



TransAM

Administrative User

User Guide

prepared for

Southern California Association of Governments (SCAG)

prepared by

Cambridge Systematics, Inc.

user guide

TransAM

Administrative User

prepared for

Southern California Association of Governments (SCAG)

prepared by

Cambridge Systematics, Inc.
101 Station Landing, Suite 410
Medford, MA 02155

date

September 28, 2019

Table of Contents

1.0	Welcome!	1
1.1	Initial Log In and Password Reset	1
1.2	Ongoing Site Access	2
2.0	Dashboard	3
2.1	Dashboard Elements	3
2.2	Header Menu and Controls	3
3.0	General Features and Tools	5
3.1	Table Controls	5
3.2	Site Filters	5
3.3	Messages	6
3.4	Activity Line Item (ALI) Filter	7
3.5	Organizations Filter	8
3.6	Search	9
3.7	User and Organization Options	9
3.8	Notifications	11
3.9	Help	12
4.0	Asset Inventory	13
4.1	Add an Asset	13
4.2	Accessing Existing Assets	15
4.3	Editing or Updating Existing Asset Profile Data	17
4.4	Updating Existing Asset Lifecycle Data	18
4.5	Action Events (Disposition and Transfer Review)	19
4.6	Adding or Updating Assets by Bulk Update	21
4.7	Query	24
4.8	Map	27
4.9	Groups	29
5.0	Maintenance	31
5.1	Performance Restrictions	31
6.0	Policies	35
6.1	Asset Replacement/Rehabilitation Policy	35
6.2	TAM Policy	43
7.0	Projects	53

8.0 Project Planning	57
8.1 Project Planner	57
8.2 State of Good Repair (SOGR) Capital Project Analyzer	60
9.0 Compliance	61
10.0 Funding	63
10.1 Programs	63
10.2 Grants	64
11.0 Reports	69
11.1 Inventory Reports.....	69
11.2 Capital Needs Reports.....	71
11.3 System Reports	71
11.4 Planning Reports	72
12.0 Specialized Reports	75
12.1 Asset Fleet Builder.....	75
12.2 NTD Asset Reports	78
13.0 Admin Tools.....	81
13.1 Organizations.....	82
13.2 Users	83
13.3 Notices	84
13.4 Online Users	85
13.5 Audits	86
13.6 Client Admin Interface.....	87
13.7 System Admin Interface.....	88

List of Figures

Figure 1	Password Reset Request Screen.....	1
Figure 2	Set/Reset Password Screen.....	1
Figure 3	Login Screen.....	2
Figure 4	Dashboard Elements	3
Figure 5	Header Menu	3
Figure 6	Sorting Controls	5
Figure 7	Export Button	5
Figure 8	Table Tools	5
Figure 9	Filter Icon	5
Figure 10	User Profile Messages	6
Figure 11	Messages	6
Figure 12	Message Interface	7
Figure 13	ALI Filter	7
Figure 14	ALI Filters.....	7
Figure 15	New ALI Filter	8
Figure 16	Organization Filter	8
Figure 17	Organization Filter Selections.....	9
Figure 18	Search Box	9
Figure 19	User Menu	9
Figure 20	User Menu Dropdown.....	10
Figure 21	Organization Details	10
Figure 22	Profile Details.....	11
Figure 23	Report an Issue	11
Figure 24	Notification Drawer	12
Figure 25	User Guide.....	12
Figure 26	Asset Inventory Dropdown	13
Figure 27	Adding an Asset.....	13
Figure 28	Select the Organization and Asset Class	14
Figure 29	Adding Asset Required Details.....	14
Figure 30	Add the Asset and Go To The New Record	15
Figure 31	Existing Assets	16
Figure 32	Existing Asset Interface	16
Figure 33	Asset Record: Highlights	17
Figure 34	Asset Record: Profile and Summary	17
Figure 35	Editing the Profile of an Existing Asset.....	18

Figure 36	Updating the Lifecycle of an Existing Asset	19
Figure 37	Asset Action Events (Disposition and Transfer)	20
Figure 38	Early Disposition Requests.....	20
Figure 39	Bulk Updates	21
Figure 40	Bulk Update Tools	21
Figure 41	Bulk Update Details	22
Figure 42	Bulk Update Spreadsheet Download.....	22
Figure 43	Bulk Update Spreadsheet.....	22
Figure 44	Bulk Update Upload.....	23
Figure 45	Bulk Upload Processing	23
Figure 46	Bulk Update Edit	24
Figure 47	Asset Query	24
Figure 48	Column Selection.....	25
Figure 49	Filter Selection	25
Figure 50	Calculate, Export or Save	26
Figure 51	Saved Queries	26
Figure 52	Asset Map.....	27
Figure 53	Map Customization.....	27
Figure 54	Map Layers	28
Figure 55	Map Filter	28
Figure 56	Map Asset Details.....	29
Figure 57	Asset Groups	29
Figure 58	Adding an Asset to a Group	30
Figure 59	Asset Inventory Dropdown : Infrastructure - Track.....	31
Figure 60	Existing Asset Interface : Infrastructure - Track	31
Figure 61	Lifecycle Action Menu.....	32
Figure 62	Performance Restriction Lifecycle Event.....	32
Figure 63	Maintenance Dropdown.....	33
Figure 64	Performance Restriction Management.....	33
Figure 65	Policies Dropdown	35
Figure 66	Policy Rule Sets.....	35
Figure 67	Asset Replacement/Rehabilitation Policy	36
Figure 68	Asset Replacement/Rehabilitation Policy Filters	36
Figure 69	Policy Rules	37
Figure 70	Policy Rules Actions Dropdown.....	37
Figure 71	Export rules to Excel (Windows dialog box)	37
Figure 72	Modify (Update) Organization Policy Dialog.....	38

Figure 73	Distribute Policy	38
Figure 74	Copy Organization Policy Dialog	39
Figure 75	Asset Types	39
Figure 76	Additional Assets Dropdown Icon.....	39
Figure 77	Asset Type Rules.....	40
Figure 78	Add an Asset Type Rule Dialog Box	40
Figure 79	Edit Icon.....	40
Figure 80	Modify Asset Policy Rule	41
Figure 81	Asset Type and Asset Subtype rules.....	41
Figure 82	Add an Asset Subtype Rule Icon.....	41
Figure 83	Add an Asset Subtype Rule Dialog	42
Figure 84	Modify Asset Subtype Rule	42
Figure 85	Remove Asset Subtype Rule.....	42
Figure 86	TAM Policy Dropdown Menu Selection	43
Figure 87	TAM Policy Group Management	43
Figure 88	TAM Policy Year	44
Figure 89	Add New TAM Policy Year	44
Figure 90	Group Management Period and Year.....	45
Figure 91	Add Group Button	45
Figure 92	Add TAM Group Dialog	45
Figure 93	Add TAM Group Dialog <i>With Selections</i>	46
Figure 94	Add TAM Group <i>Selections, Asset Categories</i>	46
Figure 95	TAM Group Mangement Status.....	47
Figure 96	TAM Policy Group Metrics.....	47
Figure 97	Editable and Locked Assets	48
Figure 98	Asset Type Percentage Settings	48
Figure 99	Distribute TAM Policy	49
Figure 100	Distributed TAM Policy	49
Figure 101	TAM Policy Performance Measures	50
Figure 102	Policy Year Filters.....	50
Figure 103	Asset Type Percentage Settings	50
Figure 104	Activate Perfomance Measures.....	51
Figure 105	Capital Projects Table.....	53
Figure 106	New Capital Project	54
Figure 107	Capital Project Details	54
Figure 108	Add an ALI	55
Figure 109	Add an ALI Details	55

Figure 110	Project Planner Interface	57
Figure 111	Edit Manually Created Capital Projects	58
Figure 112	Edit SOGR Capital Projects.....	59
Figure 113	Prioritize Projects <i>Move ALs to Different Years</i>	59
Figure 114	Running SOGR Capital Project Analyzer	60
Figure 115	SOGR Capital Project Analyzer Processing.....	60
Figure 116	Compliance Options	61
Figure 117	Audit Results.....	61
Figure 118	Available Funding Programs	63
Figure 119	Funding Program Details.....	63
Figure 120	Grants Dropdown.....	64
Figure 121	Adding a Grant.....	64
Figure 122	Adding Required Details (New Grants)	64
Figure 123	Grants Table	65
Figure 124	Accessing an Existing Grant.....	65
Figure 125	Editing or Updating an Existing Grant	66
Figure 126	Managing the Lifecycle of a Grant.....	66
Figure 127	Managing Grant Amendments.....	67
Figure 128	Adding Required Details (Grant Amendments)	67
Figure 129	Reports Dropdown.....	69
Figure 130	Report Exports.....	69
Figure 131	Asset Condition Report.....	69
Figure 132	Asset Age Report.....	70
Figure 133	Asset Funding Source Report	70
Figure 134	Backlog Report	71
Figure 135	Unconstrained Capital Projects Report	71
Figure 136	Issues Report.....	72
Figure 137	Revenue Vehicle Replacement Report	72
Figure 138	State of Good Repair Report.....	73
Figure 139	Disposition Report	73
Figure 140	Asset Service Life Summary Report.....	73
Figure 141	TAM Service Life Summary Report.....	74
Figure 142	Asset Fleet Builder.....	75
Figure 143	Asset Fleet Builder—Orphaned Assets	76
Figure 144	Adding an Orphaned Asset to a Fleet	76
Figure 145	Adding a New Fleet	77
Figure 146	Update Asset Fleet Details	77

Figure 147	Update Odometer Readings.....	77
Figure 148	Remove or Add Assets from within a Fleet	78
Figure 149	Access NTD Reports	79
Figure 150	Table of Previously Generated NTD Reports.....	79
Figure 151	Create New Reporting Year Forms	80
Figure 152	NTD Report Details and Data.....	80
Figure 153	Download each NTD Form	80
Figure 154	Admin User and Organization Options	81
Figure 155	Organizations.....	81
Figure 156	Admin User Options.....	82
Figure 157	Admin Organizations	82
Figure 158	Add an Organization.....	83
Figure 159	Admin Users	83
Figure 160	Add a User.....	84
Figure 161	Notices.....	84
Figure 162	Add a Notice	85
Figure 163	Notice on the Dashboard.....	85
Figure 164	Active Users.....	86
Figure 165	Admin Audits Page	86
Figure 166	Admin Audits Details Page	87
Figure 167	Client Admin Interface	87
Figure 168	System Admin Interface	88

1.0 Welcome!

TransAM is an asset management system designed to support the needs of State DOTs, Planning Agencies, and Transit Agencies. 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.

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

Capital Planning Tool (QA)

Instructions

Enter your email address that you use to login to TransAM and click the button.
If your email address is found in the system you will get an email with instructions for resetting your password.
If you don't receive an email in a few minutes contact your program manager.

Forgotten Password

Email

Send me reset password instructions

The email address you enter, must match the email address entered when your account was established

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

Capital Planning Tool (QA)

Instructions

Your password must conform to the following:

- At least 8 characters
- Contain at least one upper case and one lower case letter
- Contain at least one number

Change Your Password

New password

Confirm your new password

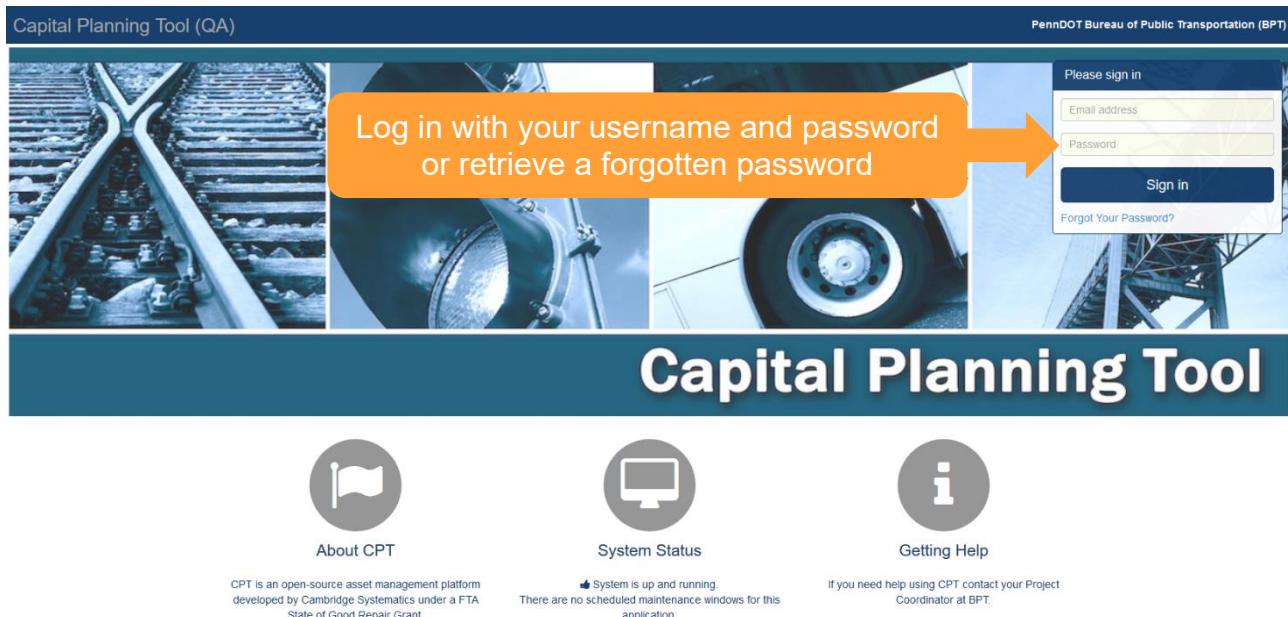
Change my password

1.2 Ongoing Site Access

The system can be accessed via the following URL: <https://transam-scag.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



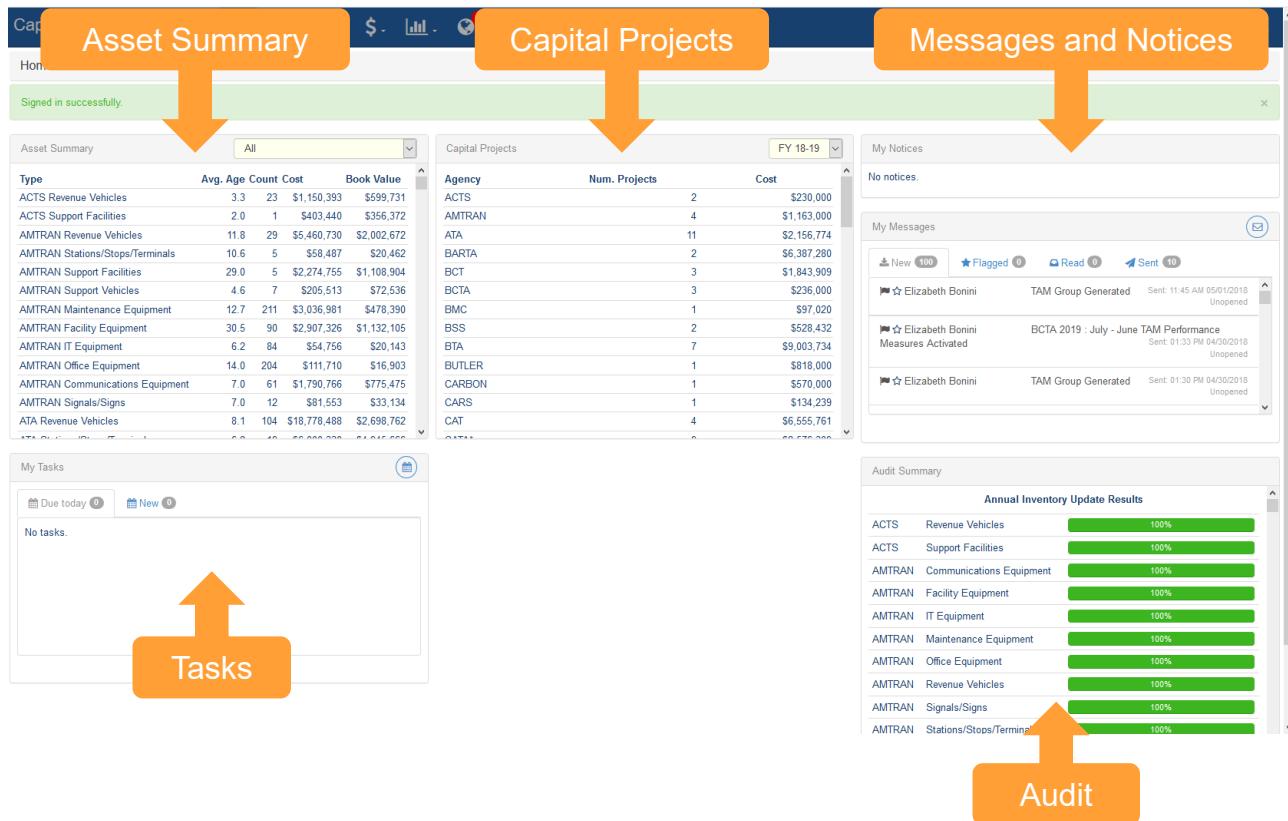
2.0 Dashboard

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 within the system.

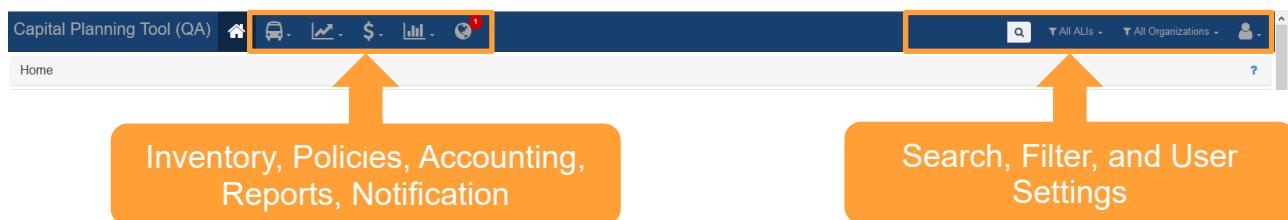
Figure 4 Dashboard Elements



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, 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 to 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.

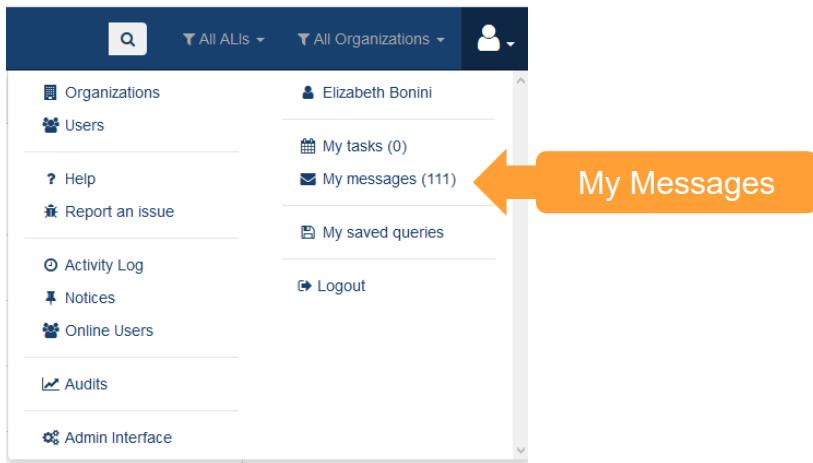
Figure 9 Filter Icon



3.3 Messages

You can access Messages through the User Profile drop down menu.

**Figure 10 User Profile
Messages**



Users are able to send and receive messages to one or more users through the interface.

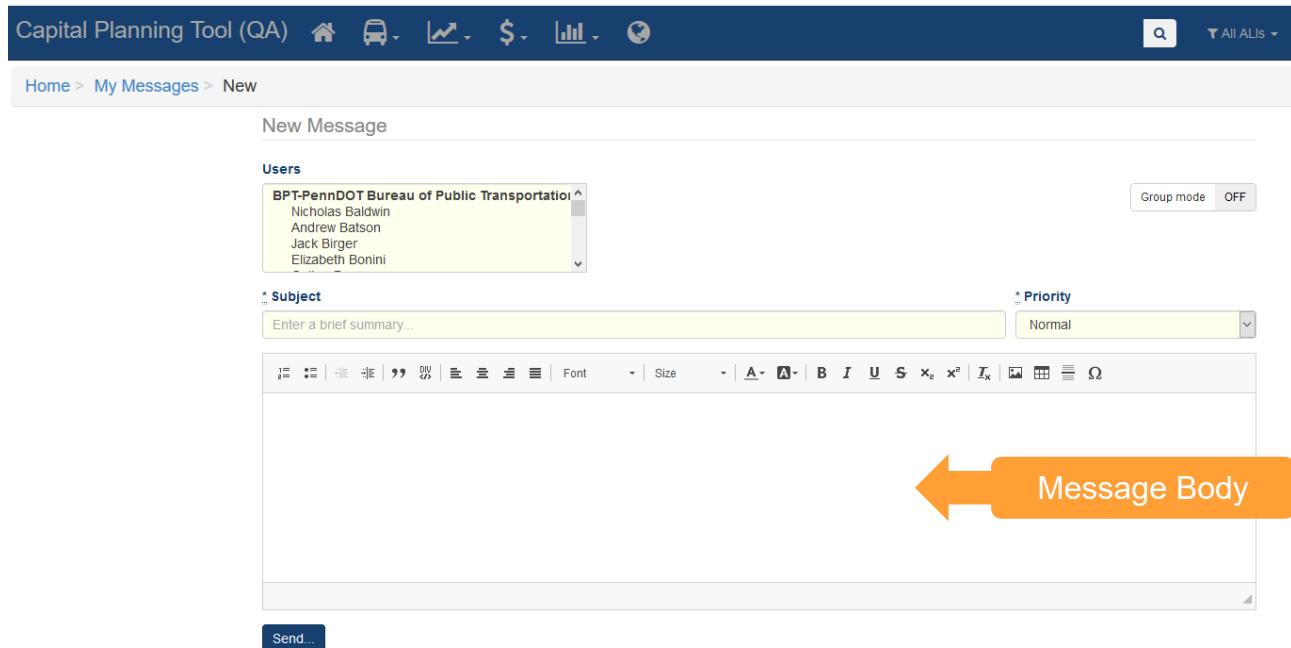
Figure 11 Messages

The screenshot shows the Capital Planning Tool (QA) 'My Messages' page. At the top, there are navigation icons for Home, Bus, Graph, Dollar, Bar, and Mail. Below that is a breadcrumb trail: Home > My Messages. The main area has buttons for Refresh and Compose. It displays a list of messages with columns for recipient, subject, and timestamp. The first message is from 'system user' with subject 'User account locked' sent at 01:51 PM 08/17/2018. The second and third messages are identical, also from 'system user' with subject 'User account locked' sent at 12:22 PM 07/15/2018.

Recipient	Subject	Sent
system user	User account locked	08/17/2018 Unopened
system user	User account locked	07/15/2018 Unopened
system user	User account locked	07/15/2018 Unopened

Selecting Compose will allow you to create a new message. Recipients 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

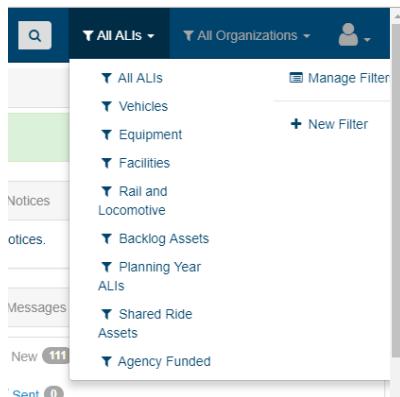
The Activity Line Item (ALI) Filter allows you to pare down on which types of individual funding requests (what are categorized by ALI code) within projects that you can view. This filter only applies to Sections 6 and 7 of this document (Projects and Project Planning).

Figure 13 ALI Filter



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

Figure 14 ALI Filters



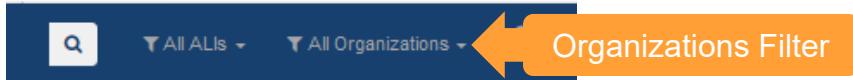
To create a new filter, select “New Filter” and specify the details required.

Figure 15 New ALI Filter

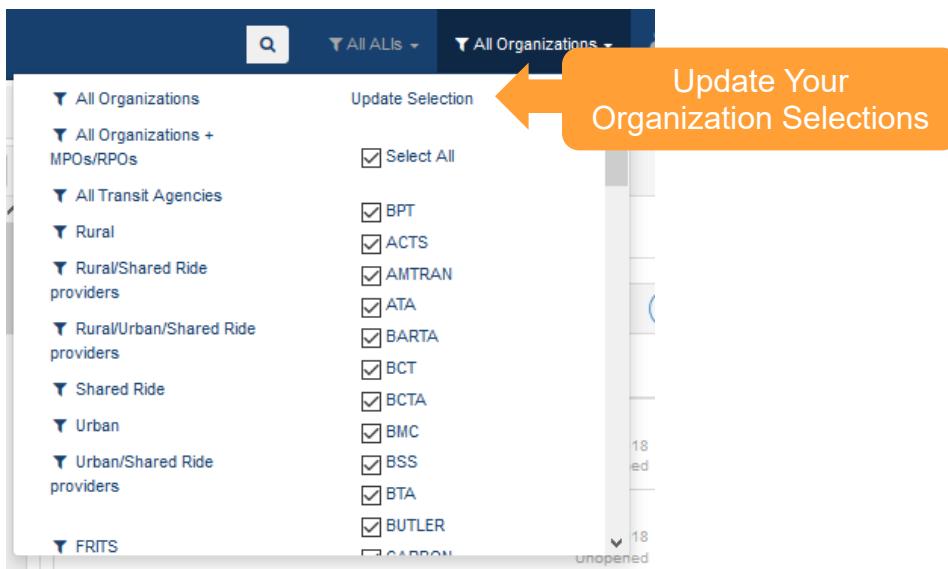
The screenshot shows the 'New ALI Filter' interface. On the left, there's a sidebar with 'Home > ALI Filters > New'. The main area has two columns. The left column contains fields for 'Name' (with placeholder 'Enter a name for this filter'), 'Description' (with placeholder 'Enter a description for this filter'), and 'Shared With' (radio buttons for 'No One', 'BPT', and 'All Organizations'). The right column contains 'Parameters' with dropdowns for 'Type' (placeholder 'Enter a type for this filter'), 'SOGR' (set to 'All'), 'Scope' (placeholder 'Enter a scope for this filter'), 'Project Location' (placeholder 'Enter a project location for this filter'), 'Asset Type' (dropdown), 'Asset Subtype' (dropdown), 'Owner' (dropdown), 'Funding' (dropdown), and checkboxes for 'In Backlog' and 'Not fully funded'. At the bottom are two buttons: 'Update ALI Filter' and 'Update and Select This 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.

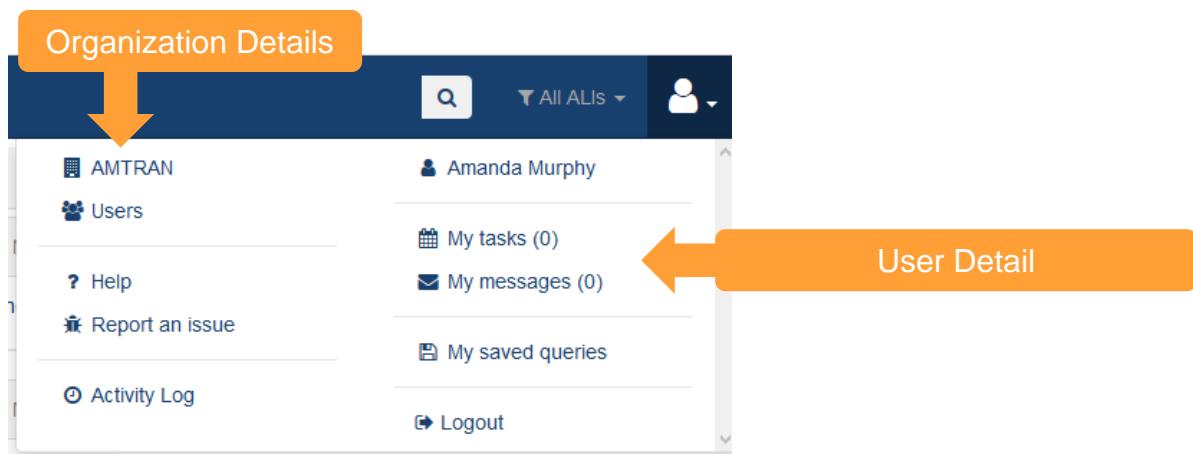
Figure 18 Search Box

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

The screenshot shows the Capital Planning Tool (QA) interface. In the top left, it says 'Home > Organizations > Transit Operators > AMTRAN'. Below this, there is a form for 'Altoona Metro Transit' with fields for 'Type', 'Name', 'Short Name', 'External ID', 'Address', 'Technical Contact', and 'Subrecipient Number'. A button labeled 'Actions' has a dropdown menu with 'Update this organization' and 'Add a user'. To the right of the form is a pie chart with percentages: 28%, 17.6%, 11.7%, 9.8%, and 8.8%. Below the pie chart is a table titled 'Organization Details' with columns for 'Type', 'Count', and '%'. The table data is as follows:

Type	Count	%
Bus Std 35 FT	21	3%
Bus 30 FT	11	1%
Bus < 30 FT	2	0%
Intermodal Terminal	3	0%
Parking Lot	2	0%
Bus Maintenance Facility	3	0%
Other Support Facility	2	0%
Van	1	0%
Sedan/Station Wagon	4	0%
Pickup Truck	2	0%

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

Capital Planning Tool (QA) 1

Home > Users > My Profile

Amanda Murphy

Actions

- Assign myself a task
- Update my profile picture
- Update my settings
- Update my profile
- Change my password

Corporate System Settings

Organization **AMTRAN**
Address 3301 Fifth Avenue
Altoona, PA, 16601-1801
Phone (999) 999-9999

Email amandamurphy@amtran.org
Primary Phone 999-9999
Address PA
Role Agency Manager
Privileges

Edit 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

Report an Issue

Use this form to make comments, suggestions for enhancement, or report any issues you may be having with CPT. For example,

- Make a suggestion about how we can make CPT better
- Report a bug that you are experiencing
- Suggest future enhancements that we could make

To track down and fix bugs it is helpful if we know what type of web browser you are using particularly if you are using a Microsoft browser. You can usually find this information by selecting the **About** menu item from your browser. If you don't know what browser you are using select **Unknown**.

Any information provided will be reviewed by a product manager and someone may get in touch with you to discuss your comments.

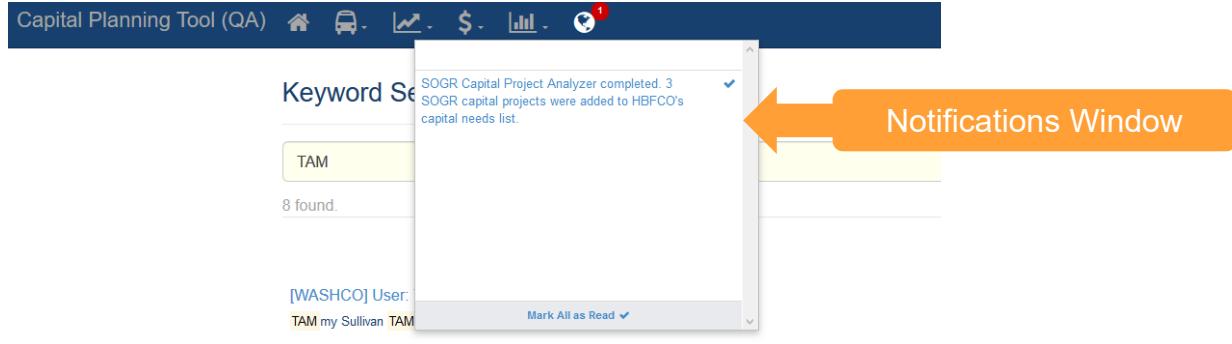
*** Issue Type** *** Web Browser Type**

*** Comments**
Please provide as much detail as you can...

Create Issue

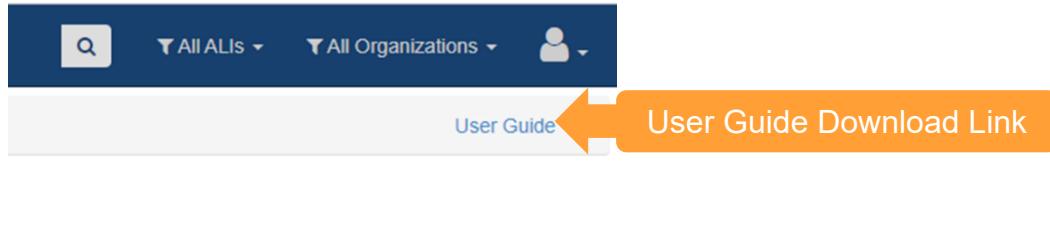
3.8 Notifications

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 checkboxes to dismiss individual notifications or "Mark All as Read" to quickly dismiss all notifications.

Figure 24 Notification Drawer

3.9 Help

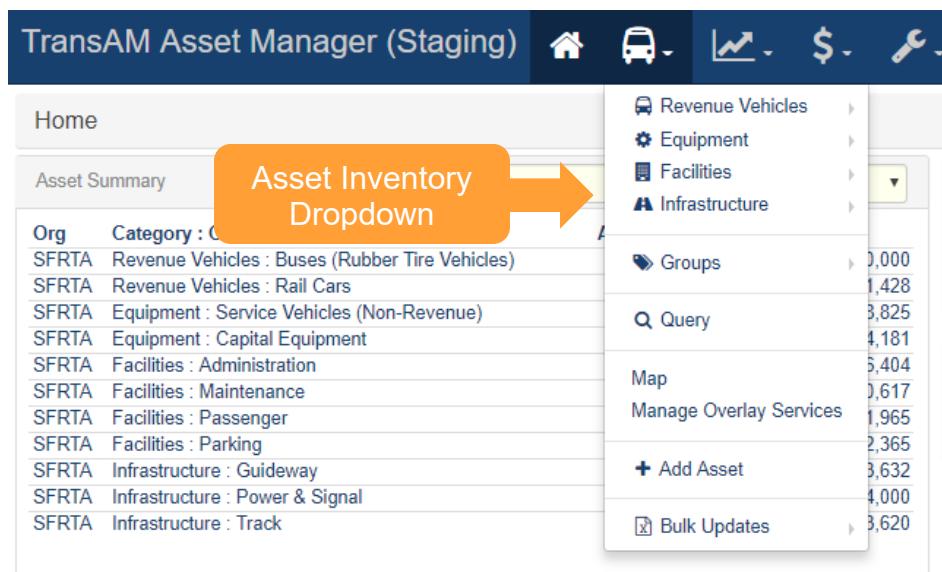
At the top right of each page is a 'User Guide' link. Clicking the user guide icon will automatically download the user guide in .pdf format.

Figure 25 User Guide

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.

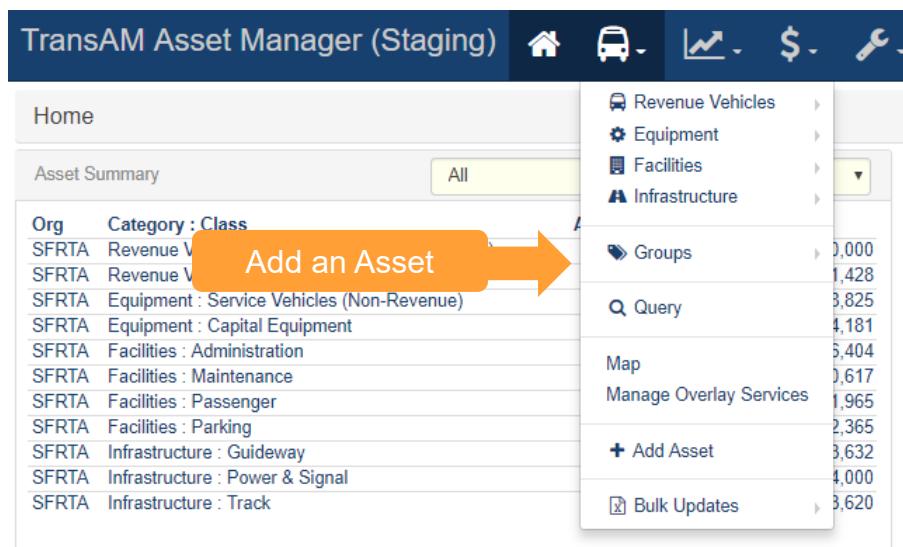
Figure 26 Asset Inventory Dropdown



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

Capital Planning Tool (QA) Home Add Asset \$ Graph Report Help

Home > Add Asset

New Asset

* Organization
Select organization...

* FTA Asset Class
Select asset class...

Create New Asset

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

Capital Planning Tool (QA) Home Add Asset \$ Graph Report Help All Assets All Organizations ?

Home > Add Asset

Required Fields Recommended Fields

Organization
* Organization
Altoona Metro Transit

Service Status
* Service Status

Identification & Classification
* Vehicle Identification Number (VIN)
* Asset ID
* Class
Buses (Rubber Tire Vehicles)
* Type
* Subtype
* Estimated Service Life (ESL) Category

Characteristics
* Manufacturer
Manufacturer (Other)
* Model
Model (Other)
* Year of Manufacture
* Fuel Type
Fuel Type (Other)
Dual Fuel Type
* Length
Length Units
* Seating Capacity (ambulatory)

Any field on the required tab must be filled out

Figure 30 Add the Asset and Go To The New Record

The screenshot shows the Capital Planning Tool (QA) interface. On the left, there's a sidebar with sections like 'Funding', 'Procurement & Purchase', and 'Operations'. On the right, there are input fields for 'Seating Capacity (ambulatory)', 'Standing Capacity', 'ADA Accessible' (with radio buttons for Yes or No), 'In Service Date', 'Primary Mode', 'Service Type (Primary Mode)', and 'Dedicated Asset' (with radio buttons for Yes or No). At the bottom left, there's a button labeled '+ Add Asset & Go to New Record'. An orange callout bubble with an arrow points to this button, containing the text 'Add Asset and Go To New Record Button'.

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

Figure 31 Existing Assets

Click Asset Class to access a list of assets

Type	Avg. Age	Due Date	Agency	Num. Projects
ACTS Revenue Vehicles	2.3	5/29/2018	ACTS	5,793
ACTS Support Facilities	2.0	7/31/2018	AMTRAN	7,751
ACTS Guideway	0.0	\$0	ATA	\$0
ACTS Power & Signal	0.0	\$0	BARTA	\$0
ACTS Track	0.0	\$0	BCT	\$0
AMTRAN Revenue Vehicles	12.0	2/07/2018	BCTA	2,076
AMTRAN Stations/Stops/Terminals	11.0	3/02/2018	BMC	0,465
AMTRAN Support Facilities	29.4	3/02/2018	BSS	3,902
AMTRAN Support Vehicles	4.9	3/02/2018	BTA	2,534
AMTRAN Maintenance Equipment	12.9	3/02/2018	BUTLER	9,698
AMTRAN Facility Equipment	30.2	3/02/2018	CARBON	7,301
AMTRAN IT Equipment	6.6	3/02/2018	CARS	\$20,278
AMTRAN Office Equipment	14.1	3/02/2018	CAT	141
AMTRAN Communications Equipment	7.5	3/02/2018	CATA*	\$112,098
AMTRAN Signals/Signs	6.8	3/02/2018	CCTA	\$1,790,766
AMTRAN Guideway	0.0	3/02/2018	CHESSR	\$775,479
AMTRAN Power & Signal	0.0	3/02/2018	CLARCO	\$34,504
AMTRAN Track	0.0	3/02/2018	CNTRCO	\$0

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

Figure 32 Existing Asset Interface

Asset ID	Organization	VIN	Manufacturer	Model	Year	Class	Type	Subtype	Status	ESL	Last Life Cycle Action	Life Cycle Action Date
#1701	CAT	15GGB2713H3189913	GIL - Gillig Corporation	35' Low Floor	2017	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	In Service		Service status	2/26/2018
#271	CAT	1FDFE4FS6HDC19987	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Maintenance history	10/2/2018
#272	CAT	1FDFE4FS8HDC16988	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#273	CAT	1FDFE4FSXHDC19992	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#274	CAT	1FDFE4FS6HDC19990	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#275	CAT	1FDFE4FS8HDC19991	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#276	CAT	1FDFE4FSXHDC19989	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#277	CAT	1FDFE4FS1HDC19993	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#278	CAT	1FDFE4FS3HDC19994	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#279	CAT	1FDFE4FS5HDC19995	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#280	CAT	1FDFE4FS7HDC19996	FRD - Ford Motor Corporation	Champion	2015	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#281	CAT	1FDFE4FS9HDC19997	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#282	CAT	1FDFE4FS0HDC19998	FRD - Ford Motor Corporation	Champion	2017	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	1/18/2018
#800	LCTA	15GGB311J3190014	GIL - Gillig Corporation	CNG LOW FLOOR	2018	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	No Service Status Event Recorded	-	-	-
#801	LCTA	15GGB311J3190015	GIL - Gillig Corporation	CNG LOW FLOOR	2018	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	No Service Status Event Recorded	-	-	-
*001	LCTA	1FDFE4FS8GDC54950	FRD - Ford Motor Corporation	Challenger	2016	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	8/2/2018
*002	LCTA	1FDFE4FSXGDC54950	FRD - Ford Motor Corporation	Challenger	2016	Buses (Rubber Tire Vehicles)	Cutaway	Bus < 30 FT	In Service		Mileage	8/2/2018
000001501-00	PAAC	15GCB201621111850	GIL - Gillig Corporation	Phantom	2003	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	Out of Service		Mileage	3/23/2018
000001502-00	PAAC	15GCB201731111860	GIL - Gillig Corporation	Phantom	2003	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	Out of Service		Service status	3/23/2018
000001504-00	PAAC	15GCB201031111880	GIL - Gillig Corporation	Phantom	2003	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	Out of Service		Service status	3/23/2018
000001541-00	PAAC	15GCB201431111896	GIL - Gillig Corporation	Phantom	2003	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	In Service		Request early disposition	11/29/2017
000001701-00	PAAC	15GGB2715F185791	GIL - Gillig Corporation	G27B103N4	2015	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	In Service		Mileage	3/23/2018
000001702-00	PAAC	15GGB2719F185793	GIL - Gillig Corporation	G27B103N4	2015	Buses (Rubber Tire Vehicles)	Bus	Bus Std 35 FT	In Service		Mileage	3/23/2018

When you access the specific asset record, users can view the highlights section. The highlights sections contains 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 33 Asset Record: Highlights

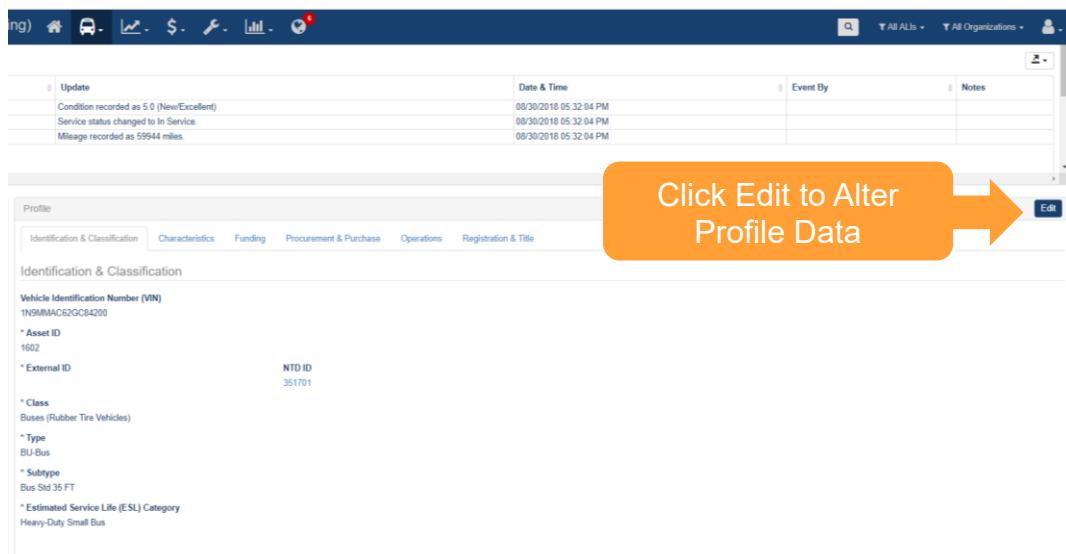
Event	Date	Update	Notes
Condition	2/26/2018	Condition recorded as 5.0 (New/Excellent)	
Service Status Update	2/26/2018	Service status changed to In Service.	

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

Figure 34 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 edit button, editing the data, and clicking the “Save” button. Clicking the “Cancel” button will result in any changes not being saved.

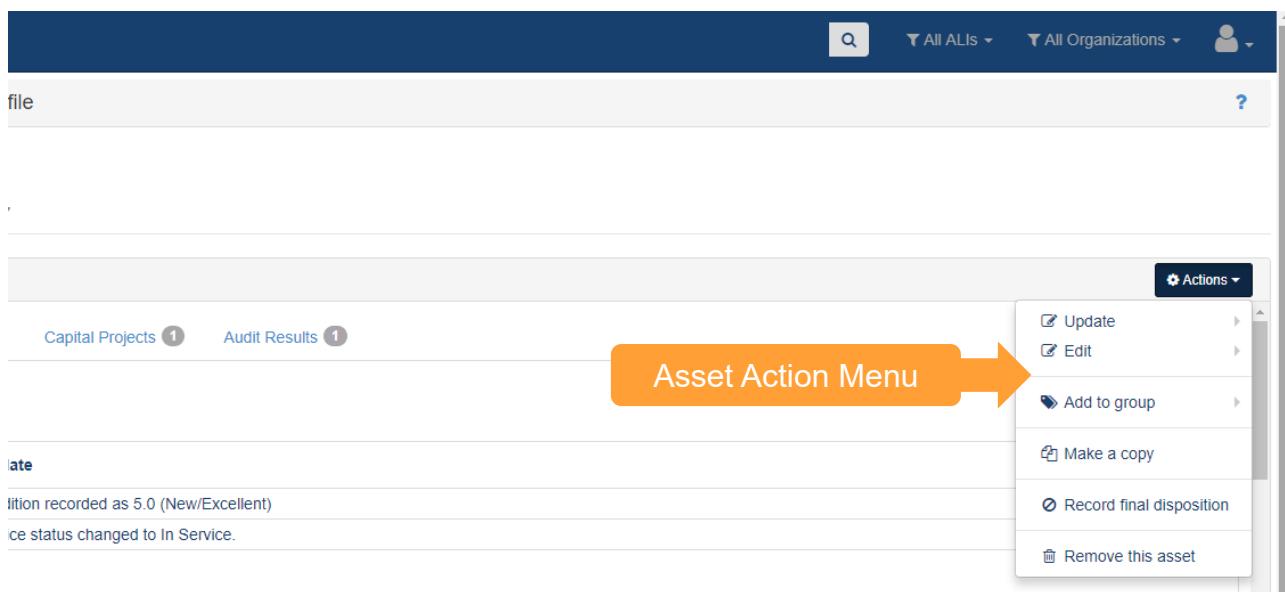
Figure 35 Editing the Profile of an Existing Asset

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 may option may only be available at certain permission levels.

Figure 36 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 37 Asset Action Events (Disposition and Transfer)

The screenshot shows the Capital Planning Tool (QA) interface. In the center, there is a table titled "Capital Projects" with columns for "Agency", "Num. Projects", and "Cost". An orange arrow points to a dropdown menu labeled "Action Events" which contains options: "Early Disposition Proposed" and "Newly Transferred Assets". To the right of the table, there is a section titled "My Notices" with a message "No notices." Below the main table, there is a "Audit Summary" section with a chart titled "Annual Inventory Update Results" showing completion percentages for various asset types across different agencies.

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 requests can be reviewed from the Early Disposition Proposed page. Select the check box next to an asset, then the select the button to Approve or Reject a proposed early disposition.

Figure 38 Early Disposition Requests

The screenshot shows the Capital Planning Tool (QA) interface with a heading "Home > Early disposition proposed". Below this, there is a toolbar with buttons for "Export All", "Approve", and "Reject". An orange arrow points to the "Approve" and "Reject" buttons. Below the toolbar is a table listing early disposition requests. The columns include: a checkbox, a star icon, Agency (RTTA, BARTA, YCTA), Type (Bus Maintenance Equipment, Bus Std 35 FT, Bus < 30 FT), Asset Tag (2314, 0409, 5010), Description (BUS LIFTS-LORISER IN-GROUND HYDRAULIC LIFT, CCI Opus 34 LF, CMC Challenger), Parent (empty), Location (empty), Status (O), and Age (13, 14, 1).

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 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 in this planning cycle using their favorite spreadsheet software externally.

Figure 39 Bulk Updates

The screenshot shows the Capital Planning Tool (QA) interface. On the left, there's a sidebar with 'Home' and 'Asset Summary'. The main area displays a table of asset data with columns for Type, Avg. Age, and various financial metrics. On the right, there's a sidebar titled 'Capital Projects' with a list of agencies. A red arrow points from the 'Bulk Updates' button in the bottom right corner of the main table area towards the 'Bulk Updates' menu item in the top navigation bar.

Type	Avg. Age	Value
ACTS Revenue Vehicles	2.3	\$5,793
ACTS Support Facilities	2.0	\$7,751
ACTS Guideway	0.0	\$0
ACTS Power & Signal	0.0	\$0
ACTS Track	0.0	\$0
AMTRAN Revenue Vehicles	12.0	\$2,076
AMTRAN Stations/Stops/Terminals	11.0	\$0,465
AMTRAN Support Facilities	29.4	\$3,902
AMTRAN Support Vehicles	4.9	\$2,534
AMTRAN Maintenance Equipment	12.9	\$9,690
AMTRAN Facility Equipment	30.2	\$0
AMTRAN IT Equipment	6.6	\$54,890
AMTRAN Office Equipment	14.1	\$112,098
AMTRAN Communications Equipment	7.5	\$17,292
AMTRAN Signals/Signs	6.8	\$1,790,766
AMTRAN Guideway	0.0	\$775,479
AMTRAN Power & Signal	0.0	\$82,918
		\$34,504

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 40 Bulk Update Tools

The screenshot shows the 'Bulk Update Tools' page. At the top, there are buttons for 'Create a new Template' and 'Upload a Template'. An orange arrow points upwards from the bottom of the 'Bulk Update Tools' section towards the 'Create a new Template' button. Below these buttons is a table listing previous bulk updates, including columns for Agency, File Name, Content, Loaded By, Status, Num Rows Processed, and Num Rows Added. The table shows entries for PIKECO, END, and WBT.

Agency	File Name	Content	Loaded By	Status	Num Rows Processed	Num Rows Added
PIKECO	pikeco_transit_inventory_updates_file_handler_2018-04-17.xlsx	Inventory Updates	Toni Marino	Complete	30	30
END		Inventory Updates	BETHANY JONES	Complete	84	84
WBT	IT_EQUIPMENT_UPDATE.xlsx	Inventory Updates	BETHANY JONES	Complete	84	84

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 41 Bulk Update Details

Capital Planning Tool (QA) Home • Bulk Updates • Download Template

Bulk Update Templates

Use this form to customize and download an asset inventory update template. These templates can be used to:

- Update service status, condition, and mileage of existing inventory
- Record the last maintenance performed for each asset
- Identify assets that are going to be disposed or re-provisioned in this planning cycle

Once you click **Create template**, a spreadsheet will be generated that you can save to your computer. After the template has been downloaded, open the template in Microsoft Excel and update the rows. Make sure to **Save** the template after you have finished editing it.

When ready use the **Upload** function to upload the spreadsheet template to CPT and the updates will be processed.

Select Template and Asset Type

Template Type: Inventory Updates

Organization

Fta Asset Class: Select fta asset class...

Create template

Choose these parameters

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

Figure 42 Bulk Update Spreadsheet Download

Capital Planning Tool (QA) Home • Bulk Updates • Download Template

Success

Your template has been created. Click the button below to download the file to your computer.

Download File

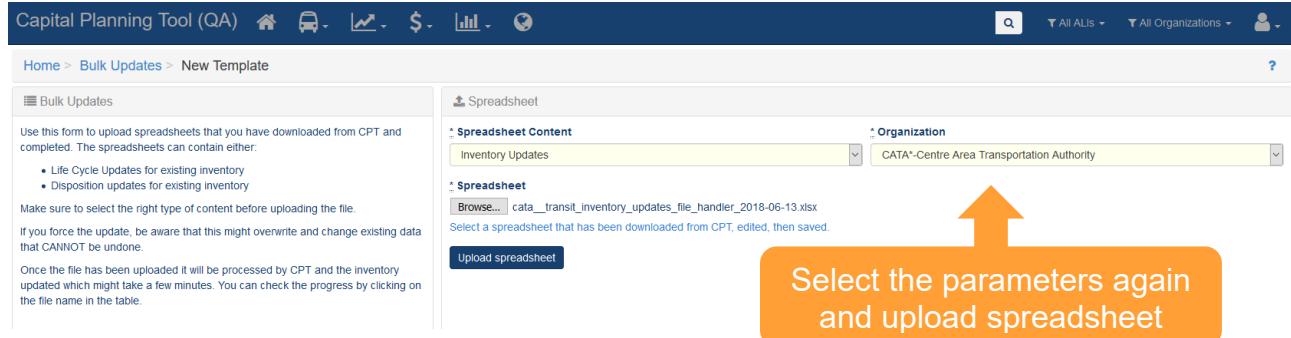
Edit the resulting spreadsheet and make sure you save your changes.

Figure 43 Bulk Update Spreadsheet

Asset	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Object Key	Agency	Asset ID	External ID	Class	Type	Subtype	ESL Category	Description	VIN	Current Status	Reporting Date	New Status	Reporting Date	Current Condition	Rep.
3_A2E18C2848EM	ATA	703		Buses (Rubber Tire Vehicles)	Bus	30 FT	Heavy-Duty Large Bus	NFA D30LF	SFYD2TN08YYU020684	In Service	01/23/2018		1.00	01	
4_A2E18C2NDFDG6	ATA	704		Buses (Rubber Tire Vehicles)	Bus	30 FT	Heavy-Duty Large Bus	NFA D30LF	SFYD2TN07DXYU020685	In Service	01/23/2018		1.00	01	
5_A2E18C3G088A	ATA	705		Buses (Rubber Tire Vehicles)	Bus	30 FT	Heavy-Duty Large Bus	NFA D30LF	SFYD2TN01YYU020686	In Service	01/23/2018		1.00	01	
6_A2E18C474G4	ATA	706		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090105	In Service	01/23/2018		1.00	01	
7_A2E18C474MF4E	ATA	707		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090106	In Service	01/23/2018		2.00	01	
8_A2E18C565B2	ATA	708		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090107	In Service	01/23/2018		2.00	01	
9_A2E18C665JDCK	ATA	709		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090108	In Service	01/23/2018		2.00	01	
10_A2E18C695LBR	ATA	710		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090109	In Service	01/23/2018		2.00	01	
11_A2E18C79LH24	ATA	711		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE291951090110	In Service	01/23/2018		2.00	01	
12_A2E18C8000N38	ATA	712		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091506	In Service	01/23/2018		2.00	01	
13_A2E18C817G04	ATA	713		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091506	In Service	01/23/2018		2.00	01	
14_A2E18C893ISGC	ATA	714		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091507	In Service	01/23/2018		2.00	01	
15_A2E18C935EM0	ATA	715		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091508	In Service	01/23/2018		2.00	01	
16_A2E18C9AA1M54	ATA	716		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091509	In Service	01/23/2018		2.00	01	
17_A2E18CB0HDPC	ATA	717		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091510	In Service	01/23/2018		2.00	01	
18_A2E18CBEMXK0M	ATA	718		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091511	In Service	01/23/2018		2.00	01	
19_A2E18CG4N614	ATA	719		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271981091512	In Service	01/23/2018		2.00	01	
20_A2E18CLC0KL2	ATA	720		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091652	In Service	01/23/2018		2.00	01	
21_A2E18GD897DK	ATA	721		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091653	In Service	01/23/2018		2.00	01	
22_A2E18GE07EKK	ATA	722		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091654	In Service	01/23/2018		2.00	01	
23_A2E18GF3ECK	ATA	723		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091655	In Service	01/23/2018		2.00	01	
24_A2E18GF54C00	ATA	724		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091656	In Service	01/23/2018		2.00	01	
25_A2E18GFNSG4	ATA	725		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091657	In Service	01/23/2018		2.00	01	
26_A2E18GG0K040	ATA	726		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091658	In Service	01/23/2018		2.00	01	
27_A2E18GGG3JG	ATA	727		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091659	In Service	01/23/2018		2.00	01	
28_A2E18GHBAIB0	ATA	728		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091660	In Service	01/23/2018		2.00	01	
29_A2E18GHKA070	ATA	729		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091661	In Service	01/23/2018		2.00	01	
30_A2E18GA178K	ATA	730		Buses (Rubber Tire Vehicles)	Bus	< 30 FT	Heavy-Duty Large Bus	GIL Gilig 29LF	IGGE271991091662	In Service	01/23/2018		2.00	01	
31_A2E18GNG0GM	ATA	750		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Phantom	IGCB29165111645	In Service	01/23/2018		2.00	01	
32_A2E18GUFCK1	ATA	751		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Phantom	IGCB291851111646	In Service	01/23/2018		2.00	01	
33_A2E18GK1M4N8	ATA	752		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Phantom	IGCB291X5111647	In Service	01/23/2018		2.00	01	
34_A2E18GLC0K4	ATA	753		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Phantom	IGCB29151111648	In Service	01/23/2018		2.00	01	
35_A2E18GL48C4	ATA	754		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Gilig 35'	IGGB27191079888	In Service	01/23/2018		2.00	01	
36_A2E18GLUHAE	ATA	755		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Gilig 35'	IGGB27191079889	In Service	01/23/2018		2.00	01	
37_A2E18GMNPNW4	ATA	756		Buses (Rubber Tire Vehicles)	Bus	Std 35 FT	Heavy-Duty Large Bus	GIL Gilig 35'	IGGR27191A1178187	In Service	01/23/2018		2.00	01	

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 44 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 45 Bulk Upload Processing

Agency	File Name	Content	Loaded By	Status	Num Rows Processed	Num Rows Added	Num Rows Failed	Processing Time
CATA*	cata_transit_inventory_updates_file_handler_2018-06-13.xlsx	Inventory Updates	Elizabeth Bonini	Unprocessed				0s
PIKECO	pikeco_transit_inventory_updates_file_handler_2018-04-17.xlsx	Inventory Updates	Toni Marino	Complete	30	25	0	2s

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 46 Bulk Update Edit

4.7 Query

The system has the ability to query the database of all assets for those matching specific search criteria and provides the ability for users to build, save, and share custom data exports.

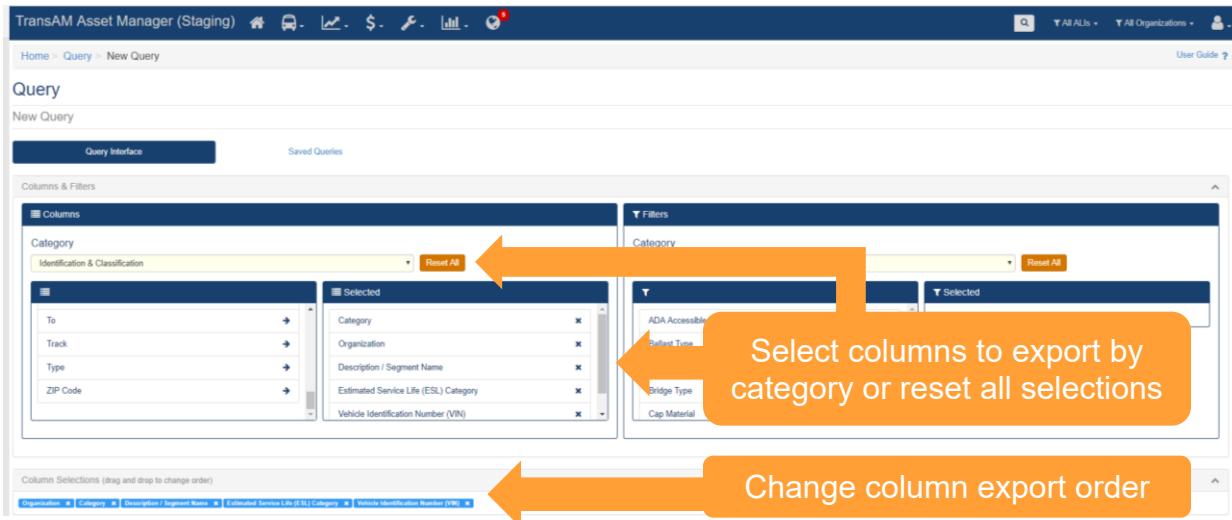
Figure 47 Asset Query

Name	Most Recent Login	Login Count	Account Locked
Jack Birger	03/13/2019 08:49 AM	246	✉️
Lydia Chang	12/26/2018 03:52 PM	50	✉️
Kyle Emge	09/04/2018 01:20 PM	2	✉️
Yingfei Huang	02/01/2019 09:16 AM	12	✉️
Carla McKeever	03/06/2019 12:05 PM	4	✉️
Scott Meeks			✉️
system user			✉️
Elizabeth Walter	10/29/2018 04:44 PM	4	✉️
Peng Zhu	02/01/2019 09:15 AM	26	✉️
Eric Ziering			✉️

From the Query screen, users can select each data field you want to export from a variety of attributes within the Columns panel. All data fields belong to a specific category. Select a category to refresh the data fields available for selection. Users can select each individual column that you want to add to the export, by moving fields to the Selected box by clicking on the arrow in each field and remove selected fields by clicking on the

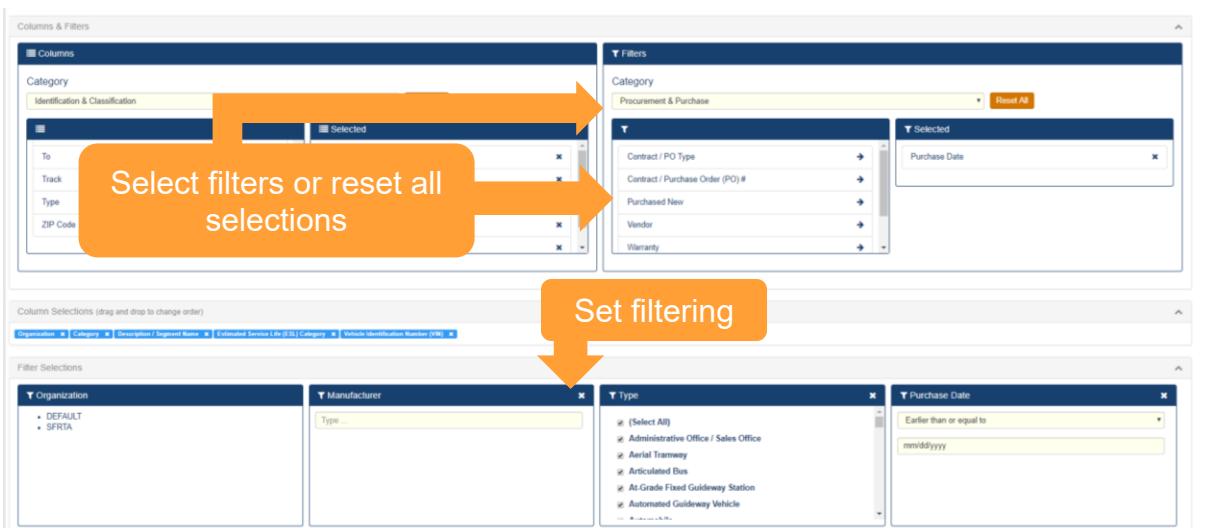
“x” of each selected field. Selected columns appear in the Column Selections panel, and the order each data field is presented in the export can be modified by utilizing drag and drop functionality. Organization and category data fields are always added as default selections, and all selections can be removed by clicking ‘Reset All’.

Figure 48 Column Selection



From the Query screen, you can also select what data to filter. Filtering functionality works in a similar manner as column selection. Select each individual data field that you want to filter, by moving fields to the Selected box by clicking on the arrow in each field and remove selected fields by clicking on the “x” of each selected field. Selected filters appear in the Filter Selections panel, where the user can set filtering parameters. The organization data field is always added as default selection, and is non-configurable as it is set by the sitewide organization filter.

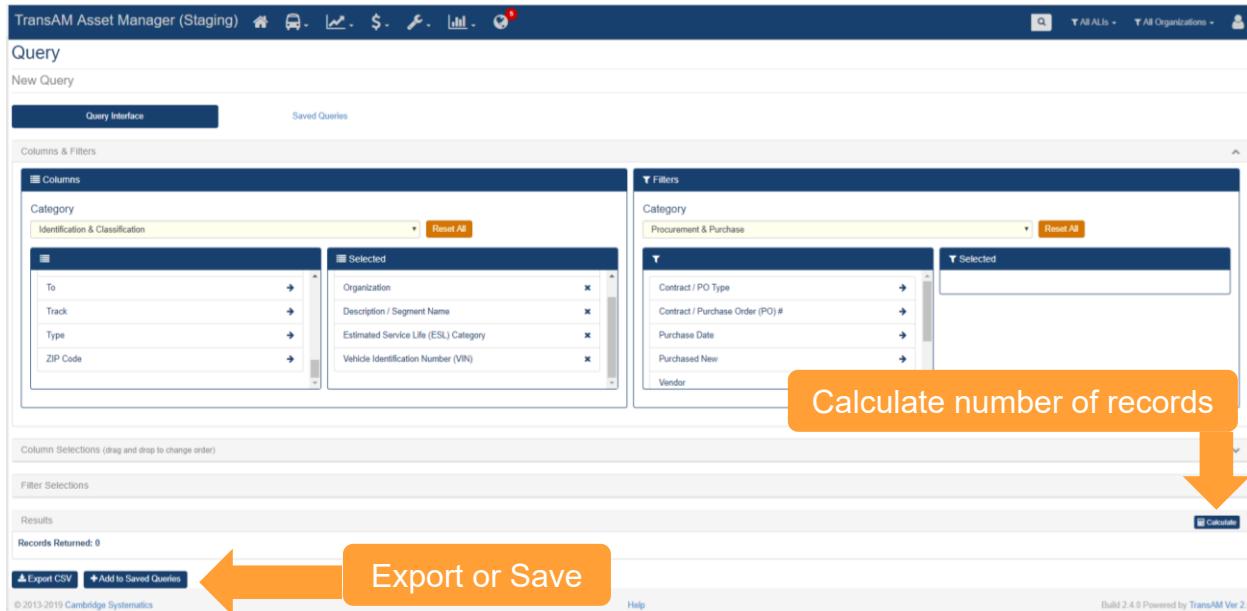
Figure 49 Filter Selection



Once the query is ready to be used, users can click the “Calculate” button in the results section to see how many records will be returned. Clicking the “Calculate” button is not required, but serves as a gauge to see if

the query that has been developed is returning the anticipated number of records. At this point, users can either export or save the query. If a user chooses to save a query, they will have the ability to share the query with users in associated or child organizations, so long as the user has a Manager user role.

Figure 50 Calculate, Export or Save



Saved queries can be accessed by clicking on the Saved Queries button at the top of the screen. All queries save to the profile of the user initiating the save action. If a user has a Manager user role, the user is allowed to share the query with other users within any organization tied to the Manager. Parent organization users with a Manager role can share queries with associated child organizations as well. Shared queries can only be edited by a Manager from the “Shared From” organization. Shared queries from parent organizations cannot be deleted by child organizations, but queries shared by users within the same organization can be deleted from individual user profiles.

Additional query functionality includes the ability to export, edit, and copy queries, as well as copy the SQL statement, and monitor query history, all from within the saved queries section.

Figure 51 Saved Queries

Name	Description	Shared To	Shared From	SQL Query	Created Date & Time	Created By	Last Update Date & Time	Last Updated By	Actions
Primary Asset Query	Used to determine overall quantity of assets.	SFRTA		Click to Show SQL	03/13/2019 10:30 AM	Lydia Chang	03/13/2019 10:30 AM		

4.8 Map

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

Figure 52 Asset Map

The screenshot shows the Capital Planning Tool (QA) interface. On the left, there's a table titled "Asset Summary" listing various asset types and their average age. On the right, a sidebar titled "Map your Assets" contains a list of agencies and a section for managing overlay services. An orange callout box points to the sidebar with the text "Map your Assets".

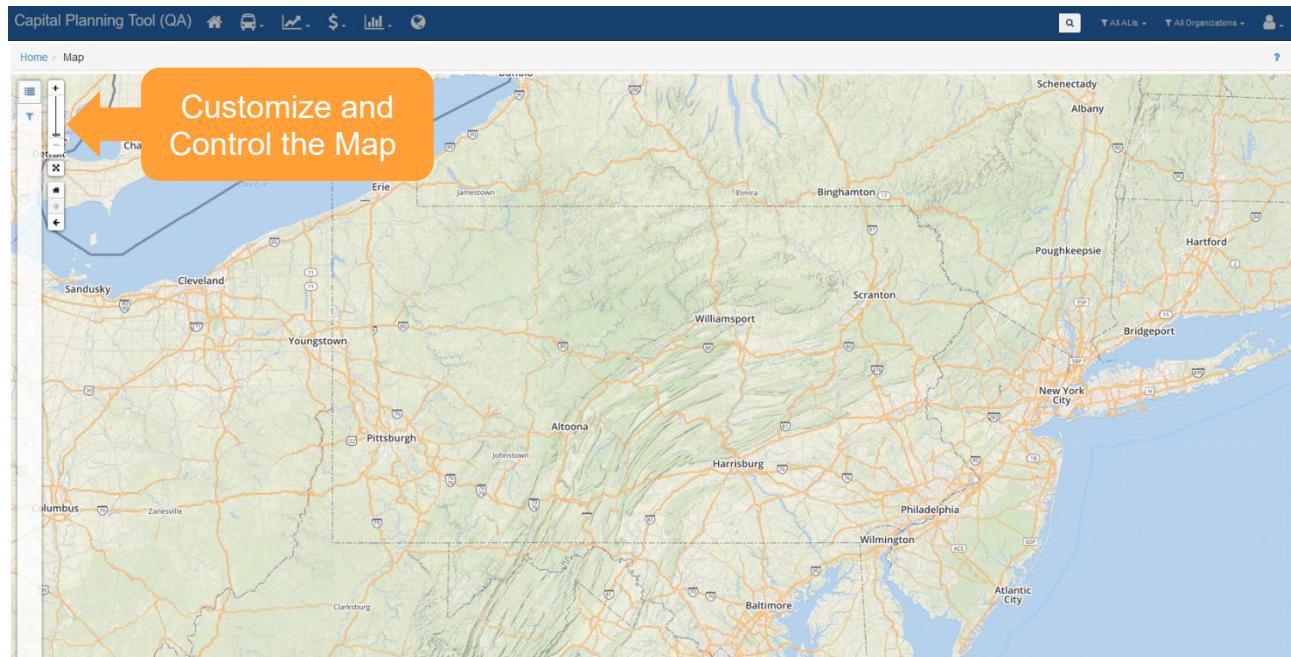
Type	Avg. Age
ACTS Revenue Vehicles	2.3
ACTS Support Facilities	2.0
ACTS Guideway	0.0
ACTS Power & Signal	0.0
ACTS Track	0.0
AMTRAN Revenue Vehicles	12.0
AMTRAN Stations/Stops/Terminals	11.0
AMTRAN Support Facilities	29.4
AMTRAN Support Vehicles	4.9
AMTRAN Maintenance Equipment	12.9
AMTRAN Facility Equipment	30.2
AMTRAN IT Equipment	6.6
AMTRAN Office Equipment	14.1
AMTRAN Communications Equipment	7.5

Map your Assets

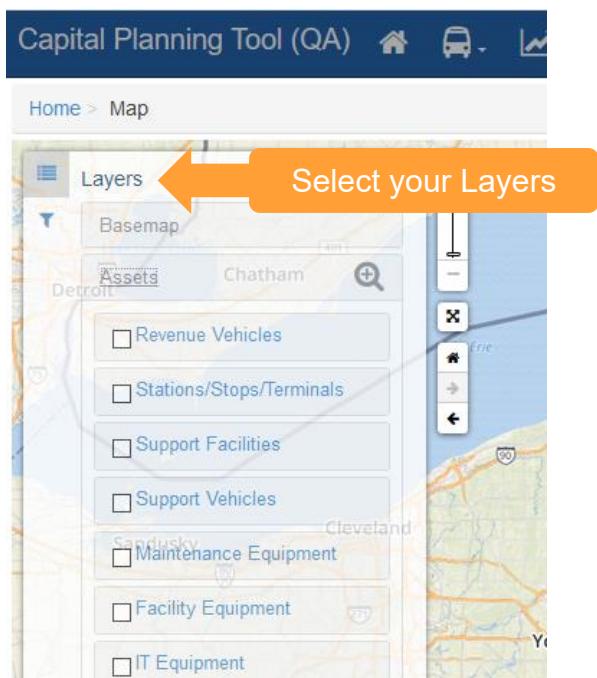
- Capital Projects
- Agency
 - ACTS
 - AMTRAN
 - ATA
 - BARTA
 - BMC
 - BSS
 - BTA
 - BUTLER
 - CARBON
 - CARS
 - CAT
 - CATA*

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

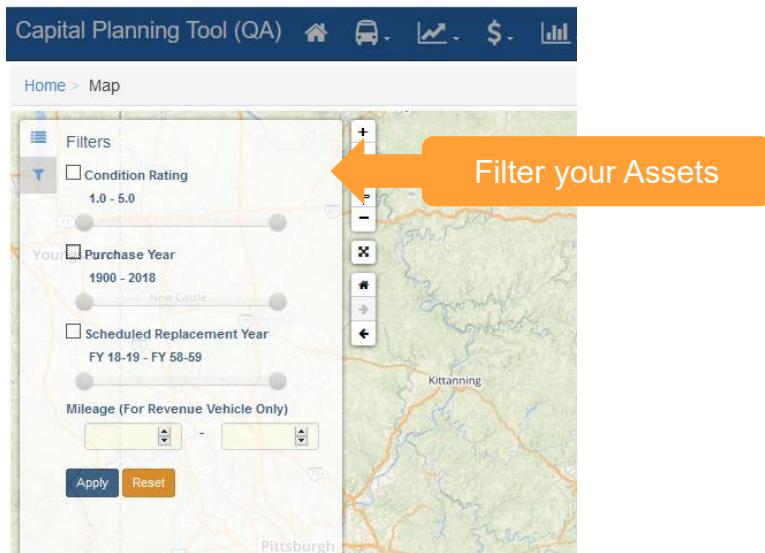
Figure 53 Map Customization



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.

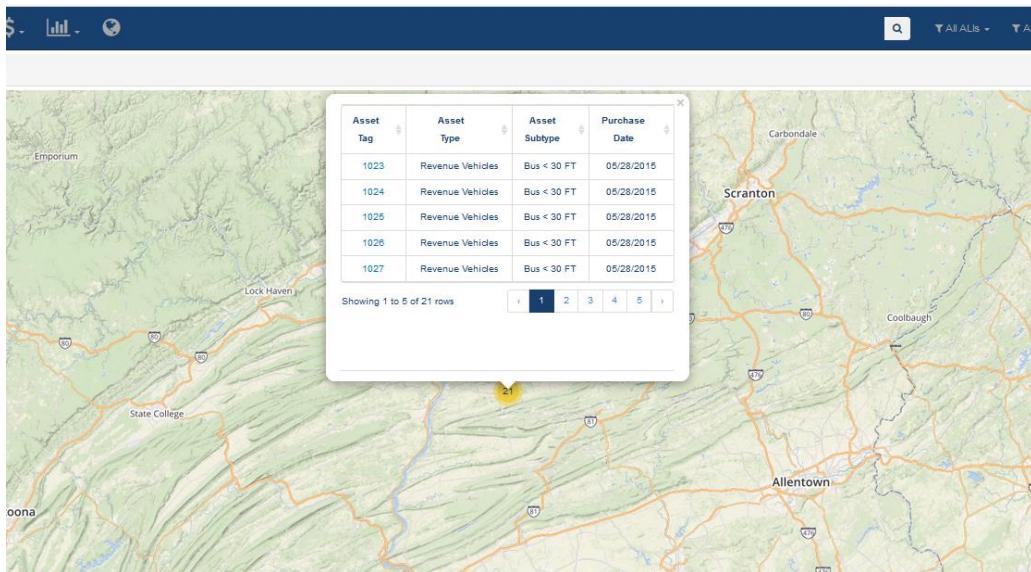
Figure 54 Map Layers

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

Figure 55 Map Filter

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

Figure 56 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 57 Asset Groups

Capital Planning Tool (QA)

Home

Asset Summary

Type	Avg. Age
ACTS Revenue Vehicles	2.3
ACTS Support Facilities	2.0
ACTS Guideway	0.0
ACTS Power & Signal	0.0
ACTS Track	0.0
AMTRAN Revenue Vehicles	12.0
AMTRAN Stations/Stops/Terminals	11.0
AMTRAN Support Facilities	29.4
AMTRAN Support Vehicles	4.9
AMTRAN Maintenance Equipment	12.9
AMTRAN Facility Equipment	30.2
AMTRAN IT Equipment	6.6
AMTRAN Office Equipment	14.1
AMTRAN Communications Equipment	7.5
AMTRAN Signals/Signs	6.8
AMTRAN Guideway	0.0
AMTRAN Power & Signal	0.0
AMTRAN Track	0.0

Groups

Action Events

Map

Manage Overlay Services

+ Add Asset

Bulk Updates

Capital Projects

Agency

Num

- buses that are 35ft in length
- Fleet Plan Audit
- Cumberland County
- Maintenance Facility
- Franklin County
- Union-Snyder Counties
- Columbia County
- Montour County
- Perry County
- Disposal to Be Finalized

Manage Groups

Groups

Individual assets can be added to the group from their details menu.

Figure 58 Adding an Asset to a Group

The screenshot shows the Capital Planning Tool (QA) interface for a Revenue Vehicle Profile. The top navigation bar includes links for Home, Revenue Vehicles, Buses (Rubber Tire Vehicles), and Buses (Rubber Tire Vehicles) Profile. The main content area displays the Revenue Vehicle Profile for asset #1701, which is a GIL - Gillig Corporation : 35' Low Floor bus from 2017. The profile includes sections for Highlights, Event History, and Profile. The Profile section is expanded, showing tabs for Identification & Classification, Characteristics, Funding, Procurement & Purchase, Operations, and Registration & Title. The Identification & Classification tab is active, showing the Vehicle Identification Number (VIN) as 15GGB2713H3189913, Asset ID as #1701, and External ID as #1701. The Actions dropdown menu on the right is open, with the 'Add to group' option highlighted by an orange arrow. Other options in the menu include Update, Edit, Make a copy, Record final disposition, and Remove this asset.

5.0 Maintenance

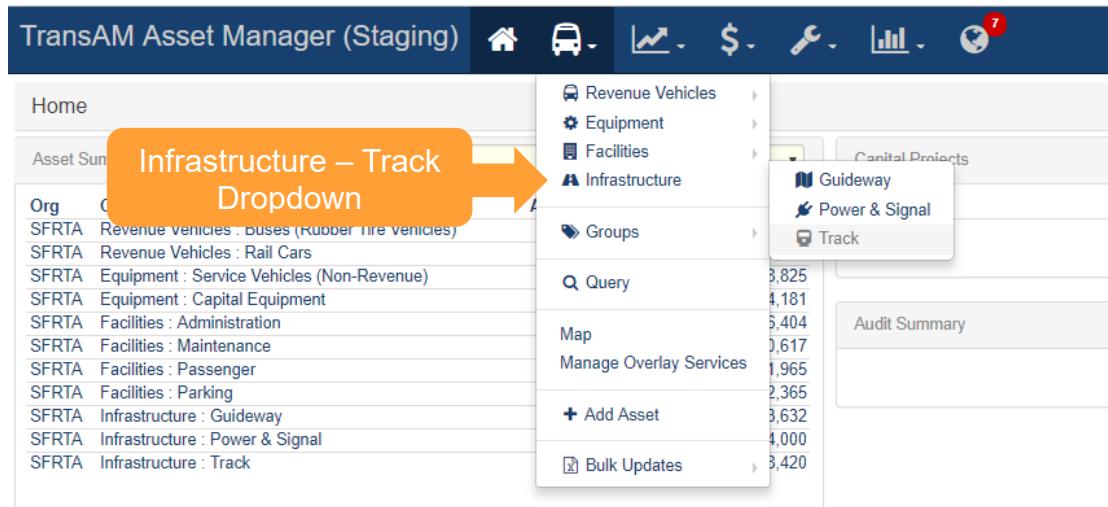
Maintenance of assets is carried out through the Maintenance dropdown menu. Currently, the Maintenance section includes the Performance Restriction feature, which only applies to Infrastructure – Track assets. Additional features will be added to the Maintenance section in the future.

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 dropdown

Figure 59 Asset Inventory Dropdown : Infrastructure - Track



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

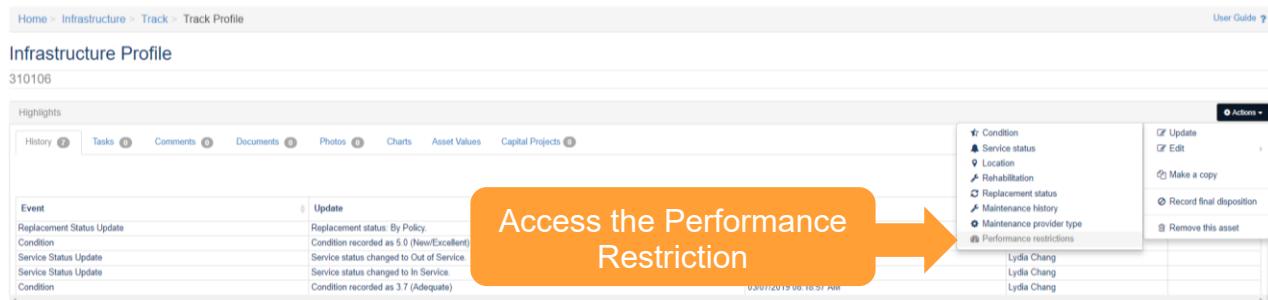
Figure 60 Existing Asset Interface : Infrastructure - Track

The screenshot shows the 'Existing Asset Interface' for Infrastructure - Track. At the top, there's a header with 'All Track' and a search bar. Below is a table with columns: Asset ID, Organization, Line (from), From, Line (to), To, Class, Subtype, Description, Main Line / Division, Branch / Subdivision, Track, Segment Type, Location, Last Life Cycle Action, Life Cycle Action Date, and Status. The table lists several rows of track records for the 'South Florida Rail Corridor'. An orange callout bubble points to the 'Asset ID' column in the first row, with the text 'Access the Infrastructure – Track Record' inside it. A red arrow points from the text to the 'Asset ID' column.

Asset ID	Organization	Line (from)	From	Line (to)	To	Class	Subtype	Description	Main Line / Division	Branch / Subdivision	Track	Segment Type	Location	Last Life Cycle Action	Life Cycle Action Date	Status
310000	SFRTA								South Florida Rail Corridor	N/A	Main Line	Main Line	-	Service status	9/28/2018	In Service
310101	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Service status	9/28/2018	In Service
310102	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Service status	9/28/2018	In Service
310103	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Service status	9/28/2018	In Service
310104	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Performance restrictions	3/6/2019	In Service
310105	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Rehabilitation	3/1/2019	In Service
310106	SFRTA								South Florida Rail Corridor	N/A	2	Main Line	-	Replacement status	3/1/2019	Out of Service
310107	SFRTA	SX	973.3	SX	974.3	Track	Tangent (Straight)	N/A	South Florida Rail Corridor	N/A	2	Main Line	-	Service status	9/28/2018	In Service
310108	SFRTA	SX	974.3	SX	974.4	Track	Tangent (Straight)	N/A	South Florida Rail Corridor	N/A	2	Main Line	-	Service status	9/28/2018	In Service
310109	SFRTA	SX	974.4	SX	975.1	Track	Tangent (Straight)	N/A	South Florida Rail Corridor	N/A	2	Main Line	-	Performance restrictions	3/7/2019	In Service

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

Figure 61 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, to include 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 on the “From” value, for single location restrictions, such as switch points and all restrictions must have a restriction cause selected.

Figure 62 Performance Restriction Lifecycle Event

This screenshot shows the 'Performance restrictions' form. It includes fields for Speed Restriction (79.0 mph), Segment Unit (Track 2), and linear coordinates (From: 971.9 mile, To: 975.3 mile). The 'Notes' panel provides instructions for reporting performance restrictions. At the bottom, a large orange callout points to the 'Update Performance Restrictions' button.

Performance restrictions		Notes	
* Speed Restriction	* Unit	* Period	Performance Restriction Events should be utilized to report any speed-based performance restrictions on a single track within the right-of-way. While reporting is initiated per individual track segment, the linear reference markers can be modified to report the restriction across a larger segment of individual track. For users creating the National Transit Database Performance Report (A-90), these performance restrictions will be used to calculate performance against your annual Infrastructure Performance Target (weather restrictions will be excluded).
79.0	mph	<input type="radio"/> Set Length <input checked="" type="radio"/> Until Removed	
* Segment Unit		Track	
<input type="radio"/> Marker Posts <input type="radio"/> Lat / Long <input type="radio"/> Chaining		2	
* Line	* From	* Line	* To
SX	971.9	SX	975.3
From (Location Name)		To (Location Name)	
<input type="text"/>		<input type="text"/>	
Associated Linear Asset Records			
310107	310108	310109	310110
* Restriction Cause			
<input type="text"/>			
* Date of Performance Restriction			
03/14/2019 07:13:32 PM			
Comments			
<input type="text"/>			
<input type="button" value="Update Performance Restrictions"/>			

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 63 Maintenance Dropdown

The screenshot shows the TransAM Asset Manager (Staging) interface. At the top, there is a navigation bar with icons for Home, Assets, Reports, and Help. Below the navigation bar, a dropdown menu is open, labeled "Maintenance Dropdown". The menu contains several options: "Performance Restrictions", "Capital Projects", "Audit Summary", and "No active audits found". To the left of the dropdown, there is a table titled "Asset Summary" with columns for Org, Category : Class, Avg. Age, Count, and Cost. The table lists various assets belonging to SFRTA, such as Revenue Vehicles : Buses (Rubber Tire Vehicles), Rail Cars, Service Vehicles (Non-Revenue), Capital Equipment, Facilities : Administration, Facilities : Maintenance, Facilities : Passenger, Facilities : Parking, Infrastructure : Guideway, Infrastructure : Power & Signal, and Infrastructure : Track. The table shows statistics like an average age of 110.9 years, 1100 assets, and a total cost of \$312,118,420.

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 64 Performance Restriction Management

The screenshot shows the "Performance Restrictions" management table. The table has a header row with columns for Status, Active Start, Active End, and other details. The main body of the table contains 7 rows of data, each representing a performance restriction. The columns include Asset / Segment ID, Org, Desc / Segment Name, Subtype, Line, From, Line, To, Track, Max Permissible Speed, Unit, Speed Restriction, Restriction Cause, Active Start, Active End, Submitted By, Status, and Comments. The "Status" column for all rows shows "Active", and the "Comments" column for all rows shows "Closeout". The "Active Start" and "Active End" columns show specific dates and times, such as 07/05/2017 12:00 AM and 03/06/2019 09:52 AM. The "Submitted By" column shows "Lydia Chang" for all rows.

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 65 Policies Dropdown

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there is a navigation bar with icons for Home, Asset Summary, and various reports. Below the navigation bar is a table titled "Asset Summary" showing data for different asset types like ACTS Revenue Vehicles, AMTRAN Support Facilities, etc. To the right of the table is a "Policies" dropdown menu. An orange arrow points from the text "Policies Dropdown" to the "Policies" option in the menu. The dropdown menu also includes links for "Capital Projects", "Project Planner", and "SOGR Capital Project Analyzer". Below the dropdown is a table titled "Capital Projects" with columns for Agency, Num. Projects, and Cost. The table lists various agencies with their respective project counts and costs.

Agency	Num. Projects	Cost
ACTS	2	\$85,768
AMTRAN	5	\$1,287,100
ATA	11	\$2,156,774
BARTA	2	\$8,142,424
BCT	3	\$1,843,909
BCTA	3	\$236,000
BMC	1	\$97,020
BSS	2	\$528,432
BTA	7	\$9,003,734
BUTLER	1	\$100,000
CARBON	1	\$570,000
CARS	1	\$134,239
CAT	4	\$6,555,761

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 66 Policy Rule Sets

The screenshot shows the Capital Planning Tool (QA) interface with the "Policies" page selected. The left side shows two policy rule sets: "Asset Replacement/Rehabilitation ..." and "TAM Policy". An orange arrow points from the text "Policy Rule Sets" to the "TAM Policy" section. The "TAM Policy" section includes a link to "TAM Policy".

6.1 Asset Replacement/Rehabilitation Policy

Asset Replacement and Rehabilitation Policies 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.

Figure 67 Asset Replacement/Rehabilitation Policy

The screenshot shows the Capital Planning Tool (QA) interface. In the top navigation bar, there are icons for Home, Policies, Capital Projects, Project Planner, SOGR Capital Project Analyzer, All Audit Results, and Annual Inventory Update Results. Below the navigation bar is a table titled 'Asset Summary' showing data for various asset types like ACTS Revenue Vehicles, AMTRAN Revenue Vehicles, etc. To the right of the table is a sidebar with links for Policies, Capital Projects, Project Planner, SOGR Capital Project Analyzer, All Audit Results, and Annual Inventory Update Results. At the bottom of the sidebar is a dropdown menu for 'FY 18-19'. An orange arrow points from a callout bubble labeled 'Asset Replacement/Rehabilitation Selection' towards the 'FY 18-19' dropdown.

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 68 Asset Replacement/Rehabilitation Policy Filters

The screenshot shows the 'Asset Replacement/Rehabilitation Policy' filters page. At the top, there is a breadcrumb trail: Home > Policies > Asset Replacement/Rehabilitation Policy > BPT Policy. Below the breadcrumb is a search bar and a user icon. The main area is titled 'Asset Replacement/Rehabilitation Policy'. It features a 'Filters' section with two dropdown menus: 'Organization' (set to 'BPT-PennDOT Bureau of Public Transportation') and 'Policy Year' (set to 'FY 2017 Statewide Transit Policy (Current)'). Below the filters are several configuration sections: 'Policy Rules' (with a dropdown for 'Policy Owner' and 'Description'), 'Condition Threshold' (set to 2.50), 'Depreciation Calculation Type' (set to 'Straight Line'), and 'Depreciation Interval' (set to 'Annually'). There is also an 'Actions' button. At the bottom, there are tabs for different asset categories: Support Facilities, Support Vehicles, Maintenance Equipment, Facility Equipment, IT Equipment, Office Equipment, Communications Equipment, Signals/Signs, and Rail Cars. Below the tabs are several input fields: Service Life Calculation Method (Age Only), Repl. Cost Calculation Method (Purchase Price + Interest), Condition Rollup Calculation Method (Weighted Average), Annual Inflation Rate (1.10), Pct Residual Value (0%), and Last Updated (07:58 AM 12/05/2015). An orange box labeled 'Organization Filter' has an arrow pointing to the 'Organization' dropdown. Another orange box labeled 'Policy Year' has an arrow pointing to the 'Policy Year' dropdown.

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

Figure 69 Policy Rules

The screenshot shows the 'Policy Rules' page with the following details:

- Policy Owner:** PennDOT Bureau of Public Transportation
- Description:** FY 2017 Statewide Transit Policy
- Status:** Active
- Depreciation Calculation Type:** Straight Line
- Depreciation Interval:** Annually

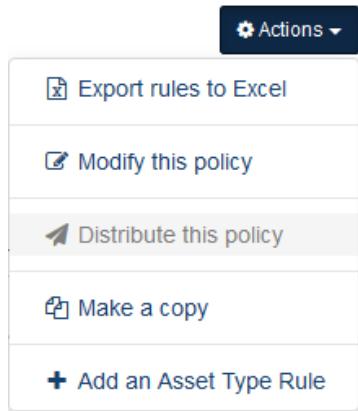
Below these settings, there is a table with columns for Service Life Calculation Method, Repl. Cost Calculation Method, Condition Rollup Calculation Method, Annual Inflation Rate, Pct Residual Value, and Last Updated. The values listed are Age and Mileage, Purchase Price + Interest, Weighted Average, 1.10, 0%, and 10:58 AM 02/07/2017 respectively.

At the bottom left, there is a button labeled '+ Add an Asset Subtype Rule'.

An orange arrow-shaped callout points to the top right corner of the page, where the 'Actions' button is located.

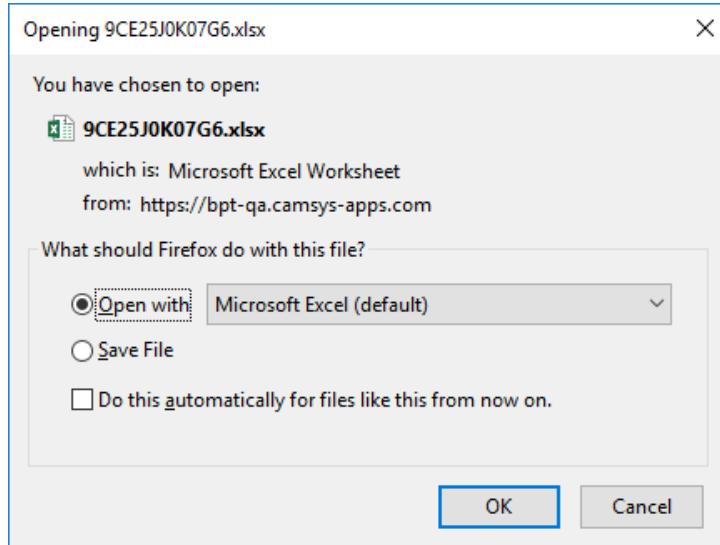
The Actions button will display a list of options as shown.

Figure 70 Policy Rules Actions Dropdown



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

Figure 71 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 "Update Policy" button to apply changes.

Figure 72 Modify (Update) Organization Policy Dialog

Update Policy

The screenshot shows a form titled "Update Policy". It contains the following fields:

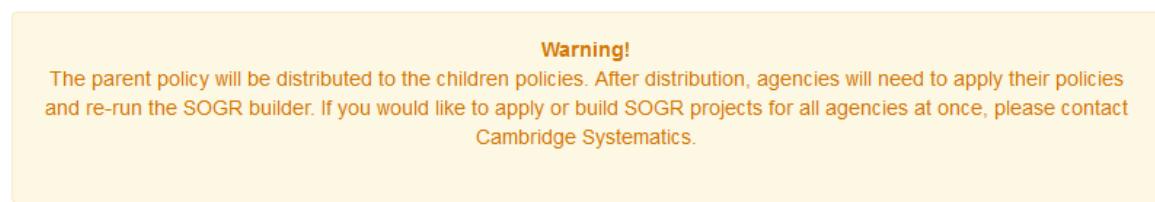
- Description:** FY 2017 Statewide Transit Policy
- Condition Threshold:** 2.5
- Depreciation Calculator:** Straight Line
- Depreciation Interval:** Annually

At the bottom is a blue "Update Policy" button.

If you are content with a parent policy and wish to distribute the policy rules through to one or more child organizations, select “Distribute this Policy.” A warning will display, as shown, to inform you that child organizations will need to choose whether to apply this policy.

Figure 73 Distribute Policy

Distribute Policy



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 new created Policy is named according to the Description text box shown.

Figure 74 Copy Organization Policy Dialog

Update Policy

* **Description**
Copy of FY 2017 Statewide Transit Policy

* **Condition Threshold**
2.5

* **Depreciation Calculator**
Straight Line

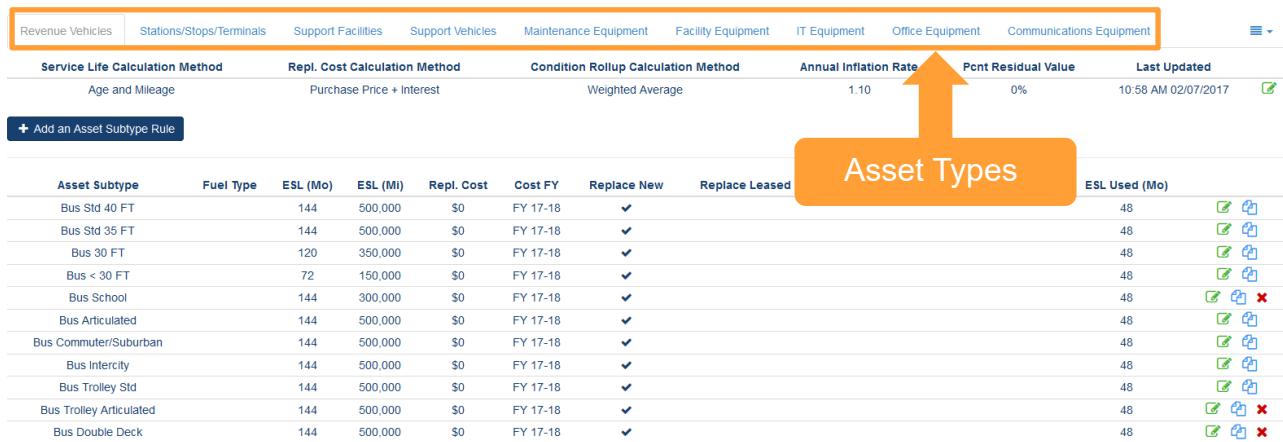
* **Depreciation Interval**
Annually

Create Policy

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

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

Figure 75 Asset Types



Asset Types								
Asset Subtype	Fuel Type	ESL (Mo)	ESL (Mi)	Repl. Cost	Cost FY	Replace New	Replace Leased	ESL Used (Mo)
Bus Std 40 FT		144	500,000	\$0	FY 17-18	✓		48
Bus Std 35 FT		144	500,000	\$0	FY 17-18	✓		48
Bus 30 FT		120	350,000	\$0	FY 17-18	✓		48
Bus < 30 FT		72	150,000	\$0	FY 17-18	✓		48
Bus School		144	300,000	\$0	FY 17-18	✓		48
Bus Articulated		144	500,000	\$0	FY 17-18	✓		48
Bus Commuter/Suburban		144	500,000	\$0	FY 17-18	✓		48
Bus Intercity		144	500,000	\$0	FY 17-18	✓		48
Bus Trolley Std		144	500,000	\$0	FY 17-18	✓		48
Bus Trolley Articulated		144	500,000	\$0	FY 17-18	✓		48
Bus Double Deck		144	500,000	\$0	FY 17-18	✓		48

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

Figure 76 Additional Assets Dropdown Icon



The Asset Type Rules are listed below the Asset Types.

Figure 77 Asset Type Rules

Revenue Vehicles	Stations/Stops/Terminals	Support Facilities	Support Vehicles	Maintenance Equipment	Facility Equipment	IT Equipment	Office Equipment	Communications Equipment	Last Updated	
Service Life Calculation Method	Repl. Cost Calculation Method	Condition Rollup Calculation Method	Annual Inflation Rate	Pcnt Residual Value						
Age and Mileage	Purchase Price + Interest	Weighted Average	1.10	0%					10:58 AM 02/07/2017	
+ Add an Asset Subtype Rule										
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 40 FT	144	500,000	\$0	FY 17-18	✓					48
Bus Std 35 FT	144	500,000	\$0	FY 17-18	✓					48
Bus 30 FT	120	350,000	\$0	FY 17-18	✓					48
Bus < 30 FT	72	150,000	\$0	FY 17-18	✓					48
Bus School	144	300,000	\$0	FY 17-18	✓					48
Bus Articulated	144	500,000	\$0	FY 17-18	✓					48
Bus Commuter/Suburban	144	500,000	\$0	FY 17-18	✓					48
Bus Intercity	144	500,000	\$0	FY 17-18	✓					48
Bus Trolley Std	144	500,000	\$0	FY 17-18	✓					48
Bus Trolley Articulated	144	500,000	\$0	FY 17-18	✓					48
Bus Double Deck	144	500,000	\$0	FY 17-18	✓					48

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 78 Add an Asset Type Rule Dialog Box

Add an Asset Type Rule

Asset Type			
New Type			
New Asset Type Name	New Asset Subtype Description		
* Service Life Calculation Type	* Replacement Cost Calculation Type	Condition Rollup Calculation Type	
Age Only	Replacement Cost	Weighted Average	
* Annual Inflation Rate	* Pcnt Residual Value	* Condition Rollup Weight	
1.1	0	0	
Save	Cancel		

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

Figure 79 Edit Icon



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

Figure 80 Modify Asset Policy Rule

Modify Rule: IT Equipment

* Service Life Calculation Type Age Only	* Replacement Cost Calculation Type Purchase Price + Interest	Condition Rollup Calculation Type Weighted Average
* Annual Inflation Rate 1.1	* Pct Residual Value 0	* Condition Rollup Weight 0
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

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 81 Asset Type and Asset Subtype rules

Asset Subtype Rules										
Service Life Calculation Method		Repl. Cost Calculation Method		Condition Rollup Calculation Method		Annual Inflation Rate		Pct Residual		Last Updated
Age and Mileage		Purchase Price + Interest		Weighted Average		1.10		0%		10:41 AM 09/10/2016
Asset Subtype										
Bus Std 35 FT	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 82 Add an Asset Subtype Rule Icon

+ Add an Asset Subtype Rule

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 83 Add an Asset Subtype Rule Dialog

Add an Asset Subtype Rule

Replacement

Asset Subtype
New Subtype

New Asset Subtype Name

New Asset Subtype Description

* ESL (Mo) * Replacement Cost * Cost FY
0 \$ 0 FY 18-19 Replace With New
 Replace With Leased

Fuel Type * ESL (Mi) * ESL Used (Mo) Lease Length Months
0 0

Replace Asset Subtype Replace Fuel Type

* Purchase Replacement Code * Lease Replacement Code * Purchase Expansion Code * Lease Expansion Code

* Engineering Design Code * Rehabilitation Code

Save **Cancel**

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

Figure 84 Modify Asset Subtype Rule

Modify Rule: Guideway: At-Grade

Replacement

* ESL (Mo) * Replacement Cost * Cost FY
1200 \$ 0 FY 18-19 Replace With New
 Replace With Leased

* ESL Used (Mo) Lease Length Months
0 0

* Purchase Replacement Code * Lease Replacement Code
12.22.06 12.26.06

* Engineering Design Code * Construction Code * Rehabilitation Code
12.21.06 12.23.06 12.24.06

Save **Cancel**

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 85 Remove Asset Subtype Rule

Are you sure you want to remove this rule? The action cannot be undone!

Cancel **Yes**

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.

Figure 86 TAM Policy Dropdown Menu Selection

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there is a navigation bar with icons for Home, Bus, Graph, Dollar Sign, and a globe. Below the navigation bar is a table titled "Asset Summary" with columns for Type, Avg. Age, Count, Cost, and Book Value. To the right of the table is a sidebar titled "Policies" which includes links for Capital Projects, Project Planner, SOGR Capital Project Analyzer, All Audit Results, and Annual Inventory Update Results. A large orange callout bubble points to the "TAM Policy" link in the sidebar, with the text "TAM Policy Selection" inside it. Further down the page is a table titled "Num. Projects" and "Cost" with several rows of data, and a sidebar on the right containing "No notice:" and "My Mess" sections.

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.

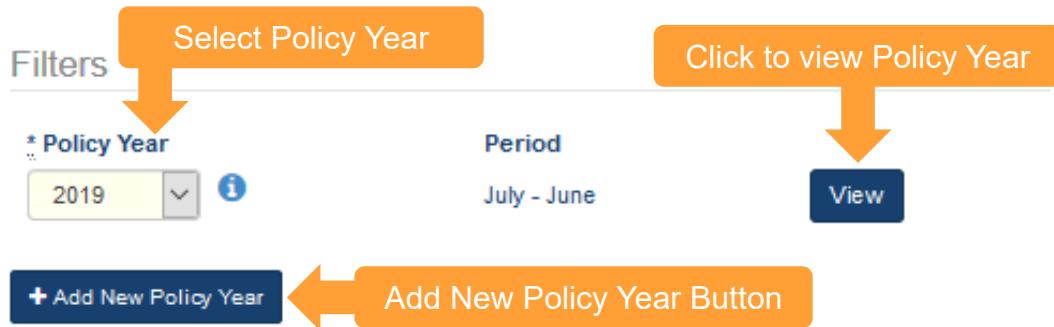
Figure 87 TAM Policy Group Management

The screenshot shows the "TAM Policy" section of the Capital Planning Tool (QA). At the top, there is a breadcrumb trail: Home > Policies > TAM Policy > Group Management. Below the breadcrumb trail is a header with tabs for "Group Management" (which is highlighted with an orange arrow) and "Policy Overview". Under the "Group Management" tab, there is a "Filters" section with dropdown menus for "Policy Year" (set to 2019) and "Period" (set to July - June), and a "View" button. There is also a "Add New Policy Year" button. The main area displays a table with columns for "Name", "Type", "Count", "Avg. Age", and "Cost".

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 period, based on initial system configuration. Below the Policy Year Filter, Group Management is performed on the chosen Policy Year.

Figure 88 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 Previous Policy Year.

Figure 89 Add New TAM Policy Year

The screenshot shows a 'TAM Policy' dialog box titled 'Add New Policy Year'. It contains fields for 'Policy Year' (set to '2022') and 'Period' (set to 'July - June'). There is also a checkbox for 'Copy Groups From Previous Policy Year' with two radio button options ('Yes' or 'No'). At the bottom are 'Save' and 'Cancel' buttons. A callout box with a blue arrow points to the 'Copy Groups From Previous Policy Year' checkbox with the text 'Copying groups from the previous year, will save you the effort of recreating groups and performance measures'.

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 90 Group Management Period and Year

Group Management : 2019 : July - June



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 91 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 92 Add TAM Group Dialog

TAM Group

Add Group

* Name	* TAM Group Lead
<input type="text"/>	<input type="text"/>

Not Selected

Search...

- BARTA-Berks Area Regional Transportation Authority
- BCT-Bucks County Transport, Inc.
- BCTA-Beaver County Transit Authority
- BMC-Borough of Mt Carmel
- BSS-Blair Senior Services, Inc.
- BTA-Butler Transit Authority
- BUTLER-Butler County Community Public Transportation
- CARBON-Carbon County
- CARS-Call-A-Ride Service, Inc.
- CAT-Cumberland-Dauphin-Harrisburg Transit Authority
- CATA*-Centre Area Transportation Authority
- CCTA-Cambria County Transit Authority

Selected

*** Asset Categories**

Once you have made the proper selections, you will need to move the selected organizations to Selected by clicking on the arrows.

**Figure 93 Add TAM Group Dialog
With Selections**

The screenshot shows the 'Add TAM Group' dialog. At the top, there are fields for 'Name' (My New Group) and 'TAM Group Lead' (Elizabeth Bonini). Below these are two lists: 'Not Selected' and 'Selected'. The 'Not Selected' list contains a search bar and a scrollable list of organizations. The 'Selected' list is currently empty. An orange callout bubble with the text 'Click the arrows to add or remove organizations' points to the right-pointing arrow between the two lists. At the bottom, there are buttons for 'Asset Categories', 'Save', and 'Cancel'.

Select the Asset Categories you wish to include in the TAM Policy Group you are creating. Please note, 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.

**Figure 94 Add TAM Group
Selections, Asset Categories**

The screenshot shows the 'Add TAM Group' dialog. At the top, there are fields for 'Name' (My New Group) and 'TAM Group Lead' (Elizabeth Bonini). Below these are two lists: 'Not Selected' and 'Selected'. The 'Not Selected' list contains a search bar and a scrollable list of organizations. The 'Selected' list contains three organizations: BCT-Bucks County Transport, Inc., BTA-Butler Transit Authority, and CAT-Cumberland-Dauphin-Harrisburg Transit Authority. At the bottom, there is a section for 'Asset Categories' with checkboxes for 'Revenue Vehicles' (checked), 'Equipment' (unchecked), and 'Facilities' (checked). An orange callout bubble with the text 'Asset Categories' points to the checkbox section. There are also 'Choose All' and 'Clear All' buttons at the bottom, along with 'Save' and 'Cancel' buttons.

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 95 TAM Group Mangement Status

Group Management : 2022 : July - June

+ Add Group

Group Name	TAM Group Lead	Organizations	Asset Categories	Status
New Group	Lydia Chang	View	Revenue Vehicles Equipment Facilities	Inactive
5311	Nicholas Baldwin	View	Revenue Vehicles Equipment Facilities	Distributed

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 96 TAM Policy Group Metrics

Capital Planning Tool (QA) [Home](#) [Policies](#) [TAM Policy](#) [Group Metrics](#) [?](#)

TAM Policy

Group Management **Group Metrics** Performance Measures

Filters

* Policy Year: 2021 [i](#) Period: July - June * Group Name: New Group [View](#)

Select Policy Year, Group Name and click View

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 97 Editable and Locked Assets

Asset Category	Group Name	Group Status	Organizations	Copied From Previous Year
Revenue Vehicles	New Group	In Development	View	No
Revenue Vehicles				
Percentage of revenue vehicles that exceed the Useful Life Benchmark (ULB)				
Asset Class/Type	ULB	Editable/Locked	Goal Pcnt	Editable/Locked
AO-Automobile	8	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable
BU-Bus	14	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Locked
CU-Cutaway	10	<input checked="" type="checkbox"/> Locked	0	<input checked="" type="checkbox"/> Editable
OR-Other	0	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable
SV-Sports Utility Vehicle	8	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Locked
VN-Van	8	<input checked="" type="checkbox"/> Locked	0	<input checked="" type="checkbox"/> Editable

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 98 Asset Type Percentage Settings

Asset Class/Type	ULB	Editable/Locked	Goal Pcnt	Editable/Locked
AO-Automobile	8	<input checked="" type="checkbox"/> Editable	10	<input checked="" type="checkbox"/> Editable
BU-Bus	14	<input checked="" type="checkbox"/> Editable	20	<input checked="" type="checkbox"/> Editable
CU-Cutaway	10	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable
OR-Other	0	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable
SV-Sports Utility Vehicle	8	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable
VN-Van	8	<input checked="" type="checkbox"/> Editable	0	<input checked="" type="checkbox"/> Editable

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 99 Distribute TAM Policy

TAM Policy

Group Management Group Metrics Performance Measures

Filters

* Policy Year 2018	Period July - June	* Group Name New Group	View
-----------------------	-----------------------	---------------------------	----------------------

Group Metrics : 2018 : July - June : New Group

Asset Category	Group Name	Group Status	Organizations	Copied From Previous Year
Revenue Vehicles	New Group	In Development	View	No

Revenue Vehicles

Percentage of revenue vehicles that exceed the Useful Life Benchmark (ULB)

Asset Class/Type	ULB	Editable/Locked	Goal Pcnt	Editable/Locked
AO-Automobile	8	Editable	10	Editable
BU-Bus	14	Editable	20	Editable
CU-Cutaway	10	Editable	25	Editable
OR-Other	0	Locked	10	Locked
SV-Sports Utility Vehicle	8	Editable	10	Editable
VN-Van	8	Editable	10	Editable

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

Figure 100 Distributed TAM Policy

Capital Planning Tool (QA) [Home](#) [Bus](#) [Line Graph](#) [Dollar Sign](#) [Bar Graph](#) [Clock](#)

TAM Policy

Group Management Group Metrics Performance Measures

Filters

* Policy Year 2018	Period July - June	View
-----------------------	-----------------------	----------------------

+ Add New Policy Year

Group Management : 2018 : July - June

+ Add Group

Group Name	TAM Group Lead	Organizations	Asset Categories	Status
Group 5311	Elizabeth Bonini	View	Revenue Vehicles Equipment Facilities	In Development
Group 5310	Elizabeth Bonini	View	Revenue Vehicles Equipment Facilities	In Development
Example Group	Elizabeth Bonini	View	Revenue Vehicles Equipment Facilities	In Development
New Group	Lydia Chang	View	Revenue Vehicles Equipment Facilities	Distributed

Group Status

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 101 TAM Policy Performance Measures

Capital Planning Tool (QA) 🔍 All ALIS ⚙️

Home > Policies > TAM Policy > Performance Measures ?

TAM Policy

Group Management Group Metrics Performance Measures Performance Measures

Filters

* Policy Year 2021	Period July - June	* Group Name New Group	* Organization BCTA-Beaver County Transit Authority	View
-----------------------	-----------------------	---------------------------	--	-------------

Performance Measures

TAM Groups for 2021 : July - June haven't been distributed yet.

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

Figure 102 Policy Year Filters

Filters

* Policy Year 2018	Period July - June	* Group Name New Group	* Organization BCTA-Beaver County Transit Authority	View
-----------------------	-----------------------	---------------------------	--	-------------

Performance Measures : 2018 : July - June : New Group : BCTA **Activate**

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 103 Asset Type Percentage Settings

Performance Measures : 2018 : July - June : New Group : BCTA **Activate**

Asset Category Revenue Vehicles	Group Name New Group	Agency Status Pending Activation		
Revenue Vehicles				
Asset Class/Type	ULB	Editable/Locked	Goal Pcnt	Editable/Locked
AO-Automobile	8	<input type="button" value="Editable"/>	10	<input type="button" value="Editable"/>
BU-Bus	14	<input type="button" value="Editable"/>	20	<input type="button" value="Editable"/>
CU-Cutaway	10	<input type="button" value="Editable"/>	25	<input type="button" value="Editable"/>
OR-Other	0	<input type="button" value="Locked"/>	10	<input type="button" value="Locked"/>
SV-Sports Utility Vehicle	8	<input type="button" value="Editable"/>	10	<input type="button" value="Editable"/>

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 104 Activate Performance Measures

TAM Policy

Group Management Group Metrics Performance Measures

Filters

* Policy Year: 2018 Period: July - June * Group Name: New Group * Organization: BCTA-Beaver County Transit Authority View

Performance Measures : 2018 : July - June : New Group : BCTA

Activate

Asset Category: Facilities Group Name: New Group Agency Status: Pending Activation

Facilities

Asset Class/Type TERM Editable/Locked Goal Pcnt

Asset Class/Type	TERM	Editable/Locked	Goal Pcnt
Passenger	3	Editable	0
Parking	3	Editable	0

Activate Button

7.0 Projects

An organization creates a capital project when they want 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 Capital 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.

All projects created in the system will be listed in the Capital Projects table.

The SOGR projects will automatically be generated by running the State of Good Repair Project Analyzer, which is covered in the project planning section, so we'll quickly review how to create a new capital project manually.

Figure 105 Capital Projects Table

Capital Projects

Plan Summary		Capital Needs Chart																				
		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30									
\$956,840,985		\$333,276,552		\$108,838,201		\$78,408,870		\$125,370,978		\$179,853,327		\$188,491,652		\$100,343,480		\$256,308,134		\$169,519,292		\$406,353,547		\$180,491,802
+ New Capital Project																						
Agency	FY	Project	Scope	Emgcy	SOGR	Shadow	Multi Year	Type	Title	Cost	State	Federal	Local	Total								
ACTS	18-19	ACTS 18-19 #3990	111	✓				R	Bus: Revenue Rolling Stock: Purchase - Replacement project	\$204,000	\$0	\$0	\$0	\$0 ⓘ								
								E	Mobile Vehicle Lifts	\$26,000	\$0	\$0	\$0	\$0 ⓘ								
								R	Bus: Support Facilities and Equipment: Acquisition project	\$139,500	\$146	\$0	\$4,647	\$4,793 ⓘ								
								R	Bus: Station Stops/Terminals: Acquisition project	\$23,500	\$0	\$0	\$784	\$784 ⓘ								
AMTRAN	FY 18-19	AMTRAN 18-19 #5680	111					I	VOH of Hybrid Electric Gilligs	\$975,000	\$0	\$0	\$32,497	\$32,497 ⓘ								
AMTRAN	FY 18-19	AMTRAN 18-19 #5681	114					I	Admin Building Security Upgrades	\$25,000	\$0	\$20,000	\$167	\$20,167 ⓘ								
AMTRAN	FY 18-19	AMTRAN 18-19 #5907	111					R	test	\$124,100	\$0	\$0	\$0	\$0 ⓘ								

Clicking new capital project will bring you to the new project interface.

Figure 106 New Capital Project

New Capital Project

* Organization

* Title Enter a title for this project... 64 characters remaining

Project Locations
PennDOT District 1 (District)
PennDOT District 2 (District)
PennDOT District 3 (District)
PennDOT District 4 (District)

* Fiscal Year FY 18-19 * Scope

* Project Type Replacement Emergency project Multi year project

* Description 254 characters remaining

* Justification 254 characters remaining

Filling in the required information will bring you to the capital projects detail screen, where you can see detailed information about a capital project and add ALIs and other details.

Figure 107 Capital Project Details

Capital Planning Tool (QA) 1

Home > Capital Projects > AMTRAN 18-19 #6087

Capital Project AMTRAN 18-19 #6087 was successfully created.

Actions	Description	Activity Line Items (0)	Supporting Documents (0)	Comments (0)
Project Number: AMTRAN 18-19 #6087 Fiscal Year: FY 18-19 Scope: 125 Total Cost: \$0	Project Description test	Activity Line Items (0)	Supporting Documents (0)	Comments (0)
Type: Replace SOGR: No Shadow: No Multi year: No Emergency: No	Justification	Project Locations: Senate District 30 (Senate)		

For manually created capital projects, you can add ALIs from the capital project details screen. Click the “Activity Line Items” tab in the additional details, then click the “Add Line Item” button.

Figure 108 Add an ALI

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there's a navigation bar with icons for Home, Projects, Reports, Budget, and Dashboards. Below it, a breadcrumb trail shows 'Home > Capital Projects > AMTRAN 18-19 #6126'. A green message box says 'Capital Project AMTRAN 18-19 #6126 was successfully created.' On the left, a 'Manual Capital Project' card displays project details: Project Number AMTRAN 18-19 #6126, Fiscal Year FY 18-19, Scope 111, and Total Cost \$0. To the right, there are tabs for Description, Activity Line Items (with a count of 0), Supporting Documents (0), and Comments (0). A large orange arrow points from the text 'From the window that appears, you can specify ALI details.' to the '+ Add Line Item' button in the 'Activity Line Items' section.

From the window that appears, you can specify ALI details.

Figure 109 Add an ALI Details

This screenshot shows the 'New Activity Line Item' dialog box for project AMTRAN 18-19 #6126. The dialog contains the following fields:

- Category:** Select... (dropdown)
- TEAM ALI Code:** Select... (dropdown)
- Cost Estimate:** \$ (input field)
- Fiscal Year:** FY 18-19 (dropdown)
- Replace with New:** Yes (radio button)
- Count:** (input field)
- Fuel Type:** Select... (dropdown)
- Length:** (input field)
- Name:** (input field)

At the bottom are 'Create Activity Line Item' and 'Cancel' buttons.

Add the required details, then click “Add Activity Line item” to finalize. All manually created projects will automatically appear on the Project Planner.

8.0 Project Planning

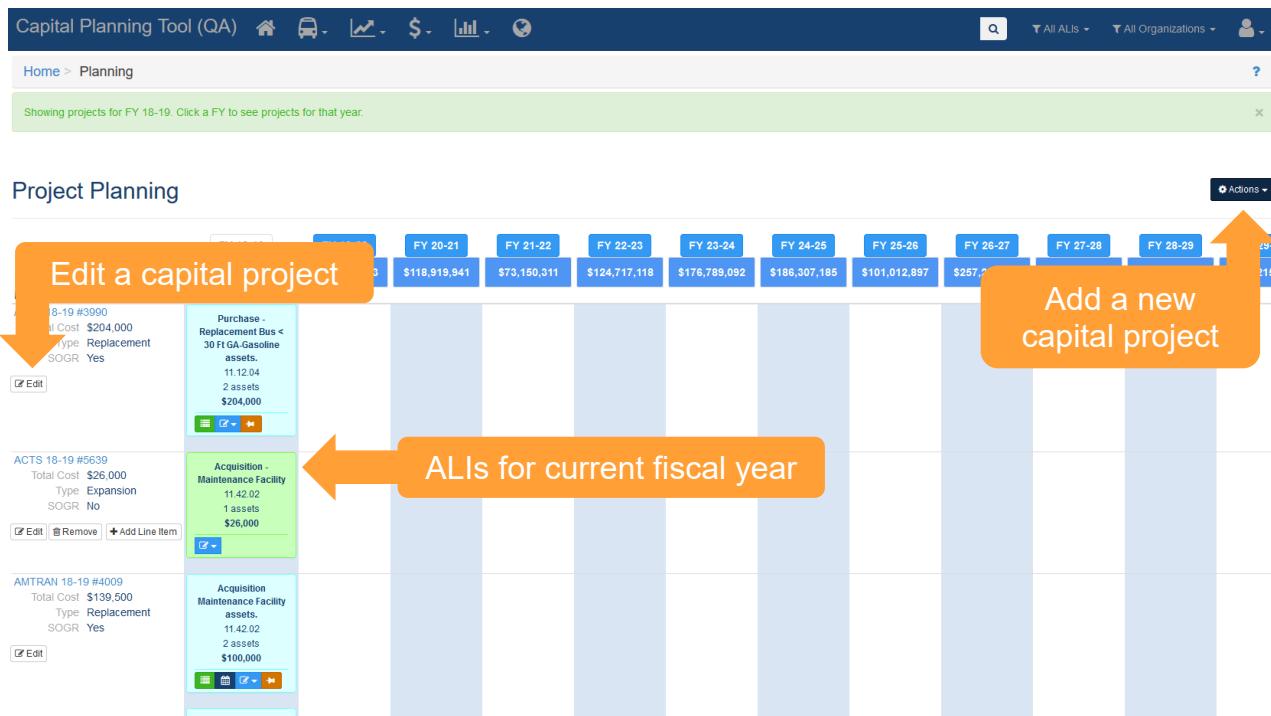
8.1 Project Planner

The project planner is a single interface to perform project and funding request (ALI) prioritization for a multiyear horizon, functioning as a decision support tool. The project planner allows individual organizations to manage their own projects and ALI requests, while parent organizations can view data for all associated child agencies. Users can view and edit projects and ALIs in one view and reallocate assets and ALIs as needed in an interactive table.

Different project types are identified by the color of the ALI. SOGR projects are blue in color, and manually created capital projects are green in color. Shadow projects are projects that are meant to replace an SOGR project that is listed in an earlier year within the timeframe of the project planner (e.g., scheduling replacement of assets that currently are scheduled to be replaced); these ALIs are purple in color.

Users can filter ALIs for different years by clicking at the top of each column to bring the corresponding ALIs for that year to the top of the page. Users also can add a new manual capital project directly from the project planner as well as edit existing projects by clicking on the “Edit” button on the left-hand side of the planner.

Figure 110 Project Planner Interface



Both projects and ALIs within projects can be modified using multiple methods.

Manually created capital projects can be removed completely and can have additional ALIs added. These actions can be completed by clicking on the “Remove” button or the Add Line Item button on the left-hand side of the planner. ALI details can be viewed or edited by clicking on the icons within each ALI that is included as part of a manually created project.

Figure 111 Edit Manually Created Capital Projects

The screenshot shows the TransAM Capital Planning Tool interface. At the top, there's a navigation bar with links for Home, Planning, and search functions. Below the navigation is a message: "Showing projects for FY 18-19. Click a FY to see projects for that year." The main area is titled "Project Planning". It features a grid where each row represents a project and each column represents a fiscal year from FY 18-19 to FY 29-30. The first project in the grid is highlighted with a blue background and contains detailed information: "ACTS 18-19 #3990", "Total Cost: \$204,000", "Type: Replacement", and "SOGR: Yes". To the right of this project, a large orange callout box contains the text "Remove a project or add an ALI". Below this project, there are two more entries: "ACTS 18-19 #19" and "AMTRAN 18-19 #4009", each with their own set of details and edit/remove buttons. To the right of these entries, another orange callout box contains the text "Edit ALI cost, milestones, view funding data, or remove an ALI". The interface uses a light blue color scheme for the grid rows and various icons for project status and actions.

SOGR projects and ALIs include buttons and icons providing users the ability to view assets associated with the SOGR projects, remove the assets from the ALI or move the associated assets to a different year, edit cost, update milestones, view funding information and pin an ALI to the project planner. Pinning an ALI allows users to rerun the SOGR Capital Project Analyzer, without altering any of the details of the pinned ALI.

Figure 112 Edit SOGR Capital Projects

Project

ACTS 18-19 #3990

- Total Cost \$204,000
- Type Replacement
- SOGR Yes

Maintenance Facility

- 11.42.02
- 1 assets
- \$26,000

AMTRAN 18-19 #4009

- Total Cost \$139,500
- Type Replacement
- SOGR Yes

Maintenance Facility

- 11.42.02
- 2 assets
- \$100,000

Edit SOGR project details

Edit ALI assets, update cost, milestones, view funding data, remove an ALI and pin ALIs

All projects in the project planner can be prioritized by moving ALIs to different years within the project planner, which can be achieved by using the drag and drop method. Prioritization of projects also can be achieved by removing or moving assets within an ALI to different years.

Figure 113 Prioritize Projects
Move ALIs to Different Years

Capital Planning Tool (QA)

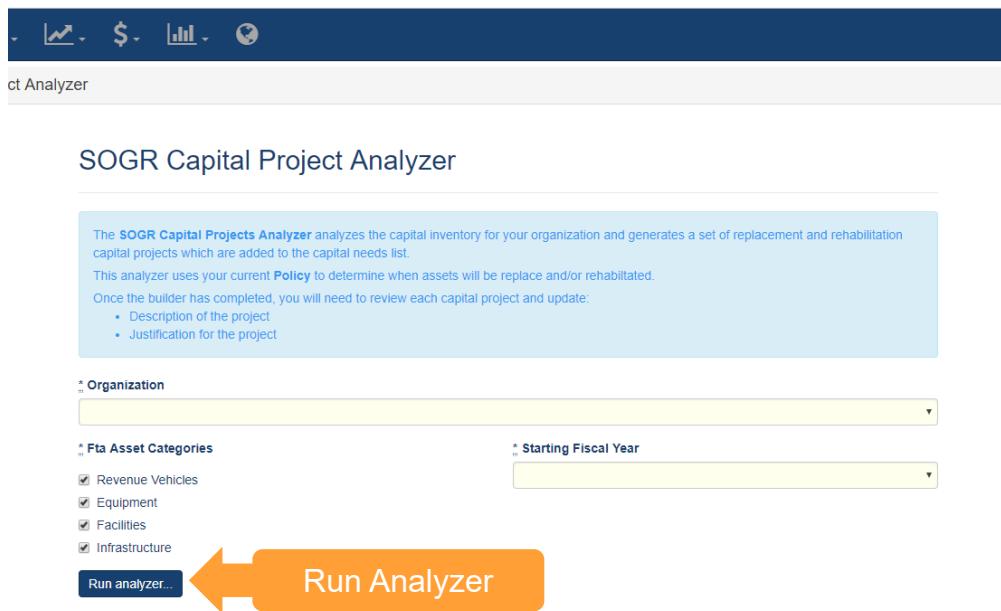
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Project	\$833,519,020	\$308,302,216	\$116,603,350	\$78,344,343	\$126,448,962	\$179,162,099	\$181,436,144	\$100,488,208	\$267,268,514	\$175,681,481	\$394,858,694	\$197,505,958
ACTS 22-23 #6022	Total Cost \$660,407	Type Replacement	SOGR Yes		Purchase - Replacement Bus < 30 Ft GA-Gasoline assets. 11.12.04 9 assets \$660,407 (e)							
AMTRAN 22-23 #4019	Total Cost \$41,056	Type Replacement	SOGR Yes		Acquisition Shop Equipment assets. 11.42.06 3 assets \$7,387 (e)							
AMTRAN 22-23 #4026	Total Cost \$796	Type Replacement	SOGR Yes		Acquisition ASP Software assets 11.42.08 2 assets \$1,074 (e)							
					Acquisition Miscellaneous Equipment assets. 11.42.20 5 assets \$31,695 (e)							
					Acquisition Surveillance/Security Systems assets 11.32.07 1 assets \$100 (e)							

Move to FY 26-27

8.2 State of Good Repair (SOGR) Capital Project Analyzer

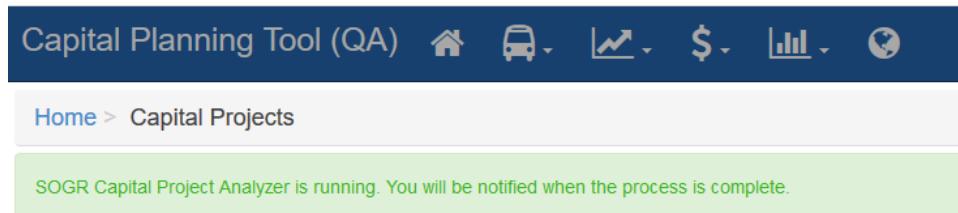
Each organization defines an Asset Replacement and Rehabilitation Policy that indicates the service life and replacement standards to be used for each type of asset. The State of Good Repair (SOGR) Capital Project Analyzer evaluates your organization's asset inventory against this policy and generates 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 114 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 Capital Projects page. The system will provide a notification (in your notifications drawer at the top of the screen) when complete.

Figure 115 SOGR Capital Project Analyzer Processing

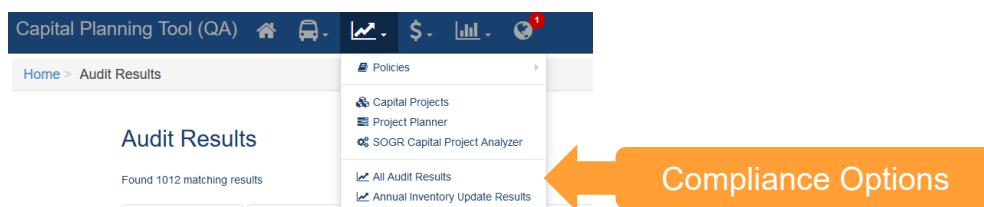


9.0 Compliance

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 setup within the Audit Feature. When the audit is run on, 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” or “Annual Inventory Update Results” will bring you to an overview of the audit process.

Figure 116 Compliance 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 117 Audit Results

A screenshot of the Audit Results page. The top navigation bar includes icons for Home, Audit Results, Policies, Capital Projects, Project Planner, and SOGR Capital Project Analyzer. The page title is "Audit Results" and it states "Found 1012 matching results". There are four buttons at the top: "Inventory Updates", "Disposition Updates", "New Inventory", and "Maintenance Updates". A search bar shows "Revenue Vehicles" and a dropdown menu shows "failed". A filter dropdown shows "Annual Inventory Update". An orange callout bubble with the text "Export Results" points to the "New Inventory" button. Another orange callout bubble with the text "Filter Results" points to the search and filter area. A blue callout bubble with the text "Remember to check the appropriate boxes to export the rows you desire" points to the "Maintenance Updates" button. The main table lists audit findings for various assets:

Org	Audit	Asset Tag	Description	Result	Updated At
CCTA	Annual Inventory Update	Revenue Vehicles 105	GIL Low Floor	failed	03/30/2018
CATA*	Annual Inventory Update	Revenue Vehicles 305	CMD Express 3500	failed	03/30/2018
CTDC	Annual Inventory Update	Revenue Vehicles 306	FRD E350	failed	03/30/2018
CTDC	Annual Inventory Update	Revenue Vehicles 307	FRD E350	failed	03/30/2018
CTDC	Annual Inventory Update	Revenue Vehicles 401	FRD E450	failed	03/30/2018
CTDC	Annual Inventory Update	Revenue Vehicles 402	FRD E450	failed	03/30/2018

10.0 Funding

Organizations can establish and manage different types of Federal, State, and Local Programs.

10.1 Programs

Programs are different types of funding programs which 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 118 Available Funding Programs

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there's a navigation bar with icons for Home, Back, Forward, and various filters. Below the navigation is a search bar and dropdown menus for 'All ALs' and 'All Organizations'. The main content area has a title 'Home > Funding Programs > All'. On the left is a table listing 'Name', 'Source', 'Type', and '\$ My Funds' for various programs. On the right, a detailed view of program 5307 is shown, including its 'Pct Match' (100.00%), 'Status' (Status), and other details. A large orange callout box labeled 'Available Funding Programs' points to the list of programs on the right. An orange arrow points from the 'Add Funding Programs' button at the bottom left to the 'Add Funding Program' link in the top right corner of the program list.

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

Figure 119 Funding Program Details

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there's a navigation bar with icons for Home, Back, Forward, and various filters. Below the navigation is a search bar and dropdown menus for 'All ALs' and 'All Organizations'. The main content area has a title 'Home > Funding Programs > 5307'. On the left, a summary card for program '\$ 5307' shows details like Type: Federal, Formula: ✓, and Inflation Rate: 0.000%. On the right, a 'Details' tab is selected, showing sections for 'Details', 'Templates' (2), 'Buckets' (21), 'Assets' (827), 'Documents' (0), and 'Comments' (0). An orange callout box labeled 'Additional Program Information' points to the 'Details' tab in the navigation bar.

10.2 Grants

Management of Grants is carried out through the Grant selection on the Funding dropdown menu. The Grant module can be used to track Federal, State, and Local grant information, as well as track funding amounts by each grant for asset purchases. Grants can only be viewed and managed by users with the Grant Manager or Admin privilege.

Figure 120 Grants Dropdown

The screenshot shows the TransAM DRPT (Staging) application. At the top, there is a navigation bar with icons for Home, Bus, Report, \$, Tools, and Reports. Below the navigation bar, the main menu has 'Home' and 'Asset Summary' options. A large orange callout box labeled 'Grants Dropdown' points to a dropdown menu item labeled 'Grants'. The main content area displays a table of asset data with columns: Org, Category : Class, Avg. Age, Count, and Cost. The table lists various organizations and their asset categories, ages, counts, and total costs.

Org	Category : Class	Avg. Age	Count	Cost
RATS	Revenue Vehicles : Buses (Rubber Tire Vehicles)	7.2	11	\$467,473
CROSS	Revenue Vehicles : Buses (Rubber Tire Vehicles)	4.3	13	\$470,801
RRCSB	Revenue Vehicles : Buses (Rubber Tire Vehicles)	4.9	55	\$2,410,798
PCS	Revenue Vehicles : Buses (Rubber Tire Vehicles)	14.1	17	\$424,827
PAA	Revenue Vehicles : Buses (Rubber Tire Vehicles)	6.6	20	\$5,016,293
CVACL	Revenue Vehicles : Buses (Rubber Tire Vehicles)	7.9	49	\$1,790,800
WATA	Revenue Vehicles : Buses (Rubber Tire Vehicles)	8.4	56	\$17,102,701
WATA	Equipment : Service Vehicles (Non-Revenue)	3.5	10	\$231,767
WATA	Equipment : Capital Equipment	7.3	19	\$742,599
WATA	Facilities : Administration	14.0	1	\$4,000,000
STJOE	Revenue Vehicles : Buses (Rubber Tire Vehicles)	10.6	9	\$407,247
BESH	Revenue Vehicles : Buses (Rubber Tire Vehicles)	8.5	4	\$181,115
RAARC	Revenue Vehicles : Buses (Rubber Tire Vehicles)	4.0	25	\$752,062
GRAF	Revenue Vehicles : Buses (Rubber Tire Vehicles)	19.5	37	\$804,698
ARCPW	Revenue Vehicles : Buses (Rubber Tire Vehicles)	8.1	16	\$667,613
NARL	Revenue Vehicles : Buses (Rubber Tire Vehicles)	5.7	81	\$33,484,150
NARL	Equipment : Capital Equipment	6.2	66	\$483,872
NARL	Facilities : Administration	14.5	4	\$5,800,028
NARI	Facilities : Passenger	15.1	8	\$7,788,885

Adding new grants is simple. First select “Add Grant” from the grant table.

Figure 121 Adding a Grant

The screenshot shows the 'Grants' table in the TransAM DRPT (Staging) application. The table has columns: Grant Number, Source, Program, Grant Year, Owner, Contributor, Legislative Authorization, Date of Award, Date of Most Recent Amendment, Status, Last Update By, and Last Update Date. There are three rows of data. An orange callout box labeled 'Add a Grant' points to a button in the top right corner of the table header.

Grant Number	Source	Program	Grant Year	Owner	Contributor	Legislative Authorization	Date of Award	Date of Most Recent Amendment	Status	Last Update By	Last Update Date
VA-23-12-2013-01	Federal	5311	2018	DRPT	ADCM	MAP-21	12/04/2018	03/07/2019	Open	Lydia Chang	03/07/2019 01:11
State Cap 2019	State	Act 3 BSG	2018	DRPT	Other	2019 Budget	10/01/2018		In Development	Lydia Chang	03/07/2019 01:11
Agency Local Capital	Local	Unknown Program	2018	DRPT	Multiple	Local Capital Funds - 2019	11/07/2018		In Development	Lydia Chang	03/07/2019 01:22

You'll then be directed to fill out all required fields, as depicted on the details tab. Once you add the grant, you will be directed to the grant details page.

Figure 122 Adding Required Details (New Grants)

Home > Grants > New

Add Grant

Details

* Grant Number	
* Source	
* Program	
* Owner	* Contributor
Legislative Authorization	
* Date of Award 03/14/2019 <input type="button" value="Calendar"/>	
Method of Apportionment Structure Single Apportionment	
* Grant Year 2019	
* Total Apportionment \$ 0	
Grant Development Method Directly Generated	
<input type="button" value="+ Add Grant & Go To Grant Details"/> <input type="button" value="Cancel"/>	

Add Grant & Go to Grant Detail Page

In order to view a complete list of grants, select the Grant option on the Funding dropdown menu, where you will be redirected to the grant table. The grant table is automatically filtered for viewing of grants in both “In Development” and “Open” status. A customized grant export can be exported in multiple formats by clicking the “Export” button.

Figure 123 Grants Table

Home > Grants

Grants

Filtered

Status: In Development / Open

Filter Viewable Grants

Grant Number	Source	Program	Legislative Authorization	Date of Award	Date Most Recent Amendment	Status	Last Update By	Last Update Date	
VA-23-12-2013-01	Federal	5311	2018	DRPT	ADCM	MAP-21	12/04/2018	03/07/2019	Open Lydia Chang 03/07/2019 01 20 PM
State Cap 2019	State	Act 3 BSG	2018	DRPT	Other	2019 Budget	10/01/2018		In Development Lydia Chang 03/07/2019 01 19 PM
Agency Local Capital	Local	Unknown Program	2018	DRPT	Multiple	Local Capital Funds - 2019	11/07/2018		In Development Lydia Chang 03/07/2019 01 20 PM

Export Grant Data

Clicking on the Grant Number text within the row of a grant record, will provide detailed information about that specific grant.

Figure 124 Accessing an Existing Grant

Home > Grants

Grants

Filtered

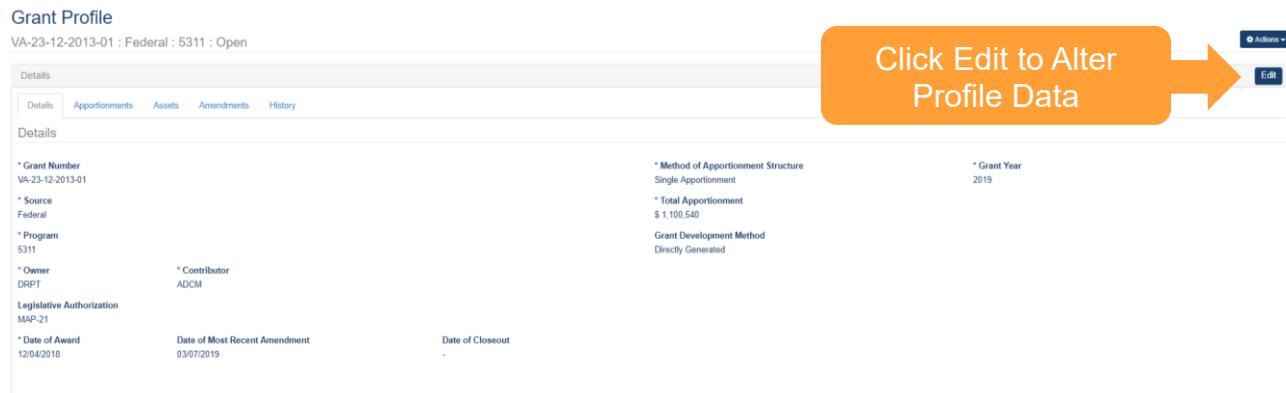
Status: In Development / Open

Access an Existing Grant

Grant Number	Source	Program	Legislative Authorization	Date of Award	Date Most Recent Amendment	Status	Last Update By	Last Update Date	
VA-23-12-2013-01	Local	5311	2018	DRPT	ADCM	MAP-21	12/04/2018	03/07/2019	Open Lydia Chang 03/07/2019 01 20 PM
State Cap 2019	State	Act 3 BSG	2018	DRPT	Other	2019 Budget	10/01/2018		In Development Lydia Chang 03/07/2019 01 19 PM
Agency Local Capital	Local	Unknown Program	2018	DRPT	Multiple	Local Capital Funds - 2019	11/07/2018		In Development Lydia Chang 03/07/2019 01 20 PM

Editing grant 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 edit button, editing the data, and clicking the “Save” button. Clicking the “Cancel” button will result in any changes not being saved.

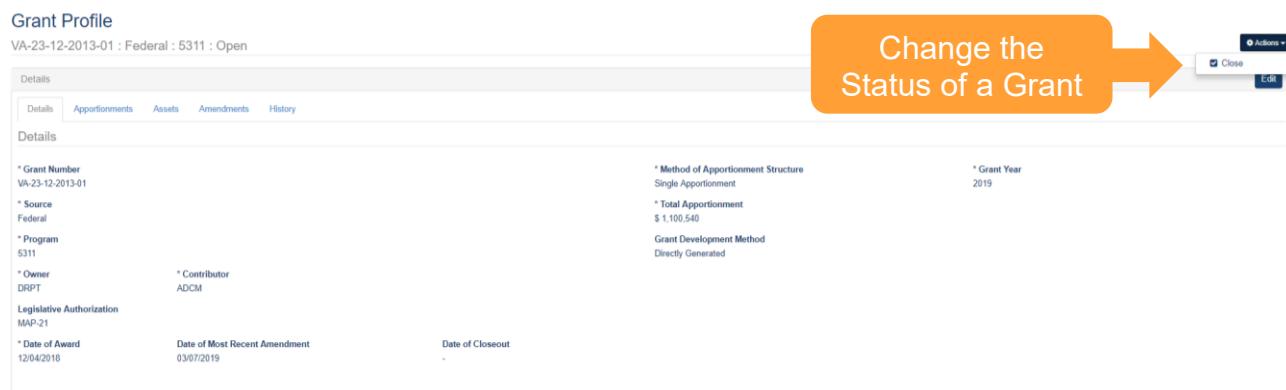
Figure 125 Editing or Updating an Existing Grant



The screenshot shows the 'Grant Profile' page for VA-23-12-2013-01. The top navigation bar includes 'Actions' and an 'Edit' button. A large orange arrow points to the 'Edit' button with the text 'Click Edit to Alter Profile Data'. The page displays various grant details such as Grant Number, Source, Program, Owner, Method of Apportionment Structure, Total Apportionment, Grant Development Method, Date of Award, Date of Most Recent Amendment, and Date of Closeout. The status is listed as 'Open'.

All grants have a three-stage lifecycle: In Development, Open, and Closed. When a grant is first created, it starts in the “In Development” status. Grants in the In Development Status are for those grants that are still being edited and are not ready for use. Once a grant is “Published”, it moves to the “Open” status and the grant is ready for use. While in the Open status, individual grants and associated apportionment values will be available as selections within the “Procurement & Purchase” section of each asset profile. When a grant is no longer being used, the grant should be “Closed”. When in a Closed status, the grant is not editable and is no longer available as a selection within an asset profile. Should a grant be closed in error, users can select the “Reopen” action, returning the grant to an Open status.

Figure 126 Managing the Lifecycle of a Grant



The screenshot shows the 'Grant Profile' page for VA-23-12-2013-01. The top navigation bar includes 'Actions' and a 'Close' button. A large orange arrow points to the 'Close' button with the text 'Change the Status of a Grant'. The page displays various grant details. The status is listed as 'Open'.

Grant amendments can be managed by accessing the Amendments tab within a grant profile. Existing amendments can be exported, viewed edited, or deleted from the Amendments table. New amendments can be added by selecting the “Add Amendment” button.

Figure 127 Managing Grant Amendments

Grant Profile
VA-23-12-2013-01 : Federal : 5311 : Open

The screenshot shows a software interface for managing grant amendments. At the top, there's a navigation bar with tabs: Details, Apportionments, Assets, Amendments (which is the active tab), and History. Below the navigation bar, there's a section titled 'Amendments' with a sub-section header 'Amendments'. A prominent orange arrow points to a blue button labeled '+Add Amendment'. To the right of the '+Add Amendment' button is a table with columns: Amendment Number, Grant Number, Comments, Created By, Created Date & Time, and Actions. The table currently has one row with values: 01, VA-23-12-2013-01, 'Amendment for project scope changes', Lydia Chang, 03/07/2019 01:18 PM, and two small icons. Below the table, it says 'Showing 1 to 0 of 0 rows'.

You'll then be directed to fill out all required fields, as depicted on the Add Amendment section. Users are required to add an amendment number, and a comment. Users are not required to update the grant number, but if the grant number is updated the change will be reflected on all viewable grant number values across the system. Once you add the grant amendment, you will be directed to the Amendment details page.

Figure 128 Adding Required Details (Grant Amendments)

Home > Grants > VA-23-12-2013-01 > New Amendment

Add Amendment

* Amendment Number	<input type="text"/>
* Update Grant Number	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Grant Number	<input type="text" value="VA-23-12-2013-01"/>
Comments	<input type="text"/>
<input type="button" value="+ Add Amendment"/> <input type="button" value="Cancel"/>	

11.0 Reports

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

Figure 129 Reports Dropdown

The screenshot shows the Capital Planning Tool (QA) interface. At the top, there are several icons: a house, a bus, a chart, a dollar sign, and a bar chart. Below these are tabs for 'Home' and 'Asset Summary'. The 'Asset Summary' tab is active, displaying a table with columns: Type, Avg. Age, Count, Cost, and Book. Data rows include ACTS Revenue Vehicles, ACTS Support Facilities, and AMTRAN Revenue Vehicles. To the right of the table is a 'Reports' dropdown menu with options: Reports, Capital Needs Reports, System Reports, Planning Reports, and NTD Reporting. An orange arrow points from the text 'Reports Dropdown' to this menu. A large orange callout bubble also surrounds the 'Reports' option in the 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 130 Report Exports

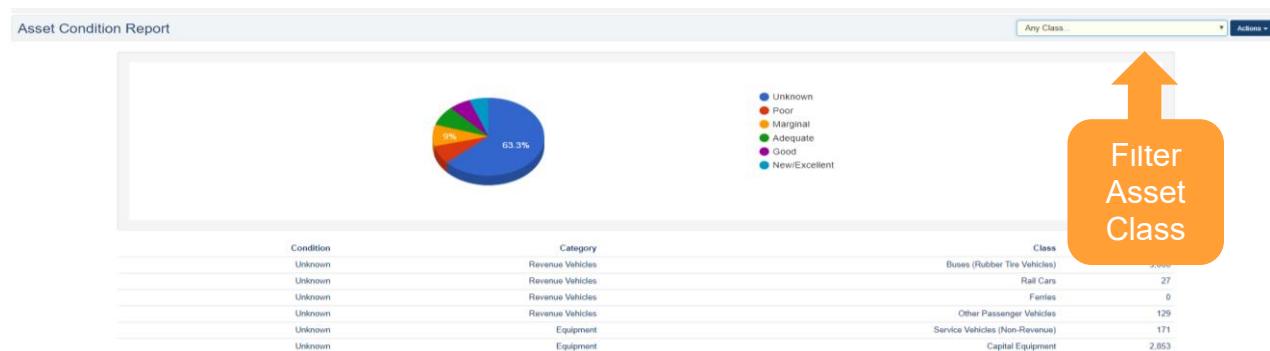
The screenshot shows a report interface with a green search icon and a blue 'Actions' button with a dropdown arrow. A dropdown menu is open, listing three options: 'Print to PDF', 'Export as CSV', and 'Export Underlying Data'. An orange callout bubble surrounds the 'Actions' button and the 'Export as CSV' option.

11.1 Inventory Reports

Inventory reports are a rollup of asset inventory data, including age, condition, and funding related calculations.

Asset Condition Report—The Asset Condition Report displays the count of assets of different types for a range of asset condition ratings (excellent, good, adequate, etc.). The report can filter data by Asset Class.

Figure 131 Asset Condition Report



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

Figure 132 Asset Age Report



The Asset Funding Source Report computes for every funding program, organization (agency), year of purchase, the number of assets that were purchased using a particular funding program as well as the cost (purchase amount) 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, Year of Purchase.
- Funding Program, Agency.
- Funding Program, Agency, Year of Purchase.
- Funding Program, Year of Purchase.
- Funding Program, Year of Purchase, Agency.
- Year of Purchase, Funding Program.
- Year of Purchase, Funding Program, Agency.

Figure 133 Asset Funding Source Report



11.2 Capital Needs Reports

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

The Backlog Report is a list of all system assets associated with individual organizations. The report entails summary data of assets by Subtype, including total count, average replacement cost, and total replacement cost.

Figure 134 Backlog Report



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 135 Unconstrained Capital Projects Report



11.3 System Reports

System reports keep track of system-related functional metrics.

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

Figure 136 Issues Report

ORGANIZATION	TYPE	DATE/TIME	COMMENTS	BROWSER	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 it 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	

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

Figure 137 Revenue Vehicle Replacement Report

Revenue Vehicle Replacement Report						
All Transit Operators						
Fiscal Year	Category	Class	Sub Type	Count	Book Value	Replacement Cost
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Sedan/Station Wagon	19	\$220,647	\$1,032,574
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	28	\$10,703,185	\$15,351,540
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 35 FT	156	\$33,434,345	\$64,564,155
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	151	\$25,096,859	\$65,899,722
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus < 30 FT	404	\$22,996,202	\$117,170,310
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	59	\$12,696,894	\$20,638,200
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Trolley Std	2	\$485,086	\$717,256
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	936	\$24,405,851	\$24,272,352
FY 19-20	Revenue Vehicles	Other Passenger Vehicles	Commuter Rail Car Trailer	71	\$112,539,277	\$25,462,588

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 Revenue Vehicle Replacement Report except it is not limited to revenue vehicles and rolls up values across all planning years.

Figure 138 State of Good Repair Report

State of Good Repair Report					
				Jump to...	Actions ▾
State of Good Repair: All Transit Agencies					
Category	Class	Sub Type	Count	Book Value	Replacement Cost
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Articulated	11	\$6,197,520	\$8,414,445
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 35 FT	438	\$138,243,902	\$189,321,201
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Sedan/Station Wagon	27	\$416,191	\$1,476,958
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	161	\$67,597,460	\$92,477,734
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	623	\$208,254,531	\$285,018,765
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus < 30 FT	736	\$53,347,885	\$217,175,923
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	154	\$35,377,187	\$55,183,445
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	1,204	\$36,625,492	\$31,357,436
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Trolley Std	31	\$8,585,473	\$12,003,406
Revenue Vehicles	Other Passenger Vehicles	Commuter Rail Car Trailer	100	\$167,850,515	\$36,271,696
Revenue Vehicles	Rail Cars	Light Rail Car	9	\$25,638,417	\$3,887,370
Revenue Vehicles	Rail Cars	Commuter Locomotive Diesel	20	\$74,188,285	\$65,980,817
Equipment	Service Vehicles (Non-Revenue)	Pickup Utility Truck	75	\$436,717	\$2,616,326
Equipment	Service Vehicles (Non-Revenue)	Sports Utility Vehicle	85	\$693,546	\$2,303,917
Equipment	Service Vehicles (Non-Revenue)	Van	79	\$729,509	\$2,272,877
Equipment	Service Vehicles (Non-Revenue)	Sedan/Station Wagon	62	\$437,762	\$1,546,568
Equipment	Service Vehicles (Non-Revenue)	Other Support Vehicle	31	\$212,606	\$1,610,645
Equipment	Service Vehicles (Non-Revenue)	Tow Truck	2	\$0	\$344,361
Equipment	Capital Equipment	Bus Maintenance Equipment	1,033	\$7,860,493	\$11,976,480
Equipment	Capital Equipment	Other Maintenance Equipment	140	\$11,904,184	\$16,743,863
Equipment	Capital Equipment	Rail Maintenance Equipment	2	\$73,195	\$1,180,195
Equipment	Capital Equipment	Other Facilities Equipment	416	\$3,164,904	\$5,017,581

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.

Figure 139 Disposition Report

Disposition Report					
				Jump to...	Actions ▾
All Transit Operators					
Fiscal Year	Category	Class	Sub Type	Count	Book Value
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	9	\$3138,463
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	1	\$265,314
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	3	\$679,554
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	1	\$29,493
FY 18-19	Equipment	Capital Equipment	Other Facilities Equipment	2	\$143
FY 18-19	Equipment	Capital Equipment	Other Communications Equipment	1	\$0
Totals for FY 18-19				17	\$4,112,957
					\$6,310,180

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 month, 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 140 Asset Service Life Summary Report

Capital Planning Tool (QA)					
Home > Reports > Asset Service Life Summary Report					
Asset Service Life Summary Report					
Organization	Subtype	Quantity	# Past ESL (Mo.) Pct	# Past ESL (Mi.) Pct	# Past TERM Thresh Pct
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%	

Filter or Export

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 are 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 141 TAM Service Life Summary Report

Capital Planning Tool (QA) Home Reports TAM Service Life Summary Report ?

TAM Service Life Summary Report

Organization	Asset Classification Code	Quantity	# At or Past ULB/TERM	Pct	Avg Age	Avg TERM Condition	Total Mileage
All (Filtered) Organizations	AO - Automobile	1	0	0%	12.00	1.00	301,611
All (Filtered) Organizations	BU - Bus	53	0	0%	15.70		
All (Filtered) Organizations	CU - Cutaway	123	0	0%	4.30		
All (Filtered) Organizations	MV - Mini Van	49	0	0%	9.00	2.08	212,607

Filter or Export

12.0 Specialized Reports

12.1 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 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 142 Asset Fleet Builder

Note: Running the Fleet Builder will delete all existing fleet data, if previously run.

Build Revenue or Support Fleets

Build Revenue Vehicles Fleets

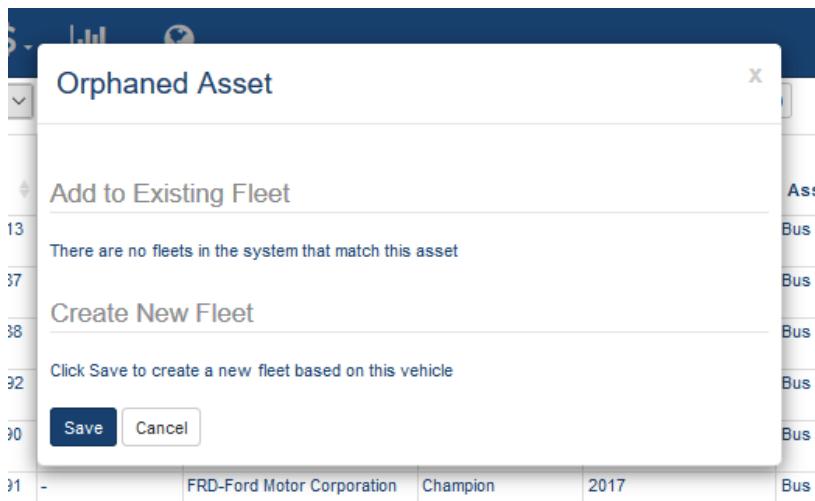
Build Support Vehicles Fleets

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 143 Asset Fleet Builder—Orphaned Assets

The screenshot shows the 'Fleets' section of the Capital Planning Tool (QA). At the top, there are tabs for 'Revenue Vehicles', 'Support Vehicles', and 'Manage Fleets'. The 'Manage Fleets' tab is selected. Below it, the 'Orphaned Assets' section is displayed with a table of assets. The table includes columns for Agency, Asset Type, Tag, ID, VIN, License Plate, Manufacturer, Model, Year Manufactured, Asset Subtype, FTA Vehicle Type, Status, and Action. Several rows of asset data are listed. On the right side of the table, there is a large orange button labeled 'Add Asset to Fleet'. An orange arrow points from this button to another 'Add Asset to Fleet' button located in a modal dialog.

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 144 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, asset odometer readings, and remove or add assets to the fleet from directly within the fleet.

Figure 145 Adding a New Fleet

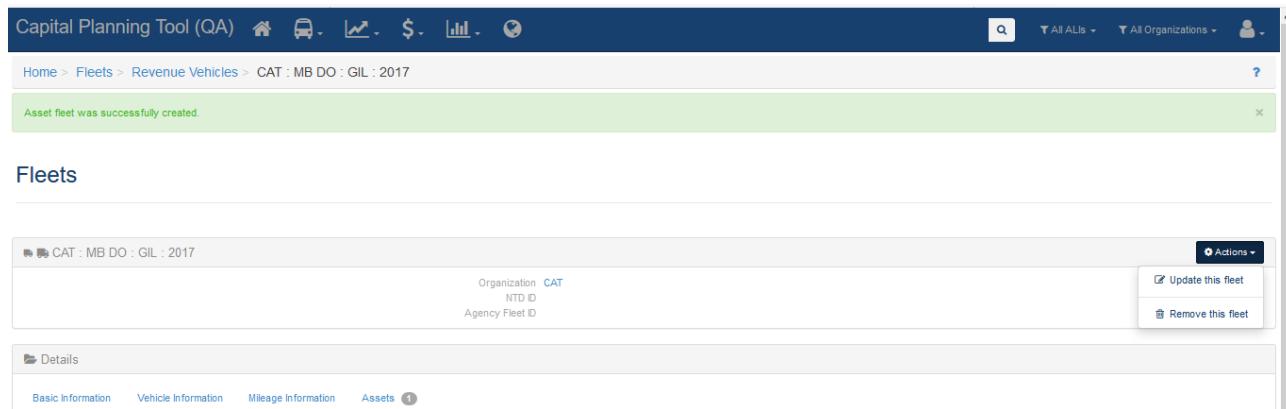


Figure 146 Update Asset Fleet Details

Update Asset Fleet

NTD ID

0

Agency Fleet ID

NTD Notes

Notes will appear in generated NTD report.

Update Asset fleet

Cancel

Figure 147 Update Odometer Readings

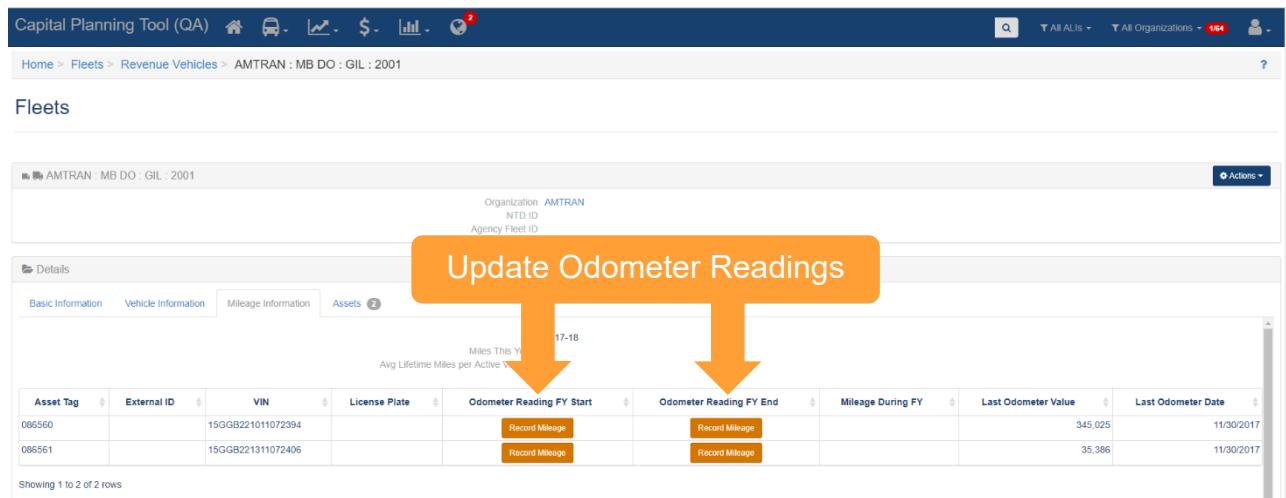


Figure 148 Remove or Add Assets from within a Fleet

The screenshot shows a web-based application interface for fleet management. At the top, there's a navigation bar with links for Home, Fleets, Revenue Vehicles, and specific filters for All ALJs and All Organizations. Below the navigation is a breadcrumb trail: Home > Fleets > Revenue Vehicles > AMTRAN : MB DO : GIL : 2001. The main content area is titled 'Fleets' and shows a list of assets for the organization AMTRAN. The table includes columns for Asset Tag, External ID, VIN, License Plate, Title Number, Status, Emergency Contingency, ADA Accessibility, ULB, Mileage, Valid in Fleet, and Action. Two rows of data are visible: one for asset 086561 and another for asset 086560. An orange callout box with the text 'Add or Remove Assets' has an arrow pointing to the green plus sign icon in the 'Action' column for the second asset row.

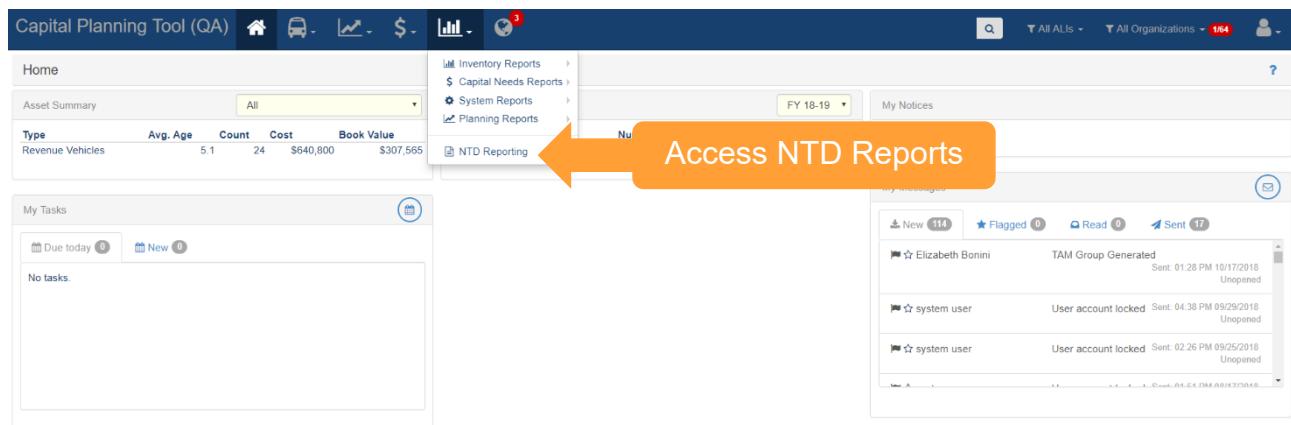
Asset Tag	External ID	VIN	License Plate	Title Number	Status	Emergency Contingency	ADA Accessibility	ULB	Mileage	Valid in Fleet	Action
086561	15GGB221311072406				In Service	No	No		35386	Yes	
086560	15GGB221011072394				In Service	No	No		345026	Yes	

12.2 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 organization, 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.
- Infrastructure (A-20) — Pulls asset data for infrastructure assets, and produces a separate report for each Primary Mode/Type of Service unique combination.
- Revenue Vehicles (A-30) — Pulls asset data for revenue vehicles, which are included as part of a fleet.
- Service Vehicles (Non-revenue) (A-35) — Pulls asset data for Service Vehicle (Non-Revenue), which are included as part of a fleet.
- Performance Measure Targets (A-90) — Pulls ULB, TERM value, and goal percentages for the TAM Policy associated with the corresponding NTD Report year, and calculates performance.

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 149 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, have comments added, updated, or removed. New reports can be generated by clicking on the New NTD Form button.

Figure 150 Table of Previously Generated NTD Reports

The screenshot shows the 'NTD Reporting' page. At the top, there's a breadcrumb trail: Home > Forms > NTD Reporting. Below the breadcrumb, there's a search bar and some filter options. The main area features a table with columns: Organization, Fiscal Year, Status, Created At, and Creator. One row is visible in the table, showing 'CARBON' as the organization, 'FY 16-17' as the fiscal year, 'Unsubmitted' as the status, '10:41 AM 10/19/2018' as the created at time, and 'Elizabeth Bonini' as the creator. Two orange arrows point from the left and right towards the table. The left arrow is labeled 'Create New NTD Forms' and points to the 'New NTD Form' button. The right arrow is labeled 'Click to Access Existing Forms' and points to the table rows.

Organization	Fiscal Year	Status	Created At	Creator
CARBON	FY 16-17	Unsubmitted	10:41 AM 10/19/2018	Elizabeth Bonini

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 151 Create New Reporting Year Forms

New NTD Report

Organization
BUTLER-Butler County Community Public Transportation

Fiscal Year
FY 2016 - 2017

Agency Information

Reporter Name
Elizabeth Bonini

Reporter Title

Reporter Department

Reporter Email
ebonini@pa.gov

Reporter Phone
9999999999

Reporter Phone Ext

Save NTD Form

Click Save NTD Form Button

Figure 152 NTD Report Details and Data

CARBON FY 16-17

Organization: CARBON
Year: FY 16-17
Status: Unsubmitted
Last Updated: 10:41 AM

Actions: submit this form, New version, Remove this form

Reporter Name: Elizabeth Bonini
Reporter Title: [empty]
Reporter Department: [empty]
Reporter Email: ebonini@pa.gov
Reporter Phone: (999) 999-9999

Details

Versions History

Date	Creator	Download	Comments	Process Log
10:41 AM 10/19/2018	Elizabeth Bonini	Unsubmitted	[empty]	[empty]

Submit, Create a New Version, or Remove

Access Forms or Add a Comment

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 153 Download each NTD Form

Success

Click the button below to download the file to your computer.

Download A-15

Download A-20

Download A-30

Download A-35

13.0 Admin Tools

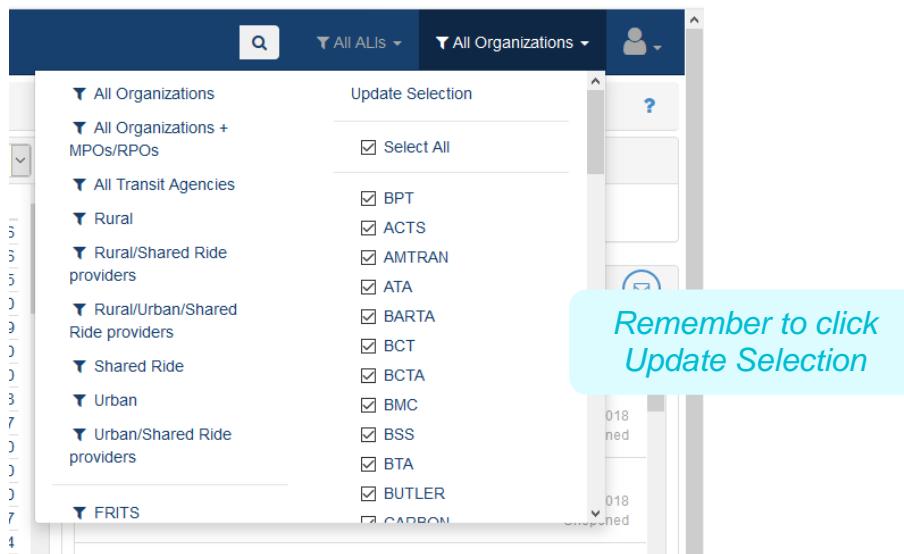
As an administrator, you have access to additional functionality within the User and Organization options at the top right of the screen.

Figure 154 Admin User and Organization Options

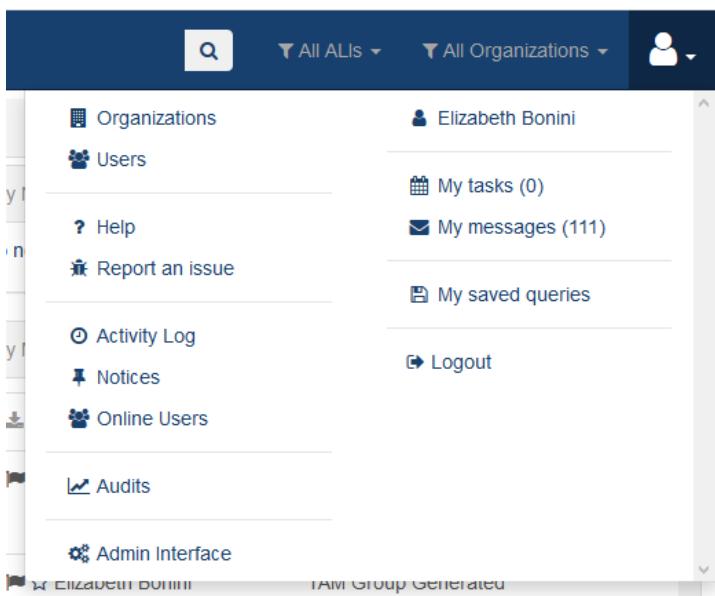


Clicking “All Organizations” provides a filter to pare down the different agencies you see. This also greatly reduces the time it takes to process certain content-rich pages.

Figure 155 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 156 Admin User Options

13.1 Organizations

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

Figure 157 Admin Organizations

Type	Organization	Name	Full Address	Phone	Ext	Fax	Web Site
Grantor	BPT	PaIDOT Bureau of Public Transportation	Keystone Building, 400 North St Harrisburg, PA, 17120	717-214-4035			http://www.dot.state.pa.us/internet/Bureaus/pdBPT.nsf/TransHomepage?openFrameset
		s. Inc.	241 West Grant Street P.O. Box 189 New Castle, PA, 16103	(999) 999-9999			http://www.example.com

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

Figure 158 Add an Organization

13.2 Users

The users 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 159 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 160 Add a User

New User

User Organizations

* Organization: Not Selected

Organizations:

- BPT-PennDOT Bureau of Public Trans
- ACTS-Allied Coordinated Transportat
- AMTRAK-Altoona Metro Transit
- ATA-Area Transportation Authority of K
- BARTA-Berks Area Regional Transport
- BCT-Bucks County Transport, Inc.
- BCTA-Beaver County Transit Authority
- BMC-Borough of Mt Carmel
- BSS-Blair Senior Services, Inc.
- BTA-Butler Transit Authority
- BUTLER-Butler County Community Pul
- CARBON-Carbon County

Choose All >

Selected:

Roles & Privileges

* User Role: [dropdown]

User Privileges:

- Admin
- Technical Contact
- Director Transit Operations
- NTD Contact

User Details

* First Name: [text input]

* Last Name: [text input]

Take care about who you grant admin privileges—they'll be able to modify anything

13.3 Notices

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

Figure 161 Notices

+ Add a notice

Type	Subject	Summary	Visible	Start Display	Display Until	Actions
System Notice	Welcome to the Capital Planning Tool.	IMPORTANT NOTICE!		01:00 PM 06/02/2015	11:59 PM 06/02/2015	
System Notice	System Maintenance	System Maintenance Monday July 6th		01:00 PM 07/02/2015	11:59 PM 07/02/2015	
System Notice	IMPORTANT NOTICE!	Asset Loading		07:00 AM 12/07/2015	11:00 PM 12/14/2015	
System Notice	System Maintenance	System Maintenance		10:00 AM 02/26/2016	11:00 PM 02/29/2016	
System Notice	SYSTEM NOTICE	System Outage - 9/10/16-9/12/16		10:00 AM 09/09/2016	11:59 PM 09/09/2016	
Informational Notice	2017 AUDIT PERIOD	2017 Revenue Vehicle Audit		02:00 PM 01/04/2017	11:59 PM 01/04/2017	
System Notice	SYSTEM NOTICE	System Outage - 2/10/17-2/13/17		02:00 PM 02/10/2017	08:00 AM 02/13/2017	
System Notice	SYSTEM OUTAGE	System Outage - 7/21 to 7/24		02:00 PM 07/19/2017	08:00 AM 07/24/2017	
System Notice	SYSTEM OUTAGE	System Outage - 11/17 to 11/20		08:00 AM 11/14/2017	07:00 AM 11/21/2017	
System Notice	SYSTEM OUTAGE	SYSTEM OUTAGE 11/30 5PM-6PM		03:00 PM 11/30/2017	11:00 PM 11/30/2017	
System Notice	SYSTEM OUTAGE	System Outage - 12/29-1/2		01:00 PM 12/28/2017	11:00 AM 01/03/2018	
System Notice	SYSTEM OUTAGE	System Outage - 1/26-1/29		01:00 PM 01/26/2018	07:00 AM 01/29/2018	
System Notice	test	test		12:00 AM 07/20/2018	01:00 PM 07/20/2018	

Showing 1 to 13 of 13 rows 200 ▾ rows per page

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

Figure 162 Add a Notice

New Notice

* Subject

* Summary

Details

Organization

All

* Start Displaying Hour
07/20/2018 12:00 PM

Stop Displaying Hour
07/20/2018 11:00 PM

* Notice Type

System Notice

Create Notice

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

Figure 163 Notice on the Dashboard

9

536
786
775
280
200

My Notices

⚠ test
test
12:00 AM 07/20/2018
Details...

My Messages

13.4 Online Users

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

Figure 164 Active Users

The screenshot shows a table titled "Active User Sessions" with the following columns: Session Id, User, IP Addr, Organization, Started, Expires, Age, Last View Time, Inactive Time, View Count, and Last View. The data is as follows:

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
b8de20b814a0c0f12f86826af448cc4	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
a450046b60018305995392319c1781d6	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
09baecbb50cc11679481d1102fb252	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 40m	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

13.5 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 setup within the Audit Feature. When the audit is run on, 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 165 Admin Audits Page

The screenshot shows the "Admin Audits Page" with the following interface elements:

- Header:** Capital Planning Tool (QA) with navigation icons for Home, Assets, Reports, Budgets, and Organizations.
- Left Sidebar:** Shows user information (Elizabeth Bonini), tasks (0), messages (114), activity log, notices, online users, and a link to the "Admin Audits Page".
- Middle Content:** A table titled "Audits" with one matching result:

Name	Description	Instructions
Annual Inventory Update	Checks to see that each asset has had the Service Status, Condition, and Mileage (where appropriate) updated.	Update the Service Status, Condition, and Mileage (where appropriate) values for each of the operational assets in your inventory.
- Right Sidebar:** A vertical sidebar with links for Butler, Users, Help, Report an issue, Activity Log, Notices, Online Users, and Logout.
- Callout:** An orange arrow points from the text "Admin Audits Page" to the "Audits" link in the sidebar.

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 166 Admin Audits Details Page

The screenshot shows the 'Annual Inventory Update' audit record in the Capital Planning Tool (QA). The audit is marked as 'Active'. The 'Actions' dropdown menu is open, showing options: 'Update this audit' (selected) and 'Remove this audit'. The audit details include:

- Name:** Annual Inventory Update
- Auditor:** AssetA
- Data Update Start Date:** 11/13/2017
- Data Update End Date:** 01/24/2018
- Operational:** Audit Activity Start Date: 09/30/2017; Audit Activity End Date: 03/30/2018
- Last Run:** Created On: 02/28/2016; Last Updated: 03/19/2018

13.6 Client Admin Interface

The Client Admin Interface is the location where users with the Client Admin privilege have the ability to modify certain client-controlled features, to include areas such as annual system rollover, system generated messages templates, and a message history log.

The functionality within the Client Admin Interface will be expanded over time. As existing features are updated and new modules and features are added, existing functionality within the System Admin Interface will migrate to and new functionality will be added to the Client Admin Interface.

Figure 167 Client Admin Interface

The screenshot shows the Client Admin Interface navigation menu. The main menu items are:

- Home > Client Admin Interface
- User Guide ?
- Client Admin Interface
- System Management
- Administration
- System Rollover
- Messages

13.7 System Admin Interface

The System 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 System Admin Interface, as much of the system functionality resides within the System 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 System Admin Interface, or are unsure of how to perform a specific function.

Figure 168 System Admin Interface

