# 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.



## 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.

🗉 Customer Directory
Customer Directory
General Sort
Selected Division:
What Report: 1 Line  Title:
Print Preview 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.

-8	Customer Dire	ctory		Σ	<
	Cust	omer Direc	tory		
	General Sort	<u> </u>			
	Sort By #1:	Name	•	Order By #1: Ascending 💌	
	Sort By #2:	Address #1	•	Order By #2: Ascending 💌	
	Sort By #3:	City	•	Order By #3: Ascending 💌	
				Email Report: Report to File:	
	Print Pre	view		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.

Munic         Colore Name         Point         Domini           Munic         Colore Name         Mone         Point	2/23/00 10:	57:00 AM	PARADISE VALLEY SCHOOL DISTRICT # 69		Page:	2
MundlerCutonen NanzAdirenAdirenProceProsin66UFELINE COMMUNITY CHURCH136 JN CAVECRERK RDFIODENIX, AZ 5922() 365-7117366-9591160HODENIX EDTHERAN CHURCH156 JN CAVECRERK RDFIODENIX, AZ 5922() 365-7017366-9591170ALL SANTS LUTHERAN CHURCH1564 NA 1575(N) AKA 25022() 365-7017365-9516170ALL SANTS LUTHERAN CHURCH1569 NA 1575(N) AKA 25022() 495-6280170ALL SANTS LUTHERAN CHURCH17602 NC ENTRA JAVE PHOENIX, AZ 58022() 495-6280171HIDDEN HILLS FRIEMICUB1783 NA 41H ST. PHOENIX, AZ 58022() 495-6280172NW LEADSTART ECHO MT181 LE MICHIGAN 202 EEARL JUTT R0 PHOENIX, AZ 58022() 495-6280173SW HEADSTART ECHO MT181 LE MICHIGAN 202 EEARL JUTT R0 PHOENIX, AZ 58022() 495-6280174HIDDEN HILLS FRIEMIN191 EE MICHIGAN 202 EEARL JUTT R0 PHOENIX, AZ 58022() 495-6280175SW HEADSTART ECHO MT191 EE MICHIGAN 202 EEARL JUTT R0 PHOENIX, AZ 58022() 495-6300176CANTON DERLID FIGHIGE LLIM1981 FI PHOENIX, AZ 58022() 495-6400176CANTON DERLID FIGHIGE LLIM1981 FI PHOENIX, AZ 58023() 495-6400176CANTON DERLID FIGHIGE LLIM1981 FI PHOENIX, AZ 58023 <t< th=""><th></th><th></th><th><b>Customer Directory</b></th><th></th><th></th><th></th></t<>			<b>Customer Directory</b>			
68         UFELINE COMMUNITY CHURCH         105 E. HEARN PHOENIX, AZ 8022         () 246-601           70         ALL SANTIS ULTHERAN CHURCH         105 JI N. CVEREIRE RD         () 865-7117           71         ALL SANTIS ULTHERAN CHURCH         156-90 XI TT JI ST PHOENIX, AZ 8022         () 95-609           72         ACUTUS YER-ACC RABBIT         156-90 XI TT JI ST PHOENIX, AZ 8022         () 93-609           72         CACTUS YER-ACC RABBIT         166-00 XI TS ST PHOENIX, AZ 8022         () 93-609           72         CACTUS YER-ACC RABBIT         166-00 XI TS ST PHOENIX, AZ 8022         () 93-609           73         PODTHILLS FREARD CHURCH         166-00 XI TS ST PHOENIX, AZ 8022         () 93-609           73         PODTHILLS FREARD CHURCH         196-00 XI TS ST PHOENIX, AZ 8022         () 93-629           74         HIDDEN HILLS FREARD CHURCH         196-00 XI TS ST AT 800 XI TS ST PHOENIX, AZ 8022         () 93-629           74         HIDDEN HILLS FREARD CHURCH         196-00 XI TS ST AT 800 XI TS ST AT	Number	Customer Name	Address	Phone: D	Division:	Active
0         PHOENX FIRST ASSMBLY         361 N.CAVECRER.RD. PHOENX, AZ 8502         (867-117)           10         ALL SANTS LUTHERANCHURCH         15640 X.T18 F. PHOENX, AZ 8502         (935 660 91)           12         ATRE LIBRE LEMA.         15640 X.T18 F. PHOENX, AZ 8502         (1493 660 91)           12         CACTUS VIEW-ACK RABIT         16438 X.J13 ST. PHOENX, AZ 8502         (1493 660 91)           13         FOUTHLIZ FREBIRD CLUB         17620 K CRTTRAL AVE PHOENX, AZ 8502         (1493 660 91)           13         SW HEADA         17620 K CRTTRAL AVE PHOENX, AZ 8502         (1493 660 91)           13         SW HEADA         17620 K CRTTRAL AVE PHOENX, AZ 8502         (1493 660 91)           14         HDDEN HILLS FREBIRD CLUB         1811 E. MCHIGAN DE E. MALL SUTTE 140 PHOENX, AZ 8502         (1493 660 91)           15         KW HEADA         190 S ELAKL SUTTE 140 PHOENX, AZ 8502         (193 564 560 60)           16         CACTUS VIEW ALDA         190 F. MALL SUTTE 140 PHOENX, AZ 8502         (193 695 490 00)           16         CAMO BELLO FAGLE CLUB         560 C. CNTENTON MILE FRIEND ALZ 8602         (193 564 560 00)           16         CAMO BELLO FAGLE CLUB         190 N. CNTEX 8502         (193 564 560 00)           16         CAMO BELLO FAGLE CLUB         1090 N. CNTEX 8602         (193 564 560 00)	68	LIFELINE COMMUNITY CHURCH	1055 E. HEARN PHOENIX, AZ 85022	() 246-6051		>
40         ALL SMNTS LUTHERAN CHURCH         15669 N. TH ST PHOENIX, AZ 5502         (92) 566-919           73         CACTUS VIEW ELEM.         (943 N. STST PHOENIX, AZ 5502         (7) 493-636           73         CACTUS VIEW ELEM.         (943 N. STST PHOENIX, AZ 5502         (7) 493-636           73         CACTUS VIEW ELEM.         (762) KG-5716         (7) 493-636           73         CACTUS VIEW ELEM.         (62) S56-576         (7) 493-630           71         TH IDDEN HILLS MACUT         (9) 51 E. MICHIGAN 202 E. EARL J. SUTTE 40 PHOENIX, AZ 5502         (7) 493-636           71         TH DDEN HILLS MACUT         (9) 95 E. STARON PHOENIX, AZ 5502         (7) 493-636           73         S W OLF RIDGE ELEM.         (9) 95 E. STARON PHOENIX, AZ 5502         (7) 493-630           74         TUTH SE THORNIX, AZ 5502         (7) 493-630         (7) 493-630           75         E-GOLF RIDGE ELEM.         (9) 95 E. STARON PHOENIX, AZ 5502         (7) 493-630           76         CONSOUT NOUNTIN IELM         (9) 96 E. HORNIX, AZ 5502         (7) 493-630           76         CONSOUT NOUNTIN IELM         (9) 96 E. HORNIX, AZ 5502         (7) 493-630           76         CONSOUT NOUNTIN IELM         (9) 96 E. HORNIX, AZ 5502         (7) 493-630           76         CONSOUT NOUNTIN IELM         (	80	PHOENIX FIRST ASSEMBLY	13613 N. CAVECREEK RD. PHOENIX, AZ 85022	() 867-7117		>
37         AIRE LIBRE ELIAM         (6438 A2157 ST. PHOENIX, AZ 8502         () 493-600           22         CACTUS VIRW-JACK ABBIT         7605 X CENTRAL AVE PHOENIX, AZ 8502         () 493-630           23         CACTUS VIRW-JACK ABBIT         7605 X CENTRAL AVE PHOENIX, AZ 8502         () 493-630           173         SW. HEADSTARY ECHOMT         7835 N. 4FT ST. PHOENIX, AZ 8502         () 493-630           173         SW. HEADSTARY ECHOMT         1915         EALLADSTARY ECHOMT         (0) 493-630           174         HIDDEN HILLS FIREBIND CLUB         7835 N. 4FT ST. PHOENIX, AZ 85022         () 493-630           26         HIDDEN HILLS FIRE         1916         ESHARON PHOENIX, AZ 85022         () 493-610           26         EAGLE RIDGE ELEAM         1916         ESHARON PHOENIX, AZ 85022         () 493-610           26         CAMPO BELLOM         1916         ESHARON PHOENIX, AZ 85022         () 493-610           26         CANTO ACUTITES         2005         CONTENTORIAN AT 85023         () 493-610           26         CANPO BELLO ASOL         1096         ESHARON PHOENIX, AZ 85023         () 493-610           26         CANTO ACUTITES         2005         CANTO ACUTITES         2005         (002) 564-5976           26         CANTO ACUTITES         2005	140	ALL SAINTS LUTHERAN CHURCH	15649 N. 7TH ST PHOENIX, AZ 85022	(602) 866-9191		>
129         CACTUS VIEW-JACK RAIBIT         7080.N CENTRALAVE: PIOENIX, AZ 550.2         () 933-6280           173         FOOTHULLS FIREBRD CUB         7080.N CENTRAL NET. PIOENIX, AZ 550.2         () 933-6596           173         SW. HEADSTART ECHOMT         811 E. MICHIGAN 20.2 E-MLL SUITE 140 PHOENIX, AZ 550.2         () 933-6596           174         HIDDEN HILLS FIREBRD CUB         7835 N 441 HET. PIOENIX, AZ 550.2         () 933-6596           175         HIDDEN HILLS FIEM         919 E. SHARON PHOENIX, AZ 550.2         () 933-6596           175         HIDDEN HILLS FIEM         919 E. SHARON PHOENIX, AZ 550.2         () 933-6590           176         HIDDEN HILLS FIEM         919 E. SHARON PHOENIX, AZ 550.2         () 933-6590           175         CAMPO BELLO FACIECUB         930 N. TITHST. PIOENIX, AZ 550.2         () 933-6400           176         LODKOUT MOUNTANELEM         15 W. CORAL GABLES PHOENIX, AZ 550.2         () 933-6400           176         LODKOUT MOUNTANELEM         15 W. CORAL GABLES PHOENIX, AZ 550.2         () 933-6400           176         LODKOUT MOUNTANELEM         15 W. CORAL GABLES PHOENIX, AZ 550.2         () 933-6400           176         LODKOUT MOUNTANELEM         15 W. CORAL GABLES PHOENIX, AZ 550.2         () 933-6400           176         LODKOUT MOUNTANELEM         15 W. CORAL GABLES PHOENIX, AZ 550.2	37	AIRE LIBRE ELEM.	16428 N.21ST ST. PHOENIX, AZ 85022	() 493-6040		>
42         CACTINS VIEW ELIM.         7825 N.4-4THS         7825 N.4-4THS         7962 N. CENTRAL AVE         PHOENIX, AZ 5802         (1) 493-6230           173         S. W. HEDSTART/ ECHO MT         7835 N.4-4THS         PHOENIX, AZ 5802         (0) 266-5976           173         HIDDEN HILLS-INCERIO MT         811 E. MICHIGAN 2022         (0) 205-65976         (0) 205-65976           173         HIDDEN HILLS-MARCOT         1919 E SIRANO PHOENIX, AZ 5802         (1) 493-6100         (0) 205-65976           173         HIDDEN HILLS-MACCT         1919 E SIRANO PHOENIX, AZ 5802         (1) 493-6100         (0) 205-65976           173         HIDDEN HILLS-MACCH         1910 E SIRANO PHOENIX, AZ 5802         (1) 493-6100         (0) 205-5976           174         HIDDEN HILLS-MACCH         1910 E SIRANO PHOENIX, AZ 5802         (1) 493-6100           174         HIDDEN ALZONA         560 W. GREEN WORNY RD. PHOENIX, AZ 58023         (0) 205-5976           174         NINSCHALLELM         1560 N HILLS FILLER         1560 N HILLS FILLS         (1) 473-4100           175         LOCKONTANELEM         1560 N HILLS FILLS         1000 N LINSCHALLS         (1) 473-4100           175         LOCKONTANELEM         1560 N HILLS FILLS         1000 N LINSCHALLS         (1) 473-4100           175         LOCKONTANELEM	129	CACTUS VIEW-JACK RABBIT	17602 N CENTRAL AVE PHOENIX, AZ 85022	() 493-6280		>
135         FOOTHILLS FIREBIRD CLUB         7355 N. 47TH ST. PHOENIX, AZ 5802         (602) 266-5976           177         HIDDEN HILLS-MASCOT         191 E-SHARON PHOENIX, AZ 5802         (602) 266-5976           177         HIDDEN HILLS-MASCOT         191 E-SHARON PHOENIX, AZ 5802         (902) 266-5976           177         HIDDEN HILLS-MASCOT         191 E-SHARON PHOENIX, AZ 5802         (1) 493-6100           126         HIDDEN HILLS-MASCOT         191 E-SHARON PHOENIX, AZ 5802         (1) 493-6100           135         EAGLE RIDGE ELEM.         199 E-SHARON PHOENIX, AZ 58023         (0) 493-6100           136         CAMO BELLO (ANUTAIN ELEM.         15 W. CORAL GABLES PHOENIX, AZ 58023         (002) 568-5900           136         CONCUT MOUNTAIN ELEM.         15 W. CORAL GABLES PHOENIX, AZ 58023         (002) 678-5400           136         CAMO BELLO (ARCIERCUB MORT HILLS PHOENIX, AZ 58023         (002) 693-63400         (002) 493-6400           136         CAMO BELLO (ARCIERCUB MORT HILLS PHOENIX, AZ 58024         (1) 786-4300         (001) 693-64300           136         CAMO BELLO (ARCIERCUB MORT HILLS PHOENIX, AZ 58024         (1) 786-4300         (001) 693-64300           136         CAMO BELLO (ARCIERCUB MORT HILLS PHOENIX, AZ 58024         (1) 786-4300         (001) 693-64300           136         CAMO BELLO (ARCIERCUB MORT HILS PHOENIX, AZ 5	42	CACTUS VIEW ELEM.	17602 N. CENTRAL AVE. PHOENIX, AZ 85022	() 493-6280		5
173         S.W. HEADSTART/ ECHO MT         1811 E. MICHIGAN 202 E EARLI J. SUTTE 140 PHOENIX, AZ         (602) 266-5976           177         HIDDEN HILLS-MASCOT         199 E. SHAKON PHOENIX, AZ 85022         (1493-6270           25         EAGLE RIDGE ELEM.         199 E. SHAKON PHOENIX, AZ 85022         (1493-6270           15         CAMPO BELLO TÉALIEL LULB         2660 N. 13TH ST. PHOENIX, AZ 85022         (1495-5700           160         CAMPO BELLO TÉALIEL LULB         2660 N. Biack Canyon C. 200 Phoenix, AZ 85023         (602) 578-3400           160         Christo Churbo Off TALINI BELM         15 W. CORL CABUES PHOENIX, AZ 85023         (602) 578-3400           160         Christo Churbo Off De Valley         15 S60 N. Biack Canyon C. 200 Phoenix, AZ 85023         (602) 578-3400           160         Christo Churbo Off De Valley         550 W. GREENWY RD. PHOENIX, AZ 85023         (602) 578-3400           150         Christo Churbo Off De Valley         3500 L. UNON ONTINI BLAM         (793-43-600           151         Christo Churbo Off De Valley         3500 N. GREENWY RD. RADONX, AZ 85024         (792) 495-6500           153         AMBRICAN LEGION POST JON         2000 N. CATCREERER PHOENX, AZ 85024         (792) 495-6500           154         ENVLIPPENTION ACTIVITIES         2500 N. GREENWY RD. RADONX, AZ 85024         (792) 495-6500           154<	135	FOOTHILLS FIREBIRD CLUB	17835 N. 44TH ST. PHOENIX, AZ 85022			>
171         HIDDEN HILLS-MASCOT         1919 E SHARON PHOENIX, AZ 8502         1493-670           25         HIDDEN HILLS ELEM.         1919 E SHARON PHOENIX, AZ 8502         (1493-670           55         E-ADLE RIDGE ELEM.         1910 E SHARON PHOENIX, AZ 8502         (1493-670           56         E-ADLE RIDGE ELEM.         1990 E SHARON PHOENIX, AZ 8502         (1493-670           115         CAMPO BELLO FAGLE CLUB         5650 N Black Canyon C200 Phoenix, AZ 85023         (002) 678-3400           126         Christs Church of the Valley         15600 N Black Canyon C200 Phoenix, AZ 85023         (002) 678-3400           126         Christs Church of the Valley         15600 N Black Canyon C200 Phoenix, AZ 85024         (1763-4200           126         Christs Church of the Valley         15600 N N. CATERER PHOENIX, AZ 85024         (1763-42400           126         RANENON LEGION PACTIVITIES         2061 N ACNECRERK PHOENIX, AZ 85024         (177-1349           126         RANENON LEGION NACTIVITIES         2061 N ACNECRERK PHOENIX, AZ 85024         (177-1349           127         EXPLORER MIDDLE         22401 N ACNIX, AZ 85024         (192-43-630           128         BOULDER CREEK ELEM         3061 N ACNECRERK PHOENIX, AZ 85024         (192-43-630           128         BOULDER CREEK ELEM         3062 N AZ 85024         (192-43-630	175	S.W. HEADSTART/ ECHO MT	1811 E. MICHIGAN 202 E EARLL SUITE 140 PHOENIX, AZ 85022	(602) 266-5976		>
62         HIDDEN HILLS ELEM.         1919 E. SHARON PHOENUX, AZ 8502         () 493-610           53         EAGLE RUDGE ELEM.         1900 IN 13TH ST. PHOENUX, AZ 8502         () 493-610           154         COMPO BELLO FELJO FUNZI AZ 85023         (6) 2) 869-5900           600         Cimits Church of the Valley         5600 N Black Canyon C-200 Phoenix, AZ 85023         (6) 7) 780-4200           75         NORTH CANYON HIGH SCHOOL         7000 I. CVOECREEK PHOENIX, AZ 85024         () 730-4200           120         RTANSPORT/TON ACTIVITIE         2001 NI CAVECREEK PHOENIX, AZ 85024         () 730-4200           120         RUDDER CREEK MIDJL         2240 N 40TH ST REET PHOENIX, AZ 85024         () 730-439-6300           121         BUULDER CREEK MIDDL         2240 N 40TH ST REET PHOENIX, AZ 85024         () 731-1349           121         BUULDER CREEK MIDDL         2240 N 40TH ST REET PHOENIX, AZ 85024         () 735-4300           123         BUULDER CREEK MIDDL         2300 N 40TH ST REET PHOENIX, AZ 85024         () 735-4300           124         BUULDR REEK MIDDL         2300 N 40TH ST REET P	177	HIDDEN HILLS-MASCOT	1919 E SHARON PHOENIX, AZ 85022			>
55         EAGLE RIDGE ELEM.         1980 IN 13TH ST. PHOENIX, AZ 8502         () 493-6100           115         LOOKOUT MOUNTAN ELEM         2600 E. CONTENTION MINE PHOENIX, AZ 85023         (602) 869-5000           126         CINIS Church of the Valley         15 %. CORAL GABLES PHOENIX, AZ 85023         (602) 678-3400           126         CINIS Church of the Valley         15 %. CORAL GABLES PHOENIX, AZ 85023         (602) 678-3400           126         CINIS Church of the Valley         3620 %. ORBERWAYN RD. PHOENIX, AZ 85023         (7) 780-4200           126         NORTH CANVON HIGH SCHOOL         7000 IN CAVECREEK PHOENIX, AZ 85024         (7) 780-4200           126         RANERCAN LEGION POST IO7         2001 N. CAVECREEK PHOENIX, AZ 85024         (7) 780-4200           121         EXPLORE MIDDLE         2001 N. CAVECREEK PHOENIX, AZ 85024         (7) 780-4200           120         BOULDER CREEK DOBCATTS         2201 N. AZ 85024         (7) 780-4200           121         BOULDER CREEK DOBCATS         2201 N. AZ 85024         (7) 473-1349           121         BOULDER CREEK DOBCATS         2201 N. AZ 85024         (7) 473-1349           122         BOULDER CREEK DOBCATS         2201 N. AZ 85024         (7) 473-5305           121         BOULDER CREEK DOBCATS         2201 N. AZ 85024         (7) 493-6300	62	HIDDEN HILLS ELEM.	1919 E. SHARON PHOENIX, AZ 85022	( ) 493-6270		>
IIS         CAMPO BELLO /EdGLE CLUB         2650 E. CONTENTION MINE         PHOENIX, AZ 85023         (602) 869-5000           I36         LOOKOUT MOUNTAIN ELIM         15 W. CORAL GABLES PHOENIX, AZ 85023         (602) 678-3400           I4         CHILD CARE OF ARLZONA         56.00 W. GREENWAY RD. PHOENIX, AZ 85023         (602) 678-3400           I5         WICH CAYVON HIGH SCHOOL         1700 E. UNION HILLS. PHOENIX, AZ 85024         (7) 790-4200           I5         MERICAN LEGION POST 100         2001 N. ACHVERER PHOENIX, AZ 85024         (7) 790-4200           I5         TRANSPORTATION ACTIVITIES         20621 N. 32ND STREET PHOENIX, AZ 85024         (7) 730-4200           I2         BOULDER CREEK LEM         2061 N. AZ 85024         (602) 493-6400           I1         BOULDER CREEK LEM         22401 N. ACHVERER PHOENIX, AZ 85024         (7) 730-4200           I1         BOULDER CREEK LEM         22601 N. 22ND STREET PHOENIX, AZ 85024         (7) 473-1349           I1         BOULDER CREEK LEL         22401 N. ACHVER SER         2001 N. 22ND STREET PHOENIX, AZ 85024         (9) 493-6300           I1         BOULDER CREEK LELM         22301 N. 22ND STREET PHOENIX, AZ 85024         (602) 493-6300         (902) 493-6300           I1         BOULDER CREEK RELEM         2201 N. 22ND STREET PHOENIX, AZ 85024         (802) 493-6400	55	EAGLE RIDGE ELEM.	19801 N. 13TH ST. PHOENIX, AZ 85022	() 493-6100		>
136         LOOKOUT MOUNTAIN ELEM         15 W. CORAL GABLES PHOENIX, AZ 85023         (602) 689-5900           160         Cinsis Church of the Valley         15600 N Black Canyon C.200 Phoenix, AZ 85023         (602) 678-3400           75         NORTH CANYON HIGH SCHOOL         15600 N Black Canyon C.200 Phoenix, AZ 85023         (1) 938-3100           75         NORTH CANYON HIGH SCHOOL         2000 N. CLARE OF ALLON         1560 N Black Canyon C.200 Phoenix, AZ 85024         (1) 780-4200           78         AMERICAN LEGION POST 107         2001 N. SCHOER PHOENIX, AZ 85024         (1) 780-4200           120         BOULDER CREEK BOBGATS         2300 N. SCHOER PHOENIX, AZ 85024         (6) 473-1349           121         BOULDER CREEK BOBGATS         2330 N. SCHOENIX, AZ 85024         (6) 473-1349           120         BOULDER CREEK BOBGATS         2330 N. ZAND ST. PHOENIX, AZ 85024         (6) 473-1349           120         BOULDER CREEK BOBGATS         2330 N. ZAND ST. PHOENIX, AZ 85024         (6) 473-630           13         CASHMIN DR. PHOENIX, AZ 85024         (6) 473-6400         (6) 473-636           13         OUAL RUN ELEM         330 E. UTOPIA PHOENIX, AZ 85024         (6) 493-639           13         OUAL RUN ELEM         415 C.ASHMAN DR. PHOENIX, AZ 85024         (6) 493-639           142         DESERT TRALLEY HICH SCHOOL	115	CAMPO BELLO /EAGLE CLUB	2650 E. CONTENTION MINE PHOENIX, AZ 85022			>
[60         Christs Church of the Valley         [500 N. Black Camyon C_200 Phoenix, Az 85023         (602) 678-3400           73         NORTH CANYON HIGH SCHOOL         700 E. UNION HILLS         PHOENIX, AZ 85023         (1) 780-4200           75         NORTH CANYON HIGH SCHOOL         700 E. UNION HILLS         PHOENIX, AZ 85024         (1) 780-4200           76         CHLLD CARE OF ARLZONA         5620 W. GREENWAY RD. PHOENIX, AZ 85024         (1) 780-4200           78         AMERICAN LEGION POST 107         2001 N. CAVECREEK PHOENIX, AZ 85024         (1) 780-4200           70         E. UNION ACTIVITIES         2061 N. 32ND ST FHOENIX, AZ 85024         (602) 493-6400           70         BOULDER CREEK BOBCATS         23801 N. 22ND ST PHOENIX, AZ 85024         (602) 493-6300           70         BOULDER CREEK LEM.         23801 N. 22ND ST PHOENIX, AZ 85024         (602) 493-6300           711         BOULDER CREEK LEM.         2301 N. 27ND ST PHOENIX, AZ 85024         (602) 493-6300           712         DESIRT TRAILS ELEM         303 E. UTOPIA PHOENIX, AZ 85024         (7) 473-1349           723         DESIRT TRAILS ELEM         4115 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6300           712         DESIRT TRAILS ELEM         313 E. UTOPIA PHOENIX, AZ 85024         (602) 493-6300           723         DESIRT TRAILS FILEM	136	LOOKOUT MOUNTAIN ELEM	15 W. CORAL GABLES PHOENIX, AZ 85023	(602) 869-5900		>
44       CHILD CARE OF AKIZONA       56.0 W. GREENWAY RD. PHOENIX, AZ 850.23       () 938-3100         75       NORTH CANYON HIGH SCHOOL       1700 E. UNION HILLS       () 730-4200         38       AMERICAN LEGION POST 107       2001 N. CAVECREEK PHOENIX, AZ 850.24       () 780-4200         38       AMERICAN LEGION POST 107       2001 N. CAVECREEK PHOENIX, AZ 850.24       () 730-4200         30       EXPLORE MIDDLE       22401 N. 40TH STREET PHOENIX, AZ 850.24       (602) 493-6400         124       EXPLORE MIDDLE       22401 N. 40TH STREET PHOENIX, AZ 850.24       (602) 493-6400         30       E. UTOPIA PHOENIX, AZ 850.24       (602) 493-6540       (602) 493-6540         70       BOULDER CREEK BLEM       3303 E. UTOPIA PHOENIX, AZ 850.24       () 473-1349         80       UALI RUN ELEM       3303 E. UTOPIA PHOENIX, AZ 850.24       () 493-6240         70       PARADISE VALLEY HIGH SCHOOL       3303 E. UTOPIA PHOENIX, AZ 850.24       () 493-6240         71       PARADISE VALLEY MIGH SCHOOL       3303 E. UTOPIA PHOENIX, AZ 850.24       () 493-6240         72       BOULDER CREEK BLEM       3315 E. CASHMAN DR. PHOENIX, AZ 850.24       () 493-6240         72       DESERT TRAILS MASCOT CLUB       4315 CASHMAN DR. PHOENIX, AZ 850.24       () 495-5316         74       DESERT TRAILEY MILLEY RELEM	160	Christ's Church of the Valley	15600 N. Black Canyon C-200 Phoenix, Az 85023	(602) 678-3400		>
75         NORTH CANYON HIGH SCHOOL         1700 E. UNION HILLS         PHOENIX, AZ 85024         () 780-4200           38         AMERICAN LEGION POST 107         2000 IN. CAVECREEK PHOENIX, AZ 85024         () 780-4200           150         TRANSPORTATION ACTIVITIES         2062 IN 32ND STREET PHOENIX, AZ 85024         () 730-439-6400           124         EXPLORER MIDDLE         2060 IN. CAVECREEK PHOENIX, AZ 85024         () 473-1349           120         BOULDER CREEK ELEM.         2280 IN. 22ND ST PHOENIX, AZ 85024         () 473-1349           128         BOULDER CREEK ELEM.         2280 IN. 22ND ST PHOENIX, AZ 85024         () 473-1349           129         BOULDER CREEK ELEM.         2303 E. UTOPIA PHOENIX, AZ 85024         () 493-6240           125         DESERT TRALLE BLEM         3303 E. UTOPIA PHOENIX, AZ 85024         () 567-5305           124         DESERT TRALLE BLEM         4315 CASHIMI DR. PHOENIX, AZ 85024         () 493-6240           125         DESERT TRALLE SELION         4315 CASHIMI DR. PHOENIX, AZ 85024         () 493-6390           126         DESERT TRALLE SELION         4315 CASHIMI DR. PHOENIX, AZ 85024         () 493-6300           126         DESERT TRALLE SELION         4315 CASHIMI DR. PHOENIX, AZ 85024         () 493-6300           127         DESERT TRALLE YALLEY SENIOR SER.         2001 W. WAIALLA DR	44	CHILD CARE OF ARIZONA	3620 W. GREENWAY RD. PHOENIX, AZ 85023	() 938-3100		>
38       AMERICAN LEGIONPOST 107       2001 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       (602) 493-6400         120       BOULDER CREEK/BOBCATS       22801 N. 22ND ST. PHOENIX, AZ 85024       (602) 493-6400         120       BOULDER CREEK ELEM.       22801 N. 22ND ST. PHOENIX, AZ 85024       (602) 493-6380         118       BOULDER CREEK ELEM.       3303 E. UTOPIA PHOENIX, AZ 85024       (602) 493-6380         125       DESERT TRAILE VHICH SCHOOL       3506 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (7) 493-6390         125       DESERT TRAILE SELAM       3505 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (7) 493-6390         126       DESERT TRAILS MASCOTCLUB       4315 CASHMIN DR. PHOENIX, AZ 85024       (7) 493-6390         127       DESERT TRAILS MARCOTCLUB       215 CASHMIN DR. PHOENIX, AZ 85024       (7) 493-6390         128       DESERT TRAILS MASCOTCLUB       215 CASHMIN DR. PHOENIX, AZ 85024       (7) 493-6130         129       DESERT TRAILS MARCOTCLUB       215 CASHMIN DR. PHOENIX, AZ 85024       (7) 493-6130         120       DESERT TRAILS MARCOTCLUB       215 CASHMIN DR. PLOENIX, AZ 85028       (7) 493-6130	75	NORTH CANYON HIGH SCHOOL	1700 E. UNION HILLS PHOENIX, AZ 85024	() 780-4200		>
150       TRANSPORTATION ACTIVITIES       20621 N 32ND STREET PHOENIX, AZ 85024       (602) 493-6400         124       EXPLORER MIDDLE       22401 N. 40TH STREET PHOENIX, AZ 85024       (602) 493-6400         120       BOULDER CREEK BOBCATS       22301 N. 22ND ST. PHOENIX, AZ 85024       (602) 493-6300         120       BOULDER CREEK BOBCATS       22301 N. 22ND ST. PHOENIX, AZ 85024       (7) 473-1349         121       BOULDER CREEK ELEM.       22801 N. 22ND ST. PHOENIX, AZ 85024       (7) 493-6390         125       DESERT TRALLEY HIGH SCHOOL       350 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 493-6240         125       DESERT TRALLEY HIGH SCHOOL       350 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 493-6390         126       DESERT TRALLEY HIGH SCHOOL       350 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 495-6390         126       DESERT TRALLEY HIGH SCHOOL       350 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 495-6390         127       DESERT TRALLEY HIGH SCHOOL       351 E. CASHMAN DR. PHOENIX, AZ 85024       (1) 495-6390         128       DESERT TRALLEY HIGH SCHOOL       351 E. CASHMAN DR. PHOENIX, AZ 85024       (1) 495-6390         128       DESERT TRALLEY HIGH SCHOOL       2920 E.BELL RD. PHOENIX, AZ 85024       (1) 495-6390         129       DESERT TRALLEY BLAN       110	38	AMERICAN LEGION POST 107	20001 N. CAVECREEK PHOENIX, AZ 85024			>
124       EXPLORER MIDDLE       22401 N. 40TH STREET PHOENIX, AZ 85024       (602) 493-6400         120       BOULDER CREEK/BOBCATS       22801 N. 22ND ST. PHOENIX, AZ 85024       (173-1349         118       BOULDER CREEK ELEM.       22801 N. 22ND ST. PHOENIX, AZ 85024       (602) 493-6580         83       QUALL RUN ELEM.       2303 E. UTOPIA PHOENIX, AZ 85024       (602) 493-6580         79       PARADISE VALLEY HIGH SCHOOL       350 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 493-6240         123       DESERT TRALLEY HIGH SCHOOL       350 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024       (1) 493-6390         142       DESERT TRALLEY HIGH SCHOOL       350 EBELL RD. 40TH ST. & BELL RD. 72 85024       (1) 495-5310         142       DESERT TRALLEY HIGH SCHOOL       351 E. CASHMAN DR. PHOENIX, AZ 85024       (1) 495-6390         143       DESERT TRALLS BLEM       431 5 CASHMAN DR. PHOENIX, AZ 85024       (1) 495-6390         600       WALEY VILLEY HIGH SCHOOL       356 EBELL RD. 400HIX, AZ 85024       (1) 495-5316         601       BEER VALLEY SENIOR SER.       20001 W. WAHALLA DR. PHOENIX, AZ 85023       (1) 495-6390         602       BEERT TRALLS MASCOT CLUB       4315 E CASHMAN DR. PHOENIX, AZ 85023       (1) 495-6390         61       BEERT TRALLS MASCOT CLUB       4315 E CASHMAN DR. PHOENIX, AZ 85023       (1) 4	150	TRANSPORTATION ACTIVITIES	20621 N 32ND STREET PHOENIX, AZ 85024			>
120         BOULDER CREEK/BOBCATS         22801 N. 22ND ST PHOENIX, AZ 85024         ()         ()         473-1349           118         BOULDER CREEK ELEM.         22801 N. 22ND ST. PHOENIX, AZ 85024         (602) 493-6380           83         QUALL RUN ELEM.         2305 L. UTOPIA PHOENIX, AZ 85024         (602) 493-6380           79         PARADISE VALLEY HIGH SCHOOL         3505 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024         ()         () 493-6390           125         DESERT TRALLEY HIGH SCHOOL         3505 EBELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024         ()         () 493-6390           142         DESERT TRALLEY HIGH SCHOOL         3515 CASHMIN DR. PHOENIX, AZ 85024         () 495-6310         () 495-6390           142         DESERT TRALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85024         () 495-6390         () 495-6390           602         SHEAD WOUNTAIN HIGH         20001 W. WAHALLA DR. PHOENIX, AZ 85028         () 495-6316         () 495-6316           602         BEERT TRALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85028         () 495-6310         () 495-6310           618         DESERT TRALLEY HIGH         21000 W. WAHALLA DR. PHOENIX, AZ 85028         () 495-6300         () 495-6300           618         SHEAD WOUNTAIN HIGH         2001 W. WAHALLA DR. PHOENIX, AZ 85028         () 495-6300	124	EXPLORER MIDDLE	22401 N. 40TH STREET PHOENIX, AZ 85024	(602) 493-6400		>
II8         BOULDER CREEK ELEM.         22801 N. 22ND ST. PHOENIX, AZ 85024         (602) 493-6580           83         QUAIL RUN ELEM.         3303 E. UTOPIA PHOENIX, AZ 85024         (1 493-6540           79         PARADISE VALLEY HIGH SCHOOL         3505 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024         (1 493-6540           125         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (1 955-5505           142         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6390           48         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85024         (1 955-3714           50         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85028         (1 995-6390           602         PARADIDLE         20001 W. WAHALLA DR. PHOENIX, AZ 85028         (1 995-3714           50         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85028         (1 995-6390           60         SHEA MUDLE         20001 W. WAHALLA DR. PHOENIX, AZ 85028         (1 995-3714           50         DESERT TRAILS ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         (1 995-6390           61         SHEA MUDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         (1 995-6300           61         SHEA MUDLE         2902 E. SHEA BLVD. PHOENIX, AZ 85028         (	120	BOULDER CREEK/BOBCATS	22801 N. 22ND ST PHOENIX, AZ 85024	() 473-1349		>
83         QUAIL RUN ELEM.         3303 E. UTOPIA PHOENIX, AZ 85024         ( ) 493-6240           79         PARADISE VALLEY HIGH SCHOOL         3505 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024         ( ) 867-5505           125         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         ( ) 867-5505           142         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         ( ) 955-3714           48         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85024         ( ) 495-3714           50         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85028         ( ) 495-3714           50         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85028         ( ) 495-6390           602         PARADIDLE         20001 W. WAHALLA DR. PHOENIX, AZ 85028         ( ) 495-6390           50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         ( ) 495-6300           81         SHADOW MOUNTAIN HIGH         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 867-5326           82         SCHOOL         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 955-5326           84         ROADR WOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 957-5326           84         ROADR WOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028<	118	BOULDER CREEK ELEM.	22801 N. 22ND ST. PHOENIX, AZ 85024	(602) 493-6380		2
79         PARADISE VALLEY HIGH SCHOOL         350 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024         () 867-5505           125         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6390           142         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6390           143         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6390           144         DEER VALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85028         () 495-3714           50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         () 493-6070           90         SHEA MIDDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         () 493-6020           81         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         () 493-6020           82         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 867-5326           84         ROADR WOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 493-6220           84         ROADR WINR         3540 E. CHOLLA PHOENIX, AZ 85028         () 493-6130           85         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028         () 493-6130           86         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028         () 493-6130 <td>83</td> <td>QUAIL RUN ELEM.</td> <td>3303 E. UTOPIA PHOENIX, AZ 85024</td> <td>() 493-6240</td> <td></td> <td>&gt;</td>	83	QUAIL RUN ELEM.	3303 E. UTOPIA PHOENIX, AZ 85024	() 493-6240		>
125         DESERT TRAILS ELEM         4315 CASHMIN DR. PHOENIX, AZ 85024         (602) 493-6390           142         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85024         (602) 493-6390           48         DEER VALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85024         (1) 495-3714           50         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85028         (1) 495-3714           50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         (1) 493-6070           90         SHEA MIDDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         (1) 493-6020           81         SHADOW MOUNTAIN HIGH         2902 E. SHEA BLVD. PHOENIX, AZ 85028         (1) 867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         (1) 867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         (1) 867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         (1) 493-6130           148         SHADOW MOUNTAIN ROTC         2902 E. CHOLLA PHOENIX, AZ 85028         (1) 493-6130           149         GOLD DUST ELEM.         3540 E. CHOLLA PHOENIX, AZ 85028         (1) 493-6130           149         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028	79	PARADISE VALLEY HIGH SCHOOL	3950 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024	( ) 867-5505		>
142         DESERT TRAILS MASCOT CLUB         4315 E CASHMAN DR. PHOENIX, AZ 85024           48         DEER VALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85023         () 495-3714           50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         () 495-3714           90         SHEA MIDDLE         2728 ESHEA BLVD. PHOENIX, AZ 85028         () 495-6070           91         SHA MIDDLE         2728 ESHEA BLVD. PHOENIX, AZ 85028         () 495-6020           89         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         () 867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 943-6020           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 943-6130           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         () 949-6220           148         SHADOW MOUNTAIN ROTC         2902 E. CHOLLA PHOENIX, AZ 85028         () 493-6130           148         ROADR UNNER         3540 E. CHOLLA PHOENIX, AZ 85028         () 493-6130           149         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028         () 493-6130           140	125	DESERT TRAILS ELEM	4315 CASHMIN DR. PHOENIX, AZ 85024	(602) 493-6390		>
48         DEER VALLEY SENIOR SER.         20001 W. WAHALLA DR. PHOENIX, AZ 85027         ( ) 495-3714           50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         ( ) 493-6070           90         SHEA MIDDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         ( ) 493-6070           89         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         ( ) 493-6020           81         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 867-5326           84         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 867-5339           84         ROADR WOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ( ) 493-6130           84         ROADR WINER         3540 E. CHOLLA PHOENIX, AZ 85028         ( ) 493-6130           85         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028         ( ) 493-6130           99         VALLEY CHILD CARE & LEARN         4049 E. CACULA RIDOENIX, AZ 85028         ( ) 493-6130           91         MARCHIPY MINF FI FIAM         040N NY 874 YS D.         ( ) 493-6130	142	DESERT TRAILS MASCOT CLUB	4315 E CASHMAN DR. PHOENIX, AZ 85024			>
50         DESERT COVE ELEM.         11020 N. 28TH ST. PHOENIX, AZ 85028         ()         493-6070           90         SHEA MIDDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         ()         493-6020           89         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         ()         493-6020           89         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         ()         867-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ()         867-5389           84         ROADR WOUNTAIN ROTC         2902 E. SHEA BLVD. PHOENIX, AZ 85028         ()         967-5389           84         ROADR WOUNTAIN ROTC         2902 E. CHOLLA PHOENIX, AZ 85028         ()         943-6220           58         GOLD DUST ELEM.         3640 E. CHOLLA PHOENIX, AZ 85028         ()         493-6130           99         VALLEY CHILD CARE & LEARN         4049 E. CAULLA PHOENIX, AZ 85028         ()         493-6130           99         VALLEY CHILD CARE & LEARN         640 N. STH ST. PHOENIX, AZ 85028         ()         403-6130           71         MERCTIRY MINF FI FILM         640 N. STH ST D. PHOENIX, AZ 85028         ()         404-6130	48	DEER VALLEY SENIOR SER.	20001 W. WAHALLA DR. PHOENIX, AZ 85027	() 495-3714		>
90         SHEA MIDDLE         2728 E.SHEA BLVD. PHOENIX, AZ 85028         () 493-6020         867-5326         89         SHADOW MOUNTAIN HIGH         2902 E. SHEA PHOENIX, AZ 85028         () 867-5326         867-5202         867-5202         867-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-6120         875-8120         875-8120         875-8120         875-8120         875-8120         875-8120         875-8120         875-8120         875-8120         875-8120	50	DESERT COVE ELEM.	11020 N. 28TH ST. PHOENIX, AZ 85028	() 493-6070		>
89         SHADOW MOUNTAIN HIGH         2902 E. SHEA         PHOENIX, AZ 85028         ()         867-5326           148         SCHOOL         2902 E. SHEA         BLVD. PHOENIX, AZ 85028         ()         967-5326           148         SHADOW MOUNTAIN ROTC         2902 E. SHEA         BLVD. PHOENIX, AZ 85028         ()         967-5389           84         ROADRUNNER         3540 E. CHOLLA         PHOENIX, AZ 85028         ()         493-6220           58         GOLD DUST ELEM.         3602 E. CHOLLA         PHOENIX, AZ 85028         ()         493-6130           99         VALLEY CHILD CARE & LEARN         4049 E. CACTUS RD. PHOENIX, AZ 85028         ()         1493-6130           71         MERCTURY MINF FI FM         640 N. XFH ST PLOFNIX, AZ 85028         ()         1403-6130	06	SHEA MIDDLE	2728 E.SHEA BLVD. PHOENIX, AZ 85028	() 493-6020		>
148         SHADOW MOUNTAIN ROTC         2902 E. SHEA BLVD, PHOENIX, AZ 85028         () 867-5389         867-5320         867-63200         867-6320	89	SHADOW MOUNTAIN HIGH SCHOOL	2902 E. SHEA PHOENIX, AZ 85028	( ) 867-5326		2
84         ROADRUNNER         3540 E. CHOLLA PHOENIX, AZ 85028         ( ) 493-6220         58         GOLD DUST ELEM.         3602 E. CHOLLA PHOENIX, AZ 85028         ( ) 493-6130         59         VALLEY CHILD CARE & LEARN         4049 E. CACTUS RD. PHOENIX, AZ 85028         ( ) 403-6130         503         51	148	SHADOW MOUNTAIN ROTC	2902 E. SHEA BLVD. PHOENIX, AZ 85028	( ) 867-5389		>
58     GOLD DUST ELEM.     3602 E. CHOLLA PHOENIX, AZ 85028     ( ) 493-6130       99     VALLEY CHILD CARE & LEARN     4049 E. CACTUS RD. PHOENIX, AZ 85028     ( ) 403-6120       71     MERCHIRY MINE FLEM     6640 N. SETH ST. PHOENIX, AZ 85028     ( ) 403-6120	84	ROADRUNNER	3540 E. CHOLLA PHOENIX, AZ 85028	( ) 493-6220		>
99 VALLEY CHILD CARE & LEARN 4049 E. CACTUS RD, PHOENIX, AZ 85028 71 MERCHIRY MINE FI EM 6440 N 28714 ST PHOFNIX AZ 85028 (7) 403-6170	58	GOLD DUST ELEM.	3602 E. CHOLLA PHOENIX, AZ 85028	() 493-6130		>
71 MFR/TIRV MINE FIEW 0640 N 38TH ST DHOFNIX AZ 85038 ( ) 493-6170	66	VALLEY CHILD CARE & LEARN	4049 E. CACTUS RD. PHOENIX, AZ 85028			>
	71	MERCURY MINE ELEM.	9640 N. 28TH ST. PHOENIX, AZ 85028	() 493-6170		>
				States of the state of the stat		

Chapter7: Master File Reports



Figure 7-5. The 1 Line Customer Directory

2/23/00 11:03:51 AM	P	PARADI	SE VALLEY SC	SHOOL DISTR	ICT # 69			Page:	10
			ustomer	Director	Y				
Number Custo	mer Name	Address						Active Date Inac	ctive
160 Christ	's Church of the Valley	15600 N. Blac	k Canyon C-200					Yes 6/11/19	86
	Budget: \$5,000.00	Phoenix	Az	85023		Phone: (602) 6	78-3400	Billing Rate	. 2
Division:	Instructions:	32nd Street so 29th Ave. Tur Follow around The church is	uth to Greenway Park n north to 28th ave th to the 2-story buildin located in the SW cor	kway, turn west to nen turn right. ng (before Kathleen mer of the building	÷	Fax: (602) 5	48-9190		
Internal Customer Billing Comment:	r #:		Billing Base:	Amount:	\$0.00	Miles:	0.00	Hours:	0.00
44 CHIL	D CARE OF ARIZONA	3620 W. GRE	ENWAY RD.					Yes	
	Budget: \$5,000.00	PHOENIX	AZ	85023		<b>Phone:</b> ( ) 938	1-3100	Billing Rate	: 2
Division:	Instructions:					Fax:			
Internal Customer Billing Comment:	:#:		Billing Base:	Amount:	\$0.00	Miles:	0.00	Hours:	0.00
75 NORT	TH CANYON HIGH SCHOOL	1700 E. UNIO	N HILLS					Yes 3/16/19	66
	Budget: \$5,000.00	PHOENIX	AZ	85024		<b>Phone:</b> ( ) 780	-4200	Billing Rate	
Division:	Instructions:	PICKUP-SB/C school by the g the north side	3-SC/CC/CHEER/BI gym PICKUP-B-S( of school.	)/G-BKB-in front o/ C/FB/BB/B-BKB-	L EG	Fax:			
Internal Customer Billing Comment:	·#:		Billing Base:	Amount:	\$0.00	Miles:	6.00	Hours:	0.00
38 AMEI	RICAN LEGION POST 107	20001 N. CAV	/ECREEK					Yes	
	Budget: \$5,000.00	PHOENIX	AZ	85024		Phone:		Billing Rate	. 2
Division:	Instructions:					Fax:			
Internal Customer Billing Comment:	r #:		Billing Base:	Amount:	\$0.00	Miles:	0.00	Hours:	0.00
State Westerney States and		A A A A A A A A A A A A A A A A A A A	State of the second state of the second	Distribution and the second of		A CANADA AND A CANADA			

Figure 7-6. The Detailed Customer Directory

120



## 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.

Destination Directory	
Destination Directory	
General Sort	
Category:	Destination Status Active Inactive Both
What Report: 1 Line	<u> </u>
Title:	 
Print Preview	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 (	This report is a comprehensive report listing all information that T.O.M. stores
Figure 7-10)	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 Di	rectory			×
Destin: Direc	ation tory			
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 -
			E	mail Report: 🗖 Report to File: 🗖
Print Pro	eview			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.

		<b>Destination Directory</b>			
		•		Category Selected:	
Dest#:	Description:	Address:	Category:	Avg Miles: A	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	>
162	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	2
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	2
112	CACTUS PARK	CACTUS RD. AND SCOTTSDALE RD. SCOTTSDALE, AZ	Parks	35.0	2
113	CACTUS POOL	3801 W. CACTUS PHOENIX, AZ	Parks	30.0	2
114	CACTUS POST OFFICE	2901 E. GREENWAY GREENWAY WEST OF 32ND ST PHOENIX, AZ	No Category	12.0	2
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	2
117	CAMELBACK INN	5402 E. LINCOLN SCOTTSDALE, AZ	No Category	45.0	2
20	CAMELBACK MALL THEATER	7033 E. CAMELBACK SCOTTSDALE, AZ		55.0	2
788	CAMP ANYTOWN/PRESCOTT	5090 IRON SPRINGS RD PRESCOTT,	No Category	180.0	5
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





2/23/00 11:41:25 AM	I	ARADISE VALLI	EY SCHOOL DISTRICT # 69	Page: 3
		Destinati	ion Directory categor	Selected:
Destination #:	Description:	Type:	Average Miles:	Active:
30	A.I.A. TBA	No Category	0.0	Yes
	UNKNOWN			ate Inactive:
		E	structions: SCHOOL WILL INFORM US TO DESTINATION PRIOR T	DTRIP DATE
789	A.S.U PLANITARIUM	No Category	55.0	Yes
	GAMMAGE PKWY& FOREST AVE			ate Inactive:
	TEMPE	ų	structions:	
475	ABCO SHOPPING CENTER TATUM	No Category	20.0	Yes
	12415 N TATUM BLVD			ate Inactive:
	SCOTTSDALE AZ 85254	E	structions: 32ND ST SOUTH TO CACTUS ROAD, TURN EAST ON C BLVD (N.E. CORNER)	ACTUS GO TO TATUM
67	AGUA FRIA HIGH SCHOOL SOUTH	No Category	95.0	Ycs
	530 E. RILEY DR.			ate Inactive:
	AVONDALE AZ	E	structions: 32ND STREET SOUTH TO GREENWAY TURN WEST, TC TO 10 WEST, FOLLOW 10 WEST TO DYSART RD EXIT RILEY DR.	I-17. TAKE I-17 SOUTH HEN TURN SOUTH TO
66	AGUA FRIA HIGH SCHOOL-NORTH	No Category	95.0	Yes
	14802 W. INDIAN SCHOOL			ate Inactive:
	AVONDALE AZ	5	structions: 32ND STREET SOUTH TO GREENWAY, TURN WEST TO TO 10 WEST, FOLLOW 10 WEST TO LITCHFIELD EXIT. INDIAN SCHOOL.	I-17, GO SOUTH ON I-17 TURN NORTH TO
595	AIR COMMERCE CENTER	No Category	22.0	Yes
	SCOTTSDALE AIRPARK			ate Inactive:
	SCOTTSDALE AZ	E	structions: 32ND STREET SOUTH TO GREENWAY , TURN EAST A SCOTTSDALE RD. TURNS INTO BUTHERUS CONTINU SOUTH, GO UNTIL END OF STREET	L THE WAY EAST ( UNTIL THE END, TURN

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.

🗉 Employee Directory
Employee Directory
General Vehicle Dates User Sorting
Selected EmployeeType:
What Report: 1 Line
Title:
Employee Status Active
Inactive
Both
,
OK Preview 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.



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 #	This is the same as the 1 Line report except no phone numbers are printed for
(Figure 7-17)	privacy concerns.
2 Line (Figure 7-18)	This contains all information in 1 line 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 #	This is the same as the 2 Line report except no phone numbers are printed for
(Figure 7-19)	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
, <b>-</b> ,	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.

**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:

**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 Cance	

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.

🖼 Employee Directory	×
Employee Directory	
General Vehicle Dates User Sorting	
Hire Date Range: 🔢 — 🔢	
License Expiration Date Range: 🔢 😐 🔠	
Birthday Range: 🔢 — 🔢	
Certification Date Range: 🔢 —	
Inactive Date Range: 🔢 —	
Birthday Month:	
OK Preview	Cancel

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.

📾 Employee Directory	
Employee Directory	
General Vehicle Dates User Sorting	
Selected FIRST AID:	
Selected REFRESHER:	
Selected DOT PHYS:	
Selected NIDA/DROG:	
Selected TRAINER:	
REVIEW 🗾 🔜 —	
TRANS HIRE 🗾 🖬 —	
OK Preview	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 Dire	ectory			
Employee	e 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 💌	
				<b>-</b>
				Email Report:
L				керогі штие: /
OK Pre	view			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.



2/23/00	) 11:56:42 AM		PAGE:	1
		Employee Directory		
Emp#	Name	Address	Phone	Active
266	FAZZY, CHRISTOPHER	8768 J. MUNYKA PHOENIX, AZ 85032	(607) 909-8978	
440	HIMPHYLL, MARI	67890 N. BLK KANYUN HWY #330 PHOENIX, AZ 85053	(607) 896-9798	v V
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	V
33	GYBIAU, MARGARET	8006 I. HIARN RD. PHOENIX, AZ 85032	(607) 997-6066	V
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	V
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	V
335	KINNYGIS, MARY ANN	9670 I PYNNAKLI VYKTA CAVECREEK, AZ 85331	(980) 080-7078	V
360	GSIIN, 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	V
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 WIavIr 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



2/23/00	0 11:59:52 AM		PAGE:	1					
	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		✓					
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	GSIIN, 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 WlavIr PHOENIX, AZ 85050		~					
199	KLUCUVCKY, TERRY	0969 I. WALTANN 206-4092 SCOTTSDALE, AZ 85254							

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



2/23/00	12:01:46 PM						PAGE:	1
			Employ	ee Dir	rectory			
Emp#/	Name /		Address /				Phone /	Activ
Senior.	SSN	Birthday	Hire Date	Vehicle	E.Type	Cert. Date	Lic. Exp. Date	
266	FAZZY, CHRISTOPH	ER 2/12/1969	8768 I. MUNYKA 4/28/1997	O PHOEN	IX, AZ 8503 G	2	(607) 909-8978	V
0	000-70-7005	21 1 221 1 2 0 2					2/12/2027	
440	HIMPHYLL, MARI		67890 N. BLK KA 85053	ANYUN H	WY #330 PH	OENIX, AZ	(607) 896-9798	
0	000-86-6779		12/17/1999	0	D(S)			
350 5	BASS, ROZALINA 000-87-6880	9/25/1947	7669 I MARKUN 7/1/1998	Y AVI PH 92	HOENIX, AZ A(ND)	85032	(607) 069-7900	
272	WWWONDURGIS KIN		20060 N. 76TH K	TDUT PI	TOPNIX AZ	05004	((07) 060 6707	
272 1	006-70-6696	1 5/6/1957	8/9/1997	207	DENIA, AZ	85024 8/7/1997	(607) 009-0797 5/6/2017	
99	MIBZGIS, KARL		6907 W. WIKKU	TT DR. P	HOENIX, AI	Z 85027	(678) 780-8088	~
7	007-78-8679	5/27/1937	8/24/1990	83	D	8/29/1990	2/27/1999	1.
74	WHYBI, DEWEY		67090 N. 87TH A	VI. GLE	NDALE, AZ	85308	(607) 988-0787	~
1	007-87-9869	7/1/1950	5/9/1988	0	G(II)		7/1/1901	
421	BUYLI, LORI		68707 N. KAVI K	RIIK PH	OENIX, AZ	85032	(607) 069-8897	~
0	008-08-7089		9/27/1999	0	D(S)			
33	GYBIAU, MARGARE	т	8006 I. HIARN R	D. PHOE	NIX, AZ 850	32	(607) 997-6066	
1	008-87-0679	9/6/1940	12/13/1979	164	D	1/1/1979	9/6/1900	
287	BHUMAC, LA DONN	IA	7076 I BLUIFYIL	D PHOE	NIX, AZ 850	32	(607) 997-0769	
1	008-96-0766 1	2/23/1938	7/1/1998	34	A(ND)		12/23/2002	
351	GSANB, ELIZABETH	i	676 W MYNGUK	RD NEV	W RIVER, A7	Z 85027	(678) 960-9968	~
1	009-07-0889	4/21/1938	8/1/1998	0	D	1/1/1974	4/21/2001	
44	CCHUBISB, LEMOIN	Æ	8898 I. IMYLI ZU	JLA PHO	ENIX, AZ 85	5032	(607) 997-0088	V
1	009-98-0990	3/20/1921	9/29/1982	42	A(ND)		3/20/1900	
61	BASBANU, SHARON	[	69880 N. 76KT K	T. PHOE	NIX, AZ 850	22	(607) 998-7680	V
1	066-60-9778	3/17/1943	5/23/1986	32	A(ND)		3/17/1997	Leas
382	PUWLAC, FRANCES		8986 I LUDLUW	PHOENI	X. AZ 85032		(607) 867-0809	-
1	066-67-0686	5/23/1963	10/12/1998	139	D	11/18/1998	5/23/2023	
315	CUSSYGAN, PATRIC	ĸ	7770 I RUKK AV	I PHOEN	JIX. AZ 8502	14	(607) 069-6999	
3	066-77-7780 1	1/27/1931	10/14/1997	186	D	11/13/1997	11/27/2002	
303	HAUPB. PHILIP		8997 I. IMYLI ZU	П.А. РНО	ENIX, AZ 85	5032	(607) 987-0097	~
1	066-80-9779	3/26/1940	9/16/1997	193	D	10/16/1997	3/26/2003	
415	BUSNIS, THERESA		68776 N. 76 KT.	PHOEND	X, AZ 85022		(607) 976-9770	V
0	066-99-8809		10/4/1999	65	A(ND)			
56	VUGB, DONNA		68787 N. 6TH KT	. PHOEN	IIX, AZ 8502	.2	(607) 997-8890	V
3	067-00-9066	1/6/1954	11/5/1984	0	DT	5/16/1986	1/6/1900	
240	FASBYZYU, CHARLE	ES	9888 I. DANBUR	YRD PH	IOENIX, AZ	85032	(607) 909-9699	~
2	067-76-8609	3/2/1932	8/15/1996	153	D	8/16/1996	3/2/1901	
57	BASBANU, JON		69880 N. 76KT K	T. PHOE	NIX, AZ 850	22	(607) 998-7680	~
1	068-09-9097	11/3/1940	7/15/1985	0	G(F)		11/3/1996	Le.
335	KINNYGIS, MARY A	NN	9670 I PYNNAKI	LI VYKTA	CAVECRE	EEK, AZ 85331	(980) 080-7078	~
1	068-77-8780	8/4/1952	2/26/1998	181	D	5/13/1998	8/4/2012	

Figure 7-18. The 2 Line Employee Directory



			Emplo	TTAA DI				
			Emplo	yee Dir	rectory			
Emp# / Senior.	Name / SSN	Birthday	Address / Hire Date	Vehicle	Е.Туре	Cert. Date	Lic. Exp. Date	Activ
266 0	FAZZY, CHRISTO 000-70-7009	OPHER 2/12/1969	8768 I. MUNYI 4/28/1997	ka phoeni 0	IX, AZ 8503 G	32	2/12/2029	✓
440 0	HIMPHYLL, MAI	રા	67890 N. BLK 1 85053 12/17/1999	KANYUN HV 0	WY #330 PH D(S)	łOENIX, AZ		•
350 5	BASS, ROZALIN 000-87-6880	A 9/25/1947	7669 I MARKU 7/1/1998	NY AVI PH 92	IOENIX, AZ A(ND)	2 85032		V
272 1	WIYCINBUSGIS, 006-70-6696	KIM 5/6/1957	69969 N. 76TH 8/9/1997	KTRIIT PH 207	OENIX, AZ D	2 85024 8/7/1997	5/6/2017	•
99 7	MIBZGIS, KARL 007-78-8679	5/27/1937	6907 W. WIKK 8/24/1990	UTT DR. PH 83	HOENIX, A. D	Z 85027 8/29/1990	2/27/1999	•
74 I	WHYBI, DEWEY 007-87-9869	7/1/1950	67090 N. 87TH 5/9/1988	AVI. GLEN 0	DALE, AZ G(II)	85308	7/1/1901	•
421 )	BUYLI, LORI 008-08-7089		68707 N. KAVI 9/27/1999	KRIIK PHO 0	DENIX, AZ D(S)	85032		•
33 I	GYBIAU, MARG. 008-87-0679	ARET 9/6/1940	8006 I. HIARN 12/13/1979	RD. PHOEN 164	NIX, AZ 850 D	)32 1/1/1979	9/6/1900	
287 I	BHUMAC, LA DO 008-96-0766	DNNA 12/23/1938	7076 I BLUIFY 7/1/1998	ILD PHOEN 34	NIX, AZ 850 A(ND)	032	12/23/2002	V
351 I	GSANB, ELIZAB 009-07-0889	ETH 4/21/1938	676 W MYNGU 8/1/1998	UK RD NEW 0	' RIVER, A. D	Z 85027 1/1/1974	4/21/2001	✓
14 I	CCHUBISB, LEM 009-98-0990	OINE 3/20/1921	8898 I. IMYLI 2 9/29/1982	ZULA PHOE 42	ENIX, AZ 8: A(ND)	5032	3/20/1900	•
51 I	BASBANU, SHAI 066-60-9778	RON 3/17/1943	69880 N. 76KT 5/23/1986	KT. PHOEN 32	NIX, AZ 850 A(ND)	022	3/17/1997	✓
382 I	PUWLAC, FRAN 066-67-0686	CES 5/23/1963	8986 I LUDLU 10/12/1998	W PHOENIX	K, AZ 85032 D	2 11/18/1998	5/23/2023	•
315 3	CUSSYGAN, PA7 066-77-7780	RICK 11/27/1931	7770 I RUKK A 10/14/1997	VI PHOENI 186	D	24 11/13/1997	11/27/2002	✓
303 I	HAUPB, PHILIP 066-80-9779	3/26/1940	8997 I. IMYLI 2 9/16/1997	2ULA PHOE 193	D	5032 10/16/1997	3/26/2003	
415 )	BUSNIS, THERES	SA	68776 N. 76 KT 10/4/1999	65	, AZ 85022 A(ND)			✓
3	VUGB, DONNA 067-00-9066	1/6/1954	68787 N. 6TH K 11/5/1984	0	X, AZ 8502 DT	5/16/1986	1/6/1900	<b>V</b>
240	FASBYZYU, CHA 067-76-8609	3/2/1932	9888 1. DANBU 8/15/1996	153	DENIX, AZ	85032 8/16/1996	3/2/1901	✓
57 	BASBANU, JON 068-09-9097	11/3/1940	69880 N. 76KT 7/15/1985	KT. PHOEN 0	G(F)	22	11/3/1996	
135	KINNYGIS, MAR 068-77-8780	Y ANN 8/4/1952	9670 I PYNNAI 2/26/1998	LI VYKTA 181	D	EEK, AZ 85331 5/13/1998	8/4/2012	✓

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



2/23/00	12:11:10 PM					PAGE:	1		
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 ) G	FAZZY, CHRISTOPH 000-70-7009	ER 2/12/1969	8768 I. MUNY 4/28/1997	KA PHOENIX, A	AZ 85032	(607) 909-8978 2/12/2029	▼ 0 6		
140 ) D(S)	HIMPHYLL, MARI 000-86-6779		67890 N. BLK 85053 12/17/1999	KANYUN HWY	#330 PHOENIX, AZ	2 (607) 896-9798	▼ 0 6		
350 5 A(ND)	BASS, ROZALINA 000-87-6880	9/25/1947	7669 I MARKI 7/1/1998	JNY AVI PHOE	NIX, AZ 85032	(607) 069-7900 B	92 4		
272 I D	WIYCINBUSGIS, KIN 006-70-6696	1 5/6/1957	69969 N. 76TH 8/9/1997	I KTRIIT PHOEM	NIX, AZ 85024 8/7/1997	(607) 069-6797 5/6/2017 D	<b>∠</b> 207		
99 7 D	MIBZGIS, KARL 007-78-8679	5/27/1937	6907 W. WIKH 8/24/1990	CUTT DR. PHOE	NIX, AZ 85027 8/29/1990	(678) 780-8088 ) 2/27/1999 D	<b>⊻</b> 83 3		
G(II)	WHYBI, DEWEY 007-87-9869	7/1/1950	67090 N. 87TH 5/9/1988	I AVI. GLENDA	LE, AZ 85308	(607) 988-0787 7/1/1901	✓ 0 6		
+21 ) D(S)	BUYLI, LORI 008-08-7089		68707 N. KAV 9/27/1999	I KRIIK PHOEN	IX, AZ 85032	(607) 069-8897	✓ 0 6		
33 D	GYBIAU, MARGARE 008-87-0679	T 9/6/1940	8006 I. HIARN 12/13/1979	RD. PHOENIX,	AZ 85032 1/1/1979	(607) 997-6066 9/6/1900 E	<b>▼</b> 164 1		
287 A(ND)	BHUMAC, LA DONN 008-96-0766 1	A 2/23/1938	7076 I BLUIFY 7/1/1998	/ILD PHOENIX,	AZ 85032	(607) 997-0769 12/23/2002 E	✓ 34 3		
51 D	GSANB, ELIZABETH 009-07-0889	4/21/1938	676 W MYNG 8/1/1998	UK RD NEW RI'	VER, AZ 85027 1/1/1974	(678) 960-9968 4/21/2001 E	▼ 0 6		
4 A(ND)	CCHUBISB, LEMOIN 009-98-0990	E 3/20/1921	8898 I. IMYLI 9/29/1982	ZULA PHOEND	X, AZ 85032	(607) 997-0088 3/20/1900 D	<ul> <li>✓</li> <li>42</li> <li>2</li> </ul>		
l A(ND)	BASBANU, SHARON 066-60-9778	3/17/1943	69880 N. 76KT 5/23/1986	`KT. PHOENIX,	AZ 85022	(607) 998-7680 3/17/1997 C	✓ 32 3		
82 D	PUWLAC, FRANCES 066-67-0686	5/23/1963	8986 I LUDLU 10/12/1998	W PHOENIX, A	Z 85032 11/18/199	(607) 867-0809 8 5/23/2023 A	✓ 139 1		
15 5 D	CUSSYGAN, PATRIC 066-77-7780 1	K 1/27/1931	7770 I RUKK . 10/14/1997	AVI PHOENIX, /	AZ 85024 11/13/199	(607) 069-6999 7 11/27/2002 B	▼ 186 1		



2/23/00	1:20:00 PM						PAGE:	1
			Employe	e D	irectory			
Emp#/	Name /		Address /				Phone /	Active
Senior.	SSN /·	Birthday	Hire Date /	Vehicle V.Typ	e / E.Type / e B. Rate	Cert. Date /	Lic. Exp. Date /	OT B. Ra
266	FAZZY, CHRISTOI	HER	8768 I. MUNYKA	PHOI	ENIX, AZ 8503	32	(607) 909-8978	~
0	000-70-7009	2/12/1969	4/28/1997	0	G		2/12/2029	
	REVIEW		TRAN	6 IS HIF	\$0.00 RE			\$0.00
440	HIMPHYLL, MARI		67890 N. BLK KAN	IYUN	HWY #330 PI	IOENIX, AZ	(607) 896-9798	
0	000-86-6779		12/17/1999	0	D(S)			
				6	\$0.00			\$0.00
	REVIEW		TRAN	S HIR	RE			
350 5	BASS, ROZALINA 000-87-6880	9/25/1947	7669 I MARKUNY 7/1/1998	AVI 92	PHOENIX, AZ A(ND)	Z 85032	(607) 069-7900	
				4	\$0.00		В	\$0.00
	REVIEW		TRAN	S HIR	RE			
272	WIYCINBUSGIS, K	IM	69969 N. 76TH KT	RIIT	PHOENIX, AZ	85024	(607) 069-6797	•
1	006-70-6696	5/6/1957	8/9/1997	207	D	8/7/1997	5/6/2017	00.03
	REVIEW		TRAN	S HIR	\$0.00 RE		D	\$0.00
00	MIBZGIS KARL		6907 W WIKKUTT	DR	PHOENIX A	7.85027	(678) 780-8088	
7	007-78-8679	5/27/1937	8/24/1990	83	D	8/29/1990	2/27/1999	V
				3	\$0.00		D	\$0.00
	REVIEW		TRAN	S HIR	RE			
74	WHYBI, DEWEY		67090 N. 87TH AV	I. GL	ENDALE, AZ	85308	(607) 988-0787	~
1	007-87-9869	7/1/1950	5/9/1988	0	G(II)		7/1/1901	\$0.00
	REVIEW		TRAN	S HIR	SU.UU RE			\$0.00
421	BUYLI, LORI		68707 N. KAVI KR	IIK P	HOENIX, AZ	85032	(607) 069-8897	7
0	008-08-7089		9/27/1999	0	D(S)			
				6	\$0.00			\$0.00
	REVIEW		TRAN	S HIR	(E			
33	GYBIAU, MARGAI	RET	8006 I. HIARN RD.	PHO	DENIX, AZ 850	32	(607) 997-6066	✓
1	008-87-0679	9/6/1940	12/13/1979	164	D \$0.00	1/1/1979	9/6/1900 F	\$0.00
	REVIEW		TRAN	S HIR	E E		L	40.00
287	BHUMAC, LA DON	INA	7076 I BLUIFYILD	РНО	ENIX, AZ 850	32	(607) 997-0769	
1	008-96-0766	12/23/1938	7/1/1998	34	A(ND)		12/23/2002	
				3	\$0.00		E	\$0.00
	REVIEW		TRAN	S HIR	æ			
351	GSANB, ELIZABET	Н	676 W MYNGUK R	D NI	EW RIVER, A	Z 85027	(678) 960-9968	✓
	009-07-0889	4/21/1938	8/1/1998	6	D \$0.00	1/1/19/4	4/21/2001 E	\$0.00
	REVIEW		TRAN	S HIR	E			\$0.00
14	CCHUBISB, LEMO	INE	8898 I. IMYLI ZUL	A PH	IOENIX, AZ 8	5032	(607) 997-0088	
1	009-98-0990	3/20/1921	9/29/1982	42	A(ND)		3/20/1900	
				2	\$0.00		D	\$0.00
	REVIEW		TRAN	S HIR	E			

Figure 7-21. The 4 Line Employee Directory



2/23/00	1:54:22 PM					PAGE:	1
			Employee	Dire	ctory		
266	FAZZY				CHRISTOPHER	-	
200	-9769 I MIININ	VVA			CIRCITION MER		
	PHOENIX Hire Date: 4	4/28/1997	AZ 85032		Phone: (607) 909 License: <b>B6</b>	-8978 8676565	
	Seniority: (	0			License Expiration Date: 2/1	2/2029	
	Employee Type: ( SSN: (	G 000-70-7009					
	Vehicle #: 0 Certificate #: 1	0 N/A					
	Certification Date:				REVIEW		
	Billing Hourly Rate:	\$0.00	Billing OT Rate:	\$0.00	TRANS HIRE		
	Active: 1	Yes			Date Inactive:		
440	HIMPHYLL				MARI		
	67890 N. BLK	KANYU	N HWY		#330		
	PHOENIX Hire Date: 1	12/17/1999	AZ 85053		Phone: (607) 896- License:	-9798	
	Seniority: 0 Employee Type: 1 SSN: 0	) D(S) )00-86-6779			License Expiration Date:		
	Birthday: Vehicle #: 0 Certificate #:	)					
	Certification Date:				REVIEW		
	Billing Hourly Rate:	\$0.00	Billing OT Rate:	\$0.00	TRANS HIRE		
	Active: Y	Yes			Date Inactive:		
350	BASS				ROZALINA		
	7669 I MARK	UNY AVI					
	PHOENIX Hire Date: 7	7/1/1998	AZ 85032		Phone: (607) 069- License: N/A	.7900	
	Seniority: 5	;			License Expiration Date:		
	Employee Type: A SSN: 0	4(ND) )00-87-6880					
	Birthday: 9	//25/1947					
	Certificate #: 9	12 N/A			R		
	Certification Date:	w/A			REVIEW		
	Billing Hourly Rate:	\$0.00	Billing OT Rate:	\$0.00	TRANS HIRE		
	Active: Y	Yes	U		Date Inactive:		

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).

🖽 Emp	loyee Route	s Report						
En	nployee Ro	ute Report						
Vehi	Selected icle Type:	•						
Selected	Vehicle:	•						
Selecte	ed Route Day:	<b>•</b>						
Title:			_			1		
	Employ	ee Types:			Selected	l Employee Ty	ypes:	
	A A(ND)	DRIVING AIDE NON-DRIVING AIDE		Select All	D	DRIVER		
	A(R) A(S)	AIDE RETIRED SUB AIDE		Deselect All				
	D D(PT)			Add>>				
	D(R)	DRIVER RETIRED	-	< <remove< td=""><td></td><td></td><td></td><td></td></remove<>				
							Email Rep	ort: 🗆
							Report to	File: 🗖
ОК	Previ	ew		Refresh Lis	st		C	ancel

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.



2/23/00 2:02:04 PM		PAR	ADISE VAL	LEY SCHOOL DIST <b>ee Route Hour</b>	RICT # 69 <b>`S</b>	PAGE:	1
Employee #	Employ	vee Name			Туре		
56	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			
30	ASCHI	S, 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.

🖼 Vehicle Directory	
Vehicle Directory	
General Active Status User Sort	
Selected Manufacturer:	
Manufactured Year Range: –	
Selected Vehicle Type:	
Total Miles Range:	
Selected Fuel Type:	
Print Report Selection Page:	
Print Preview	Cancel

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.

🖼 Vehicle Directory	$\mathbf{ imes}$
Vehicle Directory	
General Active Status User Sort	
Vehicle Status Active Inactive Both	
Inactive Date Range: 🔟 🖮 – 🕅 🕮	
Print Preview Cance	1

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.

🕫 Vehicle Directory	
Vehicle Directory	
General Active Status User	Sort
Selected Demo #1:	<u> </u>
Selected Demo #2:	<u> </u>
Selected Demo #3:	<u> </u>
Print Preview	Cancel

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.

🕮 Vehicle Direc	ctory		×
Vehicle	Directory		
General Active	Status User Sort		
Sort By #1:	Vehicle #	Order By #1:	Ascending
Sort By #2:	Description 💽	Order By #2:	Ascending
Sort By #3:	Make 💽	Order By #3:	Ascending 💌
			Email Report:
			Report to rife:
Print	Preview		Cancel

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).

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**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 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.



	4:47 PM	PA	RADISE	VALLEY	SCHOOL DIST	RICT # 69	Page:	7
			V	ehic	e Roste	r		
Vehicle #	Description/		V	cinci	ie nosie	<b>, T</b>		
Make	Fuel Type	Last Used	Year	Туре	Total Miles	License	Active	Date Inactive
189			996	1	0.0	GA00853	Yes	
BLUEBIRI	) N	1/21/00						
190			996	1	0.0	GA00854	Yes	
BLUEBIRI	) N	1/20/00						
191	SAFE-T-LIN	NER	97	1	0.0	GA00855	Yes	
THOMAS	N	5/21/99						
192			97	1	0.0	GA00856	Ves	
THOMAS		1/21/00		1	0.0	GAUUGU	103	
			07		0.0	0.000	N	
193 THOMAS		3/20/00	97	1	0.0	GA00857	Yes	
THUMAS		3120199						
194			97	1	0.0	GA00859	Yes	
THOMAS		1/26/00						
195	SAF-T-LINI	ER	97	1	0.0	GA00860	Yes	
THOMAS		1/19/00						
196			97	1	0.0	GAGA0087	Yes	
THOMAS /SAFETY LINER	Ν	9/15/00						
197			97	1	0.0	GA00871	Yes	
THOMAS		2/8/00						
198	SAF-T-LINI	ER	97	1	0.0	GA00872	Yes	
THOMAS		1/25/00						
199			97	1	0.0	GA00873	Yes	
THOMAS / SAFETYLI	, NE	5/14/99		1		Universit		
R2	FOOD SER	WOF	0	7	0.0		Vac	
2	FOOD SER	11/15/97	U	/	0.0		1 05	
		11113/91						
200 INTERNAT NAL	AM TRAN D NO	12/31/99	999	1	0.0	G854CD	Yes	

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

