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Description automatically generated

**Tracs**

**License - your own system with your own url settings and configurations - comes with one profile. License can be used as a production cite or a test instance.**

**Profile - an additional configuration base where you can manage rules, center reasons and subjects separately from another profile**

**Center - Centers are different programs, physical or online locations where visit and appointment data can be collected. Centers are linked to a profile which are linked to a license**

**Faculty - Instructor of course**

**Student - client coming in for services**

**Consultant - a user account that needs to have access to create their own availability for appointment times or drop in slots**

**User Level**

**-Staff = a user account that has access based off group permissions**

**-Profile Admin = Second in Command, needs access to adjust centers, create reasons, adjust email templets in profile**

**-Sysadmin = FULL Access user who has access to front and back end settings for Profile AND Global settings that would effect the whole license.**

**Dashboard – Homepage for all users**

**Widget – Modules or features that display on the Dashboard**

**Hamburger Icon – Option drop down available Next to all Listings**

**Listing - List of related records**

**Navigation Search -** **Available in all Listings. Allows Varies Searches to be performed or filtered out**

**Kiosk - Student-facing computer, where students are logging themselves in/out**

**Log Listing - Staff view to see students who are currently logged in**

**Visit Queue - Student-facing queue that displays students that are waiting to be seen.**

**Visits – Representing how much a student was present for X amount of time (also identifying center, subject, reason, staff member, etc)**

**Work Visits – Special Work Related reason that ONLY show for consultant accounts while logging in for**

**Quick Visits – Used to record an visit session for ONE induvial student for an X amount of time (center, subject, reason, staff member, time in, time out, notes, etc)**

**Batch Visits – Used to record a** separate **visit session for X amount of students at one time that would record the following (Same center, subject, reason, staff member, time in, time out, notes, etc)**

**Availabilities - are Pre Determined Time slots for each staff member letting the students know when they are available to meet**

**1-on-1 - Student will work independently with an individual staff member for a schedule date and time**

**Group - Staff member works with multiple students of the same (or different section) in one scheduled appointment**

**Drop-In/Walk-In – A Listed time span a staff member is available to have students meet with them**

**Appointments - A appointment represents a scheduled time that has been booked in advanced for a specific time, consultant, for a course specific subject and reason**

**Appointment Display – Twig coding used to display details of booked appointment to student or staff dashboard**

Course - individual subject with a fixed set of criteria

Section - used to identify individual classes. Sections are always linked to a course

Course List - assigned sections or specialties that identifies what a staff member can aid in or what courses are available in that center

Registrations - the official record of the students enrolled courses

Terms –What sections are active for the semester(s).