

ATHENA QUICK GUIDE

ROLLOUT SHEET REPORT

Introduction: This document is for the Rollout Sheet Report module to assist users in exporting the report.

How to use the Athena Rollout Sheet Report Module

ACCESS THE ROLLOUT SHEET REPORT MODULE

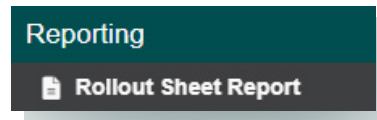
STEP 1:

Log in to the system by entering “User Name”, “Password” and click on the “Login” button.



STEP 2:

The action bar will appear, click on “Rollout Sheet Report” under “Reporting”.



STEP 3:

The Rollout Sheet Report will display the following information:

- Route ID
- Vehicle
- Driver ID
- First Name
- Last Name

Rollout Sheet Report				
Route ID	Vehicle ↓	Driver ID	First Name	Last Name
077	tr1			
V074	Vehicle02			
022	Vehicle01	12159	DOREEN	BRADFORD
070	VTEST1			
045	VH-K01	12755	CELIA MARIE	CROW
051	VH035			
048	VH033			
005	VH031	10844	SABRINA	HILL
181	VH029			
030	VH028	12333333333	Ab	B1
189	VH026			
017	VH024	1217	MAUREEN	BROWN
035	VH023			
025	VH020	12352	LATONYA	FORBES
016	VH018	11856	YVONNE	NASH
026	VH017	0333	02 FlexNotTemp.	Le
471	VH016			
V083	VH013			
018	VH012			
088	VH009			
061	VH006			
062	VH005			
054	VH004			
059	VH003			