

## Preparing for TDTIMS

### Data Preparation:

**The processes below are to be done in advance of the TDTIMS submission. These are listed here to help you identify possible areas of concern within your data.**

1. Run EMU batches:
  - a. Rebuild all Keys
  - b. Geocode Maintenance (if you have two geocode batches, run both)
  - c. Build Route Directions \*
  - d. Dumpall

\*You may do this in Edulog by going to 'Edulognt/Routes/Group Processes' You may also do this in EMU by running BATCHRTEDIR . If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district.

2. Run and review the Diagnostic reports to help you identify and repair *possible* data problems.
  - a. Under **Edulog Reports** (main menu):
    - Student Ride Times (click buttons: update data, then student ride times)
  - b. Under **Standard Reports**:
    - Stops>Active Stops without Students Assigned
  - c. Under **User Defined Reports**:
    - i. Schools> **Diagnostic: Sch/Gr with 12:00AM Time**
    - ii. Stops, Runs, and Routes> **Diag: Route Time and Miles Summary**
    - iii. Stops, Runs, and Routes> **Diagnostic: Neg. Times Between Runs**
    - iv. Stops, Runs, and Routes> **Diag: Route Time and Miles Detail**
    - v. Stops, Runs, and Routes> **Diagnostic: Runs Zero Loaded Mileage**
    - vi. Stops, Runs, and Routes> **Diagnostic: Stops Times After 5:00 PM**
      - Note: your data is not 'wrong' if you have stops listed after 5:00 PM – your goal is to have Edulog.NT accurately reflect what is happening with your bus fleet.
    - vii. Stops, Runs, and Routes> **Diagnostic: Stops Times Before 6:00 AM**
      - Note: your data is not 'wrong' if you have stops listed before 6:00 AM – your goal is to have Edulog.NT accurately reflect what is happening with your bus fleet.
    - viii. Bus Passes> **Diagnostic: Route Riders Schdst <= 0**
    - ix. Bus Passes> **Diagnostic: Students Stop Not on Rte**
    - x. All Student and Transportation> **Workbook: Min/Max Stop/Bell Times**
3. Review your run directions for accuracy. We have found that sometimes system generated turnarounds will cause the bus to travel further than it needs to; thus causing inaccuracies with your route, time and miles. Manually add the proper turnarounds where needed so your run directions will be accurate.
4. Make sure any checkpoints on runs are inserted correctly. Generally you should only have a checkpoint at the beginning of the first AM run and at the end of the last PM run. If a bus parks at an alternate location during the day a checkpoint may be used. A checkpoint should not be used in place of deadhead runs. \*call your project leader if you have any questions about how to handle checkpoints\*.
5. Make sure all runs are on Routes. Delete all routes without runs. (you can do this in EMU by running DELETEROUTES or in Edulog > Routes/Tabular)
6. For routes serving multiple runs, check your slack time between runs. \*See report under Stops, Runs, And Routes>**Diagnostic: Neg. Times Between Runs**

**Note: If you make changes to your data in response to what you see after steps 2-6, be sure to rerun the maintenance from step 1.**