

# Chapter 15

## Working with Run Families

T.O.M. allows you to group your runs into “families” such as transit runs and special needs runs. Grouping gives you greater flexibility in organizing your various runs.

### Accessing Run Families

Run families are accessed from the T.O.M. Routing Main Menu, as shown Figure 15-1. From the File menu, choose the Other menu and then the Run Family command. The Run Families screen is displayed (Figure 15-2).

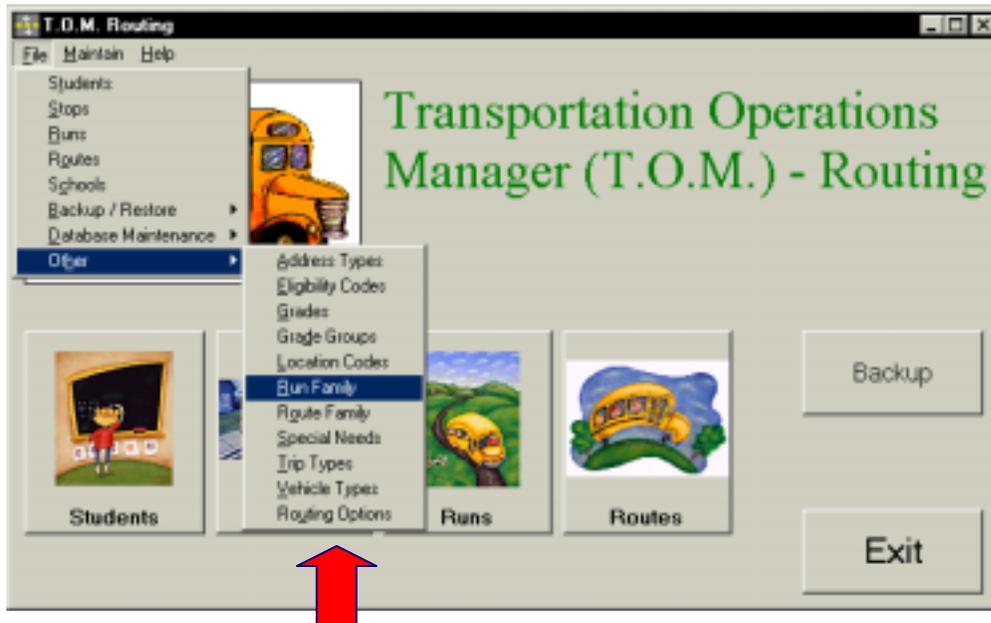


Figure 15-1. Accessing Run Families

### Using the Run Families Search Screen

The Run Families screen (Figure 15-2) displays the run families you have already set up in T.O.M. Routing. To find a run family, scroll through the list using the vertical scroll bar, if necessary.



See Table 15-1 for field descriptions

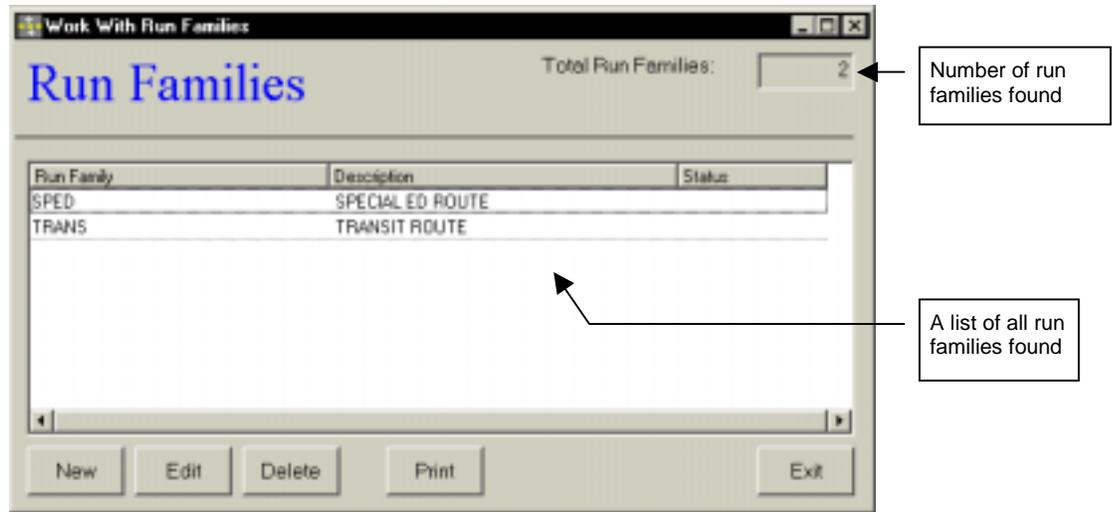


Figure 15-2. The Run Families Search Screen

From the Run Families screen (Figure 15-2), you can add a new run family, edit an existing run family or delete all but the system (default) run families. You can also print a complete list. See Table 15-1 for details.

Table 15-1. Run Family Search Screen Options (Figure 15-2)

Field	Description
Total Run Families	Displays the total number of run families found in your T.O.M. Routing database, including both active and inactive.
Run Family	The run family identifies is a code assigned to a particular group of runs, such as special education. [Lisa: I take it there are no default run families?] You add run families using the New button.
Description	The description field provides a clarifying description for the run family. See Table 15-2 for details.
Status	Displays whether the run family is active or inactive. See Table 15-2 for details.
	To add a new run family, click the New button. See <a href="#">Adding a New Run Family</a> for details.
	To edit an existing run family, select it in the list and then click the Edit button, or simply double-click the run family in the list. See <a href="#">Editing an Existing Run Family</a> for details.
	To delete an existing run family, select it in the list and then click the Delete button. See <a href="#">Deleting an Existing Run Family</a> for details.
	Prints a list of all run families.
	Closes the Run Families screen.



## Using the Run Family Maintenance Screen

See Table 15-2 for field descriptions



Figure 15-3. The Run Family Maintenance Screen

Table 15-2 describes options in the Run Family Maintenance screen.

Table 15-2. Run Family Maintenance Screen Options (Figure 15-3)

Field	Required?	Limitations	Description
Run Family	Yes	20 characters (letters, numbers or both)	The run family is a code assigned to a particular area of your School District, such as Special Ed or Transit. <b>[Lisa: I take it there are no default run families?]</b>
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the run family. Enter the description as you wish it to be sorted in a list or searched in the database. For example, if you wish to focus on the "special" aspect, put this word first in the description. However, if you wish to focus on the time of day, put that first, such as morning or afternoon.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the run family is active (checked) or inactive (unchecked). It allows you to make a run family 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 run families.



## Adding a New Run Family

1. Click the New button on the Run Families Search screen (Figure 15-2). The Run Family Maintenance screen is displayed (Figure 15-4). This screen allows you to enter the new run family and description. The new run family is checked active by default. See Table 15-2 for details.



Figure 15-4. Adding a New Run Family

2. To save the new run family, click the OK button. To close the screen without creating the run family, click the Exit button.

## Editing an Existing Run Family

1. Select the run family you wish to edit on the Run Families Search screen and click the Edit button (Figure 15-2). The Run Family Maintenance screen is displayed (Figure 15-5). This screen allows you to make changes as described in Table 15-2.



Figure 15-5. Editing an Existing Run Family

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



## Deleting an Existing Run Family

1. Select the run family you wish to delete on the Run Families Search screen and click the Delete button (Figure 15-6).

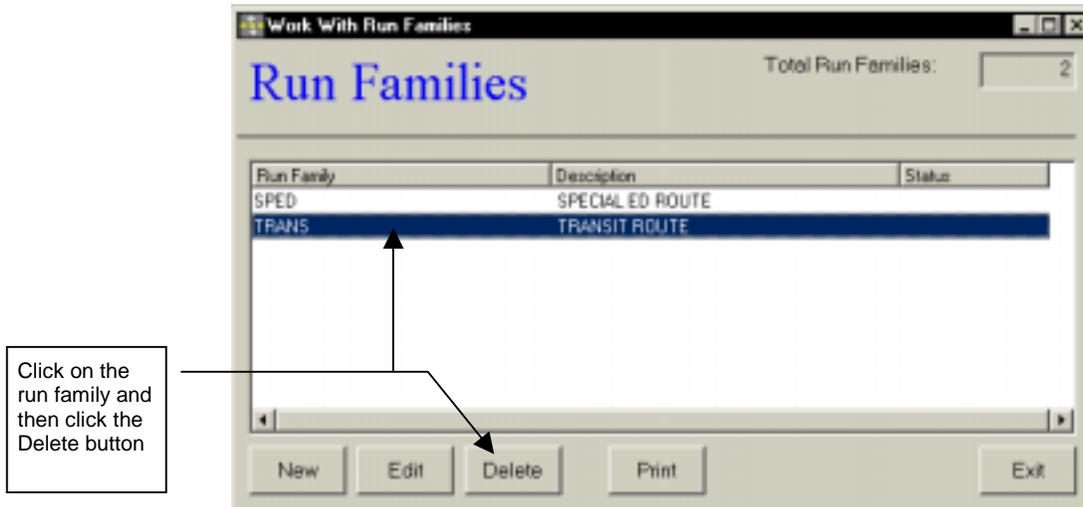


Figure 15-6. Deleting an Existing Run Family

2. Click Yes to confirm that you want to delete this run family from the T.O.M. Routing database; otherwise, click No (Figure 15-7).



Figure 15-7. Confirming the Run Family Deletion

**NOTE:** You cannot delete a run family that is currently being used. Figure 15-8 shows the error message indicating the run family is still in use.



Figure 15-8. The Cannot Delete Run Family Error Message