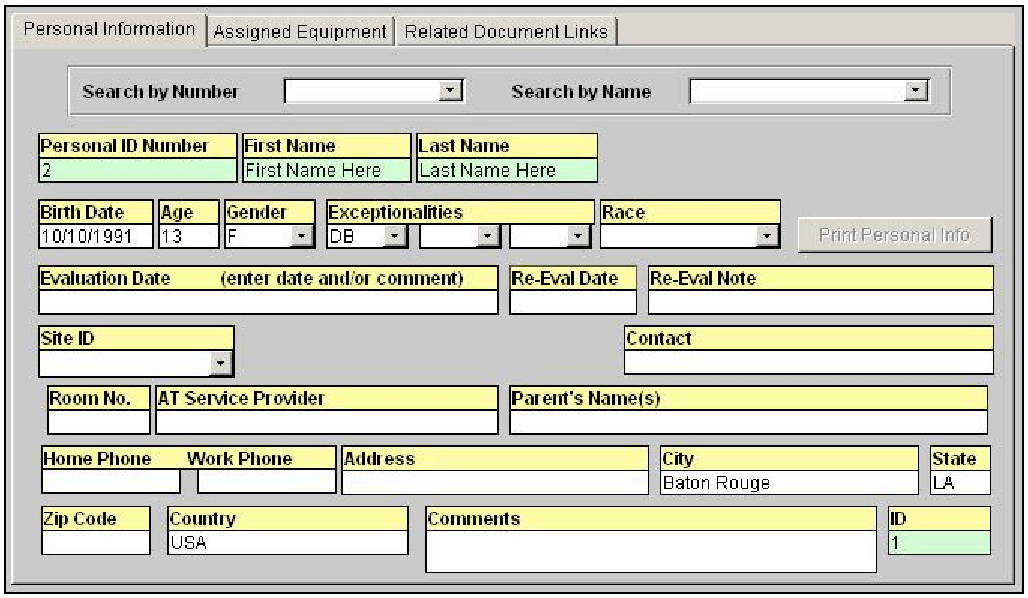
6. **Contact Person** – Text field limited to 40 characters for the name of the contact person at the facility.

!Note! Please note that the next four forms are very detail-intensive and all are extremely crucial in ensuring that an individual in need of AT Services will receive timely, appropriate, and effective assistance from the AT Staff. It is strongly recommended that SPECIAL attention be given to these sections.

9. Personal Information

The *Personal Information* form has three tabbed sections. The first tab contains personal information. The second tab contains a list of currently assigned equipment, as well as a list of previously used equipment. The third tab contains a list of links to related documents for the individual. Each of the tabbed sections is explained below.

The *Personal Information* tab is for inputting basic information for each individual receiving AT services and/or equipment. This information might be incomplete at the time of the initial referral, but it should be added to and expanded upon as the individual receives continuing services from the agency.



The *Personal Information* fields are described below:

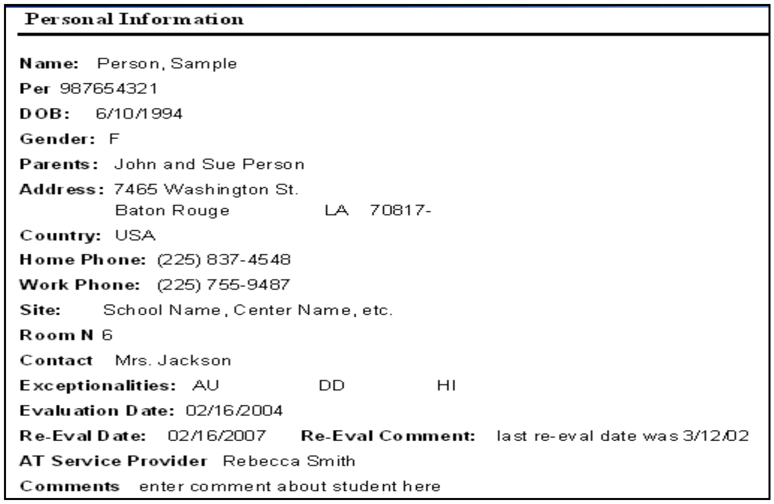
1. **Search by Number/Search by Name** – These two fields will allow a user to conduct a search either by Personal ID Number or by Name. All of the following forms have this search option.

2. **Personal ID Number** – This is a required text field limited to 13 characters used for the Personal ID # (or Social Security Number) of the individual that has been referred. If AT Tracker Plus is used in a school environment, a "T" could be placed in front of the ID number to indicate a teacher vice student.

3. **First Name/Last Name** – Both of these are required text fields and are limited to 16 characters.

4. **Birth Date/Age/Gender/Exceptionality/Race** – These fields are self-explanatory. **The field for Birth Date will automatically compute the Age field. Once the Age is entered, it will not get updated annually, so the age that is initially entered will remain the same throughout the years unless otherwise changed. Up to three exceptionalities can be selected. Race options are: White, African American, Spanish/Hispanic/Latino, American Indian, Asian, and Other Race.

5. **Print Personal Info** – The [Print Personal Info] button allows the AT Staff to conveniently print a hard copy of the information shown on the form for the individual.



Personal Information

Name: Person, Sample
Per 987654321
DOB: 6/10/1994
Gender: F
Parents: John and Sue Person
Address: 7465 Washington St.
Baton Rouge LA 70817-
Country: USA
Home Phone: (225) 837-4548
Work Phone: (225) 755-9487
Site: School Name, Center Name, etc.
Room N 6
Contact Mrs. Jackson
Exceptionalities: AU DD HI
Evaluation Date: 02/16/2004
Re-Eval Date: 02/16/2007 **Re-Eval Comment:** last re-eval date was 3/12/02
AT Service Provider Rebecca Smith
Comments enter comment about student here

6. **Evaluation Date** – This field can be used to document brief information regarding an evaluation. This is a text field limited to 50 characters.

7. **Re-Evaluation Date/Notes** – These fields can be used to enter information from a Re-evaluation. The date field is pre-formatted and the Notes field is a text field limited to 50 characters.

8. **Site ID** – Drop-down list of previously entered site information.

9. **Room No./Contact** – These two fields are for the individual's room number and for the individual's contact at that site (both fields are text fields, the Room Number is limited to 6 characters and the Contact field is limited to 50).

10. **AT Service Provider** – Name of the person providing direct AT Services to the individual. This is a text field limited to 40 characters.

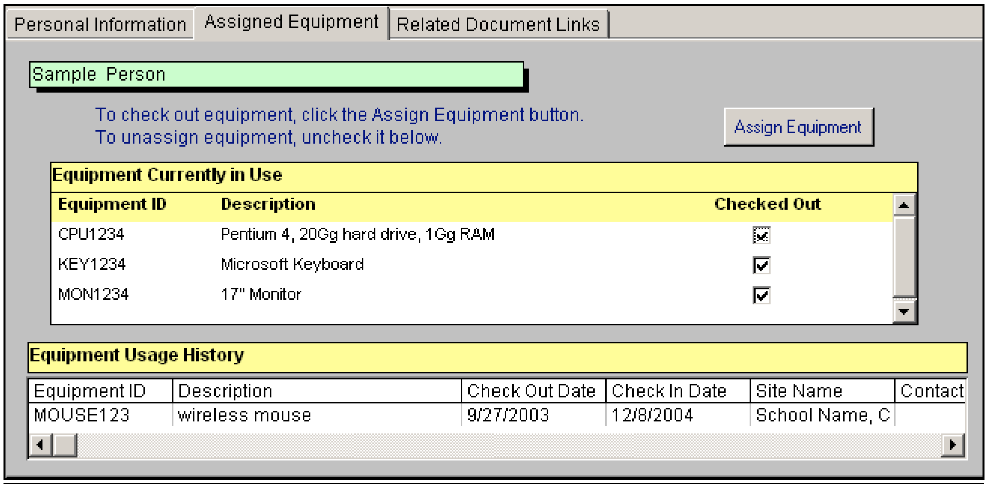
11. **Parent's Name(s)/Home Phone/Work Phone** – Pre-formatted date fields and the Parent’s Name field is a text field limited to 50 characters.

12. **Address/City/State/Zip Code/Country** – The Address and City fields are limited to 30 characters each, the State and Zip Code fields are pre-formatted, and the Country field is limited to 25 characters.

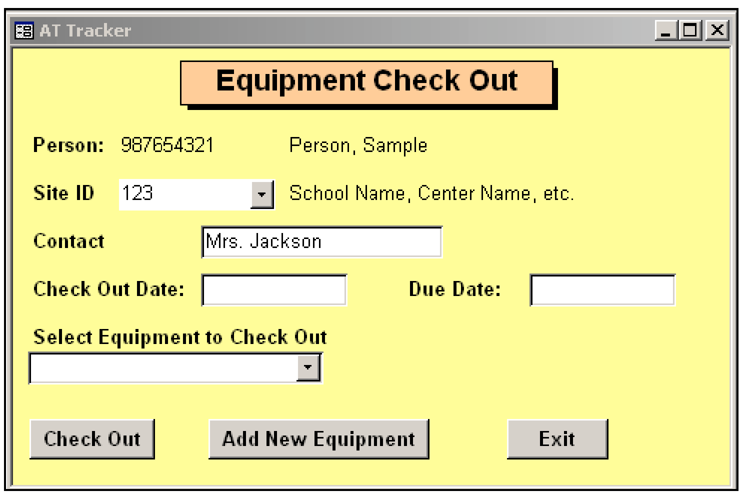
13. **Comments** – This field is for any important or relevant comments concerning the individual. This is a text field limited to 100 characters.

14. **ID** – This field is auto populated by the agency selected under System Settings.

The next tabbed section, *Assigned Equipment*, displays currently assigned equipment for the individual, as well as a history of previously assigned equipment.

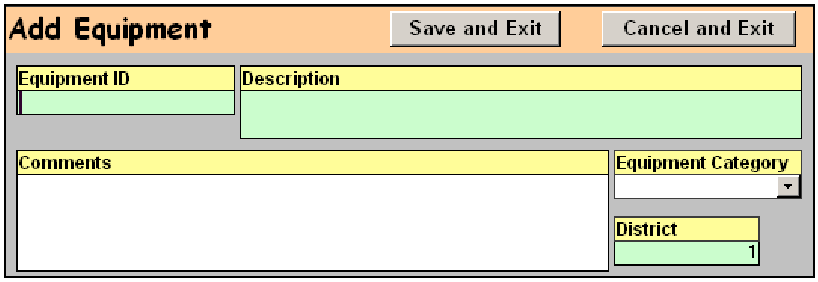


To check out new equipment, simply click on the [Assign Equipment] button. This button opens an Equipment Check Out pop-up form (similar to the one found under Equipment Inventory), which gives direct access to all available equipment in the database. Site ID, Equipment ID, and Check Out Date are all required fields. Note that the equipment will not be assigned until the [Check Out] button is clicked.



!Error! Only items in the drop-down list can be Checked Out. If you enter an item that has already been checked out or does not yet appear in inventory, the following error will appear:

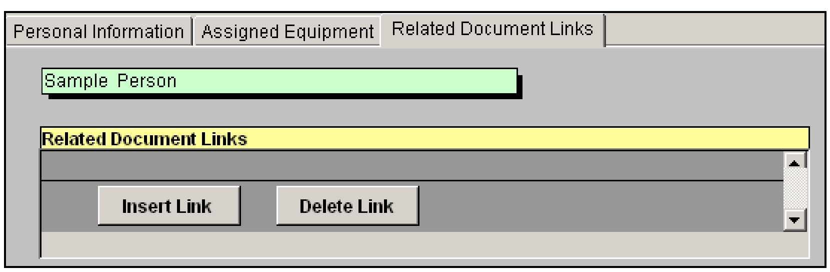
The Equipment Check Out pop-up form also allows new equipment to be added to the database by clicking on the [Add New Equipment] button. This shortcut expedites the data entry process allowing the user to quickly add a few pieces of information identifying the equipment being checked out without spending a lot of time on details. The user will, however, need to remember to go back to the Equipment Inventory form later to provide more detailed information on the new piece of equipment.



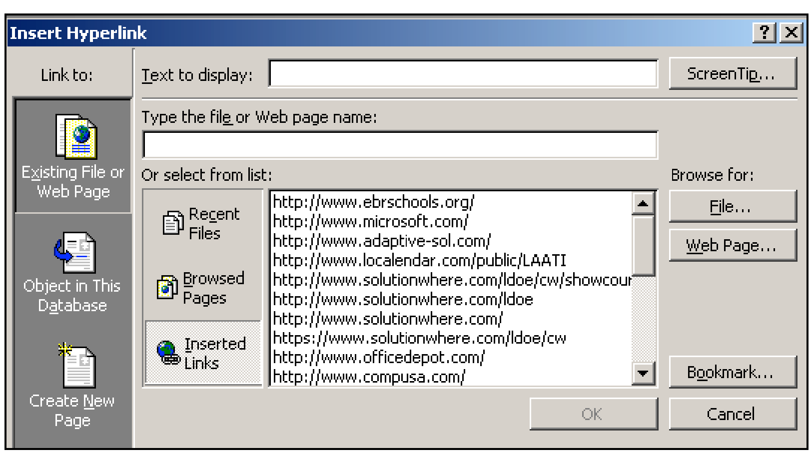
<u>Equipment Currently In Use</u> – This sub-form displays all the equipment that is currently checked out to the individual. If any item ever needs to be removed from this list, i.e. 'unassigned', simply click on the check mark beside the equipment to remove it. This will unassign that particular piece of equipment and automatically make a change to the 'List of Available Equipment' in the database. This will also show the piece of equipment under the next section, Equipment Usage History.

<u>Equipment Usage History</u> – This sub-form shows all equipment that has been previously checked out and back in by the individual.

The *Related Documents Links* tab is used to maintain a list of links to other documents pertinent to the individual (these documents must be located on the local computer or the linked network drive). Related documents could include the actual assessment report, scanned in work of the individual, or other relevant documents.



To add a document link, click the [Insert Link] button. After clicking the [Insert Link] button a form will appear from which you can browse for the file to which you want to create a link.



Click the [File] button under the "Browse For:" heading to select the file. Once the file path is selected, it will be placed in the "Text to Display" field and in the "Type the File Name" field. The "Text to Display" field may be changed to something more descriptive. This description is what will be displayed on the *Related Documents Links* form.

Simply click on the link to open/view a document listed in the "Related Document Links" list.

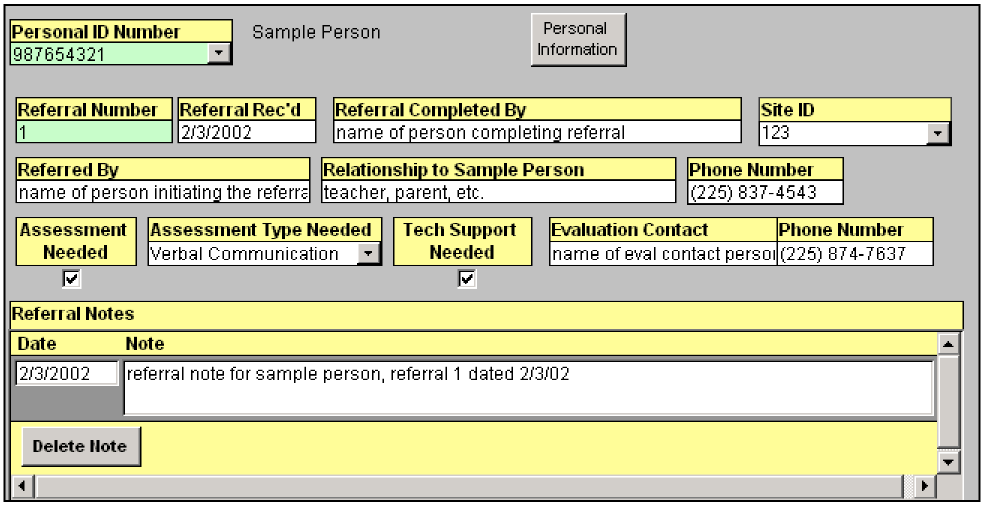
To remove a link, first select the link to be deleted by clicking the gray button to the left of the link, then click the [Delete Link] button to remove it.

!Note! There are many types of documents that can be linked to AT Tracker using "Related Documents". Some examples of these are: MS Word, MS Excel and PDF files.

!Note! There is a MS Excel Spreadsheet on the AT Tracker install CD that you can copy that can be used to track time spent providing services to an individual. You can insert this spreadsheet in AT Tracker as a "Related Document" and you can calculate the cost of services provided.

Referrals

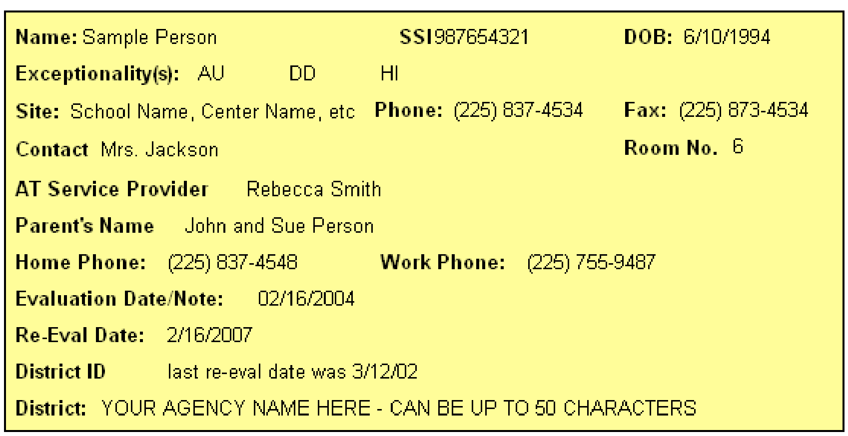
This form is designed for all pertinent information regarding a requested referral. Referral forms provide the basis for all future reports on the student; therefore accurate information is very important.



1. **Search by Number/Search by Name** – These two fields will allow a user to conduct a search either by Personal ID Number or by Name for **existing** referrals in the system.

2. **Personal ID Number** – Drop-down box of previously entered students/individuals.

3. **Personal Information** – The [Personal Information] button will open a pop-up screen displaying the individual's personal information. This is 'view only' data.



4. **Referral Number** – This field is a required field and is automatically populated with the next consecutive referral number for the individual. This is a number field set as a long integer and can be overridden with a different number if there is a different referral numbering system in place. The number entered must be unique for the individual.

5. **Referral Rec'd/Referral Completed By/Referred By** – Pre-formatted date field and the other two fields are text fields limited to 40 characters.

6. **Relationship to Individual** – The relationship of the person in "Referred By" to the person in "Personal ID Number" is placed in this text field, limited to 40 characters.

7. **Site ID** – Drop-down list of previously entered site information.

8. **Phone Number** – Pre-formatted field for the phone number of the person who referred the individual.

9. **Assessment Needed** – Check this box if an assessment for this individual is deemed necessary.

10. **Assessment Type Needed** – Drop-down field of the various types of assessments previously listed.

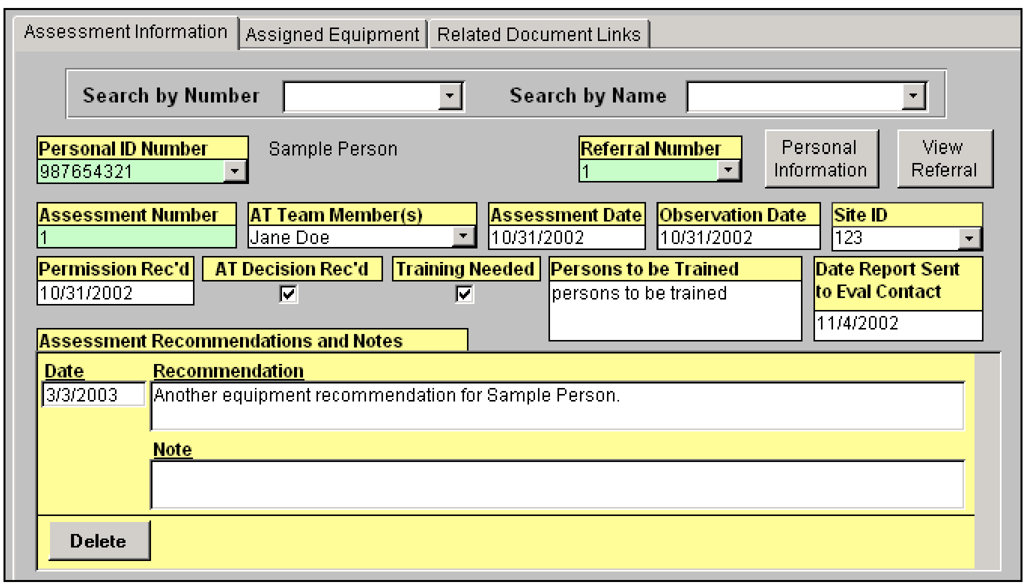
11. **Tech Support Needed** – Check this box if any technical support is recommended.

12. **Evaluation Contact/Phone Number** – These fields are for the name and phone number of the person in charge of coordinating all the information into a complete assessment report (i.e., vision screening, auditory testing, AT assessment for a 3-year re-evaluation, etc.). The phone number field is pre-formatted and the Evaluation Contact field is a text field limited to 40 characters.

Referral Notes – Pertinent notes and/or comments concerning this particular referral may be entered on this subform. The date field is pre-formatted and the Note field is a memo field capable of holding more than 250 characters. A [Delete Note] button is included on this sub-form. It will only delete the selected note, not all associated notes.

Assessments

After receiving a referral and completing an assessment, fill out the Assessment form with all relevant information. All Assessments must have associated Referrals. This form is similar to the Personal Information form in that it has three tabbed sections, to include *Assigned Equipment* and *Related Documents Links*.



The *Assessment Information* tab contains the following information:

1. **Search by Number/Search by Name** – These two fields will allow a user to conduct a search either by Personal ID Number or by Name for **existing** assessments in the system.

2. **Personal ID Number** – Drop-down box of previously entered students/individuals.

3. **Referral Number** – Drop-down box of previously entered referral numbers. Be sure to link the assessment to the appropriate referral (This field's default is "1").

4. **Personal Information** – The [Personal Information] button will immediately open a pop-up screen to view the individual's personal information. This is 'view only' data.

5. **View Referral** – This button will open the Referral form indicated by the number entered in the Referral Number field.

6. **Assessment Number** – On creation of new records the Assessment Number will automatically be populated with the next consecutive assessment number for that specific Referral Number (Sample Person could have Assessment Number 1 linked to Referral Number 1 and then have another Assessment Number 1 linked to Referral Number 2).

7. **AT Team Member** – Drop-down box of previously entered AT staff who perform assessments.

8. **Assessment Date** – Pre-formatted field for the actual date the assessment was performed.

9. **Observation Date** – Pre-formatted field for the date the individual was observed by AT staff.

10. **Site ID** – Drop-down list of previously entered site information.

11. **Permission Rec'd** – Pre-formatted field for the date the parent or guardian granted permission for the Assessment.

12. **AT Decision Rec'd** – Check this box if a decision has been received regarding the recommendation.

13. **Training Needed** – Check this box if training is recommended.

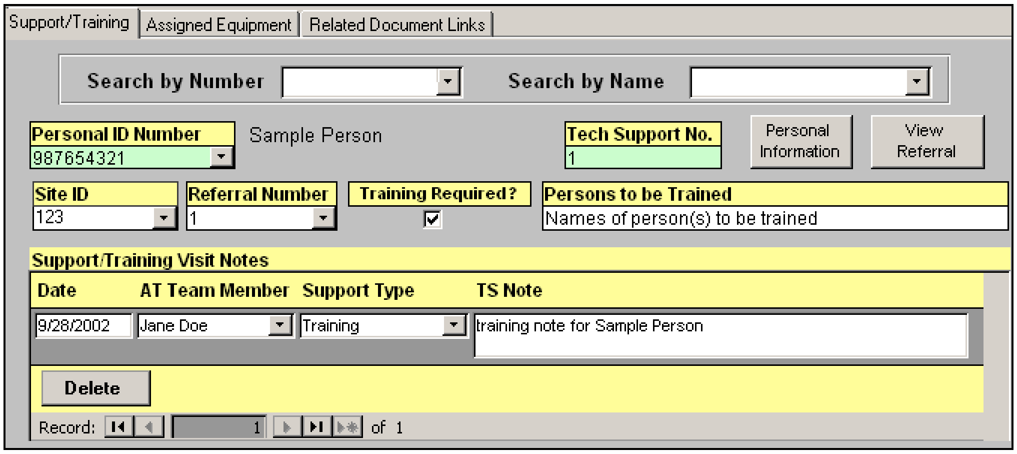
14. **Person(s) to be Trained** – This is a memo field capable of over 250 characters. List the name(s) of the person or people that need to be trained to assist this individual. If a specific name is not yet known, then enter a descriptive title or classification (i.e. "Teacher", "Parent", "Speech Therapist", etc.)

15. **Date Report Sent to Eval Contact** – Pre-formatted field for the date the assessment is actually sent to the evaluation contact (i.e., the individual's appraisal contact).

Assessment Recommendations and Notes – This sub-form is designed to provide ample space for recording notes and recommendations. The date field is pre-formatted and the other fields are memo fields capable of over 250 characters. A [Delete Note] button is included on this sub-form. It will only delete the selected note, not all associated notes.

Assigned Equipment and *Related Document Links* – these tabs are the same as on the Personal Information form.

Training / Support
This form is designed to track all the pertinent information concerning all technical training or technical support for an individual.



The *Support/Training* tab contains the following:

1. **Search by Number/Search by Name** – These two fields allow a user to conduct a search either by Personal ID Number or by Name for **existing** support records.

2. **Personal ID Number** – Drop-down box of previously entered students/individuals.

3. **Personal Information/View Referral** – Similar to Assessment form buttons.

4. **Tech Support No./Referral Number** – Same numbering system as the Assessment form.

5. **Site ID** – Drop-down list of previously entered site information.

6. **Training Required** – Check this box if training is necessary.

7. **Persons to be Trained** – This text field is limited to 100 characters and is for listing the name(s) of the person or people that need to be trained. If a specific name is not yet known, then enter a descriptive title or classification (i.e. "Teacher", "Parent", "Speech Therapist", etc.).

Support/Training Visit Notes – This sub-form is for detailed notes associated to the support provided. The date field is preformatted. The AT Team Member field and the Support Type field are drop-down boxes listing previously entered information. The TS Notes field is a memo field capable of over 250 characters. A [Delete Note] button is included on this sub-form. It will only delete the selected note, not all associated notes.

Assigned Equipment and *Related Document Links* – these tabs are the same as on the Personal Information form and the Assessment form.

Section 2 - Search/View Data

The Search/View Data section of AT Tracker Plus simplifies access to all data stored on all File Maintenance forms. Each of the Search forms have a [Personal Information] button in order to quickly view general information regarding the selected individual.

Referrals

Clicking the [Referrals] button in this section allows AT staff to do a narrowly focused search. Use the drop-down box to view referrals for a specific student.

Referral No.	Date	Referred By	Phone No.	Relationship	Assessment Type	TS Needed
1	2/3/2002	name of person initiating	(225) 837-4543	teacher, parent, etc.	Verbal Communication	☑
2	3/12/2003	referred by				☐

Assessments

Clicking the [Assessments] button in this section allows AT staff to do a narrowly focused search. Use the drop-down box to view assessments for a specific student.

Referral No.	Assessment No.	Date	AT Team Member(s)	Permission Recd	AT OK?	Training ?	Persons to Train
1	1	10/31/2002	Jane Doe	10/31/2002	☑	☑	persons to be traine
2	1	2/23/2003	Jane Doe	2/23/2003	☑	☑	persons to be traine
2	2	3/23/2003	Jane Doe	3/23/2003	☑	☐	

Tech Support

Clicking the [Tech Support] button in this section allows an AT Team Member to do a narrowly focused search. Use the drop-down box to view tech supports for a specific student.

Tech Supt. No.	Type	Notes	Date	AT Team Member
1	Training	training note for Sample Person	9/28/2002	Jane Doe

Equipment

Clicking the [Equipment] button in this section allows AT staff to perform a search by Equipment Category, Individual User, or by Site. After completing the search criteria, click on [View Selection] to see the results.

Equipment ID	Description	Serial No.	Manufacturer	Site Name
CPU1234	Pentium 4, 20Gg hard drive, 1Gg RAM	827342389	Acme Computers	School Nam
MOUSE123	wireless mouse	98354390	ACME Computers	School Nam

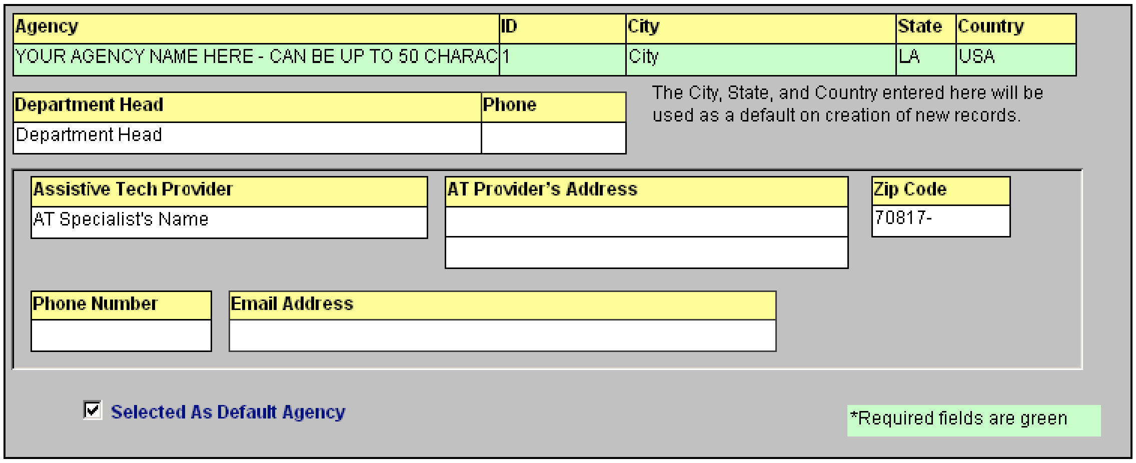
Search All Data

Clicking the [Search All Data] button in this section allows AT staff to perform a comprehensive search through the entire database for all information related to an individual. Use the drop-down box to view tech supports for a specific student. All of the information that is available in the following four categories will be displayed: Referrals, Assessments, Support/Training, and Equipment.

Section 3 – Administration

System Settings

The System Settings form is where the basic information about the specific agency should be entered. This form contains some data that will become the 'default' values in the creation of new records on other forms. Up to ten different agencies may be setup in this program.



1. **Select Agency** – Drop-down list of all agencies previously entered in the system.

2. **Agency** – This is a required text field limited to 50 characters for the name of the agency or school district.

3. **Agency ID** – This is a required long integer number used to identify each agency on subsequent forms (This number cannot be zero).

4. **City/State/Country** – These three fields are required and will be used as default values in the creation of new records on other forms that use City, State, or Country. They are all text fields with character limitations of 50/2/25.

5. **Department Head** – This is a text field limited to 50 characters for the name of the Director or Supervisor in charge of the entire agency or school district providing AT Services.

6. **Phone** – Pre-formatted field for the phone number of the agency's main office.

7. **Assistive Technology Provider** – Text field limited to 50 characters for the AT Provider's name.

8. **AT Provider's Address** – This two-line field is for the address of the AT Provider. Both fields are text fields limited to 50 characters.

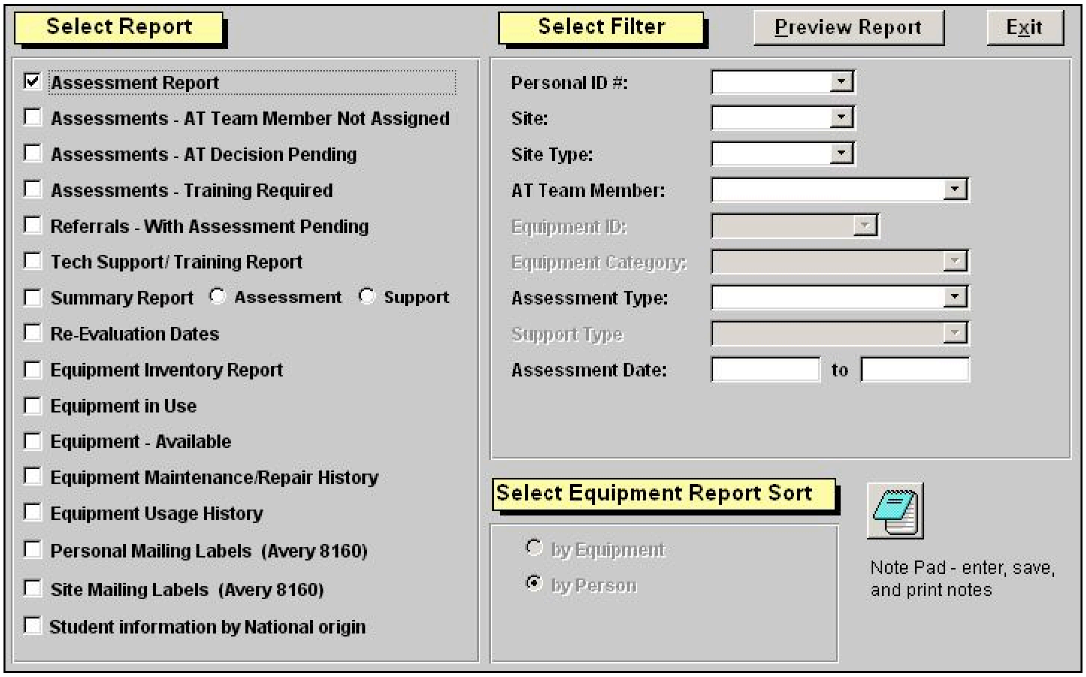
9. **Zip Code/Phone Number** – Both of these fields are pre-formatted.

10. **Email Address** – This is a text field limited to 50 characters.

11. **Selected As Default Agency** – Checking this box determines which agency's data is active and available to be viewed and altered.

Reports

A wide variety of reports can be generated using the AT Tracker Plus program. Reports focused on sites, referrals, assessments, technical support, equipment, etc. can all be viewed and printed out separately. Reports can also be generated for any student receiving AT services and include a detailed accounting of each student's progress. Reports will only reflect information for the selected agency (shown at the top of the *Reports* form).



Select Report – In the first column, a variety of reports are listed, with a checkbox located to the left of each. The reports listed are the ones that are most often requested or required by AT Team Members. Click the checkbox beside the report name to select that report for viewing/printing.

Select Filter – In the second column, the report filters are listed to allow an AT Team Member to specifically tailor the report to meet their needs. Filters can be used individually or along with multiple filters to best describe the report needed.

Note Pad – A button has been incorporated on the *Reports* form that immediately opens the MS Notepad program to record notes and comments.

Select Equipment Report Sort – Information can be sorted by either equipment or person.

Preview Report – The [Preview Report] button at the top of the form displays the report to be printed.

There are two selections under Reports for Personal and Site Mailing Labels. They are set up to print on Avery 8160 labels. When these reports are selected a new sub-form will appear under "Select Filter". This sub-form will show each Name and Address under Personal Information or Sites. Simply select the check box in front of the desired entry and click on the [Preview Report] button to view address list.

!Note! A default printer must be setup on the PC in order to Preview a report.

1. **Assessment Report** – this report lists personal information on each student along with summary referral information and detailed assessment information (filters include Personal ID#, Site, Site Type, AT Team Member, Assessment Type, and Assessment Date Range.

2. **Assessments – AT Team Member Not Assigned** – this is a summary report listing basic assessment information for each student without an AT Team Member assigned for the assessment (there are no filters for this report).

3. **Assessments – AT Decision Pending** – this report is generated by the AT Decision Rec'd check box on the Assessment form. This report is useful for tracking if the IEP committee decision was received (the only filter for this report is AT Team Member).

4. **Assessments – Training Required** – this report is generated by the Training Needed check box on the Assessment form (the only filter is AT Team Member).

5. **Referrals – With Assessment Pending** – this summary report shows all referrals that have not been linked to assessments (there are no filters for this report).

6. **Tech Support/Training Report** – this report lists personal information on each student along with their detailed support information (filters include Personal ID#, Site, Site Type, AT Team Member, Support Type, and Support Date Range).

7. **Summary Report** – this report lists the date of each entry and the entry type for all Assessments, Supports, or both. Also included on the report are the following fields: Student Name, Site, Contact, AT Team Member, and any equipment checked out to the student (filters include Personal ID#, Site, Site Type, Assessment Type, Support Type, and Date Range).

8. **Re-Evaluation Dates** – this is a summary report generated from the Re-eval date field on the Personal Information form, it includes the Student name, ID#, Site, Contact, Last Eval Date, Last Re-Eval Date, and AT Service Provider name (filters include Personal ID#, Site, and Re-eval Date Range).

9. **Equipment Inventory Report** – this is a detailed report of all equipment in inventory, regardless of whether it is checked out or not (filters include Equipment ID and Equipment Category).

10. **Equipment in Use** – this is a summary report showing any equipment checked-out and who it is checked-out to, along with the Check-Out Date, Due Date, Site, Contact, and Room# (filters include Personal ID#, Site, Site Type, Equipment ID, Equipment Category, and Due Date Range).

11. **Equipment – Available** – this is a summary report showing what is available in inventory (the only filter available is Equipment Category)

12. **Equipment Maintenance/Repair History** – this is a detailed report showing all maintenance entries on equipment (filters include Equipment ID, Equipment Category, and Sent In Date)

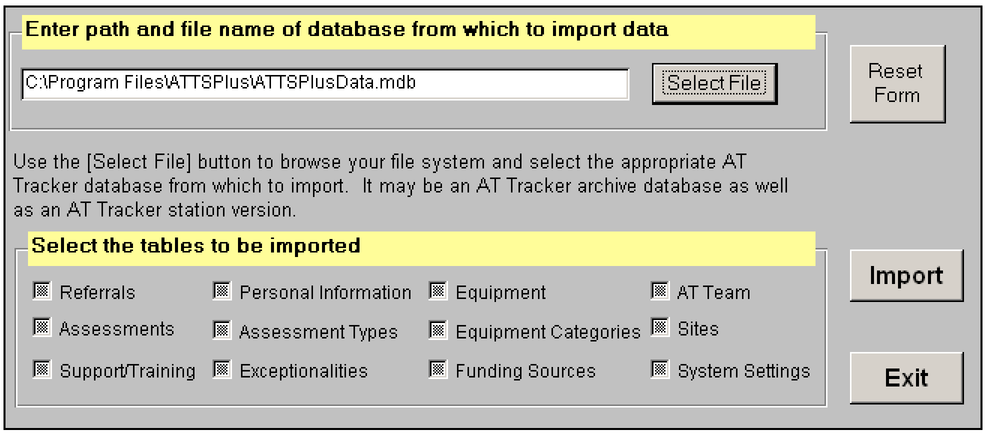
13. **Equipment Usage History** – this summary report can be sorted by Equipment or by Person and the information listed depends on which way the report is sorted. When sorted by Equipment, the report will list more detailed information about the piece of equipment (such as Manufacturer, Serial #, Other, and Comments fields) and under Equipment Usage the following fields are listed: Check-Out Date, Check-In Date, Personal ID/Name, Site ID/Name, and Contact. This report, when sorted by Equipment, is handy when backtracking the usage of a device to pin point when/where a problem began when sorted by Person, the report will include the following: Check-Out Date, Check-In Date, Equipment ID/Description, Site ID/Name, and Contact. This report, sorted by Person, provides a

convenient way to see the usage history on each (the filters for this report will change depending on which sort is used).

14. **Student information by National origin** – this summary report lists Personal ID, Name, National Origin, Gender, Age, and Exceptionality.

Import Data

The *Import Data* form allows AT Team Members to import data from another AT Tracker database. It may be a current version or an older version of AT Tracker, as well as data from an AT Tracker archive file. The actual .mdb import file must be selected first then the tables to be imported can be selected individually. The full path and file name can be typed in or selected using the [Select File] button, which opens a browsing utility. After all selections have been made, click the [Import] button to perform the data import. Once all of the tables have been imported, "Import Successful" message will appear.

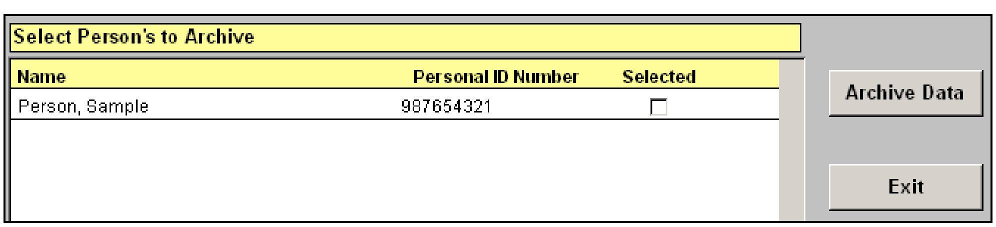


When importing data from one version of AT Tracker into another version, the existing records will not be overwritten. If the key fields of a record being imported match an existing record, it will not be imported. Only NEW records will be imported. For example, a new personal information record the imported version can be imported, but changes made to an existing record cannot be imported.

This applies to all file maintenance forms except referrals, assessments, and support. Referrals, Assessments, and support records are automatically renumbered on import to use the next consecutive number for the individual. *Therefore, it is very important to remove referral, assessment and support records from the version being imported.* If this step is not performed the referral, assessment, and support records can inadvertently be re-numbered and then be imported a second time.

Archive Data

The *Archive Data* feature is used to remove records from the database. Before an individual can be archived, all equipment must be checked back in for the individual. All records, Referrals, Assessments, and Tech Supports, will be archived along with the Personal Information for the individual.



Simply select the person(s) whose data is to be removed from AT Tracker Plus by clicking the check box located by their name. After selecting all the names to be archived, click the [Archive Data] button. Once the archive process is complete, a message will appear showing where the archive file was saved.

The archive file will be saved in the ATTPlus program folder, under Program Files, with the following name:

ATTPlus\Archive\TrackerArchive.mdb

It is recommended that this file be backed up to floppy or CD and that the backup media be labeled with the names of everyone who was archived. At any time the data archived can be imported back into AT

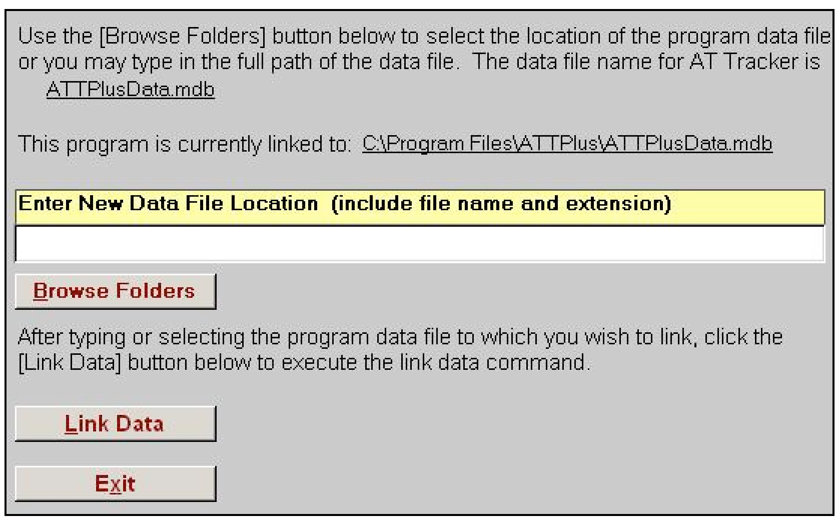
Tracker Plus if needed. Simply use the Import Data utility and select the TrackerArchive.mdb file as the import file.

!Note! AT Tracker will import ALL archived files. It will then be necessary to go back through and re-archive those that are not needed.

Link Data

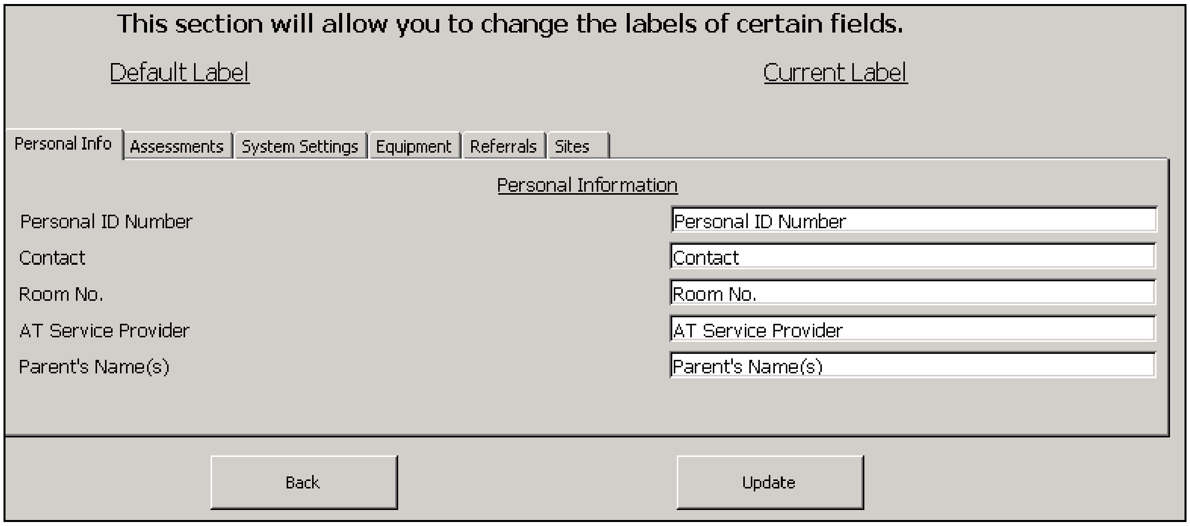
The link data feature is only available on network versions of AT Tracker. The purpose of this utility is to re-link the AT Tracker program file to the AT Tracker data file that has been moved to a network drive. Upon installing the network version of AT Tracker, the program and data files are placed in the following folder: C:\Program Files\ATTPlus.

ONLY the data file should be moved to the network drive. Once the data file is moved to the network drive, use the *Link Data* form to link the program file (located on the master computer) to the data file on the network. The data file name is: ATTPlusData.mdb.



!Note! Microsoft recommends that client-server applications like AT Tracker Plus have the program on each individual PC workstation and the data located on a sharable network drive.

Label Settings
This form enables the user to change field label names.



The various forms and associated fields affected are as follows:

1. **Personal Information** – Personal ID Number, Contact, Room No., AT Service Provider, and Parent's Name

2. **Assessments** – Date Report Sent to Eval Contact

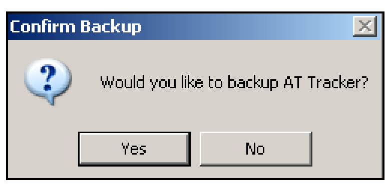
3. **System Settings** – Agency, ID, Department Head, AT Provider, and AT Provider's Address

4. **Equipment** – Comments, By Site (on reports and sub-forms), and Site Name

5. **Referrals** – Referral Completed By and Referral Date

6. **Sites** – Site ID

Exit System
Each time the AT Tracker Plus program is closed, the system will prompt you to perform a back-up.



Clicking [No] will simply exit the program. Clicking [Yes] will open a file browsing menu to select where to save the back up. It is STRONGLY suggested that you back-up your data regularly!

Frequently Asked Questions (FAQs)

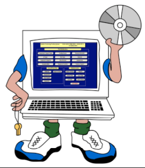
Problem/Symptom Question	Problem Solution/Answer
Why doesn't my information get saved when I click on the [Save] button?	Information isn't saved unless the [Save] button becomes inactive (grayed out). Sometimes it may be necessary to hit the button more than once.
How do you search the database for specific information (Equipment ID or Serial Number, Student Name or Teacher Name)?	From any form, click on the field that you want to search, then click on the binoculars (located in the toolbar at the top of the screen). This will open the Find and Replace subform, in the "Find What" field, type the information that you are looking for, and click the [Find Next] button.
When checking out equipment from the Equipment Inventory form, how can I have the "Person" field sort by Name instead of by Personal ID Number?	You can't. But, you could check out equipment through the Personal Information form. Open the Personal Information form from the Main menu, click on the Assigned Equipment tab, click on the [Edit] button, then the [Assign Equipment] button…the only problem is that the equipment is sorted by id number!
Can we sort "Contacts" and print a report?	You cannot sort by Contact.
How can I print a report that shows the "Contact" selected for Equipment checked out, not the one selected on the Personal Information form?	Use the Equipment Usage report to view the contact name used on the Equipment Check Out form.
Is there a limited number of lines for notes on the Tech Support form?	No
What is the Related Links tab on the Personal Information form, Assessment form, and the Tech Support form?	This is where you can attach a document associated to the student, such as their actual assessment report, samples of their work, or IEP documentation. The associated documentation must be located on the computer's hard drive or network.
How can I get archived records back into my database?	Use the import function. Click on the [Import Data] button, click on the [Select File] button to select your archived file, and click on the [Import] button. This will import ALL records included in that archive file. You will then need to re-archive the records that you do not need.
How can I print a report of students assigned to Team Members?	Use the following reports: Assessment Report, Assessments – AT Decision Pending, or Assessments – Training Required. Use the filters to select the desired AT Team Member
Is there a way to search for an item by ID number and then edit the item's information in the same screen?	Go to the Equipment Inventory form from the Main Menu, click on the "Equipment ID" field, and click on the binoculars in the toolbar at the top of the screen. This will open the Find and Replace subform, in the "Find What" field type the ID number that you are looking for, click the [Find Next] button. Once you find the record that you are looking for, click the [Edit] button and change the information as needed. Be sure to click the [Save] button to save your changes before you [Exit].
I need to search for a piece of equipment but am not sure what the exact id number is, what can I do?	Go to the Equipment Inventory form from the Main Menu, click on the "Equipment ID" field, and click on the binoculars in the toolbar at the top of the screen. This will open the Find and Replace subform, in the "Match" drop-down field, select "Start of Field" or "Any Part of Field", in the "Find What" field type in the part of the ID number that you know, and click the [Find Next] button until you find the record that you are looking for.
I cannot get AT Tracker to install, what now?	If the installation does not begin after putting in the CD, double click on your CD drive letter under My Computer. If the installation still does not start, right click on the CD drive letter, select explore and double click on the Setup.exe file.
Where do I enter the student's grade level?	There is no field for grade level. You may enter that information in the Comments field on the Personal Information form.

Problem/Symptom Question	Problem Solution/Answer
Is it possible to check out equipment under one student to more than one contact? We often check out items to teachers and also parents.	A different contact name can be entered for each piece of equipment checked out to a student. The Equipment in Use report will only show the contact name from the Personal Information form, however the Equipment Usage report will show you the contact name used on the Equipment Check Out form.
Why do I keep getting an error message when I try to add my school district under administration?	Try editing an existing entry (like one of the entries that came with the program). Click [Edit] and make the necessary changes to the data, but leave the agency ID the same. Ensure that you have the "Selected as Default Agency" box checked at the bottom left corner of the form, before you click on the [Save] button.
Is it possible to print a hard copy of referrals and contact notes entered in AT Tracker?	There is no ready-made report for referrals. However, from the Referrals form, pull up the record you want to print, hit the printer icon button at the top of the screen and a printer menu will appear, click on the "Selected Record" radial button under Print Range and have your Orientation set to "Landscape", not "Portrait". This will give you a print out of the screen.
How do I delete Sites Serviced?	You cannot delete a Site once you have used it, even if you have checked back in all of the equipment – the site information is still used in equipment usage history. However, you can change the Site ID number to begin with "ZZ" to indicate that the site is no longer used and it will be moved to the bottom of the list.
Is there a way to print a report of all students at a particular site?	The only way to print a report to show all students at a particular site is if they have all had an assessment or tech support completed for them. Then you could run a summary report on assessments and/or tech supports with a filter set for the Site.
I can't seem to do copy/paste – am I missing something?	You can copy/paste using the control keys: CTRL + C will copy highlighted data and CTRL + V will paste the copied data.
Both the Assessments form and the Tech Support form have fields for "Persons to be Trained". What report do I use to show this information?	The Assessments – AT Training Required report will show you the "Persons to be Trained" if the Training check box was checked on the Assessments form. The Tech Support form does not have an associated report that will show "Persons to be Trained"
I just received the network version of AT Tracker. How do I transfer my data from the old version?	Open the old AT Tracker folder (C:\Program Files\ATTPlus), right click on the ATTPlusData.mdb file and select copy. Then Paste the file somewhere else (maybe under My Documents, you will also want to rename the file…maybe adding the date to the name….mmddyyyyATTPlusData.mdb). Uninstall your current copy of AT Tracker. Install the new Network version. Open AT Tracker using your new Network Password. Click on the [Import Data] button, click on the [Select File] button and select where you saved the old data file. Click on the [Import] button. This will import all of your data. After importing your data, go to [System Settings] under Administration and make sure that the default check box is checked for your Agency Name. You should be able to see all of your data now. Exit out of AT Tracker. Open your AT Tracker folder (C:\Program Files\ATTPlus) and copy the ATTPlusData.mdb file again and paste it out on your network drive where everyone using AT Tracker will have access to it. Open AT Tracker again; go to [Link Data] and select the ATTPlusData.mdb file that is on your Network and then click [Link]. The copy of AT Tracker on your computer will now point to the data file on your Network. All data that you see, change, delete, and save will be in that Network file. You can set up several more computers similarly…Install AT Tracker and then Link it to the network file.
I have upgraded my computer system to XP and am now having problems with AT Tracker.	You need to get the XP version of AT Tracker. Contact Adaptive Solutions.

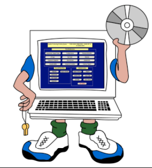
Problem/Symptom Question	Problem Solution/Answer
How do I show equipment used in a class so that it is listed under a teacher's name?	Enter the teacher in as a student (maybe start the ID number with a "T" so that all teachers will be grouped together at the bottom of the list of students) and then check the equipment out to the teacher. You may want to add the name of the students using the equipment under comments on the teacher's Personal Information form.
I have the network version of AT Tracker. I have it on my office computer and on my laptop. Sometimes I see my new data, sometimes I don't. What is going on?	Disconnecting from the network to work "offline" on a laptop can get to be tricky. Before unplugging from the network, you will need to tell your laptop to [Link] to your C:\ drive for your data and you need to make sure that you [Import] all of the current data from your network drive to your C:\ drive. When you come back to the office and plug back into the network you will need to re-Link to the network drive and [Import] all of the information that you added to your C:\ drive onto the network drive. The only information imported will be new Students and Equipment. Changes to existing Students and Equipment will NOT be imported. You will need to make those changes manually. Additionally, AT Tracker will consecutively re-number and import all Referrals, Assessments, and Tech Supports on the C:\ drive whether they are new or not! Be sure to delete all of the old Assessments, Referrals, and Tech Supports prior to importing the new ones or you will have several double entries. Another hint on Linking, reLinking, and Importing…make sure to check your [System Settings] information. Be sure that your default check box is checked for your agency.
Can I do custom queries and reports?	Yes, although it is not recommended. AT Tracker is simply an MS Access database. You can open the ATTPlusData.mdb file under C:\Program Files\ATTPlus and manipulate the data however you like. I would strongly suggest that you make a copy of the ATTPlusData.mdb file and use that copy for your manipulation, otherwise you could drastically damage the AT Tracker program.
Can AT Tracker be used as a network "user" or do they need administrative rights?	They need administrative rights to be able to add or change any data.
Why does the "This file may not be safe" message appear when I open AT Tracker?	AT Tracker has some associated Macros, you can change the Security level in your MS Access program by going to Tools, then Macro, then Security and adjust the security level to Medium.
We have inventoried all of our AT items and would like to just print out the software page(s). Is this possible?	Yes, if you assigned an Equipment Category for all Software. Go to reports, select Equipment Inventory Report from the left hand side of the screen, select Software from the Category drop down list on the right hand side of the screen, click on the [Print Preview] button at the bottom to view the report, and then click on the printer icon at the top of the screen to print the report
I have all of my equipment in a different file, how can I convert it and import it into AT Tracker?	AT Tracker is basically a MS Access program. If you go to C:\Program Files\ATTPlus and open the ATTPlusData.mdb file you will see all of the tables associated with the database and if you open each table you will see how each one is set up. To convert your data you will need to setup your data in a similar fashion with the same data types and sizes, change your field names to match those used with AT Tracker, and contact Adaptive Solutions for more information
When I enter something in Personal Information, I get an error message and my information is not saved: MISSING DATA: The following REQUIRED fields are empty: Agency. But, the agency field is not empty!	You Agency ID can NOT be 0 (zero) and make sure that the Selected As Default Agency check box is selected for your Agency.

Problem/Symptom Question	**Problem Solution/Answer**
When trying to find a piece of equipment, I click on the binoculars and get an error 2173 for anything I type in the find box!	You must first click on the field that you want to search. Then click on the binoculars and the field that you selected will show up in the "Look In" field, instead of the generic "AT Tracker Plus", then enter the data to search for in the "Find What" field.
When I try to make changes to a referral and click on the [SAVE] button, I get an error "Data entered into key fields already exist" or "Referral number entered already exists. Enter unique referral number"	The referral, assessment, and tech support numbers are automatically generated by AT Tracker and must be unique. So, when you are making changes to a record, you cannot change the referral, assessment, or tech support number unless the change is unique.
Can I import data from a csv file?	Yes. You should import the csv file into an excel spreadsheet as a delimited file. Then rename the field names to match those in AT Tracker. You can view AT Tracker's raw data by opening the ATTPlusData.mdb file under C:\Program Files\ATTPlus. This can be very hazardous to the health of AT Tracker…so be very careful! Copy the data file and then using MS Access, import your csv file from Excel into Access. If this works…open AT Tracker and Import the new information from your copied data file.
I need to save the info in AT Tracker to a CD or memory stick, but I keep getting an error message.	The only thing that needs to be saved is your data file. Go to C:\Program Files\ATTPlus and copy the ATTPlusData file to your CD or memory stick. This is the file that has all of your information.
How do I do a backup?	Every time you exit AT Tracker it will ask you to do a backup.
I have AT Tracker on one computer and I just got a new one. Can I move the software without losing information? How?	Copy the ATTPlusData.mdb file that is on the old computer under C:\Program Files\ATTPlus and set aside. Install AT Tracker on the new computer and then paste the file from the old computer onto the new computer in the same folder (C:\Program Files\ATTPlus), you will get an error message that says the file already exists, do you want to replace it….answer yes.

Appendix



AT Tracker Forms



Assessment Information

Name: ________________________________ Personal ID No: ______________________________

AT Team Member:__________________________ Site: _________________________________

Assessment Date: ___________ Observation Date: ___________ Permission Rec'd: __________

_ **Training Needed** Persons to be Trained: ____

_ **AT Decision Rec'd** Date Report Sent to Eval Contact: ______________

Assessment Recommendations and Notes

Date: ____________

Recommendation: ____

____

____

Notes: ____

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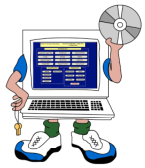
____

____

Assessment Information Form Developed By:
Adaptive Solutions
2127 Court Street – Port Allen, LA 70767
Tel: (225) 387-0428 – Fax: (225) 387-6092
Web: www.adaptive-sol.com - Email: sherry@adaptive-sol.com



AT Tracker Forms

Equipment Inventory

Purchase Date	Purchase Cost	Equipment Category	Funding Source

Manufacturer	Equipment Vendor	Model #	Other

Description	Comments

Equipment ID	Serial Number		Equipment ID	Serial Number

Equipment Inventory Form Developed By:
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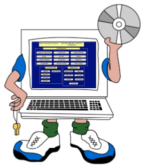
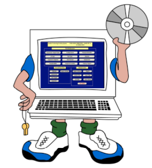


AT Tracker Forms



Equipment Check Out/In Form

Name: ______________________________ Personal ID No: ______________________________

Site: ______________________________ Contact: ______________________________

Check Out/In Date: ______________ Due Date: ______________

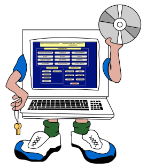
Equipment to Check Out: _____ Equipment to Check Out: _____

ID Number	Description	Serial Number

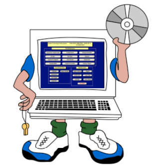
Received By: ____ Date: ____________

Printed ***AND*** Signature

Equipment Check Out/In Form Developed By:
Adaptive Solutions
2127 Court Street – Port Allen, LA 70767
Tel: (225) 387-0428 – Fax: (225) 387-6092
Web: www.adaptive-sol.com - Email: sherry@adaptive-sol.com



AT Tracker Forms



Personal Information

Name: ______________________________ Personal ID No: ____________________________

AT Team Member:_________________________ Site: _______________________________

Assessment Date: ___________ Observation Date: ___________ Permission Rec'd: __________

_ **Training Needed** Persons to be Trained: ____

_ **AT Decision Rec'd** Date Report Sent to Eval Contact: ______________

Assessment Recommendations and Notes

Date: ____________

Recommendation: ____

____

____

Notes: ____

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____

____

____

Personal Information Form Developed By:
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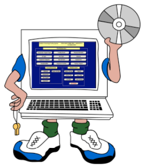
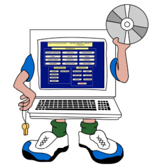


AT Tracker Forms



Technical Support

Date: ____________________ Request Completed by: ____

Student Name: ___________________________________ Personal ID No: ___________________________

Site:______________________________ Persons to be Trained: ___________________________________

Please describe the type of assistance / training needed:

____

____

____

Contact Person: ___________________________________ Phone: _______________________

THIS SECTION FOR AT/AAC ASSESSMENT TEAM MEMBER ONLY

Visit Documentation (include technical assistance provided & recommendations/follow up)

____

____

____

____

____

____

____ ______________________________

AT/AAC Team Member Date

Technical Support Form Developed By:

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