

Using the F12 Key to Re-Enroll or *Move* students Master records from one month to another.

FROM
Original
Month

----->

TO
Destination
Month

<u>FIRST</u>
Set Date to
Destination
Month

Moving a student Master record either forward or backward to another month does NOT move 'Timecard' hours. The student will have 'Timecard' hours in the destination month only if the student was previously 'lost' from the Dest. month. Student hours will NOT be updated in any months between original and destination months. In either case ALWAYS perform 'F2' AND 'ctrl-R' procedures to place the moved student(s) in the drop-down lists(Index) and synchronize the student's timecard punches (if any) on the Destination month.

When all operations are complete be sure to restore the date to Today's date!

Above is a brief pictorial diagram and description of the 'F12' process.

The F12 key can be used to restore a student that has mysteriously disappeared from a month, possibly while entering one or more field trips for any student.

Use the F12 key in the original month clicking on the desired student in the drop-down list. The 'Date' on the computer should ALWAYS 'point' to the Destination Month.

ENTERING FIELDTRIPS

To minimize 'losing' students, FIELDTRIPS should be entered as follows:

- (1) Add fieldtrip hours ONLY when there are NO STUDENTS ON THE CLOCK!
- (2) Restart the Time TRAKKER immediately before you begin adding the fieldtrips.
- (3) DO NOT perform any other menu functions! Enter 'Add Sessions' immediately and enter the first students fieldtrips; exit 'Add Sessions' and view the student's Timecard to make certain the fieldtrip has been correctly entered. Return to 'Add Sessions' and enter fieldtrips for the next student. Work back and forth in this manner until all fieldtrips sessions have been added.

DO NOT ACCESS MENU ITEMS OTHER THAN 'ADD SESSION' AND 'VIEW TIMECARDS'!!!

This will minimize the chances of losing students.

