

acisDFM



User Guide

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Preliminary material

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Introduction

acisDFM is a dynamic fleet management tool that runs within a web portal called acisHorizon. acisHorizon supports functionality through plug and play applications called widgets, which are grouped together to form blocks of functionality.

In addition to the standard acisHorizon functionality, the widgets included in acisDFM are:

- System Event Alerts
- Audit Log
- Cancel Journey
- Compliance Graph
- Day View
- Diagrammatic Map
- Headway Deviation
- Journey Cancellation
- Journeys Not Monitored
- Public Service Overview
- Running Board Detail
- Running Board Overview
- Search
- Vehicle Detail
- Vehicle Earliness
- Vehicle Lateness
- Vehicles Not In service.

This guide gives an overview of the acisHorizon core features, followed by a description of how to use each widget.

Using acisHorizon features

acisHorizon runs within your web browser to display real-time transport-related information. Small plug-and-play applications called widgets give you access to specific functionality within the acisHorizon main application, and you can arrange the widgets in pages that are selected using tabs. You can add, configure and remove widgets within your own password protected web portal, and arrange these widgets to customise your own workspace.

A series of tab pages in the acisHorizon window contain widgets that access functionality and reporting features. Both tabular and graphical data can be displayed, allowing you to choose the most appropriate combination of data views. You can add new tab pages and widgets to access the data you need.

As new widgets become available for use, they will simply appear in the lists of content that can be incorporated into your acisHorizon workspace. You can then add these new widgets at any time without affecting your previous workspace performance.

The acisHorizon interface gives simple access to data combined with more complex analytical capabilities. The functionality that you can access is determined by your log-in permission, which controls the widgets that you can view. This is defined by the system administrator.

The information displayed within acisHorizon is regularly updated. As new data is added to the display, there may be a very short pause in system operation. When system data is being updated, an update icon is shown at the left-hand end of the tab display:



When the data within a widget is being updated, a progress bar is shown after the widget name within the title bar of that widget:



Some widgets are configurable, so that you can display the precise data you want from the full data set available within the widget. You can add more than one copy of a widget, using different settings in each copy to show different views within the full data set. For example, you may want to show the current running status of services at two specified depots for a service operator. You can open two copies of the required widget and select one depot for each.

Some widgets have "drill-down" links that give access to more detailed information. This is displayed through a pop-up widget, which is a widget displayed in a pop-up window. You can choose to retain the display of a pop-up widget either within a tab page or in a stand-alone browser window.

Note: Some acisHorizon widgets require Microsoft Silverlight™ to function correctly. acisHorizon uses Microsoft Silverlight™ to display live, graphical information interactively within widgets.

To run the graphical widgets within acisHorizon, you will need to install the Microsoft Silverlight™ plug-in to your browser. The plug-in is free. If you do not already have the plug-in, you are automatically prompted to install it when you open any of the widgets that use it. The download and installation take seconds and require no interaction from you except permission to install.

If you did not choose to install the Silverlight™ plug-in when you were prompted, you can download it from <http://www.microsoft.com/silverlight/resources/install.aspx>.

If you have problems downloading and installing Microsoft Silverlight™, please contact ACIS.

Logging in to acisHorizon

When you open acisHorizon, the Login screen is displayed. To access your workspace, containing the features you have configured, you need to log in to the system:

1. Type your user name into the **Login** field.
2. Type your password into the **Password** field. Note that your password is case sensitive.
3. If you want acisHorizon to remember your user name for future sessions, select the **Remember me on this computer** checkbox. We recommend that you should not select this on computers that are accessed by other users.
4. Click the **Login** button. Your acisHorizon workspace is displayed.

Note: If you already have an acisHorizon session open, either on the same computer or a different computer, when you click the **Login** button a message is displayed asking whether you want to overwrite the existing open session. Click **OK** to proceed with your log in - which will invalidate the other open session - or **Cancel** to stop the log in.

Logging out of acisHorizon

If you are using single-screen operation, you can log out of acisHorizon at any time by clicking the **Logout** link in the top right-hand corner of the window. The Login screen is displayed and you cannot access your workspace features or functions.

If you are using multiple screen operation, you can either click the **Logout** link in the top right-hand corner of the primary child window or click the **Logout** button in the parent window. The child windows close and the Login screen is displayed in place of the parent window.

Note: acisHorizon will remember the settings you made during the session, and will use them next time you log in.

Customising your workspace

You can configure your workspace to display the information you want. The workspace consists of tab pages, each accessed through a tab, containing widgets. You can set up the tab pages and the widgets to display the combinations of information that you need.

Note: You may not be able to view all the widgets within the system. The functionality that you can access is determined by your log-in permission, which controls the widgets that you can view. This is defined by the system administrator.

To customise the tab layout within your workspace you can:

- Add new tab pages
- Rename existing tab pages
- Change the layout of widgets within tab pages
- Re-order the tab pages within the acisHorizon window
- Remove tab pages from your workspace.

Within each tab page, you can organise your workspace by manipulating the widgets. You can:

- Add widgets
- Remove widgets
- Change the location of widgets within the tab page.

These are described in detail under the heading *Working with widgets*.

When you make changes to your workspace, acisHorizon will retain those changes even when you log off and close down your system. When you next log in, your workspace will be organised exactly how you last left it.

Adding a new tab page

You can add tab pages to your acisHorizon workspace to display combinations of data that are most useful to you. There are two types of tab page that you can use:

- Standard tab pages, supplied as part of the default system, that can contain widgets from a defined list to show related data
- Custom tab pages, into which you can place any combination of widgets.

You can add only one instance of each standard tab page, but you can add as many custom tab pages as you need.

Note: When you add a new tab page, it is displayed at the right-hand end of the tab list. You can change this position as described in Re-ordering tab pages.

1. To add a standard tab to your workspace:
 - a. Click the **Add content** icon in the top left-hand corner of your workspace. An **Add Content** panel is displayed. The top area of the panel shows tab page templates that are available to be added to your workspace. The lower area of the panel shows widgets that are available to be added.
 - b. In the top area of the **Add Content** panel, click the tab page template you want to add to your workspace. The new tab page is added and the widgets associated with that tab page are automatically added to the tab. The tab is given the default name for the page.
2. To add a custom tab to your workspace, click the tab at the right-hand end with the + icon (this tab is visible only if your login has access rights to create new tab pages). The new tab page is added with the name **Custom**.

Note: If there is already a page called **Custom**, a number is added in parentheses after the name. For example, the second Custom page will be called **Custom (1)**.

3. If you want to add widgets to your new tab page, see [Adding a widget to a tab page](#).
4. When you have made all the additions to your content, click the **Hide content** link in the top-left-hand corner to hide the **Add Content** panel.

Renaming a tab page

The name of each tab page is shown in its tab. You can rename the tab pages to reflect the way you use them within your workspace:

1. Select the tab page in your acisHorizon workspace.
2. Click the **Change settings** link at the right-hand end of the tab. A settings pane is displayed at the top of the tab.
3. In the **Title** field, type the new name for the tab page.
4. Click the **Save** button. Your workspace is displayed with the new tab page name.

Note: You must enter a unique name for the tab page. If you enter a name that already exists, when you click **Save** a message is displayed asking you to enter a unique name for the page.

Changing a tab page layout

Widgets are displayed within tab pages in a set of columns, and you can choose the column layout for each page. When you have set the layout, you can arrange the widgets within the columns.

To change the column layout of a tab page:

1. Select the tab page in your acisHorizon workspace.
2. Click the **Change settings** link at the right-hand end of the tab. A settings pane is displayed at the top of the tab.
3. In the Change columns area, select the layout you want. The tab layout is changed to your selection and the widgets are moved and resized to accommodate your new layout.
4. If you want to rearrange the widgets within the tab page layout, see [Moving widgets in a tab page](#).

Removing a tab page

You can remove tab pages from your workspace. This removes the widgets contained within the page, but those widgets remain available to be placed on other tab pages.

To remove a tab page from your workspace:

1. Select the tab page in your acisHorizon workspace.
2. Click the **Change settings** link at the right-hand end of the tab. A settings pane is displayed at the top of the tab.
3. In the **Delete tab** area, click the **Yes** button.

Note: You cannot remove all the tab pages from the acisHorizon window. The **Yes** button is disabled if you have only tab page remaining in the acisHorizon window.

4. A message box is displayed asking you to confirm the removal of the tab page.
5. Click **Yes**. The tab page is removed from your workspace.

Applying themes and languages

The acisHorizon window can be configured to have a look and feel that represents your corporate image. It also supports a number of languages other than UK English. These options are described in the section *My Account widget*.

Working with widgets

Each widget performs a specific function within acisHorizon. You can control how each widget is displayed within your workspace to display the best combination of information for you.

You can:

- Add and remove widgets
- Move widgets within a tab page
- Resize widgets vertically (their width is defined by the tab page layout)
- Minimise (and restore) widgets
- Maximise (and restore) widgets
- Pause and restart data updates within a widget
- Display widgets within a separate browser window
- Dock a pop-up widget to a tab page so that it displays as a normal widget within the selected tab page
- Close a pop-up widget
- View on-screen help for a widget
- Print the content of a widget.

Note: The actual options available depend on the widget. Some options are not available for all widgets.

Adding a widget to a tab page

You can add new widgets to your tab pages to customise your acisHorizon workspace.

Note: Standard tab pages can contain only widgets from a predefined list. Custom tab pages can contain any combination of widgets.

To add a widget to a tab page:

1. Select the tab page in your acisHorizon workspace.
2. Click the **Add content** icon in the top left-hand corner of your workspace. An **Add Content** panel is displayed. The top area of the panel shows tab pages that are available to be added to your workspace. The lower area of the panel shows widgets that are available to be added to your selected tab page
3. Click the widget you want to add. It is added to the tab page, in the next available slot in the left-hand column. If you can access data from multiple operators or depots, the widget's **Settings** page is displayed; if this happens, adjust the widget settings to display the data you need and click the **Save** button.
4. When you have made all the additions to your content, click the **Hide content** link in the top-left-hand corner to hide the **Add Content** panel.

Removing a widget from a tab page

You can remove any widget from any tab page in your workspace:

1. Select the tab page in your acisHorizon workspace and display the widget you want to remove.
2. Click the remove widget button at the right-hand end of the widget title bar:



A message is displayed asking you to confirm the removal of the widget.

3. Click **Yes**. The widget is removed from the tab page.

Note: The widget is not deleted from acisHorizon, and you can add it to tab pages if required. It is still listed in the widgets area of the **Add Content** panel.

Moving widgets in a tab page

The basic column layout within each tab page is configurable (for more information, see Changing a tab page layout), and you can place your widgets where you want within those columns. To move a widget, click within its title bar and drag the widget to the required location within the tab page. acisHorizon reorganises the other widgets in the tab page to fill blank spaces and prevent overlaps.

Resizing a widget

You can change the size of widgets containing tabulated data. The width of widgets within a tab page is controlled by the layout within the page (see Changing a tab page layout), but you can control the height of the widgets. The widget position within the tab page is defined by the position of its title bar at the top of the widget, so this is fixed. You can resize the height of a widget by moving its bottom border.

To resize a widget:

1. Select the tab page in your acisHorizon workspace and display the widget you want to resize.
2. Scroll the display so that you can see the bottom of the widget.

Note: If the bottom border of the widget is a single, solid line (), the widget cannot be resized. If it can be resized, the bottom border is shown as a series of closely spaced lines ().

3. Click the bottom border of the widget and drag it to make the widget the required size, then release the mouse button. The widget is displayed at its new size, and acisHorizon reorganises the other widgets in the tab page to fill blank spaces and prevent overlaps.

Minimising a widget

You can minimise the display of a widget so that only its title bar is shown within the tab page:

1. Select the tab page in your acisHorizon workspace and display the widget you want to minimise.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Minimise**. The widget is minimised and only its title bar is displayed.

When a widget is minimised, the range of selections available on the options menu is reduced. You can only restore the widget or see the dedicated help for that widget. If you want to access the other options for the widget, you must first restore it to its full display.

Restoring a minimised widget

A minimised widget has only its title bar displayed within the tab page. You can restore the widget to its size before it was minimised, and the tab page display is also restored to its previous setting:

1. Select the tab page in your acisHorizon workspace and display the widget you want to restore.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Restore**. The display is restored to its appearance before the widget was minimised.

Maximising a widget

You can maximise one widget in a tab page so that it occupies the whole width of the display space within the page. You can still access the other widgets in the tab page, as they are rearranged to make the space for the maximised widget.

To maximise a widget:

1. Select the tab page in your acisHorizon workspace and display the widget you want to maximise.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Maximise**. Your workspace is displayed with the maximised widget filling the width of the tab page.

Restoring a maximised widget

A maximised widget occupies the whole of the display space within its tab page, hiding all the other widgets within the page. You can restore the widget to its size before it was maximised, and the tab page display is also restored to its previous setting:

1. Select the tab page in your acisHorizon workspace and display the widget you want to restore.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Restore**. The display is restored to its appearance before the widget was maximised.

Pausing data updates

You can pause data updates, preserving a snapshot of the data that is currently displayed in the widget. To do this:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Pause Updates**. The data is frozen, and will remain constant until updates are resumed. The time at which updates were paused is displayed in the title bar of the widget.
3. To resume updates, click the options button in the top right-hand corner of the widget window and select **Resume Updates**. Updates also resume if you sort any columns in the paused widget.

Note: You can have many instances of the same widget in a tab page, and freeze the data at different times to see a series of snapshots of the data.

Resuming data updates

If you have paused data updates, you can resume data updating at any time. To do this:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Resume Updates**. Data updates start again immediately.

Note: Data updates are resumed automatically if you make any changes or select options within the widget.

Displaying a widget in a new browser window

You can display a copy of the widget in a new browser window. Note that the original is still displayed within acisHorizon. To do this:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Open in New Window**. A new browser window opens containing the widget.

The new copy of the widget is fully active, and is updated as though it was inside the main acisHorizon window.

Note: The widget works independently of any other instances of the same widget. Changes made in other instances of the widget are not automatically reflected in the instance within the new window.

Docking a pop-up widget to a tab page

Pop-up widgets are widgets that display in a pop-up window when you select a link from a widget in a tab page. You can choose to dock a pop-up widget to a tab page so that you can monitor its content more easily. The widget is then displayed within the tab page rather than being accessed as a pop-up.

Note: Pop-up widgets maintain their own connection to data even when docked to a tab page in the main acisHorizon window. Changing the operator and/or depot for all widgets or for a tab page will not affect any docked pop-up widget connections.

To dock a pop-up widget to a tab page:

1. Display the pop-up widget you want to dock to a page.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Dock to Page**. A message box is displayed for you to select the dock details.
4. If you want to dock the widget to an existing tab page, select the **Existing page** option button and choose the tab page from the drop-down list.
5. If you want to create a new tab page and dock the widget to it, select the **New page** option button and select the type of page from the drop-down list. Note that you cannot name the tab page as you create it - you will need to rename it later as described in Renaming a tab page.
6. Click **Save**. The widget is displayed in the selected tab page.

Closing a pop-up widget

When you have viewed the information in a pop-up widget, you can close the widget to return to the acisHorizon window. To close the widget, click the close widget button at the right-hand end of the widget title bar:



The pop-up widget is closed and the main acisHorizon window is displayed.

Printing widget content

You can print a snapshot of the widget content:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Print**. A new browser window opens containing a frozen snapshot of the widget, and the Windows **Print** dialog is displayed.
3. Make any required changes to the print settings and click **Print**. The widget snapshot is printed and the **Print** dialog closes.
4. Close the browser window containing the snapshot version of the widget data (unless you want to keep it open for reference).

Viewing help for a widget

Each widget has its own on-screen help giving detailed information about how to use that widget. To view this help:

1. Select the tab page in your acisHorizon workspace and display the widget for which you want help.
2. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Help**. The on-screen help for the widget is displayed in a pop-up window.
4. If you want to retain the help window while you continue to use acisHorizon, click the **detach** link at the right-hand end of the title bar. The pop-up window closes, the help is displayed in a new browser window and the main acisHorizon window is displayed. You can close this at any time by closing the browser window.
5. To close the help pop-up window, click the **close** link at the right-hand end of the title bar. The pop-up window closes and the main acisHorizon window is displayed.

My Account widget

The My Account window allows you to configure your log in and session account details for acisHorizon. You can:

- Enter and maintain your email address. This will be used in future acisHorizon functionality
- Enable or disable multiple window operation. When enabled, you can have three windows open within an acisHorizon session
- Change the system language
- Change the appearance theme of your acisHorizon window. This may be to reflect your corporate image or branding
- Change your log in password.

Entering your email address

You can enter your email address to allow automatic notifications within acisHorizon. Automatic notifications will be implemented in future releases.

To enter your email address:

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.
2. In the **Email** field, type your business email address.
3. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved.
4. Click the **OK** button to close the message box. The main acisHorizon window is displayed.

Changing the system language

You can select any language supported by acisHorizon for your display:

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.
2. From the **Language** drop-down list, select the language you want to use for your acisHorizon windows. If the language you want is not on the list, please contact ACIS support.
3. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved and asking you to wait while the window reloads.
4. Click the **OK** button to close the message box. The main acisHorizon window is reloaded with text in your chosen language. This language is used for all future log ins unless you make another change.

Changing the appearance theme

Themes change the appearance of the acisHorizon window by applying colour schemes and branding. You can select any theme supported by acisHorizon for your display:

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.

2. From the **Theme** drop-down list, select the theme you want to use for your acisHorizon windows. If the theme you want is not on the list, please contact ACIS support.
3. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved and asking you to wait while the window reloads.
4. Click the **OK** button to close the message box. The main acisHorizon window is reloaded using your selected theme. This theme is used for all future log ins unless you make another change.

Changing your password

You can change the password you use when you log in to acisHorizon:

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.
2. In the **Current Password** field, type your current password (that you used to log in to this session).
3. In the **New Password** field, type your new password.
4. In the **Confirm New Password** field, type your new password.
5. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved.
6. Click the **OK** button to close the message box. The main acisHorizon window is displayed.

Note: If you type your current password incorrectly, a message box is displayed and you must complete all three fields again to implement the change. If the entries in the **New Password** and **Confirm New Password** fields are not identical, a message box is displayed and you must re-enter them.

Working with multiple windows

acisHorizon supports multiple window operation, which allows three full acisHorizon windows to be displayed and managed within a single session. You can choose to display these windows on different screens, and you can select different tab pages to display different selections of information within each screen.

As the three windows are linked to the same acisHorizon session, changes made in one screen are immediately reflected in the other screens. The connection between the screens is managed through a fourth window, the acisHorizon Multiple Window Hub, which acts as a parent window and manages the connections between the three child windows containing the data.

Within the parent window you can:

- Re-open any of the child windows that have been closed, retaining their link to the current session
- Refresh the data in the child windows
- Log out from the current session, closing all the child windows.

Only one of the child windows has the title bar with links at the top right-hand corner. This is the primary child window. System event alerts are displayed only in the primary child window, and are omitted from all other child windows.

Enabling multiple window operation

You can enable multiple window operation to show three different acisHorizon windows, each linked to the current session.

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.
2. From the **Multiple Windows** drop-down list, select **Yes**.
3. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved and asking you to wait while the window reloads.
4. Click the **OK** button to close the message box. A parent window, the acisHorizon Multi Window Hub, is displayed with three child windows each showing a complete incidence of acisHorizon.

Note: The parent window is vital to the multiple window operation and must not be closed. If you do close the parent window, all three child windows will also close. Next time you start acisHorizon, it may revert to single window operation and display the default window. If that happens, log out of acisHorizon and then log in again.

Re-opening a closed window

If you close an acisHorizon window while using multiple window operation, you can restore the window with its connection to the current session:

1. Display the parent acisHorizon Multiple Window Hub window.
2. Click the **Reopen Windows** button. Any of the three child windows that had been closed are re-opened in the default position on the screen, displaying the default tab page set for the primary child window (rather than the tab page that was showing when you closed it).
3. Move and resize the windows to the required position.
4. Select the tab page that you want the window to display.

Refreshing data in child windows

acisHorizon is a virtually real time system, with data in the child windows refreshed at regular intervals. You can force a refresh, updating the data in all three child windows simultaneously:

1. Display the parent acisHorizon Multiple Window Hub window.
2. Click the **Refresh Children** button. Data in the child windows is refreshed.

Logging out from multiple window operation

If you are using multiple screen operation, you can log out in either of two ways:

- Click the **Logout** link in the top right-hand corner of the primary child window (the only child window with a title bar).
- Click the **Logout** button in the parent window.

The child windows close and the Login screen is displayed in place of the parent window.

Note: The parent window is vital to the multiple window operation and must not be closed. If you do close the parent window, all three child windows will also close. Next time you start acisHorizon, it may revert to single window operation and display the default window. If that happens, log out of acisHorizon and then log in again.

Disabling multiple window operation

You can disable multiple window operation, returning to a single window for your acisHorizon session:

1. If the My Account window is not open, click the My Account link in the top right-hand corner of the acisHorizon window. The My Account window is displayed.
2. From the **Multiple Windows** drop-down list, select **No**.
3. Click the **Save** button. On completion, a message box is displayed informing you that your updated account details have been saved and asking you to wait while the window reloads.
4. Click the **OK** button to close the message box. The main acisHorizon browser window is displayed containing a single session.

System Event Alerts widget

If enabled, a system event and alerts panel is permanently available within the acisHorizon window, regardless of which tab page you have selected. When you select it, the alerts panel is displayed at the bottom of the page. When a new alert is received, it is displayed in the top row of the panel, and you can select a sound that will be generated for each type of alert. You can also choose to display selected events in a pop-up window that is displayed on top of the acisHorizon window. When a number of pop-up alerts are displayed, the newest is shown on top. You can then scroll through the other pop-up alerts.

You can choose to show or hide the alerts panel. You can also choose the specific operational and security events to display and their display colours (with sounds if required), and the operator and depot of the vehicles that are monitored.

Note: Only system events that are available to you are displayed. If any selections described here are not shown, you do not have access rights to see those events.

For each alert the following columns of data are displayed:

- Time
The time at which the system event was generated.
- Category
The category to which this event or alert belongs, for example a panic alert belongs to the security category.
- Type
The type of event, which gives the actual name of the event or alert. You can choose which event types are displayed in the panel.
- Location
The operator and depot at which the vehicle is based. If the selected operator has only one depot, this column is not displayed.
- Description
A description of the alert. This column also contains links to display vehicle details, diagrammatic map and day view of the service where applicable.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing. You can also configure the widget to display data in the best way to highlight the information you need, and you can display details of any vehicle for which an alert is received.

Hiding the alerts panel

By default, the system event alerts panel is displayed at the bottom of the acisHorizon window. At the left hand end of the panel is an **alerts** bar:



To hide the system event alerts panel, click this bar. The panel is hidden and the arrows on the alerts bar change direction:



Showing the alerts panel

When the system event alerts panel is hidden, an **alerts** bar is displayed in the bottom left-hand corner of the browser window:



To show the system event alerts panel, click this bar. The panel is displayed and the arrows on the alerts bar change direction:



Re-ordering the list of alerts

You can change the order in which the rows of alert information are displayed. You can sort the list according to the entries in any of the columns, for example showing alerts with the same category grouped together. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Configuring events for display

There are a range of system events that can generate alerts, falling into two categories:

- Operational events, related to service operation:
 - Journey modification
 - Vehicle early
 - Vehicle headway deviation
 - Driver message sent
 - OVD (passenger) message sent.

- Security events, related to vehicle security:
 - Driver messaging
 - Vehicle panic.

To configure event types for display:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the appropriate event category tab for the event types you want to configure (either **Operational Events** or **Security Events**). This shows the current selections for that event type.
4. If you want an event type to be displayed, select its checkbox in the **Display** column. If you do not want an event type to be displayed, ensure that its checkbox in the **Display** column is deselected. When an event category is selected for display, its entries in the other columns become active.
5. If you want alerts for an event type to be displayed in a dedicated pop-up window in addition to the alerts panel, select its checkbox in the **Display Popup** column.

Note: When pop-up alerts are displayed, you cannot return to the main acisHorizon window until all alert pop-ups are closed.

6. If you want alerts for an event type to generate an audible alarm, select the sound you want from its drop-down list in the **Play Sound** column.
7. If you want to change the colour associated with an event type, click its entry in the **Colour** column to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample in the **Colour** column changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
8. When you have configured all the event types for display, click the **Save** button. The main widget is displayed and all events of the types you selected will be recorded.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which system event alerts displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.

4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services. If you have permission, you can also choose to view alerts from all operators.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. When you have made all the changes, click the **Save** button. The main widget is displayed showing alerts for the selected operator and depot(s).

Viewing vehicle details

You can view details of any vehicle for which a system event alert is displayed:

1. Click the vehicle's fleet number entry in the **Description** column. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main window is displayed.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a service for which a system event alert is displayed:

1. Click the service number entry in the **Description** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a service for which a system event alert is displayed:

1. Click the service number entry in the **Description** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Working with pop-up alerts

You can also choose to display selected events in a pop-up window that is displayed on top of the acisHorizon window. When a number of pop-up alerts are displayed, the newest is shown on top. You can then scroll through the other pop-up alerts.

Note: When pop-up alerts are displayed, you cannot return to the main acisHorizon window until all alert pop-ups are closed.

The popup window for each alert is displayed using the colour defined for the event category, and shows the vehicle operator and depot together with details of the alert.

Configuring events for pop-up display

Events are displayed by category and type, and you can select types to be displayed in pop-up windows as they are received:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.

3. Select the appropriate event category tab for the event types you want to configure (either **Operational Events** or **Security Events**). This shows the current selections for that event type.
4. If you want an event type to be displayed, select its checkbox in the **Display** column. When an event type is selected for display, its entries in the other columns become active.
5. If you want alerts for an event type to be displayed in a dedicated pop-up window in addition to the alerts panel, select its checkbox in the **Display Popup** column. Note that you cannot select this checkbox if **Display** is not selected for this event type.

Note: When pop-up alerts are displayed, you cannot return to the main acisHorizon window until all alert pop-ups are closed.

6. If you want alerts for an event type to generate an audible alarm, select the sound you want from its drop-down list in the **Play Sound** column.
7. If you want to change the colour associated with an event type, click its entry in the **Colour** column to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample in the **Colour** column changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
8. When you have configured all the event types for display, click the **Save** button. The main widget is displayed and all events of the types you selected will be recorded.

Scrolling through pop-up alerts

When a number of pop-up alerts are displayed, the newest is shown on top. You can scroll through the alerts to view each in turn. A label in the bottom left-hand corner of each alert gives the number of that alert and the total number of pop-up alerts (for example, 2/3 means this is alert number 2 of 3 displayed). Options in the bottom right-hand corner allow to view the previous and next alerts in the sequence.

1. To view the previous alert in the sequence, click the **Previous** option. This option is not present in the first alert of the sequence.
2. To view the next alert in the sequence, click the **Next** option. This option is not present in the last alert of the sequence.

Closing pop-up alerts

You can choose to close either the currently displayed pop-up alert or all pop-up alerts:

1. To close the currently displayed pop-up alert, click the **Close** button at the bottom of the pop-up window.
2. To close all currently open pop-up alerts, click the **Close All** button at the bottom of the pop-up window.

Note: This closes only the currently open pop-up windows. New alerts will be displayed as data is received by acisHorizon.

Audit Log widget

The Audit Log shows a list of events that have occurred within the system over a specified date period. The following events are shown in the log:

- Cancelled journeys
- Reinstated journeys
- Messages sent to the driver or public display on a vehicle
- Vehicle comments recorded.

Note: The audit log can display events over a specified 30 day period. If you enter dates covering more than 30 days, an error message is displayed and no events are listed.

You can select which type of event to show (including all events, if required), and which user initiated the events. If your login has appropriate access rights you can also choose the operator and depot for which events are included.

The following information is shown for each event:

- Type
The type of event. This is one of:
 - Journey Cancelled
 - Journey Reinstated
 - Vehicle Message Sent
 - Vehicle Comment.
- Description
A text description of the event.
- Users
The user name of the user who initiated the event. You can select events initiated by a specific user by selecting the user from the drop-down list at the top of this column. By default, events initiate are displayed for all users.
- Operator
The operator of the vehicle to which this event applies.
- Depot
The depot of the vehicle to which this event applies.
- Action Date
The date and time when the event occurred.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which audit log entries are displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Audit Log for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Selecting event types and dates

Note: The event type **Other** is included for future developments. Currently, no events are displayed if you select this type.

You can view the event types and date range for events displayed in the log:

1. Click the arrow of the **Type** field in the top left-hand corner of the widget window. A drop-down list is displayed.
2. From the drop-down list, select the event type for which you want vehicles to be listed.
3. The default entry for the **From** field (adjacent to the **Type** field) is one week ago. If you want to change this, click in the field. A calendar is displayed.
4. Choose the start date for the log.
5. The default entry for the **To** field is today. If you want to change this, click in the field. A calendar is displayed.
6. Choose the end date for the log.
7. Click the **Search** button. The list is rebuilt showing entries of the selected type for the specified date range.

Re-ordering the list of entries

You can change the order in which the entries are displayed. You can sort the list according to the entries in any of the columns, for example showing the entries by type or date. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Cancel Journey widget

Note: Cancelling a journey, either completely or in part, triggers the cancellation process throughout the system. Displays are updated automatically to reflect the cancellation and other system users are notified.

The Cancel Journey widget gives you the facility to cancel all or part of a selected journey. The **Journey Details** section at the top of the screen gives the following information about the selected journey:

- Journey
The journey reference or number, which is a unique identifier for this journey on this service.
- Service
The name of the public service for this journey.
- Depot
The name of the depot for this journey.
- Running Board
The number of the running board for the journey, which shows the planned operation of the journey for the day.

If no running board has been supplied, this shows **Unknown**.
- Start Time
The time at which this journey is (or was) scheduled to start.
- End Time
The time at which this journey is (or was) scheduled to end.
- Origin
The starting point of this journey.
- Destination
The final destination of this journey.

The **Journey Cancellation** section at the bottom of the screen allows you to cancel all or part of a journey, and change the final destination of a part cancelled journey. You cannot select both of these options - you can either select one cancellation type or neither.

Canceling a complete journey

Note: Cancelling a journey, either completely or in part, triggers the cancellation process throughout the system. Displays are updated automatically to reflect the cancellation and other system users are notified.

You can cancel a complete journey as long as the journey has not started. To do this:

1. Click the **Cancel Journey** checkbox in the **Journey Cancellation** section of the screen. A **red** border is drawn around the active area of the screen to indicate that the journey will be completely cancelled.

Note: When you completely cancel a journey, all other options in the **Journey Cancellation** section of the screen are disabled.

2. Click the **Save** button. The cancellation is saved within the system.
3. Click the **Close** button. The Cancel Journey widget window closes. After the next data update, the journey entry in the Journey Cancellation widget is displayed with a **red** background and a cancellation flag.

Canceling part of a journey

Note: Cancelling a journey, either completely or in part, triggers the cancellation process throughout the system. Displays are updated automatically to reflect the cancellation and other system users are notified.

To cancel part of a journey:

1. Click the **Cancel part of the journey** checkbox in the **Journey Cancellation** section of the screen. An **orange** border is drawn around the active area of the screen to indicate that part of the journey will be cancelled, and the list of stops for the journey becomes active.
2. In the list of stops, select the checkboxes for the stops that you want to cancel for this journey. Note that you can only cancel one block of adjacent stops.
3. Click the **Save** button. The cancellation is saved within the system and the Destination field in the Journey Details area of the screen is updated to show the new destination (if appropriate).
4. Click the **Close** button. The Cancel Journey widget window closes. After the next data update, the journey entry in the Journey Cancellation widget is displayed with an **orange** background and a cancellation flag.

Compliance Graph widget

The Compliance Graph widget displays a colour-coded bar chart showing the percentages of vehicles falling within defined thresholds of earliness and lateness, measured at the most recent timing point on each journey. You can set the thresholds and colours used, and you can choose to view the compliance of either a selected individual service or all services for your chosen depot(s). The graph uses both schedule and live data, and is updated interactively as new data is received from vehicles.

Note: To display the Compliance Graph widget, you need to have Microsoft Silverlight™ installed on your computer. If you see the following message when you open the widget, you need to install Silverlight™:



The compliance information is also shown in a table below the compliance graph. This table is organised by the threshold bands defined for the graph, with one row for each defined threshold band. Each row shows:

- The colour used to indicate that threshold band on the compliance graph
- The earliness/lateness time thresholds for the band
- How many vehicles are currently within the threshold band (and the total number of vehicles currently running)
- The percentage of currently running vehicles within this threshold band

A compliance calculation at the top of the screen shows the percentage of vehicles running on the service that are officially on time in line with Traffic Commission guidelines. The time of the compliance calculation is also shown (it is normally performed every minute).

Note: You can configure the time thresholds for the graph and table, but changing the display thresholds does not affect the compliance calculation. If you change the display threshold values, the percentages displayed in the graph and table may not match the calculation value.

The compliance thresholds can be changed by ACIS if required. Please contact ACIS support for more information.

You can choose to hide the table and overall calculation result, expanding the bar chart to use that space within the widget.

Selecting a service

You can view compliance of a selected individual service or of all services for your chosen operator and depot:

1. Click the grey bar immediately below the title bar of the widget (by default, this bar is labelled **All Services**). A drop-down menu is displayed showing all services for your chosen depot(s).

Note: If you have chosen to view a single depot (or if your login only has permission to view one depot), the list shows service numbers only. If you are viewing more than one depot, for each service the list displays the service number and the depot.

2. Select the service for which you want to view compliance. The widget displays compliance for the selected service.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only.
 - All the widgets on the current tab page.
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Changing schedule thresholds and colours

You can configure up to four tolerance thresholds each for early and late running services, and set the colours that will be used to highlight services that exceed these thresholds in the bar chart and table of the widget.

Note: Any changes you make will affect all widgets using that data, for example the Vehicle Earliness and Vehicle Lateness widgets. You should also note that threshold and colour changes in those widgets will be reflected in the Compliance Graph widget.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Vehicle Schedule Tolerance** tab is selected. This shows the current thresholds (specified in minutes and seconds) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value you want to change (the left-hand box shows minutes, the right-hand shows seconds) and select the new value from the drop-down list. The new value is shown for the threshold.
5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0 minutes and 0 seconds, and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.
8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing the bar chart and table with the new colours and thresholds.

Hiding and showing tabulated data

You can choose to hide the table and overall compliance calculation result, expanding the bar chart to use that space in the widget.

Note: Hiding the tabulated data and the compliance calculation expands the bar chart to fill the height of the widget. The width is fixed by the page layout for the tab page.

To hide the tabulated data and compliance calculation, click anywhere in the bar chart. The bar chart expands to fill the widget display. Click again in the bar chart to show the tabulated data and calculation result with the bar chart.

Day View widget

The Day View widget shows a history of journeys on the selected service for the last 24 hours. Outbound journeys are shown in the top half of the widget, followed by inbound in the bottom half. You can select stops for which scheduled time and deviation are displayed for each journey on the service. General information about each journey and the vehicle on the journey is also displayed, and you can select the data you want to display. You can view the running board of any vehicle that ran a journey on the service.

You can select the day for which you want to see details, from today or either of the two preceding days. To do this:

1. Click the arrow adjacent to the **Day** field. A drop-down list is displayed showing **Today** and the dates for the two previous days.
2. From the drop-down list, select the day for which you want journeys to be listed.

For each journey on the service you can display the following columns of data:

- **Fleet No**
The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier.
- **Journey**
The journey reference or number, which is a unique identifier for this journey on this service.
- **RB**
The number of the running board for the vehicle, which operated this journey, showing the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).
- **Driver No**
The unique driver identification for this journey, as entered by the driver into the vehicle system. If no driver identifier was entered on the vehicle, this column contains a dash (-) for the journey.
- **Start time**
The time at which this journey was scheduled to start.

The following data is shown for each displayed stop:

- **Schedule**
The time at which this journey was scheduled to depart this stop (except in the case of the terminus point, which shows the scheduled arrival time). If there is no value in this column, this journey was not scheduled to visit this stop.
- **Deviation**
The difference between the actual time the vehicle departed the stop and its scheduled time. A negative value indicates that the vehicle departed the stop ahead of schedule. If there is a value in the **Schedule** column for a journey and a dash in this column, no data was received for this vehicle at this stop.

These entries are colour-coded to match the settings in other vehicle-based widgets (for example Vehicle Lateness and Vehicle Earliness). You cannot change the colours associated with early and late running from within this widget.

Note: Day View is a pop-up widget that can be docked to a tab page. It will maintain its own connection to data, and changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within this widget.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

Choosing columns to display

You can choose which data columns you want to display for the vehicles operating on the selected service. Two columns are mandatory and will always be displayed:

- Fleet No
- Journey

Schedule and Deviation columns are also displayed for all selected stops.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Selecting stops to display

You can select stops for which you want to display scheduled time and deviation for the service. You can choose different stops for the outbound and inbound journeys.

Note: By default, termini and timing points are selected.

If acisHorizon receives updated route information with different stops, the stops you selected will remain selected within this widget.

To select stops:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Stop Chooser** tab is selected. This shows lists of the stops for the service, with a checkbox to select each stop. Timing points are highlighted in light brown and termini are highlighted in a darker brown.

Note: The termini are permanently selected and are always displayed in the widget.

4. If you want to display only the termini, click the **Select Termini** button. The termini remain selected and all other stops are deselected.

5. If you want to display only timing points and termini, click the **Select Timing Points** button. The termini and timing points are selected and all other stops are deselected.
6. If you want to display all the stops, click the **Select All** button.
7. To select any other stop for display, click the checkbox for that stop.

Note: If a stop occurs more than once in a journey, selecting that stop once selects all occurrences. If a stop is used in both the outbound and inbound journeys for a service, selecting it in one journey will also select it in the other.

8. When you have selected the stops to be displayed, click the **Save** button. The main widget is displayed showing timing details for the selected stops.

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. Click the vehicle's entry in the **RB** column. The Running Board Detail widget is displayed in a pop-up window showing the running board for the day currently displayed in the Day View widget.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main acisHorizon window is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Diagrammatic Map widget

The Diagrammatic Map widget shows a graphical representation of the service, containing the scheduled locations of vehicles and their actual locations. Where applicable, all currently operating variations of the service route are shown in all directions. Arrows at each displayed stop show the direction of travel. The map uses both schedule and live data, and is updated interactively as new data is received from vehicles.

Note: To display the Diagrammatic Map widget, you need to have Microsoft Silverlight™ installed on your computer. If you see the following message when you open the widget, you need to install Silverlight™:



There are two views for the diagrammatic map:

- Schedule view (the default view), showing scheduled and actual vehicle locations
- Headway view, showing times between successive vehicles on the service.

To switch between these views, click the **Toggle Headway** button.

You can select the colours used to display outbound and inbound services, together with the colour and weight of the text used for normal stops and timing points. You can also choose which stops to display for the outbound and inbound services.

For long routes, showing many stops can make the display congested. You can choose whether to display all the selected stops within the window or space them more and display scroll bars to move through the route. You can click the **Toggle Scroll** button in the top right-hand corner to change between these displays.

Note: If too many stops are selected for display in a single map, scroll bars will be displayed regardless of the **Toggle Scroll** selection.

You can display details of any vehicle shown on the map.

Note: Diagrammatic Map is a pop-up widget that can be docked to a tab page. It will maintain its own connection to data, and changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within this widget.

Schedule view

For each scheduled service on the route, an icon below the line shows the scheduled location of a vehicle and an icon above the line shows the actual location:

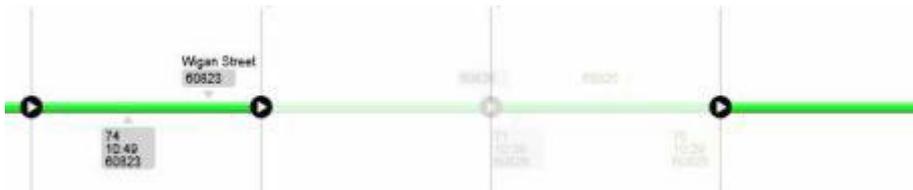


The icon below the line shows details of the scheduled service:



- Running board
- Either start time or journey number - you can select which to display
- Vehicle fleet number.

The icon above the line shows the vehicle fleet number. You can roll the pointer over either icon to highlight the two icons for a service, and this also greys out any parts of the route for which that schedule does not stop. The vehicle location icon then shows the stop that the vehicle most recently passed or visited:



The vehicle and service icons are colour-coded into the lateness and earliness bands defined in other vehicle related widgets (for example Vehicle Earliness and Vehicle Lateness). Both the schedule icon and the corresponding vehicle icon are displayed in the same colour to reflect the early or late running of a vehicle on its journey. You cannot change these colour bands within the Diagrammatic Map widget.

Scheduled journeys with no tracked vehicle are shown on the map with a grey icon:



This icon is shown at the scheduled location of the service, but contains no running board number or vehicle fleet number.

Schedule icons are displayed on the map until the tracked vehicle completes the journey. When there are service delays, the icons may be stacked at the end of the journey until the vehicles reach their final destination:



When there are two or more vehicles at the same location, for example vehicles waiting to start a journey or at a layover stop in the journey, the vehicle icons are stacked at that point on the map:



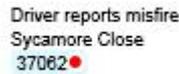
If there is a message for a vehicle, a coloured spot is shown on the icon within the map:



The colour of the spot indicates the type of message:

- Green indicates a journey-related message
- Orange indicates an operational message
- Red indicates a maintenance message.

To view the message, roll the mouse pointer over either the vehicle icon or the service icon. The message is displayed above the stop label for the vehicle:



If there are messages of more than one type for a vehicle, the spot is coloured grey. If you roll the pointer over the icon, all messages for the vehicle are displayed.

When a vehicle is off route, its icon is shown shaded above the route at its last known location:



When a vehicle has been marked for attention within another vehicle-based widget, such as Vehicle Earliness or Vehicle Lateness, its icon is displayed with a black border:



If a journey has been cancelled, the journey icon is shaded in red and there is no related vehicle icon:



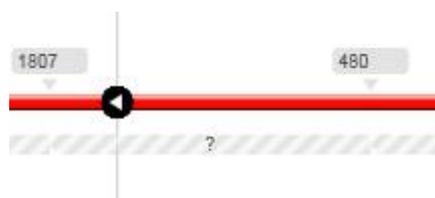
Headway view

Headway view shows the same routes and stops as the schedule view, with the vehicle locations marked. The schedule view is replaced by a shaded bar indicating the number of minutes between successive vehicles.

Vehicle icons are colour-coded within bands of headway deviation as defined in the Headway Deviation widget.

You can roll the pointer over the vehicle icon to highlight the headway for that vehicle, and this also greys out the details for all other vehicles.

If no headway information is available, each headway time is replaced with a question mark (?).



Selecting stops to display

You can select which stops you want to display on the diagrammatic map. You can select different stops for the outbound and inbound journeys.

Note: By default, termini and timing points are selected.

If acisHorizon receives updated route information with different stops, the stops you selected will remain selected within this widget.

To select stops:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Stop Chooser** tab is selected. This shows lists of the stops in each direction, with a checkbox to select each stop. Timing points are highlighted in light brown and termini are highlighted in a darker brown.

Note: The termini are permanently selected and are always displayed on the diagrammatic map.

4. If you want to display only the termini on the map for one direction, click the **Select Termini** button for that direction. The termini remain selected and all other stops are deselected.
5. If you want to display only timing points and termini on the map for one direction, click the **Select Timing Points** button for that direction. The termini and timing points are selected and all other stops are deselected.
6. If you want to display all the stops on the map for one direction, click the **Select All** button.
7. To select any other stop for display, click the checkbox for that stop.
8. When you have selected the stops to be displayed, click the **Save** button. The main widget is displayed showing the selected stops on the diagrammatic map.

Changing service colours

You can change the colours of the lines used to represent the outbound and inbound journeys on the diagrammatic map:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Display Options** tab. This shows the current selections for the display options. In the **Line Styles** area, the current colours for the outbound and inbound journeys are displayed.
4. Click the colour that you want to change to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
5. When you have selected the map colours, click the **Save** button. The main widget is displayed showing the new colours.

Changing stop text and colours

You can change the text colour and weight used to label stops on the diagrammatic map. You can use different settings for timing points and other stops:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Display Options** tab. This shows the current selections for the display options. In the **Stop Type Styles** area, the current line weights and colours for the stop labels are displayed.
4. For the appropriate stop type, select the required text **Weight (Normal or Bold)**.
5. Click the colour for the stop label that you want to change to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. When you have selected the text weights and colours, click the **Save** button. The main widget is displayed showing the labels with the new weights and colours.

Showing journey number

In the scheduled service icons below the line, you can show the journey number rather than the journey start time:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Display Options** tab. This shows the current selections for the display options.
4. Select the **Show Journey Number** checkbox (note that deselecting the checkbox displays the journey start time).
5. Click the **Save** button. The main widget is displayed showing journey numbers in all the scheduled service icons.

Viewing vehicle details

You can view details of any vehicle displayed in the Diagrammatic Map widget:

1. Double-click the vehicle's icon on the map. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main acisHorizon window is displayed showing the tab you used most recently.

Headway Deviation widget

The Headway Deviation widget shows the time gap between vehicles on frequent services. The services you can view depend on your log-in permissions. All vehicles on the selected services are displayed, with the headway value shown for each vehicle. Vehicles that breach predefined thresholds lateness can be highlighted with coloured backgrounds that you can configure.

You can mark individual vehicles for attention by selecting the checkbox in the left-hand column for that vehicle. This vehicle is then marked in all vehicle-based widgets in the system. Deselecting the checkbox removes the mark from the vehicle in all widgets. You can mark and unmark vehicles individually.

The second column is a display-only column that contains an icon when a message has been entered for the vehicle in the Vehicle Detail widget. If you roll the pointer over the message icon, the message is displayed in a pop-up box. You can clear these messages from within the Headway Deviation widget if required.

For each vehicle you can display the following columns of data:

- **Fleet No**
The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier. You can click the entry to view vehicle details.
- **Type**
The type of vehicle, for example **LF** for low floor. This code is operator-specific and is usually used to indicate suitability for passengers with disabilities.
- **Service**
The service on which the vehicle is currently running. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.
- **Depot**
The name of the depot for this service. If you choose to view services for one specific depot, or for an operator with only a single depot, this column is not displayed.
- **RB**
The number of the running board for the vehicle, which shows the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).
- **Stop**
The stop most recently visited by the vehicle. If the entry in this column is bold, the stop is a timing point.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius.
- **Driver No**
The unique driver identification, as entered by the driver into the vehicle system. If no driver identifier has been entered on the vehicle, this column contains a dash (-) for the vehicle.

- Target

The target time between vehicles on this service, in the form **mm:ss**. The target time is derived from data supplied by the operator, and only services with a headway target will be shown in this widget.

You can configure thresholds and colour code highlighting for vehicles that exceed these thresholds.

- Headway

The time between this vehicle and the one immediately ahead of it on this service, in the form **hh:mm:ss**. If the gap between vehicles is less than an hour, the hour value is omitted.

If this is the first vehicle of the day, this column shows the time between this vehicle and the one immediately behind it on the service.

If this is the only vehicle running on the service, this column contains a dash (-).

- Deviation

The ratio of headway to target time, expressed as a percentage.

A negative value indicates that the headway is less than its target value, showing that vehicle is closer than its target time to the vehicle immediately ahead. A positive value indicates that the headway is more than its target value, showing that the vehicle is further behind than its target time.

You can configure deviation thresholds and colour code highlighting for vehicles that exceed these thresholds.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

You can view a diagrammatic map or a day view of any journey. You can also display the vehicle details or running board for any vehicle on displayed services.

Marking a vehicle for attention

You can mark vehicles in the list for attention. This has no other significance, and will simply show that the marker has been set. The marker is shown in this widget and all other vehicle-based widgets that contain a record for the vehicle.

To mark a vehicle:

1. Find the vehicle in the widget.
2. Select the checkbox in the left-hand column. The vehicle will remain marked until the checkbox is cleared (in any vehicle-based widget).
3. To clear the vehicle mark, click the checkbox again. This clears the mark in all widgets.

Viewing vehicle messages

Up to three types of status message can be written for any vehicle, and these are visible to all users who have access to view the vehicle. These are:

- Journey message.
- Operational message
- Maintenance message.

When messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). To view the message, roll the mouse pointer over the icon. The messages for the vehicle are displayed in a pop-up box. The messages disappear when you move the pointer away from the pop-up box.

Clearing a vehicle message

When status messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). You can clear a message from the vehicle's record.

Note: Clearing a vehicle status message removes that message from all widgets.

To view the note:

1. Roll the mouse pointer over the icon. All current messages that have been recorded for the vehicle are displayed in a pop-up box.
2. Click the **clear** option for the note you want to clear. The message is removed

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. Click the vehicle's entry in the **RB** column. The Running Board Detail widget is displayed in a pop-up window.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Headway Deviation widget is displayed.

Viewing vehicle details

You can view details of any vehicle on the vehicle lateness list:

1. Click the vehicle's entry in the **Fleet No** column. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Lateness widget is displayed.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Choosing columns to display

You can choose which data columns you want to display for the vehicles. Two columns are mandatory and will always be displayed:

- Fleet No
- Headway.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Note: The first two checkboxes - **User Actioned** and **Status Message** - control whether the vehicle selection checkboxes and the note icons respectively are displayed in the main widget window.

Changing headway thresholds and colours

You can configure up to four tolerance thresholds each for headway that is too large or too small, and set the colours that will be used to highlight services that exceed these thresholds in the **Max Early** and **Max Late** columns of the widget.

Note: Any changes you make will affect all widgets using that data.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Headway Deviation Tolerance** tab. This shows the current thresholds (specified as percentages) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value you want to change and select the new value from the drop-down list. The new value is shown for the threshold.
5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0% and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.
8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing cells highlighted in accordance with your threshold selections.

Re-ordering the list of vehicles

You can change the order in which the rows of headway deviation information are displayed. You can sort the list according to the entries in any of the columns, for example showing vehicles by depot or running board. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Journey Cancellation widget

The Journey Cancellation widget displays all journeys that are either currently running or have not yet started. You can filter the list to focus on journeys you may want to cancel. You can display journeys for today and the next two days. If you click in the row for a journey, the Cancel Journey widget is displayed in a pop-up window.

The first column shows a flag for cancelled journeys, and rolling the mouse pointer over the flag displays the cancellation status of the journey. Cancelled journeys are also shown in colour:

- Part cancelled journeys are shown with an orange background
- Fully cancelled journeys are shown with a red background.

For each vehicle you can display the following columns of data:

- Service
The name of the public service for this journey.
- Journey
The journey reference or number, which is a unique identifier for this journey on this service.
- RB
The number of the running board for the journey, which shows the planned operation of the journey for the day.

If no running board has been supplied, this column contains the entry (-).
- Start Time
The time at which this journey is (or was) scheduled to start.
- End Time
The time at which this journey is (or was) scheduled to end.
- Origin
The starting point of this journey.
- Destination
The final destination of this journey.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

<p>Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.</p>

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Choosing columns to display

You can choose which data columns you want to display for each journey. Two columns are mandatory and will always be displayed:

- Service
- Journey

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Filtering the list

You can use fields at the top of the widget window to filter entries in the list to display only journeys that are relevant to you. As you make selections, the list is rebuilt showing only journeys that match all of your entered criteria.

To filter the list:

1. Click the arrow adjacent to the **Journeys** field. A drop-down list is displayed.
2. Select the journey types that you want to display from the following options:
 - **Active**
Selecting this option displays only journeys that are currently running. The **Day** and **Time** filter fields are made inactive.
 - **Scheduled**
Selecting this option displays only journeys that are either scheduled or currently running. Cancelled and part cancelled journeys are also shown.
 - **Cancelled**
Selecting this option displays only journeys that have been fully cancelled. The **Time** filter field is made inactive.
 - **Part Cancelled**
Selecting this option displays only journeys that have been partially cancelled. The **Time** filter field is made inactive.
3. Click the arrow adjacent to the **Depot** field. A drop-down list is displayed.

Note: If you have selected an operator with only one depot, or if you have access to data for only one depot, this field is not present within the widget.
4. Select the depot for which you want to display journeys.
5. Click the arrow adjacent to the **Service** field. A drop-down list is displayed showing all the services for your selected depot.
6. From the drop-down list, select the service for which you want journeys to be listed.
7. Click the arrow adjacent to the **Running Board** field. A drop-down list is displayed showing all the running boards for your selected depot and service.
8. From the drop-down list, select the running board for which you want journeys to be listed.
9. Click the arrow adjacent to the **Day** field. A drop-down list is displayed showing the day names for today, tomorrow and the day after tomorrow.
10. From the drop-down list, select the day for which you want journeys to be listed.
11. Click the arrow adjacent to the **Time** field. A drop-down list is displayed showing two hour time slots for the selected date.
12. From the drop-down list, select the time slot for which you want journeys to be listed.

Note: There is no option to display journeys for the whole day. You must select a two hour time slot. All journeys that are scheduled to be running in that slot, either completely or in part, are listed.

Re-ordering the list of journeys

You can change the order in which the rows of journey information are displayed. You can sort the list according to the entries in any of the columns, for example showing the unmonitored journeys by journey number or start time. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Cancelling a journey

Note: Cancelling a journey, either completely or in part, triggers the cancellation process throughout the system. Displays are updated automatically to reflect the cancellation and other system users are notified.

You can cancel all or part of any journey from the displayed list. This includes any journeys that are currently running or have not started for today and the next two days.

To cancel all or part of a journey:

1. Click anywhere in the row for the journey. The Cancel Journey widget is displayed in a pop-up window.
2. Make the selections for the cancellation.
3. Click the **Save** button to implement the cancellation. The Cancel Journey widget is still displayed.
4. Click the **Close** button. The main acisHorizon window is displayed, and the cancelled journey is highlighted in either **red** (for fully cancelled) or **orange** (for part cancelled) within the Journey Cancellation widget.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Journeys Not Monitored widget

The Journeys Not Being Monitored widget displays all the journeys which currently are not being monitored. This could be for any of the following reasons:

- The journey is not operating because of staff or vehicle shortage
- The journey is operating with a vehicle not having ACIS equipment or which has defective equipment
- The journey is operating, but the on-board data has not been entered correctly.

For each service you can display the following columns of data:

- Service

The public service name for the journey. If you click this entry, you can view a diagrammatic map or a day view for the service.

- Depot

The name of the depot for this journey. If you choose to view journeys for one specific depot, or for an operator with only a single depot, this column is not displayed.

- RB

The number of the running board for the journey, which shows the planned operation of the journey's scheduled vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).

You can click this entry to view a detailed running board for this vehicle.

- Journey

The journey reference or number, which is a unique identifier for this journey on this service.

- Start Time

The time at which this journey is (or was) scheduled to start.

- End Time

The time at which this journey is (or was) scheduled to end.

- Origin

The starting point of this journey.

- Destination

The final destination of this journey.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

You can view a diagrammatic map or a day view of any journey. You can also display the running board for any vehicle on an unmonitored journey.

Choosing columns to display

You can choose which data columns you want to display for the running board. Three columns are mandatory and will always be displayed:

- Service
- Journey
- Start Time.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Columns** tab is selected to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' journeys.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all relevant journeys at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' journeys.

6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a vehicle running board

You can view the running board for any vehicle operating on a journey in the list that has a running board entry:

1. Click the vehicle's entry in the **RB** column. The Running Board Detail widget is displayed in a pop-up window.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Journeys Not Being Monitored widget is displayed.

Re-ordering the list of journeys

You can change the order in which the rows of journey information are displayed. You can sort the list according to the entries in any of the columns, for example showing the unmonitored journeys by journey number or start time. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

<p>Note: This does not change the data contained in the table, just the order in which the rows are displayed.</p>

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Public Service Overview widget

The Public Service Overview widget gives you a summary of the vehicles on each displayed service. The services you can view depend on your log-in permissions.

Services that breach predefined thresholds of variance between actual and target vehicle numbers, maximum earliness and maximum lateness can be highlighted with coloured backgrounds that you can configure.

For each service you can display the following columns of data:

- **Service**
The public service name. You can click this to see a diagrammatic map or day view of the service.
- **Depot**
The name of the depot for this service. If you choose to view services for one specific depot, or for an operator with only a single depot, this column is not displayed.
- **No Vehicles**
The number of vehicles currently running on this service. This includes all vehicles running on timetabled services that have departed from their origin point but have not completed their run. Vehicles that have moved off route by more than 500 metres are not included in this total.
- **Target No**
The number of journeys scheduled to be running on this service. Services with a Target value of less than 1 are omitted from the list until a journey is scheduled to start. Target No includes journeys that are running late and have passed their end time, but have not reached their destination point.
- **Difference**
The difference between the target number and the actual number of vehicles currently operating on this service.
- **Variance**
The ratio of the number of journeys operating on this service and its target number, expressed as a percentage. Rows exceeding predetermined variance thresholds are highlighted in colour – you can set the colour schemes and thresholds.
- **Max Late**
The schedule deviation of the latest running vehicle on this service. Values exceeding predetermined thresholds are highlighted in colour – you can set the colour schemes and thresholds.
- **Max Early**
The schedule deviation of the earliest running vehicle on this service. Values exceeding predetermined thresholds are highlighted in colour – you can set the colour schemes and thresholds.
- **Min Gap**
The smallest time gap between vehicles currently running on this service.
- **Max Gap**
The largest time gap between vehicles currently running on this service.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

The grey row at the bottom of the window shows overall figures for the number of vehicles, target number and ratio of these two values expressed as a percentage.

You can configure the widget to display data in the best way to highlight the information you need.

Choosing columns to display

You can choose which data columns you want to display for the services. Three columns are mandatory and will always be displayed:

- Service
- No Vehicles
- Target No.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Changing public service thresholds and colours

You can configure up to four thresholds of variance between the number of vehicles on a route on the target number, and set the colours that will be used to highlight services that exceed these thresholds.

Note: Any changes you make will affect all widgets using that data.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Public Service Variance** tab is selected. This shows the current thresholds (specified as percentages) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value and select the new value from the drop-down list (which contains steps of 5%). The new value is shown for the threshold.

5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0% and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.
8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing rows highlighted in accordance with your threshold selections.

Changing schedule thresholds and colours

You can configure up to four tolerance thresholds each for early and late running services, and set the colours that will be used to highlight services that exceed these thresholds in the **Max Early** and **Max Late** columns of the widget.

Note: Any changes you make will affect all widgets using that data.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Vehicle Schedule Tolerance** tab. This shows the current thresholds (specified in minutes and seconds) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value you want to change (the left-hand box shows minutes, the right-hand shows seconds) and select the new value from the drop-down list. The new value is shown for the threshold.
5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0 minutes and 0 seconds, and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.

8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing cells highlighted in accordance with your threshold selections.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Re-ordering the list of services

You can change the order in which the rows of service information are displayed. You can sort the list according to the entries in any of the columns, for example showing the services with the highest variance values first. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in a selected day (today or one of the last two days) for a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Running Board Detail widget

The Running Board Detail widget gives a full view of a vehicle's planned activity for a specified day. It gives details of all the journeys that the vehicle is scheduled to run on that day, which is shown in the title bar of the widget.

You can select the day for which you want to see details, from today or one of the five following days. To do this:

1. Click the arrow adjacent to the **Day** field. A drop-down list is displayed showing **Today** and the dates for the two previous days and the next two days.
2. From the drop-down list, select the day for which you want journeys to be listed.

The running board can show the following columns:

- **Service**
The public service name. You can click this to see a diagrammatic map or day view of the service.
- **Journey**
The journey number of this vehicle's journey on this service.
- **Start Time**
The time at which this journey is (or was) scheduled to start.
- **End Time**
The time at which this journey is (or was) scheduled to end.
- **Origin**
The stop at which this journey starts.
- **Destination**
The stop at which this journey ends.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing. You can also view a diagrammatic map or a day view of any service on which the vehicle is scheduled to run.

Note: Running Board Detail is a pop-up widget that can be docked to a tab page. It will maintain its own connection to data, and changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within this widget.

Choosing columns to display

You can choose which data columns you want to display for the running board. Two columns are mandatory and will always be displayed:

- Service
- Journey.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.

3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Re-ordering the list of journeys

You can change the order in which the rows of journey information are displayed. You can sort the list according to the entries in any of the columns, for example showing the journeys by start location. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity for a selected service:

1. Click the entry for the service in the **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window. If the date currently displayed in the Running Board Detail widget is in the past, the day view shows that day. If the date currently displayed is today or in the future, the day view shows today.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Running Board Overview widget

The Running Board Overview widget gives an overview of when vehicles are operating within running boards. By default, running boards are displayed for today but you can select any day. The list gives details of either the vehicles operating on each running board or the running boards on which a vehicle is operating.

Each running board can use more than one vehicle, and each vehicle can operate on more than one running board. To simplify the list and allow you to focus on the running board information you need, you can filter the list by selecting a day and a specific depot.

The running board can show the following columns:

- **RB**
The number of the running board. You can click this entry to view the running board details.
- **Fleet No**
The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier. You can click the entry to view vehicle details.

If you are viewing running boards for future days, vehicles may not have been allocated. In this case there is a dash (-) in this column.
- **Duration**
The start and end times of the vehicle's operation on the running board, in the form **hh:mm - hh:mm**. For a bus that is still operating on the running board, the end time shows **Still Active**.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing. You can also view more details of any running board or vehicle in the list.

Filtering the list

You can filter entries in the list to display only running board details that are relevant to you. You can also choose to group the list for display in either running board order or vehicle order.

1. Click the arrow adjacent to the **Depot** field. A drop-down list is displayed.

<p>Note: If you have selected an operator with only one depot, or if you have access to data for only one depot, this field is not present within the widget.</p>

2. Select the depot for which you want to display running boards.
3. Click the arrow adjacent to the **Day** field. A drop-down list is displayed showing **Today** and the dates of the two previous days.
4. From the drop-down list, select the day for which you want running boards to be listed. The list is rebuilt showing the running boards for the selected day.
5. To group entries by running board, with one row for each vehicle operating on the running board for the selected day, click the **RB** heading in the table. Clicking the heading again reverses the list.
6. To group entries by vehicle, with one row for each running board on which the vehicle is operating for the selected day, click the **Fleet No** heading in the table. Clicking the heading again reverses the list.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Viewing details of a running board

You can view any running board in detail:

1. Click the **RB** entry for the required running board. The Running Board Detail widget is displayed in a pop-up window, showing vehicle journey details for the selected running board for the day displayed in the Running Board Overview widget.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The Running Board Overview widget is displayed.

Viewing vehicle details

You can view details of any vehicle on the list:

1. Click the vehicle's entry in the **Fleet No** column. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Running Board Overview widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Search widget

The search widget allows you to search acisHorizon for:

- Checked vehicles, that have been marked for attention in vehicle-based widgets
- Vehicles
- Public services
- Running boards
- Vehicle status messages.

Subject to the access rights of your login, you can choose the operator and depot for the search. When a search finds a valid vehicle, service or running board, details are displayed in a pop-up window.

Searching for checked vehicles

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

You can search for vehicles that have been marked for attention in any vehicle-based widget, and clear their check marks if appropriate:

1. Click the arrow adjacent to the **Operator** field and select the operator who runs the vehicle from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
2. Click the arrow adjacent to the **Depot** field and select the home depot of the vehicle from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' vehicles.
3. From the **Search** drop-down list, select **Checked Vehicles**.
4. Click the **Search** button. A pop-up window is displayed showing all checked vehicles matching the selection criteria.
5. If you want to clear the mark for a vehicle, clear its checkbox. To clear all vehicle check marks, click the **Clear All** button.
6. When you have viewed the vehicles and made any changes to the check marks, click the **Close** button. The main acisHorizon window is displayed and any check mark changes you made are implemented.

Searching for vehicles

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

You can search for any vehicle if you know its fleet number:

1. Click the arrow adjacent to the **Operator** field and select the operator who runs the vehicle from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
2. Click the arrow adjacent to the **Depot** field and select the home depot of the vehicle from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' vehicles.

3. From the **Search** drop-down list, select **Vehicle**. A field is displayed to the right of the drop-down list.
4. In the field, type the vehicle's fleet number.
5. Click the **Search** button. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.

Note: If acisHorizon cannot find the vehicle record, a message box showing the message **No result found** is displayed. Click the **OK** button to close the message box and return to the main acisHorizon window.

6. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

7. From the drop-down menu, select **Close** to return to the main acisHorizon window

Searching for services

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

You can search for any service:

1. Click the arrow adjacent to the **Operator** field and select the operator who runs the service from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
2. Click the arrow adjacent to the **Depot** field and select the home depot of the service from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
3. From the **Search** drop-down list, select **Public Service**. A field is displayed to the right of the drop-down list.
4. In the field, type the service number.
5. Click the **Search** button. A list of services with the entered number is displayed in a pop-up window, showing the operating depot. For each service, the list has a link to display a diagrammatic map and a link to display a day view.

Note: If acisHorizon cannot find a service with the number you entered, a message box showing the message **No result found** is displayed. Click the **OK** button to close the message box and return to the main acisHorizon window.

6. To display a diagrammatic map of a service, click the **Diagrammatic Map** entry for that service. The Diagrammatic Map widget is displayed in a pop-up window. When you have viewed the map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

7. From the drop-down menu, select **Close** to return to the main acisHorizon window.
8. To display a day view of a service, showing details of all journeys on the service in the last 24 hours, click the **Day View** entry for that service. The Day View widget is displayed in a pop-up window.

9. When you have viewed the details, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

10. From the drop-down menu, select **Close** to return to the main acisHorizon window.

Searching for running boards

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

You can search for any running board:

1. Click the arrow adjacent to the **Operator** field and select the operator who runs the vehicle from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' running boards.
2. Click the arrow adjacent to the **Depot** field and select the home depot of the vehicle from the drop-down list. Selecting **All Depots** will display all running boards at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' running boards.
3. From the **Search** drop-down list, select **Running Board**. A field is displayed to the right of the drop-down list.
4. In the field, type the running board number.
5. Click the **Search** button. If there is more than one running board with that number, a list of matching entries is displayed and you can select the one you want to view. The Running Board Detail widget is displayed in a pop-up window, showing the detailed running board.

Note: If acisHorizon cannot find the running board, a message box showing the message **No result found** is displayed. Click the **OK** button to close the message box and return to the main acisHorizon window.

6. When you have viewed the running board detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

7. From the drop-down menu, select **Close** to return to the main acisHorizon window

Searching for vehicle status messages

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

Up to three types of status message can be written for any vehicle, and these are available to all users who have access to view the vehicle. These are:

- Journey message
- Operational message
- Maintenance message.

You can search for vehicles that have status messages recorded for them in the Vehicle Details widget, and clear the messages if appropriate:

1. Click the arrow adjacent to the **Operator** field and select the operator who runs the vehicle from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
2. Click the arrow adjacent to the **Depot** field and select the home depot of the vehicle from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' vehicles.
3. From the **Search** drop-down list, select **Vehicle Status Message**.
4. Click the **Search** button. A pop-up window is displayed showing all vehicles matching the selection criteria with status messages. Coloured icons at the left-hand end of each entry indicate the type of status message (journey messages are green, operational messages are orange and maintenance messages are red; a grey icon indicates that there are a number of messages of mixed types for that vehicle).
5. To view a status message, roll the mouse pointer over the coloured icon. The messages for the vehicle are displayed in a pop-up box. The messages disappear when you move the pointer away from the pop-up box.
6. If you want to clear a status message, display it and click the **clear** option at the bottom of the message. The message is cleared. If it was the only message for the vehicle, the line for that vehicle is removed from the pop-up window.
7. When you have viewed the status messages and deleted any that you want to clear, click the **Close** button. The main acisHorizon window is displayed and any check mark changes you made are implemented.

Vehicle Detail widget

The Vehicle Detail widget shows in-depth current and historical data for the selected vehicle. The data is displayed in five categories:

- Operational data
- ETM information
- Status information
- CAN information
- G-force information.

Note: To display g-force information within the Vehicle Detail widget, you need to have Microsoft Silverlight™ installed on your computer. If you see the following message when you open the widget, you need to install Silverlight™:



Four tabs at the bottom of the widget allow you to:

- Work with status messages for the vehicle
- View the vehicle's history over the last 24 hours
- Reassign the vehicle to a different journey
- Send messages to the driver and passengers on the vehicle.

The border of the widget window is colour coded to reflect the early or late running status of the vehicle. The colours used are those set up for the Vehicle Earliness and Vehicle Lateness widgets.

Note: Vehicle Detail is a pop-up widget that can be docked to a tab page. It will maintain its own connection to data, and changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within this widget.

Operational data

This category displays live data received from the vehicle, which has been processed by acisHorizon, and shows the following information:

- Current Journey
The journey number of this vehicle's current journey.
- Depot
The name of the depot for this vehicle.
- Public Service
The service on which the vehicle is currently running. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.

- Lateness/Earliness

How late or early this vehicle is, in the form **hh:mm:ss**. If the vehicle is less than an hour late, the hour value is omitted. The field label changes to show whether the vehicle is early or late. A **Lateness** value of 00.00 indicates that the vehicle is on time.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius. This may give an indication of lateness on arrival at a stop that will be replaced on departing the stop.

- Traffic Light Priority

The traffic light priority status of the vehicle, which is updated according to the vehicle's earliness/lateness and road conditions. This can be based on either the ACIS proprietary system or the RTIG standard.

The ACIS system has four levels of priority (0 to 3, with 0 as lowest priority) with thresholds that have been configured for your system.

The RTIG system has 15 operational levels. Level 8 is on time (within a minute early or late), with levels 1 to 7 representing late running and levels 9 to 15 representing early running. An additional level - designated level 0 - indicates that the vehicle has not been assigned a priority level.

This field shows the priority, as a number, followed by the system used - for example 1 (ACIS) or 8 (RTIG).

- Last Stop Passed

The stop most recently visited by the vehicle. If the entry in this column is bold, the stop is a timing point.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius.

- Start Time

The time at which this journey actually started.

- Vehicle Type

The type of vehicle, for example **LF** for low floor. This code is operator-specific and is usually used to indicate suitability for passengers with disabilities.

- Driver Number

The unique driver identification, as entered by the driver into the vehicle system. If no driver identifier has been entered on the vehicle, this contains a dash (-) for the vehicle.

- Running Board

The number of the running board for the vehicle, which shows the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).

ETM information

This category displays raw data entered on the vehicle electronic ticket machine, and shows the following information:

- Service ID
The service on which the vehicle is currently running.
- Start Time
The time entered by the driver as the start time for this journey.
- Journey
The journey number entered by the driver as this vehicle's current journey.

Note: As this data is entered through the ticket machine on the vehicle, it may not correspond exactly with the operational data received directly from the vehicle and processed by acisHorizon.

Status information

This category displays the communication status of the vehicle, and shows the following information:

- Status
The vehicle's status. This can be one of the following:
 - **In service** - the vehicle is operating on its scheduled service
 - **Not seen** - no data has been received from the vehicle for more than 15 minutes
 - **Off route** - acisHorizon cannot locate the vehicle on the service to which it is assigned
 - **Not yet tracked** - the vehicle is signed onto a service but is not yet being tracked on a journey or has not yet departed from the start point
 - **Journey complete** - the vehicle has completed its scheduled journey and has not logged on to another journey
 - **Not matched** - this vehicle cannot currently be matched to a valid journey
 - **Out of service** - this vehicle is not logged on to a service but is still sending regular updates.
- Last Heard
The time that has elapsed since the last update was received from the vehicle.
- Last Position
The last known GPS location of the vehicle (latitude and longitude), which was received at the time indicated in the **Last Heard** column.

CAN information

Note: The vehicle must be fitted with CAN bus monitoring for this data to be displayed in acisHorizon.

This category displays live data relating to vehicle performance, and shows the following information:

- Fuel Level
The volume of fuel in the vehicle's tank, shown as a percentage of full.

- Distance Travelled
The total distance travelled by the vehicle since it logged on, in miles.
- Odometer
The distance travelled by the vehicle on its current journey.
- Max Acceleration
The maximum acceleration level for the current journey, in miles per second.
- Max Deceleration
The maximum deceleration level for the current journey, in miles per second.
- Max Speed
The maximum speed at which the vehicle has travelled in the current journey, in miles per hour.
- Average Speed
The average speed at which the vehicle has travelled in the current journey, in miles per hour.
- Average RPM
The average engine speed for the current journey, in revs per minute.

These values are updated every 30 seconds by new data received from the vehicle.

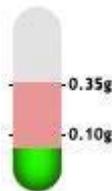
G-force information

Note: The vehicle must be fitted with an ACIS DT300 series on-vehicle computer for this data to be displayed in acisHorizon. You also need to have Microsoft Silverlight™ installed on your computer.

This category displays data about g-forces under different vehicle conditions. There are four indicators shown:

- Acceleration
- Braking
- Cornering
- Bounce.

Each indicator is shown as a level meter:



Two values are marked on each, showing the limits of normal and safe operation. The vehicle g-force levels are represented by coloured bars, which indicate the safety level of the forces under each of the conditions.

Working with status messages

You can create, edit and delete three types of message to attach to the vehicle record within acisHorizon:

- Journey messages
- Operational messages
- Maintenance messages.

One message of each category can be created for each vehicle, and each message can be up to 100 characters long.

Note: These messages are for acisHorizon users only and are not sent to the vehicle.

When there is a message attached to the vehicle record, flags are shown in the vehicle-related widgets (for example Vehicle Lateness and Vehicles Not In Service). Users can read and delete messages from these widgets.

Creating a status message

You can create a new status message in any of the three categories:

1. In the Vehicle Detail widget, ensure that the **Status Message** tab is selected at the bottom of the screen. There are three text boxes, one for each category of status message, with an **Edit** option below each and a **Delete** option below any text box containing a message.
2. Click the **Edit** option for the type of status message you want to create. The edit box becomes active.
3. Type your message into the edit box.
4. Click the **Save** option. The message is saved and the edit box becomes inactive. A **Delete** option is displayed with the **Edit** option below the text box.

Editing a status message

You can edit existing status messages:

1. In the Vehicle Detail widget, ensure that the **Status Message** tab is selected at the bottom of the screen. There are three text boxes, one for each category of status message, with an **Edit** option below each and a **Delete** option below any text box containing a message.
2. Click the **Edit** option for the type of status message you want to create. The edit box becomes active, displaying the existing message.
3. Make the required changes to the message in the edit box.
4. Click the **Save** option. The message is saved and the edit box becomes inactive.

Deleting a status message

You can delete any existing status message:

1. In the Vehicle Detail widget, ensure that the **Status Message** tab is selected at the bottom of the screen. There are three text boxes, one for each category of status message, with an **Edit** option below each and a **Delete** option below any text box containing a message.

Note: When you click the **Delete** option, the message will be deleted immediately and cannot be retrieved.

2. Click the **Delete** option for the status message you want to create. The message is deleted from the text box.

Viewing vehicle history

You can view this vehicle's activity for a day by selecting the **Vehicle History** tab at the bottom of the screen. You can select the day for which you want to see details, from today or either of the two preceding days. To do this:

1. Click the arrow adjacent to the **Day** field. A drop-down list is displayed showing **Today** and the dates for the two previous days.
2. From the drop-down list, select the day for which you want journeys to be listed.

A table is displayed containing the following columns for each journey made by the vehicle on the selected day:

- **Service**
The service to which the vehicle was assigned. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.
- **RB**
The number of the running board for the vehicle, which shows the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been entered for the vehicle, this column contains a dash (-).
- **Journey**
The identifier of this journey on this service.
- **Sch. Start**
The time at which this journey was scheduled to start.
- **Actual Start**
The time at which the vehicle actually left the start point of this journey.
- **Actual End**
The time at which the vehicle actually reached the end point of this journey.
- **Tracked**
The percentage of stops on this journey for which data updates were received from the vehicle.
- **Compliance**
The percentage of stops on the journey for which the vehicle was between one minute early and five minutes 59 seconds late - making them officially on time in line with Traffic Commission guidelines.
- **Fuel**
The overall fuel economy for this journey, in miles per gallon. The vehicle must be fitted with CAN bus monitoring for this to be reported.
- **Idle**
The time spent with the engine idling and the vehicle stationary on this journey, in the form mm:ss. The vehicle must be fitted with CAN bus monitoring for this to be reported.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected vehicle's current service:

1. Within the Vehicle Detail widget, select the **Vehicle History** tab at the bottom of the screen. A table is displayed within the tab showing details of journeys made by this vehicle in the last 24 hours.
2. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
3. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
4. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
5. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

6. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected vehicle's current service:

1. Within the Vehicle Detail widget, select the **Vehicle History** tab at the bottom of the screen. A table is displayed within the tab showing details of journeys made by this vehicle in the last 24 hours.
2. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
3. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
4. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. Within the Vehicle Detail widget, select the **Vehicle History** tab at the bottom of the screen. A table is displayed within the tab showing details of journeys made by this vehicle in the last 24 hours.
2. Click the entry for the running board in the **RB** column. The Running Board Detail widget is displayed in a pop-up window.

3. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Reassigning the vehicle to a different journey

This functionality will be included in a future release of acisDFM.

Sending a message to the driver

You can send messages to vehicle drivers. The messages are shown on the vehicle's driver display.

To send a message to a driver:

1. In the Vehicle Detail widget, select the **Vehicle Messaging** tab at the bottom of the screen. There are two text boxes, one for driver messages and one for OVD messages, with a **Send** option below each.
2. Type your message into the Send Driver Message edit box.
3. Click the **Send** option. The message is sent to the vehicle's driver display.

Sending a message to vehicle passengers

You can send messages to passengers on the vehicle. The messages are shown on the vehicle's public display.

To send a message to passengers:

1. In the Vehicle Detail widget, select the **Vehicle Messaging** tab at the bottom of the screen. There are two text boxes, one for driver messages and one for OVD messages, with a **Send** option below each.
2. Type your message into the **Send OVD Message** edit box.
3. Click the **Send** option. The message is sent to the vehicle's public display.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected vehicle's current service:

1. In the operational data area at the top of the screen, click the vehicle's **Public Service** entry. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected vehicle's current service:

1. In the operational data area at the top of the screen, click the vehicle's **Public Service** entry. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.
3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. In the operational data area at the top of the screen, click the vehicle's **Running Board** entry. The Running Board Detail widget is displayed in a pop-up window.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select either **Close** to return to the main acisHorizon window or **Back** to return to the Vehicle Detail widget.

Vehicle Earliness widget

The Vehicle Earliness widget gives you a summary of the vehicles that are currently running early. The vehicles you can view depend on your log-in permissions.

Vehicles that breach predefined thresholds of earliness can be highlighted with coloured backgrounds that you can configure.

You can mark individual vehicles for attention by selecting the checkbox in the left-hand column for that vehicle. This vehicle is then marked in all vehicle-based widgets in the system. Deselecting the checkbox removes the mark from the vehicle in all widgets. You can mark and unmark vehicles individually.

The second column is a display-only column that contains an icon when a message has been entered for the vehicle in the Vehicle Detail widget. If you roll the pointer over the message icon, the message is displayed in a pop-up box. You can clear these messages from within the Vehicle Earliness widget if required.

For each vehicle you can display the following columns of data:

- **Fleet No**
The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier. You can click the entry to view vehicle details.
- **Type**
The type of vehicle, for example **LF** for low floor. This code is operator-specific and is usually used to indicate suitability for passengers with disabilities.
- **Service**
The service on which the vehicle is currently running. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.
- **Depot**
The name of the depot for this vehicle's current service. If you choose to view services for one specific depot, or for an operator with only a single depot, this column is not displayed.
- **RB**
The number of the running board for the vehicle, which shows the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).

You can click this entry to view a detailed running board for this vehicle.
- **Stop**
The stop most recently visited by the vehicle. If the entry in this column is bold, the stop is a timing point.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius.
- **Driver No**
The unique driver identification, as entered by the driver into the vehicle system. If no driver identifier has been entered on the vehicle, this column contains a dash (-) for the vehicle.

- Last Heard

The time that has elapsed since the last update was received from the vehicle, in the form **mm:ss**.

- Earliness

How early this vehicle is, in the form **hh:mm:ss**. If the vehicle is less than an hour early, the hour value is omitted.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius. This may give an indication of earliness on arrival at a stop that will be replaced on departing the stop.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

Marking a vehicle for attention

You can mark vehicles in the list for attention. This has no other significance, and will simply show that the marker has been set. The marker is shown in this widget and all other vehicle-based widgets that contain a record for the vehicle.

To mark a vehicle:

1. Find the vehicle in the widget.
2. Select the checkbox in the left-hand column. The vehicle will remain marked until the checkbox is cleared (in any vehicle-based widget).
3. To clear the vehicle mark, click the checkbox again. This clears the mark in all widgets.

Viewing vehicle messages

Up to three types of status message can be written for any vehicle, and these are visible to all users who have access to view the vehicle. These are:

- Journey message
- Operational message
- Maintenance message.

When messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). To view the message, roll the mouse pointer over the icon. The messages for the vehicle are displayed in a pop-up box. The messages disappear when you move the pointer away from the pop-up box.

Clearing a vehicle message

When status messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). You can clear a message from the vehicle's record.

Note: Clearing a vehicle status message will remove that message from all widgets.

To clear the message:

1. Roll the mouse pointer over the icon. All current messages that have been recorded for the vehicle are displayed in a pop-up box.
2. Click the **clear** option for the note you want to clear. The message is removed from the vehicle record.

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. Click the vehicle's entry in the **RB** column. The Running Board Detail widget is displayed in a pop-up window.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Earliness widget is displayed.

Viewing vehicle details

You can view details of any vehicle on the vehicle earliness list:

1. Click the vehicle's entry in the **Fleet No** column. The Vehicle Detail widget is displayed in a pop-up window showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Earliness widget is displayed.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.

6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Choosing columns to display

You can choose which data columns you want to display for the vehicles. Two columns are mandatory and will always be displayed:

- Fleet No
- Earliness.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Note: The first two checkboxes - **User Actioned** and **Status Message** - control whether the vehicle selection checkboxes and the note icons respectively are displayed in the main widget window.

Re-ordering the list of vehicles

You can change the order in which the rows of vehicle earliness information are displayed. You can sort the list according to the entries in any of the columns, for example showing the early vehicles by depot or running board. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Changing schedule tolerance thresholds and colours

You can configure up to four thresholds of earliness time, and set the colours that will be used to highlight services that exceed these thresholds.

Note: Any changes you make will affect all widgets using that data, for example the Vehicle Lateness and Compliance Graph widgets. You should also note that threshold and colour changes in those widgets will be reflected in the Vehicle Earliness widget.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Vehicle Schedule Tolerance** tab is selected. This shows the current thresholds (specified in minutes and seconds) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value you want to change (the left-hand box shows minutes, the right-hand shows seconds) and select the new value from the drop-down list. The new value is shown for the threshold.
5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0 minutes and 0 seconds, and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.
8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing rows highlighted in accordance with your threshold selections.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.

3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Vehicle Lateness widget

The Vehicle Lateness widget gives you a summary of the vehicles that are currently running either on time or late. The vehicles you can view depend on your log-in permissions.

Vehicles that breach predefined thresholds of lateness can be highlighted with coloured backgrounds that you can configure.

You can mark individual vehicles for attention by selecting the checkbox in the left-hand column for that vehicle. This vehicle is then marked in all vehicle-based widgets in the system. Deselecting the checkbox removes the mark from the vehicle in all widgets. You can mark and unmark vehicles individually.

The second column is a display-only column that contains an icon when a message has been entered for the vehicle in the Vehicle Detail widget. If you roll the pointer over the message icon, the message is displayed in a pop-up box. You can clear these messages from within the Vehicle Lateness widget if required.

For each vehicle you can display the following columns of data:

- **Fleet No**
The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier. You can click the entry to view vehicle details.
- **Type**
The type of vehicle, for example **LF** for low floor. This code is operator-specific and is usually used to indicate suitability for passengers with disabilities.
- **Service**
The service on which the vehicle is currently running. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.
- **Depot**
The name of the depot for this vehicle's current service. If you choose to view services for one specific depot, or for an operator with only a single depot, this column is not displayed.
- **RB**
The number of the running board for the vehicle, which shows the planned operation of the vehicle for the day. You can click this entry to view the running board details.

If no running board has been supplied, this column contains a dash (-).
- **Stop**
The stop most recently visited by the vehicle. If the entry in this column is bold, the stop is a timing point.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius.
- **Driver No**
The unique driver identification, as entered by the driver into the vehicle system. If no driver identifier has been entered on the vehicle, this column contains a dash (-) for the vehicle.

- Last Heard

The time that has elapsed since the last update was received from the vehicle, in the form **mm:ss**.

- Lateness

How late this vehicle is, in the form **hh:mm:ss**. If the vehicle is less than an hour late, the hour value is omitted. A **Lateness** value of 00.00 indicates that the vehicle is on time.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius. This may give an indication of lateness on arrival at a stop that will be replaced on departing the stop.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

Marking a vehicle for attention

You can mark vehicles in the list for attention. This has no other significance, and will simply show that the marker has been set. The marker is shown in this widget and all other vehicle-based widgets that contain a record for the vehicle.

To mark a vehicle:

1. Find the vehicle in the widget.
2. Select the checkbox in the left-hand column. The vehicle will remain marked until the checkbox is cleared (in any vehicle-based widget).
3. To clear the vehicle mark, click the checkbox again. This clears the mark in all widgets.

Viewing vehicle messages

Up to three types of status message can be written for any vehicle, and these are visible to all users who have access to view the vehicle. These are:

- Journey message
- Operational message
- Maintenance message.

When messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). To view the message, roll the mouse pointer over the icon. The messages for the vehicle are displayed in a pop-up box. The messages disappear when you move the pointer away from the pop-up box.

Clearing a vehicle message

When status messages have been written for a vehicle, an icon is displayed in the vehicle's record (unless you have chosen not to display the **Status Message** column). You can clear a message from the vehicle's record.

Note: Clearing a vehicle status message will remove that message from all widgets.

To view the note:

1. Roll the mouse pointer over the icon. All current messages that have been recorded for the vehicle are displayed in a pop-up box.

2. Click the **clear** option for the note you want to clear. The message is removed from the vehicle record.

Viewing a vehicle running board

You can view the running board for any vehicle in the list that has a running board entry:

1. Click the vehicle's entry in the **RB** column. The Running Board Detail widget is displayed in a pop-up window.
2. When you have viewed the detail of the running board, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Lateness widget is displayed.

Viewing vehicle details

You can view details of any vehicle on the vehicle lateness list:

1. Click the vehicle's entry in the **Fleet No** column. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Lateness widget is displayed.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' services.

5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all services at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Choosing columns to display

You can choose which data columns you want to display for the vehicles. Two columns are mandatory and will always be displayed:

- Fleet No
- Lateness.

You can choose which of the other columns you want see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Note: The first two checkboxes - **User Actioned** and **Status Message** - control whether the vehicle selection checkboxes and the note icons respectively are displayed in the main widget window.

Re-ordering the list of vehicles

You can change the order in which the rows of vehicle lateness information are displayed. You can sort the list according to the entries in any of the columns, for example showing the late vehicles by depot or running board. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Changing schedule tolerance thresholds and colours

You can configure up to four thresholds of lateness time, and set the colours that will be used to highlight services that exceed these thresholds.

Note: Any changes you make will affect all widgets using that data, for example the Vehicle Earliness and Compliance Graph widgets. You should also note that threshold and colour changes in those widgets will be reflected in the Vehicle Lateness widget.

To change threshold values and/or colours:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Ensure that the **Vehicle Schedule Tolerance** tab is selected. This shows the current thresholds (specified in minutes and seconds) and the colours that will be used to display services that exceed them.
4. If you want to change the value of a threshold, click the arrow adjacent to the current value you want to change (the left-hand box shows minutes, the right-hand shows seconds) and select the new value from the drop-down list. The new value is shown for the threshold.
5. If you want to change the colour associated with a threshold, click the colour sample panel to display a pop-up window containing a colour selector palette. Move the cross-shaped pointer into the area containing the colour you want, then you can use the vertical scale at the right-hand side of the palette to make fine adjustments to the colour. The sample panel changes colour to reflect your selection. When you are happy with the colour, click outside the selector to close the pop-up window.
6. If you want to remove a threshold, click the button marked with **X** at the right-hand end of the last displayed threshold. The value and colour for that threshold are removed and it is shown in grey.
7. If there are less than four thresholds set and you want to add a new threshold, click the button marked with **+** at the right-hand end of the first threshold that is not set. That threshold becomes active with a value of 0 minutes and 0 seconds, and the colour most recently used for that threshold. You can then set the threshold value and colours as described in steps 4 and 5.
8. When you have made all the changes to the thresholds, click the **Save** button. The main widget is displayed showing rows highlighted in accordance with your threshold selections.

Viewing a diagrammatic map of a service route

You can view a map showing the stops on the route of a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Diagrammatic Map**. The Diagrammatic Map widget is displayed in a pop-up window, showing the route in both directions with the current locations of buses on that service. If the route has too many stops to show easily, a scroll bar at the bottom of the map allows you to move along the route.

3. If a scroll bar is displayed but you would still like to see all the stops on a single diagrammatic map, click the **Toggle Scroll** button in the top right-hand corner of the map. The map will change to show all the service stops on a single screen. To return to the original map, click the **Toggle Scroll** button again.
4. When you have viewed the detail of the diagrammatic map, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

5. From the drop-down menu, select **Close**. The main widget is displayed.

Viewing a day view of a service route

You can view a snapshot of activity in the last 24 hours for a selected vehicle's current service:

1. Click the entry in the vehicle's **Service** column. A drop-down menu is displayed.
2. From the drop-down menu, select **Day View**. The Day View widget is displayed in a pop-up window, showing details of all journeys on the service in the last 24 hours.
3. When you have viewed the detail of the day view, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

4. From the drop-down menu, select **Close**. The main widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.

Vehicles Not In Service widget

The Vehicles Not In Service widget displays information about vehicles that are not known to be on a service. In addition to vehicles that are genuinely not operating on a service, there are many reasons why a vehicle may show as not in service. These include broken equipment and invalid ticket information entered into vehicle on-board systems.

Note: In previous versions of acisHorizon you could define geographical zones and list only vehicles that appear within a selected zone. This feature is not included in this version, but any zones you created in earlier versions are still available to you. You cannot create new zones.

You can mark individual vehicles for attention by selecting the checkbox in the left-hand column for that vehicle. This vehicle is then marked in all vehicle-based widgets in the system. Deselecting the checkbox removes the mark from the vehicle in all widgets. You can mark and unmark vehicles individually.

The second column is a display-only column that contains an icon when a message has been entered for the vehicle in the Vehicle Detail widget. If you roll the pointer over the message icon, the message is displayed in a pop-up box. You can clear these messages from within the Vehicles Not In Service widget if required.

For each vehicle you can display the following columns of data:

- Fleet No

The vehicle's fleet number within the operator's fleet, which is a unique vehicle identifier. You can click the entry to view vehicle details.

- Type

The type of vehicle, for example **LF** for low floor. This code is operator-specific and is usually used to indicate suitability for passengers with disabilities.

- Service

The service to which the vehicle is currently linked. If you click this entry for a vehicle, you can view a diagrammatic map or a day view for the service.

A vehicle that is not in service may be linked to a service if it is:

- **Not yet tracked**, showing that the vehicle is logged on to a journey but is not yet tracked as it has not left the origin
- **Not matched**, usually meaning that it has completed a journey but is not logged off
- **Off route**, showing that the vehicle is signed on to a service but is off the scheduled route by more than 500 metres.

- Depot

The name of the vehicle's depot. If you choose to view vehicles from one specific depot, or from an operator with only a single depot, this column is not displayed.

- Zone

If you have zones defined from an earlier version of acisHorizon, this shows the map zone in which the vehicle is currently located.

- Status

The vehicle's status. This can be one of the following:

- **In service** - the vehicle is operating on its scheduled service
- **Not seen** - no data has been received from the vehicle for more than 15 minutes
- **Off route** - acisHorizon cannot locate the vehicle on the service to which it is assigned
- **Not yet tracked** - the vehicle is signed onto a service but is not yet being tracked on a journey or has not yet departed from the start point
- **Journey complete** - the vehicle has completed its scheduled journey and has not logged on to another journey
- **Not matched** - this vehicle cannot currently be matched to a valid journey
- **Out of service** - this vehicle is not logged on to a service but is still sending regular updates.

- Stop

The stop most recently visited by the vehicle. If the entry in this column is bold, the stop is a timing point.

A vehicle visit to a stop is initiated when the vehicle approaches within a predefined radius of the stop, and ends when the vehicle leaves the predefined radius.

- Last Heard

The time that has elapsed since the last update was received from the vehicle, in the form **mm:ss**. If more than 24 hours has elapsed, this column shows the number of days since the last update.

- Location

The last known GPS location of the vehicle (latitude and longitude), which was received at the time indicated in the **Last Heard** column.

You can export the data displayed in the widget table to an Excel spreadsheet for further processing.

Choosing columns to display

You can choose which data columns you want to display for the vehicles. Three columns are mandatory and will always be displayed:

- Fleet No
- Status
- Last Heard.

Note: If you have chosen a **Zone** setting that allows the display of vehicles in more than one zone, the **Zone** column is also displayed and you cannot choose to hide it. For more information about zones, see Working with zones.

You can choose which of the other columns you want to see. To select the columns:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.

3. Select the **Columns** tab to display a list of the columns you can control.
4. Select the checkboxes for the columns you want to see, and deselect the checkboxes for the columns you want to hide.
5. Click the **Save** button. The main widget is displayed showing the columns you selected.

Re-ordering the list of vehicles

You can change the order in which the rows of vehicle information are displayed. You can sort the list according to the entries in any of the columns, for example showing the vehicles by depot or time since their last contact. To order the list by the values in a column, click the column heading. To reverse the list, click the heading again.

Note: This does not change the data contained in the table, just the order in which the rows are displayed.

Selecting an operator and depot

If your log-in has the appropriate access rights, you can choose the operator and depot for which vehicle data is displayed in the widget. You can also choose whether to apply these selections to the other widgets in the window. You should note that acisHorizon allows you to open widgets connected to different operators and depots within a session (as long as your access rights allow it). This means that you can open multiple copies of widgets showing comparative data, for example three instances of Public Service Overview for different operators.

Note: Only options that are available to you are displayed. If any selections described here are not shown, you do not have access rights for those features.

To select an operator and depot:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Settings**. The setting window is displayed.
3. Select the **Data Connection** tab. This shows the current operator and depot.
4. If you want to change the operator, click the arrow adjacent to the **Operator** field and select the new operator from the drop-down list. If the **Operator** field is not shown, you do not have permission to view other operators' vehicles.
5. If you want to change the depot, click the arrow adjacent to the **Depot** field and select the new depot from the drop-down list. Selecting **All Depots** will display all vehicles at the depots you can access for the selected operator. If the **Depot** field is not shown, you do not have permission to view other depots' services.
6. From the **Apply connection to** drop-down list, select the widgets to which these selections will apply. The options are:
 - The current widget only
 - All the widgets on the current tab page
 - Every widget on all tab pages.

Note: Changing the operator and/or depot for all widgets or for a tab page will not affect the data displayed within pop-up widgets that have been docked to the tab page. Pop-up widgets maintain their own connection, regardless of the settings for the tab page.

7. When you have made all the changes, click the **Save** button. The main widget is displayed showing data for the selected operator and depot(s).

Viewing vehicle details

You can view details of any vehicle on the list:

1. Click the vehicle's entry in the **Fleet No** column. The Vehicle Detail widget is displayed in a pop-up window, showing full details for the selected vehicle.
2. When you have viewed the vehicle detail, click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

3. From the drop-down menu, select **Close**. The main Vehicle Not In Service widget is displayed.

Exporting data to a spreadsheet

You can export the data from the widget to an Excel spreadsheet. This gives you a snapshot of the data at a specific time, and also allows you to print selected columns from the table.

To export data:

1. Click the options button in the top right-hand corner of the widget window:



A drop-down menu is displayed.

2. From the drop-down menu, select **Export**. A new browser window is displayed, together with a message box asking if you want to open the spreadsheet.
3. Click the **Open** button. The spreadsheet is displayed, containing the data from the widget.



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