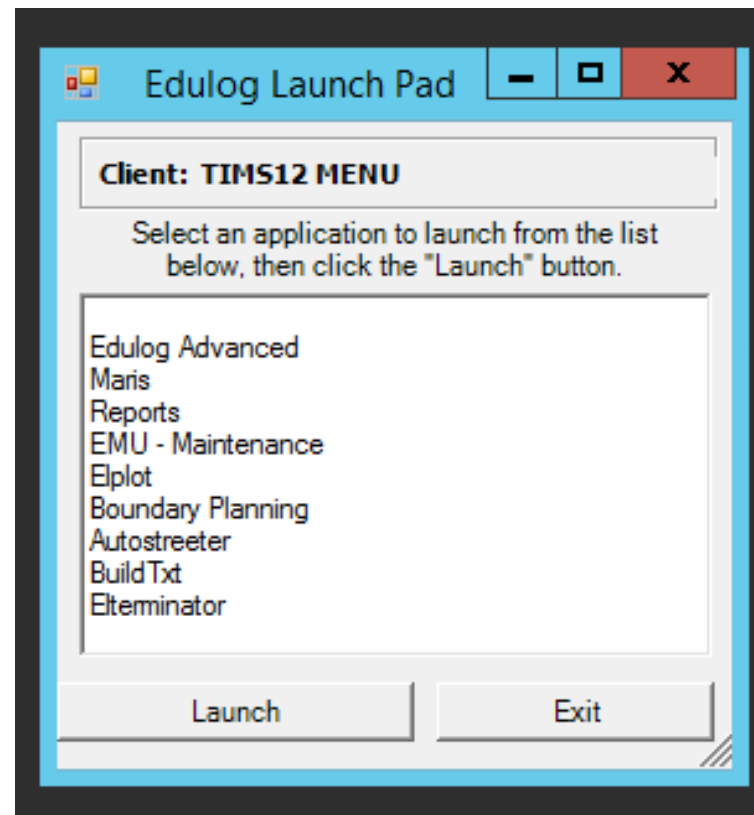


# Welcome to Edulog Launchpad for eSQL Users



# Class Overview

---

- Understanding Queries and Worklists
- Creating Worklists
- EMU Batches – Creating a new EMU batch using a worklist
- Creating Transfers using Launchpad
- Shifting and creating new Bell-times

# Launchpad

---

Launchpad and eSQL can both be used for routing and managing your TIMS data; however, bell-times, transfers, worklists are easier to do in Launchpad.

# Assigning stops in Launchpad

Student Information Student Selection

Confirm Previous Next Delete Cancel Print Att Bndry Notes Medical Picture Discipline

Last Name WYNN First Name SHAWN Middle Name PATRICK District ID 000012359981  
 Nickname Name Suffix Govt. ID Edulog ID 1444  
 Date of Birth 03/16/2006 Ethnicity 5 Gender M Goto Copy Fields  
 School 308 Sch Dist (Walk) 5.17 mi Location 610 HUNTERS RIDGE RD  
 Grade 05 Sch Dist (Drive) N/A SIS Addr 610 HUNTERS RIDGE RD Copy  
 Program Sch Dist (Geo) 5.17 mi Eligibility 0 School Path Walk Path Apt.  
 Modified: 03/03/2020 08 Created: 03/04/2014 User ID: TIMS12tims12 User Elg 99 SpEd / IEP Home Stop

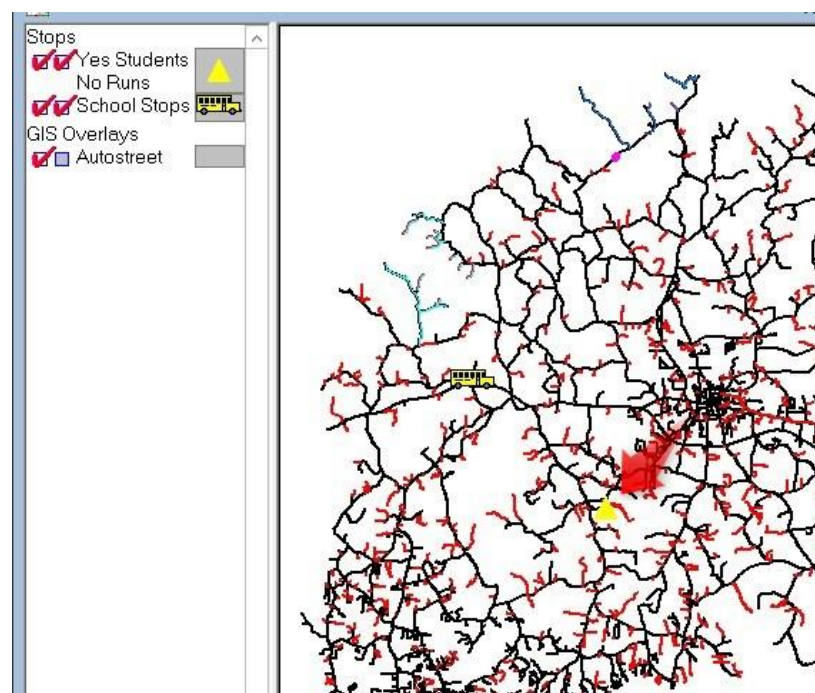
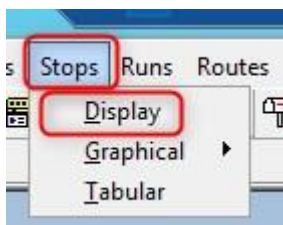
Student Contact Information  
 City TAYLORSVILLE State / Prov NC Zip / Postal 28681 Publish in Directory  
 Primary Phone 704-453-1725 Secondary Phone Email

AM Transportation PM Transportation  
 Location Eligibility 99 Sch Dist (Walk) Sch Dist (Drive) Sch Dist (Geo)  
 Shuttle Sch Dist (Geo)

AM Trn D: AM Trn T: Y AM Bus D: OD-Bndy: Local1: Local3:  
 PM Trn D: PM Trn T: Y PM Bus D: OD-Cnty: Local2: Local4:

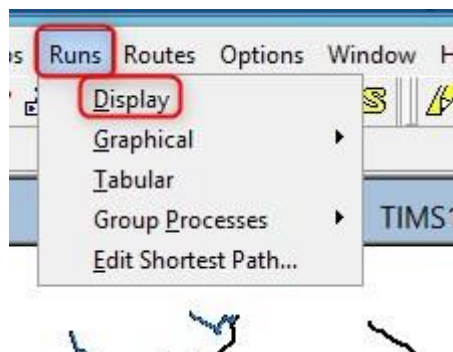
Trip Table									
Contacts Student Needs Extra Info									
Add Edit Delete Quick Assign Refresh Active Schedule Deassign New Stop Columns									
	P/U Location	Stop Description	Run C...	Time@Stop	Stop Dist	Rte ID	Stop ID	Run ID	Trip ID
1	610 HUNTERS RIDG	610 HUNTERS RIDGE RD	-----		0.0000		308.058001		2679
2	199 ELLENDALE ELEM	610 HUNTERS RIDGE RD	-----		0.0000		308.058002		2680

# Assigning stops in Launchpad

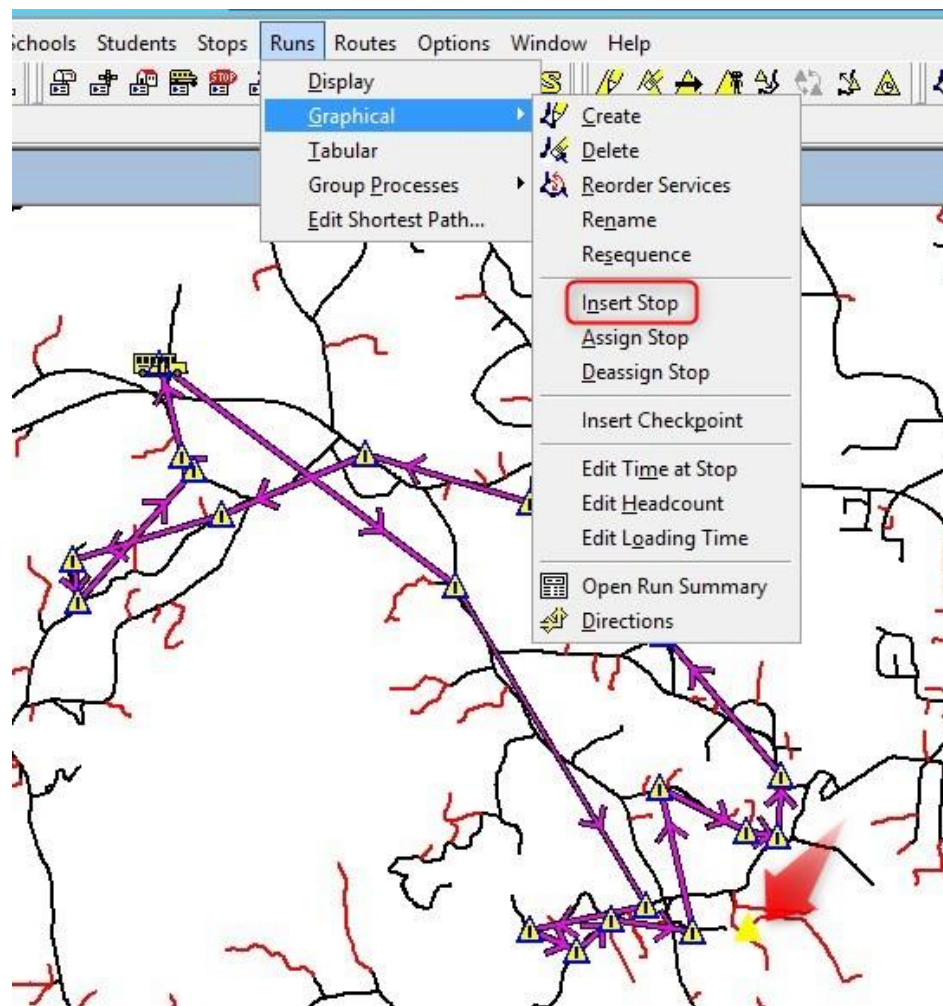


# Assigning stops in Launchpad - Graphically

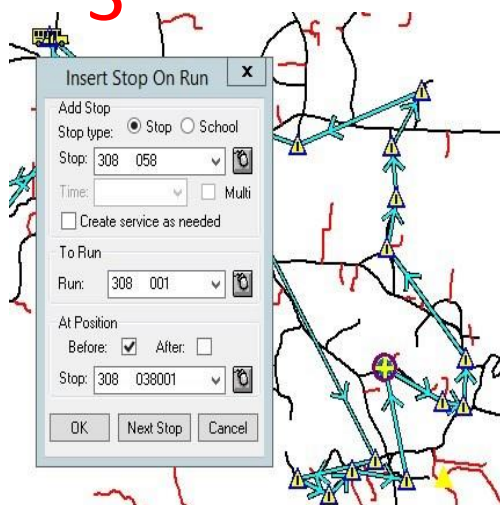
1



2



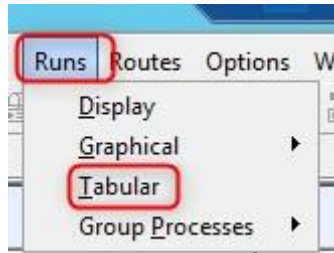
3



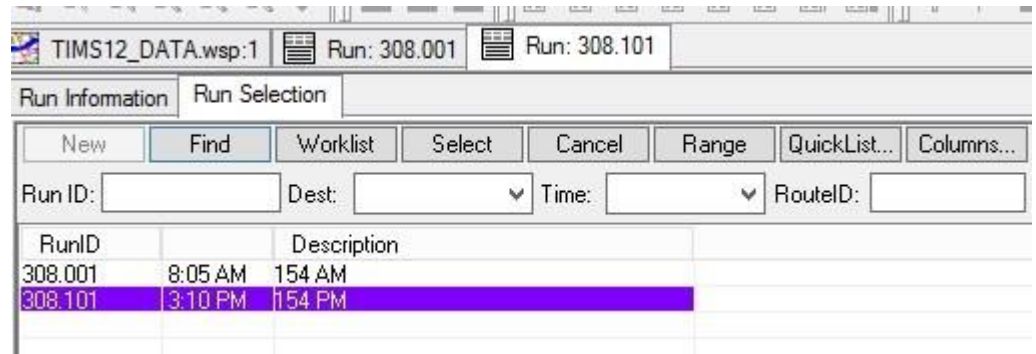


# Assigning stops in Launchpad – Tabular

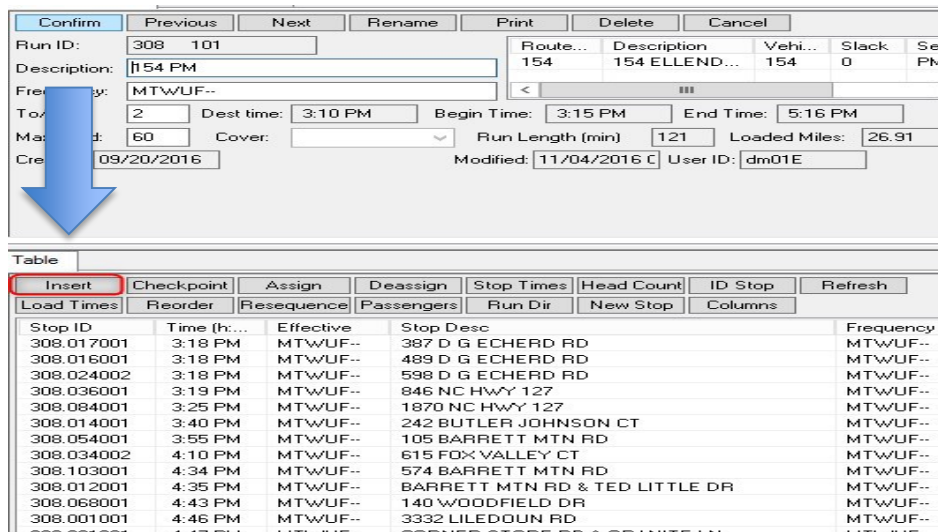
1



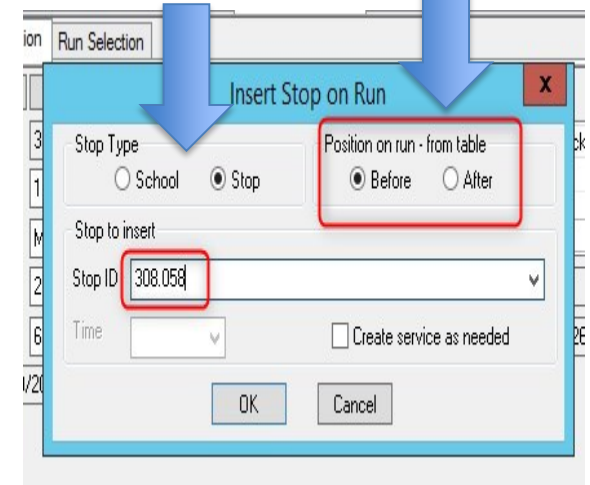
2



3



4



If you do it tabular you will need to know what position the stop will go in.

# Practice

---

- Practice putting stops on a run.  
Practice graphically and tabular.
- Carter Adams
- Masson Baker



# Creating Worklists

---

When creating a worklist it's important to understand how the structure of the data is related.

# Worklist and Reporting

---

## Understanding the Structure of the TIMS Data

*When creating a worklist it's important to understand how the structure of the data is related.*

# Structure of the TIMS Data



# Structure of the TIMS Data

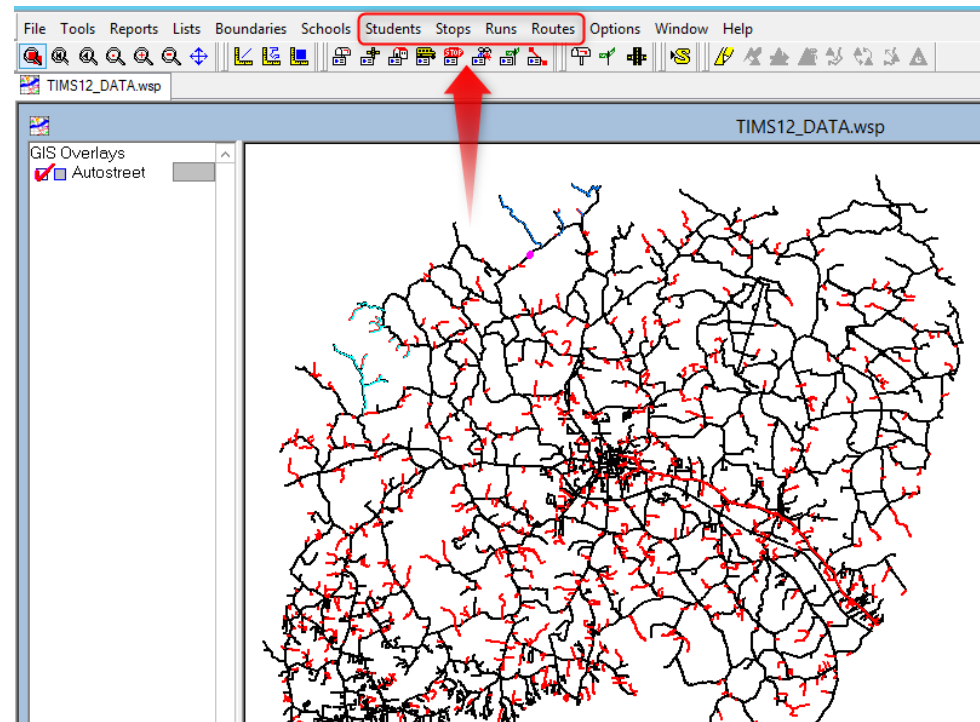
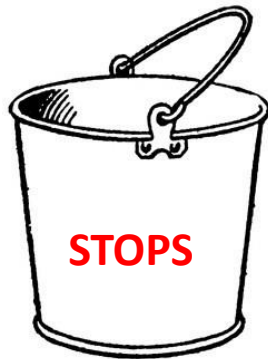
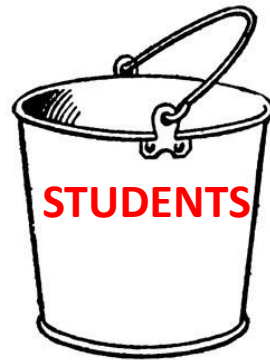
- When creating reports/worklists you are pulling information from “tables”
- Each table is unique and has unique ID numbers
- See below



	A	B	C	D	E	F	G	H
1	<b>Unique ID</b>	<b>Student Last Name</b>	<b>Student First Name</b>	<b>Run ID</b>	<b>Route Id</b>	<b>Stop ID</b>	<b>Stop Descr</b>	<b>School Code</b>
2	PS	Smith	John	(332).001	250	(332).151	123 Main St	332
3	Edulog	Smith	Sally	(338).001	199	(338).325	1356 NC 561 HWY	338

In this table the unique ID number is the Edulog number that stores Student Information. There is also tables for stops, runs, routes, schools, etc.

# Structure of the TIMS Data



# Structure of the TIMS Data

	A	B	C	D	E	F	G	H
1	Unique ID	Student Last Name	Student First Name	Run ID	Route Id	Stop ID	Stop Descr	School Code
2	PS	Smith	John	(332).001	250	(332).151	123 Main St	332
3	Edulog	Smith	Sally	(338).001	199	(338).325	1356 NC 561 HWY	338



# Structure of the TIMS Data/Launchpad View

	A	B	C	D	E	F	G	H
1	Unique ID	Student Last Name	Student First Name	Run ID	Route Id	Stop ID	Stop Descr	School Code
2	PS	Smith	John	(332).001	250	(332).151	123 Main St	332
3	Edulog	Smith	Sally	(338).001	199	(338).325	1356 NC 561 HWY	338

Student Information

Confirm Previous Next Delete Cancel Print Att Bndry Notes Medical Picture Discipline

Last Name: **WEAVER** First Name: **MEKE** Middle Name: KAQUIL District ID: 000001469774

Nickname: Name Suffix: Govt. ID: Edulog ID: 75

Date of Birth: 12/07/2002 Ethnicity: 4 Gender: M Goto Copy Fields

School: **PS** Sch Dist (Walk): 20.87 mi Location: 1621 ALERT RD

Grade: **3** Sch Dist (Drive): 20.92 mi SIS Addr: 1621 ALERT ROAD Copy

Program: Sch Dist (Geo): 20.87 mi Eligibility: 93 School Path: Walk Path: Apt.

Modified: 01/24/2020 08 Created: 05/13/2008 User ID: UPSTU User Elg: 99 SpEd / IEP Home Stop

Student Contact Information

City: WARRENTON State / Prov: NC Zip / Postal: 27589 Publish in Directory

Primary Phone: 252-676-2122 Secondary Phone: Email:

AM Transportation

Location: Eligibility: 99 Sch Dist (Walk): Shuttle: Sch Dist (Drive): Sch Dist (Geo):

PM Transportation

Location: Eligibility: 99 Sch Dist (Walk): Copy Shuttle: Sch Dist (Drive): Sch Dist (Geo):

AM Trn D: AM Trn T: E AM Bus D: OD-Bndy: Local1: VF Local3:

PM Trn D: PM Trn T: E PM Bus D: OD-Chty: Local2: Local4:

Trip Table

Add Edit Delete Quick Assign Refresh Active Schedule Design New Stop Columns

Inactive Flag	P...	Stop Descript...	Run Cover	Time@S...	Stop Dist	Rte ID	V...	Freque...	S...	Stop ID	Run ID	Trip ID	Trip Da...
1		1621 1621 ALERT RD MTWUF--	MTWUF--	5:56 AM	0.0000	999	999	MTWUF--	1	950.021001	950.001	83653	MTWUF--
2		3 N 1621 ALERT RD MTWUF--	MTWUF--	2:43 PM	0.0000	999	999	MTWUF--	1	950.021002	950.101	83654	MTWUF--



# Structure of the TIMS Data/eSQL View

	A	B	C	D	E	F	G	H
1	Unique ID	Student Last Name	Student First Name	Run ID	Route Id	Stop ID	Stop Descr	School Code
2	PS	Smith	John	(332).001	250	(332).151	123 Main St	332
3	Edulog	Smith	Sally	(338).001	199	(338).325	1356 NC 561 HWY	338

Student Information

Last Name:

Nickname:

Date of Birth:

SIS Address:

City:

Prim. Phone:

First Name:

District ID:

Gender:

State:

Sec. Phone:

Middle Name:

Government ID:

Ethnicity:

Apartment:

Zip:

E-Mail:

Name Suffix:

Edulog ID:

Date Created:

Time Changed:

Tag ID:

☐ Publish in Directory

Transportation Information

Location:

Walk Dist. to School:

Drive Dist. to School:

Geo Dist. to School:

☐ Home Stop
 ☐ Right Side Pickup
 ☐ Available

Eligibility:

User Eligibility:

School:

Grade:

Program:

☐ Special Ed / IEP
 Max. Ride Time:

Additional Transportation

AM Location:

AM School Walk Dist.:

AM Eligibility:

PM Location:

PM School Walk Dist.:

PM Eligibility:

AM School Drive Dist.:

PM School Drive Dist.:

AM Shuttle:

AM School Geo Dist.:

PM Shuttle:

PM School Geo Dist.:

The data in both Launchpad and eSQL is the same but is displayed in a different format. Any changes made in either Launchpad or eSQL is changed immediately in the other. They use the same files and tables when creating a worklist.

# Reporting Data

Reports give us the ability to pull information off of the TIMS data. This information is very useful for students, miles, stop info, rider info, pickup and drop off time, bus numbers, name a few.

The screenshot shows a web-based form for entering student and transportation data. Red boxes highlight the following fields:

- Student Information:**
  - Last Name
  - First Name
  - Middle Name
  - Name Suffix
  - Nickname
  - District ID
  - Government ID
  - Ethnicity
  - Edulog ID
  - Date of Birth
  - Gender
  - Apartment
  - Date Created
  - SIS Address
  - City
  - State
  - Zip
  - Time Changed
  - Prim. Phone
  - Sec. Phone
  - E-Mail
  - Tag ID
- Transportation Information:**
  - Location
  - Walk Dist. to School
  - Drive Dist. to School
  - Geo Dist. to School
  - Eligibility
  - User Eligibility
  - School
  - Grade
  - Program
- Additional Transportation:**
  - AM Location
  - AM School Walk Dist.
  - AM School Drive Dist.
  - AM Eligibility
  - PM Location
  - PM School Walk Dist.
  - PM School Drive Dist.
  - PM Eligibility
  - AM Shuttle
  - AM School Geo Dist.
  - PM Shuttle
  - PM School Geo Dist.

Other visible fields include: Publish in Directory, Home Stop, Right Side Pickup, Available, Special Ed / IEP, Max. Ride Time, and various edit/delete icons.

# Understanding Queries and Worklists

---

- A query or worklist is a statement or a group of statements that return a value.

# Understanding Queries and Worklists



- Select all apples = “RED”
- How many apples would you have?

Writing queries for riders, stops and runs is similar to the above statement. The difference would be the Variables or field names, instead of apples you would select stopid, runid, school code, etc.

# Understanding Queries and Worklists

## Operators

school School Code begins with {value}

<ul style="list-style-type: none"> <li>school School Code</li> <li>school User ID</li> <li>School Name</li> <li>school Location</li> <li>school Street Name 2</li> <li>school Nd1</li> <li>school Nd2</li> <li>school District</li> <li>school County</li> <li>school School Type</li> <li>school School Level</li> <li>school Program List</li> <li>school Grade List</li> <li>school Max Ride Time (min)</li> <li>school Mailing Addr</li> <li>school City</li> <li>school State</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Begins with</li> <li><input type="radio"/> Does not begin with</li> <li><input type="radio"/> Ends with</li> <li><input type="radio"/> Does not end with</li> <li><input type="radio"/> Greater than</li> <li><input type="radio"/> Greater than or equal to</li> <li><input type="radio"/> Less than</li> <li><input type="radio"/> Less than or equal to</li> <li><input type="radio"/> From -&gt; To</li> <li><input type="radio"/> Contains text</li> <li><input type="radio"/> Does not contain text</li> <li><input type="radio"/> Sounds similar to</li> <li><input type="radio"/> Exactly matches</li> <li><input type="radio"/> Is contained within text</li> <li><input type="radio"/> Is not contained within text</li> <li><input type="radio"/> Field is empty</li> <li><input type="radio"/> Field is not empty</li> <li><input type="radio"/> Is within a worklist</li> <li><input type="radio"/> Is within a list</li> <li><input type="radio"/> Is not within a list</li> <li><input type="radio"/> True</li> <li><input type="radio"/> False</li> </ul>
---	---

☐ Ask later

Search Value (From)

Search Value (To)

Ok

Cancel

# Understanding Queries and Worklists

---

- **Connectors of AND/OR** – be careful how you position the connectors. The outcome can be very different depending on how you use them.

# You can create a worklist using many different fields

Confirm Previous Next Delete Cancel Print Att Bndry Notes Medical Picture Discipline

Last Name WYNN First Name SHAWN Middle Name PATRICK District ID 000012359981  
 Nickname Name Suffix Govt. ID Edulog ID 1444  
 Date of Birth 03/16/2006 Ethnicity 5 Gender M Goto Copy Fields  
 School 308 Sch Dist (Walk) 5.17 mi Location 610 HUNTERS RIDGE RD  
 Grade 05 Sch Dist (Drive) N/A SIS Addr 610 HUNTERS RIDGE RD Copy  
 Program Sch Dist (Geo) 5.17 mi Eligibility 0 School Path Walk Path Apt.  
 Modified: 03/03/2020 08 Created: 03/04/2014 User ID: TIMS12tims12 User Elg 99 SpEd / IEP Home Stop  
 Student Contact Information  
 City TAYLORSVILLE State / Prov NC Zip / Postal 28681 Publish in Directory  
 Primary Phone 704-453-1725 Secondary Phone Email  
 AM Transportation  
 Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive) Sch Dist (Geo)  
 PM Transportation  
 Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive) Sch Dist (Geo)  
 AM Trn D: AM Trn T: Y AM Bus D: OD-Bndy: Local1: EC Local3:  
 PM Trn D: PM Trn T: Y PM Bus D: OD-Cnty: Local2: 1DSW Local4:

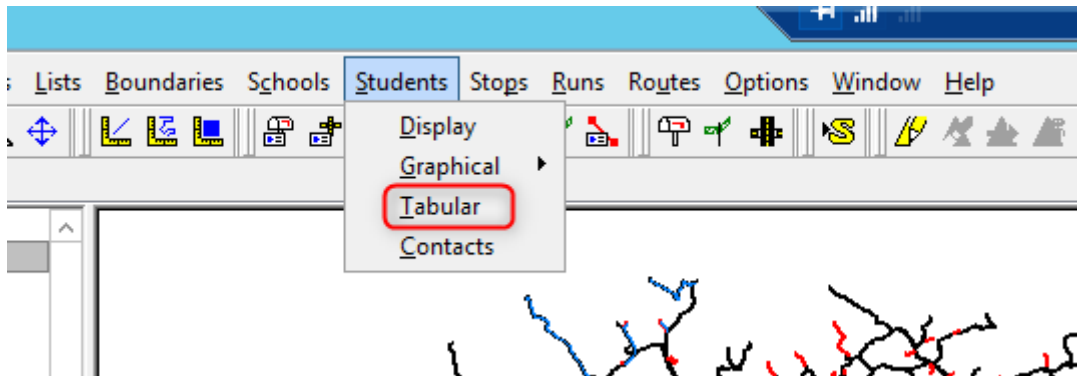
Trip Table Contacts Student Needs Extra Info

	Add	Edit	Delete	Quick Assign	Refresh	Active	Schedule	Deassign	New Stop	Columns
I	P/U Location	Stop Description	Run C...	Time@Stop	Stop Dist	Rte				
1	610 HUNTERS RIDGE	610 HUNTERS RIDGE RD	MTWUF--	6:31 AM	0.0000	154				
2	199 ELLENDALE ELEM	610 HUNTERS RIDGE RD	-----		0.0000					

Worklist can be pulled using the AM Trn T and PM Trn T. You can add codes for bus, car, McKinney Vento, EC etc to help you identify a student. You can also populate the Local 1 – 4 fields. Local 1 I've coded as EC. Local 2 is the seating chart. Row 1, Driver side, Window seat. You can come up with a unique coding system to pull worklist(s) from.

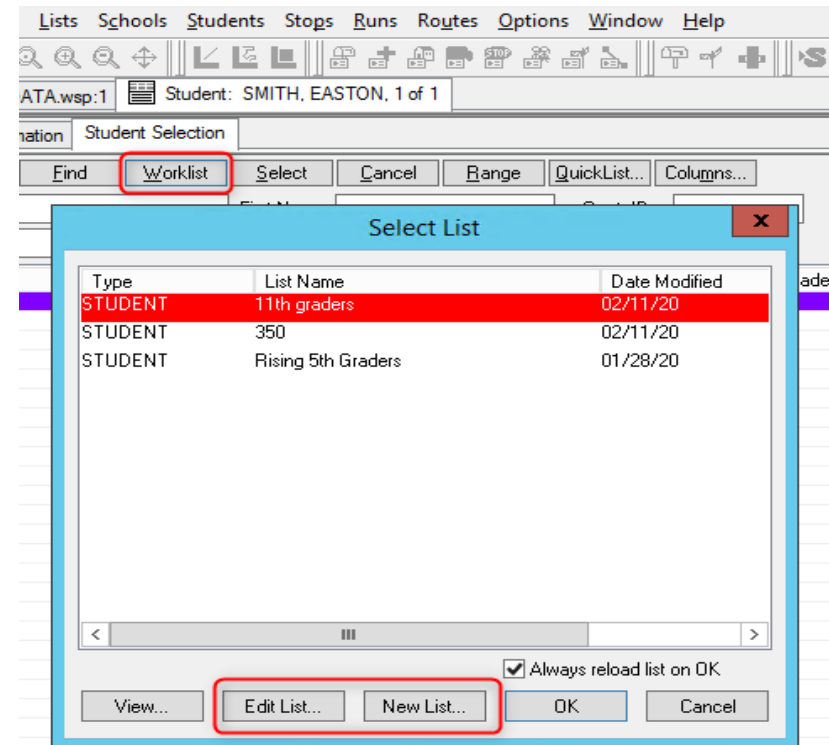


# Worklist



Worklist are created under each tab. (Student, Stops, Runs and Routes)

Select Tabular and create new or edit existing.



---

# Re-processing Run Directions

# Re-processing Run Directions

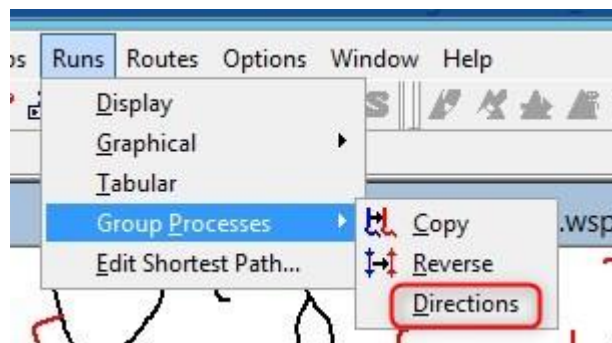
---

If you don't reprocess your run directions your time and mileage will not be correct.

*You can create worklists to process all your runs or runs at a certain school.*

# Re-process runs using a worklist

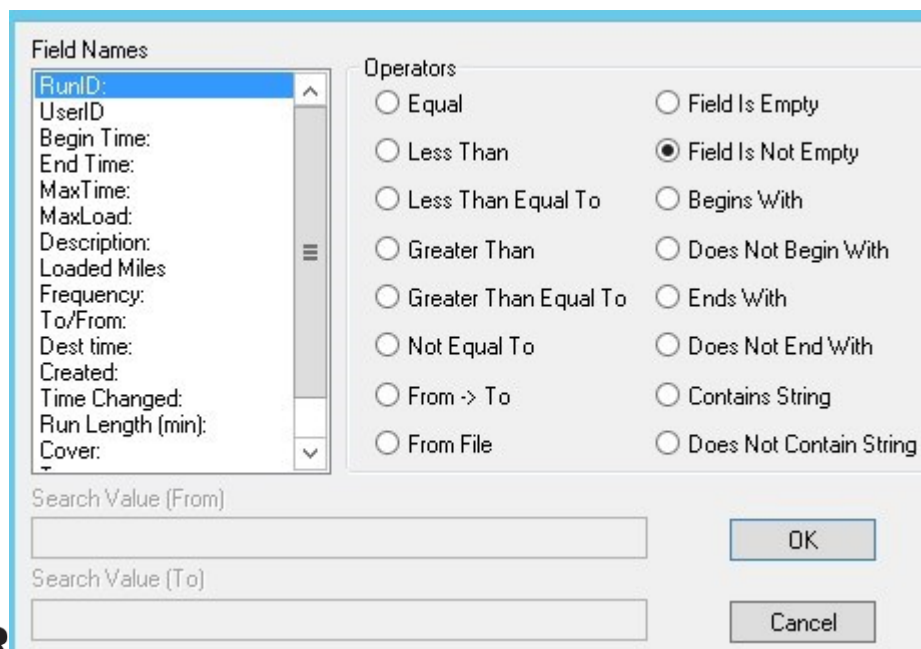
1



2



3



This worklist will  
select all runs.

# Re-process runs using a worklist

Type	List Name	Date Modified
RUN	All Runs	03/03/20
RUN	Bus 182	02/24/20

☒ Always reload list on OK

**Run Directions Generation**

Total to be processed:   
 Already completed:   
 Successfully processed:

Currently Processing  
 Number:  ID:

☒ Update Run Times
 ☒ Delete Existing Directions

Once the runs are processed it will show errors if you have any.

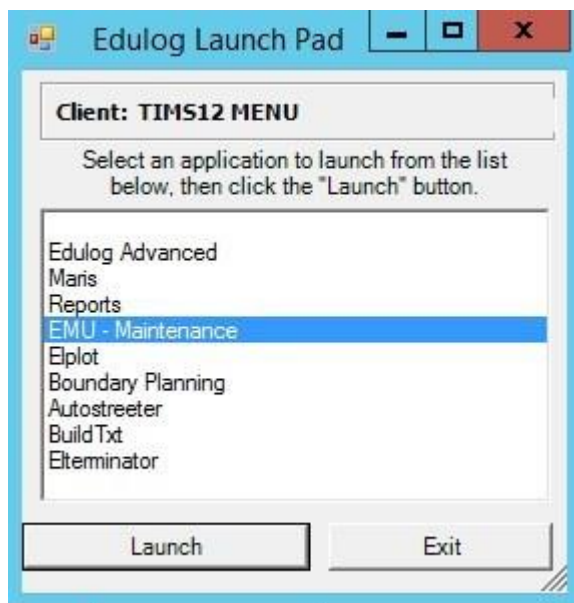
# Practice

---

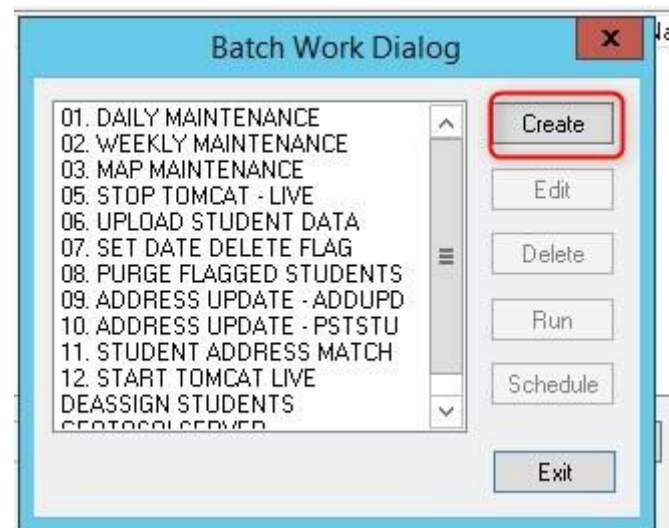
- Create a worklist to process school 304 runs.
- YourName304Runs
- Did you get any errors? Is so, how did you correct them?

# Re-processing run directions in EMU

1

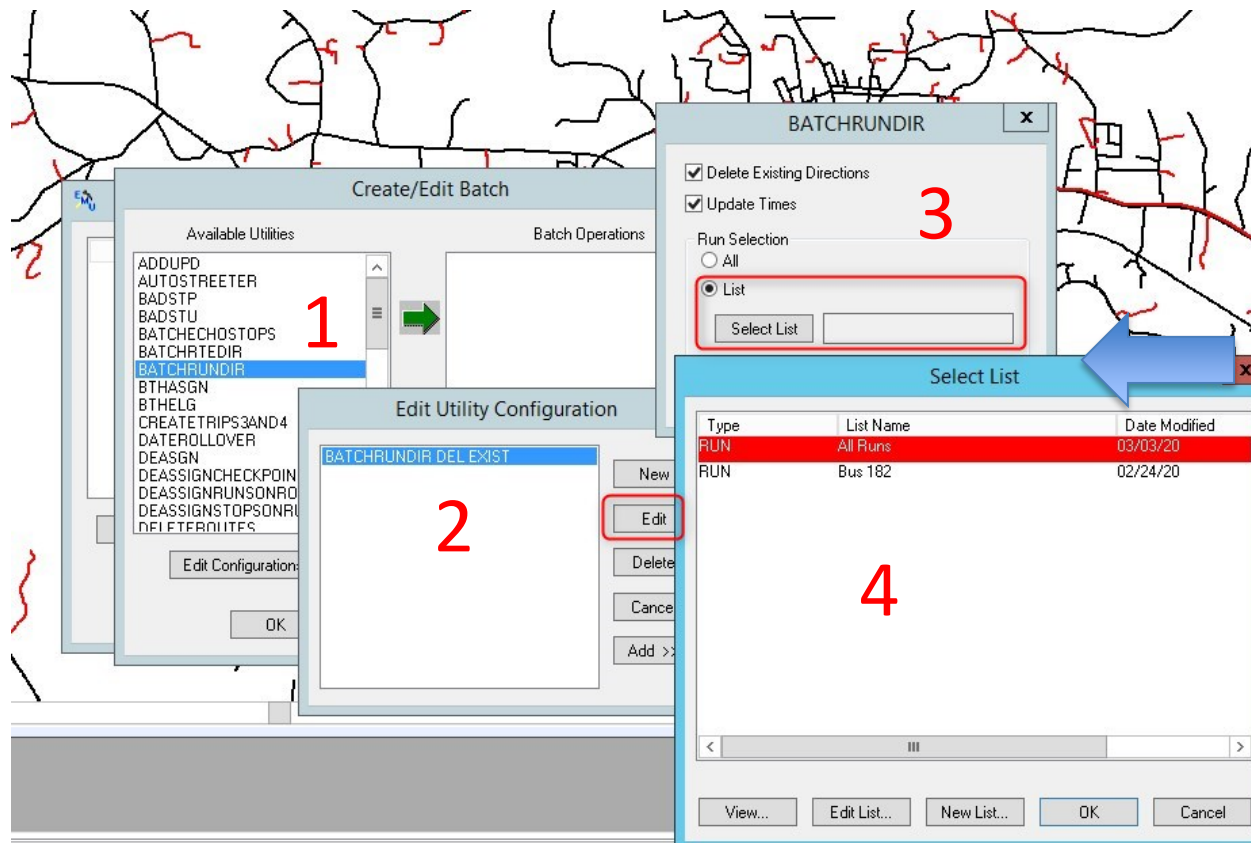


2





# Re-processing run directions in EMU



Worklist made previously

# Practice

---

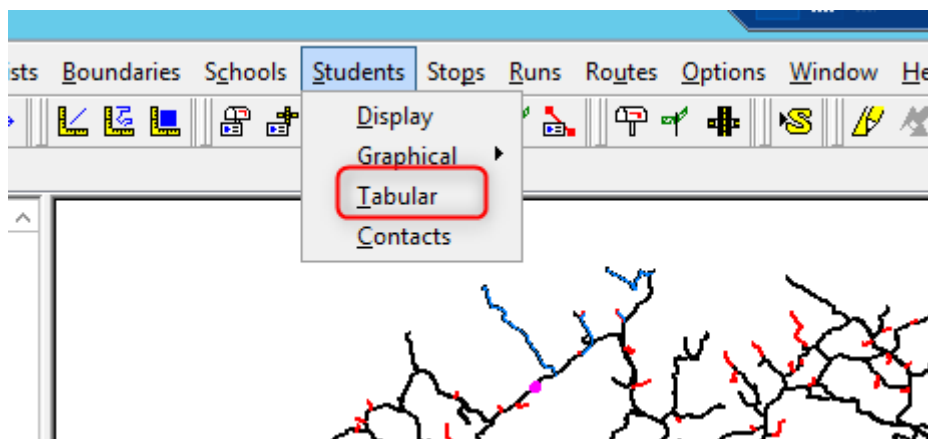
- Create a worklist to re-process your 302 school runs.
- YouName302Runs
- Create a batch in EMU to re-process them using your worklist
- Make sure you stop TOMCAT

---

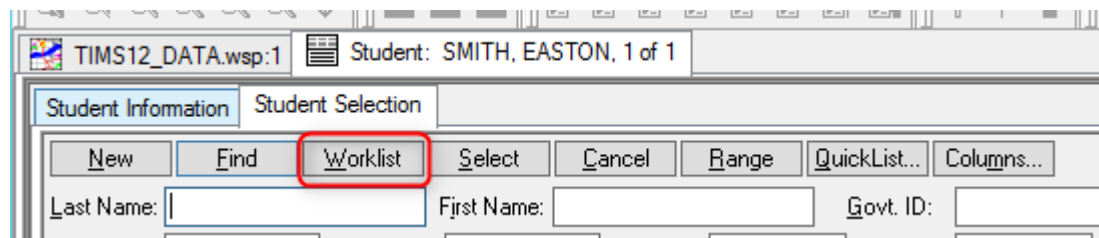
# Boundary Worklist

# Boundary Worklist

Today we will look at creating a boundary worklist. This is a popular worklist used by all the counties. We will need to find out the middle school boundary for rising 5<sup>th</sup> graders.



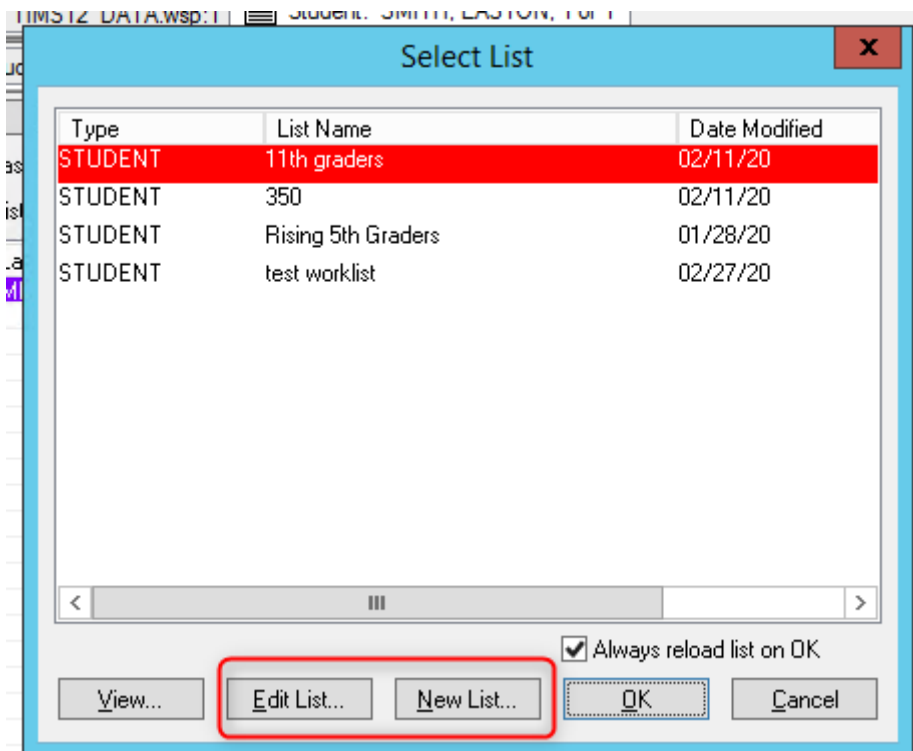
1



2

# Worklist

From here you can create a new worklist or modify an existing one. Worklist are queries that you have created to return data.



# Boundary worklist

Criteria Selected

Grade: equal to "05"

Search Criteria

Data Fields Extra Fields

Boundary Edit Field

And/Or Switch Add Parens

Remove Delete Parens

Boundary Criteria

Inside MS - 330 WEST MIDDLE

Sort Order Save

Save/Exit Cancel

In this worklist I'm selecting all 05 graders that are in the 330 West Middle school boundary. I can use this worklist to create an excel file for administrators.

*You can also pull boundary worklist that is outside a boundary.*

Select Search Boundaries

Bound ID	Boundary Name
1	Whole County
2	ES - 332 WITTENBURG
3	ES - 320 STONY POINT
5	ES - 316 HIDDENITE
9	ES - 324 SUGAR LOAF
10	MS - 330 WEST MIDDLE
11	MS - 306 EAST MIDDLE

Operations

Select Intersection Union Difference Clear

Value

☒ In ☐ Out

OK Cancel Undo Last

Query

# Boundary worklists

Type	List Name	Date Modified
STUDENT	111	08/28/19
STUDENT	320 Students	04/11/18
STUDENT	5th graders	09/03/19
STUDENT	Edulog Only York List	02/28/17
STUDENT	EMU Created Hart Worklist	02/28/17
STUDENT	Smith Students	02/28/17
STUDENT	SpED	03/08/17
STUDENT	summer school	05/16/19
STUDENT	TEST	08/28/19

☒ Always reload list on OK

View... Edit List... New List... OK Cancel

You can see below; the 5<sup>th</sup> graders are currently registered at many different elementary schools. This will let the powerschool data managers know what school boundary to enter for next school year.

MATLOCK	HANNAH	51	478 C I CHAPMAN CT	316	05	000001947...
PARSONS	ARIANNA	66	420 GRAVEL HILL CT	320	05	000001947...
YANG	SIMON	87	1224 RINK DAM RD	304	05	000012367...
GARRETT	MAKAYLA	115	51 MELTON RD LOOP	304	05	000001948...
MCCURDY	MALEIA	119	67 DEERCREEK LN	316	05	000001947...
GILBERT	BENTLEY	191	18 MALLORY DR	316	05	000012354...
YANG	PAMALLA	241	170 NORTHWOOD CIR	328	05	000012430...
RAY	JUSTIN	275	1604 JAY BURKE RD	324	05	000012407...
TAYLOR	LILY	305	1974 NC HWY 127	308	05	000001947...
JAMISON	NOAH	313	829 SPRING POINTE DR	320	05	000012339...
SIGMON	CHARLES	323	740 ZION CHAPEL RD	320	05	000012268...
CRANE	MARK	408	66 TREYS LOOP	316	05	000001924...
OLIVER	ADRIAN	416	756 ANTIOCH CHURCH RD	308	05	000001947...
BOSTON	KAYLA	419	18 KINGS DR	304	05	000001947...
BRANCH	JUDE	420	60 SILVER FOX DR	308	05	000001947...
ARELLANO	SAMUEL	421	400 LIBERTY GROVE CHURCH RD	308	05	000001947...
BLACKBURN	CALEB	422	50 VANCE LN	308	05	000001947...
GROGAN	DESTINY	424	105 TWO JIMMYS LN	324	05	000001947...
ROWE	BRAYDON	425	1277 ZEB WATTS RD	308	05	000001947...
NANCE	MASSON	427	567 LONA DANIELS LOOP	324	05	000001947...
SOWARDS	HUNTER	429	110 JERMYN LN	328	05	000001947...
SMITH	JADA	431	366 7TH ST SW	328	05	000001947...
ADAMCZYK	SETH	437	1671 MOUNTAIN RIDGE CH RD	308	05	000001947...
OSBORNE	NEVAEH	439	256 DOCK CONNOLLY LN	324	05	000001947...



---

# Practice

- Select all 5<sup>th</sup> Graders
- Select 306 Middle School Boundary
- Save worklist as YourName306MS...

# Outside Boundary

---

In eSQL you can tally students who live inside a boundary. In order to tally students outside a boundary you will have to draw a lasso around the area. This can be difficult to do. An easy way to do this would be to create a worklist in launchpad.

# Practice

---

Create an excel file of students who live outside their school boundary.

Select School 332 and save worklist:

***YourNameoutside332***

Sometimes administrators will need a list of students who are registered outside of their boundary.

# Worklist converted into an excel file

---

Once you have your worklist/query done  
you can save that information into an  
excel file

---

# Practice

- Use your worklist from the out of district students and create an excel file. ***YourNameoutside332***

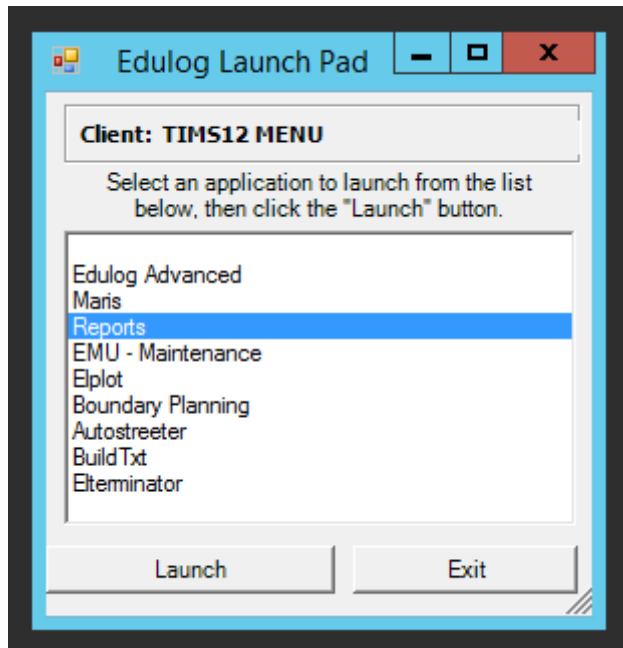
---

## Worklist converted into an excel file

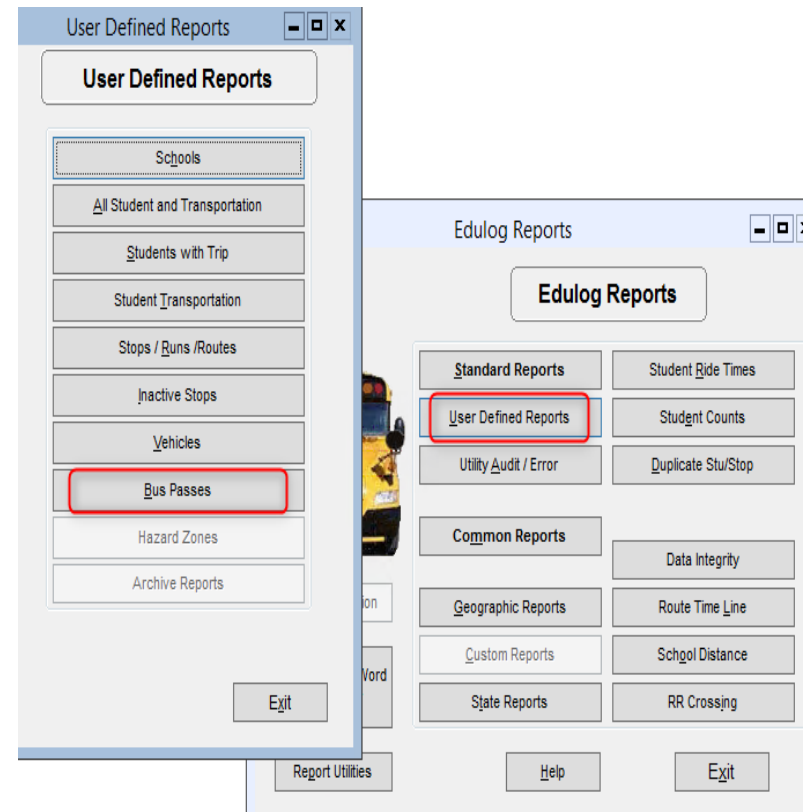
- Reports
  - User Defined
    - Bus Passes

From here we can create a report that will create an excel file.

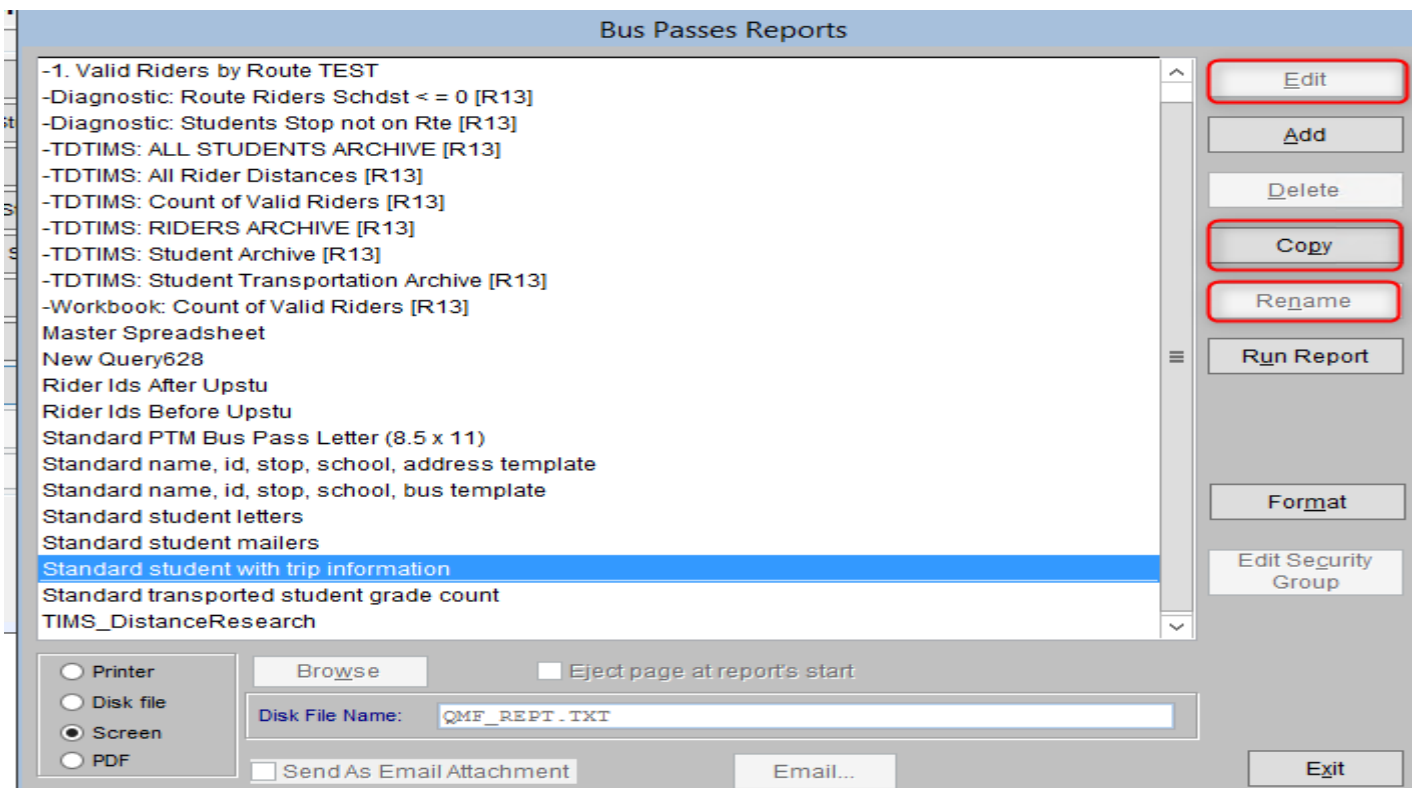
# Worklist converted into an excel file



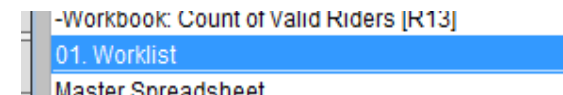
Always use bus passes  
if you only want one  
line per student.



# Worklists – Excel Files



1. Copy
2. Rename – 01. YourName Worklist
3. Edit





# Worklists – Excel Files

01. Worklist

Current Output Type: A form layout report

student Last Name is not an empty field

We need to point this to a  
worklist. Edit filter

Edit Filter Edit Output Type

Run Query

☒ Browse query results  
☒ Hide duplicate records

Format Confirm

Help Cancel

Output Fields

Available		Selected
student Edulog ID		<input type="checkbox"/> student Last Name
student UserID		<input type="checkbox"/> student First Name
student District ID		<input type="checkbox"/> Trn AM Service ID
student School		<input type="checkbox"/> Trn AM Time at Stop
student Program		<input type="checkbox"/> Trn AM Bus Number
student Grade		<input type="checkbox"/> Trn PM Service ID
student Sch Dist		<input type="checkbox"/> Trn PM Time at Stop
student Elg Code		<input type="checkbox"/> Trn PM Bus Number
student SIS Addr		<input type="checkbox"/> Trn AM1 Service ID
student Special Ed		<input type="checkbox"/> Trn AM1 Time at Stop
student DOB		<input type="checkbox"/> Trn AM1 Bus Number

Sort Order

Available		Selected
student Edulog ID		<input type="checkbox"/> 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		

☐ A->Z  
☐ Z->A

# Worklists – Excel Files

student Edulog ID is greater than 0

student Last Name	<input type="radio"/> Equal to number	<input type="radio"/> Sounds similar to
student First Name	<input type="radio"/> Does Not Equal	<input type="radio"/> Exactly matches
<b>student Edulog ID</b>	<input type="radio"/> Ends with	<input type="radio"/> Is contained within text
student District ID	<input type="radio"/> Does not end with	<input type="radio"/> Is not contained within text
student Government ID	<input type="radio"/> Greater than	<input type="radio"/> Field is empty
student UserID	<input type="radio"/> Greater than or equal to	<input type="radio"/> Field is not empty
student School	<input type="radio"/> Less than	<input checked="" type="radio"/> Is within a worklist
student Program	<input type="radio"/> Less than or equal to	<input type="radio"/> Is within a list
student Grade	<input type="radio"/> From -> To	<input type="radio"/> Is not within a list
student Sch Dist	<input type="radio"/> Contains text	<input type="radio"/> True
student Sch Dist Drive	<input type="radio"/> Does not contain text	<input type="radio"/> False
student Elg Code		
student User ElgCde		
student SIS Addr		
student Prefix		
student Number		
student Street Name		

Search Value (From)

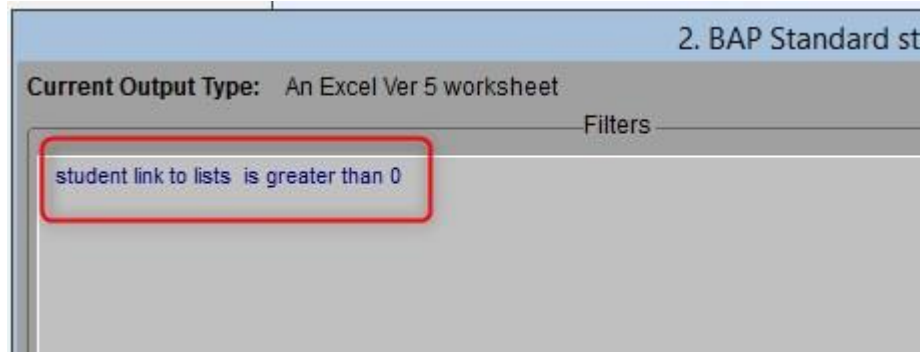
Search Value (To)

☒ Ask later

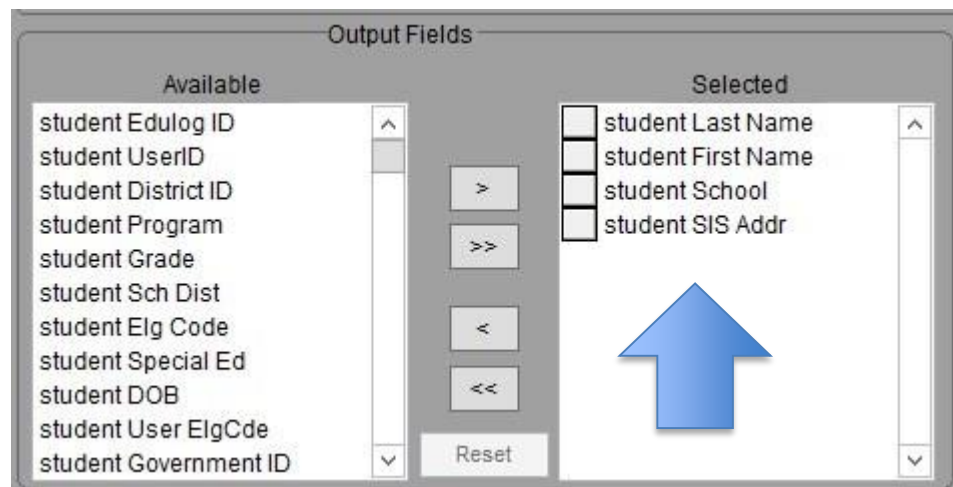
Ok

Cancel

# Worklists – Excel Files



Query is now selecting from your **worklist**.



Output fields – select the fields you want in your excel file

# Worklists – Excel Files

You can also create the path of where you want to save your excel file

ater than 0

Edit Filter

Edit O

Type of Output

**Report**

- ☐ Report in Column Layout
- ☐ Report in Form Layout
- ☐ Detail/Summary Report

<Edit

**Data table**

- ☐ Visual FoxPro data table (.DBF)
- ☐ dBASE III data table (.DBF)

**ASCII file user defined lengths**

- ☐ Text file with fixed record length
- ☐ Text file with comma separated fields

<Edit

**Worksheet**

- ☒ Microsoft Excel Version 5 worksheet (.XLS)
- ☐ Lotus 123 worksheet 2.X (.WK1 extension)

**ASCII text file**

- ☐ Text file with fixed record length
- ☐ Text file with comma separated fields
- ☐ Text file with tab separated fields
- ☐ Text file with blank separated fields

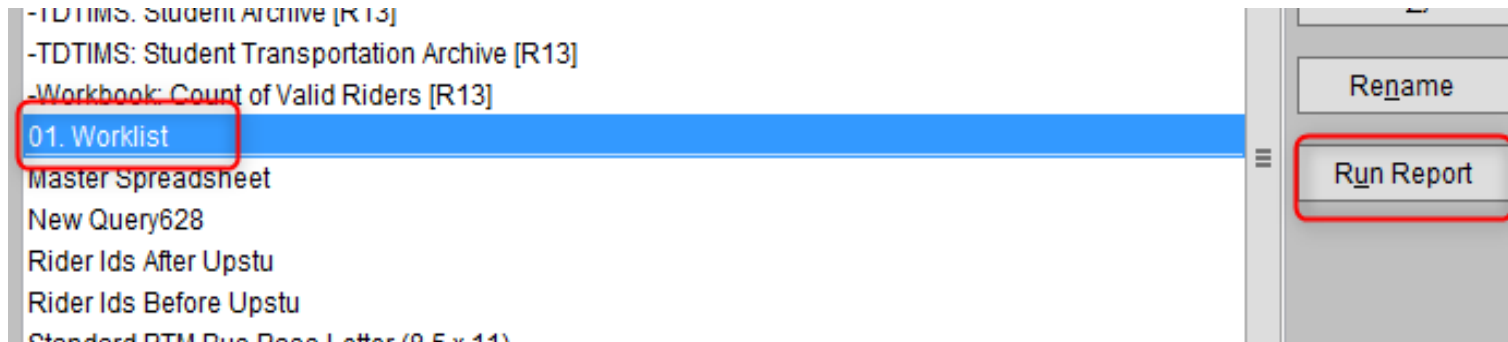
File name: D:\ELT\TIMS12\REPORTS\TABLES\Q

Disk/PDF file names are limited to 45 characters

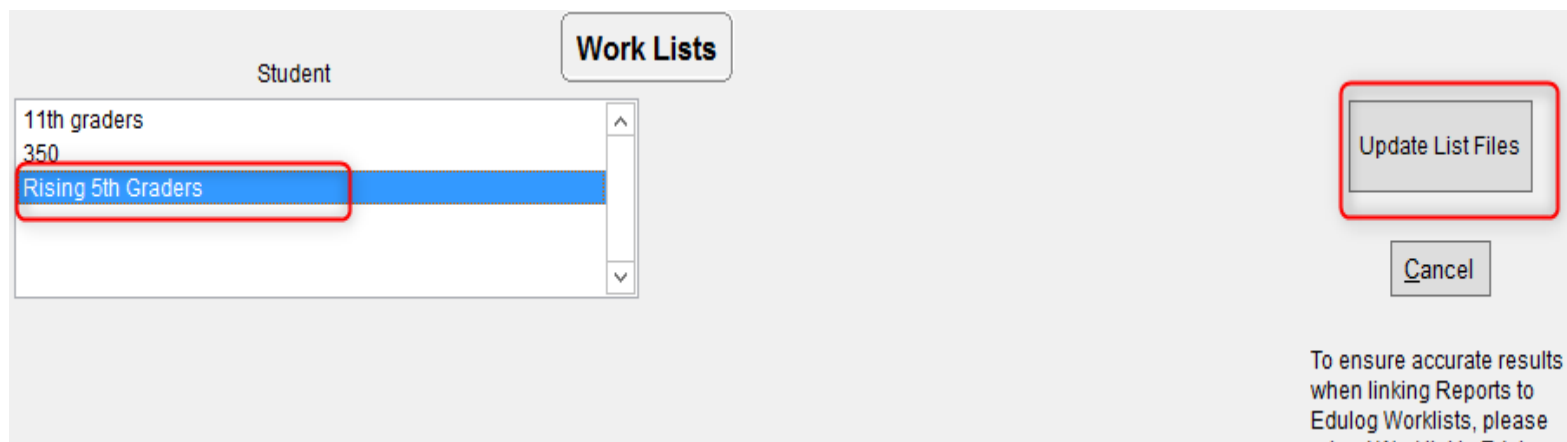
Close Cancel

student Elg Code

# Worklists – Excel Files



***Run your Worklist Report***



***Run Query and you will see it ask you for the worklist  
YourNameoutside332***

# Worklists

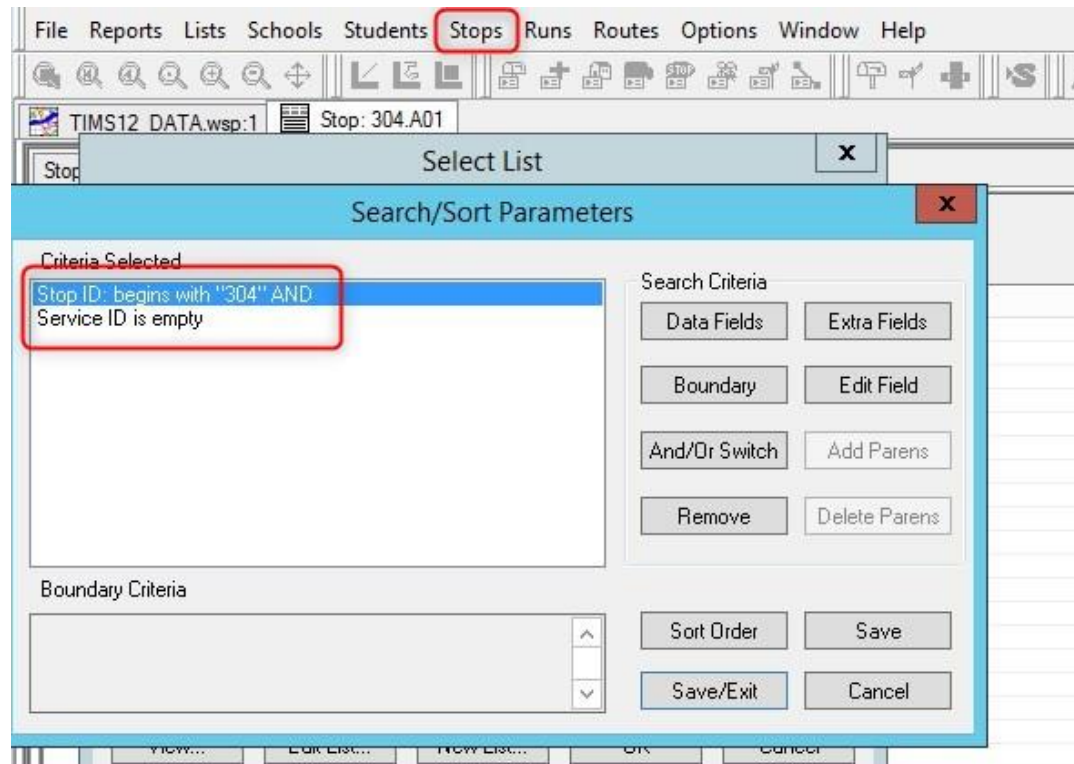
A	B	C	D
stu_lastname	stu_firstname	stu_sch_code	stu_resaddress
WELDON	COLBY	292	108 HILLSBORO RD
ABERNETHY	KALLI	304	279 DOGWOOD ACRES LN
ACKERMAN	HUDSON	304	3360 ICARD RIDGE RD
ADAMS	NOAH	304	1811 TEAGUE TOWN RD
ARROYO	CHRISTIAN	304	245 BROWNING DR
AUSTIN	MADDOUX	304	1328 RINK DAM RD
BAKER	ZANAE	304	43 T D LANE
BALLARD	SEQUOYA	304	77 HILLCREST LN
BARNES	DECTAY	304	888 HERITAGE FARM RD

*You can then modify the file as needed.*

---

# Stop Worklists

# Stop Worklists

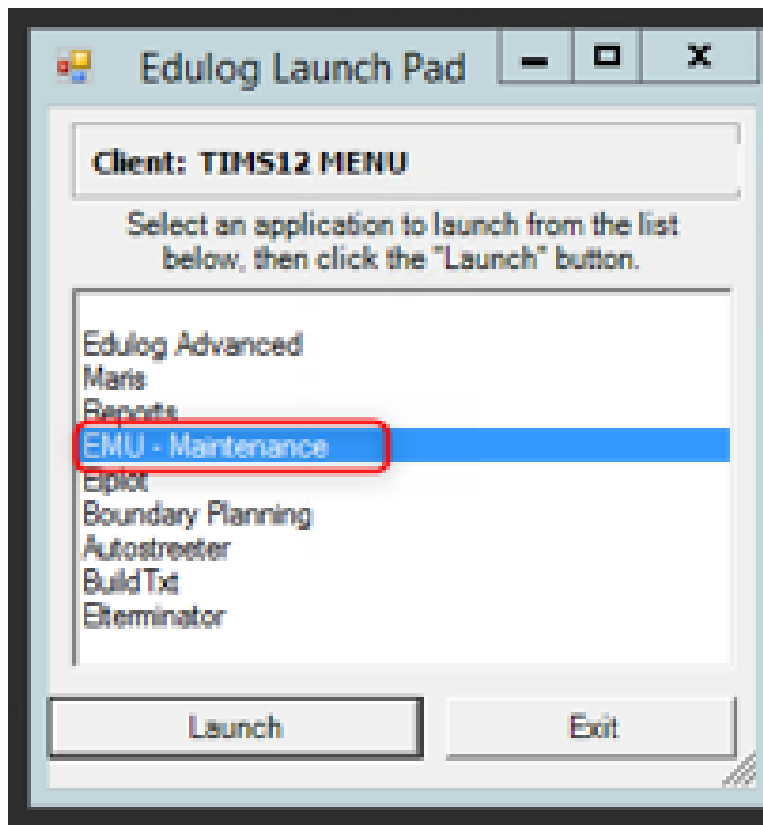


Stop Worklists:

This worklist will pull all stops for School 304 that is not assigned to a service. This is a good example of a worklist to delete the stops not in use.



# Worklists - EMU



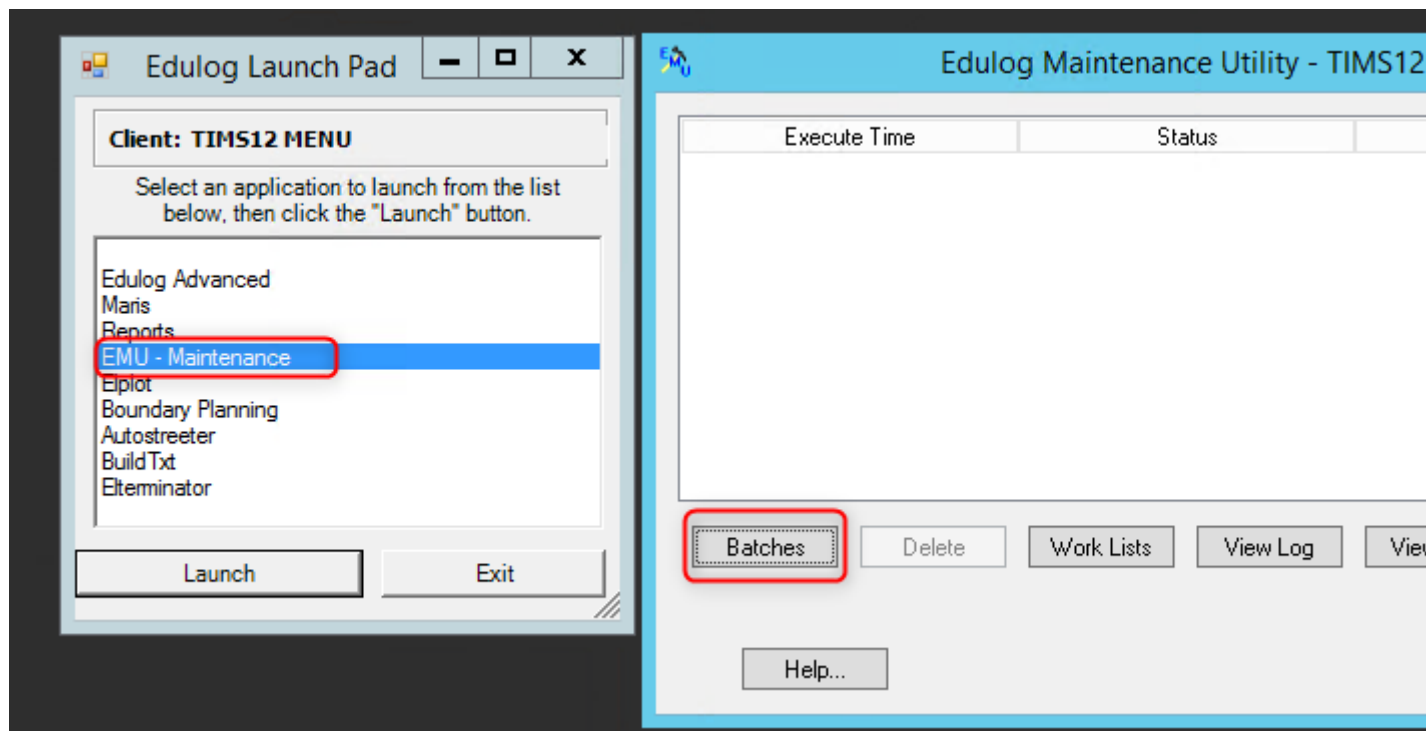
EMU – is used for map maintenance, upstus, etc.

We were able to use EMU batches in helping us with the A/B cohorts

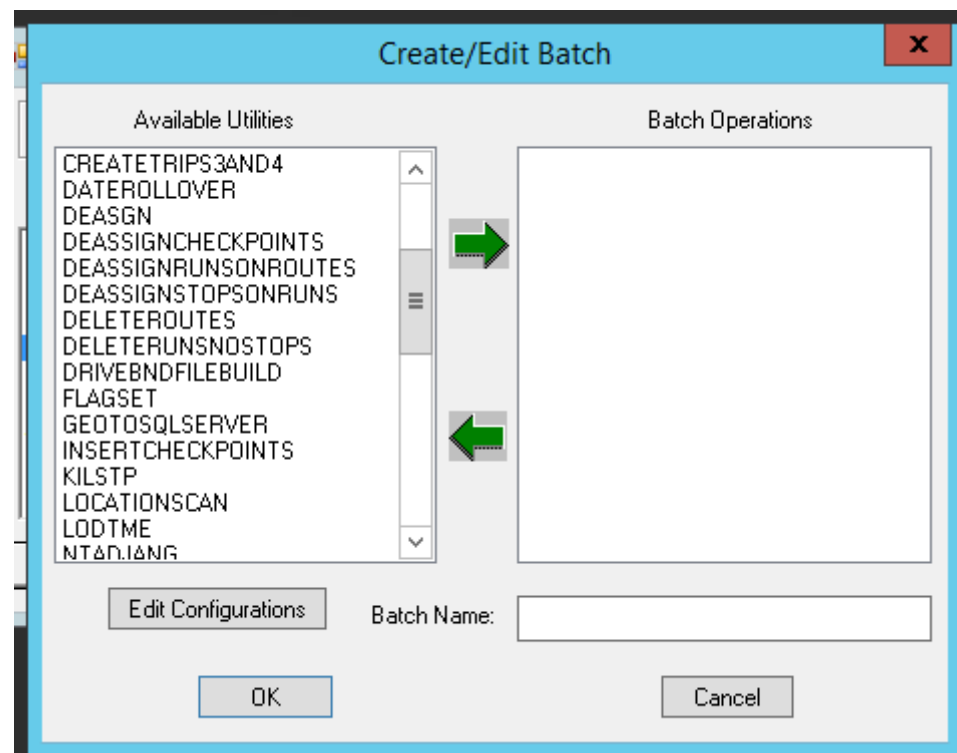
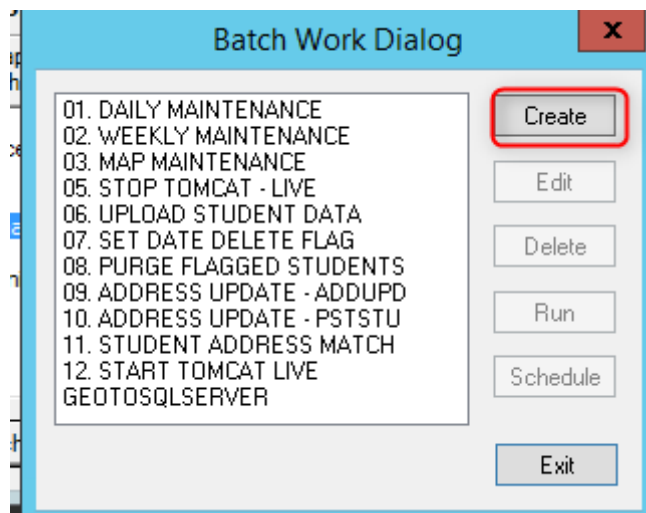
You can create batches that will do many things back to back.

# Worklist and EMU

Worklist can also be used with EMU.  
Always stop TOMCAT before running a batch



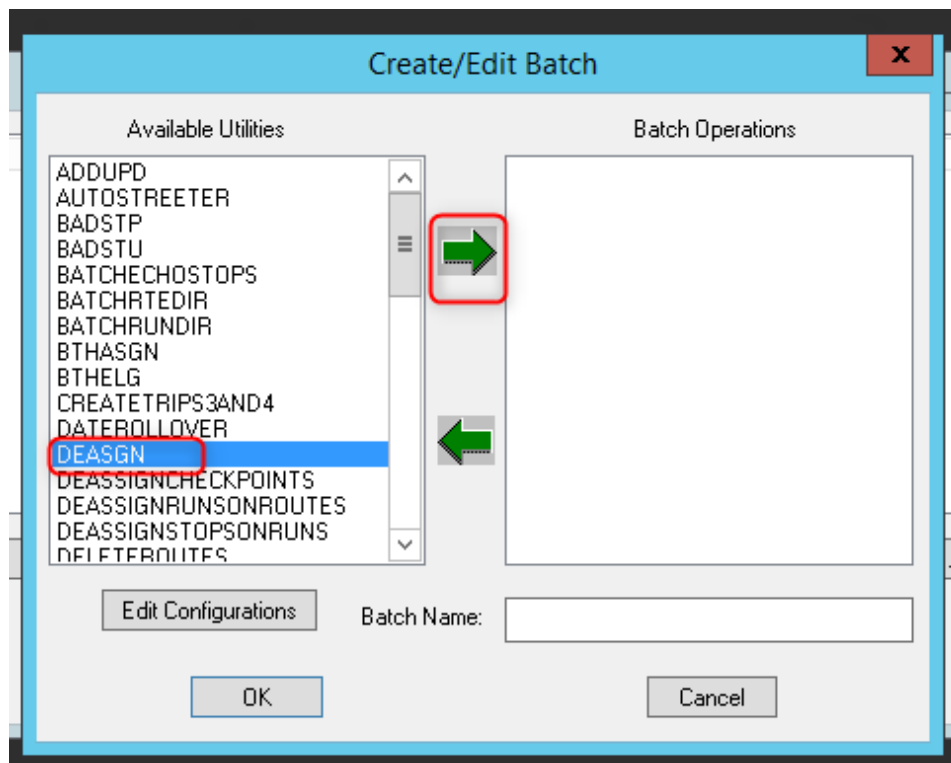
# Worklist and EMU



Some batches on the left can be created and ran referencing a worklist.

You can de-assign students, stops on runs, delete stops using a worklist. You can also add values to the local fields.

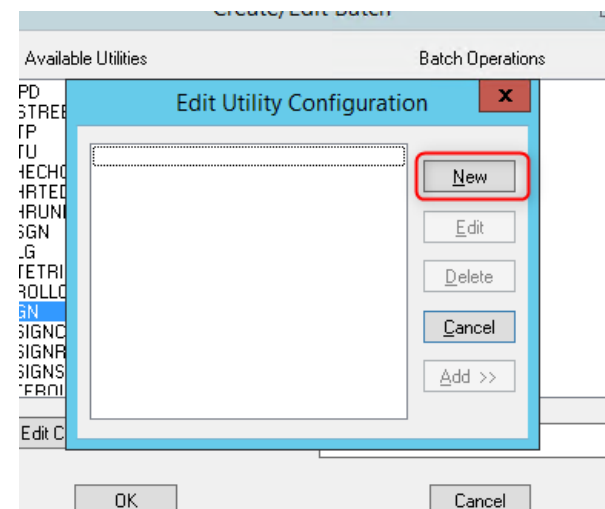
# Creating EMU Batches



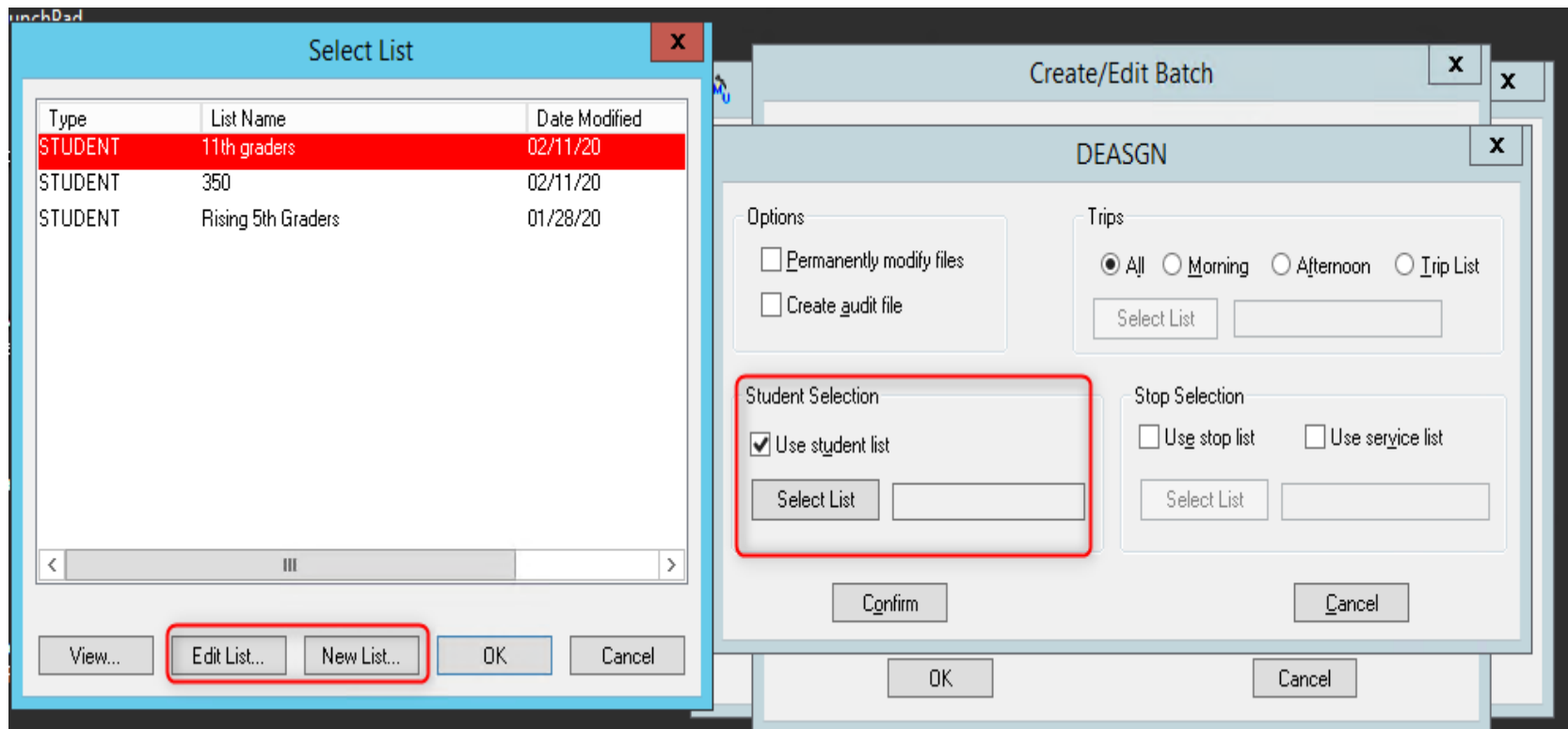
Select the batch you want to create  
And move it with the arrow over to the right

This batch will de-assign students from stops based off your worklist.

For example we de-assigned the B group out of the A dataset.



# Creating EMU Batches



You can see here you can select, edit or create a new worklist to de-assign the stops from a student.

# Creating EMU Batches

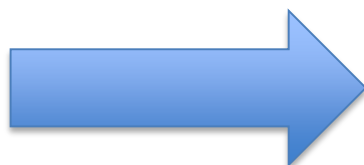
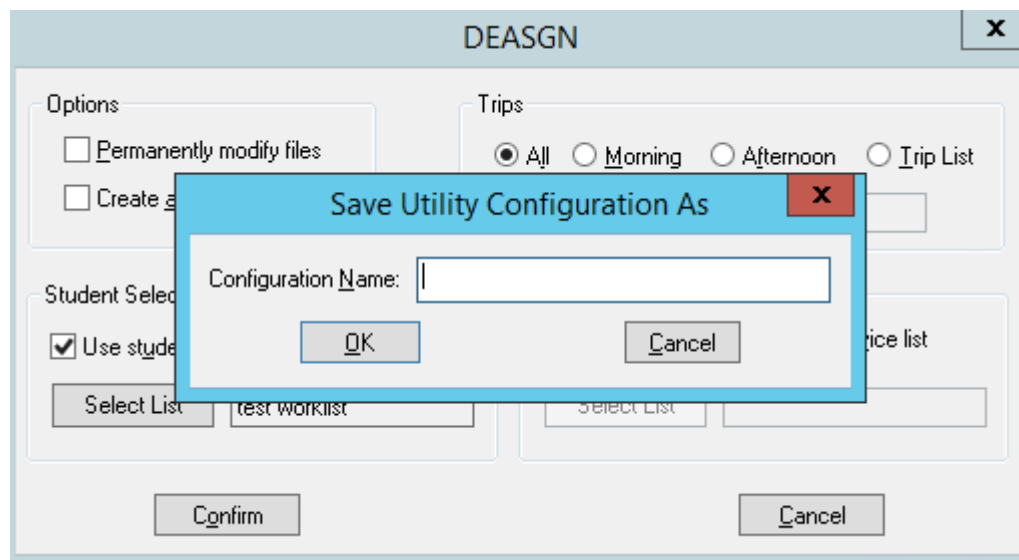
The screenshot shows a dialog box titled "DEASGN" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Options:** Contains two checkboxes: "Permanently modify files" (unchecked) and "Create audit file" (unchecked).
- Trips:** Contains four radio buttons: "All" (selected), "Morning", "Afternoon", and "Trip List". Below them is a "Select List" button and an empty text field.
- Student Selection:** This section is highlighted with a red rectangular box. It contains a checked checkbox for "Use student list". Below this checkbox is a "Select List" button and a text field containing the text "test worklist".
- Stop Selection:** Contains two checkboxes: "Use stop list" (unchecked) and "Use service list" (unchecked). Below them is a "Select List" button and an empty text field.

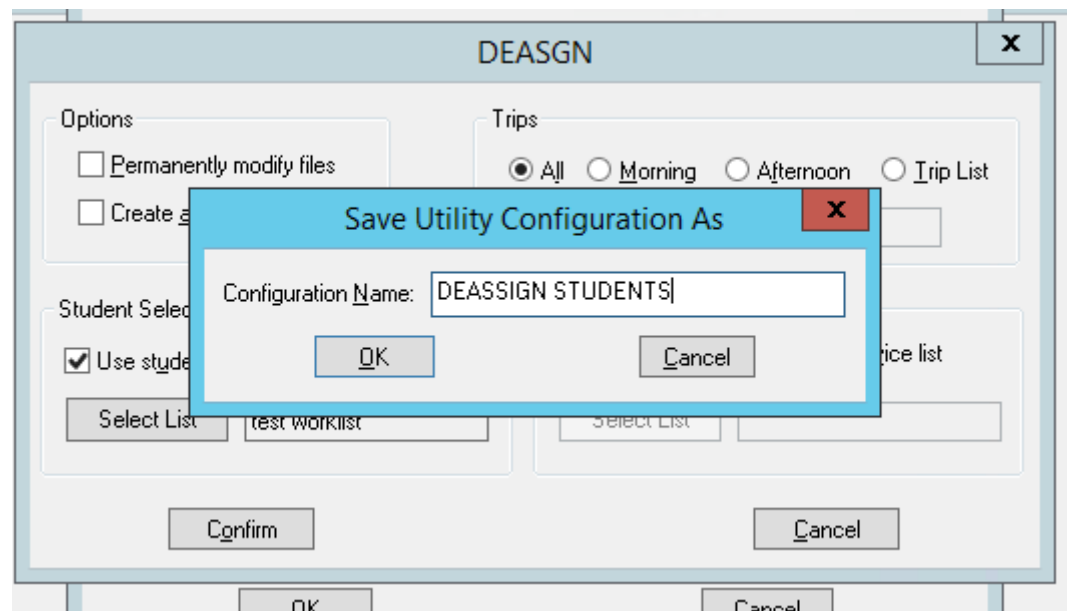
At the bottom of the dialog are two buttons: "Confirm" and "Cancel".

Note the worklist name is test worklist

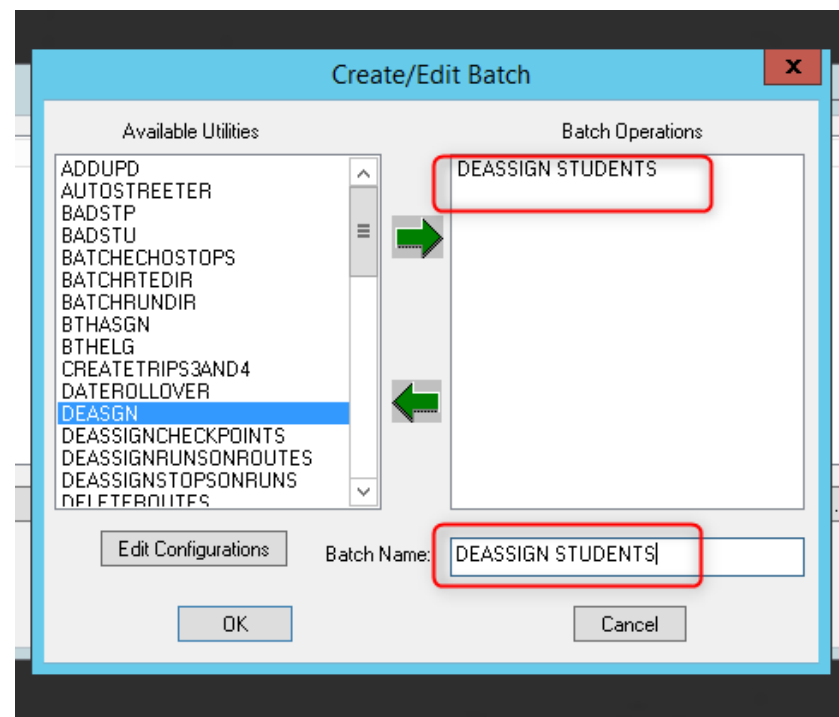
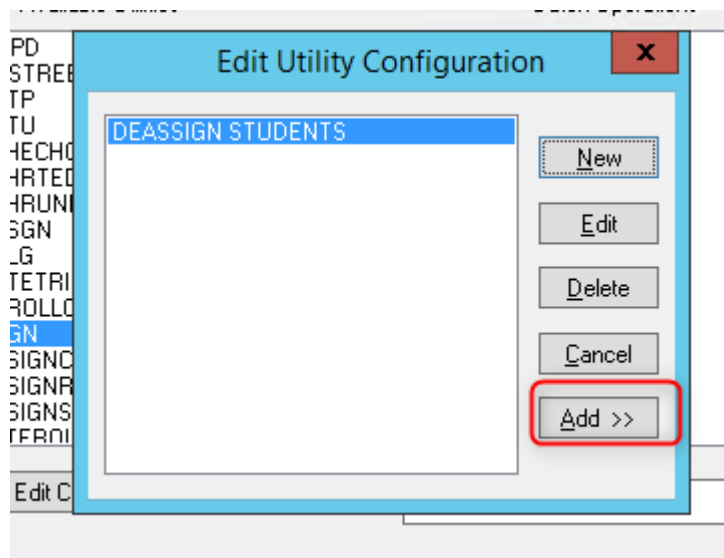
# Creating EMU Batches



Give your new Utility a name.



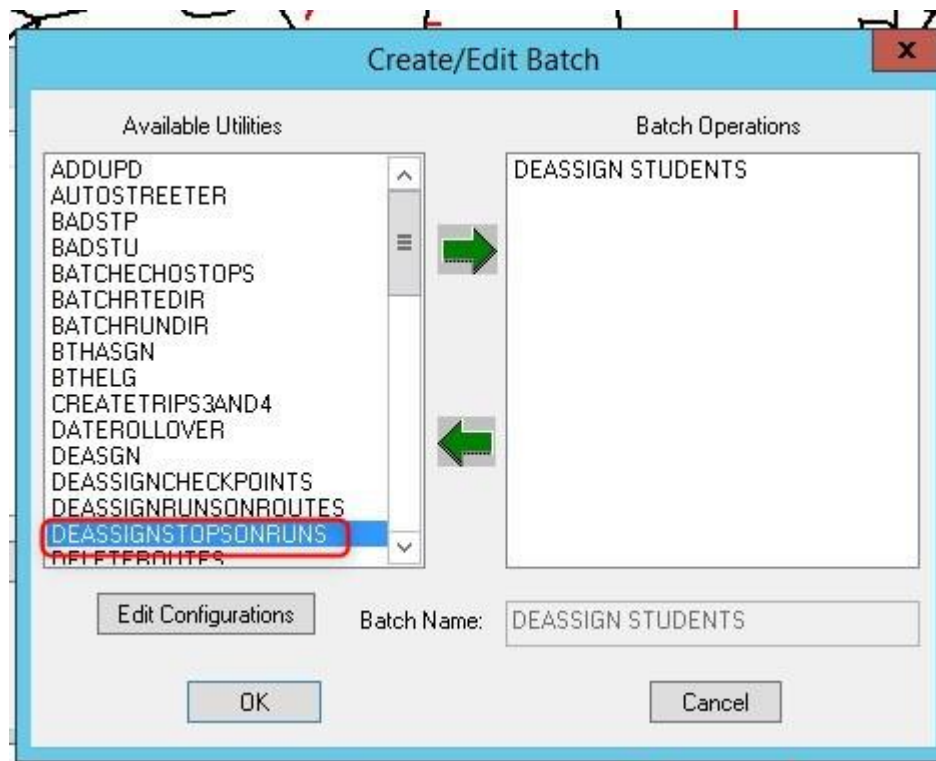
# Creating EMU Batches



You can add many utilities to one batch to run at once.



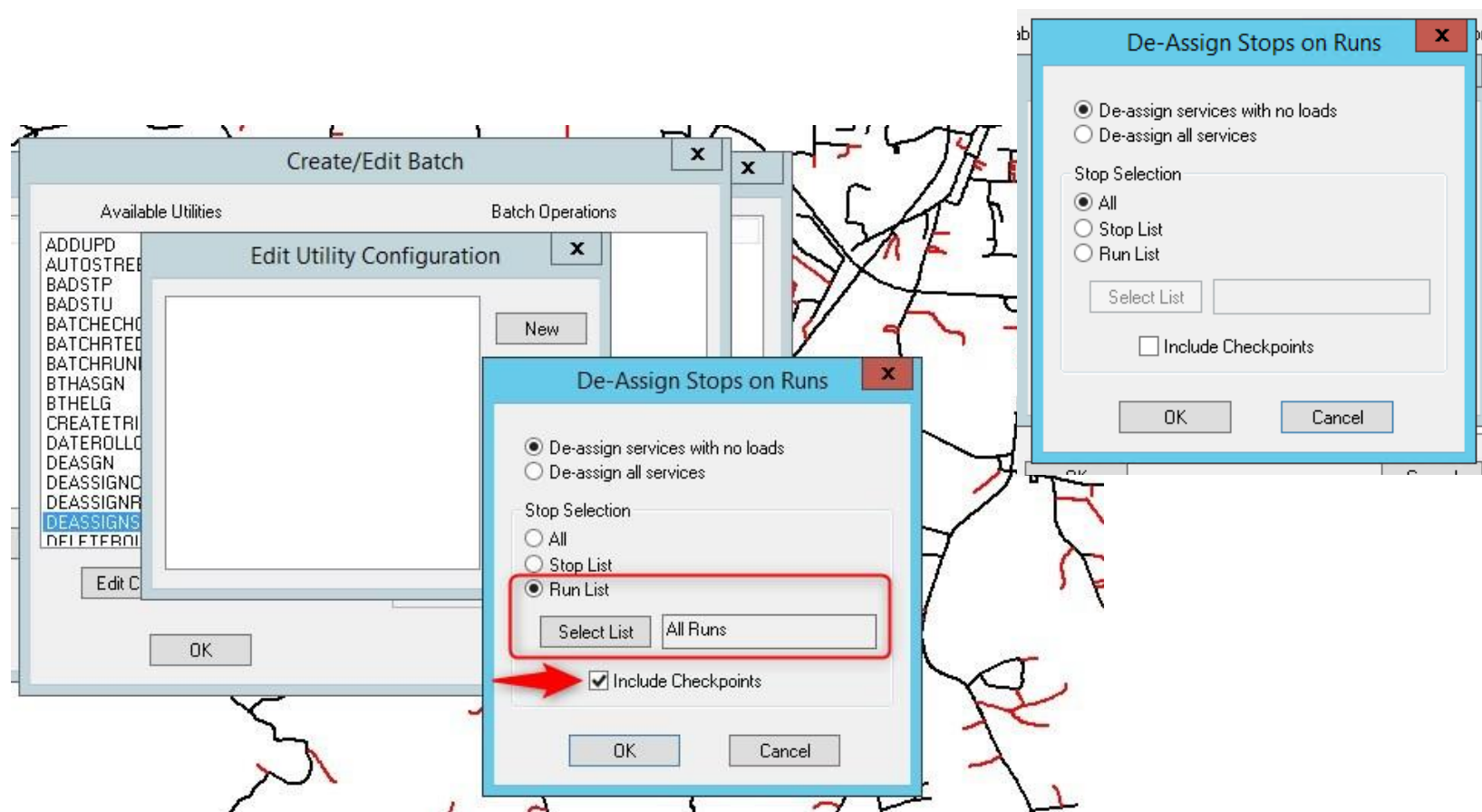
# Creating EMU Batches



Now we can de-assign stops on runs using a worklist.

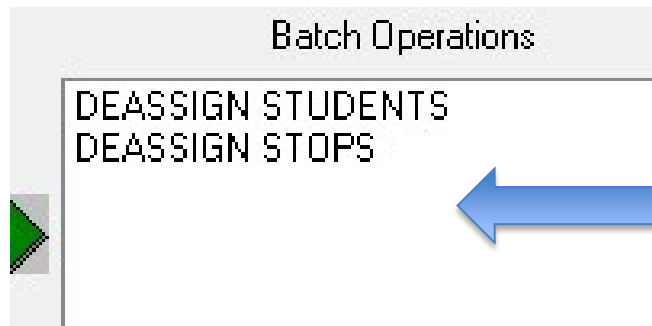
This will de-assign stops with stop load of 0.

# Creating EMU Batches



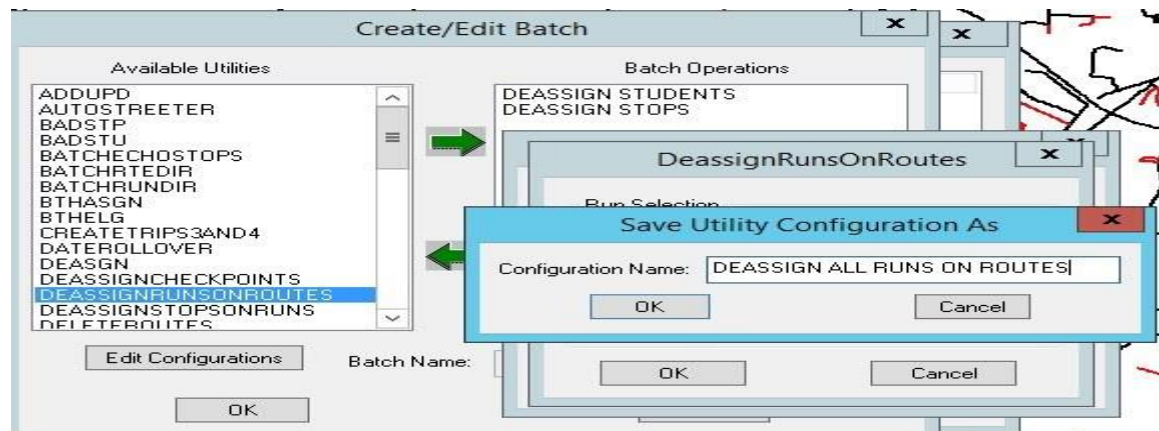
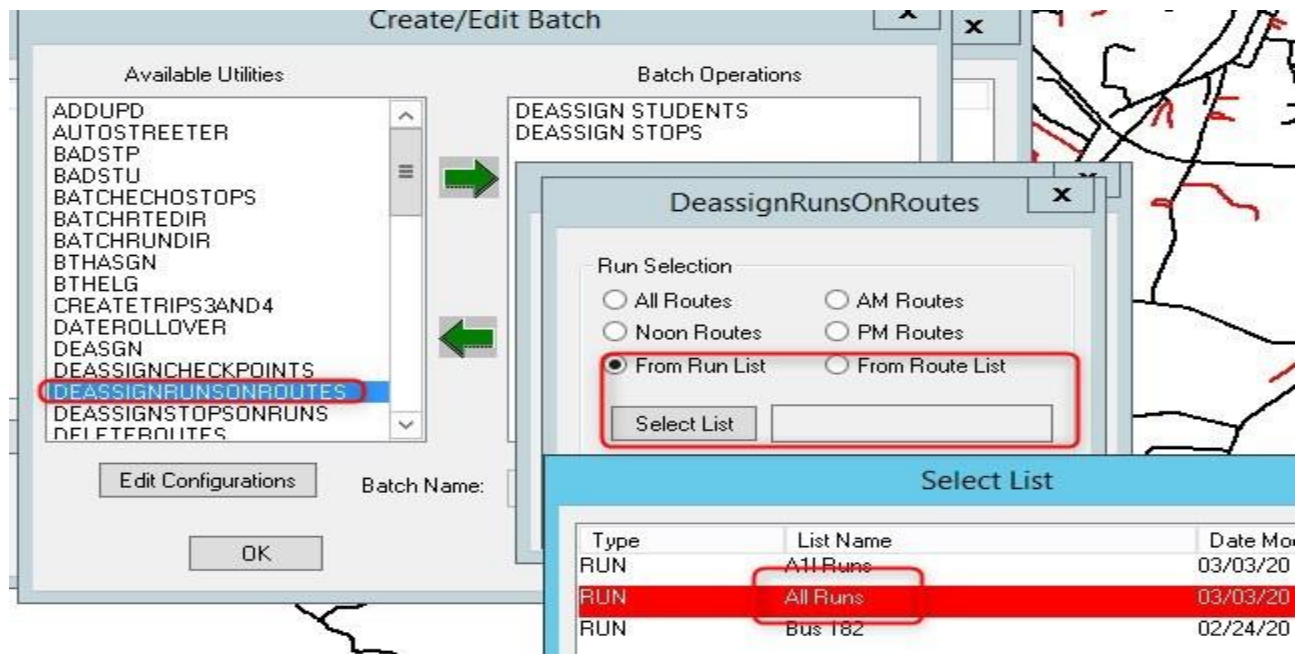
If you want to de-assign all stops with out loads you can select all or enter a worklist. You may or may not want to de-assign checkpoints. Some checkpoints let you know where the bus is parked. Some are directional checkpoints.

# Creating EMU Batches

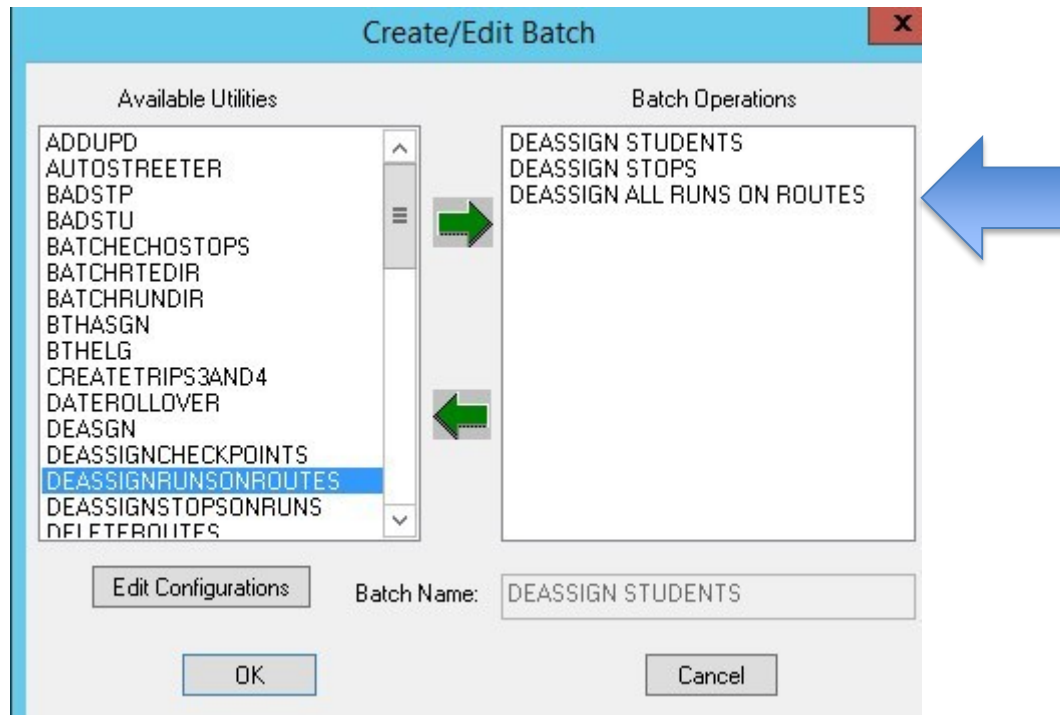


You have finished the batch for de-assigning all stops off a run.

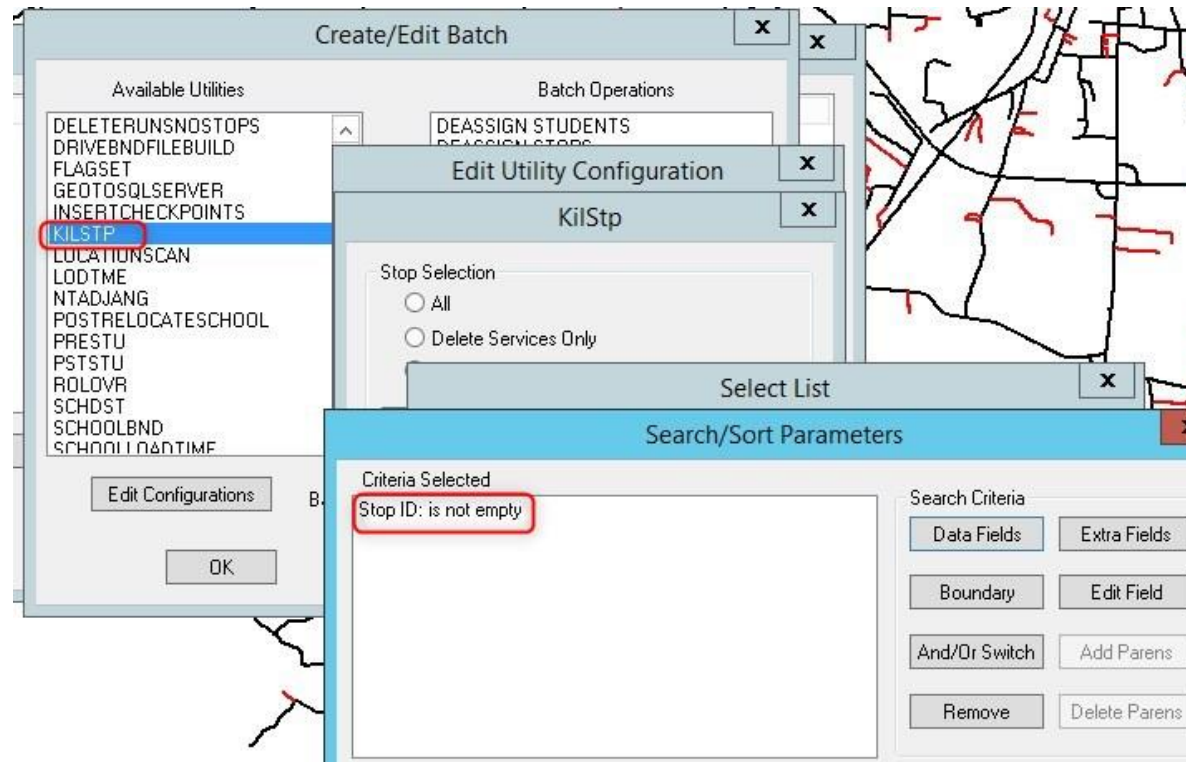
# Creating EMU Batches



# Creating EMU Batches

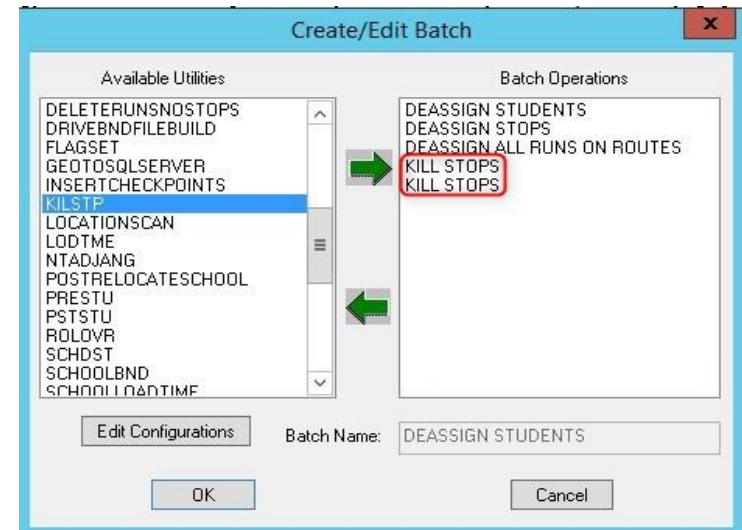
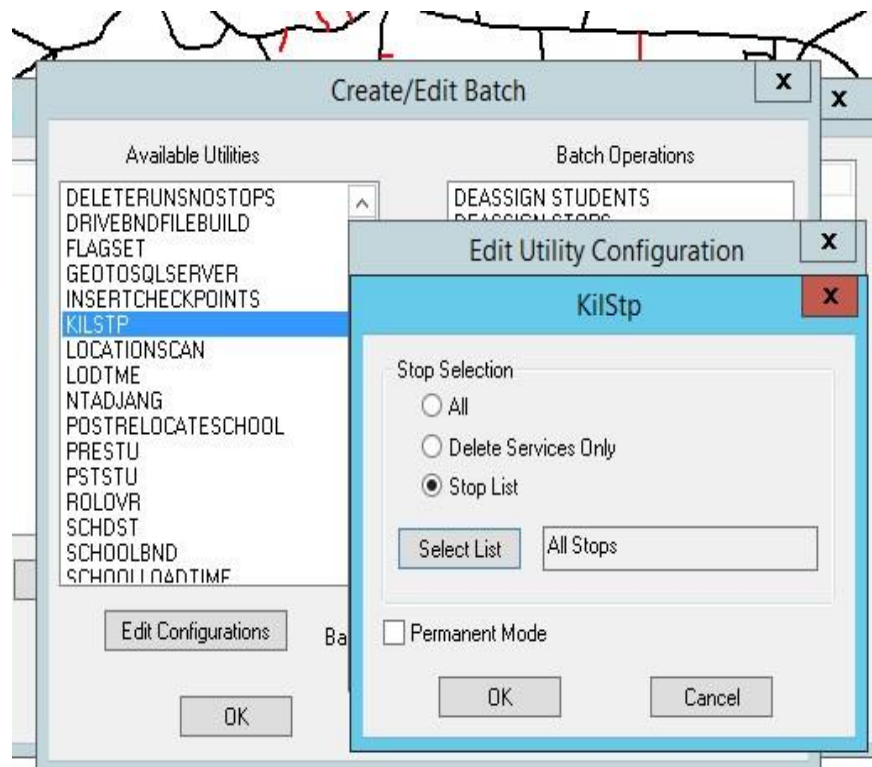


# Creating EMU Batches

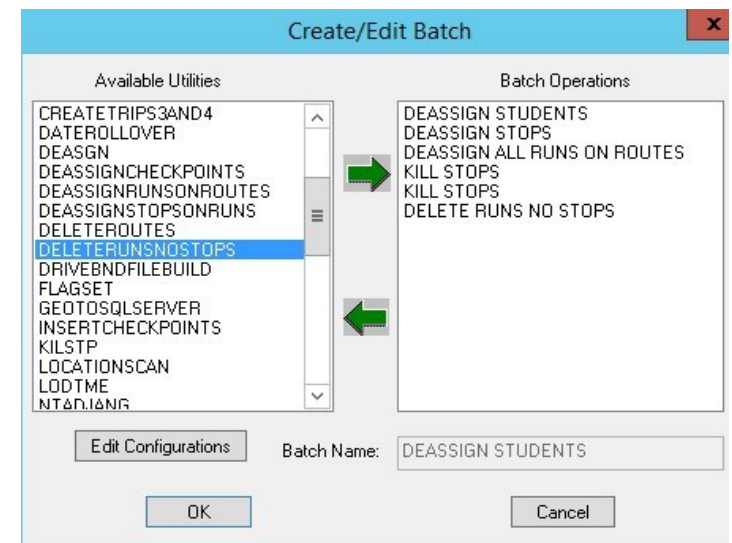
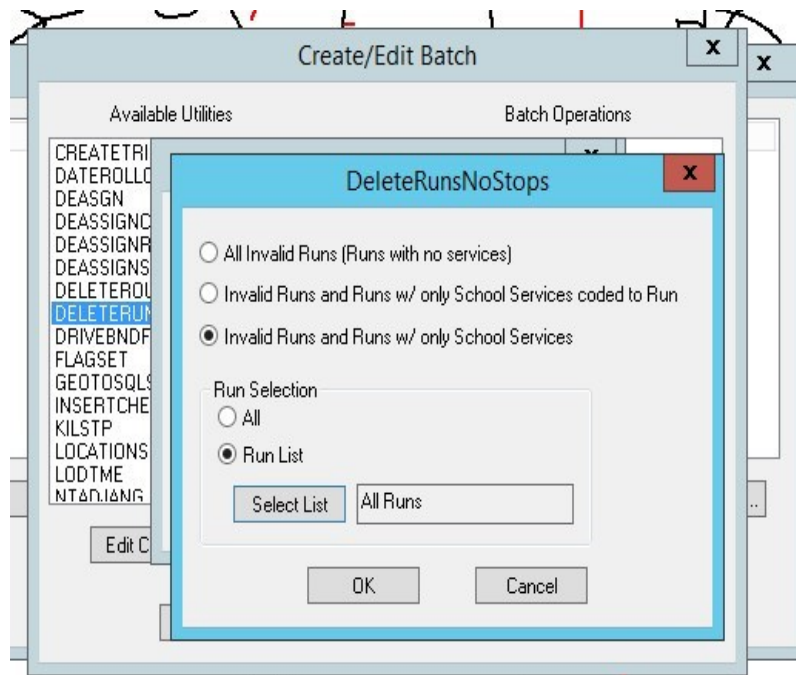


Killstop – deletes stops completely out of TIMS, you must run this utility twice.

# Creating EMU Batches

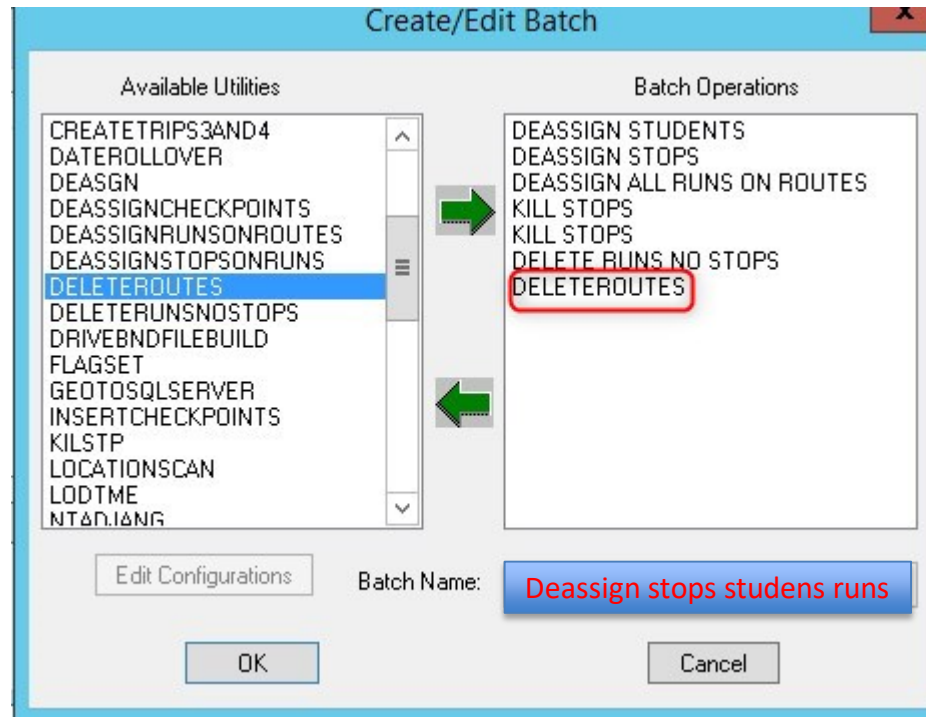


# Creating EMU Batches



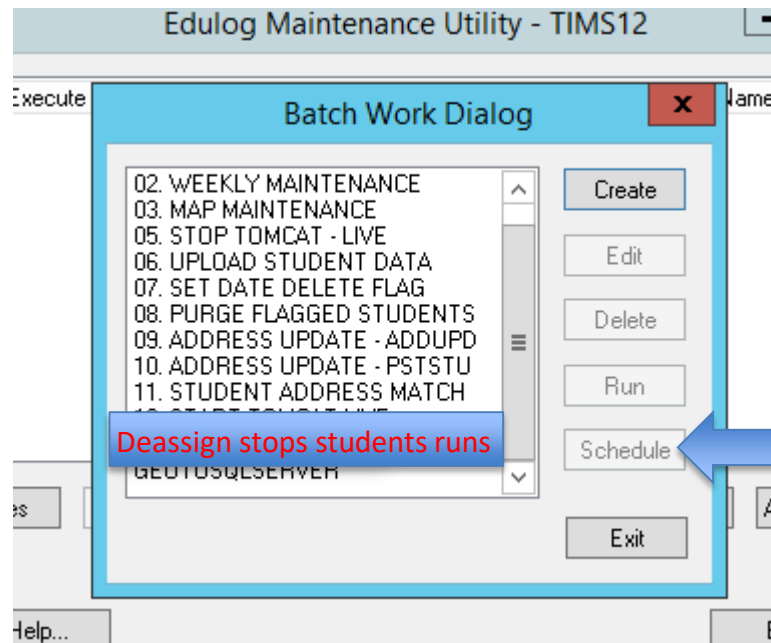


# Creating EMU Batches



So as you can see the batches will delete out all stops, runs and routes. First it will de-assign them.

# Creating EMU Batches



You new batch is now showing up in your batch work dialog

# Practice

---

- Create a worklist to de-assign stops.
- Create the EMU batch and run.
- Use your ***YourNameOutside332*** worklist.

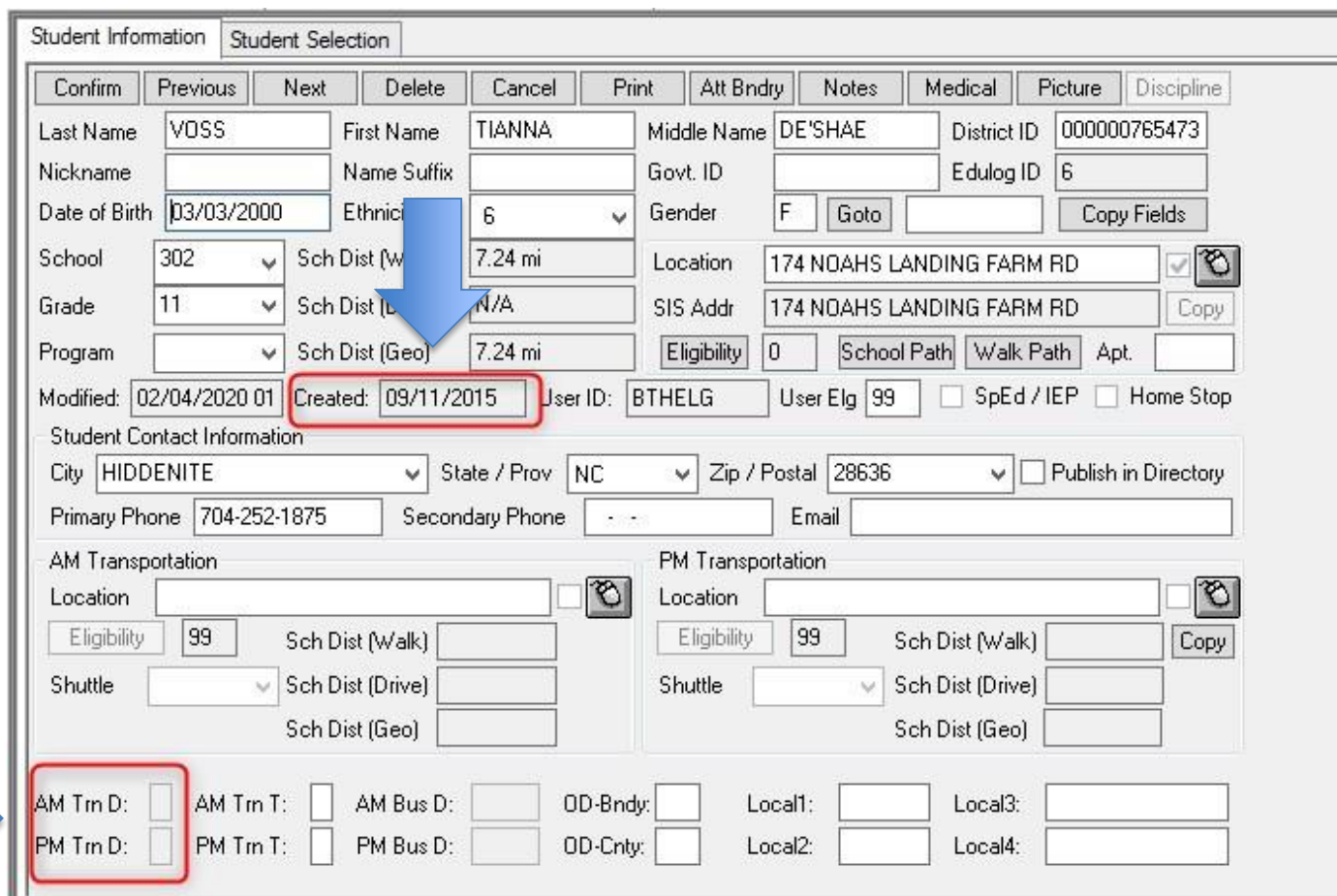
---

# EMU and Batch Assign

# EMU and Batch Assign

Created date is when student was brought in from powerschool.

AM Trn D and PM Trn D are fields that come in from Powerschool if they want transportation.



Student Information Student Selection

Confirm Previous Next Delete Cancel Print Att Bndry Notes Medical Picture Discipline

Last Name VOSS First Name TIANNA Middle Name DE'SHAE District ID 000000765473

Nickname Name Suffix Govt. ID Edulog ID 6

Date of Birth 03/03/2000 Ethnicity 6 Gender F Goto Copy Fields

School 302 Sch Dist (W) 7.24 mi Location 174 NOAHS LANDING FARM RD

Grade 11 Sch Dist (L) N/A SIS Addr 174 NOAHS LANDING FARM RD Copy

Program Sch Dist (Geo) 7.24 mi Eligibility 0 School Path Walk Path Apt.

Modified: 02/04/2020 01 Created: 09/11/2015 User ID: BTHELG User Elg 99 ☐ SpEd / IEP ☐ Home Stop

Student Contact Information

City HIDDENITE State / Prov NC Zip / Postal 28636 ☐ Publish in Directory

Primary Phone 704-252-1875 Secondary Phone Email

AM Transportation

Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive) Sch Dist (Geo)

PM Transportation

Location Eligibility 99 Sch Dist (Walk) Copy Shuttle Sch Dist (Drive) Sch Dist (Geo)

AM Trn D: ☐ AM Trn T: ☐ AM Bus D: ☐ OD-Bndry: ☐ Local1: Local3:

PM Trn D: ☐ PM Trn T: ☐ PM Bus D: ☐ OD-Cnty: ☐ Local2: Local4:

# EMU and Batch Assign

**Field Parameters**

Field Names

- Dist Sch:
- Dist Stop:
- Nd1:
- Nd2:
- D1:
- D2:
- Special Ed:
- Location:
- DOB:
- Official School:
- Official Schdst:
- Closest School:
- Created:**
- Max Ride Time:
- Time Changed:

Operators

- ☒ Equal
- ☐ Less Than
- ☐ Less Than Equal To
- ☐ Greater Than
- ☐ Greater Than Equal To
- ☐ Not Equal To
- ☐ From -> To
- ☐ From File
- ☐ Field Is Empty
- ☐ Field Is Not Empty
- ☐ Begins With
- ☐ Does Not Begin With
- ☐ Ends With
- ☐ Does Not End With
- ☐ Contains String
- ☐ Does Not Contain String

Search Value (From)

Search Value (To)

OK

If your doing this as part of your UPSTU you can create a worklist pulling recent create date and if the AM or PM Trn D = Y

**Field Parameters**

Field Names

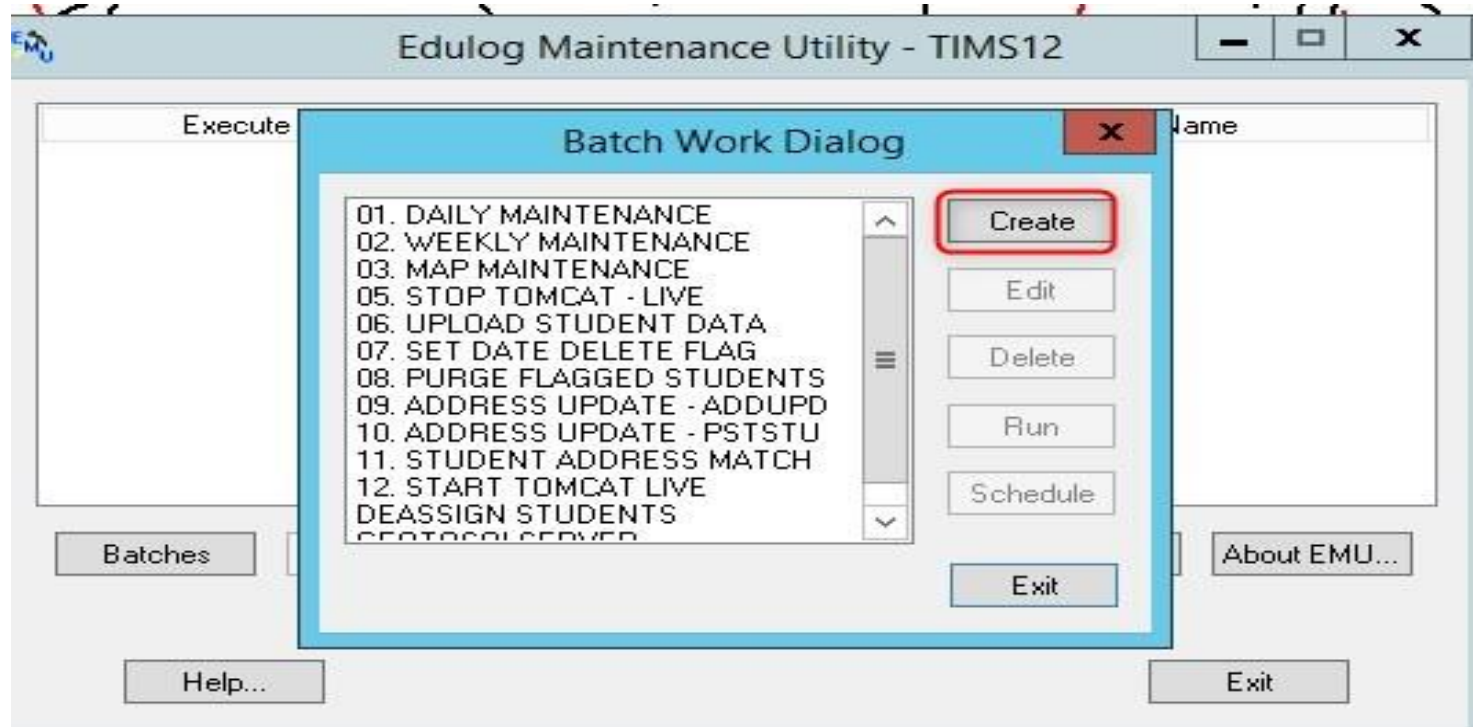
- Secondary Phone:
- Secondary Ext:
- Email:
- Use In Directory:
- AM Trn D:**
- AM Trn T:
- AM Bus D:
- OD-Bndy:
- Local1:
- Local3:
- PM Trn D:**
- PM Trn T:
- PM Bus D:
- OD-Cnty:
- Local2:

Operators

- ☒ Equal
- ☐ Less Than
- ☐ Less Than Equal To
- ☐ Greater Than
- ☐ Greater Than Equal To
- ☐ Not Equal To
- ☐ From -> To
- ☐ From File
- ☐ Field Is Empty
- ☐ Field Is Not Empty
- ☐ Begins With
- ☐ Does Not Begin With
- ☐ Ends With
- ☐ Does Not End With
- ☐ Contains String
- ☐ Does Not Contain String

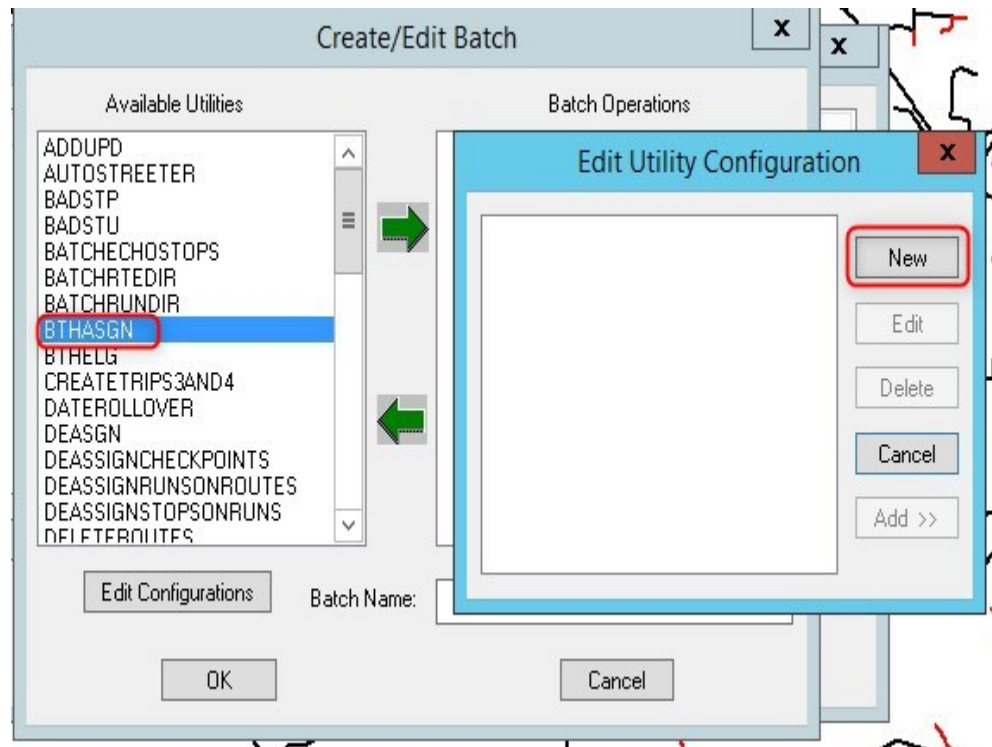
Search Value (From)

# EMU and Batch Assign



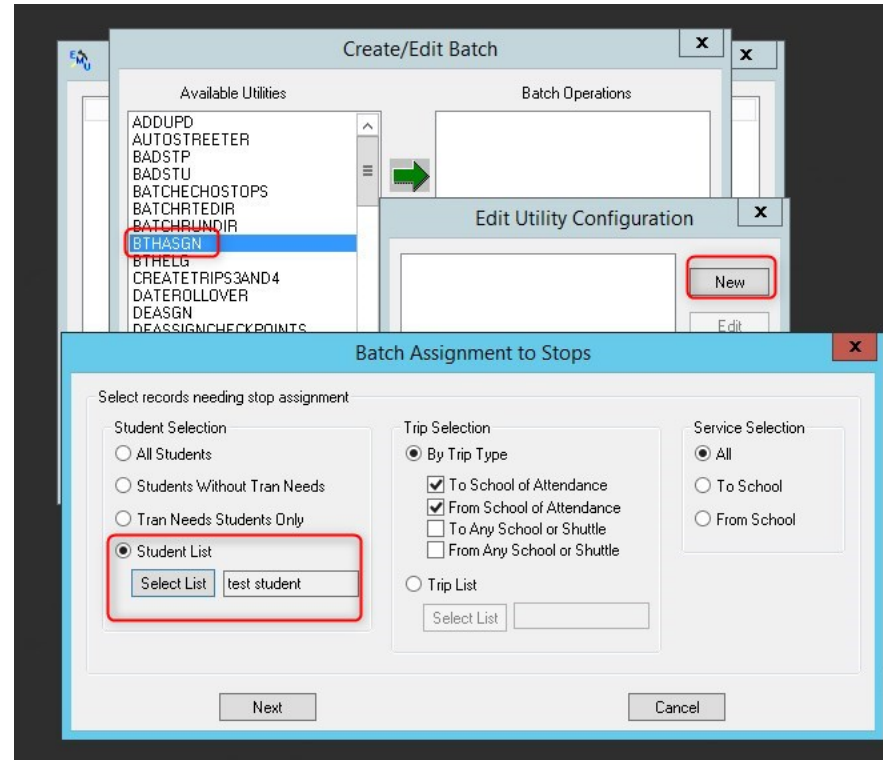
Some counties have a batch that will assign students to the nearest stop. Some do this as part of their overnight upstu.

# EMU and Batch Assign





# EMU and Batch Assign



# EMU and Batch Assign

Batch Assignment to Stops

Define assignment options

Stop Service Selection

☒ Active Services Only

☐ Existing Services Only

☐ Create Services As Needed

Number of students at stops: 60

Max walking distance to stop (1/100 mi.) 50

Current Assignment

☒ Preserve

☐ Replace

Eligibility

☒ Computed ☐ Use Defined

☒ 0

☒ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

Next

Cancel

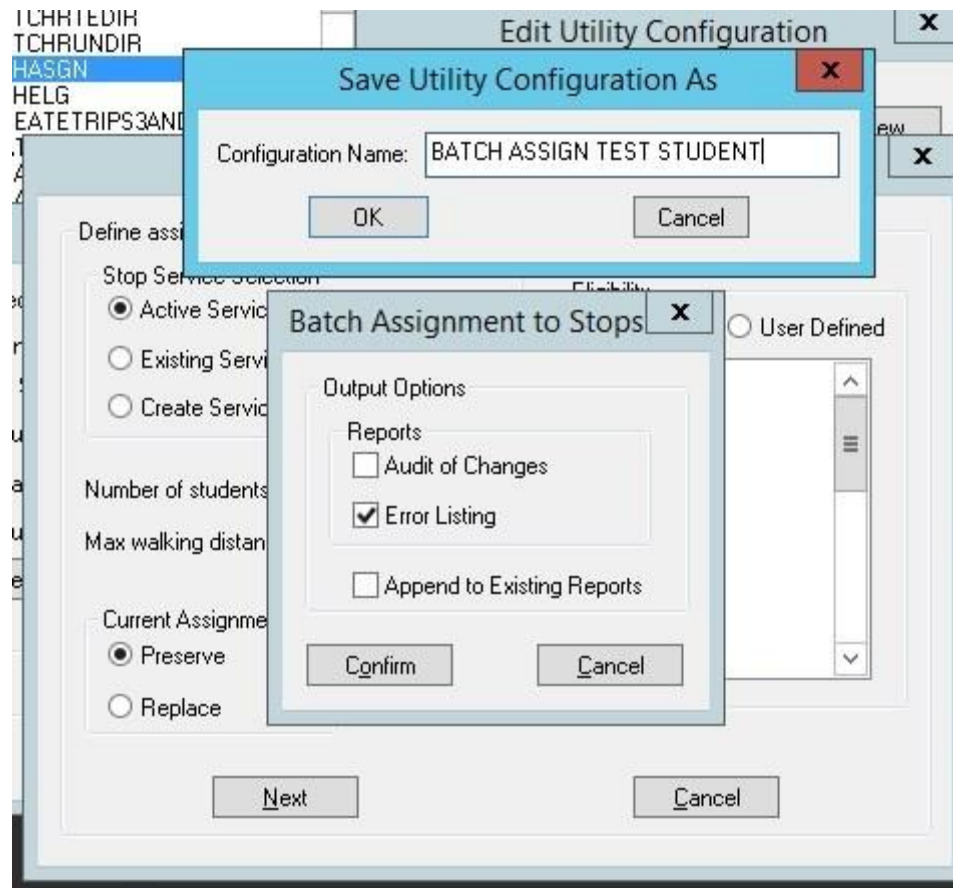
Max walking  
distance is  $\frac{1}{2}$  mile or  
50

Enter Eligibility Codes

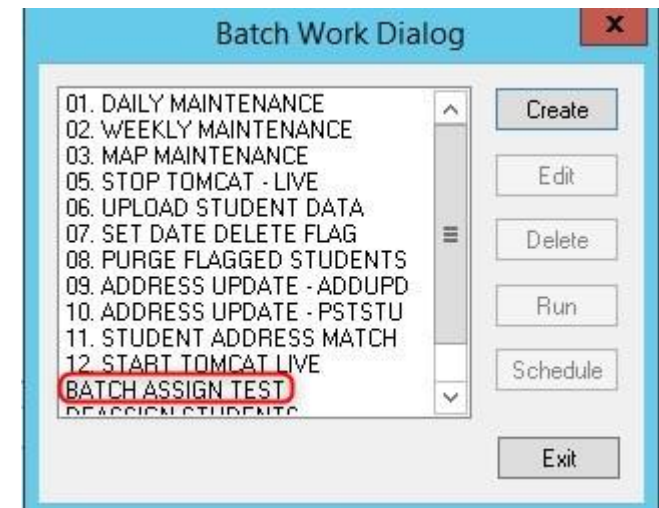
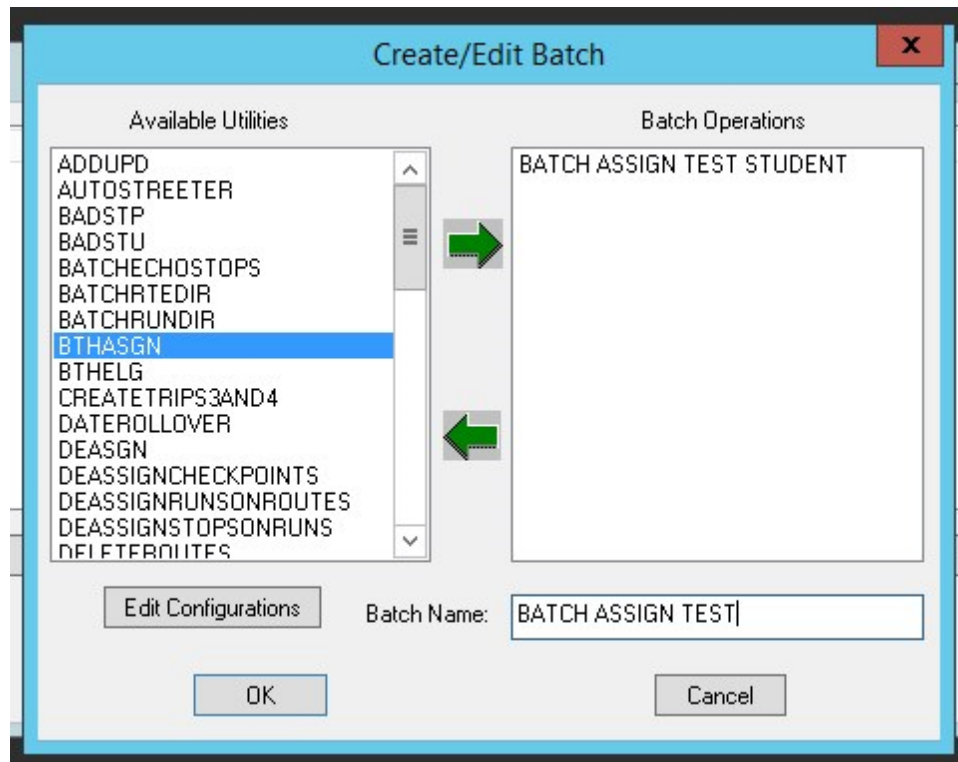
	Code 4:
0	Eligible
1	Eligible because of hazard

Some counties get their transportation request and they go ahead and add the stop to the run before the nightly upstu. That way it is automatically assigned.

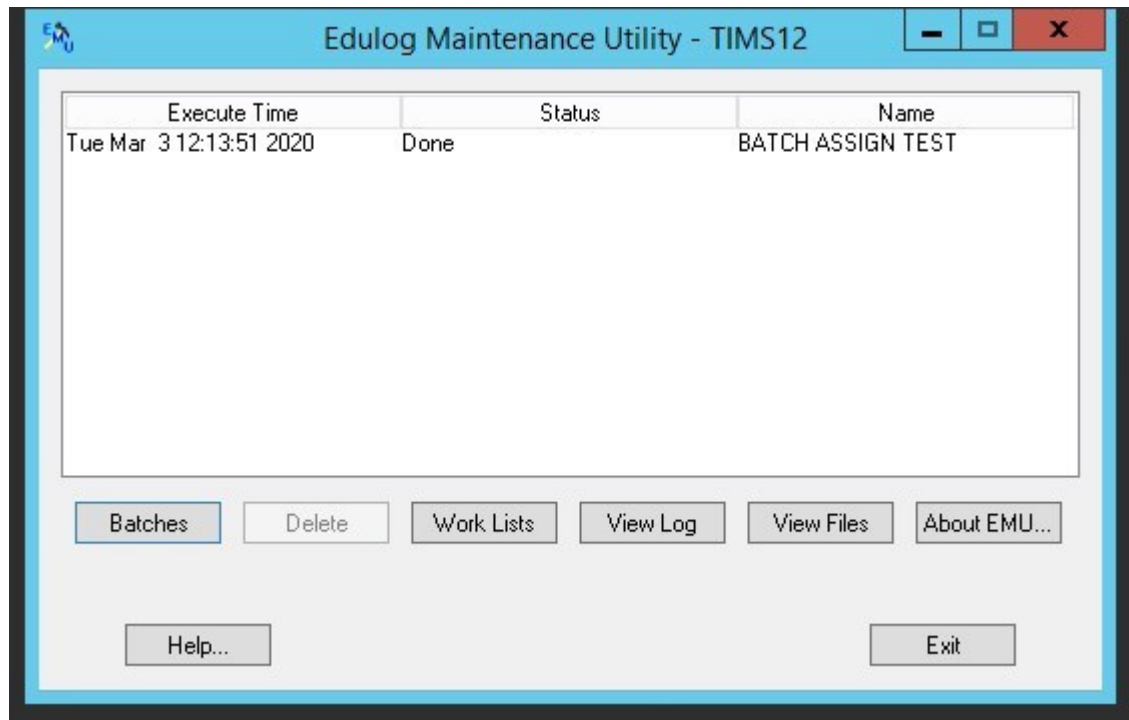
# EMU and Batch Assign



# EMU and Batch Assign



# EMU and Batch Assign



# EMU and Batch Assign

Student Information Student Selection

Confirm Previous Next Delete Cancel Print Att Bndy Notes Medical Picture Discipline

Last Name VOSS First Name TIANNA Middle Name DE'SHAE District ID 000000765473

Nickname Name Suffix Govt. ID Edulog ID 6

Date of Birth 03/03/2000 Ethnicity 6 Gender F Goto Copy Fields

School 302 Sch Dist (Walk) 7.24 mi Location 174 NOAHS LANDING FARM RD

Grade 11 Sch Dist (Drive) N/A SIS Addr 174 NOAHS LANDING FARM RD Copy

Program Sch Dist (Geo) 7.24 mi Eligibility 0 School Path Walk Path Apt.

Modified: 02/04/2020 01 Created: 09/11/2015 User ID: BTHELG User Elg 99 SpEd / IEP Home Stop

Student Contact Information

City HIDDENITE State / Prov NC Zip / Postal 28636 Publish in Directory

Primary Phone 704-252-1875 Secondary Phone Email

AM Transportation PM Transportation

Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive) Sch Dist (Geo)

Location Eligibility 99 Sch Dist (Walk) Shuttle Sch Dist (Drive) Sch Dist (Geo)

AM Trm D: AM Trm T: AM Bus D: OD-Bndy: Local1: Local3:

PM Trm D: PM Trm T: PM Bus D: OD-Cnty: Local2: Local4:

Trip Table Contacts Student Needs Extra Info

Add Edit Delete Quick Assign Refresh Active Schedule Deassign New Stop Columns

	P/U Location	Stop Description	Run C...	Time@Stop	Stop Dist	Rte ID	Stop ID	Run ID	Trip ID	Trip Da...
1	174 NOAHS LANDING MT	WESLEY CHURCH RD & NOAHS LANDING FARM RD MTWUF--		7:08 AM	0.1731	152	302.165002	302.001	13332	MTWUF--
2	135 ALEXANDER CENMT	WESLEY CHURCH RD & NOAHS LANDING FARM RD MTWUF--		3:47 PM	0.1731	152	302.165001	302.101	13333	MTWUF--

This was the test student I used in my worklist. It assigned the nearest stop to her.

# Practice

---

- Create a batch for students who have a T in the AM TRN T field.
- Create batch in EMU
- After the batch is complete check your work.

---

# Transfers in Launchpad



# Creating transfers using Launchpad

---

There have been issues related to transfers using eSQL. In some cases we have seen runs that will not appear with trying to add the runid to the transfer in eSQL.

This is not happening in Launchpad. If you are having issues with eSQL go to Launchpad to create your transfer.

# Creating transfers using Launchpad

---

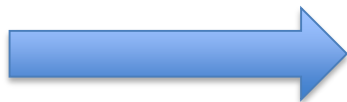
- Let's look at Gray Person
- His address 5732 Linneys Mill Rd
- He is an ECHS (350) Student and will ride in on a 302 High School Bus

# Transfer Cheat Sheet - AM

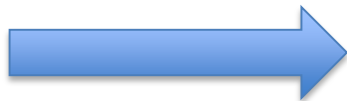
---



Runid of bus picking student up from house



Location of Transfer



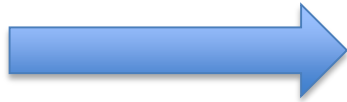
Runid of bus taking to ECHS or 2<sup>nd</sup> location

# Transfer Cheat Sheet - PM

---



Runid of Shuttle bus taking student to transfer



Location of transfer



Runid of bus taking student home

# Creating Transfers in Launchpad

## *Stop Tabular*

Stop ID	Description:	Govt ID:


*This student is registered at Early College, School 350. The transfer stop should start with 350.TXX. You can search the next available 350.TXX stop before you create one.*

# Adding a New Transfer Stop

Stop: 350.T01

Stop Information | Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location:  

Description:  Nd1: 0 Nd2: 0

☐ Right Side ☒ Available ☐ Tran Needs ☐ Home Stop D1: 0 D2: 0

CreateDate:  EndDate:  Modified: 02/04/2020 User ID: TIMS12tims12

Service Table

Add Edit Delete Passengers Refresh

Insert Assign Deassign Head Count Columns

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Elf Freq

What address will the transfer take place

# Location of Transfer Stop

School Tabular - Location will have the schools address

The screenshot shows two overlapping windows from a software application. The top window is titled 'School: 302' and contains a 'School Information' tab. The 'Location' field is highlighted with a red box and an arrow. The bottom window is titled 'Stop: 350.T01' and contains a 'Stop Information' tab. The 'Location' field in this window is also highlighted with a red box and an arrow. Both windows have various other fields and buttons for managing school and stop data.

**School: 302 - School Information**

Confirm	Previous	Next	Grade/Prog	Bell Times	Calendar
Rename	Relocate	Shift Times	Boundaries	Delete	Cancel

School Code: 302  
 School Name: ALEXANDER CENTRAL HIGH SCHOOL  
 Grade List: 09, 10, 11, 12, 13, EX  
 Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

**Stop: 350.T01 - Stop Information**

Confirm	Previous	Next	Rename	Delete	Cancel
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Stop ID: 350 T01  
 Description:  
 Location:  
 Nd1: 0 Nd2: 0  
 D1: 0 D2: 0  
 CreateDate: EndDate: Modified: 02/04/2020 User ID: TIMS12tims12

**Service Table**

Add	Edit	Delete	Passengers	Refresh
Insert	Assign	Deassign	Head Count	Columns

Service ID	Bell Time	Dir	Stop Id	Frequency	Avl/Eff Freq

# Location of Transfer Stop

*See below for address field:*

The screenshot displays two overlapping windows from the ITRE software. The top window, titled 'School: 302', has a 'School Information' tab. It contains a 'Location' field with the text '135 ALEXANDER CENTRAL HIGH SCHOOL DR', which is highlighted by a red box. A red arrow points from this box to the 'Location' field of the bottom window. The bottom window, titled 'Stop: 350.T01', has a 'Stop Information' tab. It also contains a 'Location' field with the same address, '135 ALEXANDER CENTRAL HIGH SCHOOL DR', which is also highlighted by a red box. Below the 'Stop Information' tab is a 'Service Table' section with buttons for 'Add', 'Edit', 'Delete', 'Passengers', 'Refresh', 'Insert', 'Assign', 'Deassign', 'Head Count', and 'Columns'. The table has columns for 'Service ID', 'Bell Time', 'Dir', 'Stop Ld', 'Frequency', and 'Avl/Eff Freq'.



# Description of Transfer Stop

***ALWAYS add a good description of your transfer stops so you know what & where when looking at the stop descriptions on your run.***

Stop: 350.T01

Stop Information Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

Description: XFER @ 302 GOING TO 350 ECHS AM Nd1: 3961 Nd2: 4312

☐ Right Side ☐ available ☐ Tran Needs ☐ Home Stop D1: 1 D2: 186

Create Date: End Date: Modified: 02/04/2020 User ID: TIMS12tms12

Service Table

Add Edit Delete Passengers Refresh

Insert Assign Deassign Head Count Columns

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq
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# Adding the AM stop service

*When adding the stop service make sure you select the correct bell time and TO/FROM school.*

The screenshot shows a software interface for managing bus stops. The main window is titled 'Stop: 350.T01'. It has two tabs: 'Stop Information' and 'Stop Selection'. The 'Stop Information' tab is active, showing fields for Stop ID (350 T01), Location (135 ALEXANDER CENTRAL HIGH SCHOOL DR), Description (XFER @ 302 GOING TO 350 ECHS AM), and various other details like Nd1, Nd2, D1, D2, CreateDate, EndDate, Modified (02/04/2020), and User ID (TIMS12tims12). There are also checkboxes for 'Right Side', 'Available', 'Tran Needs', and 'Home Stop'. A 'Service Table' is visible at the bottom with buttons for 'Add', 'Edit', 'Delete', 'Insert', 'Assign', and 'Deassign'. A dialog box titled 'Create / Edit Stop Service' is open in the center, showing fields for Service ID (350.T01001), Frequency (MTWUF--), Bell Time (8:20 AM), and 'To/From' radio buttons. The 'Add' button in the 'Service Table' and the 'Bell Time' dropdown in the dialog box are highlighted with red boxes.

# Adding Runid to Transfer Stops

- ➡ *RunID of bus picking student up from home 302.004*
- ➡ *Location of Transfer: 135 Alexander Central High School Dr*
- ➡ *RunID 350.X01 of shuttle bus taking student to Early College. I have already created the shuttle run but if you need help give me a call.*

Stop: 350.T01

Stop Information | Stop Selection

Confirm Previous Next Rename Delete Cancel

Stop ID: 350 T01 Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

Description: XFER @ 302 GOING TO 350 ECHS AM Nd1: 3961 Nd2: 4312

☐ Right Side ☒ Available ☐ Tran Needs ☐ Home Stop D1: 1 D2: 186

Create Date: End Date: Modified: 02/04/2020 User ID: TIMS12ims12

Service Table

Add Edit Delete Passengers Refresh

Insert Assign Deassign Head Count Columns

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq	Stop Time	RunID	RouteID	Route Freq
350.T01001	8:20 AM	1	0	MTWUUF-	MTWUUF-				
350.T01501	8:20 AM	0	0	MTWUUF-	MTWUUF-				

*You will also need to know the position of where the transfer will take place on the run.*

# Transfers

Stop: 350.T01

**Stop Information** | **Stop Selection**

Stop ID: 350 T01    Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

Description: XFER @ 302 GOING TO 350 ECHS AM    Nd1: 3961    Nd2: 4312

☐ Right Side    ☒ Available    ☐ Tran Needs    ☐ Home Stop    D1: 1    D2: 186

CreateDate: 02/04/2020    EndDate: / /    Modified: 02/04/2020    User ID: TIMS12tims12

Insert Transfer

Drop-off run

Filter runs by school: 302

Run: 302 004

☒ Before    ☐ After

Stop: 302 000001

Bus picking up from home

Pick-up run

Filter runs by school: 350

Run: 350 X01

☒ Before    ☐ After

Stop: 350 000001

Shuttle bus taking him to ECHS

**Service Table**

Service ID	Bell Time	Dir	Stop Ld	Frequency	Avl/Eff Freq	Stop Time	RunID	RoutID	Route Freq
350.T01001	8:20 AM	1	1	MTWUF--	MTWUF--	8:09 AM	302.004	009	MTWUF--
350.T01501	8:20 AM	0	1	MTWUF--	MTWUF--	8:09 AM	350.X01	999	MTWUF--

Position on Run

# Run 302.004 picks ECHS student up from home.

Run Information Run Selection

Confirm Previous **Text** Rename Print Delete Cancel

Run ID: 302 004 **Run ID**

Description: 009 AM

Frequency: MTWUF--

To/From: 1 Dest time: 8:00 AM Begin Time: 5:59 AM End Time: 8:09 AM

Max Load: 60 Cover: Run Length (min): 129 Loaded Miles

Table

Stop ID	Time (h:m)	Effective	Stop Desc
@CP.003031	5:59 AM	MTWUF--	ALEXANDER CENTRAL HIGH SCHOOL
302.514002	6:10 AM	MTWUF--	ROCKY FACE CHURCH RD & TWO JIMMYS LN
302.034002	6:10 AM	MTWUF--	2907 ROCKY FACE CHURCH RD
302.520002	6:14 AM	MTWUF--	4302 ROCKY SPRINGS RD
302.508002	6:21 AM	MTWUF--	970 HOPEWELL CHURCH RD
302.064002	6:27 AM	MTWUF--	SLOAN RD & DISHMON FAMILY DR
302.020002	6:37 AM	MTWUF--	KENNINGTON LN & MASON FARM RD
350.001001	6:52 AM	MTWUF--	5732 LINNEYS MILL RD ECHS G PERSON
302.181002	6:53 AM	MTWUF--	6116 LINNEYS MILL RD
302.038002	7:04 AM	MTWUF--	7530 VASHTI RD
302.009001	7:05 AM	MTWUF--	6930 VASHTI RD
302.040002	7:15 AM	MTWUF--	BENTLEY FARM LN & BETHEL CHURCH RD
302.166002	7:20 AM	MTWUF--	3331 VASHTI RD
302.067002	7:21 AM	MTWUF--	DANIELS RIDGE RD & LONA DANIELS LOOP
302.371002	7:22 AM	MTWUF--	TA DANIELS RIDGE MOTORCROSS & DANIEL...
302.116002	7:33 AM	MTWUF--	1847 OLD VASHTI RD
302.172002	7:39 AM	MTWUF--	4415 BLACK OAK RIDGE RD
302.308002	7:52 AM	MTWUF--	C J LN & LIBBY DR
302.135002	7:59 AM	MTWUF--	JOLLY CEMETERY RD & FAIR ACRES LN
302.068002	8:01 AM	MTWUF--	JIM BARNES LN & JOLLY CEMETERY RD
303.T04501	8:09 AM	MTWUF--	EARLY COLLEGE TRANSFER BUS 009/152
350.T01001	8:09 AM	MTWUF--	XFER @ 302 GOING TO 350 ECHS AM
302.000001	8:09 AM	MTWUF--	SCHOOL: ALEXANDER CENTRAL

**RUNS -TABULAR**

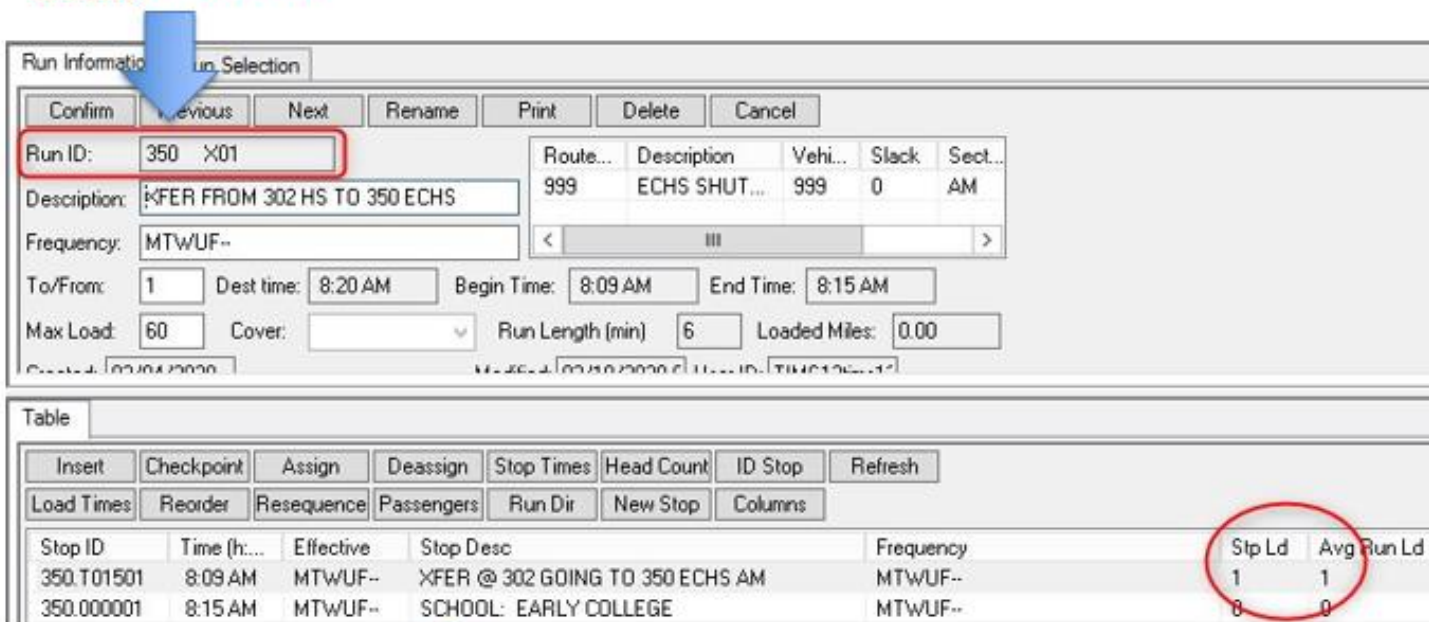
Student home address

Transfer Stop to Shuttle bus

# Transfers

## ***RUNS -TABULAR***

Runid for Shuttle



Run Information Run Selection

Confirm Previous Next Rename Print Delete Cancel

Run ID: 350 X01

Description: XFER FROM 302 HS TO 350 ECHS

Frequency: MTWUF--

To/From: 1 Dest time: 8:20 AM Begin Time: 8:09 AM End Time: 8:15 AM

Max Load: 60 Cover: Run Length (min): 6 Loaded Miles: 0.00

Route...	Description	Vehi...	Slack	Sect...
999	ECHS SHUT...	999	0	AM

Table

Insert Checkpoint Assign Deassign Stop Times Head Count ID Stop Refresh

Load Times Reorder Resequence Passengers Run Dir New Stop Columns

Stop ID	Time (h...	Effective	Stop Desc	Frequency	Stp Ld	Avg Run Ld
350.T01501	8:09 AM	MTWUF--	XFER @ 302 GOING TO 350 ECHS AM	MTWUF--	1	1
350.000001	8:15 AM	MTWUF--	SCHOOL: EARLY COLLEGE	MTWUF--	0	0

Note the stop description. Very detailed.

Number of students assigned to the shuttle stop



# Transfers

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You can also create double transfers in Launchpad.

# Practice

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- School 350
  - Students:
    - Ashley Driver
    - Summer Lynn
    - Jagger Smith
    - Blake May
    - Brittany Mays



# Shifting and Creating Bell times

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Shifting and creating bell-times in Launchpad is much easier than eSQL

# Creating & Shifting Bell-times

The screenshot shows the TIMS12\_DATA.wsp:1 application interface. The 'Schools' menu is highlighted in the top menu bar. The 'School Information' tab is selected for School 302. The 'Bell Times' button is highlighted with a red box, and a blue arrow points to it from the top. The 'Shift Times' button is also highlighted with a red box, and a blue arrow points to it from the bottom. The 'School Code' is 302, and the 'Location' is 135 ALEXANDER CENTRAL HIGH SCHOOL DR. The 'School Name' is ALEXANDER CENTRAL HIGH SCHOOL. The 'Grade List' is 09, 10, 11. The 'Contact Relationship' is (No selection). The 'Contacts' table is empty.

Last Name	First Name	Contact ID	Primary Phone	Secondary P...	Alternate Ph...	Alternate Ext	Email

Creating your bell times should be done when you create a new school. If you have changes in your bell-times you can shift them from here. Make sure you always have a recent backup.

# Creating & Shifting Bell-times

You have to do the to/from separate when editing.

AM – Bell time is butt in the seat time time

1. Bus early is when the 1<sup>st</sup> bus is allowed to arrive at school
2. Bus late is the latest the bus can arrive. This is the time that *drives* the arrival time. Early bus is used for 2<sup>nd</sup> loads if they need to drop off and leave for another load.

Location: 135 ALEXANDER CENTRAL HIGH SCHOOL DR

TIME  
NEW TIME

to/from

BELL  
08:00 A  
08:00 AM

BUS EARLY  
07:35 AM  
07:35 AM

BUS LATE  
07:40 AM  
07:40 AM

DEPART

☐ Change time at stop only for runs outside new windows  
☐ Do not change time at stop for runs  
☒ Change time at stop for all runs based on new windows

Confirm Cancel

Always select  
the 3<sup>rd</sup> option.

# Creating & Shifting Bell-times

- The from Bell time is when school is dismissed
  - Bus early is the earliest the bus will leave campus
  - Bus late is used for buses with a 2<sup>nd</sup> load and is flagged the latest a bus can leave a campus

Location: 1135 ALEXANDER CENTRAL HIGH SCHOOL DR

### Shift Time

	BELL	BUS EARLY	BUS LATE	DEPART
TIME	<input type="radio"/> to/from <input checked="" type="radio"/> 03:05 P	03:15 PM	03:15 PM	
NEW TIME	03:05 PM	03:15 PM	03:15 PM	

☐ Change time at stop only for runs outside new windows  
☐ Do not change time at stop for runs  
☒ Change time at stop for all runs based on new windows

Confirm Cancel

# Practice

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- Since 302 High School and 350 Early College share buses we need to adjust the bell time for Early College.
- Currently they both have the same bell time and we need to change ECHS to

08:15 am – 02:45 pm

# Creating & Shifting Bell-times

If you are creating bell times for a new school you will need to select the grades available with bell times for each grade.

**SCHOOL INFORMATION BY GRADE AND PROGRAM**

Buttons: Edit, Copy Prog, Save Program, Confirm, Cancel, Days

School: 302 Program: [dropdown] Days of Week: MTWUF--

Grade	Bell Times	Bus		
		Early	Late	Depart
09	08:00 AM	07:35 AM	07:40 AM	
	03:05 PM	03:15 PM	03:15 PM	
10	08:00 AM	07:35 AM	07:40 AM	
	03:05 PM	03:15 PM	03:15 PM	
11	08:00 AM	07:35 AM	07:40 AM	
	03:05 PM	03:15 PM	03:15 PM	
12	08:00 AM	07:35 AM	07:40 AM	
	03:05 PM	03:15 PM	03:15 PM	
13	08:00 AM	07:35 AM	07:40 AM	
	03:05 PM	03:15 PM	03:15 PM	

# Practice

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- Let's create a New School Code of 100. Address will be 135 Alexander Central High School Dr.
- Bell time is 730 – 230
- No double runs and bus needs to be at the school at 715 and will leave at 235

# Questions?