

Seon Design

Compass Sped Starter Manual

4/13/2016

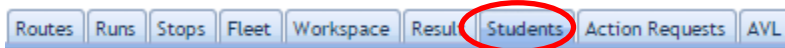
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Single Run Building	
Click Through Routing	

Create a New Student

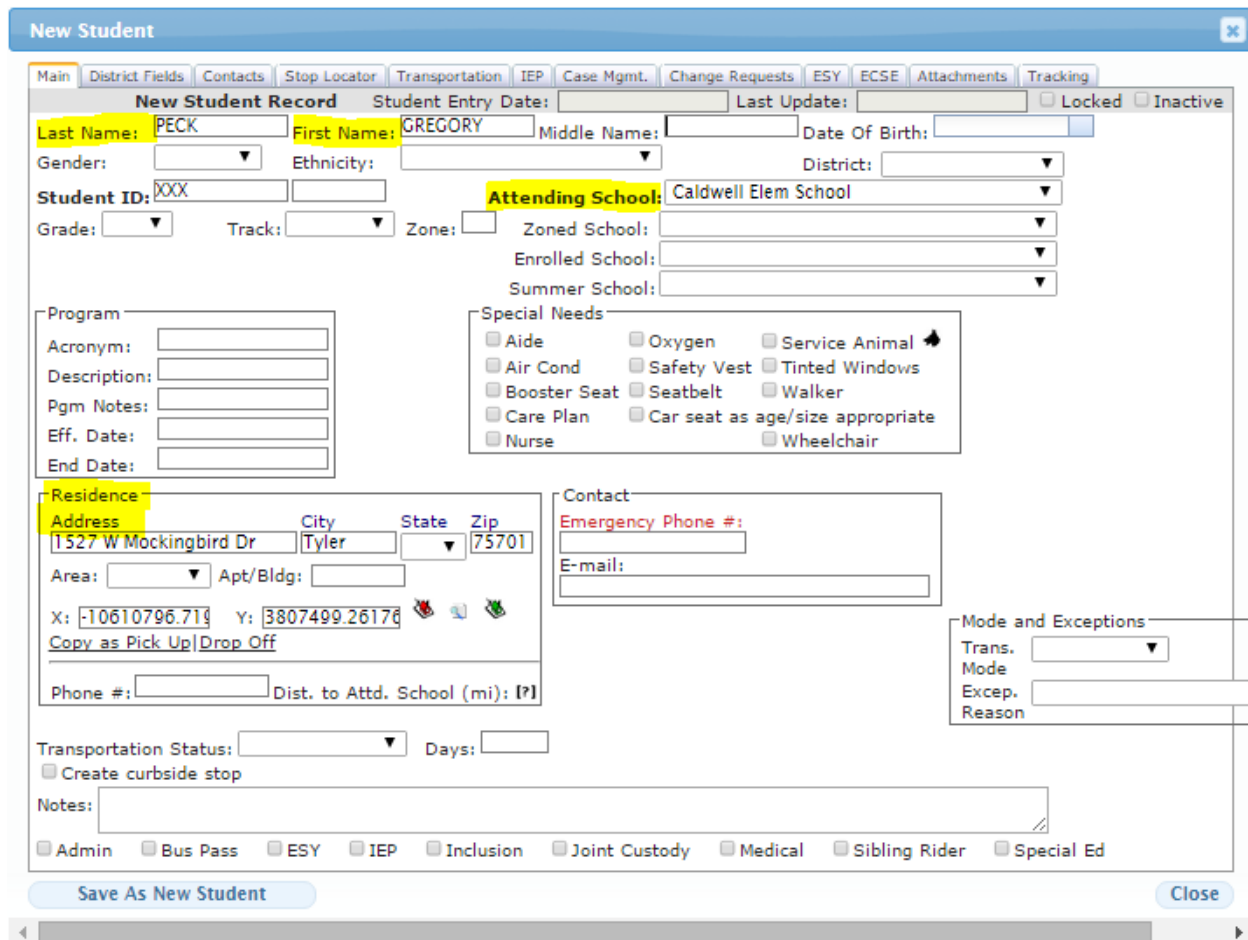
When it is necessary to manually create a new student, rather than wait for the student to come into the system through the nightly download, the new student may be created in the Student tab.

1. Click on the Students tab.



2. Click on **New Student** to open the New Student dialog box.

NOTE: There is the opportunity to have a large amount of data regarding each student but only Last Name, First Name, Student ID, Attending School, and Residence address are mandatory to create the new student and assign them to a bus stop.



3. Click **Save As New Student** to Save the new student.

4. A Student verification dialog box will open. Click OK.

Student

The information will be added as a NEW student record into system. Do you want to proceed?

Ok **Cancel**

- The system acknowledges that since a new student was created manually, there may be additional students to add and a Student dialog box will open asking.

Student

Do you want to clear the form to add another student?

Ok **Cancel**

If you have another student, Click OK, if not, Cancel.

- The New Student record will remain open, and the new record will be displayed in the list in the Student tab behind the open dialog box.

The screenshot shows the SEON software interface. On the left, the 'Students' tab is active, displaying a list of students. A red circle highlights the first student in the list: Student ID: XXX, Last Name: PECK, First Name: GREGORY. On the right, the 'New Student' dialog box is open, showing the 'New Student Record' tab. The fields for Last Name (PECK) and First Name (GREGORY) are filled in. Other fields like Gender, Ethnicity, Student ID, Grade, Track, Zone, Program, and Acronym are also visible.

Click **Close** to close the new student record or continue adding information to the student's record.

Curb to Curb Stops

To easily accommodate the needs of some special students who need transportation from their residence rather than a neighborhood bus stop, curb to curb stops, frequently referred to as door to door stops, may be easily created for individual students or for a selection of students at one time.

1. Click on the Student Tab in Compass Route Builder. Students

2. Find the student or students needing curb to curb stops.

Search Results: 1 Students (1 selected)						
	Student Id	Last Name	First Name	Address	School	Chg. Req
<input checked="" type="checkbox"/>	3541526	BIALOSKI	BETTY JO	203 E Nutbush St	Boulter Middle School	

Put a check mark in the box to select the student.

3. Click on the Curb to Curb Stop button. The Create Curb-to-Curb Stops dialog box will open.

Create Curb-to-Curb Stops

☐ To Attending School /AM Stops

Effective Date:

AM/To School Classification

AM/To School Schedule

☐ Administrative ☐ Do not use for auto assign ☐ Billable ☐ Public Visible

☐ End assignments (if any) to existing curb to curb stops to (AM) school on

☐ From Attending School /PM Stops

Effective Date:

PM/From School Classification

PM/From School Schedule

☐ Administrative ☐ Do not use for auto assign ☐ Billable ☐ Public Visible

☐ End assignments (if any) to existing curb to curb stops from (PM) school on

Ok

Close

4. Complete the form making sure to add checks to all of the appropriate boxes.

Create Curb-to-Curb Stops

☒ To **Attending School** /AM Stops
Effective Date **09/23/2015**
AM/To School Classification **Special Ed.**
AM/To School Schedule **Standard**
☐ Administrative ☐ Do not use for auto assign ☐ Billable ☐ Public Visible
☐ End assignments (if any) to existing curb to curb stops to (AM) school on

☒ From **Attending School** /PM Stops
Effective Date **09/23/2015**
PM/From School Classification **Special Ed.**
PM/From School Schedule **Standard**
☐ Administrative ☐ Do not use for auto assign ☐ Billable ☐ Public Visible
☐ End assignments (if any) to existing curb to curb stops from (PM) school on

Ok Close

a) The Attending School is populated from the information in each student's record. The drop down gives options for another selected school of attendance, summer school, or the zoned school rather than school of attendance.

b) The Effective date is required.

c) School Classification refers to the type of stop—general ed, special ed, or magnet.

School Schedule refers to whether it is the Standard Schedule, an early out, mid-day.

d) Check the boxes if the stop is not to be used for auto assignment, if it is visible, or to be viewed on the parent portal as a local bus stop.

e) If there is a current assignment for the student, the user can end that assignment and put an effective date at the creation of the curb to curb stop.

5. Click OK to save and finish. **Ok Close** If you click close, the stop will not be created.

The page at demo.uscomputinginc.com says:

Curb to curb stops created.

OK

6. Click OK to acknowledge.

7. If the user opens the student record, the new stop assignment is in the student's record.

Stops Assignments for Student												
	Stop Id	Pick At	Pick *	Drop At	Drop	Route	Run	Rev	St. Asgn	St. Asgn	Run Eff. Date	Class
<input type="checkbox"/>	1	1443691	203 E Nutbush St T	Boulter Middle Scho		Not Assign	Not Assign		9/23/2015			SPED, 1
<input type="checkbox"/>	2	1443692	Boulter Middle Scho	203 E Nutbush St T		Not Assign	Not Assign		9/23/2015			SPED, 1

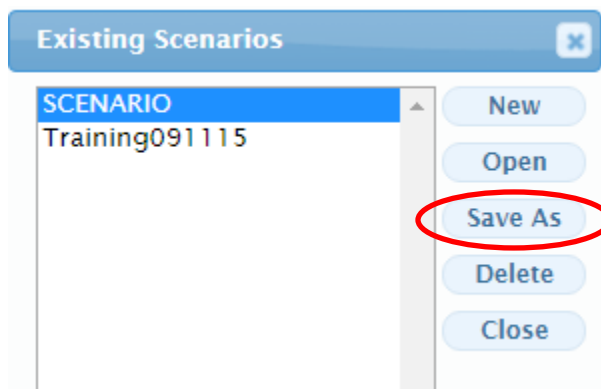
8. Open the new stop records to complete the details for both the AM and PM stop:
 - a) Curb for pickup and drop off (either side, right side, etc), Delays (Soft time for pickup or drop off at home, Hard time for pickup or drop off at school), load time if needed, Bell time, and notes.
9. Click OK in each stop as the details are completed to save and finish.

NOTE: Instead of search for the new stops in the Stops Tab, click on the stop IDs in the student record, transportation tab.

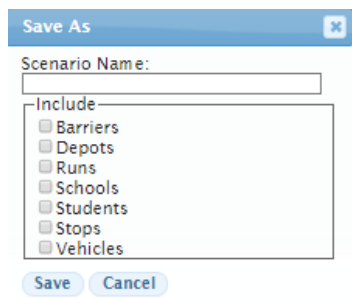
Copying a Scenario

Creating a copy of a scenario will give the user a “snapshot” of all of the data contained in the scenario to be copied. This is a good way to create a scenario for summer school or for the next school year. **If at some point this new scenario will replace the current live/main scenario, contact Seon Support to arrange to have the download, Student Information Screen, Parent Portal, and TAR pointed to the new data in the new scenario.**

1. To create a new scenario by copying a current scenario, click on the “Scenarios” button on the left top of the browser page.
2. The dialog box of Existing Scenarios will open. Select the Scenario to copy. It will turn blue. Click on Save As.



3. A dialog box will display with a list of the data available to add to the new scenario. Place a checkmark in all boxes for the data chosen for the scenario.



4. Add a name for the scenario and click on Save.

The new Scenario will be added to the list of available scenarios.

Creating Runs for Sped Students

The user may use any method to create the special ed runs. For more options on run creation, see “Run Building” in the Web Compass Route Builder User Manual.

Single Run Building

Manual run building allows the user to have control over the order in which the run is routed.

1. In the stops tab, find and select the stops you want to use to create the run.

Routes | Runs | **Stops** | Fleet | Workspace | Result | Students | Action Requests | AV

Schools: ☐ Boulder Middle School, ☐ Caldwell Elem School, ☒ Clarkston Elem School, ☐ Dixie Elem School

Grades: ☐ 00, ☐ 01, ☐ 02, ☐ 03

Pickup:
Dropoff:
Stop Id:

Student ID/Name: **To school (AM)**

2. Add the selected stops to the Workspace.

Find | Clear Filters | Clear Results | **Add to Workspace**

Search Results: 24 Stops (16 selected: 31 students, NaN wheelchairs)

<input type="checkbox"/>	Id	Run	Pick	LdTi	Cb	Dly	Time
<input checked="" type="checkbox"/>	1440391		FM 14	0.5	RS	DA	-
<input type="checkbox"/>	1440416		KENNEDY RD	0.5	RS	DA	-

3. In the Fleet tab, select the vehicle you want to use for the run.

Find | Clear Filters and Results | **Add to Workspace**

☐ Check All Vehicles

Vehicles (138)

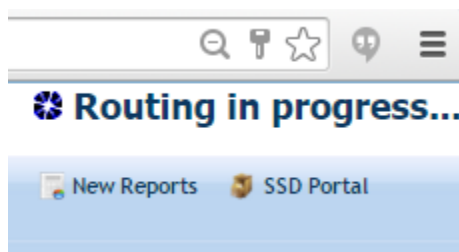
<input type="checkbox"/>	Vehicle N	Profile	After	Before	Depot
<input checked="" type="checkbox"/>	15	Default Proc	6:00 AM	8:00 PM	MAIN DEPOT
<input type="checkbox"/>	16	Default Proc	6:00 AM	8:00 PM	MAIN DEPOT
<input checked="" type="checkbox"/>	17	Default Proc	6:00 AM	8:00 PM	MAIN DEPOT


4. If you are solving a run for the first time in this login session, set your VRP settings.
5. Click on the Route button.

[Route](#) | [Unassign all stops](#) | [Clear Workspace](#)
☒ Use Barriers ☒ Use Bell Times ☒ Spatial Clustering
 Select an action.. → Vehicle Type: Auto Select
☐ Select All Vehicles 1 ▼
Unassigned Stops in Workspace: 16
Routing Plan (2 vehicle(s))

	Vehicle No	Profile	Stops	Assig	After
<input type="checkbox"/> STOP	15	Default Pro	0	1 - Pres	6:00 AM
<input type="checkbox"/> STOP	17	Default Pro	0	1 - Pres	6:00 AM

The program will show the following message in the upper right hand corner of the screen:



6. When the system has completed the routing process, the Result tab window will open.
7. Review the run by clicking on  to open the Stop List.

NOTE: The system will follow the parameters that have been set. As a result if you try to create a run that would violate settings such as maximum travel time, arrival time windows, vehicle settings, etc., you will get a notification.

8. In the stop list, change the Run#/Name to the naming convention being used if different than the default naming convention, add an effective date, and add notes if applicable.

Stop List

Run #/Name: CLARK 01 AM X Revision 0 Type: ▼

Vehicle / Profile: 48

☐ Apply Run Stats.

Run Billable: ☐

☐ Do Not Create Revision

Effective Date: 10/23/2015 Driver Sign-in time:

End Date: Driver Sign-out time:

Active Days: ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

Notes:

Run North to Shady Grove

3. On the map, click on the stop to be the first stop in the run. As stops are selected, the information for the run will be displayed both in the list and on the map.

Stops

Add stops using map. Change order using drag and drop

1458030 Bus stop 1105 N 6th St Lompoc CA 93436

1458030 School Ruth Elementary

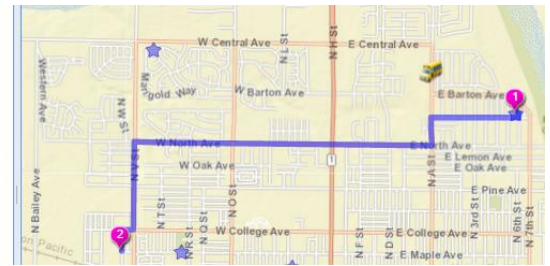
Distance

2.71 mi

Time

6 min

Show route



4. Continue clicking on the stops in the preferred order. Each time a stop is added, the stop address will be added to the list with the corresponding school stop.

5. When all stops for the run have been selected in the map, click on the X in the Click Through various stops to build a Run dialog.


6. The “Adding Stops to new Run” dialog will open.

Adding Stops to new Run

Do you want so save the edits?
Click [No] to discard the changes,
[Cancel] to keep editing.

Yes No Cancel

7. Select Yes to keep the run. Select No to discard the changes. Select Cancel to continue editing the run.

8. If  is selected, a New run parameters dialog will open. Name the run using the district's naming convention. Select an effective date for the run. Click OK.

New run parameters

Name

CampTy #1AM

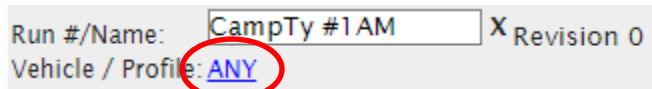
Effective Date

6/13/2016

OK

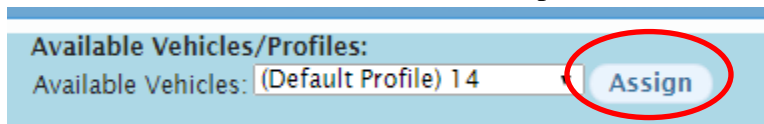
Close

9. The Stop List will open showing the stops selected, times, mileage. Add notes if required and apply changes.
10. Assign a vehicle to the run by clicking on Any to open the Run Statistics screen for the run.

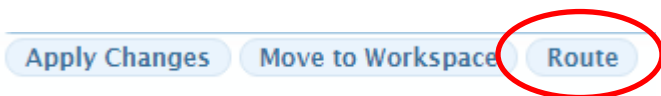


Run #/Name: CampTy #1AM X Revision 0
Vehicle / Profile: ANY

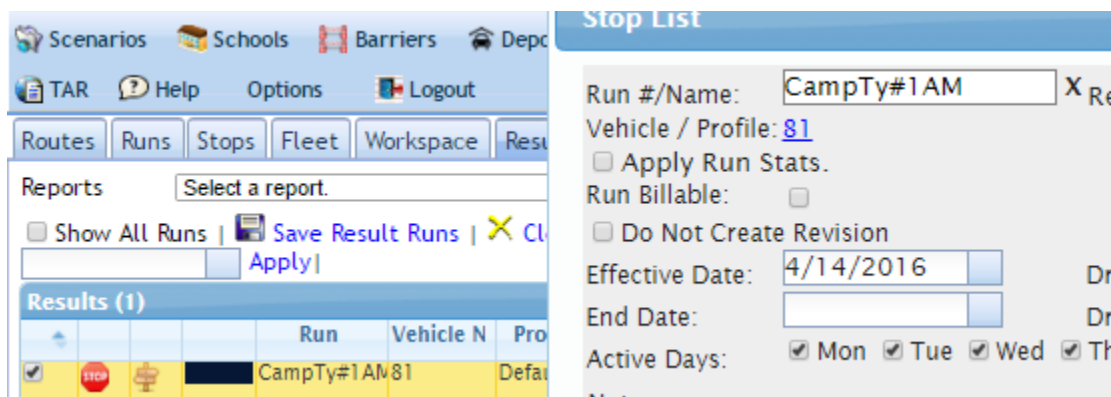
11. Select the vehicle to be used from the drop down Available Vehicles. Click Assign.



Available Vehicles/Profiles:
Available Vehicles: (Default Profile) 14 Assign

12. Click on  to solve the run and create a graphic path of the run.

13. The result window will open with the new run. Enter and effective date and Save Result Run.



Scenarios Schools Barriers Depo
TAR Help Options Logout
Routes Runs Stops Fleet Workspace Resu
Reports Select a report.
Show All Runs Save Result Runs X CL
Apply
Results (1)
Run Vehicle N Pro
CampTy#1AM81 Defa
Stop List
Run #/Name: CampTy#1AM X Re
Vehicle / Profile: 81
Apply Run Stats.
Run Billable:
Do Not Create Revision
Effective Date: 4/14/2016 Dr
End Date: Dr
Active Days: Mon Tue Wed Th

14. Search for the run in the Result tab.