

STIF Periodic Report Demonstration Section

Webinar
July 15, 2019



STIF Periodic Report Demonstration



Click Through of OPTIS Upgrades

The screenshot displays the Oregon Public Transit Information System (OPTIS) interface. At the top, the 'OREGON.gov' logo is visible against a scenic background. Below this is a dark blue header with the text 'Oregon Public Transit Information System'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of navigation options: 'Welcome Screen', 'Browse Open Notices', 'Assets', 'Create Documents' (with a sub-menu), 'My Documents', 'My Profile', 'My Provider Details', 'Users', 'View or Generate Reports', 'OPTIS Time', and 'Exit from OPTIS'. The 'Create Documents' sub-menu is expanded, showing 'Create Periodic Report' and 'Create Reimbursement Request'. The main panel is titled 'Create Documents (Test)' and contains two links: 'Create Periodic Report Create Periodic Reports' and 'Create Reimbursement Request Create Reimbursement Requests'.

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Oregon Public Transit Information System

Welcome Screen
Browse Open Notices
Assets
▶ Create Documents
▶ • Create Periodic Report
• Create Reimbursement Request
My Documents
My Profile
My Provider Details
Users
View or Generate Reports
OPTIS Time
Exit from OPTIS

Create Documents
(Test)

Create Periodic Report
Create Periodic Reports

Create Reimbursement Request
Create Reimbursement Requests



OPTIS Screenshots

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Oregon Public Transit Information System

Welcome Screen

Browse Open Notices

Assets

► Create Documents

- • Create Periodic Report
- Create Reimbursement Request

My Documents

My Profile

My Provider Details

Users

View or Generate Reports

OPTIS Time

Exit from OPTIS

Create Periodic Report

(Test)

- ⓪ Select the Document Type from the list provided. The list contains Document Types valid for the selected Discipline that you have privilege for.

Project Type

Next

- ⓪ **Agency Periodic Report (APR)**
Create a periodic report
- ⓪ **STIF Plan Report (SPR)**
Create a STIF Plan report



OPTIS Screenshots

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Oregon Public Transit Information System

Welcome Screen

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View or Generate Reports

OPTIS Time

Exit from OPTIS

Create STIF Plan Report (SPR)

(Test)

⏪ **Back**

❓ Select the organization responsible for the document.

Organization

Issued By:

* Basin Transit Service Transportation District 10902 ▼
Basin Transit Service Transportation District 10902
Klamath Basin Senior Citizens Center, Inc. 10920
Kleos Children's Community 10921

Next

↑ Top



OPTIS Screenshots

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Oregon Public Transit Information System

Welcome Screen

Browse Open Notices

Assets

▶ Create Documents

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OPTIS Time

Exit from OPTIS

Create STIF Plan Report (SPR)

(Test)

⏪ Back

❓ Select the STIF Plan for which you are reporting.

STIF Plan

Next

	Number	Title
1	<input checked="" type="radio"/> STIF-19-0001	2019-21 R4 STIF Basin Transit Service TD

↑ Top



OPTIS Screenshots

OPTIS
Close ✕

▶ Print

▶ Refresh

? Help

Complete Step
(Prepared)

Maintain

Actions

Work Flow
History

STIF Project Task Report

Report for: FY2019 Qtr.1: July - September 2018 **Number: SPR-19-0502-02**

Public Transit Service Provider:	
Mailing Address:	
City, State, Zip:	
Prepared by:	E-mail:
Phone No.:	Fax No.:

Provider

I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.

Authorized by:	Date:

Attachments Exist

Budget

	Planned	Total To Date	Remaining
STIF Funds	\$160,000.00	\$82,440.00	\$77,560.00
Other Funds	\$20,000.00	\$7,820.00	\$12,180.00
Total Expenditure	\$180,000.00	\$90,260.00	\$89,740.00
Future Expenditure	\$32,460.00	.	

Expenditures

	Previous	Current	Total To Date
STIF Funds	\$12,340.00	\$70,100.00	\$82,440.00
Other Funds	\$7,820.00	\$0.00	\$7,820.00
Total Expenditure	\$20,160.00	\$70,100.00	\$90,260.00

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