



Celebrating the legacy of
the Feather River Route



Online Conductor Report System



Paul Finnegan
Last revised 2/13/24

Conductor Reports

- Conductor Reports are Very Important
 - Provides the “Objective Evidence” to protect the museum, society and members in the event of a insurance or legal event.
 - Provides the documentation trail for crew qualifications and promotions.
 - Is useful for helping the society seeking grants and donations.

Why go online?

- Motivation for using online Conductor Report System
 - Creates more legible reports
 - Provides long term storage and easy retrieval of reports
 - Provides a database that can be used to create new service record reports for individuals or the department.
 - Prevents “lost” paperwork.
 - Allows Operating Department management to see and review Conductor Reports from remote locations.
 - Allows automatic detection and reporting of scheduled trains that did not have a Conductor Report filed. Operating Department management can follow-up right away rather than at the end of the season.



Accessing Today's Crew Web Page

- From the wplives.org web site:
 - Members pull-down menu
 - Operating Department Extra Board
 - Today's Crew button (Check that the date displayed is the current date. If not *refresh* the web page by using Ctrl+F5)



Today's Crew Web Page

- Can be used by conductor or supervisor to make crew assignments.
- Shows date/time of markup and qualifications for each member that had signed up for crew for today.



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PORTOLA

OPERATING DEPARTMENT

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Crew for 8-26-23
(in order of markup)

Create Conductor Report Display Latest Conductor Report Recent Reports

Date/Time of Markup	Crewmember	Qualifications
07/10/23 16:59	Giarritta, Michael	QB
08/07/23 20:07	Ross, Loren	QB QC QF QY QRAL QP
08/09/23 10:28	Parker, Bill	QB QC QF QY QRAL QP
08/17/23 19:56	Manos, Nicholas	QB SC
08/19/23 19:33	Elenbaas, Fred	QB QC QF
08/23/23 16:50	Powers, Des	SB

Printable text version of this page [in a new tab.](#)

Key:

SB-Student Brake	QB-Qualified Brake	
SC-Student Conductor	QC-Qualified Conductor	
SF-Student Fire	RF-Restricted Fire	QF-Qualified Fire
SY-Student Yard Engineer	QY-Qualified Yard Engineer	
SRAL-Student RAL Instructor	QRAL-Qualified RAL Instructor	
SP-Student Passenger Engineer	QP-Qualified Passenger Engineer	

Report Basic Work Flow

- Conductor Report System Consists of Three Major Stages
 - Stage One:
 - Conductor defines the crew
 - Starts with crew that marked up on the Extra Board
 - Conductor adds crew members that worked but did not mark up
 - Conductor removes crew members who marked up but did not work
 - Conductor adds any new or visiting not listed on the Operating Department Crew Roster
 - The number of positions (e.g. BPQ for 3 hours, CPS for 2 hours would be 2 positions held.)
 - Conductor loops on Stage One until the crew is completely Defined.
 - Stage Two
 - Conductor documents positions and hours for all crewmembers.
 - To create report in Stage Three:
 - Requires password and reCAPTCHA (*“I am not a robot”*)
 - Creates and displays Conductor Report
 - Stage Three
 - Displays the printable Conductor Report (using the web browser File->Print option)
 - Stores the report electronically
 - Updates the individuals’ service record files



Report System Starts from “Today's Crew” Web Page

- From the wplives.org web site:
 - Members pull-down menu
 - Operating Department Extra Board
 - Today's Crew button (Check that the date displayed is the current date. If not *refresh* the web page by using Ctrl+F5)
 - Click the “Create Conductor Report” Button

(There are two additional buttons “Display Latest Conductor Report” and “Recent Reports” on this page that will display reports already created. It can be used to see if someone already created the report you are working on or display the reports (again) so you can print it if needed.)

Example Stage One Screen

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WPRM Conductor Report Generator for 5-16-17

Train Type: Standard Passenger Yard Special Passenger

How many crewmembers are not listed in the crew list below?

How many volunteers **NOT** on the Operating Dept Crew Roster worked the train?

Sign up date:	Crewmember	Qualifications	How many positions held today
05/08/17 14:45	Jackson, Bil	QB QC QF QY QRAL QP	<input type="text" value="1"/>
05/08/17 20:26	Elems, Matt	QB QC QF QY QRAL QP	<input type="text" value="1"/>
05/08/17 23:33	Epling, David	QB QC QF QY QRAL QP	<input type="text" value="0"/>
05/11/17 09:14	Spikes, Charlie	QB QC QF QY QRAL QP	<input type="text" value="0"/>

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- Use control #1 to specify the TYPE of train
- Use control #2 to add normal crew not listed
- Use control #3 to add new or special volunteers
- Use the # 4 controls to say how many positions each person held, use zero to remove crew member from report
- Click Next to repeat Stage One if control #2 or #3 is not zero, or to go to Stage Two if this screen is completed.

Sample Stage One Screen (con't)

How many crewmembers are not listed in the crew list below? 0

How many volunteers **NOT** on the Operating Dept Crew Roster worked the train? 0

Sign up date:	Crewmember	Qualifications	How many positions held today
05/08/17 14:45	Jackson, Bil	QB QC QF QY QRAL QP	1
05/08/17 20:26	Elems, Matt	QB QC QF QY QRAL QP	1
05/16/17 00:00	Doty, Ethan		1
05/16/17 00:00	Habeck, Steve		1

Next

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- On the previous screen we used control #2 to add two new crewmembers and then the drop-down list to add Ethan and Steve.
- If we had used control #3 to add a non-roster person, a test entry box with “Last, First” would have appeared. Please enter the name being careful that it is: “Last”, “comma”, “one space”, “First”, “no trailing spaces.”
- We also used control #4 to remove David and Charlie. Each person on this crew held one position.
- Since both control #2 and #3 are now zero, when we click Next to go to Stage Two.

Sample Stage Two Screen Top Section

Conductor: Jackson, Bil ▾ Supervisor: Habeck, Steve ▾

Train Number* Select ▾ Train Type: Standard Passenger
 (* note: Use Train Numbers 8 & 9 for Yardmaster movements.
 Only today's unused train numbers are listed.)

Train Time 1200 ▾ Show Job Abbreviations in a new window

Crewmember	Qualifications	Position	Hours
Jackson, Bil	QB QC QF QY QRAL QP	CPQ ▾	2 ▾
Elms, Matt	QB QC QF QY QRAL QP	EPQ ▾	2 ▾
Doty, Ethan	QB QC QF QY QRAL	BPQ ▾	2 ▾
Habeck, Steve	QB QC QF QY QRAL QP	SPV ▾	2 ▾

- Use the drop down boxes to specify the Person completing the report , the Supervisor* (or “None”), the Train Number**, Train Time, Positions and Hours.
 - * The supervisor should be the Operating Department Leadership team member (Superintendent of Operations, General Superintendent, Yardmaster, DLSE, Operating Department Supervisor) who was on-site and participated in train operations.
 - ** Train numbers are used only once per day. Use train numbers 8 & 9 for Yardmaster movements.
- The train type is display is “Standard Passenger” if on the previous screen we had selected “Standard Passenger”. Otherwise it would be “Yard” or “Special Passenger”.
 - Standard Passenger is a standard weekend train that runs our normal timetable.
 - Yard is any non-passenger switching train.
 - Special Passenger is a caboose train on that does not run on the standard timetable. Examples would be school charters, Pumpkin Trains and Santa Trains.

Sample Stage Two Screen Middle Section

- The middle section of the report will vary by train type.
- The example at right is from the Standard Passenger train type.
- You must indicate the power used and how many hours the locomotive was running (not necessarily the number of hours it was moving).
- Also include the number of times the locomotive was started as part of this report (***not*** for the day if there are multiple reports or other RALs.)
- The approximate number of passengers and if a run was annulled.
- If a run is annulled, set the passenger count to 0.
- The Yard and Special Passenger data entry forms are shown on the next slide.

Power used (check all that apply)

<input type="checkbox"/> QRR 3 - Hours: 0 # Times Started: 0	<input type="checkbox"/> QRR 1100 - Hours: 0 # Times Started: 0
<input type="checkbox"/> SPMW 208 - Hours: 0 # Times Started: 0	<input type="checkbox"/> SP 2873 - Hours: 0 # Times Started: 0
<input type="checkbox"/> USA 1857 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 165 - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 707 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 805A - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 917D - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 921D - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 925C - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 1503 - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 2001 - Hours: 0 # Times Started: 0	<input type="checkbox"/> Other - Hours: 0 # Times Started: 0

Standard Passenger - Run Details

How many cabooses were used in train? TBD

Train Time	Aprox. Number of Passengers or Run Not Scheduled	Was run annulled?
1100	Unknown	<input type="checkbox"/> Run Annulled
1130	Unknown	<input type="checkbox"/> Run Annulled
1200	Unknown	<input type="checkbox"/> Run Annulled
1300	Unknown	<input type="checkbox"/> Run Annulled
1330	Unknown	<input type="checkbox"/> Run Annulled
1400	Unknown	<input type="checkbox"/> Run Annulled

Yard & Special Passenger Middle Section Examples

Power used (check all that apply)

<input type="checkbox"/> QRR 3 - Hours: 0 # Times Started: 0	<input type="checkbox"/> QRR 1100 - Hours: 0 # Times Started: 0
<input type="checkbox"/> SPMW 208 - Hours: 0 # Times Started: 0	<input checked="" type="checkbox"/> SP 2873 - Hours: 1 # Times Started: 1
<input type="checkbox"/> USA 1857 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 707 - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 805A - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 917D - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 921D - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 925C - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 1503 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 2001 - Hours: 0 # Times Started: 0
<input type="checkbox"/> Other - Hours: 0 # Times Started: 0	

Yard

Power used (check all that apply)

<input type="checkbox"/> QRR 3 - Hours: 0 # Times Started: 0	<input type="checkbox"/> QRR 1100 - Hours: 0 # Times Started: 0
<input type="checkbox"/> SPMW 208 - Hours: 0 # Times Started: 0	<input checked="" type="checkbox"/> SP 2873 - Hours: 1 # Times Started: 1
<input type="checkbox"/> USA 1857 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 707 - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 805A - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 917D - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 921D - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 925C - Hours: 0 # Times Started: 0
<input type="checkbox"/> WP 1503 - Hours: 0 # Times Started: 0	<input type="checkbox"/> WP 2001 - Hours: 0 # Times Started: 0
<input type="checkbox"/> Other - Hours: 0 # Times Started: 0	

Special Passenger - Run Details

How many cabooses were used in train? TBD


How many runs were made? TBD

Special Passenger

After you select how many runs were made for a special passenger train, it will display an entry box for each run so you can record the number of passengers for each run.

Sample Stage Two Screen Bottom Section

Password:

I'm not a robot 
reCAPTCHA
Privacy - Terms

Note: click "Create Report" only ONCE for each actual train.
If you already created a report and it needs to be changed,
send an email to webmaster@wplives.org describing what needs to be changed.

Enter the Password (changes everyday), click the “I’m not a robot box (and answer questions if asked.)

Click the Create Report button to move to Stage Three.

Report

- The report will be created and displayed to the screen
- Please use the web browser File-> Print to print the report and put in the Conductor Report basket in the Operations Office.
- Electronic copies of the report are kept and emailed to the Operating Dept.
- A small database is also updated so we can create YTD reports for our operations.

About the Password...

If you don't know how to get the password for today, please speak with your supervisor, the Superintendent of Operations, the General Superintendent or the Webmaster.

Two final comments:

1. If you want to demo or train how to use this system, select "Demo-Only" as the Supervisor on the Stage Two web page, then it generates the report, but will not store any data from it.
2. The system is not multi-threaded. It assumes only one conductor is doing a report at a time. If more than one person is using it at the same time, you may get incorrect results.

A Few Comments...

- **Special Cases:**
 - Every train should have a report, sometimes you may have to think about how to create the reports.
 - Let's say there is no afternoon RAL and the train is aired up and visitors are standing around at 14:30 am. The conductor/supervisor decides to run an unscheduled caboose train at 14:30. How should we do the report?
 - Since the "Standard Passenger" report will not have a slot for 1430 , the conductor should create a "Special Passenger" train report for the 1430 run.
 - Then the conductor should create a "Standard Passenger" report for the normal runs and a "Special Passenger" report for the 1430 run with a new train number.
- **Late Reports:**
 - If a report is not made on the day of the train please contact the Superintendent of Operations, General Superintendent or webmaster for assistance. We have a special process for creating post-dated reports.

Reporting the Number of Times a Locomotive is Started

- When selecting the entry for the number of times a locomotive is started, report the number of times it was started *for that train!*
 - For example – if the locomotive is still running from a morning RAL or switch move and it is used for a passenger train, the passenger train report should report it was started 0 times.
 - If a locomotive is used immediately after a caboose train for a yard move, the yard report should report it was started 0 times.
 - We want to track the actually times the batteries are stressed starting a locomotive.

Revision History

- 2017-05-23 Paul Finnegan – new.
- 2017-05-25 Paul Finnegan – added Display Latest Conductor Report instructions.
- 2017-06-05 Paul Finnegan – updated “Person completing this report:” from “Conductor:”
- 2017-06-14 Paul Finnegan – added “Recent Reports” button info.
- 2017-06-19 Paul Finnegan – updated to reflect using unique train numbers and minor changes in screens and report.
- 2017-07-02 Paul Finnegan – Corrected Todays Crew spelling title.
- 2018-01-09 Paul Finnegan – Updated for 2018 season’s rev 2 tool.
- 2018-03-31 Paul Finnegan – Added note about using Trains # 8 & 9 for Yardmaster movements.
- 2018-04-06 Paul Finnegan – Clarified locomotive time is number of hours the locomotive is running, not necessarily moving.
- 2018-04-13 Paul Finnegan – added words to clarify Supervisor position for report.
- 2018-05-11 Paul Finnegan – added number of times locomotive started.
- 2018-07-01 Paul Finnegan – added “A Few Comments...” and “Reporting the Number of Times a Locomotive is Started” slides
- 2018-11-17 Paul Finnegan – added passenger counts for Special Passenger Trains
- 2023-05-21 Paul Finnegan – added note to only create one report for train. If corrections are needed send email to webmaster@wplives.org
Added comment about late reports.
- 2023-06-19 Paul Finnegan – updated Stage 2 – middle section slide to show Sunday special schedule and set passenger count to 0 if run annulled.
- 2023-08-26 Paul Finnegan – Added two slides showing more details and comments about Today’ Crew web page.
A couple minor text edits (e.g. On-Line → Online)
- 2023-08-26 rev b Paul Finnegan – corrected spelling of decides on “A Few Comments” slide.
- 2024-02-13 Paul Finnegan – updated train times (6 trains now, same schedule all days) and “Special Cases” comments