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Tyler's Versatrans e-Link® User's and Administrator's Guide

Tyler's Versatrans e-Link®

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Ordering Additional Documentation and Materials

For more copies of this manual or other materials, please contact us at versatrans.support@tylertech.com.

Technical Support

Technical support is available Monday through Friday, 7:30 am to 7 pm Eastern time and is available via telephone and e-mail. Contact information for each is provided below.

Telephone Support

Toll-free Telephone Application Support is available by calling 800.775.5556.

E-mail Support

Application Support is also available via e-mail at: versatrans.support@tylertech.com.

Tyler's Versatrans e-Link

Contents

Chapter 1

Introduction to Tyler's Versatrans e-Link

What is Versatrans e-Link?

Welcome to Tyler's Versatrans e-Link®, a browser-based program that provides you with access to Versatrans Routing & Planning routing information on-line. Routing & Planning is the state-of-the-art bus routing and planning software system used by school districts and bus companies. School secretaries, administrators, teachers, parents, students, and even real estate professionals can use e-Link to locate bus stops, check travel times, find the address of a particular student, and generate lists of students by school, grade or other criteria. The system administrator controls who sees what information in e-Link to ensure there is no unauthorized access to the routing and student information. The system administrator sets the security for all of the users with access to this information.

While Routing & Planning can work without e-Link, e-Link is completely dependent upon Routing & Planning for the student and bus routing information it displays.

Overview of Conventions Used in this Manual

To make it easier, we follow some typical Windows and browser system conventions throughout this manual to assist you in using and administering e-Link. The layout of this manual is fairly straight-forward and the table of contents and index are comprehensive.

Button Conventions

Where ever possible, we use the button face to indicate the buttons. For other buttons that we use all the time, we bold them like this OK, CANCEL, SAVE, etc. so they stand out.

Path Conventions

In this manual you always know where you are. We begin all of our instructions with a "Path:" entry that takes you from wherever you are to the screen we are talking about. If you are already in the screen, you can ignore the path. The information in the URL line in our screen is specific to our installation of e-Link. Do not try to enter that information into your URL line as you will get errors!

Getting Technical Support
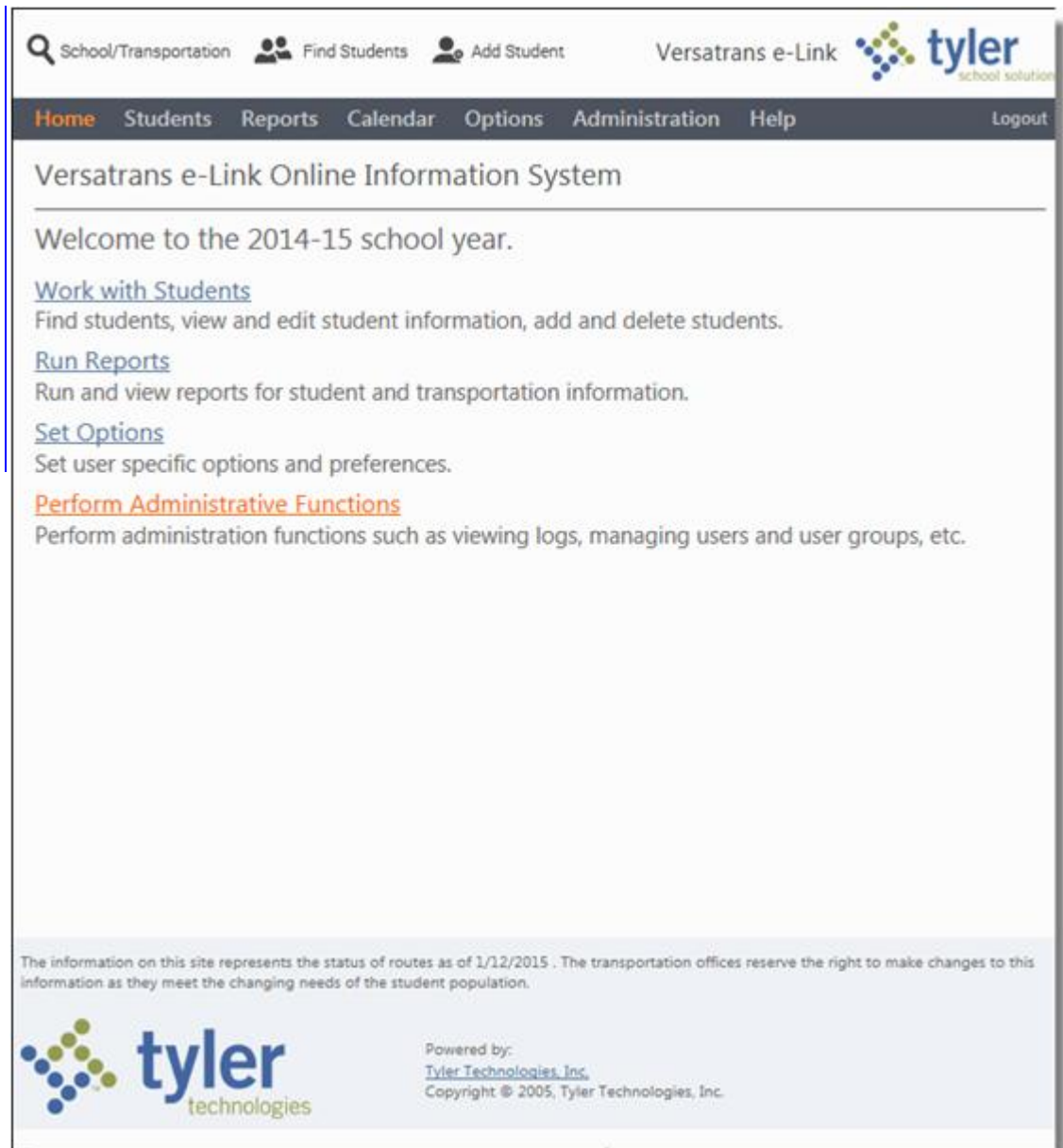
As always, Versatrans is committed to your success. If you have checked the Help system and consulted the manual and you still need assistance, do not hesitate to call us!

Technical support is available Monday through Friday, 8:30 a.m. to 7 p.m., Eastern time year-round. You can call us at: 1-800-775-5556 or E-mail us at versatrans.support@tylertech.com.

Navigating the e-Link Pages

If you are familiar with your browser, you will find e-Link easy to use. After you log into the e-Link user site, the Main Screen and Menu displays.

Main Screen & Menu

From this screen, you have access to the entire e-Link user site.

What the users sees depends upon the User Group permissions granted by the system administrator.

You move the cursor over a menu item (Students, Reports, etc.) to display a menu containing a list of options.
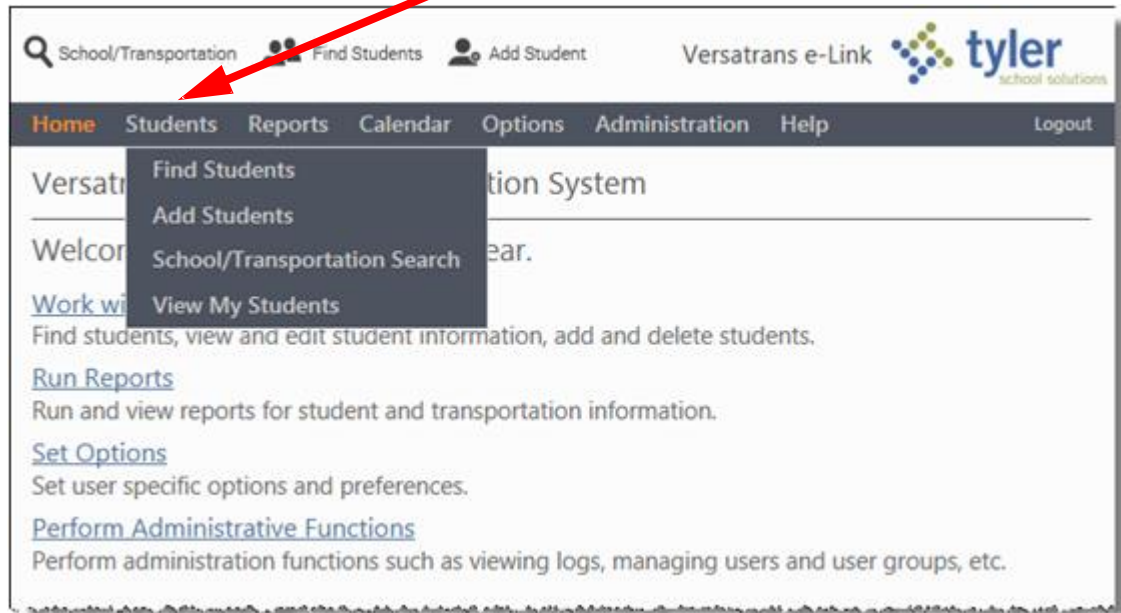
To select a menu option, move the cursor over your selection, so that the text is highlighted in gray and the cursor is hovering over the actual text.

> **Note:** *If the cursor slides off the menu, the menu will disappear. Move the cursor back over the menu item to display the menu again.*
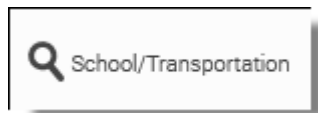
Displays the School/Transportation search screen where you can enter pertinent grade, program, and address information and retrieve relevant transportation information.
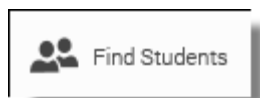
Displays the Student Search screen where you can find, retrieve, and edit student information.
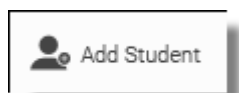
Displays the Add Student screen where you can add a new student.

Students
This option allows users to search for a particular student's record, edit student information, add a new student in Versatrans Routing & Planning, and perform a school/transportation search.

Reports
This option allows users to print reports about students or transportation information, (i.e. Student List Report and Route Stop Locations Report).

Options
This option allows users to select a new password, and, if your group has permission, switch the student file.

Administration
This option allows you to access the most often used administrative functions of e-Link.

Help
This option allows you to display a context sensitive help file. You can click the entries in the Contents or Index tabs for more information about e-Link or type a word in the Search tab to display topics that are related to your question.

Home
This option allows you to return to the Home page from any point within the application.

Logout
This option allows you to logout of the application.

Manipulating the Map and Viewing Area

Panning or Moving the Map

Use the panning controls to move your map in any of eight different directions. Clicking on the top (North), bottom (South), right (East) or left (West) side of the frame will pan your map in that direction. Clicking on the corners will pan your map Northeast, Northwest, Southeast and Southwest.

Zooming or Changing the Map Level

Use the Zoom In and Zoom Out buttons located on the left side of the map to change your map level. You can change your map one level at a time by clicking on a Zoom button.

Reset View

Use the option to show all of the address, bus stop, and school information within the context of the current view.

Click to drag zoom box

Use the ⊙ Click to drag zoom box option to zoom-in on area displayed on the map. You can zoom-in on an area by selecting the *Click to drag to zoom box* option. You then click on the map and hold down the left mouse button while dragging over the area you want to zoom-in on. When you release the mouse button, the system zooms-in on that area.

Click to center

Use the ⊙ Click to center option to center on a location on the map. Click the location that you want to become the new center of the Map. The Map's display scale does not change, only the viewing area. Once the Map is re-centered, use the Zoom In or Zoom Out buttons to change the view level.

Click to pan

Use the ⊙ Click to Pan option to drag the map to a new location.

Map Legend

*Click the Map **Legend** button* *to display the Map Legend panel.*

The Map Legend panel is displayed on the right side of the map. The panel describes the symbols that display on the map.

Click Close *to close the Map Legend panel.*

Map Scale
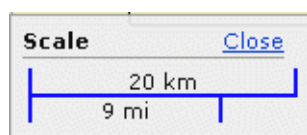
This example indicates that 1 inch represents 9 miles and 1.75 inches represents 20 kilometers.

Click the Map Scale button *to display the Map Scale panel.*

The Map Scale panel is displayed at the bottom left hand corner of the map.

Click Close *to close the Map Scale panel.*

Before Installing e-Link

Only system administrators familiar with the complexities of working with web servers and with your organization's operating environment(s) should install e-Link. We provide the instructions necessary for adding e-Link and some advice for integrating our product into your architecture in Tyler's Versatrans e-Link Installation Guide.

Logging Into Versatrans e-Link

When password retrieval is enabled using the Versatrans Integration Administrator Utility, e-Link will require an email address that it can be used to provide password retrieval (see, *Specifying System Options (e-Link)* in the Tyler's Versatrans Integration Administrator Utility User's Guide or online help). Upon login, if no email address is detected for the user account, a password retrieval dialog will be displayed. Completion of the password retrieval information is not required in order to use e-Link. However, the password retrieval dialog will continue to be displayed each time the user logs in until a valid email address and security question is entered.

To log into e-Link:

1. Launch the software/web browser that you use to access the World Wide Web.

    There are a number of ways for parents to access e-Link and they all require different URL's that are provided by the school district:

    *   A URL that provides direct access to the *School/Transportation Search* screen using a "guest" account. For example:
        http://yourschool/elinkrp/Students/Search.aspx
        This is enabled by selecting **Allow access to School/Trans page without logging in** checkbox on the School Transportation tab of the e-Link options in the Versatrans Integration Administrator Utility. For more information, see *Specifying School/Transportation Search Options (e-Link)* and *Bypassing Login for School/Transportation Search* in the Tyler's Versatrans Integration Administrator Utility User's Guide or online help.

    *   A URL that provides direct access to *My Students* screen. For example:
        http://yourschool/elinkrp/Login.aspx?j=vms
        For more information, see *Parents Log In and Go Directly to the "View My Students" Screen* on Page 12.

2. Enter the e-Link URL and go to that address. The e-Link Login dialog displays.

Note: If Active Directory Authentication has been enabled, you will see the checkbox **Validate credentials using Windows Authentication**. For more information, see, *Specifying System Options (e-Link)* in the Tyler's Versatrans Integration Administrator Utility User's Guide or online help.

3. Type your User Name and Password in the fields provided and click **Login**. If you have forgotten either your User Name or Password, see *Retrieving a Username or Password* on Page 13

   If the Administrator of your district has enabled password protection, you will be required to change your password before you can access e-Link and the following dialog will display.
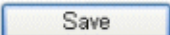
4. Enter the password information and click *Save*, If the information entered was correct, you will be directed to either the e-Link home page. If an e-mail address exists for the user, they will be sent an e-mail notifying them of the password change.

If you have enabled password retrieval and an email address is not detected for the user account, the Setup Password Retrieval dialog is displayed.

5. Enter a valid e-mail address where you want your password sent in the event that it is forgotten.

6. Enter the same e-mail address again in the **Confirm Email** address box.

7. Click the drop-down button in the **Choose Security Question** box to display a list of security questions. Choose a security question.

8. Enter an answer for the security question in the **Answer Security Question** box.

9. Click Save . The e-Link home page displays.

Parents Log In and Go Directly to the "View My Students" Screen

View My Students is an option in the **Student** menu that allows parents to view their student's records based upon Family ID and Student ID. A parent has the option of logging in and going directly to the "View My Students" screen.

1. Parents desiring this option need access permission to the *View My Students* screen.

2. The school needs to provide parents with a parent-specific URL. For example:
    http://yourschool/elinkrp/Login.aspx?j=vms

3. Parents accessing e-Link using the parent-specific URL and the login is not validated by Active Directory will be directed to the "View My Students" screen.

Retrieving a Username or Password

In the event that you forget your username or password, it can be retrieved. Before a password can be retrieved, the following tasks must be performed.
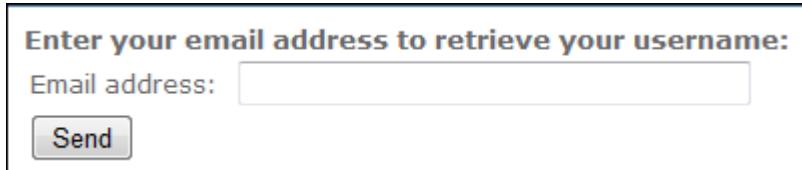
- Specify a valid mail server, as well as login and password if necessary. See, *Configuring Mail Server, Login and Server Password* in the Tyler's Versatrans Integration Service Administrator Utility Guide.

- Configure the mail server for password recovery. See, *Configuring the Mail Server for Password Recover (e-Link)* in the Tyler's Versatrans Integration Service Administrator Utility Guide.

- Enable user name and password retrieval, see *Specifying System Options (e-Link)* in the Tyler's Versatrans Integration Service Administrator Utility Guide.

To retrieve a username:

1. Launch the software/web browser that you use to access the World Wide Web.

2. Enter the e-Link URL and go to that address. The e-Link Login dialog displays.

Tyler's Versatrans e-Link®

User Name:

Password:

Login

Forgot your username or password?

3. Click **username**.

Enter your email address to retrieve your username:

Email address:

Send

4. Enter your e-mail address and click **Send**.

Your username has been sent to your email address.

5. Open the email message which contains your username.

```
Thank you for requesting the username to your Versatrans e-Link user account

registered to this email address. The username is (jdoe).This email is never

sent unsolicited. This request was initiated from the following IP address: 10.0.0.212

If you think you've received this email in error, please contact us at: 800.433.5530.
```

To retrieve a password:

1. Launch the software/web browser that you use to access the World Wide Web.

2. Enter the e-Link URL and go to that address. The e-Link Login dialog displays.

3. Click **password**.

4. Enter and confirm your e-mail address.

5. Click Search

In order to retrieve your password, please answer the following question:
Question: What was your first car?
Answer:
Retrieve Password

6. Enter the answer for the security question.

7. Click Retrieve Password

Your password has been sent to your email address.

8. Open the email message which contains your password.

Thank you for requesting the password to your Versatrans e-Link user account

registered to this email address. The password is: JDOE. This email is never

sent unsolicited. This request was initiated from the following IP address: 10.0.0.212

If you think you've received this email in error, please contact us at: 800.433.5530

Chapter 2

Administering e-Link

Topics In This Chapter:

Working with New User Groups

Before you add user accounts to the system, you need to create User Groups to put them in. Administrators create User Groups to grant permissions to specific parts of the system to a particular collection of people with similar system needs.

The following procedures are covered in this section:

- *Adding a New User Group and Selecting Permissions* on page 19
- *Selecting Information Display Options for a New User Group* on page 27
- *Selecting Calendar Options for a User Group* on page 29

Who Should Have What Permissions?

One of the most important things you do in setting up the e-Link system is configuring the user security, which is basically a selection of permissions. Do you want to give students and parents accounts? How about teachers? Should te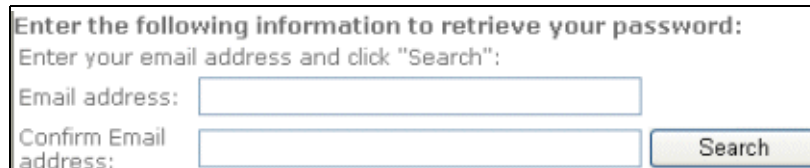achers only be able to review and change students' records? Should there be secretary groups that can add, change, and delete student records? Do you want to allow internet access to the e-Link system? e-Link has a sophisticated user permissions management system that allows you to make those choices clearly.

Two things to note:

- User groups are literally groups of users that require the same permissions to the e-Link data.
- Users can only be members of one User Group at a time.

About the Default User Groups

In general, you should take great care in adding and removing User Groups and assigning permissions. We have created several groups to give you a start on the group process. Take a look at these groups and upon installation the following User Groups will be provided:

Note: *These default User Groups do not have Student Files associated with them. Selecting a Student File is necessary in order for the group to access student information. You should select your Student Files and the User Groups.*

Administrator:

- Full administrative permissions, responsible for maintaining the system
- No Restrictions
- All Display Options = Student ID, Bus Number, Route Number, Info Fields, Medical Info Fields

Tyler's Versatrans e-Link®

Guest:

- School/Transportation Search permissions only
- Limited Restrictions = Use School/Transportation Search
- Display Options = None (Medical Info does not display based on the permissions selected)

Students

- View information pertaining to a particular student or family
- Limited Restrictions = View My Students, Change User Profile, Use School/Transportation Search
- Display Options = Bus Number, Route Number (Medical Info does not display based on the permissions selected)

Staff - Maintain Student Data:

- Add, Edit and Delete student records
- Limited Restrictions = Find/View Students, Add Students, Edit Students, Delete Students, Use School/Transportation Search, Switch Student File, Change User Profile, Use Reports
- All Display Options = Student ID, Bus Number, Route Number, Info Fields, Medical Info Fields

Staff – View Students:

- Read-only access to student information
- Limited Restrictions = Find/View Students, Use School/Transportation Search, Switch Student File, User Profile
- All Display Options = Student ID, Bus Number, Route Number, Info Fields, Medical Info Fields

Staff – Maintain User Accounts

- Description = Manage user and User Group accounts
- Limited Restrictions = Work with Users and User Groups
- Display Options = None (would not apply based on permission set)
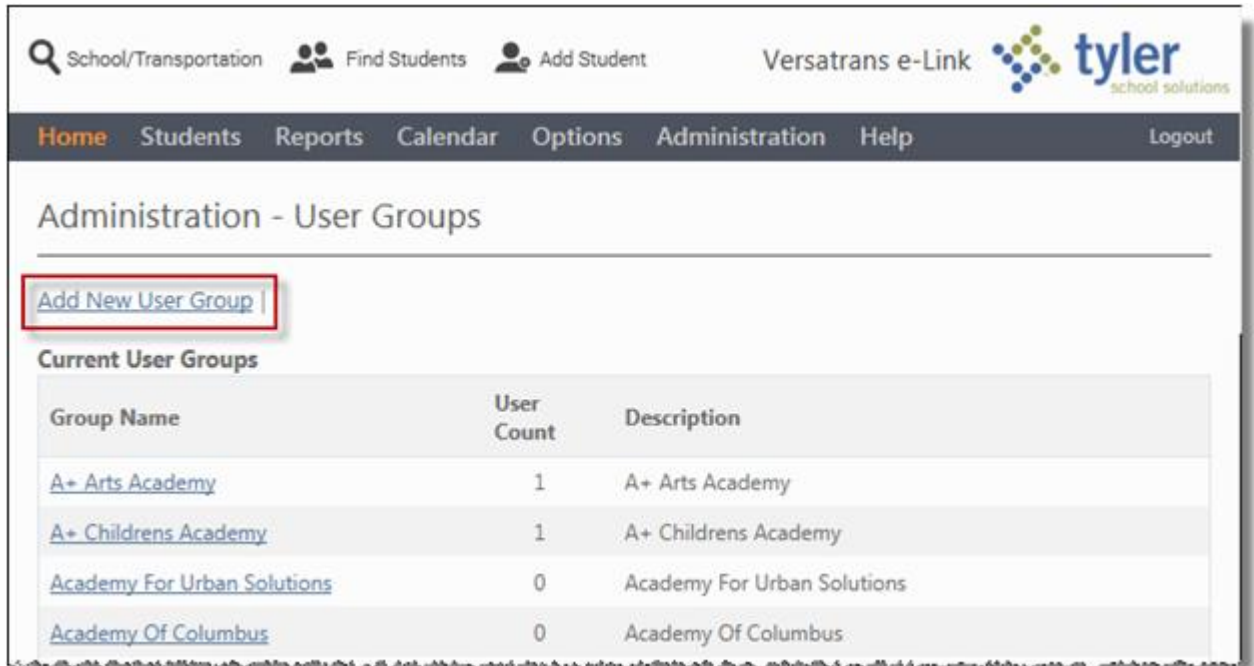
Adding a New User Group and Selecting Permissions

Although e-Link allows users to look at Routing & Planning data, they do not have permission to Routing & Planning itself. With some e-Link permissions, you can change student data but you cannot perform any of the routing or planning duties of Routing & Planning.

To add a new User Group and select general permissions:

Path: Administration > User Groups

1. Follow the above path to display the Administration - User Groups screen.

2. In the Administration - User Groups screen, click the **Add New User Group** link to display the Add New User Group screen.

3. Type the name of the group in the Group Name field.

4. Click on the Student File drop-down button to display a list of student files and select the appropriate student file.

5. Type a description of the group or the group's permissions in the Description field.

6. Click **Force Password Change on Initial Login to** allow the user with Administrator permissions to force a password change for any new user created for this group the first time they log in.

   Note: *Select the user permissions very carefully, keeping in mind that it is easier to grant additional permissions later.*

The Permissions tab is selected by default.

7. Click **No Restrictions** when you want to give a user unlimited access to user and administrative functions.

8. Click **Limited Rights** when you want to restrict a users access to user and administrative functions. To select a permission, click the check box beside it to display a check mark. Check as many as are appropriate for the group you are adding.

9. When your selections are complete, click the **Add User Group** button to create the new User Group and apply the selected permissions.

View User Group:

Return To User Group List | Add New User Group |

New User Group added successfully.
User Group Information:

Group Name: Administrato
Student File: Students 14-15
Description: Full administrativr Rights, responsible for maintaining system
AD Group:
Display Message:

☐ Force Password Change on Initial Login

Number of Users: 0

| Permissions | Schools | Information Display Options | Calendar Options |

☑ Find/View Students   ☑ Use Reports
☑ View My Students   ☑ Use Custom Reports
☑ Add Students   ☑ Change User Profile
☑ Edit Students   ☑ Work with Users and User Groups
☑ Delete Students   ☑ View Admin Reports
☑ Use School/Transportation Search   ☑ Switch Student File
☑ View Confidential Students   ☑ Modify Parent Communication Options
☑ Email Student Record   ☑ Use Online Parent Communications

Saved Filter Rights:
Public: ☑ Add/Edit
Private: ☑ Add/Edit
Group: ☑ Add/Edit
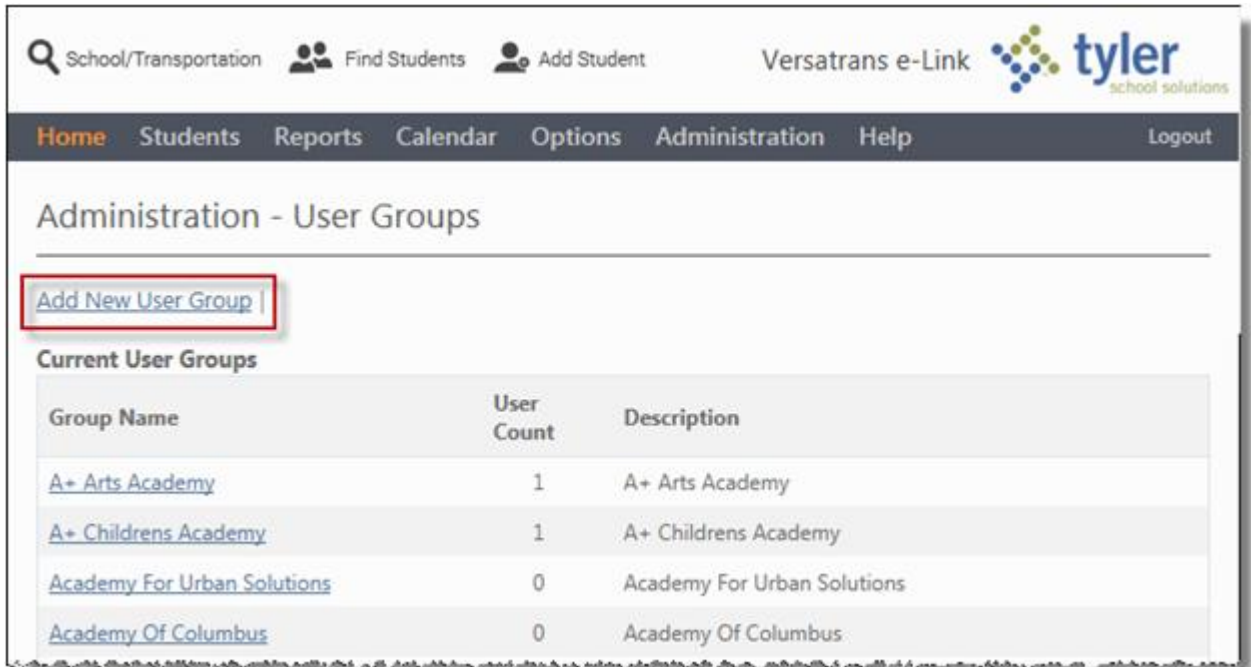
[Edit User Group]   [Delete User Group]

Limiting the Viewing of Students & Routes Associated with Schools

To limit the viewing of students & routes associated with schools:

Path: **Administration > User Groups**

1.   Follow the above path to display the Administraton - User Groups screen.

2. In the Administration - User Groups screen, click the **Add New User Group** link to display the Add New User Group screen.

3. Select the Schools tab.
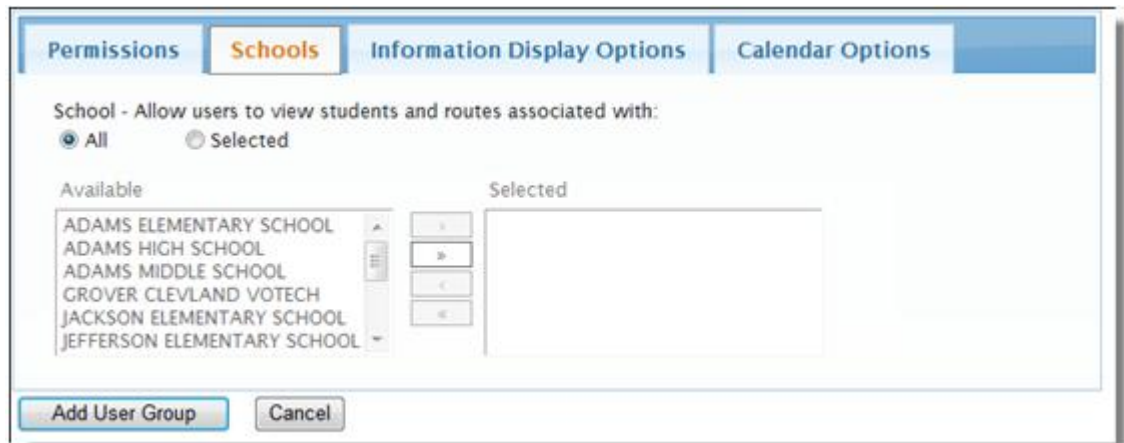
You can limit users, so they can only view students and routes associated with specific schools by selecting those schools from the Available list box and then moving to the Selected list box. This limitation will affect, Find Students, the Student Listing Report, and the Route Stop Locations Report.

4. Click **All** when you want users to view the students and routes that are associated with "all' of the schools.

5. Click **Selected** when you want users to view the students and routes that are associated with only certain schools.

    To select specific schools, hold down the **Ctrl** button and click on each school that you want to apply information display options to. When you are finished, click [›] to move the schools to the "Selected" panel.

    To select all of the schools either click **All** or use the **Shift** key to highlight all of the schools and then click [»] to move all the schools to the "Selected" panel.

6. When your selections are complete, click the **Add User Group button** to create the new User Group and apply the specified information display options.

Selecting Information Display Options for a New User Group

To select information display options for a new User Group:

Path: **Administration > User Groups**

1. Follow the above path to display the Administraton - User Groups screen.

2. In the Administration - User Groups screen, click the **Add New User Group** link to display the Add New User Group screen.

3. Select the Information Display Options tab.

4. Click the check box beside a display option to select it.

   Display Info Field
   You can specify which Info Fields the you can see.

   The "Show all Info Fields" option takes precedent over the individual selections. If "Show all info fields" is selected, the Available/Selected functionality will be disabled. The "Available" list box contains all defined Info fields that are not "Employee Type" fields.

5. Click "Show all Info Fields "when you want users to view all defined Info Fields.

6. To select specific Info Fields, hold down the **Ctrl** button and click on each Info Field that you want to give users the ability to view. When you are finished, click [>] to move the Info Fields to the "Selected" panel.

7. When your selections are complete, click the **Add User Group button** to create the new User Group and apply the specified information display options.

Selecting Calendar Options for a User Group
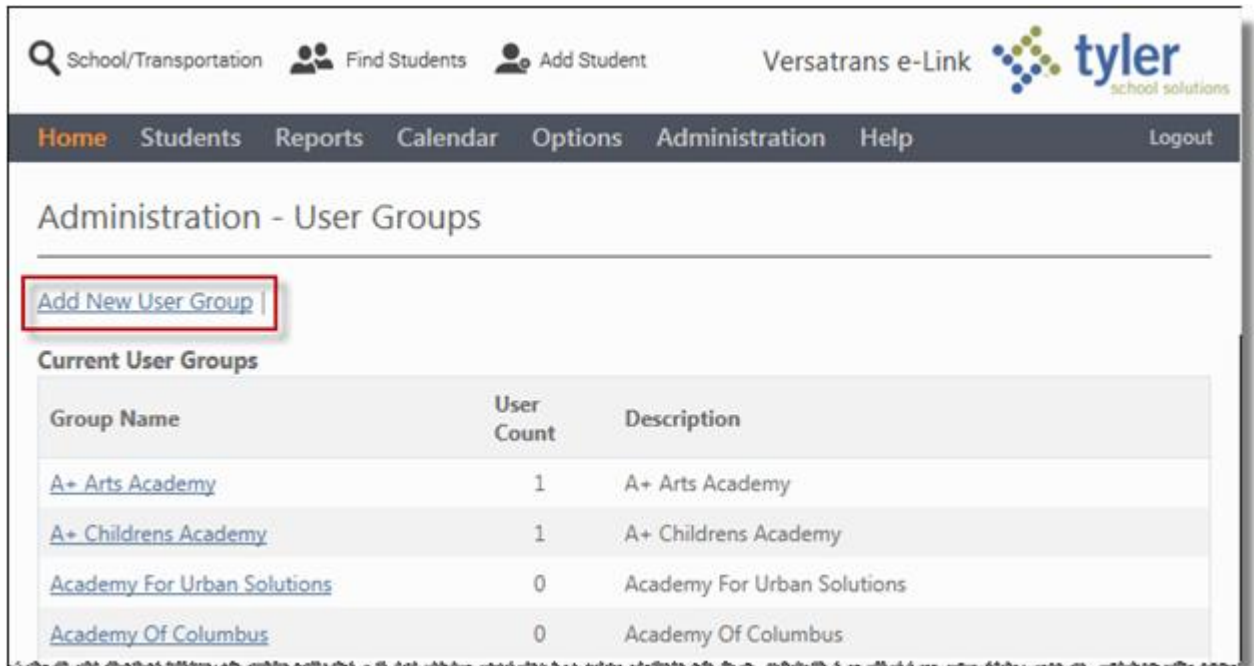
The ability of a user to perform certain actions (Import Calendar, Modify Calendars etc.) is controlled by the permissions defined for their User Group. One of the Calendar Options (permissions) involves selecting what calendars are made available to a User Group. The available list of calendars will be blank until calendars are added/created, see *Adding an Individual Calendar* on page 106 and *Adding*

a Calendar to a Group to View the Events of Multiple Calendars in a Single Calendar on page 120.

To select calendar options for a User Group:

Path: **Administration > User Groups**

1. Follow the above path to display the Administration - User Groups screen.

2. In the Administration - User Groups screen, click the **Add New User Group** link to display the Add New User Group screen.

3. The Permissions tab is selected by default. Select the **Calendar Options tab**.

4. Click **Display Calendars** to activate the Calendar options.

5. Click the check box beside a calendar option to select it.

You can limit users, so they can only view Calendar Events associated with specific calendars by selecting those calendars from the **Available** list box and then moving to the **Selected** list box.

6. To select specific calendar, hold down the **Ctrl** button and click on each calendar. When you are finished, click [›] to move the calendar to the "Selected" panel.

7. To select all of the calendars click [»] to move all the calendars to the "Selected" list box

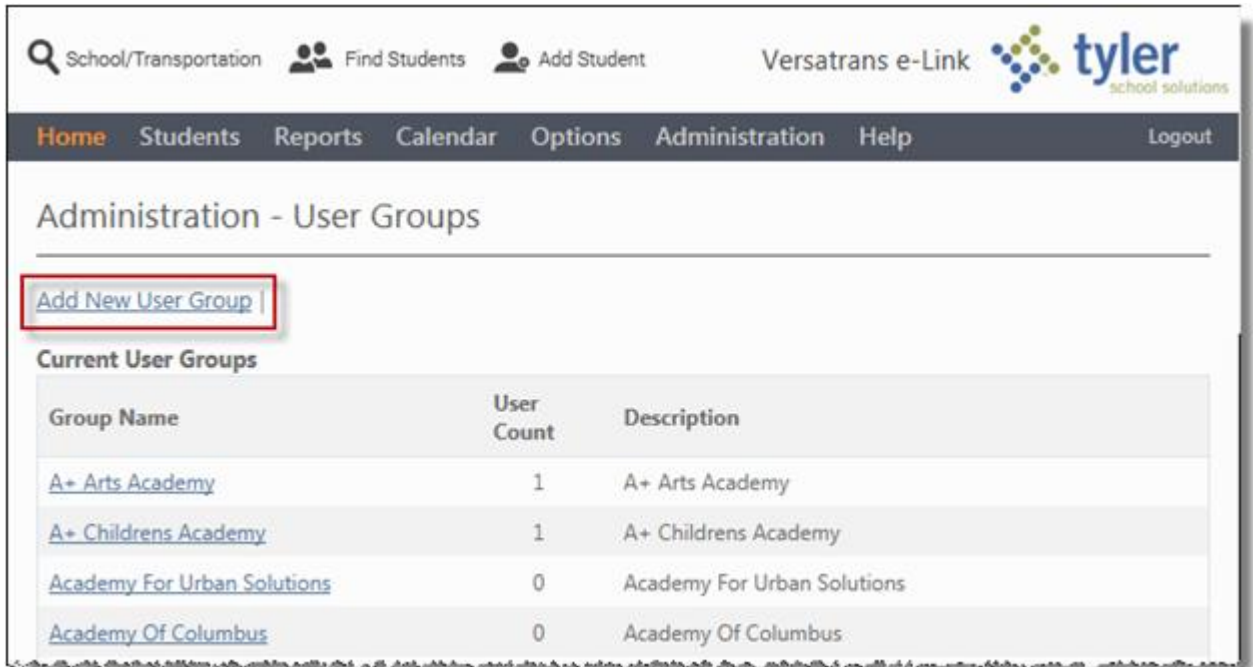8. When your selections are complete, click the **Save** button to create the new User Group and apply the specified calendar permissions.

Removing a User Group

You can remove User Groups if there is no longer a need for them. However, you cannot delete a group that currently has members. The number of members in a group are displayed under the name of the group. If a group has members and you want to delete that group, you could either delete the users or remove them from the group and add them to another group.

To remove a User Group:

Path: **Administration > User Groups**

1. Make sure the group you want to delete has no members.

2. Select the User Group that you want to delete and click the [Delete User Group] button.

   The system displays a confirmation message at the top of the screen.

3. To delete the User Group, click [Delete User Group] again. To leave the group in place, click CANCEL .

4. When you click the [Delete User Group] button, the system deletes the User Group and removes it from the screen.

Changing the Permissions and/or Options of User Groups

You must have the permission "Work with Users and User Groups" to change User Group permissions. You change a group's permissions if:

- A group has permissions that it no longer needs.
- A group has permissions it should not have had.
- A group needs permissions that it doesn't have.

Caution: *When you change group permissions, users of that group should not be logged into e-Link. If they are, changes you make do not take effect until the next time they log in.*

To change the permissions of User Groups:

Path: **Admin > User Groups**

1. In the User Groups screen, click a User Group name. The system displays the View User Group screen for the group you selected.

2. Click **Edit User Group** to display the Edit User Group screen.

3. The Permissions tab is selected by default. Select the tab associated with the permissions and/or options that you want to change.

4. Click **Force Password Change on Initial Login to** allow the user with Administrator permissions to force a password change for any new users added to the group the next time they log in.

5. The procedure for changing the permissions and/or options of User Groups is the same as that for:

    - *Adding a New User Group and Selecting Permissions* on page 19
    - *Selecting Information Display Options for a New User Group* on page 27
    - *Selecting Calendar Options for a User Group* on page 29

6. When you have completed your changes, click **Save User Group** to save them. The system changes the permissions of each member of the group immediately. (Users who are logged in to the system during this process see these changes the next time they log in.)

Working with Users

Your district can implement e-Link any way it sees fit. You can include or exclude as many groups as you like. Some examples of groups you can include are:

- School administrators/School office personnel/Teachers
- Parents/Students
- Real estate professionals and external transportation directors

With this wide range of potential users, you can see how important it is that users have the restricted permissions we describe in the section, *Working with New User Groups* on page 18. Our goal is to provide you with the tools you need to include or exclude users according to your district's policy.

It is important to keep in mind that the information that teachers need is different than, say real estate personnel and therefore their permissions to this information is different. Refer to the permissions you have granted User Groups you have already created before you add a user to a group!
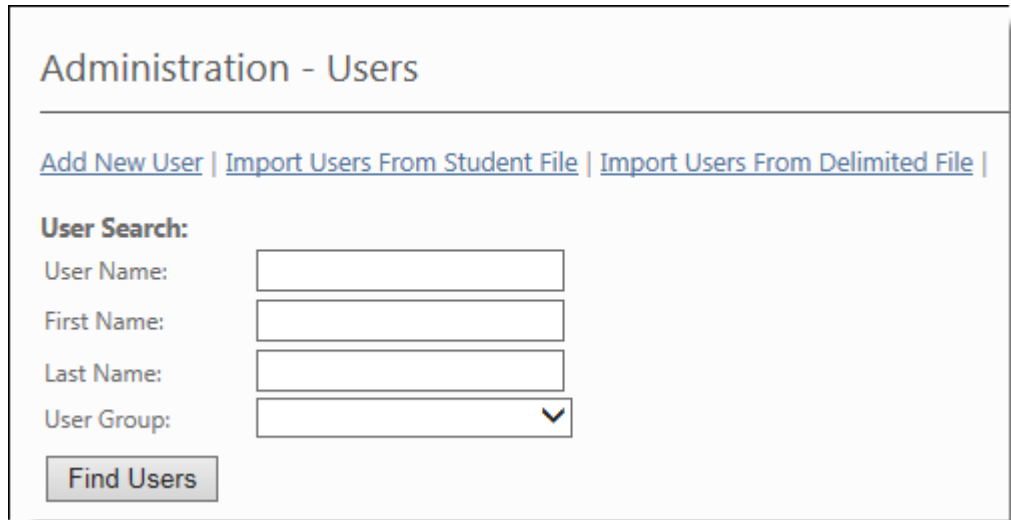
Note: *e-Link allows you to import users from a delimited file, see,.Importing Users from a Delimited File on page 42.*

Viewing the User Record

You must have administrator permissions to view user records.

To view a user's record:

Path: **Administration > Users**

You can restrict the number of user records you have to go through in the Users screen using the User Group drop down list and the Name fields. This allows you to display only a list of users by User Group and by a particular user name.

1. In the Users screen, click the drop down arrow beside the User Group drop down list. The system displays a list of the User Groups you have entered.

2. Select the User Group you want to use in this list and type the user's first and/or last name in the field provided.

3. Click [Find Users] to display the list with only the user names that meet your criteria.

Administration - Users

Add New User | Return to User Search |

User Search:
Last Name = aaron
Search returned 7 of 7 total records found...

Name	Login ID	Group
Aaron , Ajia	11216	Parent
Aaron , Anthony	74019	Parent
Aaron , Asia	37981	Parent
Aaron , Elijah	20197	Parent
Aaron , Jamauriyon	70208	Parent
Aaron , Noah	20197	Parent
Aaron , Tyneka	33748	Parent

Page: 1 of 1 |

4. In the Users screen, click the user name of the user whose record you want to review. The system displays the View User screen for that user.

View User:

Return to User List | View Previous User | View Next User
Viewing Record 1 of 7
User Information

User ID:	11216
First Name:	Ajia
Last Name:	Aaron
User Group:	Parent
Family ID:	11216
Student ID:	1008433
Email Address:	
Security Question:	
Security Answer:	

☐ Force Password Change on Next Login

[Edit User]   [Delete User]

Adding a New User and Assigning to a User Group

You can only add a new user if you have administrator permissions.

To add a new user and assign to a User Group:

Path: **Administrator > Users**

1. In the Users screen, click the **Add New User** link to display the Add New User screen.

Add New User

Enter information for new user:
User Information

User ID:

First Name:

Last Name:

Password:

Confirm Password:

User Group:

Family ID (if applicable):

Student ID (if applicable):

Email Address:

Choose Security Question:
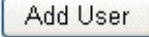
Answer Security Question:

☐ Force Password Change on Next Login

Add User   Cancel

2. Type the appropriate entries in each of these fields. If you have questions about these fields, see the *Glossary of e-Link Terms* on page 161.
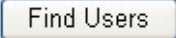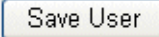
Force Password Change on Next Login
Allows the user with Administrator permissions to force a password change for a new user the next time they login

3. When you have completed these entries, click [Add User] to save this new user to the database.

Changing a User's User Group

To change a user's User Group:
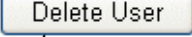
Path: **Administration > Users**

1. In the Administration - Users search screen, enter the user information and click [Find Users].

2. Click the user's name. The system displays the user specific record in the View User screen.

3. Click [Edit User] to display the Edit User screen.

4. In the User Group drop down list, select the new User Group you want the user to have.

5. Click the [Save User] button to change the user's group to the new User Group. The system returns to the View User screen with the message "User edited successfully".

Deleting a User from the System

To delete a user from e-Link:

Path: **Administration > Users**

1. In the Administration - Users search screen, enter the user information and click [Find Users].

2. Find the user that you want to delete and click on their name. The View User screen is displayed.

3. Click [Delete User] and the system displays a confirmation message at the top of the screen.

4. Click [Delete User] again to delete this user from the system. Click CANCEL to leave the user in the system.

Importing Users from the Student File

You can create student user accounts from the student file records to save time and effort.

To create student user accounts from student file entries:

Path: **Administration > Users**

1. In the Users screen, click the **Import Users From Student File** link to display the Import screen and create the student user accounts.

2. In this screen, you specify the students you want to add to the e-Link students User Group. Begin by selecting the student file you want to add the students from in the *Import from student file* drop down list.

3. Select the User Group that you want to place the new users into from the *Import to User Group* drop down list.

4. If you want to specify grade and the school of the students you want to add, select them from the Grade and School drop down lists. You might want to do this if you are training schools individually on how to use this system.

5. Select a User ID and Password Format. For the password format, we recommend the Generate Random Password option for added security. Users can change their passwords later.

   Note: *To get a list of login ID's and passwords, see Working with the Job History of Imported e-Link Users in the Tyler's Versatrans Integration Service Administrator Utility Guide.*

6. When you have completed your entries and selections, click [Import] .

Note: *If you choose Family ID as your format, one user will be generated for each Family ID. One family may have multiple siblings. Selecting this option will eliminate the need for multiple logins, (you must use the Family ID field in Routing & Planning to take advantage of this option).*

Importing Users from a Delimited File

You can create student user accounts from a delimited file to save time and effort.

This feature will only import delimited files. The "Header" or first line of the file to be delimited will contain the field names. These names must be specific and exact (not case sensitive) so that the import will be able to identify the fields.

Note: *"All" the field names must be included in the header or first line of the table or the import will not work..*

Delimited File Field Names and Descriptions

Table 1.

Delimited Field Name	Description
UserID	e-Link login ID (required)
Password	User's password (required)
LastName	User's last name (required)
FirstName	User's first name (required)
FamilyID	Family ID that links students together
StudentID	Visible ID of a student (optional)
EmailAddress	Email address (optional)

T**he following is a sample of what a delimited file might look like**.

userid,password,lastname,firstname,familyid,studentid,emailaddress
10001,bh0001,DORFMULLER,ALICIA,15344,,adorf@gmail.com
10002,bh0002,RUMPLEMEISER,LEONE,14559,,lrump@gmail.com
10003,bh0003,ZORANTINO,LUIGI,,15229,luzoro@gmail.com

To import users from a delimited file:

Path: **Administration > Users**

1. In the Administration - Users screen, click the **Import Users from a Delimited File** link to display the Import Users from a Delimited File dialog and create the student user accounts.

Import Users From Delimited File

View Import Log |

Select import criteria:

Import to user group:

File Path: Browse...

Specify the delimiter:

- ○ Tab
- ○ Semicolon
- ◉ Comma
- ○ Other (specify): [   ]

Import

2. Select the User Group that you want to place the new users into from the *Import to User Group* drop down list.

3. Click Browse... and locate the delimited file that you want to import.

4. Select the type of delimiter that was used for creating the file that is being imported Tab, Semicolon, Comma, or Other).

5. Click **Import** to start the importing process. You will be able to preview a sample of your file for accuracy.

Import Users From Delimited File

Import Preview Please review the following import sample for accuracy:

UserId	Password	LastName	FirstName	FamilyId	StudentId	Email
bh0001	bh0001	DORFMULLER	ALICIA	15344		adorf@gmail.com
bh0002	bh0002	RUMPLEMEISER	LEONE	14559		lrump@gmail.com
bh0003	bh0003	ZORANTINO	LUIGI		15229	luzoro@gmail.com

Continue   Back

6. Click [Continue] to begin the import process.

7. When the process is complete a summary dialog displays with the results.

Import Users From Delimited File

View User Group | Import More Users | View Import Log |

User Import Completed.
Import Summary
Number Of Users Created: 2
Student File Used: **Students 14-15**
User Group: **Administrato**
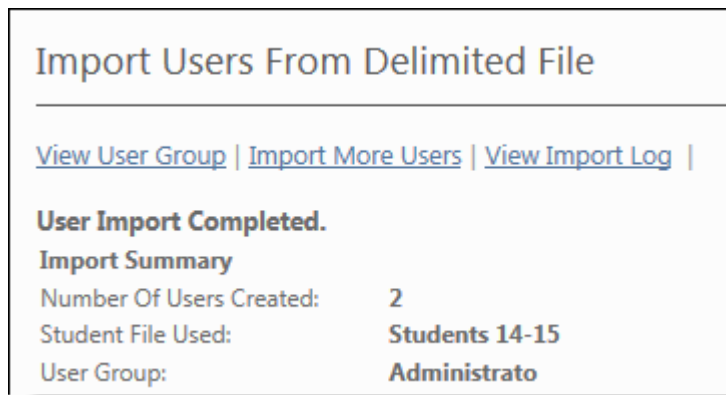
8. If there are errors, you can correct the errors in the file that you are importing. When the errors have been corrected, select the file and perform the import again. However, if a record already exists with the defined userid, it will not be overwritten.

Creating a Message that Displays on the School Transportation Search Screen

You can create a message using the Versatrans Integration Service Utility that will display on the School Transportation screen.

To create a message that displays on the school transportation screen;

Path: Start > Programs > Versatrans Suite > Common > Versatrans Integration Service Administrator Utility

1. Follow the above path and select the Versatrans Integration Service Administrator Utility.

2. Select the "e-Link Options" tab.
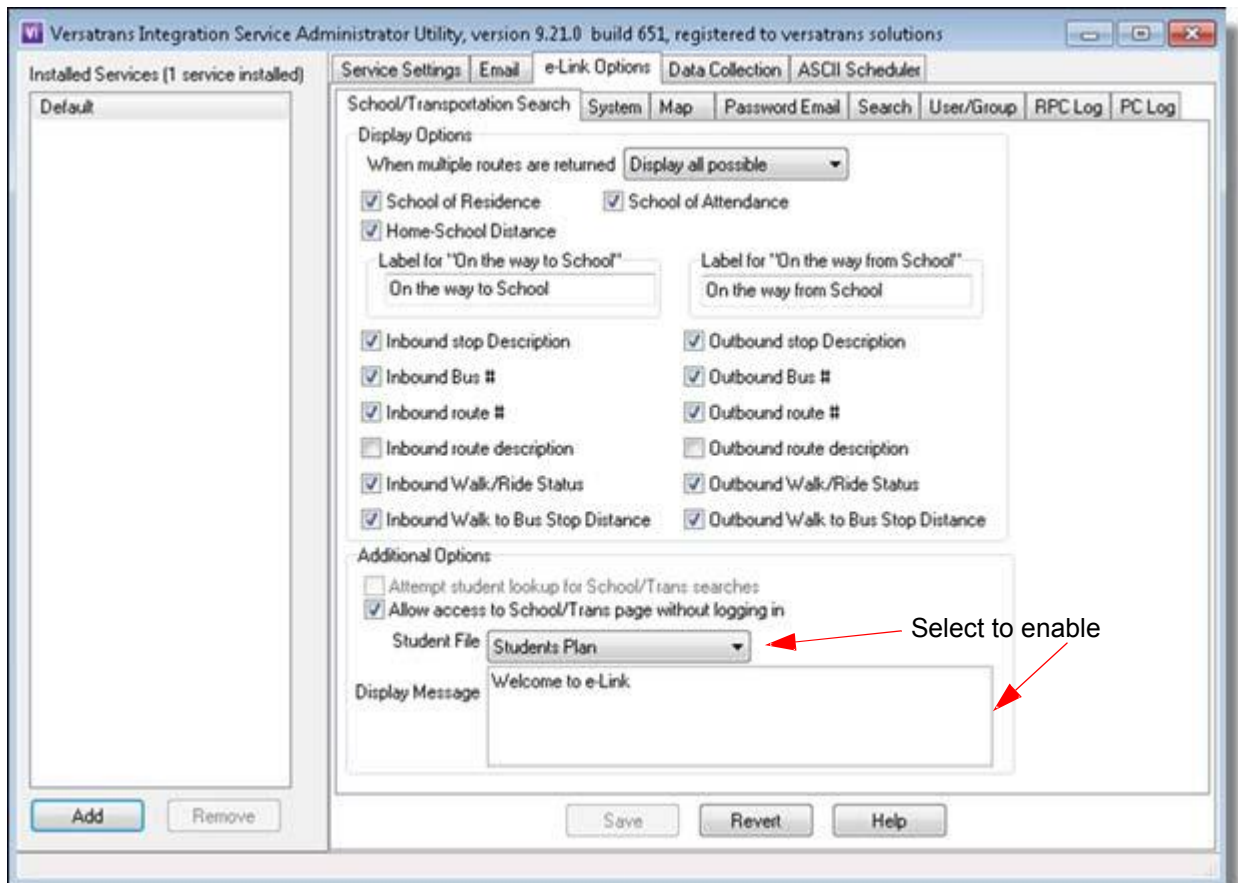
3. Select "Allow access to School/Trans page without logging in" to enable the "Display Message" option.

4. Type your message in the Display Message box.

5. Click **Save**.

6. Logon using the "ANONYMOUS USER" URL which bypasses the login screen.

7. The School/Transportation Search screen display the message.

School/Transportation Search

Welcome to e-Link

Advanced Search |

Simple School/Transportation Search

Step 1: Select a grade
Select a grade from the drop down below. This will be used to determine school and transportation information.

[▼]

Step 2: Enter address information
Minimally, a valid house number and street is required to obtain information.
Zip/postal code may be required for certain addresses.

House #: [   ]   Street: [   ]   Zip: [   ]

Step 3: Start the search
Click the "Find School/Transportation Info" button below.
Versatrans e-Link will retrieve pertinent transportation information for you.

[Find School/Transportation Info]

Tyler's Versatrans e-Link®

Creating a Message that Displays on the Home Page

A user with e-Link administrator rights can create a message in the Edit Group dialog which can be viewed on the Home page by members of the specified user group.

To create a message that displays on the Home page;

Path: **Admin > User Groups**

1. Follow the above path to display the Administration - User Groups screen.

2. Select a User Group to display the View User Group screen.

3. Click **Edit User Group** to display the Edit User Group screen.

4. Type your message in the "Display Message" box.

5. Click **Save**.and then click "Home". to display the Home page.

6. Login using a user that is associated with this User Group to display the message.

Versatrans e-Link Online Information System

Greetings Administrators

Work with Students
Find students, view and edit student information, add and delete students.

Run Reports
Run and view reports for student and transportation information.

Set Options
Set user specific options and preferences.

Perform Administrative Functions
Perform administration functions such as viewing logs, managing users and user groups, etc.

Parent Communication Form Administration

Online parent communication is an option that allows a parent to send a message to the transportation office so that changes to their child's transportation needs can be accounted for.

The Parent Communication Form Administration screen consists of two panels, the Manage Message Subjects panel and the Manage Email Options panel.

The following topics are covered in this section:

- *Managing Message Subjects* on page 50
- *Changing the Recipient Email and Creating a Custom Header* on page 52
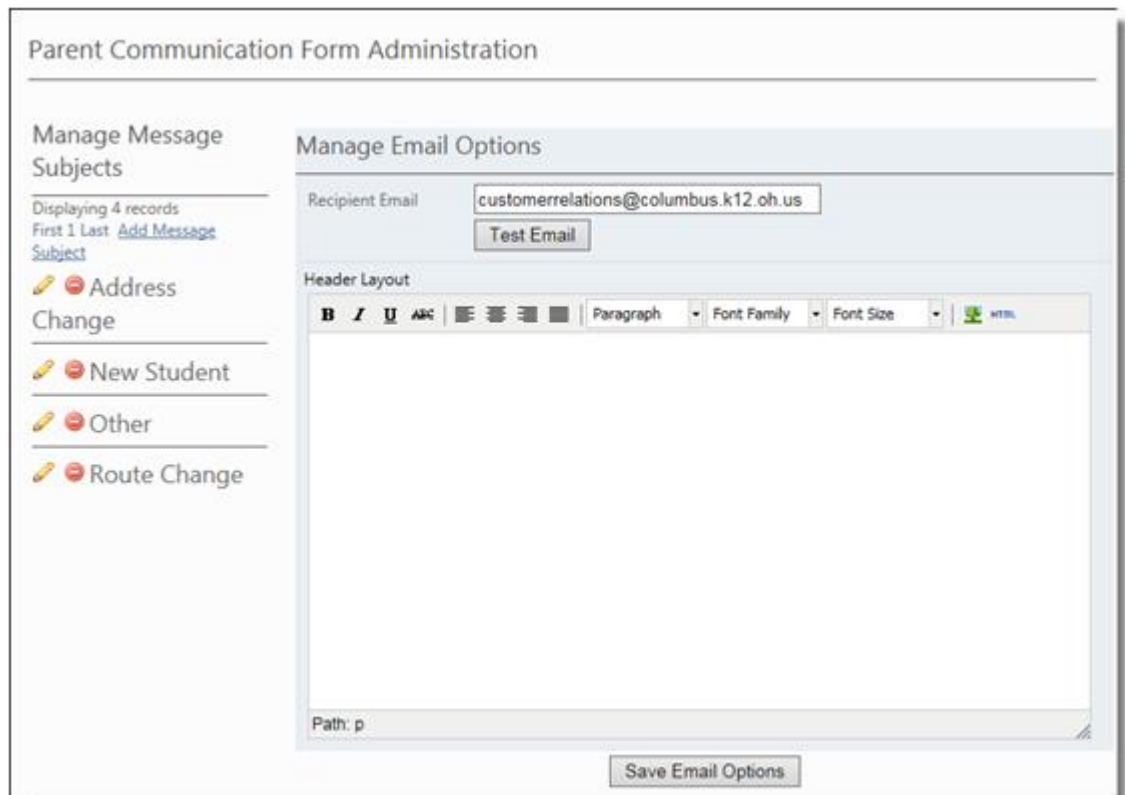
Managing Message Subjects

The Manage Message Subjects panel allows you to create, edit or delete message subjects that display in the Subject drop-down list on the Parent Communication Form.

To manage and/or create message subjects;
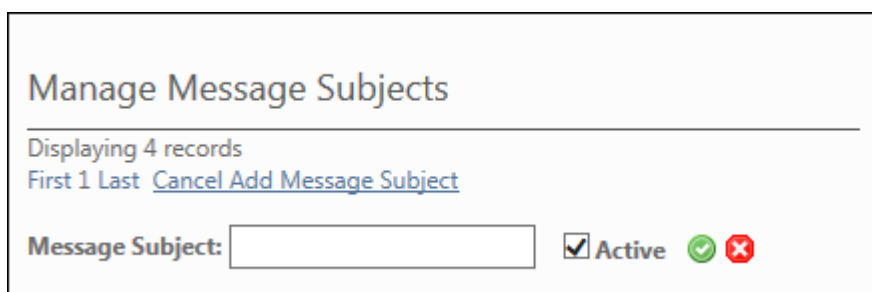
Path: Administration > Parent Communication Form

1.   Follow the above path to display the Parent Communication Form Administration screen.

2.   Click **Add Message Subject**.
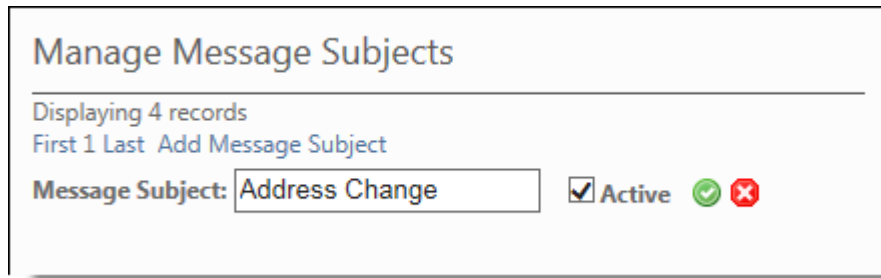
Tyler's Versatrans e-Link®

3. Enter the new message subject in the Message Subject field.

4. Click **Active** to have the message subject display in the **Subject** drop-down list on the Parent Communication Form. Uncheck Active if you don't want the subject to display.

5. Click ❌ to cancel or ✅ to save the new message subject entry which will be added the message subjects list.

To edit a message subject:

1. Click ✏ next to the message that you want to edit.

Manage Message Subjects

Displaying 4 records
First 1 Last Add Message Subject
Message Subject: Address Change   ☑ Active ✅ ❌
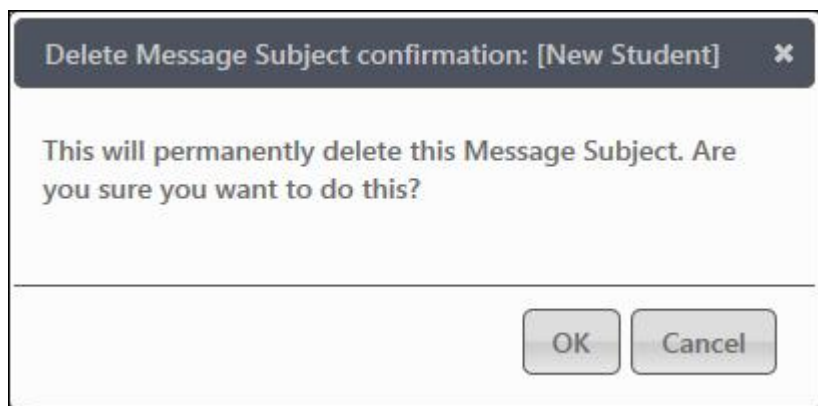
2. Enter your changes in the Message Subject field.

3. Click ❌ to cancel or ✅ to save the new message subject entry which will be added the message subjects list.

To delete a message subject:

1. Click ⊖ next to the message that you want to delete. The following message displays.

Delete Message Subject confirmation: [New Student]   ✖

This will permanently delete this Message Subject. Are you sure you want to do this?

OK   Cancel

2. Click **OK** to delete the message or **Cancel** to cancel the operation. Once deleted, the subject message is removed from the list.

Changing the Recipient Email and Creating a Custom Header

The Manage Email Options panel allows you to change the recipient of a parent's e-mail without having to log into the server and run the VersaTrans Integration Service Administrator Utility (see, *Implementing Parent Communication* in the Tyler's Versatrans Integration Administrator Utility User's Guide). You can also create a custom header that will display on the Parent Communication Form.

Path: Administration > Parent Communication Form

- Follow the above path to display the Parent Communication Form Administration screen.

To change the recipient email:

1. In the **Recipient Email** box enter the e-mail address of the individual/office that you want the parent's e-mail messages sent to.

2. Click **Test Email** to validate that mail can in fact be sent to that address, (e-mail server settings were correct and the e-mail address is valid).

3. Click **Save Email Options**.

To create a custom header:

1. Left click inside the formatting window and type whatever information that you want to display in the header.In the following example, we typed a message and then clicked the Format drop-down button to display a list of format selecting the Header 2 format.

Form Layout Options

| **B** *I* U ABC | ≡ ≡ ≡ ≡ | Heading 2 ▾ | Font Family ▾ | Font Size ▾ | 🖼 HTML |

LEAVE MESSAGES ON THIS PAGE. IF YOU DO NOT RECEIVE A REPLY BY THE END OF THE FOLLOWING WORK DAY PLEASE CALL THE OFFICE AT 555-1212
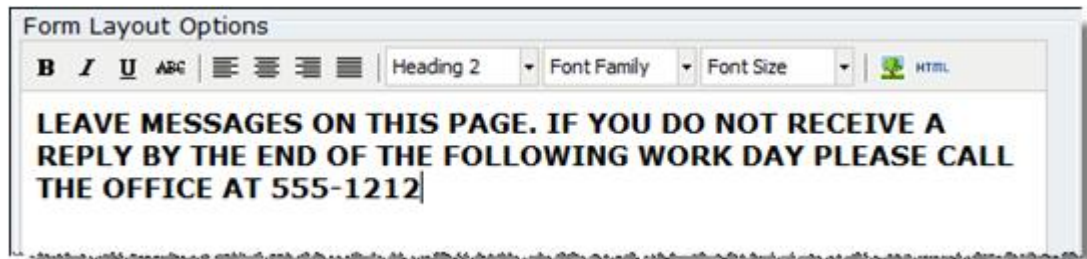
2. Next, we'll insert a graphic but first you need to go out on the Internet, locate the graphic image you want to use and then copy it's URL. For example, browse for "stop sign image: and open the image in a browser window. Right-click on the image and select Properties. Copy the URL displayed in the Properties dialog.

3. Click 🖼 to display the Insert Edit Image dialog and paste the URL into the **Image URL** box.

Insert/Edit Image   ✖

| General | Appearance | Advanced |

General

Image URL	977780800stop_sign_right_font_mig_.svg.med.png
Image Description	Stop Sign
Title	Stop

Preview

Insert   Cancel
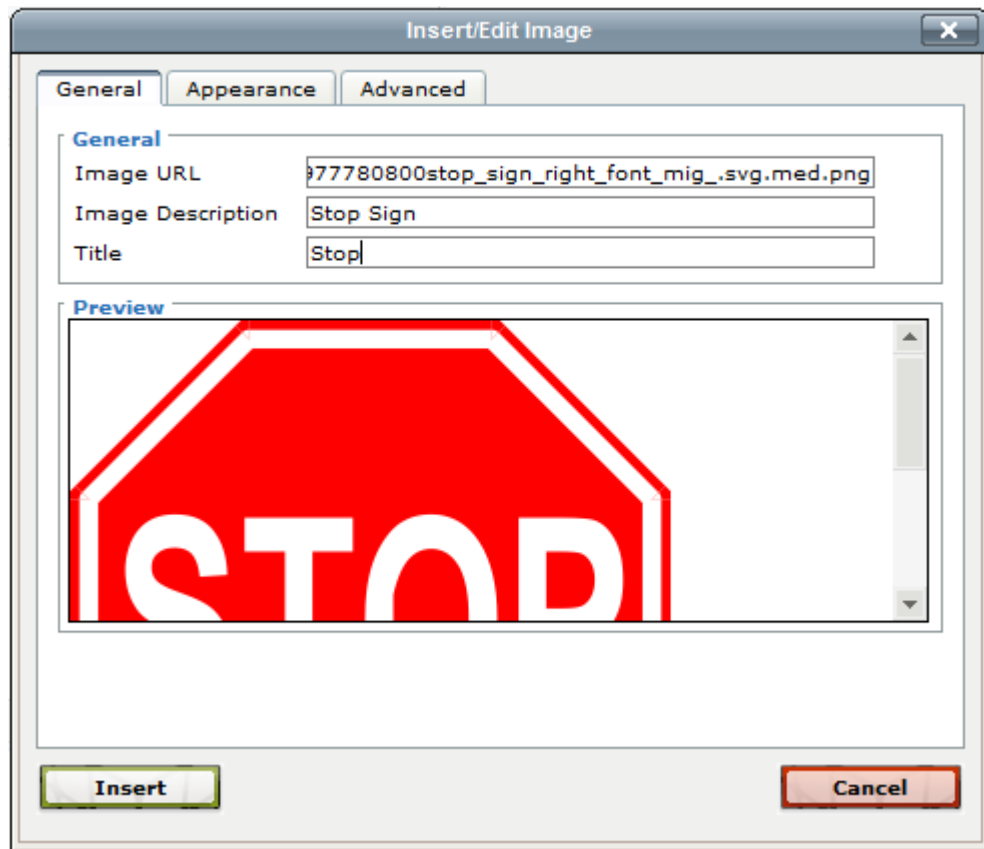
4. Click the Appearance tab.
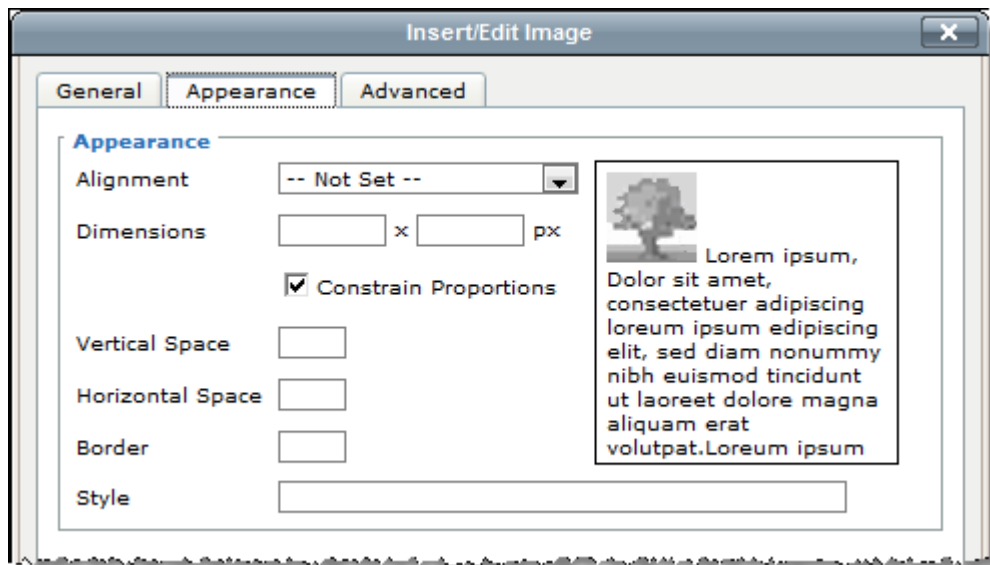
5. Enter 100 x 100 (pixels) for the **Dimensions** and click Insert.
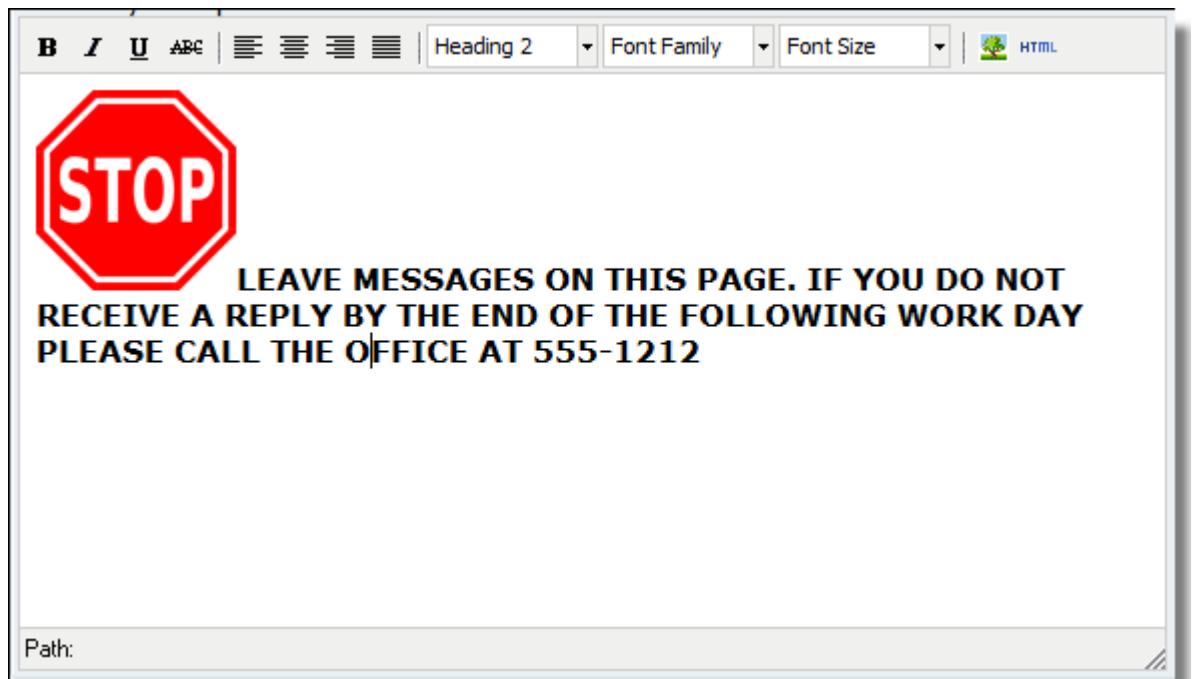
This how it should look in the Form Layout Options window

6. Click **Save Email Options**.

7. Go to **Home** and click the "Parent Communication" link.

8. This is how the header you created should look like on the Parent Communication Form used by parents to send emails to the transportation office or other designated recipients.

Working with the Administrative Lists and Reports

e-Link provides you access to the following administrative lists and reports:

- *Activity Log:* Shows all of the changes made to the student information through the e-Link system.

- *View Current Users:* Displays all of the currently active e-Link users.

If you prefer not to use either of these reports, you can uncheck the permission *View Admin Reports* in the Edit User Groups screen.

Displaying the Activity Log Results

If you are looking for information about student record changes by e-Link users, you will find it in the Activity Log. It is a good idea to keep track of changes in the student file to ensure that these changes are necessary and appropriate.

To access the Activity Log:

Path: **Administration > View Activity Log**

➢   Follow the path above to display the Activity Log results.

Activity Log

Display PDF Version |
Filter Activity Log By Date:

Start Date: 12/15/2014   End Date: 1/14/2015   [Filter]

Activity Log

Date	Action	Description	User	Field Name	Old Value	New Value
1/5/2015 2:07:00 PM	Edit	Student updated:2014368, Aaliyah Smith	administrator	Grade	01	02

Chapter 3

Using e-Link

Topics In This Chapter:

Working with Student Records

Welcome to e-Link! This section provides support to e-Link users who want to work with student records in the e-Link system. It shows you how to use the e-Link system to find, add, update, and delete student records. If you do not see the menu options listed in these instructions, please check with your system administrator to ensure you are part of the appropriate User Group.

The Versatrans Suite is a full service school information solution for bus routing, planning, and data sharing.

Using the School/Transportation Search Feature

The School Transportation/Search feature allows you to display a student's bus assignment. You can perform a simple search by entering a grade and an address or you can perform an advanced search by entering grade, school, home, pickup, and dropoff address.

Using the Simple Search

To find a student's bus assignment using the simple search:

Path:)   Students > School Transportation/Search

1. The system default is the simple search. If the Simple Search link is displayed, click on *Simple Search*.

2. Select the student's grade from the *Select a grade* drop down list.

3. Type in the appropriate fields.

4. Click the student's *House #, Street,* and *Zip Code*, e-Link retrieves the pertinent transportation information including the Routing & Planning routing map.

School   Student's Home   Bus Stop

To learn how to manipulate the map see *Manipulating the Map and Viewing Area* on page 6.

5. Cick the **View Detailed Results** link to display more detailed information.

School/Transportation Information

Simple Search | Advanced Search |
Simple Search:
Grade = '09'
Home Address = '5236 hollister st 43235'
The information displayed below is subject to confirmation by the
transportation or district office.

School/Transportation Information

Grade:	09	School of Residence:	Centennial High School
Program:	Public	School of Attendance:	
Home to School Distance:	0.00 mi.		

Inbound Information

Walk/Ride Status:	Ride	Walk Distance:	0.28 mi.
Bus Stop:	GABLES ES/1680 BECKET AVE [S]	Time:	"Not Available"
Route:		Bus:	"Not Available"

Outbound Information

Walk/Ride Status:	Ride	Walk Distance:	0.28 mi.
Bus Stop:	GABLES ES/1680 BECKET AVE [S]	Time:	"Not Available"
Route:		Bus:	"Not Available"

Address Information

Home:	5236 hollister st 43235
Pickup:	
Dropoff:	

View Simple Results

Using the Advanced Search

To find a student's bus assignment using the advanced search:

Path:)   **Students > School Transportation/Search**

1. The system default is the simple search. Click on *Advanced Search*.

2. Select the student's grade from the *Grade* drop down list.

3. Select the student's school from the *School* drop down list.

4. Select the student's program from the *Program* drop down list.

5. Enter the student's *Home*, *Pickup and Dropoff Address* in the appropriate fields.

6. Click [Find School/Transportation Info]. e-Link retrieves the pertinent transportation information.
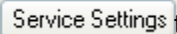
Using Existing Student Data to Perform a Search

As an alternative to the default School/Transportation Search functionality, you have the option of using existing student data to perform the search. The use of existing student data can provide increased accuracy for School/Transportation Search results.

To gain access to this functionality, a district must contact Versatrans Technical Support to receive a special registration code. Please have the registration code available before proceeding.

To use existing student data to perform a search:

Path:)   **Start > Programs > Versatrans Suite > Common > Versatrans Integration Service Administrator Utility**

1. Click the [Service Settings] tab.

2.   Click [Register] to display the e-Link Registration dialog.

3.   Enter the registration code given to you by Versatrans Technical Support and click **OK**.

Click the **Options** tab

4. The system will display the "Attempt student lookup for School/Trans searches" option.

5. Select "Attempt student lookup for School/Trans searches" and click Sᴀᴠᴇ .

6. In e-Link go to Students > School/Transportation Search.

    When a search is performed, the system searches Routing & Planning student records to find an exact grade and address match. In the case of an advanced search, the system will also look to match grade, school, program, home address, pickup address, and drop off address. If an exact address, program and grade match is found, the system will return the student's transportation satisfaction information. If no match is found using student records, the system will return "hypothetical" results using Routing & Planning "Assign School" logic.

Note: *Exact match is met if one and only one student is found that meets the criteria.*

Exceptions to Reporting Exact Matches

When only one student is found that meets the exact match criteria, the following exceptions apply:

Day Variant Info
*   The transportation information for the day defined in e-Link options for day variant will be displayed.

Shuttles
If shuttle information is found for the student:

*   The In & Out transportation information will be displayed but the shuttle information will not be displayed.

Bypassing Login for School/Transportation Search

This option provides districts with an alternate means of allowing users access to the School/Transportation Search function without the user having to log into the application.

To gain access to this functionality, a district must contact Versatrans Technical Support to receive a special registration code. Please have the registration code available before proceeding.

To use existing student data to perform a search:

Path:)   Start > Programs > Versatrans Suite > Common > Versatrans Integration Service Administrator Utility

1. Click the Service Settings tab.

2. Click   Register   to display the e-Link Registration dialog.

3. Enter the registration code given to you by Versatrans Technical Support and click **OK**.

4. Click the **OPTIONS** tab. The system will display the "Allow access to School/Trans page without logging in" option.

5. Select "Allow access to School/Trans page without logging in" and select the designated student file.

6. Click **SAVE**.

To bypass logging into e-Link, you must enter the e-Link URL as follows;
                                                                          . For example, the default URL would be   . This will take you directly to the School/Transportation Search screen. To perform any action other than a School/Transportation Search, you must exit the search URL page and securely login.

Specifying School/Transportation Search Options

To specify School/Transportation Search Options:

Path:)   Start > Programs > Versatrans Suite > Common > Versatrans Integration Service Administrator Utility

1.   Select the **e-Link Options** tab.

Display Options

When multiple routes are returned
When entering a grade/address combination that would qualify as a curb-to-curb stop, the School/Transportation Search can return multiple routes in an exact address match when there are multiple bus routes passing the house address. A school district can limit the routes that are displayed by selecting 'Display all possible routes' or 'Display no routes' when multiple routes are returned. This option defaults to 'Display all possible'.
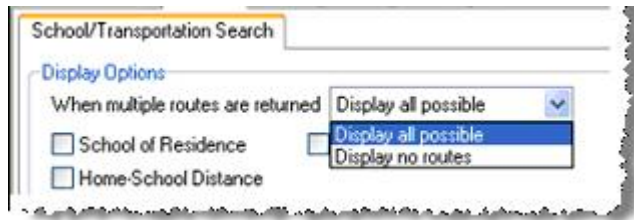
Selecting 'Display no routes' will cause the system to omit the routes from the results display. All other fields, including bus stop information will be displayed and will not be affected by this display option.

Finding a Student in e-Link

The Find Students option allows you to access a student's record by performing either a basic search or an advanced search.

To find a student record using the basic or advanced search:

Path:)   Students > Find Students

1. Follow the path above to display the Student Search screen.

2. The system default is the basic search. If the Basic Search link is displayed, click on *Basic Search*.

3. Type student information in the fields provided and/or use the drop-down lists to select student information.

If you want to enter more specific criteria, click the **Advanced Search** link. For each parameter, you can select a field, operator, and value.

4. click **Add** to add a parameter to the search criteria. You may specify additional parameters, using logical operators.

5. Click the **Sort Results By** drop down list to display a list of sort options and select the desired sort option.

6. Select Ascending or Descending. The results will be displayed accordingly.

7. Click ┌─────────────────┐ . The system displays the Student Search Results page. If your User
    │ Find Students │
    └─────────────────┘
    Group is restricted to viewing students from a specific school, that school name will be the
    default.

> ***Note:*** *The maximum number of records returned for Student Searches can be configured on*
> *the System tab of e-Link Options in the Versatrans Integration Service Administrator*
> *Utility. This can be specified in the field Maximum Number of Rows to Return.*

The following is an example of the results displayed from a Student Search:

Search Results

Search:
'Grade' equals '09'
Search returned 1500 of 6526 total records found...

To search again, use:
Basic Search to conduct a simple search
Advanced Search for more complex search options

Student Name	School	Grade
Abas , Omar	Centennial High School	09
Abdi , Abdirahman	Briggs High School	09
Abdi , Abukar	West High School	09
Abdi , Batulo	West High School	09

8. For more information about a particular student's record, click on the student's name.

e-Link displays the basic information for that student in the View Student Information screen. This screen is read only.

Inbound ———→

Shuttle Inbound ———→

Shuttle Outbound ———→

Outbound ———→

Tyler's Versatrans e-Link®

9. Click the *Show Basic Information* link to expand the screen and display information including info fields and emergency contacts for the selected student.

Hide Basic Information
Other Information
Transportation Comment:
Notes:

Emergency Contact Info
Contact Name: Phone: Relationship:
Contact Name: Phone: Relationship:
Contact Name: Phone: Relationship:

Address Information
Home: 27 EDNA ST JOHNSTON 02919-0000
Pickup:
Dropoff:
Additional:
Mailing:

[Edit Student] [Delete Student]

Saving and Editing a Filter

Depending on the filter permissions that your administrator has set, you can have the ability to save a new filter or edit an existing filter for both basic and advanced filters. The process for saving and editing a filter is the same for both the Find Students and Student List Report functions in both the basic and advanced filters.

To save and edit a filter:

Path:)   **Students > Find Students**

      OR

Path:)   **Reports > Student List Report**

1. Follow the path above to display the Student Search screen.

   Before you can save a filter, you must first create the criteria for that filter. You can create the criteria for a filter from scratch or you can use the criteria of a filter that has already been saved.

2. Perform steps 1 thru 7 in *Finding a Student in e-Link* on page 68 to create filter criteria from scratch or populate the search window with criteria from a saved filter as described in *Using a Saved Filter* on page 74.

The following screen is an example of the search screen populated with search criteria.

3. If this criteria came from an existing filter, you can remove or add criteria as desired.

4. When you are finished adding or removing criteria, click Save Filter Criteria .

5. If you have used an existing filter, you can either enter the name of the exiting filter which will write over that filter with the new criteria or you can create a new filter by entering a new name for the filter.

6. Click on the TYPE drop-down button to display the 3 available types:

   Group
   Viewable by all users with the same User Group as the creator

   Private
   Viewable only by the creator

   Public
   Viewable by any system user with reporting permissions

7. Select a TYPE and click **OK** to save the filter.

Using a Saved Filter

To use a saved filter:

Path:)   Students > Find Students

OR

Path:)   Reports > Student List Report

1. Follow the path above to display the Student Search screen.

2. Click on the SAVED FILTERS drop- down button to show a list of available saved filters.

3. Select a filer and click . The search screen is populated with the criteria from the saved filter.

4. Click . The system displays the Student Search Results page based on the criteria contained in the saved filter.

Adding a Student Record to the Routing & Planning System

It is important to keep in mind that when you add a student record using the e-Link system, you are adding it to the currently selected Routing & Planning Student File defined for your User Group.

To add a new student to the current Routing & Planning student file:

Path:)   **Students > Add Student**

1. In the Add Student screen, enter the appropriate information about the student in the fields provided. The following additional Information can be entered by clicking on the following links:

   - Show Other Information
   - Show Info Fields
   - Show Contact Information
   - Show Address Information

   This information is self- explanatory except for the fields described below.
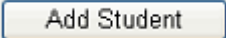
   Program
   These are the programs defined in the Program file of Routing & Planning. Options usually include: Public Schools, Private, Special Education, Votech, Open Enrollment. Check with someone knowledgeable about Routing & Planning if you need further clarification of your district's application of these terms.

Pickup Address

If the bus should pick the student up at an address that is different from his or her home address, enter that address in these fields. You do not need to complete these fields if the pickup address is the same as the home address.

Dropoff Address

If the bus should drop the student off at an address that is different from his or her home address, enter that address in these fields. You do not need to complete these fields if the dropoff address is the same as the home address.

2. When you have completed these fields, click [Add Student] to save this information.

    The system looks for the addresses you entered in the Routing & Planning Map to ensure that the address is valid and, if the student is ride eligible, that an appropriate bus stop is available. If the system can't find one or more of these confirmations, it displays a message and allows you to make changes to the record.

When the system saves the record, it displays the record in the View Student Information screen.

View Student: ABREL SMITH

Email Student Record | Choose export option... ✔ Go | Return to Student List | View Previous Student | View Next Student |

Viewing Record 1 of 114

Student Information

First Name:	ABREL	Last Name:	SMITH
Student ID:	21345530	Middle Name:	
Grade:	02	Last Name Suffix:	
School:	LINCOLN ES	Legal Name:	
Program:	PUBLIC	Birth Date:	1/7/1995
Eligibility:	B	Home Phone:	(754) 555- 0841
Family ID	(754) 555- 0841	Gender:	M

Hide Transportation Information

Transportation Information

Transportation Information

Request Information:	Type: **IN**	Status: Ride	From: S OSBORNE AVE@KING ST	
	Days: **All**	Walk Dist:	0.02 mi.	To: **LINCOLN ES** 8:15 AM

From	Time	Route	Bus	Days	To	Time
S OSBORNE AVE@KING ST	7:55 AM	L3a	155	MTWHF	LINCOLN ES	8:15 AM

Request Information:	Type: **OUT**	Status: Ride	From: **LINCOLN ES**	3:05 PM
	Days: **All**	Walk Dist:	0.02 mi.	To: S OSBORNE AVE@KING ST [NW]

From	Time	Route	Bus	Days	To	Time
LINCOLN ES	3:05 PM	L3p	155	MTWHF	S OSBORNE AVE@KING ST [NW]	3:18 PM

Show Basic Information

Edit Student	Delete Student
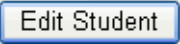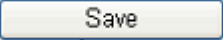
3. The record can be exported in PDF, CSV or RTF formats.

Editing a Student Record in the Routing & Planning System

You can edit Routing & Planning student records (from the Student File defined in your User Group) using the e-Link system, if you have the proper permissions.

To edit a Routing & Planning student record in the selected Student File:

Path:)   Students > Find Students
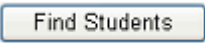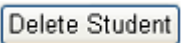
1. In the Student Search screen, type the name of the student in the fields provided.

2. Click [Find Students]. The system displays the Search Results screen with all of the students with that name

3. Click on the name of the student whose file you want to edit to display the View Student Information screen.

4. Click [Edit Student]. The system displays the Edit Student screen.

5. Type over the entries or selections you want to change and use the drop down lists to make new selections.

6. Click [Save]. The system performs an address check and updates the Student File with your changes.

Deleting a Student from the Routing & Planning System

You can delete a Routing & Planning student record from the currently selected Student File using the e-Link system, if you have the appropriate permissions.

To delete a Routing & Planning student record from the Student File:

Path:)   Student > Student Search

1. In the Student Search screen, type the name of the student in the fields provided.

2. Click [Find Students]. The system displays the Search Results screen with all of the students with that name

3. Click on the name of the student whose file you want to delete to display the View Student Information screen.

4. Click [Delete Student]. The system displays a confirmation Screen.

5. Click **OK** to delete the selected student record; click **CANCEL** to leave the record in place.

Viewing my Student's Records

View My Students is an option in the **Student** menu that allows parents to view their student's records based upon Family ID and Student ID.

To view your student's records:

Path:)   Students > View My Students

1. Follow the above path to display the View My Students screen.

2. For more information about a particular student's record, click on the student's name. The system displays the basic information for that student in the View Student Information screen.

3. Click the *View Transportation Information* link to expand the screen and display transportation information for the selected student.
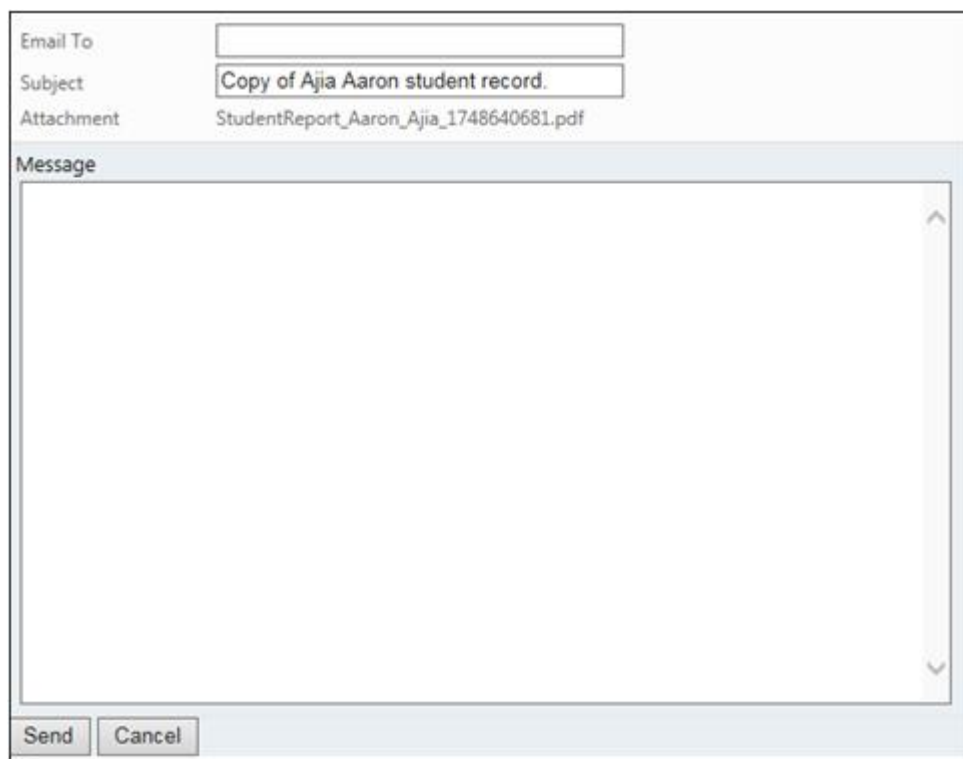
Emailing a PDF Containing Information from a Student's Record

Users with the appropriate permissions can email a PDF containing information from a student's record. You must be assigned to a User Group with "No Restrictions" or be assigned to a User Group with "Email Student Record" permission.

To email a PDF containing information from a student's record:

Path:)   **Students > Find Students**

1.   Follow the above path and locate the student whose records you want to work with.

2.   Click on the student's name. The system displays the basic information for that student in the View Student Information screen.

3.   Click **Email Student Record.**

4.   Enter an email address and subject. A message is optional.

5.   Click **Send** and an email is sent containing a PDF of the student's record.

Online Parent Communication

Online parent communication is an option that allows a parent to send a message to the transportation office or other designated recipients so that changes to their child's transportation needs can be accounted for.

Sending E-Mail Messages Using the Online Parent Communication Form

The Online Parent Communication Form allows you to enter the recipient's e-mail address and compose a message.

To send an e-mail message using the online parent communication form:

1. Login into e-Link with an account that has permission to use online parent communication.

2. Click **Parent Communication** to display the Parent Communication Form.

.

Parent Communication Form

Parent Name	
Student(s)	JOHN SMITH, BOB SMITH
Email	mary.smith@hitech.com
Phone	
Subject	Address Change ▾
Message	

☐ Send a copy of this request to your email address

[Send]

3. Enter the appropriate information for Parent Name, Student(s), Email and Phone.

4. Click the Subject drop-down button to display a list of message subjects. Select a subject from the list.

5. Enter a message if desired.

> ***Note:*** *All of the fields are required and if the user account has a Student ID or Family ID reference, the student(s) field will be pre-filled.*

6. Check ***Send a copy of the request to your email address*** to send a copy of the e-mail to the e-mail address of the user. This is optional.

7. Click **Send** and an e-mail is sent to the transportation office or other designated recipient.

Generating User Reports

The permissions to generate user reports are granted by the system administrator. You can generate the following user reports:

- Student List Report

- Route Stop Locations Report

The Student List Report is a report that teachers and administrators might run to obtain a list of students and their pertinent transportation information.

The Route Stop Locations Report shows all of the bus stops for specific routes. The report includes, bus number and/or route number, route number, bus driver, school, route description, route mileage, route time, bus stop name, time at stop, students at stops.

Generating the Route Stop Locations Report

To generate the Route Stop Locations Report:

Path:)   Reports > Route Stop Locations Report

1. Follow the path described above to display the Route Stop Locations Report (Selection) screen.

2. Select one or more routes.

3. Click the Day drop-down list and select a day.

    You can filter the route list by Vehicle and/or School. If your User Group is restricted to viewing students from a specific school, that school name will be the default.

4. Click the Vehicle drop-down list and select a vehicle and/or click the School drop-down list and select a school.

5. Click the [Generate Report] button to display the Route Stop Locations report. The options, "Show students at stops" and "Show Route Notes" were selected.

Route Stop Locations Report

Create New Report (return to filter) | Choose export option... ⌄ Go |

Report:
☑ Show students at stops   ☐ Show route map
☐ Show days for students
☐ Show route notes

Day = Monday

Route Stop Locations

J7a

Bus: **44** Driver: **KATHY FREEDMAN**   Distance: **16.88** Time: **38:12** Anchor: **JAES**

Time	Stop	Pickup	Dropoff
7:35 am	(1) CRYSTAL LN@RIDGE RD	2	0

Students	Grade	School
RODERICK HUBBARD	02	JAES
CALVIN PAYTON	04	JAES

6. If you want to show days for students, check this option and the report will be regenerated displaying that information.

7. If you want to display the routing map, check this option and the routing map will display.
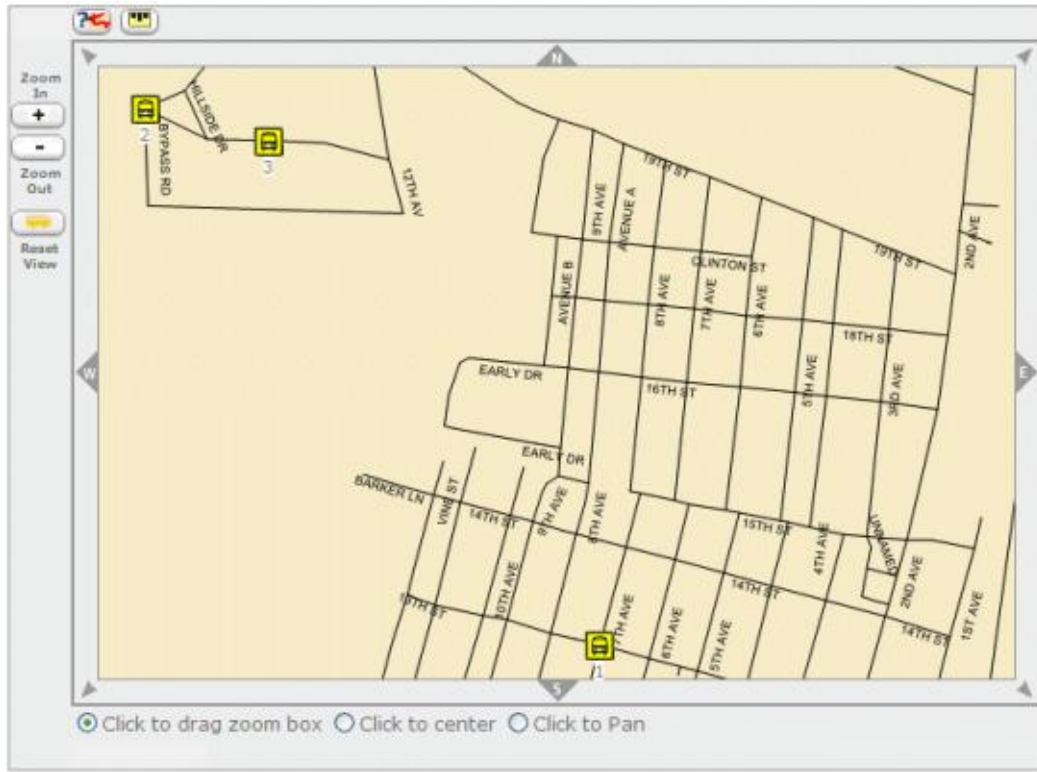
To learn how to manipulate the map see *Manipulating the Map and Viewing Area* on page 6.

8. Use the scroll bar to move through the report.

9. The report can be exported in CSV, PDF and RTF formats.

    Note: *The map is not part of the PDF, just text.*

Generating the Student List Report

To generate the Student List Report:

Path:)   Reports > Student List Report

1. Follow the path described above to display the Student List Report (Selection) screen.

2. Select the appropriate options in the fields provided and click ![Create Report] .

> ***Note:*** *If your User Group is restricted to viewing students from a specific school, that school name will be the default.*

The system generates the report using the criteria you selected. By default, the report shows transportation information.

Student List Report

Create New Report (return to filter) | Display PDF Version |

Student List Report:
- ☑ Show transportation information
- ☐ Show emergency contact information
- ☐ Print each student on a separate page (PDF version)

1500 records found.
'Grade' equals '01'

Student List Report

Abbott , Abygail   Grade: 01   Home Phone: (614)440-9641

Dir	Status	School	From	Time	Route	Bus	Days	To	Time

Abdi , Ali   Grade: 01   Home Phone: (614)592-0037

Dir	Status	School	From	Time	Route	Bus	Days	To	Time
I	Ride	Sullivant Elementary School	AVONDALE ES	8:33 am	076SU02A	0550	MTWHF	SULLIVANT ES	8:40 am
O	Ride	Sullivant Elementary School	SULLIVANT ES	3:35 pm	076SU02P	0550	MTWHF	AVONDALE ES	3:42 pm

3. If you want emergency contact information, check the *Show emergency contact information* box.

4. If you do not want transportation or emergency contact information displayed in the report, uncheck the desired option and the report will be regenerated without that information.

5. Use the scroll bar to move thru the list. You can click on a student's name to view detailed information for that student.

6. The report can be exported to PDF, CSV and RTF. formats

Viewing Report Writer Pre-Defined Custom Reports

To view the custom reports in VTEL the user must be in a user group with "View custom reports" enabled. The permissions to view Report Writer pre-defined reports are granted by the system administrator. The files need to be imported using Versatrans Report Writer (VRW). For information on how to install Versatrans Report Writer, see the Tyler's Versatrans Report Writer Installation Guide.

The following sample import custom reports are available:

Elink Users by Group Report.trf

This report will display the users that were successfully created using the "Import from file" option. It will also report those records that resulted in errors so that the records can be corrected and imported again.

Elink Users Imported from File.trf

This report will present e-Link User Groups and the users that are members of the group.
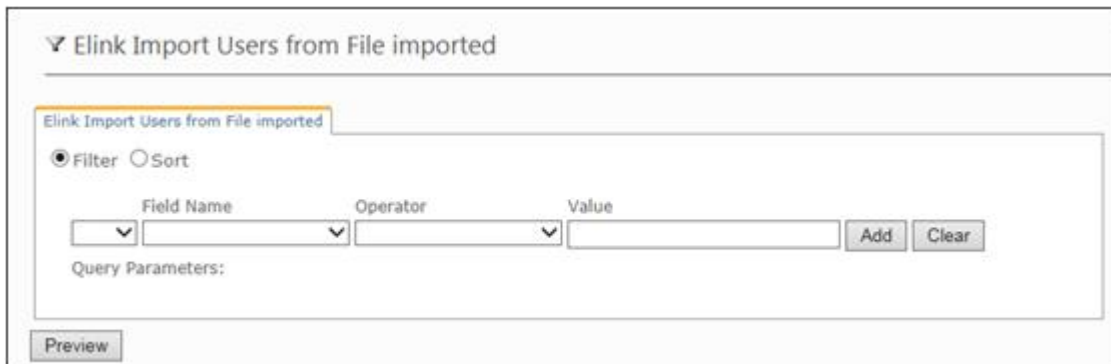
Viewing the Import Users from File Report

To view the Import Users from File Report:

This report will display the users that were successfully created using the "Import from file" option. It will also report those records that resulted in errors so that the records can be corrected and imported again.

Path:)   **Reports > Report Writer Reports > Administrative Reports > Import Users from File**

1. Follow the path described above to display the Import Users from File screen.

2. You can filter using specific criteria or leave the filter blank to view a report of all users.

3. Click **Preview** to view the report.

> **Note:** You can use the Report Name that defaults into the header of the report or you can change the name if so desired. The report name entered in Versatrans Report Writer will be the menu name displayed in e-Link..

Viewing the Users by Group Report

To view the Users by Group Report:

This report will present e-Link User Groups and the users that are members of the group.

Path:)   **Reports > Report Writer Reports > Administrative Reports > Users by Group**

1. Follow the path described above to display the Import Users by Group screen.

2. You can filter using specific criteria or leave the filter blank to view a report of all users.

3. Click **Preview** to view the report.

Note: *You can use the Report Name that defaults into the header of the report or you can change the name if so desired. The report name entered in Versatrans Report Writer will be the menu name displayed in e-Link..*

Managing the User Options

The user **Options** allow you to do following:

- Specify the number of records that display on each screen as the result of a student search and user search.
- Change your password.
- Switch student files.
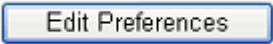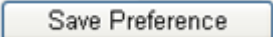
You need special permission to change the password or switch the Student file.

Specifying the Number of Records that Display

You can specify the number of records that are displayed on each screen as the result of a student search and user search.

To specify on-screen record display:

Path:)   **Options > Preferences**

1. Click [Edit Preferences].
2. Enter the number of records that you want to display per screen.
3. The maximum number of records is 200 per screen.
4. Click [Save Preference].

Changing Your User Profile, E-mail & Security Question

You can change your system password, e-mail, and security question if your User Group permissions allow you to.

To change your user profile:

Path:)   **Options > Change User Profile**

4. Complete the following fields to change your security question:

    Choose Security Question
    Click the Security Question drop-down button to display a list of questions. Select a question from the list.

    Answer Security Question
    Type an answer to the security question.

5. After you complete these entries, click | Update User Profile | . If there are no errors, the system displays the message confirming the change(s).

    Note: *Your password must be between 4 and 40 characters in length.*

Switching the Student File

You can change the student file you are working with, if your User Group permissions allow you. You might want to switch your student file if you have created a new file with more up-to-date data in it.

Note: *This change will only take effect for the duration of the session. The next time you log into e-Link the Student File will revert back to the Student File defined in your User Group.*

To change your student file:

Path:)   **Options > Switch Student File**

1. Follow the path described above to display the Switch Student File screen.

2. Click the *Switch To:* drop-down button and select the new file from the list that displays.

3. Click `Switch Student File`. If there are no errors, the system displays the message, ***Student file switched successfully*** at the top of the page.

Chapter 4

Versatrans e-Link Calendar

Topics In This Chapter:

What are e-Link Calendars?

e-Link Calendars allow you to enter any date-driven information and refer to that information. This information can include school or department schedules, notes, etc.

You're probably asking yourself, why do I need an e-Link Calendar to remind me of school trips, meetings etc. when I already have a calendar application? Actually, that is just one of the ways that you can use e-Link Calendars. The real benefit is that you can display scheduled changes (change requests) to student records that were created in Versatrans Routing & Planning including transportation requests. School secretaries, administrators etc. can use the e-Link Calendar to display Student Change Requests including but not limited to:

- Changes in transportation when there is a regularly scheduled early dismissal
- Change of address
- Alternating custody between parents' residences

Getting Started Setting Up & Using e-Link Calendars

We will be walking you through the process of setting up your calendars that will allow you to display department schedules, meetings and other calendar events. Once your calendars are setup, we will show you how to display Student Change Requests which are displayed on a calendar in the same way as other calendar events.

Student Change Requests are created in Versatrans Routing & Planning and contain student and/or transportation changes that will be implemented on a specific date. You have the option to include and display Student Change Requests for schools associated with a calendar. Some examples of schedulable changes include but are not limited to:

- Transportation requests
- Change of address
- Alternating custody between parents' residences
- Regularly scheduled early dismissal/no school on a specific day of the week

The following topics are covered in this section:

Navigating the View Calendar Screen

Initially, you'll have just have one calendar (this is your Default Grouped Calendar). As you add calendars, additional calendars will display in the calendar list.

Path:)   Calendar > View Calendar

1. Follow the above path to display the View Calendar screen. The Default Grouped Calendar displays.

Calendar drop-down button   View controls
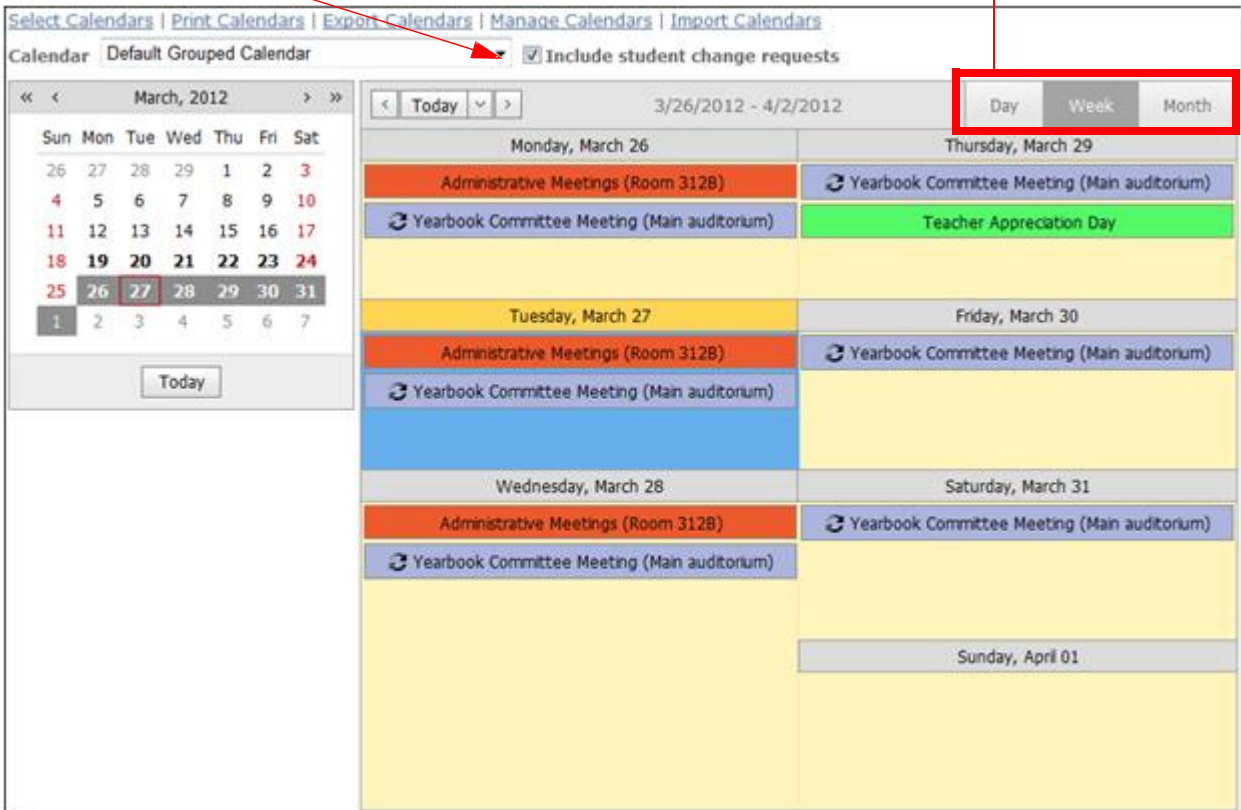
If this is your first time logging in, the calendar will be blank. This example shows how your calendar might look after you have performed the setup procedures beginning with *Adding an Individual Calendar* on page 106.

2. Click the **Calendar** drop-down button to display a list of available calendars. The view defaults to weekly.

3. Select the calendar from the list that you want to view. If a calendar does not contain any events, then no events will display.

4. You can select ☑ Include student change requests to display Student Change Requests for schools associated with the current calendar, see *Displaying Student Change Request Events*.

5. You can change the look of the calendar (Day, Week or Month) displayed in the View Calendar screen and navigate forward and backward by day, week etc. in the following ways:

   • Choose a view by selecting one of the following tabs in the upper-right corner of the View Calendar screen.

   [Day]
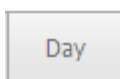
   The day view displays events for a single day. To use this view, click the **Day** tab in the top-right corner of the calendar.
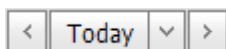
   [< Today ∨ >]

   Use the left and right facing arrows to move forward or backward by a day. Click on **Today** to return to the current day. Click the down arrow to display a calendar and select a date you'd like to view.

   [Week]

   The Week view displays events for the current week. To use this view, click the **Week** tab in the top-right corner of your calendar. The current day (today) will be marked with a yellow background.

   All-day events will be displayed at the top of the day. If there are more events than what can be displayed, a **Show more** link will appear. When you click this link, the calendar displays the events in Day view. You may have to scroll down to see the events. Click the **Week** tab to return to the week view.
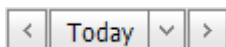
   [< Today ∨ >]

   Use the left and right facing arrows to move forward or backward by a week. Click on **Today** to return to the current week. Click the down arrow to display a calendar and select a date you'd like to view.
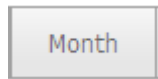
Month

The Month view displays events for the current month. To use this view, click on the **Month** button in the top-right corner of your calendar. The current day (today) will be marked with a yellow background.

All-day events will be displayed at the top of the day. If there are more events than what can be displayed, a **Show more** link will appear. When you click this link, the calendar displays the events in Day view. You may have to scroll down to see the events. Click the **Month** tab to return to the month view.
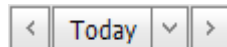
| < | Today | ˅ | > |

Use the left and right facing arrows to move forward or backward by a month. Click on **Today** to return to the current month. Click the down arrow to display a calendar and select a date you'd like to view.

Depending on the tab that you selected (Day, Week or Month), you can use the following buttons to navigate forward and backward etc.

| « | < | July, 2011 | > | » |
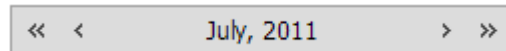
- Change the month by navigating forward and backward from your current month by clicking the single arrow buttons at the top of the calendar. Change the year by navigating forward and backward from your current year by clicking the double arrow buttons at the top of the calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Pick any date or date range in the calendar on the left side of the screen and the events associated with those dates will display. You can also click on a date and drag it to another date to select a date range.

Once you have familiarized yourself with the View Calendar screen, you are ready to start setting up your own calendars, see *Adding an Individual Calendar*.

Adding an Individual Calendar

If your User Group has the permission to Modify Calendars, you will be able to add a calendar. If you do not have that permission, then the Manage Calendars link will be disabled. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

Adding an individual calendar is the first step in setting up your calendar. The next step will be to add new calendar events, such as scheduled meetings, reminders, etc.

To add an Individual calendar:

Path: Calendar > Manage Calendars

1. Follow the above path to display the Manage Calendars screen. If you have not previously added calendars then the screen will not have any calendars to display as shown here.

Manage Calendars:

Displaying 0 out of 0 records
First Last | Add Calendar | Show All | Show Group | Show Individual

First Last

Create from building list
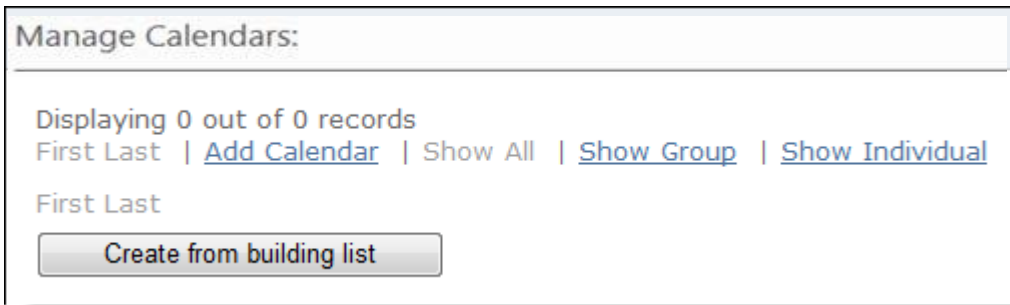
2. Click **Add Calendar** to display the following screen.

3. Enter a name for the new calendar.

Tip: *Hover the cursor over an icon and a description of what that icon does will display.*

4. We are not going to associate this calendar with a group at this time, so leave the **Is Calendar Group box** unchecked.

5. We are also not going to associate this calendar with a building at this time but you can go ahead and click the **Building** drop-down button to display a list of buildings that are available. We will be describing what this does and how it works as we continue setting up our calendar.

6. Click ✅ to insert and save the calendar. The Manage Calendars screen now displays the new calendar.

Displaying 36 out of 36 records
First 1 2 3 4 Last | Add Calendar | Show All | Show Group | Show Individual

✏ ⊖ **Central High**
    Grouped Calendar: No
    Building:
    Associated with Calendar Group(s):

7. The Manage Calendars screen remains in the Add Calendar mode where you can continue to add calendars.

When you are finished adding a calendar, the next step is to assign options/permissions to the calendar and associate the calendar with a User Group. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

Assigning Calendar Options & Associating Calendars with a User Group

If your User Group has the permission to "Work with Users and User Groups", you will be able to assign calendar options and associate calendars with a user group. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

Once you have added a new calendar, in order to make that calendar available for display in the View Calendar screen, you need to decide what user group(s) will have access to the calendar. You then assign options/permissions and associate the calendar with that user group. When you save your calendar options, the new calendar will become available for display in the View Calendar screen.

To assign calendar options & associate a calendar with a user group:

Path: Administration > User Groups

1.   Follow the above path to display the Administration - User Groups screen.

2.   Click on the User Group that you want to have calendar options/permissions and the View User Group screen displays. The Permissions tab is selected by default.

3.   Click **Edit User Group** to display the Edit User Group screen.

4.   Select the Calendar Options tab.

5.   Click **Display Calendars** to activate the calendar options.

6. Click the check box beside a calendar option/permission to select it.

    You can limit users, so they can only view Calendar Events associated with specific calendars by selecting those calendars from the **Available** list box and then moving to the **Selected** list box.

7. In the "Available calendars" panel, select the new calendar you created and then click [›] to move it to the "Selected panel".

8. Click **Save** to apply the specified calendar options/permissions and calendars.

9. Users that are part of the User Group associated with the new calendar can now display that calendar in the View Calendar screen. The calendar will be blank until you add calendar events. For example:
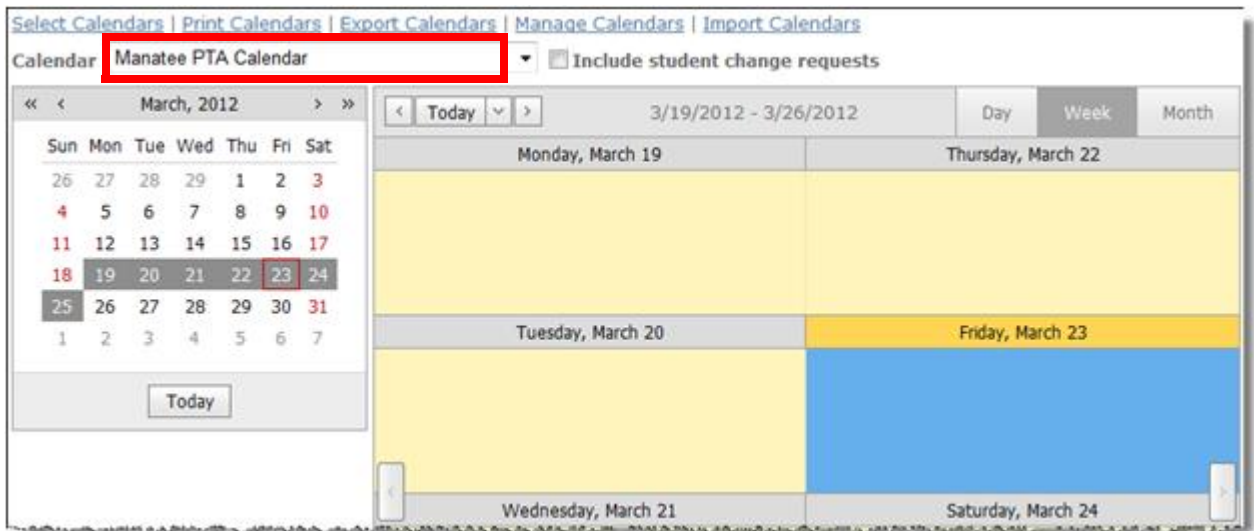
You are now ready to start adding calendar events to the new calendar, see *Adding New Calendar Events* on page 112.

Adding New Calendar Events

Calendar Events are date-driven pieces of information (i.e. schedules, meetings etc.) that you can view in e-Link Calendars. You need the "Modify Calendar Events" permission to add Calendar Events. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

To add new calendar events:

Path: Calendar > View Calendar

1. Follow the above path to display the View Calendar screen. The Default Grouped Calendar displays which is blank upon initial login.

2. From the Calendar drop-down list, select the new calendar that you previously created.

3. Double-click below the date that you want the event to occur and a smart tag will display.
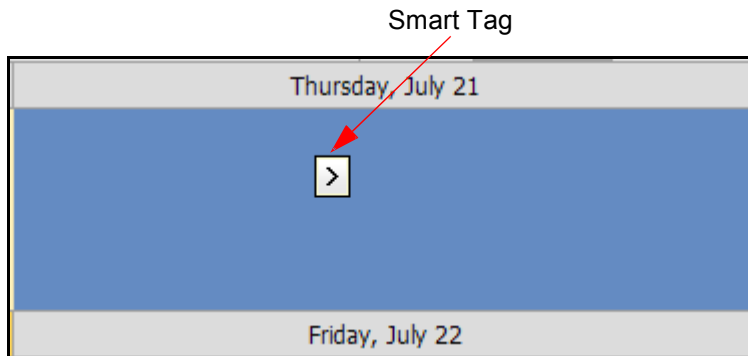
4. Click the smart tag or right mouse button to display the following pop-up menu.

New Event
New All Day Event
New Recurring Event
New Recurring All Day Event
Go to This Day
Go to Today
Go to Date...
Change View To ▶

5. Select **New Event** to display the New Event dialog.

Untitled ⊠

Subject:
Location: Category:
Start date: 3/19/2012   End date: 3/20/2012
Start time: 12:00 AM   End time: 12:00 AM
☐ All day event
Calendar: Manatee PTA Calendar

☐ Recurrence

OK   Cancel   Delete

The following steps will show you how to make a New Event, a New All Day Event, a New Recurring Event or a New Recurring All Day Event. You also have the option of selecting these types of events directly from the drop-down menu in which case the procedure is essentially the same.

6. In the **Subject** field enter a descriptive name for the Calendar Event, (i.e. Yearbook Committee Meeting). This is a required field.

7. In the **Location** field, enter the location of the Calendar Event, (i.e. Main Auditorium).

8. Click the Category drop-down button to display a list of Categories and select a category for the new Calendar Event, (i.e. Committees). This is a required field.

9. The **Start** and **End** date and time values are initially set to the beginning and ending boundaries of the current date and time selection.

10. Check **All day event** if the Calendar Event time period is an all day event.

11. The Individual or Group Calendar that you selected in step 2 appears in the **Calendar** field. For example:

Untitled			⊠
Subject:	Yearbook Committee Meeting		
Location:	Main Auditorium	Category:	Default ⌄
Start date:	3/19/2012 ⌄	End date:	3/20/2012 ⌄
		☑ All day event	
Calendar:	Manatee PTA Calendar		⌄

12. You will be using the new calendar that you added earlier but you can click the Calendar drop-down button to display a list of available calendars. This is a required field.

13. Use the description box to enter information relating to the event.

14. Check the **Recurrence** box to expand the dialog. We want the event to occur many times in the same time interval on different days

15. Specify the recurrence pattern for the new event. We are going to make it weekly for the next four weeks with no end date.

16. Click **OK** and the new Calendar Event is saved and displayed on the calendar.
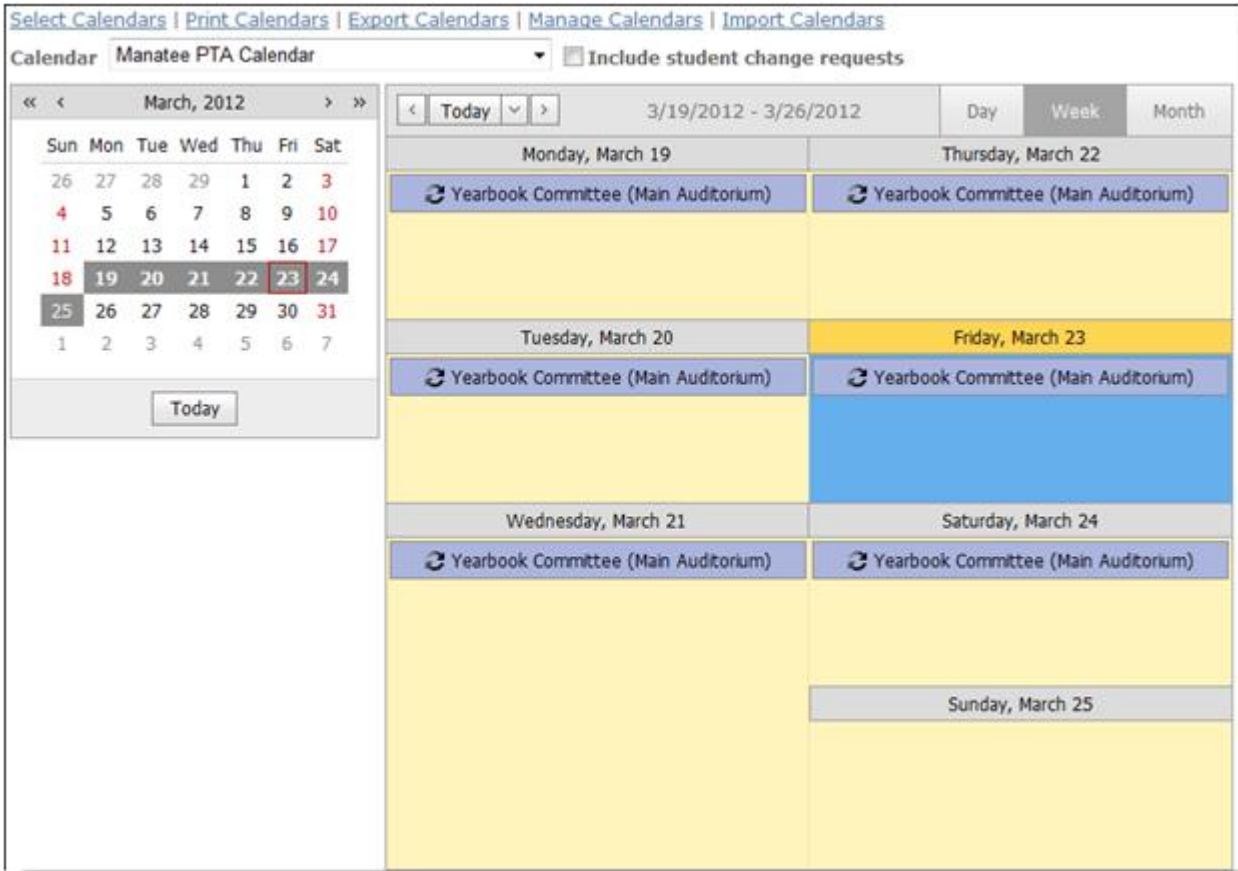
You are now ready to perform the building associations that allow you to display student change request events (i.e. changes in scheduled transportation, changes in address etc.) on the View Calendar screen, see *Displaying Student Change Request Events* on page 117.

Displaying Student Change Request Events

Student change requests are created in Versatrans Routing & Planning and contain student and/or routing changes that will be implemented on a specific date. You have the option to include and display student change request events for schools associated with a calendar.

Before viewing change request events, calendars must be associated with buildings from Versatrans Routing & Planning. Your User Group also needs the permission, "View Change Requests". See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

In this exercise, you are going to associate your calendar with a single building/school. You do however have the option of associating calendars to all the buildings in Routing & Planning and then removing the unwanted calendars later, see *Associating Calendars to All the Buildings in Routing & Planning*.

To display Student Change Request events:

Path: **Calendar > Manage Calendars**

1. The Manage Calendars screen will display all the calendars that have been created.

2. Click 🖉 next to the calendar you created.

3. Click the **Building** drop-down button to display a list of buildings available in Routing & Planning.
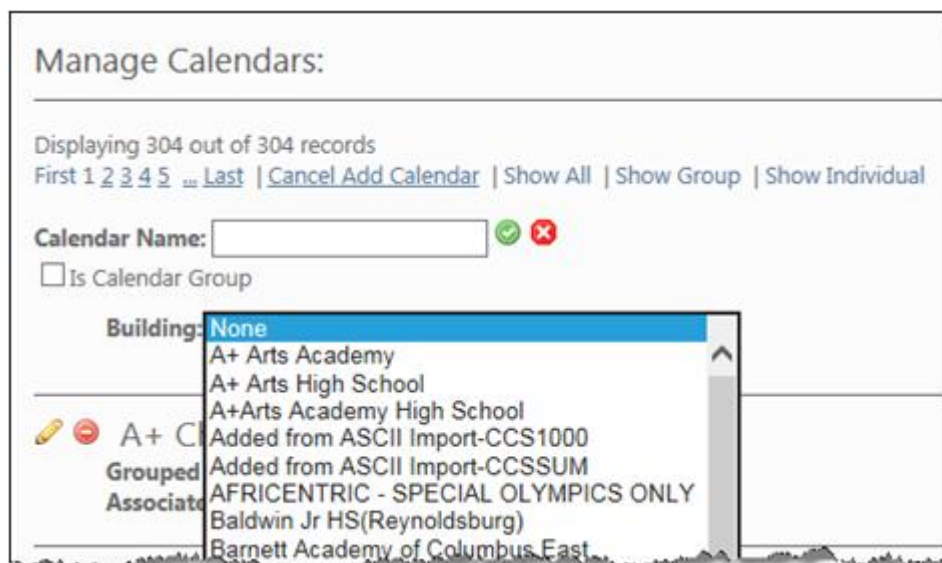
4. Select the building that you want your calendar associated with.

> *Note:*   *To maintain the building list, in e-Link, (add new buildings, change building names etc.) you must make the edits in Versatrans Routing & Planning. For more information, see Adding a Building/School to the Building File and/or Editing a Building in the Building File in the Tyler's Versatrans Routing & Planning User's Guide.*

5. Click ⊘ to update the calendar.

6. Go to Calendar > View Calendar to display the View Calendar screen and select your calendar from the **Calendar** drop-down list.

7. Check ☑ Include student change requests and the student change request events for schools associated with your calendar will be displayed. Change requests will not display on the calendar if your User Group does not have the permission, "View Change Requests". See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

Student Change Request Event
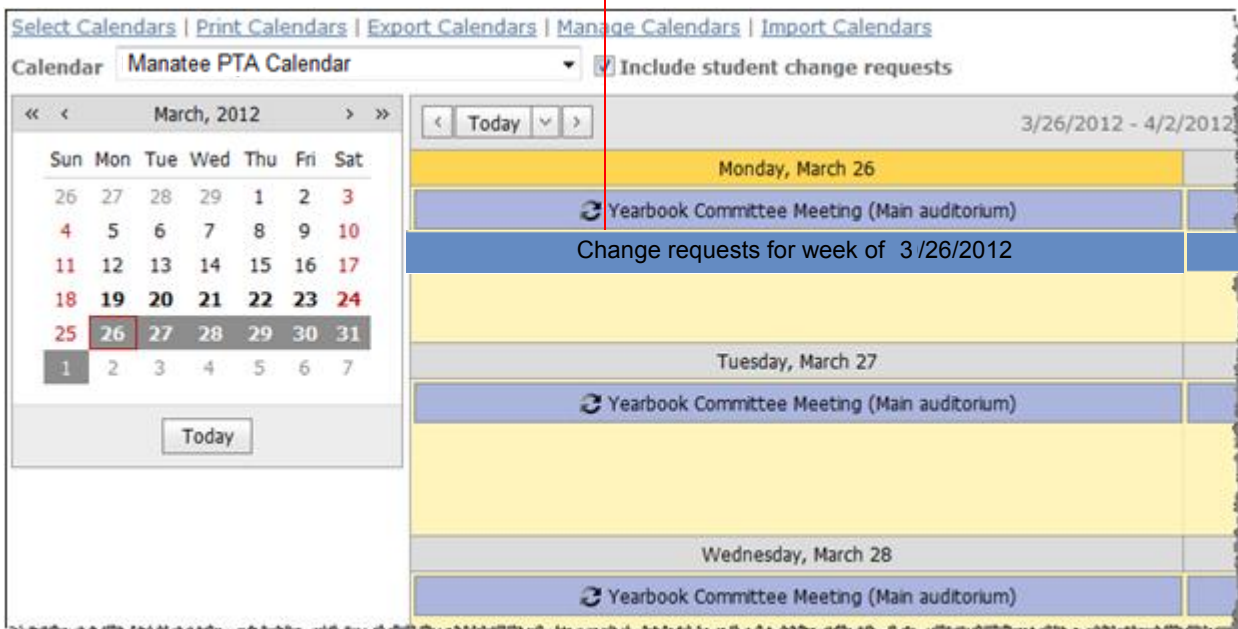
8. Double-click on a Student Change Request event to display the Change Request Event List screen. By default, this list contains "all" Student Change Requests associated with the calendar for the specified week.

Print Summary Report | Print Group Detail Report | Return to Calendar

School Filter All   Grade Filter All   Rows per page 30

If you would like to Print the Group Detail Report for a large number of Student Change Request records, we strongly suggest that you filter by School and/or Grade.

First Previous 1 Next Last

School	ID	Last Name	First Name
WATERVLIET JHS	1047	BIRD	BOB

Note: *Student Change Requests are always effective on a Monday.*

Adding a Calendar to a Group to View the Events of Multiple Calendars in a Single Calendar

You have the option of adding individual calendars to a calendar group. This is convenient when you want to view all of the events of multiple individual calendars in one calendar.

You need the "Modify Calendar" permission to add a calendar to a group. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

To add a calendar to a Group:

Path: **Calendar > Manage Calendars**

1. Follow the above path to display the Manage Calendars screen. This screen will display all the calendars that have been created.
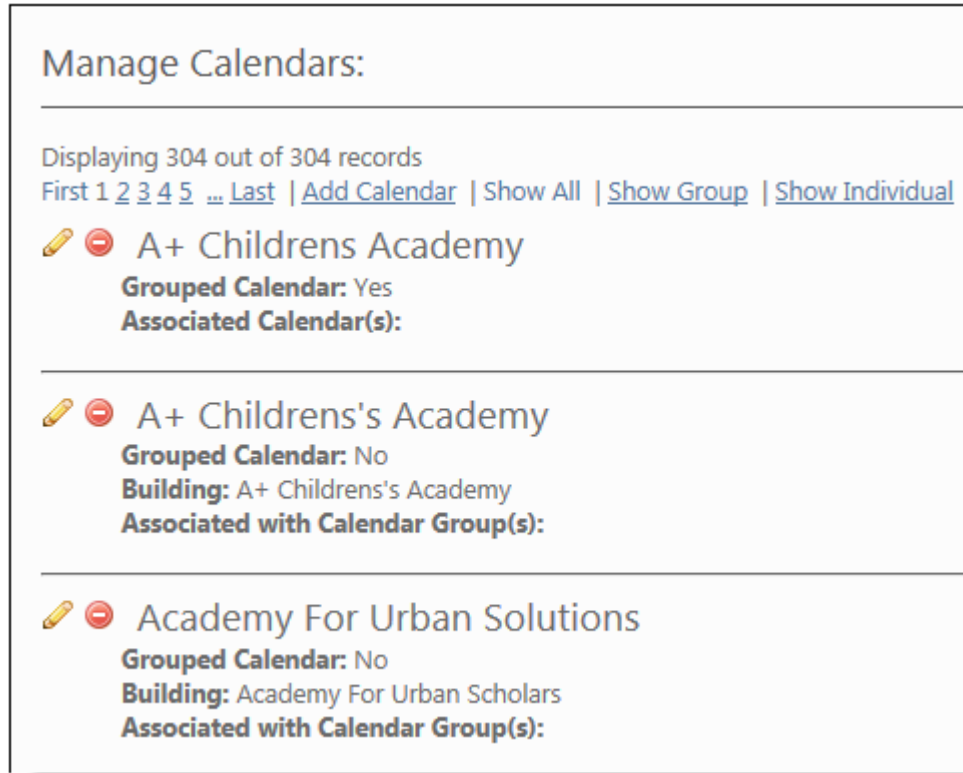
2. Click **Add Calendar** to display the following panel.
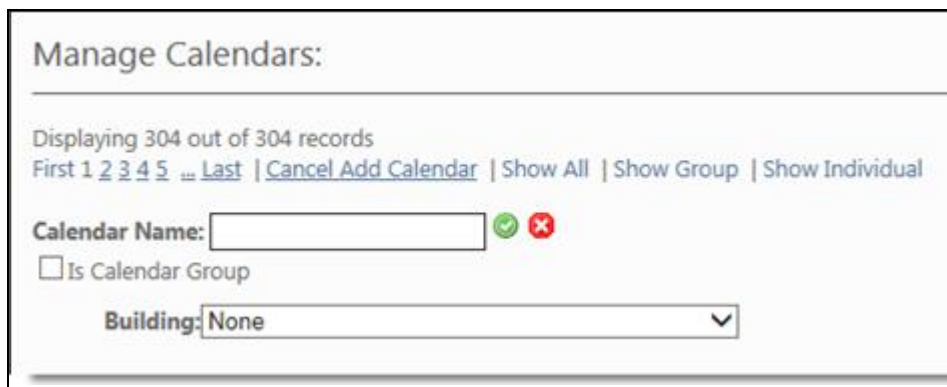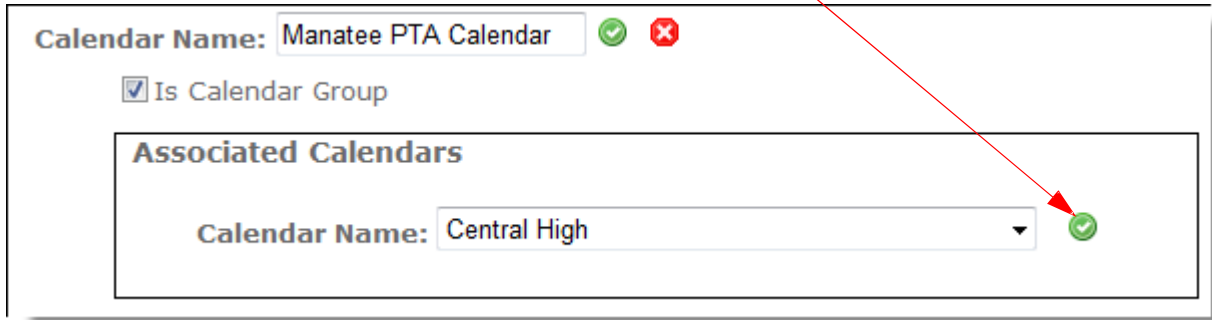
Tip: *Hover the cursor over an icon and a description of what that icon does will display. For example* ✅ ❌

Insert Calendar
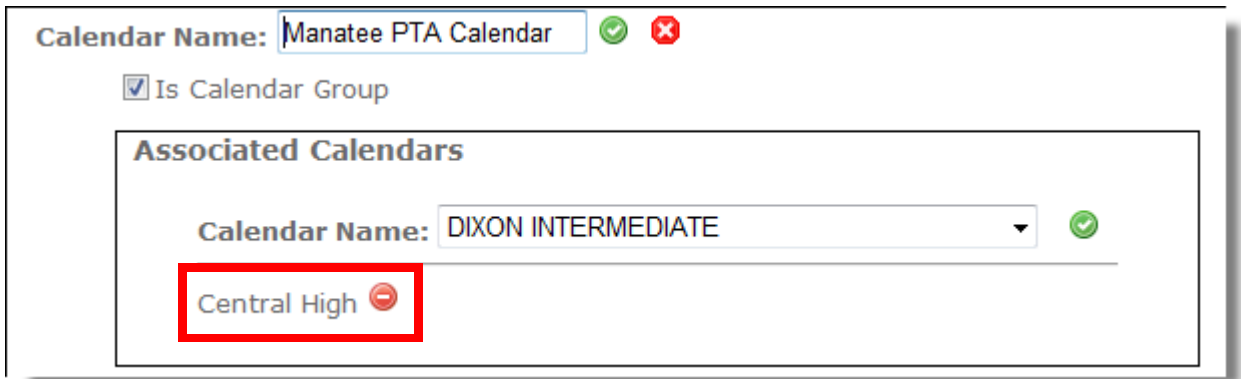
3. Enter a name for the new Calendar Group.

4. Check the **Is Calendar Group** checkbox. The Associated Calendars pop-up displays.

Click to display a list of individual calendars

Calendar Name: Manatee PTA Calendar ✅ ❌

☑ Is Calendar Group

Associated Calendars

Calendar Name: Central High ▼ ✅

5. Click the **Calendar Name** drop-down button to display a list of Individual Calendars and select a calendar.

6. Click ✓ to associate the Individual Calendar with a group. In this example, we selected the Central High Calendar to be included in this Calendar Group.

7. Click ✓ to associate each Individual Calendar to the Calendar Group.

8. Click ✓ next to the **Calendar Name** to insert and save the calendar.

9. The Manage Calendars screen remains in the Add Calendar mode. You can continue to add calendars if you want to.

10. To cancel the Add Calendar mode click the **Cancel Add Calendar** link.

Associating Calendars to All the Buildings in Routing & Planning

You can use the **Create from building list** which uses Routing & Planning buildings to create calendars for "ALL" buildings that currently do not have an associated calendar. This function does not allow you to select specific buildings. It is a convenient way to associate calendars to all buildings at once. Later on, you can remove calendars from specific buildings if you need to

Associating calendars to buildings allows you to display regular calendar events (i.e. meetings, notes, etc.) as well as scheduled events/change request events (i.e. changes in transportation, changes of address etc.) that are associated with those buildings

To maintain the building list, in e-Link, (add new buildings, change building names etc.) you must make the edits in Versatrans Routing & Planning. For more information*, see Adding a Building/School to the Building File and/or Editing a Building in the Building File* in the Tyler's Versatrans Routing & Planning User's Guide.

If your User Group has the permission to Modify Calendars, you will be able to create calendars from the building list. You can create calendars for all buildings that currently do not have an associated calendar. This is an all inclusive function and Individual Calendars cannot be selected.

To create calendars from the building list:

Path: **Calendar > Manage Calendars**

1. Follow the above path to display the Manage Calendars screen.

Manage Calendars:
___

Displaying 304 out of 304 records
First 1 2 3 4 5 ... Last | Add Calendar | Show All | Show Group | Show Individual

✏️ ⊖ A+ Childrens Academy
      Grouped Calendar: Yes
      Associated Calendar(s):
___

✏️ ⊖ A+ Childrens's Academy
      Grouped Calendar: No
      Building: A+ Childrens's Academy
      Associated with Calendar Group(s):
___

✏️ ⊖ Academy For Urban Solutions
      Grouped Calendar: No
      Building: Academy For Urban Scholars
      Associated with Calendar Group(s):
___
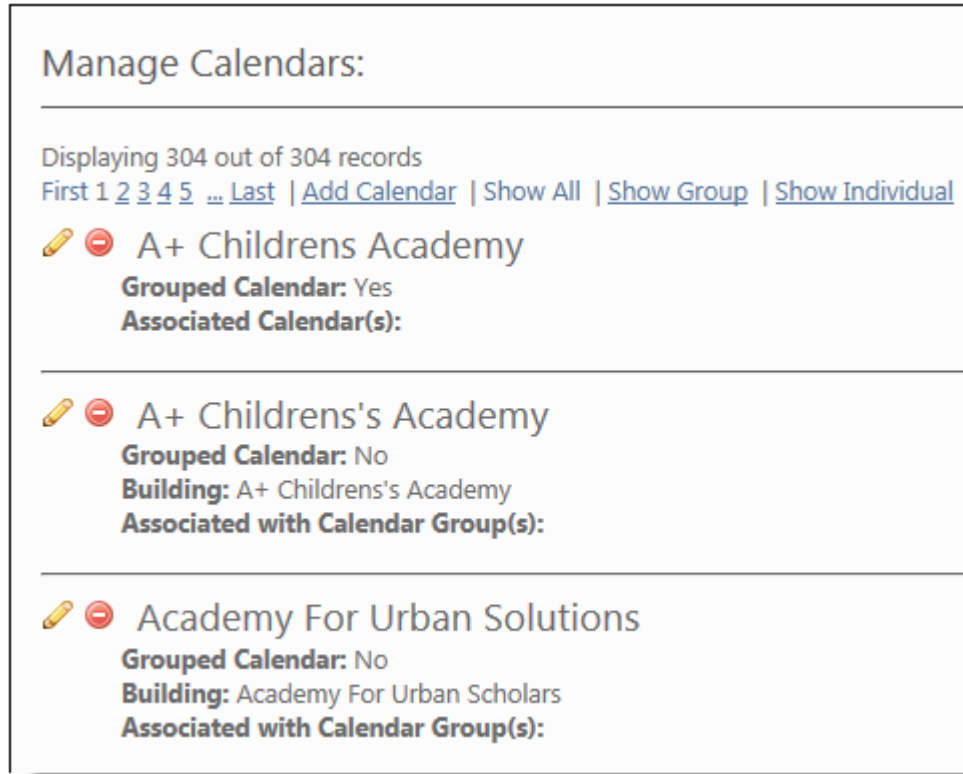
2. Click the **Create from building list** button at the bottom of the screen. The system goes through the Routing & Planning building list and creates a calendar for all of the active buildings that currently do not have an associated calendar.

Create Default Calendars   ✕

1 calendar(s) were created.

OK
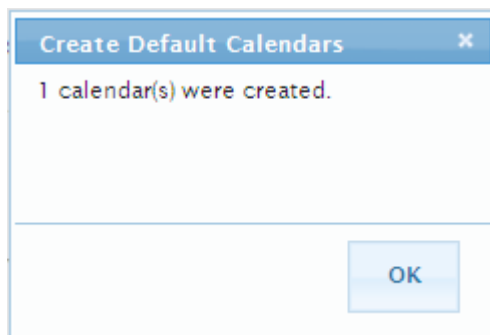
3. Click **OK**.

The calendars by default will be named for the building they are associated with and will need to be manually associated with User Groups to be available for viewing by those groups. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

Selecting Calendars and Associated Events to View

The Default Grouped Calendar displays the events associated with the calendars currently selected. You can change the calendars and associated events that are displayed within your Default Grouped Calendar.

To select the Calendars that display within your Default Grouped Calendar:
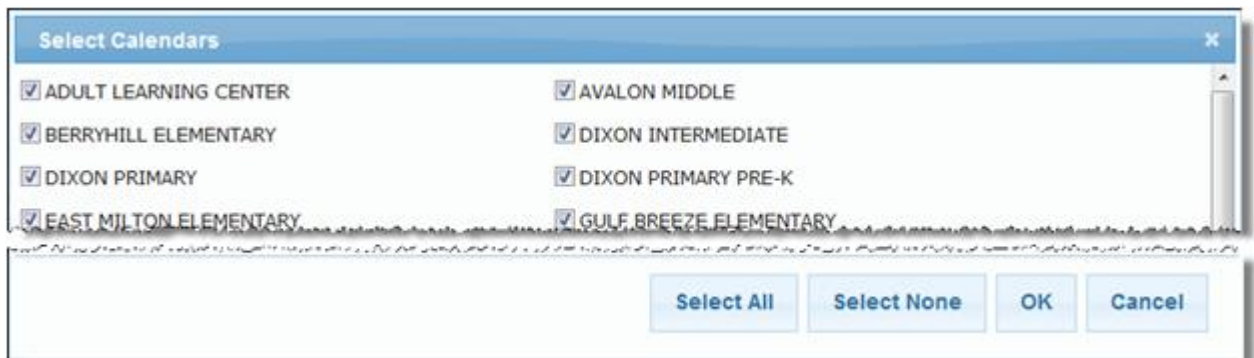
Path: **Calendar > View Calendar**

1. Follow the above path to display the Default Grouped Calendar.

2. Click the **Select Calendars** link at the top left of the screen to display a pop-up box containing all of the Individual Calendars and Calendar Groups defined for your User Group.

3. Click on a checkbox next to each calendar or Calendar Group that you want to select. Click **Select All** to select all the calendars and/or Calendar Groups.

4. Click **OK** and the associated events of the selected calendars will display within your Default Grouped Calendar. If a calendar does not have events, then no events will display.

> *Note:*   *You are just changing which calendars/calendar events you want to display in your Default Grouped Calendar.*

Generating Reports

You can generate the following reports:

- Calendar Reports, see *Printing Calendar Reports* on page 128.

- Change Request Reports for Specific Schools and Grades, see *Printing Change Request Reports for Specific Schools and Grades* on page 132.

- Change Request Summary or Detail Reports, see *Printing Change Request Summary or Detail Reports* on page 136.

Printing Calendar Reports

You can print an Individual Calendar or Calendar Group. You can also select one or more calendars to display in your calendar.

To print calendar Reports:

Path: **Calendar > View Calendar**

or,

Path:)   **Calendar > Calendar Reports**

1. If you go to Calendar > View Calendar, the View Calendar screen displays. Click Print Calendars and the Calendar Report screen displays.

2. If you go to Calendar > Calendar Reports, the Calendar Report screen displays.

3. The Calendar field displays the Default Grouped Calendar by default.

4. You can select an Individual Calendar or Calendar Group by clicking the Calendar ⌄ button which displays all of the calendars defined for your User Group.

   or,

5. You can select one or more calendars to display in your Default Grouped Calendar by clicking Select Calendars to display the Select Calendars dialog.

6. Click on the checkbox next to each calendar that you want to select or click **Select Al**l.

7. Click **Select None** to clear all selections.

   Note: *You are just changing which calendars/calendar events you want to display in your Default Grouped Calendar.*

8.   Click **OK** to close the dialog.

9.   Click the Color ⌄ button and select Full Color, Gray Scale or Black and White.

10. Click the Report Type ⌄ button and select the format in which you want to generate the report, Daily, Weekly or Monthly.

11. Enter or select from the calendar the start and end dates for printing the report. For weekly reports the start date will be a Monday.

12. Click **Generate Report**. A preview of the report is displayed at the bottom of the screen. The following is an example of a monthly Calendar Report.

March 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			March 01	2	3
					4
5	6	7	8	9	10
					11
12	13	14	15	16	17
					18
19	20	21	22	23	24
Yearbook Committee	Yearbook Committee	Yearbook Committee	Yearbook Committee	Yearbook Committee	Yearbook Committee
					25
26	27	28	29	30	31
3/D 12:00 AM to 3/D 12:00 AM Administrative Meetings			Yearbook Committee Meeting	Yearbook Committee Meeting	Yearbook Committee Meeting
Yearbook Committee Meeting	Yearbook Committee Meeting	Yearbook Committee Meeting	Teacher Appreciation Day		

13. Click 🖨 to print the Calendar Report.

14. Click ![print icon] to print the current page.

15. Click ![save icon] to export the Calendar Report as a PDF file.

16. Click ![export icon] to export the Calendar Report and show it in a new window.

Printing Change Request Reports for Specific Schools and Grades

You have the following filter options when printing Change Request reports for specific schools:

- Print reports that includes all schools and all grades. This is the default.
- Print reports that includes a specific school and all grades.
- Print reports that includes a specific school and a grade for that school.

To print change request reports for specific schools and grades:
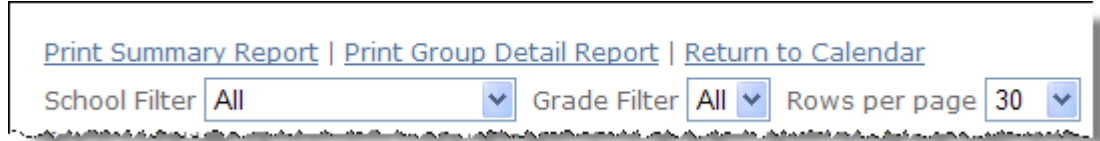
Path:)   Calendar > View Calendar

1. Follow the above path to display the View Calendar screen.

Student Change Request Event
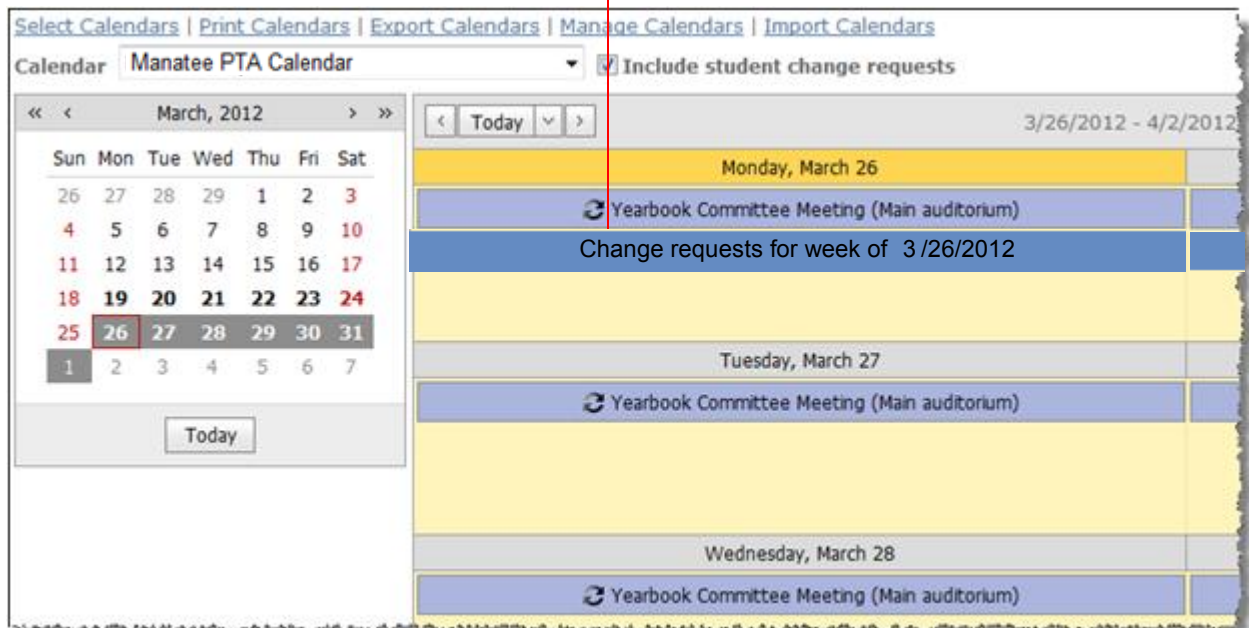
2. Double-click on a change request event to display the Change Request Event List screen. By default, this list contains "all" change requests associated with the calendar for the specified week.

To print change request reports that includes all schools and all grades (default):

Print Summary Report | Print Group Detail Report | Return to Calendar

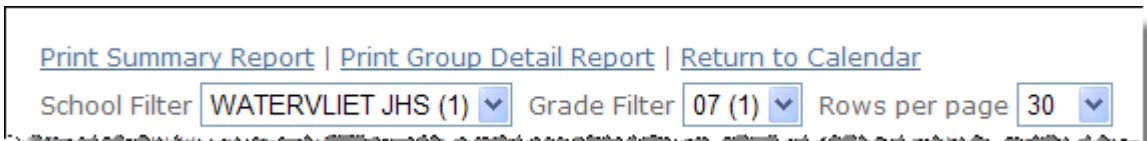School Filter [All ▾]   Grade Filter [All ▾]   Rows per page [30 ▾]

3. The School Filter has **All** selected as the default.

4. The Grade Filter has **All** selected as the default. When **All** is selected in the School Filter, the only selection available in the Grade Filter is **All**.

5. To print change request Summary or Detail Reports, see *Printing Change Request Summary or Detail Reports* on page 136.

To print change request reports that include a specific school and all grades:

Print Summary Report | Print Group Detail Report | Return to Calendar
School Filter WATERVLIET JHS (1) ⌄   Grade Filter All ⌄   Rows per page 30 ⌄
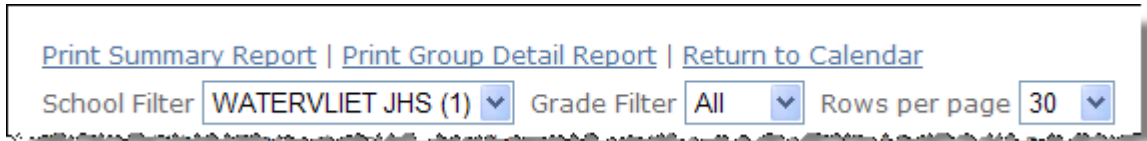
1. Click the School Filter drop-down button to display a list of all the applicable schools and select a school.

2. The Grade Filter has **All** selected as the default.

3. To print change request Summary or Detail Reports, see *Printing Change Request Summary or Detail Reports* on page 136.

To print change request reports that include a specific school and a grade for that school:

Print Summary Report | Print Group Detail Report | Return to Calendar
School Filter WATERVLIET JHS (1) ⌄   Grade Filter 07 (1) ⌄   Rows per page 30 ⌄

1. Click the School Filter drop-down button to display a list of all the applicable schools and select a school.

2. Click the Grade Filter drop-down button to display a list of all the applicable grades for the school selected and select a grade.

3. To print change request Summary or Detail Reports, see *Printing Change Request Summary or Detail Reports* on page 136.

Printing Change Request Summary or Detail Reports

The Change Request Summary Report contains the name of the School(s), Student ID, Name of Student(s), Total Students and Grand Total. This report will contain change request information for "all" the schools listed.

The change request Detail Report contains the Student ID, Name, Student File Name, Student Change Request Effective Date, End Date, Applied Date, Created Date, Created By, Snapshot (Y/N), Created by Batch (Y/N), Recurring (Y/N). The report also contains altered data including Address Data, Program & School Data and Transportation Data.

To print the Change Request Summary Report:

Path:)   Calendar > View Calendar

1. Follow the above path to display the View Calendar screen.

Student Change Request Event

2. Double-click on a change request event to display the Change Request Event List screen.

- In the Change Request Event List screen, click **Print Summary Report**. The Change Request Summary Report displays.

Change Request Summary Report

Week of 10/10/2011

WATERVLIET JHS

ID	Last Name, First Name
1047	BIRD, BOB

Total Students: 1

Grand Total: 1

To print the Student Change Request Detail Report:

- In the Change Request Event List screen, click **Print Group Detail Report.** This will print the Group Detail Report for all students listed.

Student Change Request Report
Week of 8/29/2011

Student ID	1038		Name	BOB SCHANZ		Student File Name	Watervliet Planned

Change Request

Effective Date	8/29/2011	End Date		Applied Date	9/13/2011
Created Date	8/15/2011	Created By	ADMIN		
Snapshot	N	Created by Batch	N	Recurring	N

Altered Data

Address Data <<< No Address Changes Requested >>>

Program & School Data

Program	2-PRIVATE SCHOOLS	
School	480-ST BRIGIDS	School Protected

Transportation Data

Request								Walk
Type	Days	Status	From	Time	To		Time	Distance
IN	ALL	Ride	1B 2ND ST		ST BRIGIDS		07:55 AM	0.00 mi.
OUT	ALL	Ride	ST BRIGIDS	02:45 PM	1B 2ND ST			0.00 mi.

Notes

To print the Student Change Request Report for single student:

1. Click the **Student ID** to create a report containing the same Student Change Request information as the Group Detail Report but for a specific student.

2. Click to print the current page.

3. Click to print the entire report.

4. Click to save the report to a designated location.

5. Click to save a report and show it in a new window.

Maintaining the e-Link Calendar

The following procedures are covered in this section allowing you to maintain the e-Link Calendars.

- *Working with Calendar Events (Meetings, Schedules etc.)* on page 139
- *Working with Calendar Categories (Assign Colors, Labels etc.)* on page 147
- *Editing and Deleting Calendars* on page 152

Working with Calendar Events (Meetings, Schedules etc.)

Calendar Events are date-driven pieces of information that you can view in Individual Calendars and Calendar Groups. They can be displayed in daily, weekly and monthly views. You can add, edit, or delete Calendar Events if the Modify Calendar Events permission is defined for your User Group. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109

The following topics are covered in this section:

- *Adding New Calendar Events* on page 139.
- *Editing and Deleting Individual and Group Calendar Events* on page 144.
- *Excluding an Event from One or More Calendars* on page 145.

Adding New Calendar Events

The following rules apply to calendar events:

- Calendar Events can be added to Individual Calendars and Calendar Groups
- Calendar Events that are added to Calendar Groups will be visible in the Calendar Group, as well as all Individual Calendars that make up the Calendar Group
- A single Calendar Event record will be added that will be associated with the Calendar Group that an Individual Calendar is part of

Note: *A user needs the "Modify Calendar Events" permission to add Calendar Events.*

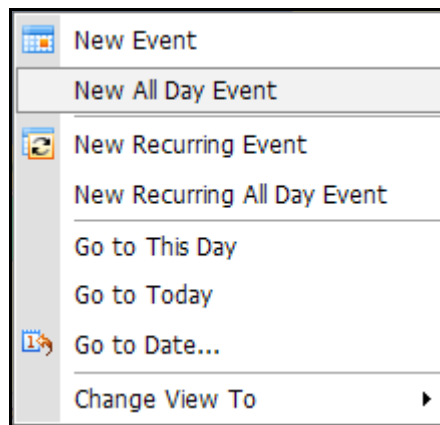**To add Calendar Events:**

Path: **Calendar > View Calendar**

1. Follow the above path to display the View Calendar screen. The Default Grouped Calendar displays.

2. Select the Individual Calendar or Calendar Group the you want to add an event to.

3. Double-click below the date that you want the event to occur and a smart tag will display.
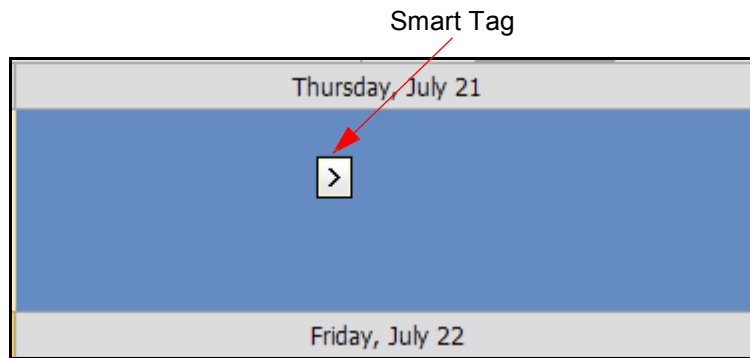
Smart Tag

4. Click the smart tag or right mouse button to display the following pop-up menu.

5. Select **New Event** to display the New Event dialog.

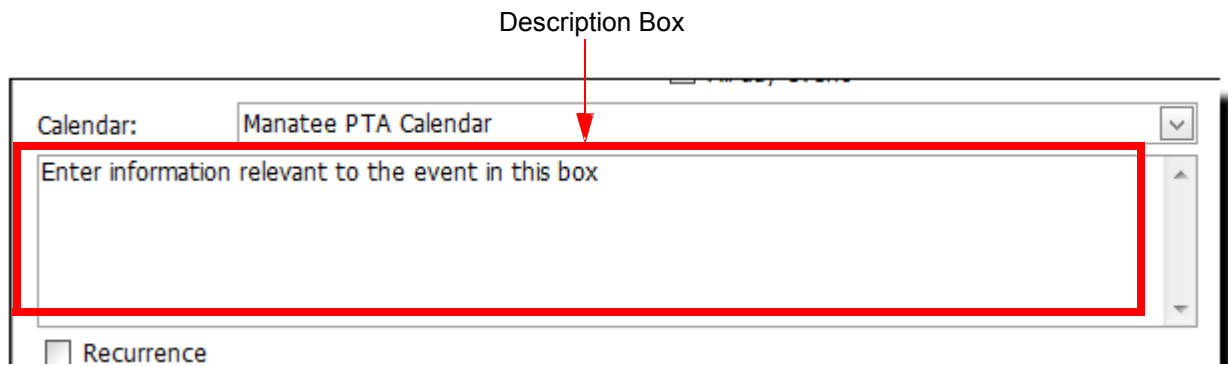| Untitled			⊠
Subject:			
Location:		**Category:**	⌄
Start date:	3/19/2012 ⌄	**End date:**	3/20/2012 ⌄
Start time:	12:00 AM ⌃⌄	**End time:**	12:00 AM ⌃⌄
		☐ All day event	
Calendar:	Manatee PTA Calendar		⌄

☐ Recurrence

[OK]   [Cancel]   [Delete]

The following steps will show you how to make a New Event, a New All Day Event, a New Recurring Event or a New Recurring All Day Event. You also have the option of selecting these types of events directly from the drop-down menu in which case the procedure is essentially the same.

6. In the **Subject** field enter a descriptive name for the Calendar Event, (i.e. Yearbook Committee Meeting).This is required field.

7. In the **Location** field, enter the location of the Calendar Event, (i.e. Main Auditorium).

8. Click the Category drop-down button to display a list of Categories and select a category for the new Calendar Event, (i.e. Committees). This is required field.

9. The **Start** and **End** date and time values are initially set to the beginning and ending boundaries of the current date and time selection.

10. Check **All day event** if the Calendar Event time period is an all day event.

11. The Individual Calendar or Calendar Group that you selected in step 2 appears in the **Calendar** field. You can use this calendar or click the Calendar drop-down button to display a list of available calendars and select a different calendar. This is required field.

12. If the calendar you selected is a Calendar Group, a panel displays with all the calendars that belong to that group.
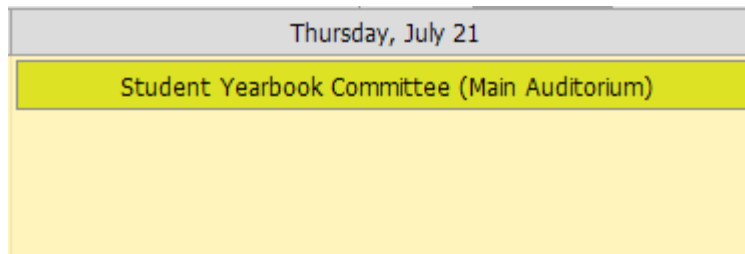

13. If you want to exclude the event from one or more of the calendars, move those calendars to the Excluded from box.

14. Use the description box to enter information relating to the event.

Description Box

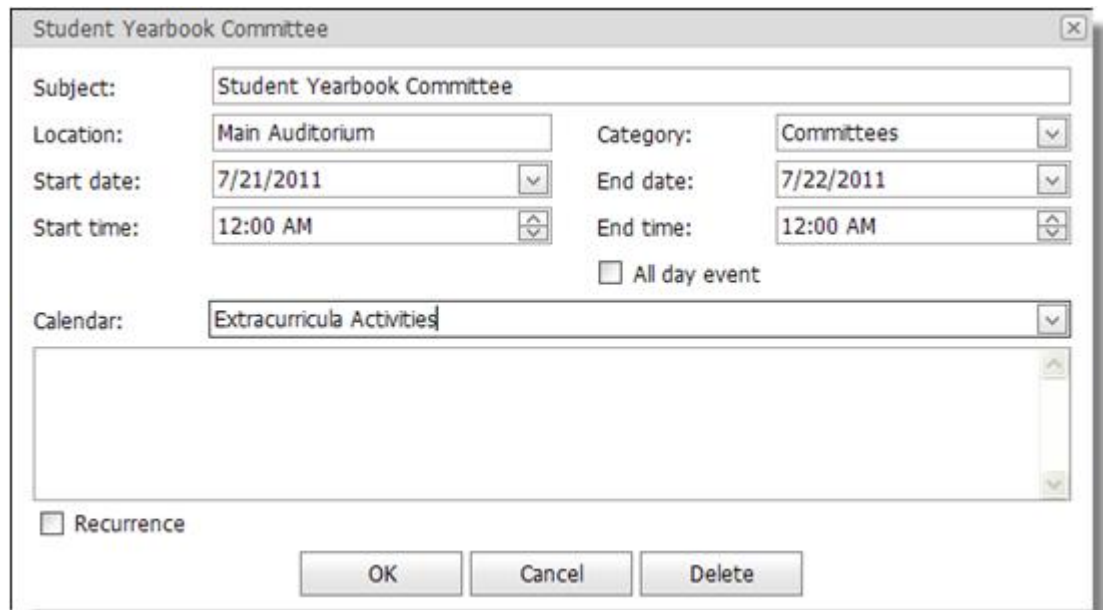## Editing and Deleting Individual and Group Calendar Events

The following rules apply to editing existing Calendar Events:

- Calendar Events added to Individual Calendars are editable from the Calendar Groups they are included in.
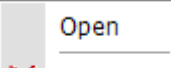
Calendar Events added to Calendar Groups are not editable from Individual Calendars. However, Calendar Events added to Calendar Groups can be excluded from Individual Calendars but the exclusion won't physically delete the Calendar Event. See, *Excluding an Event from One or More Calendars* **on page 145To edit an existing Calendar Event:**

Path: Calendar > View Calendar

1. Follow the above path to display the View Calendar screen.

2. Go to the Individual Calendar or Calendar Group that contains the Calendar Event that you want to edit.

3. Double-click on the event and the Edit Event dialog displays or click on the event to display a smart tag ⟩ , then click on the smart tag and click **Open**.

The procedure for editing a Calendar Event is the same as the procedure for adding new Calendar Events. See, *Adding New Calendar Events* on page 139.

4. Click **Delete** to delete the Calendar Event.

5. You can also delete a Calendar Event from the View Calendar screen by clicking on the event to display a smart tag ⟩ .

6. Click on the smart tag to display a pop-up menu [Open / ✕ Delete] . Click **Delete** to delete the Calendar Event.

Excluding an Event from One or More Calendars

Calendar Events added to Calendar Groups can't be deleted from Individual Calendars but they can be excluded.
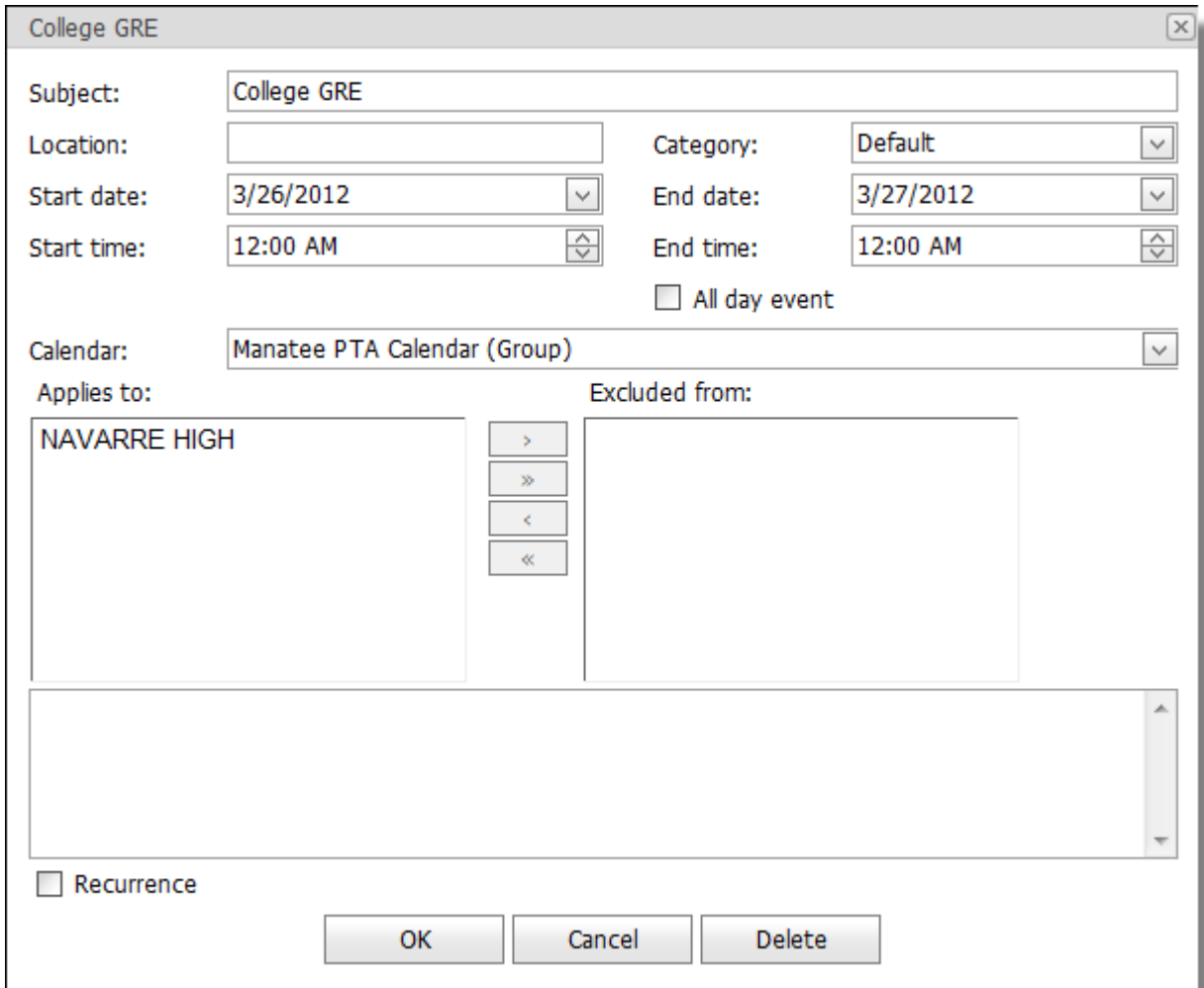
> *Note:*   *The exclusion won't physically delete the Calendar Event.*

To exclude a Calendar Event:

Path: **Calendar > View Calendar**

1. Follow the above path to display the View Calendar screen. The Default Grouped Calendar displays.

2. Select the Calendar Group that contains the event that you want to exclude.

3. Double-click on the event and the Edit Event dialog displays or click on the event to display a smart tag [>] , then click on the smart tag and click **Open**.

4. If you want to exclude the event from one or more of the calendars, move those calendars from the **Applies to:** box to the **Excluded from:** box.

5. Click **OK**.

Working with Calendar Categories (Assign Colors, Labels etc.)

Categories are a classification that allows you to assign a label and color to Calendar Events. Categories add visibility to scheduled Calendar Events and allow you to easily identify the different types of events on your calendar. You can assign a color to Categories such as meetings, events etc., so that you can quickly track and organize them.

The Manage Categories screen is only available to users if their User Group has the "Modify Event Categories" permission checked. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

The following topics are covered in this section:

- *Creating and Assigning Colors to Categories* on page 147.
- *Editing or Deleting Existing Categories* on page 151.

Creating and Assigning Colors to Categories

The Manage Categories screen displays a list of all the Categories with their names and corresponding colors. This screen allows you to add, delete, label and color Categories. If your User Group has the permission to Modify Categories, you will be able to create and assign colors to Categories.

Note: *A limited number of default Categories is included upon initial installation of Tyler's Versatrans e-Link. (for example, the "Notes" Category is provided by default).*
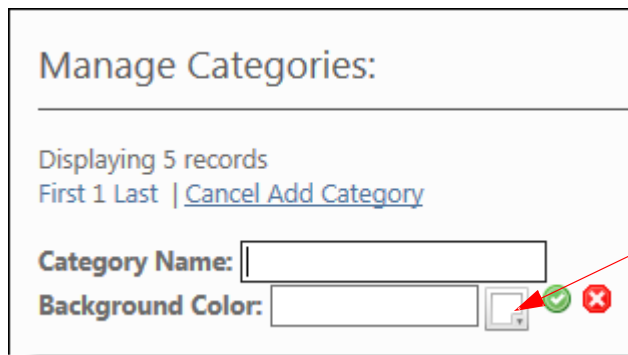
To create and assign colors to Categories:

Path: Calendar > Manage Categories

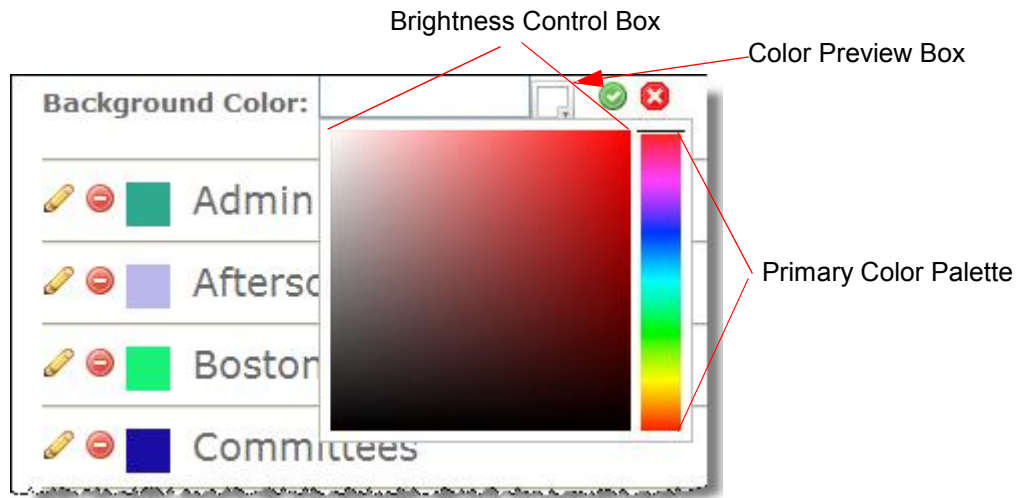1. Follow the above path to display the Manage Categories screen.
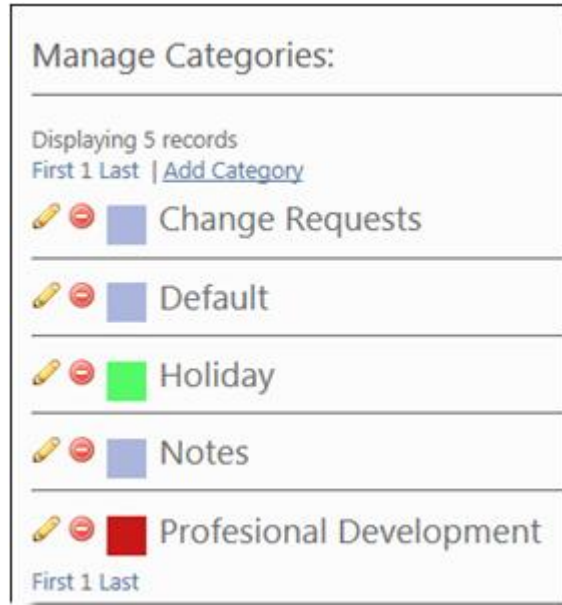
2. Click **Add Category** to display the following panel.

Color Preview Box

3. Enter a name for the Category.

4. Click [ ] to display the brightness control box and primary color palette.

Brightness Control Box

Color Preview Box

Primary Color Palette

Background Color:

Admin

Aftersc

Boston

Committees

5. Click on a color in the primary color palette and the selected color displays in the brightness control box.

6. To adjust the brightness, click in the brightness control box and while holding down the mouse button, move the cursor up and down the box. As you move the cursor, the brightness will change and a color preview will display in the color preview box. You can also enter a free text hexadecimal notation for the color value.

Color Preview Box

#3c8570

Hexadecimal
Notation

Select a color from the
primary color palette

Click in the brightness control
box and while holding down
thecursor move it around the
box to adjust brightness
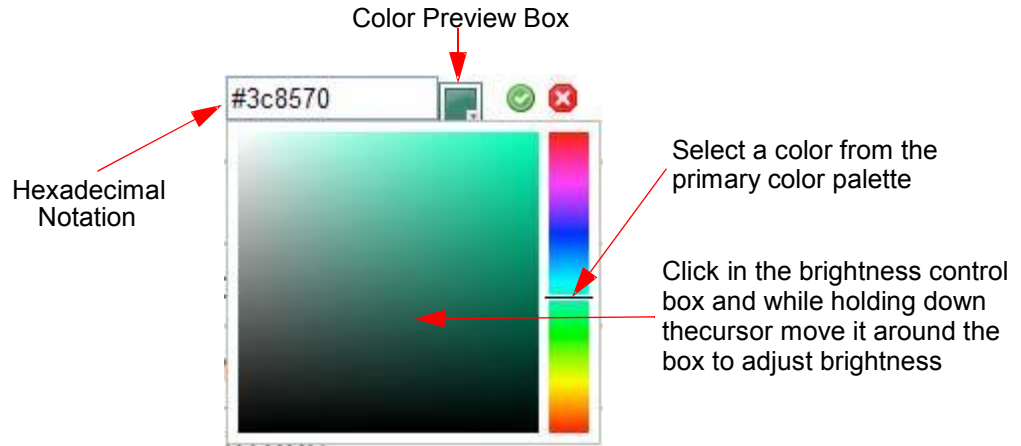
7. Click ⊘ to apply the Category name and color. The new Category appears as the last Category in the list. Click **Refresh** to have the new Category listed in alphabetical order.

Annual Picnic
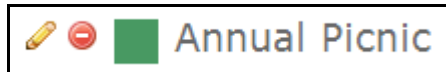
8. Click ⊗ to cancel the operation.

Editing or Deleting Existing Categories

If your User Group has the permission to Modify Categories, you will be able to edit or delete Categories.

**To edit or delete existing Categories:**

Path: Calendar > Manage Categories

1. Follow the above path to display the Manage Categories screen.

2. Click ✎ next to the Category that you want to edit.

3. The procedure for editing an Category is the same as for creating and assigning colors for categories, see *Creating and Assigning Colors to Categories* on page 147.

4.   Click ⊖ next to the Category that you want to delete. A confirmation dialog displays.
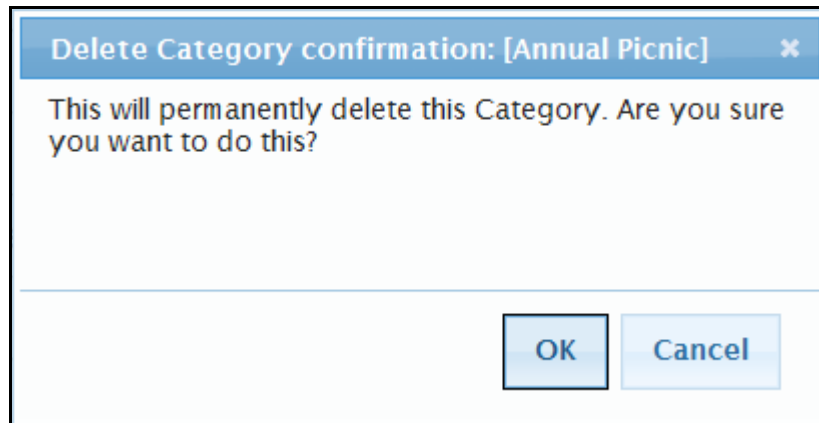
> *Note:*   *If a Category is being used with at least one Calendar Event it cannot be deleted.*

5.   Click **OK** to permanently delete this Category.

Editing and Deleting Calendars

The following procedures are covered in this section to provide you with the information needed to edit calendars and/or remove calendars.

-   *Editing an Individual Calendar* on page 154
-   *Editing a Calendar Group* on page 156
-   *Deleting Calendars* on page 157

Navigating the Manage Calendars Screen

The Manage Calendars screen contains a list of calendars, as well as options to edit and delete calendars. This screen is only available to users if their User Group has the "Display Calendar" permission checked. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

1.   Follow the above path to display the Manage Calendars screen.

Path:)   Calendar > Manage Calendars

Manage Calendars Screen

Edit Calendar

Delete Calendar   List of Calendars

"Yes" indicates this is a Calendar Group
"No" indicates that this is an
Individual Calendar

Manage Calendars:

Displaying 22 out of 22 records
First 1 2 3 Last | Add Calendar | Show All | Show Group | Show Individual

MLS
Grouped Calendar: Yes
Associated Calendar(s): College Football

For a Calendar Group
this will show all of the
Individual Calendar(s) that
are included in this
Calendar Group

NFL
Grouped Calendar: No
Building:
Associated with Calendar Group(s): All Schools Holidays, ExpImp, Football Group

For an Individual Calendar
this will show all of the
Calendar Groups that this
Individual Calendar is
included in

St. Brigits
Grouped Calendar: No
Building: SCHOOL 13
Associated with Calendar Group(s): All Schools Holidays

Building associated
with this Calendar

First 1 2 3 Last
Create from building list

Create Calendars
from the building list

Create from building list

Users with the appropriate calendar permissions can create calendars from the building list. See, *Associating Calendars to All the Buildings in Routing & Planning* on page 124.

Add Calendar
Users with the appropriate calendar permissions can add calendars. See, *Adding an Individual Calendar* on page 106.

Show All
Shows all the calendars in the dataset.

Show Group
Displays only the Calendar Groups in the dataset.

Show Individual
Displays all of the Individual Calendars in the dataset.

Grouped Calendar (Yes or No)
If the calendar is comprised of a group of calendars "Yes" will display. If the calendar is an Individual Calendar "No" will display.

Building
Displays the building an Individual Calendar is associated with.

Associated with Calendar(s)
For Individual Calendars, this will display the Calendar Groups that the Individual Calendar belongs to.

Associated Calendar(s)
For Calendar Groups, the list contains Individual Calendars included in the group.

Editing an Individual Calendar
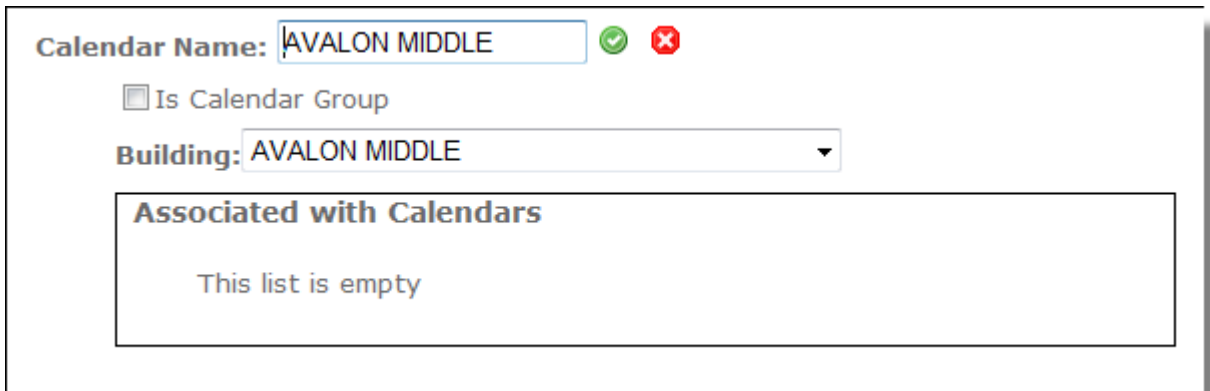
If your User Group has the permission to Modify Calendars, you will be able to edit an Individual Calendar.

The Manage Calendars screen is only available to users if their User Group has the "Modify Calendars" permission checked. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

To edit an Individual Calendar:

Path: Calendar > Manage Calendars

1. Follow the above path to display the Manage Calendars screen.

2. Click ✎ next to the calendar that you want to edit and the following panel displays.

Tip: *Hover the cursor over an icon and a description of what that icon does will display. For example*

Tyler's Versatrans e-Link®

3. Enter a new or edit the existing calendar name if desired.

4. Check the **Is Calendar Group box** to change an Individual Calendar to a Calendar Group. See, *Adding a Calendar to a Group to View the Events of Multiple Calendars in a Single Calendar* on page 120.

5. If you want the calendar to be associated with a building, change the building the calendar is associated with or have the calendar associated with no buildings, click the **Buildin**g drop-down button to display a list of buildings and select a building or select **None**.

    Note: *You can associate the calendar to a building at a later date if desired.*

6. Click to insert and save the calendar changes.
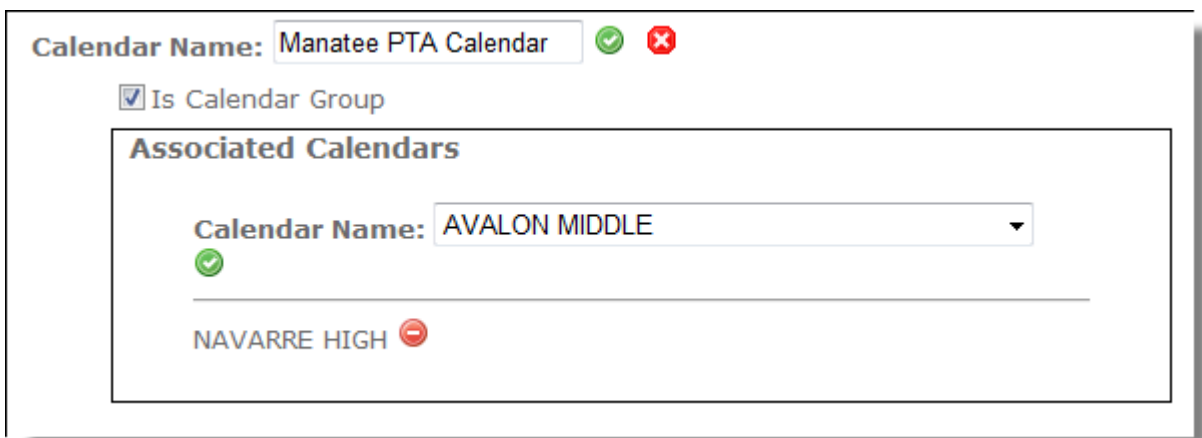
Editing a Calendar Group

If your User Group has the permission to Modify Calendars, you will be able to edit a Calendar Group.

The Manage Calendars screen is only available to users if their User Group has the "Modify Calendars" permission checked. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

To edit a Calendar Group:

Path: Calendar > Manage Calendars

1. Follow the above path to display the Manage Calendars screen.

2. Click 🖉 next to the calendar that you want to edit and the following panel displays.

Tip: *Hover the cursor over an icon and a description of what that icon does will display. For example*

3. You can enter a new or edit the existing calendar name if desired.

4. You can add new Individual Calendars that you want associated to the Calendar Group. For more information, See, *Adding a Calendar to a Group to View the Events of Multiple Calendars in a Single Calendar* on page 120.

5. You can remove existing Individual Calendars that are associated with the Calendar Group by clicking ⊖ next to the Individual Calendar that you want to remove.

6. You can uncheck the **Is Calendar Group box** and this will change the Calendar Group to an Individual Calendar and remove the association of the selected Individual Calendar(s) to the Calendar Group.

7. If you want the calendar to be associated with a building, uncheck the **Is Calendar Group box** and click the **Building** drop-down button to display a list of buildings and select a building.

   Note: *You can associate the calendar to a building at a later date if desired.*

8. To associate additional Individual Calendars to the Calendar Group, click the **Calendar Name** drop-down button to display a list of calendars and select a calendar.

9. Click ✅ next to the calendar name to insert and save the calendar changes.
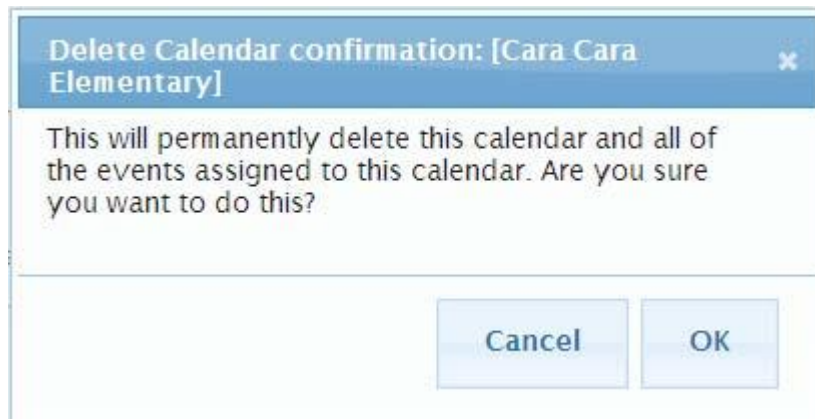
Deleting Calendars

If your User Group has the permission to Modify Calendars, you will be able to delete calendars.

The Manage Calendars screen is only available to users if their User Group has the "Modify Calendars" permission checked. See, *Assigning Calendar Options & Associating Calendars with a User Group* on page 109.

To delete a calendar:

Path: **Calendar > Manage Calendars**

1. Follow the above path to display the Manage Calendars screen.

2. Click 🔴 next to the calendar that you want to delete. The Delete Calendar confirmation dialog displays.

Click **OK** to delete the calendar.

Importing & Exporting Calendars

You can import and export calendars saving you from having to manually re-enter data you need. e-Link gives you the ability to copy data from programs so you can use this data in e-Link Calendars.
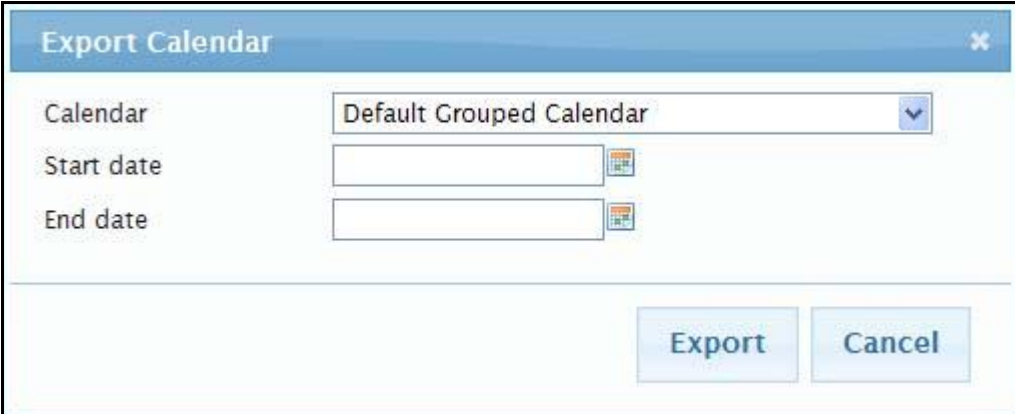
Exporting Calendars

Calendars can be exported in iCalendar (.ics) format.

To export a calendar:

Path: **Calendar > View Calendar**

1. Follow the above path to display the View Calendar screen.

2. Click Export Calendars   to display the Export Calendar pop-up dialog.

3. Enter the name and location or browse and select the name and location of the iCalendar file containing the Calendar Events that you want to export.

4. Enter the **Start Date** which is the beginning date of Calendar Events to be exported.

5. Enter the **End Date** which is the ending date of Calendar Events to be exported.

6. Click **Export** and select **Open** or **Save**.

7. Click **Save** to save the selected iCalendar file to a designated location.

Importing Calendars

Calendars can be imported in iCalendar (.ics) format.

To import a calendar:

Path: **Calendar > View Calendar**

1. Follow the above path to display the View Calendar screen.

2. Click Import Calendars to display the Import Calendar pop-up dialog.

3. Enter the name and location or browse and select the name and location of the iCalendar file containing the Calendar Events that you want to import.

4. Click the Calendar drop-down button to display a list of available calendars. Select the calendar that will receive the imported Calendar Events.

5. Click the Category drop-down button to display a list of available Categories. Select the Category that the imported events will be classified as.

6. Click **Import** and the selected Calendar Events will be added to the designated calendar with the Category specified.

Glossary of e-Link Terms

A

About e-Link
This option gives users some build information about the e-Link application itself.

Add Student
Click this option to allow users in this group to add additional student records to the Routing & Planning system (through e-Link).

Admin (Menu Option)
This option allows you access to the administrative functions of the e-Link system.

Administrator
In e-Link, the System Administrator is responsible for handling user security and the global settings.

Administrator Permissions
These permissions should be reserved for system administrators or other power users only.

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C

Change User Profile
Click this option to allow the users in this group to change their e-mail address and security question if applicable.

Confirm Password
Retype the default password for this user record in this field.

D

Delete Student
Click this option to allow users in this group to remove student records from the student file. Use this option carefully, as deleting a student's record removes them from the database.

E

Edit Student
Click this option to allow users in this group to change Routing & Planning student records in the system. Use this option carefully, as the changes these users make become a permanent part of the student's record.

F

Family ID
On the Find Students screen, this allows you to look for all students with the same Family ID. When creating new users, specifying a Family ID restricts the user to viewing only students with that ID.

Find Student
This option allows users to search for a particular student's record in the Routing & Planning system.

I

Import Users from Student File
This option allows you to create student user accounts from the student file records to save time and effort.

L

Logoff
This option allows users to close the e-Link system and log off the application.

M

Miscellaneous Permissions
These permissions are neither student- nor administrator-specific permissions.

O

Options (Menu Option)
This option allows users to select a new password, and, if your group has permission, switch the student file.

P

Password
Type the default password for this user record in this field.

Preferences
This user option allows you to specify the number of records that are displayed on each screen as the result of a student search and user search.

R

Reports
This option allows users to print reports about the information in either the student database or other information in the Routing & Planning system.

Route Stop Locations Report
The Route Stop Locations Report shows all of the bus stops for specific routes.

S

School/Transportation Search
This option allows users to check bus stop information for a particular address.

Session Time-out Length
In the web.config file, enter the number of idle time minutes you want to allow the user before logging them out of the system. You can think of idle time as the amount of time that elapses between when the user selects a screen and then selects the next screen.

Shuttle
A shuttle provides a student with transportation to and/or from a location which is not their school of attendance.

Student File
Select the Student File you want the User Group to use. All users who access the e-Link system will use the file you select here.

Student ID
On the Find Students screen, this allows you to look for the student with this ID. When creating new users, specifying a Student ID restricts the user to viewing only the student with that ID.

Student List Report
The Student List Report is a report that teachers and administrators might run to obtain a list of students and their pertinent transportation information.

Switch Student File
Allows users in this group to switch the student file itself. You might want to do this if you needed to view and possibly edit different student files.

U

User Groups
Select the User Group appropriate for this user in this field. Make sure that this user requires the level you are granting!

User Name/User ID

Type the user name the user will use to identify him or herself to the system in this field. Usually, user names are emcelroy or mcelroye for Ed McElroy, but you are free to come up with your own naming convention. In fact, for security reasons, we encourage it!

V

View Activity Log

The activity log contains information about student record changes by e-Link users.

View Admin Reports

Click this option to allow users in this group to view the administrative reports which are available in the Admin screen.

View Current Users

This option allows you to displays all of the currently active e-Link users.

View Import Log

This log displays a history of users that were created through the "Import Users from Student File" option.

View My Students

This option restricts the user to seeing only students that are associated with the Student ID and/or Family ID specified on their user account.

View Students

This option displays **"All"** the students in the database. USE THIS OPTION ONLY WHEN ABSOLUTELY NECESSARY!

W

Work with Users and Users Groups

Click this option to allow users in this group to view, add, edit, and delete users. USE THIS OPTION SPARINGLY!

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