

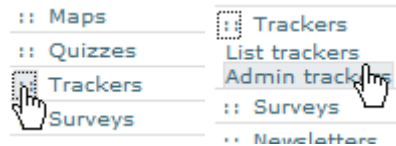
# ŠŤ, Ā«ž~ Ā→Ā»Āꝛ Ā→, Ā→Ā→šŤ© Ā→ž

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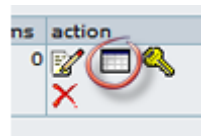
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- **Ā•ĀĀ«ĀāĀ©:** ĀŠĀ, Ā«ž~Ā→Ā»ĀαĀ→~ Ā•ĀĀ«ĀāĀ©Ā→~ Ā«ĀāĀ"Ā→ĈĀ→,, ĀŽĀ, Ā→ĀŖ'Ā•Ā©Ā«^Ā«Āα.
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- **Ā→,ĀĀ→Ā œ:** ĀŠĀ, Ā«ž~Ā→Ā»ĀαĀ→™ € ĀāĀ'€Ā«Ā Ā" Ā«Ā°Ā→Ā'Ā,,Ā° Ā→Ā ,,Ā→Ā²Ā'Ā«ĀŖĀ¼ Ā→,Ā→Ā œĀ•Ā©Ā«^Ā«Āα. Ā«Ā³ĀμĀ→Ā«ĀŖ^ĀāĀ°€Ā«ŠĀŖ Ā•~ĀāĀ, Ā°Ā«•ĈĀ«Ā→Ā, Ā→—Ā→,Ā→Ā→šĀ©Ā→— Ā→ĀfĀ¼Ā→~Ā«ĀŖĀ¼ ĀāĀ, Ā°Ā→šĀ, Ā→—Ā→ Ā→ĀfĀ¼Ā→ĀĀ→œĀ→~Āα.

## ADDING FIELDS TO A TRACKER

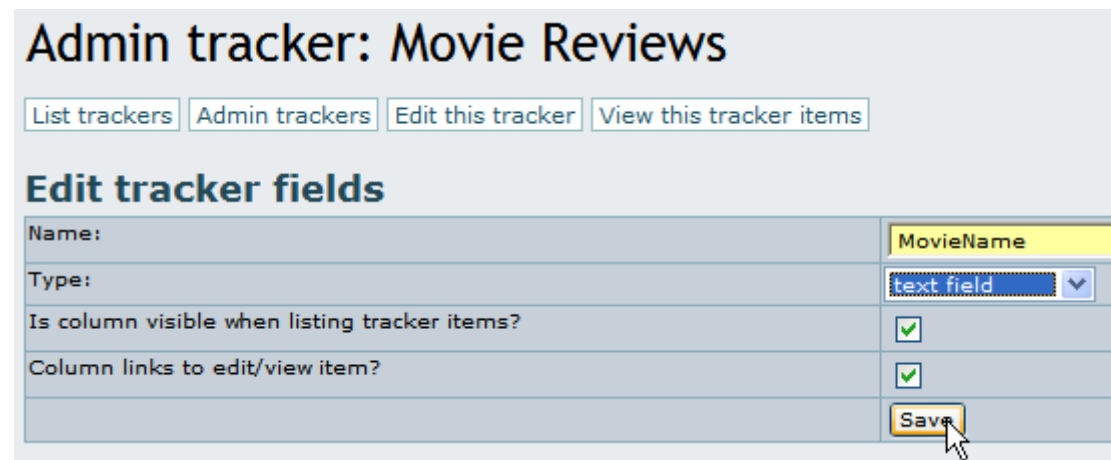
To make a Tracker useful and usable, you add some fields to it to capture the data you want to collect. You can administer fields by going to the the Trackers list, and clicking the Fields Action.



To add a field, click the Fields action from the Trackers list, then fill in the form that appears indicating the field name, field type, and any applicable options. Some of field types:

- Text input
- Textarea input
- Drop down combo (enter options separated by commas)
- Checkbox ("boolean" on/off yes/no true/false fields)
- Date/time field
- ....

At least one of the fields in your Tracker must be the "main" field, which links to the item's details from the Tracker listing. This attribute is controlled by the "Column links to edit/view item?" checkbox. You can also indicate if the field is visible or not in the Tracker item list using the "Is column visible when listing tracker items?" checkbox. If a Tracker has a lot of fields you may want to use this checkbox to remove some of them from the item listing, for easier viewing.



The screenshot shows the 'Admin tracker: Movie Reviews' interface. At the top, there are four buttons: 'List trackers', 'Admin trackers', 'Edit this tracker', and 'View this tracker items'. Below these is the 'Edit tracker fields' section, which contains a form with the following fields:

Name:	MovieName
Type:	text field
Is column visible when listing tracker items?	<input checked="" type="checkbox"/>
Column links to edit/view item?	<input checked="" type="checkbox"/>
	Save

Some Tracker field types have options you can set. For example, the drop-down field's items are entered separated by commas. In this graphic, you can see this Tracker will track movie reviewers' ratings using a drop-down field, with five "star" rating entries:

\*,\*\*,\*\*\*,\*\*\*\*,\*\*\*\*\*. It is easy to think of various creative uses for this powerful tool - problem severity or impact levels, task priority, status, or a client's credit rating.

### Edit tracker fields

Name:	Rating
Type: (Drop down options : list of items separated with commas):	drop down   *,**,***,****
Is column visible when listing tracker items?	<input checked="" type="checkbox"/>
Column links to edit/view item?	<input type="checkbox"/>
<input type="button" value="Save"/>	

Once you have entered several fields, defining their type, options and visibility, you will see a list similar to this one:

### Tracker fields

Find

name	type	isMain	Tbl vis	action
AmazonMedia	i	n	y	<a href="#">remove</a> <a href="#">edit</a>
Director	t	n	y	<a href="#">remove</a> <a href="#">edit</a>
MovieName	t	y	y	<a href="#">remove</a> <a href="#">edit</a>
Rating	d	n	y	<a href="#">remove</a> <a href="#">edit</a>
Recommended?	c	n	y	<a href="#">remove</a> <a href="#">edit</a>
ReleaseDate	f	n	y	<a href="#">remove</a> <a href="#">edit</a>
ReviewComments	a	n	y	<a href="#">remove</a> <a href="#">edit</a>
ReviewDate	f	n	y	<a href="#">remove</a> <a href="#">edit</a>
Reviewer	t	n	y	<a href="#">remove</a> <a href="#">edit</a>
Studio	d	n	y	<a href="#">remove</a> <a href="#">edit</a>

Note in this graphic the "is main" column. A "y" or yes, means you have checked the "Column links to edit/view item?" checkbox. The list also indicates whether a field will be visible in the item listing, and allows you to edit or remove fields accordingly using this list's Actions.

**Hint:** One default field in any tracker is the "Status" field, which tracks whether an item is open or closed. This field is *not* visible in the Fields listing.

# Using Trackers

You can view a list of your Trackers by clicking Trackers from the menu. The center panel will change as such:



The screenshot shows a web interface titled "Trackers". Below the title is a table with the following columns: name, description, created, last modif, and items. The table contains one row with the following data: name: **Movie Reviews**, description: Rick's movie reviews., created: Sun 18 of Jan, 2004 [20:35], last modif: Sun 18 of Jan, 2004 [20:51], items: 1. A mouse cursor is pointing at the "Movie Reviews" link. Below the table, the text "Page: 1/1" and "1" are visible.

name	description	created	last modif	items
<b>Movie Reviews</b>	Rick's movie reviews.	Sun 18 of Jan, 2004 [20:35]	Sun 18 of Jan, 2004 [20:51]	1

Page: 1/1  
1

Clicking on a Tracker's name (here, Movie Reviews) will take you to a screen in which you can add, modify, delete, filter and sort items, and, toggle email monitoring on changes to the Tracker.


## ADDING A TRACKER ITEM

To add an item into your Tracker, enter the information into the fields on the form at the top of the screen, and click Save when you are finished:

### Insert new item

MovieName	Mystic River				
Director	Clint Eastwood				
Studio	Warner				
ReleaseDate	January	01	2004	at	20:46
ReviewDate	January	18	2004	at	20:46
Reviewer	Rick Cogley				
ReviewComments	Sean Penn, Tim Robbins, Kevin Bacon star in this incredible thriller.				
Recommended?	<input checked="" type="checkbox"/>				
Rating	*****				
AmazonMedia	MysticRiver.jpg				参照...
save					

After saving, our movie review Tracker now has one review - for the movie Mystic River. In the item list part of the screen, you can see all the visible columns contained in your Tracker, as well as sort by create date, modification date, status, or any other available field.

	MovieName	Director	Studio	ReleaseDate	ReviewDate	Reviewer	ReviewComments	Re
	<b>Mystic River</b> [ X ]	Clint Eastwood	Warner	Thu 01 of Jan, 2004 [20:46]	Sun 18 of Jan, 2004 [20:46]	Rick Cogley	Sean Penn, Tim Robbins, Kevin Bacon star in this incredible thriller.	y

## ITEM DETAILS

If you have the right permissions, you can click an item's title to bring up a "details screen" for the item, to modify it, or add attachments or comments.

**Hint:** If its title is not "clickable" then you can go to the admin screen and make some field the "main" field by checking the "Column links to edit/view item?" checkbox.

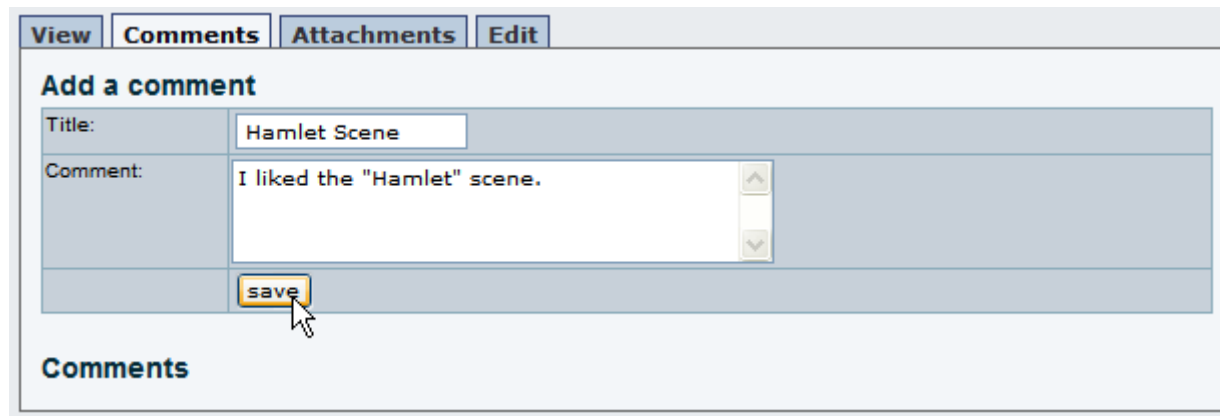
Click the title to display the item details:



The screenshot shows a web interface with a navigation bar containing 'View', 'Comments', 'Attachments', and 'Edit' tabs. The 'Edit' tab is highlighted with a mouse cursor. Below the navigation bar is a section titled 'View item' containing a table with the following data:

MovieName	Mystic River
Director	Clint Eastwood
Studio	Warner
ReleaseDate	1072957560
ReviewDate	1074426360
Reviewer	Rick Cogley
ReviewComments	Sean Penn, Tim Robbins, Kevin Bacon star in this incredible thriller.
Recommended?	y
Rating	*****
AmazonMedia	MysticRiver.jpg

If attachments or comments are enabled, you can add them to your Tracker's items.



The screenshot shows a web interface with a navigation bar containing 'View', 'Comments', 'Attachments', and 'Edit' tabs. Below the navigation bar is a section titled 'Add a comment' containing a form with the following fields:

Title:

Comment:

Below the form is a section titled 'Comments'.

## ASSIGNING ITEMS TO SPECIFIC TIKI USERS OR GROUPS

If you set up your Tracker with fields of type "user selector" or "group selector," you will be able to easily select from a drop-down list the users or groups registered on your Tiki site. First, we must change the Reviewer field in our Movie Review Tracker to be of



type "user selector".

## Admin tracker: Movie Reviews


List trackers Admin trackers Edit this tracker View this tracker items

### Edit tracker fields

Name:	Reviewer
Type:	user selector ▾
Is column visible when listing tracker items?	<input checked="" type="checkbox"/>
Column links to edit/view item?	<input type="checkbox"/>
<input type="button" value="Save"/>	

Once that is done, we can choose from the users on the site while editing the item.

# Editing tracker item

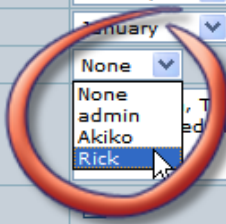
List trackers    Admin trackers        Monitor    View this tracker items

View    Comments    Attachments    Edit

### Edit item


Status	open
MovieName	Mystic River
Director	Clint Eastwood
Studio	Warner
ReleaseDate	January 01 2004 at 20 46
ReviewDate	January 18 2004 at 20 46
Reviewer	None
ReviewComments	, Tim Robbins, Kevin Bacon star ed the thriller.
Recommended?	
Rating	*****
AmazonMedia	

save



Tracker Items are always added with their built-in status field set to "open." Items with "open" status, which have been assigned to either your user account or your group, will be displayed in your My Tiki screen.

## My Tiki



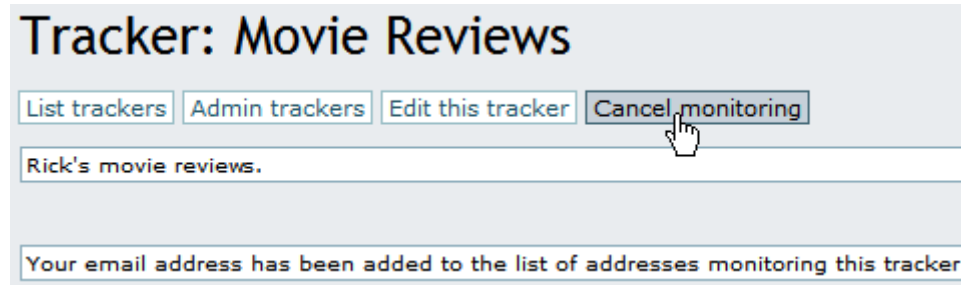
My Pages    My galleries    **My items**    My messages    My tasks    My blogs

Assigned items

Mystic River at tracker Movie Reviews

# MONITORING TRACKER ITEMS

In the details screen, users can choose to monitor a Tracker, so that an email is sent by Tiki to the user, whenever the item is modified. Click the "Monitor" button to toggle monitoring off and on.



# SETTING TRACKER PERMISSIONS

Permissions can be set to control access to Trackers. Note that you can set permissions globally or on a per-Tracker level. Assign permissions by clicking the "perms" link from the Tracker listing in the Tracker admin screen.

## Assign permissions to Tracker Movie Reviews

[back](#)

**Current permissions for this object:**

group	permission	action
No individual permissions global permissions apply		

**Assign permissions to this object**

to group:

- tiki\_p\_view\_trackers
- tiki\_p\_modify\_tracker\_items
- tiki\_p\_create\_tracker\_items
- tiki\_p\_comment\_tracker\_items
- tiki\_p\_attach\_trackers
- tiki\_p\_admin\_trackers

[More documentation](#)

[Related Information](#)

- To enable Trackers for your site, see [General Admin](#).
- For more information on My Tiki functionality, see [MyTiki](#).
- To specify permissions for Tracker users, see [Permissions](#) for the general procedure.
- To administer Trackers, see [Tracker Admin](#).
- For technical details, see [Tracker Details](#).

[Useful Links](#)

# EDITING TRACKER FIELDS



The screenshot shows a web form titled "Edit tracker fields". It contains four rows of input fields:

Name:	<input type="text"/>
Type:	checkbox <input type="button" value="v"/>
Is column visible when listing tracker items?	<input checked="" type="checkbox"/>
Column links to edit/view item?	<input type="checkbox"/>

At the bottom right of the form is a "Save" button.

After you have created a tracker you can:

- Enable or disable the Trackers feature.
- Set display of Trackers fields, such as status or create and modify dates.
- Enable and disable comments.
- Sort by name, dates or number of items.
- Categorize your Trackers.

## ENTERING TRACKER ITEMS

**Insert new item**

Name	<input type="text"/>
Email	<input type="text"/>
Subject	<input type="text"/>
Message	<input type="text"/>
Priority	Low <input type="text"/>
Date_&_time	October <input type="text"/> 03 <input type="text"/> 2003 <input type="text"/> at 13 <input type="text"/> 23 <input type="text"/>
Notifiy_me_when_tkt_is_responded_to	<input type="checkbox"/>
<input type="button" value="save"/>	

**Tracker Items**

Filters	
Status	any <input type="text"/>
Name	<input type="text"/>
Email	<input type="text"/>
Subject	<input type="text"/>
Message	<input type="text"/>
Priority	any <input type="text"/>
Notifiy_me_when_tkt_is_responded_to	any <input type="text"/>
<input type="button" value="filter"/>	

<input type="checkbox"/>	Name	<input type="checkbox"/>	Email	<input type="checkbox"/>	Subject	<input type="checkbox"/>	Message	<input type="checkbox"/>	Priority	<input type="checkbox"/>	Date_&_time	<input type="checkbox"/>	Notifiy_me_when_tkt_is_responded_to	<input type="checkbox"/>	created
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Related Links:

- To enable Trackers for your Tiki site, see [General Admin](#).
- To read the user manual for Trackers, see [Trackers User](#).
- To learn about administering Trackers, see [Tracker Admin](#) and [Trackers User](#).

## TERMINOLOGY

[+]

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