



AutoTraq Administrator

User Manual

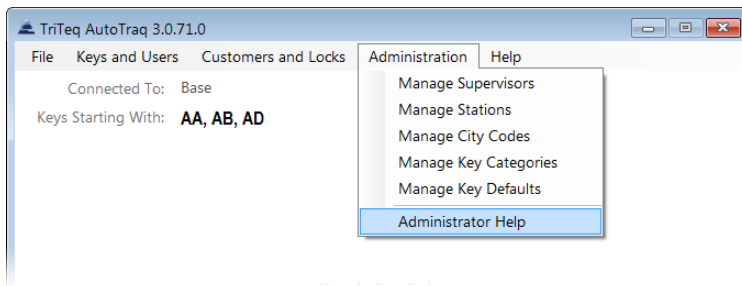
*For **AutoTraq**® v3.0 (February 2014)*



Administrator

User Manual

The administration menu is available only if you are logged in as administrator.



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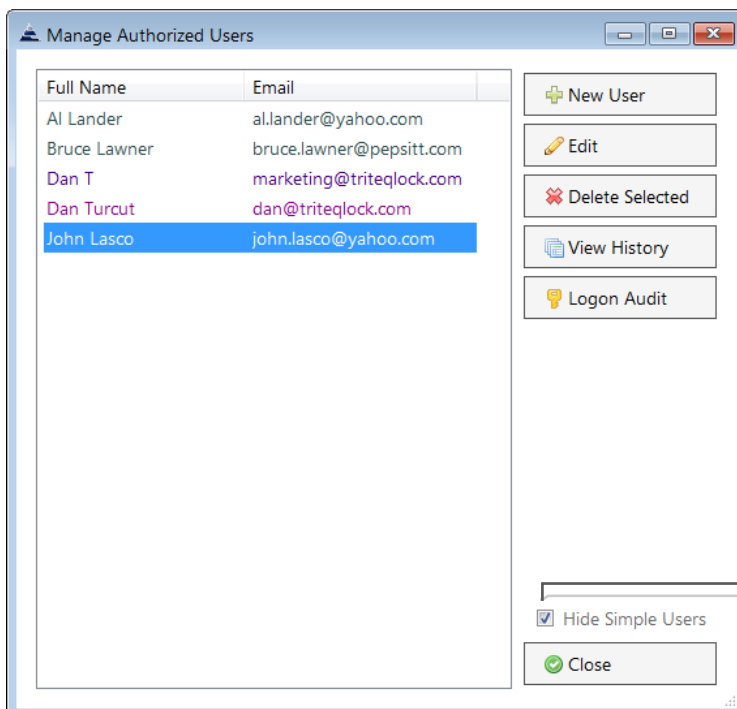
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Manage Supervisors



The **Manage Authorized Users** window will provide a list of all supervisors and administrators authorized to operate the AutoTraq software.

Here you can add, edit or delete supervisors as well as view the activity history and log in audit of the authorized users.

When 'Hide Simple Users' is checked only the AutoTraq authorized users will be listed



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New User. To add a new supervisor, click on the new user button and an empty form will appear in the right panel of the window.

After filling in all the required fields, simply click **Save** and a

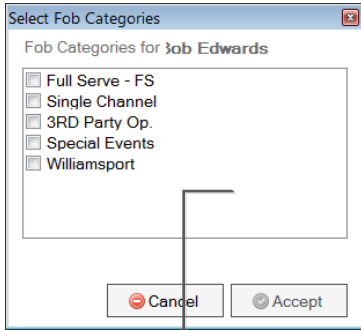
new supervisor will be added to the list.

Set a username

Create a temporary password

WARNING: When setting the password for a supervisor, this will be only a temporary password and the user will be prompted to change it the first time they log- in.

Edit Privileges. By default, a new supervisor has no privileges. You must select any privileges that you want to grant the supervisor.



Select Fob Categories. In order for your supervisor to be able to manage keys, at least one fob category should be selected. By default none of the categories are selected. Your supervisor will now be limited to the fob category you indicate.

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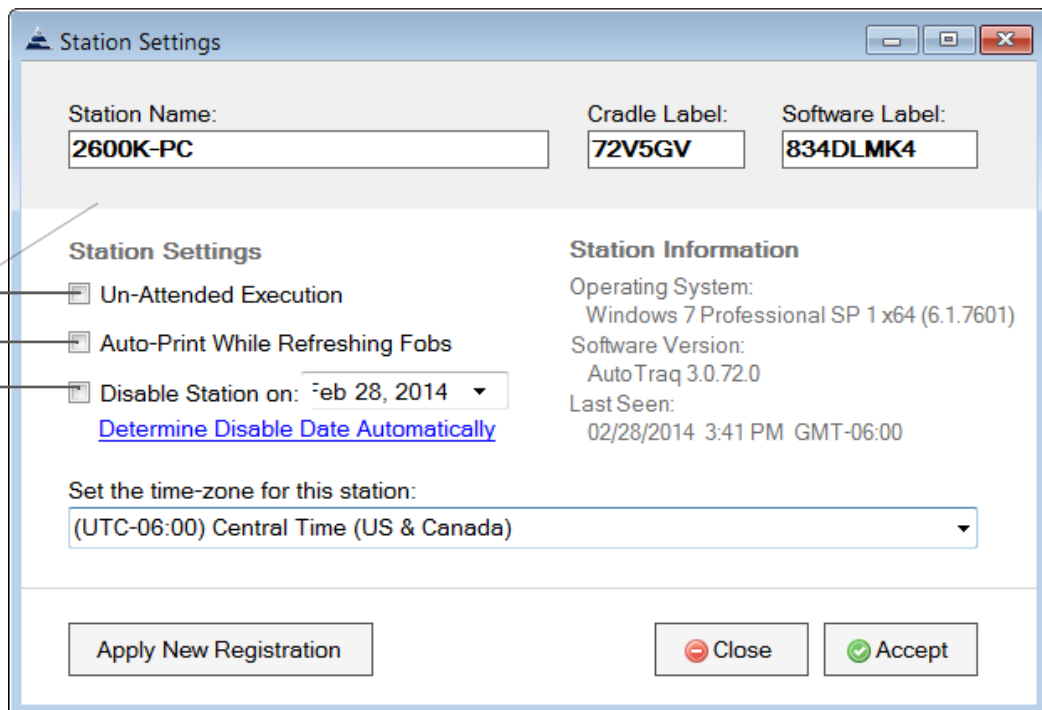
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Manage Stations

The **List Stations** window contains all the station names that are connected to the current database instance. Click on a station name to make a selection and click the **Edit Station** button to access the settings of your selection.

Station Settings. Each station has a unique station name, cradle label and software label. It also contains information about the operating system and the **AutoTraq** software version.

Unattended Execution. Disables the login screen at software startup. Turn this feature on if you want the software to be activated from windows scheduled tasks.



Disable this station on. Based upon the disable date you determine, access to the remote database will be prohibited, local files will be reset and key refresh operation will be denied.

Auto-Print while refreshing keys. A report, detailing user activity between last and current key refresh



Determine Disable Date Automatically. Based on the status of the existing keys (“Refresh Days”, and date of last refresh), the system will automatically select the station’s disable date.

Time Zone. Set the time zone for your station.

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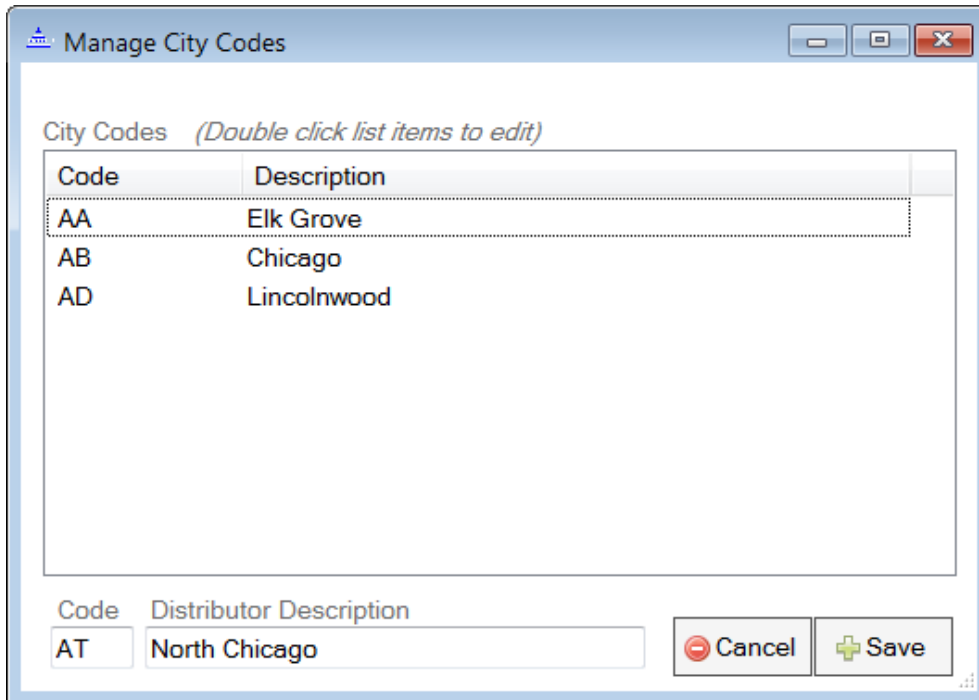
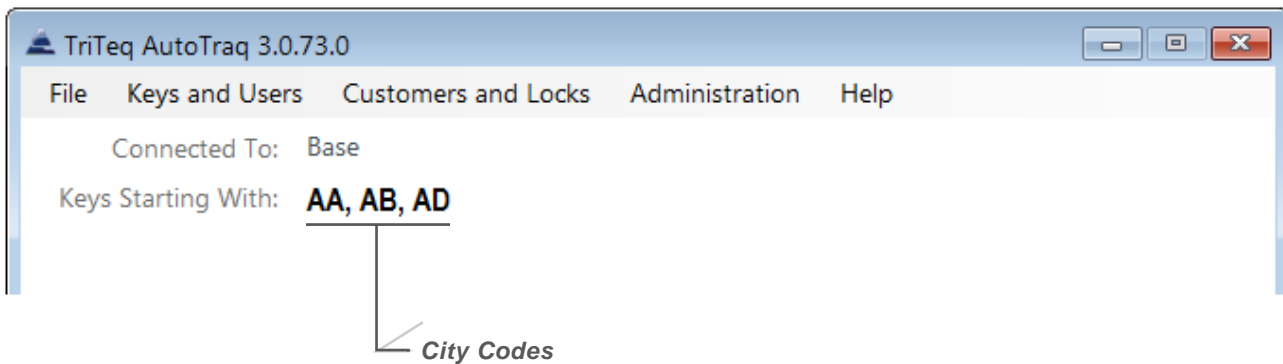
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Manage City Codes

The **City Code** is represented by the two alpha characters engraved on the back of the key. City codes are automatically added in your database each time a key with a new city code is refreshed by an administrator.



Manually add all your city codes before importing data from an old database.

WARNING: Once entered, the city codes cannot be deleted. The description however, can be changed by double clicking on the city code line.

Manage Key Categories

The key categories can be used not only to differentiate between key types but also to separate the keys that a supervisor will manage. This allows you to easily divide key management responsibilities between supervisors.

The **AutoTraq** software has four default key categories that will be created during installation. These key categories cannot be edited or deleted.

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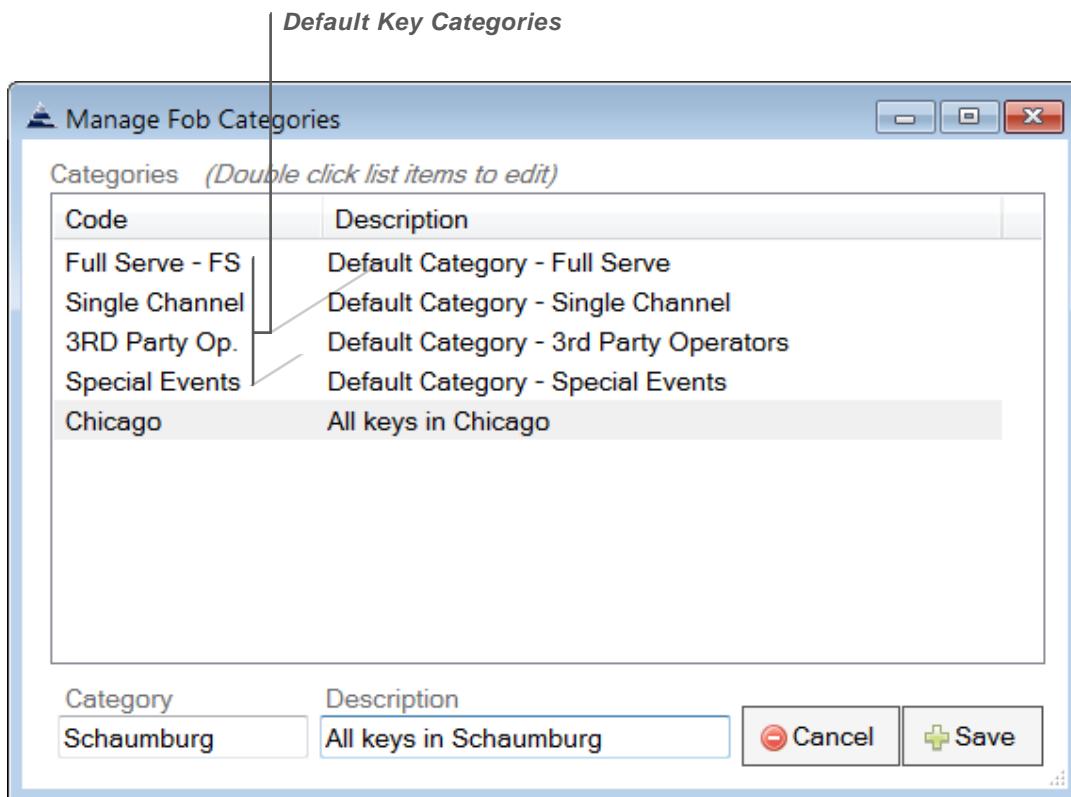
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To create a new key category double click on **New Category** and follow the instructions on the screen.



Manage Key Defaults

Default Key Settings. You can set default parameters for any new keys that will be added to the database.

This feature can be useful if you choose to create supervisors that can add new keys but you don't want them to change the key settings.

When activated the system will automatically load the desired parameters into a key when is added to your database.

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	Version < 18	Any Version	Version > 17
Route Key	Total Accesses 100 (max. 300)	Refresh Days 1 (max. 7)	Vendors Per Day 30 (max. 60)
Zone Key	100 (max. 300)	7 (max. 14)	30 (max. 60)

Values in the chart above will automatically be used when a new key is added.