



Getting Started

Software Installation

The **citeTrek** software installation is an automated process. Follow these simple steps:

1. Insert the Setup CD into your computer.
2. The Setup application will automatically start when you insert the Setup CD into your computer.
3. You should not need to change any of the Setup prompts, just select Next at each prompt to install **citeTrek** in the default configuration.

Properties

There are several Properties settings that control how **citeTrek** operates. These settings are user selectable and can be accessed by clicking on the Administration item on the main menu, then select Properties from the drop down list.

Setup Tab

The only setting you might need to change on this tab is Grace Period. This is the number of days from issue of a citation to the date it is deemed past due.

Office Info Tab

Enter the City, County and State information of your office.

List Managers

citeTrek uses several lists in its operation. You can add items to these lists, edit existing items or remove them. You make changes to these lists by accessing the List Managers. Click on Administration on the main menu, select Lists on the drop down menu and finally select desired list.

Charges

citeTrek includes a default list of charges.

Locations List

The locations list is used in the Statistics report. It is an optional field that can be completed on the citation entry form.

This field's information is used to generate a statistical report useful in understanding where citations are issued. The location is a general location that is chosen from a list.

Location examples for our county (La Plata) include:

Durango, Bayfield, West Hwy160, East Hwy 160, North Hwy 550, South Hwy 550, Hwy 172, Other.

To generate the Locations report, select Reports on the main menu, then select Statistics. Enter the desired year for the report and click Ok.

Officers List

The Officers list is used to quickly identify the officer that issued the citation.

Multi-Workstation Configuration

citeTrek can be used with several workstations in a multi-workstation configuration. Please reference the Administration quick tips for more information.