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Workforce Management Web for Supervisors Help

Shared Transport Report

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Shared Transport Report

Tip

Shared Transport is known by many different names worldwide—for example, bus, carpool, ride share, lift share, and paratransit. See [Wikipedia](#) for details.

To create a Shared Transport Report:

1. On the **Reports** tab, select **Configuration Reports** from the Views menu.
2. Select **Shared Transport Report** from the list on the Objects pane.
The Reports wizard's **Header** page, appears.
3. To print a header on the report, select **Show Header** and type your header text into the text box.
4. Click **Next**.
5. On the **Data** page, select the agents you want to include in the report.

Tip

You can expand business units to display their sites; you can expand sites to display their agents. You can select any combination of agents from multiple sites.

6. On the **Shared Transport** page, select the shared transport items you want to include in the report.
7. Click **Finish**.
The report appears in the [Report Viewer](#).

Understanding the Shared Transport Report

Shared Transport Report	The report title.
Each Shared Transport in the report has this information in its header:	
Business Unit field	Business unit of the shared transport.
Site field	Site of the shared transport.
Transport field	Shared transport name.
Status field	Status of the shared transport.
Comments field	Comments (if any) that are attached to the shared transport.
This is the bus with maximum size <i>nn</i> field	Maximum size of the shared transport, if it is a bus.

Shared Transport Report

Below the header, each agent in the shared transport is listed on a separate row, with these columns:	
No.	Number of the row.
Agent	Agent name.
Team	Agent's team name.