

# **iFastrack v8.09 Tutorial**

## **Overview**

This tutorial provides an overview of the iFastrack main menu, screen protocols and icons.

# Main iFastrack Screen



The top of the screen lists the active user name, company name and software version. The initial license supports one company, but additional companies can be purchased. Data is saved by company and password access can be restricted at the company level. Each screen displays a printer for sending screen images to your printer (top right side of screen).

There are five main functions within iFastrack:

- Follow-up Letters – Print/email insurance non-compliance follow-up letters; edit letter templates
- Certificates/Documents – Vendor, document and insurance certificate data entry
- Reports – Print document and insurance reports
- Maintenance – Set controls and defaults, build drop down fields
- Help – GG-One Software contact information, user guide, website training link

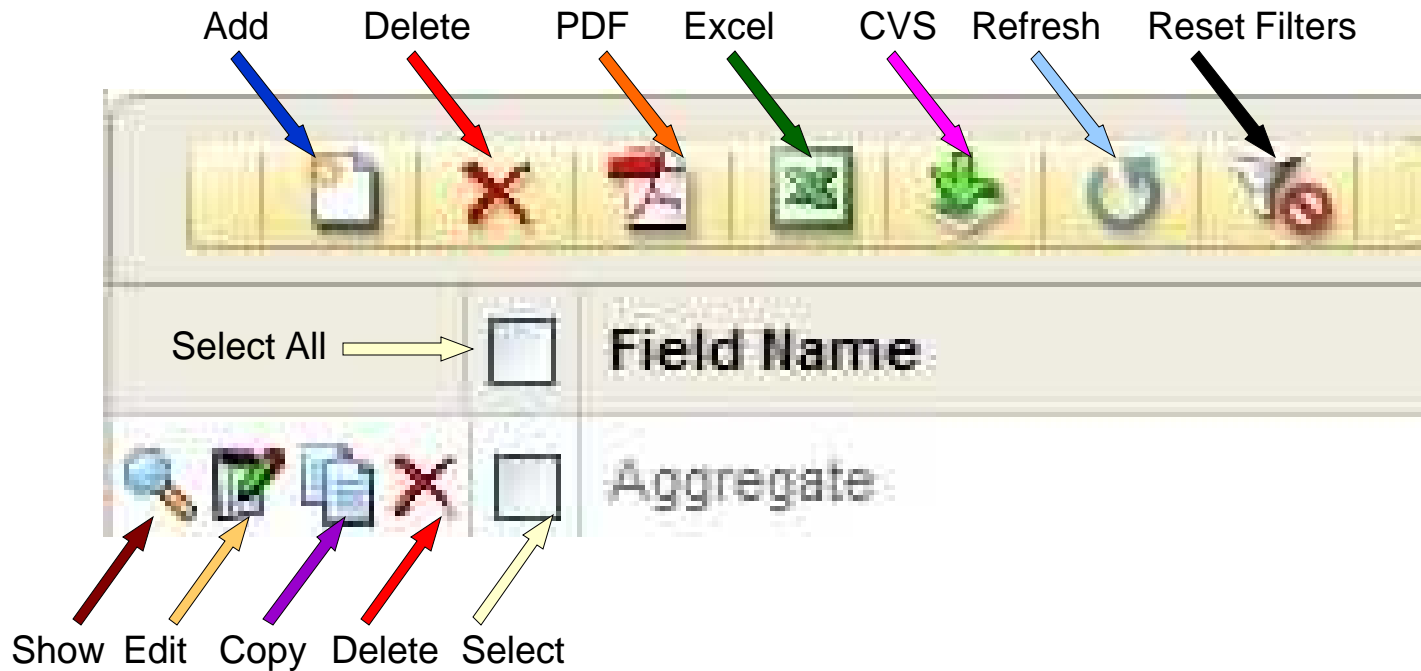
# Software Control Fields

The screenshot shows the 'Search Vendors' interface. On the left, there are several filter fields: Vendor (All), Group (All), Service (All), Contact (All), Xref (All), and Vendor Status (All). On the right, there are search input fields for Search Vendors, Search Groups, Search Services, Search Contact, and Search Xrefs, each with a 'Go' button. Below these is a toolbar with icons for search, print, refresh, and other actions. A pagination bar shows '1 of 1' items, '50' items per page, and a 'Page Go' button. At the bottom, a table lists vendors with columns for Vendor, Group, Service, Contact, Xref, and Vendor Status.

<input type="checkbox"/>	Vendor	Group	Service	Contact	Xref	Vendor Status
<input type="checkbox"/>	Landow Construction Company	Unit 15	Construction	Office Manager		Active
<input type="checkbox"/>	Martin's Landscaping	Unit 10	Lawn Care	Management Office	P4586	Active
<input type="checkbox"/>	Simpson and Company	Unit 10	Electrical	John Smith		Active

iFastrack screens have standard protocols for **searching**, **filtering** and **sorting** data. If you enter a set of characters in a **Search box** and click Go, the screen will display only the data items that match the search. You can filter the data by any or all the **fields listed at the top of the screen** by selecting the desired filter value from the **drop down box**. Data can be sorted by clicking the **column heading**. Clicking the column heading again will give you a reverse sort.

# Software Control Icons



iFastrack screens have standard control icons. These will be used to add, edit, delete and show (view) data. Additionally, you can save screen data to PDF, Excel and CVS formats.

# Software Special Features



Fields which contain more data than the screen can display are followed by ... . Put your cursor over the ... and a pop-up will appear displaying all the data.

**End of  
Tutorial**