Gecko offers online training for T.O.M. Software!
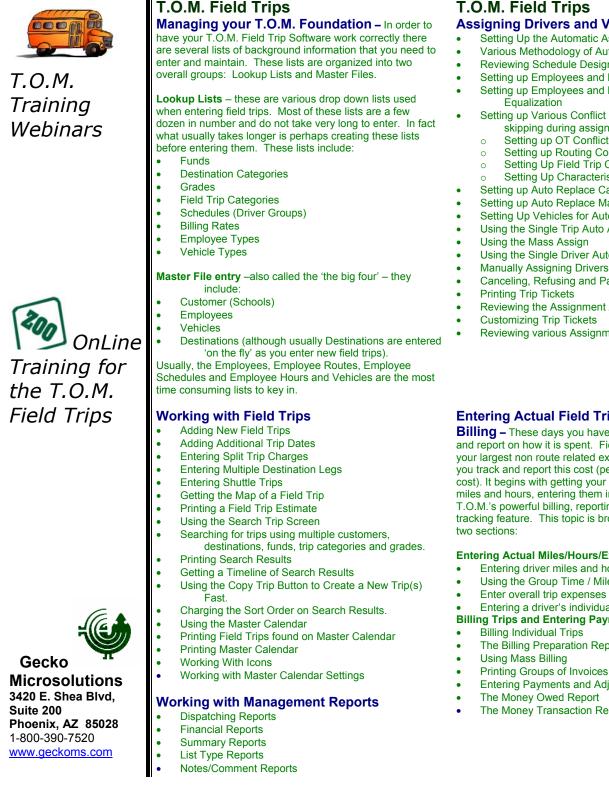
Gecko now offers live, web-based training in the form of training 'webinars'. These webinars provide group instruction on various parts of the T.O.M. programs, they help the new user as well as those that have been using T.O.M. for years but think they may be missing something!

All you need to participate in the class is a stable, high-speed Internet connection, the Microsoft Internet Explorer browser, and a phone (to dial into the toll-free conference call). Each webinar session is scheduled for approximately 1 ½ - 2 hours. Below is a list of webinars offered, see the registration page for specific dates and details on signing up.

T.O.M. Training Webinars

OnLine Training for the T.O.M. Field Trips

Gecko Microsolutions
3420 E. Shea Blvd, Suite 200
Phoenix, AZ 85028
1-800-390-7520
www.geckoms.com

T.O.M. Field Trips

Managing your T.O.M. Foundation –
In order to have your T.O.M. Field Trip Software work correctly there are several lists of background information that you need to enter and maintain. These lists are organized into two overall groups: Lookup Lists and Master Files.

Lookup Lists – these are various drop down lists used when entering field trips. Most of these lists are a few dozen in number and do not take very long to enter. In fact what usually takes longer is perhaps creating these lists before entering them. These lists include:

- Funds
- Destination Categories
- Grades
- Field Trip Categories
- Schedules (Driver Groups)
- Billing Rates
- Employee Types
- Vehicle Types

Master File entry –also called the 'the big four' – they include:

- Customer (Schools)
- Employees
- Vehicles
- Destinations (although usually Destinations are entered 'on the fly' as you enter new field trips).

Usually, the Employees, Employee Routes, Employee Schedules and Employee Hours and Vehicles are the most time consuming lists to key in.

Working with Field Trips
- Adding New Field Trips
- Adding Additional Trip Dates
- Entering Split Trip Charges
- Entering Multiple Destination Legs
- Entering Shuttle Trips
- Getting the Map of a Field Trip
- Printing a Field Trip Estimate
- Using the Search Trip Screen
- Searching for trips using multiple customers, destinations, funds, trip categories and grades.
- Printing Search Results
- Getting a Timeline of Search Results
- Using the Copy Trip Button to Create a New Trip(s) Fast.
- Charging the Sort Order on Search Results.
- Using the Master Calendar
- Printing Field Trips found on Master Calendar
- Printing Master Calendar
- Working With Icons
- Working with Master Calendar Settings

Working with Management Reports
- Dispatching Reports
- Financial Reports
- Summary Reports
- List Type Reports
- Notes/Comment Reports

T.O.M. Field Trips

Assigning Drivers and Vehicles to Trips
- Setting Up the Automatic Assignment Feature
- Various Methodology of Auto Assign
- Reviewing Schedule Design
- Setting up Employees and District Options for Rotation
- Setting up Employees and District Options for Hours Equalization
- Setting up Various Conflict Checking for warnings or skipping during assigning:
  - Setting up OT Conflict Check
  - Setting up Routing Conflict Check
  - Setting Up Field Trip Conflict Check
  - Setting Up Characteristic Conflict Check
- Setting up Auto Replace Cancellation Feature
- Setting up Auto Replace Makeup Feature
- Setting Up Vehicles for Auto Assign
- Using the Single Trip Auto Assign
- Using the Mass Assign
- Using the Single Driver Auto Assign
- Manually Assigning Drivers
- Canceling, Refusing and Passing Drivers
- Printing Trip Tickets
- Reviewing the Assignment Activity Log
- Customizing Trip Tickets
- Reviewing various Assignment / Dispatching Reports

Entering Actual Field Trip Miles/Hours and Billing –
These days you have to watch every dollar spent and report on how it is spent. Field Trips are usually one of your largest non route related expenses. T.O.M. can help you track and report this cost (perhaps even recoup this cost). It begins with getting your drivers' actual field trip miles and hours, entering them in T.O.M. and using T.O.M.'s powerful billing, reporting, and reimbursement tracking feature. This topic is broken down into the following two sections:
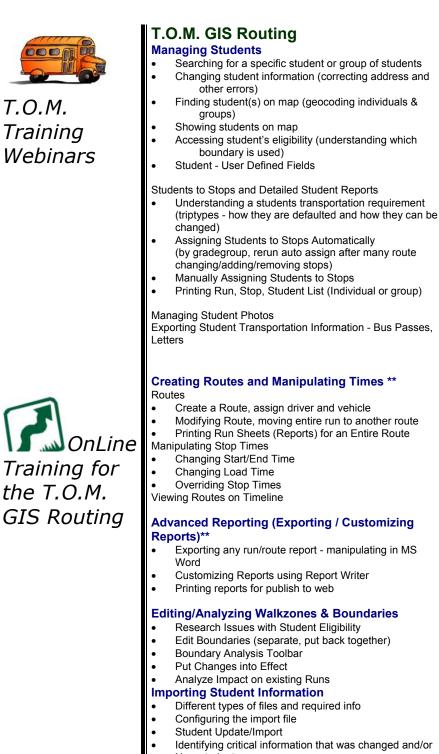
Entering Actual Miles/Hours/Expense Info.
- Entering driver miles and hours
- Using the Group Time / Miles Entry
- Enter overall trip expenses
- Entering a driver's individual trip expense

Billing Trips and Entering Payments and Adjustments
- Billing Individual Trips
- The Billing Preparation Report
- Using Mass Billing
- Printing Groups of Invoices
- Entering Payments and Adjustments
- The Money Owed Report
- The Money Transaction Report

OnLine Training for the T.O.M. GIS Routing

T.O.M. GIS Routing

Managing Students
- Searching for a specific student or group of students
- Changing student information (correcting address and other errors)
- Finding student(s) on map (geocoding individuals & groups)
- Showing students on map
- Accessing student's eligibility (understanding which boundary is used)
- Student - User Defined Fields

Students to Stops and Detailed Student Reports
- Understanding a students transportation requirement (triptypes - how they are defaulted and how they can be changed)
- Assigning Students to Stops Automatically (by gradegroup, rerun auto assign after many route changing/adding/removing stops)
- Manually Assigning Students to Stops
- Printing Run, Stop, Student List (Individual or group)

Managing Student Photos
Exporting Student Transportation Information - Bus Passes, Letters

Creating Routes and Manipulating Times **
Routes
- Create a Route, assign driver and vehicle
- Modifying Route, moving entire run to another route
- Printing Run Sheets (Reports) for an Entire Route
Manipulating Stop Times
- Changing Start/End Time
- Changing Load Time
- Overriding Stop Times
Viewing Routes on Timeline

Advanced Reporting (Exporting / Customizing Reports)**
- Exporting any run/route report - manipulating in MS Word
- Customizing Reports using Report Writer
- Printing reports for publish to web

Editing/Analyzing Walkzones & Boundaries
- Research Issues with Student Eligibility
- Edit Boundaries (separate, put back together)
- Boundary Analysis Toolbar
- Put Changes into Effect
- Analyze Impact on existing Runs
Importing Student Information
- Different types of files and required info
- Configuring the import file
- Student Update/Import
- Identifying critical information that was changed and/or New students
- Running student tasks following import

Mapping – Working with ArcView **
- Adding Layers
- How to layer themes in the ArcView project
- Making a theme "active" versus "on" and ensuring streets theme is not active by defualt
- Investigating Data Underneath Layer
- Select and show item on map (a-from underneath data layer, b-from map)
- Labeling Street name & Legend Editor
- Printing Maps - ArcView Layouts
- Defining Geocoding Parameters
- Update street names and Address Ranges

T.O.M. GIS Routing

Working with Transit (Regular Ed) Runs**
Stops
- Adding a new stop and finding it on map
- Reverse Geocoding (Getting Address from the Map)
- Geocoding a group of Stops (parcel vs street)
- Deleting stops

Runs
- Run header vs detail
- Create Run from List
- Create Run from Map
- Run Times
- Driver Directions
- Adding Directional Stops
- Move stop from one run to another
- Printing Runs (Run/Stop Reports, Individually and From Run Search, i.e. All runs for a particular school)
- Printing Runs on the Map

Mid-day, Late, Special Programs and different runs based on Day of Week
- Adding TripTypes & Assigning Student / Stop TripTypes
- Creating a run with a special triptype
- Identifying & Reporting on day variations on the run
Creating Special Needs Routes and Runs
- Identifying a special needs student
- Adding Special Need Requirements
- Transport Curb-to-Curb
- Special Needs Trip Types
- Suggest Run
- Adding transportation for an Additional Address
- Adding transportation that differs by day of week
- Creating a Special Needs Run

Behind the Scenes**
- Creating/Updating Schools, Employees, Vehicles
- Database Maintenance, Backup/Restore, Maintenance Utilities,
- District Options and Other Configuration Parameters (GradeGroups, TripTypes, etc.)

Researching Geocoding Problems**
- Geocoding directly in ArcView and setting properties
- Searching Data Layer
- Address Changes (search on all offending addresses)
- Map Changes (Street Name, Address Ranges)
Mapping - Updating Map/Bring in New Streets
- Bringing in New Streets
- Editing Streets theme
- Adding/Changing Speed Limit
- Adding/Updating Seconds
- Standardizing Map
Putting new map to use

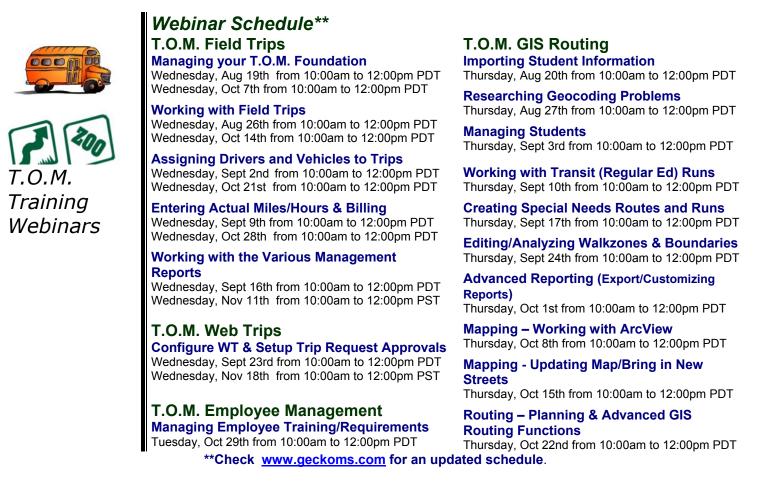## Routing – Planning & Advanced GIS Routing Functions
- Creating a "what-if" environment
- Visually Optimizing Runs
- Timeline Tool – Graphically analyze deadhead time and move runs from one route to another
- Bell Time Analysis

*Webinar Schedule***

T.O.M. Field Trips

Managing your T.O.M. Foundation
Wednesday, Aug 19th from 10:00am to 12:00pm PDT
Wednesday, Oct 7th from 10:00am to 12:00pm PDT

Working with Field Trips
Wednesday, Aug 26th from 10:00am to 12:00pm PDT
Wednesday, Oct 14th from 10:00am to 12:00pm PDT

Assigning Drivers and Vehicles to Trips
Wednesday, Sept 2nd from 10:00am to 12:00pm PDT
Wednesday, Oct 21st from 10:00am to 12:00pm PDT

Entering Actual Miles/Hours & Billing
Wednesday, Sept 9th from 10:00am to 12:00pm PDT
Wednesday, Oct 28th from 10:00am to 12:00pm PDT

Working with the Various Management Reports
Wednesday, Sept 16th from 10:00am to 12:00pm PDT
Wednesday, Nov 11th from 10:00am to 12:00pm PST

T.O.M. Web Trips

Configure WT & Setup Trip Request Approvals
Wednesday, Sept 23rd from 10:00am to 12:00pm PDT
Wednesday, Nov 18th from 10:00am to 12:00pm PST

T.O.M. Employee Management

Managing Employee Training/Requirements
Tuesday, Oct 29th from 10:00am to 12:00pm PDT

T.O.M. GIS Routing

Importing Student Information
Thursday, Aug 20th from 10:00am to 12:00pm PDT

Researching Geocoding Problems
Thursday, Aug 27th from 10:00am to 12:00pm PDT

Managing Students
Thursday, Sept 3rd from 10:00am to 12:00pm PDT

Working with Transit (Regular Ed) Runs
Thursday, Sept 10th from 10:00am to 12:00pm PDT

Creating Special Needs Routes and Runs
Thursday, Sept 17th from 10:00am to 12:00pm PDT

Editing/Analyzing Walkzones & Boundaries
Thursday, Sept 24th from 10:00am to 12:00pm PDT

Advanced Reporting (Export/Customizing Reports)
Thursday, Oct 1st from 10:00am to 12:00pm PDT

Mapping – Working with ArcView
Thursday, Oct 8th from 10:00am to 12:00pm PDT

Mapping - Updating Map/Bring in New Streets
Thursday, Oct 15th from 10:00am to 12:00pm PDT

Routing – Planning & Advanced GIS Routing Functions
Thursday, Oct 22nd from 10:00am to 12:00pm PDT

Check www.geckoms.com for an updated schedule.

To sign up for a webinar(s) please complete this form and fax it to 602-788-2611. A Gecko representative will contact you with the information on how to join the training session.

District / Participant Information

District / Organization

Primary Contact Name

Email

Phone

1 Course Title   Course Date

2 Course Title   Course Date

3 Course Title   Course Date

4 Course Title   Course Date

5 Course Title   Course Date

6 Course Title   Course Date

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Cancellation Policy - Cancellations made less than 10 days prior to the session will be charged a $50 cancellation fee. The full fee will be billed to any participant who does not attend webinar.

Questions? – Email support@geckoms.com