

# Easy Sample Module

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## User Guide Conventions

The following conventions are used in this guide:

This guide contains a module description, standard cycles (checklists) for operation, and a description of each object 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.

The standard cycles are to be used when operating the software to ensure that all necessary steps are being taken in the correct order. Each step in a cycle is denoted with a letter that is surrounded by parentheses indicating that the step is optional.

Underlined words in a cycle step indicate a menu description for an object as it appears on the standard released Fleet-Net® for Windows menu. Since menus are user-customizable, your menu descriptions may vary. The object descriptions provide detailed instructions for using each object.

**Notes:** Provides an area to write in notes for operating a program.

## Easy Sample Terminology

Footnotes	Can be used to make comments referencing a trip or time point.
Headways	The amount of time between buses at a specific stop. For example, a different bus stops at Main and Mill every thirty minutes, thirty minutes is the headway.
Public Schedules or Timetables	A published schedule of times when buses operate. A single schedule group's trips to where buses follow the same path or pattern and usually represent one route or line. These schedules often change seasonally to reflect adjustments in passenger riding habits (i.e. school holiday, community events, etc.).
Route or Line	A group of trips to where buses follow the same path.
Run or Run Assignment	A group of trips, on one or more lines, operated by a driver. The run is the operator's daily work assignment.
Sign up or Pick or Bid	A schedule change when operators choose a new run assignment.
Stop	A physical location of where a bus may pick up or drop off passengers.
Time point	A stop on a bus trip where a bus will always stop. Operators, to ensure that the bus is running according to schedule, use time points.
Trip	One bus travels the full path of a route.

## Easy Sample Module Description

Selecting Trips for surveying is as easy as 1, 2, and 3.

1. The first is selecting the Survey Type and Trips to sample.
2. The second is downloading/uploading the trip and stop information to/from the handheld data collector.
3. The third editing/printing the data that was received from the handheld data collector.

Easy Sample is used to collect Ridership using the sample methodology defined by NTD reporting. Handheld data collectors are used to store the actual on-board counts. Random trips are downloaded into each unit with a day worth of sample trips. In addition to NTD sampling the combination of software and handheld data collectors can be used to check dwell times and can be used for special trip passenger count surveys.

## Easy Sample Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Easy Sample installation. Sign-ups must be entered or imported from the Public Schedule database before utilizing the Easy Sample Module.

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) installing the server files (data, program, and client master databases and contents of the Add-ins folder), (2) copying the client master for individual use.

### 1. Copying files from Email or CD.

- a. Copy the Easy Sample directory from either the email or CD that was sent to you. It is suggested to copy the new directory to your existing Fleet-Net for Windows (FNW) directory.
- b. From the <FNW Root>\Psion\Comm sub-directory copy NtLcc.dll, Ut16wlcc.dll, Wlcc.dll to the Windows System directory on each workstation that will be using the applications.

**NOTE: Your data collectors will come with the software pre-installed in them when shipped from Fleet-Net. The following steps will only need to be done if the programming has been lost or the batteries were removed from the unit.**

### 2. Initial Loading of software

- a. Place the Data Collector in the docking station.
- b. Select the *Menu* button at the Psion splash screen. Use the arrows to select the System Screen.
- c. Press *Menu* and move the Left arrow to the *SPEC* tab. Select *Remote Link* and use the arrows to turn the link **ON**.

### d. Access the <FNW Root>\Psion\Install sub-directory via Explorer. Run **Psisetup.exe**

- i) By following the prompts, select file name **Fnet.ctl** from the install folder and proceed. The Psisetup will attempt communication with the Data Collector. If communication is not completed, check the Setup prompt to verify correct Com Port settings.
- ii) Press **OK** to use the internal disk for the remainder of the setup. The applications will be copied to the Data Collector. *DO NOT remove the unit from the docking station at any time in which the Com Port is open.*
- iii) Press **OK** to exit Psisetup when the installation is complete.



## Data Collector Initial and Cycle Steps

The Easy Sample Implementation process has to be completed before proceeding with the following data collector initial setup procedures. Steps A – G have been completed prior to shipping by Fleet-Net Corporation.

- \_\_\_ a. Formatting Time and date on the Data Collector.
- \_\_\_ b. Install EasySamp.app on the Data Collector.
- \_\_\_ c. Obtain the Serial number and Unit ID from the Data Collector.
- \_\_\_ d. Create Database for Easy Sample application on the Data Collector.
- \_\_\_ e. Obtain Application passwords from FNC – Las Vegas Office
- \_\_\_ f. Enter application passwords via Application of the System Info tab of the Data Collector.
- \_\_\_ g. Identify which Com port will be used: C and 19200, via Setup Com Ports.
- \_\_\_ h. Setup Security password that will be used to reset databases in the Data Collector.
- \_\_\_ i. In **Fleet-Net for Windows (FNW)**, identify the serial number of
- \_\_\_ j. Identify the Serial Port to be used to transfer data from the Data Collector via Setup Serial Port on the ES01 menu in **Fleet-Net for Windows**.

### **Cycle steps to be followed from creating databases to resetting the databases.**

- \_\_\_ a. Create Database for each application after file has been transferred and/or reset on the Data Collector.
- \_\_\_ b. Enter data for the Easy Sample application on the Data Collector.
- \_\_\_ c. Prepare FNW to Upload/Download Trips (Psion) on the ES02 menu by selecting the Serial number and of the Data Collector being transferred.
- \_\_\_ d. On the Data Collector, select Transfer Data from the Selections tab.

**Setup/Cycle cont.**

- \_\_\_\_\_ e. After transferring the Data run the Ride Check Trip Edit Report and then check for Missed Trips. Both of these items can be found on the ES02 menu.
  
- \_\_\_\_\_ f. Once the data has been updated and the current data in the Data Collector is no longer needed, Reset the Database.

**Resetting Databases:**

- \_\_\_\_\_ a. After data has been uploaded or is no longer needed, select Reset Database from the Application menu.
  
- \_\_\_\_\_ b. **\*\*Optional\*\*** Create new databases for next session after resetting or prior to entering data.

[RETURN](#)

## Setup of Data Collectors

*The following steps are to be done on the Data Collectors prior to using the Easy Sample system. **Your Data Collectors will come with the software pre-installed in them when shipped from Fleet-Net. The following steps will only need to be done if the programming has been lost or the batteries were removed from the unit.***

Note: The Data Collector has a backlight button. It is the top-right button on the unit. The Contrast button just to the left of the backlight is used to lighten or darken the screen.

1. Skip to step # 2 If the batteries were not removed. If the batteries were removed and the Psion splash screen is displayed, press the *Menu* button. Use the arrows to select the System Screen.
2. Press *Menu* again and move to the Ctrl Tab.
  - a) Select System Configuration.
    - i) Move to the System Formats Tab. Select Time and date format. Use the Left and Right arrows to change the Date format from day/month/year to Month/Day/Year.
    - ii) Press *Menu* again. The Ctrl tab should display. Select Set time and date. Change the time and date to reflect the current.
3. Press *Menu*. Go to the Apps tab. Select Install. Use the arrows to select **EasySamp.app** and press **Enter**. After installing the new icon(s) display.
  - a) Press **Enter** on the **Easy Sample** icon to Load Easy Sample and Select the *Menu* button and move to the System Info tab.
    - i) Press **Enter** on the Serial No form to display the Serial number and Unit Id number. These numbers are used to generate application passwords. *The passwords will come installed in the units with a hardcopy for your files. If you should require another copy of the passwords these two numbers would be required to generate the passwords.*
4. Press *Menu*, the System Info tab should display. Select Create Database. Press **Enter** to create the FnFtCreateSystemTable.
5. Press *Menu*, the System Info tab should still display. Select the Application form. Enter the Application (module) Code for the module you are licensed for.
  - i) Application code would be **ES** for easy sample. Our Las Vegas office will generate the Password.
  - ii) When password is accepted, press **Esc** to exit.

**Setup of Data Collectors cont.**

6. Press *Menu*, the System Info tab should still display. Select the Security form. Select a new password that will be used to reset the databases. The units have been programmed with the password **GO**. Use a password that you will be able to remember.
  - i) Confirm the new password by re-entering it. Press Esc to exit to Easy Sample Menu.
  
7. Press *Menu*, the System Info tab should still display. Select the Setup Com Port form. If using the docking station to transfer the data, change the **Com Port** to **Port C**. *To do so, press Delete and type a C and then press Enter.* Change the **Baud Rate** the same way to **19200** from 9600. Press **ENTER six times** to save the settings. After exiting, re-enter the Setup Com Port to verify the settings were changed.
  - a. If transferring the data using the serial cable, the com port should be set to A and the baud rate should be set to 19200.

The data collectors are now ready to be used for route sampling. Trips will be downloaded into the unit and then used on the routes to obtain the boardings of each stop. After the data has been collected for the trips that were sampled, the user will transfer the data from the collector to Fleet-Net for Windows Easy Sample database. At this point various reports may be ran to obtain the sample totals.

[RETURN](#)

## Initial Setup

Before Easy Sample can be implemented Public Schedules/Timetables would have to be built or imported into Fleet-Net® for Windows.

The following steps must be completed.






[RETURN](#)

## Modify/Add Survey Types

Survey types are user defined and given a description. The following provides an example of some types that have been defined.

### Survey Type Edit Form



	Type	Description
▶	FullRoute	Full route survey
	NTD	National Transit Data
	TIMEPOINT	Schedule Adherence
	Trippers	Trippers


Field	Description
<b>Type</b>	Define the name(s) of Survey(s).
<b>Description</b>	Enter the description of the specified survey.

[RETURN](#)

## Modify/Add Vehicle Capacities

Vehicles that will be used to obtain the samples are identified along with their capacities.

Setup Vehicle Capacities		
Vehicle #	Seats	Capacity
<input type="text" value="700"/>	<input type="text" value="65"/>	<input type="text" value="100"/>
<input type="text" value="735"/>	<input type="text" value="65"/>	<input type="text" value="100"/>
<input type="text" value="805"/>	<input type="text" value="100"/>	<input type="text" value="200"/>



Field	Description
<b>Vehicle #</b>	Enter the vehicle number.
<b>Seats</b>	Enter the number of seats on specific vehicle.
<b>Capacity</b>	Enter the maximum number of passengers for specified Vehicle.


[RETURN](#)



Easy Sample User Guide  
**Modify/Add Fiscal Year**

Identify the fiscal year end dates and each date range representing the four quarters. This is used to identify which time period is being used for the sampling.

### Fiscal Year End Date Setup



	Fiscal Year End Date	Quarter	From Date	To Date
▶	<input type="text" value="12/31/2003"/>	<input type="text" value="1"/>	<input type="text" value="1/1/2003"/>	<input type="text" value="3/31/2003"/>
	<input type="text" value="12/31/2003"/>	<input type="text" value="2"/>	<input type="text" value="4/1/2003"/>	<input type="text" value="6/30/2003"/>
	<input type="text" value="12/31/2003"/>	<input type="text" value="3"/>	<input type="text" value="7/1/2003"/>	<input type="text" value="9/30/2003"/>
	<input type="text" value="12/31/2003"/>	<input type="text" value="4"/>	<input type="text" value="10/1/2003"/>	<input type="text" value="12/31/2003"/>

Field	Description
<b>Fiscal Year End Date</b>	Enter end of year date
<b>Quarter</b>	Enter a specific quarter
<b>From Date</b>	Enter the beginning date for specified quarter
<b>To Date</b>	Enter the ending date for specified quarter

[RETURN](#)

## Setup Serial Port

This is used to identify which Com Port is being used with the docking station and what Baud Rate is used to transfer the data from the handheld data collectors.

### Default Settings

Once the values have been identified via Setup Serial Com Values, you may select which Com Port and Baud Rate will be used to transfer the data. These settings come pre-loaded but may be edited.

Field	Description
<b>Com Port</b>	Defaults to the Com Port selected from the Select Com Port drop down list
<b>Baud Rate</b>	Defaults to the Baud Rate selected from the Select Baud Rate drop down list
<b>Select Com Port</b>	Select from the drop down list to select a Com Port.
<b>Select Baud Rate</b>	Select from the drop down list to select a Baud Rate.

Setup Serial Com Values- Clicking on this button displays the following pre-loaded codes:

Code	Value
BaudRate1	9600
BaudRate2	19200
BaudRate3	38400

Type - Select "SerialCom" from the drop down list

The pre-loaded Codes and their Values will display. These can be edited as needed.

Print - Selecting this button produces the following hardcopy report of the codes that are identified:

Fleet-Net Corporation Easy Sample Setup Parameters		
Type	Code	Value
SerialCom	BaudRate1	9600
SerialCom	BaudRate2	19200
SerialCom	BaudRate3	38400
SerialCom	BaudRate4	57600
SerialCom	BaudRate5	115200
SerialCom	Comport1	1
SerialCom	Comport2	2
SerialCom	Comport3	3
SerialCom	DefBaudRate	19200
SerialCom	DefComPort	1

[RETURN](#)

Easy Sample User Guide  
**Setup Handheld Units**

This is used to identify the handheld data collectors used in the sampling process. Once identified, they can be used to download trips or upload the data from the collectors.

Field	Description
<b>Unit Serial #</b>	The number that uniquely identifies the bar code unit.
<b>Last Upload</b>	Defaults with the date and time that last upload was done.
<b>Last Download</b>	Defaults with the date and time the last download was done.
<b>Upload Path</b>	Used only with PERCON Portable Data Collectors Unit(s). An intermediate area for data to be stored prior to updating the Easy Sample database.
<b>Download Path</b>	Used only the PERCON Portable Data Collectors Unit(s). An intermediate area for data to be stored prior to the downloading to the handheld unit.

**Note:** The paths should be unique for both uploads and downloads.

Field	Description
<b>Log File Name</b>	The log file name is defined for keeping track of the upload and download errors.
<b>Portable Unit Data Path</b>	Used only with the PERCON Portable Data Collectors Unit(s) to identify the location of the Trip.txt and Stop.txt files.

[RETURN](#)

## Surveys Needed

Identifies all routes and the number of surveys that are needed for the quarter and fiscal year that will be included in the sampling process. The data is updated after each survey has been uploaded and reviewed. A print option is provided to keep a listing of the survey status.

### Surveys Needed


**Fiscal Year End**  
12/31/2003

**Survey Type**  
FullRoute

**Quarter**  
2

**Print**

**Update**



	Route	Surveys Needed	Surveys Completed	Surveys Remaining	% To Be Completed
▶	111	4	1	3	75.00%
*		0	0		0.00%

Record: 1 of 1

Field	Description
<b>Fiscal Year End</b>	Select from the drop down list.
<b>Survey Type</b>	Select from the drop down list.
<b>Quarter</b>	Defaults based on what Fiscal Year End is selected
<b>Route</b>	Enter specific route to be surveyed.
<b>Surveys Needed</b>	Enter number of surveys needed
<b>Surveys Completed</b>	Automatically calculated based on surveys that have been completed and updated.
<b>Surveys Remaining</b>	Automatically enters the difference between Surveys Needed and Surveys Completed.
<b>% To Be Completed</b>	Automatically enters the % amount to be completed based on Surveys Remaining.

## Easy Sample User Guide

After the survey(s) have been completed, click the Update button to update the stats for surveys needed.

The Print button prints a report of the stats on surveys needed. See below...

<b>Fleet-Net Corporation</b>				
<b>Survey Completion Report</b>				
<b>Fiscal Year End:</b>	12/31/2003	<b>Survey Type:</b>	FullRoute	<b>Quarter:</b> 2
<b>Route</b>	<b>Surveys Needed</b>	<b>Surveys Completed</b>	<b>Surveys Remaining</b>	<b>% To Be Completed</b>
111	4	1	3	75.00%
	4	1	3	75.00%


[RETURN](#)

## Public Schedules Timetables

**\*\*\* Public Schedule Timetables \*\*\***

1	Modify/Add Timetables	?
2	Reports	?
3	Bus Stop Inventory	?
4	Easy Sample	?
5	Trip Planner	?
16	Return To Previous Menu	?

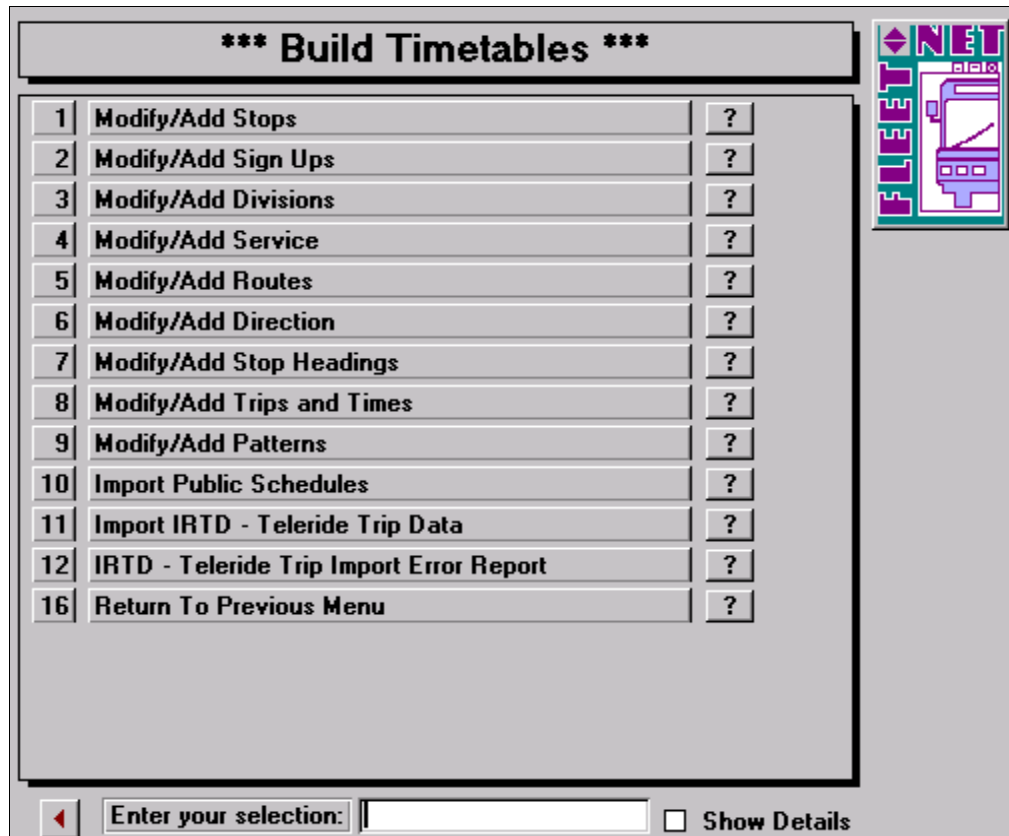
◀ Enter your selection:   Show Details



[RETURN](#)

Easy Sample User Guide  
**Modify/Add Timetables**

The Timetables data is made accessible one of three ways: Imported from Comet data, Imported from an IRTD – Teleride database or from manually building the database.




[RETURN](#)



Easy Sample User Guide  
**Modify/Add Sign Ups**

Identify Sign-ups that will be either manually entered or for the data that will be imported. A report of the sign-ups that exist in the database is available. You may also clone an established sign-up to a new name or purge old sign-ups.

Signup Edit Form



	Signup	Signup Description	Effective
▶	0003	0003	3/1/2000
	0004	0004	4/1/2000
	111	111	1/1/2003

Record:        of 3

Field	Description
<b>Sign-up</b>	Identify the sign-up that will be used for sampling.
<b>Signup Description</b>	Brief description of the sign-up
<b>Effective</b>	Identifies the beginning date of the sign-up (mm/dd/yyyy)

[RETURN](#)

Easy Sample User Guide  
**Modify/Add Divisions**

Identify the divisions that will be used with the sign-up's that have been previously assigned.

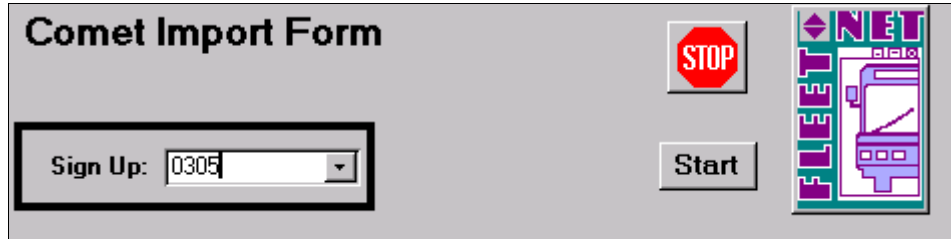
Division	Description
1	Division 1
*	

Field	Description
<b>Sign Up</b>	Select a previously identified sign up from the drop down.
<b>Division</b>	Identify the division(s) to be assigned to the selected sign up.
<b>Description</b>	Enter a brief description of the specific division.

[RETURN](#)

Easy Sample User Guide  
**Import Public Schedules**

Allows for the Public Schedules data to be imported from the Comet database in to the Public Schedules Timetables database. Once the data is migrated, trips and stops may be edited and route sampling may take place.



Field	Description
<b>Sign Up</b>	Select the sign up that will be imported into the Public Schedules Timetables database.
<b>Stop</b>	By selecting this button the import process will come to a halt.
<b>Start</b>	By selecting this button the import process will begin.

**NOTE:** Upon Completion of FNW Public Schedules Import or the IRTD Import any field(s) on all of the following forms that are not populated with data, can manually be entered/edited.

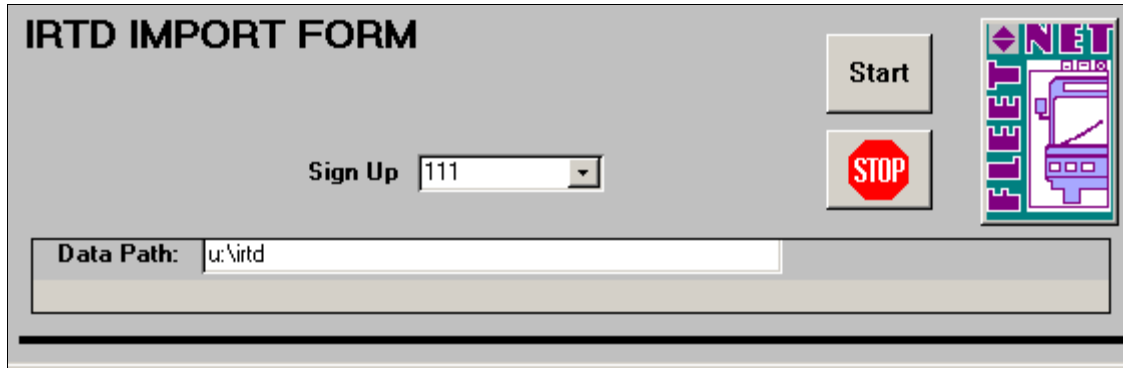
For complete descriptions on Public Schedule Forms please refer to the FNW Public Schedule Manual.

[RETURN](#)

## Importing From An IRTD File

Software such as Trapeze or Hastus writes to TeleDRIVER Scheduling software, which in turn creates and IRTD files.

The Fleet-Net Windows import “Import IRTD – Teleride Trip Data” takes the data stored in the IRTD files and imports it to the PS database.

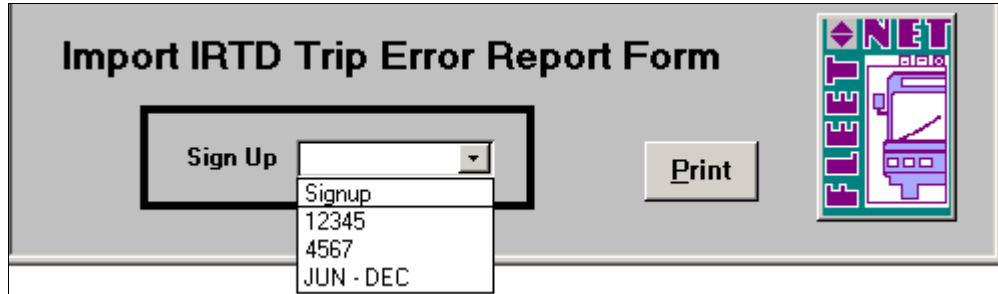


Field	Description
<b>Sign Up</b>	Select a sign up from the drop down.
<b>Data Path</b>	Enter the data path location of the IRTD database.
<b>Start</b>	Click to begin the IRTD Import.
<b>Stop</b>	Clicking this button will stop the import.

[RETURN](#)

## IRTD – Teleride Trip Import Error Report

This report will list all errors that occurred on the import. Errors include missing data, invalid data, and invalid patterns, etc.



**Import IRTD Trip Error Report Form**

Sign Up [Dropdown Menu]

Print

Signup  
12345  
4567  
JUN - DEC

Fleet-Net

Sign Up is only available in the drop down if errors were generated doing the import.

Selecting the Print button will display the error report.

Friday, May 02, 2003 1:45:19 PM hallen 01/21/2002 © 2002 Fleet-Net Corporation

**Fleet-Net Corporation**  
**IRTD Trip Import Error Report**

<b>Signup:</b>	<b>Error #</b>	<b>Trip #</b>	<b>Error Message:</b>
12345	0	0	
4567	0	0	
JUN - DEC	0	0	

[RETURN](#)

## Modify/Add Stops

Identify the specific data related to each stop. Such information is not limited to the physical address and cross-streets, but to what is available at each stop as well.

The screenshot shows a web-based form titled "Stop Edit Form". At the top left, there are two dropdown menus: "Stop Id:" with the value "112D" and "Stop Name:" with the value "HIGHWAY 111 & 2ND STREET". To the right of these is a "Delete" button and a small graphic icon. Below this is a large rectangular area containing various input fields and checkboxes. The fields include: "Stop:" (112D), "Stop Short Name:", "Stop Description:" (HIGHWAY 111 & 2ND STREET), "Alias:", "City:", "County:", "Zip Code:", "Street Address:", "Street Prefix:", "Street Name:", "Street Type:", "Street Suffix:", "Street Direction:", "Street Side:", "Cross Street Prefix:", "Cross Street Name:", "Cross Street Type:", "Cross Street Suffix:", "Distance From Cross Street:" (0.00), "Comments:", "Ada Accessible:", "Sidewalk:", "Lift Accessible:", "Curb:", "Active:", "Telephone:", "Lighting:", "Trash Receptacle:", "Shelter", "Seating:", "Gps Latitude:" (0), "Gps Longitude:" (0), "Last Inspected:", "Last Cleaned:", and "Last Repaired:". Each of these fields is followed by a text input box or a checkbox.

Select the data to display by using the drop down selectors for either the Stop ID or the Stop Name.


[RETURN](#)

## Modify/Add Service

Identify the Services that are available per sign-up as well as which days of the week each service represents.

**Service Edit Form**

Sign Up:



Service	Description	Sequence	Sun	Mon	Tue	Wed	Thu	Fri	Sat
S	SATURDAY	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W	WEEKDAY	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	SUNDAY	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the data to display by using the drop down selector to choose the sign-up.

[RETURN](#)

Easy Sample User Guide  
**Modify/Add Routes**

Routes are identified based upon what was imported for the sign-up that is selected.

**Route Edit Form**

Sign Up: 111

Route	Description
111	LINE 111
14	LINE 14
231	LINE 23
232	LINE 23
234	LINE 23
24	LINE 24
249	LINE 24 TO LINE 23 TRIPPER
30	LINE 30
31	LINE 31
50	LINE 50

Record: 1 of 15

Select the data to display by using the drop down selector to choose the sign-up.

[RETURN](#)



Easy Sample User Guide  
**Modify/Add Direction**

Directions are identified based upon what was imported for the sign-up that is selected.

Direction	Description
A	LOOP TO CATHEDRAL CITY & THOUSAND PALMS
E	EASTBOUND TO CATHEDRAL CITY
L	INDIO LOOP
N	NORTHBOUND TO COUNTRY CLUB
P	LOOP TO CATHEDRAL CITY & THOUSAND PALMS

Record: 1 of 7

[RETURN](#)

## Modify/Add Stop Headings

Stops are identified based upon what was imported for the Sign-up, Division, Service, Route and Direction that is selected.

**Stop Heading Edit Form**

Search: 111 Signup: 111 Division: 1  
Service: S Route: 111 Direction: E

Stop #	Stop Id	Print On Public Schedules	Print On Driver Reports
10	PCSV PALM CANYON AND STEVENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	PCBA PALM CANYON AND BARISTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30	PCST PALM CANYON AND SMOKETREE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40	112D HIGHWAY 111 & 2ND STREET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
50	TCW TOWN CENTER WAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
60	11CK HIGHWAY 111 AND COOK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
70	11WA HIGHWAY 111 AND WASHINGTON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
80	11FL HIGHWAY 111 AND FLOWER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 1 of 8

[RETURN](#)

## Modify/Add Trips And Times

Trips are identified based upon what was imported for the Sign-up, Division, Service, Route and Direction that is selected. Trip and Pattern information is also displayed.

By selecting the **Print** button, a listing of the trips and times is displayed to view and print for the selected trip.

The **Edit Trips** and **Edit Times** buttons are available for editing as shown in the examples below.

**Trip Edit Form**

Search: 0305 Signup: 0305 Division: 1 Service: W  
 Route: 1 Direction: L

Edit Trips  
Print

Trip #	Pattern	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage
1	1L	102		615A	640A	25	5.70
2	1L	301		645A	710A	25	5.70
3	1L	102		715A	740A	25	5.70
4	1L	301		745A	810A	25	5.70

Record: 1 of 20

Double-Click on the **Start Time, End Time, Trip Time** or **Trip Mileage** fields of a trip to access the **Edit Times** section as shown below.

Trip #: 1

Pattern: 1L

Stop #	Time	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports
10	615A	0			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STA3		STATION 3				

Record: 1 of 7


[RETURN](#)

Easy Sample User Guide  
**Modify/Add Patterns**

Allows for display, cloning or deletion of a pattern assigned to a sign-up.

**Pattern Edit Form**

Sign Up:  Pattern:




Stop #	Distance	Stop Id	Description	Alias	Time Point	Relief Point
▶ <input type="text" value="10"/>	<input type="text" value="0.00"/>	<input type="text" value="11FL"/>	HIGHWAY 111 AND FLOWER	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="20"/>	<input type="text" value="6.10"/>	<input type="text" value="11WA"/>	HIGHWAY 111 AND WASHINGTON	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="30"/>	<input type="text" value="3.70"/>	<input type="text" value="11CK"/>	HIGHWAY 111 AND COOK	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="40"/>	<input type="text" value="3.10"/>	<input type="text" value="TCW"/>	TOWN CENTER WAY	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="50"/>	<input type="text" value="5.70"/>	<input type="text" value="11VF"/>	HIGHWAY 111 AND VAN FLEET	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="60"/>	<input type="text" value="4.10"/>	<input type="text" value="PCCR"/>	PALM CANYON AND CERRITOS	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="70"/>	<input type="text" value="4.50"/>	<input type="text" value="PCSV"/>	PALM CANYON AND STEVENS	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* <input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

[RETURN](#)

## Easy Sample Data Collection

Easy Sample Data Collection		
1	NTD Random Trips or Schedule Adherance	?
2	Ride Check Stop List	?
3	Transfer Data from Symbol Data Collector	?
4	Import Symbol Data into Database	?
5	Ride Check Trip Edit Report	?
6	Modify/Add Trip Data	?
7	Full Route Survey Random/1 Per Year	?
8	Special Surveys/Select Times or Bus Run	?
9	Missed Trips	?
10	Upload/Download Trips (Percon)	?
11	Upload/Download Trips (Psion)	?
16	Return To Previous Menu	?


◀ Enter your selection:   Show Details




## NTD Random Trips or Schedule Adherence

This form allows criteria to be set for a random sample trip. This also allows NTD or other report criteria to be selected. All trips throughout the year that are sampled can be tracked by setting up the survey type, route number and quantity to be sampled per quarter on in the Surveys Needed From located on the ES01 menu.

### NTD Random Trip Selection





**Random Trip Sampling Criteria:**

From Date:  To Date:   NTD Trip Sample

Survey Type:  # of Trips:   All Trips Every x Days:

Plan #1 every day 2 trips in sample   
  Plan #4 every 4th day 7 trips in sample   
  Time Point Check  
 Plan #2 every 2nd day 3 trips in sample   
  Plan #5 every 5th day 10 trips in sample   
  Samples Per Day  
 Plan #3 every 3rd day 5 trips in sample   
  Plan #6 every 6th day 15 trips in sample   
  Samples Per Week

**Selection of One Way Bus Trips:**

Search:  Sign up  Division  Service  Route

All Signups   
  All Divisions   
  All Service   
  All Routes

Existing One Way Bus Trips

Fiscal Year End	Quarter	Qtr Start Date	Qtr End Date	Service:	Description:
<input type="text" value="12/31/2003"/>	<input type="text" value="2"/>	<input type="text" value="4/1/2003"/>	<input type="text" value="6/30/2003"/>	<input checked="" type="checkbox"/> X	SUNDAY
				<input checked="" type="checkbox"/> W	WEEKDAY
				<input checked="" type="checkbox"/> S	SATURDAY

Record:      of 5

### Random Trip Sampling Criteria

Date range must be set for future dates in Modify/Add Fiscal Year. If the trips are not sampled on the selected dates, the trips must be discarded and new dates and trips selected. This is per NTD sampling specifications.

The date range and survey type are required. The NTD trip is optional. Specify the numbers of trips and select from the plans. "All" trips may be selected and it will override any random selections made.

☞ Every x day's field can be set by the plan or manually keyed. For example a "1" is everyday and a "2" is every two days.

If samples per day is selected it signifies that a sample per day, within the date range will be taken.

☞ For example if a 5 is placed into the every x days field, then every 5 days within the date range, a trip will be sampled, the number of trips to be sampled will depend on what information is in the # of trips field. From date is the first day of the sample range.

## Easy Sample User Guide

If samples per week are selected, it signifies samples will be taken per week, within the date range.

☞ For example if a 5 is placed into the # of Trips field, then 5 random trips per week, within the date range, will be sampled. From date is the first day of the sample range.

By selecting Time Point Check, only the time points will be surveyed.

**Note: Either samples per day or samples per week must be selected to generate a random sampling.**

### Selection of One-Way Bus Trips

Select the one-way trips that are going to populate the sample. The search allows the users to browse the database to select a trip. If any of the “all” boxes are selected that would signify that all of that type would be selected.

Fiscal year end will be required. You can use the drop down menu to aid the user in selecting the fiscal year information.

Field	Description
<b>Stop Button</b>	Aborts the current selection process.
<b>Add One-Way Trips</b>	Selects the trips form the PS database to populate the sample database.
<b>Select Random Trips</b>	This will use the selected sampling criteria and come up with a random sample.
<b>Delete One Way Trips</b>	Deleted the data populated for the selected sign up, division and route number.
<b>Delete Survey Trips</b>	Deletes the trips already selected for the survey-by-survey type and date range.
<b>Display Survey Trips</b>	Shows the trips to be sampled based on the criteria set above.


[RETURN](#)

Easy Sample User Guide  
**Ride Check Stop List**

This report gives all the stops on all routes for a selected date range. This report is used as a hard copy of the trips that were downloaded to the handheld data collector for sampling.

### Ride Check Stop List

From Date: 
To Date:



After selecting a **From** and **To** Date select the Print button and the following report displays:

### Ride Check Stop List

<b>Service:</b> W	<b>Route:</b> 90	<b>Start Time:</b> 440A	
<b>Trip Serial #:</b> 173	<b>Direction:</b> E	<b>Survey Date:</b> 4/29/2003	
<b>EffectiveDate:</b> 1/1/2003	<b>Block#:</b> 901	<b>SurveyType:</b> FullRoute	

---

Bus Stop	Off	On	On Board	Departure Time
0010    11FL    HIGHWAY 111 AND FLOWER	_____	_____	_____	_____
0020    50HA    AVE 50 AND HARRISON	_____	_____	_____	_____
0030    SLBA    SHADY LANE AND BAGDAD	_____	_____	_____	_____

[RETURN](#)



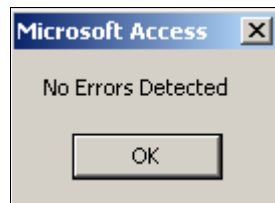
Easy Sample User Guide  
**Ride Check Trip Edit Report**

This report will print the sample data that was uploaded from the handheld data collectors and any errors that were found. An option to print only the errors is available to be selected.

After selecting a **From** and **To** Date and determining if you want to print errors only or the entire report, select the Print button and the following report displays:

Fleet-Net Corporation Ride Check Trip Edit Report										
<b>Service:</b>	WV	<b>Route:</b>	14	<b>Start Time:</b>	604P	<b>Sign Up:</b>	111	<b>Chk:</b>		<b>Initial On Board</b>
<b>Trip Serial #:</b>	1	<b>Direction:</b>	S	<b>Survey Date:</b>	4/29/2003	<b>Div:</b>	1	<b>Wea:</b>		
<b>EffectiveDate:</b>	1/1/2003	<b>Block #:</b>	142	<b>SurveyType:</b>	FullRoute	<b>Trip:</b>	80	<b>Bus:</b>		0
Stop Number	Stop ID	Stop Description	Sched Leave Time	Obs Leave Time	Mins Diff	Ons	Offs	Leave Load		
10	PLM8	PALM AND 8TH	604P		0	0	0	0		
20	PLHA	PALM AND HACIENDA	616P		0	0	0	0		
30	GAVC	GENE ALTRY AND VISTA CHINO	631P		0	0	0	0		
40	BAFA	BARISTO AND FARRELL	640P		0	0	0	0		

**Note:** If no errors are detected the following message displays:



Easy Sample User Guide  
**Modify/Add Trip Data**


The data that is uploaded from the handheld data collectors is displayed here. Trip errors will appear if there are problems with a trip on the selected trip date. Stop errors will appear if there are any stop errors for the selected day. The Unit ID of the data collector is imported from the trips database to identify which unit was used to obtain the sample.

Once the Trip date is selected the form will populate with the latest data. A checklist of events will then be displayed, i.e. Setup, Listed, Downloaded, Uploaded, Edited, Errors, Clean, and if the trip or stop was cancelled.

### Edit Trips And Stops

Trip Date:  Trip Errors:  Stop Errors:

Trip Serial #:



Serial #	Survey Type:	Signup	Division	Service	Route	Direction	Trip #	Start Work	
<input type="text" value="1"/>	<input type="text" value="FullRoute"/>	<input type="text" value="111"/>	<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="14"/>	<input type="text" value="S"/>	<input type="text" value="80"/>	<input type="text"/>	
<b>Block #</b>	<b>Bus #</b>	<b>Seats</b>	<b>Unit Id</b>	<b>NTD</b>	<b>Start Time</b>	<b>End Time</b>	<b>Chk</b>	<b>Wea</b>	
<input type="text" value="142"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="604P"/>	<input type="text" value="647P"/>	<input type="text"/>	<input type="text"/>	
<b>Beginning FareBox Reading</b>	<b>Ending FareBox Reading</b>	<b>Capacity</b>	<b>On Board</b>						
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text" value="0"/>						
				<b>L</b>	<b>D</b>	<b>U</b>	<b>E</b>	<b>E</b>	<b>C</b>
				<b>S</b>	<b>i</b>	<b>n</b>	<b>p</b>	<b>d</b>	<b>r</b>
				<b>e</b>	<b>s</b>	<b>l</b>	<b>l</b>	<b>i</b>	<b>r</b>
				<b>t</b>	<b>t</b>	<b>o</b>	<b>o</b>	<b>t</b>	<b>o</b>
				<b>u</b>	<b>e</b>	<b>a</b>	<b>a</b>	<b>e</b>	<b>r</b>
				<b>p</b>	<b>d</b>	<b>d</b>	<b>d</b>	<b>s</b>	<b>n</b>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Field	Description
<b>Edit Trips</b>	Returns to the main menu from the edit stops form.
<b>Edit Stops</b>	Opens the edit stops form.
<b>Validate Trips</b>	Validates information against tables to verify that the information is current and correct. Only to be done after errors, trip or stop have been corrected.


[RETURN](#)

## Full Route Random Survey/ 1 Per Year

This report sets the criteria for Full Route Random Surveys. This survey form will allow a single trip to be selected once per sign up and per fiscal year. User must define what constitutes a single unique trip.

### Random Survey Selection Form





From Date:  To Date:   All Remaining Trips

Survey Type:

# of Surveys:  Minimum Hours per Survey:  Maximum Hours per Survey:

Sign up  Division  Route  Service

All Signups  All Divisions  All Routes  All Service

Fiscal Year Ending:

	Service:	Description:
<input checked="" type="checkbox"/>	W	Weekday
<input checked="" type="checkbox"/>	W	Weekday
<input checked="" type="checkbox"/>	X	SUNDAY
<input checked="" type="checkbox"/>	W	WEEKDAY
<input checked="" type="checkbox"/>	S	SATURDAY

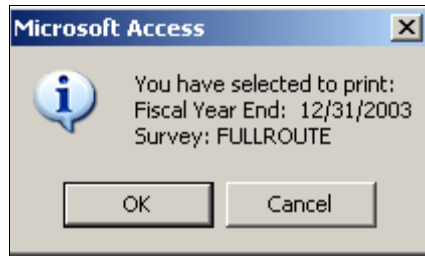
Record:  of 5

Select the date range and Survey type to be sampled. When selecting a date range, be aware of the fiscal quarter that the trips will be surveyed in. Do not select a date range that covers more than 1 fiscal quarter. If **All Remaining Trips** is selected, the survey criteria will include all trips that have not been surveyed this year.

### Trip Survey Criteria

Field	Description
<b># of Surveys</b>	Enter the number of surveys that are going to be done within the date range.
<b>Minimum Hours per Survey</b>	Enter the minimum number of hours per survey.
<b>Maximum Hours per Survey</b>	Enter the maximum number of hours per survey.
<b>Select from the drop down list sign up, division, route, service, or check the "All" box. Select the Fiscal Year Ending Date.</b>	
<b>Build Survey Selection Database</b>	This button builds the selection database.
<b>Select Trips</b>	This button selects the trip based on criteria entered.
<b>Print Remaining Full Survey Trips</b>	By selecting this button a listing of all Remaining Full Survey Trips will be printed.

Click OK to display the report or Cancel to forego printing.



**Fleet-Net Corporation**  
**Remaining Full Survey Trips Report**

---

<b>Fiscal Year End</b>	<b>SurveyType</b>	<b>Block #</b>	<b>Start Time</b>	<b>End Time</b>	<b>Signup</b>	<b>Div</b>	<b>Service</b>	<b>Route</b>	<b>Dir</b>	<b>Trip</b>
12/31/2003	FULLROUTE		600A	600A	111	1	X	30	E	1
12/31/2003	FULLROUTE		624A	624A	111	1	S	14	N	1
12/31/2003	FULLROUTE		714A	714A	111	1	S	14	N	2
12/31/2003	FULLROUTE		804A	804A	111	1	S	14	N	3
12/31/2003	FULLROUTE		854A	854A	111	1	S	14	N	4
12/31/2003	FULLROUTE		944A	944A	111	1	S	14	N	5
12/31/2003	FULLROUTE		1000A	1000A	111	1	W	51	L	5

[RETURN](#)

## Easy Sample User Guide

### Display Trips

By selecting this button the survey trips will display for the user.

Survey Type:	Date:	Serial #:	Signup:	Div:	Ser:	Route:	Dir:	Trip #:
FULLROUTE	4/29/2003	1	111	1	W	14	S	80
FULLROUTE	4/29/2003	2	111	1	W	24	E	10
FULLROUTE	4/29/2003	3	111	1	W	14	S	40
FULLROUTE	4/29/2003	4	111	1	W	14	S	45
FULLROUTE	4/29/2003	5	111	1	W	14	S	50
FULLROUTE	4/29/2003	6	111	1	W	14	S	55
FULLROUTE	4/29/2003	7	111	1	W	14	S	60
FULLROUTE	4/29/2003	8	111	1	W	14	S	65
FULLROUTE	4/29/2003	9	111	1	W	14	S	30
FULLROUTE	4/29/2003	10	111	1	W	14	S	75
FULLROUTE	4/29/2003	11	111	1	W	14	S	25
FULLROUTE	4/29/2003	12	111	1	W	14	S	85
FULLROUTE	4/29/2003	13	111	1	W	14	S	90

Record: 1 of 960 (Filtered)

[RETURN](#)

## Special Surveys/Select Times or Bus Run

By selecting a date range and survey type the user is able to select trips to be surveyed multiple times, unlike the NTD Random Trip Selection/ Schedule Adherence or the Full Route Random Survey/ 1 Per Year.

The search feature allows users to browse the database to select a trip or manually select the sign up, division, service, and route. If any of the “all” boxes are selected that would signify that all of that type would be selected. User is able to select the block # or “all” blocks assigned to the route selected. The start and end times are optional, and can be used to refine the search criteria.

**Special Surveys**

From Date: 4/29/2003 To Date: 4/29/2003 Survey Type: FULLROUTE

Search: [ ]

Sign up: 111 Division: [ ] Service: [ ] Route: [ ]

All Signups  All Divisions  All Service  All Routes

Block #: [ ] Start Time: [ ] End Time: [ ]

All Blocks

Service:	Description:
<input checked="" type="checkbox"/> X	SUNDAY
<input checked="" type="checkbox"/> W	WEEKDAY
<input checked="" type="checkbox"/> S	SATURDAY

Record: 1 of 3

STOP [NET] [ ]

Select Trips

Delete Trips

Display Trips

Field	Description
<b>Stop</b>	Terminated current process.
<b>Select Trips</b>	Select trips that meet the set criteria.
<b>Delete Trips</b>	Deletes all selected trips.
<b>Display Trips</b>	Displays all trips that meet the selection criteria.

[RETURN](#)

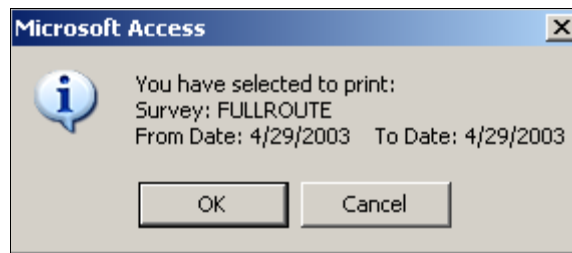
## Missed Trips

The purpose of this report is to list all trips that were not sampled on the appropriate date or were cancelled and not rescheduled. The ability to remove the missed trips is also present. Select survey type and set date range.

Field	Description
<b>Survey Type</b>	Select the Survey Type that missing trips will be shown for.
<b>From Date</b>	Enter the starting date for missing trips
<b>To Date</b>	Enter the ending date for missing trips.

### Print Missed Easy Sample Trips

By selecting this button and responding to the confirmation shown below a report of all missed trips will print.



Below is an example of what the report will look like.

3:36:07 PM

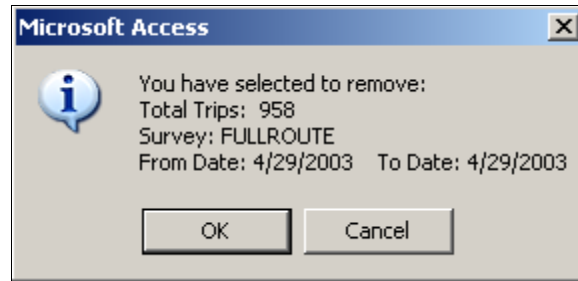
**Fleet-Net Corporation**  
**Missed Trip Report**

---

Survey Date	Trip Serial #	SurveyType	Block #	Route	Start Time	Ons	S u p	L e t t e r p d	D i s t o r t e d	U n l l o a d e d	E l i t e d	E r r o r s	C l e a n	C a n c e l
4/29/2003	1	FullRoute	142	14	604P	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	2	FullRoute	241	24	919A	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	3	FullRoute	142	14	1124A	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	4	FullRoute	141	14	1214P	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	5	FullRoute	142	14	104P	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	6	FullRoute	141	14	154P	0	No	No	No	No	Yes	No	Yes	No
4/29/2003	7	FullRoute	142	14	244P	0	No	No	No	No	Yes	No	Yes	No

### Remove Missed Trips

When this button is selected all missed trips will be deleted and reset for the Survey Type selected. A confirmation message will display as shown below:



After confirmation a progress meter will display identifying the status of deleting the missed trips. Once completed a survey reset completed message will display on the screen.

[RETURN](#)




## Upload/Download Trips (Psion)

Used to download trips to the Psion data collectors and in turn upload the surveyed trips to the Easy Sample database.


- ☞ Select the Unit Serial # of the unit being downloaded to.
- ☞ Select the date range to survey for the predefined trips that were randomly selected.
- ☞ The Com Port and Baud Rate will display as previously setup.
- ☞ Select trips to be downloaded and surveyed by checking the **SETUP** box at the end of each line. Once selected the Unit Serial # for will be populated.

The "Stop" button will break the communication and close the Com Port. **The initial use of the unit will require download first. All uses after the initial one will require upload to be done prior to the download, this prevents data from being overwritten before an upload.**

**Transfer Psion Trips**



Create Log File



Unit Serial #:

Com Port:  Baud Rate:

Select From Date:

Select To Date:

Date	Unit Serial #	Start	End	Block	Survey Type	Serial #	Signup	Div	Ser	Route	Dir	Trip #	Setup
4/30/2003	MZFA7280128	440A	501A	901	FULLROUT	176	111	1	W	90	E	5	<input checked="" type="checkbox"/>
4/30/2003	MZFA7280128	440A	501A	901	FULLROUT	496	111	1	W	90	E	5	<input checked="" type="checkbox"/>
4/30/2003		440A	522A	801	FULLROUT	510	111	1	W	80	L	5	<input type="checkbox"/>
4/30/2003		440A	522A	801	FULLROUT	190	111	1	W	80	L	5	<input type="checkbox"/>
4/30/2003		500A	629A	1111	FULLROUT	62	111	1	W	111	E	5	<input type="checkbox"/>
4/30/2003		500A	629A	1111	FULLROUT	382	111	1	W	111	E	5	<input type="checkbox"/>
4/30/2003		500A	636A	1112	FULLROUT	445	111	1	W	111	W	5	<input type="checkbox"/>
4/30/2003		500A	636A	1112	FULLROUT	125	111	1	W	111	W	5	<input type="checkbox"/>
4/30/2003		501A	523A	901	FULLROUT	236	111	1	W	90	W	5	<input type="checkbox"/>
4/30/2003		501A	523A	901	FULLROUT	556	111	1	W	90	W	5	<input type="checkbox"/>
4/30/2003		525A	551A	911	FULLROUT	216	111	1	W	91	E	5	<input type="checkbox"/>
4/30/2003		525A	551A	911	FULLROUT	536	111	1	W	91	E	5	<input type="checkbox"/>

Record: 4 of 643

Field	Description
<b>Stop</b>	Aborts current process.
<b>Upload</b>	Select this button to open the Com Port to allow the Transfer of the data from the Collectors to the Easy Sample database. Once the Com Port is open the user may select Transfer on the data collector to upload the data.
<b>Download</b>	Select this button to open the Com Port to allow the trips to be Downloaded to the Collectors from the Easy Sample database. Once the Com Port is open the user may select DOWNLOAD on the data collector to send the trips.
<b>Create Log File</b>	If this box is checked a log file will be created.


## Upload/Download Trips (Percon)

Used to download trips to the Percon data collectors and in turn upload the surveyed trips to the Easy Sample database.


- ☞ Select the ID of the unit being downloaded to.
- ☞ Select the date range to survey. Com port and baud rate will come over from the setup serial port screen in the ES01 menu.
- ☞ Select trip by checking boxes at the end of each line you want to select.
- ☞ Always Upload first, then download.
- ☞ The "Stop" button will break the communication and close the Com port.

The initial use of the unit will require download first. All uses after the initial one will require upload to be done prior to the download, this prevents data from being overwritten before an upload.

**Select Trips**



Only Build Transfer Files



Unit Serial #

Com Port:  Baud Rate:

Select From Date:

Select To Date:

Date	Unit Serial #	Start	End	Block	Survey Type	Serial #	Signup	Div	Ser	Route	Dir	Trip #	Setup
5/2/2003	MZFA7280128	440A	501A	901	FULLROUT	173	111	1	W	90	E	5	<input checked="" type="checkbox"/>
5/2/2003	MZFA7280128	440A	522A	801	FULLROUT	187	111	1	W	80	L	5	<input checked="" type="checkbox"/>
5/2/2003		500A	629A	1111	FULLROUT	59	111	1	W	111	E	5	<input type="checkbox"/>
5/2/2003		500A	636A	1112	FULLROUT	122	111	1	W	111	W	5	<input type="checkbox"/>
5/2/2003		501A	523A	901	FULLROUT	233	111	1	W	90	W	5	<input type="checkbox"/>
5/2/2003		525A	551A	911	FULLROUT	213	111	1	W	91	E	5	<input type="checkbox"/>
5/2/2003		525A	654A	1113	FULLROUT	102	111	1	W	111	E	10	<input type="checkbox"/>
5/2/2003		525A	701A	1114	FULLROUT	82	111	1	W	111	W	10	<input type="checkbox"/>
5/2/2003		530A	551A	901	FULLROUT	174	111	1	W	90	E	10	<input type="checkbox"/>
5/2/2003		530A	612A	801	FULLROUT	188	111	1	W	80	L	10	<input type="checkbox"/>
5/2/2003		534A	617A	141	FULLROUT	36	111	1	W	14	S	5	<input type="checkbox"/>
5/2/2003		550A	719A	1115	FULLROUT	103	111	1	W	111	E	15	<input type="checkbox"/>
5/2/2003		550A	726A	1116	FULLROUT	111	111	1	W	111	W	15	<input type="checkbox"/>

Record:  of 320

Field	Description
<b>Stop</b>	Aborts current process.
<b>Upload</b>	Transfer the data from the Portable Data Collectors Unit(s) to Easy Sample.
<b>Download</b>	Downloads trips for sampling to the Portable Data Collectors Unit(s)
<b>Only Build Transfer Files</b>	It will build the upload/download files, but will not use the handheld. These files are uploaded/downloaded from locations that were set in Setup Handheld units.

## Data Collector Instructions (Psion)

- 1) With the **EASY SAMPLE** icon highlighted, press **ENTER** to access the prompts.
- 2) To **START** press the **MENU** button, the **ON/ESC** button will take you back to the main system screen.
- 3) Two tabs will display, Easy Sample and System Info.
  - a) On the Easy Sample menu, select **CREATE DATABASE**. Do so for the first time use or after the last data file was transferred and reset.
  - b) After the database has been created, trips must be downloaded into the collector. You will use both the PC and the data collector to do this..
    - i) On the PC, access the ES02 menu and select **UPLOAD/DOWNLOAD TRIPS (PSION)**.
    - ii) Select the **UNIT SERIAL #** that will be receiving the data along with the sample date range.
    - iii) Select the trips to be sampled by clicking on the **SETUP** box on each trip to be downloaded. *See the Easy Sample Manual for additional information on selecting the trips.*
    - iv) Select the **DOWNLOAD** button to open the Com Port. *The Com Port will be waiting for the connection.*
    - v) On the data collector: Select **DOWNLOAD TRIPS** from the Easy Sample menu. With the **STATUS** highlighted, press **ENTER** to start the download. *The PC must be waiting prior to starting the collector.*
- 4) Once the checker is starting the sample, select **TRIP ENTRY** from the Easy Sample menu on the data collector.
  - a) The earliest start time of the trips that were downloaded will display with the trip date and trip #.
    - i) To select another trip, use the LEFT (←) and RIGHT (→) arrows as shown on the screen.
  - b) To start the sample for the trip shown press **TAB**, to exit press **ESC**.
    - i. **CANCEL** - NO is the default. Press **TAB** to continue. If you wish to cancel the trip from being sampled, press the **DEL** key to change to YES.
    - ii. **CHECKER** – Enter the checker ID of who is taking the sample. Typically this is the employee number of up to five characters. Press **ENTER** to move to next field.
    - iii. **WEATHER** – Enter user defined codes identifying the weather conditions at the time of the sample. Press **ENTER** to move to next field after entering the code. Examples are:  
R = Rain      S = Sunny      CL = Cloudy      SN = Snow
    - iv. **BUS #** - Enter the bus # the sample is being taken on.

Press **TAB** to continue for MORE

- v. **FBX BEG** – Enter the reading for the farebox at the beginning of the sample. If not tracking the readings, Press **ENTER** to move to next field.
- vi. **FBX END** – At the end of the sample the user will be able to enter the farebox reading at that time. Press **ENTER** to skip and continue.
- vii. **ON BOARD** – If there are passengers on the bus when the sample began, enter the number here.

Press **TAB** to start counting at each stop. For each **STOP ID** that is displayed the arrival time, # of passengers off, # of passengers on and departure time is entered. The entire stop can be cancelled as well. Press **ENTER** to move through the stop fields.

- i) **CANCEL** – NO is the default. If the entire stop is to be cancelled, press DEL and then press the Right Arrow (→) to go to the next stop.
- ii) **ARR** – Press SHIFT – A to auto load the stop arrival time.
- iii) **OFF** – Enter the # of passengers that departed the bus at this stop.
- iv) **ON** – Enter the # of passengers that board the bus at this stop.
- v) **DEP** – Press SHIFT – D to auto load the stop departure time.

Press the Right Arrow (→) to go to the next stop and continue on.

When the trip is completed, press **ESC** to exit and return to the farebox screen.

- vi) Enter the ending farebox reading in the **FBX END** field.
- xiv) Press **ESC** to exit **three times** to return to the main trip menu which will allow you to select the next trip and start over.

5) *Transferring the data from the collector to the PC.*

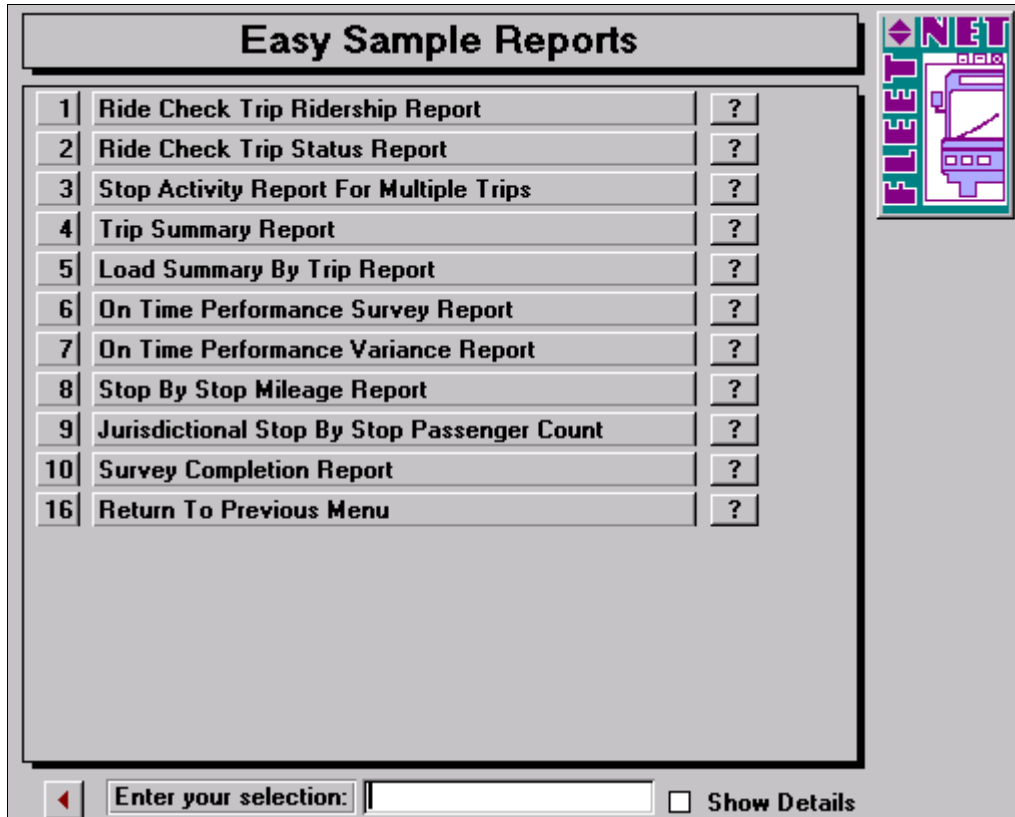
- a) On the PC, select **UPLOAD/DOWNLOAD (PSION)** on the ES02 menu.
- b) Select the Unit ID and press **UPLOAD**. The com port should be open and waiting for connection.
- c) Back at the Easy Sample main screen, press **MENU** to select **TRANSFER DATA**.
- d) With the com port waiting for connection, press **ENTER** on the data collector. Data will transfer to the PC where reports may be run to verify samples taken.

6) After the data has been reviewed, select **RESET DATABASE** on the data collector from the **MENU** command.

- a) Enter the password to reset the database.
- b) The data collector is now ready to have new trips created and the process will be repeated.

[RETURN](#)


Easy Sample User Guide  
**Easy Sample Reports**



**Easy Sample Reports**

1	Ride Check Trip Ridership Report	?
2	Ride Check Trip Status Report	?
3	Stop Activity Report For Multiple Trips	?
4	Trip Summary Report	?
5	Load Summary By Trip Report	?
6	On Time Performance Survey Report	?
7	On Time Performance Variance Report	?
8	Stop By Stop Mileage Report	?
9	Jurisdictional Stop By Stop Passenger Count	?
10	Survey Completion Report	?
16	Return To Previous Menu	?


Enter your selection:   Show Details



## Ride Check Trip Ridership Report

This report displays ridership information for the date range selected. Information will include: leave times, the difference in leaves times, on's, off's, and leave load.

### Ride Check Trip Report



From Date:  To Date:

After selecting the **From Date** and **To Date** range for the report, select the Print button and the following report displays:

Fleet-Net Corporation Ride Check Trip Ridership Report							
<b>Service:</b> W	<b>Route:</b> 14	<b>Start Time:</b> 604P	<b>Chk:</b>			<b>Initial On Board</b>	
<b>Trip Serial #:</b> 1	<b>Direction:</b> S	<b>Survey Date:</b> 4/29/2003	<b>Wea:</b>			<b>Board</b>	
<b>EffectiveDate:</b> 1/1/2003	<b>Block #:</b> 142	<b>SurveyType:</b> FullRoute	<b>Bus:</b>			0	
Stop Number	Stop Description	Sched Leave Time	Obs Leave Time	Mins Diff	Ons	Offs	Leave Load
PLM8	PALM AND 8TH	604P		0	0	0	0
PLHA	PALM AND HACIENDA	616P		0	0	0	0
GAVC	GENE AULTRY AND VISTA CHINO	631P		0	0	0	0
BAFA	BARISTO AND FARRELL	640P		0	0	0	0
PCST	PALM CANYON AND SMOKETREE	647P		0	0	0	0
<b>Total Ons and Offs:</b>					0	0	

[RETURN](#)

Easy Sample User Guide  
**Ridecheck Trip Status Report**

This report displays trip and unit information for the selected date range: Information will include: block#, trips serial #, start time, id, survey date, service, survey type. Then information about the data will be listed, was the trip setup, listed, downloaded, uploaded, edited, errors, cleaned, cancelled.

After selecting the **From Date** and **To Date** range for the report, select the Print button and the following report displays:

Fleet-Net Corporation Ride Check Trip Status Report														
EffectiveDate:		1/1/2003	Route:		111									
Block #	Trip Serial #	Start Time	ID	Survey Date	Service	SurveyType	S e t u p	L i s t e d	D o w n l o a d e d	U p l o a d e d	E d i t e d	E r r o r s	C l e a n e d	C a n c e l l e d
1111	59	500A		4/29/2003	W	FullRoute	No	No	No	No	Yes	No	Yes	No
1111	379	500A		4/29/2003	W	FullRoute	No	No	No	No	Yes	No	Yes	No
1111	699	500A		4/29/2003	W	FullRoute	No	No	No	No	No	No	No	No
1111	143	640A		4/29/2003	W	FullRoute	No	No	No	No	Yes	No	Yes	No
1111	463	640A		4/29/2003	W	FullRoute	No	No	No	No	Yes	No	Yes	No
1111	783	640A		4/29/2003	W	FullRoute	No	No	No	No	No	No	No	No

[RETURN](#)

## Stop Activity Report for Multiple Trips

Information can be selected individually or “all” can be selected for a specific date range. Information on this report will include: trips serial #, start time, bus run, pattern, survey date, date of the week, survey type, sign up, division, and effective date.

**Stop Activity Report**

From Date: 4/29/2003 To Date: 4/29/2003

Sign Up: [ ] Division [ ] Service [ ]

All Sign Ups  All Divisions  All Service

Route [ ] Direction: [ ]

All Routes  All Directions

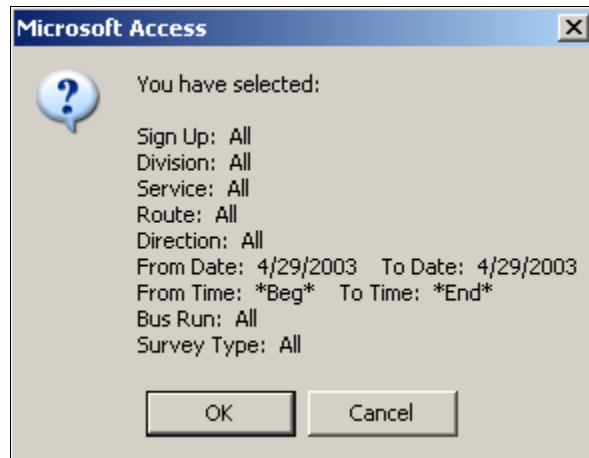
From Time: [ ] To Time: [ ]

Bus Run: [ ] Survey Type: [ ]

All Bus Runs  All Survey Types

Print

After specifying the criteria for this report select the Print button Fleet-Net will display the following:



If the criteria you selected is correct then click the OK button if not cancel to Exit and return back to the *Stop Activity Report* form.



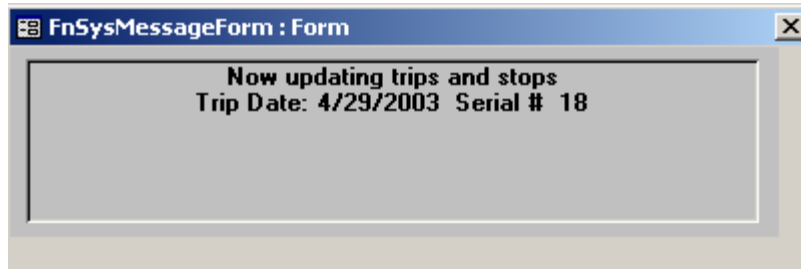
If the **OK** button is clicked the following report displays:

Fleet-Net Corporation									
Stop Activity Report For Multiple Trips									
List of Trips Being Reported									
<b>From Date:</b>	4/29/2003	<b>To Date:</b>	4/29/2003	<b>For Time Period:</b>	*Beg*	<b>To:</b>	*End*		
<b>Service:</b>	W	<b>Route:</b>	111	<b>Direction:</b>	E				
Trip Serial #	Start Time	BusRun	Pattern	Survey Date	Day Of Week	SurveyType:	Signup	Division	EffectiveDate
59	500A	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
85	300P	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
93	620P	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
117	1140A	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
120	820A	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
379	500A	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
405	300P	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
413	620P	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003
437	1140A	1111	111E	4/29/2003	Tuesday	FullRoute	111	1	1/1/2003

[RETURN](#)

## Load Summary By Trip Report

This report will automatically run for all trips that have been uploaded from the collectors. Once selected the following message appears:



Upon on building the criteria the following report displays:

Fleet-Net Corporation								
Load Summary By Trip Report								
From Date: 4/29/2003			To Date: 4/29/2003					
Effective Date: 1/1/2003		Service: W		Route: 111		Direction: E		Pattern: 111E
Trip Start	Bus Run	Total Boardings	Maximum Load Point	Peak Load	Total Seats	Load Factor	Passenger Miles	Passenger Minutes
500A	1111	0		0			0.00	0
820A	1111	0		0			0.00	0
1140A	1111	0		0			0.00	0
300P	1111	0		0			0.00	0
620P	1111	0		0			0.00	0
640A	1112	0		0			0.00	0
1000A	1112	0		0			0.00	0
120P	1112	0		0			0.00	0
440P	1112	0		0			0.00	0

[RETURN](#)

## On Time Performance Survey Report

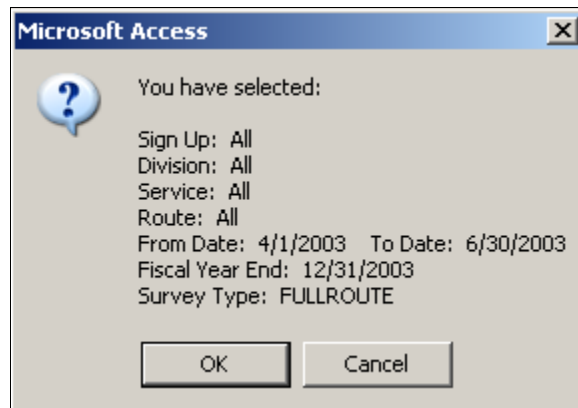
Information on report will include: date completed, c/r, time point, scheduled and actual depart times, minutes different, route, surveys needed, surveys completed, and surveys remaining.

Survey Type	Fiscal Year End	Quarter	Qtr Start Date	Qtr End Date
FULLROUTE	12/31/2003	2	4/1/2003	6/30/2003

Sign up  Division  Service  Route

All Signups     All Divisions     All Service     All Routes

After specifying the criteria for this report select the Print button Fleet-Net will display the following:

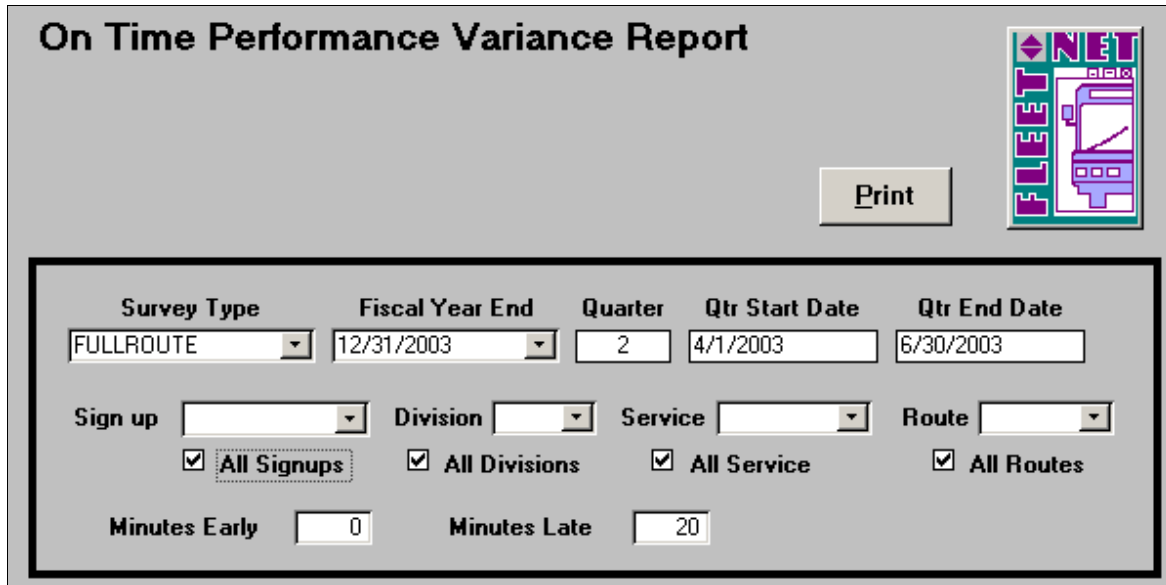


If the criteria you selected is correct then click the OK button to print the report, if not, cancel to Exit and return back to the *On Time Performance Survey Report* form.

[RETURN](#)

## On Time Performance Variance Report

Information on this report will include: date completed, c/r, start time, time point, on, time, schedules and actual departure, minutes different, percent on time, and route.



**On Time Performance Variance Report**

**Print**

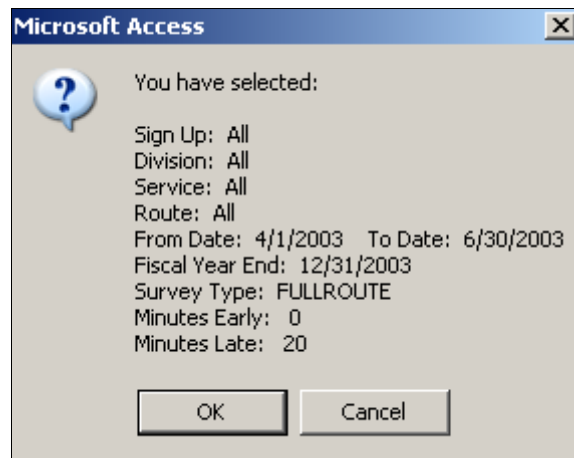
**Survey Type** FULLROUTE **Fiscal Year End** 12/31/2003 **Quarter** 2 **Qtr Start Date** 4/1/2003 **Qtr End Date** 6/30/2003

**Sign up** **Division** **Service** **Route**

All Signups  All Divisions  All Service  All Routes

**Minutes Early** 0 **Minutes Late** 20

After specifying the criteria for this report select the **Print** button Fleet-Net will display the following:

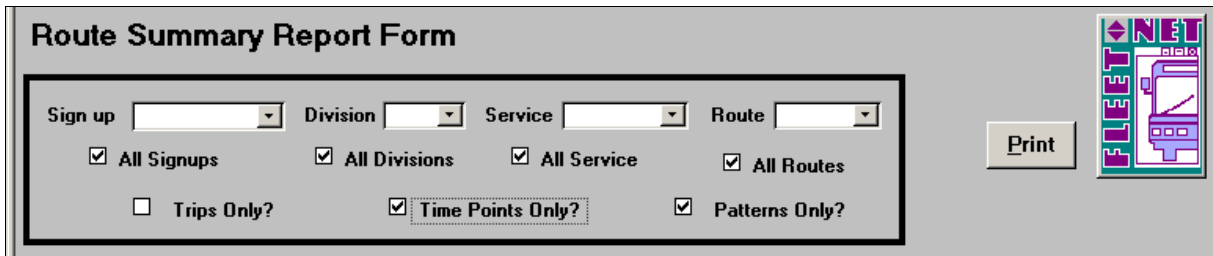


If the criteria you selected is correct then click the OK button if not cancel to Exit and return back to the *On Time Performance Variance Report* form.

[RETURN](#)

## Stop By Stop Mileage Report

This report prints a listing of all stops for the specified data and the mileage associated with each stop.



**Route Summary Report Form**

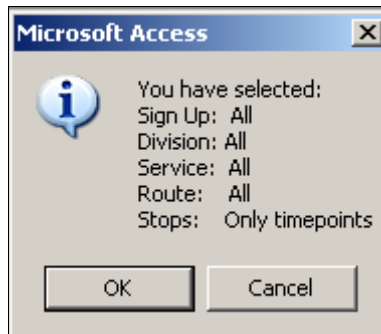
Sign up  Division  Service  Route

All Signups     All Divisions     All Service     All Routes

Trips Only?     Time Points Only?     Patterns Only?

Print

After specifying the criteria for this report select the Print button Fleet-Net will display the following:



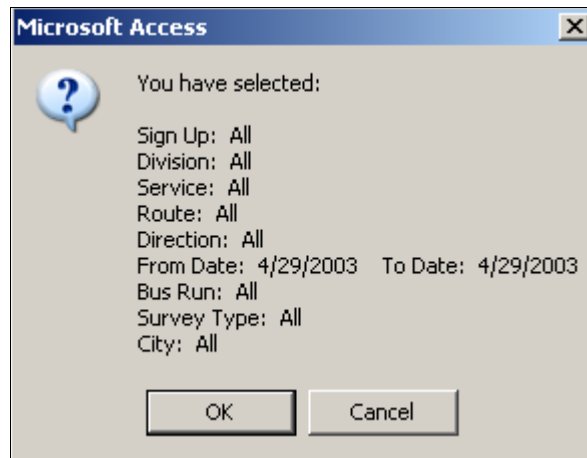
If the criteria you selected is correct then click the OK button if not cancel to Exit and return back to the *Route Summary Report Form*.

[RETURN](#)

## Jurisdiction Stop By Stop Passenger Count

This report prints by jurisdiction and stop all passenger counts that have been updated for a sample date range.

After specifying the criteria for this report select the Print button Fleet-Net will display the following:



If the criteria you selected is correct then click the OK button if not cancel to Exit and return back to the *Passenger Count By Stop Report* form.

[RETURN](#)

## NTD Reports


NTD Reports		
1	NTD Trip Summary Report	?
2	NTD Trip Sample Report	?
3	NTD Weekly Record Sheet	?
4	NTD Survey Sample Database Report	?
5	Service Period Schedule NTD Form 401	?
16	Return To Previous Menu	?

Enter your selection:   Show Details



Easy Sample User Guide  
**NTD Trip Summary Report**

Lists all activity on a trip for user selected criteria and a given date range

**Trip Summary Report**  

Sign Up:  Division  Service

All Sign Ups  All Divisions  All Service

Route  Direction:

All Routes  All Directions

From Date:  To Date:

Bus Run:  Survey Type:

All Bus Runs  All Survey Types

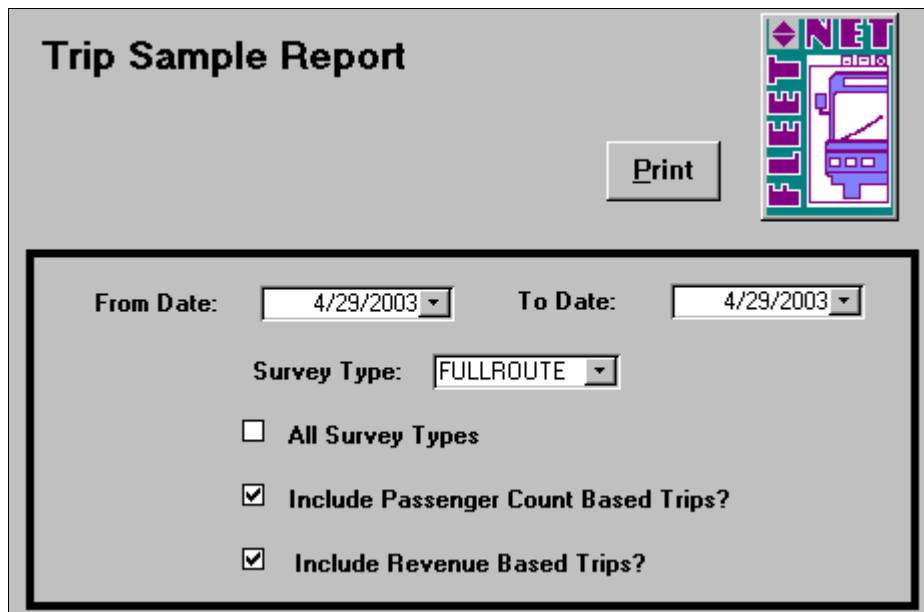
After specifying the criteria for this report select the Print button to print the report.

[RETURN](#)



## NTD Trip Sample Report

This will provide the user the ability to print a trip sample report for a specified date range and by selecting a survey type or all types.



**Trip Sample Report**

Print

From Date: 4/29/2003 To Date: 4/29/2003

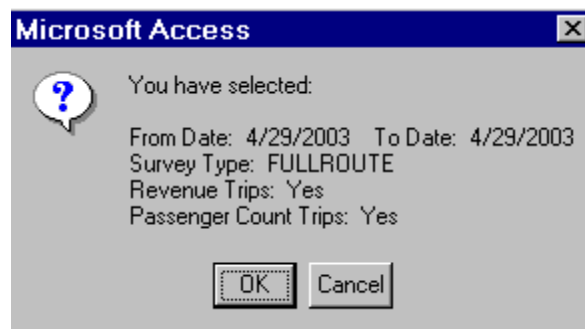
Survey Type: FULLROUTE

All Survey Types

Include Passenger Count Based Trips?

Include Revenue Based Trips?

By selecting the **Print** button, a listing of the data specified will display after confirming the selections:




If selection correct then click **OK** or **Cancel** to return.

Fleet-Net Corporation											
NTD Trip Sample Report											
From Date:		4/29/2003	To Date:		4/29/2003	Revenue Based Trips:		Yes	Passenger Count Trips:		Yes
Survey Date	Day Of Week	Route	Ser	Dir	Bus Run	Trip Serial #	Start Time	SurveyType	EffectiveDate	Pattern	
4/29/2003	Tuesday	90	W	E	901	173	440A	FullRoute	1/1/2003	90E	
4/29/2003	Tuesday	80	W	L	801	187	440A	FullRoute	1/1/2003	80L	

## Service Period Schedule NTD Form 401

Identify the service period hours for the fiscal year and quarter that will be reported on. The times will need to be entered for all types of service, including Weekday, Saturday and Sunday service, if applicable.

Transit System Service Period Schedule FTA Form 401		Fiscal Year End Date: 12/31/2003			Print
Item	Weekday	Saturday	Sunday		
<b>Limits Of Service Period:</b>					
01 Time Morning service begins:	800A	800A	800A		
02 Time Am Peak service begins:	1000A				
03 Time Midday service begins:	1200P				
04 Time Pm Peak service begins:	600P				
05 Time Night service begins:	1000P				
06 Time Night service ends:	300A	200A	200A		
<b>Total Hours:</b>					
07 Morning Period:	2:00				
08 Am Peak Period:	2:00				
09 Midday Period:	6:00				
10 Pm Peak Period:	4:00				
11 Night Period:	5:00				
12 Entire Day ---Total Hours	19:00	18:00	18:00		




By selecting the **Print** button the following report will display allowing the user to print a report that will mimic the screen.

[RETURN](#)

## NTD Weekly Record Sheet

Provides a listing sorted by service selected with the passenger counts and fare box totals for the date range and route criteria selected.

**NTD Circular 2710.41 Weekly Record Sheet**



Sign Up: <input type="text" value="111"/>	Division: <input type="text"/>	Service: <input type="text"/>
<input type="checkbox"/> All Sign Ups	<input checked="" type="checkbox"/> All Divisions	<input checked="" type="checkbox"/> All Service
Route: <input type="text"/>	Direction: <input type="text"/>	
<input checked="" type="checkbox"/> All Routes	<input checked="" type="checkbox"/> All Directions	
From Date: <input type="text" value="4/29/2003"/>	To Date: <input type="text" value="4/29/2003"/>	
Bus Run: <input type="text"/>	Survey Type: <input type="text"/>	
<input checked="" type="checkbox"/> All Bus Runs	<input checked="" type="checkbox"/> All Survey Types	
Fiscal Year End Date: <input type="text"/>		

By pressing the Print button the user will receive a confirmation to continue (OK) or cancel.


Fleet-Net Corporation			
<b>NTD Circular 2710.41 Weekly Record Sheet</b>			
Year Ending: Wednesday, December 31, 200			
From Date: Tuesday, April 29, 2003		To Date: Tuesday, April 29, 2003	
ServiceLevel	Passenger Boardings	Passenger Miles	FB. Rev. Collected
Weekday			
Saturday	55	280	\$499.00
<b>GrandTotal</b>	55	280	\$499.00

[RETURN](#)

## NTD Survey Sample Database Report

This report provides a recap of the data collected for a given date range and specified criteria.

### NTD Survey Database Report



From Date: <input type="text" value="4/29/2003"/>	To Date: <input type="text" value="4/29/2003"/>	
Sign Up: <input type="text" value="111"/>	Division: <input type="text"/>	Service: <input type="text"/>
<input type="checkbox"/> All Sign Ups	<input checked="" type="checkbox"/> All Divisions	<input checked="" type="checkbox"/> All Service
Route: <input type="text"/>	Direction: <input type="text"/>	
<input checked="" type="checkbox"/> All Routes	<input checked="" type="checkbox"/> All Directions	
Bus Run: <input type="text" value="1111"/>	Survey Type: <input type="text" value="FULLROUTE"/>	
<input type="checkbox"/> All Bus Runs	<input type="checkbox"/> All Survey Types	
Fiscal Year End Date: <input type="text" value="12/31/2003"/>		

The **Print** button will provide the user with a listing after acknowledging the criteria selected. Example of report as follows:

Fleet-Net Corporation														
NTD Survey Database Report														
Year Ending: Wednesday, December 31, 2003														
From Date: Friday, May 02, 2003							To Date: Friday, May 02, 2003							
Route	Trip #	Bus Run	Time Start	Checked Date	Chk	Day	Bus	Total Boardings	On Board	Trip Miles	Passenger Miles	Capacity Miles	Seat Miles	Farebox Revenue
111	59	1111	500A	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	143	1111	640A	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	120	1111	820A	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	141	1111	1000A	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	117	1111	1140A	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	159	1111	120P	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	85	1111	300P	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	127	1111	440P	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
111	93	1111	620P	5/2/2003		Fri		0	0	0	0	0	0	\$0.00
SubTotal:								0	0	0	0	0	0	\$0.00
Total:								0	0	0	0	0	\$0.00	

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## Troubleshooting Tips for the Data Collectors

**Q.** What should I do if the unit “locks” up on me?

**A.** If the data collector “locks up” on the user you may try the following steps to release the unit. These steps will perform a “soft” re-boot on the data collector. Performing these steps should maintain the integrity of the programs and data.

1. Press the following keys at the same time: **Psion key** (Bottom-left key that has a u above the underscore line), **Ctrl key** and the **Del key**.
2. When all three keys are pressed the screen will display a series of actions and finally display the Psion splash screen.
3. Select the **Menu** button at the Psion splash screen. Use the arrows to select the **System Screen**. Press **Enter**
4. Press **Menu**. Go to the **Apps** tab. Select **Install**. Use the arrows to select **EasySamp.app** and press **Enter**. After installing the new icon will display.

**Q.** In what order should the batteries be changed in?

**A.** Only one battery should be changed at a time. If the backup lithium battery needs to be replaced make sure that the NiMh battery remains in the unit while the lithium battery is being changed. If both batteries are removed all programs and data will be erased from the unit.

If both are being changed and the unit will be reprogrammed, remove both batteries. Fit the lithium battery prior to the main NiMh battery.

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