

Chapter 16

Working with Route Families

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

Accessing Route Families

Route families are accessed from the T.O.M. Routing Main Menu, as shown Figure 16-1. From the File menu, choose the Other menu and then the Route Family command. The Route Families screen is displayed (Figure 16-2).

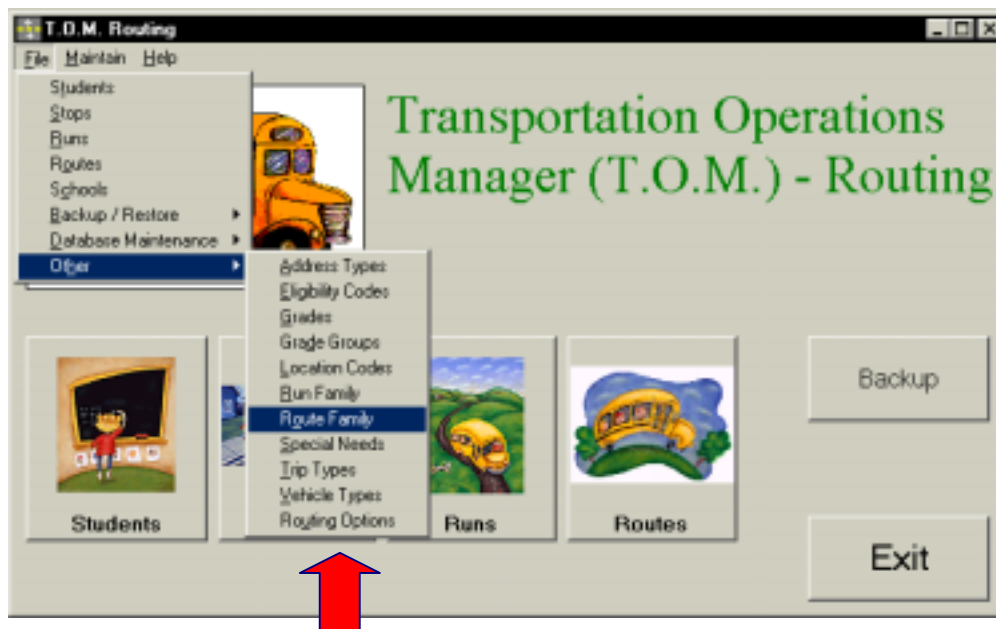


Figure 16-1. Accessing Route Families

Using the Route Families Search Screen

The Route Families screen (Figure 16-2) displays the route families you have already set up in T.O.M. Routing. To find a route family, scroll through the list using the vertical scroll bar, if necessary.



See Table 16-1
for field
descriptions

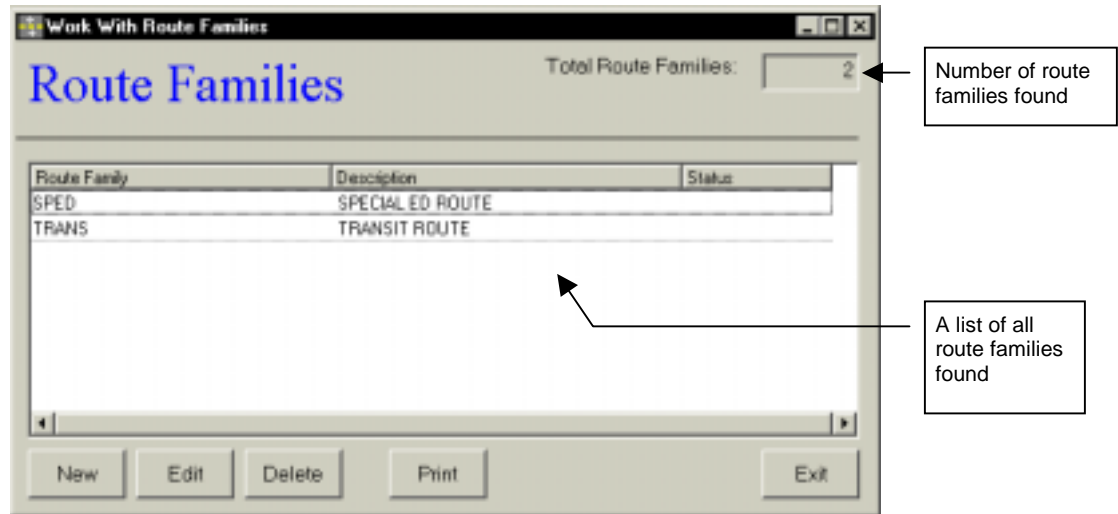


Figure 16-2. The Route Families Search Screen

From the Route Families screen (Figure 16-2), you can add a new route family, edit an existing route family or delete all but the system (default) route families. You can also print a complete list. See Table 16-1 for details.

Table 16-1. Route Family Search Screen Options (Figure 16-2)

Field	Description
Total Route Families	Displays the total number of route families found in your T.O.M. Routing database, including both active and inactive.
Route Family	The route family identifies is a code assigned to a particular group of routes, such as special education. [Lisa: I take it there are no default run families?] You add route families using the New button.
Description	The description field provides a clarifying description for the route family. See Table 16-2 for details.
Status	Displays whether the route family is active or inactive. See Table 16-2 for details.
New	To add a new route family, click the New button. See Adding a New Route Family for details.
Edit	To edit an existing route family, select it in the list and then click the Edit button, or simply double-click the route family in the list. See Editing an Existing Route Family for details.
Delete	To delete an existing route family, select it in the list and then click the Delete button. See Deleting an Existing Route Family for details.
Print	Prints a list of all route families.
Exit	Closes the Route Families screen.



Using the Route Family Maintenance Screen

See Table 16-2
for field
descriptions

Figure 16-3. The Route Family Maintenance Screen

Table 16-2 describes options in the Route Family Maintenance screen.

Table 16-2. Route Family Maintenance Screen Options (Figure 16-3)

Field	Required?	Limitations	Description
Route Family	Yes	20 characters (letters, numbers or both)	The route family identifies is a code assigned to a particular group of routes, such as special education. <i>[Lisa: I take it there are no default run families?]</i>
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the route 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 route family is active (checked) or inactive (unchecked). It allows you to make a route 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 route families.



Adding a New Route Family

1. Click the New button on the Route Families Search screen (Figure 16-2). The Route Family Maintenance screen is displayed (Figure 16-4). This screen allows you to enter the new route family and description. The new route family is checked active by default. See Table 16-2 for details.

Route Family:

Description:

Active: ☒

OK Exit

Saves and then exits Exits without saving

Figure 16-4. Adding a New Route Family

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

Editing an Existing Route Family

1. Select the route family you wish to edit on the Route Families Search screen and then click the Edit button (Figure 16-2). The Route Family Maintenance screen is displayed (Figure 16-5). This screen allows you to make changes as described in Table 16-2.

Route Family:

Description:

Active: ☒

OK Exit

Saves and then exits Exits without saving

Figure 16-5. Editing an Existing Route 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 Route Family

1. Select the route family you wish to delete on the Route Families Search screen and click the Delete button (Figure 16-6).

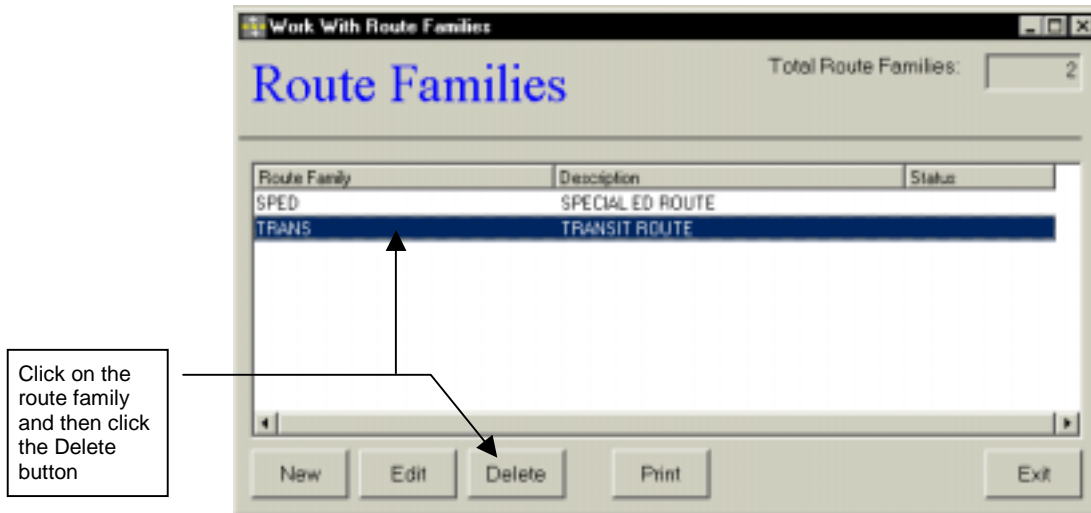


Figure 16-6. Deleting an Existing Route Family

2. Click Yes to confirm that you want to delete this route family from the T.O.M. Routing database; otherwise, click No (Figure 16-7).

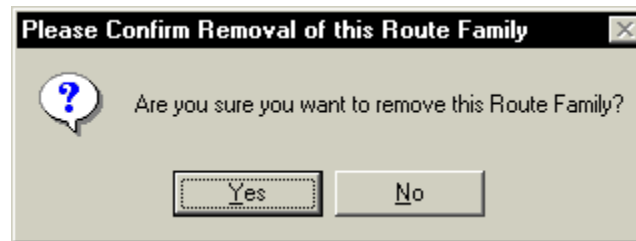


Figure 16-7. Confirming the Route Family Deletion

NOTE: You cannot delete a route family that is currently being used. Figure 16-8 shows the error message indicating the route family is still in use.



Figure 16-8. The Cannot Delete Route Family Error Message