

## Chapter 7

# Master File Reports

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

## Accessing the Master File Reports

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

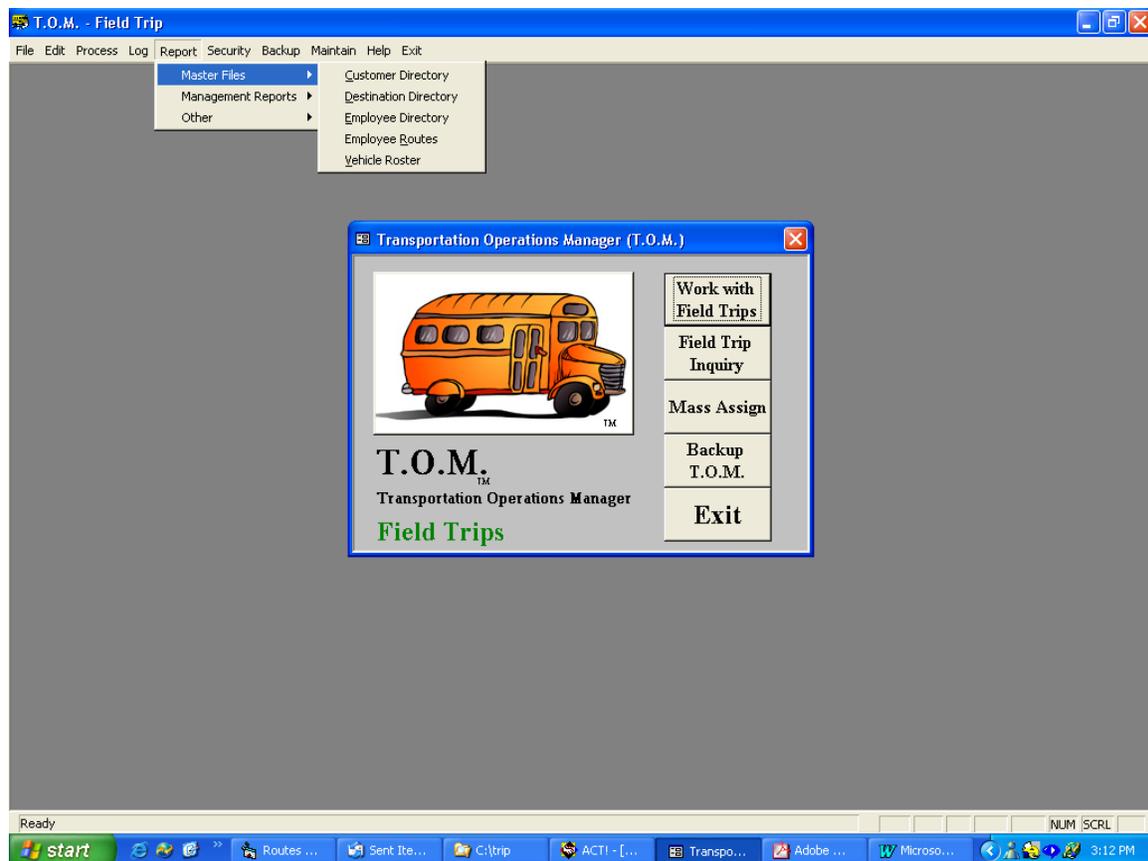


Figure 7-1. Accessing the Master Files Reports

## Previewing and Printing Master File Reports

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

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



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

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

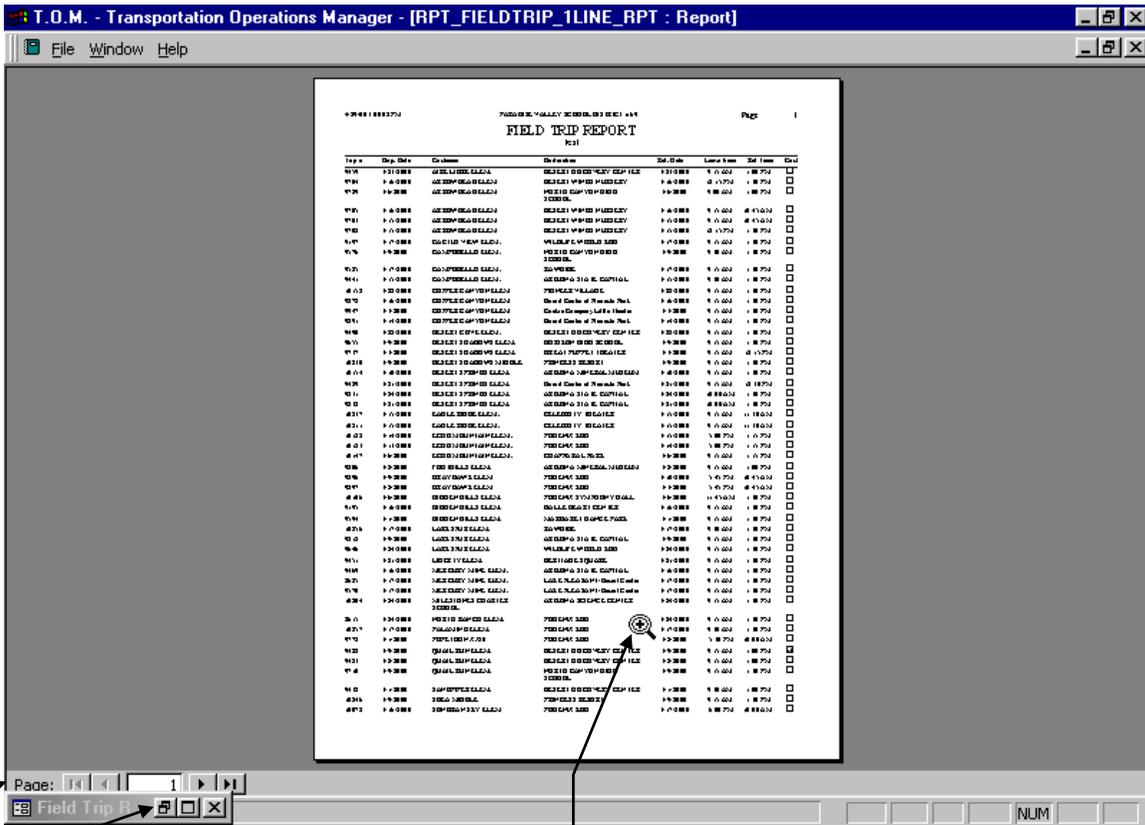


Figure 7-2. The Report Preview Screen

Click the Restore icon to return to the reports screen.

In Print Preview, the mouse cursor changes to a magnifying glass. Click on 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.

## Working with the Customer Directory Reports

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



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

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

### Entering Selection Criteria on the General Tab

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

The screenshot shows a window titled "Customer Directory" with a close button in the top right corner. The window has a title bar and a main content area. At the top of the content area, the text "Customer Directory" is displayed in a large, purple font. Below this, there are two tabs: "General" and "Sort". The "General" tab is selected. The "General" tab contains the following fields and controls:

- Selected Division:** A dropdown menu.
- Customer Status:** A group box containing three buttons: "Active", "Inactive", and "Both".
- What Report:** A dropdown menu with "1 Line" selected.
- Title:** A text input field.

At the bottom of the window, there are three buttons: "Print", "Preview", and "Exit".

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



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

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

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

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

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



## Entering Sort Criteria on the Sort Tab

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

Sort By #	Sort Field	Order By #	Order
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 Preview 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.



2/23/00 10:37:00 AM		PARADISE VALLEY SCHOOL DISTRICT # 69		Page: 2
<b>Customer Directory</b>				
Number	Customer Name	Address	Phone:	Division: Active
68	LIFELINE COMMUNITY CHURCH	1055 E. HEARN PHOENIX, AZ 85022	( ) 246-6051	✓
80	PHOENIX FIRST ASSEMBLY	13613 N. CAVECREEK RD. PHOENIX, AZ 85022	( ) 867-7117	✓
140	ALL SAINTS LUTHERAN CHURCH	15649 N. 7TH ST PHOENIX, AZ 85022	(602) 866-9191	✓
37	AIRE LIBRE ELEM.	16428 N.21ST ST. PHOENIX, AZ 85022	( ) 493-6040	✓
129	CACTUS VIEW-JACK RABBIT	17602 N CENTRAL AVE PHOENIX, AZ 85022	( ) 493-6280	✓
42	CACTUS VIEW ELEM.	17602 N. CENTRAL AVE. PHOENIX, AZ 85022	( ) 493-6280	✓
135	FOOTHILLS FIREBIRD CLUB	17835 N. 44TH ST. PHOENIX, AZ 85022		✓
175	S.W. HEADSTART/ECHO MT	1811 E. MICHIGAN 202 E EARLL SUITE 140 PHOENIX, AZ 85022	(602) 266-5976	✓
177	HIDDEN HILLS-MASCOT	1919 E SHARON PHOENIX, AZ 85022		✓
62	HIDDEN HILLS ELEM.	1919 E. SHARON PHOENIX, AZ 85022	( ) 493-6270	✓
55	EAGLE RIDGE ELEM.	19801 N. 13TH ST. PHOENIX, AZ 85022	( ) 493-6100	✓
115	CAMPO BELLO /EAGLE CLUB	2650 E. CONTENTION MINE PHOENIX, AZ 85022	(602) 869-5900	✓
136	LOOKOUT MOUNTAIN ELEM	15 W. CORAL GABLES PHOENIX, AZ 85023	(602) 678-3400	✓
160	Christ's Church of the Valley	15600 N. Black Canyon C-200 Phoenix, Az 85023	( ) 938-3100	✓
44	CHILD CARE OF ARIZONA	3620 W. GREENWAY RD. PHOENIX, AZ 85023	( ) 780-4200	✓
75	NORTH CANYON HIGH SCHOOL	1700 E. UNION HILLS PHOENIX, AZ 85024		✓
38	AMERICAN LEGION POST 107	20001 N. CAVECREEK PHOENIX, AZ 85024		✓
150	TRANSPORTATION ACTIVITIES	20621 N 32ND STREET PHOENIX, AZ 85024	(602) 493-6400	✓
124	EXPLORER MIDDLE	22401 N. 40TH STREET PHOENIX, AZ 85024	( ) 473-1349	✓
120	BOULDER CREEK/BOBCATS	22801 N. 22ND ST PHOENIX, AZ 85024	(602) 493-6380	✓
118	BOULDER CREEK ELEM.	22801 N. 22ND ST. PHOENIX, AZ 85024	( ) 493-6240	✓
83	QUAIL RUN ELEM.	3303 E. UTOPIA PHOENIX, AZ 85024	( ) 867-5505	✓
79	PARADISE VALLEY HIGH SCHOOL	3950 E.BELL RD. 40TH ST. & BELL RD. PHOENIX, AZ 85024	(602) 493-6390	✓
125	DESERT TRAILS ELEM	4315 CASHMIN DR. PHOENIX, AZ 85024		✓
142	DESERT TRAILS MASCOT CLUB	4315 E CASHMAN DR. PHOENIX, AZ 85024		✓
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	( ) 493-6020	✓
89	SHADOW MOUNTAIN HIGH SCHOOL	2902 E. SHEA PHOENIX, AZ 85028	( ) 867-5326	✓
148	SHADOW MOUNTAIN ROTC	2902 E. SHEA BLVD. PHOENIX, AZ 85028	( ) 867-5389	✓
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		✓
71	MERCURY MINE ELEM.	9640 N. 28TH ST. PHOENIX, AZ 85028	( ) 493-6170	✓

Figure 7-5. The 1 Line Customer Directory



PARADISE VALLEY SCHOOL DISTRICT # 69  
**Customer Directory**

2/23/00 11:03:51 AM Page: 10

Number	Customer Name	Address	Active	Date Inactive
160	Christ's Church of the Valley	15600 N. Black Canyon C-200 Phoenix AZ 85023	Yes	6/11/1998
	<b>Budget:</b> \$5,000.00			<b>Billing Rate:</b> 2
<b>Division:</b>	<b>Instructions:</b> 32nd Street south to Greenway Parkway, turn west to 29th Ave. Turn north to 28th ave then turn right. Follow around to the 2-story building (before Kathleen). The church is located in the SW corner of the building			
<b>Internal Customer #:</b>		<b>Billing Base:</b> \$0.00	<b>Miles:</b> 0.00	<b>Hours:</b> 0.00
<b>Billing Comment:</b>		<b>Amount:</b>		
44	CHILD CARE OF ARIZONA	3620 W. GREENWAY RD. PHOENIX AZ 85023	Yes	
	<b>Budget:</b> \$5,000.00		<b>Phone:</b> ( ) 938-3100	<b>Billing Rate:</b> 2
<b>Division:</b>	<b>Instructions:</b>			
<b>Internal Customer #:</b>		<b>Billing Base:</b> \$0.00	<b>Miles:</b> 0.00	<b>Hours:</b> 0.00
<b>Billing Comment:</b>		<b>Amount:</b>		
75	NORTH CANYON HIGH SCHOOL	1700 E. UNION HILLS PHOENIX AZ 85024	Yes	3/16/1999
	<b>Budget:</b> \$5,000.00		<b>Phone:</b> ( ) 780-4200	<b>Billing Rate:</b> 1
<b>Division:</b>	<b>Instructions:</b> PICKUP-SB/G-SC/CC/CHEER/BD/G-BKB-in front of school by the gym PICKUP-B-SC/FB/BB/B-BKB- on the north side of school.			
<b>Internal Customer #:</b>		<b>Billing Base:</b> \$0.00	<b>Miles:</b> 6.00	<b>Hours:</b> 0.00
<b>Billing Comment:</b>		<b>Amount:</b>		
38	AMERICAN LEGION POST 107	20001 N. CAVE CREEK PHOENIX AZ 85024	Yes	
	<b>Budget:</b> \$5,000.00		<b>Phone:</b>	<b>Billing Rate:</b> 2
<b>Division:</b>	<b>Instructions:</b>			
<b>Internal Customer #:</b>		<b>Billing Base:</b> \$0.00	<b>Miles:</b> 0.00	<b>Hours:</b> 0.00
<b>Billing Comment:</b>		<b>Amount:</b>		

Figure 7-6. The Detailed Customer Directory



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## 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.

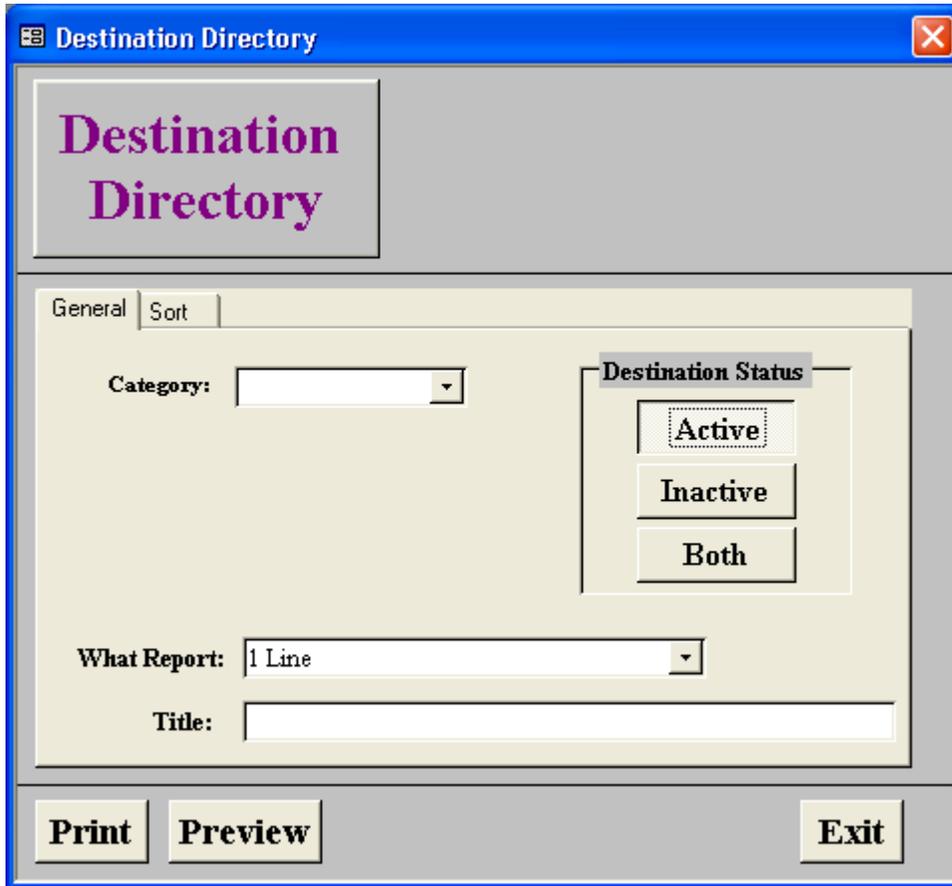


Figure 7-7. The General Tab on the Destination Directory Screen

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

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

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



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

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

## Entering Sort Criteria on the Sort Tab

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

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

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



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

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

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

### **Previewing and Printing Destination Directory Reports**

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



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PARADISE VALLEY SCHOOL DISTRICT # 69

## Destination Directory

Category Selected:

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

Figure 7-9. The 1 Line Destination Directory



2/23/00 11:41:25 AM		PARADISE VALLEY SCHOOL DISTRICT # 69		Page: 3	
		Category Selected:			
Destination #:	Description:	Type:	Average Miles:	Active:	
30	A.I.A. TBA UNKNOWN	No Category	0.0	Yes	
789	A.S.U PLANITARIUM GAMMAGE PKWY & FOREST AVE TEMPE	No Category	55.0	Yes	<b>Date Inactive:</b> SCHOOL WILL INFORM US TO DESTINATION PRIOR TO TRIP DATE
475	ABCO SHOPPING CENTER TATUM 12415 N TATUM BLVD SCOTTSDALE AZ 85254	No Category	20.0	Yes	<b>Date Inactive:</b> 32ND ST SOUTH TO CACTUS ROAD, TURN EAST ON CACTUS GO TO TATUM BLVD (N.E. CORNER)
67	AGUA FRIA HIGH SCHOOL SOUTH 530 E. RILEY DR. AVONDALE AZ	No Category	95.0	Yes	<b>Date Inactive:</b> 32ND STREET SOUTH TO GREENWAY TURN WEST, TO I-17, TAKE I-17 SOUTH TO 10 WEST, FOLLOW 10 WEST TO DYSART RD EXIT THEN TURN SOUTH TO RILEY DR.
66	AGUA FRIA HIGH SCHOOL-NORTH 14802 W. INDIAN SCHOOL AVONDALE AZ	No Category	95.0	Yes	<b>Date Inactive:</b> 32ND STREET SOUTH TO GREENWAY, TURN WEST TO I-17, GO SOUTH ON I-17 TO 10 WEST, FOLLOW 10 WEST TO LITCHFIELD EXIT, TURN NORTH TO INDIAN SCHOOL.
595	AIR COMMERCE CENTER SCOTTSDALE AIRPARK SCOTTSDALE AZ	No Category	22.0	Yes	<b>Date Inactive:</b> 32ND STREET SOUTH TO GREENWAY, TURN EAST ALL THE WAY EAST ( SCOTTSDALE RD. TURNS INTO BUTHERUS CONTINUE UNTIL THE END, TURN SOUTH, GO UNTIL END OF STREET

Figure 7-10. The Detailed Destination Directory



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## Working with the Employee Directory Reports

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

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

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

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

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

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



## Entering Selection Criteria on the General Tab

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

The screenshot shows the 'Employee Directory' application window. The title bar reads 'Employee Directory'. Inside the window, there is a tabbed interface with five tabs: 'General', 'Vehicle', 'Dates', 'User', and 'Sorting'. The 'General' tab is selected. Below the tabs, there is a section titled 'Selected' with the following fields:  
- 'EmployeeType:' with a dropdown menu and an adjacent text input field.  
- 'What Report:' with a dropdown menu showing '1 Line'.  
- 'Title:' with a text input field.  
Below these fields is a section titled 'Employee Status' containing three buttons: 'Active', 'Inactive', and 'Both'. At the bottom of the window, there are three buttons: 'OK', 'Preview', and 'Cancel'.

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

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



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

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

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

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



## Entering Selection Criteria on the Vehicle Tab

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

The screenshot shows a software window titled "Employee Directory" with a close button in the top right corner. Below the title bar is a header area with the text "Employee Directory" in purple. Underneath is a tabbed interface with five tabs: "General", "Vehicle", "Dates", "User", and "Sorting". The "Vehicle" tab is currently selected. In the main content area, there are two labels: "Selected Vehicle Type:" and "Selected Vehicle:". Each label is followed by a dropdown menu and a text input field. At the bottom of the window, there are three buttons: "OK", "Preview", and "Cancel".

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

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

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



## Entering Selection Criteria on the Dates Tab

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

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

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

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

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

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

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

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



### Entering Selection Criteria on the User Tab

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

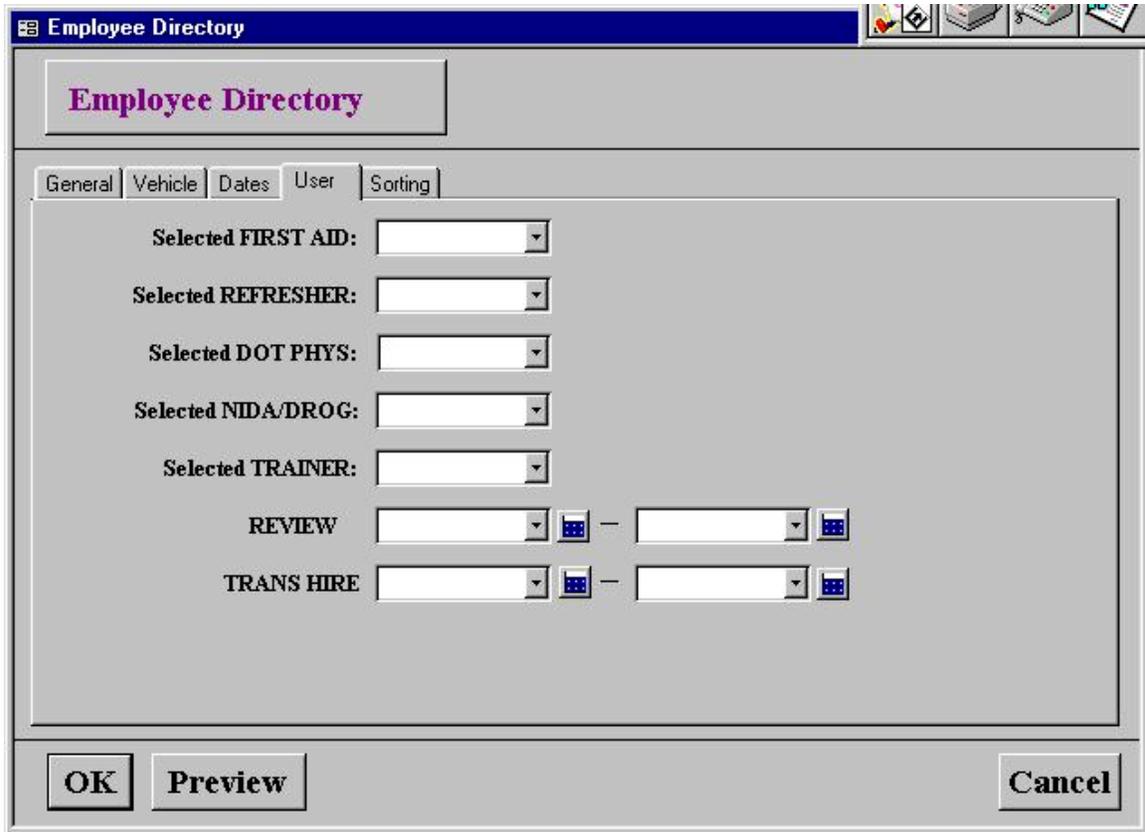


Figure 7-14. The User Tab on the Employee Directory Screen

**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.

The screenshot shows the 'Employee Directory' window with the 'Sorting' tab selected. The interface includes the following elements:

- Window title: Employee Directory
- Tabbed interface with 'Sorting' selected.
- Sort criteria configuration:
 

Sort By #	Field	Order By #	Order
Sort By #1:	LASTNAME	Order By #1:	Ascending
Sort By #2:	FIRSTNAME	Order By #2:	Ascending
Sort By #3:	HIREDATE	Order By #3:	Ascending
- Checkboxes for 'Email Report' and 'Report to File'.
- Buttons: OK, Preview, Cancel.

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

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

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

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

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



## Previewing and Printing Employee Directory Reports

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

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



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## Employee Directory

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

Figure 7-16. 1 Line Employee Directory



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**Employee Directory**

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

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



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### Employee Directory

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

Figure 7-18. The 2 Line Employee Directory



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### Employee Directory

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

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



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## Employee Directory

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

Figure 7-20. The 3 Line Employee Directory



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### Employee Directory

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

Figure 7-21. The 4 Line Employee Directory



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### Employee Directory

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<b>266</b>	<b>FAZZY</b>	<b>CHRISTOPHER</b>
	8768 I. MUNYKA	
	PHOENIX AZ 85032	Phone: (607) 909-8978
	Hire Date: 4/28/1997	License: B68676565
	Seniority: 0	License Expiration Date: 2/12/2029
	Employee Type: G	
	SSN: 000-70-7009	
	Birthday: 2/12/1969	
	Vehicle #: 0	
	Certificate #: N/A	
	Certification Date:	REVIEW
	Billing Hourly Rate: \$0.00	TRANS HIRE
	Billing OT Rate: \$0.00	Date Inactive:
	Active: Yes	

---

<b>440</b>	<b>HIMPHYLL</b>	<b>MARI</b>
	67890 N. BLK KANYUN HWY	#330
	PHOENIX AZ 85053	Phone: (607) 896-9798
	Hire Date: 12/17/1999	License:
	Seniority: 0	License Expiration Date:
	Employee Type: D(S)	
	SSN: 000-86-6779	
	Birthday:	
	Vehicle #: 0	
	Certificate #:	
	Certification Date:	REVIEW
	Billing Hourly Rate: \$0.00	TRANS HIRE
	Billing OT Rate: \$0.00	Date Inactive:
	Active: Yes	

---

<b>350</b>	<b>BASS</b>	<b>ROZALINA</b>
	7669 I MARKUNY AVI	
	PHOENIX AZ 85032	Phone: (607) 069-7900
	Hire Date: 7/1/1998	License: N/A
	Seniority: 5	License Expiration Date:
	Employee Type: A(ND)	
	SSN: 000-87-6880	
	Birthday: 9/25/1947	
	Vehicle #: 92	
	Certificate #: N/A	<b>B</b>
	Certification Date:	REVIEW
	Billing Hourly Rate: \$0.00	TRANS HIRE
	Billing OT Rate: \$0.00	Date Inactive:
	Active: Yes	

Figure 7-22. The Detail Employee Directory



## Working with the Employee Route Report

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

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

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

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.



### Employee Route Hours

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

Figure 7-24. The Employee Route Report



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## 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.

The screenshot shows a software window titled "Vehicle Directory" with a blue border and a close button in the top right. Inside the window, there is a tabbed interface with four tabs: "General", "Active Status", "User", and "Sort". The "General" tab is currently selected. Below the tabs, there are several input fields: "Selected Manufacturer" is a dropdown menu; "Manufactured Year Range" consists of two text boxes separated by a hyphen; "Selected Vehicle Type" is a dropdown menu followed by a greyed-out text box; "Total Miles Range" consists of two text boxes separated by a hyphen; and "Selected Fuel Type" is a dropdown menu. At the bottom left, there is a checkbox labeled "Print Report Selection Page" which is checked. At the bottom of the window, there are three buttons: "Print", "Preview", and "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.

The screenshot shows a software window titled "Vehicle Directory". Inside, there are four tabs: "General", "Active Status", "User", and "Sort". The "Active Status" tab is currently selected. Under this tab, there is a section labeled "Vehicle Status" containing three buttons: "Active", "Inactive", and "Both". Below the "Vehicle Status" section is an "Inactive Date Range" field, which consists of two date pickers separated by a minus sign. At the bottom of the window, there are three buttons: "Print", "Preview", and "Cancel".

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

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

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



## Entering Selection Criteria on the User Tab

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

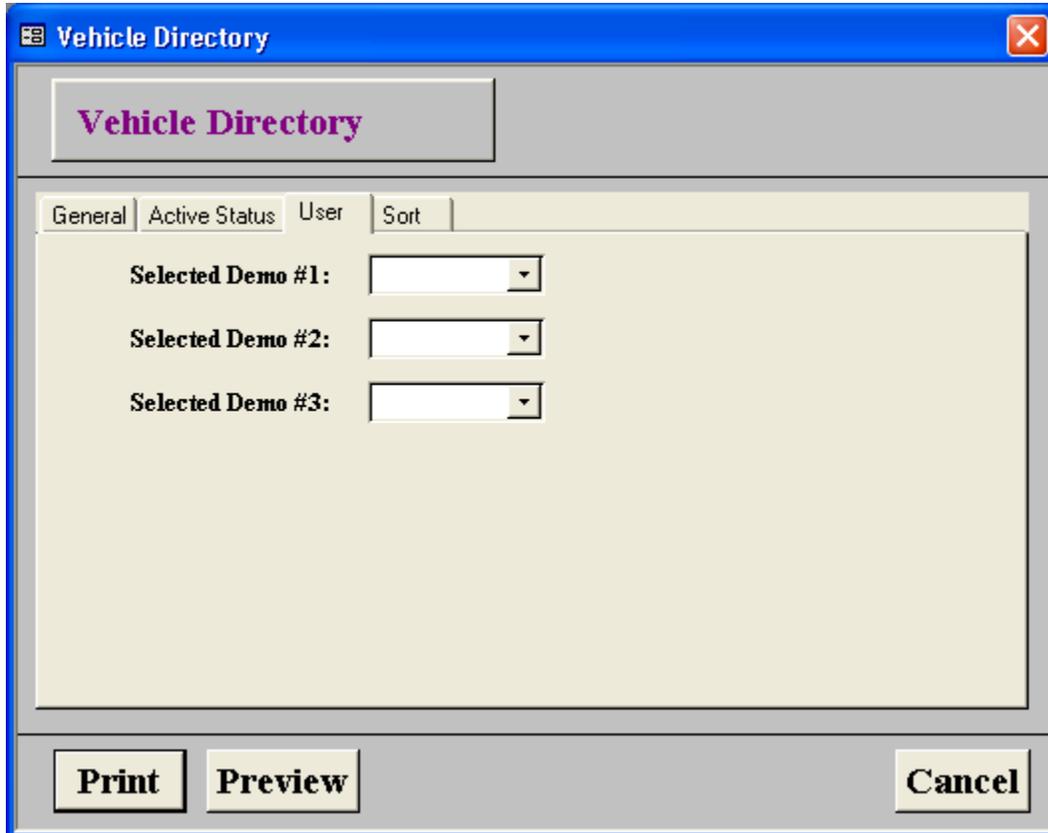


Figure 7-27. The User Tab on the Vehicle Directory Screen

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

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



## Entering Sort Criteria on the Sort Tab

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

The screenshot shows a software window titled "Vehicle Directory" with a close button in the top right. Below the title bar is a header area with the text "Vehicle Directory" in purple. Underneath is a tabbed interface with four tabs: "General", "Active Status", "User", and "Sort". The "Sort" tab is currently selected. The main area contains three rows of controls. Each row has a "Sort By" label followed by a dropdown menu and an "Order By" label followed by a dropdown menu. The first row shows "Sort By #1: Vehicle #", "Order By #1: Ascending". The second row shows "Sort By #2: Description", "Order By #2: Ascending". The third row shows "Sort By #3: Make", "Order By #3: Ascending". To the right of these rows are two checkboxes: "Email Report:" and "Report to File:". At the bottom of the window are three buttons: "Print", "Preview", and "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).

**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 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.



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

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

