



# OPTIS Workshop

- Assets
  - TAM
  - Searching
  - Adding
- Reports
  - Current
  - Future
- Questions and Answers





# Oregon Public Transit Information System

Production and Training: <https://zigzag.odot.state.or.us/>





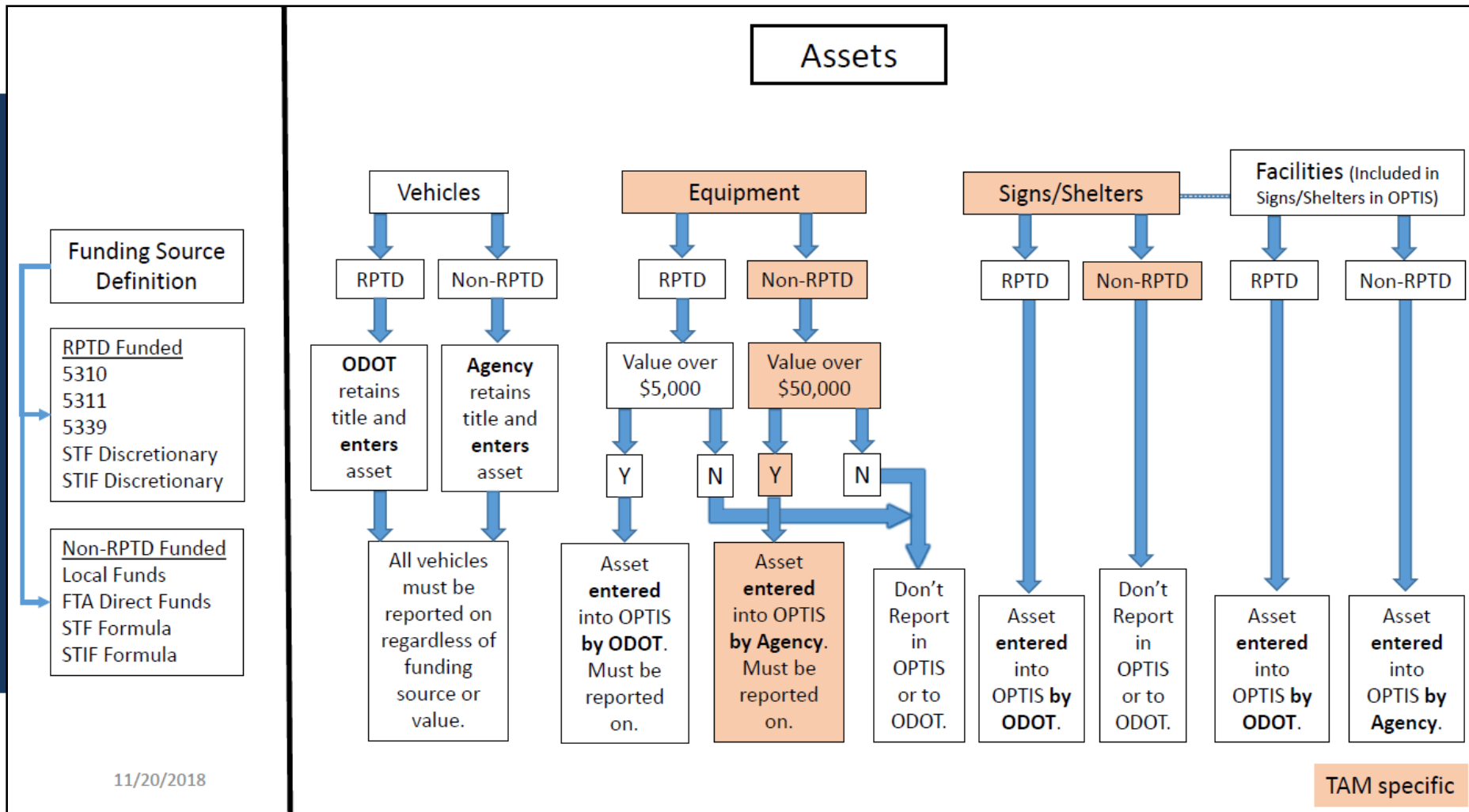
# OPTIS Assets

## Transit Asset Management (TAM)

- OPTIS is RPTD's System of Record
- TAM vs. Regular Asset Tracking
- Regular Quarterly Vehicle Reporting Now Includes "TAM Vehicles"
- Equipment and Signs/Shelters
- RPTD vs. Agency Asset Entry



# OPTIS Assets





# OPTIS Assets

## Searching . . .

Choose “all”, or refine your search for specific details:

- Asset type
- Asset status
- Owner or operator
- RPTD-funded or Non-RPTD-funded



Welcome Screen

Browse Open Notices

Assets

- Asset Search
- Asset Load

## Assets

(Prod)

? This page is used to maintain assets.

### Find Asset

(Exact Match)

Asset #: ?  Enter OPTIS asset number if you know it

(Exact Match)

Agency #: ?  Enter your agency asset number if you use that in OPTIS

Type:  Select asset type

☐ RPTD ☐ Non-RPTD ☒ All Select one or leave at "All"

Keywords: ?

Commodity: ?  Find Clear

Issued By: ?  Use the Find buttons to further refine your search. Find Clear

Owner: ?  Find Clear

Operator: ?  Find Clear

Record Status: ☐ Draft ☐ Final ☒ All

Asset Status:    
Active  
Backup/Spare  
Disposed  
Out-of-service  
Pending Disposal

Include Historical? ☐

View: ☒ Summary ☐ Detailed

Submit



# OPTIS Assets

## Terminology

**Active Vehicle** – in active service to provide passenger transportation

**Backup/Spare Vehicle** – no longer in active service, but retained to temporarily replace vehicles out of service for repairs, maintenance, etc.

**Disposed Vehicle** – sold at auction, used for trade-in, or transferred out of passenger transportation service or to another party. This status removes vehicle from APR list.

**Out-of-service Vehicle** - temporarily out of service for maintenance, repairs, etc.





# OPTIS Assets

## Terminology

**Pending Disposal** – Indicates that RPTD has been notified of subrecipient's intent to dispose of a vehicle and has agreed to release title. This designation is used temporarily until the sale/disposal/transfer is confirmed.

We change status to **Disposed** when “disposal” method is confirmed.

We change status to **Active** when transfer to another service provider is confirmed and reporting is still required.

**Title Released** – A designation used for vehicles still used in transit service but for which RPTD has already released the title. (Primarily used for older vehicles when old release policy was in place; RPTD no longer releases title on vehicles still in use.)







## Equipment

Asset #	Version	Tag #	Serial #	Step
1  E00011	0.1	E249729	1FDWF3HR8AEA02530	Review change
2  E00012	1	E249723	1J8GR48K68C144365	Completed
3  E00087	0.1		Computer system, Software, Antivirus	Review change
4  E00088	0.1		Misc Communications Equipment	Review change
5  E00089	0.1		Aggregated Vehicle Parts Capital	Change Posted

Review change: the asset is being modified. It will not appear on the APR.

Change posted: the asset has been modified from the original and is complete. It will appear on the APR.

## Signs/Shelters

Asset #	Version	District Lot	Legal ID	Step
10  S00007	1.1		Multiple shelters see description for location.	Review change
11  S00013	2.1		R-3809-033CA-02000-000	Review change
12  S00055				Completed
13  S00056				Completed
14  S00057				Completed

Complete: the asset is in its original status (has not been modified). It will appear on the APR.

## Vehicle

Asset #	Version	Plate #	VIN #	Step
15  V000008	4	E213794	15GGB2217Y1071043	Completed
16  V000009	4	E213795	15GGB2215Y1071042	Completed
17  V000010	2	E213796	15GGB2213Y1071041	Completed
18  V000011	2	E216696	15GGB221511071810	Completed
19  V000012	3	E216697	15GGB221911071809	Completed
20  V000013	3	E216698	15GGB221711071811	Completed

## Vehicle (Non-PTD)

Asset #	Version	Plate #	VIN #	Step
21  V001600		fhfhfhf	VB8888888888888888	Completed
22  V001606		TEST111	fhdhfdjhfdshfdjs1111	Review change
23  V001610		vufjfj	fhfhfhfhfhfhfhfhfhf	Completed





# OPTIS Assets

Adding . . .

Assets funded through an RPTD grant agreement,  
RPTD enters.

Assets funded locally or through an STF formula grant agreement,  
the agency enters.





# OPTIS Assets

Adding . . .

Assets funded through an RPTD grant agreement:

- We receive the title or a reimbursement request
- We cross-reference with the grant funding the asset
- We enter the vehicle into the OPTIS asset register
- The vehicle appears on your periodic report in OPTIS
- You report on the asset





# OPTIS Assets

## Adding . . .

Assets funded locally or through an STF formula grant agreement:

- You purchase the asset
- You log into OPTIS and add the asset as “Non-RPTD”
- The asset appears on your periodic report in OPTIS
- You report on the asset

<https://www.oregon.gov/ODOT/RPTD/Pages/Transit-Asset-Management.aspx>





# OPTIS Reports

There are currently three types of reports you can run from within OPTIS:

- Provider Vehicle Statement
- Provider Payment Statement
- Provider Sub-Grant Statement





# OPTIS Reports

## Oregon Public Transit Information System

Welcome Screen

Browse Open Notices

Assets

Create Documents

My Documents

My Profile

My Provider Details

Users

▶ View or Generate Reports

OPTIS Time

### Reporting

(Test)



Start by selecting the report you are interested in. Complete any desired modifiers, enter a custom name for the report, and click "Generate Report". See the status of your request using the "View Report" button.

### View or Generate Reports



Category:

All

Report Name:

Select Report  
Provider Payment Statement (X)  
Provider Sub-Grant Statement (X)  
Provider Vehicle Statement (X)



# OPTIS Reports

## Vehicle Statement

### View or Generate Reports

Category: Leave as is → All

Report Name: Provider Vehicle Statement (X)

Report Title: November Vehicle Report

Assets to select: All  
PTD  
Non-PTD

Provider: ABC Transit

Use Hierarchy: ☒ Yes ☐ No

Asset Status: All

Report Format: ☒ Detailed ☐ Summary

Output Format: → ☐ PDF ☒ Excel ☐ Web Page

Postpone Until: Used for very large reports to run after hours (mm/dd/yyyy) (h:mm AM/PM)

Archive Report?: ☐ Yes ☒ No

Email When Complete?: ☒ Yes ☐ No

View Report

Find

Generate Report

Refresh





# OPTIS Reports

## Vehicle Report - Excel

Owner Name	Operator Name	Agency Asset#	OPTIS Asset#	VIN	Plate#	Year	Asset Make	Last Condition	Asset Last Odometer	Status	Asset Type
			V001532	1FDEE3FS3FDA00623	CN03915	2015	Ford	Excellent	25350	Active	Vehicle
			V001971	2C7WDGBG5JR176411	E22844	2018	Dodge			Active	Vehicle
		1337	V000758	1GBDV13L96D247019	E234037	2006	Chevy	Good	121440	Active	Vehicle
		1337	V001918	1GBDV13L96D27019	E234037	2006	Chevy			Active	Vehicle (Non-PTD)
		1350	V000759	4UZAB0BV77CY40370	E234050	2007	Champion	Marginal	137780	Active	Vehicle
		1350	V001934	4UZABOBV77CY40370	E234050	2006	Champion			Active	Vehicle (Non-PTD)
		1361	V001118	2D4RN4DE2AR440155	E254161	2010	Dodge	Excellent	57792	Active	Vehicle
		1361	V001919	2D4RN4DE2AR440155	E254161	2011	Dodge			Active	Vehicle (Non-PTD)
		1366	V001179	1GB3G3BG1B1160278	E254166	2011	Chevrolet	Excellent	54656	Active	Vehicle
		1366	V001920	1GB3G3BG1B1160278	E254166	2011	Chevy			Active	Vehicle (Non-PTD)
		1371	V000788	1FD4E45SX8DB51464	E243171	2008	Ford Eldorado	Good	78880	Active	Vehicle
		1371	V001921	1FD4E45SX8DB51464	E243171	2008	Ford			Active	Vehicle (Non-PTD)
		1373	V001552	15GGD271XF1184579	E262973	2015	Gillig	Excellent	65588	Active	Vehicle
		1373	V001933	15GGD271XF1184579	E262973	2015	Gillig			Active	Vehicle (Non-PTD)
		1374	V000754	1BAGGBPA51F099430	E211874	2001	Bluebird			Disposed	Vehicle
		1385	V000868	4UZAB0DT0ACAR8853	E243185	2009	Freightliner	Good	167238	Active	Vehicle
		1385	V001955	4UZABOBT0ACAR8853	E243185	2009	Champion			Active	Vehicle (Non-PTD)
		1390	V000755	1GNDX03E32D247634	E219990	2002	Chevy	Poor	110973	Active	Vehicle
		1390	V001957	1GNDX03E32D247634	E219990	2002	Chevy			Active	Vehicle (Non-PTD)
		1392	V001482	57WMD1A60EM100111	E261592	2014	Mobility Ventures	Excellent	24065	Active	Vehicle
		1392	V001958	57WMD1A60EM100111	E261592	2015	MV-1			Active	Vehicle (Non-PTD)
		1394	V000756	1N9EBAC672C084180	E219994	2002	Eldorado			Disposed	Vehicle
		1395	V000757	1FDXE45P15HA45417	E229595	2005	Ford	Poor	85000	Disposed	Vehicle
		1397	V001959	1FDEE3FS3FDA00623	E276197	2015	Ford			Backup/Spare	Vehicle (Non-PTD)







# OPTIS Reports

## Payment Statement

Report Title:	<input type="text" value="Provider Payment Statement (X)"/>		
Provider:	* ABC Transit		<input type="button" value="Find"/>
Use Hierarchy:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Agreement No:	<input type="text"/>		
Fiscal Period:	<input type="text" value="All"/>	<input type="button" value="v"/>	<div><div>All</div><div>2017 - 2019 Biennium</div><div>2013 - 2015 Biennium</div><div>2015 - 2017 Biennium</div><div>2011 - 2013 Biennium</div><div>2009 - 2011 Biennium</div><div>2007 - 2009 Biennium</div><div>2005 - 2007 Biennium</div><div>2003 - 2005 Biennium</div></div>
Select by Payment Period?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Start Date:	<input type="text"/>	<input type="button" value="📅"/>	(mm/dd/yyyy)
End Date:	<input type="text"/>	<input type="button" value="📅"/>	(mm/dd/yyyy)
Output Format:	<input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> Web Page		
Postpone Until:	<input type="text"/>	<input type="button" value="📅"/>	(mm/dd/yyyy) <input type="text"/> (h:mm AM/PM)
Archive Report?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Email When Complete?:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Generate Report"/>			



# OPTIS Reports

## Payment Statement - PDF

### Provider Payment Statement (X)

Page 2 of 9  
Run: 11/06/2018

Provider Name	Fiscal Period	Sub-Grant#	Qtr	Paid Amt	Payment Pending	Invoice Date	Check Date	Remit Advice	Fund	CFDA	Payment No
	2007-2009	24002	Qtr 4	\$122,340.00		10/03/2008	06/30/2008		5311	20.509	07090159
		24412	Qtr 3	\$3,000.00		09/20/2008	06/30/2008		5311	20.509	07090012
			Qtr 3	\$4,000.00		09/20/2008	06/30/2008		5311	20.509	07090013
			Qtr 5	\$1,800.00		09/20/2008	06/30/2008		5311	20.509	07090014
			Qtr 5	\$3,000.00		11/05/2008	11/05/2008		5311	20.509	07090438
			Qtr 8	\$5,142.00		08/19/2009	09/02/2009	#24412 FY09 Q2-4	5311	20.509	07091595
		24413	Qtr 6	\$10,768.00		01/02/2009	01/07/2009	FY 09 Q2 PREV MAINT	5311	20.509	07090704
		24414	Qtr 6	\$54,600.00		12/19/2008	12/31/2008	Purchase 1 med light-duty bus	5310	20.513	07090624
	2009-2011	24844	Qtr 5	\$40,175.00		11/13/2008	11/14/2008		5311	20.509	07090461
			Qtr 8	\$89,971.00		08/18/2009	09/08/2009	#24844 FY09 Q1-4 OPER	5311	20.509	07091594
		25649	Qtr 2	\$174,514.00		12/03/2009	12/22/2009	#25649 FY10 Q2 INV#110.000.3333.604	5311	20.509	09111858
			Qtr 2	\$70.00		12/03/2009	12/22/2009	#25649 FY10 Q2 INV#110.000.3333.604	5311	20.509	09111858
			Qtr 4	\$16,071.00		05/28/2010	06/07/2010	#25649 FY10 Q4 COMMUNICATION SYSTEMS	5311	20.509	09112719
			Qtr 4	\$29,255.00		08/30/2010	09/03/2010	#25649 FY10 Q4 MOBILITY MGT	5311	20.509	09113131
			Qtr 5	\$15,787.00		10/19/2010	10/26/2010	#25649 FY11 Q1 CAPITAL- MOBILITY MNGT	5311	20.509	09113341
			Qtr 6	\$3,365.00		02/14/2011	02/25/2011	25649 FY11 Q2 Capital Comm Equipment	5311	20.509	09113902
			Qtr 6	\$4,888.00		11/29/2010	12/08/2010	25649 FY11 Q2 CAPITAL- MOBILITY MNGT	5311	20.509	09113500
			Qtr 7	\$564.00		05/05/2011	05/10/2011	25649 FY11 Q3 ARRA Capital Radio Equip	5311	20.509	09114272
		25718	Qtr 4	\$9,601.00		05/28/2010	06/07/2010	#25718 FY10 Q4 YARDS&SHOPS; INV #100.000.3333.604	5311	20.509	09112718
			Qtr 4	\$16,226.00		08/30/2010	09/15/2010	#25718 FY10 Q4 YARDS & SHOPS	5311	20.509	09113127
		25838	Qtr 1	\$48,704.00		12/01/2009	12/18/2009	#25838 FY10 Q1 INV#110.000.3333.603	5311	20.509	09111848
			Qtr 2	\$52,664.00		02/10/2010	02/23/2010	#25838 FY10 Q2 Operating	5311	20.509	09112220
			Qtr 3	\$32,112.00		07/12/2010	07/15/2010	#25838 FY10 Q3 OPERATING	5311	20.509	09112814
		26095	Qtr 1	\$5,912.00		12/01/2009	12/18/2009	#26095 FY10 Q1 INV#110.0003333.601	5310	20.513	09111847



# OPTIS Reports

## Sub-Grant Statement

<b>Report Title:</b>	<input type="text" value="Provider Sub-Grant Statement (X)"/>		
<b>Provider:</b>	* ABC Transit <span>Find</span>		
<b>Use Hierarchy:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Agreement No:</b>	<input type="text"/>		
<b>Project Type:</b>	<div>All Active Closed Expired Incomplete</div>	<input type="text" value="All"/>	<div>All Capital Planning Operating Transportation Options PTD Only State POINT State STF</div>
<b>Fiscal Period:</b>		<input type="text" value="All"/>	
<b>Doc Status:</b>		<input type="text" value="All"/>	
<b>Output Format:</b>	<input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> Web Page		
<b>Postpone Until:</b>	<input type="text"/>	(mm/dd/yyyy)	<input type="text"/> (h:mm AM/PM)
<b>Archive Report?:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Email When Complete?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<div>Generate Report</div>			





# OPTIS Reports Sub-Grant Statement - Excel

A	B	C	D	E	F	G	H	I	J
Fiscal Period	Provider Name	Sub-Grant# Project Type	Sub-Grant Amt	Approved Payments	Amt Available	Last Payment Date	Effective Date	Expiration Date	Funds
2007-2009	Closed	24414 Capital	\$55,633.00	\$54,600.00	0	12/31/2008	07/01/2007	2009-06-30T00:00:00.000	5310
2007-2009	Closed	24844 Operating	\$130,146.00	\$130,146.00	0	09/08/2009	07/01/2008	2009-06-30T00:00:00.000	5311
2009-2011	Closed	25838 Operating	\$133,480.00	\$133,480.00	0	07/15/2010	07/01/2009	2010-06-30T00:00:00.000	5311
2009-2011	Closed	26695 Operating	\$120,132.00	\$120,132.00	0	09/29/2011	07/01/2010	2011-06-30T00:00:00.000	5311
2011-2013	Closed	27735 Capital	\$179,595.00	\$179,592.00	0	05/28/2013	07/01/2011	2013-06-30T00:00:00.000	5310
2011-2013	Closed	27736 Operating	\$130,876.00	\$130,876.00	0	02/07/2013	07/01/2011	2013-06-30T00:00:00.000	5310
2013-2015	Closed	29268 Operating	\$158,909.00	\$158,908.00	0	08/20/2014	07/01/2013	2014-06-30T00:00:00.000	5311
2015-2017	Closed	30463 Operating	\$284,192.00	\$284,189.00	0	02/01/2017	07/01/2015	2017-06-30T00:00:00.000	5311
2015-2017	Closed	30740 Capital, Planning	\$191,124.00	\$165,282.00	0	08/16/2017	07/01/2015	2017-06-30T00:00:00.000	5310
2017-2019	Active	31909 Operating	\$294,728.00	\$147,364.00	\$147,364.00	06/01/2018	07/01/2017	2019-06-30T00:00:00.000	5311
2017-2019	Active	32175 Capital, Planning	\$186,803.00	\$93,286.00	\$93,517.00	08/21/2018	07/01/2017	2019-06-30T00:00:00.000	5310
2017-2019	Active	32827 Capital	\$34,658.00	0	\$34,658.00	01/00/1900	07/01/2018	2020-06-30T00:00:00.000	5339



# OPTIS Reports

Next year there will be new reports available:

- Provider Equipment Statement
- Provider Signs/Shelters Statement



# Questions?

