

Relocating a School in Edulog NT or SQL

The process of relocating a school is the same in NT as it is in SQL. It is 'best practice' that Schools be located at addresses. In the past, it was okay to have schools located at Nodes, but that is no longer the case as we migrate data to the new SQL version of TIMS.

If a new school drive does not need to be added to your geocode then skip to step B – otherwise,

Step A

1. Make backup of your data
2. Open Maris.
3. View your streets and nodes.
4. Draw in the new school drive
5. Add the appropriate addressing, speed, and direction attributes to the new school drive.
 - a. Make note of the address where the school will be located; you will need it in step B.
6. Exit maris and run the appropriate EMU maintenance

Step B

1. Make sure everyone is out of TIMS
2. Make backup of your data
3. Open Edulog
4. From the menu bar select **Schools > Tabular**.
5. In the 'School Edit Selection' window, type in the school code and click OK.
6. In the 'Schools Edit Form' window, click the **Relocate** button. You will be prompted if a current backup exists. If you have done one, enter YES, if not, enter NO to STOP and make a BACKUP!
7. In the 'Relocate School' window, type the new location address of the school. – from Step A, 5a
8. If your boundaries will not change, keep the existing posed boundaries option checked.
9. Click the **Confirm** button.
10. Click **Yes** to continue (depending on the size of your data, this may take a while).
11. Relocation of school successful. Click the **OK** button.
12. In the 'Schools Edit Form' click the **Confirm** button and **OK** changes.
13. If you have more schools to relocate, go back to Step B, 4 and repeat the process.
14. When done relocating schools, go to EMU and run POSTRELOCATESCHOOL.

Setting up the POSTRELOCATESCHOOLS utility in EMU

NOTE: In order to run POSTRELOCATESCHOOL, you will need to have a worklist made for ALL STUDENTS IN TIMS. For instructions on how to create a worklist refer to [QRG-17](#).

Setting up the POSTRELOCATESCHOOLS utility in EMU is a onetime process. Once you create the Batch, you only need to run it when relocating this or future school locations.

If the POSTRELOCATE batch has already been created skip to [step C](#), otherwise;

1. Open EMU
2. Click the **Batches** button.
3. From the 'Batch Work Dialog window, click the **Create** button.
4. From the 'Create/Edit Batch' window, under Available Utilities scroll down and find POSTRELOCATESCHOOLS and double-click the name (or click the green arrow button pointing to the right).
5. The 'Edit Utility configuration' window opens. Click the **New** button.
6. From the 'PostRelocateSchool' window, under '[Student Worklist](#)' click the **Select List** button, then highlight the worklist name **All Students in TIMS** and click **OK**, then **OK** again.
7. Type in the Configuration Name: **POSTRELOCATESCHOOLS** then click **OK**.
8. In the 'Edit Utility Configuration' window, highlight the utility you just created, the click **Add>>** button.
9. Type in the 'Batch Name': **POSTRELOCATESCHOOLS** then click **OK**.
10. Edulog will display a message 'Batch created and saved successfully' so click **OK**.

Step C

1. Open EMU
2. From the 'Batch Work Dialog' window, scroll down and highlight **POSTRELOCATESCHOOLS** then click the **Run** button.