Introduction to Dispatcher's Reports 04/04/24

Things to do:

> Create the track warrants for the engineers.
> Announce boarding on the PA system under the control of the conductor.
> Set music level for background music in the infield.
> Record the information on the Dispatcher's Report Form.

The Dispatcher's Reports are made on an EXEL spreadsheet file. The form and the file were developed by David Chasco. He is the railroad's interface with the FRA. The information contained on this form is required by the FRA.

If one does not wish to enter the data into the computer, use a blank form found below or download the form from the wedcrew website:
(*http://wedcrew.yolasite.com/resources/Dispatchers_reports/Dispatcher's%20Blank%20Form.pdf*)

Make sure that this completed form is forwarded to Dave Chaso and Ted Dunn.

New Hope Valley Railway

TIMETABLE 7			DATE:				☑	Bonsal, NC

PART 1: PASSENGER COUNT

SCHEDULED TIME							
TRAIN NUMBER							
ENGINE:							
MP 0.1 - Depart Northbound							
Yard Limits*							
MP 2.1 - Midway Northbound							
MP 4.1 - Arr. New Hill							
MP 4.1- Lv. New Hill - Southbound							
MP 2.1 - Midway Southbound							
Yard Limits*							
MP 0.1 - ON SPOT							
NOTE:							
100							
101							
200							
201							
308							
Cab							
OTHER							
TOTAL PER TRAIN							
RUNNING TOTAL							
ADVANCE SALES							
PROMOTION SALES							↓ Check Names ↓

FRA 6180-55 TOTAL:

(Total with other Passenger Counts and enter on BOX 17)

CREW:	(FRA REQUIRED)					
Dispatcher:						
Engineer:						
Conductor						
Signal Operator:						
Head Brakeman:						
Rear Brakeman						

Actor Drop off/Pick up Engineer(s):

PART 2:   Train Miles

FRA PASSENGER MILES*   FRA 6180-55:   0   (Total with other Passenger Miles and enter on BOX 16)

FRA PASSENGER TRAIN MILES*   Number of Trains: FRA 6180-55:   0   (Total with other train miles and enter on BOX 12)

* Note: 8 miles used for each trip

PART 3:

WEATHER: (FRA REQUIRED)						
Temperature (FRA REQUIRED)						

(IF NEEDED)

REMARKS:

The following procedure describes how to enter the information into the computer system.

Take note, in the form above, of the shaded cells.
These shaded cells are in the rows for:

> **Scheduled Time**
> **Total Per Train**
> **Running Total**

These cells are calculated by data entered in other cells.

When using the Spreadsheet, there or things to know.
Insert a new worksheet
Rename the new sheet dd-mm.

Enter the date in the form month, day and the date in the cell next the Date.
For this example assume that the is Dec 2, 2023
When you enter the data as **12/2** it will display:

1- **Saturday, December 02, 2023**
2- **Santa Trains 1**
3- The scheduled departure times
4- The train numbers

This information is retrieved from the **2023_Trains** worksheet.

The Engine numbers will have to be entered manually

Engine Row, When you click on the box in this row

ENGINE:	

An arrow appears to the right of the box, indicating that there is a Drop Down Selection.

ENGINE:		▼

Click on the arrow and you can select the engine being used from the list.

NUMBER	
ENGINE:	
	17
	399
	671
bound	1681
	1640
hbound	

Note: you can enter a number not found on the list. For example, you could enter 4444. You will see an error notice:

ENGINE: **4444**

LibreOffice Calc   ✕

(i)   Invalid value.

OK   Cancel

Just click OK and the 4444 entry will be accepted.

Next, enter the times that the train departs and reached the Mile Posts shown.

For the Yard Limit times copy and paste the Check Mark from Cell H3:   ✓

Entering the actual train times in military time format in the thin column.
It will display the times in the standard format in the next column

New Hope Valley Railway

Enter the time in "military time Format" ie 1109

It will fomat it here

1513

MP 0.1 - Depart Northbound	11:09 AM	03:17 PM
Yard Limits*		
MP 2.1 - Midway Northbound		
MP 4.1 - Arr. New Hill		

When the time is entered in the Midway Northbound cell, the check mark will automatically be entered in the Yard Limits* cell. Similarly, when the time is entered in the On Spot cell, the check mark will automatically be entered in the Yard Limits* cell.

Enter the passenger counts as they are received from the conductor.

Crew for operating the trains.

REW:	(FRA REQUIRED)	Column1				
Dispatcher:						
Engineer:						
Conductor						
Signal Operator:						
Head Brakeman:						
Rear Brakeman						
Actor Drop off/Pick up Engineer(s):						

Each crew position has a drop down selection box to allow for the selection for that position. You may enter a name not on the list. Just click OK when the error message appears.

The last items needed are the weather conditions at the time of departure.
This information can be obtained from the weather website:
https://www.wunderground.com/weather/us/nc/new-hill
Go to the Wednesday Crew website   http://wedcrew.yolasite.com/ and click on the link circled below.

OTHER STUFF

Version 4-4-24 will not automatically transfer the total car count from cell L28 in each of the dispatcher's report worksheet to the appropriate row on the Trains worksheet.
In prior years the car count was manually entered into the Trains worksheet, resulting in typo errors.

In the Trains worksheet:
The worksheet names are generated from the date in column C.

Column Q is $=TEXT(C7,"mm")\&"-"$

Column R is $=TEXT(C7,"dd")$

Column S is $="'"\&Q7\&R7\&"'"\&"!"\&"L28"$

Column T is $=IFERROR(INDIRECT(S7),"")$

Column S adds the correct punctuations to the text needed for a cell address.
The INDIRECT() command converts the text in column S to a cell address.
The IFERROR() command makes the cell blank when there is no worksheet with that name.

	Index	Date	Trains		1	2	3	4	5	Riders	Average	YTD	Theme		Q	R	S	T
7	1	03/20/24	Wed	1	10:30 am					70	70	70	Group Ride Wed		03-	20	'03-20'!L28	70
8	2	04/12/24	Fri	1	10:30 am								Group Ride Fri		04-	12	'04-12'!L28	
9	3	04/13/24	Sat	4	11:00 am	12:00 pm	1:00 pm	2:00 pm					Operate-A-Loco		04-	13	'04-13'!L28	
10	4	04/14/24	Sun	3	1:00 pm	2:30 pm	4:00 pm						Caboose Hop CANCELLED		04-	14	'04-14'!L28	
11	5	04/17/24	Wed	1	10:30 am								Group ride Wed		04-	17	'04-17'!L28	
12	6	04/20/24	Sat	2	11:00 am	1:30 pm	3:00 pm						NCRM Anniversary		04-	20	'04-20'!L28	
13	7	04/21/24	Sun	3	11:00 am	12:30 pm	2:00 pm						NCRM Anniversary		04-	21	'04-21'!L28	

2024 Schedule and Ridership

Total Ridership YTD   70

From Updated1/16/24

4/4/2024