Peninsula QuickTrack Start

Installation & Operating Manual

Installation

Double click on Setup or the Installer to install the Application and associated files

A Folder called QuickTrack Start will appear on your Hard Drive

Running QuickTrack Start For The First Time

To Start the application

Apple Macintosh

Double click on the QuickTrack Start Application in the Folder QuickTrack Start in the Applications Folder

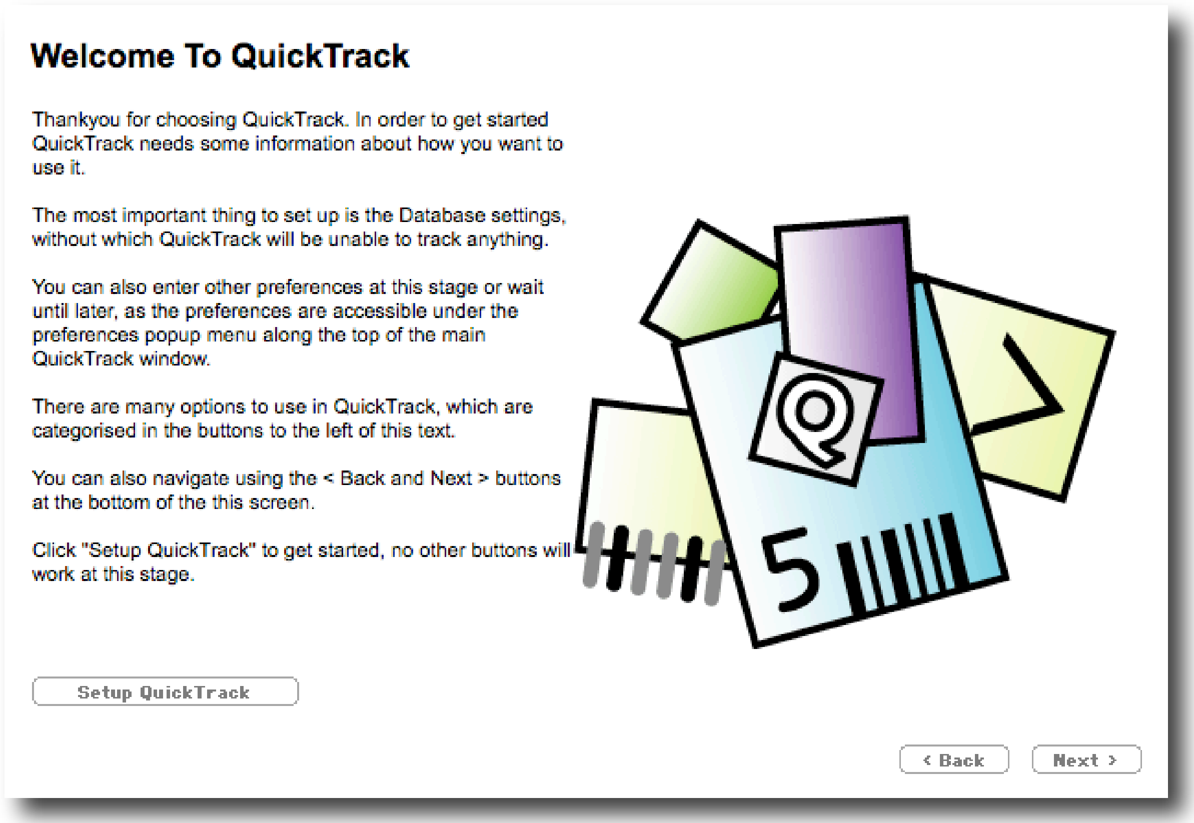
Windows

Choose QuickTrack Start from the Start menu or the Shortcut on the Desktop.

Setting Up QuickTrack Preferences

When QuickTrack Start is started for the first time you will be required to set up the various user settings that control the way QuickTrack is used.

You will see the screen shown below.



This screen explains that your about to setup all the preferences and settings for QuickTrack.

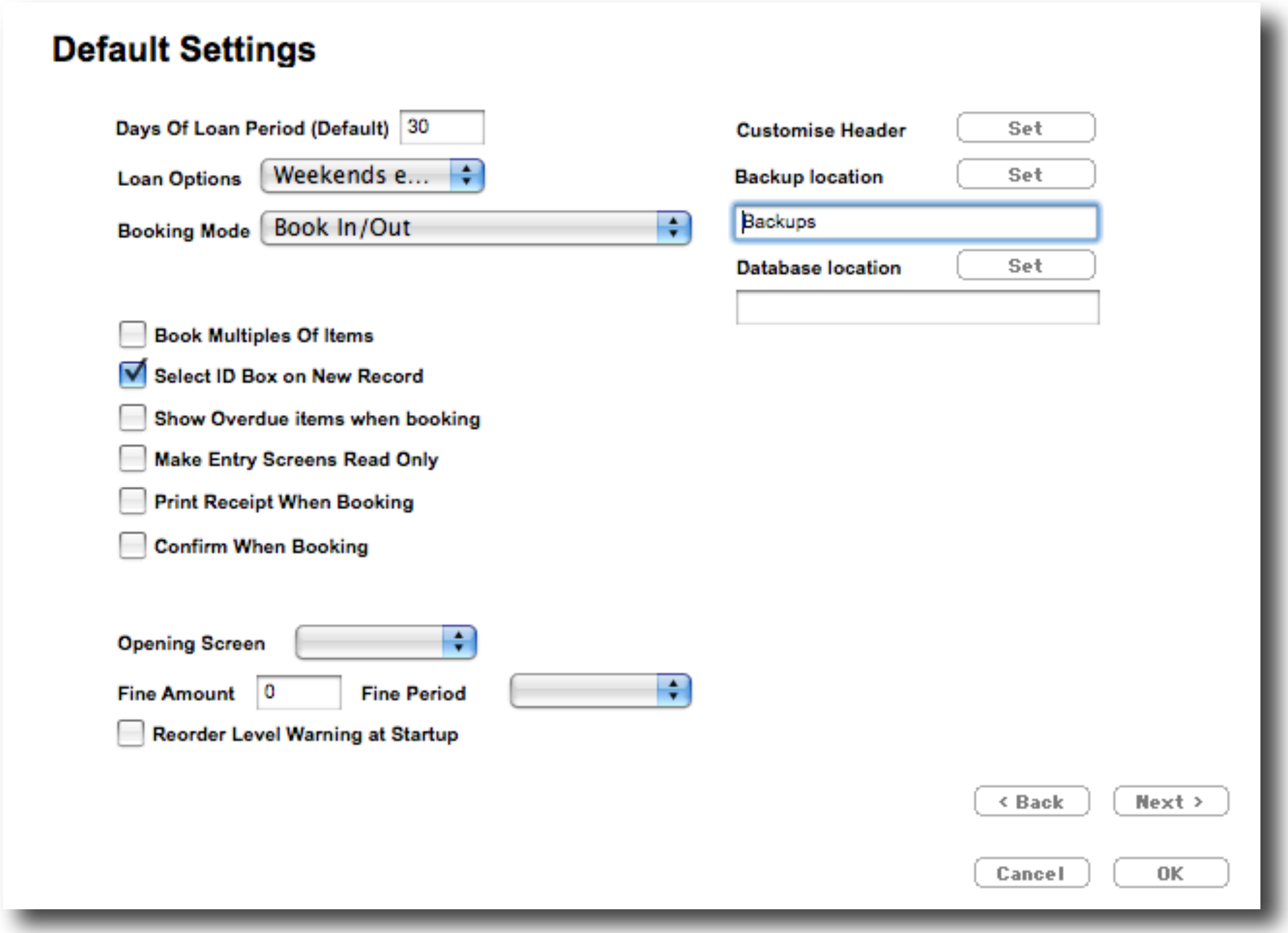
You can change settings or use the default settings, and at anytime come back to edit or change them in the future.

To setup QuickTrack to your requirements click “Next >” or “Setup QuickTrack”.

Setting Up The Default Settings

You will be taken to the default settings screen shown below.

This controls many of the user customisable basic settings available within QuickTrack, please note some options are not available in QuickTrack Start only in Standard and Pro but are still shown in the preferences.



The settings are used as follows.

Days Of Loan Period.
This is the automatically generated return date for an item which is booked out, this return date can be changed when the item is booked out by tying a date into the return box.

Loan Options.
This enables the software to cope better with overdue items and allows the exclusion of weekends from when an item should be returned to allow for closure of the place of issue and return.

Booking Mode.
This popup menu allows the software to operate in various modes (not available in start).

Book In/Out.
The standard mode is Book In/Out which allows items to be leant out and returned as in a library or tool room situation.

That ends the Booking Mode menu.

Book Multiples Of Items.
(not available in start)

Select ID Box On New Record.
This enables QuickTrack to select the top field on the item screen rather than the next box down.

This allows QuickTrack to override the automatic numbering of items and allows you to enter your own numbers ie from a DVD or CD and use these as the item numbers.

Show Overdue Items When Booking.
This flags up a message when booking items for a user where the user has overdue items outstanding, this allows collection of overdue items when warned.

Make Entry Screens Read Only.
This stops entry of details into the screens showing data from the database. This provides a quick and easy way to prevent modification or data by operators. (This is not a password protected option , however there is a passworded operator level system in addition to this which will be covered elsewhere).

Print Receipt When Booking.
This option allows the automatic printing of a receipt at the end of booking out goods, useful when in despatch mode, this receipt can be customised using the reporting features.

Confirm When Booking.
This option brings up a confirmation dialog when booking items to let the operator know the operation was successful.

Customise Header.
This option allows you to change the header strip at the top of the QuickTrack Screen, if you provide a jpg image in the correct size it can replace the default image and allow you to have your organisation logo at the top of the QuickTrack screen.

Backup Location.
(QuickTrack database format databases only) this allows you to change the default Backup location, the default stores backup files in a folder called backups in the QuickTrack folder, all backups are dated. You can set this locations to anywhere you have access to.

The Backup files are for each of the databases and are suffixed with a date and time to identify them. This folder may require periodic emptying otherwise you may end up with a large amount of backups.

Database Location.
(QuickTrack database format databases only) this allows you to change the location of the databases from the QuickTrack folder to anywhere you have access to.

Opening Screen.
This allows you to change the opening screen of QuickTrack to various other screens from a popup menu, this way instead of always going to the Menu screen you could go to the Overdue Items screen or the Booking screen thus saving time.

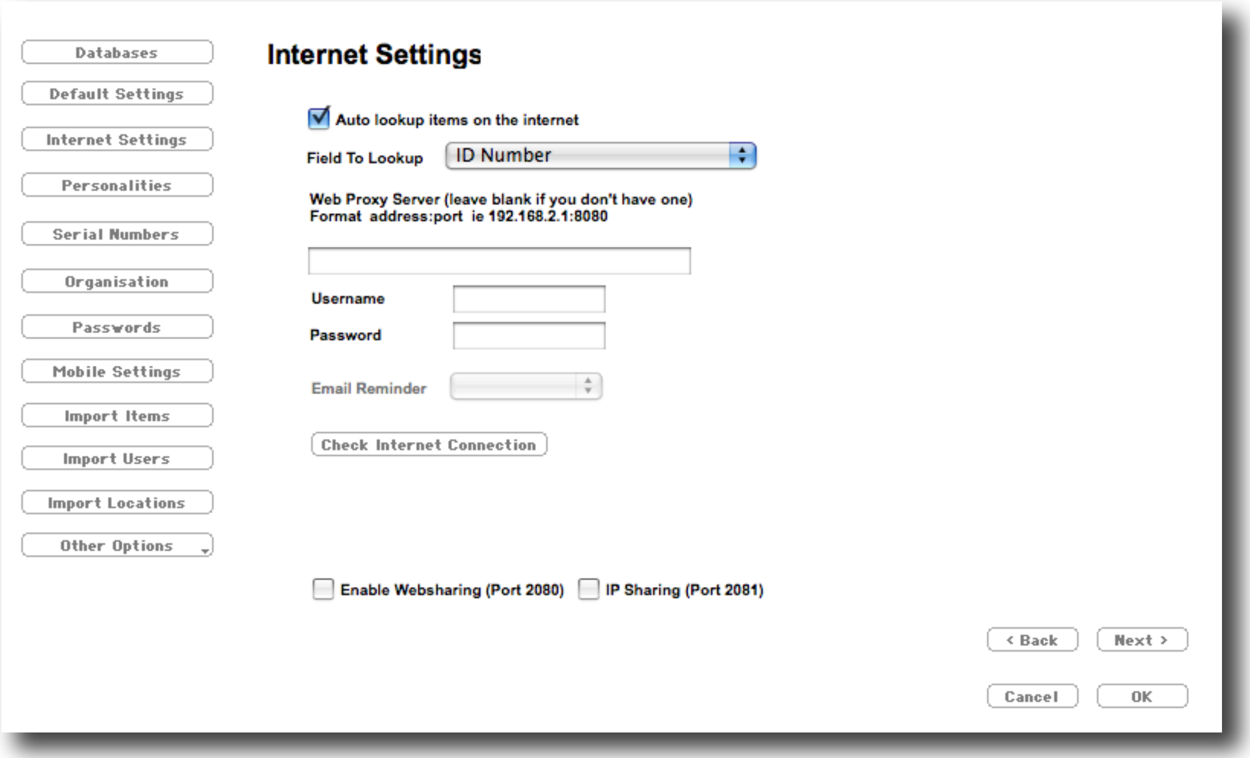
Fine Amount.
Allows the use of fines for overdue items.

Fine Period.
Lets you set the period after which a fine is levied from the overdue date.

Once your settings are set click “Next >” to carry on to the next screen.

Internet Settings

This screen has all the network and internet related settings. Here you can control auto lookups of Book, DVD and CD details, and change proxy settings.



Auto Lookup On Internet.
This is on by default, this setting uses the iLookup feature of QuickTrack automatically when return is pressed in the top field on the items screen. This will lookup Books, CD's, DVD's and some Videos. This saves a huge amount of time when entering new items into your database, giving details such as name, author etc.

Field To Lookup.
This allows you to set the field which is looked up from the internet, this is useful in situations where a barcode is already on the item, for example in a library, which is not the ISBN lookup barcode that the publisher has applied.

Email Reminder.
Allows the automatic emailing of users with overdue items.

Web Proxy Settings.
If you access the internet from behind a firewall, ie at a school you may need to set proxy settings to access the automatic lookup functions of QuickTrack, you enter the proxy address in the form address:port ie 10.0.0.10:8080.

This option also allows for an optional username and password for the proxy server.

It may be that your proxy server will not allow the lookup sites, if this is the case please contact us for the site details and you can then add them to your proxy setup as allowed sites.

Check Internet Connection.

This button allows you to test your connection to internet. If this test fails it indicates there is a problem with your internet connection, which maybe caused by a proxy or firewall. Please refer to the Internet Connection problems section at the end of this manual for details.

Enable Web Sharing.
This allows QuickTrack databases to be shared over the internet using the inbuilt html pages, it is published on port 2080 rather than the normal 80, so in order use this in a browser your must type the ip address followed by a colon followed by 2080.

IP Sharing.
This allows recall of data via TCP-IP and is for use of advanced users only.

Once your settings are set click “Next >” to carry on to the next screen.

Personalities

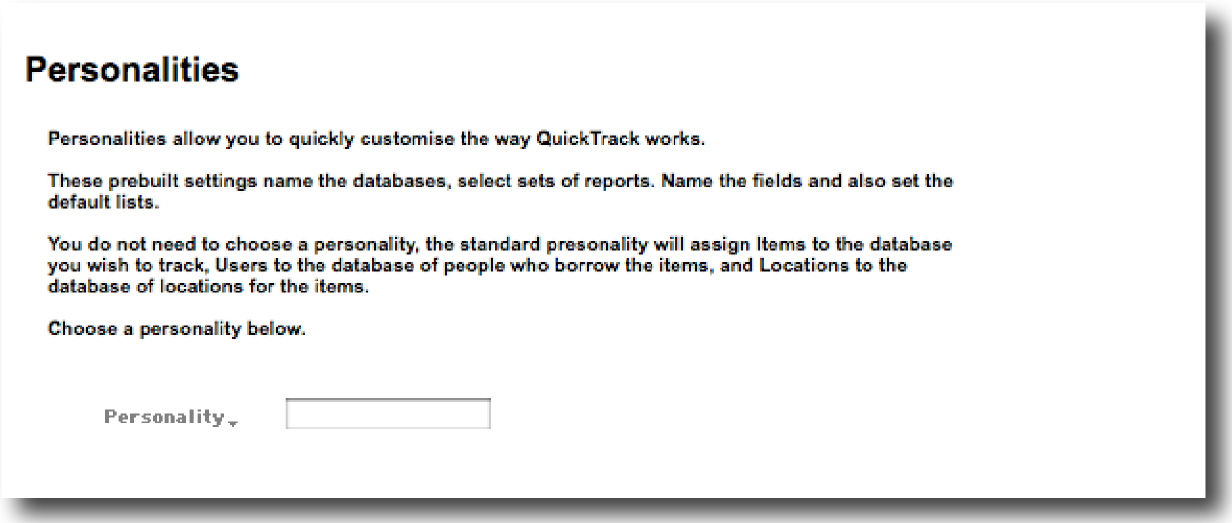
Personalities allow you to quickly customise the way QuickTrack works to a state more useful in your situation (not available in start).

These prebuilt settings name the databases, select sets of reports. Name the fields and also set the default lists.

You do not need to choose a personality, the standard personality will assign Items to the database you wish to track, Users to the database of people who borrow the items, and Locations to the database of locations for the items.

However there are other sets to choose from, for example School LIbrary, where the databases are Books, Students, and Locations, and has specific reports for the circulation of books in a library environment.

The entry screen is shown below.



You can choose a personality from the popup list by clicking the Personality arrow. The settings are automatically changed as soon as you leave the preferences section.

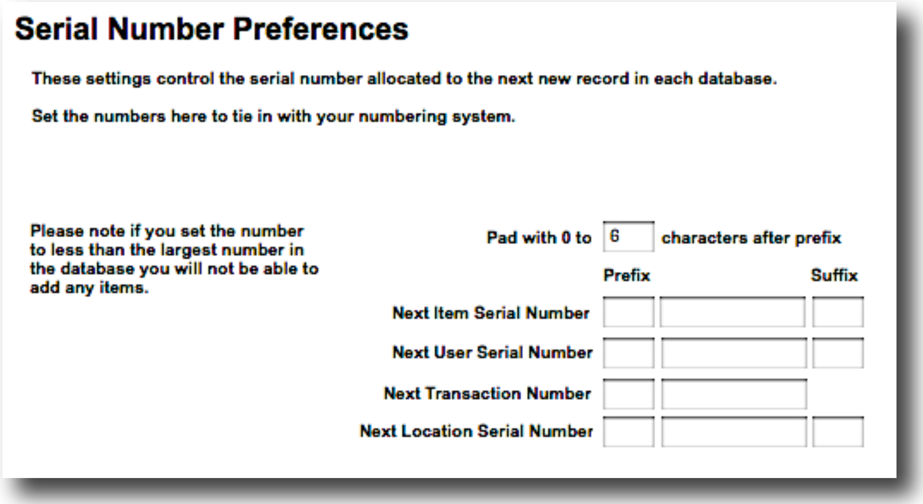
To reset all the lists and reports etc choose the Default personality.

Custom personalities can be setup by us please ask for details.

Once your settings are set click “Next >” to carry on to the next screen.

Serial Number Preferences

This screen allows you to set custom serial numbering to work with your existing system when allocating new numbers to items, users, location or transactions.



Each numbering system for Items, Users, Transactions (Bookings) and Locations is separate and these settings are stored locally on the users computer, so in a multiuser environment it maybe a good idea to use different prefixes for each workstation to identify where the numbers were made.

Please note that if you set the number to less than the largest number in the database you will not be able to add any new items, users or locations to the databases.

Once your settings are set click “Next >” to carry on to the next screen.

Your Organisation Information

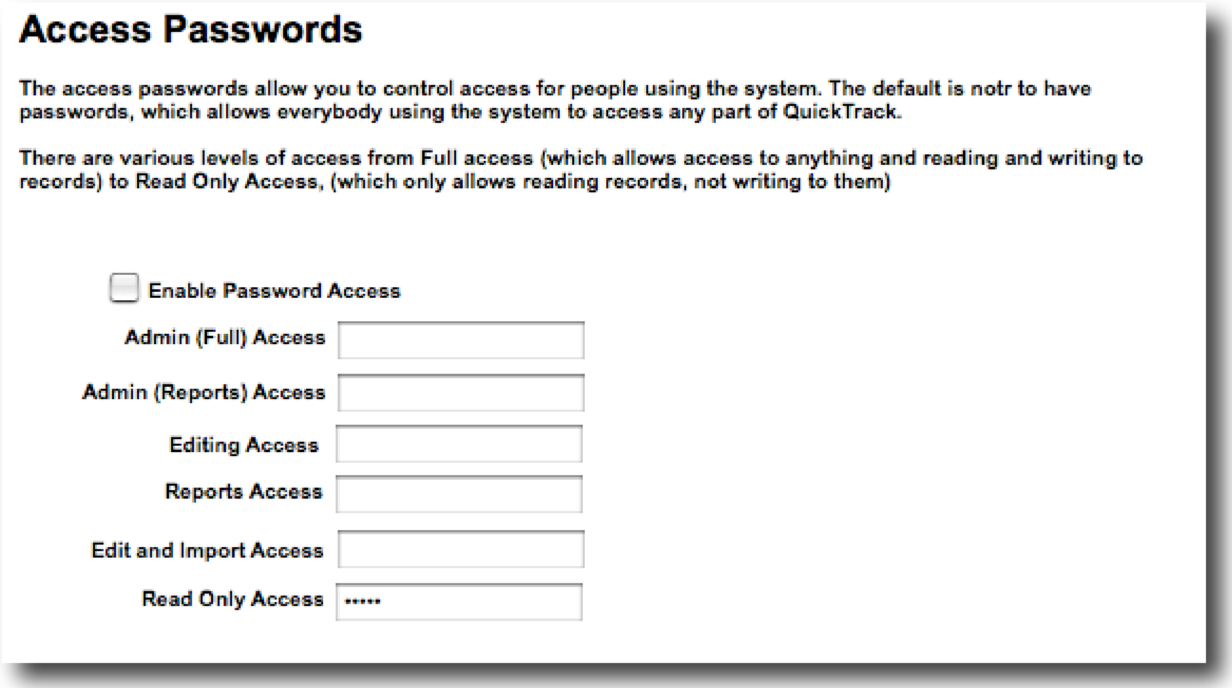
This screen allows you to enter your organisation details for inclusion in reports that are automatically generated by QuickTrack, this allows you to customise your reports with company or organisation specific data.

Simply enter the details in the screen shown below.

Once your settings are set click “Next >” to carry on to the next screen.

Access Passwords

Quicktrack has the facility to have different levels of access to different users using passwords.



These are entered on this screen, then when the password is entered when starting QuickTrack the level of access associated with that password is enabled.

In order to change the access level you must exit the software and restart it with the appropriate password.

The access levels are:

Admin (Full), this level allows access to all screens and features of QuickTrack including preferences.

Admin (Reports), this level allows access all of QuickTrack except the preferences, users can edit the reports with this level of access.

Editing, this level allows access to editing of records in QuickTrack but not other features such as reports etc.

Reports, this allows access to reports for viewing and printing and read only access to the records contained in QuickTrack.

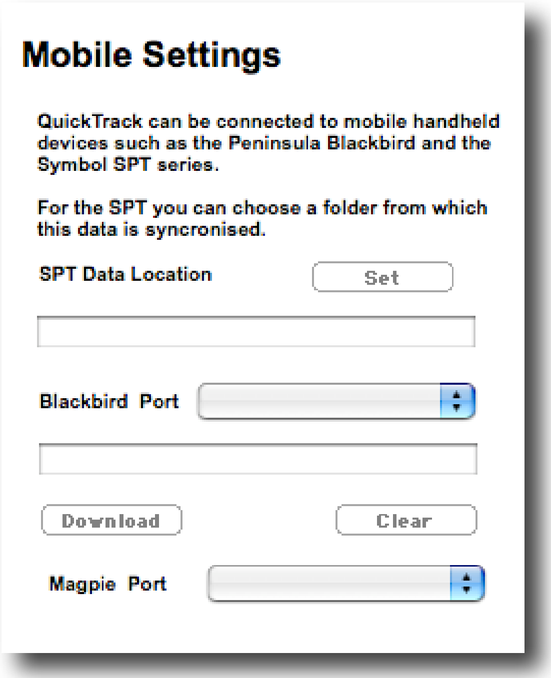
Edit and Import, this allows access to editing of records and importing from external files into QuickTrack.

Read Only, this access level has read only access to the records contained in QuickTrack.

Once your settings are set click “Next >” to carry on to the next screen.

Mobile Settings

This setup screen allows you to set locations and settings for mobile barcode reader units that connect to QuickTrack (not available in start).



QuickTrack can connect to both QuickTrack Mobile enabled devices running the Palm OS, this includes the Peninsula Gull and the Symbol SPT range.

Using the screen above you can setup a location for the data from the unit to be stored and syncronised.

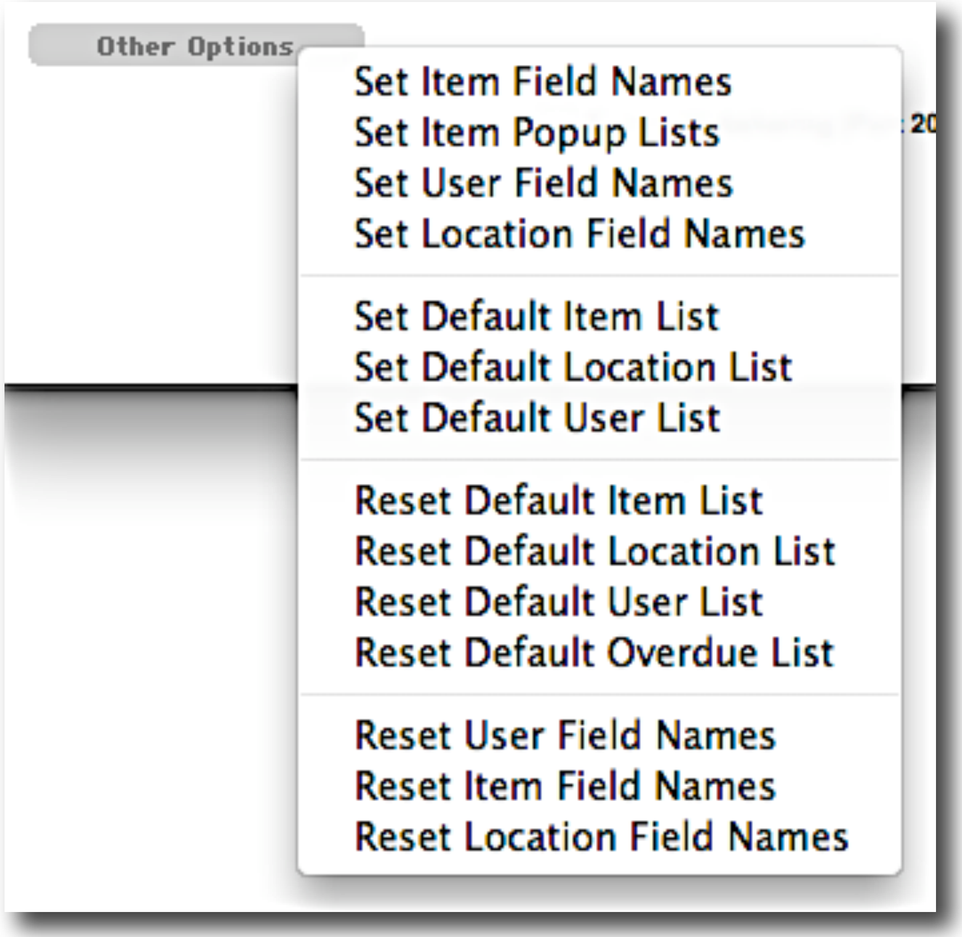
The Blackbird port popup allows you to set the usb or serial port that a Blackbird portable barcode reader is connected to.

The Magpie port popup allows you to specify the usb or serial port that a Magpie portable barcode reader is conncted to.

Once your settings are set click “Next >” to carry on to the next screen.

Other Options

There are a number of options that can be set from the popup menu at the left of the preferences screen entitled Other Options.



In this menu you will find

Set Field Names (One item for each record type)

These options take you to the entry screen for the type of record you have chosen ie Items.

On the screen click the text of the field name you wish to change, type the changes and press return to save it.

Once you have finished you can return to the preferences screen.

Set Item Popup Lists

This again takes you to the entry screen for the record, to the right of the entry boxes you will see a black triangle, this is a popup menu marker, click here to show a dialog with the current settings for the popup menu. Enter or change any items you wish.

If the menu is empty it will not show a marker on the screen when in standard entry mode.
Click OK to save the popup list or cancel to revert to the current one.

Reset Features

Also in this menu are the reset controls to reset default reports and lists and field names in the case of a mistake. Simply choose the item in the popup you wish to reset and it will be reset.

Once your settings are set click “Next >” to carry on to the next screen, or OK to finish.

If you are setting up Quicktrack for the first time a QuickTrack is Setup screen will show, clicking ok on this screen will take you to the QuickTrack Main Menu.

QuickTrack Is Setup

Now you have setup QuickTrack you can start to use it.

As you have no existing items or users, you can make new items, or users by clicking the New button next to the Items or Users buttons on the Main Menu Screen.

Or you can now import data from existing CSV files using import menu at the top of the main screen.

To look up an item from the internet scan the Barcode number into the item id box at the top of the items screen. A lookup will occur and your item details filled in.

Click the OK button to be taken to the Main Menu screen.

From here you can control all of QuickTracks' functions.

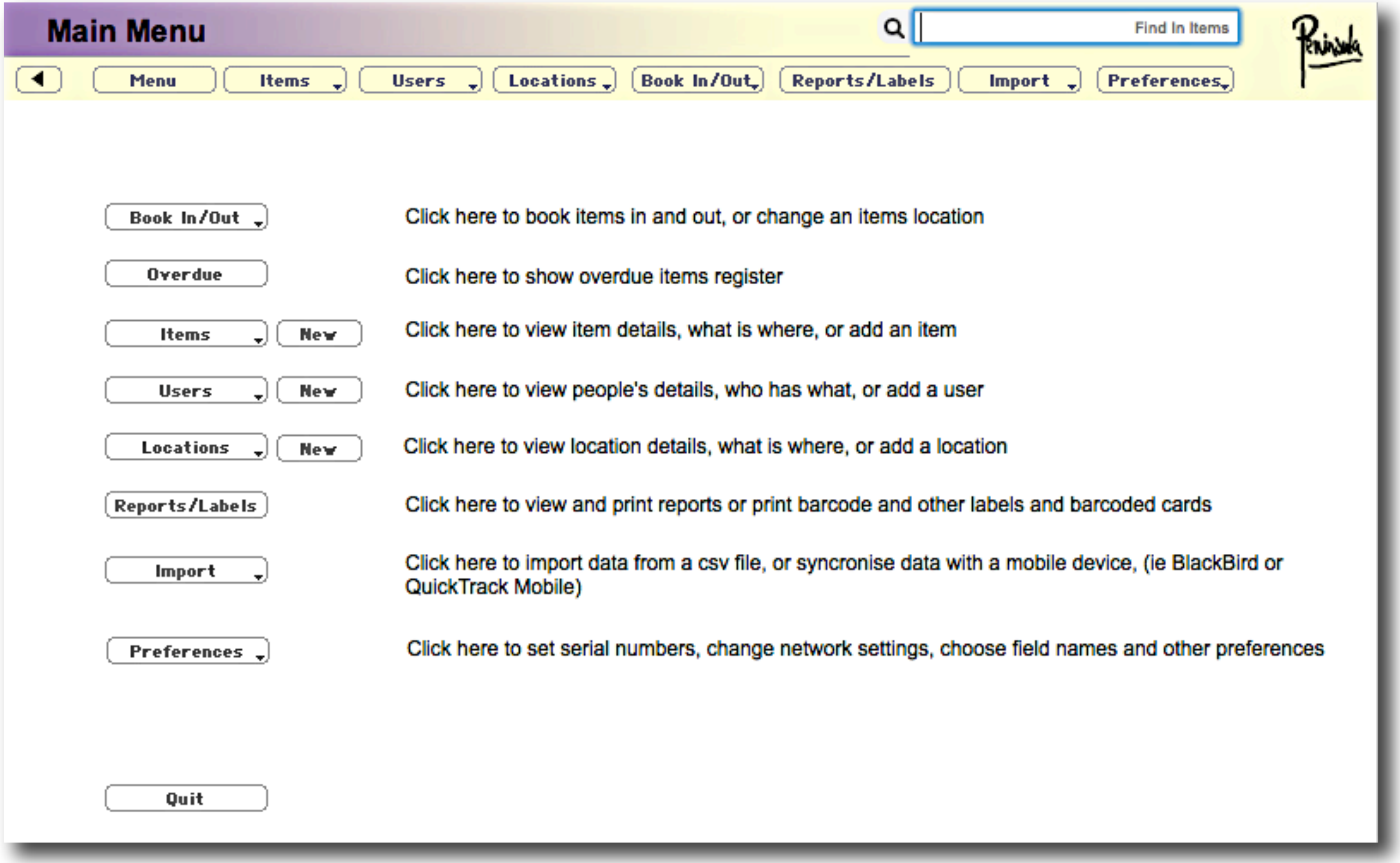
if you need to change any preferences in the future click the Preferences Popup at the top of the window and choose General Preferences to be taken to this section again.

< Back

OK

The Main Menu

This screen is the main centre for QuickTrack from here you can access all of its features quickly and easily. There is also a black left arrow which when clicked will return you to what you were doing previously.



Along the top of the window are arranged popup menus to access sections of the application from anywhere in the application, these popups appear in all sections of the application.

Also of this screen are short explanations of each item, for example.

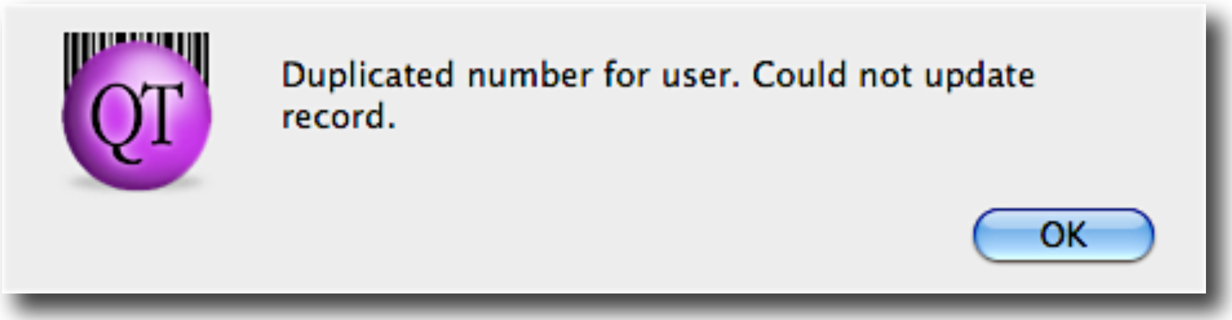
The Book In/Out popup button explains that this is where you can book items in and out of Quicktrack, or change an items location. (This button may have different text depending on what options you have chosen for personalities in the preferences or Booking Mode in the preferences).

So lets get started.

In order to use QuickTrack you will need to enter some items (books, DVDs, Files, Tools etc) and some Users (Students, Workers, Employees etc).

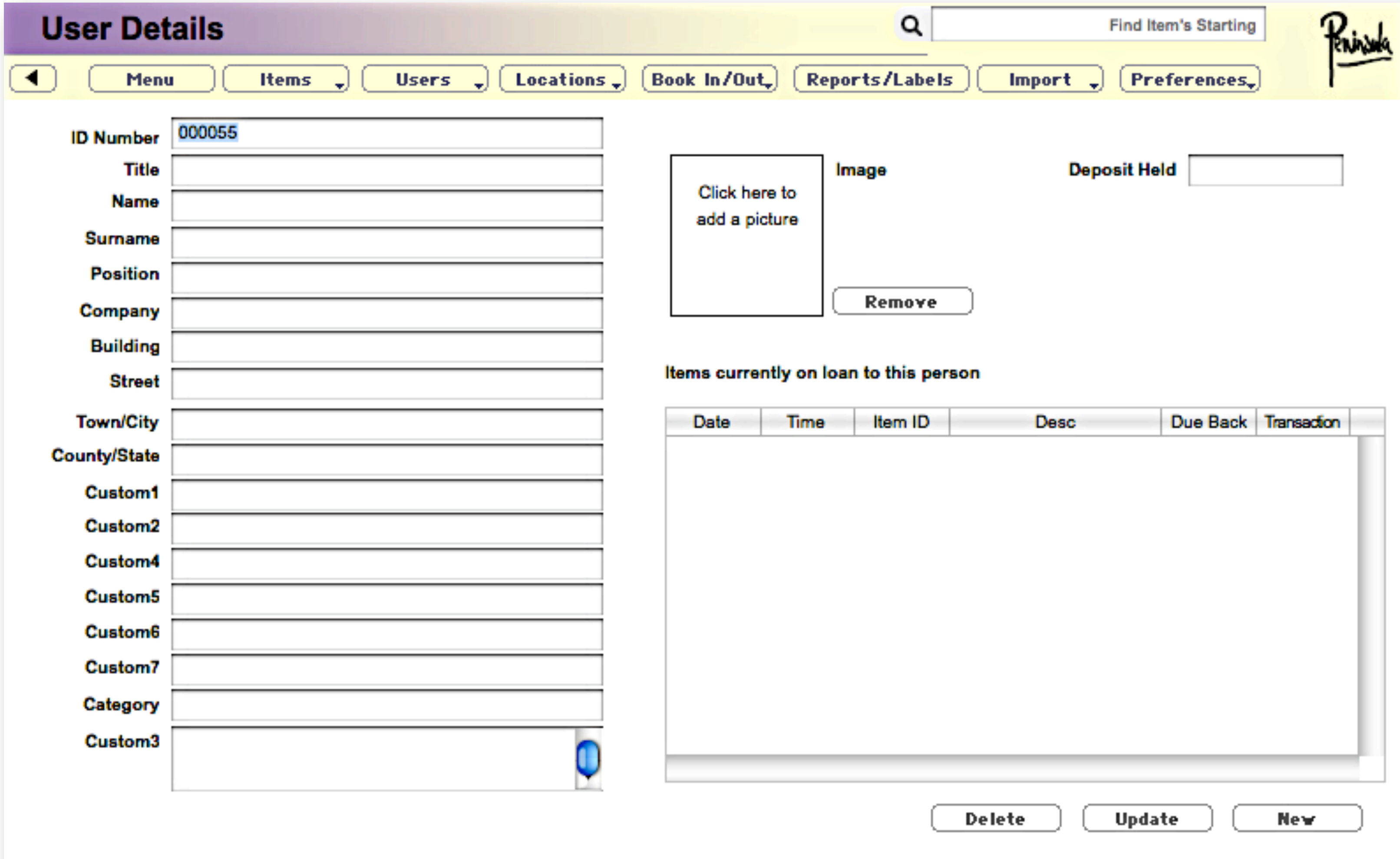
Adding Users

To add a user to the database click on the “New” button next to the “User Details” button. This button may be different if you have chosen a personality that changes the name of Users to for example Students.



If you receive this error whilst clicking New, you must return to the Preferences screen (Preferences -> General Preferences) and choose the serial number section. Change the User serial number to a number higher than the highest number you have already allocated in your user id numbers, type return at the end of entering to save it, then click OK to return to the main application and try again.

This screen will then appear.



Enter the users' details and return to the menu by clicking "Menu".

User Pictures

You can also add a picture of the user from a file (please make sure QuickTime is installed to use this feature, if you do not have it , it is a free download from Apple.com for Mac or PC).

Using a Webcam for User Pictures (not available in start)

Or alternatively on a pc using a webcam directly into the Image box, again QuickTime is required.

There is an extra field on this screen showing deposit held, this is for the money management section of the software where a deposit of cash can be taken from a person and returned at a later date. Click the field to add or remove a deposit from the persons record.

You do not need to click update to save the details, although you can if you wish, simply return to another screen to save details.

This screen also shows a list of items currently on loan to this person, you can click on an item in this list to be taken to the record for that item.

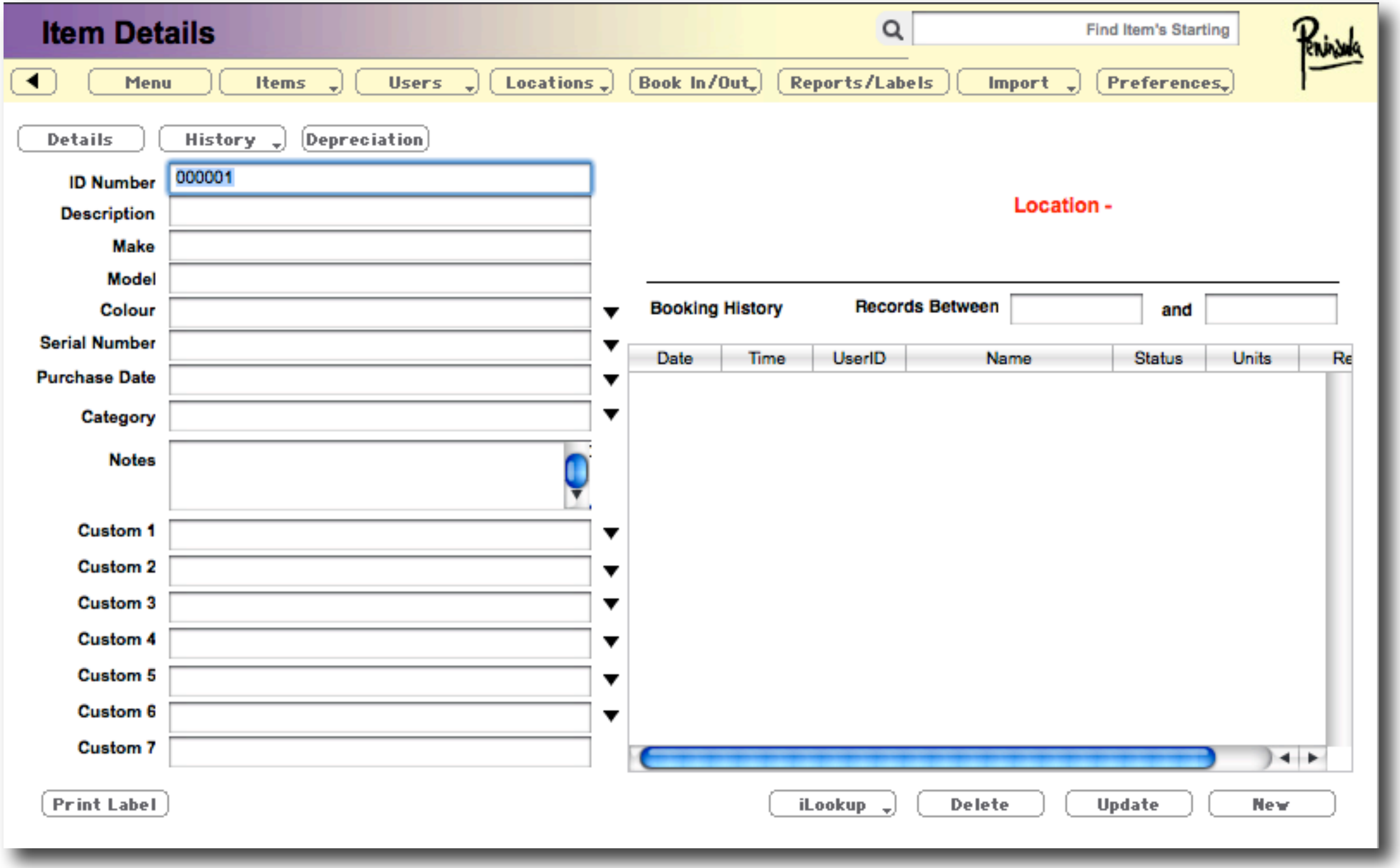
Adding Items

To add an item to the database click on the “New” button next to the “Item Details” button. This button may be different if you have chosen a personality that changes the name of Items to for example Books or Tools.

If an error dialog comes up stating there is a duplicated id number you will need to change the serial number settings in preferences.

Choose (Preferences -> General Preferences) and choose the serial number section. Change the Item serial number to a number higher than the highest number you have already allocated in your user id numbers, type return at the end of entering to save it, then click OK to return to the main application and try again.

The following screen should then appear.



Auto Lookup Of Items

This screen allows you to enter item details and use the iLookup auto catalogue function of QuickTrack.

If you have an internet connection you can automatically retrieve the details for most Books, DVDs, CDs and Videos over the internet. This allows the record to be autofilled simply by scanning the retail barcode number on the item.

All you do is click in the field that will do the lookup, the default is the item id field, but can be any field as defined in the preferences. Scan the barcode and wait for the details to be retrieved.

If the details are not retrieved it may be that you have a proxy server blocking access to the sites used to do the lookup, contact us if this is the case for the details of the websites so that you can unblock the sites on your proxy server.

This screen shows the current location of the item and also details such as when it is due back if booked out and other useful information.

Item Details

If you click the Details button at the top left of the screen above the ID Number box the screen will change to show additional information about the item, this includes cost, the number you have in stock (if you have multiples of the item), a photograph if required (or cover in the case of auto retrieved items).

Item History

This allows you to show different lists for the items history. The lists are

Item Booking History
This is a list of who the item has been booked out to over time, you can adjust the timescale using the boxes above the list.

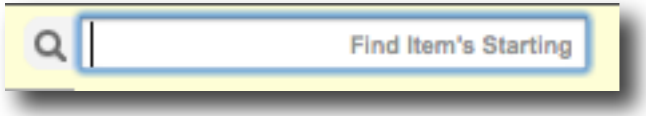
Depreciation

This button shows the depreciation rates and current value of the item. This can be useful in compiling an asset value over time list.

Finding Item or User Records

Quicktrack has more than one way of finding a specific record or set of records. The easiest way to find records is using the find box at the top right of the QuickTrack window.

The Find Box

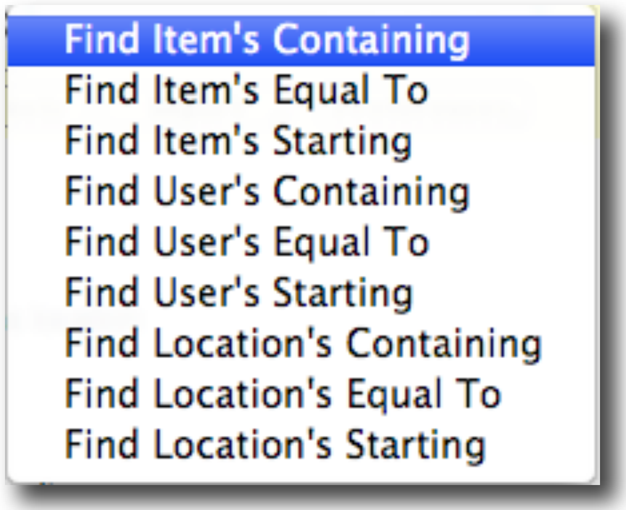


The find box is where you enter what you wish to search for, to the right of the box it shows you which find mode you are in at present ie Find Items's Starting, which finds all items starting with what you type in the box.

Typing in the box and pressing return will attempt to find what you are looking for, if there is more than one item that matches the criteria a list will be shown for you to choose from, if only one match is found you will be taken to the record for that item.

To change what is found see the section below.

The Find Options Menu



By clicking on the Magnifying Glass icon you will popup a menu with the find options.

Choose an option appropriate to what you wish to search for, the default is to find items starting with what you type.

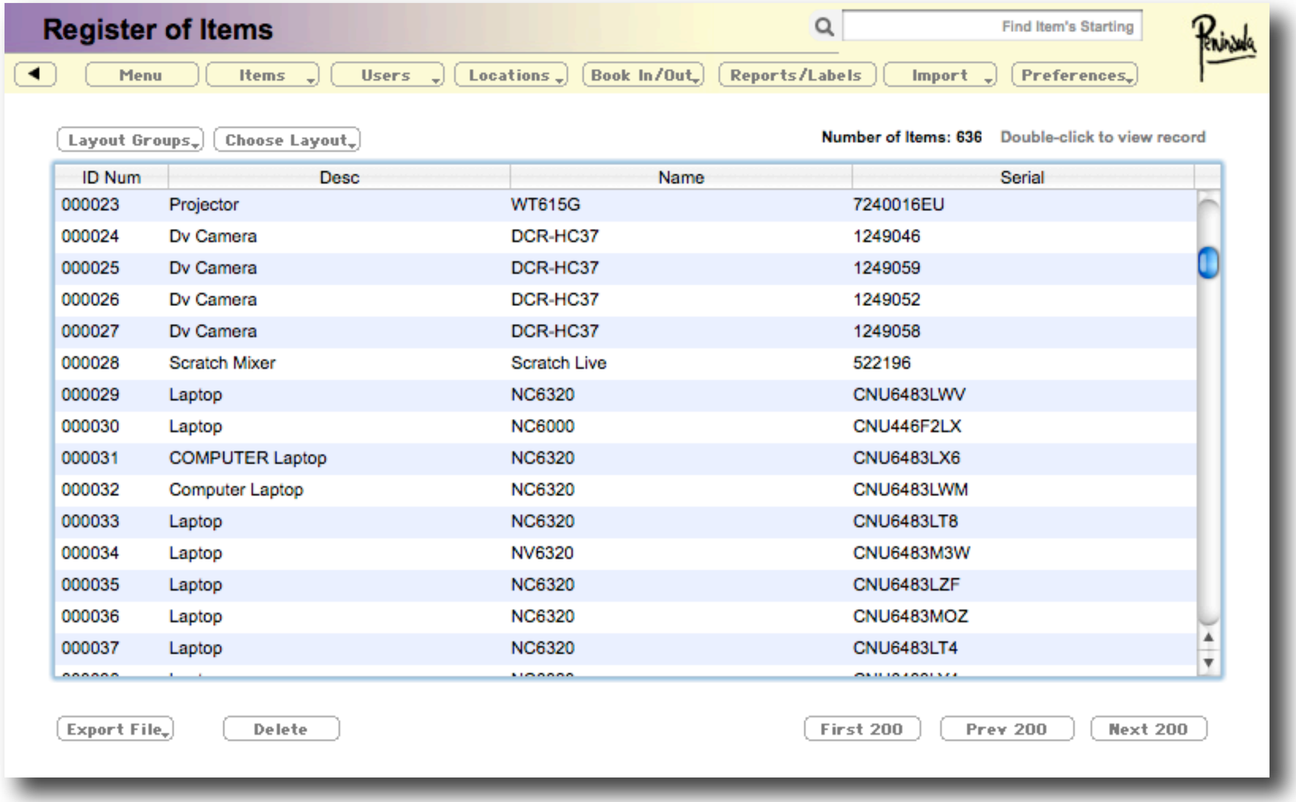
Using Lists

Quicktrack organises its data in lists for ease of access and reporting, there are default lists for Items, Users, Locations and Overdue Items.

From the list screen you can export the list to a csv (comma separated values) or tab (tab separated values) text file which can be imported into other applications such as Excel, Access or Filemaker if required.

Any report or label within Quicktrack can be shown as a list or exported to a csv or tab file from the reports screen, or chosen at the top of the list screen. Using the Layout Groups and Choose Layout popups at the top of the list.

The Item List



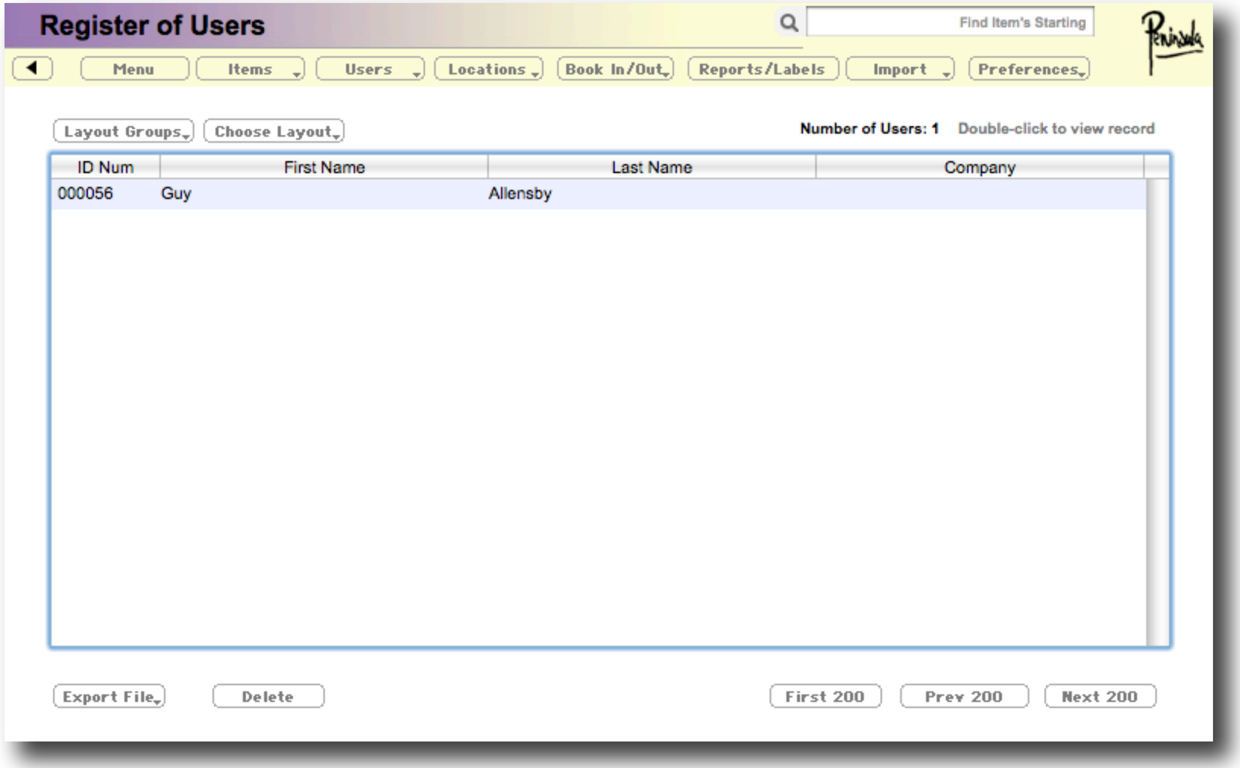
The item list contains a list of all the items in your current catalogue of items. This list may not be titled items depending on your personality settings.

You show the item list by choosing Item List from the Items popup on the screen.

You can sort the items by clicking on the headings at the top of the list, or go to an item by double clicking on it.

From here you can delete single or multiple items by selecting them and clicking delete, you can also export the list to a csv or tab delimited file for use in other applications by choosing the export file popup and choosing the format you require from the popup menu that appears.

The User List



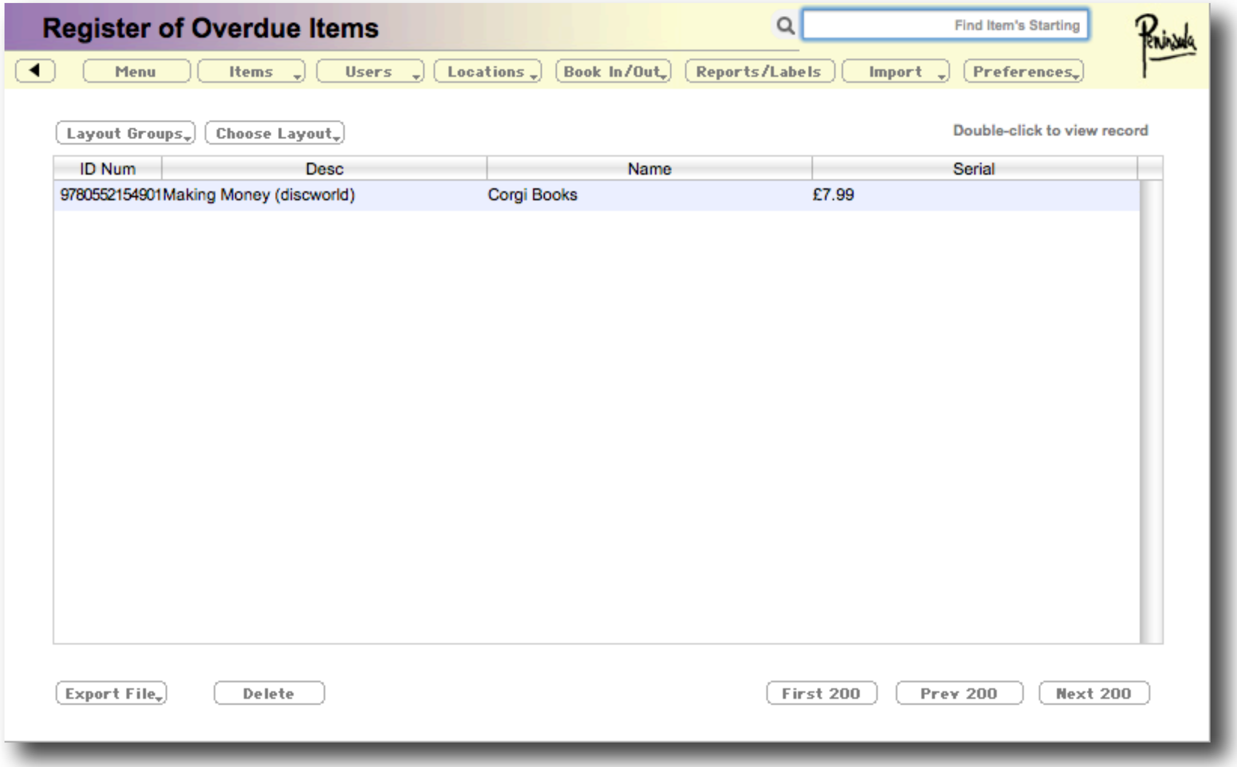
The user list contains a list of all the users in your current catalogue of users. This list may not be titled users depending on your personality settings.

You show the user list by choosing User List from the Users popup on the screen.

You can sort the user by clicking on the headings at the top of the list, or go to a user by double clicking on them.

From here you can delete single or multiple users by selecting them and clicking delete, you can also export the list to a csv or tab delimited file for use in other applications by choosing the export file popup and choosing the format you require from the popup menu that appears.

The Overdue Items List



The overdue items list contains a list of all the overdue items in your current catalogue of items. This list may not be titled overdue items depending on your personality settings.

You can sort the overdue items by clicking on the headings at the top of the list, or go to an item by double clicking on them.

From here you can also export the list to a csv or tab delimited file for use in other applications by choosing the export file popup and choosing the format you require from the popup menu that appears.

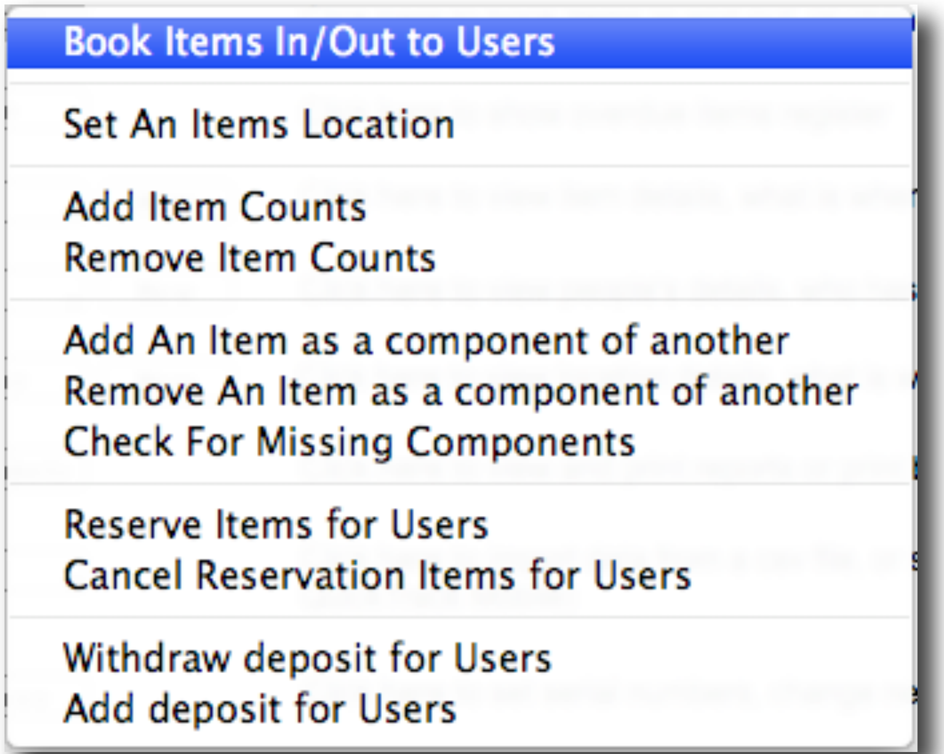
Booking In and Out Items

QuickTrack can be used to book items in and out to users as well as keeping track of locations and item counts, items can be reserved for later pickup all from the same menu.

The Booking Menu

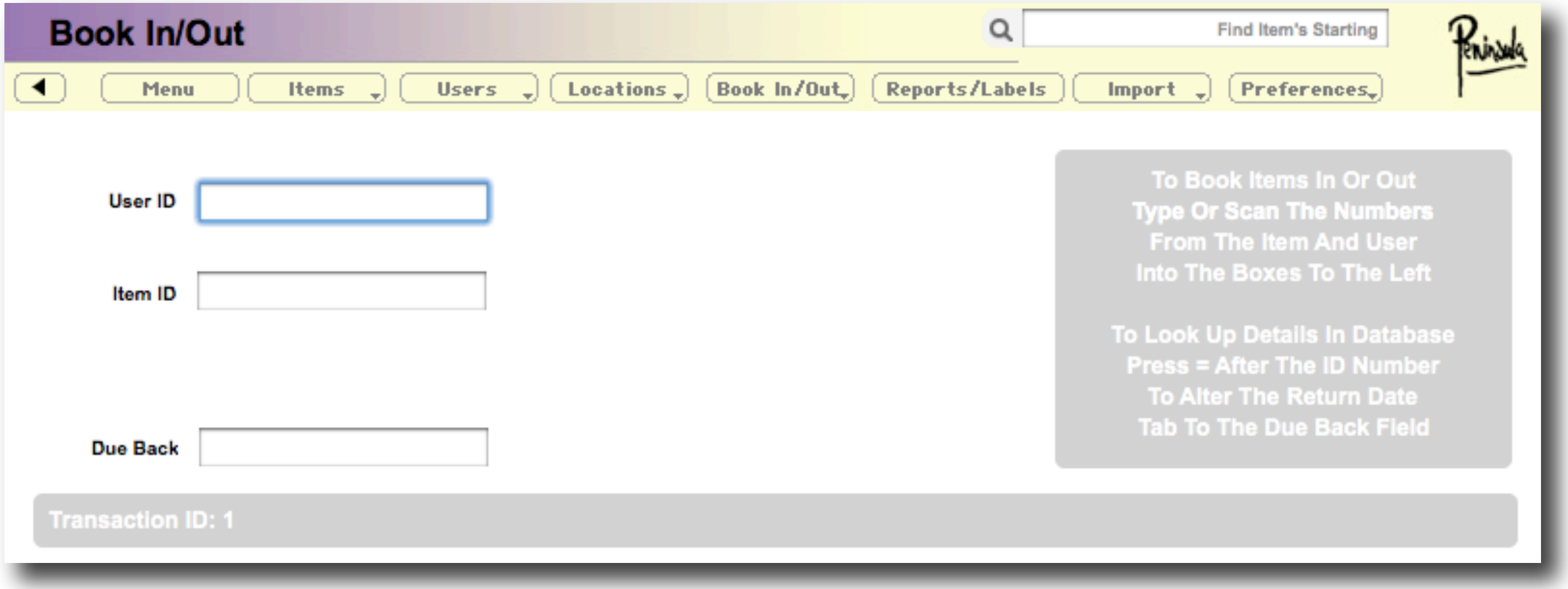
Shown below is the Booking Menu, the first item may vary depending on your preferences, as it will say Books rather than items if you have a library personality set up. Also if you have setup a booking mode which allows seperate in and out booking there will be two items at the top of the menu, one to select booking out and one to select booking in.

Below are the details of the various booking modes and other items in this menu.



Single Item Booking Mode

Click Booking Items then Book Out or Book In from the menu.



Scan or Type in the User ID press return, if the user has a picture set in the record the picture will be shown to verify identity.

Scan or Type in the Item ID press return

An automatic return date will be entered, either change by tabbing to the field or leave this and then press return

You can also at this stage extend the due back date in the last stage by tabbing to the Due Back Field and entering a new due back date, then press return and QuickTrack will ask if you wish to extend the due back date, click OK or Yes to continue or No or Cancel to Cancel.

The item is now booked out or in depending on your choices. if the item was booked out to a different user you will be warned by the software before booking back in.

You will then be taken back to the user id field to enter a new users id.

Reports and Labels

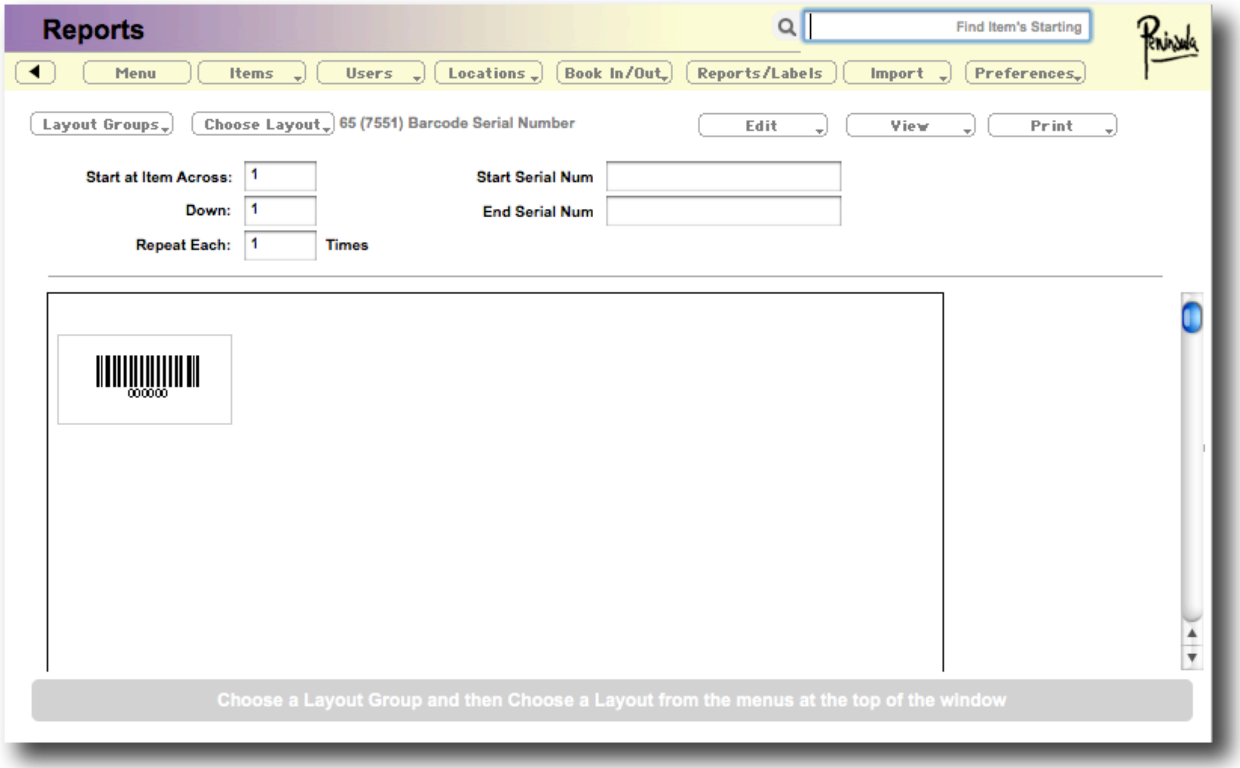
In Quicktrack reports and labels are dealt with in the same way, one line of a report is equivalent to a single label.

All reports and labelled can be viewed on screen, presented as a list or printed to a printer.

There are some reports and labels already incorporated into Quicktrack start, they can be sub divided into named folders to make them easier to manage.

Viewing or Printing a Report or Label

Click Reports and Labels to go to the report and label screen.



All report and labels are viewable on this screen, they can also be printed from here or displayed as a list which can either be used as is or the data exported to a csv or tab delimited file.

Choosing a Report or Label

First select a layout group from the Layout Groups popup menu towards the top left of the window.

This selects the subsection of layouts that you can access, some layouts are in the top level Reports and are not in subsections.

Then select the layout you require from the Choose Layout popup menu to the right of the Layout Groups popup menu.

The chosen layout will then appear on screen.

Optional Information In Reports

Some layouts have optional information which can be changed by yourself. This allows the entry of serial numbers, specific record ids etc.

If this is the case a number of optional item boxes with descriptions will appear toward the top right of the window.

In order to display the report correctly enter the details required, in this example you may have a start number of 1 and and an end number of 100 for example. The report will then be changed to reflect this when you press return in the last box.

Your report or label can be scrolled on screen using the scroll bar to the right hand side of the window.

Printing Reports and Labels

In order to print the layout you have chosen, select the Print popup menu and then choose Page Setup, choose the correct page settings for the paper or labels you are to print onto.
Then select the print popup again and Print To Standard printer to send the layout to your printer.

Starting At Another Point or Repeating Records

Quicktrack can start printing labels part way down a sheet, in order to do this type a number into the Start at item across and Down boxes to move the printed start around the sheet. This is particularly useful if you have part used sheets of labels.

Also in this section there is a facility to repeat labels or records, in order to get more than one copy of a label. Enter the number of times to repeat the label into the Repeat Each box and the label will be repeated that many times for each label or record.

Viewing A Report As A List

Choose the View As List item from the View popup menu to view the data from your report or label as a list.

Exporting A Report As A CSV File

Choose the Export As CSV item from the View popup menu to export the data to a comma seperated (CSV) file.

Changing the Page Margins

Sometimes it may be needed to move the labels or report around on the page, you can do this by changing the page margins.

Choose Adjust Margins from the Edit popup menu, then enter a top and left value in the fields provided.

Editing A Layouts Size Options

Choose a layout using the Layout Groups and Choose Layout popup menus, then choose Edit Size from the Edit popup menu. A dialog will appear allowing you to edit the layout size and options.

Setting A Default Layout

To make a layout automatically show when the Report screen is selected, choose a layout using the Layout Groups and Choose Layout popup menus, then choose Set Default Layout from the Edit popup menu.

Moving And Managing Reports and Labels

Reports and labels can be subdivided into sections and moved between sections using the standard desktop of your computer.

In order to do this quit the Quicktrack application, navigate to the Quicktrack folder on your computer, on a PC it will be in Program Files -> Peninsula and on a Mac in the Applications folder.

Once inside this folder locate the Label Templates folder.

Inside here all the label and report templates are stored. The folders within this folder are the Layout Groups shown on the Report screen.

You can create new folders within this folder that will show in the layout groups menu, and also move label templates around within the folders to change where they appear in the layout menu.

To move a label or report template to another group simply drag the report to the appropriate folder and it will be moved in the layout menus accordingly when you restart QuickTrack.

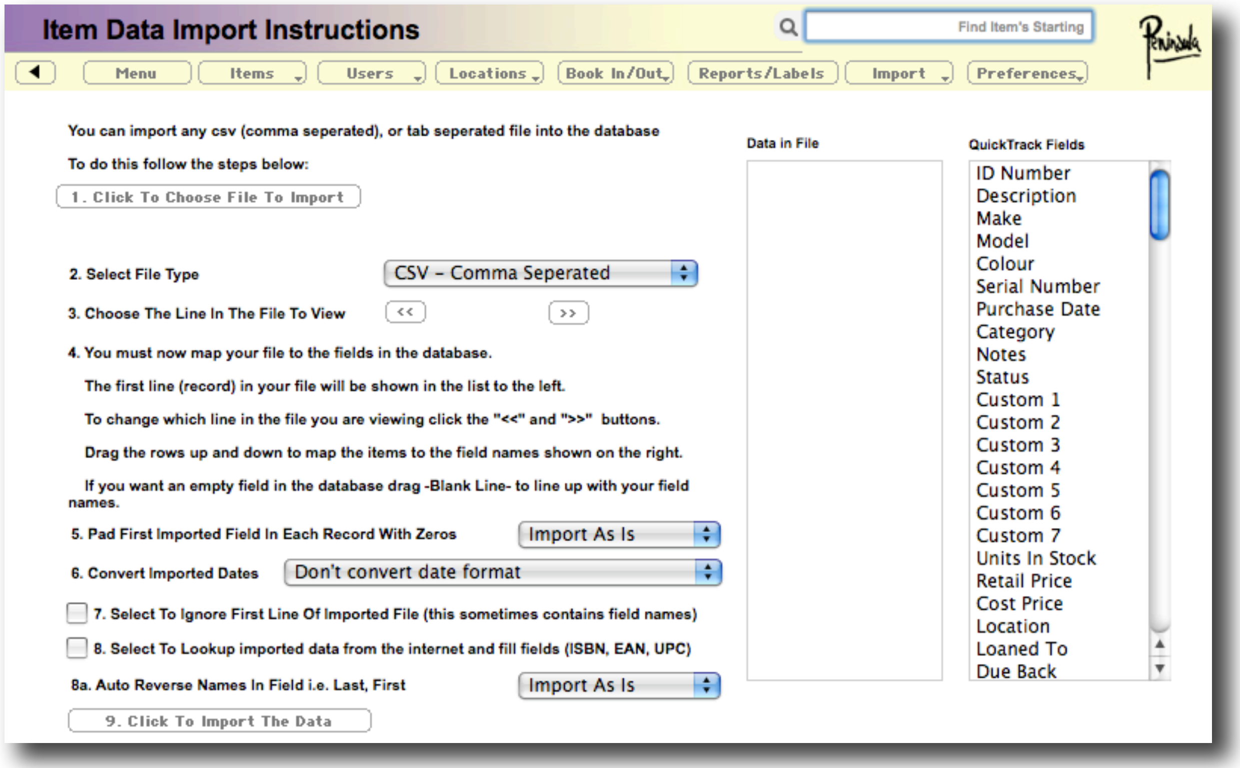
To delete a report simply remove it from the Label templates folder.

Importing Data

Information can be imported from external sources into Quicktrack, this is useful if you already have an existing source for the data, ie your user records or a previous item database for example. The data must be exported from the previous application in a CSV (Comma Seperated) or Tab delimited format for it to be imported into Quicktrack.

Importing Items

To import items into the item database choose Import then Import Items.



Once on this screen click the button 1 to choose a text CSV or Tab delimited file to import.

Then select the file type from the popup menu 2.

The first line of the file will appear in the Data In File box to the right, if this data does not make sense to you use the Choose the line in file arrows to navigate to a comprehensible line in the file.

Now you must choose what you want to import you do this by lining up the row in your file with the rows in the Quicktrack fields box to the right.

Drag the rows in the data in file box up and down to align them with the correct fields in Quicktrack. If there is a field which you do not have in your file drag one of the Blank Line items in the Data In File box to that position, you may have to do this a number of times.

If you want QuickTrack to automatically number the items in the file using its own serial numbers, drag a Blank Line item to the top of the list opposite ID Number.

Once you have done this you can choose whether the first line is padded with zeros from the popup at step 5.

Then at step 6 choose whether to convert the imported dates from US to UK or vice versa.

The next box allows you to ignore the first line of the file, sometimes this is used to store the field names and has no useful data in it, choose this option to ignore it.

The step at 8 allows you to autolookup the data for an item from the internet, this only works for Books, CD’s, DVD’s and videos and may corrupt your data if you already have this information. You should only use it if you only have the numbers for the items.

The last option is to auto reverse real names in an imported file ie from Fred Bloggs to Bloggs. Fred.

Once you have the options set click Click To Import The Data to import the file.

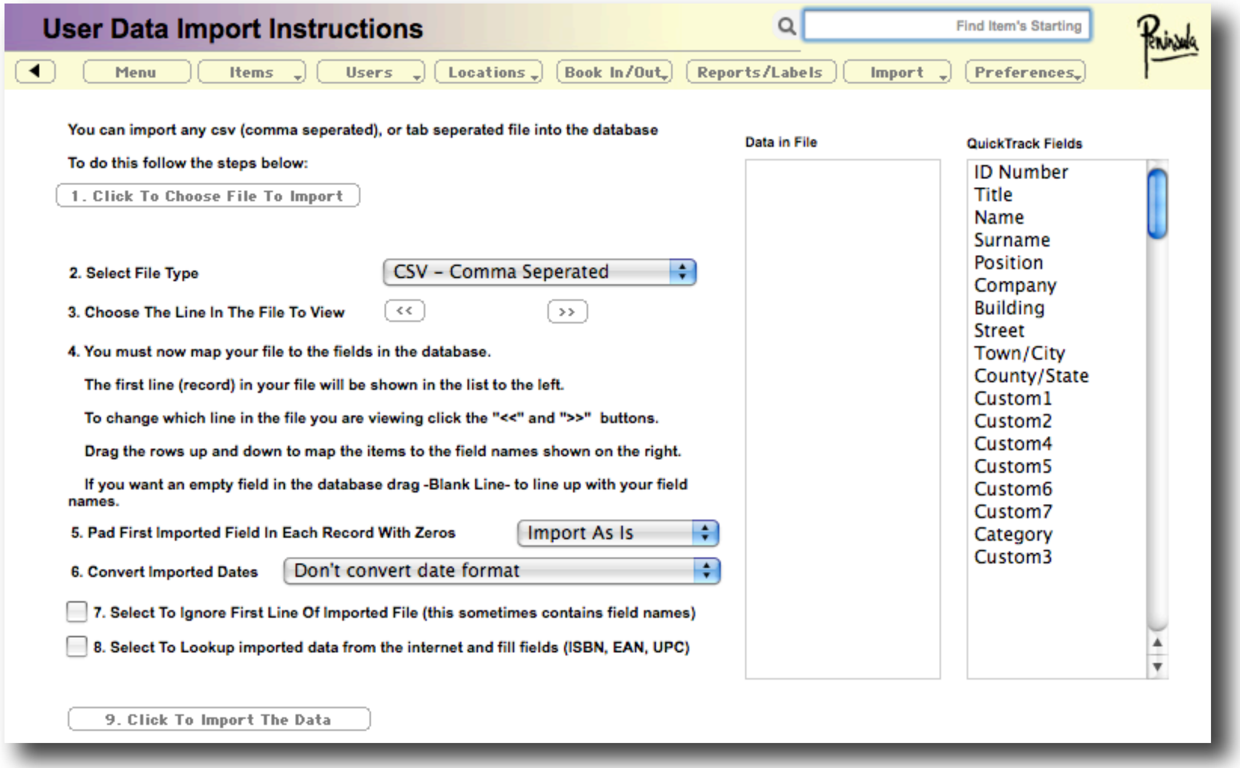
Importing Users

To import users into the user database choose Import then Import Users.

Once on this screen click the button 1 to choose a text CSV or Tab delimited file to import.

Then select the file type from the popup menu 2.

The first line of the file will appear in the Data In File box to the right, if this data does not make sense to you use the Choose the line in file arrows to navigate to a comprehensible line in the file.



Now you must choose what you want to import you do this by lining up the row in your file with the rows in the Quicktrack fields box to the right.

Drag the rows in the data in file box up and down to align them with the correct fields in Quicktrack. If there is a field which you do not have in your file drag one of the Blank Line items in the Data In File box to that position, you may have to do this a number of times.

If you want QuickTrack to automatically number the users in the file using its own serial numbers, drag a Blank Line item to the top of the list opposite ID Number.

Once you have done this you can choose whether the first line is padded with zeros from the popup at step 5.

Then at step 6 choose whether to convert the imported dates from US to UK or vice versa.

The next box allows you to ignore the first line of the file, sometimes this is used to store the field names and has no useful data in it, choose this option to ignore it.

The last option is to auto reverse real names in an imported file ie from Fred Bloggs to Bloggs. Fred.

Once you have the options set click Click To Import The Data to import the file.

Using Mobile Devices

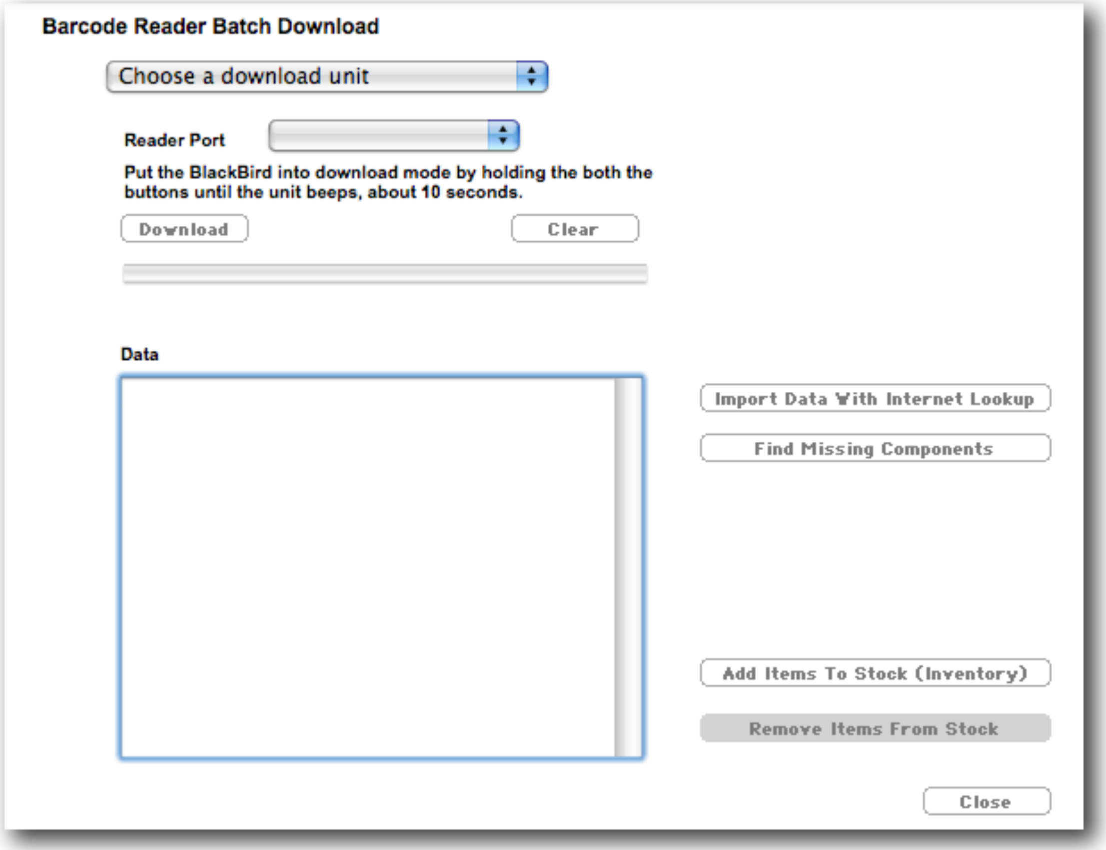
Quicktrack can process data from some portable barcode reader devices.

Blackbird, Magpie and Other Barcode Readers

Quicktrack can import data from various mobile barcode readers.

The data can be in various formats depending on the action required, for standard imports it will be one barcode per line.

For other imports the format may vary.
Choose Import From Mobile Reader from the Import popup menu, the following screen will appear.



On this screen you can download the data and perform various functions on the downloaded data.

First choose which reader type to use from the Reader Port popup menu.

There are specific choices for Peninsula mobile barcode readers, and a setting for other barcode readers.
The other barcode readers setting relies on the fact that the barcode reader can output text as a keyboard and the data can be sent to the Data box on this screen with one line per barcode, if not the data will not be processed.

If you have a Peninsula mobile barcode reader choose Blackbird or Magpie.

For Peninsula Blackbird barcode readers, hold both buttons until the unit beeps and then click the Download button to download the data.

For Peninsula Magpie barcode readers click in the data field and then plug the jack plug into the bottom of the unit, the download will start immediately.

For other readers click in the data field and scan the data into the field.

Once you have the data in the field choose an option from the buttons on the right of the window.

Import data with internet lookup will import the data into your items database and lookup the data from the internet whilst doing it.

Find missing components will produce a report of missing components for a master item, please refer to the Components section of this manual for further details.

Add items to stock, will increase the stock counts for multiple items, the format can be either a barcode on its own (where one item will be added) or a barcode and a comma then a number to indicate how many to add.

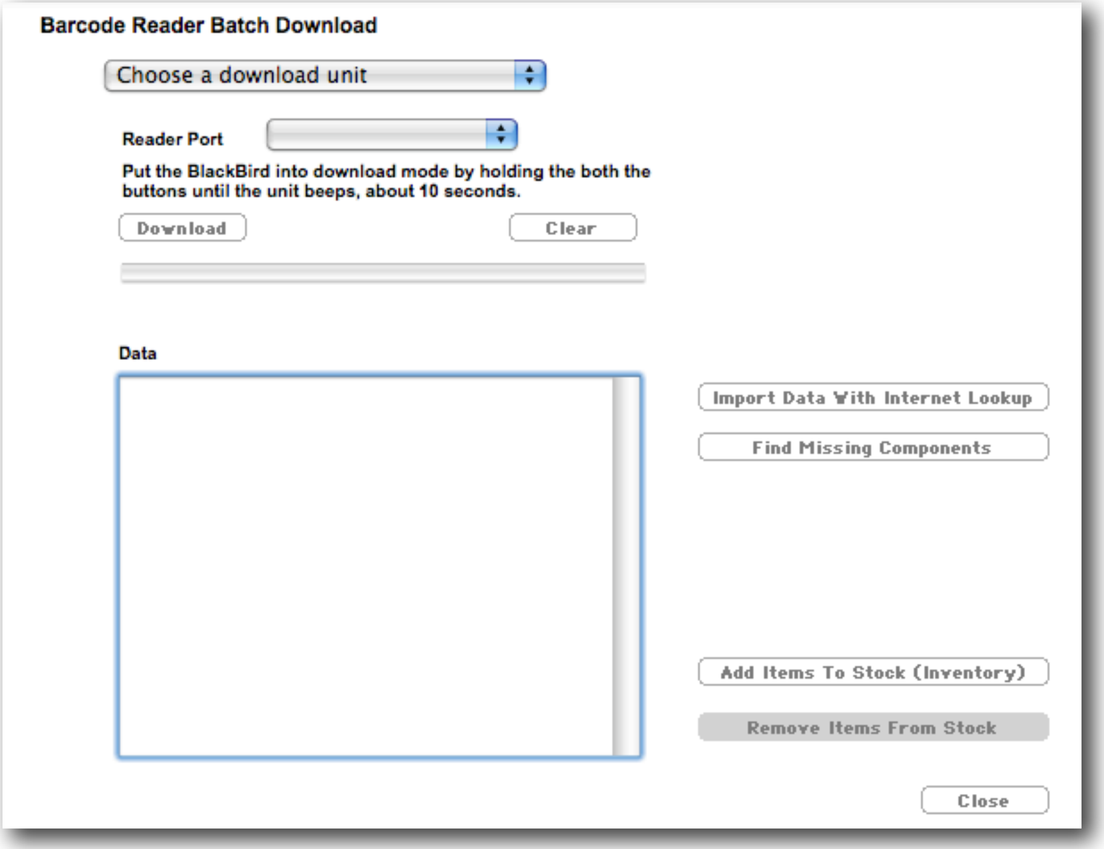
Remove items from stock, will decrease the stock counts for multiple items, the format can be either a barcode on its own (where one item will be added) or a barcode and a comma then a number to indicate how many to remove.

When you have finished click close to close the window.

Processing Batches Of Barcodes

Barcodes can be processed in batches using the mobile devices section of Quicktrack.

The barcodes can be in a previously made file or scanned directly into the window using a device such as a Phoenix barcode reader.



Choose Import From Mobile Reader from the Import popup menu, the following screen will appear.

Once you have the data in the field choose an option from the buttons on the right of the window.

Import data with internet lookup will import the data into your items database and lookup the data from the internet whilst doing it.

Find missing components will produce a report of missing components for a master item, please refer to the Components section of this manual for further details.

Add items to stock, will increase the stock counts for multiple items, the format can be either a barcode on its own (where one item will be added) or a barcode and a comma then a number to indicate how many to add.

Remove items from stock, will decrease the stock counts for multiple items, the format can be either a barcode on its own (where one item will be added) or a barcode and a comma then a number to indicate how many to remove.

When you have finished click close to close the window.

FAQs

Changing Field Names

You can change field names to be more suitable to your application.

Click “Preferences” then click “Set Item Field Names” or “Set User Field Names” to set the field names for these screens.

Type a name and the press return to save it.

Editing Preferences

Click “Preferences” to see the Preferences menu, on this menu you will find all the customisable options for QuickTrack.

Choose General Preferences to show the preferences screen and navigate to the correct section using the buttons to the left hand side.

Changing the Default Loan Period (not available in start)

You can change the default loan period from 30 days to be more suitable to your application.

Click “Preferences” then click “General Preferences” enter the default period in the field and then return to the main menu

Printing Barcode Labels

Quicktrack can easily and quickly print barcode labels for your items. These labels are stored with all the other reports in the Reports and Labels section of the application.

Choose Reports / Labels then choose a layout group from the popup menu, then choose a layout from the Choose Layout popup menu.

If your labels are on sheets they will most likely have a Avery size number ie 7551, the layout in the menu have these size numbers to enable you to easily find the label type you need. If its not there you can make a new label using the Quickreport feature discussed earlier in this manual.

Setting Serial Number Defaults

Click “Preferences” to see the Preferences menu, on this menu you will find all the customisable options for QuickTrack.

Choose General Preferences to show the preferences screen and navigate to the correct section using the buttons to the left hand side.

Click “Serial Numbers”

Type in the settings for your serial numbers here

Autolookup Internet Connection and Firewall problems

Errors when using the auto lookup feature of Quicktrack to catalogue Books, DVDs and Cds.

If you get an error message 'Can't resolve hostname' or 'Connection refused' or nothing is found for any items when using the auto iLookup feature of Quicktrack follow the steps below.

This is due to an internet connection problem on your computer.

Check that your computer is allowed to connect to the internet. Start your web browser and enter this web address s1.amazon.co.uk this should bring up a screen asking you to enter an ISBN number, if not try another web address, if neither work your computer is not connected or configured for the internet and you should ask your network administrator for help.

If this works the Quicktrack application is being blocked from accessing the internet.

There is now a button in the Internet Setting which tests your internet connection from Quicktrack.

Select Preferences > General Preferences then Internet Settings and click Check Internet Connection.

This button allows you to test your connection to internet. If this test fails it indicates there is a problem with your internet connection, which maybe caused by a proxy or firewall. Please refer to the Internet Connection problems section at the end of this manual for details.

If you are using a proxy server, check that the proxy server is allowing incoming and outgoing access to s1.amazon.co.uk on port 80, to ecs.amazonaws.co.uk on port 80
and ecs.amazonaws.com on port 80. You also need to allow amazonaws.com on port 7040.

Also check that the proxy settings in Quicktrack are correct, go to Preferences > General Preferences then choose Internet Settings and check the proxy settings on this screen.

Check your firewall settings, it should not be blocking Quicktrack from accessing the internet. Note that after updating the software you may need to enable access in the firewall again.

Change your firewall settings to allow internet access for Quicktrack, you may also need to allow incoming and outgoing ports for Quicktrack depending on the firewall you are using.

If all else fails disable your firewall and if that doesn't work uninstall it. Some firewalls interfere with internet access even when they are turned off.

On the PC there are lots of Firewall programs in addition to the built in Windows Firewall that ships with Windows. Programs such as Norton Internet Security, Zone Alarm, McAfee, Kaspersky, Etrust and Panda vary from version to version and we cannot list complete instructions for all of them.

Windows Firewall

The standard windows firewall has settings to prevent applications accessing the internet.

Click Control Panel in your Start Menu

Then click Security Center

Then Windows Firewall

In the Exceptions tab click add program a window will appear with a list of applications, if Quicktrack is in the list then click it, otherwise click the browse button and navigate to Quicktrack which should be in Program Files > Peninsula > Quicktrack, click Open.

Then click OK to return the exceptions window.

You may also need to add port 7040 to the exceptions list, click Add Port and then enter 7040 in the name box and 7040 in the Port Number, check TCP, click OK.

Then Click OK again to to save all changes and exit the windows firewall configuration window.

Norton

Start Norton Internet Security or Norton Personal Firewall.

Click Personal Firewall, and click Configure.

On the Programs tab, in the "Settings for" drop-down list, select the Network Location that contains the program rule that you want to add a firewall rule to.

By default, the current Network Location is selected.
In the Manual Program Control list, select the program rule that you want to add a firewall rule to.

Under the Internet Access column, in the drop-down list, click Custom or Manually configure Internet access.

Click Add.

In the Add Rule wizard, select the action that the rule should take, and then click Next.

Select the type of connection that the rule should monitor, and then click Next.

Select the computers that the rule should monitor, and then click Next.

Select the protocols that the rule should monitor.

Select the ports that the rule should monitor, and then click Next.

Select whether the rule should be tracked and how you want it to be tracked, and then click Next.

Norton 360

Open Norton360 and select PC Security, Manage Firewall

Select "Program Rules" tab and then select / highlight the Quicktrack program from the program list

Change "Access" setting to "Allow" and close Norton 360.

Reboot computer

Zone Alarm

Select Program Control > Programs, locate the Quicktrack program, then in the Access column check the 'internet' setting.

Panda

Click on "Status" in the main Panda window.

Expand the Security protection panel, then click on Settings.

Click on Firewall, and in the Access tab, you will find several options that you can configure.

In section Programs with access to the network, click on Settings.

If the Apply the permissions specified without asking box is checked, uncheck it.

Look for Quicktrack whose permissions you want to change and modify them.

You can do so through the drop-down menu displayed to the right of the program.

Microsoft One Care

If you cannot make changes in Windows Firewall, the way around this is to open up MS One Care and click on "Change OneCare Settings".

In the next dialog turn off the firewall by moving the slider all the way down.

Apply the changes.

Activate Quicktrack.

Then turn the firewall back on in MS OneCare and apply the change.