## **OPTIS ASSET TERMINOLOGY**

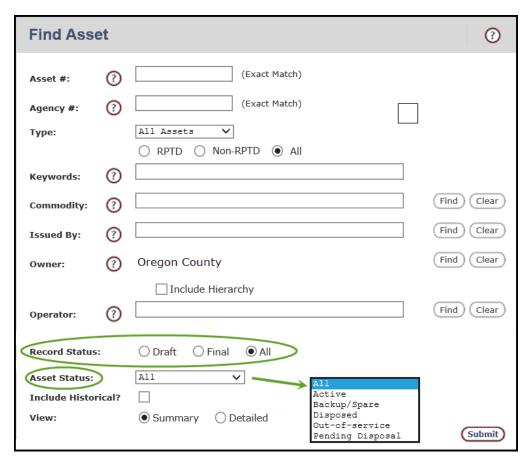
- Asset # Auto populated by OPTIS for every asset.
  - E00XXXX (Equipment)
  - S00XXXX (Signs, Shelters, Facilities)
  - V00XXXX (Vehicles)
- Asset Types
  - RPTD-funded or Non-RPTD-funded (aka locally-funded)
  - Vehicle, Equipment, Signs/Shelters (includes facilities)

| Equipment      |  |          |                    |  |                                |  |  |
|----------------|--|----------|--------------------|--|--------------------------------|--|--|
| As             | sset #                                     | Version  | Tag #              | Serial #                               | Step                           |  |  |
| 1 🖺            | <u>E00043</u>                              | 0.3      |                    | Aggregated Radio<br>Equipment          | Completed                      |  |  |
| Signs/Shelters |  |          |                    |  |                                |  |  |
| As             | sset #                                     | Version  | District Lot       | Legal ID                               | Step                           |  |  |
| 2 🕮            | <u>]</u> S00060                            |          |                    | Simme Seats/Dividers (36)              | Completed                      |  |  |
|                | nicle                                      | Version  | Plate #            | VIN#                                   | Step                           |  |  |
| 4 🗓            | ପ୍ର v000093<br>ପ୍ର v000094<br>nicle (Non-l | 5.1<br>3 | E224169<br>E224170 | 1FDXE40F2XHB69519<br>1FDXE45S0YHA52626 | Completed<br>Completed         |  |  |
| As             | sset #                                     | Version  | Plate #            | VIN#                                   | Step                           |  |  |
| -              | \(\) \(\) \(\) \(\) \(\) \(\) \(\) \(\)    |          | E224193<br>E251103 | 1G3NL52E43C287784<br>2FTJW35G7LCB00118 | Review change<br>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 (Ca                   | at 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)

