

## Instructions for 2024 – 2025 TDTIMS Submission

**TDTIMS is due by Friday November 15<sup>th</sup>, 2024.**

**Please PRINT and READ all instructions BEFORE doing anything.**

After performing the TIMS data reviews and corrections outlined in the [Preparing for 2024-2025 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 TDTIMS.

**Due to county-level restrictions accessing some TIMS Servers, each LEA will need to download the TDTIMS Workbook and TDTIMS Processor for the 2024-2025 School Year. TIMS Support Staff emailed the TIMS Coordinator from each LEA and provided a link to a Google Drive containing the files needed for TDTIMS. Please refer to the “Downloading the TDTIMS Workbook” document for instructions and information about these steps.**

### **TDTIMS File Folder (C:\TDTIMS)**

- *On the C: Drive of the TIMS Server is a folder named TDTIMS.*
- *This is the folder where all reports will be created.*
- *Go inside the C:\TDTIMS folder and delete any and all files that exist.*
- *This folder must be empty to begin submitting TDTIMS.*

### **tdtimsXLSxxx File Folder (C:\tdtimsxlsxxx)**

- *Inside the c:\tdtimsxls folder you will find the Excel Workbook for 2024-2025 TDTIMS*
- *If the Excel Workbook is not there, complete the steps within the “Downloading the 2024-2025 TDTIMS Files” document*
- *After completing Steps #1 and #2 below, open the Excel Workbook and begin Step #3*

***Please contact TIMS Support Staff at NCSU or UNCC if you need help with any of the steps for TDTIMS.***

*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 Directions\***  
Or LEAs may have a **WEEKLY MAINTENANCE** batch that contains both sets of EMU Utilities.

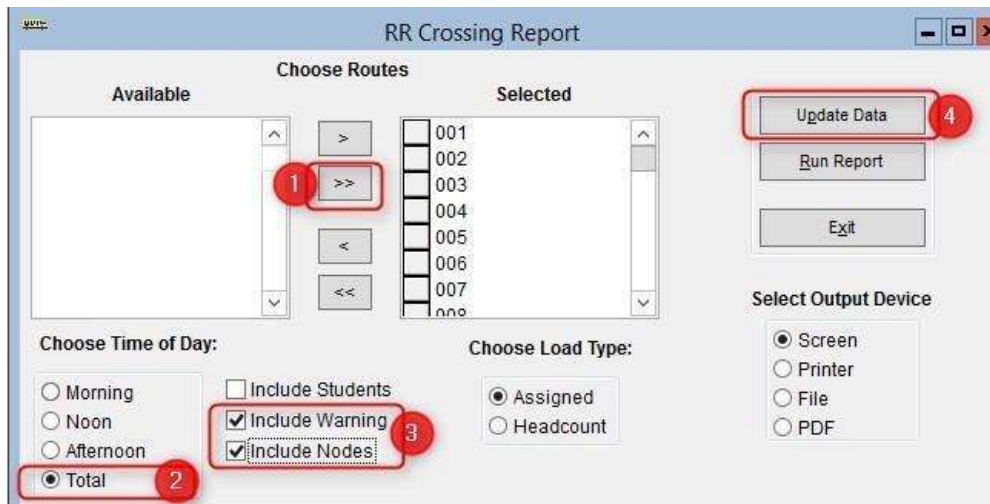
*\*You may also do this in Launchpad TIMS by going to Runs/Group Processes and completing the steps for BatchRun Directions. If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district.*

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. Contact your project leader if questions arise.

2. \_\_\_\_\_ Run the following reports:

From the Edulog Reports Main Menu:

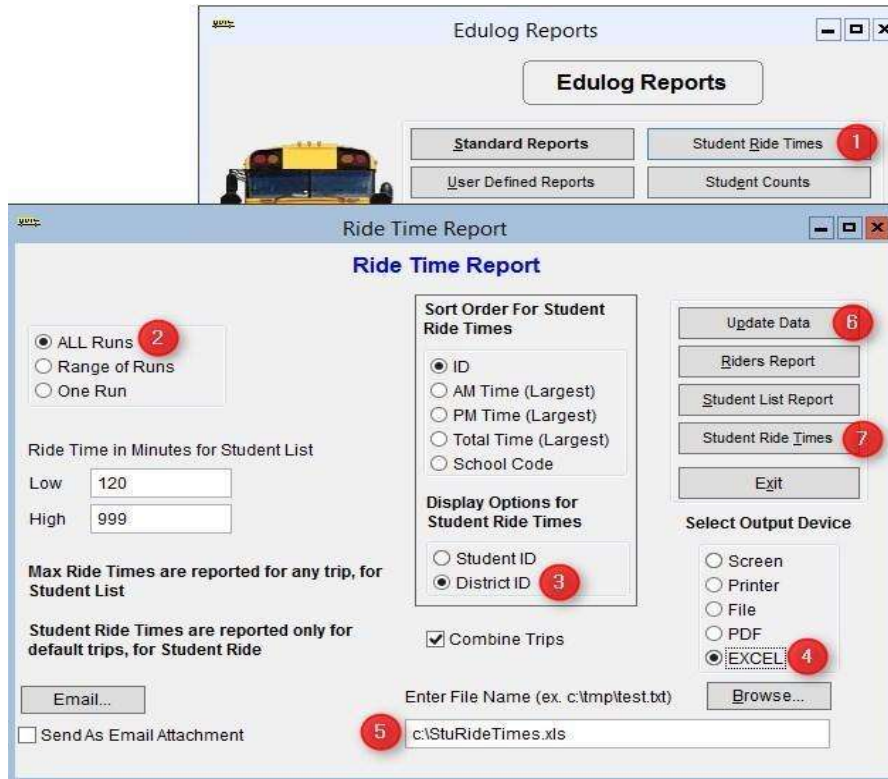
\_\_\_\_\_ Choose **RR Crossing** button. Perform the following steps outlined in red:



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 All Runs
- 3) Choose District ID under Display Options
- 4) Choose Excel as the Output Device
- 5) Enter the output path as **C:\StuRideTimes.XLS** (double check spelling!)
- 6) Click Update Data
- 7) Click Student Ride Times 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 All Runs
- 10) Make sure Output Path is set to Screen
- 11) Click Update Data
- 12) Click Riders Report button to view the report
- 13) Close the Print Preview of the Riders Report

\_\_\_\_\_ 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 20242025 November.xls Excel Workbook.

### 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 20242025DTIMS November.xls

3. \_\_\_\_\_ Before you open the 20242025DTIMSNovember.xls you may 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 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, typically prompted to "Enable" in the yellow bar after opening the workbook each time. 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 **20242025DTIMS November.xls**

Open this file and when prompted, click on Enable Macros or Enable Content.

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. 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 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 they are set to Disk File Output and there is a valid report path shown at the bottom of the reports menu (C:\TDTIMS\XXXXXX)

- \_\_\_\_\_ 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 NEXT STEPS 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 TDTIMS ProcessorSQL v2024-2025.vbs  
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:\TDTIMS2425\_xxx or C:\TDTIMS2425\_xxxSN

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

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

- \_\_\_\_\_ Use ‘**Launch ESM**’ and make an archived backup of the database being submitted for TDTIMS audit. In the description field, label the backup as ‘**TDTIMS 2425 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 2024-2025 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.

**TIMS Project Leaders would like to check your data as soon as possible** 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.