Chapter 2
Setting Up and T.O.M. and Running T.O.M. For the First Time

This chapter describes how to start T.O.M. and perform the tasks that must be performed before you can start using T.O.M. in your organization.

Setting Up T.O.M. — A Check List

"OK, I've got T.O.M. on my computer...now what!?"

As with any powerful software system, T.O.M. requires some up-front setup work that you must perform **one time** to allow you to use the system. Figure 2-1 provides a checklist of tasks that you *must* perform and the order that they must be performed in before you can begin to use T.O.M. on a day-to-day basis. Next to each of these checklist items is a corresponding chapter or page number that gives more detailed information about that item. *Optional items may or may not pertain to your organization.*

T.O.M. Setup Checklist

1. _____ Setup various lookup lists. *(Chapter 3)*

   a) _____ Enter your billing rates. *(Page 3.2)*
   b) _____ Enter your funds. *(Page 3.9)*
   c) _____ Enter your employee types. *(Page 3.12)*
   d) _____ Enter your vehicle types. *(Page 3.15)*
   e) _____ Enter your schedules. *(Page 3.18)*
   f) _____ Enter your destination categories (optional). *(Page 3.26)*
   h) _____ Enter your divisions (optional). *(Page 3.28)*
   i) _____ Enter your field trip categories (optional). *(Page 3.30)*
   j) _____ Enter your grades (optional). *(Page 3.32)*
   k) _____ Enter your characteristics (optional). *(Page 3.34)*
   g) _____ Enter your money transaction types (optional). *(Page 3.36)*

2. _____ Enter your district options. *(Chapter 4)*

3. _____ Enter your groups (optional). *(Chapter 9)*

4. _____ Enter your users (optional). *(Chapter 9)*

5. _____ Enter your customers (schools). *(Chapter 5)*

6. _____ Enter your vehicles (and their schedules). *(Chapter 6)*

7. _____ Enter your employees (and their hours, routes and schedules). *(Chapter 7)*

8. _____ Enter your known destinations *(new destinations can be added on the fly!).* *(Chapter 8)*

9. _____ Enter / Change your invoice format template (optional). *(Chapter 10)*

10. _____ Enter / Change your trip ticket format template (optional). *(Chapter 11)*

11. _____ Enter / Change your Email template (optional). *(Chapter 12)*

Figure 2-1. T.O.M. Setup Checklist

Starting Your T.O.M. Software

For Windows 95, 98 or Windows NT 4.0 or greater

1. Click the Start button. Highlight Programs, the T.O.M. folder and then click the T.O.M. program (Figure 2-2).
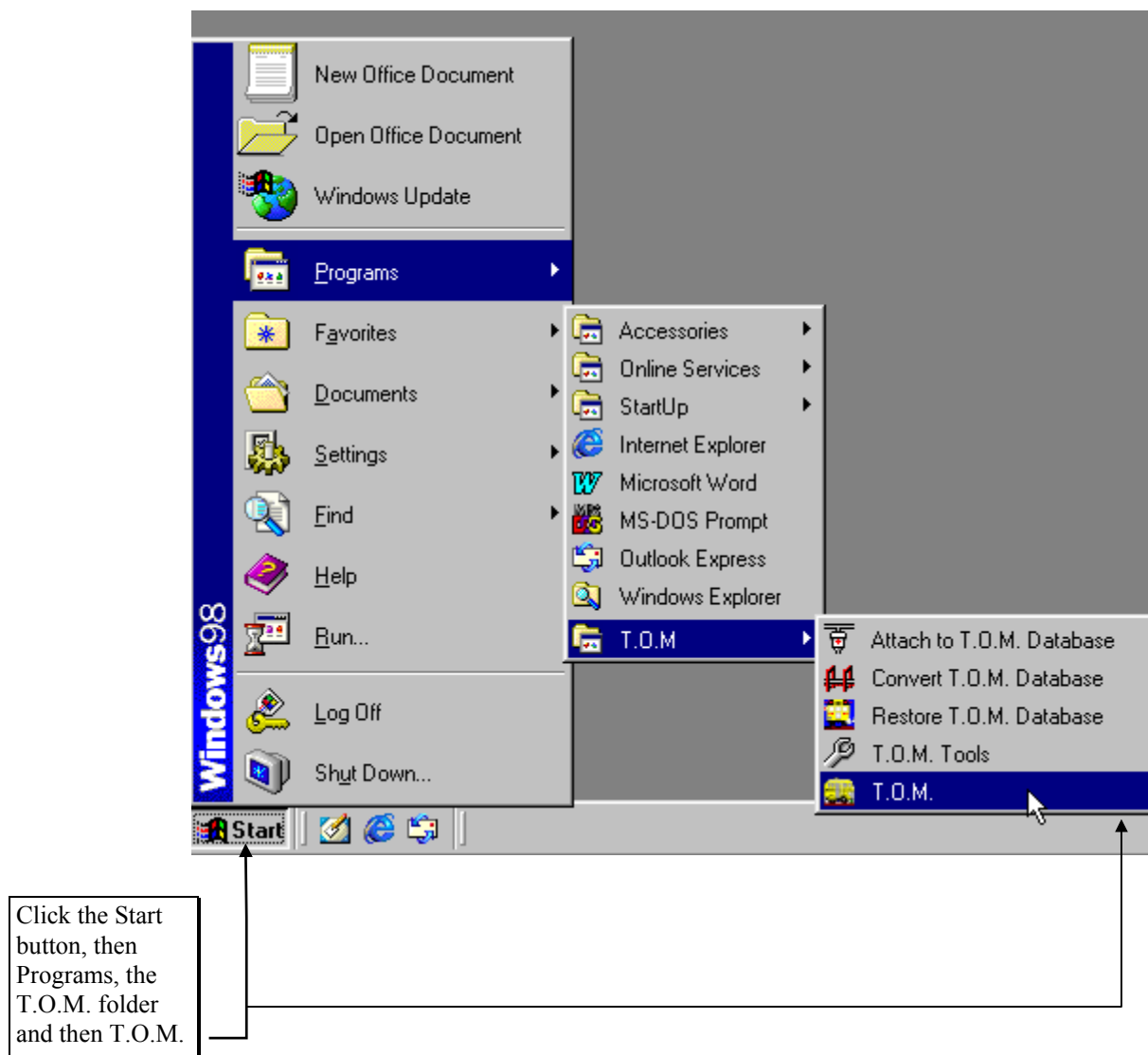

Click the Start button, then Programs, the T.O.M. folder and then T.O.M.

Figure 2-2. Starting T.O.M. in Windows 95, 98 or Windows N.T. 4.0 or greater

For Windows, Windows for Workgroups or Windows NT 3.51 or older

1. In Windows open the T.O.M. Software Window.

2. Double-click on the School Bus icon labeled 'T.O.M.'

Using T.O.M.'s Main Screen

After a few moments the T.O.M. Main Screen will appear (Figure 2-3). If you have T.O.M.'s security turned on, you will first have to log into T.O.M. See *Chapter 9 - T.O.M. Security* in this manual.

The T.O.M. Main Screen is your 'home base' in T.O.M. From this screen you can access the various features of your T.O.M. software, which are explained in detail throughout this *Getting Started Manual* and in the *T.O.M. Users Guide*.

These menus allow you access to all of T.O.M.'s features.

These buttons allow you quick access to some of T.O.M.'s important tasks.
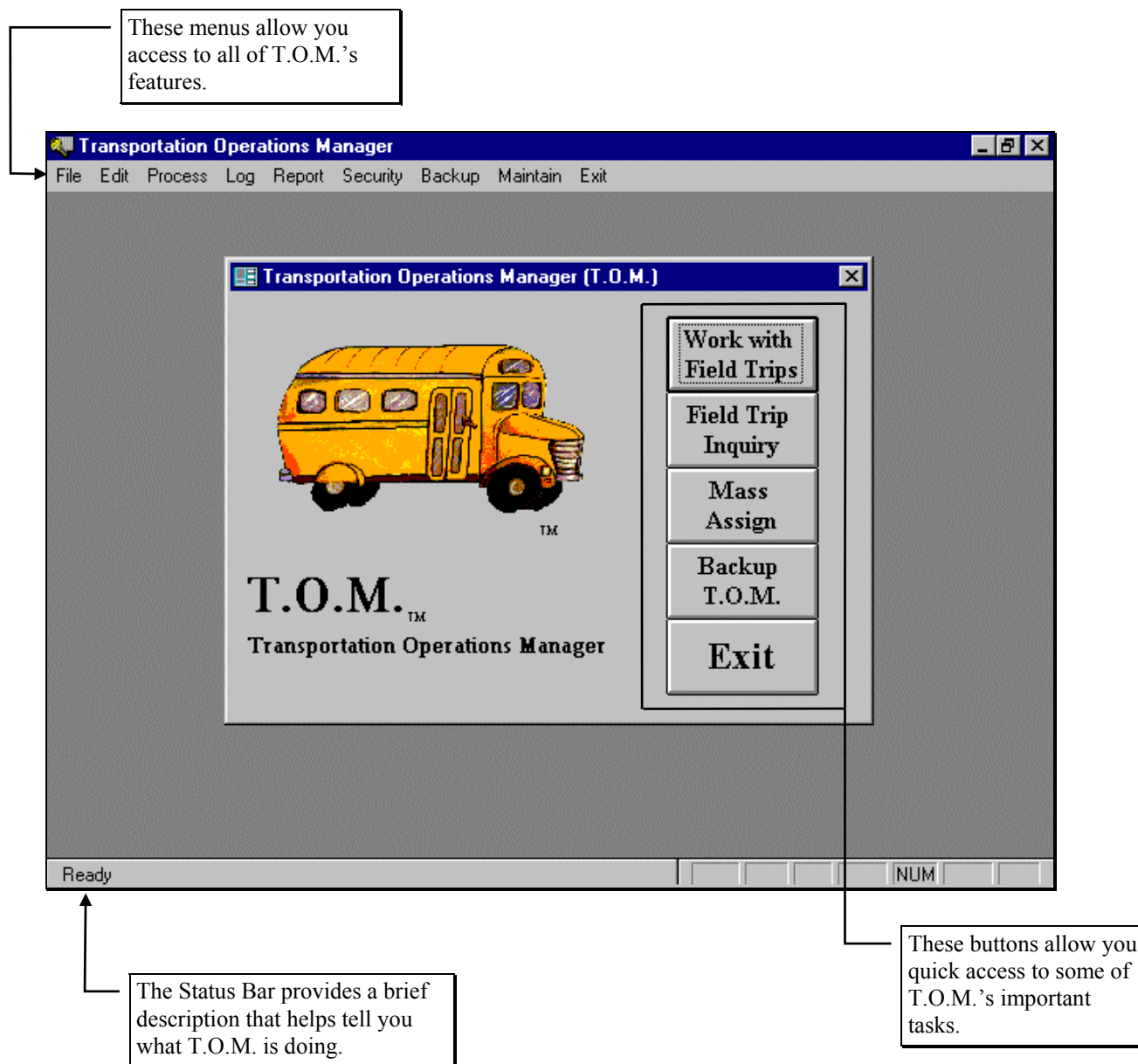
The Status Bar provides a brief description that helps tell you what T.O.M. is doing.

Figure 2-3. T.O.M.'s Main Screen