Transport Connected Bus Program
Quick Reference Guide (QRG)
## Generate a Passenger Report in Traffic Studio v0.3

Contents

Overview

Bus Operators and TfNSW Contract Managers can generate a Passenger Report in Traffic Studio to provide passenger numbers by line (route).

How to Generate a Report

The Passenger Report generates reports on passenger numbers by Line. The report shows date and time, line, route and destination, journey ID, number of passengers already on board, number boarding, and number alighting. The report also shows average in, average out, and number of journeys using data collected via the Automatic Passenger Counter (APC). A total for each column of data is provided. Columns can be sorted, highest to lowest, and lowest to highest, and a total for each column is provided.

Step 1 - Select **Tools – Statistics – Passenger**
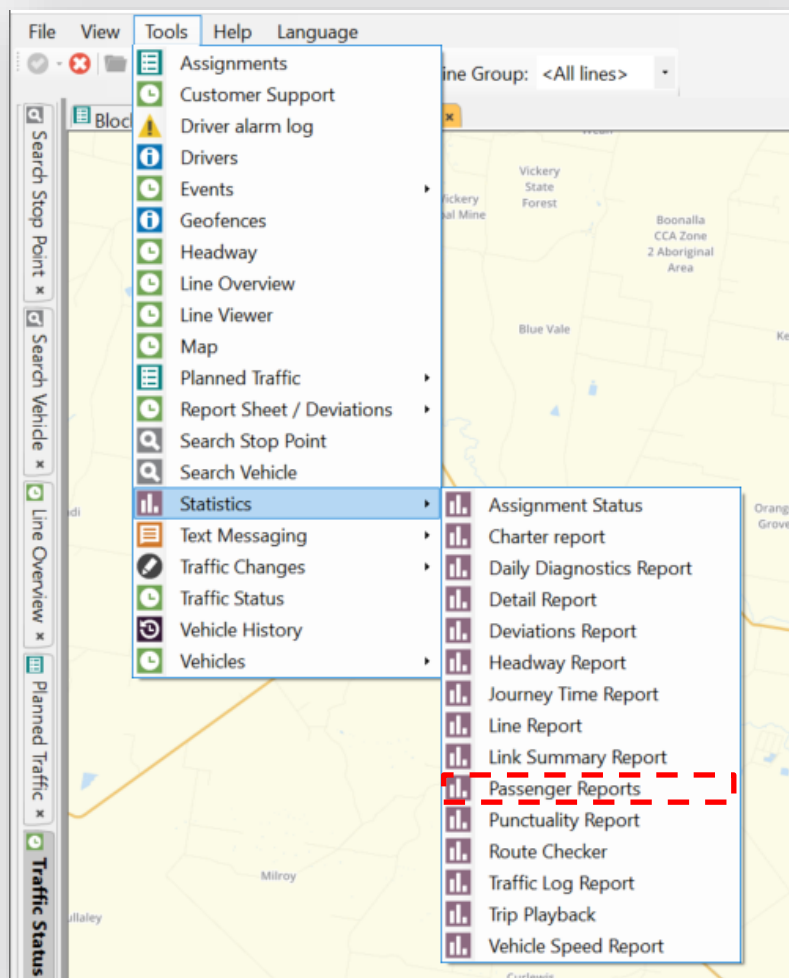
The **Passenger Reports screen** appears.
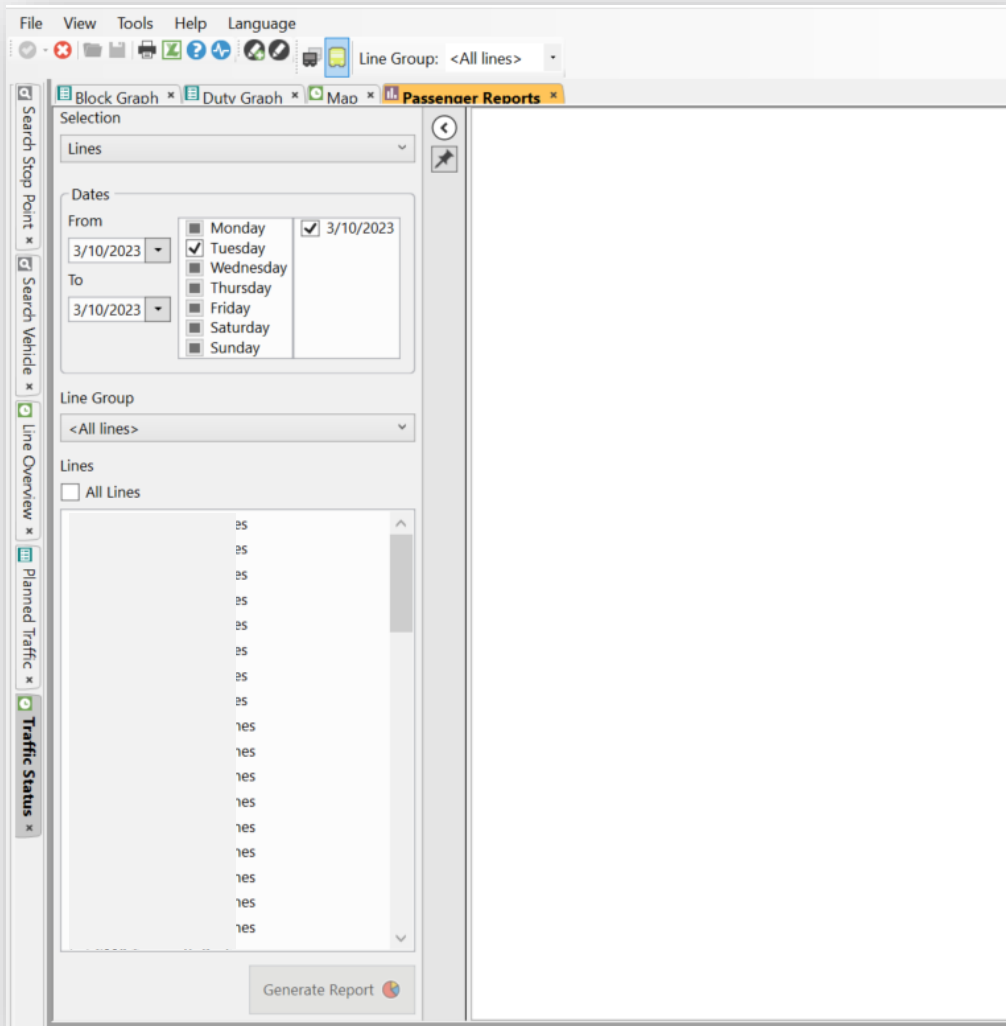
The Passenger Reports screen is divided into two sections. The **left window is where you define your parameters** for the report you require, and **on the right is where the report will appear.**

Minimise Tool Windows to get more screen space

Minimise the **Left Tool Window** and the **Bottom Tool Widow** to allow for more space to work and more screen space to see the full report.

Click the **black arrow** in the Left Tool Window to minimise the window, click the **black arrow** in the Bottom Tool Window to minimise it.

This can be adapted as a standard procedure for using any of the 15 reports in Traffic Studio.
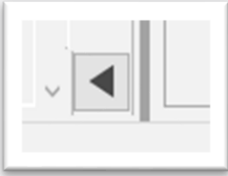
Note: Those black arrows will remain visible on your screen.

To maximise/restore the Left Tool Window and the Bottom Tool Window, click on those arrows again to restore your view of those tools.

Generate a Passenger Report

There are several sub-steps used to generate this report. Complete sub-steps on the left side of the screen, where we define the report content.

Step 2 – Use the date range to select the *from* and *to* dates for your report.

E.g., You may only want to see data for Monday to Friday, and so could exclude Saturdays and Sundays.
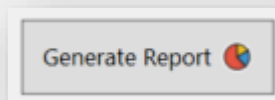

Step 3 – Use the Selection drop down to choose the level at which you wish to generate the data. In this example, the Lines option is selected (where Lines equates to Routes).

Step 4 - Select the Lines check boxes for the individual Lines (Routes) you wish to generate a report for.

**Step 5** - Click **Generate Report** to generate the report.

Step 6 - The report now appears.

To sort the tables by the content of any of the columns, simply click on the corresponding column header. The header is highlighted with an indicator showing the sorting order.

For example, you can sort the rows by using the date column and sort by oldest to newest, or newest to oldest.

Line	Route	Already Onboard	Σ In	Σ Out	Left Onboard	Avg In	Avg Out	Max Seat km	Max Capacity km	Σ Passenger km, seat	Σ Passenger km, other	Σ Passenger km	# Journeys with APC	# Reports for link
			10	9		1.7	1.5	4,802.98	7,534.08	62.22	0.00	62.22	6/6	6/6
			27	23		1.7	1.4	12,662.11	19,156.43	142.08	0.00	142.08	16/16	16/16
			2	3		0.3	0.5	4,107.89	6,356.12	11.79	0.00	11.79	6/6	6/6
			8	8		0.5	0.5	11,102.23	16,348.12	50.49	0.00	50.49	16/16	16/16
		10	65	101	16	2.2	3.4	17,552.13	27,380.02	325.40	0.00	325.40	30/30	30/30
		62	271	349	56	3.4	4.4	48,764.74	73,538.70	1,653.60	0.00	1,653.60	80/80	80/80
			2	3		0.1	0.2	12,962.61	19,843.15	18.41	0.00	18.41	15/16	15/16
			11	5		1.8	0.8	4,987.52	7,663.95	29.29	0.00	29.29	6/6	6/6
			42	40	12	7	6.7	5,517.47	7,899.24	193.85	0.00	193.85	6/6	6/6
		32	35	66		5.8	11	4,650.08	7,294.24	129.97	0.00	129.97	6/6	6/6
		79	64	172		6.4	17.2	8,547.19	13,407.36	383.90	0.00	383.90	10/10	10/10
			81	86		5.1	5.4	15,151.08	23,582.71	426.41	0.00	426.41	16/16	16/16
			42	40		7	6.7	5,720.67	8,973.60	260.02	0.00	260.02	6/6	6/6
		1	332	234	99	55.3	39	6,189.77	9,709.44	1,150.42	0.00	1,150.42	6/6	6/6
		6	576	465	125	36	29.1	16,803.35	24,901.35	2,206.19	0.00	2,206.19	16/16	16/16
		121	1028	961	167	9.3	8.7	106,580.07	154,153.81	8,156.15	0.00	8,156.15	111/112	111/112
		96	415	363	128	10.1	8.9	39,178.77	58,898.63	4,120.00	0.00	4,120.00	41/42	41/42
		76	55	40	91	9.2	6.7	6,829.92	10,445.76	2,125.30	0.00	2,125.30	6/6	6/6
		81	153	132	108	9.6	8.3	18,080.34	25,811.47	2,841.78	0.00	2,841.78	16/16	16/16
			227	20	203	16.2	1.4	10,991.21	17,090.08	1,928.24	0.00	1,928.24	14/16	14/16
			113	1	112	18.8	0.2	4,759.83	7,466.40	938.52	0.00	938.52	6/6	6/6
			7	16	26	2.7	4.3	3,777.99	5,540.20	99.90	0.00	99.90	6/6	6/6

Step 7 - If you wish to keep this data and perform statistical analysis of the data, click the **export to Excel button** in the function bar.
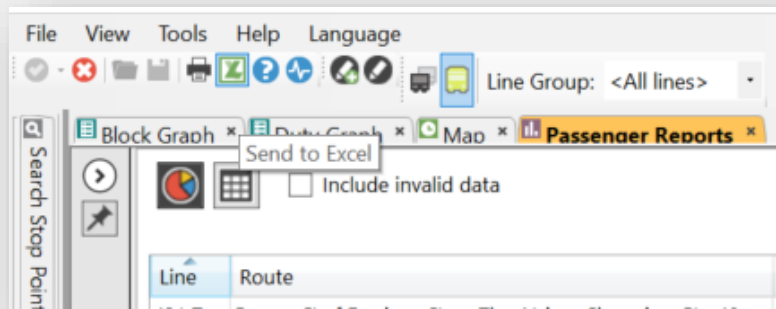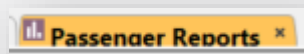

Step 8 - Select where you would like to save your file

Step 9 - Open the **Excel file** from the location where you saved it in the previous step. The spreadsheet can be manipulated using the standard statistical and data sorting tools found in Excel.

When you have finished with the report, you can close it by clicking the **X** in the **Passenger Reports** orange highlighted tab.

## How does the Passenger Report assist Operators?

The Passenger Report can be used to identify a vehicle's occupancy. To view a vehicle's occupancy, generate the report using the 'Vehicle' option in the Selection drop down. The report will include the registration details of the vehicle for each trip on the report. This can then be used to identify the vehicle's capacity information in Traffic Studio. The following section explains how you can access and view vehicle capacity information in Traffic Studio.

The Passenger Report also allows you to identify passenger load carried by a vehicle for a particular route; Operators can view which stop point the vehicle reaches capacity. To do this, generate the report using the **Route** option in the Selection drop-down.
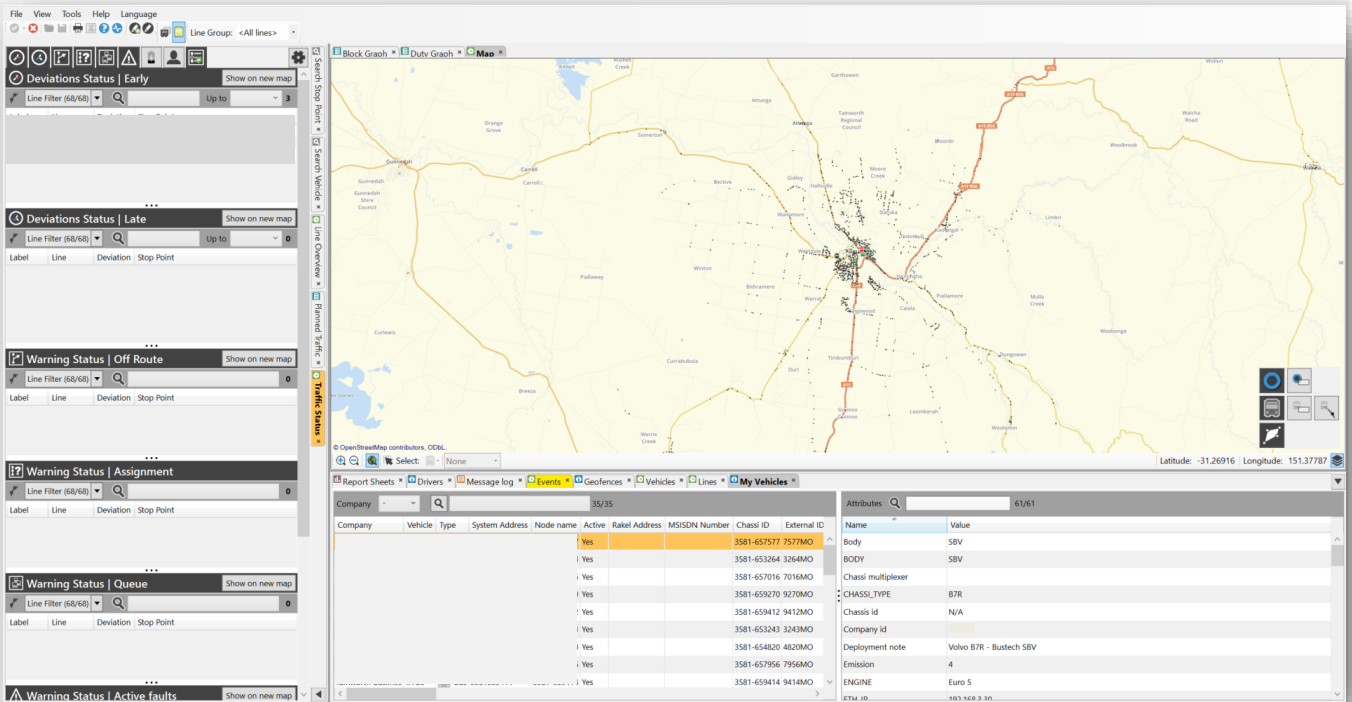
How to identify the passenger capacity (both seated and standing) for a vehicle

To compare the passenger report data with the actual capacity of the vehicle on the specific line/journey, complete the following steps:

Step 1 Select **Tools – Vehicles – My Vehicles**
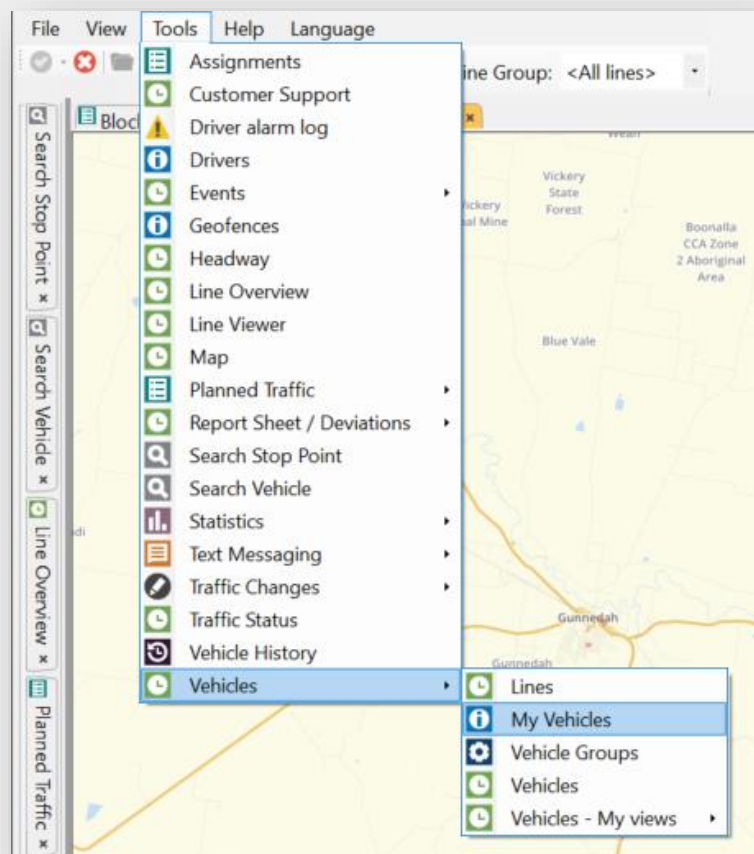
The **My Vehicles** screen opens in the bottom tool window.

## Minimise the Left Tool Window to get more screen space

Before you begin working with **My Vehicles,** you can minimise the **Left Tool Window** to give yourself more space to work and more screen space to see the full information.
Click the **black arrow** in the Left Tool Window to minimize the window.
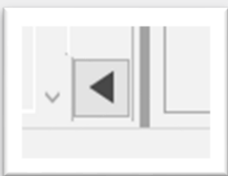
Note: The black arrow will remain visible on your screen.

To maximise/restore the Left Tool Window, click on the arrow again to restore your view of the tool.
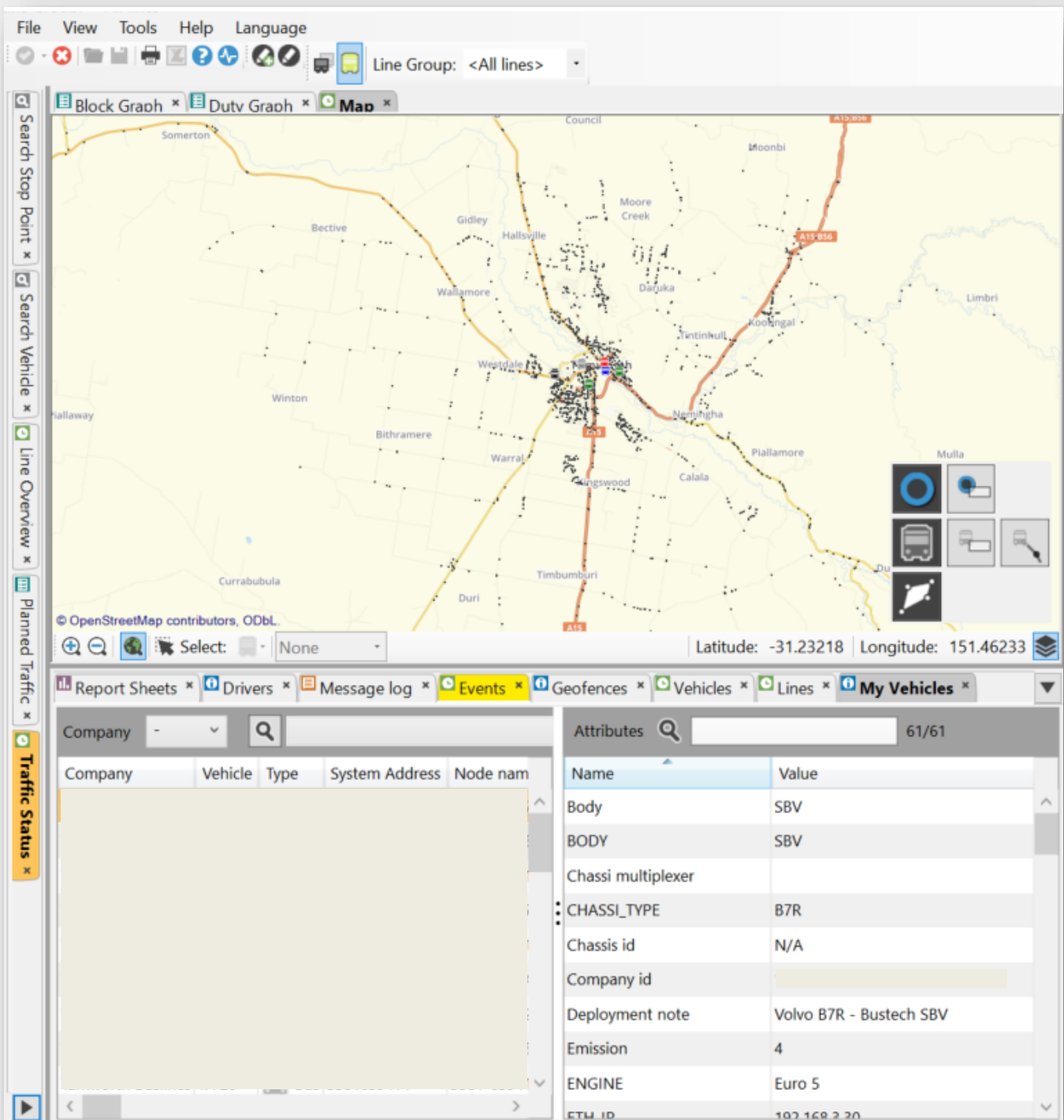
You can also use your mouse to drag the bottom tool window higher to expand the size of the window and view more data.
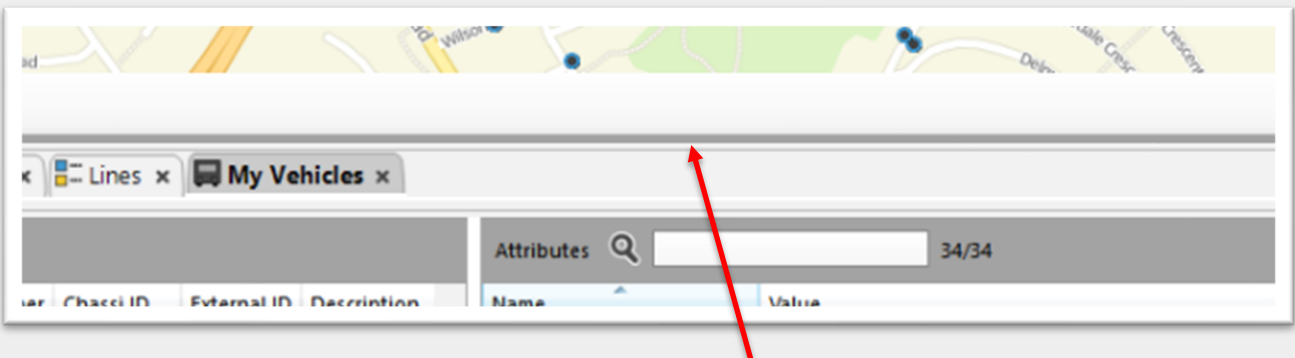
Drag mouse on this line to expand screen size.

Now that the left tool window is minimised, the **My Vehicles** screen now looks like this.

The **My Vehicles** screen is divided into two parts.

The left side allows you to find the relevant vehicle. After you have selected a specific vehicle by clicking on it with your mouse (highlighted in orange when selected), the right-hand screen shows the attributes of the vehicle, including seating capacity and standing capacity.

Step 2. Left side 'My Vehicle' screen enables you to click and select a vehicle (highlighted in orange once selected):

Step 3. Right 'My Vehicles' screen shows seating and standing capacity of the vehicle, as well as other vehicle details:

You can use this information as your base data, to compare with the occupancy data generated in the Passenger report.

Who do I contact if I have more questions?

If you have any questions or concerns, please email the TCB program at TCB.team@transport.nsw.gov.au or log a ticket via OT Connect.