

Chapter 7

Master File Reports

The Customer, Destination, Employee and Vehicle files are considered to be key files or *Master Files*. These files are considered Master Files because they hold many pieces of key information. This information is valuable and T.O.M. was designed to give you many different ways of using the information when printing these master file reports. This advanced flexibility makes these reports powerful tools that allow you to create a vast number of unique reports for any number of special purposes.

Accessing the Master File Reports

To access the master file reports you click the Reports menu option at the top of your screen and then click the Master File submenu option (Figure 7-1) for the Master File Report you wish to produce.

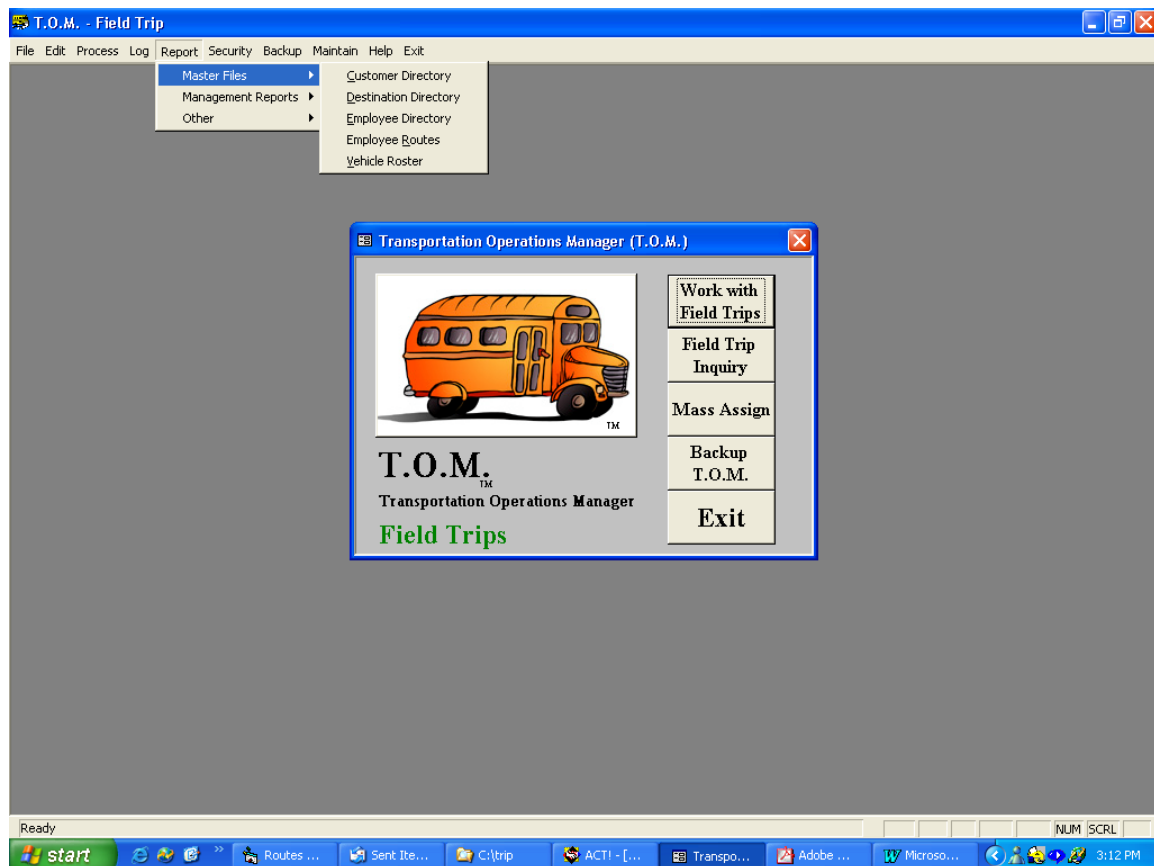


Figure 7-1. Accessing the Master Files Reports

Previewing and Printing Master File Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print button and Preview button is always available at the bottom of the screen, such as in the Customer Directory screen shown in Figure 7-3.

- Click the *Print* button to print the report on your printer or to a file. Remember to choose the Print to file option on your Print window if you wish to print the report to a file.



- Click the **Preview** button to preview the report on the screen, which is useful for previewing the report before printing it. When you click the Preview button, the report is processed and the Preview window is displayed with your report (Figure 7-2). In Print Preview, the mouse cursor changes to a magnifying glass. Click the page to zoom in and out as necessary. If your estimate is more than one page, you can view additional pages using the VCR-type controls in the lower left corner of the screen.

When you are finished, you can click the “X” in the top right corner of the screen or choose Close from the File menu to close the Preview Screen. If you wish to print the report, click the Restore button on the reports screen title bar in the lower left corner of the screen (such as the Field Trip Reports screen shown in Figure 7-2), then click the Print button.

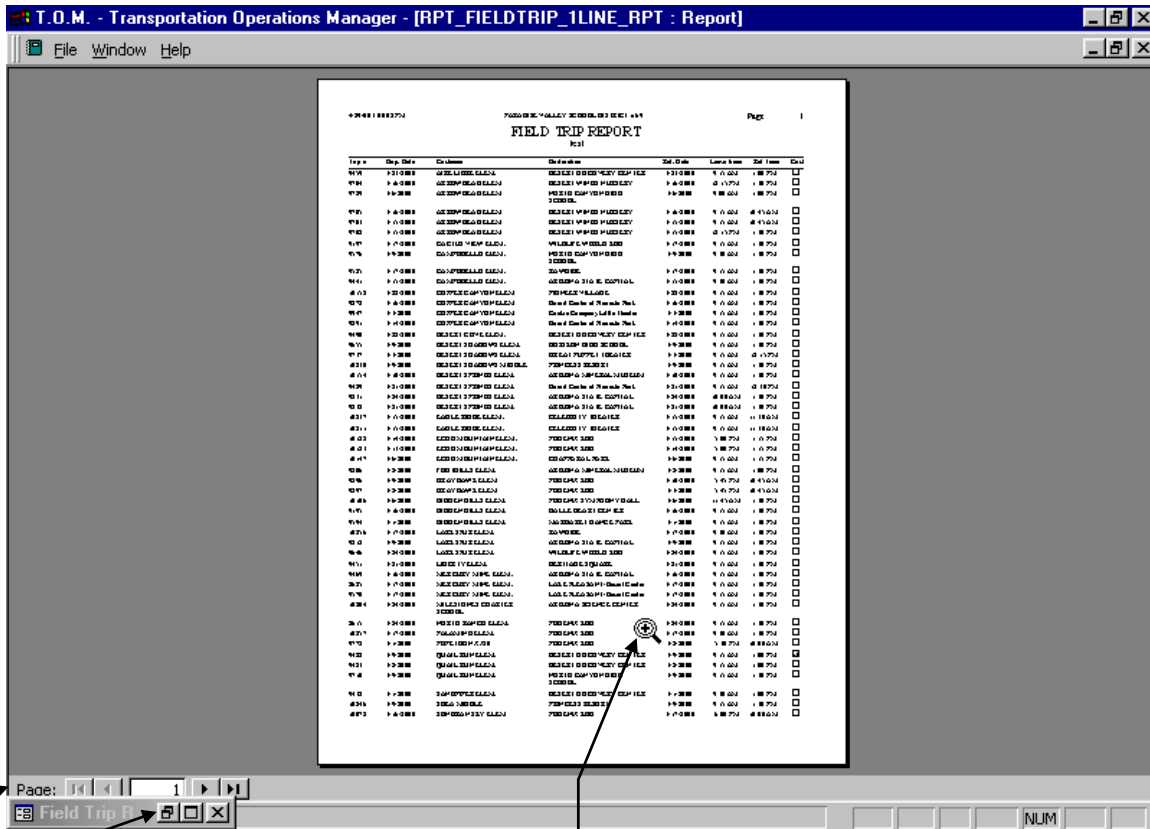


Figure 7-2. The Report Preview Screen

Click the Restore icon to return to the reports screen.

If your estimate is more than one page, you can view additional pages using the VCR-type controls in the lower left corner of the screen.

In Print Preview, the mouse cursor changes to a magnifying glass. Click on the page to zoom in (+) and out (-) as necessary.

Working with the Customer Directory Reports

The Customer Directory was designed to give the Transportation Department a complete source of information for each of its customers on file. The Customer Directory is actually two different reports.



To print the Customer Directory Report open the Reports menu, select the Master File Reports menu and then click the Customer Directory option. (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Customer Directory screen is displayed (Figure 7-3).

The Customer Directory screen uses a 'Tabbed' format. The screen uses the General tab (Figure 7-3), the Sort tab (Figure 7-4). Click on a tab to see its options. The following describes the fields in each tab.

Entering Selection Criteria on the General Tab

Click on the General tab in the Customer Directory screen (Figure 7-3), if it's not already selected. This tab allows you to enter the selection parameters of the report, which report you wish to print and a user title that you wish to include on the report.

The screenshot shows a window titled "Customer Directory" with a standard Windows-style title bar (blue background, minimize, maximize, and close buttons). Inside the window, there's a header area with the text "Customer Directory" in a large, purple, serif font. Below this, there are two tabs: "General" (which is selected and highlighted) and "Sort". The main content area of the "General" tab contains several input fields and buttons. On the left, there's a label "Selected Division:" followed by a dropdown menu. To the right of this, there's a section titled "Customer Status" with three buttons: "Active", "Inactive", and "Both". Below these, there's a label "What Report:" followed by a dropdown menu showing "1 Line". At the bottom of the input area, there's a label "Title:" followed by a text input field. At the very bottom of the window, there are three buttons: "Print", "Preview", and "Exit".

Figure 7-3. The General Tab on the Customer Directory Screen



Selected Division: Customers can be assigned to divisions that you created. You can list all customers that belong to a division. If you know the division that you wish to report on then enter here. If you don't know the division you desire T.O.M. provides you with an easy *drop down list* of all of the divisions that you have created.

What Report: This is a report that you want to print. As was previously mentioned you can choose from a list of two reports. The following is a brief description of each of these reports:

| Report Name | Description |
|-----------------------|---|
| 1 Line (Figure 7-5) | This is a very simple report listing one line of basic information for each customer. This includes the customer's number, name, address, phone, division and status. |
| Detailed (Figure 7-6) | This report is a comprehensive report listing all information that T.O.M. stores for each customer. |

Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and the main name of this report. You can use this title to further describe the report you've printed. For example, West Division's Customers.

Customer Status: This field uses a *toggle button* or *push down button* display. That is you click on or *press* the button of the choice you want. If you click the Active button you are telling T.O.M. to only print customers that are marked as *Active*. If you click the Inactive button you are telling T.O.M. to only print the customers that are marked as *Inactive*. If you click the All button you are telling T.O.M. to print all selected customers whether they are marked as *Active* or *Inactive*.



Entering Sort Criteria on the Sort Tab

Click on the Sort tab in the Customer Directory screen (Figure 7-4), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

The screenshot shows a software window titled "Customer Directory". Inside, there's a tabbed interface with "General" and "Sort" tabs. The "Sort" tab is selected. It contains three rows of sort criteria. Each row has a "Sort By" field and an "Order By" field. The "Sort By" fields are "Name", "Address #1", and "City". The "Order By" fields are "Ascending", "Ascending", and "Ascending". At the bottom right, there are two checkboxes: "Email Report:" and "Report to File:". At the bottom, there are three buttons: "Print", "Preview", and "Exit".

Figure 7-4. The Sort Tab on the Customer Directory Screen

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.

Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature



see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Previewing and Printing Customer Directory Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 7-3). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 7-6 and Figure 7-6 shows a list of samples of the Customer Directory Reports that you can print from the Customer Directory Reports screen. Refer to the table in the description of the What Report field found previously in this section for a complete reference of the Customer Directory Reports.



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PARADISE VALLEY SCHOOL DISTRICT # 69

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Customer Directory

| Number | Customer Name | Address | Phone: | Division: | Active |
|--------|-------------------------------|--|----------------|-----------|--------|
| 68 | LIFELINE COMMUNITY CHURCH | 1055 E. HEARN PHOENIX, AZ 85022 | () 246-6051 | | ✓ |
| 80 | PHOENIX FIRST ASSEMBLY | 13613 N. CAVECREEK RD. PHOENIX, AZ 85022 | () 867-7117 | | ✓ |
| 140 | ALL SAINTS LUTHERAN CHURCH | 15649 N. 7TH ST PHOENIX, AZ 85022 | (602) 866-9191 | | ✓ |
| 37 | AIRE LIBRE ELEM. | 16428 N 21ST ST. PHOENIX, AZ 85022 | () 493-6040 | | ✓ |
| 129 | CACTUS VIEW-JACK RABBIT | 17602 N CENTRAL AVE PHOENIX, AZ 85022 | () 493-6280 | | ✓ |
| 42 | CACTUS VIEW ELEM. | 17602 N CENTRAL AVE. PHOENIX, AZ 85022 | () 493-6280 | | ✓ |
| 135 | FOOTHILLS FIREBIRD CLUB | 17835 N. 44TH ST. PHOENIX, AZ 85022 | | | ✓ |
| 175 | S.W. HEADSTART/ ECHO MT | 1811 E. MICHIGAN 202 E EARLL SUITE 140 PHOENIX, AZ 85022 | (602) 266-5976 | | ✓ |
| 177 | HIDDEN HILLS-MASCOT | 1919 E SHARON PHOENIX, AZ 85022 | | | ✓ |
| 62 | HIDDEN HILLS ELEM. | 1919 E. SHARON PHOENIX, AZ 85022 | () 493-6270 | | ✓ |
| 55 | EAGLE RIDGE ELEM. | 19801 N. 13TH ST. PHOENIX, AZ 85022 | () 493-6100 | | ✓ |
| 115 | CAMPO BELLO /EAGLE CLUB | 2650 E. CONTENTION MINE PHOENIX, AZ 85022 | | | ✓ |
| 136 | LOOKOUT MOUNTAIN ELEM | 15 W. CORAL GABLES PHOENIX, AZ 85023 | (602) 869-5900 | | ✓ |
| 160 | Christ's Church of the Valley | 15600 N. Black Canyon C-200 Phoenix, Az 85023 | (602) 678-3400 | | ✓ |
| 44 | CHILD CARE OF ARIZONA | 3620 W. GREENWAY RD. PHOENIX, AZ 85023 | () 938-3100 | | ✓ |
| 75 | NORTH CANYON HIGH SCHOOL | 1700 E. UNION HILLS PHOENIX, AZ 85024 | () 780-4200 | | ✓ |
| 38 | AMERICAN LEGION POST 107 | 20001 N. CAVECREEK PHOENIX, AZ 85024 | | | ✓ |
| 150 | TRANSPORTATION ACTIVITIES | 20621 N 32ND STREET PHOENIX, AZ 85024 | (602) 493-6400 | | ✓ |
| 124 | EXPLORER MIDDLE | 22401 N. 40TH STREET PHOENIX, AZ 85024 | () 473-1349 | | ✓ |
| 120 | BOULDER CREEK/BOBCATS | 22801 N. 22ND ST PHOENIX, AZ 85024 | (602) 493-6380 | | ✓ |
| 118 | BOULDER CREEK ELEM. | 22801 N. 22ND ST. PHOENIX, AZ 85024 | () 493-6240 | | ✓ |
| 83 | QUAIL RUN ELEM. | 3303 E. UTOPIA PHOENIX, AZ 85024 | () 867-5505 | | ✓ |
| 79 | PARADISE VALLEY HIGH SCHOOL | 3950 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024 | (602) 493-6390 | | ✓ |
| 125 | DESERT TRAILS ELEM | 4315 CASHMIN DR. PHOENIX, AZ 85024 | | | ✓ |
| 142 | DESERT TRAILS MASCOT CLUB | 4315 E CASHMAN DR. PHOENIX, AZ 85024 | () 495-3714 | | ✓ |
| 48 | DEER VALLEY SENIOR SER. | 20001 W. WAHALLA DR. PHOENIX, AZ 85027 | () 493-6070 | | ✓ |
| 50 | DESERT COVE ELEM. | 11020 N. 28TH ST. PHOENIX, AZ 85028 | () 493-6020 | | ✓ |
| 90 | SHEA MIDDLE | 2728 E.SHEA BLVD. PHOENIX, AZ 85028 | () 867-5326 | | ✓ |
| 89 | SHADOW MOUNTAIN HIGH SCHOOL | 2902 E. SHEA PHOENIX, AZ 85028 | () 867-5389 | | ✓ |
| 148 | SHADOW MOUNTAIN ROTC | 2902 E. SHEA BLVD. PHOENIX, AZ 85028 | () 493-6220 | | ✓ |
| 84 | ROADRUNNER | 3540 E. CHOLLA PHOENIX, AZ 85028 | () 493-6130 | | ✓ |
| 58 | GOLD DUST ELEM. | 3602 E. CHOLLA PHOENIX, AZ 85028 | | | ✓ |
| 99 | VALLEY CHILD CARE & LEARN | 4049 E. CACTUS RD. PHOENIX, AZ 85028 | | | ✓ |
| 71 | MERCURY MINE ELEM. | 9640 N. 28TH ST. PHOENIX, AZ 85028 | () 493-6170 | | ✓ |

Figure 7-5. The 1 Line Customer Directory



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PARADISE VALLEY SCHOOL DISTRICT # 69

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Customer Directory

| Number | Customer Name | Address | Active | Date Inactive |
|-----------------------------|--|--|--------------------|--------------------|
| 160 | Christ's Church of the Valley | 15600 N. Black Canyon C-200 Phoenix | Yes | 6/11/1998 |
| | Budget: \$5,000.00 | AZ 85023 | | |
| Division: | Instructions: 32nd Street south to Greenway Parkway, turn west to 29th Ave. Turn north to 28th ave then turn right. Follow around to the 2-story building (before Kathleen). The church is located in the SW corner of the building | | | |
| Internal Customer #: | | Billing Base: Amount: | Miles: 0.00 | Hours: 0.00 |
| Billing Comment: | | | | |
| 44 | CHILD CARE OF ARIZONA | 3620 W. GREENWAY RD. PHOENIX | Yes | |
| | Budget: \$5,000.00 | AZ 85023 | | |
| Division: | Instructions: | | | |
| Internal Customer #: | | Billing Base: Amount: | Miles: 0.00 | Hours: 0.00 |
| Billing Comment: | | | | |
| 75 | NORTH CANYON HIGH SCHOOL | 1700 E. UNION HILLS PHOENIX | Yes | 3/16/1999 |
| | Budget: \$5,000.00 | AZ 85024 | | |
| Division: | Instructions: PICKUP-SB/G-SC/CC/CHEER/BD/G-BKB-in front of school by the gym PICKUP-B-SC/FB/BB/B-BKB- on the north side of school. | | | |
| Internal Customer #: | | Billing Base: Amount: | Miles: 6.00 | Hours: 0.00 |
| Billing Comment: | | | | |
| 38 | AMERICAN LEGION POST 107 | 20001 N. CAVE CREEK PHOENIX | Yes | |
| | Budget: \$5,000.00 | AZ 85024 | | |
| Division: | Instructions: | | | |
| Internal Customer #: | | Billing Base: Amount: | Miles: 0.00 | Hours: 0.00 |
| Billing Comment: | | | | |

Figure 7-6. The Detailed Customer Directory



Working with the Destination Directory Reports

The Destination Directory was designed to give the Transportation Department a complete source of information for each of its destinations on file. The Destination Directory is actually two different reports. The Destination Directory is very useful as a hard copy list of all of the destinations to which the Transportation Department has taken at least one field trip. The Destination Directory allows you to select a specific destination category to print or to print all destinations regardless of their destination category. The Destination Directory also allows you to specify whether you wish to print active destinations, inactive destinations or all destinations on file.

To print the Destination Directory Report open the Reports menu, select the Master File Reports menu and then click the Destination Directory option. (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Destination Directory screen is displayed (Figure 7-7).

The Destination Directory screen uses a 'Tabbed' format. The screen uses the General tab (Figure 7-7) and the Sort tab (Figure 7-8). Click on a tab to see its options. The following describes the fields in each tab.



Entering Selection Criteria on the General Tab

Click on the General tab in the Destination Directory screen (Figure 7-7), if it's not already selected. This tab allows you to enter the selection parameters of the report, which report you wish to print and a user title that you wish to include on the report.

The screenshot shows a software window titled "Destination Directory". Inside, there's a header area with the text "Destination Directory" in a large, purple, serif font. Below this is a tabbed interface with two tabs: "General" (which is selected) and "Sort". The "General" tab contains several input fields: a "Category:" label followed by a dropdown menu, a "Destination Status" label followed by three buttons labeled "Active", "Inactive", and "Both", a "What Report:" label followed by a dropdown menu showing "1 Line", and a "Title:" label followed by a text input box. At the bottom of the window, there are three buttons: "Print", "Preview", and "Exit".

Figure 7-7. The General Tab on the Destination Directory Screen

Select Category: Destinations can be assigned to categories that you created. You can list all destinations that belong to a category. If you know the category that you wish to report on then enter here. If you don't know the category you desire T.O.M. provides you with an easy *drop down list* of all of the categories that you have created.

What Report: This is the report that you want to print. As was previously mentioned you can choose from a list of two reports. The following is a brief description of each of these reports:

| Report Name | Description |
|------------------------|--|
| 1 Line (Figure 7-9) | This is a very simple report listing one line of basic information for each Destination. This includes the destination's number, description, address, category, average miles and status. |
| Detailed (Figure 7-10) | This report is a comprehensive report listing all information that T.O.M. stores for each Destination. |



Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and the main name of this report. You can use this title to further describe the report you've printed. For example, 'City Parks'.

Destination Status: This field uses a *toggle button* or *push down button* display. That is you click on or *press* the button of the choice you want. If you click the Active button you are telling T.O.M. to only print destinations that are marked as *Active*. If you click the Inactive button you are telling T.O.M. to only print the destinations that are marked as *Inactive*. If you click the All button you are telling T.O.M. to print all selected destinations whether they are marked as *Active* or *Inactive*.

Entering Sort Criteria on the Sort Tab

Click on the Sort tab in the Destination Directory screen (Figure 7-8), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

| Destination Directory | | | |
|-----------------------|---------------|-----------------|--------------------------|
| Destination Directory | | | |
| General Sort | | | |
| Sort By #1: | Description | Order By #1: | Ascending |
| Sort By #2: | Address #1 | Order By #2: | Ascending |
| Sort By #3: | Destination # | Order By #3: | Ascending |
| | | Email Report: | <input type="checkbox"/> |
| | | Report to File: | <input type="checkbox"/> |
| Print Preview | | Exit | |

Figure 7-8. The Sort Tab on the Destination Directory Screen

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.



Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Previewing and Printing Destination Directory Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 7-7). See *Previewing and Printing Management Reports* previously described in this chapter for details. Figure 7-9 and Figure 7-10 shows a list of samples of the Destination Directory Reports that you can print from the Destination Directory Reports screen. Refer to the table in the description of the What Report field found previously in this section for a complete reference of the Destination Directory Reports.



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Destination Directory

Category Selected:

| Dest#: | Description: | Address: | Category: | Avg Miles: | Active: |
|--------|----------------------------|--|-------------|------------|---------|
| 794 | BRYMAN SCHOOL | 4343 N. 16TH ST PHX. | No Category | 30.0 | ✓ |
| 107 | BUCKEYE HIGH SCHOOL | 902 EASON AVE. BUCKEYE, AZ | No Category | 75.0 | ✓ |
| 687 | BUCKEYE MUNICIPAL POOL | 207 NORTH 9TH STREET BUCKEYE, AZ | No Category | 0.0 | ✓ |
| 791 | BUCKEYE POOL | 207 NORTH NINTH STREET BUCKEYE, AZ | No Category | 0.0 | ✓ |
| 108 | BUENA H.S. SIERRA VISTA | 3555 FRY BLVD. SIERRA VISTA, AZ | No Category | 350.0 | ✓ |
| 109 | BUFFALO MUSEUM | 10261 N. SCOTTSDALE RD. SCOTTSDALE, AZ | Museams | 20.0 | ✓ |
| 538 | BULLHEAD CITY | BULLHEAD BULLHEAD, AZ | No Category | 500.0 | ✓ |
| 110 | C.A.P. WATER PLANT | 8660 E. UNIONHILLS RD. SCOTTSDALE, AZ | No Category | 20.0 | ✓ |
| 111 | CACTUS HIGH SCHOOL | 6330 W. GREENWAY RD. GLENDALE, AZ | No Category | 43.0 | ✓ |
| 112 | CACTUS PARK | CACTUS RD. AND SCOTTSDALE RD. SCOTTSDALE, AZ | Parks | 35.0 | ✓ |
| 113 | CACTUS POOL | 3801 W. CACTUS PHOENIX, AZ | Parks | 30.0 | ✓ |
| 114 | CACTUS POST OFFICE | 2901 E. GREENWAY GREENWAY WEST OF 32ND ST PHOENIX, AZ | No Category | 12.0 | ✓ |
| 115 | CACTUS SHADOWS HIGH SCHOOL | 33606 N. 60TH STREET CAVE CREEK, AZ | No Category | 30.0 | ✓ |
| 772 | CACTUS SHADOWS HS | 5802 E. DOVE VALLEY RD CAVE CREEK, | No Category | 30.0 | ✓ |
| 44 | CACTUS VIEW ELEM. | 17602 N. CENTRAL AVE. CENTRAL & GROVERS PHOENIX, AZ 85022 | No Category | 26.0 | ✓ |
| 707 | Camelback Bible Church | 3900 E Sanford Dr Phoenix, Az | No Category | 50.0 | ✓ |
| 116 | CAMELBACK HIGH SCHOOL | 4612 N. 28TH STREET PHOENIX, AZ | No Category | 37.0 | ✓ |
| 117 | CAMELBACK INN | 5402 E. LINCOLN SCOTTSDALE, AZ | No Category | 45.0 | ✓ |
| 20 | CAMELBACK MALL THEATER | 7033 E. CAMELBACK SCOTTSDALE, AZ | No Category | 55.0 | ✓ |
| 788 | CAMP ANYTOWN/PRESCOTT | 5090 IRON SPRINGS RD PRESCOTT, | No Category | 180.0 | ✓ |
| 704 | Camp Charles Pearlstein | 3400 Copper Basin Rd Prescott, Az | No Category | 0.0 | ✓ |
| 601 | CAMP PINE ROCK | 1400 PINE DRIVE PRESCOTT PRSECOTT, AZ | No Category | 215.0 | ✓ |
| 498 | CAMP PONDEROSA | 1400 PARADISE VALLEY RD PRESCOTT, AZ | No Category | 115.0 | ✓ |
| 118 | CAMP SHADOW PINES | HEBER HEBER, AZ | No Category | 200.0 | ✓ |
| 119 | CAMP SOMBERO | 16TH ST DOBBINS RD. SOUTH MOUNTAIN, AZ | No Category | 75.0 | ✓ |
| 693 | CAMP WAMATOCHICK-PRESCOTT | OFF SENATOR HWY PRESCOTT, AZ | No Category | 215.0 | ✓ |
| 45 | CAMPO BELLO ELEM. | 2650 E. CONTENTION MINE 26 ST./GROVERS PHOENIX, AZ 85032 | No Category | 20.0 | ✓ |
| 611 | CANAAN IN THE DESERT | 9849 N. 40TH ST PHOENIX PHOENIX, AZ | No Category | 27.0 | ✓ |

Figure 7-9. The 1 Line Destination Directory



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PARADISE VALLEY SCHOOL DISTRICT # 69

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Category Selected:

Destination Directory

| Destination #: | Description: | Type: | Average Miles: | Active: |
|--|---|-------------|----------------|---------|
| 30 | A.I.A. TBA UNKNOWN | No Category | 0.0 | Yes |
| Instructions: SCHOOL WILL INFORM US TO DESTINATION PRIOR TO TRIP DATE | | | | |
| 789 | A.S.U PLANITARIUM GAMMAGE PKWY& FOREST AVE TEMPE | No Category | 55.0 | Yes |
| Instructions: | | | | |
| 475 | ABCO SHOPPING CENTER TATUM 12415 N TATUM BLVD SCOTTSDALE AZ 85254 | No Category | 20.0 | Yes |
| Instructions: 32ND ST SOUTH TO CACTUS ROAD, TURN EAST ON CACTUS GO TO TATUM BLVD (N.E. CORNER) | | | | |
| 67 | AGUA FRIA HIGH SCHOOL SOUTH 530 E. RILEY DR. AVONDALE AZ | No Category | 95.0 | Yes |
| Instructions: 32ND STREET SOUTH TO GREENWAY TURN WEST, TO I-17. TAKE I-17 SOUTH TO 10 WEST, FOLLOW 10 WEST TO DYSART RD EXIT THEN TURN SOUTH TO RILEY DR. | | | | |
| 66 | AGUA FRIA HIGH SCHOOL-NORTH 14802 W. INDIAN SCHOOL AVONDALE AZ | No Category | 95.0 | Yes |
| Instructions: 32ND STREET SOUTH TO GREENWAY, TURN WEST TO I-17, GO SOUTH ON I-17 TO 10 WEST, FOLLOW 10 WEST TO LITCHFIELD EXIT. TURN NORTH TO INDIAN SCHOOL. | | | | |
| 595 | AIR COMMERCE CENTER SCOTTSDALE AIRPARK SCOTTSDALE AZ | No Category | 22.0 | Yes |
| Instructions: 32ND STREET SOUTH TO GREENWAY , TURN EAST ALL THE WAY EAST (SCOTTSDALE RD. TURNS INTO BUTHERUS CONTINUE UNTIL THE END, TURN SOUTH, GO UNTIL END OF STREET | | | | |

Figure 7-10. The Detailed Destination Directory



Working with the Employee Directory Reports

The Employee Directory was designed to give the Transportation Department a complete source of information for employees. The Employee Directory is actually four different reports.

There are many ways that this directory can be used by the Transportation Department. The Employee Directory, for example, could be used as a listing of all drivers whose licenses will expire in the next two months. Or, this report could be used as a list of employees that have a birthday next month. There really is a wide range of options offered by the Employee Directory.

The Employee Directory not only prints the values in any of the ACTIVE custom fields it also allows the user to use any of these custom fields as selection criteria. So, for example, if one of the Employee's Custom fields in your district was Speaks Spanish (Yes / No) you could use this field and the Employee Directory to list just those employees that speak Spanish.

You don't have to remember what you have entered into your active custom fields because T.O.M. will automatically scan your database of employees and compile a unique list of all of the values that you have entered into each active custom field. Each of these custom fields is displayed with a drop down list box that allows you to open and display all of the values that you have entered into each custom field.

To print the Employee Directory Report open the Reports menu, select the Master File Reports menu and then click the Employee Directory option. (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Employee Directory screen is displayed (Figure 7-11).

The Employee Directory screen uses a 'Tabbed' format. The screen uses the General tab (Figure 7-11), the Vehicle tab (Figure 7-12), the Dates tab (Figure 7-13), the User tab (Figure 7-14) and the Sorting tab (Figure 7-15). Click on a tab to see its options. The following describes the fields in each tab.



Entering Selection Criteria on the General Tab

Click on the General tab in the Employee Directory screen (Figure 7-11), if it's not already selected. This tab allows you to enter the selection parameters of the report, which report you wish to print and a user title that you wish to include on the report.

The screenshot shows a software window titled "Employee Directory" with a standard Windows-style title bar (blue background, minimize, maximize, and close buttons). Inside the window, there's a tabbed interface with five tabs: "General", "Vehicle", "Dates", "User", and "Sorting". The "General" tab is currently selected. Below the tabs, the "Employee Directory" title is repeated in a large, bold, purple font. The main area contains several input fields: "Selected EmployeeType:" with a dropdown menu and a text box; "What Report:" with a dropdown menu showing "1 Line"; and "Title:" with a text box. Below these is a section titled "Employee Status" with three buttons: "Active", "Inactive", and "Both". At the bottom of the window are three buttons: "OK", "Preview", and "Cancel".

Figure 7-11. The General Tab on the Employee Directory Screen

Selected Employee Type: This is the employee type that was assigned to the employee. For example, please list all my Bus Driving Aids.



What Report: This is a report that you want to print. As was previously mentioned you can choose from a list of four reports. The following is a brief description of each of these reports:

| Report Name | Description |
|---------------------------------|--|
| 1 Line (Figure 7-16) | This is a very simple report listing one line of basic information for each Employee. This includes the employee's number, name, address, phone, and status. |
| 1 Line No Phone # (Figure 7-17) | This is the same as the 1 Line report except no phone numbers are printed for privacy concerns. |
| 2 Line (Figure 7-18) | This contains all information in 1line report and then includes a second line of information. This second line includes the employee's seniority, SSN, Birthday, Hire Date, Vehicle # assigned, Employee Type, Certification Date and License expiration date. |
| 2 Line No Phone # (Figure 7-19) | This is the same as the 2 Line report except no phone numbers are printed for privacy concerns. |
| 3 Line (Figure 7-20) | This contains all information in 2 line report and then includes a third line of information. This third line includes the five custom fields, the type of the vehicle assigned, the billing hourly rate, and the overtime hourly billing rate. |
| 4 Line (Figure 7-21) | This contains all information in the 3 line report and then includes a fourth line of information. This fourth line includes the two custom date fields. |
| Detailed Figure 7-22) | This report is a comprehensive report listing all information that T.O.M. stores for each Employee. |

Title: This is a title that you can have printed on the report that you select. Any of the selected reports will print this title. The title will print at the top of each page of your report below your district name and the main name of this report. You can use this title to further describe the report you've printed. For example, 'Employees With March Birthdays'.

Employee Status: This field uses a *toggle button* or *push down button* display. That is you click on or *press* the button of the choice you want. If you click the Active button you are telling T.O.M. to only print employees that are marked as *Active*. If you click the Inactive button you are telling T.O.M. to only print the employees that are marked as *Inactive*. If you click the All button you are telling T.O.M. to print all selected employees whether they are marked as *Active* or *Inactive*.



Entering Selection Criteria on the Vehicle Tab

Click on the Vehicle tab in the Employee Directory screen (Figure 7-12), if it's not already selected. This tab allows you to enter selection parameters of the report.

Employee Directory

Employee Directory

General Vehicle Dates User Sorting

Selected
Vehicle Type:

Selected Vehicle:

OK Preview Cancel

Figure 7-12. The Vehicle Tab on the Employee Directory Screen

Selected Vehicle: This is the vehicle number of the vehicle that is assigned to the employee. For example, please list all employee(s) that are assigned to bus 100.

Selected Vehicle Type: This is the vehicle type of the vehicle that is assigned to the employee. For example, please list all employees who are assigned to handicap buses.



Entering Selection Criteria on the Dates Tab

Click on the Dates tab in the Employee Directory screen (Figure 7-13), if it's not already selected. This tab allows you to enter date ranges of date-related selection criteria of the report.

Figure 7-13. The Dates Tab on the Employee Directory Screen

Hire Date Range: This is a range of the employee hire dates. For example, please list all employees hired from 01/01/1985 to 12/31/1989.

License Expiration Date Range: This is a range of the employee's license expiration date. For example, please list all employee's who's license expire between 1/1/1998 to 2/28/1998.

Birthday Range: This is a range of the employee's birthdays. For example please list all employees whose birthday are from 01/01/1920 to 12/31/1929.

Certification Date Range: This is a range of the employee's certification date. For example, please list all employees who were certified between 01/01/1980 to 12/31/1997.

Inactive Date Range: This is a range of dates that the employee was marked as inactive. For example, please list all employees that were marked inactive from 01/01/1995 to 12/31/1997.

Birthday Month: This is the month that the employee was born. For example, please list all employees whose birthday is in March.



Entering Selection Criteria on the User Tab

Click on the User tab in the Employee Directory screen (Figure 7-13), if it's not already selected. This tab allows you to enter date ranges of date-related selection criteria of the report.

The screenshot shows the 'Employee Directory' window with the 'User' tab selected. The window has a title bar with 'Employee Directory' and several icons. Below the title bar is a tabbed interface with 'General', 'Vehicle', 'Dates', 'User', and 'Sorting' tabs. The 'User' tab is active, displaying five custom text fields and two custom date range fields. The fields are labeled 'Selected FIRST AID:', 'Selected REFRESHER:', 'Selected DOT PHYS:', 'Selected NIDA/DROG:', and 'Selected TRAINER:'. Each field has a dropdown arrow. Below these are two date range fields labeled 'REVIEW' and 'TRANS HIRE'. Each date range field consists of two date pickers with a minus sign between them. At the bottom of the window are three buttons: 'OK', 'Preview', and 'Cancel'.

Figure 7-14. The User Tab on the Employee Directory Screen

custom fields 1-7: These are the five custom text fields and two custom date range fields that are available for your use in the Employee screen. If you have entered a caption for the custom field in the District Options that field will appear with the caption you entered in the Employee screen and in the Employee Directory screen. Figure 7-14 shows how these fields might be used.

T.O.M. also builds a unique list of every value that you entered in to that custom fields and makes it available in a drop down list box next to that custom field. So for example in Custom Field #1 that we gave a caption of 'FIRST AID' if we either typed a 'A', 'B' or left the field blank T.O.M. would build a drop down list box that would display the values; blank, 'A' or 'B'. For example, list all the route times for employees with an 'A' in 'FIRST AID'.



Entering Sort Criteria on the Sorting Tab

Click on the Sorting tab in the Employee Directory screen (Figure 7-15), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

Employee Directory

General | Vehicle | Dates | User | **Sorting**

Sort By #1: LASTNAME Order By #1: Ascending

Sort By #2: FIRSTNAME Order By #2: Ascending

Sort By #3: HIREDATE Order By #3: Ascending

Email Report: ☐

Report to File: ☐

OK Preview Cancel

Figure 7-15. The Sorting Tab on the Employee Directory Screen

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.

Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.



Previewing and Printing Employee Directory Reports

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 7-15). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 7-16 through Figure 7-22 shows a list of samples of the Employee Directory Reports that you can print from the Employee Directory Reports screen. Refer to the table in the description of the What Report field found previously in this section for a complete reference of the Employee Directory Reports.



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Employee Directory

| Emp# | Name | Address | Phone | Active |
|------|-----------------------|--|----------------|--------|
| 266 | FAZZY, CHRISTOPHER | 8768 I. MUNYKA PHOENIX, AZ 85032 | (607) 909-8978 | ✓ |
| 440 | HIMPHYLL, MARI | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 | (607) 896-9798 | ✓ |
| 350 | BASS, ROZALINA | 7669 I MARKUNY AVI PHOENIX, AZ 85032 | (607) 069-7900 | ✓ |
| 272 | WIYCINBUSGIS, KIM | 69969 N. 76TH KTRIIT PHOENIX, AZ 85024 | (607) 069-6797 | ✓ |
| 99 | MIBZGIS, KARL | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 | (678) 780-8088 | ✓ |
| 74 | WHYBI, DEWEY | 67090 N. 87TH AVI. GLENDALE, AZ 85308 | (607) 988-0787 | ✓ |
| 421 | BUYLI, LORI | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 | (607) 069-8897 | ✓ |
| 33 | GYBIAU, MARGARET | 8006 I. HIARN RD. PHOENIX, AZ 85032 | (607) 997-6066 | ✓ |
| 287 | BHUMAC, LA DONNA | 7076 I BLUIFYILD PHOENIX, AZ 85032 | (607) 997-0769 | ✓ |
| 351 | GSANB, ELIZABETH | 676 W MYNGUK RD NEW RIVER, AZ 85027 | (678) 960-9968 | ✓ |
| 44 | CCHUBISB, LEMOINE | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 | (607) 997-0088 | ✓ |
| 61 | BASBANU, SHARON | 69880 N. 76KT KT. PHOENIX, AZ 85022 | (607) 998-7680 | ✓ |
| 382 | PUWLAC, FRANCES | 8986 I LUDLUW PHOENIX, AZ 85032 | (607) 867-0809 | ✓ |
| 315 | CUSSYGAN, PATRICK | 7770 I RUKK AVI PHOENIX, AZ 85024 | (607) 069-6999 | ✓ |
| 303 | HAUPB, PHILIP | 8997 I. IMYLI ZULA PHOENIX, AZ 85032 | (607) 987-0097 | ✓ |
| 415 | BUSNIS, THERESA | 68776 N. 76 KT. PHOENIX, AZ 85022 | (607) 976-9770 | ✓ |
| 56 | VUGB, DONNA | 68787 N. 6TH KT. PHOENIX, AZ 85022 | (607) 997-8890 | ✓ |
| 240 | FASBYZYU, CHARLES | 9888 I. DANBURY RD PHOENIX, AZ 85032 | (607) 909-9699 | ✓ |
| 57 | BASBANU, JON | 69880 N. 76KT KT. PHOENIX, AZ 85022 | (607) 998-7680 | ✓ |
| 335 | KINNYGIS, MARY ANN | 9670 I PYNNAKLI VYKTA CAVECREEK, AZ 85331 | (980) 080-7078 | ✓ |
| 360 | GSIIIN, KATHY | 7866 I UNYUN HYLLK DR #669 PHOENIX, AZ 85024 | | ✓ |
| 179 | MAXWILL, HOWARD | 8880 I. WAHALLA PHOENIX, AZ 85024 | (607) 069-7887 | ✓ |
| 215 | WYND, JAMES | 6699 W. WYKYIUP GLENDALE, AZ 85308 | (678) 870-0860 | ✓ |
| 216 | SYUJAC, SYLVIA | 0978 I. LUDLUW DR. SCOTTSDALE, AZ 85254 | (607) 996-7099 | ✓ |
| 95 | HAKIC, KATRI | 7070 I. IVANK DR. PHOENIX, AZ 85022 | (607) 976-0866 | ✓ |
| 391 | BSANNUCH, SHIRLEE | 66770 N 7TH KTRIIT #6698 PHOENIX, AZ 85022 | (607) 989-9889 | ✓ |
| 177 | SUBISBCUN, DENISE | 7877 I. WYLLUW PHOENIX, AZ 85032 | (607) 976-7878 | ✓ |
| 22 | YMPISABSYCI, MARJORIE | 7788 I. MARYLYN RD. PHOENIX, AZ 85022 | (607) 987-8960 | ✓ |
| 397 | MUSSYC, KRISTA | 69867 N. 87th Way Phoenix, AZ 85032 | (607) 867-7697 | ✓ |
| 163 | YNGSAHAM, JANET | 67067 N. 80TH PL. PHOENIX, AZ 85032 | (607) 976-0999 | ✓ |
| 87 | BSIWIS, DEBRA | 66670 N. 99TH AVI. GLENDALE, AZ 85306 | (607) 898-9977 | ✓ |
| 405 | CUSBIS, JOSHUA | P.U. BUX 878 BLACK CANYON CI, AZ 85324 | (678) 879-0869 | ✓ |
| 353 | CCHWASBZLUW, LaJAUANA | 69689 N 79TH KTRIIT PHOENIX, AZ 85024 | (607) 069-6977 | ✓ |
| 376 | MAGNUCUN, PAUL | 69607 N 87ND KTRIIT #85 PHOENIX, AZ 85032 | (607) 998-0080 | ✓ |
| 418 | MYLLIS, NATHAN | 67770 N. 67TH KT. PHOENIX, AZ 85022 | (607) 679-6698 | ✓ |
| 298 | SUCK, BRIAN | 8606 I. KT JUHN RD PHOENIX, AZ 85032 | (607) 997-9868 | ✓ |
| 410 | BSADFUSD, PENNY | 6676 I. YRMA LANI PHOENIX, AZ 85024 | (678) 869-0686 | ✓ |
| 398 | CIDISC, ADAM | 879 I. LAURIL LN PHOENIX, AZ 85028 | (607) 999-6768 | ✓ |
| 85 | FLUSIC, DIANA | 9969 I Wlavlr PHOENIX, AZ 85050 | (607) 068-7968 | ✓ |
| 199 | KLUCUVCKY, TERRY | 0969 I. WALTANN 206-4092 SCOTTSDALE, AZ 85254 | (607) 996-8069 | ✓ |

Figure 7-16. 1 Line Employee Directory



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Employee Directory

| Emp# | Name | Address | Active |
|------|-----------------------|--|--------|
| 266 | FAZZY, CHRISTOPHER | 8768 I. MUNYKA PHOENIX, AZ 85032 | ✓ |
| 440 | HIMPHYLL, MARI | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 | ✓ |
| 350 | BASS, ROZALINA | 7669 I MARKUNY AVI PHOENIX, AZ 85032 | ✓ |
| 272 | WIYCINBUSGIS, KIM | 69969 N. 76TH KTRIIT PHOENIX, AZ 85024 | ✓ |
| 99 | MIBZGIS, KARL | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 | ✓ |
| 74 | WHYBI, DEWEY | 67090 N. 87TH AVI. GLENDALE, AZ 85308 | ✓ |
| 421 | BUYLI, LORI | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 | ✓ |
| 33 | GYBIAU, MARGARET | 8006 I. HIARN RD. PHOENIX, AZ 85032 | ✓ |
| 287 | BHUMAC, LA DONNA | 7076 I BLUIFYILD PHOENIX, AZ 85032 | ✓ |
| 351 | GSANB, ELIZABETH | 676 W MYNGUK RD NEW RIVER, AZ 85027 | ✓ |
| 44 | CCHUBISB, LEMOINE | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 | ✓ |
| 61 | BASBANU, SHARON | 69880 N. 76KT KT. PHOENIX, AZ 85022 | ✓ |
| 382 | PUWLAC, FRANCES | 8986 I LUDLUW PHOENIX, AZ 85032 | ✓ |
| 315 | CUSSYGAN, PATRICK | 7770 I RUKK AVI PHOENIX, AZ 85024 | ✓ |
| 303 | HAUPB, PHILIP | 8997 I. IMYLI ZULA PHOENIX, AZ 85032 | ✓ |
| 415 | BUSNIS, THERESA | 68776 N. 76 KT. PHOENIX, AZ 85022 | ✓ |
| 56 | VUGB, DONNA | 68787 N. 6TH KT. PHOENIX, AZ 85022 | ✓ |
| 240 | FASBYZYU, CHARLES | 9888 I. DANBURY RD PHOENIX, AZ 85032 | ✓ |
| 57 | BASBANU, JON | 69880 N. 76KT KT. PHOENIX, AZ 85022 | ✓ |
| 335 | KINNYGIS, MARY ANN | 9670 I PYNNAKLI VYKTA CAVECREEK, AZ 85331 | ✓ |
| 360 | GSIN, KATHY | 7866 I UNYUN HYLLK DR #669 PHOENIX, AZ 85024 | ✓ |
| 179 | MAXWILL, HOWARD | 8880 I. WAHALLA PHOENIX, AZ 85024 | ✓ |
| 215 | WYND, JAMES | 6699 W. WYKYIUP GLENDALE, AZ 85308 | ✓ |
| 216 | SYUJAC, SYLVIA | 0978 I. LUDLUW DR. SCOTTSDALE, AZ 85254 | ✓ |
| 95 | HAKIC, KATRI | 7070 I. IVANK DR. PHOENIX, AZ 85022 | ✓ |
| 391 | BSANNUCH, SHIRLEE | 66770 N 7TH KTRIIT #6698 PHOENIX, AZ 85022 | ✓ |
| 177 | SUBISBCUN, DENISE | 7877 I. WYLLUW PHOENIX, AZ 85032 | ✓ |
| 22 | YMPISABSYCI, MARJORIE | 7788 I. MARYLYN RD. PHOENIX, AZ 85022 | ✓ |
| 397 | MUSSYC, KRISTA | 69867 N. 87th Way Phoenix, AZ 85032 | ✓ |
| 163 | YNGSAHAM, JANET | 67067 N. 80TH PL. PHOENIX, AZ 85032 | ✓ |
| 87 | BSIWIS, DEBRA | 66670 N. 99TH AVI. GLENDALE, AZ 85306 | ✓ |
| 405 | CUSBIS, JOSHUA | P.U. BUX 878 BLACK CANYON CI, AZ 85324 | ✓ |
| 353 | CCHWASBZLUW, LaJAUANA | 69689 N 79TH KTRIIT PHOENIX, AZ 85024 | ✓ |
| 376 | MAGNUCUN, PAUL | 69607 N 87ND KTRIIT #85 PHOENIX, AZ 85032 | ✓ |
| 418 | MYLLIS, NATHAN | 67770 N. 67TH KT. PHOENIX, AZ 85022 | ✓ |
| 298 | SUCK, BRIAN | 8606 I. KT JUHN RD PHOENIX, AZ 85032 | ✓ |
| 410 | BSADFUSD, PENNY | 6676 I. YRMA LANI PHOENIX, AZ 85024 | ✓ |
| 398 | CIDISC, ADAM | 879 I. LAURIL LN PHOENIX, AZ 85028 | ✓ |
| 85 | FLUSIC, DIANA | 9969 I Wlavlr PHOENIX, AZ 85050 | ✓ |
| 199 | KLUCUVCKY, TERRY | 0969 I. WALTANN 206-4092 SCOTTSDALE, AZ 85254 | ✓ |

Figure 7-17. 1 Line No Phone # Employee Directory



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Employee Directory

| Emp# / Senior. | Name / SSN | Birthday | Address / Hire Date | Vehicle | E.Type | Cert. Date | Phone / Lic. Exp. Date | Active |
|-------------------|-----------------------------------|------------|--|---------|--------|------------|------------------------------|--------|
| 266 0 | FAZZY, CHRISTOPHER 000-70-7009 | 2/12/1969 | 8768 I. MUNYKA PHOENIX, AZ 85032 4/28/1997 | 0 | G | | (607) 909-8978 2/12/2029 | ✓ |
| 440 0 | HIMPHYLL, MARI 000-86-6779 | | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 12/17/1999 | 0 | D(S) | | (607) 896-9798 | ✓ |
| 350 5 | BASS, ROZALINA 000-87-6880 | 9/25/1947 | 7669 I MARKUNY AVI PHOENIX, AZ 85032 7/1/1998 | 92 | A(ND) | | (607) 069-7900 | ✓ |
| 272 1 | WIYCINBUSGIS, KIM 006-70-6696 | 5/6/1957 | 69969 N. 76TH KTRIIT PHOENIX, AZ 85024 8/9/1997 | 207 | D | 8/7/1997 | (607) 069-6797 5/6/2017 | ✓ |
| 99 7 | MIBZGIS, KARL 007-78-8679 | 5/27/1937 | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 8/24/1990 | 83 | D | 8/29/1990 | (678) 780-8088 2/27/1999 | ✓ |
| 74 1 | WHYBI, DEWEY 007-87-9869 | 7/1/1950 | 67090 N. 87TH AVI. GLENDALE, AZ 85308 5/9/1988 | 0 | G(II) | | (607) 988-0787 7/1/1901 | ✓ |
| 421 0 | BUYLI, LORI 008-08-7089 | | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 9/27/1999 | 0 | D(S) | | (607) 069-8897 | ✓ |
| 33 1 | GYBIAU, MARGARET 008-87-0679 | 9/6/1940 | 8006 I. HIARN RD. PHOENIX, AZ 85032 12/13/1979 | 164 | D | 1/1/1979 | (607) 997-6066 9/6/1900 | ✓ |
| 287 1 | BHUMAC, LA DONNA 008-96-0766 | 12/23/1938 | 7076 I BLUIFYILD PHOENIX, AZ 85032 7/1/1998 | 34 | A(ND) | | (607) 997-0769 12/23/2002 | ✓ |
| 351 1 | GSANB, ELIZABETH 009-07-0889 | 4/21/1938 | 676 W MYNGUK RD NEW RIVER, AZ 85027 8/1/1998 | 0 | D | 1/1/1974 | (678) 960-9968 4/21/2001 | ✓ |
| 44 1 | CCHUBISB, LEMOINE 009-98-0990 | 3/20/1921 | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 9/29/1982 | 42 | A(ND) | | (607) 997-0088 3/20/1900 | ✓ |
| 61 1 | BASBANU, SHARON 066-60-9778 | 3/17/1943 | 69880 N. 76KT KT. PHOENIX, AZ 85022 5/23/1986 | 32 | A(ND) | | (607) 998-7680 3/17/1997 | ✓ |
| 382 1 | PUWLAC, FRANCES 066-67-0686 | 5/23/1963 | 8986 I LUDLUW PHOENIX, AZ 85032 10/12/1998 | 139 | D | 11/18/1998 | (607) 867-0809 5/23/2023 | ✓ |
| 315 3 | CUSSYGAN, PATRICK 066-77-7780 | 11/27/1931 | 7770 I RUKK AVI PHOENIX, AZ 85024 10/14/1997 | 186 | D | 11/13/1997 | (607) 069-6999 11/27/2002 | ✓ |
| 303 1 | HAUPB, PHILIP 066-80-9779 | 3/26/1940 | 8997 I. IMYLI ZULA PHOENIX, AZ 85032 9/16/1997 | 193 | D | 10/16/1997 | (607) 987-0097 3/26/2003 | ✓ |
| 415 0 | BUSNIS, THERESA 066-99-8809 | | 68776 N. 76 KT. PHOENIX, AZ 85022 10/4/1999 | 65 | A(ND) | | (607) 976-9770 | ✓ |
| 56 3 | VUGB, DONNA 067-00-9066 | 1/6/1954 | 68787 N. 6TH KT. PHOENIX, AZ 85022 11/5/1984 | 0 | DT | 5/16/1986 | (607) 997-8890 1/6/1900 | ✓ |
| 240 2 | FASBYZYU, CHARLES 067-76-8609 | 3/2/1932 | 9888 I. DANBURY RD PHOENIX, AZ 85032 8/15/1996 | 153 | D | 8/16/1996 | (607) 909-9699 3/2/1901 | ✓ |
| 57 1 | BASBANU, JON 068-09-9097 | 11/3/1940 | 69880 N. 76KT KT. PHOENIX, AZ 85022 7/15/1985 | 0 | G(F) | | (607) 998-7680 11/3/1996 | ✓ |
| 335 1 | KINNYGIS, MARY ANN 068-77-8780 | 8/4/1952 | 9670 I PYNNAKLI VYKTA CAVECREEK, AZ 85331 2/26/1998 | 181 | D | 5/13/1998 | (980) 080-7078 8/4/2012 | ✓ |

Figure 7-18. The 2 Line Employee Directory



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|---------------------|-----------------------------------|------------|--|---------|--------|------------|----------------|---------|
| Employee Directory | | | | | | | | |
| Emp# / Senior. | Name / SSN | Birthday | Address / Hire Date | Vehicle | E.Type | Cert. Date | Lic. Exp. Date | Active |
| 266 0 | FAZZY, CHRISTOPHER 000-70-7009 | 2/12/1969 | 8768 I. MUNYKA PHOENIX, AZ 85032 4/28/1997 | 0 | G | | 2/12/2029 | ✓ |
| 440 0 | HIMPHYLL, MARI 000-86-6779 | | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 12/17/1999 | 0 | D(S) | | | ✓ |
| 350 5 | BASS, ROZALINA 000-87-6880 | 9/25/1947 | 7669 I MARKUNY AVI PHOENIX, AZ 85032 7/1/1998 | 92 | A(ND) | | | ✓ |
| 272 1 | WIYCINBUSGIS, KIM 006-70-6696 | 5/6/1957 | 69969 N. 76TH KTRIIT PHOENIX, AZ 85024 8/9/1997 | 207 | D | 8/7/1997 | 5/6/2017 | ✓ |
| 99 7 | MIBZGIS, KARL 007-78-8679 | 5/27/1937 | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 8/24/1990 | 83 | D | 8/29/1990 | 2/27/1999 | ✓ |
| 74 1 | WHYBI, DEWEY 007-87-9869 | 7/1/1950 | 67090 N. 87TH AVI. GLENDALE, AZ 85308 5/9/1988 | 0 | G(II) | | 7/1/1901 | ✓ |
| 421 0 | BUYLI, LORI 008-08-7089 | | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 9/27/1999 | 0 | D(S) | | | ✓ |
| 33 1 | GYBIAU, MARGARET 008-87-0679 | 9/6/1940 | 8006 I. HIARN RD. PHOENIX, AZ 85032 12/13/1979 | 164 | D | 1/1/1979 | 9/6/1900 | ✓ |
| 287 1 | BHUMAC, LA DONNA 008-96-0766 | 12/23/1938 | 7076 I BLUIFYILD PHOENIX, AZ 85032 7/1/1998 | 34 | A(ND) | | 12/23/2002 | ✓ |
| 351 1 | GSANB, ELIZABETH 009-07-0889 | 4/21/1938 | 676 W MYNGUK RD NEW RIVER, AZ 85027 8/1/1998 | 0 | D | 1/1/1974 | 4/21/2001 | ✓ |
| 44 1 | CCHUBISB, LEMOINE 009-98-0990 | 3/20/1921 | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 9/29/1982 | 42 | A(ND) | | 3/20/1900 | ✓ |
| 61 1 | BASBANU, SHARON 066-60-9778 | 3/17/1943 | 69880 N. 76KT KT. PHOENIX, AZ 85022 5/23/1986 | 32 | A(ND) | | 3/17/1997 | ✓ |
| 382 1 | PUWLAC, FRANCES 066-67-0686 | 5/23/1963 | 8986 I LUDLUW PHOENIX, AZ 85032 10/12/1998 | 139 | D | 11/18/1998 | 5/23/2023 | ✓ |
| 315 3 | CUSSYGAN, PATRICK 066-77-7780 | 11/27/1931 | 7770 I RUKK AVI PHOENIX, AZ 85024 10/14/1997 | 186 | D | 11/13/1997 | 11/27/2002 | ✓ |
| 303 1 | HAUPB, PHILIP 066-80-9779 | 3/26/1940 | 8997 I. IMYLI ZULA PHOENIX, AZ 85032 9/16/1997 | 193 | D | 10/16/1997 | 3/26/2003 | ✓ |
| 415 0 | BUSNIS, THERESA 066-99-8809 | | 68776 N. 76 KT. PHOENIX, AZ 85022 10/4/1999 | 65 | A(ND) | | | ✓ |
| 56 3 | VUGB, DONNA 067-00-9066 | 1/6/1954 | 68787 N. 6TH KT. PHOENIX, AZ 85022 11/5/1984 | 0 | DT | 5/16/1986 | 1/6/1900 | ✓ |
| 240 2 | FASBYZYU, CHARLES 067-76-8609 | 3/2/1932 | 9888 I. DANBURY RD PHOENIX, AZ 85032 8/15/1996 | 153 | D | 8/16/1996 | 3/2/1901 | ✓ |
| 57 1 | BASBANU, JON 068-09-9097 | 11/3/1940 | 69880 N. 76KT KT. PHOENIX, AZ 85022 7/15/1985 | 0 | G(F) | | 11/3/1996 | ✓ |
| 335 1 | KINNYGIS, MARY ANN 068-77-8780 | 8/4/1952 | 9670 I PYNNAKLI VYKTA CAVEECREEK, AZ 85331 2/26/1998 | 181 | D | 5/13/1998 | 8/4/2012 | ✓ |

Figure 7-19. The 2 Line No Phone # Employee Directory



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Employee Directory

| Emp# / Senior. E.Type | Name / SSN / | Birthday | Address / Hire Date / REVIEW REVIEW | Cert. Date / | Phone / Lic. Exp. Date / | Active Vehicle / V.Type |
|-----------------------------|-----------------------------------|------------|--|--------------|-----------------------------------|-------------------------------|
| 266 0 G | FAZZY, CHRISTOPHER 000-70-7009 | 2/12/1969 | 8768 I. MUNYKA PHOENIX, AZ 85032 4/28/1997 | | (607) 909-8978 2/12/2029 | ✓ 0 6 |
| 440 0 D(S) | HIMPHYLL, MARI 000-86-6779 | | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 12/17/1999 | | (607) 896-9798 | ✓ 0 6 |
| 350 5 A(ND) | BASS, ROZALINA 000-87-6880 | 9/25/1947 | 7669 I MARKUNY AVI PHOENIX, AZ 85032 7/1/1998 | | (607) 069-7900 B | ✓ 92 4 |
| 272 1 D | WIYCINBUSGIS, KIM 006-70-6696 | 5/6/1957 | 69969 N. 76TH KTRIIT PHOENIX, AZ 85024 8/9/1997 | 8/7/1997 | (607) 069-6797 5/6/2017 D | ✓ 207 1 |
| 99 7 D | MIBZGIS, KARL 007-78-8679 | 5/27/1937 | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 8/24/1990 | 8/29/1990 | (678) 780-8088 2/27/1999 D | ✓ 83 3 |
| 74 1 G(II) | WHYBI, DEWEY 007-87-9869 | 7/1/1950 | 67090 N. 87TH AVI. GLENDALE, AZ 85308 5/9/1988 | | (607) 988-0787 7/1/1901 | ✓ 0 6 |
| 421 0 D(S) | BUYLI, LORI 008-08-7089 | | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 9/27/1999 | | (607) 069-8897 | ✓ 0 6 |
| 33 1 D | GYBIAU, MARGARET 008-87-0679 | 9/6/1940 | 8006 I. HIARN RD. PHOENIX, AZ 85032 12/13/1979 | 1/1/1979 | (607) 997-6066 9/6/1900 E | ✓ 164 1 |
| 287 1 A(ND) | BHUMAC, LA DONNA 008-96-0766 | 12/23/1938 | 7076 I BLUIFYILD PHOENIX, AZ 85032 7/1/1998 | | (607) 997-0769 12/23/2002 E | ✓ 34 3 |
| 351 1 D | GSANB, ELIZABETH 009-07-0889 | 4/21/1938 | 676 W MYNGUK RD NEW RIVER, AZ 85027 8/1/1998 | 1/1/1974 | (678) 960-9968 4/21/2001 E | ✓ 0 6 |
| 44 1 A(ND) | CCHUBISB, LEMOINE 009-98-0990 | 3/20/1921 | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 9/29/1982 | | (607) 997-0088 3/20/1900 D | ✓ 42 2 |
| 61 1 A(ND) | BASBANU, SHARON 066-60-9778 | 3/17/1943 | 69880 N. 76KT KT. PHOENIX, AZ 85022 5/23/1986 | | (607) 998-7680 3/17/1997 C | ✓ 32 3 |
| 382 1 D | PUWLAC, FRANCES 066-67-0686 | 5/23/1963 | 8986 I LUDLUW PHOENIX, AZ 85032 10/12/1998 | 11/18/1998 | (607) 867-0809 5/23/2023 A | ✓ 139 1 |
| 315 3 D | CUSSYGAN, PATRICK 066-77-7780 | 11/27/1931 | 7770 I RUKK AVI PHOENIX, AZ 85024 10/14/1997 | 11/13/1997 | (607) 069-6999 11/27/2002 B | ✓ 186 1 |

Figure 7-20. The 3 Line Employee Directory



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PAGE: 1

Employee Directory

| Emp# / Senior. | Name / SSN / | Birthday | Address / Hire Date / | Vehicle / V.Type | E.Type / B. Rate | Cert. Date / | Phone / Lic. Exp. Date / | Active OT B. Rate |
|-------------------|-----------------------------------|------------|--|---------------------|---------------------|--------------|-----------------------------------|----------------------|
| 266 0 | FAZZY, CHRISTOPHER 000-70-7009 | 2/12/1969 | 8768 I. MUNYKA PHOENIX, AZ 85032 4/28/1997 | 0 6 | G \$0.00 | | (607) 909-8978 2/12/2029 | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 440 0 | HIMPHYLL, MARI 000-86-6779 | | 67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053 12/17/1999 | 0 6 | D(S) \$0.00 | | (607) 896-9798 | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 350 5 | BASS, ROZALINA 000-87-6880 | 9/25/1947 | 7669 I MARKUNY AVI PHOENIX, AZ 85032 7/1/1998 | 92 4 | A(ND) \$0.00 | | (607) 069-7900 B | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 272 1 | WIYCINBUSGIS, KIM 006-70-6696 | 5/6/1957 | 69969 N. 76TH KTRIT PHOENIX, AZ 85024 8/9/1997 | 207 1 | D \$0.00 | 8/7/1997 | (607) 069-6797 5/6/2017 D | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 99 7 | MIBZGIS, KARL 007-78-8679 | 5/27/1937 | 6907 W. WIKKUTT DR. PHOENIX, AZ 85027 8/24/1990 | 83 3 | D \$0.00 | 8/29/1990 | (678) 780-8088 2/27/1999 D | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 74 1 | WHYBI, DEWEY 007-87-9869 | 7/1/1950 | 67090 N. 87TH AVI. GLENDALE, AZ 85308 5/9/1988 | 0 6 | G(II) \$0.00 | | (607) 988-0787 7/1/1901 | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 421 0 | BUYLI, LORI 008-08-7089 | | 68707 N. KAVI KRIIK PHOENIX, AZ 85032 9/27/1999 | 0 6 | D(S) \$0.00 | | (607) 069-8897 | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 33 1 | GYBIAU, MARGARET 008-87-0679 | 9/6/1940 | 8006 I. HIARN RD. PHOENIX, AZ 85032 12/13/1979 | 164 1 | D \$0.00 | 1/1/1979 | (607) 997-6066 9/6/1900 E | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 287 1 | BHUMAC, LA DONNA 008-96-0766 | 12/23/1938 | 7076 I BLUIFYILD PHOENIX, AZ 85032 7/1/1998 | 34 3 | A(ND) \$0.00 | | (607) 997-0769 12/23/2002 E | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 351 1 | GSANB, ELIZABETH 009-07-0889 | 4/21/1938 | 676 W MYNGUK RD NEW RIVER, AZ 85027 8/1/1998 | 0 6 | D \$0.00 | 1/1/1974 | (678) 960-9968 4/21/2001 E | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |
| 44 1 | CCHUBISB, LEMOINE 009-98-0990 | 3/20/1921 | 8898 I. IMYLI ZULA PHOENIX, AZ 85032 9/29/1982 | 42 2 | A(ND) \$0.00 | | (607) 997-0088 3/20/1900 D | ✓ \$0.00 |
| REVIEW | | | TRANS HIRE | | | | | |

Figure 7-21. The 4 Line Employee Directory



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Employee Directory

| | | |
|------------|-----------------------------|------------------------------------|
| 266 | FAZZY | CHRISTOPHER |
| | 8768 I. MUNYKA | |
| | PHOENIX | AZ 85032 Phone: (607) 909-8978 |
| | Hire Date: 4/28/1997 | License: B68676565 |
| | Seniority: 0 | License Expiration Date: 2/12/2029 |
| | Employee Type: G | |
| | SSN: 000-70-7009 | |
| | Birthday: 2/12/1969 | |
| | Vehicle #: 0 | |
| | Certificate #: N/A | |
| | Certification Date: | REVIEW |
| | Billing Hourly Rate: \$0.00 | TRANS HIRE |
| | Billing OT Rate: \$0.00 | Date Inactive: |
| | Active: Yes | |
| 440 | HIMPHYLL | MARI |
| | 67890 N. BLK KANYUN HWY | #330 |
| | PHOENIX | AZ 85053 Phone: (607) 896-9798 |
| | Hire Date: 12/17/1999 | License: |
| | Seniority: 0 | License Expiration Date: |
| | Employee Type: D(S) | |
| | SSN: 000-86-6779 | |
| | Birthday: | |
| | Vehicle #: 0 | |
| | Certificate #: | |
| | Certification Date: | REVIEW |
| | Billing Hourly Rate: \$0.00 | TRANS HIRE |
| | Billing OT Rate: \$0.00 | Date Inactive: |
| | Active: Yes | |
| 350 | BASS | ROZALINA |
| | 7669 I MARKUNY AVI | |
| | PHOENIX | AZ 85032 Phone: (607) 069-7900 |
| | Hire Date: 7/1/1998 | License: N/A |
| | Seniority: 5 | License Expiration Date: |
| | Employee Type: A(ND) | |
| | SSN: 000-87-6880 | |
| | Birthday: 9/25/1947 | |
| | Vehicle #: 92 | |
| | Certificate #: N/A | B |
| | Certification Date: | REVIEW |
| | Billing Hourly Rate: \$0.00 | TRANS HIRE |
| | Billing OT Rate: \$0.00 | Date Inactive: |
| | Active: Yes | |

Figure 7-22. The Detail Employee Directory



Working with the Employee Route Report

As you know T.O.M. allows you to enter in an employee's daily routes. These routes can be used to influence the automatic assignment of drivers to field trips. However, having this route information in the computer is valuable in and of itself. It is very useful to be able to produce an easy to read report of an employee's route times. T.O.M. gives you that report.

The report itself is a simple one, listing each selected employee and his/her routes and their times. The Employee Route Report screen (Figure 7-23) gives you many selection options to customize how you want your route information to print. This makes what seems like a simple report into a powerful tool for you to use when managing an employee's routes.

To print the Employee Route Report open the Reports menu, select the Master File Reports menu and then click the Employee Route option. (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Employee Route Report screen is displayed (Figure 7-23).

Employee Routes Report

Employee Route Report

Selected
Vehicle Type: [Dropdown]
Selected Vehicle: [Text Box]
Selected Route
Day: [Dropdown]
Title: [Text Box]

Employee Types:

| | |
|-------|------------------|
| A | DRIVING AIDE |
| A(ND) | NON-DRIVING AIDE |
| A(R) | AIDE RETIRED |
| A(S) | SUB AIDE |
| C | CAR DRIVER |
| D | DRIVER |
| D(P) | DRIVER PART TIME |
| D(R) | DRIVER RETIRED |
| D(S) | DRIVER SUB |

Selected Employee Types:

| | |
|---|--------|
| D | DRIVER |
|---|--------|

Buttons: Select All, Deselect All, Add>>, <<Remove

Options: Email Report: ☐ Report to File: ☐

Bottom Buttons: OK, Preview, Refresh List, Cancel

Figure 7-23. The Employee Route Report Screen

Selected Vehicle Type: This the vehicle type of the vehicle assigned to the employee. For example list the route times of all employees that drive a small handicap bus.

Selected Vehicle: This is the vehicle number of the vehicle assigned to the employee. For example list all of the route times of all the employees that drive bus 100.



Selected Route Day: This is the day that the route is performed. You may choose from Sun. - Sat. For example, list all employee routes on Monday.

Selected custom fields 1-5: These are the five custom fields that are available for your use in the employee screen. If you have entered a caption for the custom field in the District Options that field will appear with the caption you entered in the Employee Screen and in the Employee Directory Screen. In this example we are using three of the custom fields and gave them the captions: 'FIRST AID', 'REFRESHER' and 'DOT PHYSIC'. T.O.M. also builds a unique list of every value that you entered in to that custom fields and makes it available in a drop down list box next to that custom field. So for example in Custom Field #1 that we gave a caption of 'FIRST AID' if we either typed a 'A', 'B' or left the field blank T.O.M. would build a drop down list box that would display the values; blank, 'A' or 'B'. For example, list all the route times for employees with an 'A' in 'FIRST AID'.

Selected Employee Types: These are the employee types that you want to list the route times for. T.O.M. allows you to enter all of your transportation employees into the Employee Database. Since many employee types do NOT have route times T.O.M. allows you to specify which employee types to select for this report.

T.O.M. makes this an easy process by displaying one list of ALL the employee types that you have created and then another list of those employee types that you want to report on. You then use the Select All, Deselect All, Add and Remove buttons to move employee types to and from the selected list.

NOTE: If for some reason the employee types in the list of all your employee types do NOT match your employee types then click the Refresh List button which will rebuild the list of all employee types in the list to just include the employee types that you have created.

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Email Report: T.O.M. allows you to save most of your T.O.M. Reports as MS Word, MS Excel, Text or other files. To save your report as a file simply check this checkbox. For more information on this feature see Appendix F – “Saving Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

Previewing and Printing the Employee Route Report

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 7-23). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 7-16 shows a sample of the Employee Route Report that you can print from the Employee Route Reports screen.



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PARADISE VALLEY SCHOOL DISTRICT # 69

PAGE: 1

Employee Route Hours

| Employee # | Employee Name | | | Type |
|------------|----------------|----------|------------|-----------------|
| 66 | AKIY, CAROL | | | D |
| Day | Start Time | End Time | Total Time | Description |
| Mon | 8:00 AM | 10:00 AM | 2.00 | Morning Route |
| Mon | 10:30 AM | 12:00 PM | 1.50 | Mid Day Route |
| Mon | 2:30 PM | 4:00 PM | 1.50 | Afternoon Route |
| Tue | 8:00 AM | 10:00 AM | 2.00 | Morning Route |
| Tue | 10:30 AM | 12:00 PM | 1.50 | Mid Day Route |
| Tue | 2:30 PM | 4:00 PM | 1.50 | Afternoon Route |
| Wed | 8:00 AM | 10:00 AM | 2.00 | Morning Route |
| Wed | 10:30 AM | 12:00 PM | 1.50 | Mid Day Route |
| Wed | 2:30 PM | 4:00 PM | 1.50 | Afternoon Route |
| Thu | 8:00 AM | 10:00 AM | 2.00 | Morning Route |
| Thu | 10:30 AM | 12:00 PM | 1.50 | Mid Day Route |
| Thu | 2:30 PM | 4:00 PM | 1.50 | Afternoon Route |
| Fri | 8:00 AM | 10:00 AM | 2.00 | Morning Route |
| Fri | 10:30 AM | 12:00 PM | 1.50 | Mid Day Route |
| Fri | 2:30 PM | 4:00 PM | 1.50 | Afternoon Route |
| 330 | ASCHIS, NEWTON | | | D |
| Day | Start Time | End Time | Total Time | Description |
| Mon | 8:15 AM | 9:30 AM | 1.25 | AM Run |
| Mon | 11:00 AM | 12:30 PM | 1.50 | Mid Day Run |
| Mon | 2:30 PM | 4:00 PM | 1.50 | Afternoon Run |
| Tue | 8:15 AM | 9:30 AM | 1.25 | AM Run |
| Tue | 11:00 AM | 12:30 PM | 1.50 | Mid Day Run |
| Tue | 2:30 PM | 4:00 PM | 1.50 | Afternoon Run |
| Wed | 8:15 AM | 9:30 AM | 1.25 | AM Run |
| Wed | 11:00 AM | 12:30 PM | 1.50 | Mid Day Run |
| Wed | 2:30 PM | 4:00 PM | 1.50 | Afternoon Run |
| Thu | 8:15 AM | 9:30 AM | 1.25 | AM Run |
| Thu | 11:00 AM | 12:30 PM | 1.50 | Mid Day Run |
| Thu | 2:30 PM | 4:00 PM | 1.50 | Afternoon Run |
| Fri | 8:15 AM | 9:30 AM | 1.25 | AM Run |
| Fri | 11:00 AM | 12:30 PM | 1.50 | Mid Day Run |
| Fri | 2:30 PM | 4:00 PM | 1.50 | Afternoon Run |

Figure 7-24. The Employee Route Report



Working with the Vehicle Directory Report

The Vehicle Directory was designed to give the Transportation Department a complete source of information for its vehicles.

There are many ways that this directory can be used by the Transportation Department. The Vehicle Directory, for example, can be used as a listing of all vehicles that run on diesel fuel. Or, this report can be used as a list of vehicles that have more than 100,000 miles logged. Or, this report can be used as a list of vehicles manufactured by Bluebird. There really is a wide range of options offered by the Vehicle Directory.

The Vehicle Directory not only prints the values in any of the ACTIVE custom fields it also allows the user to use any of these custom fields as selection criteria. So, for example, if one of the Vehicle's Custom fields in your district was Has Child Restraints (Yes / No) you could use this field and the Vehicle Directory to list just those vehicles that have child restraints in them.

You don't have to remember what you have entered into your active custom fields because T.O.M. will automatically scan your database of vehicles and compile a unique list of all of the values that you have entered into each active custom field. Each of these custom fields is equipped with a drop down list box that you can open and display all of the values that have been entered into each custom field.

The Vehicle Directory will allow the user to select specific Vehicle Records in the following manner:

- A specific manufacturer or all.
- A range of manufactured years.
- A range of total miles.
- A specific fuel type or all.
- A specific vehicle type or all.
- Whether the vehicle is active, inactive or all.
- If the vehicle is inactive a range of dates that the vehicle became inactive.

The Vehicle Directory includes the following information:

- Vehicle number.
- Vehicle description.
- Vehicle make.
- Vehicle fuel type.
- Vehicle year of manufacture.
- Vehicle type.
- Vehicle total miles.
- Vehicle license.
- Whether the vehicle is active.
- If the vehicle is inactive the date that the vehicle became inactive.
- Each of the three ACTIVE Custom fields.
- A total count of reported vehicles.

To print the Vehicle Directory open the Reports menu, select the Master File Reports menu and then click the Vehicle Directory option. (See *Accessing the Management Reports* at the beginning of this chapter for details.) The Vehicle Directory screen is displayed (Figure 7-25).



The Vehicle Directory screen uses a ‘Tabbed’ format. The screen uses the General tab (Figure 7-25), the Active Status tab (Figure 7-26), the User tab (Figure 7-27) and the Sort tab (Figure 7-28). Click on a tab to see its options. The following describes the fields in each tab.

Entering Selection Criteria on the General Tab

Click on the General tab in the Vehicle Directory screen (Figure 7-25), if it’s not already selected. This tab allows you to enter the selection parameters of the report.

Figure 7-25. The General Tab on the Vehicle Directory Screen

Selected Manufacturer: This is the manufacturer of the vehicle. T.O.M. builds a drop down list of all of the values that you have entered in this field for all of your vehicles.

Manufactured Year Range: This is the year the vehicle was manufactured. You may enter a range of these years to report on.

Selected Vehicle Type: This is the type of the vehicle. Don’t worry if you don’t remember the code for a specific vehicle type. T.O.M. offers you a drop down list of all of the vehicle types available to you.

Total Miles Range: This is the miles on the vehicle. T.O.M. allows you to select a range of mileage to report on.

Selected Fuel Type: This is the fuel type of the vehicle. T.O.M. builds a drop down list of all of the values that you have entered into this field of all of your fuel types.



Print Report Selection Page: This is a check box field. It is either checked or unchecked.. If this field is checked then T.O.M. will print a one page list of all of the selection parameters that you have specified when running this report.

Entering Selection Criteria on the Active Status Tab

Click on the Active Status tab in the Vehicle Directory screen (Figure 7-26), if it's not already selected. This tab allows you to enter date range parameters of the report.

Figure 7-26. The Active Status Tab on the Vehicle Directory Screen

Vehicle Status: This field uses a *toggle button* or *push down button* display. That is you click on or *press* the button of the choice you want. If you click the Active button you are telling T.O.M. to only print vehicles that are marked as *Active*. If you click the Inactive button you are telling T.O.M. to only print the vehicles that are marked as *Inactive*. If you click the All button you are telling T.O.M. to print all selected vehicles whether they are marked as *Active* or *Inactive*.

Inactive Date Range: If you select the Inactive or Both button in the Vehicle Status field described above, you can also enter an inactive date range, if you wish. This selects only the inactive vehicles within this range. If you leave this field blank, all inactive vehicles are selected.



Entering Selection Criteria on the User Tab

Click on the User tab in the Vehicle Directory screen (Figure 7-14), if it's not already selected. This tab allows you to enter selection criteria for user-defined fields of the report.

Figure 7-27. The User Tab on the Vehicle Directory Screen

Selected (custom fields 1-3): These are the three custom text fields that are available for your use in the Vehicle screen. If you have entered a caption for the custom field in the District Options that field will appear with the caption you entered in the Vehicle screen and in the Vehicle Directory screen. Figure 7-27 shows how these fields might be used.

T.O.M. also builds a unique list of every value that you entered in to that custom fields and makes it available in a drop down list box next to that custom field. So for example in Custom Field #1 that we gave a caption of 'LIFT CHAIR' if we either typed a 'A', 'B' or left the field blank T.O.M. would build a drop down list box that would display the values; blank, 'A' or 'B'. For example, list all the route times for employees with an 'A' in 'LIFT CHAIR'.



Entering Sort Criteria on the Sort Tab

Click on the Sort tab in the Vehicle Directory screen (Figure 7-28), if it's not already selected. This tab allows you to enter the sort and order fields of the report. You may enter up to three sort fields. You may also define how you want the fields to be sorted.

Figure 7-28. The Sort Tab on the Vehicle Directory Screen

Sort by #(1,2 or 3): These are the three sort fields that you may define for the report. You have quite a list of fields to choose from when defining the sort fields. Click on the down arrow to the right of the each sort field to see a list of fields that you may choose from. Once you find the sort field you desire click on it and it will automatically appear in the sort field.

Order by #(1,2, or 3): This is the order that you want the related sort field to be sorted. You may choose either ascending, (a-z, smallest-largest, oldest-newest) or descending (z-a, largest-smallest, newest-oldest).

Email Report: T.O.M. allows you to automatically email most of your T.O.M. Reports as attached MS Word, MS Excel, Text or other files. To send your report as an email simply check this checkbox. For more information on this feature see Appendix G – “Emailing Your T.O.M. Reports as Word, Excel, Text or other Files” found later in this book.

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Previewing and Printing the Vehicle Directory Report

Once you have selected your report, you can either print the report on your printer or preview it on the screen. The Print and Preview buttons are always available at the bottom of the screen (Figure 7-28). See *Previewing and Printing Management Reports* previously described in this chapter for details.

Figure 7-29 shows a sample of the Vehicle Directory (also called Roster) that you can print from the Vehicle Directory Reports screen.



| 2/23/00 2:04:47 PM | | | PARADISE VALLEY SCHOOL DISTRICT # 69 | | | | Page: 7 | |
|-----------------------|--------------|-----------|--------------------------------------|------|-------------|----------|---------|----------|
| Vehicle Roster | | | | | | | | |
| Vehicle # | Description/ | | Date | | | | | |
| Make | Fuel Type | Last Used | Year | Type | Total Miles | License | Active | Inactive |
| 189 | | | 996 | 1 | 0.0 | GA00853 | Yes | |
| BLUEBIRD | N | 1/21/00 | | | | | | |
| 190 | | | 996 | 1 | 0.0 | GA00854 | Yes | |
| BLUEBIRD | N | 1/20/00 | | | | | | |
| 191 | SAFE-T-LINER | | 97 | 1 | 0.0 | GA00855 | Yes | |
| THOMAS | N | 5/21/99 | | | | | | |
| 192 | | | 97 | 1 | 0.0 | GA00856 | Yes | |
| THOMAS | | 1/21/00 | | | | | | |
| 193 | | | 97 | 1 | 0.0 | GA00857 | Yes | |
| THOMAS | | 3/20/99 | | | | | | |
| 194 | | | 97 | 1 | 0.0 | GA00859 | Yes | |
| THOMAS | | 1/26/00 | | | | | | |
| 195 | SAF-T-LINER | | 97 | 1 | 0.0 | GA00860 | Yes | |
| THOMAS | | 1/19/00 | | | | | | |
| 196 | | | 97 | 1 | 0.0 | GAGA0087 | Yes | |
| THOMAS /SAFETY LINER | N | 9/15/00 | | | | | | |
| 197 | | | 97 | 1 | 0.0 | GA00871 | Yes | |
| THOMAS | | 2/8/00 | | | | | | |
| 198 | SAF-T-LINER | | 97 | 1 | 0.0 | GA00872 | Yes | |
| THOMAS | | 1/25/00 | | | | | | |
| 199 | | | 97 | 1 | 0.0 | GA00873 | Yes | |
| THOMAS / SAFETYLINE R | | 5/14/99 | | | | | | |
| 2 | FOOD SERVICE | | 0 | 7 | 0.0 | | Yes | |
| | | 11/15/97 | | | | | | |
| 200 | AM TRAN | | 999 | 1 | 0.0 | G854CD | Yes | |
| INTERNATIO NAL | D | 12/31/99 | | | | | | |

Figure 7-29. The Vehicle Directory (Roster) Report

