Instructions for 2021 – 2022 TDTIMS SQL Submission

Due Date: ASAP after the Transportation Director submits the TD2 and TD2R to DPI.

<u>Please PRINT and READ all instructions BEFORE doing anything.</u>

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. <u>Set up the TDTIMS File Folder</u>

- *On the C: Drive of the TIMS Server is a folder named TDTIMS that is typically used each year.*
- *LEAs on a new or different server since April 2021 may need to create this folder (C:\TDTIMS)*
- *If the C:\TDTIMS folder already exists, go inside the folder and delete any and all files.*
- *This folder must be empty to begin.*

B. <u>Download and Set Up the TDTIMS Workbook and TDTIMS Processor</u>

- *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 create a new empty TDTIMS folder to begin again for the SN Dataset.

Steps to Complete and Submit TDTIMS

1. _____ In EMU run:
    Map Maintenance (to ensure all student distances are properly calculated)
    And **Batch\Process Run or Route Directions***
    Or LEAs may have a **WEEKLY MAINTENANCE** batch that contains both sets of EMU Utilities.

You may also do this in Launchpad TIMS by going to Runs/Group Processes or Routes/Group Processes and completing the steps for BatchRTE or BatchRun Directions. If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district.

SQL Sites with multi- tier routing should use Runs/Group Processes (instead of Routes/Group Processes) as this will allow the system to hold any manually edited arrival and departure times for Routes with multiple AM/PM Runs.

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. Contact your project leader if questions arise.

2. _____ Run the following reports:
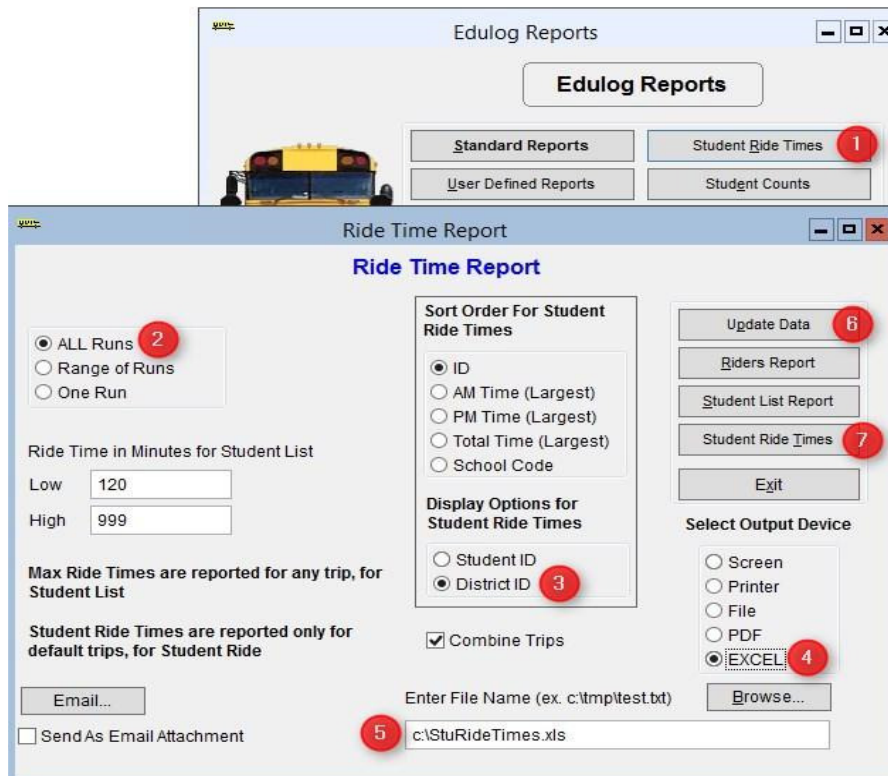
From the Edulog Reports Main Menu:

_____Choose **RR Crossing** button. Perform the following steps outlined in red:
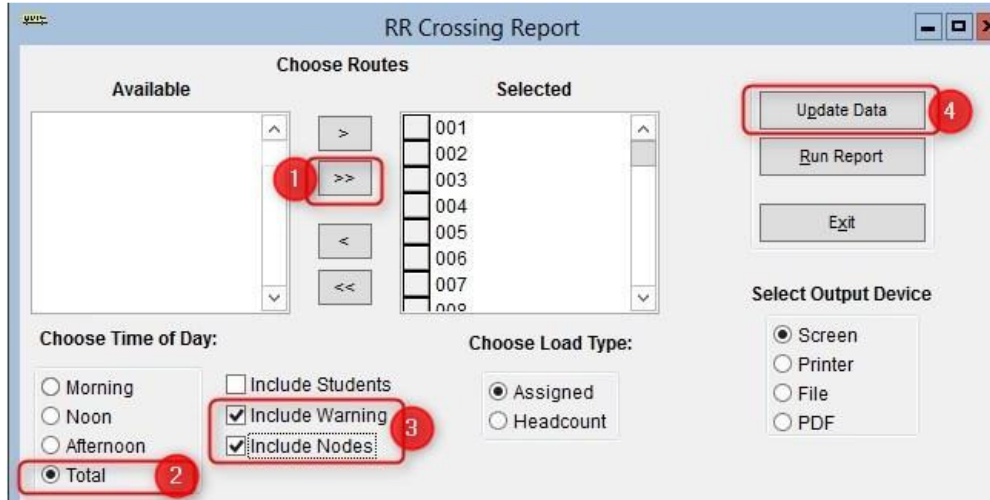
When 'Done Processing', exit back to the Reports Main Menu.

_____ Create the **Student Ride Times** report**.**

Follow the steps below to generate the report

The numbers below correspond to the Red numbers in the diagram:

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

Next, update the data and open the Riders Report via the following Steps

8) From Reports Menu, select Student Ride Times button
9) Choose <u>All Runs</u>
10) Make sure Output Path is set to Screen
11) Click <u>Update Data</u>
12) Click <u>Riders Report</u> button to view the report
13) Close the Print Preview of the Riders Report

_____ From the <u>User Defined Reports</u> section, run the reports listed below:

<mark>Note: As you generate each report below, either print or write down the numbers from each as the information will be used to complete the <u>20212022 November.xls</u> Excel Workbook.</mark>

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**

Completing the workbook:

Open the TDTIMS Workbook 20212022TDTIMS November.xls

3. _____ Before you open the 20212022TDTIMSNovember.xls you will need to check the security level. To do this, open Excel, go to Tools/Macro/Security and set this to Medium.

   * Enable Macros is Promoted. If using Excel 2007 you will need to click on the <u>Office</u> Button, then choose <u>Excel Options</u>, <u>Trust Center</u>, <u>Trust Center Settings</u>, <u>Macro Settings</u> and *finally* choose <u>Enable all macros</u>.

   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.

4. _____ On the **C:** drive of your TIMS SERVER you will find a folder named TDTIMSXLSxxx (where xxx is your LEA number). Inside this folder is the workbook named **20212022TDTIMS November.xls**

Open this file and when prompted, click on <u>Enable Macros</u> or <u>Enable Content</u>.

5. _____ 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 the official audit letters. Use Drop down selections when applicable. Click the **Continue to LEA** info button when finished.

6. _____ The next three pages consist of general questions about your LEA. If the answer is none, enter a *zero (0)* instead of leaving blank. 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.

7. _____ To complete the **Data Input** page, reference the workbook reports printed before step 3. <mark>They contain the information needed to complete the TIMS Data section of this workbook.</mark>

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 the TD2 and TD2R your Director Submitted.

8. _____ Review your percentages (%) at the bottom of the page and . . . (choose **a** or **b** below)

    a. **If satisfied with the results,** click on the following buttons in this order:
        1. Preview Audit.   (Be Sure to PRINT the Audit Sheet)
        2. Write TDTIMS Data File and Save Workbook
        3. Save and Exit.
        4. Review the printed Audit Sheet and Sign it.

    b. **If not satisfied with the results**, then . . .
        1. Click on the Save and Exit button.
        2. Evaluate and make any corrections in Edulog that may improve your data.
        3. Repeat steps 2 – 6 of these instructions.
        4. Reopen your workbook, and **edit** *or* **Clear All Data Fields** then re-enter the information asked for under step 8.

9. _____ Operators will manually generate each TDTIMS report listed below. All reports are located in the User Defined Reports section: Simply select each report and click the **Run Report** button. No need to view the report if prompted. When selecting each report, make sure there is a valid report patch shown (C:\TDTIMS\XXXXXXX)

    _____ Schools > **-TDTIMS: Boundaries Archive**

    _____ Schools > **-TDTIMS: Clusters Archive*** most LEAs will have no results.

    _____ Schools > **-TDTIMS: Schools Archive**

    _____ All Students and Transportation > **Duke Report**

    _____ All Students and Transportation > **TDTIMS: Min/Max for Submission**

_____ Stops, Runs Routes > **TDTIMS: AM ARRIVAL ARCHIVE**

_____ Stops, Runs Routes > **TDTIMS: PM School Services Archive**

_____ Stops, Runs Routes > **TDTIMS: Route Count**

_____ Stops, Runs Routes > **TDTIMS: Route Time and Miles Submit**

_____ Stops, Runs Routes > **TDTIMS: Runs and Routes Archive**

_____ Stops, Runs Routes > **TDTIMS: Services and Stops Archive**

_____ Bus Passes > **TDTIMS: ALL STUDENTS ARCHIVE**

_____ Bus Passes > **TDTIMS: All Rider Distances**

_____ Bus Passes > **TDTIMS: Count of Valid Riders**

_____ Bus Passes > **TDTIMS: RIDERS ARCHIVE**

_____ Bus Passes > **TDTIMS: Student Archive**

_____ Bus Passes > **TDTIMS: Student Transportation Archive**

THIS COMPLETES THE CREATION OF ALL TDTIMS REPORTS.

PLEASE FOLLOW THE STEPS ON THE NEXT PAGE TO COMPLETE THE TDTIMS SUBMISSION.

Running the 'TDTIMS Processor' and submitting Audit for review

11. _____ From the TIMS server, browse to C: drive and run <u>TDTIMS ProcessorSQL v2021-2022.vbs</u>
Right-Click Run as Administrator
Note: if you intend to submit TDTIMS for an alternate database (such as SN), then you
Will need to re-run the TDTIMS Processor as part of the steps for that database as well.

12. _____ If successful, the program will create a folder containing the files you need to submit.
Example folders might look like: C:\TDTIMS2122_xxx   or   C:\TDTIMS2122_xxxSN

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

Now you are ready to backup data and submit your audit:

_____ Use '**Launch ESM'** and make an <u>archival</u> backup of the database being submitted for
TDTIMS audit. In the description field, label the backup as '**TDTIMS 2122 submission'**

_____ 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.

<u>TIMS Project Leaders would like to check your data as soon as possible</u> 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.