



# TRAFx DataNet – Quick Guide



TRAFx DataNet, released in January 2009, is a comprehensive online software solution to analyze, manage, store and share your TRAFx data. It is state of the art and goes far beyond typical data software. TRAFx System Packages purchased in 2009 and later include a 3 user/5 year plan for it. (Pre-2009 TRAFx customers can purchase this.) Here are a few of DataNet's highlights:

- Web-based (nothing to install)
- Login to your secure account from anywhere
- Comprehensive yet very easy to use
- Quickly create quality charts, reports, tables
- Organizes and centralizes your data
- Cost effective (3 user/5 year plan: \$500 US)
- Compatible with all generations of TRAFx counters

How does DataNet fit in? After you have retrieved data from counters in the field, and you are back in your office, you upload (i.e., send) the data files (including Shuttle files) from your PC to DataNet.

Here is how to get started:

1. First, learn more about DataNet, using this guide and the online DataNet demo.
2. Second, activate your organization's subscription plan (next page).

## 1. Demo

Go to [www.trafx.net/datanet/demo](http://www.trafx.net/datanet/demo) and log in to the DataNet demo.

NOTE: Each DataNet account allows two user types: (1) **Administrators**, who can do everything (upload data, create sites, delete data, add other users, etc.), and (2) **Viewers**, who can create charts and reports, but cannot upload data, delete or modify data, etc. (i.e., cannot make permanent changes). For this demo, you are logged in as a Viewer.

Find **HOME** and **ANALYZE**. All users (i.e., Administrators and Viewers) will frequently use these.

(Note: If the brief explanations that follow are insufficient, click **HELP** for more detailed information.)

**HOME** – Provides an overview: counter sites, reports, photos, master summary, a map, etc. Note that when you upload data, the graphs, reports and master summary get updated automatically.



### Instructions:

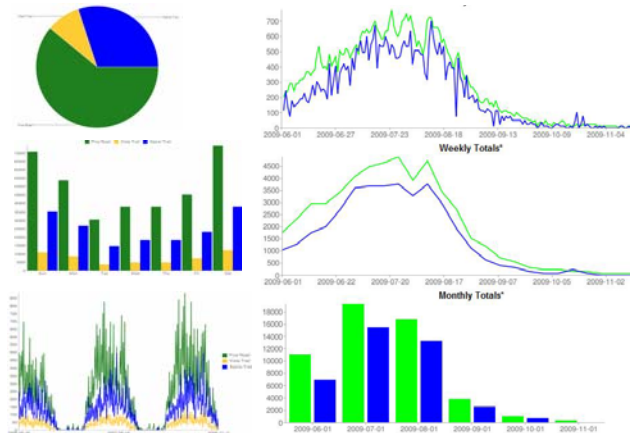
To start, explore by clicking on everything: the icons, reports, photos, map markers, etc. (Use your browser's back button to return to HOME.) The **Master Summary** (upper right corner) is particularly useful.

**ANALYZE** – It is here you create your own charts (i.e., graphs) and reports, and, if desired, export them and their source data.



### Instructions:

To create charts and reports, follow the three steps on your screen. In Step 2 you will see green timelines for each counter. Green means data is present; white indicates a "gap" in the data (e.g., the counter was not operating, the counter was not in the field, etc.) Move the blue sliders to select the desired date range.

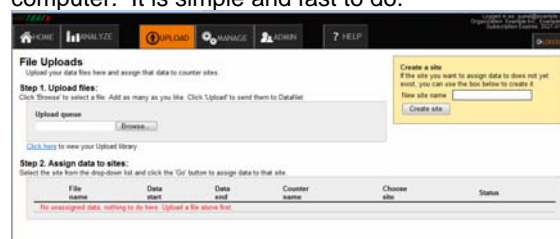


For practice, create five to seven different reports. Also, be sure to create a "Master Summary". This is a favorite of managers. To export it to Excel, just click on the Excel icon.

As mentioned earlier, **HOME** and **ANALYZE** are commonly used by both Administrators and Viewers. The next three menu items (**UPLOAD**, **MANAGE** and **ADMIN**) are mainly the domain of Administrators, so you must be an Administrator to be able to fully use them. As a Viewer (for this demo, you are logged in as a Viewer), you can “see” but you cannot “do”.

Administrators upload data. Uploaded data needs to be assigned to a specific “counter site” (Pine Road, Vista Trail, etc.). A new counter site can either be created on the **UPLOAD** page (see yellow box), or by visiting the **MANAGE** page. For example, if your counter was located on Pine Road, then you would create a counter site named “Pine Road” for it.

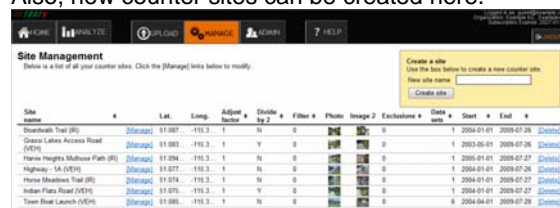
**UPLOAD** – Upload means to send a copy of a TRAFx data file (or a Shuttle file) from your PC to the DataNet system. Each file only needs to be uploaded once. Upload can be done with any web-connected computer. It is simple and fast to do.



As the **UPLOAD** screen shows, uploading is a simple two step process. In Step 2 you are asked to assign the data to a specific counter site. Note that complete Shuttle files can be uploaded (no need to parse these first).

Before uploading, first organize your files, open and inspect them, and if necessary clean them up.

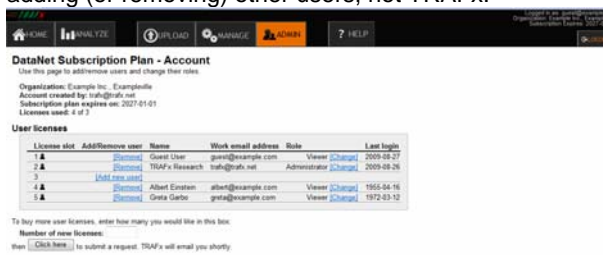
**MANAGE** – This is where you manage your counter sites and their associated information and settings (photos, lat./long., adjustment factor, data files, etc.). Also, new counter sites can be created here.



To manage a counter site, an Administrator would click the **Manage** link in the table, and follow the online instructions. To delete a counter site and all associated data, an Administrator would click **Delete**

**Important:** Although TRAFx backs up all DataNet data twice daily, always store all your data files in a safe place in case an accident happens and you need to upload them to DataNet again (e.g., you accidentally delete a counter site and all its data; an asterisk destroys the DataNet servers, etc.).

**ADMIN** – This is where an Administrator can add (and remove) other users. Administrators are responsible for adding (or removing) other users, not TRAFx.



A new user can be added either as an **Administrator**, or a **Viewer**. Just follow the prompts. You can have multiple Administrators and multiple Viewers---this is up to you and your organization. As mentioned, Administrators have full privileges, whereas Viewers have fewer privileges (i.e., cannot make permanent changes).

The quick tour is now finished. We hope you enjoyed it and that you now have a better understanding of DataNet. What is the next step? Please see below.

## 2. Activate

Before you and your co-workers can log in and begin using DataNet (i.e., create counter sites, upload data, etc.), a subscription plan must first be purchased and activated.

If your organization purchased a DataNet Subscription Plan, as part of a TRAFx System Package or separately, its activation code would be at the bottom of this page. To activate (i.e., unlock) the subscription plan, go to [www.trafx.net/datanet/activate](http://www.trafx.net/datanet/activate), enter the activation code and follow the online instructions. Here is the overall process:

Enter activation code and your email > email verification occurs > create your organization’s DataNet account > register and read agreement > use DataNet

The Subscription Plan activation only needs to be done once by one person in your organization. The person who activates the Plan automatically becomes an **Administrator** and can add (and remove) other users. An Administrator should be a permanent, long-term employee appointed by the buyer of the DataNet Subscription Plan.

As mentioned, an Administrator adds (i.e., invites) other users, not TRAFx. When a new user is added, the following process occurs:

Under ADMIN, click “Add user” > email invitation is automatically sent out > new user receives email and follows the email’s instructions regarding password creation, registration, etc. > use DataNet

Each individual user needs a license; users are not allowed to share their licenses or passwords. Additional licenses can be purchased at anytime (click Admin).

