

Bus Run Report Reformat Macro

Used in Edulog.nt module Lists > Reports >Run Directions

Three reasons for using the reports from Edulog.nt

1. Easy and convenient to use. Data is current, no need to run any additional utilities once the run directions have been generated.
2. Concise easy to read format, except for a printed output.
3. MOST importantly, the HAZARD reporting is available here. Currently the REPORTS module cannot include the hazard reporting.

Note: In the future, the hazard reporting WILL be available in the REPORTS module. This procedure may still be of value, though, because of the ease of generating these reports in Edulog.nt.

DOWNSIDE:

1. The report is too wide to fit 8 ½" x 11" paper, portrait or landscape. This causes some of the lines to wrap around making a hardcopy printout difficult to read.
2. There is no page break at the end of runs.

These instructions will allow sites that use Word 97 or Word 2000 to download and install a macro, when it is run on a busrun report, will change the font style and size to one that will fit on 8 ½" x 11" AND will insert page breaks at the end of each run.

It is VERY important that you follow the instructions carefully. This is not difficult to do, but does require concentration to be certain that you do not skip a step.

A. Installing the MACRO

1. Download the macro text file ([RunDirMacro2k.txt](#) for Windows 2000 or [RunDirMacro97.txt](#) for Windows 97) from the FTP site:
TIMS_DM\RESOURCES\Edulognt\Rundir Word Macro
2. Open WORD (a new blank document should open)
3. Alt-F8 (this opens the macro window)
4. Enter **TIMS** in the **Macro Name:** window (this will be automatically replaced by a future step)
5. Select **CREATE**
6. Highlight and delete EVERYTHING in the editing window

7. Select **INSERT > File** off the menu bar and browse to the location that you saved the file RunDirMacro2k.txt (this version is for Word 2000) and double-click on that file. When you do this, the text file will be pasted into the macro screen and the Macro name will be updated.
8. Close the macro editor.

B. Putting an icon on the Toolbar (Must at least have a blank document open to do this)

1. View > Toolbars > Customize > Commands > Macros
2. Select **Normal.NewMacros.RunDirFormat** (If there are more macros, the NewMacros portion of the filename may differ) and drag it to your toolbar wherever you want.
3. Rt-Click on the macro button and rename it NAME: RunDirReformat

C. Using the macro

1. Create the run(s) report.
 - a. Edulog.nt>Lists>Reports>Run Directions
 - b. Select the run(s) that you want to print from one of the options available.
 - i. Generally you will select
 1. **Brief** directions
 2. **Assigned Load**
 - ii. If you wish, you can also select **Student Information**
 1. Select Student Fields

Note that this process was prepared to reformat with the following student fields displayed:

FIRST NAME, LAST NAME, HOME PH#, EMERG PH#

If you wish to choose other information, be aware that if the information is too long, the lines will word wrap and may still be difficult to read. The field lengths are set by the system and reflect the total number of characters that the field can hold. A field like the address field would be 55 characters in length even if the actual address for a particular student were only 15 char.

Feel free to try various items. If one set of items doesn't work, you only have to rerun the report with different data.

- c. Give the report file a name. The default is RPT:RUNDIR.RPT
The reports are found in the C:\USERS*your user name*\RPT
- d. Open the report with WORD, then simply click on the macro button on your toolbar.
- e. Look through the report to be sure that everything reformatted ok and then print as needed.