

Instructions for 2021 – 2022 TDTIMS-NT Submission  
**Due Date: ASAP after the Transportation Director submits the TD2 and TD2R to DPI.**

Please PRINT and READ all instructions BEFORE doing anything.

After performing the TIMS data reviews and corrections outlined in the Preparing for 2020-2021 TDTIMS document, complete the steps below to submit TDTIMS. Please contact TIMS Support Staff at NCSU-ITRE or UNC Charlotte if you have any questions or need assistance in completing the submission.

**A. Download and Set Up the TDTIMS Workbook and TDTIMS Processor**

- *TIMS Support Staff have distributed a link to a Google Drive containing the TDTIMS Excel Workbook and the 2021-2022 TDTIMS Processor to each LEA.*
- *Use this link to open the Google Drive and download the Excel Workbook (20212022 November.xls) and the TDTIMS Processor.*
- *After downloading both objects, move or save the Workbook to the TIMS Server and place it inside the TDTIMSXLSxxx folder (xxx is your lea #) on the C:\ drive of your TIMS server.*
  - *Delete the previous TDTIMS Workbook inside the folder, if needed.*
- *Copy\Paste\Move the TDTIMS Processor from your Downloads folder to the Root of the C:\ drive.*

***Please contact TIMS Support Staff at NCSU or UNCC if you need help completing the steps above.***

*Note: If you need to submit data from more than one dataset, such as SN data, you will first complete TDTIMS for the primary dataset (LIVE) and then begin again for the SN Dataset.*

1. \_\_\_\_\_

Review the document “Preparing for 2021\_2022 TDTIMS” for tips and info about diagnostic reports to run before submission. This document outlines the steps for preprocessing and submission instructions.

2. \_\_\_\_\_

In EMU run:

- Map Maintenance (both parts)
- Build Run or Route Directions\*
- Rebuild All Keys
- Dumpall

\*You may do this in Edulog by going to Run/Group Processes or Routes/Group Processes or from EMU by running BATCHRUNDIR or BATCHRTEDIR. If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district. Review the positive and negative slack on each of your routes to ensure they are accurate. Positive slack may be correct but Negative slack should always be corrected.

3. \_\_\_\_\_

Run the following reports (which will be installed for you by the week of October 25th):

Under Edulog Reports: (main menu):

\_\_\_\_\_ Create the Student Ride Times Excel Spreadsheet & Riders Report

**See last page for Instructions**

\_\_\_\_\_ 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 or write down the numbers from each report below as the information will be used to complete the 2021-2022 TDTIMS November.xls Workbook

**Make sure each Workbook Report is set to Screen Output**

- \_\_\_\_\_ All Students and Transportation > Workbook: Min/Max Stop/Bell Times
- \_\_\_\_\_ Stops, Runs Routes > Workbook: Route Count
- \_\_\_\_\_ Stops, Runs Routes > Workbook: Route Time and Miles
- \_\_\_\_\_ Bus Passes > Workbook: Count of Valid Riders

## Complete the workbook:

Open the TDTIMS Workbook 2021-2022 TDTIMSNovember.xls

4. \_\_\_\_\_
- Before you open the 20212022TDTIMSNovember.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.

More recent versions of Excel may have you enable Macros in a different way. Contact your project leader if you have any trouble enabling the workbook.

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 20212022TDTIMSNovember.xls. Open this file and when prompted, click on Enable macros or Enable Content.

6. \_\_\_\_\_
- On the Sign in page fill in all information requested, making sure to use proper names for the Superintendent, Transportation Director and TIMS Coordinator as these will appear in official letters. Click the Continue to LEA info 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 on page3 you will click the Continue to Data Input button.

8. \_\_\_\_\_
- Complete the Data Input page. In step 3 you printed/reviewed four reports. They contain the information needed to complete the TIMS Data section of this workbook.

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 following buttons in this order:
    1. Preview Audit
      - i. Be Sure to Print the Audit

Sheet

2. Write TDTIMS Data  
File and Save W  
orkbook

3. 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 8.

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

## Running the 'TDTIMS Processor' and submitting Audit for review

10. \_\_\_\_\_ At the root of the C:Drive, Run the program '**TDTIMS processor NT v2021-2022**'

Note: if you intend to submit TDTIMS for an alternate database (such as SN), then you will need to re-run the TDTIMS processor NT v2021-2022 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:\TDTIMS2122\_xxx (where xxx is your LEA #)  
If you have a SN database: C:\TDTIMS2122\_xxxSN (where xxx is your LEA#)

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

\_\_\_\_\_ Sign the audit sheet and then Scan\Email a copy to your TIMS Project Leader.  
We now prefer Scanned\Emailed copies of the Signed Audit Sheet but will accept a  
Faxed version as well.  
Please contact TIMS Project Leaders if you wish to Fax the Audit Sheet.

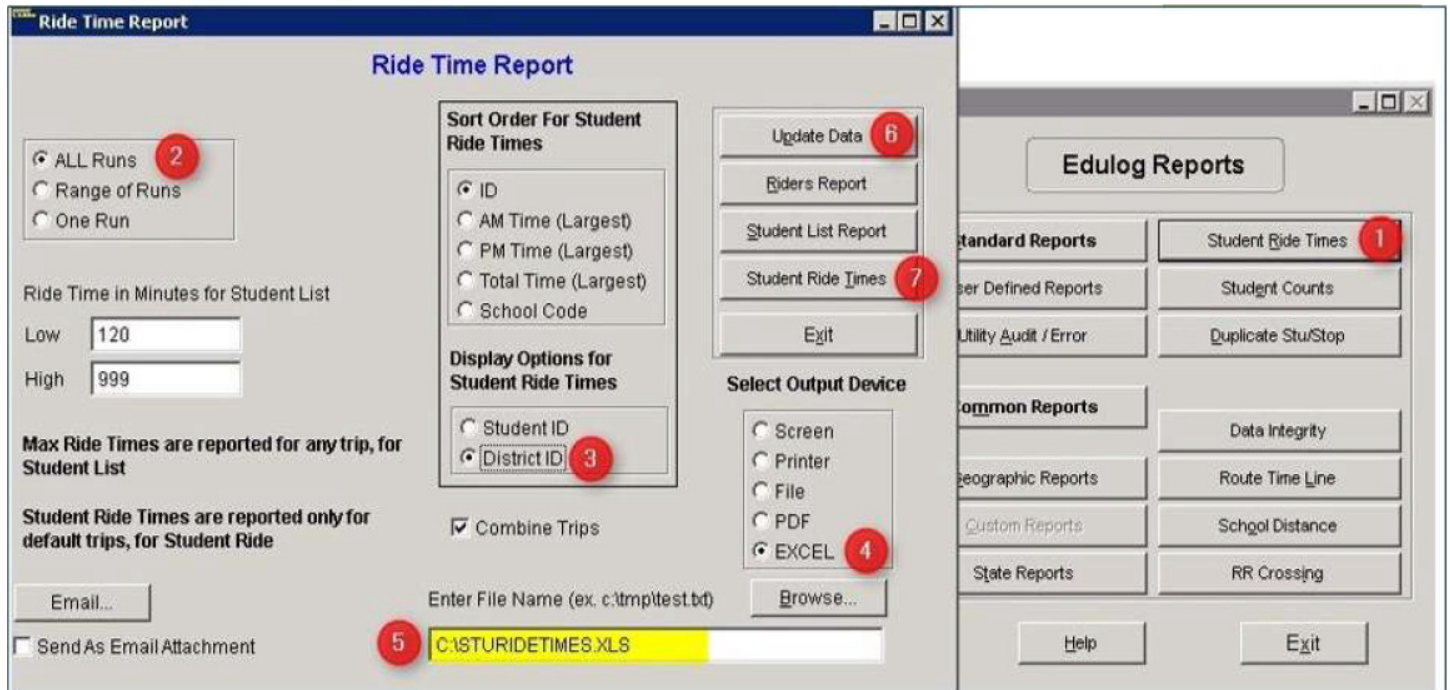
\_\_\_\_\_ TIMS Support Staff will send the Signed Audit Sheet to Kevin Harrison. No  
need to mail a signed copy to DPI for 2021-2022 TDTIMS.

\_\_\_\_\_ In the past, you would transfer your data to UNCC via Coreftp. As that option no  
longer exists, notify your project leaders (via email) when finished and they will collect the  
data from your server.

**TIMS Project Leaders would like to check your data as soon as possible** to ensure all is correct  
and present within the TDTIMS Folders. Please do not move forward with normal route  
updates and changes after TDTIMS until your Project Leader has had a chance to review the  
reports and verify that all is correct. This will prevent us from having to restore data to rerun a  
report or file that may have been missed. Once the Project Leader gives you the "All Clear",  
your TDTIMS submission will be complete and you can proceed with normal everyday routing  
updates.

## Student Ride Times Report and Riders Report

Follow the steps listed below to generate the Student Ride Times Report in Excel format



The numbers 1-7 below correspond to the Red numbers in the diagram:

- 1) From Reports Menu, select Student Ride Times button
- 2) Choose All Runs
- 3) Choose District ID under Display Options
- 4) Choose Excel as the Output Device
- 5) Enter the output path as **C:\StuRideTimes.XLS** (double check spelling!)
- 6) Click Update Data
- 7) Click Student Ride Times to create the report

Next, update the data again and open the Riders Report via the following Steps (no diagram)

- 1) From Reports Menu, select Student Ride Times button
- 2) Choose All Runs
- 3) Make sure Output Path is set to Screen
- 4) Click Update Data
- 5) Click Riders Report button to view the report
- 6) Close the Print Preview of the Riders Report
- 7) The processor will collect the file created by this report.