OPTIS ASSET TERMINOLOGY

- **Asset #** - Auto populated by OPTIS for every asset.
  - E00XXXX (Equipment)
  - S00XXXX (Signs, Shelters, Facilities**)**
  - V00XXXX (Vehicles)

- **Asset Types**
  - RPTD-funded or Non-RPTD-funded (aka locally-funded)
  - Vehicle, Equipment, Signs/Shelters (includes facilities)

Equipment

	Asset #	Version	Tag #	Serial #	Step
1	E00043	0.3		Aggregated Radio Equipment	Completed

Signs/Shelters

	Asset #	Version	District Lot	Legal ID	Step
2	S00060			Simme Seats/Dividers (36)	Completed

Vehicle

	Asset #	Version	Plate #	VIN #	Step
3	V000093	5.1	E224169	1FDXE40F2XHB69519	Completed
4	V000094	3	E224170	1FDXE45S0YHA52626	Completed

Vehicle (Non-PTD)

	Asset #	Version	Plate #	VIN #	Step
9	V002184		E224193	1G3NL52E43C287784	Review change
10	V002185		E251103	2FTJW35G7LCB00118	Review change

- **Agency #** - Optional number assigned by transit agency. Can help associate OPTIS asset numbers with your own numbers. Displays on each asset record and on reports.

- **Commodity/Activity** – Asset coding (e.g., 10.01: Bus STD 35 FT (Cat A)) to help identify vehicles.

- **Issued By** – The organization responsible for funding the asset – aka the Security Interest Holder. This is RPTD for assets funded through us and the owner for locally-funded assets.

- **Owner/Operator** – May or may not be the same entity, depending on your agency's affiliations.

Asset Vehicle Registration

Asset Number:	V000093	**Agency #:**	5
Version:	5.1		
Issued By:	Rail and Public Transit Division		
Title:	Coos County		
Owner:	Coos County		
Operator:	Coos County Area Transit Service District		
Activity:	10.04: Bus 20-25 FT (Cat D)		

- **Asset RECORD Status –** The stage of the OPTIS asset document. Used as a filter when searching for assets.
  - Draft Status – the asset record is being created or updated and will not pull to the APR until finalized. It is at either the Review Change or the Change Posted step.
  - Final Status – the asset record is complete and the step displays as Completed.
  - All – Search criterion; displays all assets associated with an agency or person
- **VEHICLE Asset Status** – The state of a vehicle (with respect to circumstances)
  - Active – vehicle is in active use
  - Backup/Spare – vehicle is being retained to use when there is an issue with a regular fleet vehicle
  - Out-Of-Service – vehicle is being repaired/serviced or is otherwise temporarily inactive
  - Pending Disposal – vehicle has likely reached the end of its useful life and has been approved for disposal
  - Disposed – vehicle has been sold or permanently removed from your fleet

- **Asset Record STEPS (seen in workflow)**
  - Review Change – the step of creating or modifying the asset
  - Change Posted – the step of finalizing the asset

- **Asset STEP Status**
  - Completed
  - If not complete, you will see the name of the step (Review Change or Change Posted)

Work Flow

Number: E00001 (Version: 1)   Control #: 10029002

Work Flow Method: Asset Register
Document Created: 04/17/2014 9:59 AM

Step		Person Responsible	Status	Date
Review change	Mandatory	Jenny Erickson	Complete	04/17/2014 10:01 AM
Change Posted	Mandatory	Jenny Erickson	Complete	04/17/2014 10:01 AM