Instructions for 2016 – 2017 TDTIMS-NT Submission
Due date: on or before November 1st

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

* During the week of October 17th there will be a TDTIMSXLS folder placed on the C:\ drive of your TIMS server. In this folder you will find the TDTIMS Excel workbook.

**if you need to submit data from a second dataset, for example SN, you will need to complete steps 2-3 for that dataset as well.

1. ______ Visit www.ncbussafety.org/tims/qrg.html and download these instructions and tips for preparing your TIMS Data for submission. These are your preprocessing and submission instructions.

2. ______ In EMU run:

   i. Rebuild all Keys
   ii. Build Route Directions*
   iii. Dumpall

   *You may do this in Edulog by going to 'Routes/Group Processes' ***or*** from EMU by running 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 the week of October 17th):

   Under **<u>Edulog Reports:</u>** (main menu):

   _____ *Create the **Student Ride Times*** Excel Spreadsheet
   New method for 2016-2017 – See Page 4 for Instructions

   _____ Choose ***RR Crossing*** button. Perform the following steps…

   i. <u>Select all routes</u> by clicking the button with the double arrowheads pointing to the right.
   ii. Choose Time of Day = <u>Total</u>
   iii. Choose <u>Include Warning</u>
   iv. Choose <u>Include Nodes</u>
   v. Choose <u>Assigned</u>
   vi. Click <u>Update Data</u>
   vii. When you see 'Done Processing. Press a key to continue' then <u>exit</u>.

   Under **<u>User Defined Reports:</u>**

   (Be sure to print each report or write down the numbers from each report below as the information will be used to complete the 2016-2017 <u>TDTIMS.xls Excel Workbook</u>)

   _____ 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:

You must have EXCEL version 2002 or newer to open 20162017TDTIMS.xls

4. ______ Before you open the 20162017TDTIMS.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 **201620167DTIMS.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 3** page 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 Workbook
         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.

Run the 'TDTIMS Processor' Program and Submit data via Secure CoreFTP

10. ______ At the root of the C:Drive, Run the program 'TDTIMS processor v2016-2017'

    Note: if you intend to submit TDTIMS for an alternate database (such as SN), then you will need to re-run the TDTIMS processor v2016-2017 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:\TDTIMS1617_xxx (where xxx is your LEA #)
    If you have a SN database: C:\TDTIMS1617_xxxSN (where xxx is your LEA#)

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

When you are ready to submit your reports:

_ Connect to your coreftp site, double click on the TDTIMS folder (found on right side of ftp screen) and transfer the C:\TDTIMS1617_xxx folder(s) to it.

_ Sign and Scan/Email or Fax the audit sheet to your Project Leader (ITRE: 919-515-7924 or UNCC: 704-687-5327)

_ Mail the original, signed audit sheet to Derek Graham, 6319 Mail Service Center, Raleigh, NC 27699-6319

_ Once you have uploaded your reports to the CoreFTP site, please notify your project leaders via email.

_ TIMS Project Leaders would like to check your data as soon as possible to ensure all is correct and present within the folder you uploaded. Please do not move forward with normal route updates and changes after TDTIMS until your Project Leader has had a chance to review 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.

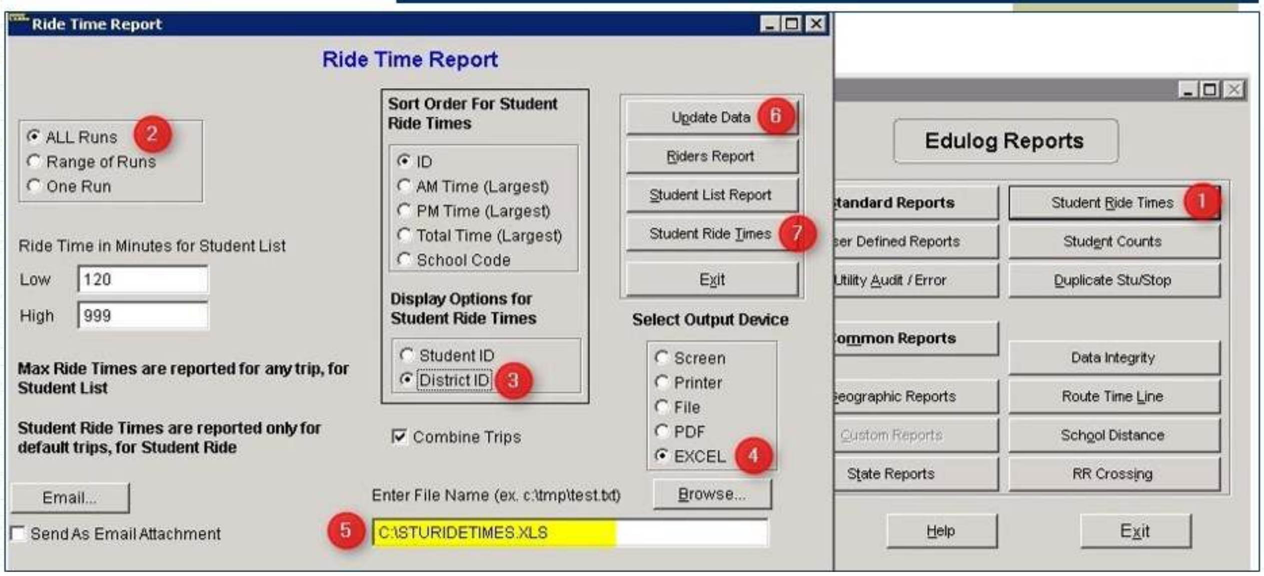
_ Once your Project Leader gives you the "All Clear", your TDTIMS Submission will be complete and you can proceed with normal everyday route updates.

New Steps for 2016-2017 TDTIMS Student Ride Times Output.

To make the processing of the annual Service Indicators Report easier, we have changed the method in which LEAs will generate a list of Student Ride Times. Instead of receiving a Database (DBF) Table, LEAs will create this report in Excel. Below are the steps to complete this request.

Processing the Student Ride Times Report

(New Steps for 2016-2017)



1. From the Reports Main Menu, select Student Ride Times
2. Choose All Runs
3. Choose District ID under Display Options
4. Choose Excel as the Output Device
5. Enter the following path where the Excel File will be created

   C:\STURIDETIMES.XLS

6. Click Update Data
7. Click Student Ride Times to create the report in Excel.