



Simtrak™ Mobility

A decade-long background in professional and amateur sport medical data collection, analysis, and reporting.



The above illustration shows the Simtrak™ Mobility **System Toolbar**. It provides 19 choices (individual icons).

The Toolbar is the key to your operation of Simtrak™ Mobility. Not only does the Toolbar provide you the 19 actions you can take, but it helps you know which choices you should make each time you need to choose one. It guides you. This guidance feature is a key element of Simtrak™ Mobility, and you should understand the Toolbar before you do anything else with Simtrak™ Mobility.




















The first thing to do in learning the Toolbar is to step back for a moment and ignore the individual icons. The next page will cover them and what they are and what they do. On this page, we want to focus entirely on how the Toolbar operates.

The Toolbar shown above shows everything in it lighted up and in full color. But your Toolbar will never show you that. Yours will always have some icons (selections) lighted up and in color, and some in a gray tone (no color) and dimmed. The reason is that the Toolbar is always trying to tell you something ... always. It is telling you that “you cannot choose the dimmed and gray choices (icons)”. Instead, it is telling you to “pick one of the lighted and in color icons (choices)”. In some cases, you may have only one choice you can make, and the Toolbar will light and color in that one choice, and only that one. That tells you that you must choose it (click on it) before you can proceed with what you have in mind to do. Then, when you click it (choose it), you can proceed on to the next step of your task, and you will then see a new Toolbar arrangement (where you will have different icons lighted and different icons dimmed) as you work with your Simtrak™ Mobility.

The Toolbar is a living and moving helper as you work through Simtrak™ Mobility. It is always sending you a message or messages, no matter in what part of the software you are working and no matter what entries or actions you are trying to accomplish.

With that in mind, go to the next page and take a look at each of the Toolbar choices.

The 19 Toolbar selections (icons) are listed below, along with their descriptions, in the order in which they appear in the Toolbar, left to right:

-  **Top of File** - Go to the first record in the file
-  **Prior Record** - Go to the previous record in the file
-  **Next Record** - Go to the next record in the file
-  **Bottom of File** - Go to the last record in the file
-  **New Record (Add)** - Add a new record
-  **Edit Record (Open)** - Edit the currently displayed record
-  **Save Changes** - Save changes to the currently displayed record
-  **Undo Change (Cancel)** - Cancel changes to the currently displayed record
-  **Delete Record** - Delete the currently displayed record
-  **Spell Check** - Run spell check on the current field
-  **Cut** - Cut the selected data out of the field
-  **Copy** - Copy the selected data
-  **Paste** - Paste the selected data into the current field
-  **Print** - Print the information to a printer or generate a file in multiple formats (pdf, doc, rtf, xls, html, txt, tiff)
-  **Print Preview** - Preview the report on the screen
-  **E-mail** – (Not active at this time)
-  **Find (Locate)** - Find the next record to work on
-  **Close Form (Exit)** - Close the current screen or Exit the system to Windows
-  **Help** - On-line help system

When you position your cursor over any of the icons in the Toolbar, you will see a tool-tip that tells you the name shown in bold print above.

New Record (Add)

The most important selection (icon) you will need to know as you begin using Simtrak™ Mobility is the white paper icon ... fifth one from the left on the Toolbar.

Any time you want to create a new record (player, injury, treatment, and so on) you will need to choose this white paper icon. It will often be the only one or one of a very few icons that are lighted and in color. The Toolbar below shows the Add (New) icon (white paper) available. It is lighted up. The other selections are in gray color and dimmed, except for the last three at the far right. This tells you that you have only four choices you can make: the Add (New) icon, or one of the three at the right (including the question mark). The other 15 choices are not available for use at this time for what you are doing when the Toolbar looks like this:



If you find the software will not let you enter data, look at the Toolbar and see if the white paper icon is lighted and in color. If it is, click on it, and then you will be able to enter data.

Save Changes

After you have entered information in a record, the Toolbar gives you how many options for your next action? See the illustration below:



There are 8 lighted and available. If you like the entries you have made, and you want to keep them, you would pick the blue computer disk, the Save Changes icon. It is the first lighted one you see, counting in from the left. Any other selection you make will ignore the data you have just entered, and your new data will remain un-entered into your data base until you do select the Save Changes computer disk icon.

After you click on the Save Changes Toolbar icon, and your new data is saved, you then use the Toolbar either to continue on with more data entries or to take other actions such as exit the software.

Other Choices You Can Make On The Toolbar

As you work with the other choices on the Toolbar, you will see they are very similar to the choices you have seen and used with other software systems. Cut, Copy, Paste, Undo, Exit and others are just what they appear to be to you. All in all, let the Toolbar be your guide.

In summary, the most important 4 things to remember about the Toolbar are to:

- 1) always open existing records before you can edit them,
- 2) always click the white paper icon before adding a new record,
- 3) always save any entries you make before trying to move on to another action, and
- 4) always use the binoculars when you want to locate an existing record to work with it.