Oregon Public Transit Information System

OPTIS ASSETS

For External Users

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Asset Types

Vehicles – Buses / Vans / Sedans

Equipment – Computers / Shop Equipment / Sign Faces

Real Estate – Shelters / Signs / Land / Buildings

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Asset Types, cont.

Commodity Numbers
(Show on Asset Register as "Commodity")

Vehicles

- 10: Vehicle
  - 10.01: Bus STD 40 FT
  - 10.02: Bus STD 35 FT
  - 10.03: Bus 30 FT
  - 10.04: Bus < 30 FT
  - 10.06: Bus Articulated
  - 10.07: Bus Commuter / Suburban
  - 10.08: Bus Intercity
  - 10.09: Bus Trolley STD
  - 10.10: Bus Trolley Artic.
  - 10.11: Bus Double Deck
  - 10.12: Bus Used
  - 10.14: Bus Dual Mode
  - 10.15: Vans
  - 10.16: Sedan / Station Wagon

Equipment

- 20: Equipment

Real Estate

- 30: Real Estate
  - 30.20: Stations, Stops, Terminals, Intermodal
  - 30.30: Support Facilities: Yards, Shops, Admin Bldgs
  - 30.60: ROW, Land, Existing Improvements

ALI Codes
(Show on Grant as "Product Number")

- ALI: Activity Line Item Codes
  - 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
          - 11.12.04: Bus < 30ft
          - 11.12.08: Bus Intercity
          - 11.12.09: Bus Trolley STD
          - 11.12.12: Bus Used
          - 11.12.15: Vans
          - 11.12.16: Sedan/Station Wagon
          - 11.12.39: Transferred Vehicles
        - 11.13: Purchase - Expansion
          - 11.13.01: Bus STD 40ft
          - 11.13.02: Bus STD 35ft
          - 11.13.03: Bus 30ft

Asset Register

SAMPLE ASSET REGISTER

Equipment

	Asset #				
1	E017				
2	E018				

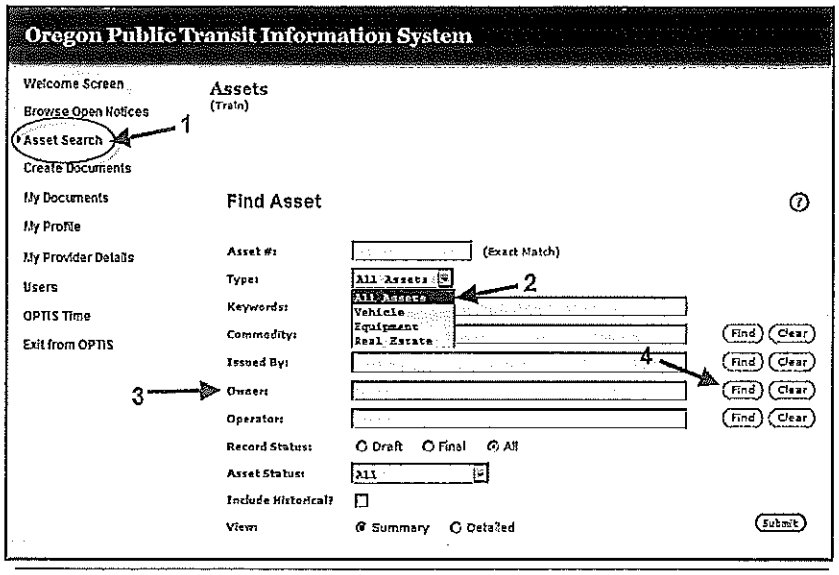
Real Estate

	Asset #				
3	S006				

Vehicle

	Asset #				
4	V1014				

HOW TO VIEW YOUR ASSETS – OPTIS ASSET SEARCH



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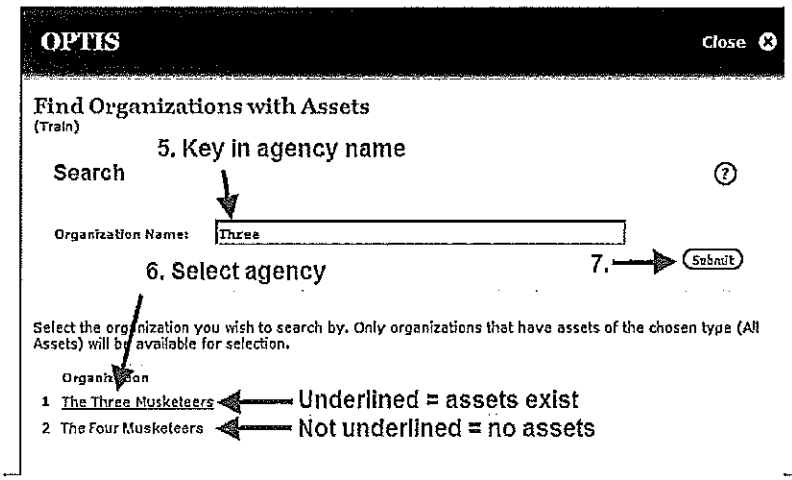
Find your organization



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Continue refining your search.

Find Asset

Asset #: (Exact Match)
Type: All Assets
Keywords:
Commodity: Find Clear
Issued By: Find Clear
Owner: The Three Musketeers Find Clear
Include Hierarchy
Operator: Find Clear
Record Status: Draft Final All
Asset Status: All
Include Historical?
View: Summary Detailed
Submit

Selected Agency Appears

You can choose Status: All or Active, Backup/Spare, Disposed, Out-of-service, Pending Disposal, Title Released

Summary View

View: Summary Detailed

Click here to see more details at summary screen Submit

Equipment

	Asset #	Version	Tag #	Serial #	Step
1	E017		XYZ001		Change Posted
2	E018		ZYX100	102120212120	Change Posted

Real Estate

	Asset #	Version	District Lot	Legal ID	Step
3	S006		RC#2009-059595	Tax Lot 799	Change Posted

Vehicle

	Asset #	Version	Plate #	VIN #	Step
4	V1014		1ForAll	DGB1045967787	Change Posted

Asset Register Details

ASSET REGISTER FOR McGREGOR'S GARDEN

OPTIS-generated number | Revision History | Reference Numbers | Relations | Step / Status

Asset Type Equipment (E)

Asset #	Version	Tag #	Serial #	Step
1 E013	1	333XXX	GHT4545	Change Posted
Issued By	**Owner**		**Operator**	**Asset Status**
Public Transit Division	McGregor's Garden			Active

Asset #	Version	Tag #	Serial #	Step
2 E014		NA	123456	Change Posted
Issued By	**Owner**		**Operator**	**Asset Status**
Public Transit Division	McGregor's Garden		McGregor's Garden	Disposed

Asset Type Real Estate (S)

Asset #	Version	District Lot	Legal ID	Step
3 S005		56401	bbb111222	Change Posted
Issued By	**Owner**		**Operator**	**Asset Status**
Public Transit Division	McGregor's Garden		McGregor's Garden	Active

Asset Type Vehicle (V)

Asset #	Version	Plate #	VIN #	Step
4 V0978		Hoppy1	1BUNE234567890123	Change Posted
Issued By	**Owner**		**Operator**	**Asset Status**
McGregor's Garden	McGregor's Garden		McGregor's Garden	Active

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Asset Number:	V0009		
Version:	1		
Issued By:	Public Transit Division		
Title:	Public Transit Division		
Owner:			
Operator:			
Commodity:	10.00: Bus STD 35 FT		
Description			
large heavy-duty Bus			
Plate #:	E213794	VIN:	1GGB82127Y1071043
Year:	2000		
Make:	GMC	Model:	
Seats:	35	ADA:	2
Original Value:		Installed:	
Original Odometer reading:			
Condition:			
Status:	Active		
Status Date:			
Address:	1130 Adams St 1130 Adams St Klamath Falls, OR 97601		
Contact:	Joni Bramlett		
Phone:	1 (503) 986-3415		
Email:	JONI.D.BRAMLETT@odot.state.or.us		
Comments			
Original load from Excel file (4553_Asset_Load.xls)			
Prop Tag ..... VIN			
Program 5311			
Fed Grant # OR16C515			
Owner on title			
Mileage 24			
Title ..... Yes			
Region 4			
County ..... Klamath			
Central File#:			
Project #:			
Fund Info:			
Expected Useful Life			
From	Fors	To:	
01/01/2000	12 yrs/500,000 miles (large, heavy-duty)	01/01/2012	
Last Reported Condition			
Odometer Mileage:	Date of Reading:	Condition:	
333303	03/30/2011	Good	

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Asset Number:	V0059		
Version:	1		
Issued By:	Public Transit Division		
Title:	Public Transit Division		
Owner:			
Operator:			
Commodity:	10.15: Vans		
Description Category E-1 small light-duty bus: 8-10/2 passenger.			
Plate #:	E245735	VIN:	1FDEE35L45DA44152
Year:	2009		
Make:	Ford E350 Startrans	Model:	Candidate Cat. E-1 small bus
Seats:	10	ADA:	Y
Original Value:	$42,769.00	Installed:	
Original Odometer reading:	350		
Condition:	New		
Status:	Active		
Status Date:			
Address:	1130 Adams St Klamath Falls, OR 97601		
Contact:	Joni Bramlett		
Phone:	1 (503) 986-3416		
Email:	Joni.D.BRAMLETT@odot.state.or.us		
Comments ARRA funded.			
Central File#:	25615		
Project #:	P-09-0590-01		
Fund Info:	5311		
Expected Useful Life From 11/05/2009	For: 4 yrs/150,000 miles (small, light-duty)		To: 11/05/2013
Last Reported Condition Odometer Mileage: 25653	Date of Reading: 03/30/2011		Condition: New

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"Why don't I see what I expect to see?"

1. The asset entry may not be complete yet (status would be "Review Change"). If this is true, the asset appears in the Asset Register, but not on the APR.
2. Simple data entry errors (on our part) or reporting errors (on your part).
3. Owner/Operator/Hierarchy issues may be causing the search feature to not display your assets correctly.
4. Your hierarchy may be set up to include other agencies, so you may be seeing assets either not reported on or not owned by you. Let Maile or Jenny know.
5. In the past, PTD sometimes released titles on vehicles that were still in use & being reported on. These vehicles won't appear in OPTIS, since we are no longer the title holder. We've changed our procedure; now titles are released only when the vehicle is out of service.

PTD Contacts For Asset Issues

For errors or questions on OPTIS asset register:

Jenny Erickson, OPTIS Asset Maven

503-986-3408

Jenny.erickson@odot.state.or.us

For capital program questions:

Joni Bramlett, Capital Queen

503-986-3416

joni.d.bramlett@odot.state.or.us

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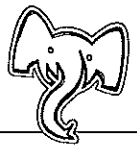
Key Points to Remember



- You may *view* your asset register and individual assets in OPTIS.
- You may not make changes to your assets. Work with Jenny Erickson to resolve discrepancies.
- Someday, you will be able to enter non PTD-funded assets yourself.
- Entry of equipment and real estate assets has not yet been completed.

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ASSET REGISTER TERMINOLOGY (Slide #9)

Asset types: E = Equipment, S = Real Estate (Shelters), V = Vehicles. The code letter appears at the beginning of each asset number

Asset #: OPTIS-generated reference number – unique in all of OPTIS, e.g., V0999 or E023

Revision History: indicates a change to asset information such as status, mileage, etc. (1=revised once, 2=revised twice, etc.)

Reference numbers:
Tag # = Inventory control number assigned by owner/operator
Serial #= Usually assigned by manufacturers
District Lot #= Deed or parcel number or property id number (usu. found on county assessor's doc)
Legal ID #= Tax assessment number or lot number (also found on covenant document)
Plate #= License plate number
VIN #= Chassis identification number

Relations: Issued By=Who created the record in OPTIS. Owner=Grant recipient who owns the vehicle (on title); AKA "Secondary Lien Holder" Operator=Who actually uses the vehicle.

Step: Change Posted=Asset entry completed. Review Change=Asset entry in process

Asset Status: Active, Backup/Spare, Disposed, Out-of-Service, Pending Disposal, Title Released

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. (NOTE: Disposed vehicles will remain in the Asset Register, but won't populate the APR.)

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.)