

Relocate Schools

NOTE: Before making any changes to your geocode, make a backup of your data

- 1) Open Maris.
- 2) View your streets and nodes.
- 3) Find the new location of the school, or draw it in if it does not exist in your geocode.
- 4) Make note of the new node number where the school will be located; you will need it to proceed.
- 5) If you have more than one school to relocate, go back to step #3 and repeat the process, if not then exit Maris.
- 6) If changes were made to the geocode, go into EMU and run Geocode maintenance A & B, or 2. & 3.
- 7) Open Edulog.nt.
- 8) From the menu bar select **Schools > Tabular**.
- 9) In the 'School Edit Selection' window, type in the school code.
- 10) In the 'Schools Edit Form' window, click the **Relocate** button. Edulog.nt will ask if you have a current backup copy of your data. If you have done one, answer YES, if not, answer no to STOP and make a BACKUP!
- 11) In the 'Relocate School' window, type the pound sign # followed by the new node number (ex: #6672).
- 12) If your boundaries will not change, keep the existing posed boundaries option checked.
- 13) Click the **Confirm** button.
- 14) Click **Yes** to continue (Edulog.nt will tell you that this may take a while).
- 15) Relocation of school successful. Click the **OK** button.
- 16) In the 'Schools Edit Form' click the **Confirm** button and **OK** changes.
- 17) If you have more schools to relocate, go back to step #9 and repeat the process.
- 18) When done relocating schools, go to EMU and run POSTRELOCATESCHOOL.

PostRelocateSchools Utility

NOTE: In order to run POSTRELOCATESCHOOL, you will need to have a worklist made for ALL STUDENTS IN EDULOG. If you do not already have this created, go to Edulog and create it now. For instructions on how to create a worklist refer to [QRG-NT17](#).

To setup and run the POSTRELOCATESCHOOLS utility:

- 1) Open EMU
- 2) Click the **Batches** button.
- 3) From the 'Batch Work Dialog' window, click the **Create** button.
- 4) From the 'Create/Edit Batch' window, under Available Utilities scroll down and find POSTRELOCATESCHOOLS and double-click the name or click the green arrow button pointing to the right.
- 5) The 'Edit Utility configuration' window opens. Click the **New** button.
- 6) From the 'PostRelocateSchool' window, under 'Student Worklist' click the **Select List** button, then highlight the worklist name **All Students (or all students in Edulog)** and click **OK**, then **OK** again.
- 7) Type in the Configuration Name: **POSTRELOCATESCHOOLS** then click **OK**.
- 8) In the 'Edit Utility Configuration' window, highlight the utility you just created, then click **Add>>** button.
- 9) Type in the 'Batch Name': **POSTRELOCATESCHOOLS** then click **OK**.
- 10) Edulog will display a message 'Batch created and saved successfully' so click **OK**.
- 11) From the 'Batch Work Dialog' window, scroll down and highlight **POSTRELOCATESCHOOLS** then click the **Run** button.