8. Periodic Reports

General Information / Guidelines

Recipients of grant funds through ODOT Rail and Public Transit Division (RPTD) are required to provide a periodic accounting of their transit activities. Recipients report on service data, revenues, expenses, accidents, assets, civil rights complaints, and project progress for each of the eight quarters in a biennium. No quarterly report should be skipped, and quarters should not be combined in one report.

The standard reporting schedule is:

Quarters 1 & 5 (July-September) → Submit by November 15
Quarters 2 & 6 (October-December) → Submit by February 15
Quarters 3 & 7 (January-March) → Submit by May 15
Quarters 4 & 8 (April-June) → Submit by August 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.**

Agencies enter reporting information directly into OPTIS, creating a document called an Agency Periodic Report (APR). After an agency completes and electronically submits the APR, it becomes a permanent record, available to both RPTD staff and the agency.

APRs created in OPTIS can be prepared by one person at your agency and authorized by another using the "Preparer" and "Authorizer" steps. APRs can be printed for your records, or to obtain "ink signatures", if required by your internal processes.

Other types of special purpose reports required by RPTD are not currently tracked in OPTIS. They must be submitted manually or attached to the APR - this includes the Intercity Service Report.

NOTE: **APRs and reimbursement requests are separate documents. APRs are not used to request grant payments; reimbursement requests are not used to report agency activities, other than the specific ones for which you are seeking reimbursement.**

Validation

Any user who has been given OPTIS document creation privileges may create APRs and reimbursement requests. However, before the system will allow a user to officially submit documents on behalf of his or her agency, the user must also be 'validated for eResponse'.

Validation is a security process used by RPTD to certify that agencies and individual

users are legitimate. After an agency requests and receives system privileges (accomplished during the registration process by RPTD staff), the prime contact person's classification is set to 'validated for eResponse', and that person is given an "eResponse keyword". The keyword functions as an electronic signature and must be entered when submitting documents on behalf of the agency.

(See the OPTIS User Guide Chapter 4 more information on eResponse keywords.)

The validation process also activates links to OPTIS screens which are not visible to non-validated users.

Asset Verification

In order for an asset to appear on an APR so you can report on it, it has to be entered into OPTIS first. Before starting a new APR, verify that your vehicle asset data in OPTIS is current. (This section of the APR is required every 4th and 8th quarter, but may be completed more frequently.)

To verify that all RPTD-funded vehicle assets have been recorded in OPTIS accurately, validated users can use either the "View or Generate Reports" feature or the "Asset Search" feature.

1. "View or Generate Reports"
   a. Select "View or Generate Reports" from the Navigation Menu.
   b. At the "Reporting" screen, ensure the Category shows as "All". Choose "Provider Vehicle Statement (X)" as the Report Name.

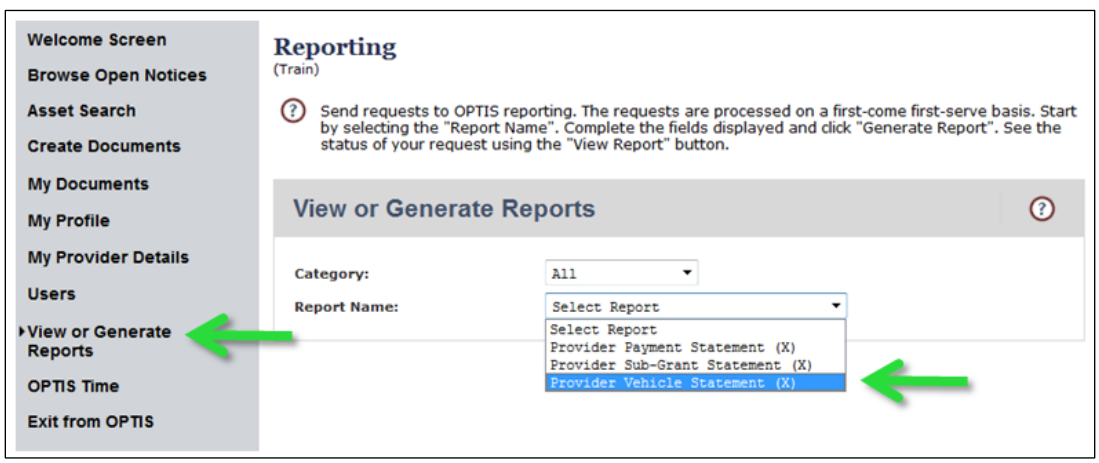


Figure XX: Report Screen

Select various filters to customize the report. Some helpful ones are:

- "Output Format" which allows you to load the data as a PDF or Excel document. You can then save those files to your computer.

- "Email When Complete?" which prompts OPTIS to notify you when the report is generated and ready.

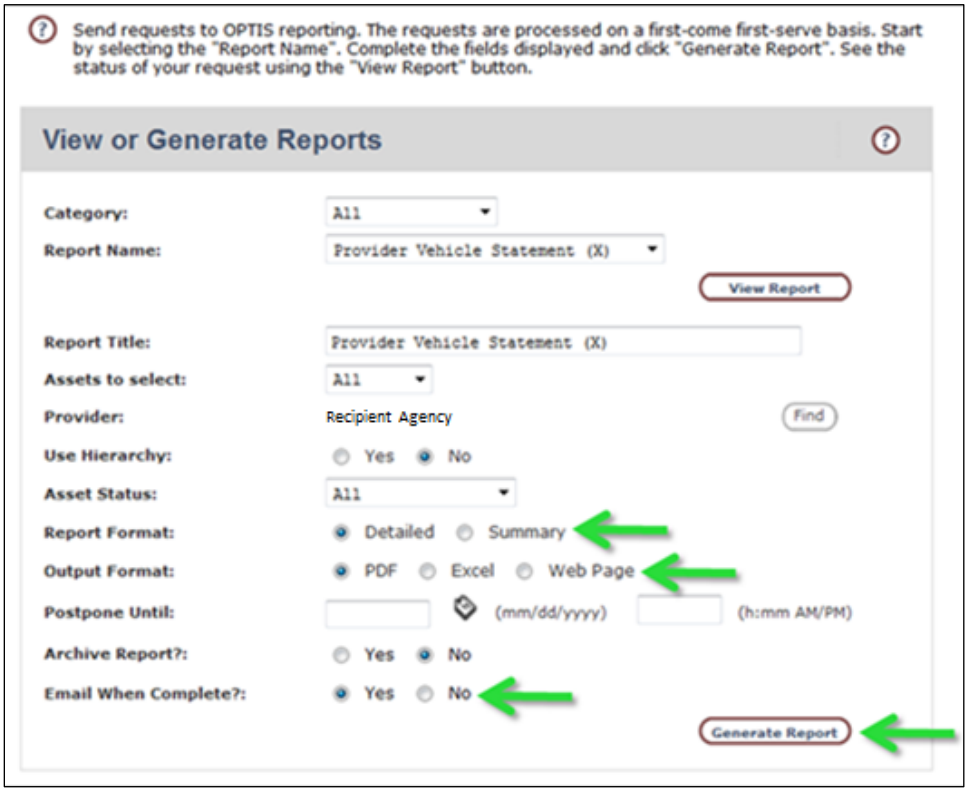


Figure XX: Report Filters

c. When you have selected all desired filters, click the "Generate Report" button to create the report. When it is ready, the icon for the file type will appear at the bottom of the search screen. Click the icon to open the file.

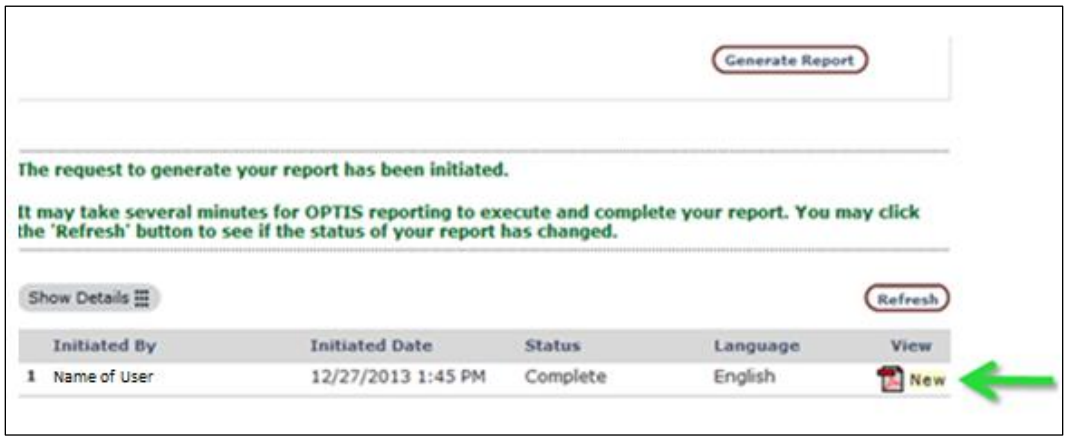


Figure xx: Generate Report

2. "Asset Search"

   a. Select "Asset Search" from the Navigation Menu.

b. At the Find Asset screen, leave all fields blank and click "Submit."

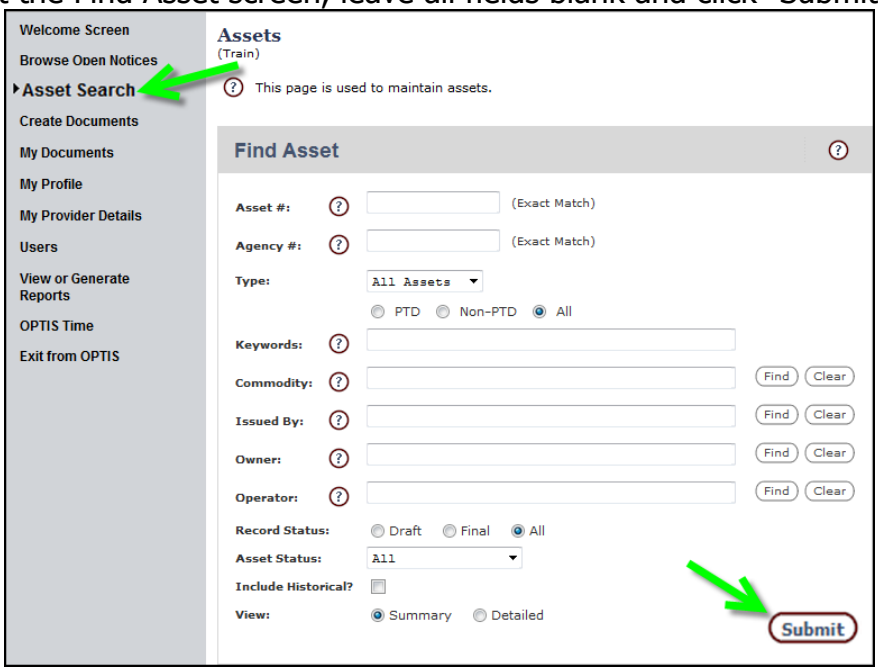
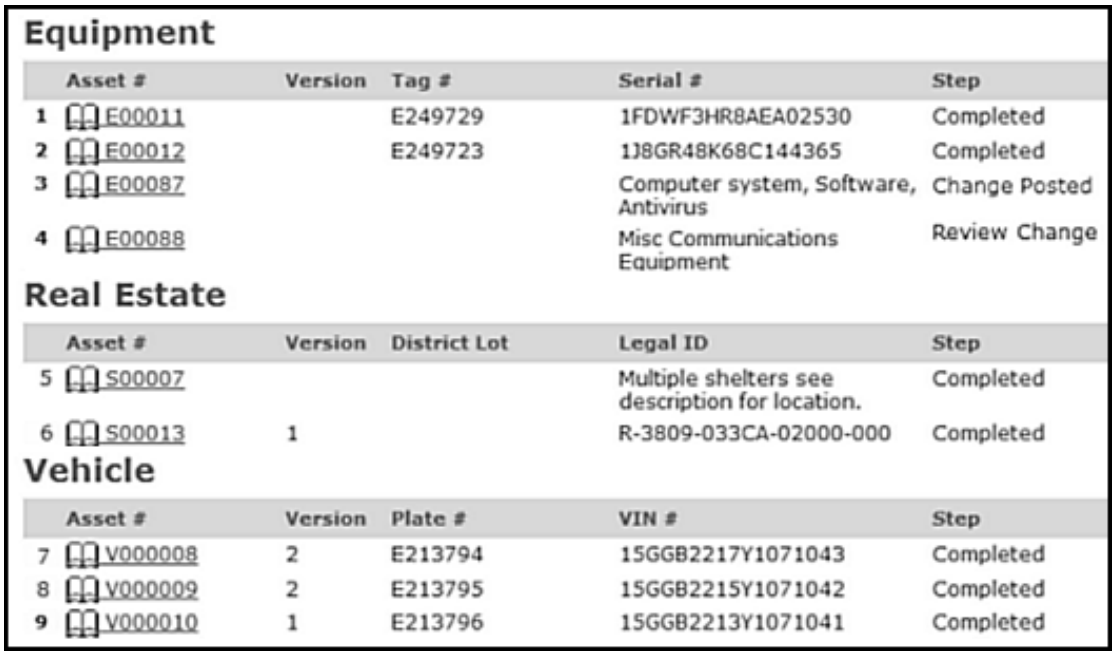


Figure XX: Asset Search Screen

c. A list of current assets recorded for your agency appears. This list may generate more than one page. Click "Next" or choose the page you desire to see more pages.



Equipment

	Asset #	Version	Tag #	Serial #	Step
1	E00011		E249729	1FDWF3HR8AEA02530	Completed
2	E00012		E249723	1J8GR48K68C144365	Completed
3	E00087			Computer system, Software, Antivirus	Change Posted
4	E00088			Misc Communications Equipment	Review Change

Real Estate

	Asset #	Version	District Lot	Legal ID	Step
5	S00007			Multiple shelters see description for location.	Completed
6	S00013	1		R-3809-033CA-02000-000	Completed

Vehicle

	Asset #	Version	Plate #	VIN #	Step
7	V000008	2	E213794	15GGB2217Y1071043	Completed
8	V000009	2	E213795	15GGB2215Y1071042	Completed
9	V000010	1	E213796	15GGB2213Y1071041	Completed

Figure XX: Asset Register

d. Compare this list of RPTD-funded assets to your records to determine if all assets are recorded accurately in OPTIS. (Individual assets may be opened by clicking on the underlined Asset number to see more details.)

If the asset register is incorrect or incomplete, contact RPTD. We will work with you to identify and resolve any discrepancies. Do this before creating a new APR. Correcting asset records proactively ensures that the only assets present on the APR will be those on which you must report.

NOTES:

- **Plate numbers, VINs, etc. should match your records.**
- **"Step" indicates the stage of completion of the record. Only those assets listed as 'Complete' will populate the APR. Any other step means asset entry is in progress or there are pending issues.**
- **RPTD's internal processes work better if we enter RPTD-funded assets for you. If you would like to use OPTIS to track your non-RPTD-funded assets, see the Additional Asset Information section at #14 below for instructions on how to enter them.**

Report Verification

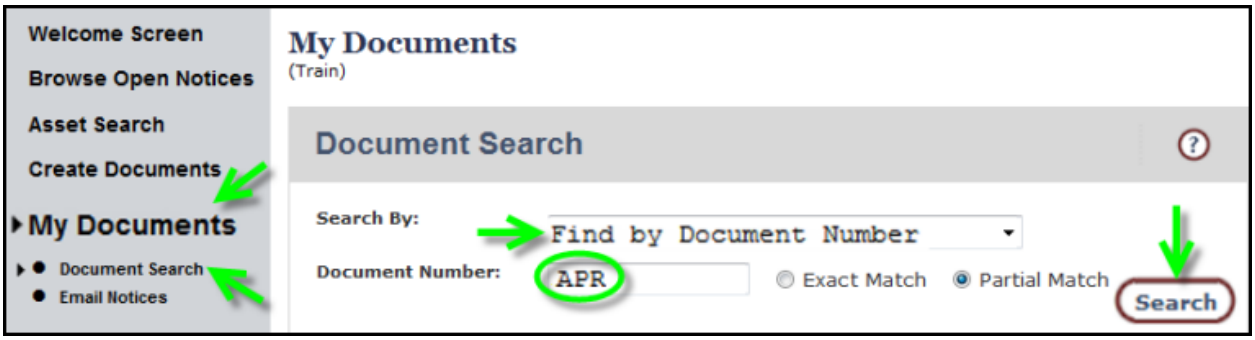
To verify that the APR you plan to enter does not already exist in OPTIS, choose one of two search options explained in steps 1. and 2. below:

1. Report Verification, Option One:

   a. From the OPTIS Navigation Menu, select "My Documents" / "Document Search." In the "Search By" field, select "Find by Document Number" if it is not already selected.

   b. Type "APR" (Agency Periodic Report) in "Document Number" field. Click Search.

   c. A list of APRs for your agency (and any sub-agencies in your hierarchy) appears. (See Chapter 4. *Maintaining User and Agency Details* for information on hierarchies.) Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter.



	Document No	Document Type	Organization Issued By	Status
1	✕ APR-11-2122	Periodic Report	Anytown Transit	Authorized
		2011 - 2013 Biennium Quarter 8: April 1 to June 30		
2	✕ APR-11-2003	Periodic Report	Anytown Transit	Prepared
		2011 - 2013 Biennium Quarter 6: October 1 to December 31		
3	APR-11-1784	Periodic Report	Anytown Transit	Complete
		2011 - 2013 Biennium Quarter 5: July 1 to September 30		
4	APR-11-1691	Periodic Report	Anytown Transit	Complete
		2011 - 2013 Biennium Quarter 4: April 1 to June 30		

Figure XX: Document Search for APR by Document Number

IN THE FIGURE ABOVE:

"Prepared" means the APR has been prepared, but not authorized or submitted. (Different staff members may perform the Preparer and Authorizer steps.)

"Authorized" means the APR has been prepared by your agency, but is not yet successfully submitted.

"Complete" means the APR has been successfully submitted.

An "X" means the APR was started but has not yet been completed.

An open book icon means the APR is complete.

2. Report Verification, Option Two:

   a. From the OPTIS Navigation Menu, select "My Documents" / "Document Search." In the "Search By" field, select "Find by Organization Hierarchy." In the "Document Type" field, select "Periodic Report". In the "Document Status" field at the bottom of the screen, select "All". Click Search. A list of APRs for your agency (and any sub-agencies in your hierarchy) appears.

      HINT: OPTIS does not always clear previous search criteria when you select a new search type. For instance, if you searched first by Document Number and then changed the search to Organization Hierarchy, the document number previously entered may remain and skew your next search results. Clear the number before clicking Search.

      (Using this search option, you may narrow your search by entering beginning and ending dates for the period in the Date Range fields. Use mm/dd/yyyy format. For more information on document search, see Ch. 5 *Searching for Documents*.)

   b. Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter.

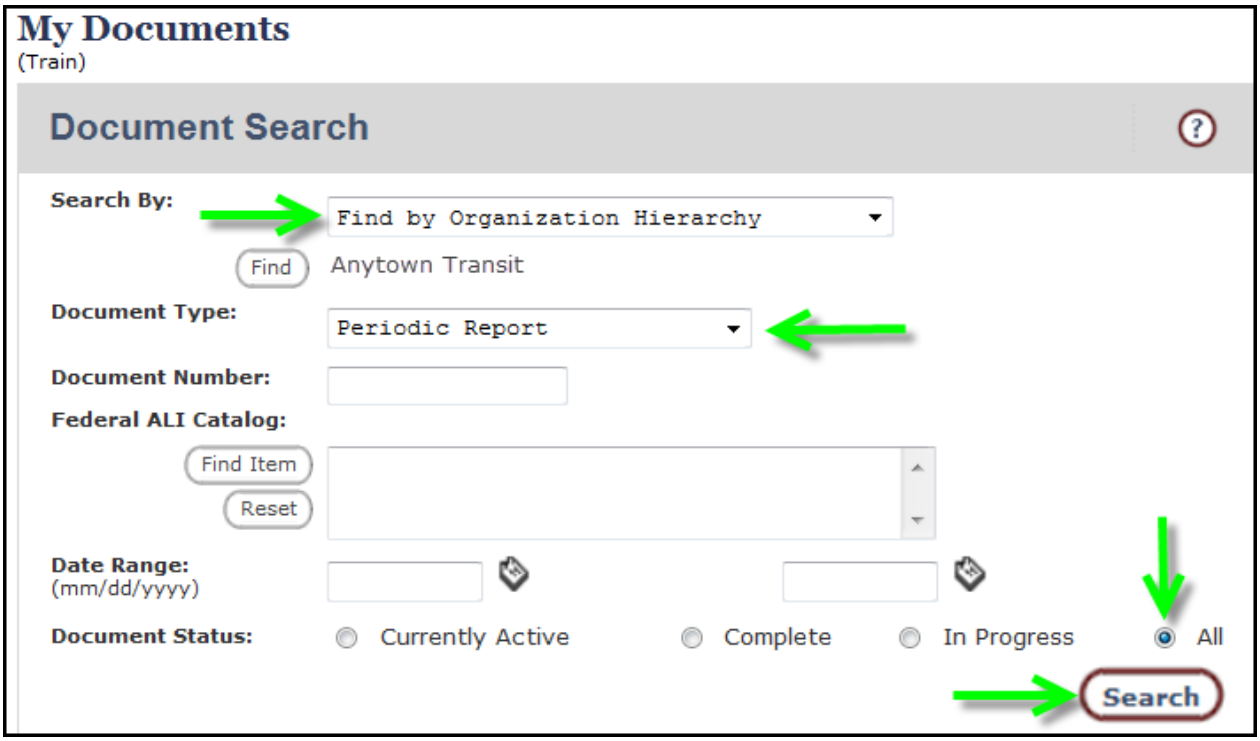


Figure XX: Document Search for APR by Document Type

3. Verify:

   If you find a report for the period you were planning to enter, open it by clicking on the document number. Review the information. If it is identical to what you were preparing to enter, the current report is a duplicate and should not be re-entered. If the period is the same, but the information is not identical, this indicates the need to revise or amend the report. Contact your RTC or other support staff for help.

   If no record already exists for the period you plan to enter, begin entering a new report by following the steps in the next section.

Create an Agency Periodic Report

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

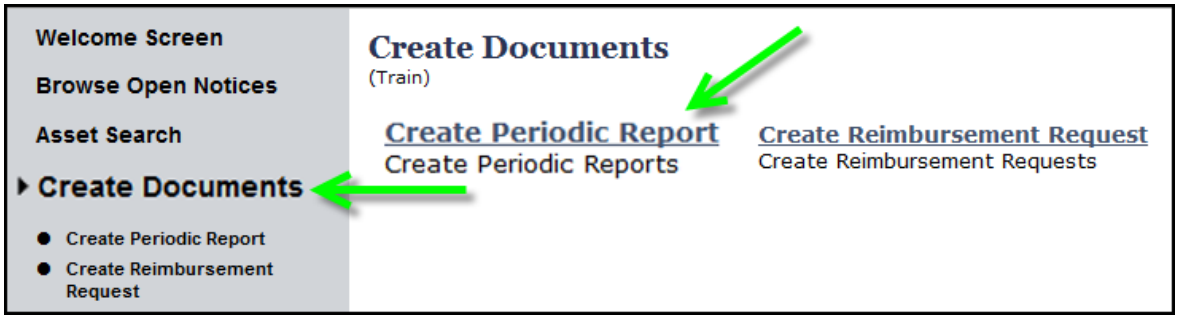


Figure XX: Create Periodic Report

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

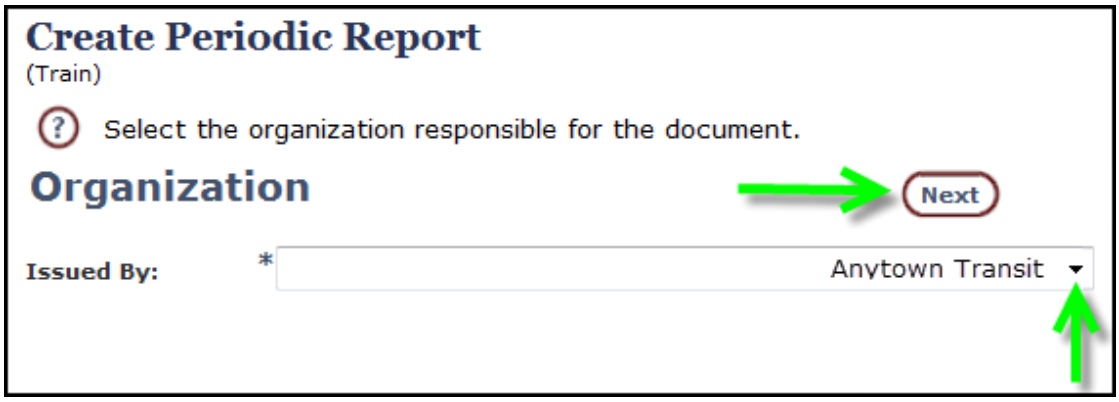


Figure XX: Select Reporting Agency

3. The 'Create Periodic Report' screen reappears with the correct agency name populated in the "Issued By" field. Verify the agency name.

   If there are any issues with previous reports, it is at this point OPTIS will display an error message such as: "The following Periodic Report(s) must be completed before a new one can be created." You must correct the issue before proceeding.

4. Select the correct biennium/fiscal period for this report from the drop-down menu.

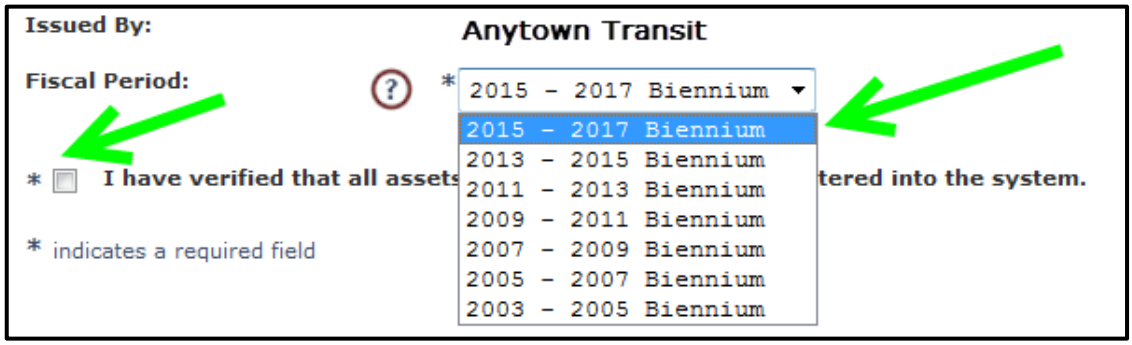


Figure XX: Select Fiscal Period

5. If you have no new assets to report, check the box next to the statement, 'I have verified that all assets to be reported have been entered into the system.'

   Click "Create."

If you have not verified that all assets have been entered into OPTIS, return to the Asset Verification section above and follow the steps there before continuing.

If you know that you have taken delivery of a new RPTD-funded asset since your last report, and the asset has not been entered, do not continue the creation of this report. Contact RPTD and work with staff to update your asset register.

NOTE: **If you leave the "Create Periodic Report" screen before clicking the "Create" button, OPTIS does not create the APR. Begin again at Step 1 after asset entry is complete. If you have created the APR, you can find it again by using the steps in Report Verification above.**

6. A verification screen appears documenting that the initial APR was created. Record the form number, if desired, for future reference and searching purposes.

   NOTE: **The form number (e.g., APR-15-XXXX) uses this convention:**
   Agency Periodic Report + First Year of Biennium (2015-2017) + 4 Digit OPTIS-Generated Number.

7. Click "Continue" to begin the Periodic Report Wizard.

   Depending on your agency's activities, you may not need to add data at every step. Choose the step you want from the menu or use the back button to return to a previous step. However, **be sure to click "Save" before leaving a step to save your work.**

   Also, if you receive an error message and you do not rectify the error before closing the Wizard, the data just entered in the current screen may be lost.

Figure XX: Agency Periodic Report Wizard Steps

8. **Wizard Step 1 – *Number*.**

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

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

OPTIS populates "Document Date" with today's date. "Title" gives you reporting period information with the quarter listed. OPTIS assumes, then indicates, based on the APRs already entered, which quarter you are entering.

If it is not already listed, select the correct quarter from the "Periodic Report Period" drop down menu. Click "Next."

NOTE: **OPTIS allows flexibility in these fields to accommodate unusual circumstances where you may need to enter a different date or quarter.**

10. **Wizard Step 3 – *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	1 # of Units (hrs/qty)	2 Unit Value	3 Total Value
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 XX: Volunteer & Non-Cash Resources

Non-cash resources, also called in-kind resources, are donated contributions for which the agency would otherwise pay. (Examples: pro bono legal counsel, volunteer drivers.) This does not include staff time, which is paid by the agency and is considered cash match. If your agency wishes to use all or a portion of the reported non-cash resources as matching funds, complete this section.

Complete the table as follows, using the tab key to move from field to field. If your agency does not have, or is not reporting, volunteer or non-cash resources, 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

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

Column 1 – Enter number of volunteered service hrs/qty

Column 2 – Enter amount

Column 3 – OPTIS auto-calculates the total value

Other In-kind Services

Enter TYPE of OTHER IN-KIND SERVICE or MATERIALS

Column 1 – Enter number of service hrs/qty

Column 2 – Enter amount

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.

Click "Next".

11. Wizard Step 4 – *Service Data* (aka Performance Data)

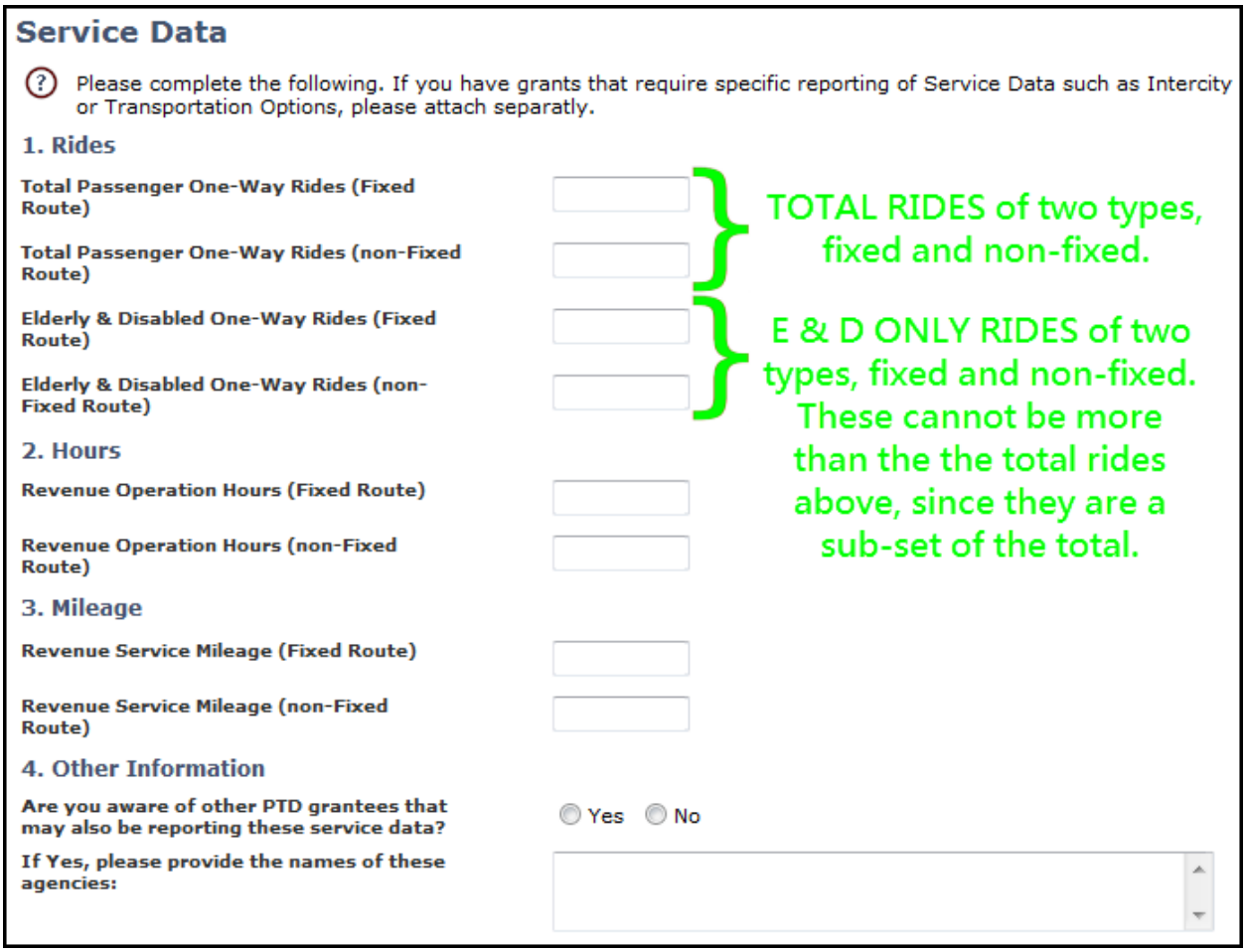


Figure XX: Service Data

Enter rides, hours, mileage, and other information as follows:

1. Rides

Total Passenger One-Way Rides (Fixed Route) – Enter total one-way fixed-route rides, *including those for elderly and disabled passengers.*

Total Passenger One-Way Rides (non-Fixed Route) – Enter total one-way other-than-fixed route rides, *including those for elderly and disabled passengers.*

NOTE: **A one-way ride is an origin-to-destination passenger trip in one direction made by one person. Each time a passenger leaves and then re-enters the vehicle, it is counted as a new one-way ride.**

Examples: If a bus took 15 people from each of their homes to a destination, then later returned those riders home, this would be counted as 30 one-way passenger rides. Similarly, if a bus took a person from home to a shopping center, then took

that person from the shopping center to a nutrition site, and then took that person from the nutrition site to home, this would be counted as three one-way trips.

Elderly & Disabled One-Way Rides (Fixed Route) – Enter total *elderly and disabled passenger only* one-way fixed-route rides. (Of the total one-way fixed-route rides, how many were for elderly and disabled passengers?)

Elderly & Disabled One-Way Rides (non-Fixed Route) – Enter total *elderly and disabled passenger only* one-way other-than-fixed route rides. (Of the total one-way non-fixed-route rides, how many were for elderly and disabled passengers?)

2. Hours

Revenue Operation Hours (Fixed Route) – Enter the total revenue service hours for fixed-route rides.

Revenue Operation Hours (non-Fixed Route) – Enter the total revenue service hours for other-than-fixed route rides.

NOTE: **Fixed Route Revenue service begins when the first passenger is picked up. Include scheduled hours of revenue service available to passengers. For more information, please contact your Regional Transit Coordinator.**

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 RPTD grantees that may also be reporting these service data?"*

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

If No, leave comment box blank.

Click "Next."

12. **Wizard Step 5 – *Financial Statement***

Revenue

Fare Revenue	*
Contract Revenue	*
PTD Federal Assistance	*
Other Federal Assistance	*
PTD State Assistance	*
Other State Assistance	*
Local Assistance	*
Federal Income Earned	*
Donations (Cash)	*

Expense

Administration Expenses	*
Operations Expenses	*
Capital Expenses	*
Planning Expenses	*

Figure XX: Financial Statement

Enter all revenue and expense information for your agency. This is not a budget; it is a summary of actual financial figures. All fields are required, so enter a zero in any field for which you have nothing to report. Do not use dollar signs. You may use decimals and cents. When finished, click "Next."

If you have questions regarding this financial section, contact your RTC for assistance.

1. **Revenue**
   a. Fare Revenue - List revenue collected for each ride, whether collected on board, prepaid, or post-paid. (If a human service agency purchases bus passes, the payment for the passes is considered fare revenue.)
   b. Contract Revenue - List revenue paid for transit service by a third party where the amount paid is negotiated. (Contract revenue is generally associated with specific individuals for specific eligible purposes. Examples: Monies paid for Medicaid medical trips; monies paid to a transit agency by a college for a student bus pass program.)
   c. RPTD Federal Assistance - List revenue from federal grants issued to the recipient agency by RPTD. (Examples: 5310, 5311.)
   d. Other Federal Assistance - List revenue from federal sources other than RPTD. (Examples: 5307; 5339; tribal transit funds; federal veterans' funding;

community service block grants.)

e. RPTD State Assistance - List state-source revenue issued to the recipient agency by RPTD. (Examples: STF, STG, and STO.)
f. Other State Assistance - List grant funds or payments of state source funds from state agencies other than RPTD. (Examples: Mass Transit Payroll funds paid to transit districts by DAS, Connect Oregon, state veterans' funding. DO NOT include BETC in this category.)
g. Local Assistance - List transit funds collected through taxation at the local level, funds contributed by local governments, interest income earned from local revenue, and all other sources of revenue that are local in nature and not program revenue.
h. Federal Income Earned - List revenue earned by the operations of the program, other than fares and contracts already listed. (Examples: On-board cash donations given in lieu of fares (assuming all transit vehicles are federally funded); BETC; advertising; sales of federally funded vehicles and equipment; charter bus revenue; facility rental.)
i. Donations (Cash) - List cash contributed to the agency through charitable fund-raising, and donations **in addition to** any donations in-lieu of fares, and from other sources, such as foundations or other charitable organizations.

2. Expense

a. Administrative Expenses - List expenses for labor, materials, and fees associated with general office functions, phones, insurance, cost and implementation of drug and alcohol programs, civil rights and other regulations, legal services, and customer services. Also include the cost of advertising, planning, and service oversight not included in the operations or planning categories. And, list all mobility management project expenses here (not in the operations expense section).
b. Operations Expenses - List expenses for labor, materials, supplies, and equipment used to maintain equipment and buildings, schedule/dispatch transit services, operate phone systems (if the operations portion is tracked separately), and maintain or operate vehicles. Also include the cost of transit vouchers and purchased transportation payments made to other transit systems or private operators for providing transportation service.
c. Capital Expenses - List expenses associated with the purchase of items with a useful life of one year or more and an aggregate cost of $5,000 or more. Include items costing less than $5,000 under "Operations Expenses" as durable equipment rather than as a capital asset. The cost to maintain a capital item is categorized as an operations expense (e.g., preventive maintenance).
d. Planning Expenses - List expenses associated with a specific grant-funded project only; include other planning expenses under "administration".

13. **Wizard Step 6 - *Grant Information* (optional)**

Describe progress made on projects since the last report by entering a narrative description in the "Other Notes" box *for each agreement*. Agreement information is prepopulated for you with agreement number, title, grant value, start/end dates, and current balance. This section is important for communicating progress about your transit activities and may be required in order to process reimbursements in some instances.

Click "Next."

14. **Wizard Step 7 – *Assets***

Enter vehicle information, even if it has not changed since your last report. This section of the APR is required every 4th and 8th quarter, but may be completed more frequently.

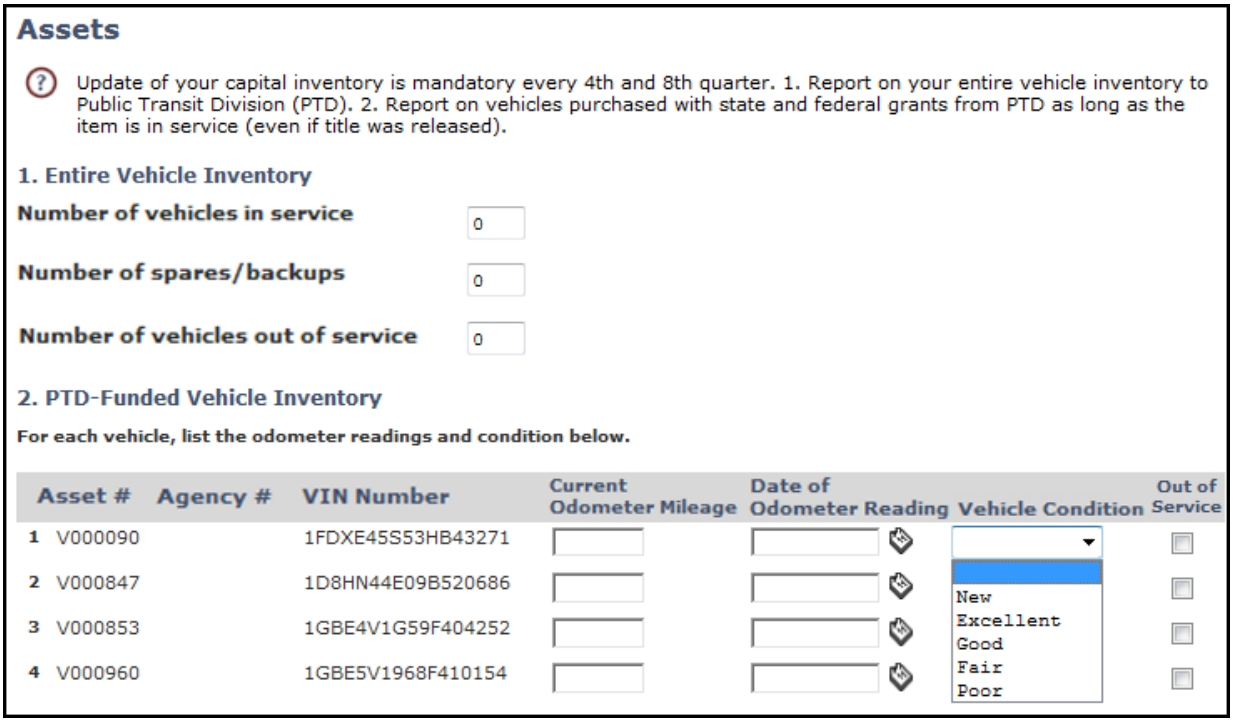


Figure XX: Capital Inventory

Assets 1. For your entire vehicle inventory:

Enter the total number of vehicles in service;

Enter the number of spares or backups; and

Enter the number of vehicles out of service.

Assets 2. For RPTD-funded vehicles only:

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

If a vehicle is out of service (and is expected to be idle for more than ninety days, or is scheduled for sale or transfer), select that box. Several additional fields appear.

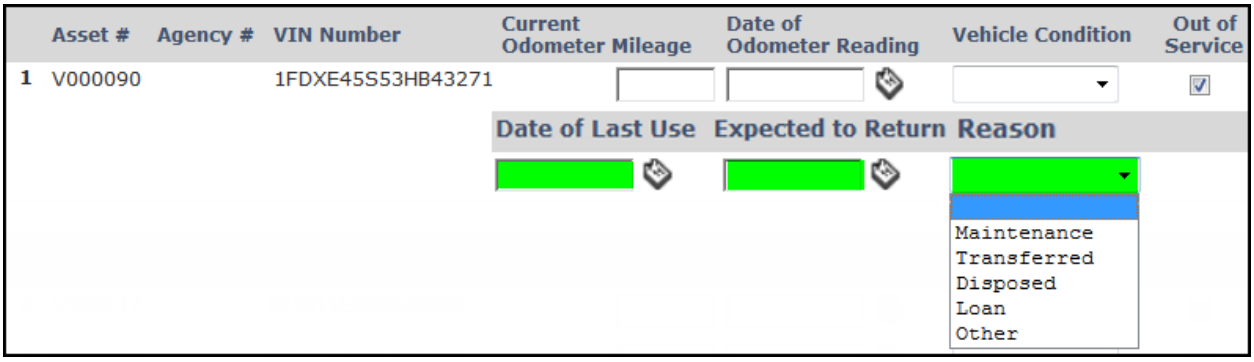


Figure XX: Asset Reporting

Enter the date of last use, the date the vehicle is expected to return to service, and the reason it is out of service. You may key in dates or use the calendar icon. Selecting "Reason" creates another field where you can add details such as type of maintenance, the agency to which you will transfer the vehicle, etc.

Click "Next."

NOTE: **OPTIS displays an error message if odometer reading entered is lower than previously reported or higher than subsequently reported. Adjust the number accordingly. If the number was misreported previously, contact RPTD.**

Additional Asset Information

1. Some agencies find it helpful to track all vehicles in OPTIS, not just those funded through RPTD. OPTIS has a feature that allows users to enter non-RPTD-funded vehicle assets if they wish. Please see Chapter 7. *Working With Assets* for instructions on this feature.

2. Your own agency vehicle tracking numbers can also be added to the asset register to assist you with vehicle identification. Please see Chapter 7. *Working With Assets* for instructions on this feature.

NOTE: **If you have RPTD-funded non-vehicle assets, you will see them in the "Other Equipment and Facilities Inventory" section of the APR. RPTD maintains these asset records, so there is no step in the APR Wizard for them. Notify RPTD if any information in this section is incorrect.**

3. Some large agencies have multiple pages of vehicles listed in OPTIS. In order to make it easier to track vehicles and to provide the required odometer and condition information, the OPTIS APR has a feature called "Import/Export Assets". Initially, you export the OPTIS vehicle list to your own computer where you can access and update it at your convenience. You then import it back to OPTIS while creating your APR.

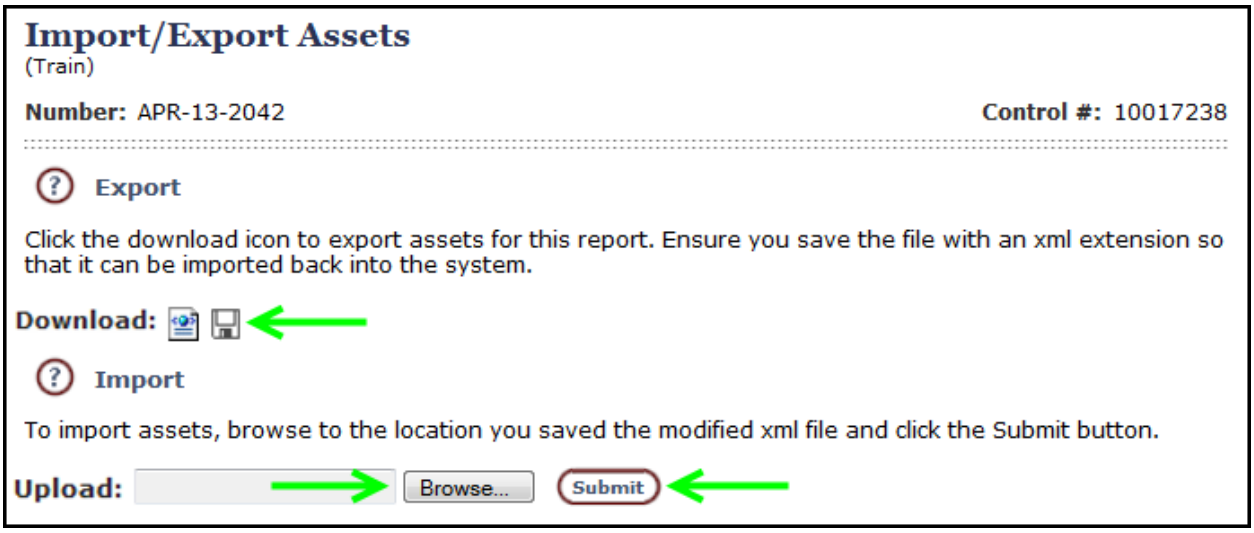


Figure XX: Import/Export Assets

a. While in an APR, select Actions and then select "Import/Export Assets".
b. Click the download icon under "Export"; open and save the file to your computer using an .xml extension.
c. Enter all required information into the cells in the Excel worksheet and save. Do not add or remove columns or rows.
d. When it is time to report assets, return to the online APR "Import/Export Assets" screen and under "Import", select "Browse".
e. Locate the saved worksheet and double click it or select "Open".
f. Click "Submit".
g. OPTIS will display a message telling you how many records were successfully processed or notifying you of missing data which needs to be added.

15. **Wizard Step 8 - *Accident Reporting*.**

NOTE: Do not wait until your next periodic report to notify RPTD of an accident involving a fatality. Within one day of the accident, contact your RTC with details. You will still report the accident on the next periodic report.

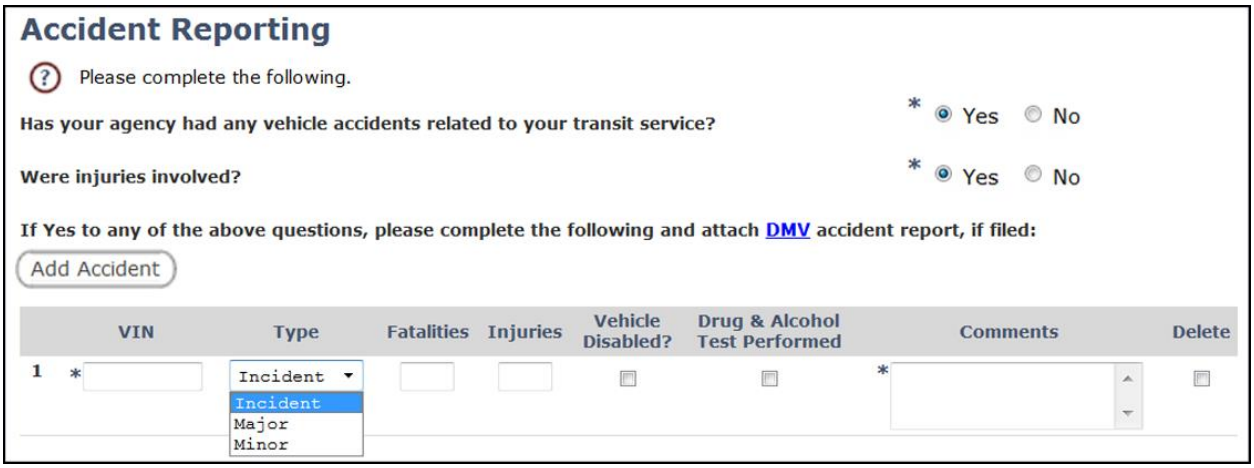


Figure 78: Accident Reporting

a. Answer Yes or No to the question, 'Has your agency had any vehicle accidents related to your transit service?
b. If your agency experienced an injury event involving a vehicle, answer Yes or No to the question, 'Were injuries involved?'
c. If you have an accident to report, click the 'Add Accident' button. Enter the VIN of the vehicle involved in the accident. Select the type of occurrence (incident, major accident, or minor accident) from the drop-down menu. (For assistance on this section, please contact your RTC.)
d. Enter the number of fatalities and injuries, if any.
e. If a Drug and Alcohol test was performed, check the box.
f. In the Comments box, key in a description of the accident or incident and what follow up, if any, occurred.
g. If a DMV accident report was filed, attach a scanned copy to this APR in the Attachments section (Wizard Step 11). If you are not able to scan the report, note in the Comments box that you are sending a copy via fax or postal mail. Send the accident report to: RPTD fax 503-986-4189 or ODOT Rail and Public Transit Division, 555 13th Street NE, Salem OR 97301. (NOTE: Click the **DMV** link to be redirected to the Oregon DMV Accident Reporting website, where you can obtain an accident report form and more information.)
h. If you need to report more than one accident, click the 'Add Accident' button again to add another record.

NOTE: **Use the "Delete" button if you mistakenly enter an accident and wish to remove it. Refresh the screen (click Save) to verify that the record has been deleted.**

Click "Next."

16. **Wizard Step 9 - *Civil Rights Complaints*.**

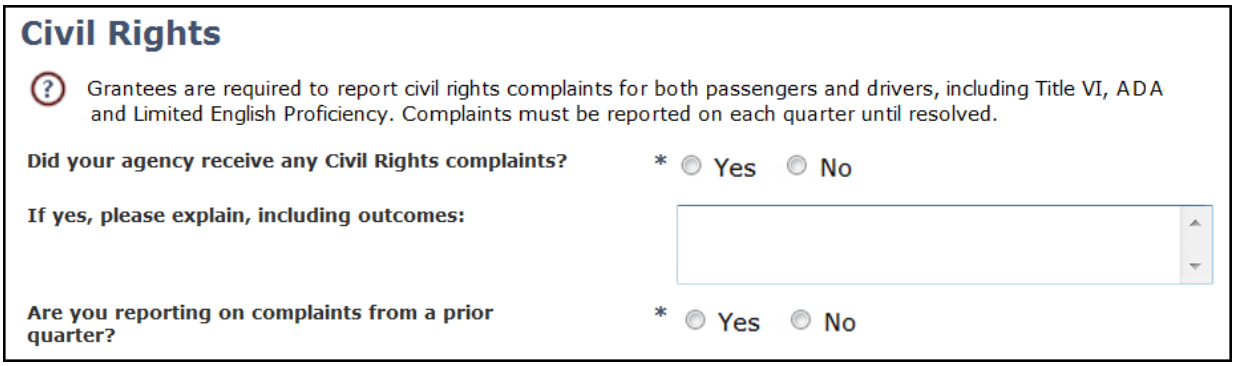


Figure XX: Civil Rights Complaints

Answer Yes or No to the question, 'Did your agency receive any Civil Rights complaints?' If yes, in the text box, 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."

17. **Wizard Step 10 - *Optional Agency Narrative*.**

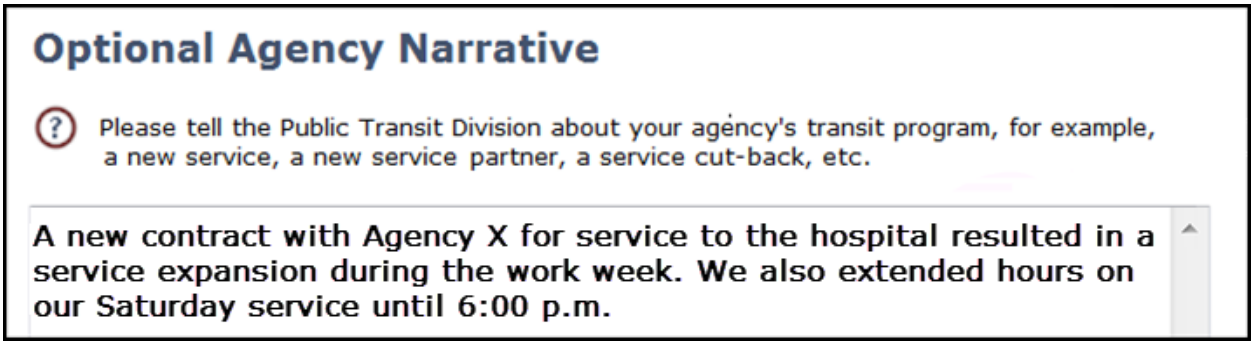


Figure XX: Optional Agency Narrative

Briefly tell RPTD about your agency's transit program. Inform us of a new service, a new service partner, or a service cut-back. You may also enter text here for historical or record-keeping purposes.

If your narrative is longer than a few sentences, type "see attachments" and attach relevant support documents to this APR at Wizard Step 11. (Lengthy narratives in this box can cause OPTIS to stop displaying the text.)

Click "Next."

18. **Wizard Step 11 - *Attachments*.**

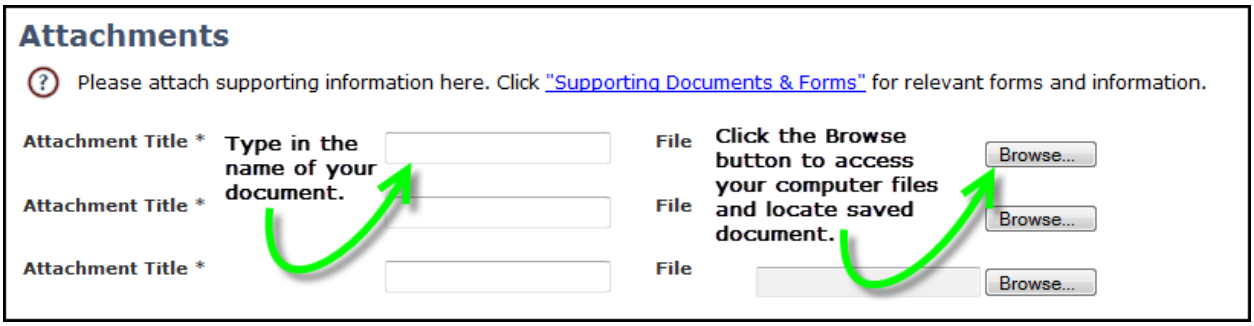


Figure XX: Attachments

Save backup documents to your computer, click "Browse" to find each one, and click "Open" to attach. Enter a descriptive name in the "Attachment Title" field for each file you attach. If you fill all of the available rows, click "Save" and OPTIS will create more rows for you. To access RPTD progress reports and forms, click on the "Supporting Documents & Forms" link to be redirected to the Guidance Library section of RPTD's website.

19. Click "Finish." The online periodic report appears.

20. Preparer: Review and verify all information. If errors are found, you can return to the APR Wizard by selecting "Maintain" from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click "Finish" when complete.

    OPTIS validates report data to verify completeness (not accuracy). You can check this in one of 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 required fields, OPTIS will display them in the Integrity Check screen. For most issues, the Integrity Check failure reason provides a link to the area where it can be corrected. If nothing is displayed, all required fields are complete.

21. Preparer: Click "Complete Step" when finished. If all required fields are complete, the "Review/Approve" screen appears. Select the name of the person who will authorize the APR using the drop-down menu.

    NOTE: Depending on roles at your agency, the preparer and authorizer may or may not be the same person. If one person has both roles, the system still requires you to select a name to advance the report to the next step.

    Click "Submit". This completes the Prepared step and populates the online periodic report "Prepared By" section.

22. Authorizer: Review and verify all information. If errors are found, return to the APR Wizard by selecting "Maintain" from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click "Finish" when complete.

23. Click "Complete Step" when finished. If all required fields are complete, the "Review/Approve" screen appears. Click to check in the certifying statement box. Enter your eResponse keyword. Click "Submit."

24. If you need to delete an entire APR from OPTIS (and it is not yet finalized), open the document (if needed) and select "Actions" from the Navigation Menu.

    If "Revert" is an option, select "Revert", select your own name in the drop-down menu at the Revert screen, select "Submit/Return", and then select "Actions" again.

    If "Delete" is an option, select "Delete," and select "Submit/Return" at the Delete screen. Refresh the screen to verify that the APR no longer exists.

<u>To Amend or Revise an APR:</u>

Preferred Method: Open the APR and click on "View Data" then "Work Flow History" in the Navigation Menu. Record the date the APR was originally completed for later use. Then, email RPTD's reporting inbox ODOTRPTDReporting@odot.state.or.us stating that you would like RPTD to reopen a completed report and revert it back to you to correct. The email serves as a permanent record that an authorized person requested this action.

Make the necessary change(s), then briefly note the original completion date and the general reason for the change in "Optional Agency Narrative" (Wizard step 10.)

The authorized representative must re-complete the final "Authorized" step on the APR in OPTIS to submit the corrected data.

Another Option: Print the incorrect APR from OPTIS, clearly make any necessary changes on the printout, mark REVISED across the top, initial it, and fax, mail, or email the printout to RPTD. (If emailing, send to RPTD's reporting inbox.) RPTD will make the corrections for you in OPTIS. The authorized representative must still re-complete the final "Authorized" step on the APR in OPTIS to submit the corrected data.