Early Out/Late Start In Reports

Early Out/Late Start is designed so you can print out different stop times in reports without having to setup frequencies in Edulog.

Buildtxt

Buildtxt is the program that we use to setup different text documents that Edulog uses. Start Buildtxt by using the LaunchPad or by browsing to ELT\LIVE\buildtxt.exe or ELT\LIVE\reports\buildtxt.exe (LIVE or other database name you are working in).
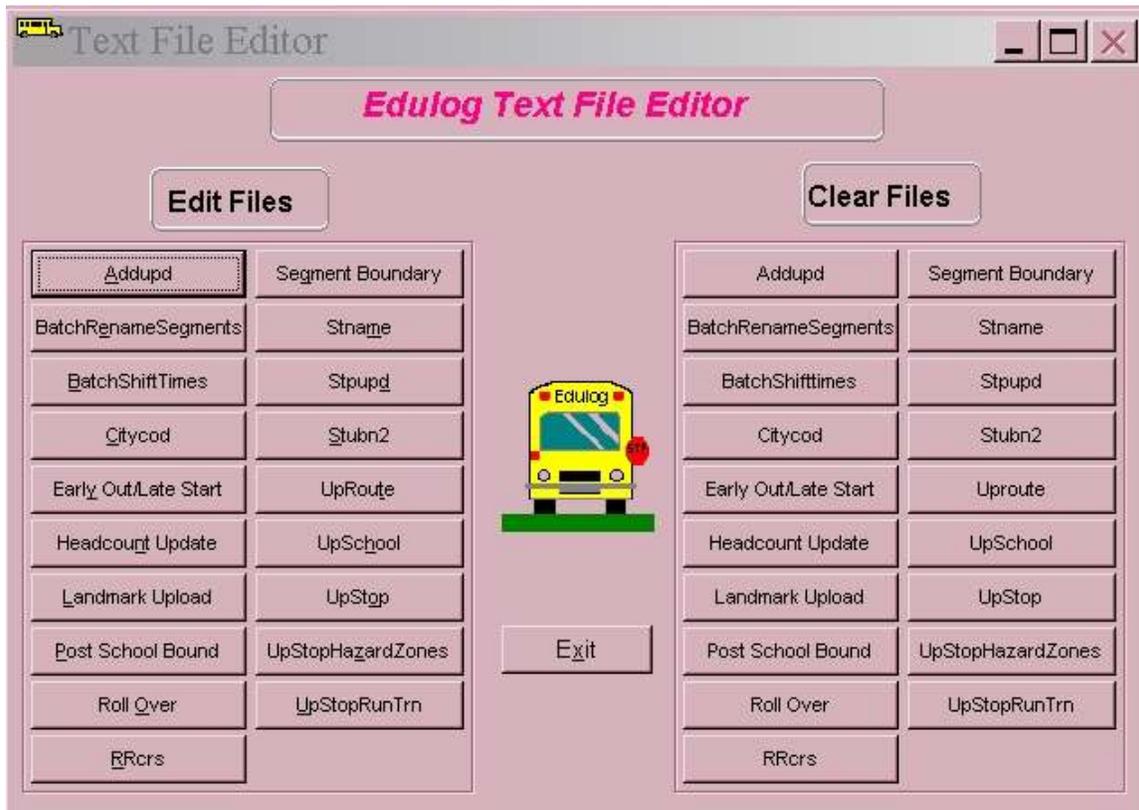
Notice that the buildtxt window is split into two sections. Every option is on both sides. You need to use the Edit Files side to edit a file. The Clear Files side allows you to blank out what you did. For example if you setup a late start this year and next year it changes, you could then click Early Out/Late Start under Clear Files to clear it all out. Be careful not to clear a file unless you are sure that is what you want to do.

To setup the Early Out/Late Start click the button under Edit Files.

To get started first you need to click the Add/Save Record button. (This button toggles between an 'add' option and 'save' option).Next select the school you want to set this up for. Select the bell time that will have the Early Out or Late Start. In the first example I will setup an Early Out. Early Out will always use a PM bell time. In Change Time (Minutes): field you enter the amount of time in minutes that school will release early.

In the middle of the screen you will see Grade Programs by School Bell Time. You do not need to do anything with this data. It is just informational.

Under Days you need to check the days of the week that the Early Out takes place. Once you are finished click the Add/Save Record button.

At this point you can click Add/Save Record again and continue adding additional Early Out/Late Start times. When adding Late Start it is the same except you would need to use an AM bell time and put the radial dot in Late Start.

When reading the EarlyLate Table, under Early_late, 1 means Early Out and 2 means Late Start. In this example you can see that school 109 is going to have an Early Out of 90 minutes on M-W-F for the bell time of 3:15; which means students will get out at 1:45. School 109 is also going to have a late start of 60 minutes on T-U for the bell time of 9:00 AM which means they arrive at school at 10:00.

Importing the Data:

If you want to import this data instead of using Buildtxt to create it, you have to first create a txt file then using the Import Options tab, you can import the file you created.

This outlines the format the file would need to be created in. Here is a sample of what the file would need to look like:

After you have created the file you click Import File and browse to it. Then you can go back to the Early/Late Table tab to see what it added. Notice it adds to what has already been added. You can have multiple lines in this document.

If you need to delete a line in the table, first select it by clicking on it. Then click the Delete Record button.

When you are done adding or deleting, you click the Exit Form button to exit. Then Exit to close Buildtxt.

Reports
The only time you see the results of the Early Out/Late Start is in Reports. You can turn this on or off as you need by using the Format button in Edulog Rdports. To do this select a report that you normally use that contains stop times. Click the Format button. In the bottom right corner you can check Use Early Out / Late Start Times and Days. Then click Save and Exit. Note that the Format button is in each report for convenience but it isn't just linked to this one report. Changes made in Format effect all reports. So you may want to check this and run the report. Then uncheck it for a different report.

Here are some samples of what the reports will look like.

Regular Times:

Run ID: 109.001   Days: MTWUF---------OO

Run Description: FROM FITZHUGH LEE

Stop Time	Description
3:00 PM	SCHOOL: FITZHUGH LEE
3:09 PM	W VILLAGE WAY & PINE ST
3:16 PM	PINE ST & W VILLAGE XING
3:20 PM	W VILLAGE WAY & W VILLAGE XING

Early Out:

Run ID: 109.001   Days: M-W-F--

Run Description: FROM FITZHUGH LEE

Stop Time	Description
01:30 PM	SCHOOL: FITZHUGH LEE
01:39 PM	W VILLAGE WAY & PINE ST
01:46 PM	PINE ST & W VILLAGE XING
01:50 PM	W VILLAGE WAY & W VILLAGE XING

Regular Times:

Run ID: 109.801   Days: MTWUF---------OO

Run Description: MINFORD, TOM (MARIE JEAN MARY)

Stop Time	Description
7:45 AM	Deadhead - SCHOOL: BELLS FERRY
7:56 AM	WALKER DEONTE 4044 GEORGE BUSBEE PKWY
8:06 AM	ROBERTS CHRISMA 1847 HICKORY CREEK CT
8:23 AM	BROOMES SAMUEL 2100 SHILOH VALLEY DR
8:44 AM	SCHOOL: HAWTHORNE
8:55 AM	SCHOOL: FITZHUGH LEE
9:28 AM	PARK BAKER ROAD BUS SHOP

Late Start:

Run ID: 109.801   Days: -T-U---

Run Description: MINFORD, TOM (MARIE JEAN MARY)

Stop Time	Description
08:45 AM	Deadhead - SCHOOL: BELLS FERRY
08:56 AM	WALKER DEONTE 4044 GEORGE BUSBEE PKWY
09:06 AM	ROBERTS CHRISMA 1847 HICKORY CREEK CT
09:23 AM	BROOMES SAMUEL 2100 SHILOH VALLEY DR
09:44 AM	SCHOOL: HAWTHORNE
09:55 AM	SCHOOL: FITZHUGH LEE
10:28 AM	PARK BAKER ROAD BUS SHOP