



# Translink Division Infrastructure Portal Users Manual

February 2014



## Our Mission

The Bus Stop Portal maintenance management system is based on a core set of principles and processes that are integrally linked to other parts of TransLink Division business. As such, a brief explanation is required to outline the importance of the processes developed.





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# 1. Introduction

## 1.1. Background

In 2004 TransLink commenced a process to replace all bus stop signage across the bus network with a common suite of signs. This suite of signs was developed during an earlier TransLink branding development exercise aimed to make the network more recognisable, efficient and user friendly based on encouraging increased bus public transport (PT) patronage. This replacement scheme resulted in approximately 12,000 new signs being rolled out across South East Queensland.

It was recognised that a key part of the drive to encourage increased PT usage was maintaining the quality of the infrastructure and information provided at a bus stop as well as managing network growth and rationalisation. In 2005 TransEduCom (TEC) was engaged to develop a process to manage the maintenance of infrastructure and information at a stop. Initially a paper based system was developed and tested for approximately 12 months, proving highly successful. In 2006 TEC were engaged to develop a computer based management system that would further streamline the maintenance management process. It should be noted that TransLink are only responsible for bus stops outside the Brisbane City Council (BCC) region. Bus stops within BCC region are managed by BCC.

Since commissioning of the first release of the Bus Stop Portal in 2006 (and subsequent update in 2008) approximately 18,000 job requests have been logged in the system. This document is a user manual for Stage 4 of the Bus Stop Portal. Substantial changes have been made in processes, presentation and functionality. The key change however is through more interactive processes for bus stop searching and selection using interactive maps, and easier access to stop and route data.

## 1.2. Principles and Processes

The Bus Stop Portal maintenance management system is based on a core set of principles and processes that are integrally linked to other parts of TransLink Division business. As such, a brief explanation is required to outline the importance of the processes developed.

## 1.3. Basic Principles

- A bus stop cannot be installed, removed or relocated without the approval of a TransLink Network Planner
- Works requests can only be lodged by TransLink, other State Government Departments, Local Governments or bus company employees
- All work requests received are to be inspected on site by TransLink Inspectors to ensure detailed intelligence is gathered for:
  - legitimacy of requests
  - accuracy of information provided
  - local environmental factors
- All work allocated to maintenance companies must be approved by TransLink Job Inspectors
- Portal administration can only be done by TransLink Portal Manager or TEC Portal Manager
- Normal jobs should be assigned to a contractor for action within 14 days, and the contractor is to complete the work within 14 days
- Urgent jobs should be assigned to the contractor within seven days and complete within seven days.

These basic principles have guided the development of the management processes and will continue to inform future development of the portal.

## 1.4. Processes

The basic maintenance management processes involve the following elements:

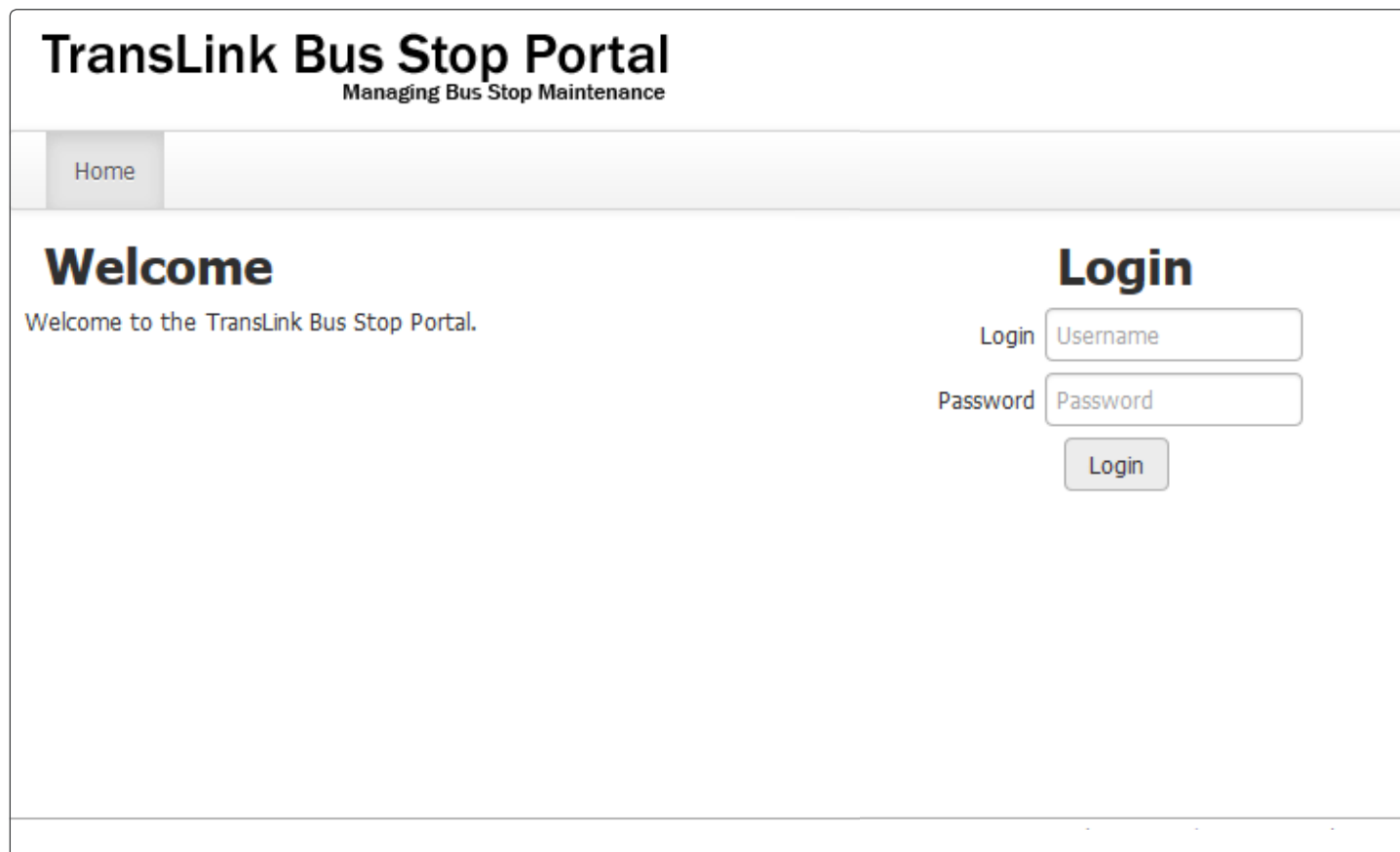
- Accessing the Portal
- Searching the bus stop network
- Logging a job request
- Managing portal user access
- Managing the inspections, approvals and maintenance
- Monitoring site activity
- Searching the status of a job
- Reporting.

The following sections provide detailed site navigation instructions.

## 2. Access and Logging In

To access the Bus Stop Portal you must log in via the TransEduCom website located at:

<http://www.transeducom.com/ptl/> Refer Figure 2.1



The screenshot shows the 'TransLink Bus Stop Portal' interface. At the top, the title 'TransLink Bus Stop Portal' is displayed in a large, bold, black font, with the subtitle 'Managing Bus Stop Maintenance' in a smaller font below it. A navigation bar contains a 'Home' button. The main content area is split into two sections. On the left, under the heading 'Welcome', is the text 'Welcome to the TransLink Bus Stop Portal.' On the right, under the heading 'Login', are two input fields: 'Username' and 'Password'. To the left of the 'Username' field is the label 'Login', and to the left of the 'Password' field is the label 'Password'. Below the 'Password' field is a 'Login' button.

**Figure 2.1 – Bus Stop Portal Login**

Logging in requires a username and password to be entered in the provided fields. Clicking the login button located below the password field will attempt to authenticate your details and give you access to the Bus Stop Portal.

If your authentication is unsuccessful you will receive an error message located below the password field. The error message will explain why your login attempt failed. If you do not understand the error message please contact TransEduCom.

## 2.1. Bus Stop Portal Home and Menu

If you have the required permission you will be given access to the portal and taken to the Portal Home page. Refer Figure 2.2.

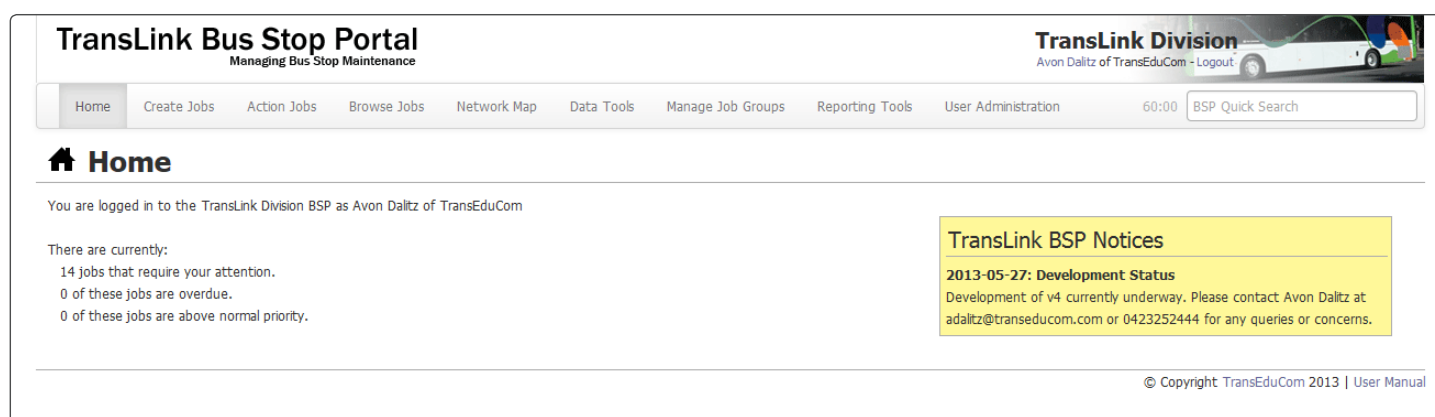


Figure 2.2 – Portal Home page

The main menu is located on the top panel of the page. The content of this menu will vary depending on your access permission. Table 2.1 below illustrates the access rights matrix based on the previously described principles.

	Home	Create Jobs	Action Jobs	Browse Jobs	Network Map	Manage Groups	Reporting	User Admin
Requester								
Inspector								
Planner								
Contractor								
Admin								

Table 2.1 – Typical Access Permissions Matrix

The main pane on this page confirms your login details and also lists some statistics on jobs that require your attention. To the right of this section is a yellow dialogue box to publicise news or notices from the site developer, TransEduCom.

The below describes the Bus Stop Portal main menu links:

**Portal Home** - The Portal Home page containing basic user job statistics and portal notices

**Create Jobs** - The job creation page for creating new jobs and job groups

**Action Jobs** - For performing actions on existing jobs to move them through their workflow

**Browse Jobs** - Here the user can search specifically or filter through all jobs

**Network Map** - Primary mapping tool for exploring the network stops and routes

**Data Tools** - The data tools provided here to Portal Administrators are for extracting network changes and full data dumps

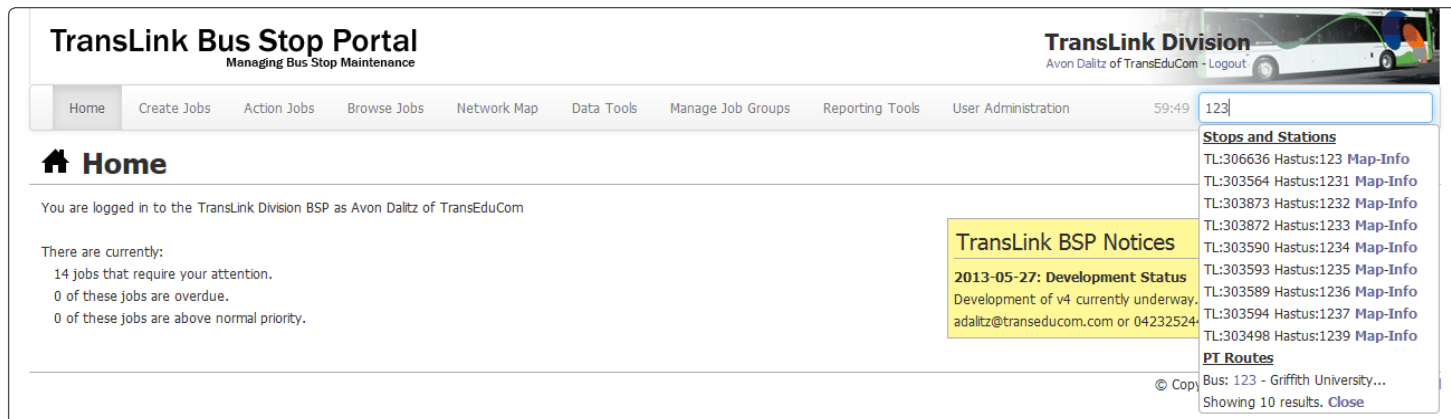
**Manage Job Groups** - This page is for exploring job groups and locking/unlocking them

**Reporting Tools** - For all users to perform custom queries on bus stop data and produce CSV reports

**User Administration** - For Portal Administrators to add and edit users, as well as monitor and review recent user activity.

## 2.2. Quick Search

The quick search tab can be found in the top right corner of all pages. This simple input field accepts any text and will search for matching stops based on TL Number and HASTUS ID, as well as for bus, train and ferry routes based on Route ID. Results provide a map link to focus on the bus stop in the Network Map and an info link to see the full details of the stop or route.



The screenshot shows the 'TransLink Bus Stop Portal' interface. The header includes the portal name, a navigation menu (Home, Create Jobs, Action Jobs, Browse Jobs, Network Map, Data Tools, Manage Job Groups, Reporting Tools, User Administration), the user name 'Avon Daltz of TransEduCom', and a 'Logout' link. A search bar in the top right contains the text '123'. A dropdown menu is open, displaying search results under the heading 'Stops and Stations'. The results list several bus stop entries with their TL numbers, Hastus IDs, and links to 'Map-Info'. A 'PT Routes' section is also visible at the bottom of the dropdown, showing a bus route for '123 - Griffith University...'. A 'TransLink BSP Notices' box is present on the right side of the page, containing a development status update from May 2013.

**TransLink Bus Stop Portal**  
Managing Bus Stop Maintenance

**TransLink Division**  
Avon Daltz of TransEduCom - Logout

Home Create Jobs Action Jobs Browse Jobs Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:49

**Home**

You are logged in to the TransLink Division BSP as Avon Daltz of TransEduCom

There are currently:  
14 jobs that require your attention.  
0 of these jobs are overdue.  
0 of these jobs are above normal priority.

**TransLink BSP Notices**  
2013-05-27: Development Status  
Development of v4 currently underway.  
adaltz@transedum.com or 04232524

**Stops and Stations**  
TL:306636 Hastus:123 [Map-Info](#)  
TL:303564 Hastus:1231 [Map-Info](#)  
TL:303873 Hastus:1232 [Map-Info](#)  
TL:303872 Hastus:1233 [Map-Info](#)  
TL:303590 Hastus:1234 [Map-Info](#)  
TL:303593 Hastus:1235 [Map-Info](#)  
TL:303589 Hastus:1236 [Map-Info](#)  
TL:303594 Hastus:1237 [Map-Info](#)  
TL:303498 Hastus:1239 [Map-Info](#)

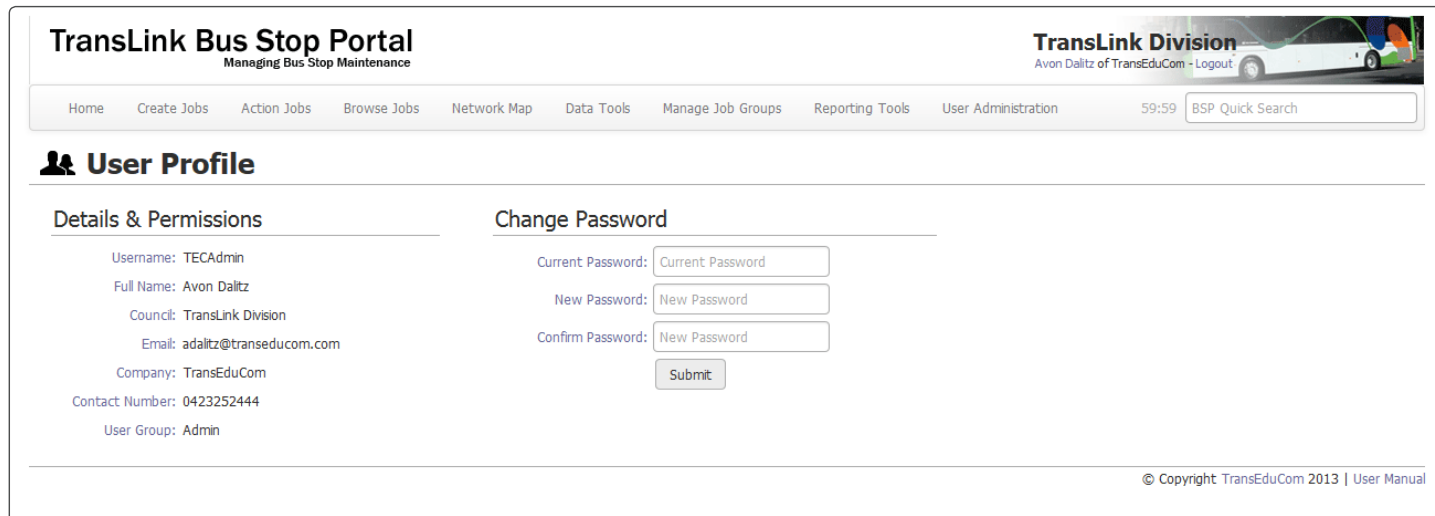
**PT Routes**  
Bus: 123 - Griffith University...  
Showing 10 results. [Close](#)

Figure 2.3 – Quick Search

## 2.3. User Profile

Once logged in the users name will appear as a highlighted link in the top right hand corner. This gives the user access to the User Profile page that displays their basic profile information and gives them the ability to change their password.

A logout link is also available at the top right of the screen at all times for terminating the session.



The screenshot shows the 'User Profile' page. The header is identical to the previous page. The main content area is divided into two sections: 'Details & Permissions' and 'Change Password'. The 'Details & Permissions' section displays user information: Username (TECAdmin), Full Name (Avon Daltz), Council (TransLink Division), Email (adaltz@transedum.com), Company (TransEduCom), Contact Number (0423252444), and User Group (Admin). The 'Change Password' section contains three input fields for 'Current Password', 'New Password', and 'Confirm Password', along with a 'Submit' button. A copyright notice '© Copyright TransEduCom 2013 | User Manual' is located at the bottom right.

**TransLink Bus Stop Portal**  
Managing Bus Stop Maintenance

**TransLink Division**  
Avon Daltz of TransEduCom - Logout

Home Create Jobs Action Jobs Browse Jobs Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:59

**User Profile**

**Details & Permissions**

Username: TECAdmin  
Full Name: Avon Daltz  
Council: TransLink Division  
Email: adaltz@transedum.com  
Company: TransEduCom  
Contact Number: 0423252444  
User Group: Admin

**Change Password**

Current Password:   
New Password:   
Confirm Password:

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Figure 2.4 – User profile

## 3. Create New Jobs

Job creation can occur in one of three ways (fig 3.1):

1. Standalone job for creating a single non-grouped job
2. New job group for creating multiple jobs linked to a new group name
3. Existing job group for creating multiple jobs linked to an existing group name.

All job information entry fields are identical across each job creation method. Each method requires the selection of a Council, which defaults to your user details. Changing the council during job creation will reset the selected Stop ID on all jobs.

Job types Removal, Maintenance, Modification, Timetable Update and Temp Closure require basic stop selection. This is done by clicking a stop in the map of that job, or by searching for an ID in the Find Stop field and clicking the Select button in the list of results. Clicking the Map button in the result list will center the map on that stop location. The Street/Suburb search button will overlay a street/suburb search tool for centering on locations that behaves the same way as the Network Map (9.2). The Parts Request job type requires no stop selection.

Job types New Bus Stop, Relocation and GoCard Update utilise the Pick Coords button found on the map for that job. Click the Pick Coords tool and then perform a single click on the location you desire. This will create a point on the map indicating the new location, and show the coordinates in the adjacent selected stop box. Once selected, some links are provided to either center the map on that stops/point location, or open the Full Stop Info page for that stop.

When creating multiple jobs you can delete them using the Delete button in the top right of each job item. To add additional jobs use the Add New or Add Copy buttons. Add Copy will replicate the last job in the job list, copying the Job Type, Priority, CommentLine, Job Description and Job Reason. Stop selection will not be copied.

Upon submission with no errors you will be shown a confirmation screen (fig 3.3) where you can review your job creation. The back button at the bottom of this page will return you to the job creation view. The submit button will submit the job/s and display a loading icon. Once submission is complete a list of results is shown, with Job IDs being linked to their job information page. To return to the Create Jobs page from here you must click Create Jobs on the main menu.

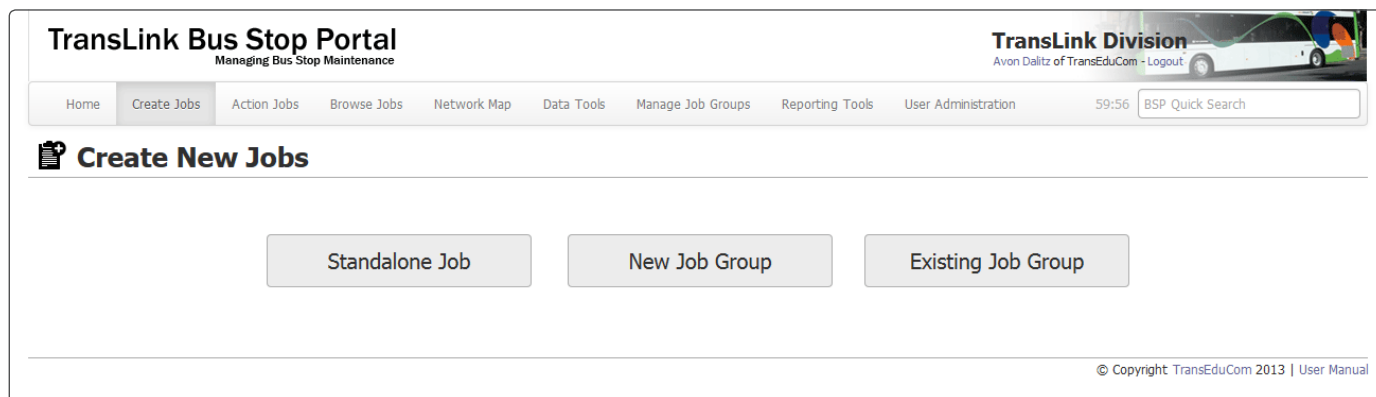
The screenshot shows the 'TransLink Bus Stop Portal' interface. At the top, there's a header with the portal name and a navigation bar containing links like Home, Create Jobs, Action Jobs, Browse Jobs, Network Map, Data Tools, Manage Job Groups, Reporting Tools, and User Administration. A search bar is also present. Below the navigation bar, the main heading is 'Create New Jobs'. Underneath this heading, there are three large buttons: 'Standalone Job', 'New Job Group', and 'Existing Job Group'. At the bottom right of the page, there is a copyright notice: '© Copyright TransEduCom 2013 | User Manual'.

Figure 3.1 – Create New Jobs

### 3.1. Standalone Job

Standalone job creation will not allow you to use the Add New or Add Copy buttons. The Group Name and Description will be locked to the Standalone Group, which exists to hold all standalone jobs.

### 3.2. New Job Group

New job groups will allow you to type a name into the Group Name field. This field accepts up to 23 alphanumeric characters only, plus the underscore character to be used in replacement for the space character. Upon typing a group name the system will check to see if it is available and provide a success or fail message. The Group Description field must also be filled in to submit the job request, if blank the system will return an error upon submission. This field accepts all characters to a limit of 100 characters.

### 3.3. Existing Job Group

Creating jobs for an existing job group will require you to select a Group Name from the drop-down list, selecting will automatically fill the Group Description field. Changing the Council will reset the selected Group Name as the list of available Job Groups is based on the selected Council. You will not be able to submit the job/s without selecting a Group Name.



## 4. Browse Jobs

The Browse Jobs page allows you to browse the entire job database using a variety of search tools located at the top of the page (refer figure 5.1). Note that all jobs are colour coded to signify their status in the system. This makes it easier for users to identify works.

**TransLink Bus Stop Portal**  
Managing Bus Stop Maintenance

**TransLink Division**  
Avon Dalitz of TransEduCom - Logout

Home Create Jobs Action Jobs **Browse Jobs** Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:57 BSP Quick Search

### Browse Jobs

Browse Jobs - Search specifically or filter through all jobs

**Specific Search**

Job ID

TL Number

HASTUS ID

CorrespRef#

**Filtering Search**

Show latest: All

Council & Group: All Councils

Type & Status: All Types

TransLink Zone: Specifically

**Jobs in Street/Suburb**

Jobs in Street  and  (inc)

Jobs Opened between  and  (inc)

Jobs Due between  and  (inc)

Jobs Closed between  and  (inc)

New Waiting Inspection Initial Site Inspection Planner Info Request Waiting Contractor HASTUS Audit Completed, Closed Rejected, waiting Admin On Hold  
New Waiting Planner Finalise Site Planning Select Contractor Post-Work Audit DDA Assessment Waiting Closure Rejected, Closed

Job ID	Job Group	Job Council	Job Type	Due Date	Hastus
15	Standalone	TransLink Division	Relocation	10 Feb 14	5238
14	Standalone	TransLink Division	Maintenance	9 Feb 14	4708
13	Standalone	TransLink Division	Maintenance	9 Feb 14	1236
12	Standalone	TransLink Division	Removal	9 Feb 14	44
11	Standalone	TransLink Division	Maintenance	9 Feb 14	19
10	Standalone	TransLink Division	Relocation	9 Feb 14	97
9	Standalone	TransLink Division	Temp Closure	9 Feb 14	20
8	Standalone	TransLink Division	Temp Closure	9 Feb 14	2
7	Standalone	TransLink Division	Maintenance	9 Feb 14	19
6	Standalone	TransLink Division	Maintenance	9 Feb 14	44
5	Standalone	TransLink Division	Maintenance	5 Feb 14	44
4	TEC_TESTING	TransLink Division	Temp Closure	9 Feb 14	43
3	Standalone	TransLink Division	Relocation	9 Feb 14	43
2	Standalone	TransLink Division	Relocation	9 Feb 14	97
1	Standalone	TransLink Division	Temp Closure	9 Feb 14	42

Found 15 jobs.

**Highlighted Job Details**

Job ID: 8 **Priority:** 2 - Normal Priority

Job Type: Temp Closure **Status:** Completed, waiting Closure

Council: TransLink Division

Group: Standalone

CorrespRef#: eee

TL Number: 306550 **Hastus:** 2

Street: Herschel St **Suburb:** BRISBANE CITY

Cross Street Info: App North Quay

Location Notes: None

Job Description: fff

Job Reason: gggg

Opened: 1 Feb 14 **Due On:** 9 Feb 14 **Closed:** Not Closed.

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Figure 4.1 – Browse Jobs

### 4.1. Search Tools

There are two types of search tools available that work independently. The user can search specifically or filter through all jobs.

Note: these two search types are not linked, the user can only search one field at a time.

#### 4.1.1. Specific Search

This tool has various input boxes for typing in a Job ID, TL Number, HASTUS ID and CorrespRef# (Correspondance Reference Number e.g. CommentLine). Enter any information you have in the corresponding box and press the search button. The user can only search one field at a time during a specific search. For example: Job ID (maximum character length is 6 characters) you enter the number, press search and the results are displayed in the Job List.

### 4.1.2. Filter search

This tool has 16 input fields for finding a number of the latest open and/or closed jobs in one or all regions of one or all types. The input fields are all selection boxes and may have limited options depending on your user permissions.

This tool is used to find all the jobs that are located in a particular street and/or suburb. The street and suburb fields can be used independently or together. Unlike other street and suburb searching tools in the portal this tool has no sub-result box for listing similar matches. All results matching fully or partially to the street and/or suburb typed will be listed in the job list.

This tool is used to list all jobs opened between two dates. You can select the date range by clicking on the calendar icons or by typing in the dates in the following format: DD-MM-YYYY.

## 4.2. Job List

The jobs list on this page is identical to that used in the other pages of the portal. It lists all of the jobs that match the search criteria you entered. Please note that the default search result shows the “Latest 100 open jobs in all regions of all types”. When you move your mouse over a job entry it will highlight and populate the Job Details box found to the right of the Job List. Clicking on a job in the Job List will take you to the Extended Job Details page for that job.

The Job Search list is colour coded with the key appearing above the list. For example all Inspected, waiting admin jobs will appear in blue.

The priority of the job appears in a coloured circle and can be found in the first column of the job list. There are three levels of job priority:

1 - Low Priority

2 - Normal Priority

3 - Urgent.

The highlighted Job Detail box to the right is used in correspondence with the job list. As the user mouses over the various jobs a short description appears. If the user then clicks on a job in a list they will be taken to that job info page.

## 5. Full Job Details

The Full Job Details page (fig 5.1) will show you all information relating to a job including media, history and related jobs. In the top right hand corner of the page are the Edit, Action and Print buttons. Depending on your permissions you may not have access to all of these. The print button will take you to a printing page which is formatted specifically for single page printing, and does not include any media. The Action button will take you to the Action Jobs page and focus on the tab and job you were looking at, making it easy to find and action. Finally the Edit button will take you to the Edit Job page which looks almost identical to this page, with some fields available for editing and a submit button at the bottom of the page.

There are two buttons below the Location Map that are enabled/disabled based on the job type. The Original Stop button will pan and zoom on the primary stop of the job. The New Stop button will pan and zoom on the new location for the job, in the case of New Stops, Relocations and GoCard Jobs.

The Job Media list contains job media as well as access to the Live Stop Media via the two buttons at the top of the media list. If you have the appropriate permissions you can also upload media to the Job or Live Stop Media with the Upload Media button at the bottom of the media list. Each media item has four functions: Delete, Download, Rename and Archive/Live. The Archive/Live buttons will not be accessible on the Full Job Details page when viewing Live Stop Media. To archive Live Stop Media please visit the Full Stop Information page of the linked bus stop. Access to use these media functions may be restricted by your permissions, however the Download function is always available.

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Managing Bus Stop Maintenance

**TransLink Division**  
Avon Dalitz of TransEduCom - Logout

Home Create Jobs Action Jobs Browse Jobs Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:49 BSP Quick Search

### Job ID15 Full Details

**Job Status & Activity**

**Finalise Site Planning**  
3 Feb 2014 - Job Approved by Avon Dalitz

3 Feb 2014 - Job Approved by Avon Dalitz  
**New Status:** Initial Site Inspection

3 Feb 2014 - Job Created by Avon Dalitz  
**New Status:** New Job Waiting Planning

**Other Jobs at this Stop**  
No Other Jobs found.

**Job and Requester Details**

Job Type: Relocation  
Job Council: TransLink Division  
Job Group: Standalone  
Priority: 2 - Normal Priority  
CorrespRef#: CL444  
Cost Centre: 2014\_PTAIP\_G1

Requester Name: Avon Dalitz  
Requester Company: TransEduCom  
Opened on: 3 Feb 2014  
Due on: 10 Feb 2014  
Closed on: Not Closed.  
Temporarily Closed On: 0000-00-00  
To Be Re-opened On: 0000-00-00

**Job Location and Description**

TL Number: 303370      Hastus ID: 5238  
Street: Moggill Rd      Suburb: KENMORE  
Cross Street Info: FS Kenmore Rd

New Location: Set to: X:152.938053,Y:-27.510102  
Location Notes: Outside School

Description of Job: Description  
Reason for Job: Reasoning

**Location Map**

Original Stop      New Stop

**Job Media List**

Job Media      Live Stop Media

303370down.jpg  
303370opp.jpg  
303370up.jpg

Upload Live Stop Media

**Notification Details**  
None

**Required Infrastructure**  
Required Infrastructure: None

**Contractor Information**

Job Contractor: None      Work List: None

Work Instructions: None

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Figure 5.1 – Full Job Details



## 6. Action Jobs

The Action Jobs page will display a number of tabs based upon your user permissions. Each tab is identical in structure however the contents in the Job List will change.

At the top of each tab is a filter bar for displaying jobs in that tab based on your filtering choices. Job Groups will be restricted to group names containing jobs that are at the statuses found in that tab. The Council will be restricted based on your user permissions. Hovering your mouse over a job in the job list will show basic details of that job in the Highlighted Stop Details box adjacent to the job list. Clicking on a job in the job list will open the Job Details page in a new window. Each job in the job list contains radio buttons that specify an action that can be performed on that job. Each tab contains jobs at different statuses, therefore the actions will be unique. Actions include: App (Approve), Rej (Reject), Info (Request More Information), Work (Perform Work), Audit (Stop Audit), HASTUS (HASTUS Audit), Close, Hold (Place on Hold), Live (Return from Hold), and Ret (Return from being Rejected).

At the bottom of each tab is a Group Action Select bar. Using this you can automatically tick or untick all the actions (radio buttons) of a particular job group in that list. This is to facilitate the actioning of many jobs. Below this is the Print and Action buttons for printing or actioning the jobs ticked in the job list.

**TransLink Bus Stop Portal**  
Managing Bus Stop Maintenance

**TransLink Division**  
Avon Dalitz of TransEduCom - Logout

Home Create Jobs **Action Jobs** Browse Jobs Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:57 BSP Quick Search

### ⚙️ Action Jobs

New Inspection Jobs New Planning Jobs Site Inspections Inspected Sites Select Contractor **Contractor Jobs** Stop Audits DDA Status Completed Jobs Rejected Jobs On Hold

Browse Jobs that have been Completed and require confirmation before Closure.

Council: All Councils Job Group: All Job Groups Job Type: All Types Job ID: Job ID TL Number: TL Num HASTUS ID: HASTUS Search

Job ID	Job Group	Job Council	Job Type	Due Date	Hastus	Close
1	Standalone	TransLink Division	Temp Closure	9 Feb 14	42	<input type="radio"/>
4	TEC_TESTING	TransLink Division	Temp Closure	9 Feb 14	43	<input type="radio"/>
5	Standalone	TransLink Division	Maintenance	5 Feb 14	44	<input type="radio"/>
6	Standalone	TransLink Division	Maintenance	9 Feb 14	44	<input type="radio"/>
7	Standalone	TransLink Division	Maintenance	9 Feb 14	19	<input type="radio"/>
8	Standalone	TransLink Division	Temp Closure	9 Feb 14	2	<input type="radio"/>
9	Standalone	TransLink Division	Temp Closure	9 Feb 14	20	<input type="radio"/>
10	Standalone	TransLink Division	Relocation	9 Feb 14	97	<input type="radio"/>
11	Standalone	TransLink Division	Maintenance	9 Feb 14	19	<input type="radio"/>
13	Standalone	TransLink Division	Maintenance	9 Feb 14	1236	<input type="radio"/>
14	Standalone	TransLink Division	Maintenance	9 Feb 14	4708	<input type="radio"/>

Found 11 jobs.

Group Action Select: Close Standalone Select Deselect

Print Selected Action Selected

**Highlighted Job Details**

**Job ID:** 9 **Priority:** 2 - Normal Priority  
**Job Type:** Temp Closure **Status:** Completed, waiting Closure  
**Council:** TransLink Division  
**Group:** Standalone  
**CorrespRef#:** None

**TL Number:** 306580 **Hastus:** 20  
**Street:** Adelaide St **Suburb:** BRISBANE CITY  
**Cross Street Info:** Opp FS Albert St  
**Location Notes:** None

**Job Description:** None  
**Job Reason:** None  
**Opened:** 1 Feb 14 **Due On:** 9 Feb 14 **Closed:** Not Closed.

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Figure 6.1 – Action Jobs

TransLink Bus Stop Portal

Managing Bus Stop Maintenance

TransLink Division

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Home
Create Jobs
Action Jobs
Browse Jobs
Network Map
Data Tools
Manage Job Groups
Reporting Tools
User Administration
58:56
BSP Quick Search

Create New Jobs

Standalone Job

Reset

Group Name: Standalone
Standalone group fixed.
Council: TransLink Division
Group Description: Standalone Job Group
100 char limit

Standalone Job - Show/Hide

Job Details & Locations

Job Type: Relocation

Priority: 2 - Normal Priority

CorrespRef#: CL444

Temp Closure Date:

CostCentre: Cost Centre

Temp Opening Date:

Job Description: Description

Job Reason: Reasoning

Find Stop: TL or Hastus

Street/Suburb Search

Selected Stop: TL: 303370 Hastus: 5238

Location: Moggill Rd FS Kenmore Rd

Suburb: KENMORE Zone: 3 Full Info

New Location at X: 152.938053 Y: -27.510102

Site History - Show/Hide

No History

Click New Location

Pick Coords

152.938761, -27.511841

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Location Notes

Location Notes

Add New

Add Copy

Submit

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Figure 6.2 – Standalone Job, New Job Group and Existing Job Group example

TransLink Bus Stop Portal

Managing Bus Stop Maintenance

TransLink Division

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Home
Create Jobs
Action Jobs
Browse Jobs
Network Map
Data Tools
Manage Job Groups
Reporting Tools
User Administration
58:30
BSP Quick Search

Create New Jobs

Review and Submit

Group Name: Standalone. Group Description: Standalone Job Group. Group Council: TransLink Division

Relocation Job

Priority: 2 - Normal Priority

CorrespRef#: CL444

CostCentre: 2014\_PTAIP\_G1

Temp Closure Closing Date:

Temp Closure Opening Date:

Job Description: Description

Job Reason: Reasoning

Selected Stop: TL 303370, HASTUS 5238

Current Location: Moggill Rd FS Kenmore Rd, KENMORE

New Coordinates: New stop at 152.938053,-27.510102

Location Notes: Outside School

Back

Submit

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Figure 6.3 – Submitting New Job Review

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Home
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Reporting Tools
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BSP Quick Search

Create New Jobs

Review and Submit

Submission Results:

Standalone Job

Job ID 15 created successfully.

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Figure 6.4 – Submission Results

## 6.1. Work Instructions and Media

This form is for describing the actions to be performed at the site by the contractor. It also allows the user to attach three media items (JPG or PDF) to the job.

## 6.2. Required Infrastructure

This form allows the user to list the infrastructure items required to complete this job.

## 6.3. Notification Details Form

This form is for providing information on the consultation required for the job, including names and addresses of three stakeholders.

## 6.4. Select Contractor

This is a simple form for selecting the contractor that you wish to perform the job work. The list of contractors available for selection depends upon the users in the system that are enabled and available for contracting within your LGA.

## 6.5. Upload Completed Job Photos

This is a simple form for attaching three media items (JPG or PDF) to the job, usually this form is used by contractors to attach completed job photos.

## 6.6. Site Audit Form

This form is used to update the live bus stop database with any changes made to that bus stop, including GPS coordinates. A map and media listing is included to assist in performing the audit. This form is the point in all job workflows that the live data is updated.

## 6.7. Hastus Audit Form

The HASTUS Audit Form is similar to the Site Audit Form however it only contains two fields for entry that are specifically related to the HASTUS system. This form also includes a single upload field to attach a PDF timetable if required. This uploaded file will be attached to the job media. A map and media listing is included to assist in performing the audit.

## 6.8. Convert Job Media

This is the final form used to close a completed job. It contains a list of all job media that can be ticked to convert the job media to live stop media. This form is the point in all job workflows that the new photos for a job are officially attached to the stop media, thus completing the update process for changed bus stops.

## 6.9. DDA Audit Form

This is a simple form to provide the DDA compliance details of the bus stop, if applicable users can upload a PDF document to the job media.



# 7. Manage Job Groups

This page is used to browse through the Job Groups and their associated Jobs. It shows basic information on each Job allowing users to assess groups for required actions. Each Job Group can be locked or unlocked using the link in the far right column. Locking a Job Group will prevent users from adding new jobs to this group via the Create Jobs page, as well as the Edit Jobs page.

The Standalone Job Group cannot be locked as it represents jobs that have no group.

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Manage Job Groups

Job Groups List

Show: All Groups from All Councils Search
Open Groups
Locked Groups

Group Name	Group Description	Council	Creator	Job Count	Action
Standalone	Standalone Job Group	Statewide Job Group	Avon Dalitz	15	None
	<div>Job ID</div> <div>Open/Closed</div> <div>Job Type</div> <div>Job Status</div> <div>Job Council</div> <div>TL Number</div>				
1	Open	Temp Closure	Completed, waiting Closure	TransLink Division	307178
2	Open	Relocation	HASTUS Data Audit	TransLink Division	306637
3	Open	Relocation	Post-Work Audit	TransLink Division	307258
5	Open	Maintenance	Completed, waiting Closure	TransLink Division	306588
6	Open	Maintenance	Completed, waiting Closure	TransLink Division	306588
7	Open	Maintenance	Completed, waiting Closure	TransLink Division	307257
8	Open	Temp Closure	Completed, waiting Closure	TransLink Division	306550
9	Open	Temp Closure	Completed, waiting Closure	TransLink Division	306580
10	Open	Relocation	Completed, waiting Closure	TransLink Division	306637
11	Open	Maintenance	Completed, waiting Closure	TransLink Division	307257
12	Open	Removal	HASTUS Data Audit	TransLink Division	306588
13	Open	Maintenance	Completed, waiting Closure	TransLink Division	303589
14	Open	Maintenance	Completed, waiting Closure	TransLink Division	303548
15	Open	Relocation	Finalise Site Planning	TransLink Division	303370
16	Open	Maintenance	New Job Waiting Inspection	TransLink Division	304304
TEC_TESTING	qqqqq www eeeee	TransLink Division	Avon Dalitz	1	Lock
	<div>Job ID</div> <div>Open/Closed</div> <div>Job Type</div> <div>Job Status</div> <div>Job Council</div> <div>TL Number</div>				
4	Open	Temp Closure	Completed, waiting Closure	TransLink Division	307258

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Figure 7.1 – Manage Job Groups

# 8. Network Map

The Network Map is a tool used for exploring the PT network in Southeast Queensland. It has three methods of searching for stops, and users can find out detailed stop information by clicking on its icon in the map window. There are also distance and area measurement tools and a route intersect tool for finding which routes cross a user drawn line.

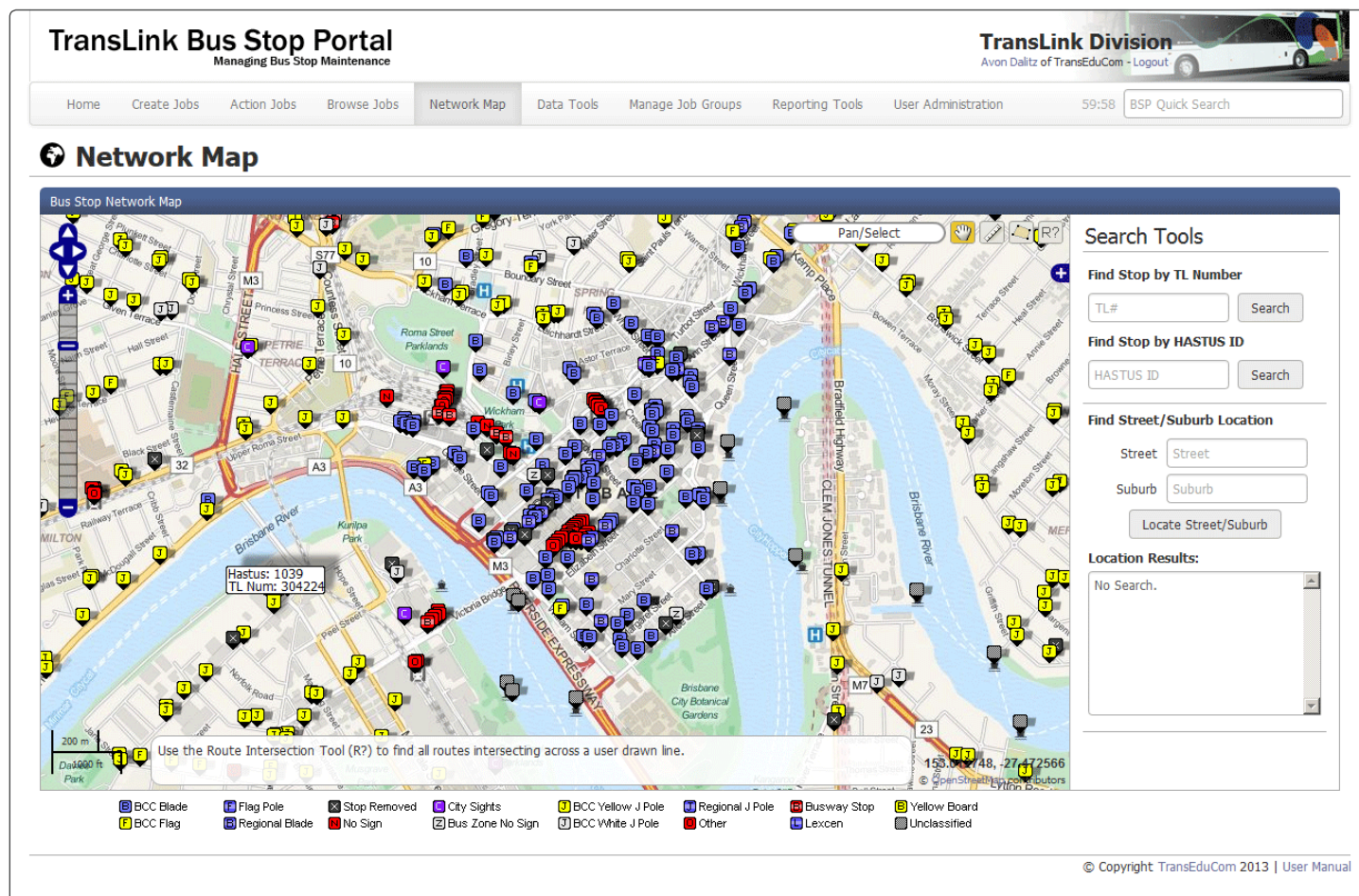


Figure 8.1 – Network Map

## 8.1. Network Map Functions

The network map is easy to use. Below are a few tips to get you going:

**Zoom and Pan** - Appears to the left of the map and allows precise zooming and panning per click. You can also click on any empty map area and drag the map to pan, and the mouse wheel can be used to zoom in and out

**Stop Sign Key** - A stop signage key is found beneath the map and helps in identifying the bus stop

**(+)** - Clicking this icon will show a list of layers available to turn on and off, specifically the PT Routes layer which is off by default

**Mapping Tools** - Four tools appear in the top right of the map. Their functions are specified below:

- Pan Select** - This tool is for selecting Stops on the map to display the overlay of their basic data
- Distance** - Measures distance between any points the user selects
- Area** - Measures area between any points the user selects
- Route Intersection Tool** - User can draw a line across a route and all routes found to intersect will be listed at the bottom of the map.

## 8.2. Search Tools

The search tools on this page are essentially the same as in other pages of the portal. These are as follows:

**TransLink ID** - This will search for a bus stop matching the TransLink ID and centre the map on that location

**Hastus ID** - This will search for a bus stop matching the Hastus ID and centre the map on that location

**Location - Street & Suburb** - These two fields share a Find button but can be used independently or in combination. If both fields have entries it will perform the search in combination. Results from this search tool are displayed in the box directly below titled Location Results. You must then select one of the results to centre map. The result you selected will be highlighted in blue.

The Street and Suburb searching fields are flexible when processing information. Entering partial street names or suburbs in the fields can still produce results, making it very useful for situations where you are unsure of exact names or spelling.

## 8.3. Basic Bus Stop Details

If you click on a bus stop in the map window a new layer will appear superimposed on the window showing a range of bus stop information. This is useful when wanting a quick view of the site and details of the stop. You close this superimposed window selecting the close button in the top right hand corner of the translucent pane.

This bus stop details layer contains the following information:

**Stop Media Snapshot** - Shows two linked thumbnails of the first two stop photographs, when clicked they open the original size image in a new window with corresponding media options

**Basic Stop Details** - A partial list of bus stop details directly from the audit database

**Stop Works History** - A linked list of jobs performed on this bus stop

There is also a link to the full stop details page at the bottom of this layer.

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Managing Bus Stop Maintenance

**TransLink Division**  
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Home Create Jobs Action Jobs Browse Jobs **Network Map** Data Tools Manage Job Groups Reporting Tools User Administration 59:52 BSP Quick Search

**Network Map**

Bus Stop Network Map

**Stop Media Snapshot**

304304down.jpg - Download

304304opp.jpg - Download

Showing 2 of 3 items.

**TL304304 Basic Stop Details**

TL Number: 304304  
Hastus ID: 273  
Suburb: MILTON  
Street: Coronation Dr  
Cross Street: F/S Cribb St  
TransLink Zone: 2  
Marker Type: BCC Blade  
Marker Name: Boomerang Street Stop 3  
Servicing Routes: 411, 412, 415, 416, 417, 433, 445, 471, N412

A4 Cases: 0  
A3 Cases: 0  
Timetable Date: 2011-10-31  
Street Lighting: Y  
Stop Lighting: None  
Tactiles: Y  
Footpath Access: Y  
Boarding Slab: Y

**Job Activity & History**

Job ID: 16 - OPEN  
Type: Maintenance  
Status: New Job Waiting Inspection  
Opened: 3 Feb 2014  
Last Action: 3 Feb 2014

Showing 1 of 1 jobs.

[Full Stop Details Page](#)

**Search Tools**

**Find Stop by TL Number**

TL#  Search

**Find Stop by HASTUS ID**

HASTUS ID  Search

**Find Street/Suburb Location**

Street   
Suburb   
Locate Street/Suburb

**Location Results:**

No Search.

Use the Route Intersection Tool (R7) to find all routes that intersect this line.

**Legend:**

- BCC Blade
- Flag Pole
- Stop Removed
- City Signs
- BCC Yellow J Pole
- Regional J Pole
- Busway Stop
- Yellow Board
- BCC Flag
- Regional Blade
- No Sign
- Bus Zone No Sign
- BCC White J Pole
- Other
- Lexcen
- Unclassified

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Figure 8.2 – Network Map Overlay



This page displays all information about a transport route (bus, train or ferry) including a map with route lines and servicing stops, full service timetables and per stop timetables. The timetable information is divided into Inbound, Outbound and Selected Stop timetables. The inbound and outbound timetables show servicing times per stops, and each stop can be highlighted on the map by clicking its name. You can also open the Full Stop Details for that stop by clicking the Info button. Clicking on a stop in the map will also highlight it in the timetable list.

# TransLink Bus Stop Portal

Managing Bus Stop Maintenance

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---

Home
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Manage Job Groups
Reporting Tools
User Administration

---

## A Bus Route 444: Moggill - Cityxpress

### Route Map

### Route Timetables

Inbound Timetable

Outbound Timetable

Selected Stop Timetable

Monday to Friday - 444: Gallery of Modern Art													
Info	Moggill Rd at Moggill	5:40am	5:50am	6:00am	6:10am	6:20am	6:30am	6:40am	6:50am	7:00am	7:10am	7:20am	7:30
Info	Church Rd near Pine County Pl	5:42am	5:52am	6:02am	6:12am	6:22am	6:32am	6:42am	6:52am	7:02am	7:12am	7:22am	7:32
Info	Pioneer Cr at Pioneer West	5:43am	5:53am	6:03am	6:13am	6:23am	6:33am	6:43am	6:53am	7:03am	7:13am	7:23am	7:33
Info	Pioneer Cr at Pioneer East	5:44am	5:54am	6:04am	6:14am	6:24am	6:34am	6:44am	6:54am	7:04am	7:14am	7:24am	7:34
Info	Kangaroo Gully Rd at Bellbowrie Chase	5:45am	5:55am	6:05am	6:15am	6:25am	6:35am	6:45am	6:55am	7:05am	7:15am	7:25am	7:35
Info	Montanus Dr at Kangaroo Gully	5:46am	5:56am	6:06am	6:16am	6:26am	6:36am	6:46am	6:56am	7:06am	7:16am	7:26am	7:36
Info	Montanus Dr at Montanus East	5:47am	5:57am	6:07am	6:17am	6:27am	6:37am	6:47am	6:57am	7:07am	7:17am	7:27am	7:37
Info	Moggill Rd at Bellbowrie near Montanus Dr	5:48am	5:58am	6:08am	6:18am	6:28am	6:38am	6:48am	6:58am	7:08am	7:18am	7:28am	7:38
Info	Moggill Rd at Sugars Road	5:48am	5:58am	6:08am	6:18am	6:28am	6:38am	6:48am	6:59am	7:09am	7:19am	7:29am	7:39
Info	Moggill Rd at Mt Crosby Road	5:50am	6:00am	6:10am	6:20am	6:30am	6:40am	6:50am	7:01am	7:11am	7:21am	7:31am	7:41
Info	Moggill Rd at Grandview Road	5:51am	6:01am	6:11am	6:21am	6:31am	6:41am	6:51am	7:02am	7:12am	7:22am	7:32am	7:42
Info	Moggill Rd at QCAT	5:53am	6:03am	6:13am	6:23am	6:33am	6:43am	6:54am	7:04am	7:14am	7:24am	7:34am	7:44
Info	Moggill Rd at Diggers Rest	5:53am	6:03am	6:13am	6:23am	6:33am	6:44am	6:54am	7:05am	7:15am	7:25am	7:35am	7:45
Info	Moggill Rd at Rafting Ground Park	5:55am	6:05am	6:15am	6:25am	6:35am	6:45am	6:56am	7:07am	7:17am	7:27am	7:37am	7:47
Info	Moggill Rd at Misty Morn	5:56am	6:06am	6:16am	6:26am	6:36am	6:46am	6:57am	7:09am	7:19am	7:29am	7:39am	7:49
Info	Moggill Rd at Kenmore Central, stop 37	5:59am	6:09am	6:19am	6:29am	6:39am	6:50am	7:01am	7:13am	7:23am	7:33am	7:43am	7:53
Info	Moggill Rd at Kenmore Churches, stop 35	5:59am	6:09am	6:19am	6:29am	6:40am	6:51am	7:03am	7:15am	7:26am	7:36am	7:46am	7:56
Info	Moggill Rd at Marshall Lane, stop 32	6:00am	6:10am	6:20am	6:30am	6:41am	6:53am	7:05am	7:17am	7:29am	7:39am	7:49am	7:59
Info	Moggill Rd at Alkira, stop 30	6:02am	6:12am	6:22am	6:32am	6:43am	6:56am	7:08am	7:20am	7:33am	7:43am	7:53am	8:03
Info	Moggill Rd at Chapel Hill, stop 28	6:03am	6:13am	6:23am	6:33am	6:45am	6:58am	7:10am	7:23am	7:36am	7:46am	7:56am	8:06
Info	Moggill Rd at Indooroopilly School, stop 16	6:04am	6:14am	6:24am	6:34am	6:46am	6:59am	7:12am	7:25am	7:39am	7:49am	7:59am	8:09
Info	Indooroopilly Shopping Centre, platform B	6:07am	6:17am	6:27am	6:37am	6:49am	7:02am	7:15am	7:29am	7:43am	7:53am	8:03am	8:13

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# 10. Full Stop Details

The Full Stop Details page (fig 6.1) will show you all information relating to a bus stop including media and linked jobs. In the top right hand corner of the page are the Edit, Map and Print buttons. Depending on your permissions you may not have access to all of these. The print button will take you to a printing page which is formatted specifically for single page printing, and does not include any media. The Map button will take you to the Network Map page and focus on the bus stop you were looking at. Finally the Edit button will take you to the Edit Stop page which looks almost identical to this page, with some fields available for editing and a submit button at the bottom of the page.

The Focus button on the Location Map will pan and zoom to the location of this bus stop.

The Stop Media list contains current live stop media and archived media for this stop via the two buttons at the top of the media list. If you have the appropriate permissions you can also upload media to the live or archived media with the Upload Media button at the bottom of the media list. Each media item has four functions: Delete, Download, Rename and Archive/Live. The Archive button will be available for Live Media allowing you to convert it to Archive Media. The Live button will be available for Archive Media allowing you to convert it to Live Media. Permission to use these media functions may be restricted by your permissions, however the Download function is always available.

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## TL303370 Stop Information

**Full Stop Details**

Identification & Location	Typing and Signage
TL Number: 303370	Bus Stop Type: Standard
Hastus ID: 5238	Stop Services: Standard
Suburb: KENMORE	Marker Type: BCC Flag Pole
LGA: BRISBANE CITY	Marker Name:
SEA:	HASTUS Name:
DTMR Region: BRISBANE	Timetable Date: 0000-00-00
Street: Moggill Rd	Case A4: 0
Cross Ref: FS	Case A3: 0
Cross Street: Kenmore Rd	Case Blade A: 0
TransLink Zone: 3	Case Blade B: 0
Longitude(X): 152.936804	Case Other: 0
Latitude(Y): -27.510621	Network Map: N

Administrative Info	Furniture and Lighting
Stop Status: Active	Shelter Type: None
Relocated to TL: Not Relocated	Freestanding Seats: 0
Stop Ownership: Council	Bins: 0
DSAPT Compliance: Not Assessed	Bike Racks: 0
Audit Date: 2012-01-19	Street Lighting: N
Audit Organisation: TransEduCom	Stop Lighting: None
Photo Folder:	Tactiles: Y
	Footpath Access: Y
	Boarding Slab: Y

Roadway Infrastructure	Patronage Data
Bus Zone Length: 0.00	11/12 Alightings: Not Available.
Indent Length: 0.00	12/13 Alightings: Not Available.
Indent Width: 0.00	13/14 Alightings: Not Available.
Kerbside Lane Width: 0.00	11/12 Boardings: Not Available.
Adjacent Lane Width: 0.00	12/13 Boardings: Not Available.
Total Road Width: 0.00	13/14 Boardings: Not Available.

**Bus Route Info**  
Servicing Routes: None Found.

**Location Map**

Focus

**Stop Job History**

**Job ID: 15 - OPEN - Relocation**  
**Current Status:** Finalise Site Planning  
**Opened:** 3 Feb 2014 **Last Action:** 3 Feb 2014

No Relocation History found.

**Stop Media List**

Live Media Archive Media

303370down.jpg

303370opp.jpg

303370up.jpg

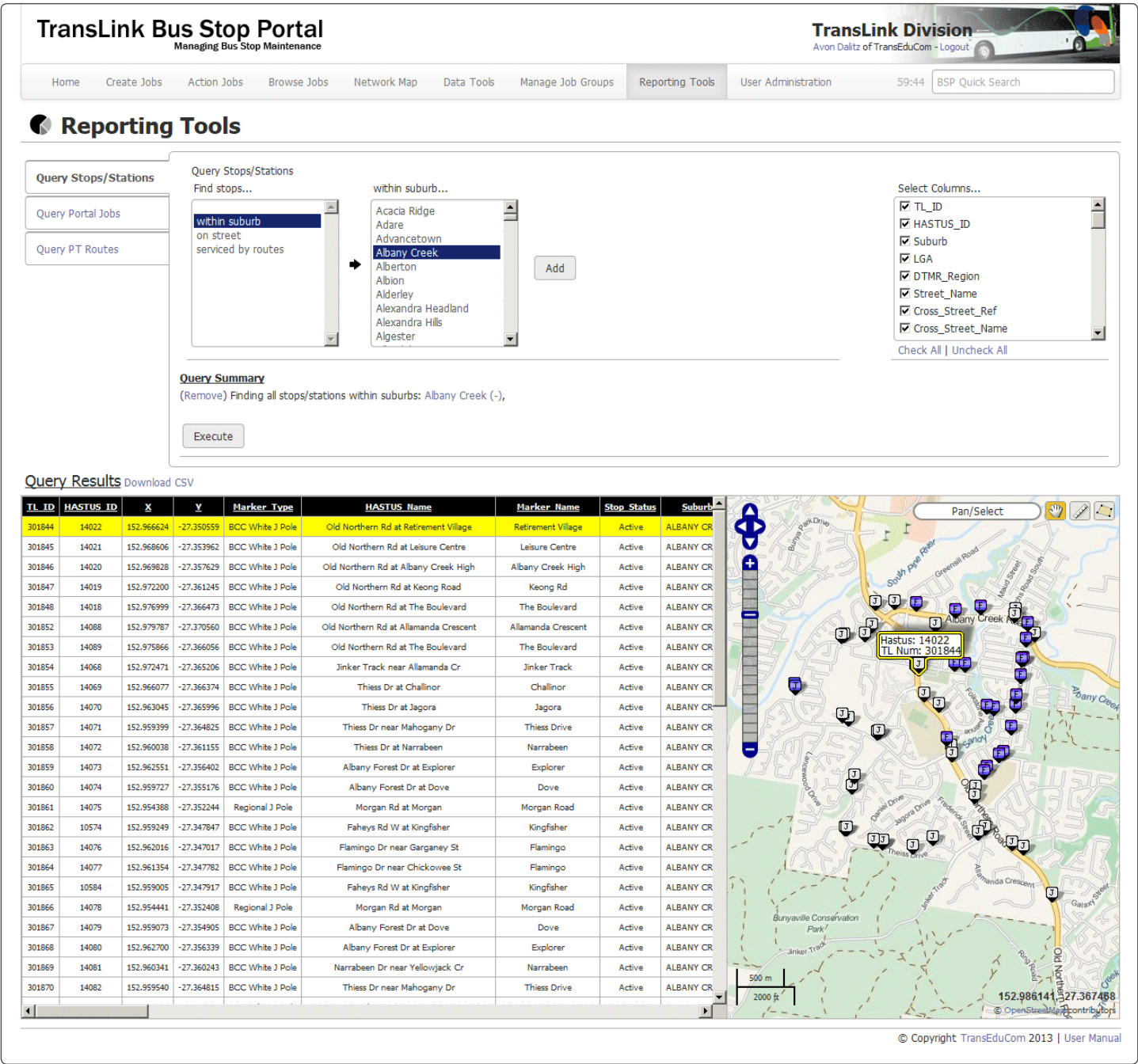
Upload Live Stop Media

Figure 10.1 – Full Stop Information

# 11. Reporting Tools

The Reporting Tools page is used for creating customised queries, producing a spreadsheet of data downloadable as a CSV. The results also include a mapped representation of the data requested when available.

There are three reporting tabs, which represent the databases being queried: Stops/Stations, Portal Jobs, and PT Routes. Each tab has a unique set of base queries to produce a customised report.



Reporting Tools

Query Stops/Stations

Query Portal Jobs

Query PT Routes

Query Stops/Stations

Find stops...

within suburb

on street

served by routes

within suburb...

Acacia Ridge

Adare

Advancetown

Albany Creek

Alberton

Albion

Alderley

Alexandra Headland

Alexandra Hills

Algester

Add

Select Columns...

☒ TL\_ID

☒ HASTUS\_ID

☒ Suburb

☒ LGA

☒ DTMR\_Region

☒ Street\_Name

☒ Cross\_Street\_Ref

☒ Cross\_Street\_Name

Check All

Uncheck All

Query Summary

(Remove) Finding all stops/stations within suburbs: Albany Creek (-),

Execute

Query Results

Download CSV

TL ID	HASTUS ID	X	Y	Marker Type	HASTUS Name	Marker Name	Stop Status	Suburb
301844	14022	152.966624	-27.350559	BCC White J Pole	Old Northern Rd at Retirement Village	Retirement Village	Active	ALBANY CR
301845	14021	152.968606	-27.353962	BCC White J Pole	Old Northern Rd at Leisure Centre	Leisure Centre	Active	ALBANY CR
301846	14020	152.969828	-27.357629	BCC White J Pole	Old Northern Rd at Albany Creek High	Albany Creek High	Active	ALBANY CR
301847	14019	152.972200	-27.361245	BCC White J Pole	Old Northern Rd at Keong Road	Keong Rd	Active	ALBANY CR
301848	14018	152.976999	-27.366473	BCC White J Pole	Old Northern Rd at The Boulevard	The Boulevard	Active	ALBANY CR
301852	14088	152.979787	-27.370560	BCC White J Pole	Old Northern Rd at Allamanda Crescent	Allamanda Crescent	Active	ALBANY CR
301853	14089	152.975866	-27.366056	BCC White J Pole	Old Northern Rd at The Boulevard	The Boulevard	Active	ALBANY CR
301854	14068	152.972471	-27.365206	BCC White J Pole	Jinker Track near Allamanda Cr	Jinker Track	Active	ALBANY CR
301855	14069	152.966077	-27.366374	BCC White J Pole	Thiess Dr at Challinor	Challinor	Active	ALBANY CR
301856	14070	152.963045	-27.365996	BCC White J Pole	Thiess Dr at Jagora	Jagora	Active	ALBANY CR
301857	14071	152.959399	-27.364825	BCC White J Pole	Thiess Dr near Mahogany Dr	Thiess Drive	Active	ALBANY CR
301858	14072	152.960038	-27.361155	BCC White J Pole	Thiess Dr at Narrabeen	Narrabeen	Active	ALBANY CR
301859	14073	152.962551	-27.356402	BCC White J Pole	Albany Forest Dr at Explorer	Explorer	Active	ALBANY CR
301860	14074	152.959727	-27.355176	BCC White J Pole	Albany Forest Dr at Dove	Dove	Active	ALBANY CR
301861	14075	152.954388	-27.352244	Regional J Pole	Morgan Rd at Morgan	Morgan Road	Active	ALBANY CR
301862	10574	152.959249	-27.347847	BCC White J Pole	Faheys Rd W at Kingfisher	Kingfisher	Active	ALBANY CR
301863	14076	152.962016	-27.347017	BCC White J Pole	Flamingo Dr near Garganey St	Flamingo	Active	ALBANY CR
301864	14077	152.961354	-27.347782	BCC White J Pole	Flamingo Dr near Chickowee St	Flamingo	Active	ALBANY CR
301865	10584	152.959005	-27.347917	BCC White J Pole	Faheys Rd W at Kingfisher	Kingfisher	Active	ALBANY CR
301866	14078	152.954441	-27.352408	Regional J Pole	Morgan Rd at Morgan	Morgan Road	Active	ALBANY CR
301867	14079	152.959073	-27.354905	BCC White J Pole	Albany Forest Dr at Dove	Dove	Active	ALBANY CR
301868	14080	152.962700	-27.356339	BCC White J Pole	Albany Forest Dr at Explorer	Explorer	Active	ALBANY CR
301869	14081	152.960341	-27.360243	BCC White J Pole	Narrabeen Dr near Yellowjack Cr	Narrabeen	Active	ALBANY CR
301870	14082	152.959540	-27.364815	BCC White J Pole	Thiess Dr near Mahogany Dr	Thiess Drive	Active	ALBANY CR

Pan/Select

Hastus: 14022

TL Num: 301844

500 m

2000 ft

152.986141

-27.367488

OpenStreetMap contributors

Figure 11.1 – Reporting Tools

## 11.1. Query Stops/Stations

This reporting function is for obtaining information about bus stops and stations. You create a customised query by selecting an item from the first list found beneath the subtitle Find Stops.... Upon selecting this base query a second or possibly third list will be generated, from which you select the data you require. Finally you click the Add button to add the query to the Query Summary below. You can add as many unique queries as you require.

Before executing the query you must also select the data columns you would like. This list is found in the far right of the screen beneath the subtitle Select Columns.... You can use the Check All or Uncheck All buttons to select or unselect all columns.

To execute the query click the Execute button. Your results will be displayed at the bottom of the screen. To download the CSV click the Download CSV link at the top of the results table.

If you have mapped results you can click on a stop in the map and it will highlight in your results table.

## 11.2. Query Portal Jobs

Currently under development.

## 11.3. Query PT Routes

Currently under development.



# 12. Data Tools

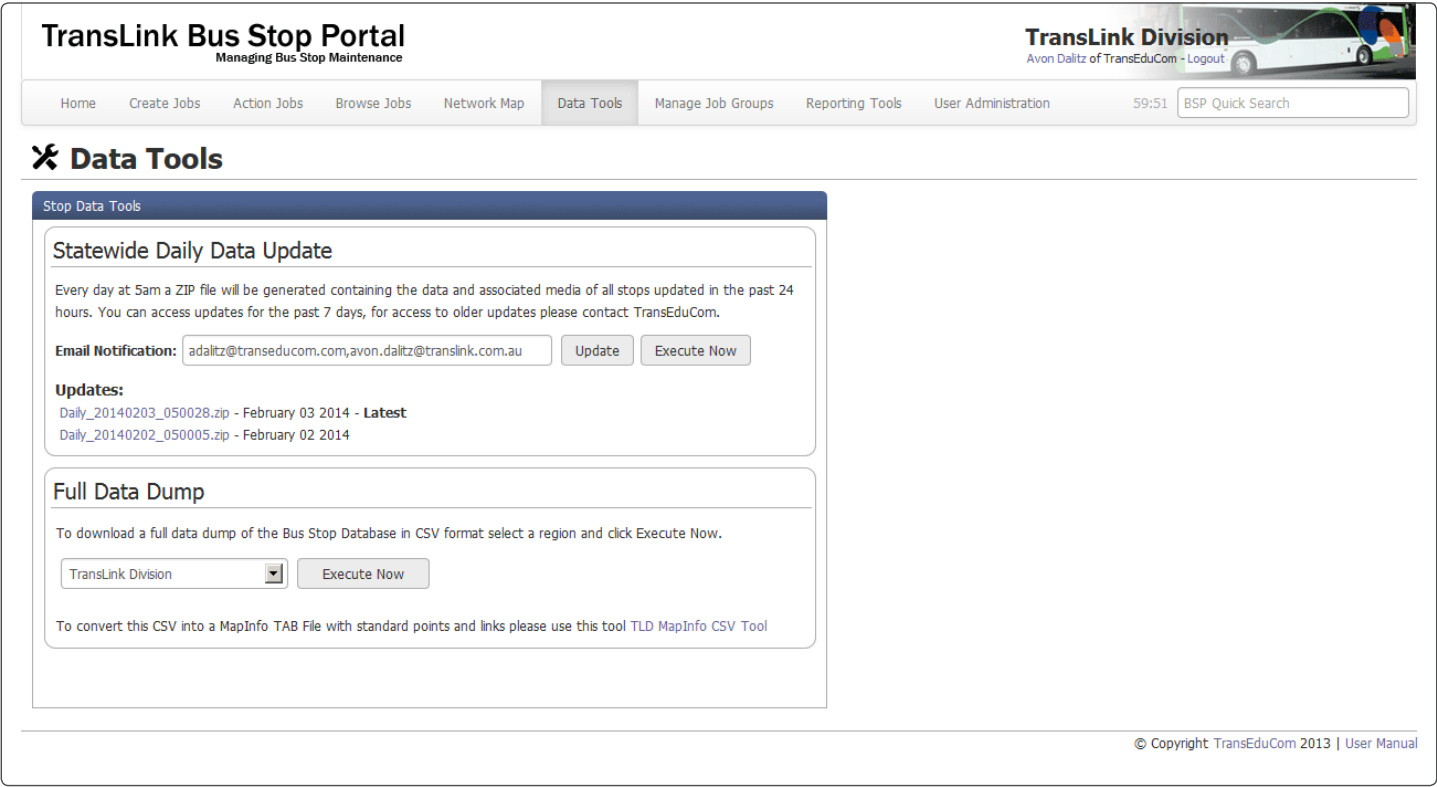


Figure 12.1 – Data Tools

## 12.1. Statewide Tools

Every day at 5am a ZIP file will be generated containing the data and associated media of all stops updated in the past 24 hours. You can access updates for the past seven days. For access to older updates please contact TransEduCom. The Execute Now button will create a new zip file based on the past 24 hours.

A notification of this update will be sent to all users in the Email Notification list. If no changes are found for the past 24 hours no link will be generated and no email will be sent.

## 12.2. Full Data Dump

This tool provides a CSV file download containing all bus stop data within the council selected in the drop-down list. If the user selected TransLink Division from the list of available LGA's then all bus stop data for Queensland will be provided.

# 13. User Administration

This page is used by Portal administrators to manage access to the Portal for all users of the system. Functions are divided into three tabs:

1. User List for viewing all users, filtering users, and changing their permissions
2. Action Logs for viewing all actions taking place on the Portal including search tools
3. Create New User for the creation of new users.

TransLink Bus Stop Portal

Managing Bus Stop Maintenance

TransLink Division

Paul Dalitz of TransEduCom - Logout

Home

Create Jobs

Action Jobs

Browse Jobs

Network Map

Data Tools

Manage Job Groups

Reporting Tools

User Administration

59:46

User Administration

User List

Action Logs

Create New User

User List

Show: All Users from All Councils group by User Group sort by Username Search Search & Generate CSV Active Users Disabled Users

Group	Username	Full Name	Council	Company	Email	Contact	Actions
Admin	TECAdmin	Paul Dalitz	TransLink Division	TransEduCom	paul.dalitz@translink.com.au	0433245766	Log - Change
Admin	TLDAdmin	Simon Edmans	TransLink Division	TransLink Infrastructure	paul.dalitz@translink.com.au	0433245766	Log - Change
Requester	GCRquest	Craig Wallace	Gold Coast City Council	Gold Coast City Council	paul.dalitz@translink.com.au	0433245766	Log - Change
Inspector	HASTUS	Hastus Team	TransLink Division	TransLink	paul.dalitz@translink.com.au	0433245766	Log - Change
Inspector	TLDInspector	Rebecca Latima	TransLink Division	TransLink Infrastructure	paul.dalitz@translink.com.au	0433245766	Log - Change
Planner	GCPlanner	GC Planner	Gold Coast City Council	TransLink Planning	paul.dalitz@translink.com.au	0433245766	Log - Change
Contractor	Contractor	MR Contractor	TransLink Division	Pryde Fabrications	paul.dalitz@translink.com.au	0433245766	Log - Change

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Figure 13.1 – User Admin

## 13.1. User List

On this page basic information for each user is displayed in a user list. In a column on the far right there are links to View Logs or Change user details.

The Log button will take you to the User Activity Log tab and show all Portal actions performed by that user.

The Change button will show an overlay containing the users details and permissions in an editable form. In this overlay you can also Disable or Enable a user, and reset their password. The Submit button is used to submit any changes to that users details or permissions. Editing a user is almost identical to creating a New User. For this reason please refer to the Creating New User section 10.3.

On the user editing overlay the fields: Username, First Name, Last Name and Company are disabled. Once a user has been created, these fields can only be altered by contacting TransEduCom directly.

The filtering bar at the top of the user list can be used to find particular users. There is also the option to download the user list in CSV format by clicking the Search and Generate CSV button.

## 13.2. Action Logs

On this tab users can access the individuals actions that have been performed by each individual user. The search tools on the right are used to find particular actions with ease. You can search within date ranges, by usernames, by council or by keywords (found in the action column). An example of the page can be seen in Fig 13.2. To download the results of an action log search in CSV format click the Search and Generate CSV button.

TransLink Bus Stop Portal

Managing Bus Stop Maintenance

TransLink Division

Avon Dalitz of TransEduCom - Logout

Home

Create Jobs

Action Jobs

Browse Jobs

Network Map

Data Tools

Manage Job Groups

Reporting Tools

User Administration

59:42

BSP Quick Search

User Administration

User List

Action Logs

Create New User

Action Log - Showing activity for all users between 2014-01-29 and 2014-02-04 (inclusive).

User	Council	Date/Time	Action
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 11:39pm	Standalone Job 16 created.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 11:36pm	Job 15 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 11:36pm	Job 15 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 11:35pm	Standalone Job 15 created.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 11:31pm	Logged in.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 10:17pm	Logged in.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 4:00am	Cache Clean Auto-Execution.
TECAAdmin(Avon Dalitz)	TransLink Division	3rd February 2014 4:00am	Daily Data Update Auto-Execution.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 10:26pm	Logged in.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Job 14 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Job 14 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Actioning Job 14 uploaded file 2.jpg.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Actioning Job 14 uploaded file 1.jpg.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Actioning Job 14 uploaded file 3.jpg.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Job 14 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Job 14 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Standalone Job 14 created.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:10pm	Job 12 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:07pm	Job 7 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:07pm	Job 2 was actioned.
TECAAdmin(Avon Dalitz)	TransLink Division	2nd February 2014 6:00pm	Job 13 was actioned.

Search Log

Date Range (inclusive)

Start Date2014-01-29

End Date2014-02-04

Filtering Options

UsernameUsername

CouncilAll Councils

Action Keywords

Keywords from the action field

Use spaces or commas between words

Search

Search & Generate CSV

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Figure 13.2 – Action Logs

## 13.3. Create New Users

The creation of new users is very simple.

When creating a New User the following fields are mandatory: Username, First Name, Last Name, Company, Password, Email, and User Group. Below is an explanation of each field:

### Basic Info

**Username** - The username is used for logging into the portal. Maximum 30 characters

**Password** - The password desired for logging into the portal. Maximum 20 characters

**Email** - The email address of the user. Maximum 80 characters

**Phone** - The telephone number of the user. Maximum 16 characters

**Company** - The company of the user. Maximum 30 characters

**Council** - Drop down menu with various options

**First Name** - The first name of the user. Maximum 30 characters

**Surname Name** - The last name of the user. Maximum 30 characters.

### Types of User Groups - Selected from drop down menu

Each user group has a unique set of available permissions, their basic menu access is as follows:

**Administrator** - The Administrator user group has access to all menu options. The Administrator user group is the only user group with access to the Administration menu options: User Administration, Data Tools, and Reporting

**Requester** - The Requester user group only has access to the Create Jobs and Network Map pages

**Inspector, Planner, Contractor** - These user groups have access to the Action Jobs, Create Jobs and Network Map pages.

## Media Permissions

**Upload Job Media** - Allows the user to upload media to jobs

**Upload Stop Media** - Allows the user to upload media to stops

**Alter Job Media** - Allows users to delete, move or rename job media

**Alter Stop Media** - Allows users to delete, move or rename stop media.

## User Group Extras

**HASTUS Audits** - Allows the user to action jobs at the HASTUS Audit status

**HASTUS Audits Exclusively** - Allows only access to action jobs at the HASTUS Audit status

**Global Contractor** - This contractor is available to all councils

**Close Jobs** - Allows the user to action jobs at the Completed waiting Closure status

**Perform DDA Audits** - Allows the user to action jobs at the DDA Audit status.

## Explicit Page Access

**Create Jobs Page** - Gives the user menu access to the Create Jobs page

**Action Jobs Page** - Gives the user menu access to the Action Jobs page

**Data Tools Page** - Gives the user menu access to the Data Tools page

**Manage Groups Page** - Gives the user menu access to the Manage Job Groups page

**Edit Jobs Access** - Allows the user to edit job details

**Edit Stops Access** - Allows the user to edit stop details.

## Job Group Permissions

**Create New Groups** - Allows the user to create new groups in the Create Jobs page

**Add to Groups** - Allows the user to create create job in existing job groups in the Create Jobs page.

## Other Permissions

**Receive Emails** - When checked the user will receive emails from the portal regarding jobs that require their attention

**Use Timetable Jobs** - When checked the user will be able to see timetable update type jobs across the portal. If this is not checked then all timetable update type jobs will be hidden from this user

**Use Timetable Jobs Exclusively** - When checked this permission will restrict users to seeing only timetable type jobs across the portal. All other job types will be hidden from this user.

**TransLink Bus Stop Portal**  
Managing Bus Stop Maintenance

**TransLink Division**  
Avon Dalitz of TransEduCom - Logout

Home Create Jobs Action Jobs Browse Jobs Network Map Data Tools Manage Job Groups Reporting Tools User Administration 59:25 BSP Quick Search

**User Administration**

User List Action Logs Create New User

**Create New User**

Username \* Company \* User Group Admin \* Password \* Council \* First Name \* Surname \* Email \* Phone \*

**Media Permissions**

Upload Job Media ☒ Alter Job Media ☒ Upload Stop Media ☒ Alter Stop Media ☒

**User Group Extras**

HASTUS Audits ☒ Exclusively ☐ Global Contractor ☐ Close Jobs ☒ Perform DDA Audits ☐

**Explicit Page Access**

Create Jobs Page ☒ Action Jobs Page ☒ Data Tools Page ☒ Manage Groups Page ☒ Edit Jobs Access ☐ Edit Stops Access ☐

**Job Group Permissions**

Create New Groups ☒ Add to Groups ☒

**Other Permissions**

Receive Emails ☒ Use Timetable Jobs ☒ Exclusively ☐

Create User

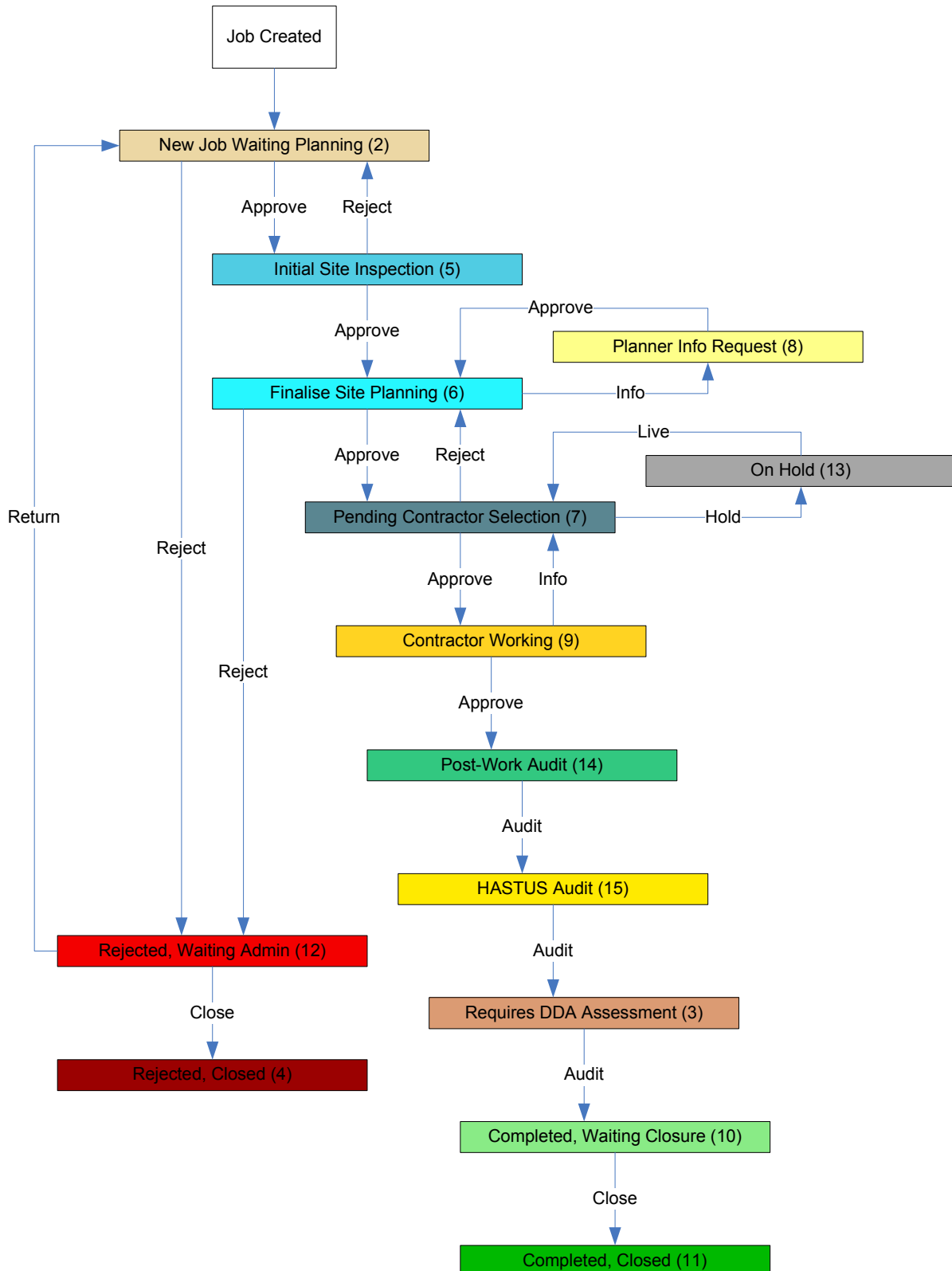
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Figure 13.3 – Create New User

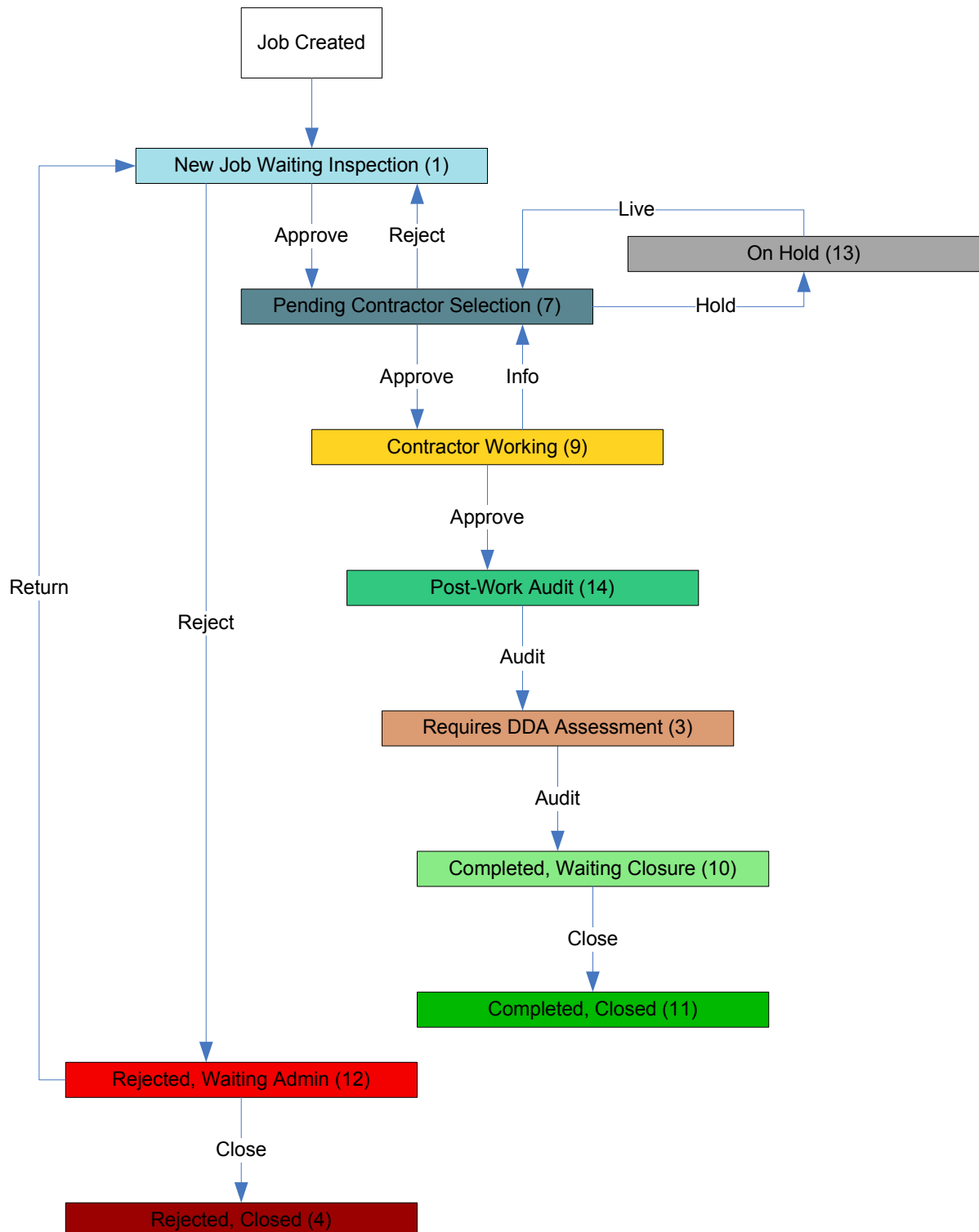


# 14. Job Workflow Diagrams

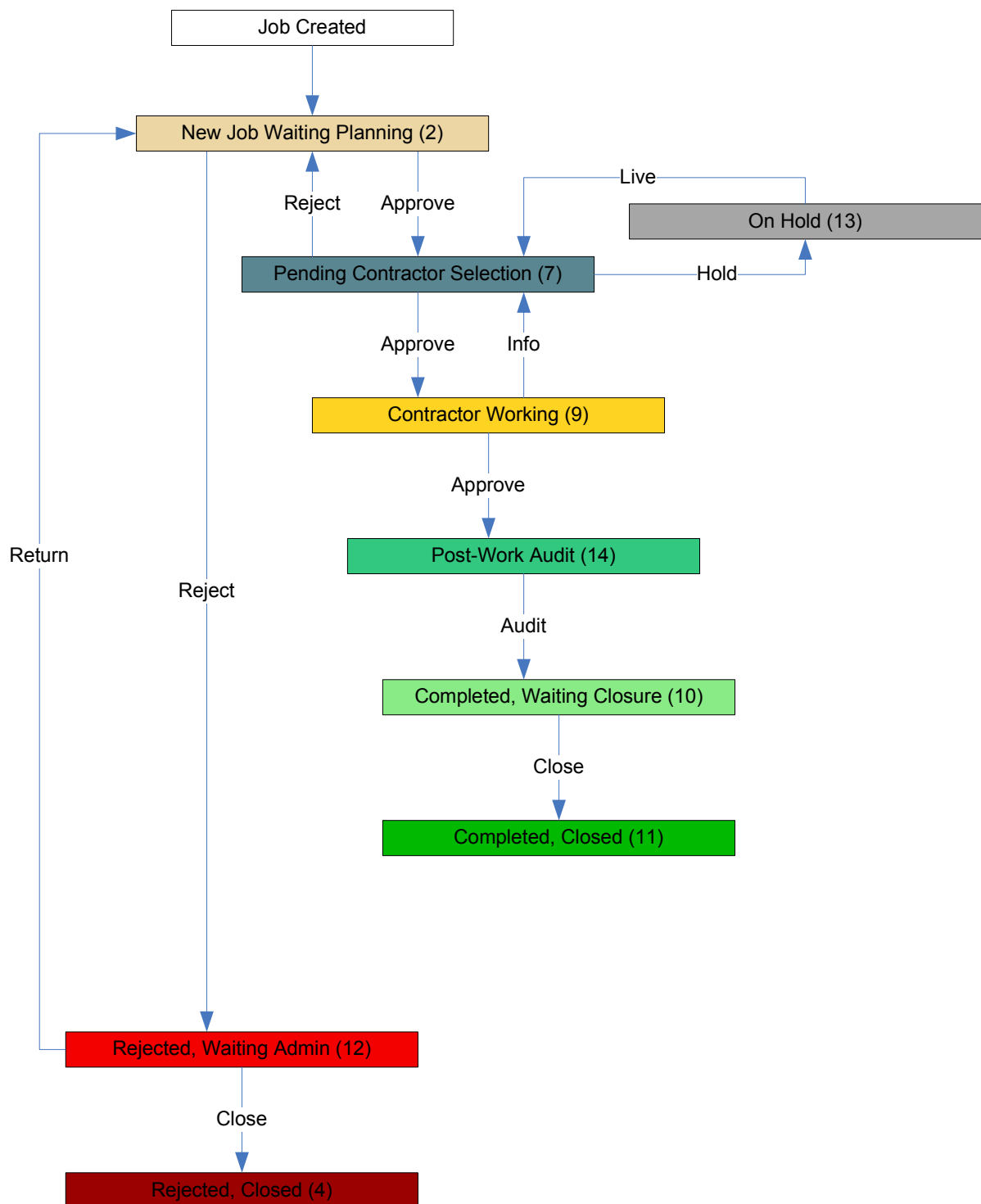
## New Bus Stop, Relocation, Removal



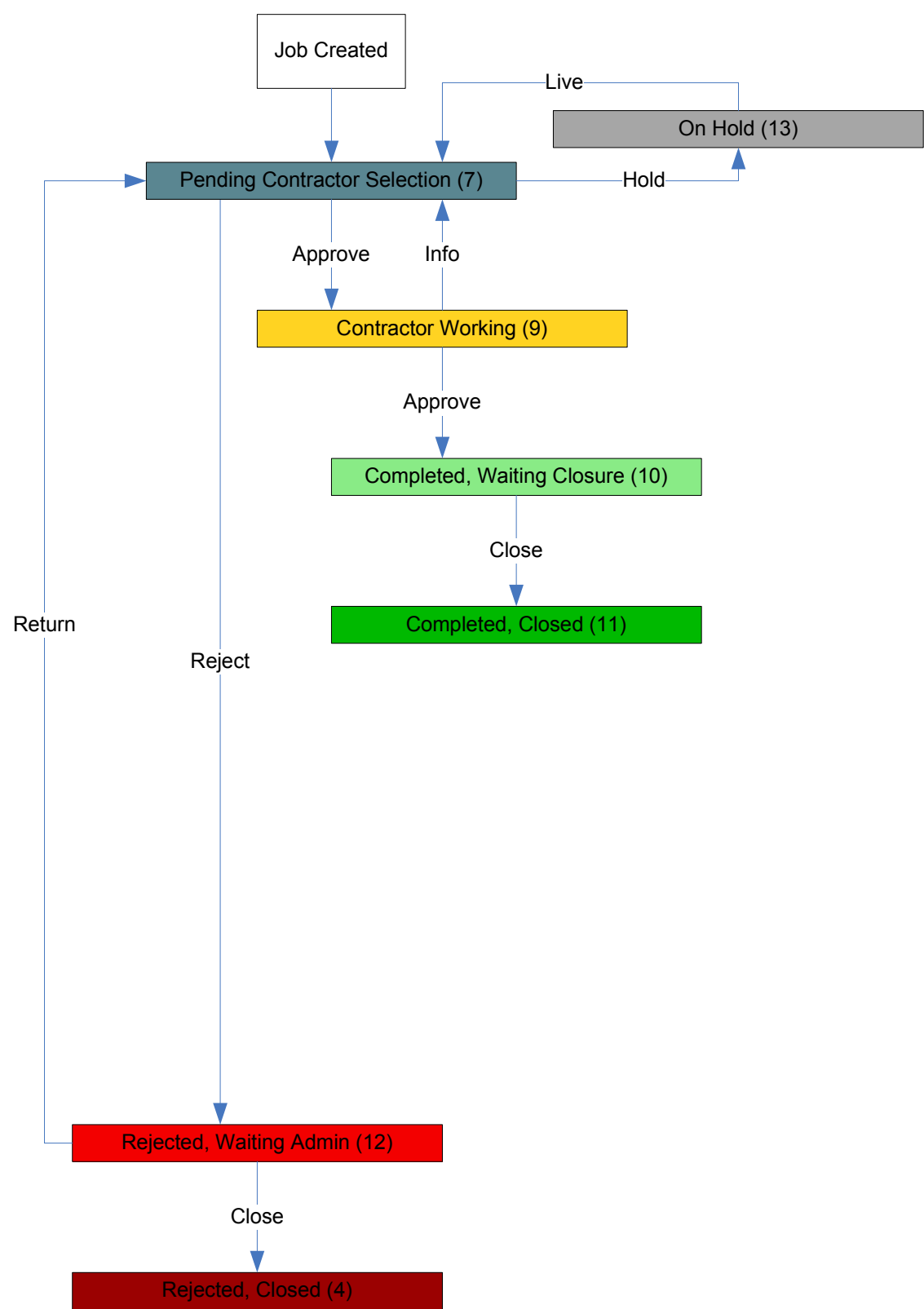
## Maintenance, Modification



## Timetable Update

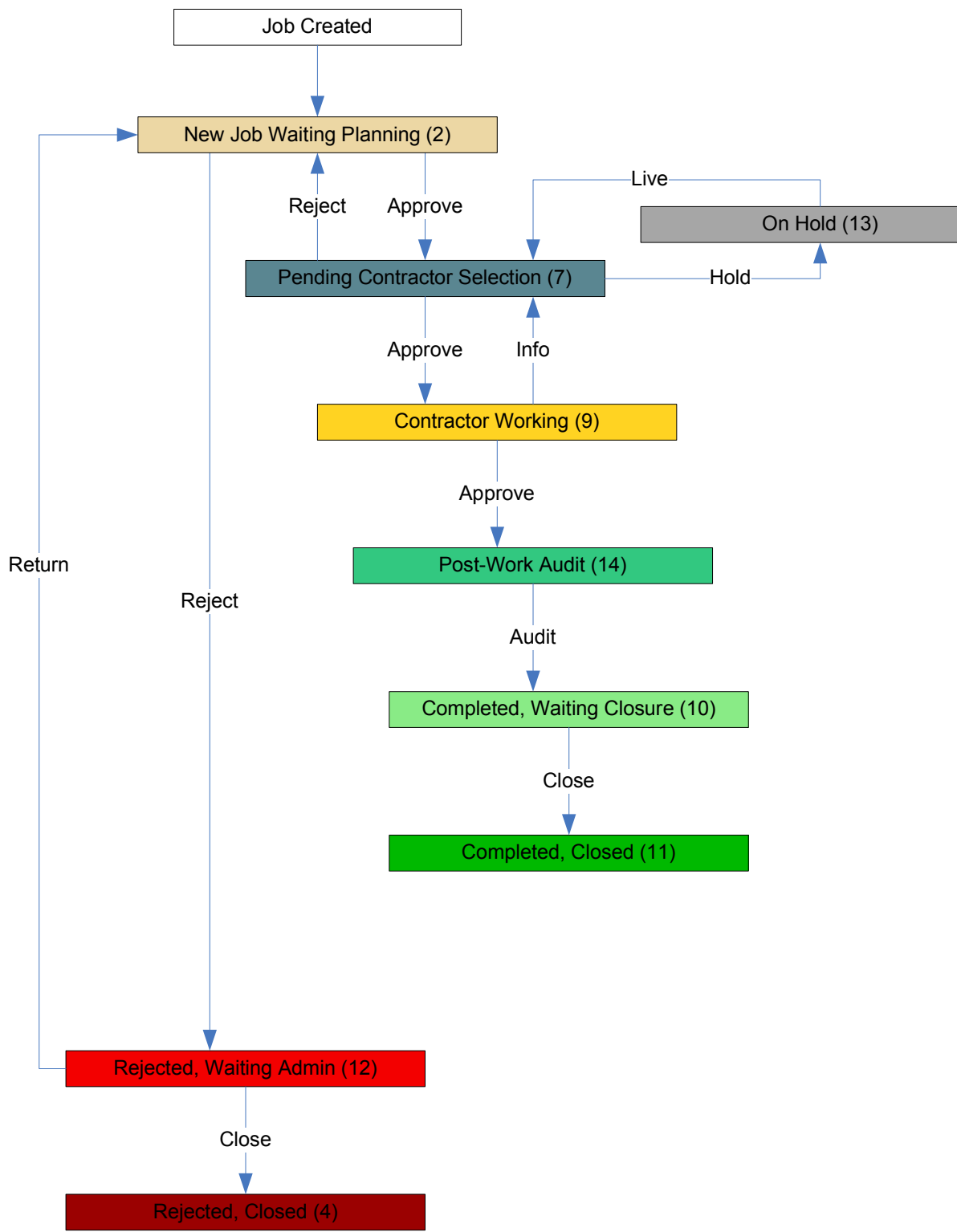


# Parts Request





# GoCard Update



## Temp Closures

