OPTIS

Oregon Public Transit Information System

USER GUIDE
EXTERNAL USERS

ODOT Public Transit 2011

OPTIS USER GUIDE
EXTERNAL USERS

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Version History

Version	Description of Change	Author	Effective Date
1.0	Initial Release	Maile Boals	08/01/2010
1.1	Updated all sections to mirror training	Maile Boals	10/15/2010
1.2	Minor Updates	Maile Boals	05/04/2011
1.3	Added new server login data and made updates to reflect system changes	Maile Boals	07/01/2011

Disclaimer

ODOT Public Transit has made every effort to ensure the accuracy and reliability of the information in this user guide, and assumes no responsibility for any erroneous guidance. If you find information that is incorrect, misleading, or incomplete, we would appreciate your comments and suggestions. The contents of this guide may be revised without prior notice.

⇒This document is available in alternative formats upon request.⇐

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1. Introduction

NOTE: THIS USER GUIDE COVERS TOPICS APPLICABLE TO EXTERNAL USERS ONLY AND SHOULD BE USED IN CONJUNCTION WITH HANDS-ON TRAINING DELIVERED BY PTD STAFF.

OPTIS

The Oregon Public Transit Information System (OPTIS) is a comprehensive electronic grant management system created for the Public Transit Division (PTD) of the Oregon Department of Transportation (ODOT). It is used to help facilitate the administration of the federal and state grant programs managed by PTD.

OPTIS has a broad scope, and is used by both internal users (PTD staff) and external users (recipients of grant funds through PTD) to manage many aspects of business such as grant applications, grant agreements and amendments, reimbursement and payment requests, asset inventories, and periodic reports.

Users are authorized to access the system by a combination of external authentication facilities (as required by PTD) and internal, application-maintained privileges to control access and the functions that may be performed. PTD grants access to staff and external users. This process ensures that PTD controls who has access to the application as well as constraining external organizations for which each user has been granted representation authority, the types of documents they may process, and the value limits for those documents.

History

PTD contracted with OGMA Consulting in 2005 to begin customization of the OPTIS system specifically for our use. After extensive testing and a long data load phase, we began using the system for internal processes in 2008. At that time, PTD staff loaded sub-recipient grant information and created transit agency and external user profiles. External user training began in January, 2010 and is expected to continue through 2011.

Software Developer

OPTIS software was developed by OGMA Consulting Corporation and is based upon the O&PEN application created by them. The following information was excerpted from the OGMA website: www.ogmaconsulting.com and describes the O&PEN product.

> *OGMA Consulting Corporation is a registered, private British Columbia company, established in 1984. OGMA Consulting Corp. has been both providing and supporting its products since 1984.*
>
> *OGMA's primary business is the design, development, deployment and support of packaged application software for large, complex, public sector organizations. Initially, OGMA focused on the research and development of application software to address*

specialized materials management business functions, including registries of providers of general and controlled goods and services, and the ability of those providers to deliver the goods and services into a geographic marketplace.

O&PEN is a commercial off-the-shelf software product specifically designed for public sector purchasing management. O&PEN is specifically designed for use over the Internet or intranet. Application security facilities, which may be augmented by external authentication methods, provide the balance between access and the need to protect sensitive data provided by both clients and the vendor community. O&PEN implements stringent authority-to-perform and representation constraints on all users. It uses positive identification of the user to determine the authorities and privileges that have been specifically granted or withheld from that user. All authorities and privileges are constrained to the organizational hierarchy with which that user is associated. O&PEN makes sure that each user is limited to accessing only the data that they have been granted the right to access or other organizations have published for general access.

Application Specifics

OPTIS is a web-based application in which some or all parts of the software are downloaded from the internet each time it is run. It is hosted on an ODOT server and is accessed through the internet, so both PTD staff and external transit provider agencies may use it once they are trained and authorized.

The most reliable way to access the OPTIS program is using Microsoft's Internet Explorer (IE) browser (version 5.5 or later). Other browsers, such as Firefox or Netscape are not fully supported at this time.

Because OPTIS is web-based, and the internet is involved, the security settings of IE may occasionally trigger security alert or warning messages on your computer. These messages are generated by IE, not the OPTIS program. You must click the appropriate button in the security alert or message window before you can continue using OPTIS. Some of these warnings can be permanently turned off by clicking a check box in the message window. Suppressing these messages will minimize delays while using the system.

Interaction with the internet can also cause "pop-up" windows to appear. Most computer users employ pop-up blocking software to remove these messages from the screen. However, some features of OPTIS may be obstructed by pop-up blockers. It is recommended that you disable pop-up blocking for the OPTIS site while using the system. If you need instructions on how to do this, contact your computer support staff or PTD.

2. Getting Started

OPTIS Production URL* (*Uniform Resource Locator – Global address on the World Wide Web.)

PRODUCTION SITE ADDRESS - https://keiko36.odot.state.or.us/

Accessing the OPTIS Program

Since you will be accessing an internal ODOT application, and you are not an ODOT employee, robust security measures are in place for the production site. You will access OPTIS using a virtual private network (VPN) connection as follows:

1. Start Internet Explorer (IE).
2. Enter the OPTIS URL into the IE Address bar.
3. Click Enter on your keyboard.
4. If you are asked to install *Whale Communications' client components*, click "Install" and then click on "Continue with Limited Functionality". If you are not asked to install the Whale component, simply click on "Continue with Limited Functionality" to continue.

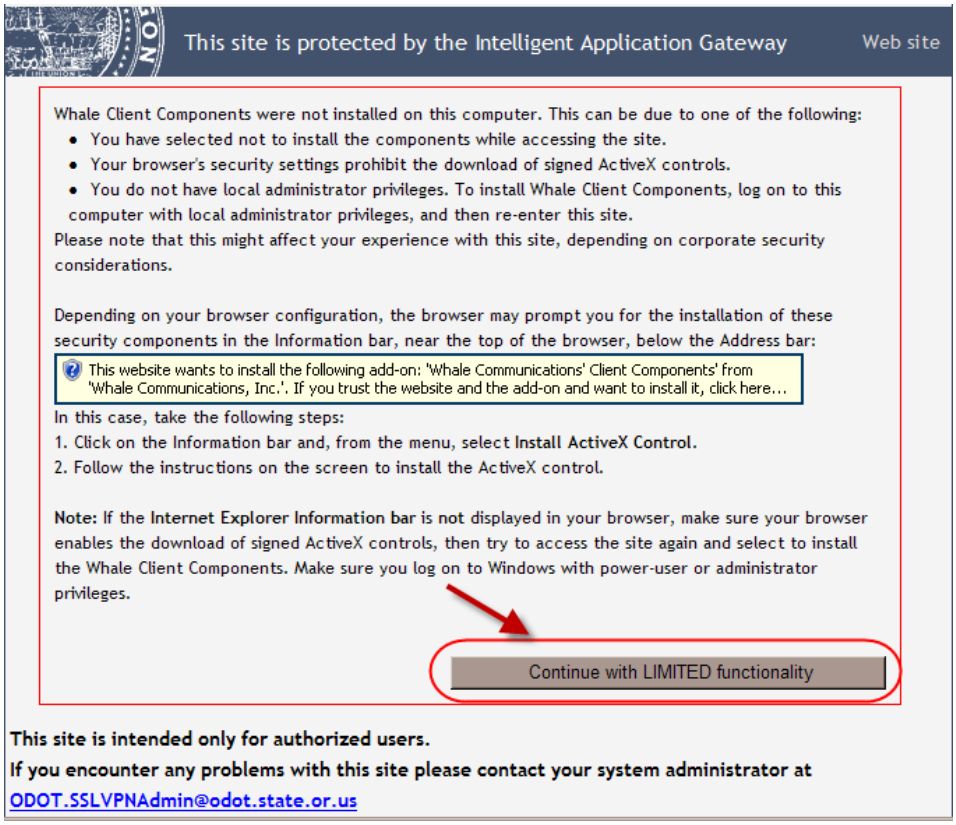


Figure i

5. Select OPTIS from the list of available applications.

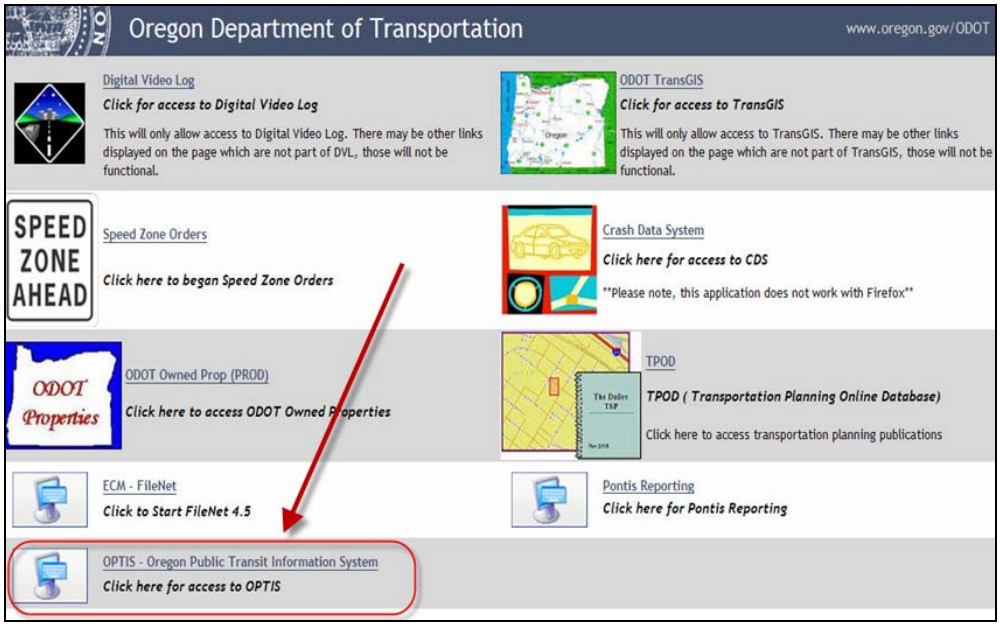


Figure ii

6. If a Security Alert message appears, check "Trust this site", select "Always" and click the "Trust" button.

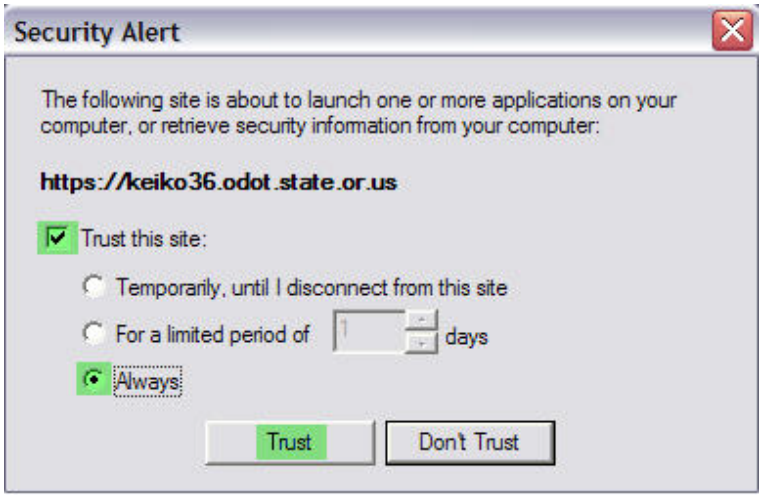


Figure iii

7. Log in to OPTIS following the instructions in the next section, "Logging In and Out of the OPTIS Program".
8. If you are logging into the Training Site, only follow steps 1 to 3 and use the Training URL:

TRAINING SITE ADDRESS - https://optisalt.oregon.gov/train/open_grants.dll/welcome

HINT:

The easiest way to start the OPTIS program after your initial session is to create a shortcut on your Windows desktop. Or, use the history feature of IE. Once you have accessed OPTIS for the first time, a copy of its internet address is stored in IE's history list. In Figure 1, note the arrow pointing to the small down arrow on the address bar. Clicking this arrow displays a list of places you have been; click on one of the places in the list to go there. You can also save a link to OPTIS by using the Favorites feature (see circled button.) If you need help with these suggestions, consult your computer support staff or PTD.

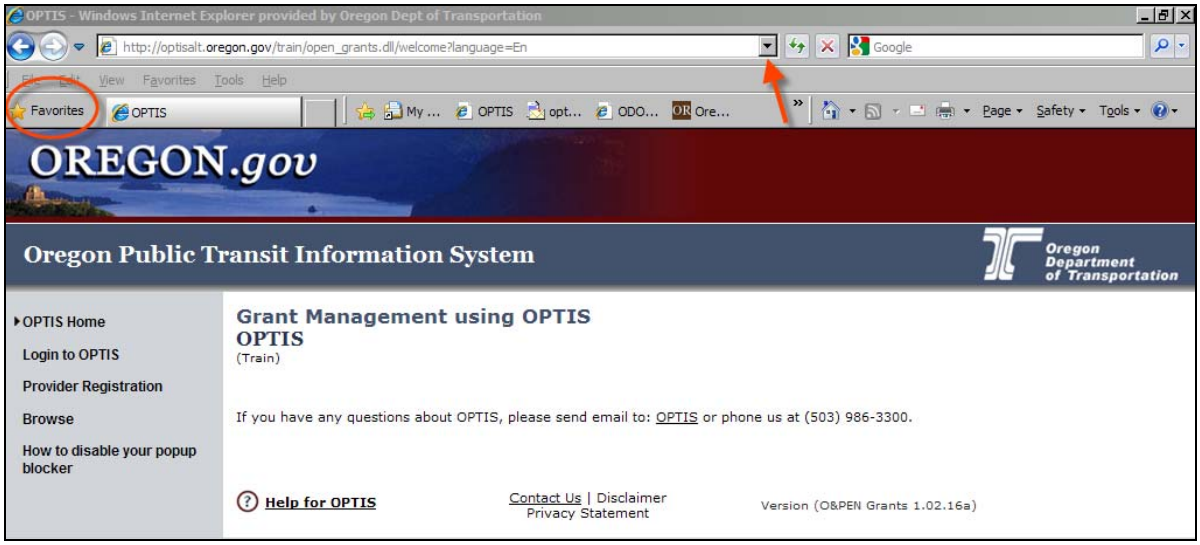


Figure 1: History and Favorites

Logging In and Out of the OPTIS Program

In order to log in to OPTIS, you must be a registered user. You may browse for grant opportunities without logging in to the system, but only registered users can enter OPTIS to respond to grant notices, submit requests for reimbursement, and create periodic reports. Most grant recipients were registered by PTD in the initial set up of the system. You will be given your user name and password during training.

Agencies and users not already in the system may self-register following the process described in this guide (Section 3. Registration.) However, it is important not to re-register if your profile already exists. Contact your OPTIS trainer if you need assistance determining your profile status.

To log in:

1. Follow *Accessing the OPTIS Program* steps 1 to 8 above (steps 1 to 3 if logging into the Training site).

2. From the main OPTIS menu (the gray column at the left side of the screen), click to select **Login to OPTIS**. The following window is displayed:

Figure 2: Logging in to the OPTIS System

3. As shown in Figure 2, key in your user name and password in the appropriate boxes. Your user name and password were defined when you registered; contact your OPTIS trainer if you are not sure if you have a user name and password or if you have forgotten them. Note that the password characters are not shown; instead, dots appear to help ensure the security of your password.

HINT:

Press the TAB key to move from one text box to the next. Press SHIFT+TAB to move backward.

4. Click the Submit button to continue.

   A welcome screen is displayed, as shown in Figure 3. In the figure, only the relevant parts of the window are displayed. Available menu options are shown at the left side of the window.

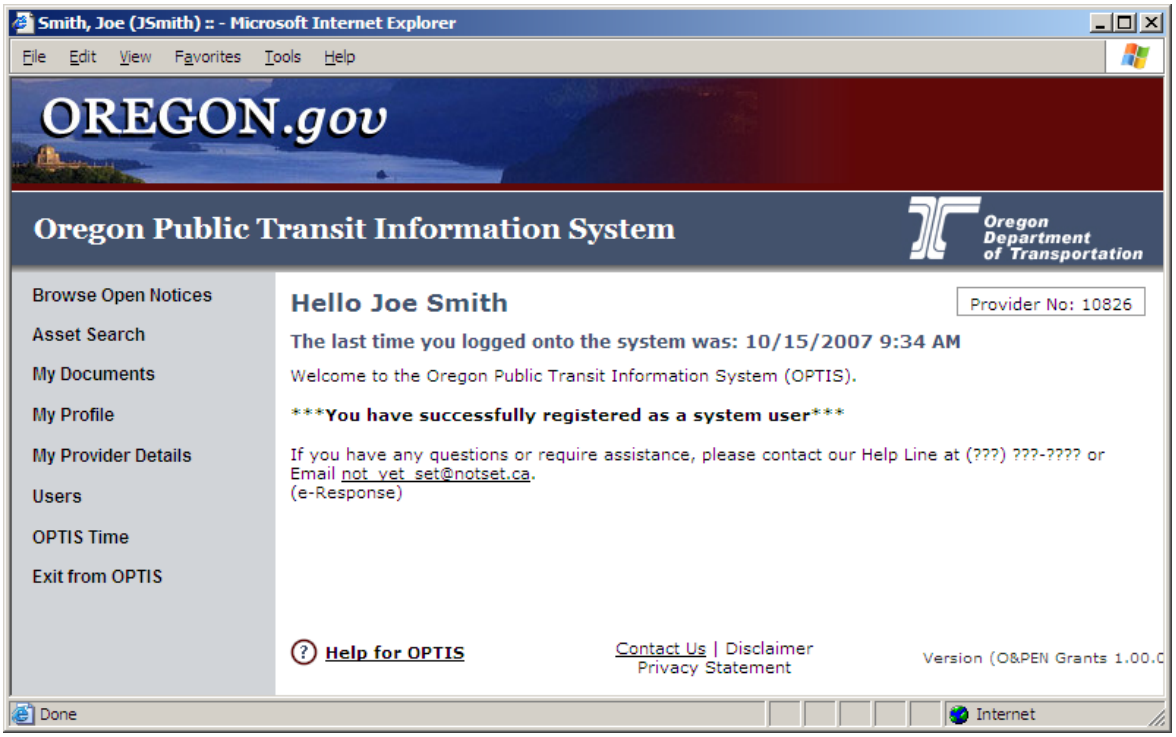


Figure 3: Main Menu Options for an External User

The name of the person currently logged in is shown in the title bar at the top of the Internet Explorer (IE) window and in the "Hello" statement.

<u>To log out:</u>

When you are finished working in OPTIS,

1. From the menu at the left side of the screen, select **Exit from OPTIS**.
2. A message window appears asking if you want to log out of OPTIS.
3. Click the OK button, or press the ENTER key. The following window is displayed:

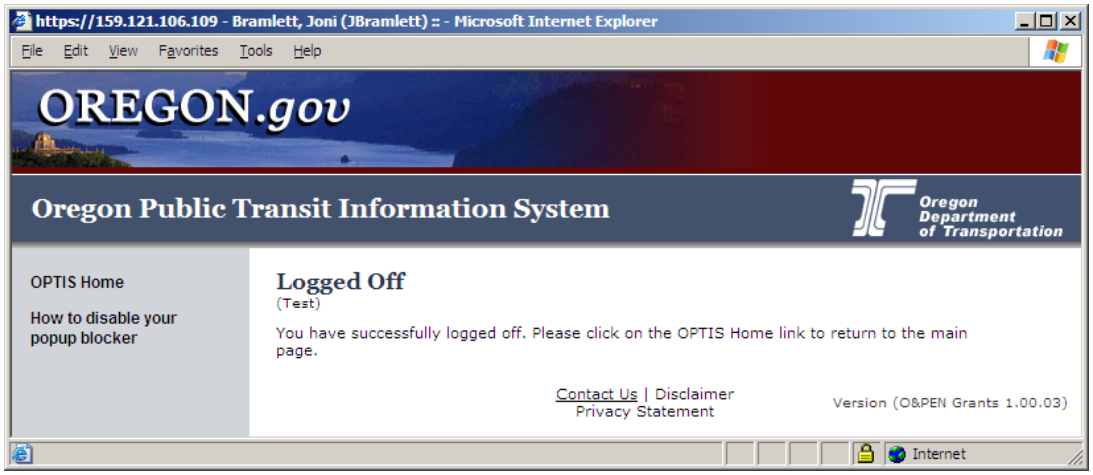


Figure 4: Logged Off Screen

4. As prompted in this window, you can click the OPTIS Home option from the menu to go back and log in again, or click the Close button (X) at the top right corner of the IE window to close the window.

OPTIS Home

The OPTIS Home page may be accessed by any "anonymous browser" to review open grant application notices, however, only registered users may access the system's other features. The self-registration process is covered in Section 3 of this guide.

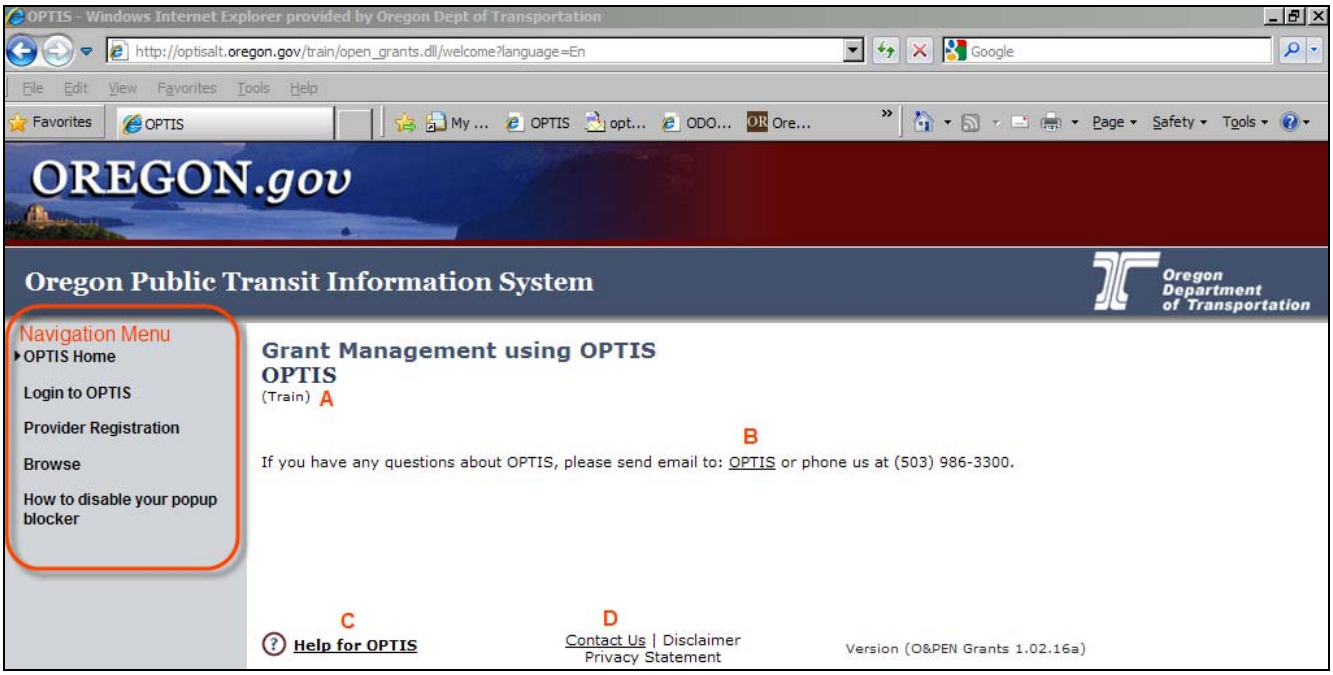


Figure 5: OPTIS Home Page

Most windows in OPTIS include a gray column on the left-hand side called the Navigation Menu. This menu changes depending on what type of user you are and where in OPTIS you are working. It is from this menu that you select where you want to go and what you want to do in the system. In Figure 5, the navigation menu for the home page is shown. Each item may be selected directly by clicking on it with your cursor:

- **OPTIS Home** takes you back to the home page.
- **Login to OPTIS** displays the login screen where, once you are registered, you can enter your username and password to log in to the system.
- **Provider Registration** takes you to the registration screen where users not already in the system may register.
- **Browse** takes you to current grant opportunities available through PTD.
- **How to disable your popup blocker** provides you with detailed instructions on how to allow pop-ups which may hinder your use of the system.

Other items located on the OPTIS home page have been labeled A - D for reference in Fig 5:

A The word in parenthesis under OPTIS indicates which OPTIS site you are currently in. The system has three sites: Production (Prod), Training (Train), and Test (Test).

B Clicking on the word OPTIS in this sentence generates a blank outgoing email message with the current OPTIS administrator's email address automatically inserted. Once PTD activates the email facility in OPTIS (after the majority of external users have been trained), if you have questions about the system, you can complete the email and send it directly from within the system.

C Clicking on either the ? icon or the words **Help for OPTIS** opens an OPTIS Help Desk entry related to the current page or topic. Help is available in many, but not all, locations. Some help entries may still be under construction.

D Clicking on the words Contact Us works the same way as clicking on the word OPTIS (B), initiating an email which can be send to the OPTIS administrator (once email is activated.)

Optimizing the Screen Display

All the elements of the IE program are present as you use OPTIS. This takes up screen space on your monitor. To free up space, you can turn off some of these features.

1. Right click anywhere on the menu bar. A shortcut menu appears:

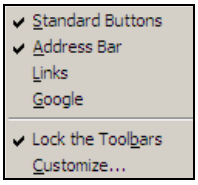


Figure 6: Turning off Unneeded IE Screen Elements

A check mark to the left of an item indicates that it is currently displayed.

2. Point to a checked item and click the left button to remove it. Repeat the process to re-display an item.

The following figure shows an IE window with all the extra items turned off:

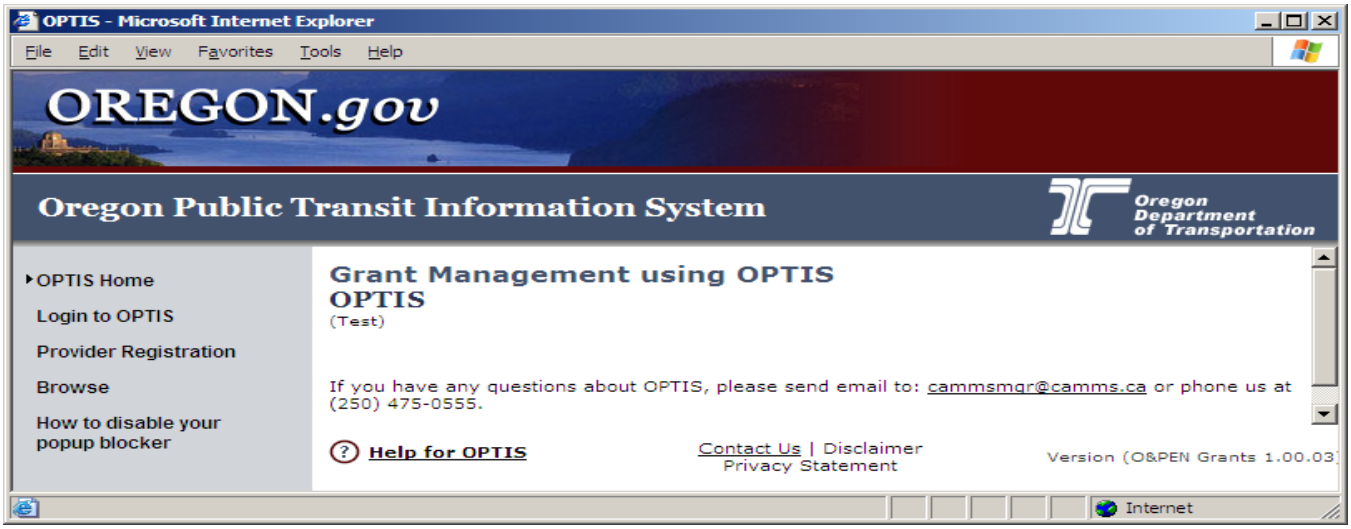


Figure 7: Abbreviated IE Window

HINT:

While navigating in OPTIS, don't use the Back or buttons in the IE browser window to return to a previous screen, or the button to close a screen. It is better to use the buttons available in the OPTIS program. These buttons look like this: Back or this: Back or Close

3. Registration

New Registrations

Provider registration can be completed in one of two ways. Agencies may complete their own registration on line, or PTD staff can set up registration on their behalf. Agencies with current grants through PTD at the time this user guide was created will already have been registered in the system. The instructions which follow should be used to add a new provider not already existing in OPTIS.

The first user registered for any agency automatically becomes the prime user for the agency and has the highest level of privileges. This user will see all external user menu options and can change agency and user information. This designation may be changed later.

Note about "wizards" – Some processes in OPTIS use guides similar to the wizards in Microsoft Office programs. Executing steps one at a time helps ensure that no information is missed. OPTIS wizards allow you to skip to any step in a process. More knowledgeable users may opt to manually complete activities, but most will find the wizards a useful tool. Figure 7 shows that you are currently at step 1 of 5 in the provider registration process.

<u>To create a new provider / user profile:</u>

1. From the OPTIS Home window, click the **Provider Registration** option on the navigation menu. The following screen is displayed:

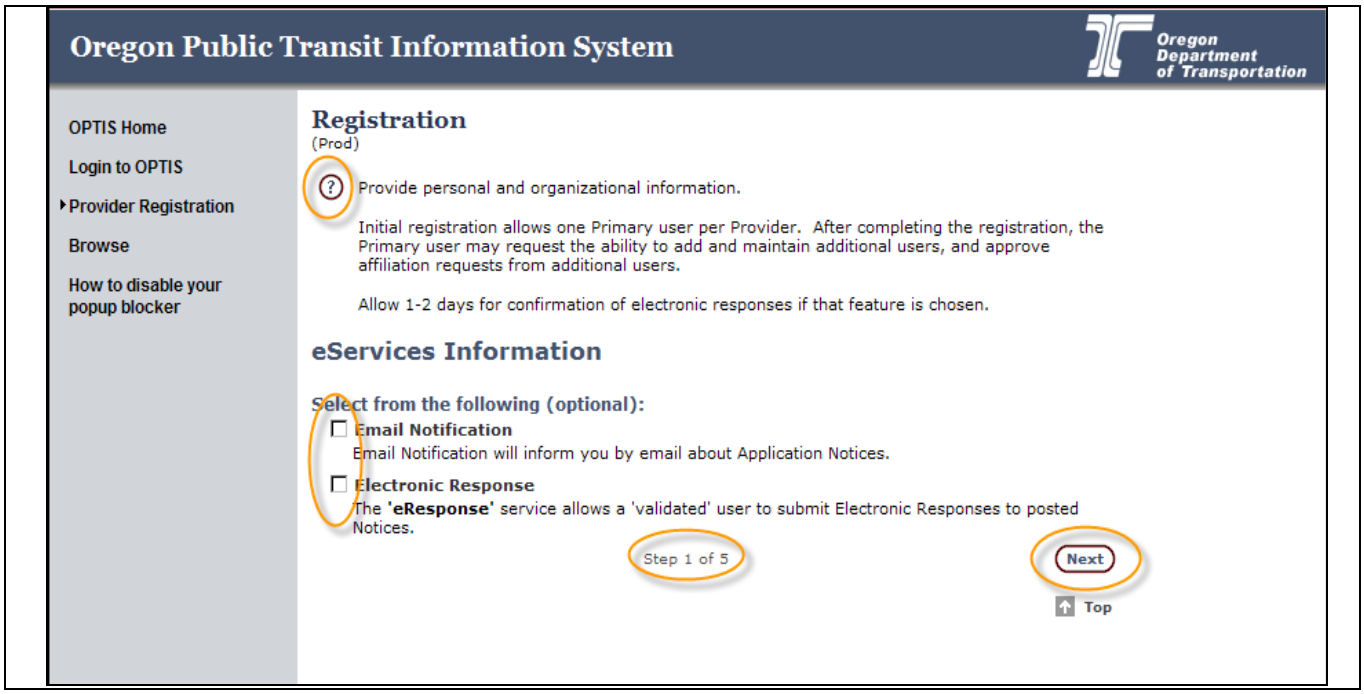


Figure 7: Provider Registration - Step 1

Note: While creating a profile, a security warning message may appear similar to this:

Figure 8a - Security Warning

You must click No to display the OPTIS windows correctly.

At the Registration Screen (Figure 8):

- Under *eServices Information*, the first check box option allows you to receive emails from PTD notifying you of grant opportunities. The second check box option allows you to submit electronic responses to notices, and to submit other electronic documents such as reimbursement requests. These choices are optional.
- Clicking on the Next button, shown circled at the bottom right corner of Figure 8 takes you to the next step in the registration process.

2. If desired, click to place a checkmark in one or both of the check boxes before continuing.
3. Click the Next button to continue. The following window is displayed:

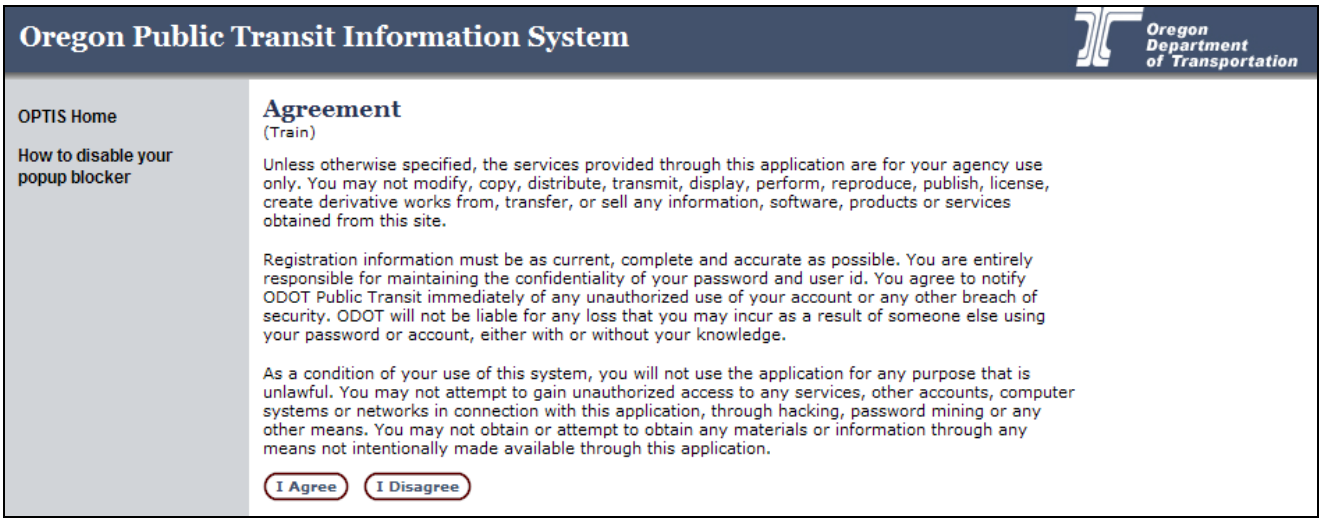


Figure 9: Terms of Use Agreement

Before continuing the registration process, you must accept the "Terms of Use" Agreement.

4. Click the I Agree button to continue. Wizard Step 2 of 5 is displayed with blank fields.

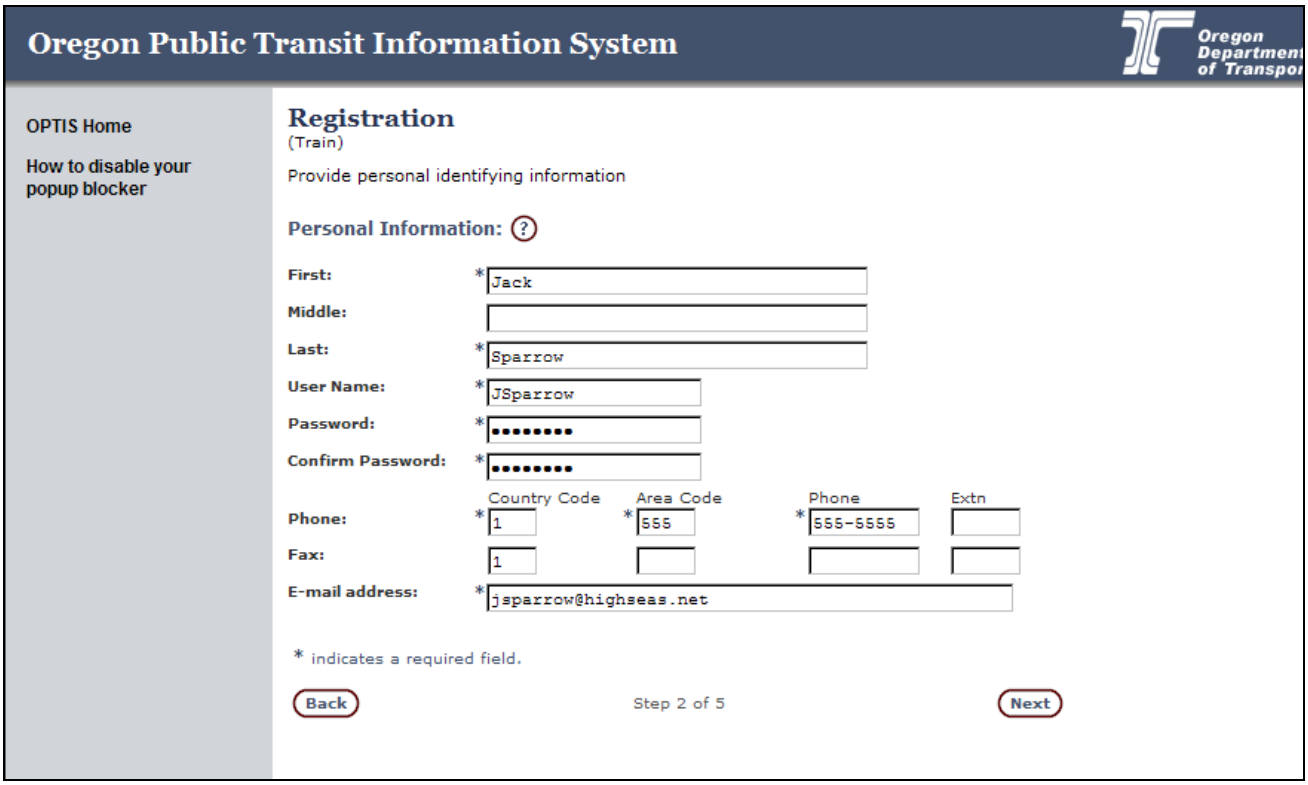


Figure 10: Provider Registration - Step 2

Notes: OPTIS uses a variety of text boxes, drop down lists, radio buttons and check boxes. Each box in the registration screen represents a field, which is a category of information. One or more fields make up a record. Information you provide in these fields during the registration process will make up the record that applies to you and your organization only.

Asterisks* indicate required fields. You will not be able to proceed unless information is entered in these fields. Most fields on the registration form are required.

Most text boxes will allow any alpha-numeric characters. Some fields, such as phone number fields, will not allow letters.

HINT:

Use the tab key on your keyboard to move from field to field, or use your mouse to place your cursor in each field.

The Back and Next buttons at the bottom of the window allow you to step forward or back through the steps in the wizard. **Information entered into fields is not saved until the Next button is clicked.**

5. Enter your first name, middle name (optional), and last name in the appropriate fields.

6. Enter your user name following these guidelines:
   a. Enter the first letter of your first name, followed by your entire last name. (Example: JSparrow or jsparrow or Jsparrow.) User names are *not* case-sensitive; OPTIS will accept the correct letters regardless of whether or not they are upper or lower case.
   b. Be sure your user name is at least six letters long. If you enter fewer than six letters in this field, you will receive an error message. If your last name is shorter than five letters, use as many letters of your first name as needed to make your entire user name at least six letters. (Example: Jack Orr's user name would be entered as Jacorr.)
7. Choose and enter a password following the guidelines in the **Working With Passwords** section later in this chapter. Re-enter your password to confirm it.
8. Enter your personal office phone number. Enter the area code in the first box and the complete seven-digit number, including the hyphen, in the second box. If you have a phone extension, enter it in the third box.
9. Enter your fax number, if desired, following the same conventions.
10. Enter your email address.

HINT:

Once you move past the personal information screen, the provider registration becomes part of the user database in the OPTIS system. If you close this window or any of the previous windows prior to this page, the registration information will not be saved.

11. Click the Next button. The **Person Confirmation** window is displayed:

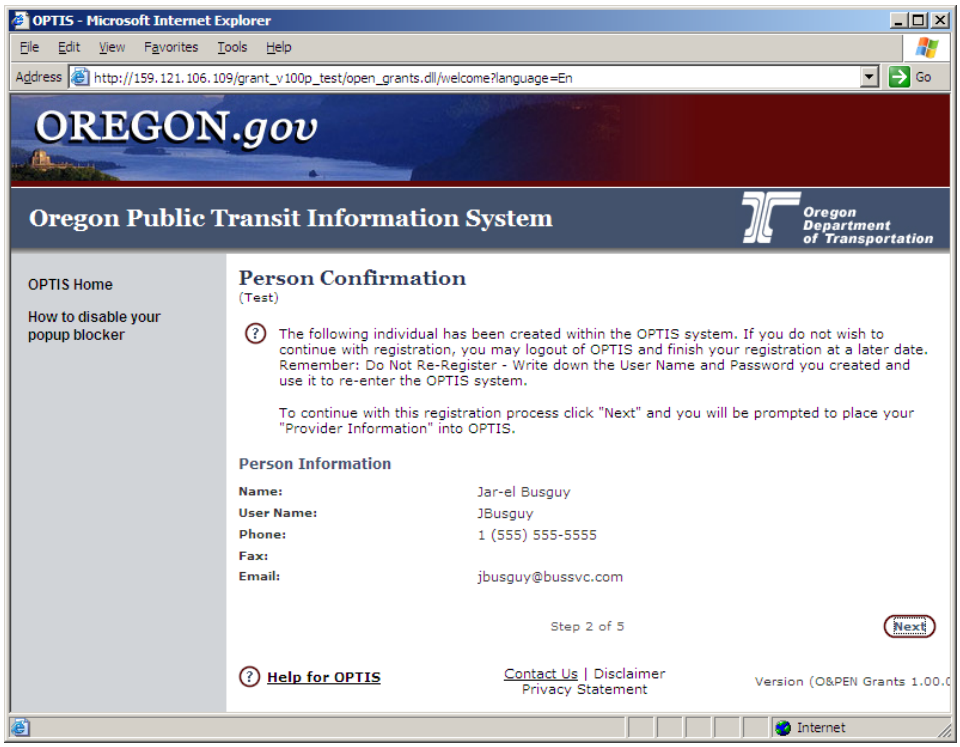


Figure 11: Person Confirmation Window – Step 2 cont.

12. Click the Next button to continue. The **Organization Search** window, Step 3 of 5, is displayed:

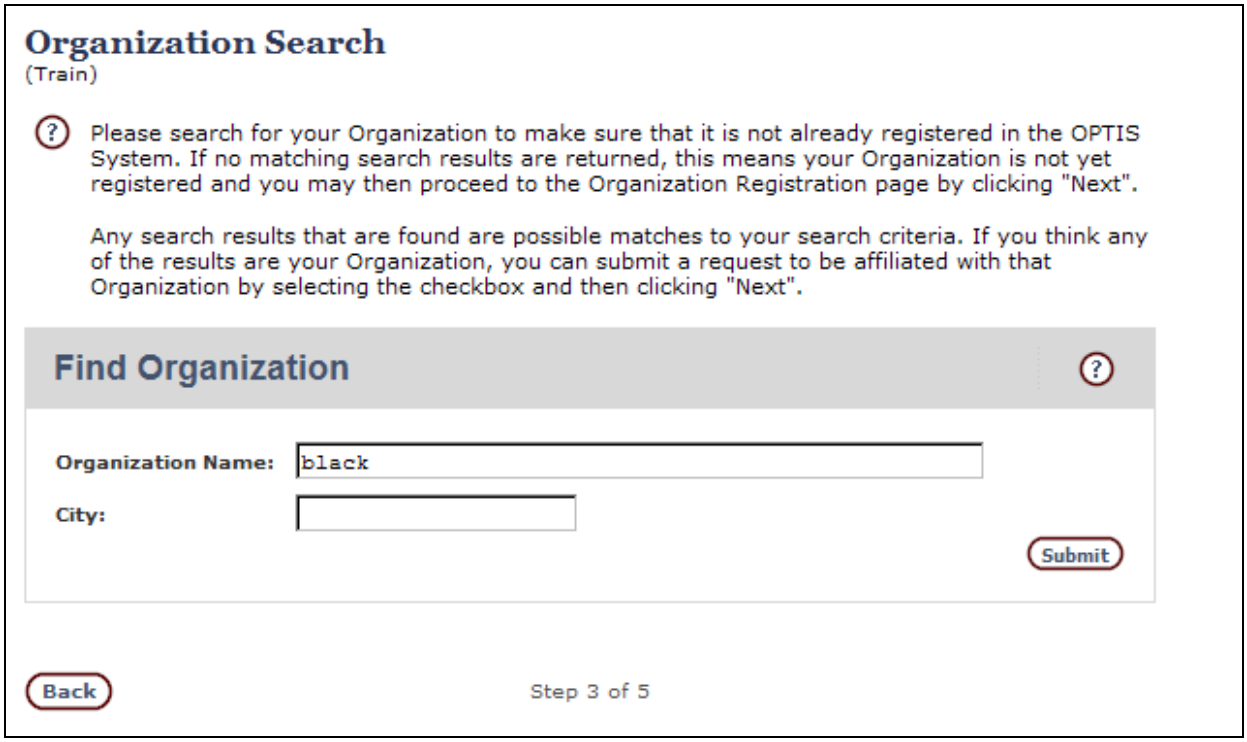


Figure 12: Organization Search Window – Step 3

As shown in Figure 12, OPTIS requires that you search for your organization to ensure that it is not already in the system. This feature prevents duplications.

13. Type at least two characters of the agency name you seek in the **Organization Name:** text box. Click the Submit button.

Figure 12a - Organization Found

OPTIS displays organizations matching what was entered in the search field. Find your agency and click to check the button to request affiliation. Click Next to proceed.

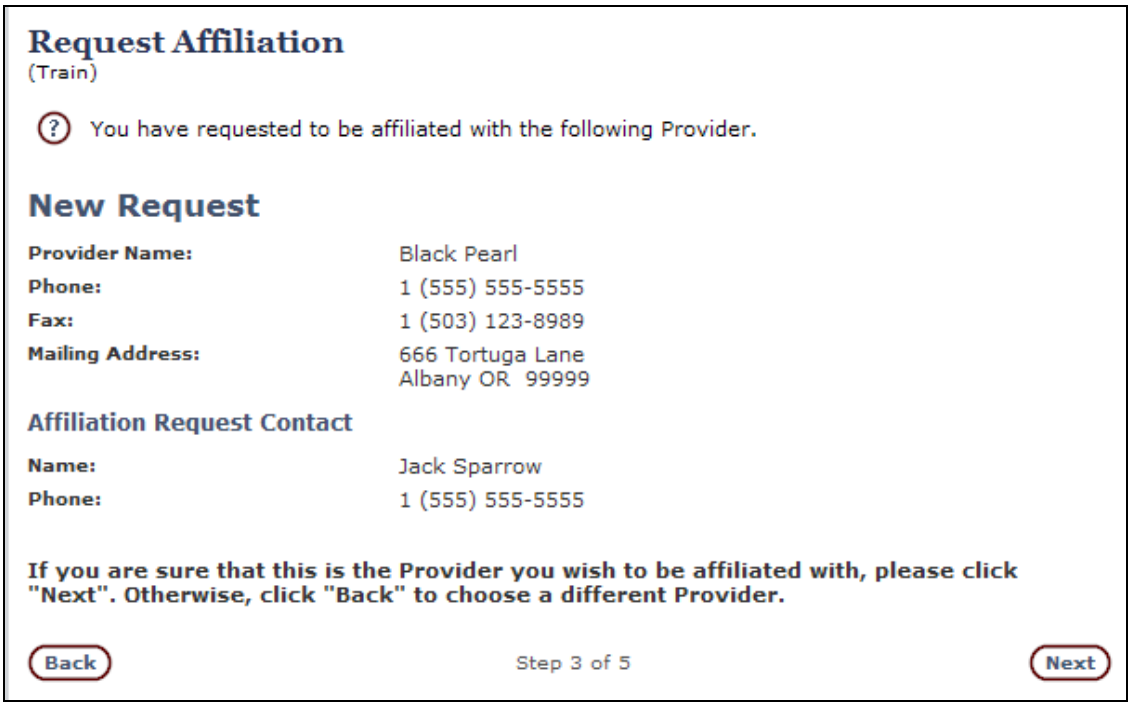


Figure 12b - Affiliation Requested

If OPTIS does not find a matching organization, your agency has not yet been registered and you will need to set it up.

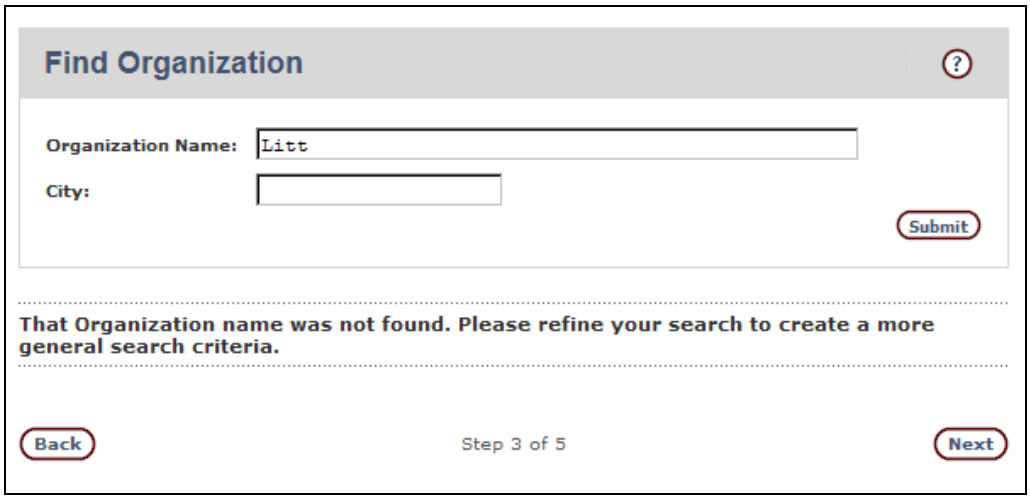


Figure 13: Organization Was Not Found – Step 3 cont.

Note: The following steps 14 - 18 apply to Organization/Provider setup.

14. Click the Next button to continue. The **Provider Identification Information** window is displayed. Key fields in this window are explained in Figure 14. Enter all information as accurately as possible since this will create the permanent record for your agency.

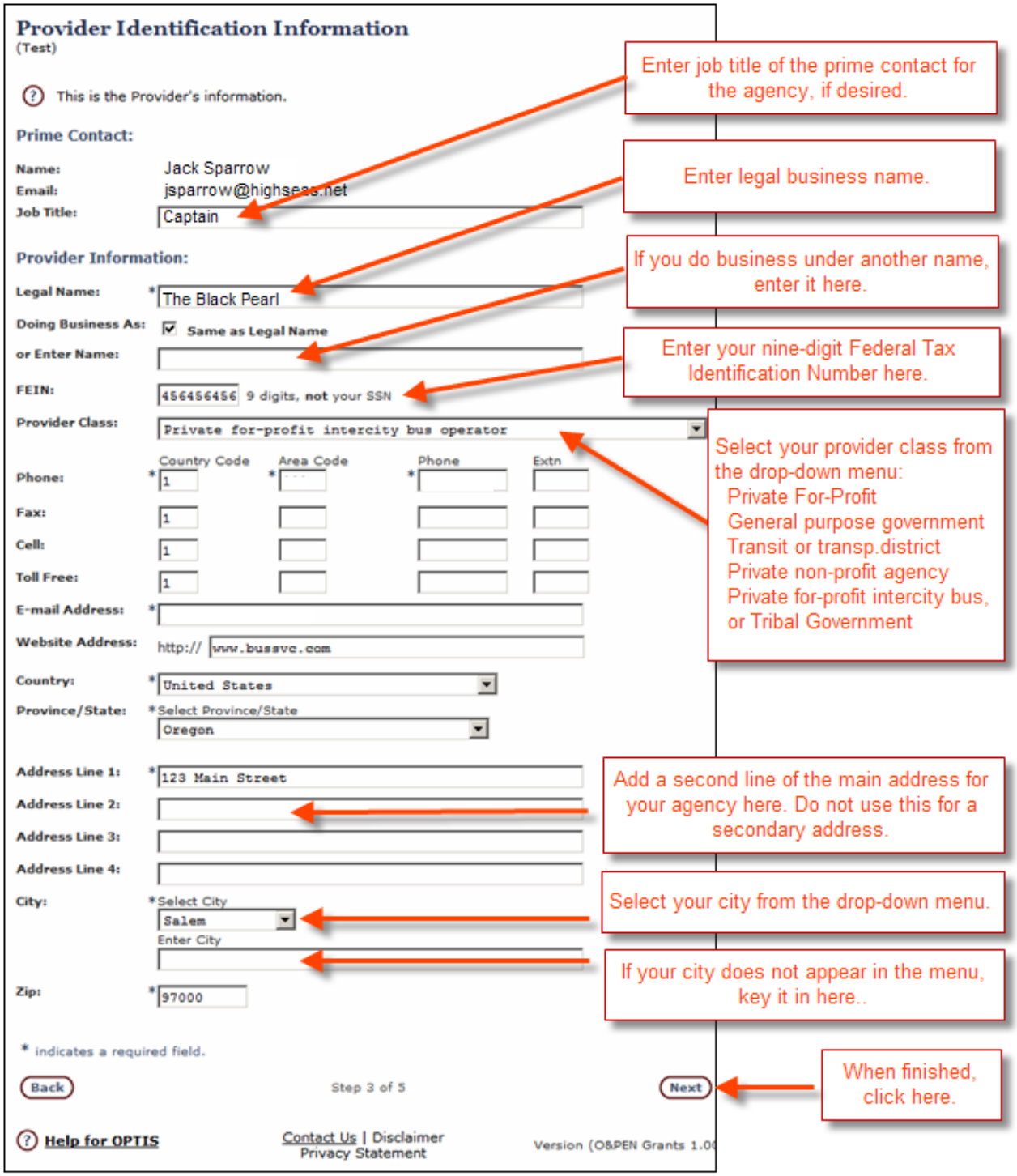


Figure 14: Provider Registration - Step 3 cont.

Provider Identification Information

HINT:

Remember that asterisks denote required fields. If you skip a required field, an error message will be displayed and you will be returned to this screen.

15. When you have entered all the information required for this screen, click the Next button. The **Profile Setup** window, Step 4 of 5, is displayed:

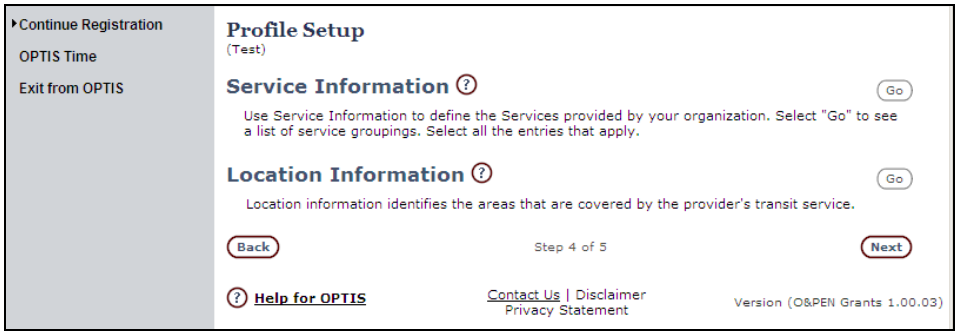


Figure 15: Provider Registration - Step 4

Profile Setup

You have reached step 4 of 5. This section of the OPTIS system is still under construction. Its purpose is to allow you to provide information about the services your organization offers, and the locations you serve.

16. To enter Service Information, click the Go button next to **Service Information** to see the following screen:

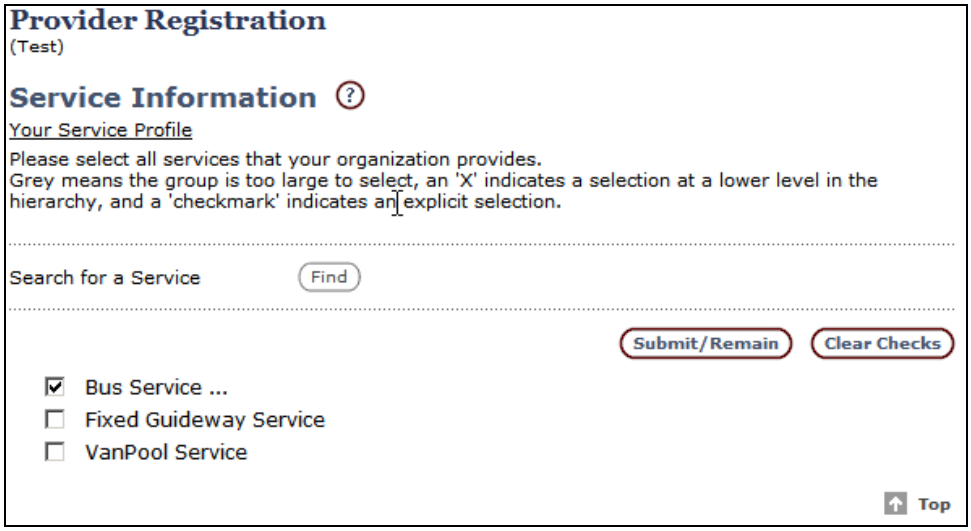


Figure 16: Provider Service Information

Click to place a checkmark in the appropriate boxes. Note that the Bus Service ... option is followed by an ellipsis, indicating that there are more detailed options available if you need them. To see them, click the Find button. The following window is displayed:

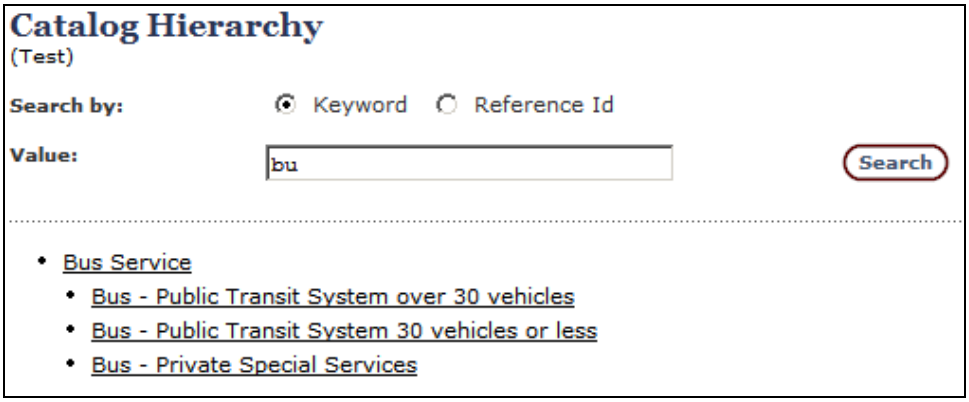


Figure 17: The Catalog Hierarchy Window

The window above shows search characters bu(s) entered in the **Value:** box. After clicking the Search button, the additional bus service information shown in the figure above is displayed.

If you used the additional search feature discussed above, click on one of the underlined options shown above (e.g. Bus – Public Transit System over 30 vehicles), and then click the Close button in the OPTIS window to return to the **Provider Registration** window shown in Figure 16. Click the Submit/Remain button.

17. To enter Location Information, click the Go button to specify location information as shown in the figure below:

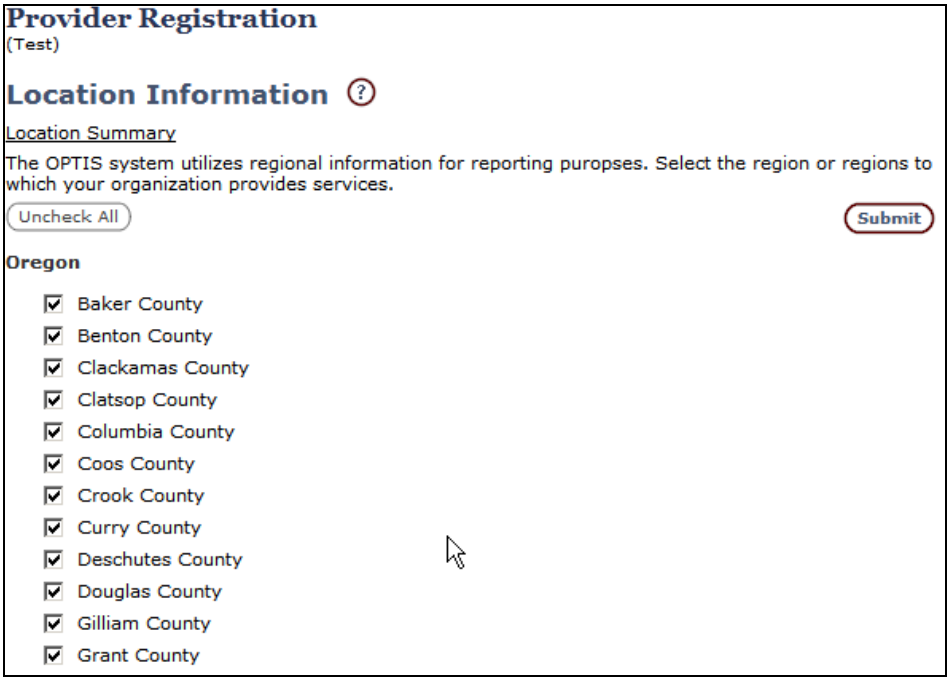


Figure 18: Provider Location Information

Click to mark the appropriate counties, or click the Check All button to mark them all. Click the Submit button.

Click the Close button to close the **Location Information** window and return to the **Profile Setup** window.

18. Click the Next button in the **Profile Setup** window to continue. The 5th and last step of the wizard is displayed, as shown below:

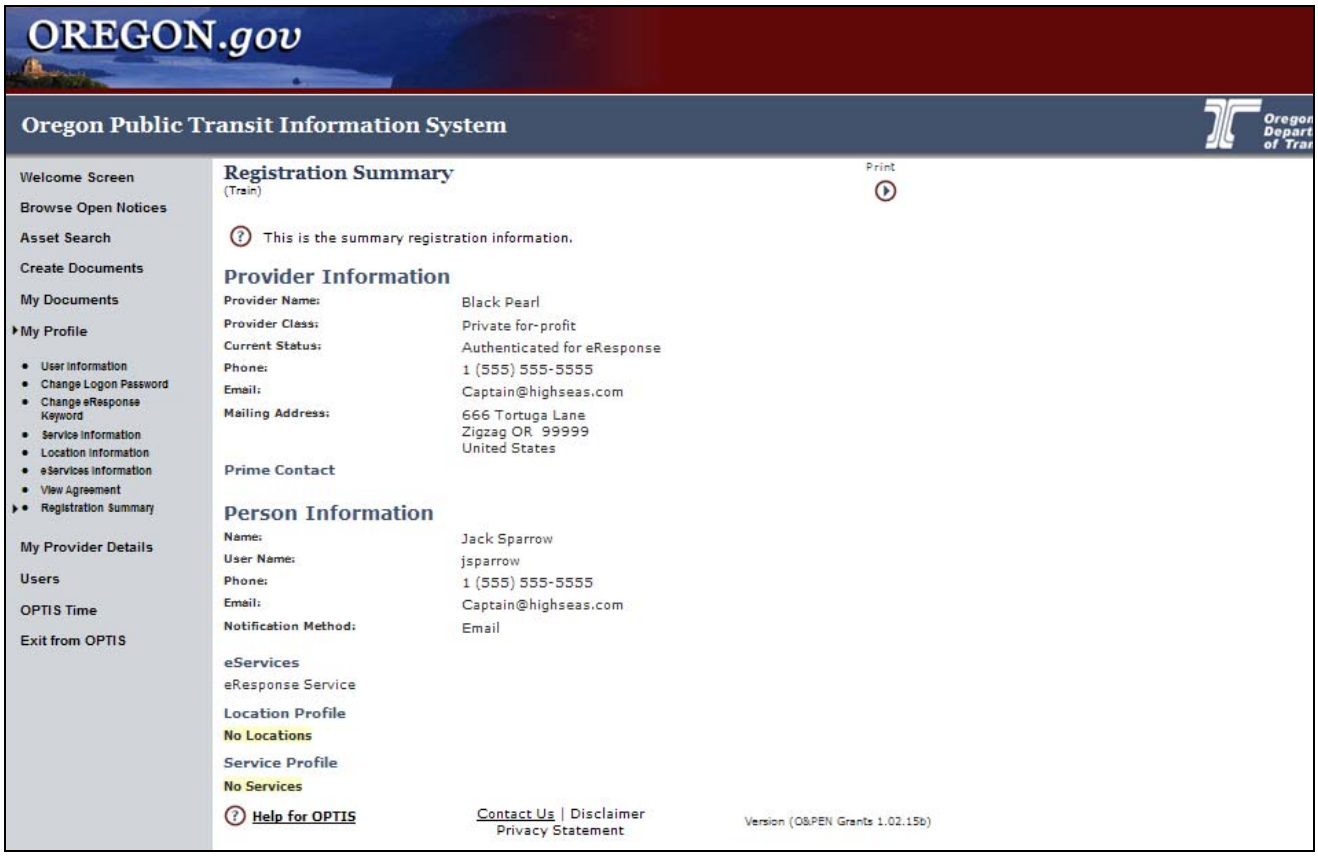


Figure 19: Registration Summary - Step 5

Review all information here. If necessary, return to previous steps of the registration and revise information you provided by clicking on the back button (not shown.)

19. When all information has been entered correctly, click the Finish button (not shown.) The following screen appears.

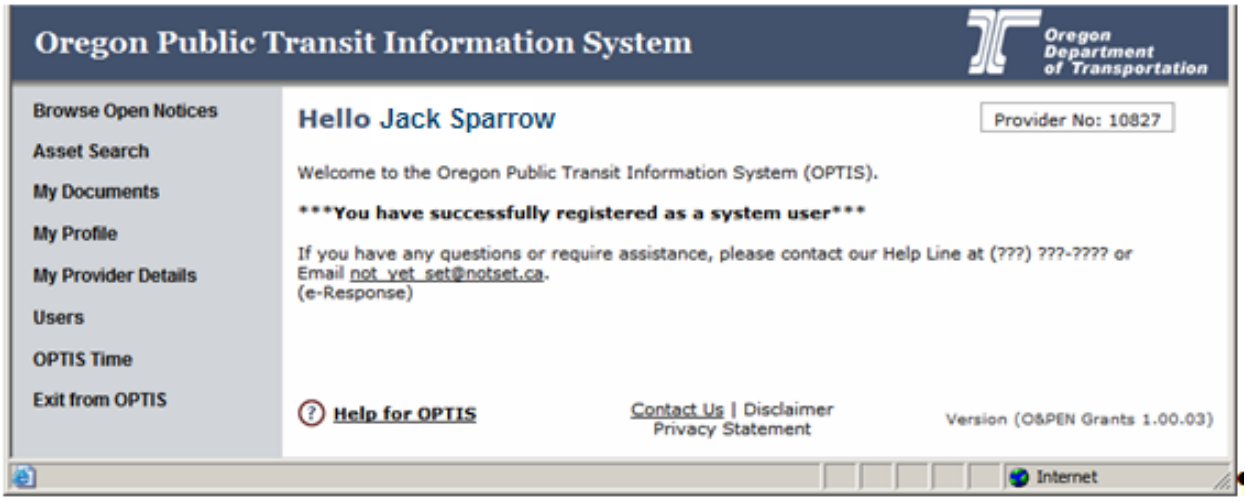


Figure 20: Notification of a Successful Provider Registration

A message tells you that your registration was successfully completed and your unique provider number is displayed.

Duplicate or Incomplete Registrations

If your agency is accidentally registered twice, once you pass the personal information screen the second time, you will see a **Possible Duplicate Registration** window. The new registration information you entered will be displayed along with the existing registration information that OPTIS thinks might be a match. Click to choose whether to use the old or new information and continue through the registration process.

If you broke off the registration process after the personal information screen, the next time you log in, you will be shown a screen that offers an option to continue registration.

Working With Passwords

To create and manage passwords successfully, keep the following in mind:

- OPTIS has pre-defined password conventions:
  - Passwords must be at least seven characters long
  - Passwords must contain two or more pattern characters - upper-case letter, lower-case letter, numeral, or symbol. Examples: *Password9* contains three pattern characters (an upper-case letter, lower-case letters and a numeral); *maile61* contains two pattern characters (lower-case letters and numerals.)
  - Passwords are *case-sensitive*
- You cannot re-use a password for at least two cycles.
- For security reasons, when you enter a password, dots are displayed as you type.
- When defining a password, it must be entered twice to ensure that it is typed exactly the way you thought it was typed the first time.

- You will be allowed five attempts to log in to OPTIS. After that, you will be locked out and will need to contact the OPTIS administrator at PTD for a password reset.

Note: As of January 1, 2011, the email functionality to manage password resets is not active. Please contact PTD directly.

- If you forget your user name or password DO NOT RE-REGISTER. Duplicate registrations will only create problems for you and the PTD staff who are there to assist you. Contact PTD if you need help.

4. Maintaining User and Agency Details

Viewing and Changing User and Agency Information

After registration is complete, you may change your user profile details (depending on your role and privileges.) This information is for you as an individual user, not for your agency as a whole. Agency-wide information may be revised by the primary contact only.

I. My Profile

Information accessed at the "My Profile" section is for the user currently logged in. The Navigation Menu expands under My Profile when selected and displays eight options. The same options appear in the main window and may be selected from either place.

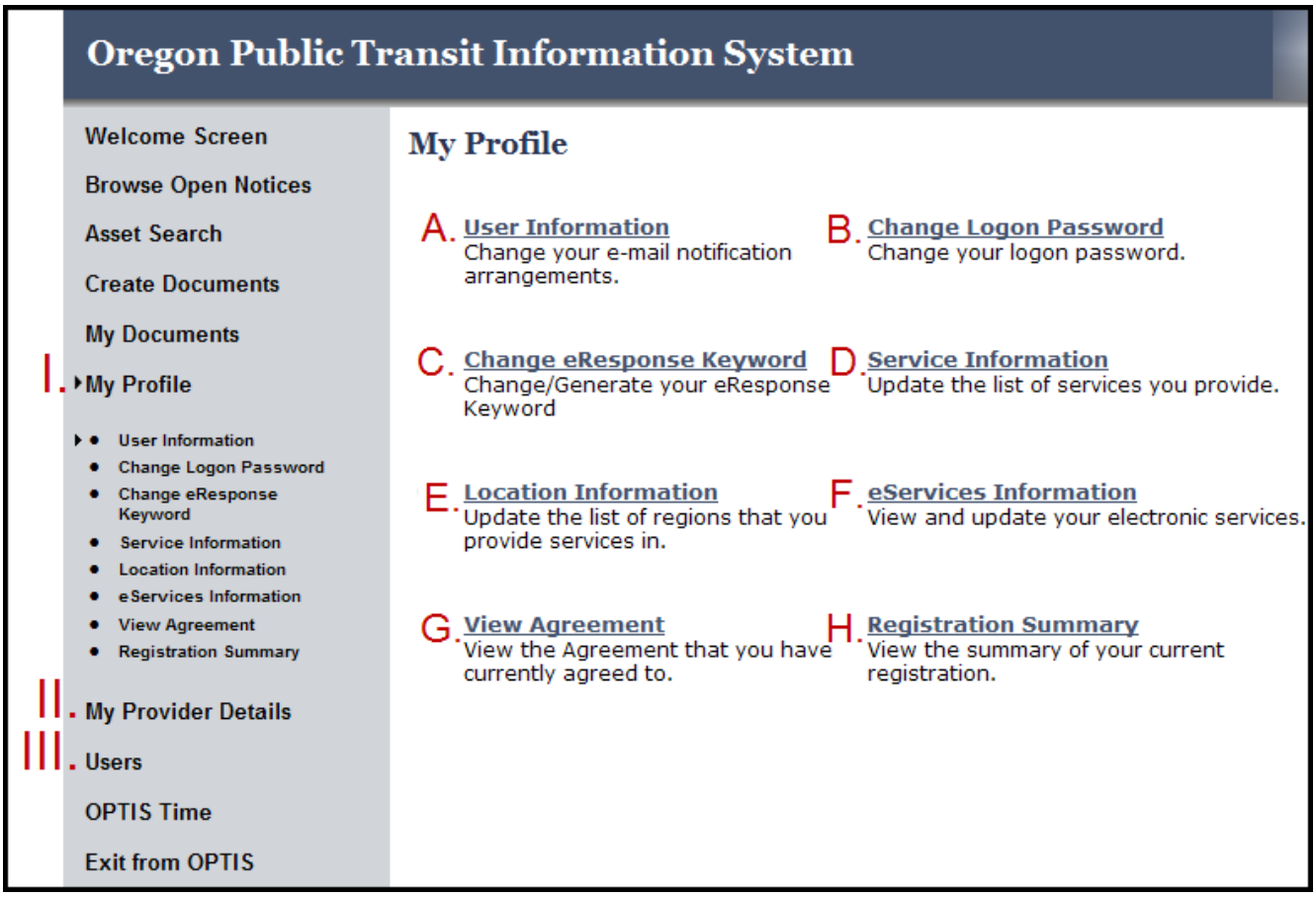


Figure 21: My Profile Window

You may open any of these links to view or edit your profile. The following section describes each of these eight options:

A. User Information	B. Change Logon Password
C. Change eResponse Keyword	D. Service Information
E. Location Information	F. eServices Information
G. View Agreement	H. Registration Summary

A. User Information

The Information Maintenance screen displays with an Add/Edit button following each section (unless you are the prime contact for your agency):

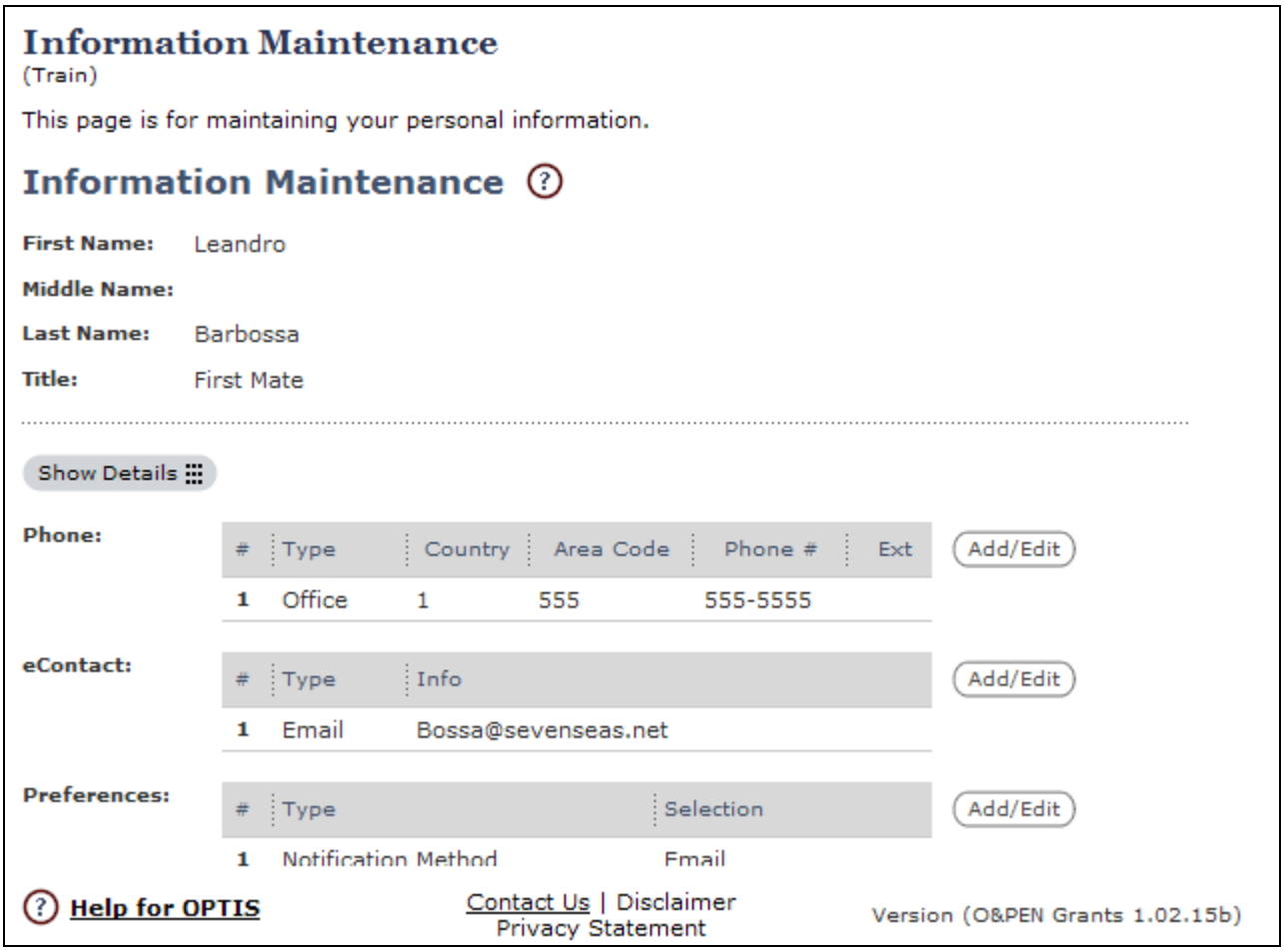


Figure 22: Information Maintenance Window
(Regular Contact – Not Prime)

User Information - Phone:

Click the Add/Edit button across from the *Phone* field. The following screen is displayed where you may either add a new phone number or edit a current phone number:

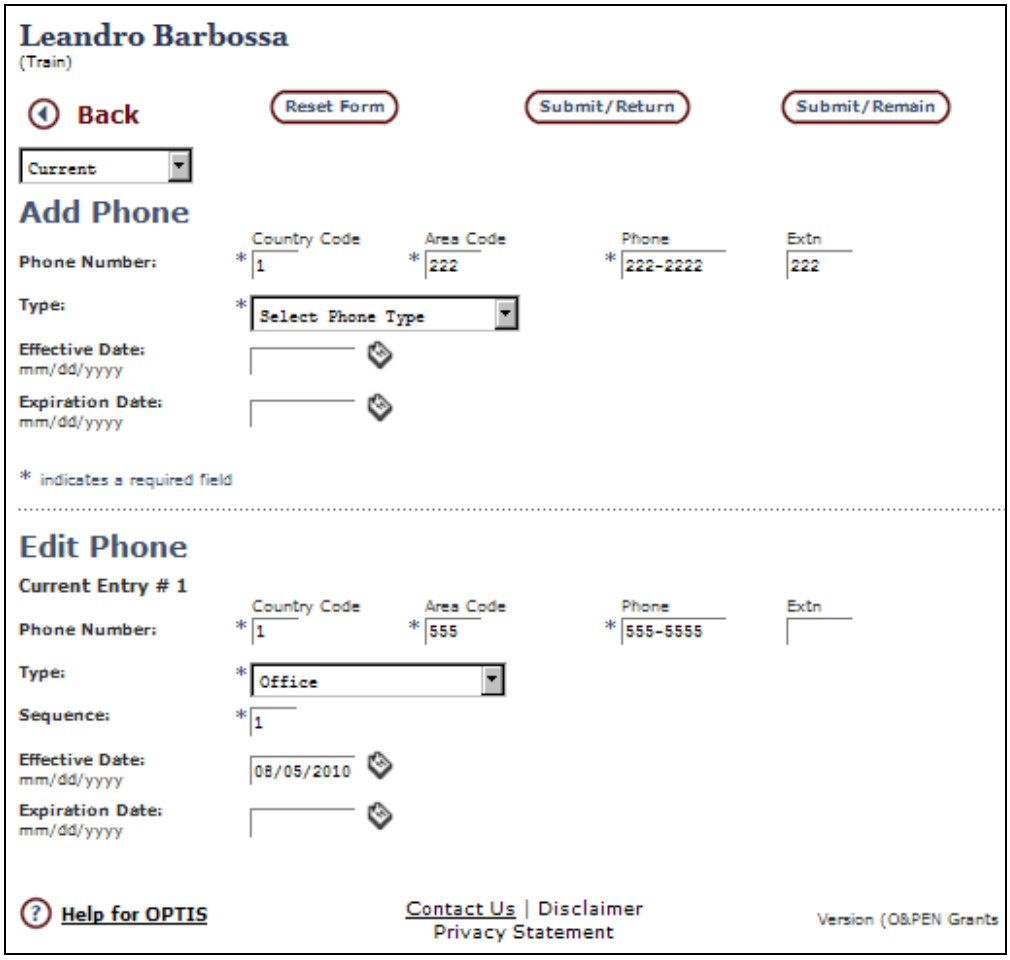
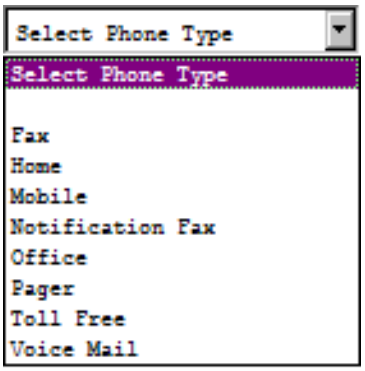


Figure 23: Information Maintenance / Phone Screen

1. To ADD a phone number to your profile, in the upper *Add Phone* section of the window, key in the new number as shown above and then select the phone type for this number using the "Select Phone Type" drop-down menu.



Optional:

Assign an *Effective Date* for the new number either by keying in the date it will be effective, in this format – mm/dd/yyyy, OR

By using the OPTIS calendar icon to select and insert the effective date. If you do not assign an effective date, the new number will be effective immediately.

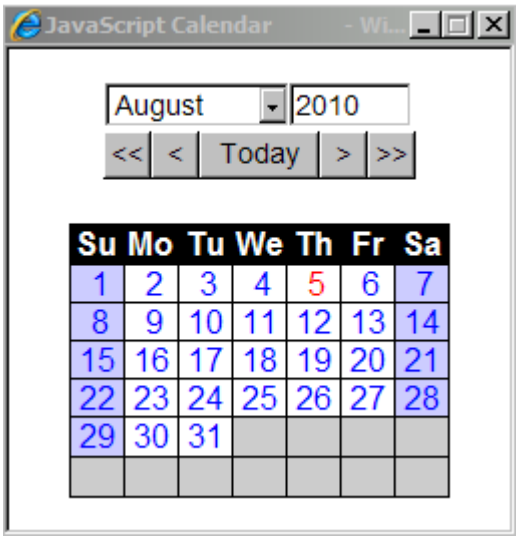


Figure 24: OPTIS Calendar

Optional:

Assign an *Expiration Date* for the new number. This would only be used if you knew a phone number would be disconnected / inactivated on a particular date in the future.

2. To EDIT a phone number which already exists in your profile, in the *Edit Phone* section of the window, find the phone number which needs modification and key in the new numbers.

   Select or change the type of phone the number applies to, if needed.

   Enter *Effective Date* and/or *Expiration Date,* if needed.

   Note: the sequence number is not active at this time.

As you modify information, you may choose to use any of four options at the top of the Information Maintenance / Phone Screen:

- The Back button - takes you back one screen without remembering changes.
- The Reset Form button - resets the form to its previous state.
- The Submit/Return button - saves changes and returns you to the previous screen.
- The Submit/Remain button - saves changes and returns you to the same screen.

When finished with phone number editing, click Submit/Return to return to the main *Information Maintenance* window.

User Information - eContact:

Click the Add/Edit button across from the *eContact* field. The following screen is displayed where you may either add a new eContact or edit a current eContact:

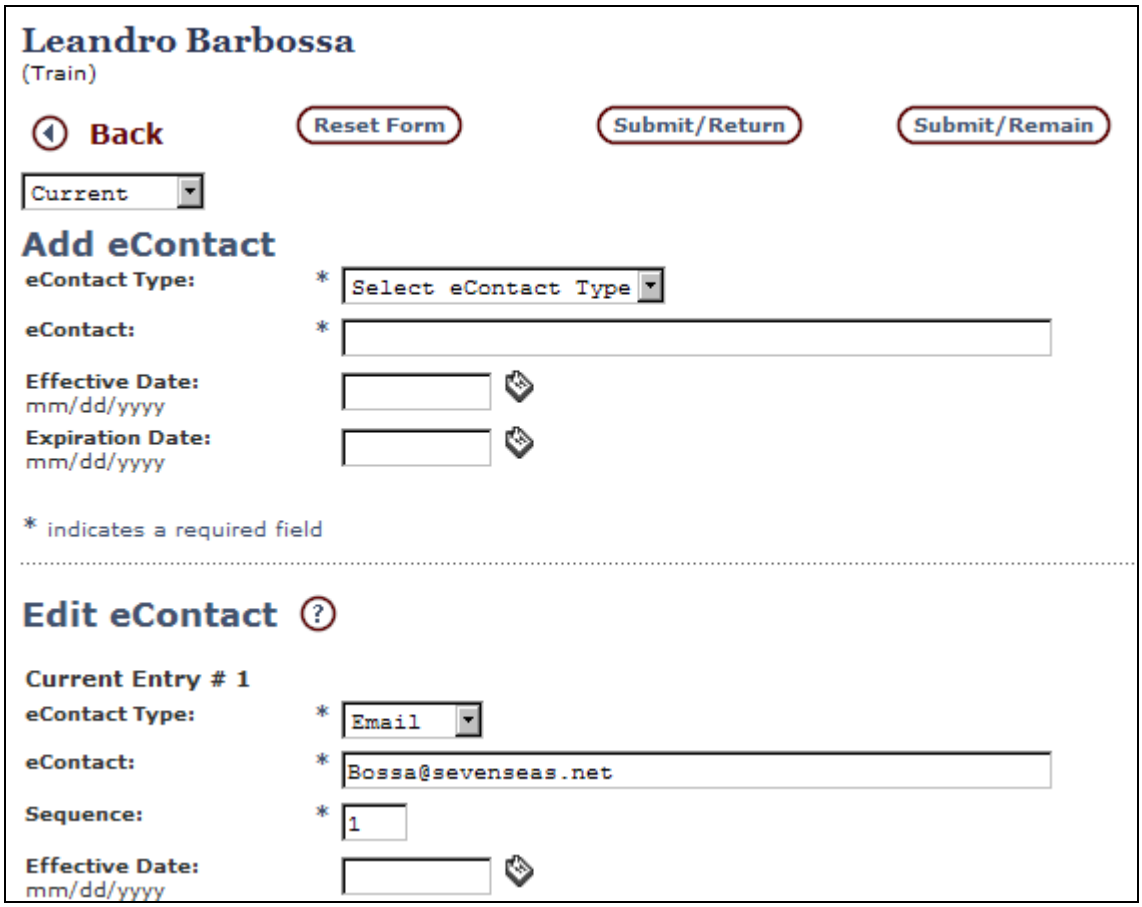


Figure 25: eContact Window

1. To ADD an eContact, in the Add eContact section of the window, select the eContact type from the drop-down menu. Key in the email address or website for the new eContact, and enter *Effective Date* and/or *Expiration Date* as needed.
2. To EDIT an eContact, in the Edit eContact section of the window, find the entry needing modification. Select the eContact type from the drop-down menu, key in the new or revised email address or website, and enter *Effective Date* and/or *Expiration Date* as needed.

When finished with eContact editing, click Submit/Return to return to the main *Information Maintenance* window.

User Information - Preferences:

Click the Add/Edit button across from the *Preferences* field. The following screen is displayed:

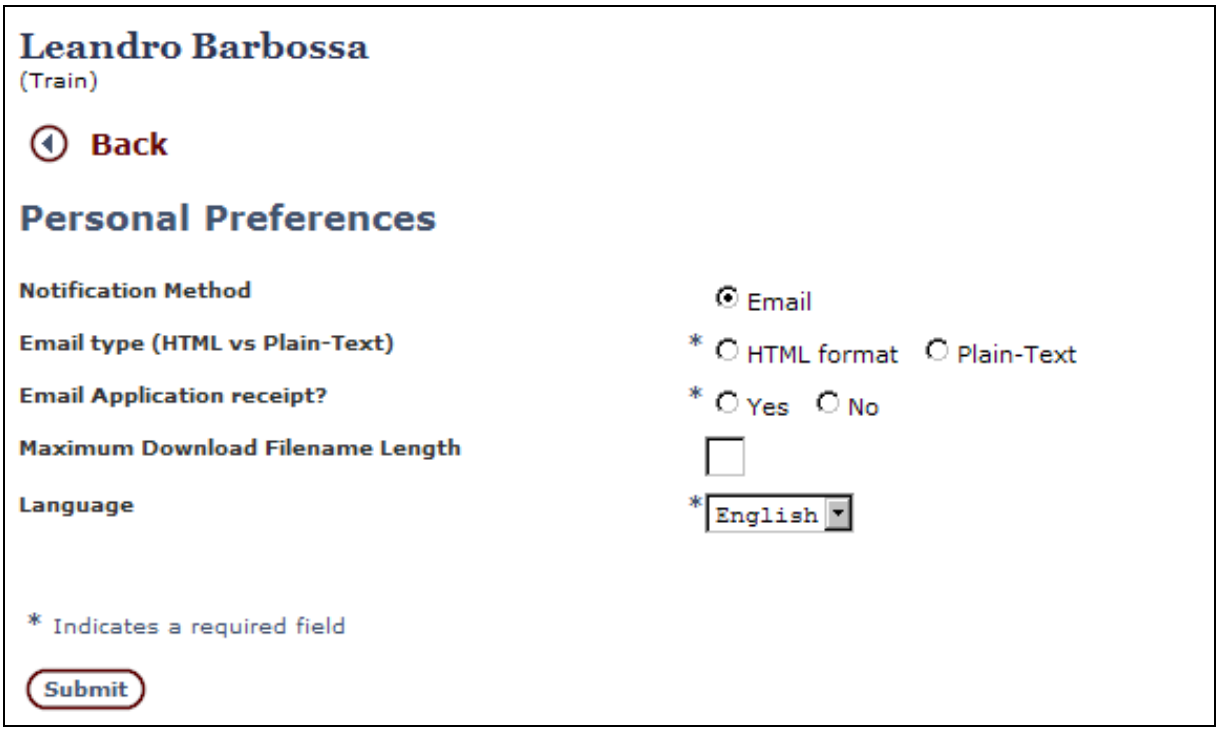


Figure 26: Personal Preferences Window

1. Notification Method - You will see that the default notification method for communication via OPTIS is Email.
2. Email type (HTML vs Plain-Test) – You may opt to receive a notification or "receipt" when online grant applications are officially "received" by the system. This is important when trying to meet a submittal deadline.

The *Maximum Download Filename Length* field, is used to limit the length of file names entered in the name field when a user is attaching documents to OPTIS. For instance, if this were set to 2, no matter what a user keyed in as a file name, OPTIS would shorten the name to the first two characters. The default setting here is to use the full name of the image as entered. This field is optional.

When finished, click Submit.

Note: The User Information / Information Maintenance options which display if you are the prime contact for your agency do not give you the options to add or edit phone or eContact information. If you are the prime contact, the Information Maintenance window will look like the one shown in Figure 27:

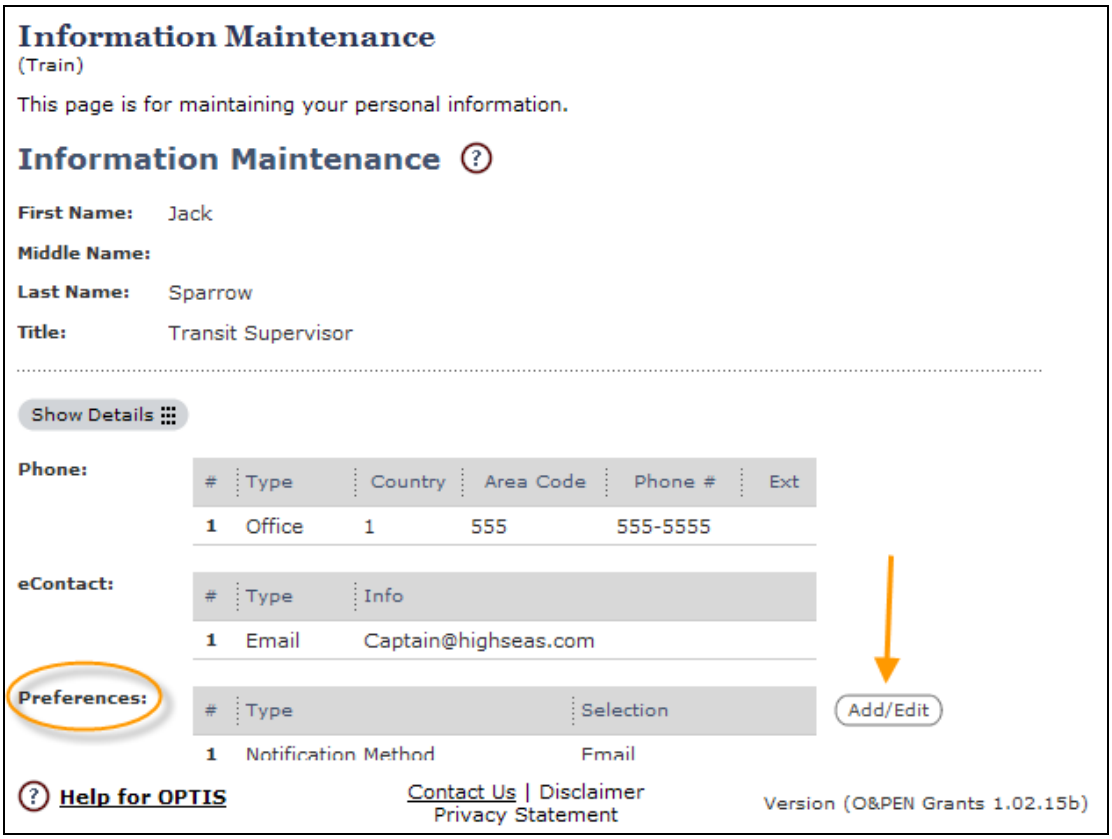


Figure 27: Information Maintenance Window (Prime Contact)

The prime contact may change personal *Preferences* only as described above. The prime contact must contact PTD to change his or her *own* name, title, phone number or eContact information. This is to keep PTD informed of changes to this important information which is used for other purposes and may be stored in other data files.

The prime contact *can* change this information for the *other* users associated with his or her agency. Information on this process can be found in the next section(s) of this guide.

B. Change Logon Password

To create and manage passwords successfully, keep the following in mind:

- OPTIS has pre-defined password conventions:
  - Passwords must be at least six characters long
  - Passwords must contain two or more pattern characters - upper-case letter, lower-case letter, numeral, or symbol. Examples: *Password9* contains three pattern characters (an upper-case letter, lower-case letters and a numeral), *maile61* contains two pattern characters (lower-case letters and numerals.)
  - Passwords are *case-sensitive*
- You cannot re-use a password for at least two cycles.
- For security reasons, when you enter a password, dots are displayed as you type.

- When defining a password, it must be entered twice.
- You will be allowed five attempts to log in to OPTIS. After that, you will be locked out and will need to contact the OPTIS administrator at PTD for a password reset.
- You may change your password at any time. For security reasons, the OPTIS system will force you to change your password periodically.

The Password Maintenance screen displays with three required fields:

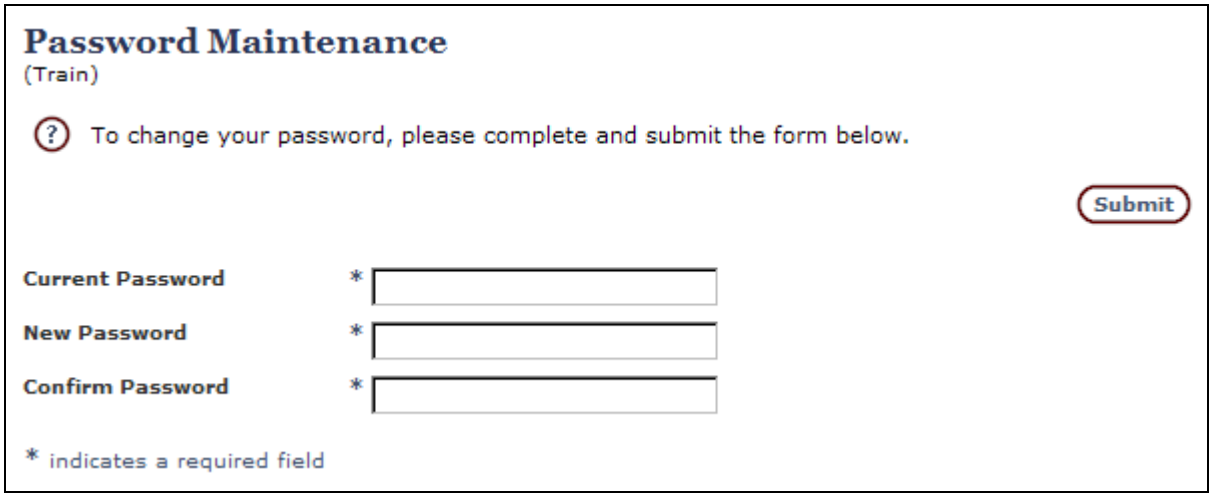


Figure 28: Password Maintenance Window

<u>To change your password:</u>

1. Key in your current password in the Current Password field.
2. Key in your new password in the New Password field.
3. Key in your new password again in the Confirm Password field.
4. Click the Submit button to finish and save.

C. eResponse Keyword

In order to ensure a secure process for external OPTIS users to provide PTD with information and to request reimbursement using the system, "eResponse" validation and passwords are required for any user with those privileges.

The validation process begins when a user is initially registered. If self-registering, a new user may check the "Electronic Response" option at step 1 of the Registration Wizard to request the privilege of submitting documents from within OPTIS.

For a user to become validated, PTD staff must approve the request and change the user's status to "Authenticated for eResponse." The user will then receive an email from PTD with a unique eResponse keyword to be used when completing documents.

Effective February 15, 2011, only authorized agency representatives with signatory authority will be allowed to approve and electronically sign official documents such as periodic reports and reimbursement requests. To this end, the use of eResponse keywords will be restricted to authorized representatives only.

The eResponse Keyword Maintenance screen displays with fields similar to the Password Maintenance screen:

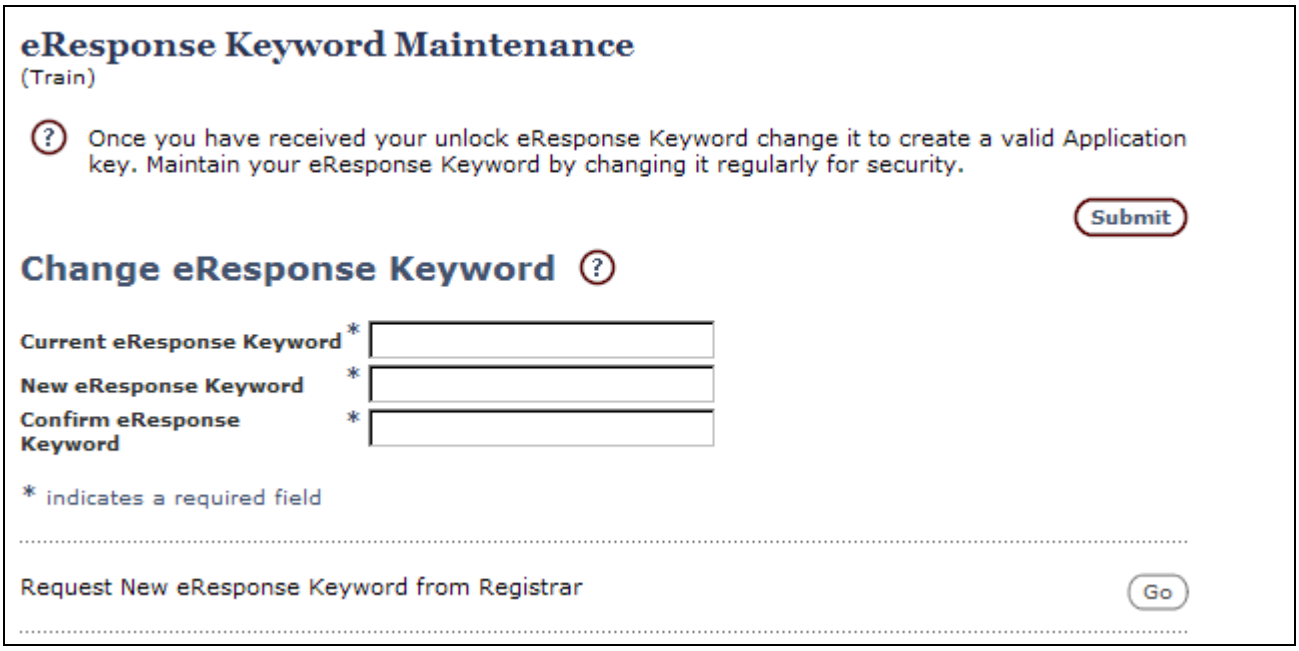


Figure 29: eResponse Keyword Maintenance Window

<u>To change your eResponse keyword:</u>

1. Key in your current keyword in the Current eResponse Keyword field.
2. Key in your new keyword in the New eResponse Keyword field.
3. Key in your new keyword again in the Confirm eResponse Keyword field.
4. Click the Submit button to finish and save.

If you do not remember your keyword, contact PTD. The OPTIS administrator will issue and email you a new one.

Once PTD activates the email facility in OPTIS (after the majority of external users have been trained), you will be able to use the "Request New eResponse Keyword from Registrar" option by clicking the "GO" button to send an electronic request to the OPTIS administrator.

D. Service Information

The service section of the OPTIS system is still under construction. Its purpose will be to allow you to provide information about the services your organization offers.

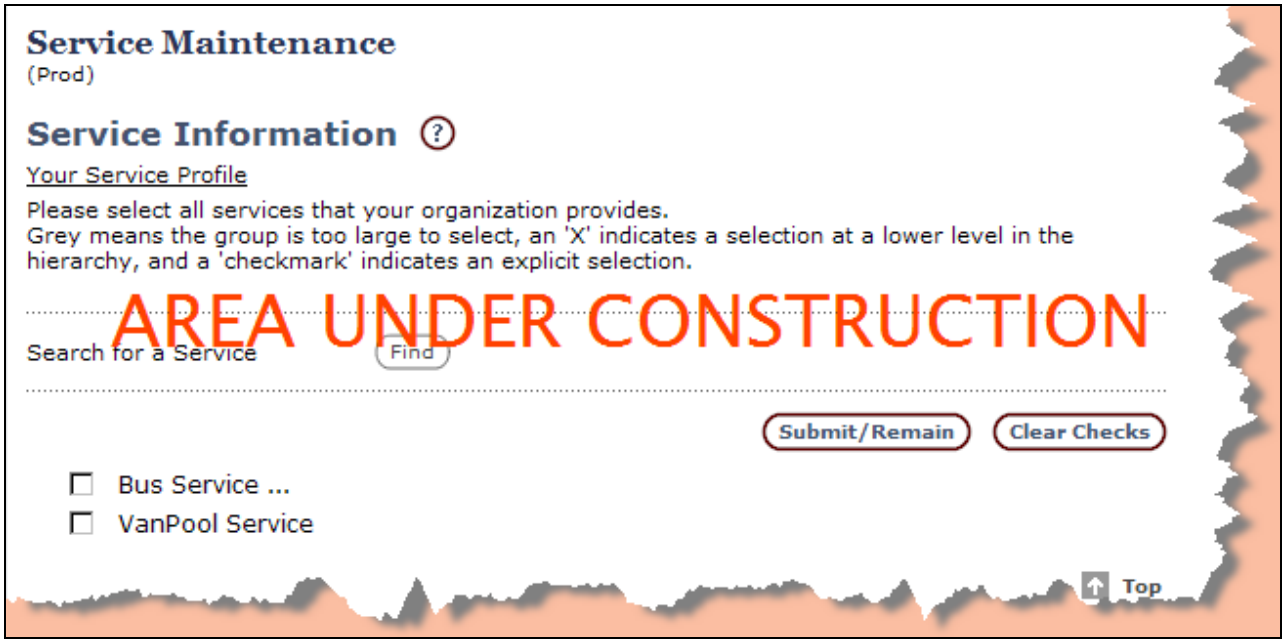


Figure 30: Service Information

E. Location Information

The location section of the OPTIS system is still under construction. Its purpose will be to allow you to provide information about the locations you serve.

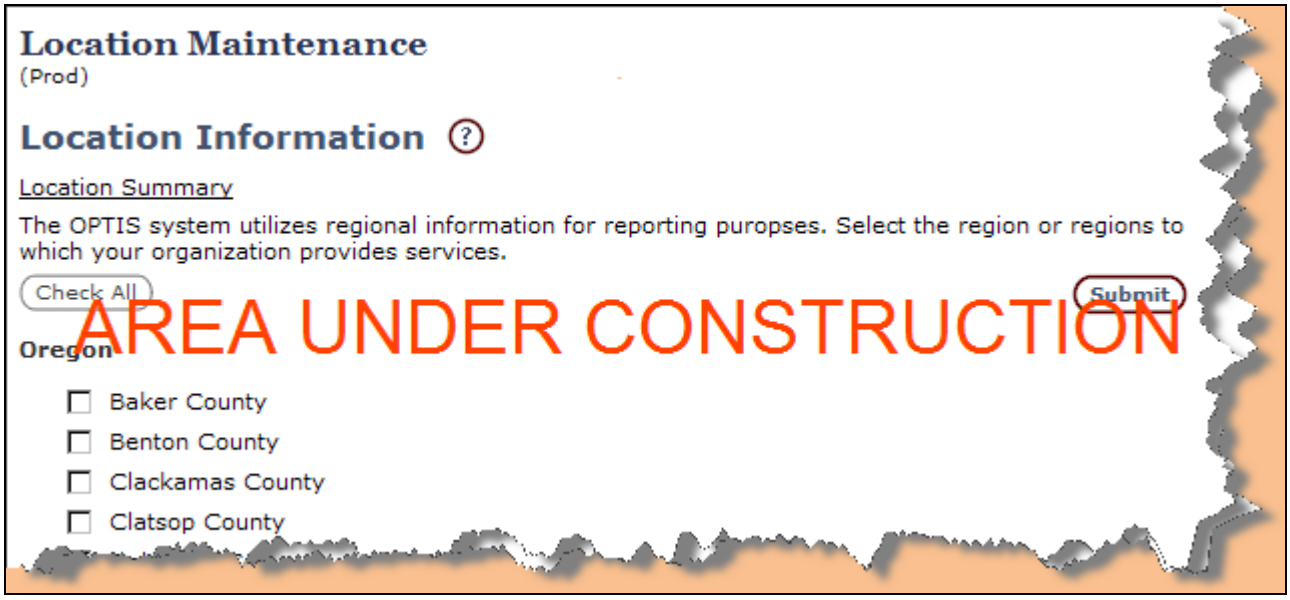


Figure 31: Provider Location Information

F. eServices Information

This section allows you to change the "subscription" information relating to email and electronic response if it is not set up the way you wish.

- Email Notification – Checking this box indicates that you wish to receive emails from PTD notifying you of grant opportunities.
- Electronic Response – Checking this box indicates that you wish to be able to submit electronic responses to grant opportunities, as well as to submit other electronic documents such as reimbursement requests in OPTIS.

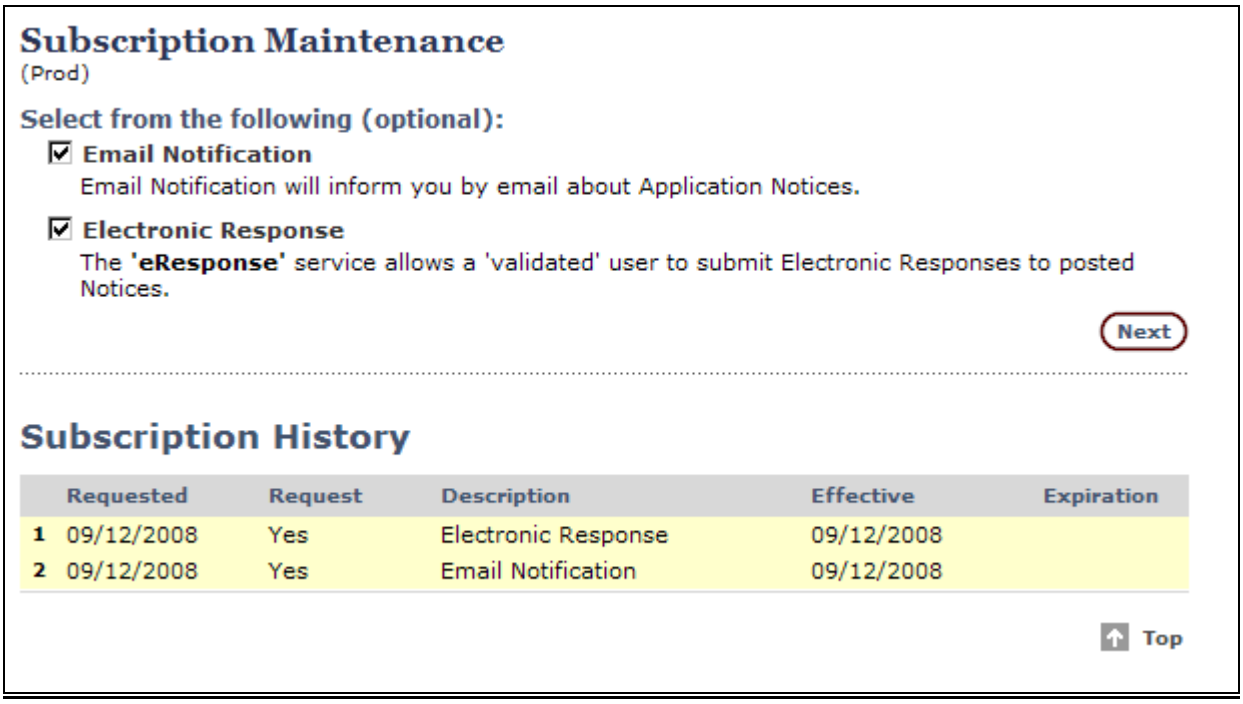


Figure 32: Subscription Information Screen

You can also review your history in the Subscription History section of this window.

Note: the Next button here takes you to a summary of your current registration. (See Registration Summary section below.)

G. View Agreement

This section displays the "Terms of Use" agreement clause which is a pre-requisite for use of the OPTIS system. By your use of OPTIS, whether you self-registered or were registered by PTD staff, you are indicating agreement with this statement and must abide by it.

If you do not agree to abide by this statement, contact the OPTIS administrator.

If you wish to print this statement, click on the Print This Page arrow

H. Registration Summary

The Registration Summary recaps basic information about you and your agency. This can be printed by clicking on the Print This Page arrow

Registration Summary
(Train)

This is the summary registration information.

Provider Information

Provider Name:	Black Pearl
Provider Class:	Private for-profit
Current Status:	Authenticated for eResponse
Phone:	1 (555) 555-5555
Fax:	1 (503) 123-8989
Email:	Captain@highseas.com
Mailing Address:	666 Tortuga Lane Albany OR 99999 United States

Prime Contact

Person Information

Name:	Jack Sparrow
User Name:	jsparrow
Phone:	1 (555) 555-5555
Email:	Captain@highseas.com
Notification Method:	Email

Figure 33: Registration Summary

II. My Provider Details

(Conditional Menu Option – Available for Prime Contact Only)

IF YOU ARE THE PRIME CONTACT FOR YOUR AGENCY, you will see the My Provider Details option on the navigation menu. Non-prime users do not have this option. The menu expands under My Provider Details when selected and shows three options. The same options appear in the main window and may be selected from either place.

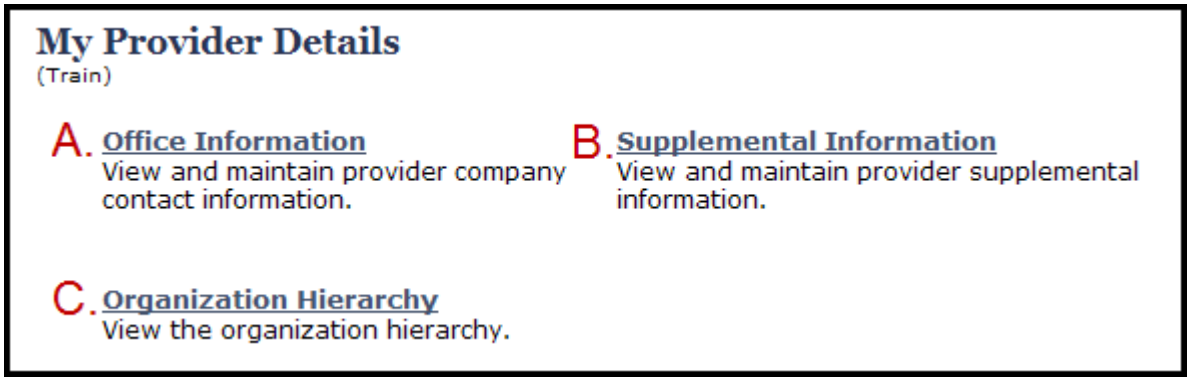


Figure 34: My Provider Details Window

You may open any of these links to view or edit the profile for your agency. The following section describes each of these three options:

A. Office Information B. Supplemental Information C. Organization Hierarchy

A. My Provider Details - Office Information

The Provider Information screen displays with editable fields allowing you to review and edit agency-wide information.

See next page, Figure 35

Provider Information
(Train)

This is the Provider's information.

Restrict viewing eResponses to the user that entered it and the prime contact?: Yes No

Legal Name: Black Pearl

Doing Business As: ☑ **Same as Legal Name**

or Enter Name:

FEIN: 999999999 9 digits, **not** your SSN

Provider Class: Private for-profit

	Country Code	Area Code	Phone	Extn
Phone:	*1	*555	*555-5555	
Fax:	1	503	123-8989	
Cell:	1			
Toll Free:	1			

E-mail Address: *Captain@highseas.com

Website Address: http://

Country: *United States

Province/State: *Select Province/State
Oregon

Address Line 1: *666 Tortuga Lane

Address Line 2:

Address Line 3:

Address Line 4:

City: *Select City
Albany
Enter City

Zip: *99999

Primary Contact: *Jack Sparrow 1 555 555-5555

* indicates a required field.

Submit

Figure 35: My Provider Details

See Figure 14 in **Chapter 3. Registration** for information on modifying these fields.

- Change Prime Contact

The last item at the Provider Information screen is the Primary Contact drop-down menu. If you are the prime contact for your agency, you may change the prime contact to another registered user with your agency.

To do this simply choose the person from the drop-down menu and click Submit. If you do not see the name you are looking for, that person has not been registered with your agency and must be added.

B. My Provider Details - Supplemental Information

This section is an optional one where transit providers may describe the mission, services, history, and financing of their agency.

C. My Provider Details - Organization Hierarchy

Selecting this menu option allows you to see an overview of your agency's users and affiliated organizations. Click the View All button to reveal users in your organization. The View All button is replaced by a View Organizations button. Click the plus sign to the left of the word *Legend* to see what the symbols in this window mean. The plus sign changes to a minus sign. Clicking the minus sign collapses the legend data and removes it from the screen.

Note that in the figure, Tom Busguy is both the primary contact for his organization and, as indicated by the key symbol, he has privileges to alter some of the organization profile data.

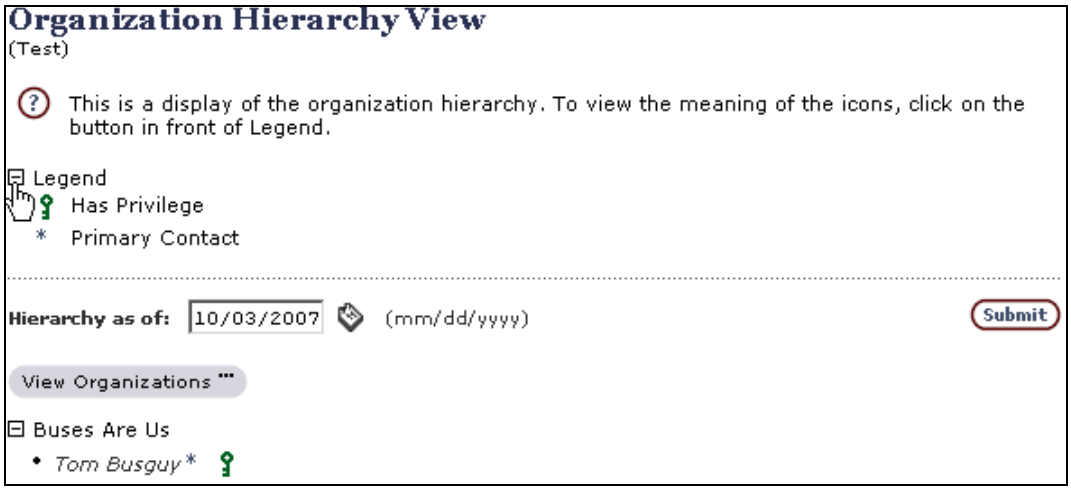


Figure 36: Organization Hierarchy View

III. USERS

IF YOU ARE THE PRIME CONTACT FOR YOUR AGENCY, you will see the Users option on the navigation menu. Non-prime users do not have this option. The menu expands under **Users** when selected and shows two options. The same options appear in the main window and may be selected from either place.

Figure 37: Users Window

(Conditional Menu Option – Available for Prime Contact Only)

You may open any of these links to view or edit users for your agency. The following section describes the two options: Users and Affiliation Maintenance

A. Users

The Authorized Personnel screen displays with buttons allowing you to review and edit user information for your agency.

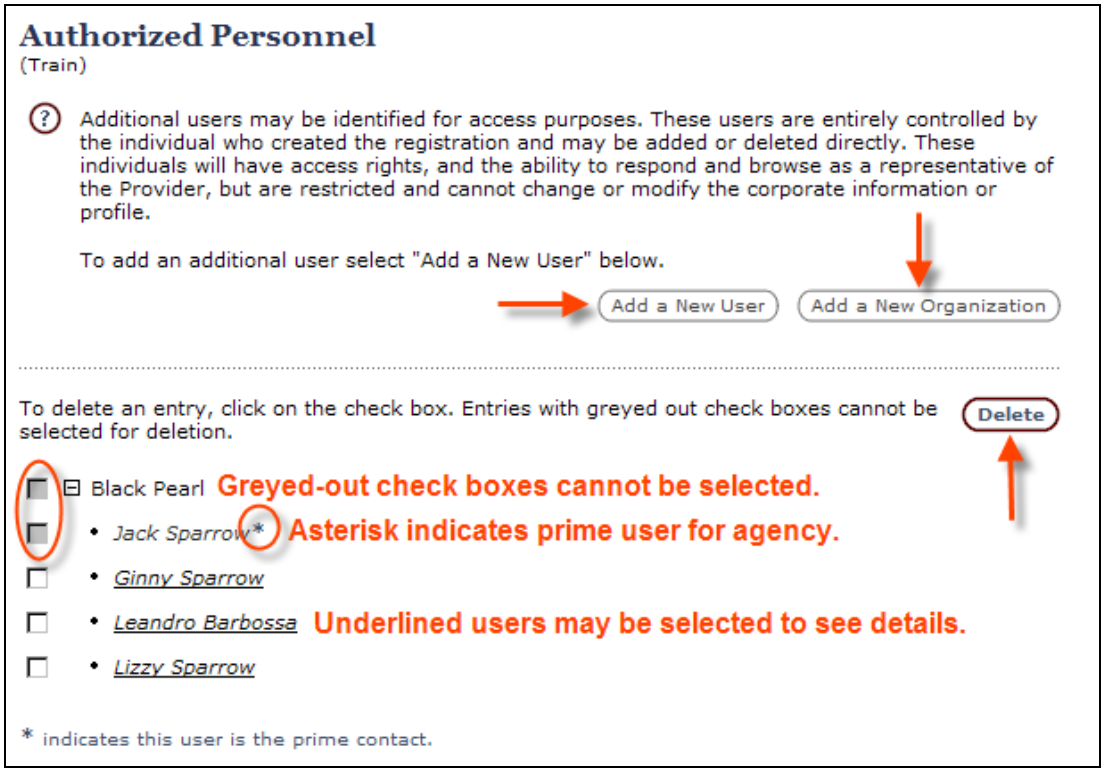


Figure 38: Authorized Personnel Window

In Figure 38 you can see at the top of the Authorized Personnel window, there are two buttons, one to add a new user and one to add a new organization. Users and organizations can only be added or deleted by the individual who registered the organization. This person is identified during provider registration as the prime contact.

At the bottom of the Authorized Personnel window, a list of all users displays under the "parent" organization. Check boxes and a delete button are visible. Review this information to verify the parent organization and current users, keeping the following in mind:

- The parent organization check box is "grayed out" indicating that no changes to it may be made here.
- The prime contact (indicated by an asterisk) check box is also grayed out indicating that he or she may not be deleted here.
- Other users for the parent organization have check boxes which may be selected.

To delete a user:

1. Click the check box next to the user's name.
2. Click the Delete button.

To add a user:

1. Click the Add a New User button. The Add User window is displayed:

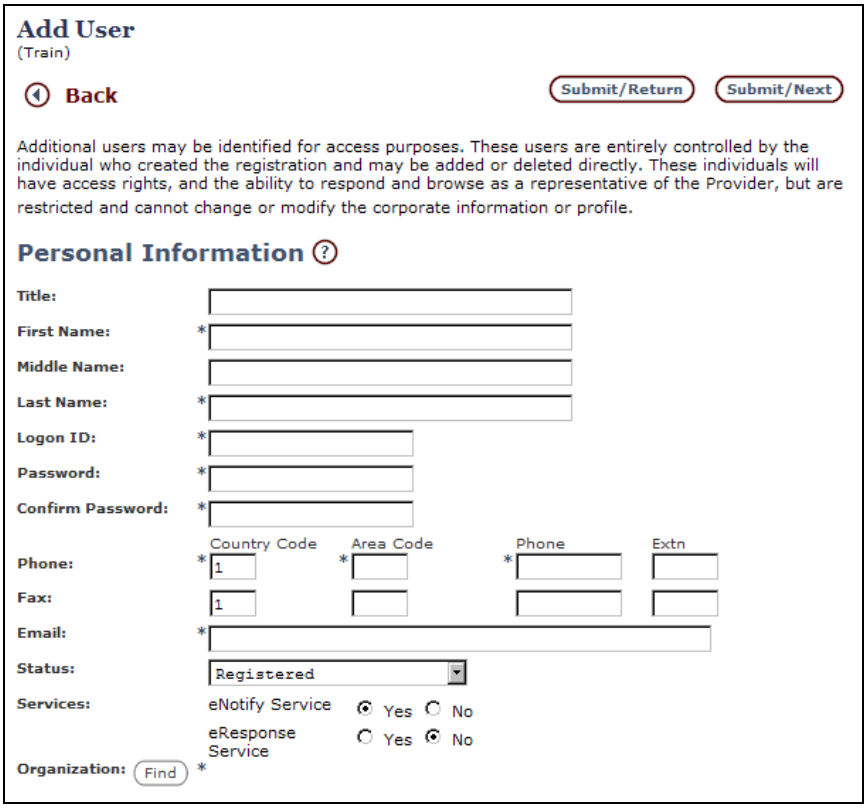


Figure 39: Add User Window

2. Complete all required fields (with asterisks) and any optional fields you desire in the Personal Information section. (See **Section 3. Registration** for more details)
   - Title, First, Middle, and Last Names
   - Logon ID - First initial of first name plus last name (e.g., Jack Sparrow = jsparrow.) If last name contains fewer than five letters, use as many letters of the first name as needed to make the entire user name at least six letters. (e.g., Jack Orr = Jacorr.)
   - Password - Follow the guidelines in **Section 3. Registration** (**Working With Passwords**.) Re-enter password to confirm it.
   - Phone - Personal office phone number with area code, seven-digit number, and extension, if applicable.
   - Fax - Enter, if desired, following the same conventions.
   - Email - Enter new user's email address.
   - Status - Leave as Registered for a user who will not be creating and/or submitting documents for your agency. Change to Validated for eResponse for a user who will be creating and/or submitting documents for your agency.

   Note: Contact the OPTIS Registrar to request an eResponse keyword for this new user or, when the email facility is activated (after the majority of external users have been trained) instruct new user to request this for his or herself at "My Profile."

3. Choose the Back button to return to any previous screen for corrections if necessary.
4. Choose the Submit/Return button to save changes and return to the Authorized Personnel screen.
5. Choose the Submit/Next button to save changes and add another new user. The new user will now appear in the Authorized Personnel window.

B. Affiliation Maintenance

If any users have self-registered and requested to be affiliated with your agency, when you first log in you will see this message:

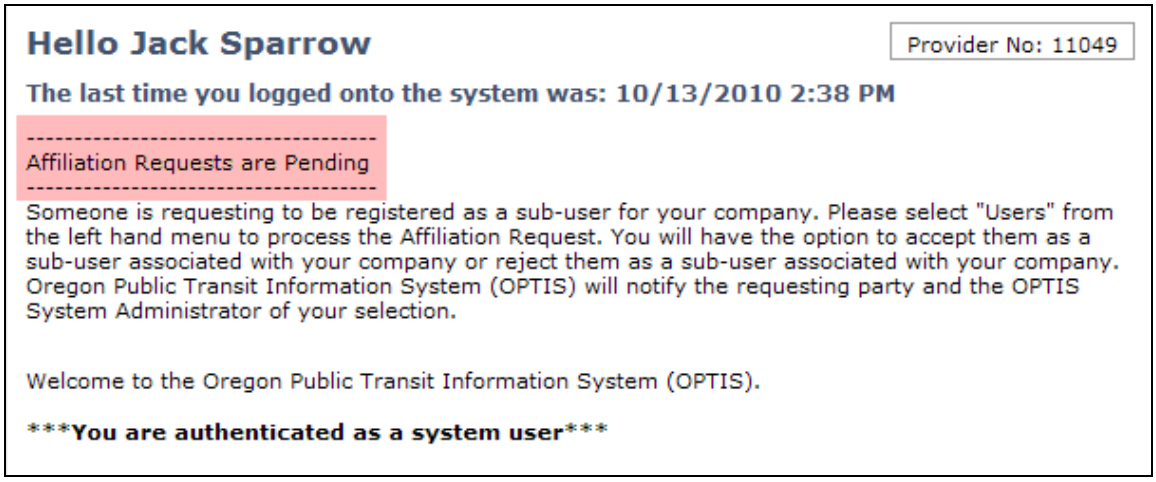


Figure 40: Affiliation Pending

Go to Users / Affiliation Maintenance to view current users wishing to be affiliated with your agency. Approve or reject a request by checking the applicable box. Select Submit.

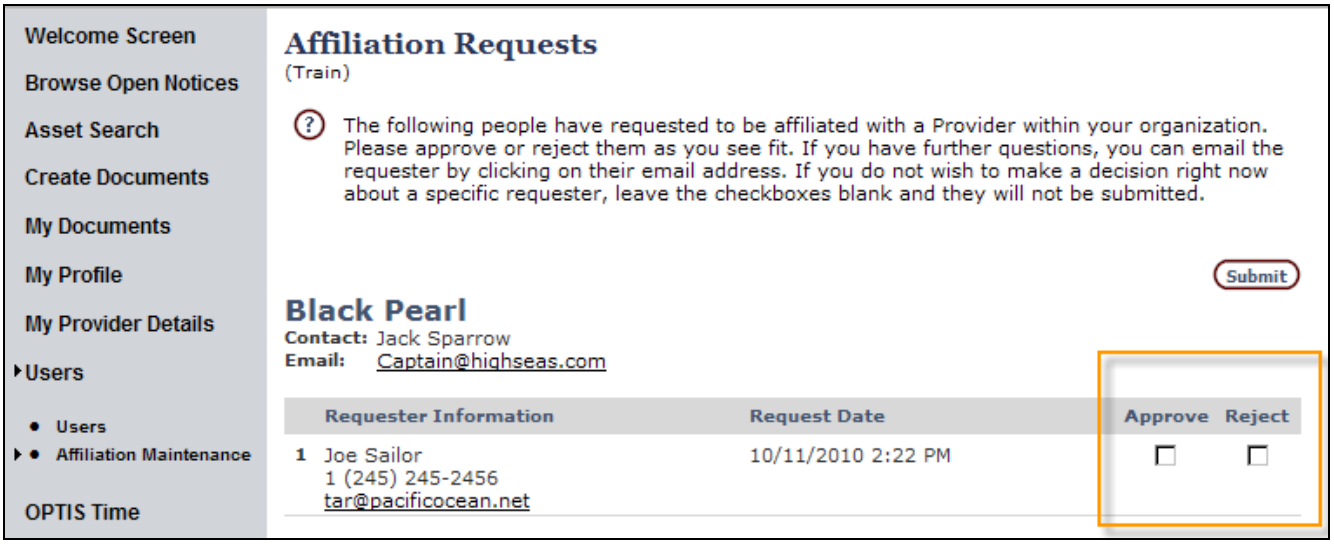


Figure 41a: Affiliation Requests Window - Active Request

If no one is requesting affiliation, you will see the message below.

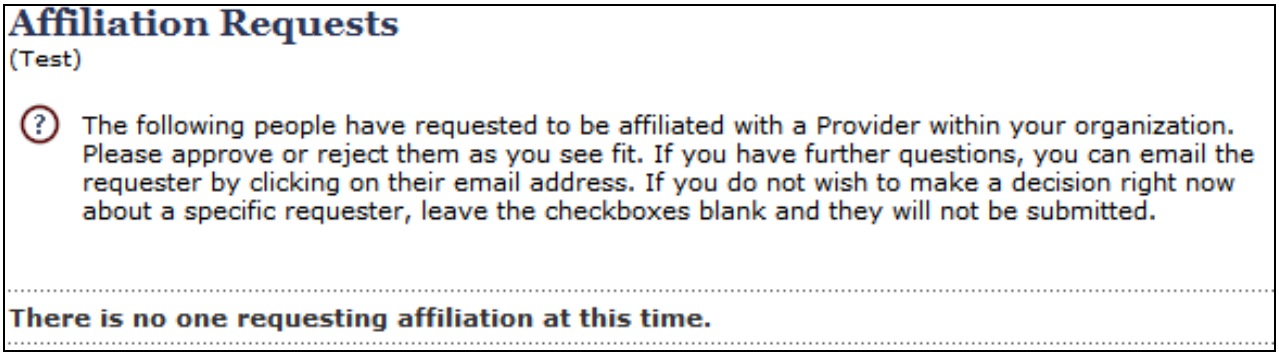


Figure 41b: Affiliation Requests Window - No Active Requests

5. Searching for Documents

Basic search procedures are covered in this section. You may find other ways of locating the information you need. There are many different document types and the more you work with OPTIS, the easier it will be to know how to ask for what you need.

Document Types

Everything you create in OPTIS is considered a document. The following is a list of some key OPTIS document types:

Application Notice	Application Header
Ordered List of Projects	Project Header
Funding Application	Sub-grant agreement
Sub-grant project detail	Agency Periodic Report
Reimbursement request	Payment Request

Figure 42: OPTIS Document Types

Document Search

1. From the main OPTIS menu at the left side of the screen, select **Document Search**. The **My Documents** window is displayed with the current user's name displayed.

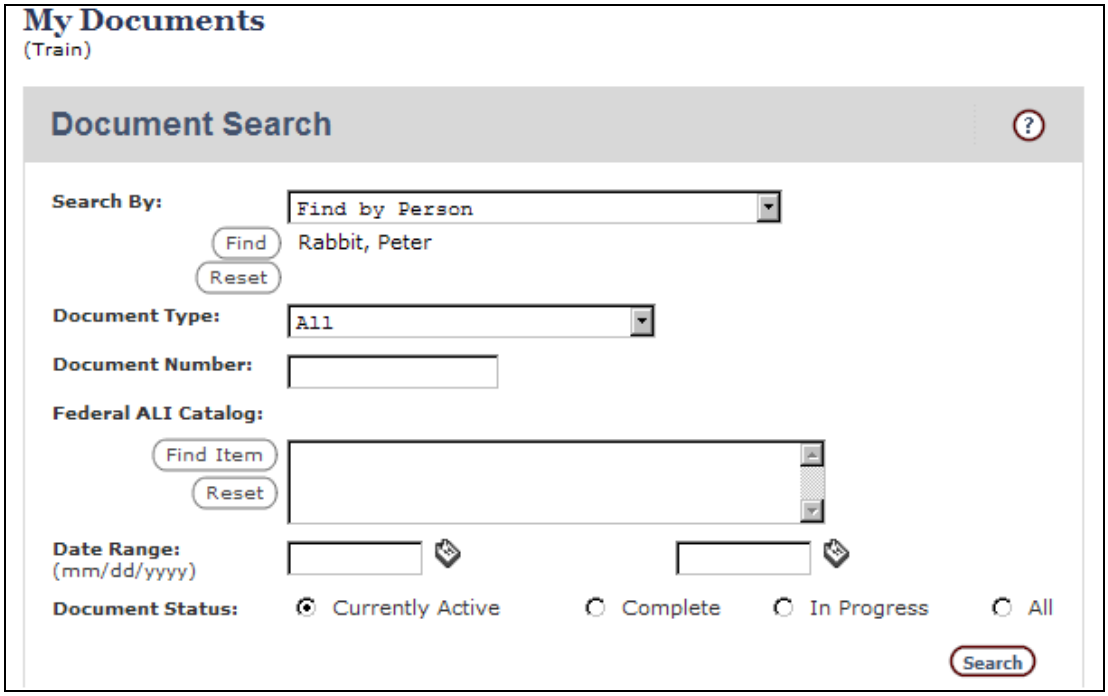


Figure 43: The Document Search Window

The phrase 'my documents' simply means documents that have something to do with you or your agency, whether you have created them or not.

2. Click the drop down arrow to see the entire "Search By/Find By" drop down list:

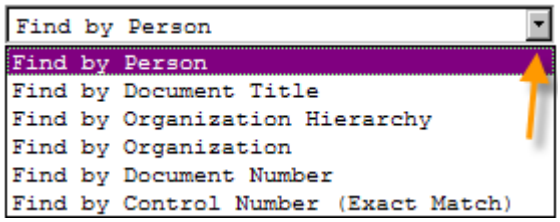


Figure 44: Search By Drop Down List in Document Search

Use **Find by Person** to find documents created by a specific user.
Use **Find by Document Title** to search for a document by whatever the creator named it.
Use **Find by Organization Hierarchy** to include all sub-agencies in your search.
Use **Find by Organization** to search by agency.
Use **Find by Document Number** to search for a document by a partial or exact match to the numerals in the document number.
Use **Find by Control Number** if you know the exact document control number for a particular document.

Searching for Documents by Person

1. From the **Search By:** drop down list, select Find by Person, as shown below. This is the default selection, so you may not need to use the drop down list.

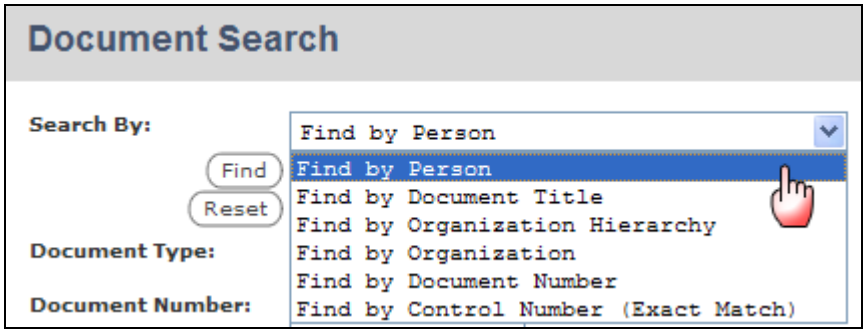


Figure 45: Finding Documents by Person

The person currently logged in is listed by default. If that's what you want, skip to step 4.

2. Click the Find button. The **Person Inquiry** window is displayed:

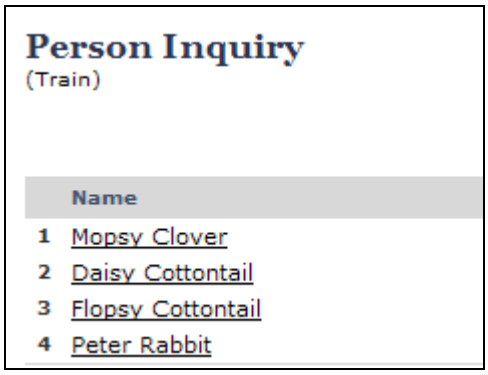


Figure 46: Person Inquiry Window

3. Click on the name you want.

For this example, you will search for all the documents for the person you selected.

4. Leave the **Document Type** at **All.**

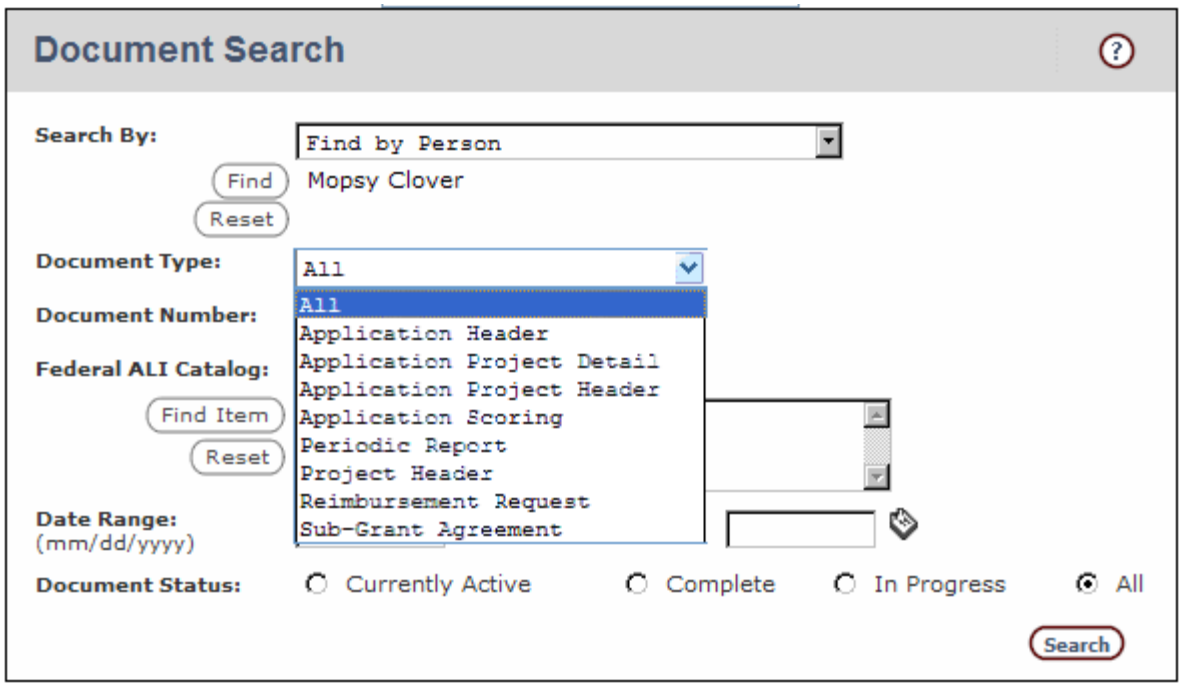


Figure 47: Choosing a Document Type Search

Note the four option button shown in the **Document Status:** section of the window:

Figure 48: Choosing a Document Status Search

- **Currently Active** refers to documents that still have actions to be completed.
- **Complete** refers to documents for which all steps have been completed.
- **In Progress** refers to documents the current user had a part in completing.
- **All** locates every documents fitting the search criteria.

If you are not exactly sure which status to select, use **All.**

5. Click to select the **All** option button shown in the figure above.
6. Click the Search button. A list of documents is displayed:

Figure 49: Documents By Person

7. Click the Show Details button. Additional details are shown for each document:

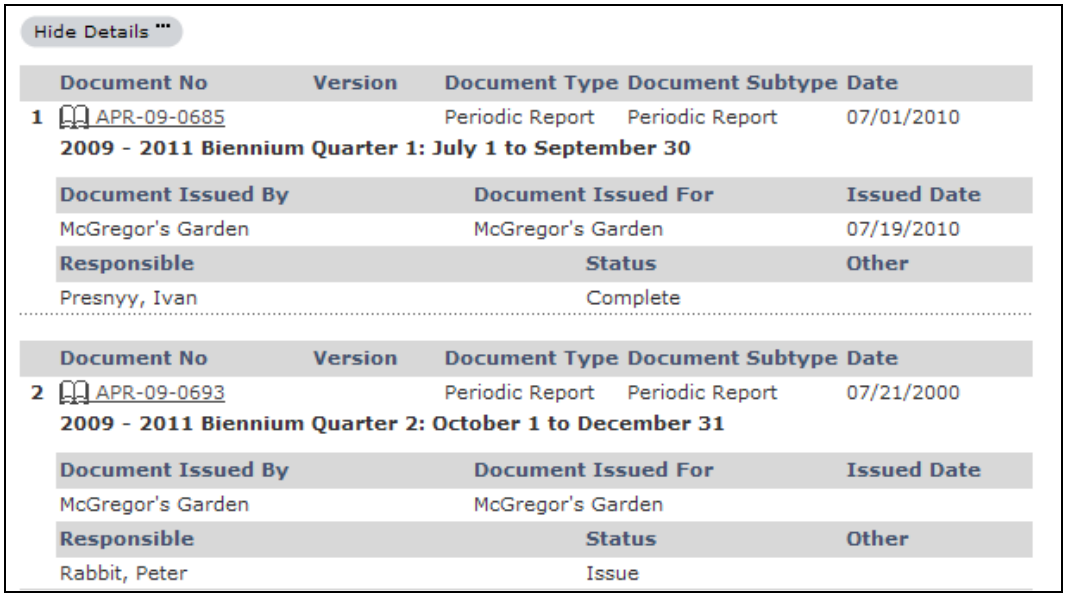


Figure 50: Revealed Details for Documents

Note that the Show Details button has been replaced by a Hide Details button. You can click the Hide Details button to simplify what is displayed.

8. Click on a document number to open a document.

Searching for Documents by Document Title

1. Select **Find by Document Title** from the **Search By:** drop down list. The screen changes as follows:

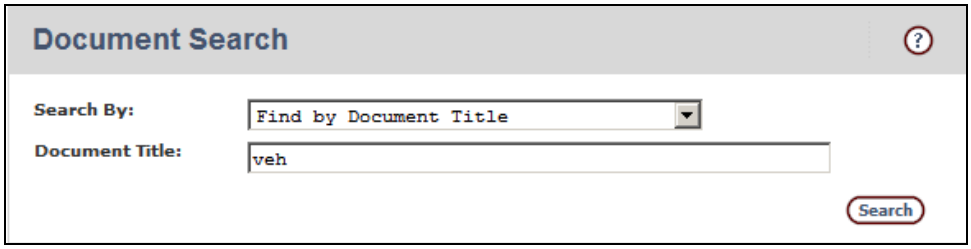


Figure 51: Searching for Documents by Title

HINT:

There is a difference between document *type* and document *title*. Document types are things like reimbursement requests, payment requests, or sub-grant agreements; there are a limited number of document types. Document titles are descriptive texts entered by the person creating the document; there are an unlimited number of possibilities for document titles.

Example: Searching for documents that include a reference to vehicles in the title:

2. As shown in the figure above, type the letters **veh** in the **Document Title:** box.

   You don't have to type an entire word, just the first few letters.

3. Click the Search button. A list of documents with these letters in the title is displayed. A sample of search results is shown below. Your screen will vary from the illustration.

Show Details

	Document No	Document Type	Organization Issued By	Status
1	05070122	Reimbursement Request	Lane Transit District	Complete
	Lane Transit District 22625 Capital Veh Purchase			
2	05070122	Payment Request	Public Transit Division	Complete
	Lane Transit District 22625 Capital Veh Purchase			
3	05070430	Reimbursement Request	Lincoln County Transportation Service District	Complete
	Lincoln County Transportation Service District 22628 Veh Purchas			
4	05070430	Payment Request	Public Transit Division	Complete
	Lincoln County Transportation Service District 22628 Veh Purchas			
5	07-0004	Sub-Grant Agreement	Public Transit Division	Complete
	Douglas County 25287 (07-0004) Match for Veh Purchase			
6	07090008	Reimbursement Request	Harney County	Complete
	Preventive Maintenance 4 Vehicles			
7	07090008	Payment Request	Public Transit Division	Complete
	Preventive Maintenance 4 Vehicles			

Figure 52: Sample Search Results List

Five pieces of information are shown for each of the search results: document number, document type, organization issued by, status, and the document title in bold face type. A variety of document types were returned, including reimbursement requests, payment requests, and sub-grant agreements. OPTIS looked for the letters **veh** only.

HINT:

Some of the titles shown in the figure above have the word **vehicle** in them and some have the abbreviation **veh**. While using abbreviations is a good way to maximize the limited space provided for document titles, it can backfire when searching. If you had used the word **vehicle** as your search text, any document with only **veh** in the title would not have appeared.

HINT:

Most places in OPTIS that allow searching will accept a search string (characters used as criteria) as short as 2 characters. When this is the case, you can use two spaces as criteria. Spaces act as 'wildcards' and produce a global list of items. This is especially useful when you aren't sure exactly what is available to search for.

4. Click on a document number to open it.

Searching for Documents by Organization Hierarchy

An Organizational Hierarchy in OPTIS is a display of the relationships between organizations. The basic structure of organization hierarchies is an inverted tree. Each organization may be under only one organization, but may have multiple organizations below it.

If you are a lead agency with sub-agencies below you in the hierarchy you may at times want to search for documents just for your agency and at other times for documents for all agencies associated with you. The Find by Organization Hierarchy option allows you to see a master list of all documents, including documents associated with all agencies in your hierarchy.

Choose **Find by Organization Hierarchy** from the Search by: drop down list. Click to select the **All** option button from the Document Status: list at the bottom of the dialog box. Click the Search button. The list produced using this method will be quite long, and will necessitate looking through many screens, but it can be useful in some situations.

Searching for Documents by Organization

This search option allows you to search for any type of document (or all documents) for your organization, regardless of who created them.

Searching for Documents by Document Number

1. Select **Find by Document Number** from the **Search By:** drop down list.
2. Enter all or part of the number for the document you wish to find in the Document Number box. Click Search.

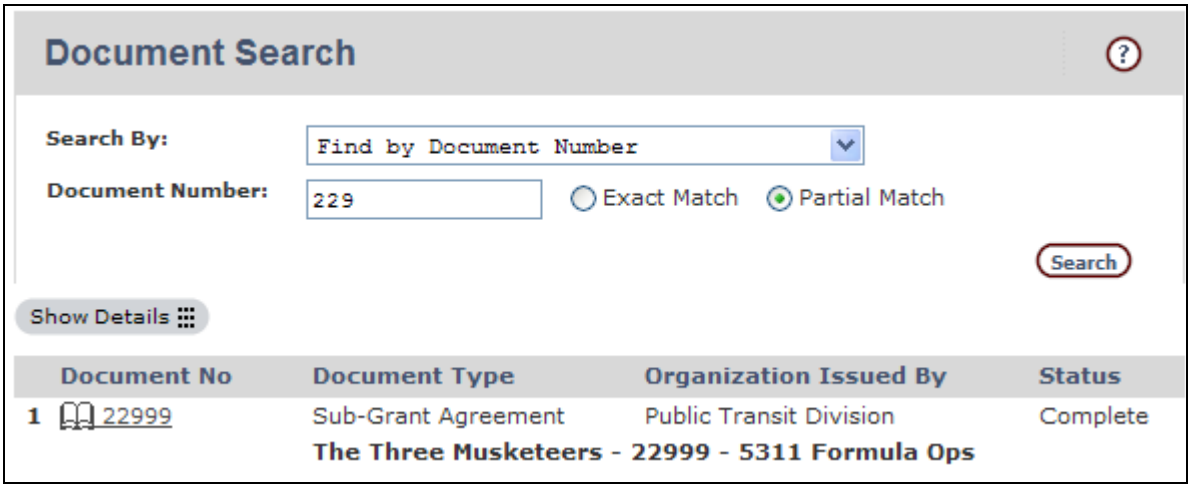


Figure 53: Searching for Documents by Document Number

Searching for Documents by Control Number

Not all OPTIS document numbers follow the same conventions. For instance, grant agreements are known by a five digit number such as 22999, but periodic reports use a number beginning with letters such as APR-09-0879 where APR stands for Agency Periodic Report and 09 stands for the fiscal year.

For ease of locating documents for troubleshooting purposes, a unique seven-digit number generated by OPTIS is assigned to every document. The control number is standardized - seven digits no matter the type of document. It can be found in the lower left corner of any

document. You can use this number along with a screen print to identify problem areas to the OPTIS system administrator.

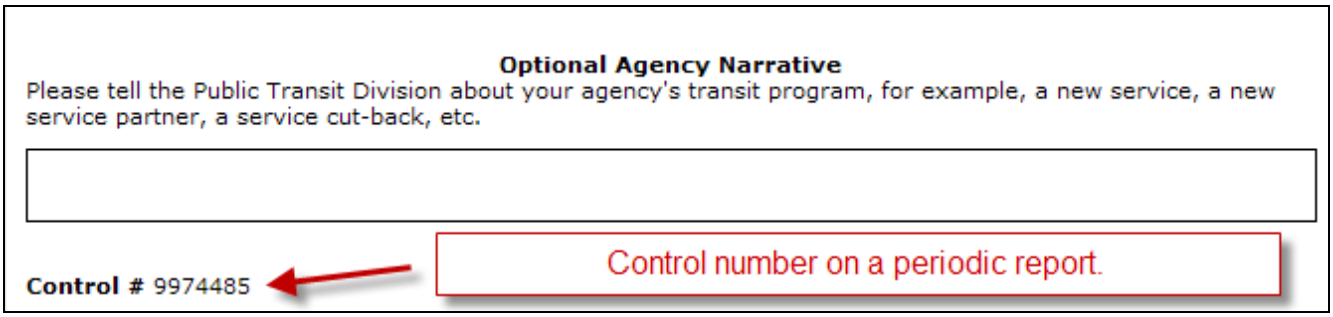


Figure 54: Locating a Control Number

To search for a document by control number you must know the exact number; OPTIS does not allow a partial number search.

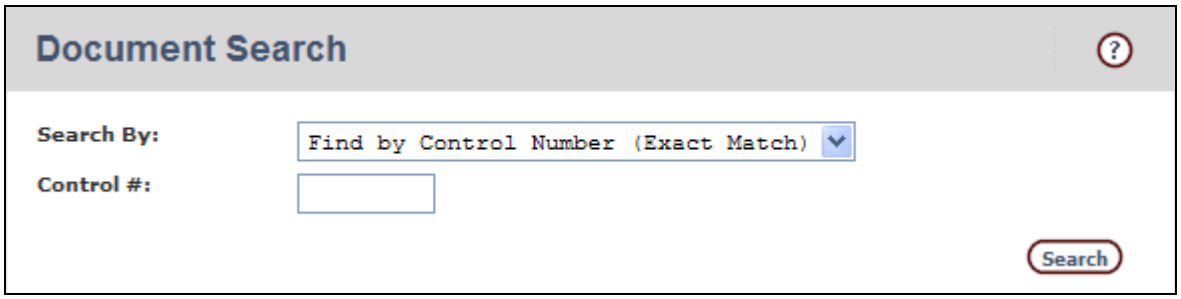


Figure 55: Searching for Documents by Control Number

Additional Search Options

Searching for Documents Within a Date Range

You can specify a date range for some search methods by selecting it with other criteria. Enter the "from" and "to" dates in the fields. You may key in the date, or you may prefer to use the OPTIS calendar icon to auto-fill the field. The following figure shows a search by person for all document types, regardless of status, within a specified date range.

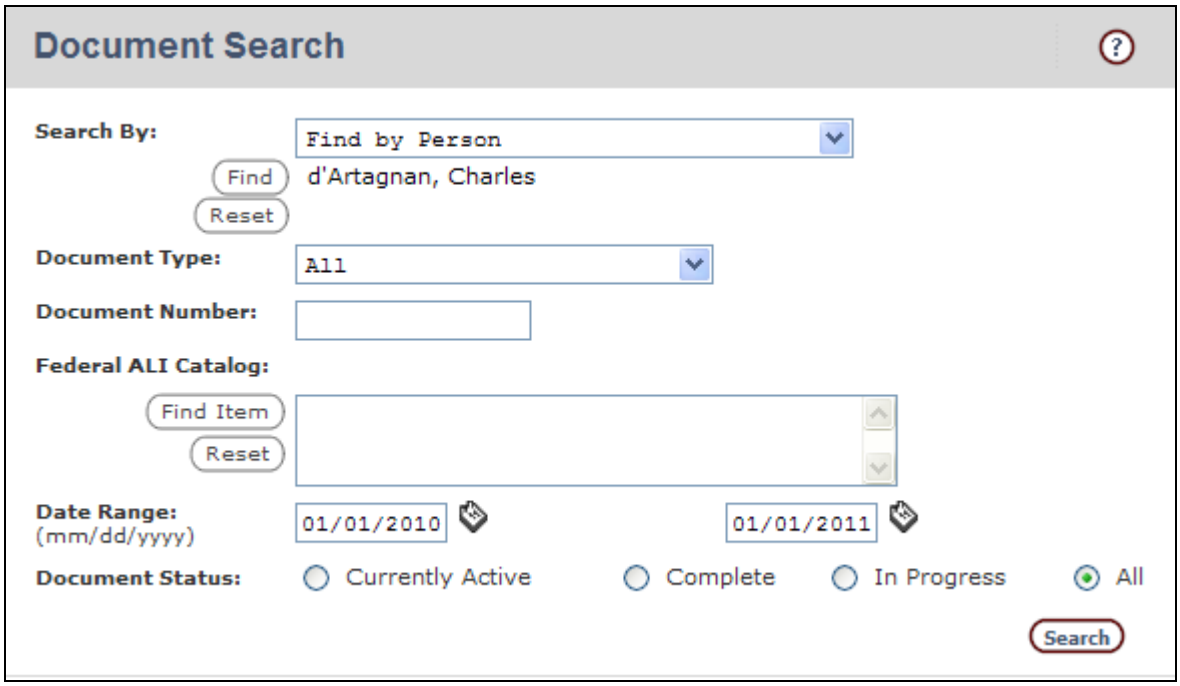


Figure 56: Search for Documents Within a Specified Date Range

Searching for Documents by Document Type

You can specify a document type for some search methods by selecting the type with other criteria. Use the Document Type drop-down menu to narrow your search to only one type of document.

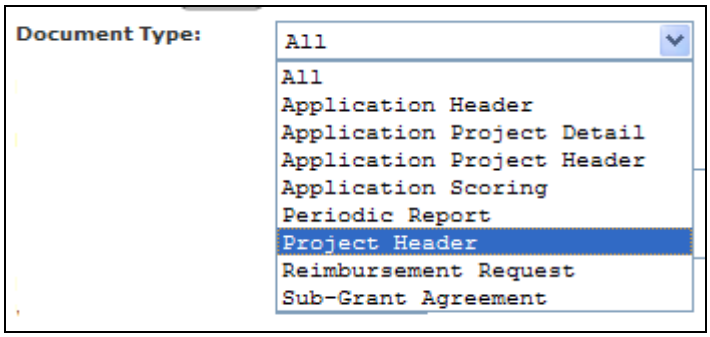


Figure 57: Search for Documents by Document Type

6. Printing Documents

How to Print

Search for and open the document you want to print. The top portion of a sample document is shown below.

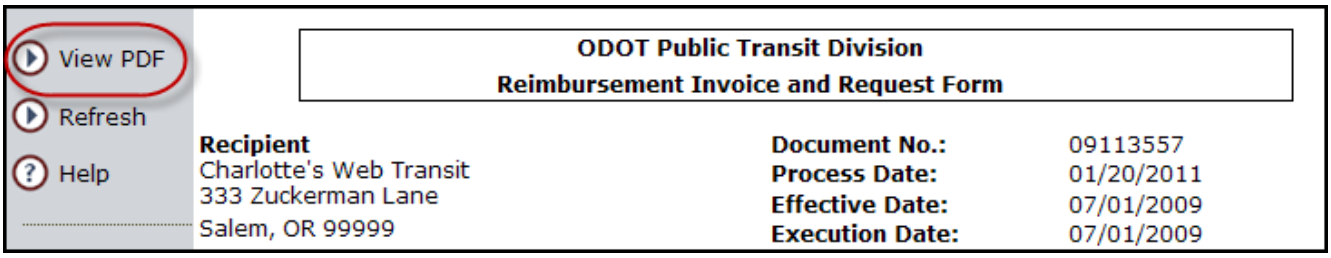


Figure 58: Preparing to Print a Reimbursement Request

If you want to print the *screen,* you will have to use the keyboard command Ctrl/Prt Scr or a software program such as "Snag-it." Or, you will have to manipulate the document before printing using your computer settings. For more information, contact your agency's computer specialist or PTD.

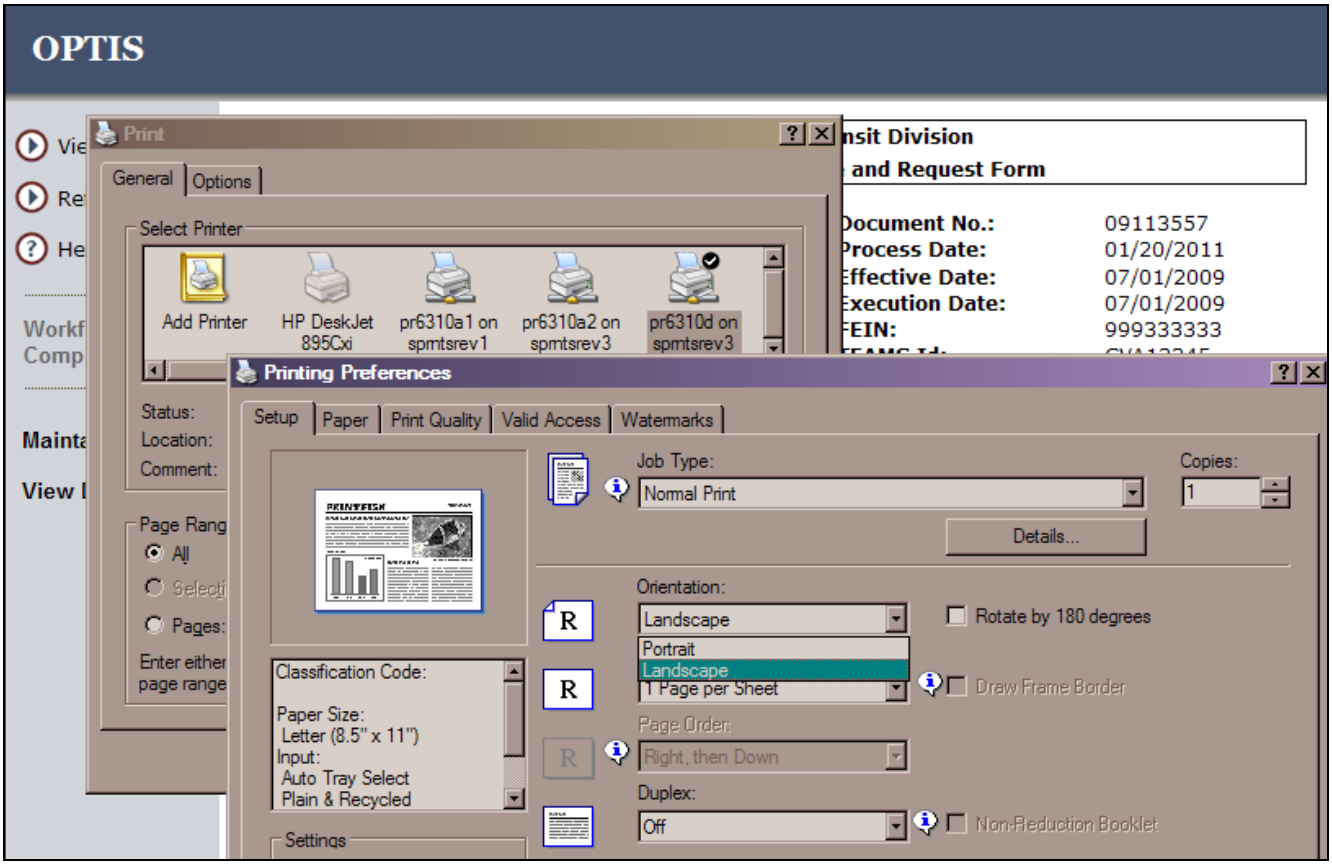


Figure 59: Preparing to Print a Document

If you want to print the *document*:

1. From the menu at the left side of the screen, select the View PDF button. Another Internet Explorer window is opened and a security warning message may be displayed:

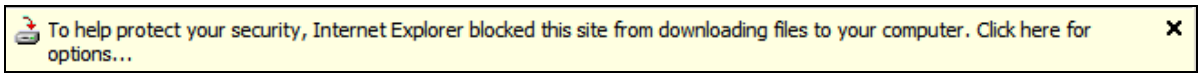


Figure 60: Blocked Download Message

2. As shown in the figure above, click on the yellow box containing the message and choose Download File... from the menu. The following window is displayed:

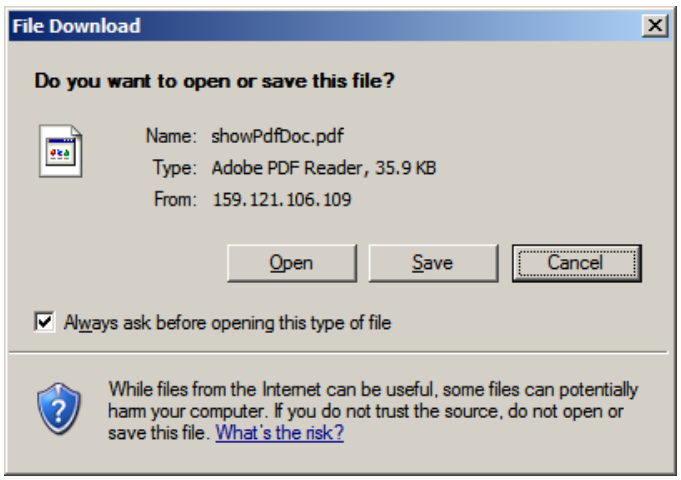


Figure 61: Preparing to Print or Save a PDF Document

3. Click the Open button to open the document in the Adobe Reader program.
4. When the document opens, click the Print button.

You may also save the pdf document without printing it by selecting the Save button and saving the document to the desired location on your computer.

Working with PDF Documents

The Portable Document Format (PDF) is a proprietary format owned by Adobe Systems Incorporated. The PDF format provides an opportunity to exchange and view documents on any computer on which a free reader program (provided by Adobe) is installed.

PDF documents are used by PTD for two reasons.

1) PDF documents cannot be edited without a special (and expensive) program from Adobe, called Acrobat, which most users do not have, making PDF documents more or less immune from tampering in everyday circumstances.

2) Some computer users do not have Microsoft Word. OPTIS gives you the opportunity to open or save documents in PDF format.

7. Working With Assets

Asset Types in OPTIS

The asset register in OPTIS tracks three types of assets managed by PTD:

- Vehicles
- Equipment
- Real Estate

General Guidelines

Each asset type is unique. Here are some general guidelines:

- PTD holds the titles to vehicles purchased with grant funds. During the time an agency is the owner and operator of the vehicle, it cannot be sold, transferred, or disposed of without involvement of PTD.
- Equipment assets purchased with grant funds are the property of the provider and can be sold or otherwise disposed of if the value is less than $5,000.
- PTD imposes restrictive covenants on real estate assets purchased with grant funds. Before a real estate asset can be sold or transferred, these restrictive covenants must be released by PTD.

When in doubt, contact PTD for clarification on the handling or disposal of any asset.

Asset Search Techniques

You can search for assets using a variety of techniques. Some basic techniques are covered in this section. Assets cannot be searched for at Document Search.

1. Select Assets from the main OPTIS menu at the left side of the screen. The **Assets** screen and the **Find Asset** window are displayed.

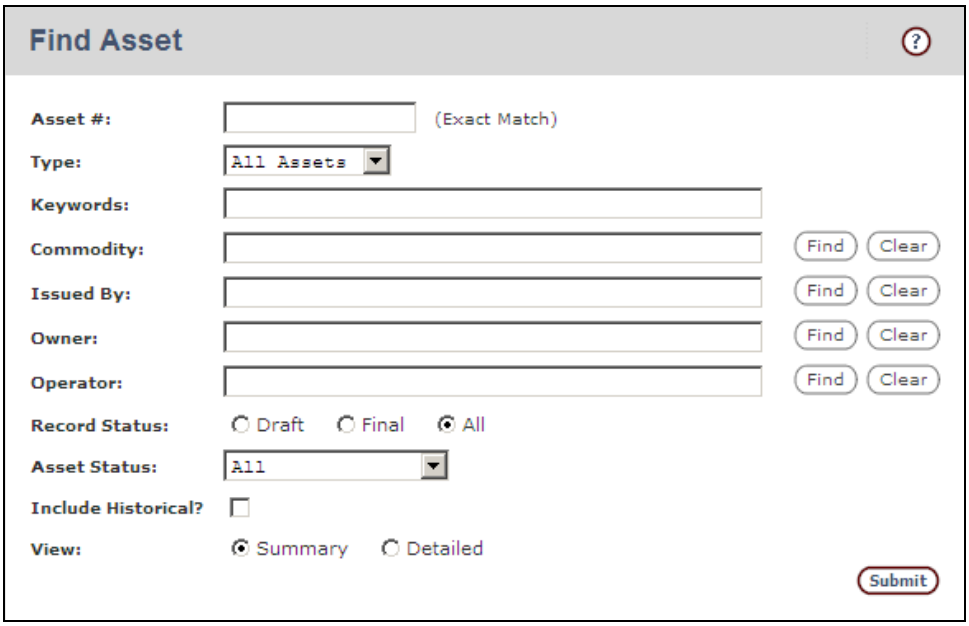


Figure 62: Find Asset Screen

Providing criteria to search any data base can be done in one of three general ways, based on how restrictive you want to be. Here are some general guidelines for searching:

- Provide a unique identifier such as a serial number, VIN, etc. This is the most specific type of search aimed at finding a particular item in the database.
- Perform a search using AND criteria. For example, using two criteria in this way means that an asset record will be returned in the search results only if it meets condition 1 AND condition 2.
- Perform a search using OR criteria. For example, using two criteria in this way means that an asset record will be returned in the search results if it meets either condition 1 OR condition 2. This type of search returns more results than either of the other two methods.

2. Following are some hints for using some of the search criteria fields shown at the left side of the window in the figure above.

   Asset #: The asset number is a unique identifier assigned by OPTIS when the asset was entered into the asset register. If you know the asset number, this is the quickest way to find a specific asset. Using the asset number requires an exact entry; no wildcard searches are possible using this field. E = Equipment, S = Real Estate (Shelters), V = Vehicles. The code letter appears at the beginning of each asset number.

   Asset Type: Pick the appropriate option from the drop down list. Choosing one of these options limits the search results to this asset type only.

Keywords: Use words that were entered as part of an asset's title, or text entered in a comments field, or anywhere else where free text fields exist in an asset record. Just type the words you are looking for separated by spaces. This field represents an OR type of search, meaning that a record will be returned in the search results if it contains any of the keywords you provide.

Commodity: Use this field to find assets based on an OPTIS commodity code such as "Bus STD 35 ft" or "Van". The best way to use this field is to click the Find button, enter a word that pertains to the asset, and follow the screen prompts.

Issued By: This field refers to the organization responsible for the asset, as defined when the asset was entered. This can be PTD or a provider. Enter at least 3 characters in the text box. For example, type the letters **pub** and press the ENTER key to find assets for which the **Pub**lic Transit Division is responsible. Search characters are not case sensitive and will be found wherever they occur in the text. For example, entering the letters **tra** will also pick up on the word **tra**nsit if it appears in any of the asset records.

Owner and **Operator**: These fields are defined when the asset is entered into the register. You can search using techniques similar to those just covered above for the Issued By field. You can enter search text (at least 3 characters), or just click the Find button and follow the screen prompts.

Asset Status: The drop down list includes 7 options:
Active – Vehicle is in active service to provide passenger transportation.

Backup/Spare – Vehicle is no longer in active passenger transportation service, but is retained as a back-up to temporarily replace active vehicles out of service for repairs, maintenance, etc.

Disposed – Vehicle has been sold at auction, used for trade-in on a new vehicle purchase, legally transferred to another agency, or otherwise disposed of.

Out-of-service - Active vehicle temporarily out of service for maintenance, repairs, etc.

Pending Disposal – PTD has been notified of agency's intent to dispose of vehicle and has agreed to release title. (Used temporarily until the title has been released.)

Title Released – A designation used for vehicles that are still used in transit service but for which PTD has already released the title. (Primarily used for older vehicles -- PTD no longer releases title on vehicles still in transit service.)

View: The options are Summary and Detailed. Seeing a summary list allows more assets to be displayed on screen at once, while a detailed display shows more information about each asset and fewer entries appear on each screen.

The more fields you supply criteria for the more narrowly the search is focused. In other words, if you specify criteria for more than one of the fields described above, an asset will not be found unless it meets all the criteria you provided. Don't confuse this with the

AND, and OR criteria types discussed above. For example, if you only supply two words in the Keyword field, records will be found if they contain either word. But if you also specify an Owner, assets will be returned in the search results if they contain either keyword, AND if they also match the owner criteria.

Too many conditions may result in no assets being found, but if you're sure that search conditions were correctly specified, finding no assets can be useful as well. In other words, it can be just as helpful to know what you don't have as what you do have.

If you are having trouble finding assets, try using fewer criteria. To see a global list of all assets, don't specify any search criteria. At the Assets window press the ENTER key to see a master list of all assets.

Equipment

	Asset #	Version	Tag #	Serial #	Step
1	E013		333XXX	GHT4545	Change Posted
2	E014		NA	123456	Change Posted

Real Estate

	Asset #	Version	District Lot	Legal ID	Step
3	S005		56401	bbb111222	Change Posted

Vehicle

	Asset #	Version	Plate #	VIN #	Step
4	V0978		Hoppy1	1BUNE234567890123	Change Posted
5	V0979		123BUM	1BUNE123456789876	Change Posted
6	V0980		Hop999	1BUN2H34567H5H511	Change Posted

Figure 63: Asset Register Entries

As the list of assets grows, you may want to see the entire list, but it is useful to know how to assess a master list. OPTIS tracks 3 types of assets, equipment, real estate, and vehicles. In the figure above, note that the column labels differ based on the type of asset. All assets have an **Asset #** (automatically assigned by OPTIS) and a **Version** number. The **Version** number provides a way to see how many times an asset entry has been amended. When a new asset is entered into the register, it has no version number. The first time an asset is amended, the **Version** column displays the number 1. Each subsequent amendment increments the version number by one. Note that most of the entries in the figure above have no version number, and a few show a number 1, meaning that those assets have been amended once.

Previous Version / Next Version

These features, found on the **Actions** menu, allow you to see different versions (amendments) of an asset. These options are not available unless an asset has been amended at least once. Seeing the previous amendments of an asset can be helpful for you to understand the history of the asset.

HINT:

Amendments build on each other. Changes are always added to the last amendment. If you are looking at a previous version (amendment) of an asset and see changes that need to be made, be sure they weren't already made in one of the later amendments.

8. Periodic Reports

General Information / Guidelines

A quarterly report is required from each agency receiving federal or state grant funds through PTD, and from each agency operating a vehicle purchased using federal grant funds. Reports should be entered into OPTIS (or submitted by mail, fax, or email to the ODOT Public Transit Division office, 555 13th Street NE, Suite 3, Salem OR 97301) by the agency's authorized representative no later than forty-five (45) days following the end of each quarter.

The standard reporting schedule is:

Quarter 1 / 5 (July-Sept) → Submit by Nov 15
Quarter 2 / 6 (Oct-Dec) → Submit by Feb 15
Quarter 3 / 7 (Jan-Mar) → Submit by May 15
Quarter 4 / 8 (April-June) → Submit by Aug 15

Note: In OPTIS, the first quarter of the second fiscal year in a biennium is referred to as quarter 5, the second quarter of the second fiscal year is quarter 6, and so on.

A quarterly report in OPTIS is called an Agency Periodic Report (APR). Rather than completing PTD's "Agency Quarterly Report" manually and then sending it to us, OPTIS users may enter the report directly into the system. After an agency completes its report, PTD staff will access it and review it as always.

APRs and requests for reimbursement are separate documents; APRs are not used to request payment of grant funds. Other types of progress reports and special purpose reports are not currently tracked in OPTIS, and must be submitted manually or attached to the quarterly report in OPTIS; this includes the Budget Detail Worksheet.

Validation for eResponse

Only users who have document creation privileges may create APRs and other documents. Users must also be 'validated for eResponse' before the system will allow them to submit documents on behalf of their agency.

Validation is a security process used by PTD to certify that agencies and individual users are legitimate. After an agency has requested and received company eResponse privileges (accomplished during the registration process by the OPTIS Administrator), the prime contact person's classification is set to 'validated user of an authenticated company' and that person is given system privileges to submit electronic documents and request reimbursement. This validation activates links to screens in OPTIS not visible to non-validated users. Authorized agency representatives are assigned an eResponse keyword, which functions like a password and must be entered when submitting documents on behalf of an agency.

Assets and Current Report Verification

Before creating an Agency Periodic Report, all assets and previous APRs must be current.

1. Log in to OPTIS.
2. Follow the steps below to verify that all PTD-funded assets have been recorded in OPTIS and that asset information is correct:
   a. Access OPTIS Asset Register by selecting "Asset Search" from the Navigation menu.
   b. At the Find Asset screen, leave all fields blank and click "Submit."

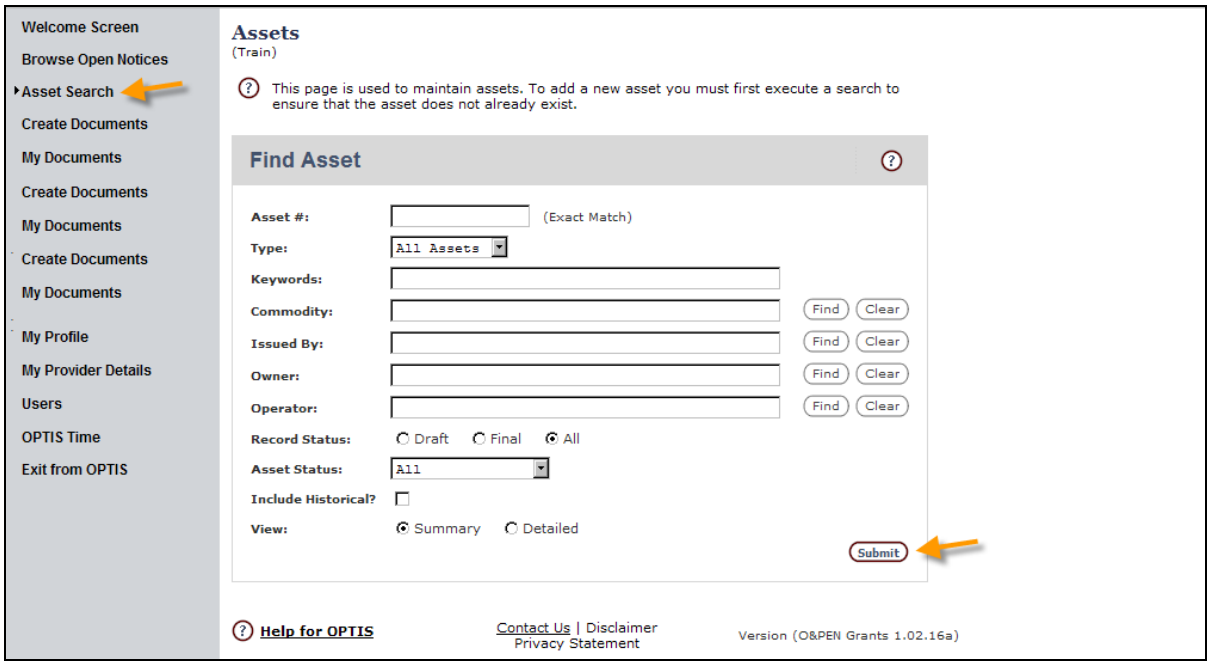


Figure 64: Asset Search Screen

   c. A list of current assets recorded for your agency appears.

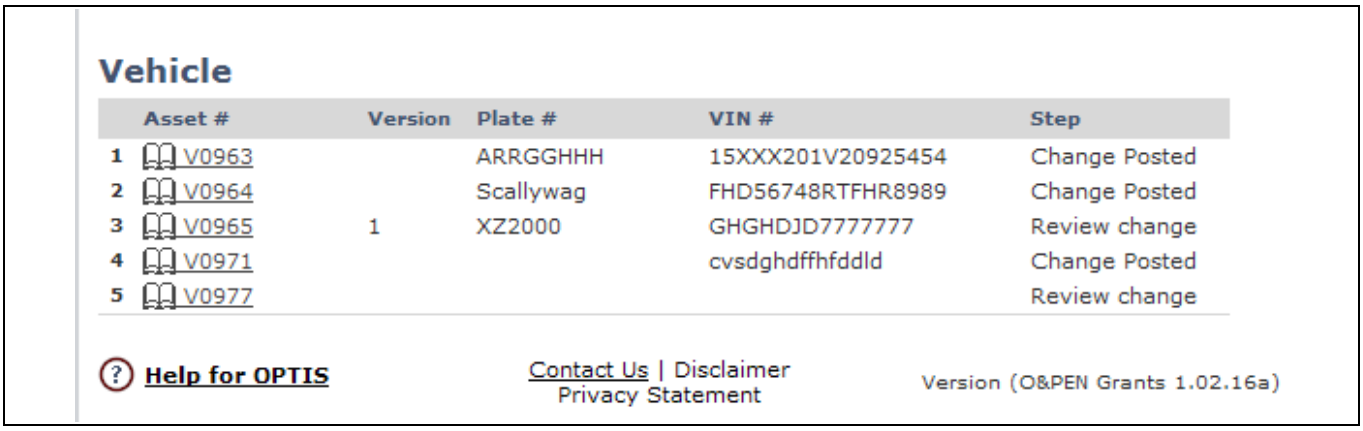


Figure 65: Asset Register

d. Compare this list of PTD-funded assets to your records to determine if all assets have been reported and recorded accurately in OPTIS. (Individual assets may be opened by clicking on the underlined Asset # to see more details.)

NOTES:

- **Plate number and VIN should match your records.**
- **"Step" indicates the status of the record: 'Change Posted' = Asset entry is complete; 'Review Change' = Asset entry is in progress and there may be issues or questions pending.**

e. If all assets are correct, verify that the current quarterly report to be entered does not already exist in OPTIS (step 3. below.)

f. If the asset register is incorrect or incomplete, call PTD to update it. When all assets have been entered correctly, verify that the current quarterly report to be entered does not already exist in OPTIS (step 3. below.)

3. Verify that the current quarterly report to be entered does not already exist in OPTIS:

a. QR Verification, Option One:

- From the OPTIS Navigation Menu, select "My Documents" / "Document Search." In the "Search By" field, select "Find by Document Number."
- Type in "APR" (Agency Period Report) in "Document Number" field. Click Search.
- A list of QRs for all providers in your agency's hierarchy appears. Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter. (You may narrow your search, if desired, by entering begin and end dates for the period in the Date Range fields. Use mm/dd/yyyy format.)

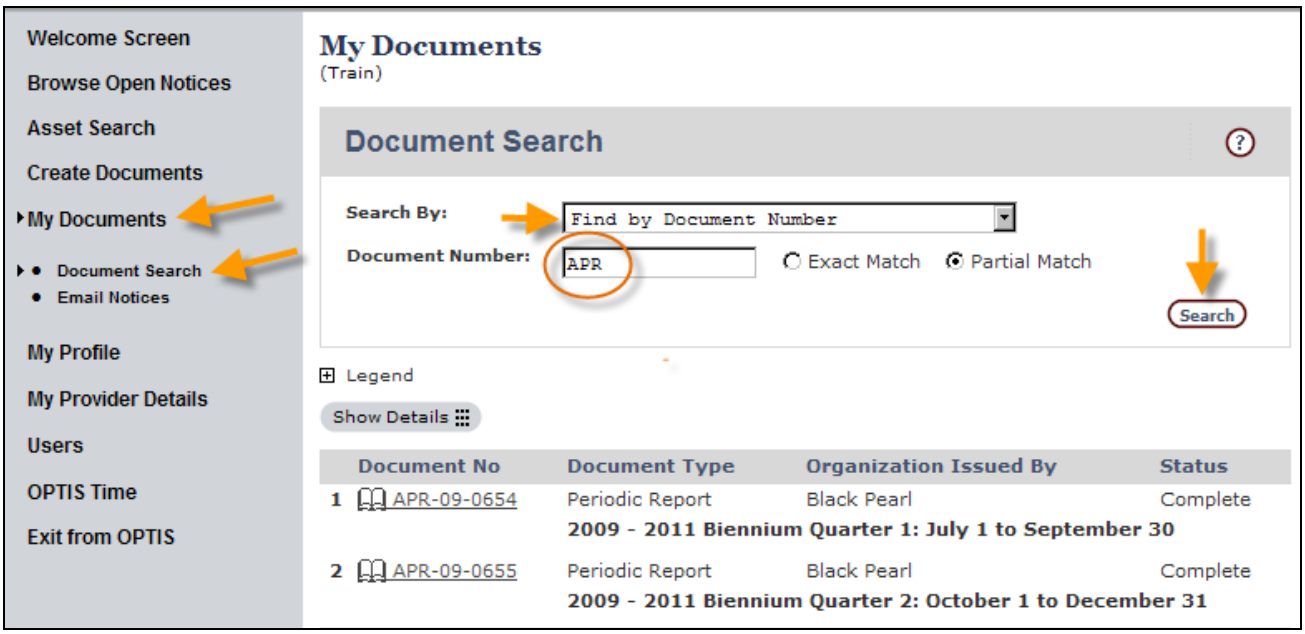


Figure 66: Document Search for APR by Document Number

NOTE: A status of Complete means the QR is finished (issued); a status of Issue means the QR has not been finalized (it is at the Issue step.) If the QR is at the issue step, we may be waiting for clarifying information before completing the document.

b. QR Verification, Option Two:

In the "Search By" field, select "Find by Organization Hierarchy." Select "Periodic Report" in "Document Type" field. Select "All" in "Document Status" field. Click Search.

A list of QRs for all providers in your agency's hierarchy appears. Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter. (You may narrow your search, if desired, by entering begin and end dates for the period in the Date Range fields. Use mm/dd/yyyy format.)

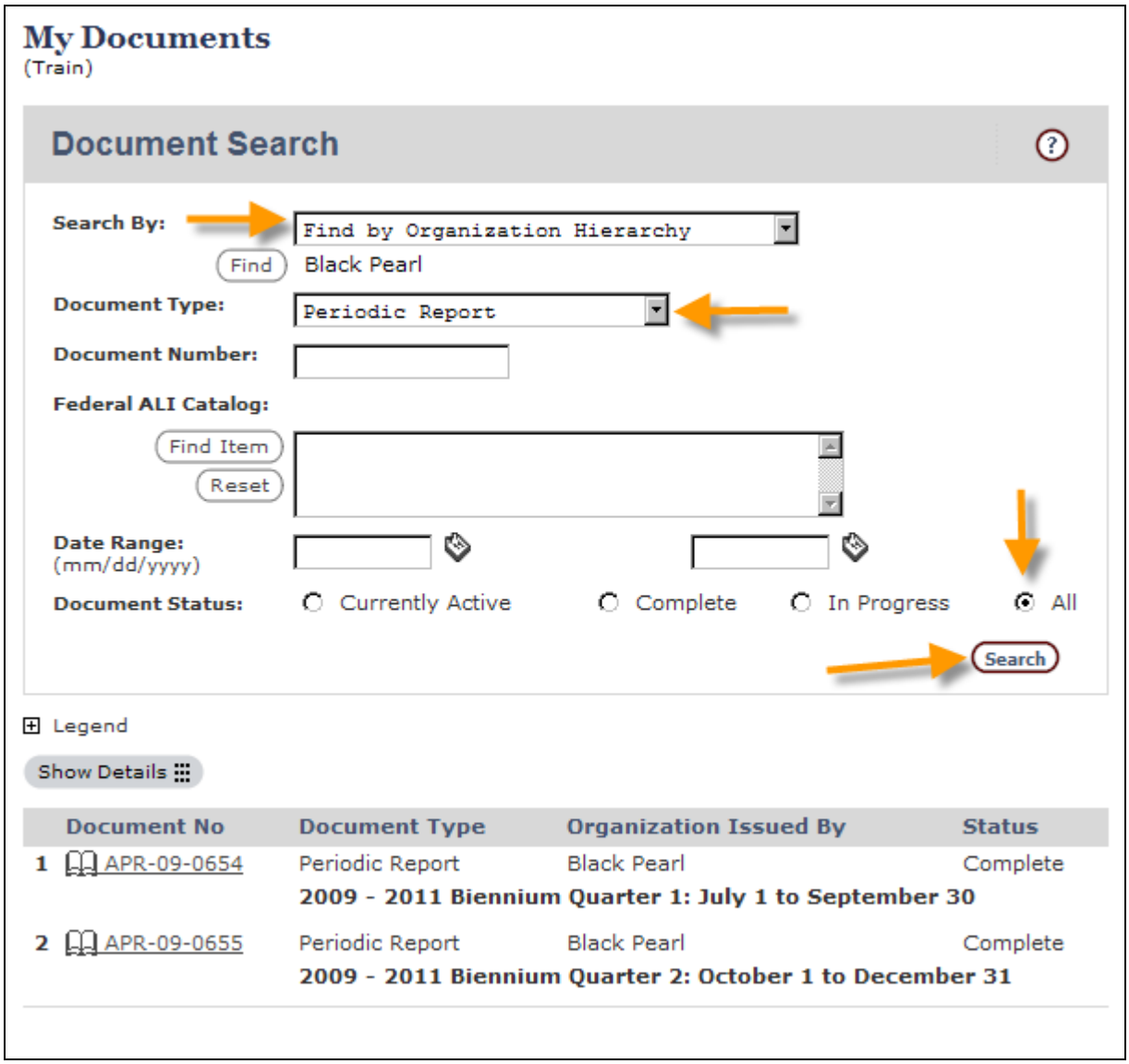


Figure 67: Document Search for APR by Document Type

If you find a report for the same year and quarter, open it by clicking on the document number. Carefully review the information. If the data in OPTIS are identical to what you were preparing to enter, the current report is a duplicate and should not be re-entered. If the fiscal year and quarter are the same, but the data is not identical, this indicates the need for a revised or amended report.

If no record appears for the specified report/period, begin entering a new report following the steps below.

Create an Agency Periodic Report

1. From the Navigation Menu, select 'Create Documents'; select 'Create Periodic Report.'

Figure 68: Create APR

2. At "Create Periodic Report" screen, using the drop down menu, select the correct agency for this QR. Click "Next."

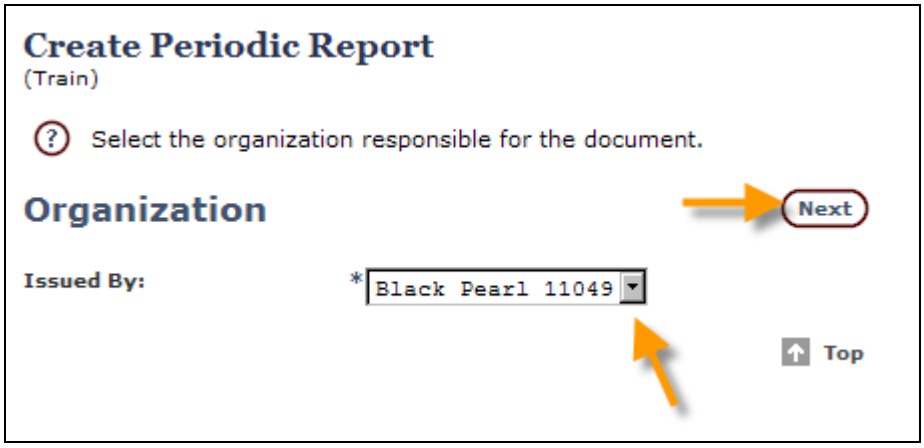


Figure 69: Select Reporting Agency

3. The 'Create Periodic Report' screen reappears with the correct agency name inserted in the "Issued By" field. Verify this "Issued By" agency.
4. Select the correct biennium/fiscal period for this report from the drop-down menu.

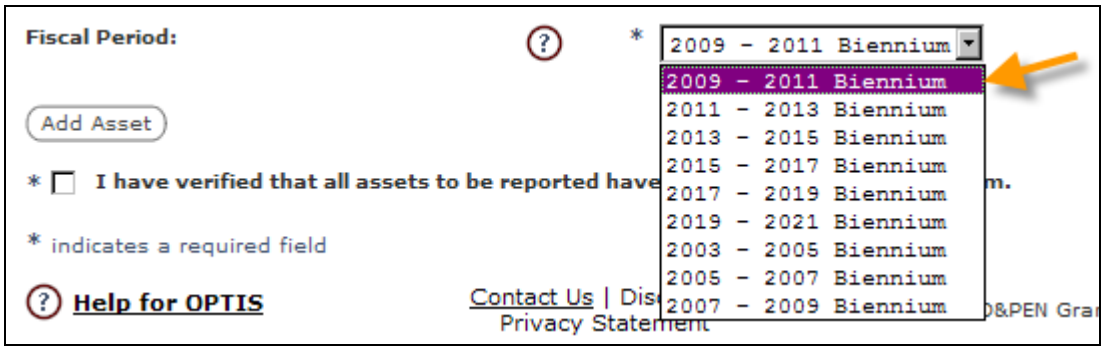


Figure 70: Select Fiscal Period

If you have not verified that all assets have been entered into OPTIS, return to the Asset Search screen and follow **Before creating an Agency Periodic Report – Verify Assets and Current Reports** steps 2.a. through 2.f. before continuing.

If you know that you have taken delivery of a new asset since your last report, and the asset has not been entered, contact PTD. Leaving the "Create Periodic Report" screen before clicking "Create" means the QR has not been created yet. You will need to begin again' after the asset entry is complete.

5. If you have no new assets to report, check the box next to verification statement, 'I have verified that all assets to be reported have been entered into the system.' Click "Create."
6. A verification screen appears documenting that the initial QR has been created. Record the form number, if desired, for future reference and/or searching purposes.

   NOTE: The number, e.g., APR-09-XXXX = Agency Periodic Report + Beginning Year of Biennium + Four Digit OPTIS-Generated Number.
7. Click "Continue."
8. Begin the Periodic Report Wizard. Use the back button at any time to return to the previous step. Be sure to click "Next" or "Save" after entering information in each step to continuously save input.

Figure 71: Agency Periodic Report Wizard Steps

9. **Wizard Step 1 – *Number*.**

   This screen simply displays the auto-generated number for this report which cannot be changed. Click "Next."

10. **Wizard Step 2 - *Periodic Report Details*.**

    In "Document Date" field, enter today's date in this format: mm/dd/yyyy. From "Periodic Report Period" drop down menu, select the correct quarter. You will notice the title which displays on this screen contains a quarter designation. OPTIS assumes and then indicates, based on the QRs already entered, which quarter you are entering. Click "Next."

11. **Wizard Step 3 – *Authorized Representative.***

    Select name from drop-down menu. Detailed contact information will display. If the phone number or email address information is not correct, you may change it here, but the change will be for this document only. (For a permanent change, follow "Address/Contact Maintenance" procedure # OPT-016.) Click "Next."

12. **Wizard Step 4 – *Address*.**

Verify or change address information. If any address information displayed is incorrect, you may change it here, but it will be changed for this document only. (For a permanent change, follow "Address/Contact Maintenance" procedure # OPT-016.)Click "Next."

13. **Wizard Step 5 - *Volunteer & Non-Cash Resources*.**

Skip | Back | Save | Next | Finish

Volunteer & Non-Cash Resources

If your organization uses Volunteers, please complete the following table.

Type of Volunteer	# of Units (hrs/qty) 1	Unit Value 2	Total Value 3
Drivers			$0.00
Scheduler/Dispatcher			$0.00
Office Help			$0.00
Vehicle Maintenance (washing, etc.)			$0.00
Contributed Professional Services: *List such services as legal, accounting, advertising, etc.*			
Other In-Kind Services: *List donated services or materials, supplies, etc.*			
		Total	$0.00

Figure 72: Volunteer & Non-Cash Resources

If your agency uses Volunteers, complete the table as follows, using the tab key to move from field to field. If your agency does not use volunteers, click "Next" to move to the next page.

Drivers

Column 1, # of Units (hrs/qty) – Enter total volunteer driver HOURS

Column 2, Unit Value – Enter hourly RATE

Column 3 – Total Value - OPTIS auto-calculates

Schedulers/Dispatchers

Column 1, # of Units (hrs/qty) – Enter total volunteer scheduler and/or volunteer dispatcher HOURS

Column 2, Unit Value – Enter hourly RATE

Column 3 – Total Value - OPTIS auto-calculates

Office Help

Column 1, # of Units (hrs/qty) – Enter total office help HOURS

Column 2, Unit Value – Enter hourly RATE

Column 3 – Total Value - OPTIS auto-calculates

Vehicle Maintenance

Column 1, # of Units (hrs/qty) – Enter total volunteer HOURS spent performing vehicle maintenance such as cleaning, repair, etc.

Column 2, Unit Value – Enter hourly RATE

Column 3 – Total Value - OPTIS auto-calculates

Contributed Professional Services

Column 1 – Enter TYPE of PROFESSIONAL SERVICE donated such as legal advice, accounting services, advertising, etc.

Column 2 – Enter number of volunteered service hrs/qty

Column 3 – Enter amount

Column 4 – OPTIS auto-calculates the Total Value

Other In-kind Services

Column 1 – Enter TYPE of OTHER IN-KIND SERVICE or MATERIALS

Column 2 – Enter number of service hrs/qty

Column 3 – Enter amount Click "Next.".

If you need to report professional services or donated materials with more than one rate, please enter them on separate lines.

To add a new line, place your cursor in the current box and press Enter.

If your agency wishes to use all or a portion of the reported in-kind resources as match to a grant, the Documented In-kind Contribution form must be submitted with the Grant Reimbursement Request for the grant. The form is available upon request or can be located on the Public Transit Division website.

14. **Wizard Step 6 – *Service Data* (aka Performance Data)**

Enter reported rides, hours, mileage, and other information. (See QR instructions for definitions)

1. Rides

Total Passenger One-Way Rides (Fixed Route)

Total Passenger One-Way Rides (non-Fixed Route)

Elderly & Disabled One-Way Rides (Fixed Route)

Elderly & Disabled One-Way Rides (non-Fixed Route)

2. Hours

Revenue Operation Hours (Fixed Route)

Revenue Operation Hours (non-Fixed Route)

3. Mileage

Revenue Service Mileage (Fixed Route)

Revenue Service Mileage (non-Fixed Route)

4. Other Information

Answer Yes or No to the question

'Are you aware of other PTD grantees that may also be reporting these service data?

If Yes, enter name(s) of agency(ies) in comment box.

If No, leave comment box blank. Click "Next."

15. **Wizard Step 7 - Financial Statement Section.**

Enter all reported revenue and expense information. (See QR instructions for definitions) All fields are required to be filled; enter a zero in any field for which you have nothing to report. When finished, click "Next."

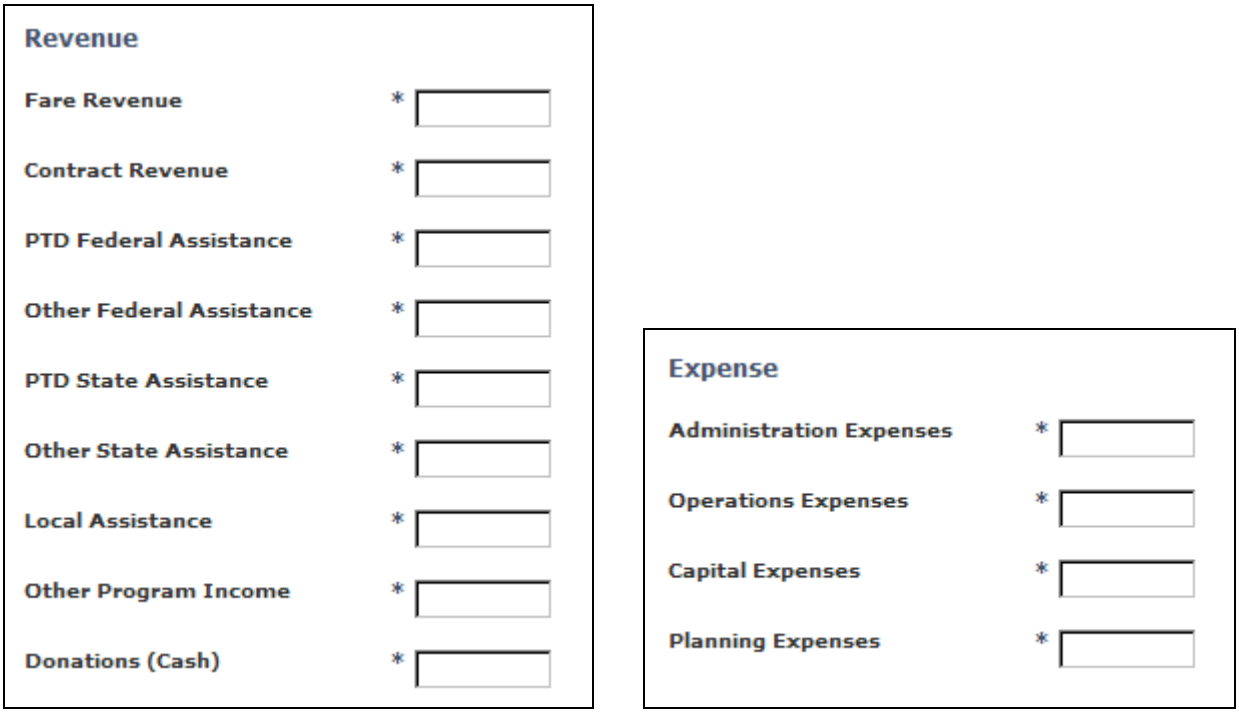


Figure 73: Volunteer & Non-Cash Resources

16. **Wizard Step 8 - *Grant Information* (optional.)**

    If progress on projects has been made since the last report, describe the activity by entering a narrative in each Update/Status box. This information is grant agreement specific. This section is optional. Click "Next."

17. **Wizard Step 9 – *Assets*.**

    Enter vehicle information, even if it has not changed since your last report.

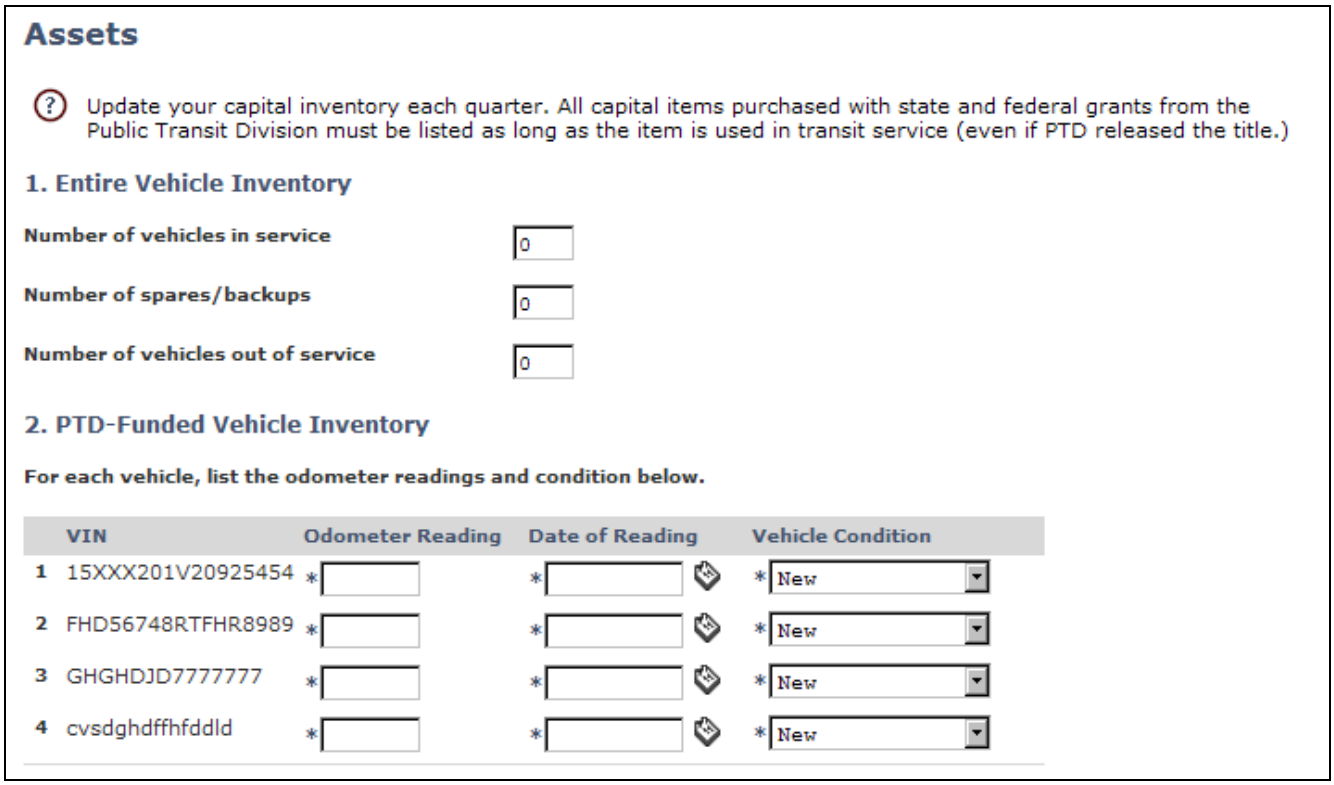


Figure 74: Capital Inventory

Assets 1. For your entire vehicle inventory:

Number of vehicles in service;

Number of spares or backups; and

Number of vehicles out of service.

Assets 2. For PTD-funded vehicles only:

Enter latest odometer reading, date of reading, and vehicle condition for each vehicle.

Click "Next."

NOTE: OPTIS will display an error message if the mileage entered is lower than the previous mileage reported. Adjust the mileage accordingly.

Setting the vehicle condition to "Out of Service" will populate a corresponding table in a report that can be run by PTD. Select this option for any vehicle purchased with grant funds that has been idle for more than ninety days.

Enter information for any capital items purchased with state or federal funds that had an original useful life of at least one year and cost at least $5,000 in aggregate at the time of purchase.

Enter dates assets were disposed or transferred and date of expected return to service for out of service vehicles.

18. **Wizard Step 10 - *Accident Reporting*.**

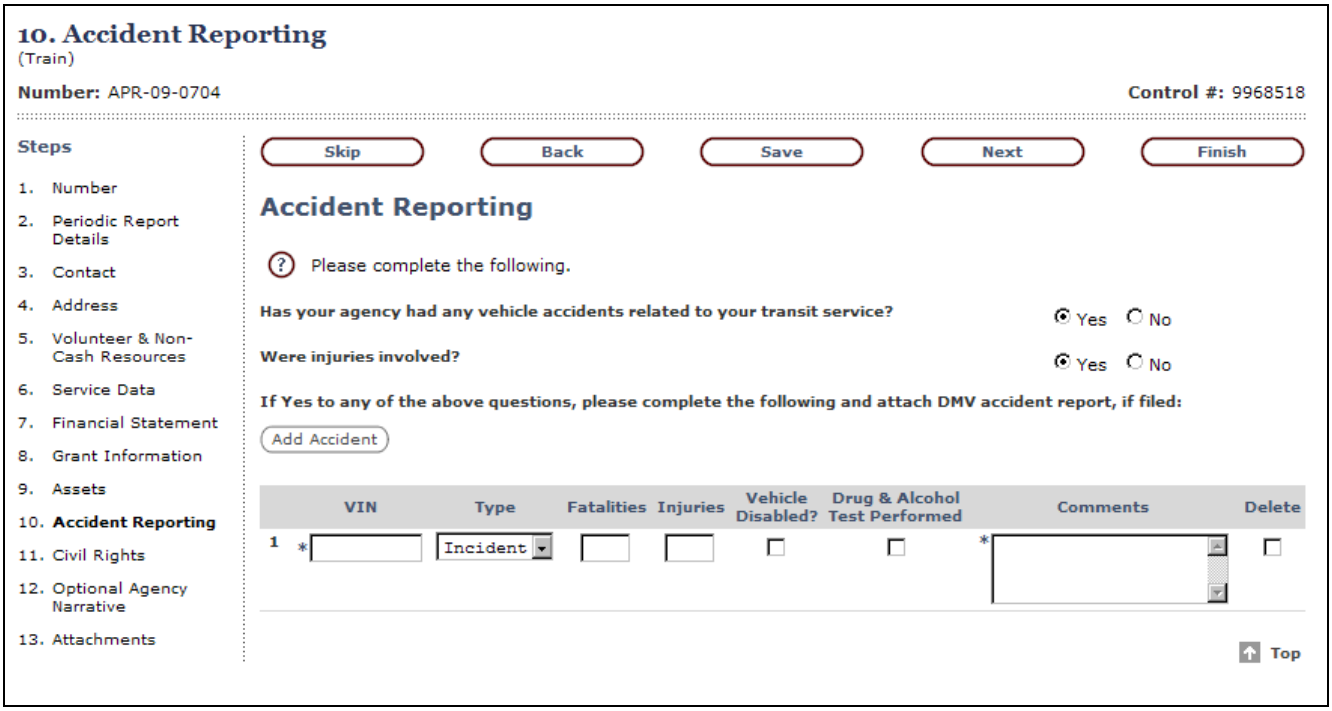


Figure 75: Accident Reporting

Answer Yes or No to the question, 'Has your agency had any vehicle accidents related to your transit service?

If your agency has had an event involving a vehicle, answer Yes or No to the question, 'Were injuries involved?'

If you answered yes to any question, click 'Add Accident' button. Enter VIN of vehicle involved in the accident.

Select type of occurrence from drop-down menu. For clarification on what constitutes an incident, a minor accident, and a major accident, contact your grant manager.

Enter number of fatalities, and number of injuries, if any.

If a drug and alcohol (D & A) test was performed, click in the box, if not, leave the box blank.

Key in a description of the accident or incident and what follow up, if any, occurred in the Comments box.

If a DMV accident report was filed, scan and attach it to OPTIS in the Attachments section (Asset Wizard Step 13) or, if you are not able to scan the report, indicate in the Comments box that a copy is being sent via fax or post. Follow up by sending the DMV accident report to: PTD fax number 503-986-4189 or ODOT Public Transit Division, 555 13th Street NE, Suite 3, Salem OR 97301.

NOTE: The "Delete" button should only be checked if you have mistakenly entered accident information and wish to delete it.

Click "Next."

19. **Wizard Step 11 - *Civil Rights Complaints*.**

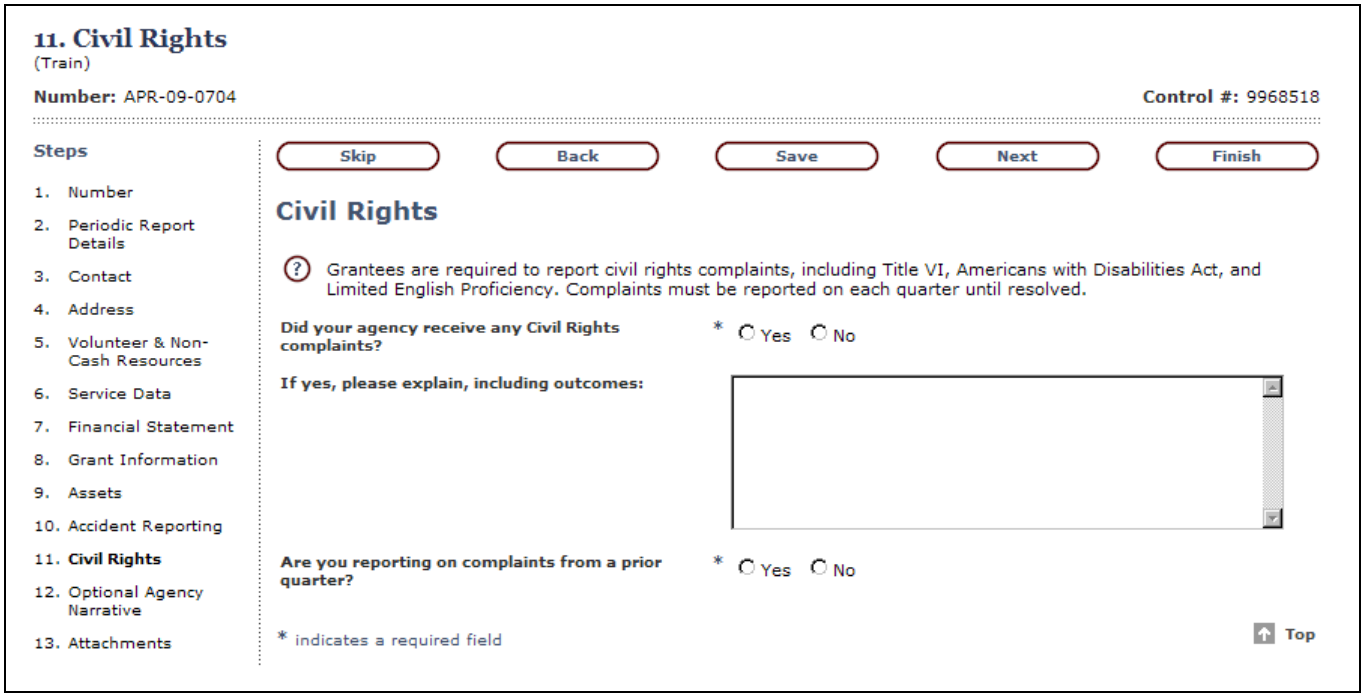


Figure 76: Civil Rights Complaints

Answer Yes or No to the question, 'Did your agency receive any Civil Rights complaints?' If yes, in the area provided, identify the specific complaint(s) and the current status (outcome) of each.

Answer Yes or No to the question, 'Are you reporting on complaints from a prior quarter?' Click "Next."

20. **Wizard Step 12 - *Optional Agency Narrative*.**

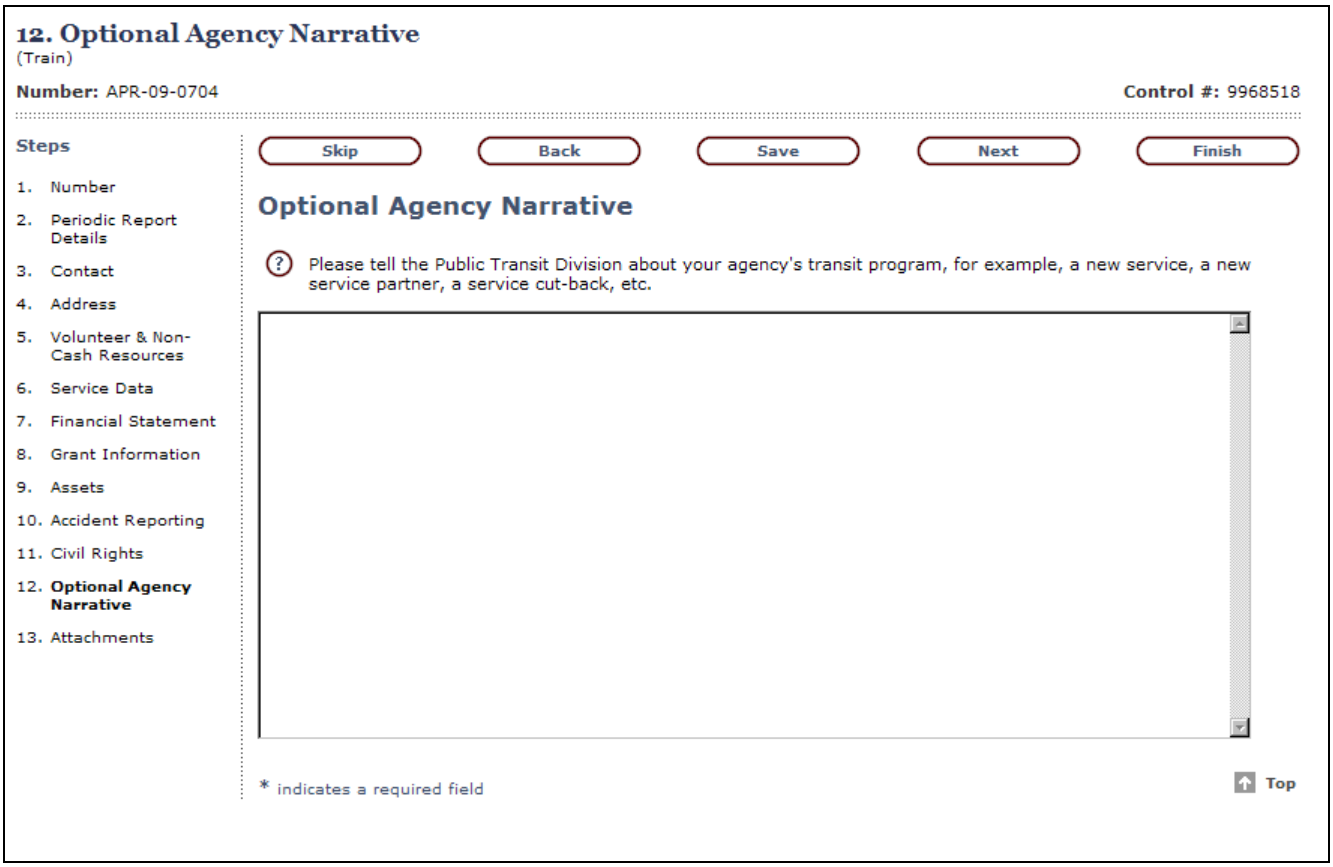


Figure 77: Optional Agency Narrative

Tell PTD about your agency's entire transit program. This is the appropriate place to inform us about a new service, a new service partner, a service cut back or to enter something for historical or record-keeping purposes. Click "Next."

21. **Wizard Step 13 - *Attachments*.**

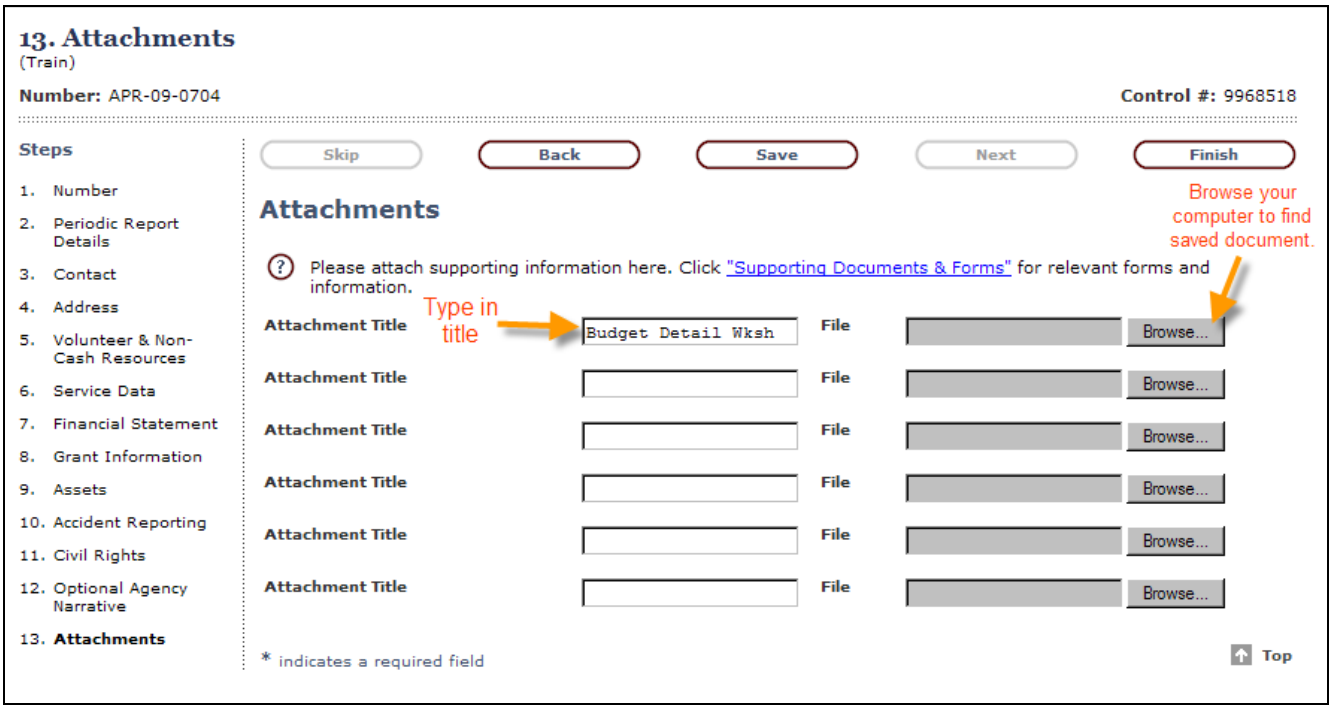


Figure 78: Attachments

Scan and save documents to your computer, click Browse to find each one, and click to attach. Enter the document name in the "Attachment Title" field. To access progress reports and forms, click on the "Supporting Documents & Forms" link to open PTD's website: http://www.oregon.gov/ODOT/PT/reporting/index.shtml

22. Click "Finish." The completed quarterly report appears.

23. Review and verify all information for accuracy. If errors are found when reviewing the report, select "Maintain" from the Navigation Menu, open the correct section of the APR Wizard, make change(s) and click "Finish" when complete.

    NOTE: OPTIS helps validate the report data to verify the completeness (not the accuracy). It can be done in two ways.

    1. **Select "Actions" and then "Check Integrity" from the Navigation Menu, or**
    2. **Select "Complete Step" from the Navigation Menu.**

    If there are any incomplete fields which are required by OPTIS, they will be displayed. For most issues, the failure reason will also be linked to the area where it can be modified. If nothing is displayed, all required fields have been completed.

24. Click "Complete Step" when finished; the "Review/Approve screen appears. Check the certifying statement box. Enter your eResponse keyword. Click "Submit."

25. If you need to delete an entire QR from OPTIS (and it has not been finalized) select the document, select "Actions" from the Navigation Menu, select "Delete," and select "Submit/Return" at the Delete screen. Refresh the screen to verify that the QR no longer exists.

To amend or revise a QR in OPTIS:

Preferred Method: Send an email to the reporting inbox stating that you would like PTD to reopen a completed report and revert it back to you to correct.

Option Two: Print the incorrect APR from OPTIS, make any necessary changes on the printout, mark REVISED across the top, and fax, mail, or email to PTD. (If emailing, send to PTD's reporting inbox.) PTD will make the corrections for you in OPTIS.

Option Three: Send a "Manual" Quarterly Report (from PTD's website), clearly marked REVISED, to PTD's reporting inbox. PTD will make the corrections for you in OPTIS.

9. Reimbursement Requests

The OPTIS system provides an electronic format for requesting reimbursement for authorized expenses. To avoid duplications, reimbursements requested online must not be requested in any other way. Using OPTIS to request a grant payment eliminates the need to submit PTD's *Reimbursement Request Form*, but you may still need to submit other supplemental or "backup" documentation such as invoices or capital documents as directed.

Supporting Documentation

The preferred method for providing supplemental documentation when creating an electronic request for reimbursement is to attach documents directly to OPTIS. This ensures that everything required for PTD's program manager to approve your payment is together in one central location. Attaching supporting documentation to your online reimbursement request (RR) requires that you have the ability to scan documents and save them to your local computer. These documents are then attached to OPTIS during the creation of your RR.

If you do not have access to a scanner, supporting documents should be sent to PTD in one other format such as fax or mail. A note in the "Comments" section of the RR should be added to informing PTD of how documentation has been sent; details are included in the instructions which follow.

Note: Attaching documents directly to an OPTIS RR is covered at Step 12. (Number 5 of Wizard.)

Periodic Reporting and Reimbursement Requests

Reimbursement request submittal in OPTIS has been programmed to validate against your agency's quarterly reporting status. If an Agency Periodic Report (APR) is not on record for a given quarter, the system will not allow a RR to be issued. At the final step, an error message will display letting you know for which quarter(s) a report is missing:

Figure 79: Attachments

Although agencies have forty-five days following the end of any quarter to submit quarterly reporting information, payment cannot be made without a completed report on record for the period in which expenses were incurred.

Creating a Reimbursement Request

As with other processes in OPTIS, there are several ways to progress through the various screens while creating your request. You may prefer to use the navigation menu, the wizard, or a combination of both, since some fields are auto-generated and do not require any action on the user's part. Follow these steps the first few times you create a RR and as your comfort level and knowledge of the system increase, modify them to suit yourself.

1. Log in to OPTIS
2. Select "Create Documents" and then "Create Reimbursement Request" from the Navigation Menu.

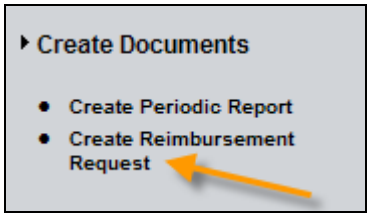


Figure 80: Create Reimbursement Request

3. Select the correct organization for this request. Click 'Next.'

Figure 81: Choose Organization

4. Select the correct biennium for this request. Click "Next."

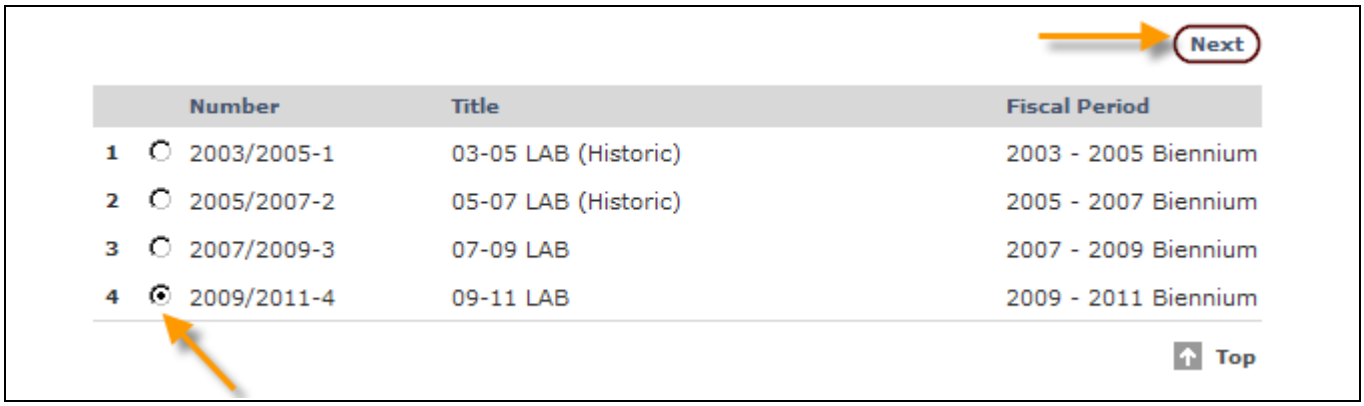


Figure 82: Choose Biennium

5. Select the sub-grant agreement number related to this RR. Click 'Next.'

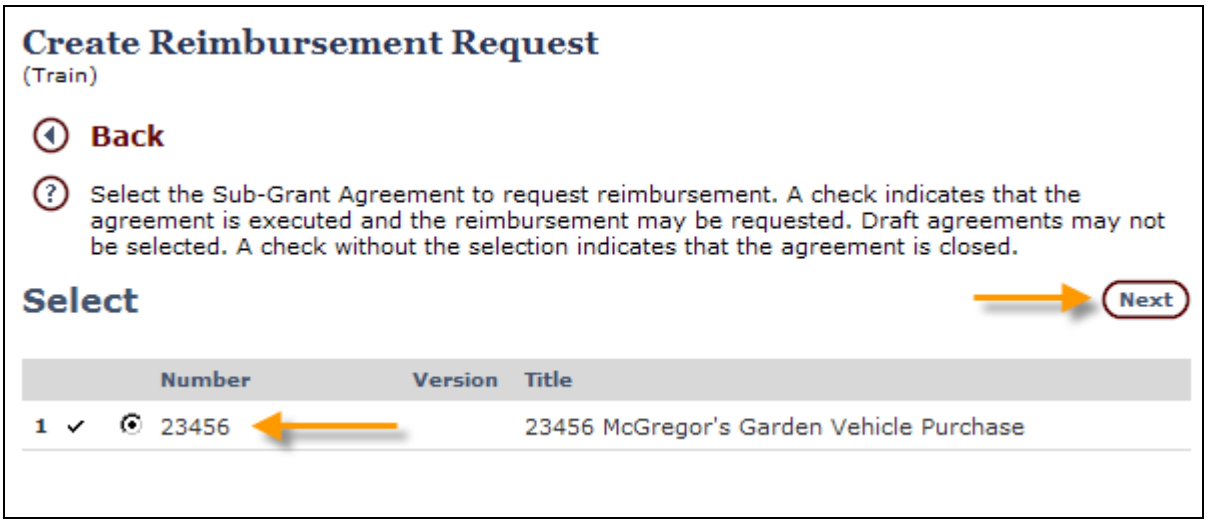


Figure 83: Choose Sub-Grant Agreement

6. At the "Additional Information" screen, verify all information, click 'Create.'

Figure 84: Create Reimbursement Request Command

7. OPTIS assimilates the data you've entered so far, creates the basic document, and assigns the document a form number. If you need to exit at this point, make a note of the document number in order to search for it later at 'My Documents / Document Search.'

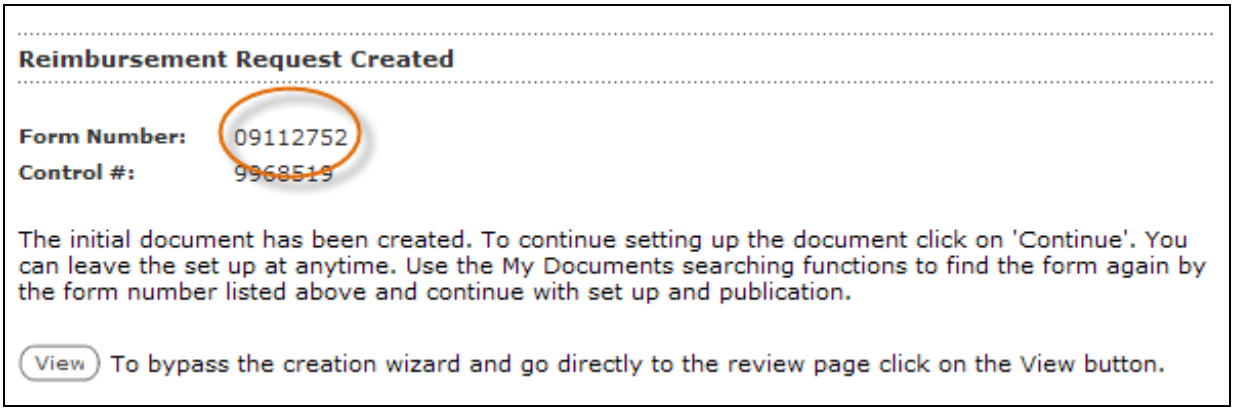


Figure 85: Reimbursement Request Number

Click Continue to begin the Reimbursement Request Wizard.

8. **Number 1. of Wizard – *Number*:**
   This is an information-only screen showing the OPTIS-assigned number which cannot be changed. Click 'Next.'

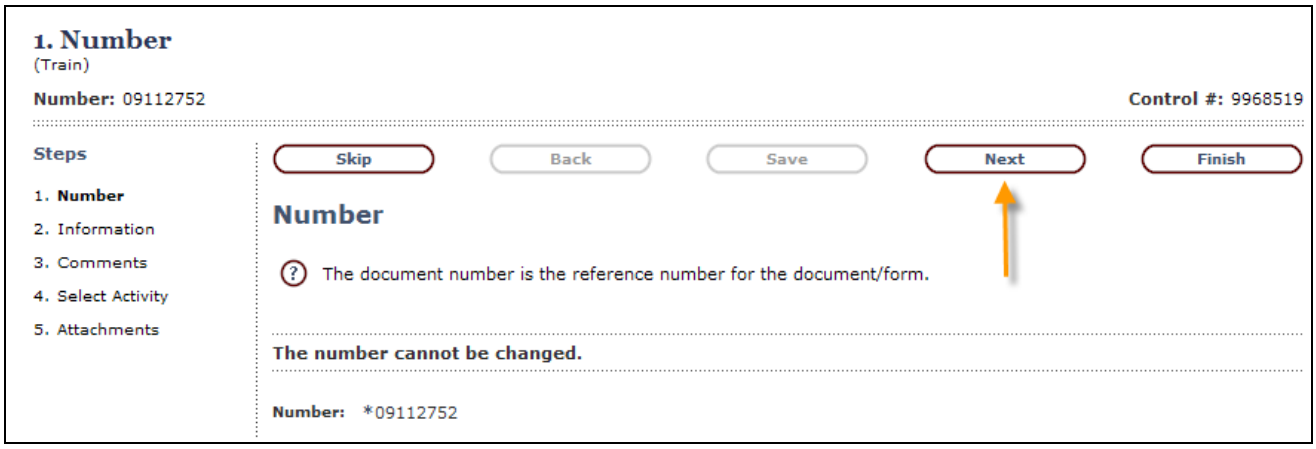


Figure 86: Reimbursement Request Wizard – Step 1

9. **Number 2. of Wizard – *Information*:**
   Document Date – Auto-filled with today's date; leave as is;
   Title – Auto-filled from title of sub-grant agreement; leave as is;
   Reimbursement Period – Select correct reimbursement period (quarter) for this RR from the drop-down menu;
   If this is the last RR for this agreement, let PTD know by checking the last request box.
   Click 'Next.'

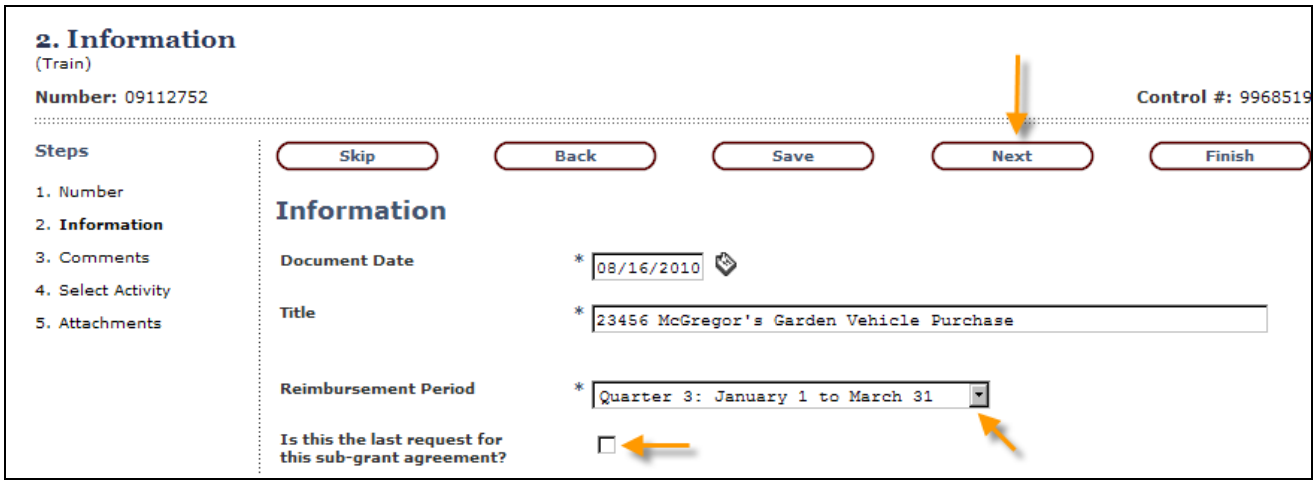


Figure 87: Reimbursement Request Wizard – Step 2

10. **Number 3. of Wizard – *Comments* (optional):**
    Enter any comments you have regarding this request (e.g., clarifying information which PTD may need to process this payment.) May be left blank. Click 'Next.'

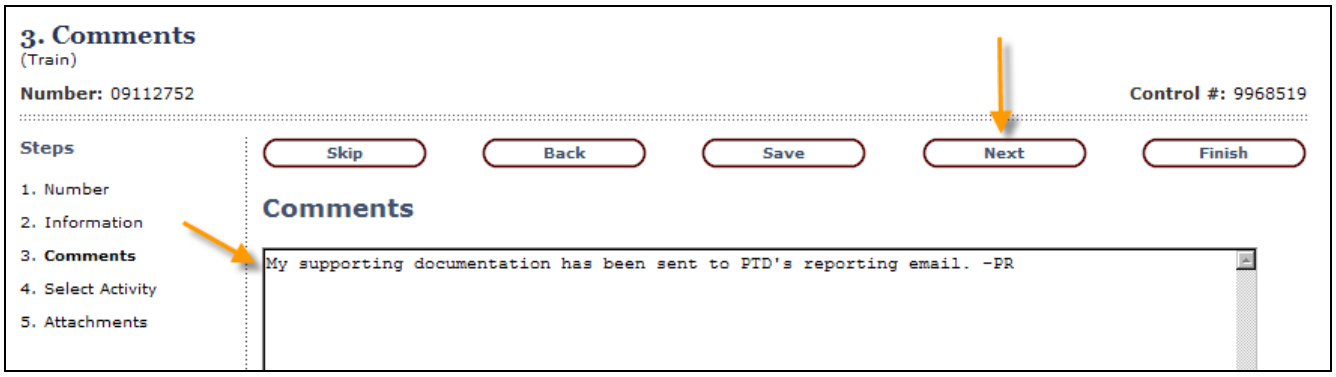


Figure 88: Reimbursement Request Wizard – Step 3

11. **Number 4. of Wizard - *Select Activity*:**
    Select the correct project detail(s) for this request (e.g. 11.12.04 Bus<30ft.) Click 'Next'.

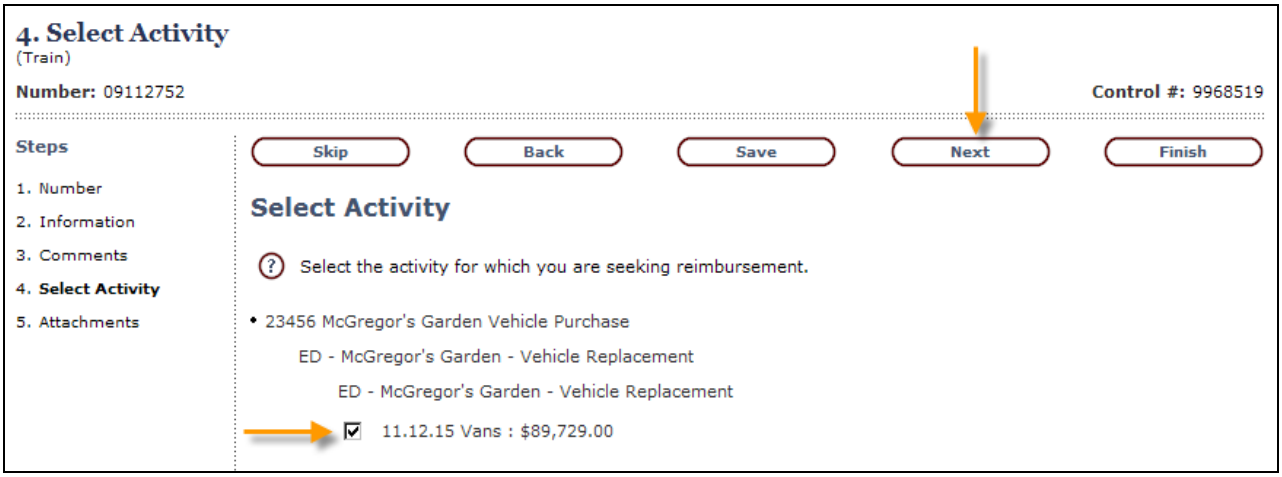


Figure 89: Reimbursement Request Wizard – Step 4

NOTE: This information is identical to what was displayed in the 'Project Item Description' column of the Grant Reimbursement Request form pre-filled for you by PTD. The number is an internal one used by ODOT's financial department. Contact the program manager for your agreement for more information.

12. **Number 5. of Wizard – *Attachments*:**
    If back-up documentation is required under the terms of your agreement, it may be uploaded/attached here.

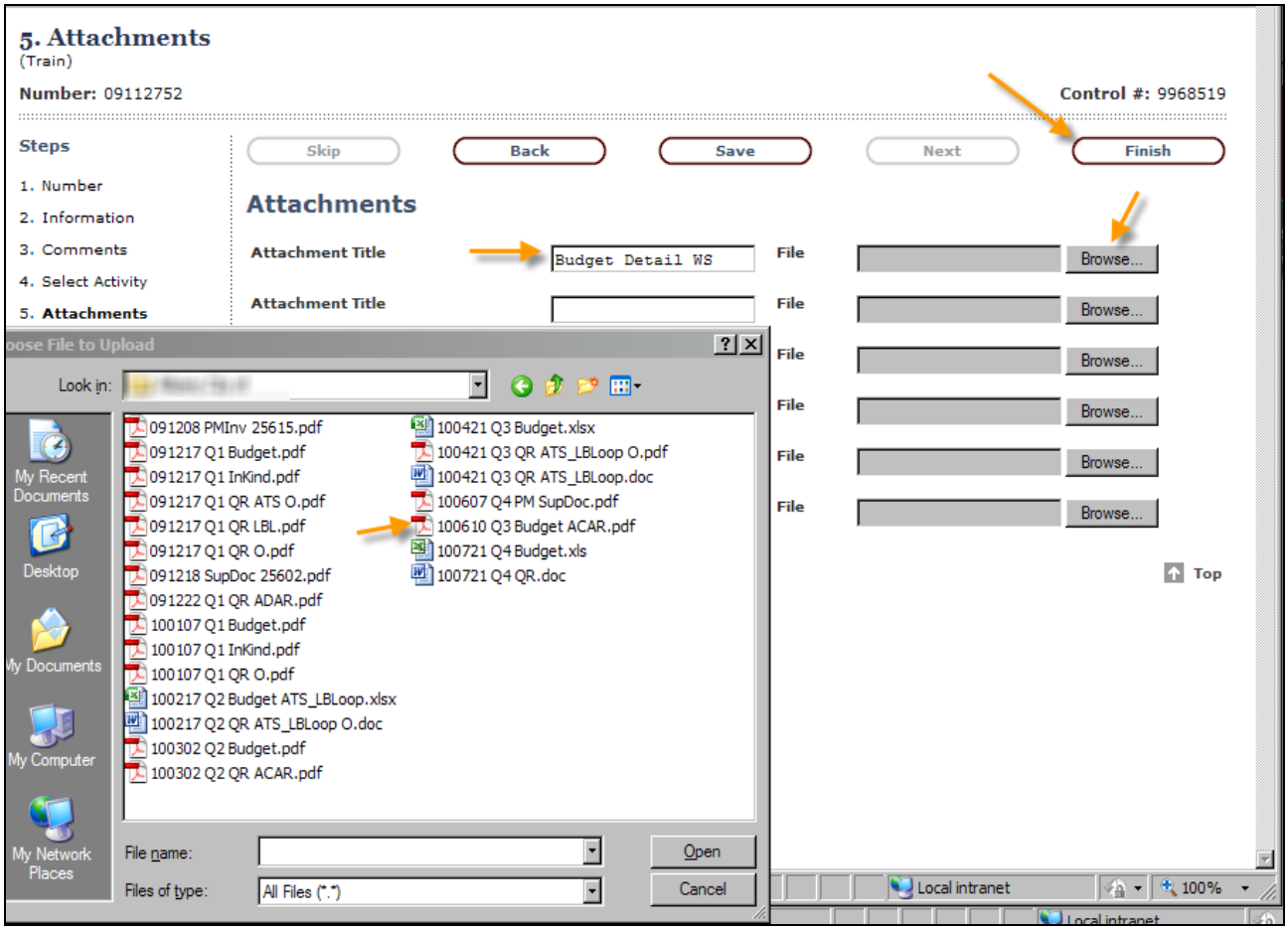


Figure 90: Reimbursement Request Wizard – Step 5

To attach documents electronically:

If you have already scanned and saved the back-up document, start at D.

A. Click 'Save' at this step and note the OPTIS document number (located at top left of screen in this format – 09111379) to find this document later.
B. Scan back-up documentation and save to your computer.
C. Return to number 5. of Wizard.
D. At the 'Attachments' screen, type in the name of document, tab to the 'Browse File' box, click the 'Browse' button, find the document, and select/open it.
E. the document is now attached to the RR in OPTIS.

If you are not able to attach documents electronically:

A. Return to number 3. of the Wizard.
B. In the comments section, indicate that documentation is being sent separately.

C. Return to number 5. of Wizard.
Click 'Finish.'

13. Verify all details of 'Reimbursement Invoice and Request Form' which has been created. Make changes if necessary by selecting Maintain from the Navigation Menu and opening the correct step of the Wizard to make the change.

14. In each item (project detail) of the RR, select "Record Expense."

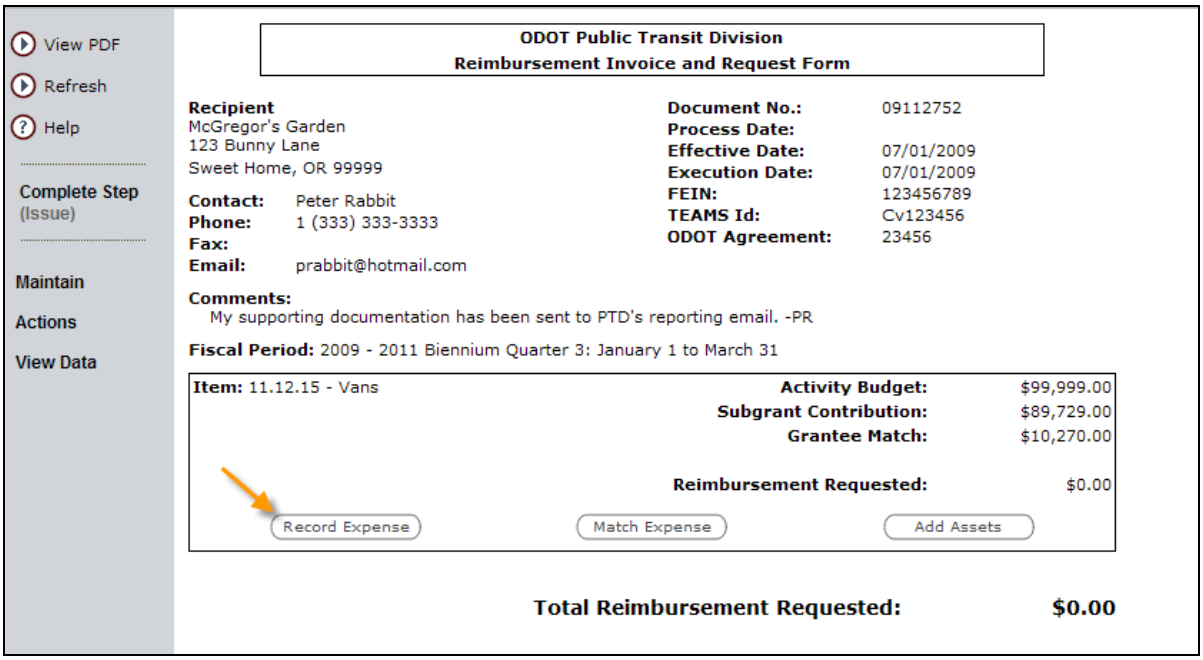


Figure 91: Record Expense Button

15. At the "Record Expense" screen complete each of the following:
'Type' – Choose from drop-down menu (Administrative, Operating, Planning or Capital.)
'Description' - Type in payment description (e.g. FY09 Q1 Operations.)
'Receipt' – If you are attaching backup documentation, check this box.
'Date' - Type in the **last day of the quarter** that this payment falls in. For **capital items only – type in the date the asset was received**. (This must match the reimbursement period chosen at Wizard Step 2. or you will get an error message.)
'Total' – Type in the total project amount of this request (not the payment amount.)

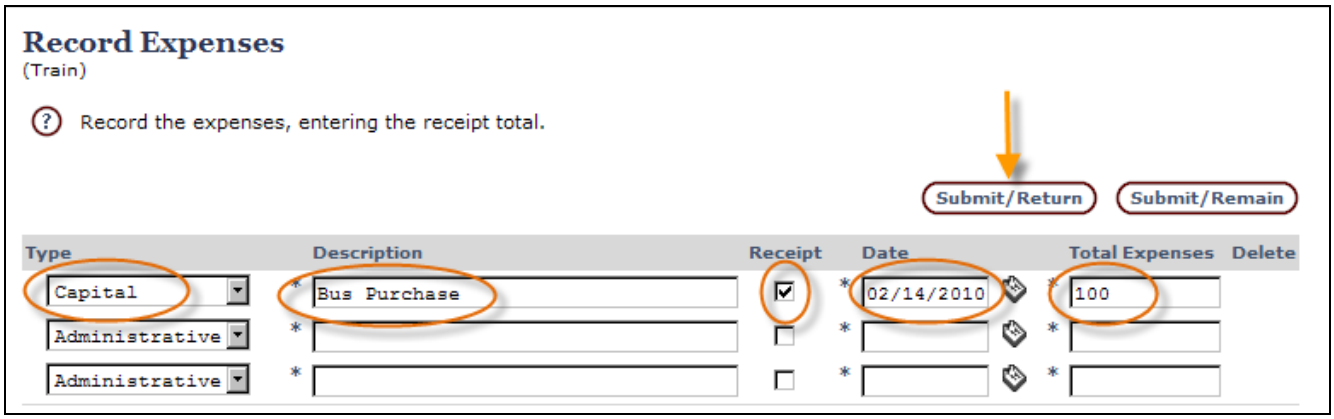


Figure 92: Record Expense Information

Click 'Submit/Return'

16. In each item, click on "Match Expense."

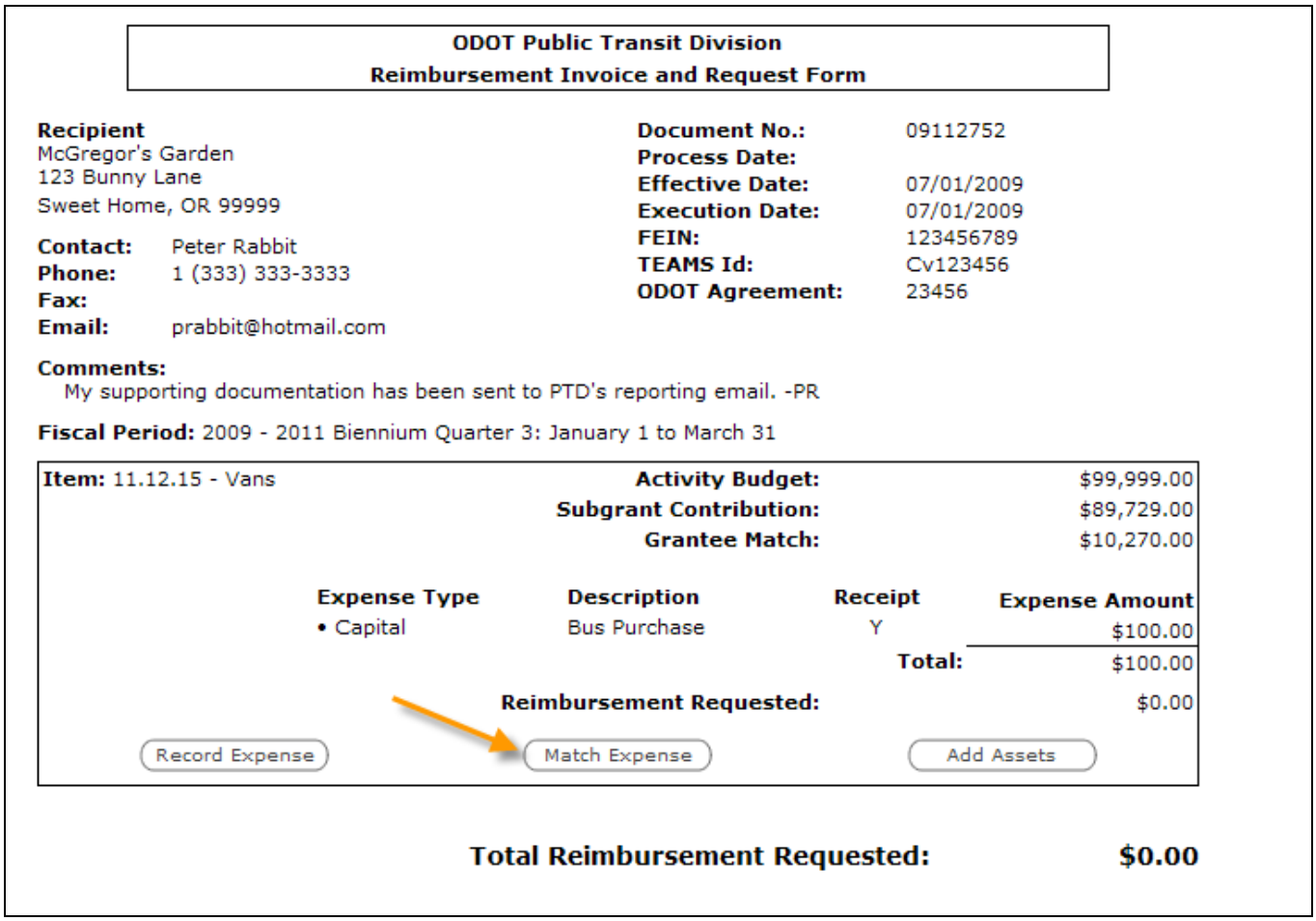


Figure 93: Match Expense Button

17. At Expense Match screen, enter total matching funds, if any, by selecting $0.00 under "This Request"

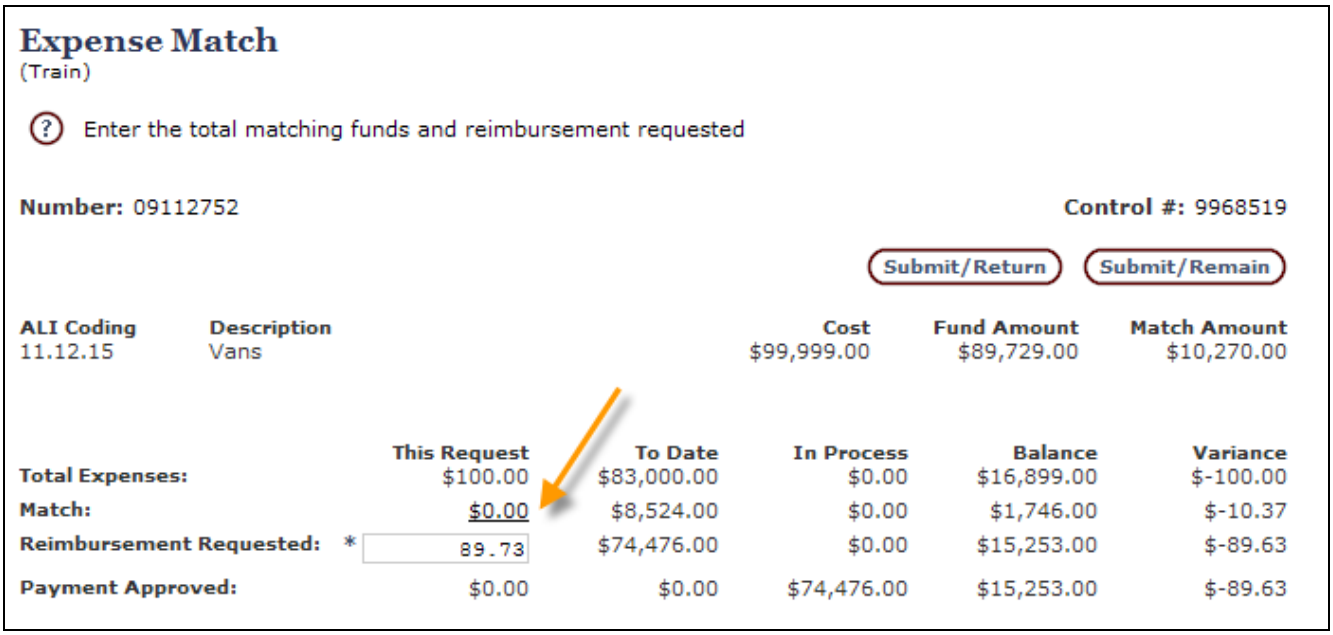


Figure 94: Match Amount

18. Key in the match amount(s) for each source. If the match is zero, enter 0.0. If using the 'Other" field, key in the type of match. Click "Submit/Return."

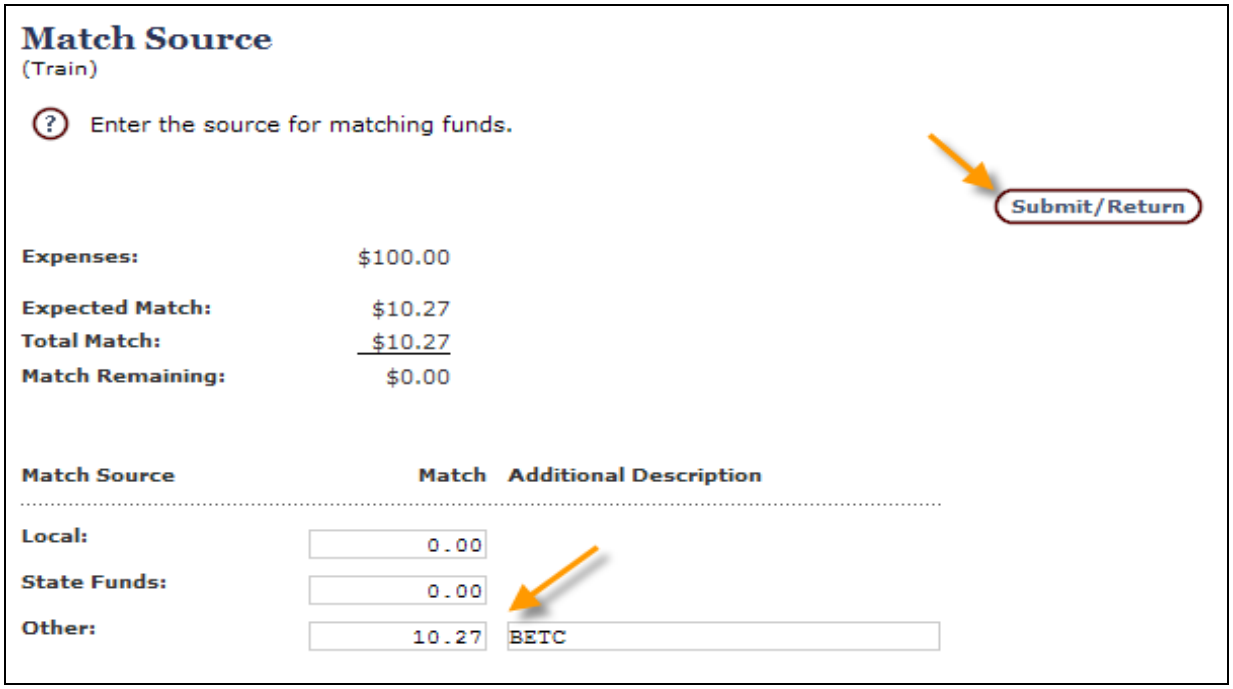


Figure 95: Match Source

19. If prompted, at "Match Source" screen, enter match amount in correct source box (e.g. Local Taxes, State Funds or Other.) Key in other source if necessary. Click 'Submit/Return' If the amount being requested has not been pre-filled, enter it. Click "Submit/Return."
20. At "Expense Match" screen verify or enter amount of reimbursement requested. Click Submit/Return. Verify total reimbursement request and match amounts.

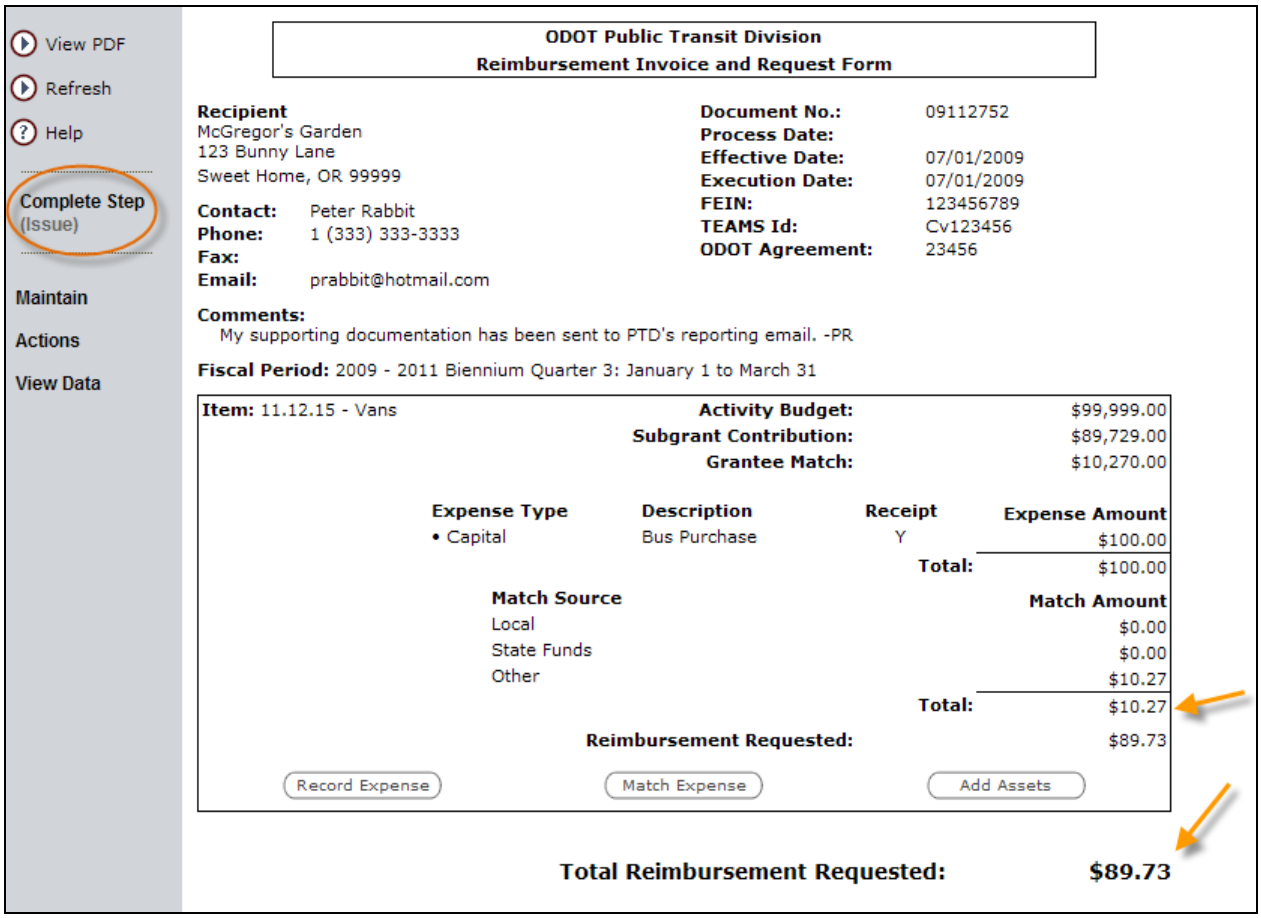


Figure 96 : Reimbursement Request Completion

21. **If you are the Authorized Representative for your agency:** Click "Complete Step. At the "Review/Approve" screen, enter your eResponse Keyword in the box. Click the box after the statement "By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative." Click "Submit."

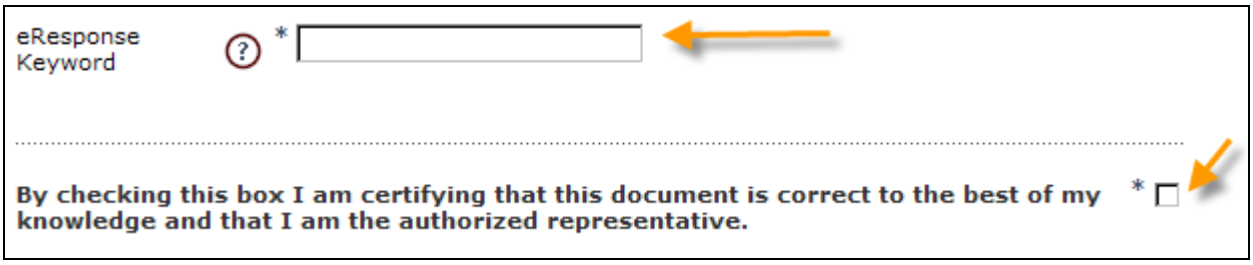


Figure 97: eResponse Keyword & Certification Statement

22. **If you are not the Authorized Representative for your agency:** Select "Actions" and "Forward." At the Forward screen you will see the document number and the current step labeled "Issue." (This does not mean that there is an issue or problem with the document, but that the current step for the document is the issuance step.)

    Select your agency's authorized representative from the drop-down menu and click "Submit/Return" to send the document to that person's OPTIS queue for review/approval.

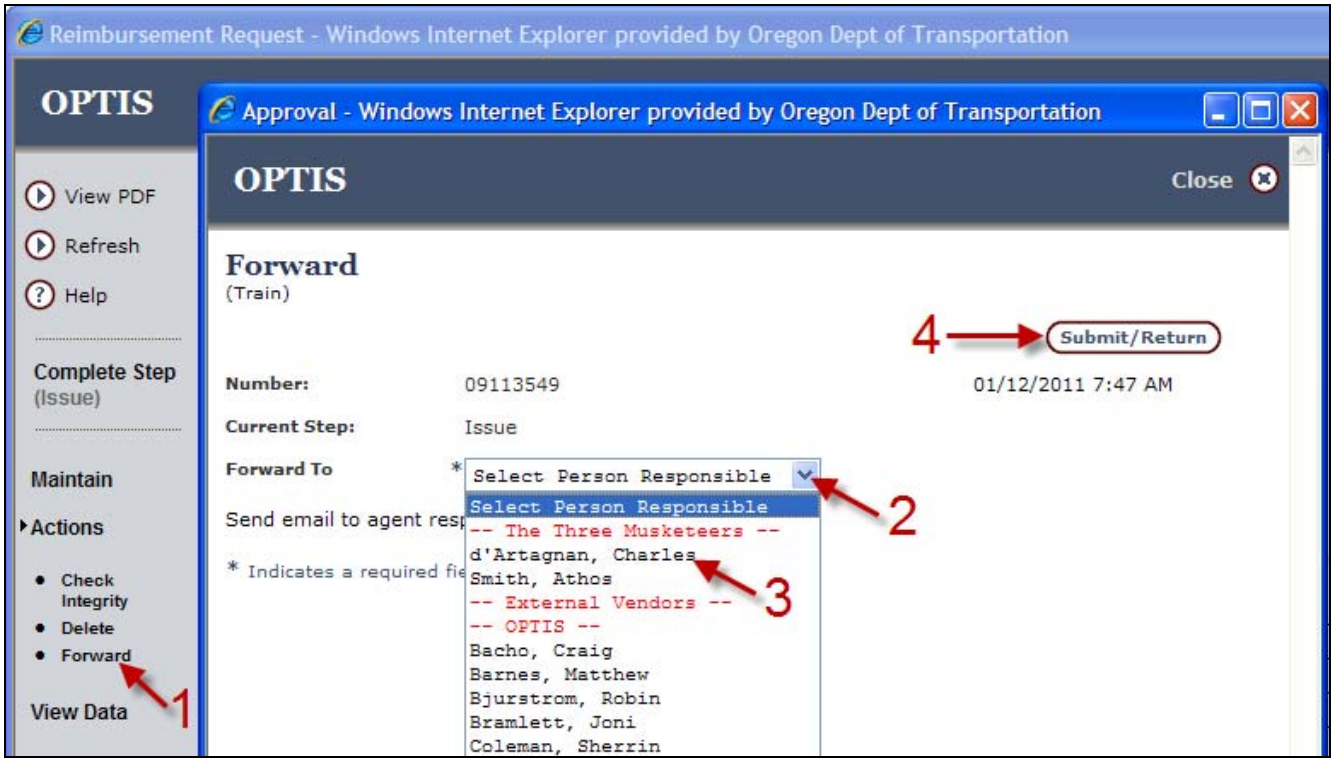


Figure 98: Document Forwarding

HINT: After forwarding a document to the authorized representative, you may wish to send the document number to him/her with a note that the document is pending review/approval.

The Send email to agent responsible for the document? ☐ box at the forward screen may be used in the future to notify the responsible person but, as of 1/1/11, the email functionality for this feature has not been activated.

NOTE: If your agency's periodic report for the period for which reimbursement is being requested has not been submitted, an error message will appear and you will not be able to submit the reimbursement request. During the initial implementation and training of external users, you may need to work with PTD to move requests through the system if there are issues with quarterly report submission.

Figure 99: Integrity Check Warning – Missing APR(s)

Your request has now been created and issued and will be processed as if you had mailed, emailed, or faxed it to PTD. If the payment processor or grant manager have any questions, you will be contacted.

If you would like a copy of this request for your records, click on

at the navigation menu. After the document loads, you may print it or save it to your computer.

If you have not attached back-up documentation to your request in OPTIS, please be sure to send it separately to PTD.

Correcting a Reimbursement Request

When you create and submit an OPTIS RR, the corresponding payment request is auto-generated by the system. Since the two documents are a "pair" and the payment request is further along in the progression of documents (indicated by the arrows on the overview screen,) the RR cannot be modified or deleted unless the payment request is first deleted.

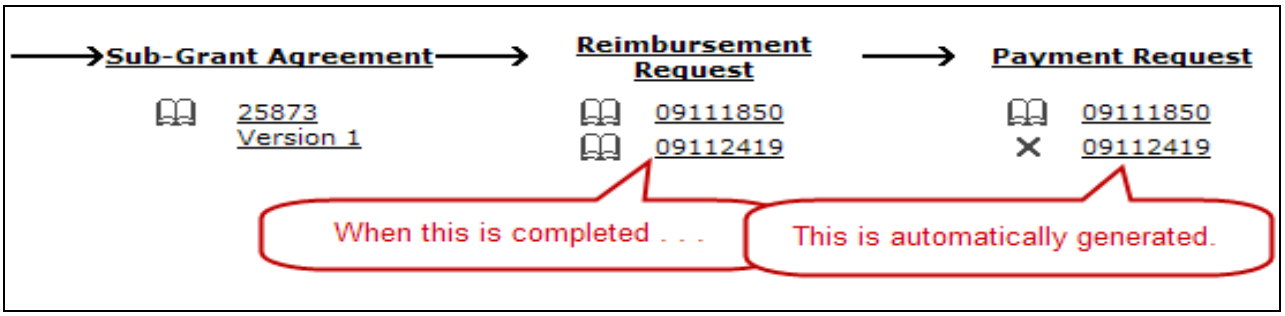


Figure 100: Overview Screen

If, after finalizing and submitting an RR via OPTIS you discover an error or need to delete the request completely:

1. Contact PTD's payment processor and explain that you wish to re-open an RR. Have the eight-digit number for the document available (e.g., 09112419).
2. The payment processor will delete the corresponding payment request in OPTIS, re-open your RR and forward it (within OPTIS) back to you.
3. The RR is now ready for you to make changes.

To delete an RR:

1. Open the request
2. Select Maintain from the Navigation Menu
3. Select Delete
4. Click on Submit/Return. Refresh the screen to show that the document no longer exists.

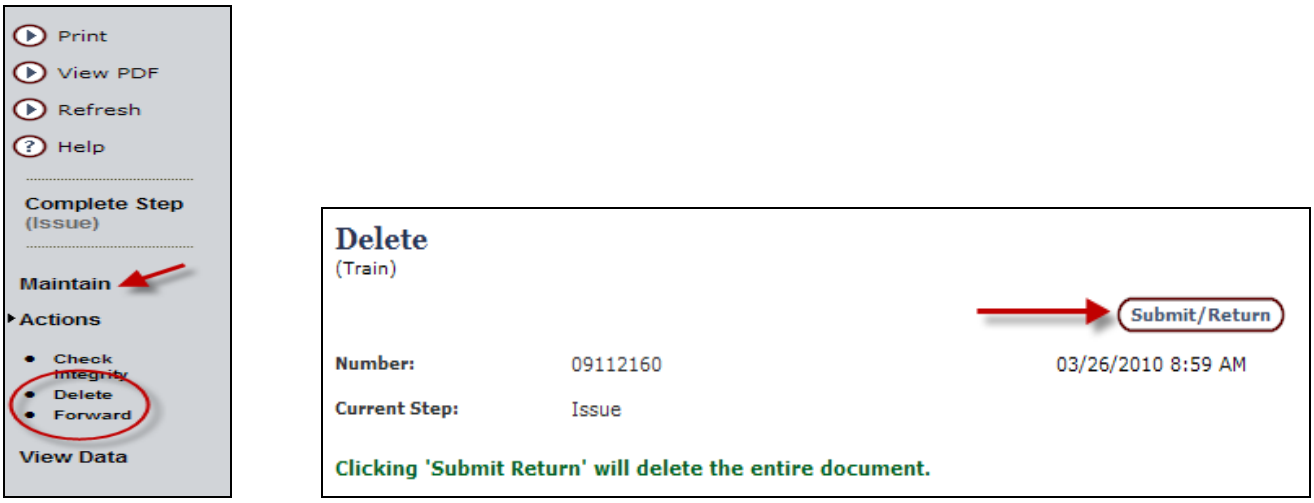


Figure 101: Delete Document

To modify an RR after re-opening it:

1. Select Maintain from the Navigation Menu
2. Select any of the four areas to re-open
3. Make the necessary changes
4. Complete as normal.

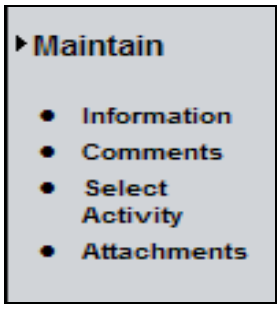


Figure 102: Reimbursement Request Maintenance

Note: If the words "Complete Step" on the Navigation Menu are grayed out, that means the document is not in your control. Depending on how roles/privileges are set up, you may be able forward the document to yourself in order to take action on it. See below.

Document Management

It may be necessary for multiple people to access a document before completion. For instance, as explained in the reimbursement request procedure above, one individual may create the document and another may need to review it. Forwarding a document within OPTIS places it in a person's "queue" which means it's available for action by that person.

You can tell if a document is in your queue by looking at the color of the words of the step on the Navigation Menu. If they are black, the document is in your queue and you may act upon it. If they are gray, the document is in someone else's queue.

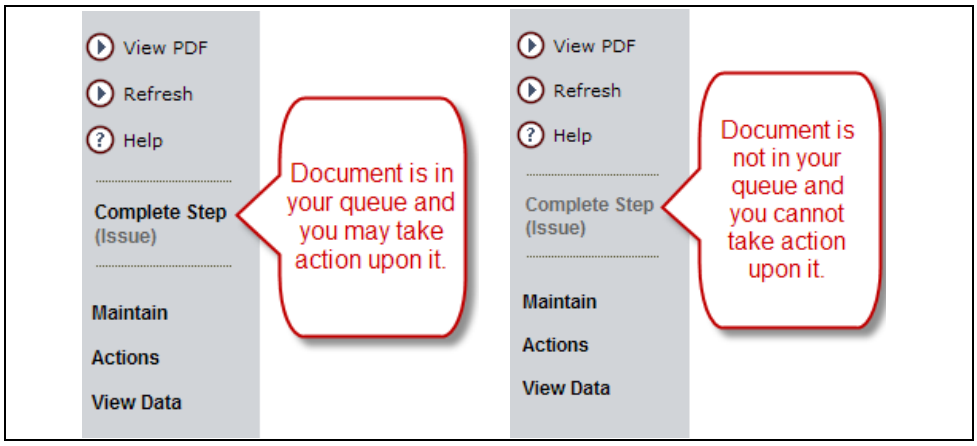


Figure 103: Queue Indicator

To forward a document, click on "Actions" and "Forward." Select a person from the drop-down menu and then click "Submit/Return."

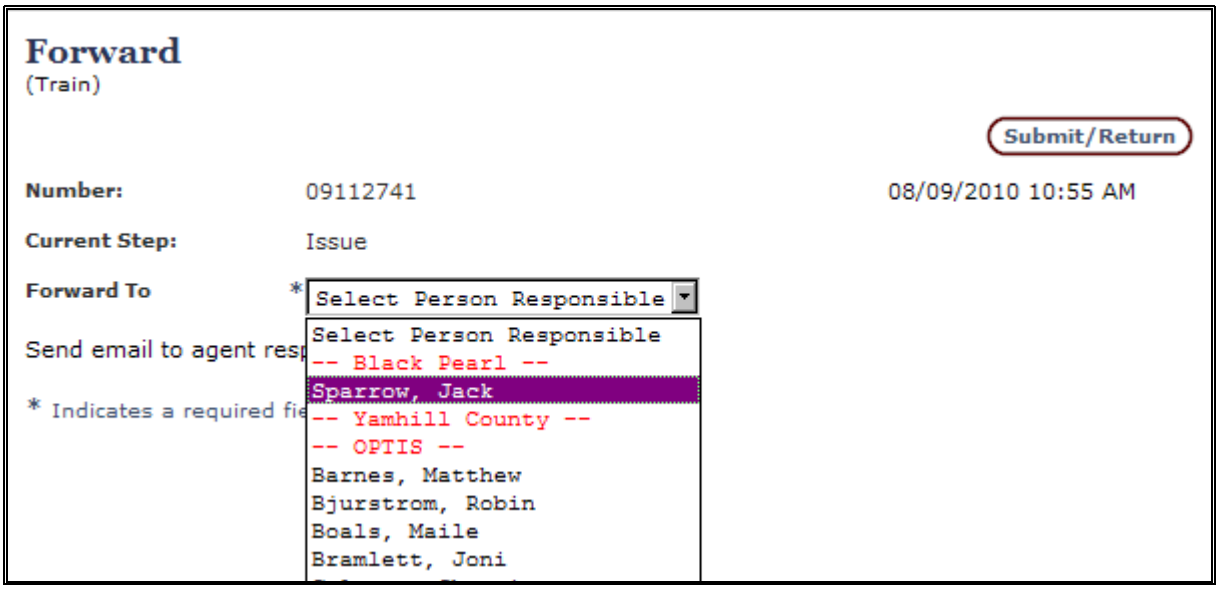


Figure 104: Forward Screen

10. FAQs and Error Messages

Frequently Asked Questions

How do I attach a back-up document to an OPTIS reimbursement request?

You must have a scanner to convert invoices, receipts, etc. to a safe electronic format. Other formats such as Word or Excel are also acceptable, but it is best to protect them with a password to prevent inadvertent changes.

a. Save the pertinent documents to your computer and give them an easily remembered, descriptive title.
b. When you reach the fourth step of the reimbursement request process ("Attachments"), in the text box next to "Attachment Title," type in the title of the document you are attaching (e.g., *Vehicle Purchase Receipt* or *PM Invoice*.)
c. Click on the Browse button.

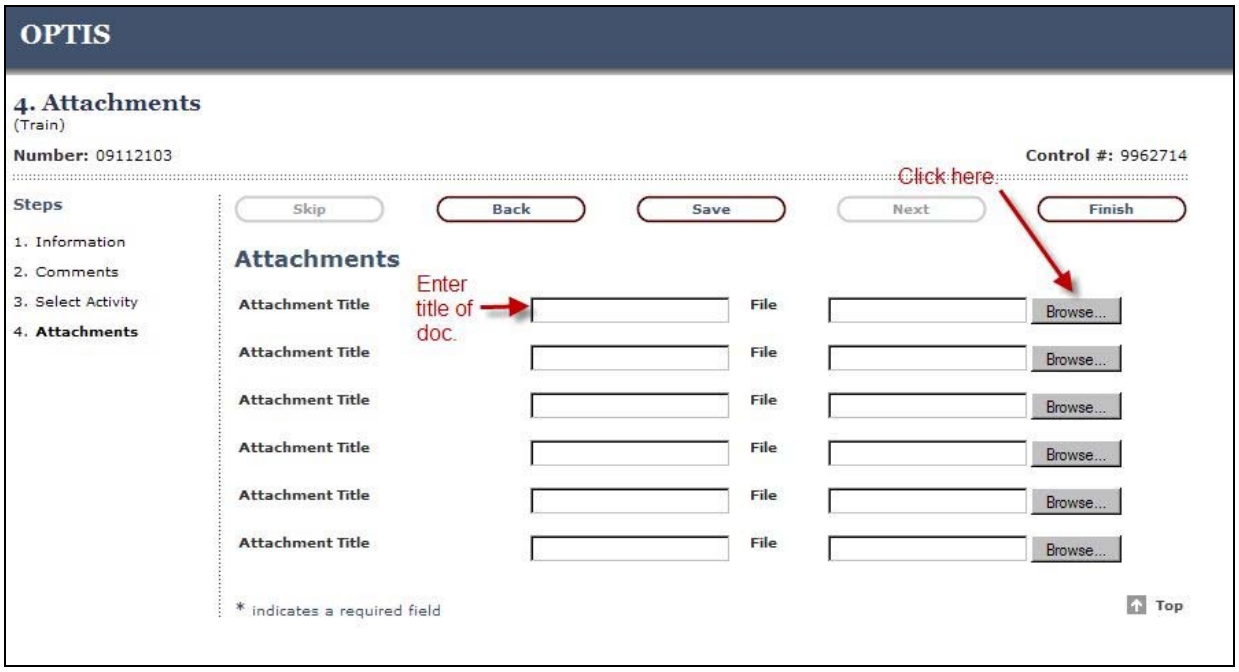


Figure 105: Attachments Screen

d. Locate the saved file.

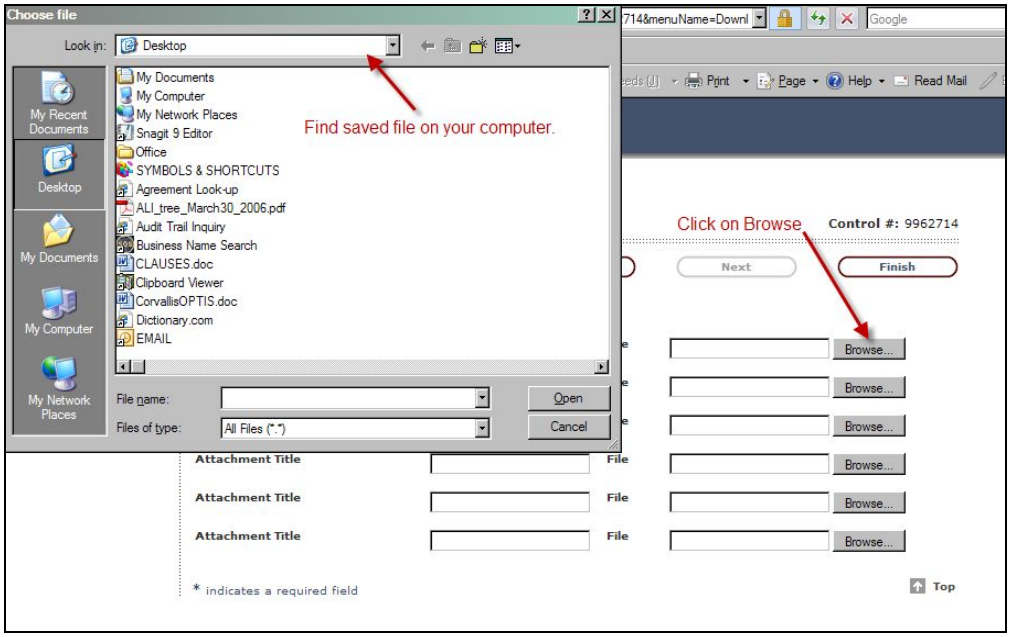


Figure 106: Attach Document

e. Depending on your system, either click on the document or click "Open," to attach it to the reimbursement request. For multiple attachments, repeat this process, using a new box and name for each. If you have more than six documents to attach, after you enter the sixth one, OPTIS will create a second page with six more fields.

What documents should be attached to an OPTIS reimbursement request?

Any supporting documentation required by your agreement, or by PTD's program managers as a condition of your grant, must be attached to the OPTIS reimbursement request.

Some examples of required documentation are: vendor invoices, vehicle purchase cover letters, Pre-Award & Post-Delivery forms, PTD's Preventive Maintenance Invoice Attachment, and the Documented In-Kind Contributions form.

Each grant type has its own requirements. Refer to your grant agreement, visit PTD's website, or contact a PTD program manager for more information

How do I attach a back-up document to an OPTIS periodic report?

A scanner is necessary to convert invoices, receipts, etc. to a safe electronic format. Other formats such as Word or Excel are also acceptable, but it is best to protect them with a password to prevent inadvertent changes.

a. Save the pertinent documents to your computer and give them an easily remembered, descriptive title.

b. When you reach step 13 ("Attachments"), in the text box next to "Attachment Title," type in the title of the document you are attaching (e.g., *Budget Detail Worksheet*)
c. Click on the Browse button.
d. Locate the saved file.
e. Depending on your system, either click on the document or click "Open," to attach it to the periodic report. For multiple attachments, repeat this process, using a new box and name for each. If you have more than six documents to attach, after you enter the sixth one, OPTIS will create a second page with six more fields.

What documents should be attached to an OPTIS periodic report?

The main document to be attached to an OPTIS periodic report is the Budget Detail Worksheet since this information is not currently included in the OPTIS system.

Other documents needed to explain or clarify something on the report may be attached. Clearly label any attachments in the title box to assist the reviewer in determining the purpose of the document.

Refer to your grant agreement, visit PTD's website, or contact a PTD program manager for more information.

How do I delete or remove an attachment from a document?

TO DELETE AN OPTIS ATTACHMENT:

From "Maintain," open Attachments.

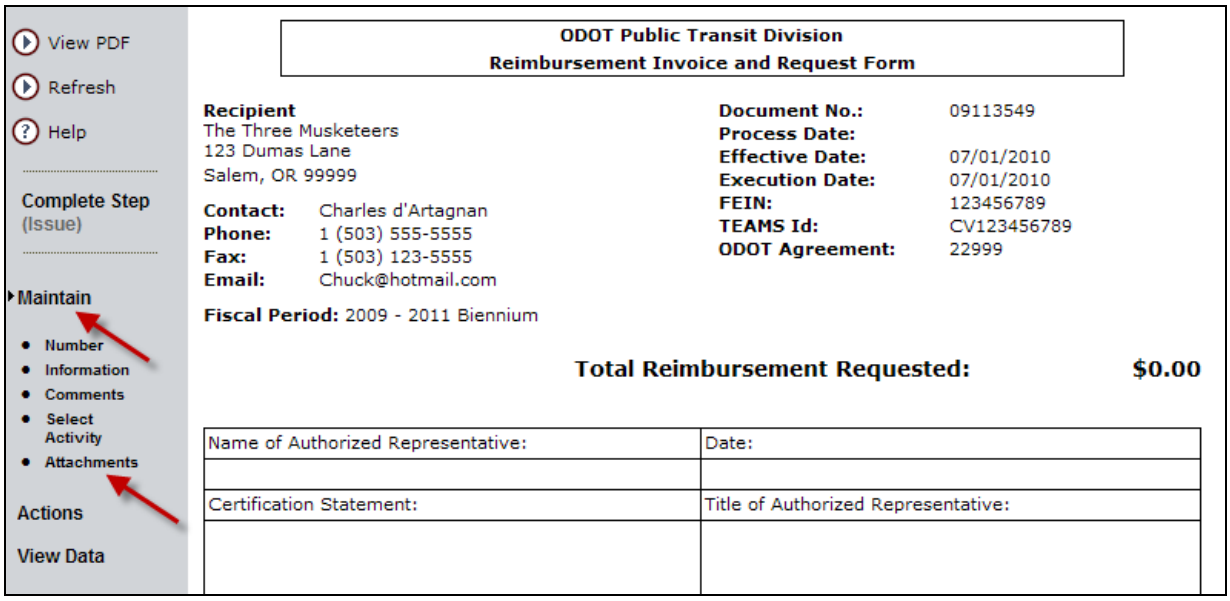


Figure 107: Open Attachments

At Step 5. (Attachments), click on the garbage can for the document you wish to delete.

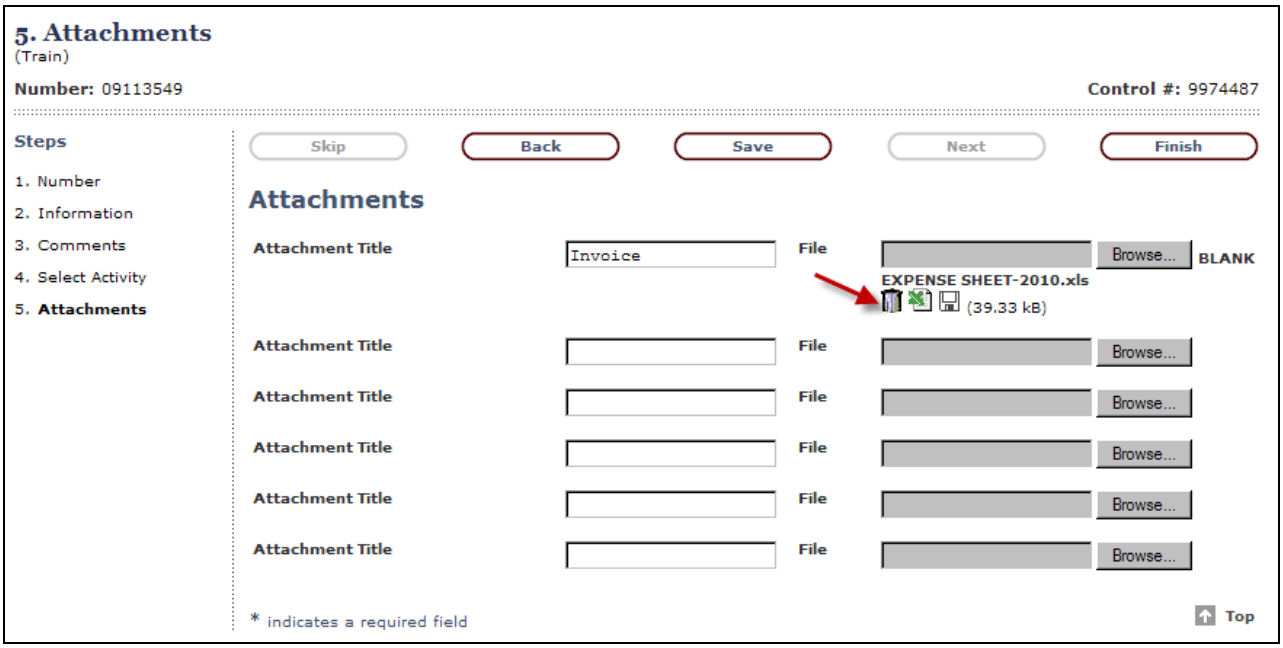


Figure 108: Attachment Garbage Can

The garbage can now shows a check mark for deletion.

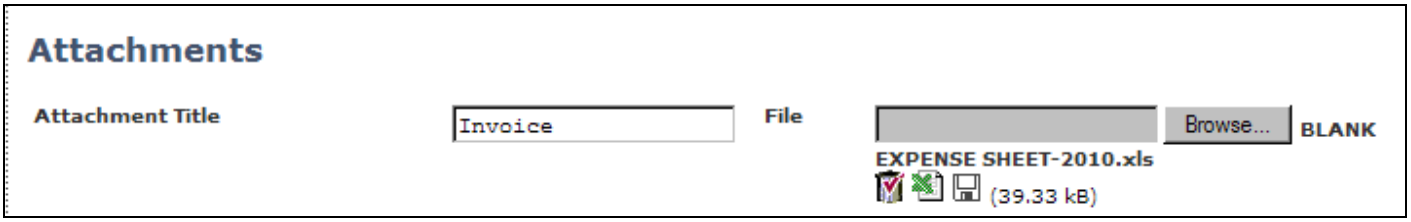


Figure 109: Attachment Checked for Deletion

Click "Save" to refresh the screen and delete the document.

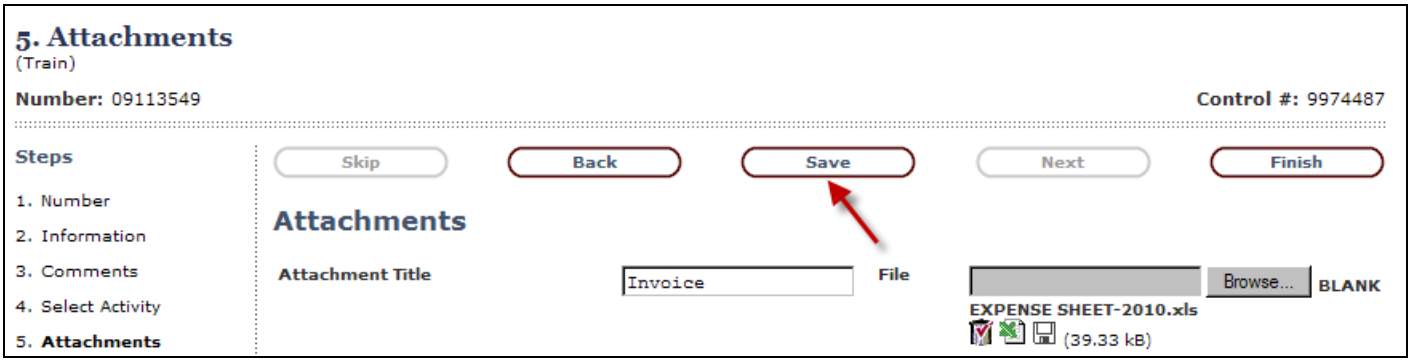


Figure 110: Delete Attachment

Why am I getting a "Bad Referrer" message?

This error is related to system "cookies." In a secure system, "cookies" are what keep the application in communication with the secure server. The "Bad Referrer" error occurs when this "connection" is lost.

This can occur if:

A) You are using the "Forward or Back" buttons on your browser instead of the OPTIS program's own buttons.

   Resolution: Exit OPTIS and close your web browser program. Open your web browser again, and log back in to OPTIS. You should be able to complete the task you were working on when you encountered the original problem. In the future, use only the buttons on the OPTIS pages instead of the internet buttons to move around in the system.

B) You are trying to open a new window. This happens when you are submitting documents or accessing attachments.

   Resolution: In this situation, it can be your cookie (security) settings or one (or many) popup blockers on your computer. If this is what is causing your problem, you can try to resolve it by adding OPTIS as a "Trusted Site" in Internet Explorer:

   a. In the top toolbar, Click on "Tools > Internet Options > Security
   b. Select the green circle icon (trusted sites) and click on the "Sites" button
   c. In the next screen, type **http://optis.oregon.gov/open_grants.dll/welcome**. Click the "add" button. Then click close at the bottom of the box
   d. Select the "Privacy" tab
   e. Select "sites"
   f. Type oregon.gov in the "Address of website" field and click "Allow". Then click "OK" at the bottom of the box.
   g. In the "Pop-up Blocker" section of the Privacy area, the block pop-up box should be selected.
   h. Click on "Settings" and type oregon.gov in the "Address of website to allow" field and click the "Add" button.
   i. Click "close" and then click "OK".

If you are still having difficulties, you can contact your internet service provider, or call Ivan Presnyy at (503) 986-4004.

At the Grant Information screen of an APR, why do my closed grant agreements still appear?

All agreements for a given period are listed for record-keeping purposes. This information is linked to other necessary fields in OPTIS and so cannot be deleted or hidden here. At the new biennium, you will not see grant agreements which were closed in previous biennia.

Where do I enter farebox revenue in OPTIS when creating a reimbursement request?

This is not tracked in OPTIS at this time. Subtract farebox revenue from your gross total expenses before entering total expenses at the "Record Expenses" page of the reimbursement request.

How do I request reimbursement for something I accidentally missed on a previous request?

When you have a situation like this:

Expense Date	Pmt Period	Project Item Description	Match Percent	Total Project Budget	Expense Total	Match Amount	Payment Amount	Match Variance
12/31/2009	FY10-Q2	30.TO.02-Demand Management	89.73%	$ 45,000	$ 15,729	$ 1,615	$ 14,114	
09/30/2009	FY10-Q1	Underbilling From Q1			$ 1,255		$ 1,126	
			Total	$ 45,000	$ 16,984	$ 1,615	$ 15,240	$ -

Match Source:	Local	State	Federal	In-Kind	Other	Match Met
Match Distribution:	$ 1,615					$ -

Record the expenses like this in OPTIS (keeping all dates in the most current biennium, but indicating the quarter in the description):

Record Expenses
(Prod)

Record the expenses, entering the receipt total.

Type	Description	Receipt	Date	Total Expenses	Delete
Operating	Q1 TDM - Amt not billed previously		12/31/2009	1,255.00	
Operating	Q2 TDM		12/31/2009	15,729.00	
Administrative					
Administrative					
Administrative					

* indicates a required field

Top

Which creates a reimbursement request which looks like the one on the next page:

Figure 111: Reimbursement Adjustment

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
[redacted]

Document No.: [redacted]
Process Date: 02/18/2010
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN:
TEAMS Id:
ODOT Agreement:

Contact:
Phone:
Fax:
Email:
[redacted]

Comments:
Reimbursement reflects Q1 amount not previously billed. -MJB
Fiscal Period: 2009 - 2011 Biennium Quarter 2: October 1 to December 31

Item: 30.TO.02 - Demand Management (89.73%)

Activity Budget:	$45,000.00
Subgrant Contribution:	$40,379.00
Grantee Match:	$4,621.00

Expense Type	Description	Receipt	Expense Amount
• Operating	Q1	N	$1,255.00
• Operating	Q2	N	$15,729.00
		Total:	$16,984.00

Match Source	Match Amount
Local	$1,744.00
State Funds	$0.00
Other	$0.00
Total:	$1,744.00

Reimbursement Requested: $15,240.00

Total Reimbursement Requested: $15,240.00

Figure 112: Reimbursement Adjustment, cont.

How do I create a reimbursement request to account for a previous overpayment?

a. Begin the request like you normally would up to step 2. "Information" choosing the quarter for the current request (even though the overpayment was in a previous FY/Q.)

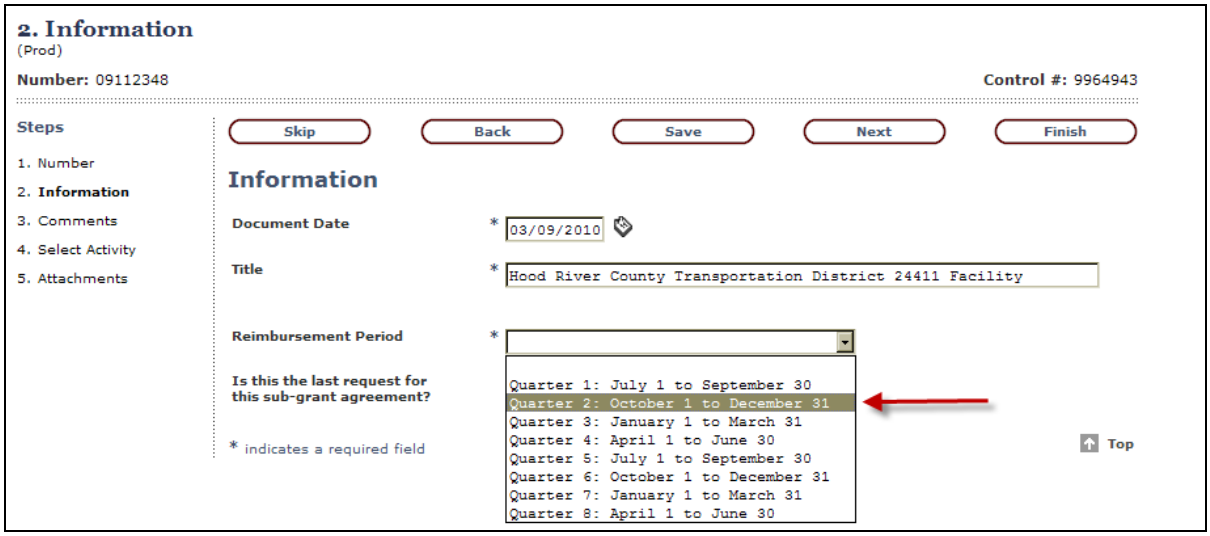


Figure 113: Overpayment

b. In 3. "Comments", enter an explanation of the issue regarding the previous overpayment.

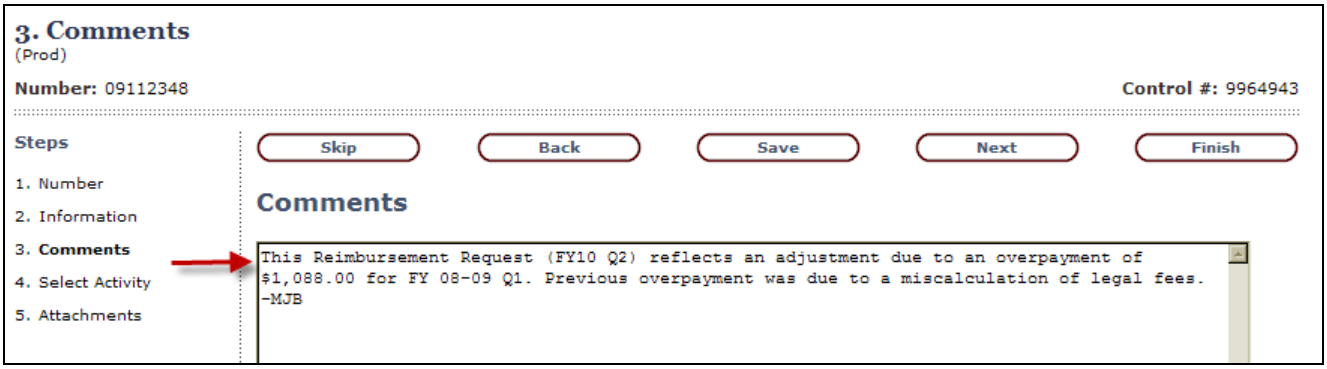


Figure 114: Overpayment, cont.

c. At "Record Expense" reduce total expenses by the previous overpayment total expenses.

Example: this quarter you have $10,000 in expenses and would normally be seeking $8,000, but the previous overpayment was $1,088:

Calculate the total expense for the overpayment of $1,088 1,088/.80=1,360

Subtract the total expense of the overpayment from this quarter's total expense 10,000-1,360=8,640

Enter $8,640 in the total expense field of the reimbursement request.

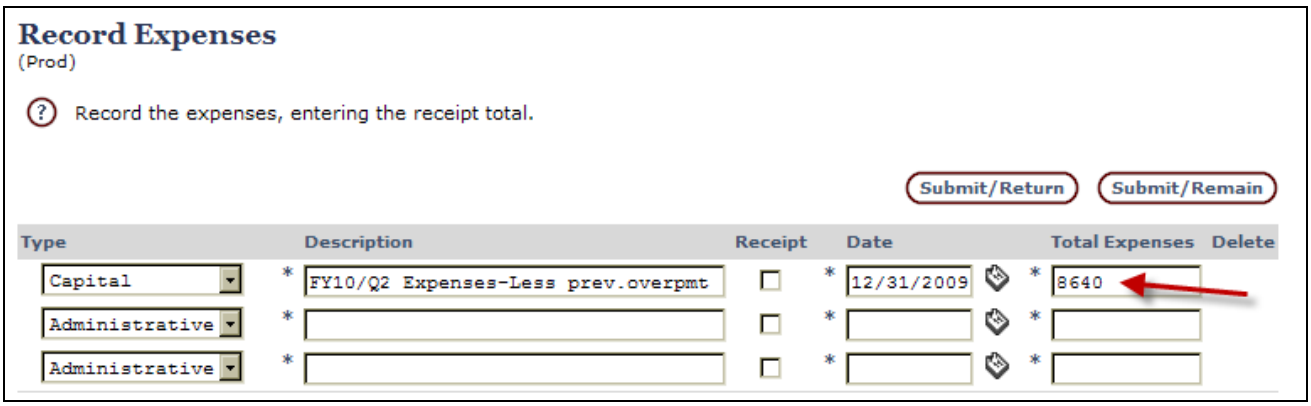


Figure 115: Overpayment, cont.

Your payment, after match is deducted, will be $6,912.00, instead of $8,000.00 which is $1,088 less than your expenses this month would indicate due to the previous overpayment.

View PDF
Refresh
Help

Complete Step
(Issue)

Maintain
Actions
View Data

Recipient
Hood River County Transportation District
PO Box 1147
Hood River, OR 97031

Contact: Deanna Bisbee
Phone: 1 (541) 386-4202
Fax: 1 (541) 386-1228
Email: bus@gorge.net

Document No.: 09112348
Process Date:
Effective Date: 07/01/2007
Execution Date: 07/01/2009
FEIN: 931112033
TEAMS Id: CV20009876-00
ODOT Agreement: 24411
Version: 4

Comments:

This Reimbursement Request (FY10 Q2) reflects an adjustment due to an overpayment of $1,088.00 for FY 08-09 Q1. Previous overpayment was due to a miscalculation of legal fees. -MJB

Fiscal Period: 2009 - 2011 Biennium Quarter 2: October 1 to December 31

Item: 11.43.03 - Admin / Maint Facility

Activity Budget:	$913,234.00
Subgrant Contribution:	$730,587.00
Grantee Match:	$182,647.00

Expense Type	Description	Receipt	Expense Amount
• Capital	FY10/Q2 Expenses-Less prev.overpmt	N	$8,640.00
		Total:	$8,640.00

Match Source	Match Amount
Local	$0.00
State Funds	$0.00
Other	$1,728.00
Total:	$1,728.00

Reimbursement Requested: $6,912.00

Record Expense Match Expense Add Assets

Total Reimbursement Requested: $6,912.00

Figure 116: Overpayment, cont

This corrects the overpayment and creates a record (in the comments field) of what happened. PTD also keeps documentation in the agreement file for future reference.

How do I know which activity line item to choose when creating a reimbursement request?

When creating a reimbursement request, the "Select Activity" screen shows the three ALIs available for payment, but it does not display the balance in each category.

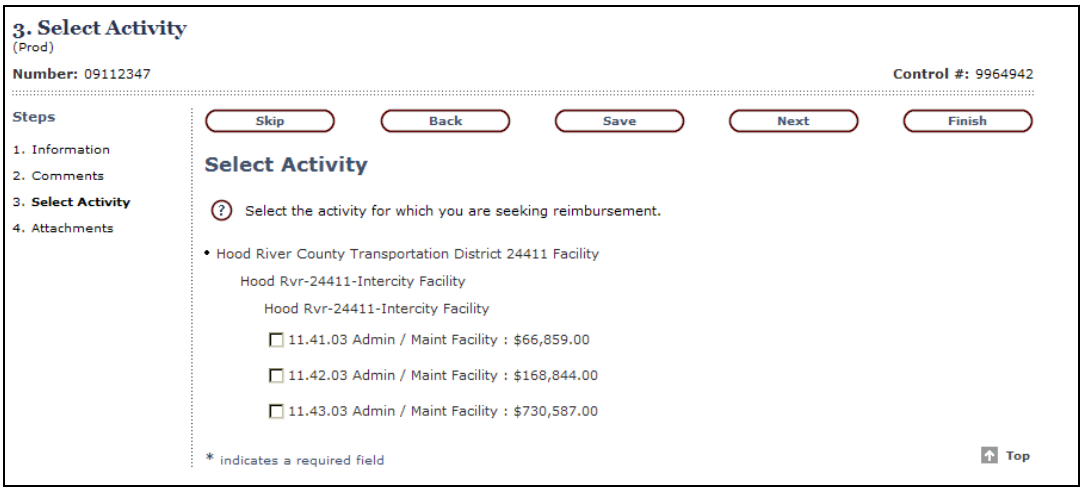


Figure 117: Select Activity

Access the subgrant screen (search "Documents For My Organization, Document Type – Sub-Grant Agreement, All, and then select 24411) and select payment history:

Figure 118: Payment History

Then, expand each row to see the detail:

								Funded	Req'd	Match	Payment	Balance
24411							Agreement Totals:	$966,290.00	$908,519.00	$177,204.00	$731,315.00	$234,975.00
Description								Funded	Req'd	Match	Payment	Balance
Admin / Maint Facility 11.41.03								$66,859.00	$83,575.00	$16,716.00	$66,859.00	$0.00
EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date			Req'd	Match	Payment	
OR180028/805	600/730	02/06/2009	10118	031309FFBJ	A9076005	03/17/2009			$37,292.00	$7,459.00	$29,833.00	
OR180028/805	600/730	05/05/2009	10156	051409FRTK	A9135004	05/15/2009			$34,589.00	$6,918.00	$27,671.00	
OR180028/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009			$9,554.00	$1,911.00	$7,643.00	
OR180028/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010			$1,540.00	$308.00	$1,232.00	
OR180028/851	600/730	02/05/2010	10358	021610F88R	A0050003	02/19/2010			$600.00	$120.00	$480.00	
Description								Funded	Req'd	Match	Payment	Balance
Admin / Maint Facility 11.42.03								$168,844.00	$211,054.00	$42,210.00	$168,844.00	$0.00
EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date			Req'd	Match	Payment	
OR180028/805	600/730		10106		000000000	10/03/2008			$2,506.00	$285.0		
OR180028/805	600/730	06/30/2008	10106		000000000	03/06/2009			$-2,506.00	$-285.		
OR180028/805	600/730	01/30/2009	10094	022509F9S2	A9056005	02/25/2009			$7,931.00	$1,586.		
OR180028/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009			$145,211.00	$29,042.		
OR180028/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010			$56,332.00	$11,266.00	$45,066.00	
OR180028/851	600/730	02/05/2010	10358	021610F88R	A0050003	02/19/2010			$1,580.00	$316.00	$1,264.00	
Description								Funded	Req'd	Match	Payment	Balance
Admin / Maint Facility 11.43.03								$730,587.00	$613,890.00	$118,278.00	$495,612.00	$234,975.00
EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date			Req'd	Match	Payment	
OR180022/851	600/730	06/30/2008	10106		000000000	03/06/2009			$2,506.00	$285.00	$2,221.00	
OR180022/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009			$1,450.00	$290.00	$1,160.00	
OR180022/851	600/730	10/31/2009	10279	112509FVTM	A9335003	12/01/2009			$60,546.00	$12,109.00	$48,437.00	
OR180022/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010			$14,236.00	$2,847.00	$11,389.00	
OR180022/851	600/730	12/10/2009	10312		A0007005	01/07/2010			$203,812.00	$40,762.00	$163,050.00	
OR180020/851	600/730	01/15/2010	10329	012510F48J	A0035004	02/04/2010			$161,286.00	$32,257.00	$129,029.00	
OR180020/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010			$776.00	$155.00	$621.00	
OR180022/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010			$58,899.00	$11,780.00	$47,119.00	
OR180028/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010			$70,305.00	$14,061.00	$56,244.00	

Only this one has funds left. Choose it on reimbursement request

Figure 119: Payment History - Detail

Error Messages

Log In

When logging in to OPTIS, if you do not enter the correct user name and/or password, you will receive this message.

Error / Erreur
(Train)

Back / Retour

Form was not submitted because of the following error(s):
Formulaire n'a pas été transmis en raison des erreurs suivantes.

Invalid User Name and/or Password. Warning: This account will be LOCKED if there are repeated invalid logon attempts.

Passwords are case sensitive. Please ensure that caps lock is not on and try again. /
Fr: Passwords are case sensitive. Please ensure that caps lock is not on and try again.

Figure 120: Log In Error Message

Double check your spelling and capitalization and try again. In order to eliminate guessing by unauthorized users, after five attempts, you will be locked out. If this occurs, contact PTD.

Session Expired

After more than one hour, if there is no activity in OPTIS, and you did not log out, your session will expire, and you will receive this message:

Figure 121: Session Expired Error Message

Session expiration protocols are established for several reasons. They increase performance of the site by reducing the number of inactive sessions taking up memory space. And, expiring inactive sessions acts as a security feature since closing active windows which have been left open for an extended period of time lessens the chance that data might be exploited by unauthorized users.

Periodic Report Creation

When creating a periodic report, if you do not check the box stating:

* ☐ **I have verified that all assets to be reported have been entered into the system.**

you will receive this message:

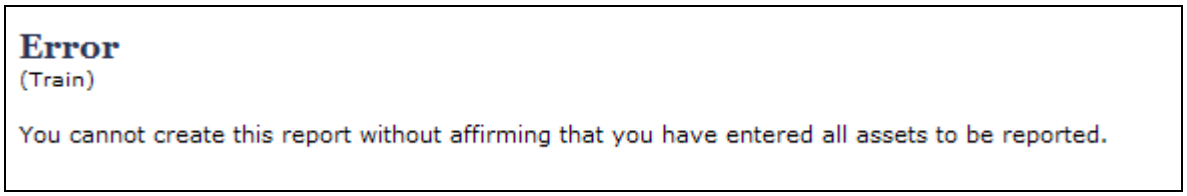


Figure 122: Asset Verification Error Message

Close the error screen and check the box before continuing.

Required Fields

When creating any document requiring the entry of data into fields or boxes, some fields are optional and some are required. Required fields are marked with an asterisk (*).

If you try to proceed with a required field empty, you will receive a message such as this:

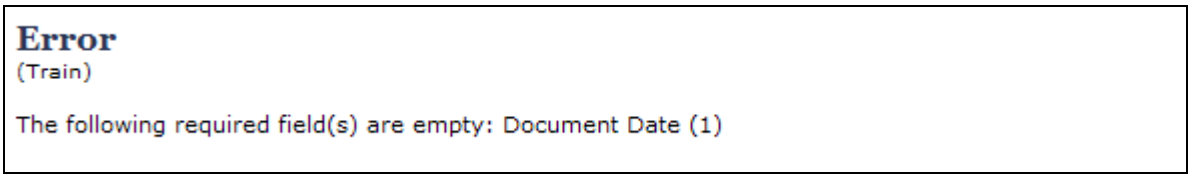


Figure 123: Required Fields Empty Error Message

Read the message carefully to determine which field(s) are empty and return to that screen to complete the information required.

Integrity Check Failed

When completing a document, if any required elements are missing, you may receive an "Integrity Check Failed" message such as this:

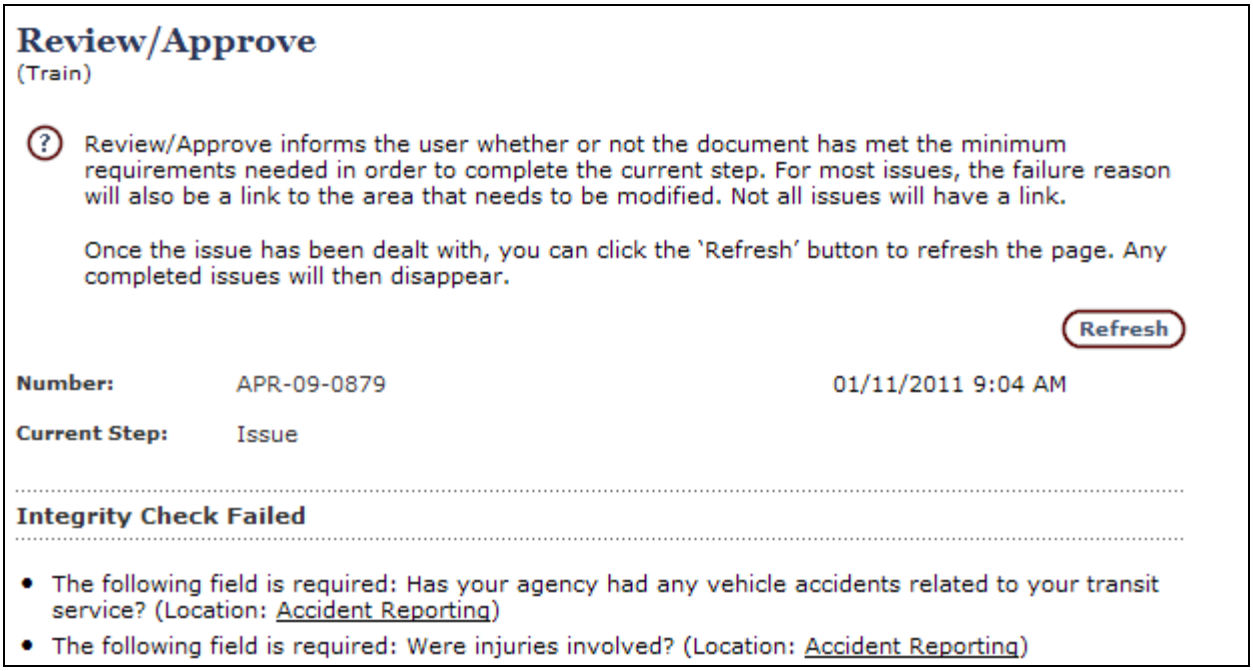


Figure 124: Missing Data Error Message

Return to the document and address the issue before continuing. Some areas have a link (indicated by an underlined phrase) which can be selected to take you to the section in the document which needs your attention. Otherwise, find the section by returning to the document and selecting "Maintain."

11. Future Processes

The processes in this section are not currently active or complete.

A. Login Assistance

As of May 2011, this feature is not in use. Follow the instructions you received at OPTIS training to reset your password or username, or contact PTD.

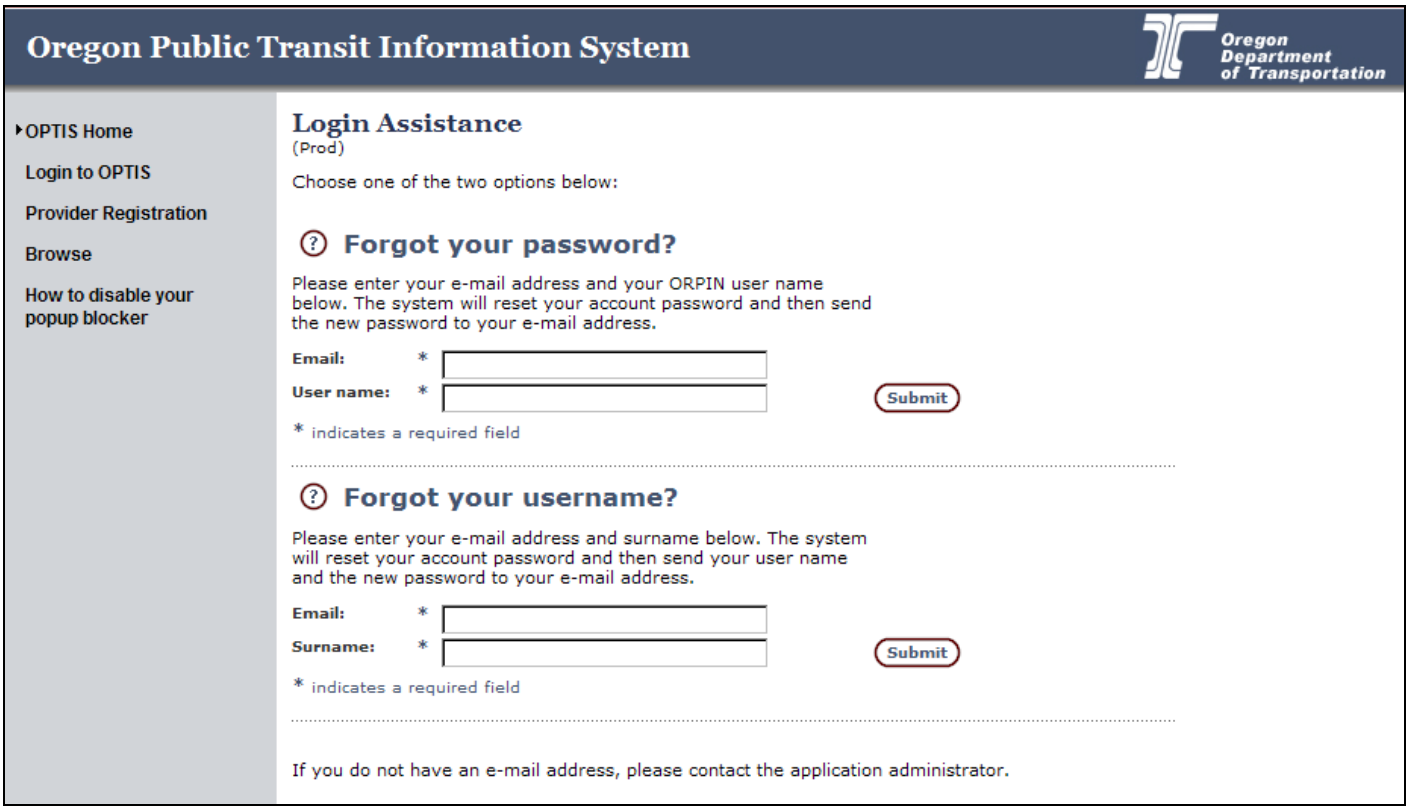


Figure 125: The Login Assistance Window

At the login screen you will see this link: Having trouble logging in? Clicking on this link displays the following screen:

Fill in the appropriate information and click the Submit button. Your account information will be reset and a new password will be sent to you via email. The next time you log on with the new password, change it to something convenient following the instructions in the **Maintaining Your OPTIS Profile** section of this manual.

B. Browsing Grant Notices

As of May 2011, this feature is active to a point. You may be able to view open grant notices, but will not be able to apply for grant funding using OPTIS.

The following instructions assume that you have started the OPTIS program but are not logged in as an OPTIS user. This option allows "anonymous browsers" (non-registered users) to view grant opportunities without committing to any further involvement.

1. From the main OPTIS menu at the left side of the screen, choose the **Browse** option. The following window is displayed.

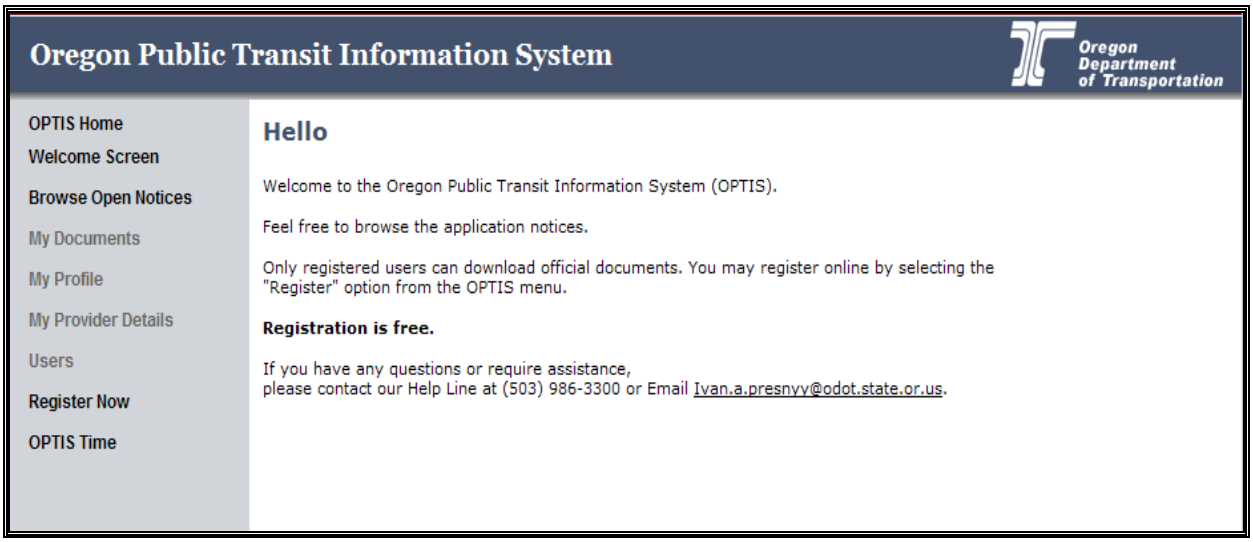


Figure 126: Beginning to Browse the OPTIS System

Note that some of the options on the menu are grayed out. This means that they are unavailable. Although you may browse through open grant notices without being logged in, you cannot download official documents or apply for funds without registering as a provider.

Registration for OPTIS is free and is required for all organizations wishing to use the program to request reimbursement, submit periodic reports, and manage assets. You may still conduct business with PTD using email and paper documents but you will be encouraged to transition your business processes to OPTIS as features become available.

2. From the menu at the left side of the screen, click the **Browse Open Notices** option. The **Notices Search** screen appears, a sample of which is shown below:

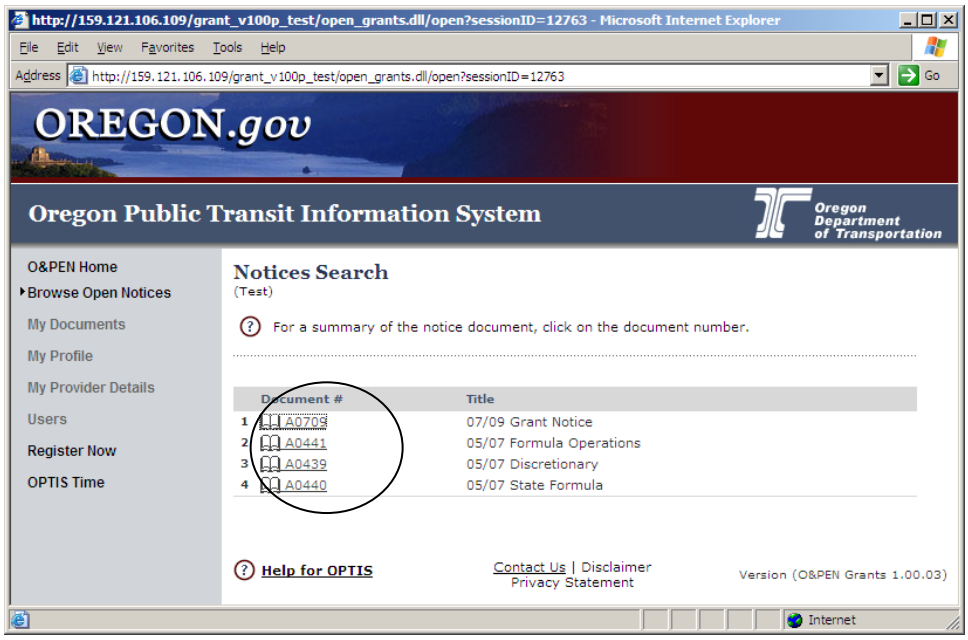


Figure 127: Notices Search Window

3. Click on one of the entries in the **Document #** field, shown circled in the figure above. The list you see on your screen will differ from the figure.

Figure 128: Application Notice Window

This screen represents an overview of the grant notice you selected. The information you see on your screen will differ from the figure above.

4. From the menu at the left side of the screen, select View Forms Packet.

You may need to clear an IE message window from the screen before you can interact with the new window, a sample of which is shown below:

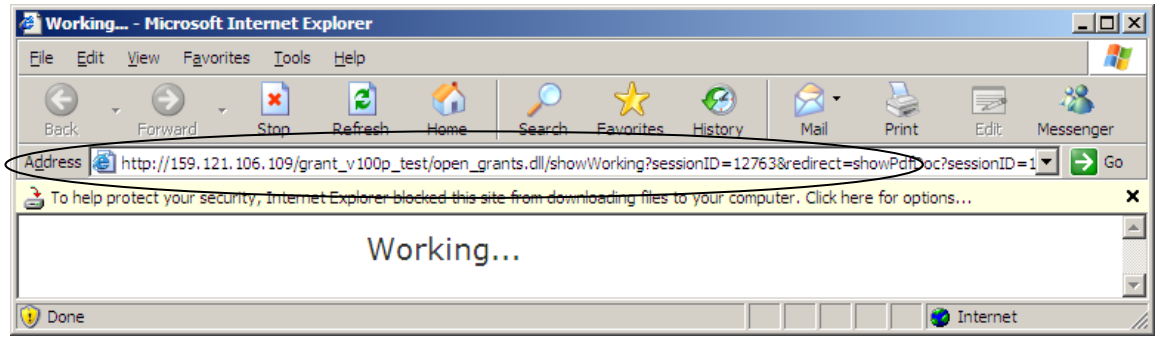


Figure 129: Preparing to View a Grant Information Packet

The message shown circled in the figure above is displayed based on the security settings of your browser.

5. As prompted in the figure above, click on the message shown circled above. The following list is displayed:

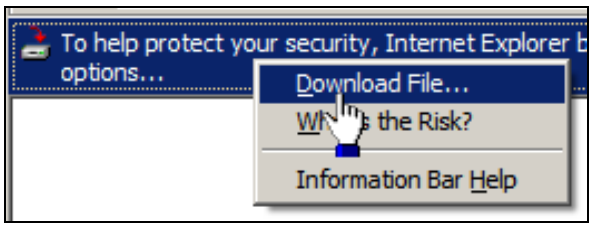


Figure 130: Choosing to Download the Application Information Packet

6. As shown by the position of the mouse pointer in the figure above, click on Download File.... The following window is displayed:

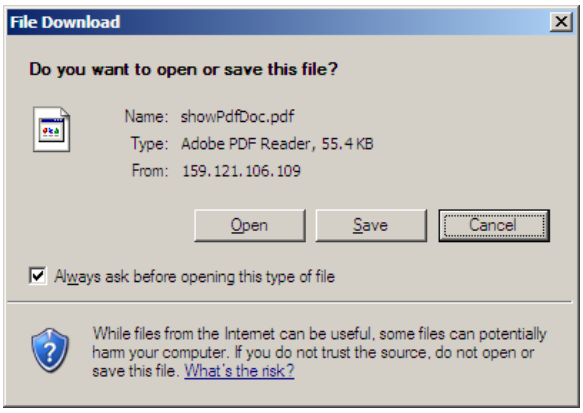


Figure 131: The File Download Dialog Box

You have the option of opening or saving the file. For the purposes of this exercise, you will open the file.

7. Click the Open button. The application packet is opened as a PDF document.

   Note that as you use OPTIS, multiple browser windows may be opened. These are actually separate 'sessions' of the Internet Explorer (IE) program, which means that sometimes it's okay to close a particular window and return to the previous window, however, you should always look for a Close button at the top right corner of each OPTIS window and use it if it is present. Do not use the Windows Close button at the top right corner of the window if OPTIS provides a Close option.

8. Scan through the application materials to see what is included.

   While the OPTIS system will eventually be entirely electronic, at this time, to apply for funding you will need to print the document, fill it in, and mail it to PTD.

9. When you are done examining the application packet, close the PDF document window by clicking the Close button at the top right corner of the IE window. You should be returned to the **Application Notice** window shown in Figure 1, above.

10. Click the OPTIS Close option at the top right corner of the **Application Notice** window. You are returned to the **Notices Search** window showing the list of available open notices.

11. Click the O&PEN Home option from the navigation menu. The following window is displayed:

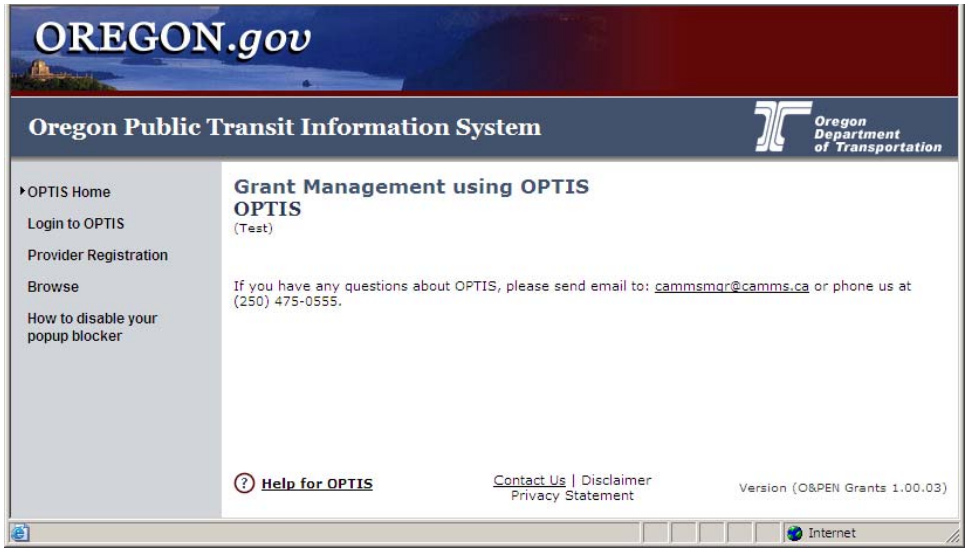


Figure 132: OPTIS Home Window

C. Reports

As of May 2011, this feature is inactive. PTD can generate reports for you. Contact a program manager or the OPTIS administrator for report requests until this feature is activated for external users.

OPTIS reports provide an excellent way to manipulate and display information. You can use this feature to generate and read reports such as:

- Vehicle Asset List (Includes OPTIS vehicle number, VIN, plate number, year, make, number of seats, condition, and last odometer reading.)
- Payment Activity by Organization (Includes agreement numbers, payment transaction dates, check dates, and payment amounts.)
- Transaction Details (Payments) (Includes agreement numbers, funded and match amounts, transaction dates, and check numbers.)
- Grant Activity (Includes agreement numbers, funded amounts, balances available, execution dates, and expiration dates.)

Follow these steps to learn more:

1. Select Reporting from the main OPTIS menu. A sub-menu with two options is displayed:

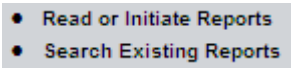


Figure 133: Report Sub-Menu Options

2. Click to select **Read or Initiate Reports** from the sub-menu. The following screen is displayed:

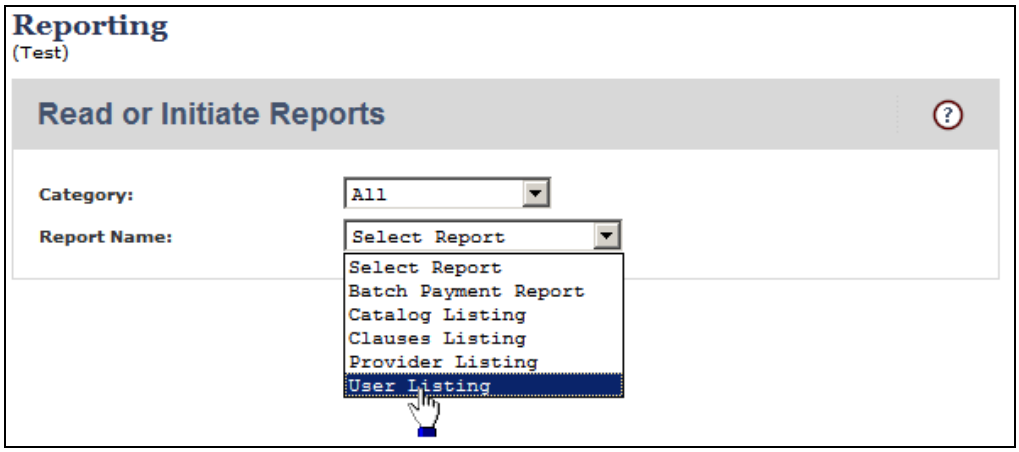


Figure 134: The Reporting Dialog Box

Select a **Report Name:** from the drop down list. In the following figure, the User Listing option was selected:

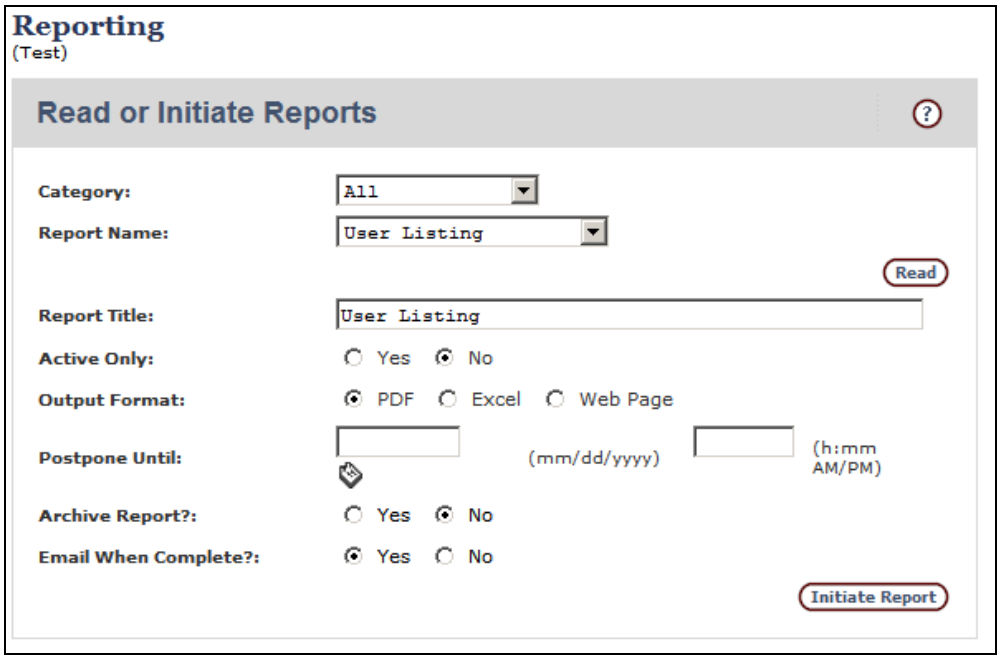


Figure 135: Read or Initiate Reports Window

Note the options presented in this window. If you selected User Listing from the drop down list in the previous window, the **Report Name:** and **Report Title:** text boxes echo that selection. Some of the less obvious options in the window are explained below:

- **Category:** choose All or Custom Reports.
- **Active Only:** shows only users who have a status of active. What's that mean? Users cannot be deleted from the OPTIS system, but they can be inactivated which prevents them from being displayed in certain lists unless you ask for them.
- **Output Format: Choose PDF, Excel, or Web Page format.**
- **Postpone Until: does not generate the report until the date/time you specify.**
- **Archive report?: choose whether or not to create an archive copy of the report which is retained by OPTIS.**
- **Email When Complete?: sends an email message through the OPTIS system to the person who initiates the report.**

3. Click the Initiate Report button to create the report.

Glossary

(NOT ALL TERMS IN THIS GLOSSARY APPLY TO FUNCTIONS AVAILABLE TO ALL OPTIS USERS)

A B C D E F G H I J K L M N O P Q R S T U V W XYZ

Term	Definition
A	
AAG	Assistant Attorney General
Accident	An unintentional event with marked effects which occurs in the provision of transportation services. • Major Accident: Vehicle accident involving damage costing more than $1500 to any vehicle; damage over $1500 to any one person's property; if any vehicle is towed from the scene as a result of damages; injury (no matter how minor); or death. • Minor: Vehicle accident involving anything not described in major accident description above.
Account Number	Expense Account (EA) number For example, OR160037
Activity Code	A code in TEAMS (ODOT's internal accounting system) used to describe the type of work performed such as program management, administration, travel, etc. For example, 600
Agency	A transportation provider.
Agency Periodic Report (APR)	The OPTIS document which replaces the Agency Quarterly Report.
Agreement	The legal document executed between ODOT-PTD and a recipient of grant funds specifying functions, activities and details of fund disbursement.
ALI	Activity Line Item: A branching 'tree' of options used to define expenditures of federal money. Each ALI has a code associated with it. The format for an ALI code is XX.XX.XX, where each X is replaced with a digit. Additional digits and periods indicate transitions to another sub-branch of the ALI tree. For example, all capital expenditures begin with the number 1. Add a second 1 and you have entered the branch for buses. The ALI code for purchase of a replacement 30 foot bus is 11.12.03, as shown below at the position of the arrow in a view of a portion of the ALI tree. To maintain consistency, PTD uses ALI codes for both federal and

	state grant expenditures. • ALI: Activity Line Item Code Chart • 1: Capital • 11: Bus • 11.1x: Revenue Rolling Stock • 11.12: Purchase - Replacement • 11.12.01: Bus STD 40ft • 11.12.02: Bus STD 35ft • 11.12.03: Bus 30ft Also known as "Product Number" in OPTIS
Allocation	The dollars set aside in a particular federal grant.
Amendment to Agreement	The process of changing, modifying, formally altering, deleting, or adding to contract phraseology. The document which does this.
Americans with Disabilities Act of 1990 (ADA)	A civil rights law passed by Congress in 1990 which makes it illegal to discriminate against people with disabilities in employment, services provided by state and local governments, public and private transportation, public accommodations and telecommunications.
Application form	Provider application to Public Transit to apply for funding for a specific project or multiple projects related to an application notice.
Application - FTA	PTD's application to the FTA for funding available for a specific federal fiscal year and program. Often referred to as a Program of Projects or POP.
Application Notice	An announcement of an available application for grant funding.
Application Package	Application title at Step 4 of 7 of Application Wizard
The three definitions which follow are not arranged alphabetically, but by the order of creation in OPTIS.	
Application Header	The application document. Gives basic application information such as application title (e.g. SAMTD E&D Package), applicant name, address, contact person, phone number, list of all projects applied for (in comments section, listed by type such as Operating or Mobility Management), OPTIS-generated control number (e.g. 9948333), and links to application project header and application project detail. Created when entering new applications for a grant cycle. The intent is to use one Application Header per agency per Application Notice.
Application Project Header	The top level of the application project document. Gives basic project information from the application such as name of project (e.g. ED-SAMTD-Purchased Svcs), applicant name, address, contact person, phone number, project purpose, OPTIS-generated number

	(e.g. 9948333-096), and a link to project details.
Application Project Detail	The detail level of an application project document with more information than the application project header. Gives details of an application project such as date created; coordinated plan verification, page number, and adoption date; statement of work; budget summary, and OPTIS-generated number (e.g. 9948333-096-1.)
Note regarding Application Header, Application Project Header, and Application Project Detail. These documents become project header and project detail when associated with a sub-grant. If a project is not entered via the application process, it will have a Project Header and a Project Detail only. The information is basically the same, but the project appears as a stand-alone project, not as part of a package of projects submitted with an application packet. For example, since certain programs (STF and 5311 Formula Operations) allocate and distribute grant funds by a formula to STF agencies, some projects do not go through the typical discretionary grant application process. Also, Project Detail comprises the Header which means if you choose not to fund one piece the entire project cannot be funded.	
Appropriation	The amount of money set aside by congress for Public Transit. It is by fiscal year but usually known well in advance.
APR	See Agency Periodic Report
Assets	For the purposes of OPTIS, assets are any vehicles, equipment or real estate purchased by the provider using grant funds.
Asset Register	The OPTIS database where all assets are entered. Vehicles are tracked through their useful life.
Asset Status	The situation or condition of a given asset. • Active – Vehicle is in active service to provide passenger transportation. • Backup/Spare – Vehicle is no longer in active passenger transportation service, but is retained as a back-up to temporarily replace active vehicles out of service for repairs, maintenance, etc. • Disposed – Vehicle has been sold at auction, used for trade-in on a new vehicle purchase, legally transferred to another agency, or otherwise disposed of. • Out-of-service - Active vehicle temporarily out of service for maintenance, repairs, etc. • Pending Disposal – PTD has been notified of agency's intent to dispose of vehicle and has agreed to release title. This designation should only be used temporarily until the title has been released. • Title Released – A designation used for vehicles that are still used in transit service but for which PTD has already released the title. (Primarily used for older vehicles -- PTD no longer releases title on

	vehicles still in transit service.)
Asset Step	The status of entry of an asset in OPTIS. • Change Posted – Asset entry completed • Review Change – Asset entry in progress
B	Back To Top
Batch, OPTIS	OPTIS generated batch which mirrors the TEAMS batch for easier reconciliation.
Batch, TEAMS	A group of invoices submitted to TEAMS for payment at the same time.
Biennium	A two-year period of time. For PTD: begins on July 1 of odd-numbered years, and ends on June 30 of the next odd-numbered year.
Budget Revision	A change(s) to a project that shifts funds between Activity Line Items. No increase or decrease in award dollars.
C	Back To Top
Catalog Hierarchy	The ALI catalog tree issued by FTA for use in creation of the FTA application and POP.
Catalog Hierarchy Value	ALI number (e.g. 30.09.01 or 11.43.06) or ALI name (e.g. Operating Assistance 50% Federal Share or Construction Shop Equipment.) Selecting "Catalog Browse" from the Navigation Menu displays the Catalog Hierarchy screen where you can search by reference ID (ALI number) or Keyword (ALI name.)
Central File Number	Unique document number assigned by ODOT Central Files Department to every sub-recipient agreement issued by PTD. AKA "Agreement Number".
Certification	Providers receiving or applying to receive grant money must be certified before grant applications can be processed. A compliance questionnaire is used for this process. Both on-line and PDF (for off-line use) versions of the certification form are available.
Certification Notice	Notice sent to providers advising them of the need to certify that they comply with the regulations outlined by FTA related to the program dollars they are receiving.
Check Date	The date a check is created by the TEAMS system to fulfill an

	OPTIS payment request.
Check Integrity	Function performed by OPTIS to verify all required steps have been completed and the proper funds and other parameters such as dates have been met prior to completing the Issue Step. Found under "Actions" on the Navigation Menu when in certain documents.
Control Number	A 7-digit number generated by OPTIS and assigned to every document. Used mainly for troubleshooting purposes. Use this number along with a screen print to identify problem areas to the OPTIS system administrator.
Cost	Total Project Amount
D	Back To Top
Dial-a-Ride	Non-fixed-route service utilizing vans or buses, with passengers boarding and alighting at pre-arranged times at any location within the system's service area. Also called Demand Responsive
Discretionary grant	A grant whose fund distribution is not automatic. Grant awards are based on eligibility and project criteria.
Document, OPTIS	Any action taken in the OPTIS results in the creation of a document.
Document Number	(i.e. D07/09-1) Automatically assigned by OPTIS

Document Status	Complete – Finished Document Currently Active – Draft Document needing attention. In Progress – Document with outstanding activities to perform (i.e. issuing, completing). When searching, these are documents that have active sub-documents in the progression screen (not all parts have been closed or issued.) Draft – Documents that have not been issued/completed, including amended documents that have not been completed. Issued – Documents that have been issued/completed, including solicitations that have not yet been published, and contracts that are active or expired.
Draft	Document Status: has not been issued/completed (including amended documents not completed)
E	Back To Top
EA	Expenditure Account or Expense Account. A state system for associating grant funds with grant activity. To maintain consistency, at PTD, the EA concept is used for federal funds as well. For federal funds, an EA is composed of the following elements: OR_ _ | _ | 0 _ _, where the first two blanks are an ID number assigned to the fund master, the middle blank is the last digit of the FPC code assigned to the project for the particular period, and the last two blanks are part of a sequence number assigned to the fund for the particular period. For example, OR160031, a fund source for a 5310 grant. For state funds, the EA is STF or STG for formula or discretionary grants. See also: FPC and STF vs. STG
ECHO	Electronic Clearing House Operation. A PC-based application that processes draw down requests from and makes payments to FTA grantees. It also includes a web-based application which grantees can access via the Internet to submit draw down data.
ECHO Draw	Completion of the step requesting reimbursement from FTA is called and ECHO Draw. These are usually done once a month by someone at ODOT Finance.
Encumbered	The status of a project which has been funded and is attached to an approved subgrant.
Encumbrance	The written sub-agreement between PTD and an outside funding agency to use funds.
eResponse Keyword	A unique password used to authorize a user to submit documents

	as a representative of a transit agency. (See "Validation")
Execution	The final step in the creation of a subrecipient agreement. The date of signature by Public Transit's administrator signifying the agreement is now active.
F	Back To Top
Federal Grant	An award from the Federal government to ODOT to fund a project or group of projects.
FHWA	Federal Highway Administration. FHWA provides funds for some of the grants managed by PTD.
Fixed route	Service provided on a repetitive, fixed-schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed-route trip serves the same origins and destinations, unlike dial-a-ride and taxicabs.
Formula funds	Funds distributed or apportioned to qualifying recipients on the basis of formulas described in law; e.g., funds in the 5311 program for Small Urban and Rural Transit Assistance, which are distributed to each state based on the state's percentage of national rural population.
Formula grant	A grant in which award amounts are allocated according to a formula that usually is based on demographics, e.g. population, or the elderly & disabled segment of the population.
FPC	Financial Purpose Code: a two digit number consisting of a zero and another digit. For example, in 5310 grants, 00 = capital, 02 = planning, 04 = operating, 06 = state admin, & 07 = RTAP. Other codes are reserved for use by the FTA. See the EA matrix document maintained by the PTD financial analyst for more information.
FFR	Federal Financial Report: one of two types of quarterly reports required to be filed by recipients of FTA funds.
FTA	Federal Transit Administration. The agency of the U.S. Department of Transportation which administers the federal program of financial assistance to public transit agencies.
FTA Amendment	Adding money to an existing ALI.
FTA Application	The application sent to FTA by PTD to request funds available for a specific federal grant program.
Fund	Total Grant Amount

Fund / Fund Header / Fund Code	A program source of federal or state grant monies. Can be referred to by name (e.g. Elderly Individuals and Individuals with Disabilities or Job Access Reverse Commute) or by number (e.g. 5310 or 5316.) The number associated with a fund (e.g. 5310, 5311, etc.) The federal or state grant program such as 5311 Rural and Small Urban.
Fund Instance	The funds available in OPTIS from each year of federal or state program (fund.) The fund instance is equivalent to the FTA grant. Example: OR-18-031 is FY09 5311 Rural and Small Urban federal grant.
"Funded By"	The relationship between a project item and a fund instance. (Ex: project funded amount, match source, STIP, Scope Code.)
Funding Application	Contains the details of the Fund Instance such as appropriated amount, reserve amount, match requirements, etc. It is also where the Program of Projects (POP) is stored, created, amended and revised. It provides a static view capturing how the POP was submitted to FTA. Funding Application is not applicable for STATE and FHWA but required by OPTIS.
FY Federal	Fiscal Year period beginning on Oct 1 and ending on Sept 30.
FY State	Fiscal Year period beginning on Jul 1 and ending on Jun 30.
G	Back To Top
Grant Header	Program or category defined by Federal Government that can be made available to fund projects.
Grant Payment Request	A document used to request payment from ODOT's TEAMS system on behalf of a grant recipient.
Grant Sub-Recipient	Money awarded *by* PTD to a transit provider or other qualified applicant to be used for administrative overhead, planning, marketing, capital expenditures, or general operations, depending on the program.
Grant State or Federal	Money awarded *to* PTD by the state of Oregon or the Federal Government.

H	Back To Top
Hierarchy	See Organizational Hierarchy
HOV	High occupancy vehicle: Vehicles that can carry two or more persons. Examples of high occupancy vehicles are a bus, vanpool and carpool. These vehicles sometimes have exclusive traffic lanes called "HOV lanes," "busways," "transitways" or "commuter lanes."
I	Back To Top
Icons	Binoculars = View Additional Details Magnifying Glass = View Details Open Book = Completed Open Book w/ arrow = Withdrawn Closed Book = Closed Agreement X Not Completed √ Associated with a project or document Calendar = Interactive Calendar Building = Agency Hierarchical association exists Question Mark = Help
In-kind	Contributions to a transit agency which are paid or given in goods, commodities, or services instead of money. Aka non-cash resources. Example: donated volunteer driver time.
In Progress	Document Status: has outstanding activities to perform (i.e. issuing, completing). When searching, these are documents that have active documents in the progression screen; not all documents are closed or issued.
Incident	A non-moving unintentional event which occurs in the provision of transportation services.
Incomplete	A status in document creation which exists at the detail level when a portion of a document has not yet been finished.
Interim Payment	DO NOT USE IN OPTIS (A payment made from a fund other than the one approved, *on a temporary basis.* Used in emergencies only; must be moved to the correct fund by journal entry when fund source is available.)

Intermodal transit	Issues or activities which involve or affect more than one mode of transportation, including transportation connections, choices, cooperation and coordination of various modes. Also known as "multimodal."
Invoice Number	Number required by TEAMS for payment of grant requests. Consists of the Central File Number plus the effective date of a payment.
Issue	Document Status: indicates that the document currently is at the step of issuance.
Issued	Document Status: has been issued/completed (including solicitations not yet published and active or expired contracts.)
"IssuedBy"	A designation specifying the organization that is responsible for issuing the document.
"IssuedFor"	A designation specifying the organization that the document is intended for.
"IssuedTo"	Organization receiving funds through a grant agreement.
ISTEA	Intermodal Surface Transportation Efficiency Act: The 1991 law that reauthorized the federal surface transportation program for six years. ISTEA heralded a new era in surface transportation because of the emphasis on "intermodalism," the unprecedented increases in authorized spending for transit, the ability to use some highway funds for transit (and vice versa) and the increased reliance on regional planning agencies to weigh transportation options and make decisions utilizing public participation.
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LAB	Legislatively approved budget.
LFO	Legislative Fiscal Office
Legal Review	Document status for a sub-grant agreement written for more than $150,000 indicating that the document has been sent to ODOT's legal department for legal sufficiency review.
Limitation	A statutory spending cap for state and federal funds.

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Master Document	A grouping of documents generally referred to by biennium. e.g. 2009/2011-4 (09-11 EST) (aka Overview)
Match	The portion of project costs which are the responsibility of the grantee.
Match rate	The percentage of funds provided by a grant and the grantee, expressed as two percentages. For example, 89.73%/10.27% means that the grant will fund 89.73% of an activity and 10.27% is to be supplied by the grant holder.
Match Source	Fare Box - revenue collected from riders as fares In Kind - value placed on services rendered by volunteers, or donated services such as legal or advertising Local Taxes – revenue collected as taxes on a local level State Funds – STF grant dollars
Match Variance	The difference between the calculated matching funds and the actual matching funds.
Mobility management	This term has various meanings in different areas of study. At PTD, it refers to short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers (other than Section 5309). Mobility management does not include operating public transportation services.
MPO	Metropolitan Planning Organization. An organization designated by local elected officials as being responsible for carrying out the urban transportation and other planning processes for an area. There are 6 MPOs in Oregon: Portland, Salem, Corvallis, Eugene, Medford, and Bend.
MTIP	Metropolitan Transportation Improvement Program
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Navigation Menu	Main list of options and program features available to a user in OPTIS. This list appears at the far left of the OPTIS Home screen in the grey area as well as on individual document screens. This menu will display different features for different user roles.
Notice	An announcement of an available application for grant funding.

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Object Detail	A code in TEAMS used to describe types of expenditures, such as salaries, provider payments, office supplies, etc. For example, 710, 720
Obligation	In OPTIS, this is a dynamic programmed amount. (Funds in use at whatever the stage of the process.) Obligated = Commit_pend + Commit + Encumber + Payment. The opposite of Deobligated.
ODOT	Oregon Department of Transportation
Open Notice	A current, available funding opportunity through ODOT.
OPTIS	Oregon Public Transit Information System: an electronic grant management system used by PTD to administer state and federal programs on behalf of the public and participating service providers in Oregon.
Ordered List of Projects	A list of all projects currently entered in a particular biennia (Overview Screen.) Sortable by a number of variables; can be downloaded to Excel and used to allocate funding.
Organizational Hierarchy	A display of the relationships between organizations or agencies in the system. The basic structure of organization hierarchies is an inverted tree. Each organization may be under only one organization, but may have multiple organizations below it. Users who are related to multiple organizations are displayed under each organization.
OTC	Oregon Transportation Commission: part of the hierarchy of control organizations responsible for providing leadership and direction for transit activities.
Overview	The screen in OPTIS which shows steps and progression of various functions.
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Payment History	A record of all payments against a sub-grant agreement. Accessed from the sub-grant document screen by selecting View Data and then selecting Payment History. If necessary, view more detail by expanding each funding (ALI/Description) line by clicking on the ⊞ icon.

Payment Request	A request for payment by ODOT to a grantee. Created in OPTIS or manually outside of OPTIS and entered into ODOT's TEAMS system in a batch.
Pending	Any project, payment or document which has not been completed.
Periodic reports	Reports submitted to FTA by PTD and transit providers. Reports can be quarterly or annual and, in some cases, may be required before payments to grantees can be approved.
Pinning, Pinned	Approval of POP or formal authorization to spend funds. PTD must submit a Program of Projects (POP) to the FTA to apply for the appropriation in a particular program. Once the FTA approves the POP, the federal grant is pinned (signed off on by FTA and PTD). Amendments and revisions to the POP also go through the pinning process.
POP	Program Of Projects: a list of projects compiled by PTD staff from information submitted by transit providers. Once defined, a POP becomes part of an FTA application to request funding. A POP contains related projects from multiple providers.
Prime Contact or Primary Contact	External user designation indicating the highest level of user privileges for an agency in OPTIS. The initial person registered for any agency automatically becomes that agency's prime contact. Only the prime contact will see "My Provider Details" and "Users" on the navigation menu. This designation may be changed by the current prime contact or PTD.
Privileges	A set of conditions that define your ability to create or modify documents or your ability to complete some of the steps in the creation or modification of documents. Examples of privileges are: browse notices, approve payments, create reimbursement request, and execute agreements.
Procurement Method	A document or activity created by or controlled within OPTIS
Profile	Information about a provider or user. May include name, title, address, phone number, email address, county, STF agency affiliation, and services provided. Roles and Responsibilities can not be maintained in a Profile. OPTIS maintains all external roles, and OPTIS Administrator maintains internal users roles.
Program	A defined set of criteria and funding to benefit a certain area of need, for example, Elderly & People with Disabilities Program, Rural Transportation Program, Intercity Program, etc. Within these areas there may be further designations such as capital, planning and

	operations.
Project	All activities and funding described by an applicant in the project application and defined in the subsequent grant agreement. A project specifies a particular purpose for spending grant money; e.g. buying capital equipment, planning, etc.
Project Detail	The detail level of a project document with more information than the project header. Gives details of a project such as date created, project class (e.g. Operating), Description (aka SOW), budget details, OPTIS-generated control number (e.g. P-09-1028-01), and links to ALI coding and funding. By "drilling down" into project details, you can determine how this project was funded (ALI Code, EA, subjob, activity, object detail, and match rate.)
Project Header	The top level of a project document. Gives basic project information such as project title (e.g. 26063 – Grant County – 5310 Operations), provider name, contact person, description, application score, total project budget, total local match, total grant award, OPTIS-generated number (e.g. P-09-1028), and a link to project details. A list of project headers appears on each overview screen.
Provider	A city, county, transportation district, fire district, Native American tribe or non-governmental entity providing transportation services.
Provider Type	Categories of providers such as general purpose government (city, county); transit, transportation, or county service district; private non-profit; private for-profit; tribal government. Also known as business class.
PTD	Public Transit Division: the ODOT organization that administers federal and state grants on behalf of the public and public transit providers around the state.
Public Transit	Transportation services owned, operated, or subsidized by any municipality, county, regional authority, state, or other governmental agency, including those operated or managed by a private management firm under contract to the government agency owner. Public transit agencies provide transportation services to the general public or through special services on a regular and continuing basis. Also known as mass transportation or mass transit.
Purpose Code	Also known as Financial Purpose Code or FPC. A code number, part of an Expense Account number, used by ODOT financial services. Indicates for what purpose funds are being used for. Also used in ECHO draws to be reimbursed by FTA. Example: 7 in OR187024 indicates it will be used for TAP (RTAP.)

	FPC Codes in use by PTD are: 0 – Capital, 2 – Planning, 4 – Operating, 6 – State Admin, 7 – TAP (RTAP).
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Quarterly Report (Known as Agency Periodic Report or APR in OPTIS)	A report required from each agency receiving federal or state grant funds through ODOT, Public Transit Division once every quarter which details revenue, expenses, matching funds, performance data, vehicle data, DBE reports, and a progress and narrative. The reporting period starts on the first operating day of the quarter and ends on the last operating day of the quarter. The reports are due at the Public Transit Division no later than 45 days after the end of each quarter.
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Recipient	An agency receiving grant funds through ODOT, Public Transit Division.
Reconciliation	The monthly process used to ensure that TEAMS, TEAMWeb, Master Tracking Sheets, and OPTIS financial data are in balance with each other.
Record Recovery	A financial function in OPTIS used to document that the spent funds in TEAMS are reimbursed by FTA through ECHO Draw. ECHO Draw is applicable to those funds that are managed in FTA TEAM-Web only.
Reference ID Number	A document number, STIP key, central file number or Provider number
Registration	The process whereby transit providers or PTD employees enter provider information into the OPTIS system.
Reimbursement request	A request made by a provider for reimbursement of expenditures made in pursuit of the goals of their grant.
Reserves	Funds set aside to be awarded at a later time, usually because the projects do not exist or are not yet ready for funding.
Reverse commute	Movement in a direction opposite the main flow of traffic, such as from the central city to a suburb during the morning peak period. Federal grant program 5316 (Job Access Reverse Commute, JARC) focuses on this concept and is one of the programs administered by PTD.

Revision	A change made to a document which does not affect Terms of Agreement. Usually done to correct typographical errors or a contact name.
Role	A collection of privileges and security matrix settings which determine a user's menu options. Current roles in OPTIS are: Administrator (for OPTIS), Anonymous User, Department Head, Financial Manager, Program Manager, PTD User, Support Staff, and Support Staff Plus.
RTAP	Rural Transit Assistance Program. Federal program 5311(b)(2), which provides funds used for training, technical assistance, research and related support activities. The largest component of RTAP is a scholarship program which allows individuals in transit agencies to attend state, regional and national training.
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SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. A federal program providing $286.4 billion in guaranteed funding for federal surface transportation programs over five years through FY 2009.
Scope Code	A federal code number which classifies the type of project (bus rolling stock, operating assistance, planning, etc.) Part of the branching ALI 'tree' which defines type of expenditures (personnel, equipment, supplies, etc.) Hint: First three digits of ALI usually determine the Scope Cope, however, there are exceptions. For examples: 11.33.07 is Scope 113-00, 11.12.03 is Scope 111.
Security matrix	A collection of settings that control your ability to create and manage documents in OPTIS.
Service Area Class	Designation of the type of area being served by a transportation provider: Rural – an area which is not urban (aka "non-urban") Small City – population under 50,000 (is considered rural) Urban – a densely settled area with a minimum population of 50,000 Other – anything else N/A – does not apply
SOV	Single Occupancy Vehicle: a vehicle occupied by one person. The SOV is a specific target of Transportation Demand Management/Transportation Options (TDM/TO) which seeks to

	discourage use of the SOV in favor of other modes of transport, such as walking, bicycling, car pooling, and public transit.
STF	Special Transportation Fund: A program that provides revenue to designated counties, transit districts, and Indian tribal governments to support transportation services for seniors and people with disabilities. The STF was authorized by ORS 381, and is the state funding source for PTD. After state administration funds are subtracted, 75% of STF money is allocated using a population-based formula, and the rest is distributed through a discretionary grant program.
STF & STG grants	The two distinct types of state grants. An STF grant is a formula-driven program, while an STG grant is a discretionary program.
STIP	Statewide Transportation Improvement Program: The program covers a four-year period and identifies highway, bridge, transit, and other projects committed for federal funding by ODOT. The STIP lists projects funded with FTA funds 5305, 5310, 5311, 5316, 5317, Surface Transportation Program and Transportation Options.
STIP key	A five digit number associated with a specific project listed in the STIP. Each STIP project has a specific amount of money allocated to it. STIP keys are issued to PTD, which in turn assigns them to projects managed under a variety of federal grants. New keys can be created by the HPO and issued to PTD as required by new projects.
STP	Surface Transportation Program. Defined by the FTA as a type of 'flexible funding'. STP money is used to fund capital, planning, safety & transportation control measures. Funds are disbursed based on various population & programmatic categories within the state.
STP Transfer	A system that transfers money from ODOT Regions and from FHWA to PTD, which in turn, transfers the money to FTA, which in turn, funds grants administered as 5310 STP Transfer and 5311 STP Transfer programs.
Sub-recipient	Organization receiving funds through an Intergovernmental Agreement administered by ODOT.
Sub-grant/IGA	Funds given to tax-exempt nonprofit organizations or local governments by federal or state governments to fund transportation-specific projects. The process involves submitting an application in response to a solicitation and requires some level of reporting.

Sub-grant or Sub-recipient agreement	A legally binding contract between PTD and a certified transit provider which specifies the terms and conditions of the sub-grant.
Sub-grant project detail	See Project Detail
Sub-grant project header	See Project Header
Subjob	Part of an Expenditure Account (EA). Subjob cannot be used independently from an EA. Subjob is used to further classify financial transactions. An EA/Subjob accumulates amounts paid, budgets, expenditures, and revenues for a particular section, project, or grant. For example, the subjob used for a Grant EA would further define the expenditure as capital, admin, planning, etc. For example, 800, 865.
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TDM/TO	Transportation Demand Management/Transportation Options: These programs seek to influence travel behavior in an effort to reduce or redistribute demand on transportation resources. In Oregon, the phrase 'transportation options' is used instead of transportation demand management. As stated on the PTD website, both concepts share the same goal: to "encourage the use of alternatives to driving alone". See SOV.
TEAMS	Transportation Environment Accounting & Management System. ODOT's internal electronic accounting system for processing payments.
TEAM-WEB	Transportation Electronic Award Management System. A web-based application (FTA database) that allows grant recipients the opportunity to apply for FTA funds, obtain information about grant status, and manage projects.
TFO	Transportation Finance Office: the state agency that issues and controls the STIP and controls the issuance of new STIP keys.
Trans Amount	Transaction Amount in batch
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Unit Price	The total purchase price of each asset, e.g., Qty x Unit Price = Cost.

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Validation / Validated for eResponse	An internal process designed to certify that agencies and users are authorized to create documents in OPTIS.
Vendor Number	Unique number assigned to every vendor in the TEAMS system. Identifies name and address. Different suffixes are used if a vendor has multiple addresses or contact information.
Vehicle, disposed	A vehicle which is no longer used in public transportation. The provider is no longer required to report to PTD on the vehicle.
Vehicle, transferred	A vehicle which has been sold or otherwise transferred from one transportation provider to another. The new operator must continue to submit reports on the vehicle to PTD.
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Wizard	An interactive help utility that guides the user through OPTIS tasks. It consists of a sequence of dialog boxes which the user can move forward and backward through, filling in details required.
Workflow History	A detail of steps tracked by OPTIS showing the user(s) who executed or performed a function or step and the date when it was done.
Workflow History – Description	Create – a document which is in the process of being set up but has not been 'progressed' Fund Manager Approval – a document which has been created and is being reviewed Issue – a document which has been reviewed and completed, but not finalized or executed
Workflow History – Status	Active – Document still has actions required to complete Complete – Document has been finalized; all steps are finished Forwarded – Document has been moved to another user In Progress – Document has active sub-document 'in progression' (not all sub-documents are closed or issued.)
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Training Materials and Notes

Use this section to file OPTIS training handouts and/or to take notes.