



TransLink



SCRTD
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USER MANUAL

TransLink

Version 1.5

A guide for using the system

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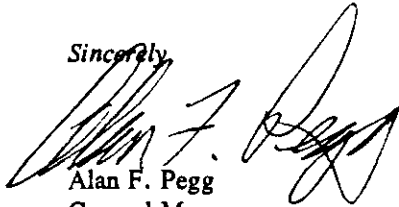
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Dear Corporate Transit Partner:

The District welcomes the opportunity to provide detailed Personalized RTD Commuter Travel Plans for your employees.

We realize that information regarding your employees is confidential and it will be treated accordingly. All the information that you provide will be returned to you. The District will not retain, save or use this information for any purpose other than the one-time use in the Personalized RTD Commuter Travel Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan F. Pegg", written over the typed name.

Alan F. Pegg
General Manager
Southern California Rapid Transit District

Table of Contents

INTRODUCTION	6
SYSTEM PURPOSE	7
ADDING EMPLOYEES TO THE DATA FILE	9
DELETING EMPLOYEE DATA RECORDS	10
INQUIRING (VIEWING) EMPLOYEE DATA RECORDS	10
UPDATING (EDITING) EMPLOYEE DATA RECORDS	10
PRINTING EMPLOYEE DATA RECORDS	11
LOG ON PROCEDURES	10
PASSWORD	10

SYSTEM CAPABILITIES

MAIN MENU	11
ADDING EMPLOYEES TO THE DATA FILE	11
DELETING EMPLOYEE DATA RECORDS	11
INQUIRING (VIEWING) EMPLOYEE DATA RECORDS	12
UPDATING (EDITING) EMPLOYEE DATA RECORDS	12
PRINTING EMPLOYEE DATA RECORDS	12
CREATING A TRANSMITTAL DISKETTE	13

DETAILED DATA ENTRY INSTRUCTIONS

A WORD ABOUT EMPLOYEE NUMBER	14
ADDING EMPLOYEES TO THE DATA FILE	14
EMPLOYEE DATA ENTRY	14
EMPLOYEE NAME	15
ADDRESS	15
CITY/ZIP	16
HOME PHONE	16
WORK PHONE/EXT	16
ARRIVAL TIME HH:MM ?M	16
DEPARTURE TIME HH:MM ?M	16
FARE CODES (RG_SH_CV)	17
HANDICAPPED ACCESS (Y/N)	17
DEPARTURE NUMBER/NAME	17
IS THIS CORRECT (Y/N)	17

DELETING RECORDS FROM THE EMPLOYEE DATA FILE	18
EMPLOYEE NUMBER	18
EMPLOYEE NUMBER FOUND	18
IS THIS CORRECT (Y/N).....	19
ANOTHER / NEXT / EXIT	19

INQUIRING (DISPLAYING) A DATA RECORD IN THE DATA FILE	20
EMPLOYEE NUMBER	20
EMPLOYEE NUMBER FOUND	20
ANOTHER / NEXT / EXIT	21

UPDATING DATA IN THE EMPLOYEE DATA FILE	22
EMPLOYEE NUMBER	22
EMPLOYEE NUMBER NOT FOUND	22
EMPLOYEE NUMBER FOUND	22
EMPLOYEE DATA UPDATE	23
EMPLOYEE NAME	24
ADDRESS	24
CITY/ZIP	24
HOME PHONE	24
WORK PHONE/EXT	24
ARRIVAL TIME HH:MM ?M	25
DEPARTURE TIME HH:MM ?M	25
TIME LOGIC CHECKS	25
FARE CODES (RG_SH_CV)	25
HANDICAPPED ACCESS (Y/N)	25
DEPARTMENT NUMBER/NAME	26
IS THIS CORRECT (Y/N).....	26
ANOTHER / NEXT / EXIT	26

LISTING THE DATA FILE	27
DATA PRINTOUT	27
MAIL LABELS	27
PRINTING OPTIONS	27

CREATING A TRANSMITTAL DISKETTE ..	30
---	-----------

APPENDIX: EXCHANGE FILE FORMAT	31
--	-----------

TRANSLINK CUSTOMER EVALUATION FORM	33
---	-----------

INTRODUCTION

This manual is designed to assist local rideshare/transportation coordinators in using the TransLink system. The system has been developed to help Los Angeles County area employers respond to AQMD alternative transportation program requirements.

Through the use of TransLink software program, employers may access the transportation itinerary planning program that operates on the host computer at the Southern California Rapid Transit District (RTD).

The SCRTD Computerized Customer Information System (CCIS) will prepare a customized bus/rail travel itinerary for any individual, based upon the WORK LOCATION, RESIDENCE LOCATION and TRAVEL TIMES to and from work.

The data entry software system is designed to operate on an IBM PC XT, AT, PS2 or compatible computer system. The program requires a HARD DISK, 5.25" or 3.5" floppy disk drive and a minimum of 640kb of memory. A conventional dot matrix printer, or a HP Laser Jet II or compatible-type laser printer is required to print candidate lists.

The system is designed to operate as a single user, stand alone system. This means that when operating in a Local Area Network (LAN) environment, multiple users cannot share a common data file or program.

The following pages provide detailed instructions on how authorized personnel may access the system, enter, edit and delete transportation candidate data entries and create a diskette file to be sent to SCRTD for processing.

To prevent casual or unauthorized access to the candidate data, the system is password protected. However, this password protection is not foolproof. Users of this software should take reasonable precaution to limit access to the data entered into this system.

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A customer evaluation form is provided at the back of the user manual.

Warning: companies/coordinators are advised to back up the employee data base file as a precaution against unexpected loss of data.

SYSTEM PURPOSE

The purpose of this system is to collect your employees' commuting data so that bus/Metro Blue Line travel itineraries can be processed through the RTD host computer. The resulting travel itineraries will provide each of your employees with a detailed description of the bus/Metro Blue Line route they can utilize to commute to work in lieu of driving alone.

All information sent to the RTD will be returned. RTD is fully aware of the confidential nature of the personal records. For this reason all of the data will be returned after processing. The RTD will not store employee-sensitive information in its computer after preparing commuter itineraries.

SOFTWARE INSTALLATION

Installing the TransLink software on your IBM or compatible PC.

COMPUTER SYSTEM REQUIREMENTS

The SCRTRD supplied data entry software requires an IBM-PC AT, XT, PS2 or 100% compatible computer. The computer must include the following features:

PC-DOS or MS-DOS 3.1 or greater

640kb of memory or greater

1 floppy disk drive; 5.25" (360kb or 1.2mb); or 3.5" (1.44mb)

1 hard disk drive with at least 3mb of available space

An industry standard Epson compatible dot matrix or HP Laser II compatible printer

INSTALLATION PROCEDURE

Step 1. Insert the diskette

The SCRTRD provided diskette, labeled "SCRTRD DISKETTE #1" should be inserted into the appropriate disk drive. (Most likely this will be the "A" disk drive.

Step 2. Root Directory

In order to install the software on the appropriate hard disk drive, make certain that you are in the "root" directory of this drive and have the DOS prompt on the screen. (This will usually be the "C" drive and the DOS prompt will appear: "C:\>")

Step 3. INSTALL program

At the DOS prompt you will type the command

A: RTD_INS A: C:

(A is most commonly the disk drive; C the hard drive)

The installation program will attempt to create a new sub-directory on your hard disk drive with the label "RTD_RIDE"

INSTALLATION PROBLEMS

Should you experience any technical difficulties with your software please call the Customer Service Desk at the Southern California Rapid Transit District at (213) 972-4680. One of our designated support personnel will assist you.

TECHNICAL PARAMETERS

The TRANSLINK installation diskette may be a 5.25" or 3.5" diskette compatible with IBM-PC XT, AT, and PS2 computers and 100% compatible units.

5.25" diskettes will be 360kb diskettes and will operate on either a 360kb disk drive or a 1.2 mb disk drive.

3.5" diskettes must be "HD" diskettes, (have a hole in the lower right hand corner). These diskettes will only operate on a 1.44mb capacity disk drive. Some non-IBM drives will only recognize 3.5" diskettes as 1.44mb diskettes when the sensor hole is located in the lower right hand corner.

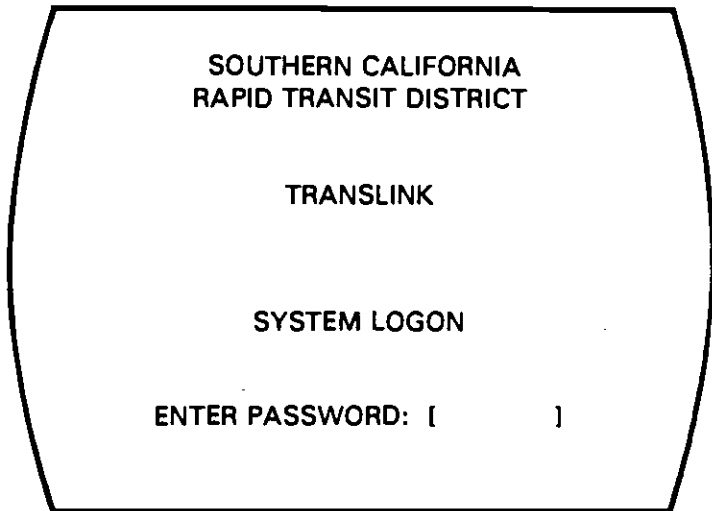
Sub directories on diskette will be labeled: \PRG and \FILES. The program and data files will be copied into a hard drive sub directory: RTD_RIDE. If the sub directory \RTD_RIDE does not exist on the hard drive, the installation program will create this sub directory on the designated disk drive.

GETTING STARTED

To enter the system type **RIDE** at the DOS prompt. This command initiates the program and prompts the **LOGON SCREEN**.

In order to log on to the system, the operator must first have the necessary password. For security reasons, the password is provided separately through your **RTD CTP** representative.

LOG ON SCREEN



PASSWORD

Type in your **PASSWORD**. The system validates the **PASSWORD**, and presents the licensing agreement. (The **PASSWORD** will not be shown on the screen.) After three unsuccessful attempts to log on, the system displays the error message:

"INVALID USER ID, TRY AGAIN"

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SYSTEM CAPABILITIES

The MAIN MENU and its various functions are described in this section.

MAIN MENU

The MAIN MENU presents six functional options and the EXIT option. Pressing 0 and the ENTER key will return control to the DOS operating system.

Friday MAIN MENU January 1, 1991

- 1 - Add Employee Data
- 2 - Delete Employee Data
- 3 - Inquire Employee Data
- 4 - Update Employee Data
- 5 - Print Employee Data
- 6 - Create Transmittal Diskette
- 0 - EXIT

[] Make A Selection

FUNCTIONS

1. ADDING EMPLOYEES TO THE DATA FILE

Select "1" to enter the ADD EMPLOYEE module and press the ENTER key.

2. DELETING EMPLOYEE DATA RECORDS FROM THE FILE

Select "2" to enter the DELETE EMPLOYEE module and

press ENTER. At the prompt enter an EMPLOYEE NUMBER. If a match is found on the employee number, the data is displayed on the screen. You are asked to CONFIRM the record for deletion. Enter yes or no (Y/N).

3. INQUIRING (VIEWING) EMPLOYEE DATA RECORDS ON SCREEN

To enter the INQUIRE EMPLOYEE module select "3" at the MAIN MENU and press ENTER. At the prompt enter an EMPLOYEE NUMBER. If a match is found on the employee number, the data is displayed on the screen. You are then prompted to view the NEXT record, ANOTHER record or EXIT from the INQUIRE EMPLOYEE DATA module.

4. UPDATING (EDITING) EMPLOYEE DATA RECORDS

To enter the UPDATE EMPLOYEE module select "4" at the MAIN MENU and press ENTER. At the prompt enter an EMPLOYEE NUMBER. If a match is found on the employee number, the data is displayed on the screen. You are then asked to CONFIRM that this is the employee data record to UPDATE.

After confirming, the system will prompt you to enter each data field in the record.

You are then prompted to UPDATE the NEXT record, ANOTHER record or EXIT from the Update Employee Data module.

5. PRINTING EMPLOYEE DATA FILE

To enter the PRINT EMPLOYEE DATA module select "5" at the MAIN MENU and press ENTER. You may elect to list all data on file or print mailing labels for each record on file. Mailing labels may be printed for either home or work address.

6. CREATING A TRANSMITTAL DISKETTE

In order to send the employee data back to RTD for processing you must transfer your data to a transmittal diskette. To create a transmittal diskette select "6" at the MAIN MENU and press ENTER. The system prompts the operator to check that a diskette is in place, and generates the appropriate file on the "A" drive. (Note: use a blank, formatted diskette.)

The system will automatically write all of the employee data onto the diskette. (ALL current records copied.)

DETAILED DATA ENTRY INSTRUCTIONS

A WORD ABOUT "EMPLOYEE NUMBER"

EMPLOYEE NUMBER is used to add or recall individual records.



Friday ADD EMPLOYEE DATA RECORDS Jan. 11, 1990

ENTER EMPLOYEE NUMBER [9999999999]

A unique number is used to identify each employee. In this data file the employee number is the key field. It is used to add or recall individual records.

ADDING EMPLOYEES TO THE DATA FILE

To ADD EMPLOYEE DATA RECORDS select option "1" from the MAIN MENU and press ENTER.

EMPLOYEE DATA ENTRY

When the system determines that the user has entered the employee number, it prompts for data entry by presenting the

following screen.

```
Friday  ADD EMPLOYEE DATA RECORDS  January 10, 1990

                EMPLOYEE NO: 97531
LAST NAME: [      ] FIRST: [      ] MI: [ ]
ADDRESS: [      ] CITY: [      ] ZIP: [ ]
HOME PH: [ - - ] WORK PH: [ - - ] EXT: [ ]

ARRIVE: [00:00] [A]M  DEPART: [00:00] [P]M

WEEKDAY (Y/N) [ ] SATURDAY (Y/N) [ ] SUNDAY (Y/N) [ ]

FARE TYPE: RG - SH - CV [ ] ACCESS REQUIRED = [A]

ITINERARY [ ] RIDESHARE [ ]

DEPT NO. [ ] DEPT NAME: [      ]

IS THIS CORRECT? (Y/N) [ ]
```

(In the auto-number version of the system, the next sequential employee number is automatically placed on the screen and the operator is asked to enter the employee data.)

EMPLOYEE NAME

The user enters the employee's last name, first name and middle initial as shown on the input screen.

NOTE: This is mandatory data. The system will not allow the operator to proceed until a first and last name have been typed into the fields. If you wish to exit from this module you must enter data in all fields until the prompt for FARE CATEGORY.

ADDRESS

The system requires that an employee HOME ADDRESS be entered. You may substitute for the actual home address any time it is felt that the substitute address will yield better bus itineraries. Substitution will most frequently be used when the employee lives in an area outside the normal commuter

locales or away from normal bus route service areas. When substituting, you must enter a valid address or landmark. Landmarks might include a park- and-ride lot, a shopping mall, etc. *Example: Victory/Hollywood Way.*

CITY / ZIP

You must enter a valid CITY NAME and ZIP CODE. The system performs a check on zip codes which limits a valid zip code from 90000 to 93999. (*Note: A value must be entered for this field even if your intent is to exit from the data entry mode.*) Use correct spelling and do not abbreviate city names.

HOME PHONE

The home phone number is an optional data item. This number is entered in 999-999-9999 format.

WORK PHONE / EXTENSION

The work phone number is also an optional data item. This number is entered in 999-999-9999 format. The system also allows entry of a five (5) digit extension number for the work phone number.

ARRIVAL TIME HH:MM

The system requires that an ARRIVAL TIME be entered. Arrival Hour must be a value between 1 and 12. Arrival Minutes must be a value between 0 and 59.

AM/PM/Noon/Midnight: The system does not operate on Military Time so "A"M/"P"M designations must be used except for 12:00. In this case the user should designate "N"oon or "M"idnight rather than "A"M or "P"M.

DEPARTURE TIME HH:MM

The system requires that a DEPARTURE TIME be entered. Departure Hour must be a value between 1 and 12. Departure Minutes must be a value between 0 and 59.

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The system checks that: Arrival Time and Departure Time are not the same. (The same arrival and departure times would not be accepted.) The employee does not work over 12 hours a day. The employee travels between 10:00 PM and 5:00 AM. If any of the above mentioned conditions occur, the system prompts a warning message.

FARE CODES (RG - SH - CV)

The system presents a screen with three fare code options: Regular Fare, Senior/Handicapped Fare, or College/Vocational Fare. The system also has an EXIT option. If you select the EXIT option, the system abandons the record entry and returns to the main menu.

HANDICAPPED ACCESS (Y/N)

Indicate whether or not HANDICAPPED ACCESS is required for this employee. This indicates whether wheelchair access is required on bus service.

DEPARTMENT NUMBER / NAME

You may enter an optional Department Number and/or a Department Name for the employee.

IS THIS CORRECT (Y/N)

You are asked to confirm that the above data is acceptable. This completes the data entry session for adding employee data to the file. If you enter "Y," the system adds the data to the Employee file. If you enter "N," the system abandons the data on the screen.

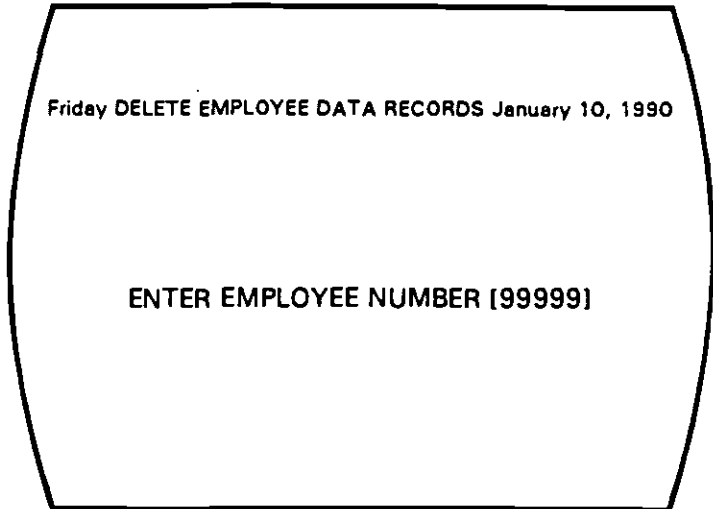
Next, the system will ask the user to "A," add another user or "X," exit to the Employee Menu.

DELETING RECORDS FROM THE EMPLOYEE DATA FILE

To DELETE EMPLOYEE select Option "2" at the MAIN MENU and press ENTER.

EMPLOYEE NUMBER

You are prompted to enter an employee number.



Friday DELETE EMPLOYEE DATA RECORDS January 10, 1990

ENTER EMPLOYEE NUMBER [99999]

The system validates the employee number in the data file. If no match on employee number is found, the system presents an error message and prompts you for an alpha search with LAST NAME.

EMPLOYEE NUMBER FOUND

When the system finds a match on employee number, the data for that employee record is displayed on the screen. The system then prompts you to confirm that this is the record to be deleted.

IS THIS CORRECT (Y/N)

You are asked to confirm that this is the data record to delete. If you enter "Y," the system deletes the record from the employee data file. If you enter "N," the system leaves the record status unchanged and clears the screen.

Friday DELETE EMPLOYEE DATA RECORDS May 10, 1990

EMPLOYEE NO: 97531

LAST NAME: [] FIRST: [] MI: []

ADDRESS: [] CITY: [] ZIP: []

HOME PH: [- -] WORK PH: [- -] EXT: []

ARRIVE: [00:00] [A]M DEPART: [00:00] [P]M

WEEKDAY (Y/N) [] SATURDAY (Y/N) [] SUNDAY (Y/N) []

FARE TYPE: RG - SH - CV [] ACCESS REQUIRED = [A]

DEPT NO. [] DEPT NAME: []

IS THIS CORRECT? (Y/N) []

ANOTHER / NEXT / EXIT

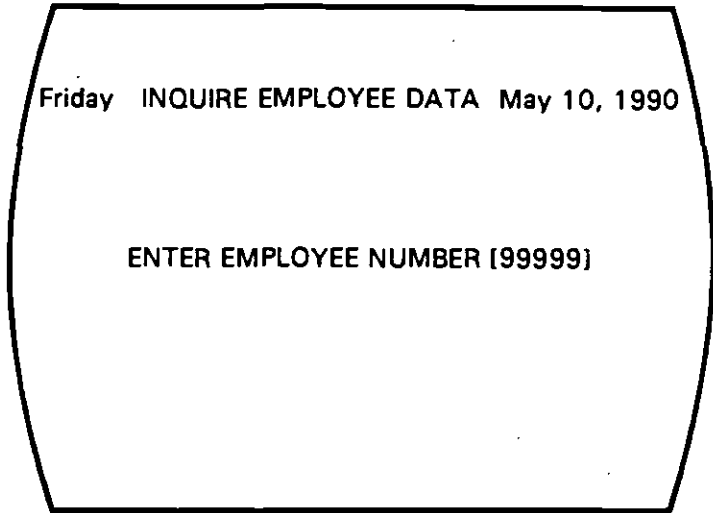
After deletion/cancellation, the system will ask you to "A," delete another user, "N," delete the next user record or "X," exit to the MAIN MENU.

INQUIRING (DISPLAYING) A DATA RECORD IN THE DATA FILE

To **INQUIRE EMPLOYEE DATA** select "3" at the **MAIN MENU** and press **ENTER**.

EMPLOYEE NUMBER

You are prompted to enter an employee number.



Friday INQUIRE EMPLOYEE DATA May 10, 1990

ENTER EMPLOYEE NUMBER [99999]

The system validates the employee number in the data file. If no match on employee number is found, an error message is displayed and you are prompted to try another number.

EMPLOYEE NUMBER FOUND

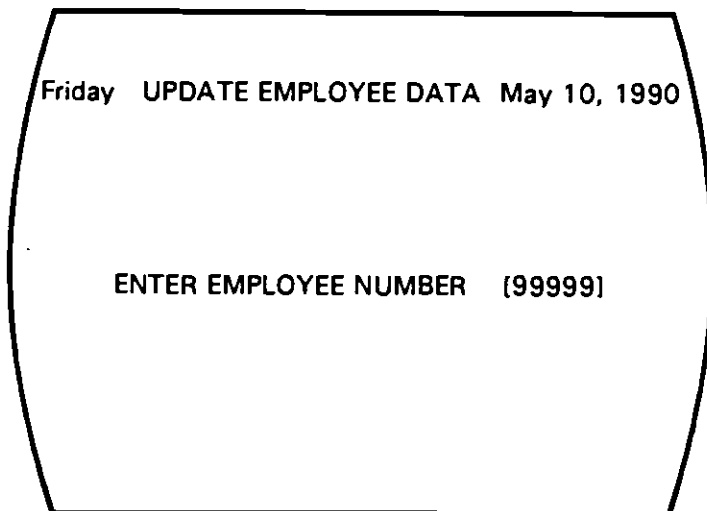
When the system finds a match on employee number, the data for that employee is displayed on the screen.

UPDATING DATA IN THE EMPLOYEE DATA FILE

To UPDATE EMPLOYEE DATA select Option "4" from the MAIN MENU and press ENTER.

EMPLOYEE NUMBER

You are prompted to enter an employee number.



Friday UPDATE EMPLOYEE DATA May 10, 1990

ENTER EMPLOYEE NUMBER (99999)

The system searches the data file for the employee number.

EMPLOYEE NUMBER NOT FOUND

If no match on employee number is found, the system displays an error message and prompts you to either perform an alpha search on the employee last name or to try another employee number.

EMPLOYEE NUMBER FOUND

When the system finds a match on the employee number, the data for that employee record is displayed on the screen.

PERFORM ALPHA LOOKUP? (Y/N)

ENTER EMPLOYEE LAST NAME []

EMPLOYEE DATA UPDATE

When the system finds a match it prompts you to enter each data field value with the following format.

Friday UPDATE EMPLOYEE DATA RECORDS May 10, 1990

EMPLOYEE NO: 97531

LAST NAME: [] FIRST: [] MI: []

ADDRESS: [] CITY: [] ZIP: []

HOME PH: [- -] WORK PH: [- -] EXT: []

ARRIVE: [00:00] [A]M DEPART: [00:00] [P]M

WEEKDAY (Y/N) [] SATURDAY (Y/N) [] SUNDAY (Y/N) []

FARE TYPE: RG - SH - CV [] ACCESS REQUIRED = [A]

DEPT NO. [] DEPT NAME: []

IS THIS CORRECT? (Y/N) []

EMPLOYEE NAME

The first and last names are mandatory data fields. Enter the employee's last name, first name and middle initial (optional) as shown on the input screen.

ADDRESS

The system requires that an employee HOME ADDRESS be entered. The actual home address may be substituted in the instances where the employee lives well outside the normal commuting area.

A valid landmark should be used for substitution. Landmarks might include a park-and-ride lot, a shopping mall, etc. You must enter at least one character in this field to allow the program to proceed.

CITY / ZIP

The user must enter a valid CITY NAME and ZIP CODE. The system performs a range check on zip codes which limits a valid zip code between 90000 and 93999. *(Note: a value must be entered for this field even if the intent is to exit from the data entry mode.)*

Use correct spelling and do not abbreviate city names.

HOME PHONE

The home phone number is an optional data item. This number is entered in 999-999-9999 format.

WORK PHONE / EXTENSION

The WORK PHONE number is an optional data item. This number is entered in 999-999-9999 format. The system allows entry of a five (5) digit extension number for the work phone number.

ARRIVAL TIME HH:MM ?M

The system requires that an ARRIVAL TIME be entered. Arrival Hour must be a value between 1 and 12. Arrival Minutes must be a value between 0 and 59.

AM/PM/Noon/Midnight: This system does not operate on Military Time so you must enter "A"/"P" designations, except for 12:00. In this case you must designate "N"oon or "M"idnight rather than "A"/"P".

DEPARTURE TIME HH:MM ?M

The system requires that a DEPARTURE TIME be entered. Departure Hour must be a value between 1 and 12. Departure Minutes must be a value between 0 and 59.

TIME LOGIC CHECKS

The system checks that:

ARRIVAL TIME and DEPARTURE TIME are not the same (the system will not accept the same arrival and departure times); the employee does not work over 12 hours a day; the employee travels between 10:00 PM and 5:00 AM. The system prompts a warning message if the employee works more than a 12 hour day or if the employee travels during late night hours.

FARE CODES (RG - SH - CV)

The system presents a screen with three fare code options: Regular Fare, Senior/Handicapped Fare, or College/Vocational Fare. There is a fourth option on fare selection, EXIT. When you enter the EXIT option, the system abandons the record entry and returns to the MAIN MENU.

HANDICAPPED ACCESS (Y/N)

Indicate whether or not HANDICAPPED ACCESS is required for this employee. This indicates whether wheelchair access is required on bus service.

DEPARTMENT NUMBER / NAME

You may enter an optional Department Number and/or a Department Name for the employee.

IS THIS CORRECT (Y/N)

This completes the data entry session for updating an employee file. You are asked to confirm that the data is acceptable.

If you enter "Y," the system changes the data in the employee file. If you enter "N," the system abandons the data on the screen.

ANOTHER / NEXT / EXIT

Next, the system will ask the operator to "A," update another user, "N," update the next user record or "X," exit to the MAIN MENU.

LISTING THE DATA FILE

To PRINT EMPLOYEE DATA, select Option "5" at the EMPLOYEE MAIN MENU and press ENTER.

Friday PRINT EMPLOYEE RECORDS January 11, 1991

1. LIST ENTIRE DATA FILE
 2. PRINT LABELS (HOME ADDRESSES)
 3. PRINT LABELS (WORK ADDRESSES)
 0. RETURN TO MAIN MENU
- [] <-- MAKE SELECTION

DATA PRINTOUT

Select Option "1" from PRINT EMPLOYEE RECORDS menu. This option will print all of the records in the current file. Each field will be printed for each employee.

Prior to printing the data, the system will check that the printer is on and ready to print.

MAILING LABELS

Select Option "2" or Option "3" on the PRINT EMPLOYEE RECORDS menu. This will allow you to print mailing labels.

Print Test Labels: When the PRINT LABELS option is selected, the system will ask you to PRINT TEST, home or work. If you select "Y" the system will print three test labels to allow you to check the printer alignment. Once the sample

labels have been printed, you will be asked if the print task should continue. If you select "N" the entire "batch" will proceed. The screen will prompt the user to continue printing the mailing labels. If there are less than 200 records in the file, the system will automatically print a label for all of the employee records in one pass. If file size is larger than 200 employee records, the system will allow the user to print in batches of 100 or 200.

Friday PRINT EMPLOYEE RECORDS January 11, 1991

THERE ARE [999] RECORDS ON FILE

1. PRINT ALL EMPLOYEE LABELS
 2. PRINT 100 LABELS
 3. PRINT 200 LABELS
- [] <-- MAKE SELECTION

If you elect to print in small batches of 100, the system will prompt you to enter the beginning employee number to start printing.

PRINTING OPTIONS

Friday PRINT EMPLOYEE RECORDS Jan 11, 1991

ENTER BEGINNING EMPLOYEE NUMBER [99999]

ENTER <1> TO START AT BEGINNING OF FILE

ENTER <0> TO EXIT FROM PRINT PROGRAM

Option 1: to begin printing at the first employee record enter "1."

Option 0: to exit the print menu and return to the MAIN MENU enter "0."

If a number other than 0 or 1 is entered the system validates the employee number in the data file. If no match on employee is found, the system prompts an error message and prompts you to try another number. If a valid employee number is found, the system will print the next batch of labels as selected earlier.

TRANSMITTAL DISKETTE

Once the data entry has been completed the employee data must be transferred to a transmittal diskette. Submit this transmittal diskette to SCRTD Customer Relations Technical Services for processing on the mainframe computer system.

Insert a **BLANK, FORMATTED DISKETTE** in the "A" diskette drive and select option "6" from the MAIN MENU.

The system will automatically copy all of the employee data onto the diskette.

APPENDIX: EXCHANGE FILE FORMAT

FILE NAME: EMP.ID.ASC

FILE TYPE: FLAT ASCII FILE WITH A CARRIAGE RETURN INDICATING
END-OF-RECORD. EACH RECORD 360 CHARACTERS.

COMPANY	CHAR	(10)	
LOCATION	CHAR	(10)	(KEY FIELD-SEE NOTE BELOW)
SEQ	CHAR	(10)	(UNIQUE EA RECORD, 9999999999)
EMP_NAME	CHAR	(30)	(LAST, FIRST, MI or LAST, FI)
EMP_PREFIX	CHAR	(4)	(OPTIONAL)
FILLER	CHAR	(4)	
ADDRESS	CHAR	(40)	
CITY	CHAR	(15)	
ZIP	CHAR	(5)	
FILLER	CHAR	(120)	
AR_HR	CHAR	(2)	(HOUR, 00 - 11)
AR_MN	CHAR	(2)	(MINUTES, 00 - 59)
AR_AP	CHAR	(1)	(AM/PM/MID/NOON, A - P - M - N)
DP_HR	CHAR	(2)	(HOUR, 00 - 11)
DP_MN	CHAR	(2)	(MINUTES, 00 - 59)
DP_AP	CHAR	(1)	(AM/PM/MID/NOON, A - P - M - N)
WK_DAY	CHAR	(1)	(WEEKDAY TRAVEL, Y / N)
SAT_DAY	CHAR	(1)	(SATURDAY TRAVEL, Y / N)
SUN_DAY	CHAR	(1)	(SUNDAY TRAVEL Y / N)
FARE	CHAR	(2)	(REG/SR/COL, RG - SH - CV)
FILLER	CHAR	(3)	
HANDICAP	CHAR	(1)	(OPTIONAL, A=ACCESS REQUIRED)
FILLER	CHAR	(34)	
RIDESHARE	CHAR	(1)	(Y / N) (Y=RIDE MATCHLISTS)
HOME_PHONE	CHAR	(10)	(OPTIONAL, 9999999999)
WORK_PHONE	CHAR	(10)	(OPTIONAL, 9999999999)
WORK_EXT	CHAR	(5)	(OPTIONAL, 99999)
DEPT_NO	CHAR	(5)	(OPTIONAL, 99999)
DEPT_NAME	CHAR	(15)	(OPTIONAL)
FILLER	CHAR	(13)	
TOTAL CHAR/ REC (360)			

**NOTE: FIELD (LOCATION) IS A SPECIAL CODE THAT MUST MATCH
RTD DATA FILE ON THE MAINFRAME
COMPUTER. THIS FIELD VALUE WILL
BE COMMON TO ALL RECORDS AT A
SINGLE WORK LOCATION.**

TRANSLINK CUSTOMER EVALUATION FORM

Program Version: _____ **Date:** _____

Reported By: _____

Company: _____

Phone: _____ **Location:** _____

Program Option (circle one): 1 2 3 4 5 6

Program Error (circle one): Yes No

Design Enhancement (circle one): Yes No

Describe Symptoms: _____

Please return to: SCRTD
Corporate Transit Partnership
425 So. Main Street
Los Angeles, CA 90013