

## Oregon Public Transit Information System Agency Entry of Locally-funded Assets

### Document Purpose

The purpose of this document is to explain the method to be used by Oregon transit agencies to enter their locally-funded assets into the ODOT Rail and Public Transit Division's (RPTD) online grant management system.

### Background

The Federal Transit Administration (FTA) Transit Asset Management (TAM) Final Rule was published July 26, 2016 in the Federal Register and became effective October 1, 2016. The final rule defines the term *state of good repair* and establishes minimum Federal requirements for transit asset management. This applies to all recipients of Federal financial assistance under 49 U.S.C. Chapter 53 who own, operate, or manage public transportation capital assets. The TAM rule specifies that an asset is in a state of good repair if it is in a condition sufficient for it to operate at a full level of performance. The rule also provides state of good repair standards.

### What is Transit Asset Management?

Transit Asset Management is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep our transit networks in a state of good repair. Tier 2 agencies (100 or fewer vehicles; see [FTA's Tier Checklist](#) for details) must participate in a group TAM Plan sponsored by ODOT Rail and Public Transit Division (RPTD). Tier 1 agencies (101 or more vehicles; see [FTA's Tier Checklist](#) for details) must develop and carry out their own TAM Plan.

### Locally-funded Asset Tracking and OPTIS



As part of the ODOT RPTD group TAM Plan, ODOT is required to establish an inventory of all capital assets. Rail and Public Transit Division uses the Oregon Public Transit Information System (OPTIS) as its system of record for capital assets. Beginning in the 2017-2019 biennium (July 1, 2017 – June 30, 2019), all capital asset information for group TAM Plan participants, including for assets not funded with a grant through RPTD, must be entered into OPTIS and will subsequently be reported on there.

Vehicle assets must be entered and validated in OPTIS prior to the end of the first reporting period of the 2017-2019 biennium. This will allow for quarterly reporting of these assets in the first quarter and thereafter. Since transit agencies are much more familiar with their fleet, especially vehicle assets not funded with an RPTD grant, they will enter those assets into the OPTIS system and verify the accuracy of the inventory. (Non-vehicle assets required to be tracked for TAM will be added at a later time; instructions will be sent in September, 2018.)

To make the initial entry of locally-funded vehicle assets easier for transit agencies, RPTD has created a bulk upload feature. The following section provides detailed instructions for this bulk upload into OPTIS by transit agencies, as well as instructions for adding an asset manually.

## **OPTIS Locally-funded Vehicle Asset Entry Instructions**

You may enter your locally-funded assets one by one, using the OPTIS asset wizard; or you may enter your assets by completing an Excel spreadsheet outside of OPTIS and uploading it to the system. The upload will populate the OPTIS asset fields for each vehicle automatically. If you have only a few vehicles, using the wizard may be easier. If you have many vehicles, the upload method may be faster.

**Note:** An eResponse keyword\* is required to complete an asset in OPTIS. (\*This is the electronic signature code given to authorized individuals to allow them to submit documents for their agency.)

[Asset Load](#)  
[Add Assets via a spreadsheet.](#)

### **Asset Entry Method 1 - Spreadsheet Upload**

Before beginning the steps below, gather information on your fleet vehicles *which were not purchased using grant funds through RPTD*. This includes information such as locally-assigned vehicle number (optional), plate number, VIN, year, make, model, fuel type, number of seats, current mileage, current condition, current status (active, out-of-service, etc.), date put into service, and how the vehicle was funded (STIF, STF, or local). (Please see attached sample spreadsheet for all data fields.)

You will also need to review your agency's profile in OPTIS to gather and/or review the following information:

- OPTIS Agency Number (for you and any sub-agencies for which you will be entering assets)  
This can be found at the top right of the OPTIS Welcome screen, labeled "Provider No".
- OPTIS Agency Name (must be exact for the upload to work properly)  
This can be found in "My Profile" / "Registration Summary"
- OPTIS Operator Agency Name, if different than the Owner Agency Name (must be exact for the upload to work properly)
- OPTIS Agency Contact Information *NOTE: You will need to indicate on the Excel spreadsheet if you want to use the contact person and address listed in OPTIS or enter a different one.*
  - **Step 1 – Log in to [OPTIS \(Prod\)](#) and select "Assets" from the left navigation menu.**
  - **Step 2 – Select "Asset Load"**
  - **Step 3 – Click the Excel spreadsheet icon next to the words "Download Template", open it and save it to your local computer. Save it with an easily-recognizable name such as "ABC Agency Vehicles".**

- **Step 4 – Carefully fill in the cells of the spreadsheet with the requested information and save. Some cells have drop-down lists from which you can choose.**  
**\*\*\*IMPORTANT NOTE \*\*\* To ensure a successful data upload, all required fields must be filled and formatting conventions must be followed. (See attached sample spreadsheet.)**
- **Step 5 – On the Asset Load screen, at 2. Upload Spreadsheet, click on “Browse...” to locate the saved spreadsheet on your computer. Select it. Click “Submit”.**
- **Step 6 – Once the asset load is complete, review any messages which appear to ensure there are no errors. Correct any errors based on the messages. (See list of possible errors below.) If you cannot determine how to correct an error, contact ODOT.**

**Note:** Errors are either corrected by reloading the spreadsheet (for errors where you see the message “No Assets Were Created” or by opening the asset and correcting it there (for some errors which did not stop the upload).

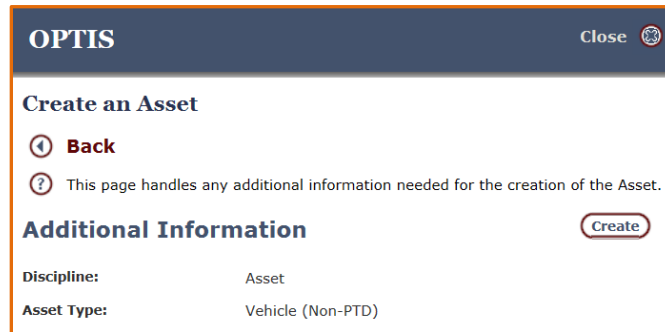
If an asset was uploaded, but shows a status other than “Completed”, open the asset and click “Actions”/”Check Integrity”. You will see information about the error and a link to where you can fix it. Correct the error and complete the asset following Step 8d. through 8f.

- **Step 7 – Return to the Asset Search screen and search for your non-RPTD-funded assets.**
  - a. **Asset Search**
  - b. **Type: Vehicle / Non-RPTD**
  - c. **Submit**
- **Step 8 – Open and review each Non-RPTD asset to verify that the details are correct. If errors are discovered:**
  - a. **Click on “Create Amendment”, “Submit”, and “Continue”.**
  - b. **Using the left-hand menu of steps, choose the section needing a correction.**
  - c. **Make the correction and click “Finish”.**
  - d. **Verify the asset is now correct and click “Complete Step”.**
  - e. **Choose the person responsible for the next step (this person may be the same as the person doing the first step, or a second reviewer, depending on your agency’s protocols) and click “Submit”.**
  - f. **The second reviewer (may be the same person as the person doing the first step) should then click on “Complete Step” again, enter his or her eResponse keyword, and click “Submit” to complete the asset.**

### Common Errors

Error	Reason	Solution
1. Data conversion error.	Using letters in “Seats” or “ADA” fields.	Correct the data in the spreadsheet and reload.
2. Data too long or too short for field.	Phone number not 10 digits or VIN not 17 digits.	Correct the data in the spreadsheet and reload.
3. Duplicate asset. Not added.	<ul style="list-style-type: none"> <li>a) Using the same Agency vehicle number for two or more vehicles</li> <li>b) Attempting to upload a vehicle using an Agency</li> </ul>	<ul style="list-style-type: none"> <li>a) Correct the spreadsheet and reload.</li> <li>b) Ignore the warning if you know that you are reloading a spreadsheet, or correct the data</li> </ul>



	vehicle number already loaded	in the spreadsheet and reload.
4. Not a valid reference.	“Issued By” number is not valid in OPTIS	Correct the data in the spreadsheet and reload.
5. Check Integrity not OK.	A VIN is the same as an existing asset, a required field is missing, or other.	Correct the asset via OPTIS “Maintain” steps.



### **Asset Entry Method 2 – Manual Asset Record Creation**

If you have only a few locally-funded assets to enter (and for future new asset purchases), you may choose to enter them one by one by using the OPTIS asset wizard.

Gather information as described above for your agency and the vehicles you wish to enter.

- **Step 1 – Log in to OPTIS and select “Assets” from the left navigation menu.**
- **Step 2 – Select “Asset Search”**
- **Step 3 – In the Asset # field, enter 999 or zzz or another nonsensical asset number and click “Submit”. (OPTIS needs to verify that the asset you are going to enter isn’t already in the system.)**
- **Step 4 – Click on the “Add Asset” button which now appears above the words “Find Asset”.**
- **Step 5 – Select “Vehicle (Non-PTD) and click “Next”.**
- **Step 6 – Select the “Issued By” organization from the drop down menu and click “Next”. At the next two screens which appear, click “Create” and then “Continue”.**
- **Step 7 – (“Relations”) Click the “Find” button across from the Activity line and click “Show Top Level” to display the asset commodity catalog.**
- **Step 8 – (“Catalog Hierarchy”) Click the binocular icon  to display three asset types (Vehicle, Equipment, Signs/Shelters). Click the binocular icon  next to “Vehicle” to display a list of vehicle types.**
- **Step 9 – (“Catalog Entry Summary”) Choose the vehicle type for the vehicle you are entering by clicking on the underlined, numbered vehicle type, such as 10.03: Bus 30 FT. This returns you to the “Relations” page with that vehicle type selected. Click “Next”.**

- **Step 10 – (“Contact Person”)** Using the drop down menu, select the contact person’s name for this vehicle. This populates the name, phone number, and email address for the person you would like associated with the asset. Click “Next”.
- **Step 11 – (“Address”)** Verify that the address is correct. Click into any field to edit, if necessary. When finished, click “Next”.
- **Step 12 – (“Asset Information”)** Enter data into all fields as described below. Note: all fields are required except for the first one, “Agency Vehicle #”, and the last four regarding disposal.
  - a. Agency Vehicle # - OPTIONAL (Locally-assigned vehicle number, if used)
  - b. Status (Choose from drop down menu)
  - c. Status Date (Most recent date of mileage reading and condition assessment)
  - d. Plate # (Vehicle license plate number)
  - e. VIN (Vehicle Identification Number)
  - f. Year (Year of vehicle manufacture)
  - g. Make (Make or manufacturer such as Gillig, Dodge, Chevrolet, etc.)
  - h. Model (Model such as Aerotech, Startrans, Champion, etc.)
  - i. Fuel Type (Choose from drop down menu)
  - j. Total Ambulatory Seats (Number of seats available for use by riders able to walk)
  - k. Number of ADA Stations (Number of seats available for use by individuals using mobility aids)
  - l. Original Odometer (Odometer reading at time of purchase)
  - m. Current Condition (Choose from drop down menu).  
See RPTD’s website <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx> for condition assessment information (click on “Determine the condition of an asset”.)
  - n. Date Put Into Service (Date vehicle was put into use for public transportation)
  - o. Funded By ( Choose from drop down menu)
  - p. Disposal Date, Disposal Method, Disposal Notes, Sales Price - OPTIONAL (Skip - not applicable at time of initial asset record creation.)

Click “Next”

- **Step 13 – OPTIONAL (“Description”)** Enter descriptive information as desired such as category, size, light-duty, heavy-duty, etc. or other locally-pertinent information, as desired. Click “Next” if you have attachments you would like to add, or “Finish” if you have no attachments.
- **Step 14 – OPTIONAL (“Attachments”)** If you have documents such as photographs, purchase orders, etc. that you would like to attach to this asset, click “Browse” to locate

the saved document on your computer, enter an attachment title in the box provided, and click “Finish”.

- **Step 15 - (“Asset Vehicle (Non-PTD) Registration”)** Review the asset and verify that the details are correct. Click on “Complete Step”. Choose the person responsible for the next step (this person may be the same as the person doing the first step or a second reviewer, depending on your agency’s protocols) and click “Submit”. The second reviewer (may be the same person as the person doing the first step) should then click on “Complete Step” again and then “Submit” to complete the asset.

**Note:** If any field is incomplete or incorrect, you will see an error message (“Integrity Check Failed”) after clicking on “Complete Step”. The error message will contain a link to the wizard page where that item can be corrected. After correcting any errors, click “Submit” again and follow the steps listed in Step 15 to complete the asset.



## Contacts

- **For OPTIS asset entry assistance:**
  - Region 1 – [Patricia.C.McNeil@odot.state.or.us](mailto:Patricia.C.McNeil@odot.state.or.us)
  - Region 2 – [Miranda.L.Serrau@odot.state.or.us](mailto:Miranda.L.Serrau@odot.state.or.us)
  - Region 3 – [Patricia.C.McNeil@odot.state.or.us](mailto:Patricia.C.McNeil@odot.state.or.us)
  - Regions 4 and 5 – [Melani.Hanna@odot.state.or.us](mailto:Melani.Hanna@odot.state.or.us)
  - Or Maile Boals, 503-986-3372 or [Maile.Boals@odot.state.or.us](mailto:Maile.Boals@odot.state.or.us)
- **For TAM assistance:** Christine West, 503-986-3410 or [Christine.A.West@odot.state.or.us](mailto:Christine.A.West@odot.state.or.us)
- **For general grant management assistance:** regional transit coordinator [Link to RTCs](#)