

Chapter 11

Assignment Activity Log

Driver assignments to field trips is a sensitive topic. In most districts, drivers watch over field trip assignments very intently. At any time the person in charge of driver assignments to field trips must be prepared to answer specific questions as to how driver assignments were decided upon. The need to answer these questions was the reason why the Assignment Activity Log was developed for T.O.M.

The purpose of T.O.M.'s Assignment Activity Log was to keep a detailed record of every activity that affected driver assignments to field trips. With this log you have a thorough audit trail of exactly why every driver was given or was NOT given a field assignment.

In this chapter you will learn about:

- How the Assignment Activity Log Works
- How to Use the Assignment Activity Log Inquiry
- The Assignment Activity Log Report
- Turning The Assignment Activity Log On / Off
- How to Purge the Assignment Activity Log

? How Does the Assignment Activity Log Work?

The Assignment Activity Log simply records detailed information when key activity regarding driver field trip assignments occur. This log, for example, records all activities performed by T.O.M.'s Automatic Assignment Engine.

When a driver is assigned to a field trip, it's recorded. When a driver that was supposed to be assigned to a field trip is skipped due to a conflicting field trip, it's recorded (even the field trip number of the conflicting field trip). When a driver that was supposed to be assigned to a field trip but is skipped due to precluding overtime, it's recorded (even the number of hours that the driver would have had if he / she had been assigned the field trip). Every driver AND vehicle assignment made or changed by the Automatic Assignment Engine is recorded in detail in the Assignment Activity Log.

The Assignment Activity Log also records any changes made by the users of T.O.M.. If a driver assigned to a field trip has their assignment status changed from assigned to refused, canceled or passed, it is recorded (and the user who made the change is recorded as well). If a driver was assigned to a field trip manually by a user it is recorded in the log. The Assignment Activity Log even records if an employee is taken off a schedule either manually by a user or through the Schedule Clear Out Routine.

All in all T.O.M. logs dozens of different activity types to the Assignment Activity Log. Figure 11-1 gives a detailed list of all those activities that T.O.M. records to the Assignment Activity Log. This list is broken down by the screen or process that you would be running when the activity occurred.

**All Activities Recorded in the Assignment Activity Log**

Routine	Activity	Activity Code
Automatic Assignment	Emp. skipped- weekly OT	1
	Emp. skipped- daily OT	2
	Emp. skipped- schedule conflict	3
	Emp. assigned by Mass Assign	8
	Emp. assigned by a Trip	9
	Emp. assigned by Single Driver	10
	Veh. skipped- schedule conflict	12
	Veh. skipped- wrong type	13
	Emp. skipped - inactive	15
	No drivers available - next schedule	27
	No drivers available - all schedules	28
	Emp. skipped - route conflict	29
	Emp. Bid added back into allowance	30
	Emp. Skipped not enough points in Allowance	31
	Emp. Bid subtracted from the Allowance	32
	Emp. Skipped – Missing Characteristic	40
Employee Screen	Cancel. Removed-Sched. Delete	18
	Makeup Removed-Sched. Delete	20
	Emp. Removed from Sched-Emp	22
	Emp.'s Base Hours Changed	24
	Emp./Sched. Base Hours Changed	25
	Emp. added to schedule (also in Schedule Screen)	26
	Employee added characteristic	36
	Employee characteristic removed	37
Field Trip Screen	Entire trip canceled	6
	Trip Marked as a Shuttle Trip	33
	Trip Unmarked as a Shuttle Trip	34
	Trip Characteristic Added	38
	Trip Characteristic Removed	39
	Calculate # of Primary Vehicles Changed	41
	Primary Vehicle Type Changed	42
	# of Primary Vehicles Changed	43
	Additional Vehicle Type Changed	44
	# of Additional Vehicles Changed	45
	Capacity Changed	46
	Schedule #1 Change	47
	Schedule #2 Change	48
	Schedule #3 Change	49
	Schedule #4 Change	50
	Schedule #5 Change	51
Schedule Clear Out	Cancel. Removed-Sched. Purge	19
	Makeup Removed-Sched. Purge	21
	Emp. Removed from Sched-Clear	23
Trip Driver Screen	Emp. passed by user	4
	Emp. refused	5
	Emp. canceled	7
	Emp. assigned manually	11
	Veh. changed by user	14
	Status changed back to Assigned	16
	Emp. passed-with makeup by user	17
	Emp. Destination Leg Changed	35

Figure 11-1. All Activities T.O.M. Records to the Assignment Activity Log



Once in place the Assignment Activity Log becomes a tool that you can use. T.O.M. has a powerful inquiry routine that allows you to quickly have your questions answered concerning passed field trip assignment activity. This inquiry routine allows you to view the log on screen or on a printed report.

T.O.M. also provides you with quick ways to lookup all log activity for a selected field trip or employee. The Trip Driver Information screen and the Employee Data Entry screen have a Log button that automatically runs the Assignment Activity Log Inquiry routine and tells it to look up information about that selected field trip or employee. So while you're working with a field trip you may click a button and you are instantly able to see the assignment activity history for that field trip.

The true value to the Assignment Activity Log is that it builds confidence. Confidence that your drivers have with how the transportation department assigns field trips and confidence you have in T.O.M. assigning drivers to field trips.



How to Use the Assignment Activity Log Inquiry

The Assignment Activity Log Inquiry routine is what makes the Assignment Activity Log a powerful concept. Many transportation departments already have their dispatchers keep detail notes concerning driver activity. Not only is this process tedious and time consuming, but researching previous field trip assignments in trip records is difficult at best. With the Assignment Activity Log Inquiry routine you can answer field trip assignment questions and resolve disputes in seconds—questions you could have only guessed at in the past. For example, how many times a specific driver was skipped from a field trip assignment due to preclusion of overtime is right there for you to discover.

You can call the Assignment Activity Log Inquiry routine in three ways:

- Generally - from the T.O.M. Main Screen.
- Specifically for an employee - from the Employee Maintenance screen.
- Specifically for a field trip - from the Driver Information screen.

Calling the Inquiry Routine for General Inquiry

1. If you have a general inquiry not specific to an employee or a field trip you may call the Assignment Activity Log Inquiry routine from the T.O.M. Main Screen (Figure 11-2) or from the Detailed Field Trip screen.

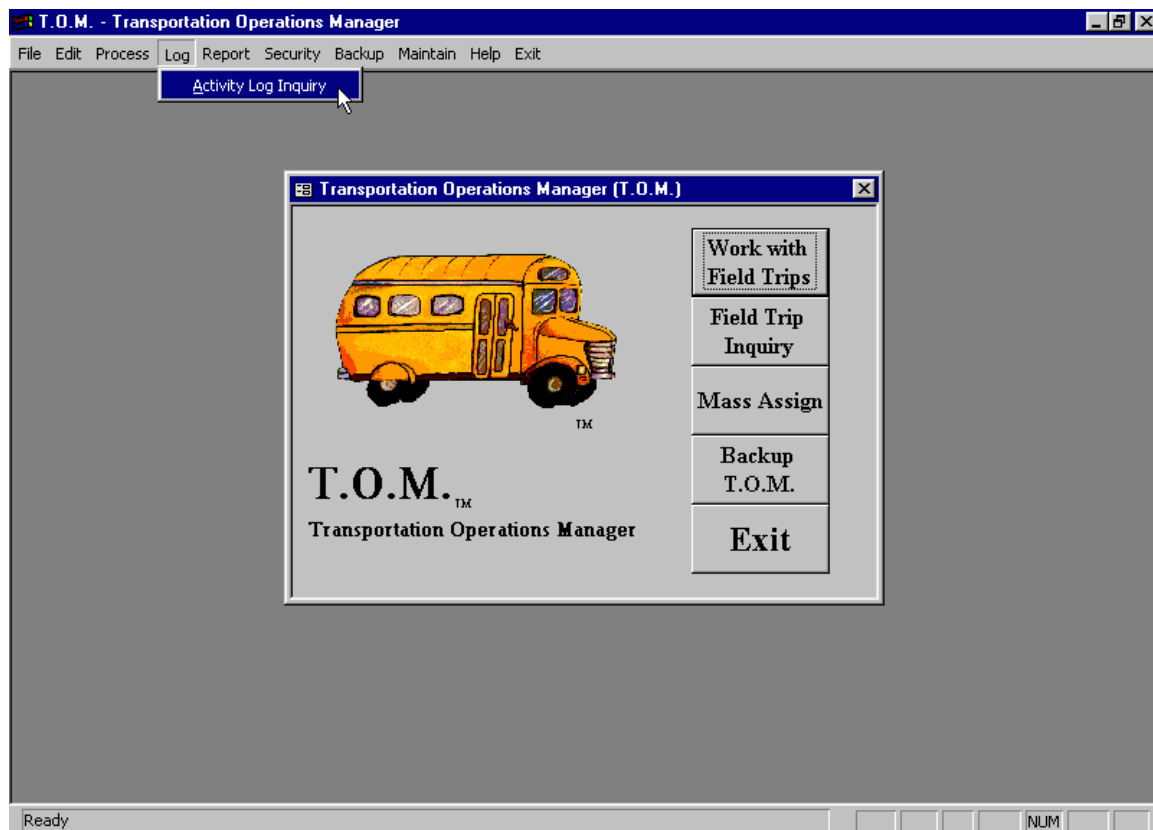


Figure 11-2. Accessing the Activity Log Inquiry from the T.O.M. Main Screen

The Assignment Activity Log screen is displayed (Figure 11-3).



Figure 11-3. The Assignment Activity Log Screen

- From the Assignment Activity Log screen you may choose many different combinations of search criteria, as described below:

Selected Employee - the employee number of the employee that was affected by the log activity.

Selected Schedule - the schedule code of the schedule that was involved in the log activity.

Selected Vehicle - the vehicle number of the vehicle that was affected by the log activity.

Selected Activity Type - the predefined number of the type of activity that was recorded (see Figure 11-1 - for a detailed list of all possible activities that are recorded).

Log Date Range - a beginning date and ending date to range to search the Assignment Activity Log with.

Dates: You can use the preprogrammed date ranges found in the Dates field drop-down list or enter your own date ranges in the Log Date Range field. If you use the preprogrammed date ranges, click on the Dates field drop-down arrow and select from one of 12 date ranges, such as 'Today', 'This Week', 'Last Year' etc. The date ranges are automatically filled in for you.

Selected Trip# - the number of a specific field trip that was affected by the log activity.

Mass Assign Job# - When you run the Mass Assign procedure T.O.M. will give that particular run of the Mass Assign process a Job Number. You may then ask the Assignment Activity Log Inquiry Routine to list all Assign Activity Log records created with that Job Number. This can give a detailed log of exactly what happened when you ran that Mass Assign process.



Enter the your search parameters and then click the Find All button. For example we have instructed the inquiry routine to find all log records for the date of 2/4/1998 (Figure 11-4).

The screenshot shows the 'Assignment Activity Log' window. At the top is a title bar with the window name and standard OS controls. Below is a header area with the title 'Assignment Activity Log'. The main form contains several input fields: 'Selected Employee:', 'Selected Vehicle:', 'Selected Activity Type:', 'Selected Schedule:', 'Log Date Range: From:' (with a date field set to 2/4/1998), 'To:' (with a date field set to 2/4/1998), 'Mass Assign Job#:', 'Selected Trip#:', and a 'Dates:' drop-down menu. A large empty table with multiple columns occupies the center of the window. At the bottom is a control bar with buttons: 'Find All', 'Detail', 'Print', and 'Exit'. Three callout boxes with arrows provide instructions: the first points to the date fields with the text 'First enter the search date range.'; the second points to the 'Find All' button with the text 'Then click the Find All button.'; and the third points to the 'Dates:' drop-down menu with the text 'You can also choose a pre-programmed date from the Dates drop-down list.'

Figure 11-4. Entering A Search Date Range To Inquiry On



- After a short period of time the Assignment Activity Log Inquiry routine will display a list of all records that match your search parameters (Figure 11-5). **NOTE:** The time it takes to display the list may vary, depending on district size, size of the log, computer and network speed and search parameters.

Assignment Activity Log

Assignment Activity Log

Selected Employee: Selected Schedule:

Selected Vehicle: Selected Activity Type:

Log Date Range: From: To: Dates:

Mass Assign Job#: Selected Trip#:

Date	Trip#	Employee	Name	Veh	Description
2/4/98 4:25:05 PM	5695	173	ARTHUR BILYCH	159	Emp. assigned by Single Driver
2/4/98 4:23:11 PM	5695	138	ARTHUR GIUSGI	182	Emp. passed-with makeup by user
2/4/98 4:20:04 PM	5695	138	ARTHUR GIUSGI	182	Emp. assigned by Single Driver
2/4/98 4:19:46 PM	5695	125	LLOYD NIWBANKC	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:39 PM	5695	123	JILL SUZYCH	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:36 PM	5695	104	ALICE ILDSYDGI	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:28 PM	5695	98	EDMOND CHSYKY	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:22 PM	5695	82	EILEEN AYSULA	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:17 PM	5695	323	KATHY BUSGIBB	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:15 PM	5695	319	KARYN CAMPBILL	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:13 PM	5695	317	LAURA NIWBISSY	N/A	Emp. skipped- schedule conflict
2/4/98 4:19:10 PM	5695	298	BRIAN SUCK	N/A	Emp. skipped- schedule conflict
2/4/98 4:18:47 PM	5695	98	EDMOND CHSYKY	184	Emp. refused

Find All **Detail** **Print** **Exit**

Figure 11-5. All Assignment Activity Log Records that Matched Our Search Parameters

Our example shows that we had many activity records for our search date. This list shows you the date, time, employee, vehicle, brief description and schedule of each record.



4. From here you may do one of several things:

- Enter another set of search parameters and run another search.
- Inspect each record in a more detailed fashion.
- Print a report detailing each log record selected by clicking the Print button.
- Exit the Assignment Activity Inquiry routine by clicking the Exit button.

In our example we've chosen to look a little more deeply into one of the log records. The Assignment Activity Log Inquiry routine lets you inspect detailed information for each log record. This is called commonly called "drilling down" and T.O.M. lets you do it to a very detailed level. To do this, select a log record on the screen and click the Detail button (Figure 11-6).

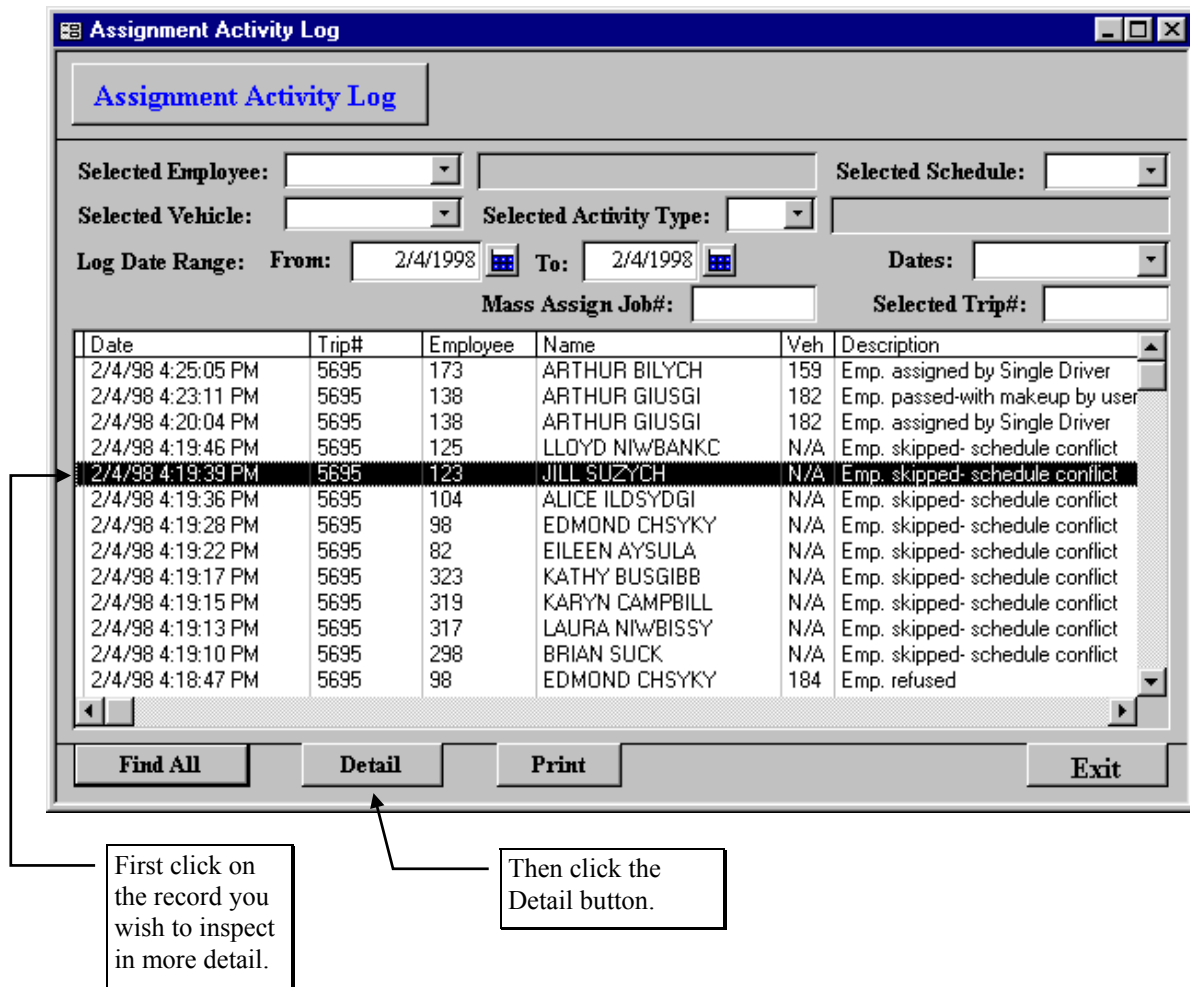


Figure 11-6. Selecting A Specific Log Record to View In More Detail

The Activity Log Detail View screen is displayed (Figure 11-7).



Log Detail Inquiry - Detail View			
Activity Log Detail View			
Log Date:	2/4/98 4:19:39 PM		Mass Assign Job#
Trip #:	5695	Date of Departure:	2/5/98 3 0
Vehicle:	N/A	Transit	
Schedule:	md	Mid-day 9:15 - 1:30	
User:	nicholsonn		
Employee:	123	JILL SUZICH	
Customer:	INDIAN BEND ELEM.		
Destination:	CERRETA CHOCOLATE FACTORY		
In Program:	Add One Driver Automatically		
Source List:	Schedule List		
Comment:	Skipped by T.O.M. Due to Conflicting Trip #5704. Cannot have 2 trips for the same driver on the same schedule on the same day.		
Print		Exit	

Figure 11-7. Activity Log Detail View Screen

As you can see the Activity Log Detail View screen gives you a lot of detailed information concerning the activity record. In our example it is telling us that:

- Driver Jill Suzich was skipped during the Add One Driver Automatically process.
- Jill was going to be assigned to the field trip 5695 for Indian Bend Elem. that was going to Cerreta Chocolate Factory which departed on 2/5/98.
- Jills's name was selected from the Mid Day schedule and that user 'nicholsonn' was the person adding one more driver to the field trip - using the Add Driver Automatically button in the Trip Driver Information screen.
- The Automatic Assignment Engine found that Jill had another field trip number 5704 that she was already assigned to that was in conflict with field trip # 5695.

This is just a brief demonstration of the power of this feature. With just a few clicks of the mouse we were able to pin point exactly why Jill Suzich was not assigned to a field trip when the Add One Driver Automatically process was run on 2/5/1998.

The following is a detailed description of the information on the Activity Log Detail View screen:

Log Date: The date and time that the log entry was made.

Trip#: The number of the field trip affected by the activity.



Date of Departure: The date of departure of the field trip affected by the activity.

Mass Assign #: This is the Job Number given to a run of the Mass Assign process. Every Assignment Activity Log record created during this Mass Assign process is *stamped* with this job number.

Vehicle: The number and description of the vehicle affected by the activity.

Schedule: The code and description of the schedule involved in the activity.

User: The User ID of the person that either ran the procedure that caused the log activity or that actually performed the log activity.

Employee: The number and name of the employee affected by the log activity.

Customer: The name of the customer assigned to the field trip affected by the log activity.

Destination: The description of the destination assigned to the field trip affected by the log activity.

In Program: The description of the screen or procedure where the activity occurred.

Source List: Referring to driver / vehicle assignments and automatic assignment skips. It is meant to clarify if the employee was chosen from the schedule assigned to the field trip, the canceled driver list of the schedule assigned to the field trip, or the makeup driver list of the schedule assigned to the field trip (or the spare vehicle list of a schedule assigned to a field trip.)

Comment: The detailed description of the activity. This description may include the numbers of conflicting field trips, a detailed description of the driver's hours to explain overtime preclusion or the breakdown of types of vehicles needed for a field trip if a vehicle is skipped during automatic assignment.

5. From the Activity Log Detail View screen you may either print a hard copy report of the Activity Log Detail View screen by clicking the Print button or return to the Activity Log Inquiry screen (Figure 11-5) by clicking the Exit button.



Calling the Inquiry Routine To Review Activity for a Specific Field Trip

T.O.M. was designed to allow you to quickly view the detailed Assignment Activity Log history for a specific field trip. This is done by giving you a specific button in the field trip's Driver Information screen that will call up the Assignment Activity Inquiry Routine and instruct it to search specifically for the desired field trip. All with a click of one button. It couldn't be easier. The following is a detailed discussion of running the inquiry routine for a specific field trip:

1. While working with the desired field trip in the Field Trip screen (or viewing in the Field Trip Inquiry screen) click the Trip Driver Info button (Figure 11-8). This will cause the Trip Driver Information screen to display (Figure 11-9).

The Trip Driver Info button is another way to access the Assignment Activity Log.

Figure 11-8. Accessing the Assignment Activity Log from the Detailed Field Trip Screen



- Click the Log button (Figure 11-9).

Trip Driver Information

5354 HORIZON HIGH SCHOOL
DEER VALLEY HIGH SCHOOL

General Notes Other

Employee 99 KARL MIBZGIS **Vehicle #** 119 **Miles** 95.0 **Hours** 7.00 **Status** Assigned

Odometer **Time** **OT Hours:** 0.00 **Calculate OT:** ☒

Start: 0 **Wait Time:** 0.00

Arrival: **OT Wait Time:** 0.00

Leave: **Hours Paid:** 7.00

End: 0 **Customer Miles:** **Customer Hours:** **Expense:** \$0.00

Calc Miles **Calc Hours**

Calc Wait Time: ☐

Add Driver Manually **Add Driver Automatically** **Log** **Exit**

Record: 1 of 2 (Filtered)

Click the Log button to display the Assignment Activity Log.

Figure 11-9. Displaying the Assignment Activity Log from the Trip Driver Information Screen

The Assignment Activity Log Inquiry screen is displayed showing all log records in the log for that specific field trip (Figure 11-10).



Assignment Activity Log

Selected Employee: Selected Schedule:

Selected Vehicle: Selected Activity Type:

Log Date Range: From: To: Dates:

Mass Assign Job#: Selected Trip#: 5354

Date	Trip#	Employee	Name	Veh	Description	
1/15/98 11:35:21 AM	5354	99	KARL MIBZGIS	119	Emp. assigned by Single Driver	✓
1/15/98 11:35:13 AM	5354	99	KARL MIBZGIS	89	Veh. skipped- wrong type	✓
1/15/98 11:34:43 AM	5354	115	SUSAN CAUNDISC	118	Emp. refused	✓
1/9/98 10:59:40 AM	5354	115	SUSAN CAUNDISC	118	Emp. assigned by Mass Assign	✓
1/9/98 10:59:33 AM	5354	115	SUSAN CAUNDISC	58	Veh. skipped- wrong type	✓

Find All Detail Print Exit

Figure 11-10. The Activity Log Inquiry Screen Showing All Log Records for the Specific Field Trip

You can see this inquiry tells us an interesting story. Although this field trip only has one employee assigned to it - Carl Malzgas, the automatic assignment routine did have to change his vehicle from 89 to 119. Furthermore, at one time Susan Siupdass was assigned to the field trip by the Mass Assign Process on 1/9/98 but then refused it on 1/15/98. When Susan was assigned to the field trip she too had to have her vehicle changed by the automatic assignment routine from 58 to 188. From here you may run a different search (now that you have called the Activity Inquiry screen you may use it for more inquiry activity than just to search for the selected field trip).

- From the Assignment Activity Log screen you may print a hard copy report of the log records selected on this search by clicking the Print button. You may inspect any of the records in more detail by selecting that record and clicking the Detail button. Or you may click the Exit button to return to the Trip Driver Information screen (Figure 11-9).



Calling the Inquiry Routine to Review Activity for a Specific Employee

Since drivers are always asking about why they were or were not given certain field trip assignments T.O.M. was designed to allow you to quickly view the detailed Assignment Activity Log history for a specific employee. This is done by giving you a specific button in the Employee Data Entry screen that will call up the Assignment Activity Inquiry Routine and instruct it to search specifically for the desired employee. All with a click of one button. It couldn't be easier. The following is a detailed discussion of running the inquiry routine for a specific employee:

1. After selecting the specific employee on the Employee Data Entry screen click the Log button (Figure 11-11).

The screenshot shows a window titled "EMPLOYEE" with a tabbed interface. The "General" tab is selected, displaying a form with the following fields:

- Employee #: 123
- SSN: 606-80-0786
- First Name: JILL
- Last Name: SUZYCH
- Address: 770 W. Bill Rd. # 6087
- City: PHOENIX
- State / Province: AZ
- Zip / Postal Code: 85023
- Phone: (607) 798-6096
- Birthday: 6/11/1970

At the bottom of the window is a row of buttons: OK, Hours, Schedule, Log, Routes, Characteristics, Trip Bids, and Exit. The "Log" button is highlighted with a dashed border. An arrow points from a text box below the window to the "Log" button.

Click the Log button to display the Assignment Activity Log.

Figure 11-11. Accessing the Assignment Activity Log from the Employee Data Entry Screen

The Assignment Activity Log Inquiry screen is displayed showing all log records in the log for that specific employee (Figure 11-12).



Assignment Activity Log

Assignment Activity Log

Selected Employee: JILL SUZYCH Selected Schedule:

Selected Vehicle: Selected Activity Type:

Log Date Range: From: To: Dates:

Mass Assign Job#: Selected Trip#:

Date	Trip#	Employee	Name	Veh	Description
1/10/00 1:34:50 PM	9978	123	JILL SUZYCH	189	Emp. assigned by Mass Assign
1/6/00 2:16:24 PM	10221	123	JILL SUZYCH	189	Emp. assigned by a Trip
1/4/00 10:10:59 AM	9837	123	JILL SUZYCH	189	Emp. passed by user
1/4/00 10:08:59 AM	9986	123	JILL SUZYCH	189	Emp. assigned manually
1/3/00 1:49:50 PM	9837	123	JILL SUZYCH	189	Emp. assigned by Mass Assign
12/20/99 8:47:43 AM	10169	123	JILL SUZYCH	189	Emp. refused
12/20/99 8:29:18 AM	10169	123	JILL SUZYCH	189	Emp. assigned by Single Driver
12/13/99 8:16:45 AM	10015	123	JILL SUZYCH	189	Emp. passed by user
12/13/99 8:14:37 AM	10015	123	JILL SUZYCH	189	Emp. refused
12/8/99 10:48:11 AM	9937	123	JILL SUZYCH	189	Emp. assigned manually
12/8/99 10:46:25 AM	10015	123	JILL SUZYCH	189	Emp. passed by user
12/7/99 9:37:25 AM	10015	123	JILL SUZYCH	189	Emp. assigned by Mass Assign
11/24/99 1:22:51 PM	9839	123	JILL SUZYCH	189	Emp. refused

Find All **Detail** **Print** **Exit**

Figure 11-12. The Activity Log Inquiry Screen Showing All Log Records for the Specific Employee

This screen shows us all of the log activity that was recorded for the driver. It is displayed in chronological order from the newest activity to the oldest. If you want you could narrow the search and enter a date range or a particular activity type.

- From the Assignment Activity Log screen you may print a hard copy report of the log records selected on this search by clicking the Print button. You may inspect any of the records in more detail by selecting that record and clicking the Detail button. Or you may click the Exit button to return back to the Employee Data Entry screen (Figure 11-11).



The Assignment Activity Log Report

The Assignment Activity Log Report (Figure 11-13) is report is simply a hard copy report listing each detail Assignment Activity Log Record selected in the inquiry routine.

- If you click the Print button in the Activity Inquiry Routine (Figure 11-12) this report will list all records selected for that specific search.
- If you click the Print button in the Activity Log Detail View screen (Figure 11-7) this report will list the single log record that you have selected to view in that detailed view.

5/22/00 5:22:13 PM		PARADISE VALLEY SCHOOL DISTRICT # 69		Page: 1	
Log Activity Report					
Trip#: 10933	Log Date: 4/17/00 1:58:45 PM		33266		
Employee: 215	JAMES WIND	Mass Job#: 375			
Vehicle: N/A	Transit	Date of Departure: 4/28/2000			
Schedule: MD	Mid-day 9:15 - 1:30				
From Routine: Mass	Mass Assign	From List: MAKEUP Makeup Driver List			
Customer : 83	QUAIL RUN ELEM.	User: kubed			
Destination: 41	VISTA VERDE MIDDLE SCHOOL	Activity Code: 3			
Comment: Skipped by T.O.M. Due to Conflicting Trip #:8640. Cannot have 2 trips for the same driver on the same schedule on the same day.					
Trip#: 10933	Log Date: 4/17/00 1:58:46 PM		33267		
Employee: 345	SANDRA CANO	Mass Job#: 375			
Vehicle: 145	Transit	Date of Departure: 4/28/2000			
Schedule: MD	Mid-day 9:15 - 1:30				
From Routine: Mass	Mass Assign	From List: MAKEUP Makeup Driver List			
Customer : 83	QUAIL RUN ELEM.	User: kubed			
Destination: 41	VISTA VERDE MIDDLE SCHOOL	Activity Code: 8			
Comment: Driver and Vehicle Assigned to Trip by T.O.M.					
Trip#: 10933	Log Date: 4/17/00 1:58:46 PM		33268		
Employee: 367	DEAN GRIFFITH	Mass Job#: 375			
Vehicle: 40	Transit	Date of Departure: 4/28/2000			
Schedule: MD	Mid-day 9:15 - 1:30				
From Routine: Mass	Mass Assign	From List: EMPLOY Employee			
Customer : 83	QUAIL RUN ELEM.	User: kubed			
Destination: 41	VISTA VERDE MIDDLE SCHOOL	Activity Code: 13			
Comment: Vehicle Skipped by T.O.M. because it was the wrong type. Vehicle Type: 2 Number Of Field Trip Regular Vehicles left to assign: 1 Regular Vehicle Type required for field trip: 1 Number Of Field Trip Alternate Vehicles left to assign: 0 Alternate Vehicle Type required for field trip:					

Figure 11-13. The Log Activity Report



Turning the Assignment Activity Log On / Off

T.O.M. is shipped to you with the Assignment Activity Log feature turned on.

- To turn the Assignment Activity Log feature off uncheck the checkbox in the District Options screen titled 'Log Assignment Activity'.
- To turn the Assignment Activity Log feature back on check that same check box.

For more information see the *Chapter 4 – District Options* in the *T.O.M. Getting Started Manual*.

How to Purge the Assignment Activity Log

Eventually you will want to remove some of the older records in your Assignment Activity Log. It will not take long before your log becomes very voluminous. Depending on the size of your district, the type of activity your district has and the power and size of your computer and / or network eventually the size of your log file will begin slowing the performance of your T.O.M. software unacceptably. Your district may purge this log file monthly, quarterly, semiannually or when ever it deems needed. The Activity Log Purge Routine was developed to quickly remove unwanted log records. The following is a detailed discussion on running this process:

1. **First—and most importantly—make a backup of your T.O.M. database.** This purge routine removes the Assignment Activity Log information you select permanently. It is always wise to have a backup copy of your T.O.M. database to fall back on in case you made a mistake in the way that you ran this purge routine. See *Chapter 10 – Backing Up and Restoring* in this manual for details about backing up your T.O.M. database.
2. **Second—and also very important—make sure that you are THE ONLY PERSON USING THE T.O.M. software.** Make sure that all other users are not only NOT using T.O.M. but also are completely logged of the T.O.M. software. Running this purge while users are using the T.O.M. software will cause unpredictable and most likely unpleasant results.



3. Click the Maintain menu option at the top of the T.O.M. Main Screen and then click the Log Purge option (Figure 11-14).

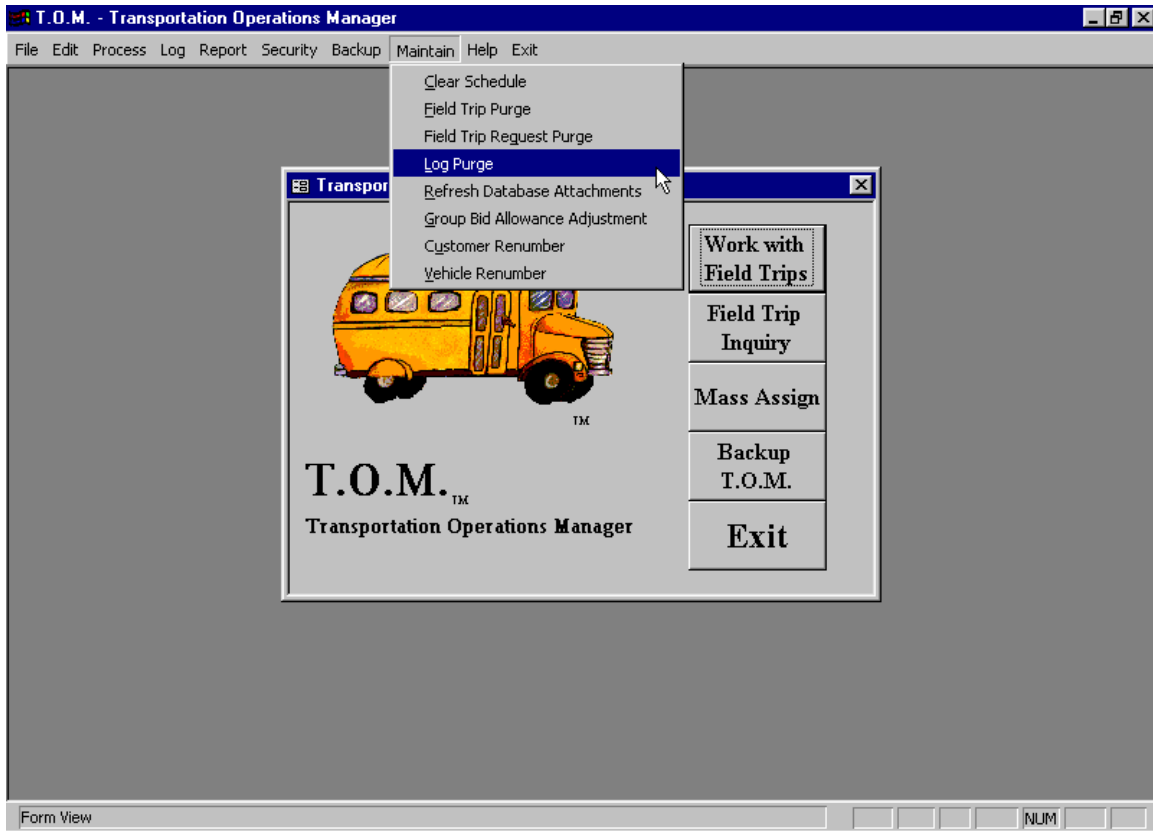


Figure 11-14. Accessing the Assignment Activity Log Purge Routine from the T.O.M. Main Screen

The Activity Log Purge Warning screen is displayed (Figure 11-15).



4. The Activity Log Purge Warning screen reminds you to back up your data and have all your users log off the T.O.M. system before you run this purge routine. To continue click the OK button.

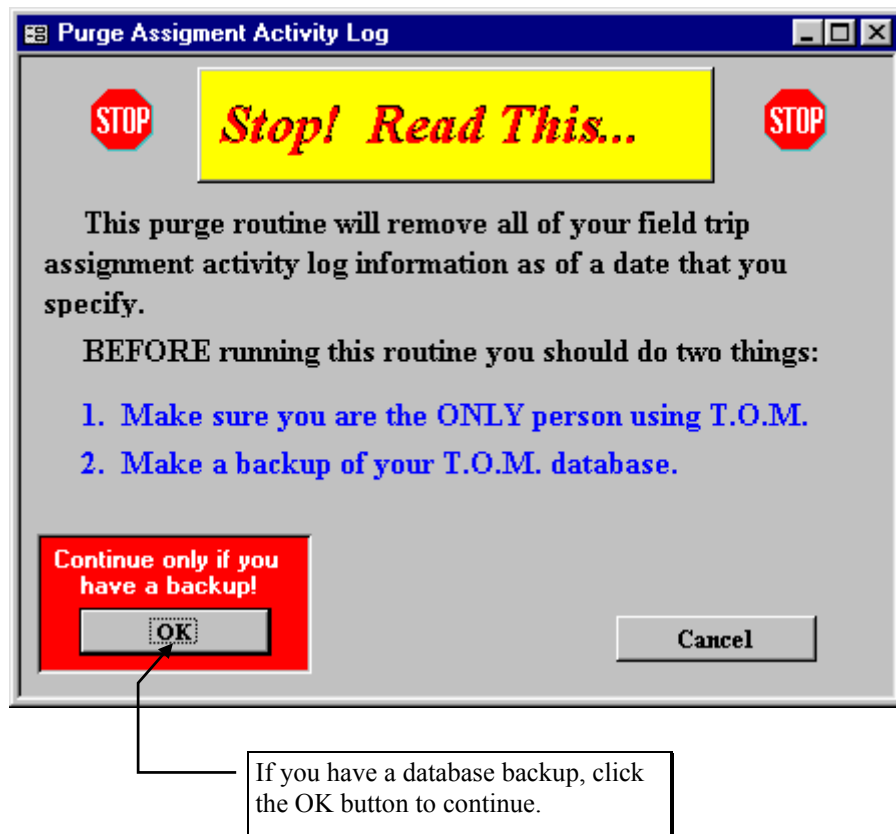


Figure 11-15. The Activity Log Purge Warning Screen

The Activity Log Purge screen is displayed (Figure 11-16).



- From the Activity Log Purge screen enter a purge cutoff date and then click the Purge Now button. The Assignment Activity Purge routine will then remove all Assignment Activity Log records with a log date on or before the purge cutoff date you entered. **NOTE:** Depending on the size of your purge file, the speed of your computer and network and the amount of information you are purging this process can take just a few seconds or quite a few minutes.

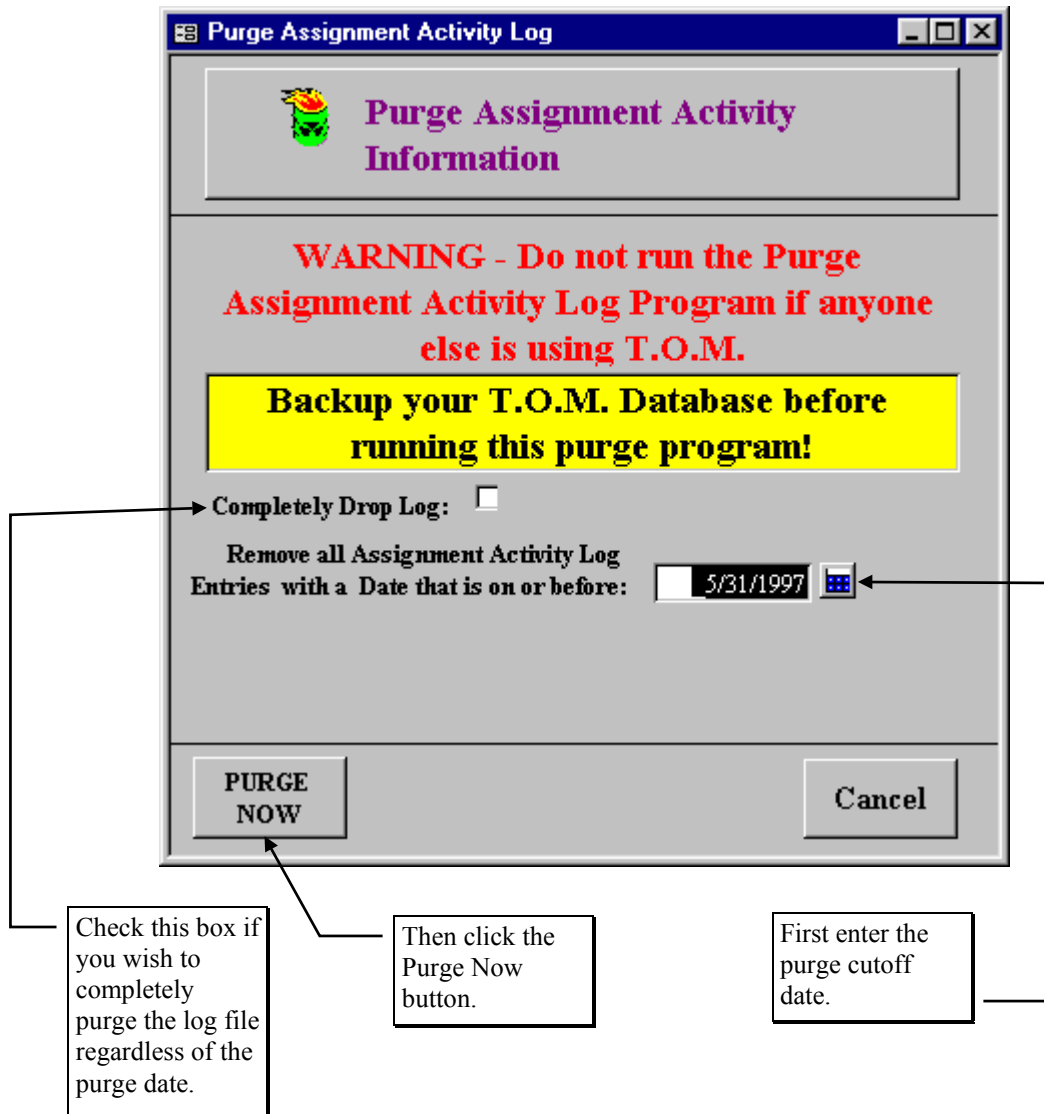


Figure 11-16. The Activity Log Purge Screen



T.O.M Tip

You can check the Completely Drop Log checkbox if you wish to completely wipe out the log file regardless of the purge date. This is useful if the log file has become especially bloated in size and a purge on a slower PC or network may take too long.



6. When the all the records are purged from your Assignment Activity Log the Assignment Activity Purge screen will display the message 'Database Compaction and Cleanup Completed' (Figure 11-17).

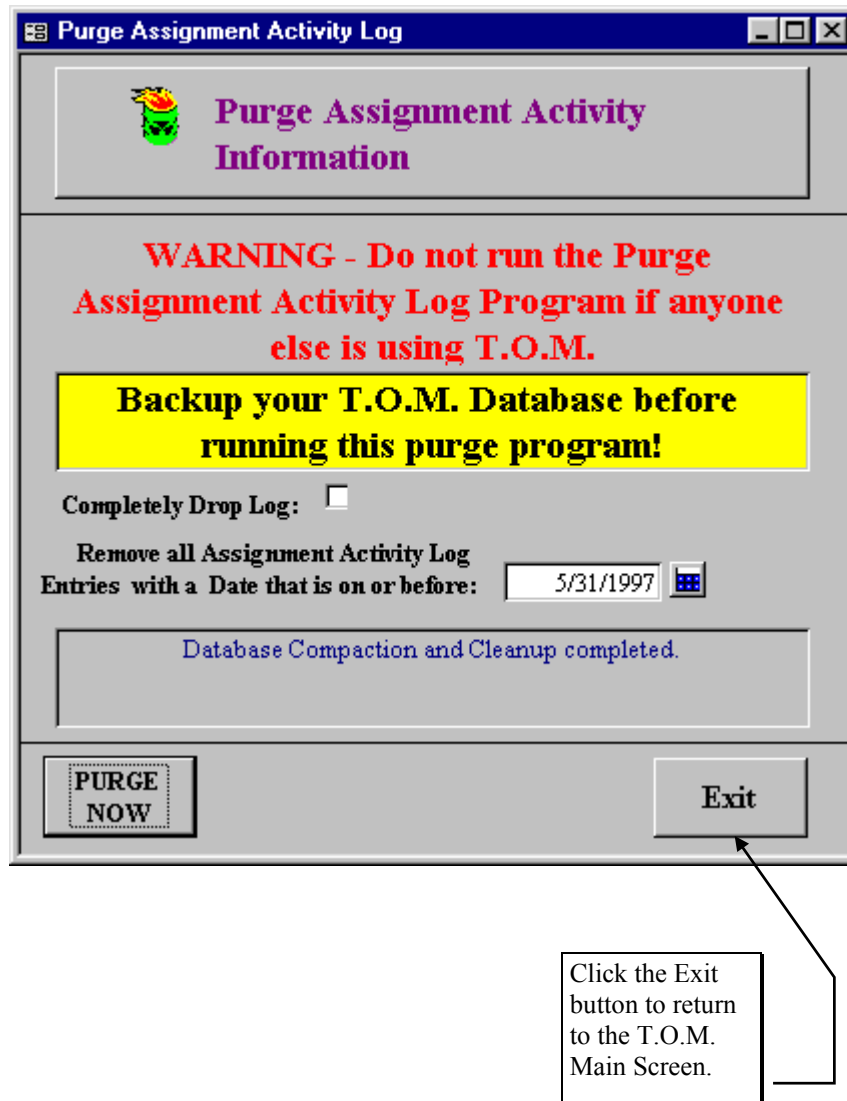


Figure 11-17. Assignment Activity Purge Screen After Purge is Completed

Congratulations, you've successfully purged old log records from your Assignment Activity Log.

7. Click the Exit button to return to the T.O.M. Main Screen.

