

# Public Schedule User Guide

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## Product Description

### Public Schedules

Public Schedules maintains all bus stops scheduled to meet the public's Ridership needs. It identifies line, service, and direction combinations and well as stops for each line, service, and direction. It also identifies trip and stop footnotes with appropriate descriptions and stop locations with time points and location description.

One of its unique capabilities is it automatically build trips which reduces errors in the building of your schedules. In addition to the automatic trip building option it allows for making adjustments on scheduled times, duplicate schedules, and update miles. It also allows you to purge sign-ups that are no longer needed.

Public Schedules allows for the export of schedules to applications such as Google Transit, interfaces to CAD/AVL systems and standard XML export. It is the precursor module for Fact Cut module which allows for bus blocking and run cutting. Public Schedules is also the foundation for the Easy Sample module which allows for NTD random sampling.

Some of the standard reports are:

- Schedule Time Audit Report*
- Route Master Listing*
- Stop Description*
- Stop Id's by Route*
- Pattern Report*

## **Public Schedules Implementation**

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Public Schedules installation.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use, (4) utilizing the Public Schedules import tool.

## 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.

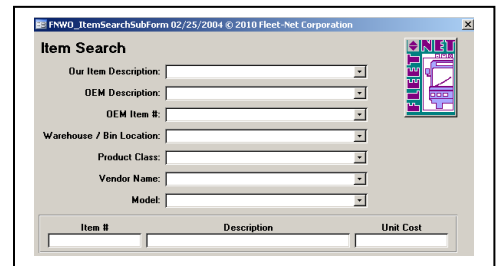


To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



\*\*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.



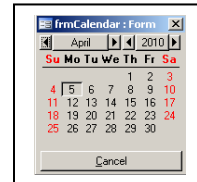
The question mark button opens the search option.



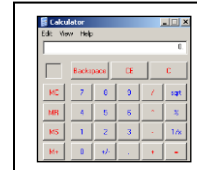
The Stop button aborts the current selection process.



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

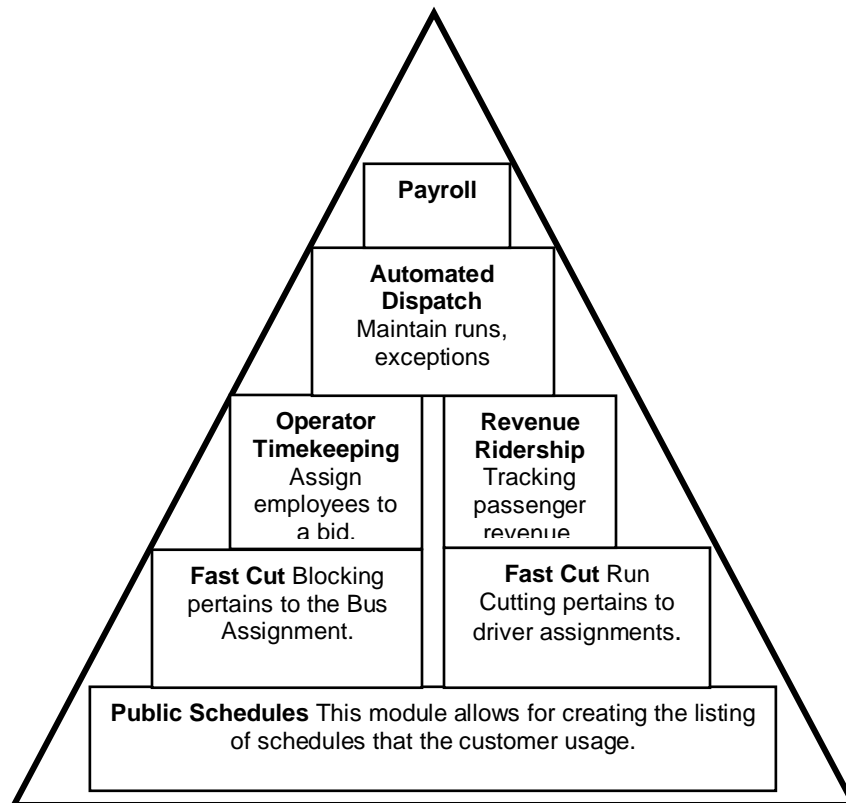


The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



## Public Schedules Terminology

<b>Footnotes</b>	Can be used to make comments referencing a trip or time point.
<b>Headways</b>	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.
<b>Public Schedules or Timetables</b>	A published schedule of times when buses operate. A single schedule groups' 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.).
<b>Route or Line</b>	A group of trips to where buses follow the same path.
<b>Pattern</b>	A pattern or "path" is a unique sequence of stops on a route.
<b>Run or Run Assignment</b>	A group of trips, on one or more lines, operated by a driver. The run is the operator's daily work assignment.
<b>Sign up or Pick or Bid</b>	A schedule change when operators choose a new run assignment.
<b>Stop</b>	A physical location of where a bus may pick up or drop off passengers.
<b>Timepoint</b>	A stop on a bus trip where a bus will always stop. Time points are used by operators to ensure the bus is running according to schedule.
<b>Trip</b>	One bus travels the full path of a route.



## Public Schedules Checklists

### Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	PS	(a) Miscellaneous Codes defined using <b><u>Edit Miscellaneous Codes.</u></b>
_____	SYSTEM	(b) Miscellaneous Codes setup in WS (Master Misc Codes). <b><u>Edit Misc System Codes.</u></b>
_____	PS01	(c) Add Stops defined using <b><u>Modify/Add Stops.</u></b>
_____	PS01	(d) Add Sign Ups defined using <b><u>Modify/Add Sign Ups.</u></b>
_____	PS01	(e) Add Divisions defined using <b><u>Modify/Add Divisions.</u></b>
_____	PS01	(f) Add Routes defined using <b><u>Modify/Add Routes.</u></b>
_____	PS01	(g) Add Direction defined using <b><u>Modify/Add Direction.</u></b>
_____	PS01	(h) Add Stop Headings entries defined using <b><u>Modify/Add Stop Headings.</u></b>
_____	PS01	(i) Add Patterns defined using <b><u>Modify/Add Patterns.</u></b>

**If utilizing the Bus Stop Inventory Option the following setup will be required.**

Done	Menu	Program/Procedure
_____	PS03	(j) Bus Stop Inventory Class Code defined using <b><u>Modify/Add Bus Stop Inventory Class Codes.</u></b>
_____	PS03	(k) Bus Stop Inventory Sub-Class defined using <b><u>Modify/Add Bus Stops Inventory Sub-Class.</u></b>



## Standard Cycles Checklist


Review the following steps to an existing signup. (Must unblock/uncut data that relates to trips being modified in PS) prior to creating a new Schedule Cycle.

Done	Menu	Program/Procedure
_____	PS01	(a) Create/Revise/Delete stops via <b><u>Modify/Add Stops.</u></b>
_____	PS01	(b) Create/Revise divisions via <b><u>Modify/Add Divisions.</u></b>
_____	PS01	(c) Create/Revise services via <b><u>Modify/Add Services.</u></b>
_____	PS01	(d) Create/Revise routes via <b><u>Modify/Add Routes.</u></b>
_____	PS01	(e) Create/Revise directions & description of travel via <b><u>Modify/Add Direction.</u></b>
_____	PS01	(f) Create/Revise Time Points via <b><u>Modify/Add Stop Headings.</u></b>
_____	PS01	(g) Create/Revise mileage per trip via <b><u>Modify/Add Patterns.</u></b>
_____	PS01	(h) Create/Revise trips, times, and flag footnotes via <b><u>Modify/Add Trips or Automatic Trip Build.</u></b>

## Public Schedule Setup

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

1	Modify/Add Timetables	?
2	Reports	?
3	Bus Stop Inventory	?
4	Special Routines	?
5	Trip Planner	?
6	Easy Sample	?
7	Edit Miscellaneous Codes	?
16	Return To Previous Menu	?



◀ Enter your selection:   Show Details

Vsn: 09.06 [1/3/2018] | lday FNLV42 | PS

## Edit Miscellaneous Codes

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


Identify Codes for use in various drop-down lists. Codes in some cases can be manually added by the use of the green check mark options within the various forms. Some Miscellaneous Codes will not be accessible via a green check mark option and must be entered here via this form.

**Modify / Add Misc List Codes**

Module: PS

Type:

- County
- DocumentCode
- ExternalAnnCode
- Hastus
- HeadsignCode
- IRTD



Field Name	Max Field Size	Field Type	Description
Type	50	Alpha/Numeric	Select an existing code from the drop-down list or enter a new code by typing in the definition provided by Fleet-Net.
Code	50	Alpha/Numeric	Enter a code, either user defined or specific.
Value	255	Alpha/Numeric	Enter a description to define the selected code.

County (User Defined)

**Modify / Add Misc List Codes**

Module: PS  
Type: County

	Code	Value
▶	Clark	Clark
	Washso	Washso
▶		

Print

DocumentCode (User Defined)

**Modify / Add Misc List Codes**

Module: PS  
Type: DocumentCode

	Code	Value
▶	AssetList	Asset List
	Map	Map
	Photo	Photo

Print

ExternalAnncCode (User Defined)

**Modify / Add Misc List Codes**

Module: PS  
Type: ExternalAnncCode

	Code	Value
▶	1	1
	2	2
	3	3
*		

Print

Hastus (User Defined) if utilizing the Hastus Interface.

**Modify / Add Misc List Codes**

Module: PS  
Type: Hastus

	Code	Value
▶	PathToData	M:\LIVE\TMD\04-May2011 interface files
*		

Print


Public Schedules User Guide  
 HeadsignCode (User Defined)

**Modify / Add Misc List Codes**

Module: PS  
 Type: HeadsignCode

Code	Value
100	100
101	101
▶ 102	

Print




IRTD (User Defined) if utilizing the IRTD Interface.

**Modify / Add Misc List Codes**

Module: PS  
 Type: IRTD

Code	Value
▶ PathToData	MiscCodeMiscValue
* [ ]	[ ]

Print



The following 2 Miscellaneous Codes requires the setup be made in the WS Module.

From the Main System Menu.


Click **System Parameters** to edit the miscellaneous system codes.

**Main System Menu**

1	Financial Systems	?
2	Payroll Processing	?
3	Human Resources	?
4	Materials Management	?
5	Fleet Facts	?
6	Operations/Statistics	?
7	Planning/Scheduling	?
8	Fast Track	?
9	Leave Scheduling	?
10	Procurement Suite	?
12	System Parameters	?

Enter your selection: [ ]  Show Details **Find**


Vsn: 09.06 [2/6/2018] | day FNLV42 | Main



Click **Edit Misc System Codes**. Select the **WS** from the drop-down options.

### System Parameters

1	System Configuration	?
2	Modify/Add Menus	?
4	Import/Export	?
5	<b>Edit Misc System Codes</b>	?
6	Activity Log By User	?
7	Activity Log By Object	?
8	Activity Log By Date	?
9	Program Version Display	?
10	Security Menu	?
11	Color Setup Form	?
16	Return To Previous Menu	?



Show Details


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

**ModeofService (User Defined)**

### Modify / Add Misc List Codes

Module: WS  
Type: ModeOfService

Code	Value	
▶ CB	Commuter Bus	
DR	Demand Response	
MB	Bus	
OR	Other	
RB	Rapid Transit Bus	
VP	Van Pool	
*		




**TypeofService (User Defined)**

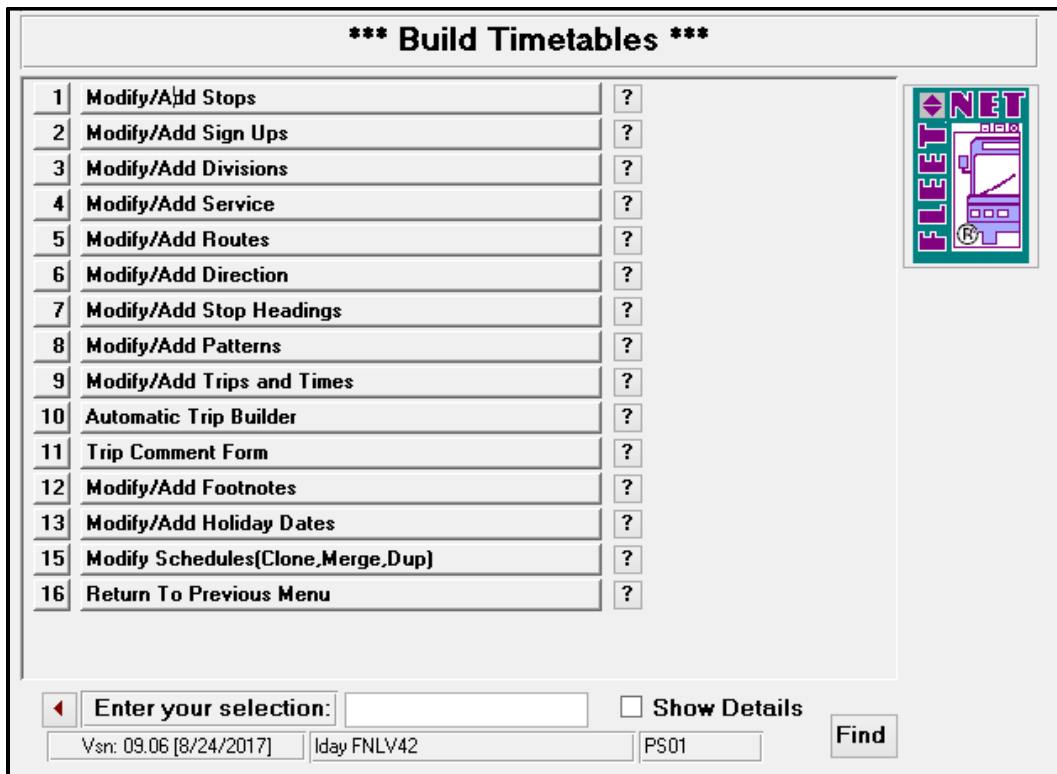
### Modify / Add Misc List Codes

Module: WS  
Type: TypeOfService

Code	Value	
▶ FR	Fixed Route	
SP	Special Use	
*		



## Modify/Add Timetables Menu

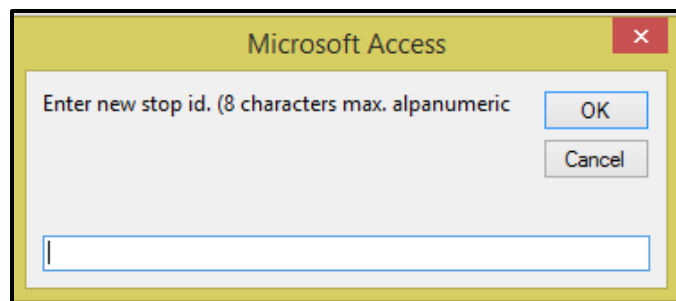


### Modify/Add Stops

Click **Modify/Add Stops** to create/modify stops.

#### New


Click **New** to create a new stop.



Enter the new Stop Id.

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

### Stop Edit Form



StopId:

Stop Name:

---

Stop:  Stop Short Name:

Stop Description:  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:

Comments:

Ada Accessible  
  Sidewalk  
  Lift Accessible  
  Curb  
  Active  
  Pickup Allowed  
  Telephone  
  Lighting  
  Trash Receptacle  
  Shelter  
  Seating  
  Drop Off Allowed

Gps Latitude:  Gps Longitude:

Last Inspected:  Last Cleaned:  Last Repaired:

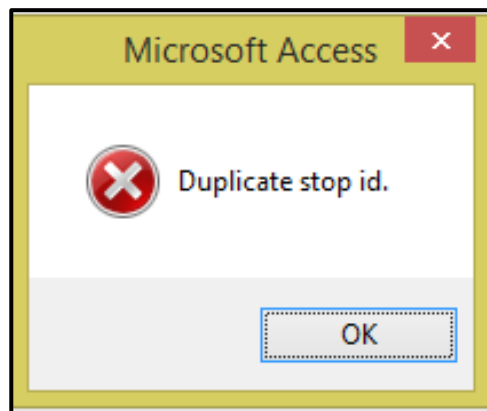
Field Name	Max Field Size	Field Type	Description
Stop Id	8	Alpha/Numeric	Select an existing stop from the drop-down list. It is recommended to strictly use numbers as other outside products such as AVL will only accept numeric stop ID's. Do not start stop ID's with leading zeros, as it will cause issues with outside programs.
Stop Name			Search fields for selecting a stop by name versus ID.
Stop Short Name	20	Alpha/Numeric	Abbreviated name of the actual stop name.
Stop Description	90	Alpha/Numeric	Description of the Stop.
Alias	8	Alpha/Numeric	Used if the stop is identified by a bus stop number or any other kind of identifier.
City	25	Alpha/Numeric	Select the City from the drop-down list. New cities can be added. Select Option #7 on PS Menu to add additional cities to the Miscellaneous Code for City.
County	25	Alpha/Numeric	Select the County from the drop-down list. New counties can be added. Select Option #7 on PS Menu to add additional cities to the Miscellaneous Code for County.
Zip Code	10	Alpha/Numeric	Enter the zip code for the selected stop.
Street Address	10	Alpha/Numeric	Enter the numeric address.
Street Prefix	2	Alpha/Numeric	Prefix (N, S, E, W).
Street Name	30	Alpha/Numeric	Enter the name of the street.
Street Type	5	Alpha/Numeric	Enter a description of the type of street (HWY, 2way).
Street Suffix	2	Alpha/Numeric	Enter the suffix (Rd, St, Ct).
Street Direction	2	Alpha/Numeric	Direction of travel (N, S, E, W, or SW etc.).
Street Side	10	Alpha/Numeric	Side of Street where stop is located. (N, S, E, W or Right, Left).
Cross Street Prefix	2	Alpha/Numeric	Prefix (N, S, E, W).
Cross Street Name	30	Alpha/Numeric	Enter name for closest cross street.

Public Schedule Setup.....continued

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Field Name	Max Field Size	Field Type	Description
Cross Street Type	5	Alpha/Numeric	Enter a 4 character description of the type of street (HWY, 2way).
Cross Street Suffix	2	Alpha/Numeric	Enter the suffix (Rd, St, Ct).
Distance from Cross Street		Numeric	Enter the distance from the cross street in miles.
Comments	50	Alpha/Numeric	Field allows for a short comment referring stop.
Ada Accessible Sidewalk Lift Accessible Curb Active Telephone Lighting Trash Receptacle Shelter Seating Active Pickup Allowed Drop Off Allowed			This describes different amenities in reference to the select stop. Check the box if applicable.  System Default Yes to: Active, Pickup Allowed & Drop Off Allowed. To make inactive uncheck the box.  Pickup Allowed/ Drop Off - Custom Avail interfaces may use these fields.
GPS Latitude/Longitude		Numeric	Enter the GPS coordinates.
Last Inspected		Date/Time	Populates with a date when inspected, when date is entered on Bus Stop Inventory form.
Last Cleaned		Date/Time	Populates with a date when cleaned, when date is entered on Bus Stop Inventory form.
Last Repaired		Date/Time	Populates with a date when repairs were made, when date is entered on Bus Stop Inventory form.

When creating a new stop, if the stop id matches an existing stop id the following prompt will display.



**Edit**

Click **Edit** to view or modify the selected stop.



### Stop Edit Form

StopId: 100  
 Stop Name: Community College Southbound

Stop: 100 Stop Short Name: CPS  
 Stop Description: Community College Southbound Alias:  
 City: Las Vegas County: Clark Zip Code: 89130-0000  
 Street Address: 3200 Street Prefix: E Street Name: Cheyenne  
 Street Type: 2way Street Suffix: AV Street Direction: E  
 Street Side: West  
 Cross Street Prefix: N Cross Street Name: Pecos  
 Cross Street Type: 2way Cross Street Suffix: RD Distance From Cross Street: 0.50  
 Comments: CSN Cheyenne Campus Stop

Ada Accessible:  Sidewalk:  Lift Accessible:  Curb:  Active:  Pickup Allowed:   
 Telephone:  Lighting:  Trash Receptacle:  Shelter:  Seating:  Drop Off Allowed:   
 Gps Latitude: 36.220363 Gps Longitude: -115.10472  
 Last Inspected: 10/31/2017 Last Cleaned: 11/27/2017 Last Repaired: 5/15/2017

NET

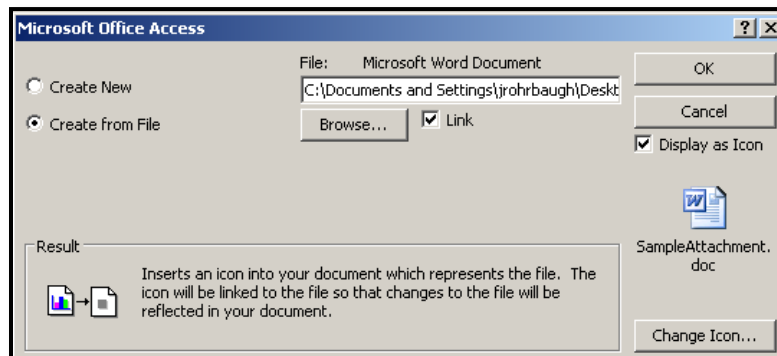
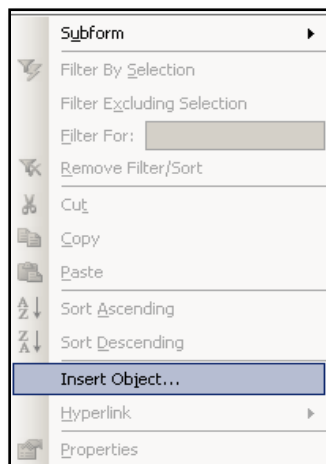
Edit  
 Notes  
 Delete  
 Renumber  
 New

### Notes

Click **Notes** to add, modify or delete notes associated with the selected stop.

Field Name	Max Field Size	Field Type	Description
Document Code	25	Alpha/Numeric	Select the Document Code from the drop-down list. If the code is not available for selection, it can be added. Click <b>Green Checkmark</b> . <i>Required Field.</i>
Reference	30	Alpha/Numeric	Enter a unique reference to identify the note/attachment. <i>Required Field.</i>
Comment		Alpha/Numeric	Clicking the field creates an automatic date, time, and user's stamp. Enter any comments regarding the note option selected.
Attachment			Right click in the field to attach a document specific to the selected asset.
Hyperlink	255	Alpha/Numeric	Enter an applicable hyperlink.

### Direction for Insert Object:



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Right Click in Attachment box. Select Insert Object. Microsoft Access window will display.

Click **Create from File button**.

Click **Browse**.

Locate the document or photo to be attached. Highlight the record.

Click **OK**.

File location will populate in the location box.

Click **OK**.

Document will display in the Attachment box.

Double Click on the attached document to view.

**Stop Edit Form**

StopId:

Stop Name:

---


Document Code:

Reference:

**Comment:**

Iday 2/12/2018 4:05:15 PM:  
Current Photo  
Iday 2/12/2018 4:10:47 PM:

**Attachment:**



**Hyperlink:**

<b>Created:</b>	Iday	2/12/2018 4:05:02 PM	FNPS_StopEditForm
<b>Updated:</b>	Iday	2/12/2018 4:11:27 PM	FNPS_StopEditForm

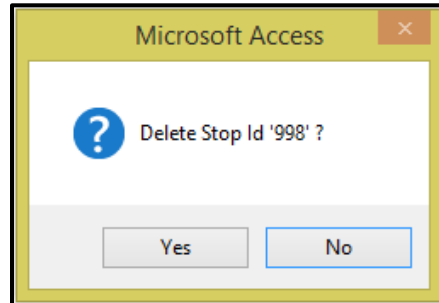
Double Click on the attached document/icon to view.



## Delete

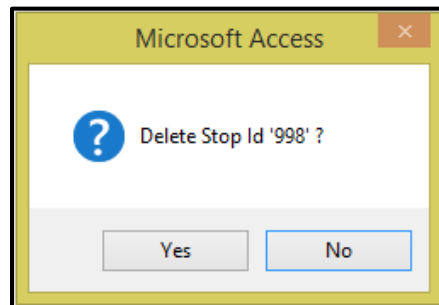
**Note:** Stops should not be deleted if current signup contains the stop. The delete option affects the stop id table and will permit the delete even if signups still has the stop assigned. Past signup reports can still be run but will indicate #error as the heading.

Click **Delete** to delete a stop. Select the stop ID from the list. The following message will display.



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

Once deletion is completed the following message displays.



Click **OK**.

## Renumber

This option will renumber the stop in all Fleet-Net tables across multiple modules.

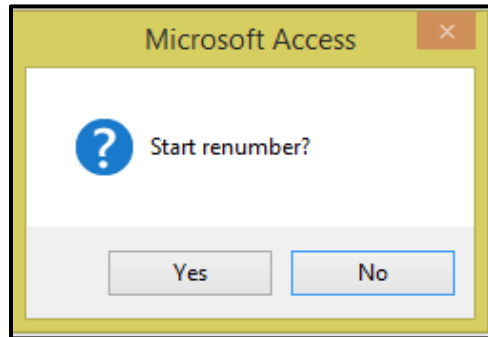
Click **Renumber** to renumber a stop ID to an alternative number.

Enter or select Stop ID from drop-down options. Enter the new Stop Id.

A screenshot of the "Stop Edit Form" interface. The form has a title "Stop Edit Form" in the top left. Below the title, there are two dropdown menus: "StopId" with the value "998" and "Stop Name" with the value "New stop". Below these is a section titled "Renumber Stop Id" containing a text input field labeled "New Stop Id:" with the value "1998". A "Start" button is located below the input field. On the right side of the form, there is a vertical stack of buttons: "Edit", "Notes", "Delete", "Renumber", and "New". In the top right corner, there is a small icon for "Fleet-Net".

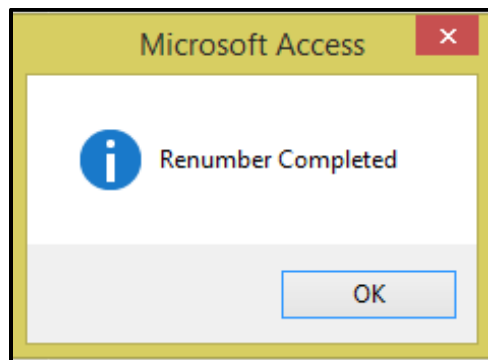
Field Name	Max Field Size	Field Type	Description
Stop Id		Alpha/Numeric	Enter or Select Stop Id to be renumbered.
Stop Name		Alpha/Numeric	Auto populates Stop Name from Stop Master Setup.
New Stop Id	8	Alpha/Numeric	Enter the new Stop Id #.

Click **Start**.



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

Once renumber is completed the following message will display.




Click **OK**.

## Modify/Add Sign Ups

Click **Modify/Add Sign Ups** to create a new signup, add (pick/bid), clone (copied), or purge (delete) a sign up.

To add a new sign up. Proceed to the first blank record. Enter all applicable information. *Do not enter data on this form if Clone will be used from PS or FC.*

Signup Edit Form			
			Print
			Clone
			Purge
			
Sign Up	Description	Effective	End
SPRING17	MAR-APR-MAY 2017	3/1/2017	5/30/2017
SUMMER17	JUN-JUL-AUG 2017	6/1/2017	8/31/2017
FALL17	SEP-OCT-NOV 2017	9/1/2017	11/30/2017
WINTER17	DEC-JAN-FEB	12/1/2017	2/28/2017

Field Name	Max Field Size	Field Type	Description
Sign Up	12	Alpha/Numeric	Enter an alpha/numeric signup name.
Description	30	Alpha/Numeric	Assign a description to the signup.
Effective		Date/Time	Enter the effective date of the sign up.
End		Date/Time	Enter the last day of the signup is effective. <i>(Enter End Dates for all signups that should be used to calculate mileages for the fiscal year. This is used for NTD reports only. Leave blank if the signup should not be include for Scheduled Mileage on the NTD report S-10 Service Non-Rail.</i>

### Print

Click **Print** to generate a report listing all the signups.

Sign Up Report			
Sign Up	Description	Effective Date	Ended Date
SPRING17	MAR-APR-MAY 2017	3/1/2017	5/30/2017
SUMMER17	JUN-JUL-AUG 2017	6/1/2017	8/31/2017
FALL17	SEP-OCT-NOV 2017	9/1/2017	11/30/2017
WINTER17	DEC-JAN-FEB	12/1/2017	2/28/2017
Total Sign Ups:		4	

### Clone

The New Signup ID must be setup to executing the Clone process.

Click **Clone** to populate the entire (source) signup information as a new sign up (target).

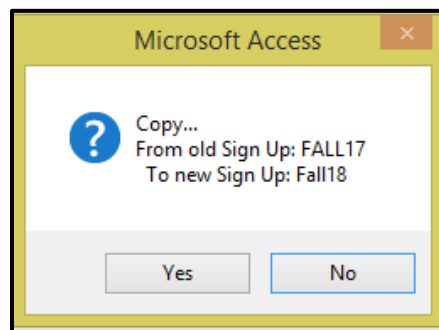
*(Note: This clone feature only clones the signup in the Public Schedules module. The recommendation, when duplicating Signup's that impact all 3 modules (PS FC OT) use option #7 Duplicate Signup (PS, FC, OT) from the FC01 menu.*



The screenshot shows a window titled "Signup Clone Form". In the top right corner, there is a logo for "NET" with a stylized computer monitor icon. Below the title, there are two dropdown menus: "Old Sign Up:" with "FALL17" selected, and "New Sign Up:" with "Fall18" selected. To the right of these dropdowns is a "Start" button.

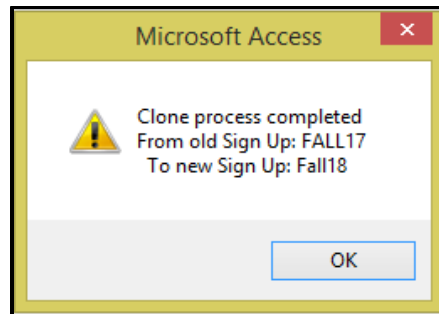
Enter or select from the drop-down options the Old Sign Up. Enter the new Sign Up.

Click **Start**.



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

Once Clone process is completed.



Click **OK**.

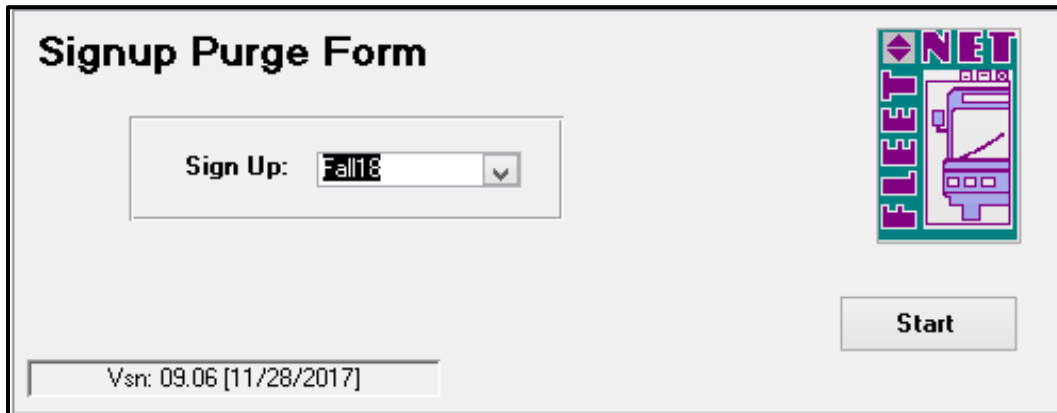
## Purge

Enter or select from the drop-down options the Sign Up to be purged.

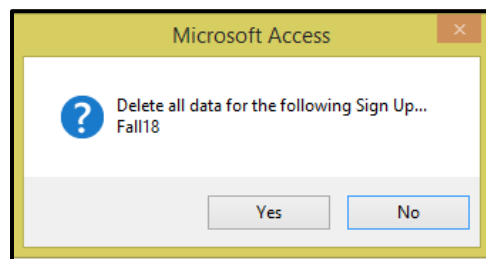
Click **Purge** to delete the entire signup.

*(Note: This Purge feature **only** purges the data from the Public Schedules tables. The recommendation when purging a signup is to use option #8 **Purge Signup** from the FC01 Menu. The Purge Signup on the FC01Menu deletes the data from PS, FC & OT modules).*

Public Schedules User Guide  
Click **Start**.

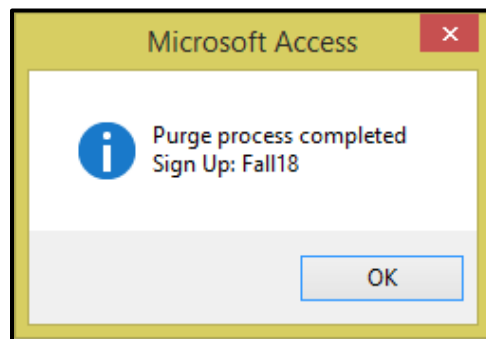


The following message displays.



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

Once purge process is completed the following message displays.



Click **OK**.

## Modify/Add Divisions

Divisions can be used to further define metropolitan area or other designated areas for the selected signup. Divisions can be modified from sign up to sign up.

Click **Modify/Add Division** to modify, add, or delete divisions. New divisions can be added by entering information in the next blank record.

Enter or select the Signup from drop-down option.

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To modify information in a division, select the line of the division and make necessary changes then press the enter key. You may have more than one division per Sign Up.

**Division Edit Form**

Sign Up: FULL

Division	Description
1	Las Vegas
G	Green Valley
S	Summerlin

Field Name	Max Field Size	Field Type	Description
Sign Up			Select Sign Up from the drop-down options.
Division	4	Alpha/Numeric	Enter Identifier for the Division.
Description	30	Alpha/Numeric	Enter a Description for the Division.

**Delete** (Microsoft Access process not a button)

**Note:** Use great caution when executing this option. It will only delete all data for the selected Division within the Public Schedule module but will not delete records from Fast Cut or Operator Timekeeping. This delete should **NOT** be executed for Divisions that still have data within FC/OT as the data will become orphaned).

To remove/delete an entire Division code. Right Click to in the box left of the Service field.

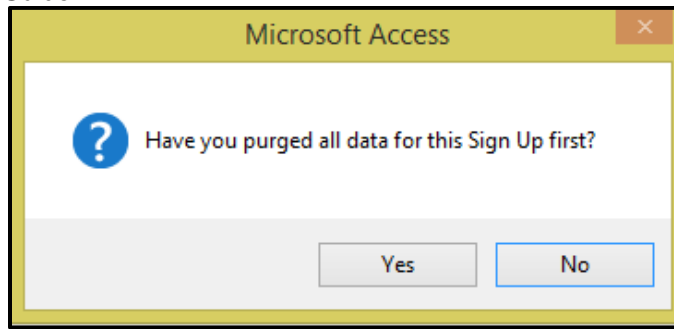
Click **Cut**.

**Signup Edit Form**

Print  
Clone  
Purge

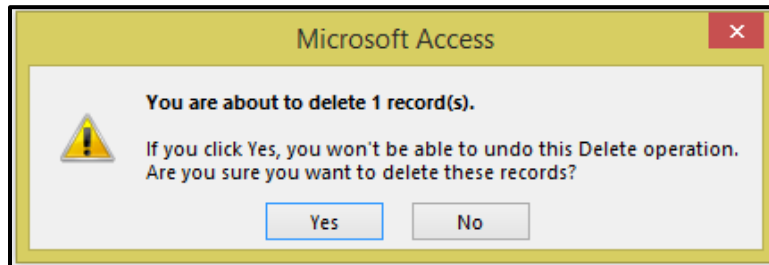
Sign Up	Description	Effective	End
Full	Jan 1	1/1/2018	6/30/2019
		12/1/2017	6/30/2019
	OT DUP	1/1/2018	
	t Merge		
JAN2018	Jan2018	1/1/2018	12/31/2018





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

System will populate the following message.



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

## Modify/Add Service

Click **Modify/Add Service** to create or delete a Service Code specific to the Signup.

Enter or select a sign up from the drop-down option.

### Service Edit Form

Signup:

Clone

Service	Description	Sequence	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Service	Type of Service
A	All	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MB <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
W	Weekday	2	<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"/>	MB <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
S	Saturday	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MB <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
H	Holiday	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MB <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
X	Sunday	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MB <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
AD	All Demand Response	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DR <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
WD	Weekday Demand Response	7	<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"/>	DR <input type="text" value="FR"/>	<input checked="" type="checkbox"/>
AV	All VanPool	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VP <input type="text" value="SP"/>	<input checked="" type="checkbox"/>
WV	Weekday VanPool	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VP <input type="text" value="SP"/>	<input checked="" type="checkbox"/>

Field	Description
Service	An abbreviation of what type of service is provided.
Description	A description of the service.
Sequence	This field defines what order the service identifiers populates in the drop-down list.
Check Box/Days of Week	Select the appropriate box as it relates the service provided.
Mode Of Service Type Of Service	For each signup assign the Mode Of Service (S-10 Specific Abbreviations) and Type of Service is user defined, these codes are used for the NTD report S-10 Service Non Rail scheduled miles. <b>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).</b>

### Clone

Enter or select the Signup from drop-down option.

Create a new Service Code.

#### Service Edit Form

Signup: FULL ▼

Clone

Service	Description	Sequence	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Service	Type of Service
W	Monday thru Friday	1	<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"/>	MB <span style="font-size: 0.8em;">▼</span> ✓	FR <span style="font-size: 0.8em;">▼</span> ✓
S	Saturday	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MB <span style="font-size: 0.8em;">▼</span> ✓	FR <span style="font-size: 0.8em;">▼</span> ✓
X	Sunday	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MB <span style="font-size: 0.8em;">▼</span> ✓	FR <span style="font-size: 0.8em;">▼</span> ✓
A	All Day	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MB <span style="font-size: 0.8em;">▼</span> ✓	FR <span style="font-size: 0.8em;">▼</span> ✓
XE	Sunday Extra	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MB <span style="font-size: 0.8em;">▼</span> ✓	FR <span style="font-size: 0.8em;">▼</span> ✓

Click **Clone** to copy one service within the **same** signup to another service. Use this feature to duplicate Stop Headings, Trips and Times, Footnotes and Comments from one service to another within a signup.

Note: If data has been built in Fast Cut a change to a service in Public Schedule will require action in the Fast Cut & Operator Timekeeping modules.

Select the Old Service (Source) code and the New Service (Target) code from the drop-down lists.

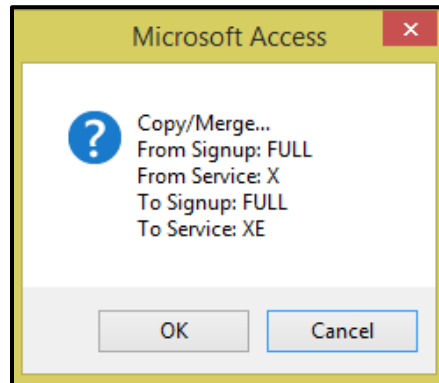
#### Service Clone Form

Old Service: X ▼

New Service: XE ▼

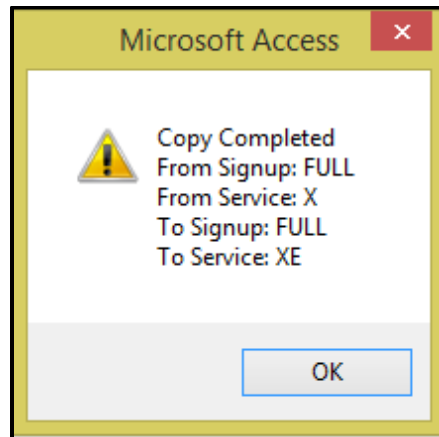
Start

Public Schedules User Guide  
Click **Start**.



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

Once copy is completed the following message displays.



Click **OK**.

**Delete** (Microsoft Access process not a button)

To remove/delete an entire Service line from this form, Right Click to in the box left of the Service field.

Click **Cut**.

*(Note: Use **CAUTION** when executing this option. Deleting a Service Code will remove all records from the Public Schedule tables will not impact Fast Cut or Operator Timekeeping. This delete should **NOT** be executed for service codes that still have data within FC/OT as the data will become orphaned).*

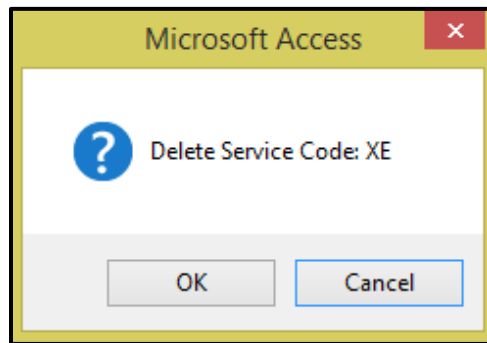
### Service Edit Form

Signup: FULL Clone

Service	Description	Sequence	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Service	Type of Service
W	Monday thru Friday	1	<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"/>	MB	FR
S	Saturday	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MB	FR
X	Sunday	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MB	FR
A	All Day	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MB	FR
XE	Sunday Extra	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MB	FR
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

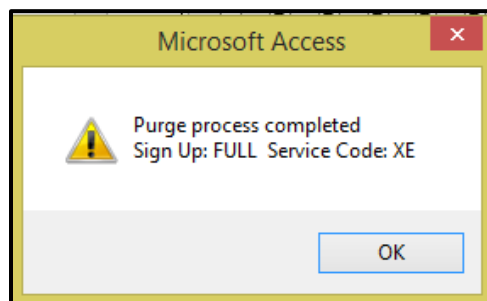
- Cut
- Copy
- Paste
- Form Properties
- Properties

The following message will display.



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

When deletion is completed the following message displays.




Click **Ok**.

## Modify/Add Routes

Click **Modify/Add Routes** to make modifications, additions and deletions for routes associated within the selected Sign Up.

Enter or select the Signup from drop-down option.

**Route Edit Form**

Sign Up: FULL 

Route	Description	Route Type	Route Color	Route Text Color
64	South Atherton Football Shuttle	3		
Route Url: <input type="text"/>				
7	Houserville C	3		
Route Url: <input type="text"/>				
999	Deadhead	3		
Route Url: <input type="text"/>				
998	Test Route	8		
Route Url: <input type="text"/>				

Field Name	Max Field Size	Field Type	Description
Sign Up			Select Sign Up from the drop-down options.
Route	4	Alpha/Numeric	Enter a Route Number ( <i>Note: Many AVL and Fare box systems only accept numeric route names</i> ).
Description	50	Alpha/Numeric	Enter a Description for the Route.
Route Type	1	Numeric	This field is used when data is to be exported to the Google Interface. Choose from the drop-down list the type of route. 3 for Bus. Leave blank to omit this route from the Google Transit Feed files.
Route Color	6	Alpha/Numeric	This field is used when data is to be exported to the Google Interface. Enter the color that is to be associated with the route in the Google Interface.
Route Text Color	6	Alpha/Numeric	This field is used when data is to be exported to the Google Interface. Enter the color that is to be associated with the text for the route in the Google Interface.
Route Url	100	Alpha/Numeric	This field is used when data is to be exported to the Google Interface. Enter the Url (Uniform Resource Locator or Path) that is to be associated with the route in the Google Interface.

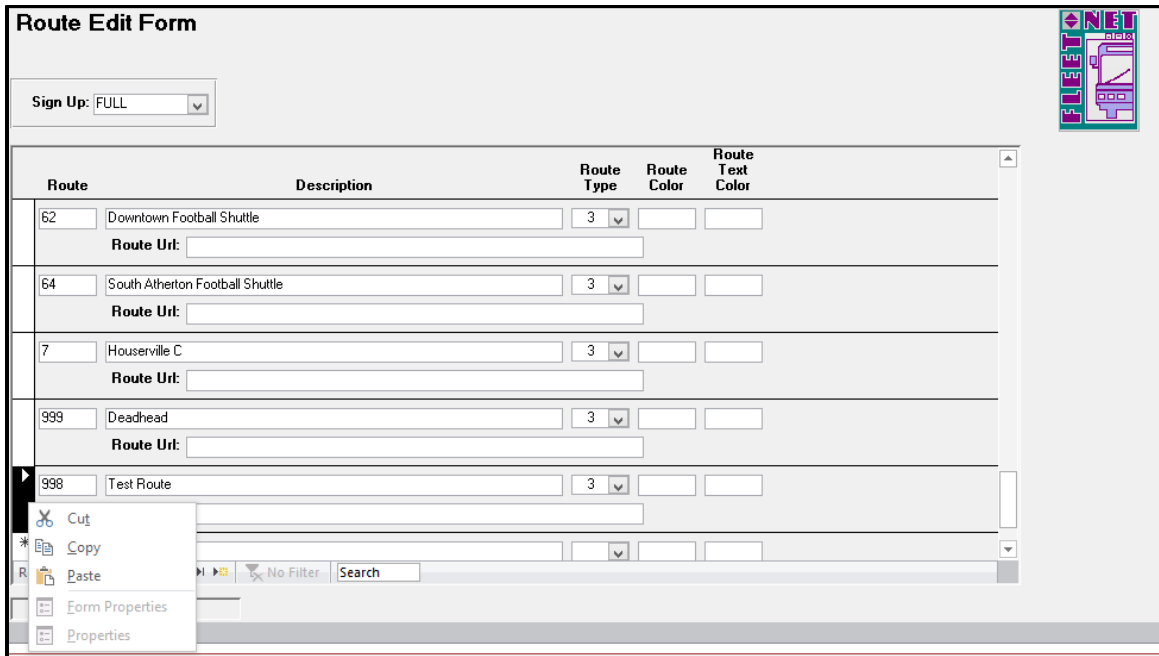
### Delete (Microsoft Access process not a button)

Deleting/Cutting a route record from here that currently has stop heading, trips etc. assigned will orphan the data in the tables.

## Public Schedules User Guide

*Delete should only be used on a newly created route number entered in error. It will only cut the record from the routes table.*

Click **Cut**.

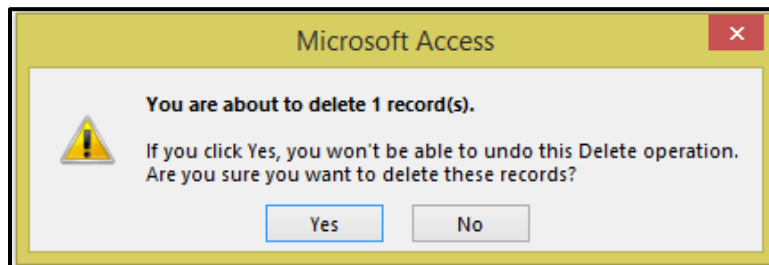


The screenshot shows the 'Route Edit Form' interface. At the top, there is a 'Sign Up:' dropdown menu set to 'FULL'. Below this is a table with columns: 'Route', 'Description', 'Route Type', 'Route Color', and 'Route Text Color'. The table contains five rows of route data:

Route	Description	Route Type	Route Color	Route Text Color
62	Downtown Football Shuttle	3		
64	South Atherton Football Shuttle	3		
7	Houserville C	3		
999	Deadhead	3		
998	Test Route	3		

Below the table, a context menu is open over the 'Test Route' row, showing options: Cut, Copy, Paste, Form Properties, and Properties. The 'Cut' option is highlighted. At the bottom of the form, there is a search bar with 'No Filter' and a search button.

The following message displays.



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

## Modify/Add Direction

Click **Modify/Add Direction** to enter all associated directions for the selected signup.

Enter or select the Signup from drop-down option.

This form allows the modifications, deletions and additions of directions. Deletions will only delete the record within this form and not a mass delete of other PS data pertaining to that direction.

Direction	Description	Google Direction Id
D	DEADHEAD	
I	INBOUND	
O	OUTBOUND	
*		0 1

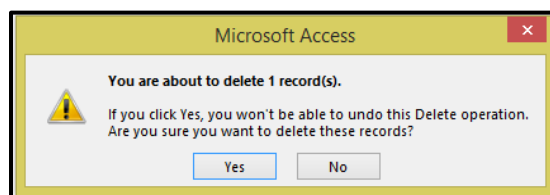
Field Name	Max Field Size	Field Type	Description
Direction	1	Alpha/Numeric	One character identifier for the direction. D for Deadhead must be entered for use in Revenue Ridership and Fast Cut modules.
Description	4	Alpha/Numeric	Identifies in one or more words the direction.
Google Direction ID	50	Alpha/Numeric	This field is used when data is to be exported to the Google Interface. Choose from the drop-down list the direction id.

**Delete** (Microsoft Access process not a button)

To remove/delete an entire Route from the selected signup. Right Click to in the box left of the Route field. Click **Cut**.

*(Note: Use **CAUTION** when executing this option. Deleting a Direction will remove all records from the Public Schedule tables it will not impact Fast Cut or Operator Timekeeping. This delete should **NOT** be executed for Routes that still have data within FC/OT as the data will become orphaned).*

The following message displays.



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

## Modify/Add Stop Heading

This form allows for the modification, addition or deletion of stop headings for time points only.


Click **Modify/Add Stop Headings** to create the headings for the time point stops only.

To access the data enter or select the Signup, Division, Service, Route and Direction fields or use the Search field to select existing Stop Heading combinations from the drop-down list.

**Stop Heading Edit Form**

Search:  Signup: FULL Division: 1

Service: W Route: 10 Direction: I



Field Name	Max Field Size	Field Type	Description
Stop #		Number	Enter Stop # to Identify the sequence of the time points.
Stop ID	8	Alpha/Numeric	Identifies in one or more words the direction.
Print On Public Schedules		Yes/No	Check the box to have the Stop Heading printed on the Public Schedule documentation
Print On Driver Reports		Yes/No	Check the box to have the Stop Heading printed on Driver Reports.

### Edit Stop Headings


Click **Edit Stop Headings** to add/modify or delete a stop heading from the selected options.

Locate the Stop # to be changed make any applicable changes and enter through the line to save the changes.

**Stop Heading Edit Form**

Search:  Signup: FULL Division: 1

Service: W Route: 10 Direction: I



Stop #	Stop Id	Alias	Print On Public Schedules	Print On Driver Reports
100	173	Timothy Lane at W Blade Dr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
200	185	Tadpole Rd at W Pine Grove Rd Inbound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Delete (Microsoft Access process not a button)

To remove/delete an entire Route from the selected signup. Right Click to in the box left of the Route field.


Click **Cut**.

*(Note: Use **CAUTION** when executing this option. Deleting a Stop Heading will remove all records from the Public Schedule tables it will not impact Fast Cut or Operator Timekeeping. This delete should **NOT** be executed for Stop Headings that still have data within FC/OT as the data will become orphaned).*



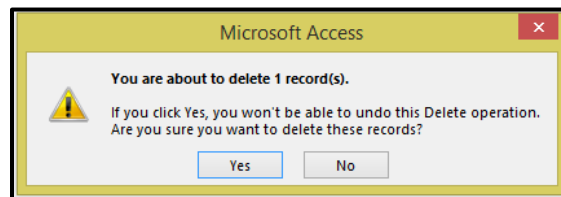
**Stop Heading Edit Form**

Search:  Signup: FULL  Division: 1   
 Service: W  Route: 10  Direction: I



Stop #	Stop Id	Alias	Print On Public Schedules	Print On Driver Reports
100	173	Timothy Lane at W Blade Dr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
200	185	Tadpole Rd at W Pine Grove Rd Inbound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		116 E Pine Grove Rd (Post Office)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		W Whitehall Rd near Research Dr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		816 Bayberry Dr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		South Burrowes St at Calder Way	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The following message displays.



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

## Modify/Add Patterns

Click **Modify/Add Patterns** to define, clone or delete Patterns. Patterns must be defined for each unique sequence of stops on a route.

Agencies using the Fleet-Net to Avail interface will be required to enter not only the time points but all intermediate stops between time points as well. If not using the interface it is not required to enter intermediate stops.



Enter or select a signup and pattern from the drop-down options.

## Stops

Click **Stops** to attach all applicable stops to the selected Signup & Pattern.

**Pattern Edit Form**

Signup: WINTER17  Pattern: 1130A   Time Points  Relief Points

Stop #	Distance	Stop Id	Description	Alias	Time Point	Relief Point
90	0.000000	99	Tranist		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100	4.750000	100	Community College Southbound		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
101	1.510000	102	Pecos/Lake Mead Southbound		<input type="checkbox"/>	<input type="checkbox"/>
102	1.050000	106	Pecos/Washington Southbound		<input type="checkbox"/>	<input type="checkbox"/>
103	0.300000	110	Pecos/Bonanza Southbound		<input checked="" type="checkbox"/>	<input type="checkbox"/>
104	0.520000	114	Pecos/Stewart Southbound		<input type="checkbox"/>	<input type="checkbox"/>
105	0.200000	120	Pecos/Charleston Southbound		<input checked="" type="checkbox"/>	<input type="checkbox"/>
106	1.360000	122	Pecos/Sahara Southbound		<input type="checkbox"/>	<input type="checkbox"/>

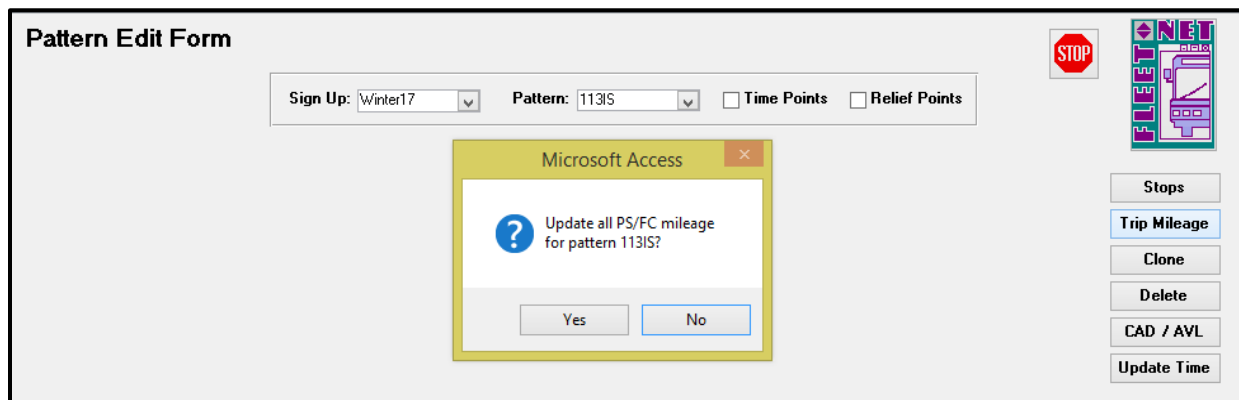
Field Name	Max Field Size	Field Type	Description
Pattern	10	Alpha/Numeric	Select a pattern from the drop-down list or enter a new pattern. An example of a pattern name is the Route number + Direction+ sequential number, each unique sequence of stops should be identified by a unique pattern.
Time Points		Yes/No	Check the box to display only Time Points previous setup for the selected signup/pattern. Un-checking both Time Points and Relief Points display ALL stops.
Relief Points		Yes/No	Check the box to display only Relief Points previous setup for the selected signup/pattern. Uncheck to display all stops for the selected Pattern.
Stop #		Number	Enter the stop number to be assigned to the stop ID.
Distance		Number	Enter the mileage from the previous stop. The distance of first stop should be zero.
Stop Id			Select the Stop ID from drop-down options.
Description			Description will automatically populated information from Stops setup form.
Alias			Alias will automatically populated information from Stops Setup form.
Time Point		Yes/No	Check to indicate stops that are time points.
Relief Point		Yes/No	Check to indicate stops that are relief points. This is required to enable runs to be cut using relief points.
Total Distance			Displays total distance for all stops of the pattern not necessarily just the ones displayed.
Total # Stops			Total # Stops is displayed.

### Trip Mileage

If mileage needs to be corrected, this feature will update all mileage in previously built trips in Public Schedules as well as Blocks and Runs in Fast Cut

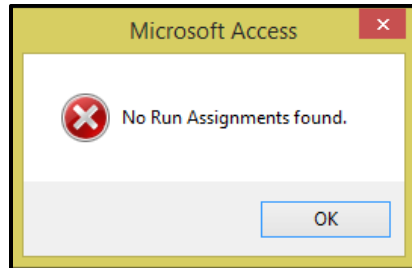
Select the Signup and Pattern.

Click **Trip Mileage** to update the mileage for the selected Sign up & Pattern.



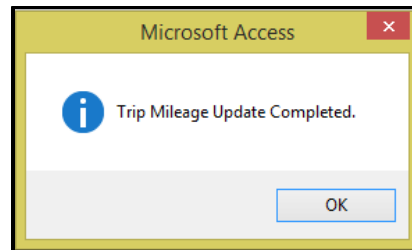
Click **Yes** to continue, click **No** to cancel.

If no Run Assignment is found the following message will display.



Click **OK**.

When update has been completed. The following message displays.



Click **OK**.

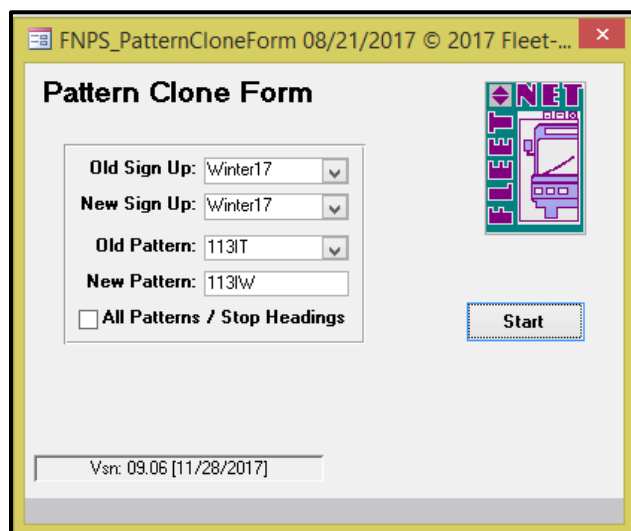
## Clone

Click **Clone** to duplicate a pattern to a new pattern. This option can be used when two patterns are very similar and to avoid redundancy of entering the new pattern it can be cloned. Modifications to the new cloned pattern can be made by adding or removing stops. Pattern cloning will not update PS trips. Patterns must be completed first and accurate first before assigning to trips

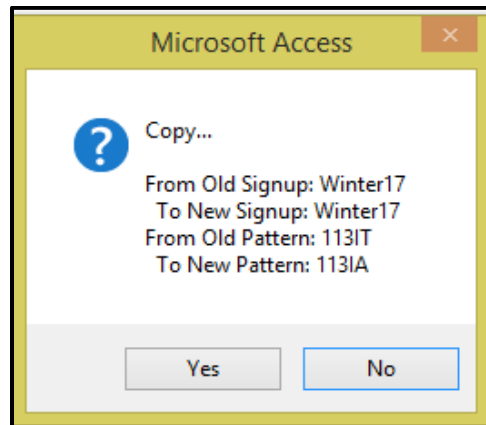
Enter Signup to be cloned in the Old Signup. Enter New Signup to copy the data to.

Enter Pattern to be cloned in the Old Pattern. Enter New Pattern to copy the data to.

Click **Start**.

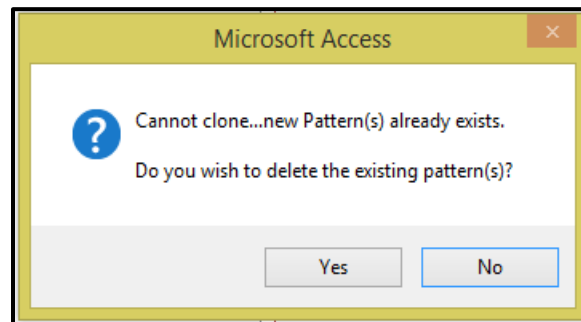


The following message displays.



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

If an existing pattern has already been created the following error message will display.



Click **Yes** to delete existing pattern and create a new one or **No** to cancel.

This form will also duplicate a pattern from one signup to another.

Select the All Patterns /Stop Headings checkbox to clone all patterns from one signup to another.

**Note:**

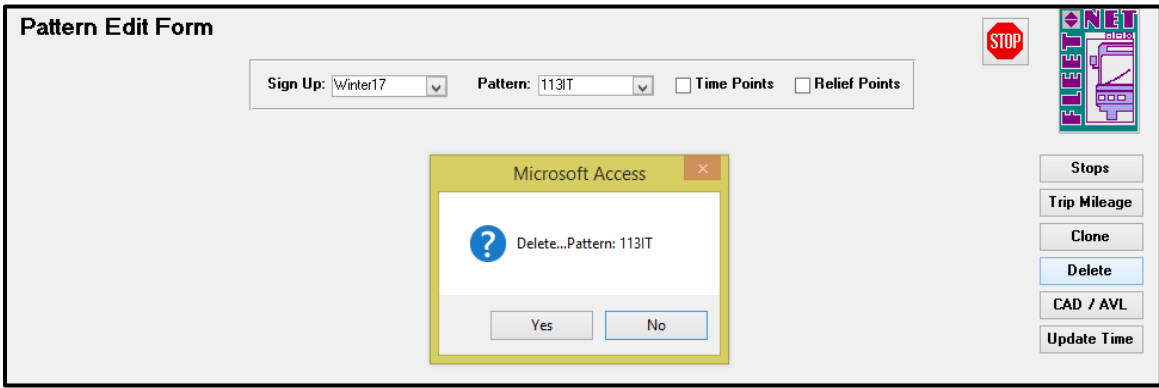
Do not use this option if you also want to clone all the Trips from the Old Signup. In this case use the Clone feature on the Signup Edit Form. (*Contact Fleet-Net support line when in doubt about major cloning options. The most widely used clone feature used once a signup has been completely built is via the Fast Cut duplicate option found on the FC01 menu*).

**Delete**

Select the signup and the pattern to be deleted from drop-down options.

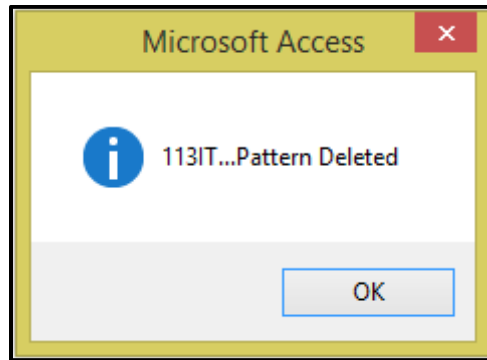
Click **Delete** to delete the selected pattern from the selected Sign Up. Deleting a pattern will also remove the pattern from all public schedule trips as well.

If the pattern to be deleted is already being used in blocking and run cutting, first uncut the run, unblock the block and then proceed with the delete.



Click **Yes** to proceed with delete, **No** to cancel.

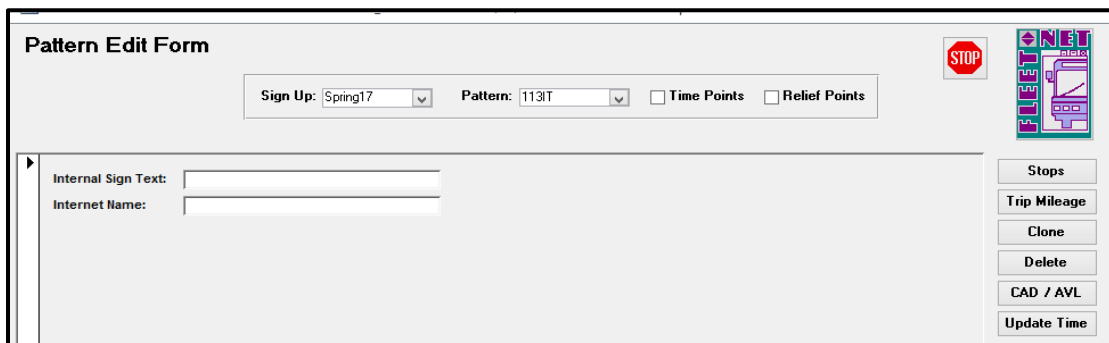
The following message displays.



Click **OK**.

## CAD / AVL

The Internal Sign Text and Internet Name fields are used by Fleet-Net's export to the Avail system. Enter in the appropriate information. These fields cannot be left blank. Leaving them blank will result in errors when the interface is executed.

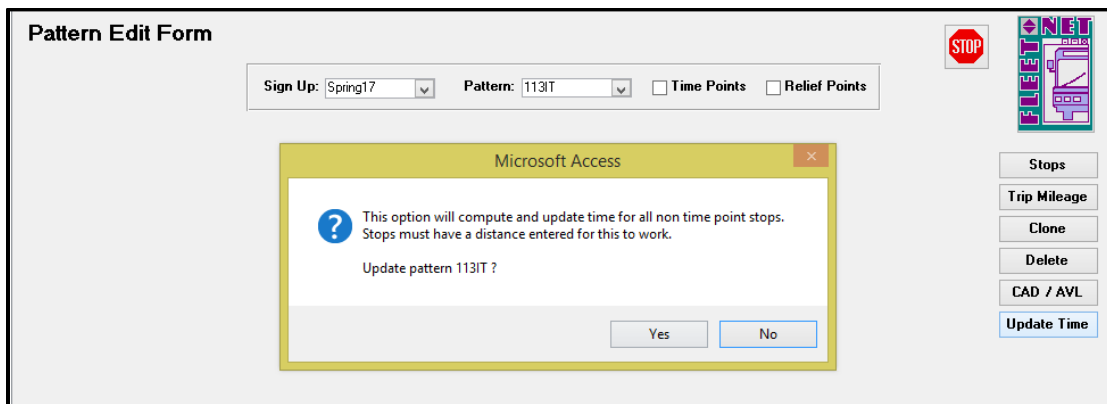


## Update Time

Click **Update Time** to automatically update the times of NON time point stops to the trips seen via the Modify/Add Trips and Times form.

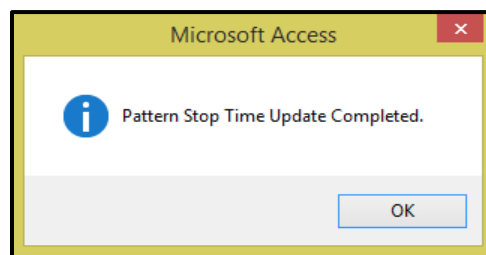
Agencies using the Fleet-Net to Avail interface will need to execute this option. Agencies that wish to keep track of stops in-between time points can use this feature as well. The times for Time Points can be viewed and are entered via the Trip Edit Form as described below in the next section of the manual. To avoid tedious entry of all intermediate stop times this feature will automatically calculate the time based on the time of the two time points the stop falls in between and the distance entered for that stop.

Enter a specific pattern or leave blank to do all patterns within a Sign Up.



Click **Yes** to proceed and **No** to cancel.

When update is completed the following message will display.



Click **OK**.

## Modify/Add Trips and Times

Use this form to manually build, modify, delete or display trips. Within this form the user will assign a trip number, associate a pattern with the trip, enter in footnote code and enter the times for the time points of that trip.

If the Automatic Trip Builder form was used to build trips, those trips can be modified via this form.

Enter the Signup, Division, Service, Route and Direction fields or use the Search option to select the Signup.

### Edit Trips

Click **Edit Trips** to add/modify or delete stop information for the selected Sign Up and Pattern.

Trip #	Pattern	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage	Headsign Code	External Annc. Code
1	1130A			705A	805A	60	14.11		
2	1130A			805A	905A	60	14.11		
3	1130A			905A	1005A	60	14.11		
4	1130A			1005A	1105A	60	14.11		
5	1130A			1105A	1205P	60	14.11		
6	1130A			1205P	105P	60	14.11		

Field	Description
Trip Number	Enter a Trip Number. Ex: 1,2,3 or 5,10,15 etc.
Pattern	Enter the corresponding pattern for this trip. Field will not allow selection of pattern that is not on the drop-down list.
Block	Automatically updated by Fast Cut module when blocks are created.
Footnote Code	Enter the footnote code that applies to this entire trip. This code is setup in Modify Add Footnotes. (Not to be confused with FC Driver Footnotes). Prints on Schedule Time Audit Report.
Start Time/End Time	Double click on the Start Time. The stops on the pattern will be displayed. See below.
Trip Time	Automatically populated when the times have been entered.
Trip Mileage	Automatically populated when the times have been entered.
Head Sign Code	Select a code from the drop-down list that applies to the bus head sign/destination code. This field is used in the Fleet-Net / Avail interface.
External Annc. Code	Select a code from the drop-down list that applies to the audio External Announcement code. Codes are initially entered via the Misc Codes options referenced at the beginning of the manual. This field is used in the Fleet-Net / Avail interface.

To create a new trip and pattern. Enter the new Trip # & Pattern.

Double Click **Start Time field**. The following form displays.

The stops and distances are populated from the pattern previously defined. Enter the times for each Time-Point, applicable footnotes and make any revisions to what reports the stop is to appear on.

Public Schedules User Guide

Stop #	Time	Seconds After Midnight	Actual Seconds	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports	Time Point	Relief Point
100	1155A	42900	0	0.000000	X	T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				165	Nittany Mall Main Entrance					
200	1158A	43080	30	0.500000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				322	Premiere Dr at the UEC 12 Theatre					
300	1203P	43380	120	0.100000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				166	Villas at Happy Valley					

Field	Description
Stop #	Automatically populates from the stop # created via Modify/Add Patterns.
Time	Times must be entered for all Time Points format HHMM A-AM, P-PM or X – For after midnight for the next day.
Seconds After Midnight	Automatically calculated once user exits the sub form or the Compute Time button option is executed.
Actual Seconds	Automatically calculated once user exits the sub form or the Compute Time button option is executed. Time points will always reflect 0 and intermediate stops will reflect calculated seconds. These are used in the automatic calculation of the Time field based on time between time points and distance entered for the pattern via Modify/Add Patterns.
Distance From Previous Stop	Automatically populated based on distance entered via Modify/Add Patterns.
Public Schedule Footnote Code	Enter the code associated with this stop and time. Codes must first be created via the Modify/Add Footnotes option within PS.
Driver Reports Footnote Code	Enter the code associated with this stop and time. Codes must first be created via the Modify/Add Footnotes option within FC.
Print on Public Schedules	Defaults to print on Public Schedules. Revise if necessary.
Print on Driver Reports	Defaults to print on Public Schedules. Revise if necessary.
Time Point	Automatically populated based on designation made via Modify/Add Patterns.
Relief Point	Automatically populated based on designation made via Modify/Add Patterns.

The Time Points and Relief Points check boxes at the top of the form determine which stops are displayed. The default upon entering this form is Time Points. Uncheck Time Points and select Relief Points to view only relief point stops.

Uncheck both to display ALL stops.

Trip #:  Pattern:   Time Points  Relief Points

Stop #	Time	Seconds After Midnight	Actual Seconds	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports	Time Point	Relief Point
90	705A	25500	0	0.000000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				99	Tranist					
100	715A	26100	0	4.750000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				100	Community College Southbound					
113	805A	29100	0	0.230000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				140	McCarren Airport Inbound					



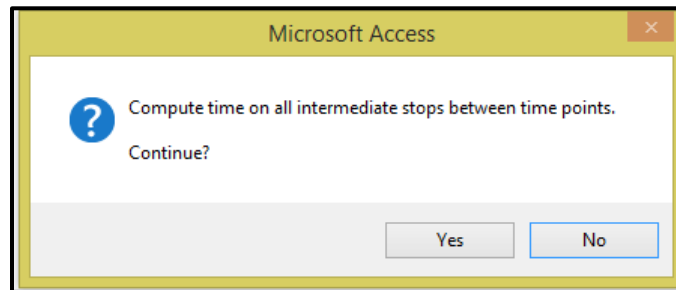
## Compute Time

*Note: If Time points box is checked system will update only the Time Point Stops. If all times need to be updated including intermediate stops, leave both checkboxes (Time Points & Relief Points) unchecked.*

Click **Compute Time** to calculate the times for all stops selected.

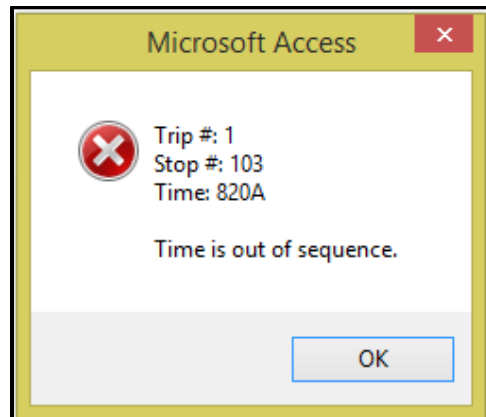
Stop #	Time	Seconds After Midnight	Actual Seconds	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports	Time Point	Relief Point
90	705A	25500	0	0.000000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				99	Transt					
100	715A	26100	0	4.750000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				100	Community College Southbound					
101	720A	26417	17	1.510000			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				102	Pecos/Lake Mead Southbound					
102	723A	26637	57	1.050000			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				106	Pecos/Washington Southbound					

The following message displays.



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

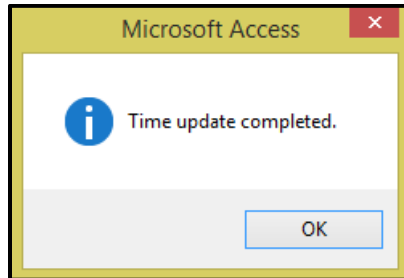
The message below will display if the time entered is out of sequence with the previous or next Time Point.



Public Schedules User Guide  
 Make corrections.

Click **Compute Time** again if corrections were made.

Once update is completed. The following message displays.



Click **OK**.

### Edit Time

Click **Edit Time** to make modification to existing stop # times. Highlight the Time field for the record to be changed. Make the changes and enter to save the changes.

Trip #:	145	Pattern:	10001	<input checked="" type="checkbox"/> Time Points	<input type="checkbox"/> Relief Points	<b>Compute Time</b>	<b>Edit Time</b>			
Stop #	Time	Seconds After Midnight	Actual Seconds	Distance From Previous Stop	Public Schedule Footnote Code	Driver Reports Footnote Code	Print On Public Schedules	Print On Driver Reports	Time Point	Relief Point
100	415P	58500	0	5.760000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				173	Timothy Lane at W Blade Dr					

### Print

Click **Print** to generate a trip report for the selected Sign Up, Division, Service, Route, and Direction.

Sample Transit Trip Report									
Signup:	FULL	Division:	1	Service:	W	Route:	10	Direction:	I
Trip #	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage			
100	1023		711A	749A	38	10.76			
105	1053		811A	849A	38	10.76			
110	1083		911A	949A	38	10.76			
115	1113		1011A	1049A	38	10.76			
120	1143		1111A	1149A	38	10.76			
125	1163		1211P	1249P	38	10.76			
130	1183		111P	149P	38	10.76			
135	1203		211P	249P	38	10.76			
140	1223		311P	349P	38	10.76			
145	1263		415P	449P	34	10.76			

Public Schedules User Guide  
**Automatic Trip Builder**

Click **Automatic Trip Builder** to automatically build multiple trips. Two options are available. The Headway option allows for the building of trips with consistent headways with the same pattern. The other option Elapsed Time allows for the building of trips based on consistent times between stops.

**Enter the Signup, Division, Service, Route and Direction.  
 Enter a starting Trip # and Trip Increment.**

*Example: Enter 1 to have the first trip start with 1 with Trip Increment of 1 which will produce trips 1,2,3 etc. Trips can also be numbered in increments so for example the Starting Trip # can be 5 and trip increments 5 which will result in trips numbers of 5, 10, 15 etc. allowing for insertion of additional trips.*

*Note: Also keep in mind if some trips have already been built the starting trip number must be higher than the last trip number built.*

Select the pattern that applies to the trips being built.

**Automatic Trip Builder**

Signup: FALL17    Route: 113    Starting Trip #: 10    Pattern: 1130S  
 Division: NLV    Direction: O    Trip Increment: 1

Service: S

Buttons: Headway, Elapsed Time, Build Trips

The first method is the Headway Method.

**Headway Method**

Click **Headway** to enter the Headway Time, Start and End times for each stop in the pattern.

When using this method the trips must be created in segments unless the headways are consistent for all trips in the specified direction, pattern combination.

**Automatic Trip Builder**

Signup: SPRING17    Route: 113    Starting Trip #: 5    Pattern: 1130A  
 Division: NLV    Direction: O    Trip Increment: 5

Service: A

Buttons: Headway, Elapsed Time, Build Trips

Stop #:	Stop Id:	Stop Name:	Headway:	Start Time:	End Time:
90	99	Tranist	30 (minutes)	705A	932P
100	100	Community College Southbound	30 (minutes)	715A	942P
103	110	Pecos/Bonanza Southbound	30 (minutes)	725A	952P
105	120	Pecos/Charleston Southbound	30 (minutes)	735A	1002P

Trip #	Pattern	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage
5	1130A			715A	745A	30	16.71
10	1130A			745A	815A	30	16.71
15	1130A			815A	845A	30	16.71
20	1130A			845A	915A	30	16.71
25	1130A			915A	945A	30	16.71
30	1130A			945A	1015A	30	16.71
35	1130A			1015A	1045A	30	16.71
40	1130A			1045A	1115A	30	16.71
45	1130A			1115A	1145A	30	16.71
50	1130A			1145A	1215P	30	16.71
55	1130A			1215P	1245P	30	16.71
60	1130A			1245P	115P	30	16.71
65	1130A			115P	145P	30	16.71
70	1130A			145P	215P	30	16.71
75	1130A			215P	245P	30	16.71

Field Name	Description
Stop #	Automatically populated from the pattern selected.
Stop ID	Automatically populated from the pattern selected.
Headway (Minutes)	Enter the amount of time in minutes between buses at a specific stop. i.e. a bus stops at Main and 1 <sup>st</sup> Ave every hour. The headway is 60 minutes.
Start Time	Start time (HHMMX) indicating arrival of first bus at each stop. (X) Will equal A for AM, P for PM or X for AM next day.
End Time	End time (HHMMX) indicating arrival of last bus at each stop. (X) Will equal A for AM, P for PM or X for AM next day.
Build Trips	Once entered click the Build Trips button to execute.

For Example: If a particular route, direction, pattern combination has 30 minute headways in the morning then switches to 1 hour headways after 12:00 pm, this option will need to be executed twice. First specify the starting and ending time for each stop with the 30 minute headway with Starting Trip # 1. Once complete then revise the times and headway making Starting Trip # be higher than the last trip just built.

1<sup>st</sup> Build

2<sup>nd</sup> Build

Note: If all trips have 1 hour between stop enter 60 minutes in Headway and Build Trips only once.

## Build Trips

Click **Build Trips** to create the trips based on the criteria selected.

### Automatic Trip Builder

Signup:  Route:  Starting Trip #:  Pattern:

Division:  Direction:  Trip Increment:

Service:

Stop #:	<input type="text" value="90"/>						
Stop Id:	<input type="text" value="99"/>	<input type="text" value="Transt"/>					
Headway:	<input type="text" value="60 (minutes)"/>						
Start Time:	<input type="text" value="1205P"/>						
End Time:	<input type="text" value="932P"/>						

Stop #:	<input type="text" value="100"/>						
Stop Id:	<input type="text" value="100"/>	<input type="text" value="Community College Southbound"/>					
Headway:	<input type="text" value="60 (minutes)"/>						
Start Time:	<input type="text" value="1215P"/>						
End Time:	<input type="text" value="942P"/>						

Stop #:	<input type="text" value="103"/>						
Stop Id:	<input type="text" value="110"/>	<input type="text" value="Pecos/Bonanza Southbound"/>					
Headway:	<input type="text" value="60 (minutes)"/>						
Start Time:	<input type="text" value="1230P"/>						
End Time:	<input type="text" value="952P"/>						

Stop #:	<input type="text" value="105"/>						
Stop Id:	<input type="text" value="120"/>	<input type="text" value="Pecos/Charleston Southbound"/>					
Headway:	<input type="text" value="60 (minutes)"/>						
Start Time:	<input type="text" value="1245P"/>						
End Time:	<input type="text" value="1002P"/>						

Stop #:	<input type="text" value="109"/>						
Stop Id:	<input type="text" value="130"/>	<input type="text" value="Harmon/Pecos Southbound"/>					
Headway:	<input type="text" value="60 (minutes)"/>						
Start Time:	<input type="text" value="100P"/>						

Trip #	Pattern	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage
5	1130S			715A	800A	45	15.69
10	1130S			745A	830A	45	15.69
15	1130S			815A	900A	45	15.69
20	1130S			845A	930A	45	15.69
25	1130S			915A	1000A	45	15.69
30	1130S			945A	1030A	45	15.69
35	1130S			1015A	1100A	45	15.69
40	1130S			1045A	1130A	45	15.69
45	1130S			1215P	115P	60	15.69
50	1130S			115P	215P	60	15.69
55	1130S			215P	315P	60	15.69
60	1130S			315P	415P	60	15.69
65	1130S			415P	515P	60	15.69
70	1130S			515P	615P	60	15.69
75	1130S			615P	715P	60	15.69
80	1130S			715P	815P	60	15.69
85	1130S			815P	915P	60	15.69
90	1130S			915P	1015P	60	15.69

Record: 6 of 6    No Filter    Search

Record: 1 of 18    No Filter    Search

The second method is Elapsed Time.

### Elapsed Time Method

Select the Signup, Division, Service, Route, Direction, Starting Trip #, Trip Increment and Pattern

### Automatic Trip Builder

Signup:  Route:  Starting Trip #:  Pattern:

Division:  Direction:  Trip Increment:

Service:

Click **Elapsed Time** to create trips by entering Headway Time and minutes between stops.

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### Automatic Trip Builder

**Signup:**  
**Route:**

**Division:**  
**Direction:**

**Service:**

---

**Start Time:** 
**Headway:**

**End Time:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

---

**Stop #:**

**Stop Id:**

**Elapsed minutes until next stop:**

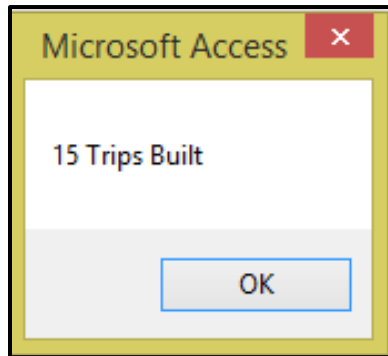
Field	Description
Start Time	Start time (HHMMX) indicating the start time of the first trip at the first stop. Where X is A for AM, P for PM or X for AM next day.
End Time	End time (HHMMX) indicating the time at the first stop for the last trip to be built. Where Z = A-AM, P-PM, X-Next Day. Leave this field blank to build individual trips.
Headway (minutes)	Enter the amount of time in minutes between buses at a specific stop. i.e. a different bus stops at Main and Mill every thirty minutes, 30 is the headway. Multiple trips will be built every 30 minutes. Leave this field blank to build individual trips.
Stop #	Automatically populated from the pattern selected.
Stop ID	Automatically populated from the pattern selected.
Elapsed minutes until next stop	Enter the number of minutes from this stop to the next time point in the pattern. Enter zero in the last timepoint.

## Build Trips

Enter either the required data for Headway or Elapsed Time.

Click **Build Trips** to generate the trips.

The following message display indicating the # of trips built.



Click **Ok**.

## Trip Comment Form

Click **Trip Comment Form** to add comments to selected Trip # & Stop #.

Enter or Select Signup, Division, Service, Route, and Direction. Select the Trip # & Stop # from drop-down options.

Enter comments to display on the Schedule Audit Report. Comments will override times on public schedule with trip comments. Maximum characters = 9.

A screenshot of the "Trip Comments" form. At the top left, the title "Trip Comments" is displayed. Below the title are five dropdown menus: "Signup:" (0909), "Division:" (1), "Service:" (W), "Route:" (111), and "Direction:" (E). To the right of these dropdowns is an "Edit Comments" button. On the far right of the form is a logo for "NET" with a computer monitor icon. Below the dropdowns is a table with three columns: "Trip #", "Stop #", and "Comment". The first row of the table has dropdown menus for "10" and "200" in the "Trip #" and "Stop #" columns, and the text "Express" in the "Comment" column. A second row is visible below the first, with empty dropdown menus and a text input field.

The comment will print on the Schedule Time Audit Report overwriting the Stop time. Create a bogus trip if times cannot be overwritten. Use caution when using the comments option. It is recommended to use the Footnotes form whenever possible instead of Comments.

## Public Schedules User Guide

Fleet Net V905 Schedule Time Audit										
Signup: 0909										
Division: 1										
Service: W										
Route: 111										
Dir: E										
				PALM CYN & STEVENS	PALM CYN & BARISTO	PALM CYN & VAN FLEET	TOWN CENTER WAY & HAHN	HWY 111 & ADAMS	HWY 111 & FLOWER	
Block	Trip	Time	Miles	Note	PCSV	PCBA	PCVF	TCWH	11AD	11FL
1111	5	1:29	26.10	X	500AX	507A	528A	548A	613A	629A
1113	10	1:29	26.10		523AX	Express	551A	611A	636A	652A
1115	15	1:29	26.10		546A	553A	614A	634A	659A	715A
1117	20	1:29	26.10		609A	616A	637A	657A	722A	738A
1119	25	1:29	26.10		632A	639A	700A	720A	745A	801A
1112	35	1:29	26.10		718A	725A	746A	806A	831A	847A
<b>Totals:</b>		8:54	156.600							
X WEEKDAYS ONLY										

## Edit Comments

Click **Edit Comments** to make changes to existing comments.

### Trip Comments


Signup:

Division:

Service:

Route:

Direction:



Trip #	Stop #	Comment
<input type="text" value="10"/> <input type="button" value="v"/>	<input type="text" value="200"/> <input type="button" value="v"/>	Express

## Modify/Add Footnotes

Click **Modify/Add Footnotes** to enter footnotes to populate on either the whole trip or on a specific stop in a trip.

Enter or Select Signup, Division, Service, Route, and Direction.

Enter Note Code and any notes relative to the selected options.

Modify/add footnotes that can be applied to the whole trip and/or a specific stop in a trip. The footnotes will be printed on the Schedule Time Audit Report.

### Footnotes


Signup:

Division:

Service:

Route:

Direction:



Note Code:

All Days

Note Code:

Monday-Friday Route



Public Schedules User Guide

Field	Description
Note Code:	Enter up to a 4 character alpha/numeric/symbol code to be associated with the footnote. Enter the footnote in the text box. Multiple footnotes may be entered specific to the selected Service, Route and Direction.

Once Footnote has been setup, proceed to the PS01 Menu, Option #9 Modify/Add Trips and Times. To add Footnote codes to selected Trip #'s

**Trip Edit Form**

Search:

Signup: FULL Division: 1 Service: W Route: 1 Direction: I

Trip #	Pattern	Block	Footnote Code	Start Time	End Time	Trip Time	Trip Mileage	Headsign Code	External Ann. Code
61	1001	1001	W	115P	146P	31	15.25		
220	1001			115P	146P	31	15.25		
1060	1001	1173		115P	146P	31	15.25		
66	1001	1002	W	145P	216P	31	15.25		
230	1001			145P	216P	31	15.25		
1065	1001	1005INT		145P	216P	31	15.25		
71	1001	1001	W	215P	246P	31	15.25		
240	1001			215P	246P	31	15.25		
1070	1001	1193		215P	246P	31	15.25		
76	1001	1002		245P	316P	31	15.25		
250	1001			245P	316P	31	15.25		
1075	1001	1005INT		245P	316P	31	15.25		
81	1001	1001	A	315P	346P	31	15.25		

Edit Trips  
Print

**Schedule Time Audit**

Signup: FULL  
Division: 1  
Service: W  
Route: 1  
Dir: I

Block	Trip	Time	Miles	Note	W/Ilshire Dr at Devonshire Dr	N Oak Lane at Eastwood Lane	Brittany Dr at Devonshire Dr	Linn St at North Hills Place	Pattee Transit Center Eastbound	E. College Ave at S. Allen Street	
1002	56	0:31	15.25	W	1245P	1247P	1250P	1258P	105P	116P	
1005INT	1055	0:31	15.25		1245P	1247P	1250P	1258P	105P	116P	
1001	61	0:31	15.25	W	115P	117P	120P	128P	135P	146P	
1173	1060	0:31	15.25		115P	117P	120P	128P	135P	146P	
220	0:31	15.25			115P	117P	120P	128P	135P	146P	
230	0:31	15.25			145P	147P	150P	158P	205P	216P	
1002	66	0:31	15.25	W	145P	147P	150P	158P	205P	216P	
1005INT	1065	0:31	15.25		145P	147P	150P	158P	205P	216P	
240	0:31	15.25			215P	217P	220P	228P	235P	246P	
1001	71	0:31	15.25	W	215P	217P	220P	228P	235P	246P	
1193	1070	0:31	15.25		215P	217P	220P	228P	235P	246P	
250	0:31	15.25			245P	247P	250P	258P	305P	316P	
1005INT	1075	0:31	15.25		245P	247P	250P	258P	305P	316P	
1002	76	0:31	15.25		245P	247P	250P	258P	305P	316P	
1213	1080	0:31	15.25		315P	317P	320P	328P	335P	346P	
1001	81	0:31	15.25	A	315P	317P	320P	328P	335P	346P	
260	0:31	15.25			315P	317P	320P	328P	335P	346P	
270	0:31	15.25			345P	347P	350P	358P	405P	416P	
1005INT	1085	0:31	15.25		345P	347P	350P	358P	405P	416P	
1233	86	0:31	15.25		345P	347P	350P	358P	405P	416P	
1243	91	0:31	15.25		415P	417P	420P	428P	435P	446P	
280	0:31	15.25			415P	417P	420P	428P	435P	446P	
1253	1090	0:31	15.25		415P	417P	420P	428P	435P	446P	
1273	96	0:31	15.25		445P	447P	450P	458P	505P	516P	
1283	101	0:31	15.25		515P	517P	520P	528P	535P	546P	
Totals:					30:29	899.75					

W Monday-Friday Route  
A All Days

Totals: 30:29 899.75

## Edit Footnotes

Click **Edit Footnotes** to add or make changes to existing footnotes.

**Footnotes**

Signup: FULL    Route: 1  
Division: 1    Direction: I  
Service: W    **Edit Footnotes**

Note Code: A  
All Days

## Modify/Add Holiday Dates

Click **Modify/Add Holiday Dates** to override holiday or low service for the Trip Planner module, Google Transit Export, Revenue Ridership, NTD Reports and the Avail Export option.

This option is used when there is a date in the schedule which uses another signup and service code.

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

Enter the Signup.

Enter the dates of all holiday or low service.

Enter the signup and service to override the usual signup.

Leave the Overriding Signup and Overriding Service Date blank if there is no service for the specified date

**Holiday Service Dates Setup**

Signup: WINTER 17

Date	Overriding Signup	Overriding Service
12/25/2017	WINTER 17	H
*		

## Modify Schedules

Click **Modify Schedules** to Duplicate Schedules, Clone Routes, Merge Signups, or Purge Routes.

Number	Option	Help Icon
1	Duplicate Schedules	?
2	Clone Routes	?
3	Merge Signups	?
4	Purge Routes	?
16	Return To Previous Menu	?

Enter your selection:   Show Details

Vsn: 09.06 [11/7/2017] | Iday FNLY42 | PS06

## Duplicate Schedules

Click **Duplicate Schedules** to duplicate a schedule (Division, Service, Route and Direction) to another signup, division, service, direction or to the same signup.

**Note:** If a new Signup is created, the Description and Effective Date must be modified via Modify/Add Signups on the PS01 menu. It is not recommended to use this option if blocks already exist for Source Route, as blocking data found in the Public Schedules tables will also be duplicated, however this process will not duplicate any Fast Cut tables containing block information.

Source

Signup: WINTER17  
Division: NLV  
Service: W  
Route: 113  
Direction: O

Target

Signup: WINTER17  
Division: NLV  
Service: S  
Route: 113  
Direction: O

Duplicate Trip Times:   
Duplicate Footnotes:   
Re-Sequence Trips:   
Starting Trip: 1  
Trip Increment: 1

**Source:**

Field	Description
Signup	Specify the Signup that contains the schedule to be copied.
Division	Specify the Division that contains the schedule to be copied.
Service	Specify the Service that contains the schedule to be copied.
Route	Specify the route that contains the schedule to be copied.
Direction	Specify the direction that contains the schedule to be copied.

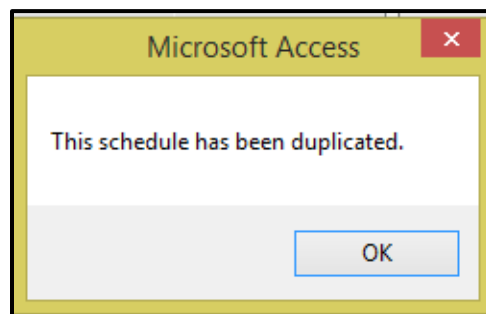
**Target:**

Field	Description
Signup	Specify the Signup into which the schedule will be copied.
Division	Specify the Division into which the schedule will be copied.
Service	Specify the Service into which the schedule will be copied.
Route	Enter the new route number. In the example below the route # is the same as the source to re-sequence trip numbers.
Direction	Specify the direction that contains the schedule to be copied.
Duplicate Trip Times	Select the checkbox if the duplication is done to create a new route and the Trip times will be the same as the Source Route. If duplication is being done to re-sequence, it is not necessary to Duplicate Trip Times.
Duplicate Footnotes	Select the checkbox if the duplication is being done to create a new route and the Footnotes will be the same as the Source Route. If duplication is being done to re-sequence, it is not necessary to Duplicate Footnotes.
Re-Sequence Trips	Select the checkbox to re-sequence the Trip Numbers.
Starting Trip	Enter the number of the trip where re-sequencing should begin. Will default to 1.
Trip Increment	Enter incremental step desired. Will default to 1. Example if starting trip # is 5, you want next trip # to be 10, enter 5. If you wanted next trip # to be 20 enter 10, etc.

## Duplicate Schedule

Click ***Duplicate Schedule*** to copy a selected schedule to a new target schedule.

The following confirmation message displays.



Click ***OK***.

In the example below the Duplicate Schedules option is being used to re-sequence trips.

**Duplicate Schedules**

Source

Signup: WINTER 17  
Division: NLV  
Service: W  
Route: 113  
Direction: O

Target

Signup: WINTER 17  
Division: NLV  
Service: W  
Route: 113  
Direction: O

Duplicate Trip Times:   
Duplicate Footnotes:   
Re-Sequence Trips:   
Starting Trip: 10  
Trip Increment: 10

**Duplicate Schedule**

In the example below Duplicate Schedule is being used to create a new signup.

**Duplicate Schedules**

Source

Signup: WINTER 17  
Division: NLV  
Service: W  
Route: 113  
Direction: O

Target

Signup: FALL 17  
Division: NLV  
Service: W  
Route: 113  
Direction: O

Duplicate Trip Times:   
Duplicate Footnotes:   
Re-Sequence Trips:   
Starting Trip: 5  
Trip Increment: 5

**Duplicate Schedule**

Once the duplication process is completed if a new Signup was not created prior to the duplication process login to Modify/Add Signups to correct the Description and Effective Date.

Signup Edit Form			
Sign Up	Description	Effective	End
FALL17	SEP-OCT-NOV 2017	12/1/2017	11/30/2018
SPRING17	MAR-APR-MAY 2017	3/1/2017	5/30/2017
SUMMER17	JUN-JUL-AUG 2017	6/1/2017	8/31/2017
WINTER17	DEC-JAN-FEB	12/1/2017	2/28/2017

### Clone Routes

Click **Clone Route** to copy an already created Route to another service within a Signup. Only the Stop Headings and Trips and Times will be duplicated.

Enter the Signup, Division, Service and Route #.

Enter the Target Service.

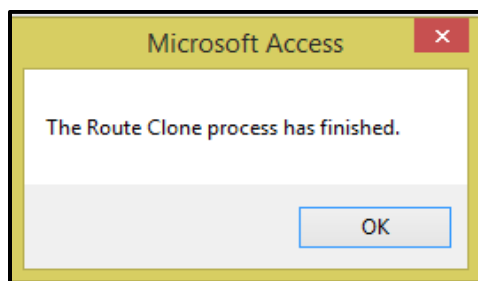
### Start

Click **Start**.

*Note: It is advisable to Clone after Trips and Times have been completed for the original route.*

Route Clone Form	
Clone a route to another service	
Signup: <input type="text" value="SPRING17"/>	Target Service: <input type="text" value="WV"/>
Division: <input type="text" value="NLV"/>	
Service: <input type="text" value="X"/>	
Route: <input type="text" value="113"/>	
<input type="button" value="Start"/>	

The following message displays.



Click **OK**.

## Merge Signups

Click **Merge Signups** to merge a Signup, Division & Service to a new Target Signup. Can be used to combine 2 different Signup's into one.

**NOTE:**

Public Schedules data will be merged, to merge, block and run utilize the Fast Cut Merge Signup on the FC01 Menu. (PS, FC, OT). Errors will occur if both Signups have the same Pattern names.

**Merge Signup/Division/Service**

Source Signup: FALL 17

Division (leave blank for all): NLV

Service (leave blank for all): WD

Target Signup: WINTER 17

Division (optional): NLV

Service (optional): WD

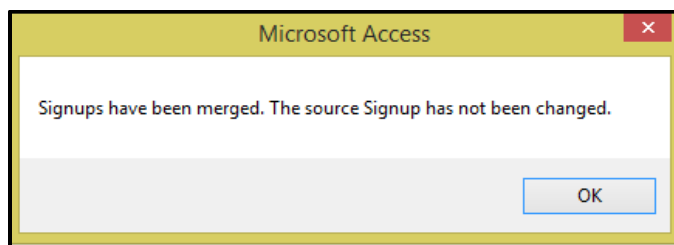
Merge

Field	Description
Source Signup	Enter the Signup to be merged into another.
Division	Enter the Source Signup Division, omit if all Divisions will be merged.
Service	Enter the Source Signup Service, omit if all Services will be merged.
Target Signup	Enter the Signup into which the Source Signup will be added.
Division	Enter the Target Signup Division, omit if all Divisions will be merged.
Service	Enter the Target Signup Service, omit if all Services will be merged.

## Merge

Click **Merge** to add the Source Signup to the Target Signup.

The following message displays.




Click **OK**.

## Purge Routes

*NOTE: Once Route has been purged in Public Schedules, proceed to the Fast Cut module: Un-cut runs and un-block blocks for the specified routes, services and directions that have been deleted.*

Click **Purge Routes** to delete a route in a specified signup and division.

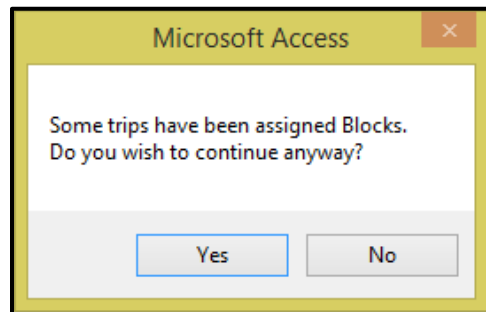


The screenshot shows a web form titled "Route Purge Form" with the subtitle "Delete A Specified Route/Direction". The form contains five dropdown menus: "Signup" (TEST17), "Division" (NLV), "Route" (113), "Service" (W), and "Direction" (a small icon). The "Service" and "Direction" fields have "(Leave Blank For All)" next to them. A "Delete" button is located to the right of the form. In the bottom left corner, there is a version number: "Vsn: 09.06 [12/1/2017]". A small logo with the word "NET" is in the top right corner.

Enter the Signup, Division, and the Route # to be purged. If all Services & Directions should be identified or select the options from the drop-down. If "All" should be included leave the field blank.

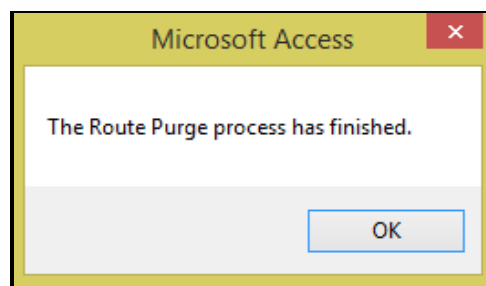
## Delete

Click **Delete**. The following message displays if there are blocks assigned to the route's trips.



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

The following message displays.



Click **OK**.




## Reports

Reports can be generated from the data entered into the public schedules module. The forms and examples of the reports are on the following pages.

**Reports**

1	Pattern Report	?
2	Route Detail/Summary Report	?
3	Stop Master List By Route	?
4	Public Schedule Time Tables	?
5	Schedule Time Audit Report	?
6	Blocked Trip Report	?
7	Run Assignment Report	?
8	Schedule Time Audit AKM	?
9	Export Time Schedule to XML	?
16	Return To Previous Menu	?



Show Details
 **Find**

Vsn: 09.06 [11/7/2017]
lday FNLV42
PS02

### Pattern Report

Click **Pattern Reports** to generate a report by Signup with the options to print all patterns or select 1 pattern. Another option is to print Time Points Only or include all Stops.


**Pattern Report**

Sign Up:

All Patterns?

Pattern:

Time Points Only?



**Print**

Field	Description
Sign Up	Specify the Signup.
Pattern	Select a Pattern.
All Pattern	If this box is selected will generate the report with all patterns for the selected sign up.
Time Points Only	If this box is selected then it will print Time Points Only.

## Print

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


Pattern Report						
Sign-up: SUMMER1		Effective Date: 6/1/2017		Pattern: 113QA		
Stop #	Stop Id	Description	Stop Alias	Mileage	Time Point	
90	99	Tranist		0.00	Yes	
100	100	Community College Southbound		4.75	Yes	
101	102	Pecos/Lake Mead Southbound		6.26	No	
102	106	Pecos/Washington Southbound		7.31	No	
103	110	Pecos/Bonanza Southbound		7.76	Yes	
104	114	Pecos/Stewart Southbound		8.28	No	
105	120	Pecos/Charleston Southbound		8.76	Yes	
106	122	Pecos/Sahara Southbound		10.12	No	
107	126	McLeod/Desert Inn Southbound		11.13	No	
108	128	McLeod/Flamingo Southbound		12.31	No	
109	130	Harmon/Pecos Southbound		12.63	Yes	
110	133	Harmon/Eastern Southbound		13.66	No	
111	135	Eastern/Tropicana Southbound		13.92	No	
112	137	Eastern/Russell Southbound		14.48	No	
113	140	McCarren Airport Inbound		16.71	Yes	
Total Stops:		15				

## Route Summary Detail Report

Click **Route Detail Summary Report** to create a variety of report(s). You can create reports with one Signup or all, one Division or all, one Route or all.

The option to select Trips Only, Time Points Only or Patterns only is available.

### Route Summary Report Form



Sign up 
 Division 
 Service 
 Route

All Signups
  All Divisions
  All Service
  All Routes

Trips Only?
  Time Points Only?
  Patterns Only?

Field	Description
Sign Up	Select signup from the drop-down list or select the All signup box.
Division	Select Division from the drop-down list or select the All Divisions box.
Service	Select service from the drop-down box or select the All Service box.
Route	Select route from the drop-down box or select the All Routes box.
Trips Only	Select this option to print Trips Only.
Time Points Only	Select this option Time Points Only.
Patterns Only	Select this option Patterns Only.

## Print

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

Route Detail/Summary Report							
Sign-up:	Div:	Service:	Route:	Effective Date:			
SPRING17	NLV	A	113	3/1/2017			
Stop #	Stop Id	Description	Depart Time:	Timepoint	Miles	Distance	
<hr/>							
Trip:	5	Dir: O	Pattern: 1130A	Trip Start Time: 7:15A	Trip End Time: 7:45A		
<hr/>							
100	100	Community College Southbound	7:15A	Yes	4.75	4.75	
101	102	Pecos/Lake Mead Southbound		No	1.51	6.26	
102	106	Pecos/Washington Southbound		No	1.05	7.31	
103	110	Pecos/Bonanza Southbound	7:25A	Yes	0.45	7.76	
104	114	Pecos/Stewart Southbound		No	0.52	8.28	
105	120	Pecos/Charleston Southbound	7:35A	Yes	0.48	8.76	
106	122	Pecos/Sahara Southbound		No	1.36	10.12	
107	126	McLeod/Desert Inn Southbound		No	1.01	11.13	
108	128	McLeod/Fleming Southbound		No	1.18	12.31	
109	130	Harmon/Pecos Southbound	7:40A	Yes	0.32	12.63	
110	133	Harmon/Eastern Southbound		No	1.03	13.66	
111	135	Eastern/Tropicana Southbound		No	0.26	13.92	
112	137	Eastern/Russell Southbound		No	0.56	14.48	
113	140	McCarren Airport Inbound	7:45A	Yes	2.23	16.71	
<hr/>							
Trip:	10	Dir: O	Pattern: 1130A	Trip Start Time: 7:45A	Trip End Time: 8:15A		
<hr/>							
100	100	Community College Southbound	7:45A	Yes	4.75	4.75	
101	102	Pecos/Lake Mead Southbound		No	1.51	6.26	
102	106	Pecos/Washington Southbound		No	1.05	7.31	
103	110	Pecos/Bonanza Southbound	7:55A	Yes	0.45	7.76	
104	114	Pecos/Stewart Southbound		No	0.52	8.28	
105	120	Pecos/Charleston Southbound	8:05A	Yes	0.48	8.76	
106	122	Pecos/Sahara Southbound		No	1.36	10.12	
107	126	McLeod/Desert Inn Southbound		No	1.01	11.13	
108	128	McLeod/Fleming Southbound		No	1.18	12.31	
109	130	Harmon/Pecos Southbound	8:10A	Yes	0.32	12.63	
110	133	Harmon/Eastern Southbound		No	1.03	13.66	
111	135	Eastern/Tropicana Southbound		No	0.26	13.92	
112	137	Eastern/Russell Southbound		No	0.56	14.48	
113	140	McCarren Airport Inbound	8:15A	Yes	2.23	16.71	

## Stop Master by List By Route

Click **Stop Master List by Route** to create a list of all Time Point Stops by the selected option.

If any of the **All Checkboxes** are selected, then its corresponding field will remain blank.

**Stop Master By Route Report Form**

Sign up  Division  Service  Route

All Signups     All Divisions     All Service     All Routes



Field	Description
Sign Up / All Sign Ups	Select a specific Sign Up or all Sign Ups.
Division / All Divisions	Select a specific Division or All Divisions.
Service / All Service	Select a specific Service or All Service.
Route / All Routes	Select a specific Route or All Routes.

## Print

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

Stops Master By Route Report											
Sign-up:	FALL17	Div:	NLV	Service:	W	Route:	113	Direction:	O	Effective Date:	12/1/2017
Stop #	Stop Id	Description									
90	99	Tranist									
100	100	Community College Southbound									
103	110	Pecos/Bonanza Southbound									
105	120	Pecos/Charleston Southbound									
109	130	Harmon/Pecos Southbound									
113	140	McCarren Airport Inbound									

## Public Schedule Time Tables

Click **Public Schedule Time Tables** to displays the Timetable for selected Signup. Division, Route, Direction to include Time Points or only Time Points for box is checked.

If utilizing the Search option the Signup selected will populate all fields based the sign up selected. Select a Signup option from the drop-down and each individual option to be included on the Time Table.

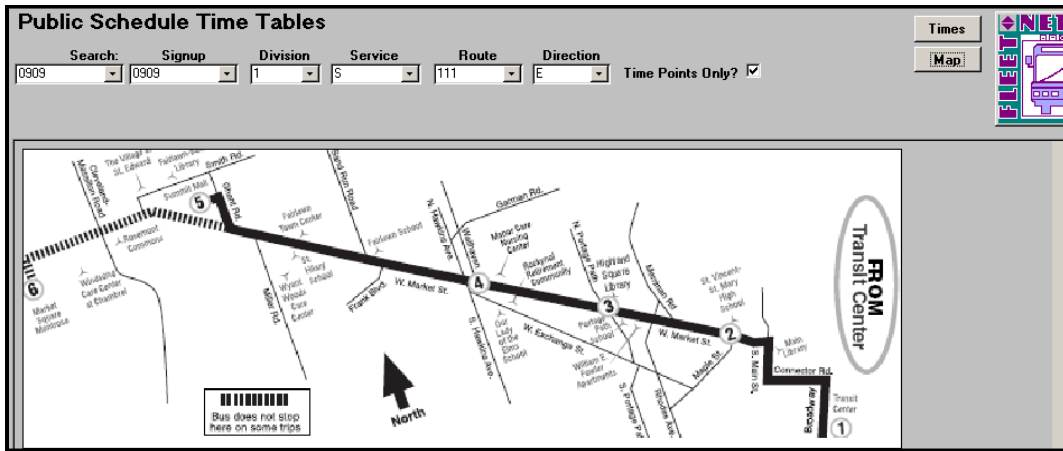
## Times

Click **Times** to display as shown below.

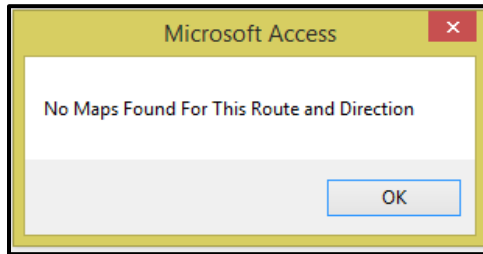
Public Schedule Time Tables							
Search:		Signup	Division	Service	Route	Direction	Time Points Only? <input type="checkbox"/>
FALL17		FALL17	NLV	A	113	O	
						<input type="button" value="Times"/> <input type="button" value="Map"/>	
Trip #	Block #	Tranist	Community College Southbound	Pecos/Bonanza Southbound	Pecos/Charleston Southbound	Harmon/Pecos Southbound	McCarren Airport Inbound
5		7:05	7:20	7:35	7:50	8:05	8:20
10		8:05	8:20	8:35	8:50	9:05	9:20
15		9:05	9:20	9:35	9:50	10:05	10:20
20		10:05	10:20	10:35	10:50	11:05	11:20
25		11:05	11:20	11:35	11:50	12:05	12:20
30		12:05	12:20	12:35	12:50	1:05	1:20
35		1:05	1:20	1:35	1:50	2:05	2:20
40		2:05	2:20	2:35	2:50	3:05	3:20
45		3:05	3:20	3:35	3:50	4:05	4:20
50		4:05	4:20	4:35	4:50	5:05	5:20

## Map

Click **Map** to display the Map defined via Route Map Setup form on the PS03 menu.



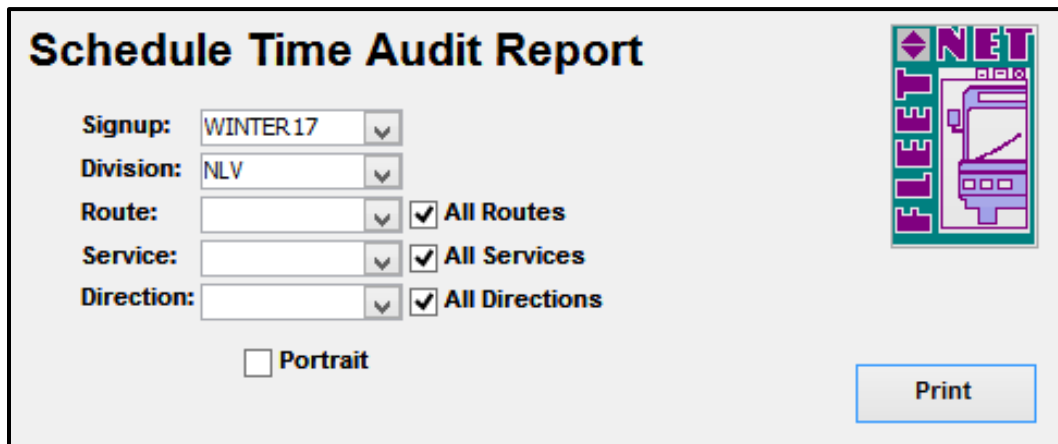
If no maps have been defined for the specified Signup, Division, Service, Route and Direction, then the following message displays.



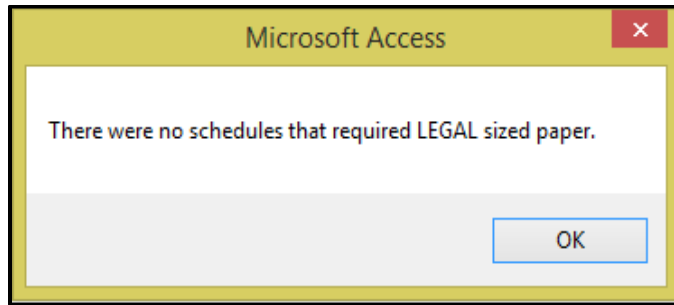
## Schedule Time Audit Report

Click **Schedule Time Audit Report** to create an audit listing of all times for each trip. Listing includes stop ID, elapsed time and mileage for each trip. Block # will print after blocking is completed in the FNW Fast Cut module.

Routes, Service and Direction can be specified or select the All Routes, All Services and/or All Directions to print the schedules for all.



Select the Portrait checkbox to print the report in portrait format. If this is not checked the report will be printed in landscape orientation. The following message displays if no schedules require legal size paper.



Click **OK**.

If schedules have more time points than will fit on letter size landscape format then legal paper is required. There will be 2 reports generated. (Letter size and legal size).

### Print

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

Letter landscape:

Schedule Time Audit										
Signup: WINTER1										
Division: NLV										
Service: A										
Route: 113										
Dir: O										
Block	Trip	Time	Miles	Note	Tranist	Community College Southbound	Pecos/Bona nza Southbound	Pecos/Charleston Southbound	Harmon/Pecos Southbound	McCarren Airport Inbound
					99	100	110	120	130	140
	1	0:55	14.11		710A	715A	725A	740A	750A	805A
	2	1:00	14.11		805A	815A	825A	840A	850A	905A
	3	1:00	14.11		905A	915A	925A	940A	950A	1005A
	4	1:00	14.11		1005A	1015A	1025A	1040A	1050A	1105A
	5	1:00	14.11		1105A	1115A	1125A	1140A	1150A	1205P
	6	1:00	14.11		1205P	1215P	1225P	1240P	1250P	105P
	7	1:00	14.11		105P	115P	125P	140P	150P	205P
	8	1:00	14.11		205P	215P	225P	240P	250P	305P
	9	1:00	14.11		305P	315P	325P	340P	350P	405P
	10	1:00	14.11		405P	415P	425P	440P	450P	505P
	11	1:00	14.11		505P	515P	525P	540P	550P	605P
	12	1:00	14.11		605P	615P	625P	640P	650P	705P
	13	1:00	14.11		705P	715P	725P	740P	750P	805P
	14	1:00	14.11		805P	815P	825P	840P	850P	905P
	15	1:00	14.11		905P	915P	925P	940P	950P	1005P
	<b>Totals:</b>	<b>14:55</b>	<b>211.85</b>							
X SUNDAY ONLY										

Legal Landscape:

Schedule Time Audit														
Signup: 0317														
Division: 10														
Service: S														
Route: 120														
Dir: E														
Block	Trip	Time	Miles	Note	WEST RICHLAND TRANSIT CTR	THAYER VAN GIESEN	ABBOT / GOETHALS	KNIGHT ST TRANSIT CTR	THREE RIVERS TRANSIT CENTER	Edison St / Canal Dr	YELM 395	COLUMBIA DR. FRUITL AND	HUNTINGT ON TRANSIT CTR	22ND ST TRANSIT CTR
120-5	1000	0:15	3.7		-	-	-	-	-	EC	Y395	CF	HTC	22TC
120-2	1010	0:45	11.8		-	-	-	-	800A	804A	811A	815A	830A	845A
120-3	1020	1:02	17.4		-	-	-	813A	830A	834A	841A	845A	900A	915A
120-4	1030	1:29	24.6		816A	823A	828A	843A	900A	904A	911A	915A	930A	945A
120-1	1040	1:29	24.6		846A	853A	858A	913A	930A	934A	941A	945A	1000A	1015A
120-6	1050	1:29	24.6		916A	923A	928A	943A	1000A	1004A	1011A	1015A	1030A	1045A
120-5	1060	1:29	24.6		946A	953A	958A	1013A	1030A	1034A	1041A	1045A	1100A	1115A
120-2	1070	1:29	24.6		1016A	1023A	1028A	1043A	1100A	1104A	1111A	1115A	1130A	1145A
120-3	1080	1:29	24.6		1046A	1053A	1058A	1113A	1130A	1134A	1141A	1145A	1200P	1215P
120-4	1090	1:29	24.6		1116A	1123A	1128A	1143A	1200P	1204P	1211P	1215P	1230P	1245P
120-1	1100	1:29	24.6		1146A	1153A	1158A	1213P	1230P	1234P	1241P	1245P	1300P	1315P
120-6	1110	1:29	24.6		1216P	1223P	1228P	1243P	1300P	1304P	1311P	1315P	1330P	1345P
120-5	1120	1:29	24.6		1246P	1253P	1258P	1313P	1330P	1334P	1341P	1345P	1400P	1415P
120-2	1130	1:29	24.6		1316P	1323P	1328P	1343P	1400P	1404P	1411P	1415P	1430P	1445P
120-3	1140	1:29	24.6		1416P	1423P	1428P	1443P	1500P	1504P	1511P	1515P	1530P	1545P
120-4	1150	1:29	24.6		1466P	1473P	1478P	1493P	1550P	1554P	1561P	1565P	1600P	1615P
120-1	1160	1:29	24.6		1466P	1473P	1478P	1493P	1550P	1554P	1561P	1565P	1600P	1615P
120-6	1170	1:29	24.6		1516P	1523P	1528P	1543P	1600P	1604P	1611P	1615P	1630P	1645P
120-5	1180	1:29	24.6		1546P	1553P	1558P	1573P	1630P	1634P	1641P	1645P	1660P	1675P
120-2	1190	1:29	24.6		1616P	1623P	1628P	1643P	1700P	1704P	1711P	1715P	1730P	1745P
120-3	1200	1:29	24.6		1646P	1653P	1658P	1673P	1730P	1734P	1741P	1745P	1760P	1775P
120-1	1220	0:44	12.8		1646P	1653P	1658P	1673P	1730P	-	-	-	-	-
120-4	1210	1:29	24.6		1616P	1623P	1628P	1643P	1700P	1704P	1711P	1715P	1730P	1745P
Totals:		30:57	513.1											

Portrait:

Schedule Time Audit										
Signup: 0317										
Division: 10										
Service: W										
Route: 110										
Dir: E										
Block	Trip	Time	Miles	Note	WEST RICHLAND TRANSIT CTR	KEENE BOMB. RANGE	DUPO RTAIL PA ST WALMART	Q.GATE/CO LPK. TRAIL	BFT MOA	THREE RIVERS TRANSIT CENTER
110-1	1000	0:22	10.9		630A	636A	639A	641A	646A	652A
50-1	1010	0:22	10.9		730A	736A	739A	741A	746A	752A
110-1	1020	0:22	10.9		830A	836A	839A	841A	846A	852A
50-1	1030	0:22	10.9		930A	936A	939A	941A	946A	952A
110-1	1040	0:22	10.9		1030A	1036A	1039A	1041A	1046A	1052A
50-1	1050	0:22	10.9		1130A	1136A	1139A	1141A	1146A	1152A
110-1	1060	0:22	10.9		1230P	1236P	1239P	1241P	1246P	1252P
50-1	1070	0:22	10.9		130P	136P	139P	141P	146P	152P
110-1	1080	0:22	10.9		230P	236P	239P	241P	246P	252P
50-1	1090	0:22	10.9		330P	336P	339P	341P	346P	352P
110-1	1100	0:22	10.9		430P	436P	439P	441P	446P	452P
50-1	1110	0:22	10.9		530P	536P	539P	541P	546P	552P
Totals:		4:24	130.8							

## Blocked Trip Report

Click **Blocked Trip Report** to generate a Blocked Trip Master List.

Enter the Signup, Division and Service.

Enter a block number or select the All Blocks checkbox.

Select the Print Stops checkbox to generate the report with every stop on the route.

### Blocked Trip Report Form

Sign up:  Division:  Service:  Block:

All Blocks  
 Print Stops

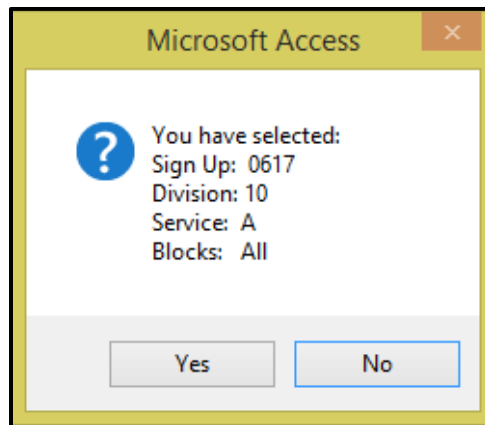


Vsn: 09.06 [12/1/2017]
Print

### Print

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

The following confirmation message displays:



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

Block Trip Report													
Signup: 0617		Division: 10		Service: A									
Run #	Trip #	I/O	Line	Dir	Start Stop	Stop Description	End Stop	Stop Description	Start Time	End Time	Layover Time	Trip Time	Trip Mileage
Block: 9901													
1	O	9901	D	MOA	BFT MOA		MOA	BFT MOA	550A	550A			0.00
2		9901	E	MOA	BFT MOA		MOA	BFT MOA	600A	600A	:10		0.00
3	I	9901	D	MOA	BFT MOA		MOA	BFT MOA	610A	610A	:10		0.00
											Block Total	:20	0.00
Total Elapsed Time:												:20	



Block Trip Report														
Signup: 0617		Division: 10			Service: A									
Run #	Trip #	I/O	Line	Dir	Start Stop	Stop Description	End Stop	Stop Description	Start Time	End Time	Layover Time	Trip Time	Trip Mileage	
												Total Elapsed Time:	:20	
												Total Layover:	:20	
												Total Blocks:	1	
												Revenue Trips:	1	
												Revenue Trip Time:		
												Revenue Miles:	0.00	
												Deadhead Trips:	2	
												Deadhead Trip Time:		
												Deadhead Miles:	0.00	

## Run Assignment Report

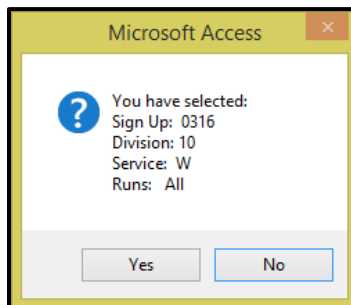
Click **Run Assignment Report** to generate a report listing all or a specific Run Assignment.

### Run Assignment Report Form

Sign up: 
Division: 
Service: 
Run #: 
 All Runs



The following confirmation message displays:



## Print


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

Run Assignment Report														
Signup: 0316		Division: 10			Service: W									
Block	Trip #	Piece	Line	Dir	Start Stop	Stop Description	End Stop	Stop Description	Start Time	End Time	Layover Time	Trip Time	Trip Mileage	
Run # 1001														
48-1	1	1	47	D	MOA	BFT MOA	HTC	HUNTINGTON TRANSIT CTR	545A	600A		:15	6.50	
48-1	2	1	47	E	HTC	HUNTINGTON TRANSIT CTR	DTC	DAYTON TRANSFER CENTER	600A	620A		:20	8.20	
48-1	3	1	48	W	DTC	DAYTON TRANSFER CENTER	TRTC	THREE RIVERS TRANSIT CENTER	630A	655A	:10	:25	8.90	
48-1	4	1	48	E	TRTC	THREE RIVERS TRANSIT CENTER	DTC	DAYTON TRANSFER CENTER	700A	725A	:05	:25	8.20	
48-1	5	1	47	W	DTC	DAYTON TRANSFER CENTER	HTC	HUNTINGTON TRANSIT CTR	730A	751A	:05	:21	8.20	
48-1	6	1	47	E	HTC	HUNTINGTON TRANSIT CTR	DTC	DAYTON TRANSFER CENTER	800A	820A	:09	:20	8.20	
48-1	7	1	48	W	DTC	DAYTON TRANSFER CENTER	TRTC	THREE RIVERS TRANSIT CENTER	830A	855A	:10	:25	8.90	
48-1	8	1	48	E	TRTC	THREE RIVERS TRANSIT CENTER	DTC	DAYTON TRANSFER CENTER	900A	925A	:05	:25	8.20	
48-1	9	1	47	W	DTC	DAYTON TRANSFER CENTER	HTC	HUNTINGTON TRANSIT CTR	930A	951A	:05	:21	8.20	
48-1	10	1	47	E	HTC	HUNTINGTON TRANSIT CTR	DTC	DAYTON TRANSFER CENTER	1000A	1020A	:09	:20	8.20	
48-1	11	1	48	W	DTC	DAYTON TRANSFER CENTER	TRTC	THREE RIVERS TRANSIT CENTER	1030A	1055A	:10	:25	8.90	
48-1	12	1	48	E	TRTC	THREE RIVERS TRANSIT CENTER	DTC	DAYTON TRANSFER CENTER	1100A	1125A	:05	:25	8.20	
48-1	13	1	47	W	DTC	DAYTON TRANSFER CENTER	HTC	HUNTINGTON TRANSIT CTR	1130A	1151A	:05	:21	8.20	
48-1	14	1	47	E	HTC	HUNTINGTON TRANSIT CTR	DTC	DAYTON TRANSFER CENTER	1200P	1220P	:09	:20	8.20	
48-1	15	1	48	W	DTC	DAYTON TRANSFER CENTER	TRTC	THREE RIVERS TRANSIT CENTER	1230P	1255P	:10	:25	8.90	
48-1	16	1	48	E	TRTC	THREE RIVERS TRANSIT CENTER	DTC	DAYTON TRANSFER CENTER	100P	125P	:05	:25	8.20	
48-1	17	1	47	W	DTC	DAYTON TRANSFER CENTER	HTC	HUNTINGTON TRANSIT CTR	130P	151P	:05	:21	8.20	
48-1	18	1	47	E	HTC	HUNTINGTON TRANSIT CTR	DTC	DAYTON TRANSFER CENTER	200P	220P	:09	:20	8.20	
48-1	19	1	48	W	DTC	DAYTON TRANSFER CENTER	TRTC	THREE RIVERS TRANSIT CENTER	230P	255P	:10	:25	8.90	
48-1	20	1	48	E	TRTC	THREE RIVERS TRANSIT CENTER	DTC	DAYTON TRANSFER CENTER	300P	325P	:05	:25	8.20	
<b>Run Total:</b>											2:11	7:29	166.20	
												9:40		

## Schedule Time Audit AKM (without total Times and Mileage)

Available to use as Headway Sheets.

### Schedule Time Audit (AKM)



Signup:

Division:

Route:   All Routes

Service:   All Services

Direction:   All Directions

Landscape/Legal

### Schedule Time Audit

Signup: 0316      Division: 10      Service: W






Route:	WEST RICHLAND TRANSIT CTR	KEENE BOMB RANGE	DUPORTA IL PA ST VALMAR T	Q.GATE/C OLPK TRAIL	BFT MOA	THREE RIVERS TRANSIT CENTER	
Dir: E							
<b>Block</b>	<b>Note</b>	<b>WRIC</b>	<b>KBR</b>	<b>DUPW</b>	<b>QGCP</b>	<b>MOA</b>	<b>TRIC</b>
110-1		630A	636A	639A	641A	646A	652A
50-1		730A	736A	739A	741A	746A	752A
110-1		830A	836A	839A	841A	846A	852A
50-1		930A	936A	939A	941A	946A	952A
110-1		1030A	1036A	1039A	1041A	1046A	1052A
50-1		1130A	1136A	1139A	1141A	1146A	1152A
110-1		1230P	1236P	1239P	1241P	1246P	1252P
50-1		130P	136P	139P	141P	146P	152P
110-1		230P	236P	239P	241P	246P	252P
50-1		330P	336P	339P	341P	346P	352P
110-1		430P	436P	439P	441P	446P	452P
50-1		530P	536P	539P	541P	546P	552P

## Export Time Schedule to XML

Setup Export Feature:

Create a folder for xml files.

Example: ExportSchedule in the FNW folder.

Name ^	Size	Type
 Client		File Folder
 Data		File Folder
 ExportSchedule		File Folder
 Program		File Folder
 Server		File Folder

Click **Export Time Schedule to XML**.

Enter Signup, Division, Service (All), Route (All), Direction (All).

### Load Schedules for Selection

Click **Load Schedules** for Selection button. The Routes, Direction and Service records will display.

Using the arrow buttons move the desired schedules to the Selected Schedule box. Select the option Schedules All in One File to create 1 xml file.

If this is not selected multiple files will be created.

**Export Time Schedule**

Signup: 0316 Service: All Services  
Division: 10 Route: All Routes  
Direction: All Directions

Load Schedules For Selection			Selected Schedules		
Route	Direction	Service	Route	Direction	Service
9901	E	A	120	W	S
120	E	S	170	E	S
160	E	S	25	L	S
160	W	S	39h	E	S
170	W	S			
225	E	S			
225	W	S			
27	N	S			
27	S	S			
39h	W	S			
39k	E	S			
39k	W	S			
41	E	S			
41	W	S			
42	E	S			
42	W	S			

Schedules All In One File

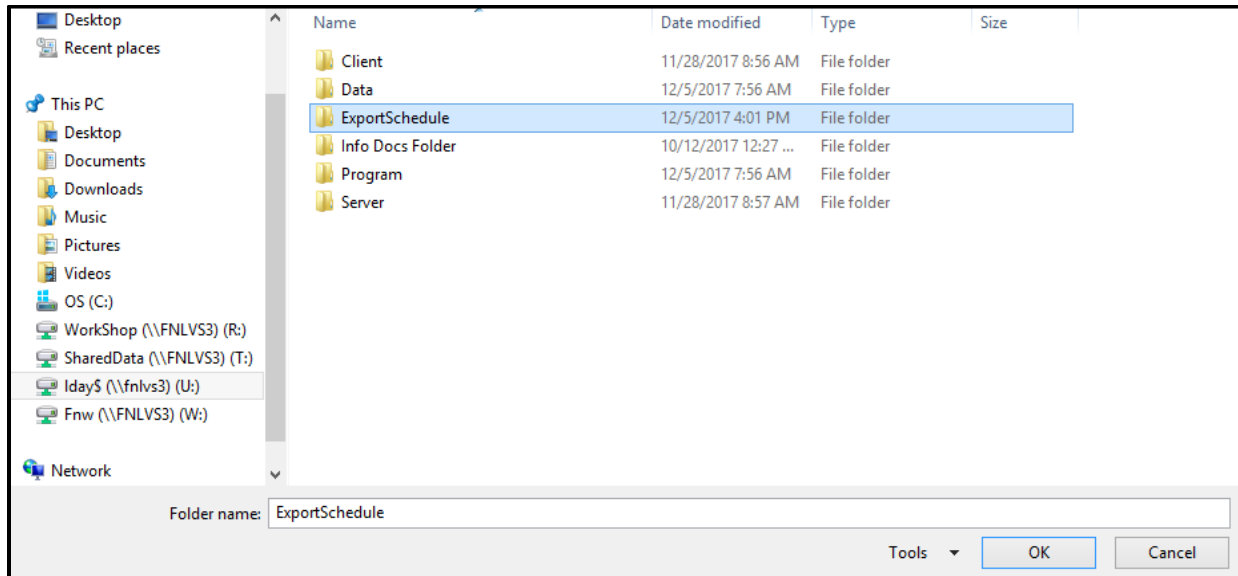
Export

### Export

Click **Export** to implement the export process.

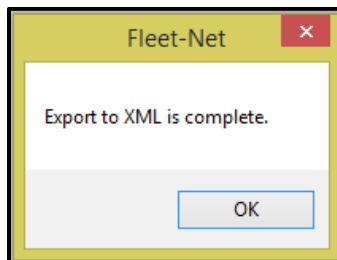
Look In – Select the Export Schedule folder. Folder Name: select the path to the ExportSchedule folder.

## Public Schedules User Guide



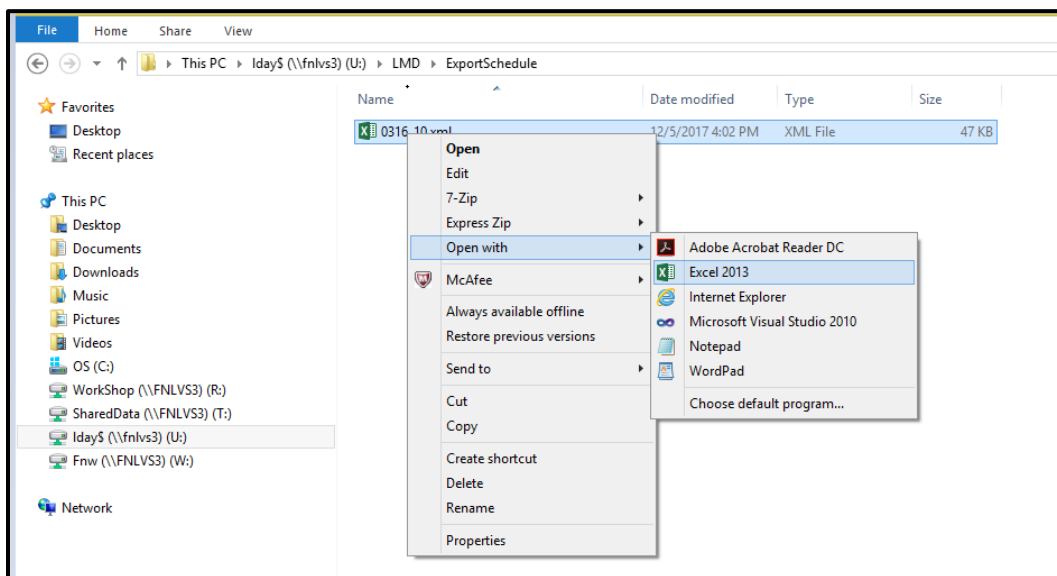
A progress meter will display while the file is created.

The following message displays when the export is complete.

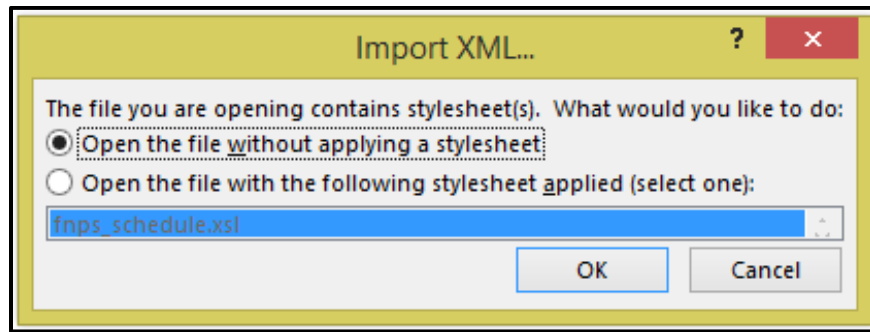


Click **OK**.

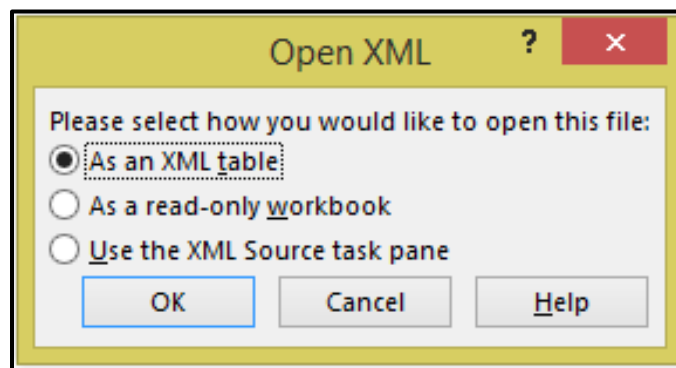
Open with Excel:



When Opening with Excel the following displays:



Select: Open the file with the following stylesheet. It will default to fnpls\_schedule.xml that is in the ExportSchedule folder.



Select: As an XML table.

Click **OK**.


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
name	description	effdate	name2	description3	name4	description5	name6	description7	name8	description9	number	stopid	prntnps	prntindr	description10
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	100	22TC		1	1	22ND ST TRANSIT CTR
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	200	HTC		1	1	HUNTINGTON TRANSIT CTR
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	300	Y395		1	1	YELM 395
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	400	EC		1	1	Edison St / Canal Dr
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	500	TRTC		1	1	THREE RIVERS TRANSIT CENTER
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	600	KTC		1	1	KNIGHT ST TRANSIT CTR
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	700	AG		1	1	ABBOT / GOETHALS
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	800	TVG		1	1	THAYER VAN GIESEN
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	900	BRVG		1	1	BOMBING RANGE & VAN GIESEN
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	1000	62G		1	1	62nd Av / Gray St
316	Spring 2016	3/14/2016	10	10 S	Saturday	120		W	WEST BOUND	1100	WRTC		1	1	WEST RICHLAND TRANSIT CTR

## Bus Stop Inventory

Click **Bus Stop Inventory** to track equipment installed at Stops. Identify types of equipment by class codes (bench, poles, shelter, etc.) and sub-class codes. Various Reports are available after initial setup.

### Bus Stop Inventory

1	Modify/Add Bus Stop Inventory Class Code	?
2	Modify/Add Bus Stop Inventory Sub-Class	?
3	Modify/Add Bus Stops	?
4	Bus Stop Inventory Report	?
5	Bus Stop Count Report	?
6	Bus Stop Inventory By Class Code Report	?
8	Route Map Setup	?
16	Return To Previous Menu	?




Enter your selection: 
 Show Details

Vsn: 09.06 [8/24/2017]
fleetnetadmin FNLV42
PS03

### Modify/Add Bus Stop Inventory Class Code

Click **Modify/Add Bus Stop Inventory Class Code** to add or modify inventory class codes as shown below. These are meant to be general categories.

### Bus Stop Inventory Class Edit Form



Class Code	Class Description
B	Bench
T	Trash Recepticle
BS	Shelter
S	Seating Bench
L	Lighting

Field	Description
Class Code	Enter a code to describe the equipment.
Class Description	Enter a description of the equipment.

## Modify/Add Bus Stop Inventory Sub-Class

Click **Modify/Add Bus Stop Inventory Sub-Class** to enter sub-class codes for specific types of the Class Code.

Select the Class Code.

Sub Class Code	Sub Class Description
M	Metal
W	Wood
P	Plastic

Field	Description
SubClass Code	Enter a code to more specifically describe the equipment.
SubClass Description	Enter a description of the structure or equipment.

## Modify/Add Bus Stops

Click **Modify/Add Bus Stops** for detailed information about each stop. This detail is populated from the Stop ID information previously defined via Modify/Add Stop ID. Modifications to the Stop detail will also populate the Stop ID form.

## Edit Stops

Click **Edit Stop** to view or modify stop detail after setting up Inventory or viewing routes.

## Inventory

Click **Inventory** to track structures and equipment installed at the referenced stop. For example: Shelters seating installed or removed.

### Bus Stop Edit Form


Stop Id:  Stop Name:

Sign-up:  Division:  Service:

[Edit Stop](#)

[Inventory](#)

[Routes](#)



Class Code	Sub Class Code	Quantity	Installed	Date Installed	Date Removed
<input type="text" value="B"/>	<input type="text" value="W"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="6/30/2015"/>	<input type="text" value="11/25/2017"/>
Comment: <input type="text"/>					
<input type="text" value="B"/>	<input type="text" value="M"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="11/30/2017"/>	<input type="text"/>
Comment: <input type="text"/>					

Field	Description
Class Code	Select the Class Code.
SubClass Code	Select the sub class code for this inventory item.
Quantity	Enter the quantity of the inventory items installed at this bus stop.
Date Installed	Record the date the inventory item was installed at this bus stop.
Date Removed	Record the date the inventory item was removed from this bus stop.
Comments	Enter any pertinent comments.

## Routes

Click **Routes** to display all routes that use this bus stop, select the Signup, Division and Service.

### Bus Stop Edit Form


Stop Id:  Stop Name:

Sign-up:  Division:  Service:

[Edit Stop](#)

[Inventory](#)

[Routes](#)

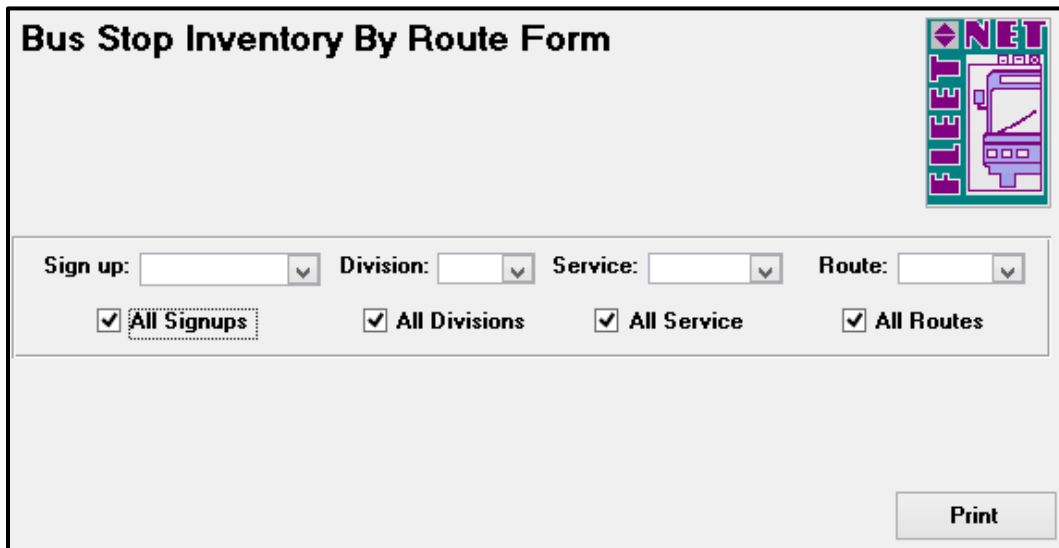


Route	Direction	Pattern	Route Description
<input type="text" value="113"/>	<input type="text" value="0"/>	<input type="text" value="1130W"/>	<input type="text" value="CSN- McCarren Southbound"/>



## Bus Stop Inventory Report

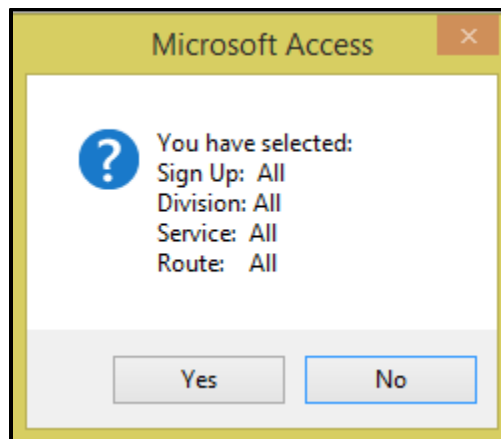
Click **Bus Stop Inventory Report** to generate a report listing inventory items by Stops.



There are options to report by Signup, Division, Service and Route or select All.

### Print

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



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

Bus Stop Inventory Report										
Sign-up: 012113		Div: 10		Service: S		Route: 120		Effective Date:		1/21/2013
City	Pattern	Dir	Stop Id	Description	Loc	Class	Sub-Class	Qty	Installed	
	120E	E	22TC	22ND ST TRANSIT CTR	E	B	M	3	Yes	
						B	W	4	Yes	
						GC	-	6	Yes	
						K	-	1	Yes	
						S	E	4	Yes	
KENNEWICK	120E	E	EC	Edison St/ Canal Dr	W	B	W	1	Yes	
						GC	-	1	Yes	
						S	E	1	Yes	
KENNEWICK	120E	E	HTC	HUNTINGTON TRANSIT CTR		B	W	5	Yes	
						S	E	5	Yes	
						GC	-	5	Yes	
						K	-	1	Yes	
Richland	120E	E	KTC	KNIGHT ST TRANSIT CTR	North	B	M	1	Yes	
						B	W	5	Yes	
						GC	-	5	Yes	
						K	-	1	Yes	
						S	E	5	Yes	
KENNEWICK	120E	E	TRTC	THREE RIVERS TRANSIT CENTER		B	W	6	Yes	
						GC	-	8	Yes	
						K	-	2	Yes	
						S	E	6	Yes	
WEST RICHLA	120E	E	WRTC	WEST RICHLAND TRANSIT CTR		B	W	1	Yes	
						GC	-	1	Yes	
						S	E	1	Yes	

### Bus Stop Count Report

Click **Bus Stop Count Report** to generate a report populating the totals stops by City.


Stop Count Report	
City	Number Of Stops
BENTON CITY	530
KE318	18
KENNEWICK	1
PASCO	376
PROSSER	256
Richland	5
WEST RICHLAND	249
<b>Total:</b>	<b>1,474</b>

### Bus Stop Inventory By Class Code Report

Click **Bus Stop Inventory by Class Code Report** to generate a list all inventory items by the Class code or All Classes and by Sub Class or All Sub Class Codes.

*Example:* S is selected as the Class Code for Shelters, All Sub Class Codes is selected.

### Bus Stop By Class Report Form



---

**Class Code:**

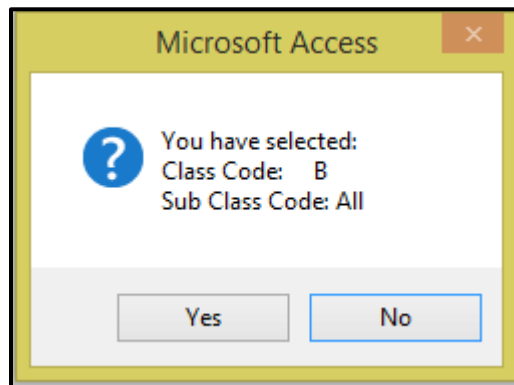
**All Classes**

**Sub Class:**

**All Sub Class Codes**

### Print

Click Print. The following message displays.



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

A multiple page report is generated with each sub class totaled and total of Class Code total on the last page.

Bus Stop By Inventory Class Code Report					
S	Shelter			E	Enclosed
Stop Id	Description	Loc	Qty	Installed	Comment
SH	Sprout Rd / Harris Av	S	1	Yes	
STTC	STACY ST T.C.	E	1	Yes	
SCS	Stevens Center Pl / Stevens Dr	S	1	Yes	
SY15	Sylvester St / 15th Av	N	1	Yes	
THSW2	Thayer Dr / Swift Bd	W	1	Yes	
TRTC	THREE RIVERS TRANSIT CENTER		6	Yes	
VG40	Van Glesen St / 40th Av	S	1	Yes	
VG7	Van Glesen St / Thayer Dr	S	1	Yes	
W12.2	Washington St / 12th Pl	W	1	Yes	
WEA	Wellsban Wy / Aaron Dr	W	1	Yes	
WEA2	Wellsban Wy / Aaron Dr	E	1	Yes	
WRTC	WEST RICHLAND TRANSIT CTR		1	Yes	
YCA2	Young St / Canal Dr	W	1	Yes	
<b>Total:</b>	E	Enclosed	<b>83</b>		

## Route Map Setup

Click **Route Map Setup** to insert a picture of the map for the selected Signup, Division, Route, and Direction.

### Route Map Setup Form


Signup	Div	Service	Route	Dir	Map #
FULL ▾	1 ▾	W ▾	10 ▾	I ▾	1 ▾

Field	Description
Signup	Select Signup from the drop-down list
Division	Select Division from the drop-down list
Service	Select Service from the drop-down list
Route	Select Route from the drop-down list
Dir	Select Direction from the drop-down list
Map #	Either select from the drop-down list or enter your map # that you are going to create

The following form displays. Insert the map document into the blank field.

### Route Map Setup Form

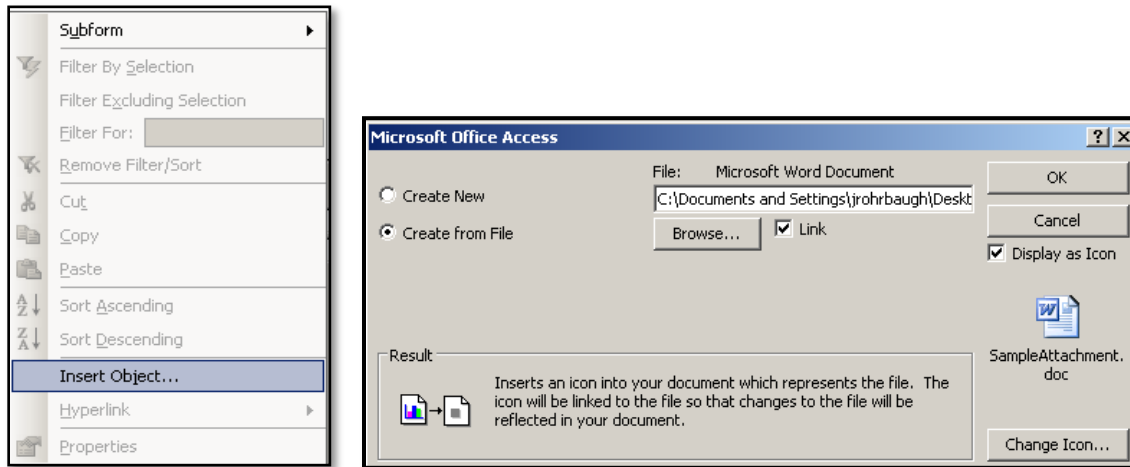
Signup	Div	Service	Route	Dir	Map #
FULL ▾	1 ▾	W ▾	10 ▾	I ▾	1 ▾



#### Route Map

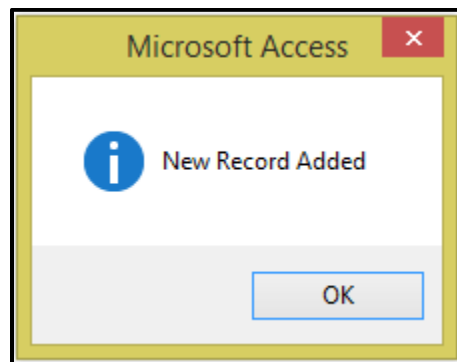
- Subform ▸
- Cut
- Copy
- Paste
- Insert ▸
- Merge/Split ▸
- Sort Ascending
- Sort Descending
- Delete
- Change To ▸
- Insert Object...
- Form Properties

**Direction for Insert Object:**

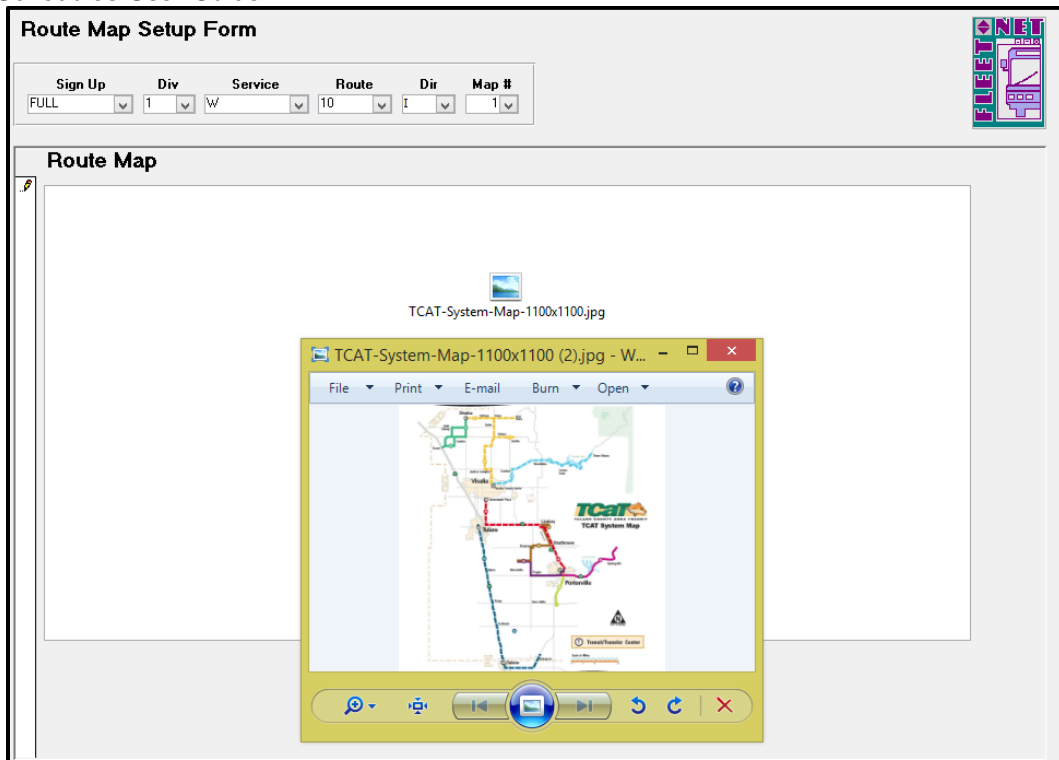


Right Click in Attachment box. Select Insert Object. Microsoft Access window will display.  
Click **Create from File** button.  
Click **Browse**.  
Locate the document or photo to be attached. **Highlight the record**.  
Click **OK**.  
File location will populate in the location box.  
Click **OK**.  
Document will display in the Attachment box.  
Double Click on the attached document to view.

Once document has been inserted the following message will display.

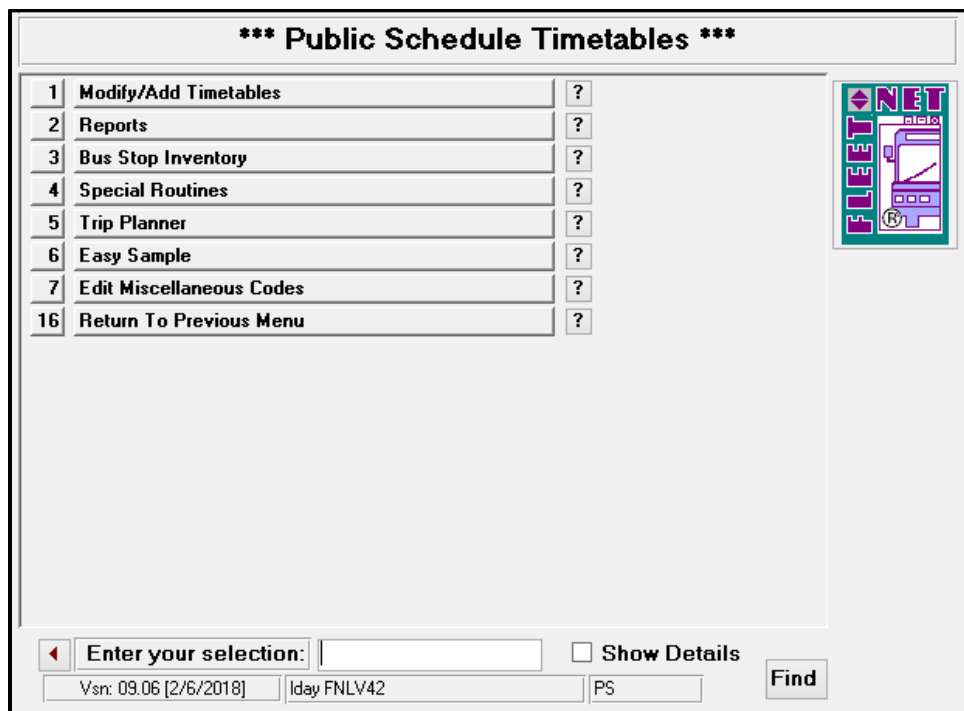


Double Click on inserted **icon** to view the attached map.



## Trip Planner


Click **Trip Planner** if currently being used by transit. If not currently utilizing this menu item will not need to be accessed. Connect Fleet-Net Corporation is questions regarding these options.



Trip Planner		
1	Create Cities	?
2	Build Walk and Connections Patterns	?
3	Export to Web Server	?
5	Landmark Setup	?
7	Modify/Add Holiday Dates	?
16	Return To Previous Menu	?

◀ Enter your selection:   Show Details

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## Easy Sample

Click **Easy Sample** to move from the Public Schedule Menu to the Easy Sample main menu. Refer to the Easy Sample Manual for information and instruction regarding this module.

Easy Sample		
1	Setup	?
2	Data Collection	?
3	Easy Sample Reports	?
4	NTD Reports	?
16	Return To Previous Menu	?

◀ Enter your selection:   Show Details

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