



# Simtrak™ Mobility

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

## USB DRIVE > USER TIPS

### the Simtrak™ Help Guide series

After you receive your Simtrak™ Mobility USB drive with pre-installed software and encryption services, please see our USB Instructions document. You can find that document under Implementation Help at our web site on the Help page at the bottom. The USB Instructions tell you how to operate the USB device.

This Help Guide provides some of the recommended practices you will want to follow when using your Simtrak™ Mobility USB. Also, it gives further explanations of certain Simtrak™ Mobility USB features.

1. Always Exit Simtrak™ Before Removing USB Drive from Computer.

Be sure you **exit Simtrak™** before you remove the USB drive from the computer. Failing to do so is like turning the computer off in the middle of writing an email message. You will lose information and likely get error messages when you re-start your computer and Simtrak™.



2. Removing USB Drive From Computer.

Follow your computer's procedure for stopping a USB drive before removing it from the computer. Usually that means clicking on the USB drive icon in your computer system tray (often at very bottom right of monitor display) and then selecting or confirming the drive you want to stop. Remove the USB drive **only after your computer displays a message that it is safe** to remove it, like the message shown above.



3. Never Leave USB Drive Unattended While Installed in Computer.

When leaving your computer station, always take the USB drive with you. Other persons may improperly remove it causing **loss of data** for you, or they may **access your data** if you have not securely logged out of the software and encryption services, or they may intentionally or inadvertently take the drive with them for their own use.

4. Black DOS Window Stays Open.

When you run Simtrak™ Mobility USB, a black window remains open on your desktop throughout operations (*window shown a right*). Do not close this window. It is **required for normal operation** of Simtrak™ Mobility USB. The window will close by itself when you exit Simtrak™ Mobility USB.



5. Password Confidentiality.

While it may seem a trivial remark to make, it is a remark that bears repeating over and over again: **keep your passwords confidential.** For the user's personal convenience, it is very attractive to place and store passwords in readily found places and in insecure ways that can be discovered by others. Avoid this temptation, and make sure your passwords are kept in a place that only you know of and can locate and access.

6. Keep Pathing at Default Setting for Simtrak™ Mobility USB.

It is very important that you **make no changes to the paths in Simtrak™ Mobility USB** pre-installed software. Changes will render the USB unable to be used from one computer to another. (*Pathing refers to the paths set up on the Settings tab of the Organization Setup window, accessed by logging in to the software as an administrator and selecting Maintain and then Organization Setup.*)

7. Serial Number of USB Drive.

When Simtrak™ Mobility USB was installed on your USB drive before it was delivered to you, the USB drive was assigned a serial number. This serial number can be found in the simple **text file named sn.txt** located on your USB drive.

8. Encryption Services Password on USB Drive.

In addition to the USER ID and Password login feature of Simtrak™ Mobility USB software, shown below and to the right, the USB also requires entry of a **password for penetrating the encryption protection** of the USB drive software and data. That encryption password window is shown below and to the left. When you start the software, first you will be presented the encryption password window (at left). After you have successfully gained access through the encryption, you will be given the software entry window (at right).



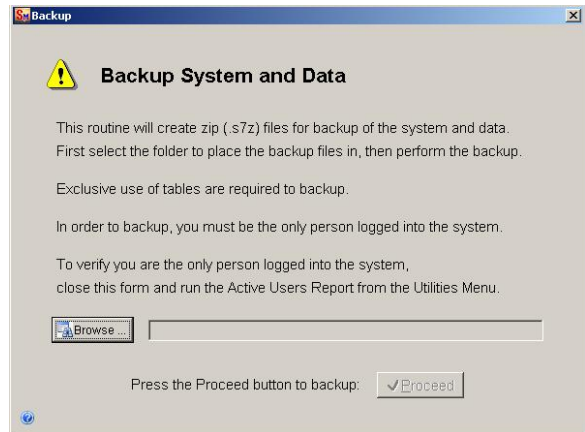
**Special Encryption Note:**

When you have entered the passwords and are operating in the Simtrak™ Mobility USB software normally, the encrypted file is open and available for access. When you exit Simtrak™ Mobility USB, the file is again inaccessible. This on and off automated file encryption feature depends on the black DOS window, item #4 above, remaining open from start-up to exit of the Simtrak™ Mobility USB software. That is why it is important not to close the black DOS window manually.

Should you inadvertently manually close the black DOS window, the file will remain accessible when you exit Simtrak™ Mobility USB. Before you remove the USB drive from the computer, you will then need to go to Windows Explorer (My Computer) and double click the USB drive icon to open it to see the contents. Then double click the finish.bat file. This will close the encrypted file on the USB drive. After doing this, you can then remove the USB drive from the computer using the correct procedure for removing a USB drive.

9. Backing Up Data You Entered on the USB.

You can use the backup utility that comes with Simtrak™ Mobility USB software to make a backup of your data. The backup utility is found under Utilities on the Main Menu. When you use this utility, you will see a window as illustrated at the right. At the bottom of this window is a Browse field. Click on Browse and locate the place you want to use to keep your backup file. **Do not choose a location on the USB drive itself.** Then click Proceed and complete the backup. This backup file is a zip file and is not encrypted, so be sure you pick a location that is secure when you choose the location in the Browse field. If you lose your password, you will still be able to use this backup with another fresh installation of Simtrak™ Mobility software.



10. Backing Up Your Entire Simtrak™ Mobility USB Installation.

Another way to backup is to backup not only the data but the entire software installation and data all together. One easy way to do this is to copy the entire simtrak file from your USB drive to another drive such as a hard drive on a computer (*right click on the simtrak9USB file on the USB drive, select "copy", right click on the other drive at the place where you want to save your backup, select "paste"*). **This will be an encrypted file, so you will need your encryption password** to gain access to this file if you need to use it to restore your system and data.

11. Institute Guidelines for Control of USB Device. The primary benefits of a USB removable drive device are small size, portability from one computer to another, and security of information since data is not written to the host computer hard drive. Two of them, size and portability, make it inherently easy to misplace the USB drive. It is important to **institute procedures** that fit each user's way of doing things, so that the user minimizes any chance of loss of the USB device. Among the ideas to consider are 1) lanyards for neck or wrist attachment when the device is not installed, 2) strictly observing a checklist when entering or leaving a location where the USB drive will be used, 3) establish a specific physical location where the USB drive is stored when not being transported or used, and 4) ensuring there is at least one recent backup (two highly recommended) of the USB drive simtrak9USB file on another storage device.

12. Import/Export of Data.

Some users will be operating where there is a need to import and export data (like player transfers or remote data synchronizations). Follow the procedures provided in either of the two special Help Guides for USB users, **Player Transfers USB** or **Import / Export > Data USB**. Do not use the regular *Player Transfers* or *Import / Export > Data* Help Guides.

13. Multiple Login Sessions Without Removing USB Drive.

When you first insert the USB drive into your computer to use Simtrak™ Mobility USB, your computer's autorun feature provides you the start-up sequence. There may be times when you want to log out of Simtrak™ Mobility USB only temporarily, returning to **resume its use without removing the USB drive in between sessions.** In those cases, you won't have the autorun feature helping you start the program. You can initiate startup by going to Windows Explorer (My Computer) and double clicking the USB drive icon to open it and see the contents. Then, double click on the start.bat file (may show as only "start" on your computer). Then close Windows Explorer (My Computer) and continue with the login procedure.