

# REPORTS

# Reports

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The most common reports in TIMS:  
***Run Directions and Passenger  
Lists***

# Reports - Run Directions

## Run Directions with Stop and Student Info

Run ID: 302.001      Route ID: 152      Run Frequency: MTWUF  
 Run Description: 152 AM

Stop Time	Description	Service ID	Assign Stop Load	Assign Run Load	Miles	Acc Miles
06:37 AM	<b>ALEXANDER CENTRAL HIGH SCHOOL</b> Proceed On SCHOOL DR Right Turn Onto LILEDOUN RD Left Turn Onto US 64 90 Right Turn Onto BOSTON RD Right Turn Onto LEE MATHESON RD	@CP.003031	0	0	0.0000	0.0000
06:45 AM	<b>463 LEE MATHESON RD</b>	302.025002	1	1	4.9155	4.9155
	<b>Last Name, First Name</b>	<b>District ID</b>		<b>School</b>		<b>Grade</b>
	MAYS, ROGER	000011912549		302		10
	Proceed On LEE MATHESON RD Left Turn Onto TAYLORSVILLE MFG RD					
06:46 AM	<b>930 TAYLORSVILLE MFG RD</b>	302.149002	1	2	0.7538	5.6693
	<b>Last Name, First Name</b>	<b>District ID</b>		<b>School</b>		<b>Grade</b>
	WHISENANT, EMILY	000011912253		302		10
	Proceed On TAYLORSVILLE MFG RD Right Turn Onto MILLERSVILLE RD Left Turn Onto OLD CHARLOTTE RD					
06:48 AM	<b>115 OLD CHARLOTTE RD</b>	302.279002	1	3	0.9212	6.5905

# Reports – Passenger List

*In the event of an accident you will need the following information listed on your Passenger List:*

***Name, Home Address, Primary Phone, Date of Birth, School and Grade.***

## Passenger List

Run ID:	302.001	Description:	152 AM			
Last name, First name	Date of Birth	Phone	Address	School	Grade	
MAYS, ROGER	09/16/2000	828-356-6779	463 LEE MATHESON RD	302	10	
WHISENANT, EMILY	10/12/2000	828-449-4644	930 TAYLORSVILLE MFG RD	302	10	
PANAMENO, NATALIA	03/16/2002	828-471-5103	115 OLD CHARLOTTE RD	302	09	
FOX, CHRISTOPHER	09/04/2001	704-402-4521	474 OLD CHARLOTTE RD	302	10	
COLE, JAMES	04/04/1998	828-202-6187	1177 LIBERTY CHURCH RD	302	12	
MUNOZ PENA, DAVID	05/17/2001	336-466-9229	241 RAINTREE PARK RD	302	09	
RODRIGUEZ RANGEL, MARIA	03/03/1999	828-640-1964	39 MEXICO AVE	302	12	
BECK, ANDREW	02/05/1999	704-585-2300	1111 LIBERTY CHURCH RD	302	12	
MAST, JOHN	11/30/2000	828-308-4647	485 LIBERTY CHURCH RD	302	10	
MANON, MICHAEL	09/15/2000	828-635-0909	109 FREEDOM DR	302	11	
CHILDERS, SARAH	10/15/2001	828-352-9690	261 DAVIDSON CT	302	09	
FABIAN CAMPOS, CRISTIAN	08/26/2000	828-358-7745	187 DAVIDSON CT	302	09	
JARVIS, CASSIE	03/22/2002	704-530-8877	328 DAVIDSON CT	302	09	
WIKE, JAMES	01/17/2002	828-352-3240	201 WHITE PLAINS RD	302	09	
GARCIA CASTRO, CARLOS	01/12/2002	828-638-3063	25 PLATO MARTIN MHP DR	302	09	
TORRES, GARY	01/16/2001	828-404-2438	5515 MILLERSVILLE RD	302	09	
JAMES, TIARA	02/07/2001	828-303-8870	5115 MILLERSVILLE RD	302	10	
MCALPIN, DAMIAN	05/17/2000	828-270-4623	171 ALLENDALE LN	302	11	
MILLER, ANTHONY	10/19/2001	828-404-2655	240 PONDEROSA RD	302	09	
VOSS, JACAVIAN	04/05/2001	704-252-1875	174 NOAHS LANDING FARM RD	302	10	

# Reports

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Reports can be any information that is pulled from your TIMS data in an organized format.

Reports can be excel files, Merged Word Documents or CSV files to name a few. You can even write a worklist and display information on your map.

Reports gather data for informational purposes.

# Reports

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Reports are created for informational purposes.

- Excel Files
  - Mail merge, Bus Passes
  - All calls (Blackboard, Bright Arrow)
- Data Check
- Funding
  - In/Out of District Students
  - Teacher Allotment
- Batch User Fields

# Reports - EXCEL FILES

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Mail Merges can be used to create letters for Parents at Open House. Letters can be created with Student Name, Homeroom Teacher, Stop Location, Stop Time, Bus Number just to name a few.

*Stop location and stop time can change over the summer. It's important for the Parents to be notified before the 1<sup>st</sup> day of school.*

# Reports - EXCEL FILES/Mail Merge

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## Share Transportation rules and regulations with Parents and Students.

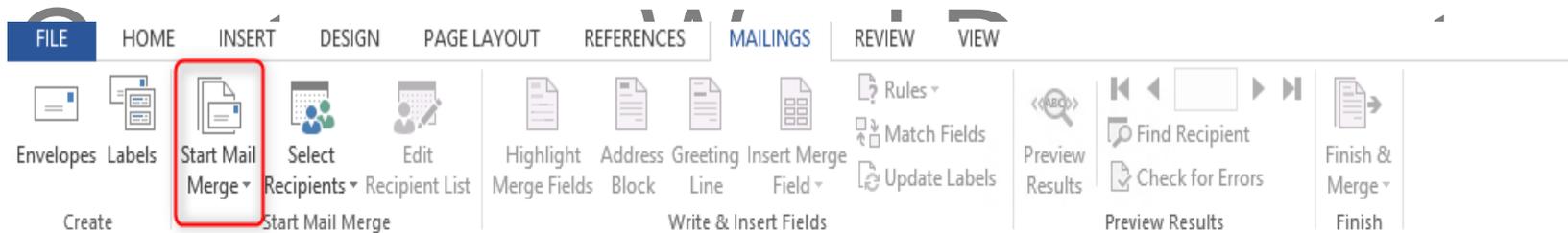
1. Rules expected on the bus and discipline actions if rules are not followed.
2. Contact information for bus related issues. Some counties have Bus Coordinators at each school. List that information in the Welcome Back letter to cut down on calls at the Bus Garage.
3. When will a parent or guardian need to be present to drop off a student? (PK, KI-3<sup>rd</sup>?)
4. When should I expect the Bus. Is there a window for the arrival/drop-off time on the letter. Most counties let the parents know there is a 10 minute window before and after stop time stated.
5. How they will be notified in the event of an emergency.
6. Early Release – Times listed for early release.

# Reports - EXCEL FILES/Mail Merge

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- ✓ Create your word document.
- ✓ Allow spaces to insert the fields from TIMS
- ✓ Create a worklist to generate an excel file

# Reports - EXCEL FILES/Mail Merge - Word



Start your mail merge letter

Welcome Back to the 2021 – 2022 School Year:

Homeroom Teacher:

Grade:

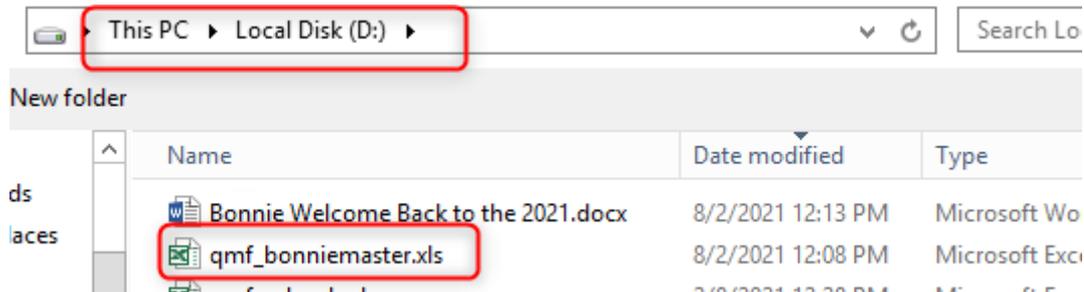
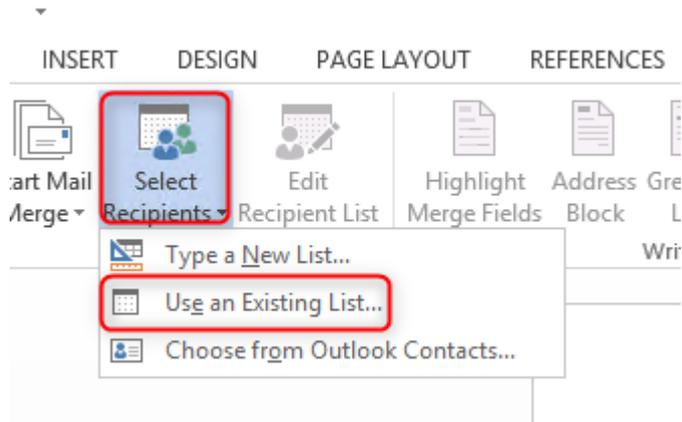
Your Bus Assignment is list below:

School:

AM Bus Number:	AM Stop Description:	AM Time:
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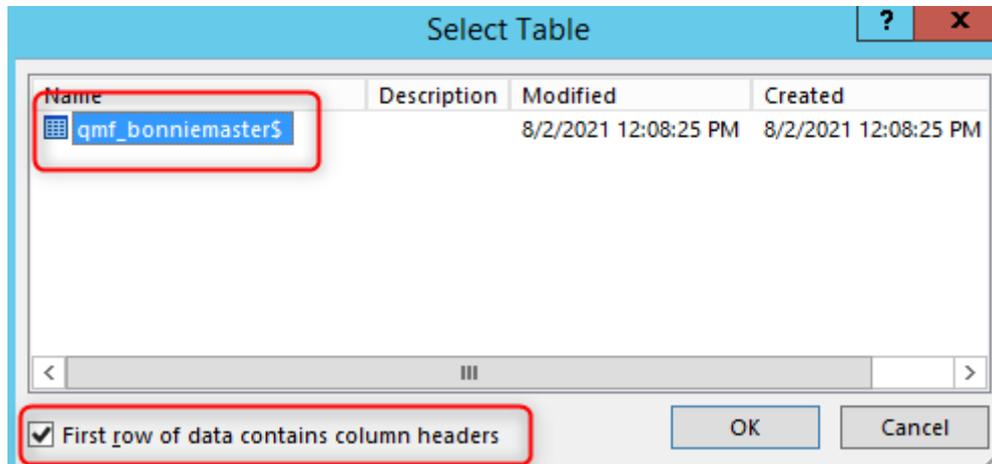
PM Bus Number:	PM Stop Description:	PM Time:
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# Reports - EXCEL FILES/Mail Merge

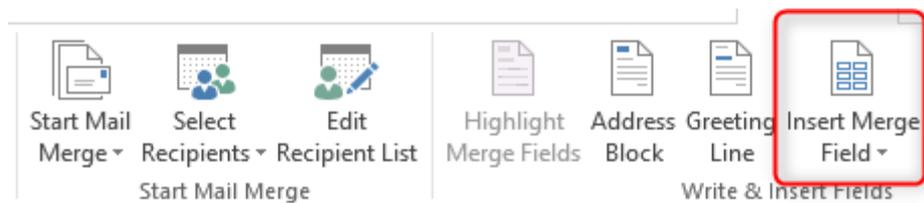


You will select the excel file you created in Reports: Remember the path and where it was saved!

# Reports - EXCEL FILES/Mail Merge

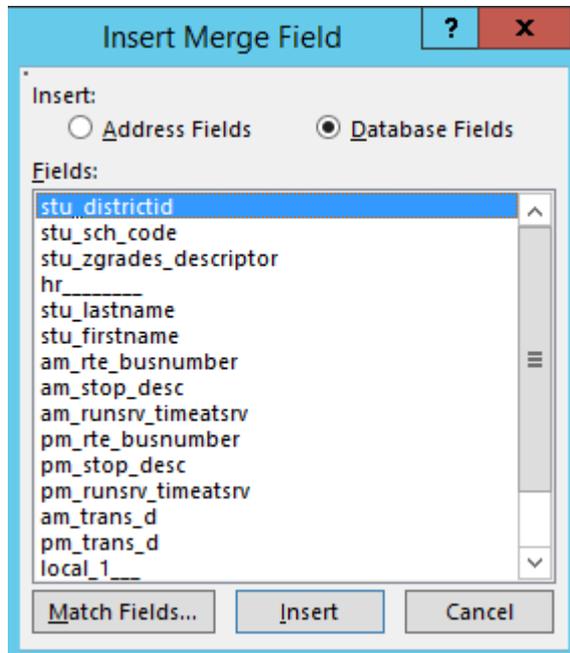


Excel File



Insert the fields you want in your letter.

# Reports - EXCEL FILES/Mail Merge



Fields that can be merged into your document from the excel file you created.

# Reports - EXCEL FILES/Mail Merge

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Welcome Back to the 2021 – 2022 School Year:

Homeroom Teacher: «hr\_\_\_\_\_»

Grade: «stu\_zgrades\_descriptor»

Your Bus Assignment is list below:

School: «sch\_name»

AM Bus Number: «am\_rte\_busnumber»

AM Stop Description: «am\_stop\_desc»

AM Time: «am\_runsrv\_timeatsrv»

PM Bus Number: «pm\_rte\_busnumber»

PM Stop Description: «pm\_stop\_desc»

PM Time: «pm\_runsrv\_timeatsrv»|

# Reports - EXCEL FILES/Mail Merge



Welcome Back to the 2021 – 2022 School Year:

Homeroom Teacher: ADKINS

Grade: 09

Your Bus Assignment is list below:

School: ALEXANDER CENTRAL HIGH SCHOOL

AM Bus Number: 183

AM Stop Description: BROOKSHIRE AND WALLACE LN & HAMMER RD

AM Time: 07:05 AM

PM Bus Number: 183

PM Stop Description: BROOKSHIRE AND WALLACE LN & HAMMER RD

PM Time: 03:49 PM

# Reports - EXCEL FILES – All Call

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Schools can generate all calls excel files for the district. We can sort files by School, Homeroom Teacher, Runid and or Bus Number.

***(BlackBoard and Bright Arrow)***

All call files can be programmed to run each night and saved in a folder on the server. You can get up to date data each day as long as your data in TIMS has been updated!

***Make sure you are doing daily UPSTUs***



# Reports - EXCEL FILES – ALL CALL

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**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

# Reports - EXCEL FILES – ALL CALL

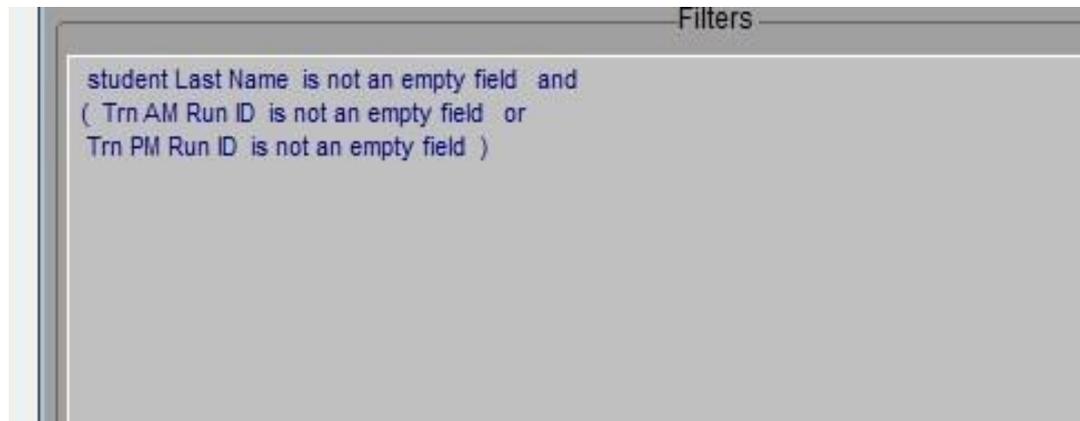
As you can see it is listing a lot of students who do not have bus assignments.

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

*If you only want to see Bus Riders you can remove anyone without a stop by changing your query/worklist.*

# Reports - EXCEL FILES – ALL CALL

***AddTrn 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.***



District ID	School	HR	Grade	Last Name	First Name	AM Stop Description
000000000000000009192382525	302		09	VERDUGO	SADY	HERITAGE VIEW RD & MOUNTAIN OAK LN
000000000000000007131236691	302	ADKINS	09	ABENDANA MEJIA	MIGUEL	1420 SMITH FARM RD
0000000000000000011914120	302	ADKINS	09	ANARIVAS-MATED	LUISITA	BROOKSHIRE AND WALLACE LN & HAMMER R
000000000000000001022564	302	ADKINS	09	ARELLANO	LILLIAN	3331 VASHTI RD
0000000000000000011909823	302	ADKINS	09	BARNETT	RAINA	3037 US 64 90 W
0000000000000000011909824	302	ADKINS	09	BARNETTE	JENNIFER	STOUT FARM RD & ZEB WATTS RD

# Reports - EXCEL FILES – PS Extract

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Did you know you can upload your TIMS data into PowerSchool by creating an excel file?

# Reports - EXCEL FILES – PS Extract

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- This file can be uploaded into Powerschool with your TIMS transportation data.
- Most counties already have this option in ***All Student and Transportation***

# Reports - EXCEL FILES – PS 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 that need to be in the excel file*

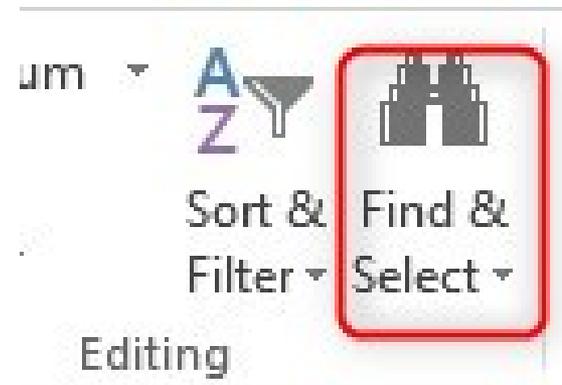
Path D:\Powerschool\PowerSchool Extract Excel File





# Reports - EXCEL FILES – PS Extract

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



1. We must convert 1 – To and 2 – From
2. Find all the 1s replace with To (To School Trip)
3. Find all the 2s replace with From (From School Trip)



# Reports - EXCEL FILES – PS

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## Extract

Your file is now ready to send to the Powerschool Coordinator for the import.

# Reports

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## Data Check

A lot of time is spent making sure your students are assigned and your runs are efficient. You will also need to make sure your mileage and stop times are correct as well. All Runs need to be reprocessed as a final step. This will recalculate your miles and time after making changes to your runs.

# Reports – Data Check – Reprocess Runs

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Reprocessing is one of the most important steps you can do.

If your runs don't process your time and mileage will not be correct!

Stops on "No Travel" can result extra miles.

# Reports – Data Check – Reprocess Runs

Below the loaded distance for this AM Run is 20023 miles.  
 If you see this issue you have a stop on a no travel road. Your runs will not process successfully until you move the stop.

Info View
Map View

**Run Basic Information**

Run ID:  Description:

Direction:  Frequency:  Max. Load:

Comments:

**Run Transportation Information**

Start Time:  End Time:

Total Time:  Actual Load:

Loaded Distance:

**Stops on Run**

Seq. #	Stop ID	Stop Description	Stop Time	Stop Load	Run Load
1	@CP.018	199 WITTENBURG ELEMENT...	6:15 AM	0	0
2	332.018	DEALS BOUNDARY DR & MI...	6:29 AM	2	2
3	332.001	J S LN & MILLERSVILLE RD	6:34 AM	1	3
4	332.004	OLD LANDFILL RD & MIRAN...	6:37 AM	1	4
5	332.008	OLD LANDFILL RD & WARR...	6:38 AM	2	6
6	332.011	1811 OLD LANDFILL RD	6:38 AM	1	7
7	332.069	1315 OLD LANDFILL RD	6:39 AM	2	9
8	332.007	B B RENTALS MHP & CROU...	6:41 AM	2	11
9	332.022	MACEDONIA CHURCH RD &...	6:43 AM	1	12
10	332.031	MACEDONIA CHURCH RD &...	6:43 AM	3	15

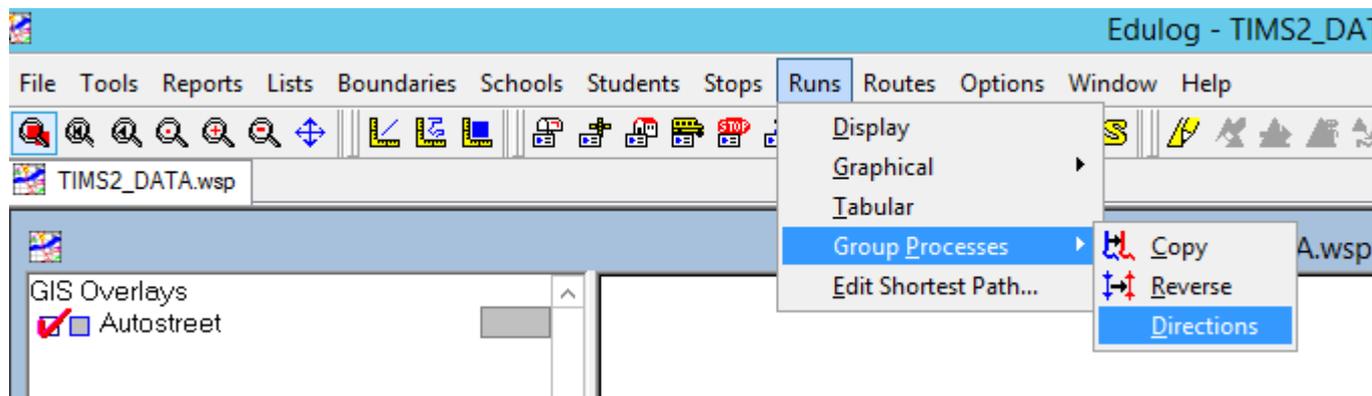
# Reports – Data Check – Reprocess Runs

Move no travel roads stops to the intersection and reprocess



# Reports – Data Check – Reprocess Runs

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



# Reports – Data Check – Reprocess Runs

The screenshot displays three overlapping dialog boxes in a software application. The background is a map with red lines indicating routes.

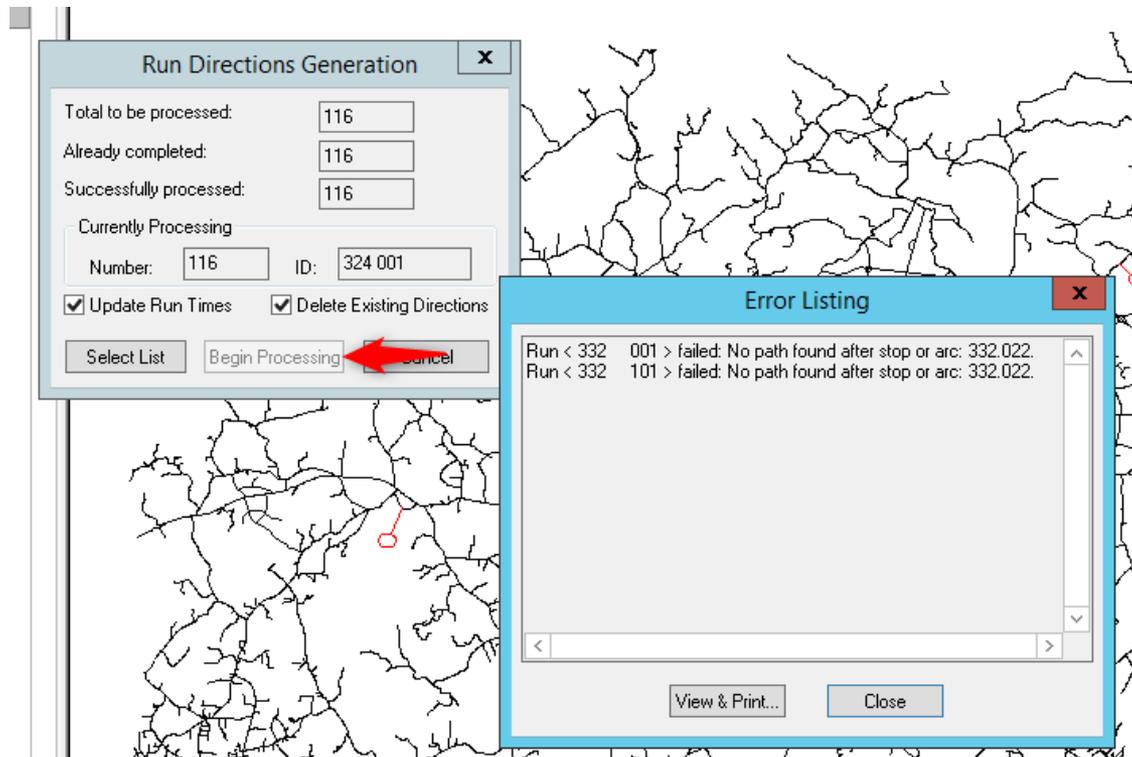
- Run Directions Generation** (top left):
  - Total to be processed: 0
  - Already completed: 0
  - Successfully processed: 0
  - Currently Processing:
    - Number: 0
    - ID: [empty]
  - Update Run Times     Delete Existing Directions
  - Buttons: **Select List** (highlighted with a red box), Begin Processing, Cancel
- Select List** (top right):
 

Type	List Name	Date Modified
RUN	320 Runs	04/11/18
RUN	400 runs	05/17/19

  - Buttons: View..., Edit List..., **New List...** (highlighted with a red box), OK, Cancel
  - Always reload list on OK
- Field Parameters** (bottom):
  - Field Names list: RunID: (highlighted with a red box), UserID, Begin Time, End Time, MaxTime, MaxLoad, Description, Loaded Miles, Frequency, To/From, Dest time, Created, Time Changed, Run Length (min), Cover.
  - 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): [text box]
  - Search Value (To): [text box]
  - Buttons: OK, Cancel

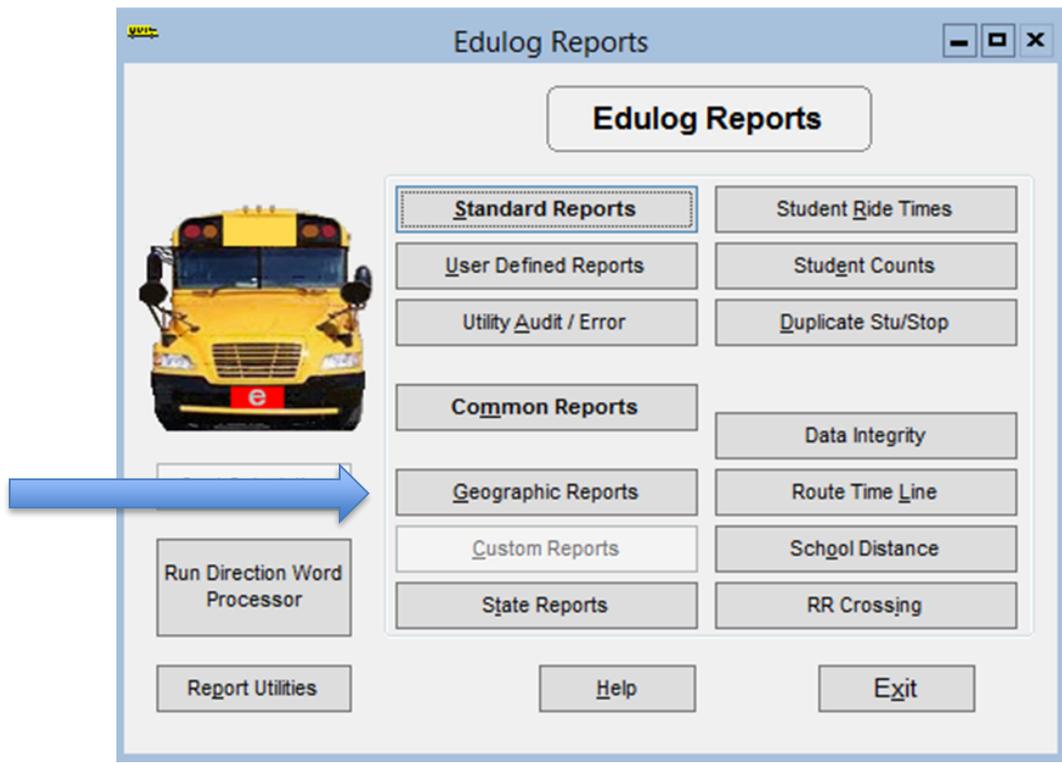
Create a worklist for "AllRuns"

# Reports – Data Check – Reprocess Runs



Processing your runs you will generate a list of errors that need to be corrected. If you see this error you have a stop on a no travel road.

# Reports - Geographic



# Reports - Geographic

## Geographic Reports

edulog Geographic Reports

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Street Addressing</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Node Listing</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Traffic Listing</div> <div style="border: 2px solid purple; padding: 2px; margin-bottom: 2px; text-align: center;">Eligibility Listing</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Boundary Listing</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Overlapping Addresses</div> <div style="border: 2px solid purple; padding: 2px; margin-bottom: 2px; text-align: center;">Street Name Listing</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Landmarks</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Overlapping Segments</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Segment Boundaries</div> <div style="border: 2px solid purple; padding: 2px; margin-bottom: 2px; text-align: center;">Stop Range Report</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; text-align: center;">Street Validation</div>	<p><b>Street Addressing -</b> Lists address ranges for left and right sides of segments for all streets.</p> <p><b>Node Listing -</b> Lists street names that intersect at any or all nodes.</p> <p><b>Traffic Listing -</b> Lists high and low address ranges, as well as information on street speeds, hazard levels, and directions of travel.</p> <p><b>Eligibility Listing -</b> Lists all addressed streets within the posted boundaries for any school.</p> <p><b>Boundary Listing -</b> Lists all boundaries with descriptions.</p> <p><b>Overlapping Addresses -</b> Lists any streets with the same names that have address numbers that overlap.</p> <p><b>Street Name Listing -</b> Lists each unique street name in the geographic data.</p> <p><b>Landmarks -</b> Lists the names of landmarks in the geographic data.</p> <p><b>Overlapping Segments -</b> Lists any segments in the geographic data that overlap.</p> <p><b>Segment Boundaries -</b> Street Addressing with the associated boundaries, selected by group.</p> <p><b>Stop Range Report -</b> Street Addressing with the associated transportation services.</p> <p><b>Street Validation -</b> Lists Geographic Information for Streets.</p>
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# Reports - Geographic

## Eligibility Listing:

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

Date/Time: 09/06/2019 01:47 PM **ELIGIBILITY REPORT**

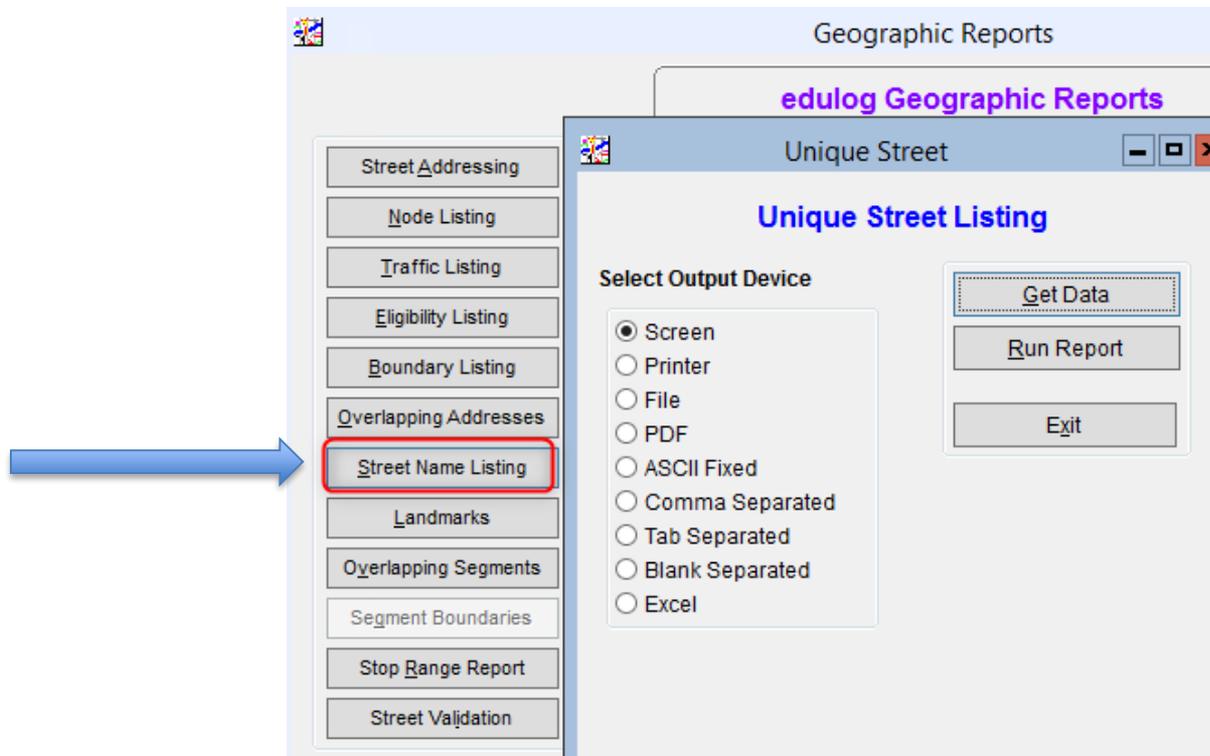
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School Code: 304      Grades: 01 02 03 04 05 KI PK

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

# Reports - Geographic

Are you having issues with your PS Data Managers misspelling street names?  
The Street Name Listing can be very useful to the Data Managers when entering in addresses.



# Reports - Geographic

This is a great report to give your Powerschool Data Mangers as a reference.

**Date/Time:** 09/07/2021 09:57 AM **Unique Street Name Report**

Prefix	Street	Type	Suffix	Zone
	15TH	AVE	NW	
	16 S INDUSTRIAL	DR		
	1ST	AVE	NW	
	1ST	AVE	SE	
	1ST	AVE	SW	
	1ST	ST	SW	
	1ST AVE	CIR	SE	
	1ST AVENUE	DR	SE	
	1ST ST	NE		
	2ND	AVE	N	
	2ND	AVE	SE	
	2ND	AVE	SW	
	2ND	ST	NW	
	2ND	ST	SW	
	3RD	AVE	NE	
	3RD	AVE	SW	
	3RD	ST	NE	
	3RD	AVE	SE	
	4TH	AVE	N	
	4TH	AVE	SW	
	4TH	ST	NE	
	4TH	ST	SW	

# Reports - Geographic

Stop Range Reports – A great report to use for open house. Runs change daily so this report is only good for a few days.

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

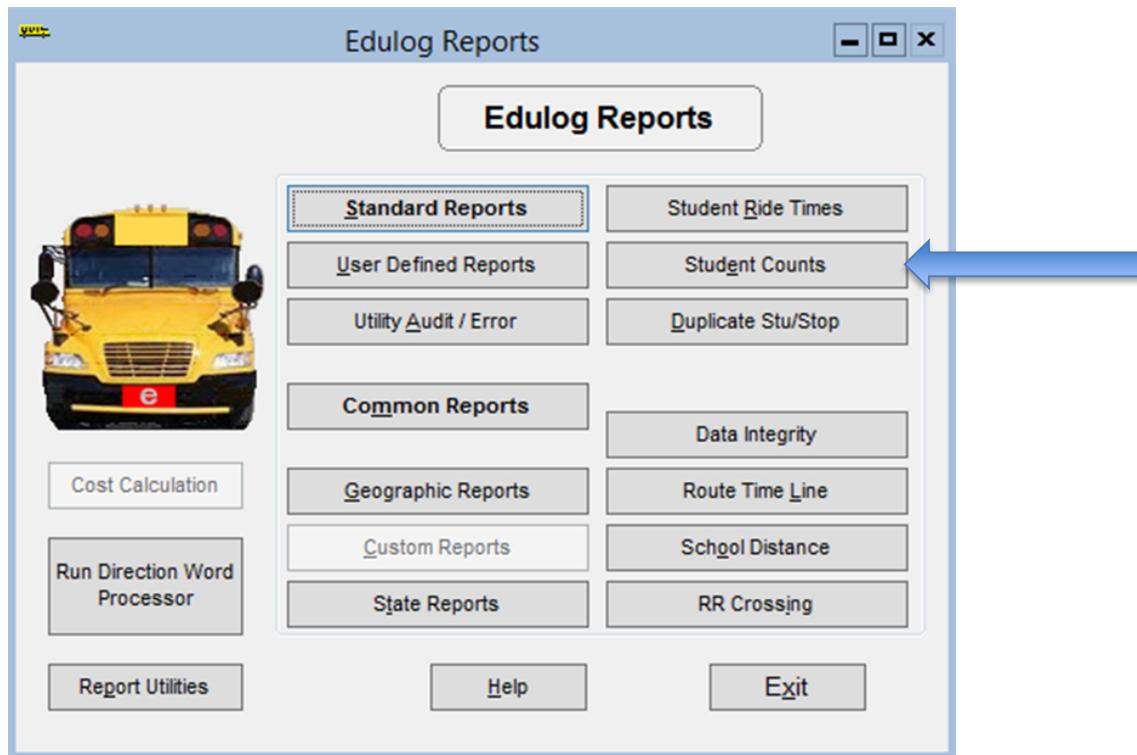
# Reports

---

## UPSTU Reports

Reports used to check our data when running a UPSTU.

# Reports – UPSTU Reports



# Reports – UPSTU Reports-Student Counts

ALWAYS update your data when you change your report options.

**STUDENT COUNTS**

**Student Counts**

**Select Schools**

Available: [Empty list]

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  
 School List  
 ALL Schools  
 Special Ed  
 Regular  
 Both

Computed Eligibility  
 User Entered Eligibility

Portrait  
 Landscape

Screen  
 Printer  
 File  
 PDF

Buttons: Update Data, Run School Grade Report, Run School Elg Report, Exit

# Reports – UPSTU Reports-Student Counts

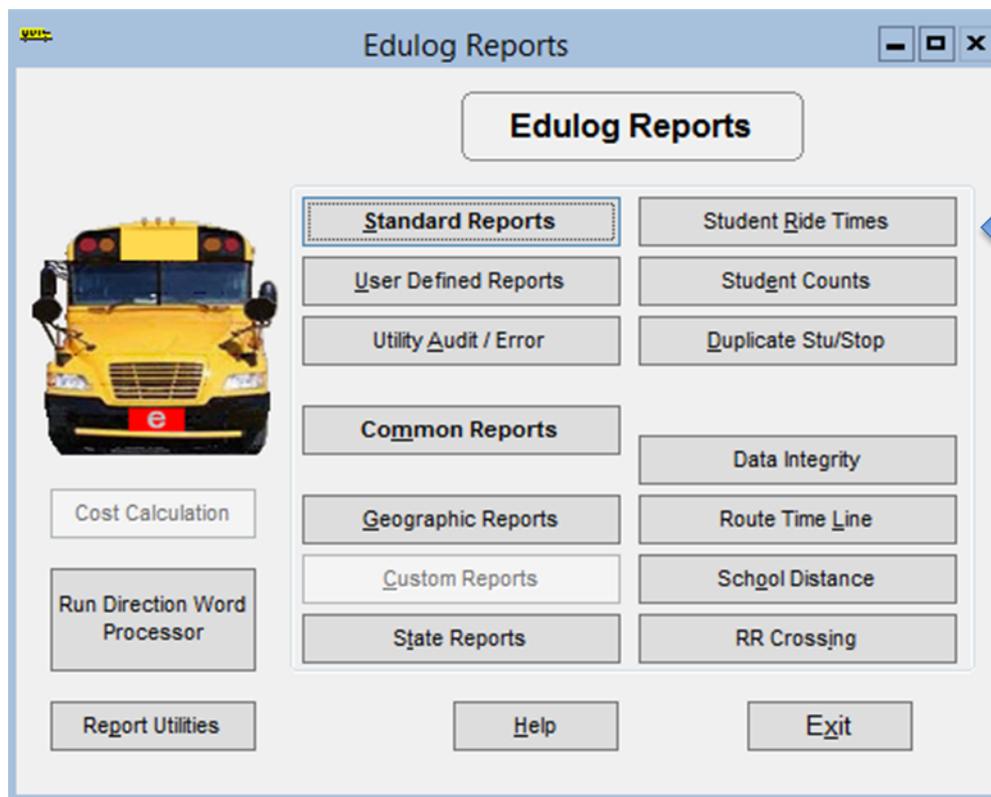


Grade

Totals are listed by School and by Grade on this report.

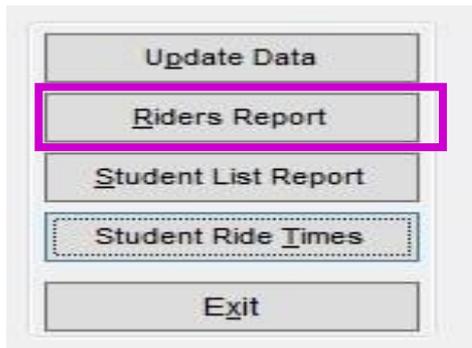
Summary of Students Enrolled by School														
School Code	School Name													Total
01	02	03	04	05	06	07	08	09	10	11	12	13	EX	
KI	PK	TM												
<b>308</b>	<b>COOLEEMEE</b>													<b>505</b>
99	88	80	73	89	0	0	0	0	0	0	0	0	0	
76	0	0												
<b>310</b>	<b>CORNATZER</b>										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

# Reports – UPSTU Reports-Student Ride Times



# Reports – UPSTU Reports-Student Ride Times

Always update the report first

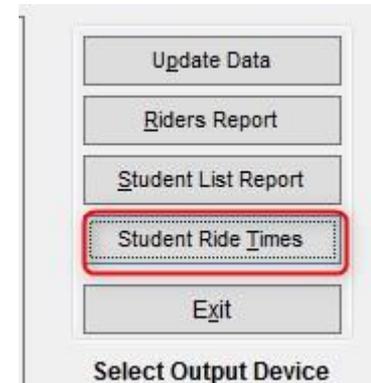


## Student Riders

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			
<b>Riders by School</b>			
<b>School Name</b>	<b>School</b>	<b># of To School Riders</b>	<b># of From School Riders</b>
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 DAVE	336	217	233
<b>GRAND TOTALS:</b>		<b>2,766</b>	<b>3,254</b>

## Student Ride Times



09/06/2019...

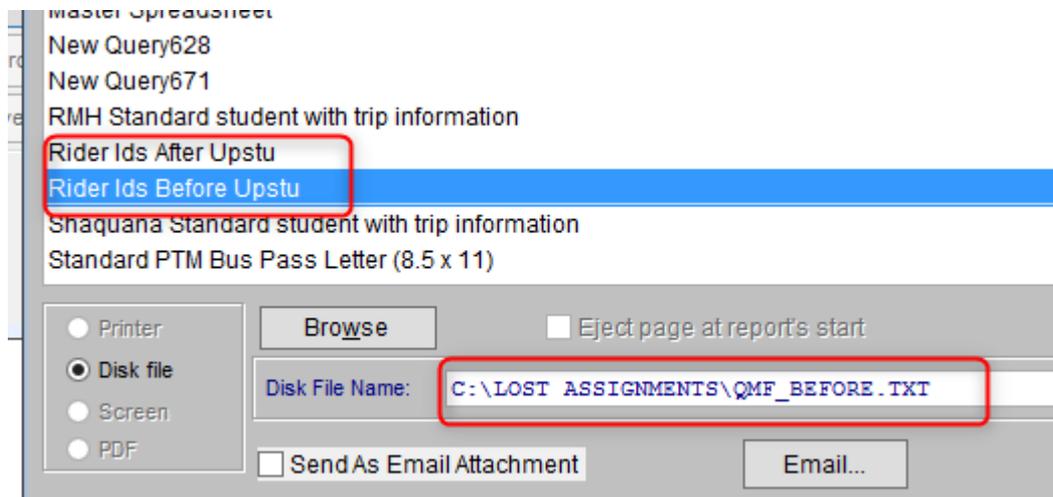
### STUDENT RIDE TIMES

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

# Reports – UPSTU Reports-Lost Assignments

- Edulog Reports
  - User Defined Reports
    - Bus Passes

Make sure you run your Before and After Lost Assignments when performing an UPSTU/Map Maintenance. This is give you a list of all students who lost their bus assignment.



# Reports – UPSTU Reports-Lost Assignments

Students Who Lost Assignments Edulog Id							
EdulogId	Before AM	Before PM	After AM	After PM	Before Residence	New Residence	New School
1084	310.362001	310.295002			2309 GEORGE ANDERSON DR	600 WILLIAM HOOPER CIRCLE	
2974	304.134002	304.134001			3804 MURPHY SCHOOL RD	2111 ORANGE GROVE RD	
2988	304.174001	304.174002			604 ALICEST	604 ALICE LOOP	
3222	310.040001	310.040002			1419 FORD RD	1000 # 77 TIMBERS ST	
3223	310.040001	310.040002			1419 FORD RD	1000 #77 TIMBERS ST	
3237	332.572001	332.572002			202 LAKE ORANGE RD	429 ROY TIERCE	
3238	332.572001	332.572002			202 LAKE ORANGE RD	429 ROY TIERCE	
4028	312.098001	312.098002			5717 GREEN PINE RD	116 RAINEY AVE	
4101	332.102002	332.102001			420 MOCKINGBIRD LN	205 MACE RD	
4278	310.514002	310.514001			310 ELFIN BLVD	131 KING EDWARD ST.	
4582		316.090002			3708 PLEASANT GREEN RD	516 US 70A	
5329	328.047001	328.047002			1000 TIMBERS DR	105 BINFORDS ST	
5720	330.198001	330.198002			6321 NC HWY 86	1715 MEDRANO CT.	
5960	316.022001	316.022002			5700 DEERFIELD RD	5300 DEERFIELD RD	
6065	304.089001	304.089002			1419 FORD RD	1000 TIMBERS DRIVE	
6235	332.133001	332.133002			6511 HIGH ROCK RD		335

# Reports – UPSTU - Unmatched

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

**Select Output Device**

- Printer
- Disk File
- Screen
- PDF

**Report Options:**

- 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

Change Sort Order

Change Filter (Search)

Format

Run Report

Exit

# Reports – TDTIMS – Diagnostic 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.

# Reports – TDTIMS – 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]

# Reports – TDTIMS – Diagnostic Reports

---

## User Defined Reports - Stops/Runs/Routes Reports



1. Negative 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.

# Reports – TDTIMS – Diagnostic Reports

Time and Mile Summary – great tool to use to compare with Synovia to check real time to TIMS

Mileage		Time Negative slack is not included in totals, but indicates problems with bell times or run lengths that should be corrected.	
<b>Route 001</b>		Route Times in Minutes	
<b>328.004</b>			
Loaded	49.10	Loaded + Checkpoint	131
Deadhead	0.00	Deadhead	0
Checkpoint	10.33	Slack	0
		Negative Slack	0
<b>Total</b>	<b>59.44</b>	<b>Total</b>	<b>131</b>
<b>328.104</b>			
Loaded	51.25	Loaded + Checkpoint	138
Deadhead	0.00	Deadhead	0
Checkpoint	3.30	Slack	0
		Negative Slack	0
<b>Total</b>	<b>54.54</b>	<b>Total</b>	<b>138</b>
<b>Summary for Route 001</b>			
Loaded	100.35	Loaded + Checkpoint	269
Deadhead	0.00	Deadhead	0
Checkpoint	13.63	Slack	0
		Negative Slack	0
<b>Total</b>	<b>113.98</b>	<b>Total Minutes</b>	<b>269</b>
		<b>Total Hours</b>	<b>4.4833</b>

# Reports – TDTIMS – 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 a bus is not being used please remove it from TIMS to avoid reporting errors.**

# Reports – TDTIMS – Diagnostic Reports

---

## User Defined Reports – Bus Passes

- Diagnostic: Route Riders Schdst < = 0 [R13]
- Diagnostic: Students Stop not on Rte [R13]
- TDTIMS: ALL STUDENTS ARCHIVE [R13]
- TDTIMS: All Rider Distances [R13]
- TDTIMS: Count of Valid Riders [R13]
- TDTIMS: RIDERS ARCHIVE [R13]
- TDTIMS: Student Archive [R13]
- TDTIMS: Student Transportation Archive [R13]
- Workbook: Count of Valid Riders [R13]

# Reports – TDTIMS – Diagnostic Reports

## User Defined Reports – Bus Passes

Students on Stops not on Routes

85 student records were found with stops not on routes.

Route	EduLog ID	AM Stop	AM Run	AM Route	PM Stop	PM Run	PM
School 009	302 96	302.203002			302.204001		
	203	302.143002	302.009	193	302.143001		
	258	302.013002			302.013001	302.104	
188	932	302.048001			302.048002		
	1668	302.106002	302.009	193	302.106001		
	1698	302.215001			302.215002	302.105	
193	2171	302.019002			302.019001		
	2346	302.134002			302.134001	302.109	
193	3222	302.084002			302.084001		
	3315	302.303001			302.303002		
	3330	302.132002			302.132001	302.109	
176	3432	302.284002			302.284001	302.108	
176	3489	302.424002			302.424001	302.108	
176	3626	302.424002			302.424001	302.108	

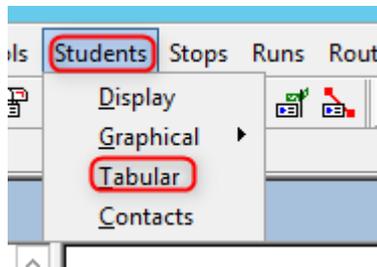
# Reports – Out of District Students

---

Once school has started we are asked  
for out of district students.

That can easily be pulled using a  
worklist.

# Reports – Out of District Students



Student: PAYNE, C

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:
PAYNE	CARTER	88	624 W. LACKEY FARM RD	304

# Reports – Out of District Students

The screenshot displays three overlapping dialog boxes in a software application. The background window shows a list of student records with columns for Name, Address, and City. The 'Select List...' dialog has a table with 'Type' and 'List Name' columns. The 'Search/Sort Parameters' dialog has a 'Criteria Selected' field containing 'School: equal to "332"'. The 'Select Search Boundaries' dialog has a table of boundaries and a 'Value' section with 'In' and 'Out' radio buttons.

Type	List Name
STUDENT	05th graders inside 330 we
STUDENT	111
STUDENT	304 students that live outsi
STUDENT	320 Students
STUDENT	5th graders
STUDENT	Edulog Only York List
STUDENT	EMU Created Hart Worklist
STUDENT	outside 304 boundary
STUDENT	Smith Students
STUDENT	SpED
STUDENT	srw 05 going to 304 march
STUDENT	summer school

Bnd ID	Boundary Name
1	Whole County
2	ES - 332 WITTENBURG
3	ES - 320 STONY POINT
4	sw test walk
5	ES - 316 HIDDENITE
6	What 1
7	Where

# Reports – Out of District Students

Select your school boundary. Do you want to pull students that live in or outside the boundary? Today I will be pulling students outside the boundary.

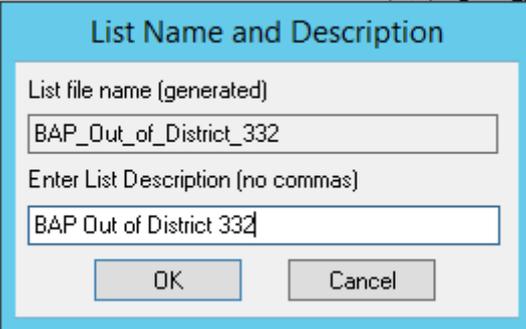
**Select Search Boundaries**

Boundaries	Operations	Value																
<table border="1"> <thead> <tr> <th>Bnd ID</th> <th>Boundary Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Whole County</td> </tr> <tr style="background-color: red;"> <td>2</td> <td>ES - 332 WITTENBURG</td> </tr> <tr> <td>3</td> <td>ES - 320 STONY POINT</td> </tr> <tr> <td>4</td> <td>sw test walk</td> </tr> <tr> <td>5</td> <td>ES - 316 HIDDENITE</td> </tr> <tr> <td>6</td> <td>What 1</td> </tr> <tr> <td>7</td> <td>Where</td> </tr> </tbody> </table>	Bnd ID	Boundary Name	1	Whole County	2	ES - 332 WITTENBURG	3	ES - 320 STONY POINT	4	sw test walk	5	ES - 316 HIDDENITE	6	What 1	7	Where	Select Intersection Union Difference Clear	<input type="radio"/> In <input checked="" type="radio"/> Out OK Cancel Undo Last
Bnd ID	Boundary Name																	
1	Whole County																	
2	ES - 332 WITTENBURG																	
3	ES - 320 STONY POINT																	
4	sw test walk																	
5	ES - 316 HIDDENITE																	
6	What 1																	
7	Where																	
Query Outside ES - 332 WITTENBURG																		

# Reports – Out of District Students

---

When you are finished save your worklist.  
We will use this worklist to generate an  
excel file.



List Name and Description

List file name (generated)  
BAP\_Out\_of\_District\_332

Enter List Description (no commas)  
BAP Out of District 332

OK Cancel

# Reports – Out of District Students

---

If you don't have a report that will allow you to generate an excel file using a worklist, you can follow the directions below.

# Reports – Worklist to Excel

## Reports

### User Defined Bus Passes

The screenshot shows a list of reports on the left and a control panel on the right. The report 'Standard name, id, stop, school, bus template' is highlighted in blue and circled in red. Two red arrows point from this report to the 'Copy' and 'Rename' buttons in the control panel, which are also circled in red. The number '1' is next to the 'Copy' button and '2' is next to the 'Rename' button. The 'Run Report' button is also visible in the control panel.

Rider Ids After Upstu  
Rider Ids Before Upstu  
Shaquana Standard student with trip information  
Standard PTM Bus Pass Letter (8.5 x 11)  
Standard name, id, stop, school, address template  
**Standard name, id, stop, school, bus template**  
Standard student letters  
Standard student mailers  
Standard student with trip information  
Standard transported student grade count

Copy 1  
Rename 2  
Run Report

# Reports – Worklist to Excel

Bus Passes Reports

- 1. Valid Riders by Route TEST
- Diagnostic: Route Riders Schdst < = 0 [R13]
- Diagnostic: Students Stop not on Rte [R13]
- TDTIMS: ALL STUDENTS ARCHIVE [R13]
- TDTIMS: All Rider Distances [R13]
- TDTIMS: Count of Valid Riders [R13]
- TDTIMS: RIDERS ARCHIVE [R13]
- TDTIMS: Student Archive [R13]
- TDTIMS: Student Transportation Archive [R13]
- Workbook: Count of Valid Riders [R13]
- 01. SRW 032922 Excel file to Worklist
- Bonnie 102120 Worklist
- Bonnie 102120 local Standard name, id, stop, school, bu
- 01. EXCEL using a WORKLIST**

^

Edit

Add

Delete

Copy

Rename

≡

Run Report

# Reports – Worklist to Excel

Current Output Type: A form layout report

Filters

Trn AM Service ID is not an empty field or  
Trn PM Service ID is not an empty field

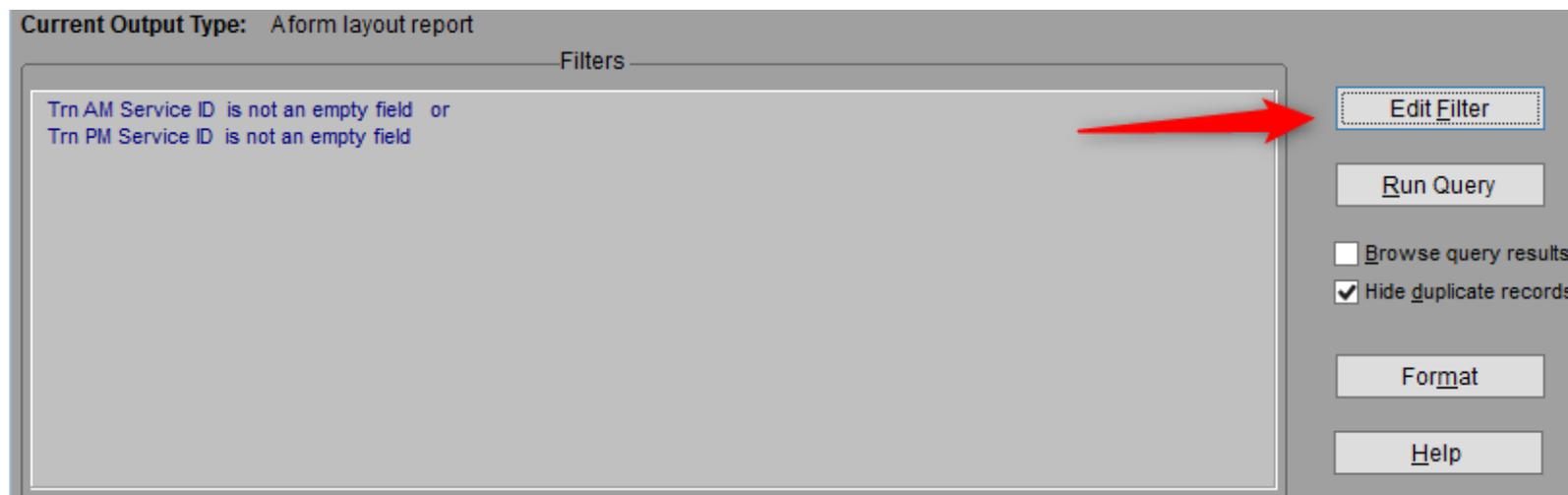
Edit Filter

Run Query

Browse query results  
 Hide duplicate records

Format

Help

The image shows a software interface for configuring a report. At the top, it says 'Current Output Type: A form layout report'. Below this is a 'Filters' section with a text area containing two filter conditions: 'Trn AM Service ID is not an empty field or' and 'Trn PM Service ID is not an empty field'. To the right of the text area is a red arrow pointing to an 'Edit Filter' button. Below the 'Edit Filter' button are several other controls: a 'Run Query' button, two checkboxes ('Browse query results' which is unchecked and 'Hide duplicate records' which is checked), a 'Format' button, and a 'Help' button.

# Reports – Worklist to Excel

student Edulog ID is greater than 0 or

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
<b>student Edulog ID</b>	<input type="radio"/> Ends with	<input type="radio"/> Is contained within text
student DistrictID	<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)

# Reports – Worklist to Excel

01. EXCEL using a WORKLIST

Current Output Type: A form layout report

Filters

student link to lists is greater than 0

Fields that will be written to the excel file.

Sort Order

Output Fields

Available	Selected
student Edulog ID	student Last Name
student UserID	student First Name
student School	student District ID
student Program	Trn AM Stop Description
student Grade	Trn AM Time at Stop
student Sch Dist	Trn PM Stop Description
student Elg Code	Trn PM Time at Stop
student SIS Addr	School Name
student Special Ed	student Prefix
student DOB	student Number
student User ElgCde	student Street Name

Sort Order

Available	Selected
student Edulog ID	<input type="checkbox"/> student School
student UserID	<input type="checkbox"/> student Last Name
student District ID	
student First Name	
student Program	
student Grade	
student Sch Dist	
student Elg Code	
student SIS Addr	
student Special Ed	
student DOB	

Browse query results  
 Hide duplicate records

Edit Filter    Edit Output Type  
 Run Query  
 Format    Confirm  
 Help    Cancel

# Reports – Worklist to Excel

Reports – Name your excel file and the path you want to write it to.

The screenshot displays a software interface for configuring a report. The main window is titled "01. EXCEL using a WORKLIST". At the top, it indicates the "Current Output Type: A form layout report". Below this, there is a "Filters" section with the text "student link to lists is greater than 0". To the right of the filters are buttons for "Edit Filter", "Edit Output Type" (highlighted with a red box), and "Run Query".

The "Type of Output" dialog box is open in the foreground. It contains three main categories of output options:

- Report:** Includes "Report in Column Layout", "Report in Form Layout", and "Detail/Summary Report".
- Data table:** Includes "Visual FoxPro data table (.DBF)" and "dBASE III data table (.DBF)".
- ASCII file user defined lengths:** Includes "Text file with fixed record length" and "Text file with comma separated fields".
- Worksheet:** This section is selected. It includes "Microsoft Excel Version 5 worksheet (.XLS)" (highlighted with a red box) and "Lotus 123 worksheet 2.X (.WK1 extension)".
- ASCII text file:** Includes "Text file with fixed record length", "Text file with comma separated fields", "Text file with tab separated fields", and "Text file with blank separated fields".

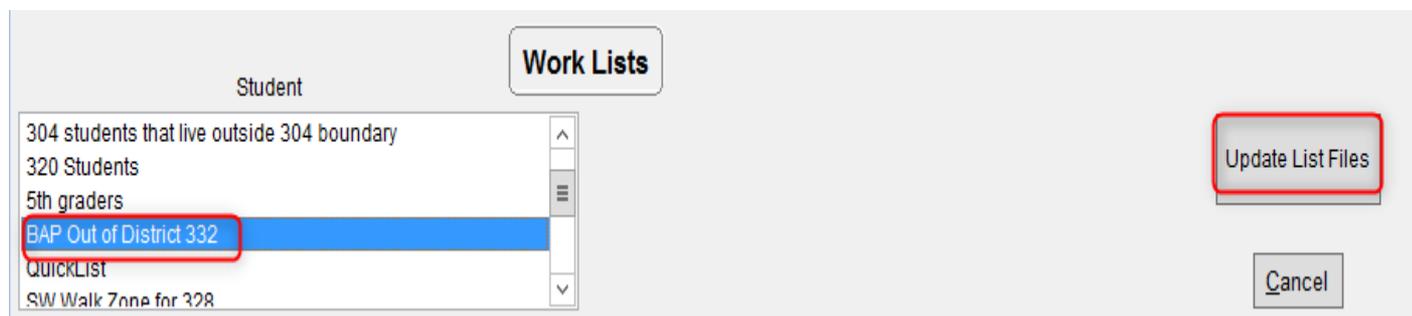
At the bottom of the dialog, the "File name" field is set to "2\REPORTS\TABLES\QMF\_WORKLIST" (highlighted with a red box). Below the file name field, a note states "Disk/PDF file names are limited to 45 characters". At the very bottom of the dialog are "Close" (highlighted with a red box) and "Cancel" buttons, along with a directional pad icon.

In the background, the "Output Fields" section shows a list of available fields: student Edulog ID, student UserID, student School, student Program, student Grade, student Sch Dist, student Elg Code, student SIS Addr, and student Special Ed.

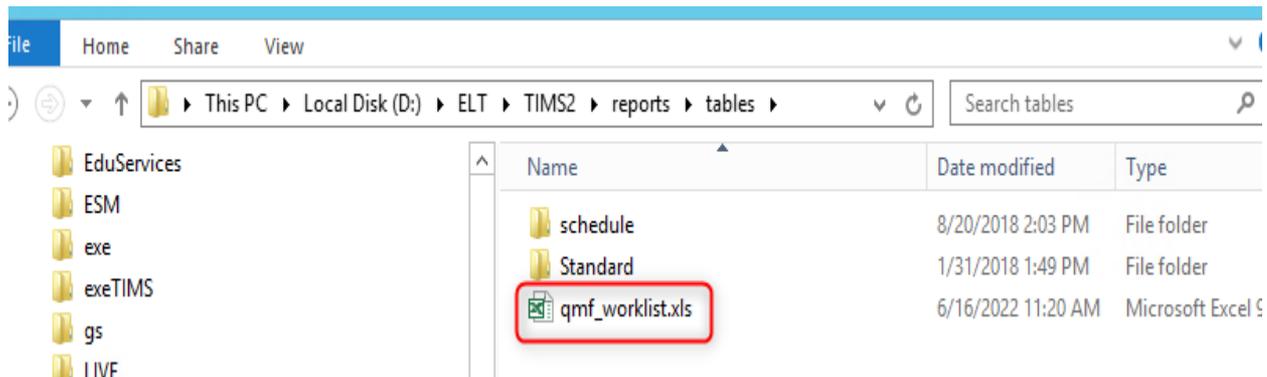
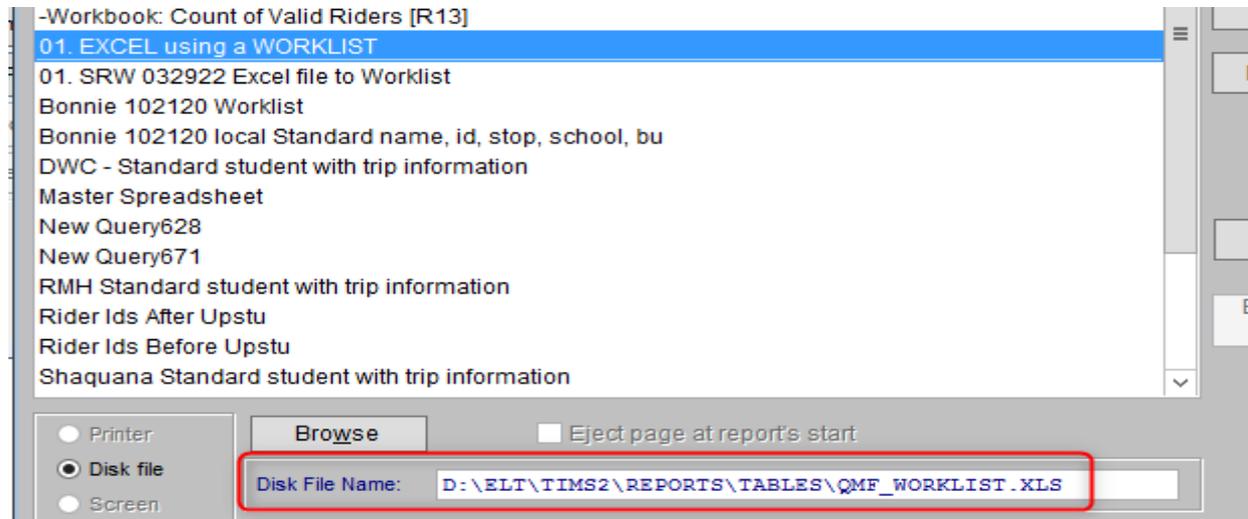
# Reports – Worklist to Excel



*You will need to select what worklist to run.*



# Reports – Worklist to Excel



# Reports – Worklist to Excel

Below is an excel file using my worklist. You can see the out of district students and who has a bus assignment. Any worklist can be linked to an excel file.

	stu_lastname	stu_firstname	stu_districtid	am_stop_desc	am_runsrv_timeatsrv	pm_stop_desc	pm_runsrv_timeatsrv
1	BENGE	KINLEY	0000000000000000000000001577491823				
2	BETZINA	RAELEIGH	0000000000000000000000006426419915				
4	BONILLAALVARADO	YANETTI	0000000000000000000000002376634512				
5	BOSTON	JAMES	0000000000000000000000002194414916				
6	BUMGARNER	ALYSSA	000000000000000000000000012526210				
7	CARBALLO	CELINA	0000000000000000000000005216421475				
8	CAZARES	BRIANNA	0000000000000000000000007232189443				
9	CAZARES	BRITTANY	0000000000000000000000007184591267				
10	CHURCH	ANGELINE	0000000000000000000000003789621412				
11	CHURCH	KADE	000000000000000000000000012705293				
12	CLARK	MADISON	000000000000000000000000012702916				
13	COLE	TAYLOR	0000000000000000000000002296687571				
14	CONNOR	RICHARD	00000000000000000000000006691348834				
15	DALES	JAYDEN	0000000000000000000000004914282968				
16	DAVIS	KARSON	000000000000000000000000012339421				
17	DEAL	ELOISE	000000000000000000000000012531355				
18	ELDRETH	KOHEN	000000000000000000000000012074702				
19	EVERTSON	SOPHIA	00000000000000000000000002496177917				
20	FOSTER	JAMES	00000000000000000000000003196864154				
21	FOX	CHRISTOPHER	00000000000000000000000002748468732				
22	FOX	COOPER	00000000000000000000000005923911698				
23	FOX	SETH	00000000000000000000000005498212836				
24	FRYE	MADALINE	0000000000000000000000004726727192				
25	FRYE	PAYTON	000000000000000000000000012339197	GLADE CREEK DR & COUNTY HOME RD	07:16 AM		
26	GIENGER	MARCUS	000000000000000000000000012339301				
27	GOSS	GABRIEL	00000000000000000000000002525962486	J S LN & MILLERSVILLE RD	06:34 AM	J S LN & MILLERSVILLE RD	03:41 PM
28	GUSTIN	LONDON	00000000000000000000000002859653686				
29	GUTHRIE	AIDEN	00000000000000000000000007148417341				
30	HERNANDEZ	DYLAN	00000000000000000000000007118164968				
31	HOCPE	PAYTON	000000000000000000000000000000000				

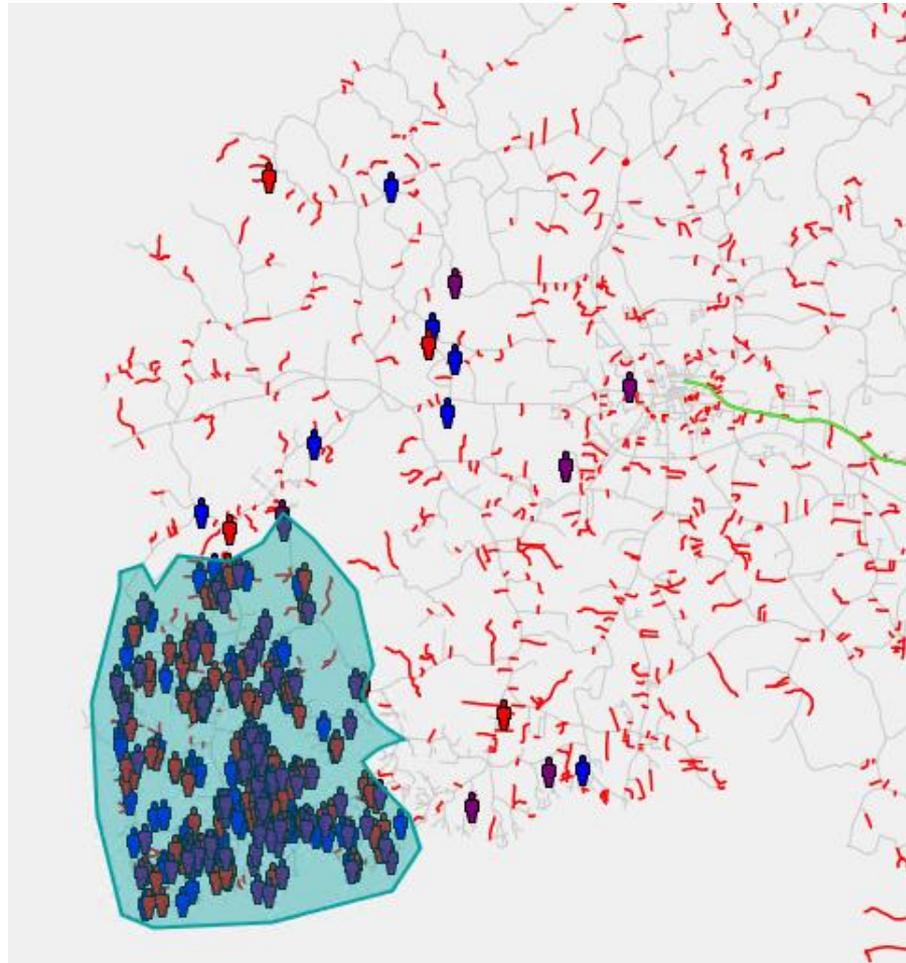
# Reports - eSQL

Display your students at school 332.

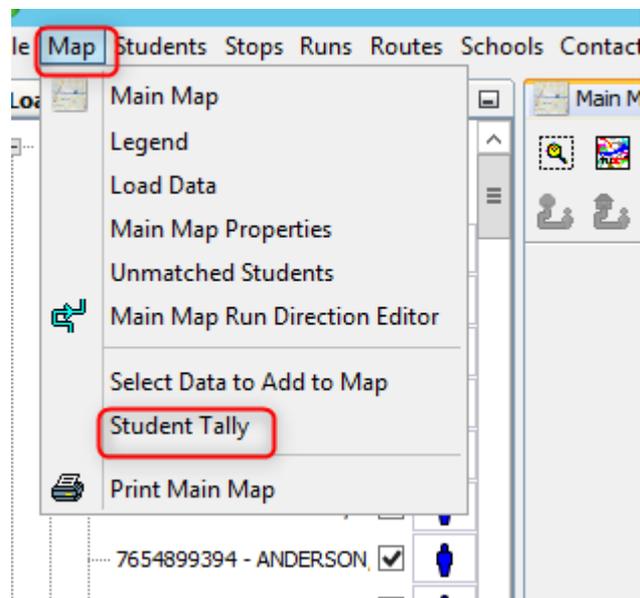
Display your 332 School Boundary.

You will be able to graphically see who is in or outside your boundary.

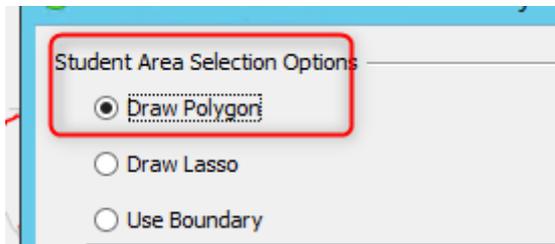
Tallies are easy using eSQL.



# Reports - eSQL

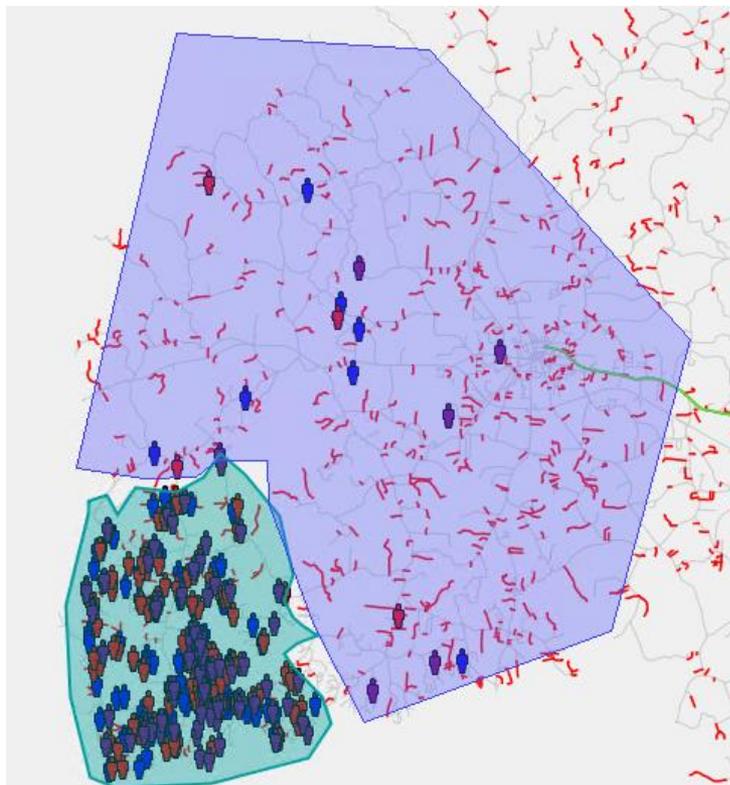


# Reports - eSQL



Draw a Polygon around the students outside of the boundary.

If you wanted to see who was inside the boundary you can "Use Boundary" option



# Reports - eSQL

Student Tally Results

**Selected Areas:** Free Polygon/Lasso

**Total Students:** 20

Student Info | Grade Summary

District ID	Last Name	First Name
7654899394	ANDERSON	RAQUEL
1271483513	BUMGARNER	JOSHUA
9613869956	BURCH	FAITH
8395316712	GODFREY	AMELIA
2152865979	GUTHRIE	HAYLEY
8575173359	HALL	ZACHARY
1851691383	HOWELL	MALACHI
7459975346	BOWMAN	HARPER
1947708	BREWSTER	ALEXIS
12201995	BREWSTER	MAKAYAH
1947714	HAMBY	MASON

Students who were out of district can easily be written to an excel file. You can add or subtract fields by clicking on the box.

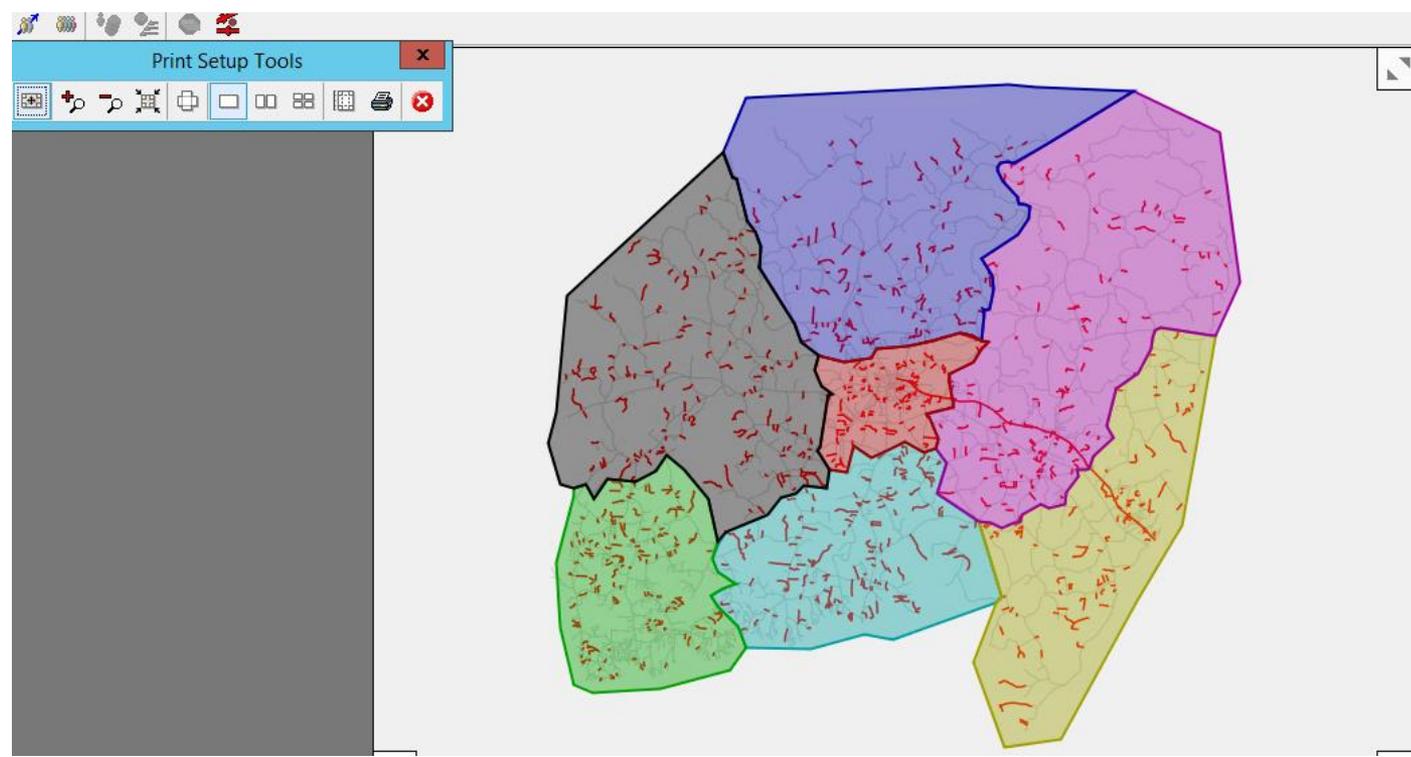
# Reports - eSQL

---

- Teacher allotments would be done the same.
  - You would display your 5<sup>th</sup> graders or 8<sup>th</sup> graders and the school boundary of the (MS or HS) they will attend the next school year.
    - Create your excel file.

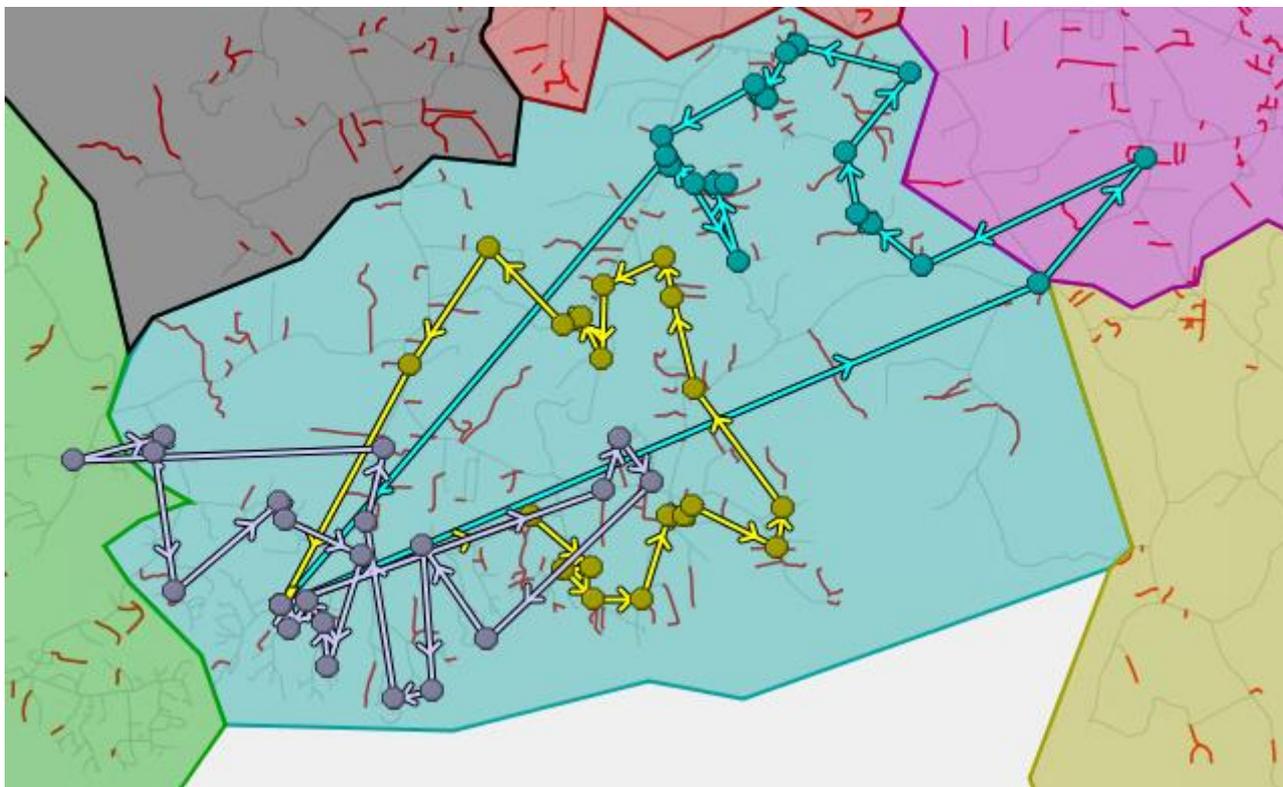
# Reports - eSQL

## Print your School Boundary

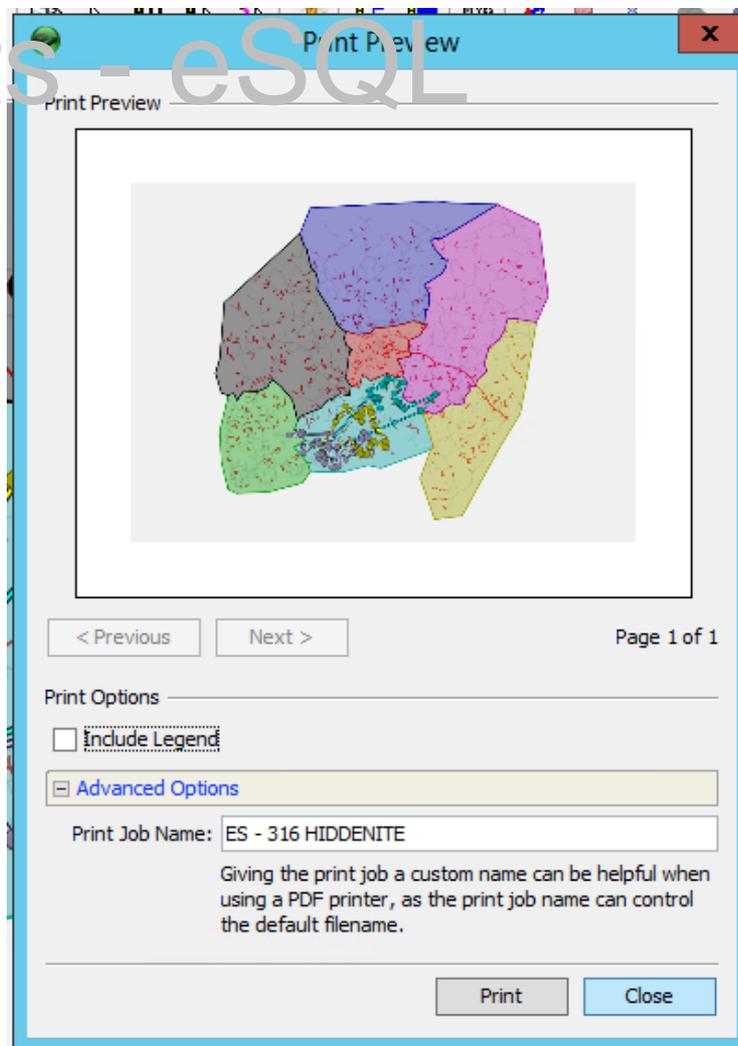


# You can also print your runs with a legend

## Reports - eSQL



# Reports - eSQL



# Reports - eSQL

X
Print Preview

Print Preview

**Legend**

**Boundaries**

- ES - 316 HIDDENITE

**Notes**

- 1. ES - 316 HIDDENITE
- 2. ES - 316 HIDDENITE
- 3. ES - 316 HIDDENITE
- 4. ES - 316 HIDDENITE
- 5. ES - 316 HIDDENITE
- 6. ES - 316 HIDDENITE
- 7. ES - 316 HIDDENITE
- 8. ES - 316 HIDDENITE
- 9. ES - 316 HIDDENITE
- 10. ES - 316 HIDDENITE
- 11. ES - 316 HIDDENITE
- 12. ES - 316 HIDDENITE
- 13. ES - 316 HIDDENITE
- 14. ES - 316 HIDDENITE
- 15. ES - 316 HIDDENITE
- 16. ES - 316 HIDDENITE
- 17. ES - 316 HIDDENITE
- 18. ES - 316 HIDDENITE
- 19. ES - 316 HIDDENITE
- 20. ES - 316 HIDDENITE
- 21. ES - 316 HIDDENITE

< Previous
Next >
Page 2 of 4

**Print Options**

Include Legend

Advanced Options

Print Job Name:

Giving the print job a custom name can be helpful when using a PDF printer, as the print job name can control the default filename.

Print
Close

# Reports – Batch User Field/Excel

---

## Batch User Field/Local Fields

Time saving techniques for routing students.

*Example – Summer School, Testing, New School Assignments and more!*

# Reports – Batch User Field/Excel

---

You just received an excel file of PSIDs of students who will be attending a new program after school.

The students on the list will need transportation home, leaving the school at 430. This program will be everyday for the remainder of the school year. The quickest and easiest way to create a new bus run will be to use our BatchUserFill trick.

# Reports – Batch User Field/Excel

	A	B	C	D	E	F	G	H
1	1165618125	AS						
2	12523461	AS						
3	12339029	AS						
4	12338258	AS						
5	6613857653	AS						
6	3461411213	AS						
7	8714976218	AS						
8	8714976218	AS						
9	12270348	AS						
10	12522599	AS						

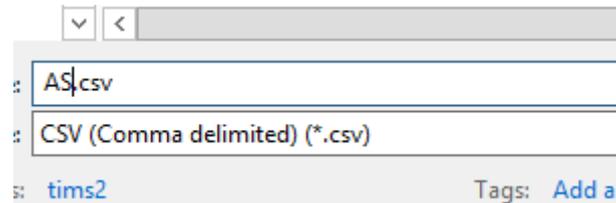
Once you receive the file make sure you have a value in Column B to insert into the LOCAL field. Today I will be showing you how to input the value “AS” into Local 1.

You will need to save the excel file in your export folder as a CSV file.

# Reports – Batch User Field/Excel

---

D:\ELT\Dataset\server\export

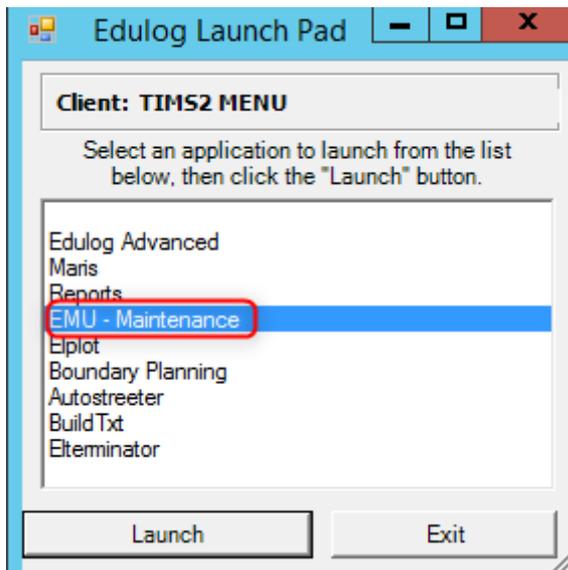


***D:\ELT\Dataset\server\export***

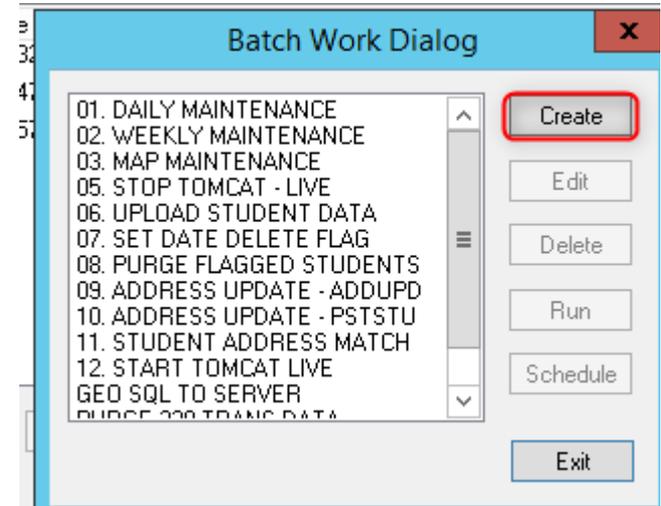
Once you have the csv file saved you will need to change the extension to AS.dat in your export folder

# Reports – Batch User Field/Excel

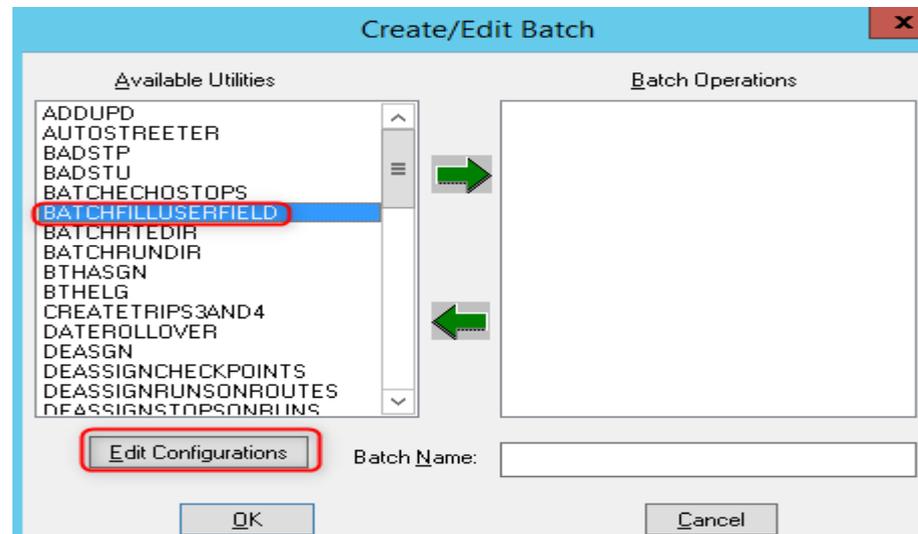
1



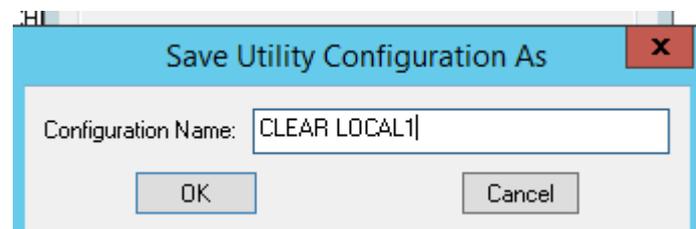
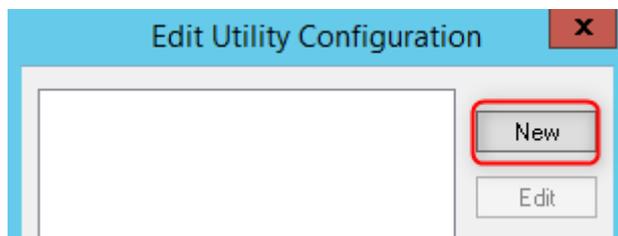
2



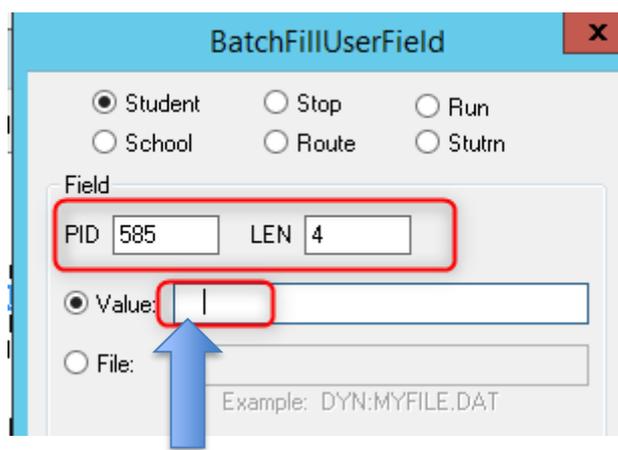
3



# Reports – Batch User Field/Excel

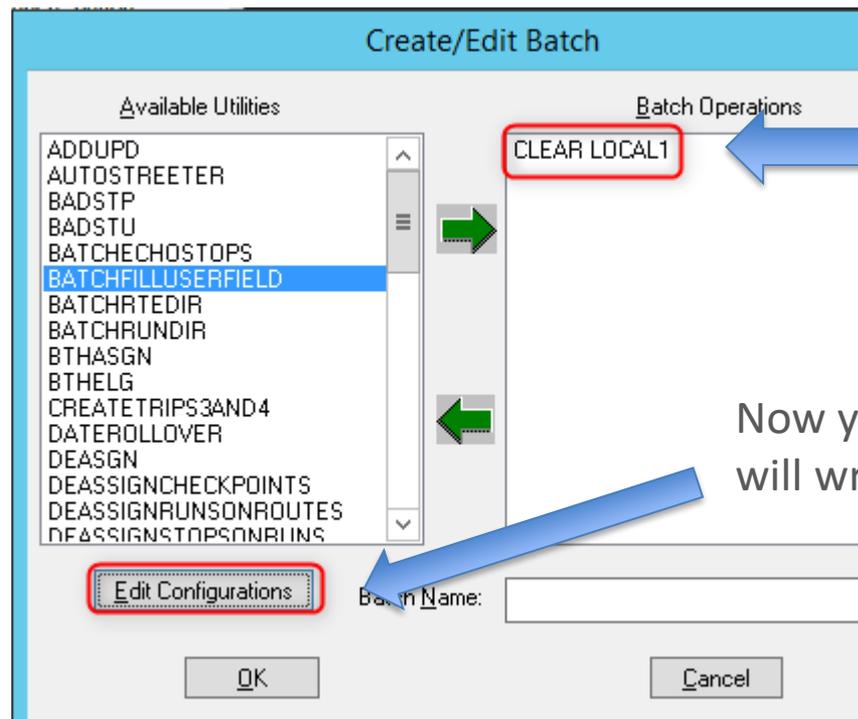


Save and then add it to the batches.



If you want to clear Local 1 enter 4 spaces with your spacebar. This will replace Local 1 with blanks starting in position 585.

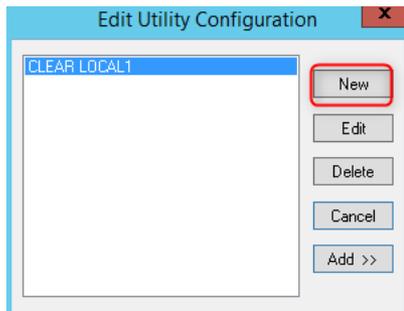
# Reports – Batch User Field/Excel



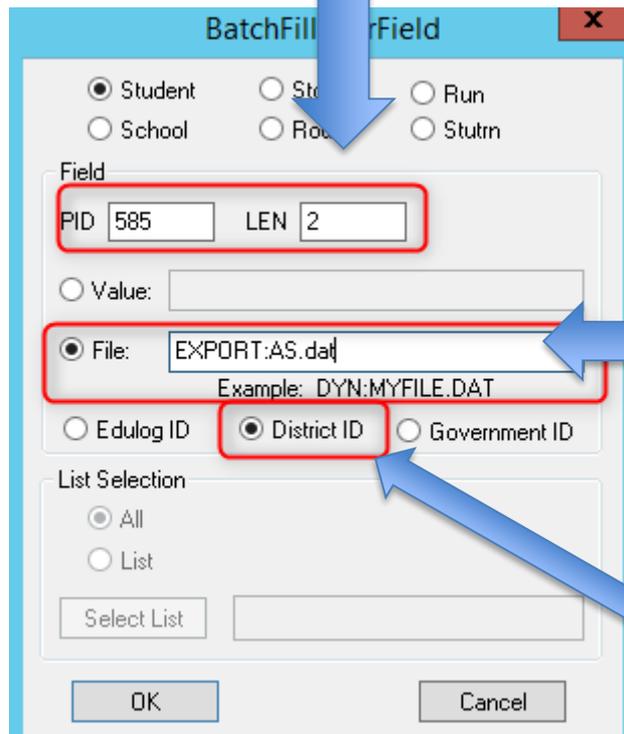
Batches are created and ran in the order you see under Batch Operations.

Now you need to create the Batch that will write the value into Local 1.

# Reports – Batch User Field/Excel



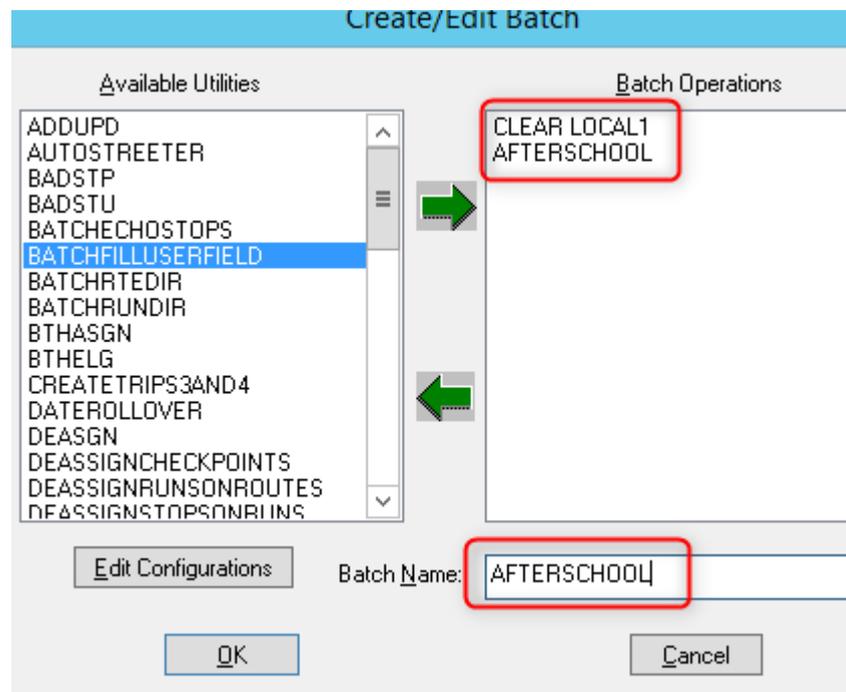
I am adding "AS" which is 2 characters.



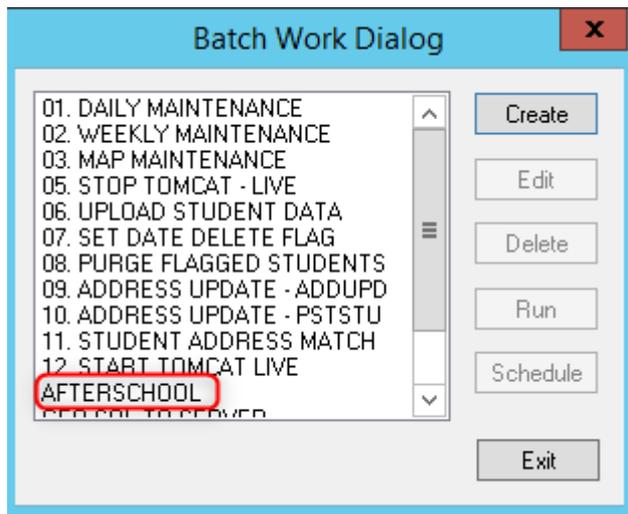
My file is in my export folder and it is named AS.dat

I am using the District ID which is also the PSID to find the records I am writing AS to.

# Reports – Batch User Field/Excel



# Reports – Batch User Field/Excel

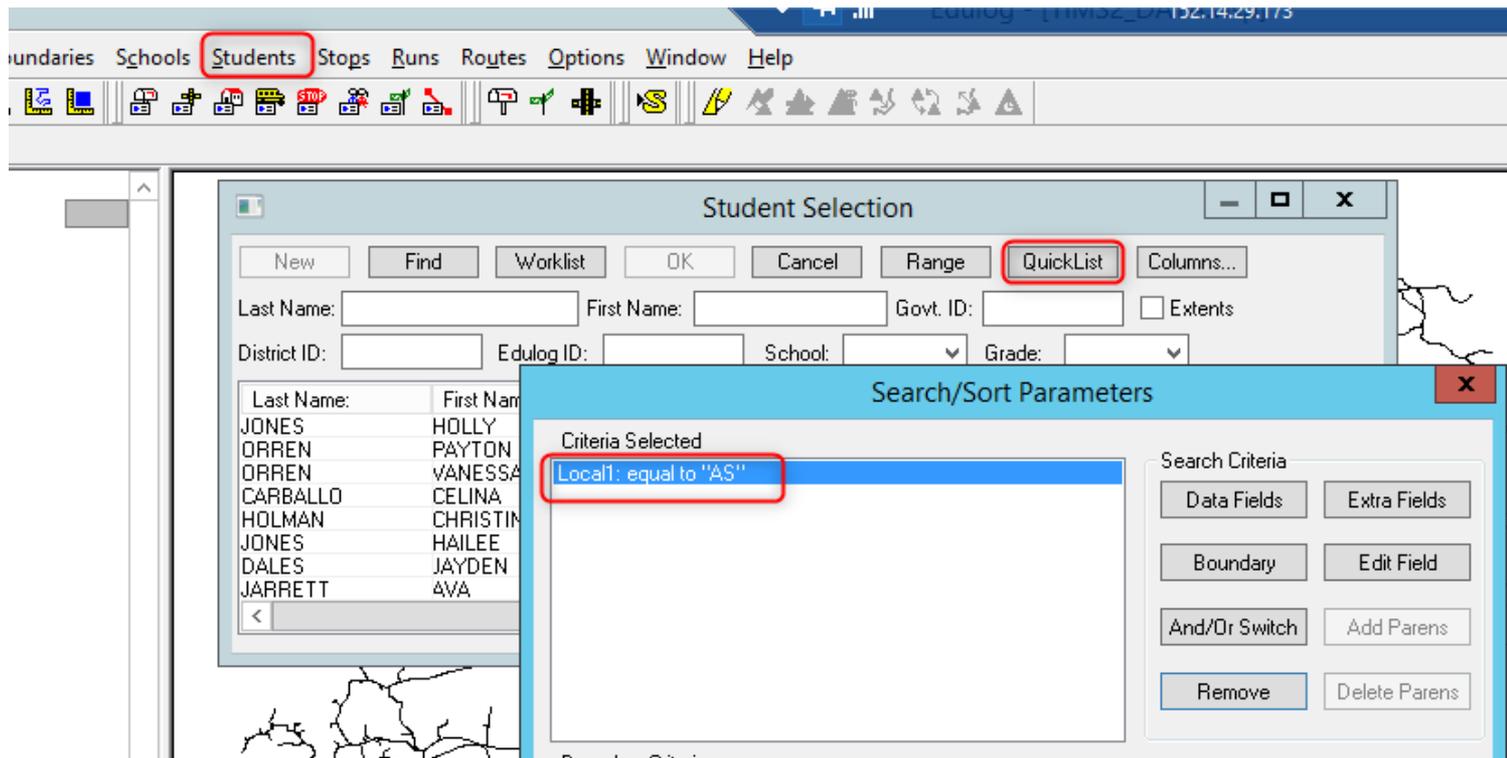


Once the batch is created you must:

1. Stop Tomcat
2. “Run” Afterschool
3. Start Tomcat

# Reports – Batch User Field/Excel

Students Display  
Local 1 = AS



# Reports – Batch User Field/Excel

The screenshot shows a GIS application window titled 'TIMS2\_DATA.wsp'. On the left is a legend with the following items:

- Students
  - Assigned Students
  - Partially Assigned Students
- Stops
  - Stops for Loaded Students
- GIS Overlays
  - Autostreet

A blue arrow points to the 'Stops for Loaded Students' icon. The map area displays a network of streets with several bus stop icons. One stop in the upper left is highlighted with a red circle. The text below the legend reads: 'Stops students are currently assigned to. We will echo/clone them to 332.A01'.

# Reports – Batch User Field/Excel

**Echo Stops**

Stop Selection  
 Point  Polygon

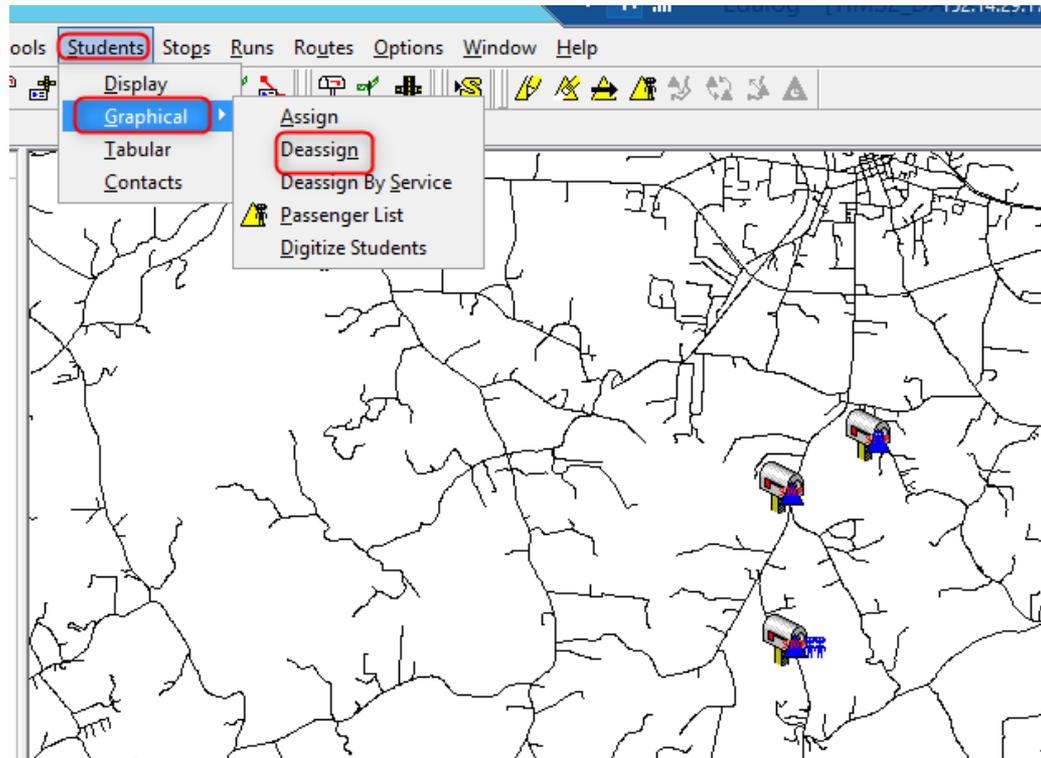
Stop ID	Stop Description
332 041	283 OLD LANDFILL RD
332 024	MT PILOT MHP DR_NC HWY 16 S
332 044	MYSTERY LN_NC HWY 16 S
332 033	DEAL FARM LN_PERLMAN'S PL
332 023	JOHNS RIDGE LN_NC HWY 16 S
332 078	HOOT OWL RD_PINE TREE RD
332 025	144 MILLER POINT DR

Echo To School:  Starting ID:

Confirm Cancel

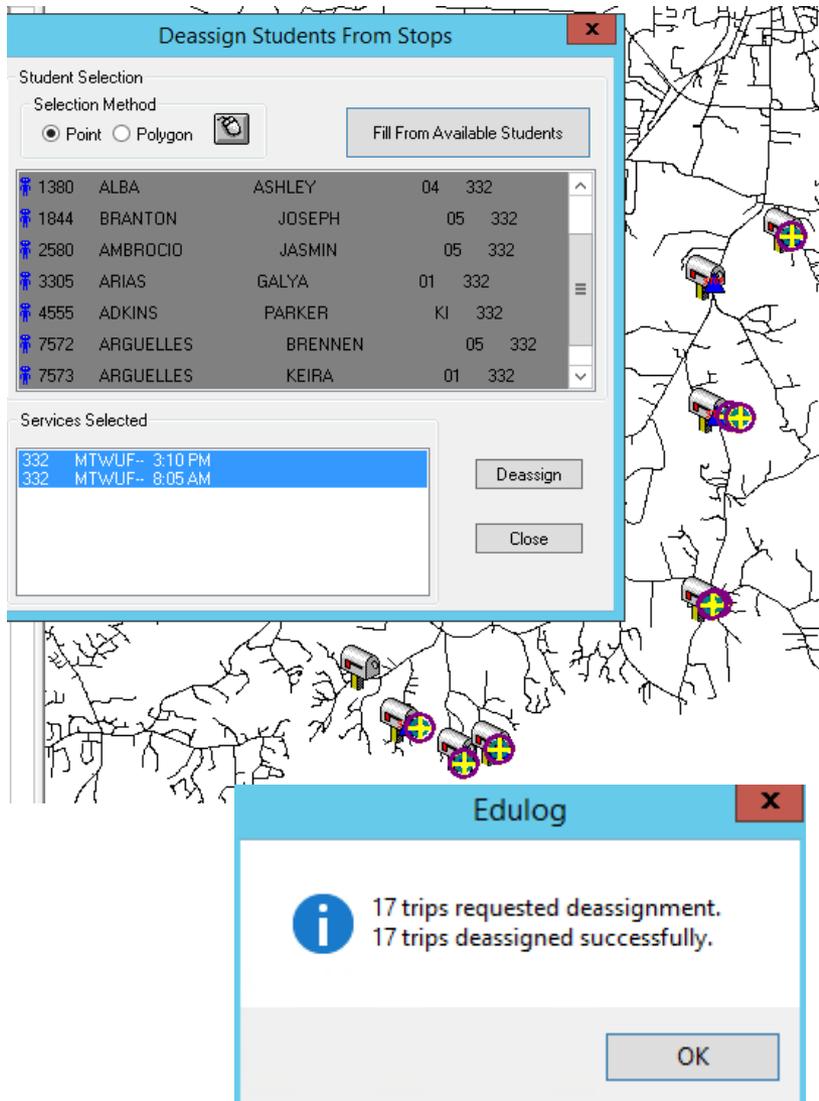
Stops – Graphical - Echo

# Reports – Batch User Field/Excel



Without clearing the main map we will need to de-assign the current stop from the students so we can assign the new 332.A\*\* stop.

# Reports – Batch User Field/Excel



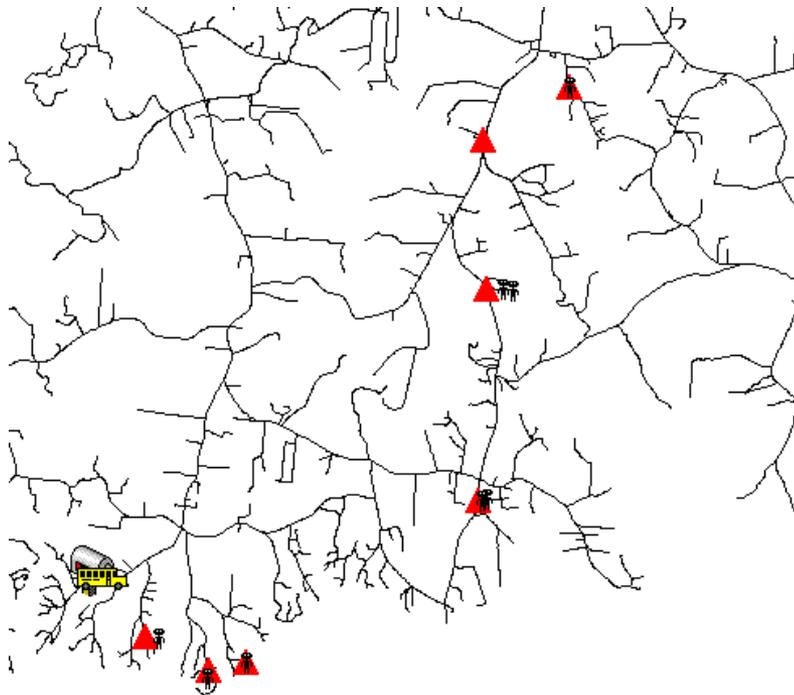
Reason for de-assignments?

A stop may be a community stop with several kids assigned. Not all the kids will need to attend the After School program.

De-assignments can be done using a EMU Batch as well.

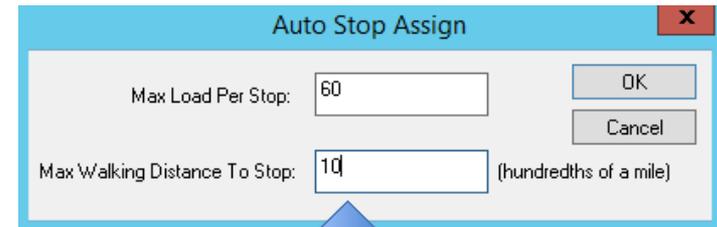
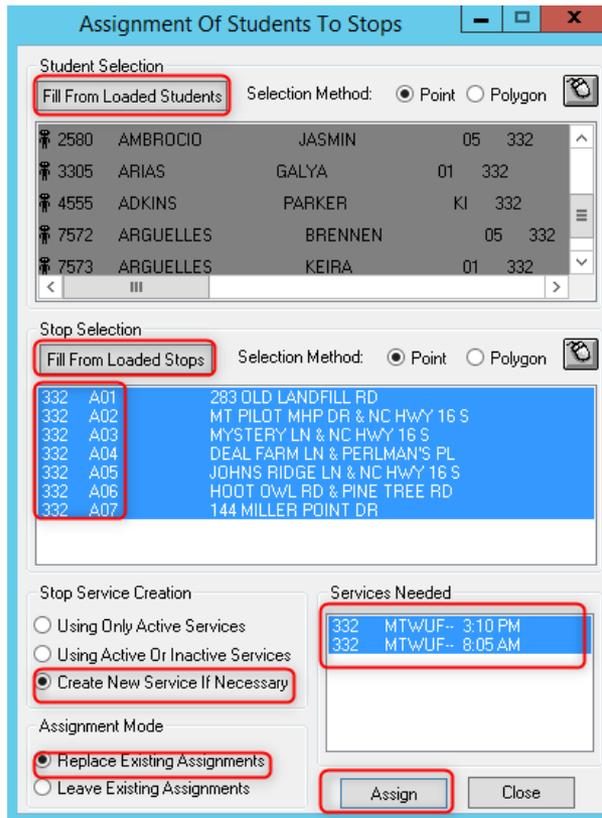
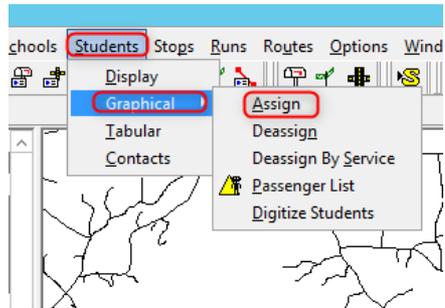
# Reports – Batch User Field/Excel

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Clear your screen  
and display  
students  
Local 1 = AS and  
Stops 332.A

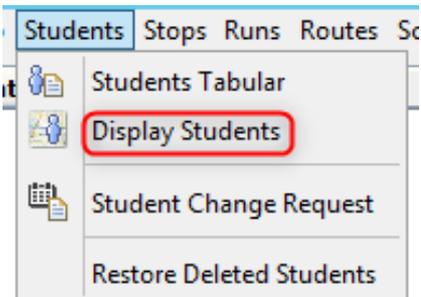
# Reports – Batch User Field/Excel



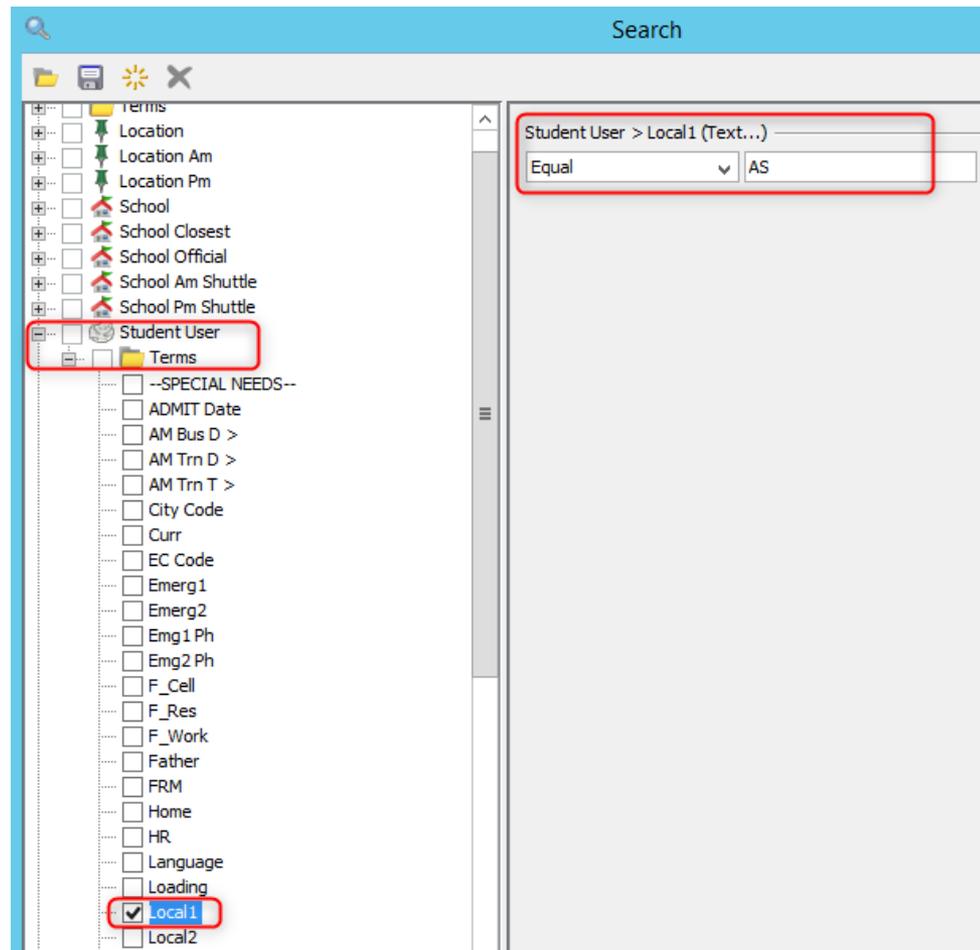
Max walking distance to stop.  
10 = .10 of a mile.

# Reports – Batch User Field/Excel/eSQL

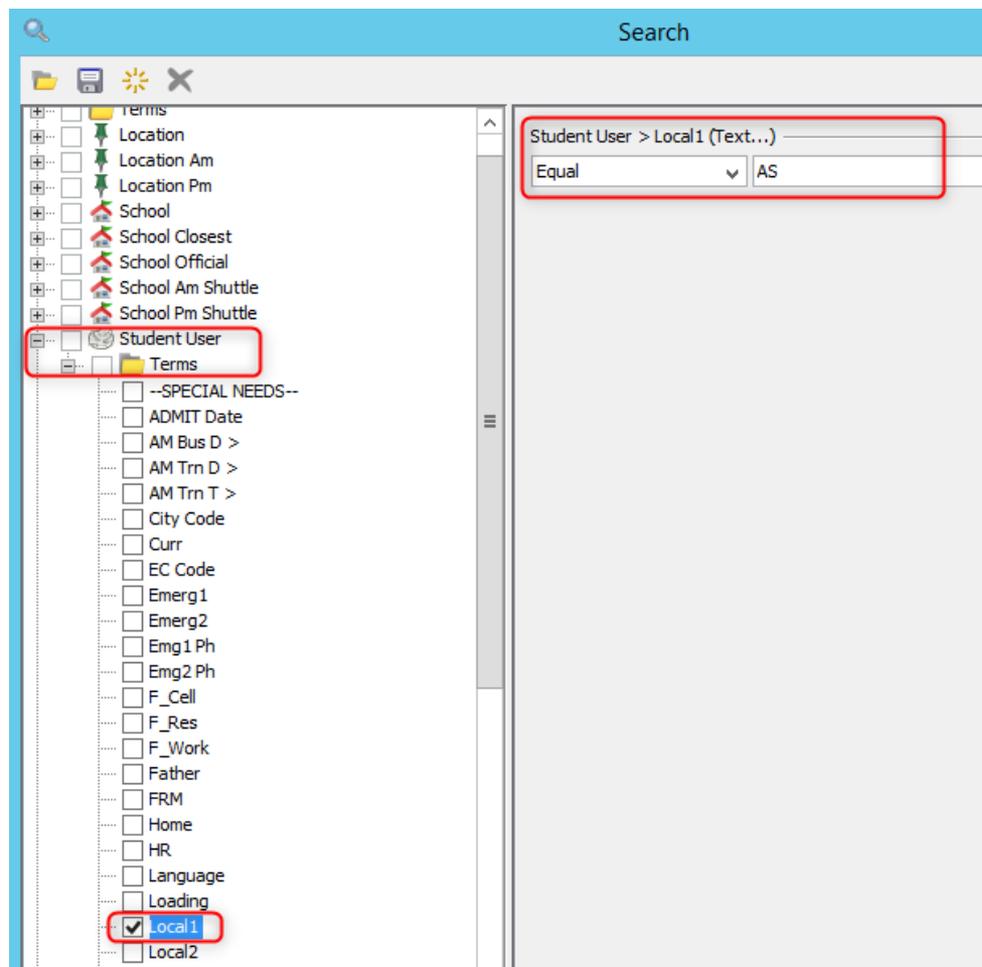
Open eSQL and display your students.



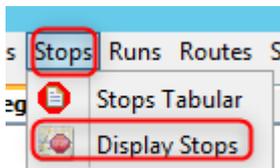
## Advanced Search



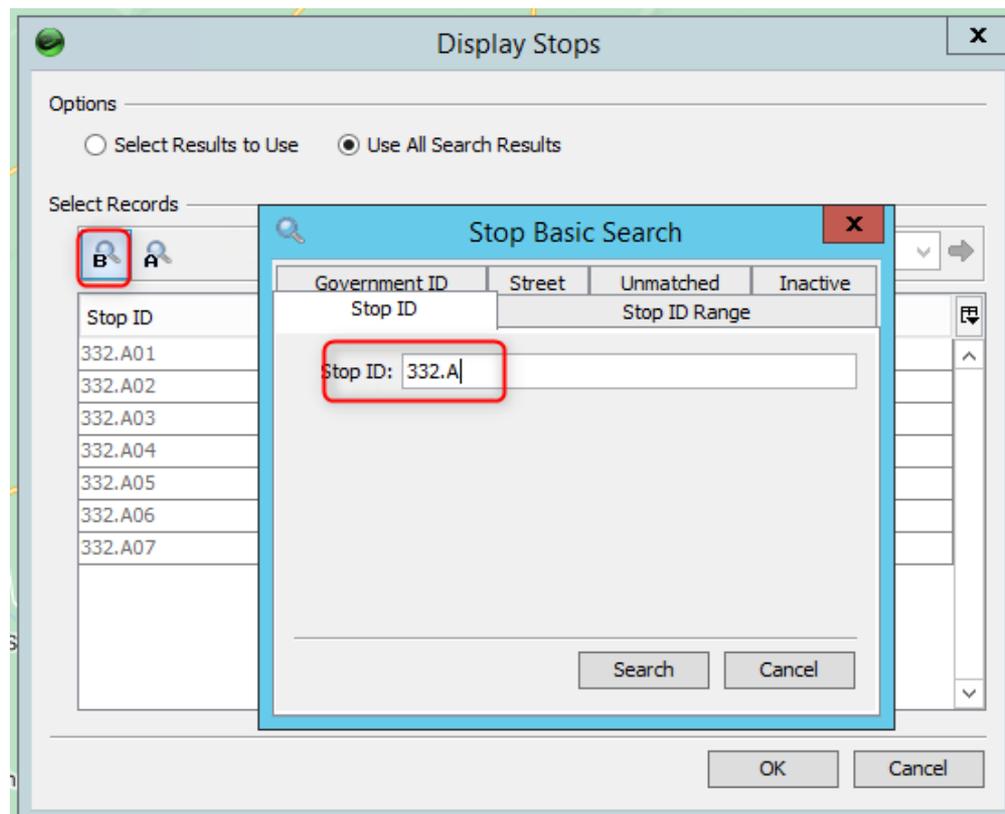
# Reports – Batch User Field/Excel/eSQL



# Reports – Batch User Field/Excel/eSQL



## Basic Search



# Reports – Batch User Field/Excel/eSQL

Assign students to a stop who were not assign during the batch assignment. Create new stops as needed.

The screenshot shows a GIS application interface. On the left, there is a list of students and stops, each with a checkbox and a corresponding icon. The map on the right shows a geographical area with roads, water bodies, and various icons representing stops and students. The map includes labels for locations like Ellendale, Little River, Bethlehem, and Taylorville, as well as road numbers like 64, 127, 1159, 1124, 11304, 1409, 1420, 1141, 1137, 1124, 1134, 1701, and 1704. The Alexander County Airport (NC50) is also marked.

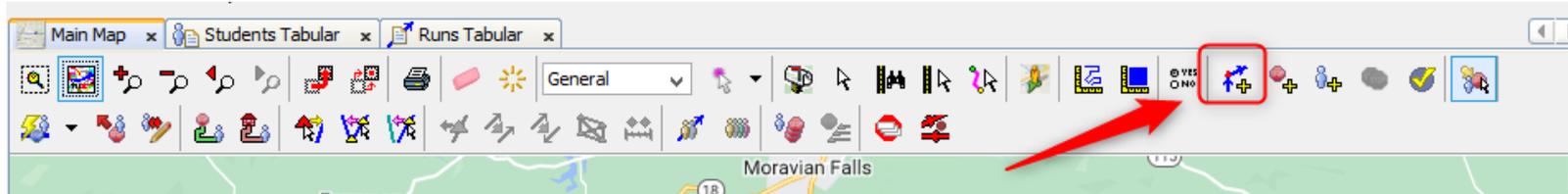
Category	ID	Name	Status	Icon
Assigned Students	1165618125	ADKINS, PARKER	Checked	Blue person icon
	12523461	ALBA, ASHLEY	Checked	Blue person icon
	12339029	AMBROCIO, JASMIN	Checked	Blue person icon
	12338258	ARGUELLES, BRENNEN	Checked	Blue person icon
	6613857653	ARGUELLES, KEIRA	Checked	Blue person icon
	12270348	BRANTON, JOSEPH	Checked	Blue person icon
	12522599	BYERS, MAGGY	Checked	Blue person icon
Unassigned Students	3461411213	ARIAS, GALYA	Checked	Red person icon
	8714976218	BEAL, KATIE	Checked	Red person icon
Inactive Stops	332.A01	283 OLD LANDFILL RD	Checked	Red circle icon
	332.A02	MT PILOT MHP DR & NC HWY	Checked	Red circle icon
	332.A03	MYSTERY LN & NC HWY 16 S	Checked	Red circle icon
	332.A04	DEAL FARM LN & PERLMAN'S	Checked	Red circle icon
	332.A05	JOHNS RIDGE LN & NC HWY	Checked	Red circle icon
	332.A06	HOOT OWL RD & PINE TREE I	Checked	Red circle icon
	332.A07	144 MILLER POINT DR	Checked	Red circle icon

# Reports – Batch User Field/Excel/eSQL

<b>Students</b>	<input checked="" type="checkbox"/>	
<b>Assigned Students</b>	<input checked="" type="checkbox"/>	
1165618125 - ADKINS, PARKER	<input checked="" type="checkbox"/>	
12523461 - ALBA, ASHLEY	<input checked="" type="checkbox"/>	
12339029 - AMBROCIO, JASMIN	<input checked="" type="checkbox"/>	
12338258 - ARGUELLES, BRENNEN	<input checked="" type="checkbox"/>	
6613857653 - ARGUELLES, KEIRA	<input checked="" type="checkbox"/>	
12270348 - BRANTON, JOSEPH	<input checked="" type="checkbox"/>	
12522599 - BYERS, MAGGY	<input checked="" type="checkbox"/>	
3461411213 - ARIAS, GALYA	<input checked="" type="checkbox"/>	
8714976218 - BEAL, KATIE	<input checked="" type="checkbox"/>	
<b>Stops</b>	<input checked="" type="checkbox"/>	
<b>Inactive Stops</b>	<input checked="" type="checkbox"/>	
332.A01 - 283 OLD LANDFILL RD	<input checked="" type="checkbox"/>	
332.A02 - MT PILOT MHP DR & NC HWY	<input checked="" type="checkbox"/>	
332.A03 - MYSTERY LN & NC HWY 16 S	<input checked="" type="checkbox"/>	
332.A04 - DEAL FARM LN & PERLMAN'S	<input checked="" type="checkbox"/>	
332.A05 - JOHNS RIDGE LN & NC HWY :	<input checked="" type="checkbox"/>	
332.A06 - HOOT OWL RD & PINE TREE I	<input checked="" type="checkbox"/>	
332.A07 - 144 MILLER POINT DR	<input checked="" type="checkbox"/>	
332.A08 - DWAYNE DR & GINA LN	<input checked="" type="checkbox"/>	

Once your students are assign to stops you are ready to create your new runs.

# Reports – Batch User Field/Excel/eSQL



**Create New Run**

New Run Properties

School: 332 - WITTENBURG ELEMENTARY SCHOOL

Direction:  To School  From School

Bell Time: 3:10 PM

Frequency:  M  T  W  U  F  A  S

Run Code: A11 (Optional)

OK Cancel

Since this is an after school program it will be From School. Note the Bell Time is not correct for this program but we can change that after we create the run.

I have named the run 332.A11 to remind me it is the after school run.

# Reports – Batch User Field/Excel/eSQL

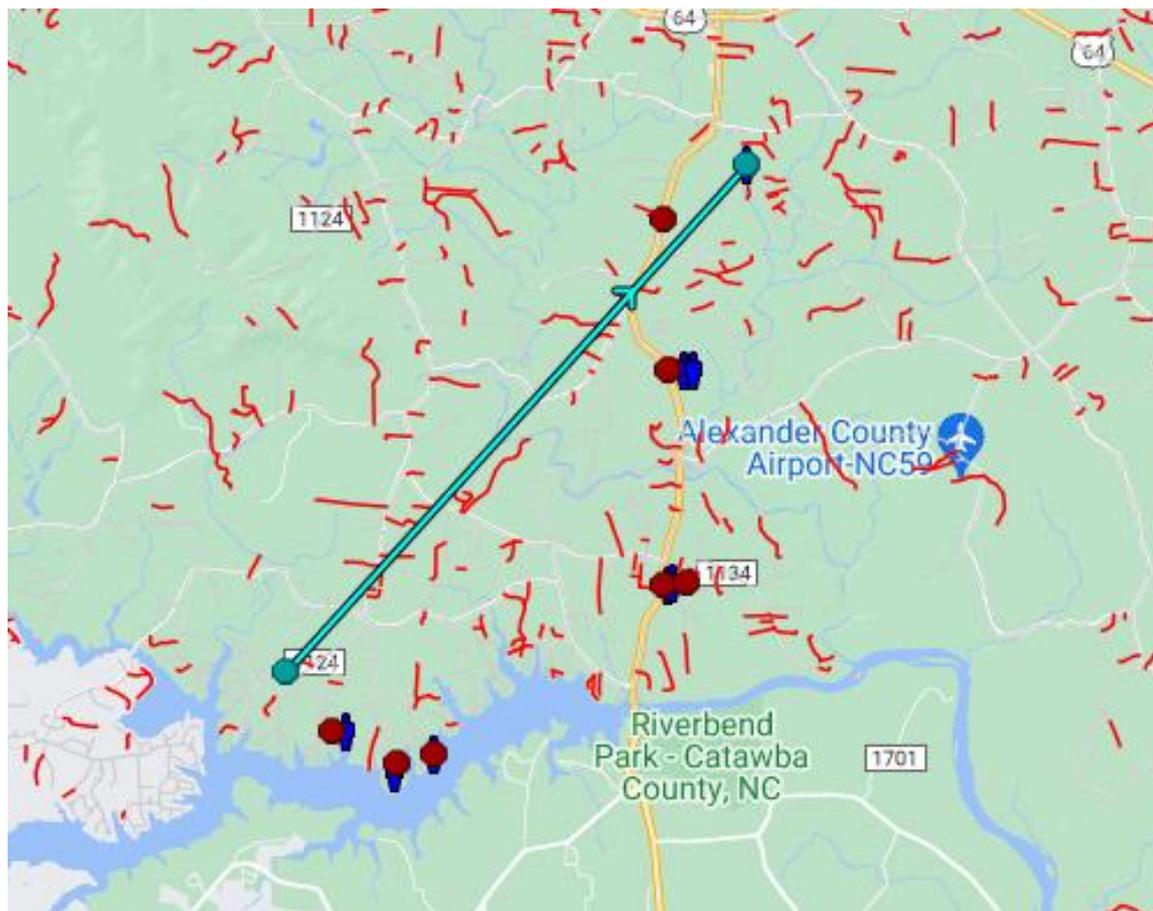
Your run is now created. Some get confused because they do not see a line for the run. Once you assign a stop to the run the line(s) will appear.

The screenshot displays a GIS application interface. On the left, there is a sidebar with a tree view containing three main categories: **Students**, **Stops**, and **Runs**. Each category has a list of items with checkboxes and small icons to the right of each item.

- Students**
  - Assigned Students** (8 items): All have checked boxes and blue person icons.
  - Inactive Stops** (8 items): All have checked boxes and red circle icons.
- Runs**
  - 332.A11 - FROM WITTENBURG ELEMENTAR: Checked box, green line icon.
  - 1: 332.000 - SCHOOL: WITTENBURG: Checked box, green circle icon.

The main map area shows a geographic region including Ellendale, Taylorville, Little River, Bethlehem, and Riverbend Park. The map features a network of roads, water bodies, and numerous red lines representing routes. A toolbar at the top of the map contains various navigation and editing tools. A legend or information panel is visible on the right side of the map.

# Reports – Batch User Field/Excel/eSQL



# Reports – Batch User Field/Excel/eSQL

**Students**

- Assigned Students**
- 1165618125 - ADKINS, PARKER
- 12523461 - ALBA, ASHLEY
- 12339029 - AMBROCIO, JASMIN
- 12338258 - ARGUELLES, BRENNEN
- 6613857653 - ARGUELLES, KEIRA
- 12270348 - BRANTON, JOSEPH
- 12522599 - BYERS, MAGGY
- 3461411213 - ARIAS, GALYA
- 8714976218 - BEAL, KATIE

**Runs**

- 332.A11 - FROM WITTENBURG ELEMENTAR
- 1: 332.000 - SCHOOL: WITTENBURG
- 2: 332.A01 - 283 OLD LANDFILL RD
- 3: 332.A03 - MYSTERY LN & NC HWY 16
- 4: 332.A02 - MT PILOT MHP DR & NC HW
- 5: 332.A08 - DWAYNE DR & GINA LN
- 6: 332.A05 - JOHNS RIDGE LN & NC HW
- 7: 332.A07 - 144 MILLER POINT DR
- 8: 332.A04 - DEAL FARM LN & PERLMAN
- 9: 332.A06 - HOOT OWL RD & PINE TRE

**Map Labels:** Ellendale, Little River, Bethlehem, Taylorsville, Alexander County Airport, Riverbend Park - Catawba County, NC

# Reports – Batch User Field/Excel/eSQL

Change your Bell Time to 4:30 and your run is now complete. Make sure you add your checkpoints.

The screenshot displays a software interface with a toolbar and a table. The toolbar contains several icons, with a clock icon highlighted by a red box and a red arrow pointing to it. Below the toolbar is a table titled 'Stops on Run' with the following data:

Seq. #	Stop ID	Stop Description	Stop Time	Stc
1	332.000	SCHOOL: WITTENBURG	3:15 PM	0
2	332.A01	283 OLD LANDFILL RD	3:27 PM	1
3	332.A02	MT PILOT MHP DR & NC HWY 16 S	3:32 PM	2
4	332.A08	DWAYNE DR & C		1
5	332.A05	JOHNS RIDGE L		1
6	332.A07	144 MILLER PO		2
7	332.A04	DEAL FARM LN		1
8	332.A06	HOOT OWL RD		1

An 'Edit Stop Time' dialog box is open, showing the 'Current Time' as 3:15 PM and the 'New Time' as 04:30 PM. The 'New Time' field is highlighted with a red box. There is an unchecked checkbox for 'Update Times for all Covers' and 'OK' and 'Cancel' buttons at the bottom.

# Reports – Batch User Field/Excel/eSQL

Stops on Run



Seq. #	Stop ID	Stop Description	Stop Time	Stop Load
1	332.000	SCHOOL: WITTENBURG	4:30 PM	0
2	332.A01	283 OLD LANDFILL RD	4:42 PM	1
3	332.A02	MT PILOT MHP DR. & NC HWY 16 S	4:47 PM	2
4	332.A08	DWAYNE DR & GINA LN	4:51 PM	1
5	332.A05	JOHNS RIDGE LN & NC HWY 16 S	4:53 PM	1
6	332.A07	144 MILLER POINT DR	5:03 PM	2
7	332.A04	DEAL FARM LN & PERLMAN'S PL	5:07 PM	1
8	332.A06	HOOT OWL RD & PINE TREE RD	5:13 PM	1
9	@CP.007	7300 CHURCH RD [WITTENBUR...	5:15 PM	0

# Reports

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Please reach out to your Project Leader if you need assistance with any of the Reports or Batches we covered today!