Tyler's Versatrans Electronic Rollout Sheet Guide

Electronic Rollout Sheet

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For more copies of this manual or other materials, please contact us at versatrans.support@tylertech.com.

Technical Support

Technical support is available Monday through Friday, 8:30 a.m. to 7 p.m. Eastern time and is available via telephone and e-mail. Contact information for each is provided below.

Telephone Support

Toll-free Telephone Application Support is available by calling 800.775.5556.

E-mail Support

Application Support is also available via e-mail at: versatrans.support@tylertech.com.

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Electronic Rollout Sheet Guide

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What is the Electronic Rollout Sheet?

The Electronic Rollout Sheet is a standalone program accessed via desktop browser or mobile device. Utilizing data from Versatrans Routing & Planning (and optionally Versatrans Onscreen), it provides a way for a dispatcher to monitor which drivers and vehicles are on their way to pick up students. Rollout presents a list of routes that are planned to leave at specific times during the day. A dispatcher can mark that a driver has checked in, or enter substitutions for drivers that have called out sick, as well as vehicles that won't start. Rollout works in real-time to present relevant information that helps a dispatcher get their drivers and vehicles out on the road.

The following tasks can be performed using Rollout:

- *Removing & Substituting a Driver for a Single Route* on page 9.
- *Removing & Substituting a Vehicle for a Single Route* on page 11.
- *Removing & Substituting a Driver for a Single or All Assigned Routes* on page 13.
- *Removing & Substituting a Vehicle for a Single or All Assigned Routes* on page 15.
- *Searching for Routes, Drivers or Vehicles* on page 17.
- *Canceling a Route* on page 20.

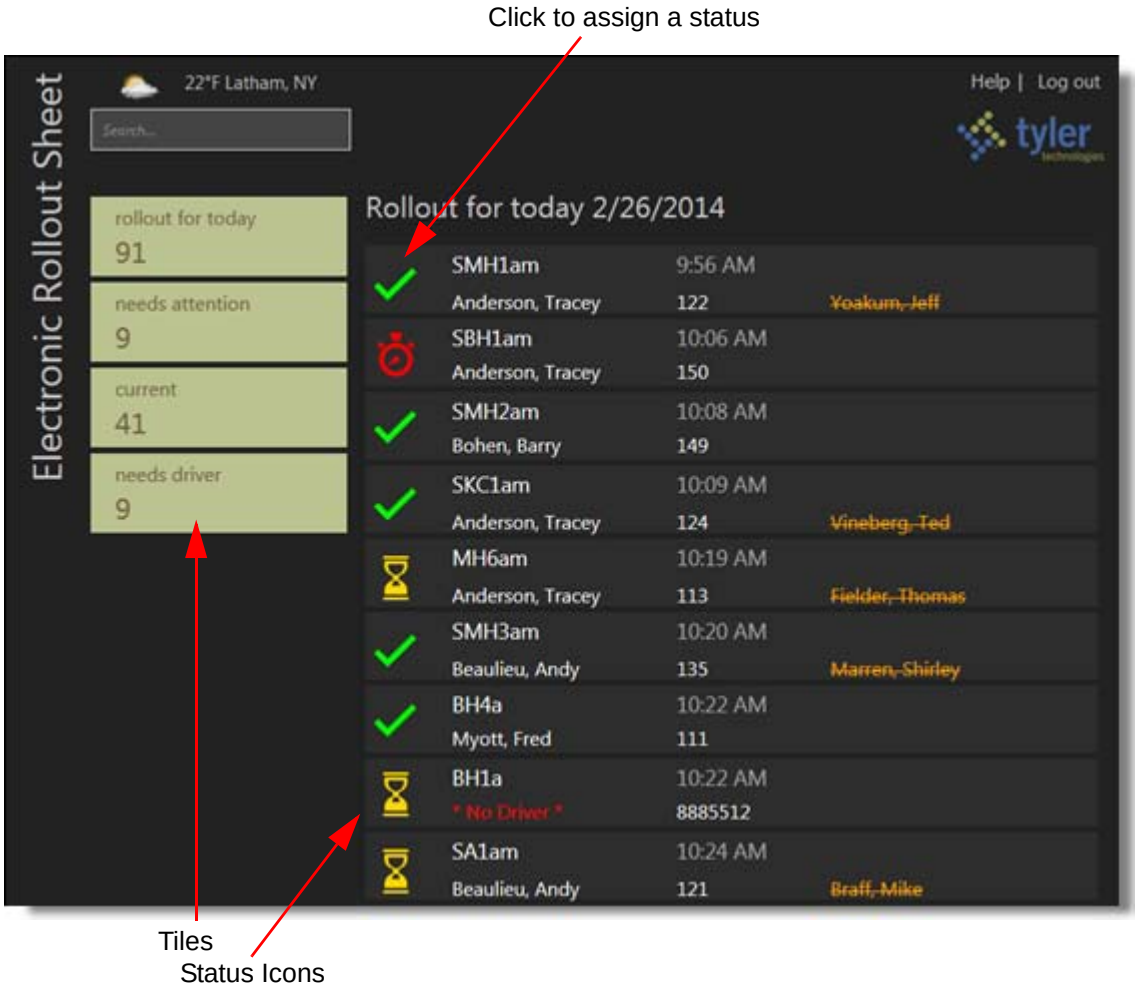
Understanding the Status Icons & Assigning a Status to a Route

Rollout allows you to assign a status to each departing route signifying which routes have left or require attention. Status icons will also alert you when a route is set to leave soon or is late.

To understand the status icons:

Path: **Direct browser to ERS URL (i.e. http://yourschool/Tyler.Rollout/)**

- Follow the above path to display the ERS Rollout screen.



Status Icon Descriptions

Note: *Status icons are mostly just indicators that a situation may or may not exist.*

"OK" - route has been checked in.

"Needs Attention" - Flagged as a problem of some kind. Requires action by the user.

"No Status" - route is not due to leave yet and there are no issues.

"Pending" - route has not been checked in and is within a time threshold that the dispatcher should be concerned.

"Late" - route has not been checked in and it is now past the time it should have been out.

"Cancelled" - route has been canceled for the day.

To change the status of a route:

You can manually assign a status of "OK" or "Needs Attention" using the status panel as described below. You can also manually assign a status of "Canceled", see *Searching for Routes, Drivers or Vehicles* on page 17. The status "Pending" and "Late" are system generated.

1. Click a route's status icon to display the status panel.

2. Click the desired status to assign it to a route and the status panel closes.
3. Click anywhere outside the status panel to close the panel without assigning a status.

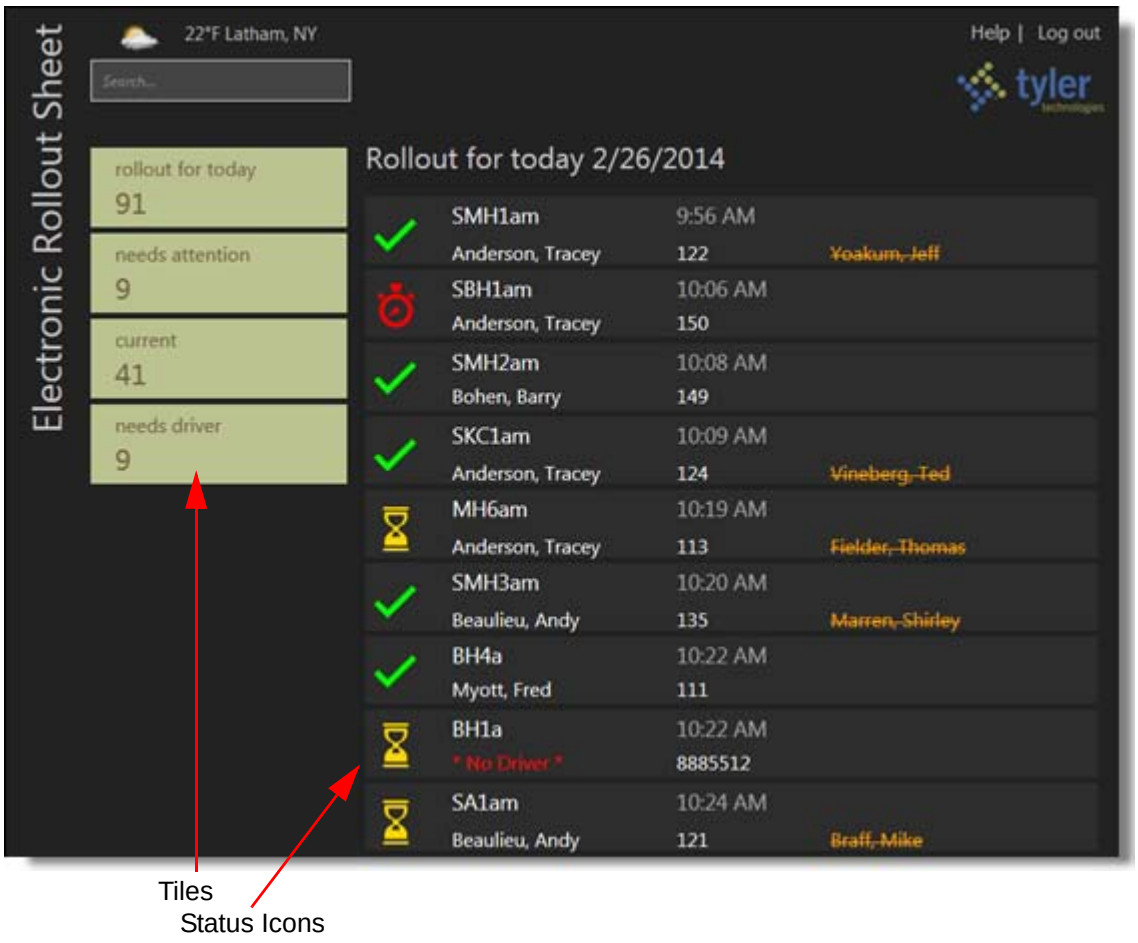
Understanding the Rollout Tiles

The Rollout tiles may be used by multiple dispatch users at the same time providing the user with up-to-date route information. The “rollout for today” tile is the default view.

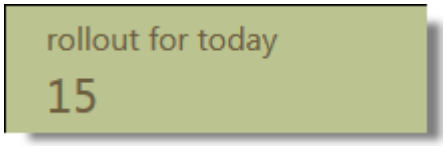
To work with the Rollout tiles:

Path: **Electronic Rollout Sheet URL**

- Follow the above path to display the Rollout screen.



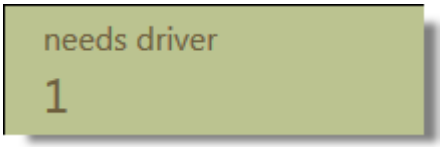
Rollout Tile Descriptions



Shows all routes for the current day.

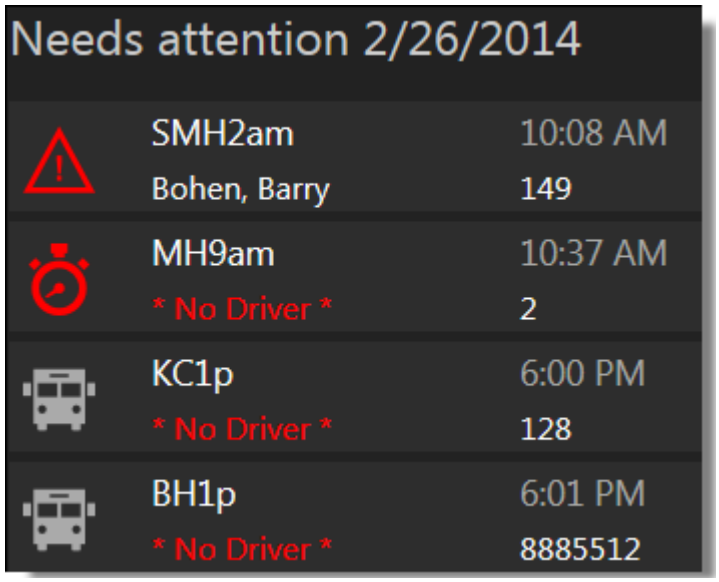
routes that have a rollout status of “needs attention”, or requires a driver.

routes that are leaving within the next 2 hours, that are not yet checked in.



routes that are not assigned a driver.

- Click a tile and the information corresponding to that tile is displayed. For example, click on the “needs attention” tile and the routes needing attention display.

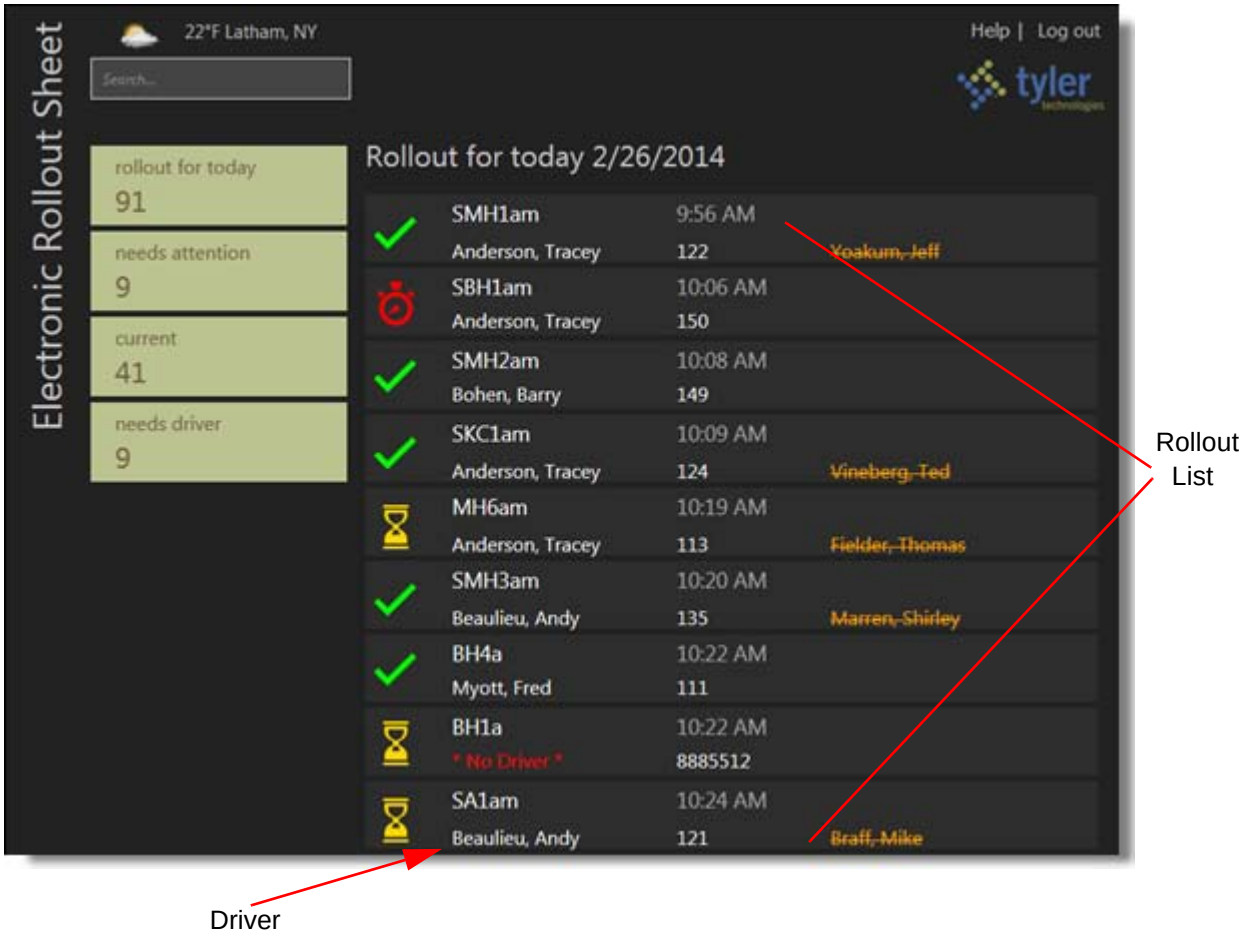


Removing & Substituting a Driver for a Single Route

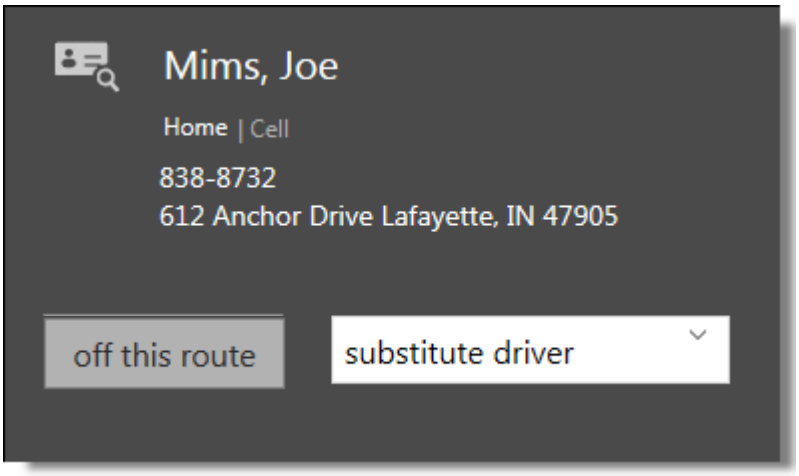
To remove & substitute a driver from an assigned route:

Path: Electronic Rollout Sheet URL

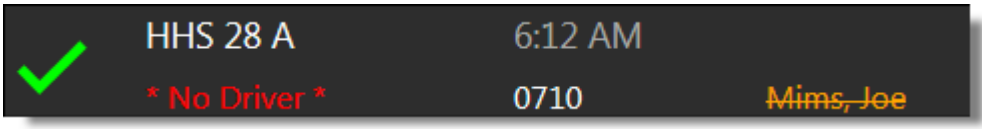
1. Follow the above path to display the Rollout screen.



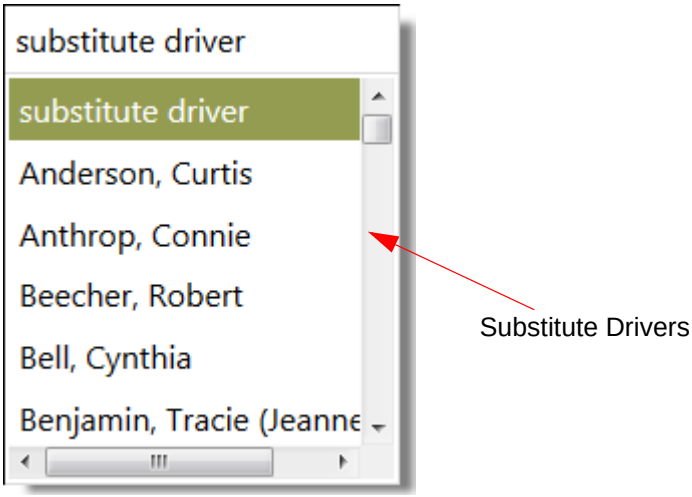
2. Click on a driver's name in the rollout list to display the Driver pop-up dialog.



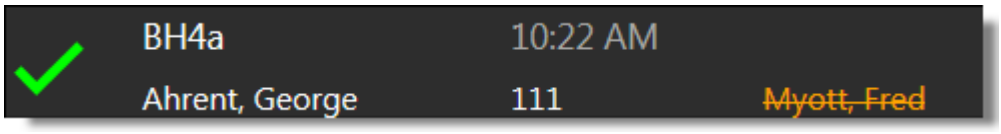
3. Click **off this route** and the driver is removed from the route.



4. Click **substitute driver** to display the substitute driver drop-down list.



5. Click a name for the substitute driver and that driver is assigned to the route.

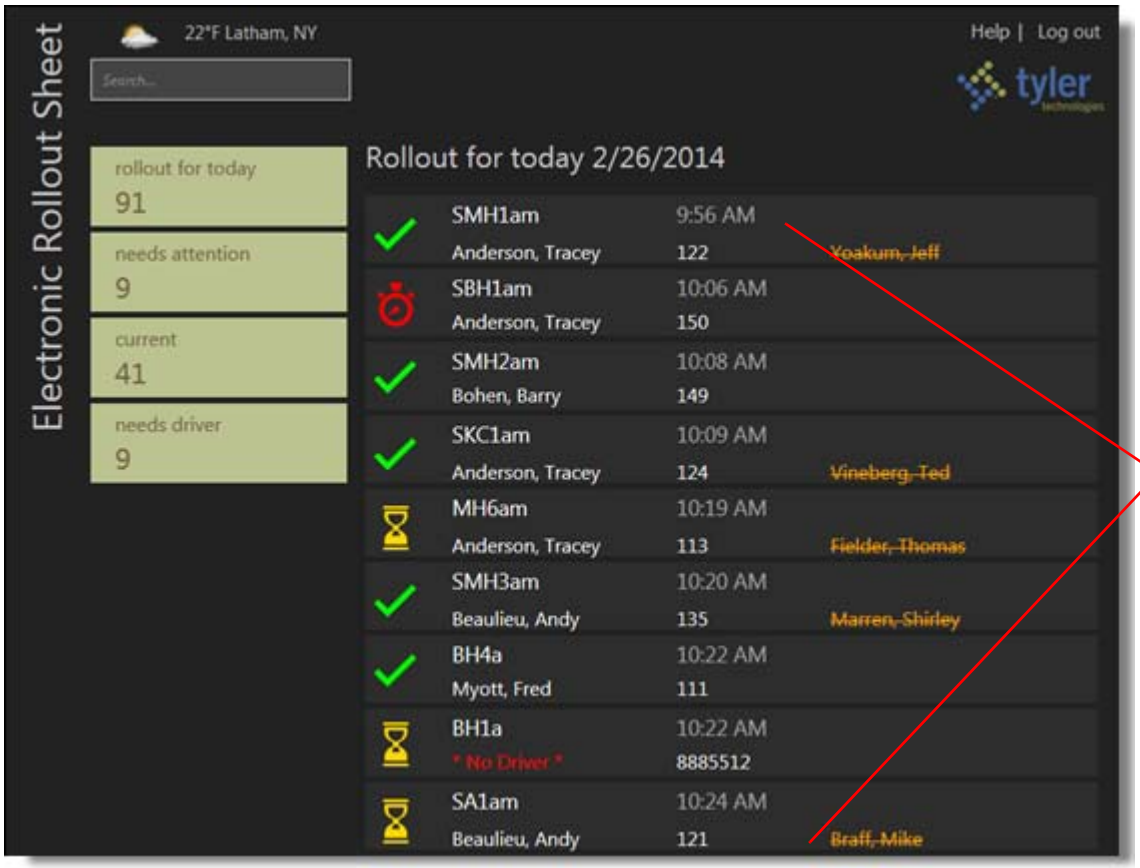


Removing & Substituting a Vehicle for a Single Route

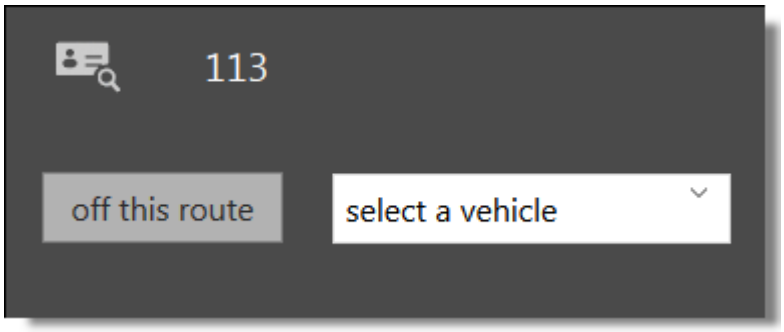
To remove & substitute a vehicle for a single route:

Path: Electronic Rollout Sheet URL

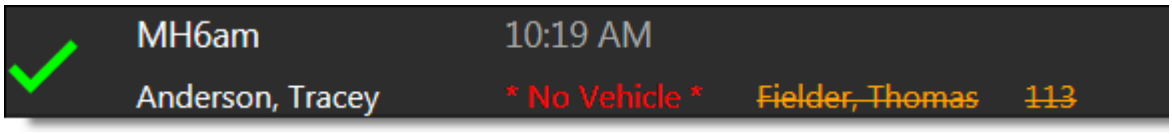
1. Follow the above path to display the Rollout screen.



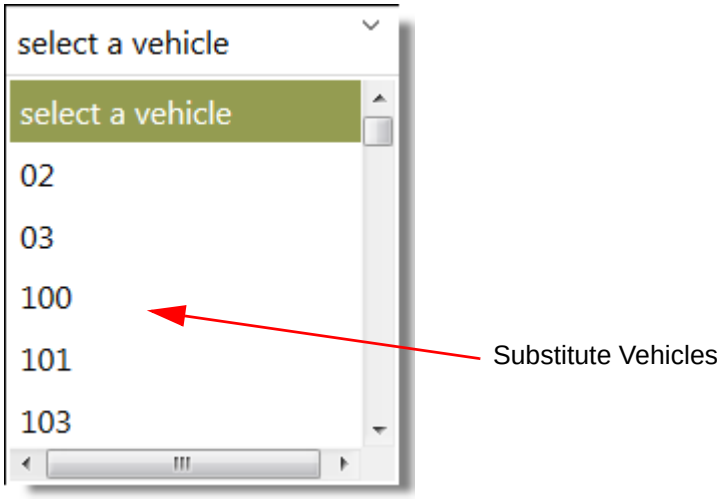
2. Click on a vehicle's name in the rollout list to display the Vehicle pop-up dialog.



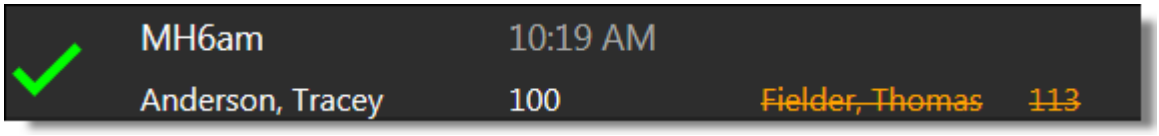
3. Click **off this route** and the vehicle is removed from the route.



4. Click **select vehicle** to display the substitute vehicle drop-down list.



5. Click a name for the substitute vehicle and that vehicle is assigned to the route.

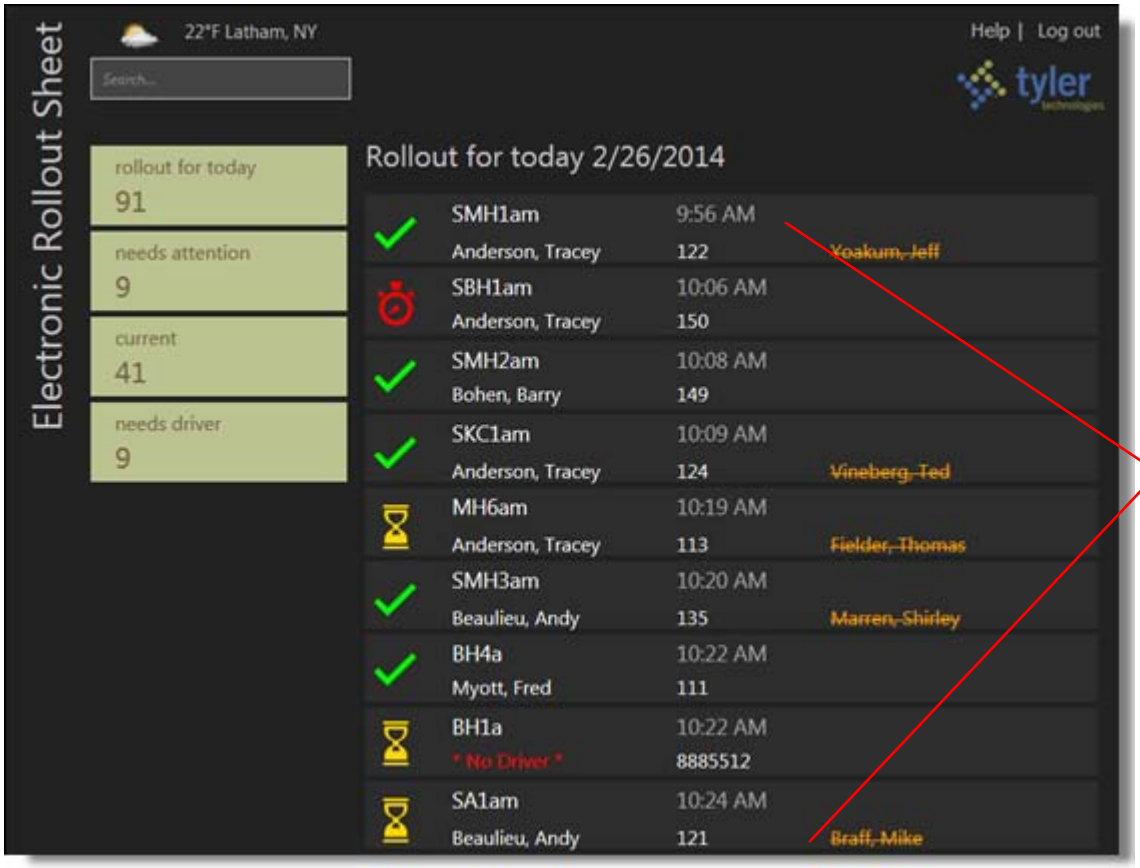


Removing & Substituting a Driver for a Single or All Assigned Routes

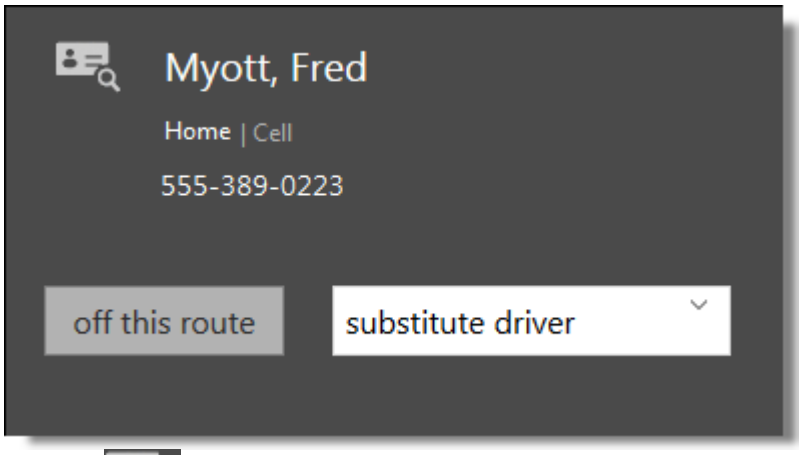
To remove & substitute a driver for a single or all assigned routes:

Path: Electronic Rollout Sheet URL

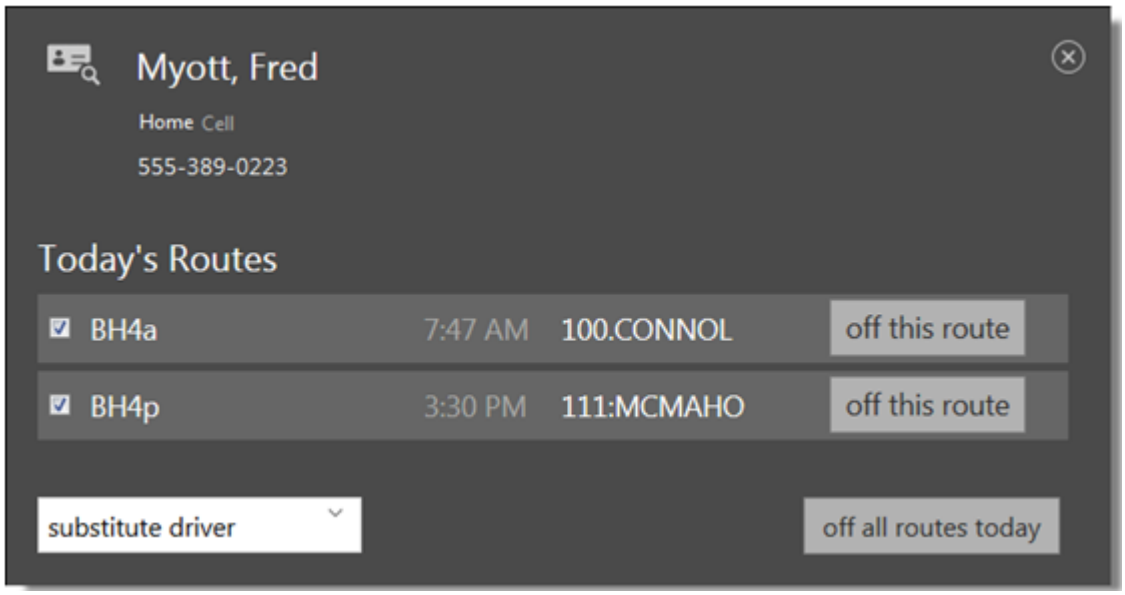
1. Follow the above path to display the Rollout screen.



2. Click on a driver's name in the rollout list to display the Driver pop-up dialog.



3. Click to display the Driver Search Results dialog containing all of the current days routes that this driver has been assigned to.



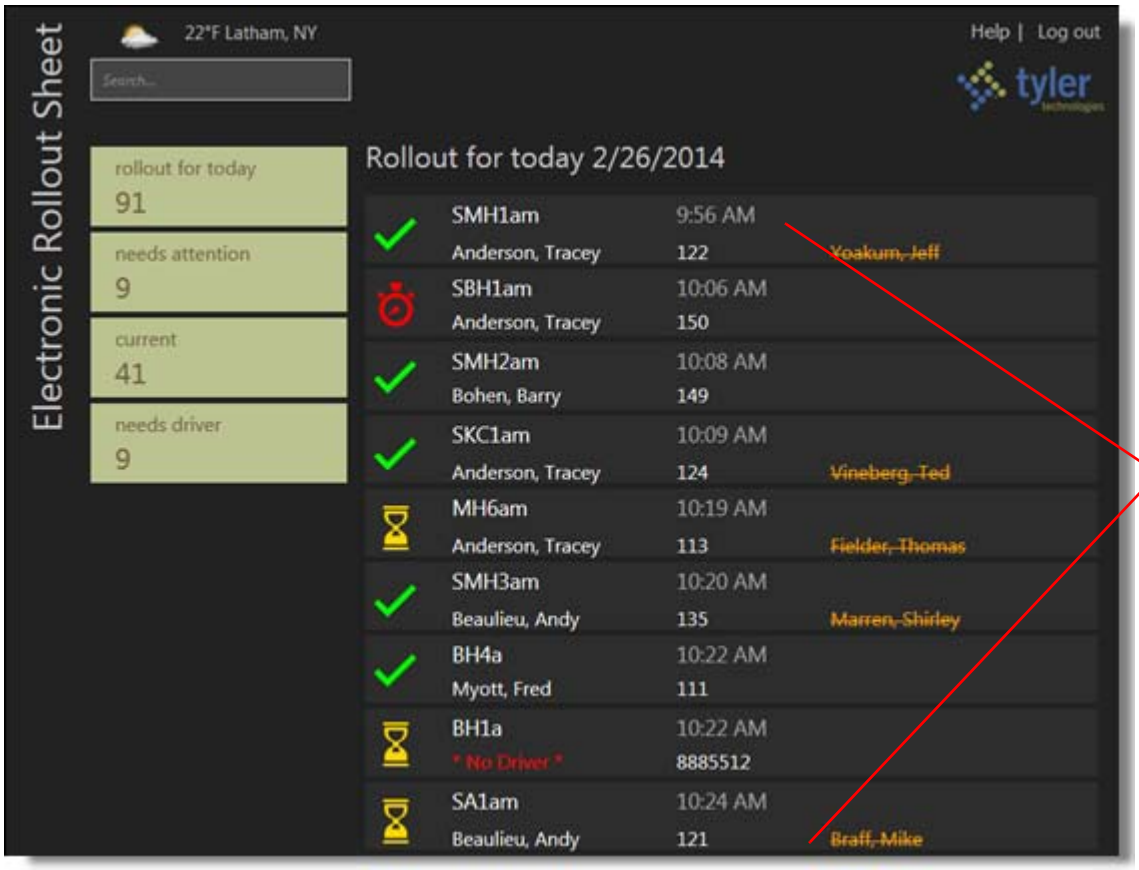
4. To substitute the driver on one or more routes, first check the routes to substitute using the checkboxes.
5. Click **Substitute driver** to display the substitute driver drop-down list and click on a substitute driver. The selected driver will be substituted for all the routes that were checked.
6. To remove the driver from "specific" routes, click **off this route** for the desired route and the driver is removed from that route.
7. To remove the driver from "all" assigned routes, click **off all routes** and the driver is removed from all assigned routes.

Removing & Substituting a Vehicle for a Single or All Assigned Routes

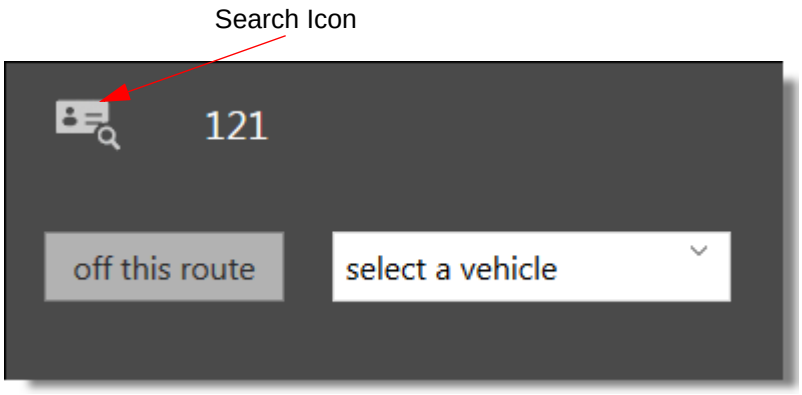
To remove & substitute a vehicle for a single or all assigned routes:

Path: Electronic Rollout Sheet URL

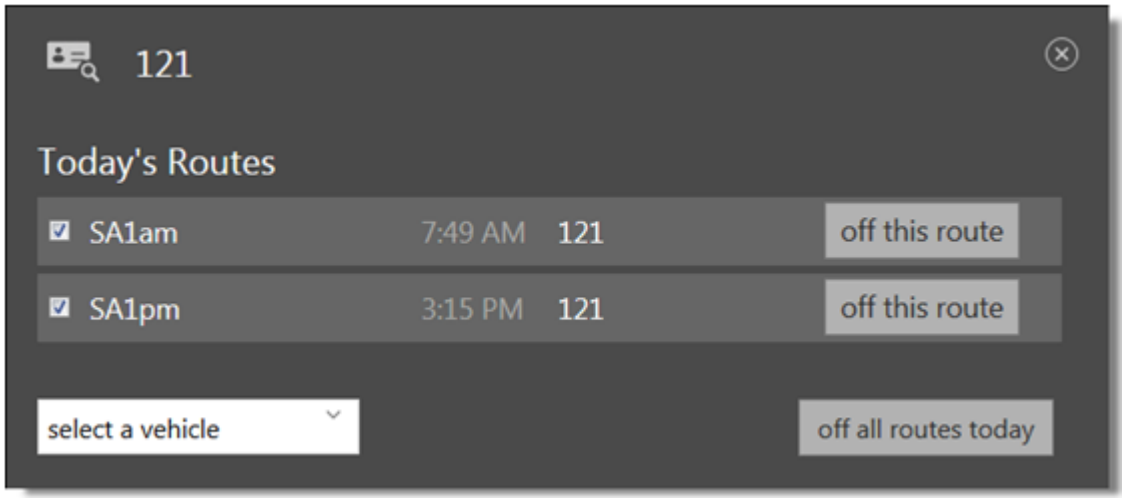
1. Follow the above path to display the Rollout screen.



2. Click on a vehicle's name in the rollout list to display the Vehicle pop-up dialog.



3. Click to display the Driver Search Results dialog containing all of the current days routes that this vehicle has been assigned to.



4. To substitute the vehicle on one or more routes, first check the routes to substitute using the checkboxes.
5. Click **Select a vehicle** to display the substitute driver drop-down list and click on a substitute vehicle. The selected vehicle will be substituted for all the routes that were checked.
6. To remove the driver from "specific" routes, click **off this route** for the desired route and the vehicle is removed from that route.
7. To remove the driver from "all" assigned routes, click **off all routes** and the vehicle is removed from all assigned routes.

Searching for Routes, Drivers or Vehicles

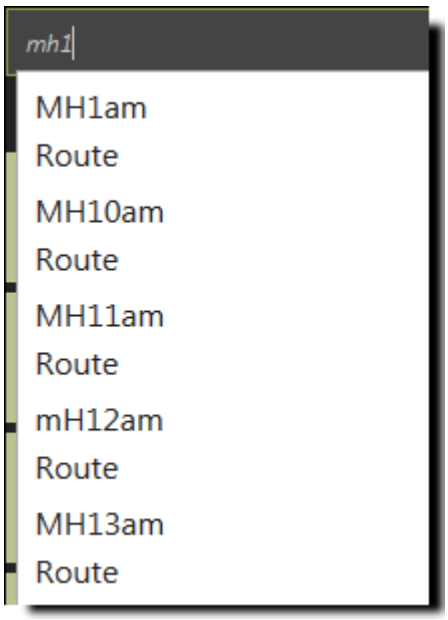
You can search for specific routes, drivers or vehicles by typing search strings into the Search Box at the top left of the screen. You must type 3 characters to initiate a search. Each result type route, Driver, or Vehicle) is displayed in italics under the search criteria.

To search for routes drivers or vehicles:

Path: Electronic Rollout Sheet URL

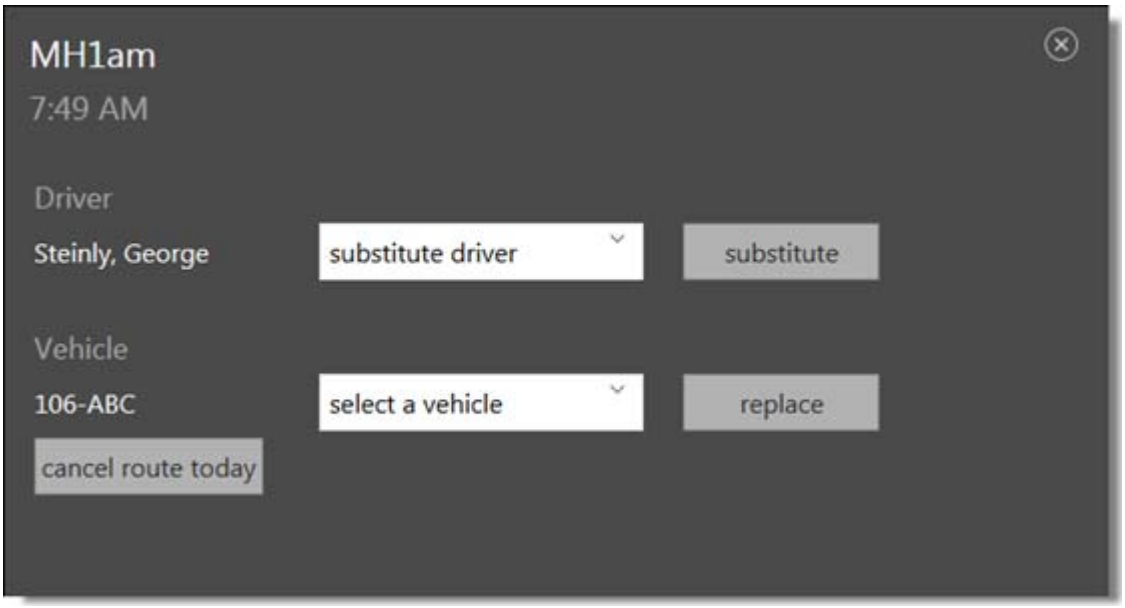
1. Follow the above path to display the Rollout screen. The Search Box is in the upper right corner of the screen.

2. Enter the desired search criteria, (i.e., routes, drivers or vehicles) and a list of results matching the criteria is displayed. In the following example, the search criteria entered returned a list of routes.



3. Depending on the search criteria entered, (route, driver or vehicle) when you select one of the results, ether the Route dialog, Driver dialog or Vehicle dialog will display allowing you to perform certain associated tasks as follows:

Route Dialog

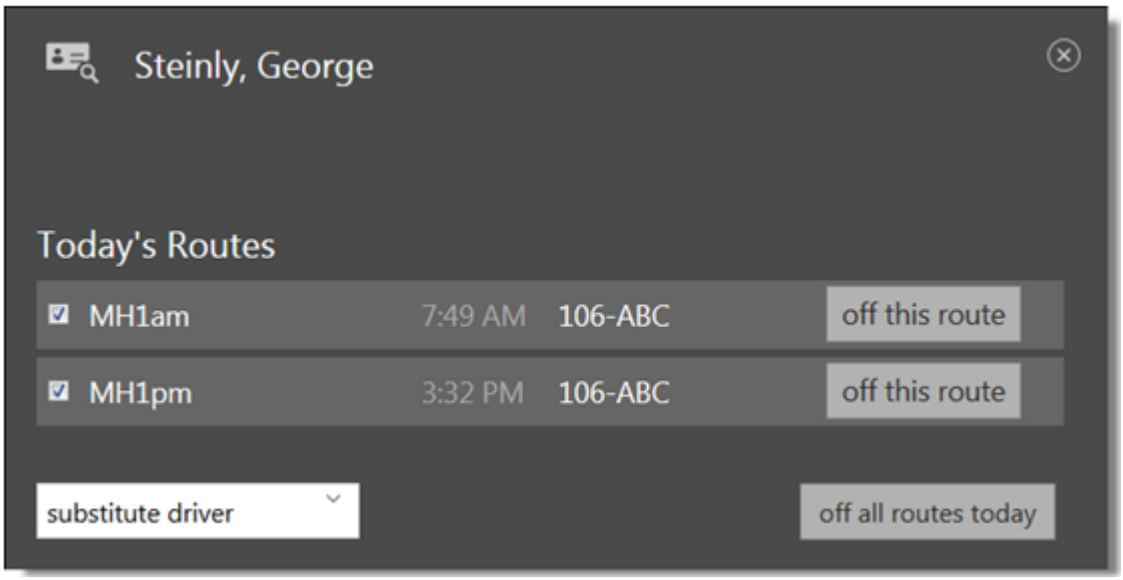


The route dialog allows you to substitute a driver, replace a vehicle and cancel the route. For more information, see:

- *Removing & Substituting a Driver for a Single Route* on page 9.
- *Removing & Substituting a Vehicle for a Single Route* on page 11.

- *Canceling a Route* on page 20.

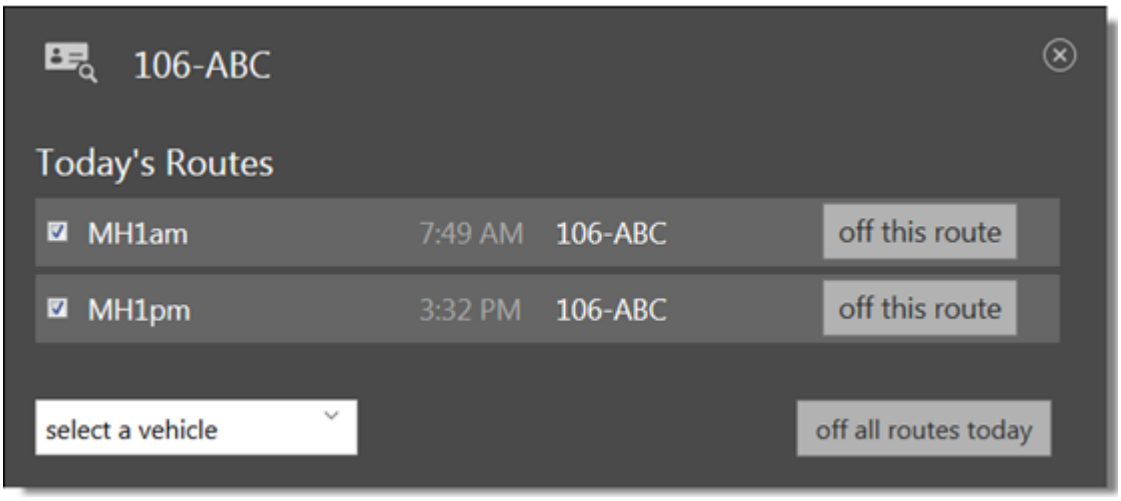
Driver Dialog



The Driver dialog allows you to substitute the driver on one or more routes, remove the driver from "specific" routes, remove the driver from "all" assigned routes. For more information, see:

- *Removing & Substituting a Driver for a Single or All Assigned Routes* on page 13.

Vehicle Dialog



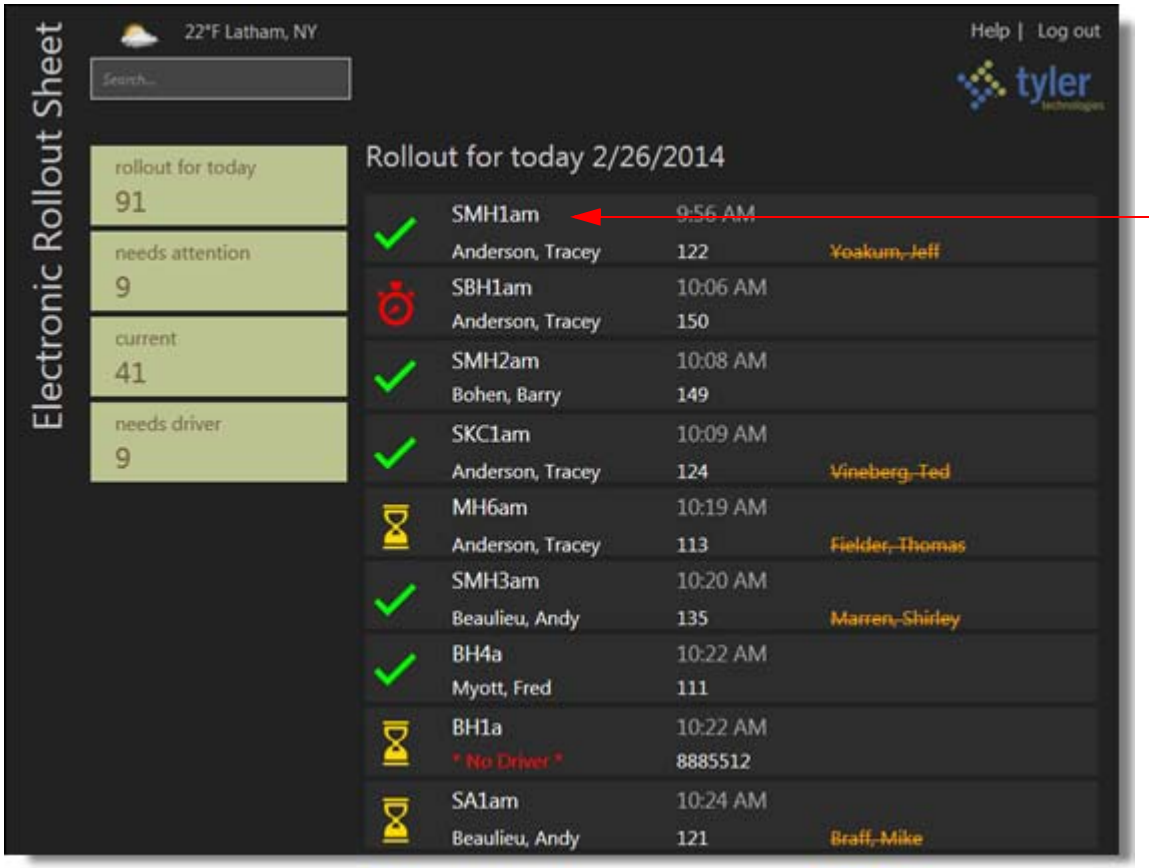
The Vehicle dialog allows you to substitute the vehicle on one or more routes, remove the driver from "specific" routes or remove the driver from "all" assigned routes. For more information, see, *Removing & Substituting a Vehicle for a Single or All Assigned Routes* on page 15.

Canceling a Route

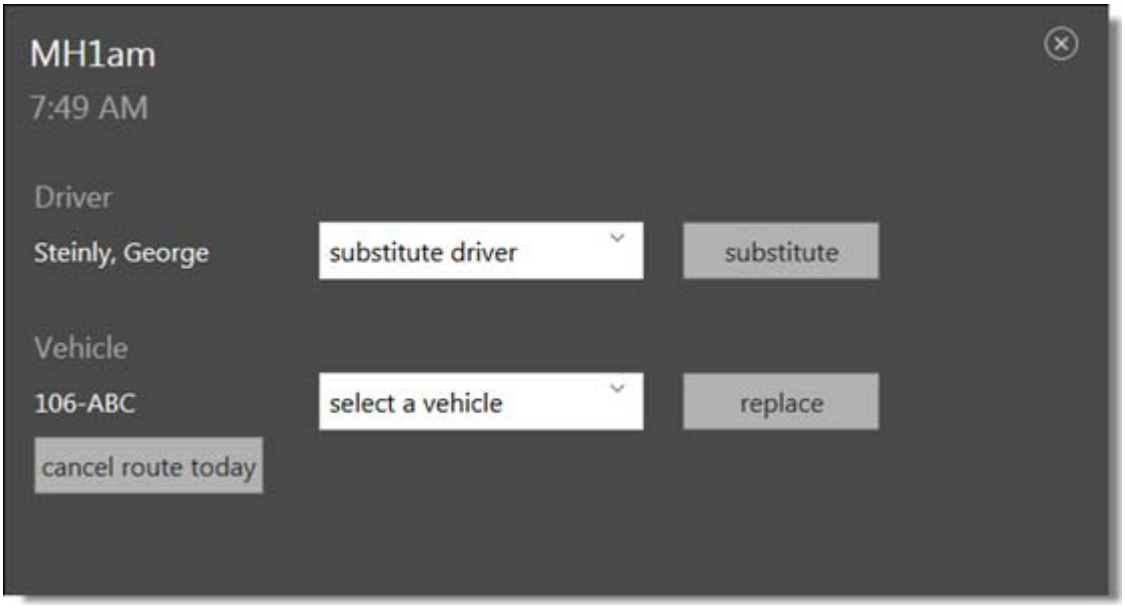
To cancel a route:

Path: **Electronic Rollout Sheet URL**

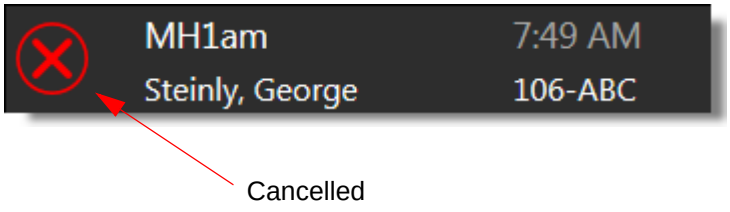
1. Follow the above path to display the Rollout screen.



2. Click on a route to display the route dialog.



3. Click **cancel route today** and the route status displays as cancelled.



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