



Transport Connected Bus Program

Quick Reference Guide (QRG)

Cancel journeys in Traffic Studio v0.3

Contents

Overview	1
Introduction to Traffic Changes icons	2
Cancel a journey in Traffic Studio	3
View a cancellation in Traffic Studio	7
Edit or re-use a cancellation in Traffic Studio	9
Need more support?.....	10

Overview

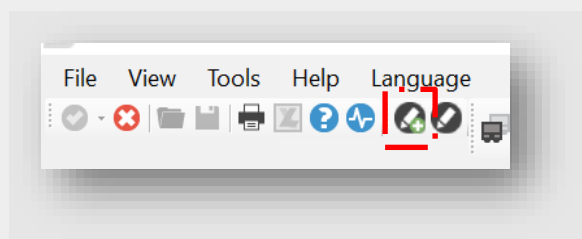
Changing road conditions may occasionally require journey cancellations to a specific location, specific period, or specific date. Roadworks, flooding, or other force majeure events may render routes and roads temporarily inaccessible.

It is important to keep Traffic Studio or TODIS up to date as this provides accurate real-time information to customers. Please note, after logging a traffic change (i.e., a cancellation) in Traffic Studio, Operators are still required to submit an Excused Performance Incident for approval and include these events in KPI/Governance reporting.

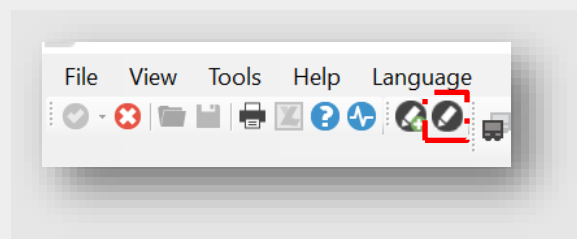
Introduction to Traffic Changes icons

The two **Traffic Changes** tools can be used to create and edit traffic changes:

Use **New Traffic Changes** to create a new change:



Use **Traffic Changes** to reuse or edit a previous change:



Use **Traffic Changes** to:

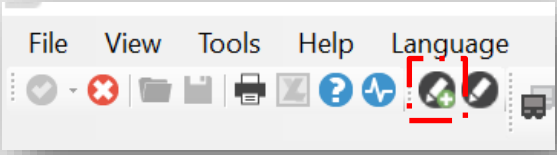
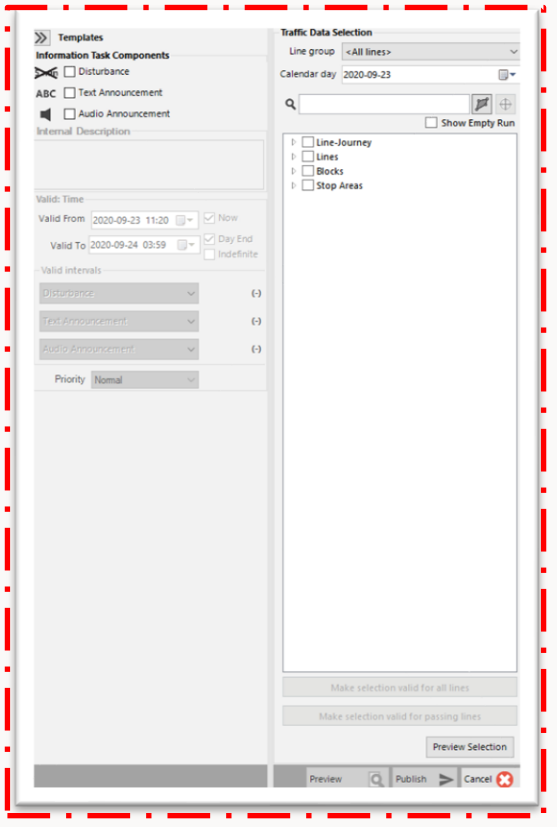
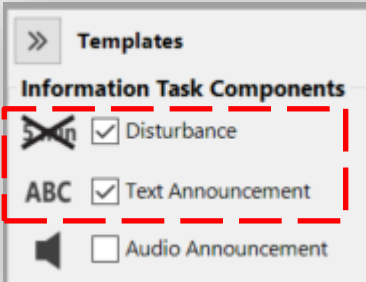
- Cancel individual or multiple lines e.g., all trips in a shift, a complete Line or specific stop.
- Add a message to drivers about the cancellation; and
- Schedule cancellations, using time parameters and dates.

Traffic changes are "activated" for a specific time-period (e.g., one day, several days, or indefinite) and can be targeted to a specific stop point, block, or journey.

Traffic changes can be implemented immediately or scheduled in advance.

For long-term or permanent changes (changes of more than 3 days), please raise a Bus Service Alteration Request (BSAR) or contact your Contract Manager.

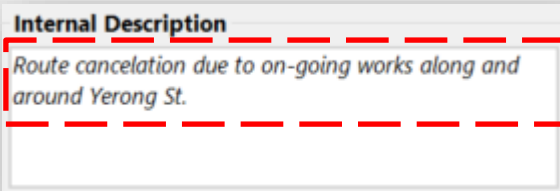
Cancel a journey in Traffic Studio

Instructions	Traffic Studio
<p>Click on New Traffic Changes.</p>	
<p>The tool opens.</p> <ul style="list-style-type: none"> ➤ The following steps are activities within this screen that need to be completed. 	
<p>Check both the Disturbance and Text Announcement boxes.</p> <ul style="list-style-type: none"> ➤ A 'disturbance' is a short-term change to a route/ line/ stop. 	

Enter the **Internal Description**.

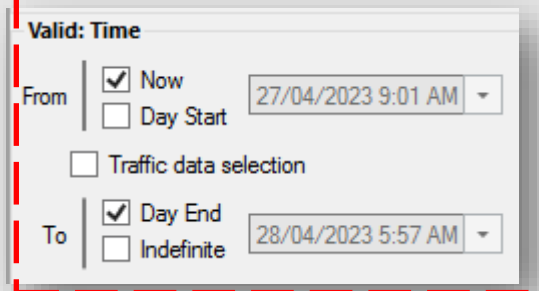
(Optional)

- This information is visible to Traffic Studio users only.

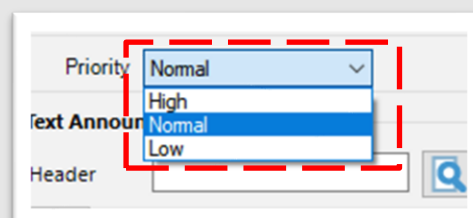


Enter a **'Valid From'** and **'Valid To'** date and timeframe to indicate the start date and time and end date and time for this disturbance.

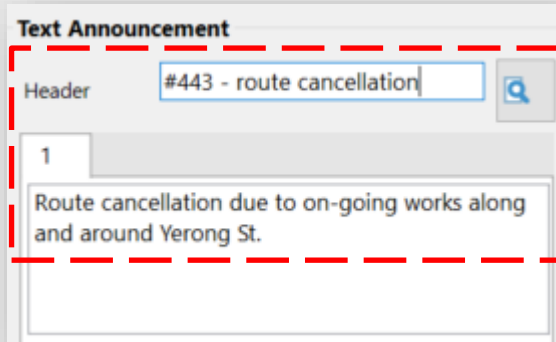
- If you check the **'Valid From /Now'** checkbox, the **'Valid From'** field will default to the current date and time. This will activate the traffic information as soon as you press **'Publish'**.
- If you select the **'Day End'** checkbox, the traffic information will remain valid for the current day only.
- If you select the **Indefinite** checkbox the traffic information will remain active until a Traffic Studio user removes it.



Select a **'Priority'** - *Optional*.

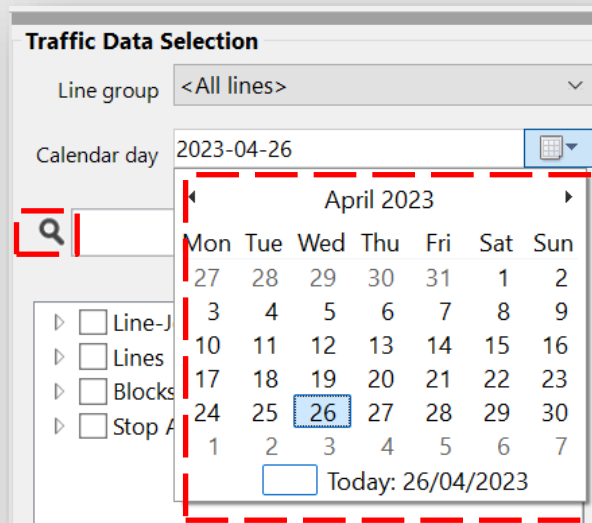


Enter the text message that appears on the drivers console, in the **'Announcement'** field.



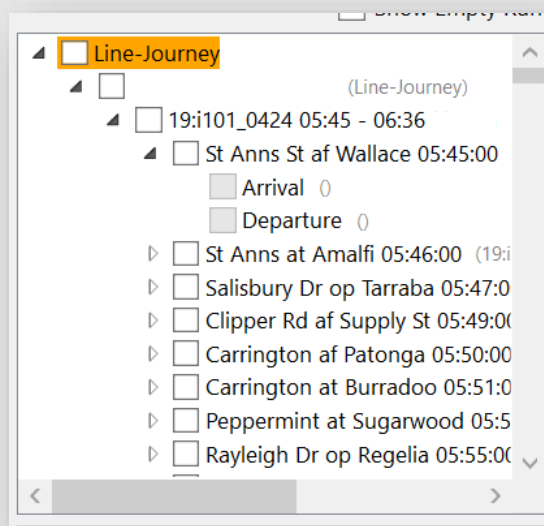
Select a **Calendar Day** and the Data Selection (journey/s and stop area/stops) that the change will apply to.

The **Calendar Day** will default to today's date.



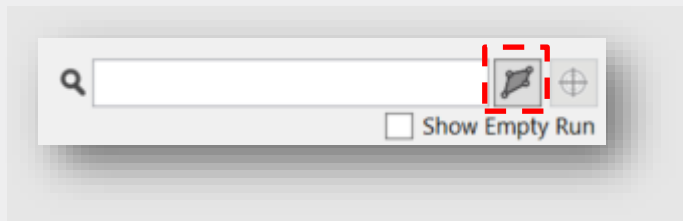
You can enter a specific journey ID into the **Free Text Filter** to search for and select the relevant journey.

The planned traffic data will appear in a **Selection tree** structure. Expand each grouping in the tree and select the relevant checkboxes to apply the change to.

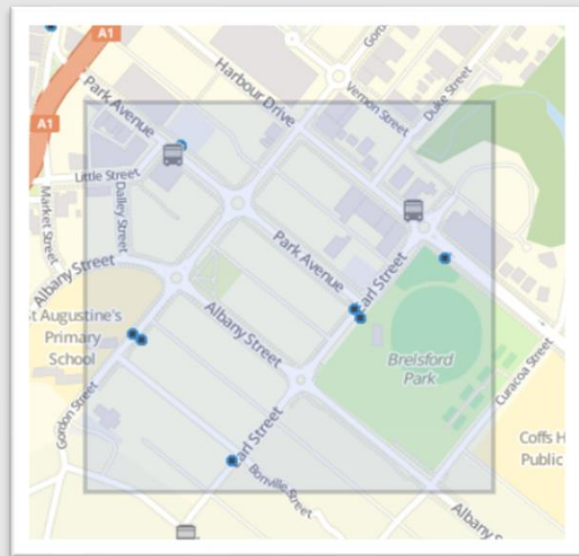


Alternatively, use the **Select area in map** tool to open a new map and mark the affected area.

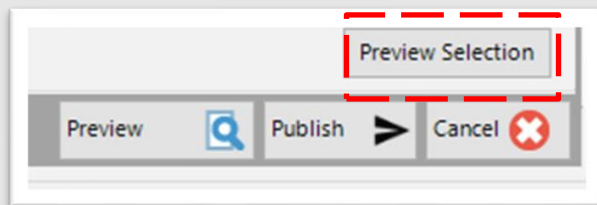
Double-right-mouse-button click on the map to draw a shape around the relevant locations, ensuring you return to the first corner of the shape then double-right-mouse-button-click to close the shape



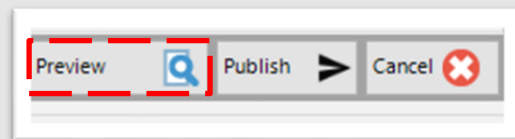
This method automatically selects stops contained inside the selected area:



Click **Preview Selection** to open a new window displaying the selected lines, stop areas, and stops.

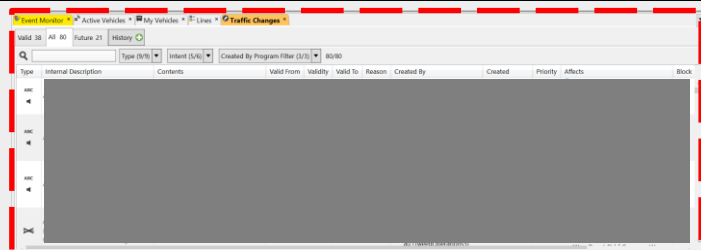


Click **Preview**.

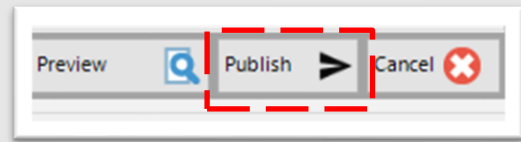


Preview will show the complete change in the basic format displayed in the **Traffic Changes** tool.

- Use this preview to confirm the entries/task components are correct.



Publish.



View a cancellation in Traffic Studio

The **Traffic Changes** tool allows you to monitor, edit and view tasks that have already been created by your company.

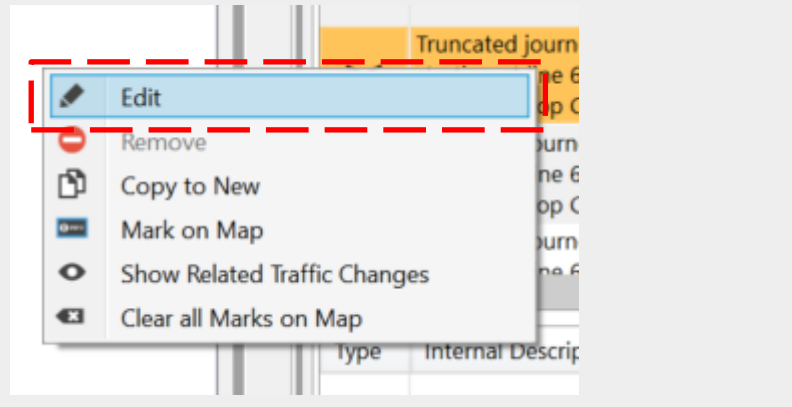
Historical messages/cancellations can be 'cloned' for re-use if current traffic circumstances match a historical event. For example, if roadworks took place outside the local Public School during the last school holidays, and the roadworks are due to continue during the upcoming school holidays, then search for the historical entry and re-use it with updated dates reflecting the upcoming activity.

Instructions	Traffic Studio															
Select Traffic Changes .																
A list of the past, current, and future Traffic Information tasks is now displayed.																
The Validity column shows the validity status of each change using a colour-coded dot.	<table border="1" data-bbox="683 1435 890 1827"> <thead> <tr> <th>Valid From</th> <th>Validity</th> <th>Valid To</th> </tr> </thead> <tbody> <tr> <td>16:54</td> <td></td> <td>07:45 4 Jun 2502</td> </tr> <tr> <td>19:00 28 Apr 2023</td> <td></td> <td>09:00 29 Apr 2023</td> </tr> <tr> <td>19:00 28 Apr 2023</td> <td></td> <td>17:53</td> </tr> <tr> <td>16:48</td> <td></td> <td>23:19</td> </tr> </tbody> </table> <div data-bbox="935 1435 1442 1827"> <p>Color-coded dot showing the validity status of the information task:</p> <ul style="list-style-type: none"> Valid (currently active) information task Future (not yet active) information task Historical information task </div>	Valid From	Validity	Valid To	16:54		07:45 4 Jun 2502	19:00 28 Apr 2023		09:00 29 Apr 2023	19:00 28 Apr 2023		17:53	16:48		23:19
Valid From	Validity	Valid To														
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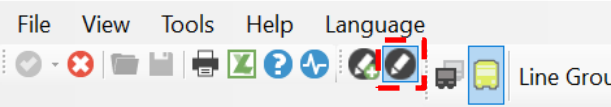
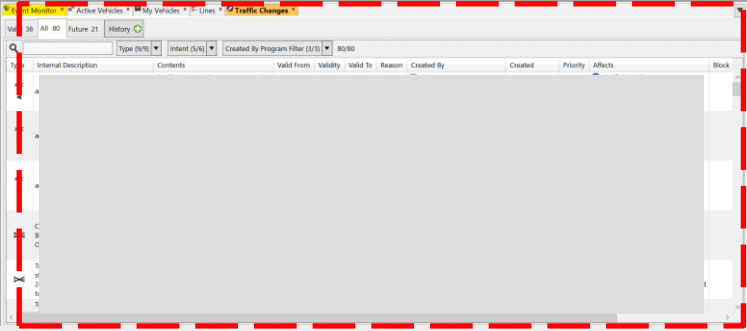
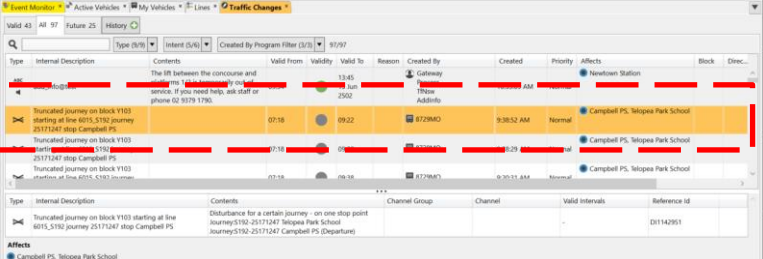
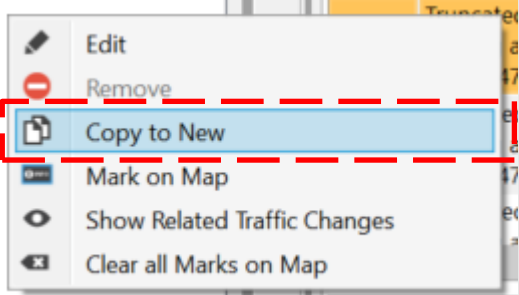
Select the row to edit, remove, or mark on map – the row/task will highlight in orange.

Type	Internal Description	Contents	Valid From	Validity	Valid To	Reason	Created By	Created	Priority	Affects	Block	Clear
add_Info@Rest		The lift between the concourse and platform 1/2 is temporarily out of service. If you need help, ask staff at phone 02 9379 1790.	09:54	13:45 15 Jun 25/02			Gateway Process Thrive AddInfo	10:55:09 AM	Normal	Needdown Station		
Truncated journey on block Y103 starting at line 6015, S1102 journey 25171247 stop Campbell PS			07:18	09:22			8729MO	9:38:52 AM	Normal	Campbell PS, Telopea Park School		
Truncated journey on block Y103 starting at line 6015, S1102 journey 25171247 stop Campbell PS			07:18	09:38			8729MO	9:38:29 AM	Normal	Campbell PS, Telopea Park School		
Truncated journey on block Y103 starting at line 6015, S1102 journey 25171247 stop Campbell PS			07:18	09:16			8729MO	9:35:11 AM	Normal	Campbell PS, Telopea Park School		

Right-click on the row/task to edit, etc.



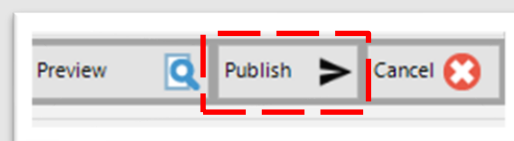
Edit or re-use a cancellation in Traffic Studio

Instructions	Traffic Studio
Click Traffic Changes .	
A list of the past, current, and future Traffic Information tasks is now displayed.	
Click on the relevant row/task. The row/task will highlight orange colour.	
Right-click to open a menu to edit the row/task and select Copy to New .	

The **New Traffic Changes** tool opens, populated with the information from the selected row.

- Change the dates, as required for the new change, while keeping the pre-populated information.

Make the necessary changes and select **Publish**.



Need more support?

If you have any questions or require additional support, please log a ticket via OT Connect or contact the TCB Team at TCB.team@transport.nsw.gov.au