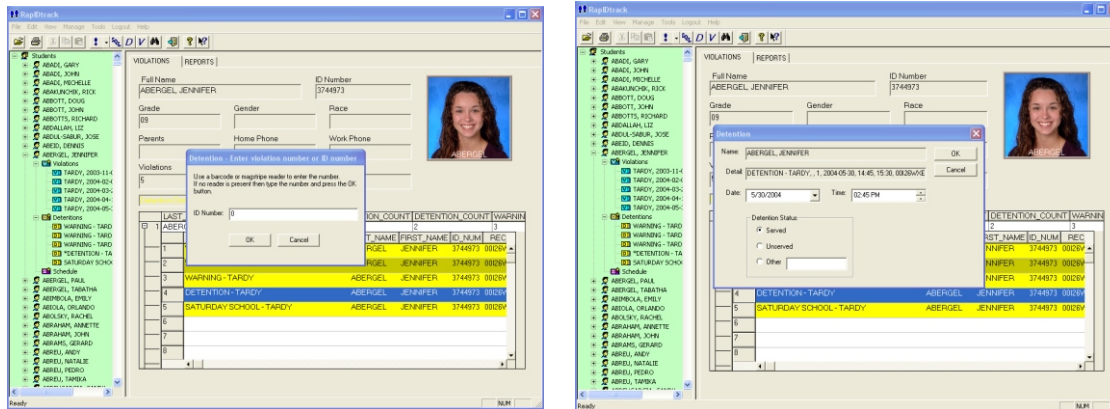




# Serving a DETENTION

1. Click "D" on the top menu
2. Scan or type a student ID number. Click OK
3. Select SERVED, UNSERVED, or OTHER. Click OK to save the change.

Note: If one or more detentions are owed, you will be presented with a listing of those detentions. Select the detention you wish to "serve" and click OK.



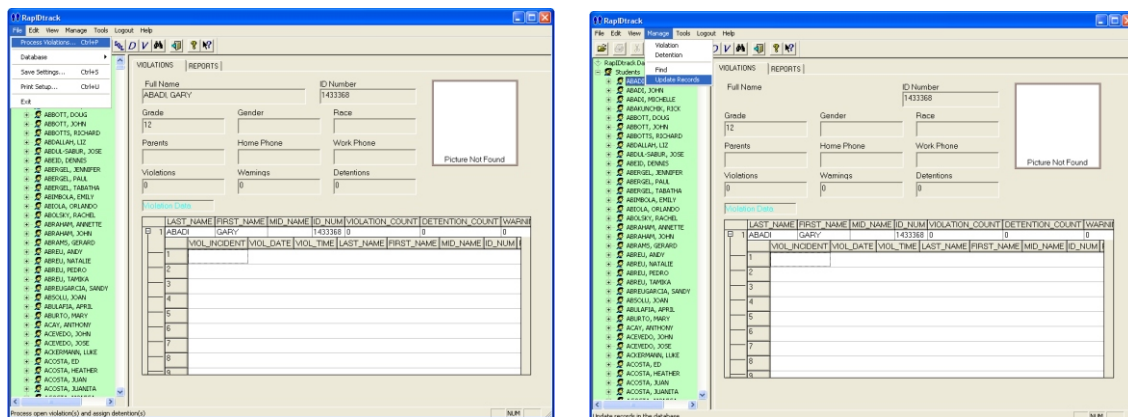
# RockeTracker Processing (\*option)

If you are using an optional RockeTracker Palm handheld, perform these steps after each hotsync routine to reconcile the handheld with the main database.

1. Click FILE on the top menu
2. Click PROCESS VIOLATIONS

Note: If a student has been issued enough violations to warrant a detention, that detention will now be printed automatically.

3. Click MANAGE on the top menu
4. Click UPDATE RECORDS



## Removing ALL Violations / Detentions

Depending on your schools policies, you may have amnesty periods each semester or quarter. To remove ALL violations and detentions WITHOUT removing the students data or photos, execute the following commands.

**WARNING - THIS WILL REMOVE ALL DETENTIONS AND VIOLATIONS FROM THE DATABASE**

1. Click SQL on the top menu
2. Type the following line exactly as shown, then click ENTER.  
**DELETE FROM VIOLATIONRECORD**

Note: If typed properly, the program should respond "No SQL errors reported."

3. Type the following line exactly as shown, then click ENTER.  
**DELETE FROM DETENTION RECORD**
4. Click DONE.
5. Close the program and then restart RTRACK.
6. Click MANAGE and then UPDATE RECORDS.

