

Chapter 2

Getting Started With T.O.M. Routing

About This Chapter

This chapter contains the following subjects to help you get started with your T.O.M. Routing software. In this chapter, we assume that T.O.M. Routing is already installed and your school district's data is already present. If you are viewing this chapter online, you can click on any topic listed below to jump directly to that subject.

- Launching T.O.M. Routing
- T.O.M. Routing Main Menu
- Getting Started with “The Big Four” – Students, Stops, Runs and Routes
- Exiting the T.O.M. Routing Program

Launching T.O.M. Routing

Your T.O.M. Routing software should already be installed and your school district's data is already present. Follow these steps to launch the program:

1. If there is a T.O.M. Routing icon on your desktop, you can use it to launch the program. Otherwise, you can start it from the Windows Start button. From the Start menu, click Programs>T.O.M.>T.O.M. GIS Routing> T.O.M. GIS Routing (Figure 2-1).



Figure 2-1. Launching the T.O.M. Routing Program



T.O.M. Routing Main Menu

The T.O.M. Routing software organizes basic routing software the same way that most school districts do: Students, Stops, Runs and Routes. This is reflected in the Routing Main Menu (Figure 2-2). Clicking the Students button accesses all information and functions that pertain to Students. The same is true of Stops, Runs and Routes.



Figure 2-2. T.O.M. Routing Main Menu

Using the Routing Main Menu

You can access Main Menu features in one of three ways:

- Click a button, if one exists for the feature (Figure 2-2). For example, click the Students button to access Students features and options. Or click the Backup button to back up your Routing database.
- Use the commands in each of the command menus: File, Maintain and Help (Figure 2-3). To do this click on the menu name, such as File, then select a command from the drop-down menu that appears. Some commands have submenus, such as the Other command in the File menu. See Table 2-1 for a description of these menus.

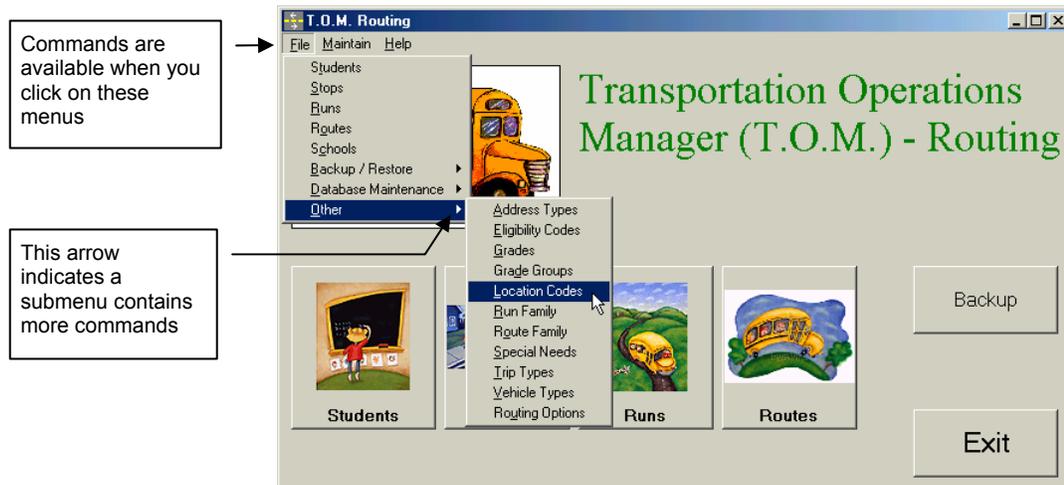
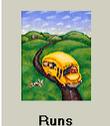


Figure 2-3. T.O.M. Routing Command Menus



- Use keyboard shortcut keys to access all the menus and commands found in the File, Maintain and Help menus (Figure 2-3). Hold down the Alt key and then press the underlined character for the menu you wish to select, such as F for the File menu. Press the letter underlined for the command you wish to use. For example, Alt+F,T selects the Students command in the File menu (which is the same as clicking the Students button). See Table 2-1 for a description of these menus.

Table 2-1. T.O.M. Routing Main Menu Features and Commands

Main Menu	Menu Command	Button (if any)	Shortcut Keys	Description or Reference to Subsequent Table for Details	See Page
File	Students		Alt+F,T	Search and work with groups of students or an individual student. For example, search for all students in a particular school within your district, including a detailed list of all students who meet those criteria. Take advantage of advanced flexibility in search combinations; perform a wide variety of maintenance, eligibility checking, mapping, and reporting and assignment options for students within schools in your district.	
	Stops		Alt+F,S	Search and work with groups of routing stops or an individual stop. For example, search for all stops in a particular school within your district, including a detailed list of all stops that meet those criteria. Take advantage of advanced flexibility in search combinations; perform a wide variety of maintenance, mapping and reporting options for routing stops in your district.	
	Runs		Alt+F,R	Search and maintain individual runs associated with the schools in your district. Search by Run ID, description or Run Family, such as Special Ed runs; search by schools, trip types and locations; search by times and routes. Add, edit and delete runs to keep your district's runs database up to date.	
	Routes		Alt+F,O	Search and maintain individual transportation routes associated with the schools in your district. Search by Route ID, description or Route Family, such as Special Ed routes; search by location, driver, vehicle or selected aid. Add, edit and delete routes to keep your district's routes database up to date.	
	Schools		Alt+F,C	Perform search, maintenance and mapping options for the schools within your district. Search by name, type or description. Add, edit and delete schools to keep your district's schools database up to date.	
	Backup/Restore		Alt+F,B	See Table 2-2 for details.	
	Database Maintenance		Alt+F,D	See Table 2-3 for details.	
	Other		Alt+F,H	See Table 2-4 for details.	



Main Menu	Menu Command	Button (if any)	Shortcut Keys	Description or Reference to Subsequent Table for Details	See Page
Maintain	Connect to Database		Alt+M,C	Attach T.O.M. Routing software to T.O.M. field trip and/or routing databases by selecting the drive and/or directory path where these databases are located.	
	Recalc Passenger Counts		Alt+M,R	Manually update passenger totals by routing stops as you maintain your T.O.M. routing database.	
	Student Update/Import		Alt+M,S	Utilize a complete set of routing tools to update or import student information into your database. This feature also reports on resulting activities and other provides other useful utilities related to student updates and imports.	
Help			Alt+H	[

File > Backup/Restore Menu

The File > Backup/Restore menu (Figure 2-4) allows you to backup your T.O.M Routing database or restore a backed up database, if necessary. We highly recommend performing backups on a consistent, scheduled basis as well as before repairing and compacting your route and/or trip database. The backup command is the same as the Backup button on the Main Menu (Figure 2-2).

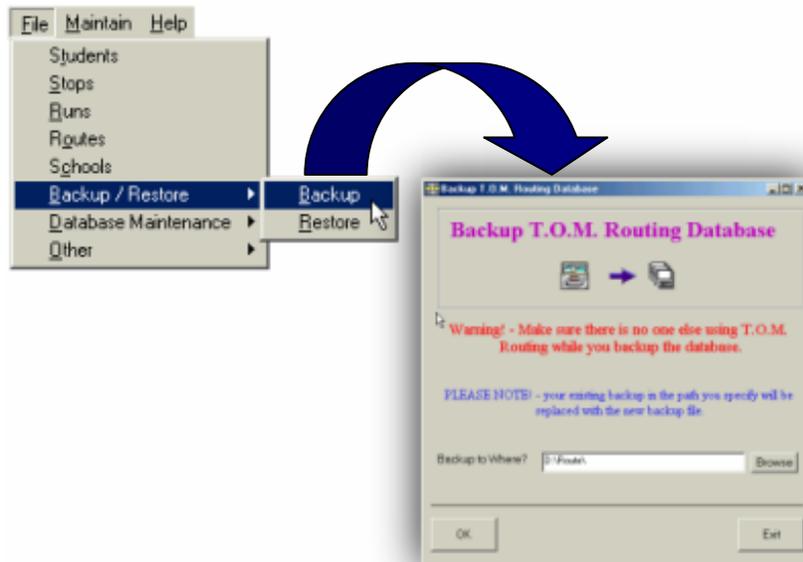


Figure 2-4. The File > Backup/Restore Menu

See Table 2-2 for a description of these commands.



Table 2-2. T.O.M. Routing File > Backup/Restore Menu Commands

Command	Shortcut Keys	Brief Description	See Page
Backup	Alt+F,B,B	Backup the T.O.M. Routing database to a specified drive and/or directory. We highly recommend performing a backup on a consistent, scheduled basis as well as before repairing or compacting your routing and/or trip database.	
Restore	Alt+F,B,R	Restore a backed up T.O.M. Routing database to your existing T.O.M. Routing directory.	

File > Database Maintenance Menu

The File > Database Maintenance Menu (Figure 2-5) allows you to repair and/or compact your existing T.O.M. Routing database and/or Field Trip database.

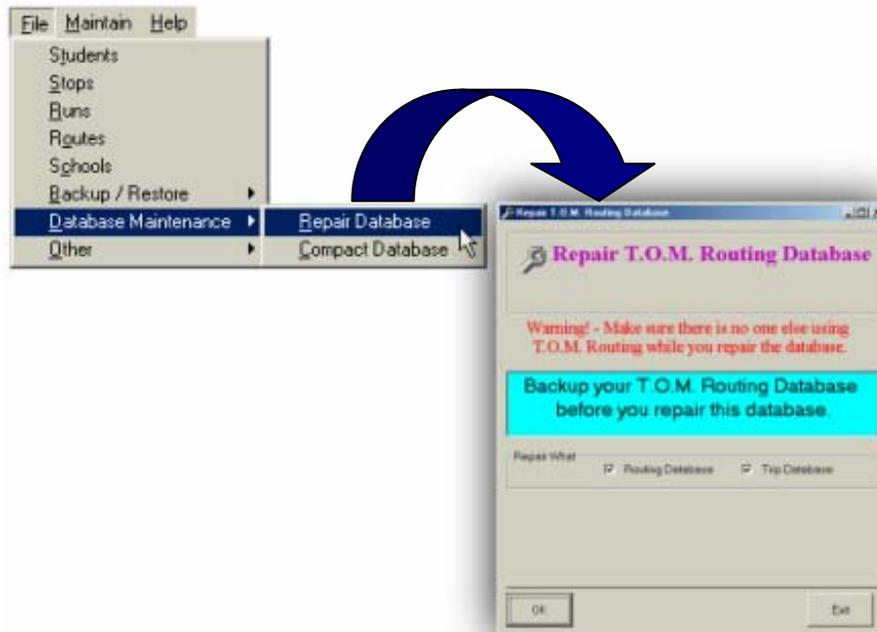


Figure 2-5. The File > Database Maintenance Menu

See Table 2-3 for a description of these commands.

Table 2-3. T.O.M. Routing File > Database Maintenance Menu Commands

Command	Shortcut Keys	Brief Description	See Page
Repair Database	Alt+F,D,R	Repair a corrupted T.O.M. Routing and/or Field Trip database.	
Compact Database	Alt+F,D,C	Compact a T.O.M. Routing and/or Field Trip database that needs maintenance.	



File > Other Menu

The File > Other Menu allows you to perform a variety of maintenance functions to different values in your T.O.M. Routing database. With these options, you can add, edit, delete and print lists of address types, eligibility codes, grades, grade groups, location codes, run family categories, route family categories, special needs, trip types and vehicle types. You can also maintain organization routing options, such as general information, run/route validations, defaults and web settings.

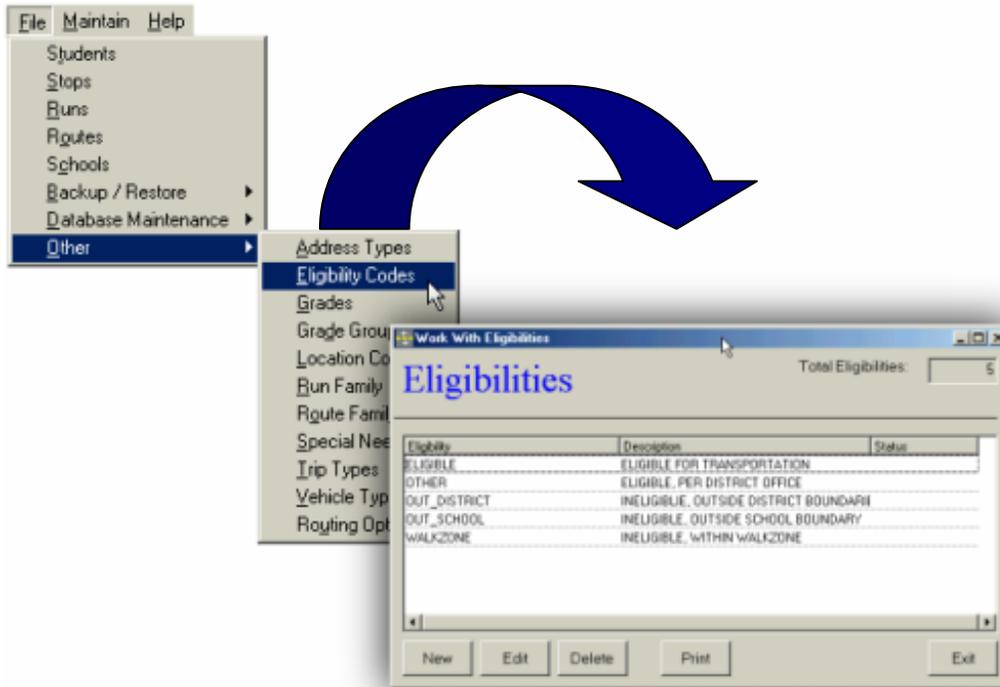


Figure 2-6. The File > Database Maintenance Menu

See Table 2-4 for a description of these commands.

Table 2-4. T.O.M. Routing File > Other Menu Commands

Command	Shortcut Keys	Brief Description	See Page
Address Types	Alt+F,H,A	Maintain the Address Types file, including address type name, description and status. This option allows you to create a new address type, edit or delete an existing type or print a list of address types. Address Types are used to indicate what type of address is assigned to a student. The default address is ELIGIBLE, which is the main address for picking up or dropping off a student. Additional addresses can be assigned Address Types such as CORNER, DAYCARE or SITTER.	
Eligibility Codes	Alt+F,H,E	Maintain the Eligibility Codes file, including code name, description and status. This option allows you to create a new eligibility code, edit or delete an existing code or print a list of eligibility codes. Eligibility Codes indicate a student's current eligibility for transportation. Examples of Eligibility Codes are ELIGIBLE, WALKZONE and OUT_DISTRICT. Eligibility is determined when you select the Check Eligibility option.	
Grades	Alt+F,H,G	Maintain the Grades file, including grade number, description and status. This option allows you to create a new grade, edit or delete an existing grade or print a list of grades. Grades are assigned to students, depending	



Command	Shortcut Keys	Brief Description	See Page
		on the actual school grade they attend. Grades can be 01 through 12, or descriptive grades, such as PS (Pre-School), KG (Kindergarten) or HDSTART (Project Head Start).	
Grade Groups	Alt+F,H,D	Maintain the Grade Group file, including grade group name, description and status. This option allows you to create a new grade group, edit or delete an existing grade group or print a list of grade groups. Grade Groups group individual grades into groups, such as 1-6 (Grades 1-6), AMKG (AM Kindergarten), PMPS (PM Pre-school).	
Location Codes	Alt+F,H,L	Maintain the Location Codes file, including location code, description and status.	
Run Family	Alt+F,H,R	Maintain the Run Family file, including run family name, description and status. This option allows you to create a new run family, edit or delete an existing run family or print a list of run families. Runs can be assigned to a category, or family, that describes an overall type of run, such as runs for special ed or in transit runs.	
Route Family	Alt+F,H,O	Maintain the Route Family file, including route family name, description and status. This option allows you to create a new route family, edit or delete an existing route family or print a list of route families. Routes can be assigned to a category, or family, that describes an overall type of route, such as routes for special ed or in transit routes.	
Special Needs	Alt+F,H,S	Maintain the Special Needs file, including special needs name, description and status. This option allows you to create a new special need, edit or delete an existing special need or print a list of special needs. Special needs identify students that need special transportation accommodations, such as a car seat, harness, oxygen, walker, wheelchair, and so on. Routing uses this information when making routing decision.	
Trip Types	Alt+F,H,T	Maintain the Trip Types file, including trip type name, description and status. This option allows you to create a new trip type, edit or delete an existing trip type or print a list of trip types. Trip Types indicate details about the type of run, such as from school or to school, or perhaps a kindergarten run, afternoon run, and so on.	
Vehicle Types	Alt+F,H,V	Maintain the Vehicle Types file, including vehicle type name, description and status. This option allows you to create a new vehicle type, edit or delete an existing vehicle type or print a list of vehicle types. Vehicle Types are numerical assignments to types of vehicles involved in the run, such as a transit vehicle or a vehicle equipped with a wheelchair.	
Routing Options	Alt+F,H,U	Maintain the Organization Routing Options file, including name and contact information, logo, run/route validations, default settings and web settings (displayed when users are searching for school information). This feature gives you powerful opportunities to: Include your organization's name and address, phone numbers, email address, logo; Select options for run and route validations; Select defaults for route options; Set up a variety of options that allow searchers looking for information about your school district over the Internet.	



Getting Started with “The Big Four” – Students, Stops, Runs and Routes

As previously discussed the Students, Stops, Runs and Routes options are the four main workhorses of T.O.M. Routing. These are all prominently displayed on the Routing Main Menu (Figure 2-7).



Figure 2-7. T.O.M. Accessing “The Big Four”—Students, Stops, Runs, Routes—from the Routing Main Menu



Let's take a quick tour of these four screens to familiarize you with how they work. Then you get more details in subsequent chapters in this manual.

The Student Search Screen

The screenshot shows the 'Student Search' window with the following components and callouts:

- Number of students found:** A callout points to the text 'Number of Students Found: 10' in the top right corner.
- Search filters:** A callout points to the 'General' tab and various input fields (Student ID, Last Name, Address, Zip, Grade, Eligibility).
- Search results:** A callout points to the table of search results.
- Task buttons:** A callout points to the 'New', 'Edit', 'Delete', 'Find Now', 'Reset', 'Show Students', 'Geocode', 'Chk Eligibility', 'Assign Stops', 'Print', and 'Exit' buttons at the bottom.

Last Name	First Name	Main Addr	Eligibility	School	Grade
Nedena	Mitzi	2247 E Cactus Rd #2	ELIGIBLE	MME	05
Perez	Eduardo	2223 E Cactus Rd	ELIGIBLE	MME	04
TasedanaGuadarrana	Penelope	2247 E Cactus Rd #2	ELIGIBLE	MME	03
Aguesar	Fernanda	2223 E Cactus Rd #1	ELIGIBLE	MME	04
TapeaFarrer	Eder	2223 E Cactus Rd #4	ELIGIBLE	MME	02
Perez	Elizabeth	2223 E Cactus Rd #3	ELIGIBLE	MME	06

Figure 2-8. An Example of Students Search Results

For a complete reference to the Students Module, see *Chapter 3: Using the Students Module*.



The Stops Search Screen

Number of stops found: 83

Number of stops found

Tabs provide additional search filters

Search fields drill down search results

Perform tasks quickly and efficiently no matter which tab you are on

Stop ID	Address	School	Description	Stop Type	
MME.00J	10210 N 32ND ST	MME	RAN HAURE(LAPR)	REGULAR	EDI
4052	10210 N 32ND ST	MME	NEDELAS RTAP ANSY @ LAPR	REGULAR	
MME.00Q	10225 N 38TH ST	MME	SENLASN HUNT	REGULAR	EDI
4064	10225 N 38TH ST	MME	RPELEAS NEEDR RTAP ANSY	REGULAR	
MME.050	11402 N 36TH ST	MME	NARTH AF GASD DURT ESEN	REGULAR	
MME.013	3200 E CAROL AVE	MME		REGULAR	
MME.00R	3850 E SUNNYSIDE DR	MME	RARAH FRANKR	REGULAR	EDI

Figure 2-9. An Example of Stops Search Results

For a complete reference to the Stops Module, see Chapter 4: Using the Stops Module.

The Runs Search Screen

Total Runs Selected: 9

Number of runs found

Tabs provide additional search filters

Search fields drill down search results

Perform tasks quickly and efficiently no matter which tab you are on

Run ID	Description	Start Time	End Time	Bell Time	School	Trip Type
ALE.001	AIRE LIBRE AM RUN BUS 167	08:18 AM	08:47 AM	09:00 AM	ALE	TOSCHOOL
ALE.002	AIRE LIBRE A.M. BUS 200	08:24 AM	08:52 AM	09:00 AM	ALE	TOSCHOOL
ALE.004	AIRE LIBRE AM RUN BUS 183	08:29 AM	08:45 AM	09:00 AM	ALE	TOSCHOOL
ALE.005	AIRE LIBRE A.M. KDG HOME BI	11:35 AM	11:53 AM	11:30 AM	ALE	AMKG_FROMSCHO
ALE.007	AIRE LIBRE P.M. KDG IN BUS	12:10 PM	12:25 PM	12:30 PM	ALE	PMKG_TOSCHOOL
ALE.01	AIRE LIBRE RETURN TO CAMP	12:00 AM	12:05 AM	03:00 PM	ALE	FROMSCHOOL
ALE.021	AIRE LIBRE PM RUN BUS 167	03:10 PM	03:32 PM	03:00 PM	ALE	FROMSCHOOL
ALE.022	AIRE LIBRE P.M. BUS 200	03:15 PM	03:43 PM	03:00 PM	ALE	FROMSCHOOL
ALE.024	AIRE LIBRE PM RUN BUS 183	03:07 PM	03:33 PM	03:00 PM	ALE	FROMSCHOOL



Figure 2-10. An Example of Runs Search Results

For a complete reference to the Runs Module, see *Chapter 5: Using the Runs Module*.

The Routes Search Screen

The screenshot shows the 'Routes' application window. At the top right, it displays 'Total Routes Selected: 123'. Below the title bar, there are two tabs: 'General Search' (selected) and 'Other Search'. The 'General Search' tab contains three input fields: 'Selected Route Id:', 'Search Route Description:', and 'Search Route Family:'. Below these fields is a table with the following data:

Route ID	Description	Employee	Vehicle	Family
165	ROUTE #165	378	165	TRANS
212	ROUTE #212	320	212	TRANS
216	ROUTE #216	347	216	TRANS
198	ROUTE #198	477	198	TRANS
199	ROUTE #199	543	199	TRANS
146	ROUTE #146	123	146	TRANS
170	ROUTE #170	351	170	TRANS
209	ROUTE #209	334	209	TRANS
210	ROUTE #210	96	210	TRANS

At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', 'Find Now', and 'Exit'. Callouts provide additional context: 'Tabs provide additional search filters' points to the 'General Search' tab; 'Search fields drill down search results' points to the search input fields; 'Number of routes found' points to the 'Total Routes Selected: 123' text; and 'Perform tasks quickly and efficiently no matter which tab you are on' points to the 'New', 'Edit', and 'Delete' buttons.

Figure 2-11. An Example of Routes Search Results

For a complete reference to the Routes Module, see *Chapter 6: Using the Routes Module*.



Exiting the T.O.M. Routing Program

Follow these steps to exit the T.O.M. Routing program:

1. Save your work and close any Routing modules that are still open.

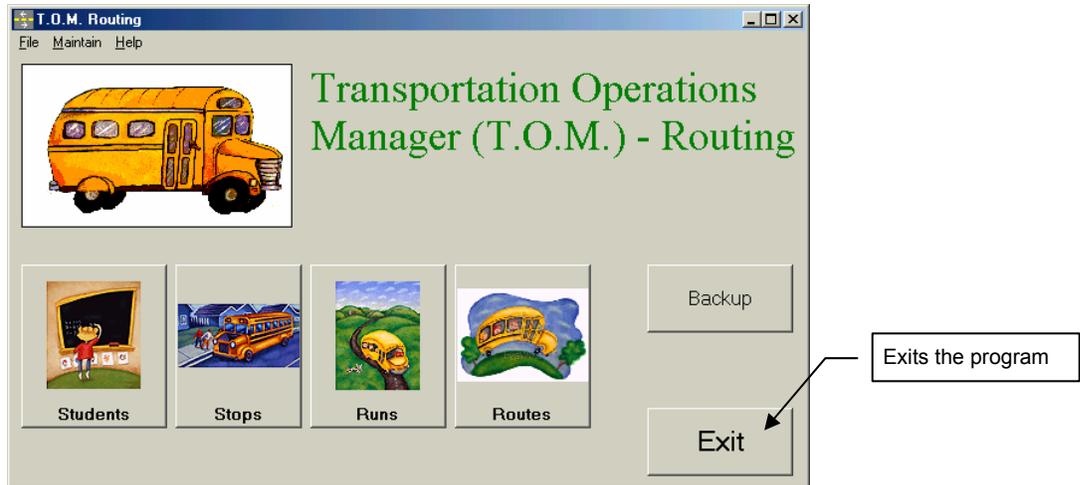


Figure 2-12. Exiting T.O.M. Routing Using the Main Menu

2. Click the Exit button on the Routing Main Menu (Figure 2-12).