



**Ecolane: Reporting Training**  
**May 31, 2018\* – 8:30 AM to 4:30 PM**  
PA Public Transportation Association (PPTA) Office  
600 North Third Street, Fourth Floor, 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:** \$95.00 per person  
*Please make note of the [Cancellation Policy](#) for all PennTRAIN events.*

**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:** Attendees will need to utilize on-street parking or parking garages. Details on available options are available at <http://parkharrisburg.com/>.

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

**\*The date of this training is subject to change and may be adjusted to May 30, 2018.**  
PennTRAIN will make every effort to provide as much advance notice as possible should the training need to be rescheduled.

**Registration:** Submit to Sara Bowden, PennTRAIN Program Coordinator  
Email: [sara@ppta.net](mailto:sara@ppta.net) Fax: 717-234-7176 Mail: 600 N 3<sup>rd</sup> Street, 4<sup>th</sup> 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:

**Method of Payment:**

Check enclosed # \_\_\_\_\_       Please invoice me