

Revenue Ridership & Fast Stats User Guide

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About This Guide

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

Below are features that are used through FNW applications.



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



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

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



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



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.

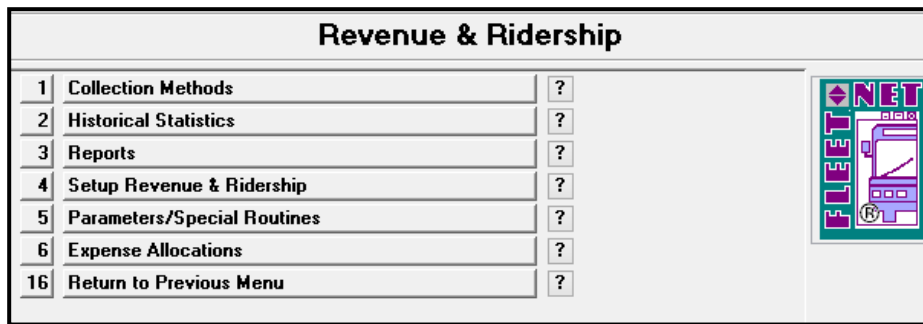


The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



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

Revenue & Ridership



The Revenue / Ridership module allows users to collect data pertaining to passenger statistics. This would include number or passengers, types of passengers, calculated values for fares etc. Miles and hours statistics are also tracked. Revenue & Ridership provides some of the data elements required to prepare various NTD reports.

The Fast Stats portion allows a user to interface to an automated fare box system. The interface takes place during the GFI Statistics Update.

The Revenue & Ridership module is contingent on having driver runs created. There are two main methods for creating runs within Fleet-Net so that they can be accessed by the Revenue & Ridership module.

One method involves having the Public Schedules & Fast Cut modules in place. These two modules are used to create driver run assignments which can then be assessed by the Revenue & Ridership module.

The second method is for those properties that did not purchase the Public Schedules & Fast Cut modules. All runs must first be created via the Modify/Add Schedule Master within the Revenue & Ridership module for the current signup in order to build the template from which the Revenue & Ridership will pull data pertaining to a day's run assignments.

Once it has been established how the runs will be created the next thing to consider is how the passenger data will be entered into the system. Once again there are two methods for entering passenger data.

The first method is an option if there are automated fare boxes on the buses (GFI). The data can be imported from the automated fare box system into Fleet-Net's Revenue & Ridership module using the GFI Statistics

Update option. Currently, Fleet-Net will support GFI versions 4, 6 and 7. Each of these versions creates a comma separated value (CSV) file that is used by the GFI Statistics Update option to import the statistics relating to passengers contained within the CSV file into the RR module. No manual data entry is required of the user with the exception of correcting errors that may have come across from the CSV file. Examples of errors that require correction would be incorrect run number entered by the driver.

The second method requires the user to manually enter the passenger statistics directly into Revenue & Ridership module via the Modify Revenue & Ridership Statistics option. This method usually requires drivers to manually tabulate the passengers boarding the bus on some sort of hard copy. The user in charge of Revenue & Ridership is then required to enter the data listed on the card into the Modify Revenue & Ridership Statistics option

Before either of the above mentioned methods can be used, several codes and parameters will need to be established and setup. Refer to the System Requirements section of this manual to begin setup of Revenue & Ridership.

Once data has been entered and updated reports can be written to extract any information found within the historical statistics area. Information such a passengers per fare type, miles per route & deadhead/revenue hours can be obtained from the Revenue & Ridership module from various report that exist such a Daily Route Summary, Daily Trip Audit Report. Once a monthly update has been executed then reports such as Comparative Analysis and Route Analysis Listing can be executed.

System Requirements

Before implementing the Revenue & Ridership module, all runs must be defined for the current sign-up either via the Public Schedule/Fast Cut modules or the Modify/Add Schedule Master.

Cycles and Checklists

These cycles and checklists are a list of steps. Refer to the instructions for each form for more detailed information about the fields and processes.

Set up Revenue and Ridership Checklist

FNW Public Schedules Database is required for setup

<u>Done</u>	<u>Menu</u>	<u>Form/Procedure</u>
1. _____	RR07	Edit Signups- Define the Sign Up, Description and Effective Dates for all signups
2. _____	RR07	Edit Divisions - Define a Division and Description for each signup.
3. _____	RR07	Edit Service – Define a code for each type of service.
4. _____	RR07	Edit Routes - Enter each Route number (up to 4 alpha/numeric characters) and Description.
5. _____	RR07	Edit Direction - Enter a direction code and description for each direction. Ex: N North, S South, I Inbound, O Outbound

Set up Parameters Checklist

Once all Setup Revenue & Ridership parameters have been established continue setting up the options below or verify them for accuracy.

<u>Done</u>	<u>Menu</u>	<u>Form/Procedure</u>
1. _____	RR08	Use Add/Modify Mode of Service to define all applicable mode of service codes
2. _____	RR08	Define time classes for all modes of service via Add/Modify Time Classification.
3. _____	RR08	Define all fare types via Add/Modify Fare Types
4. _____	RR08	Create the correlation between the GFI keys/ttps to the fare types created via Fare box Fare-set Setup. This step is only required if automated fare boxes are in place.
5. _____	RR08	Define late codes via Add/Modify Late Codes.
6. _____	RR08	Define schedules via Add/Modify Schedule Master for current sign-up if the Public Schedule/Fast modules were not used to build the runs

Standard Collections Cycle

This procedure is for users not interfaced with an automated fare box system.

<u>Done</u>	<u>Menu</u>	<u>Form/Procedure</u>
1. _____	RR01	Build Daily Trips - From Schedule Master (if PS/FC does not exist) OR Build Daily Trips -From Fast Cut by Run/Block adds trips for a specific date by Reading the runs entered via Add/Modify Schedule Master or PS/Fast Cut.
2. _____	RR01	Modify Revenue & Ridership Stats allows statistical changes including trip times, fare amounts, late codes, mileage and passenger counts.
3. _____	RR01	Print Daily Trip Audit Report or Daily Route Summary as desired.
4. _____	RR01	Update Statistics to History monthly to post and summarizes data into the Historical statistics area.
5. _____	RR01	If an entire day is incorrect, use Delete Entries by Date and start the cycle over.

GFI Statistics Collection Cycle

This is a cycle of the steps.

This procedure is for users interfaced with General Fare box automated systems.

NOTE: GFI files transferred over for access by Fleet-Net must be administrated outside of Fleet-Net.

<u>Done</u>	<u>Menu</u>	<u>Form/Procedure</u>
1. _____	None	prior to logging onto Fleet-Net, transfer the GFI statistics file to an area Accessible by Fleet-Net. The Fare box Version and Data Path must be setup via Edit Miscellaneous Codes or by using the green checkmark on the GFI Fare box Trip Import Form
2. _____	RR01	Build Daily Trips - From Schedule Master OR Build Daily Trips - From Fast Cut By Run/Block adds trips for a specific date by reading the runs entered via Add/Modify Schedule Master or PS/Fast Cut.
3. _____	RR01	GFI Statistics Updates compares the GFI stats file to daily trip file and notes Discrepancies. Inconsistencies may be corrected here. Posts GFI stats file information to Fleet-Net by matching date, run, and closest trip starting time. Discrepancies are printed out a on a report.
4. _____	RR01	Modify Revenue & Ridership Stats allows statistical changes including trip times, fare amounts, late codes, mileage and passenger counts.
5. _____	RR01	Print Daily Trip Audit Report or Daily Route Summary as desired.
6. _____	RR01	Update Statistics to History monthly to post and summarizes data into the Historical statistics area.
7. _____	RR01	If an entire day is incorrect, use Delete Entries by Date and start the cycle over.

Setup Revenue and Ridership


If using the Fleet-Net Public Schedule and Fast Cut modules the information on the Setup Revenue and Ridership menu has been populated.

Setup Revenue & Ridership		
1	Edit Sign-Ups	?
2	Edit Division	?
3	Edit Service	?
4	Edit Routes	?
5	Edit Direction	?
6	Renumber Route	?
16	Return to Previous Menu	?



Edit Sign-Ups

Signup Edit Form		
Sign Up	Description	Effective
<input type="text" value="17FULL"/>	<input type="text" value="2017 Full Signup"/>	<input type="text" value="8/19/2017"/>
<input type="text" value="17SUM"/>	<input type="text" value="2017 Summer"/>	<input type="text" value="8/19/2017"/>
<input type="text" value="17WIP"/>	<input type="text" value="17 Work In Process"/>	<input type="text" value="8/1/2017"/>
<input type="text" value="18FULL"/>	<input type="text" value="2018 Full"/>	<input type="text" value="1/1/2018"/>
<input type="text" value="ADMIN"/>	<input type="text" value="Administration"/>	<input type="text" value="1/1/2016"/>
<input type="text" value="DEC2017"/>	<input type="text" value="Dec2017"/>	<input type="text" value="12/8/2017"/>
<input type="text" value="FEB2017"/>	<input type="text" value="Durango"/>	<input type="text" value="2/1/2018"/>



Enter the **Sign Up**, **Description** and **Effective Dates** for all signups.

Print - Click the Print button to display a listing of all sign ups.

A **purge** option is available on the PS01 menu Edit Signups Form.

Edit Division

Each signup can have multiple divisions if the transit has more than locations and statistics are tracked separately.

Enter or select the **Signup** from the drop down.

Enter a **Division** and **Description** for each signup.

Edit Service

Define the types of service used in each signup. When the trips are built by date the system will build the trips based on the day of week the services run.

Enter or select the **signup** from the drop down list

To select the days of the week for each service, click the **checkbox** below the day.

To deselect click the **checkbox** again.


Service	Description	Sequence	Sun	Mon	Tue	Wed	Thu	Fri	Sat
A	All Days		<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"/>
N	No Service		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	Saturday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W	Weekdays m-f		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	Sunday		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Field	Description
Service	Enter a code (up to 6 characters) for each type of service.
Description	Describe the service for each code.
Sequence	Define the order the service codes will display in drop down lists.

Edit Routes

Define each of the routes for a specified Signup.
 Enter or select the signup from the drop down list.
 Enter each Route number (up to 4 alpha/numeric characters) and description

Route Edit Form




Sign Up:

	Route	Description
	<input type="text" value="120"/>	<input type="text" value="Fort Apache/Rampart"/>
	<input type="text" value="121"/>	<input type="text" value="Durango/Buffalo"/>

Edit Directions

Define all directions for the specified signup.
 Enter or select the signup from the drop down list.
 Enter a direction code (up to 6 characters) and description, Deadhead must be setup as a direction.

Direction Edit Form




Sign Up:

	Direction	Description
	<input type="text" value="D"/>	<input type="text" value="DEADHEAD"/>
	<input type="text" value="E"/>	<input type="text" value="EASTBOUND"/>
	<input type="text" value="I"/>	<input type="text" value="INBOUND"/>
	<input type="text" value="N"/>	<input type="text" value="NORTHBOUND"/>
	<input type="text" value="O"/>	<input type="text" value="OUTBOUND"/>
	<input type="text" value="S"/>	<input type="text" value="SOUTHBOUND"/>
	<input type="text" value="W"/>	<input type="text" value="WESTBOUND"/>
	<input type="text" value="▶"/>	<input type="text"/>

Parameters / Special Routines

Parameters/Special Routines		
1	Add/Modify Mode Of Service	?
2	Add/Modify Time Classifications	?
3	Add/Modify Fare Types	?
4	Farebox FareSet Setup	?
5	Add/Modify Late Codes	?
6	Add/Modify Schedule Master	?
7	Duplicate Schedule Master	?
8	Duplicate Trip Stats	?
9	Edit Misc Codes	?
16	Return to Previous Menu	?



The logo for FLEET NET is located on the right side of the table. It features the word "FLEET" in large, bold, purple letters with a white outline, and "NET" in smaller, bold, purple letters to its right. Below the text is a stylized graphic of a computer monitor displaying a line graph, with a small "©" symbol at the bottom left of the graphic.

Add/Modify Mode of Service

Defines NTD mode of service codes.

Add/Modify Mode Of Service

Mode Of Service: MB

Mode Description

Number of light maintenance facilities:

Serving under 200 vehicles

Serving under 200 - 300 vehicles

Serving more 300 vehicles

Directional Miles of Roadway:

Exclusive right-of-way

Controlled access right-of-way

Mixed traffic right-of-way

Field	Description
Mode of Service	Specify two digit service code being defined: MB -Motor Bus DR -Demand Response
Number of light maintenance facilities	Specify number of light maintenance facilities serving under 200 vehicles, 200 - 300 vehicles, and more than 300 vehicles.
Directional Miles of Roadway	<p>Exclusive right of way- Roadway or other right-of-way (ROW) reserved at all times for transit use And / or other high occupancy Vehicles (HOV).</p> <p>Controlled access right of way- Lanes restricted for at least a portion of the day for use by transit vehicles and other high occupancy vehicles (HOV).</p> <p>Mixed traffic right of way- Roadways other than exclusive and controlled access rights-of-way (ROW) used for transit operations that are mixed with pedestrian and vehicle traffic. Does not include guideway that only has grade crossings with vehicular traffic.</p>

Add/ Modify Time Classifications

Enter **Mode** and Choose your mode of service for which the beginning and ending time are defined. This must be a valid mode of service which was previously defined via Add/Modify Mode of Service.

Add/Modify Time Classification

Mode:

Sort Order	Service	Time Classification	Beginning	Ending	Hours
<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="Am Peak"/> <input checked="" type="checkbox"/>	<input type="text" value="6:00 AM"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="3:00"/>
<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="Midday"/> <input checked="" type="checkbox"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="2:00 PM"/>	<input type="text" value="5:00"/>
<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="Pm Peak"/> <input checked="" type="checkbox"/>	<input type="text" value="2:00 PM"/>	<input type="text" value="6:00 PM"/>	<input type="text" value="4:00"/>
<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="Night"/> <input checked="" type="checkbox"/>	<input type="text" value="6:00 PM"/>	<input type="text" value="11:45 PM"/>	<input type="text" value="5:45"/>
<input type="text" value="2"/>	<input type="text" value="S"/>	<input type="text" value="Saturday"/> <input checked="" type="checkbox"/>	<input type="text" value="6:00 AM"/>	<input type="text" value="11:45 PM"/>	<input type="text" value="17:45"/>
<input type="text" value="3"/>	<input type="text" value="X"/>	<input type="text" value="Sunday"/> <input checked="" type="checkbox"/>	<input type="text" value="6:00 AM"/>	<input type="text" value="11:45 PM"/>	<input type="text" value="17:45"/>
<input type="text" value="▶"/>	<input type="text"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Description
Sort Order	Define the order the Time Classification should be sorted.
Service Code	Defines the type of service used based on the day of the week.
Time Classification	Enter Time Classifications Example: AM Peak Hours, PM Peak Hours and Night Service
Beginning and Ending Times	Enter times
Hours	This field will automatically calculate.

Enter the **Time Classification** or Click the **Green Checkmark** to add a new Time classifications via the Modify/Add Misc. List Codes

Modify / Add Misc List Codes

Module:

Type:

Code	Value
<input type="text" value="Am Peak"/>	<input type="text" value="Am Peak"/>
<input type="text" value="Midday"/>	<input type="text" value="Midday"/>
<input type="text" value="Night"/>	<input type="text" value="Night"/>
<input type="text" value="Pm Peak"/>	<input type="text" value="Pm Peak"/>
<input type="text" value="Saturday"/>	<input type="text" value="Saturday"/>
<input type="text" value="Sunday"/>	<input type="text" value="Sunday"/>
<input type="text" value="▶"/>	<input type="text"/>


Print- Click to print a listing of Time Classifications

Time Classification List							
Mode	Description	Sort Order	Service	Time Class	Beginning	Ending	Total Hours
MB	Motor Bus	1	W	Am Peak	6:00:00 AM	9:00 AM	3:00
		1	W	Midday	9:00:00 AM	2:00 PM	5:00
		1	W	Pm Peak	2:00:00 PM	6:00 PM	4:00
		1	W	Night	6:00:00 PM	11:45 PM	5:45
		2	S	Saturday	6:00:00 AM	11:45 PM	17:45
		3	X	Sunday	6:00:00 AM	11:45 PM	17:45

Add/Modify Fare Types

Enter the **Mode of Service** or use the dropdown. Enter a **fare type code**, **description** and **rate**. Specify all applicable fare types for each mode of service.

Add/Modify Fare Type

Mode:


Type	Description	Rate
###	Non Ridership	
31ADT	31 Day Adult	\$60.00
31CVE	31 Day CV Employer	\$30.00
31SEN	31 Day Senior	\$30.00
31YTH	31 Day Youth	\$30.00
A1ORP	Adult 10R Pass	\$25.00
A10XP	Adult 10R XFR Pass*7	\$0.00
ACSHF	Adult Cash	\$2.00
ADAYP	Adult Day Pass	\$5.00
ADTDF	Adult Day Farebox	\$5.00
ADTDP	Adult Day Preencoded	\$5.00

Record: 11
No Filter
Search


Farebox Fareset Setup

Establishes a correlation between the GFI fare box keypad and automated GFI settings to the corresponding Revenue & Ridership fare types. Create a fare set # for each different GFI fare set being used.

Enter a **Fare Set #**

Fare Box Fare Set Setup

Fare Set #:



Record Type	Rec #	Description	Mode	Fare Type	Rate	Fare Description
<input type="button" value="Key"/>	1	Key 1	<input type="button" value="MB"/>	<input type="button" value="BIKE"/>	\$0.00	Bike
<input type="button" value="Key"/>	2	Key 2	<input type="button" value="MB"/>	<input type="button" value="FREE"/>	\$0.00	Free
<input type="button" value="Key"/>	3	Key 3	<input type="button" value="MB"/>	<input type="button" value="INCO"/>	\$0.00	Incomplete Fare
<input type="button" value="TTP"/>	1	TTP 1	<input type="button" value="MB"/>	<input type="button" value="ACSH"/>	\$2.00	Adult Cash
<input type="button" value="TTP"/>	2	TTP 2	<input type="button" value="MB"/>	<input type="button" value="YCSH"/>	\$1.00	Youth Cash
<input type="button" value="TTP"/>	3	TTP 3	<input type="button" value="MB"/>	<input type="button" value="SCSH"/>	\$0.50	SMD Cash
<input type="button" value="TTP"/>	5	TTP 5	<input type="button" value="MB"/>	<input type="button" value="ADTL"/>	\$3.00	Adult Day Sold
<input type="button" value="TTP"/>	6	TTP 6	<input type="button" value="MB"/>	<input type="button" value="YTHL"/>	\$2.00	Youth Day Sold
<input type="button" value="TTP"/>	7	TTP 7	<input type="button" value="MB"/>	<input type="button" value="SENL"/>	\$2.00	Senior Day Sold

Field	Description
Record Type	Select a type from the drop down list.
Rec #	Enter a sequential number for each record of the same Record Type.
Description	Enter a description of the record.
Mode	Select the mode of service.
Fare Type	Select the corresponding Fare Type previously set up or enter ### if you do not want the data from the CSV file to come over to FN (after the GFI Statistics Update) for that corresponding Record Type and Rec #. GFI may use certain keys or TTP's for tracking mechanical issues with the fare box and data in those positions. Have nothing to do with ridership. Make sure ### feature is Created in the Add/Modify Fare Types form.
Rate	The Rate will automatically populate.
Fare Description	The Fare Description will automatically populate.

Add / Modify Late Codes

Defines late codes to be used via Modify Revenue/Ridership Statistics.
Enter a 1 character code and a description.

Add/Modify Late Code	
Late Code	Description
T	Traffic
A	Accident

Add/ Modify Schedule Master

This is not necessary for those users utilizing the Public Schedule/Fast Cut modules. This form is used to enter the runs for the current sign up. Once entered, revisions need to be made only if a change takes place to the current sign up or a new sign up takes effect.

Select the Sign Up, Division and enter a run #

Signup: Dec2017 Division: 1 Service: W Run #: 1

Sun Mon Tue Wed Thu Fri Sat

Trip	Start Time	End Time	Route	Comment	Dir	Mileage	Hours
1	6:00 AM	6:33 AM	121	Deadhead	D	30.0	:33
2	6:33 AM	7:16 AM	121	Southbound	S	20.0	:43
3	7:28 AM	8:19 AM	120	Northbound	N	20.0	:51

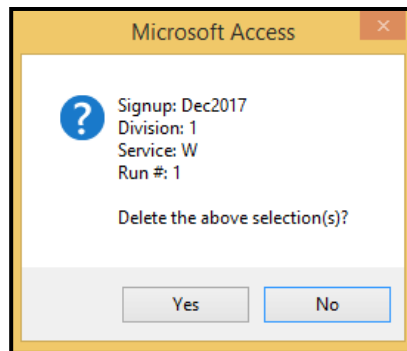
Print Delete

Field	Description
Trip	Enter a trip number
Start Time End Time	Select the times via the clock feature
Route	Enter or select the route number for the specified trip
Comment	A comment may be entered. (Optional)
Dir	Enter the direction of the specified trip
Mileage	Enter the mileage covered on this trip
Hours	Automatically calculated

Print -Click to print the selected schedule.

Add / Modify Schedule Master												
Sign-Up	Div	Ser	Run #	Trip	Start Time	End Time	Line	Dir	Comment	Mileage	Hours	
Dec2017	1	W	1	1	6:00 AM	6:33 AM	121	D	Deadhead	30.0	:33	
		W	1	2	6:33 AM	7:16 AM	121	S	Southbound	20.0	:43	
		W	1	3	7:28 AM	8:19 AM	120	N	Northbound	20.0	:51	
		W	1	4	8:30 AM	9:16 AM	121	S	Southbound	20.0	:46	
		W	1	5	9:28 AM	10:19 AM	120	N	Northbound	20.0	:51	
		W	1	6	10:30 AM	11:16 AM	121	S	Southbound	20.0	:46	
		W	1	7	11:28 AM	12:19 PM	120	N	Northbound	2.0	:51	
		W	1	8	12:19 PM	1:00 PM	120	D	Deadhead	30.0	:41	
Revenue Miles:			102.0	62.96%	Revenue Hours:		4:48	79.56%				
Deadhead Miles:			60.0	37.04%	Deadhead Hours:		1:14	20.44%				
Revenue Trips:			6									
Deadhead Trips:			2									
Total Trips:			8									

Delete -Click to delete the selected schedule.



Duplicate Schedule Master

This form allows a signup to be copied to a new signup and then make any minor changes to the schedules.

Duplicate Schedule Master

Old Signup:
 Old Division:
 Old Service:
 All Service

New Signup:
 New Division:
 New Service:

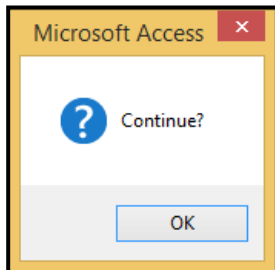
Vsn: 09.06 [9/22/2017]

Select the **Old Sign Up**, **Old Division** and **Old Service** to be duplicated. There is the option to select **All Service checkbox**.

Enter the **New Sign Up**, **New Division** and **New Service**

Build

The following confirmation message displays:



Duplicate Trip Stats

Use this form to duplicate trip data from one date to a new date. This option would be used only if true passenger statistics from the fare boxes or driver cards was lost or no longer obtainable for a reason and you wish to copy all of the passenger data from one day to another in order at least a copy of another day rather than no data at all for a day.

Duplicate Trip Stats



Select Old Date 

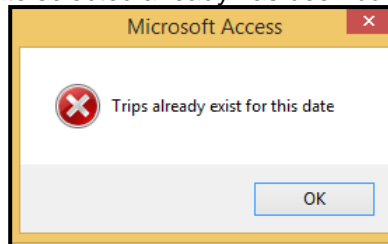
Select Starting Run 

Select Ending Run 

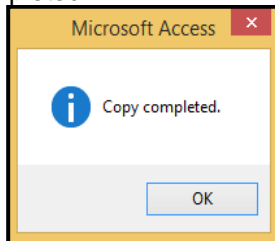
Select New Date 

Field	Description
Select Old Date	Select the date of the data to be duplicated
Select Starting Run Select Ending Run	Select the run number range for data to be duplicated
Select New Date	Select the date to for the duplicated data
Build	Click to begin the duplication

The following message displays if the date selected already has been built.



The following confirmation displays when completed.



Parameters/Special Routines....continued

Edit Misc Codes

Click **Miscellaneous Codes** to define all codes used throughout the Revenue Ridership module.

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

Field	Description
Type	Select from the drop down options.
Code	Code used to identify the type of code
Value	Definition of code

The **Print** button will print a listing of all Miscellaneous Codes. The report will display the **TYPE**, **CODE** and **VALUE**.

FareboxVersion:(Specific)- Enter exactly as shown (Only required for the Fast Stats module
 Code -Enter the GFI version. Example: 4 or 6 or 7
 Value -Enter the network path to the GFI .csv file

Modify / Add Misc List Codes

Module: RR

Type: FareboxVersion

Code	Value
7	M:\
▶	

Print

TimeClassification:(Specific)- Enter exactly as shown
 Code and Value -AM Peak, Midday, PM Peak, Night, Saturday, Sunday

Modify / Add Misc List Codes

Module: RR

Type: TimeClassification


Code	Value
Am Peak	Am Peak
Midday	Midday
Night	Night
Pm Peak	Pm Peak
Saturday	Saturday
Sunday	Sunday
▶	

Print

Expense Allocations

Once the GL Expense Interface is defined and the Financial Total Cost is run the monthly costs for each route is populated in the Historical Stats Financial Cost History form. These costs will populate the Comparative Analysis report.

Expense Allocations		
1	GL Expense Interface	?
2	GL Interface	?
3	Modify Allocation Stats	?
4	Financial Total Cost	?
16	Return To Previous Menus	?




GL Expense Interface

Define the GL accounts to be used to calculate Financial Costs for each Expense Category.

GL accounts assigned to Maintenance would be allocated to vehicle mileage expense and GL accounts assigned to Operations would be allocated to vehicle hourly expense. GL accounts assigned to items such as supervision and administration would usually be allocated to fixed cost.

General Ledger Expense Interface	
Mode of Service	MB <input type="text" value="MOTOR BUS"/>
Fiscal Year	2018 <input type="text" value="GL Division 60"/>
Expense Category	VM <input type="text" value="Vehicle Miles"/>



Accounts To Select		Accounts Selected	
Account	Title	Account	Title
5040103003	Unleaded Fuel - Revenue Vehicle		
5040103007	Oil & Lube - Rev Veh		
5040106001	Maintenance Department HQ Insj		
5040106005	Unleaded Fuel Service Vehicle		
5040106007	Oil & Lube-Revenue Veh		
5040108005	Unleaded Fuel - Service Vehicles		
5040108006	DIESEL -SERVICE-VEH		
5040108009	Oil & Lube-Service Veh		
5040108010	Oil & Lube Inv Adj-Service Veh		
5040203001	Tires		
5040203002	Tires - Grants		
5040208002	Tires - Grants		
5040208003	Tires - Serv Veh		
5049906013	Repair Parts - Revenue Vehicles		
5049906014	Repair Parts-Bus-Grant Parts		
5049906015	Repair Parts Stand Price Var.		
5049906026	Shop Supplies		
5049906032	Obsolete Parts Inventory		
5049906037	Shop Tools		

Field	Description
Mode of Service	Select the NTD mode of service code which was setup in Add/Modify Mode of Service
Fiscal Year	Enter the Fiscal Year to use to filter the GL accounts and divisions available
Division	Select the appropriate GL Division
Expense Category	Select FC= Fixed Costs VH= Vehicle Hours VM= Vehicle Miles
Accounts to Select & Accounts Selected	Highlight each account for the specified Expense Category click the > to move the accounts to the Accounts Selected section.


GL Interface

Define the GL accounts to be used to calculate Financial Costs for each Fare.

Field	Description
Mode of Service	Select the NTD mode of service code which was setup in Add/Modify Mode of Service
Fiscal Year	Enter the Fiscal Year to use to filter the GL accounts and divisions available
Fare	Select the corresponding Fare Type from the drop down list
Debit GL Division	Select the GL Division from the drop down list
Debit GL Account	Select the GL Account from the drop down list
Credit GL Division	Select the GL Division from the drop down list
Credit GL Account	Select the GL Account from the drop down list

Modify Allocation Stats


Modify Allocation Stats



Mode Of Service: Fiscal Year:

GL Division	GL Account	Vehicle Hours Percent	Vehicle Miles Percent	Fixed Cost Percent	Total Percent
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Modify Allocation Stats



Mode Of Service: Fiscal Year:

GL Division	GL Account	Vehicle Hours Percent	Vehicle Miles Percent	Fixed Cost Percent	Total Percent
<input type="text" value="60"/>	<input type="text" value="5040106001"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>
<input type="text" value="40"/>	<input type="text" value="5049901005"/>	<input type="text" value="50"/>	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="100"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Field	Description
Mode of Service	Select the NTD mode of service code which was setup in Add/Modify Mode of Service
Fiscal Year	Enter the Fiscal Year to use to filter the GL accounts and divisions available
GL Division	Select the GL Division from the drop down list
GL Account	Select the GL Account from the drop down list
Vehicle Hours Percent	Total % for Vehicle Hours
Vehicle Miles Percent	Total % for Miles
Fixed Cost Percent	Total % for Fixed Cost
Total Percent	Must always equal 100%

Financial Total Cost

Complete this form to calculate the costs to update to the Financial Cost History form.


Financial Cost

Mode Of Service

Start Year **Start Month**

End Year **End Month**

Calculate




Field	Description
Mode of Service	Select the NTD mode of service code which was setup in Add/Modify Mode of Service
Start Year & Start Month	Enter the beginning year and month (calendar)
End Year & End Month	Enter the ending year and month (calendar)
Calculate	<p>The calculation will use the GL transactions for the accounts specified in GL Expense Allocations The calculation formula:</p> $VM = VM + FC * (VM / (VM + VH))$ $VH = VH + FC * (VH / (VM + VH))$

Collection Methods

Collection Methods

1	Build Daily Trips from Schedule Master	?
2	Build Daily Trips from Fast Cut by Run/Block	?
3	GFI Statistics Update	?
4	Modify Revenue & Ridership Stats	?
5	Daily Route Summary	?
6	Daily Trip Audit Report	?
7	Update Statistics to History	?
8	Delete Built Trips Entries By Date	?
16	Return to Previous Menu	?



Build Daily Trips from Schedule Master

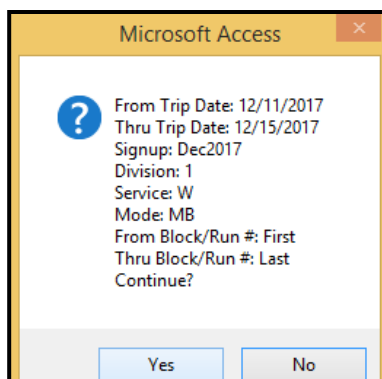
Use caution not to confuse the various forms that create the daily trip file. If the runs were created via Add/Modify Schedule Master use this form to build the trip day.

If runs were created via Public Schedules/Fast Cut use other form titled Build Daily Trips by Run/Block.

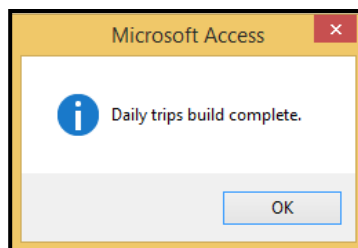
Daily trips must be built for each service date before entering data via Modify Revenue/Ridership Statistics.

Field	Description
From Trip Date Thru Trip Date	Select the date range via the calendar feature. The day of the week will display.
Signup, Division & Service	Select from the dropdown's
Mode	Select the NTD mode of service code
From Block / Run To Block / Run	Select from the dropdown, if left blank the first and last Block/Run will be used
Build	Click to begin building trips for the date specified.

Select the **build button**  and receive this message.



Click **yes** to continue, click **no** to abort and revise criteria.



Click **Ok**.

Build Daily Trips from Fast Cut by Run/Block

Runs/ Blocks created via Public Schedules and Fast Cut are used to build the daily trips.

Daily Trips must be built for each service date before entering data via Modify Revenue/Ridership Statistics or Updating GFI Statistics.

Build Daily Trips From Fast Cut

From Trip Date: 12/13/2017 📅 Wednesday

Thru Trip Date: 12/13/2017 📅 Wednesday

Signup: Dec2017

Division: 1

Service: W

Sun Mon Tue Wed Thu Fri Sat

Mode: MB

Use Run #'s
 Use Block #'s

From Block / Run #:

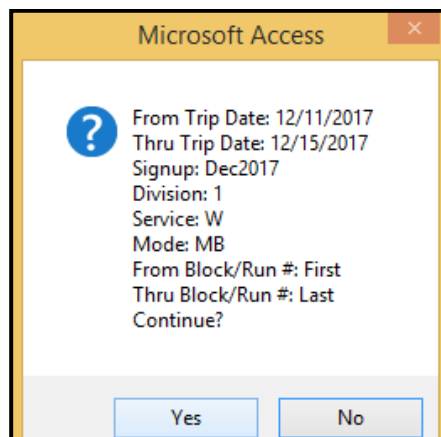
Thru Block / Run #:

Exclude Holidays

Build

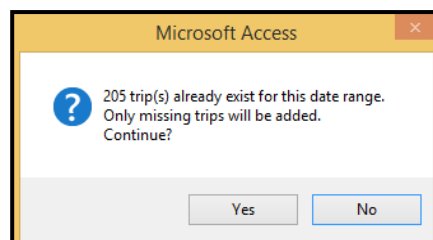
Field	Description
From Trip Date Thru Trip Date	Select the date range via the calendar feature. The day of the week will display.
Signup, Division & Service	Select from the dropdown's
Mode	Select the NTD mode of service code
From Block / Run To Block / Run	Click the checkbox to select the method preferred Enter the range of Block/Run numbers or leave blank for all.
Build	Click to begin building trips for the date specified.

The following confirmation message displays.



Click **yes** to continue, click **no** to abort and revise criteria.

The following message will display if trips already exist.



Revenue Ridership & Fast Stat Module

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

GFI Statistics Update

Upon returning to the garage each evening the GFI fare boxes are polled with a device called a probe to collect revenue and ridership counts stored in the fare box. This information is then uploaded into the GFI PC. GFI has a feature that allows the user to export this data to a text or CSV (comma separated value) file. This is accomplished with the Prepare File for Transfer feature located on the GFI PC for GFI Version 4 and under the Tools drop down option for version 7. Once this file has been prepared and is accessible to Fleet-Net via the network or C: drive, the interface can begin to take place.

Utilize this form to import and review data imported from the GFI csv file.

Once the update has been executed the ridership data can then be accessed via Modify Revenue & Ridership Stats.

Field	Description
Fare box Version	If Fare box Version has been setup via Edit Misc. Codes on the RR08 menu, the Fare box Version (Ex: 6 or 7) can be selected from the drop down list.
Path to Data	Path to Data will be populated
Bus Probe Date	Enter date
Trip Date	Enter from and thru date

To enter the Fare box Version and Path to Data click the green checkmark and the Edit Misc. Codes form will display.

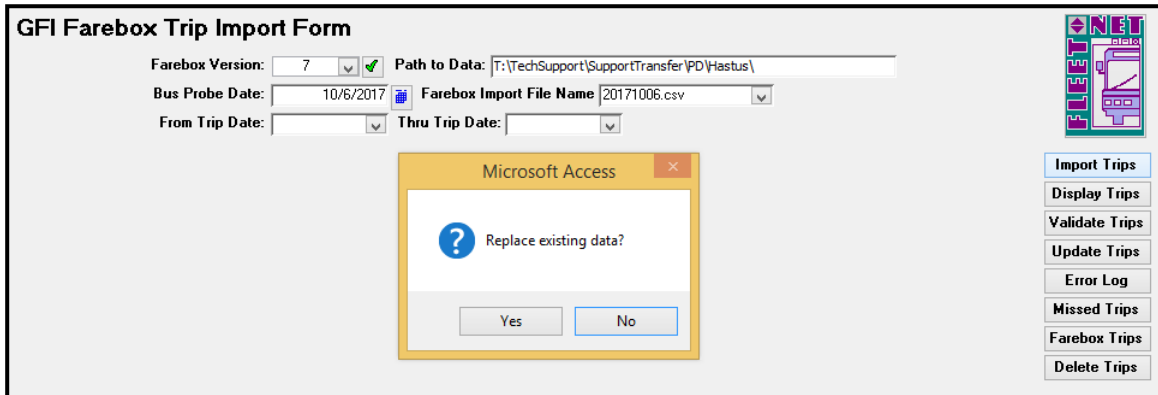
Code- Enter the GFI version.

Revenue Ridership & Fast Stat Module

Value- Enter the path to the csv file.

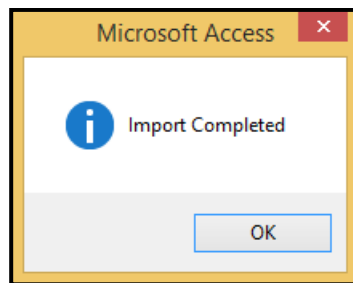
Import Trips

Click button to begin importing the data from the specified GFI csv file.
If data has previously been imported the following confirmation message will display:



The screenshot shows the "GFI Farebox Trip Import Form" with the following fields: Farebox Version: 7, Path to Data: T:\TechSupport\SupportTransfer\PD\Hastus\, Bus Probe Date: 10/6/2017, Farebox Import File Name: 20171006.csv, From Trip Date: (empty), and Thru Trip Date: (empty). A "Microsoft Access" dialog box is overlaid on the form, asking "Replace existing data?" with "Yes" and "No" buttons. On the right side of the form, there is a vertical menu with buttons: Import Trips, Display Trips, Validate Trips, Update Trips, Error Log, Missed Trips, Farebox Trips, and Delete Trips.

Click **yes** to replace the data, click **No** to abort the import.
Once all data has been imported the following message displays.



Display Trips

Click **Display Trips** to review and modify the data imported from the csv file.

From Trip Date:	Thru Trip Date:
10/7/2017	20171006.csv
10/6/2017	20171006.csv
10/5/2017	20171006.csv
10/4/2017	20171007.csv
10/3/2017	20171007.csv
10/2/2017	20171006.csv
9/26/2017	20171007.csv
9/21/2017	20171007.csv
1/13/2015	20150113.csv
1/10/2015	20150113.csv
1/9/2015	20150113.csv
3/11/2011	20110311.csv
3/10/2011	20110311.csv
11/1/2009	20091101.csv
9/30/2009	20090930.csv
9/29/2009	20090929.csv

Revenue Ridership & Fast Stat Module

Select the **From Trip** and **Thru Trip** date range to specify the data to be reviewed, modified and updated as the following describes.

This form displays each record's data imported from the GFI csv file.

Trip Date and Time, Bus #, Route, Run, Revenue, Passenger counts and Currency counts will be validated and updated to Revenue & Ridership Statistics.

The updated field is checked if the record has previously been updated to Revenue & Ridership Statistics.

GFI Farebox Trip Import Form

Farebox Version: 7 Path to Data: T:\TechSupport\Support\Transfer\PD\Hastus\
Bus Probe Date: 10/1/2017 Farebox Import File Name
From Trip Date: 10/7/2017 Thru Trip Date: 10/7/2017

Rec # 6135 Updated Loc/Garage # 1 Record Type 2 CashBox Alarm 0 ByPass Alarm 0
Trip Date 10/7/2017 Trip Time 12:00:00 AM Bus # 2607 Driver # 70801 Route # 0 Run # 5223
TripNo 2 Revenue \$0.00 Uncl Rev \$0.00 FareSet # 1 Full Fare Count 0 Dump 0

Key 1 0 Key 3 0 Key 5 0 Key 7 0 Key 9 0 Key 11 0 Key 13 0
Key 2 0 Key 4 0 Key 6 0 Key 8 0 Key 10 0 Key 12 0 Key 14 0

TTP 1 0 TTP 9 0 TTP 17 0 TTP 25 0 TTP 33 0 TTP 41 0
TTP 2 0 TTP 10 0 TTP 18 0 TTP 26 0 TTP 34 0 TTP 42 0
TTP 3 0 TTP 11 0 TTP 19 0 TTP 27 0 TTP 35 0 TTP 43 0
TTP 4 0 TTP 12 0 TTP 20 0 TTP 28 0 TTP 36 0 TTP 44 0
TTP 5 0 TTP 13 0 TTP 21 0 TTP 29 0 TTP 37 0 TTP 45 0
TTP 6 0 TTP 14 0 TTP 22 0 TTP 30 0 TTP 38 0 TTP 46 0
TTP 7 0 TTP 15 0 TTP 23 0 TTP 31 0 TTP 39 0 TTP 47 0
TTP 8 0 TTP 16 0 TTP 24 0 TTP 32 0 TTP 40 0 TTP 48 0

Bill Count 0 Penny Count 0 Nickel Count 0 Dime Count 0 File: 20171006.csv
Quarter Count 0 Half Dollar Count 0 SBA Dollar Count 0 Errors

Validate Trips

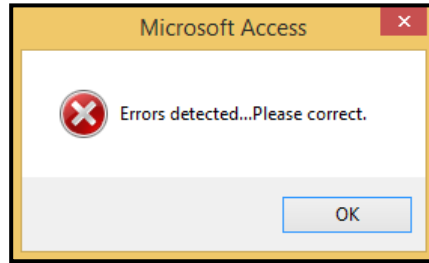
Click **Validate Trips** button to validate the specified data with the trips built for the dates imported. Validation involves the data being checked for correct run numbers, times falling within schedule run trip times, routes matching run numbers and correct fare types being setup for keys and TTP's for example. Once validation is complete the results can be viewed using the Error Log button.

GFI Farebox Trip Import Form

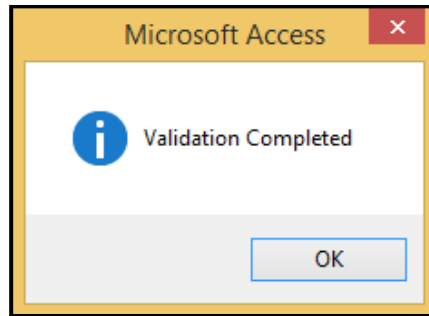
Farebox Version: 7 Path to Data: T:\TechSupport\Support\Transfer\PD\Hastus\
Bus Probe Date: Farebox Import File Name
From Trip Date: 10/6/2017 Thru Trip Date: 10/6/2017

2/24/2004
Validate Revenue/Ridership Farebox Data
5255 of 5626 records
93%

The following message displays when errors are detected.



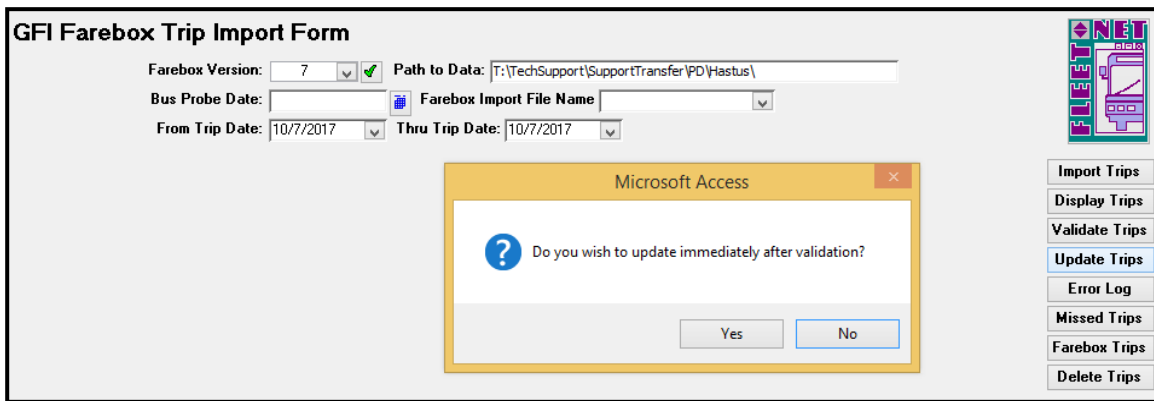
When no errors are detected the following message displays.



Update Trips

Click the **Update Trips** button to update records to the Revenue & Ridership Statistics.

The following confirmation message displays:



Click **yes** to update even if there are errors.

Click **No** provides the option to review the errors again or update anyway.

Error Log

Click the **Error Log button** to generate the report.

This report will list the filename containing the records, the record number and a description of the errors or warnings. The discrepancies listed on the Error Log Report should be analyzed to determine the extent of the errors.

Errors may be corrected by:

Returning to the GFI PC and make corrections via Edit Data (You cannot use this method to fix incorrect passenger counts).

Editing the csv file. Caution needs to be used not to distort the file by accidentally entering spaces etc. All commas for all records should always line up in the same position.

Display the trips and modify the records containing errors within GFI Statistics Update.

After updating corrections can be made via Modify Revenue & Ridership Statistics.

Warnings of trips earlier or later than scheduled trips will be updated to the closest trip starting time.

GFI Import Error Log Report		
File Name	Record #	Error Message
20171006.csv	7	Trip Date: 10/6/2017 Run #: 1 "Error" Invalid Run # for this trip date
	9	Trip Time: 4:52:00 AM "Error" Schedule trip missing
	11	Trip Time: 5:56:00 AM "Error" Schedule trip missing
	12	Trip Time: 5:57:00 AM "Error" Schedule trip missing
	13	Trip Time: 5:57:00 AM "Error" Schedule trip missing
	14	Trip Time: 6:00:00 AM "Error" Schedule trip missing
	15	Trip Time: 6:30:00 AM "Error" Schedule trip missing
	16	Trip Time: 7:00:00 AM "Error" Schedule trip missing
	17	Trip Time: 7:30:00 AM "Error" Schedule trip missing
	18	Trip Time: 8:00:00 AM "Error" Schedule trip missing
	19	Trip Time: 8:30:00 AM "Error" Schedule trip missing
	20	Trip Time: 9:00:00 AM "Error" Schedule trip missing

Passenger counts on records that contain errors will not get updated. Errors should be fixed. Passengers on warning records will get updated.

Missed Trips

Click the **Missed Trips button** to generate the report of all trips that had zero passengers.

GFI Missed Trip Report										
Trip Date	Run # Block #	Trip #	Trip Start Time	Trip End Time	Vehicle	Route	Dir	Fare Count	Miles	Trip Time
10/7/2017	1101	2	5:55 AM	6:20 AM		11	S	0	6.34	:25
10/7/2017	1101	3	6:20 AM	7:30 AM		11	N	0	13.33	1:10
10/7/2017	1101	4	7:30 AM	9:00 AM		11	S	0	15.35	1:30
10/7/2017	1101	5	9:00 AM	10:30 AM		11	N	0	13.33	1:30
10/7/2017	1101	6	10:30 AM	12:00 PM		11	S	0	15.35	1:30
10/7/2017	1101	7	12:00 PM	1:30 PM		11	N	0	13.33	1:30
10/7/2017	1101	8	1:30 PM	2:20 PM		11	S	0	7.15	:50
Run/Block Total Missed Trips:			7						84.18	8:25
10/7/2017	1102	2	6:35 AM	7:15 AM		11	S	0	10.92	:40
10/7/2017	1102	3	7:15 AM	8:30 AM		11	N	0	13.33	1:15
10/7/2017	1102	4	8:30 AM	9:20 AM		11	S	0	7.15	:50
Run/Block Total Missed Trips:			3						31.40	2:45
10/7/2017	1103	2	8:20 AM	9:30 AM		11	N	0	13.33	1:10
10/7/2017	1103	3	9:30 AM	11:00 AM		11	S	0	15.35	1:30
10/7/2017	1103	4	11:00 AM	12:30 PM		11	N	0	13.33	1:30
10/7/2017	1103	5	12:30 PM	2:00 PM		11	S	0	15.35	1:30
10/7/2017	1103	6	2:00 PM	3:30 PM		11	N	0	13.33	1:30
10/7/2017	1103	7	3:30 PM	5:00 PM		11	S	0	15.35	1:30
10/7/2017	1103	8	5:00 PM	6:30 PM		11	N	0	13.33	1:30
Run/Block Total Missed Trips:			7						99.37	10:10

Fare box Trips

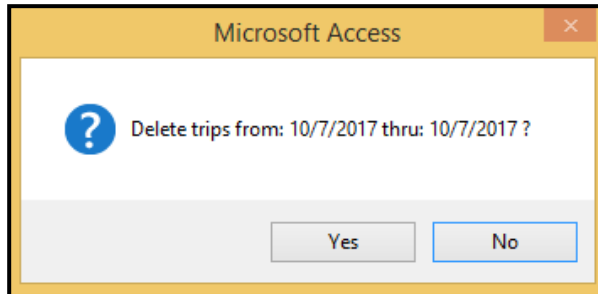
Click the **Fare box Trips button** to generate the report listing all records for the specified dates. Records are listed by Trip Date, Run#/ Block# subtotaling Trips, Passenger Count, Unclassified Revenue and Revenue. Providing Date Totals and Report Total.

GFI Farebox Trip Report												
Trip Date	Run # Block #	Trip Start Time	Trip #	Rec #	Update <input type="checkbox"/>	Driver #	Bus #	Route	Fare Set	Passenger Count	Unclassified Revenue	Revenue
10/7/2017	1817	12:00 AM	0	6771	<input type="checkbox"/>	70600	2604	0	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			1							0	\$0.00	\$0.00
10/7/2017	1818	12:00 AM	0	7013	<input type="checkbox"/>	70656	2807	18	1	0	\$0.00	\$0.00
10/7/2017	1818	12:30 AM	0	7014	<input type="checkbox"/>	70656	2807	18	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			2							0	\$0.00	\$0.00
10/7/2017	1822	12:00 AM	0	6911	<input type="checkbox"/>	70349	13101	18	1	0	\$0.00	\$0.00
10/7/2017	1822	12:27 AM	0	6912	<input type="checkbox"/>	70349	13101	18	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			2							0	\$0.00	\$0.00
10/7/2017	1908	12:00 AM	1	6354	<input checked="" type="checkbox"/>	70505	2633	0	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			1							0	\$0.00	\$0.00
10/7/2017	3416	12:00 AM	0	6300	<input type="checkbox"/>	62768	16103	34	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			1							0	\$0.00	\$0.00
10/7/2017	3514	12:00 AM	0	6883	<input type="checkbox"/>	70835	823	35	1	0	\$0.00	\$0.00
10/7/2017	3514	12:09 AM	0	6884	<input type="checkbox"/>	70835	823	35	1	2	\$0.00	\$2.25
10/7/2017	3514	12:30 AM	0	6885	<input type="checkbox"/>	70835	823	35	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			3							2	\$0.00	\$2.25
10/7/2017	3517	12:00 AM	0	6668	<input type="checkbox"/>	71060	2655	0	1	0	\$0.00	\$0.00
Run # / Block # Total Trips:			1							0	\$0.00	\$0.00
10/7/2017	3518	12:00 AM	0	6192	<input type="checkbox"/>	62252	922	0	1	0	\$0.00	\$0.00

Delete Trips

Click **Delete Trips button** to purge trip data for the specified date range. It is advisable to only delete past trips that will not be necessary for updating, reviewing or reporting.

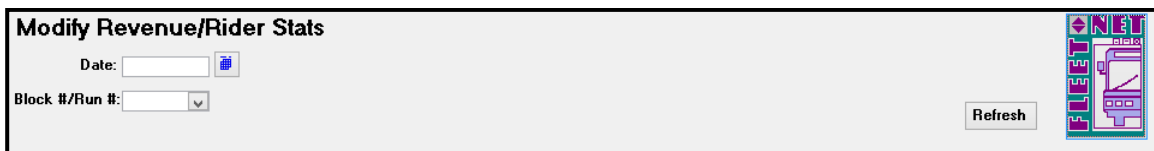
The following confirmation message is displayed.



Click **yes** to continue, click **no** to abort the deletion.

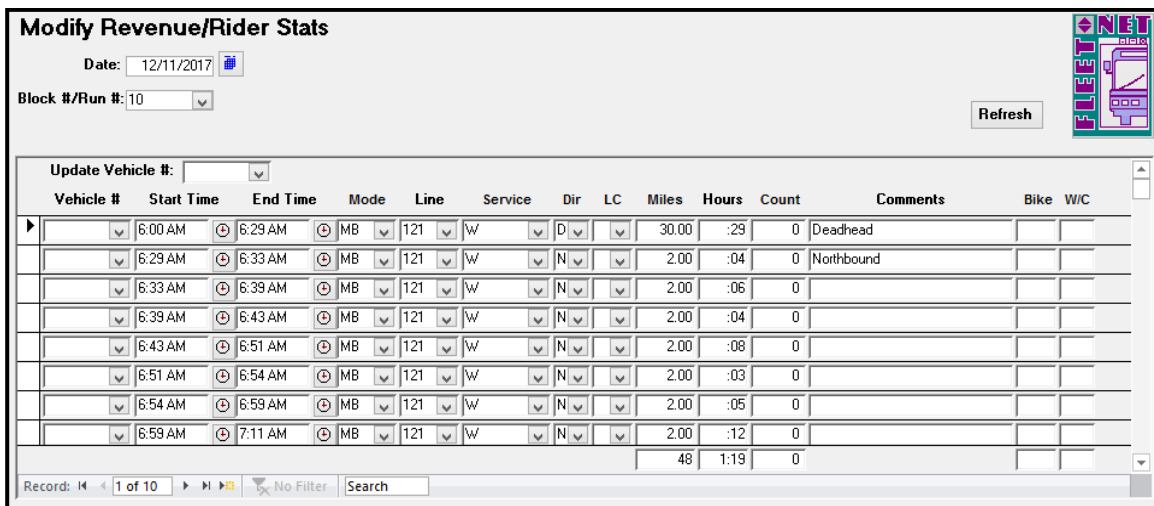
Modify Revenue & Ridership Stats

Allows entry or modification of daily passenger & fare counts by block or run number. One of the Build Daily Trips options must be run before any entries can be made. If using FAST STATS, GFI Statistics Update is done in lieu of manual entry via this program. For FAST STATS users, minor adjustments to daily counts are possible via this option.



Specify the **Date** and **Block#/Run#**.

The trips built for the block or run will display with the following fields populated. Start Time, End Time, Mode, Line, Service (SER), Direction (Dir). Miles, Hours.



Revenue Ridership & Fast Stat Module

Field	Description
Vehicle #	GFI Statistics update will populate this field. Enter the bus # for the trip. This is a required field. Use the Update Vehicle # to populate all trips with the same vehicle #. The drop down list will display only Active Revenue Vehicles in the FNW Vehicle Master. It will allow vehicles not on the list to be entered if FNW Vehicle Maintenance is not implemented.
LC	If applicable, select a Late Code from the drop down list
Count	The passenger count for each trip will be calculated after entering counts.
Comment	If applicable, enter a comment.
Bike	Enter the count of bikes on the trip.
W/C	Enter the count of wheelchairs on the trip.

Totals are accumulated for Miles, Hours, Passenger Counts, Bikes and Wheelchairs.

Double-Click on the **Start Time field** to display the fare type records.

These records are populated by manual entry or by using the GFI Statistics Update.

Manual entries or modifications to entries are flagged as manual entries and will not be overwritten when a GFI Statistics Update is repeated for the date. If a trip should ever be updated by the GFI program after it was originally designated as a manual entry then the trip will have to be deleted and then re-entered.

To enter or modify the fare records.

Fare	Description	Rate	Count	Amount
▼				

Field	Description
Fare	Enter the Fare Type
Description	Automatically populated based on the Fare Type setup
Rate	Automatically populated based on the Fare Type setup
Count	Enter the passenger count
Amount	Automatically calculated based on the Fare Type setup

Refresh- Click the Refresh button to re-accumulate Passenger Counts.

NOTE: This must be selected to populate the Counts for each trip and total count for the block/run.

Daily Route Summary

Provides reports of revenue miles/hours, deadhead miles/hours, passenger and revenue counts by route and run.

Daily Route Summary Report

Start Date: End Date:

Mode of Service: ▼

Deadhead and Revenue Miles And Hours

Fare Count And Revenue

From Route #: Thru Route #:



Totals Only


Field	Description
Start Date End Date	Select the date range to be included on the reports
Mode Of Service	Select the mode of service
Deadhead and Revenue Miles and Hours	Optional
Fare Count and Revenue	Optional
Route # range	leave blank for all routes
Totals Only	Optional

Click **Print** to display the report(s).

Deadhead and Revenue Miles and Hours. This lists miles and hours sorted by date, route and run with totals for each run. Sub-totals are included for date and route.

Daily Route Summary Report

Start Date:  End Date: 


Mode of Service: 


Deadhead and Revenue Miles And Hours

Fare Count And Revenue

From Route #: Thru Route #:

Totals Only

[Print](#) 






Daily Route Summary Report

Date	Route	Run	Vehicle	DeadHead Miles	Revenue Miles	Total Miles	Deadhead Hours	Revenue Hours	Total Hours
9/3/2009	111	10111	591	0.00	118.00	118.00	0:00	8:56	8:56
9/3/2009	111	10111		10.20	0.00	10.20	:25	0:00	:25
9/3/2009	111	10112		10.70	0.00	10.70	:23	0:00	:23
9/3/2009	111	10112	591	0.00	91.20	91.20	0:00	6:39	6:39
9/3/2009	111	10131		10.20	0.00	10.20	:25	0:00	:25
9/3/2009	111	10131	588	0.00	90.20	90.20	0:00	6:42	6:42
9/3/2009	111	10132		10.70	0.00	10.70	:23	0:00	:23
9/3/2009	111	10132	588	0.00	119.00	119.00	0:00	8:53	8:53
9/3/2009	111	11101		0.30	0.00	0.30	:02	0:00	:02
9/3/2009	111	11101	573	0.00	104.60	104.60	0:00	7:45	7:45
9/3/2009	111	11102	573	0.00	104.60	104.60	0:00	8:00	8:00
9/3/2009	111	11102		0.20	0.00	0.20	:02	0:00	:02
9/3/2009	111	11111		10.20	0.00	10.20	:25	0:00	:25
9/3/2009	111	11111	613	0.00	90.20	90.20	0:00	6:42	6:42
9/3/2009	111	11112		10.70	0.00	10.70	:23	0:00	:23
9/3/2009	111	11112	613	0.00	119.00	119.00	0:00	8:53	8:53
9/3/2009	111	11121	587	0.00	104.60	104.60	0:00	7:45	7:45
9/3/2009	111	11121		0.30	0.00	0.30	:02	0:00	:02
9/3/2009	111	11122	587	0.00	129.10	129.10	0:00	10:04	10:04

Totals Only

Daily Route Summary Report

Start Date:  End Date: 


Mode of Service: 


Deadhead and Revenue Miles And Hours

Fare Count And Revenue

From Route #: Thru Route #:

Totals Only

[Print](#) 



Daily Route Summary Total Report

From	Thru	Route	Passenger Count	DeadHead Miles	Revenue Miles	Total Miles	Deadhead Hours	Revenue Hours	Total Hours
09/03/2009	09/03/2009	111	4,609	148.80	2562.70	2711.50	5:56	191:48	197:44
		14	1,828	112.60	989.40	1102.00	4:00	68:50	72:50
		24	563	34.90	333.10	368.00	1:22	30:28	31:50
		30	2,384	80.80	585.70	666.50	3:25	63:42	67:07
		32	515	29.70	619.00	648.70	1:31	49:28	50:59
		50	241	41.40	408.00	449.40	2:00	29:40	31:40
		70	621	29.20	345.60	374.80	1:06	29:30	30:36
		80	756	1.00	318.00	319.00	:08	29:35	29:43
		90	772	1.00	412.50	413.50	:08	32:40	32:48
		91	547	26.30	721.00	747.30	1:33	43:13	44:46
		Report Total:	12,836	505.70	7295.00	7800.70	21:09	568:54	590:03

Fare Count and Revenue -Lists passenger counts, rates and revenue sorted by date, route and fare. Totals are included for routes, date and report.

Daily Route Summary Report

Start Date: End Date:

Mode of Service:


Deadhead and Revenue Miles And Hours

Fare Count And Revenue

From Route #: Thru Route #:

Totals Only

[Print](#)



Daily Route Summary Report

Date	Route	Fare	Description	Run	Passengers	Rate	Revenue
12/11/2017	121	ACSHF	Adult Cash	1	1	\$2.00	\$2.00
12/11/2017	121	ACSHF	Adult Cash	1	1	\$2.00	\$2.00
12/11/2017	121	ACSHF	Adult Cash	1	1	\$2.00	\$2.00
Fare Totals: ACSHF					3		\$6.00
12/11/2017	121	ADAYP	Adult Day Pass	1	1	\$5.00	\$5.00
Fare Totals: ADAYP					1		\$5.00
12/11/2017	121	BIKE	Bike	1	1	\$0.00	\$0.00
Fare Totals: BIKE					1		\$0.00
12/11/2017	121	YCSH	Youth Cash	1	2	\$1.00	\$2.00

Totals Only

Daily Route Summary Report

Start Date: End Date:

Mode of Service:


Deadhead and Revenue Miles And Hours

Fare Count And Revenue

From Route #: Thru Route #:

Totals Only

[Print](#)



Daily Route Summary Fare Type Total Report

From: 12/11/2017 Thru: 12/11/2017

Route	Fare	Description	Passengers	Revenue
121	ACSHF	Adult Cash	3	\$6.00
121	ADAYP	Adult Day Pass	1	\$5.00
121	BIKE	Bike	1	\$0.00
121	YCSH	Youth Cash	2	\$2.00
Route Totals: 121			7	\$13.00
Report Totals:			7	\$13.00

Daily Trip Audit Report

Generates an audit of data entered via Modify Revenue & Ridership Stats or updated via Statistics Update (Fast Stats users only) that includes detail entered by trip.

Daily Trip Audit Report

From Trip Date:
Thru Trip Date:

Vsn: 09.06 [9/22/2017]

Select the **trip date** and click the **Print button**.

The following is an example of a portion of the first page of the report:

Daily Trip Audit Report												
Run/ Block	Vehicle	Trip	Mode	Start	End	LC	Line	Ser	Dir	Hours	Miles	Count
Trip Date: 12/11/2017												
1	100	1	MB	6:00 AM	6:30 AM		121	6	D	:30	30.0	0
	100	2	MB	6:30 AM	6:33 AM		121	6	S	:03	1.0	5
	100	3	MB	6:33 AM	6:38 AM		121	6	S	:05	1.0	0
	100	4	MB	6:38 AM	6:47 AM	T	121	6	S	:09	1.0	1
	100	5	MB	6:47 AM	6:51 AM		121	6	S	:04	1.0	0
	100	6	MB	6:51 AM	6:54 AM		121	6	S	:03	2.0	0
	100	7	MB	6:54 AM	7:03 AM		121	6	S	:09	2.0	0
	100	8	MB	7:03 AM	7:07 AM		121	6	S	:04	2.0	1
	100	9	MB	7:07 AM	7:12 AM		121	6	S	:05	2.0	0
	100	10	MB	7:12 AM	7:16 AM		121	6	S	:04	2.0	0
	100	11	MB	7:14 AM	7:19 AM		121	6	N	:05	2.0	0
Totals:										1:21	46.0	7
		Trip	Route	Fare	Description			Rate	Count	Extension		
		2	121	ACSHF	Adult Cash			\$2.00	1	\$2.00		
		2	121	ADAYP	Adult Day Pass			\$5.00	1	\$5.00		
		2	121	BIKE	Bike			\$0.00	1	\$0.00		
		2	121	YCSH	Youth Cash			\$1.00	2	\$2.00		
		4	121	ACSHF	Adult Cash			\$2.00	1	\$2.00		
		8	121	ACSHF	Adult Cash			\$2.00	1	\$2.00		
Totals:											7	\$13.00
2		1	MB	6:30 AM	7:05 AM		121	6	D	:35	20.0	0
		2	MB	7:05 AM	7:06 AM		121	6	S	:01	0.1	0
		3	MB	7:06 AM	7:10 AM		121	6	S	:04	1.0	0
		4	MB	7:10 AM	7:15 AM		121	6	S	:05	2.0	0
		5	MB	7:15 AM	7:20 AM		121	6	S	:05	2.0	0
		6	MB	7:20 AM	7:23 AM		121	6	S	:03	2.0	0
		7	MB	7:23 AM	7:32 AM		121	6	S	:09	2.0	0
		8	MB	7:32 AM	7:36 AM		121	6	S	:04	2.0	0
		9	MB	7:36 AM	7:42 AM		121	6	S	:06	2.0	0
		10	MB	7:42 AM	7:46 AM		121	6	S	:04	2.0	0
Totals:										1:16	35.1	0

Update Statistics to History

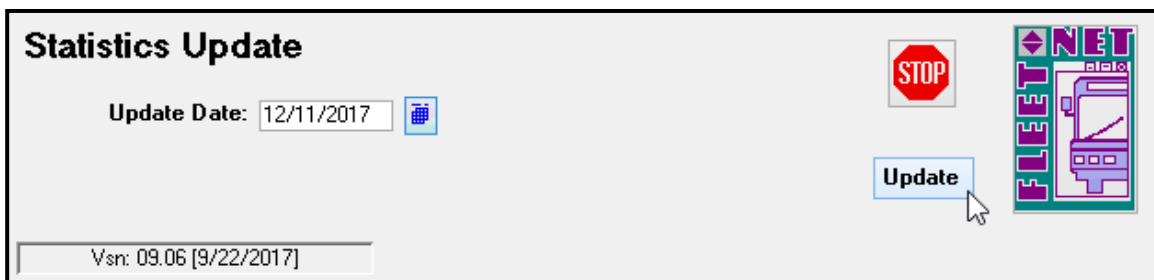
Updates data entered via Modify Revenue & Ridership Stats or updated from GFI Statistics Update to the history files.

The Statistics Update will summarize and post all transactions less than or equal to the date specified to historical statistics. Once this update is completed do not execute the either of the Build Daily Trips options for dates already updated. This would cause duplication of miles and hours in historical statistics.

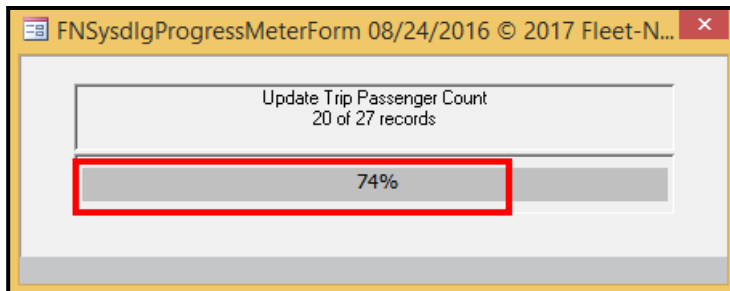
If by chance csv files were missed the passengers can be manually entered via Modify Revenue & Ridership Stats and entering only passenger counts and no miles or hours.

It is advisable to wait until all entries are completed for a month. If using automated fare Boxes verify that all buses have been probed and csv files updated to Revenue and Ridership Statistics.

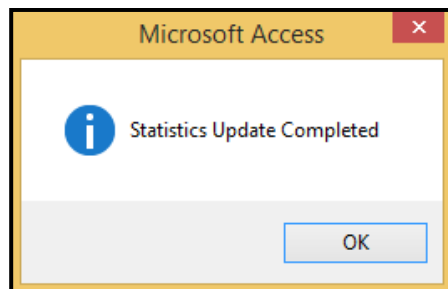
Then run this update using the last date of the previous month.



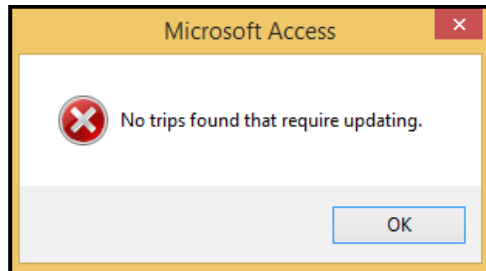
Click the **Update button**, a progress meter displays.



When completed the following message displays:



The following message will display if the trips have already been updated.

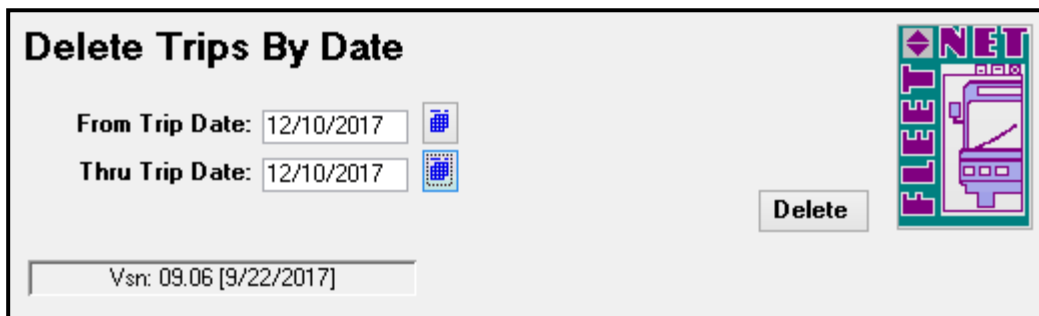


Delete Built Trips Entries by Date

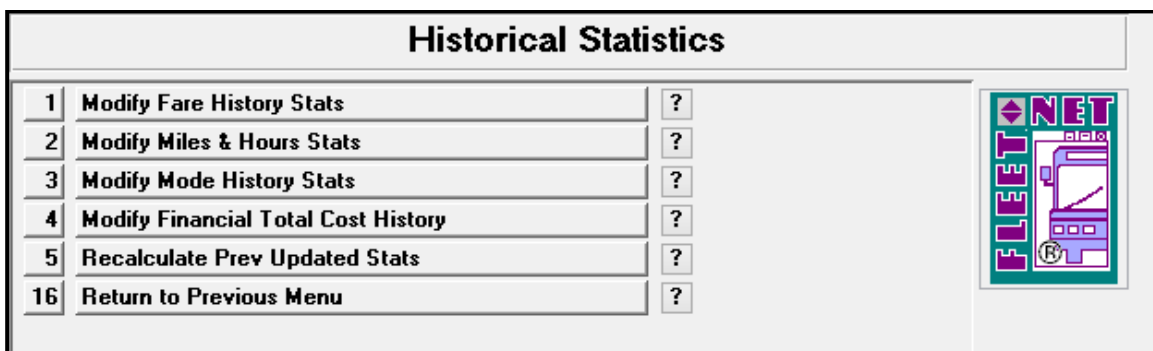
Deletes all data for the date specified from Modify Revenue & Ridership Statistics for the purpose of starting the daily cycle from the beginning due to possible error.

Once deleted, the Build Daily Trips option and all data entered via Modify Revenue & Ridership Statistics needs to be completed again.

If using Fast Stats the GFI Statistics update must be run again.



Historical Statistics



Modify Fare History Stats

Maintenance of the fare history file. Tracks total passenger counts and total revenue by the various fare types for all months of the year. Numerous years of data can be kept for analysis.

Modify Fare History Stats

Mode Of Service: MB
Year: 2017
Line #: 120
Service: W

Fare Type ACSH Adult Cash

Month	Count	Revenue
1	30213	\$60,426.00
2	30111	\$60,222.00
3	28256	\$56,512.00
4	30775	\$60,550.00

Once a valid Mode of Service, Year, Line #, Service, and Fare type have been entered, all historical data on file will display. The data can be revised if necessary.

Modify Miles and Hours Stats

Maintains deadhead and revenue miles and hours accumulated by month for a specified mode/year/line/service.

Modify Miles & Hours Stats

Mode Of Service: MB
Year: 2017
Line #: 120
Service: W

Month	Miles		Hours	
	Deadhead	Revenue	Deadhead	Revenue
1	3140.1	53829.9	125.47	4027.8
2	3273.6	56395.9	130.53	4219.6
3	3124.8	53829.9	124.6	4027.8
4	3384.5	56413.2	135.93	4219.6


Once a valid Mode of Service, Year, Line #, and Service have been entered, all historical data by month will display. The data can be revised if necessary.

Modify Mode History Stats

Maintenance of revenue and deadhead miles and hours counts for AM/PM peak, midday and night services by mode. Also total revenue vehicles, bus trips and unlinked passenger trips by mode.

Modify Mode History Stats

Mode Of Service: MB Trip Date: 11/17/2017



Service	Time Class	Revenue Vehicles	Revenue Miles	Revenue Hours	Total Bus Trips	UPT	Deadhead Miles	Deadhead Hours
W <input type="text"/>	Am Peak <input type="text"/>	0	1414.6	100.08	97	0	26.3	0.97
W <input type="text"/>	Midday <input type="text"/>	0	2063.3	151.2	154	0	96.8	4.67
W <input type="text"/>	Night <input type="text"/>	0	1359.4	98.35	124	0	202.7	8.08
W <input type="text"/>	Pm Peak <input type="text"/>	1	1835.3	132.6	130	13	93.6	4.08
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Once a valid mode/date combination has been specified, all data on file will display. The data can be revised if necessary.

Modify Financial Total Cost History

Allows manual entry of monthly costs.

Modify Financial Cost History

Mode Of Service: MB Year: 2017 Line #: 120

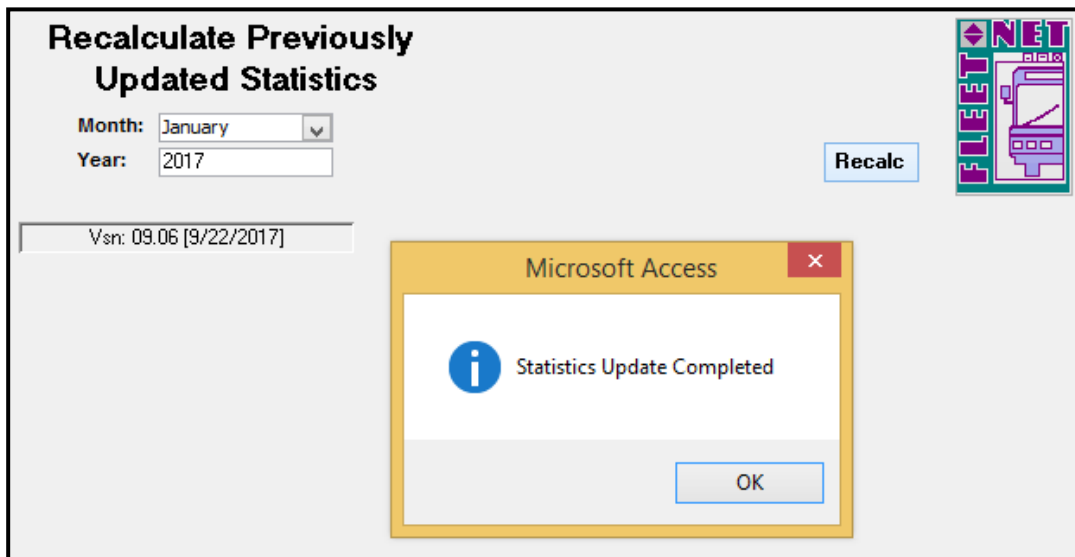


Month	Cost Per Month
<input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="text" value="2"/>	<input type="text" value="\$0.00"/>
<input type="text" value="3"/>	<input type="text" value="\$0.00"/>
<input type="text" value="4"/>	<input type="text" value="\$0.00"/>

Once a valid Mode of Service, Year, and Line # have been entered the monthly costs can be entered.

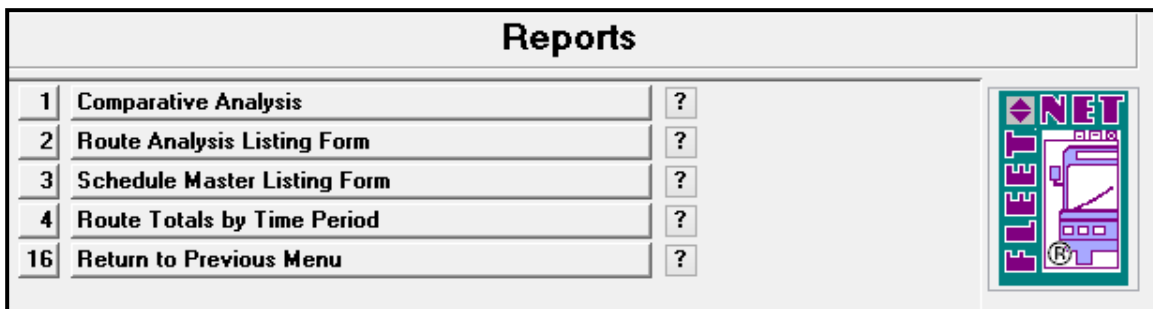
Recalculate Previously Updated Statistics

Use this form to correct all historical miles/hours and passenger counts. This program deletes the history for the Month and Year entered. Then updates the historical data for the specified month and year of trips and passenger counts that have been previously updated.



Caution: If any Historical Statistics have been manually entered or modified these entries will be deleted.

Reports



Comparative Analysis

Comparative Route & Passenger Analysis prints a summary or detail report by mode of service comparing the specified month/year combination to the same period for the prior month/year statistics. This report uses the data located in the Historical Statistics.

The formula:

$$\text{Subsidy} = [\text{CostMTDPerHour}] - [\text{RevenueMTDPerHour}]$$

$$\text{Farebox Ratio} = [\text{TotalRevenueMTD}] / \text{iif}([\text{TotalCostMTD}] > 0, [\text{TotalCostMTD}], 1)$$

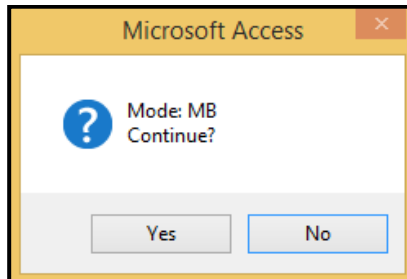


Revenue Ridership & Fast Stat Module

Select the **Mode of Service** or check **All Modes**.
 Enter the **Report Year, Report Month, Starting and Ending Line #**
 There is an Option for a Summary Only report.

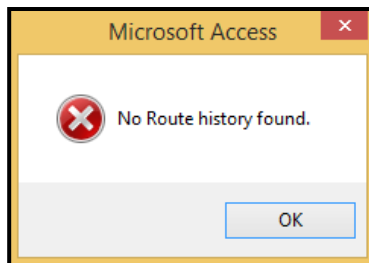
Click **Print**.

The following confirmation message displays:



Click **yes** to continue, click **no** to cancel.

The following message displays if the Route has no history for the year and month selected. The Statistics must be run before this report can be generated.



Comparative Route and Passenger Analysis										
		From Line #: 1			Thru Line #: 12					
		Mode Of Service: MB			Line #: 101					
Fare Type	Fare Description	% Of All Routes	Nov2017 Current Month	Nov2016 Same Month Last Year	%	Month Variance	Jul2017-Nov2017 Current Ytd	Jul2016-Nov2016 Last Ytd	%	Ytd Variance
	Total Passengers	N/A	0	0	N/A	0	0	0	N/A	0
	Total Revenue		0.00	0.00	N/A		0.00	0.00	N/A	
	Total Cost		0.00	0	N/A		0.00	0.00	N/A	
	Revenue Hours		0.19	0.00	N/A		0.19	0.00	N/A	
	Deadhead Hours		0.03	0.00	N/A		0.03	0.00	N/A	
	Total Hours		0.22	0.00	N/A		0.22	0.00	N/A	
	Revenue Miles		0.0	0.0	N/A		0.0	0.0	N/A	
	Deadhead Miles		0.0	0.0	N/A		0.0	0.0	N/A	
	Total Miles		0.0	0.0	N/A		0.0	0.0	N/A	
	Passengers Per Revenue Hour		0.0	0.0	N/A		0.0	0.0	N/A	
	Passengers Per Revenue Mile		0.0	0.0	N/A		0.0	0.0	N/A	
	Revenue Per Revenue Hour		0.00	0.00	N/A		0.00	0.00	N/A	
	Revenue Per Revenue Mile		0.00	0.00	N/A		0.00	0.00	N/A	
	Cost Per Revenue Hour		0.00	0.00	N/A		0.00	0.00	N/A	
	Cost Per Revenue Mile		0.00	0.00	N/A		0.00	0.00	N/A	
	Subsidy Per Revenue Hour		0.00	0.00	N/A		0.00	0.00	N/A	
	Subsidy Per Revenue Mile		0.00	0.00	N/A		0.00	0.00	N/A	
	Farebox Ratio		0.00	0.00	N/A		0.00	0.00	N/A	


Example of the Summary Only Report.

Comparative Route and Passenger Analysis									
		From Line #: 1			Thru Line #: 12				
		Mode Of Service: MB			Summary Totals				
Fare Type	Fare Description	Nov2017 Current Month	Nov2016 Same Month Last Year	%	Month Variance	Jul2017-Nov2017 Current Ytd	Jul2016-Nov2016 Last Ytd	%	Ytd Variance
	Total Passengers	0	0	N/A	0	0	0	N/A	0
	Total Revenue	0.00	0.00	N/A		0.00	0.00	N/A	
	Total Cost	0.00	0	N/A		0.00	0.00	N/A	
	Revenue Hours	0.19	0.00	N/A		0.19	0.00	N/A	
	Deadhead Hours	0.03	0.00	N/A		0.03	0.00	N/A	
	Total Hours	0.22	0.00	N/A		0.22	0.00	N/A	
	Revenue Miles	0.0	0.0	N/A		0.0	0.0	N/A	
	Deadhead Miles	0.0	0.0	N/A		0.0	0.0	N/A	
	Total Miles	0.0	0.0	N/A		0.0	0.0	N/A	
	Passengers Per Revenue Hour	0	0	N/A		0	0	N/A	
	Passengers Per Revenue Mile	0	0.0	N/A		0	0	N/A	
	Revenue Per Revenue Hour	0.00	0.00	N/A		0.00	0.00	N/A	
	Revenue Per Revenue Mile	0.00	0.00	N/A		0.00	0.00	N/A	
	Cost Per Revenue Hour	0.00	0.00	N/A		0.00	0.00	N/A	
	Cost Per Revenue Mile	0.00	0.00	N/A		0.00	0.00	N/A	
	Subsidy Per Revenue Hour	0.00	0.00	N/A		0.00	0.00	N/A	
	Subsidy Per Revenue Mile	0.00	0.00	N/A		0.00	0.00	N/A	
	Farebox Ratio	0.00	0.00	N/A		0.00	0.00	N/A	

Route Analysis Listing Form

Route Analysis Listing prints a report showing passenger count by day and by service code for all specified lines/routes. Average and MTD data is also included in this report. This is an excellent planning tool to identify unproductive trips.


Route Analysis Report Selections



Mode of Service: MB
Starting Line: 120
Ending Line: 120
Starting date of reporting period: 12/1/2017
Ending date of reporting period: 12/31/2017

Route Totals by Time Period

Route Totals By Time Period



Mode of Service:
Service:
Time Period: (Leave Blank For All)
From:
To:

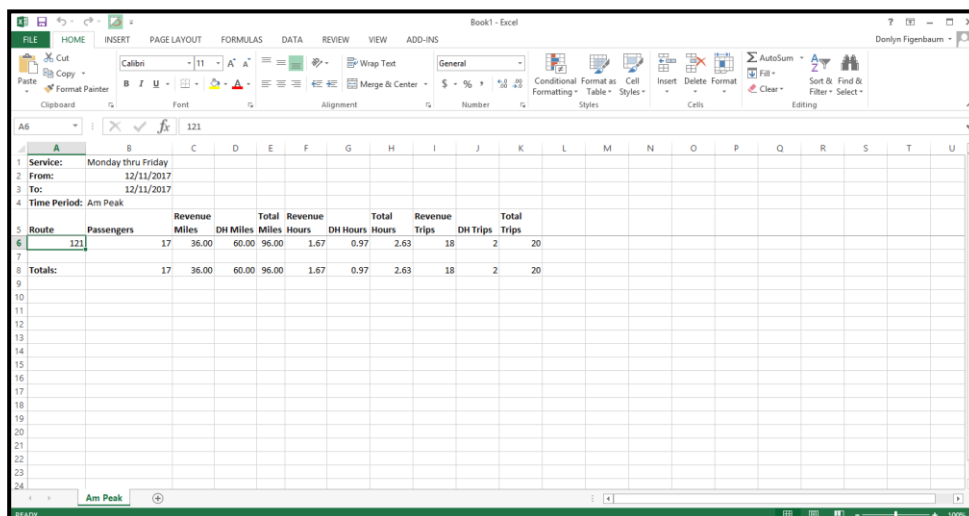
Vsn: 09.06 [9/22/2017]

Enter the **Mode of Service**, **Services**, **Time period** (leave blank for all) **from date** and **to date**.

Click **Print**.

Route Totals By Time Period											
Service:		Monday thru									
From:		12/11/2017									
To:		12/11/2017									
Time Period Classification:		Am Peak									
Route	Psngr.	Revenue Miles	DH Miles	Total Miles	Revenue Hours	DH Hours	Total Hours	Revenue Trips	DH Trips	Total Trips	
121	17	36.00	60.00	96.00	1.67	0.97	2.63	18	2	20	
Period Totals:		17	36.00	60.00	96.00	1.67	0.97	2.63	18	2	20
Grand Totals:		17	36.00	60.00	96.00	1.67	0.97	2.63	18	2	20

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Route	Passengers	Revenue Miles	DH Miles	Total Miles	Revenue Hours	DH Hours	Total Hours	Revenue Trips	DH Trips	Total Trips	
121	17	36.00	60.00	96.00	1.67	0.97	2.63	18	2	20	
Totals:		17	36.00	60.00	96.00	1.67	0.97	2.63	18	2	20