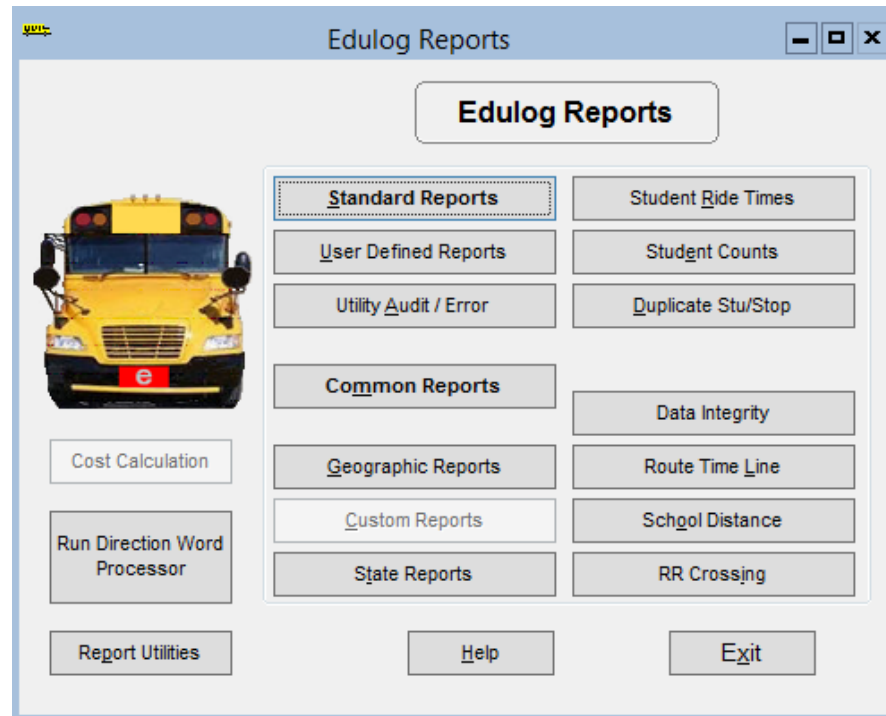


Welcome to TIMS Reports

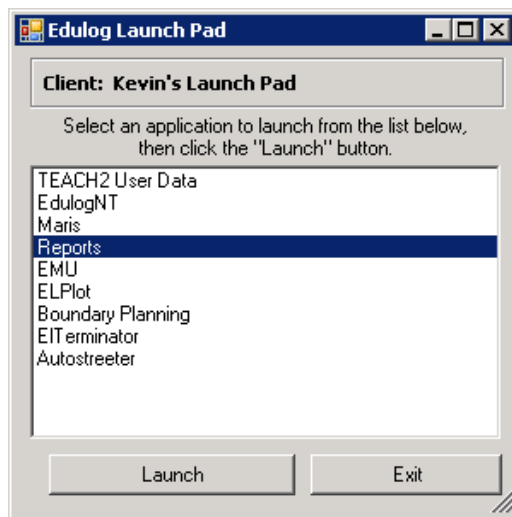


Class Overview

- **Geographic Reports**
 - Street Listings
 - Traffic Listings
- **Overview of Report Features**
 - Student Counts
 - School Grade number of students registered at each school broken down by grade
 - Eligibility Report totals per school based off of eligibility codes – default = 0
 - Riders Report
 - Total number of riders AM & PM
 - Longest ride times
- **Structure of TIMS Data**
- **Understanding Queries and Worklists**
- **Standard Reporting (Reprocess your runs)**
- **User Defined Reports**
- **Practice Reporting options**
 - Edit queries, Edit sort order, Edit forms
 - Creating and modifying Excel files
 - Blackboard
 - Powerschool extract
- **Boundary Listings (Inside and Outside boundaries)**
- **Worklists**

Overview of Report features:

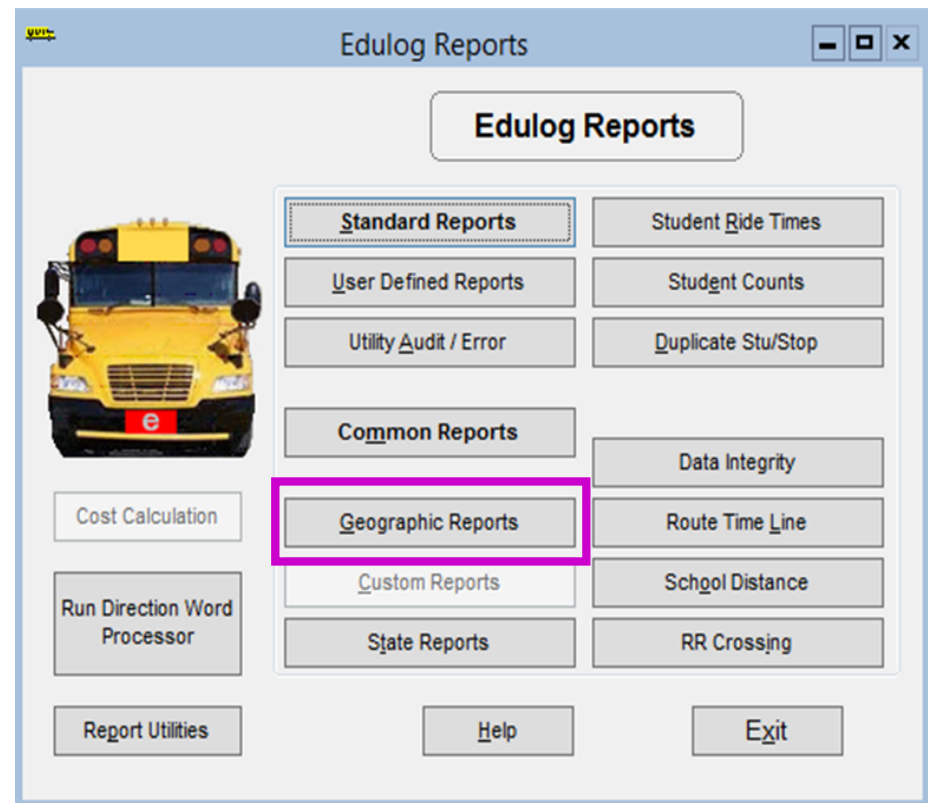
The Reporting Module used for TIMS is Accessed via the Launch Pad or through the Edulog-**Advanced** program.




Geographic Reports:

Some Geographic Report options are: Street Name Listing, Overlapping Segments, Traffic Listing, Boundary Listing. *They are informational reports pulled from Maris*

Today I would like to cover the Eligibility Listing and Stop Range Reports because I feel that they can help to your data managers and office staff.



Geographic Reports



Geographic Reports

edulog Geographic Reports

Street Addressing	Street Addressing -	Lists address ranges for left and right sides of segments for all streets.
Node Listing	Node Listing -	Lists street names that intersect at any or all nodes.
Traffic Listing	Traffic Listing -	Lists high and low address ranges, as well as information on street speeds, hazard levels, and directions of travel.
Eligibility Listing	Eligibility Listing -	Lists all addressed streets within the posted boundaries for any school.
Boundary Listing	Boundary Listing -	Lists all boundaries with descriptions.
Overlapping Addresses	Overlapping Addresses -	Lists any streets with the same names that have address numbers that overlap.
Street Name Listing	Street Name Listing -	Lists each unique street name in the geographic data.
Landmarks	Landmarks -	Lists the names of landmarks in the geographic data.
Overlapping Segments	Overlapping Segments -	Lists any segments in the geographic data that overlap.
Segment Boundaries	Segment Boundaries -	Street Addressing with the associated boundaries, selected by group.
Stop Range Report	Stop Range Report -	Street Addressing with the associated transportation services.
Street Validation	Street Validation -	Lists Geographic Information for Streets.

Geographic Reports

Eligibility Listing:

Great for Data Managers to see streets posted in their school boundary if they don't have webquery. You can also pull an excel file for this report.

Date/Time: 09/06/2019 01:47 PM

ELIGIBILITY REPORT

School Code: 304

Grades: 01 02 03 04 05 KI PK

Pre	Street	Type	Suf	Zone	Low odd	High odd	Low even	High even	Etype	Code
	AA	DR			1	499	2	498	1	1
	ADVENT CHURCH	RD			1	1207	2	1208	1	1
	ALEXANDER HERITAGE	DR			1	275	2	276	1	1
	ALEXANDER POINTE	DR			1	71	2	72	1	1
	ANDY	RD			1	45	2	44	1	1
	ANIMAL	TRL			1	199	2	200	1	1
	ANTIOCH CHURCH	RD			2095	7245	2096	7246	1	1
	APRIL	LN			1	199	2	198	1	1
	ARBOR SPRINGS	DR			1	293	2	294	1	1
	ARNOLD TEAGUE MHP	DR			1	61	2	62	1	1
	ASHLEY	LN			1	133	2	134	1	1
	AUCTION	LN			1	67	2	68	1	1
	AUTOMOTIVE	LN			1	239	2	240	1	1
	AUTON	RD			1	445	2	446	1	1

Geographic Reports

Stop Range Reports – Great tool for office staff to use for a quick reference for stop location and time.

School: 304

Date/Time: 09/06/2019 01:49 PM

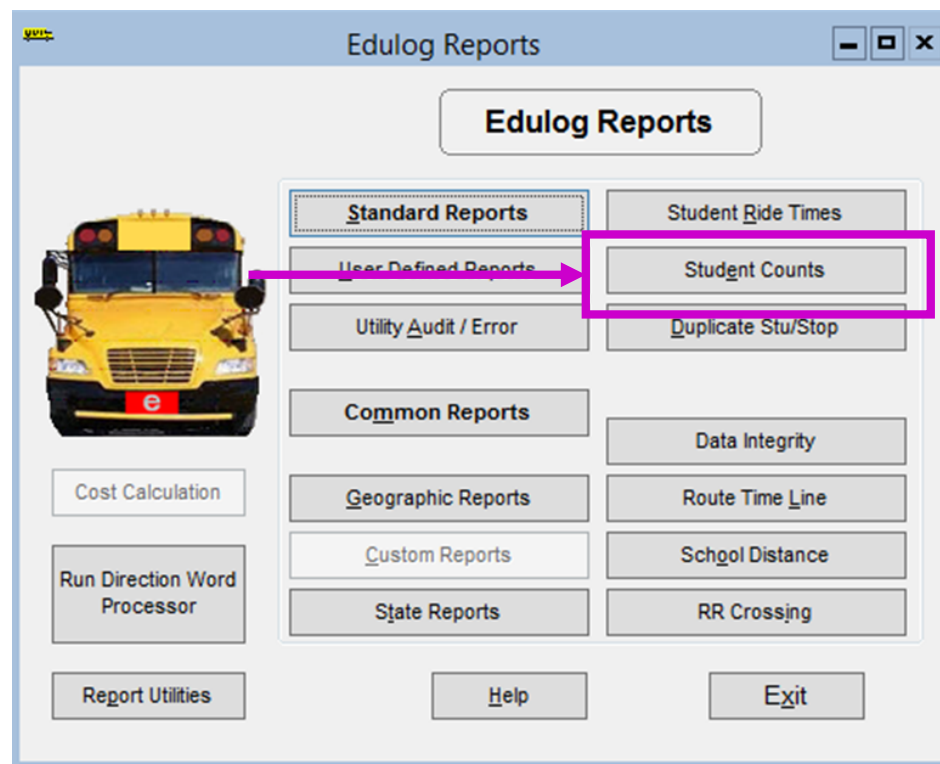
Page 1

Street	Low-O	High-O	Low-E	High-E Service	Stop Description	Stop Time	Run-ID	Route-ID
AA DR	1	383	2	384 304 061001	708 ICARD RIDGE RD	3:48PM	304 102	189
AA DR	385	499	386	498 304 169001	FAIRFIELD ACRES RD & ICARD RIDGE RD	3:55PM	304 102	189
ADVENT CHURCH RD	1	349	2	350 304 169001	FAIRFIELD ACRES RD & ICARD RIDGE RD	3:55PM	304 102	189
ADVENT CHURCH RD	351	367	352	368 304 169001	FAIRFIELD ACRES RD & ICARD RIDGE RD	3:55PM	304 102	189
ADVENT CHURCH RD	369	519	370	520 304 046002	766 ADVENT CHURCH RD	7:10AM	304 002	189
ADVENT CHURCH RD	369	519	370	520 304 046001	766 ADVENT CHURCH RD	3:57PM	304 102	189
ADVENT CHURCH RD	521	1175	522	1176 304 046002	766 ADVENT CHURCH RD	7:10AM	304 002	189
ADVENT CHURCH RD	521	1175	522	1176 304 046001	766 ADVENT CHURCH RD	3:57PM	304 102	189
ALEXANDER HERITAGE DR	1	21	2	22 304 121001	ERDELL LN & MOUNTAIN OAK LN	7:13AM	304 003	195
ALEXANDER HERITAGE DR	1	21	2	22 304 121002	ERDELL LN & MOUNTAIN OAK LN	3:58PM	304 103	195
ALEXANDER HERITAGE DR	23	155	24	156 304 060002	REDWOOD CT & ALEXANDER HERITAGE DR	7:14AM	304 003	195
ALEXANDER HERITAGE DR	23	155	24	156 304 060001	REDWOOD CT & ALEXANDER HERITAGE DR	4:13PM	304 103	195
ALEXANDER HERITAGE DR	157	179	158	180 304 060002	REDWOOD CT & ALEXANDER HERITAGE DR	7:14AM	304 003	195
ALEXANDER HERITAGE DR	157	179	158	180 304 060001	REDWOOD CT & ALEXANDER HERITAGE DR	4:13PM	304 103	195
ALEXANDER HERITAGE DR	181	203	182	204 304 115002	SERENITY LN & ALEXANDER HERITAGE DR	7:16AM	304 003	195
ALEXANDER HERITAGE DR	181	203	182	204 304 115001	SERENITY LN & ALEXANDER HERITAGE DR	4:15PM	304 103	195
ALEXANDER HERITAGE DR	205	275	206	276 304 115002	SERENITY LN & ALEXANDER HERITAGE DR	7:16AM	304 003	195

Overview of Report features:

Student Counts

Produces a report listing the numbers of students at each of the schools in your system. You can produce student counts broken down by grade or by transportation eligibility code.



School Grade Report/Elg Report

ALWAYS update your data when you change your report options.

STUDENT COUNTS

Select Schools

Available: [Empty list box]

Selected: 111, 112, 300, 302, 303, 304, 306, 308

Enter Eligibility Codes

Code 1: [Dropdown] Code 4: [Dropdown]
 Code 2: [Dropdown] Code 5: [Dropdown]
 Code 3: [Dropdown] Code 6: [Dropdown]

By School

☒ By School
☐ School List
☐ ALL Schools

Special Ed

☐ Special Ed
☐ Regular
☒ Both

Update Data
Run School Grade Report
 Run School Elg Report
Exit

Select Output Type

☒ Portrait
☐ Landscape

Select Output Device

☒ Screen
☐ Printer
☐ File
☐ PDF

Students Enrolled by School



Grade

Note at the bottom you will see a total of all grades levels. Example on this report you have a grand total of 478 1st graders. This is an excellent report to compare your before and after upstu totals.

Summary of Students Enrolled by School															Total
School Code	School Name														
01	02	03	04	05	06	07	08	09	10	11	12	13	EX		
KI	PK	TM													
308	COOLEEMEE														505
99	88	80	73	89	0	0	0	0	0	0	0	0	0		
76	0	0													
310	CORNATZER														452
81	80	63	75	77	0	0	0	0	0	0	0	0	0		
76	0	0													
312	DAVIE HIGH														1569
0	0	0	0	0	0	0	0	473	456	327	313	0	0		
0	0	0													
320	MOCKSVIL E														531
80	90	89	90	100	0	0	0	0	0	0	0	0	0		
82	0	0													
324	MOCKSVIL M														28
0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	28	0													
325	N DAVIE JR														722
0	0	0	0	0	242	246	234	0	0	0	0	0	0		
0	0	0													
326	PINEBROOK														527
85	90	97	88	84	0	0	0	0	0	0	0	0	0		
83	0	0													
328	SHADY GROV														579
81	88	100	101	104	0	0	0	0	0	0	0	0	0		
105	0	0													
330	S DAVIE JR														699
0	0	0	0	0	269	235	195	0	0	0	0	0	0		
0	0	0													
336	W R DAVIE														365
52	66	51	60	62	0	0	0	0	0	0	0	0	0		
74	0	0													
Grand Totals															5977
478	502	480	487	516	511	481	429	473	456	327	313	0	0		
496	28	0													

Reporting Toolbar

File Window Help

Report Preview - cntstup.frx - Page 1

Summary of Students Enrolled by School

School Name	03	04	05	06	07	08	09	10	11	12	13	EX	Total
LEARNING CENTER	0	0	0	0	0	0	0	0	0	0	0	0	0
SUMMIT	0	0	0	0	0	0	0	0	0	0	0	0	0
ALTERNATIVE LEARNING PROGRAM	0	0	0	0	0	0	0	0	0	0	0	0	0
ALEXANDER CENTRAL HIGH SCHOOL	0	0	0	0	0	0	352	363	389	338	0	0	1442
ALEXANDER EARLY COLLEGE	0	0	0	0	0	0	51	0	0	0	0	0	57
BETHLEHEM ELEMENTARY SCHOOL	67	73	78	77	91	0	0	0	0	0	0	0	465
EAST ALEXANDER MIDDLE SCHOOL	0	0	0	0	0	225	191	215	0	0	0	0	631
ELLENDALE ELEMENTARY SCHOOL	45	49	57	62	53	0	0	0	0	0	0	0	307

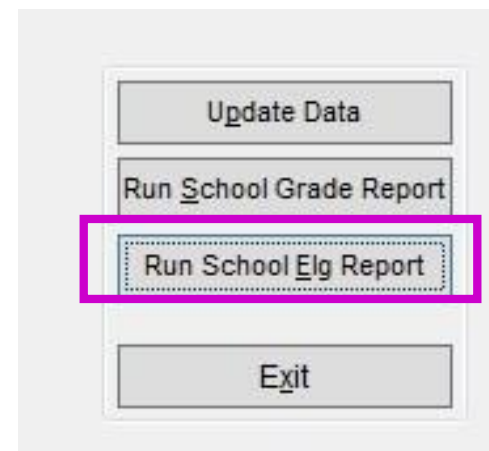
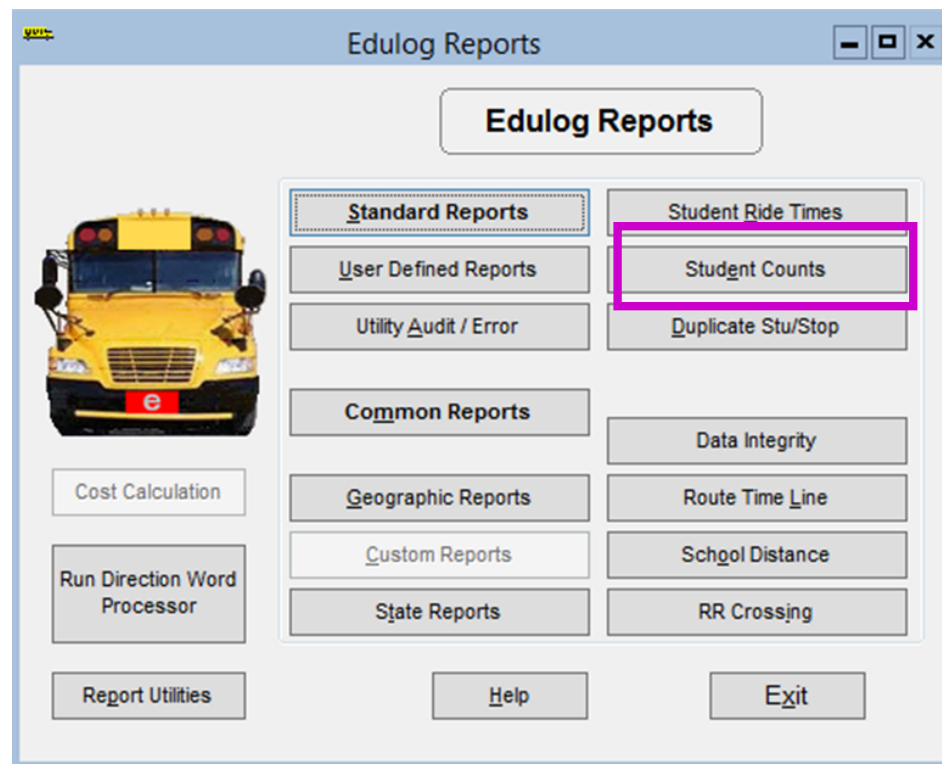
Pages to display:

- First page
- Previous
- Next
- Last page
- Go to page...
- Zoom
- ☒ Toolbar
- Print
- Close

If you can't
toggle
between
pages:

Right click and
select toolbar.

Eligibility Data by School



Student Counts

Can also produce a transportation eligibility code report.

Eligibility Data by School

STUDENT COUNTS

Student Counts

Select Schools

Available: [Empty List Box]

Selected: 111, 112, 300, 302, 303, 304, 306, 308

☒ By School
☐ School List
☐ ALL Schools

☐ Special Ed
☐ Regular
☒ Both

Update Data
 Run School Grade Report
 Run School Elg Report
 Exit

Enter Eligibility Codes

Code 1: [Dropdown] Code 4: [Dropdown]

Code 2: 0 Eligible

Code 3: 12 Outside of attendance area
13 Within walk distance of school
90 Unable to calculate eligibility
91 Student address is unmatched
92 Invalid sch/grd/prog combination

☒ Computed Eligibility
☐ User Entered Eligibility

Select Output Type

☒ Portrait
☐ Landscape

Select Output Device

☒ Screen
☐ Printer
☐ File
☐ PDF

Eligibility Data by School

Student Eligibility Codes

You can produce student counts broken down by transportation eligibility code. If you don't select a code it will default to 0. 0 = within eligible school boundary.

On the report it is broken down by Assigned and Not Assigned to a stop.

This information is populated by your school boundaries.

Summary of Eligibility Data by School

School Code			School Name	Total	
Elgcod	0			Asg	Not
Asg	Not				
111			LEARNING CENTER	0	0
0	0				
112			SUMMER 2	0	0
0	0				
300			ALTERNATIVE LEARNING PROGRAM	0	0
0	0				
302			ALEXANDER CENTRAL HIGH SCHOOL	538	840
538	840				
303			ALEXANDER EARLY COLLEGE	29	26
29	26				
304			BETHLEHEM ELEMENTARY SCHOOL	0	1
0	1				
306			EAST ALEXANDER MIDDLE SCHOOL	398	199
398	199				
308			ELLENDALE ELEMENTARY SCHOOL	0	0
0	0				
316			HIDDENITE ELEMENTARY SCHOOL	247	171
247	171				
320			STONY POINT ELEMENTARY SCHOOL	134	97
134	97				
324			SUGAR LOAF ELEMENTARY SCHOOL	77	107
77	107				
328			TAYLORSVILLE ELEMENTARY SCHOOL	0	0
0	0				
330			WEST ALEXANDER MIDDLE SCHOOL	313	172
313	172				
332			WITTENBURG ELEMENTARY SCHOOL	1	10
1	10				
350			EARLY COLLEGE PROGRAM	0	0
0	0				
Grand Totals				1737	1623
1737	1623				

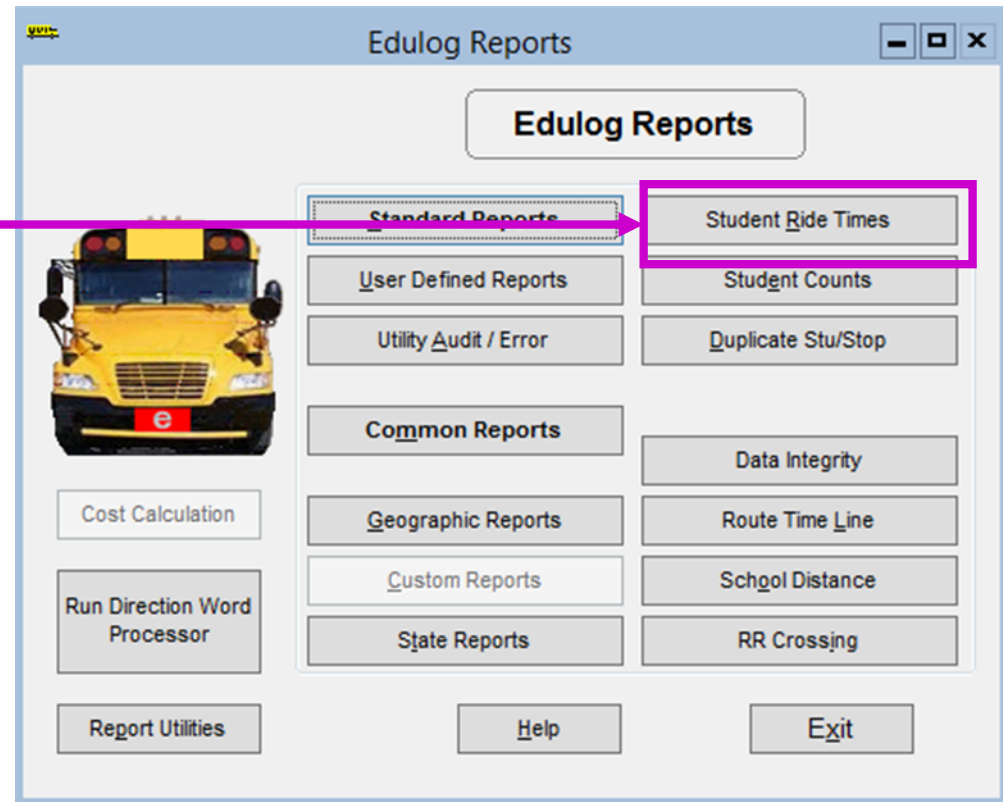
Overview of Report features:

Student Ride Times

Produces a report showing the number of assigned bus riders in TIMS for each School, by AM and PM Assignments.

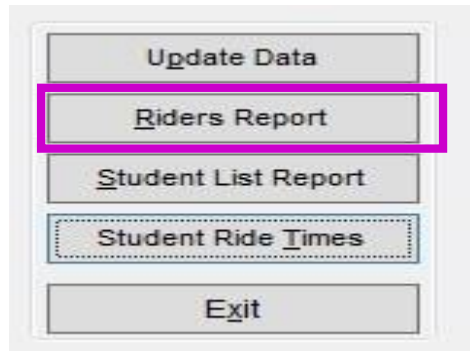
Also tallies ride times for students – AM, PM or Total Ride Time

This is another report used to do UPSTUs.



Overview of Report features:

Always update the report first



Student Riders

Produces a report showing the number of assigned bus riders in TIMS for each School, by AM and PM Assignments.

11/23/2016 11:51:47 AM Riders by School			
School Name	School	# of To School Riders	# of From School Riders
COOLEEMEE	308	288	333
CORNATZER	310	238	273
DAVIE HIGH	312	524	563
MOCKSVLE	320	228	244
MOCKSVL M	324	27	27
N DAVIE JR	325	437	587
PINEBROOK	326	246	302
S DAVIE JR	330	310	328
SHADY GROV	328	251	364
W R DAVIE	336	217	233
GRAND TOTALS:		2,766	3,254

Overview of Report features:

Student Ride Times

Update Data

Riders Report

Student List Report

Student Ride Times

Exit

Select Output Device

09/06/2019...

STUDENT RIDE TIMES

ID	Student Name	School	Grade	Prog	Days	AM Ride Time	PM Ride Time	Total Ride Time
1	MORAN-PRICE, SYDNEY	320	03		MTWUF--	0	7	7
3	VOSS, JACAVIAN	302	10		MTWUF--	32	39	71
4	RUSSELL, JOSHUA	328	02		MTWUF--	7	8	15
5	BARTON, HANNAH	308	03		MTWUF--	7	105	112
6	VOSS, TIANNA	302	11		MTWUF--	32	39	71
7	WILEY, JASMINE	302	10		MTWUF--	68	48	116
8	GHENT, CAMERON	306	06		MTWUF--	54	65	119
10	HINCEMAN, ANNA	330	06		MTWUF--	64	51	115

Understanding Reports

- Understanding the Structure of the TIMS Data

Structure of the TIMS Data



Structure of the TIMS Data

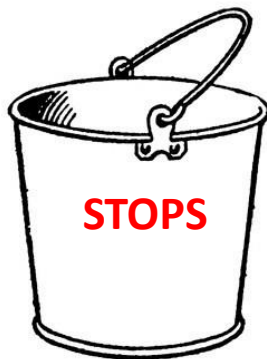
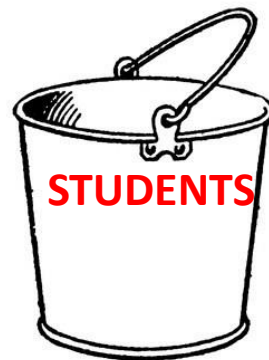
- When creating reports you are pulling information from “tables”
- Each table is unique and has unique ID numbers
- See below



	A	B	C	D	E	F	G	H
1	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

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-Cnty: 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:

Eligibility:
User Eligibility:

School:
Grade:
Program:

☐ Home Stop ☐ Right Side Pickup ☐ Available ☐ 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.:

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.

Student Information

Last Name:

First Name:

Middle Name:

Name Suffix:

Nickname:

District ID:

Government ID:

EduLog ID:

Date of Birth:

Gender:

Ethnicity:

Date Created:

SIS Address:

Apartment:

Time Changed:

City:

Zip:

Tag ID:

Prim. Phone:

Sec. Phone:

E-Mail:

☐ Publish in Directory

Transportation Information

Location:

Walk Dist. to School:

Drive Dist. to School:

Geo Dist. to School:

Eligibility:

User Eligibility:

School:

Grade:

Program:

☐ Home Stop

☐ Right Side Pickup

☐ Available

☐ Special Ed / IEP

Max. Ride Time:

Additional Transportation

AM Location:

AM School Walk Dist.:

AM School Drive Dist.:

AM School Geo Dist.:

AM Shuttle:

PM Location:

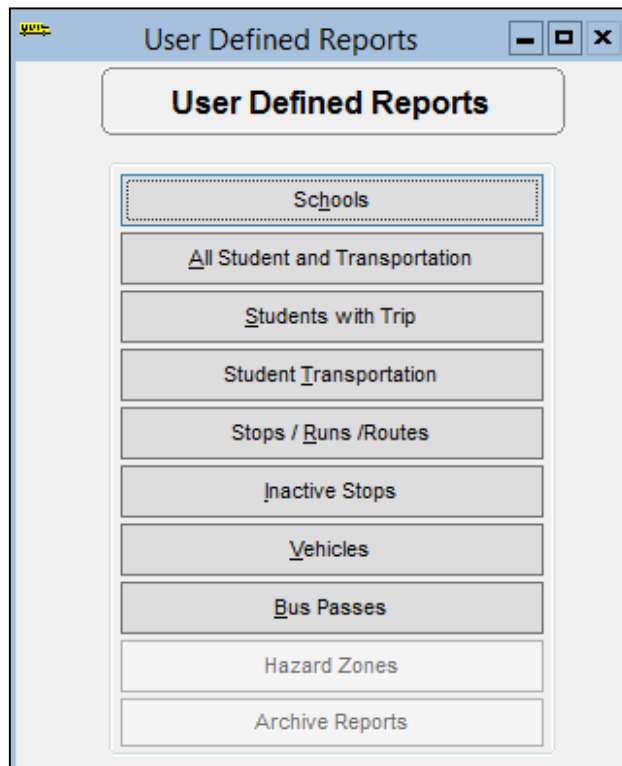
PM School Walk Dist.:

PM School Drive Dist.:

PM School Geo Dist.:

PM Shuttle:

Structure of the TIMS Data



For example:

The School tab would have a unique ID of the School ID. (332)

When creating our report most of them will pull from Run Id & Route ID.

Reporting

Understanding Queries and Worklists

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

- Queries are statements or conditions

Standard run with stop info and driver directions

run RunID is not an empty field

Add Edit Switch Move Bracket Delete Cancel Close Help

Understanding Queries and Worklists

- Operators

school School Code begins with {value}

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

☐ Ask later

Search Value (From)

Search Value (To)

Ok

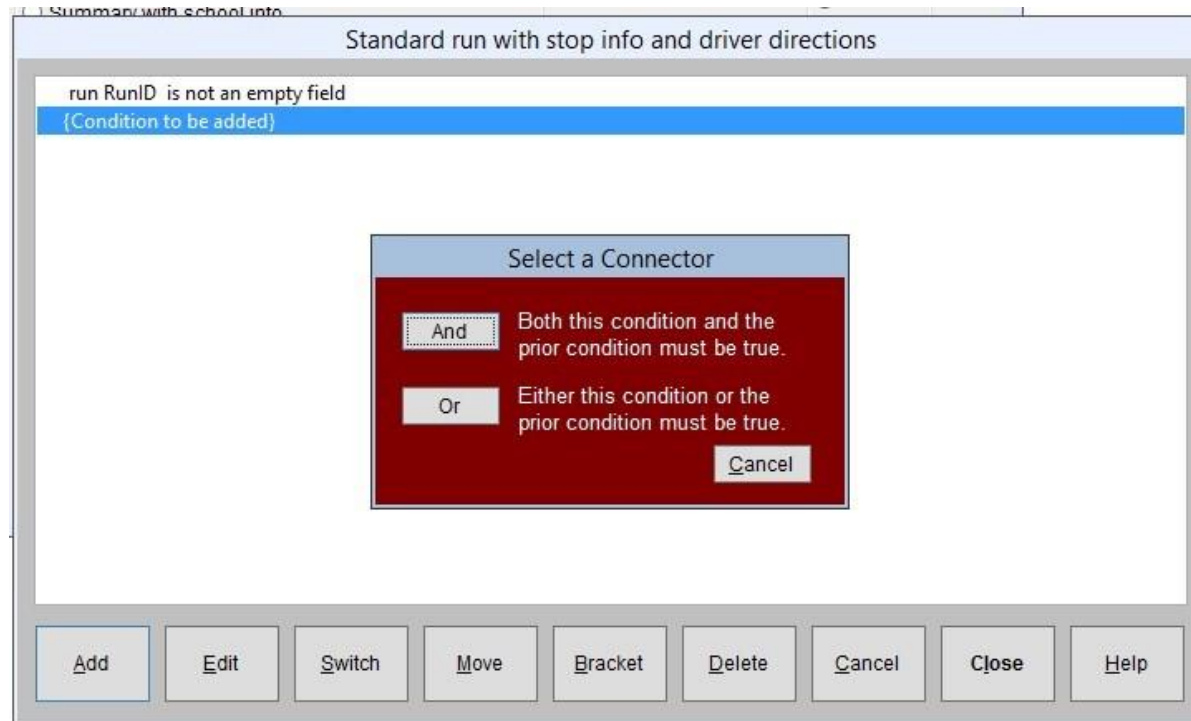
Cancel

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.

Understanding Queries and Worklists

- Connectors of AND/OR



At this time you can **NOT** use the **OR** connector in eSQL. Most of my queries are done in the reporting module off of launchpad.

Connectors of AND/OR

Criteria Selected

School: equal to "302" AND
Last Name: equal to "SMITH" AND
Grade: equal to "13"

In this case all conditions must be true.

Student: SMITH, KADE, 1 of 1

Student Information Student Selection

New Find Worklist Select Cancel Range QuickList... Columns...

Last Name: First Name: Govt. ID:

District ID: Edulog ID: School: Grade:

Last Name:	First Name:	Record:	Location:	School:	Grade:	Dist. ID:
SMITH	KADE	6646	350 MOOSE RD	302	13	000011913...

Connectors of AND/OR

Criteria Selected

[School: equal to "302" AND
Last Name: equal to "SMITH") OR
Grade: equal to "13"

Boundary Criteria

School = 302 **AND**
Last name = Smith (Any
grade)
OR
Your in Grade 13

Note: School code of 111
(OR GRADE = 13)

RICHTMYER	ADAM	137	65 FAIRFIELD ACRES RD	111	13	000011908...
SMITH	WILLIAM	312	119 LH TEAGUE DR	302	09	000001176...
SMITH	SHAYANNA	6757	424 FOREST RD	302	09	000011912...
SMITH	CHARLES	7713	243 LILEDOWN RD	302	10	000000840...
SMITH	ELIAS	3396	325 LAIL LN	302	10	000011908...
SMITH	SAVANNAH	3399	45 BROOK HOLLOW LN	302	10	000011908...
SMITH	SHYANNE	4055	1061 GOBLE RD	302	10	000011912...
SMITH	GARREN	4543	2096 SHARPE MILL RD	302	10	000011912...
SMITH	LUCAS	4545	9905 CHEATHAM FORD RD	302	10	000011912...
SMITH	KENZI	4728	350 MOOSE DR	302	10	000011913...
SMITH	DONAVAN	3655	538 HERITAGE FARM RD	302	11	000011908...
SMITH	MALLORY	4053	8211 CHEATHAM FORD RD	302	11	000011912...
SMITH	COLIN	2812	1208 SMITH FARM RD	302	11	000011913...
SMITH	SHELBEA'	924	837 POPLAR SPRINGS RD	302	12	000012400...
SMITH	JUSTIN	6383	8211 CHEATHAM FORD RD	302	12	000011911...
SMITH	MASON	6384	49 GOBLE RD	302	12	000011911...
SMITH	DANIEL	7735	808 ROGERS FARM LN	302	12	000011914...
SMITH	KADE	6646	350 MOOSE RD	302	13	000011913...

Connectors of AND/OR

Search/Sort Parameter

Criteria Selected

School: equal to "302" AND
[Last Name: equal to "SMITH" OR
Grade: equal to "13"]

Boundary Criteria

- Changed the parentheses but kept the connectors the same. **NOTE – No school 111**

Last Name:	First Name:	Record:	Location:	School:	Grade:	Dist. ID:
ARELLANO	JULIAN	203	8331 VASHTI RD	802	13	000000835
BEBBER	JACOB	5458	2990 LITTLE RIVER CHURCH RD	302	13	000011909...
SMITH	WILLIAM	312	119 LH TEAGUE DR	302	09	000001176...
SMITH	SHAYANNA	6757	424 FOREST RD	302	09	000011912...
SMITH	CHARLES	7713	243 LILEDOUN RD	302	10	000000840...
SMITH	ELIAS	3396	325 LAIL LN	302	10	000011908...
SMITH	SAVANNAH	3399	45 BROOK HOLLOW LN	302	10	000011908...
SMITH	SHYANNE	4055	1061 GOBLE RD	302	10	000011912...
SMITH	GARREN	4543	2096 SHARPE MILL RD	302	10	000011912...
SMITH	LUCAS	4545	9905 CHEATHAM FORD RD	302	10	000011912...
SMITH	KENZI	4728	350 MOOSE DR	302	10	000011913...
SMITH	DONAVAN	3655	538 HERITAGE FARM RD	302	11	000011908...
SMITH	MALLORY	4053	8211 CHEATHAM FORD RD	302	11	000011912...
SMITH	COLIN	2812	1208 SMITH FARM RD	302	11	000011913...
SMITH	DANIEL	7735	808 ROGERS FARM LN	302	12	000011914...
SMITH	SHELBEA	924	837 POPLAR SPRINGS RD	302	12	000012400...
SMITH	JUSTIN	6383	8211 CHEATHAM FORD RD	302	12	000011911...
SMITH	MASON	6384	49 GOBLE RD	302	12	000011911...
SMITH	KADE	6646	350 MOOSE RD	302	13	000011913...

Understanding Queries and Worklists

- Values can be asked now or later when running the query. You can also use an existing worklist.

school School Code begins with {value}

<p>school School Code</p> <p>school User ID</p> <p>School Name</p> <p>school Location</p> <p>school Street Name 2</p> <p>school Nd1</p> <p>school Nd2</p> <p>school District</p> <p>school County</p> <p>school School Type</p> <p>school School Level</p> <p>school Program List</p> <p>school Grade List</p> <p>school Max Ride Time (min)</p> <p>school Mailing Addr</p> <p>school City</p> <p>school State</p>	<p><input checked="" type="radio"/> Begins with</p> <p><input type="radio"/> Does not begin with</p> <p><input type="radio"/> Ends with</p> <p><input type="radio"/> Does not end with</p> <p><input type="radio"/> Greater than</p> <p><input type="radio"/> Greater than or equal to</p> <p><input type="radio"/> Less than</p> <p><input type="radio"/> Less than or equal to</p> <p><input type="radio"/> From -> To</p> <p><input type="radio"/> Contains text</p> <p><input type="radio"/> Does not contain text</p> <p><input type="radio"/> Sounds similar to</p> <p><input type="radio"/> Exactly matches</p> <p><input type="radio"/> Is contained within text</p> <p><input type="radio"/> Is not contained within text</p> <p><input type="radio"/> Field is empty</p> <p><input type="radio"/> Field is not empty</p> <p><input type="radio"/> Is within a worklist</p> <p><input type="radio"/> Is within a list</p> <p><input type="radio"/> Is not within a list</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>
--	--

☐ Ask later

Search Value (From)

Search Value (To)

Ok

Cancel

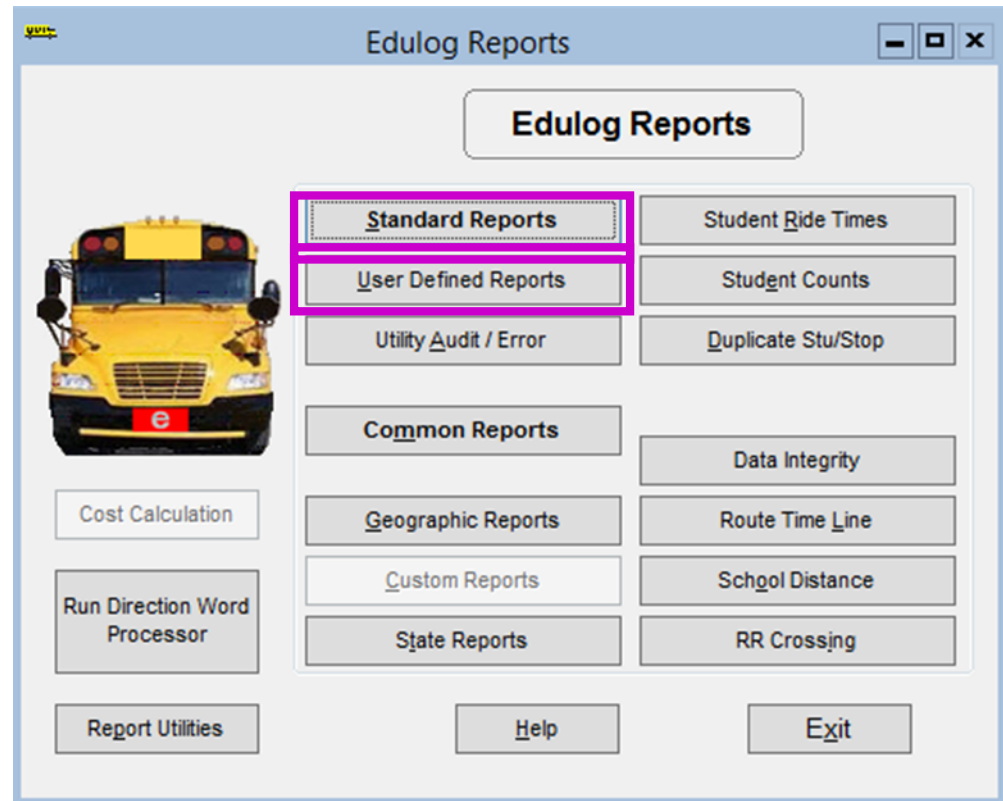
Reporting

Standard Reports vs. User Defined Reports

Standard Reports vs. User Defined Reports

Standard: Structured menu system that lets you select some parameters for reports. Select subject (stops, runs, etc.), filter, and sort order. No control over field selection, grouping, or report layout.

User Defined: Prepared reports, ready to run as they are or be customized. Nearly total user control over all aspects of report design: subject (stops, runs, etc.), filter, sort, field selection, grouping, and report layout.



Reporting Tip

Standard Reports provide a variety of pre-made reports and options you can select from. Please look through each Standard Report as there may be a few that are very close to what you would like.

Many of the reports contain additional information you may not be interested in (ex: PowerSchool ID) or would not like to display in the report. But each Standard Report can be customized within the User-Defined Reports section to add/remove any pieces of data to better meet the needs of your district.

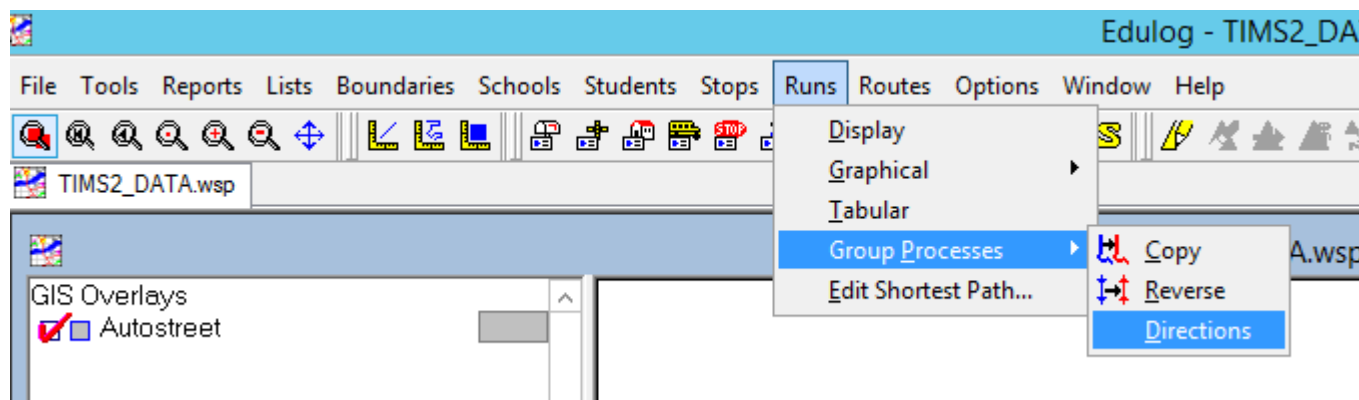
Also, if you would like data from a report imported into a spreadsheet, you can accomplish this within User-Defined Reports as well. Find/Copy the Standard Report and then Modify it for export into Excel.

REPROCESS RUNS

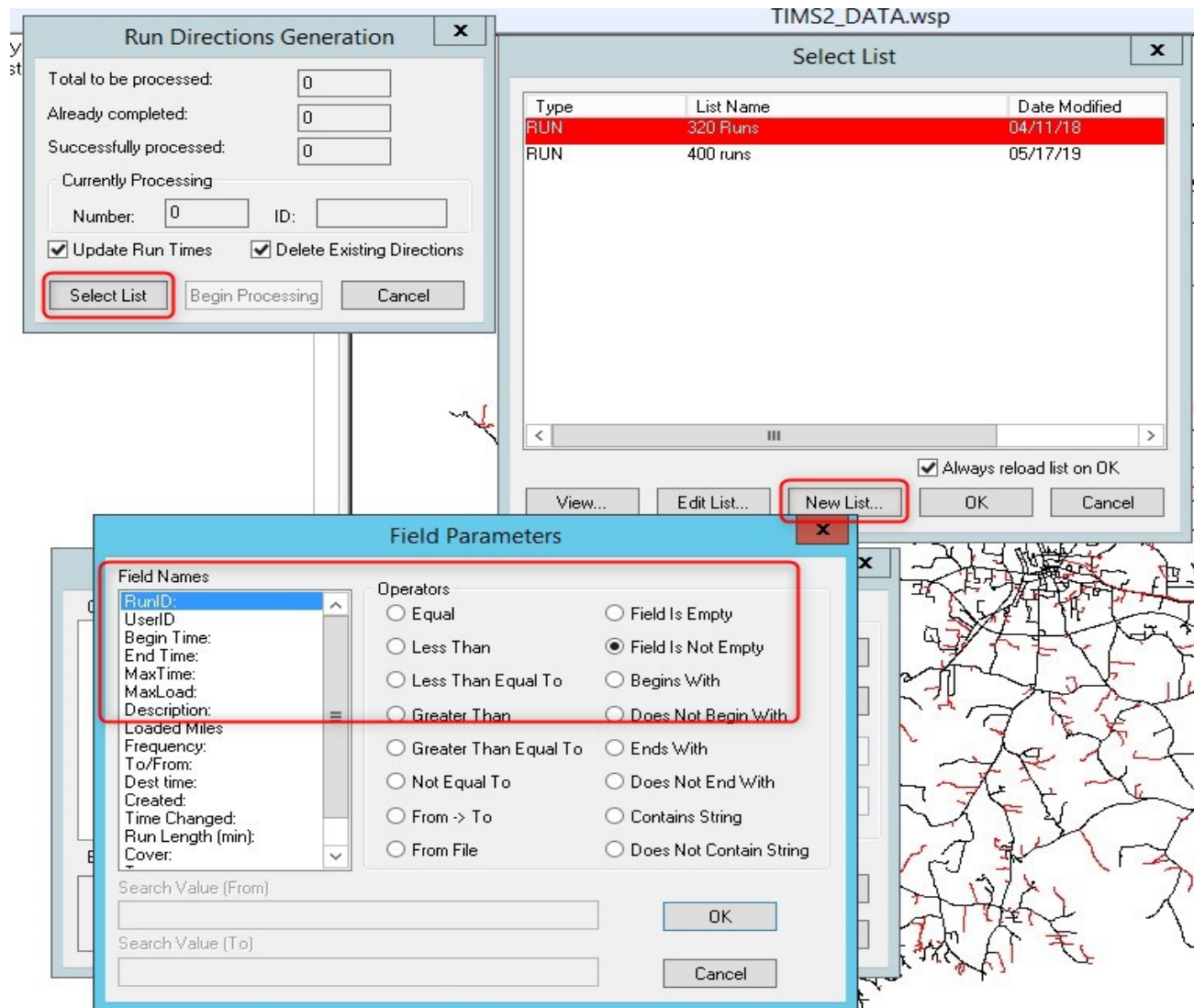
- *Remember to
REPROCESS ALL RUNS
before running reports*

REPROCESS RUNS

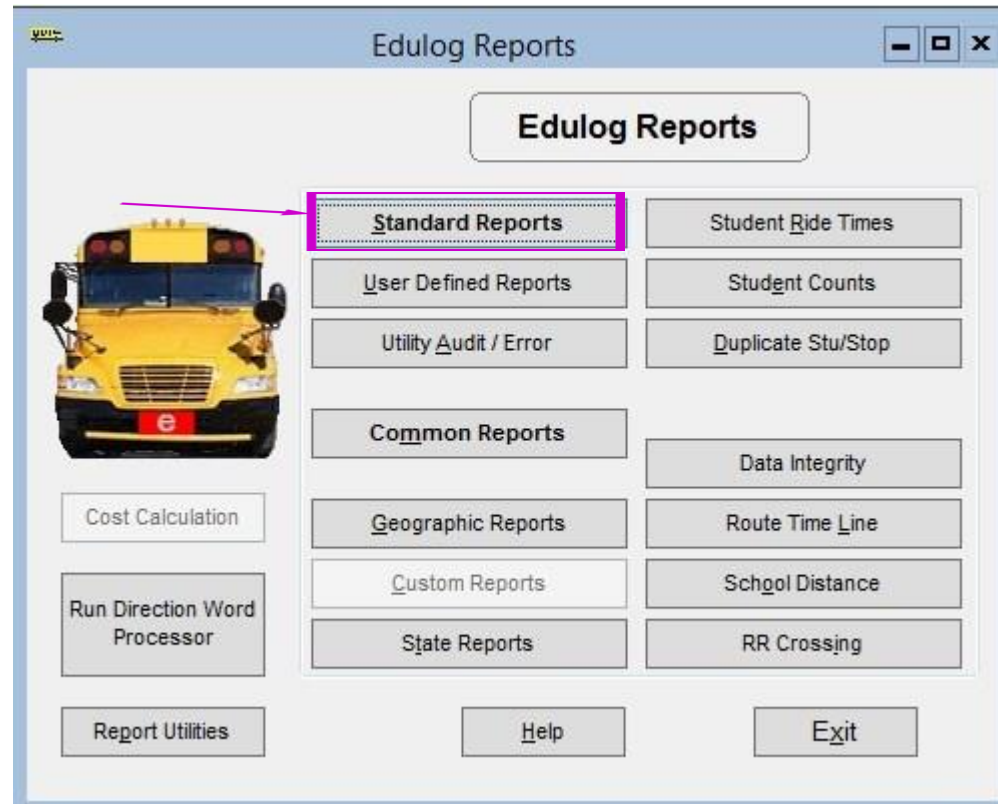
The easiest and fastest way is to go to your
Runs – Group Processes - Directions



REPROCESS RUNS WITH A WORKLIST



Standard Reporting



Standard Reporting

Selecting a report type will bring up **sub menus** for those reports

The Menu on the left lets you filter the reports by type or topic

- Students
- Stops
- Runs
- Routes
- Schools
- Boundaries

Standard Reports Selection

Select Type of Report

- ☒ Student
- ☐ Stop
- ☐ Run
- ☐ Route
- ☐ Vehicle
- ☐ School
- ☐ Boundary
- ☐ Common
- ☐ PTS III Reports
- ☐ Cost

Change Sort Order

Change Filter (Search)

Select Output Device

- ☐ Printer
- ☐ Disk File
- ☒ Screen
- ☐ PDF

Format

Run Report

Exit

Standard Reporting - Students

The unmatched student report is a great report to use after completing your UPSTU. This will allow you to see what students address failed to match your GEO map.

Standard Reports Selection

Select Type of Report

- ☒ Student
- ☐ Stop
- ☐ Run
- ☐ Route
- ☐ Vehicle
- ☐ School
- ☐ Boundary
- ☐ Common
- ☐ PTS III Reports
- ☐ Cost

Change Sort Order

Change Filter (Search)

- ☐ All
- ☐ Regular Ed
- ☐ Special Ed
- ☒ Unmatched students
- ☐ Eligible without stops
- ☐ Non-Eligible with stops
- ☐ Transported with certain elig codes
- ☐ Count by Schools/grades
- ☐ Count by Grades/schools
- ☐ Count by Schools/elig codes
- ☐ Count by Elig codes/schools
- ☐ Bus passes
- ☐ With trip information
- ☐ Mailers
- ☐ Letters
- ☐ Transported student grade count
- ☐ Transportation Needs Count
- ☐ Transportation Needs Students

Select Output Device

- ☐ Printer
- ☐ Disk File
- ☒ Screen
- ☐ PDF

Format

Run Report

Exit

Standard Reporting

Standard Run Report named
With Stop and Student Info

Choose the selected report and click Edit Filter

The screenshot shows a window titled "Standard Reports Selection". It contains two main sections: "Select Type of Report" and "Select Output Device".

Select Type of Report

- ☐ Student
- ☐ Stop
- ☒ Run
- ☐ Route
- ☐ Vehicle
- ☐ School
- ☐ Boundary
- ☐ Common
- ☐ PTS III Reports
- ☐ Cost

Select Output Device

- ☐ Printer
- ☐ Disk File
- ☒ Screen
- ☐ PDF

Report Options (under the 'Run' type)

- ☐ Summary
- ☐ Distance
- ☐ Average speeds
- ☐ Summary with school info
- ☐ Passenger lists
- ☒ With stop and student info
- ☐ With stop info
- ☐ With partial stop info
- ☐ With stop and driver directions
- ☐ With stop, student and driver directions

Buttons

- Change Sort Order
- Change Filter (Search)
- Format
- Run Report
- Exit

Reporting Tip

- As you can see this query will select all the runs in your database. We want to change that to reflect RUNID = 308.001

Standard run with stop and student info

run RunID is not an empty field

Add Edit Switch Move Bracket Delete Cancel Close Help

Reporting Tip

Filtering a Report is a 3 Step Process:

- 1) Pick the Field you want to filter by (Run ID)
- 2) Pick an Operator (begins with, exactly matches, or is within a list, etc.)
- 3) Enter the Value for your filter (typically a school code, a Run ID or a Route ID)

The screenshot shows a dialog box for filtering a report. The title bar reads "run RunID exactly matches {value}". On the left, a list of fields is shown, with "run RunID" highlighted. On the right, a set of radio buttons allows selecting an operator; "Exactly matches" is selected. Below the field list, there is a section for "Search Value (From)" and "Search Value (To)". The "Search Value (From)" field contains the text "308.001". At the bottom right, there are "Ok" and "Cancel" buttons. A checkbox labeled "Ask later" is also present.

Standard Reporting

This is the Standard Run Report with Stop and Student Info
It shows the Stop Description, Stop Time, Passengers at each stop as well as the accumulated miles and accumulated student counts.

Runs Report with Stop and Student Info

Run ID:	308.001	Route ID:	154			
Run Description:	154 AM					
Days:	MTWUF--					
Stop Time	Description	Service ID	Assign Stop Load	Assign Run Load	Miles	Acc Miles
05:31 AM	199 ELLENDALE ELEMENTARY SCHOOL	@CP.014001	0	0	0.0000	0.0000
05:37 AM	CHURCH RD & TURNER TEAGUE DR	308.009002	2	2	2.3581	2.3581
	Last Name, First Name	District ID		School		Grade
	CLARK, OWEN	004465787871		308		01
	CLARK, SCARLETT	002456387848		308		KI
05:40 AM	105 BARRETT MTN RD	308.054002	1	3	2.2462	4.6044
	Last Name, First Name	District ID		School		Grade
	PALLAS, KYLIE	006856159277		308		03
05:55 AM	615 FOX VALLEY CT	308.034001	3	6	1.2593	5.8636
	Last Name, First Name	District ID		School		Grade
	HARRIS, SKYLER	004996749938		308		KI
	LOPEZ-ESPINOSA, ANDREA	008795335757		308		01
	LOPEZ-ESPINOSA, DANIELA	009968127965		308		03

Standard Reporting

Next we will look at a different report and then modify the way the data is sorted within the report itself.

Under Standard Run Reports, select the Passenger Lists report and Run Query

Be Sure to Change the Filter Again for only Run 308.001

The screenshot shows a window titled "Standard Reports Selection". It contains three main sections:

- Select Type of Report:** A list of radio buttons including Student, Stop, Run (selected), Route, Vehicle, School, Boundary, Common, PTS III Reports, and Cost.
- Second Column:** A list of radio buttons including Summary, Distance, Average speeds, Summary with school info, Passenger lists (selected), With stop and student info, With stop info, With partial stop info, With stop and driver directions, and With stop, student and driver directions.
- Select Output Device:** A list of radio buttons including Printer, Disk File, Screen (selected), and PDF.

At the bottom, there are five buttons: "Change Sort Order", "Change Filter (Search)", "Format", "Run Report", and "Exit".

Standard Reporting

- The report is defaulted to sort by Last, First. We want to change it to sort by Grade, Last, First.

Passenger Lists by Run

Run ID:	302.001	Description:	152 AM		
	Last name, First name	District ID	School	Grade	
	BECK, ANDREW	000011911950	302	12	
	BENFIELD, JOHNNY	000011913351	302	11	
	CALL, JACOB	000011913475	302	12	
	CHILDERS, SARAH	000011912317	302	09	
	COLE, JAMES	000011911994	302	12	
	COLEMAN, AKASIA	000000424212	302	12	
	FABIAN CAMPOS, CRISTIAN	000011914091	302	09	
	FOX, CHRISTOPHER	000000836867	302	10	
	GARCIA, NATHAN	000011911885	302	11	
	GARCIA, SASHA	000000301526	302	12	
	GARCIA CASTRO, CARLOS	000011911683	302	09	
	HASKINS, NATHANIEL	000011914140	302	10	
	HOWELL, MARY	000011913349	302	09	
	JAMES, TIARA	000000835901	302	10	
	JARVIS, CASSIE	000011911576	302	09	
	LEE, ERIC	000011913125	302	09	
	LEWIS, TRINITI	000000425936	302	12	
	MANON, MICHAEL	000011912999	302	11	
	MAST, JOHN	000011911560	302	10	
	MAYS, ROGER	000011912549	302	10	

Standard Reporting

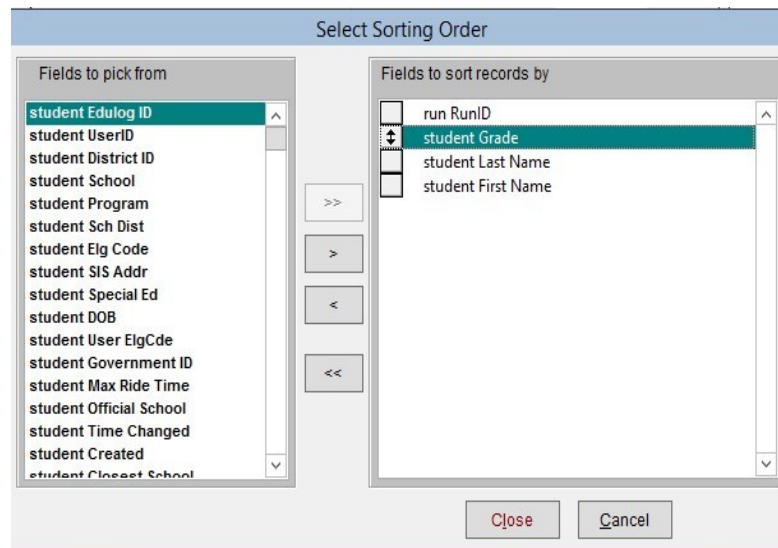
To change the sort order click on the option below.

The screenshot displays two panels from a software interface. The left panel, titled 'Select Type of Report', contains two columns of radio button options. The first column includes 'Student', 'Stop', 'Run' (selected), 'Route', 'Vehicle', 'School', 'Boundary', 'Common', 'PTS III Reports', and 'Cost'. The second column includes 'Summary', 'Distance', 'Average speeds', 'Summary with school info', 'Passenger lists' (highlighted with a dashed box), 'With stop and student info', 'With stop info', 'With partial stop info', 'With stop and driver directions', and 'With stop, student and driver directions'. At the bottom of this panel are two buttons: 'Change Sort Order' (highlighted with a pink box) and 'Change Filter (Search)'. The right panel, titled 'Select Sorting Order', features a 'Fields to pick from' list on the left and a 'Fields to sort records by' list on the right. The 'Fields to pick from' list includes 'student Edulog ID', 'student UserID', 'student District ID', 'student School', 'student Program', 'student Sch Dist', 'student Elg Code', 'student SIS Addr', 'student Special Ed', 'student DOB', 'student User ElgCde', 'student Government ID', 'student Max Ride Time', 'student Official School', 'student Time Changed', 'student Created', and 'student Closest School'. The 'Fields to sort records by' list includes 'run RunID', 'student Grade' (highlighted with a pink box), 'student Last Name', and 'student First Name'. Navigation buttons ('>>', '>', '<', '<<') are located between the two lists. At the bottom right of the right panel are 'Close' and 'Cancel' buttons.

The default sort order is Run Id, Last Name, First Name

Standard Reporting

Modify the Sort Order so the Passenger List is sorted by the Student's RunID, Grade, Last, First.



Double click to add this variable to the Fields to Sort by list

Using the gray box with the arrows to the left of the variable name to drag

Stop Sequence so it is the second variable to sort by, then click Done.

Now run the query and notice how the report is sorted differently. Students are now listed by Run Id, Grade, Last, First.

Standard Reporting

- Sorted by RunID, Grade, Last, First

ROMERO, ALEX	000011913700	303	09
SWEET, NATHAN	000011914020	302	09
TORRES, GARY	000011912473	302	09
WIKE, JAMES	000011911685	302	09
FOX, CHRISTOPHER	000000836867	302	10
HASKINS, NATHANIEL	000011914140	302	10
JAMES, TIARA	000000835901	302	10
MAST, JOHN	000011911560	302	10
MAYS, ROGER	000011912549	302	10
VOSS, JACAVIAN	000000828701	302	10
WHISENANT, EMILY	000011912253	302	10
BENFIELD, JOHNNY	000011913351	302	11
GARCIA, NATHAN	000011911885	302	11
MANON, MICHAEL	000011912999	302	11
MCALPIN, DAMIAN	000011909770	302	11
RANGEL NIEVES, ROBERT	000011913009	302	11

Standard Reports

- Questions about Report Filters?
 - Choose Field
 - Choose Operator
 - Enter Value to Filter By
- Questions about Report Sort Order?
 - Add/Remove Fields from Sort Order
 - Drag Fields Up and Down Sort Order List

Standard Reporting – end notes

- The Standard Reports option is great for generating reports that require typical or general information.
- More complex data outputs or modifying a Standard Report to add/remove information will require the use of User Defined Reports

User Defined Reports

- How to Copy and Modify Existing Reports
- Add/Remove Fields

User Defined Reporting

A couple of things about the **Standard Reports** that are listed under **USER DEFINED** * reports:

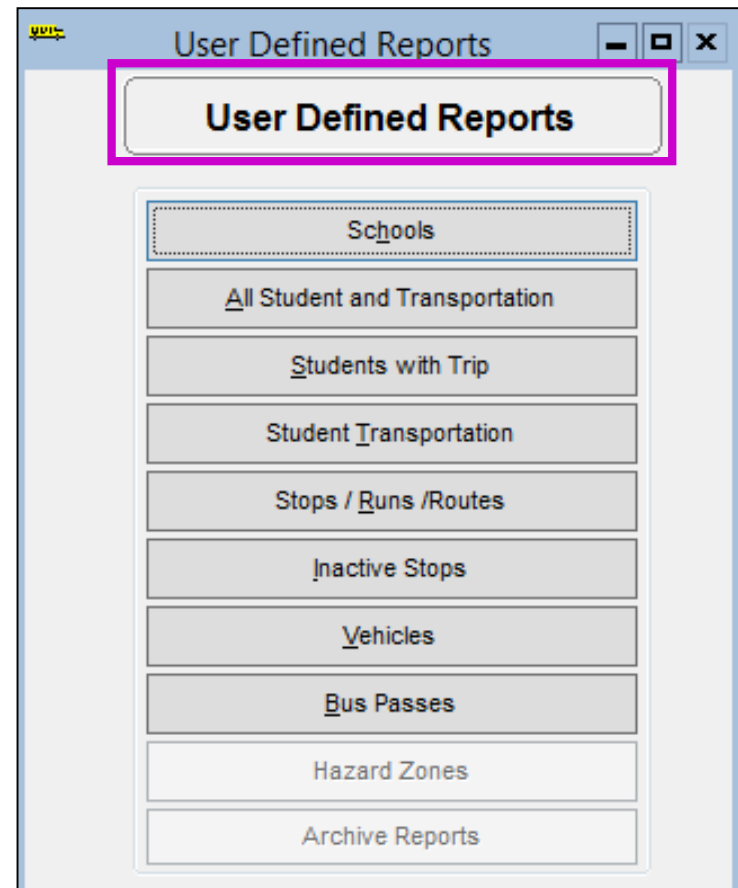
- The list of reports starting with the word '**Standard**' are the very same reports you access through the Standard Reports Module
- They are templates that cannot be run or modified, only copied, renamed and then edited.
- The name of your copied report cannot begin with the word '**Standard**'
- Once copied, the report can be run as-is, or modified and saved to a new form or excel file
- You can go back to the original '**Standard**' report and copy it again as often as you like.

User Defined Reporting

User Defined Reports are categorized into different sections.

It can be tricky to find the Standard Report you like and want to begin editing. It takes regular use and experience to know which section contains the report you seek.

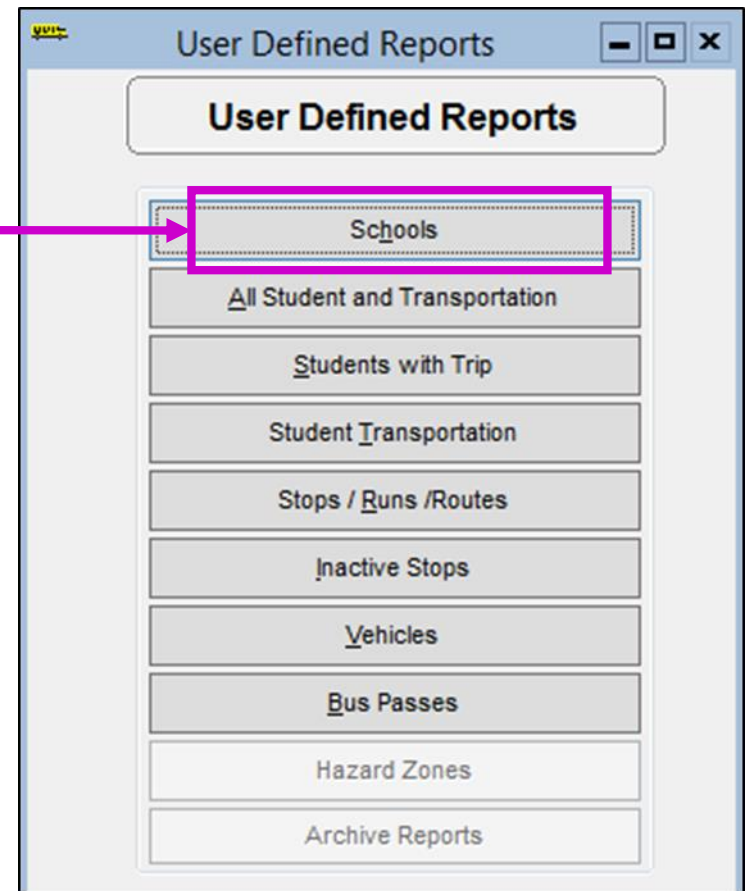
Just look around the different sections and you'll find it.



User Defined Reporting

Schools

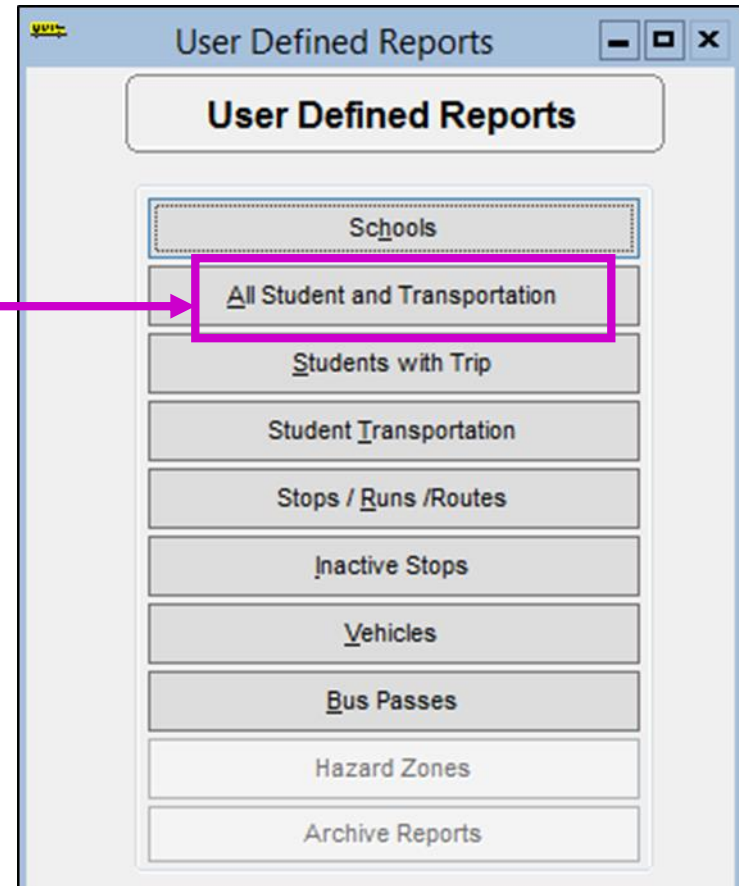
Produces reports that contain information on the schools in your system. With these queries, you can examine bell times, grades and programs for schools, as well as school boundary and eligibility information.



User Defined Reporting

All Student and Transportation

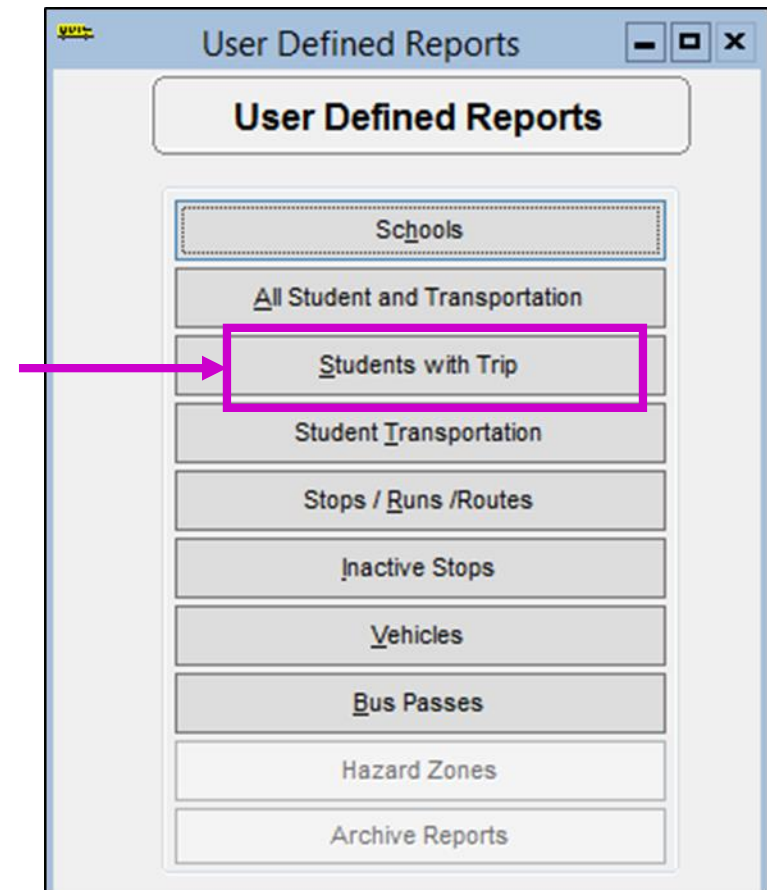
Produces reports on students with transportation assignments. You can produce a list of students, or you can generate bus passes with these queries.



User Defined Reporting

Students with Trips

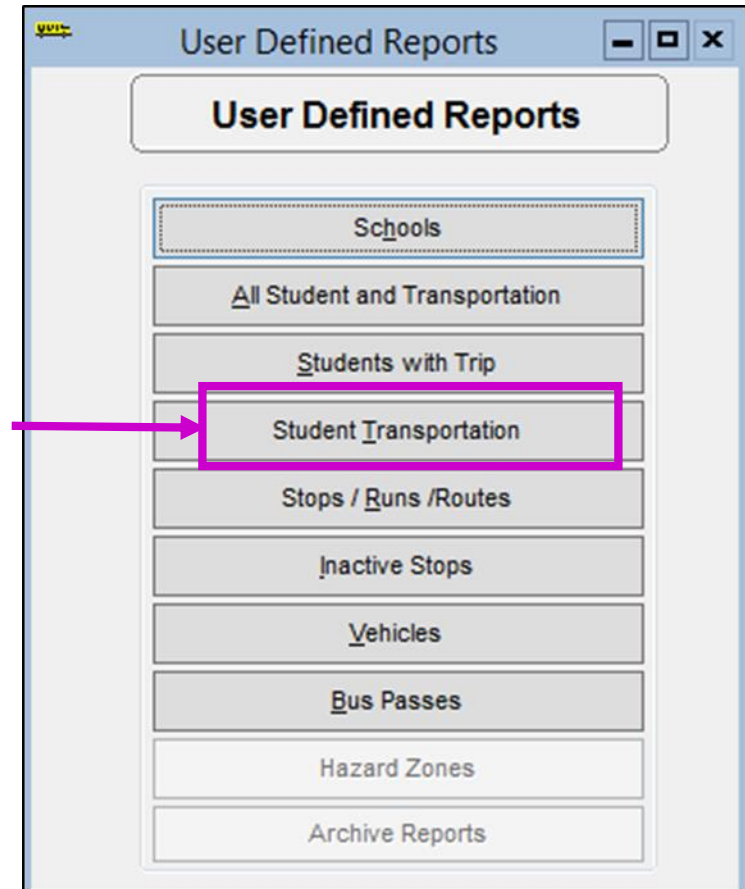
Produces reports on students in your system. If you select only student fields for this report, you can obtain a listing of all the students in the database. If you select any trip fields, you will get only those students who have trips assigned. You can examine regular education students, special education students, and unmatched students (students whose addresses do not match the geocode) with these queries. You can also produce reports on the numbers of students at schools in your system.



User Defined Reporting

Student Transportation

Produces reports with various combinations of student and transportation information (on stops, runs, and routes). You can produce passenger lists and student eligibility reports with these queries.



User Defined Reporting/Student Transportation

Standard Trip Ticket (portrait print)

You could use this form for temp check.

rte desc: 001 ACHS EC

Veh Name: 001

run: 328.004

SUB Driver Name: _____

Veh Trip Ticket

Run on date:

01/28/2020

Odometer Reading Out:

--	--	--	--	--	--

Odometer Reading In:

--	--	--	--	--	--

Fuel (gal)

--	--	--

Prior to Starting Engine

- ☐ Damage to exterior or interior
- ☐ Tires, lug nuts okay
- ☐ Check all safety equipment
- ☐ Check cleanliness of vehicle
- ☐ Check radio for sending messages
- ☐ Check oil, water, battery & transmission

Route on Time?

YES ☐

If NO, fill in reason:

- ☐ Traffic
- ☐ No Bus Available
- ☐ Manpower Shortage
- ☐ Parent/Child
- ☐ Other

After Starting Engine

- ☐ Check all gauges
- ☐ Check brakes
- ☐ Check lights
- ☐ Check underneath for leakage
- ☐ Check wipers, horn, defroster

During Initial Movement of Vehicle

- ☐ Check brakes for stopping
- ☐ Check radio for receiving
- ☐ Check steering for feel
- ☐ Check for smell or odors

Failure to comply and turn in daily trip ticket to your site supervisor or will be cause for disciplinary action.

Driver's Signature:

Manager Signature:

run: 328.004

Absent Reason Codes:

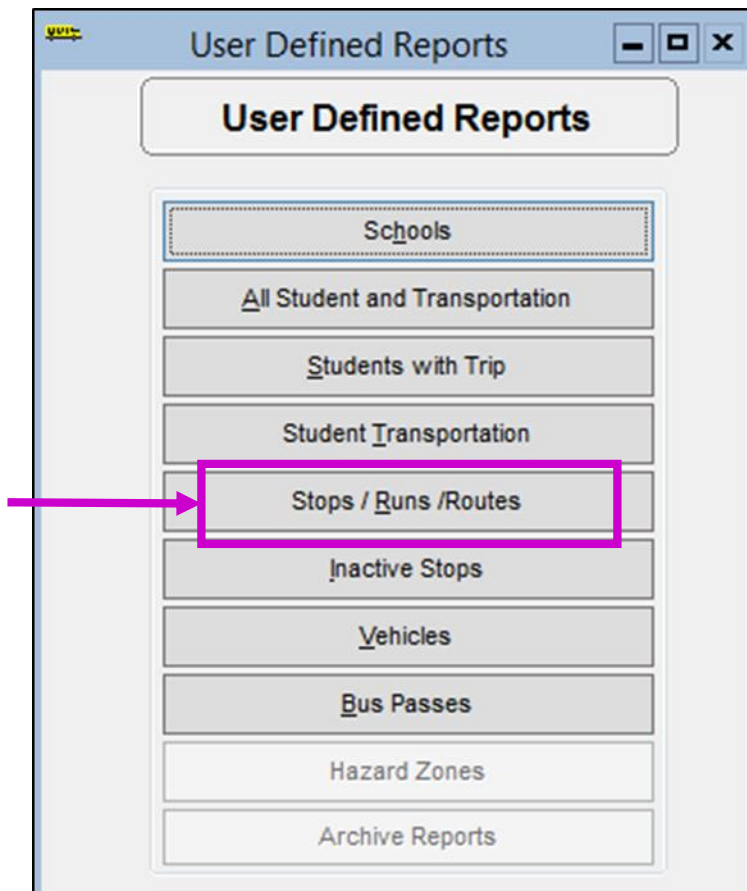
- 1 = No Show 3 = Sick 5 = Other
- 2 = Not Going Today only 4 = Suspended from School

Stop Address	Projected Time - Freq	Time Arrival HH:MM	Time Leave HH:MM					
260 QUERY RD route: 001	06:10 AM MTWUF--							
name: PENNELL, JENNIFER	id: 000011911523	ON Bus? <input type="checkbox"/>	School 306	Stop ID 306.Z09	Reason for Absence/Delay Other:	(1) (2) (3) (4) (5)		
260 QUERY RD route: 001	06:10 AM MTWUF--							
name: PENNELL, KATHRYN	id: 000011911536	ON Bus? <input type="checkbox"/>	School 302	Stop ID 302.Z0B	Reason for Absence/Delay Other:	(1) (2) (3) (4) (5)		
700 HUNTER BRIDGE RD route: 001	06:22 AM MTWUF--							
name: CHILDERS,		ON Bus? <input type="checkbox"/>	School	Stop ID	Reason for	(1) (2) (3) (4) (5)		

User Defined Reporting

Stops / Runs / Routes

Produces reports with various combinations of information on stops, runs, and routes in your system. You can produce reports on run and route mileage and average speeds with these queries.



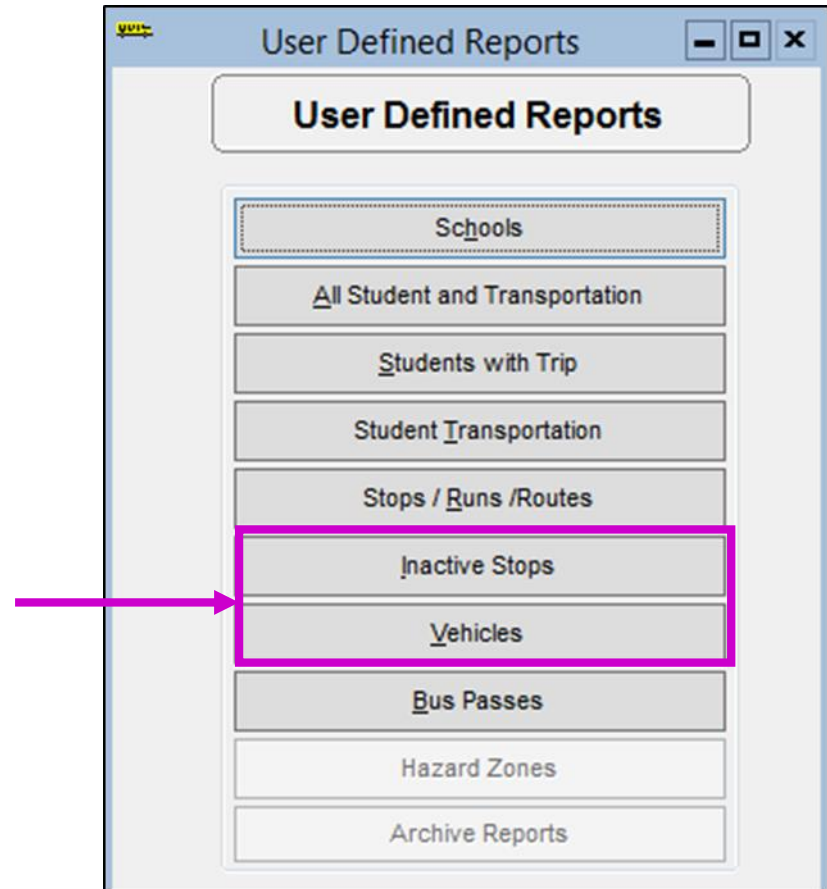
User Defined Reporting

Inactive Stops

Produces reports on stops that are not assigned to runs. You can also examine information on students assigned to such stops with these queries. Stops that are inactive.

Vehicles

Produces reports on the vehicles in your district's transportation fleet.

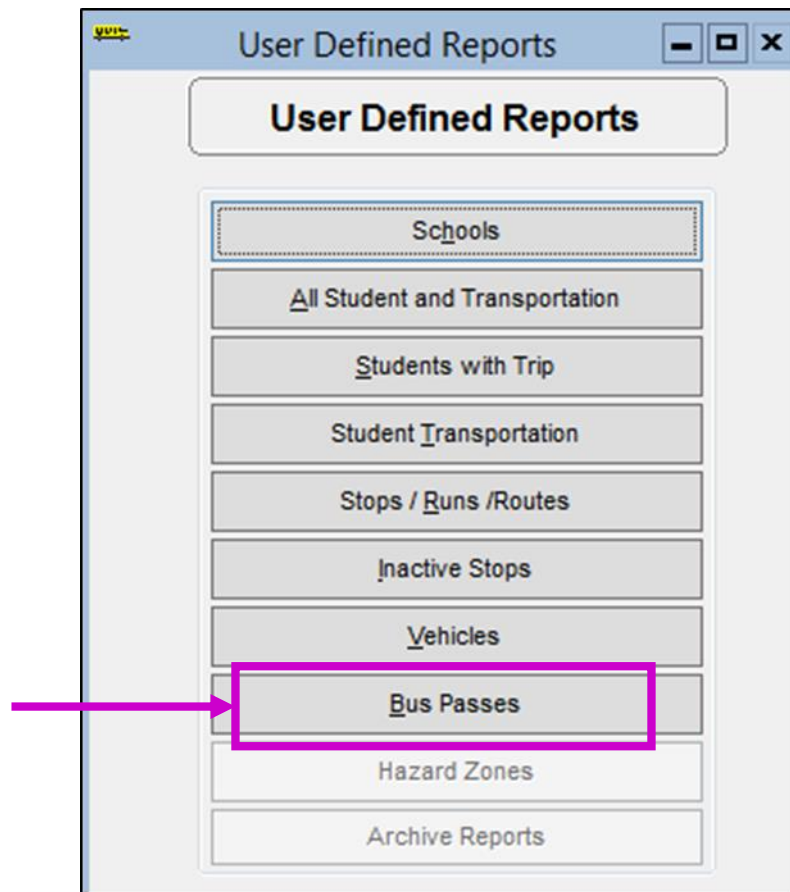


User Defined Reporting

Bus Passes

Produces bus pass reports which list various types of transportation information for bus riders. While you can create your own bus pass reports, you may find it easier to make a copy of one of the existing Bus Pass queries and modify the copy as desired. Also produces a report for student's stop not on a route.

Use Bus Passes when you want a student's transportation information to show up on one line in excel or report.



TDTIMS Reports

- Use your Diagnostic Reports to help you find issues with your data. A good tool to use during the year to help clean your data up.

Diagnostic Reports

- User Defined Reports/All Student and Transportation Reports

- Diagnostic: Riders Missing PowerSchool ID [R13]
- Diagnostic: Riders' School/Program 12:00AM Time [R13]
- Diagnostic: Students Missing PowerSchool ID [R13]

Diagnostic Reports

- User Defined Reports - Stops/Runs/Routes Reports



1. Neg Time between Runs
2. Time and Mile Summary – great tool to use to compare with Synovia to check real time to TIMS
3. Before 6:00 and 5:00. Use to clean runs up and make sure not zig-zagging.

Diagnostic Reports

User Defined Reports - Stops/Runs/Routes Reports

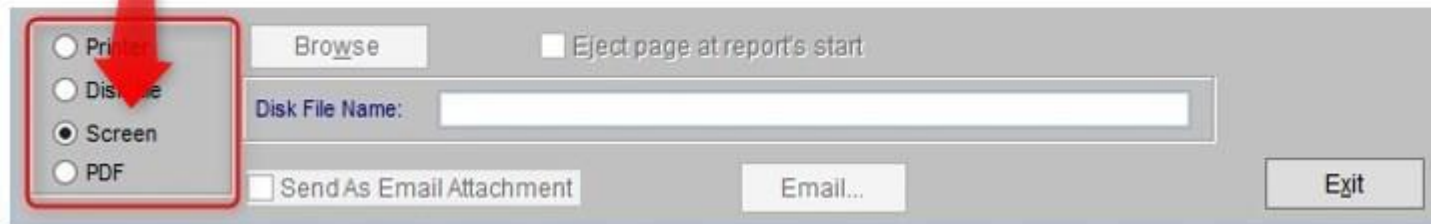
- Workbook: Route Count [R13]
- Workbook: Route Time and Miles [R13]

Quick look at number of buses assigned in TIMS. Compare to actual buses on the road. Do you have buses in TIMS that do not have runs attached. If they are not being used please take them out to avoid reporting errors.

Let get started

- User Defined Reporting
- Practice Time

Make sure when running your reports you have **Screen** set unless we are creating an excel file.



The screenshot shows a report generation interface. On the left, there is a vertical list of radio buttons: 'Printer', 'Disk File', 'Screen', and 'PDF'. The 'Screen' option is selected, indicated by a black dot. A large red arrow points from the text above down to the 'Screen' radio button. To the right of the radio buttons is a 'Browse' button and a checkbox labeled 'Eject page at report's start'. Below these is a text field labeled 'Disk File Name:'. At the bottom left is a checkbox labeled 'Send As Email Attachment', followed by an 'Email...' button, and finally an 'Exit' button on the far right.

User Defined Reporting - Practice

Go to User-Defined>Student Transportation
“Standard Passenger Lists for Runs” report

Passenger Lists by Run

Run ID:	302.001	Description:	152 AM		
Last name, First name	District ID	School	Grade		
BECK, ANDREW	000011911950	302	12		
BENFIELD, JOHNNY	000011913351	302	11		
CALL, JACOB	000011913475	302	12		
CHILDERS, SARAH	000011912317	302	09		
COLE, JAMES	000011911994	302	12		
COLEMAN, AKASIA	000000424212	302	12		
FABIAN CAMPOS, CRISTIAN	000011914091	302	09		
FOX, CHRISTOPHER	000000836867	302	10		
GARCIA, NATHAN	000011911885	302	11		
GARCIA, SASHA	000000301526	302	12		
GARCIA CASTRO, CARLOS	000011911683	302	09		

As you can see the report is sorted by last, first. We want to change the sort option by pickup time.

Practice

Passenger Lists by Run				
Run ID: 308.001		Description: BUS 163		
Last name, First name	Time at Stop	School	Grade	
	7:23 AM			
JACKSON, DAHLIA	7:27 AM	308	03	
CLARK, ADEN	7:28 AM	308	02	
WELLS, ABIGAIL	7:29 AM	308	05	
WELLS, DEBORAH	7:29 AM	308	01	
SHOMAKER, MCKENNA	7:29 AM	308	03	
BLACKMAN, TAMMY	7:29 AM	308	KI	
BLACKMON, ADAM	7:29 AM	308	03	
POTTS, ADAM	7:29 AM	308	03	
JAMES, HARLIE	7:33 AM	308	05	
CATALAN, EILEEN	7:35 AM	308	03	
RUSS, KEEGAN	7:35 AM	308	02	
MARTINEZ-DIAZ, JANETH	7:35 AM	308	03	
JONES, DAVIS	7:36 AM	308	01	

- *This is what the report should look like.*

User Defined Reporting-Passenger List

- Go to User-Defined>Student Transportation
- Find and Highlight the “Standard Passenger Lists for Runs” report
- Choose Copy
- Rename the report “YourName Passenger List”
- Now highlight the Passenger List and choose “Edit” to open the report.

Practice – Change School to 308



run RunID is not an empty field and
student Edulog ID is greater than 0 and
Deadhead Flag is false

Edit Filter

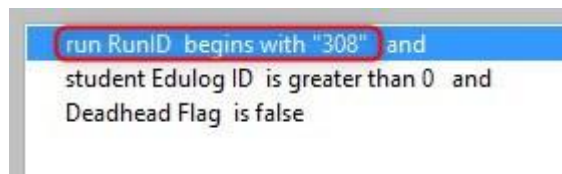
Run Query

☐ Browse query results

☒ Hide duplicate records

Format

Help



run RunID begins with "308" and
student Edulog ID is greater than 0 and
Deadhead Flag is false

Change run RunID to begins with 308

- This will pull any run that starts with school 308

User Defined Reporting

The default Output Fields include all of the information visible in the Standard Report we copied.

For this example, we want to add two additional fields that could be included in this report.

The screenshot shows a dialog box titled "Output Fields" with two columns: "Available" and "Selected".

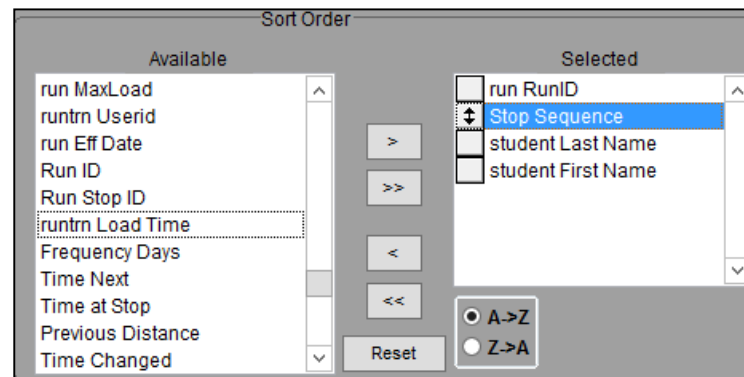
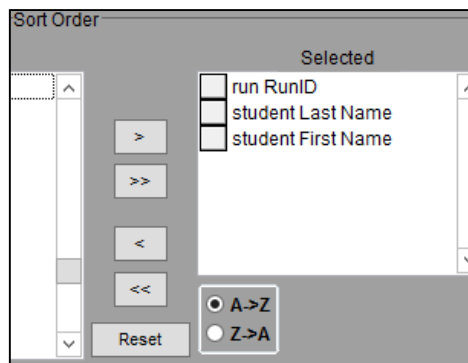
Available	Selected
run Created	run RunID
run MaxLoad	run Description
runtrn Userid	student Last Name
run Eff Date	student First Name
Run ID	student District ID
Run Stop ID	student School
runtrn Load Time	student Grade
Frequency Days	Stop Sequence
Time Next	Time at Stop
Previous Distance	
Time Changed	

Buttons between the columns: >, >>, <, <<, and a "Reset" button at the bottom.

Stop Sequence
Time at Stop

User Defined Reporting

The default Sort Order for this Passenger List: by Run ID, Last, First. *We want to include Stop Sequence here so the Passenger List is Sorted by the Order students get on/off the bus.*

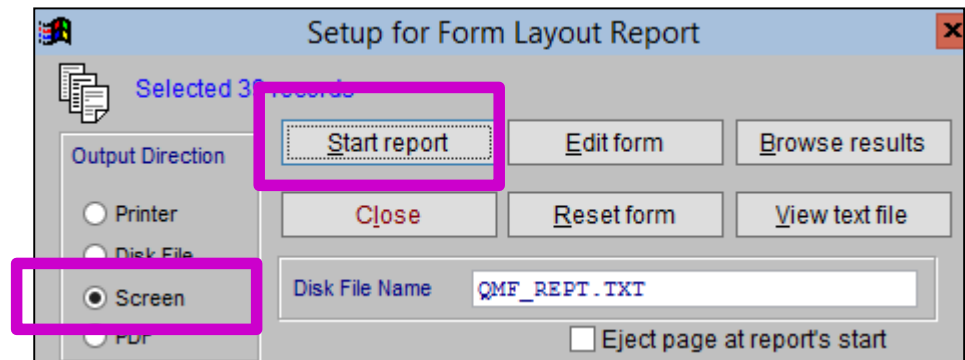
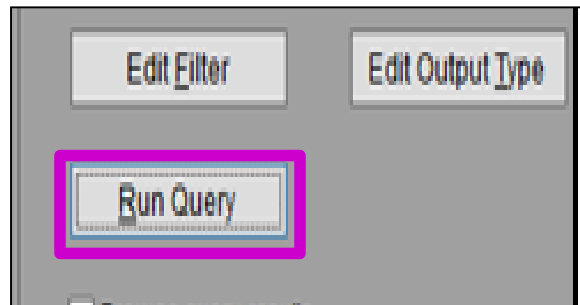


Add **STOP SEQUENCE** - Drag Stop Sequence up in the sort order so it is second on the list of variables.

User Defined Reporting

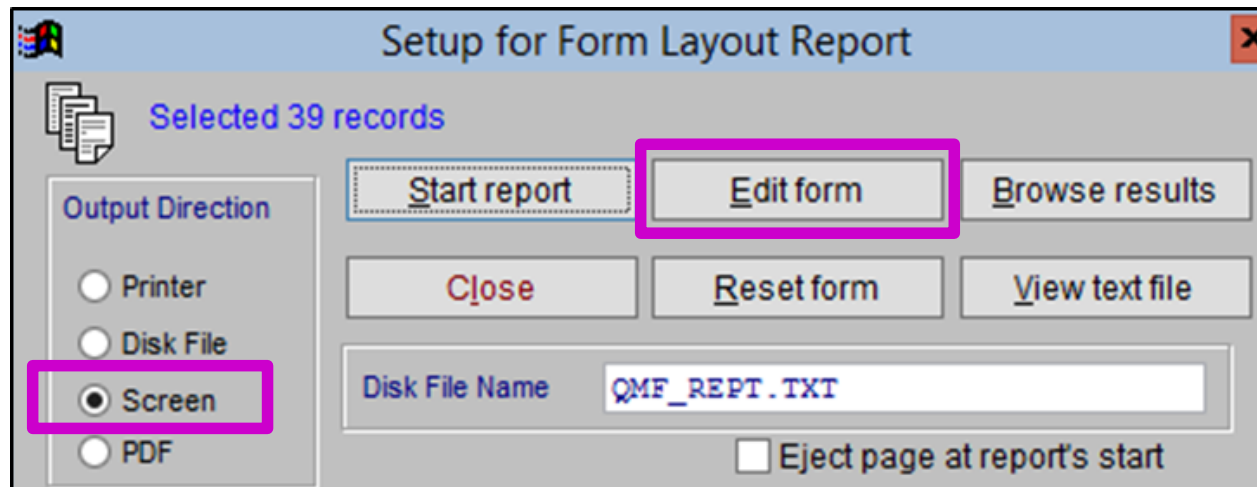
Passenger Lists by Run

Run ID:	302.001	Description:	152 AM		
	Last name, First name	District ID	School	Grade	
	MAYS, ROGER	000011912549	302	10	
	WHISENANT, EMILY	000011912253	302	10	
	PANAMENO, NATALIA	000001135765	302	09	
	FOX, CHRISTOPHER	000000836867	302	10	
	COLE, JAMES	000011911994	302	12	



If you run the query now, the passenger list displays students in the order the they get on/off the bus. *However, the Student PowerSchool ID is still being displayed in the report. Our next step is to replace the District ID with Time at Stop*

User Defined Reporting



When you choose Run Query, the Setup for Form Layout Report window appears. Under Output Direction, the report is defaulted to Run to the Screen so you can view the report before you print it.

If you want to modify the report (to include/exclude any data) or to add/replace any data within the report, choose Edit Form from this window. To open the Report Designer interface.

User Defined Reporting

Report Designer - r1f00588.frx - Edulog Reports - TIMSO

File Report Window Help View Format

0 1 2 3 4 5 6 7 8

Passenger Lists by Run

△ Title

△ Page Header

Run ID: Description:

Last name, First name District ID School Grade

△ Group Header 1:run_idx

▲ Detail

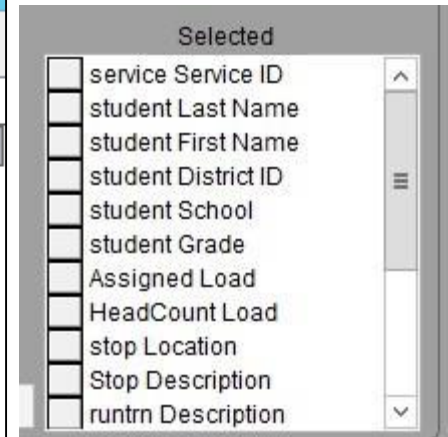
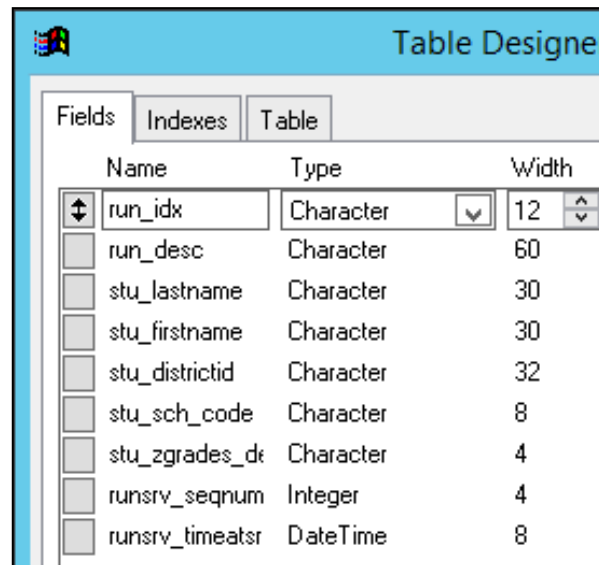
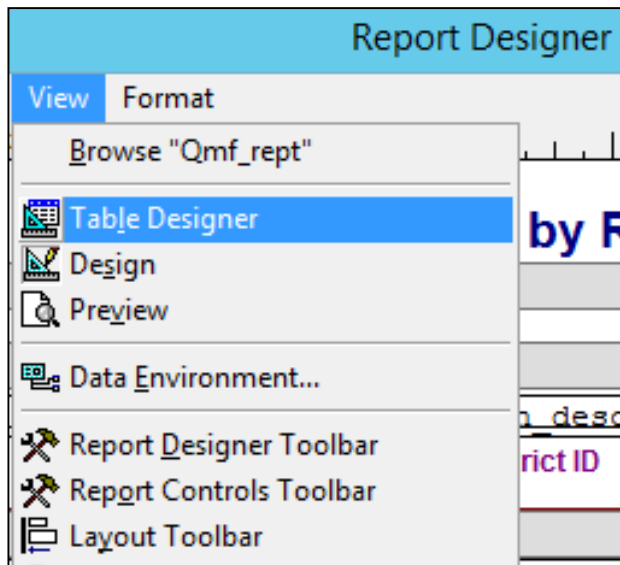
△ Group Footer 1:run_idx

Page

△ Page Footer

The Report Designer interface shows you the default layout of the report and how each section of the formatted report will be displayed. Title Section, Page Headers, Grouped Data, Group Footers and Page Footers, etc. Depending on the Standard Report you originally copied, you may have multiple sections you can redesign.

User Defined Reporting



Under the View menu, choose Table Designer. The Table Designer lists the name of all of the fields included under Edit Output Fields.

Please note how each field included is *coded/named a certain way*. If you want to add a field to the report, you will need to know the exact field name as it is listed under Table Designer.

User Defined Reporting

Report Designer - r1f00588.frx - Edulog Reports - TIMSO

File Report Window Help View Format

0 1 2 3 4 5 6 7 8

Passenger Lists by Run

△ Title

△ Page Header

Run ID: Description:

Last name, First name District ID School Grade

△ Group Header 1:run_idx

▲ Detail

△ Group Footer 1:run_idx

Page

△ Page Footer

Under Page Header, locate the purple label “*District ID*” and double click it. This will display the Label Properties window where you can edit the default label. Change it from *District ID* to *Time at Stop*.

Label Properties

General Style Print when Protection Other

Caption:

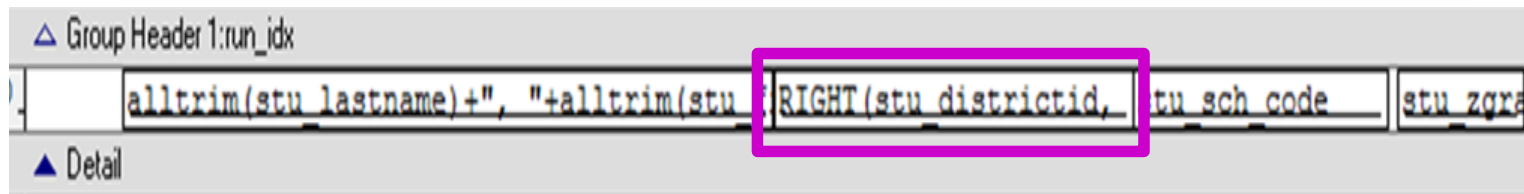
△ Page Header

Run ID: Description:

Last name, First name

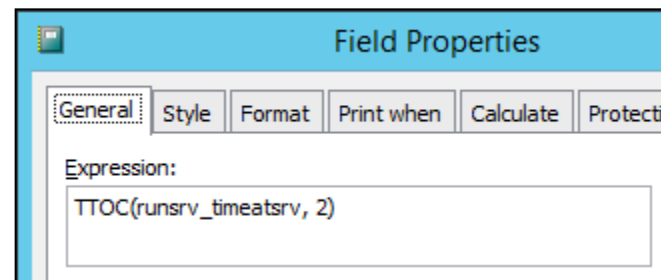
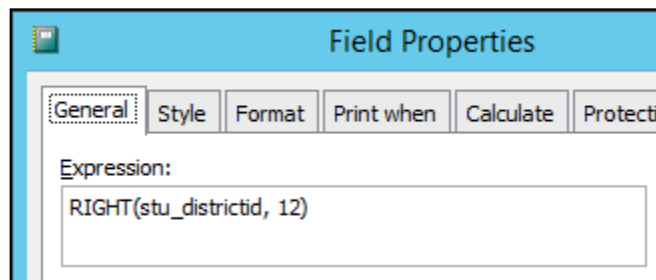
△ Group Header 1:run_idx

User Defined Reporting

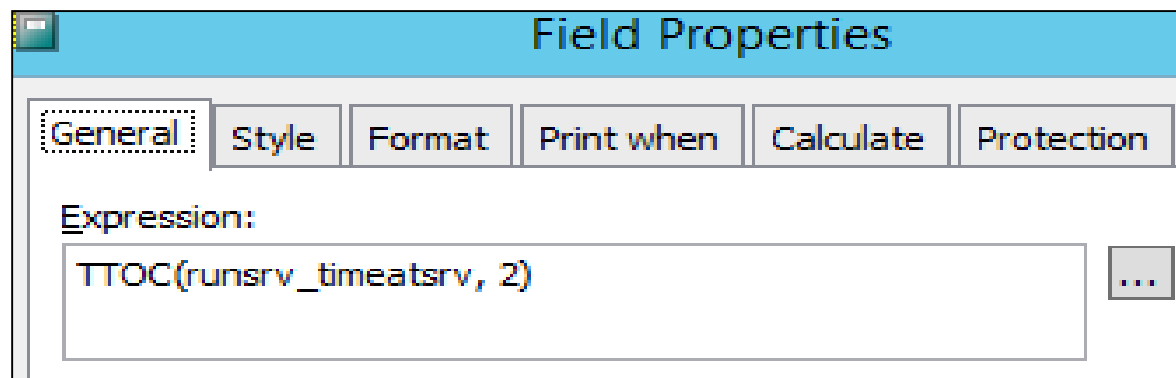


Under Group Header 1, find the black box “*RIGHT(stu_districtid, 12)*” and double click it. This will display the Field Properties window where you can edit the field or variable that you want displayed. Change it from *PowerSchool ID* to *Time at Stop*

Delete “*RIGHT(stu_districtid, 12)*” and replace this with “*TTOC(runsrv_timeatsrv, 2)*”

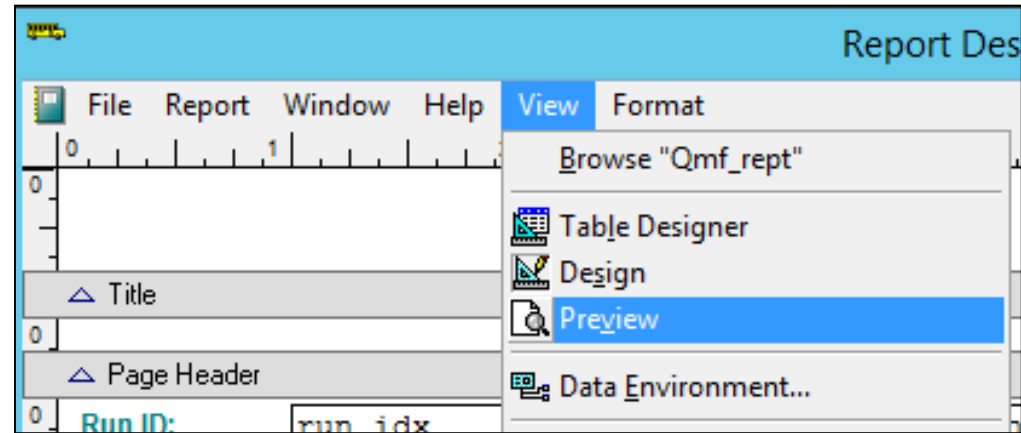


User Defined Reporting



Stop Times in TIMS-SQL include a generic date of 01/01/1900. So to remove the dates from being displayed, you must include some programming language to exclude the date. TTOC stands for **Time To Character** and **“,2”** tells the system to only display the time part of the full Stop Time Field

User Defined Reporting



Before you save the modifications to the report, you should view a preview of the report to make sure you made the edits correctly. Under View, Choose Preview to preview the modified report. The report should now show Time at Stop instead of District ID

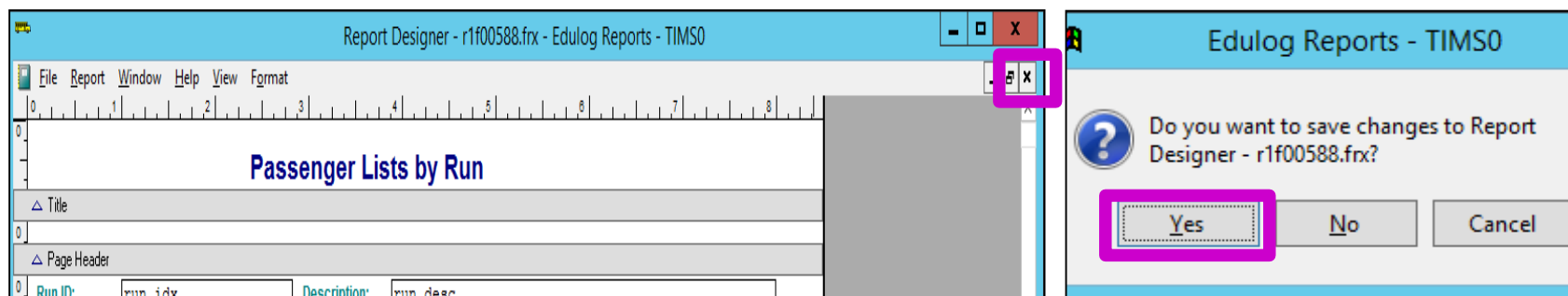
Passenger Lists by Run

Run ID:	302.001	Description:	152 AM		
Last name, First name		Time At Stop	School	Grade	
MAYS, ROGER		06:45 AM	302	10	
WHISENANT, EMILY		06:46 AM	302	10	
PANAMENO, NATALIA		06:48 AM	302	09	
FOX, CHRISTOPHER		06:49 AM	302	10	
COLE, JAMES		06:54 AM	302	12	
MUNOZ PENA, DAVID		06:54 AM	302	09	
RODRIGUEZ RANGEL, MARIA		06:54 AM	302	12	
REED, MCKENNA		06:57 AM	302	09	

User Defined Reporting

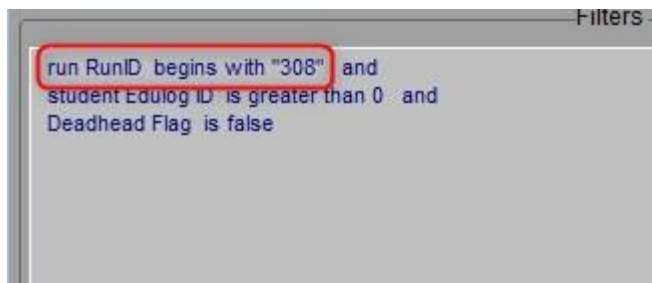
Use the “Under X” to close out the Print Preview and return to the main page of the Report Designer.

Continue to Make Edits to the Report and Preview as Needed to verify your edits were made correctly. When you are finished, use the “Under X” to close the report designer. The system will ask you if you want to save changes to the Report Designer – if so, choose Yes



User Defined Reporting

All of the edits we just completed are now saved within the YourName Passenger List Report. However the filter is set for Runs that start with 308



If you wanted to produce this report for other Bus Runs in TIMS, you would need to edit the filter every time. Let's make some edits to the Report filter to make it easier when needing to run this report for other Bus Runs in the future.

Choose Edit Record Filter and let make some modifications.

User Defined Reporting

Change the Operator to “Is within a list”

The screenshot shows a software interface for defining a report. At the top, a blue header bar contains the text "run RunID matches {list of values} and". Below this, on the left, is a list of fields: stop Location, Stop Description, Transp Mode, Tran Needs, stop Nd1, stop Nd2, stop D1, stop D2, stop Street Name 2, Created, End Date, Time Changed, Avail. Excl. Flag, Homestop Flag, Rt. Side Only Flag, run RunID (highlighted in blue), and run UserID. To the right of the field list is a grid of radio button options for operators. The "Is within a list" option is selected and highlighted with a red rectangle. Other options include "Begins with", "Does not begin with", "Ends with", "Does not end with", "Greater than", "Greater than or equal to", "Less than", "Less than or equal to", "From -> To", "Contains text", "Does not contain text", "Sounds similar to", "Exactly matches", "Is contained within text", "Is not contained within text", "Field is empty", "Field is not empty", "Is within a worklist", "Is not within a list", "True", and "False". At the bottom left, there is a text input field labeled "Search Value (From)". At the bottom right, there is a checkbox labeled "Ask later".

*This will allow you to choose which
Run(s) you want to print.
Save and Exit when finished.
You can also select “Ask Later”*

User Defined Reporting

Now the report asks you to select the Run(s) each time you wish to produce this report.

The dialog box is titled "User Defined Reporting" and contains two main sections: "Available:" and "Selected:". The "Available:" section lists 20 runs, with "308.104" selected. The "Selected:" section lists 4 runs: "308.001", "308.002", "308.003", and "308.004". Between the two sections are five buttons: ">", ">>", "<", and "<<". At the bottom right, there is a checkbox labeled "Ask Later" which is checked. At the bottom left, there are two buttons: "Save and Exit" and "Revert and Exit".

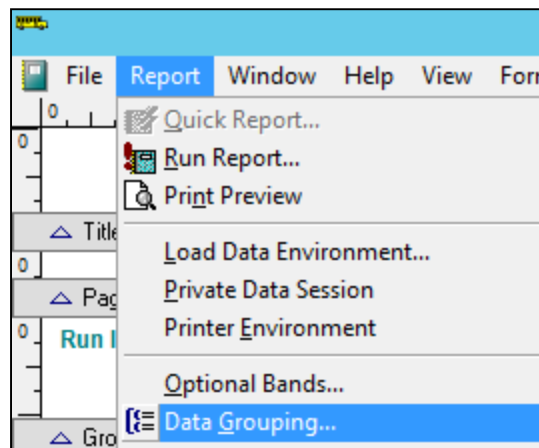
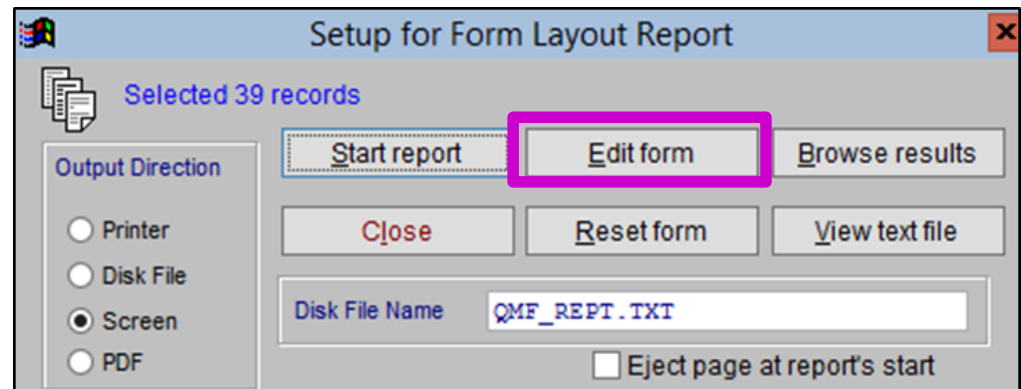
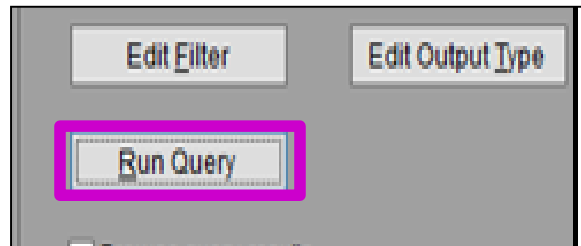
Available:	Selected:
306.101	<input type="checkbox"/> 308.001
306.102	<input type="checkbox"/> 308.002
306.103	<input type="checkbox"/> 308.003
306.104	<input type="checkbox"/> 308.004
306.105	
306.106	
306.107	
306.108	
308.101	
308.102	
308.103	
308.104	
316.001	
316.002	
316.003	
316.004	
316.005	
316.101	
316.102	
316.103	
316.104	

User Defined Reporting

- Most LEAs would like for each Passenger List to start on a new page, so let's learn how to add a page break with each new Run ID

HOWELL, MADELYNN	06:48 AM	308	01
TEAGUE, ETHAN	06:48 AM	308	05
WOODRUFF, SHEKIYA	06:51 AM	308	02
ILLUSIONS, NIGHTLYN	06:53 AM	308	05
ARNOLD, LAINA	07:10 AM	308	04
BELL, KOLE	07:17 AM	308	03
HARRINGTON, MCARTNEY	07:22 AM	308	03
THOMPSON, JOSHUA	07:22 AM	308	05
,	07:30 AM		
Run ID: 308.002	Description: 191 AM		
,	06:27 AM		
PAUL, WESLEY	06:37 AM	308	03
MELVIN, GREGORY	06:42 AM	308	04
SHUMAKE, CHRISTOPHER	06:45 AM	308	04
SHUMAKE, KATLYN	06:45 AM	308	02

User Defined Reporting



Choose Run Query from the Report Main Menu and then Edit Form from the Setup for Form Layout box.

Report - Data Grouping - Page Break editor

User Defined Reporting Adding Page Breaks

Modifying Data Groupings for Page Breaks

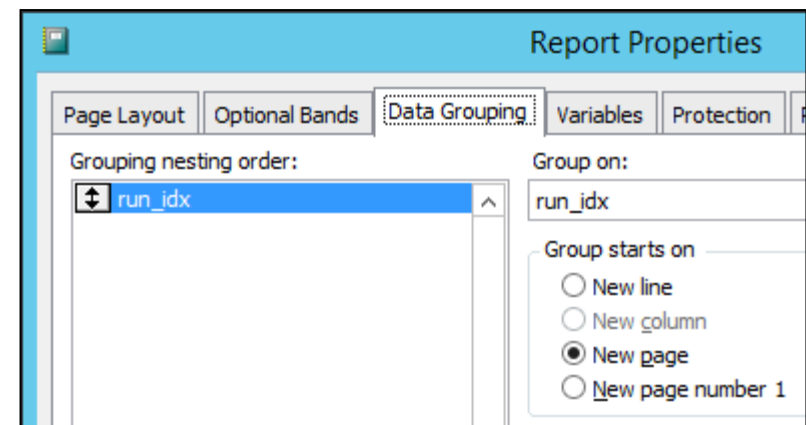
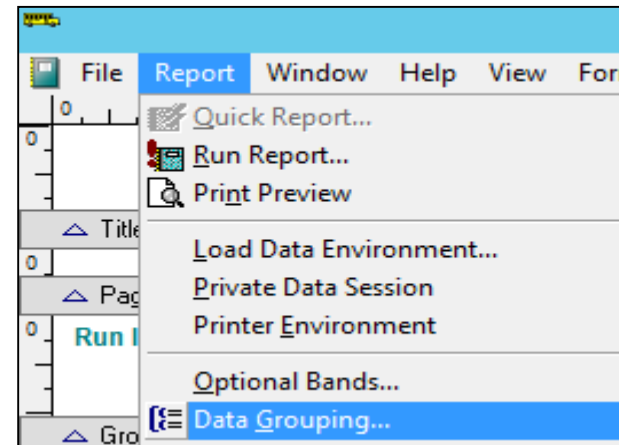
When editing a Report, you can add page breaks so the next run or school or student will start at the top of the next page.

Under Report>Data Grouping , you can tell the system when you want the page break to begin.

The default list of variables are on the left and each has their own command to start on a new page or on a new line within the report.

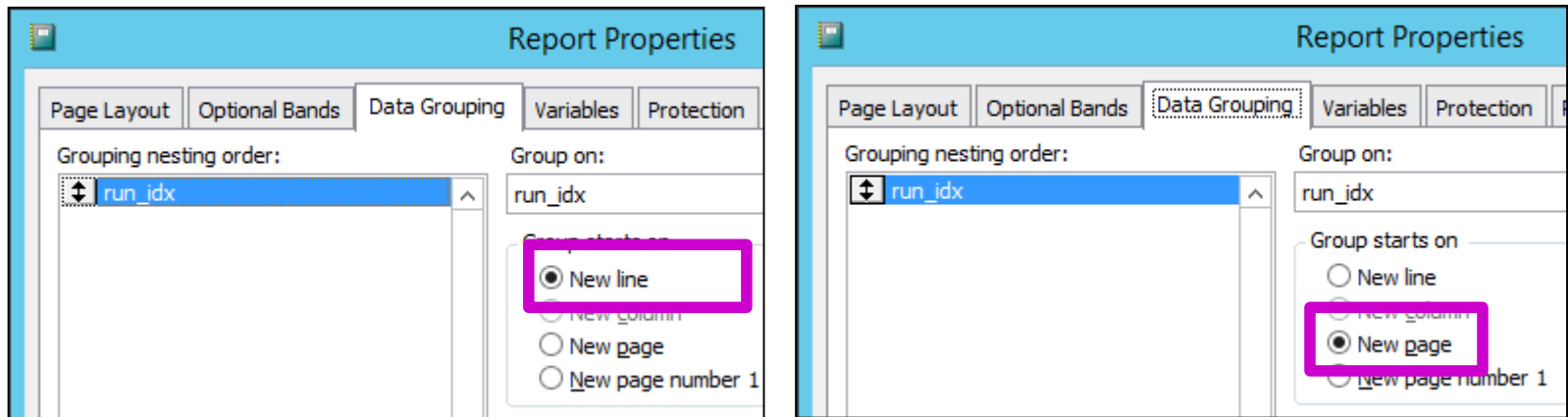
You may need to add other variables here if they are not included in the default options.

Make sure you select the Screen option.



User Defined Reporting

To set Page Breaks in a report, reopen the Report Designer



The default page break is for the next Run ID to start on a **New Line**.

Simply choose “New Page” to tell the report to add a page break and start the next Run ID on a **New Page**.

Click Ok to update the page break command.

View>Preview to check you edits before you Save and Close the Modifications.

User Defined Reporting

- The Passenger List for each Run ID should now start on it's own page

Passenger Lists by Run				
Run ID:	308.001	Description:	154 AM	
Last name, First name	Time at Stop	School	Grade	
,	05:27 AM			
CLARK, OWEN	05:35 AM	308	01	
CLARK, SCARLETT	05:35 AM	308	KI	
PALLAS, KYLIE	05:38 AM	308	03	
HARRIS, SKYLER	05:52 AM	308	KI	
LOPEZ-ESPINOSA, ANDREA	05:52 AM	308	01	
LOPEZ-ESPINOSA, DANIELA	05:52 AM	308	03	
COLEY, AVA	06:17 AM	308	04	
KASTRUP, KYLA	06:17 AM	308	05	

Run ID:	308.002	Description:	191 AM	
Last name, First name	Time at Stop	School	Grade	
,	06:27 AM			
PAUL, WESLEY	06:37 AM	308	03	
MELVIN, GREGORY	06:42 AM	308	04	
SHUMAKE, CHRISTOPHER	06:45 AM	308	04	
SHUMAKE, KATLYN	06:45 AM	308	02	
CHILDERS, TAYLOR	06:52 AM	308	03	
MOOSE, ADDISON	06:56 AM	308	04	
MOOSE, CHLOE	06:56 AM	308	KI	
BUMGARNER, JAXON	06:59 AM	308	01	
LANEY, JADENCE	07:02 AM	308	01	
BRASWELL, LOGAN	07:03 AM	308	04	
SIMERLY, CHRISTOPHER	07:06 AM	308	01	
MCFARLAND, ARIYANA	07:07 AM	308	04	
MCFARLAND, JAKAEVION	07:07 AM	308	02	
MCFARLAND, JAKOURIAN	07:07 AM	308	02	
MORRIS, ABIGAIL	07:07 AM	308	01	
MORRIS, DAWSON	07:07 AM	308	03	
FINCANNON, ALEX	07:15 AM	308	02	

Practice Session 2

- Copy the Passenger List we created and Rename it to “Passenger List with Phone”
- Then Edit the report and add Home Phone (aka Student Primary Phone)
 - *Add “Primary Phone” to the Output Fields*
 - *Edit the Report and add Phone # after name*
 - *Add the Displayed field and the Label too*

Passenger Lists by Run

Run ID:	302.001	Description:	152 AM		
Last name, First name	Phone #	Time at Stop	School	Grade	
MAYS, ROGER	828-356-6779	06:45 AM	302	10	
WHISENANT, EMILY	828-449-4644	06:46 AM	302	10	
PANAMENO, NATALIA	828-471-5103	06:48 AM	302	09	
FOX, CHRISTOPHER	704-402-4521	06:49 AM	302	10	
COLE, JAMES	828-202-6187	06:54 AM	302	12	
MUNOZ PENA, DAVID	336-466-9229	06:54 AM	302	09	
RODRIGUEZ RANGEL, MARTA	828-640-1964	06:54 AM	302	12	

Creating an excel file

- How do I get the same information off the report and into an excel?

Creating an excel file

BonniePerson Standard passenger lists for runs

Current Output Type: An Excel Ver 5 worksheet

Filters

run RunID matches {list of values} and
student Edulog ID is greater than 0 and
Deadhead Flag is false

Edit Filter Edit Output Type

Run Query

☐ Browse query results
☒ Hide duplicate records

Format Confirm

Help Cancel

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:\REPORTS\QMF_BONNIE

Disk/PDF file names are limited to 45 characters

Close Cancel

Take note of the file path.
D:\REPORTS\QMF_BONNIE

Run your report and check
The D:\Reports
to find your report.

Practice

Lets create a blackboard excel file.

Many counties use this information to pull student transportation information to send out messages for late buses or accidents.

Practice creating a blackboard excel file

- ***User Defined Reports => Bus Passes***
- Make a copy of
 - ***Standard student with trip information***
 - This will select all your students in TIMS and put all their information on one line.
 - Make sure you select excel for output.

Type of Output

Report

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

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

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:\REPORTS\QMF_BONNIE

Disk/PDF file names are limited to 45 characters

Close Cancel

Creating an Excel file

- **Modify the file to display the fields below:**

Fields Listed:

StudentDistrict ID
 Student School
 Student HR
 Student Grade
 Student Last Name
 Student First Name
 Trn AM Stop Description
 Trn Am Time at Stop
 Trn AM Route ID
 Trn PM Stop Description
 Trn PM Time at Stop
 Trn PM Route ID

Sort By:

Student School
 Student Grade
 Student HR
 Student Last Name
 Student First Name

Creating an excel file

As you can see it is listing a lot of students who do not have bus assignments.

13346384489	292		PK	STARINES	TAYLOR	
19635739958	292		PK	STEVENS	ALEXANDER	
18632268996	292	MINTON	PK	BAKER	JULIAN	
18269879126	292	SIMMON	PK	CORTES JR	JUAN	
14572914427	294		PK	MACIAS	CANDIDO	
12379256985	294		PK	MATA	JORGE	
10009264255	296		12	ALFONSO	ETHAN	
10001842721	302		09	TRIVETTE	KOLTON	6TH AVE NW & 6TH ST NW
19192382525	302		09	VERDUGO	SADY	HERITAGE VIEW RD & MOUNTAIN OAK LN
10011913506	302	ECKAR	09	GARLAND	LANCE	
17131236691	302	ADKINS	09	ABENDANA MEJIA	MIGUEL	1420 SMITH FARM RD
10011908676	302	ADKINS	09	ABERNATHY	BRYSON	
10011913071	302	ADKINS	09	ALLEN	KAINE	
10011914120	302	ADKINS	09	ANARIVAS-MATEO	LUISITA	BROOKSHIRE AND WALLACE LN & HAMMER RD
10001022564	302	ADKINS	09	ARELLANO	LILLIAN	3331 VASHTI RD

We can edit the filter to take them out

Creating an Excel file

- ***Once you add Trn AM Run ID is not empty or Trn PM Run ID is not empty it will remove all the students who do not have a bus assignment.***

Filters

student Last Name is not an empty field and
(Trn AM Run ID is not an empty field or
Trn PM Run ID is not an empty field)

District ID	School	HR	Grade	Last Name	First Name	AM Stop Description
0000000000000000009192382525	302		09	VERDUGO	SADY	HERITAGE VIEW RD & MOUNTAIN OAK LN
0000000000000000007131236691	302	ADKINS	09	ABENDANA MEJIA	MIGUEL	1420 SMITH FARM RD
000000000000000000011914120	302	ADKINS	09	ANARIVAS-MATEO	LUISITA	BROOKSHIRE AND WALLACE LN & HAMMER R
00000000000000000001022564	302	ADKINS	09	ARELLANO	LILLIAN	3331 VASHTI RD
000000000000000000011909823	302	ADKINS	09	BARNETT	RAINA	3037 US 64 90 W
000000000000000000011909824	302	ADKINS	09	BARNETTE	JENNIFER	STOUT FARM RD & ZEB WATTS RD

Powerschool Extract

- How do I create a Powerschool Extract?
- This file can be uploaded into Powerschool with the TIMS transportation data?
- Most counties already have this option in **All Student and Transportation**

Powerschool Extract

- Reports
 - User Defined Reports
 - All Student and Transportation Reports
 - PowerSchool Extract

01: Powerschool Extract

student School is not an empty field and

student District ID is not an empty field and

rtefrq Route ID is not an empty field

Selected

- ☐ student District ID
- ☐ trip Type
- ☐ Stop Description
- ☐ Time at Stop
- ☐ rtefrq Route ID

Fields needed in the file

Path D:\Powerschool\PowerSchool Extract Excel File

Powerschool Extract

- The Powerschool excel file will have to be modified before you can import it into Powerschool.
- Column 1 and 2 need to be adjusted.

[illegible]

Powerschool Extract

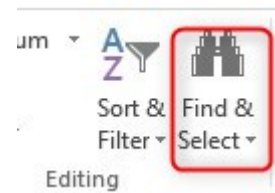
[illegible]

- Highlight the 1st line of the ID numbers
- Go to the bottom and shift click
- Go back to the top and click on the ! and convert to a number
- This will remove any leading zeros

Powerschool Extract

stutrip_ztriptype_id
1
2
1
1
2
1
2
2
2
2
1
2

- We must convert 1 – To and 2 – From
- Find all 1 replace with To
- Find all 2 replace with From

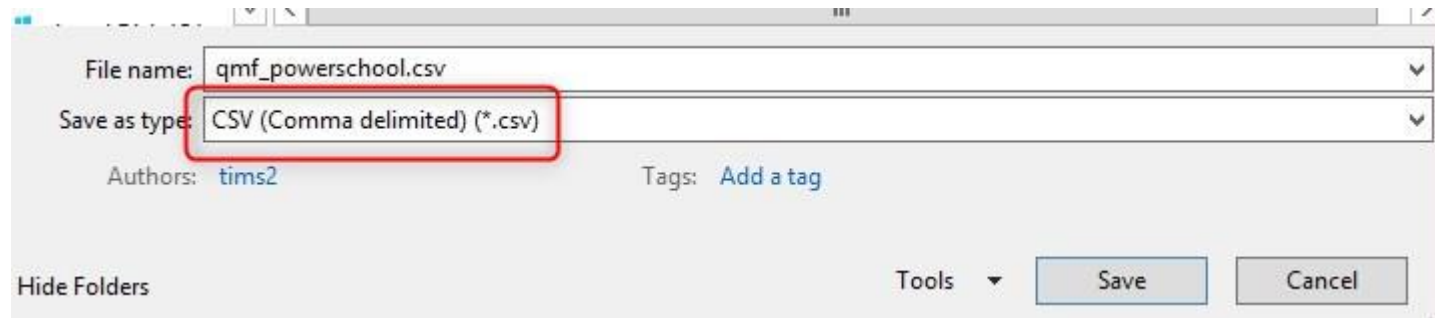


Powerschool Extract

- Convert the column names to the following:

[illegible]

Save file in a CSV format



Save file in a CSV format

Now your ready to import it into Powerschool

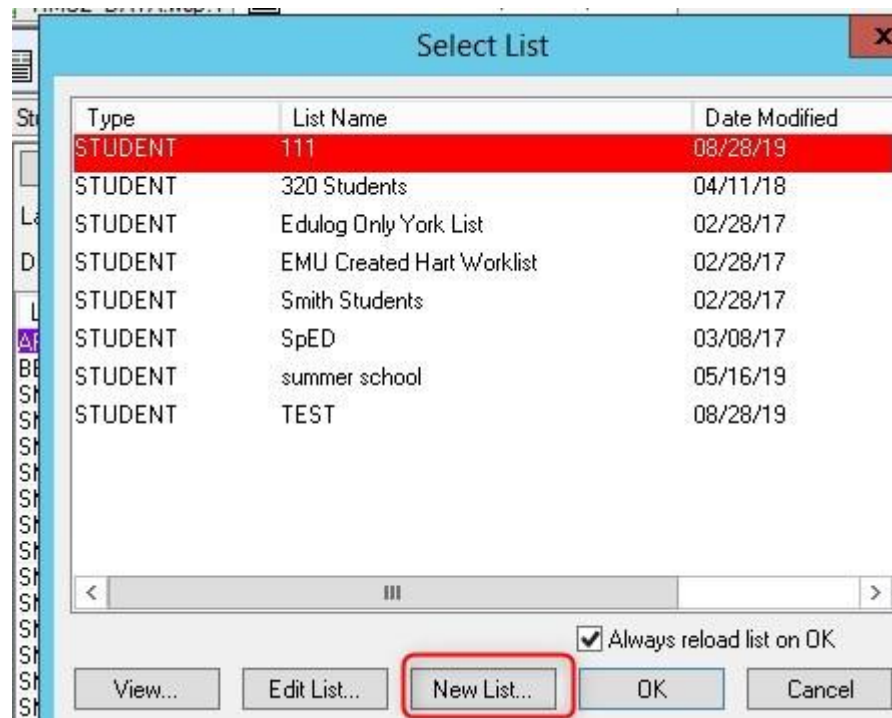
Boundary Listings

- Sometimes Administration will need a list of students who live in or outside a boundary.

Inside School Boundary

- You may be asked to pull information used for teacher allotments. Example HR may need to know how many rising 5th graders are scheduled to move up to the middle school. If you have more than one middle school you will need to know the numbers for each.

You can do this by creating a worklist in Student Tabular.



Inside West Middle Boundary

Search/Sort Parameters

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

Sort Order Save

Save/Exit Cancel

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

Inside West Middle Boundary

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 5th graders are currently registered at many different elementary schools.

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...

Outside a school boundary

Field Parameters

Field Names

- Last Name:
- First Name:
- Edulog ID:
- District ID:
- Government ID:
- User ID:
- School:**
- Program:
- Grade:
- Sch Dist:
- Elg Code:
- User ElgCde:
- SIS Addr:
- Prefix:
- Number:

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)

304

OK

Search Value (To)

Cancel

Select Search Boundaries

Boundaries

Bnd ID	Boundary Name
9	ES - 324 SUGAR LOAF
10	MS - 330 WEST MIDDLE
11	MS - 306 EAST MIDDLE
12	HS - 302 ALEXANDER COI
13	ES - 304 BETHLEHEM
15	ES - 328 TAYLORSVILLE
17	ES - 308 ELLENDALE

Operations

Select

Intersection

Union

Difference

Clear

Value

☐ In

☒ Out

OK

Cancel

Undo Last

Query

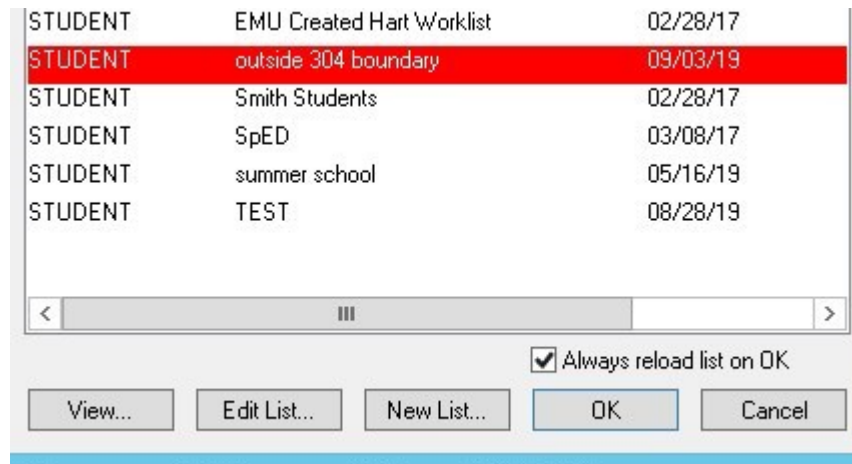
Outside ES - 304 BETHLEHEM

Last Name	First Name	Home	Address	City	State	Zip
PAYNE	CARTER	38	624 W LACKEY FARM RD	304	02	000012702...
GUTHRIE	HAYLEY	114	580 ANTIOCH CHURCH RD	304	01	002152865...
BREWSTER	ALEXIS	432	77 FRIENDSHIP RIDGE DR	304	04	000001947...
WALKER	COLTON	780	67 RIDGECREST DR	304	03	000012705...
JOHNSTON	BRYCE	1338	6185 PETRA MILL RD	304	03	000012712...
BRASWELL	LUKE	1377	3769 THREE FORKS CHURCH RD	304	KI	003632161...
HALL	ZACHARY	1602	107 RODNEY LN	304	02	008575173...
STOCKS	CHRISTOPHER	1656	214 GRAPEVINE CIR	304	05	000012335...
ANDERSON	GRAYSON	1752	6605 YACHT PL	304	04	000012526...
BOWMAN	HARPER	1902	91 T BOWMAN DR	304	02	007459975...
HAMBY	MASON	2071	3705 NC HWY 127	304	05	000001947...
STOCKS	JAMISON	2117	214 GRAPEVINE CIR	304	02	005332426...
MANNING	SIERRA	2764	62 EMILY LN	304	02	000012473...
BREWSTER	MAKAYAH	2984	77 FRIENDSHIP RIDGE DR	304	05	000012201...
MATHESON	BILLY	3443	4964 NC 127 HWY	304	03	000012700...
HORN	EMERSON	3796	24 BEAVER BRANCH DR	304	04	000012512...
BURCH	FAITH	3874	79 MOSS DR	304	02	009613863...
ROSEMAN	DYLAN	3965	180 39TH AVENUE CT NW	304	03	000012703...
HORN	CADEN	4090	24 BEAVER BRANCH DR	304	01	006137887...
SHARPE	BRAYLON	4337	2 FRANKLIN LN	304	01	001852178...
SHOOK	CHLOE	4369	4795 MOUNTAIN RUN DR	304	01	001234142...
BUMGARDNER	JOSHUA	4518	45 TRIPLE B LOOP	304	PK	001271483...
STROUD	KATELYN	7233	176 CEDAR VALLEY LN	304	KI	002379774...

Student registered at school 304 but live outside 304 school boundary.

Outside a school boundary

Worklists

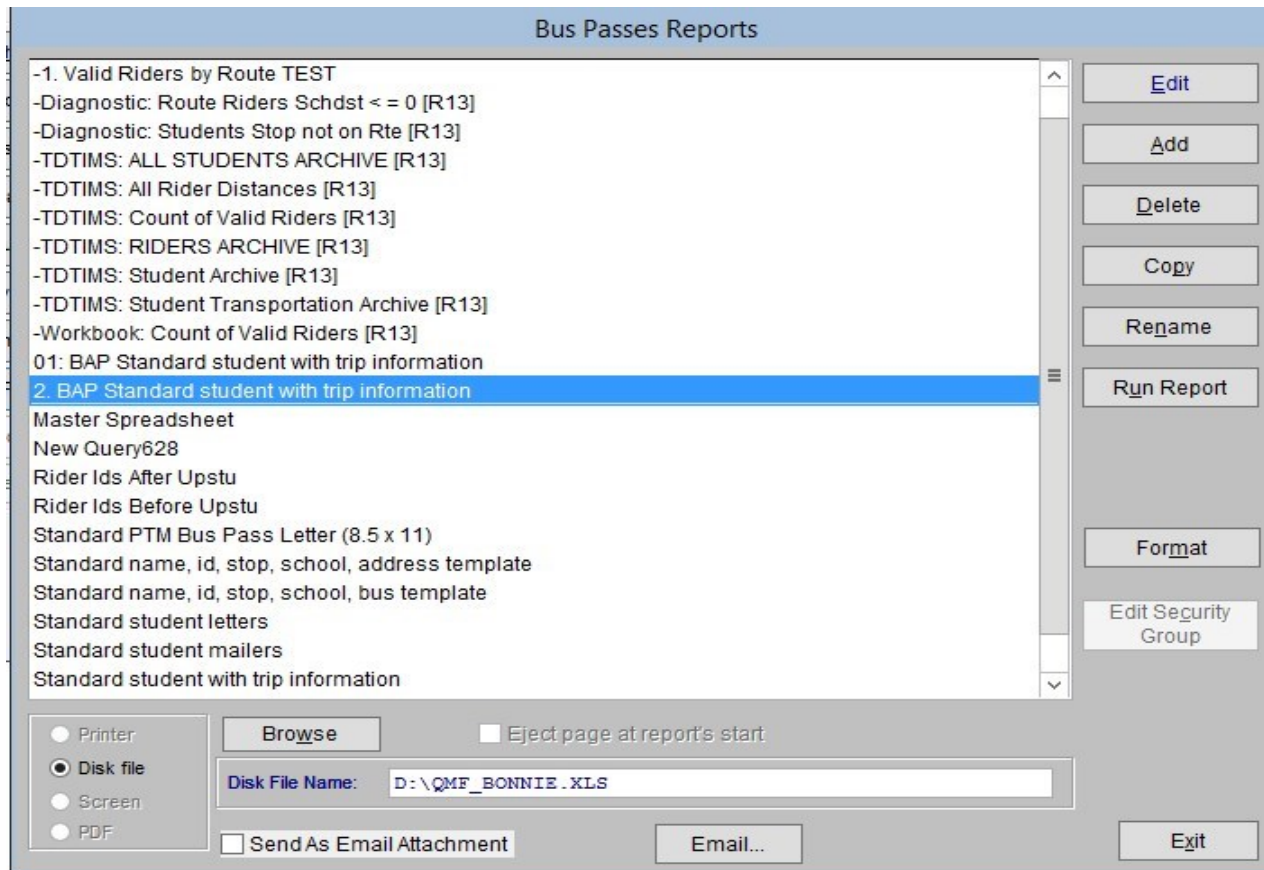


A screenshot of a software window displaying a table of worklists. The table has three columns: 'STUDENT', a description, and a date. The second row, 'STUDENT outside 304 boundary 09/03/19', is highlighted in red. Below the table is a scrollbar and a checkbox labeled 'Always reload list on OK' which is checked. At the bottom are five buttons: 'View...', 'Edit List...', 'New List...', 'OK', and 'Cancel'.

STUDENT	EMU Created Hart Worklist	02/28/17
STUDENT	outside 304 boundary	09/03/19
STUDENT	Smith Students	02/28/17
STUDENT	SpED	03/08/17
STUDENT	summer school	05/16/19
STUDENT	TEST	08/28/19

- In some cases you may need to create a worklist and create an excel file for it.

Outside a school boundary



- *Lets go back to your excel file in Bus Passes - Edit*

Worklists

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
student Edulog ID	<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		

☒ Ask later

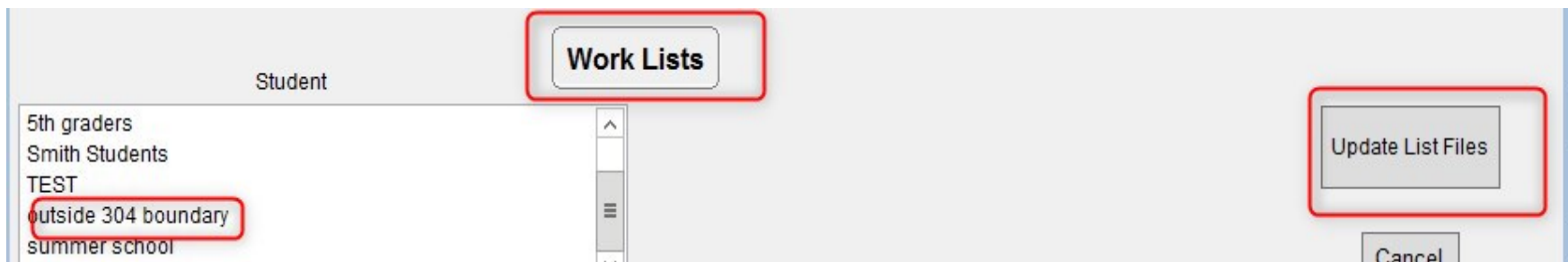
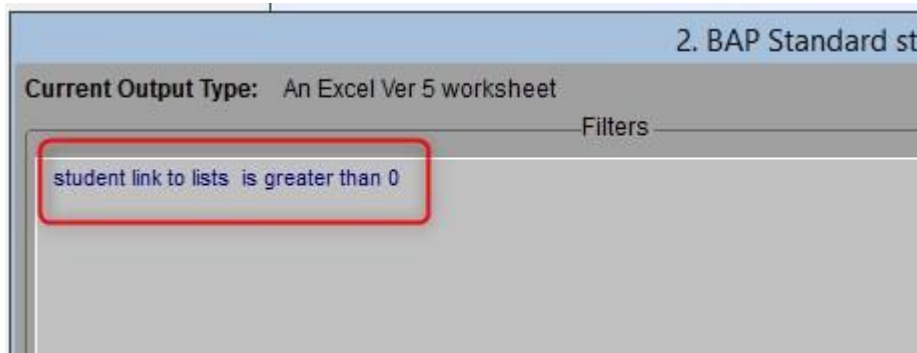
Search Value (From)

Search Value (To)

Ok Cancel

- *Edit filter to ask for a worklist later.*

Worklists



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

- *You can then modify the file as needed.*

Questions?

Student Tallies - eSQL

- Let's take a look at eSQL and how we can pull tallies using the map view.