

ITRACE

A quick guide to using iTRACE



PLYMOUTH
CITY COUNCIL

I. Registering

To become an iTRACE user you will need to have an account created for your business / company by the Authority. Each iTRACE user's access is secured with a user name and password. These will be sent to your named Travel Plan Coordinator (TPC) by the Council once an account has been created.

Contact the Sustainable Transport Team for registration details

- Email: travelplans@plymouth.gov.uk
- Tel: 01752 668000

2. Starting a site audit & survey

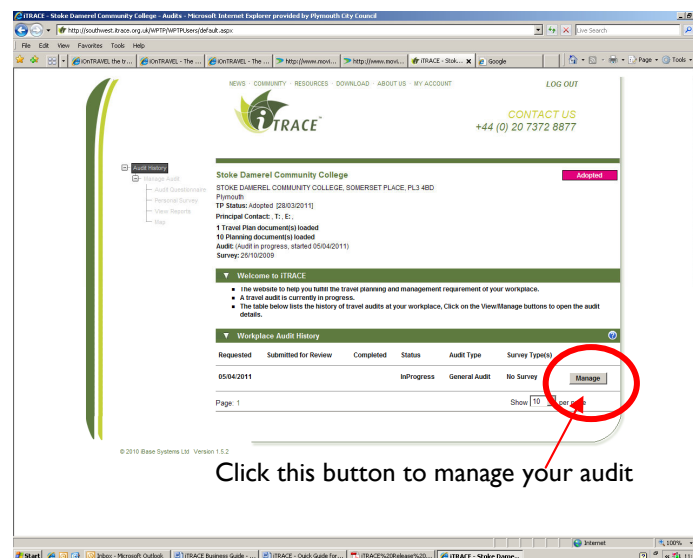
The TPC will receive an email containing a link to the site audit and a second link which will take them straight to the staff survey.

2.1. Site Audit:

- You (the TPC) must complete and submit the site audit within 3 months
- The completed site audit must be submitted so that it can be approved by the Council.

Completing the site audit:

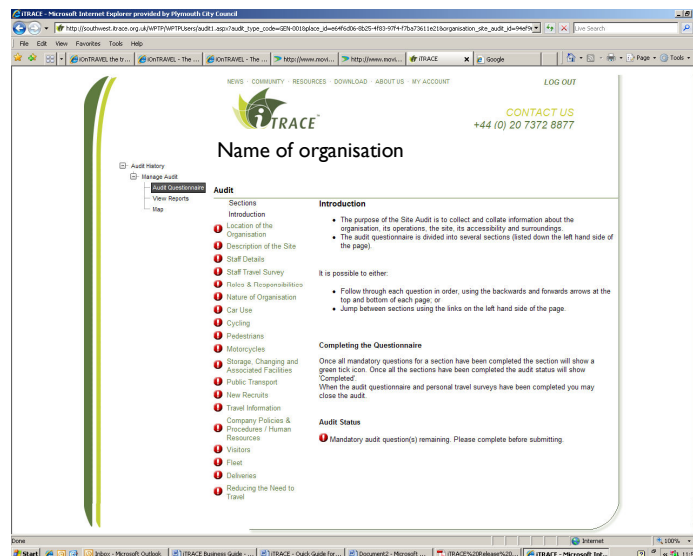
- Follow the link within the email - this will take you to a login screen
- Log in with the username and password provided by the Council. Upon logging in for the first time iTRACE will ask you to change the password. If you forget your password at a later date you can request a new one from the Council
- Once you have logged in you will come to a main screen which gives an overview of your Audit History. Click on 'Manage' to begin completing your site audit:





The screenshot shows the iTRACE web application interface. The main content area displays the 'Workplace Audit History' table. The table has columns for Requested, Submitted for Review, Completed, Status, Audit Type, and Survey Type(s). The first row shows an audit requested on 05/04/2011, currently in 'InProgress' status, with a 'Manage' button highlighted by a red circle. Below the table, there is a 'Page 1' indicator and a 'Show 10' dropdown menu. A red arrow points to the 'Manage' button with the text 'Click this button to manage your audit'.

Requested	Submitted for Review	Completed	Status	Audit Type	Survey Type(s)	Manage
05/04/2011			InProgress	General Audit	No Survey	Manage

- iTRACE will ask you to 'complete the audit questionnaire'. The audit questionnaire is divided into sections which look like this:



- Each section can be completed at any time within the 3 month time scale, you do not have to complete the entire audit questionnaire in one go (just remember to click 'save' once you have completed a section!)
- Once a section is complete and has been saved the icon on the main audit menu will change from a red  to a green 
- Upon completion of the entire site audit iTRACE will prompt you to submit it to the Council for approval. You must do this before you can start writing your travel plan

2.2. Staff Survey:

- If all staff have access to email the link to the survey can be copied into a new mail message and sent to all staff to complete and submit online
- For staff without email access there is a printable version of the survey which can be distributed in paper format. The completed paper surveys must then be returned to the TPC to be entered manually into iTRACE via the original email link

The printable (paper) version of the survey looks like this:

QUESTIONNAIRE NUMBER

STAFF SURVEY – Paper version

SECTION ONE: ABOUT YOUR JOB

Q1. On an average week, what time do you usually arrive and leave work? (Use 24 hour clock)

	Time In		Time Out		Not Applicable (Tick if you do not usually work this day)
	Hour	Minute	Hour	Minute	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

I work Full Time (FT) / Part Time (PT) Cross out box that does not apply FT PT
I work Rotational shifts (Y/N) Cross out box that does not apply Y N

Q2. Please select one choice from the following options which best describes your current employment status.

Permanent
Contract
Agency
Casual/seasonal

Q3. Do you have a disability that would affect your travel options?

Yes Please answer question 4
No Please answer question 5

Q4. Are you part of the Blue Badge scheme?

Yes
No

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Surveys included in the system:

- Site Audit
- Staff Survey
- NHS Staff Survey
- NHS Visitor Survey
- Higher Education Staff Survey
- Higher Education Student Survey

The Staff Survey will generally be used unless you are part of an NHS or Educational establishment, in which case the relevant survey will be chosen.

3. Next steps

Once your site audit and surveys have been completed and approved by the Council you will have the option of generating several reports to help you with your travel plan.

3.1. Workplace Reports

- Travel Plan Report Template
- Travel Survey Summary Report
- Staff Postcode (CSV)
- Mode of Transport Usage

The Travel Plan Report Template will be generated in MS Word format.

The TP Report Template contains:

- Site audit data
- Staff survey data
- Guidelines on how to complete each section

The TPC must download and complete this TP Report Template, following the guidelines provided within the document.

4. TP Submission

Once the TP Report Template has been completed you must submit a copy to the Council for approval.

You can submit an electronic copy by emailing it to travelplans@plymouth.gov.uk.

If the completed document is too large to be sent electronically it can be sent by post to:

The Sustainable Transport Team
Plymouth City Council
Civic Centre, Floor 10
Armada Way
Plymouth
PL1 2AA



This is the first draft of your Travel Plan. Once submitted the Council will work with you on this, and any subsequent drafts, until the final Travel Plan document is created and approved.

5. Other features

You can also use iTRACE to:

- Monitor your TP and any targets set following discussions with the Council
- Map staff modes of travel by postcode - this information is fed into the iTRACE mapping tool from the completed Staff Surveys
- Renew and update your TP