

## Creating a TIMS Extract

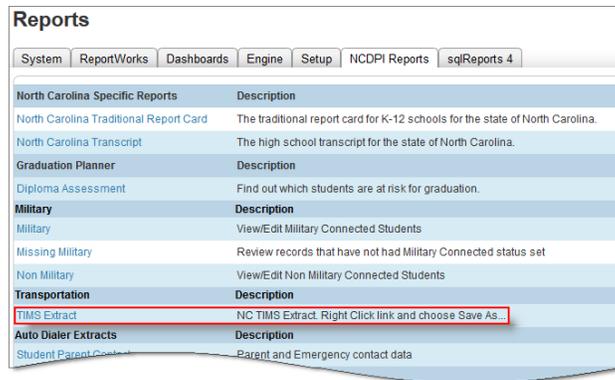
This document outlines the process used by schools to create a Transportation Information Management System (TIMS) extract file for the district transportation department.

### Accessing TIMS File

Access the TIMS Extract using one of the following methods:

**Navigation:** Start page > **System Reports** or **State Reports** > **NCDPI Reports** tab > **Transportation** section > **TIMS Extract**

### Extracting a TIMS File



1. Right-click the **TIMS Extract** link and select the option to save the extract, for e.g. Save Target as.
2. A File Download box will appear.

**Note:** The length of time for the **File Download Box** to appear varies on the size of the school district running this process. Larger school districts may experience a longer wait time as all student information is compiled in the TIMS Extract.

3. In the **File Download Box**, browse to the location to save the file and rename the TIMS Extract as needed, for e.g.: "[Date]newstu.txt".

**Note:** Be sure to leave the file type as '.txt'.

C76:	Newton	Daisy	0276	0276	Newton	000	NC
C76:	Newton	Austin	0276	0276	Newton	000	NC
C76:	Newton	Juan	0276	0276	Newton	000	NC
C30:	Newton	Savvyer	0276	0276	Newton	000	NC
D34:	Newton	Lena	0276	0276	Newton	000	NC
C30:	Newton	Ashley	0276	0276	Newton	000	NC
C30:	Newton	Marcus	0276	0276	Denver	076	NC
C30:	Newton	Austin	0276	0276	Claremont	000	NC
C30:	Newton	Britany	0276	0276	Claremont	000	NC
C30:	Newton	Tyler	0276	0276	Newton	000	NC
D29:	Newton	Jonathan	0276	0276	Sherrills Ford	750	NC
C30:	Newton	Samantha	0276	0276	Maiden	000	NC
C76:	Newton	Dylan	0276	0276	Maiden	000	NC
C30:	Newton	Ashley	0276	0276	Catawba	000	NC
C30:	Newton	Tustin	0276	0276	Catawba	000	NC
C30:	Newton		0276	0276	Claremont	000	NC

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