



T.O.M. Employee Management

*Getting Started Manual &
User's Guide*



**Transportation Operations Manager
(T.O.M.)®**

One Place For ALL Your Employee Information!



A Quality Gecko Microsystems, Inc. Product



Gecko Microsolutions, Inc. End User License Agreement

IMPORTANT — Your use of the Transportation Operations Manager Software, a product of Gecko Microsolutions, Inc., binds you to a legal agreement with Gecko Microsolutions, Inc..

READ CAREFULLY: This Gecko Microsolutions, Inc. End User License Agreement (“EULA”) is a legal agreement between you (either an individual or a single entity) and Gecko Microsolutions, Inc. for the Transportation Operations Manager Software. This includes any and all computer software and associated media and printed materials whether supplied by Gecko Microsolutions, Inc. along with this license or obtained “on-line” via modem or the Internet, and it may also include “online” software, interface or other electronic documentation (hereinafter known as “SOFTWARE”).

The breaking of the seal on the SOFTWARE and/or the downloading of the SOFTWARE and/or the clicking on or activating the “I Agree” icon/button and/or the copying of the SOFTWARE and/or the installing of the SOFTWARE and/or the using of this SOFTWARE constitutes your knowledge and acceptance to be bound by the terms, conditions and obligations contained within this EULA and further signifies your consent to faithfully fulfill and uphold all such obligations and duties.

This EULA and any Addenda constitutes the complete and exclusive agreement between Gecko Microsolutions, Inc. and you.

If you do not agree to the terms of this EULA, you must immediately return the unopened SOFTWARE to Gecko Microsolutions, Inc. for a full refund within 90 days of purchase.

I. Legal Enforcement of EULA:

This SOFTWARE is protected in the United States by the United States Copyright Law, 1976 Copyright Act, 17 United States Code §101, et seq.. It is protected internationally by international copyright treaties and conventions as well as other intellectual property laws.

Gecko Microsolutions, Inc. will protect and enforce its rights to the fullest extent of the law. Any violation of the terms of this EULA or a violation of other Gecko Microsolutions, Inc. rights and interests may result in civil fines and penalties as well as criminal prosecution.

This License agreement is governed by the laws of the State of Arizona, without regard to conflicts of law provisions, and you hereby submit to the exclusive jurisdiction, personal and subject matter, of the state and federal courts sitting in the State of Arizona, County of Maricopa. Therefore, any and all end user, or related third party, disputes arising under this agreement or the use of this SOFTWARE will be brought by you in the State of Arizona, County of Maricopa and shall be submitted to arbitration. Such arbitration to be conducted under the prevailing rules of the American Arbitration Association. The arbitrator's award will be binding and may be entered as a judgment in any court of competent jurisdiction. Gecko Microsolutions, Inc. is not restricted by this arbitration provision and remains free, at all times, to bring any type of action for any dispute or claim in any appropriate forum.

Your acceptance to this EULA and your use of this SOFTWARE hereby signifies your consent to the foregoing.

II. Status of the Parties:

- (A) The SOFTWARE is licensed, not sold.
- (B) You are a “LICENSEE” not an owner.
- (C) Gecko Microsolutions, Inc. is the owner and “LICENSOR” of the SOFTWARE.
- (D) The SOFTWARE, is now and will at all times, remain the property of Gecko Microsolutions, Inc.. All title, copyrights and intellectual property rights in and to the SOFTWARE, including, but not limited to, any documentation, images (graphic arts, CAD/CAM, screen, photographs, animations), audio/video, music, text, and sub-programs or “applets” incorporated into the SOFTWARE and any copies of the SOFTWARE are owned by Gecko Microsolutions, Inc.. You may not copy the printed materials or documentation accompanying the SOFTWARE.

III. Grant of License to the LICENSEE (single user):

While Gecko Microsolutions, Inc. continues to own the SOFTWARE, you will be granted, in strict accordance with the terms of this EULA, certain rights of usage which are specified herein.

This grant accords to you the status of “LICENSEE” and as such:

- (A) You MAY:

- (i) install and use the SOFTWARE on a single computer; and
- (ii) store or install a copy of the SOFTWARE on a storage device, such as a network server, used only to install or run the SOFTWARE on your other computers over an internal network, or alternatively, run from the storage device; and
- (iii) copy the Software for “back-up” or archival purposes, provided that any such copy must contain all of the original SOFTWARE's proprietary notices; and
- (iv) only after serving a written notice to Gecko Microsolutions, Inc., either in person or by certified U.S. Mail, may you permanently transfer the SOFTWARE to another person or entity. This transfer is permissible ONLY if the recipient is notified of and agrees or has agreed to abide by all the terms and obligations of this EULA. You are responsible for notifying and presenting this EULA to the transferee. Further, all copies of the SOFTWARE subject to the transfer must be disposed of (removed, erased, transferred) this includes any accompanying documentation and archived materials.

(B) You MAY NOT:

- (i) permit other individuals to use the SOFTWARE except under the terms listed above; and
- (ii) share or use concurrently a single license for the SOFTWARE on different computers (the number of computers accessing or using the SOFTWARE is never to exceed the number of Licenses); and
- (iii) modify, translate, reverse engineer, decompile, disassemble or create derivative works based upon the SOFTWARE, (except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation); and
- (iv) copy the SOFTWARE or accompanying documentation (except for back-up purposes as identified above); and
- (v) resell, share, rent, lease, transfer, or otherwise transfer rights to the SOFTWARE or Documentation (except as identified above); and
- (vi) remove any proprietary notices or labels on the SOFTWARE or Documentation; and
- (vii) sublicense, rent or lease any portion of the SOFTWARE; and
- (viii) permit others who are not representatives or employees of user to access, use or in anyway copy the SOFTWARE; and
- (ix) use Gecko Microsolutions, Inc.' other intellectual property assets and rights in a manner inconsistent with the terms, restrictions and intent of this EULA and the law.

IV. Geographic Site License (GSL):

Only in the event that this EULA was acquired by LICENSEE under a grant of a Geographic Site License (“GSL”) from Gecko Microsolutions, Inc. will the provisions of this Section (V) apply.

In the event that the LICENSEE is a public school district then the LICENSEE is allowed to install the software on any P.C.s (and as many P.C.'s) as they desire that are OWNED AND USED by the school district (LICENSEE). If the LICENSEE is a private school or college then the LICENSEE is allowed to install the software on any P.C.s (and as many P.C.'s) as they desire that are OWNED AND USED by the private school or college (LICENSEE). Copies are permissible only to the extent that they are necessary for the component schools to participate in the LICENSEE's services.

If the LICENSEE is a private contractor then the first the LICENSEE shall be defined as 1 specific terminal site of the LICENSEE (i.e. the private contractor may NOT install the software at multiple terminal sites) and that LICENSEE is allowed to install the software on any P.C.s (and as many P.C.'s) as they desire that are OWNED AND USED by the LICENSEE. Also this LICENSEE is allowed to install the SCHOOL VERSION of the software ONLY onto any PC used by any school district that is serviced regularly by the LICENSEE.

The GSL permits the LICENSEE to make copies of any upgrades, patches or fixes issued by Gecko Microsolutions, Inc. to be similarly distributed in accordance with the provisions of this Section.

In granting this GSL, Gecko Microsolutions, Inc. is in no way releasing or diminishing any of its rights and ownership over the SOFTWARE or in its rights of Copyright or other intellectual property rights.

VI. Limited Warranty:

Gecko Microsolutions, Inc. warrants that the media on which the SOFTWARE is distributed will be free from defects for a period of sixty (60) days from the date of delivery of the SOFTWARE to you.

Your sole remedy in the event of a breach of this warranty will be that Gecko Microsolutions, Inc. will, at its option, replace any defective media returned to Gecko Microsolutions, Inc. within the warranty period or refund the money you paid for the SOFTWARE. Gecko Microsolutions, Inc. does not warrant that the SOFTWARE will meet your requirements or that the operation of the SOFTWARE will be uninterrupted or that the SOFTWARE will be error-free.

THE ABOVE WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS WHICH MAY BE ACCORDED BY STATE LAW. STATE LAWS VARY FROM STATE TO STATE.

This Limited Warranty is void if a SOFTWARE failure has resulted from accident, illegal use, abuse, or misapplication. Any replacement SOFTWARE will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. Neither these remedies nor any product support services offered by Gecko Microsolutions, Inc. are available without proof of purchase.

VII. Disclaimer of Damages:

REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE, IN NO EVENT WILL GECKO MICROSOLUTIONS, INC. BE LIABLE TO YOU FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR DIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) OR SIMILAR DAMAGES, INCLUDING ANY LOST PROFITS OR LOST DATA ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF GECKO MICROSOLUTIONS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THE ENTIRE RISK ARISING OUT OF THE USE OR PERFORMANCE OF THE SOFTWARE AND DOCUMENTATION REMAINS WITH YOU.

BECAUSE SOME STATES AND JURISDICTIONS DO NOT PERMIT THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES THE ABOVE LIMITATION OR EXCLUSION MAY NOT BE APPLICABLE TO YOU.

IN NO CASE SHALL GECKO MICROSOLUTIONS, INC.' LIABILITY EXCEED THE PURCHASE PRICE FOR THE SOFTWARE.

VIII. Termination of EULA:

Without prejudice to any other rights, Gecko Microsolutions, Inc. may opt to terminate this EULA if you fail to comply with the EULA's terms and conditions. In the event of termination, you are required to destroy all copies of the SOFTWARE including archival copies as well as all of its component parts and documentation. In addition, you are required to comply with all other reasonable instructions concerning the disposal/return of the SOFTWARE.

IX. Modification of EULA:

This EULA may be modified only by an ADDENDUM issued by Gecko Microsolutions, Inc.. Such an ADDENDUM, if issued, will accompany this EULA or, under special circumstances, may be issued separately by Gecko Microsolutions, Inc.. The effect of the modification instituted by the ADDENDUM to the original content and intent of this EULA will be limited solely and exclusively to those terms and conditions which are specifically identified within the ADDENDUM.

X. SOFTWARE Upgrading:

In the event that the SOFTWARE is:

- (A) an upgrade of a Gecko Microsolutions, Inc. product, you may use that upgraded product only in accordance with this EULA. LICENSEE agrees to promptly install the upgrade and to appropriately post any and all upgrade notices and/or instructions.
- (B) an upgrade of a component of a Gecko Microsolutions, Inc. product that you licensed as a single product, the SOFTWARE may be used and transferred only as part of that single product package and may not be separated for use on more than one computer.

- (C) a “patch” or “fix” for a Gecko Microsolutions, Inc.’ product or component of a product of Gecko Microsolutions, Inc., LICENSEE agrees to promptly install the patch or fix and to appropriately post any and all accompanying notices and/or instructions.

XI. Term Invalidation Due to Applicable Law:

If any term, or portion thereof, of this EULA is determined or judged in a court of law to be invalid or unenforceable pursuant to applicable law, including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid and enforceable provision which most closely matches the content and/or intent of the original provision and will not effect the remainder of the EULA which shall continue to remain in full force and effect.

XII. Reservation of Rights:

Any rights not expressly granted herein are reserved.

XIII. Authorized Users of LICENSEE

Only the authorized users of the LICENSEE, including officers, employees, agents, and representatives, may have access to and use the SOFTWARE.

XIV. U.S. Government Restricted Rights:

Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (C) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (C) (1) and (2) of the Commercial Computer Software-Restricted Rights clause at 48 Code of Federal Regulations 52.227-19, as applicable. Manufacturer: Gecko Microsolutions, Inc., 822 E. Union Hills Drive, Suite 2-301, Phoenix, AZ 85024.

XV. Restriction on International Transfer:

LICENSEE acknowledges that none of the SOFTWARE, the underlying information or the technology may be transported, transferred, exported or re-exported into any country, or to a national or resident of same, which the United States of America has embargoed or restricted the transmission of such goods or which is listed actively listed on the United States Treasury Department's list of Specially Designated Nationals or the United States Commerce Department's Table of Denial Orders.

By agreeing to the terms of this EULA you agree to the foregoing and represent and warrant that you are neither located in nor under the command and/or control of a national or resident of any such country so identified or listed.

XVI. Contacting Gecko Microsolutions, Inc.:

Any questions or issues arising from this EULA or the SOFTWARE may be addressed to:

Gecko Microsolutions, Inc. Customer Service, 822 E. Union Hills Drive, Suite 2-301, Phoenix, AZ 85024.

[1-800-390-7520] [www.geckoms.com]

XVII. Copyright Notice:

Copyright © 1998 Gecko Microsolutions, Inc., 822 E. Union Hills Drive, Suite 2-301, Phoenix, AZ 85024 U.S.A. All rights reserved. Gecko Microsolutions, Inc. and Transportation Operations Manager Software are registered trademarks of Gecko Microsolutions, Inc..

Welcome to Transportation Operations Manager (T.O.M.) – Employee Management Software

Thank you for selecting Transportation Operations Manager (T.O.M.) Employee Management Software. T.O.M. was created by Gecko Microsolutions, a software firm specializing in the development of software products for school transportation operations.

I know that you will soon be taking advantage of the easy and powerful features of your T.O.M. Employee Management software. As you know, T.O.M. was designed by school transportation officials not by computer programmers. As such, you will find T.O.M. more robust in useful features than other transportation programs. Features like mapping accidents, recurring reminders, employee check-in and truly useful management reports could only be the product of people who do the same job as you.

Now that you have invested in the T.O.M. Employee Management Software Gecko would like to extend to you the same invitation that we extend to all of our customers. Please tell us how T.O.M. can improve. Any excellent software product is never really finished. It is constantly evolving. So it is with the T.O.M. Employee Management Software. Gecko is always listening to its customers on ways to make T.O.M. an even more powerful product.!

Once again, thank you for purchasing the T.O.M. Employee Management Software. We hope that it helps you do your job better and make your life easier. If you have any problems or questions please don't hesitate to contact us.



Brett Goshert

President
Gecko Microsolutions

GETTING STARTED SECTION

CHAPTER 1- INSTALLING YOUR T.O.M. EMPLOYEE MANAGEMENT SOFTWARE1.1

ARE YOU USING THE T.O.M. FIELD TRIP ADMINISTRATION SOFTWARE	1.1
INSTALLATION POSSIBILITIES	1.1
INSTALLING THE SOFTWARE	1.2
STEP 1: STARTING THE INSTALLATION	1.2
STEP 2: SPECIFYING WHETHER YOU ARE USING THE FIELD TRIP ADMINISTRATION SOFTWARE	1.3
<i>I use the T.O.M. Field Trip Administration software and already upgraded it to version 5.3.....</i>	1.4
STEP 3: SELECTING THE COMPONENTS AND INSTALLATION DIRECTORIES	1.5
STEP 4: FINISHING THE INSTALLATION.....	1.7
<i>What if I put the databases in the wrong place or the database location changes in the future!.....</i>	1.7
NOW WHAT?.....	1.9
RUNNING THE ATTACH UTILITY AFTER INSTALLING THE T.O.M. EMPLOYEE MANAGEMENT SOFTWARE	1.10

CHAPTER 2 - GETTING STARTED WITH YOUR T.O.M. EMPLOYEE MANAGEMENT SOFTWARE2.1

<i>“OK, I’ve got the Employee Management software on my computer...now what?”</i>	2.1
HOW DOES THE PRODUCT WORK?	2.1
CAN I START USING THE SOFTWARE STRAIGHT OUT OF THE BOX?	2.2
DOES THIS WORK WITH THE T.O.M. FIELD TRIP ADMINISTRATION SOFTWARE?	2.2
HOW DO I KNOW WHAT INFORMATION TO PUT INTO THE SYSTEM?	2.3
<i>I like the idea of adding training transactions to the software, but our employees are required to attend a lot of training. Wouldn’t it take forever to add each of these transactions to each employee record? ..</i>	2.3
<i>Are there any advantages to adding more information to the system then our district wants to track? ..</i>	2.4
<i>What if we don’t track a particular type of information now but later decide to?</i>	2.4
<i>Some of the employee information we would like to track is very sensitive. Is there any way we can set up different levels of access?</i>	2.4
<i>After I installed the software, I saw two icons on my desktop. I know the one with the people on it is the Employee Management system icon. What’s the other icon for?</i>	2.4
<i>Where can I learn more about the Employee Check-In software?</i>	2.5
PUTTING IT ALL TOGETHER.....	2.5
<i>Do I have to do any other setup tasks if I want to use the Employee Check-In software?</i>	2.6
<i>What if I’m using the T.O.M. Field Trip Administration Software?.....</i>	2.6
THE EMPLOYEE MANAGEMENT SETUP CHECKLIST	2.7
STARTING THE SOFTWARE	2.8
USING THE EMPLOYEE MANAGEMENT SYSTEM’S MAIN SCREEN	2.9
SAMPLE EMPLOYEE RECORD WITH TRANSACTIONS	2.10
EMPLOYEE RECORD, OR MASTER RECORD	2.10
EMPLOYEE TRANSACTIONS	2.12
SAMPLE SEARCHES	2.15
<i>Searching for Drivers with Absences on Mondays and Fridays</i>	2.15
<i>Employees Who Attended Training Last Month.....</i>	2.16
<i>Searching for Accidents on a Particular Street Last Year</i>	2.16

CHAPTER 3 - GETTING STARTED WITH YOUR T.O.M. EMPLOYEE CHECK-IN FEATURE3.1

CHAPTER 4 - WORKING WITH EMPLOYEE LOOKUP LISTS.....	4.1
ETHNICITY CODES.....	4.1
<i>I tried to delete an ethnicity code but couldn't. What am I doing wrong?</i>	<i>4.4</i>
EMPLOYEE TYPES	4.5
<i>I tried to delete an employee type but couldn't. What am I doing wrong?</i>	<i>4.7</i>
VEHICLE TYPES	4.8
<i>I tried to delete a vehicle type but couldn't. What am I doing wrong?</i>	<i>4.11</i>
VEHICLES.....	4.12
<i>I tried to delete a vehicle but couldn't. What am I doing wrong?</i>	<i>4.14</i>
DIVISION/GARAGES.....	4.15
<i>I tried to delete a division / garage but couldn't. What am I doing wrong?</i>	<i>4.18</i>
DEPARTMENT/SECTION	4.19
<i>I tried to delete a department / section but couldn't. What am I doing wrong?</i>	<i>4.21</i>
STATUS	4.22
<i>I tried to delete a status but couldn't. What am I doing wrong?</i>	<i>4.24</i>
 CHAPTER 5 - WORKING WITH EMPLOYEE REMINDER LOOKUP LISTS.....	 5.1
<i>What is the difference between a reminder category and a reminder type?</i>	<i>5.1</i>
REMINDER CATEGORIES	5.1
<i>I tried to delete a reminder category but couldn't. What am I doing wrong?</i>	<i>5.4</i>
REMINDER TYPES	5.1
<i>I tried to delete a reminder types but couldn't. What am I doing wrong?</i>	<i>5.9</i>
 CHAPTER 6 - WORKING WITH EMPLOYEE ACCIDENT REPORT LOOKUP LISTS	 6.1
ACCIDENT CONTRIBUTING FACTORS	6.1
<i>I tried to delete an accident contributing factor but couldn't. What am I doing wrong?</i>	<i>5.4</i>
ACCIDENT IN USE FOR CODES	6.5
<i>I tried to delete an accident in use for code but couldn't. What am I doing wrong?</i>	<i>6.7</i>
ACCIDENT TYPES	6.8
<i>I tried to delete an accident type but couldn't. What am I doing wrong?</i>	<i>6.10</i>
ACCIDENT INJURY CODES.....	6.11
<i>I tried to delete an injury code but couldn't. What am I doing wrong?</i>	<i>6.14</i>
ACCIDENT DAMAGE CODES.....	6.15
<i>I tried to delete an accident damage code but couldn't. What am I doing wrong?</i>	<i>6.18</i>
 CHAPTER 7- WORKING WITH EMPLOYEE ABSENCE LOOKUP LISTS	 7.1
ABSENCE CODES	7.1
<i>I tried to delete an absence code but couldn't. What am I doing wrong?</i>	<i>7.4</i>
 CHAPTER 8 - WORKING WITH EMPLOYEE TRAINING LOOKUP LISTS.....	 8.1
<i>What is the difference between a training category and a training code?</i>	<i>8.1</i>
TRAINING CODES	8.1
<i>I tried to delete a training code but couldn't. What am I doing wrong?</i>	<i>8.5</i>
 CHAPTER 9 - WORKING WITH EMPLOYEE SHIFT LOOKUP LISTS	 9.1
ADDING A NEW SHIFTS	9.1
EDITING A SHIFTS.....	9.3
DELETING SHIFTS.....	9.4

CHAPTER 10 - SECURITY10.1

<i>What if I have other T.O.M. products? Also, if there are employees I want to have permissions to all our T.O.M. products, do I have to add the users and their permissions to each application?</i>	10.1
T.O.M. SECURITY FOR USERS.....	10.2
<i>How do I control the permissions? Where can I learn more about the permissions?</i>	10.2
<i>I selected the User Group for the user, but I wanted to give this particular user access to additional features. Where can I do that?</i>	10.3
UNDERSTANDING THE USER MAINTENANCE SCREEN	10.4
CUSTOMIZING A USER'S PERMISSIONS.....	10.5
EDITING A USER	10.7
DELETING A USER	10.8
T.O.M. SECURITY FOR GROUPS	10.10
UNDERSTANDING PERMISSIONS	10.14
<i>What's the difference between setting group and user permissions?</i>	10.14
GENERAL INFORMATION ABOUT SETTING PERMISSIONS	10.15
<i>Am I restricted to giving users or groups only one type of permission such as only the print or view permissions?</i>	10.15
UNDERSTANDING HOW THE EMPLOYEE SCREEN IS ORGANIZED	10.15
<i>Where can I see a list of all the fields on each tab?</i>	10.16
UNDERSTANDING THE PERMISSION CATEGORIES	10.17
THE FILE MENU	10.19
THE MAINTAIN MENU	10.20
THE SECURITY MENU	10.20

CHAPTER 11 - DISTRICT OPTIONS.....11.1

CHECK IN DISTRICT SETTINGS	11.1
SETTING UP CHECK-IN TIME AND NUMBER OF MINUTES LATE	11.1
SPECIFYING SOUNDS FOR LATE AND CRITICALLY LATE EMPLOYEES.....	11.2
<i>Can I add any sounds?</i>	11.2
ADDING DISTRICT-WIDE MESSAGES THAT EMPLOYEES SEE WHEN THEY CHECK-IN.....	11.2
EMPLOYEE CUSTOM FIELDS	11.5
WHERE DO THE CUSTOMIZE FIELDS SHOW UP?	11.7
ACCIDENT REPORT CUSTOM FIELDS	11.8
<i>I added custom fields, but I don't see them?</i>	11.8
WHERE DO THE ACCIDENT REPORT CUSTOMIZE FIELDS SHOW UP?	11.10

USER'S GUIDE SECTION

CHAPTER 1 - WORKING WITH EMPLOYEE RECORDS	1.1
SEARCHING EMPLOYEE RECORDS	1.1
<i>When I search using a field such as gender, why doesn't the Employment Management system return any records? I know the database has many women in it.</i>	<i>1.1</i>
<i>Do I have to complete every field on every subtab to search employee records?</i>	<i>1.2</i>
<i>I completed the screen, but nothing happened. What's wrong?</i>	<i>1.2</i>
<i>I don't know what some of the fields are used for. Where can I find descriptions for the fields?</i>	<i>1.2</i>
GENERAL SUBTAB	1.3
EMPLOYMENT SUBTAB	1.4
<i>How do I search for all employees who have the same supervisor?</i>	<i>1.5</i>
DATES SUBTAB	1.6
USER SUBTAB	1.7
SORTING SUBTAB	1.8
<i>At what point can I sort employee records? Also, what if I pick the wrong sorting options or the results aren't what I expected?</i>	<i>1.8</i>
COMBINING SEARCH OPTIONS FROM SEVERAL SUBTABS	1.8
UNDERSTANDING EMPLOYEE RECORDS	1.12
UNDERSTANDING "ONE TO ONE" AND "ONE TO MANY" TYPES OF INFORMATION	1.13
WHAT'S IN THIS CHAPTER?	1.13
WHERE DO I START?	1.13
<i>Where can I find information about the other Employee tabs?</i>	<i>1.14</i>
ADDING AND EDITING EMPLOYEE RECORDS	1.14
<i>Can I type anything into customized employee fields?</i>	<i>1.15</i>
GENERAL TAB	1.16
EMPLOYMENT AND LICENSE TAB	1.17
<i>What if I need to add more options to the various pull-down menus?</i>	<i>1.18</i>
<i>What's the difference between deleting an employee and marking them inactive?</i>	<i>1.19</i>
ADDING A REOCCURRING REMINDER FOR LICENSE EXPIRATIONS	1.20
ADDING ADDITIONAL PHONE NUMBERS AND ADDRESSES	1.21
<i>How can I change or remove an additional address or phone number?</i>	<i>1.22</i>
USER DEFINED TAB	1.22
<i>I added custom fields, but I don't see them.</i>	<i>1.23</i>
ADDING CUSTOMIZED EMPLOYEE FIELDS TO THE SYSTEM	1.23
GENERATING AND PRINTING EMPLOYEE REPORTS	1.25
VIEWING EMPLOYEE ADDRESSES ON A MAP USING MICROSOFT MAPPOINT	1.26
<i>I generated a map for the addresses of a group of employees, but I don't understand how to manipulate it.</i>	<i>1.26</i>
CREATING AND VIEWING A MAP OF A SINGLE EMPLOYEE'S ADDRESS	1.27
CREATING AND VIEWING A MAP OF A GROUP OF EMPLOYEE ADDRESSES	1.29
DELETING EMPLOYEE RECORDS	131

CHAPTER 2 - WORKING WITH EMPLOYEE REMINDERS	2.1
UNDERSTANDING THE REMINDERS SEARCH SCREEN	2.1
DUE NOW SUBTAB	2.1
OTHER OPTIONS SUBTAB	2.2
<i>What if I pick the wrong viewing options or the results aren't what I expected?</i>	2.3
<i>Do I have to complete the entire screen?</i>	2.4
<i>I completed the screen, but nothing happened. What's wrong?</i>	2.4
SORTING SUBTAB	2.5
<i>At what point can I sort employee reminder records?</i>	2.5
<i>What if I pick the wrong sorting options or the results aren't what I expected?</i>	2.5
COMBINING REMINDER SEARCH OPTIONS WITH EMPLOYEE SEARCH OPTIONS	2.7
SCHEDULING REMINDERS FOR GROUPS OF EMPLOYEES	2.9
ADDING A GROUP REMINDER FOR ALL EMPLOYEES	2.9
ADDING A GROUP REMINDER FOR A SELECTED GROUP OF EMPLOYEES	2.11
<i>What if I added the wrong employees to a reminder?</i>	2.11
UNDERSTANDING THE GROUP REMINDER SCREEN	2.13
<i>What are required hours?</i>	2.14
VIEWING AN EMPLOYEE'S REMINDERS	2.14
SEARCHING AND SORTING AN EMPLOYEE'S REMINDERS	2.18
<i>What if I want to search for but not sort the records?</i>	2.19
SCHEDULING A REMINDER FOR AN EMPLOYEE	2.19
ADDING A REMINDER FOR AN INDIVIDUAL EMPLOYEE	2.20
UNDERSTANDING THE EMPLOYEE REMINDERS SCREEN	2.21
MARKING REMINDERS COMPLETE	2.22
ADDING ATTACHMENTS TO REMINDERS	2.23
VIEWING AND CLEARING ATTACHMENTS	2.26
EDITING EMPLOYEE REMINDERS	2.28
GENERATING AND PRINTING REMINDER REPORTS	2.29
DELETING REMINDERS	2.30
AUTOMATIC FEATURES OF T.O.M. EMPLOYEE REMINDERS	2.30
USING TRAINING HOURS TO AUTOMATICALLY CLOSING REMINDERS	2.31
SETTING UP A REOCCURRING REMINDER	2.31

CHAPTER 3 - WORKING WITH EMPLOYEE ABSENCES	3.1
USING THE ABSENCES SEARCH SCREEN	3.1
<i>Where do the absence codes come from, and how does the system know what the maximum number of absences is?</i>	<i>3.2</i>
<i>Do I have to complete the entire screen?</i>	<i>3.3</i>
<i>I completed the screen, but nothing happened. What's wrong?</i>	<i>3.3</i>
WORKING WITH AN INDIVIDUAL EMPLOYEE'S ABSENCES	3.6
WORKING WITH A SINGLE EMPLOYEE'S ABSENCES	3.6
SEARCHING AN EMPLOYEE'S ABSENCES, OR LOOKING UP AN EMPLOYEE'S ABSENCE HOURS	3.8
ADDING ABSENCES.....	3.9
ADDING AN ABSENCES TO AN EMPLOYEE'S RECORD	3.9
EMPLOYEE ABSENCE SCREEN	3.12
EDITING ABSENCES.....	3.12
MODIFYING AN EMPLOYEE'S ALLOWANCE OF HOURS FOR AN ABSENCE CODE	3.13
GENERATING AND PRINTING ABSENCE REPORTS	3.15
DELETING ABSENCE RECORDS.....	3.16
 CHAPTER 4 - WORKING WITH EMPLOYEE TRAINING	 4.1
USING THE TRAINING SEARCH SCREEN.....	4.1
GENERAL SUBTAB	4.4
SORTING SUBTAB	4.5
COMBINING THE TRAINING SEARCH OPTIONS WITH EMPLOYEE SEARCH OPTIONS..	4.5
VIEWING INDIVIDUAL EMPLOYEE'S TRAINING RECORDS.....	4.7
ADDING INDIVIDUAL EMPLOYEE'S TRAINING RECORDS.....	4.9
<i>Employee Training Screen.</i>	<i>4.12</i>
<i>Searching for an Instructor.</i>	<i>4.13</i>
<i>Searching the Training Types.....</i>	<i>4.15</i>
<i>Looking up Training Codes.....</i>	<i>4.17</i>
<i>Applying Training Hours Against IndividualEmployee Training Reminders.</i>	<i>4.19</i>
ADDING TRAINING FOR A GROUP OF EMPLOYEES	4.21
<i>Adding Training to a Group of Employees.</i>	<i>4.21</i>
<i>Log Training for a Group of Employees.</i>	<i>4.21</i>
<i>Searching for an Instructor.</i>	<i>4.25</i>
<i>Searching the Training Types.....</i>	<i>4.27</i>
<i>Looking up Training Codes.....</i>	<i>4.29</i>
<i>Applying Training Hours Against Group Employee Training Reminders.</i>	<i>4.31</i>
EDITING INDIVIDUAL EMPLOYEE'S TRAINING RECORDS.....	4.33

GENERATING AND PRINTING TRAINING REPORTS.....	4.33
DELETING TRAINING RECORDS	4.34
 CHAPTER 5 - WORKING WITH EMPLOYEE ACCIDENT REPORTS	 5.1
USING THE ACCIDENT REPORT SEARCH SCREEN	5.1
<i>Do I have to complete every field on every subtab to search accident reports?</i>	<i>5.3</i>
<i>I completed the screen, but nothing happened. What's wrong?</i>	<i>5.3</i>
<i>I don't know what some of the fields are used for. Where can I find descriptions for the fields?</i>	<i>5.3</i>
GENERAL SUBTAB.....	5.4
<i>Where do the accident types come from? Can I create new ones, or am I able to only use the default types?</i>	<i>5.5</i>
DETAILS AND CONTRIBUTING FACTORS SUBTAB	5.5
USER/CUSTOM SUBTAB.....	5.6
<i>I added custom fields, but I don't see them.</i>	<i>5.6</i>
COMBINING THE ACCIDENT SEARCH OPTIONS WITH EMPLOYEE SEARCH OPTIONS.....	5.9
WORKING WITH AN INDIVIDUAL EMPLOYEE'S ACCIDENT REPORTS	5.11
ADDING ACCIDENTS	5.12
ADDING ACCIDENT RECORDS	5.12
ACCIDENT/INCIDENT SCREEN.....	5.14
ADDING ATTACHMENTS TO ACCIDENT REPORTS	5.17
VIEWING AND CLEARING ATTACHMENTS	5.20
EDITING ACCIDENTS	5.22
GENERATING AND PRINTING ACCIDENT REPORTS	5.23
VIEWING ACCIDENT REPORTS ON A MAP USING MICROSOFT MAPPOINT	5.24
<i>I generated a map for accident reports, but I don't understand how to manipulate it.</i>	<i>5.24</i>
CREATING AND VIEWING A MAP OF A SINGLE ACCIDENT REPORT	5.25
CREATING AND VIEWING A MAP OF A GROUP OF ACCIDENT REPORTS.....	5.27
DELETING ACCIDENTS	5.28
 CHAPTER 6 - WORKING WITH EMPLOYEE NOTES.....	 6.1
VIEWING NOTES	6.1
ADDING NOTES	6.3
<i>Do I have to complete the entire screen?</i>	<i>6.4</i>
NOTES SCREEN.....	6.5
EDITING NOTES.....	6.7
GENERATING AND PRINTING NOTE REPORTS.....	6.7
DELETING NOTES	6.8

CHAPTER 7 - WORKING WITH EMPLOYEE ROUTES	7.1
WHAT IS THE DIFFERENCE BETWEEN A RUN AND A ROUTE?	7.1
DOES THIS WORK WITH THE T.O.M. FIELD TRIP ADMINISTRATION SOFTWARE?	7.1
DOES THIS WORK WITH THE T.O.M. GIS ROUTING SOFTWARE?	7.1
WHAT'S IN THIS CHAPTER?	7.2
VIEWING AN EMPLOYEE'S RUNS	7.2
ADDING A RUN	7.4
ADDING A RUN.....	7.4
EMPLOYEE BUS RUN SCREEN.....	7.6
<i>One of the fields I can enter information into is Tract #. What is this field used for?</i>	<i>7.6</i>
COPYING AN EXISTING RUN TO ANOTHER DAY.....	7.7
EDITING RUNS.....	7.9
EDITING ONE RUN.....	7.9
EDITING A GROUP OF RUNS.....	7.10
DELETING RUNS.....	7.12
DELETING ONE RUN.....	7.12
DELETING A GROUP OF RUNS.....	7.12
 CHAPTER 8 - USING THE EMPLOYEE CHECK-IN SOFTWARE	 8.1
IF YOUR MAIN GOAL IS EFFICIENTLY TRANSPORTING CHILDREN TO AND FROM SCHOOL... ..	8.1
HOW DOES IT WORK?	8.1
<i>Where can I learn more about these features.....</i>	<i>8.2</i>
HOW DO I GET STARTED USING THE SOFTWARE?	8.2
WHAT DO I DO NEXT?	8.3
 CHAPTER 9	 9.1
CREATING A NEW SHIFT AND EMPLOYEE MESSAGES	9.1
WHAT'S THE RELATIONSHIP BETWEEN THE SHIFT RECORDS AND THE ARCHIVE DATABASE?	9.1
WHAT'S IN THIS CHAPTER?	9.1
CREATING A NEW SHIFT	9.2
<i>Where do the shift names come from?</i>	<i>9.2</i>
CREATING A SHIFT	9.2
<i>Do I have to use a pre-established shift or that shift's time range?</i>	<i>9.4</i>
<i>I tried to create a shift, but nothing displays in the Employee Check-In screen.</i>	<i>9.4</i>
UNDERSTANDING THE NEW SHIFT SCREEN	9.5
<i>What if I accidentally selected the wrong shift or entered the wrong time range and created a new shift that is not right?</i>	<i>9.5</i>
<i>Won't the archive be huge if I add information to it every time I create a shift for employees as they check in?</i>	<i>9.5</i>
CREATING MESSAGES THAT DISPLAY WHEN EMPLOYEES CHECK-IN	9.6

DISTRICT-WIDE MESSAGES.....	9.6
SPECIFIC EMPLOYEE MESSAGES.....	9.9

CHAPTER 10 - WHAT THE EMPLOYEE SEES WHEN CHECKING IN10.1

LAUNCHING THE SOFTWARE.....	10.1
CHECKING IN.....	10.2
EXITING THE EMPLOYEE SHIFT CHECK-IN SOFTWARE AT THE CHECK-IN WORKSTATION.....	10.3

CHAPTER 11 - SUPERVISING THE CHECK-IN PROCESS.....11.1

CHANGING THE VIEW OF CHECK-IN RECORDS.....	11.1
UNDERSTANDING THE COLOR-CODING FOR CHECK-IN RECORDS.....	11.2
<i>What's the difference between late and critically late?</i>	11.3
SORTING CHECK-IN RECORDS.....	11.4
CHECKING THE STATUS FOR AN INDIVIDUAL EMPLOYEE OR VEHICLE.....	11.5
<i>Now that I searched for individual check-in records, how can I view all of them again?</i>	11.8
MANUALLY CHECKING EMPLOYEES IN.....	11.8

CHAPTER 12 - WORKING WITH CHECK-IN HISTORY12.1

SEARCHING ARCHIVED CHECK-IN RECORDS.....	12.1
SEARCH TAB.....	12.2
<i>Do I have to enter dates into both the From and To search date fields?</i>	12.3
SORT TAB.....	12.5
GENERATING AND PRINTING CHECK-IN HISTORY REPORTS.....	12.6
PURGING RECORDS FROM YOUR CHECK-IN HISTORY DATABASE.....	12.6

CHAPTER 13 - WORKING WITH REPORTS13.1

MANY EASY-TO-READ REPORTS, PLACED WHERE YOU NEED THEM.....	13.1
GIVING YOU CONTROL OF WHAT INFORMATION IS ON THE REPORTS AND HOW ITS SORTED.....	13.2
THE T.O.M. REPORT PREVIEW SCREEN AND EXPORTING REPORTS TO OTHER FILE FORMATS.....	13.2

PREVIEWING REPORTS13.3

PREVIEW TAB.....	13.4
<i>Navigating Through the Report</i>	13.4
<i>Changing Your View of the Report</i>	13.4
<i>Searching the Report</i>	13.6
<i>Printing the Report</i>	13.6
EXPORT TO FILE TAB.....	13.6

EMPLOYEE REPORTS13.9

GENERATING AN EMPLOYEE REPORT FROM THE SEARCH EMPLOYEES SCREEN.....	13.12
<i>Where can I learn more about the report preview?</i>	13.13
GENERATING AN EMPLOYEE REPORT FROM THE EMPLOYEE MAINTENANCE SCREEN.....	13.14
<i>Where can I learn more about the report preview?</i>	13.16

REMINDER REPORTS.....	13.17
GENERATING A REMINDER REPORT FROM THE SEARCH EMPLOYEES SCREEN	13.17
<i>Where can I learn more about the report preview?</i>	13.19
GENERATING A REMINDER REPORT FROM THE EMPLOYEE MAINTENANCE SCREEN.....	13.19
<i>Where can I learn more about the report preview?</i>	13.21
TRAINING REPORTS.....	13.22
GENERATING A TRAINING REPORT FROM THE SEARCH EMPLOYEES SCREEN	13.22
<i>Where can I learn more about the report preview?</i>	13.24
GENERATING A REMINDER REPORT FROM THE EMPLOYEE MAINTENANCE SCREEN.....	13.24
<i>Where can I learn more about the report preview?</i>	13.26
ABSENCE REPORTS	13.27
GENERATING AN ABSENCE REPORT FROM THE SEARCH EMPLOYEES SCREEN	13.28
<i>Where can I learn more about the report preview?</i>	13.30
GENERATING AN ABSENCE REPORT FROM THE EMPLOYEE MAINTENANCE SCREEN	13.30
ACCIDENT REPORTS.....	13.34
GENERATING AN ACCIDENT REPORT FROM THE SEARCH EMPLOYEES SCREEN	13.35
<i>Where can I learn more about the report preview?</i>	13.36
GENERATING AN EMPLOYEE REPORT FROM THE EMPLOYEE MAINTENANCE SCREEN	13.37
<i>Where can I learn more about the report preview?</i>	13.39
NOTES REPORTS.....	13.40
<i>Where can I learn more about the report preview?</i>	13.42
CHECK-IN HISTORY REPORTS	13.43
<i>Where can I learn more about the report preview?</i>	13.45
LOOKUP LIST REPORTS.....	13.45
ABSENCE CODES	13.46
TRAINING CODES	13.48
 CHAPTER 14 - CUSTOM REPORTS.....	 14.1
THE T.O.M. CUSTOM REPORT FEATURE – AN OVERVIEW.....	14.1
DO YOU HAVE TO BE A PROGRAMMER TO CREATE CUSTOM REPORTS?	14.1
HOW DOES IT WORK?	14.1
ANATOMY OF A REPORT.....	14.1
CAN I CHANGE AN EXISTING T.O.M. REPORT?	14.2
CAN I CREATE A NEW REPORT FROM SCRATCH WITHOUT COPYING AN EXISTING ONE?	14.2
CAN I DELETE A REPORT?	14.2
HOW DO I KNOW WHICH REPORT TO COPY?.....	14.2
WHAT HAPPENS WHEN YOU CREATE A NEW REPORT BY COPYING AN EXISTING ONE?.....	14.2
WHAT’S IN THIS CHAPTER?	14.3
SEARCHING FOR REPORTS	14.3
SEARCHING FOR REPORTS	14.3
UNDERSTANDING THE REPORT SEARCH SCREEN	14.4
COPYING REPORTS	14.5

MODIFYING A CUSTOM REPORT'S LAYOUT	14.8
SELECTING THE REPORT LAYOUT FILE.....	14.8
<i>Selecting the Report Layout File.....</i>	<i>14.9</i>
<i>Understanding the Report Description Screen.....</i>	<i>14.10</i>
CUSTOMIZING REPORT LAYOUTS	14.11
<i>Element Manipulation.....</i>	<i>14.12</i>
<i>Text Formatting.....</i>	<i>14.14</i>
<i>Toolbox.....</i>	<i>14.15</i>
<i>Report Layout.....</i>	<i>14.15</i>
<i>Fields.....</i>	<i>14.17</i>
<i>Report Contents.....</i>	<i>14.17</i>
<i>Properties.....</i>	<i>14.18</i>
<i>Resizing the Fields, Report Contents, and Properties Pane.....</i>	<i>14.19</i>
SAMPLE CUSTOM REPORT	14.20
CREATING A NEW REPORT BY COPYING AN EXISTING REPORT	14.21
CHANGING AN ELEMENT'S FONT	14.23
CHANGING AN ELEMENT'S COLOR.....	14.24
REMOVING ELEMENTS	14.25
ADDING ELEMENTS	14.26
ADDING A FIELD TO THE REPORT	14.28
RESIZING AN ELEMENT	14.29
ALIGNING ELEMENTS	14.29
SAVING REPORT LAYOUT FILES	14.31
OTHER CUSTOMIZATION	14.31
<i>Adding a New Style.....</i>	<i>14.31</i>
<i>Changing the Style Applied to an Element.....</i>	<i>14.33</i>
<i>Changing an Element's Text and Word Wrap.....</i>	<i>14.35</i>
HIDING REPORTS.....	14.37
APPENDIX A.1 - EMPLOYEE REPORTS	A.1-1
BASIC REPORTS	A1.1
1 LINE REPORT	A1.1
1 LINE REPORT – NO PHONE	A1.2
2 LINE REPORT - NO PHONE	A1.2
2 LINE REPORT	A1.3
DETAILS REPORT	A1.3
NOTES REPORT.....	A1.4
ROUTES REPORT.....	A1.4
WITH ADDRESS AND MAILING ADDRESS REPORT	A1.5
WITH CERTIFICATION # & DATE REPORT	A1.5
WITH EMPLOYEE TYPE REPORT	A1.6
WITH LICENSE, EXP. DATE & VEHICLE TYPE REPORT	A1.6
WITH LICENSE, EXP. DATE & DOB REPORT	A1.7
WITH LICENSE, EXP. DATE & VEHICLE TYPE REPORT.....	A1.7
WITH SSN AND EMPLOYEE TYPE REPORT	A1.8
WITH SUPERVISOR REPORT	A1.8
WITH SUPERVISOR REPORT SORTED BY SUPERVISOR	A1.9
WITH TYPE, HIRE DATE & SENIORITY REPORT	A1.9
WITH SSN AND EMPLOYEE TYPE REPORT	A1.10
WITH VEHICLE REPORT	A1.10
PROFILE REPORTS	A1.11
COMPREHENSIVE PROFILE.....	A1.11

DETAIL PROFILE.....	A1.12
SUMMARY REPORTS.....	A1.13
CITY SUMMARY REPORT	A1.13
DEPARTMENT SUMMARY REPORT	A1.14
DIVISION SUMMARY REPORT.....	A1.14
EMPLOYEE TYPE REPORT	A1.15
ETHNICITY SUMMARY REPORT	A1.15
GENDER SUMMARY REPORT	A1.16
MAILING CITY SUMMARY REPORT	A1.16
MAILING STATE SUMMARY REPORT	A1.16
MAILING ZIPCODE SUMMARY REPORT	A1.17
STATE SUMMARY REPORT	A1.17
STATUS SUMMARY REPORT.....	A1.18
SUPERVISOR SUMMARY REPORT	A1.18
USER FIELDS 1-20 SUMMARY REPORT	A1.18
VEHICLE TYPE SUMMARY REPORT.....	A1.19
ZIP CODE SUMMARY REPORT.....	A1.19
 APPENDIX A.2 - REMINDER REPORTS	A.2-1
REMINDER LIST 1 LINE REPORT	A2.1
REMINDERS LISTED BY EMPLOYEE	A2.1
 APPENDIX A.3 - TRAINING REPORTS.....	A.3-1
TRAINING LIST 1 LINE REPORT	A3.1
TRAINING LIST 3 LINE REPORT	A3.1
TRAINING LISTED BY EMPLOYEE	A3.2
 APPENDIX A.4 - ABSENCE REPORTS	A.4-1
ABSENCE 1 LINE REPORT – BY CODE, EMPLOYEE AND DATE.....	A4.1
ABSENCE 1 LINE REPORT – BY DATE, CODE AND EMPLOYEE.....	A4.2
ABSENCE 1 LINE REPORT – BY EMPLOYEE, DATE AND CODE.....	A4.2
ABSENCES LISTED BY EMPLOYEE	A4.3
ABSENCE SUMMARY REPORT – BY ABSENCE CODE.....	A4.3
 APPENDIX A.5 - ACCIDENT REPORTS.....	A.5-1
BASIC REPORTS.....	A5.1
ACCIDENT 1 LINE REPORT BY EMPLOYEE	A5.2
ACCIDENT 1 LINE REPORT WITH CONTRIBUTION FACTORS BY EMPLOYEE.....	A5.2
ACCIDENT 3 LINE REPORT BY EMPLOYEE	A5.3
ACCIDENTS BY EMPLOYEE	A5.3
PROFILE REPORTS	A5.4
ACCIDENT REPORT	A5.4
SUMMARY REPORTS	A5.5
ACCIDENT TYPE SUMMARY REPORT	A5.5
DAMAGE TYPE SUMMARY REPORT	A5.5
INJURY TYPE SUMMARY REPORT.....	A5.6

APPENDIX A.6 - NOTES REPORTS..... A.6-1

NOTES REPORT.....A6.1

APPENDIX A.7 - CHECK-IN HISTORY REPORTS A.7-1

1 LINE REPORTA7.1

2 LINE REPORTA7.2

APPENDIX A.8 - LOOK-UP LIST REPORTS..... A.8-1

ABSENCE CODESA8.1

ACCIDENT TYPESA8.2

CONTRIBUTING FACTORSA8.2

REASONS IN-USE CODES.....A8.2

INJURY CODESA8.3

DAMAGE CODES.....A8.3

REMINDER CATEGORIES.....A8.3

REMINDER TYPESA8.4

TRAINING CODESA8.5

VEHICLES.....A8.6

EMPLOYEE TYPESA8.6

EMPLOYEE STATUSES.....A8.7

ETHNICITY CODES.....A8.7

VEHICLE TYPESA8.7

DIVISIONSA8.8

DEPARTMENTS.....A8.8

SHIFTSA8.8