What is iTrace?

iTrace is a free web based tool that allows for easy monitoring of travel plans, allowing for effective management of travel plans with minimum effort.

Do I need iTrace?

If you are responsible for the travel plan at your workplace then iTrace could make your job easier.

What does iTrace do?

iTrace has ready made travel questionnaires for you to email or print out for staff, visitors or students which can then be automatically analysed. iTrace also reminds you when new surveys have to be carried out so you can monitor travel behaviour over time.

How do I get iTrace?

Because iTrace is web based you can be online in minutes. Gateshead Council's contact for iTrace is Sarah Moralee. Simply call 0191 433 3308 or email sarahmoralee@gateshead.gov.uk You will just need to provide your name, company and email address and then you'll be sent a username and password for you to log on. You will also be sent a short site audit to complete to give more information about the facilities available at your site.

How does it work?

The Council will send you a request to begin sending out questionnaires at your site and give you about 3 months to complete this process. If all your staff have access to computers you simply email the questionnaires and the answers are automatically logged by iTrace. If you can't send out questionnaires electronically they can be printed off and you will be able to input all of the answers manually. iTrace then presents your results for

you. Once repeated surveys have been done you can see your progress towards your sustainable transport goals.

Using iTrace

When you log onto iTrace you'll see your 'Workplace Audit History'. This tells you the type of survey the local authority contact has requested you complete. To begin, simply click 'Manage'. On the next page select 'audit questionnaire' under the 'Audit Advisor' heading (or 'download audit questionnaire' if you need a paper copy). Simply answer the questions on the next page. You can save your answers at any time and come back to complete it later. When you have completed the audit you will be able to send out the personal surveys to be completed by your staff, visitors, students etc. To do this, navigate to 'Personal Survey' on the left hand side of the screen. Here you have a number of choices: 'add response from paper survey', 'download paper-based questionnaire' and two options for you to email out your surveys. Choose the option most appropriate for you. Responses to surveys emailed to staff will be automatically entered onto the system and paper responses are added manually by selecting 'add response from paper survey' and copying the responses submitted. You can look at the responses submitted at any time by clicking 'View'. When you have collected all of your surveys and done your site audit click 'Manage Audit' on the left hand side of the screen. At the bottom of the page click 'Submit Audit and Survey' and your results will be sent to the Local Authority Officer for them to review.

What else can iTrace do?

iTrace can generate a host of reports for you. Click 'View Reports' on the left hand sign of the screen. You will have a number of options, just click on any of them to generate the relevant report.