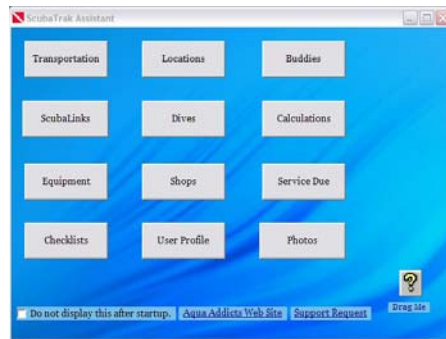


[“How To” – Getting Started \(1st Timers or Demo Users\)](#)

This [“How To”](#) will get you started entering your information and using ScubaTrak. It will also help you become familiar with some of the most basic functions within the program.

* **Please Note:** Before reading through this [“How To”](#), you will find it more helpful to have read through the [“How To”- New User Set-Up](#) and to have completed this initial setup.

1. In ScubaTrak, after your user setup is complete, the first screen you’ll see is the “ScubaTrak Assistant”. The “ScubaTrak Assistant” screen looks like this:



2. This screen has the “hot buttons” that will take you to:

the *Key Features List and Details*



the management assistants



the planning assistants



and connection assistants

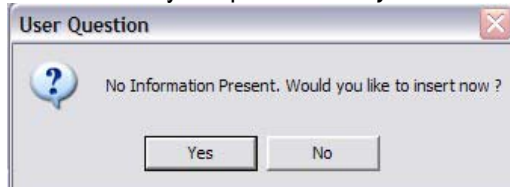


This [“How To”](#) will focus on entering information into the *Key Features*. Please visit our website, www.aqua-addicts.net, and click on the Support tab for other [“How To”](#) guides to help you become better acquainted with these other features and functions in ScubaTrak.

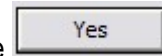
3. Select the *Key Feature* that you'd like to begin entering your information into:



4. The first time you open each *Key Feature* this message box will pop up,




and you'll click the

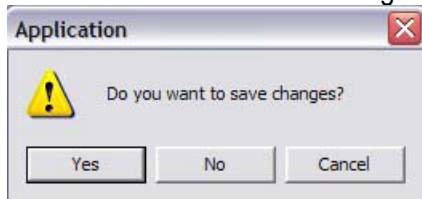


5. This will then open a *Detail Screen* for the *Key Feature* you selected above.
6. Begin by clicking in the first field or box. This will set the location of your cursor. These fields or boxes are the spaces provided for entering your information that corresponds to the title of the box. If you don't have information relating to that particular box you may skip it. Move ahead to the next space by clicking in the next field or pressing the Tab key to move onto the next field.
7. If you come across a field in which you need an explanation, first select and click on the field (this will set your cursor to that space), then move your arrow to the question mark

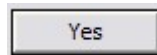


icon on the ScubaTrak Assistant screen. Click on the question mark icon and, while holding down the mouse button, drag it over to the field. Drop it on the field (release your mouse button). You'll receive a brief explanation of what the field information should be and/or what the abbreviation stands for.

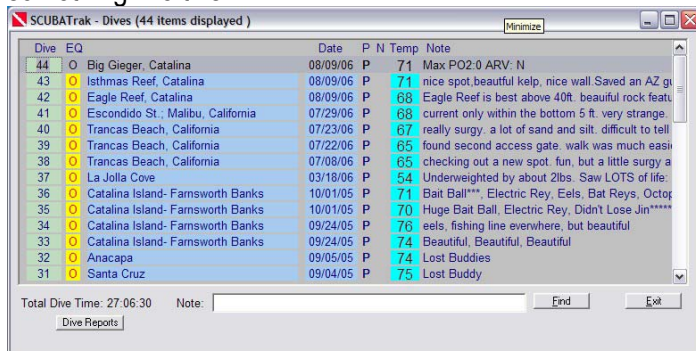
8. When you have finished entering information into your *Detail Screen* click the save icon  on the Toolbar across the top of the screen, or simply close the screen by clicking the Exit button. You will see the following message box asking to save the changes:



; click



9. You will then see that the Information Detail has been added to a *List Screen*, along with some summary or reference information showing, that when populated will begin to look something like this:


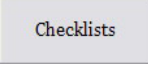


This *List Screen* will be the first screen you'll see when you open each *Key Feature* in the future. To open one of the *Detail Screens*, simply double click a field in the line for the specific information you'd like to view. You can always go back into any *Detail Screen* to add additional information or to edit any information in any of the fields.

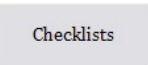
10. To enter another *Detail* for the same *Key Feature*, click the new button  on the Toolbar at the top of the screen and repeat steps 6 through 8.

Some 'Good to Know' Info about each Key Feature:

Transportation Detail:

1. **Code:** : This field is used to organize data in other parts of the program. The codes are generated automatically, so you don't need to worry about editing that information.
2. **Checklist:** : The Checklist field that you see on this screen, as well as on other *Detail Screens*, are drop menus generated by the  feature, one of the planning assistants found in ScubaTrak. If you have not yet created a checklist, this box will be empty. Please refer to the ["How To"- Create A Checklist](#) to learn various uses for this feature. You may return to any *Detail Screen* to select a related checklist later.
3. **Description:** : This description field, as well as the similar "Misc. Notes/ Notes:" fields you see in other *Detail Screens*, can be any useful information (up to 81 characters) that will help you quickly reference or recall your entry. This field is also viewed in the *List Screens*.

Location Detail:

1. **GPS Code** : The GPS Code is created manually by users or generated by a device for users who have set up their GPS Interface. It isn't a required field. The Longitude and Latitude fields are also generated by a GPS device or may be entered manually. Please refer to the ["How To"- Set-up the GPS Waypoint Tools](#) for further information.
2. The **Water type:** , **Bottom** , and **Terrain:** are all drop-down menus that you are able to edit. You can add, delete, or edit the lists to suit your needs and/or preferences. Please refer to the ["How To"-Edit Your Dive Options](#) to learn how that is done.
3. You create the Pre, Post, and Emergency Checklist in the  section. They may change from location to location depending on the types of diving you'll be doing.
Pre CKL: **Post CKL:** **Emergency CKL:**

Buddy Detail:

1. We've designed the program so that users must Login to help protect your privacy and the privacy of others' should your computer be lost or stolen. The Buddy Detail screens are a perfect example of why we did so.
2. Entering the Cert#/Level of a dive buddy may be important when planning your trip, or to be sure that the appropriate training has been fulfilled for future dive spots. The record of your certification levels is kept in the User Information area and is covered in the ["How To"- New User Set-Up"](#)

Cert #/ Level

Dive Detail:

1. You select/change the type of dive in this field at the bottom of each *Dive Detail Screen*.

Dive Type
 Scuba SCR CCR

The SCUBA selection is for Standard Air and Nitrox dives; SCR is for Semi-Closed Rebreather dives; and CCR is for Closed Circuit Rebreather dives.

2. To log your dive as a Nitrox dive simply change the oxygen percentage in the "Standard Air" field . Enter your oxygen percentage as a decimal, example: 32% O2 = 0.32 {100% = 1.00}. Once the oxygen percentage is change, you'll see the

EANx/ Max O2	32%	62.43%
O2 Exp/O2PP	15%	0.72
Total O2 Exp:	20%	

appropriate Nitrox fields added to your screen.

3. Double clicking these fields will open the tables loaded in your User Profile screen

Start PG: ; Ending Pressure Group: ; O2 Exp/O2PP:

Refer to the ["How To"- New User Set-Up"](#) for further instructions on how to activate this feature.

4. The Transportation field, the Location field, and the Buddy field are drop down menus generated from your entries in each of those *Key Features*. Anytime you enter new information in any of these fields, you'll be asked if you'd like to enter the information "Now". It is not required, so choose when you'd prefer to enter new details.

Tanks: Size:

5. Working Pressure: . When you open a new *Dive Detail*, these fields will default to what you have set as defaults in your User Profile screen. It is important to remember that they are editable fields and to change them when necessary because they are factored in to other equations by the program regarding your overall diving performance.
6. Once you've set up your ScubaLink/s this field will become a drop down menu for the computers you've set up . The "Dive #" field is for the correlating dive number in your dive computer's software, if different from your ScubaTrak dive entry number.
7. The last two fields on your Dive Detail screen are the User fields you've defined during your User Profile set up. As an example

Starting picture Ending picture might be used as your definition for these fields, but the information you record here may be anything you want them to be. Please refer to the [“How To”- New User Set-Up](#) for further instruction.

Equipment Detail:

1. These fields generate the notices for the *Service Due Reminders* feature that you will see (when the equipment has been setup) when ScubaTrak is opened and also in your *Service*

Service Period: Months
Last Service Date: Next Service Date:

Due Manager. Please consult your shop representative and/or the manufacturer for the suggested service intervals and requirements.

2. Selecting a type of listing and clicking the “Report” button will print out either a full listing of your all your equipment listed in your *List Screen* or the pieces of equipment you need serviced, and is useful for insurance details or trip planning assistance.







Full Listing Equipment Service Due Full Listing Equipment Service Due

Shop Detail:

1. This field keeps a running tally your total purchases in each shop, generated from your Equipment Detail screens **Purchases: \$193.53**

2. Clicking after new Equipment Details have been entered will keep this field up to date.

All Details:

1. Each *Detail Screen* has features that you will not see on your *List Screen*. Some of the most common are: Notes- , Images- , Export Data to Excel- , Print- , Assist- , and Swap- . You will find these features on the Toolbar at the top of the screen. A good rule to remember is that when these buttons are lit they are enabled for the detail screen you have open.
2. The information you enter in one feature may be related to information seen in other features, but ScubaTrak gives you the advantage of “one-time-entry”. Because some of the fields in each screen will be used in other parts of ScubaTrak, the more thorough you are in entering information now the faster, the more comprehensive, the more useful and the more fun the program becomes... “It will become faster than paper!”
3. Please keep in mind that the program has been designed for divers with a wide range of certifications and experiences, and not every field may be relevant to you or your skill level....yet!

Please explore the [“How To”](#) section of our website, www.aqua-addicts.net, to become more familiar with what the program has to offer and learn how to get the most out of your ScubaTrak.