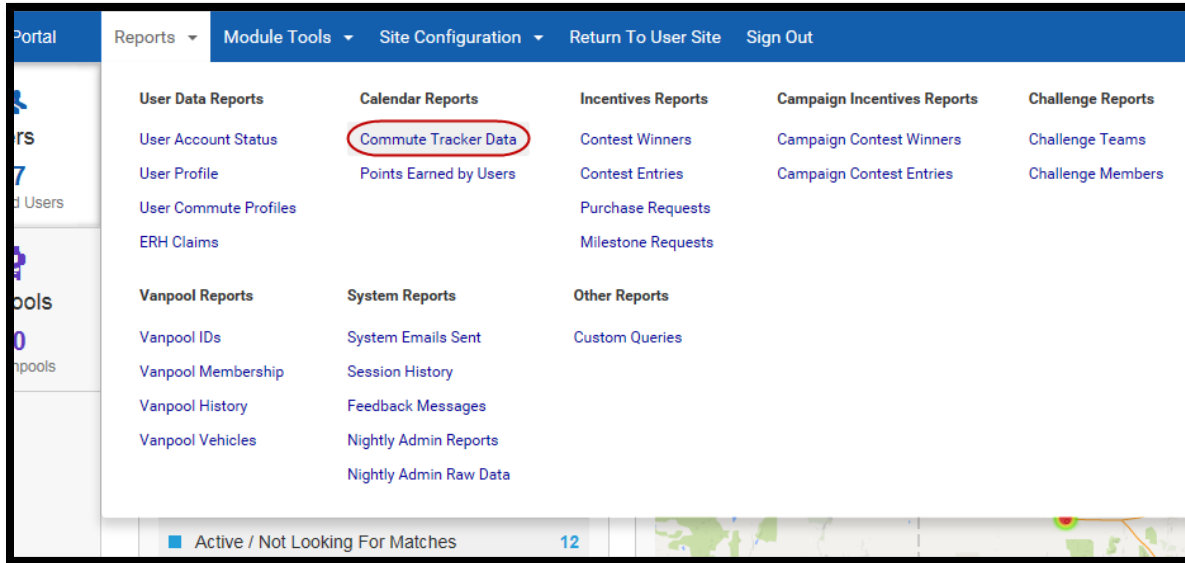


# MY COMMUTER CREW

AN ACHD-COMMUTERIDE PROGRAM

## How Do I Create A Report

Step 1) Select the Commute Tracker Data link while in the Admin Portal.



Step 2) Create your search Parameters.

The screenshot shows the 'Commute Calendar Data' search form. The form includes a search field at the top, followed by several dropdown menus for filtering: 'Users Organization When Trip Was Logged' (set to 'ACHD'), 'Users Current Region' (set to 'All'), 'Users Current Organization' (set to 'All'), 'Users Current SubGroup' (set to 'All'), 'Trip Purpose' (set to 'Commute'), 'Incentive Points Active' (set to 'All'), and 'Commute Mode' (set to 'All'). There are also date pickers for 'Commute Track Creation Date' (From: 5/1/2016, To: 5/31/2016) and 'Calendar Date'. A 'Group By' dropdown is set to '\*\* No Grouping \*\*'. A 'Filter Legend' at the bottom explains that purple indicates a value exists in filtered results and gray indicates it does not. A 'Reset Filters' button is located at the bottom left. Three callout boxes provide instructions: 'Make sure your Organization is selected.' (pointing to 'ACHD'), 'Make sure only Commute Trips are selected.' (pointing to 'Commute'), and 'Make sure only May is selected.' (pointing to the date range).

Did you know you can search for a particular person? Just search for their email address in the top search field.

Step 3) A report is generated for your organization’s smart commuting tracking information.

Emissions Summary

Commute Mode	Entries #	Distance Miles	Money Saved	Money Spent	Calories Burned Cal	Fuel Saved Gal	Fuel Burned Gal	GHG Saved Lbs	GHG Produced Lbs	NOx Saved Lbs	CO Saved Lbs	NMOG Saved Lbs	PM Saved Lbs	HCHO Saved Lbs	VOC Saved Lbs	SO2 Saved Lbs
Drove alone (car or motorcycle)	96	718	\$5	\$191		1	39	27	770	.02	.23	.01				.08
EV (Zero Emission Commute)																
Drove a carpool	116	1,531	\$185	\$177		36	36	702	709	.56	7.05	.34	.09	.03		2.35
Passenger in a carpool	46	1,032	\$132	\$112		27	22	527	424	.42	5.29	.25	.07	.02		1.76
Single Passenger in a taxi																
Passenger in a shared taxi																
Drove a vanpool	2	32	\$5	\$2		1		20	10	.02	.2	.01				.07
Passenger in a vanpool	41	722	\$132	\$39		25	9	495	170	.4	4.98	.24	.07	.02		1.66
Bus																
Rail																
Bicycle	82	365	\$87		19,414	17		337		.27	3.38	.16	.04	.01		1.13
Walking	1	2	\$1		291			2			.02					.01
Telework (work from home)																
Compressed Work Week (Four 10s)	14	118	\$28			6		109		.09	1.09	.05	.01			.36
Day Off																
<b>Total</b>	<b>398</b>	<b>4,522</b>	<b>\$575</b>	<b>\$522</b>	<b>19,705</b>	<b>113</b>	<b>106</b>	<b>2,219</b>	<b>2,083</b>	<b>1.8</b>	<b>22.3</b>	<b>1.1</b>	<b>.3</b>	<b>.1</b>		<b>7.4</b>

Page 1 of 4  
 Page Size  
 Total Items: 398

Step 4) REMEMBER TO SUBTRACT DRIVE ALONE TRIPS FROM TOTAL TRIPS

Emissions Summary

Commute Mode	Entries #	Distance Miles	Money Saved	Money Spent	Calories Burned Cal	Fuel Saved Gal	Fuel Burned Gal	GHG Saved Lbs	GHG Produced Lbs	NOx Saved Lbs	CO Saved Lbs	NMOG Saved Lbs
Drove alone (car or motorcycle)	96	718	\$5	\$191		1	39	27	770	.02	.23	.01
Day Off												
<b>Total</b>	<b>398</b>	<b>4,522</b>	<b>\$575</b>	<b>\$522</b>	<b>19,705</b>	<b>113</b>	<b>106</b>	<b>2,219</b>	<b>2,083</b>	<b>1.8</b>	<b>22.3</b>	<b>1.1</b>

**Did you know you can make an Excel version?** Select the Export to Excel to create a version which can be universally opened in Excel.

Contact Drew Pfefferle at ACHD Commuteride for more information

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