



Monday, December 28, 2009

Dear Technician,

Please find enclosed the ztrAck setup files on c.d.

IMPORTANT:

CD contains

- Filemaker ® Files
- ztrAck manual in Microsoft Word ® format
- ztrAck manual in PDF format
- CASES 21 EXPORT GUIDE
- essential Filemaker ® extension files (plug-ins) see below



Instructions/notes for technician

- Installation guide is shown from page 4 onwards in the manual. The steps must be followed in the sequence shown.
- Make sure all folder names are exactly as shown e.g. student photos
- The installation cd contains the Filemaker ® plug-in **xmChart**. Copy this into the Filemaker® extensions folder on the server version of Filemaker® and **ALL work station versions**. E.g. C:\Program Files\FileMaker\Filemaker Pro 8.5\extensions\
TROUBLESHOOTING: Any problems after set up are usually related to the user not having read/write permissions to the share folder (step 2 set up guide). If share permissions are not set properly you will see messages regarding export paths when running ztrAck. In addition photos and graphs won't be visible.

Passwords Not required

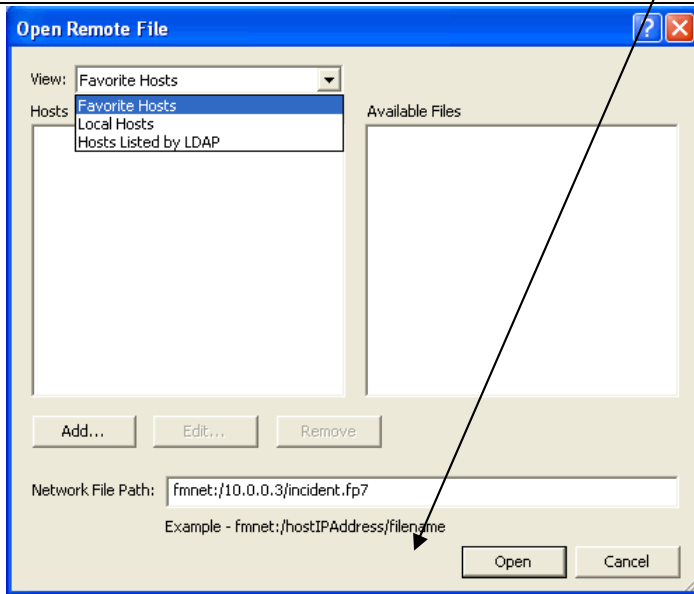
To access the awards mode, so students (or someone with limited privileges can enter awards) Hold down the shift key while opening. Enter the username and password awards.

Don Watson
Zenith Data

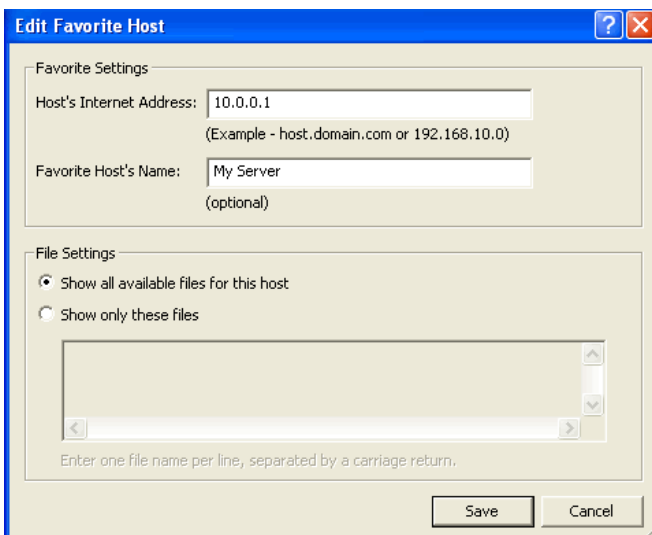


Starting the Program first time (multi –user version)

1. Open Filemaker on local/client machine
2. Select File>Open Remote then enter the server I.P. address then the filename incident.fp7. in the format shown in the dialog box (make sure to click Add so that you only have to enter this information on the first opening)



3. Click Add.. after you have specified the address.
4. Enter the appropriate details in the Edit Favorite Host dialog and clicking Save.
5. After this initial setup the user can access ztrAck by
 - Opening Filemaker Pro



- File > Open Remote
- Selecting the server you entered at step 2 above and then clicking the file incident.fp7

Call Don on 51455307 mob: 0438 493 168 or email don@zdata.com.au with any problems.



WARNING:

Using the open remote dialog as shown is the **only way** you should ever open ztrAck. Why? - If users simply navigate to the server folder and open ztrAck data corruption will occur.

HOW TO OPEN ztrAck

1. Open Filemaker® Pro
2. Once Filemaker® is opened, File > Open Remote

