TracDat Manual for Department Chairs/Coordinators

URL: https://deanza.tracdat.com/

Need a Username/Password?

Forgot Password? Need help?

Contact: papemary@fha.edu
II. Navigate to **Reports->Ad Hoc**

Run the two reports shown below for necessary information to answer section III of the APRU.
II. Navigate to **Department->General**

Information from 2011-12 APRU is still in the boxes that were the same as last year’s boxes. Thus, you will only need to edit this information and update as appropriate. **The information must also be entered into the Word document of the blank APRU. You are to upload the Word document to the 2012-13 APRU folder under the Documents tab (see next page).** The Word document will eventually be posted onto De Anza’s website as it has been in prior years.

Make sure to choose “Yes” on the very last box when you are done so that your Dean will know.
IV. Reports

Navigate to **Documents -> Document Repository**

Click on **2012-13 APRU XXX** (Really make sure you choose the correct folder. Your Dean can only see this one.)

Upload the completed word document titled APRU 2012-13.