

# Chapter 14

## Working with Location Codes

T.O.M. allows you to define location codes that you may assign to your stops, runs or routes. This allows you to group your stops, runs or routes into geographic areas such as zones or divisions. By allowing this, T.O.M. gives you yet another dimension to organize, search and report on your routing information.

### Accessing Location Codes

Location codes are accessed from the T.O.M. Routing Main Menu, as shown Figure 14-1. From the File menu, choose the Other menu and then the Location Codes command. The Location Codes screen is displayed (Figure 14-2).

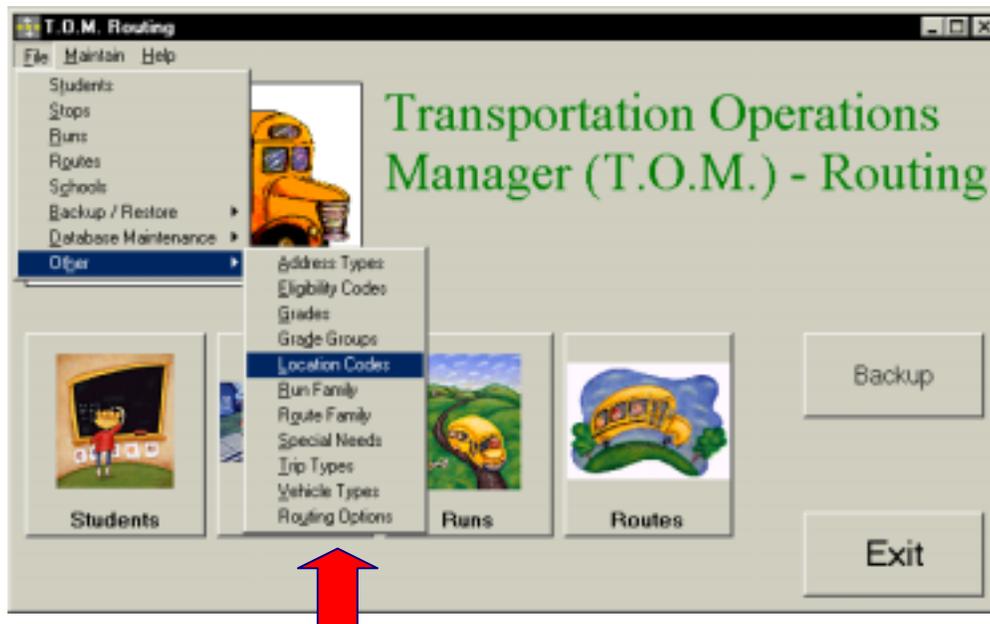


Figure 14-1. Accessing Location Codes

### Using the Location Codes Search Screen

The Location Codes screen (Figure 14-2) displays the location codes you have already set up in T.O.M. Routing. To find a location code, scroll through the list using the vertical scroll bar, if necessary.



See Table 14-1 for field descriptions

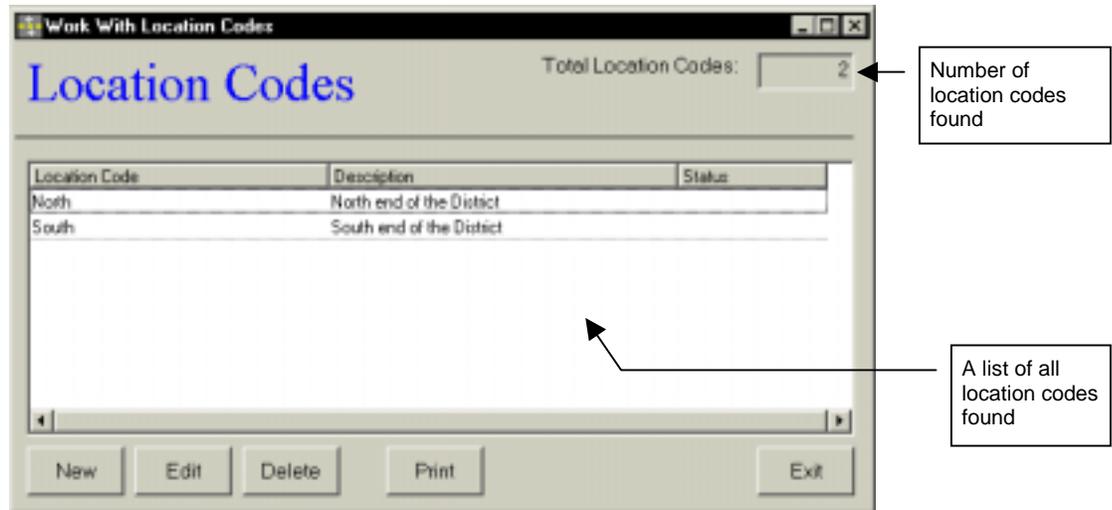


Figure 14-2. The Location Codes Search Screen

From the Location Codes screen (Figure 14-2), you can add a new location code, edit an existing location code or delete all but the system (default) location codes. You can also print a complete list. See Table 14-1 for details.

Table 14-1. Location Codes Search Screen Options (Figure 14-2)

Field	Description
Total Location Codes	Displays the total number of location codes found in your T.O.M. Routing database, including both active and inactive.
Location Code	The location code identifies an area of your School District, such as the North End. There are no default location codes. You add location codes using the New button. See Table 14-2 for details.
Description	The description field provides a clarifying description for the location code. See Table 14-2 for details.
Status	Displays whether the location code is active or inactive. See Table 14-2 for details.
	To add a new location code, click the New button. See <a href="#">Adding a New Location Code</a> for details.
	To edit an existing location code, select it in the list and then click the Edit button, or simply double-click the location code in the list. See <a href="#">Editing an Existing Location Code</a> for details.
	To delete an existing location code, select it in the list and then click the Delete button. See <a href="#">Deleting an Existing Location Code</a> for details.
	Prints a list of all location codes.
	Closes the Location Codes screen.



## Using the Location Code Maintenance Screen

See Table 14-2 for field descriptions

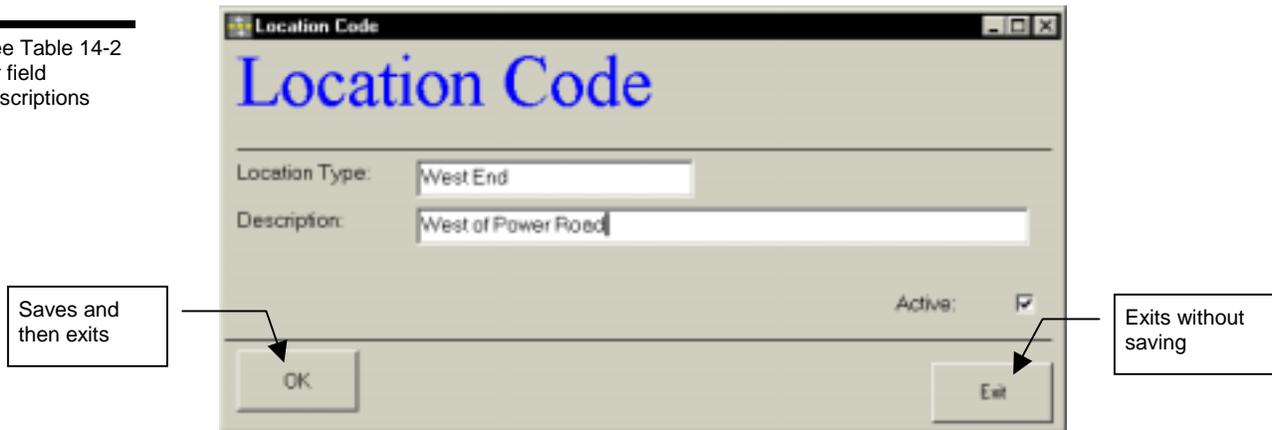


Figure 14-3. The Location Code Maintenance Screen

Table 14-2 describes options in the Location Code Maintenance screen.

Table 14-2. Location Code Maintenance Screen Options (Figure 14-3)

Field	Required?	Limitations	Description
Location Code	Yes	20 characters (letters, numbers or both)	The location code is a code assigned to a particular area of your School District, such as North End or McCormick Ranch. There are no default location codes.
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the location code. 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" rather than "The McCormick Ranch" since most users will not enter "The" in their search.
Location Group	No	Select from drop-down list	<b>[Lisa: Brett described this option, which is not in the software. Is this a new feature to be added or an error?]</b> Select the location group for this specific location code. By grouping location codes, you can search students and schools in a more powerful fashion. T.O.M. allows you to define your own location groups and assign location codes to them.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the location code is active (checked) or inactive (unchecked). It allows you to make a location code 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 location codes.



## Adding a New Location Code

1. Click the New button on the Location Codes Search screen (Figure 14-2). The Location Code Maintenance screen is displayed (Figure 14-4). This screen allows you to enter the new location code and description. The new location code is checked active by default. See Table 14-2 for details.

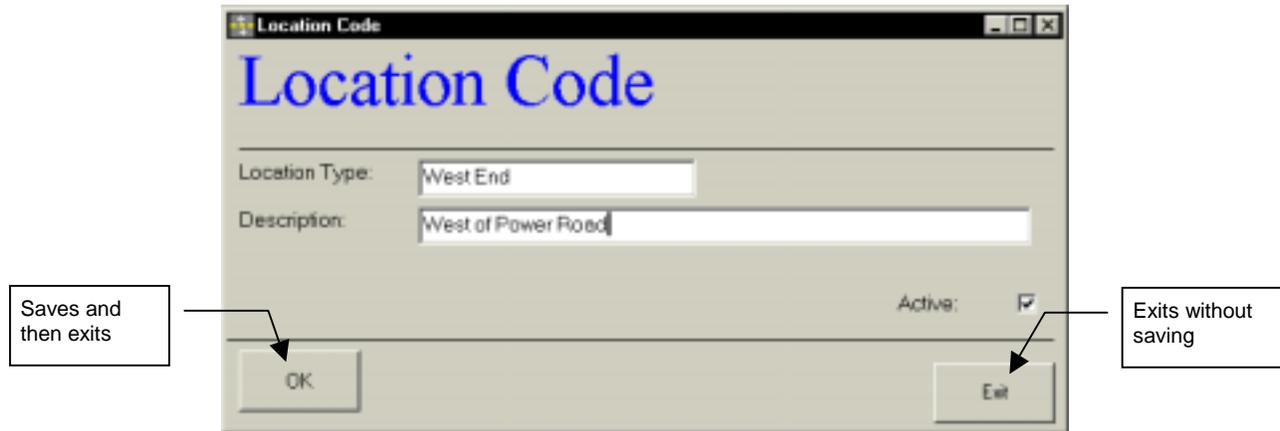


Figure 14-4. Adding a New Location Code

2. To save the new location code, click the OK button. To close the screen without creating the location code, click the Exit button.

## Editing an Existing Location Code

1. Select the location code you wish to edit on the Location Codes Search screen and click the Edit button (Figure 14-2). The Location Code Maintenance screen is displayed (Figure 14-5). This screen allows you to make changes as described in Table 14-2.

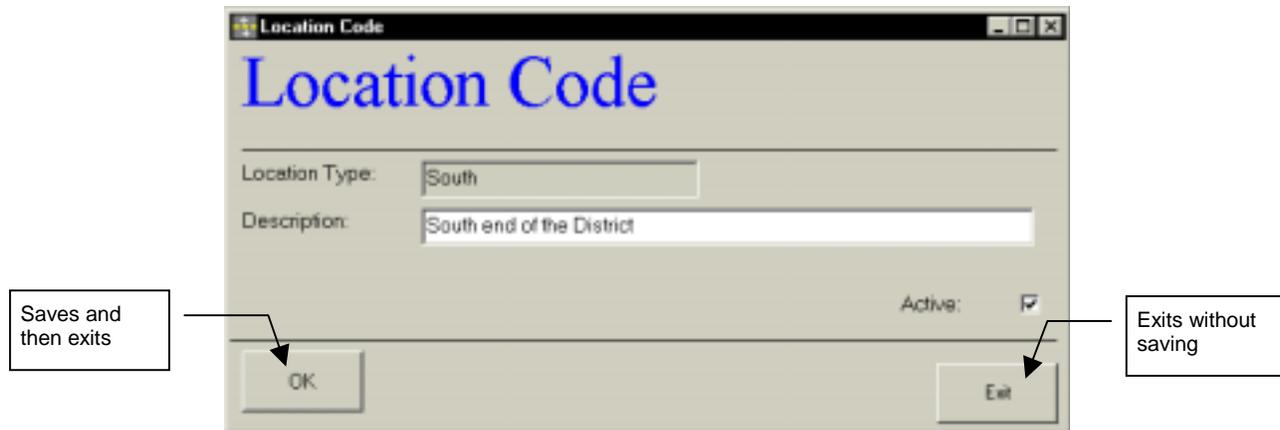


Figure 14-5. Editing an Existing Location Code

2. To save your changes, click the OK button. To close the screen without saving the changes, click the Exit button.



## Deleting an Existing Location Code

1. Select the location code you wish to delete on the Location Codes Search screen and click the Delete button (Figure 14-6).

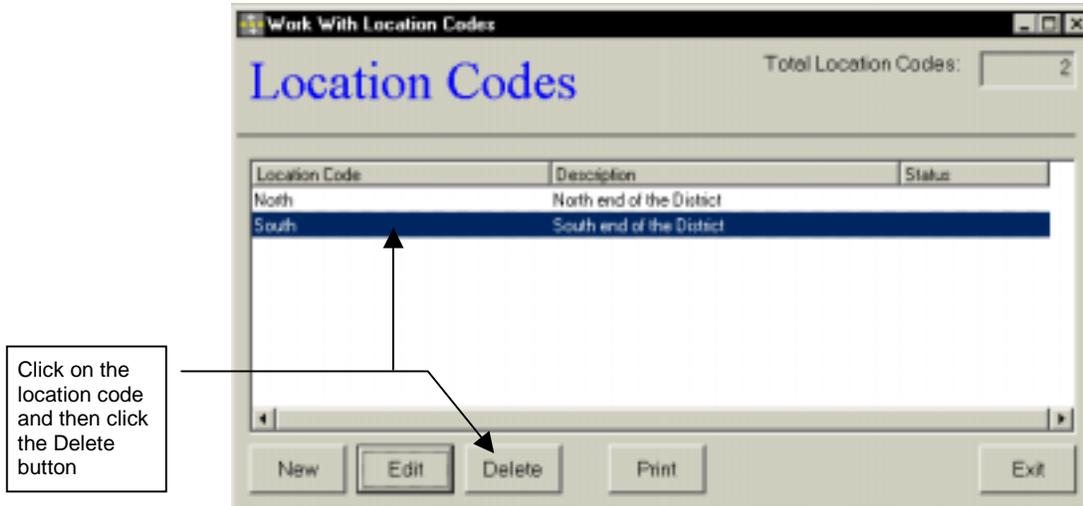


Figure 14-6. Deleting an Existing Location Code

2. Click Yes to confirm that you want to delete this location code from the T.O.M. Routing database; otherwise, click No (Figure 14-7).



Figure 14-7. Confirming the Location Code Deletion

**NOTE:** You cannot delete a system (default) location codes (see Table 14-2) or a location code that is currently being used. Figure 14-8 shows an error message indicating the location code is still in use.



Figure 14-8. A Typical Location Code Error Message