Printing Daily Schedules for Drivers

PtMS users will generally distribute hard copy schedule reports (vs. electronic schedules via PtMS Mobile) to the drivers the day before or the morning of the schedule service date. There are several schedule printing options and formats to choose from in PtMS for Windows. This article will list several report options for printing schedules.

PtMS Interactive Scheduler

The PtMS Interactive Scheduler has 2 reports that can be used to print driver's schedules: the Vehicle Manifest Report and the Dispatcher's Report.

Vehicle Manifest Report

1. From the PtMS Menu select Applications
2. Select Automated Scheduling
3. Select Interactive Scheduler
4. Select the schedule date and press the Load Schedule button
5. Select Reports/Vehicle Manifest
6. Select the Vehicles to print or provider
7. Select Group by Vehicle, Start Vehicle on a new page, and sort by Pickup Time
8. Click Create Report to print the report

Vehicle Manifest in Stop Order Report

1. From the PtMS Menu select Applications
2. Select Automated Scheduling
3. Select Interactive Scheduler
4. Select the schedule date and press the Load Schedule button
5. Select Reports/Vehicle Manifest in Stop Order
6. Select the Vehicles to print or provider
7. Select Client Signature and Driver Instruction Options
8. Click Create Report to print the report

Dispatchers Report

1. From the PtMS Menu select Applications
2. Select Automated Scheduling
3. Select Interactive Scheduler
4. Select the schedule date and press the Load Schedule button
5. Select Reports/Dispatchers Report

6. Select the Vehicles to print or provider
7. Select Sort By Vehicle-Pickup Time and check New Page per vehicle
8. Click Create Report to print the report

PtMS Client and Scheduling Module

1. Select Applications from the PtMS Menu
2. Select Client Records and Scheduling
3. Click Options tab and Select Vehicle Manifest Edit
4. Click Date field and select Schedule Date
5. Click Print Icon at bottom of screen
6. Answer Yes to "Do you want to Group by Vehicle?"
7. Click Print Icon, select printer and click OK to print schedule