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# Workforce Management Web for Supervisors Help

Shared Transport Report

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# Shared Transport Report

## Tip

Shared Transport is known by many different names worldwide—for example, bus, carpool, ride share, lift share, and paratransit. See [Wikipedia](#) for details.

To create a Shared Transport Report:

1. On the **Reports** tab, select **Configuration Reports** from the Views menu.
2. Select **Shared Transport Report** from the list on the Objects pane.  
The Reports wizard's **Header** page, appears.
3. To print a header on the report, select **Show Header** and type your header text into the text box.
4. Click **Next**.
5. On the **Data** page, select the agents you want to include in the report.

## Tip

You can expand business units to display their sites; you can expand sites to display their agents. You can select any combination of agents from multiple sites.

6. On the **Shared Transport** page, select the shared transport items you want to include in the report.
7. Click **Finish**.  
The report appears in the [Report Viewer](#).

## Understanding the Shared Transport Report

Shared Transport Report	The report title.
Each Shared Transport in the report has this information in its header:	
<b>Business Unit</b> field	Business unit of the shared transport.
<b>Site</b> field	Site of the shared transport.
<b>Transport</b> field	Shared transport name.
<b>Status</b> field	Status of the shared transport.
<b>Comments</b> field	Comments (if any) that are attached to the shared transport.
<b>This is the bus with maximum size <i>nn</i></b> field	Maximum size of the shared transport, if it is a bus.

## Shared Transport Report

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Below the header, each agent in the shared transport is listed on a separate row, with these columns:	
<b>No.</b>	Number of the row.
<b>Agent</b>	Agent name.
<b>Team</b>	Agent's team name.