

Chapter 10

Working with Address Types

T.O.M. allows you to keep an unlimited number of addresses for your students. Organizing addresses into “types” helps you better manage student addresses. There are two default address types: DOWNLOAD and ELIGIBLE, which cannot be deleted. Other address types, such as for daycare, babysitting, and special needs stops can be added and removed as necessary.

Accessing Address Types

Address Types are accessed from the T.O.M. Routing Main Menu, as shown in Figure 10-1. From the File menu, choose the Other menu and then the Address Types command. The Address Types Search screen is displayed (Figure 10-2).

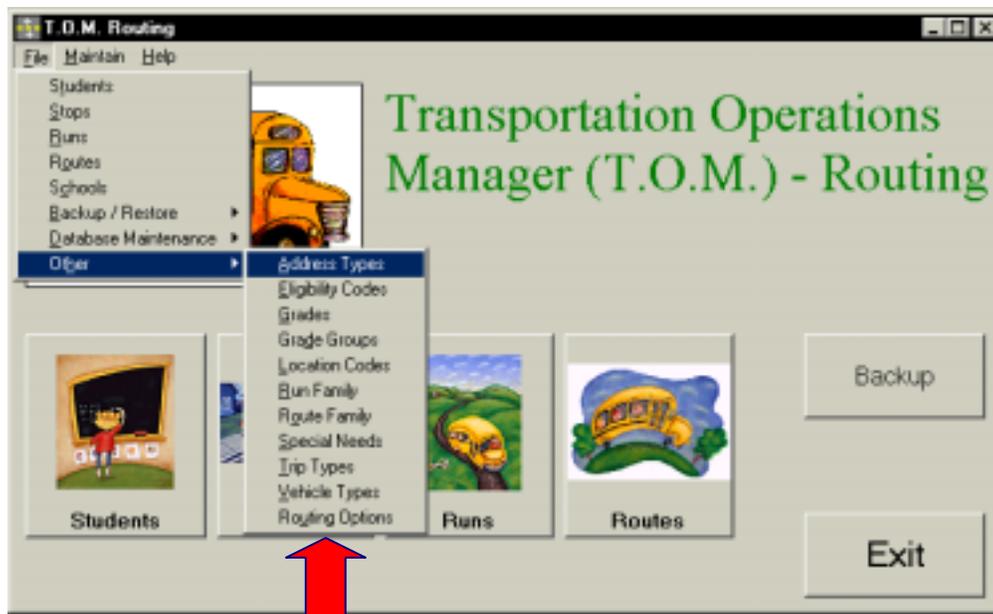


Figure 10-1. Accessing District Options Address Types

Using the Address Types Search Screen

The Address Types Search screen (Figure 10-2) displays the address types you have already set up in T.O.M. Routing. To find an address type, scroll through the list using the vertical scroll bar, if necessary.



See Table 10-2 for field descriptions

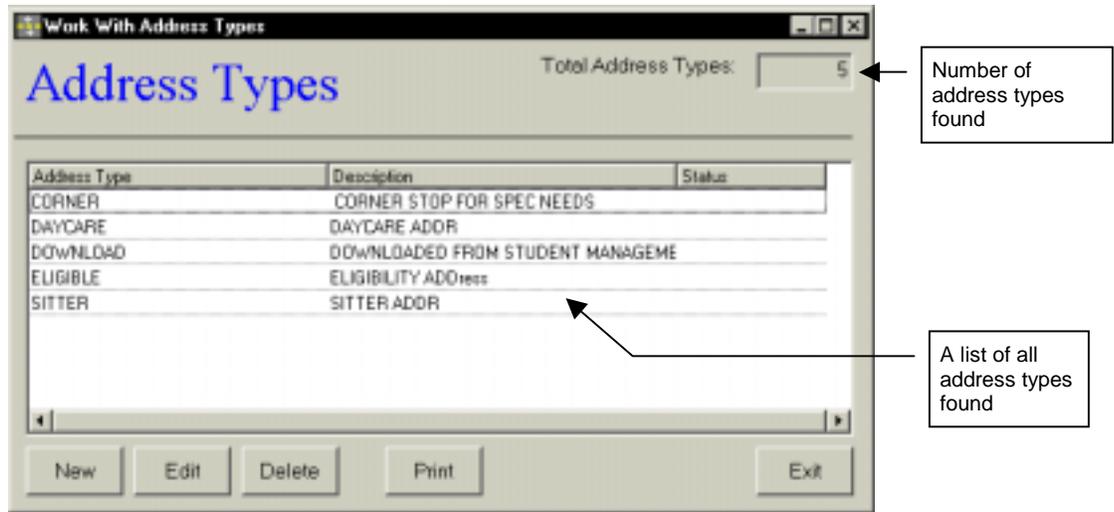


Figure 10-2. The Address Type Search Screen

From the Address Types Search screen (Figure 10-2), you can add a new address type, edit an existing address type or delete all but the system (default) address types. You can also print a complete list. See Table 10-1 for details.

Table 10-1. Address Types Search Screen Options (Figure 10-2)

Field or Button	Description
Total Address Types	Displays the total number of address types found in your T.O.M. Routing database, including both active and inactive.
Address Type	The address type is a code assigned to a particular type of address, such as a corner stop. There are two default codes: ELIGIBLE and DOWNLOAD, which cannot be deleted. In addition, you can add address types using the New button. See Table 10-2 for additional details.
Description	The description field provides a clarifying description for the address type code. See Table 10-2 for details.
Status	Displays whether the address type is active or inactive. See Table 10-2 for details.
	To add a new address type, click the New button. See Adding a New Address Type for details.
	To edit an existing address type, select it in the list and then click the Edit button, or simply double-click the address type in the list. See Editing an Existing Address Type for details.
	To delete an existing address type, select it in the list and then click the Delete button. See Deleting an Existing Address Type for details.
	Prints a list of all address types.
	Closes the Address Type screen.



Using the Address Type Maintenance Screen

See Table 10-2 for field descriptions

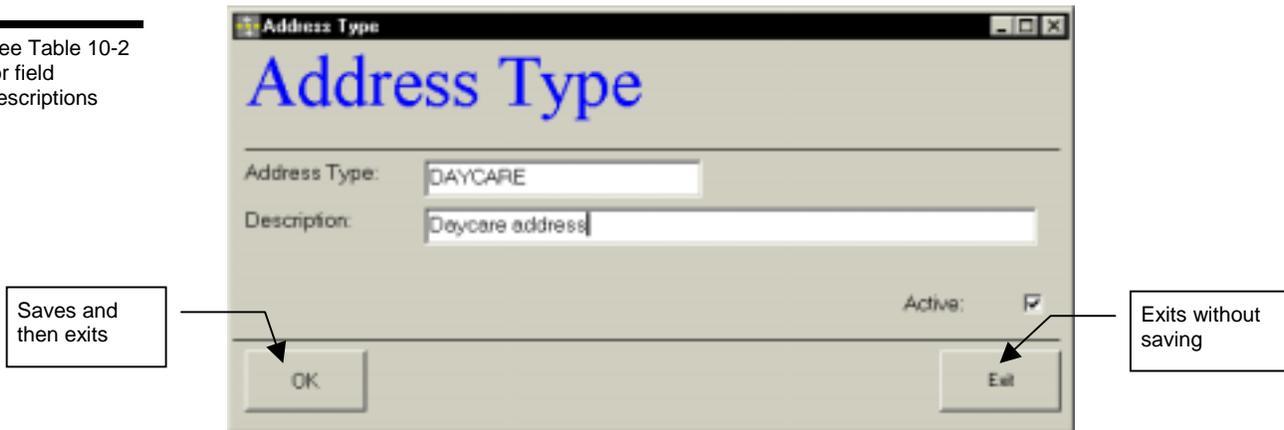


Figure 10-3. The Address Type Maintenance Screen

Table 10-2 describes options in the Address Type Maintenance screen.

Table 10-2. Address Type Maintenance Screen Options (Figure 10-3)

Field	Required?	Limitations	Description
Address Type	Yes	20 characters (letters, numbers or both)	The address type is a code assigned to a particular type of address, such as a corner stop, daycare address, babysitter's address and so on. It also includes system (default) address types: ELIGIBLE (addresses that are eligible for transportation) and DOWNLOAD (downloaded from other student management programs).
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description of the address type. Enter the description as you wish it to be sorted in a list or searched in the database. For example, enter "McCormick Ranch" or "McCormick Ranch, The" instead of "The McCormick Ranch" for more efficient searching or sorting.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the address type is active (checked) or inactive (unchecked). It allows you to make an address type inactive without deleting it from the database. To use it again later, simply check this option to make it active. It is also useful during a search when you want your search results to show records with only active or inactive address types.



Adding a New Address Type

1. Click the New button on the Address Types Search screen (Figure 10-2). The Address Type Maintenance screen is displayed (Figure 10-4). This screen allows you to enter the new address type and description. The new address type is checked active by default. See Table 10-2 for details.

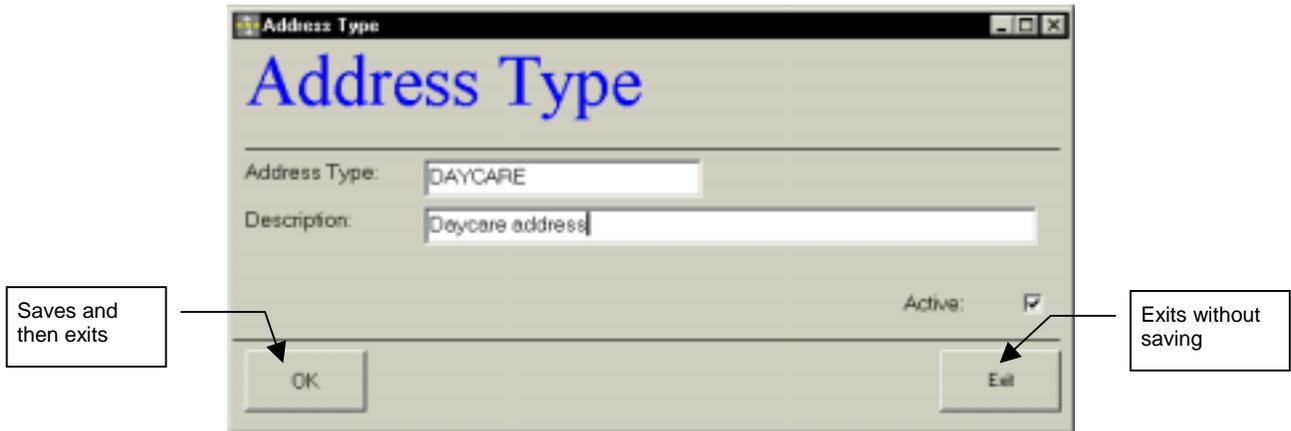


Figure 10-4. Adding a New Address Type

2. To save the new address type, click the OK button. To close the screen without creating the new address type, click the Exit button.

Editing an Existing Address Type

1. Select the address type you wish to edit on the Address Types Search screen and then click the Edit button (Figure 10-2). The Address Type Maintenance screen is displayed (Figure 10-5). This screen allows you to change the address type description and make it active or inactive. See Table 10-2 for details.

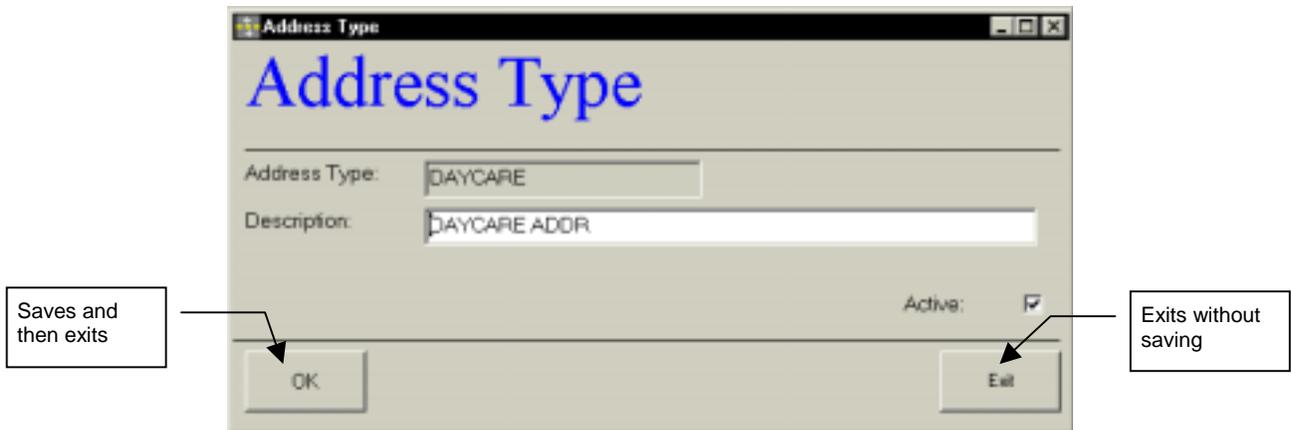


Figure 10-5. Editing an Existing Address Type

2. To save changes to the current address type, click the OK button. To close the screen without saving the changes, click the Exit button.



Deleting an Existing Address Type

1. Select the address type you wish to delete on the Address Types Search screen and click the Delete button (Figure 10-6).

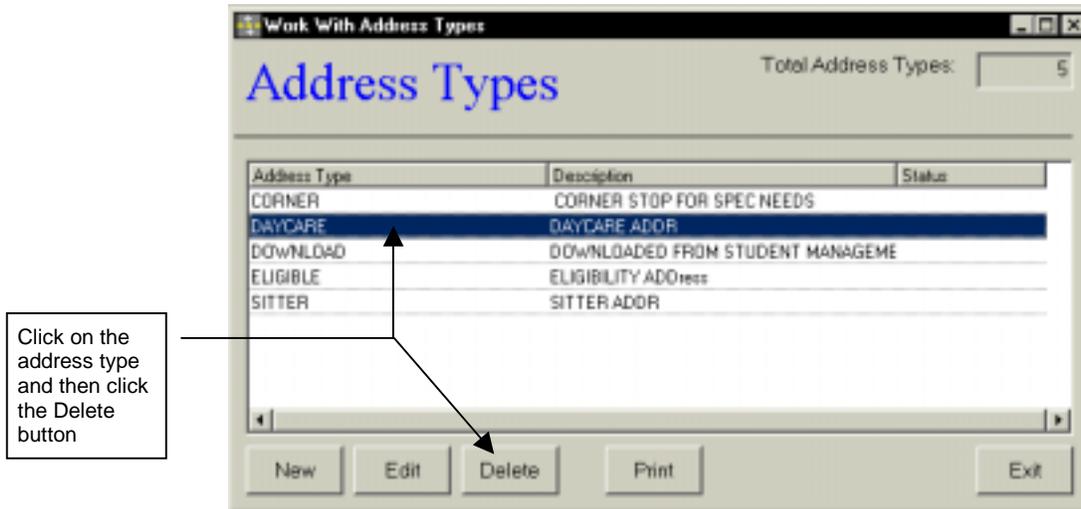


Figure 10-6. Deleting an Existing Address Type

2. Click Yes to confirm that you want to delete this address type from the T.O.M. Routing database; otherwise, click No (Figure 10-7).



Figure 10-7. Confirming the Address Type Deletion

NOTE: You cannot delete a system (default) address type (see Table 10-2) or an address type that is currently being used. Figure 10-8 shows an error message indicating the address type is still in use.



Figure 10-8. A Typical Address Type Error Message