Capital Planning Tool (CPT)

Administrative User

user

guide

prepared for

Pennsylvania Department of Transportation (PennDOT)—Bureau of Public Transportation (BPT)

prepared by

Cambridge Systematics, Inc. &

KMJ Consulting, Inc.

October 4, 2024

www.camsys.com

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date

October 4, 2024

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1.0 Welcome!

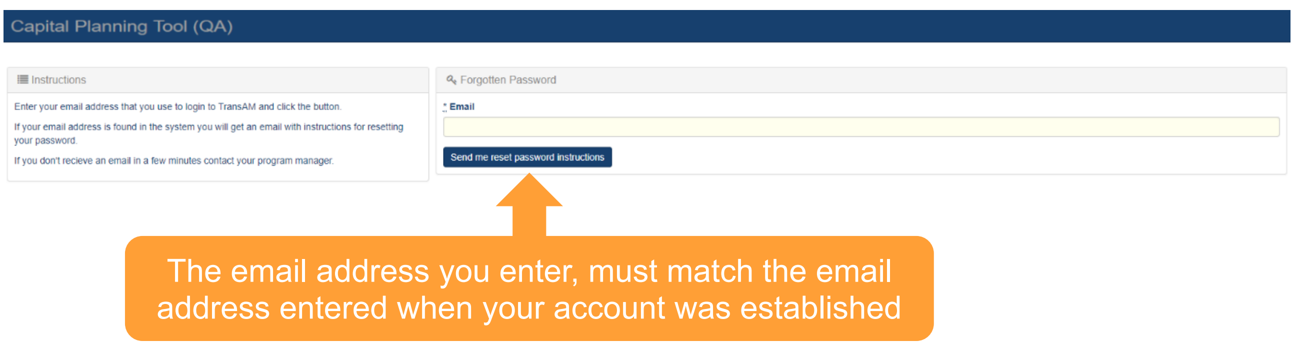
The PennDOT Capital Planning Tool (CPT) is an asset management system designed to support the needs of PennDOT's Bureau of Public Transportation (BPT) and the many transit agencies that operate in the Commonwealth. The system manages assets of all types, including revenue vehicles, equipment, facilities, and infrastructure. The system stores crucial information about every asset category and maintains a complete history of the asset as it ages, including; changes in condition, usage, value/depreciation, and other lifecycle events are, that are recorded and can be reviewed at any time. A variety of reports can be generated on asset condition, value, and capital replacement needs.

CPT is based on TransAM, an open-source asset management platform developed by Cambridge Systematics. TransAM focuses on transit assets and project planning, and is designed to make it easier for State DOTs, Planning Agencies, and Transit Agencies to share and exchange information related to assets, projects, and funding.

1.1 Initial Log In and Password Reset

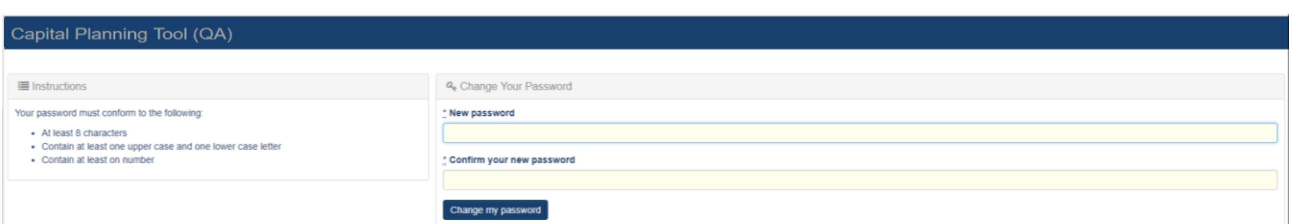
If this is your first time logging in, you should receive an email following the creation of your user account, with a link instructing you to reset your password. Click the link in the email and you will be directed to enter your email address in order to reset your password; enter your email address and click the “Send me reset password instructions” button. If you are an existing user and you forgot your password, you will be taken to the same screen by clicking on the “Forgot Your Password” link on the login page.

Figure 1 Password Reset Request Screen



Once you receive your “Reset Password Instructions” email, click on the “Change my password” link within the email, you will be redirected to the system site in your web browser, and you will be prompted to enter your new password twice. Once you enter your password twice, if it meets the password requirements, you will be automatically logged in.

Figure 2 Set/Reset Password Screen

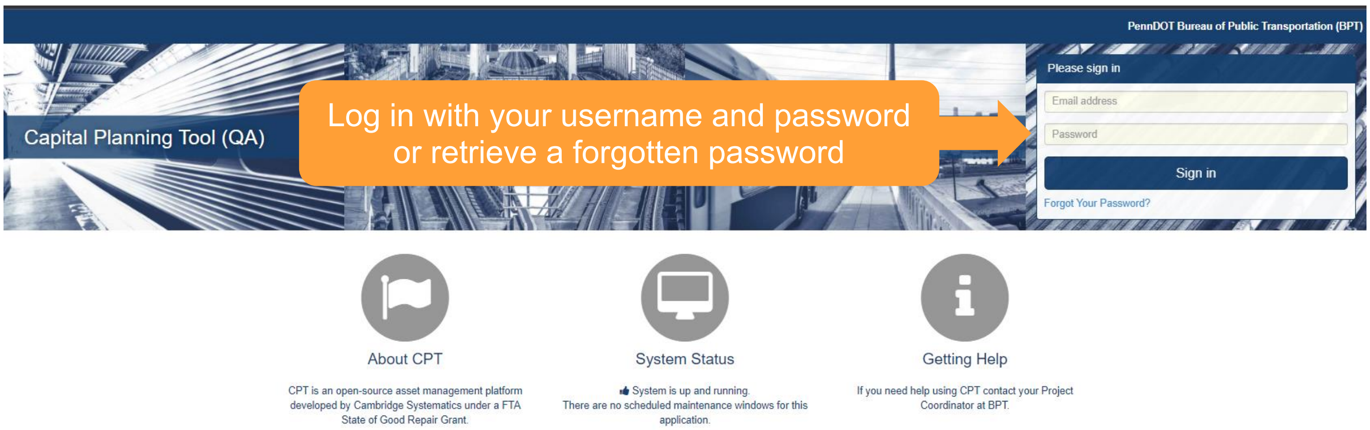


1.2 Ongoing Site Access

The system can be accessed via the following URL: https://pa-cpt.camsys-apps.com.

Ongoing access can be obtained by bookmarking the site URL in your web browser and clicking on the link, upon which you'll be greeted with a login screen. Enter your credentials in the appropriate fields to login. You also can request a password reset by pressing the "Forgot Your Password?" button.

Figure 3 Login Screen



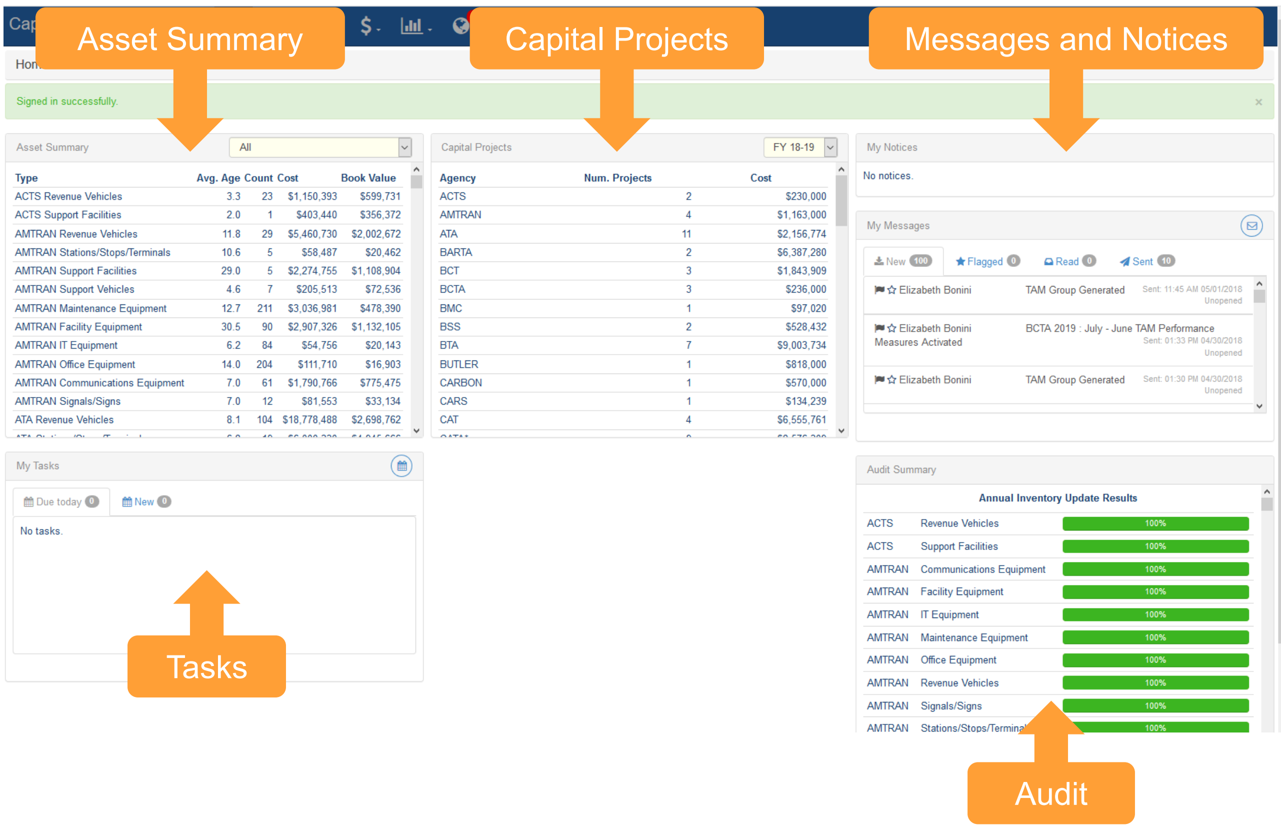
2.0 Dashboard

2.1 Dashboard Elements

Once you're logged in, your first experience will be the dashboard. The dashboard has a variety of elements.

The dashboard widgets highlighted below are Asset Summary, Capital Projects, My Notices, My Messages, My Tasks, and Audit Summary. These provide a quick glance at the contents of the system.

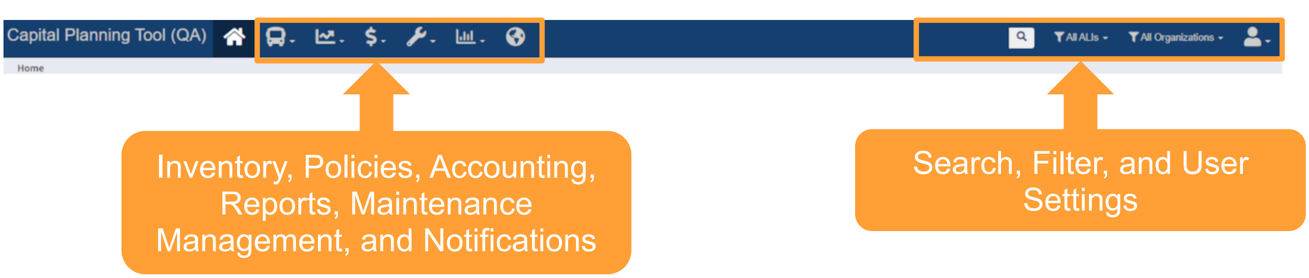
Figure 4 Dashboard Elements



2.2 Header Menu and Controls

The menu icons at the top guide you to the deeper content pages within the system: Inventory, Policies, Accounting, Reports, Maintenance Management, and Notifications. There also are controls to search, filter Activity Line Items (ALI) or organizations, and user settings.

Figure 5 Header Menu



3.0 General Features and Tools

As you progress through the system, there are some common interface elements that you'll encounter often.

3.1 Table Controls

There are lots of tables inside the system. The tables have common control tools that allow you to manipulate the table contents and export the table.

On header elements, you'll notice two arrows to the right of each column. These controls sort the table ascending or descending based on this column.

Figure 6 Sorting Controls

The Export All button to the top right of the table exports all table elements into an Excel table.

Figure 7 Export Button

There also are a set of tools at the top right of the table. The left button either displays the table with pagination (e.g., the table shows only a configurable number of rows per page), or the entire table.

The center button allows the user to show or hide different columns. Check marks next to the column indicate if a column will be shown and allow the user to toggle the column on or off.

The right button exports the current table view (complete with filters and excluding hidden elements) into a.CSV,.TXT or an.XLSX (Excel) file format.

Figure 8 Table Tools

3.2 Site Filters

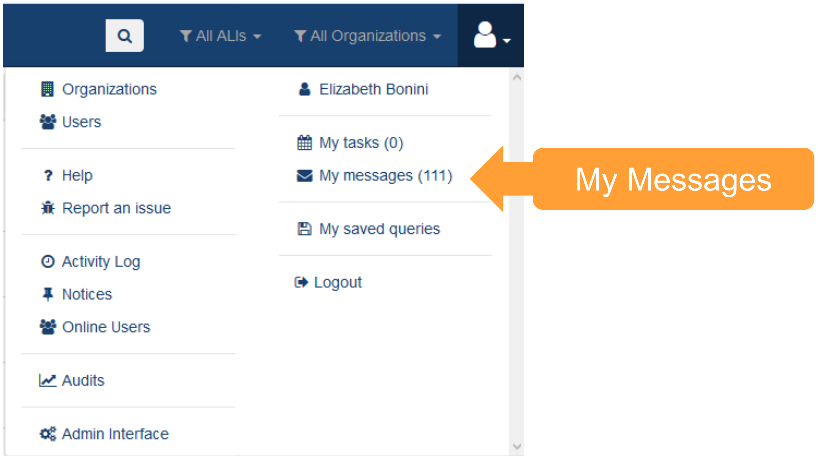
Throughout the site, there are various opportunities to filter data. When you see the following icon it means you can pare down displayed data with a filter.

Figure 9 Filter Icon

3.3 Messages

You can access Messages through the User Profile drop-down menu. Users are able to send and receive messages to one or more users through the interface.

Figure 10 User Profile *Messages*



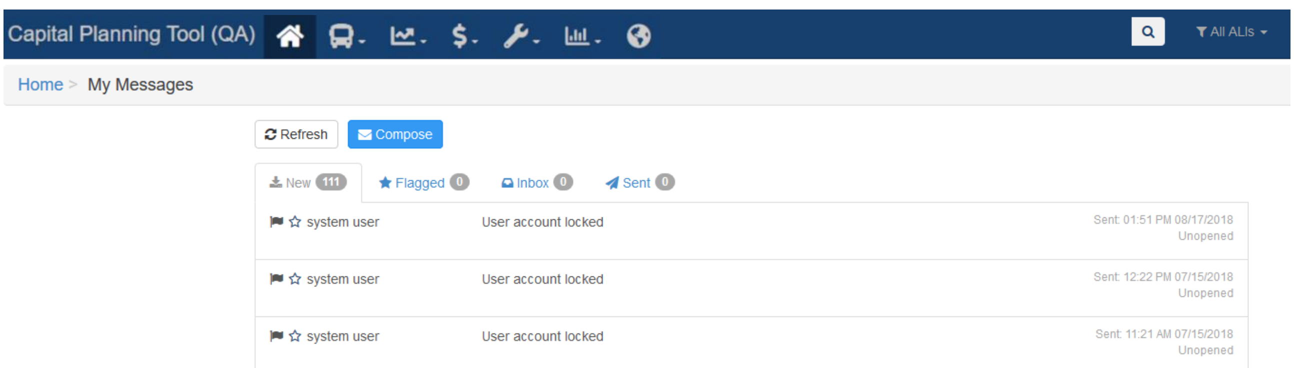
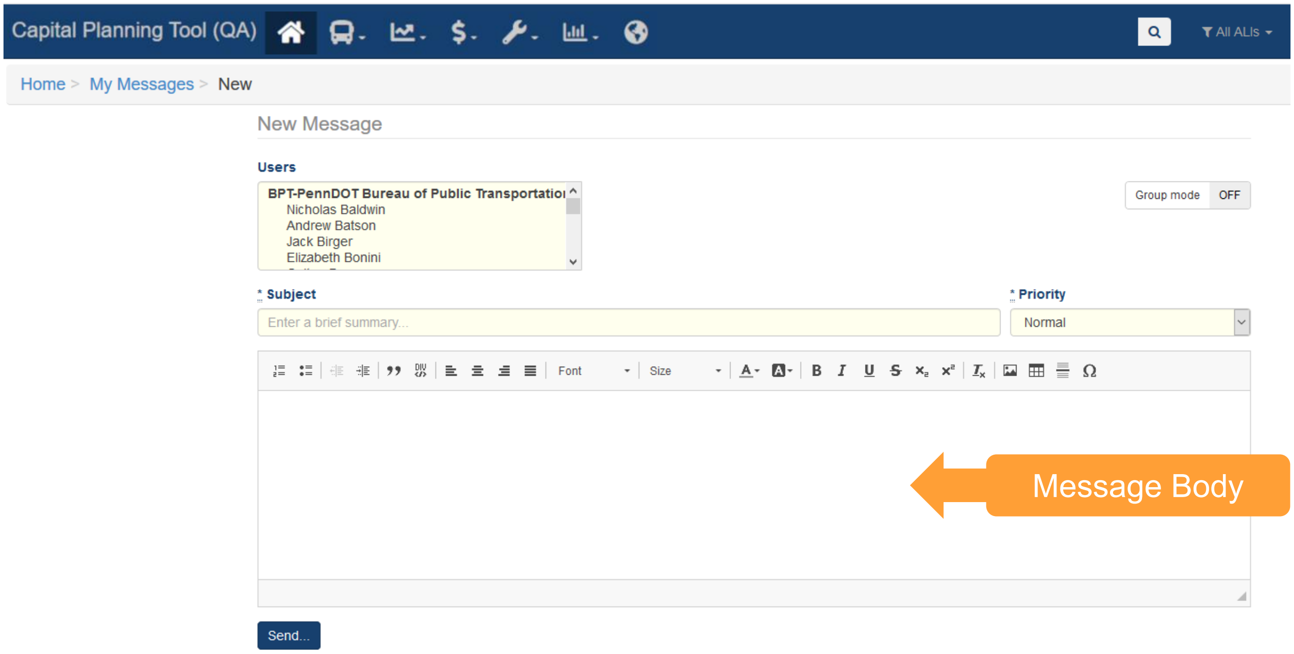


Figure 11 Messages

Selecting Compose will allow you to create a new message. Recipient options will be a list of users in your organization. You can enter the Subject and choose Low, Normal, or High Priority for the message. Type the intended message into the Message Body and press “Send…” when complete.

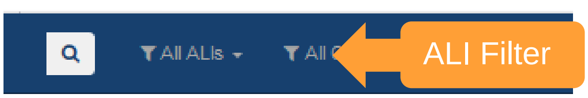
Figure 12 Message Interface



3.4 Activity Line Item (ALI) Filter

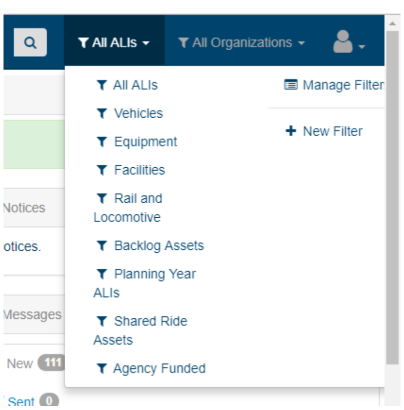
The Activity Line Item (ALI) Filter allows you to pare down on which types of individual funding requests (what are categorized by ALI code) within projects that you can view. This filter only applies to Sections 6 and 7 of this document (Projects and Project Planning).

Figure 13 ALI Filter



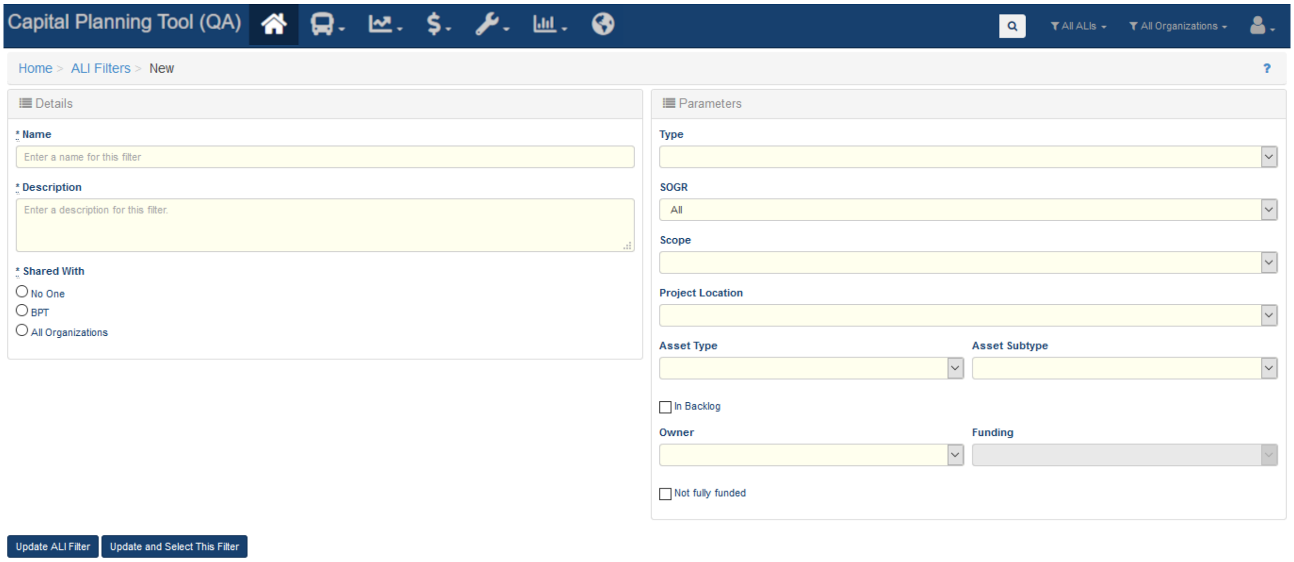
You can filter with prepopulated selections or create your own filters.

Figure 14 ALI Filters



To create a new filter, select “New Filter” and specify the details required.

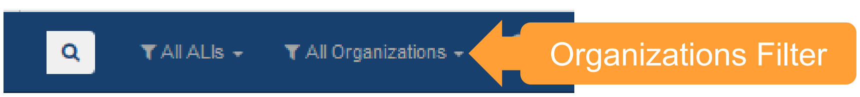
Figure 15 New ALI Filter



3.5 Organizations Filter

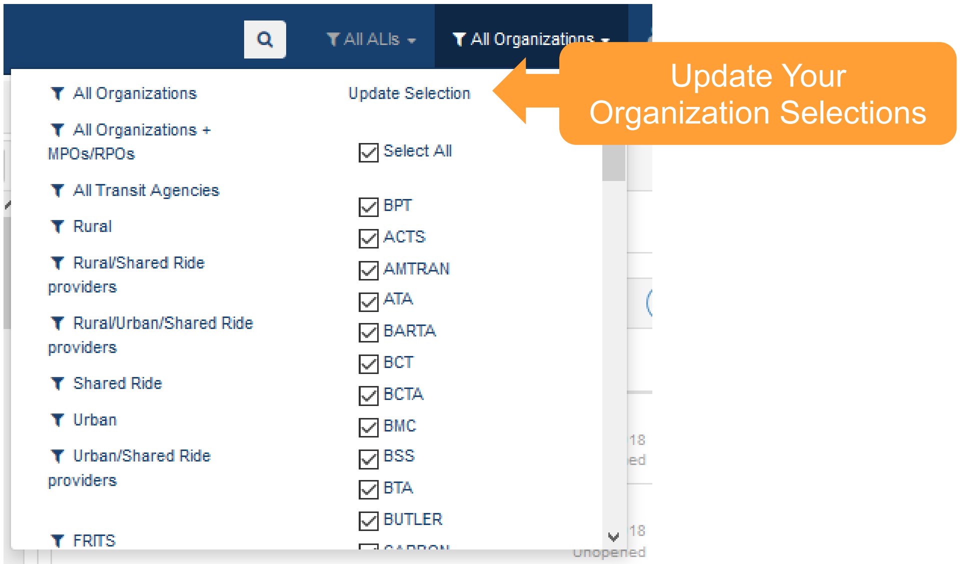
If you have oversight of several organizations, you can limit your scope down to certain organizations, in order to only view organization-specific data across the system.

Figure 16 Organization Filter



After you select the organizations you desire, make sure to click Update Selection at the top of the dropdown menu.

Figure 17 Organization Filter Selections



3.6 Search

The system includes a sitewide search feature. It can be found in the top center-right of each page. Click the magnifying glass icon and enter keywords to search sitewide for content.

Figure 18 Search Box

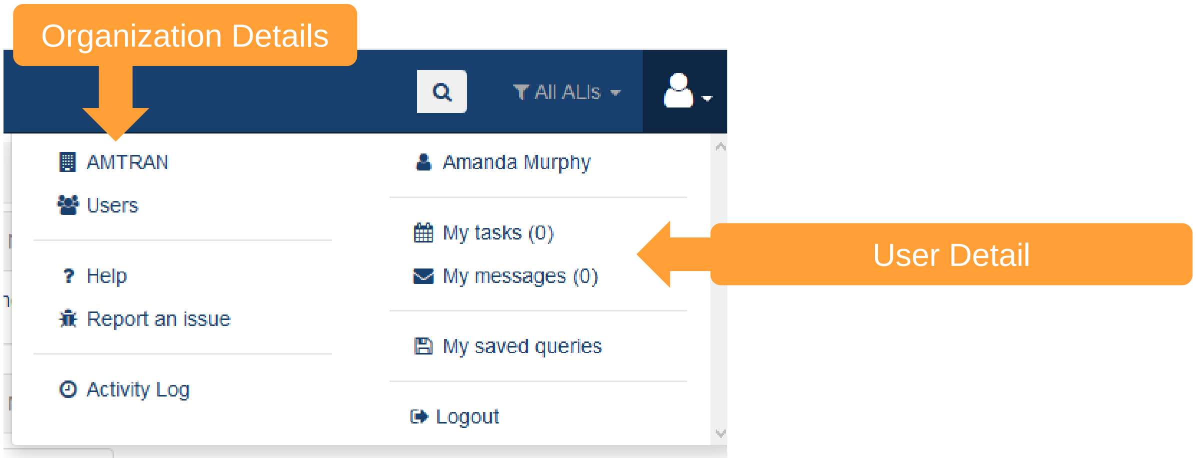
3.7 User and Organization Options

Each user has a menu with personal, organizational, and heads-up information at the top right of the screen.

Figure 19 User Menu

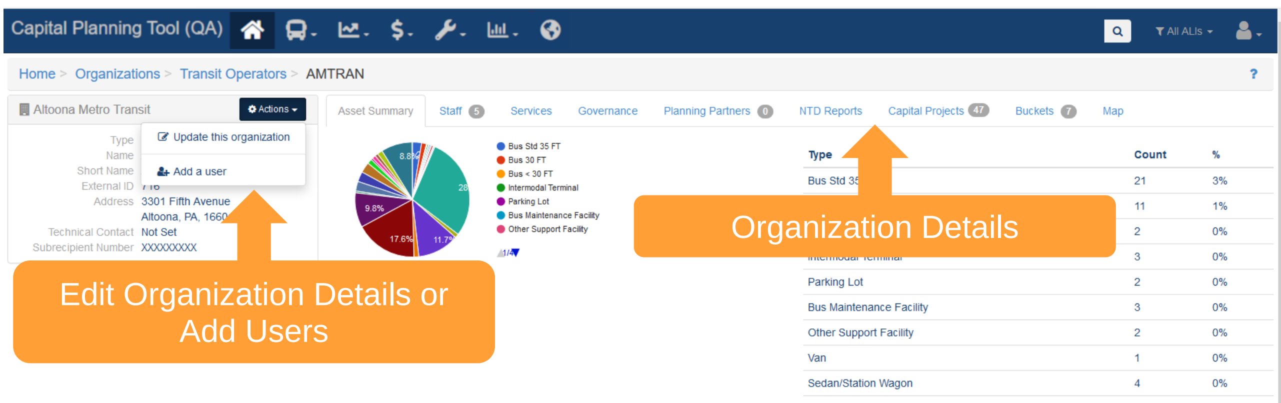
From here, users can explore information about their own organization and their coworkers in the Organization and Users section.

Figure 20 User Menu Dropdown



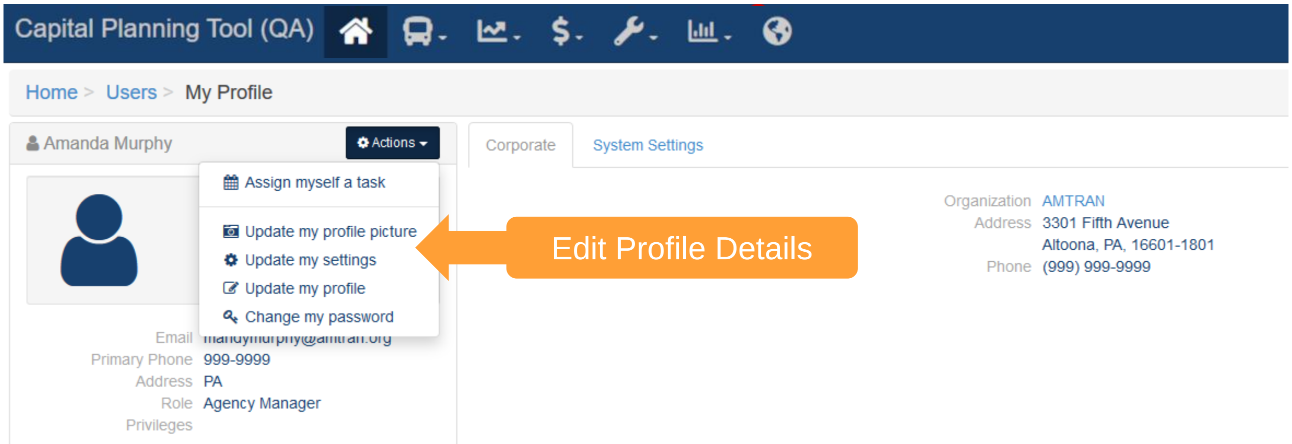
Clicking on your organization name will allow you to view and edit organization-specific information, and perform certain functions such as adding users.

Figure 21 Organization Details



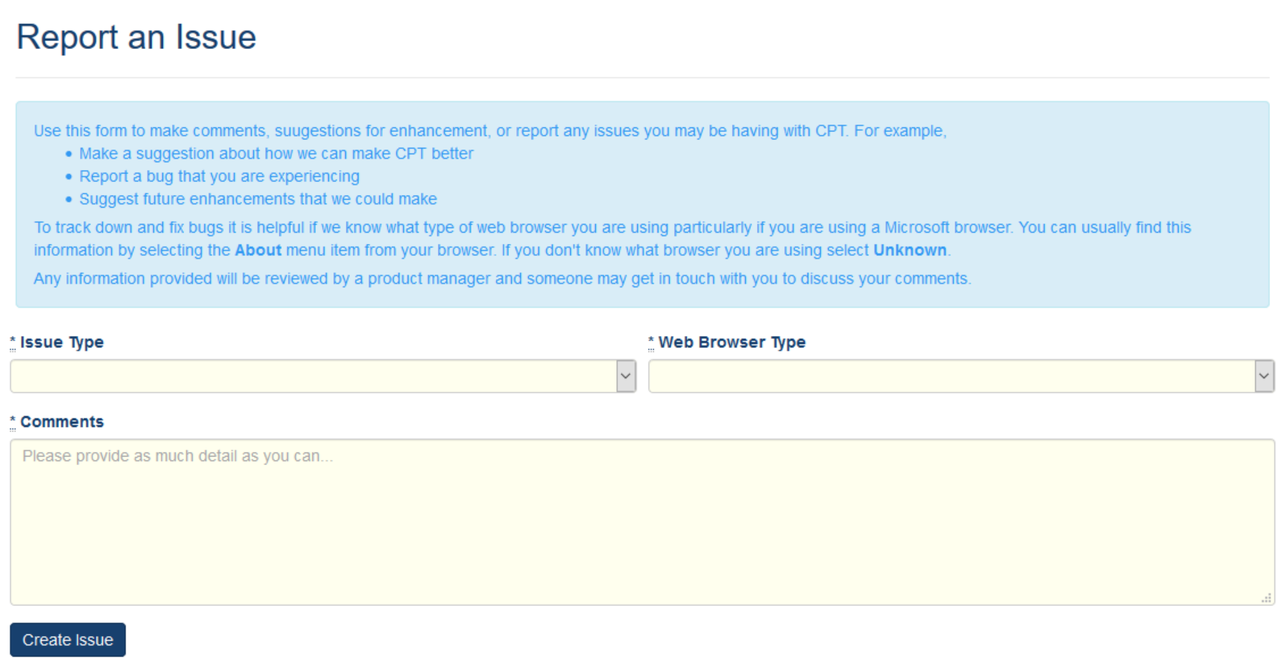
If you click your own name, you can see details about your profile and edit them. You also can assign yourself a task to complete.

Figure 22 Profile Details



You can browse this help document or submit an issue in the Help and Report an issue section. Reporting an issue is easy—just fill out the required information with as much detail as you can provide.

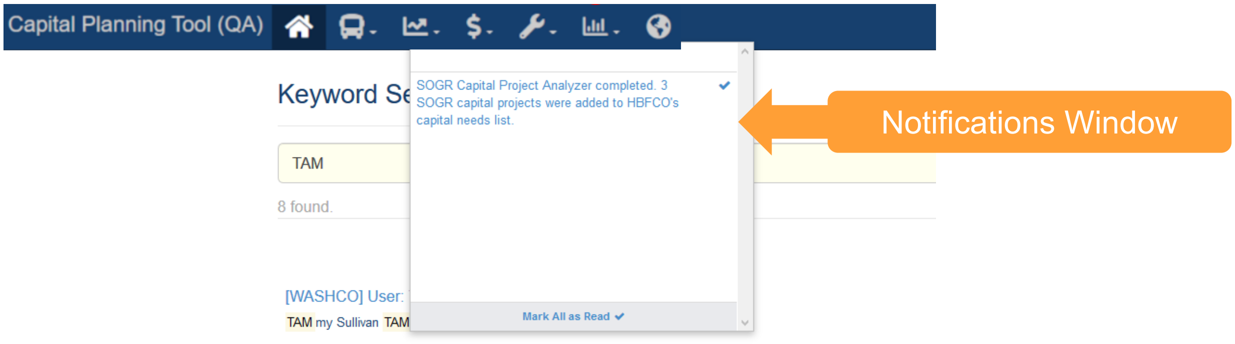
Figure 23 Report an Issue



3.8 Notifications

The notifications dropdown alerts you when there's activity in the system that you should be aware of. The globe at the top of the page will display a number with the count of "unread" notifications since your last check. Clicking on a notification item will take you to the change and mark the notification as read. You also can click individual checkmarks to dismiss individual notifications or "Mark All as Read" to quickly dismiss all notifications.

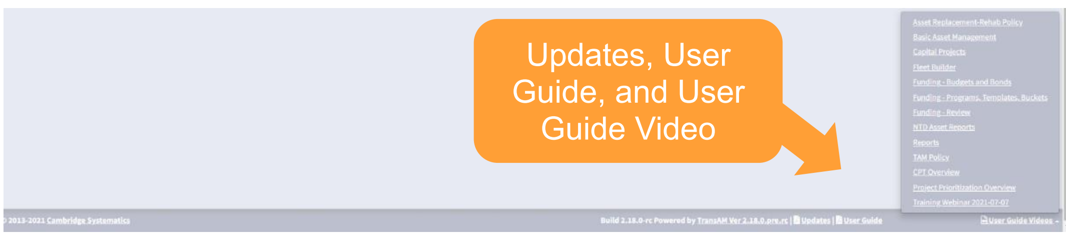
Figure 24 Notification Drawer



3.9 Updates, User Guide, and User Guide Videos

In the footer, you can find recent updates to TransAM, a link to this User Guide, and Links to the User Guide Videos.

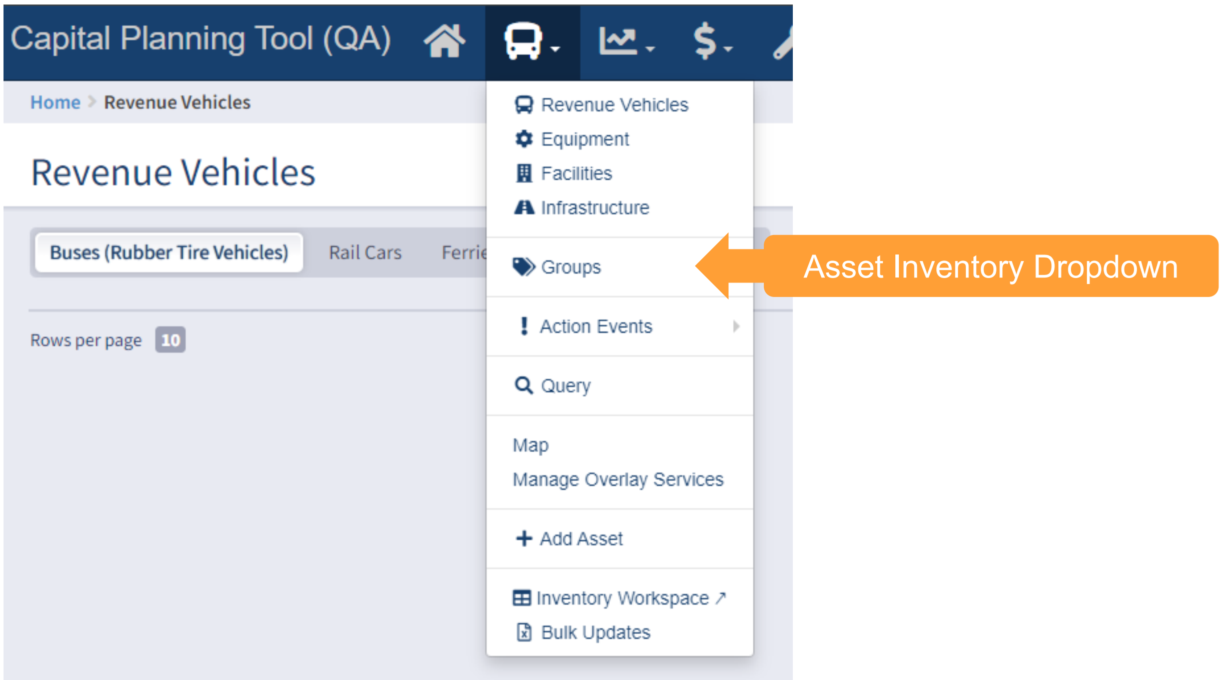
Figure 25 Updates, User Guide, and User Guide Videos



4.0 Asset Inventory

Management of organization assets is carried out through the Asset Inventory dropdown menu. It contains a variety of tools and functions that streamline asset management.

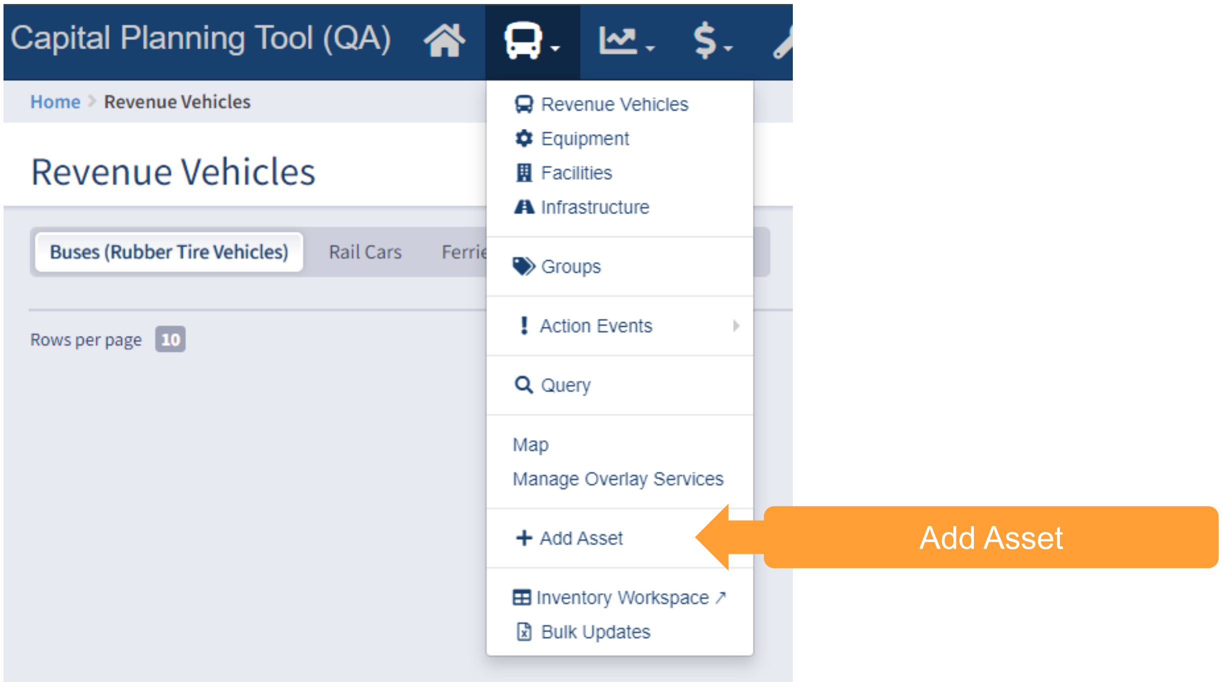
Figure 26 Asset Inventory Dropdown



4.1 Add an Asset

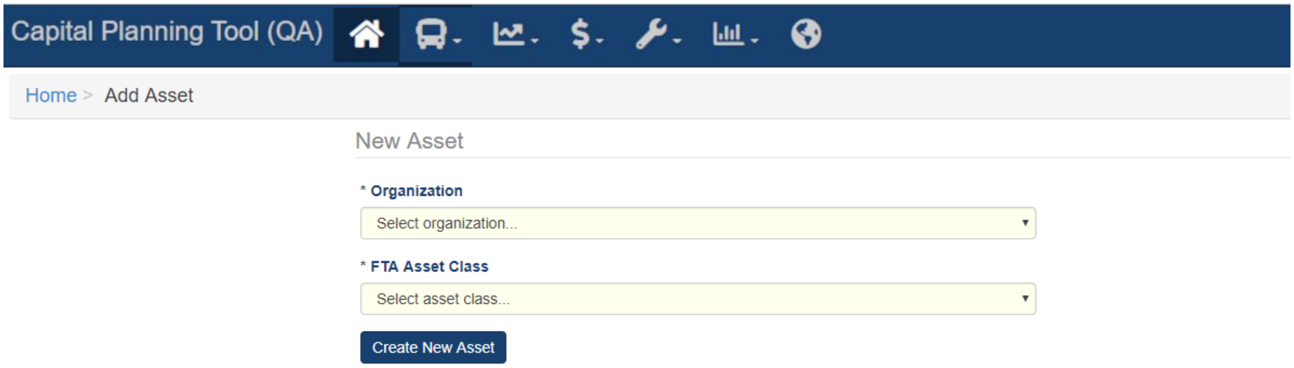
Adding new assets to the asset inventory is simple. First select “Add Asset” from the Asset Inventory dropdown.

Figure 27 Adding an Asset



Select an Organization and an Asset Class, then click “Create New Asset.”

Figure 28 Select the Organization and Asset Class



You'll then be directed to fill out all required fields, as depicted on the required tab, and the option of filling out any optional fields on the recommended tab.

Figure 29 Adding Asset Required Details

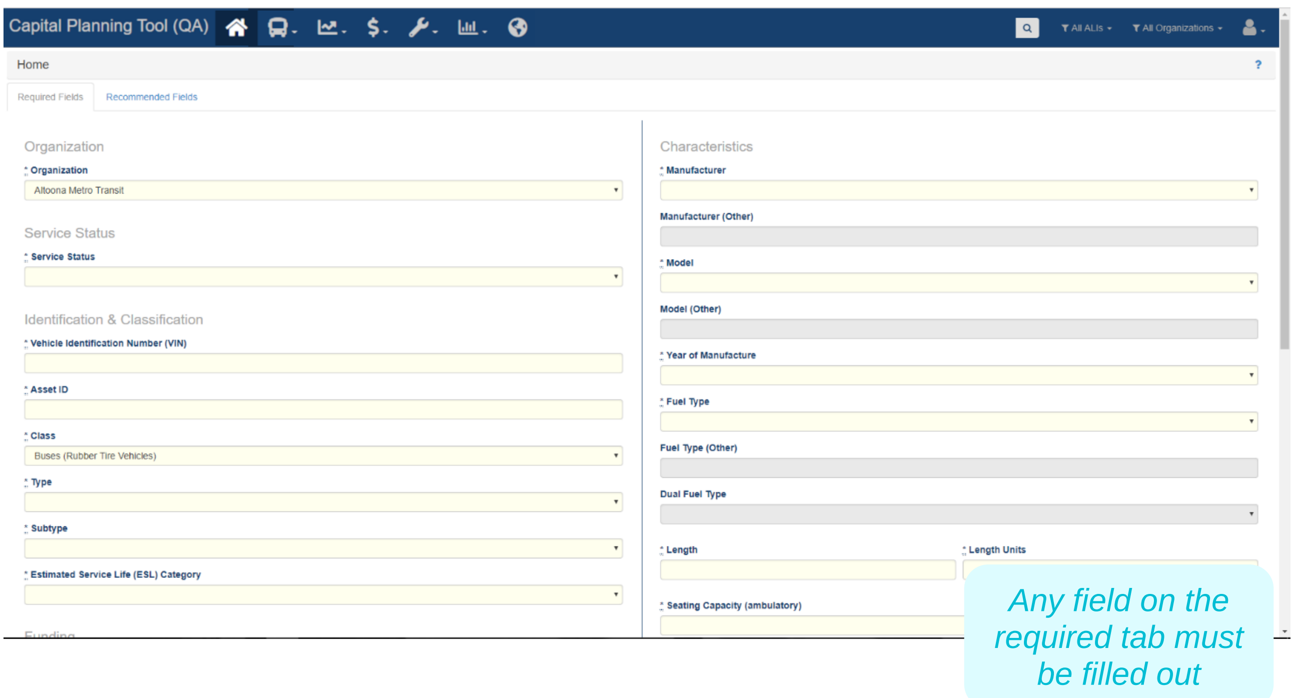
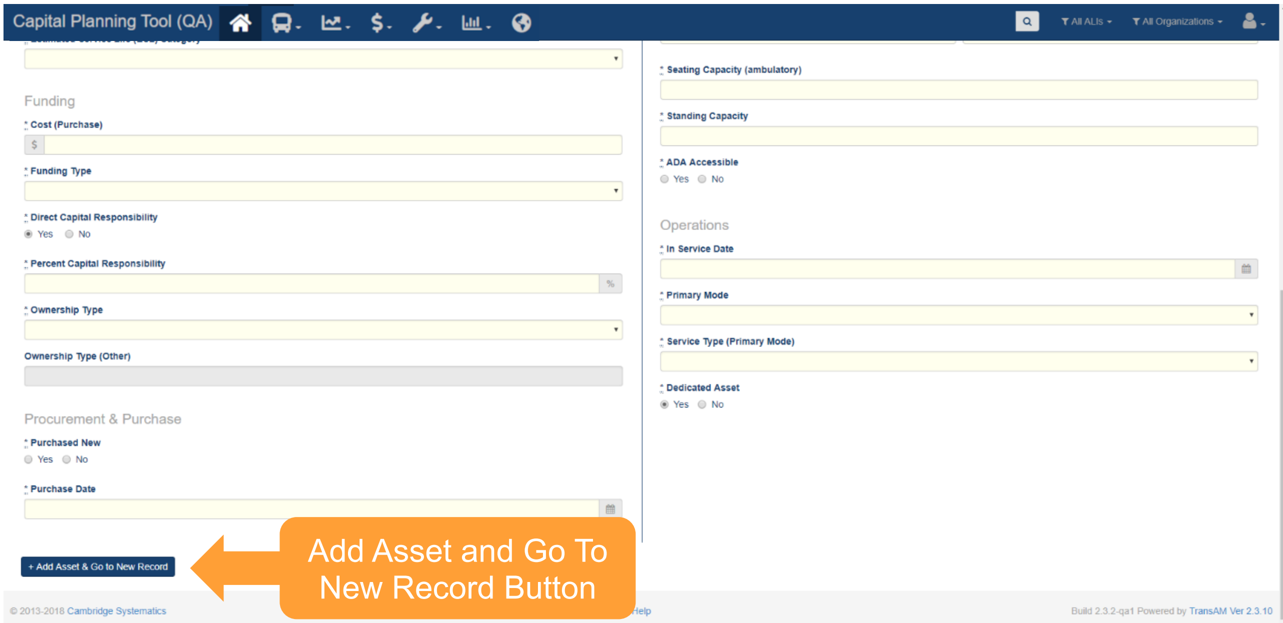


Figure 30 Add the Asset and Go To The New Record

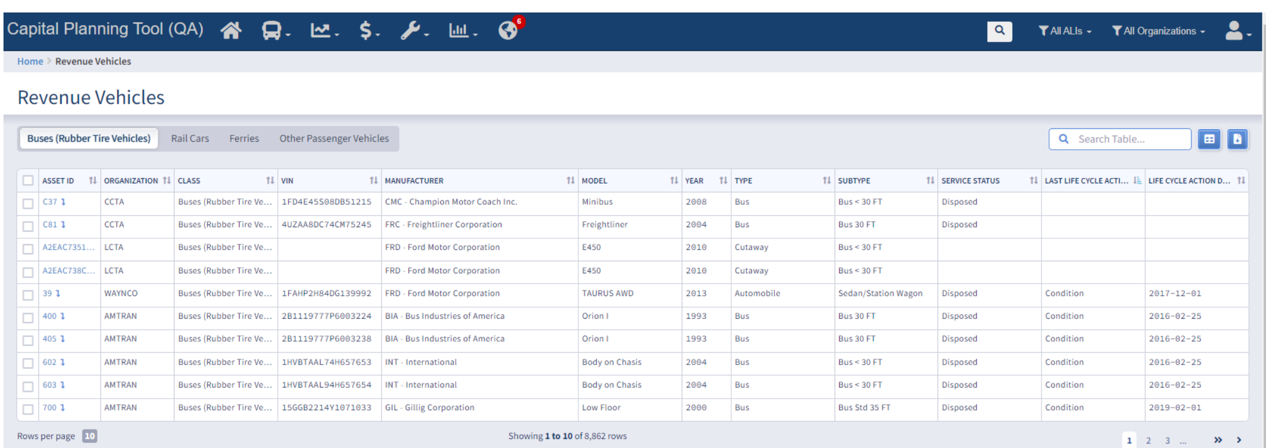


4.2 Accessing Existing Assets

Every asset is categorized by category (e.g., Revenue Vehicles, Equipment), class (e.g., Buses (Rubber Tire Vehicles, Rail Cars), type (e.g., BU-Bus, RL-Commuter Rail Locomotive), and a subtype (e.g., Bus Std 40 FT, Bus Articulated) as part of a standardized hierarchy. The asset category, class, type, and subtype relationship is the taxonomy that defines your inventory and dictates the attributes or data fields that exist for assets. The list of available category, class, and type options are standardized across the system, while subtype options and some data fields have been specifically configured for your specific system deployment.

Clicking on an asset class across the header will drill down on the assets an organization possesses within that particular category and class.

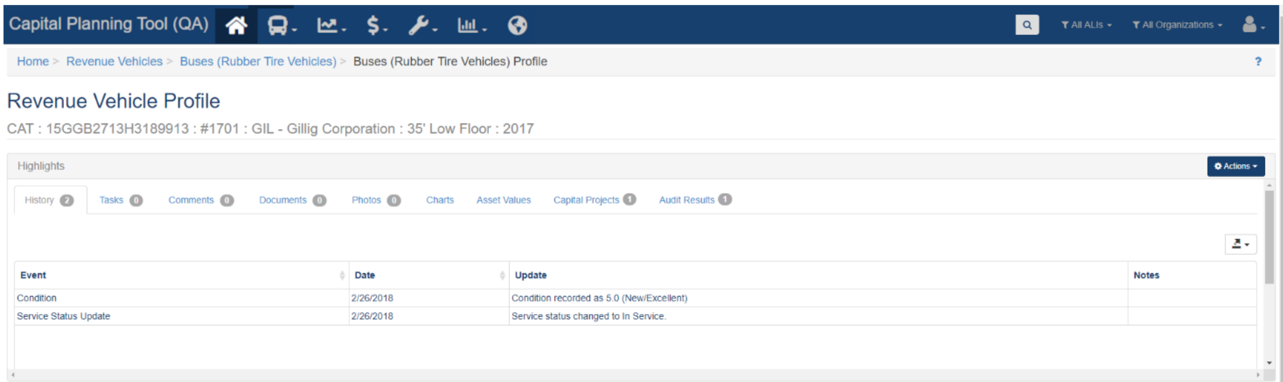
Figure 31 Existing Asset Interface



Clicking on the Asset ID text within the row of an asset record will provide detailed information about that specific asset.

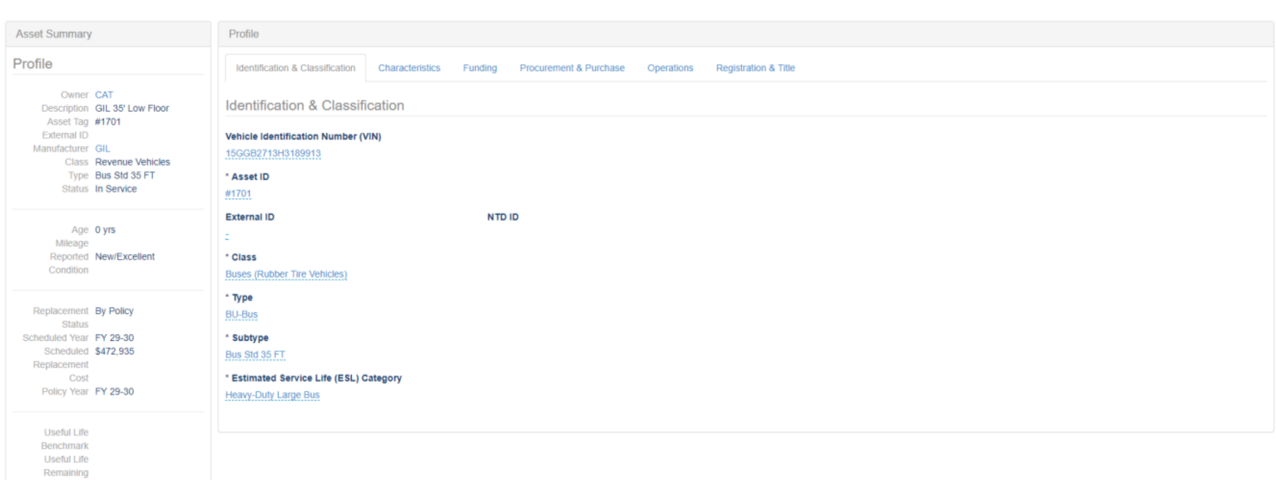
When you access the specific asset record, users can view the highlights section. The highlights sections contain asset summary information such as a history log, location information, asset charts, asset value information, associated capital projects, and audit results. In addition, tasks, comments, documents, and photos can all be viewed, updated, and edited.

Figure 32 Asset Record: Highlights



In addition to accessing asset highlight information, users can view profile or summary data for that asset.

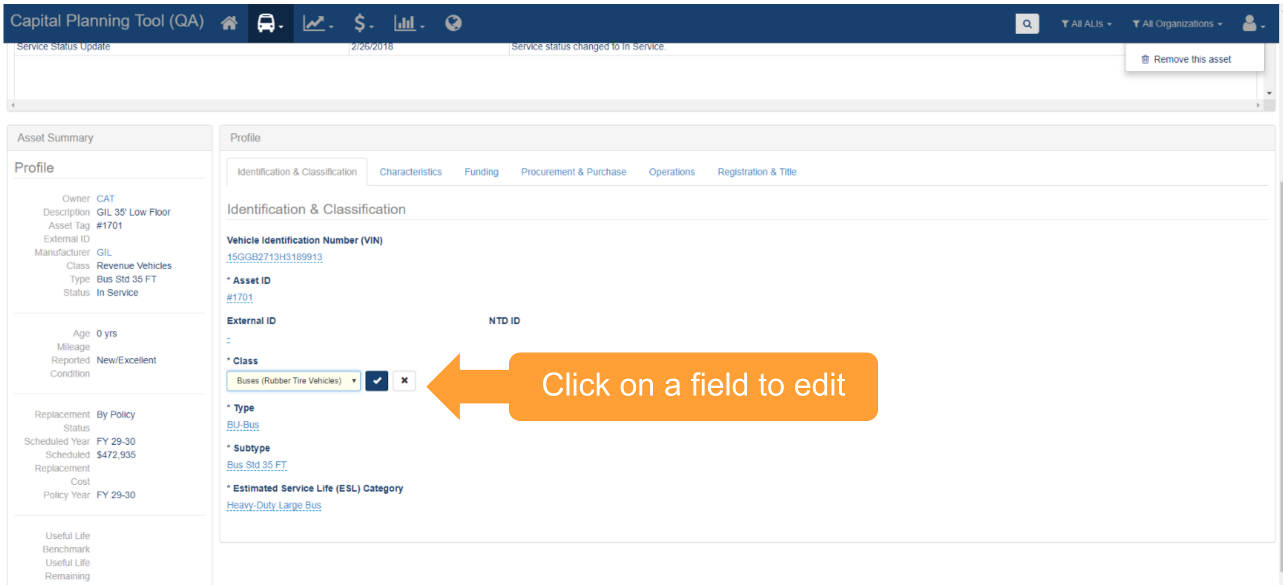
Figure 33 Asset Record: Profile and Summary



4.3 Editing or Updating Existing Asset Profile Data

Editing asset profile data allows users to modify core attributes that are not expected to change, but corrections may be necessary from time to time. Profile data can be modified by clicking on the field, editing the data, and clicking the check mark; clicking the “X” or clicking outside the field will result in any changes not being saved.

Figure 34 Editing the Profile of an Existing Asset



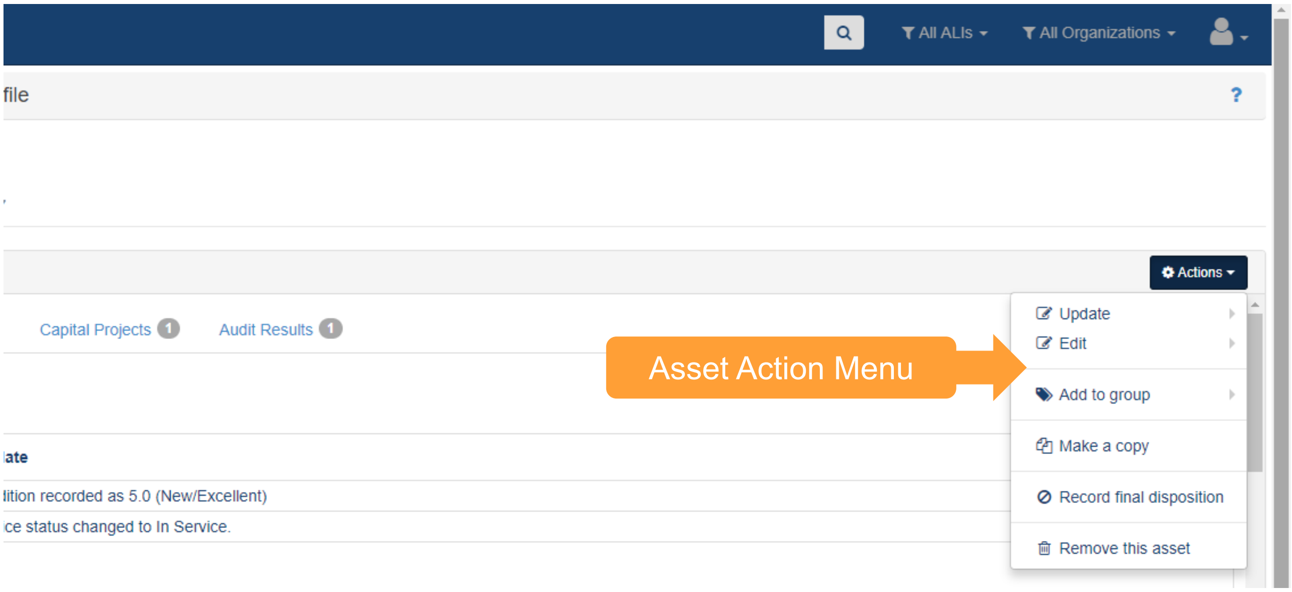
4.4 Updating Existing Asset Lifecycle Data

Asset lifecycle-related information can be edited, updated, changed, or deleted from the action menu in the top right of the screen.

Updating an asset will allow changes to attributes that are expected over the lifecycle of an asset. Asset details such as replacement status, mileage, etc. are expected to be updated periodically. Other actions should only need to happen one time during the life of an asset, such as requesting early or final disposition of an asset.

Removing an asset will permanently delete the asset and should be used only when absolutely necessary. This option may only be available at certain permission levels.

Figure 35 Updating the Lifecycle of an Existing Asset

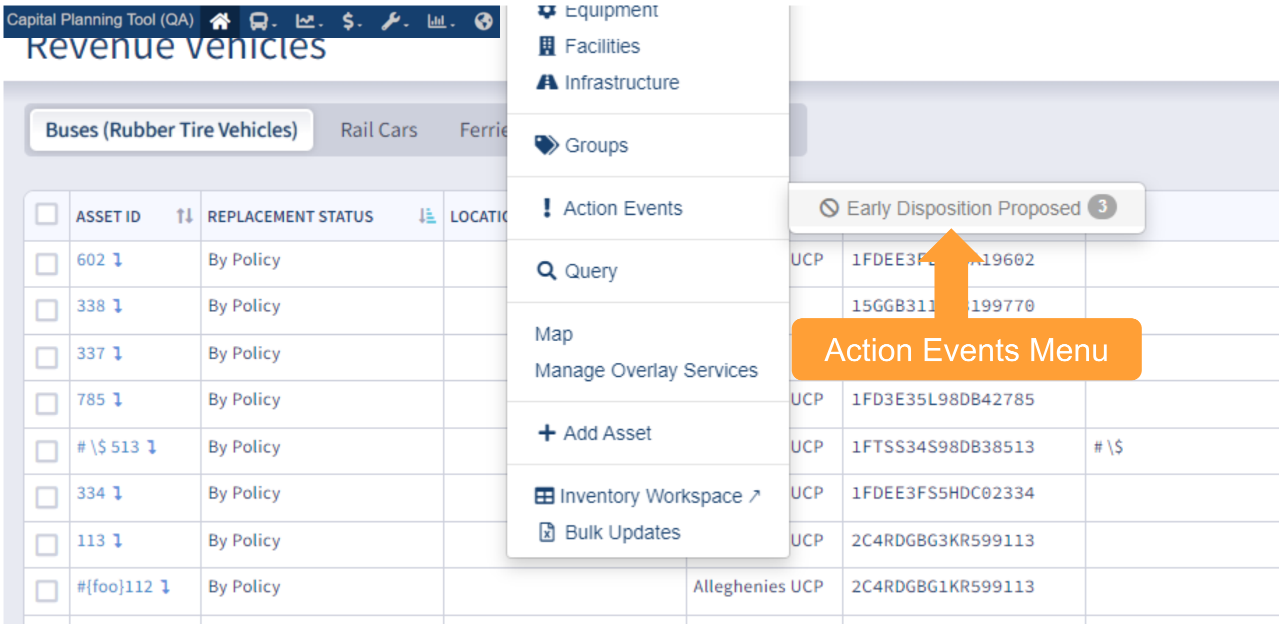


4.5 Action Events (Disposition and Transfer Review)

During an asset's service life, it is possible that the asset might be sold, reprovisioned, traded in, or transferred. As a result, a special event exists to record relevant information and review any disposition requests that may be submitted, in order to complete the disposition effort.

Action Events depend on the disposition of an asset to perform certain functions. The available functions will vary depending on individual permissions and organizational policy. Action Events occur when an asset is proposed for an early disposition or an asset is newly transferred. You can submit a request for early disposition from the action menu on an asset.

Figure 36 Asset Action Events (Disposition and Transfer)

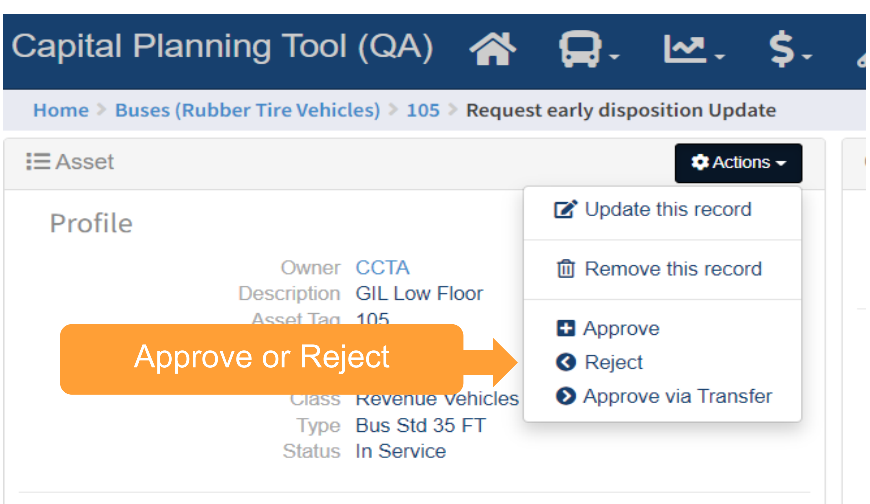


An early disposition instance is where a vehicle fails to fulfill its expected life span. The real world is messy and sometimes mishaps such as accidents occur. Under these circumstances, the asset might require disposition before originally intended.

Record final disposition will keep a record of an asset's existence when it is no longer in service. This option will essentially archive an asset so that the history exists, but the asset is no longer considered in the pool of operational assets for an organization.

Early disposition and transfer requests can be reviewed from the Early Disposition/Transfer page. Select the asset, then in the actions menu, select the button to Approve or Reject.

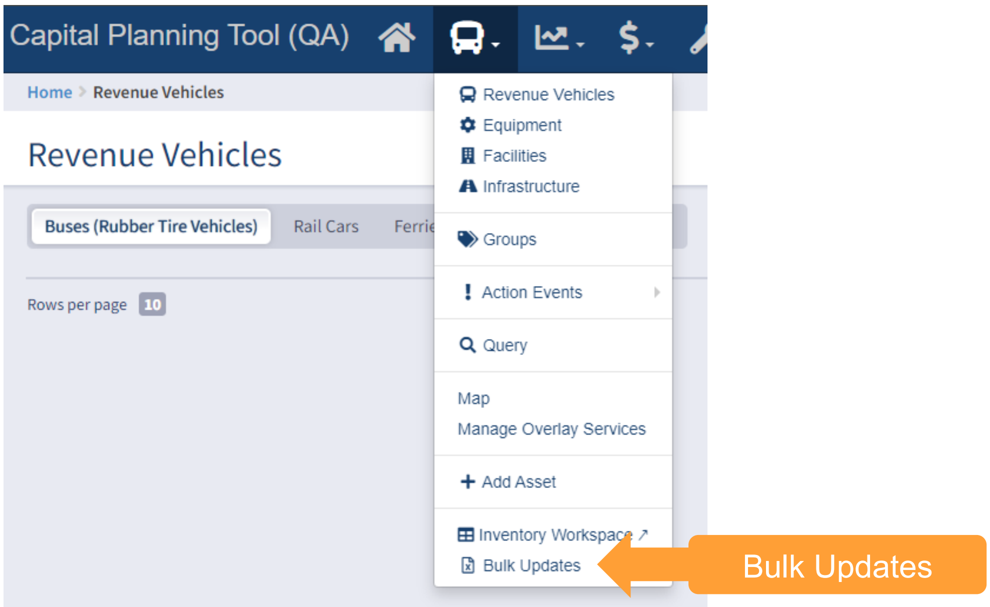
Figure 37 Early Disposition/Transfer Requests



4.6 Adding or Updating Assets by Bulk Update

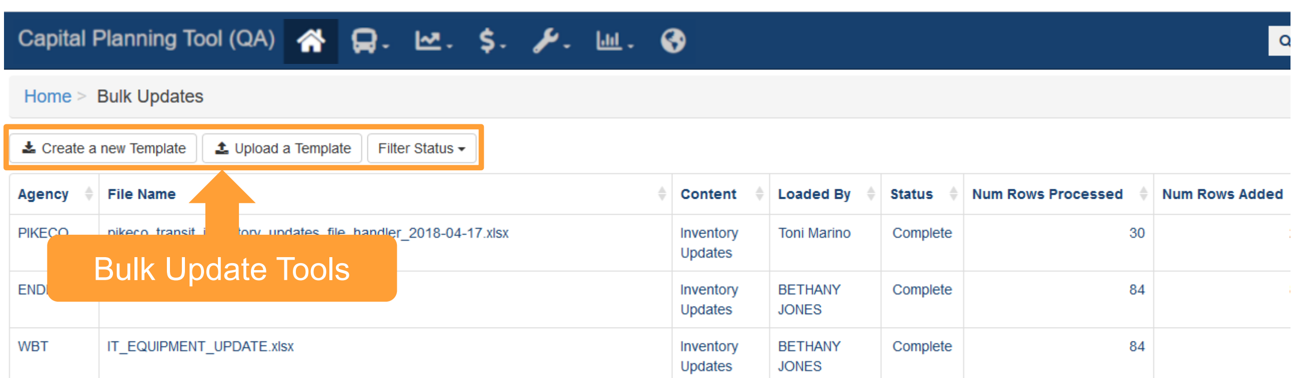
Bulk updates are a faster way to create and edit asset inventories when working with large quantities of asset data. This tool allows users to update the service status, condition, and mileage of existing inventory, record the last maintenance performed for assets, and identify assets that are going to be reprovisioned or disposed of in this planning cycle using their favorite spreadsheet software externally.

Figure 38 Bulk Updates



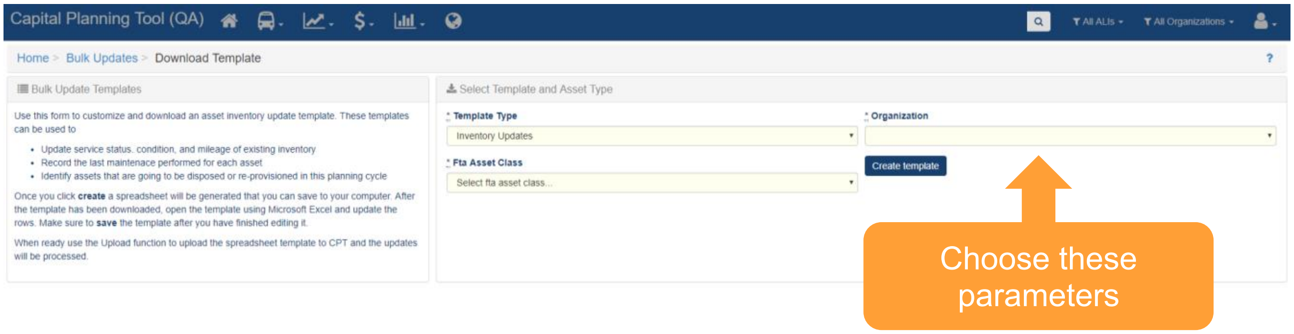
Selecting "Bulk Updates" allows you to Create a new Template, Upload a Template, or see the status of an uploaded template. The main screen also shows previous bulk updates, their content, uploader, status, and stats about the contents of that update and the upload process.

Figure 39 Bulk Update Tools



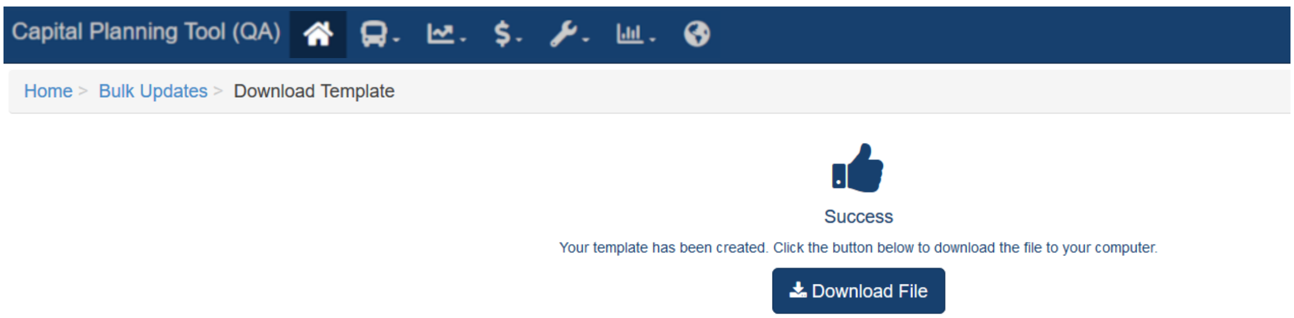
The first step to a bulk update is Creating a Template. Click "Create a new Template", then select your Template Type, Organization, and Asset Class, then select "Create Template."

Figure 40 Bulk Update Details



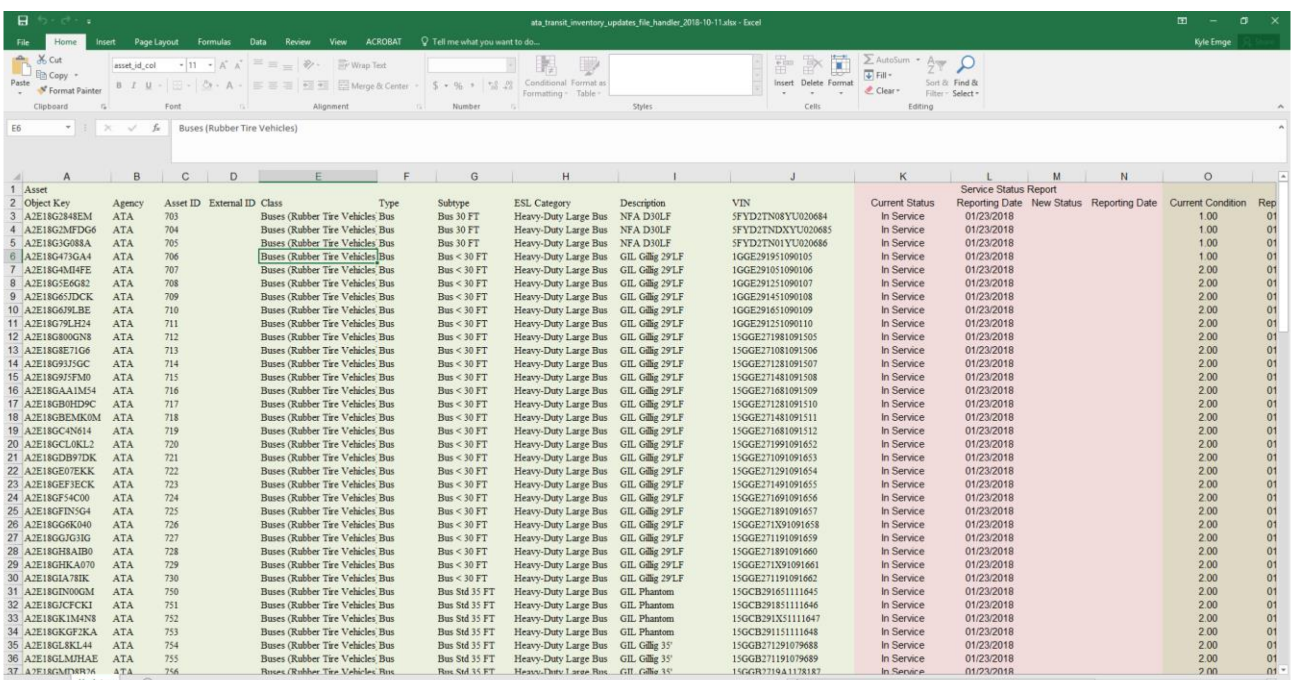
Select “Download File” and save the resulting spreadsheet on your computer.

Figure 41 Bulk Update Spreadsheet Download



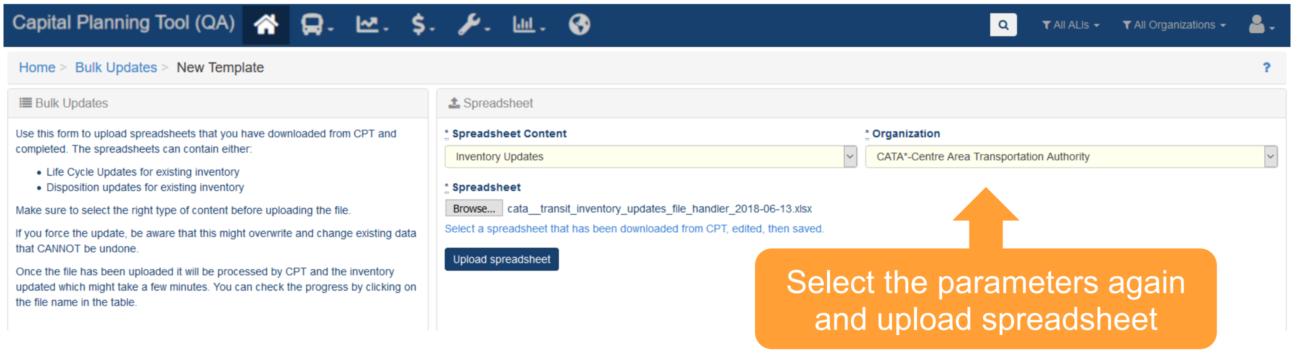
Edit the resulting spreadsheet and make sure you save your changes.

Figure 42 Bulk Update Spreadsheet



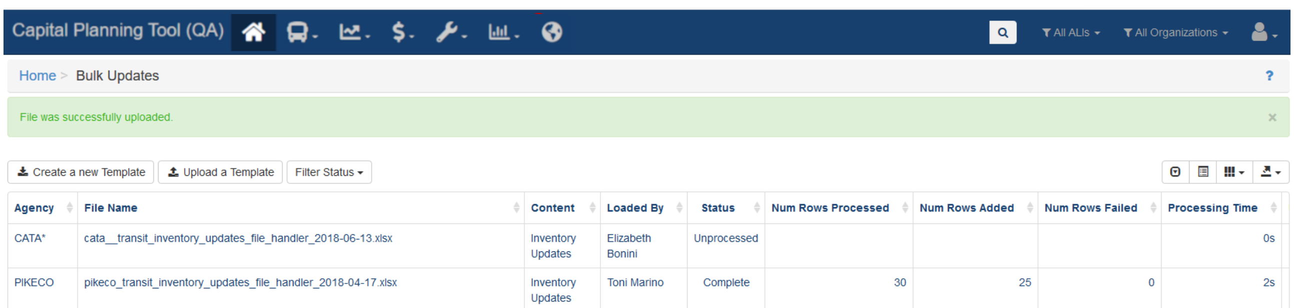
Head back to the Bulk Updates page and at the top select “Upload a Template.” Select the parameters on the right that were used to create the template and then click browse and find your edited spreadsheet. Then click Upload spreadsheet.

Figure 43 Bulk Update Upload



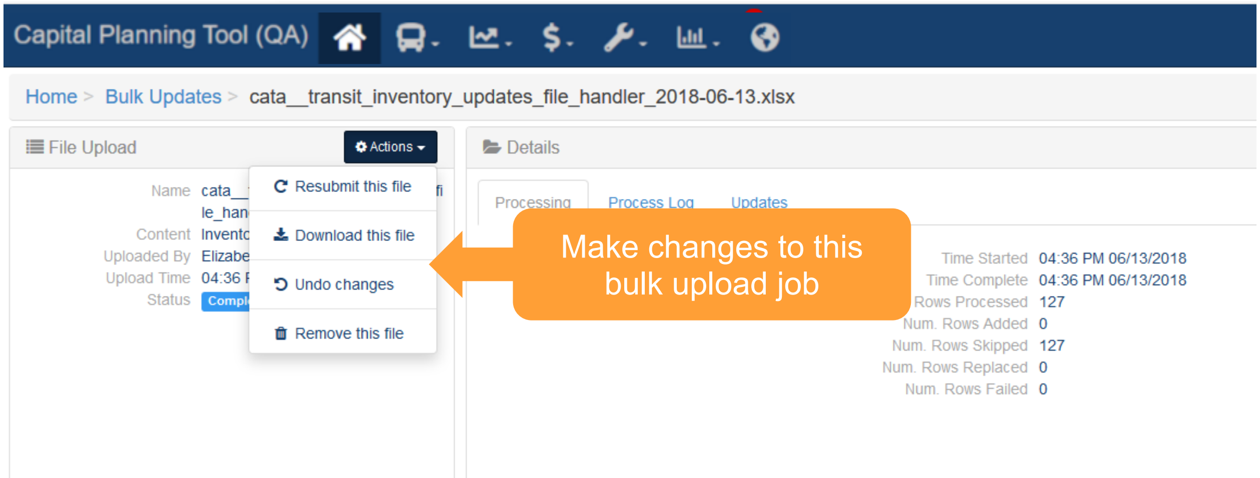
If your file uploads successfully, the main Bulk Update screen should reappear with a “File was successfully uploaded banner” and you should see the most recent update appear at the top of the bulk update history. The system will perform the updates and a new notification will appear in your notification tray once all updates are complete.

Figure 44 Bulk Upload Processing



Each row in the Bulk Update table contains additional information and options if you click that update. Use this interface to identify any issues that might have occurred during the bulk upload process. From the actions menu, you can resubmit the file for processing, download that specific spreadsheet again, revert the changes made by this update, or remove the file used to update from the list.

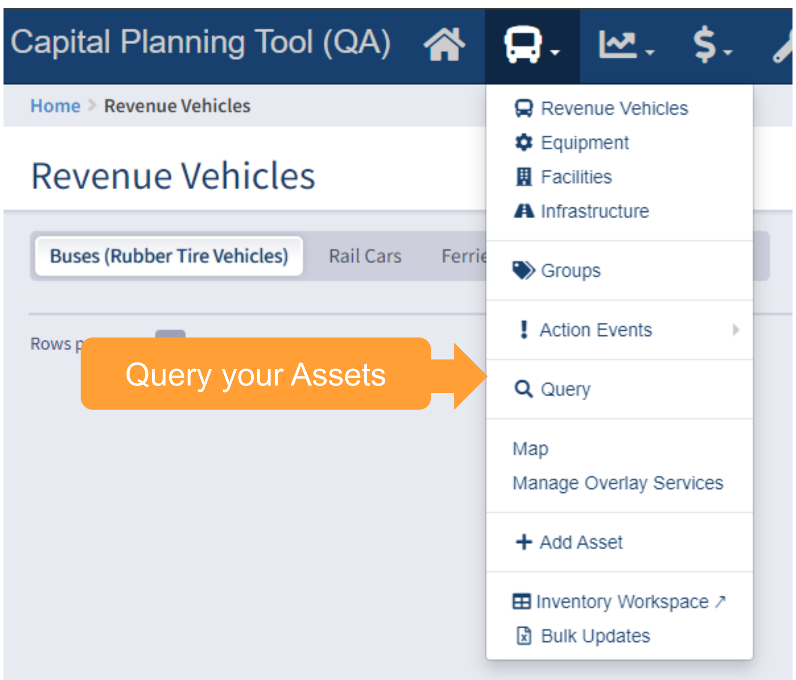
Figure 45 Bulk Update Edit



4.7 Query

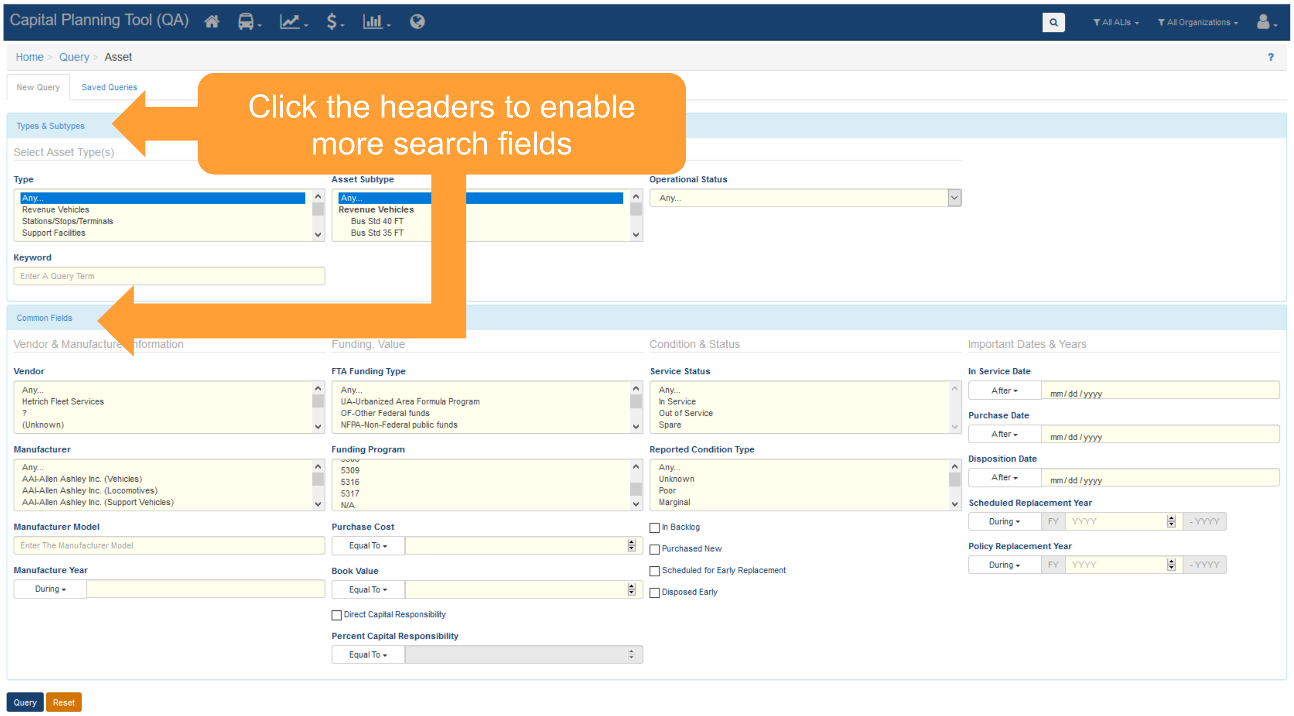
The system has the ability to query the database of all assets for those matching specific search criteria.

Figure 46 Asset Query



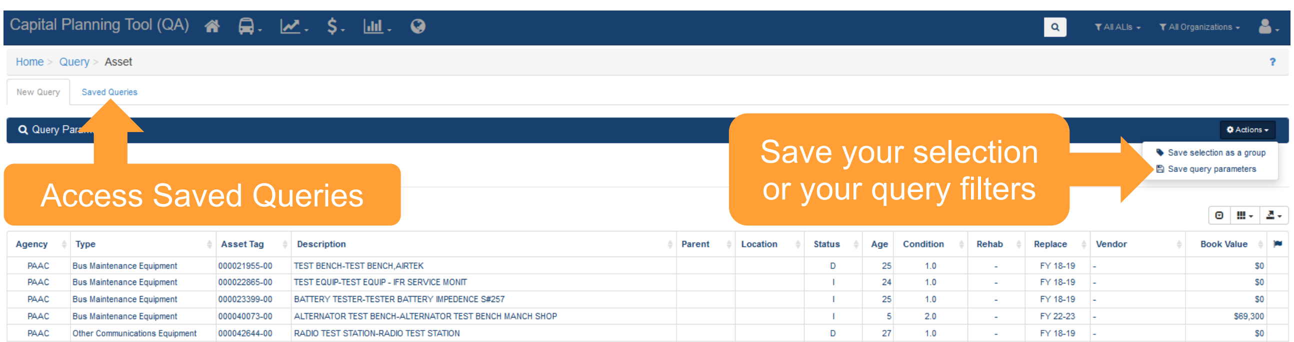
From the Query screen, you can select a variety of different attributes and narrow down the scope of your search.

Figure 47 Query Details



Filter your query down and press the query button at the bottom. You can reset all the filters by pressing reset.

Figure 48 Saved Queries

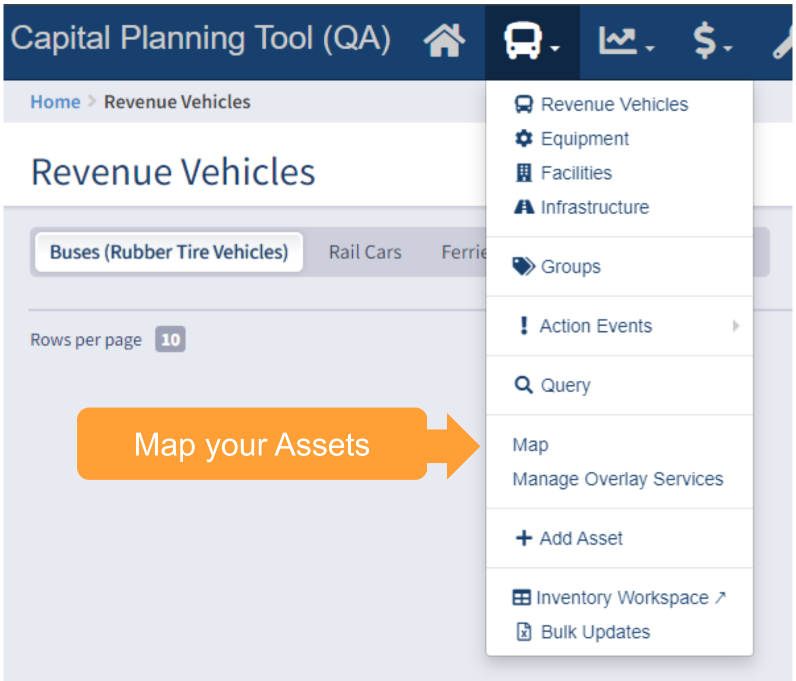


When you get to your results screen, you can save the selection of vehicles as a group or save your query parameters for a later query from the action menu at the top right.

4.8 Map

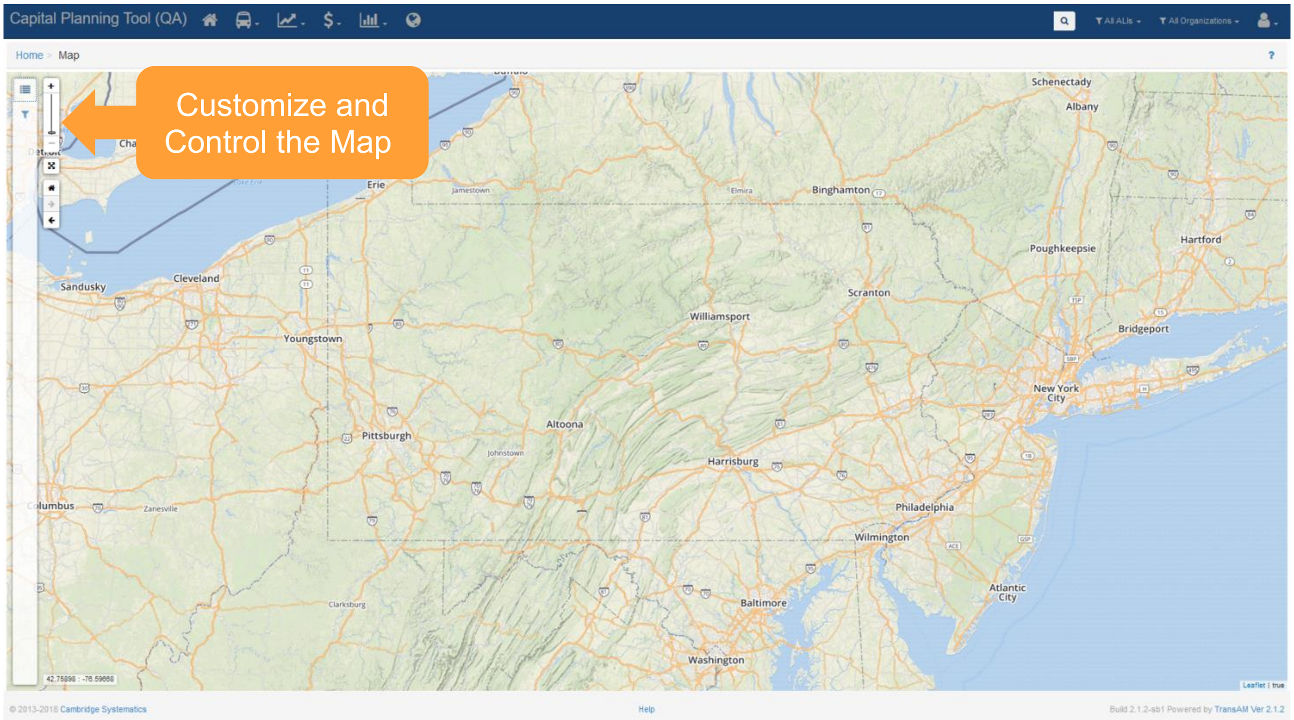
The system provides the ability to overlay asset locations on a map.

Figure 49 Asset Map



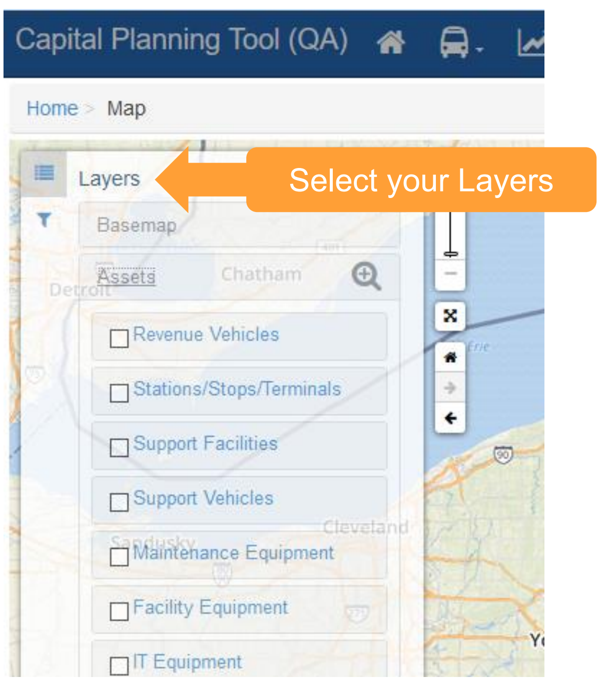
The map has several key features. You can customize the map from the two icons in the bar on the left of the map.

Figure 50 Map Customization



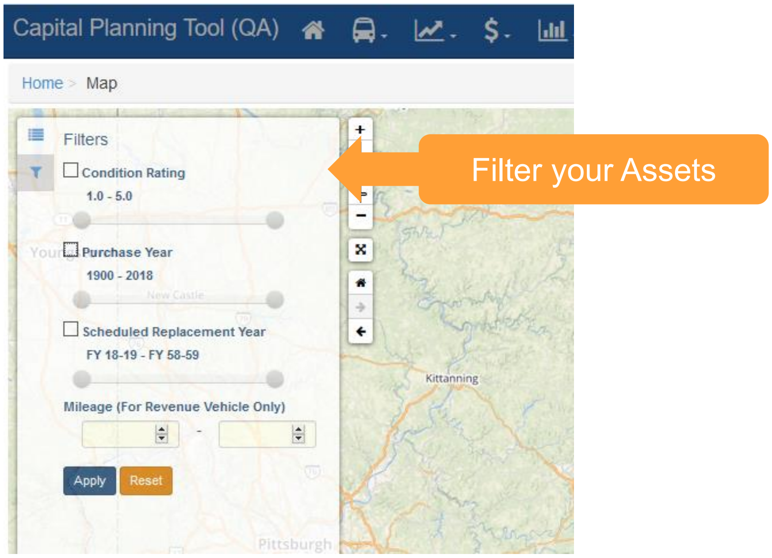
Clicking the top icon allows you to select which layers to display on the map. You can select a default map, the Esri streets map, the Esri Satellite map, or the Esri topographic map as your basemap. Clicking assets will allow you to specify which asset types you wish to display on the map.

Figure 51 Map Layers



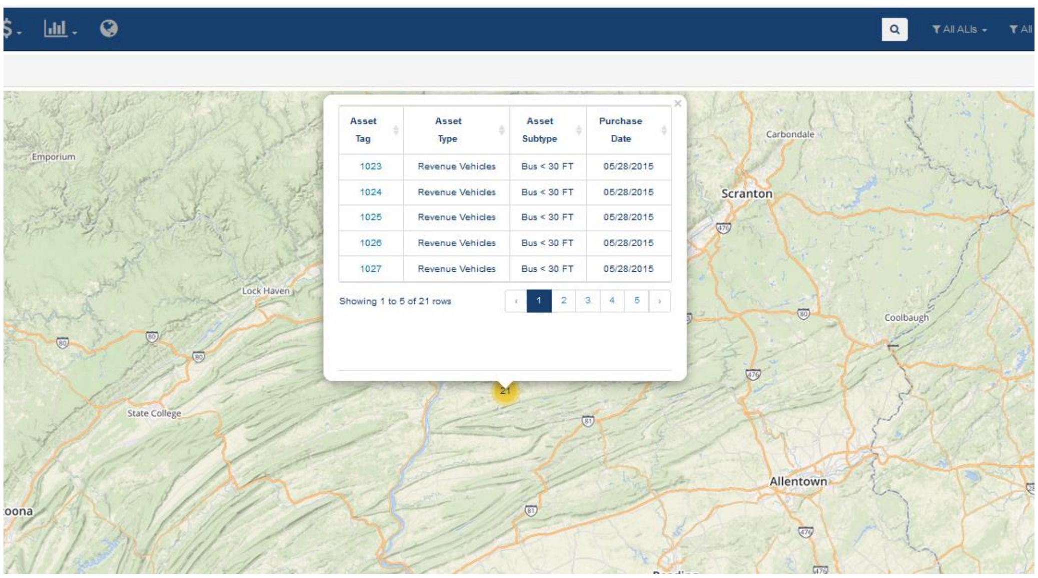
Clicking the filter icon will allow you to pare down the assets that are displayed on the map.

Figure 52 Map Filter



Once assets are displayed on the map, clicking a group of assets will provide summary information.

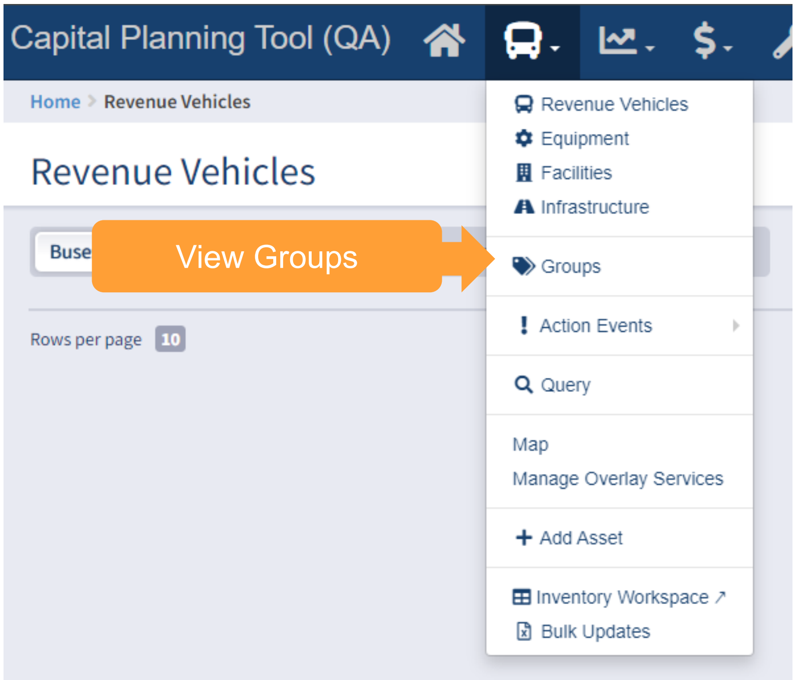
Figure 53 Map Asset Details



4.9 Groups

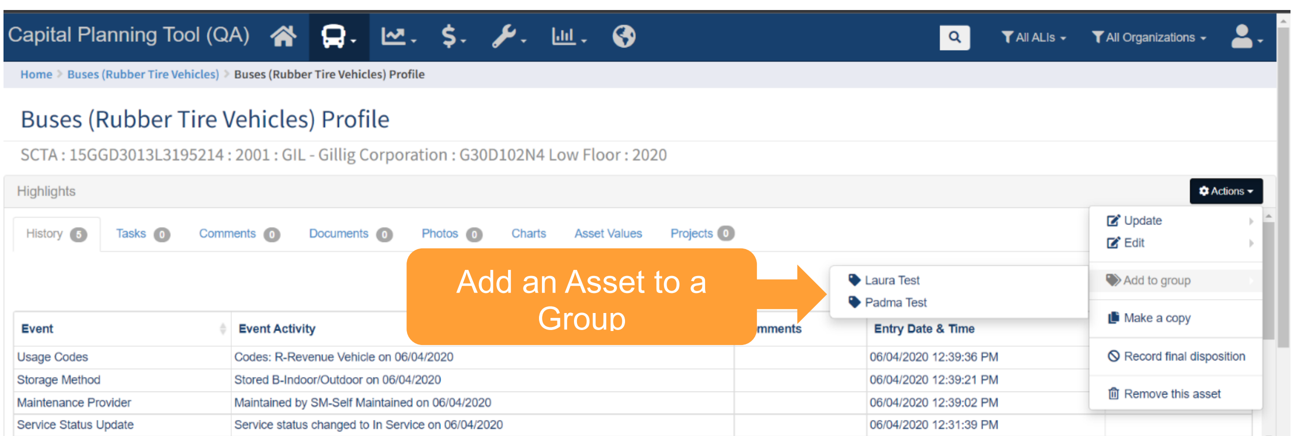
Agencies can create an on-the-fly collection of assets called groups so that they can quickly recall commonly viewed assets all at once. They can be accessed from the Asset Inventory Menu.

Figure 54 Asset Groups



Group details can be found on the group screen. Adding an asset to a group comes from the asset details action menu, as seen below.

Figure 55 Adding an Asset to a Group



5.0 Maintenance

Maintenance of assets is carried out through the Maintenance dropdown menu. Currently, the Maintenance section includes the Performance Restriction feature, which only applies to Infrastructure – Track assets. Additional features will be added to the Maintenance section in the future.

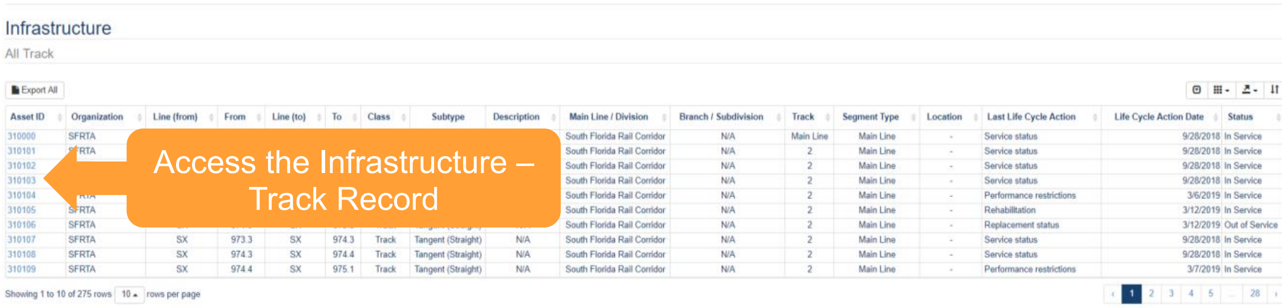
5.1 Performance Restrictions

Organizations that have Infrastructure – Track data in the asset inventory, can utilize the Performance Restrictions feature. This feature can be used to monitor daily, track-based speed restrictions or work restrictions on individual track segments. All restrictions must be reported utilizing the same linear reference method used for the Infrastructure – Track asset data.

Performance Restrictions can be reported within an individual Infrastructure – Track asset profile, which can be accessed from the Asset Inventory

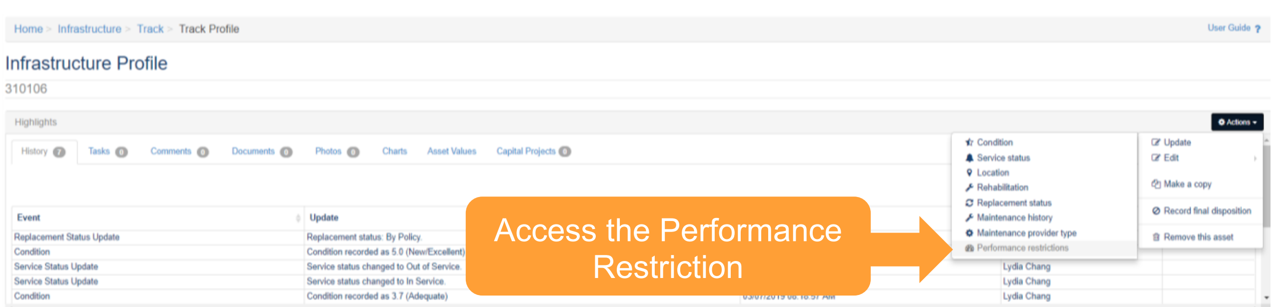
Clicking on the Asset ID text within the row of an asset record will provide detailed information about that specific asset.

Figure 56 Existing Asset Interface: Infrastructure - Track



Performance Restrictions can be reported from the action menu in the top right of the screen.

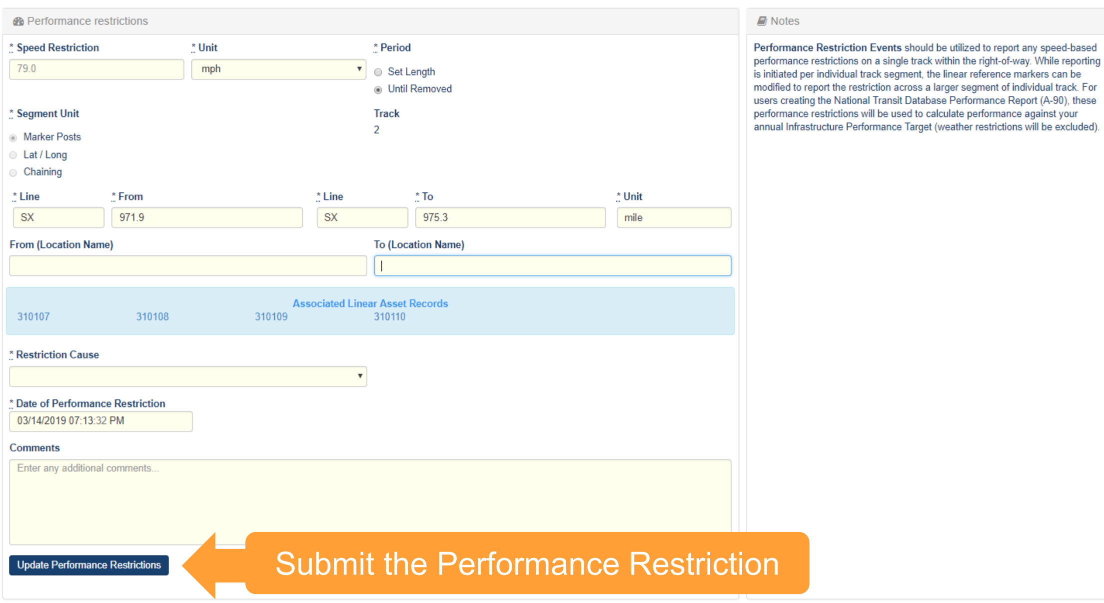
Figure 57 Lifecycle Action Menu



When accessing the Performance Restriction Lifecycle Event, data associated with the track segment auto-populates the event fields, including the maximum permissible speed, which populates the speed restriction field. As a user, you can edit the speed restriction and set the period of the restriction. The restriction period can be set to “Until Removed”, which means the restriction will be active until a user manually closes the restriction, or the restriction can be set for a specified period of time, including hours, days, or weeks. If the restriction is set to a specified period of time using “Set Length”, the restriction will automatically closeout upon expiration of the specified time period.

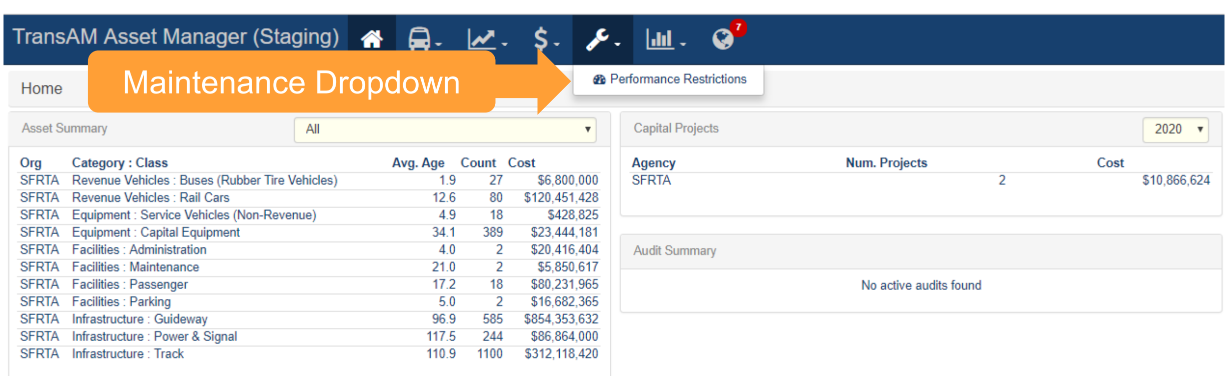
Users can also adjust the linear “From” and “To” marker post values (which were auto-populated from the track record), in order to modify the length of the restriction segment. Modifying the restriction length means the track restriction can be reported for more than one segment of track, even though the event was initiated from a single record. If the “From” or “To” value is extended beyond the “From” and “To” values of the initial reporting segment, all other associated linear segments covered under the new values will appear in the “Associated Linear Asset Records” section. Users can also submit restrictions utilizing the “From” value, for single location restrictions, such as switch points and all restrictions must have a restriction cause selected.

Figure 58 Performance Restriction Lifecycle Event



Once a Performance restriction is submitted it appears in the Performance Restrictions section, along with all previously submitted restrictions, and can be managed by accessing the Maintenance Dropdown.

Figure 59 Maintenance Dropdown



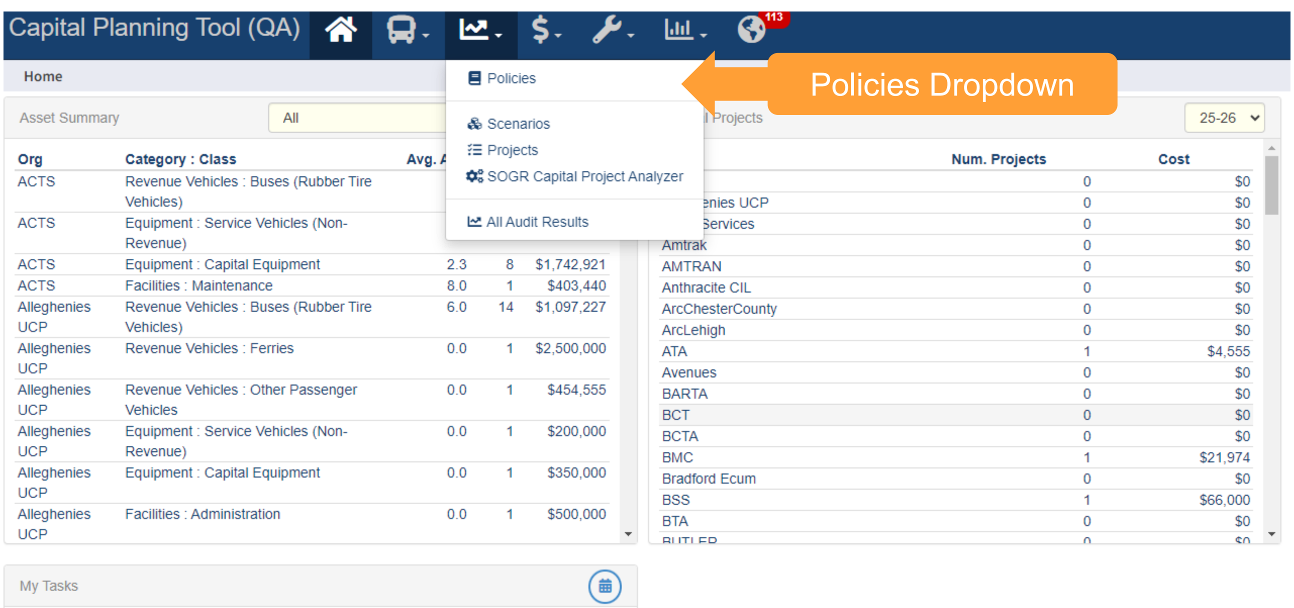
All restrictions in an “Active” status appear by default in the management section. Events can be filtered to “All” or “Expired” to view historical restrictions, by status. Filtering can also be achieved by searching for events that were active within a specified period of time. If a restriction is no longer active, it can be manually closed by clicking the “Closeout” button. If a restriction was closed in error, the user can filter for expired restrictions and reopen the restriction event that was closed in error. All restriction event data can be directly exported from the table.

Figure 60 Performance Restriction Management

6.0 Policies

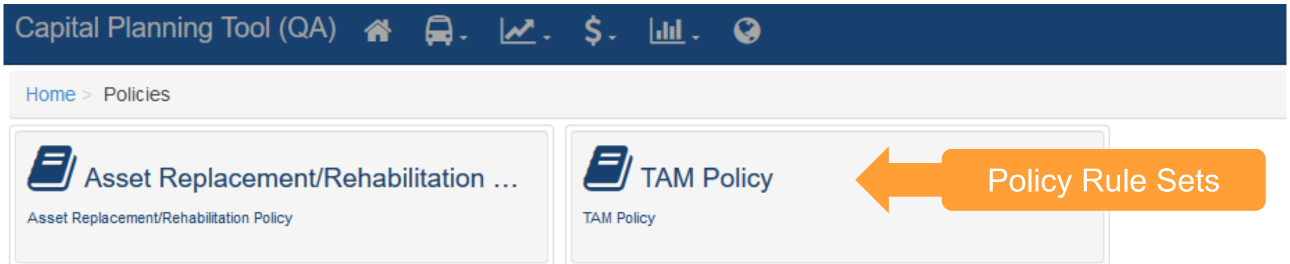
A Policy is a set of parameters that establishes rules related to assets saved within the system. While an organization can create and modify multiple policies, each organization can only have one current policy at a time. The policy is applied to an organization’s inventory on an asset-by-asset basis so that policy rules are reflected on every individual asset.

Figure 61 Policies Dropdown



Clicking "Policies" in the dropdown will display the Policy options that are available. Each individual policy also can be accessed through the submenu navigation options, by hovering over the policies selection in the main navigation dropdown.

Figure 62 Policy Rule Sets

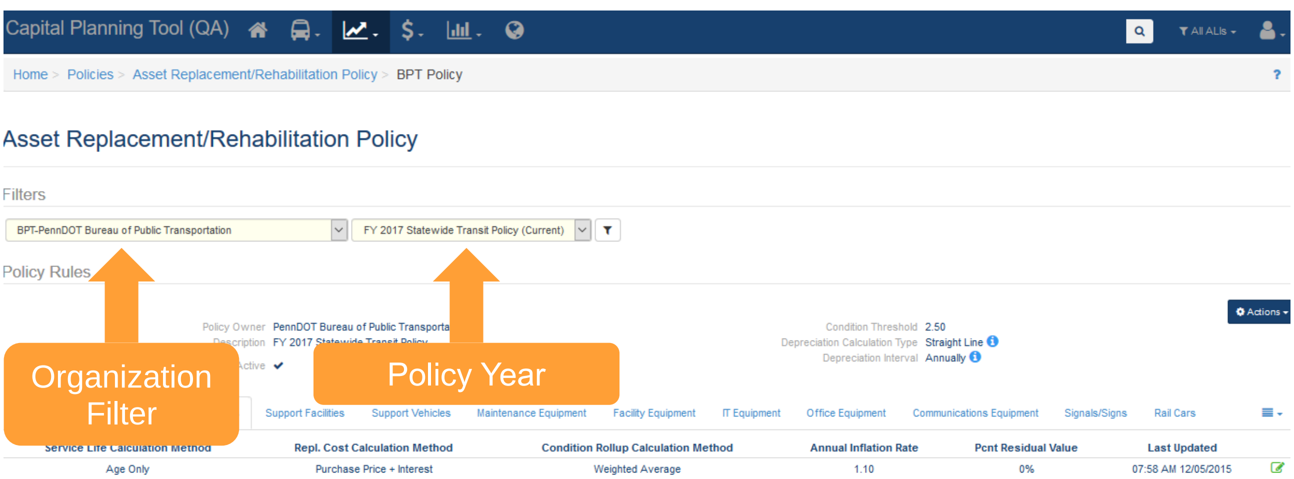


6.1 Asset Replacement/Rehabilitation Policy

Asset Replacement and Rehabilitation Polices can be chosen under the Policies submenu. The SOGR Capital Project Analyzer, Capital Projects, and Project Planner tools apply this policy to determine the estimated service life, replacement cost, and depreciation of an asset. Asset Replacement/Rehabilitation Policy Rules here can be set at the State or individual organization level. This type of policy set will persist from year to year unless edited or removed.

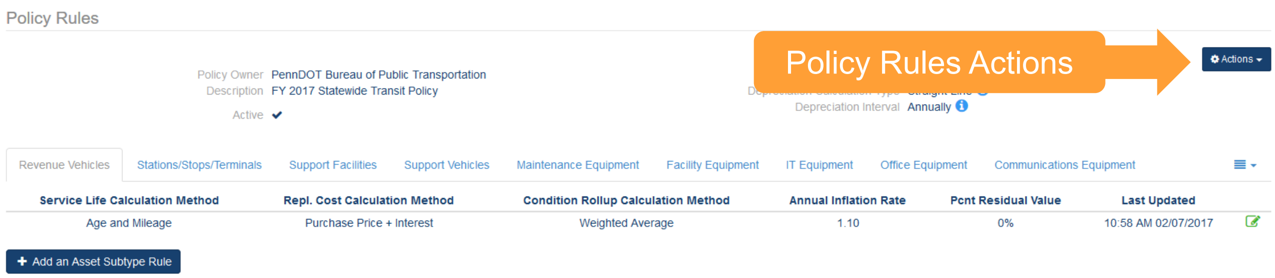
Use the organization filter dropdown to choose the correct organization. You will then need to select the policy year that you wish to work with. Pressing the Filter Button will display the policy rules for the organization and policy year that you have chosen.

Figure 63 Asset Replacement/Rehabilitation Policy Filters



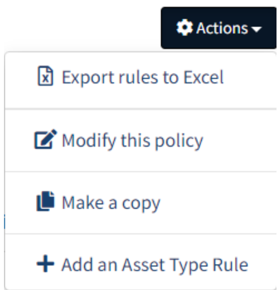
Policy Rules are displayed at one of three levels: organization-wide, asset type, and asset subtype. Organization-wide policy rules can be exported, modified, copied, and created through the Actions button.

Figure 64 Policy Rules



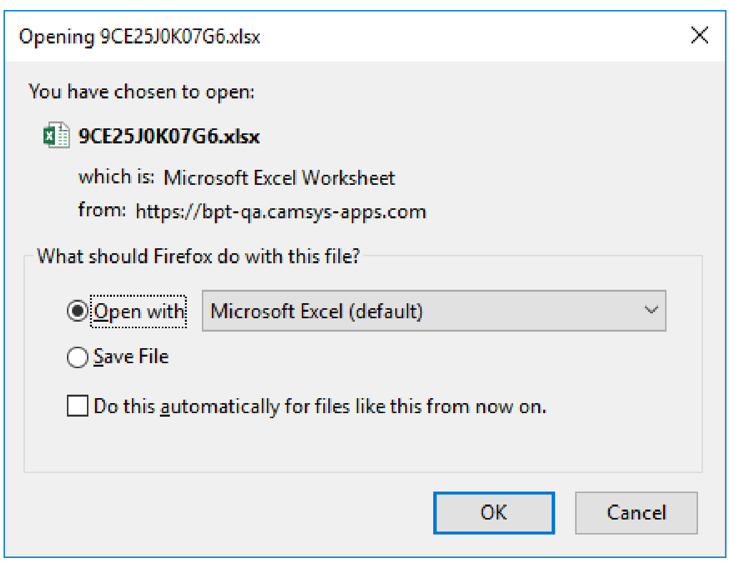
The Actions button will display a list of options as shown.

Figure 65 Policy Rules Actions Dropdown



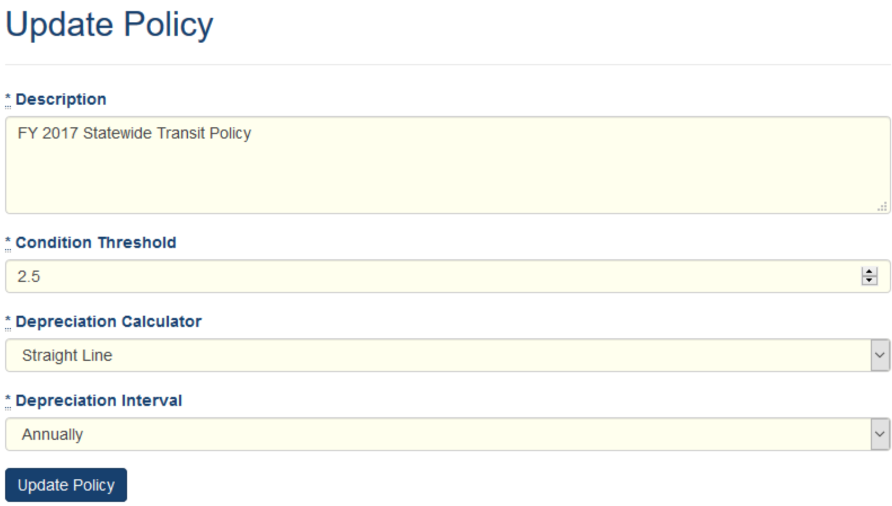
Export rules to Excel open a dialog box to save the Policy Rule as an Excel spreadsheet file.

Figure 66 Export rules to Excel (Windows dialog box)



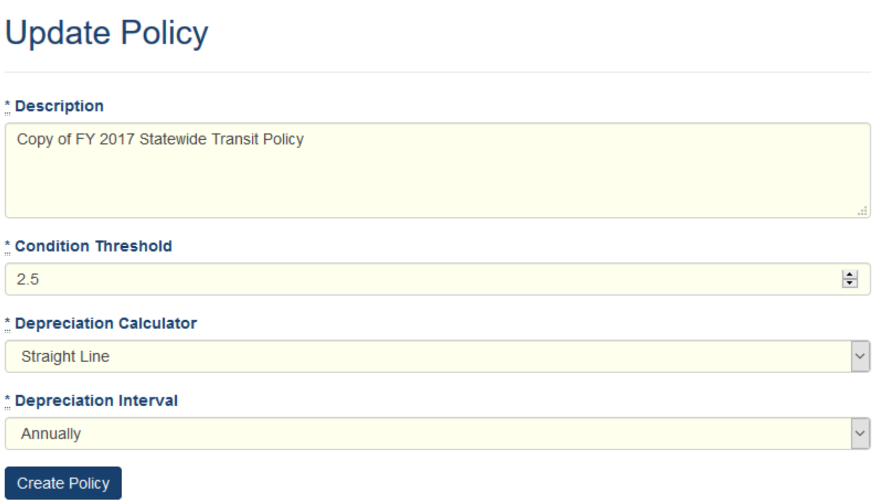
"Modify this Policy" will open a dialog box that displays the editable fields at the organization level. When you are done making edits, click the "Update Policy" button to apply changes.

Figure 67 Modify (Update) Organization Policy Dialog



Users can create new policies by copying an existing policy. Make a Copy displays the same dialog as Update Policy but once saved, a new policy is created based on the copied policy. When copying a policy, you can set the initial organization-wide parameters. For example, Depreciation Calculator can be changed from “straight line” to “declining balance.” The newly created Policy is named according to the Description text box shown.

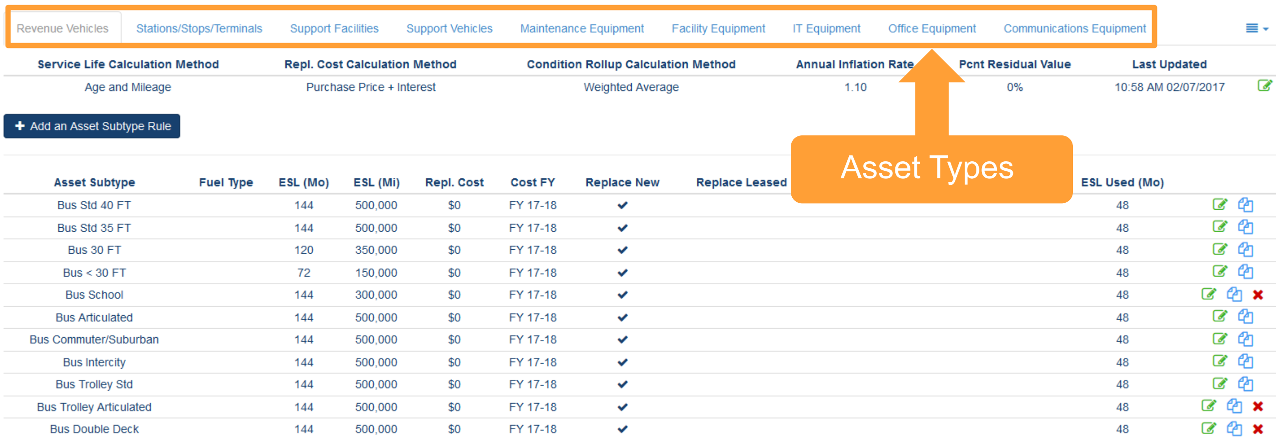
Figure 68 Copy Organization Policy Dialog



Asset types are shown as a series of clickable tabs. Asset subtypes and corresponding asset type rules are listed below each Asset type.

There is a set of rules for each asset type that deal with service life calculation, replacement cost calculation type, condition rollup calculation, annual inflation rate, percent residual value, and condition rollup weight.

Figure 69 Asset Types

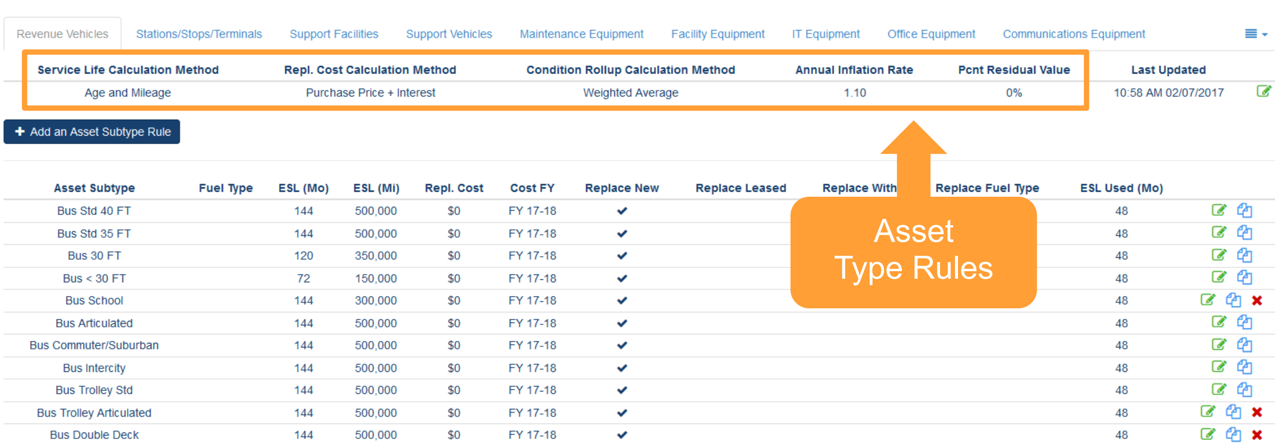


If there are too many asset types to fit in the tabs, you will see the dropdown icon, as depicted below.

Figure 70 Additional Assets Dropdown Icon

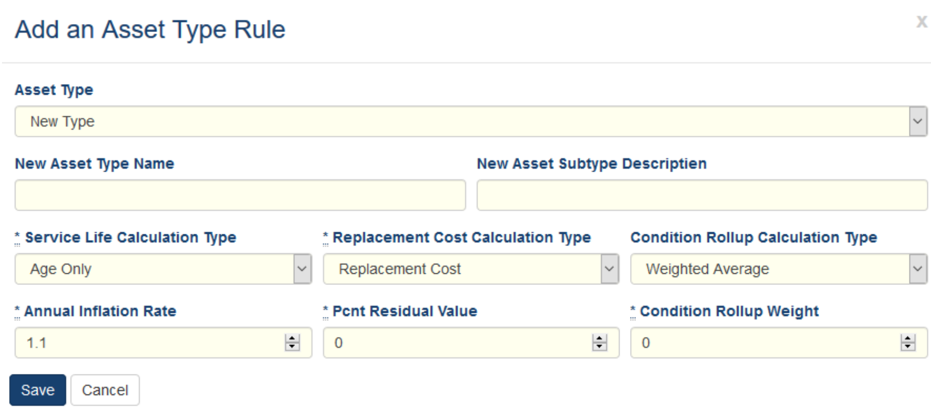
The Asset Type Rules are listed below the Asset Types.

Figure 71 Asset Type Rules



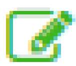
You can add an Asset Type Rule by selecting the option in the Actions dropdown. Selecting that option will display the following dialog box.

Figure 72 Add an Asset Type Rule Dialog Box



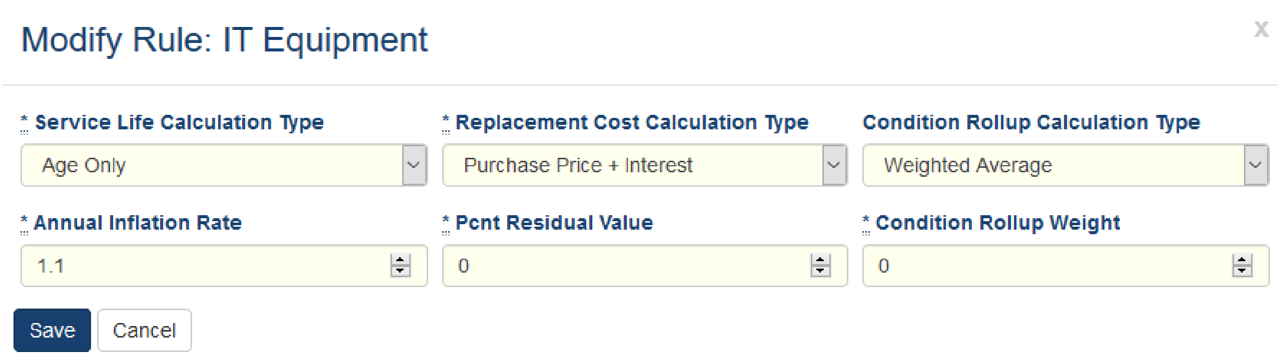
You can edit the Asset Type Rule for a specific asset, by clicking on the edit icon as depicted below.

Figure 73 Edit Icon



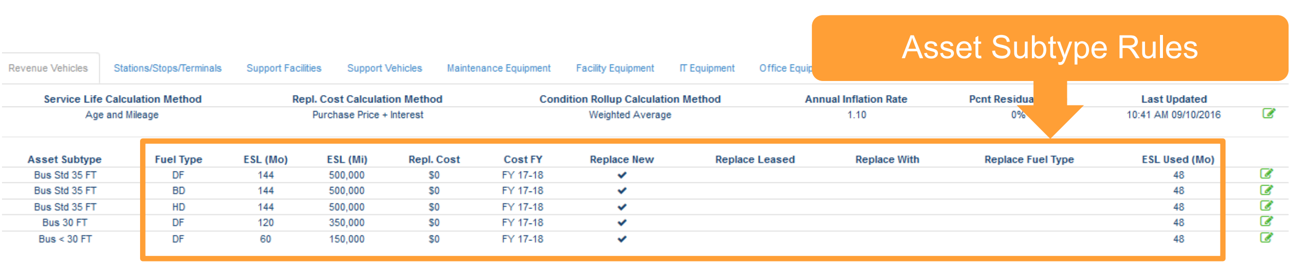
Clicking edit on an “Asset Type Rule” will display a dialog box, allowing you to modify the Asset Policy Rule.

Figure 74 Modify Asset Policy Rule



The Asset Subtypes that are displayed will correspond to the Asset Type tab. The available Asset Subtype rules are the same as the Subtypes in your inventory. The estimated service life information at the Asset Subtype level describes the asset and its expected lifespan.

Figure 75 Asset Type and Asset Subtype rules



Service Life Calculation Method	Repl. Cost Calculation Method	Condition Rollup Calculation Method	Annual Inflation Rate	Pcnt Residua	Last Updated
Age and Mileage	Purchase Price + Interest	Weighted Average	1.10	0%	10:41 AM 09/10/2016

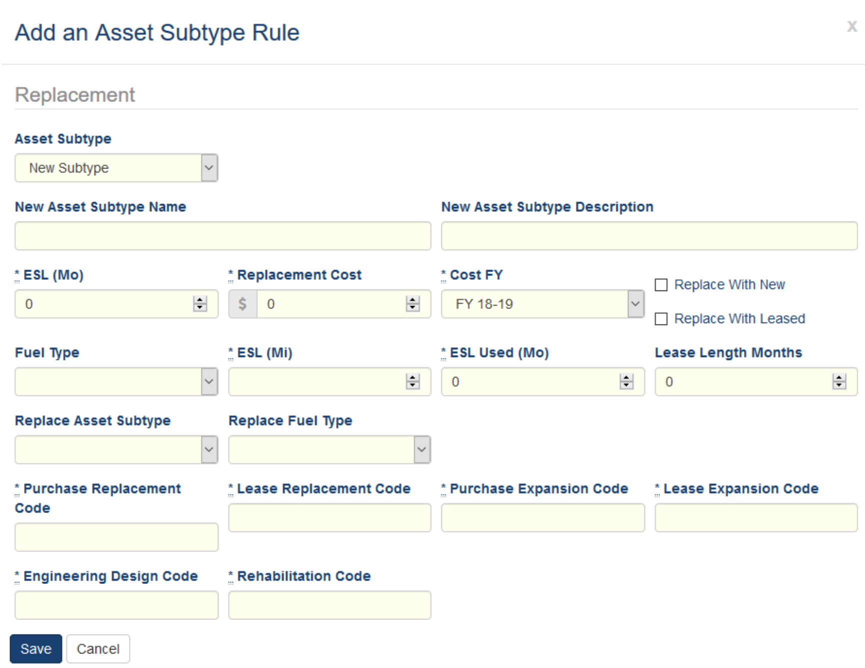
Asset Subtype	Fuel Type	ESL (Mo)	ESL (Mi)	Repl. Cost	Cost FY	Replace New	Replace Leased	Replace With	Replace Fuel Type	ESL Used (Mo)
Bus Std 35 FT	DF	144	500,000	$0	FY 17-18	✔				48
Bus Std 35 FT	BD	144	500,000	$0	FY 17-18	✔				48
Bus Std 35 FT	HD	144	500,000	$0	FY 17-18	✔				48
Bus 30 FT	DF	120	350,000	$0	FY 17-18	✔				48
Bus < 30 FT	DF	60	150,000	$0	FY 17-18	✔				48

If you click the add an “Asset Subtype Rule” button, you will be able to create a new entry.

Figure 76 Add an Asset Subtype Rule Icon

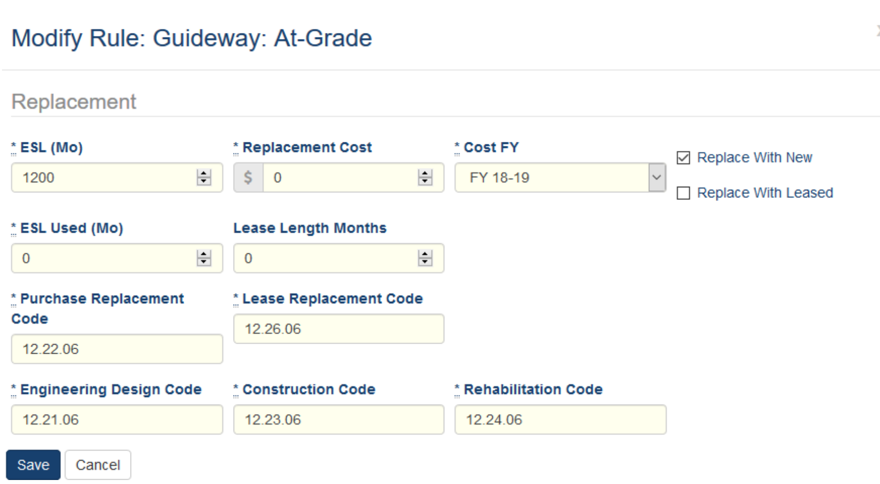
Select or fill out each text box in the Add an Asset Subtype dialog box to create a new rule. Click the “Save” button when you are satisfied with your entries.

Figure 77 Add an Asset Subtype Rule Dialog



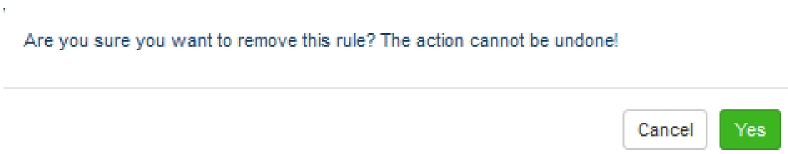
Clicking the Edit icon will bring up a dialog box to modify an Asset Subtype Rule.

Figure 78 Modify Asset Subtype Rule



You also can choose to delete an asset subtype rule when the icon is displayed. You will be prompted with a dialog box before this action is taken!

Figure 79 Remove Asset Subtype Rule

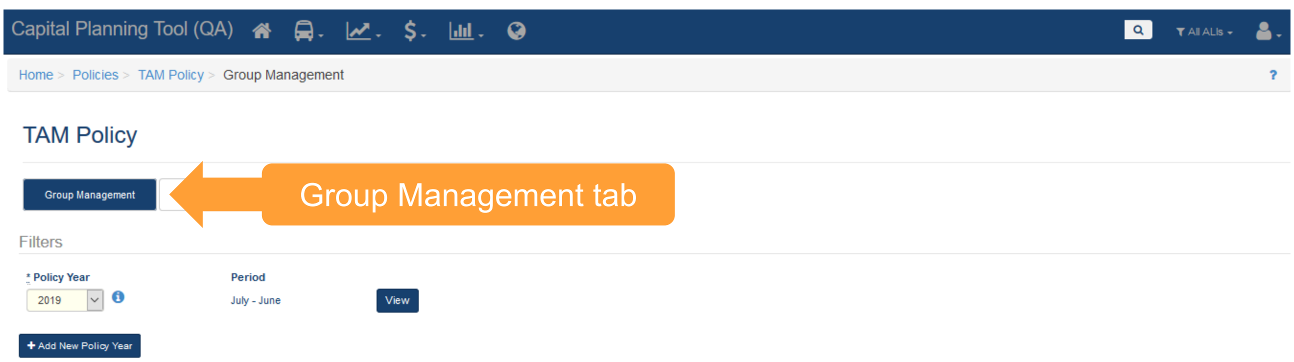


6.2 TAM Policy

TAM Policies are used to set Useful Life Benchmark (ULB), Transit Economic Requirements Model (TERM), and Performance Measure Percent targets for asset categories on an annual basis. The TAM Policy will be used to conduct performance calculations for the NTD A-90 report. Ideally, TAM Policies should be set at the beginning of an NTD Reporting year (e.g., July–June, October–September, or January–December). Organizations can be grouped by a common characteristic, and policies can be distributed through the group.

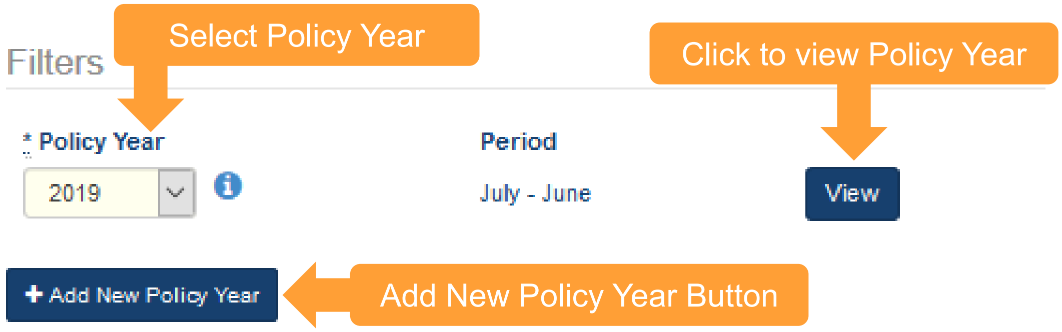
The first step in the creation of a TAM Policy is to Add a New Policy Year, followed by creating groups. These initial steps can only be completed on the Group Management tab, which is only accessible by users with the TAM Group Manager or Admin permission.

Figure 80 TAM Policy Group Management



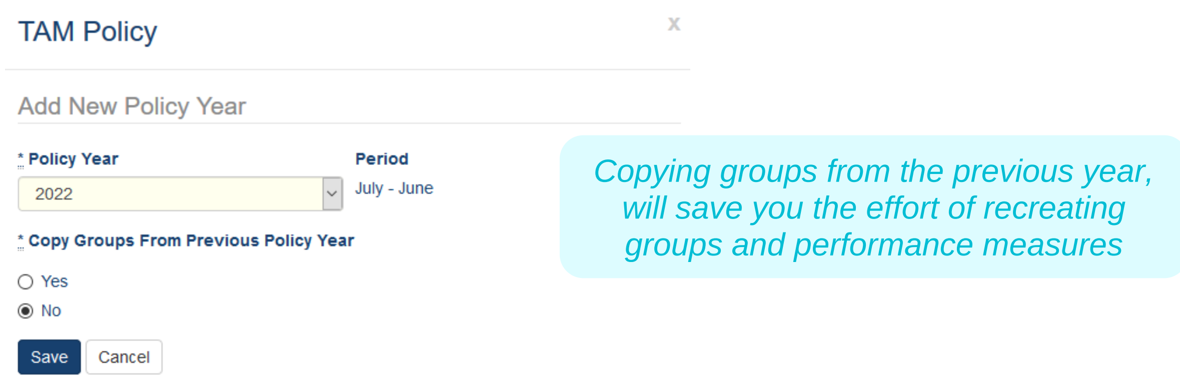
Select a Policy Year that you wish to view and click the “View” button. If a Policy Year does not exist or you need to create a policy for a new year, click the “Add New Policy Year” button and select the TAM Policy year you wish to create. The Period will populate based on individual client reporting periods, based on the initial system configuration. Below the Policy Year Filter, Group Management is performed on the chosen Policy Year.

Figure 81 TAM Policy Year



If you select the “Add New Policy Year” button, a dialog box will appear and the year selection will default to the next available year. If there are no existing Policy Years, the current year will be available. If there is an existing Policy Year, you will have the option to Copy Groups From the Previous Policy Year.

Figure 82 Add New TAM Policy Year



Once a new year has been created or you filtered for an existing year, the Policy Year that you have chosen will display all available groups below. If you have created a new Policy Year and did not copy from the previous year, you will need to create new groups.

Figure 83 Group Management Period and Year

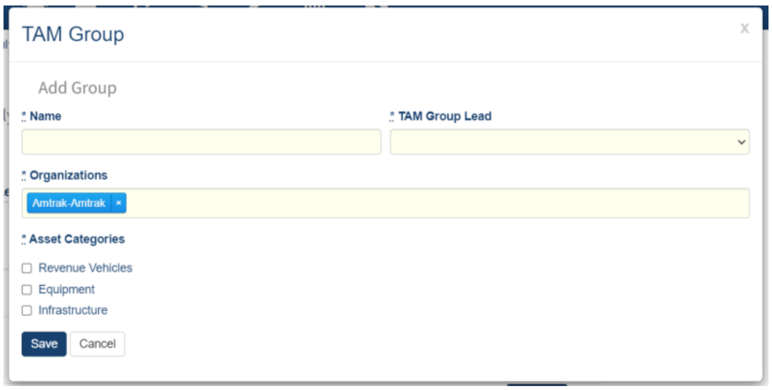
Group Name	TAM Group Lead	Organizations	Asset Categories	Status
test	Nicholas Baldwin	View	Revenue Vehicles Equipment Facilities	Distributed
Section 5310 TAM	Elizabeth Bonini	View	Revenue Vehicles Equipment Facilities	Distributed
Section 5311	Elizabeth Bonini	View	Revenue Vehicles Equipment Facilities	Distributed

You may click the “Add Group” button to add a new Group for that Policy Year.

Figure 84 Add Group Button

In order to create a new TAM Policy Group, you will name the group in Name and select the user that will be the TAM Group Lead. Next, select the applicable organizations to associate with the new TAM Group.

Figure 85 Add TAM Group Dialog



More than one organization can be selected by clicking in the Organization field. A dropdown will appear and you can select one or many organizations.

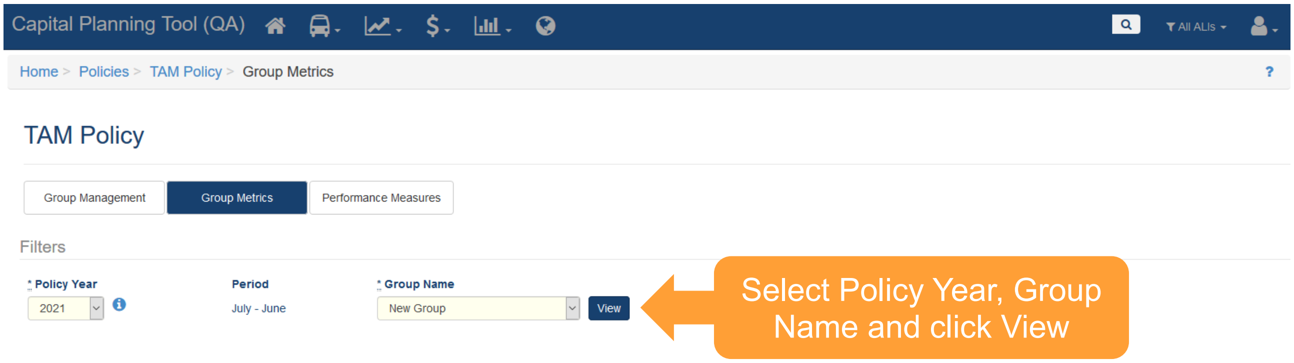
Select the Asset Categories you wish to include in the TAM Policy Group you are creating. Please note, that the listed Asset Categories only appear upon selecting organizations and if those organizations have those asset categories saved within their inventory. Click “Save” when Satisfied with your selection.

Once the new group is created, the Status is set to Inactive. You have the option to edit, delete, or Generate that Group. Click “Generate” when you are ready to proceed and you will notice that the group Status will change to In Development. Clicking the “Generate” button adds the group to the Group Metrics tab, so the assigned TAM Group Lead can start the process of setting performance measures and editing rules for all organizations within the group. The Group Management tab is only viewable and editable by users with the TAM Group Manager or Admin permission, and TAM Group Leads who can only access groups to which they have been assigned.

Figure 86 TAM Group Management Status

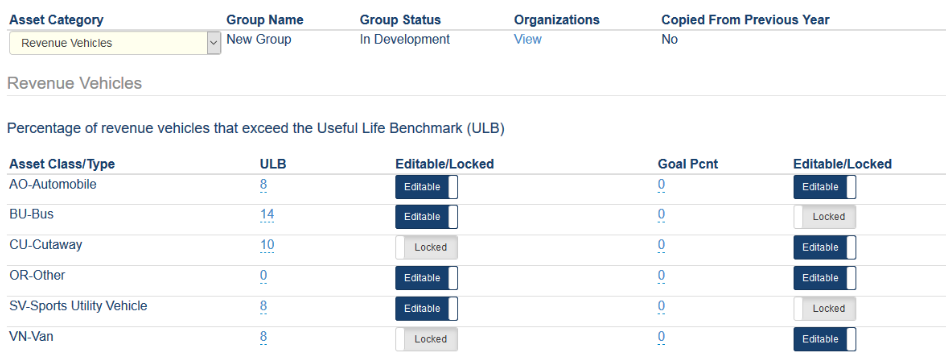
Newly created and previously existing TAM Groups will appear in the Group Metrics tab of TAM Policy. Select the Policy Year and Group Name you wish to work with from the selection menu and click the "View" button.

Figure 87 TAM Policy Group Metrics



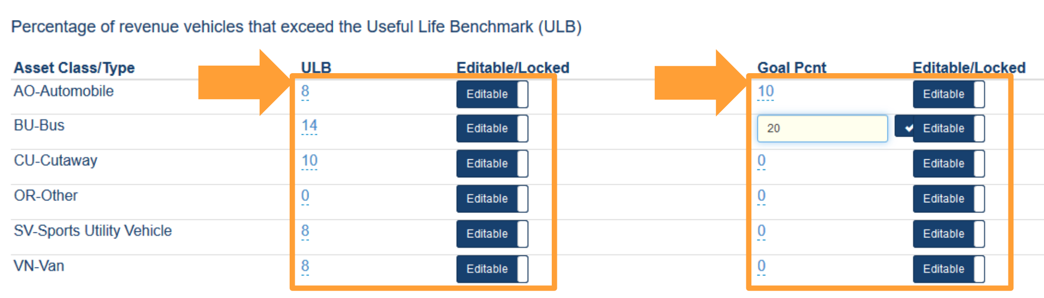
Metrics can be set for each asset category, by selecting the category you wish to edit in the Asset Category dropdown. Assets can be set to locked or editable. Locked assets cannot be changed in the Performance Measures tab for each organization within that group. If you leave any asset as editable, then each organization in that group can modify the metrics within the Performance Measures tab.

Figure 88 Editable and Locked Assets



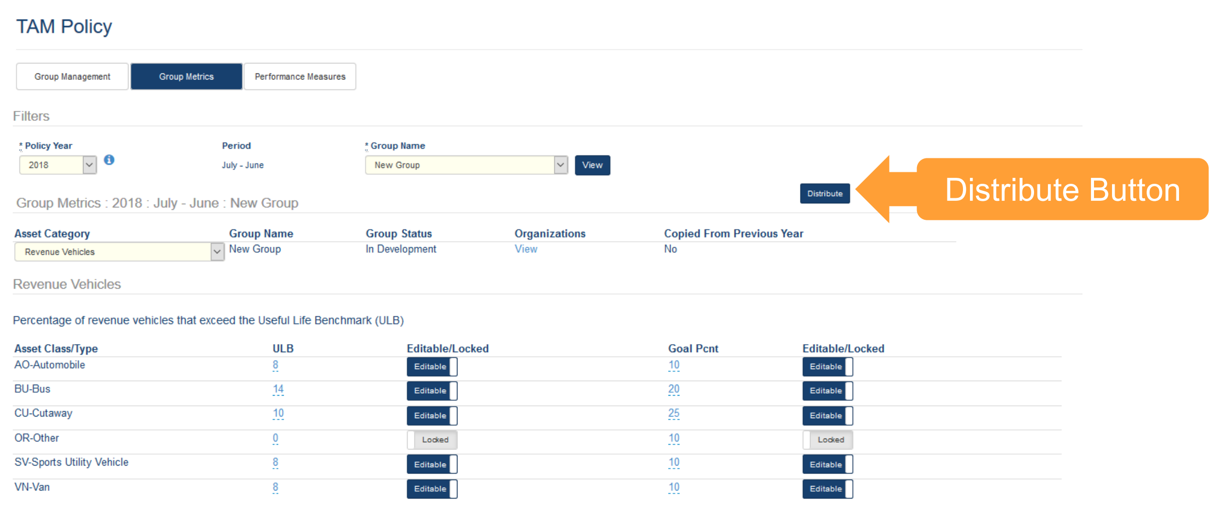
The TAM Policy Group Lead should edit Useful Life Benchmark (ULB), Goal Percent (Goal Pcnt), or other applicable asset metrics as necessary. Fields can be edited by clicking directly on the value in the field and clicking the checkmark box. Editable/Locked toggles automatically save any changes made.

Figure 89 Asset Type Percentage Settings



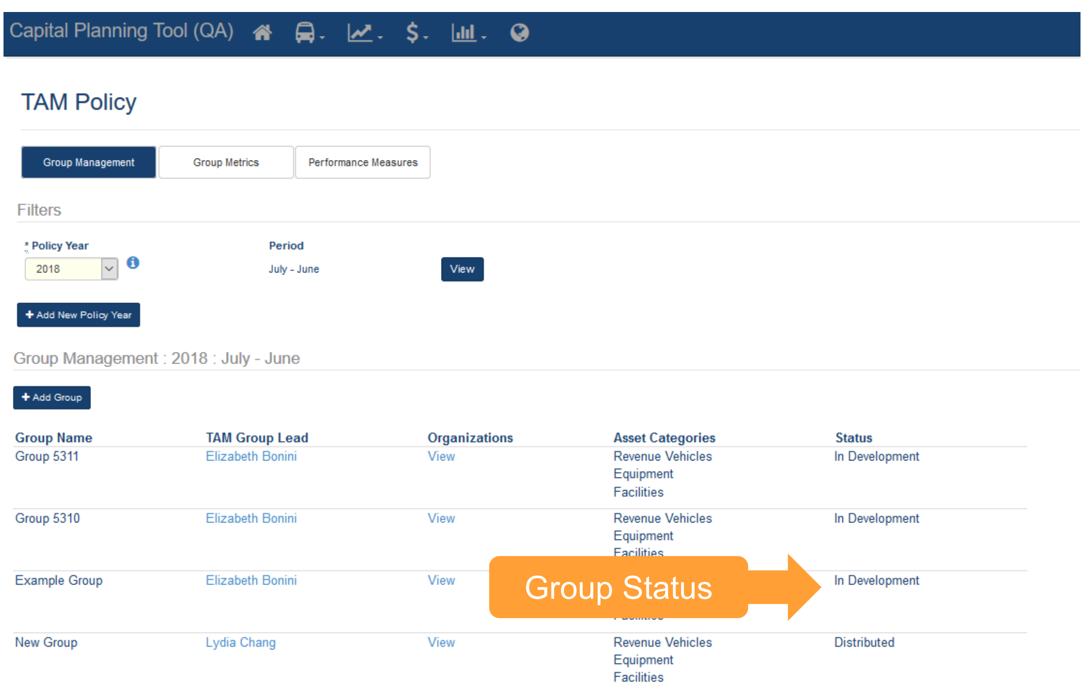
Once completed, click the “Distribute” button to push the group metrics over to the Performance Measures tab for each organization within the group. Each group within a Policy Year can be distributed on an individual basis. If all the Editable/Locked toggles were in a state of “Locked” for every asset within each Asset Category for a group, the status for each organization’s Performance Measures will automatically update to Active status. If at least one Editable/Locked toggle is in a state of “Editable,” each organization will need to manually Activate the metrics on the Performance Measures tab.

Figure 90 Distribute TAM Policy



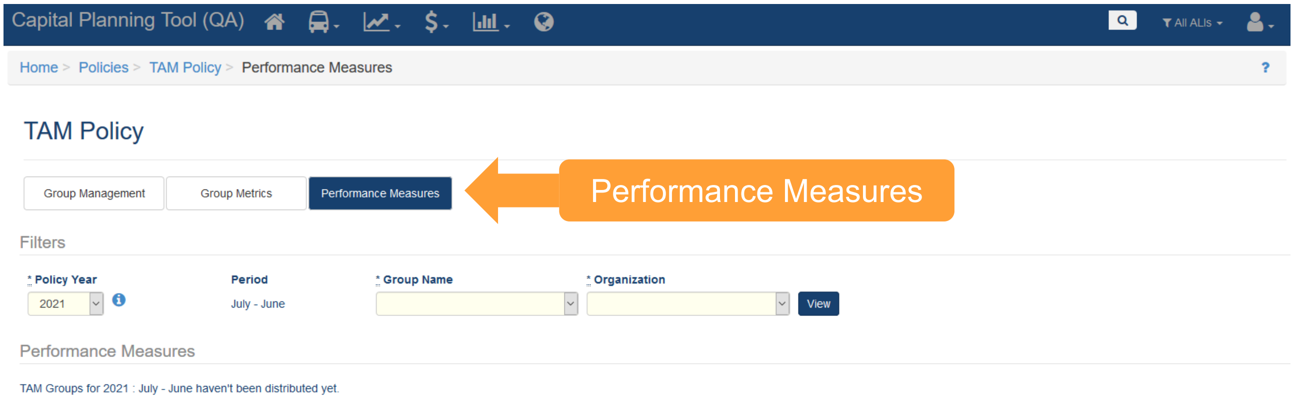
Notice that the group that has been distributed shows Status: Distributed.

Figure 91 Distributed TAM Policy



The Performance Measures tab will detail the Useful Life Benchmark, TERM value, and Goal Percent Values that have been distributed to each organization within the group. Individual organizations users will only be able to view or edit the Performance Measures tab, and only for organizations to which the user belongs.

Figure 92 TAM Policy Performance Measures

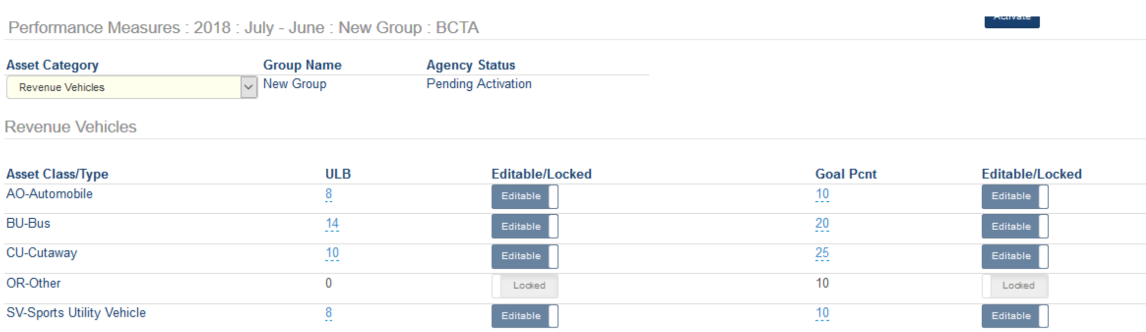


To view an organization's Performance Measures, select the correct Policy Year, Group Name, and Organization and click the “View” button.

Figure 93 Policy Year Filters

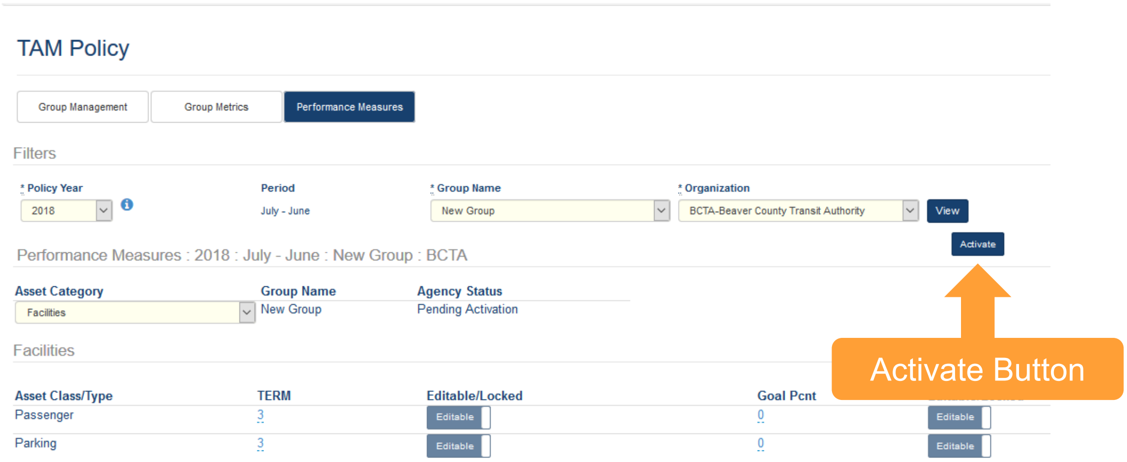
You can select the Asset Category that you wish to view by selecting from the Asset Category dropdown. You can adjust each ULB, TERM value (for Facilities only) or Goal Percent (Goal Pcnt) based on your organization’s need. Any Asset Class/Type that is Locked will not be editable.

Figure 94 Asset Type Percentage Settings



Select the “Activate” button when you are satisfied with the Performance Measures shown. If all of the Editable/Locked toggles were in a state of “Locked” for every asset within each Asset Category, you do not need to Activate the Performance Measures, as they changed to an Active status upon distribution to the Performance Measures tab.

Figure 95 Activate Performance Measures



7.0 Project Planning and Prioritization

An organization creates a project when they wants to replace their assets or expand their inventory. Each capital project is composed of one or more building blocks, referred to as Activity Line Items (ALI), and is associated with one or more fiscal years. To frame it differently, ALIs should be considered a funding request for a project and each project can have one or more funding requests in a single year or across multiple years. A Project generally falls into one of two categories:

- Projects that use the Asset Replacement/Rehabilitation policy information to replace existing assets to keep assets in a state of good repair. These are known as State of Good Repair (SOGR) projects.

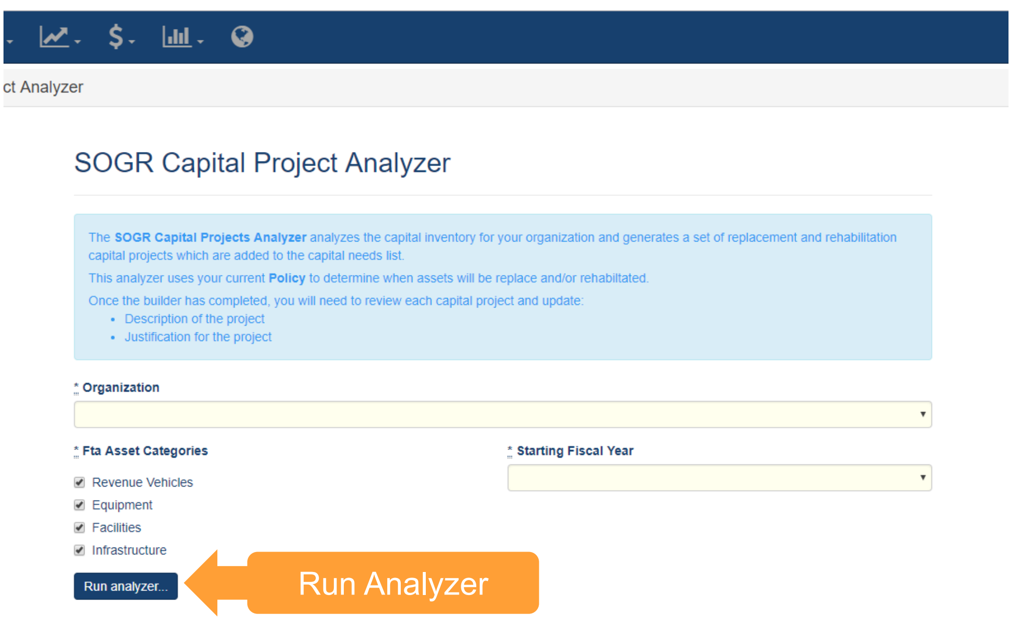
- Projects that acquire new assets that enable you to provide new or expanded services or accomplish new business functions.

The SOGR projects will automatically be generated by running the State of Good Repair Project Analyzer.

7.1 State of Good Repair (SOGR) Capital Project Analyzer

Each organization defines an Asset Replacement and Rehabilitation Policy that indicates the service life and replacement standards to be used for each type of asset. The State of Good Repair (SOGR) Capital Project Analyzer evaluates your organization's asset inventory against this policy and generates a set of replacement capital projects for a 12-year planning horizon. Before you run the analyzer, you can select which organization, what asset categories, and what year should serve as the starting year for project creation.

Figure 96 Running SOGR Capital Project Analyzer



Clicking “Run Analyzer” will begin the SOGR job which will run in the background and you’ll be redirected to the Scenarios page. The system will provide a notification (in your notifications drawer at the top of the screen) when complete.

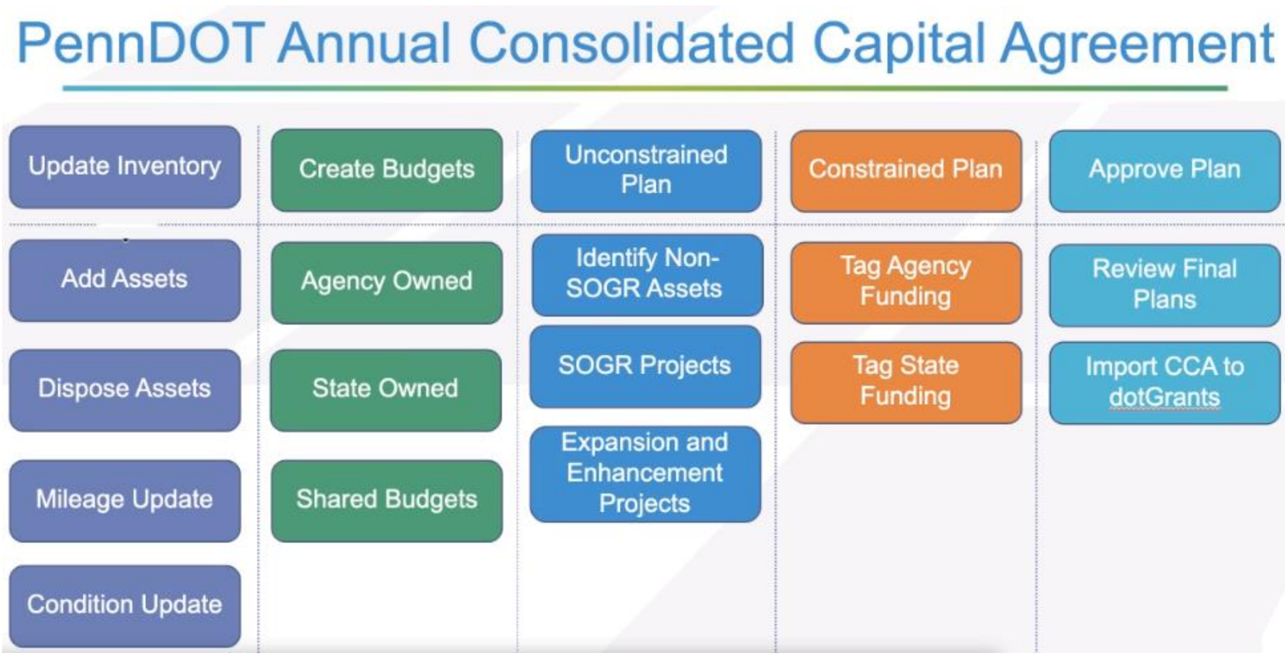
7.2 Scenarios

Each Transit Agency will create an individual 12-year capital application that will be submitted to PennDOT. This is done by agencies creating one or more scenarios for their capital application and then submitting a single scenario to PennDOT.

Scenarios are built using the SOGR builder or can be manually created within the scenarios interface. The Scenarios interface can be accessed by selecting the Policies menu from the home page and selecting Scenarios.

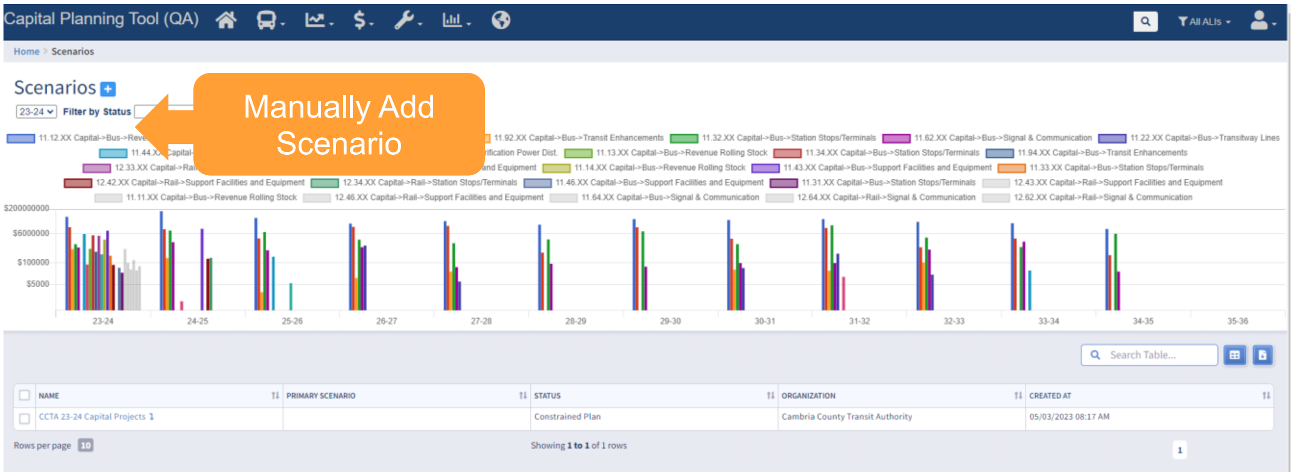
Scenarios consist of five stages that must be completed in sequential order: Preparation, Unconstrained Plan, Funding, Constrained Plan, and Final Review. Each stage consists of a series of verifications and/or approvals. Once an organization's data has been verified and approved through all five stages, a link to the export will be displayed.

Figure 97 Scenario and Overall Workflow



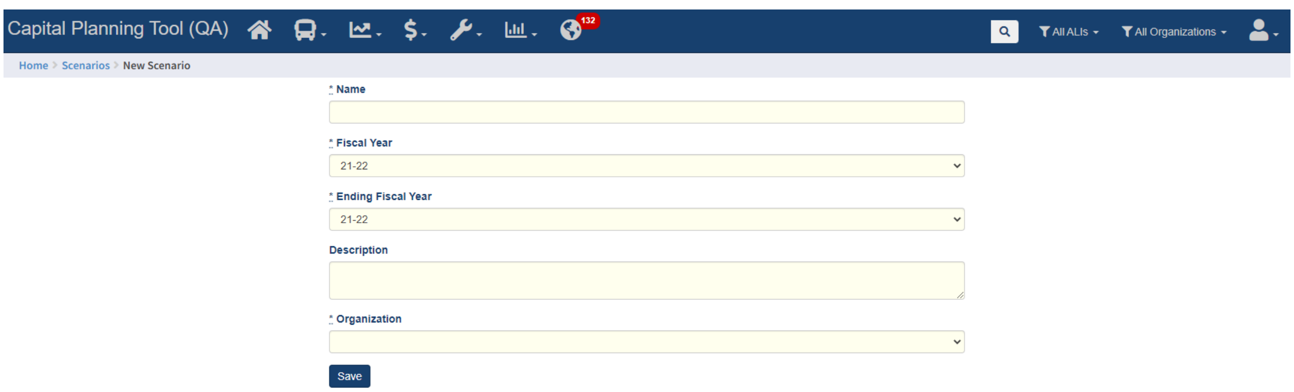
Each stage follows the same general formula—the submittal organization performs some work and the State approves that work. As each action is completed and approved, the next action will unlock.

Figure 98 Scenarios Interface



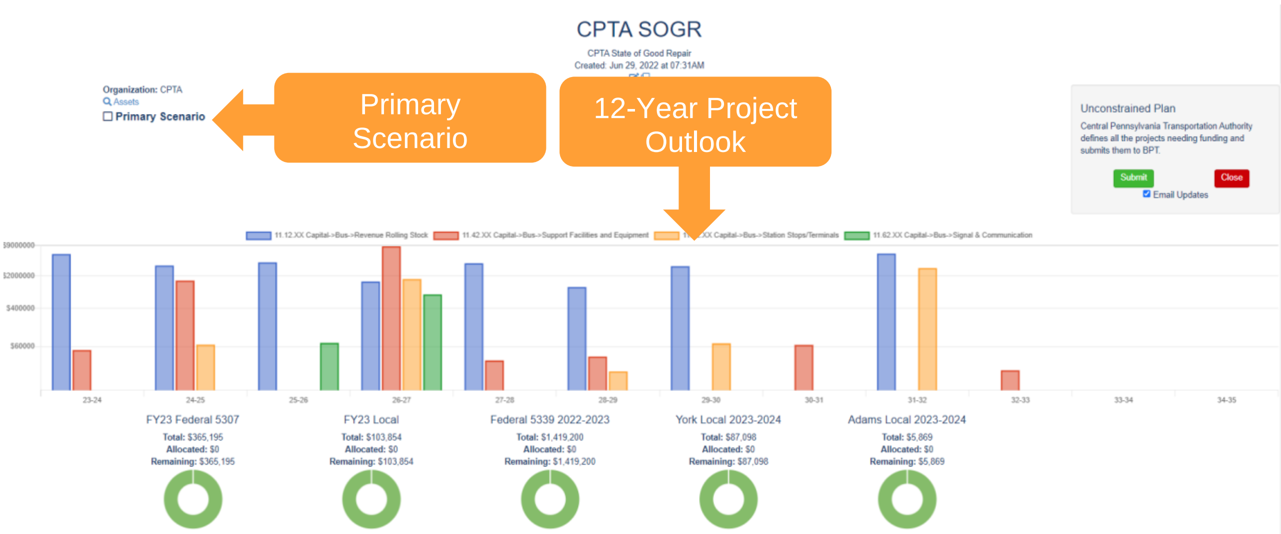
You can add a new scenario by clicking the blue plus icon next to the word scenarios. You can also modify an existing scenario (those made with SOGR will be labeled so). If you run the SOGR project planner, you'll see a list of SOGR scenarios for each agency. You can filter the selection by fiscal year or completion status.

Figure 99 Add a New Scenario



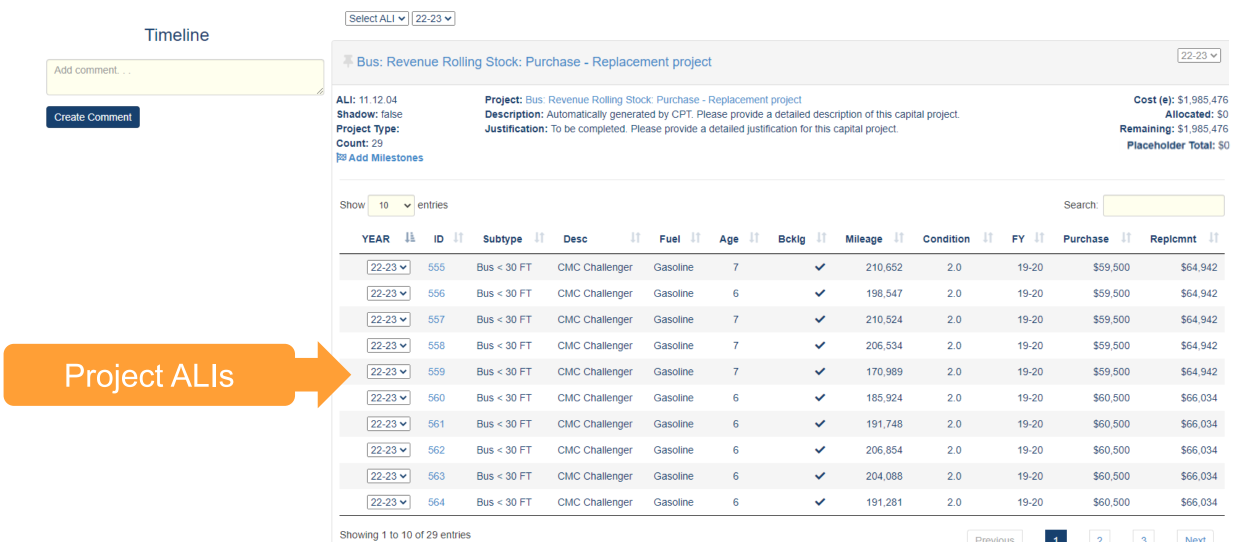
The first step is the unconstrained plan – think of this as a list of agency wants that may or may not eventually get funded.

Figure 100 Unconstrained Plan created by SOGR



In this unconstrained plan, you can see the 12-year project outlook and at the bottom, projects and the ALIs that comprise them. There is also an option to make a scenario a Primary Scenario for the fiscal year, however, there can only ever be one per year, but it can be changed if necessary.

Figure 101 ALIs in a Project in the Scenarios Interface



Clicking on a project title will allow you to update the project. Adding milestones is a required step. Click the button next to the milestone to save each – each will need to be saved independently.

Figure 102 Updating Project Milestones

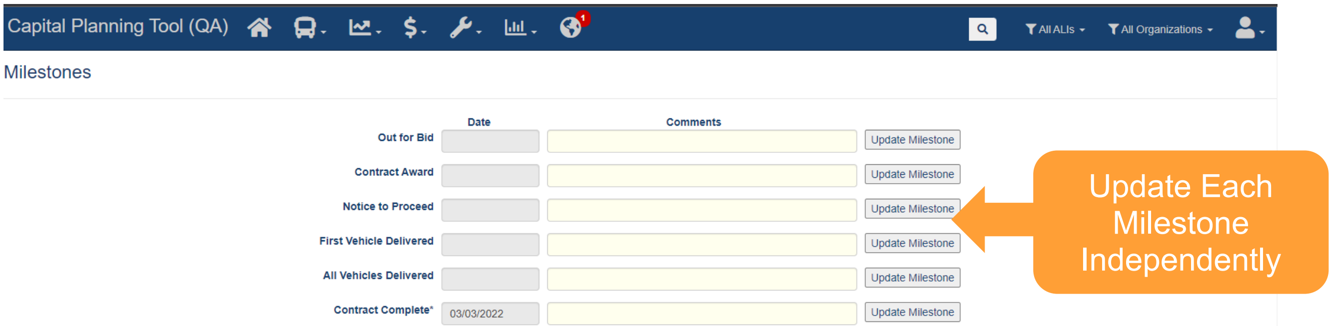
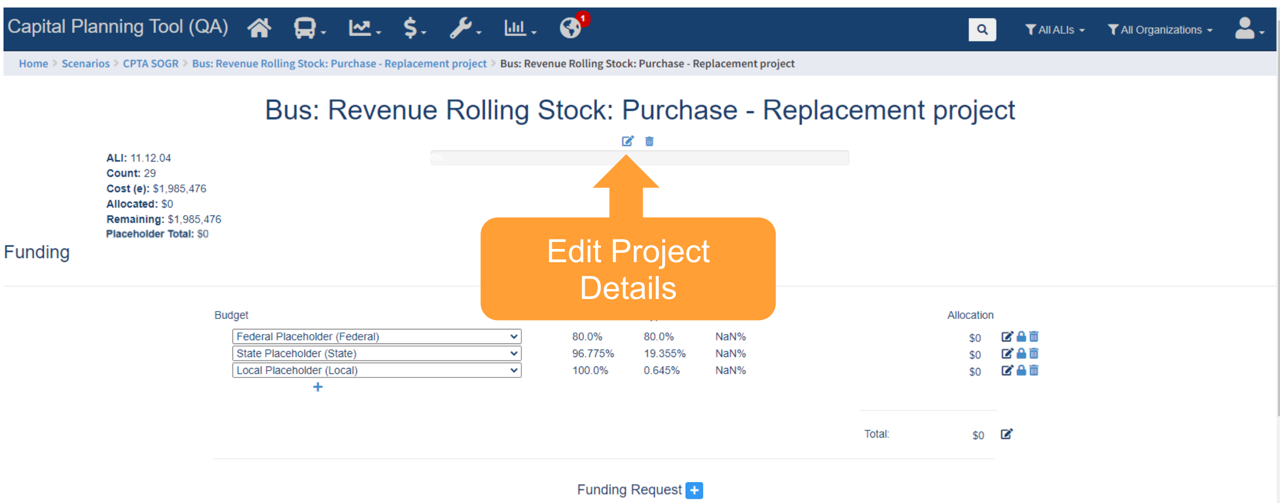
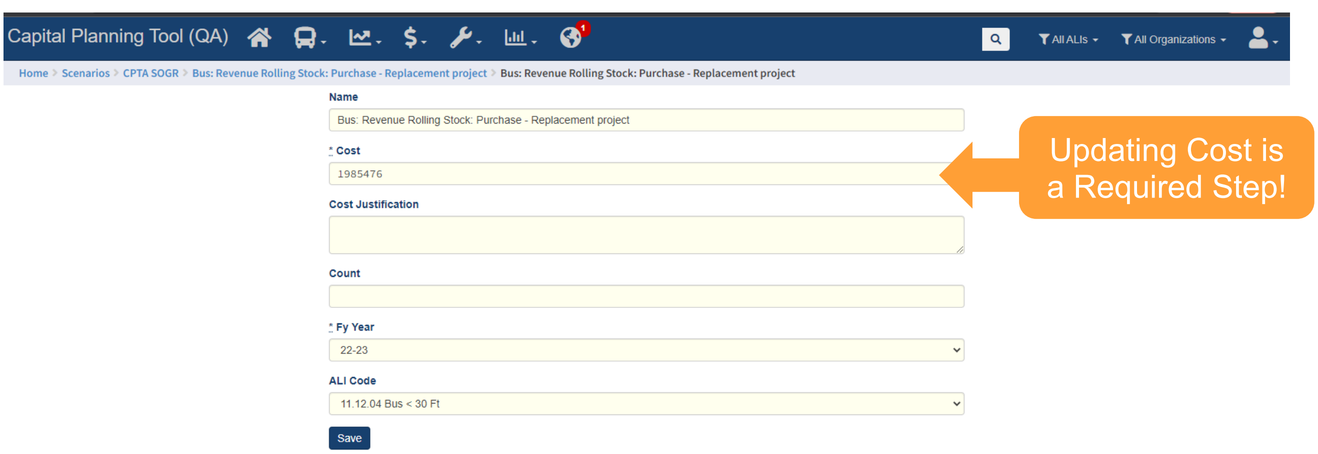


Figure 103 Project Funding Sources and Update Project Details



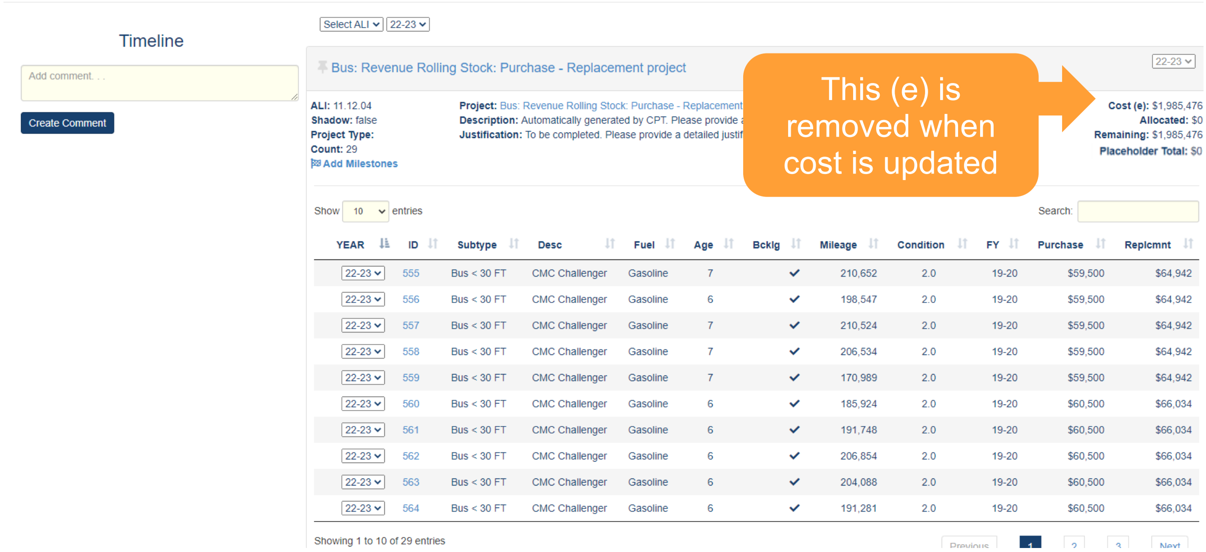
Clicking the edit button near the project name will allow you to edit project details. Updating or confirming the cost is a required step.

Figure 104 Edit Project Details and Cost



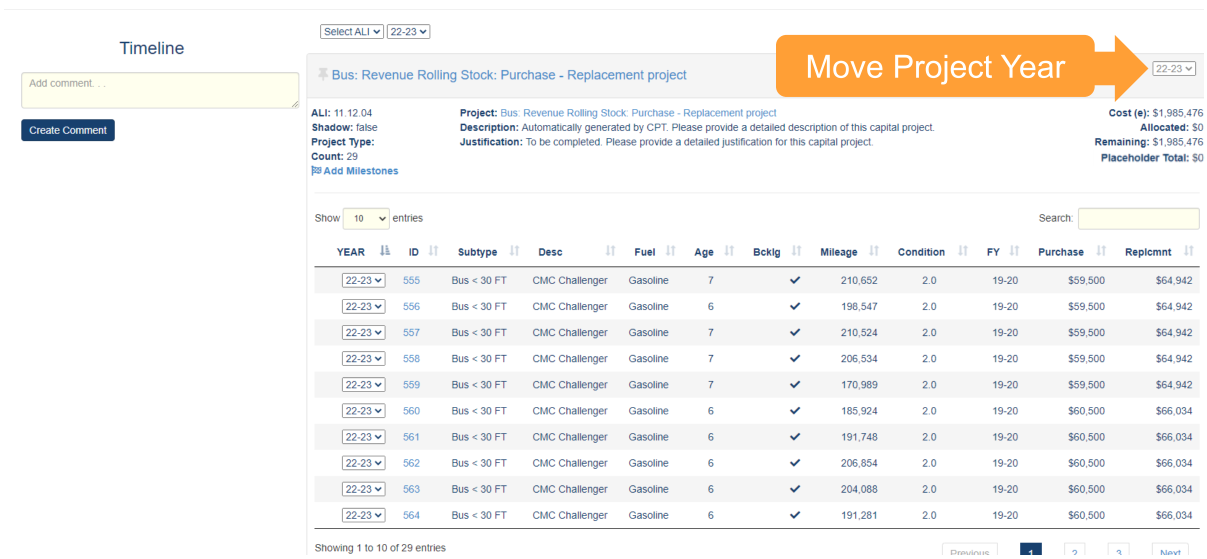
Once the cost has been updated, the estimated costs will reflect that value, and an “E” will be gone from the project estimated cost in the Scenarios overview’.

Figure 105 Estimated Cost is Updated



There are a few other features of the scenarios interface that are important to note. Both projects and ALIs have years associated with them and can be assigned different years. These projects can be moved via the year dropdown. The other option is pinning – which allows you to save a project between years even when re-running the SOGR project analyzer. The pinning functionality is similar to how it worked in the deprecated 'Fund Projects' interface.

Figure 106 Moving Years and Pinning

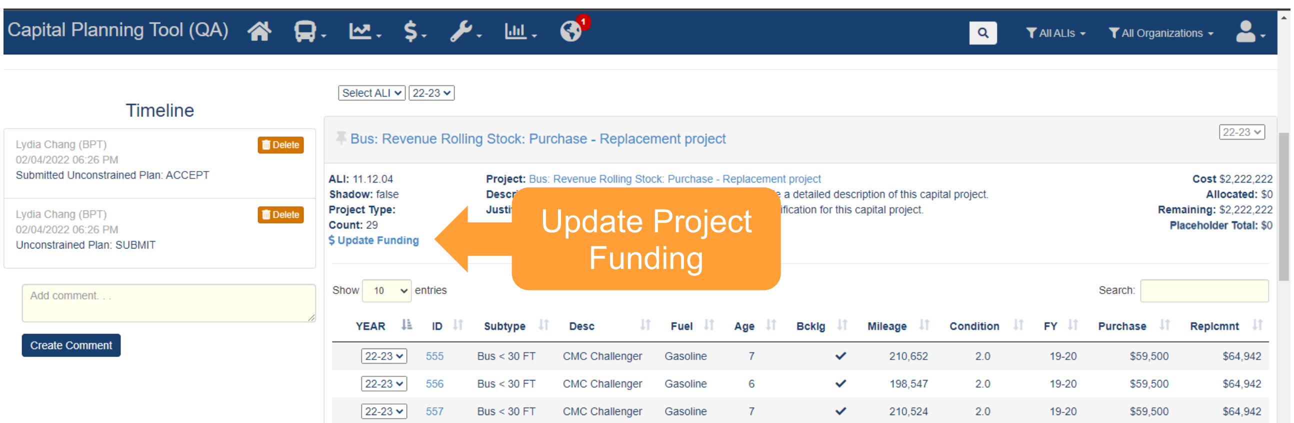


When an agency has gone through updating estimated costs and verifying the correct projects and ALIs are in place, they can submit their unconstrained plan to the parent agency for review.

Figure 107 Submit Unconstrained Plan

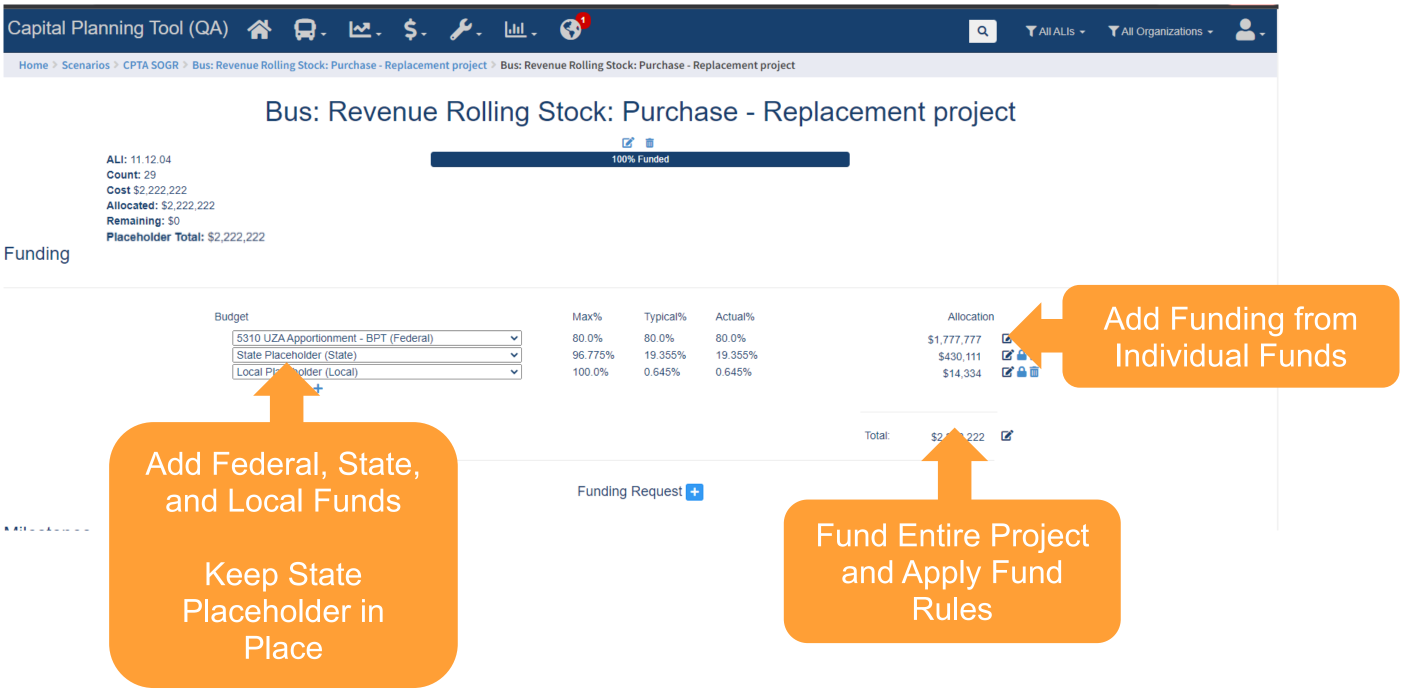
The unconstrained plan will then become a constrained plan, where the agency will add federal and local funding. In the projects area of the scenarios interface, the "Add Milestones" button has now been replaced with "$ Update Funding" as a reminder for agencies to add the proper funding.

Figure 108 Constrained Plan - Update Project Funding



This is where agencies add federal and local funding from funding sources that they've previously configured (see the funding section for more details about funding projects). Each fund can be chosen from the dropdown on the left and the proper allocation rules will apply as dictated by the fund details.

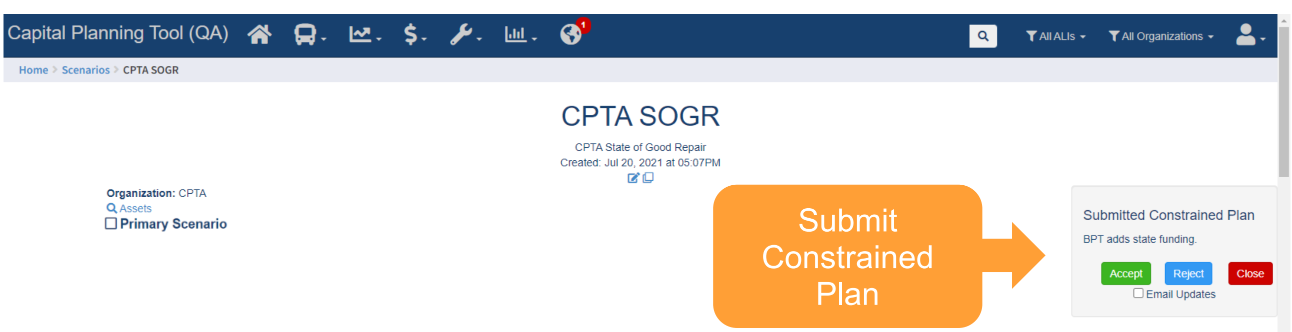
Figure 109 Adding Funding



After selecting funds from the left, users can manually add the funding dollars on the right, or update the entire budget at the bottom of the screen. In this step, **the project does not need to be fully funded, because the parent agency will add state funds as necessary**.

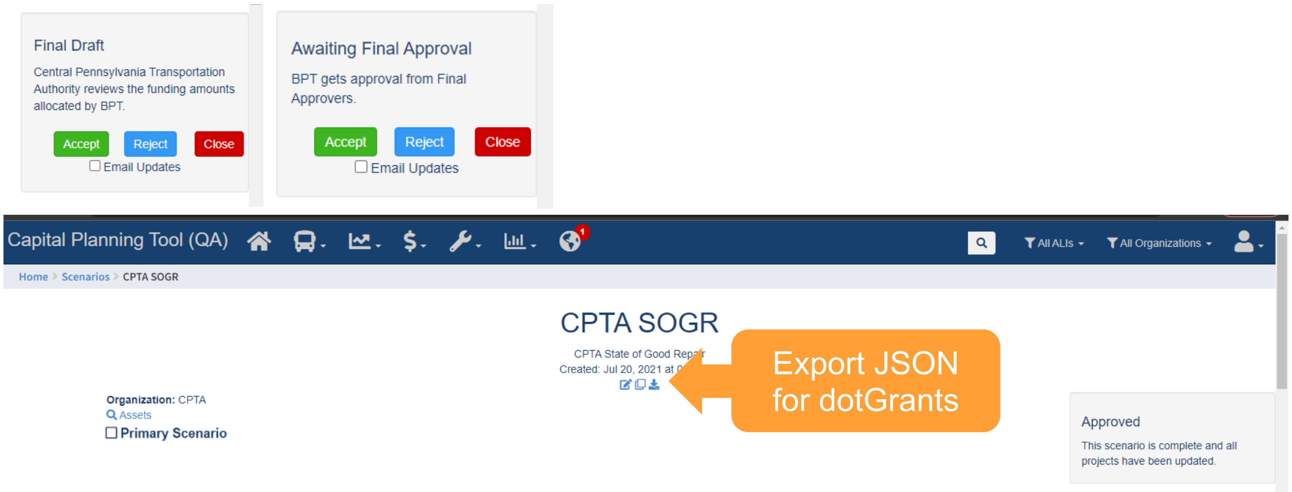
Once all of the funds have been added by the agency and are ready for the parent agency to apply for state-level funding, the agency can submit the constrained plan.

Figure 110 Submit Constrained Plan



At this point, the parent agency will add state-level funding and submit the plan back to the child agency. They'll review the state-level funding, and then submit the Final Draft. It then gets Final Approval from the parent agency, then ultimately the scenario is approved.

Figure 111 Final Approval and Export

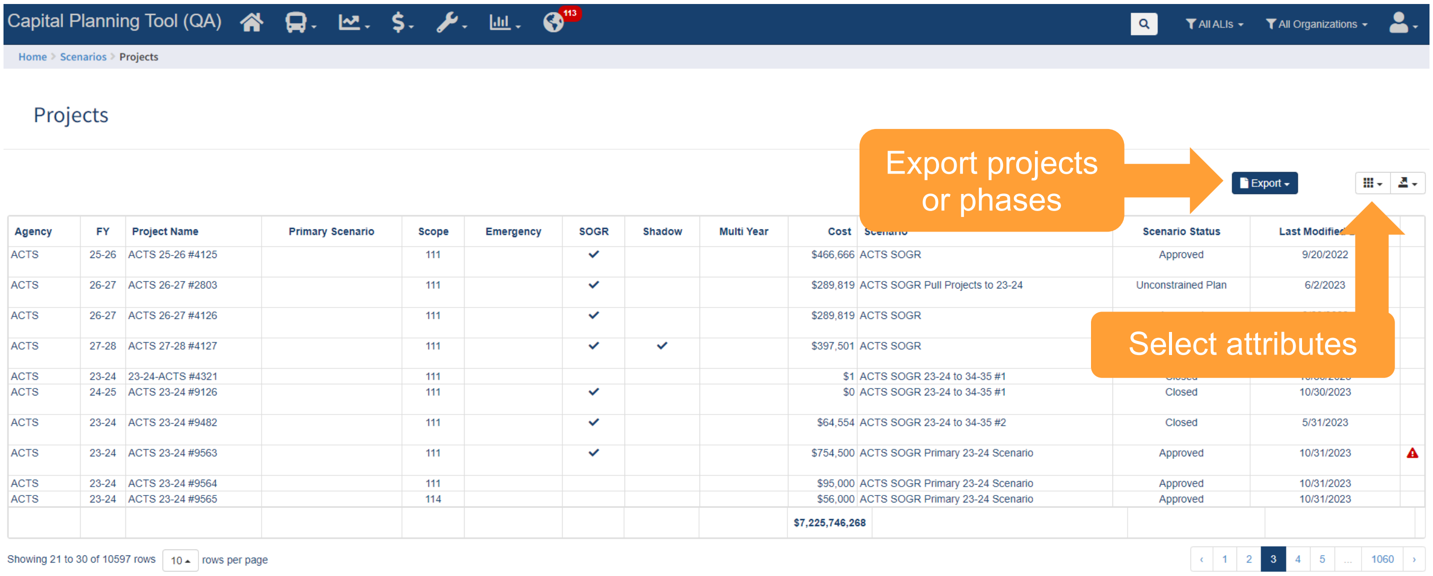


Finally, the scenario can be exported via the download icon at the top of the page to be used with dotGrants.

7.3 Projects

The project view provides an overview of each project in Scenarios.

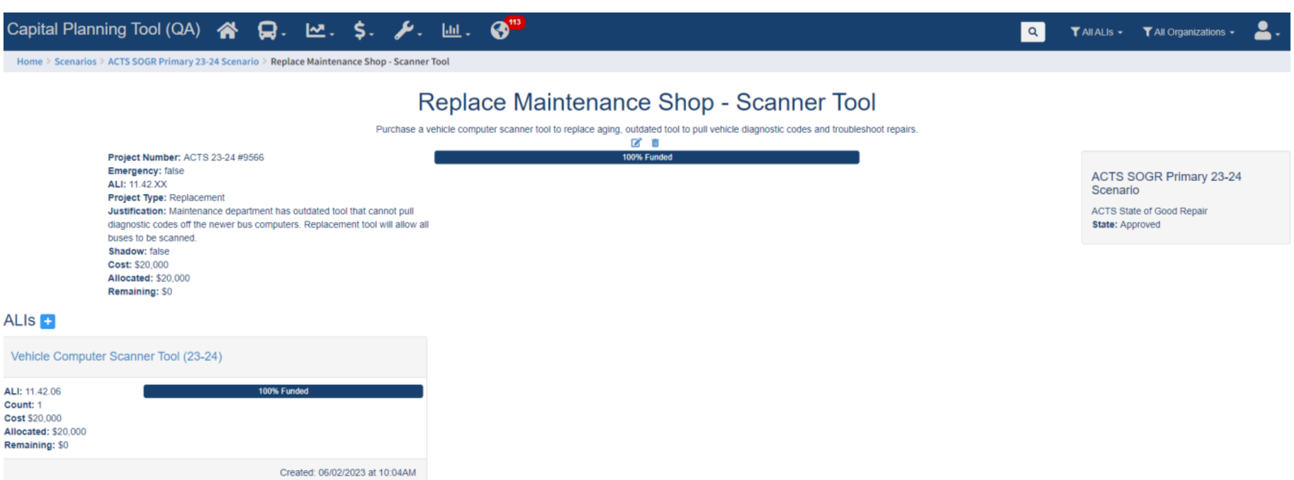
Figure 112 Projects Interface



From this screen, you can see a variety of each of the attributes associated with each project, including: agency, fiscal year, project name, whether or not it's a primary scenario, title, project description, project justification, the scope, if it's an emergency, SOGR, shadow, or multi year project, the number of ALIs associated with that project, asset count, type, cost scenario, scenario status, created date, last modified, and the last attribute is an empty column name, but it denotes with a red warning triangle (visible above) whether or not the project contains early replacement assets.

Clicking on any of the projects will bring you to the associated project within the scenarios interface.

Figure 113 Project Details Click-through

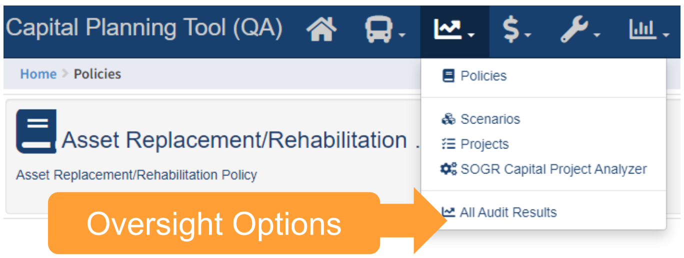


8.0 Compliance

The Audit Feature is used to organize and notify organizations of audit requests to assist with oversight of asset updates that must be conducted on a periodic basis. As an example, you may establish a rule where all assets need to have Service Status, Condition, and Mileage (where appropriate) updated every year. These rules can be set up within the Audit Feature. When the audit is run, the system will check that each asset has had its Service Status, Condition, and Mileage (where appropriate) updated within a given date range.

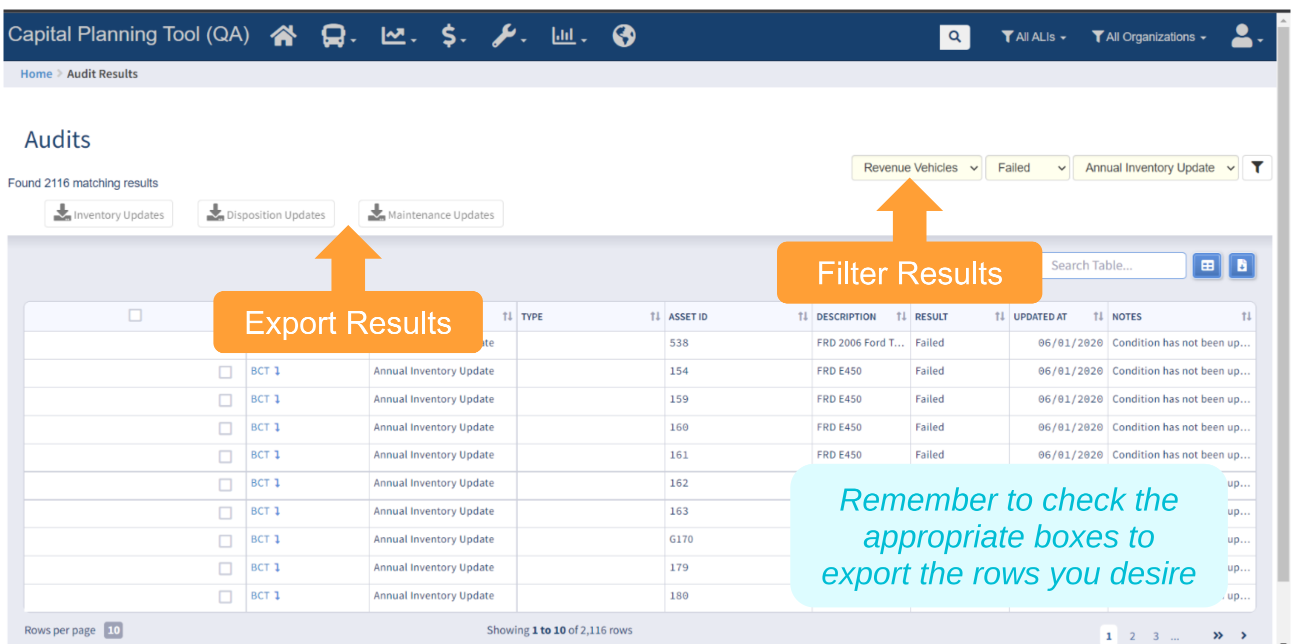
Clicking "All Audit Results" will bring you to an overview of the audit process.

Figure 114 Oversight Options



From this screen, you can filter and export the results of the audit to quickly find the most relevant information. Filters can be applied on the type of asset or pass/fail status.

Figure 115 Audit Results



9.0 Funding

Organizations can establish and manage pools of funds, through the creation and management of Programs, Templates, and Buckets. You can allocate these funds to projects (or, more accurately, to ALIs) to develop a long-term funding plan and see where additional funds might be needed.

When working with a parent organization that administers funds (like a State DOT or planning partner), you can collaborate to ensure that Federal, State, and Local funds are used in the best way possible to meet your needs.

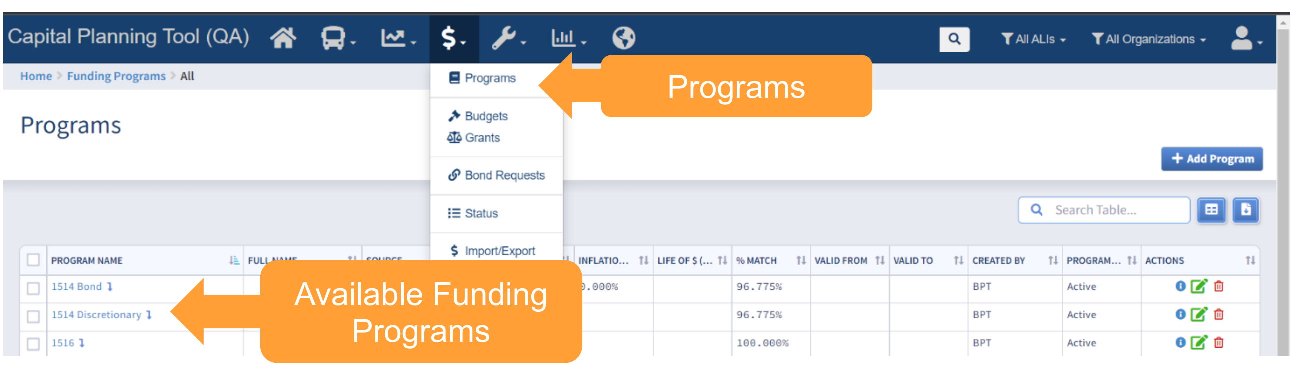
There are many types of funds available, including formula and discretionary funds, funds that are only available to certain organizations or for certain purposes, and funds that are controlled or administered by one organization on behalf of another. Funds are generally identified by the name of the funding program and the year in which the funds were, or will be, granted. For each fund, the system tracks the available dollar amount, the dollar amount that has been committed to future projects, and the remaining balance.

If you work for an organization, some funds will be made available to you by a parent organization (depending on your system configuration). In addition, you can add local funds to pay for a specific project or group of assets you intend to purchase.

9.1 Programs

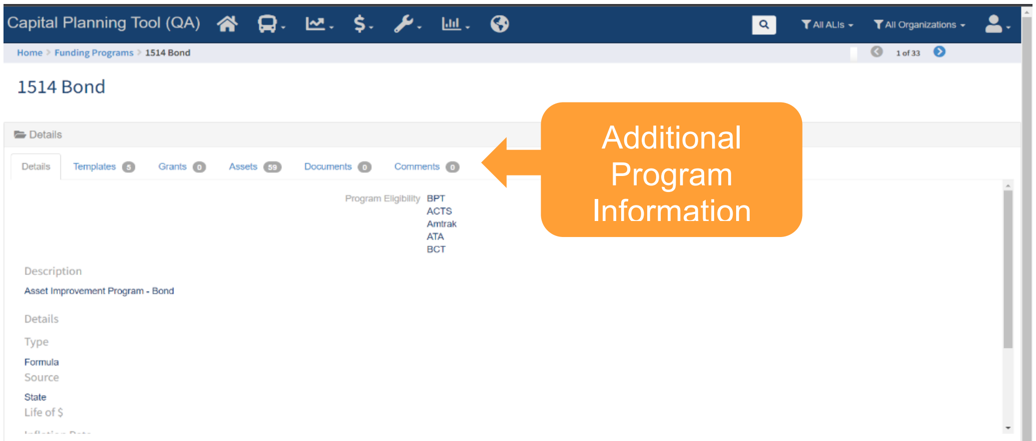
Programs are different types of funding programs that address specific sets of needs and/or objectives. You can see available programs from the Funding dropdown. All funding programs are categorized into an appropriate Source, such as Federal, State, and Local. New programs can be added by selecting the “Add Funding Program” link.

Figure 116 Programs



Clicking on an individual program will give you specific details about that program, like Templates, Budgets, and Assets that were funded by the selected program, as well as other pertinent information such as documents, comments, and program details.

Figure 117 Funding Program Details

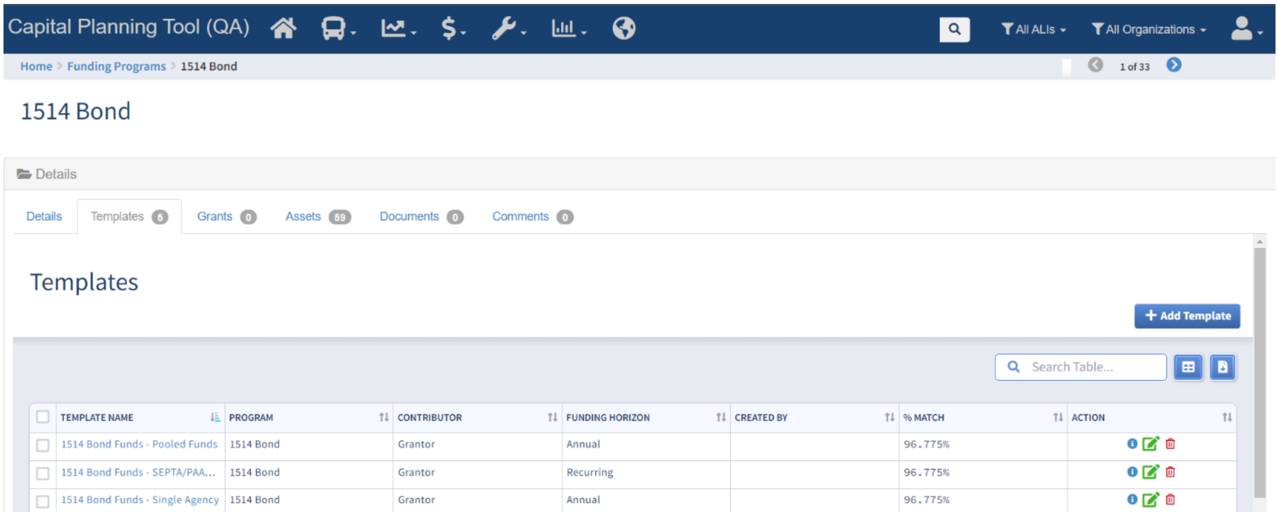


9.2 Templates

Templates are the governing rules applied to Programs, and are used to create a structure for funding Budgets. Multiple Templates may be created for a single Program. A Template defines which organizations can use a Program, and how they may create Buckets. In addition, the following rules can be managed:

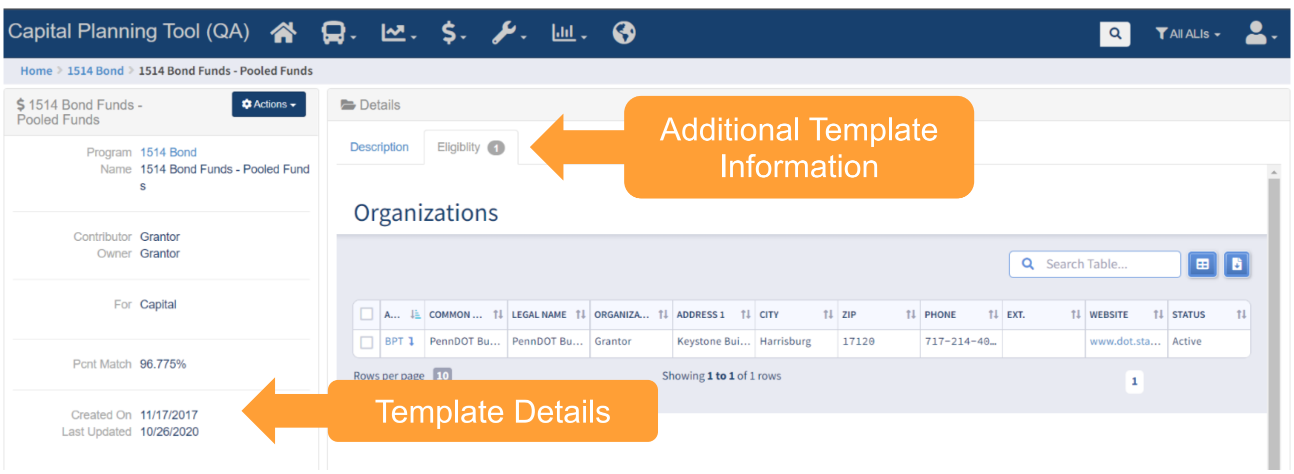
- Contributor: Designation of the organization that provides funds for the Bucket.
- Owner: Designation of the organization that can allocate funds to ALIs from the Bucket.
- Bucket Parameters: Designation of a single year or multi-years of funding for a Bucket, designation of one or more organizations to use the Bucket for a single year, or to allow the creation of multiple Buckets for a single organization for a single year.
- Percent Match: Designation of the percent of funding that can be allocated to a single ALI from the Bucket that will be created (defaults to values set in the associated Program).
- Project Type Use: Designation of types of projects that funding can be allocated to from the Buckets that are created using the template.

Figure 118 Available Templates Associated with a Program



Clicking an individual Template will provide more details about the template. It also can show organization eligibility.

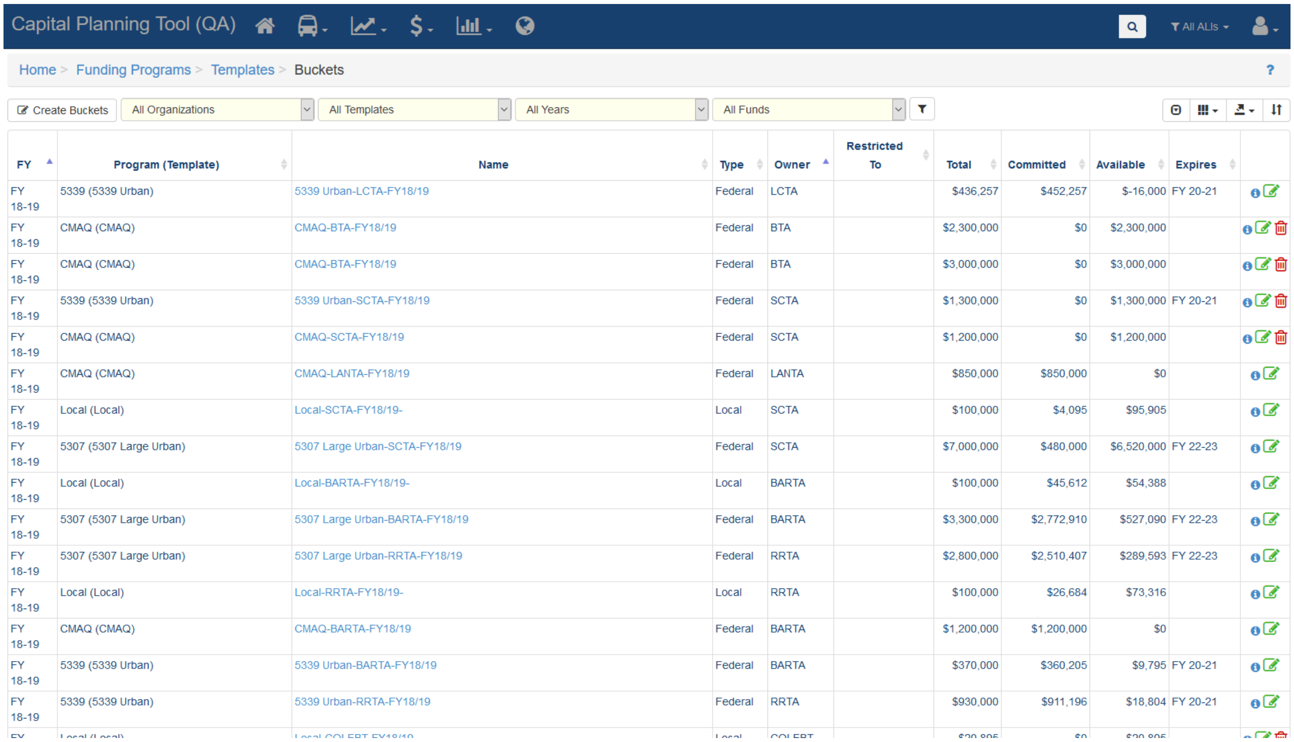
Figure 119 Template Details



9.3 Budgets

Budgets are the most granular elements in the funding process—this is where you'll allocate funds to your capital projects via their ALIs. Budgets should be thought of as program-based annual budgets, which have funds available across one or multiple years, and that can be allocated to ALIs according to rules developed within the Templates. The Budget table displays the name of the associated Program, the name of the Budget, ownership/control information, and funding balances of Total funds available, Committed (allocated) value, and the Available (unallocated) balance.

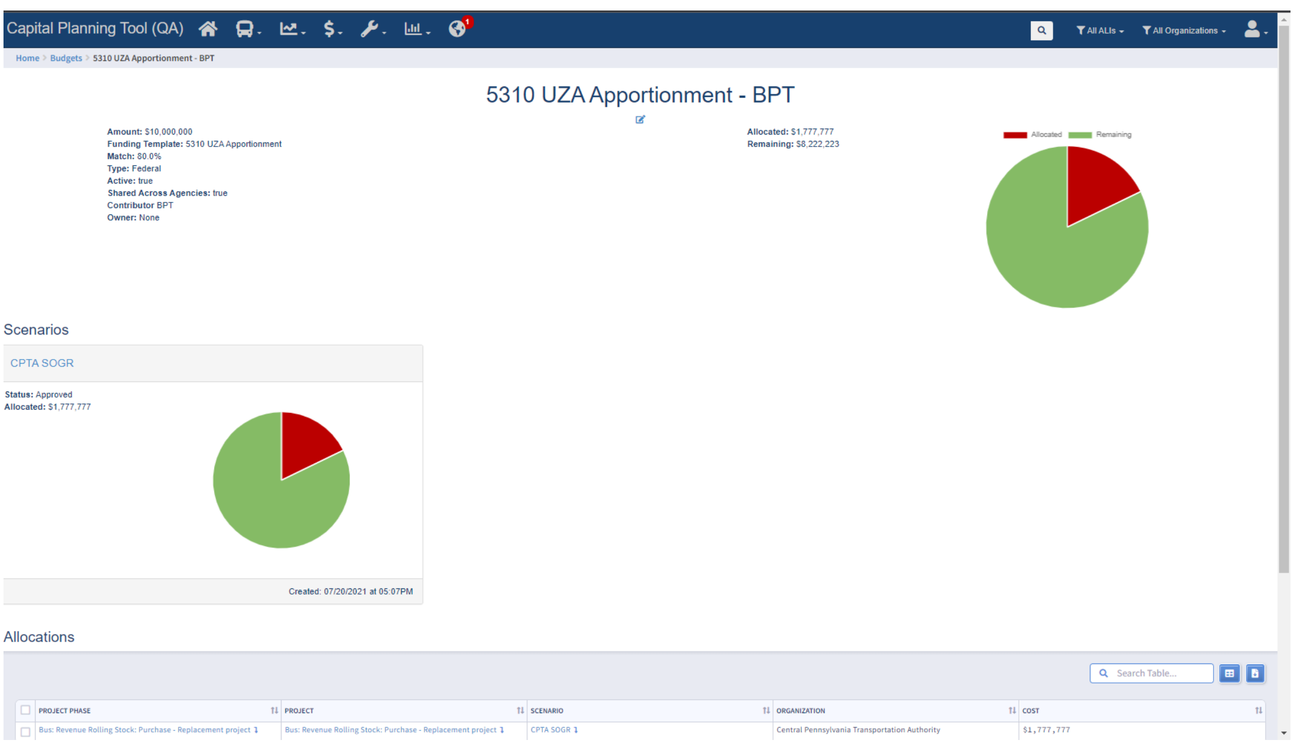
Figure 120 Budget Overview



FY	Program (Template)	Name	Type	Owner	Restricted To	Total	Committed	Available	Expires
FY 18-19	5339 (5339 Urban)	5339 Urban-LCTA-FY18/19	Federal	LCTA		$436,257	$452,257	$-16,000	FY 20-21
FY 18-19	CMAQ (CMAQ)	CMAQ-BTA-FY18/19	Federal	BTA		$2,300,000	$0	$2,300,000	
FY 18-19	CMAQ (CMAQ)	CMAQ-BTA-FY18/19	Federal	BTA		$3,000,000	$0	$3,000,000	
FY 18-19	5339 (5339 Urban)	5339 Urban-SCTA-FY18/19	Federal	SCTA		$1,300,000	$0	$1,300,000	FY 20-21
FY 18-19	CMAQ (CMAQ)	CMAQ-SCTA-FY18/19	Federal	SCTA		$1,200,000	$0	$1,200,000	
FY 18-19	CMAQ (CMAQ)	CMAQ-LANTA-FY18/19	Federal	LANTA		$850,000	$850,000	$0	
FY 18-19	Local (Local)	Local-SCTA-FY18/19-	Local	SCTA		$100,000	$4,095	$95,905	
FY 18-19	5307 (5307 Large Urban)	5307 Large Urban-SCTA-FY18/19	Federal	SCTA		$7,000,000	$480,000	$6,520,000	FY 22-23
FY 18-19	Local (Local)	Local-BARTA-FY18/19-	Local	BARTA		$100,000	$45,612	$54,388	
FY 18-19	5307 (5307 Large Urban)	5307 Large Urban-BARTA-FY18/19	Federal	BARTA		$3,300,000	$2,772,910	$527,090	FY 22-23
FY 18-19	5307 (5307 Large Urban)	5307 Large Urban-RRTA-FY18/19	Federal	RRTA		$2,800,000	$2,510,407	$289,593	FY 22-23
FY 18-19	Local (Local)	Local-RRTA-FY18/19-	Local	RRTA		$100,000	$26,684	$73,316	
FY 18-19	CMAQ (CMAQ)	CMAQ-BARTA-FY18/19	Federal	BARTA		$1,200,000	$1,200,000	$0	
FY 18-19	5339 (5339 Urban)	5339 Urban-BARTA-FY18/19	Federal	BARTA		$370,000	$360,205	$9,795	FY 20-21
FY 18-19	5339 (5339 Urban)	5339 Urban-RRTA-FY18/19	Federal	RRTA		$930,000	$911,196	$18,804	FY 20-21

Clicking on an individual Budget will bring you details about that Budget, such as a description, and which ALIs have funding allocated from the associated Budget.

Figure 121 Budget Details

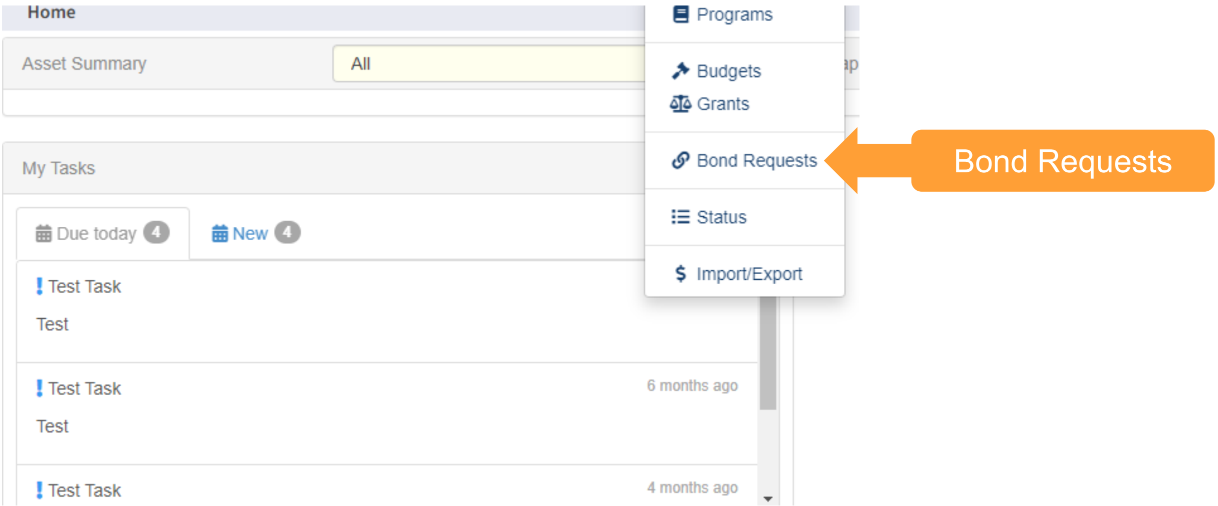


Detailed views of budgets show how much of that budget has been allocated and to which project and scenario it has been allocated.

9.4 Bond Requests

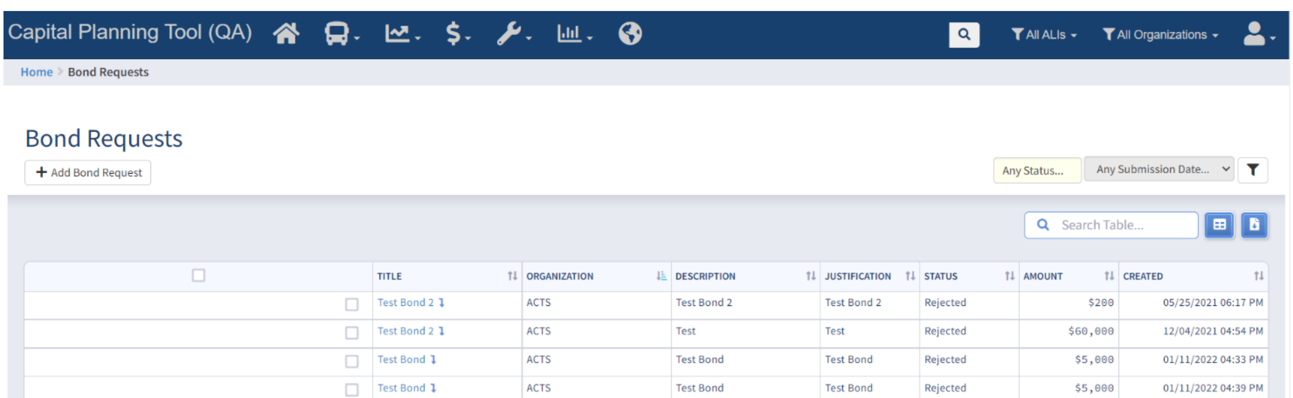
A Bond Request is a request by an organization (transit agency or parent agency) for a bond authorization in a future piece of legislation. To begin using bond requests, navigate to the Bond Request interface.

Figure 122 Bond Requests



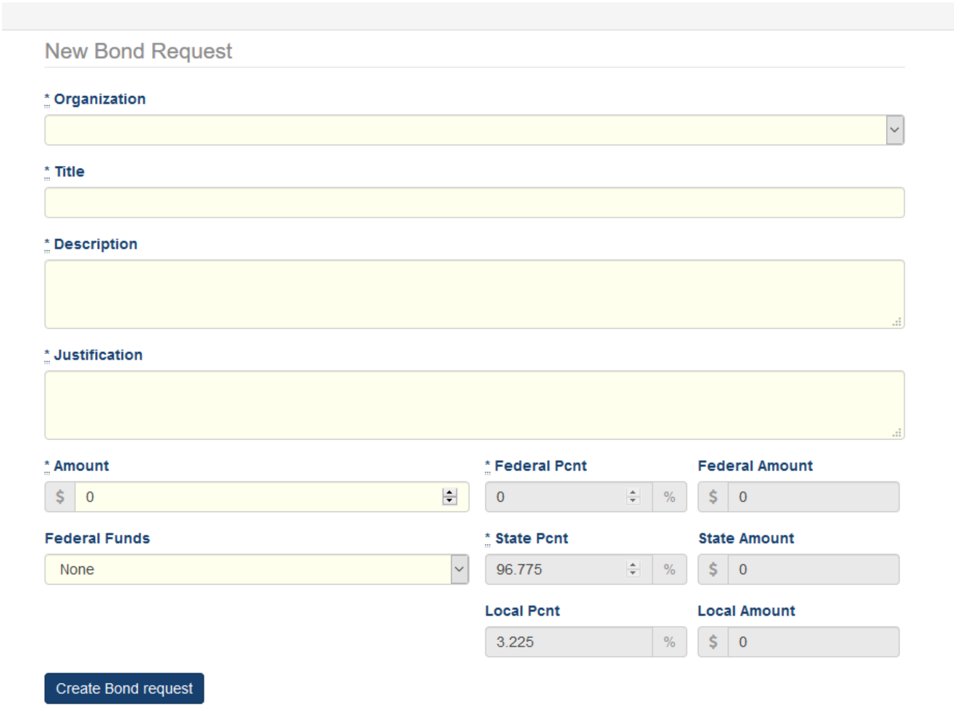
The bond request screen shows details about a bond request.

Figure 123 Bond Request Interface



Transit Managers, DOT managers, and Administrators can create new bond requests.

Figure 124 New Bond Request



Once a bond request is submitted, it has four status updates. Pending (sent to DOT for review), rejected (DOT has reviewed and rejected), submitted (submitted to the program office for legislator review), then authorized or not authorized (by legislative review).

If a bond request is authorized, DOT managers can assign the authorized request to a Bucket.

9.5 Asset Update Status

The Status interface serves as a way to track how agencies have updated their assets.

Figure 125 Review

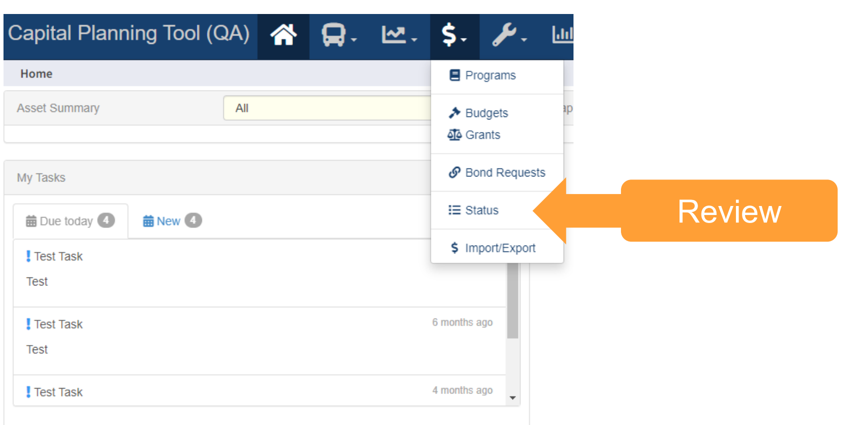
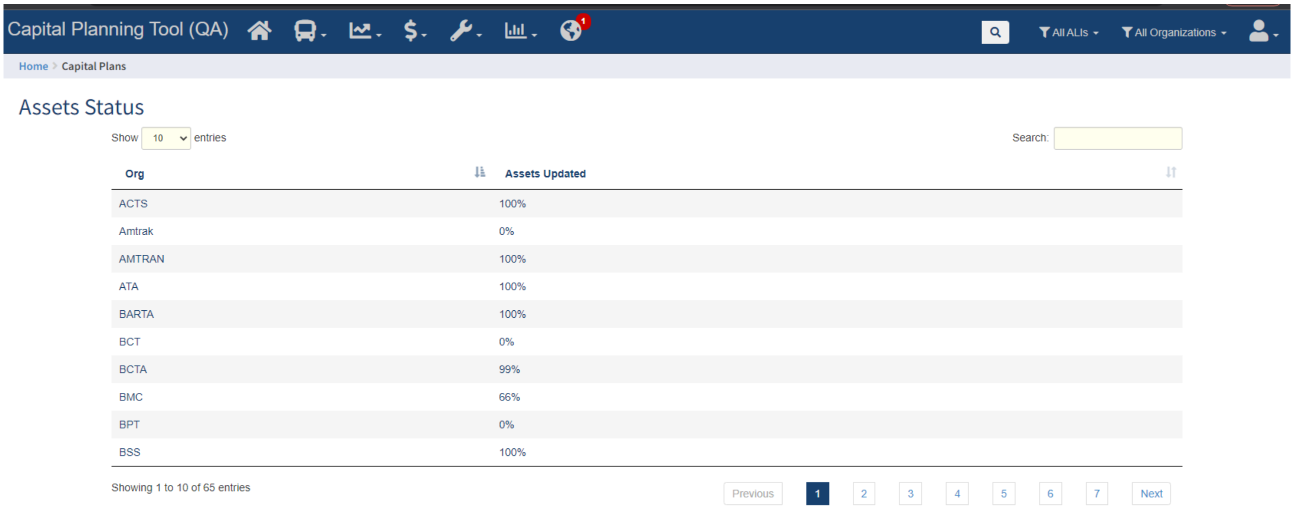


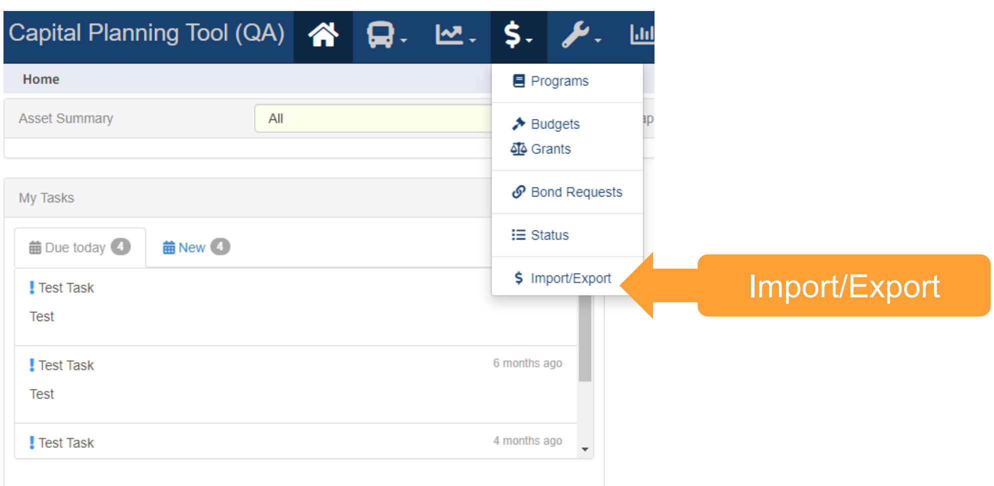
Figure 126 Review Asset Update Status



9.6 Import/Export

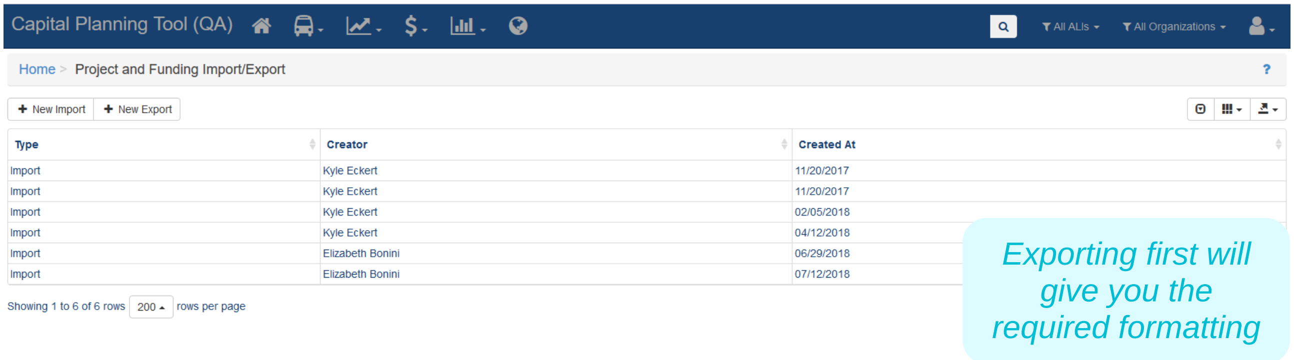
Users can import or export project and funding data in a JSON file. These JSON file exports are specifically used to transfer data back and forth between external systems.

Figure 127 Import/Export



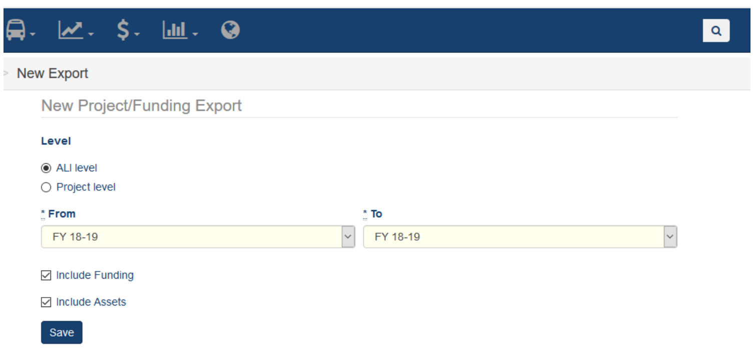
The import/export page shows recent imports and exports. You can click on a recent item to see details about a specific export.

Figure 128 Recent Imports and Exports



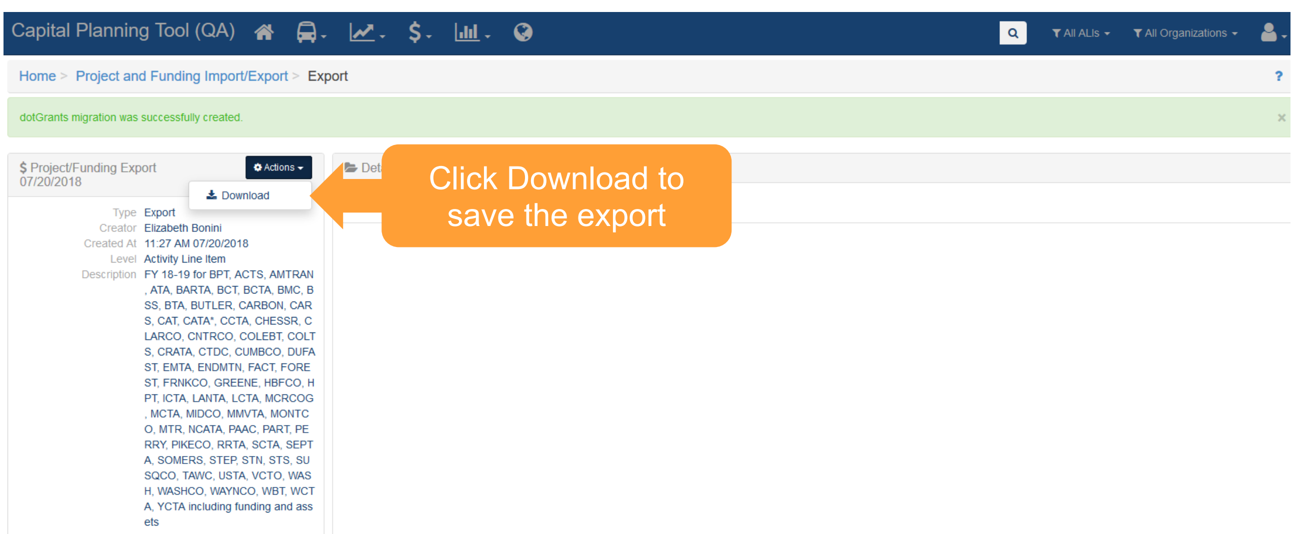
Click "New Export" to download the data either ALI- or Project-level data within a fiscal year range. Include whether or not to include funding or asset data in the export.

Figure 129 New Export



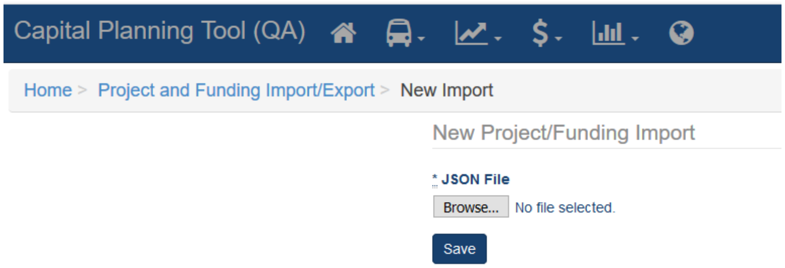
Clicking save will bring you to the details page for the export.

Figure 130 Export Details



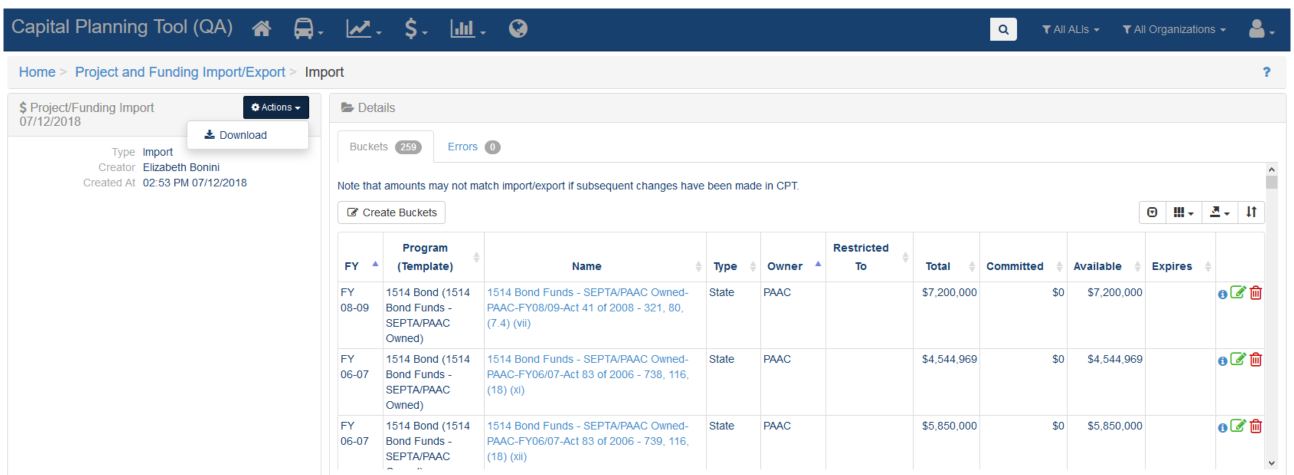
You can then open and edit the JSON file in your Excel. When you're ready, click Import and upload the file back into the system.

Figure 131 Import



After the import is complete, you'll see details about the uploaded import. If you need that file at a later time, you can return and redownload the file from the import screen.

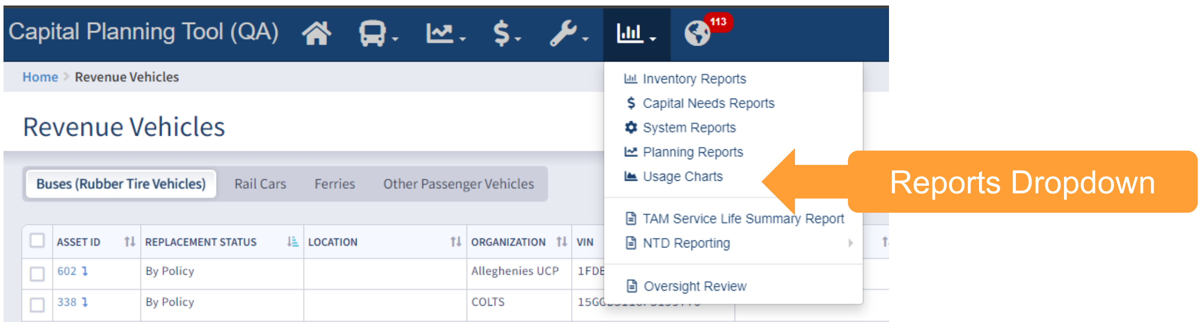
Figure 132 Import Details



10.0 Reports

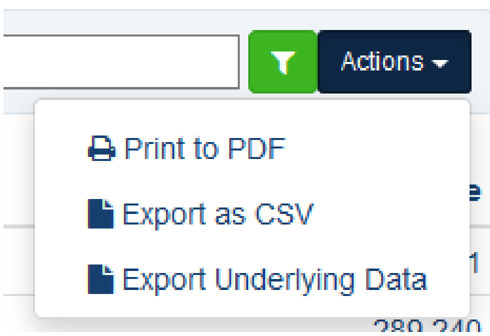
A variety of preconfigured (canned) reports can be generated, ranging in topic areas from Inventory, Capital Needs, System Reports, and Planning.

Figure 133 Reports Dropdown



Reports can be exported into multiple file formats for distribution or further analysis. In the top right corner of each report, look for the Actions menu for available download links.

Figure 134 Report Exports

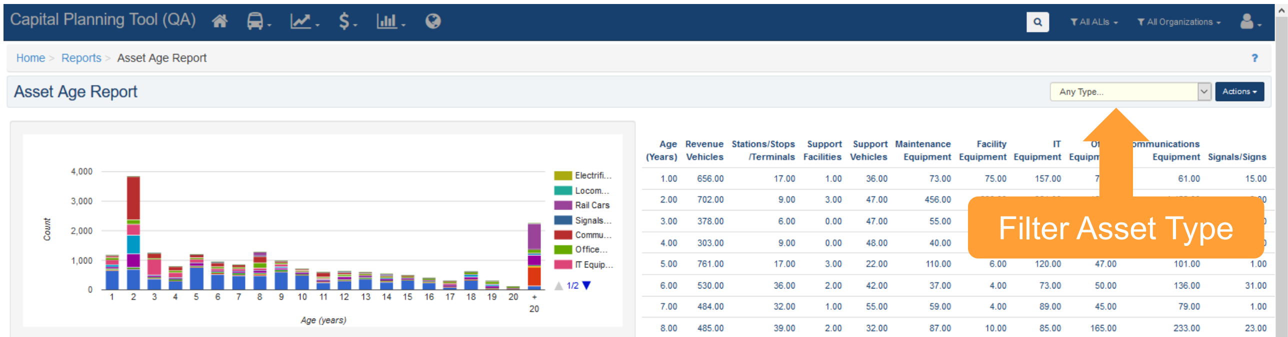


10.1 Inventory Reports

Inventory reports are a rollup of inventory data and include the Asset Age Report and the Asset Funding Report.

Asset Age Report—The Asset Age Report displays the count of assets of different types for a range of asset ages (one-year-old, two-year-old, etc.). The report can filter data by Asset Type.

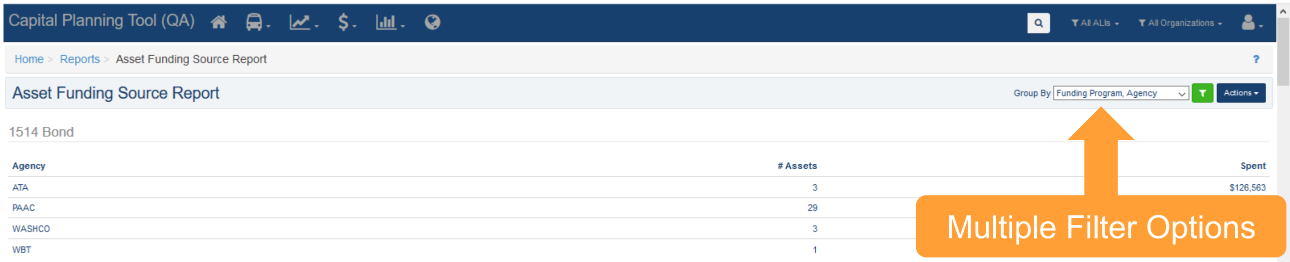
Figure 135 Asset Age Report



The Asset Funding Source Report computes for every funding program, organization (agency), and fiscal year, the number of assets that were purchased using a particular funding program as well as the cost associated with that particular funding program. Drill-down functionality allows the user to see the exact lists of assets, and the dollars spent on each asset for that funding source. Multiple filtering options are available, providing the ability to filter by multiple combinations of data:

- Agency, Funding Program.
- Agency, Funding Program, Fiscal Year.
- Funding Program, Agency.
- Funding Program, Agency, Fiscal Year.
- Funding Program, Fiscal Year.
- Funding Program, FY, Agency.
- FY, Funding Program.
- FY, Funding Program, Agency.

Figure 136 Asset Funding Source Report

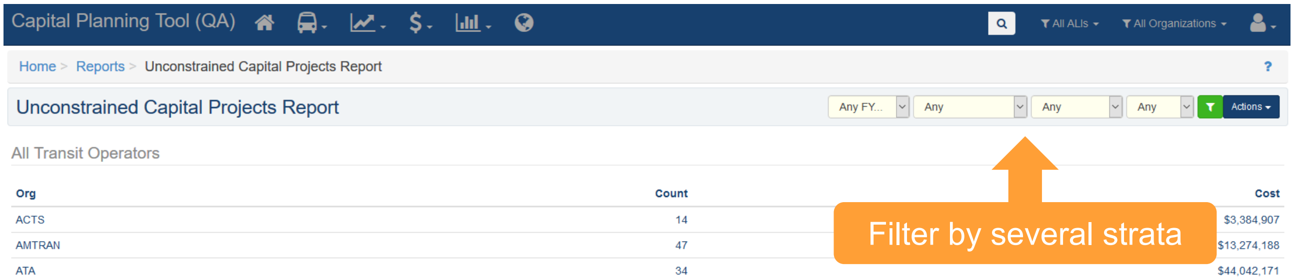


10.2 Capital Needs Reports

Capital Needs Reports are rollups of information about different projects, ALIs, and funding.

The Unconstrained Capital Projects Report is a collection of unconstrained capital projects associated with individual organizations. This report can be filtered by fiscal year, emergency versus nonemergency, multi or single-year, and method of creation.

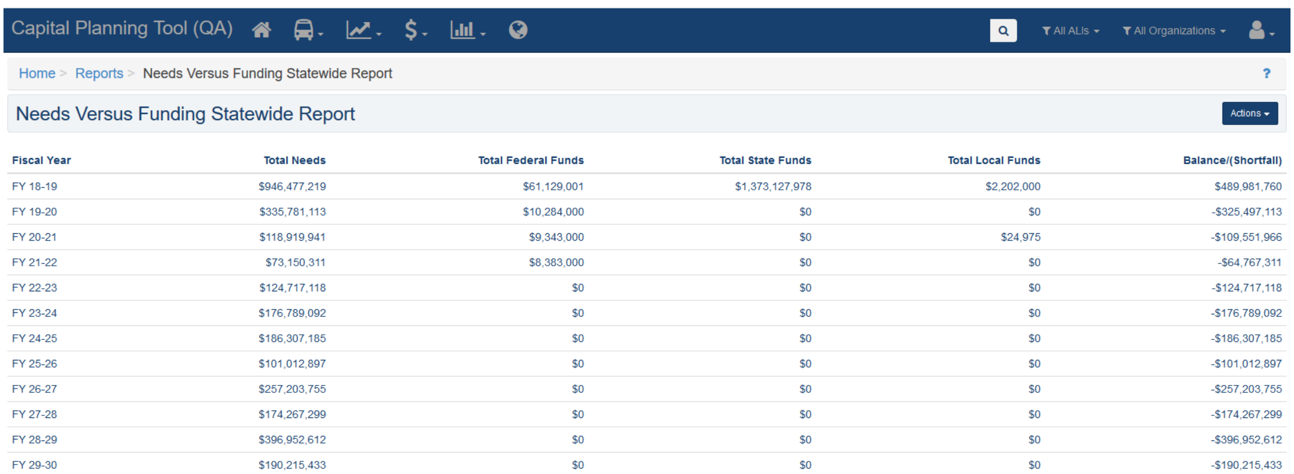
Figure 137 Unconstrained Capital Projects Report



Org	Count	Cost
ACTS	14	$3,384,907
AMTRAN	47	$13,274,188
ATA	34	$44,042,171

The Need versus Funding Statewide Report shows the total project-based needs by fiscal year versus available funding, broken out by funding program.

Figure 138 Need versus Funding Statewide Report



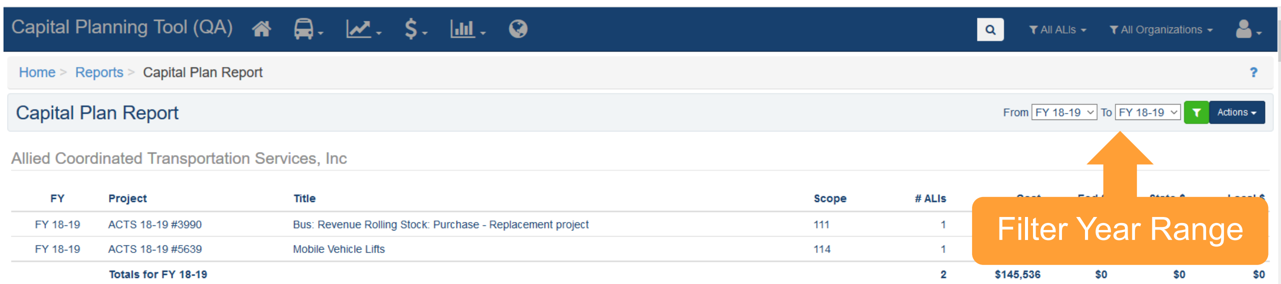
Fiscal Year	Total Needs	Total Federal Funds	Total State Funds	Total Local Funds	Balance/(Shortfall)
FY 18-19	$946,477,219	$61,129,001	$1,373,127,978	$2,202,000	$489,981,760
FY 19-20	$335,781,113	$10,284,000	$0	$0	-$325,497,113
FY 20-21	$118,919,941	$9,343,000	$0	$24,975	-$109,551,966
FY 21-22	$73,150,311	$8,383,000	$0	$0	-$64,767,311
FY 22-23	$124,717,118	$0	$0	$0	-$124,717,118
FY 23-24	$176,789,092	$0	$0	$0	-$176,789,092
FY 24-25	$186,307,185	$0	$0	$0	-$186,307,185
FY 25-26	$101,012,897	$0	$0	$0	-$101,012,897
FY 26-27	$257,203,755	$0	$0	$0	-$257,203,755
FY 27-28	$174,267,299	$0	$0	$0	-$174,267,299
FY 28-29	$396,952,612	$0	$0	$0	-$396,952,612
FY 29-30	$190,215,433	$0	$0	$0	-$190,215,433

The ALI Funding Report displays a summary of funded ALIs. The user selects the level that they would like to group columns by (By Year, By Organization (agency), By Scope, and Split SOGR), and the system reports on the number of ALIs, number of Assets, ALI Cost, Allocated Funding (Funded), and the Balance for the selected level of grouping.

Figure 139 ALI Funding Report

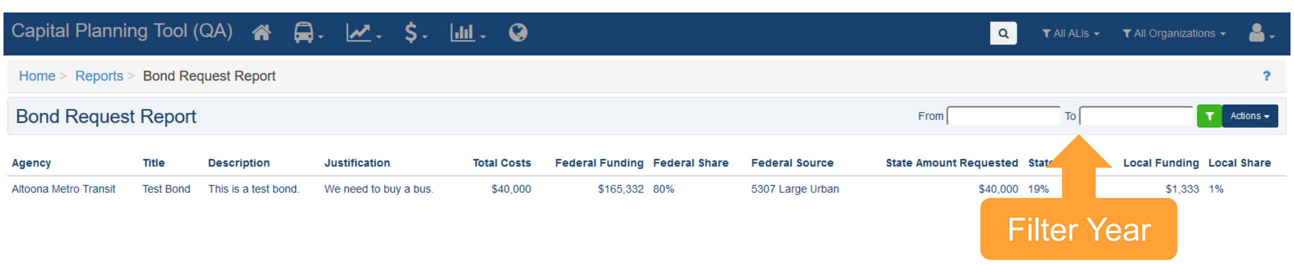
The Capital Plan Report shows funded projects, and ALIs for a filtered range of years, providing a breakdown by Federal, State, and Local funding sources. The report groups data by organization, and fiscal year and displays one project per row and one project attribute per column.

Figure 140 Capital Plan Report



The Bond Request Report finds and displays all "Pending" and "Submitted" bond requests whose statuses were last updated between a user-defined start and end date.

Figure 141 Bond Request Report

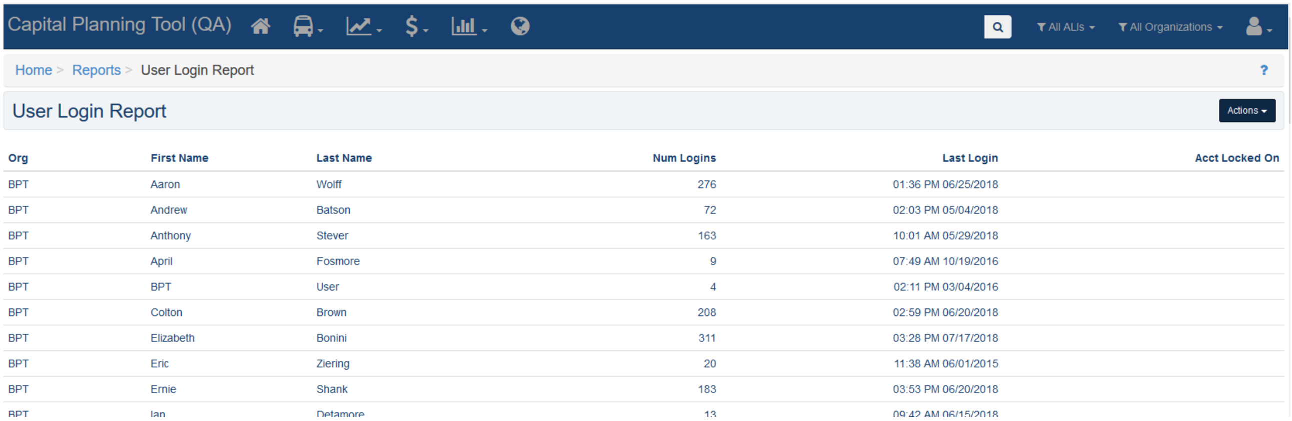


10.3 System Reports

System reports keep track of system-related functional metrics.

The User Login Report keeps track of users, the number of logins made, and the previous login of each user.

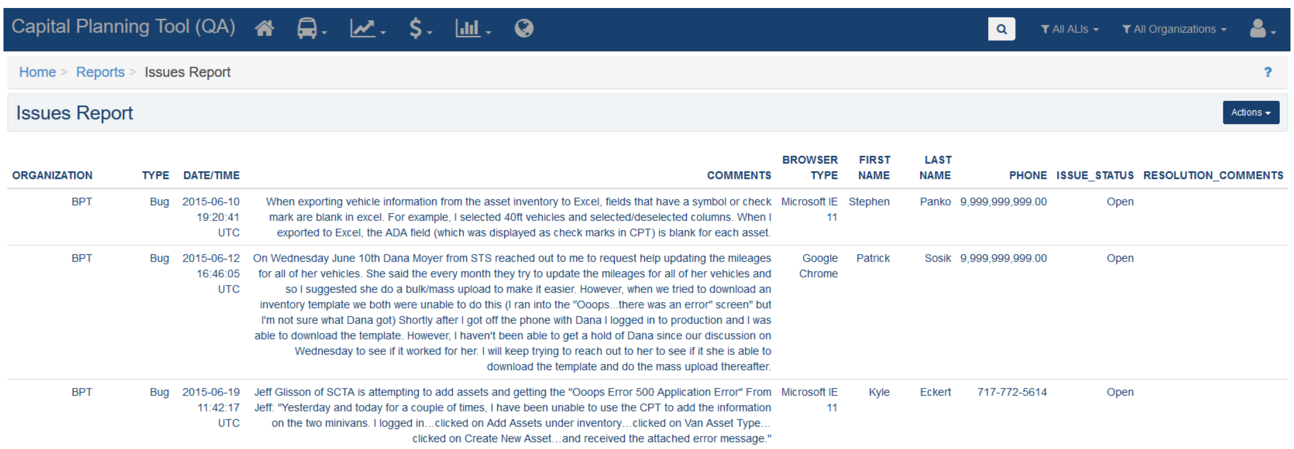
Figure 142 User Login Report



Org	First Name	Last Name	Num Logins	Last Login	Acct Locked On
BPT	Aaron	Wolff	276	01:36 PM 06/25/2018	
BPT	Andrew	Batson	72	02:03 PM 05/04/2018	
BPT	Anthony	Stever	163	10:01 AM 05/29/2018	
BPT	April	Fosmore	9	07:49 AM 10/19/2016	
BPT	BPT	User	4	02:11 PM 03/04/2016	
BPT	Colton	Brown	208	02:59 PM 06/20/2018	
BPT	Elizabeth	Bonini	311	03:28 PM 07/17/2018	
BPT	Eric	Ziering	20	11:38 AM 06/01/2015	
BPT	Ernie	Shank	183	03:53 PM 06/20/2018	
BPT	Ian	Detamore	13	09:42 AM 06/15/2018	

The Issues Report keeps a log of reported issues within TransAM and the status of any submitted issues.

Figure 143 Issues Report



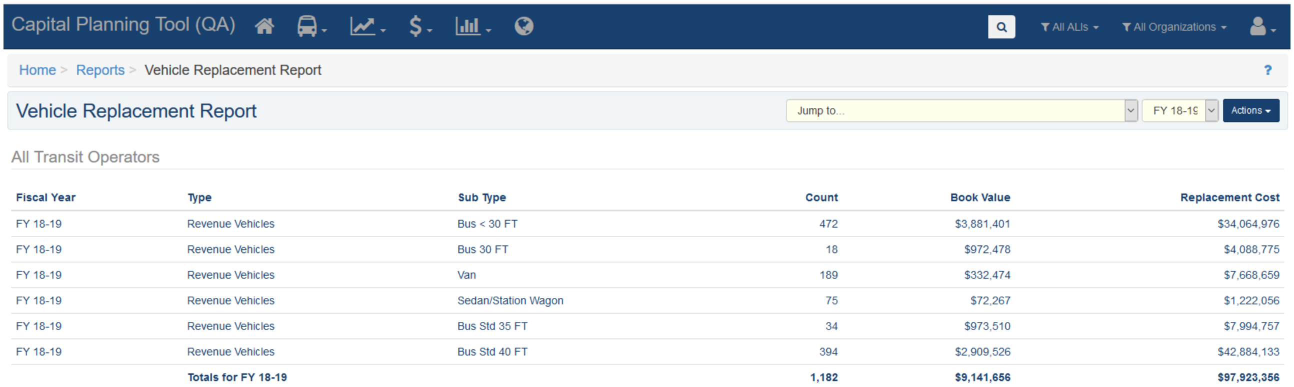
ORGANIZATION	TYPE	DATE/TIME	COMMENTS	BROWSER TYPE	FIRST NAME	LAST NAME	PHONE	ISSUE_STATUS	RESOLUTION_COMMENTS
BPT	Bug	2015-06-10 19:20:41 UTC	When exporting vehicle information from the asset inventory to Excel, fields that have a symbol or check mark are blank in excel. For example, I selected 40ft vehicles and selected/deselected columns. When I exported to Excel, the ADA field (which was displayed as check marks in CPT) is blank for each asset.	Microsoft IE 11	Stephen	Panko	9,999,999,999.00	Open	
BPT	Bug	2015-06-12 16:46:05 UTC	On Wednesday June 10th Dana Moyer from STS reached out to me to request help updating the mileages for all of her vehicles. She said the every month they try to update the mileages for all of her vehicles and so I suggested she do a bulk/mass upload to make it easier. However, when we tried to download an inventory template we both were unable to do this (I ran into the "Ooops...there was an error" screen" but I'm not sure what Dana got) Shortly after I got off the phone with Dana I logged in to production and I was able to download the template. However, I haven't been able to get a hold of Dana since our discussion on Wednesday to see if it worked for her. I will keep trying to reach out to her to see if she is able to download the template and do the mass upload thereafter.	Google Chrome	Patrick	Sosik	9,999,999,999.00	Open	
BPT	Bug	2015-06-19 11:42:17 UTC	Jeff Glisson of SCTA is attempting to add assets and getting the "Ooops Error 500 Application Error" From Jeff: "Yesterday and today for a couple of times, I have been unable to use the CPT to add the information on the two minivans. I logged in...clicked on Add Assets under inventory...clicked on Van Asset Type...clicked on Create New Asset...and received the attached error message."	Microsoft IE 11	Kyle	Eckert	717-772-5614	Open	

10.4 Planning Reports

Planning Reports are reports that analyze asset-based data such as state of good repair, asset status, and metrics related to service life goals and performance.

The Vehicle Replacement Report finds and displays summary data for all revenue vehicles that are scheduled to be replaced within a fiscal year.

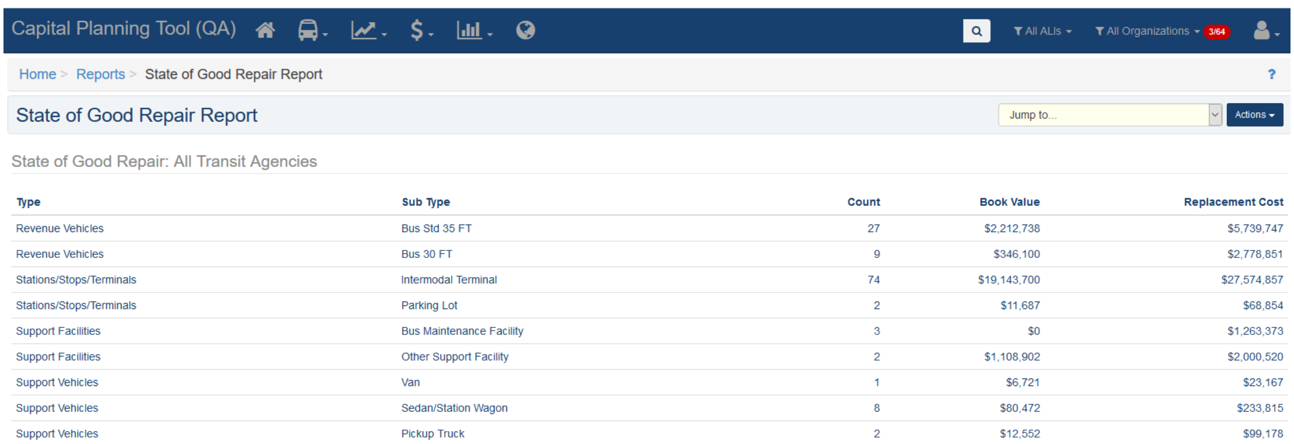
Figure 144 Vehicle Replacement Report



Fiscal Year	Type	Sub Type	Count	Book Value	Replacement Cost
FY 18-19	Revenue Vehicles	Bus < 30 FT	472	$3,881,401	$34,064,976
FY 18-19	Revenue Vehicles	Bus 30 FT	18	$972,478	$4,088,775
FY 18-19	Revenue Vehicles	Van	189	$332,474	$7,668,659
FY 18-19	Revenue Vehicles	Sedan/Station Wagon	75	$72,267	$1,222,056
FY 18-19	Revenue Vehicles	Bus Std 35 FT	34	$973,510	$7,994,757
FY 18-19	Revenue Vehicles	Bus Std 40 FT	394	$2,909,526	$42,884,133
	Totals for FY 18-19		**1,182**	**$9,141,656**	**$97,923,356**

The State of Good Repair Report finds and displays summary data for all asset subtypes that are scheduled to be replaced across all planning years. The report is the same as the Vehicle Replacement Report except it is not limited to revenue vehicles and rolls up values across all planning years.

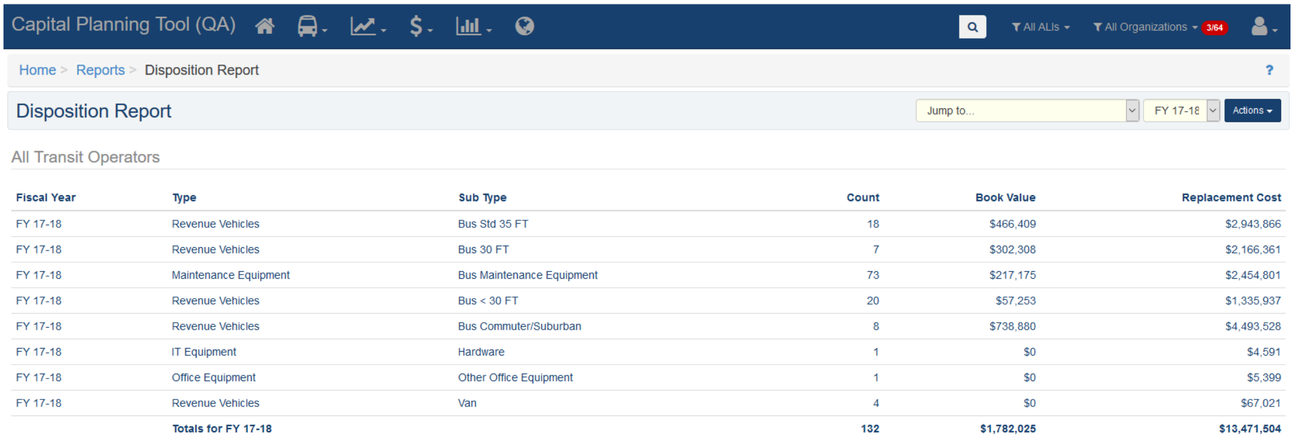
Figure 145 State of Good Repair Report



Type	Sub Type	Count	Book Value	Replacement Cost
Revenue Vehicles	Bus Std 35 FT	27	$2,212,738	$5,739,747
Revenue Vehicles	Bus 30 FT	9	$346,100	$2,778,851
Stations/Stops/Terminals	Intermodal Terminal	74	$19,143,700	$27,574,857
Stations/Stops/Terminals	Parking Lot	2	$11,687	$68,854
Support Facilities	Bus Maintenance Facility	3	$0	$1,263,373
Support Facilities	Other Support Facility	2	$1,108,902	$2,000,520
Support Vehicles	Van	1	$6,721	$23,167
Support Vehicles	Sedan/Station Wagon	8	$80,472	$233,815
Support Vehicles	Pickup Truck	2	$12,552	$99,178

The Disposition Report finds and displays summary data for all asset subtypes that are scheduled to meet their Estimated Service Life within a particular fiscal year and are ready to be disposed of.

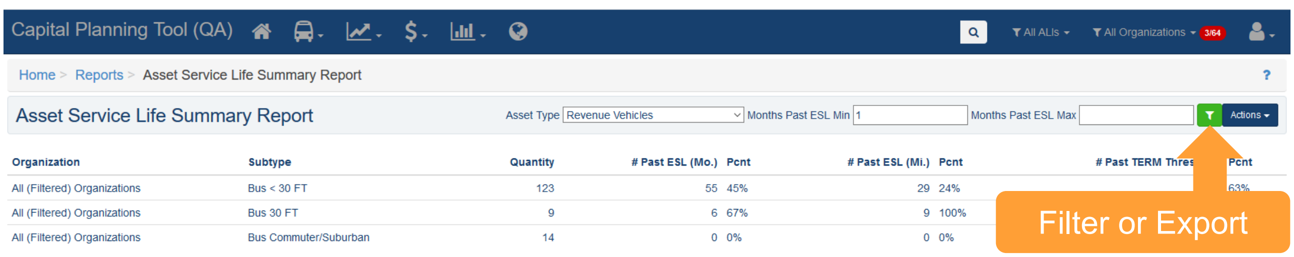
Figure 146 Disposition Report



Fiscal Year	Type	Sub Type	Count	Book Value	Replacement Cost
FY 17-18	Revenue Vehicles	Bus Std 35 FT	18	$466,409	$2,943,866
FY 17-18	Revenue Vehicles	Bus 30 FT	7	$302,308	$2,166,361
FY 17-18	Maintenance Equipment	Bus Maintenance Equipment	73	$217,175	$2,454,801
FY 17-18	Revenue Vehicles	Bus < 30 FT	20	$57,253	$1,335,937
FY 17-18	Revenue Vehicles	Bus Commuter/Suburban	8	$738,880	$4,493,528
FY 17-18	IT Equipment	Hardware	1	$0	$4,591
FY 17-18	Office Equipment	Other Office Equipment	1	$0	$5,399
FY 17-18	Revenue Vehicles	Van	4	$0	$67,021
	Totals for FY 17-18		**132**	**$1,782,025**	**$13,471,504**

The Asset Service Life Summary Report displays all asset categories, listed by subtype, and calculates the quantity and percentage of assets that are past their Estimated Service Life in months, and miles, and the quantity and percentage that have fallen below the TERM threshold as set in the Asset Replacement/Rehabilitation Policy. Data can be filtered by Asset Category, and by a minimum and maximum range in months of assets beyond their Estimated Service Life. A drill-down of data is provided on an organization-level basis, while the table, and the underlying data used to make the calculations can be exported as well.

Figure 147 Asset Service Life Summary Report



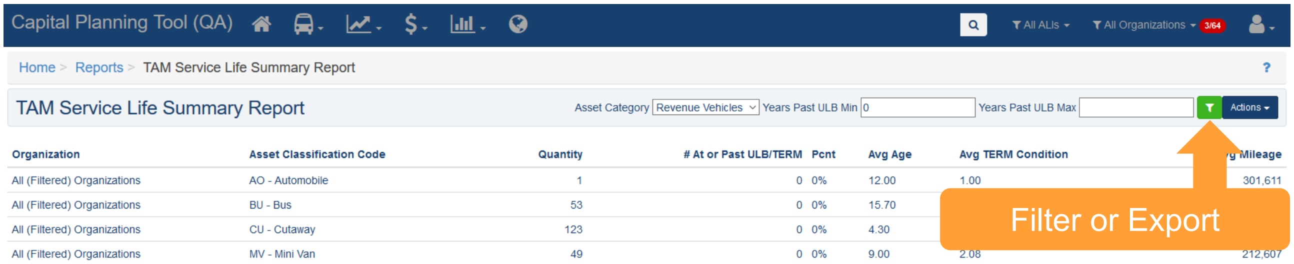
Organization	Subtype	Quantity	# Past ESL (Mo.)	Pcnt	# Past ESL (Mi.)	Pcnt	# Past TERM Thres	Pcnt
All (Filtered) Organizations	Bus < 30 FT	123	55	45%	29	24%		63%
All (Filtered) Organizations	Bus 30 FT	9	6	67%	9	100%		
All (Filtered) Organizations	Bus Commuter/Suburban	14	0	0%	0	0%		

The TAM Service Life Summary Report displays all asset categories, listed by subtype, and calculates the following:

- Revenue Vehicles and Equipment—Service Vehicles: Quantity and percentage that are past their Useful Life Benchmark in months;
- Facilities (Primary): Quantity and percentage of Facilities (Primary) that have fallen below the TERM Policy value; and
- Infrastructure—Track: Linear asset miles of Infrastructure that have Active Performance Restrictions.

The ULB, and TERM values pull from the most recent year of the TAM Policy for each organization that is either in a Pending Activation or Active status. Data can be filtered by Asset Category, and a drill-down of data is provided on an organization-level basis, while the table, and the underlying data used to make the calculations can be exported as well.

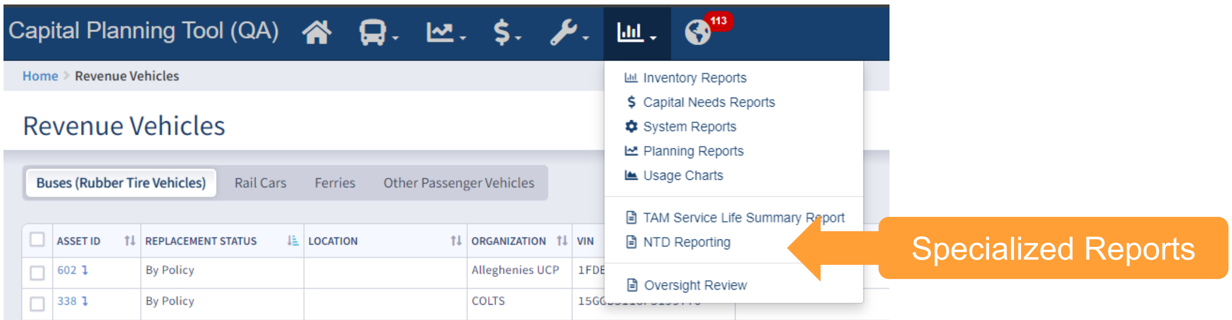
Figure 148 TAM Service Life Summary Report



11.0 Specialized Reports

Besides the pre-canned reports that can be generated, there are additional, more in-depth reporting tools provided. These are at the bottom of the Reports dropdown.

Figure 149 Specialized Reports in the Report Dropdown



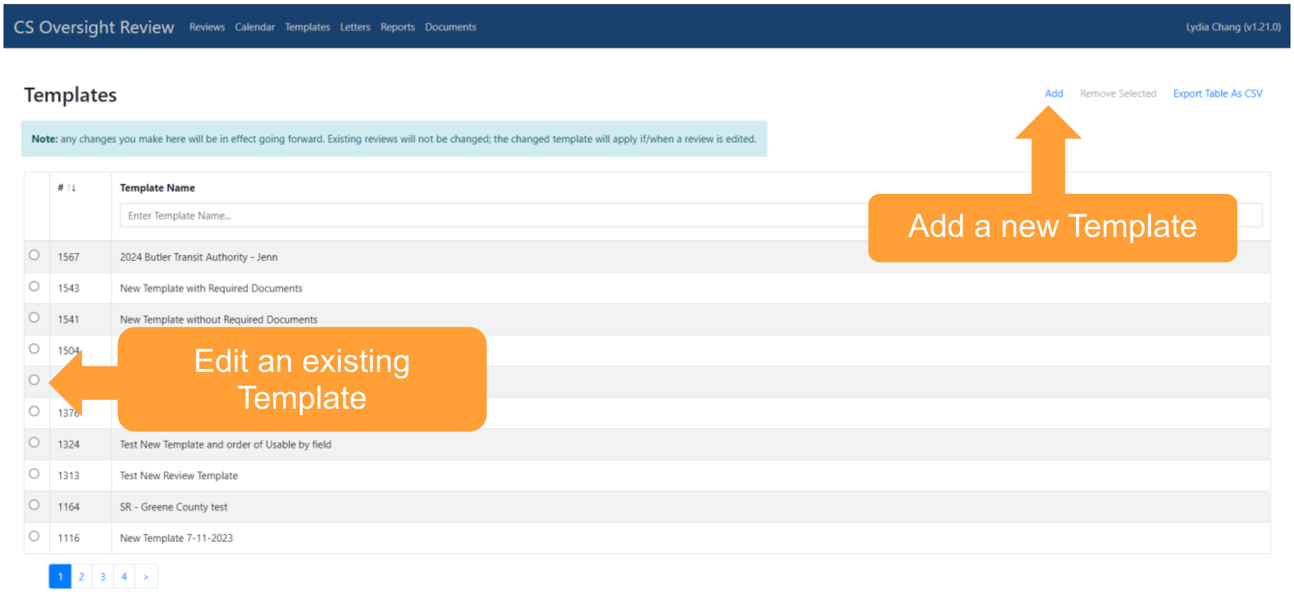
11.1 Oversight Review

The compliance review process is designed to ensure recipients of Federal Section 5310 & 5311 funding are compliant with Federal Transit Administration regulations. PennDOT utilizes the Oversight module of the CPT to track and communicate compliance dates, deadlines, and focus areas needing to be addressed by 5310 & 5311 funding recipients on an annual basis.

The Oversight tool is comprised of 6 sections: Reviews, Calendar, Templates, Letters, Reports and Documents.

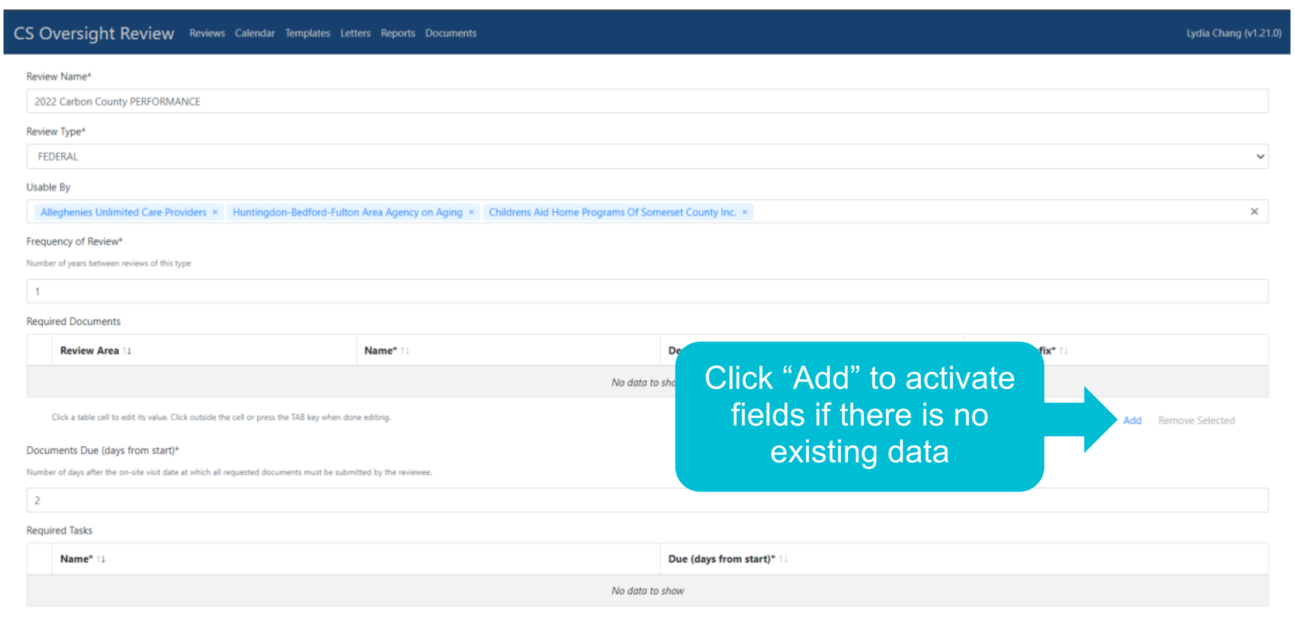
The oversight review process begins with Templates, which provide structure for each review. The template defines the type of review, who is responsible, frequency, which documents are due and when, appropriate tasks, and review areas.

Figure 150 Overview Template Gallery



You can edit existing templates by clicking the radio box on the left or add a new one by clicking ‘Add’ in the top right. **Scroll down afterwards to see the template attributes**.

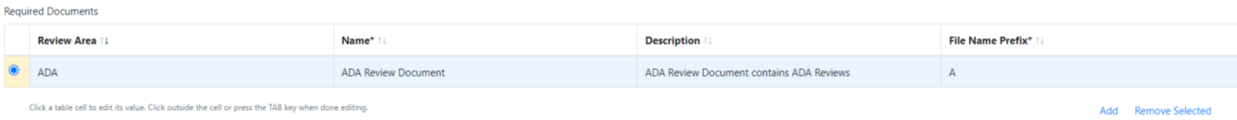
Figure 151 Template Attributes



Enter the review name, type (Federal, Performance, State), select which agencies can use this template, and then the frequency of review (number of years between reviews).

The fields below the basic information at the top require the extra step of clicking “Add” to the far right of the screen to unlock a new editable row. If there’s already information in there, you can edit it or remove the entire row by clicking the radio button to the left and selecting “Remove Selected” to the right.

Figure 152 Activated Template Field


Required Documents

	Review Area	Name*	Description	File Name Prefix*
◉	ADA	ADA Review Document	ADA Review Document contains ADA Reviews	A

Click a table cell to edit its value. Click outside the cell or press the TAB key when done editing.

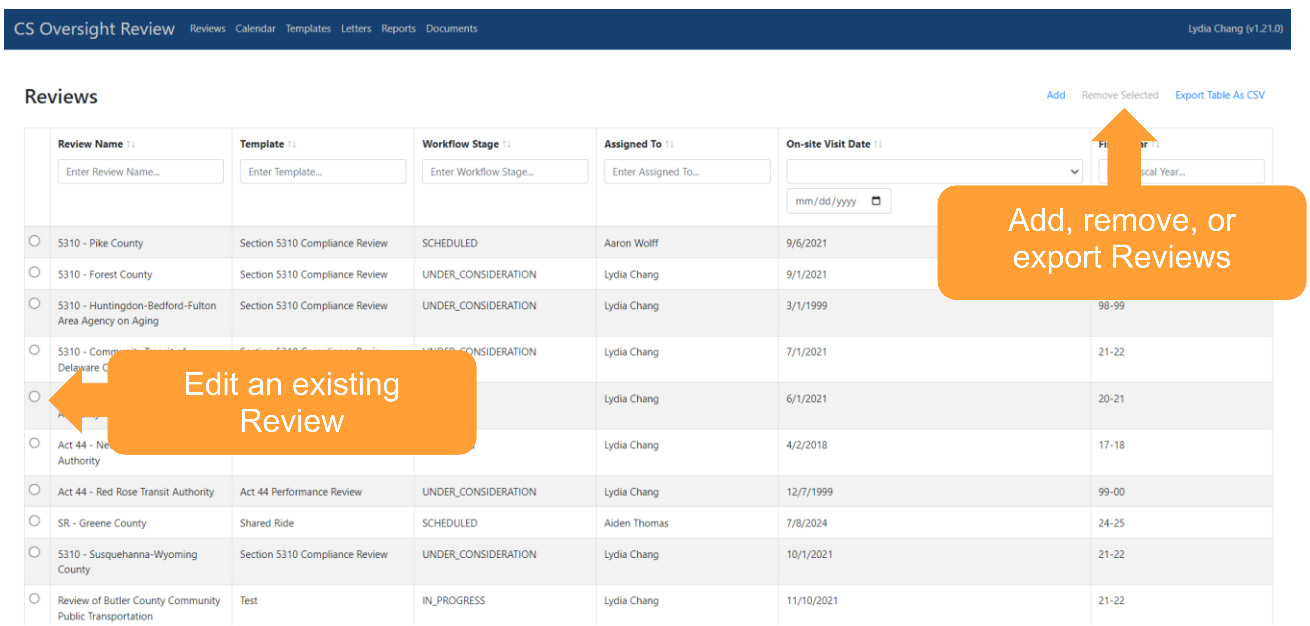
Add Remove Selected

Finally, when complete, **click the submit button at the bottom.**

Figure 153 Template Submit Button

After you've generated or edited a template for your reviews, you can click the Review button at the top left to bring you back to the Oversight Review dashboard.

Figure 154 Oversight Review Dashboard

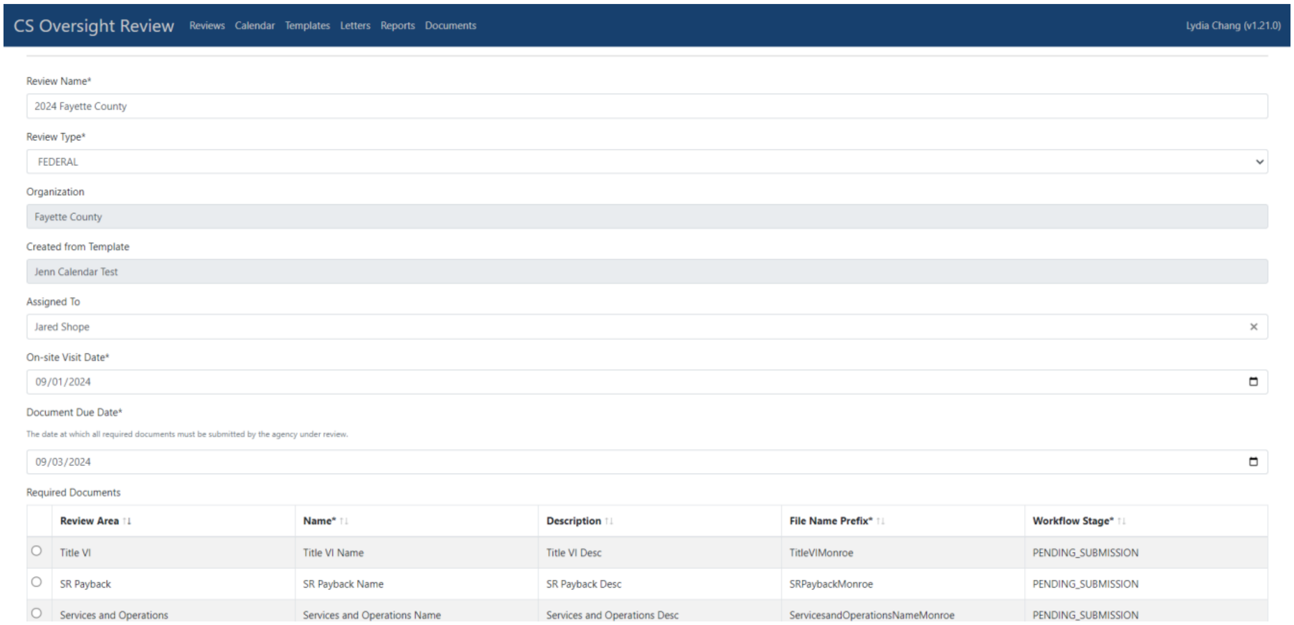


	Review Name	Template	Workflow Stage	Assigned To	On-site Visit Date	Fi... ar
	Enter Review Name...	Enter Template...	Enter Workflow Stage...	Enter Assigned To...	mm/dd/yyyy	...scal Year...
○	5310 - Pike County	Section 5310 Compliance Review	SCHEDULED	Aaron Wolff	9/6/2021	
○	5310 - Forest County	Section 5310 Compliance Review	UNDER_CONSIDERATION	Lydia Chang	9/1/2021	
○	5310 - Huntingdon-Bedford-Fulton Area Agency on Aging	Section 5310 Compliance Review	UNDER_CONSIDERATION	Lydia Chang	3/1/1999	98-99
○	5310 - Comm... Delaware C...		...NSIDERATION	Lydia Chang	7/1/2021	21-22
○				Lydia Chang	6/1/2021	20-21
○	Act 44 - Ne... Authority			Lydia Chang	4/2/2018	17-18
○	Act 44 - Red Rose Transit Authority	Act 44 Performance Review	UNDER_CONSIDERATION	Lydia Chang	12/7/1999	99-00
○	SR - Greene County	Shared Ride	SCHEDULED	Aiden Thomas	7/8/2024	24-25
○	5310 - Susquehanna-Wyoming County	Section 5310 Compliance Review	UNDER_CONSIDERATION	Lydia Chang	10/1/2021	21-22
○	Review of Butler County Community Public Transportation	Test	IN_PROGRESS	Lydia Chang	11/10/2021	21-22

On the main reviews screen, an overview of each existing review is provided. Each column is filterable and searchable using the fields at the top of the column. Using the tools in the top right, you can add new reviews, remove selected (by first selecting the radio button on the left) or export the entire table as CSV.

Just like with templates, **scroll down after selecting a Review to see the Review attributes**.

Figure 155 Review Attributes

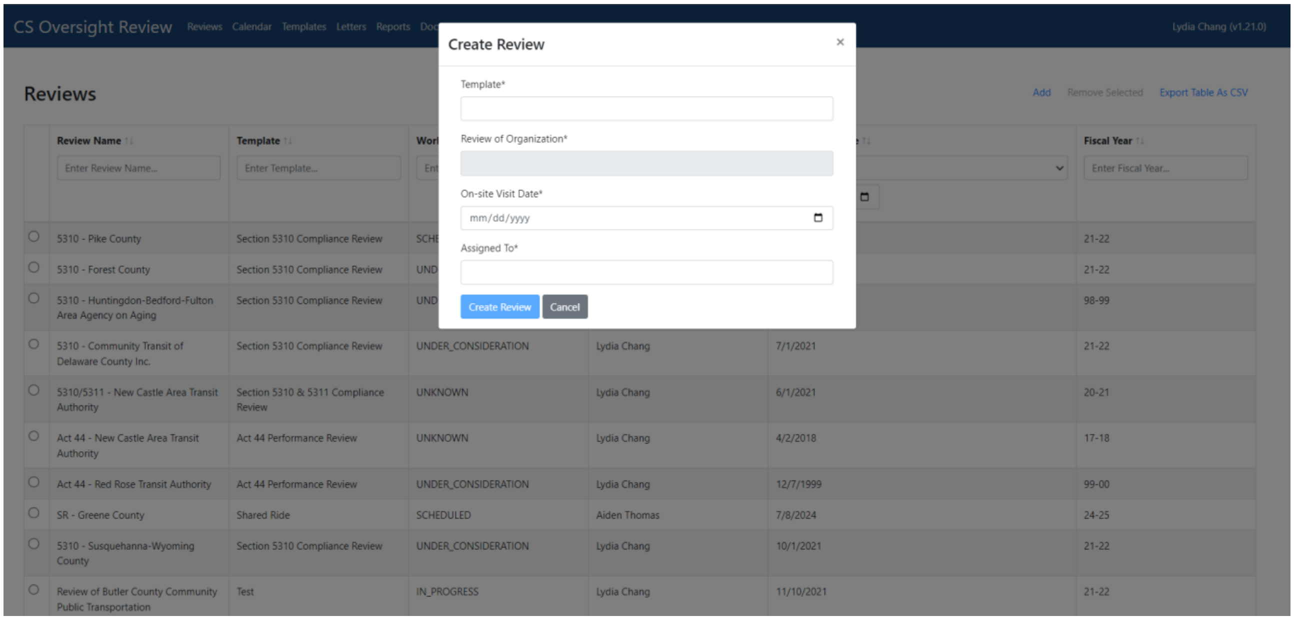


In each of the attributes (which come from the Template) you can change workflow stages (Not Applicable, Pending Submission, Reviewed, Submitted, or Unknown) to keep track of your review status. As with Templates, you need to click “Add” to the right side of the screen to unlock attribute areas that do not yet have any data in them.

You can also adjust the workflow stage (Complete, In Progress, Scheduled, Under Consideration, and Unknown) and upload internal documents to help organize the process.

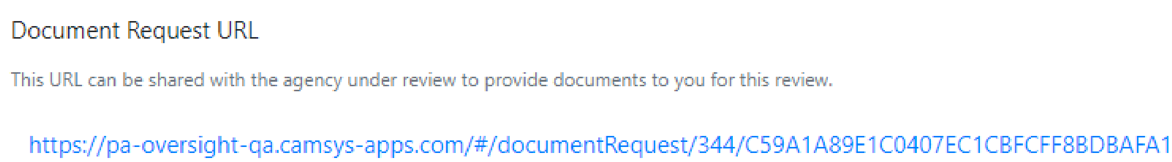
Clicking “Add” at the top right of the screen will bring up the Create Review modal. Add the appropriate Template, Organization, Date, and Assignee.

Figure 156 Adding a New Review



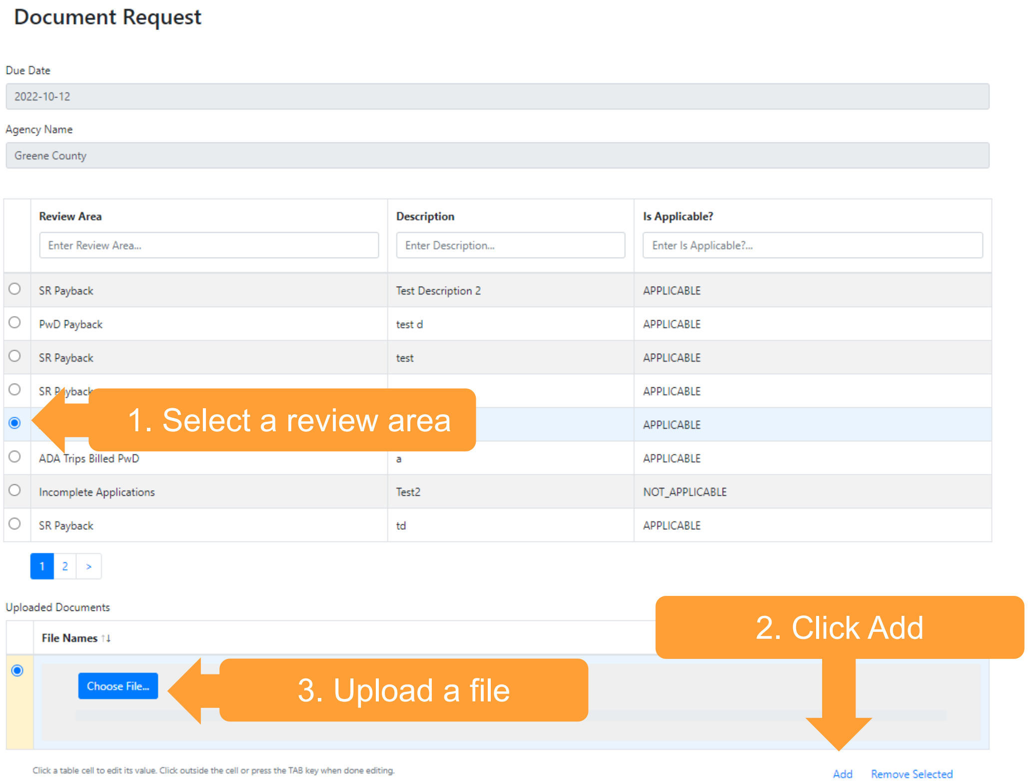
At the bottom of the attributes screen is a document request URL. You can share this with the agency you're reviewing to give them a portal to upload documents to that specific review.

Figure 157 Document Request URL



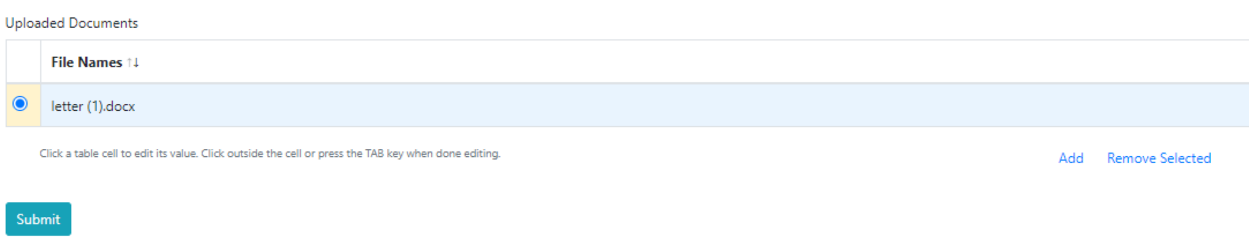
Once agencies click that URL, they'll be taken to this portal for their use.

Figure 158 Agency Document Request Portal



A list of review areas which require document uploads will be presented to that agency and they can click that item, then click the add button at the bottom right corner of the uploaded documents section. Then they can click Choose File… to upload the relevant document. As with other context controls in Oversight Review, you'll to select an item and click the Add button at the bottom to activate the controls.

Figure 159 Uploading a Document in Document Request

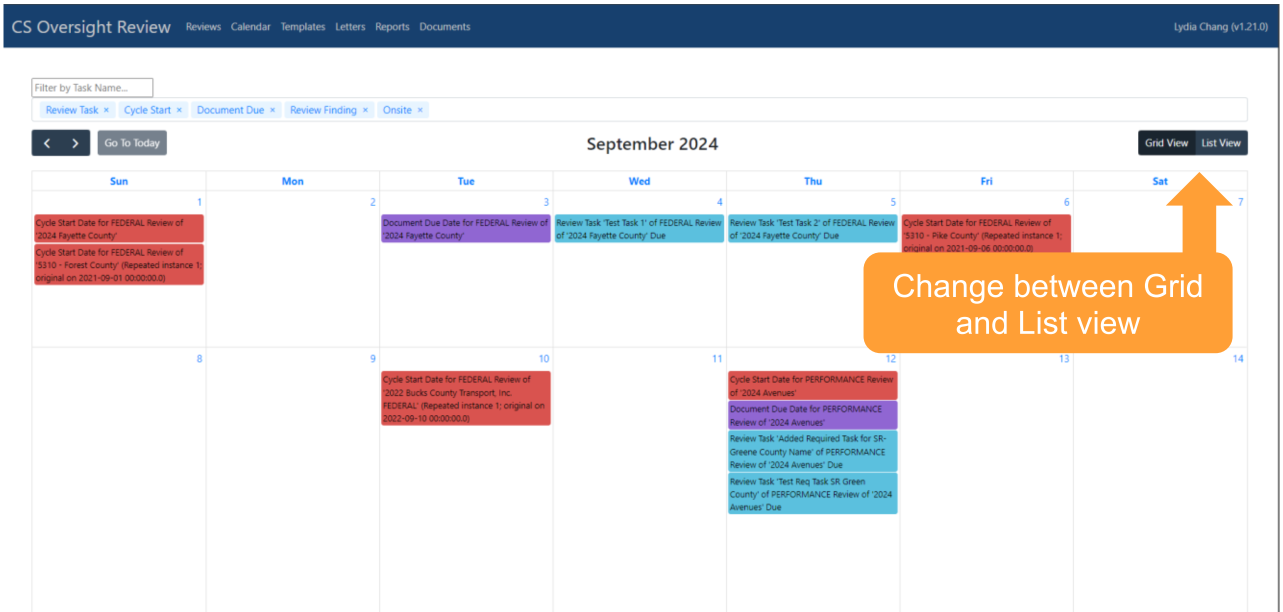


Once the document has been uploaded, click submit to finalize the process.

Your template and review will determine whether or not the field "Is Applicable" is populated as applicable or not applicable – agencies will not need to upload documents to anything that is not applicable.

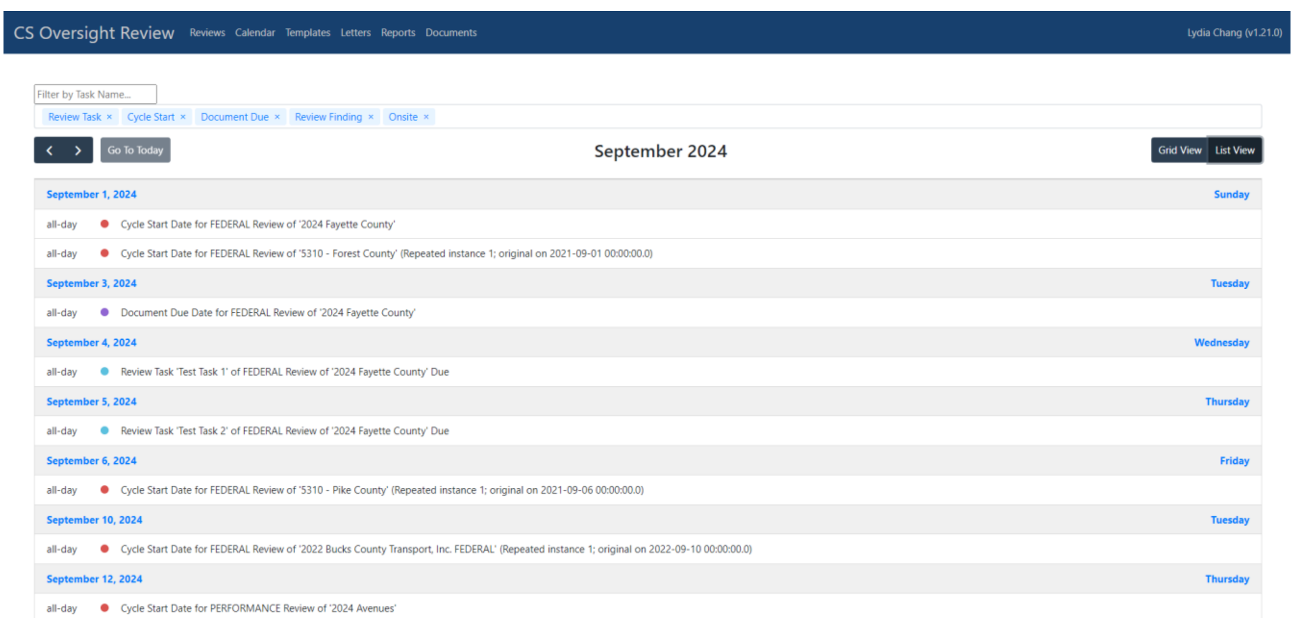
Once reviews have been generated, you can use the Calendar, which provides an at a glance view of major milestones for review. These include Review Task, Cycle Start, Document Due, Review Finding, and Onsite Views. Clicking a Review will bring you back to the Review screen and populate the review attributes with the information regarding that selection.

Figure 160 Oversight Calendar Grid View



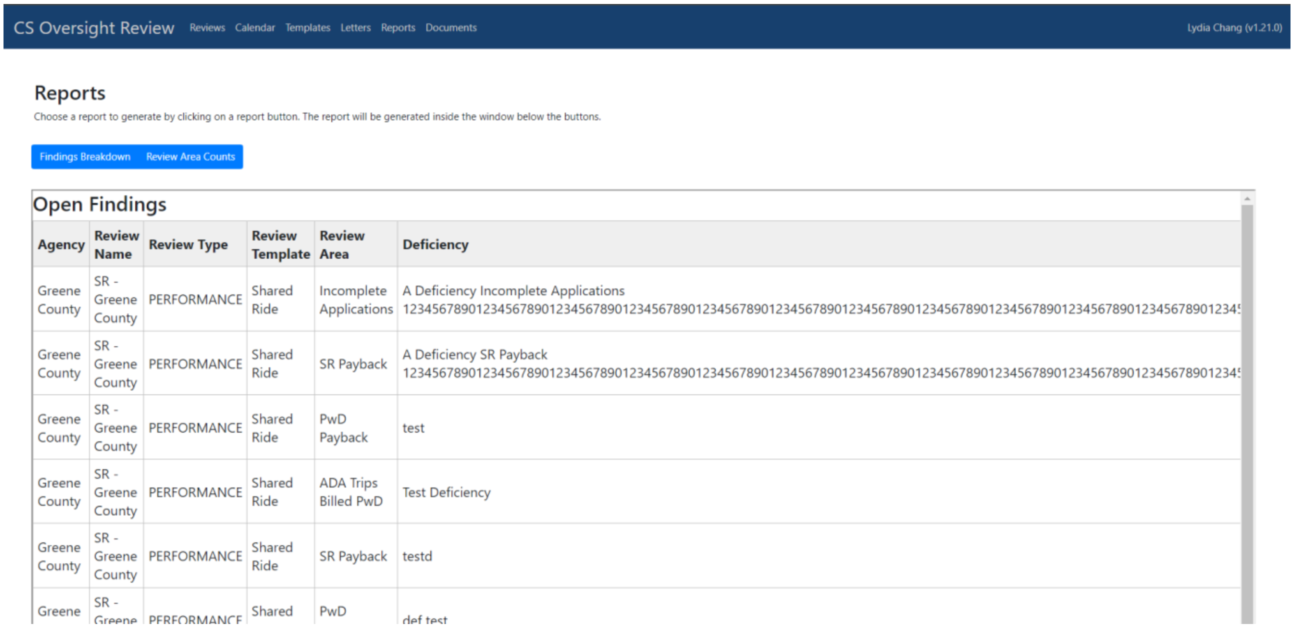
The calendar is also available in list view, organized by date, by selecting List View in the top right of the screen.

Figure 161 Oversight Calendar List View



Reviews are automatically summarized by the tool, both by a findings breakdown and a review area count. This can help you review deficiencies and corrective actions for each agency.

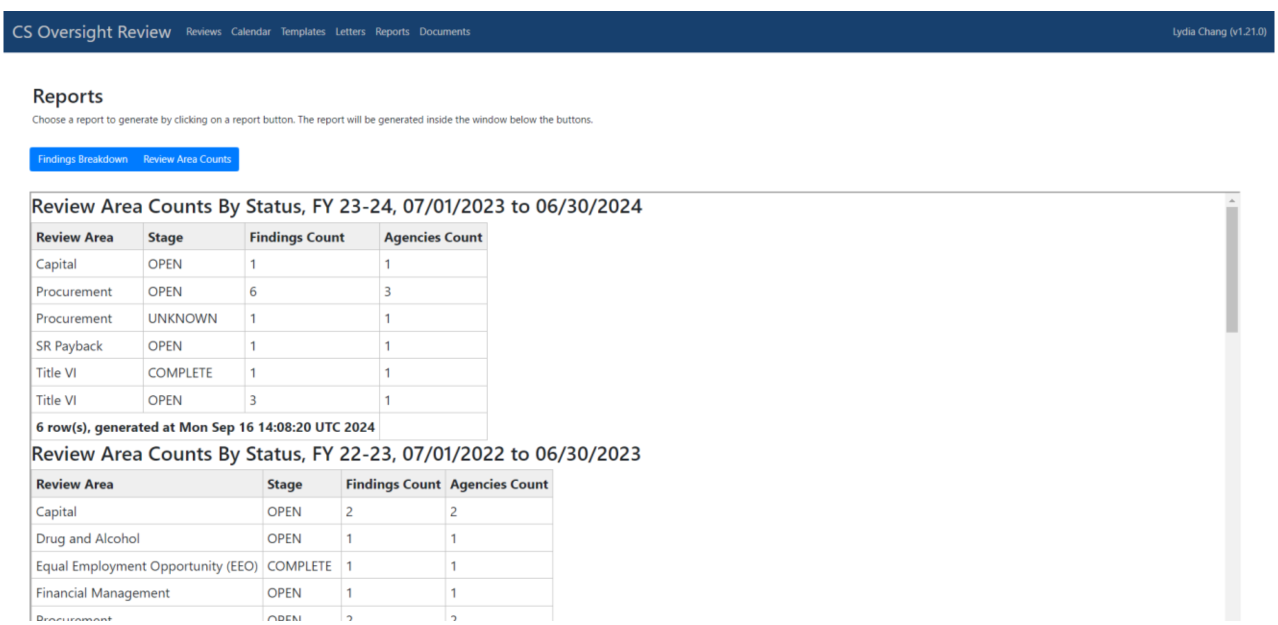
Figure 162 Overview Findings Breakdown Report



Agency	Review Name	Review Type	Review Template	Review Area	Deficiency
Greene County	SR - Greene County	PERFORMANCE	Shared Ride	Incomplete Applications	A Deficiency Incomplete Applications 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345
Greene County	SR - Greene County	PERFORMANCE	Shared Ride	SR Payback	A Deficiency SR Payback 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345
Greene County	SR - Greene County	PERFORMANCE	Shared Ride	PwD Payback	test
Greene County	SR - Greene County	PERFORMANCE	Shared Ride	ADA Trips Billed PwD	Test Deficiency
Greene County	SR - Greene County	PERFORMANCE	Shared Ride	SR Payback	testd
Greene	SR - Greene	PERFORMANCE	Shared	PwD	def test

They're also available by review area count, organized by fiscal year.

Figure 163 Overview Review Area Count Report



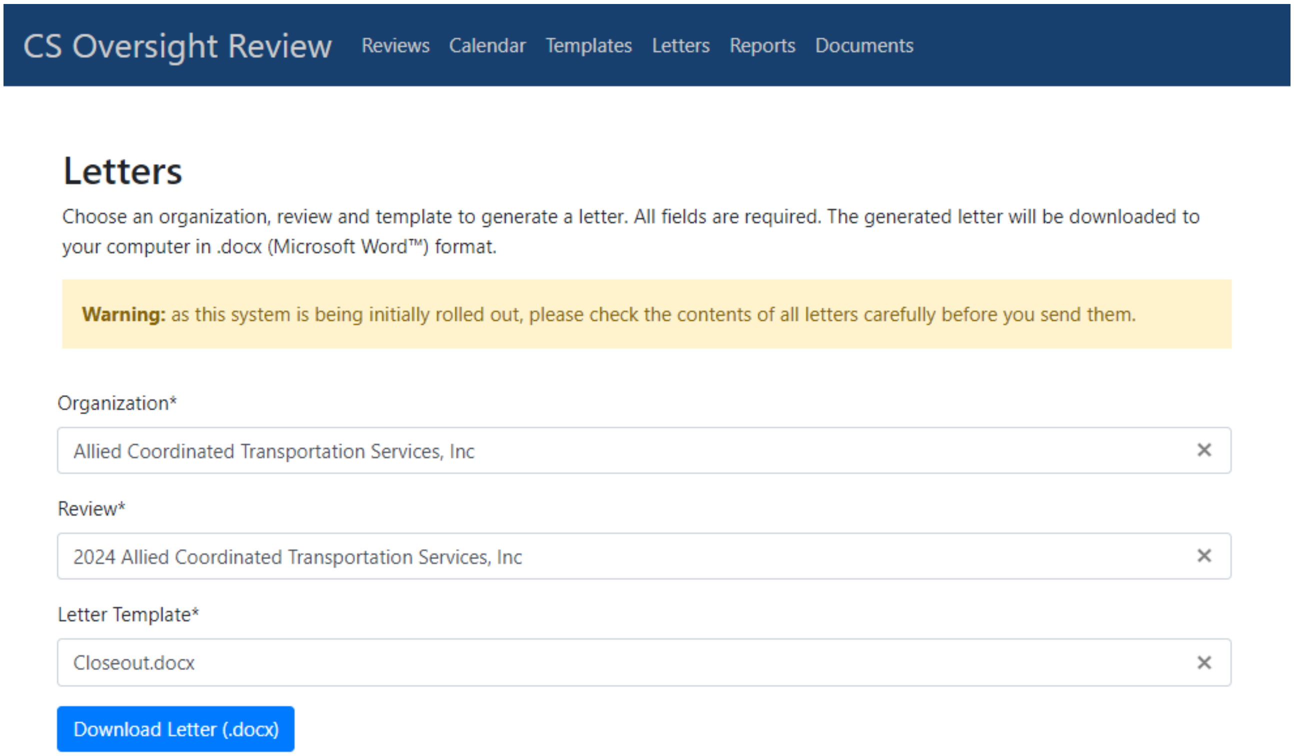
Review Area	Stage	Findings Count	Agencies Count
Capital	OPEN	1	1
Procurement	OPEN	6	3
Procurement	UNKNOWN	1	1
SR Payback	OPEN	1	1
Title VI	COMPLETE	1	1
Title VI	OPEN	3	1
6 row(s), generated at Mon Sep 16 14:08:20 UTC 2024			

Review Area Counts By Status, FY 22-23, 07/01/2022 to 06/30/2023

Review Area	Stage	Findings Count	Agencies Count
Capital	OPEN	2	2
Drug and Alcohol	OPEN	1	1
Equal Employment Opportunity (EEO)	COMPLETE	1	1
Financial Management	OPEN	1	1
Procurement	OPEN	2	2

The tool can also automatically generate letters to each of the organizations in the state to instruct them on next steps after agreeing to a compliance review, an explanation of findings on compliance, and a closeout of the process. Select an organization, the review, and which template (closeout, findings, notifications).

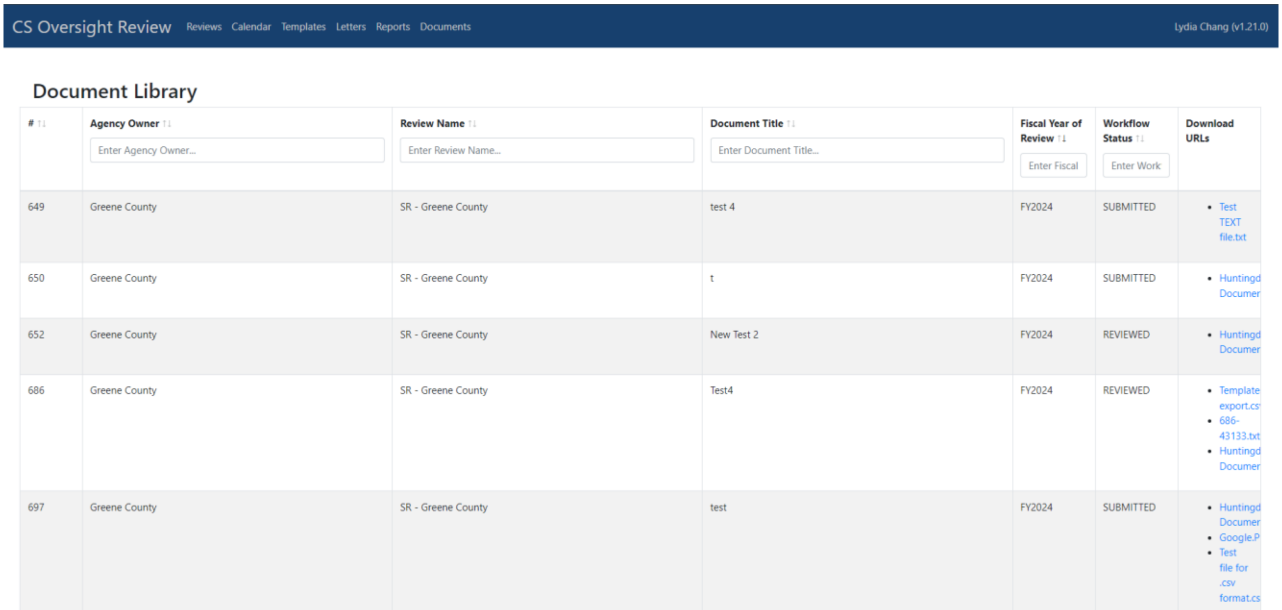
Figure 164 Overview Letter Generator



They generate a word document – as this functionality is new, **please doublecheck the letters for accuracy and make sure all the fields are populated correctly.**

Finally, the tool also contains a repository of all of the documents that have been uploaded, year of review, workflow status, and the ability to download them. You can search for documents in each of the fields or sort the fields via the controls at the top of the document.

Figure 165 Overview Document Library



#	Agency Owner	Review Name	Document Title	Fiscal Year of Review	Workflow Status	Download URLs
	Enter Agency Owner...	Enter Review Name...	Enter Document Title...	Enter Fiscal	Enter Work	
649	Greene County	SR - Greene County	test 4	FY2024	SUBMITTED	• Test TEXT file.txt
650	Greene County	SR - Greene County	t	FY2024	SUBMITTED	• Huntingd Documer
652	Greene County	SR - Greene County	New Test 2	FY2024	REVIEWED	• Huntingd Documer
686	Greene County	SR - Greene County	Test4	FY2024	REVIEWED	• Template export.cs • 686-43133.txt • Huntingd Documer
697	Greene County	SR - Greene County	test	FY2024	SUBMITTED	• Huntingd Documer • Google.P • Test file for .csv format.cs

11.2 Asset Fleet Builder

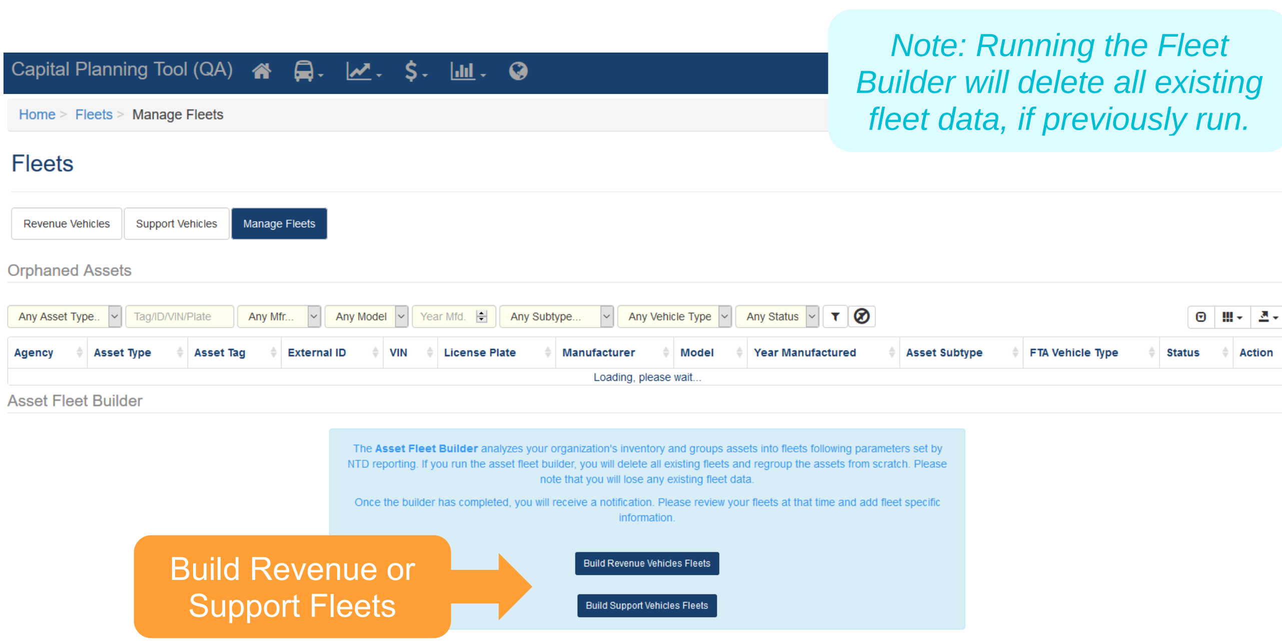
A fleet is a number of vehicles that share the same characteristics. Organizing vehicles into fleets is advantageous because it summarizes rolling stock inventories at a higher level.

The Asset Fleet Builder is a tool specifically designed to assist with the creation of the Revenue Vehicles (A-30), and Service Vehicles (Nonrevenue) (A-35) National Transit Database (NTD) asset reports. Both of these NTD asset forms require data to be reported by fleet, and the Asset Fleet Builder provides an interface to auto-create and easily manage both Revenue Vehicle and Service Vehicle (Nonrevenue) fleets.

When building fleets for the first time, you can choose to use the Asset Fleet Builder. The builder analyzes organization inventories and automatically groups assets into fleets based on the unique fleet definitions and sorts those assets into either the Revenue Vehicles or Service Vehicles section. All assets grouped within a fleet will no longer be listed within the Orphaned Assets portion of the Manage Fleets section. When you run the builder, it will function as a background job in the system and notify you once complete in the notifications section. From there, users can review the fleets, add fleet-specific information, or manually regroup assets as needed.

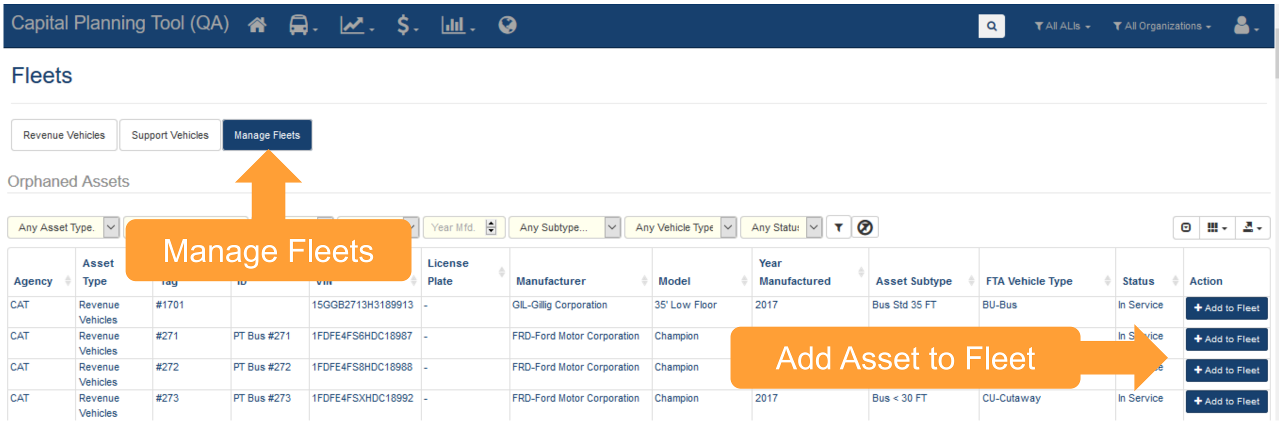
You should only use the builder tool the first time you create a fleet, otherwise you will delete existing fleets.

Figure 166 Asset Fleet Builder



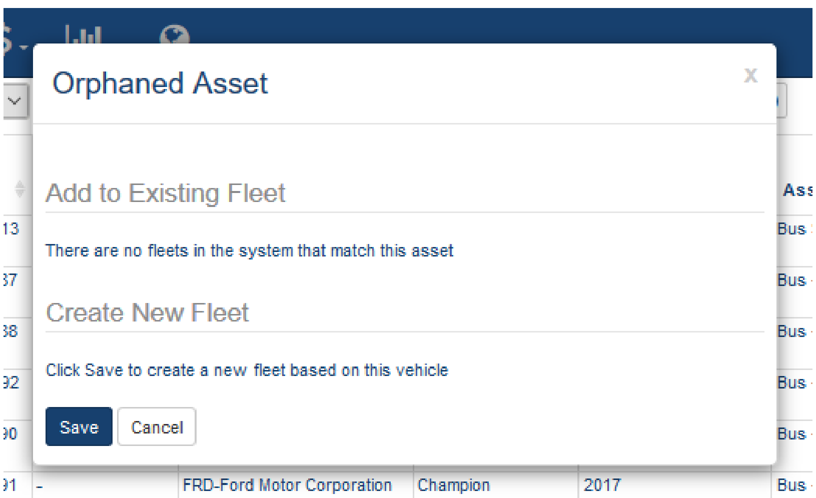
When you add a new asset to the system, the new asset will be added as an Orphaned Asset within the Manage Fleets section.

Figure 167 Asset Fleet Builder—Orphaned Assets



Selecting “Add to Fleet” on the right allows users to add assets to a current fleet or create a new fleet, and will limit options of existing fleets only if all shared characteristics match. Clicking “Save” will either add to an existing fleet, or create a new fleet, depending on what you choose, and allow you to specify details about that fleet.

Figure 168 Adding an Orphaned Asset to a Fleet



When you add the asset to a new fleet, if you wish to update fleet-specific details, look for the actions button, and click “Update this Fleet” to add details. Users also can remove the fleet completely, at which point all fleet assets will return to the Orphaned Assets portion of the Manage Fleets section. Users also can edit other fleet and asset-specific data such as NTD ID, and asset odometer readings, and remove or add assets to the fleet from directly within the fleet.

Figure 169 Adding a New Fleet

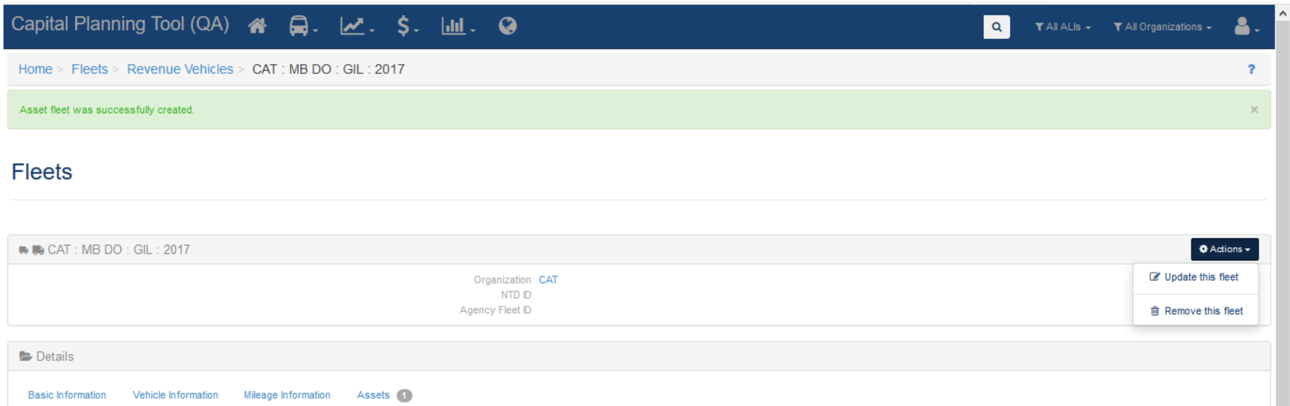


Figure 170 Update Asset Fleet Details

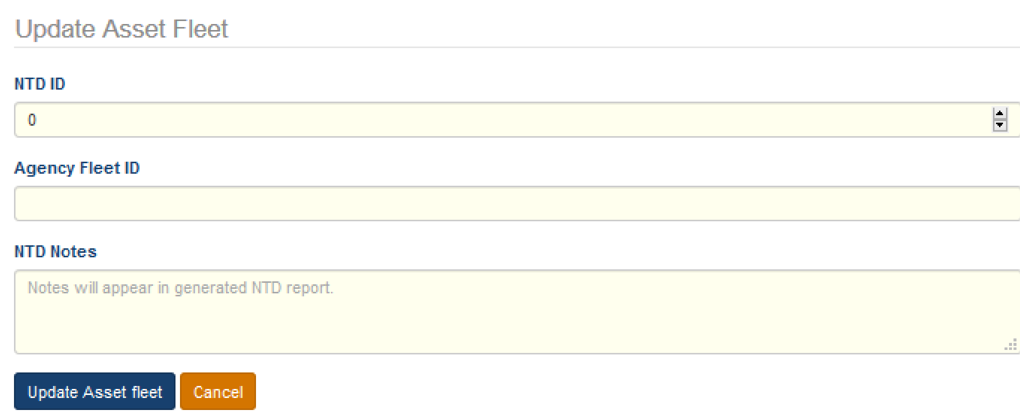


Figure 171 Update Odometer Readings

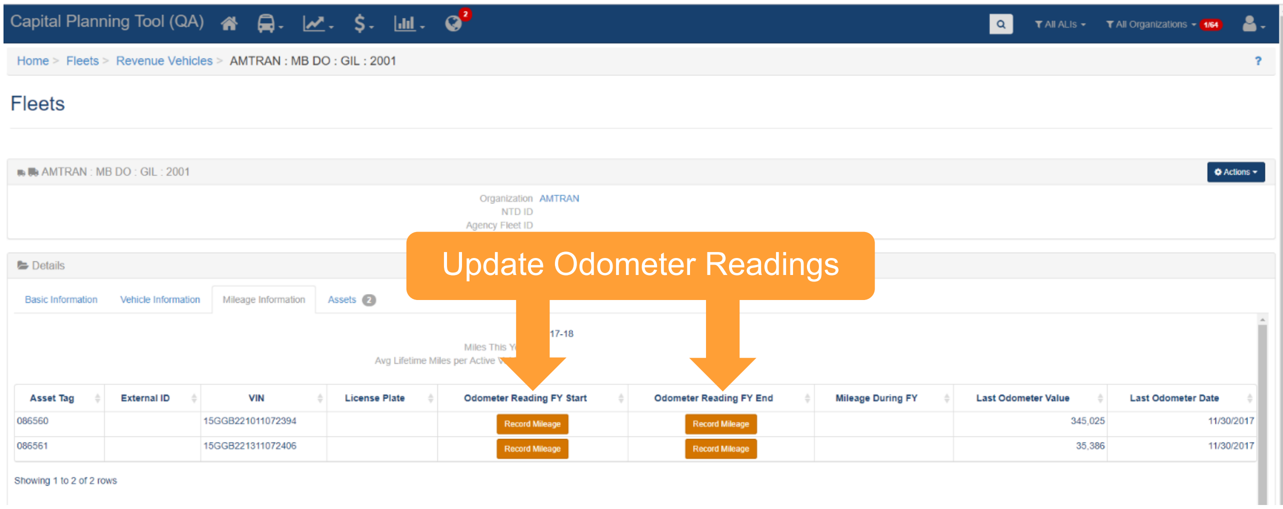
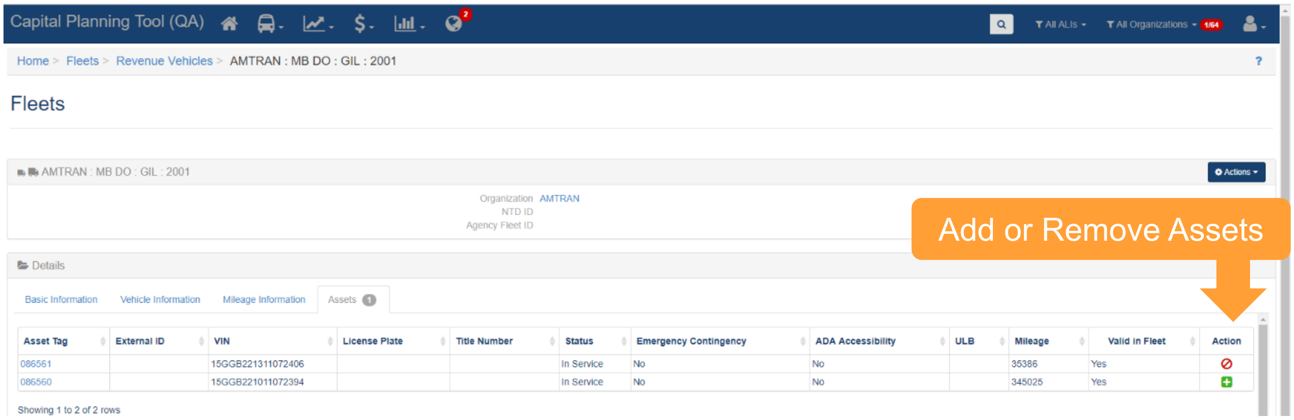


Figure 172 Remove or Add Assets from within a Fleet



11.3 NTD Asset Reports

The NTD Asset Reports are forms that must be submitted on an annual basis for every organization that receives Federal public transit funding. Required forms differ between organizations, based on the category of assets in operation for each organization. The specific forms are as follows:

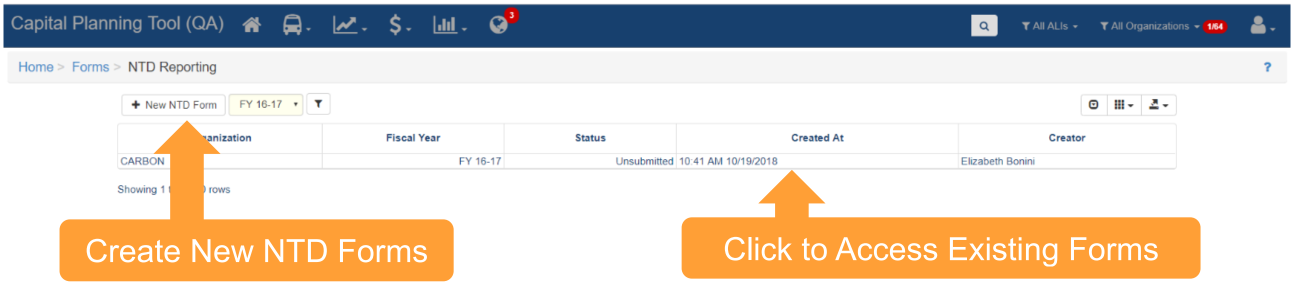
- Facilities (A-15)—Pulls asset data for primary facilities, for which an organization has capital responsibility.
- Infrastructure (A-20);—Pulls asset data for.
- Revenue Vehicles (A-30).
- Service Vehicles (Nonrevenue) (A-35).
- Performance Measure Targets (A-90).

Each report pulls and calculates data according to the reporting year selected, and the activities associated with the system reporting period, i.e., July—June, October—September, or January—December.

Figure 173 Access NTD Reports

Any NTD reports that have been previously generated can be viewed on the initial report table available when clicking on the NTD Reports module. Existing report data can be accessed by clicking on the row for an individual organization upon which point it can be downloaded, submitted for review, or have comments added, updated, or removed. New reports can be generated by clicking on the New NTD Form button.

Figure 174 Table of Previously Generated NTD Reports



When you click on the "New NTD Form" button, you will be prompted to select an organization, reporting year, and enter other user-specific information. Upon clicking "Save NTD Form", you will be directed to the newly created NTD Details and Data page.

Figure 175 Create New Reporting Year Forms

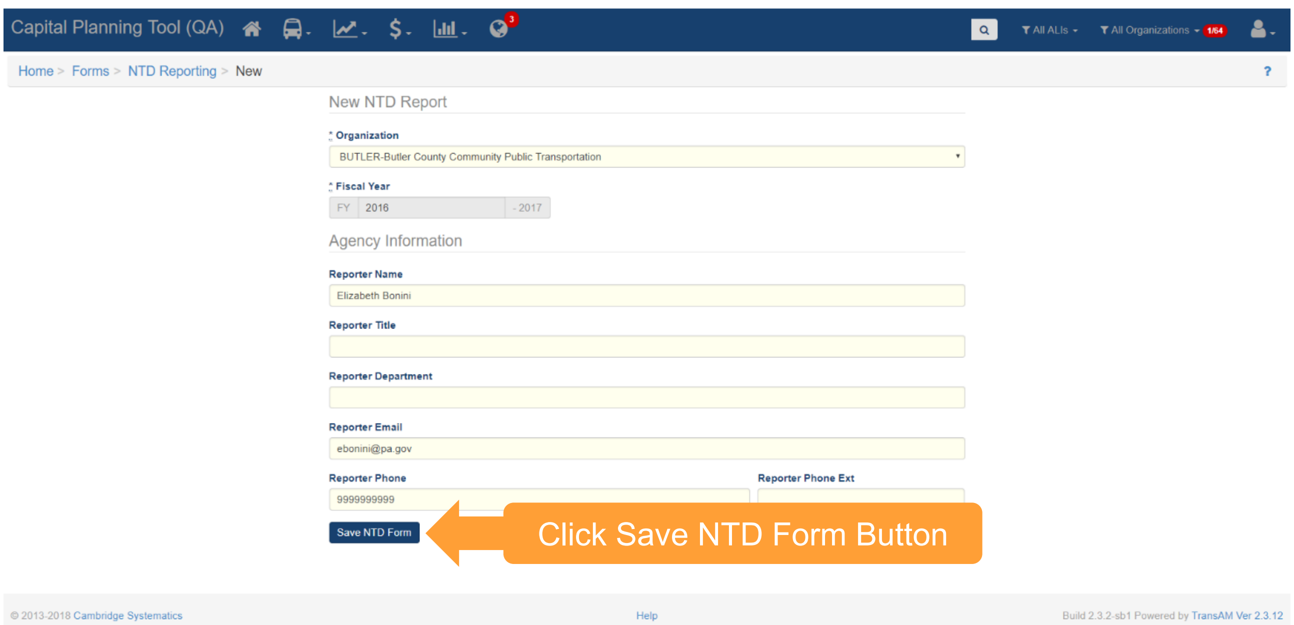
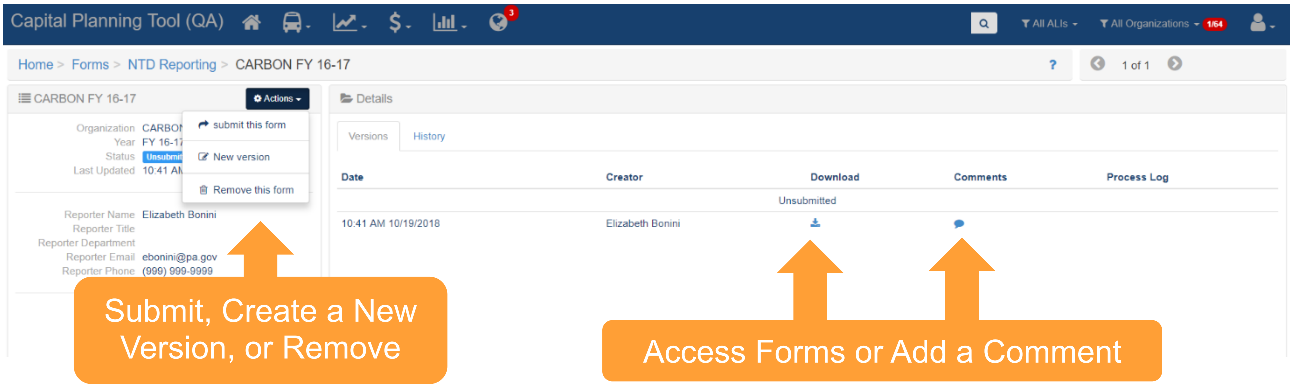
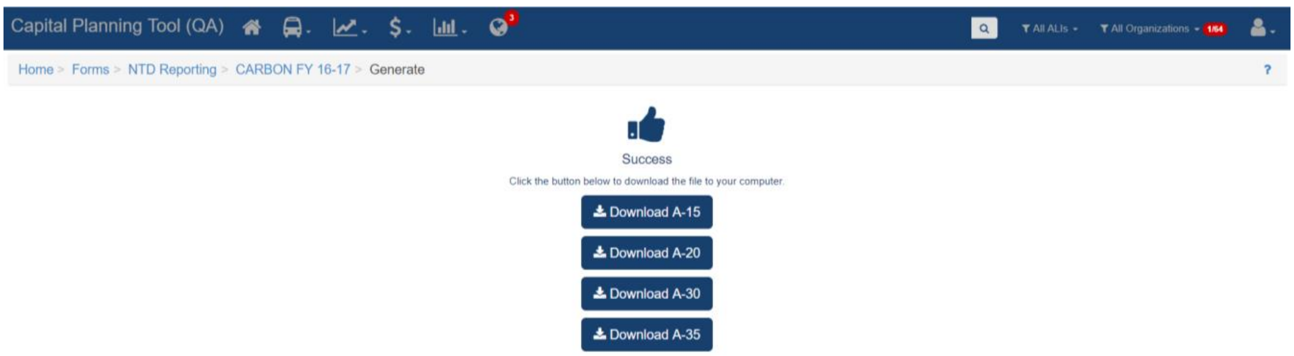


Figure 176 NTD Report Details and Data



When you click on the Download icon, the already generated forms appear and can be downloaded by clicking on the form-specific button. Excel file downloads will initiate upon clicking each form-specific button.

Figure 177 Download each NTD Form



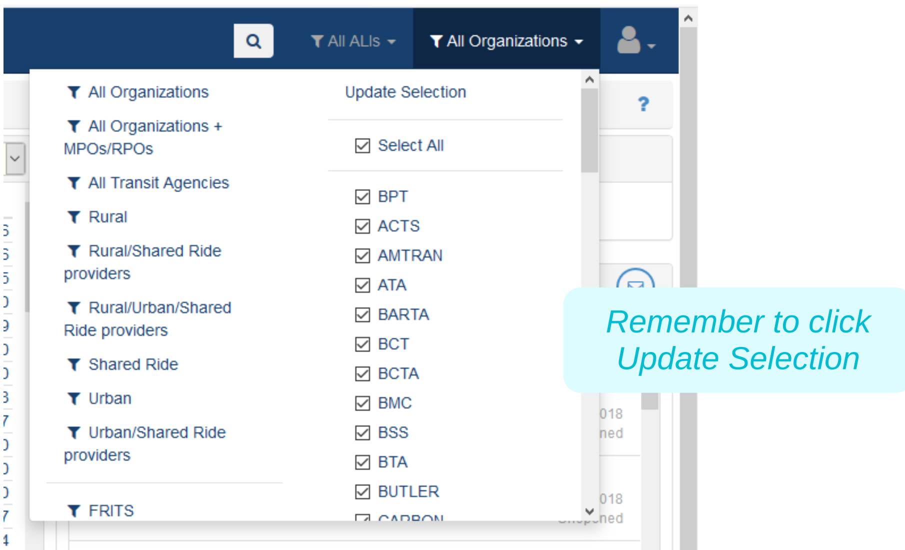
12.0 Admin Tools

As an administrator, you have access to additional functionality within the User and Organization options at the top right of the screen.

Figure 178 Admin User and Organization Options

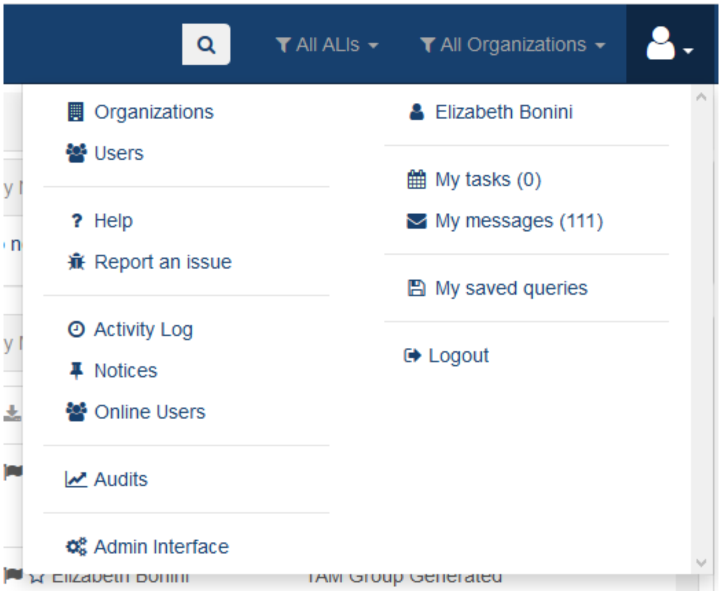
Clicking "All Organizations" provides a filter to pare down the different agencies you see. This also greatly reduces the time it takes to process certain content-rich pages.

Figure 179 Organizations



In your User Options, you'll also see some common elements with other users (though they have been revamped for admins) and some additional functionality.

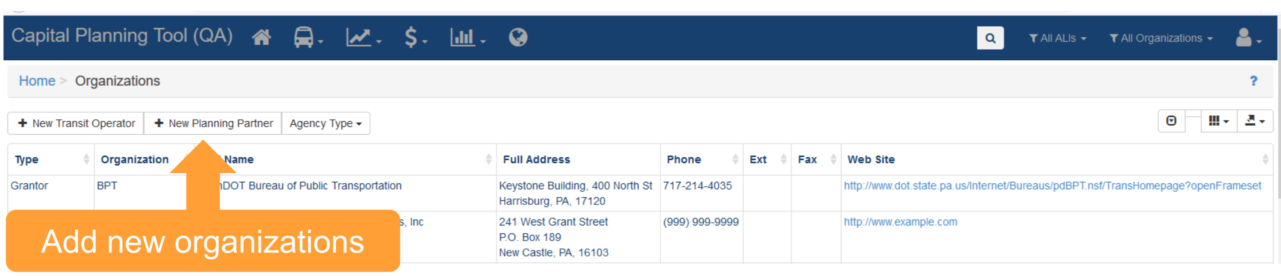
Figure 180 Admin User Options



12.1 Organizations

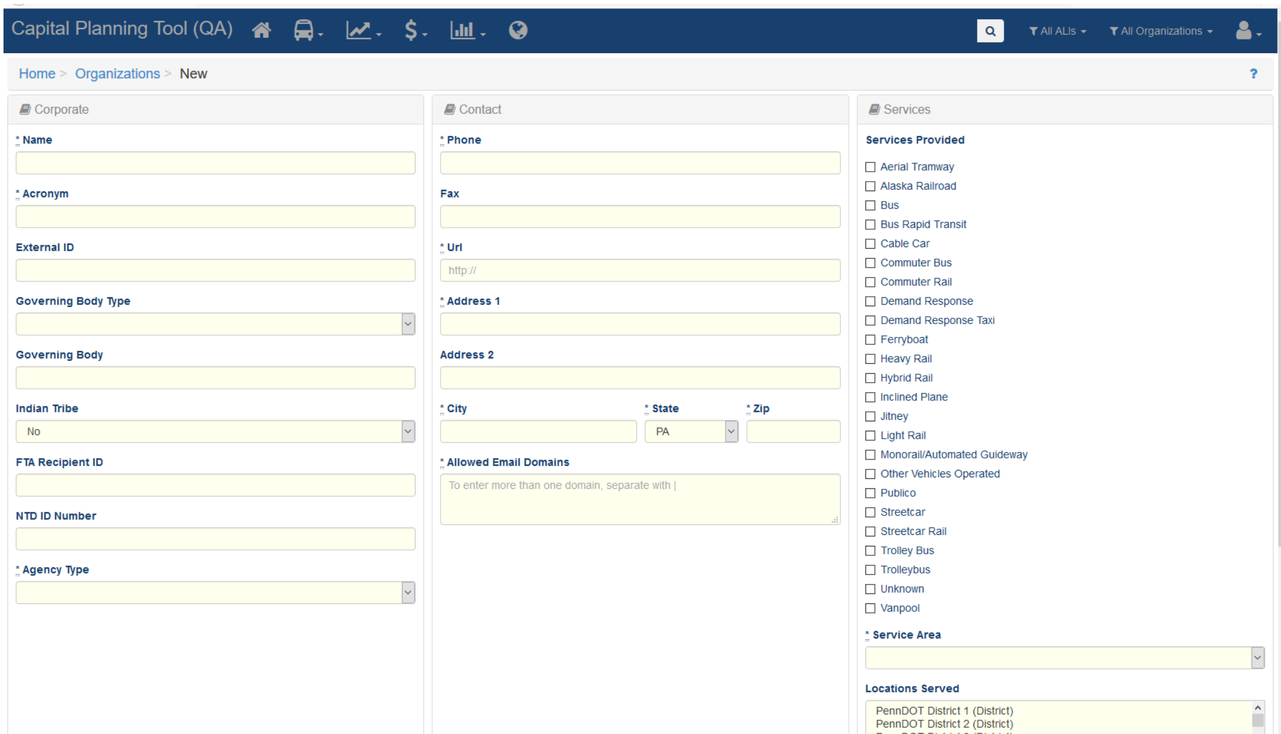
The organization's page provides an overview of each organization, its type, and an interface for adding new agencies.

Figure 181 Admin Organizations



Click the buttons at the top to create a new Transit Operator or Planning partner.

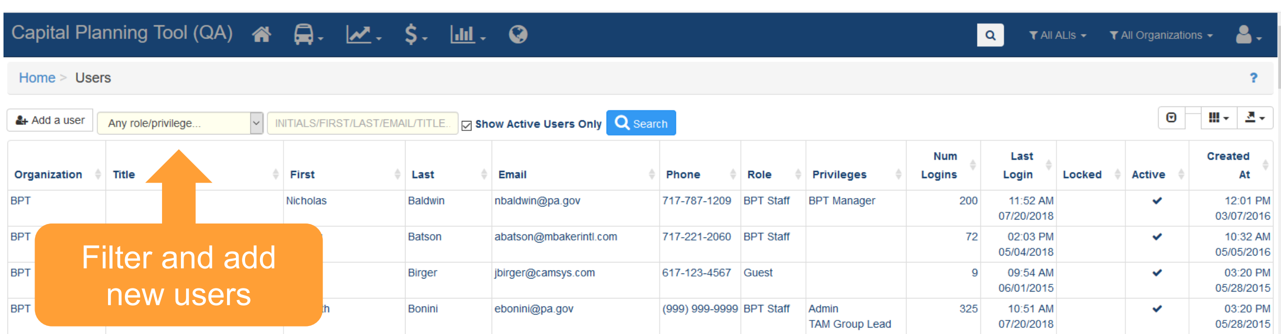
Figure 182 Add an Organization



12.2 Users

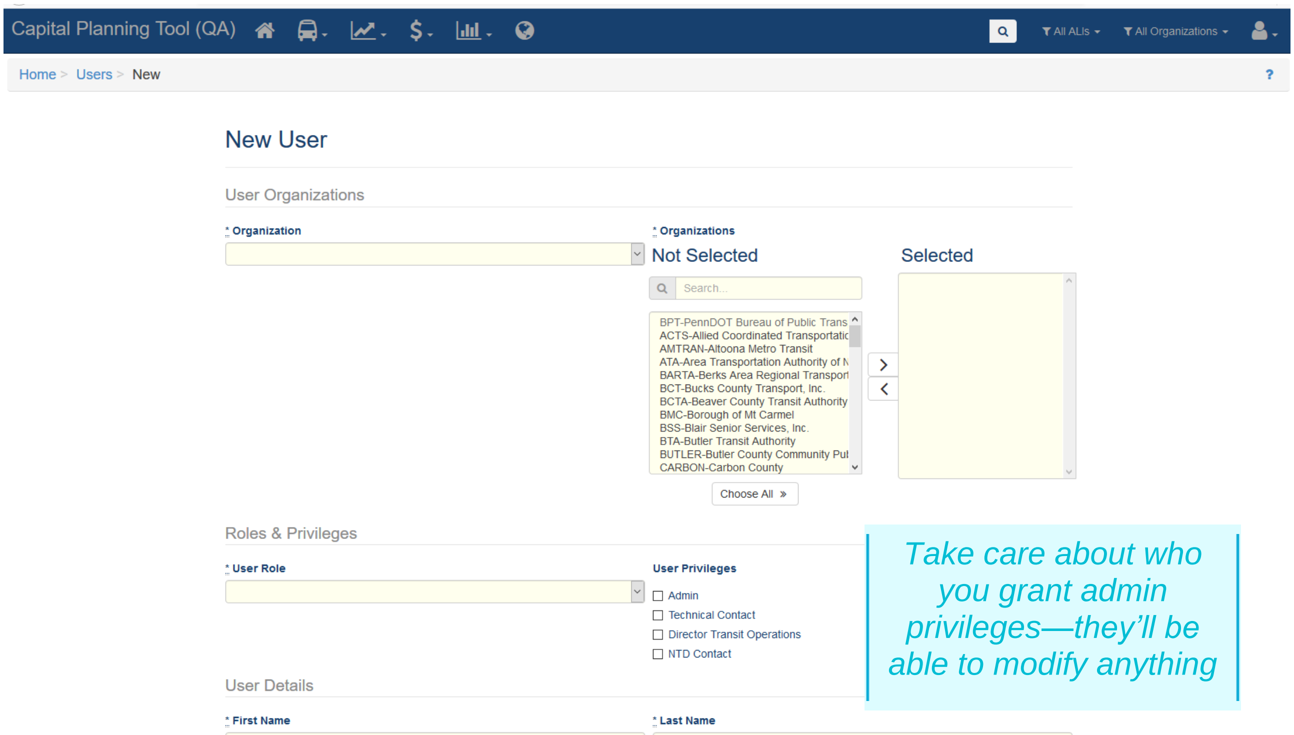
The user's page also has some additional functionality. It provides an overview of all users in the system and provides the ability to add new users or filter user data.

Figure 183 Admin Users



Click “Add a User” to create an account for a new user. An email requesting the user reset his/her password will be automatically sent upon creation.

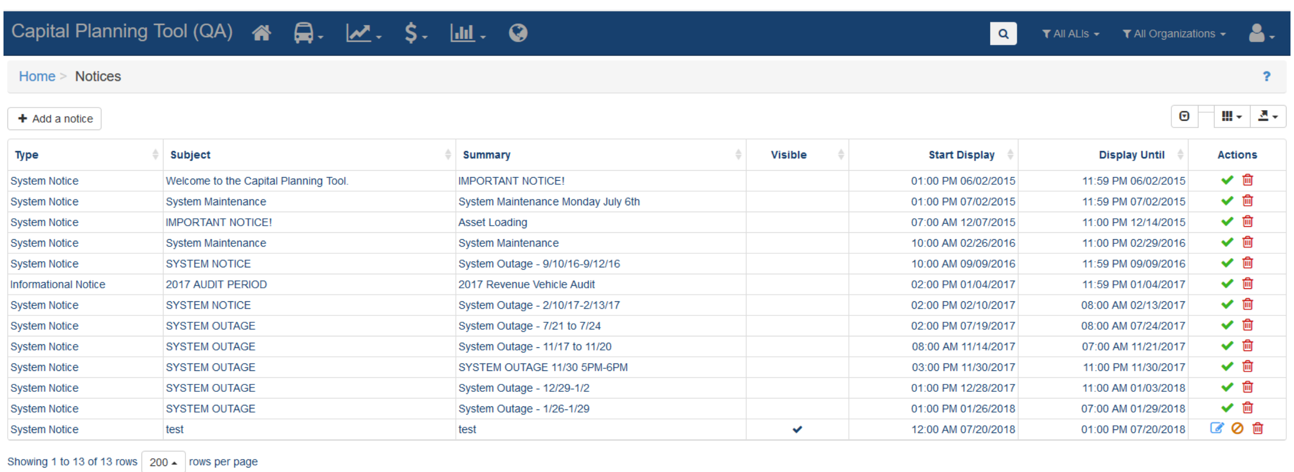
Figure 184 Add a User



12.3 Notices

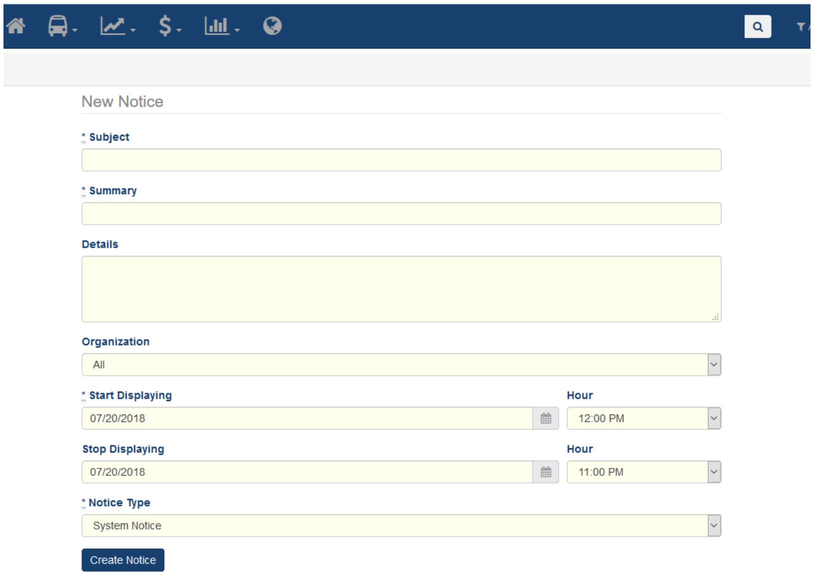
Notices provide information on the dashboard to user-defined sets of other users. The Notices interface manages this process.

Figure 185 Notices



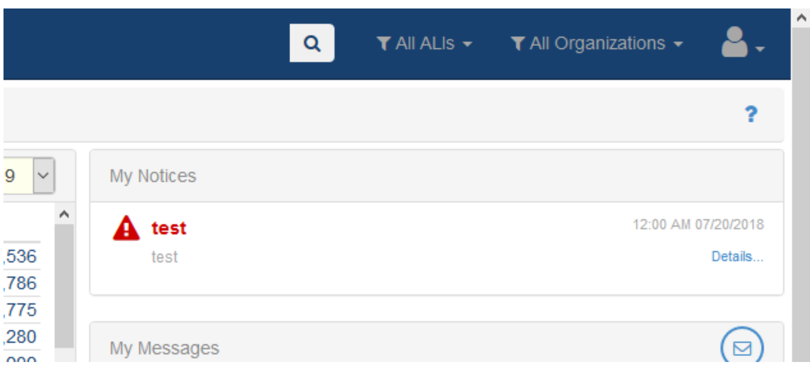
Click Add a notice to create a new one. You can specify temporal and organization parameters.

Figure 186 Add a Notice



Once a notice is created, it will display on the dashboard according to the parameters set.

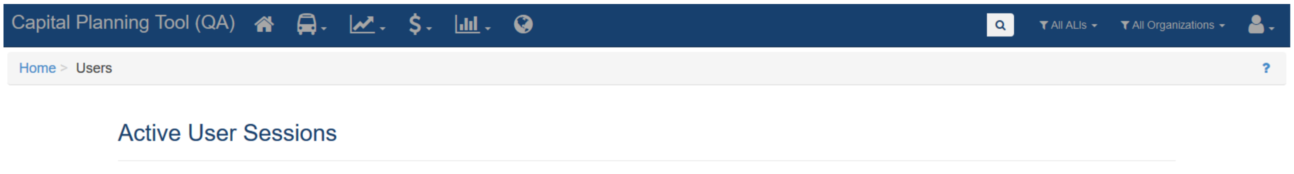
Figure 187 Notice on the Dashboard



12.4 Online Users

Administrators can see active user sessions and details about those logins, by accessing the Users link within the User Menu.

Figure 188 Active Users



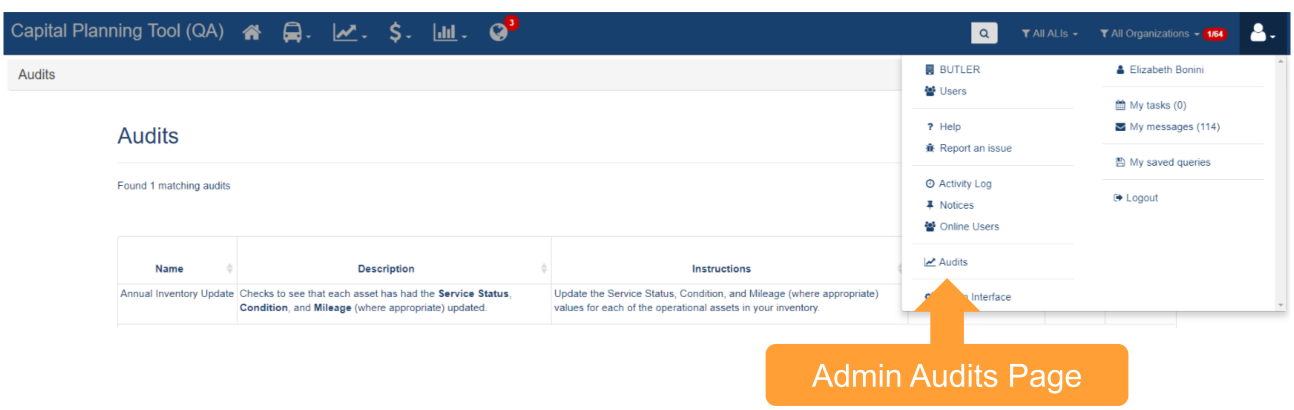
Session Id	User	IP Addr	Organization	Started	Expires	Age	Last View Time	Inactive Time	View Count	Last View
fa72aadd0738752943871b731d54dcf0	Elizabeth Bonini	74.75.225.138	BPT	01:59 PM 07/12/2018	10:53 PM 07/12/2018	7 days 22h 30m	05:53 PM 07/12/2018	7 days 18h 36m	696	/notifications/count
5eeba2509d607833bd955f9fb5bb756f	Elizabeth Bonini	72.94.199.38	BPT	01:59 PM 07/12/2018	08:43 PM 07/12/2018	7 days 22h 30m	03:43 PM 07/12/2018	7 days 20h 46m	626	/notifications/count
b8de20b814a0c0fc12f86826af448cc4	Elizabeth Bonini	73.219.188.37	BPT	01:59 PM 07/12/2018	02:27 AM 07/13/2018	7 days 22h 30m	09:27 PM 07/12/2018	7 days 15h 2m	1,841	/notifications/count
97ce63ac5f8ab1db8f396ec91b4f5c38	Elizabeth Bonini	209.6.55.63	BPT	01:58 PM 07/13/2018	12:49 AM 07/14/2018	6 days 22h 31m	07:49 PM 07/13/2018	6 days 16h 41m	1,286	/notifications/count
597442dc0ba05a002eb54e0bf4d1b5c0	Elizabeth Bonini	72.94.199.38	BPT	10:24 AM 07/16/2018	11:49 PM 07/16/2018	4 days 2h 5m	06:49 PM 07/16/2018	3 days 17h 40m	3,144	/notifications/count
a450046b600183059953923 19c1781d6	Elizabeth Bonini	73.219.188.37	BPT	10:54 AM 07/16/2018	05:06 PM 07/16/2018	4 days 1h 35m	12:06 PM 07/16/2018	4 days 23m	92	/notifications/count
17c28a3fc8b598e3924b1236a7218191	Elizabeth Bonini	74.75.225.138	BPT	10:58 AM 07/16/2018	09:57 PM 07/16/2018	4 days 1h 31m	04:57 PM 07/16/2018	3 days 19h 32m	3,214	/notifications/count
09baecbbd50cc11679481d1102fbf252	Elizabeth Bonini	209.65.164.27	BPT	11:14 AM 07/16/2018	09:14 PM 07/16/2018	4 days 1h 15m	04:14 PM 07/16/2018	3 days 20h 15m	1,354	/notifications/count
2b1536f075759fa78ed6a18377d0924a	Elizabeth Bonini	72.94.199.38	BPT	02:39 PM 07/16/2018	07:49 PM 07/16/2018	3 days 21h 50m	02:49 PM 07/16/2018	3 days 21h 40m	81	/notifications/count
09fe1e7c64c4f95a8befff3d4496923d	Nicholas Baldwin	72.94.199.38	BPT	02:49 PM 07/16/2018	07:53 PM 07/16/2018	3 days 21h 40m	02:53 PM 07/16/2018	3 days 21h 37m	26	/notifications/count

12.5 Audits

Administrators can perform audits to assist in monitoring periodically required asset updates. As an example, you may establish a rule where all assets need to have Service Status, Condition, and Mileage (where appropriate) updated every year. These rules can be set up within the Audit Feature. When the audit is run, the system will check that each asset has had its Service Status, Condition, and Mileage (where appropriate) updated within a given date range.

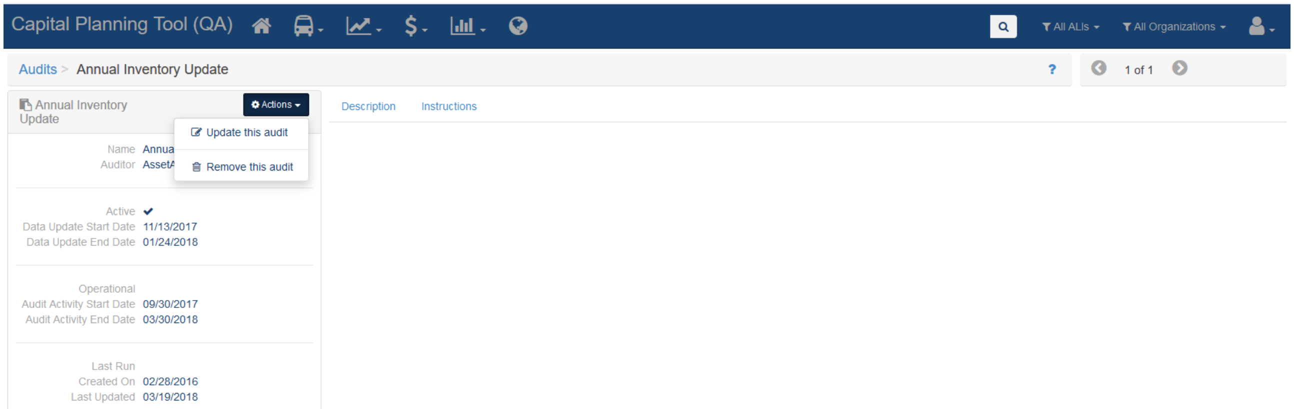
The admin audits page summarizes all available Audits and can be accessed through the Audits link within the User Menu.

Figure 189 Admin Audits Page



Clicking on the audit from the table will bring you to the detail page of that audit, where you can update or remove the audit.

Figure 190 Admin Audits Details Page



12.6 Admin Interface

The Admin Interface is a graphic representation of some of the databases used within the system. From here, you can adjust the content that is displayed in the various interfaces. For instance, you can adjust what capital project types are displayed in the dropdown when adding a new capital project.

Be very careful when modifying or deleting any of the information in the admin interface, as much of the system functionality resides within the Admin Interface, and any changes made may cause systemwide data inaccuracies. Always consult your primary Cambridge Systematics (CS) point of contact should you wish to make modifications to the admin interface, or are unsure of how to perform a specific function.

Figure 191 Admin Interface