

Instructions for 2009 – 2010 TDTIMS Submission

Due date: on or before November 2nd

Please PRINT and READ all instructions BEFORE doing anything.

* By October 23rd, 2009 there will be a TDTIMSXLSxxx (where xxx is your LEA #) folder on the C:\ drive of your TIMS server. In this folder you will find the TDTIMS Excel workbook.

**if you need to submit data from a second dataset, for example SN, you will need to complete steps 2-3 for that dataset as well.

1. _____ Visit www.ncbussafety.org/TIMSqrg.html and download #15 and 15a. These are your preprocessing and submission instructions.

2. _____ In EMU run:
 - i. Rebuild all Keys
 - ii. Geocode Maintenance (if you have two geocode batches, run both)
 - iii. Build Route Directions *
 - iv. Dumpall

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

3. _____ Run the following reports (which will be installed for you by October 23rd, 2009):

Under **Edulog Reports:** (main menu):

- _____ Choose ***Student Ride Times*** button. Click: update data then exit

- _____ Choose ***RR Crossing*** button. Perform the following steps...
 - i. Select all routes by clicking the button with the double arrowheads pointing to the right.
 - ii. Choose Time of Day = Total
 - iii. Choose Include Warning
 - iv. Choose Include Nodes
 - v. Choose Assigned
 - vi. Click Update Data
 - vii. When you see 'Done Processing. Press a key to continue' then exit.

Under **User Defined Reports:**

(Be sure to print each report listed below as the information from them will be used to complete your 20092010TDTIMS.xls Excel Workbook)

- _____ All Students and transportation > 1 TDTIMS: Min/Max Stop/Bell Times
- _____ Stops, Runs Routes > 1 TDTIMS: Route Count
- _____ Stops, Runs Routes > 1 TDTIMS: Route Time and Miles
- _____ Bus Passes > 1 TDTIMS: Count of Valid Riders

Complete the workbook:

You must have EXCEL version 2002 or newer to open 20092010TDTIMS.xls

4. _____ Before you open the 20092010TDTIMS.xls you need to check the security level of Excel. To do this, open Excel, go to Tools/Macro/Security and set this to Medium. *If using Excel 2007 you will need to click on the Office Button, then choose Excel Options, Trust Center, Trust Center Settings, Macro Settings and finally choose Enable all macros. OK to exit.
5. _____ On the C: drive of your computer you will find a folder named TDTIMSXLSxxx (where xxx is your LEA number) Inside this folder you will find the excel spreadsheet named **20092010TDTIMS.xls**. Open this file and when prompted, click on **Enable macros**.
6. _____ On the **Sign in** page fill in all information requested, making sure to use proper names for the Superintendent, Transportation Directors and Coordinators as these will show up in official letters. Click the Continue button when finished.
7. _____ The next three pages consist of general questions about your LEA. When you have completed a page click the Continue button at the bottom to proceed to the next page. At the bottom of the **LEA Info 3** page you will click the Continue to Data Input button.
8. _____ Complete the Data Input page. In step 3 you printed four reports. They contain the information needed to complete the **TIMS Data** section of this page.

Important notes about completing the Data Input page:

- Use X:XX format (ie: 7:30) when entering earliest and latest bell/pickup times. Make sure you choose AM/PM from the drop down box where indicated.
- **Non-Driving Time** should be in minutes per day per bus, NOT a total time for all your buses.
- Complete the **DPI Data** section using information from your TD2 and TD2R.

9. _____ Review your percentages (%) at the bottom of the page and....
 - i. If satisfied with the results
 - A. Click on the buttons:
 - a. Print Audit
 - b. Write TDTIMS Data File and Save Workbook
 - c. Save and Exit.
 - B. Review the printed Audit Sheet and Sign it.
 - ii. If **not** satisfied with the results
 - A. Click on the Save and Exit button.
 - B. Evaluate and make any corrections in Edulog that may improve your data.
 - C. Repeat steps 2 – 6 of these instructions.
 - D. Reopen your workbook, click on Clear All Data Fields, if you want button and reenter the information asked for under step 9.

**DO NOT PROCEED WITH THE FOLLOWING UNTIL STEPS 1-9
HAVE BEEN COMPLETED.**

Run the 'TDTIMS Processor' Program and Submit data via Secure CoreFTP

10. _____ Run the program 'TDTIMS processor v2.0

Note: if you intend to submit TDTIMS for an alternate database (such as SN), then you will need to re-run the TDTIMS processor v2.0 for that database as well.

11. _____ If successful, the program will create a folder containing the files you need to submit. Example folder might be: C:\TDTIMS0910_xxx (where xxx is your LEA #)
If you have a SN database: C:\TDTIMS0910_xxxSN (where xxx is your LEA#)

**Before you submit your reports, PLEASE check the numbers on
the Audit Sheet for accuracy.**

When you are ready to submit your reports:

- Upload the C:\TDTIMS0910_xxx folder(s), which contains all the files listed above, to your directory on UNCC's secure CoreFTP site.
- Sign and fax the audit sheet to your Project Leader (ITRE: 919-515-7924 or UNCC: 704-687-3179)
- Mail the original, signed audit sheet to Derek Graham, 6319 Mail Service Center, Raleigh, NC 27699-6319
- Once you have uploaded your reports to the CoreFTP site, please notify your project leaders via email.