



Ecolane: Reporting Training
May 30, 2018 – 8:30 AM to 4:30 PM
Capital Area Transit (CAT), 901 N Cameron St, Harrisburg, PA 17101

Participants in this class will walk with their Ecolane data from the Client's profile through the trip booking process, following the data through same day delivery in the vehicle and on the tablet and then to data exception clean-up and reporting. At the end of this course agencies participants will know what fields from the client profile are used in scheduling and which data is carried into the reporting archive. Participants will know how the reservationist, scheduler, dispatchers and drivers can affect the data throughout the life cycle of a trip after attending. Lastly the participants will be able to identify and correct that data in the archive database and validate their numbers prior to submission to PennDOT or other Funding Agencies.

Cost: No charge

Materials: Attendees are encouraged to bring their own laptop, and to ensure they have a current version of Firefox or Chrome, and Google Earth installed. A limited number of laptops are available from PPTA upon request.

Lodging: PPTA has confirmed that the following hotels will honor government rates
[Hotel Indigo Harrisburg Hershey](#), 765 Eisenhower Blvd, Harrisburg, PA 17111
[Sheraton Harrisburg Hershey Hotel](#), 4650 Lindle Rd, Harrisburg, PA 17111
[Radisson Hotel Harrisburg](#), 1150 Camp Hill Bypass, Camp Hill, PA 17011

Parking: Free on-site parking is available at Capital Area Transit

Meals: Lunch and breaks will be provided. Please inform Sara Bowden at sara@ppta.net of any dietary restrictions by May 25, 2018.

Registration: Submit to Sara Bowden, PennTRAIN Program Coordinator
Email: sara@ppta.net Fax: 717-234-7176 Mail: 600 N 3rd Street, 4th Floor, Harrisburg, PA 17101

Organization Name

Attendee Name

Attendee Title

Attendee Email Address

Attendee Phone Number

Attendee will bring a laptop

OR

Attendee requires a loaner laptop

Organization Contact Name:

Organization Contact Email Address: