
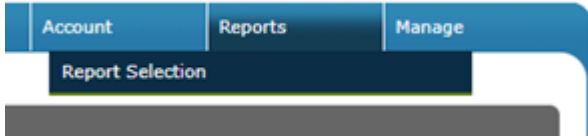


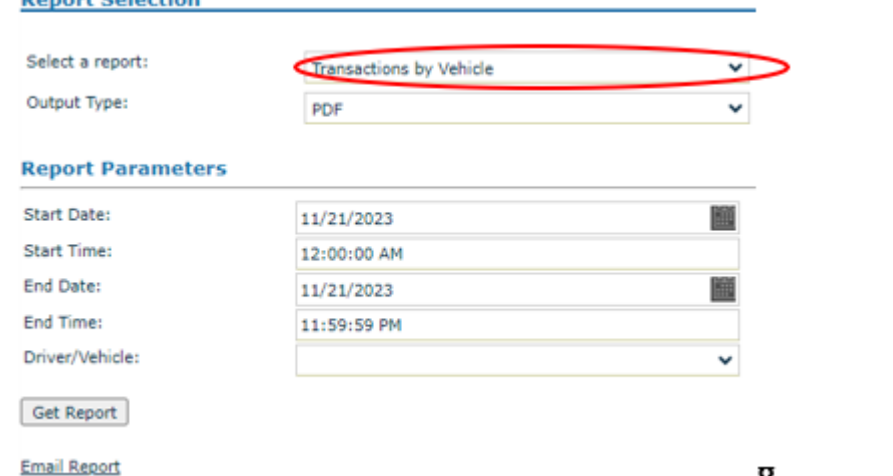
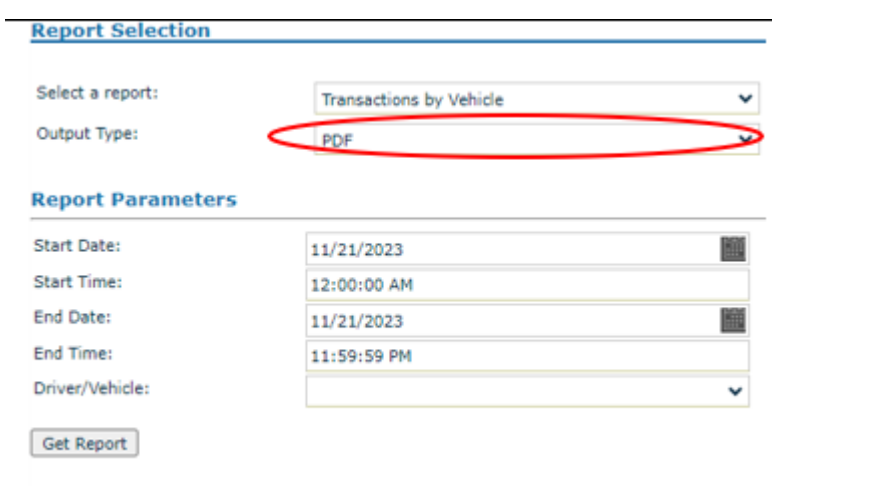


Reports

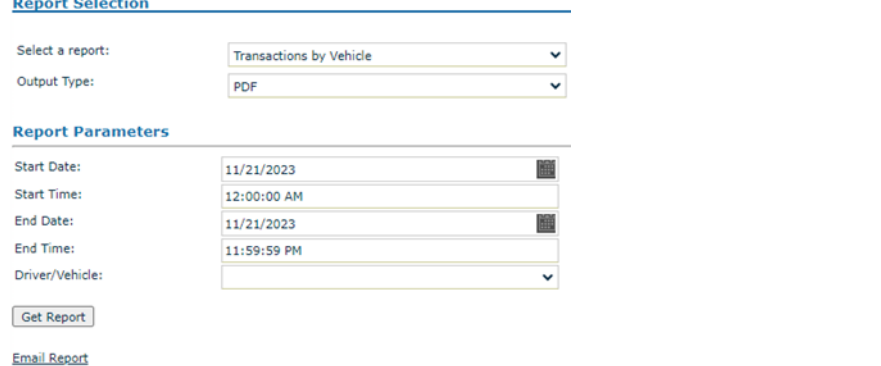
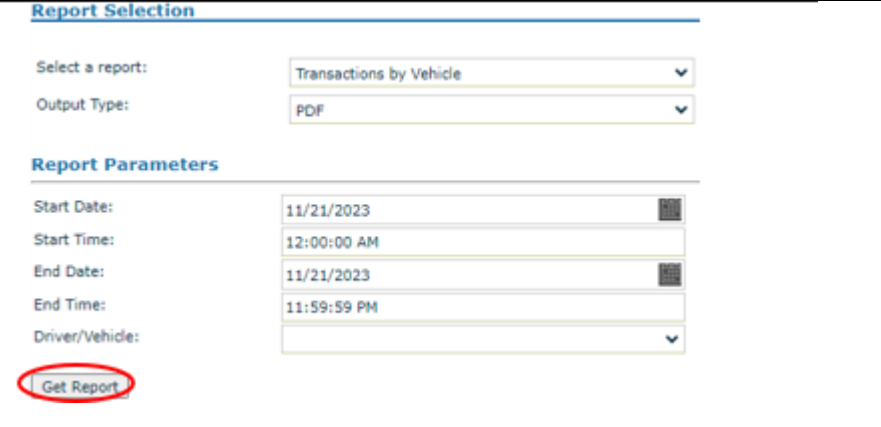
How to Run a Report

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the 'GateKeeper Vendor' logo at the top left. Below the logo are two input fields: 'User Name:' and 'Password:'. To the right of each field is a red asterisk. Below the password field is a 'Login' button and a link for 'Forgot Password?'. The background of the login page shows a yellow taxi cab in a city street.</p>
<p>Under Account select <i>Report Selection</i></p>	 <p>The screenshot shows a navigation menu with three items: 'Account', 'Reports', and 'Manage'. The 'Reports' item is highlighted with a dark blue background, and a sub-menu is visible below it, containing the option 'Report Selection'.</p>

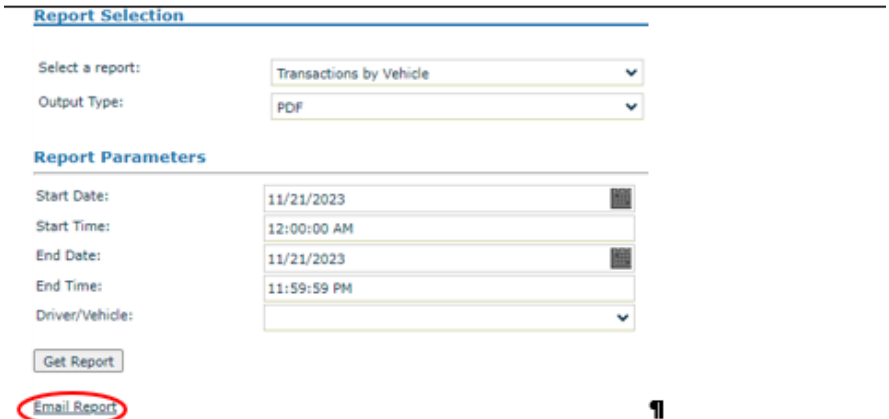
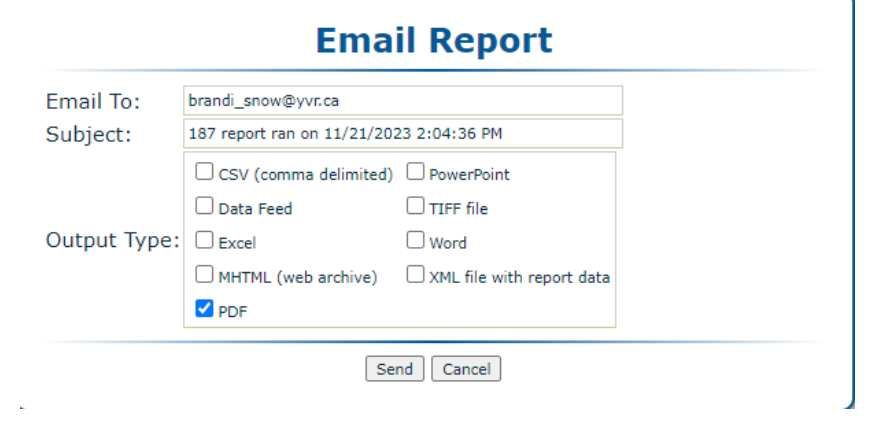


Steps	Examples
<p>Select Report Type (see below for details on report types)</p>	 <p>The screenshot shows the 'Report Selection' section with a dropdown menu for 'Select a report:' set to 'Transactions by Vehicle'. Below it, the 'Output Type:' dropdown is set to 'PDF'. The 'Report Parameters' section includes fields for Start Date (11/21/2023), Start Time (12:00:00 AM), End Date (11/21/2023), End Time (11:59:59 PM), and Driver/Vehicle. A 'Get Report' button and an 'Email Report' link are also visible.</p>
<p>Select Output Type CSV, Data Feed, Excel, MHTML, PowerPoint, TIFF file, Word or XML file</p>	 <p>The screenshot shows the 'Report Selection' section with 'Transactions by Vehicle' selected in the 'Select a report:' dropdown. The 'Output Type:' dropdown is set to 'PDF' and is circled in red. The 'Report Parameters' section is identical to the first example, including date and time fields, a 'Get Report' button, and an 'Email Report' link.</p>



Steps	Examples
<p>Enter in Report Parameters – i.e. Start and End of Report Period</p> <p>Note: different reports may have additional parameters that can be selected.</p> <p>If would like to run a report for a single vehicle, select vehicle from pull down menu.</p>	
<p>Select <i>Get Report</i></p>	



Steps	Examples
<p>Or to Email Report, click on Email Report</p>	 <p>Report Selection</p> <p>Select a report: Transactions by Vehicle</p> <p>Output Type: PDF</p> <p>Report Parameters</p> <p>Start Date: 11/21/2023</p> <p>Start Time: 12:00:00 AM</p> <p>End Date: 11/21/2023</p> <p>End Time: 11:59:59 PM</p> <p>Driver/Vehicle:</p> <p>Get Report</p> <p>Email Report</p>
<p>If required, edit Email To and Subject</p> <p>Select Output Type</p> <p>Select Send</p>	 <p>Email Report</p> <p>Email To: brandi_snow@yvr.ca</p> <p>Subject: 187 report ran on 11/21/2023 2:04:36 PM</p> <p>Output Type:</p> <ul style="list-style-type: none"><input type="checkbox"/> CSV (comma delimited)<input type="checkbox"/> Data Feed<input type="checkbox"/> Excel<input type="checkbox"/> MHTML (web archive)<input checked="" type="checkbox"/> PDF<input type="checkbox"/> PowerPoint<input type="checkbox"/> TIFF file<input type="checkbox"/> Word<input type="checkbox"/> XML file with report data <p>Send Cancel</p>



Report Types

Report	Information in Report																																																																														
<p>Transactions by Vehicle</p>	<p>Trip details per day per vehicle. This report shows when a vehicle entered the Virtual Holding Lot, when it was assigned a Bus Bay Zone by the PGT Dispatch staff and then the Vehicle exited the Bus Bay Zone.</p> <p>YVR: Transactions by Vehicle</p> <hr/> <p>Report Range: 10/1/2023 12:00:00 AM to 10/31/2023 11:59:59 PM Vehicle: All</p> <hr/> <table border="1"> <tr> <td>Vehicle: [REDACTED]</td> <td>VIN: [REDACTED]</td> <td>License Plate: [REDACTED]</td> </tr> <tr> <td>Access ID: Uninitialized</td> <td>Year: 2020</td> <td>Make: [REDACTED]</td> </tr> </table> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Date/Time</th> <th>Plaza</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>10/13/2023 2:50:47 PM</td> <td>Virtual Holding</td> </tr> <tr> <td>[REDACTED]</td> <td>10/13/2023 2:52:37 PM</td> <td>ITB 9-15</td> </tr> <tr> <td>[REDACTED]</td> <td>10/13/2023 3:02:03 PM</td> <td>Virtual Airport Exit</td> </tr> </tbody> </table> <p>Total Transactions for Day: 3</p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Date/Time</th> <th>Plaza</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>10/24/2023 11:33:27 AM</td> <td>Virtual Holding</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 11:34:27 AM</td> <td>DTB A-C</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 11:34:46 AM</td> <td>Virtual Airport Exit</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:42:50 PM</td> <td>Virtual Holding</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:44:19 PM</td> <td>ITB 9-15</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:45:06 PM</td> <td>ITB 8 & 16</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:45:20 PM</td> <td>ITB 9-15</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:45:38 PM</td> <td>ITB 8 & 16</td> </tr> <tr> <td>[REDACTED]</td> <td>10/24/2023 1:46:01 PM</td> <td>Virtual Free Exit</td> </tr> </tbody> </table> <p>Total Transactions for Day: 9</p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Date/Time</th> <th>Plaza</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:55:58 PM</td> <td>Virtual Holding</td> </tr> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:58:13 PM</td> <td>DTB OF</td> </tr> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:58:43 PM</td> <td>Virtual Airport Exit</td> </tr> </tbody> </table> <p>Total Transactions for Day: 3</p> <p>Total Transactions for Vehicle: 15</p> <table border="1"> <tr> <td>Vehicle: [REDACTED]</td> <td>VIN: [REDACTED]</td> <td>License Plate: [REDACTED]</td> </tr> <tr> <td>Access ID: Uninitialized</td> <td>Year: 2017</td> <td>Make: [REDACTED]</td> </tr> </table> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Date/Time</th> <th>Plaza</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:56:18 PM</td> <td>Virtual Holding</td> </tr> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:58:19 PM</td> <td>ITB 9-15</td> </tr> <tr> <td>[REDACTED]</td> <td>10/31/2023 2:58:55 PM</td> <td>Virtual Airport Exit</td> </tr> </tbody> </table> <p>Total Transactions for Day: 3</p> <p>Total Transactions for Vehicle: 3</p>	Vehicle: [REDACTED]	VIN: [REDACTED]	License Plate: [REDACTED]	Access ID: Uninitialized	Year: 2020	Make: [REDACTED]	Vehicle	Date/Time	Plaza	[REDACTED]	10/13/2023 2:50:47 PM	Virtual Holding	[REDACTED]	10/13/2023 2:52:37 PM	ITB 9-15	[REDACTED]	10/13/2023 3:02:03 PM	Virtual Airport Exit	Vehicle	Date/Time	Plaza	[REDACTED]	10/24/2023 11:33:27 AM	Virtual Holding	[REDACTED]	10/24/2023 11:34:27 AM	DTB A-C	[REDACTED]	10/24/2023 11:34:46 AM	Virtual Airport Exit	[REDACTED]	10/24/2023 1:42:50 PM	Virtual Holding	[REDACTED]	10/24/2023 1:44:19 PM	ITB 9-15	[REDACTED]	10/24/2023 1:45:06 PM	ITB 8 & 16	[REDACTED]	10/24/2023 1:45:20 PM	ITB 9-15	[REDACTED]	10/24/2023 1:45:38 PM	ITB 8 & 16	[REDACTED]	10/24/2023 1:46:01 PM	Virtual Free Exit	Vehicle	Date/Time	Plaza	[REDACTED]	10/31/2023 2:55:58 PM	Virtual Holding	[REDACTED]	10/31/2023 2:58:13 PM	DTB OF	[REDACTED]	10/31/2023 2:58:43 PM	Virtual Airport Exit	Vehicle: [REDACTED]	VIN: [REDACTED]	License Plate: [REDACTED]	Access ID: Uninitialized	Year: 2017	Make: [REDACTED]	Vehicle	Date/Time	Plaza	[REDACTED]	10/31/2023 2:56:18 PM	Virtual Holding	[REDACTED]	10/31/2023 2:58:19 PM	ITB 9-15	[REDACTED]	10/31/2023 2:58:55 PM	Virtual Airport Exit
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