

Chapter 17

Working with Special Needs

T.O.M. allows you to define special needs codes to assign to your students. There is no limit to the number of these attributes you can assign to your students. You may also assign these codes to your vehicles and vehicle types, and define the capacities that these vehicles have for each of these special needs. The use of special needs codes with students, vehicles and vehicle types combined with T.O.M.'s searching and reporting capabilities provides a very powerful tool in managing routing special needs students.

Accessing Special Needs

Special needs are accessed from the T.O.M. Routing Main Menu, as shown Figure 17-1. From the File menu, choose the Other menu and then the Special Needs command. The Special Needs Search screen is displayed (Figure 17-2).

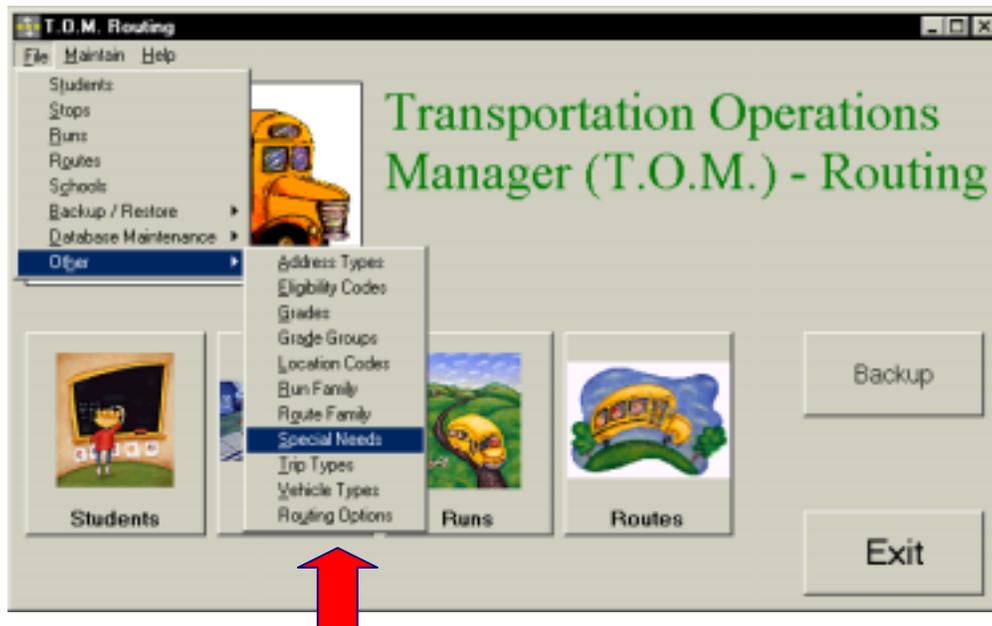


Figure 17-1. Accessing Special Needs

Using the Special Needs Search Screen

The Special Needs Search screen (Figure 17-2) displays the special needs you have already set up in T.O.M. Routing. To find a special need, scroll through the list using the vertical scroll bar, if necessary.



See Table 17-1 for field descriptions

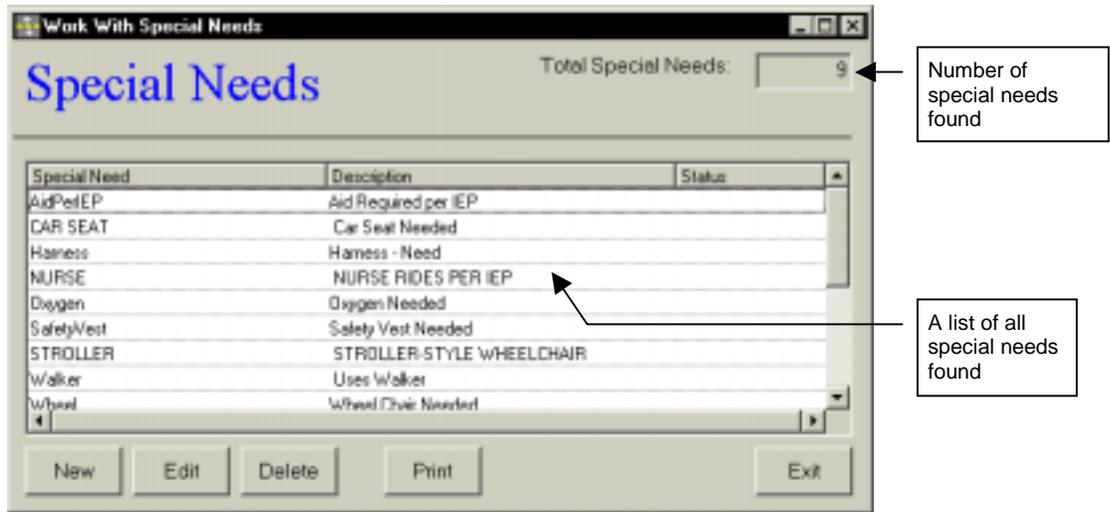


Figure 17-2. The Special Needs Search Screen

From the Special Needs Search screen (Figure 17-2), you can add a new special need, edit an existing special need or delete all but the system (default) run families. You can also print a complete list. See Table 17-1 for details.

Table 17-1. Special Needs Search Screen Options (Figure 17-2)

Field	Description
Total Special Needs	Displays the total number of special needs found in your T.O.M. Routing database, including both active and inactive.
Special Need	The special need identifies is a code assigned to a particular group of runs, such as the use of special equipment or assistance from other people. [Lisa: I take it there are no default special codes?] You add special needs using the New button.
Description	The description field provides a clarifying description for the special need. See Table 17-2 for details.
Status	Displays whether the special need is active or inactive. See Table 17-2 for details.
	To add a new special need, click the New button. See Adding a New Special Need for details.
	To edit an existing special need, select it in the list and then click the Edit button, or simply double-click the special need in the list. See Editing an Existing Special Need for details.
	To delete an existing special need, select it in the list and then click the Delete button. See Deleting an Existing Special Need for details.
	Prints a list of all special needs.
	Closes the Special Needs screen.



Using the Special Need Maintenance Screen

See Table 17-2 for field descriptions



Figure 17-3. The Special Need Maintenance Screen

Table 17-2 describes options in the Special Need Maintenance screen.

Table 17-2. Special Need Maintenance Screen Options (Figure 17-3)

Field	Required?	Limitations	Description
Special Need	Yes	20 characters (letters, numbers or both)	The special need identifies is a code assigned to a particular group of runs, such as the use of special equipment or assistance from other people. [Lisa: I take it there are no default special codes?]
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the special need. Enter the description as you wish it to be sorted in a list or searched in the database. For example, if you have several special needs codes that have equipment, you may wish to start the descriptions with the same search phrase.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the special need is active (checked) or inactive (unchecked). It allows you to make a special need 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 special needs.

Adding a New Special Need

1. Click the New button on the Special Needs Search screen (Figure 17-2). The Special Need Maintenance screen is displayed (Figure 17-4). This screen allows you to enter the new special need and description. The new special need is checked active by default. See Table 17-2 for details.



Figure 17-4. Adding a New Special Need

2. To save the new special need, click the OK button. To close the screen without saving the special need, click the Exit button.

Editing an Existing Special Need

1. Select the special need you wish to edit on the Special Needs Search screen and then click the Edit button (Figure 17-2). The Special Need Maintenance screen is displayed (Figure 17-5). This screen allows you to make changes as described in Table 17-2.



Figure 17-5. Editing an Existing Special Need

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

Deleting an Existing Special Need

1. Select the special need you wish to delete on the Special Needs Search screen and then click the Delete button (Figure 17-6).



Figure 17-6. Deleting an Existing Special Need

- Click Yes to confirm that you want to delete this special need from the T.O.M. Routing database; otherwise, click No (Figure 17-7).



Figure 17-7. Confirming the Special Need Deletion

NOTE: You cannot delete a route family that is currently being used. Figure 17-8 shows the error message indicating the route family is still in use.



Figure 17-8. The Cannot Delete Special Needs Error Message *[Lisa: Oops!]*