

## *Chapter 11*

# District Options

This chapter explains the following:

- Check In District Settings
- Employee Custom Fields
- Accident Report Custom Fields

## Check In District Settings

You can customize the Check-In software options to the way your district wants to track employees as they check in for their shifts. This section contains the following topics:

- Setting Up Check-In Time and Number of Minutes Late
- Specifying Sounds for Late and Critically Late Employees
- Adding District-Wide Messages that Employees See When They Check-In
- Completing the Screen

### Setting Up Check-In Time and Number of Minutes Late

Suppose you want the morning shift to be between 6:00 AM to 8:30 a.m.:

- The Check-In feature reviews all the driver routes and builds a list of drivers who have routes scheduled for the current day and who have a start time between the time range specified. In this case, the built list would include all drivers scheduled to drive today between 6:00 a.m. and 8:30 a.m.
- The list of drivers built has all of the drivers marked as “out” and the time the drivers are expected to report to work. All drivers are out until they check in.

#### *Number of Minutes to Subtract from Bus Run Start Time*

The goal of the Check-In feature is to give you advanced warning if an driver is late checking in to work. With this in mind, you can enter the number of minutes BEFORE the driver is to due to work that you want to be alerted that the driver has not in fact checked in. The time calculated by subtracting these number of minutes from the route start time is considered the due time and the driver is considered late if he has not checked in by that time.

When calculating the employee’s time to work, the software uses the driver’s route starting time and subtracts from it the Number of Minutes to Subtract from a Bus Run’s Start Time setting that you entered in this field. If this option is set to 5 minutes and John Smith had a route start time of 6:00 a.m., the Check-In software would expect him to report to work at 5:55 a.m.



### ***Number of Minutes Late When Employee is Considered Critically Late***

You can set up the number of minutes you want the software to use when changing an employee's check-in status from late to critically late. If this field is set to 8 minutes and John Smith had a route time start of 6:00 a.m., the Check-In Software would consider him to be critically late if he had not checked in by 6:03 a.m., assuming the Number of Minutes to Subtract from Bus Run Start Time was set to 5 minutes.

### **Specifying Sounds for Late and Critically Late Employees**

The Check-In feature refreshes itself every 60 seconds so that you have the latest check-in information available to you. However, if you are in the middle of a busy time, you may not be able to pay close attention to the check-in screen.

With this in mind, the Check-In feature has an option that will play a sound if an driver is late and another sound if the driver is critically late to check in. This feature can be useful during a busy time when you may not be watching the Check-In Status Screen closely. Having a sound play with either of these events draws your to the screen so that action can be taken on the missing driver.



#### **Can I add any sounds?**

You can add any \*.wav file. A \*.wav file is a common format for sounds that play on computers.

**T.O.M Tip**

### **Adding District-Wide Messages that Employees See When They Check-In**

When you add a district-wide message to the Employee Check-In software, all employees see the message when they check in, and they can click the Confirm button to acknowledge they received the message.

As part of setting up the message, you can specify the days or times you want the message to display. For example, you might need to create a message about an all hands meeting that has been scheduled for all employees September 22. When you create the message, you can set it up so that it displays from September 14 through September 22.

You can also set up the message using time instead of dates. For example, you can create a message that displays for all employees who check in between 5:30 a.m. and 8:30 a.m. if the message is only applicable to first shift employees.

**NOTE: If you enter a time range and no date range, the message will repeatedly display during this time every day until it is cleared.**

Another option you have is to leave the date and time fields blank. If you do that, the message displays for all employees until you remove it from the system.

One important thing to remember about creating district wide messages is that you need to add the message to the Employee Check-In software **before you create a shift**. If you create a shift before you add a message that is supposed to display that same day, employees will not see it. Therefore, be sure that if the message needs to be displayed today, add it to the system *before* you create a new shift.



## Completing the Screen

1. Select File>Options>Other (Figure 11-1).

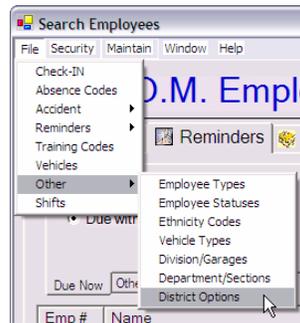


Figure 11-1. Selecting File>Other>District Options

The T.O.M. District Options screen appears (Figure 11-2).

2. Click the Employee Management button.

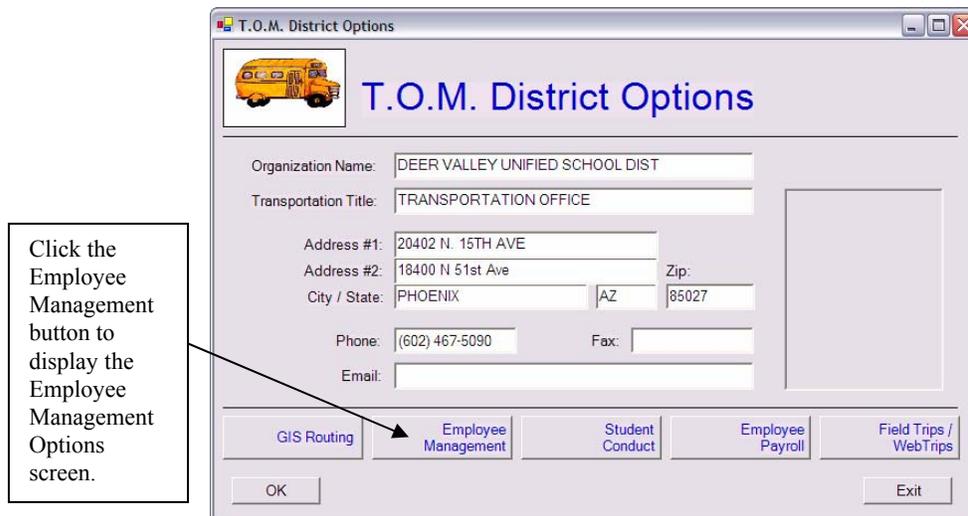


Figure 11-2. T.O.M. District Options screen

The Employee Management Options displays.

3. Click the Check-In tab.

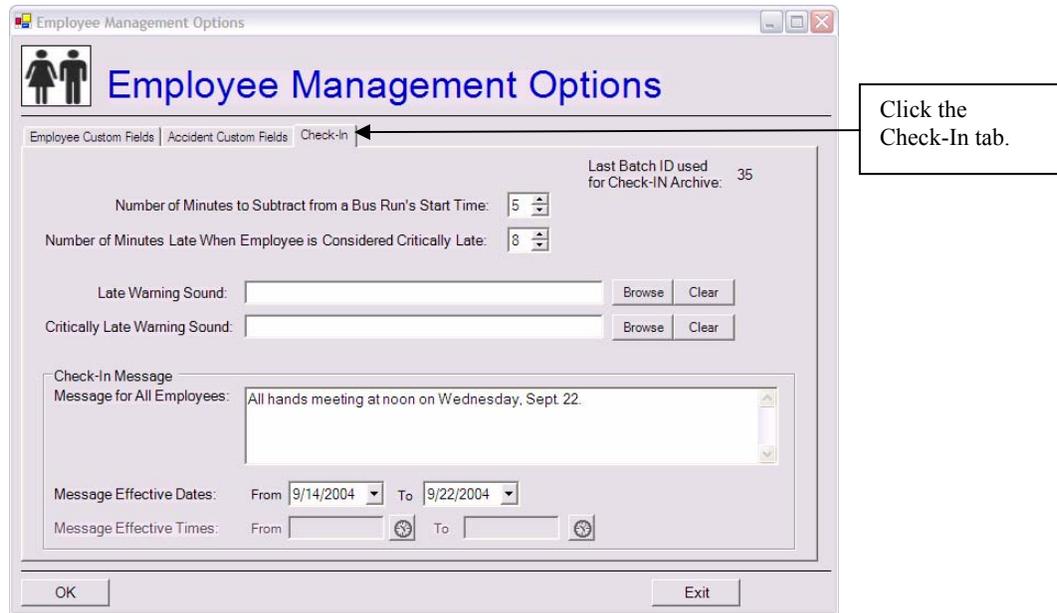


Figure 11-3. Check-In tab of the Employee Management Options screen

4. Type the number of minutes you want the system to subtract from a bus run's time and the number of minutes you want an employee to be considered critically late. You can also use the scroll arrows displayed at the end of each field to select the number of minutes.
5. To add sounds that play when employees are late and/or critically late, click Browse. Navigate to the \*.wav file you want to play. Select it, and click Open. The \*.wav displays in the sound box(es).
6. To add a district-wide message:
  - Type your message into the Message for All Employees box.
  - Click the From pull-down arrow, and select the date you want the message to begin displaying. do the same thing for the To field.OR
  - Type the date into the From and To fields. If you specify only a month and year, the first of the month is used as the default value.OR
  - Leave the date and time ranges blank and the message will display for all employees for all shifts continuously until you go back and remove the message.

A sample completed screen looks like:



The screenshot shows the 'Employee Management Options' dialog box with the 'Check-In' tab selected. The 'Last Batch ID used for Check-IN Archive' is 35. The 'Number of Minutes to Subtract from a Bus Run's Start Time' is set to 5, and the 'Number of Minutes Late When Employee is Considered Critically Late' is set to 8. The 'Late Warning Sound' is set to 'C:\WINDOWS\Media\chimes.wav' and the 'Critically Late Warning Sound' is set to 'C:\WINDOWS\Media\notify.wav'. The 'Check-In Message' section has a text area containing 'Welcome back to school!' and 'Message Effective Dates' set from 9/7/2004 to 9/10/2004. The 'Message Effective Times' are currently blank.

Figure 11-4. Sample Completed Employee Check-In Options screen

## Employee Custom Fields

The Employee Management system offers you many ways to search for and track information about your district's employees. To add even more flexibility to the system, you can create customized employee fields. These fields appear on the Employee search screen and on the Employee screen where you add employee information.

**NOTE:** You can add 10 general fields and 5 date fields to the accident tracking system, and their names, or captions, can be up to 10 characters in length.

This section contains the following:

- Adding Customized Employee Fields
- Where do the customized fields show up?

### Adding Customized Employee Fields

1. Select File>Options>Other (Figure 11-5).

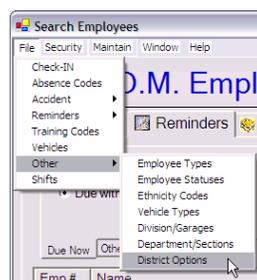
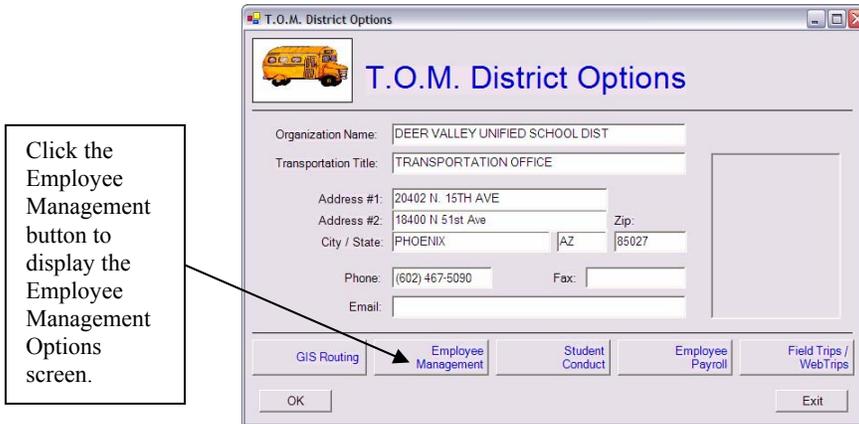


Figure 11-5. Selecting File>Other>District Options



The T.O.M. District Options screen appears (Figure 11-6).

2. Click the Employee Management button.

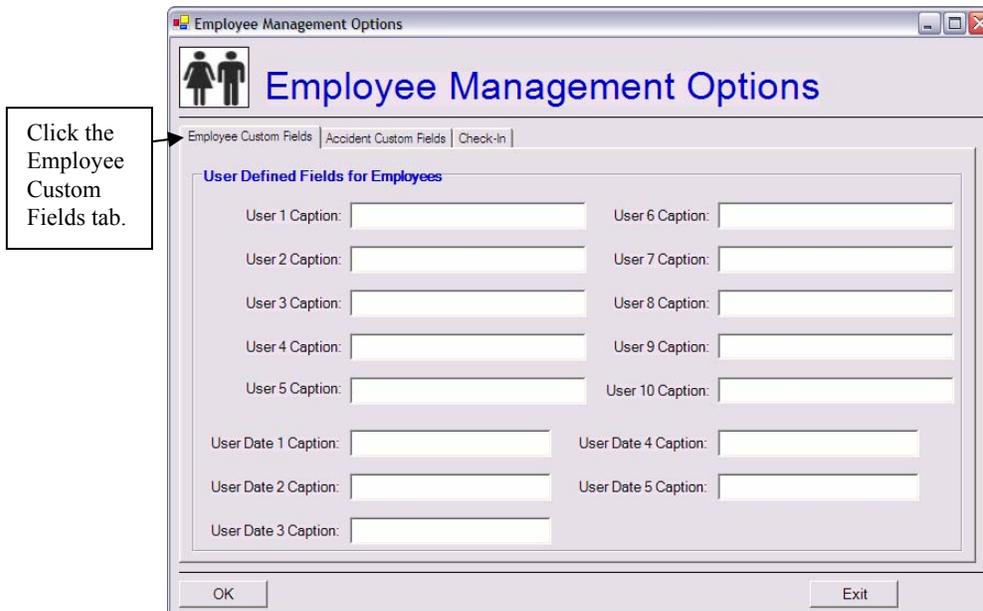


Click the Employee Management button to display the Employee Management Options screen.

Figure 11-6. T.O.M. District Options screen

The Employee Management Options displays.

3. Click the Employee Custom Fields tab (Figure 11-7). (The Employee Custom Field tab is the default view of this screen, so you do not need to click this tab if you just opened this screen.)



Click the Employee Custom Fields tab.

Figure 11-7. Employee Custom Fields tab of the Employee Management Options screen

4. Type the names of your custom fields. Figure 11-8 shows that five custom fields have been added to the system:



Figure 11-8. Adding Custom Employee Fields

### Where do the customized fields show up?

Figure 11-9 shows the added fields as they appear on the Employee search screen when you click the User-Defined subtab:

Figure 11-9. Viewing Customized Fields on the Employee Search Screen



Figure 11-10 shows how the customized fields look on the Employee User-Defined screen:

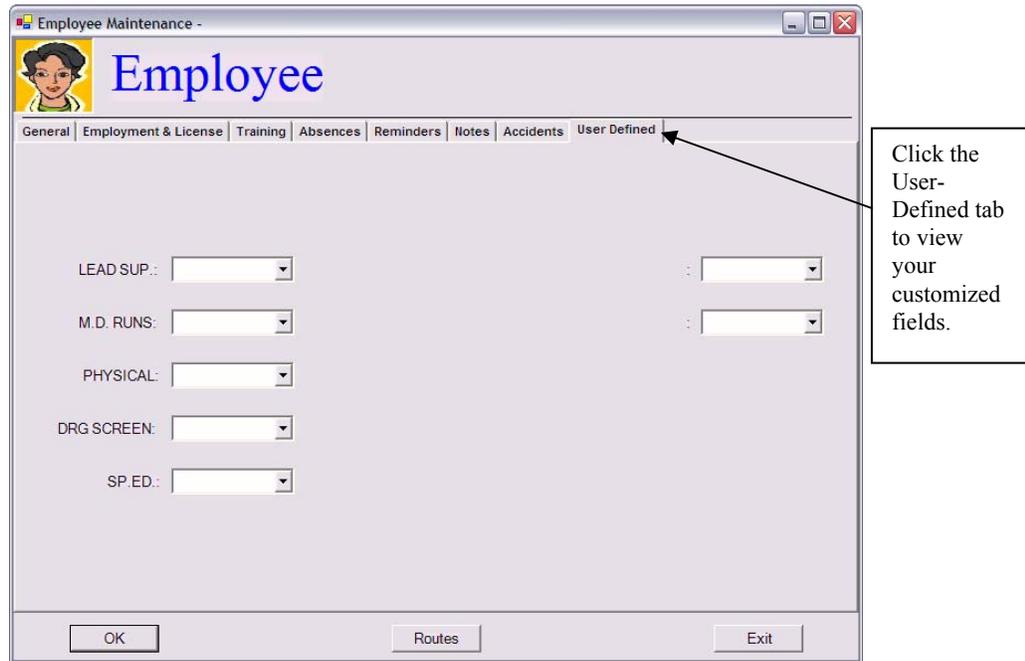


Figure 11-10. Viewing Customized Fields on the Employee screen

## Accident Report Custom Fields

In addition to the being able to search accident reports using the General and Details and Contributing Factors tab, you can also create your own fields to customize the accident information the Employee Management system tracks for you. You can then use these fields to search for accident reports just as you select criteria on the other tabs.

**NOTE:** You can add 7 general fields and 2 date fields to the accident tracking system, and their names, or captions, can be up to 30 characters in length.



### *I added custom fields, but I don't see them.*

**T.O.M Tip**

After you add custom fields, be sure you click OK (and not Exit) on the Employee Management Options screen. Then click OK to close the District Options screen. You need to close the Employee Management system and restart it so that your fields are added to the User/Custom tab. Click the User/Custom tab to view the added fields.

This section contains the following:

- Adding Customized Accident Fields
- Where do the custom fields show up?



## Adding Customized Accident Fields

1. Select File>Other>District Options (Figure 11-11). The Employee Management system displays the District Options screen.

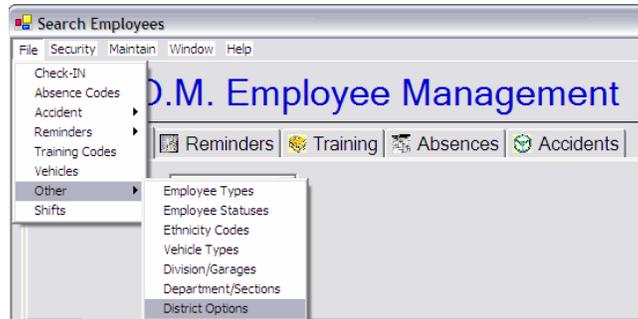


Figure 11-11. Selecting File>Other>District Options

2. Click the Employment Management button (Figure 11-12). The Employee Management system displays the Employee Management Options screen.

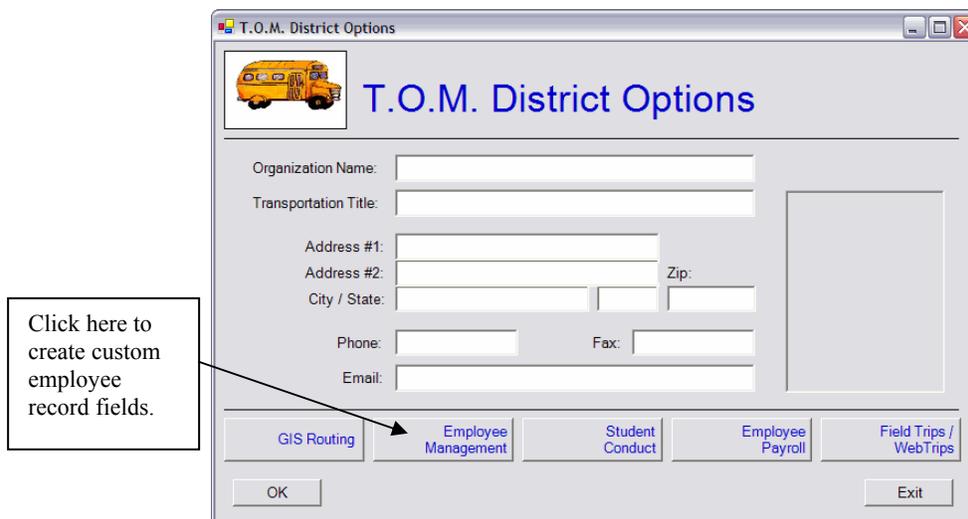


Figure 11-12. District Options screen

3. Click the Accident Custom Fields tab.
4. Type the name of the field into the caption box. To add a general field, type the name into the User 1 Caption field. To add a date field, type the name into the User Date 1 Caption field. Figure 11-13 shows that a general field with a name, or caption, of Responding officer is being added to the system:

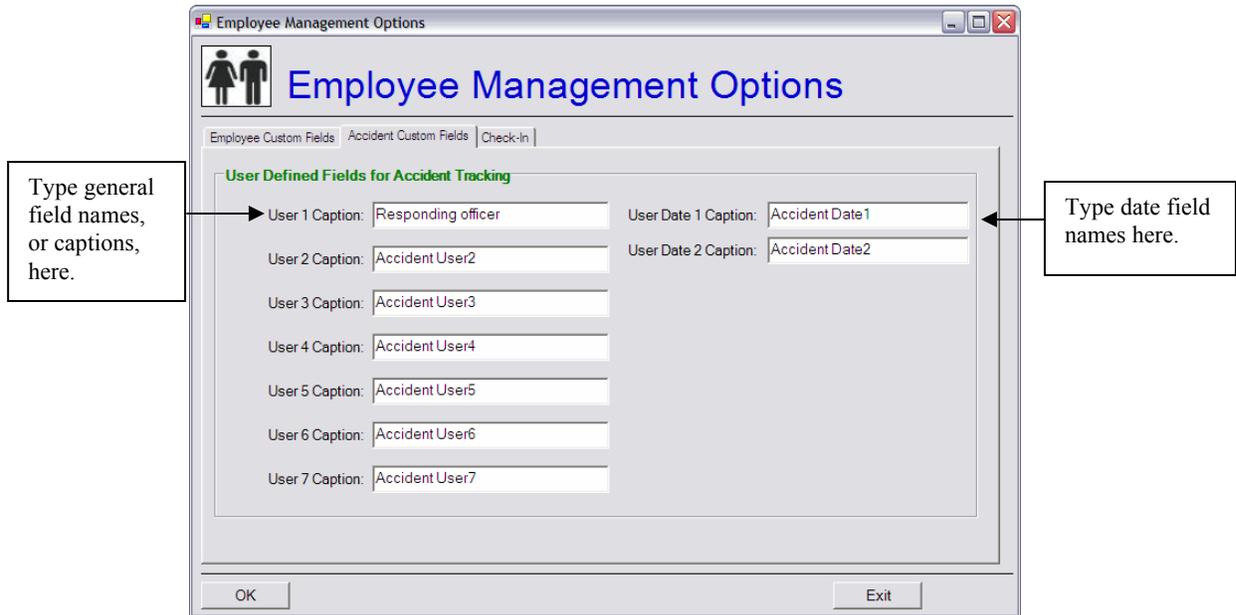


Figure 11-13. Adding customized accident fields to the system

### Where do the custom fields show up?

Figure 11-14 shows the customized accident fields on the Accidents search screen:

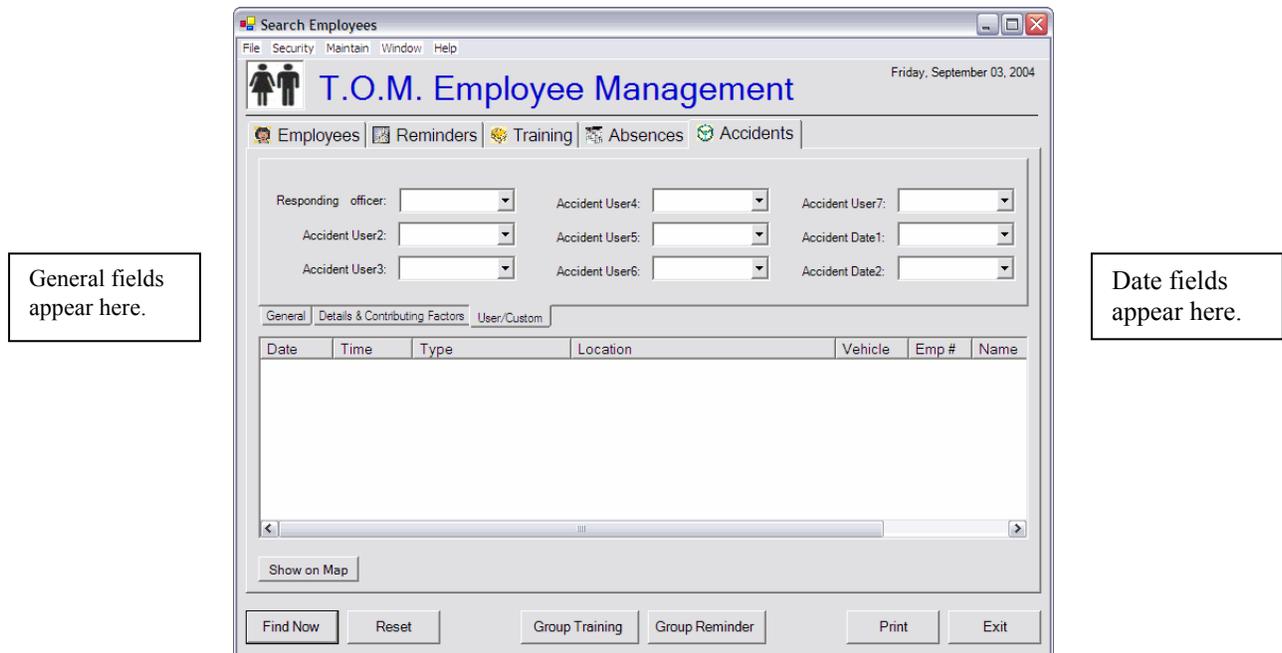


Figure 11-14. Viewing customized accident fields



Figure 11-15 shows how customized fields appear on the Accident/Incident screen:

Accident / Incident

 **Accident / Incident**

General

Accident #: 1239876 Employee: 656

Vehicle #: 0044 SMITH, STANLEY

Accident Date: 9/10/2004 Friday Time: 3:47 PM

Addr/Location: 128 Loudon Rd  
Concord NH 45367

Contributing Factors

Potential	Code	Description	Applicable	Code	Description
	BD_BACK	BUS DF			
	BD_LOC	BUS DF			

Could driver have prevented accident/incident by driving defensively?

Comments/Description: The other driver ran a stop sign and damaged the right front fender of the bus.

Driver Recommendations: None

Details Citation Issued User/Custom Fields

Responding Officer

Accident U

Accident U

Accident U

Accident U

Accident U

Accident U

Accident D

Accident D

Attachments

C:\Documents  
BusAccident

Browse Clear

Browse Clear

Browse Clear

OK Show on Map Exit

Figure 11-15. Viewing customized accident fields on the Accident/Incident screen