

Instructions for 2017 – 2018 TDTIMS SQL Submission

Due: on or before **November 10th** (NOTE THIS IS A NEW DATE FOR THIS YEAR ONLY)

Please PRINT and READ all instructions BEFORE doing anything.

During the week of October 16th 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 – named: [20172018TDTIMSNovember.xls](#)

Note: If you need to submit data from a *second* dataset, for example SN, you will need to complete steps 2-3 and 9-10 for that as well.

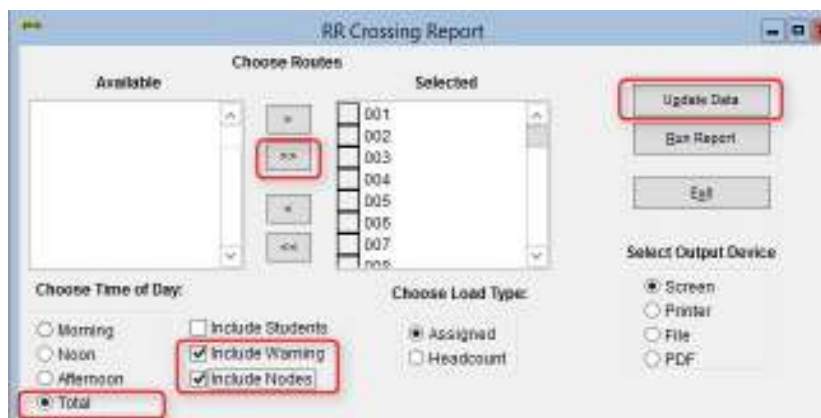
1. _____ Visit www.ncbussafety.org/tims/qrg.html and download the document “Preparing for 2017_2018 TDTIMS SQL”. This document contains a list of diagnose reports that may help identify issues before submitting TDTIMS. This document outlines the steps for pre-processing submission instructions.
2. _____ In EMU run: 02. WEEKLY MAINTENANCE* this will update your run directions.

*You may also do this in Edulog by going to ‘Runs/Group Processes’ or from EMU using 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.

3. _____ Run the following reports (available the week of October 16th):
From the [Edulog Reports Main Menu](#):

_____ Choose **Student Ride Times**. See **Page 5** for Instructions to complete report

_____ Choose **RR Crossing** button. Perform the following steps outlined in **red**:



Click **update data** last. When ‘Done Processing’, exit back to main menu.

_____ From the User Defined Reports section, run the reports listed below:

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 2017-2018 TDTIMSNovember.xls Excel Workbook.

- _____ 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:

You must have EXCEL version 2002 or newer to open 20172018TDTIMSNovember.xls

4. _____ Before you open the 20172018TDTIMSNovember.xls you will need to check the security level. 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 TIMS SERVER you will find a folder named TDTIMSXLSxxx (where xxx is your LEA number). Inside this folder is the workbook named 20172018DTIMSNovember.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 Coordinators as these will appear in the official audit letters. Use Drop down selections when applicable. Click the **Continue to LEA** info button when finished.
7. _____ The next three pages consist of general questions about your LEA. If the answer is none, enter a zero 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.
8. _____ To complete the **Data Input** page, reference the workbook reports printed from step 3. **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 . . . (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.

10. _____ 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 if prompted.

_____ Schools > **-TDTIMS: Boundaries Archive [R13]**

_____ Schools > **-TDTIMS: Clusters Archive [R13]** *most LEAs will have no results.

_____ Schools > **-TDTIMS: Schools Archive [R13]**

_____ All Students and Transportation > **Duke Report [R13]**

_____ All Students and Transportation > **TDTIMS: Min/Max for Submission [R13]**

_____ Stops, Runs Routes > **TDTIMS: AM ARRIVAL ARCHIVE [R13]**

_____ Stops, Runs Routes > **TDTIMS: PM School Services Archive [R13]**

_____ Stops, Runs Routes > **TDTIMS: Route Count [R13]**

_____ Stops, Runs Routes > **TDTIMS: Route Time and Miles Submit [R13]**

_____ Stops, Runs Routes > **TDTIMS: Runs and Routes Archive [R13]**

_____ Stops, Runs Routes > **TDTIMS: Services and Stops Archive [R13]**

_____ Bus Passes > **TDTIMS: ALL STUDENTS ARCHIVE [R13]**

_____ Bus Passes > **TDTIMS: All Rider Distances [R13]**

_____ Bus Passes > **TDTIMS: Count of Valid Riders [R13]**

_____ Bus Passes > **TDTIMS: RIDERS ARCHIVE [R13]**

_____ Bus Passes > **TDTIMS: Student Archive [R13]**

_____ Bus Passes > **TDTIMS: Student Transportation Archive [R13]**

DO NOT PROCEED WITH THE FOLLOWING UNTIL STEPS 1-10 HAVE BEEN COMPLETED.

When you are to this point, you may wish to contact your TIMS Project Leader as there is an additional step that needs to be completed prior to running the TDTIMS Processor. Proceed on your own or If you need assistance, your Project Leader can assist you in completing this additional step.

- In EMU run batch #5 Stop Tomcat
- Run the TIMS Utility Runner (found in the elt\exetims\ folder)
- Enter the database name when prompted: ie LIVE and press enter
- Enter the Utility name FIXDIAGNOSE and press enter
- Enter choice **8** and press enter. It may appear as if nothing is happening.
- When finished it will return to the menu, then press enter to exit
- Exit the TIMS Utility Runner
- Do not restart TomCat until after the TDTIMS Processor has completed.

Running the ‘TDTIMS Processor’ and data submission to UNCC’s coreftp

11. _____ From the TIMS server, browse to C: drive and run TDTIMS ProcessorSQL v2017-2018a.vbs

Note: if you intend to submit TDTIMS for an alternate database (such as SN), then you Will need to re-run the TDTIMS processorSQL v2017-2018 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:\TDTIMS1718_xxx or C:\TDTIMS1718_xxxSN

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

When you are ready to submit your reports on or before November 10, 2017:

_____ Make an **ESM backup** (see page 6&7) and copy to **C:\TDTIMS1718_xxx** (xxx is your LEA #). Connect to your coreftp site, double click on the TDTIMS folder (found on right side of ftp screen) and transfer the **C:\TDTIMS1718_xxx** folder(s) to it.

_____ Sign and fax the audit sheet to your Project Leader at
ITRE: 919-515-7924 or UNCC: 704-687-5327

_____ Mail the original, signed audit sheet to **Kevin Harrison, 6319 Mail Service Center, Raleigh, NC 27699-6319**

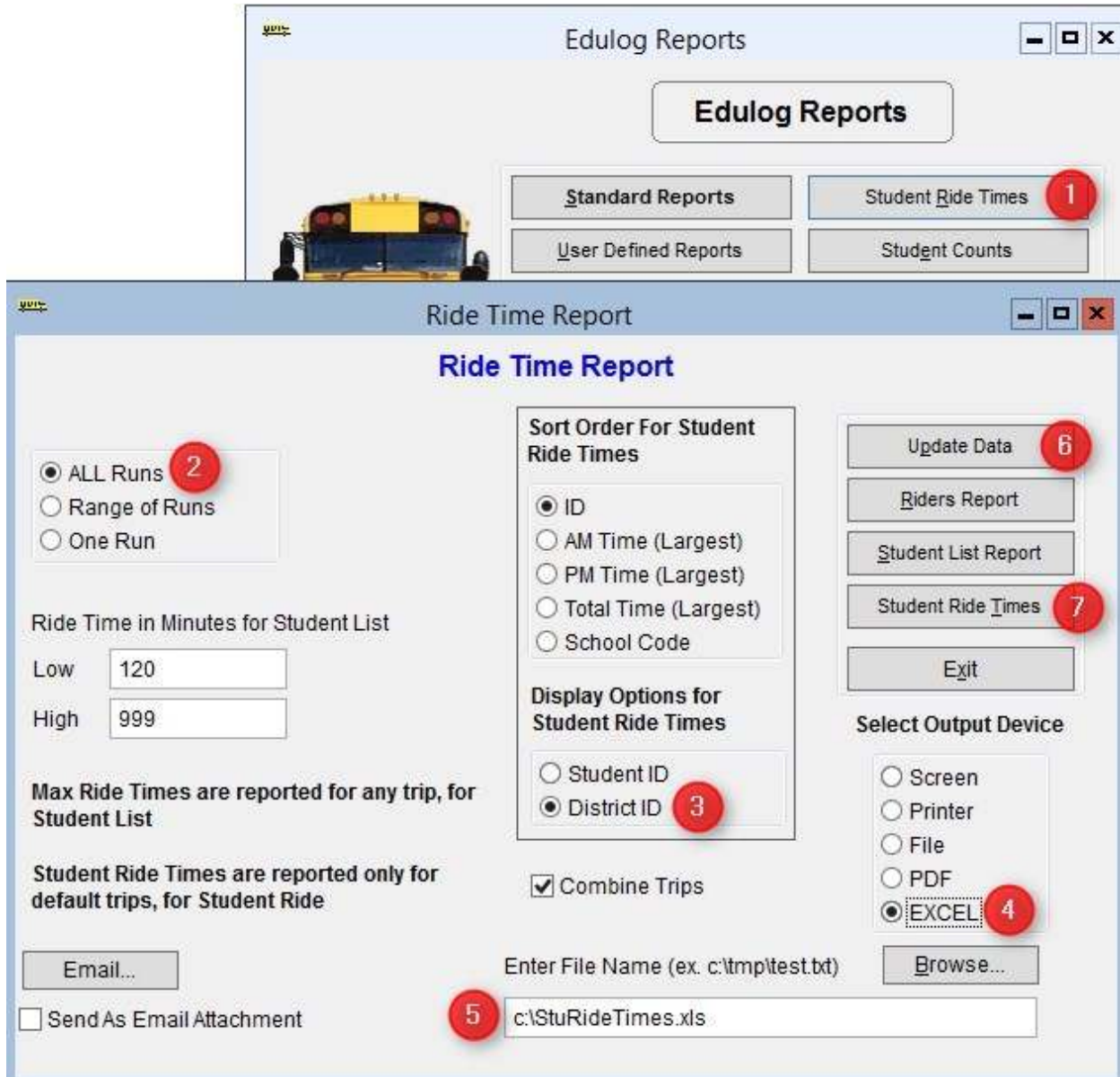
_____ After uploading your data to CoreFTP, please notify your project leaders via email.

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 the Project Leader gives you the “All Clear”, your TDTIMS submission will be complete and you can proceed with normal everyday routing updates.

The following diagram is for referencing step 3 from the instructions above.

Processing the 2017-2018 TDTIMS Student Ride Times Report

Follow the steps below to generate the Student Ride Time Report needed from step 3



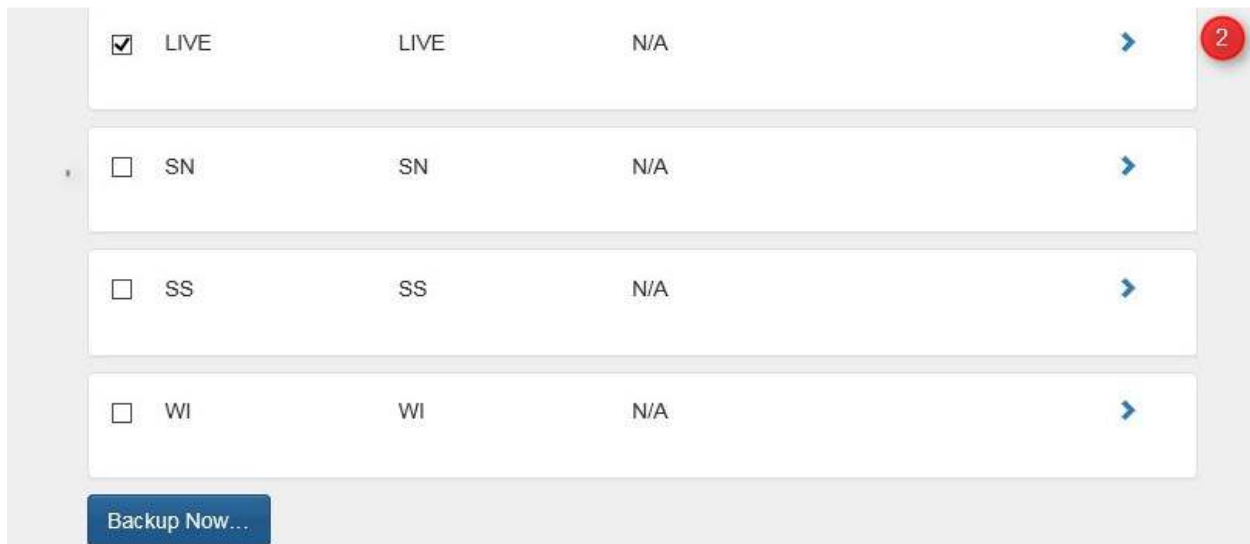
Numbers below correspond to the Red numbers in the diagram:

1. From Reports Menu, select Student Ride Times
2. Choose All Runs
3. Choose District ID Under Display Options
4. Choose Excel as the Output Device
5. Ensure that the output path is **C:\STURIDETIMES.XLS**
6. Click Update Date
7. Click Student Ride Times to create the report in Excel format

Creating a backup using the ESM (Edulog System Manager) program

The numbered sequence below correspond to the numbered pictures

1. Start the ESM program and login,
2. Select the database that contains the TDTIMS data (ie LIVE) you will submit and **Backup now**
3. Name the backup: **LEA xxx – TDTIMS 1718** (xxx = your LEA number)
4. Browse to the backups location – (ie d:\ELT\LIVE\Backup\)
5. **Right click** on your backup and select **send to > compressed zip folder**
6. **Rename** the compressed folder as: **890_TDTIMS_1718_LIVE.zip** (890 should be your LEA#)
7. **Right click >copy** your backup and **right click >paste** into c:\TDTIMS1718_xxx folder




<input checked="" type="checkbox"/>	LIVE	LIVE	N/A	>
<input type="checkbox"/>	SN	SN	N/A	>
<input type="checkbox"/>	SS	SS	N/A	>
<input type="checkbox"/>	WI	WI	N/A	>

Backup Now...

Confirm Backup

Note: Backup operation requires users to be out of system. Services will be shutdown and system will not be available until backup is complete.



LEA 890 - TDTIMS 1718

890 is an example, enter your LEA #

OK Cancel

