Batch Create and Assign Homestops

Want to batch create and assign home stops to a student worklist

For this procedure you first want to define which students will get the homestops. To do this go into Edulognt and create a student worklist that identifies just those students who will get homestop assignments.

(Example: in your worklist use (2) Data Fields).

- 1. Fieldname = school code, Operator = EQUAL, Search Value = school code
- 2. Fieldname = LOADING:, Operator = Field Is Not Empty

Next you will create an EMU batch containing two utilities (deasgn and flagset). Lets name the batch **CREATE HOMESTOPS**.

The first utility added to our new batch is **DEASGN**. When you choose this utility for the first time it will prompt you to configure the utility. Use the following example as a guide.

You will want to choose the following options:

- 1. Permanently modify files
- 2. All trips
- 3. Use student list
 - Select the Student Worklist that defines the students to modify.

Example:

DEASGN	<u>x</u>
Options Permanently modify files Create audit file	Stop List Use stop list Select Stop List
Trips All trips Morning Trips Afternoon Trips	Student List Use student list Select Student List school 388
Confirm	Cancel

When finished click *confirm* and give the configuration a name.

As in this example:

Save Utility Configuration As		
Configuration Name:	DEASSIGNING TRIPS	
ОК	Cancel	

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The second utility to add to this batch is **FLAGSET**. After selecting this utility you will want configure it as well. Use the following example as a guide.

You will want to choose the following options:

- 1. Assign
- 2. Home Stop
- 3. Select List File
 - Select the same Student Worklist used in the DEASGN utility.

			Reset
		Reset	Home Stop 🔽 🗖
Deletion			Available Exclusive 🔽 🕅
Address Match			Right Side 🔽 🗖
Eligibility			Delete records last changed before:
Upstu Exclusion			 Delete records last changed before. Current Date
Assign	\checkmark	Г	○ 06/27/2003 ▼
Special Ed			Record Selection
Add			Student Worklist
Change		Г	Select List File school 388
-			C Use STA:STURECS.DAT

When finished click *confirm* and give the configuration a name.

As in this example:

Save Utility Configu	uration As	×
Configuration Name:	ASSIGN & FLAG HOMESTOPS	
ОК	Cancel	

You are now ready to run the batch; CREATE HOMESTOPS