



What's New with T.O.M. 5.3 / T.O.M. 6.0

New with T.O.M. 6.0

Field Trips

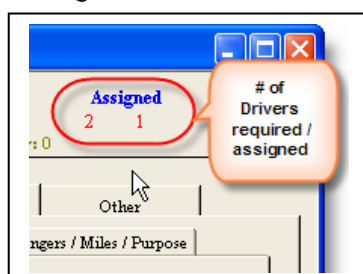
- T.O.M. Now shows the number of vehicles required for each Trip Search Screen.** This is a useful piece of information will be displayed on the search screen to help the user determine the dispatching requirements of each trip.

Trip#	Customer	Destination	Departure	Billed	Canceled	Assigned	# Veh	PO
3442	Newport Heights Elementary Sch	Harbor Department Newport Beach	6/19/2008	No	No	No	1	
3524	Newport Coast Elementary Sch.	Newport Sports Museum	6/17/2008	No	No	No	2	
3525	Lincoln Elementary School	Kellog House (Centennial Heritage M	6/12/2008	No	No	Yes	2	
3766	Eastbluff Elementary School	Orange County Museum of Art	6/12/2008	No	No	No	1	
3403	Mariners Elementary School	Bowers Museum of Art	6/11/2008	No	No	No	1	
3445	Newport Heights Elementary Sch	Corona Del Mar Tidepools	6/11/2008	No	No	No	1	
3788	Newport Elementary School	Centennial Heritage Museum (Kellog	6/11/2008	No	No	No	1	
3765	Harbor View Elementary School	Orange County Museum of Art	6/11/2008	No	No	No	1	
3808	Victoria Elementary School	Environmental Nature Center	6/11/2008	No	No	No	1	
3764	College Park Elementary School	Orange County Museum of Art	6/10/2008	No	No	No	1	
3622	Wilson Elementary School	Environmental Nature Center	6/6/2008	No	No	No	1	

- T.O.M. Now shows the number of drivers needed and assigned on the Trip Driver Screen.** This is a useful piece of information that assists the user in determining how many vehicles are required vs how many vehicles have actually been assigned and have that information in as many convenient locations as possible.

Trip Driver Information		# Assigned:	3525	Lincoln Elementary School
		1	# Veh: 2	Kellog House (Centennial Heri

- T.O.M. will now alert a user if the number of drivers assigned is less than the number of drivers required by the trip.** In past if a user was manually assigning drivers they would now and then get distracted and not realize that there were not enough drivers assigned for the trip. Or perhaps a user was refusing a driver and then became involved in a phone or radio conversation and forgot to schedule a replacement driver. Now T.O.M. will alert the user when the number of drivers assigned is less than the number of drivers required by the trip.
- T.O.M. Now shows the number of drivers needed and assigned.** This is a useful piece of information that assists the user in determining how many vehicles are required vs how many vehicles have actually been assigned.



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-
- General** Instructions Assignment
- Field Trip #:** 8543
- Request Date:** 9/11/2007 **Drop / Return:** ☐
- Customer:** 12 Olive Branch
- Location:** Auditorium
- Contact:** Gym
- Destination:** 13 SAFETY TOWN
- Out of Town:** ☐ DEEP CREEK BLVD.
- Map** **Fund:** 20

- **T.O.M.'s New Master Calendar (see What's New with T.O.M. 5.3) allows the user to assign a date note a unique Icon.**

Note For

Notes for the Day

Number of Trip Reservations for Day:

Notes for: 01/16/2008

Short Note:

Long Note:

Schools Closed on this day? ☐

Icons Available to Assign to Date (click on icon to assign to date):

Add Icon

Remove Icon

Severity

- ☒ Day Closed
- ☐ Warning
- ☐ Note

OK **Delete Note** **Exit**



WebTrips

- T.O.M. and WebTrips customers well know that WebTrips 2.0 has a capability to keep track of the number of trip reservations for each day. Now with T.O.M. 6.0 will display the number of reservations made for the departure date of the trip that you are working with.

T.O.M. - Transportation Operations Manager

Field Trip

Field Trip Request #: 0

Number of Reservations for the day: 0

Assigned: 1 Billed: 1 12/6/2007

Need Have

- T.O.M. and WebTrips customers well know that WebTrips 2.0 has a capability to keep track of the number of trip reservations for each day. Now with T.O.M. 6.0 will display the number of reservations made for the specific date of the trip that you are entering a note for.

Note For

Notes for the Day

Number of Trip Reservations for Day: 0

Notes for: 01/16/2008

Short Note: No Trips

Long Note:

Severity

☒ Day Closed

☐ Warning





Billing / Budgeting

- **T.O.M. will allow field trip budgets to be tracked at the fund level.** A new Budget Report has been created to report on all the field for a particular fund and report on what is remaining in the Fund's budget.

FUND

Fund

Fund: 041

Description: School Board

Budget Amount: \$2,500.00

Subtract Field Trips Using this Fund from a Customer's Field Trip Budget: ☐ Active: ☒

OK Exit

- **T.O.M. will have a Group Time Entry screen that will allow you to quickly enter driver's actual miles and hours of multiple field trips without having to retrieve each trip individually.**

Group Time Entry

Group Time / Miles Entry

Show Odometers / Times ☐

Trip#	Customer	Destination	Name	Billed	Departure Date	Miles	Hours
8525	Churchland High	Norcom HS	HARVEY HARRIS	<input checked="" type="checkbox"/>	9/22/2007	17.0	0.00
8533	Wilson High	HIGH STREET LANDING	ESTELLE BROWN	<input checked="" type="checkbox"/>	9/11/2007	19.4	0.00
8542	Olive Branch	SAFETY TOWN	SUE MOORE	<input checked="" type="checkbox"/>	9/19/2007	10.5	0.00
8543	Olive Branch	SAFETY TOWN	LISA FREEMAN	<input checked="" type="checkbox"/>	9/20/2007	7.0	0.00
8544	Churchland Elem.	SAFETY TOWN	DEANNA SHIMKUS	<input checked="" type="checkbox"/>	9/20/2007	14.0	0.00
8546	Norcom High	SOUTHAMPTON	LUCY FRANKLIN	<input checked="" type="checkbox"/>	9/15/2007	107.8	0.00

Undo Exit

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Driver & Vehicle Assignment

- While assigning drivers to field trips T.O.M. will automatically identify employee absences entered in the T.O.M. Employee Management software and skip a candidate driver if that driver already has a scheduled absence or training that conflicts with the potential field trip assignment. If the user is assigning the driver manually then T.O.M. will simply display a warning message informing the user of this conflict and allow the user to decide whether to assign the driver or not.
- T.O.M. will allow you to indicate if a driver's trip hours are NOT to be added to his/her total Field Trip Hours used in the Hours Averaging assignment feature. Some school districts that use the Hours Equalization / Hours Averaging method of automatic assignment have stated that under certain circumstances they wish to assign drivers to a field trip but not have that assignment be charged against the drivers hours. For example, if the driver is asked to perform an emergency last minute field trip the district may want to offer the driver an incentive of taking the trip assignment but still keep their field trip hours at the current level of field trip hours.

The screenshot shows a web form titled "Trip Driver Information" with a blue header. Below the title are tabs for "General", "Notes", and "Other", with "General" selected. The form contains the following fields and options:

- Add to Emp.'s OT Hours:** A checkbox that is checked.
- Post Date:** A text input field with a calendar icon.
- Schedule:** A dropdown menu currently showing "MD".
- Don't Count Hours to Employee Field Trip Average Hours Total:** A checkbox that is checked, highlighted with a red oval.

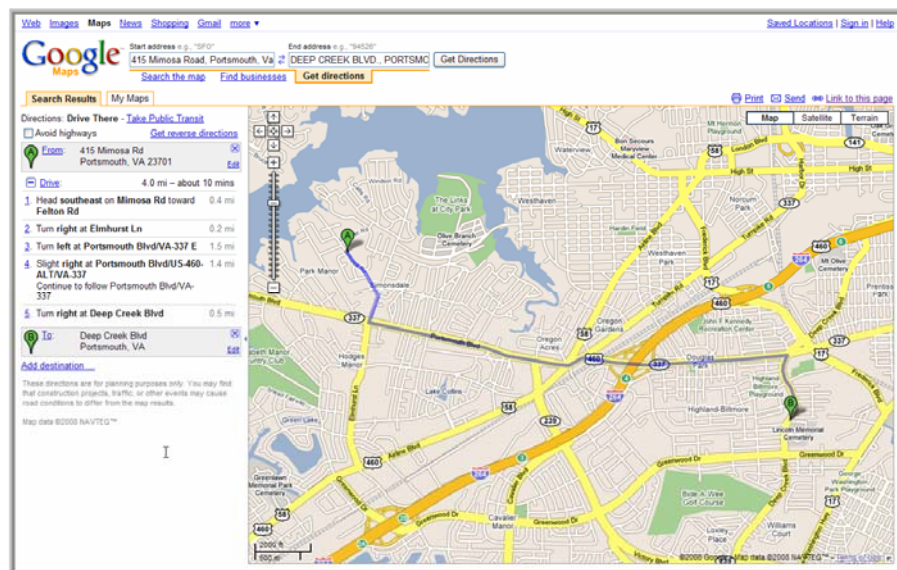
At the bottom of the form are two buttons: "Add Driver Manually" and "Add Driver Automatically".





Mapping

- **T.O.M. now allows you to create maps using Google Earth, Yahoo Maps or MapQuest internet mapping services as well as Microsoft MapPoint.** As you know T.O.M. as long offered mapping capabilities for its field trip software using the mapping software Microsoft MapPoint. With T.O.M. 6.0 T.O.M. now offers its customers to create maps using three internet mapping services: Google Earth, Yahoo Maps or MapQuest online mapping services. This new features offers several advantages: 1. These online mapping services are free while MapPoint does have to be purchased. 2. By having a choice of which mapping service to use you may choose a mapping source that may be more accurate for that school district specific geographic area. 3. The new online mapping services offer sophisticated map formatting features like hybrid maps that overlay on aerial photos of their area. **NOTE:** One benefit of MapPoint over the online mapping service is that MapPoint allows the T.O.M. Software to retrieve the driver directions as well as the trip estimate miles whereas the online mapping services only allow T.O.M. to instruct them to create maps but not allow the software to retrieve information from the map.



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Employees

- The Employee Search Screen has been greatly enhanced.** In the past the Employee Search Screen would only allow you to search your employees alphabetically by last name. Now you may also search your employees by their employee type, the schedules they are enrolled in, what type of vehicle they drive and by the seven employee user defined fields. Also the Employee Search Screen will display the last employee that you selected and retain what your last search criteria were. Gecko feels that these enhancements should be of great use for school districts that assign their drivers to field trip manually.

Employee Search
Last Selected: Barbara Malachowski
Number Selected: 177

General | User | Other | Sort

Search Name:

Selected Schedule:

Selected Employee Type:

Name	Hire Date	Seniority	Vehicle #:	Trip Hours	Employee Type	Vel
ALVERTA HARRELL	1/1/2000	0.00	139	0.00	M	1
AMBER KILBURN	4/1/2002	0.00	136	22.50	D	1
ANDREA LAWRENCE	1/1/2000	0.00	175	0.00	M	1
ANGELA PEARSON	1/1/2000	0.00	125	32.80	D	1
ANGIE MILLER	1/1/2000	0.00	34	99.00	D	1
ANNETTE MOORE	10/1/2001	0.00	165	3.35	D	1
ANNIE WHITE	1/1/2000	0.00	160	0.00	M	2
ANNIE HUNT	1/1/2000	0.00	71	8.50	D	1
BARBARA NELSON	1/2/2001	0.00	22	0.00	M	1
BETTIE WILLIAMS	1/1/2000	0.00	171	0.00	D	1
BETTY COWLES	1/1/2000	0.00	68	166.64	D	1

Find

Reset

New

Edit

Delete

Exit





Other

- **The Customer Search Screen has been enhanced with more searching capabilities.** You can now search by the internal customer number, the customer division, the assumed billing rate and the customer status.

CUSTOMER SEARCH

Customer Search Number of customers selected: 40

Search Name:

Search Internal #:

Search Division:

Search Assumed Rate:

Status: ☒ Active ☐ Inactive ☐ All

Customer	CUSTOMER	Address #1
Brighton	1	1101 Jefferson Street
CAMP CELEBRATION	45	NORFOLK
Churchland Acad.	2	4061 River Shore Rd.
Churchland Elem.	3	5601 Michael Lane
Churchland High	23	4301 Cedar Lane
Churchland Middle	19	4051 River Shore Rd.
CLARKE SECEP	5	2801 Turnpike Rd





- T.O.M. Now has a utility that allows you to delete inactive Master Files and Lookup Lists in one step. In the past it has always been a tedious process to remove old Customers, Vehicles, Employees, Vehicle Types, etc. As you know T.O.M. would not allow to delete a master file such as a Customer or Employee or a lookup list such as a Billing Rate and Vehicle Type if even one field trip made reference to this file. So it can be quite time consuming to review all of your inactive master files and lookup lists and attempt to delete them. Now, with this new utility you can easily see how many records are in each file and how many are inactive. Then you can tell this utility which list you want the software to attempt to remove the inactive records. T.O.M. will then review each inactive record and attempt to delete that record. At the end of the process this utility will report on how many inactive records were deleted.

Purge Inactive Master File / Lookup List Items

Please Select the Files You Wish to Have the Inactive Records Deleted

Master Files

Purge	Active	Inactive	Deleted	Purge	Active	Inactive	Deleted
<input type="checkbox"/> Inactive Customers	40	0	0	<input type="checkbox"/> Inactive Employees	177	0	0
<input checked="" type="checkbox"/> Inactive Destinations	466	1	0	<input checked="" type="checkbox"/> Inactive Vehicles	181	11	0

Lookup Lists

Purge	Active	Inactive	Deleted	Purge	Active	Inactive	Deleted
<input type="checkbox"/> Inactive Billing Rates	1	0	0	<input type="checkbox"/> Inactive Grades	19	0	0
<input type="checkbox"/> Inactive Characteristics	0	0	0	<input type="checkbox"/> Inactive Money Transactions	4	0	0
<input type="checkbox"/> Inactive Destination Categories	7	0	0	<input type="checkbox"/> Inactive Schedules	6	0	0
<input type="checkbox"/> Inactive Divisions	0	0	0	<input type="checkbox"/> Inactive Field Trip Categories	9	0	0
<input type="checkbox"/> Inactive Employee Types	5	0	0	<input type="checkbox"/> Inactive Vehicle Types	2	0	0
<input type="checkbox"/> Inactive Funds	32	0	0				

PURGE NOW **Exit**





New with T.O.M. 5.3

- **T.O.M. Now allows you to create a group of trips by copying an existing trip.** T.O.M.'s Copy Trip feature now allows you to create a group of field trips by copying an existing field trip. This new feature allows you to specify a date range and a day frequency and T.O.M. will then create a group of field trips identical to the original trip except that the date is different. This is a great way to quickly and easily enter athletic practices into your field trip database.

Copy a Field Trip

Departure Date of New Field Trip: 2/15/2008

Assign Drivers that are assigned to original trip to the new field trip: ☐

Create a group of new field trips from original trip: ☒

Multiple Field Trip Create Options

Date range to create new field trips: 2/15/2008 - 4/30/2008

Please select the day(s) to create new trips on within selected date range:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Copy Trip Cancel

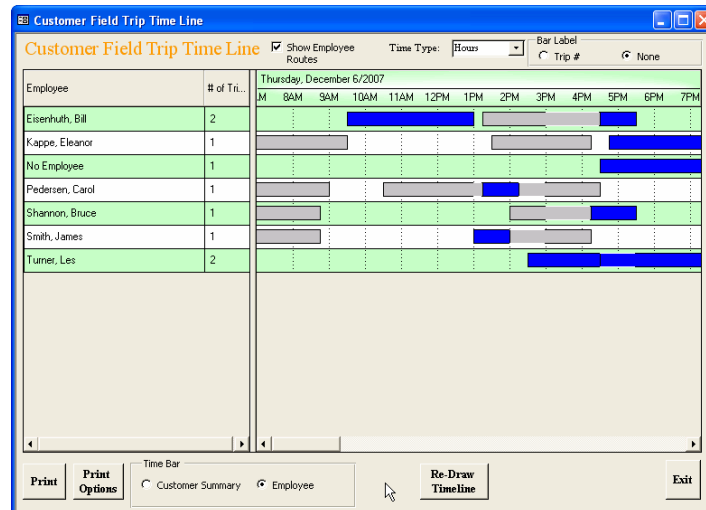
- **T.O.M.'s Automatic Emailing Generation feature now works with most SMTP compliant emailing systems.** With the release of T.O.M. 5.0 T.O.M. had an exciting new feature that would allow you to have your T.O.M. Field Trip Software automatically generate email message when certain events would occur, like a trip would be canceled or billed. Unfortunately, this feature would only work when your organization had a MAPI (Microsoft) compliant emailing system. Many of our T.O.M. Field Trip Administration customers really liked this feature but had emailing systems that did not use a MAPI based system but rather used a SMTP based system. With T.O.M. 5.3 the Automatic Emailing Feature will work with almost all SMTP based emailing systems!

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- T.O.M. now has a timeline view which graphically displays field trips and employee routes by customer or by employee.



- T.O.M. now has improved searching capabilities to allow users to search field trips using multiple customers, multiple funds, multiple destinations, multiple grades and multiple trip categories.

Field Trip Search

Number of trips selected: 991

Departure Date Range: From: [Date] To: [Date] Dates: [Dropdown]

Selected Trip#: [List of trip numbers]

Selected Request #: [List of request numbers]

Select Multiple Customers [Checked]

Select Multiple Destinations [Checked]

Trip#	Customer	Destination	Departure	Billed	Canceled	Assigned	# Veh	PO
12587	Haverford Sr High School Field	Penn State Univ	7/25/2008	No	No	Yes	2	
11688	Haverford Sr High School Field	Villanova Univ	6/3/2008	No	No	No	11	
11687	Haverford Sr High School Field	Villanova Univ	6/3/2008	No	No	No	5	
11973	Haverford Middle School Field	Brandywine Picnic Park	6/5/2008	No	No	No	10	
12521	Haverford Middle School Field	Stone Harbor Wetlands	6/4/2008	No	No	No	1	
12520	Haverford Middle School Field	Camp Canadensis	5/28/2008	No	No	No	1	
12264	Haverford Senior High Sports	Shippensburg Univ	5/24/2008	No	No	No	1	
12263	Haverford Senior High Sports	Shippensburg Univ	5/23/2008	No	No	No	1	
12597	Haverford Senior High Sports	Lynnewood School	5/22/2008	No	No	No	1	
12485	Manoa Elementary	Independence Mall	5/22/2008	No	No	No	2	
12141	Coopertown Elementary	Lonowood Gardens	5/21/2008	No	No	No	2	

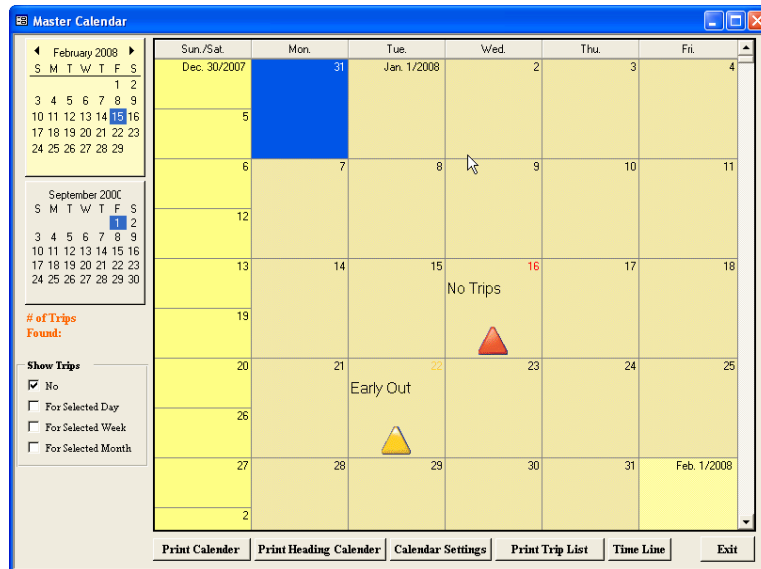
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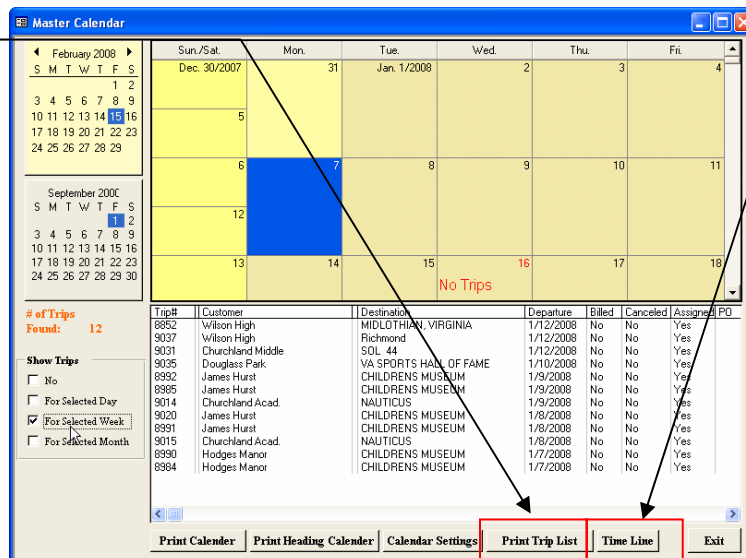
Master Calendar

- T.O.M. has enhanced the master calendar to allow users to view closed dates, date messages, non school dates and field trips scheduled on a date.



- The New T.O.M. Master Calendar now allows the user to click on a date and see all field trips for that date / for the week that contains that date / for the month that contains that date.

You can print a report of the selected trips.



You can also display the selected trip in the Time Line Screen.

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Reports

- T.O.M. has improved the Field Trip reports appearance to be more user friendly.

Trip#	Customer	Destination	Departure	Billed	Canceled	Assign	PO	Category
9086	Douglas Park	WILLET HALL	2/5/2008	No	No	Yes		
9088	Hodges Manor	BOYS & GIRLS CLUB	1/21/2008	No	No	Yes		
9087	Westhaven Elem.	CHILDRENS MUSEUM	2/5/2008	No	No	Yes		
9086	Churchland Acad.	SAFETY TOWN	2/5/2008	No	No	Yes		
9083	Brighton	SAFETY TOWN	2/4/2008	No	No	No		

- T.O.M. has improved the Field Trip Employee Reports appearance to be more user friendly.

Trip #	Customer	Destination	Departure	Employee	Billed	Canceled
9089	Douglas Park	WILLET HALL	2/5/2008	RODGERS, TARA	No	No
9089	Douglas Park	WILLET HALL	2/5/2008	BATTLE, IRIS	No	No
9089	Douglas Park	WILLET HALL	2/5/2008	COLE, LATONYA	No	No
9089	Douglas Park	WILLET HALL	2/5/2008	LATHAN, KAREN	No	No
9088	Hodges Manor	BOYS & GIRLS CLUB	1/21/2008	JAMES, CATHY	No	No
9087	Westhaven Elem.	CHILDRENS MUSEUM	2/5/2008	HARRIS, WANDA	No	No
9087	Westhaven Elem.	CHILDRENS MUSEUM	2/5/2008	RILEY, LINDA	No	No

- T.O.M. 5.3.1 has a modified Employee Payroll Report that will total the Field Trip Employee's Hours Paid field rather than his / her Hours Billed Field.
- The Driver Activity Report now contains the drivers Actual Hours for all field trip assignments listed on the report. The report also now contains the actual hours for all field trip refusals that are listed on the report. The Driver Activity Report now more accurately reflects the hours that the driver earns on their field trip assignments. The report will inspect the field trip and see if the driver's actual hours are entered. If they are then those hours will print. If they are NOT then the report will use the field trip's estimated hours.

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The report will also now more accurately reflect the hours that the driver is charged for a refused field trip assignment. If the actual hours are available for the alternative driver that did take the trip then those hours will print on the report. If the actual hours are NOT available then the report will print the trip's estimated hours. If there are more than one drivers assigned to the trip then the report will use an average of all the driver's actual hours as the hours the are charged to the refusing driver's refusal.

Mapping

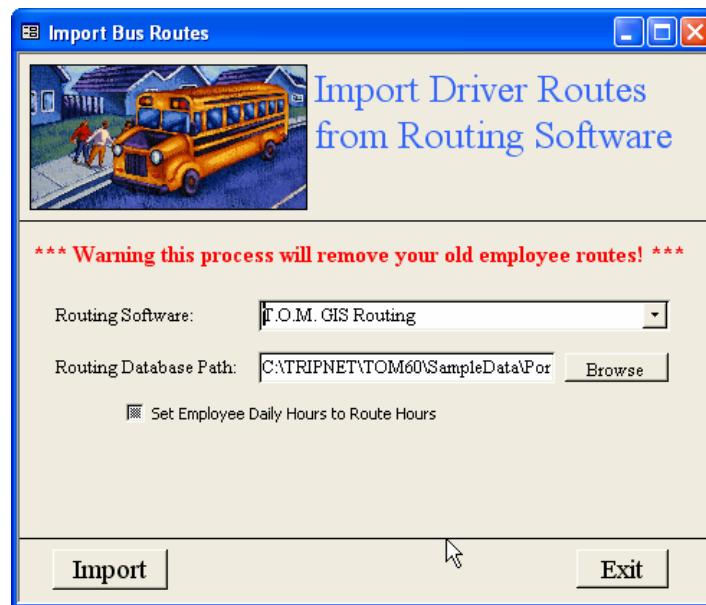
- **T.O.M. will now map a field trip if the Customer or Destination of the field trip only contains, the city and / or the state and / or the zip code.** In the past if you wanted the T.O.M. software to map a field trip it had to have a customer and destination with complete address information in it. The T.O.M. software is now capable of mapping a field trip if one of these destination has incomplete information.
- **T.O.M. will now allow a user to display a group of destination on a map.** The Destination Search Screen now contains a MAP button that when clicked will show all destinations found in the Destination Search on a MS MapPoint Map that have valid address information.
- **T.O.M. will now allow a user to display a single destination on a map.** The Detail Destination Maintenance Screen now contains a MAP button that when clicked will show the destination on a MS MapPoint map if it contains valid address information.
- **T.O.M. will now allow a user to display a single customer on a map.** The Detail Customer Maintenance Screen now contains a MAP button that when clicked will show the customer on a MS MapPoint map if it contains valid address information.





Employees

- **T.O.M. Field Trip Administration now can automatically import / synchronize Employee Routes from the T.O.M. GIS Routing software product.** The T.O.M. Field Trip software can now import or synchronize it's Employee Routes to the Routes maintained in the T.O.M. GIS Routing software program. This powerful feature provides a great time savings to our customers that use both our Field Trip Administration Software and our T.O.M. GIS Routing software! With this new feature you will also find the capability of flagging Employee Routes in your T.O.M. Field Trip Administration software that you wish to preserve and not be affected by the import / synchronization routine. This option is useful when you may wish to enter a 'false route' to block out a day or time of a certain day that the employee is not available for field trip assignment that has nothing to do with routing.



Other

- **The Fund Maintenance Screen now has a PRINT button available.** In the past if a user wanted a list of their funds they would select Reports / Other / Fund List, which would print out all of their funds in alphabetical fund number order. This list would include all funds whether active or not. Since many of our customers have large lists of funds this was not a very useful report.

Now the T.O.M. software allows the user to search for a list of funds, whether they are active or not and then click the new PRINT button on the Fund Search Screen and print the results of that search. Also the Fund Search Screen has been enhanced to allow the user to specify that the report is to sort in Fund # order or Fund Description order.

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