

Tracker Functional Use and Configuration Guide

Purpose of Application

Tracker allows students to swipe, or administrators to manually enter panther number or campus id to log student traffic for a particular event - on or off campus. The data is then stored within BIPROD (an on-premise oracle database), and retrieved by the In-App reporting and two other primary reporting services for custom reports on campus - Decision Support Services and Argos, or SalesForce. There is no restriction between departments from pulling each other's data.

Hardware (Optional)

Tracker can be used with or without a card reader. Specialist mode can be used without a card reader by enabling the inserting the Panther number manually within a browser window. URL:<https://tracker.gsu.edu> If your department would like to purchase a card reader, please see the Card Reader Purchase Guide for specific guidelines for purchase and special configuration of the card readers for use with Tracker.

Configuration

Application Configuration

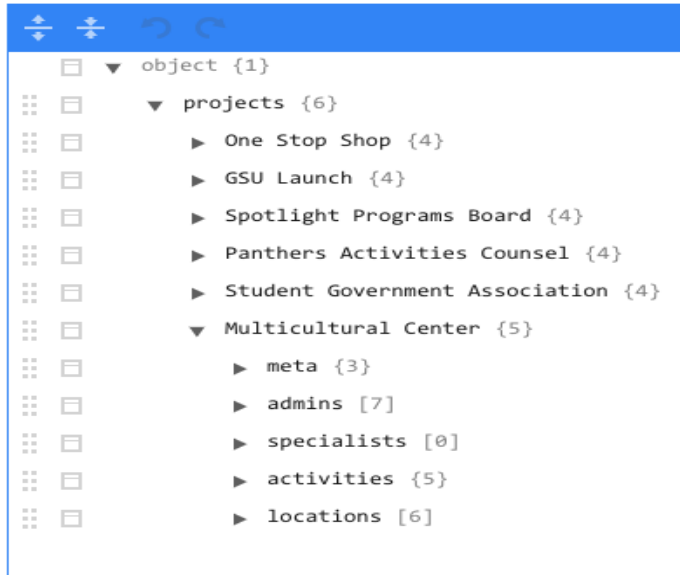
The configuration of the departments, users, locations, activity groups, and activities are stored on Config Manager <https://cdn.gsu.edu/cm/#/>

Super Administrator (OPTIONAL):

Super Administrator and Project must be configured in Config Manager by a member of Application Development and Design Team. To OPTIONALLY be granted access to administer your project configuration settings, send an email to appdev@gsu.edu. Once you have been given access as a Super Administrator, you may set or change your Configuration Settings as described below.

Welcome to config Mgr!

Select Application to Configure:



Project

This is setup by the member of App Dev & Design (see above).

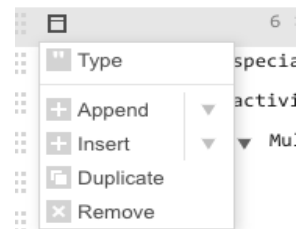
Super Administrator Configuration Settings

Note Changes must be saved by clicking the Save Changes button (top right) before they will take effect.

```
▼ admins [7]
0 : 001662020
1 : 002101871
2 : 001659099
3 : 002169457
4 : 001090797
5 : 002346908
6 : 002411382
```

Admins - Changes can be made by placing the cursor over the value to change it or by using the Append or Duplicate an existing entry and edit it by using the edit menu

- Enter the Admin's Panther number

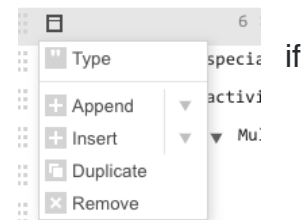


Specialists Currently not used

- ▼ activities {5}
 - ▼ Multicultural Competence & Peer Education [5]
 - 0 : Signature Program
 - 1 : Teach the Dean
 - 2 : Pop Talks
 - 3 : MAP Ambassador Program
 - 4 : Faculty Book Discussion
 - ▶ Community Building & Student Achievement [7]
 - ▶ Heritage Months [7]
 - ▶ Services [3]
 - ▶ Workshops [9]

Activities - Changes can be made by placing the cursor over the value to change it or by using the Append or Duplicate an existing entry and edit it by using the edit menu

- Activities may be grouped by categories if desired



- ```
▼ activities {5}
 ▼ Cultural Competence [5]
 ▼ 0 {4}
 name : Signature Program
 details : {value}
 sendEmail : true
 ▼ email {5}
 fromEmail : multiculturalcenter@gsu.edu
 cc : {value}
 bcc : wbritto@gsu.edu
 emailSubject : Complete this survey for a chance to win a prize!
 emailBody : Thank you for attending our event. Please take this prize!
```

**Activities With Email** - Changes can be made by placing the cursor over the value to change it or by using the Append or Duplicate an existing entry and edit it by using the edit menu

- Activities may be grouped by categories if desired

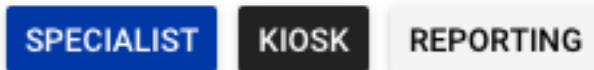
- *Name*: The name of the project
- *Details*: Brief description of the activity that will be displayed to the user
- *SendEmail*: Whether or not to send an email to the pantherId that was tracked
- *Email*:
  - *FromEmail*: Which email address will be sending the email
  - *CC*: Email address(es) that should be included in the email
  - *BCC*: Email address(es) that should included in the email, but not seen by the recipient
  - *EmailSubject*: What should display in the subject of the email
  - *EmailBody*: What should display in the body of the email
  - **Note**: The EmailBody can contain HTML to format the email

▼ locations [6]  
0 : Atlanta (downtown)  
1 : Clarkston  
2 : Decatur  
3 : Dunwoody  
4 : Alpharetta  
5 : Newton

**Locations** - Changes can be made by placing the cursor over the value to change it or by using the Append or Duplicate an existing entry and edit it by using the edit menu

- Enter the Location or Campus Information

## Usage



### Specialist mode:

For use when an activity would like to be re-set for each swipe. Location will remain the same for each swipe, but individual activity can be changed.

- Single Card Swipe - will prompt a user to swipe a card and will populate the Panther Number text box with the Panther Number on the card that was swiped

## Kiosk mode:

For use with a card reader for consecutive card swipes. On pages where a card reader is supported, there will be two buttons:

- Single Card Swipe - will prompt a user to swipe a card and will populate the Panther Number text box with the Panther Number on the card that was swiped.
- Multi Card Swipe - works exactly the same as Single Card Swipe, but it will automatically request another card swipe right after the previous Panther Number was submitted.

# Reporting

There are simple reports built into Tracker. More advanced reporting may be requested from the Decision Support Services department.

- **In-app Reporting** Access the In-app reports by clicking the Reports button on the main screen.



In-app Reports contain statistics for:

- Today's, This Week's, and This Month's Transactions
- Today's, This Week's, and This Month's Activities

## Enterprise Reporting

Two ARGOS reports are available to all users that have General Student Information data access permissions from <https://reports.gsu.edu> Access may be granted by submitting the Data Access Request Form from the DSS website here: <https://oie.gsu.edu/decision-support-services-dss/>

They are:

- DB\_Tracker All Attendance Roster – contains faculty, staff and student roster information including first name, last name and email address
- DB\_Tracker Report Data by Activity (W) – contains student roster information

Custom Reports: For combining Tracker data with Enterprise (Banner or other servers) or to obtain customized reports (by gender, GPA, major, citizenship, etc.) special requests may be sent to [Argos Enterprise Report Request Form](#)

## Support

---

- **Support of the Tracker App** can be submitted through the Tracker Requests button on the <https://tracker.gsu.edu> website.
- **Support or Issues with Custom Reports** should be submitted to [DSS@gsu.edu](mailto:DSS@gsu.edu)