

TIMS Advance Topics



ITRE

Institute for Transportation
Research and Education

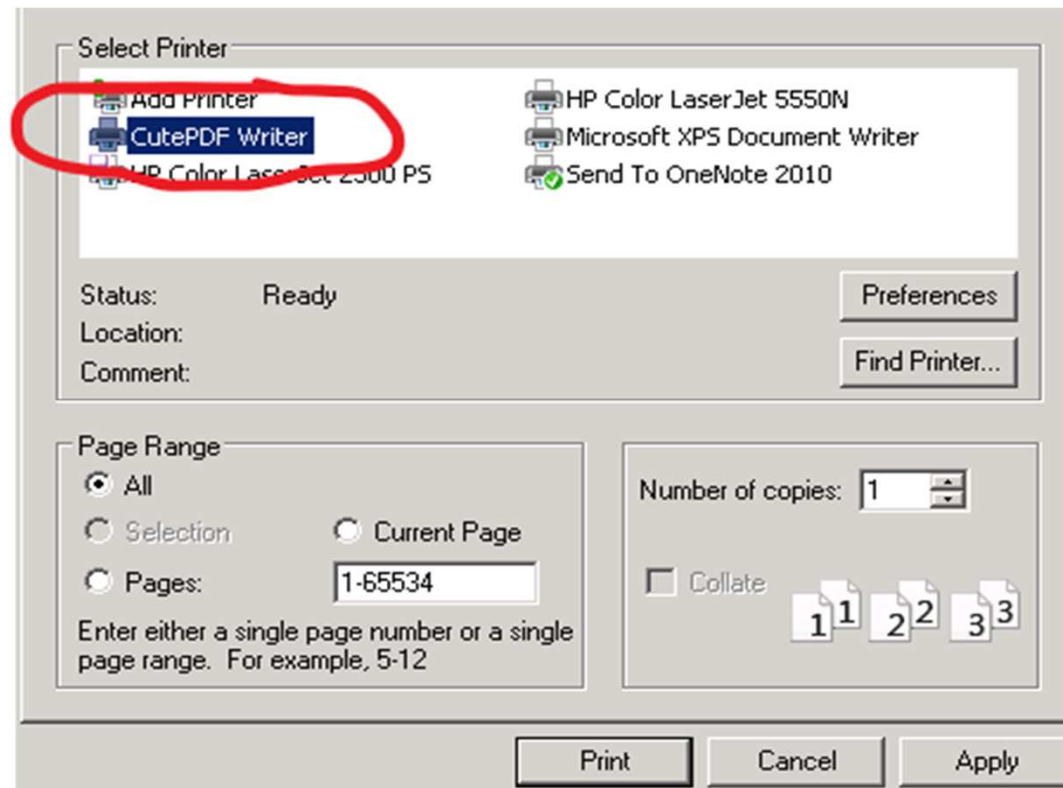
The Google Drive can save you time and money.

- Google files can be shared between Transportation/Schools
- Cuts down on emails, scanning, faxing and printing
- Date and time stamped which is great for record keeping
- You can control who has access to the data

CutePDF Writer

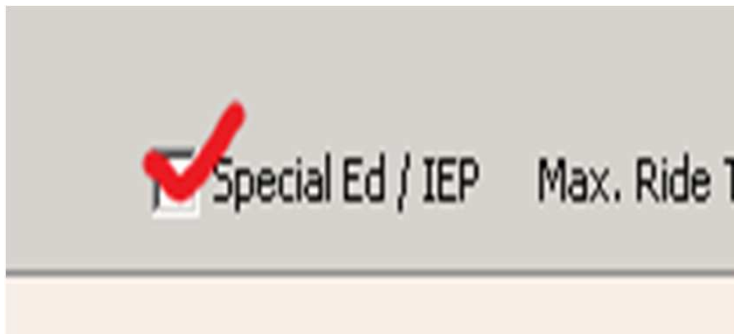
- When printing reports, run directions, passenger list, etc use your CutePDF Writer option.
- You can save reports as a file and share on google or email.
- Files can be transferred immediately.
- Controls who has access to sensitive information.

CutePDF Writer

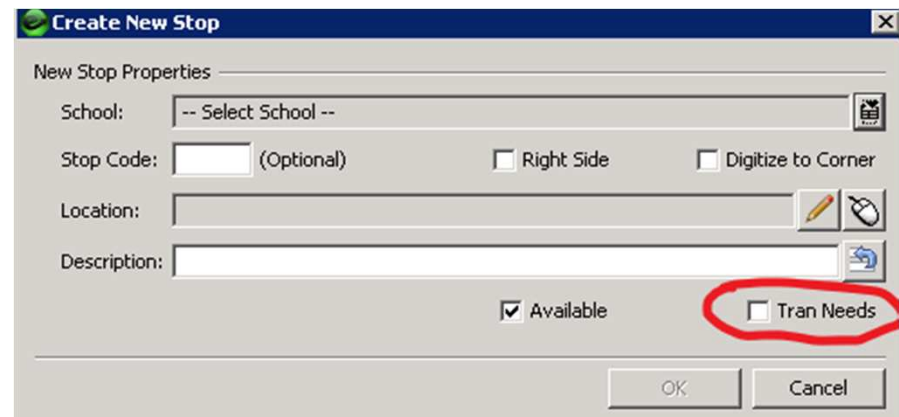


EC/IEP information in eSQL

STUDENT TABULAR

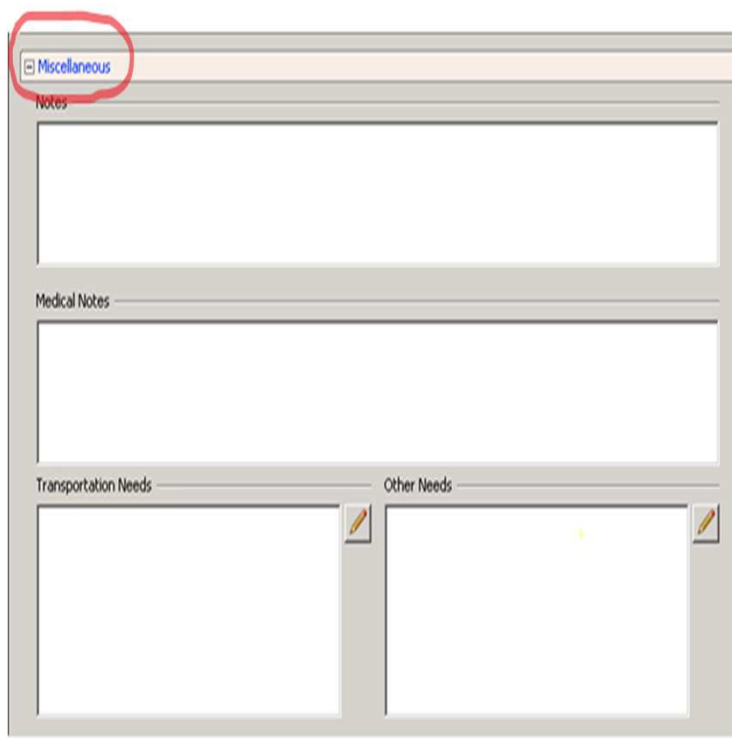


EC STOPS MUST REFLECT WHAT IS LISTED ON THE STUDENT TABULAR SCREEN

A screenshot of the 'Create New Stop' dialog box. The dialog box has a title bar 'Create New Stop' and a close button. Below the title bar is a section 'New Stop Properties'. It contains several fields: 'School:' with a dropdown menu showing '-- Select School --'; 'Stop Code:' with a text box and '(Optional)' next to it; 'Location:' with a text box and a magnifying glass icon; 'Description:' with a text box and a magnifying glass icon. There are also two checkboxes: 'Right Side' and 'Digitize to Corner'. At the bottom, there are two checkboxes: 'Available' (checked) and 'Tran Needs' (unchecked). The 'Tran Needs' checkbox is circled in red. At the bottom right are 'OK' and 'Cancel' buttons.

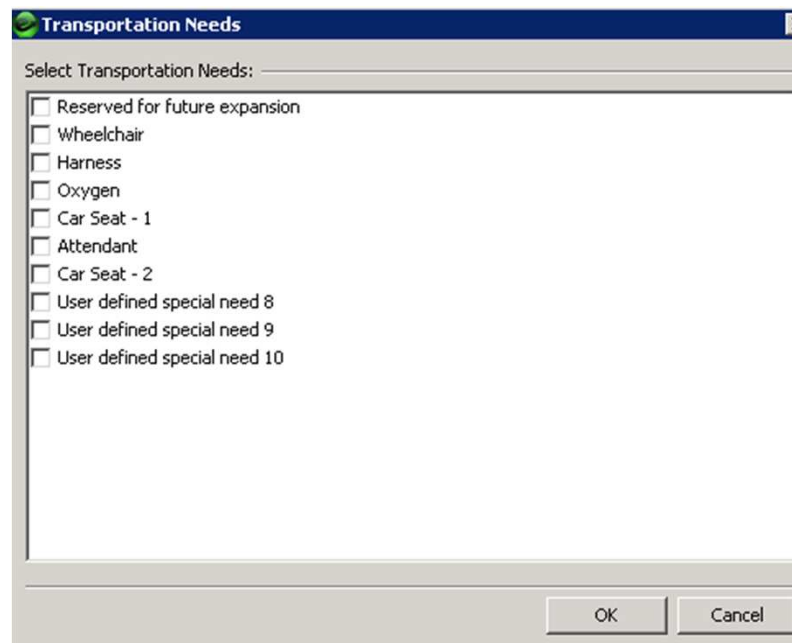
EC Categories can be modified to reflect the IEP form.

Located under the Miscellaneous Tab.



The screenshot shows a software interface with a tabbed menu at the top. The 'Miscellaneous' tab is highlighted with a red circle. Below the tabs are three main sections: 'Notes' (a large text area), 'Medical Notes' (a smaller text area), and 'Transportation Needs' (a text area with a pencil icon). To the right of 'Transportation Needs' is another section labeled 'Other Needs' (also with a pencil icon).

EC/IEP Indicators can be modified to reflect the student's need



The screenshot shows a dialog box titled 'Transportation Needs'. It contains a list of checkboxes under the heading 'Select Transportation Needs:'. The options are:

- ☐ Reserved for future expansion
- ☐ Wheelchair
- ☐ Harness
- ☐ Oxygen
- ☐ Car Seat - 1
- ☐ Attendant
- ☐ Car Seat - 2
- ☐ User defined special need 8
- ☐ User defined special need 9
- ☐ User defined special need 10

 At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

2019 LOST ASSIGNMENTS new Program

The new LOST ASSIGNMENTS, located on your C: drive, offers more information than the previous version.

The screenshot shows a 'Create Report' dialog box with a blue background. At the top, it says 'Create Report'. Below this, there are two input fields: 'Input Directory' with the value 'C:\lost assignments' and a subtext '(Ex: c:\lost)', and 'Sort Order' with a dropdown menu showing 'Edulog Id'. A close button with an 'x' is in the top right corner. Below the input fields, there is a section titled 'Instructions for Use' with four numbered steps: 1. Before loading student data, run the report 'Rider Ids Before Upstu' in Edulog Reports, Bus Passes to capture assignments before losses. 2. After finishing the student data load and running dumpall, run the report 'Rider Ids After Upstu' in Edulog Reports, Bus Passes. 3. Click the 'Create Report' button. 4. Review the report. Print it, if you wish. The report has also been sent as an Excel workbook to the input directory referenced above. To the right of the instructions, there are two buttons: 'Lost Assignments Report' and 'Deleted Bus Riders Report'. At the bottom, there is a note: 'Please note: The input directory that shows above and the output location specified in the TIMS reports under 'Pick Output Type' may be changed, but they must match one another.'

Create Report

Input Directory Sort Order

(Ex: c:\lost)

Instructions for Use

1. Before loading student data, run the report 'Rider Ids Before Upstu' in Edulog Reports, Bus Passes to capture assignments before losses.
2. After finishing the student data load and running dumpall, run the report 'Rider Ids After Upstu' in Edulog Reports, Bus Passes.
3. Click the 'Create Report' button.
4. Review the report. Print it, if you wish. The report has also been sent as an Excel workbook to the input directory referenced above.

Please note: The input directory that shows above and the output location specified in the TIMS reports under 'Pick Output Type' may be changed, but they must match one another.

Lost Assignment Report

Students Who Lost Assignments Edulog Id1

- □ X

Print

Students Who Lost Assignments Edulog Id

EdulogId	Before AM	Before PM	After AM	After PM	Before Residence	New Residence	New School
2	401.002002	401.002001			204 BRADLEY RD		320
3	320.032001	320.032002			32 IVEY ST	126 FIRMAN MYRICK ST	
7	308.010001	308.010002			201 LIVERMAN STREET		336
22	401.024002	401.024001			103 ROOSEVELT ST		320

- The new Lost assignment report will tell you the old address and the new address.
- It will also let you know what the new school code is if they changed schools.
- You can also see the Before AM & PM stop information.

LOST ASSIGNMENT 2019

In order for your Lost Assignment program to work correctly make sure you run the following before doing an UPSTU.
You can also do this with Maris changes before and after Map Maintenance.

Rider Ids After Upstu
 Rider Ids Before Upstu

The Before and After Upstu files are used to generate the new Lost Assignments report. It also generates an excel file located in the C:/Lost Assignments/

A1	:	X	✓	fx	EdulogId			
	A	B	C	D	E	F	G	H
1	EdulogId	Before AM	Before PM	After AM	After PM	Before Residence	New Residence	New School
2	2	401.002002	401.002001			204 BRADLEY RD		320
3	3	320.032001	320.032002			32 IVEY ST	126 FIRMAN MYRICK ST	
4	7	308.010001	308.010002			201 LIVERMAN STREET		336

School Replacement Database

- This program is very helpful when creating a “Dummy” summer school code.
- It is also useful to districts that have an alternative school that provides transportation but does not have a unique school code.

The School Replacement Database can be found on your D: drive

BATCHUSERFILL

- This utility, which is located in your EMU batches, will allow you to put a value in one of the LOCAL fields.
- By doing this you can pull worklists based off that value.
- For summer school it allowed us to pull a worklist and echo stops with the new summer school “dummy school” code.
- You can also use the BATCHUSERFILL for assigning Ys to students who will be riders. EX – rising Middle and High School students.

In order to use this utility you will need the Powerschool ID in an excel file and the value you wish to display in the LOCAL field.

POWERSCHOOL ID	LOCAL
3251526302	500
325126	500
23150235	500

BATCHUSERFILL

WORKLISTS

You can create worklists to produce excel files.
The files can be used in many ways including mail merges.

Search/Sort Parameters

Criteria Selected

- School: equal to "338" AND
- Grade: equal to "08"

Search Criteria

Data Fields Extra Fields

Boundary Edit Field

And/Or Switch Add Parens

Remove Delete Parens

Boundary Criteria

Sort Order Save

Save/Exit Cancel

STUDENT	338 - 08 GR STUDENTS	07/29/13
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Select Report linked to a worklist.

All Students-test

BAP Student Link to Worklist

Copy of 01. STUDENT LIST WITH STOP INFO & PH - BY SCH
 Copy of 01. STUDENT LIST WITH STOP INFO & PH - BY SCH1
 Copy of 02. STUDENT LIST WITH STOP INFO & PH - BY LIST
 Passenger List for a Single Run (select run from list)

☐ Printer
☒ Disk file
☐ Screen
☐ PDF

Browse ☐ Eject page at report's start

Disk File Name:

☐ Send As Email Attachment **Email...**

BAP Student Link to Worklist

Current Output Type: An Excel Ver 5 worksheet

Filters

student link to lists is greater than 0

Edit Filter **Edit Output Type**

Run Query

☐ Browse query results
☐ Hide duplicate records

Format **Confirm**

Help **Cancel**

Output Fields

Available	Selected
student Edulog ID	student Last Name
student UserID	student First Name
student Program	student District ID
student Sch Dist	student Location
student Elg Code	student Grade
student SIS Addr	student School
student Special Ed	student Gender
student DOB	
student User ElgCde	
student Government ID	
student Max Ride Time	

Fields

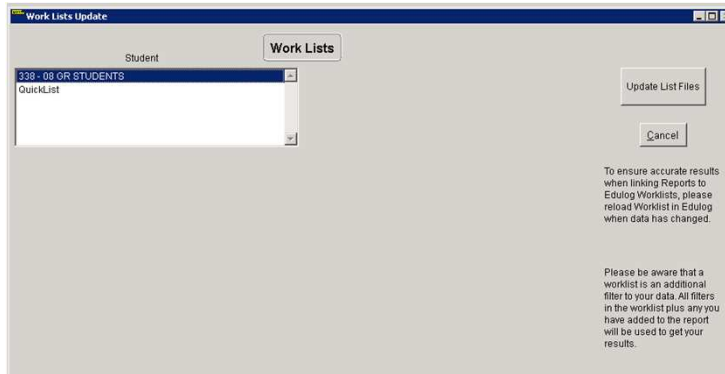
Sort Order

Available	Selected
student Edulog ID	student Last Name
student UserID	
student District ID	
student First Name	
student School	
student Program	
student Grade	
student Sch Dist	
student Elg Code	
student SIS Addr	
student Special Ed	

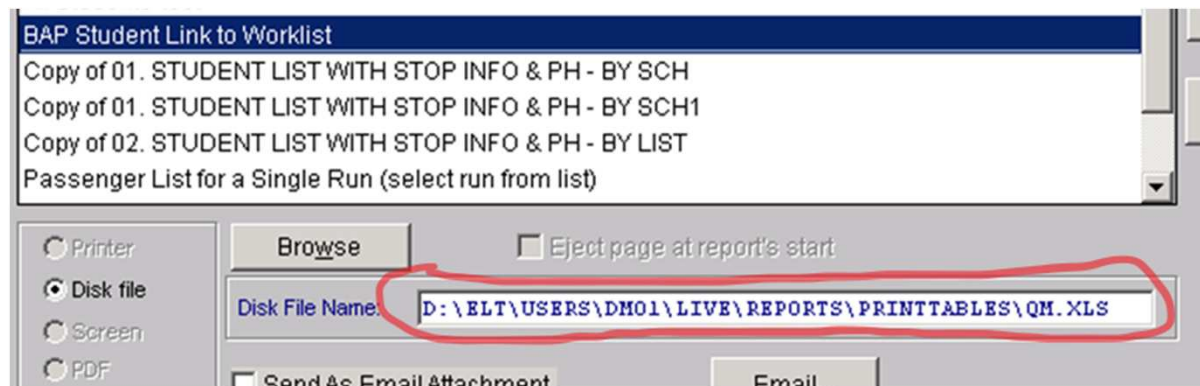
Sort

A-Z **Z-A**

Select the worklist you created.



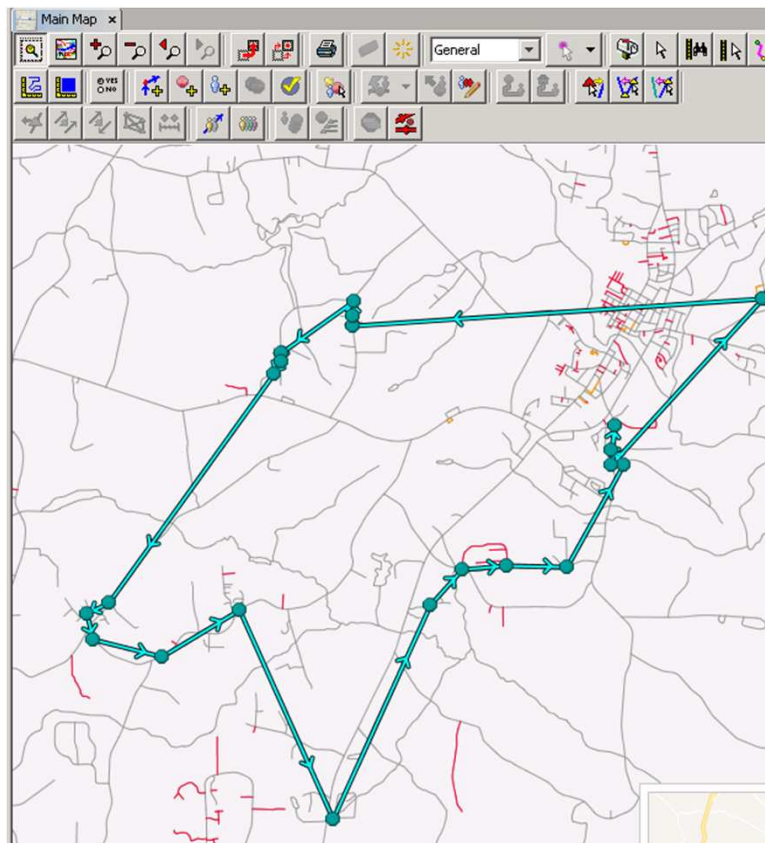
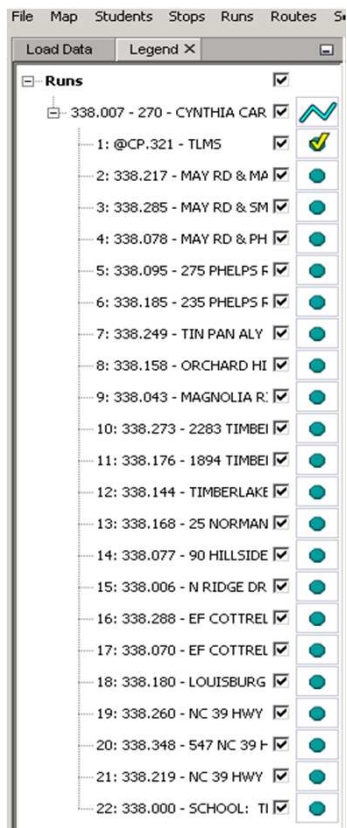
- When you update your file you can go to the folder you saved your worklist in.
- You can also create a mail merge from this file to produce letters, bus passes, etc.



Run Directions displayed on the map

- eSQL allows you to print a graphical display of a run.
- Runs Display – Enter the bus number or run id you want to display.
- This will also give you a legend of all the stops.

Run directions at a glance.



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