

# System Requirements

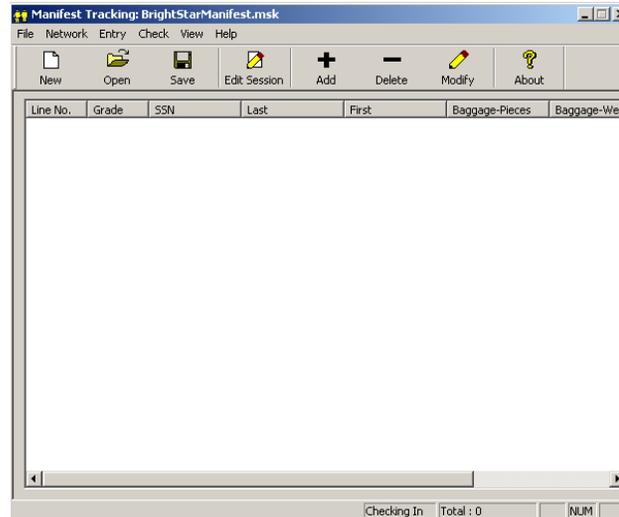
- Windows 95, 98, 2000 or Windows NT 4.0
- Service Pack 5 (for Windows NT 4.0)
- 16 MB RAM
- 27 MB Hard Disk Space
- Local Area Network (LAN) or Mode

# Peripheral Devices

- Printer (optional, to print reports)
- External CD ROM or External Disk Drive (for application installation)
- LAN or Modem (for exporting session data)
- Smart Reader, GCR 433, 410, etc.
- PIN Pad (if CAC smart cards are used)
- Lookup data in Access format
- Bar Code reader (if lookup data is enabled)

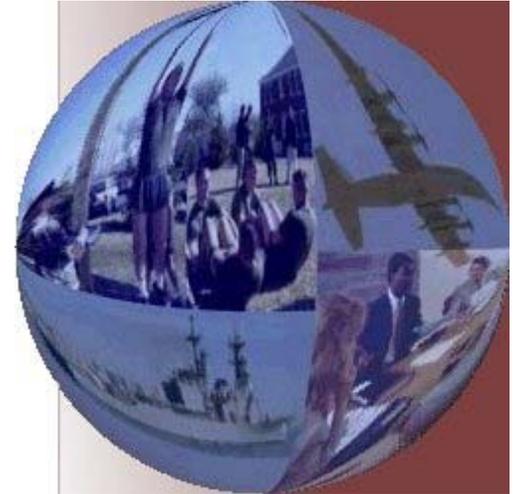


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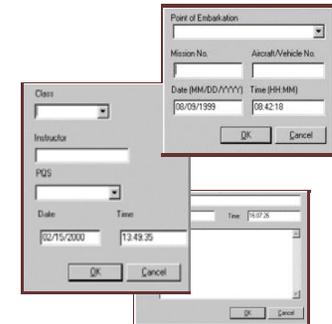


# MANIFEST TRACKING

## Travel Manifests



## Meeting Attendance



## Training Roster



# Manifest Tracking Overview

Manifest Tracking integrates productivity innovations throughout its program to track the attendance of meetings or training sessions, or embarkation and debarkation (including baggage) of traveling personnel. Designed to function independently on dedicated workstations, personnel arriving at meetings, training sessions, embarking or debarking on travel are registered in a database. The registered data contained in the database provides an itinerary of all the registered personnel's activities. By simplifying productivity, enabling collaboration between interested parties, and streamlining how people work with information and one another, Manifest Tracking makes it easier to share and analyze important data with the use of its reporting system. Reports generated can be exported and sent via email depicting meeting attendances, training sessions and manifests including a list of the participants.

## Software Features

### Check In/Out

With the use of a smart card you can quickly record or remove a persons attendance to a meeting, training session or travel assignment.

### Sessions

A session is a collection of entries (individual personal records) in one file. The information in a session is the record of all the individuals that participated in the specific event the session file was created for. New sessions can be created, and existing sessions can be edited, exported, imported, reports generated and sent via email to anyone inquiring the information.

### Entries

When a new session is created or an existing session is opened, can you add an entry. The application allows you to add an entry using a smart card (entering a record with a smart card saves time and helps to ensure the accuracy of the data), or by manually entering the information. Entries can be edited or deleted from any session in the database keeping the database accurate and streamline.

## Reports

Manifest Tracking displays session information in various report formats. These reports can be viewed on the computer, exported to a file, or printed. The types of report formats include:

### Manifest Report

A passenger manifest lists all personnel in the current session. Key information includes:

- Mission number
- Aircraft / vehicle number
- POE and POD
- Personnel SSN
- Baggage pieces and weight

### Meeting Roster Report

- Meeting topic, date, and time
- Notes
- Attendee contact information

### Training Report

- Class title, date and instructor
- All attendees' names and information



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