NTD Reporting User Guide

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About This Guide

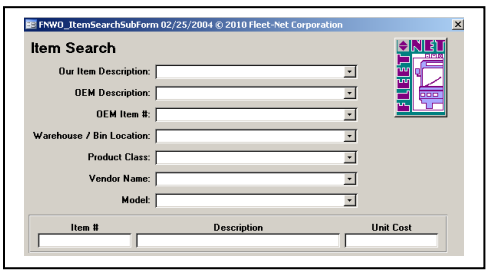
This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

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.



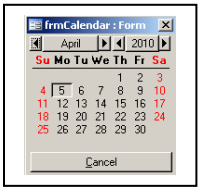
Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

The clock button allows for changing the time entry.

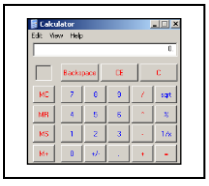
The question mark button opens the search option.

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.



NTD Reporting

NTD Reporting is designed to produce reports for ease of entering data via the NTD Internet Reporting website

NTD reports included:

- S-10 Service Non- Rail
- R-20 Maintenance Performance
- R-30 Energy consumption Non Rail
- A-30 Revenue Vehicle Inventory
- Monthly Operating Report

Reports generated produce data from Fleet-Net modules:

- Vehicle Maintenance
- Work Orders
- Easy Sample
- Revenue Ridership
- Fast Cut
- Claims and Safety

Public Schedules Initial Setup

PS Setup Checklist

Done	Menu		Program/Procedure
_____	PS01	(a)	Define **Signups**. Enter the End date for the mileage to be used to calculate scheduled revenue miles.
_____	PS01	(b)	Define the **Service** days and assign Mode of Service and Type of Service
_____	PS01	(c)	Define the **Signup and dates** of Atypical service (**Holidays**, Low Service) this will override the mileage of the typical service for these dates.

Fast Cut Block mileage is used to calculate the Scheduled Revenue mileage on the NTD S-10 form

Modify/Add Signups

Enter an End date for all signups that should be used to calculate mileages for the fiscal year

Signup Edit Form

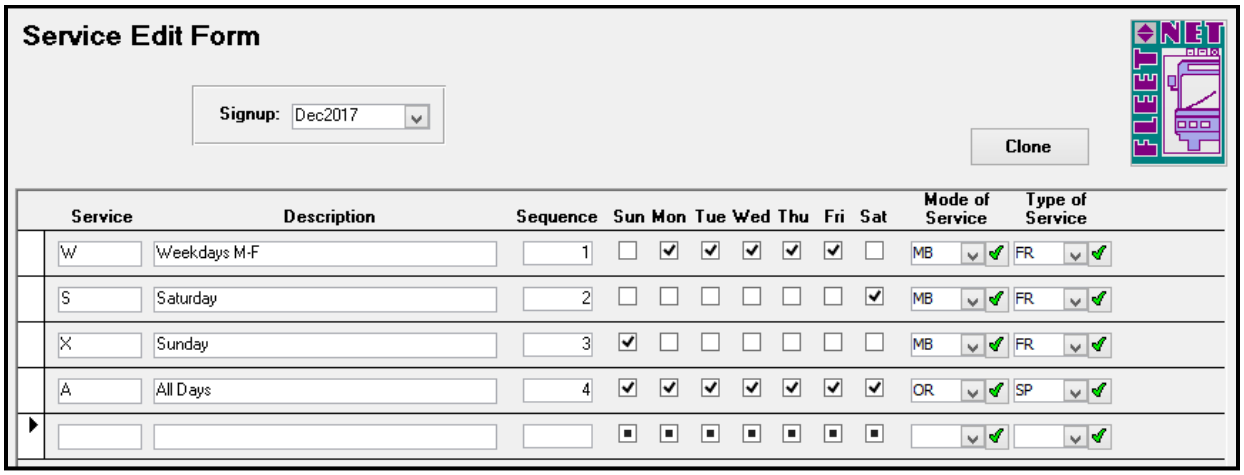
Print | Clone | Purge

Sign Up	Description	Effective	End
17FULL	2017 Full Signup	8/19/2017	12/31/2017
17SUM	2017 Summer	8/19/2017	12/31/2017
17WIP	17 Work In Process	8/1/2017	12/31/2017
18FULL	2018 Full	1/1/2018	12/31/2018
ADMIN	Administration	1/1/2016	
DEC2017	Dec2017	12/8/2017	12/31/2017
FULL	Full Service	7/1/2016	6/30/2018

Modify/Add Service

For each signup assign the Mode of Service and Type of Service for each Service

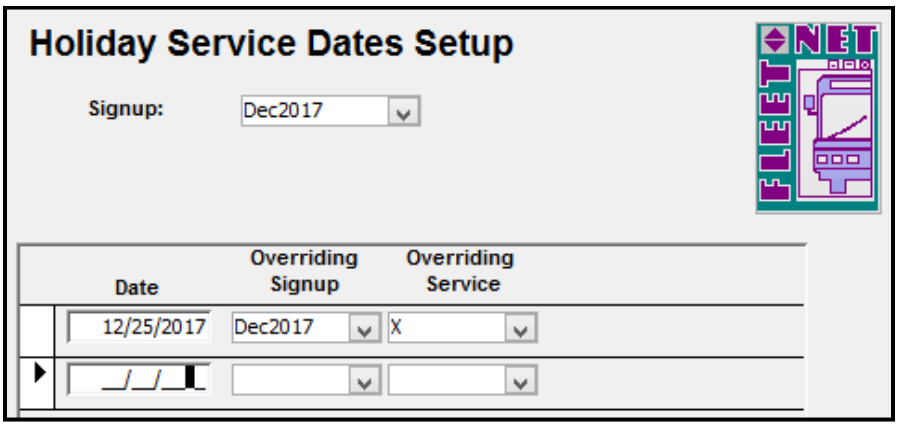
These should only be specified on services that are included in typical weekday, Saturday or Sunday service. (I.e. these fields should be blank for exclusively holiday services and services that exist only for testing purposes).



Modify/Add Holiday Service Dates

Enter the Signup
Enter the dates of all holiday or low service
Enter the signup and service to override the usual signup
Leaving the service field blank will indicate that there was no service that day

Example: a weekday holiday may use Saturday or Sunday service or there may be a Holiday signup



Vehicle Maintenance Initial Setup

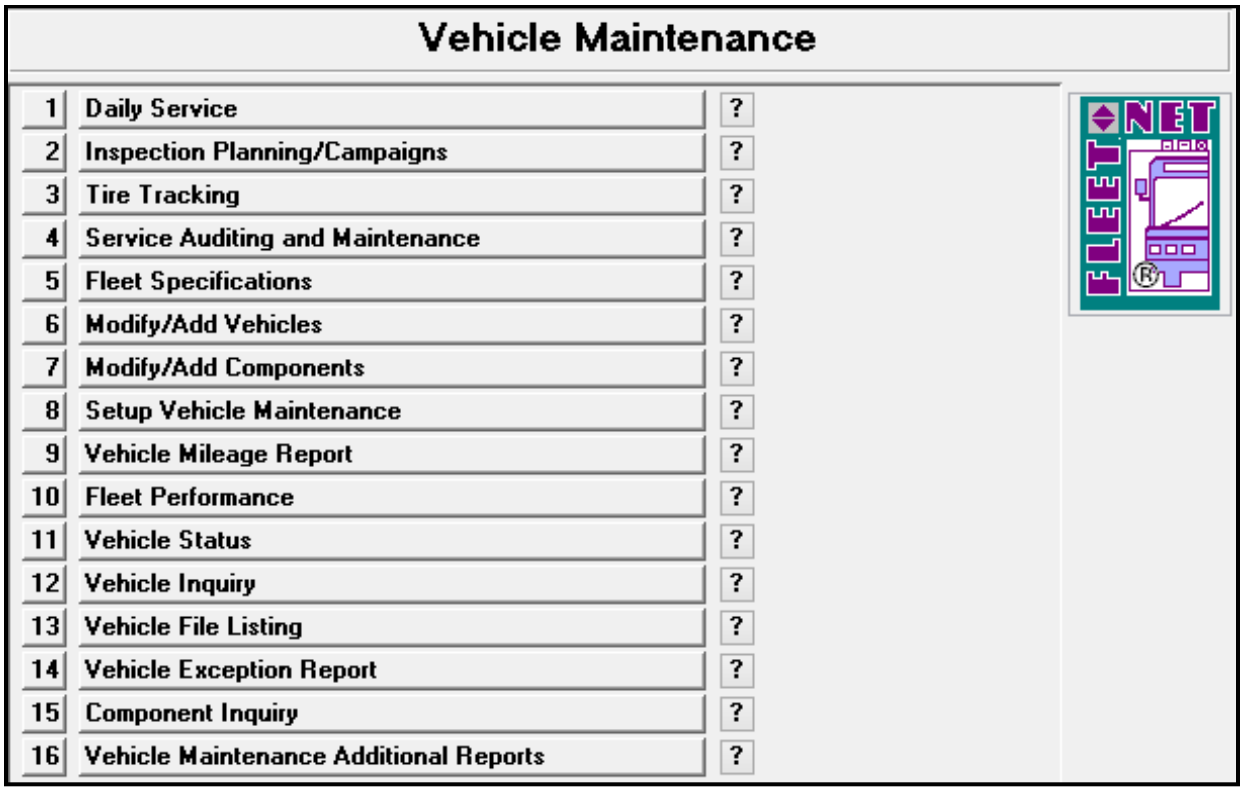
Grouping Vehicles by Like Characteristics for NTD reporting:

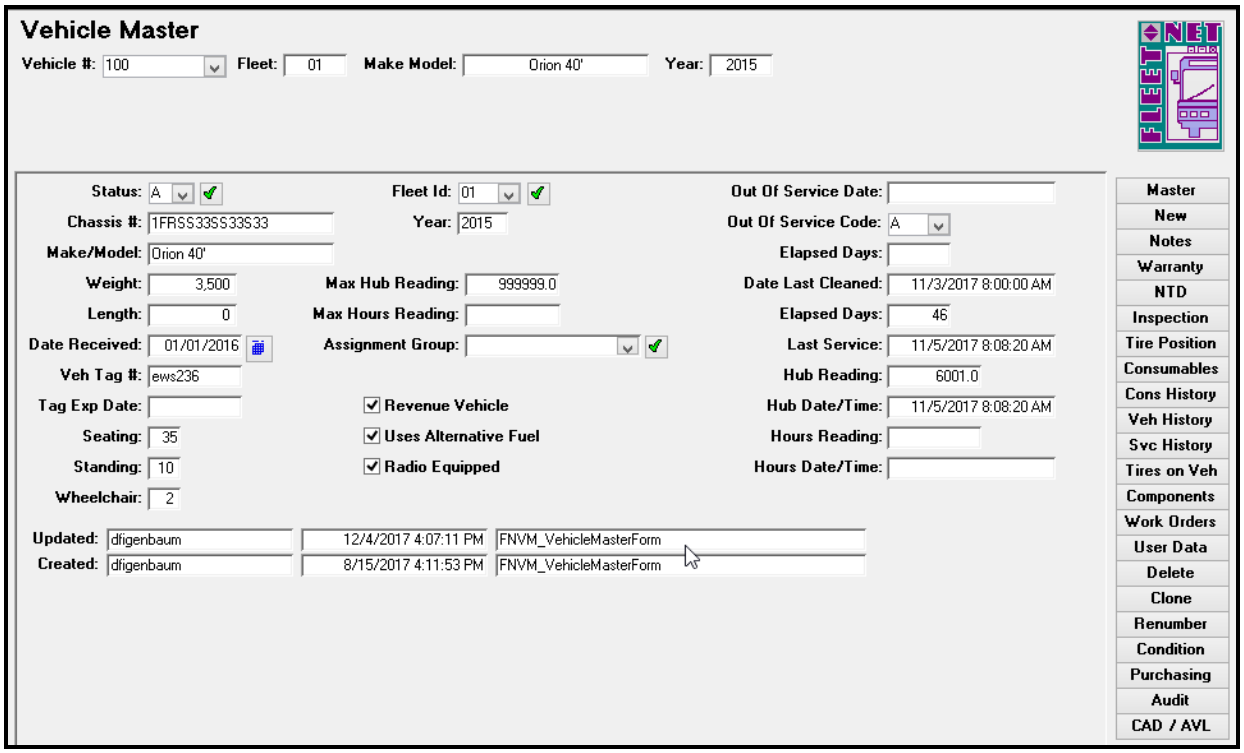
Vehicle Type, Ownership, Funding Source, Year of Manufacture, Year of Rebuild, Manufacturer, Model Number, Fuel Type, Vehicle Length, Seating Capacity, Standing Capacity.

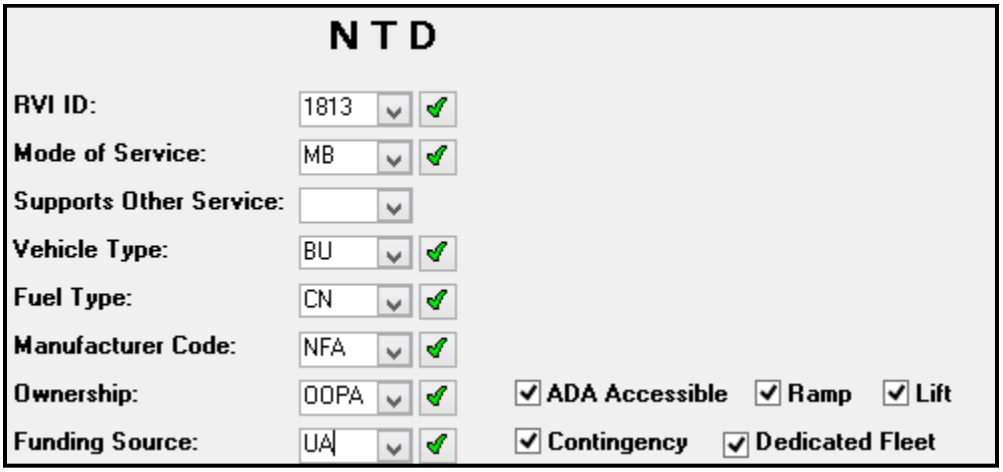
Below is a list of the forms that must be setup.

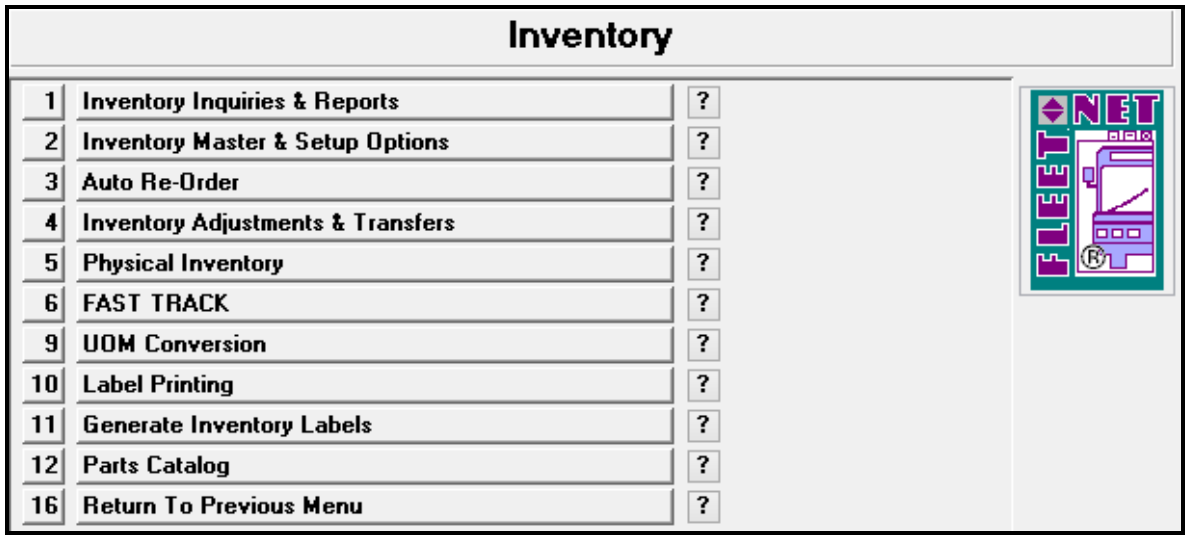
VM Setup Checklist

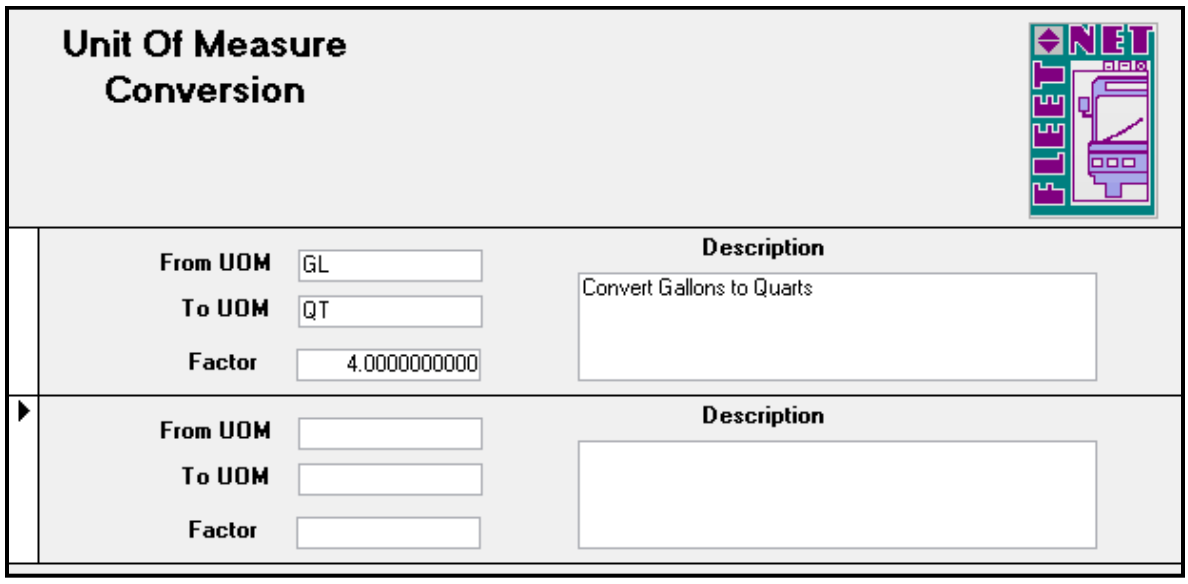
Done	Menu	Program/Procedure
_____	VM - Modify/Add Vehicles	(a) Confirm that all fields are populated: Status, Fleet ID, Year, Make /Model, Length Seating Capacity, Standing Capacity, Revenue Vehicle.
_____	VM - Modify/Add Vehicles NTD button	(b) Enter the applicable data for each vehicle. RVI ID defaults to zero until it is generated by NTD and Entered into this form.
_____	IN - UOM Conversion	(c) R-30 Report – The unit of measure is QT. If the transit uses Something like GL, they will have to setup a GL to QT unit of Measure conversion (1 to 1) in inventory.



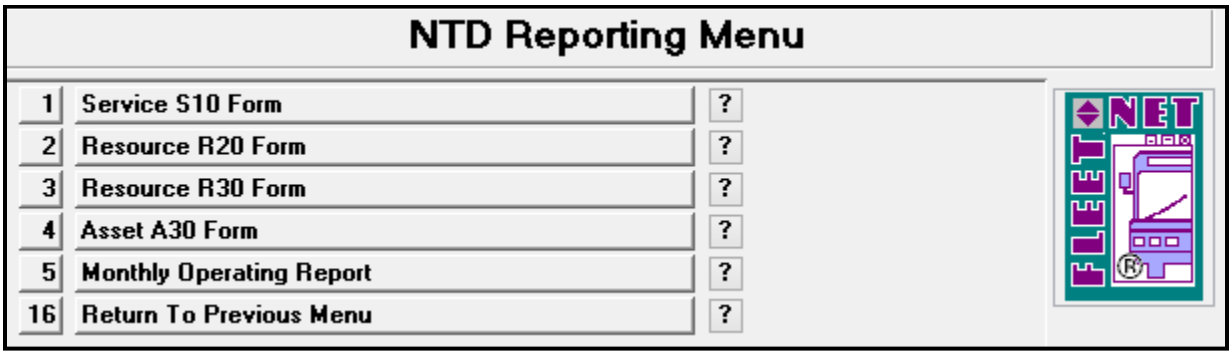

Vehicle Master
Vehicle #: 100
Fleet: 01
Make Model: Orion 40'
Year: 2015
Status: A
Fleet Id: 01
Out Of Service Date:
Chassis #: 1FRSS33SS33S33
Year: 2015
Out Of Service Code: A
Make/Model: Orion 40'
Elapsed Days:
Weight: 3,500
Max Hub Reading: 999999.0
Date Last Cleaned: 11/3/2017 8:00:00 AM
Length: 0
Max Hours Reading:
Elapsed Days: 46
Date Received: 01/01/2016
Assignment Group:
Last Service: 11/5/2017 8:08:20 AM
Veh Tag #: ews236
Hub Reading: 6001.0
Tag Exp Date:
Revenue Vehicle
Hub Date/Time: 11/5/2017 8:08:20 AM
Seating: 35
Uses Alternative Fuel
Hours Reading:
Standing: 10
Radio Equipped
Hours Date/Time:
Wheelchair: 2
Updated: dfigenbaum 12/4/2017 4:07:11 PM FNVM_VehicleMasterForm
Created: dfigenbaum 8/15/2017 4:11:53 PM FNVM_VehicleMasterForm
Master
New
Notes
Warranty
NTD
Inspection
Tire Position
Consumables
Cons History
Veh History
Svc History
Tires on Veh
Components
Work Orders
User Data
Delete
Clone
Renumber
Condition
Purchasing
Audit
CAD / AVL


N T D
RVI ID: 1813
Mode of Service: MB
Supports Other Service:
Vehicle Type: BU
Fuel Type: CN
Manufacturer Code: NFA
Ownership: OOPA
Funding Source: UA
ADA Accessible
Ramp
Lift
Contingency
Dedicated Fleet


Inventory
1 Inventory Inquiries & Reports ?
2 Inventory Master & Setup Options ?
3 Auto Re-Order ?
4 Inventory Adjustments & Transfers ?
5 Physical Inventory ?
6 FAST TRACK ?
9 UOM Conversion ?
10 Label Printing ?
11 Generate Inventory Labels ?
12 Parts Catalog ?
16 Return To Previous Menu ?

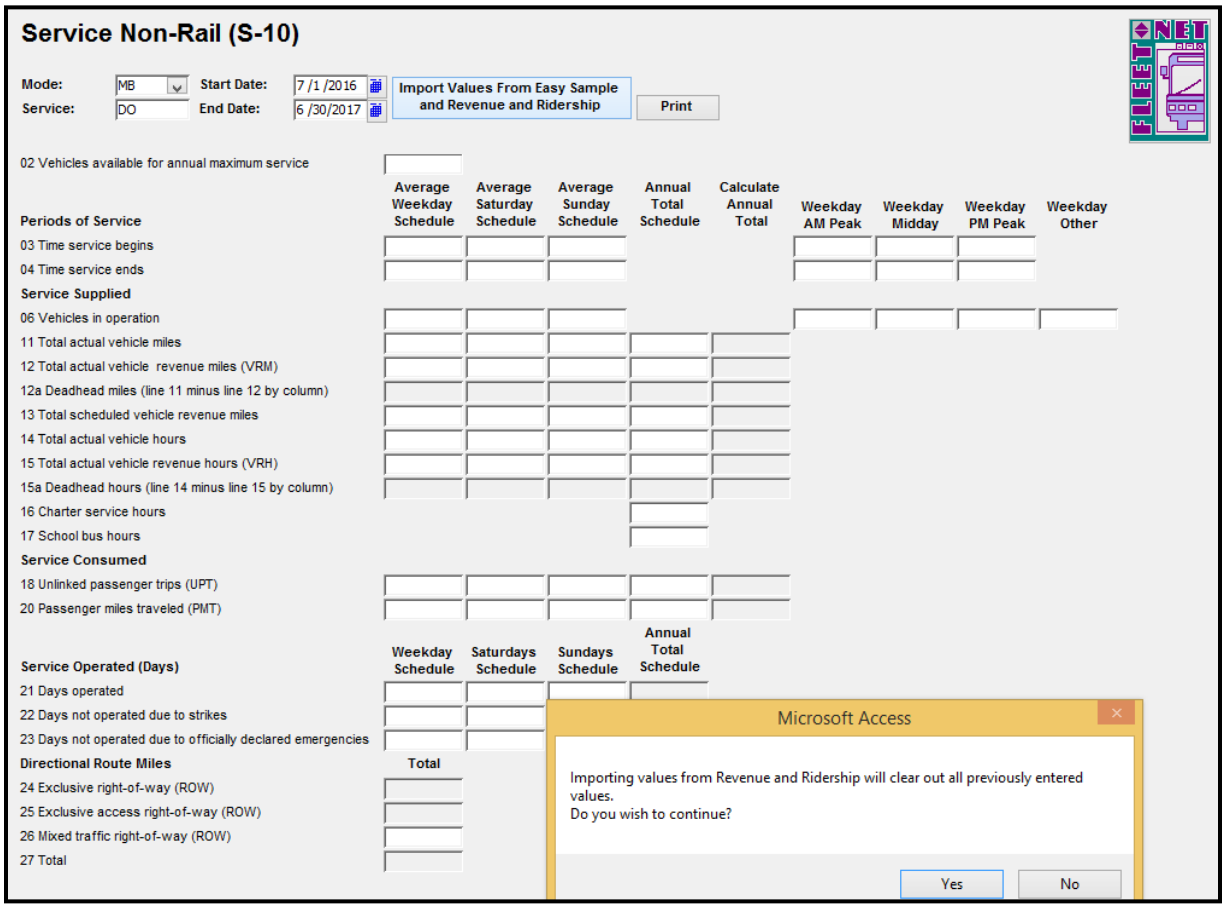

Unit Of Measure Conversion
From UOM GL
To UOM QT
Factor 4.0000000000
Description
Convert Gallons to Quarts
From UOM
To UOM
Factor
Description

NTD Reporting Menu



Service Non-Rail (S-10)

Select the Mode of Service (MB) and Service (DO)
Enter the date range of the Fiscal Year
Click the Import Values from Easy Sample and Revenue Ridership
The confirmation message will display to import new values and clear any existing data.



Click ***yes*** to continue, ***no*** to abort

Click ***Print*** for a hardcopy to use to enter data on the NTD form.
Example of Printed report:

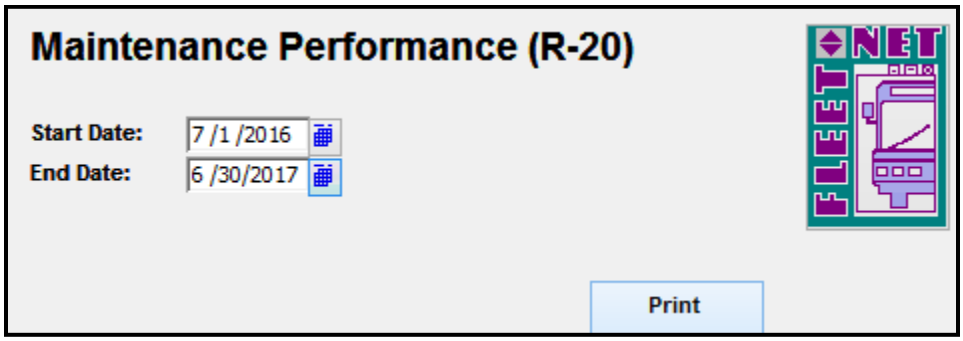
Form Name: Service Non-Rail (S-10) Mode: MB Service: DO Start Date: 10/1/2010 End Date: 9/30/2011

Line	a	b	c	d		e	f	g	h
Maximum Service Vehicles									
01 Vehicles operated in annual maximum service (VOMS)									
02 Vehicles available for annual maximum service	33								
Periods of Service	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total Schedule	Calculate Annual Total	Weekday AM Peak	Weekday Midday	Weekday PM Peak	Weekday Other
03 Time service begins		0600				0600	0900	1500	
04 Time service ends		1900				0900	1500	1900	
Service Supplied									
06 Vehicles in operation	26	8				24	23	23	
11 Total actual vehicle miles	4,000	1,570		790,056					
12 Total actual vehicle revenue miles (VRM)	3,674	1,472		726,866					
12a Deadhead miles (line 11 minus line 12 by column)	326	98		63,189					
13 Total scheduled vehicle revenue miles	3,061	1,236		863,181					
14 Total actual vehicle hours	314	93		60,873					
15 Total actual vehicle revenue hours (VRH)	298	89		57,892					
15a Deadhead hours (line 14 minus line 15 by column)	15	4		2,982					
16 Charter service hours									
17 School bus hours									
Service Consumed									
18 Unlinked passenger trips (UPT)	5,391	1,607		1,045,965					
20 Passenger miles traveled (PMT)	37,125	6,071		7,018,439					
Service Operated (Days)	Weekday Schedule	Saturdays Schedule	Sundays Schedule	Annual Total Schedule					
21 Days operated	183	37		220					
22 Days not operated due to strikes				0					
23 Days not operated due to officially declared emergencies				0					
Directional Route Miles	Total								
24 Exclusive right-of-way (ROW)									
25 Exclusive access right-of-way (ROW)									
26 Mixed traffic right-of-way (ROW)	0								
27 Total									

09/19/2011 09:11:13 [ethom-FNLV13] © 2011 Fleet-Net Corporation {Vsn: 90.5 [9/15/2011]} Page 1 of 1

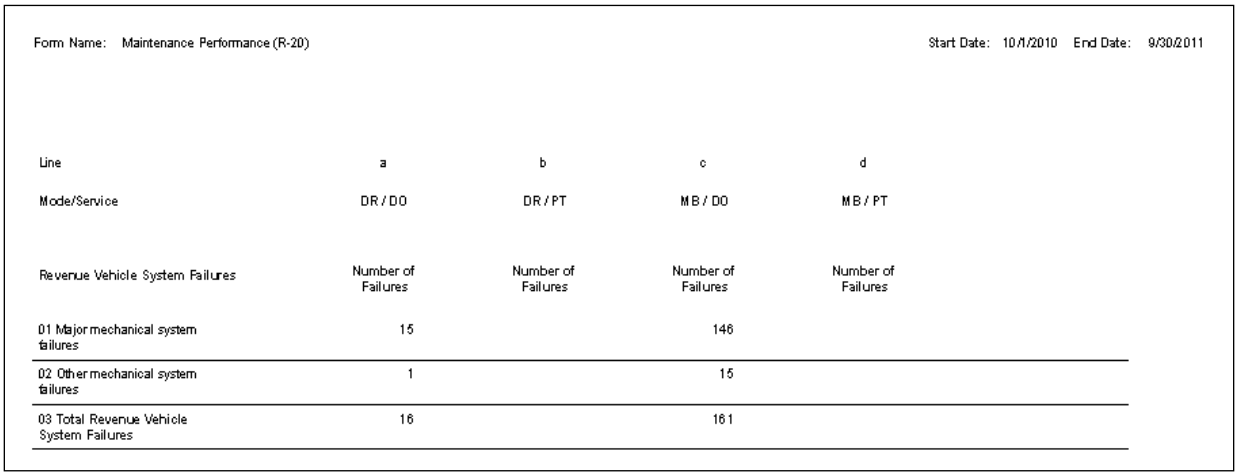
Resource R-20 Form

Enter the date range of the Fiscal Year



Click ***Print*** for a hardcopy to use to enter data on the NTD form.

Example of the printed report:

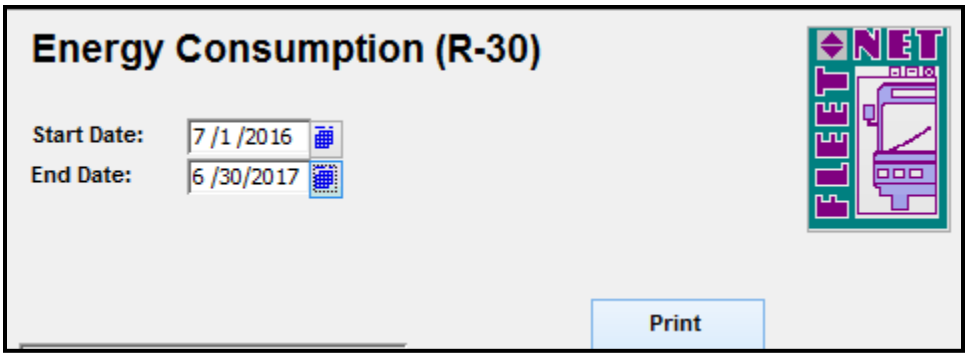


Form Name: Maintenance Performance (R-20) Start Date: 10/1/2010 End Date: 9/30/2011

Line	a	b	c	d
Mode/Service	DR / DO	DR / PT	MB / DO	MB / PT
Revenue Vehicle System Failures	Number of Failures	Number of Failures	Number of Failures	Number of Failures
01 Major mechanical system failures	15		146	
02 Other mechanical system failures	1		15	
03 Total Revenue Vehicle System Failures	16		161	

Resource R-30 Form

Enter the date range of the Fiscal Year



Click ***Print*** for a hardcopy to use to enter data on the NTD form.

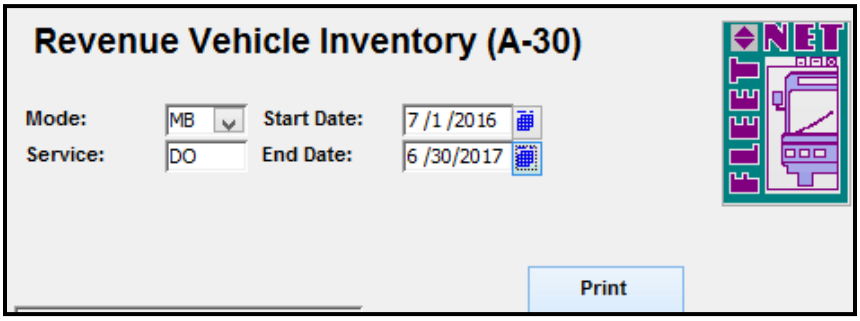
Example of the printed report:

Form Name: Energy Consumption Non-Rail (R-30) Start Date: 10/1/2010 End Date: 9/30/2011

Line	a	b	c	d
Energy Type	Total Units Consumed Per Mode DR / DO	Total Units Consumed Per Mode DR / PT	Total Units Consumed Per Mode MB / DO	Total Units Consumed Per Mode MB / PT
01 Kilowatt hours to charge batteries (EB)				
02 Kilowatt hours of propulsion power (EP)				
03 Gallons of diesel fuel (DF)	21,944			
04 Gallons of bio-diesel (BD)				
05 Gallons of gasoline (GA)			8,693	
06 Gallons of liquefied petroleum gas (LPG)(LP)				
07 Gallons of liquefied natural gas (LNG)(LN)				
08 Gallons of methanol (MT)				
09 Gallons of ethanol (ET)				
10 Gallons of compressed natural gas (CNG)(CN)	113		196,044	
11 Gallons of bunker fuel (BF)				
12 Gallons of kerosene (KE)				
13 Gallons of grain additive fuel (GR)				
14 Gallons of other fuel (OR)				

Asset A-30 Form

Select the Mode of Service (MB) and Type of Service (DO)
Enter the date range of the Fiscal Year



This report groups by NTD specifications:

Grouping Vehicles by Like Characteristics (Sub-Fleet)

You should group all dedicated transit revenue vehicles in the transit agency's total fleet at the end of the fiscal year, by mode and TOS, according to identical characteristics.

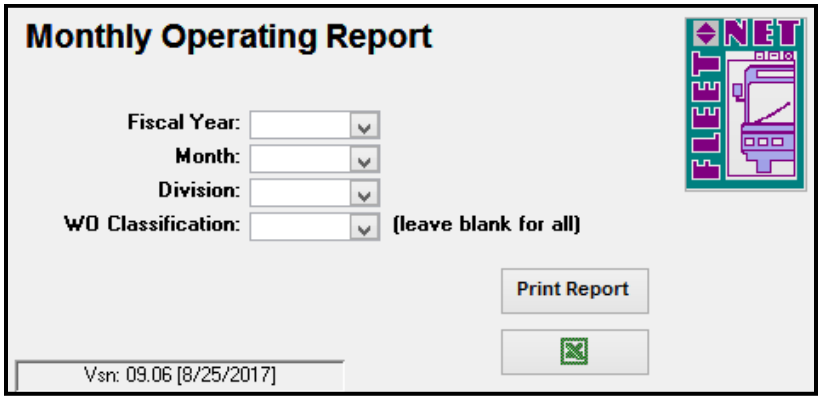
The RVI ID defaults to zero for sub fleets not on previous NTD reports.

Form Name: Revenue Vehicle Inventory (A-30) **Mode:** MB **Service:** DO **Start Date:** 10/1/2010 **End Date:** 9/30/2011

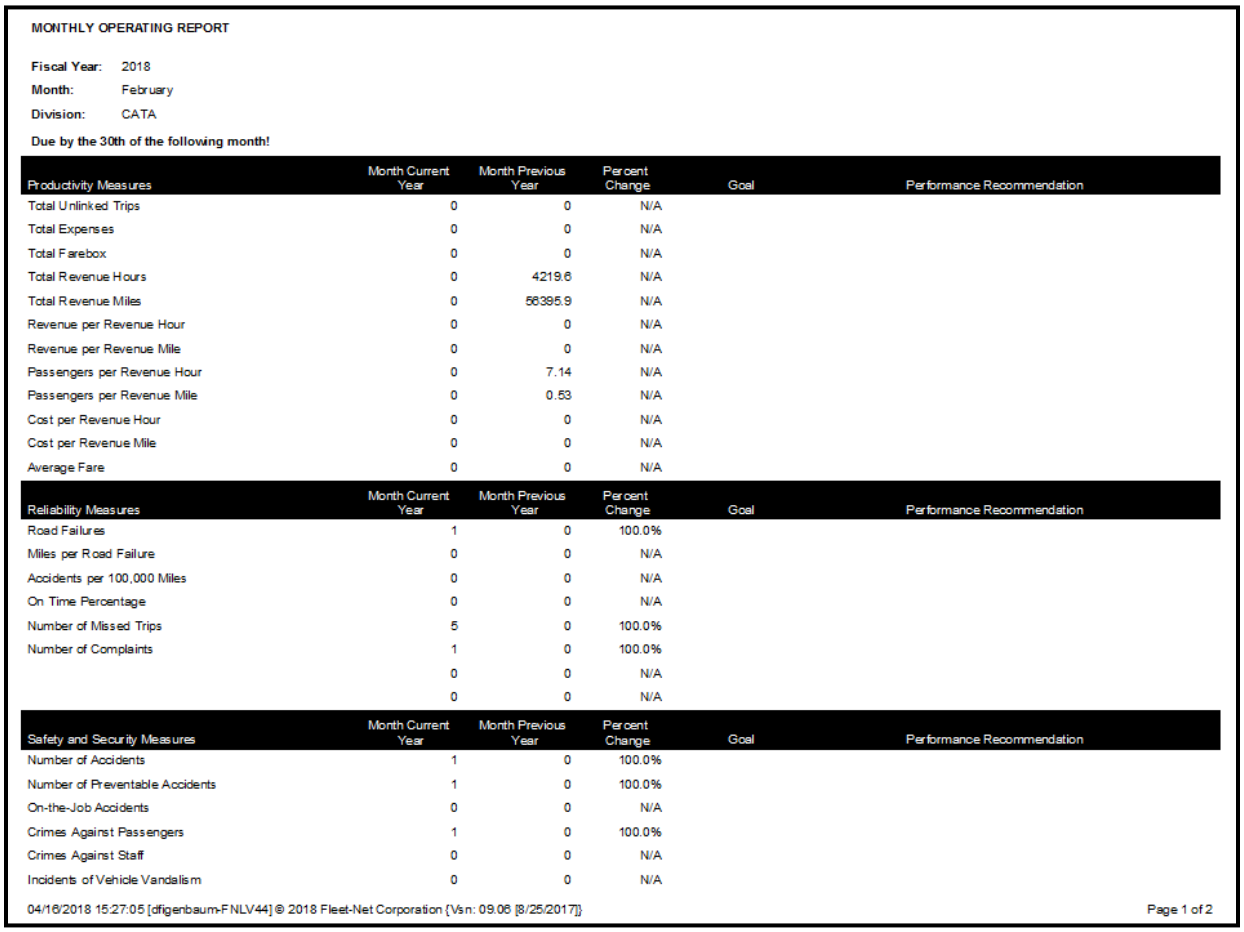
a	b	b	d	e	f	g	h	i	j	k	m	n	o	p	q	r	s	t
RVI ID.	Number of Vehicles in Total Fleet	Ded. Fleet	Vehicle Type Code	Ownership Code	Funding Source	Mfg. Year	Year of Rebuild	Mfg. Code	Model Number	Number of Active Vehicles in Fleet	Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	Number of Emergency Contingency Vehicles	Fuel Type Code	Vehicle Length (in feet)	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period	Average Lifetime Miles per Active Vehicle	Supports Another Mode
0	1		BU	OO		2005		EDN	El Dorado Aerotech	0	0	0			20	0			
0	2		BU	OO		1997		NOV	RTS T70206	0	0	0			35	15			
0	2		BU	OO		1995		OTC	MOLLY TROLLY	0	0	0			26	13			
0	20		BU	OO		1995		EDN	ELDORADO TRANSMARK R	0	0	0			26	11			
2100	13		BU	OO	F	2002		NFA	NEW FLYER C35LF	13	13	0	CN	30	30	13	493,504	440,765	
50	3		BU	OO		2005		EDN	EL Dorado Aerotech	3	3	0	GA		20	0	54,108	207,296	

Monthly Operating Report

Enter the Fiscal Year
Enter the Month
Enter the Division
Select the WO Classification or leave blank for all.



Click Print Report



MONTHLY OPERATING REPORT

Fiscal Year: 2018
Month: February
Division: CATA

Due by the 30th of the following month!

Productivity Measures	Month Current Year	Month Previous Year	Percent Change	Goal	Performance Recommendation
Total Unlinked Trips	0	0	N/A		
Total Expenses	0	0	N/A		
Total Farebox	0	0	N/A		
Total Revenue Hours	0	4219.6	N/A		
Total Revenue Miles	0	56395.9	N/A		
Revenue per Revenue Hour	0	0	N/A		
Revenue per Revenue Mile	0	0	N/A		
Passengers per Revenue Hour	0	7.14	N/A		
Passengers per Revenue Mile	0	0.53	N/A		
Cost per Revenue Hour	0	0	N/A		
Cost per Revenue Mile	0	0	N/A		
Average Fare	0	0	N/A		

Reliability Measures	Month Current Year	Month Previous Year	Percent Change	Goal	Performance Recommendation
Road Failures	1	0	100.0%		
Miles per Road Failure	0	0	N/A		
Accidents per 100,000 Miles	0	0	N/A		
On Time Percentage	0	0	N/A		
Number of Missed Trips	5	0	100.0%		
Number of Complaints	1	0	100.0%		
	0	0	N/A		
	0	0	N/A		

Safety and Security Measures	Month Current Year	Month Previous Year	Percent Change	Goal	Performance Recommendation
Number of Accidents	1	0	100.0%		
Number of Preventable Accidents	1	0	100.0%		
On-the-Job Accidents	0	0	N/A		
Crimes Against Passengers	1	0	100.0%		
Crimes Against Staff	0	0	N/A		
Incidents of Vehicle Vandalism	0	0	N/A		

04/16/2018 15:27:05 [dfigenbaum-FNLV44] © 2018 Fleet-Net Corporation {Vsn: 09.06 [8/25/2017]}

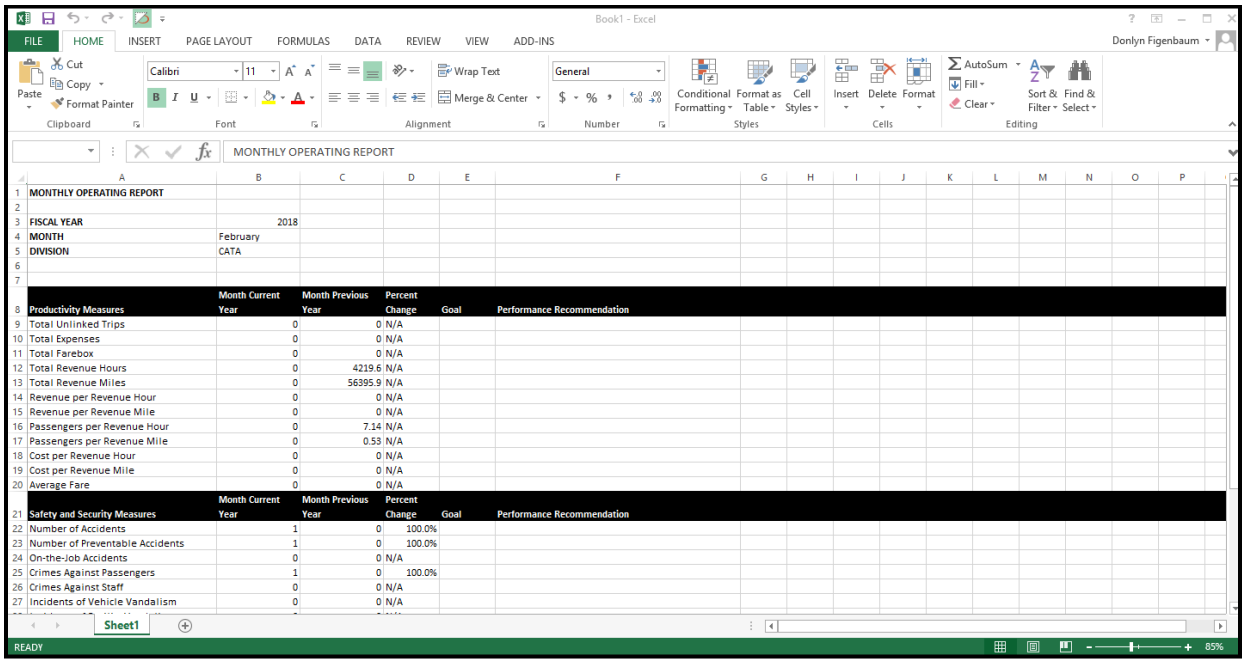
MONTHLY OPERATING REPORT

Fiscal Year: 2017
Month: February
Division: CATA

Due by the 30th of the following month!

Incidents of Facility Vandalism	0	0	N/A

Click for Excel Spreadsheet



	A	B	C	D	E	F
1	**MONTHLY OPERATING REPORT**					
2						
3	**FISCAL YEAR**	2018				
4	**MONTH**	February				
5	**DIVISION**	CATA				
6						
7						
8	**Productivity Measures**	**Month Current Year**	**Month Previous Year**	**Percent Change**	**Goal**	**Performance Recommendation**
9	Total Unlinked Trips	0	0	N/A		
10	Total Expenses	0	0	N/A		
11	Total Farebox	0	0	N/A		
12	Total Revenue Hours	0	4219.6	N/A		
13	Total Revenue Miles	0	56395.9	N/A		
14	Revenue per Revenue Hour	0	0	N/A		
15	Revenue per Revenue Mile	0	0	N/A		
16	Passengers per Revenue Hour	0	7.14	N/A		
17	Passengers per Revenue Mile	0	0.53	N/A		
18	Cost per Revenue Hour	0	0	N/A		
19	Cost per Revenue Mile	0	0	N/A		
20	Average Fare	0	0	N/A		
21	**Safety and Security Measures**	**Month Current Year**	**Month Previous Year**	**Percent Change**	**Goal**	**Performance Recommendation**
22	Number of Accidents	1	0	100.0%		
23	Number of Preventable Accidents	1	0	100.0%		
24	On-the-Job Accidents	0	0	N/A		
25	Crimes Against Passengers	1	0	100.0%		
26	Crimes Against Staff	0	0	N/A		
27	Incidents of Vehicle Vandalism	0	0	N/A		