AGENDA

Oregon Public Transit Information System (OPTIS)
External User Training

Session 15 - December 13-14 , 2011 9:00 a.m. – 4:00 p.m.
ODOT Human Resource Center – Suite H
2775 19th Street SE, Salem OR 97302 (map attached)

Participants: Doreen Blome (SAMTD), Scott Chancey (Josephine County), Cathy Pennington (Coos County), Jay Flint (Sunset Empire Transportation District), Mary Parker (Sunset Empire Transportation District), Julia Takko (Sunset Empire Transportation District), Christy Galaviz (Malheur Council on Aging), Pamela Jackson (Columbia County), Patty Toombs (Eastern Oregon Center for Independent Living)

Special Guests: Joni Bramlett and Sharon Peerenboom from ODOT Public Transit

Schedule / Day 1 – Tuesday, December 13

9:00 a.m.	**Welcome / Introductions / Course Overview / Objectives**
9:30 a.m.	**OPTIS Overview / Design / Log-in - *PowerPoint***
10:15 a.m.	**User Roles & Privileges**
10:30 a.m.	**Break**
10:45 a.m.	**Registration / Agency and User Maintenance / *Practice***
11:30 a.m.	**Document Types / Navigation Menu**
Noon – 1:00 p.m.	**Lunch**
1:00 p.m.	**Navigation Menu Continued / Search Features**
1:30 p.m.	**Asset Register - *PowerPoint, Demonstration & Reports***
2:00 p.m.	**Asset Q & A with Joni Bramlett**
2:30 p.m.	**Break**
2:45 p.m.	**Intro to Quarterly Reporting - *PowerPoint & Demonstration***
3:30 p.m.	**Questions / Individualized Help if Needed**

After Day 1 you will:

1. **Be familiar w/OPTIS design/terminology & be able to locate the information you need**
2. **Be able to register new users & revise agency/user information**
3. **Be able to view & understand your assets in OPTIS**

Schedule / Day 2 – Wednesday, December 14

9:00 a.m.	**Review & Questions**
9:15 a.m.	**Q & A with Sharon Peerenboom - Reporting**
10:00 a.m.	**Manager Approval Process & Document Progression**
10:15 a.m.	***Practice: Creating Quarterly Reports***
10:45 a.m.	**Break**
11:00 a.m.	**Requesting Reimbursement - *Demonstration***
11:30 a.m.	***Practice: Creating Reimbursement Requests***
Noon – 1:00 p.m.	**Lunch**
1:00 p.m.	**Advanced Topics & Special Situations**
1:30 p.m.	**Help Features / User Guide / OPTIS Webpage**
1:45 p.m.	***Final "Quiz" - All Topics***
2:30 p.m.	**Review / Production Site / What's Next**
2:45 p.m.	**Questions / Evaluation Form / Individualized Help if Needed**

After Day 2 you will:

1. **Be able to enter & submit agency periodic reports electronically**
2. **Be able to request reimbursement electronically within OPTIS**
3. **Be able to deal with special situations**

Contact:

Maile Boals
ODOT Public Transit
555 13th Street Suite 3, Salem OR 97301
Maile.boals@odot.state.or.us
503-986-3372

Thank you!

Directions to ODOT's Human Resource Center

Map not to Scale

ODOT
Human Resource Center
2775 19th St. SE
Salem Or 97302-1503

HRConly\Maps\19th Street Map.ppt

Driving Directions:

From I-5, take Mission St. (Hwy. 22) west to 25th Street (*just west of airport),* and turn left. Go about four blocks to light and turn right on McGilcrest. Go about six blocks and turn left on 19th Street.