

School Tools[©] – *A Real Solution*



<https://mcoschooltools.com>

Thank you for subscribing to **School Tools**. This guide will help you set up **School Tools** for use in your school district.

Configuring Your District

Configuring **School Tools** takes some time and great attention must be paid to details to ensure the professional experience expected by staff and administration. Once configured, **School Tools** is easy to use and requires little or no training for staff members.

A member of your district, usually the technology coordinator, will be granted administrator privileges and access to **School Tools** upon purchase of the annual subscription. As **School Tools** admin, this person can complete all the following configuration steps. A **School Tools** representative will be available online to help with the installation. **School Tools** also offers on-site, in-person installation and training services.

No staff member should login to **School Tools** until **ALL** configuration steps have been completed. Each of these steps will be explained thoroughly.

Your district and campus names, TEA identifiers, addresses, and phone numbers will be pre-configured by **School Tools** personnel.

1. Create accounts for each user using **CONFIGURATION>Users**.
2. Define all buildings and structures using **CONFIGURATION>Buildings and Structures**.
3. Configure notifications using **CONFIGURATION>Notifications and Settings**.
4. Define purchase order strategies using **CONFIGURATION>PO Strategies**.
5. Define bus routes using **CONFIGURATION>Bus Routes**.
6. Define transportation activities using **CONFIGURATION>Transportation>Activity Categories**.
7. Define transportation mileage rates using **CONFIGURATION>Transportation>Mileage Rates**.
8. Define transportation roles using **CONFIGURATION>Transportation>School Roles**.
9. Define vehicles using **VEHICLES/EQUIPMENT/FUEL>Vehicle/Equipment Management**.
10. Define local fuel storage tanks using **VEHICLES/EQUIPMENT/FUEL>Fuel Storage Management (LOCAL)**.
11. **OPTIONAL** – Define utility meters for buildings/structures using **CONFIGURATION>Utility Meter Assignments**.
12. Send PEIMS PFAI FitnessGram extract to info@mcoschooltools.com for import into your **School Tools** system.
13. **OPTIONAL** – Send Ascender[©] business accounting ledger codes extract to info@mcoschooltools.com for import into your **School Tools** system.
14. Send district logo and PO authorization signatures to info@mcoschooltools.com.

Detailed explanation of each of these configuration steps is shown below.

Step 1: Create accounts for each user using CONFIGURATION>Users

You will need the following for each user:

- A. Email address – This will be their username.
- B. Password.
- C. First name and last name.
- D. Employee ID.
- E. Campus ID.
- F. Does user live in school housing? If so, need building address.

Click  to add a new user.

Typical settings for all staff members are ...

- isActive
- isStatePersonalLeaveEligible
- isProfileAllowed
- isPOCreator
- isVehicleCommentEditor

IMPORTANT: In addition to typical settings, you will need to grant **SuperAdmin** rights to the user or users who approve *Absent From Duty, Purchase Order, Maintenance, Technology, and Transportation* requests for each campus. In very small schools this is typically your superintendent. Larger schools will probably delegate some **SuperAdmin** roles to various administrators. You will also need to indicate these SuperAdmins later in **Step 3: Notifications and Settings** for each campus.

Business managers, especially in small districts, should be granted the typical settings plus the following rights:

- isBusinessManager
- isDutyAdmin
- isDutyEditor
- isDutyMonitor
- isPOBusinessAdmin
- isPOMonitor
- isMaintenanceMonitor
- isTechnologyMonitor
- isLocalFuelAdmin
- isLocalFuelMonitor
- isBusRouteAdmin
- isBusRouteMonitor
- isBuildingSuperAdmin
- isBuildingMonitor
- isInventoryAdminDelete
- isInventoryMonitor
- isUtilitySuperAdmin
- isUtilityAdmin

- isUtilityMonitor

Maintenance directors should be granted the typical settings plus the following rights:

- isDutySupervisor
- isMaintenanceAdmin
- isMaintenanceMonitor
- isLocalFuelAdmin
- isLocalFuelMonitor
- isExemptFromTransportationRequest
- isBuildingMonitor
- isInventoryAdminDelete
- isInventoryMonitor
- isUtilityMonitor

Transportation directors should be granted the typical settings plus the following rights:

- isDutySupervisor
- isTransportationAdmin
- isTransportationMonitor
- isLocalFuelAdmin
- isLocalFuelMonitor
- isExemptFromTransportationRequest

PEIMS coordinators should be granted the typical settings plus the following rights:

- isFitnessGramSuperAdmin
- isFitnessGramMonitor

Classroom teachers should be granted the typical settings plus the following right:

- isLessonPlanCreator
- isSPEDEditor

Physical education teachers should be granted the typical settings plus the following right:

- isFitnessGramAdmin

Bus drivers should be granted the typical settings plus the following right:

- isBusRouteDriver

Technology directors should be granted the typical settings plus the following rights:

- isAdmin
- isTechnologyAdmin
- isTechnologyMonitor
- isBuildingSuperAdmin
- isBuildingMonitor
- isInventorySuperAdmin
- isInventoryMonitor

School secretaries should be granted the typical settings plus the following right:

- isDutyMonitor
- isLessonPlanMonitor

School principals should be granted the typical settings plus the following rights:

- isDutyMonitor
- isDutySupervisor
- isLessonPlanAdmin
- isLessonPlanMonitor
- isSPEDMonitor

School superintendents should be granted the typical settings plus the following rights:

- isDutySuperAdmin – if the superintendent approves *Absent From Duty Requests*
- isDutyAdmin
- isDutySupervisor
- isPOSuperAdmin - if the superintendent approves *Purchase Order Requests*
- isPOMonitor
- isMaintenanceSuperAdmin - if the superintendent approves *Maintenance Requests*
- isMaintenanceMonitor
- isTechnologySuperAdmin - if the superintendent approves *Technology Requests*
- isTechnologyMonitor
- isTransportationSuperAdmin - if the superintendent approves *Transportation Requests*
- isTransportationMonitor
- isLocalFuelMonitor
- isExemptFromTransportationRequest
- isBusRouteMonitor
- isBuildingMonitor
- isInventoryMonitor
- isUtilityMonitor

Special services coordinator should be granted the typical settings plus the following rights:

- isSPEDSuperAdmin
- isSPEDAdmin
- isSPEDMonitor

Inventory scanner/verifier should be granted the typical settings plus the following rights:

- isInventoryVerifier

Step 2: Define all buildings and structures using CONFIGURATION>Buildings and Structures

You will need to define all the buildings and structures for all campuses within the district and all housing owned by the district. This includes staff housing, athletic stadiums, bus barns, maintenance shops, livestock barns, and anything else that would have inventory, maintenance, technology, utilities, or district personnel associated with it.

You will need the following for each building/structure:

- A. Building/Structure ID – Must be unique number or identifier up to 20 characters (Ex: 7, B2, 34-Annex, , etc) and logical to users.
- B. Building/Structure Name – Avoid duplicate names across campuses.
- C. Campus ID – Is the building associated with a campus?
- D. Location – Physical address.
- E. Description – Any further details you want to provide to distinguish this structure.
- F. Staff Housing – Does the district use this structure to house staff?

Click  to add a new building/structure.

You are now ready to define rooms in the building/structure you just created. Click  to edit rooms for the desired building/structure. Click  to add a new room to the current building/structure.

You will need the following for each room:

- A. Room ID – Must be unique number or identifier up to 20 characters (Ex: 203, 34-A, GIRLSRRCAFE, etc) and logical to users.
- B. Room Supervisor – Can be **NONE**. However, inventory for that room will require a designated supervisor to integrate with **My Inventory** and **Inventory Reports**. In other words, the room supervisor will be responsible for items described in inventory.
- C. Description – Any further details you want to provide to distinguish this room.
- D. isSecure – Can the room be locked and made secure?

Repeat the above processes until all buildings/structures and their associated rooms are fully defined within **School Tools**.

At this point, you will need to go back to **Step 1: CONFIGURATION>Users** and assign housing to staff members living in school-provided housing.

Step 3: Configure notifications using CONFIGURATION>Notifications and Settings

Some of the settings have been configured for your district by **School Tools** personnel. You will need to configure notifications for each campus.

First configure notifications and authorizations for staff NOT assigned to a specific TEA designated campus (ie, CampusID = 000). Examples of **CampusID = 000** may include staff assigned to a separate administrative building, a remote bus barn, or other structures not considered part of a TEA designated campus.

This is accomplished on the main page of **Notifications and Settings**.

***IMPORTANT:** These users should have been assigned corresponding rights under **CONFIGURATION>Users** in Step 1.

Here is a sample for **CampusID = 000** for Sampleville ISD.

Notifications and Authorizations for district staff NOT assigned to a SPECIFIC CAMPUS (CampusID = 000)		
Remember to assign these users corresponding rights under CONFIGURATION>Users .		
Superintendent:	Stephens, James (001-334) ▾	
Principal:	Stephens, James (001-334) ▾	Gets email notifications of approved absences for substitute scheduling and comment on absences. Must be assigned isDutyAdmin right using CONFIGURATION>Users .
Business Manager:	Stephens, James (001-334) ▾	CFO or Superintendent of Business.
Secretary:	Stephens, James (001-334) ▾	Gets email notifications of approved absences for substitute scheduling. Must be assigned isDutyMonitor right using CONFIGURATION>Users .
Duty Super Administrator:	Stephens, James (001-334) ▾ Optional ▾ Optional ▾	Approves/Denies Absence From Duty Requests for CampusID = 000 only. One required. Two additional optional. Each must be assigned isDutySuperAdmin right using CONFIGURATION>Users .
Duty Human Resources Manager:	Stephens, James (001-334) ▾	Processes Absence From Duty and Duty Ledger for CampusID = 000 only. Must be assigned isDutyEditor right using CONFIGURATION>Users .
Maintenance Super Administrator:	Staff155, Sample (001-558) ▾ Staff104, Sample (001-461) ▾ Staff105, Sample (001-309) ▾	Approves/Denies Maintenance Requests for CampusID = 000 only. One required. Two additional optional. Each must be assigned isMaintenanceSuperAdmin right using CONFIGURATION>Users .
Maintenance Director:	Stephens, James (001-334) ▾	Gets email notifications of approved maintenance requests. Must be assigned isMaintenanceAdmin right using CONFIGURATION>Users .
PO Super Administrator:	Stephens, James (001-334) ▾ Staff104, Sample (001-461) ▾ Staff111, Sample (001-458) ▾	Approves/Denies Purchase Order Requests for CampusID = 000 only. One required. Two additional optional. Each must be assigned isPOSuperAdmin right using CONFIGURATION>Users .
PO Business Manager:	Stephens, James (001-334) ▾ Staff104, Sample (001-461) ▾ Staff149, Sample (001-544) ▾	Assigns PO numbers and processes approved PO's. One required. Two additional optional. Each must be assigned isPOBusinessAdmin right using CONFIGURATION>Users .
Technology Super Administrator:	Stephens, James (001-334) ▾ Staff104, Sample (001-461) ▾ Staff105, Sample (001-309) ▾	Approves/Denies Technology Requests for CampusID = 000 only. One required. Two additional optional. Each must be assigned isTechnologySuperAdmin right using CONFIGURATION>Users .
Technology Director:	Stephens, James (001-334) ▾	Gets email notifications of approved technology requests. Must be assigned isTechnologyAdmin right using CONFIGURATION>Users .
Transportation Super Administrator:	Stephens, James (001-334) ▾ Staff104, Sample (001-461) ▾ Staff105, Sample (001-309) ▾	Approves/Denies Transportation Requests for CampusID = 000 only. One required. Two additional optional. Each must be assigned isTransportationSuperAdmin right using CONFIGURATION>Users .
Transportation Business Manager:	Stephens, James (001-334) ▾	Processes transportation logs and submits state reports. Must be assigned isTransportationMonitor right using CONFIGURATION>Users .
Transportation Director:	Stephens, James (001-334) ▾	Gets email notifications of approved transportation requests. Must be assigned isTransportationAdmin right using CONFIGURATION>Users .

Next you need to configure your outgoing mail server settings. The notifications system uses email to send requests and notices of approval/denial to appropriate personnel. Your technology director should have the settings for your district's email provider to use with **Custom SMTP**. **Custom SMTP** is required if you need to archive all email communications. **Custom SMTP** is highly recommended.

We suggest you create an email account in your workspace named schooltools@myschooldomain.com (Ex: schooltools@samplevilleisd.net). Use this email account when defining your **Custom SMTP**.

Below is an example of **CUSTOM SMTP** for Sampleville ISD with email hosted on Google Workspace. In order for app messaging to work properly with Gmail, two-factor authentication must be enabled and a 16-character App password must be generated and saved for SchoolTools.

Outgoing Email Server Settings	
Select Custom SMTP to use your school's outgoing email server to send notifications. Select Default SMTP to use MCO School Tools outgoing email server to send notifications.	
NOTE: If you wish to archive email communications then you MUST specify a Custom SMTP server. MCO School Tools doesn't archive emails.	
<input checked="" type="radio"/> Custom SMTP <input type="radio"/> Default SMTP	
All WebApp notifications (POs, AFD, Maint, Trans, etc) will be sent from this email account.	
SMTP Server HostName:	<input type="text" value="smtp.gmail.com"/> Ex: smtp.gmail.com
SMTP Server Port#:	<input type="text" value="587"/> Typically 25, 465 (SSL), 587 (TLS)
Use SMTP Server Authentication?	<input checked="" type="checkbox"/> Most providers use SMTP-AUTH.
SMTP Secure Setting:	<input type="text" value="TLS"/> None, SSL, TLS
Sender Username:	<input type="text" value="schooltools@samplevilleisd.net"/> Ex: schooltools@samplevilleisd.net
Sender Password:	<input type="password" value="••••••••"/>
Click this button to test your settings - <input type="button" value="Test Settings"/>	

Click .

The last step is to open **Notifications and Settings** again and configure the email notifications for each of the TEA designated campuses. Click beneath **District Settings**.

District Settings	
Click Here	District ID#: <input type="text" value="111111"/> Must be 6 digits TEA county and district designation.
<input type="button" value="Define/Edit Campuses"/>	Campuses: 001 - Sampleville Elementary 041 - Sampleville Middle School 100 - Sampleville High School
	Starting Purchase Order #: <input type="text" value="300000"/> Once set this number can't be modified.
	Cost of Teacher Local Leave: <input type="text" value="0.00"/> Per day amount docked from staff pay for TLL day use.
	District Name: <input type="text" value="Sampleville ISD"/>
	Mascot: <input type="text" value="Mud Pups"/>
	Physical Address: <input type="text" value="123 Mud Pup Lane"/>
	Billing Address: <input type="text" value="123 Mud Pup Lane"/>
	City: <input type="text" value="Sampleville"/>
	State: <input type="text" value="Texas"/>
	Zip Code: <input type="text" value="71111-111"/>
	Phone: <input type="text" value="5551231122"/> Must be 10 digits. Ex: 8066892220
	Fax: <input type="text" value="5551231123"/> Must be 10 digits. Ex: 8066892253

Click to edit the desired campus. Select appropriate staff for **CampusID = ###** for each type of notification. ALL FIELDS ARE REQUIRED!! It is common to have some of the same staff designated across multiple campuses.

***IMPORTANT:** These users should have been assigned corresponding rights under **CONFIGURATION>Users** in Step 1.

Click .

Step 4: Define purchase order strategies using CONFIGURATION>PO Strategies

Your district may require closely aligning purchase order requests with District Improvement Plan strategies. You can define those strategies here. If your district doesn't require purchase order alignment with DIP strategies, it is suggested that you create, at a minimum, the following generic entries:

Click  to add a new strategy.

		Purchase Order Strategy	Description	Available in PO STRATEGY LISTS?
		Administration	Item(s) designated for admin.	Available
		Extracurricular	Item(s) designated for sports, UIL, cheerleading, etc.	Available
		Maintenance	Item(s) used for school maintenance.	Available
		Other		Available
		Teaching/Instruction	Item(s) used for classroom teaching and instruction.	Available
		Technology	Item(s) are for school technology.	Available
		Transportation	Item(s) are for school transportation.	Available

Step 5: Define bus routes using CONFIGURATION>Bus Routes

Bus routes are made available to bus drivers when entering daily mileage and student logs. There must be a unique name for each route.

You will need the following for each route:

- A. Route Name – Must be unique and logical for bus drivers.
- B. Route Description – Any additional info for route.
- C. Distance – OPTIONAL – Just in case you want to specify typical route length. Average trip length will start showing up after routes are run. Unusually high average trip lengths indicate the bus driver is not completing **daily** bus route mileage logs for that route or that an incorrect odometer reading was entered for a daily mileage log.
- D. Color – It helps when monitoring bus driver route logs to have different colors for each route. You can quickly determine what routes are missing data and remind the driver to enter mileage and student count.

Click  to add a new bus route.

Below is a listing of bus routes for Sampleville ISD as an example.

		RouteName	RouteDescription	Distance	Average Trip	IsActive?	Color
		Eagle Rock Village		0 miles	352.6 miles	Active	Yellow
		Jackrabbit Estates		0 miles	26.1 miles	Active	Light Green
		Sampleville North	North of Hwy 123.	0 miles	16.0 miles	Active	Cyan
		Sampleville South	South of Hwy 123 and west of FM91	0 miles	48.1 miles	Active	Orange

NOTE: An average trip of 352.6 miles indicates the bus driver for that route has not been entering logs correctly or consistently.

Step 6: Define transportation activities using CONFIGURATION>Transportation>Activity Categories

Transportation activity categories are used for classifying school related transportation for audits. The school business manager should be able to help in identifying categories.

You will need the following for each category:

- A. Category Name – Must be unique and logical for staff requesting transportation.
- B. Description – Any additional info for category.

Click  to add a new transportation activity category.

Below is a listing of transportation activity categories for Sampleville ISD as an example.

+		Category	Description	Available for LISTING?
		Bank/Post Office		Available
		Career & Technology	Career expo, anything to do with CATE, official college day visits by juniors and seniors	Available
		CDL Training	Travel to and from Commercial Drivers License training	Available
		FFA	Contests, stock shows, etc.	Available
		Field Trip - Accelerated Reader	AR rewards travel	Available
		Field Trip - Educational	Science Spectrum or other field trips where students receive a grade and lesson plans specify the trip	Available
		Field Trip - Fun	Joyland, Movie Day, parade, and etc where no grade is assigned	Available
		Gifted & Talented	GT travel including field trips	Available
		Maintenance - General	Supplies, repairs, and anything other than vehicle maintenance.	Available
		Maintenance - Vehicle	Taking vehicle in for repairs, DOT inspection, testing, and other vehicle maintenance related travel	Available
		National Honor Society	All travel related to NHS	Available
		School Board	All travel related to School Board	Available
		Special Services	Special education travel, meetings, workshops	Available
		Sports	BB, FB, XC, tennis, golf, track, cheerleading	Available
		Student Council	All travel related to Student Council	Available
		Supplies	Going to Sam's for concession stand supplies.	Available
		Supplies-Cafeteria	cafeteria, child nutrition supply .	Available
		UIL Academic	Literary, OAP	Available
		Workshop - Business Office	Business office related workshops.	Available
		Workshop - Child Nutrition	Child nutrition workshops	Available
		Workshop - Educational (General)	Teachers, aides, and other general education workshops	Available
		Workshop - Maintenance	Maintenance training only	Available
		Workshop - PEIMS	PEIMS training only	Available
		Workshop - Principal	For principal training only	Available
		Workshop - School Secretary	For non-PEIMS training only	Available
		Workshop - Superintendent	For superintendent only	Available
		Workshop - Technology	Any technology training or workshop.	Available
		Workshop - Transportation	Transportation training only	Available

Step 7: Define vehicle mileage rates using CONFIGURATION>Transportation>

Mileage Rates

Transportation mileage rates are used to calculate state reimbursements for travel. Mileage rates are defined over a calendar interval. There must be no overlapping date ranges. There must be no gaps in date ranges.

You will need the following for each mileage rate entry:

- A. Mileage Rate – Entered as dollars per mile (NOT cents per mile).
- B. Start Date – Inclusive. The first day on which the rate is applied.
- C. End Date – Inclusive. The last day on which the rate is applied.

Click  to add a new transportation mileage rate.

Below is a listing of transportation mileage rates for Sampleville ISD as an example.

		Rate per Mile	Start Date (inclusive)	End Date (inclusive)	Comments	Valid?
		\$0.625/mi	Sat 1/01/2022	Sat 12/31/2022		Yes
		\$0.655/mi	Sun 1/01/2023	Sun 12/31/2023		Yes

Step 8: Define transportation roles using CONFIGURATION>Transportation>

School Roles

Transportation school roles are used for classifying a staff member's official role when requesting school related transportation. This provides documentation for transportation audits. The school business manager should be able to help in identifying transportation roles.

You will need the following for each role:

- A. School Role – Must be unique and logical for staff requesting transportation.
- B. Description – Any additional info for role.

Click  to add a new transportation school role.

Below is a listing of transportation school roles for Sampleville ISD as an example.

		School Role	Description	Available in LISTS?
		Business Manager		Available
		Child Nutrition Director		Available
		Child Nutrition Staff		Available
		Coach		Available
		Custodian		Available
		Health-SHAC Wellness		Available
		Instructional Aide		Available
		Librarian		Available
		Library Staff		Available
		Maintenance Director		Available
		Maintenance Staff		Available
		Principal		Available
		School Board		Available
		School Secretary		Available
		Superintendent		Available
		Teacher		Available
		Technology Director		Available
	-	Technology Staff		No
		Water Officer		Available

Step 9: Define vehicles using VEHICLES/EQUIPMENT/FUEL>Vehicle/Equipment Management

All school vehicles, motorized equipment, and trailers must be defined for use with the transportation system.

You will need the following for each vehicle:

- A. ID – Must be unique and logical for vehicle drivers. Typically the vehicle number (9, 22, 28, etc).
- B. VIN - OPTIONAL
- C. License Plate – OPTIONAL.
- D. Year.
- E. Make.
- F. Model.
- G. Fuel type.
- H. Color – OPTIONAL.
- I. Shorthand name – OPTIONAL – Helps staff identify correct vehicle (Red Van, AG Truck, etc).
- J. Metering type – Odometer, hour meter, or NONE (trailers, etc).
- K. Oil change interval – Miles/Hours.
- L. Oil change interval – Months.
- M. Air filter change interval – Miles/Hours.
- N. Air filter change interval – Months.
- O. Fuel filter change interval – Miles/Hours.
- P. Fuel filter change interval – Months.
- Q. Maximum capacity (non-bus) – Total riders including driver for non-bus vehicles.
- R. Bus capacity @ 2 students per seat.
- S. Bus capacity @ 3 students per seat.
- T. isRouteRunner – Is this vehicle used for daily routes?
- U. Click  to add a new vehicle.

A sample vehicle entry is shown on the next page.

School Tools has an extensive vehicle management system. Vehicle mileage entries are monitored and automatically updated. Service reminders are generated automatically. Maintenance and repair costs are tracked offering administrators real-time data to help determine vehicle viability. Fuel use is tracked to provide detailed accounting and prevent unauthorized use of school resources.

ID:	<input type="text" value="12"/>	Unique vehicle or equipment ID. Next available ID is 36.
VIN (optional):	<input type="text" value="1234567890777777"/>	Vehicle Identification Number (17 characters).
License Plate (optional):	<input type="text"/>	
Year:	<input type="text" value="2020"/>	
Make:	<input type="text" value="Ford"/>	
Model:	<input type="text" value="Excursion"/>	
Fuel Type:	<input checked="" type="radio"/> Diesel <input type="radio"/> Gas <input type="radio"/> None	
Color (optional):	<input type="text" value="Red"/>	
ShortName (optional) (20 chars or less):	<input type="text" value="RED EXCURSION"/>	Ex: RedBird, Black Suburban, AgTruck, Kubota mower, etc
Metering Type:	<input type="text" value="ODOMETER (standard vehicle)"/>	
Purchase Date (optional):	<input type="text" value="12/18/2022"/>	Vehicle acquired and added to district fleet.
Odometer at Purchase (optional):	<input type="text" value="50000"/>	miles
Disposal Date (optional):	<input type="text"/>	Vehicle sold, traded, junked, and removed from district fleet.
Odometer at Disposal (optional):	<input type="text"/>	miles
Oil Change Interval (miles):	<input type="text" value="5000"/>	Enter MAXIMUM mileage between oil changes.
Oil Change Interval (months):	<input type="text" value="6 months"/>	
Air Filter Change Interval (miles):	<input type="text" value="10000"/>	Enter MAXIMUM mileage between air filter changes.
Air Filter Change Interval (months):	<input type="text" value="12 months"/>	
Fuel Filter Change Interval (miles):	<input type="text" value="50000"/>	Enter MAXIMUM mileage between fuel filter changes.
Fuel Filter Change Interval (months):	<input type="text" value="60 months"/>	
Maximum Capacity: (non-bus)	<input type="text" value="8"/>	Be sure to count driver.
Bus Capacity @ 2 per seat:	<input type="text" value="0"/>	Don't count driver.
Bus Capacity @ 3 per seat:	<input type="text" value="0"/>	Don't count driver.
IsAvailable?	<input checked="" type="checkbox"/> Working and ready for assignment or use.	
IsRouteRunner?	<input type="checkbox"/> Vehicle primarily used for regular bus or similar routes.	

Step 10: Define local fuel storage tanks using VEHICLES/EQUIPMENT/FUEL>Fuel Storage Management (LOCAL)

Many schools have large overhead or underground tanks for storing fuel on-site. These are designated **LOCAL** Fuel Storage.

You will need the following for each LOCAL fuel storage tank:

- A. TankID – Must be unique and logical for transportation/maintenance staff.
- B. Tank Description – Short phrase describing tank.
- C. Tank Fuel Type.
- D. Tank Capacity (gallons).

Below is a listing of LOCAL fuel storage tanks for Sampleville ISD as an example.

+			TankID	Description	Fuel Type	Capacity	Last Fuel Added	IsAvailable?
	 12		1	Gasoline Storage Tank	Gas	500 gal	Thu 4/27/2023 220.0 gal	Yes
	 12		2	Diesel Storage Tank	Diesel	1000 gal	Thu 4/27/2023 50.0 gal	Yes

Step 11: OPTIONAL - Define utility meters for buildings/structures using CONFIGURATION>Utility Meter Assignments

This step is OPTIONAL. Utility meter assignments are not necessary for the operation of **School Tools**. Districts are strongly encouraged to fully implement the utility meters feature. Staff members with housing are provided utility usage accounting through **MY APPS>My Housing and Utilities**. The **REPORTS>Building and Structures** provides detailed accounting of utilities for the entire district.

Buildings and structures are assigned utility meters. The school business manager should be able to provide all the necessary information to create utility meter assignments.

You will need the following to create utility meter assignments:

- A. Building/Structure Name.
- B. Utility Type.
- C. Meter ID.
- D. Electric Service Identifier (ESI) – for electricity meters.
- E. General Ledger Code – from business manager for this meter.
- F. Description – any additional info needed for the meter.

Below is a partial listing of utility meters for Sampleville ISD as an example.

+		Building	CampID	Type	Meter ID	ESI	GL Code	Description	Available for LISTING?
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ag Barn	001	Electricity	113800730	10204049755170180	199.52.6259.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ag Shop	001	Electricity	150093816	10204049748889761	199.51.6259.00.001.x99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Concession Stand	100	Electricity	200589948	10204049770206230	199.51.6259.00.001.x99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Field House	100	Electricity	133467786	10204049775037800	199.51.6259.00.001.x99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Football Field lights/scoreboard	001	Electricity	159710168		199.51.6259.00.001.x99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1252 Oak Drive	000	Propane	TANK 5				Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1256 Oak Drive	000	Electricity	153520124	10204049734998861	199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1256 Oak Drive	000	Propane	Tank 4		199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1260 Oak Drive	000	Electricity	154731262	10204049722291540	199.51.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1260 Oak Drive	000	Propane	Tank 3		199.51.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1264 Oak Drive	000	Electricity	113798883	10204049793974390	199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1264 Oak Drive	000	Propane	TANK 2		199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1266 Oak Drive	000	Electricity	113798884	10204049760128980	199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1266 Oak Drive	000	Propane	Tank 1B		199.11.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1267 Oak Drive	000	Electricity	113790974	10204049735391885	199.51.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1267 Oak Drive	000	Propane	Tank 15		199.51.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1268 Oak Drive	000	Electricity	113793372	10204049793496800	199.41.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	House @ 1268 Oak Drive	000	Propane	Tank 1		199.41.6139.00.001.X99000		Available
<input checked="" type="checkbox"/>	-	House @ 1282 Oak Drive	000	Electricity	200008014	10204049787165788	199.11.6139.00.001.x99000		No

Step 12: Send PEIMS PFAI FitnessGram extract to info@mcoschooltools.com for import into your School Tools system

The **School Tools** FitnessGram system is user-friendly and novel with a simple interface for data collection. Physical education teachers can quickly enter data from a workstation or smartphone as student physical tasks are completed. No more paper.

The PEIMS coordinator uses **REPORTS>FitnessGram** to generate a CSV of completed FitnessGrams for upload to TEA via TEAL. The PEIMS coordinator will also use **REPORTS>FitnessGram** to print a nicely formatted Fitnessgram chart for each student to be sent to parent/guardian as required by TEA policy.

What Do We Need? For districts using Ascender[®], your PEIMS coordinator should be able to provide you with a comma-separated value (CSV) file by generating a TEA Physical Fitness Assessment Initiative (PFAI) extract for the current school year. For districts NOT using Ascender[®], download the required template at <https://mcoschooltools.com> and convert to CSV.

Email the CSV file to info@mcoschooltools.com and a **School Tools** engineer will import the CSV file into your district's **School Tools** FitnessGram database.

The procedure will need to be repeated each new school year. Old FitnessGram databases will not be retained.

Step 13: OPTIONAL – Send Ascender© business accounting ledger codes extract to info@mcoschooltools.com for import into your School Tools system.

This step is OPTIONAL. Accounting ledger codes are not necessary for the operation of **School Tools**. We will import your district's accounting ledger codes if your business manager or CFO wants to be able to assign a ledger code to an itemized purchase order.

What Do We Need? For districts using Ascender©, your business manager/CFO should be able to provide you with a comma-separated value (CSV) file by extracting ledger codes from Ascender©. For districts NOT using Ascender©, download the required template at <https://mcoschooltools.com> and convert to CSV.

Email the CSV file to info@mcoschooltools.com and a **School Tools** engineer will import the CSV file into your district's **School Tools** account codes database.

The procedure will need to be repeated each new school year or when ledger codes change. Old ledger code databases will not be retained.

Step 14: Send district logo and PO authorization signatures to info@mcoschooltools.com.

District (or campus) logos are needed for printing purchase orders. We can pull logos from your web site(s) but would prefer original artwork if possible. If you wish to design your own, please create a 614x155 PNG(preferred), BMP, or JPG image with white or transparent background.

Digitized signatures are required for **EACH** user authorized to approve purchase orders. If you have different users approving purchase orders for different campuses, we will need a digitized signature for each user in PNG(preferred), BMP, or JPG format with white or transparent background.

What Do We Need? Email logos and signatures to info@mcoschooltools.com and we will incorporate both into your **School Tools** purchase order system.

Congratulations! You have completed the configuration of **School Tools** for your school district.

We hope you find **School Tools** useful in helping manage daily operations and track operational data. Your data is backed up daily into secure cloud storage and our backup vault holds backups for 7 days.

School Tools was designed to minimize clicks and reduce fluff. Staff members can login quickly and make their requests. Admins can login quickly and approve/deny requests. Our extensive daily operational modules allow: Business managers and human resources can login quickly and process PO's and Duty absences as well as quickly generate reports for any audit. Maintenance and technology directors can quickly login to find issues that need to be addressed, keep staff informed of progress, and log expenses associated with issues. Transportation directors can quickly login and assign vehicles to a transportation request, input mileage, log vehicle maintenance and fuel use, and generate various reports on transportation and vehicles. Special services coordinators can quickly distribute progress reports to teachers and teachers can update progress reports quickly and easily. School secretaries can quickly login and see who will be absent today, tomorrow, this month, and in future months and retrieve lesson plans for substitutes. A detailed inventory module allow for quick logging of items and even quicker verification of items upon inventory check. Physical education teachers can quickly login and enter Fitnessgram data without hassle. Reports are generated analyzing everything, quickly!!

School Tools is made for schools. **School Tools** is a real solution. **School Tools** simply works by working simply.

We are always looking to improve **School Tools**. New features are added regularly. Please feel free to email suggestions and comments to us at info@mcoschooltools.com.

We truly appreciate your patronage.

James Stephens

School Tools

A Division of Mesquite Country Outfitters