

Fleet-Net® for Windows
Product of Avail Technologies, Inc.
Fast Cut User Guide
Prepared By
Fleet-Net® Corporation

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Product Description

Fast Cut

Fleet-Net Fast Cut is a versatile product that processes the Public Schedules Timetables database into vehicle blocks and operator run assignments.

The Fast Cut module is intended to save time in drafting assigned runs, vehicle blocks, driver's manifest and bus assignments. Vehicle usage is optimized through automatic blocking. Routes may be interlined for vehicle assignments. Runs may be cut automatically or manually. Straight runs, split runs or multi-piece runs can be easily managed. User specified set-up parameters make Fast Cut user friendly.

Fast Cut generates statistical reports such as Miles per Route, Hours per Route, and Vehicles per Route. Another informative report is the Sign-Up Variance Report (found under Operator Timekeeping application) which compares the pay hours between two sign-ups.

Fast Cut Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Fast Cut installation. As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes

- (1) Copying the data files, program files, server database, and the client master database.
- (2) Running the configuration program.
- (3) Copying the client master for individual use.

Fast Cut Terminology

The words or phrases below are used throughout this document in the context given herein. They are listed according to their priority in the transit operations.

Vehicle Blocking - blocking or scheduling the time a revenue vehicle will be out of the garage, in use by driver run assignment(s).

Public Schedules or **Timetables** - the sum of all bus stops scheduled to meet the public's ridership needs. These schedules are often changed seasonally to reflect adjustments in passenger riding habits (i.e. school's out, special spring services, etc.).

Run or Run Assignment - a specific number of trips (made during a driver's daily shift) on a route or routes; a driver's work schedule. Routes can consist of several runs. Runs can also cross over to consist of more than one route.

Trip - a series of consecutive stops (time points).

Stop or **Time Point** - a physical location where a bus stops to pick up passengers. Referred to by either scheduled time, location or both. "Stop" and "timepoint" are used interchangeably.

Endpoint - the first and last time points on a route.

Route or **Line** - a trip or series of trips made during revenue service. Routes can be interlined for vehicle assignments.

Footnotes - can be used to make comments referencing trip or timepoint.

Headways - the interim of time between passenger pickups at a specific stop. Example: passengers are picked up at Main & Mill every 30 minutes. Thirty minutes is the headway.

Sign-up or **Pick** or **Bid** - a schedule change during which drivers pick a new run assignment work schedule (usually based on seniority).

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.



To correctly exit a form, or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

Fast Cut Checklists

This data should be entered using the programs listed in the sequence below in order to build necessary Fast Cut database. Refer to the documentation for each form listed in the setup cycle for detailed explanation of the setup requirements.

Initial Setup Checklist

Done	Menu	Program/Procedure
_____	FC01	(a) Miscellaneous Codes defined using Edit Misc Codes . Setup the Time Period Codes to be used in the Deadhead/Travel Form.
_____	FC01	(b) Identify time periods and run parameter setup work rules via the Run Parameter Setup .
_____	FC01	(c) Enter relief, pull out/in and interline code parameters via the Transit System Parameter Setup .
_____	FC01	(d) Identify deadhead/travel times using Modify/Add Deadhead Travel Time .
_____	FC01	(e) Identify the driver's report time using Modify/Add Report Time .
_____	FC01	(f) Codes may be setup for comments on the Driver Run Guide using Modify/Add Driver Footnotes .
_____	FC01	(g) Assign pay codes to each type of pay for the driver's run i.e. Deadhead Time, Report Time & Revenue Time using Pay Code Setup .
_____	OT04	(h) Setup Class Codes for runs i.e. Misc., AM split, PM split, early/late. Defined using Modify/Add Run Class Codes .

Standard Cycles Checklist

Option #1 Automatic Trip Blocking.

Done	Menu	Program/Procedure
_____	FC02	(a) Automatically assign trips to blocks using the <u>Bus Blocking</u> form and selecting the <u>Trip Blocking</u> button option.

Option #2 Manually Create Blocks.

Done	Menu	Program/Procedure
_____	FC02	(a) Create a new block using the <u>Bus Blocking</u> form and selecting the <u>New Block</u> button option.
_____	FC02	(b) Attach Trips to the new block using the <u>Insert Trip</u> option.
_____	FC02	(c) Add Pull Out, Pull In, & Deadhead times to the new block using <u>Insert Deadhead.</u>
_____	FC02	(d) Determine the type of vehicle for the new block using <u>Vehicle Type</u> option.

Once Blocks are created continue to Run Cutting & Bus Assignment

Done	Menu	Program/Procedure
------	------	-------------------

Option #1 Automatic Run Cutting.

_____	FC03	(a) Automatically create new runs using the <u>Run Cutting</u> form and selecting the <u>Cut Single/Multi Runs.</u>
-------	------	-----------------------------------------------------------------------------------------------------------------------------------

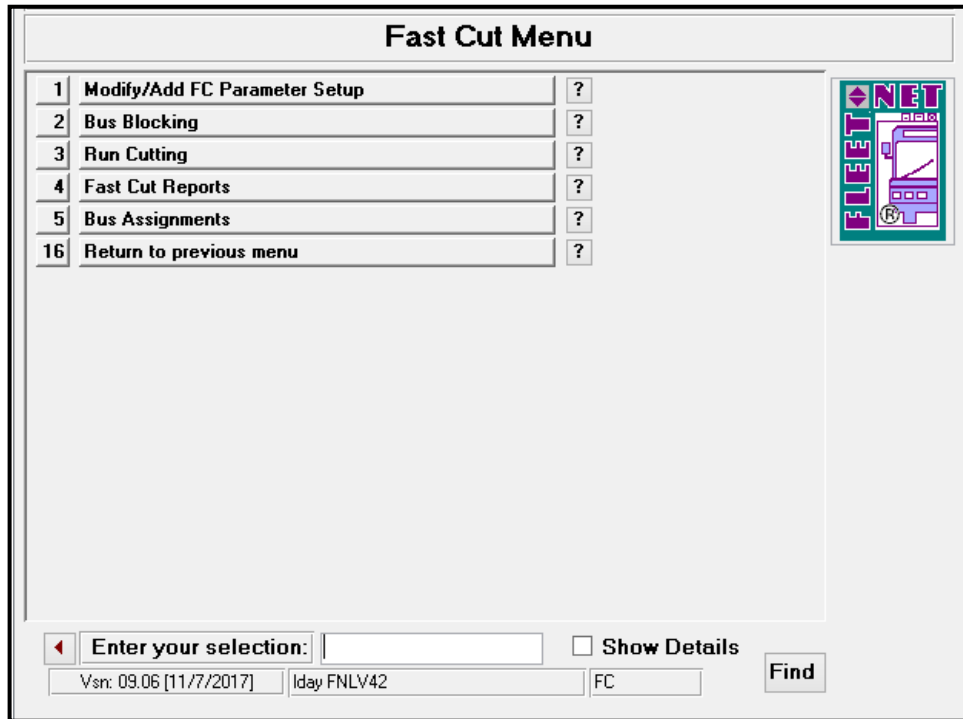
Option #2 Manually Create Runs.

_____	FC03	(a) Manually create new runs using the <u>Run Cutting</u> form and selecting the <u>Quick Run Cut.</u>
-------	------	----------------------------------------------------------------------------------------------------------------------

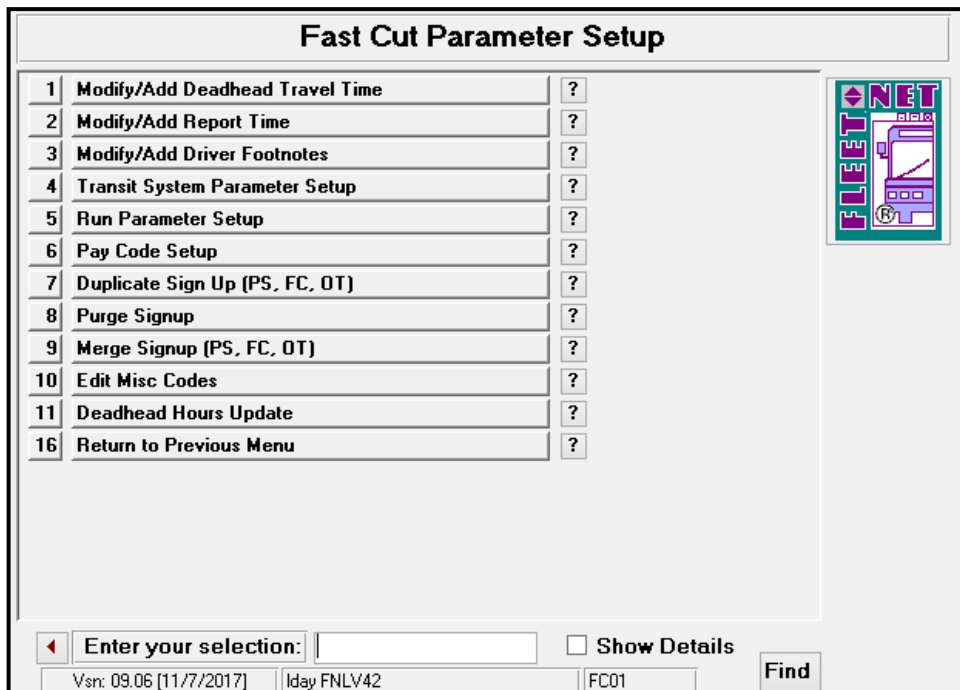
Bus Assignment

_____	FC05	(b) Assign a bus to a block using either the <u>Bus Assignments</u> or <u>Block Vehicle</u> form.
-------	------	-----------------------------------------------------------------------------------------------------------------

Fast Cut Main Menu



Fast Cut Parameter Set Up Menu



Edit Miscellaneous Codes

Click **Edit Miscellaneous Codes** to enter all required information for the Miscellaneous Codes.

Each Fleet-Net® application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net® while others are user defined.

Bus Type (User Defined)

Code	Value
30	30 Foot MB
40	40 Foot MB
DD	Double Decker
*	

CustomReports (User Defined)

Code	Value
PreBid	FNFC_PreBidBFT Report
*	

DispatchControl (**Specific**) - Enter Codes and Values as shown in table below.
 If utilizing Value will = True. If not using value = False.

Code	Value
RoundUpRunMinutes	True
*	

Code	Value
RoundUpRunMinutes	True= Turned on or False= Turned off.

InterLineCode (User Defined)


Modify / Add Misc List Codes

Module: FC

Type: InterLineCode

Code	Value
X	Interline Code

Print



ParkingSpace (User Defined)


Modify / Add Misc List Codes

Module: FC

Type: ParkingSpace

Code	Value
101	101
102	102
201	201
202	202

Print



PeakVehicleInterval (User Defined)


Modify / Add Misc List Codes

Module: FC

Type: PeakVehicleInterval

Code	Value
1 hour	60
15 minutes	15
4 hour	240

Print



TimePeriodCode (User Defined)


Modify / Add Misc List Codes

Module: FC

Type: TimePeriodCode

Code	Value
1	1
2	2
3	3
4	4

Print



Fast Cut Parameter Setup.....continued

UserNoteName (User Defined)

Modify / Add Misc List Codes

Module: FC

Type: UserNoteName

Code	Value
Directions	Directions
Farebox	Farebox
RunNote	RunNote
Sign	Sign

Print

UserNoteType (Specific) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: FC

Type: UserNoteType

Code	Value
Route	Note for whole route
Run	Note for whole run/piece
RunSeq	Note for individual run sequence

Print

Code	Value
Route	Note for whole route.
Run	Note for whole run/piece.
RunSeq	Note for individual run sequence.

Fast Cut Parameter Setup.....continued

Transit System Parameters Setup

Click **Transit System Parameters Setup** to define pull in and out locations, interline codes and relief locations. These Parameters are used in Bus Blocking and Run Cutting.

Item	Description	Icon
1	Modify/Add Deadhead Travel Time	?
2	Modify/Add Report Time	?
3	Modify/Add Driver Footnotes	?
4	Transit System Parameter Setup	?
5	Run Parameter Setup	?
6	Pay Code Setup	?
7	Duplicate Sign Up (PS, FC, OT)	?
8	Purge Signup	?
9	Merge Signup (PS, FC, OT)	?
10	Edit Misc Codes	?
11	Deadhead Hours Update	?
16	Return to Previous Menu	?

Enter your selection: Show Details

Vsn: 09.06 [2/6/2018] lday FNLV42 FC01

Enter or select Signup, Division & Service from drop down options.

Signup: 17Full
 Division: 1
 Service: 7

Relief / Report Locations
 Pull Out / Pull In Locations
 Interline Codes

Field Name	Description
Signup	Enter/Select Sign-up from drop down options.
Division	Enter/Select Division from drop down options.
Service	Enter/Select Service from drop down options.

Fast Cut Parameter Setup.....continued

Relief Report Locations

Enter or select Signup, Division & Service from drop down options.

Click **Relief / Report Locations** to setup all possible stops that may have relief points with their corresponding Report Location.

Field Name	Max Field Size	Field Type	Description
Route			Enter/Select or use? To enter Route Number.
Div			Enter/Select or use? To enter Division.
Relief Locations			Enter/Select or use? To enter Relief Location Stop #.
Report Location			Enter/Select or use? To enter Report Location.

? Search option form will display.

Pull Out / Pull In Locations

Enter or select Signup, Division & Service from drop down options.

Click **Pull Out / Pull In Locations** to identify the stop ids where the block will be pulling out and pulling back in for the route and direction combination.

Fast Cut Parameter Setup.....continued

Transit System Parameters

Signup: 17Full
 Division: 1
 Service: 7

Route	Dir	Pull Out Location:	Pull In Location:
1	I	318 ? CATA	318 ? CATA
10	I	318 ? CATA	318 ? CATA
11	I	318 ? CATA	318 ? CATA
13	I	318 ? CATA	318 ? CATA
16	I	318 ? CATA	318 ? CATA

Relief / Report Locations
 Pull Out / Pull In Locations
 Interline Codes

Field Name	Description
Route	Enter/Select the Route # from the drop down options.
Div	Enter/Select the Division from the drop down options.
Pull Out Location	Enter/Select or use? To enter Stop #. Description will auto populate.
Pull In Location	Enter/Select or use? To enter Stop #. Description will auto populate.

Interline Codes

Enter or select Signup, Division & Service from drop down options.

Click **Interline Codes** to identify routes and directions that can be linked for interlining blocking purposes. Interlined routes must share at least one common stop. All lines that will be blocked as interlines require an interline code including routes to themselves with multiple directions.

Transit System Parameters

Signup: 17Full
 Division: 1
 Service: 7

Interline Code	Route	Dir	
X	Interline Code	31	I ✓
X	Interline Code	44	D

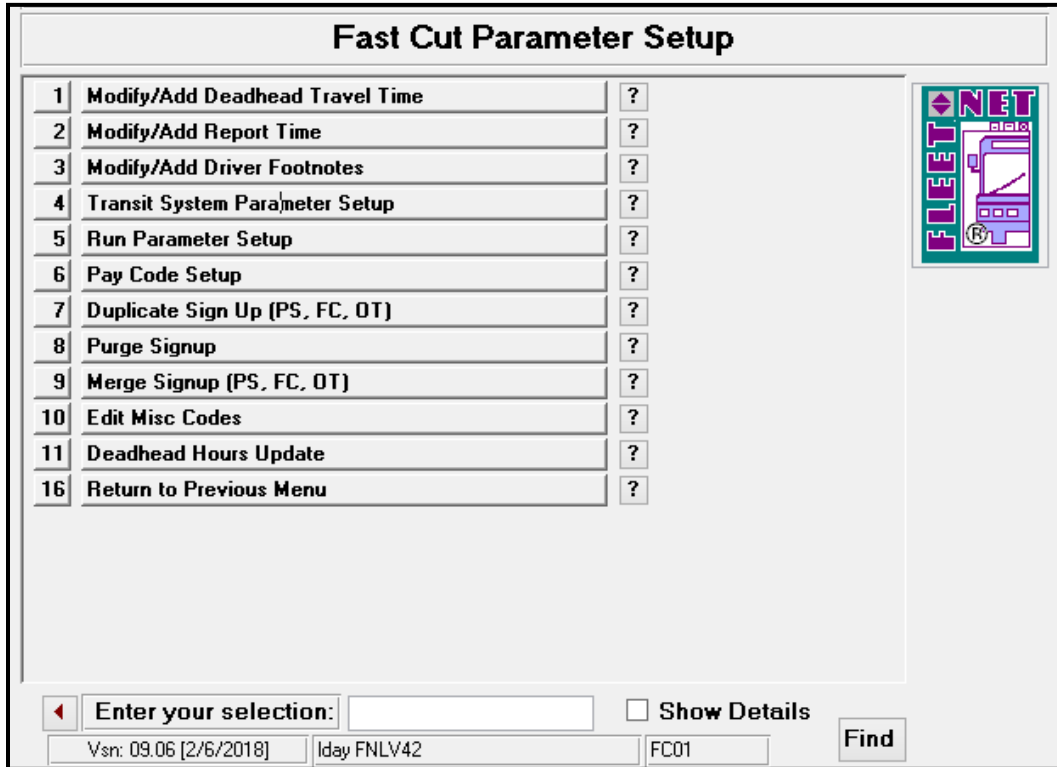
Relief / Report Locations
 Pull Out / Pull In Locations
 Interline Codes

Field Name	Description
Interline Code	Select the Interline code from the drop down options or add a new code; Click Green Checkmark . Identify routes and directions that can be linked for blocking purposes. Interlined routes must share at least one common stop. All lines that will be blocked as interlines require an interline code.
Route	Enter/Select the Route # to be populated with the Interline Code matching other route/direction combinations to be interlined.
Dir	Enter/Select the appropriate direction for the route selected.

Fast Cut Parameter Setup.....continued

Run Parameter Setup

Click **Run Parameter Setup** to define the guidelines to be adhered to by the system when the Automated Blocking feature, Quick Run Cut and Cut Single/Multi piece run cutting options are used. The time period intervals work in conjunction with the Deadhead/Travel parameters.

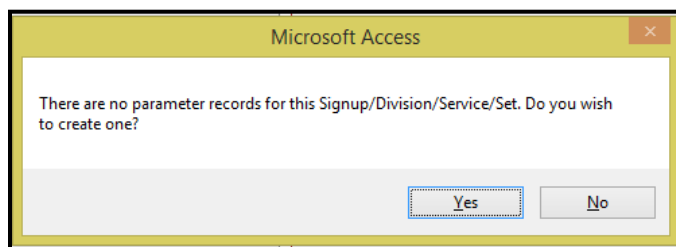


Enter or select Signup, Division, Service and Set if applicable from drop down options.

To create a Set:

Enter Signup, Division, Service and **New Set #**. The following message displays.

A set is a user defined code (alphanumeric) that represents the specified parameters. Multiple Sets can be defined for the same Signup, Division and Service. **Note:** When run cutting, if the result is not what is desired, the min and max run sizes, piece times etc. can be modified using another set to generate the desired runs.



Click **Yes** to create the set or **No** to cancel.

Fast Cut Parameter Setup.....continued

If **Yes** is selected the following form displays.

Field Name	Max Field Size	Type	Description
Parameter Description	30	Alpha/Numeric	Enter a description for the set. Multiple sets can be generated using different parameters.
Time Period / Start Time/ End Time	HHMMZ	Alpha/Number	Specify the times for the 4 Time Periods to include the earliest Pull Out and latest Pull In. These are the time periods defined in Deadhead/ Travel time. When bus blocking the system will determine the Deadhead Time based on the time of day. In run cutting the driver's travel time will be determined by these times of day. Where Z = A-AM, P-PM, X-Next Day.
Single Piece Runs			
Cut Off Time For Early Runs	HHMMZ	Alpha/Number	Enter the earliest time of day that a single piece run will start. Where Z = A-AM, P-PM, X-Next Day.
Cut Off Time For Late Runs	HHMMZ	Alpha/Number	Enter the latest time of day that a single piece run will end. Where Z = A-AM, P-PM, X-Next Day.
Min Piece Time	HH:MM	Number	Enter the minimum length of time in hours/minutes for a single piece run.
Max Piece Time	HH:MM	Number	Enter the maximum length of time in hours/minutes for a single piece run.

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Target Piece Time	HH:MM	Number	Enter the preferred length of time in hours/minutes for a single piece run.
Field Name	Max Field Size	Type	Description
Multi Piece Runs			
Cut Off Time For Early Runs	HHMMZ	Alpha/Number	Enter the earliest time of day that a multiple run will start. Where Z = A-AM, P-PM, X-Next Day.
Cut Off Time For Late Runs	HHMMZ	Alpha/Number	Enter the latest time of day that a multiple run will end. Where Z = A-AM, P-PM, X-Next Day.
Min Piece size for each Piece	HH:MM	Number	Enter the minimum length of time for a single piece of the multiple piece run.
Max Piece size for each Piece	HH:MM	Number	Enter the maximum length of time for a piece (HHMM).
Min Swing Time between pieces	HH:MM	Number	Enter the minimum time allowed between pieces for swing time.
Max Swing Time between pieces	HH:MM	Number	Enter the maximum time allowed between pieces for swing time.
Blocks			
Starting Block #	??	Number	Enter a starting block # to be generated when automatically blocking. These blocks can then be renumbered.
Block # Increment	??	Number	Enter a block # increment.
Runs			
Min Run Size	HH:MM	Number	Enter the minimum length of time for a run.
Max Run Size	HH:MM	Number	Enter the maximum length of time for a run.
Max Spread Time	HH:MM	Number	Enter the maximum Spread time allowed.
Max Guarantee Each Piece	HH:MM	Number	Enter the maximum Guarantee time allowed for each piece.
Min Overtime Cut Off	HH:MM	Number	Enter the number of hours before overtime is calculated.
Min Guarantee Time	HH:MM	Number	Enter the minimum time a driver must work to be eligible for Guarantee.
Max Guarantee Time	HH:MM	Number	Enter the maximum time a driver must work to be eligible for Guarantee.
Starting Run #		Number	Enter a starting Run # to be generated when automatically run cutting.
Run # Increment		Number	Enter a run # increment.
Max Run#	7	Number	Enter the maximum run number to be generated.
Break Time Early		Number	Under construction.
Break Time Late		Number	Under construction.

Duplicate

Enter or select Signup, Division, Service and Set from the drop down options, to be duplicated.

Click **Duplicate** to duplicate the selected setup data into the new set. Blocking and Run Cutting can be generated using different parameter sets for optimization.

Note: After duplicating a parameter set, remember to change the parameter description to identify it.

Fast Cut Parameter Setup.....continued

Run Parameters

Signup: FULL
 Division: 1
 Service: W
 Set: Full17-1

Time Period	Start Time	End Time
1	330A	630A
2	631A	159P
3	200P	630P
4	631P	329X

Record: 1 of 4

Parameter Description: Full 2017-01

Single Piece Runs	Blocks
Cutoff Time For Early Runs: 300A	Starting Block #: 100
Cutoff Time For Late Runs: 329A	Block # Increment: 10
Min Piece Time: 7:20	Runs
Max Piece Time: 8:40	Min Run Size: 7:20
Target Piece Time: 8:00	Max Run Size: 8:40
Multi-Piece Runs	Max Spread Time: 0:00
Cutoff Time For Early Runs: 330A	Max Guarantee Each Piece: 0:00
Cutoff Time For Late Runs: 329X	Min Overtime Cut Off: 8:00
Min Piece Size Each Piece: 1:30	Min Guarantee Time: 6:30
Max Piece Size Each Piece: 5:59	Max Guarantee Time: 8:00
Min Swing Time Between Pieces: 1:00	Starting Run #: 1
Max Swing Time Between Pieces: 4:00	Run # Increment: 1
	Max Run #: 9999999
	Break Time Early: <input type="checkbox"/>
	Break Time Late: <input type="checkbox"/>

The following form displays. Enter the name for the new set.

Duplicate Parameter Set

Enter The Short Name For The New Parameter Set.

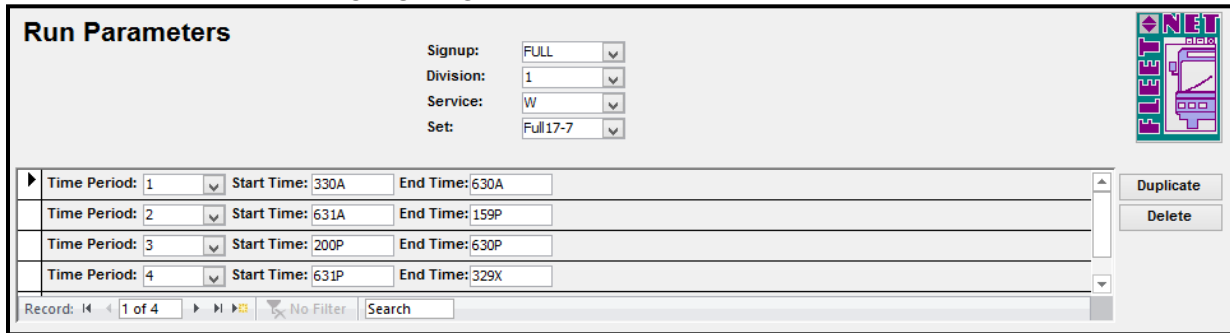
Full17-7

OK Cancel

Click **OK** to continue or **Cancel** to cancel.

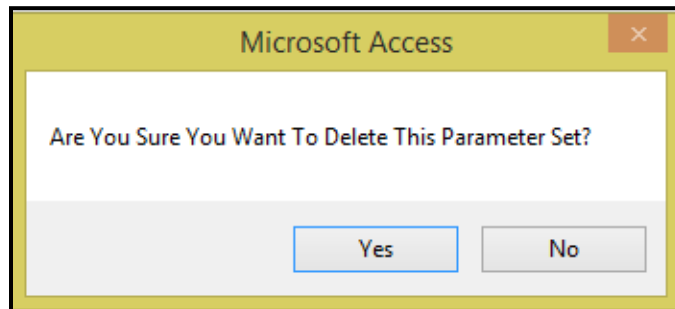
Delete

Enter or select Signup, Division, Service and Set from the drop down options, to be deleted.



Fast Cut Parameter Setup.....continued

Click **Delete** the following confirmation message will display.



Click **Yes** to continue or **No** to cancel.

No confirmation message will display.


Modify/Add Deadhead Travel Time

Click **Modify/Add Deadhead Travel Time** to define all Deadhead Travel Time locations, distances and times for each period required. The Deadhead trip will be added to the blocks, the travel time is added to a run when a driver travels to a relief location.

The Deadhead and Travel Time are not Signup specific. These settings are universal across signups and are only accessed by the system at the time the block or run is created. Making changes to any record here does not affect already blocked and cut runs.

Fast Cut Parameter Setup

1	Modify/Add Deadhead Travel Time	?
2	Modify/Add Report Time	?
3	Modify/Add Driver Footnotes	?
4	Transit System Parameter Setup	?
5	Run Parameter Setup	?
6	Pay Code Setup	?
7	Duplicate Sign Up (PS, FC, OT)	?
8	Purge Signup	?
9	Merge Signup (PS, FC, OT)	?
10	Edit Misc Codes	?
11	Deadhead Hours Update	?
16	Return to Previous Menu	?




Show Details

Vsn: 09.06 [2/6/2018]
Iday FNLV42
FC01

Fast Cut Parameter Setup.....continued

To review **existing** Deadhead/Travel time enter or select the From Stop ID & To Stop ID system auto populates the data.

Deadhead/Travel Time



From Stop ID: To Stop ID:

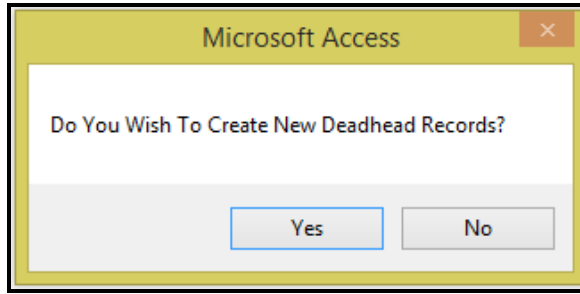
Distance In Miles:

▶ Time Period Code: 1	Vehicle Time: 25	Driver Time: 25
Time Period Code: 2	Vehicle Time: 25	Driver Time: 25
Time Period Code: 3	Vehicle Time: 25	Driver Time: 25
Time Period Code: 4	Vehicle Time: 25	Driver Time: 25
* Time Period Code:	Vehicle Time: 0	Driver Time: 0

Field Name	Description
From Stop ID	Enter originating stop ID code. For beginning deadhead purposes is usually the Garage id. For ending deadhead this is the last time point before deadheading to the garage. Middle deadheads are the exception.
To Stop ID	Enter ending destination stop ID code. For beginning deadhead purposes is usually the first time point after leaving the garage. For ending deadhead this is usually the garage. Middle deadheads are the exception.

To create **a new** Deadhead/Travel Time Enter or select the From Stop ID and To Stop ID.

The following message displays.



Click **Yes** to create a new Deadhead/Travel Time or **No** to cancel.

The screenshot shows a software interface titled "Deadhead/Travel Time". At the top right is a logo with the word "NET" and a computer icon. Below the title, there are input fields: "From Stop ID: 318" (with a dropdown arrow), "To Stop ID: 1" (with a dropdown arrow), and "Distance In Miles: 11.5". A "Print Hardcopy" button is located to the right of these fields. Below the inputs is a table with five rows. Each row has a "Time Period Code" dropdown, a "Vehicle Time" input, and a "Driver Time" input. The first four rows have values of 25 for both Vehicle Time and Driver Time. The fifth row, marked with an asterisk, has 0 for both. A small expand/collapse arrow is visible to the left of the first row.

Fast Cut Parameter Setup.....continued

Field Name	Max Field Size	Type	Description
Distance	Miles.Tenths	Number	Enter deadhead mileage.
Time Period Code	8	Alpha/Numeric	Enter the Time Period Code as setup in the Run Parameter Setup.
Vehicle Time	HHMM	Number	Enter time required by vehicle to deadhead. This will be the amount of time added to the block for deadhead. When Blocking is done the system will calculate the deadhead time based on the time period.
Driver Time	HHMM	Number	Enter time that the driver will be paid to travel based on the time period. When runs are cut this pay time will be added with the appropriate pay code.

Print Hardcopy

Click **Print Hardcopy** to print the following report for all Deadhead/Travel time.

Deadhead/Travel Time					
From Stop	To Stop	Distance		Vehicle Time	Driver Time
1	109	0			
E. College Ave at S. Allen Street	University Dr at Legion Ln (Inbound)		Period: 1	0:25	0:25
			Period: 2	0:25	0:25
			Period: 3	0:25	0:25
			Period: 4	0:25	0:25
318	1	11.5			
CATA	E. College Ave at S. Allen Street		Period: 1	0:25	0:25
			Period: 2	0:25	0:25
			Period: 3	0:25	0:25
			Period: 4	0:25	0:25
318	11	5.2			
CATA	Linn St at E North Hills Place		Period: 1	0:10	0:00


Fast Cut Parameter Setup.....continued

Modify/Add Report Time

Click **Modify/Add Report Time** defines amount of report time paid to drivers for Pull Out, Pull In, Other In, and Other Out. This time is added when cutting runs.

Fast Cut Parameter Setup

1	Modify/Add Deadhead Travel Time	?
2	Modify/Add Report Time	?
3	Modify/Add Driver Footnotes	?
4	Transit System Parameter Setup	?
5	Run Parameter Setup	?
6	Pay Code Setup	?
7	Duplicate Sign Up (PS, FC, OT)	?
8	Purge Signup	?
9	Merge Signup (PS, FC, OT)	?
10	Edit Misc Codes	?
11	Deadhead Hours Update	?
16	Return to Previous Menu	?




Show Details
 Find

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lday FNLV42
FC01

Enter or select Signup and Division from drop down options.

Report Time: Is Signup and Division specific.

Report Time



Signup:
 Division:

✎	Stop Id:	<input type="text" value="318"/>	Pull Out:	<input type="text" value="5"/>	Other Out:	<input type="text" value="0"/>
			Pull In:	<input type="text" value="5"/>	Other In:	<input type="text" value="0"/>
*	Stop Id:	<input type="text"/>	Pull Out:	<input type="text" value="0"/>	Other Out:	<input type="text" value="0"/>
			Pull In:	<input type="text" value="0"/>	Other In:	<input type="text" value="0"/>

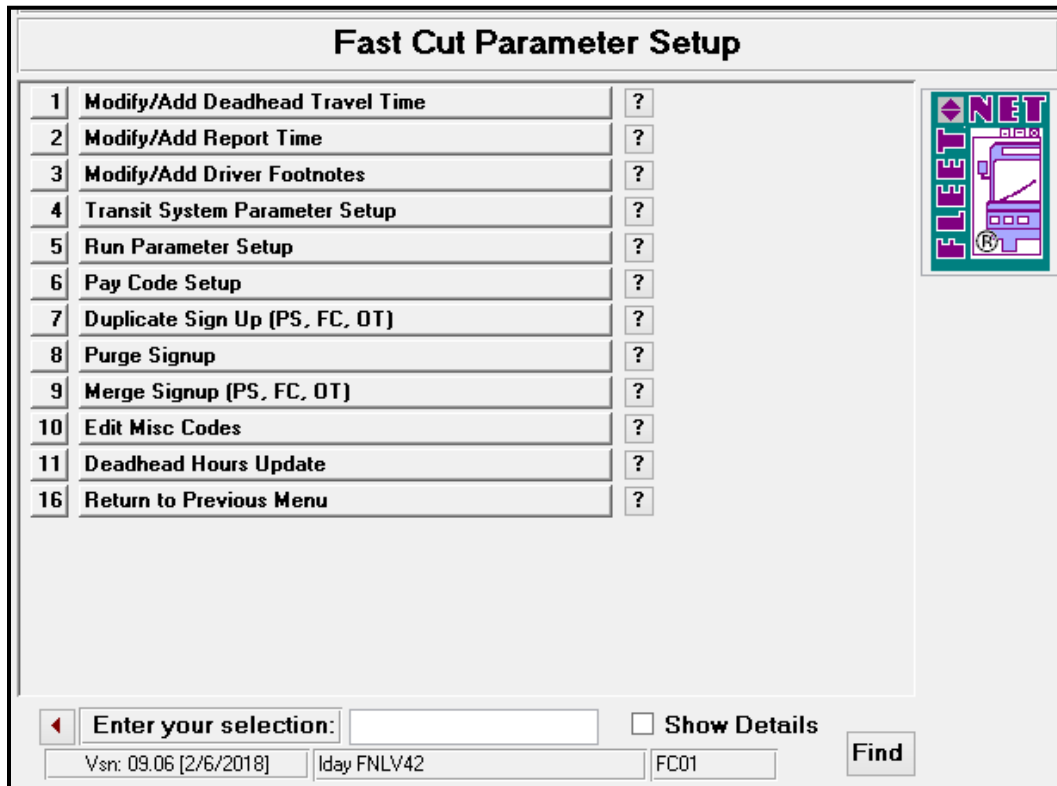
Fast Cut Parameter Setup.....continued

Field Name	Max Field Size	Type	Description
Stop ID			Enter or Select stop ID from drop down option.
Pull Out	MM	Number	Enter amount of report time paid before Pull Out, in minutes.

Other Out	MM	Number	Enter amount of time for Other Out, in minutes which would cover instances of time before travel time if applicable.
Pull In	MM	Number	Enter amount of report time sometimes referred to as Turn In Time paid before Pull In minutes.
Other In	MM	Number	Enter amount of time for Other Out, in minutes which would cover instances of time after travel time if applicable.

Modify/Add Driver Footnotes

Click **Edit Modify/Add Driver Footnotes** to define the Code and Footnote to be printed on the Driver's Run Guides.



Enter or select Signup, Division, Service and Route from drop down options.

Edit Footnotes

Click **Edit Footnotes** and add or modify notes.

Fast Cut Parameter Setup.....continued

Driver Footnotes

Signup: FULL
 Division: 1
 Service: X
 Route: 19

Code	Description
L	LINE-UP DO NOT STOP at McDonald's with the exception of drop off. No pickup from this location.

Field Name	Max Field Size	Type	Description
Code	1	Alpha/Numeric	Enter a footnote code. If code has previously been entered, it will display.
Footnote	254	Alpha/Numeric	Enter message to drivers for a specific time point.

Once the footnote code has been created, it must then be assigned to a particular time point via the Modify/Add Trips and Times form located on the PS01 menu Option #9. Double Click on start Time to populate the form below. Refer to the Public Schedule manual for addition instructions.

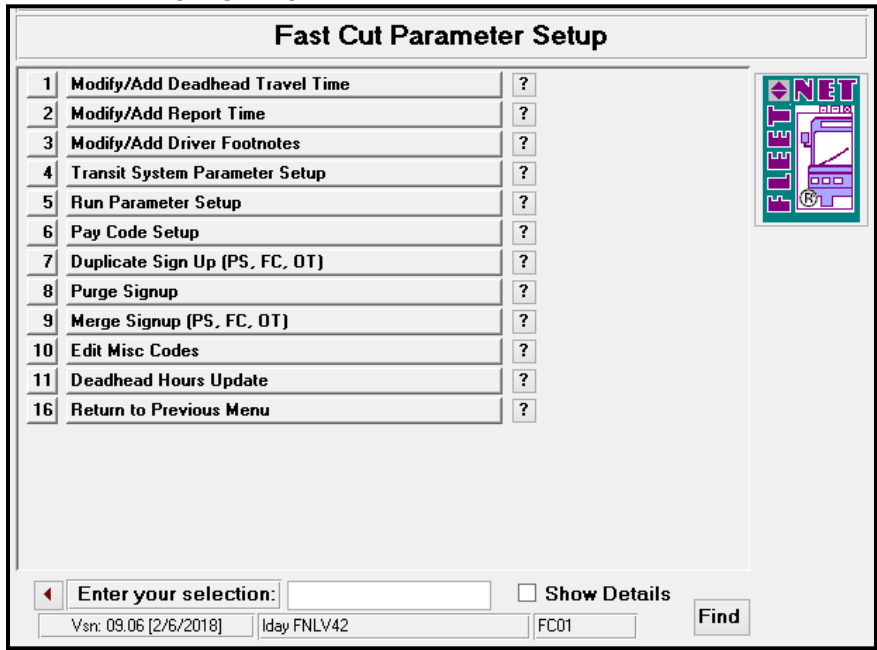
Trip #: 19197 Pattern: 191-1096 Time Points Relief Points

Stop #	Time	Seconds After Midnight	Actual Seconds	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports	Time Point	Relief Point
100	825A	30300	0	0.000000	T	L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				165						
200	828A	30480	0	0.500000	T	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				322						
300	833A	30780	0	0.100000	T	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				166						

Pay Code Setup

Click **Pay Code Setup** to assign payroll pay codes to the corresponding descriptions to the left. This form serves as a template for the run cutting option to pull from when new runs are created. The setup is by piece, therefore create a record for the greatest number of pieces a run may have. The pay codes must first be set up via the payroll module.

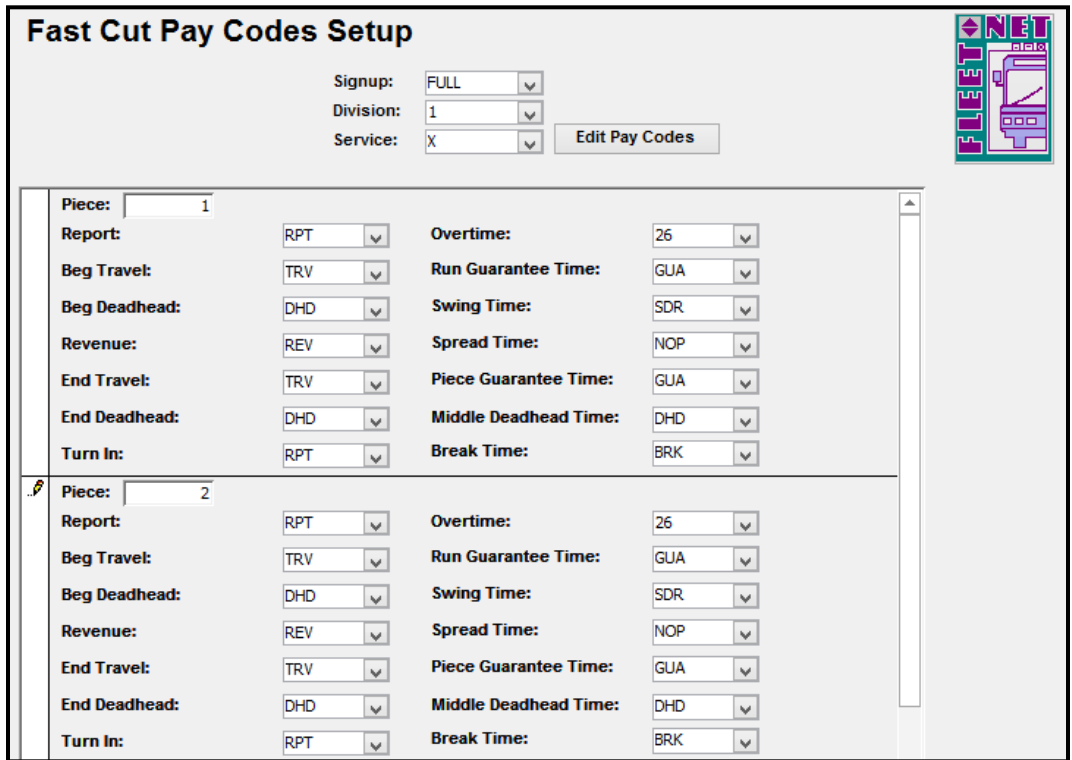
Fast Cut Parameter Setup.....continued



Edit Pay Codes

Enter or select Signup, Division and Service from drop down options.

Click **Edit Pay Codes** to make changes or additions to previously setup pieces. Use drop down arrow to select the options for each piece.



Fast Cut Parameter Setup.....continued


Field Name	Max Field Size	Type	Description
Piece		Number	Enter the piece number.
Report	3	Alpha/Numeric	Select the pay code if applicable to define Report Times.
Beg Travel	3	Alpha/Numeric	Select the pay code if applicable to define Beginning Travel Time.
Beg Deadhead	3	Alpha/Numeric	Select the pay code if applicable to define Beginning Deadhead times.
Revenue	3	Alpha/Numeric	Select the pay code if applicable to define Revenue time which includes layover time.
End Travel	3	Alpha/Numeric	Select the pay code if applicable to define End Travel Times.
End Deadhead	3	Alpha/Numeric	Select the pay code if applicable to define End Deadhead Times
Turn In	3	Alpha/Numeric	Select the pay code if applicable to define Turn in Times.
Overtime	3	Alpha/Numeric	Select the pay code to define Overtime hours.
Run Guarantee Time	3	Alpha/Numeric	Select the pay code to define the Run Guarantee Times.
Swing Time	3	Alpha/Numeric	Select the pay code to define Swing Time/Intervening Time.
Spread Time	3	Alpha/Numeric	Select the pay code if applicable to define Spread Time.
Piece Guarantee Time	3	Alpha/Numeric	Select the pay code if applicable to define the Guarantee Time per piece.
Middle Deadhead Time	3	Alpha/Numeric	Select the pay code if applicable to define Middle Deadhead Times.
Break Time	3	Alpha/Numeric	Under Construction.

Modify/Add Run Class Codes

Go to the OT04 menu Option #5

Click **Modify/Add Run Class Codes** to setup class codes to be assigned to runs. The class code labels the type of run or tripper and can be used for sorting and reporting.

Run Class Code Setup



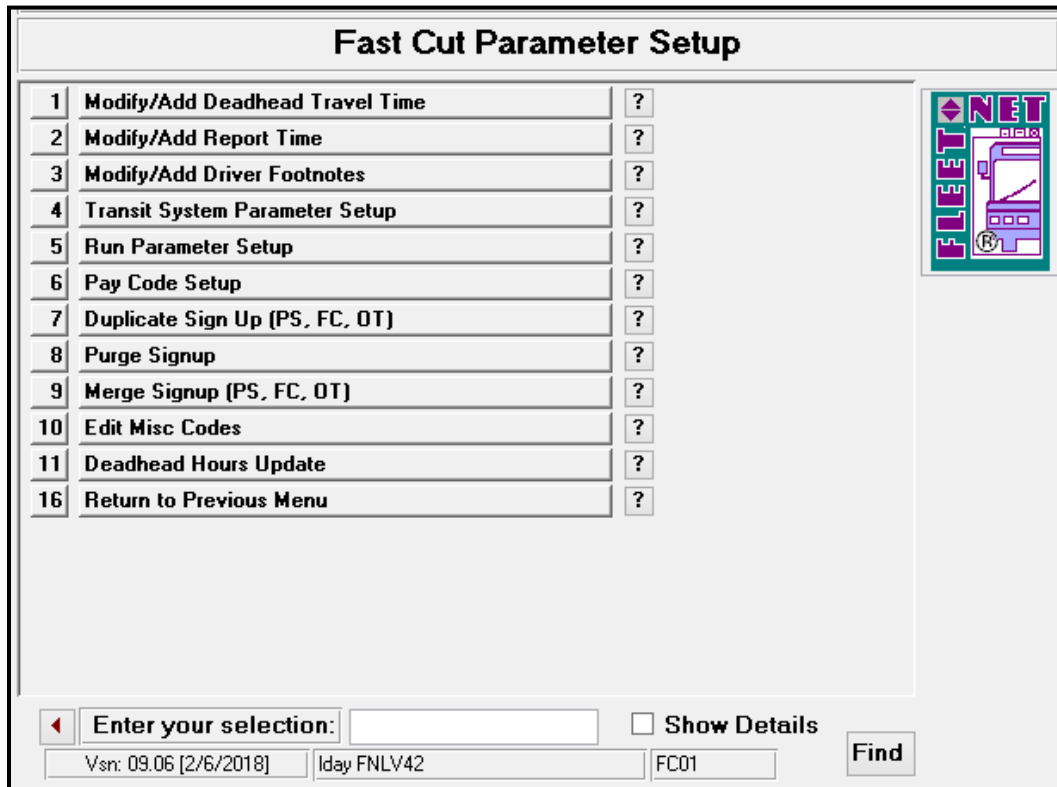
▶	Run Class Code:	ESTR	Description:	Early Straight	Sort Value:	1
	Run Class Code:	LSTR	Description:	Late Straight	Sort Value:	2
	Run Class Code:	MSTR	Description:	Midday Straight	Sort Value:	3
*	Run Class Code:		Description:		Sort Value:	0

Field Name	Max Field Size	Type	Description
Run Class Code	5	Alpha/Numeric	Enter a code to define a type of run or tripper.
Description	25	Alpha Numeric	Enter the description of the run. Examples: AM Tripper, Early Straight.
Sort Value		Number	Assign a sort value. The class code list will display in this order.

Duplicate Signup (PS, FC and OT)

Click **Duplicate Signup (PS, FC, and OT)**. There are multiple duplicate options found within the PS, FC and OT modules. This option is the one that is used primarily.

It is a good option if there are only a few changes from one sign up to the next. Once duplicated the process would be as follows for runs, blocks or trips requiring modification for the new signup.



- First, un-cutting the runs that require changes.
- If changes at the block level will occur the runs pertaining to the block/s must first be uncut before the blocks are revised.
- Any changes that will be made to the data at the trip level in PS would first require both runs and blocks associated with the trips to be uncut/unblocked first.

Public Schedules -All Routes, Patterns, Trips and Times will be duplicated for the option selected.

Fast Cut - All Blocks and Runs will be duplicated for the option selected.

Operator Timekeeping- All Runs and Pay Time will be duplicated for the option selected.

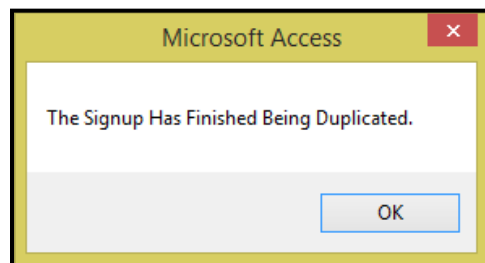
The options to not duplicate Operator Timekeeping Employee Assignments and Bid Assignments are available. Duplicate Bid Assignments duplicates the bid # with the corresponding runs assigned to it. Duplicate Employee Assignments will duplicate the actual employee number assigned to the bid. This option is normally not checked as many agencies allow drivers to pick or are assigned different bids each new signup.

Duplicate Signup

Click **Duplicate Sign Up** to duplicate a signup in Public Schedules, Fast Cut and Operator Timekeeping modules.

Field	Max Field Size	Type	Description
Old Signup			Enter or select from the drop down options, the Signup to be duplicated.
Division			Enter or select from the drop down options, the Division to be duplicated, Leave blank to duplicate all Divisions.
Service			Enter or select from the drop down options, the Service to be duplicated, Leave blank to duplicate all Service codes.
New Signup	12	Alpha/Numeric	Enter the new signup name.
Signup Description	30	Alpha/Numeric	Enter the description of the new signup.
Effective Date		Date/Time	Enter the date the new signup will become effective.
Duplicate Bid Assignments		Yes/No	Select the checkbox to include Operator Timekeeping Bid Assignments for the new signup.
Duplicate Employee Assignments		Yes/No	Select the checkbox to include current Employee Assignments for the duplicated bid.

Once system completes executing the cloning of the old signup to the new signup. The following message displays when process is completed.



Click **OK**.

Purge Signup

Click **Purge Signup** to delete a Signup. **CAUTION: Purged information will be permanently deleted from the tables from the PS, FC and OT modules relating to the signup selected.**

Number	Option	Help
1	Modify/Add Deadhead Travel Time	?
2	Modify/Add Report Time	?
3	Modify/Add Driver Footnotes	?
4	Transit System Parameter Setup	?
5	Run Parameter Setup	?
6	Pay Code Setup	?
7	Duplicate Sign Up (PS, FC, OT)	?
8	Purge Signup	?
9	Merge Signup (PS, FC, OT)	?
10	Edit Misc Codes	?
11	Deadhead Hours Update	?
16	Return to Previous Menu	?

Enter your selection: Show Details

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Enter or select the Signup Division & Service from the drop down options. Division & Service can be left blank to select all.

Purge Signup (PS/FC/OT)

Signup:

Division (leave blank for all):

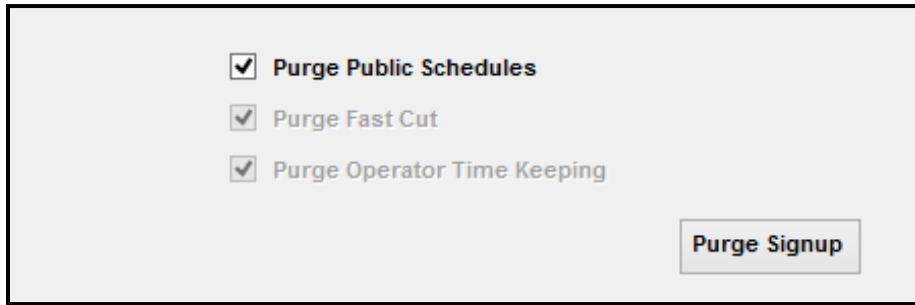
Service (leave blank for all):

Purge Public Schedules
 Purge Fast Cut
 Purge Operator Time Keeping

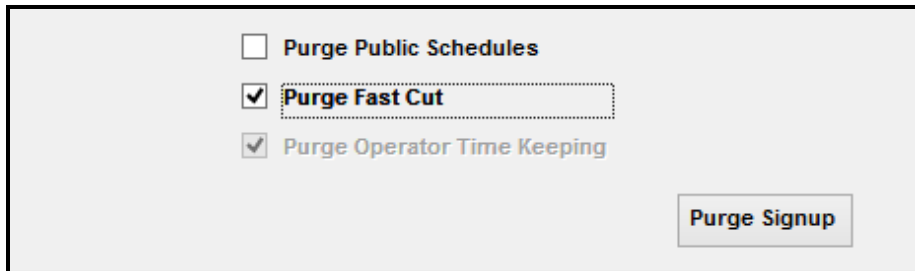
Vsn: 09.06 [4/4/2018]

Field	Description
Signup	Enter or select from drop down options the Signup to be deleted.
Division	Leave Blank if the transit has only 1 division. Only enter a division if the transit has multiple divisions and only 1 of them should be purged.
Service	Specify the Service or leave blank to delete all.

If Public Schedules is selected, then Fast Cut and Operator Timekeeping will be purged also.



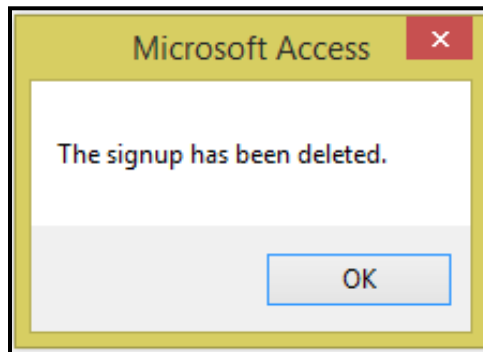
If Fast Cut is selected then Operator Timekeeping will be purged also.



Do not select just Purge Operator Time Keeping option. This will create orphan records in the system.

Purge Signup

Click **Purge Signup**. The following confirmation message displays.



Click **OK**.

Fast Cut Parameter Setup.....continued

Merge Signup (PS, FC, OT)

Click **Merge Signup (PS, FC, OT)** to combine 2 completely separate signups. **NOTE:** Errors will occur if both Signups have the same Pattern names.

Number	Item Name	Icon
1	Modify/Add Deadhead Travel Time	?
2	Modify/Add Report Time	?
3	Modify/Add Driver Footnotes	?
4	Transit System Parameter Setup	?
5	Run Parameter Setup	?
6	Pay Code Setup	?
7	Duplicate Sign Up (PS, FC, OT)	?
8	Purge Signup	?
9	Merge Signup (PS, FC, OT)	?
10	Edit Misc Codes	?
11	Deadhead Hours Update	?
16	Return to Previous Menu	?

Enter your selection: Show Details

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Enter or select the Source Signup, Division, and Service are optional from drop down options.

Enter or select the Target Signup, Division, and Service are optional from drop down options.

**Merge Signup/Division/Service
PS/OT/FC**

Source Signup: Jan2018

Division (leave blank for all):

Service (leave blank for all):

Target Signup: RED X2

Division (optional):

Service (optional):

Duplicate Bid Assignments

Duplicate Employee Assignments

Merge

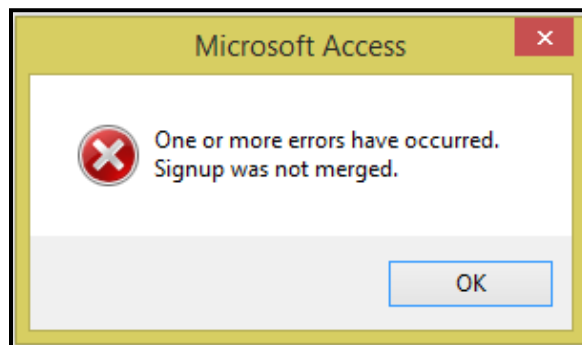
Fast Cut Parameter Setup.....continued

Field	Description
Source Signup	Enter the Signup to be merged into another signup.
Division	Enter the Source Signup Division, leave blank for merging all Divisions or select the division to be merged.
Service	Enter the Source Signup Service, leave blank for merging all Services or select the service to be merged.
Target Signup	Enter the Signup into which the Source Signup will be added.
Division	Enter the Target Signup Division, also leave blank if merging all Divisions. If merging only one division select the division to merge the sign up into.
Service	Enter the Target Signup Service, also leave blank if merging all Services. If merging only one service select the service to merge the sign up into.
Duplicate Bid Assignment	Select the checkbox to include Operator Timekeeping Bid Assignments for the new signup.
Duplicate Employee Assignments.	Select the checkbox to include current Employee Assignments for the duplicated bid.

Merge

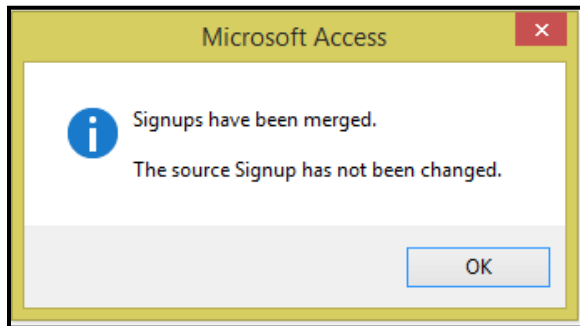
Click **Merge** to merge the 2 selected signups.

If the merge is not successful the following message will appear. Verify that you do not have similar pattern names between the two signups.



Click **OK**.

Once merge is complete the following message will display.

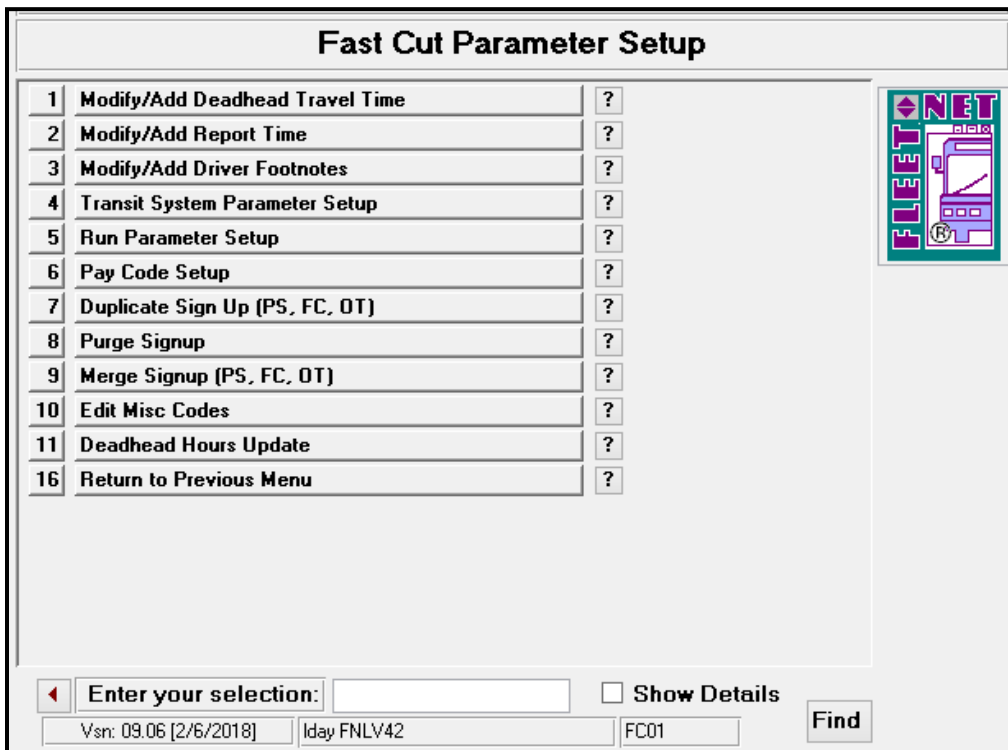


Click **OK**.

Fast Cut Parameter Setup.....continued

Deadhead Hours Update

Click **Deadhead Hours Update** to globally update deadhead time and miles to existing blocks. No runs must exist in the signup to be updated. Changes to the times and miles must first be made via the Modify/Add Deadhead Travel Time form before this option is executed.

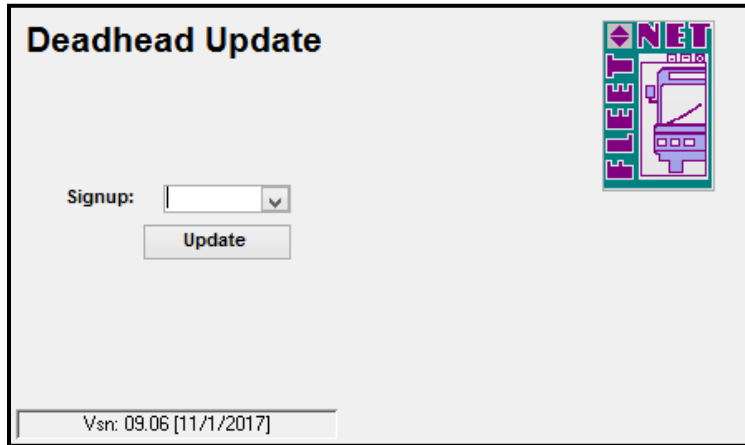


Enter or Select from the drop down option the signup to be updated. This option is signup specific meaning that all blocks containing the from/to stop id combinations that were revised will be affected.

Update

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Enter or select the sign up from the drop down options.

Click **Update** to update the selected signup.



Fast Cut Parameter Setup.....continued

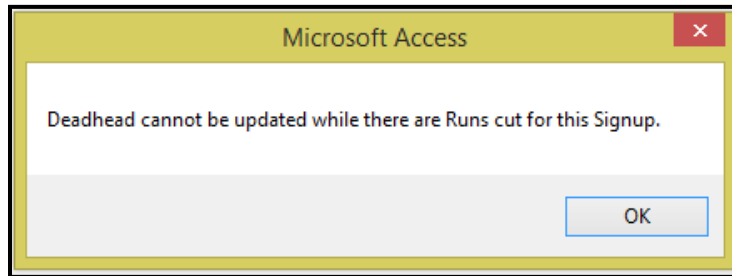
The Deadhead Trip Changes Preview report will appear illustrating all blocks and which ones will be affected by the update.

The system will compare the deadhead time and miles for each current block to determine what time and mileage it was originally blocked with and compare it to the current setup of Modify/Add Deadhead Travel Time.

In the example below, deadhead form 7064 to 9000 was originally blocked with :06 minutes but then revised in Modify/Add Deadhead Travel Time to :15. Differences in mileage will also be reflected on the report.

Acme Transit										
Deadhead Trip Changes Preview										
Signup: 20										
Block	Block Trip	Route	Dir.	Sched. Trip	Start/End Stops		Start Time	End Time	Elapsed Time	Mileage
Deadhead From: 7062 To: 9000										
304	7	92	D	0	7062	PRESSER TOWERS 480 CANTO				6.9
Pull In					9000	METRO GARAGE	Current:			6.904792
							Changed:			
Deadhead From: 7064 To: 9000										
308	3	94	D	0	7064	VERNON ODOM BLVD @ MARIA		300P	0:06	
Pull In					9000	METRO GARAGE	Current:	309P	0:15	
							Changed:			
Deadhead From: 8006 To: 9000										
261	3	261	D	0	8006	ST MARY'S SCHOOL				1.82
Pull In					9000	METRO GARAGE	Current:			0
							Changed:			
Deadhead From: 8007 To: 9000										
270	3	270	D	0	8007	ST VINCENTS GRADE SCHOOL				3.44
Pull In					9000	METRO GARAGE	Current:			0
							Changed:			
Deadhead From: 9000 To: 0001										
56	1	19	D	0	9000	METRO GARAGE				2.52
Pull Out					0001	RKP TRANSIT CENTER	Current:			2.523735
							Changed:			
172	1	61	D	0	9000	METRO GARAGE	Current:			2.52

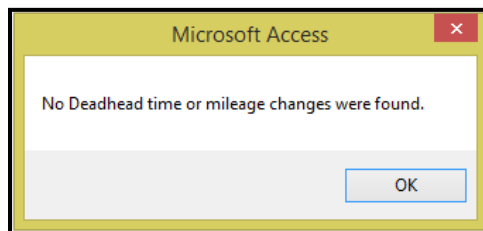
If runs exist on the selected signup the following message displays.



Click **OK**.

Fast Cut Parameter Setup.....continued

If no Deadhead time or mileage changes are found the following message displays.

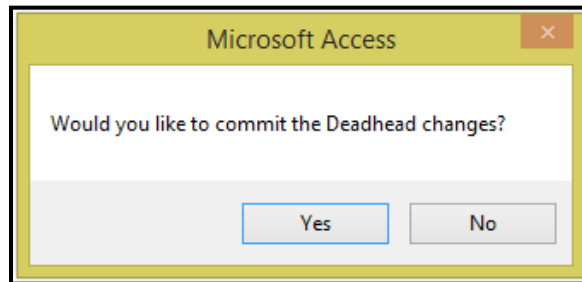


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Click **OK**.

Once Deadhead Update function is complete the system will generate an audit report prior to making the global update.

Deadhead Trip Changes Preview										
Signup:		FULL								
Block	Block Trip	Route	Dir.	Sched. Trip	Start/End Stops		Start Time	End Time	Elapsed Time	Mileage
Deadhead From : 318 To: 4										
1004INT	1	1	D	0	318	CATA	Current:	231P	0:15	
Pull Out					4	Pattee Transit Center Eastbound	Changed:	236P	0:10	
1003	1	1	D	0	318	CATA	Current:	731A	0:15	
Pull Out					4	Pattee Transit Center Eastbound	Changed:	736A	0:10	

Click **Close Print Preview** and the following message displays.



Click **Yes** to continue or **No** to cancel.

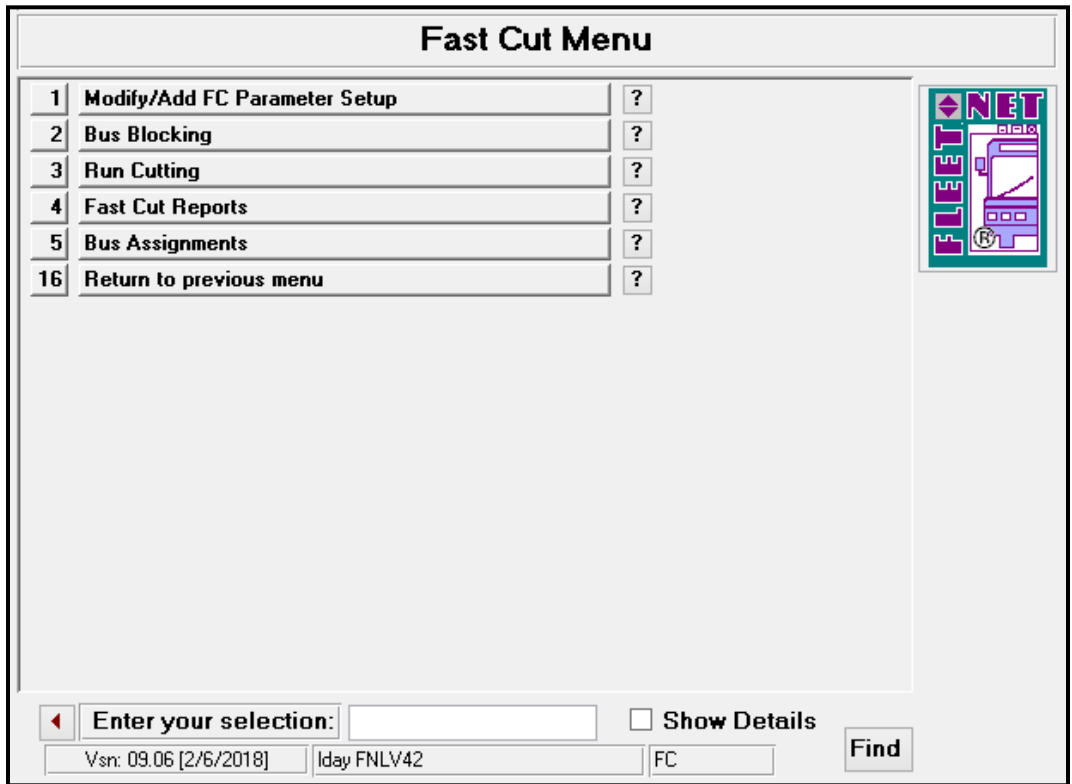
Bus Blocking Menu

Click **Bus Blocking** to begin the blocking process.

This form is used for Initializing Blocks, Bus Blocking, Displaying Blocks and searching existing blocks. Blocks can be generated automatically or semi manually. Bus Types can be assigned to each block. Existing Blocks can be modified by merging, removing or inserting trips and deadhead and re-numbering.

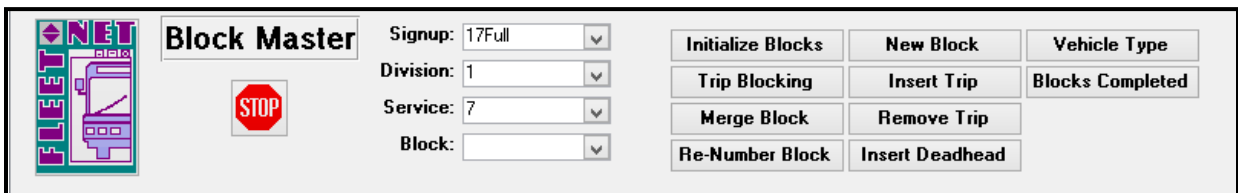
If changes to a Block are due to changes in the public schedule timetable, any runs assigned to the block must be uncut. Then the block must be unblocked. At this point the time change can be made to the public

schedule. Once this has been completed re-block and re-cut. The new time will be reflected in the run. Not following this process correctly will cause the public schedule and fast cut databases to be out of sync.



Bus Blocking

Enter or select Signup, Division & Service and Block if applicable from drop down options.

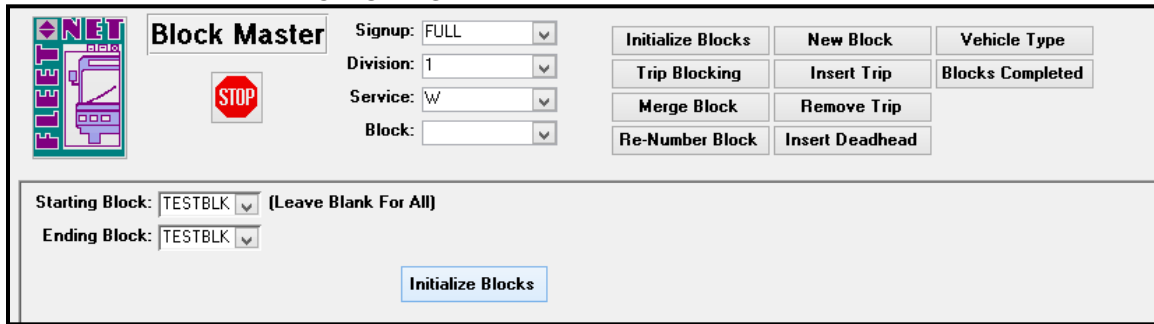


Bus Blocking.....continued

Initialize Blocks

Enter or select Signup, Division & Service and Block if applicable from drop down options.

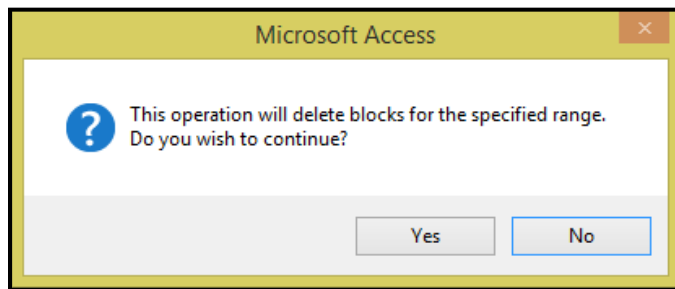
Click **Initialize Blocks** to purge/delete a block or a range of blocks. Caution should be taken when initializing, this selection will delete all existing blocks. To delete all blocks leave the Starting and Ending Block fields blank. To delete an individual block enter the block into both the Starting Block and Ending Block fields.



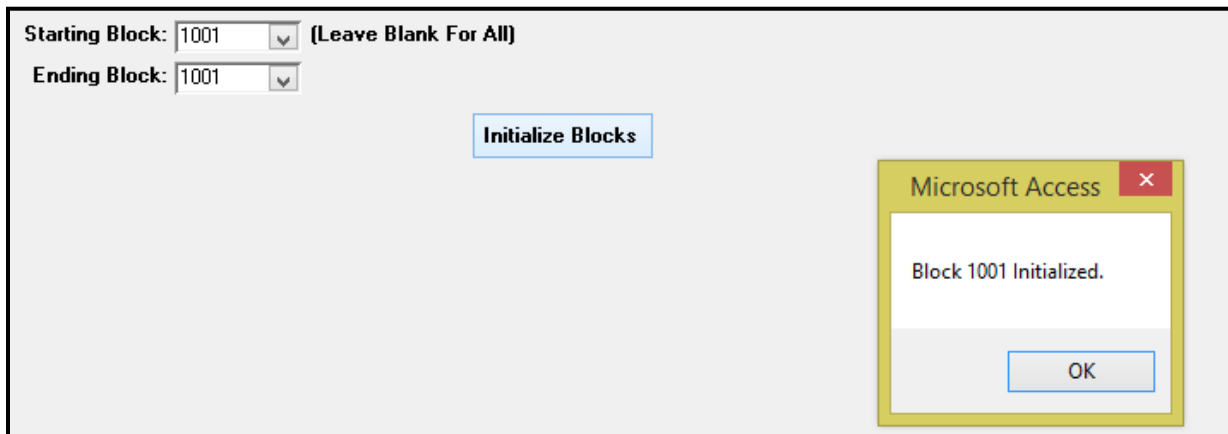
Initialize Blocks

Enter or select Starting Block and Ending Block from drop down options.

Click **Initialize Blocks** to unblock the selected options. The following message displays.



Click **Yes** to continue or **No** to cancel. If, **Yes** is selection the following confirmation message displays.

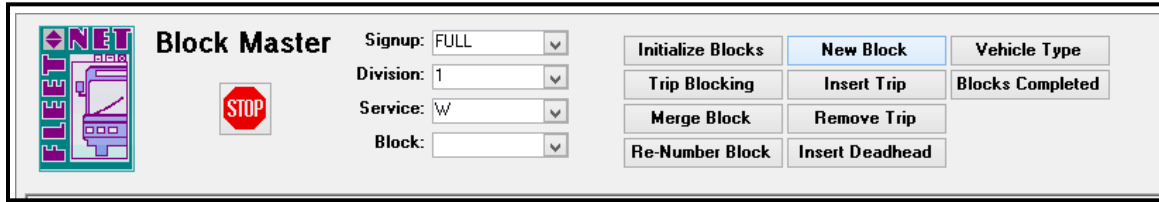


Click **Ok**.

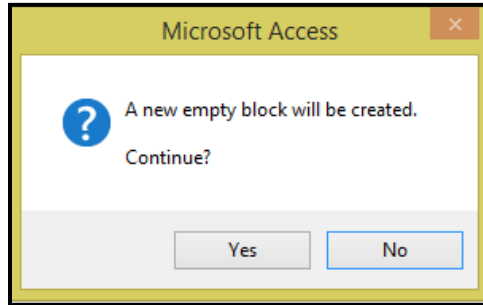
Bus Blocking.....continued

New Block

Enter or select Signup, Division and Service from drop down options.

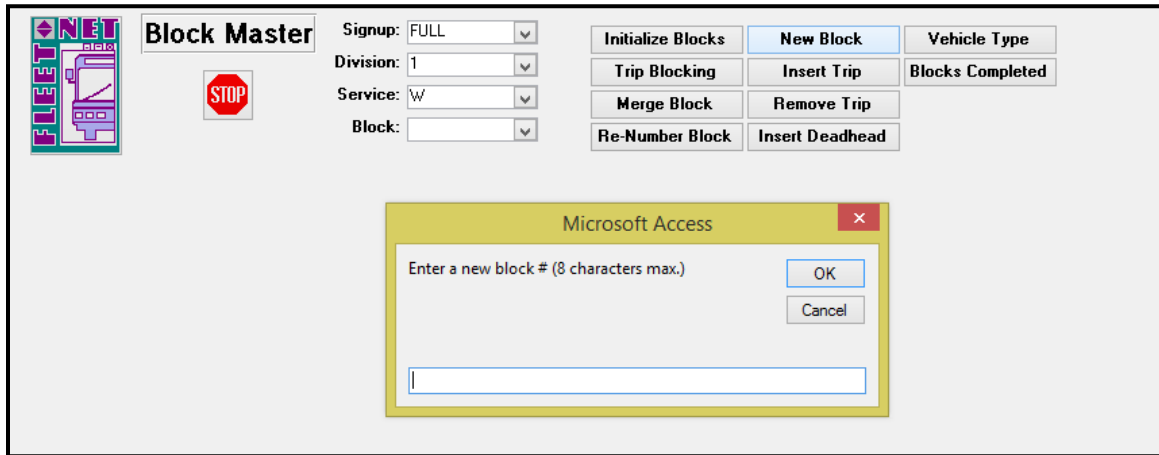


Leave Block blank then click **New Block** to create a new block.



Click **Yes** to continue or **No** to cancel.

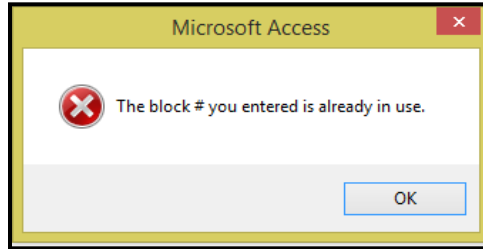
If, Yes is selected the following form displays. Enter the Block # to be created.



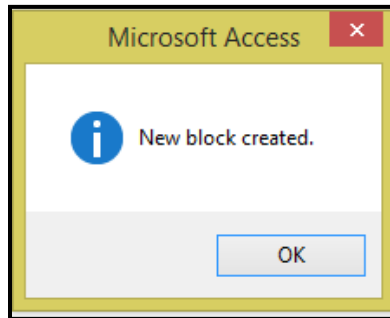
Click **OK** to continue or **Cancel** to cancel.

If the block # is already used the following message displays.

Bus Blocking.....continued



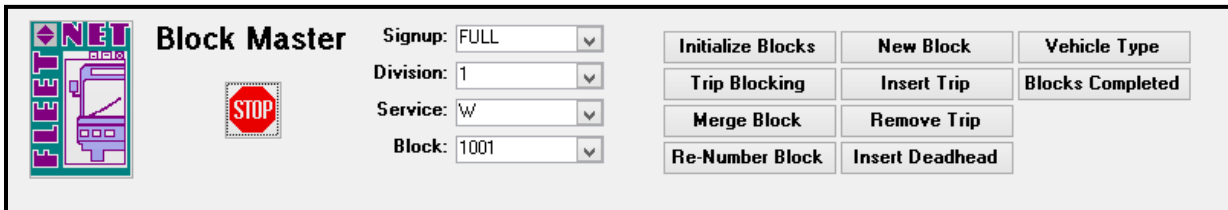
Click **OK**.
Once a new block is created the following confirmation message displays.



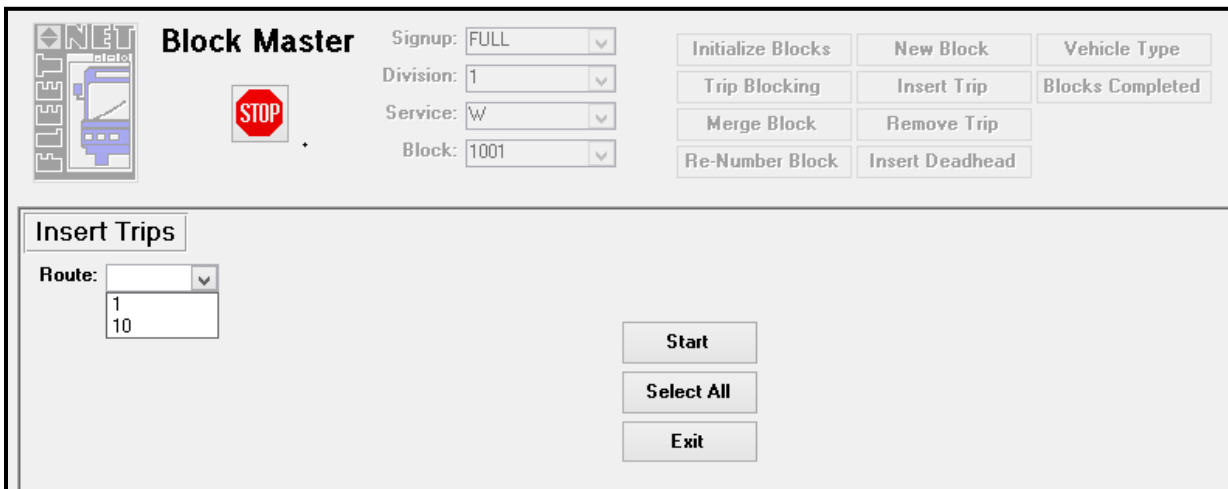
Click **OK**.

Insert Trip

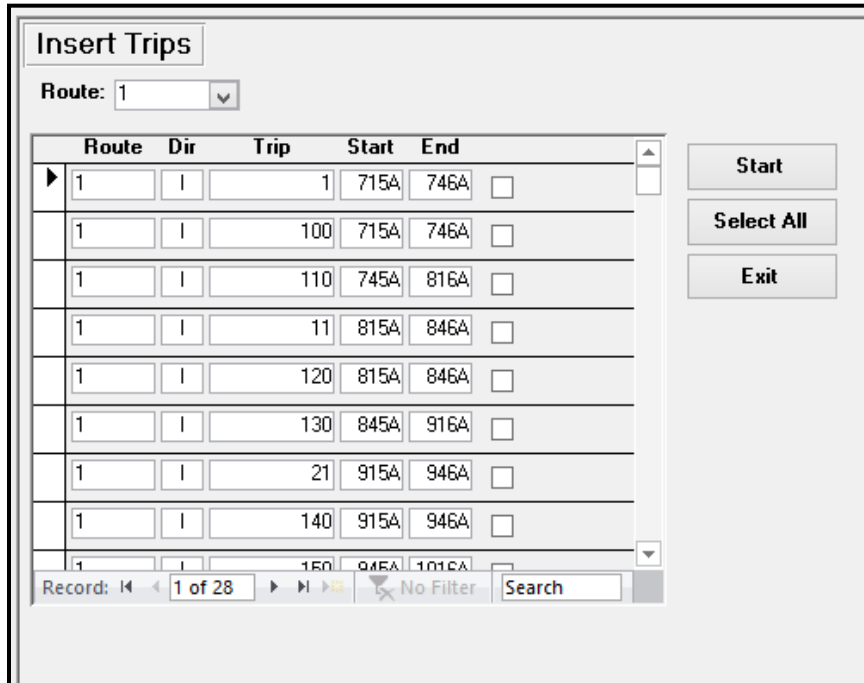
Enter or select Signup, Division, Service and Block from drop down options.



Click **Insert Trip**. The following form displays.



Bus Blocking.....continued

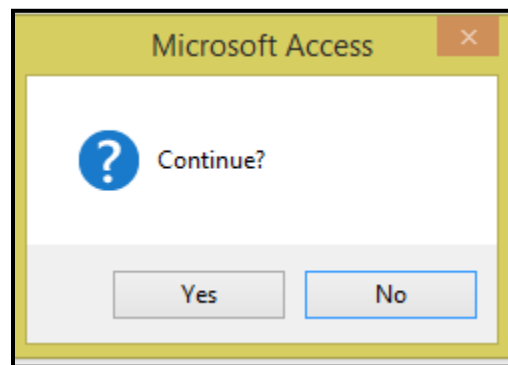


Select All

Click Select all to include all trips for the selected Route. Checkbox to the right will be checked. If trips need to be unselected, uncheck the box or click **Select None** this allows all trips to be de-selected.

Start

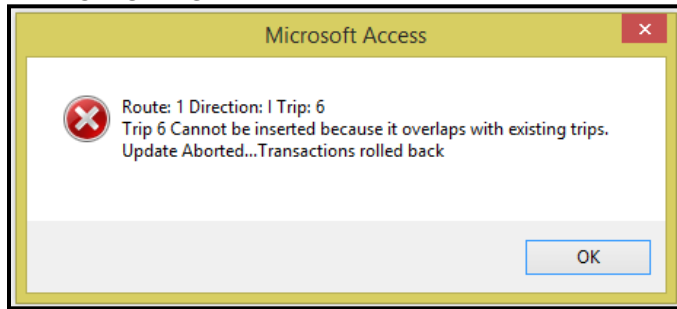
Click **Start** the following confirmation message displays.



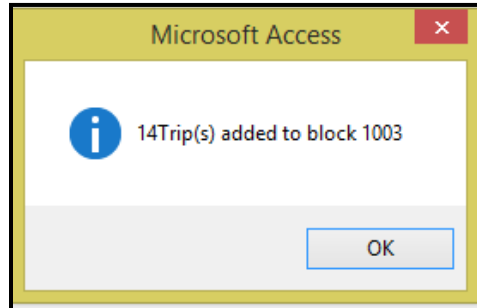
Click **Yes** to continue or **No** to cancel.

If, **Yes** is selected and blocking the selected trips will create overlapping times the system will not allow for the trips selected to be blocked.

Bus Blocking.....continued



Click **OK**. Make corrections to the selected trips and re-block.



Click **OK**.

If the block is interlined with another Route, select the Route # and select those trips and insert the selected trips. The inserted trips are displayed to allow verification that the correct trips have been selected.

Block Master

STOP

Signup: FULL

Division: 1

Service: W

Block: 1005INT

Initialize Blocks New Block Vehicle Type

Trip Blocking Insert Trip Blocks Completed

Merge Block Remove Trip

Re-Number Block Insert Deadhead

Block Trips

Trip	Route	Pull I/O	Dir	Start Stop	End Stop	Start Time	End Time	Trip Time	Lay over	Total Miles	Run # 1	Run # 2	Pattern
1	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	1145A	1216P	0.31	0.00	15.25	1001
2	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	1245P	116P	0.31	0.29	15.25	1001
3	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	145P	216P	0.31	0.29	15.25	1001
4	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	245P	316P	0.31	0.29	15.25	1001
5	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	345P	416P	0.31	0.29	15.25	1001
6	10		O	1	E. College Ave at S. Allen Street	173	Timothy Lane at W Blade Dr	435P	518P	0.43	0.19	12.36	10002

Exit

Click **Exit** to exit the form.

Bus Blocking.....continued

Insert Deadhead

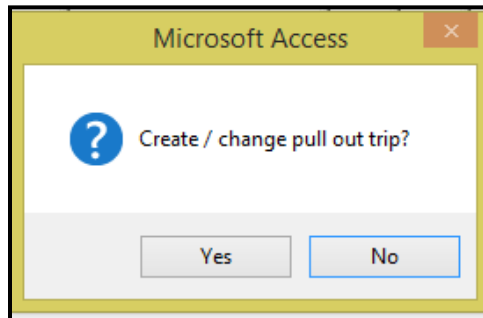
Enter Signup, Division, Service and Block.

Click **Insert Deadhead** to insert the Pull Out, Pull In trips or select Deadhead to create a new deadhead record as done via the Modify/Add Deadhead Travel Time from.

Insert Deadhead Trips				Pull Out	Pull In	Deadhead	Save	Don't Save				
Trip	Route	Pull I/O	Dir	Start Stop	End Stop		Start Time	End Time	Trip Time	Lay over	Total Miles	
1	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	715A	746A	0:31	0:00	15.25
2	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	815A	846A	0:31	0:29	15.25
3	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	915A	946A	0:31	0:29	15.25
4	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	1015A	1046A	0:31	0:29	15.25
5	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	1115A	1146A	0:31	0:29	15.25
6	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	1215P	1246P	0:31	0:29	15.25
7	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	115P	146P	0:31	0:29	15.25
8	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	215P	246P	0:31	0:29	15.25
9	1		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Str	315P	346P	0:31	0:29	15.25

Pull Out

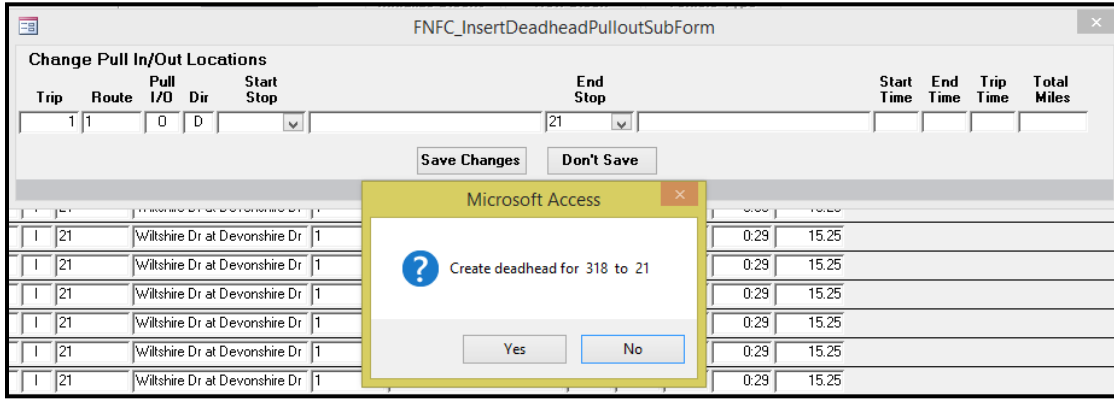
Click **Pull Out** the following message displays.



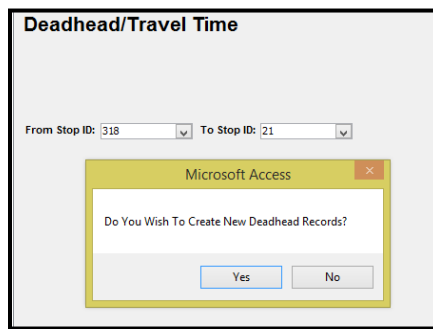
Click **Yes** to continue or **No** to cancel.

If no deadhead record was previously created the system will prompt to create the record.

Bus Blocking.....continued



Click **Yes** to continue or **No** to cancel. If **Yes** is selected the system will open the Deadhead/Travel Time form.

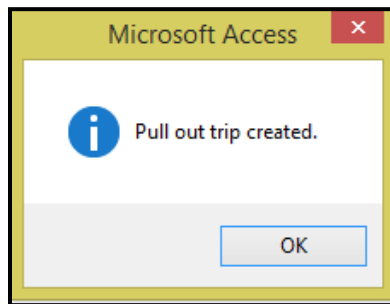
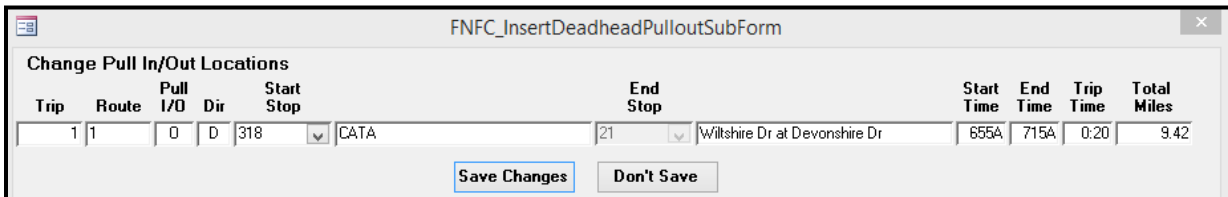


Click **Yes** to continue or **No** to cancel.

If, **Yes** is selected proceed to enter a Deadhead/Travel Time record for the auto populated stop #'s.

Once Deadhead record is saved, go back to the Insert Deadhead Trips form.

Click **Pull Out** and **Save Changes**.

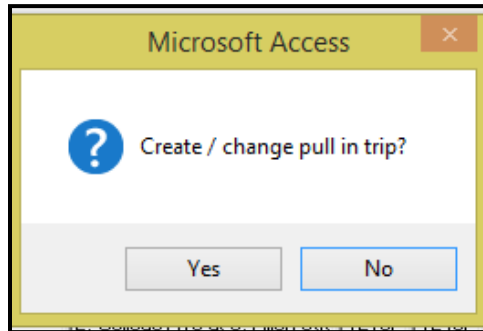


Click **OK**.

Bus Blocking.....continued

Pull In

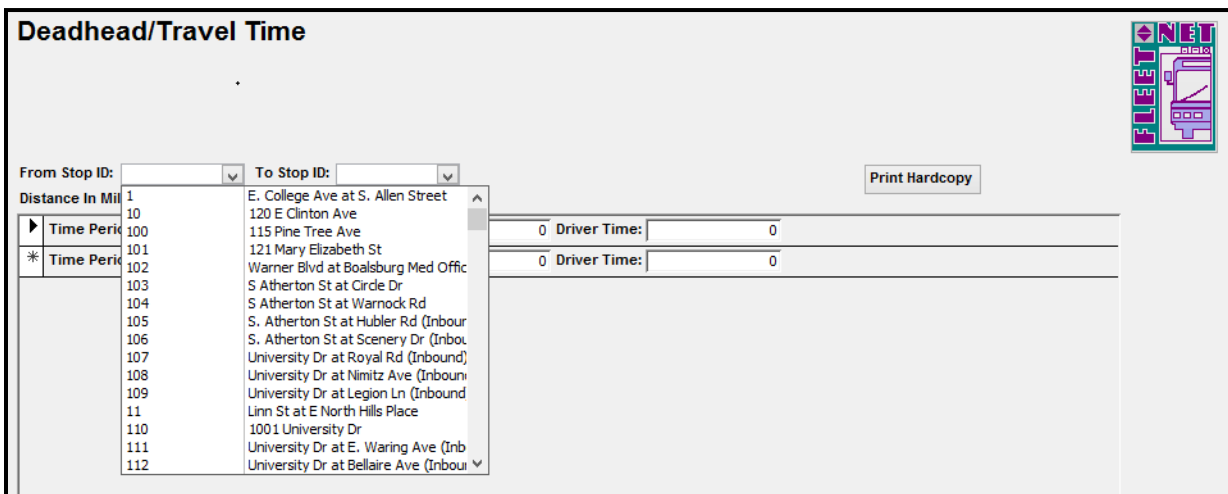
Click **Pull In** and follow the same process as Pull Out.



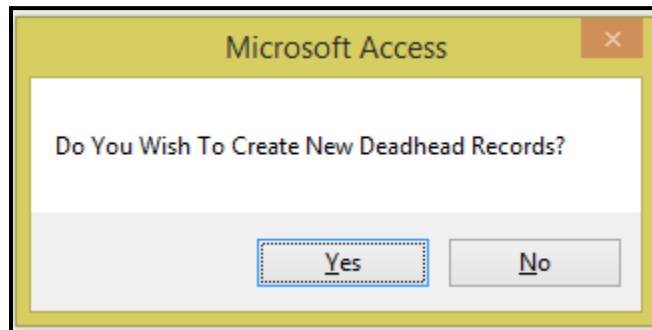
Click **Yes** to continue or **No** to cancel.

Deadhead

Enter or select From Stop ID & To Stop ID from drop down options.



Click **Deadhead** to create a new deadhead record to be added to the selected Block.



Click **Yes** to continue or **No** to cancel.

Bus Blocking.....continued

Enter the Distance In Miles, select the Time Period Code from drop down options, enter Vehicle Time and Driver Time.

Deadhead/Travel Time

From Stop ID: 102 To Stop ID: 103 Print Hardcopy

Distance In Miles: 0

Time Period Code: 1	Vehicle Time: 10	Driver Time: 0
Time Period Code: 2	Vehicle Time: 10	Driver Time: 0
Time Period Code: 3	Vehicle Time: 10	Driver Time: 0
▶ Time Period Code: 4	Vehicle Time: 10	Driver Time: 0
* Time Period Code:	Vehicle Time: 0	Driver Time: 0

Once all Pull Out, Pull In and Deadhead records have been entered for the selected Block the following will display when the block is selected.

Block Master

Signup: FAL2013
 Division: 1
 Service: W
 Block: Test

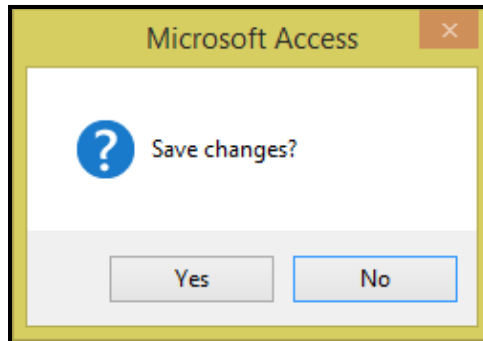
Initialize Blocks New Block Vehicle Type
 Trip Blocking Insert Trip Blocks Completed
 Merge Block Remove Trip
 Re-Number Block Insert Deadhead

Insert Deadhead Trips Pull Out Pull In **Deadhead** Save Don't Save

Trip	Route	Pull I/O	Dir	Start Stop	End Stop	Start Time	End Time	Trip Time	Lay over	Total Miles		
	111	O	D	11FL	HWY 111 & FLOWER	11FL	HWY 111 & FLOWER	530A	530A	0:00	0:00	0.00
1	111		N	11FL	HWY 111 & FLOWER	PCSV	PALM CYN & STEVENS	530A	700A	1:30	0:00	27.10
2	111	I	D	PCSV	PALM CYN & STEVENS	PCSV	PALM CYN & STEVENS	700A	700A	0:00	0:00	0.00

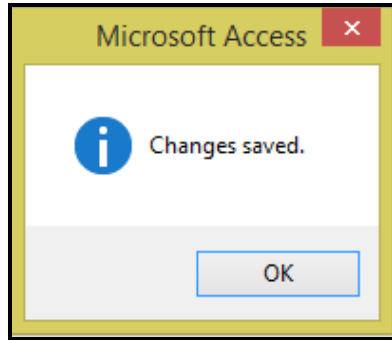
Save

Click **Save** to save the current data as displays. The following confirmation message displays.



Click **Yes** to continue or **No** to cancel. If, **Yes** is selected the following message displays.

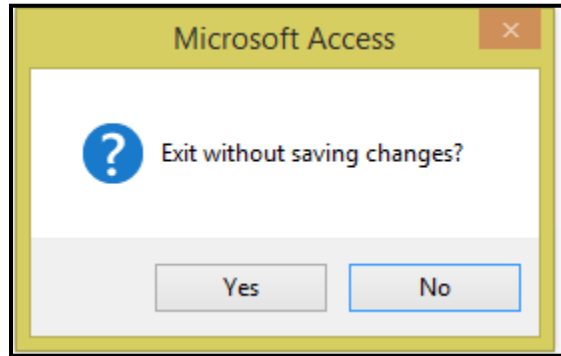
Bus Blocking.....continued



Click **OK**.

Don't Save

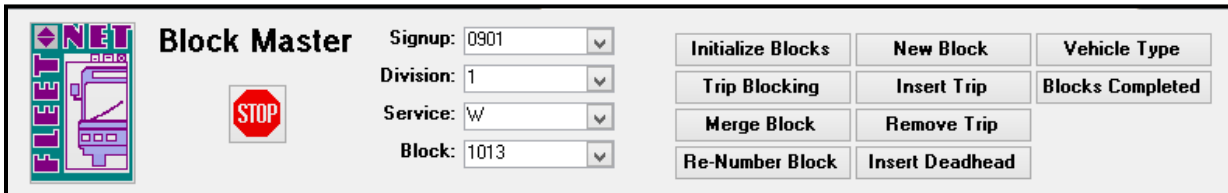
Click **Don't Save** to cancel any changes made prior to closing the form.



Click **Yes** to continue or **No** to cancel.

Trip Blocking

Enter or select Signup, Division, Service and Block from drop down options.



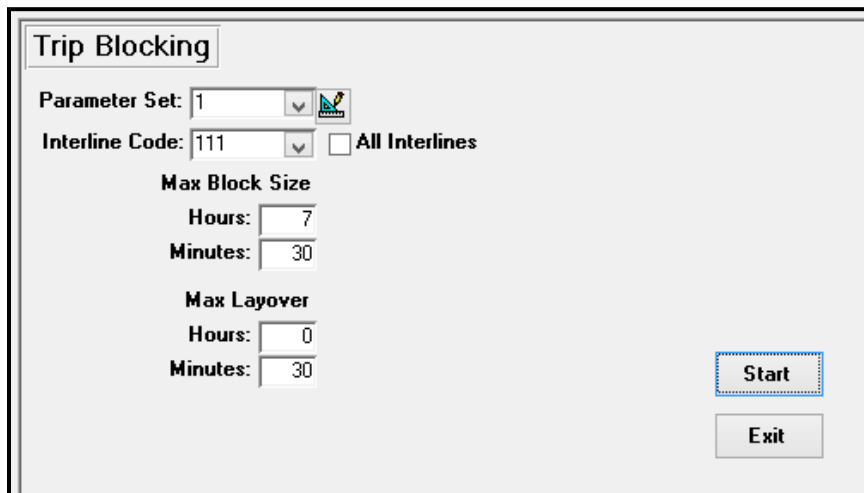
Click **Trip Blocking** to automatically block Public Schedule trips based on the parameter set and criteria entered.

Field	Max Field Size	Type	Description
Parameter Set			Select the Parameter Set from the drop down options.
Interline Code			Select the Interline Code from drop down or check the All Interlines box to include all.
Max Block Size Hours/Minutes	2	Number	Enter the number of hours and minutes for the maximum time for the block.
Max Layover Hours/Minutes	2	Number	Enter the number of hours and minutes for the maximum time for layovers.

Select the Parameter Set to be used. Click the  button to view and/or modify the parameters. Block numbering will be based on the Starting Block # and the Block Increment # set up.

Start

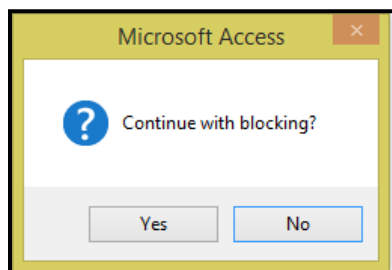
Click **Start** to block the trips.



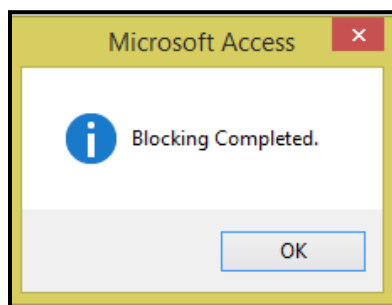
The screenshot shows a dialog box titled "Trip Blocking". It contains the following fields and controls:

- Parameter Set:** A dropdown menu set to "1" with a small icon to its right.
- Interline Code:** A dropdown menu set to "111" with a checkbox labeled "All Interlines" to its right.
- Max Block Size:**
 - Hours:** A text input field containing "7".
 - Minutes:** A text input field containing "30".
- Max Layover:**
 - Hours:** A text input field containing "0".
 - Minutes:** A text input field containing "30".
- Start:** A button with a dashed border, highlighted by a red box.
- Exit:** A button.

The following message display.



Click **Yes** to continue or **No** to cancel.

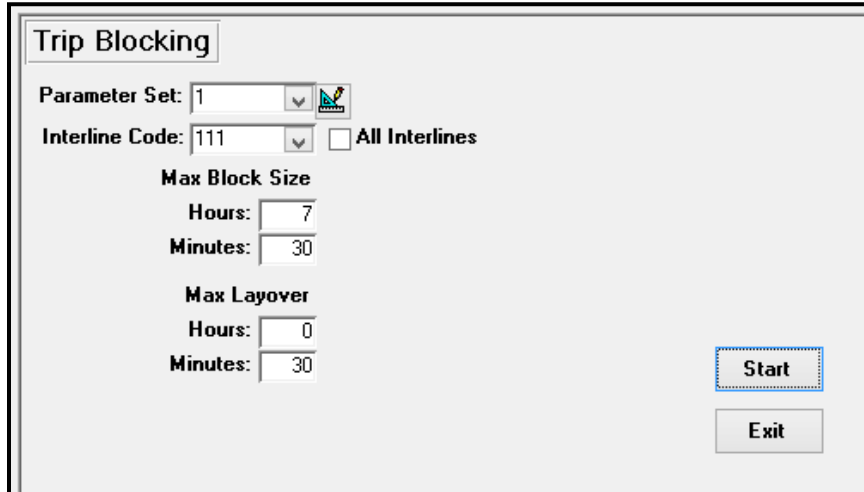


Click **OK**.

Bus Blocking.....continued

Exit

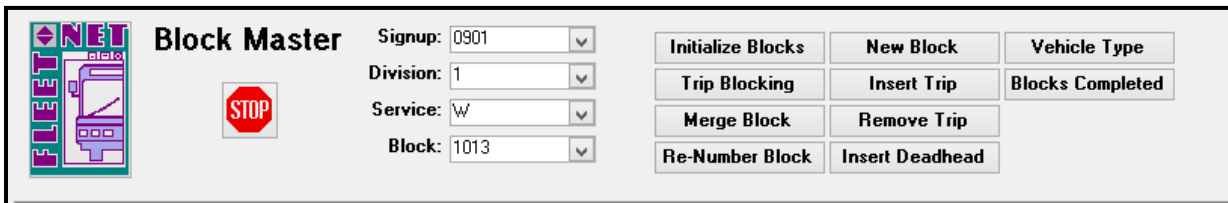
Click **Exit** to exit the form.



The screenshot shows a window titled "Trip Blocking". It contains several input fields and buttons. At the top left is a "Parameter Set:" dropdown menu with "1" selected. Below it is an "Interline Code:" dropdown menu with "111" selected and an unchecked checkbox labeled "All Interlines". Underneath are two sections: "Max Block Size" with "Hours:" (7) and "Minutes:" (30) input fields, and "Max Layover" with "Hours:" (0) and "Minutes:" (30) input fields. On the right side, there are two buttons: "Start" (highlighted with a dashed border) and "Exit".

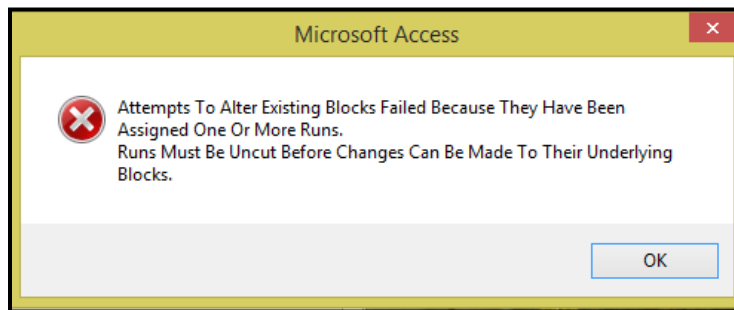
Remove Trip

Enter or select Signup, Division, Service and Block from drop down options.



The screenshot shows a window titled "Block Master". On the left is a logo for "FLEET NET" and a red "STOP" sign. To the right of the logo are four dropdown menus: "Signup:" (0901), "Division:" (1), "Service:" (W), and "Block:" (1013). On the far right is a "Blocks Completed" counter. In the center-right area, there is a grid of buttons: "Initialize Blocks", "New Block", "Vehicle Type", "Trip Blocking", "Insert Trip", "Merge Block", "Remove Trip", "Re-Number Block", and "Insert Deadhead".

Click **Remove Trip** to remove selected trips from the selected Block. The system will not allow for Trips to be removed if they have been assigned to one or more runs. The following message will display.



Click **OK**.

Click **Remove Trip** to remove a trip from the selected block.

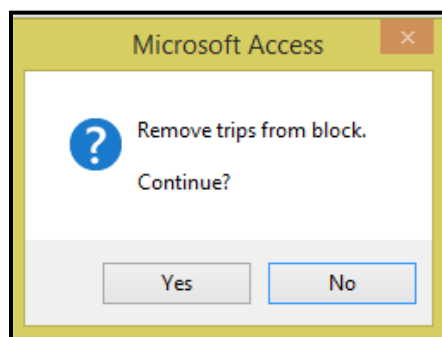
Select the From Trip and To Trip from the drop down options to determine the range of trip numbers to

be removed from the selected block. If only removing 1 trip enter the same trip # in the 'from' and 'to' field.

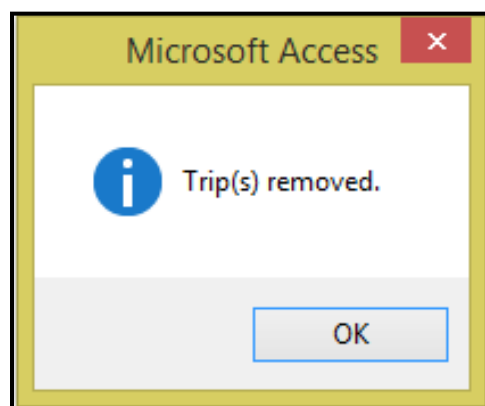
Bus Blocking.....continued

From Trip	Route	Dir	Start Stop	End Stop	Start Time	End Time
1	1	D	318	21	655A	715A
8	1	D	1	318	746A	806A

The following confirmation message displays.



Click **Yes** to continue or **No** to cancel. The following message displays.



Click **OK**.

Bus Blocking.....continued

Exit

Click **Exit** to exit the form.

Remove Trips From Block

	Route	Dir	Start Stop	End Stop	Start Time	End Time
From Trip:	1		21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street
To Trip:	1		21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street

Vehicle Type

Enter Signup, Division & Service.

Block Master

Signup: FULL
 Division: 1
 Service: W
 Block:

Click **Vehicle Type** to select the Vehicle Type used for the individual blocks.

Block Master

Signup: FULL
 Division: 1
 Service: W
 Block:

Block #	Vehicle Type	Pull Out Stop	Start Stop	End Stop	Pull In Stop	Pull Out Time	Start Time	End Time	Pull In Time	Time	Mileage
1001	35 ft	318	21	1	318	655A	715A	346P	411P	9:16	154.99
1002	45 ft	318	21	1	318	725A	745A	316P	341P	8:16	139.74
1003	45 ft	318	4	32	318	731A	746A	240P	250P	7:19	182.64
1004INT	45 ft	318	4	32	318	231P	246P	610P	620P	3:49	96.89
1005INT	35 ft	318	21	173	318	1125A	1145A	518P	538P	6:13	106.28
1013	35 ft	318	21	1	318	655A	715A	746A	806A	0:00	0.00
1023	45 ft	318	173	1	318	711A	711A	749A	809A	0:58	19.08
1033	45 ft	318	21	1	318	725A	745A	816A	836A	1:11	32.99

Blocks Completed (Display)

Enter Signup, Division, and Service.

Block Master Signup: FULL
 Division: 1
 Service: W
 Block:
 Initialize Blocks New Block Vehicle Type
 Trip Blocking Insert Trip Blocks Completed
 Merge Block Remove Trip
 Re-Number Block Insert Deadhead

Bus Blocking.....continued

Click **Blocks Completed** to view a listing of all blocks for the options selected.

Block Master Signup: FULL
 Division: 1
 Service: W
 Block:
 Initialize Blocks New Block Vehicle Type
 Trip Blocking Insert Trip Blocks Completed
 Merge Block Remove Trip
 Re-Number Block Insert Deadhead

Block #	Vehicle Type	Pull Out Stop	Start Stop	End Stop	Pull In Stop	Pull Out Time	Pull In Time	Lay over	Dead head	Total Time	Mileage	Deadhead Mileage
1001	35 ft	318	21	1	318	655A	411P	3:52	0:45	9:16	154.99	18.00
1002	45 ft	318	21	1	318	725A	341P	3:23	0:45	8:16	139.74	18.00
1003	45 ft	318	4	32	318	731A	250P	1:18	0:25	7:19	182.64	11.00
1004INT	45 ft	318	4	32	318	231P	620P	0:36	0:25	3:49	96.89	11.00
1005INT	35 ft	318	21	173	318	1125A	538P	2:15	0:40	6:13	106.28	18.00
1013	35 ft	318	21	1	318	655A	806A	0:00	0:00	0:00	0.00	0.00
1023	45 ft	318	173	1	318	711A	809A	0:00	0:20	0:58	19.08	8.00
1033	45 ft	318	21	1	318	725A	836A	0:00	0:40	1:11	32.99	18.00
1043	45 ft	318	21	1	318	755A	906A	0:00	0:40	1:11	32.99	18.00
1053	45 ft	318	173	1	318	811A	909A	0:00	0:20	0:58	19.08	8.00
1063	35 ft	318	21	1	318	825A	936A	0:00	0:40	1:11	32.99	18.00
1073	35 ft	318	21	1	318	855A	1006A	0:00	0:40	1:11	32.99	18.00
1083	35 ft	318	173	1	318	911A	1009A	0:00	0:20	0:58	19.08	8.00
1093	45 ft	318	21	1	318	925A	1036A	0:00	0:40	1:11	32.99	18.00
1103	45 ft	318	21	1	318	955A	1106A	0:00	0:40	1:11	32.99	18.00
1113	45 ft	318	173	1	318	1011A	1109A	0:00	0:20	0:58	19.08	8.00
Total:								11:24	19:10	66:41	1465.16	480.00

Merge Block

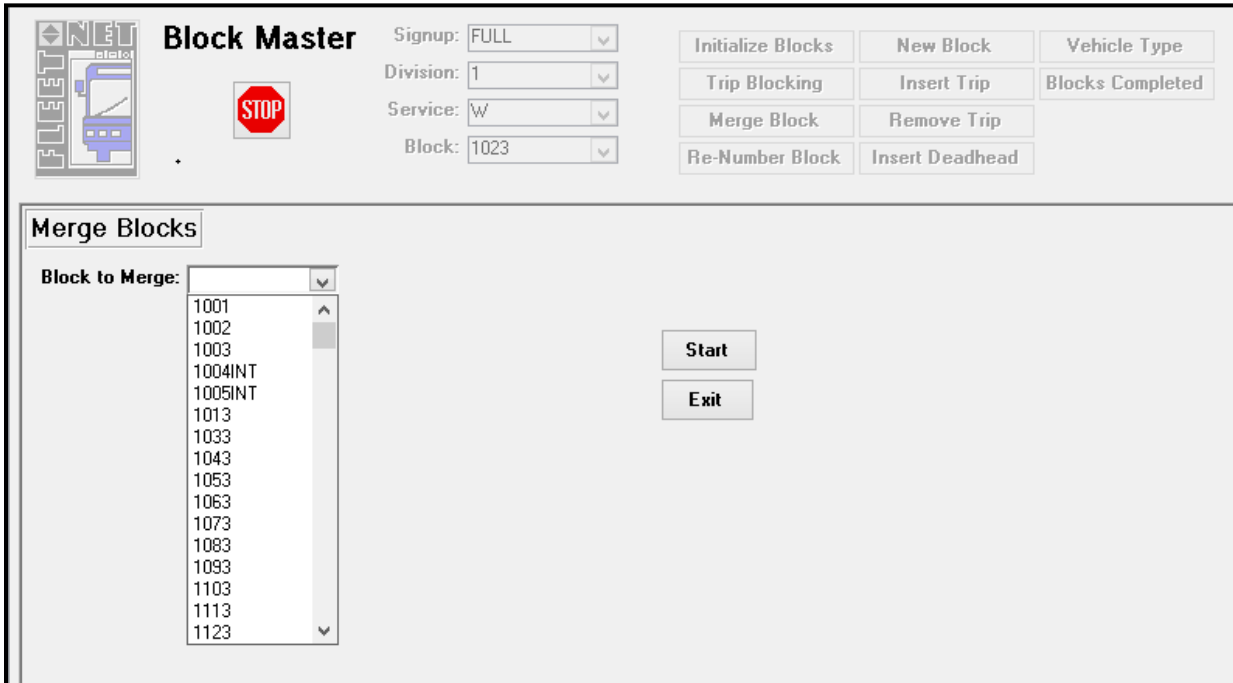
Enter Signup, Division, Service, and Block.

Block Master Signup: FULL
 Division: 1
 Service: W
 Block: 1023
 Initialize Blocks New Block Vehicle Type
 Trip Blocking Insert Trip Blocks Completed
 Merge Block Remove Trip
 Re-Number Block Insert Deadhead

Click **Merge Block** to combine 2 existing blocks into 1. No runs can be assigned to the blocks being merged.

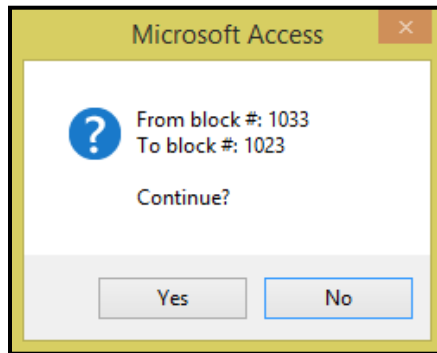
Select the Block from the drop down options to be combined the block selected in the top portion.

Bus Blocking.....continued



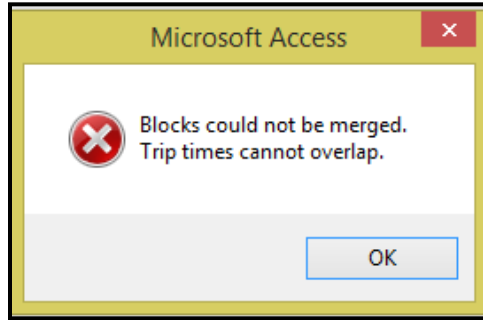
Start

Click **Start** the following message displays.



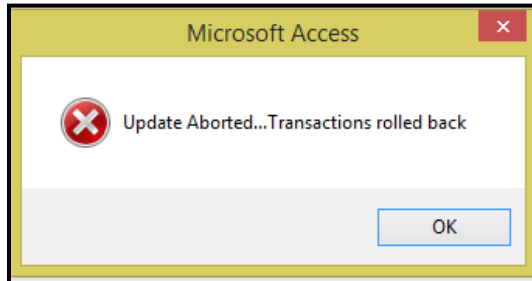
Click **Yes** to continue or **No** to cancel.

If the blocks selected to be merged have overlapping trips times the following message displays.



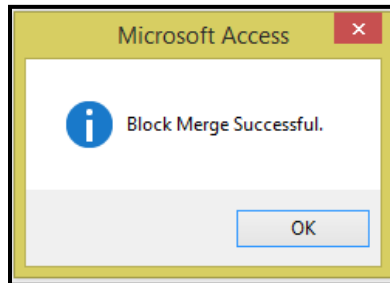
Bus Blocking.....continued

Click **OK**.



Click **OK**.

When merge is completed successfully the following message displays.



Click **OK**.

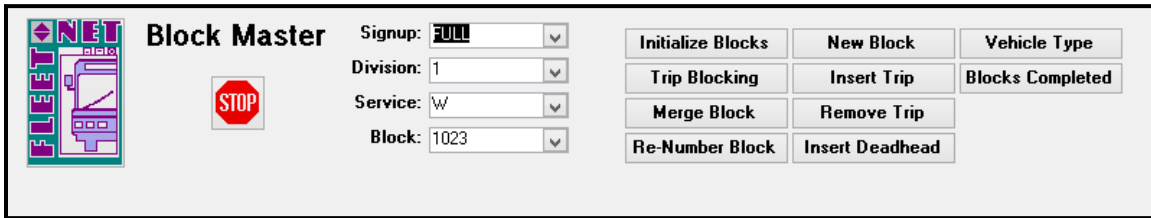
Exit

Click **Exit** to exit the form.



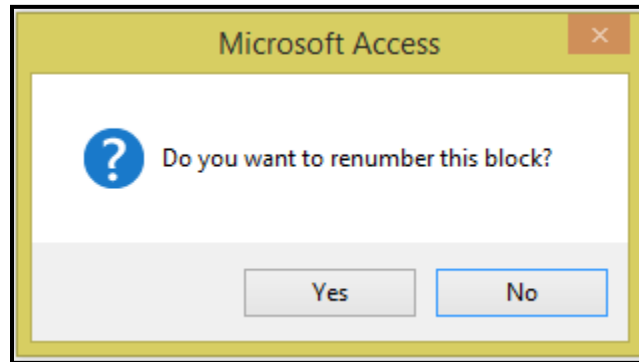
Re-number Block

Enter Signup, Division, Service, and Block.



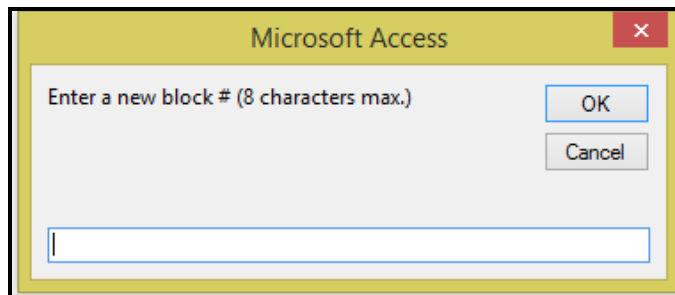
Bus Blocking.....continued

Click **Re-number Block** to change a block number. The following message displays.

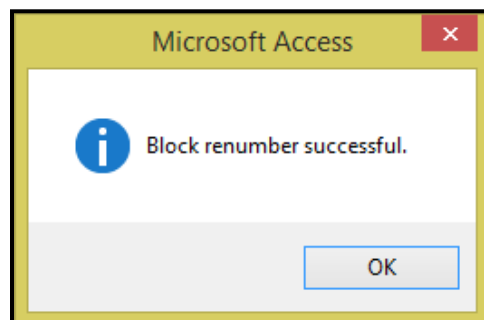


Click **Yes** to continue or **No** to cancel.

Enter the new Block number.



Click **OK** to continue or **Cancel** to cancel.



Click **OK**.

This is useful when the automatic Trip Blocking has numbered the blocks as setup in Run Parameters and automatically assigned block numbers. The blocks can be renumbered to a customized numbering sequence.

Bus Blocking.....continued

Block Inquiry

Click **Block Inquiry** to view only. No modifications can be made from this form.

Item	Description	Icon
1	Bus Blocking	?
2	Block Inquiry	?
3	Block Manifest Print	?
4	Block Trip Report	?
5	Unblocked Trip Listing	?
16	Return to Previous Menu	?

Enter your selection: Show Details


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Enter or select Signup, Division, Service and Block from drop down options.

Block Inquiry

Signup: FULL
Division: 1
Service: W
Block: 1002

The following form displays populating the block information selected.



Block Inquiry

Signup: FULL
 Division: 1
 Service: W
 Block: 1002

Block Trips

Trip	Route	Pull I/O	Dir	Start Stop	End Stop	Start Time	End Time	Trip Time	Lay over	Total Miles	Run # 1	Run # 2	Pattern
1	I	O	D	318	CATA								
2	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	725A	745A	0.20	0.00		1001
3	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	845A	916A	0.31	0.23		1001
4	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	945A	1016A	0.31	0.23		1001
5	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	1045A	1116A	0.31	0.23		1001
6	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	1145A	1216P	0.31	0.23		1001
7	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	1245P	116P	0.31	0.23		1001
8	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	145P	216P	0.31	0.23		1001
9	I		I	21	Wiltshire Dr at Devonshire Dr	1	E. College Ave at S. Allen Street	245P	316P	0.31	0.23		1001
10	I	I	D	1	E. College Ave at S. Allen Street	318	CATA	316P	341P	0.25	0.00		

Block Totals: 725A 341P 8.16 3.23 139.74


Bus Blocking.....continued

Block Manifest Report

Click **Block Manifest Print** to print the manifest for the selected Block(s).

Bus Blocking Menu

1	Bus Blocking	?
2	Block Inquiry	?
3	Block Manifest Print	?
4	Block Trip Report	?
5	Unblocked Trip Listing	?
16	Return to Previous Menu	?



◀ Enter your selection: Show Details Find

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Enter Signup, Division, Service, From & To Block and Date.

Select the Format to print with from the drop down option.

There are 4 Format Options to choose from 8.5 X 11 (Portrait), 8.5 X 11 (Landscape), 11 X 17 (Portrait) or 11 X 17 (Landscape).

Block Manifest Report

Signup:


Division:

Service:

From Block:

To Block:

Date:



Format:

8.5 X 11(Portrait)

8.5 X 11(Landscape)

11 x 17(Portrait)

11 x 17(Landscape)

Vsn: 09.06 [4/2/2018]

This form allows you to produce a Manifest denoting your block, the route(s) that it covers, direction(s), the beginning and end times as well as identifies all of the stops.

Bus Blocking.....continued

Print

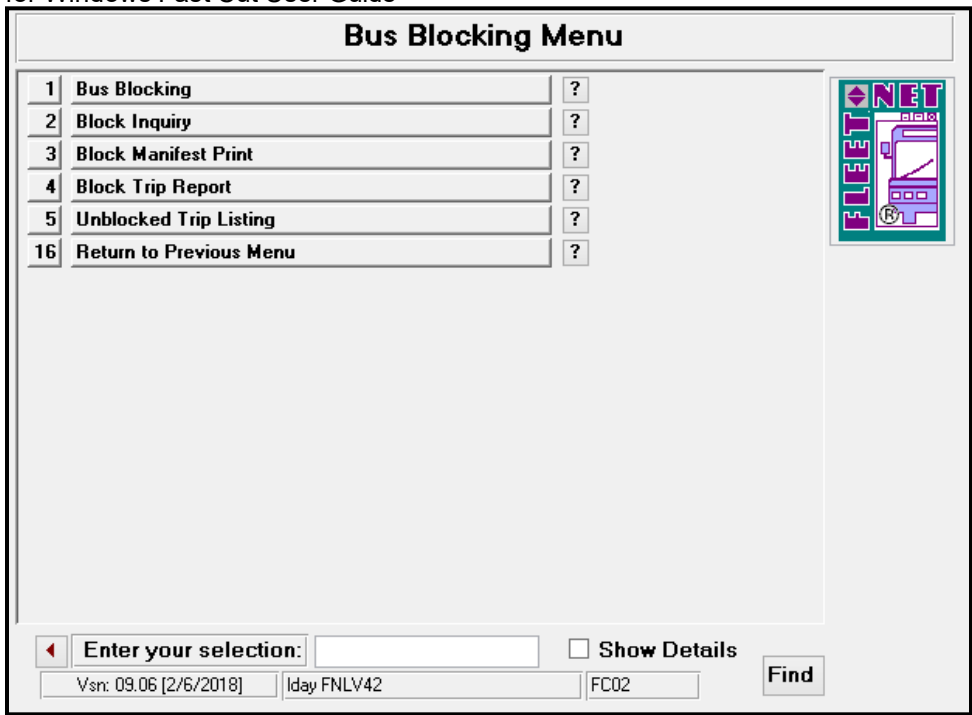
Click **Print** to generate a manifest report for the selected options.

Block Manifest										
Signup:		FULL		Division:		1		Service:		W
Block: 1001		Effective Date: 12/21/2017								
318 CATA		Pull Out: 655A								
Route: 1		Dir: I								
Wiltshire Dr at Devonshire Dr		Express	815A	915A	1015A	1115A	1215P	115P	215P	315P
N Oak Lane at Eastwood Lane			717A	817A	917A	1017A	1117A	1217P	117P	217P 317P
Brittany Dr at Devonshire Dr			720A	820A	920A	1020A	1120A	1220P	120P	220P 320P
Linn St at North Hills Place			728A	828A	928A	1028A	1128A	1228P	128P	228P 328P
Pattee Transit Center Eastbound			735A	835A	935A	1035A	1135A	1235P	135P	235P 335P
E. College Ave at S. Allen Street			746A	846A	946A	1046A	1146A	1246P	146P	246P 346P
318 CATA		Pull In: 411P								

Blocked Trip Report

Click **Block Trip Report** to print all or an individual block to include stops if selected.

This report may be used to verify blocks have correct stops, times, deadhead, revenue trips, and mileage.



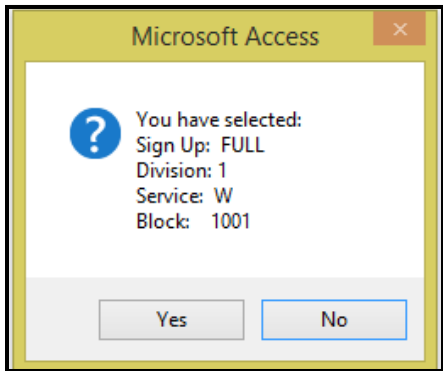
Bus Blocking.....continued

Enter Signup, Division, Service and Block. To generate a report showing all blocks, check **All Block**. To generate reports to include stop information, check **Print Stops**.



Print

Click **Print** to generate the report for the selected options. The following message displays.



Without Stops

Block Trip Report														
Signup: FULL		Division: 1			Service: W									
Run #	Trip #	I/O	Line	Dir	Start Stop	Stop Description	End Stop	Stop Description	Start Time	End Time	Layover Time	Trip Time	Trip Mileage	
Block: 1001														
1	O 1	D	318		CATA		21	Wiltshire Dr at Devonshire Dr	655A	715A		:20	9.42	
2	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	715A	746A		:31	15.25	
3	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	815A	846A	:29	:31	15.25	
4	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	915A	946A	:29	:31	15.25	
5	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	1015A	1046A	:29	:31	15.25	
6	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	1115A	1146A	:29	:31	15.25	
7	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	1215P	1246P	:29	:31	15.25	
8	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	115P	146P	:29	:31	15.25	
9	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	215P	246P	:29	:31	15.25	
10	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	315P	346P	:29	:31	15.25	
11	I 1	D	1		E. College Ave at S. Allen Street		318	CATA	346P	411P		:25	8.32	
										Block Total:		3:52	5:24	154.99
										Total Elapsed Time:		9:16		

Bus Blocking.....continued

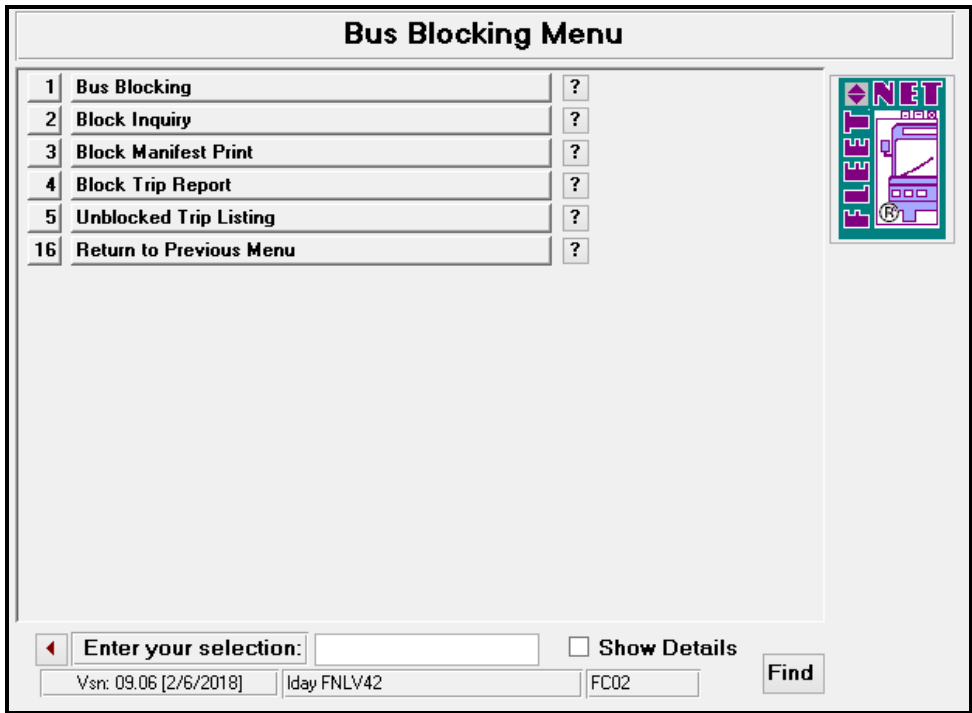
With Stops

Block Trip Report													
Signup: FULL		Division: 1			Service: W								
Run #	Trip #	I/O	Line	Dir	Start Stop	Stop Description	End Stop	Stop Description	Start Time	End Time	Layover Time	Trip Time	Trip Mileage
Block: 1001													
1	O 1	D	318		CATA		21	Wiltshire Dr at Devonshire Dr	655A	715A		:20	9.42
2	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	715A	746A		:31	15.25
					21	Wiltshire Dr at Devonshire Dr	715A	5.00					
					27	N Oak Lane at Eastwood Lane	717A	0.50					
					32	Brittany Dr at Devonshire Dr	720A	1.00					
					44	Linn St at North Hills Place	728A	1.50					
					4	Pattee Transit Center Eastbound	735A	6.00					
					1	E. College Ave at S. Allen Street	746A	1.25					
3	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	815A	846A	:29	:31	15.25
					21	Wiltshire Dr at Devonshire Dr	815A	5.00					
					27	N Oak Lane at Eastwood Lane	817A	0.50					
					32	Brittany Dr at Devonshire Dr	820A	1.00					
					44	Linn St at North Hills Place	828A	1.50					
					4	Pattee Transit Center Eastbound	835A	6.00					
					1	E. College Ave at S. Allen Street	846A	1.25					
4	1	I	21		Wiltshire Dr at Devonshire Dr		1	E. College Ave at S. Allen Street	915A	946A	:29	:31	15.25
					21	Wiltshire Dr at Devonshire Dr	915A	5.00					
					27	N Oak Lane at Eastwood Lane	917A	0.50					
					32	Brittany Dr at Devonshire Dr	920A	1.00					
					44	Linn St at North Hills Place	928A	1.50					
					4	Pattee Transit Center Eastbound	935A	6.00					
					1	E. College Ave at S. Allen Street	946A	1.25					

Unblocked Trip Listing

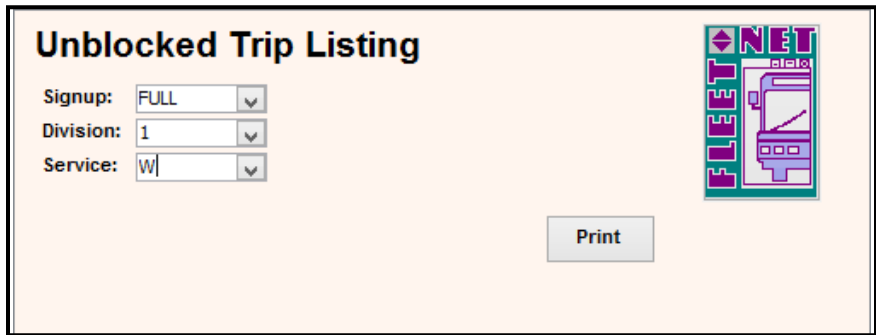
Click **Unblocked Trip Listing** to generate a report listing all unblocked public scheduled trips for the specified Signup, Division and Service. Run this report to verify which trips have not been blocked.

It is highly recommended that this report be executed once all blocks have been completed to verify that no orphan trips remain unassigned to a block.



Bus Blocking.....continued

Enter or select Signup, Division and Service from drop down options.



Print

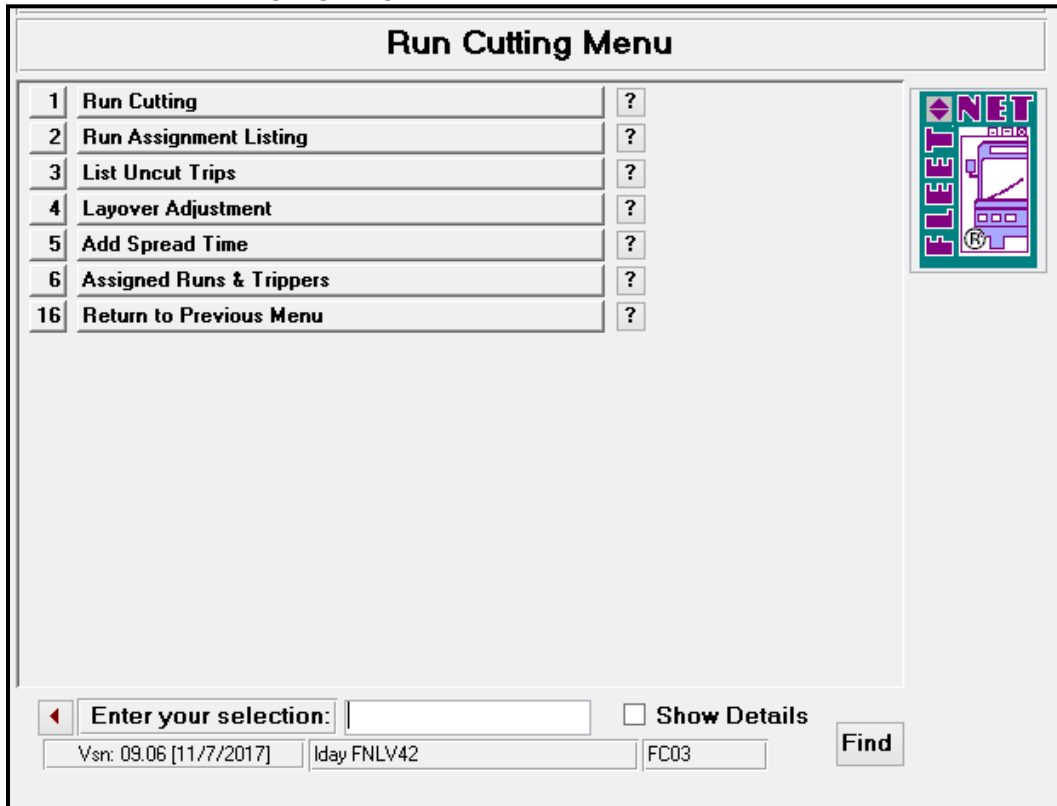
Click **Print** to view/print the report for the selected options.

Unblocked PS Trips						
	Signup:	FULL	Division:	1	Service:	W
Trip	Start Time	End Time	Elapsed	Mileage		
Route:	1		Direction:	I		
100	715A	746A	0:31	15.25		
110	745A	816A	0:31	15.25		
120	815A	846A	0:31	15.25		
130	845A	916A	0:31	15.25		
140	915A	946A	0:31	15.25		
150	945A	1016A	0:31	15.25		
160	1015A	1046A	0:31	15.25		
170	1045A	1116A	0:31	15.25		
180	1115A	1146A	0:31	15.25		
190	1145A	1216P	0:31	15.25		
200	1215P	1246P	0:31	15.25		
210	1245P	116P	0:31	15.25		
220	115P	146P	0:31	15.25		
230	145P	216P	0:31	15.25		
240	215P	246P	0:31	15.25		
250	245P	316P	0:31	15.25		
260	315P	346P	0:31	15.25		
270	345P	416P	0:31	15.25		
280	415P	446P	0:31	15.25		
Route:	10		Direction:	O		
200	735A	818A	0:43	12.36		
205	835A	918A	0:43	12.36		
210	935A	1018A	0:43	12.36		
215	1035A	1118A	0:43	12.36		
220	1135A	1218P	0:43	12.36		
225	1235P	118P	0:43	12.36		
230	135P	218P	0:43	12.36		
235	235P	318P	0:43	12.36		
240	335P	418P	0:43	12.36		

Run Cutting Menu

Click **Run Cutting** to cut Single/Multi Runs an automatic run cutting process. Quick Run Cut allows runs to be manually cut. Display Trip and Pay Detail for a specific run, re-number, and uncut a Run.

Note: If changes to the run are due to changes in the public schedule timetable, the run must first be uncut. Then the block must be unblocked. At this point the time change can be made to the public schedule. Once this has been completed re-block and re-cut. The new time will be reflected in the run. Not following this process correctly will cause the public schedule and fact cut databases to be out of sync.



Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.



Run Cutting.....continued


Quick Run Cut

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Quick Run Cut** to create a run for the selected Block(s).

Note: This option allows a run to be customized from blocked trips. Build multi-piece or straight runs. There are two options to select from when cutting. First the exact starting and ending times can be specified or use the Max Piece Size option to specify that an 8 hour and 15 minute run should be cut.

Field	Description
Run #	Enter the run number. (8 character maximum). Although they system allows for alphanumeric most CAD/AVL systems only accept numeric values. Something to consider when creating a run.
Mode of Service	Select mode of service from drop down options.
Class Code	Select the class code to label the run from the drop down options.
Piece #	Enter the piece number (1).
Block	Select the Block from the drop down options. (See additional comments below).
Start Time	Populated when Double Clicked during the Block process or can manually be entered. This field can be left blank if the run will commence with the deadhead from the garage.
End Time	Populated when Double Clicked during the Block process or manually be entered. This field can be left blank if the run will incorporate the deadhead trip back to the garage at the end of the desired block.

Parameter Set: Select the set to be used for Quick Run Cutting. Click the  design button to display the set. Review the parameters to determine whether they should be modified for optimization or another set can be selected.

Run Cutting.....continued

Run Parameters

Signup: FULL
Division: 1
Service: W
Set: Full17-1

Time Period: 1	Start Time: 330A	End Time: 630A
Time Period: 2	Start Time: 631A	End Time: 159P
Time Period: 3	Start Time: 200P	End Time: 630P
Time Period: 4	Start Time: 631P	End Time: 329X

Record: 14 | 1 of 4 | No Filter | Search

Parameter Description: Full 2017-01

<p>Single Piece Runs</p> <p>Cutoff Time For Early Runs: 300A</p> <p>Cutoff Time For Late Runs: 329A</p> <p>Min Piece Time: 7:20</p> <p>Max Piece Time: 8:40</p> <p>Target Piece Time: 8:00</p> <p>Multi-Piece Runs</p> <p>Cutoff Time For Early Runs: 330A</p> <p>Cutoff Time For Late Runs: 329X</p> <p>Min Piece Size Each Piece: 1:30</p> <p>Max Piece Size Each Piece: 5:59</p> <p>Min Swing Time Between Pieces: 1:00</p> <p>Max Swing Time Between Pieces: 4:00</p>	<p>Blocks</p> <p>Starting Block #: 100</p> <p>Block # Increment: 10</p> <p>Runs</p> <p>Min Run Size: 7:20</p> <p>Max Run Size: 8:40</p> <p>Max Spread Time: 0:00</p> <p>Max Guarantee Each Piece: 0:00</p> <p>Min Overtime Cut Off: 8:00</p> <p>Min Guarantee Time: 6:30</p> <p>Max Guarantee Time: 8:00</p> <p>Starting Run #: 1</p> <p>Run # Increment: 1</p> <p>Max Run #: 9999999</p> <p>Break Time Early: <input type="checkbox"/></p> <p>Break Time Late: <input type="checkbox"/></p>
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Block- Enter the block # or select from the drop down list. Click **Binocular icon** to display the block trips.

To select Starting and Ending times for the run or piece. Double Click **Start Time** on the first trip of the run, then double click **End Time** on the last trip of the run.

Blocks Available

Block: 1023

Block	Trip	Route	Dir	Start Stop	End Stop	Start Time	End Time	Trip Time	Layover	Total Miles
1023	1	10	D	318	173	711A	711A	0:00	0:00	0
1023	2	10	I	173	1	711A	749A	0:38	0:00	10.76
1023	3	10	D	1	318	749A	809A	0:20	0:00	8.32

Field	Description
Start Time	Only time points with times greater than or equal to the start time selected (HHMMX) are considered for cutting. This field can be left blank to use the earliest trip starting time. To have the run or piece start at a time in between the starting and ending times of a trip enter that time in the start time field. Because the stop will not be the Start Stop, Relief Locations must be setup for the stop on the Transit System Parameters form.
End Time	Only time points with times less than (HHMMX) are considered for cutting. This field can be left blank to use the latest trip ending time. To have the run or piece end at a time between the starting and ending times of a trip enter that time in the end time field. Because the stop will not be the End Stop, Relief Locations must be setup for the stop on the Transit System Parameters form.
Field	Description

Max Piece Size Hours/Minutes	Fields can be left blank if specific starting & ending times were entered. If start and end times are left blank and hours and minutes are entered here the system will begin cutting the run from the beginning of the block until it reaches the max hours/mins entered here.
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Override Pay Codes

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Override Pay Codes** only if the particular run is not going to be cut using the default pay codes as setup via the Pay Code Setup form. This button option allows the user to overwrite the template/default pay codes established. For example: if a part time driver or trainee is assigned different pay codes then a full time driver.

The override must be done for each piece and run. Revision made here do not affect the master default pay codes.

Enter Pieces

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Enter Pieces** to add piece(s) to be committed to a Run.

Run Cutting.....continued

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #:

Parameter Set: Full 17-1
 Run #: 0007
 Mode Of Service: MB
 Class Code: ESTR
 Piece #: 1
 Block: 1033
 Start Time: 725A
 End Time: 836A
 Max Piece Size:
 Hours: 8
 Minutes: 30

Piece Cut Parameters Entered

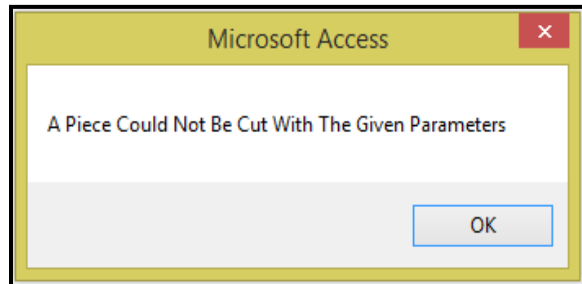
Piece	Block	Piece Size	Start Time	End Time

Clear Last Piece Total Time: Commit Run Cut

Enter Piece

Override Pay Codes

If the piece could not be created the following message will display.



Click **OK**.

Note: The Piece # is now 2, to cut another piece on this run, enter the Block, Starting and Ending Times.

Click **Enter Piece** if a second piece is to be added otherwise proceed to the Commit Run Cut option.

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #:

Parameter Set: Full 17-1
 Run #: 0006
 Mode Of Service: MB
 Class Code: ESTR
 Piece #: 2
 Block:
 Start Time:
 End Time:
 Max Piece Size:
 Hours:
 Minutes:

Piece Cut Parameters Entered

Piece	Block	Piece Size	Start Time	End Time
1	1033	1 Hours 21 Minutes	720A	841A

Clear Last Piece Total Time: 1:21 Commit Run Cut

Enter Piece

Override Pay Codes

NET

Cut Single/
Multi Runs

Quick Run Cut

Run Pieces

Run Trip Detail

Run Pay Detail

UnCut Run

Renumber Run

Round Time

The Total Time for the piece(s) will be displayed.

Run Cutting.....continued

Clear Last Piece

Click **Clear Last Piece** to remove the last piece added to the list.

Committ Run Cut

Click **Commit Run Cut** this process will now add the run to the selected Block and Route. Once run is cut the following form will display.

Piece	Block	Piece Size	Start Time	End Time
1	1002	8 Hours 26 Minutes	720A	346P

Run Pieces

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Run Pieces** to review the information for Turn In, Pull Out and Pull In times and stops and Totals Pay Times for the selected Run #.

Run Cutting.....continued

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #: 0003

Total Time: 8:26

Piece: 1	<input checked="" type="checkbox"/> Pull Out	<input checked="" type="checkbox"/> Pull In	Revenue: 7:31	Overtime: 0:26
Block: 1002	Pull Out Stop: 318	Pull In Stop: 318	M. Deadhead: 0:00	Spread: 8:26
Route: 1	Pull Out: 725A	Pull In: 341P	Pad: 0:00	Swing: 0:00
Report Stop: 318	Start Stop: 21	End Stop: 318	Piece Total: 8:26	
Report Time: 720A 0:05	Start Time: 745A	End Time: 316P		
Turn In Stop: 318	Travel Out: 0:00	Travel In: 0:00		
Turn In Time: 346P 0:05	Deadhead Out: 0:20	Deadhead In: 0:25		

Cut Single/
Multi Runs

Quick Run Cut

Run Pieces

Run Trip Detail

Run Pay Detail

UnCut Run

Renumber Run

Round Time

Run Trip Detail

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Run Trip Detail** to display and verify the trips for the selected Run#; the following form displays.

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #: 0003

Seq.	Piece	Block	Block Trip	Route	Dir	Trip	Start Time	End Time	Elapsed Time	Mileage	Start/End Stops
100	1	1002	1	1	D	0	725A	745A	0:20	9.42	318 Wiltshire Dr at Devonshire Dr
200	1	1002	2	1	I	6	745A	816A	0:31	15.25	21 E. College Ave at S. Allen Street
300	1	1002	3	1	I	16	845A	916A	0:31	15.25	21 E. College Ave at S. Allen Street
400	1	1002	4	1	I	26	945A	1016A	0:31	15.25	21 E. College Ave at S. Allen Street
500	1	1002	5	1	I	36	1045A	1116A	0:31	15.25	21 E. College Ave at S. Allen Street
600	1	1002	6	1	I	46	1145A	1216P	0:31	15.25	21 E. College Ave at S. Allen Street
700	1	1002	7	1	I	56	1245P	116P	0:31	15.25	21 E. College Ave at S. Allen Street
800	1	1002	8	1	I	66	145P	216P	0:31	15.25	21 E. College Ave at S. Allen Street
900	1	1002	9	1	I	76	245P	316P	0:31	15.25	21 E. College Ave at S. Allen Street
Totals:									4:53	139.74	

Cut Single/
Multi Runs

Quick Run Cut

Run Pieces

Run Trip Detail

Run Pay Detail

UnCut Run

Renumber Run

Round Time

UnCut Range
of Runs

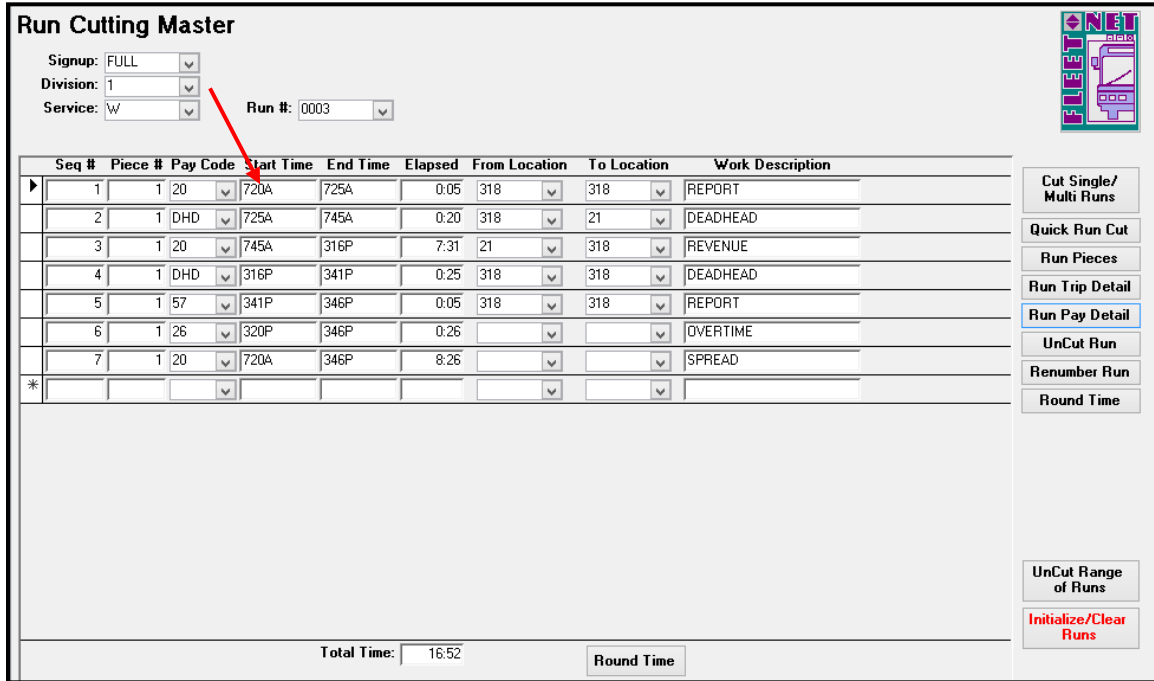
Initialize/Clear
Runs

Run Pay Detail

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Run Pay Detail** to verify the pay codes and times for the Run # selected. The following form displays. Modification may be made on this form.

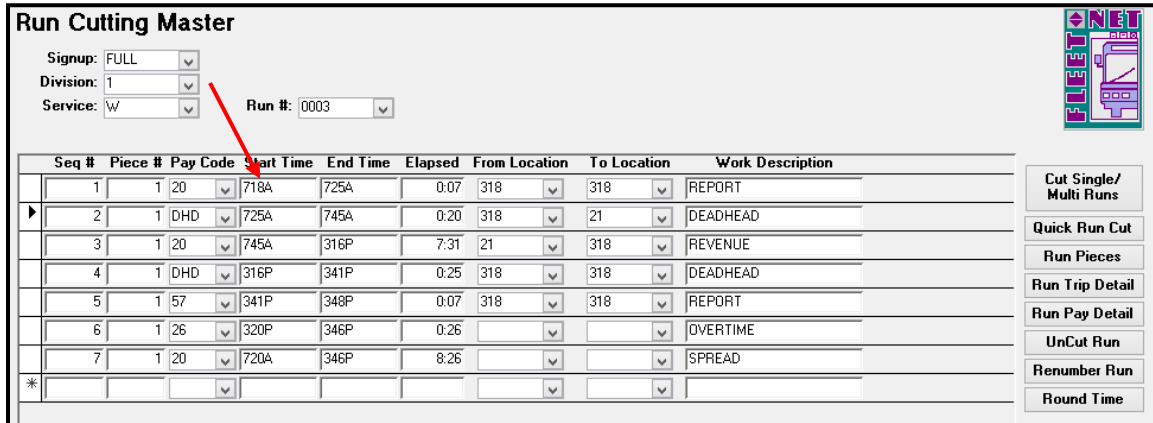
Run Cutting.....continued



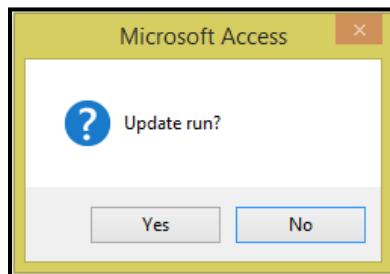
Round Time

Click **Round Time** to executing the rounding process for only the individual Run # selected.

Example: Screen shot above shows the Start Time of 720A, screen shot below reflects a change to the start time to 718AM.



The following message displays.



Run Cutting.....continued

Click **Yes** to continue or **No** to cancel.

If **Yes** is selected the system will create a new sequence # for the run to reflect the minutes created during the rounding process. A pay code will need to be assigned to the additional minutes.

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #: 0003

Seq #	Piece #	Pay Code	Start Time	End Time	Elapsed	From Location	To Location	Work Description
1	1	20	718A	725A	0:07	318	318	REPORT
2	1	DHD	725A	745A	0:20	318	21	DEADHEAD
3	1	20	745A	316P	7:31	21	318	REVENUE
4	1	DHD	316P	341P	0:25	318	318	DEADHEAD
5	1	57	341P	348P	0:07	318	318	REPORT
6	1	26	320P	346P	0:26			OVERTIME
7	1	20	720A	346P	8:26			SPREAD
8	1		348P	352P	0:04			
* 01 Unknown								
02 Unknown								
05 Unknown								
06 Unknown								
09 IN - Intern								
10 AD - Straight								
11 AD - Sick								
12 AD - Vacation								
13 AD - Vac Buy Back								
13V AD Vacation Pay-Out								
14 AD - Holiday								
15 AD - FLT Holiday								
16 AD - Overtime								
17 AD - Other								
18 AD - Personal								
19 AD - Longevity								
					16:56	Round Time		

Buttons: Cut Single/Multi Runs, Quick Run Cut, Run Pieces, Run Trip Detail, Run Pay Detail, UnCut Run, Renumber Run, Round Time, UnCut Range of Runs, Initialize/Clear Runs

Uncut Run

Click **Uncut Run** to delete a run from Fast Cut and Operator Timekeeping.

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W Run #: 0003

Piece: 1
 Block: 1002
 Route: 1
 Report Stop: 318
 Report Time: 720A 0:05
 Turn In Stop: 318
 Turn In Time: 346P 0:05

Time: 8:26
 Time: 0:26
 Time: 8:26
 Time: 0:00
 Total: 8:26

Buttons: Cut Single/Multi Runs, Quick Run Cut, Run Pieces, Run Trip Detail, Run Pay Detail, UnCut Run, Renumber Run, Round Time

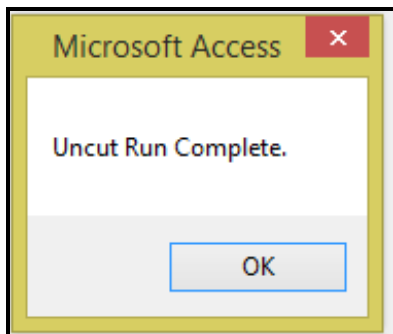
Microsoft Access

This Process Will Delete Run Related Records In Fast Cut And Operator Time Keeping For The Selected Run #.
Are You Sure You Wish To Continue?

Yes No

Click **Yes** to continue or **No** to cancel.

Run Cutting.....continued



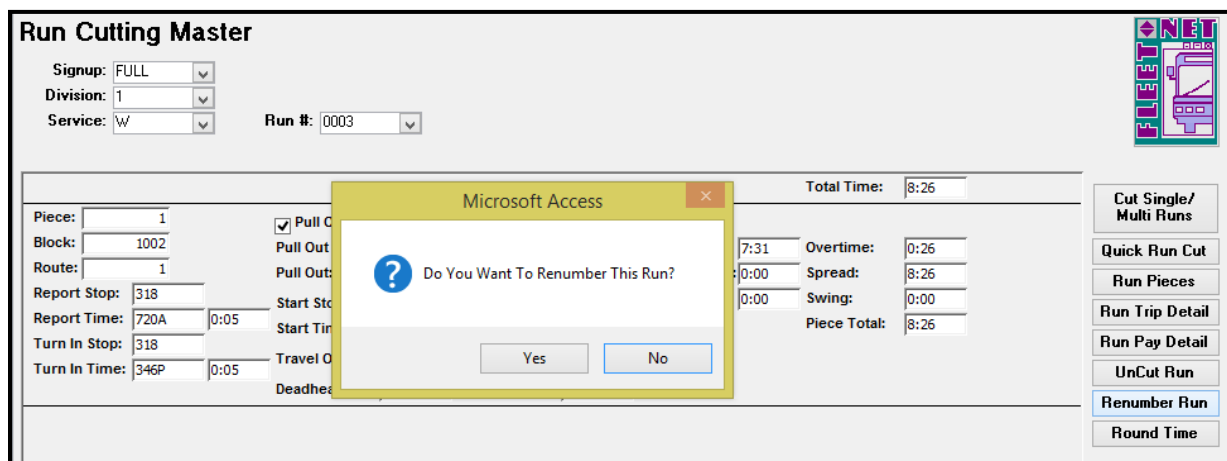
Click **OK**.

Renumber Run

Note: The following tables will not be impacted during the renumber process as the data is date driven and will maintain the original run #: FNFC_BusAsmtTable, FNAD_RunPayTable, and FNAD_RunTable.

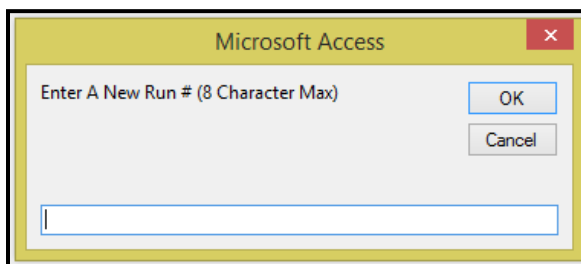
Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

Click **Renumber Run** to re-number a run from one number to a new number.



Click **Yes** to continue or **No** to cancel.

Enter the new run# (alphanumeric 8 character max).



Click **OK** to continue or **Cancel** to cancel.

Run Cutting.....continued

The Run field will display the new run number and the form will refresh.

Round Time

Round Time is an option available to round run minutes to the nearest 6 minutes. Currently this option will **only** round to the 6 minute option. If wanting to utilize the rounding for time other than 6 minutes, please contact Fleet-Net Corporation to have further discussion.

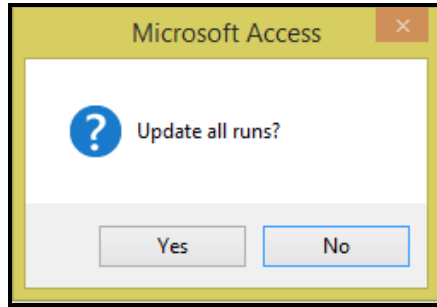
Enter Signup, Division. Select Existing Dates & Run Assignment Date. Enter CAD/AVL Update Date.

Click **Round Time** to execute the rounding process for a selected pay code.

Enter or select a Pay Code from drop down options.

Click **Compute Rounding**. The following message displays.


Run Cutting.....continued

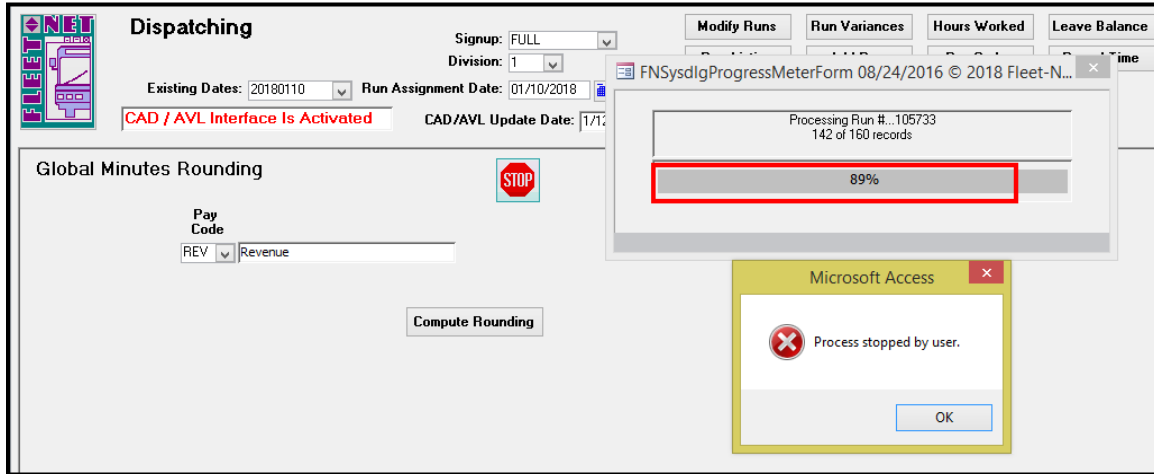


Click **Yes** to continue or **No** to cancel.

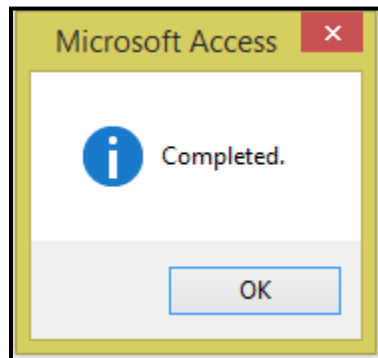
If **Yes** is selected the following message displays regarding deleting existing pad time records. Click **Yes** to continue or **No** to cancel.



Rounding calculation can be stopped. Click  system will populate confirmation message. Click OK.



Once calculation is completed the following message displays.



Run Cutting.....continued

Uncut Range of Runs

Enter or select the Signup, Division, and Service and Run # if applicable from drop down options.

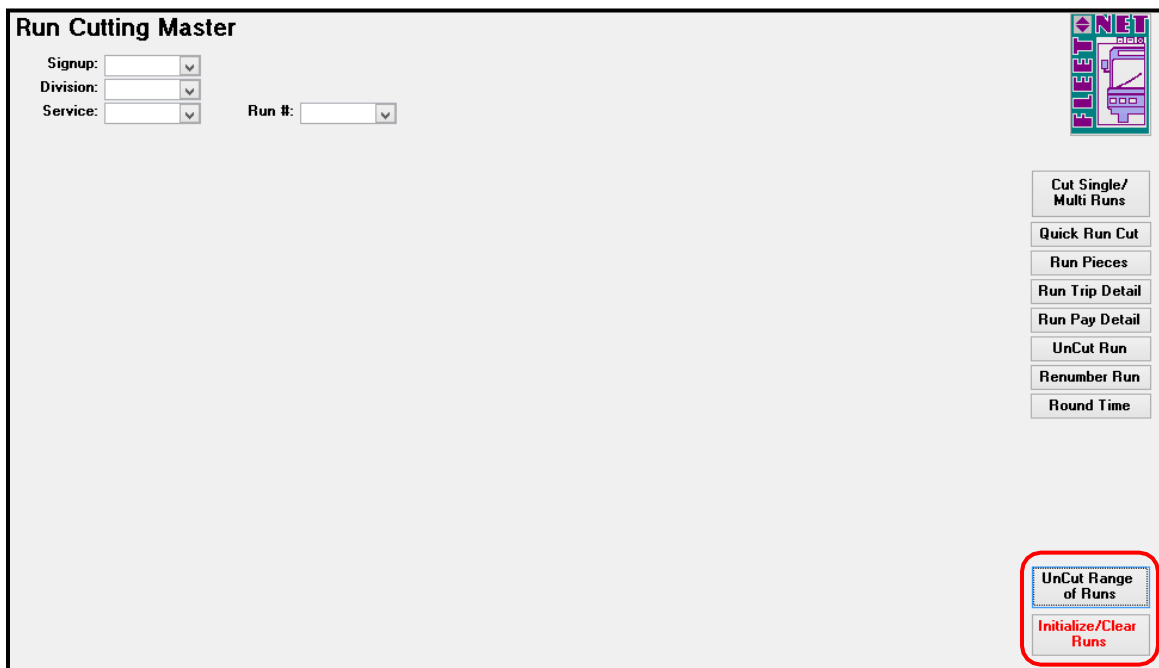
Click **Uncut Range of Run** to delete a range of runs for the specified Signup, Division and Service.

This is useful if runs generated using Cut Single/Multi Piece Runs (with sequential run #'s) need to be deleted from Fast Cut and Operator Timekeeping.

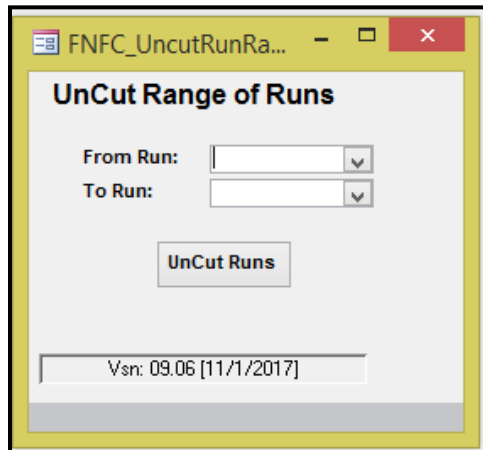
Uncut Range of Runs

Enter or select From Run # and To Run # from drop down options.

Click **Uncut Runs** to remove the select range of runs.

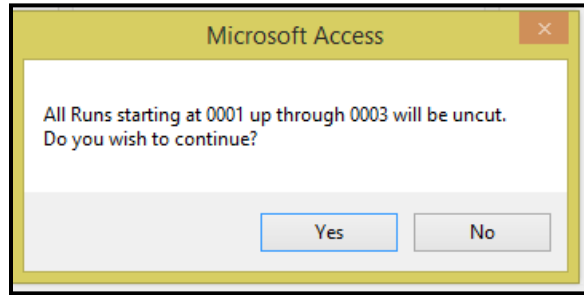


The following message displays.



Run Cutting.....*continued*

The range of runs numbers to be appear in confirmation message.



Click **Yes** to continue or **No** to Cancel.

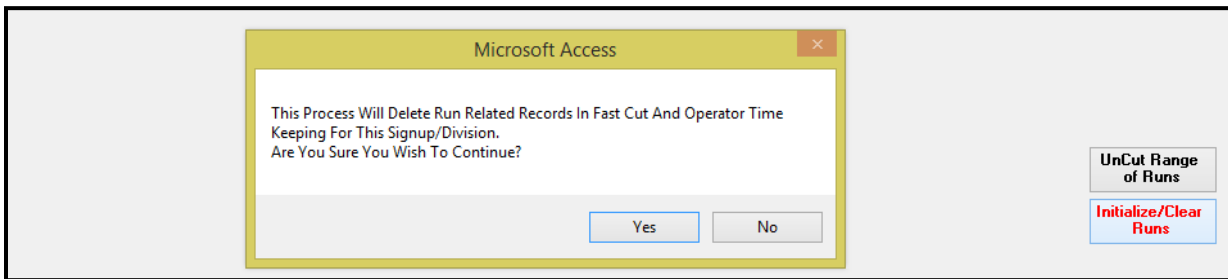
Initialize/Clear Runs

Exercise CAUTION when using this option.

Click **Initialize/Clear Runs** this option will delete all runs from Fast Cut and Operator Timekeeping for the signup, Division and Service specified.

Select the Signup, Division and Service.

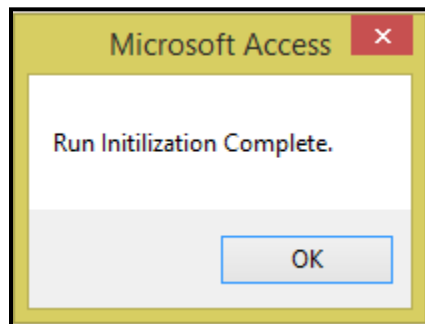
The following confirmation message displays.



NOTE: Be sure that the correct criteria has been selected, all runs will be deleted.

Click **Yes** to continue or **No** to cancel.

When the runs have been deleted the following message displays:



Click **OK**.

Run Cutting.....continued

Cut Single/Multi Runs

Enter Signup, Division and Service.

Click **Cut Single/Multi Runs** to cut runs automatically based on the work rules setup in Run Parameters. Multiple parameter sets allow for cutting runs with different work rules.

Field	Max Field Size	Type	Description
Parameter Set			Select the Parameter Set from the drop down options. Parameter Set can be viewed when clicking
Mode of Service			Select the Mode of Service from the drop down option.
Max # of Runs	2	Number	Enter the maximum # of runs to be cut for the selected option.
Max # of Pieces	2	Number	Entering 1 will use the parameters for Single Piece Runs. Entering 2 or more will use parameters for Multi Piece Runs
Class Code			Select a Class Code from the drop down options to determine the time frame for the run.

Parameter Set: Select the set to be used for automatic run cutting. Click the design button to display the set. Review the parameters to determine whether they should be modified for optimization or another set can be selected.

Run Cutting.....continued

Run Parameters

Signup: FULL
 Division: 1
 Service: W
 Set: Full 17-1

Time Period: 1 Start Time: 330A End Time: 630A
 Time Period: 2 Start Time: 631A End Time: 159P
 Time Period: 3 Start Time: 200P End Time: 630P
 Time Period: 4 Start Time: 631P End Time: 329X

Record: 1 of 4

Parameter Description: Full 2017-01

Single Piece Runs

Cutoff Time For Early Runs: 300A
 Cutoff Time For Late Runs: 329A
 Min Piece Time: 7:20
 Max Piece Time: 8:40
 Target Piece Time: 8:00

Multi-Piece Runs

Cutoff Time For Early Runs: 330A
 Cutoff Time For Late Runs: 329X
 Min Piece Size Each Piece: 1:30
 Max Piece Size Each Piece: 5:59
 Min Swing Time Between Pieces: 1:00
 Max Swing Time Between Pieces: 4:00

Blocks

Starting Block #: 100
 Block # Increment: 10

Runs

Min Run Size: 7:20
 Max Run Size: 8:40
 Max Spread Time: 0:00
 Max Guarantee Each Piece: 0:00
 Min Overtime Cut Off: 8:00
 Min Guarantee Time: 6:30
 Max Guarantee Time: 8:00
 Starting Run #: 1
 Run # Increment: 1 Break Time Early:
 Max Run #: 9999999 Break Time Late:

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Once initial cut is made runs that are desirable can be kept and others uncut to re-cut once again possibly using a different parameter set. All runs can also be uncut and attempt to cut once again using a different parameter set.

Click **Cut Single /Multi Piece Runs** to re-run. By increasing or decreasing minimum piece time, maximum piece time, target piece, early or late cut off time, etc., more single piece runs may be produced. Parameters sets may be repeatedly changed to test run cutting effects until optimum results are achieved.

Block Selection

Highlight the block # and move it to the right by clicking the arrow.
 Highlight the block # and Click **Binoculars** to display the Block Trips Available.

Run Cutting Master

Signup: FULL
 Division: 1
 Service: W
 Run #:

Parameter Set: Full17-7
 Mode Of Service: MB
 Max # Of Runs: 2
 Max # Of Pieces: 1
 Class Code: ESTR

Block Selection:

1002
 1003
 1004INT
 1005INT
 1023
 1033
 1042
 Early
 Late
 Alternate
 Remaining

1001

Blocks Available

Block	Trip	Route	Dir	Start Stop	End Stop	Start Time	End Time	Trip Time	Layover	Total Miles
1001	7	I	I	21	1	1215P	1246P	0:31	0:29	15.25
1001	8	I	I	21	1	115P	146P	0:31	0:29	15.25
1001	9	I	I	21	1	215P	246P	0:31	0:29	15.25
1001	10	I	I	21	1	315P	346P	0:31	0:29	15.25
1001	11	I	D	1	318	346P	411P	0:25	0:00	8.32
1002	1	I	D	318	21	725A	745A	0:20	0:00	9.42
1002	2	I	I	21	1	745A	816A	0:31	0:00	15.25
1002	3	I	I	21	1	845A	916A	0:31	0:29	15.25
				Totals:		655A	620P	54:06	11:24	1432

Record: 1 of 135

Run Cutting.....continued

Specify which part of the block you wish to cut. All early runs. All late runs. Alternate between early, late or remaining runs.

Early:

When selecting “Early”, the run cutter will attempt to cut runs starting from the beginning of each block.

Late:

When selecting “Late”, the run cutter will attempt to cut runs starting from the end of the each block.

Alternate:

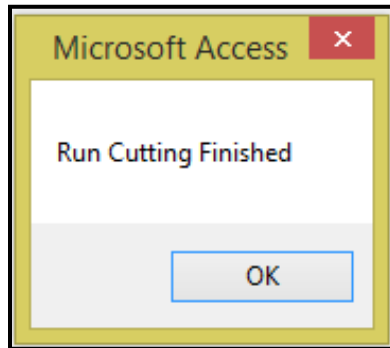
When selecting “Alternate”, the run cutter will *alternate* between the above two options for each attempt to cut a run. It will not cut early and late from the same block.

Remaining:

When selecting “Remaining”, it is assumed that the user has exhausted all efforts to cut as many runs as possible that could fit within the defined parameters and some parameters are ignored when this option is selected.

Build Runs

Click **Build Runs** to cut the Single/Multi Piece Runs.



Run Cutting.....continued

Run Assignment Listing

Click **Run Assignment Listing** to view/print a detailed report by run number range for a specified Signup, Division and Service.

The screenshot shows a window titled "Run Cutting Menu". It contains a list of menu items, each with a number and a question mark icon:

1	Run Cutting	?
2	Run Assignment Listing	?
3	List Uncut Trips	?
4	Layover Adjustment	?
5	Add Spread Time	?
6	Assigned Runs & Trippers	?
16	Return to Previous Menu	?

At the bottom of the window, there is a section for user input:

Enter your selection: Show Details

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Enter or select the Signup, Division, Service, and From Run # and To Run #.

The screenshot shows a window titled "Run Assignment Listing". It contains several dropdown menus for filtering the report:

Signup: FULL From Run #: 0001
Division: 1 To Run #: 0003
Service: W

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Print

Click **Print**. Utilize this report to verify that runs have been cut correctly.

Run Cutting.....continued


Run Assignment Listing													
Run: 0001		Signup: FALL17		Division: 1		Service: W							
Seq#	Piece	Block	Route	Dir	Start Stop	Start Time	End Stop	End Time	Lay over	Trip Time	Total Time	Mileage	
100	1	70	10	D	9000 METRO GARAGE	428A	0618 INDEPENDENCE TURNAROU	448A	0.00	0.20	0.20	8	
200	1	70	10	I	0618 INDEPENDENCE TURNAROU	448A	0001 RKP TRANSIT CENTER	530A	0.00	0.42	1.02	10.4	
300	1	70	8	O	0001 RKP TRANSIT CENTER	530A	0825 HARRINGTON ST & 4TH ST S	610A	0.00	0.40	1.42	8	
400	1	70	8	I	0786 4TH ST NW. & HARRINGTON	611A	0001 RKP TRANSIT CENTER	647A	0.01	0.36	2.19	8	
500	1	70	7	O	0001 RKP TRANSIT CENTER	647A	0618 INDEPENDENCE TURNAROU	710A	0.00	0.23	2.41	5.9	
600	1	70	7	I	0618 INDEPENDENCE TURNAROU	725A	0001 RKP TRANSIT CENTER	758A	0.15	0.33	3.29	5.9	
700	1	70	8	O	0001 RKP TRANSIT CENTER	758A	0833 NORTON PLAZA	837A	0.00	0.39	3.53	9.8	
800	1	70	8	I	0833 NORTON PLAZA	837A	0001 RKP TRANSIT CENTER	933A	0.00	0.56	4.49	9.7	
900	1	70	7	O	0001 RKP TRANSIT CENTER	933A	0618 INDEPENDENCE TURNAROU	958A	0.00	0.25	5.14	5.9	
1000	1	70	7	I	0618 INDEPENDENCE TURNAROU	1020A	0001 RKP TRANSIT CENTER	1052A	0.22	0.32	6.08	5.9	
1100	1	70	8	O	0001 RKP TRANSIT CENTER	1052A	0833 NORTON PLAZA	1131A	0.00	0.39	6.25	9.8	
1200	1	70	8	I	0833 NORTON PLAZA	1131A	0737 LAKESHORE BLVD & KENMO	1213P	0.00	0.42	7.07	7.5	

Pay Code	Work Description	Start Time	End Time	Pay Time	Total Time
POT	REPORT	413A	428A	0:15	0:15
DHD	DEADHEAD	428A	448A	0:20	0:35
PLT	REVENUE	448A	1213P	7:25	8:00
PAD	RUN GUARANTEE			0:00	8:00

List Uncut Trip

Click **List Uncut Trips** view/print a report listing the Blocked Trips that have not been cut into a Run. It is crucial to run this report after all run cutting is complete to confirm there are no orphaned trips that have not been cut.

Run Cutting Menu

1	Run Cutting	?	
2	Run Assignment Listing	?	
3	List Uncut Trips	?	
4	Layover Adjustment	?	
5	Add Spread Time	?	
6	Assigned Runs & Trippers	?	
16	Return to Previous Menu	?	

Show Details

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Run Cutting.....continued


Enter the Signup, Division and Service.

Uncut Block Trip Listing

Signup: ▼

Division: ▼

Service: ▼



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Print

Click **Print**. Use this report to view/ that all block trips have been cut into runs.

Uncut Block Trips										
		Signup:	FULL	Division:	1	Service:	W			
Block	Trip	Route	Dir	S.Trip	Start Stop	Start Time	End Stop	End Time	Trip Time	Mileage
1001	1	1	D	0	318	655A	21	715A	0:20	9.4
1001	2	1	I	1	21	715A	1	746A	0:31	15.2
1001	3	1	I	11	21	815A	1	846A	0:31	15.2
1001	4	1	I	21	21	915A	1	946A	0:31	15.2
1001	5	1	I	31	21	1015A	1	1046A	0:31	15.2
1001	6	1	I	41	21	1115A	1	1146A	0:31	15.2
1001	7	1	I	51	21	1215P	1	1246P	0:31	15.2
1001	8	1	I	61	21	115P	1	146P	0:31	15.2
1001	9	1	I	71	21	215P	1	246P	0:31	15.2
1001	10	1	I	81	21	315P	1	346P	0:31	15.2
1001	11	1	D	0	1	346P	318	411P	0:25	8.3

When all trips have been cut into runs the report will have # Errors. This indicates that no data was found.

Fleet-Net Uncut Block Trips										
		Signup:		Division:		Service:				
Block	Trip	Route	Dir	S.Trip	Start Stop	Start Time	End Stop	End Time	Trip Time	Mileage
						# Error			# Error	# Error

Run Cutting.....*continued*

Layover Adjustment

Click **Layover Adjustment** to divide a layover between 2 driver's runs. Note: In order to utilize this function the End Time and Start Time for the 2 individual runs must be the same time.

Run Cutting Menu

1	Run Cutting	?
2	Run Assignment Listing	?
3	List Uncut Trips	?
4	Layover Adjustment	?
5	Add Spread Time	?
6	Assigned Runs & Trippers	?
16	Return to Previous Menu	?

Enter your selection: Show Details

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Edit Layover

Enter Signup, Division and Service.

Click **Edit Layover** to divide layover between 2 driver's runs. Run cutting option will not allow for the ending of revenue time in the middle of a layover. Adjust the minutes between the runs within the Layover fields or enter the desired percentage amount in the Ratio fields for each run.

Layover Adjustment Between Run Assignments

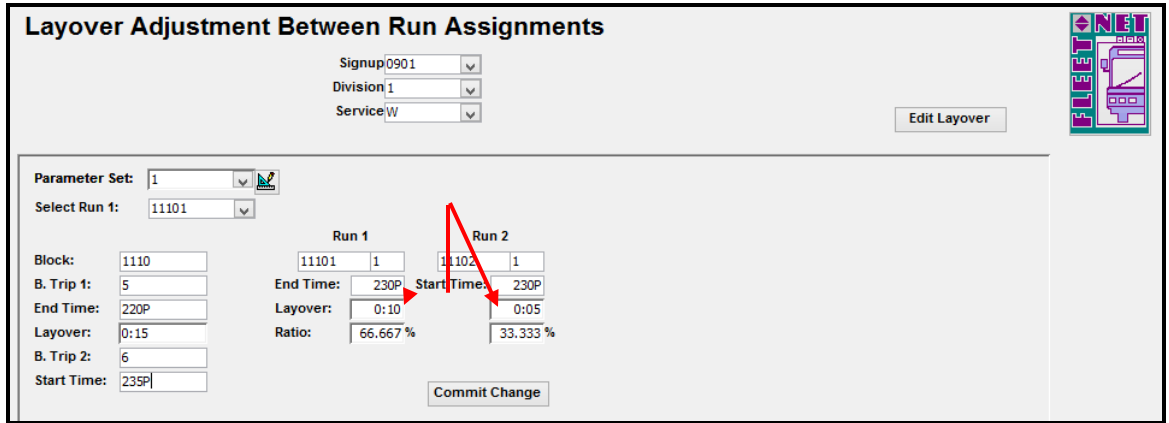
Signup: 0901
 Division: 1
 Service: W

Parameter Set: 1
 Select Run 1: 11101

	Run 1	Run 2
Block:	11101 1	11102 1
B. Trip 1:	5	
End Time:	220P	220P
Layover:	0:00	0:15
B. Trip 2:	6	
Start Time:	235P	
Ratio:	0 %	100 %

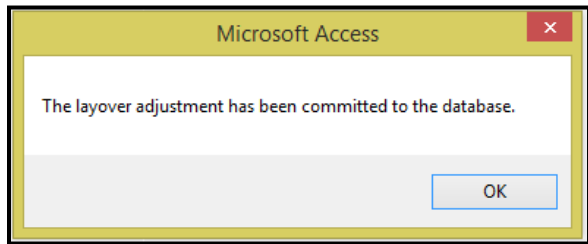
Make the applicable changes between the 2 runs.

Run Cutting.....continued



Commit Change

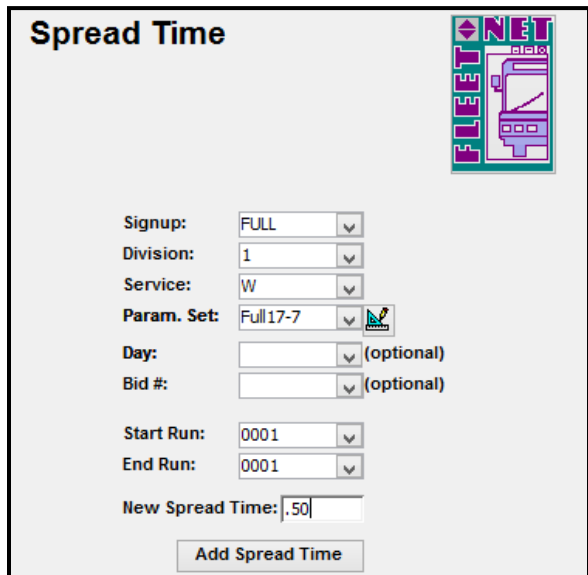
Click **Commit Change** to save the changes. Once completed the following message displays.



Click **OK**.

Add Spread Time

Click **Add Spread Time** to calculate spread time to be added to runs or bids. Utilize this option to determine the amount of spread time when creating bids.



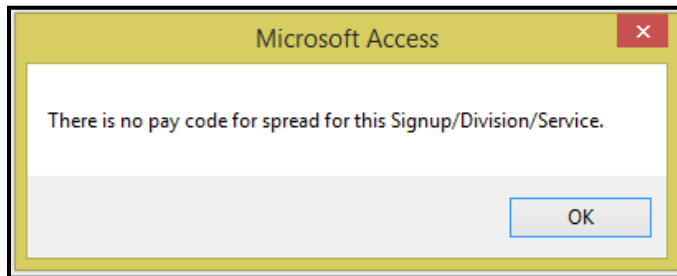
Run Cutting.....continued

Field	Description
Signup	Enter the Signup.
Division	Enter the Division.
Service	Enter the Service.
Param. Set	Select the parameter set to be used to calculate spread time based on the information entered. Click the design icon to display the parameters for the selected Signup, Division and Service.
Day	Enter the Day of the week. This field is optional all days will be updated with the new spread time if left blank. This field is required if a Bid # will be selected.
Bid #	Enter the Bid #. The Start and End Run number field will populate with the runs assigned to the bid #. This field is optional all bids will be updated with the new spread time if left blank.
Start Run/ End Run	Enter the Run # range. The New Spread Time field will be calculated based on the Max Spread Time in the selected Parameter Set.
New Spread Time	This field will display the spread time which will be added to the pay time records in Fast Cut and Operator Timekeeping of the end run #.

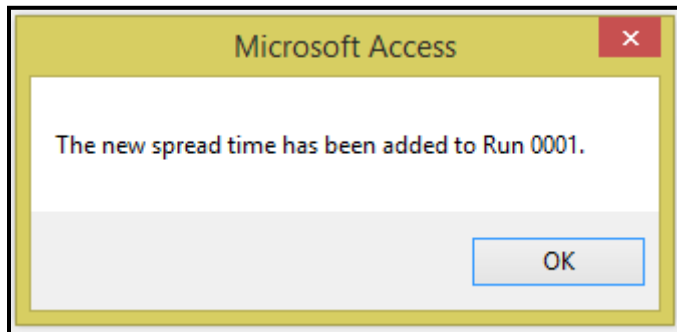
Add Spread Time

Click **Add Spread Time** to make the adjustment.

A Pay Code for Spread time must have been setup in Pay Code Setup for the Signup, Division and Service. If pay code is not setup the following message will display.



Click **OK**.



Click **OK**.

Run Cutting.....continued


Assigned Runs and Trippers

This report can be used as a bid sign-up sheet. Area provided for drivers to sign their name, thereby selecting a work assignment. Report can then be used to key in driver run selections via Run Assignment by Bid on the Operator Timekeeping OT04 menu.

Select Signup, Division and Service. Selecting the Day is optional, if entered all Runs and Trippers assigned to the day of the week will be printed.

Enter the From Run and To Run #'s.

Assigned Run and Trippers



Signup: 0906
Division: 1
Service: W
Day: Mon

From Run: 10111
To Run: 11152

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Print

Click **Print** to generate the report based on the selection options.

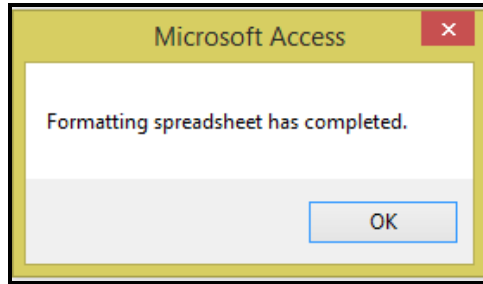
Assigned Run and Trippers																	
		Signup: 0906		Division: 1		Service: W											
Operator Name	Run #	Off Day	Wkly Total	Rte.	Blk.	Relf.	Time On	Time Off	Relf.	Pit.	Rpt.	Pad	Ovt. Spr.	Trv.	DH	Piece Total	Daily Total
HEPPER ROBERT R	10112			111	1011	GAR1	318P	1040P	GAR1	6:39				0:20	0:23	7:24	7:24
GALINDO JESUS	10131			111	1013	GAR1	825A	204P	GAR1	6:42	0:10			0:20	0:25	7:39	7:39
MARTIN JAVIER	10132			111	1013	GAR1	122P	1100P	GAR1	8:53				0:20	0:23	9:38	9:38
AROZ FRANCISCO JR	11101			111	1110	GAR2	823A	224P	GAR2	7:45	0:10			0:02	0:02	8:01	8:01
CARRILLO ROBERTO C	11102			111	1110	GAR2	218P	1024P	GAR2	8:00				0:02	0:02	8:06	8:06

Note: After the runs have been assigned, this report can be run again to display the Operator Name.

To export the data to an Excel Spreadsheet.

Use the  Excel button option to export the report to Excel.

Run Cutting.....continued



Click **Ok**.

Proceed to **Excel** to review the newly created spreadsheet.

1	Operator Name	Run #	Off Day	Wkly Total	Rte.	Blk.	Relf.	Time On	Time Off	Relf.	Plt	Rpt.	Pad	Ovt.	Spr.	Trv.	DH	Piece Total
2	HEPFER ROBERT R	10112			111	1011	GAR1	3:16 PM	10:40 PM	GAR1	6:39					0:20	0:23	7:24
3	GALINDO JESUS	10131			111	1013	GAR1	6:25 AM	2:04 PM	GAR1	6:42	0:10				0:20	0:25	7:39
4	MARTIN JAVIER	10132			111	1013	GAR1	1:22 PM	11:00 PM	GAR1	8:53					0:20	0:23	9:38
5	AROZ FRANCISCO JR	11101			111	1110	GAR2	6:23 AM	2:24 PM	GAR2	7:45	0:10				0:02	0:02	8:01
6	CARRILLO ROBERTO C	11102			111	1110	GAR2	2:18 PM	10:24 PM	GAR2	8:00					0:02	0:02	8:06

Fast Cut Reports Menu

Item	Description	Icon
1	Driver Run Guide	?
2	Pre Bid Report	?
3	Sign In/Out	?
4	Pull In / Pull Out Report	?
5	Operator Statistics	?
6	Vehicle Usage Graph	?
7	Block Timeline	?
8	Runs By Stop Number	?
9	Block Vehicle	?
10	Run Paddle	?
11	Run Paddle User Notes	?
12	Peak Vehicles By Route	?
16	Return to Previous Menu	?

◀ Enter your selection: Show Details

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Drive Run Guide

Click **Driver Run Guide** to print a manifest for each operator's run for the specified Signup, Division and Service. The guide can be printed for a range of run numbers. Enter the Effective Date which will print on the report.

Click checkbox **Include Driver Footnotes** to include any footnotes on the report.

Click checkbox Print Landscape to generate the report in landscape layout. The default is portrait layout.

Driver Run Guide By Run #

Signup: From Run #:
Division: To Run #:
Service: Effective Date:

Include Driver Footnotes
 Print Landscape

Fleet-Net							
Driver Run Guide By Run #							
		Signup:	Wm10	Division:	1	Service:	W
Effective Date:	4/16/2010	Run #:	0001				
Pay Code	Work Description	Start Time	End Time	Pay Time	Total Time		
POT	REPORT	433A	448A	0:15	0:15		
DHD	DEADHEAD	448A	501A	0:13	0:28		
PLT	REVENUE	501A	1256P	7:55	8:23		
OTS	OVERTIME	1233P	1256P	0:23	8:23		
186A	4TH & HARRINGTON			7 40A	1007A	1233P	
193A	2ND & TUSC		501A	7 47A	1014A	1240P	
214A	KENMORE & WOOSTER N INBOU		508A	7 55A	1022A	1248P	
025A	KENMORE & LAKESHORE INBOU		515A	8 03A	1030A	1256P	
999Z	TRANSIT CENTER/NORTH DR/SO		530AL	8 15A	1042A		
999Z	TRANSIT CENTER/NORTH DR/SO		530AL	8 15A	1042A		
993B	LEXINGTON AVE OUTBOUND		545A	8 30A	1057A		
944A	CHAPEL HILL		555A	8 40A	1107A		
1043	STUDIO CITY		605A				
1043	STUDIO CITY		610A				
944A	CHAPEL HILL		622A	8 55A	1122A		
071B	LEXINGTON AVE INBOUND		632A	9 08A	1135A		
999Z	TRANSIT CENTER/NORTH DR/SO		650A	9 28A	1155A		
999Z	TRANSIT CENTER/NORTH DR/SO		650A	9 28A	1155A		
146A	KENMORE & LAKESHORE OUTB		700A	9 38A	1205P		
159A	KENMORE & WOOSTER N OUTB		708A	9 46A	1213P		
176A	2ND & TUSC		735A	1002A	1228P		
186A	4TH & HARRINGTON		7 40A	1007A	1233P		

Pre-Bid Report

Click **Pre-Bid Report** to create a list of all runs for the specified Signup, Division and Service. This report can be used as bid sign-up sheet. Area provided for drivers to sign name, thereby selecting a work assignment. Report can then be used to enter Bid Assignments in the Operator Timekeeping module.

Pre-Bid Report											
Effective Date:		0805B	Signup:		0805B	Division:		1	Service:		W
Run: 10000											
Piece	Block	Report Time	Pull Out	Start Stop	Start Time	End Stop	End Time	Pull In	Sign Out	Pay	
1	1011	256P		TOWH	316P	GAR1	1020P	1043P	1045P	7:49	
				TOWN CENTER WAY & HAHN THOUSAND PALMS GARAGE							
Operator's Signature:									Total Pay: 7:49		
Run: 10005											
Piece	Block	Report Time	Pull Out	Start Stop	Start Time	End Stop	End Time	Pull In	Sign Out	Pay	
1	1013	650A	700A	PCSV	700A	GAR1	1040P	1103P	1105P	16:15	
				PALM CYN/STEVENS THOUSAND PALMS GARAGE							
Operator's Signature:									Total Pay: 16:15		

Sign In/Out

Click **Sign In/Out** to generate a report in chronological report time. Field to enter the Assigned Bus# and boxes to allow for Operators to Sign In and Out.

Enter Signup, Division, Service and Run # Range. Enter or Select the report date.

Print

Click **Print**.

Sign In/Out Report

Signup: FULL 18 From Run: 11011
 Division: 1 To Run: 10131
 Service: W Date: 1/31/2018

Print

**Fleet Net V905
Sign In/Out Report**

Date: Signup: 0906 Division: 1 Service: W

Report Time	Bus#	Run	Block	Pc.	Employee Name	Emp #	Sign In	Sign Out
605A	<input type="text"/>	10111	1011	1	BELINDA L. DUFFEY	4816	<input type="text"/>	<input type="text"/>
625A	<input type="text"/>	10131	1013	1	JESUS GALINDO	7082	<input type="text"/>	<input type="text"/>
316P	<input type="text"/>	10112	1011	1	ROBERT RANDALL HEPFER	60081	<input type="text"/>	<input type="text"/>

Pull In / Pull Out Report

Click **Pull In / Pull Out Report** to generate a document for Pull Out or Pull In tracking.

Enter Signup, Division Service, From & To Block #. Enter or select date. Check Pull Out or Pull In based on type of report to be generated.

Print

Click **Print**.

Pull Out/In Report

Signup: FULL From Block #: 1001
 Division: 1 To Block #: 1003
 Service: W Date: 12/21/2017

Pull Out
 Pull In

Print

Vsn: 09.06 [11/1/2017]

Pull Out Report			
Date:	12/21/2017	Signup:	FULL
		Division:	1
		Service:	W
Block #:	Scheduled Pull Out:	Actual Pull Out:	Remarks:
1001	655A		
1002	725A		
1003	731A		

Operator Statistics

Click **Operator Statistics** to generate reports by route and time periods.

Statistics reports can be produced for the following:

- | | |
|----------------|---------------|
| Revenue Trips | Deadhead Time |
| Revenue Miles | Layover Time |
| Revenue Time | Total Miles |
| Deadhead Miles | Total Time |

Enter Signup, Division and Service

Select From and To Route # or leave blank for all routes.

Select Statistic report type to generate the data on the screen. Once data is present a report can be generated for printing.

Note: Revenue Time includes Layover Time.

Operator Statistics

Signup: 0901

Division: 1 From Route: (Leave Blank For All)

Service: W To Route:

Revenue Trips	Deadhead Time
Revenue Miles	Layover Time
Revenue Time	Total Miles
Deadhead Miles	Total Time

Revenue Miles Print

Route		Period 1	Period 2	Period 3	Period 4	Total
		400A - 600A	601A - 900A	901A - 200P	201P - 200X	
111	LINE 111	182.2	418.4	732.2	1020.7	2353.5
14	LINE 14	66.9	151.8	283.4	487.3	989.4
24	LINE 24		64.8	113.4	154.9	333.1
30	LINE 30	18.1	108.6	181	278	585.7
32	LINE 32	38	112.5	187.5	281	619
50	LINE 50	13.5	81.6	136	176.9	408
70	LINE 70	9.5	76.8	115.2	144.1	345.6
80	LINE 80	21.2	63.6	106	127.2	318
90	LINE 90	30.9	75	125	181.6	412.5
91	LINE 91	16.8	138.1	245.5	320.6	721
Totals:		397.1	1291.2	2225.2	3172.3	7085.8

Print

Click **Print** to review/print the selected Statistical report.

Operator Statistics						
Revenue Miles						
Signup:		0901	Division:	1	Service:	W
Route		Period 1 400A - 600A	Period 2 601A - 900A	Period 3 901A - 200P	Period 4 201P - 200X	Total
111	LINE 111	182.2	418.4	732.2	1020.7	2353.5
14	LINE 14	66.9	151.8	283.4	487.3	989.4
24	LINE 24		64.8	113.4	154.9	333.1
30	LINE 30	18.1	108.6	181	278	585.7
32	LINE 32	38	112.5	187.5	281	619
50	LINE 50	13.5	81.6	136	176.9	408
70	LINE 70	9.5	76.8	115.2	144.1	345.6
80	LINE 80	21.2	63.6	106	127.2	318
90	LINE 90	30.9	75	125	181.6	412.5
91	LINE 91	16.8	138.1	245.5	320.6	721
Totals:		397.1	1291.2	2225.2	3172.3	7085.8

Vehicle Usage Graph

Click **Vehicle Usage Graph** to display a graph of the total number of vehicles by time of day. This requires legal size paper if a hardcopy is printed. The time of day in 15 minute intervals is listed at the bottom and along the vertical edge is the number of buses.

Select the Signup, Division, Service, and Block # range.

Vehicle Usage Graph

Signup:


Division:

Service:

From Block:

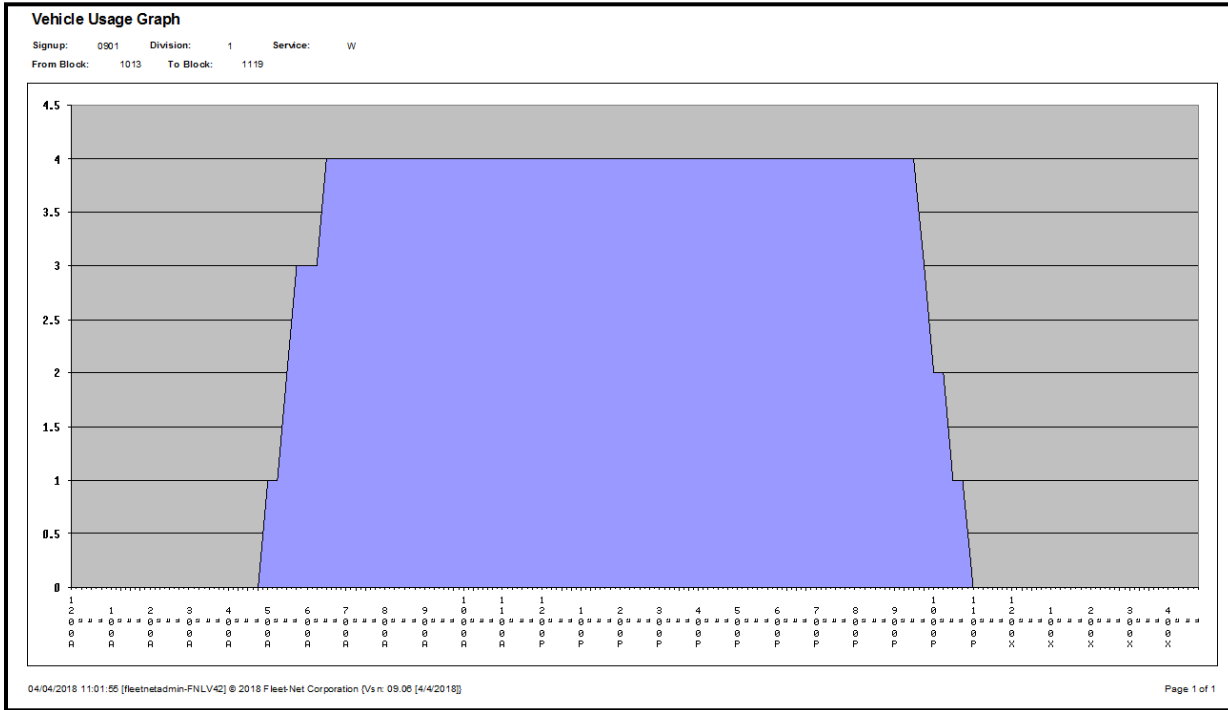
To Block:

Vsn: 09.06 [4/4/2018]



Print

Click **Print** to review/print the graph for the selected options.



Block Timeline

Click **Block Timeline** to create a chart that displays block work assignments showing the specific block range.

Enter Signup, Division, Service and Block # range.

Block Timeline

Signup:

Division:

Service:

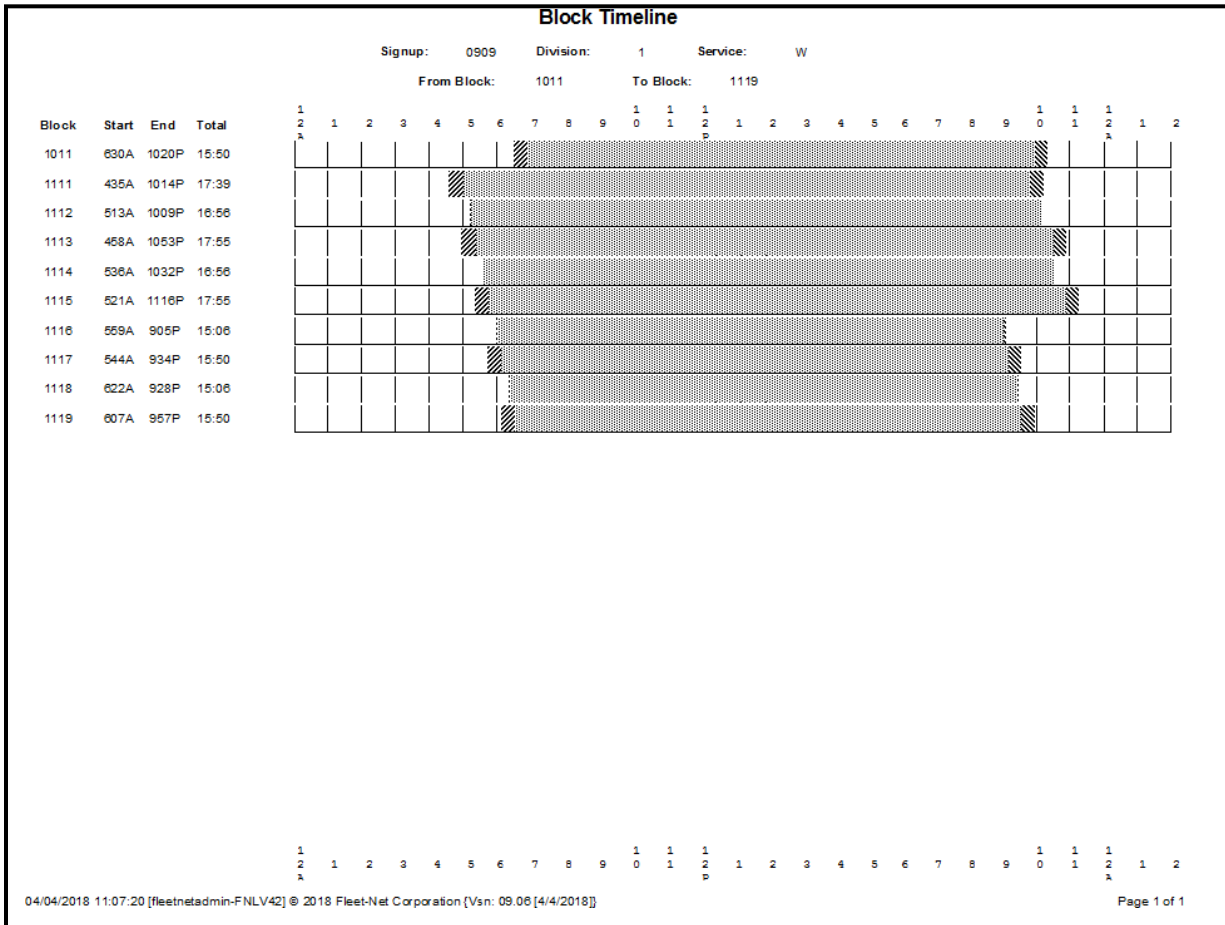
From Block:

To Block:

Vsn: 09.06 [4/4/2018]

Print

Click **Print** to review/print the graph for the selected options.



Runs by Stop Number

Click **Runs by Stop Number** to generate with Run or Block numbers based on the selection.

Select Signup, Division, Service, Direction and Range of Stop ID's.

Runs By Stop

Signup:

Division:

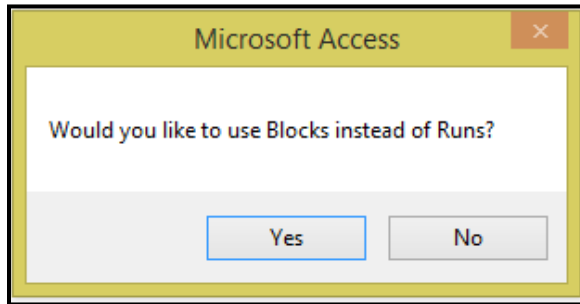
Service:

Direction:

From Stop:

To Stop:

Vsn: 09.06 [4/4/2018]



Click **Yes** to use Blocks to generate the report or **No** to generate the report using Runs.

Print

Click **Print** to review/print the report for the selected options.

By Block

Runs By Stop ID											
Signup: Fall16		From Stop: 0001		101 RICHFIELD/BATH		102 NORTHFIELD		103 STOW/HUDSON		104 TWINSBURG/CREEKSI	
Division: 1		To Stop: 0008		WEEKDAY		WEEKDAY		WEEKDAY		WEEKDAY	
OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND	
0001		0001		0001		0001		0001		0001	
RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER	
530R	(1)	615R	(50)	530R	(12)	530R	(14)
615R	(2)	700R	(51)	615R	(47)	615R	(34)
630R	(29)	720R	(59)	720R	(44)	720R	(14)
700R	(3)	750R	(50)	815R	(34)	810R	(119)
720R	(4)	835R	(51)	915R	(14)	910R	(117)
740R	(6)	900R	(59)	240P	(72)	1000R	(119)
805R	(42)	935R	(50)	355P	(107)	1050R	(117)
835R	(1)	1010R	(51)	1100P	(51)	1140R	(119)
855R	(8)	1111R	(50)			1230P	(117)	
915R	(2)	1147R	(51)			120P	(119)	
935R	(29)	1247P	(50)			220P	(117)	
955R	(3)	123P	(51)			300P	(119)	
1025R	(4)	200P	(65)			420P	(117)	
1045R	(6)	227P	(50)			550P	(53)	
1105R	(25)	301P	(51)			620P	(117)	
1125R	(42)	355P	(50)			730P	(53)	
1134R	(39)	404P	(85)			840P	(117)	
1155R	(1)	445P	(51)			950P	(53)	
1215P	(8)	512P	(65)			1050P	(24)	
1235P	(2)	550P	(50)						
1255P	(29)	620P	(51)						
115P	(3)	730P	(50)						
135P	(50)	840P	(51)						
155P	(4)	950P	(43)						
215P	(6)	1100P	(56)						
225P	(25)									
255P	(42)									
315P	(1)									
335P	(8)									
355P	(2)									
420P	(13)									
500P	(3)									

Fast Cut Reports.....continued

By Run

Acme Transit Runs By Stop ID											
Signup: Fall16		From Stop: 0001									
Division: 1		To Stop: 0008									
1 WEST MARKET		10 HOWARD/P.ORTAGE TR		101 RICHFIELD/BATH		102 NORTHFIELD		103 STOWHUDSON		104 TWINSBURG/CREEKSI	
WEEKDAY		WEEKDAY		WEEKDAY		WEEKDAY		WEEKDAY		WEEKDAY	
OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND		OUTBOUND	
0001		0001		0001		0001		0001		0001	
RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER		RKP TRANSIT CENTER	
530A	(0013)	615A	(0012)	530A	(0201)	530A	(0003)	530A	(0014)	530A	(0082)
615A	(0081)	700A	(0103)	615A	(0210)	615A	(0023)	615A	(0209)	615A	(0097)
630A	(0085)	720A	(0102)	720A	(0110)	720A	(0003)	720A	(0014)	720A	(0082)
700A	(0046)	750A	(0012)	815A	(0128)	810A	(0023)	1005A	(0123)	805A	(0097)
720A	(0001)	835A	(0054)	915A	(0014)	910A	(0003)	134P	(0077)	1127A	(0014)
740A	(0007)	900A	(0102)	240P	(0082)	1000A	(0023)	210P	(0143)	118P	(0090)
805A	(0016)	935A	(0012)	355P	(0119)	1050A	(0003)	335P	(0077)	228P	(0144)
835A	(0013)	1010A	(0054)	1100P	(0159)	1140A	(0023)	420P	(0143)	316P	(0090)
855A	(0026)	1111A	(0012)			1230P	(0320)	550P	(0077)	330P	(0118)
915A	(0081)	1147A	(0054)			120P	(0095)	950P	(0167)	420P	(0144)
935A	(0133)	1247P	(0141)			220P	(0147)			550P	(0164)
955A	(0046)	123P	(0054)			300P	(0095)			620P	(0144)
1025A	(0001)	200P	(0109)			420P	(0147)			730P	(0164)
1045A	(0007)	227P	(0141)			550P	(0162)			840P	(0144)
1105A	(0052)	301P	(0054)			620P	(0147)			950P	(0164)
1125A	(0016)	355P	(0141)			730P	(0162)				
1134A	(0157)	404P	(0137)			840P	(0147)				
1155A	(0013)	445P	(0159)			950P	(0162)				
1215P	(0026)	512P	(0109)			1050P	(0163)				
1235P	(0076)	550P	(0141)								
1255P	(0133)	620P	(0159)								
115P	(0046)	730P	(0141)								
135P	(0075)	840P	(0159)								
155P	(0140)	950P	(0149)								
215P	(0301)	1100P	(0158)								
225P	(0052)										
255P	(0122)										
315P	(0142)										
335P	(0113)										
355P	(0076)										

Block Vehicle

Click **Block Vehicle** to track the vehicle's assigned to a Block. This form has a search option and allows for modification. Once all changes have been made the report can be printed.

Clear

Click **Clear** to remove all information populated to start with a fresh screen to do a complete reassignment.

Print

Click **Print** to print the report.

Fast Cut Reports.....continued

Block/Veh #									
Block	Veh #	Block	Veh #	Block	Veh #	Block	Veh #	Block	Veh #
1002	100								
1003	123								
101	120								

Run Paddle

Click **Run Paddle** to generate a Run Paddles report showing all trips. Illustrates report time, pull out, deadhead to etc. Clear indicates time for either the deadhead or travel time.

Select the Signup, Division and Run # Range.


Run Paddle

Signup:

Division:

From Run:

To Run:



Print Run Paddles

Click **Print Run Paddles** to generate the report based on the selected options.

Paddle: 12412		Sample Transit		Paddle: 12412	
Blocks: 241	Sept 09 fixed	Signup: 0909	Division: 1	Blocks: 241	Sept 09 fixed
Report: 12:29 PM					
Clear: 10:27 PM					
Hours: 9:58					
Report at THOUSAND PAL 12:29 PM		Route: 24 LINE 24 (E)			
Pull Out: Staff Vehicle		PALM CYN & STEVENS 6:15		Time	
Deadhead To: TAHQUITZ & FARRELL (VISTA CHINO & SUNRISE 6:43		Time	
Arrive: 12:53 PM		TAHQUITZ & FARRELL (P/S MA 6:53		Time	
Relieve 12411, Block 241		Route: 24 LINE 24 (W)			
Route: 24 LINE 24 (W)		TAHQUITZ & FARRELL (P/S MA 7:03		Time	
	Time	VISTA CHINO & SUNRISE 7:11		Time	
TAHQUITZ & FARRELL (P/S MA 1:03		PALM CYN & STEVENS 7:38		Time	
VISTA CHINO & SUNRISE 1:11		Route: 24 LINE 24 (E)			
PALM CYN & STEVENS 1:38		PALM CYN & STEVENS 7:45		Time	
Route: 24 LINE 24 (E)		VISTA CHINO & SUNRISE 8:13		Time	
PALM CYN & STEVENS 1:45		TAHQUITZ & FARRELL (P/S MA 8:23		Time	
VISTA CHINO & SUNRISE 2:13		Route: 24 LINE 24 (W)			
TAHQUITZ & FARRELL (P/S MA 2:23		TAHQUITZ & FARRELL (P/S MA 8:33		Time	
Route: 24 LINE 24 (W)		VISTA CHINO & SUNRISE 8:41		Time	
TAHQUITZ & FARRELL (P/S MA 2:33		PALM CYN & STEVENS 9:08		Time	
VISTA CHINO & SUNRISE 2:41		Route: 24 LINE 24 (E)			
PALM CYN & STEVENS 3:08		PALM CYN & STEVENS 9:15		Time	
Route: 24 LINE 24 (E)		VISTA CHINO & SUNRISE 9:43		Time	
PALM CYN & STEVENS 3:15		TAHQUITZ & FARRELL (P/S MA 9:53		Time	
VISTA CHINO & SUNRISE 3:43		Route: 24 LINE 24 (W)			
TAHQUITZ & FARRELL (P/S MA 3:53		TAHQUITZ & FARRELL (P/S MA 8:33		Time	
Route: 24 LINE 24 (W)		VISTA CHINO & SUNRISE 8:41		Time	
TAHQUITZ & FARRELL (P/S MA 4:03		PALM CYN & STEVENS 9:08		Time	
VISTA CHINO & SUNRISE 4:11		Route: 24 LINE 24 (E)			
PALM CYN & STEVENS 4:38		PALM CYN & STEVENS 9:15		Time	
Route: 24 LINE 24 (E)		VISTA CHINO & SUNRISE 9:43		Time	
PALM CYN & STEVENS 4:45		TAHQUITZ & FARRELL (P/S MA 9:53		Time	
VISTA CHINO & SUNRISE 5:13		Route: 24 LINE 24 (W)			
TAHQUITZ & FARRELL (P/S MA 5:23		TAHQUITZ & FARRELL (P/S MA 8:33		Time	
		VISTA CHINO & SUNRISE 8:41		Time	
		PALM CYN & STEVENS 9:08		Time	
		Deadhead to THOUSAND PALMS GARAG			
		Clear: 10:27 PM			
		Hours: 9:58			

Fast Cut Reports.....continued

Run Paddle User Notes

Click **Run Paddle User** to enter notes to be added to the Paddle Reports.


Setup Misc Codes for user defined notes to be added to the Run Paddle.

These UserNoteType Misc Codes are required and cannot be modified.

Modify / Add Misc List Codes

Type:

Code	Value
<input type="text" value="Route"/>	<input type="text" value="Note for whole route"/>
<input type="text" value="Run"/>	<input type="text" value="Note for whole run/piece"/>
<input type="text" value="RunSeq"/>	<input type="text" value="Note for individual run sequence"/>




The User Note names are user defined.

Modify / Add Misc List Codes

Type:

Code	Value
<input type="text" value="Directions"/>	<input type="text" value="Directions"/>
<input type="text" value="Farebox"/>	<input type="text" value="Farebox"/>
<input type="text" value="RunNote"/>	<input type="text" value="RunNote"/>
<input type="text" value="Sign"/>	<input type="text" value="Sign"/>




Setup an alternate name to print on the run paddle.

Example if the transit name is too long to fit in the space allowed an abbreviation can be entered.

Modify / Add Misc List Codes

Type:

Code	Value
<input type="text" value="AltTitle"/>	<input type="text" value="Sample"/>



Define the notes to be printed on the paddle. Select the Type and Name. Check Display Name to include it on the Paddle. Enter the Note that will print on the Paddle. Select the Run Seq # and Route # if applicable.

Fast Cut Reports.....continued

User Defined Run Notes

Signup:

Division:

Run:

Type	Name	Display Name	Note	Run Seq #	Route
<input type="text" value="Route"/>	<input type="text" value="Farebox"/>	<input checked="" type="checkbox"/>	This is my comment about the Rt.	<input type="text" value=""/>	<input type="text" value="2"/>
<input type="text" value="Run"/>	<input type="text" value="Direction"/>	<input checked="" type="checkbox"/>	This is my comment about the Run	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="RunSeq"/>	<input type="text" value="Notes"/>	<input checked="" type="checkbox"/>	This is my Run Seq note about breaking for lunch.	<input type="text" value="600"/>	<input type="text" value="1"/>


Example of the Run Paddle with notes.

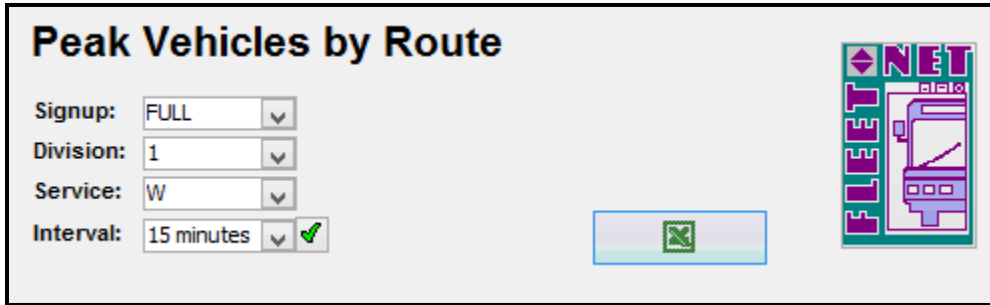
Paddle: 0001 Blocks: 4 Fall 16 Report: 4:18 AM Clear: 12:20 PM Hours: 8:02	Acme Transit Signup: Fall16 Division: 1	Paddle: 0001 Blocks: 4 Fall 16																										
Report at METRO GARAGE 4:18 AM Pull Out: 4 4:33 AM Deadhead To: FLIGHT MEMORIAL & M Arrive: 4:49 AM Block 4 Direction: This is my comment about the Run	2 Dest.SignCode: 20C Farebox: This is my comment about the Rt. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Time</th> </tr> </thead> <tbody> <tr><td>RKP TRANSIT CENTER</td><td style="text-align: right;">8:50</td></tr> <tr><td>E EXCHANGE & BROWN</td><td style="text-align: right;">8:57</td></tr> <tr><td>S. ARLINGTON & 7TH AVE</td><td style="text-align: right;">9:03</td></tr> <tr><td>S. ARLINGTON & DERBYDALE</td><td style="text-align: right;">9:13</td></tr> <tr><td>S. ARLINGTON @ WALMART</td><td style="text-align: right;">9:17</td></tr> <tr><td>INTERSTATE PKWY TURNAR</td><td style="text-align: right;">9:22</td></tr> </tbody> </table>		Time	RKP TRANSIT CENTER	8:50	E EXCHANGE & BROWN	8:57	S. ARLINGTON & 7TH AVE	9:03	S. ARLINGTON & DERBYDALE	9:13	S. ARLINGTON @ WALMART	9:17	INTERSTATE PKWY TURNAR	9:22													
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W. MARKET @ SUMMIT MALL	10:57																											
FLIGHT MEMORIAL & MEDINA	11:06																											
2 Dest.SignCode: 21E Farebox: This is my comment about the Rt. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Time</th> </tr> </thead> <tbody> <tr><td>INTERSTATE PKWY TURNAR</td><td style="text-align: right;">6:25</td></tr> <tr><td>S. ARLINGTON @ WALMART</td><td style="text-align: right;">6:30</td></tr> </tbody> </table>		Time	INTERSTATE PKWY TURNAR	6:25	S. ARLINGTON @ WALMART	6:30	1 Dest.SignCode: 11B																					
	Time																											
INTERSTATE PKWY TURNAR	6:25																											
S. ARLINGTON @ WALMART	6:30																											

Fast Cut Reports.....continued

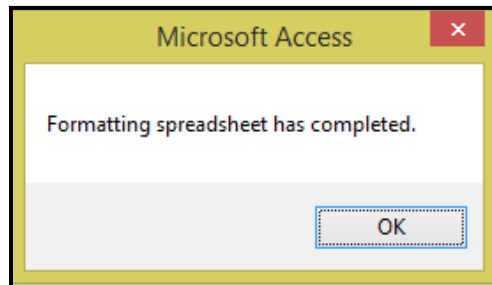
Peak Vehicles by Route

Click **Peak Vehicle by Route** to generate a report that exports to excel. The number of vehicles for each route is calculated for the time interval selected.

Select the Signup, Division, Service and Time Interval. Click  to generate the Excel spreadsheet.



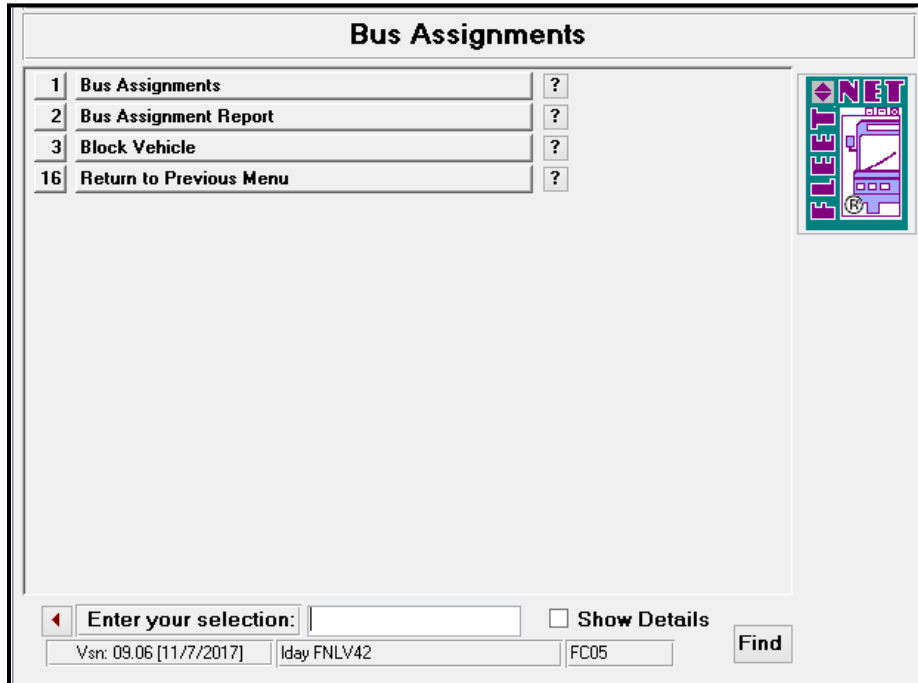
When the calculation is completed the following message displays.



Click **OK** to view the excel spreadsheet. Each column has the number of vehicles (blocks) for the time interval. The peak numbers are bold. The last column displays the peak number.

A	B	C	D	E	F	G	H	I	J	K
		12:00 AM	4:00 AM	8:00 AM	12:00 PM	4:00 PM	8:00 PM	12:00 AM		
	1 Park Forest V	4	12	10	7					12
	10 Pine Grove F	1	4	4	2					4

Bus Assignments Menu



Bus Assignment

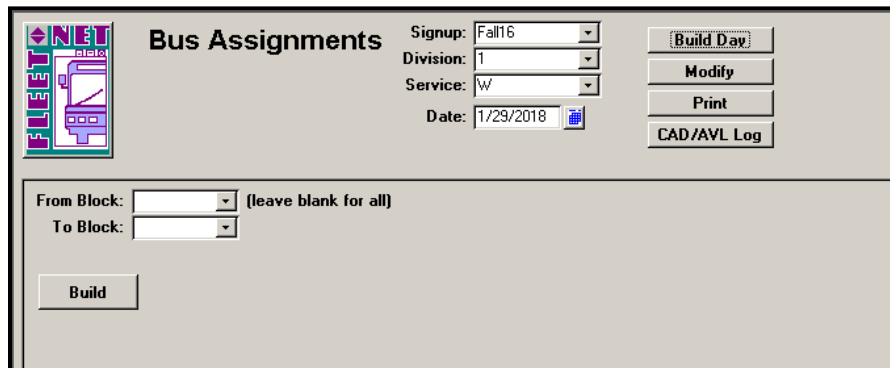
Click **Bus Assignment** to build or modify bus assignments daily.

Enter the Signup, Division, Service and Date.

Build Day

Click **Build Day** to define blocks that must be covered by vehicles.

Enter or Select from the drop down options the From Block/ To Block or leave blank to build the day for all blocks.



Build

Click **Build**.

Bus Assignments.....continued

The Bus Type is populated if previously assigned on the Bus Blocking form. Select the Bus type, vehicle assignments and enter the bus location and any pertinent comments for each block.

Block	Run	Route	Report	Pull Out	Pull In	Sign Out	Mileage	Bus Type	Vehicle	Location	Comments
1	0013	1	507A	522A	927P	927P	185.34	ARTIC			
10	0101	3	559A	614A	702P	702P	227.41	40FT CNG/D/SL			
100	0123	5	223P	238P	646P	646P	68.9	35FT CNG/D/SL			
101	0011	5	503A	518A	626P	626P	194.56	40FT CNG/D/SL			
102	0118	5	637A	652A	1135A	1135A	75.95	40FT CNG/D/SL			
103	0207	33	552A	607A	853A	853A	45.31	40FT CNG/D/SL			
104	0095	33	552A	607A	1006A	1006A	52.93	40FT CNG/D/SL			
105	0312	229	243P	258P	633P	633P	36.24	40FT CNG/D/SL			
106	0305	33	259P	314P	806P	806P	70.92	40FT CNG/D/SL			
107	0119	33	152P	207P	629P	629P	79.34	40FT CNG/D/SL			
108	0151	4	253P	308P	1057P	1057P	112.09	40FT CNG/D/SL			
109	0096	24	210P	225P	436P	436P	16.6	40FT CNG/D/SL			
11	0117	3	636A	651A	705P	705P	139.34	40FT CNG/D/SL			
110	0136	33	817P	832P	115X	115X	62.72	40FT CNG/D/SL			
111	0118	104	307P	322P	115X	115X	200.86	40FT CNG/D/SL			
112	0115	14	634A	649A	826A	826A	39.12	40FT CNG/D/SL			
113	0144	104	205P	220P	1045P	1045P	202.83	40FT CNG/D/SL			

Modify

Click **Modify** to display previously built bus assignments.

Print

Click **Print** to generate the report for the selected options.

**Acme Transit
Bus Assignment Listing**

Effective Date: 1/29/2018

Block	Run	Route	Report	Pull Out	Pull In	Sign Out	Mileage	Bus Type	Vehicle	Location
902	1001	SSO	410A	425A	1210P	1210P	0	SSO		
Comments:										
901	1002	SSO	415A	430A	1215P	1215P	0	SSO		
Comments:										
4	0001	1	418A	433A	820P	820P	184.84	ARTIC		
Comments:										
70	0002	10	419A	434A	1025P	1025P	212.79	40FT CNG/D/SL		
Comments:										
117	0003	2	420A	435A	1021P	1021P	472.33	40FT CNG/D/SL		
Comments:										
511	0004	SCAT	430A	445A	1230P	1230P	0	SCAT		
Comments:										
935	1016	SSO	430A	445A	900A	900A	0	SSO		
Comments:										
122	0205	17	431A	446A	803A	803A	54.88	40FT CNG/D/SL		
Comments:										
20	0208	3	433A	446A	731A	731A	39.04	40FT CNG/D/SL		
Comments:										
73	0005	8	434A	449A	1245X	1245X	230.6	40FT CNG/D/SL		
Comments:										
45	0080	14	439A	454A	1114A	1114A	94.7	40FT CNG/D/SL		
Comments:										
170	0006	61	452A	512A	1246P	1246P	175.06	MCI		
Comments:										

Bus Assignments.....continued

CAD/AVL Log

Click **CAD/AVL Log** if utilizing the CAD/AVL product to generate the log from bus assignments.

Bus Assignment Report

Click **Bus Assignment Report** to generate a report for one day of the week or for all days.

Item	Description	Icon
1	Bus Assignments	?
2	Bus Assignment Report	?
3	Block Vehicle	?
16	Return to Previous Menu	?

Enter your selection: Show Details

Vsn: 09.06 [2/6/2018] | lday FNLV42 | FC05

Enter or select Signup, Division, and Day (Leave Blank for All)

Bus Assignment Report

Signup:

Division:

Day: (Leave Blank For All)

Print

Click **Print** to generate the report for the selected options.

Bus Assignments.....continued


Acme Transit Bus Assignment Listing										
Effective Date: 1/29/2018										
Block	Run	Route	Report	Pull Out	Pull In	Sign Out	Mileage	Bus Type	Vehicle	Location
902	1001	SSO	410A	425A	1210P	1210P	0	SSO		
Comments:										
901	1002	SSO	415A	430A	1215P	1215P	0	SSO		
Comments:										
4	0001	1	418A	433A	820P	820P	184.84	ARTIC		
Comments:										
70	0002	10	419A	434A	1025P	1025P	212.79	40FT CNG/DSL		
Comments:										
117	0003	2	420A	435A	1021P	1021P	472.33	40FT CNG/DSL		
Comments:										
511	0004	SCAT	430A	445A	1230P	1230P	0	SCAT		
Comments:										
935	1016	SSO	430A	445A	900A	900A	0	SSO		
Comments:										
122	0205	17	431A	446A	803A	803A	54.88	40FT CNG/DSL		
Comments:										
20	0208	3	433A	448A	731A	731A	39.04	40FT CNG/DSL		
Comments:										
73	0005	8	434A	449A	1245X	1245X	230.6	40FT CNG/DSL		
Comments:										
45	0080	14	439A	454A	1114A	1114A	94.7	40FT CNG/DSL		
Comments:										
170	0006	61	452A	512A	1246P	1246P	175.06	MCI		
Comments:										

Block Vehicle

Click **Block Vehicle** to track the vehicle's assigned to a Block. Once all changes have been made the report can be printed.

Bus Assignments

1	Bus Assignments	?
2	Bus Assignment Report	?
3	Block Vehicle	?
16	Return to Previous Menu	?

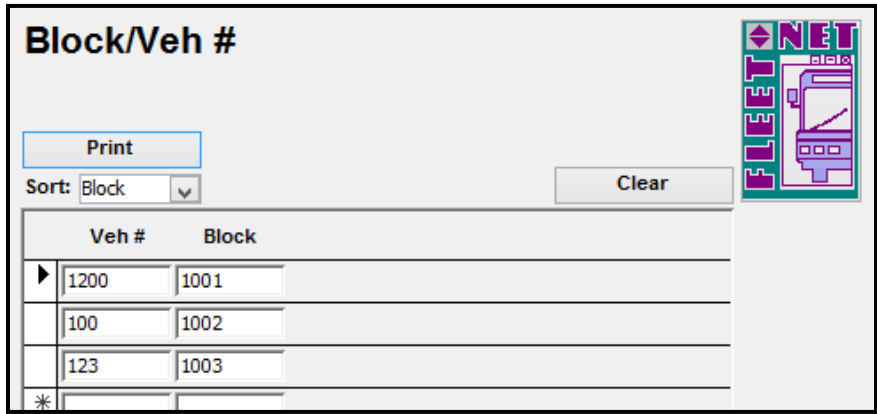


◀ Enter your selection: Show Details

Vsn: 09.06 [2/6/2018] | Iday FNLV42 | FC05

Bus Assignments.....continued

List may be sorted by the following options.



Clear

Click **Clear** to remove all information populated to start with a fresh screen to do a complete reassignment.

Print

Click **Print** to print the report.

Block/Veh #									
Block	Veh #	Block	Veh #	Block	Veh #	Block	Veh #	Block	Veh #
1002	100								
1003	123								
101	120								