

The [screenshot](#) files on this page are outdated and should be replaced with the latest version

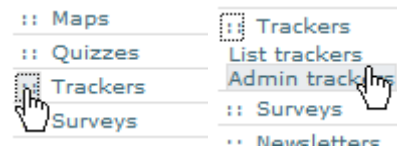
# Trackers User

When Trackers are enabled and you have the right permissions, a Trackers menu is visible, and can be clicked open. From here you will be able to create and administer your Trackers data collections.

[Creating a Tracker](#)

## FROM THE ADMIN MENU

*Collapsed and Expanded Menu:*



There are usually two options in the menu — List Trackers and Admin Trackers — and the options may change depending on your permissions. In this section, let's examine each option in detail.

## PRIOR TO TRACKER CREATION

Prior to creating a Tracker, clicking on the Trackers menu displays an empty center panel, as shown here:

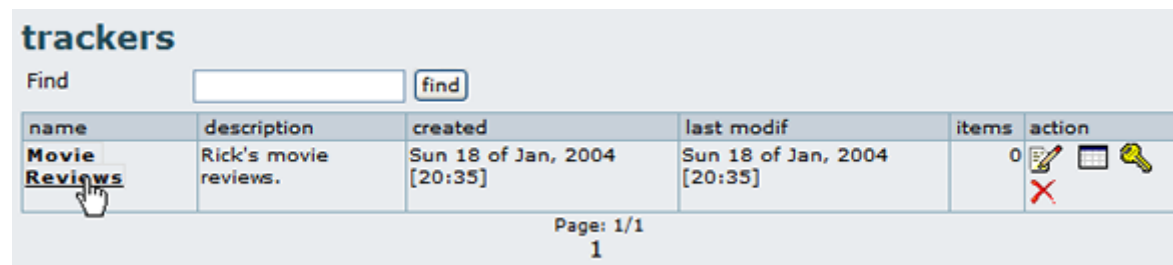
## Trackers

name	description	created	last modif	items
Page: 1/0				





## CREATING A NEW TRACKER

see: [Creating a Tracker](#)

Once Tiki creates the Tracker, it will be listed like so in both Admin Trackers and List Trackers:



The screenshot shows the 'trackers' page in Tiki. At the top, there is a search bar with the text 'Find' and a 'find' button. Below the search bar is a table with the following columns: name, description, created, last modif, items, and action. The table contains one entry: 'Movie Reviews' with a description of 'Rick's movie reviews.', a creation date of 'Sun 18 of Jan, 2004 [20:35]', and a last modification date of 'Sun 18 of Jan, 2004 [20:35]'. The 'items' column shows '0'. The 'action' column contains three icons: a pencil (edit), a calendar (fields), and a key (perms). A red 'X' icon is also visible below the icons. A mouse cursor is hovering over the 'Movie Reviews' link. Below the table, it says 'Page: 1/1' and '1'.

name	description	created	last modif	items	action
<a href="#">Movie Reviews</a>	Rick's movie reviews.	Sun 18 of Jan, 2004 [20:35]	Sun 18 of Jan, 2004 [20:35]	0	   

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1

## ACTIONS

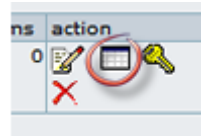
If you hover your mouse above each of the Actions icons, you can infer that they link to tools including:

- **Edit:** edit the Tracker information using the same form you used to create the Tracker. Here, you can change Tracker information, its categories, or how to handle comments.
- **Fields:** edit the Tracker's collection of fields.
- **Perms:** configure permissions for the Tracker (if you are an admin).

- **Remove:** remove the entire Tracker and its data. Use this with care, as it is a permanent operation.

## 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.

## Admin tracker: Movie Reviews

List trackers Admin trackers Edit this tracker View this tracker items

### Edit tracker 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"/>
	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:

### Trackers

name	description	created	last modif	items
<a href="#">Movie Reviews</a>	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 
<input type="button" value="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.

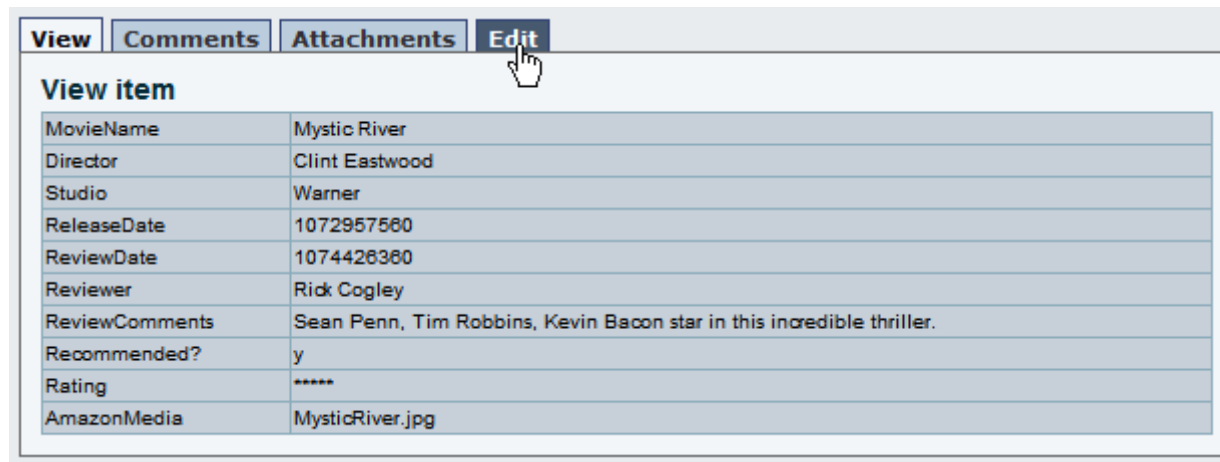
	MovieName	Director	Studio	ReleaseDate	ReviewDate	Reviewer	ReviewComments	Re
	<b>Mystic River</b> [ X ]	Clint Eastwood	Warner	Thu 01 of Jan, 2004 [20:46]	Sun 18 Jan, 2004 [20:46]	Rick Cogley	Sean Penn, Tim Robbins, Kevin Bacon star in this incredible thriller.	y

# 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 four tabs: 'View', 'Comments', 'Attachments', and 'Edit'. The 'Edit' tab is selected and has a mouse cursor over it. Below the tabs is a table titled 'View item' with the following data:

View item	
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.

View Comments Attachments Edit

**Add a comment**

Title: Hamlet Scene

Comment: I liked the "Hamlet" scene.

save

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"/>
	Save

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



# Editing tracker item

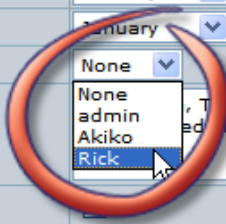
List trackers    Admin trackers        Monitor    View this tracker items

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



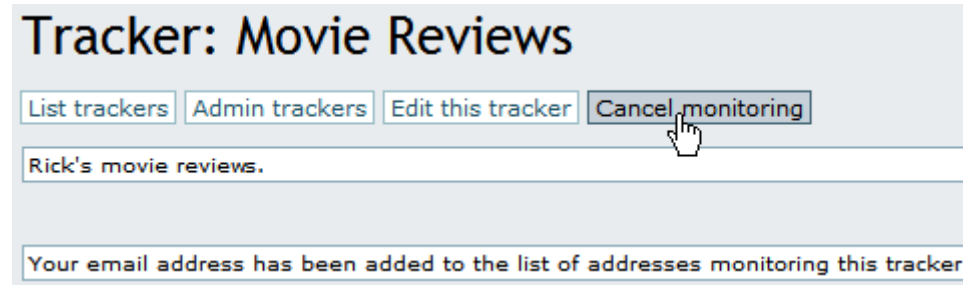
My Pages    My galleries    **My items**    My messages    My tasks    My blogs

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 and a "Save" button at the bottom right. The first row is "Name:" followed by a text input field. The second row is "Type:" followed by a dropdown menu showing "checkbox". The third row is "Is column visible when listing tracker items?" followed by a checked checkbox. The fourth row is "Column links to edit/view item?" followed by an unchecked checkbox.

Name:	<input type="text"/>
Type:	checkbox
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"/>	

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
Date_&_time	October 03 2003 at 13 23
Notifiy_me_when_tkt_is_responded_to	<input type="checkbox"/>
<input type="button" value="save"/>	

**Tracker Items**

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

Name	Email	Subject	Message	Priority	Date_&_time	Notifiy_me_when_tkt_is_responded_to	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

[+]

# WHAT TRACKERS ARE AND WHAT THEY AREN'T

The word tracker is probably a misnomer, form creator is probably better. This Tiki is running, at the time of this writing, 1.9 pre-release (CVS). These docs are geared for the 1.9 trackers but may in part be applicable to 1.8.2.

Trackers are really really cool. They are not perfect but getting better all the time. A huge issue is being able to convert other forms into the tracker interface. Simple text conversions are now possible with the import/export but that doesn't yet work for the tracker items. Please help us finish that part of the trackers!