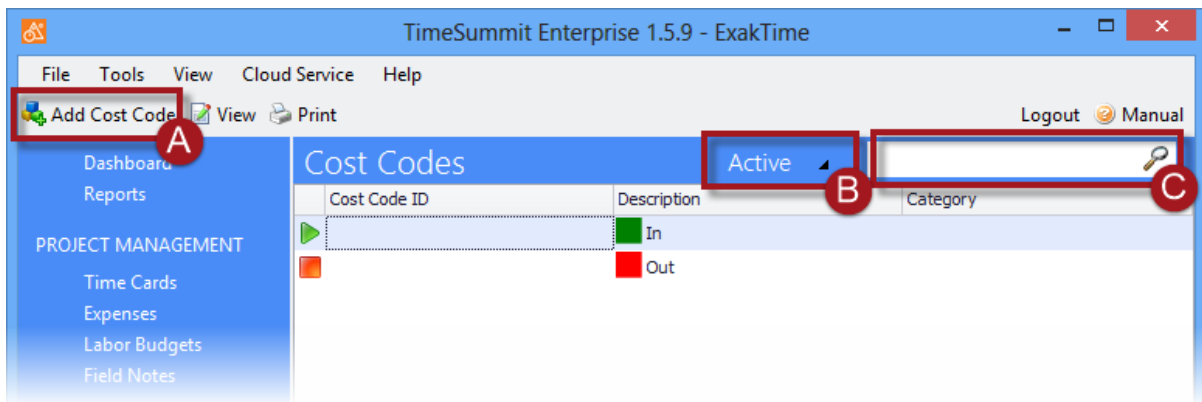
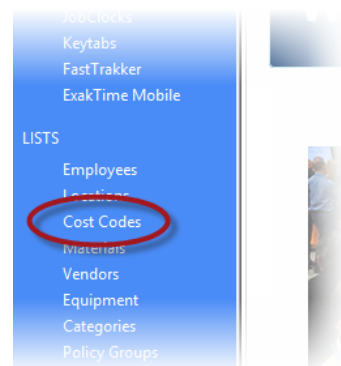


### Prerequisites

- An employee who is being assigned a FastTrakker must already be entered into TimeSummit.
- A Cost Code Set must be created in TimeSummit to assign to the FastTrakker.
- A FastTrakker

### How To Add Cost Codes In TimeSummit

**Step 1:** Navigate to the Cost Codes List on the Navigation pane to the left.



- A. Add Cost Codes
- B. View Active or Inactive Cost Codes
- C. Search for a Cost Code

**Step 2:** Click **Add Cost Code** in the upper left to add a new Cost Code.

The screenshot shows the 'Untitled - Cost Code' dialog box. The 'General' tab is selected. The 'Cost Code name' field is highlighted with a red box and a red circle containing the number 1. The 'Cost Code ID' field is highlighted with a red box and a red circle containing the number 2. The 'Language Options' section, which includes 'French: Auto Translate' and 'Spanish: Auto Translate' fields, is highlighted with a red box and a red circle containing the number 3. Other visible elements include 'Close', 'Save and Close', 'Save and New', 'Help' buttons, a 'Category' dropdown set to '<None>', and a 'Cost Code color' selector.

1. Enter in the Cost Code name.
2. Enter in the Cost Code ID if your accounting package uses it.
3. Translate the Cost Code Name to French or Spanish for Users of the respective default language.

When finished, click **Save and New** at the top of the window to continue adding Cost Codes, or **Save and Close** when you are done.

## Setting Up Your FastTrakker Like A Keytab Set

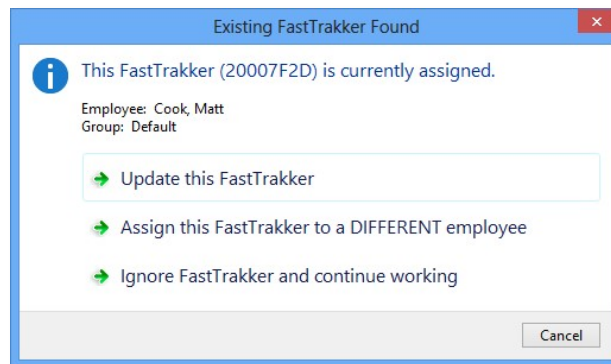
1. Open TimeSummit and display the FastTrakker view.
2. Open the access tab on the FastTrakker by lifting the rubber tab on the top of the device.
3. Connect the FastTrakker to your PC using the USB to Mini-USB cable.  
Note: This is the same type of cable as the one that connects your Keytab Reader. If you wish, you can use the same cable for both devices.



4. The screen that pops up on your first connection will allow you to select an Employee and Cost Code Set from two drop-down menus. Please select an item from each list.
5. From the drop-down lists, select the Employee name and the Cost Code Set to assign to this FastTrakker and click Assign.

The FastTrakker is updated and assigned to the employee. When complete, TimeSummit confirms that the upload is complete. Disconnect the FastTrakker and it is now ready for use.

Please note that whenever you plug it in after the first time, you will see the following menu pop up instead:



- From the above menu, you can reassign the FastTrakker Pro to a new employee using the second option.
- It is recommended to use the "Update this FastTrakker Pro" option regularly as it ensures all the information on the FastTrakker Pro is up to date.

## For More Information...

- In TimeSummit, choose “Help”, then “Manual”... from the Help menu, and consult the section on FastTrakker.
- You may also click “Manual” in the upper right of the FastTrakker view to access the FastTrakker section of the manual directly.