

Admin and TM Manager User Training Pack (Reporting)

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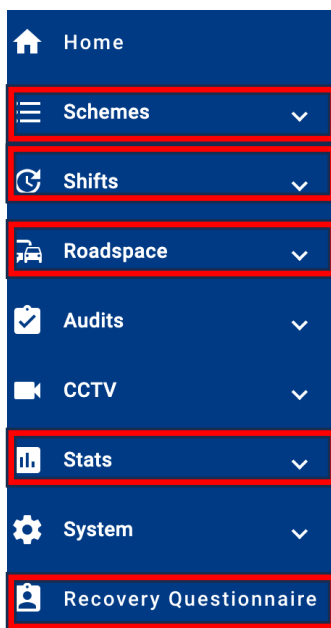
Creating a Scheme

Users with the Admin role have the highest level of permissions on the TTM app. With access to configure new schemes, view all areas of the system, and edit user role assignments.

1. Log into the application using the following link:

<https://costain.tm.ishango.co.uk/>

2. From the left menu on the system the below areas have reporting.



Reporting on Schemes

An admin or tm Manager can generate a report that will show the full distribution list for a scheme.

This is done by:

1. Navigating to the active and inactive schemes list
2. Select maintenance
3. Finding the Distribution list option within the maintenance page

Email Distribution List

+ Add External Email
+ Add Existing User Email
Remove from List

Email Address ▾

jon.kirby@ishango.co.uk

0 selected / 1 total

Download Email Distribution List

- Use the 'download email distribution list' to complete a download of all emails set for the scheme you are viewing.

TMP Reports

- Open the loadspace bookings section on the left menu and select the 'Bookings' option

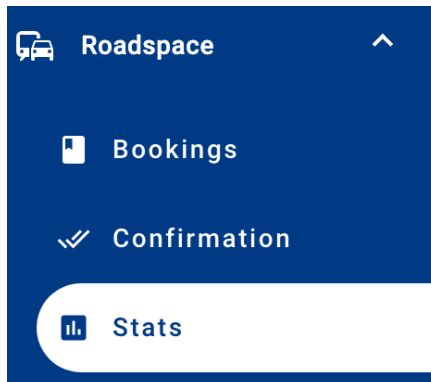


- Ensure that the programme is selected on the top of the page
- Select one of the bookings displayed on this page.
- Choose the 'Generate TMP' button
- A TMP report will be downloaded as a PDF file

Requests		Programme			
Scheme	Start date	End date	Name		
M6 J21a to 26 SMA					
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> View Booking Generate TMP </div>					
Date	Shift	TM Layout	Name	Status	Booked
10/01/2024	Nights	M6 Northbound-MP-317.5 to MP-318.7 (Tech-works) M6 NB-J25-Exit (Full-slip closure)	Krall, Mark	Rejected	
10/01/2024	Nights	M6 Northbound MP 317.5 to MP 318.9 (Tech) M6 NB J25 Exit (Full slip closure)	Krall, Mark	Sent To Activity	

Road space Stats

1. Open the 'Stats' section under road space on the left menu



2. Pick a scheme, user type, start and end dates

Scheme Filters

Scheme M6 J21a to 26 SMA	Users All
Start date 01/01/2024	End date 22/05/2024

[Get Stats](#) [Toggle Compare](#)

Roadspace

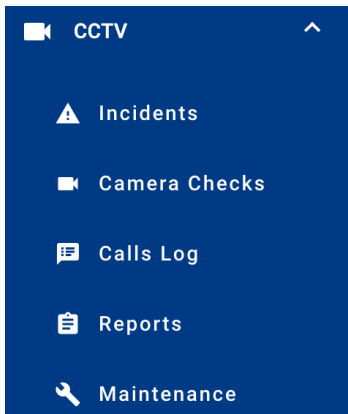
3. Select the 'Get stats' option to view the road space stats for the specified scheme and times.
4. See the below example of TM stats as they should be displayed

All User Stats

Availability % 89.235	Occupancy % 10.765
TM Requested 46	TM Pending 10
TM Booked 32	TM Booked Value £90,556.00
TM Utilised 1	TM Utilised Value 300
TM Cancelled 0	TM Cancelled Value 0
TM Not Utilised 3	TM Not Utilised Value 6101
Install Accuracy 28.125	Utilised Accuracy 11.111

CCTV and CFP Reporting

5. Open the left menu and choose the CCTV option
6. Choose the 'Reports option under the CCTV heading



7. Select a scheme and a start/end date

CCTV and CPF Reporting

Scheme and Date Filters

Scheme Start date End date

Please select a scheme and date to run reports

8. The download camera checks report will provide a CSV file containing all the camera check data that was recorded on the chosen scheme for the specified date range

- The download incidents report will provide a CSV file containing all incident data recorded for the chosen scheme and date range. All fields recorded on the incidents form will be included on this report.

CCTV and CPF Reporting

Scheme and Date Filters

Scheme: M6 J21a to 26 SMA

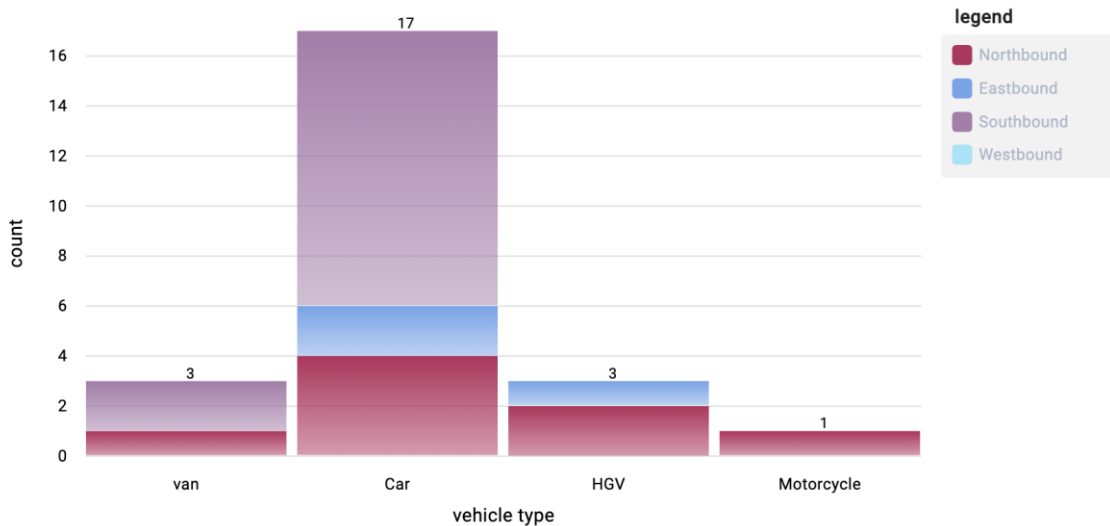
Start date: 01/02/2024

End date: 22/05/2024

[Run Reports](#) [Generate PDF](#) [Download Incidents Report](#) [Download Camera Checks Report](#)

- The 'Run Reports' button will generate a visual CPF report based on the scheme and dates chosen.

Stat by Vehicle Type



- Use the 'Generate PDF' button to download a PDF of the graphs and charts displayed on this page.

[Generate PDF](#)

Recovery Responses and Generating QR Codes

1. Open the system navigation menu and the 'Recovery questionnaire will be displayed as the final option on the bottom left.



2. Select a scheme and choose the 'Generate QR code' button to the right of the Scheme selection option.
3. A copy of the schemes QR code will be downloaded and displayed onscreen.
4. Print the recovery code to provide this to the recovery team. When scanned this QR code will provide a link to complete the recovery questionnaire for the chosen scheme.

Scheme
M6 J21a to 26 SMA

Generate Recovery Questionnaire QR Code

View Submitted Recovery Questionnaires

Start Date DD/MM/YYYY End Date DD/MM/YYYY View Recovery Questionnaire

Recovery Questionnaire Id	Submitted Date	Sent to National Highways
f6e63732-0f1d-43ea-a22c-08dc5318df65	4/2/24, 1:29 PM	Yes

0 selected / 1 total

5. To view submitted questionnaires select one of the questionnaires shown on the table as below.

View Submitted Recovery Questionnaires

Start Date DD/MM/YYYY End Date DD/MM/YYYY View Recovery Questionnaire

Recovery Questionnaire Id	Submitted Date	Sent to National Highways
f6e63732-0f1d-43ea-a22c-08dc5318df65	4/2/24, 1:29 PM	Yes

1 selected / 1 total

6. Then choose the view button
7. The details of the responses will be displayed as below

Scheme Name M6 J21a to 26 SMA	Date/Time Questionnaire Submitted 4/2/24, 1:29 PM
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Questions

Time taken for free recovery to get to you? Excellent	Time taken to recover your vehicle from the scene? Excellent
--	---

Did your driver introduce themselves by name? Yes	Appearance of Driver Excellent
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Attitude of Driver Excellent	Level of care & reassurance by driver Excellent
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Did you feel safe whilst being recovered Yes	Were you happy with the drop-off location/facilities? Yes
---	--

Did you know you were in a free recovery area? No
--

Do you have any further comments/complaints? None
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