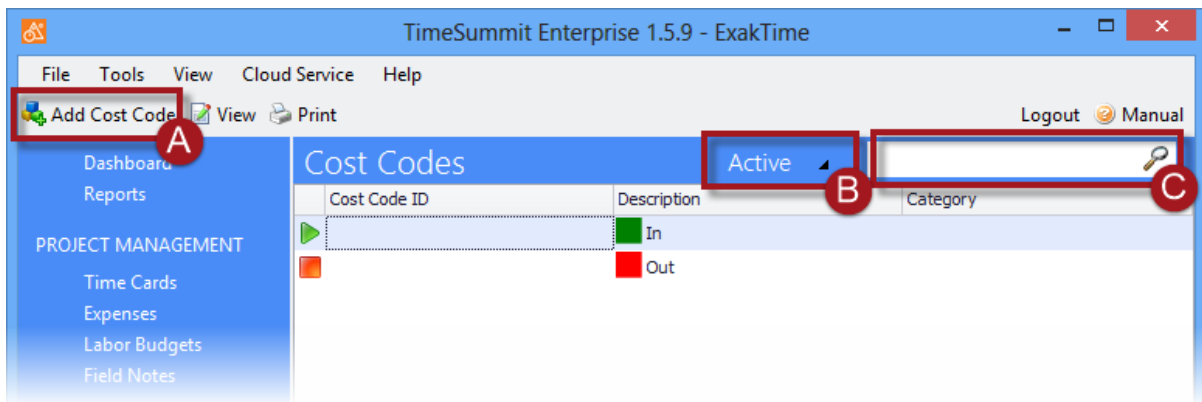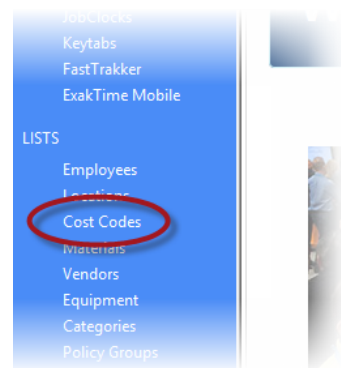## Prerequisites

- An employee who is being assigned a FastTrakker Pro must already be entered into TimeSummit.

- A FastTrakker Pro may be used as a Collection Only device, or assigned with at Cost Code set created in TimeSummit.

- A FastTrakker Pro

How To Add Cost Codes In TimeSummit

Step 1: Navigate to the Cost Codes List on the Navigation pane to the left.

A. Add Cost Codes

B. View Active or Inactive Cost Codes

C. Search for a Cost Code

Step 2: Click **Add Cost Code** in the upper left to add a new Cost Code.

1. Enter in the Cost Code name.

2. Enter in the Cost Code ID if your accounting package uses it.

3. Translate the Cost Code Name to French or Spanish for Users of the respective default language.

When finished, click **Save and New** at the top of the window to continue adding Cost Codes, or **Save and Close** when you are done.

Setting Up Your FastTrakker Pro Like A Keytab Set

1. Open TimeSummit and select the FastTrakker view from the menu on the left.

2. Open the access tab on the FastTrakker Pro device by lifting the rubber tab on the top of the device.

3. Connect the FastTrakker Pro to your PC using the USB to Mini-USB cable.Note: This is the same type of cable as the one that connects your Keytab Reader. If you wish, you can use the same cable for both devices.

4. The screen that pops up on your first connection will allow you to select an **Employee** and **Cost Code Set** from two drop -down menus. Please select an item from each list.

   - If you want the FastTrakker Pro to only be used for collection then set the "Cost Code Set" field to <Collector Only>.

5. Once both Employee name and the Cost Code Set are selected click **Assign**.

The FastTrakker Pro is updated and assigned to the employee. When complete, TimeSummit confirms that the upload is complete. Disconnect the FastTrakker Pro and it is now ready for use.

Please note that whenever you plug it in after the first time, you will see the following menu pop up instead:
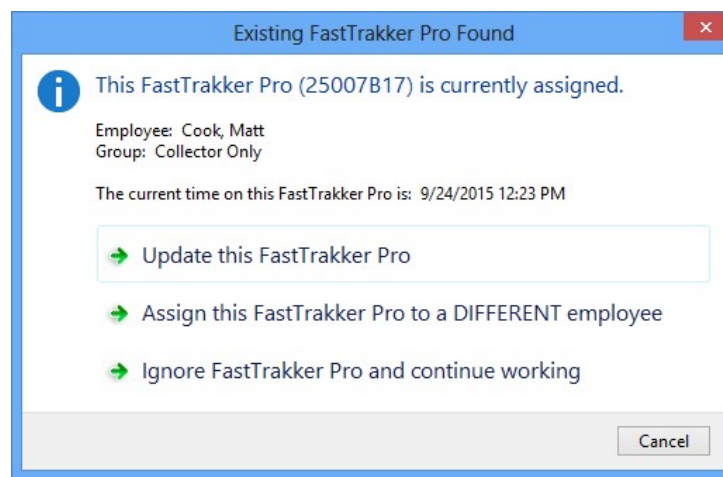
- From the above menu, you can reassign the FastTrakker Pro to a new employee using the second option.

- It is recommended to use the "Update this FastTrakker Pro" option regularly as it ensures all the information on the FastTrakker Pro is up to date.

How To Collect Records With Your FastTrakker Pro

Prior to using a FastTrakker Pro for collecting it must be assigned to an employee in TimeSummit. Those instructions can be found here.

NOTE: these directions are for a FastTrakker that has been set up as "Collector Only"

If you are using the device to track as well, simply click down on the roller after Step 1 and go from Track to Collect before following the rest of the steps shown below.

1. Click down on the roller button on the top of the device to turn it on, verify date/time.
2. Roll the button 2 notches until the screen on the side of the device reads "Collect Records", then click the button.
3. The screen should now read "Click to Collect".
4. Click down on the roller to activate the collection feature.
5. The screen will now alternate between displaying "Aim at JobClock" and "Searching...".
6. Aim the front of the FastTrakker Pro at the blinking light on your JobClock. Making sure the red window on the FastTrakker is in line with the clear window on the JobClock where the green light is flashing.
7. The JobClock will beep once to signify that it is connected, then a second beep will occur when collection completes.

When the collection is done, the FastTrakker display will read "Success" before displaying JobClock battery status, the number of records collected and the clock's serial number. These are the "Session Details."

View Summary Of Collected Sessions On FastTrakker Pro

While unable to display individual records collected, the FastTrakker Pro will allow you to view a summary of the sessions (i.e. incidents of time record collection). The summary includes the date of collection, number of records collected, JobClock battery status and serial number of the clock.

1. Click down on the roller located on the top of the device to turn it on. The date and time appears.
2. Roll the button until the screen reads "Download summary" and then push the button.
3. The FastTrakker Pro displays how many collections are in the device.
4. Roll the button to view the summary of each collection.

NOTE: Summary data for all collection sessions is cleared out when the device has successfully synced to TimeSummit or SyncCenter II.

Syncing Your FastTrakker Pro

Plug the Mini-USB connector into the port located beneath the black rubber access cover (on top of the device, behind the roller). The other end of the cable plugs into one of your PC's USB ports. If you plug in a FastTrakker Pro when either TimeSummit or SyncCenter II is running on the PC, a window will pop up telling you the status of the FastTrakker Pro. If it is not assigned, the system will alert you and give you the opportunity to assign it. If there are records on the device waiting to be synced, you'll see the option to download those sessions. Replace the cover when you finish syncing to protect the port and battery compartment before returning to the field.

NOTE: Please be sure the USB cable is plugged directly into the computer, and not into a hub of any kind, to ensure proper connectivity.

For More Information...

- In TimeSummit, choose "Help", then "Manual"... from the Help menu, and consult the section on FastTrakker.

- You may also click "Manual" in the upper right of the FastTrakker view to access the FastTrakker section of the manual directly.