Capital Planning Tool (CPT)

General User

User Guide

prepared for

Pennsylvania Department of Transportation (PennDOT)—Bureau of Public Transportation (BPT)

prepared by

Cambridge Systematics, Inc.

Updated as of Release 2.7.0

user guide

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date

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1.0 Welcome!

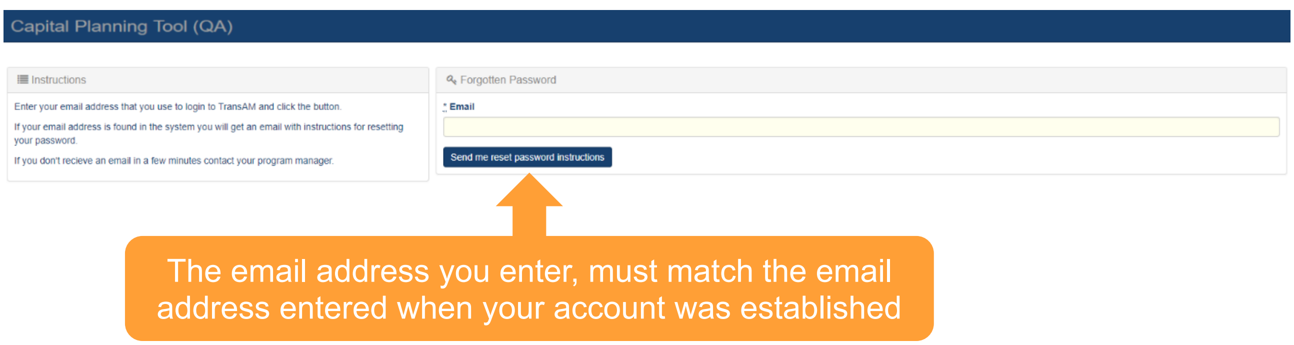
The PennDOT Capital Planning Tool (CPT) is an asset management system designed to support the needs of PennDOT's Bureau of Public Transportation (BPT) and the many transit agencies that operate in the Commonwealth. The system manages assets of all types, including revenue vehicles, equipment, facilities, and infrastructure. The system stores crucial information about every asset category and maintains a complete history of the asset as it ages, including; changes in condition, usage, value/depreciation, and other lifecycle events are, that are recorded and can be reviewed at any time. A variety of reports can be generated on asset condition, value, and capital replacement needs.

CPT is based on TransAM, an open-source asset management platform developed by Cambridge Systematics. TransAM focuses on transit assets and project planning, and is designed to make it easier for State DOTs, Planning Agencies, and Transit Agencies to share and exchange information related to assets, projects, and funding.

1.1 Initial Log In and Password Reset

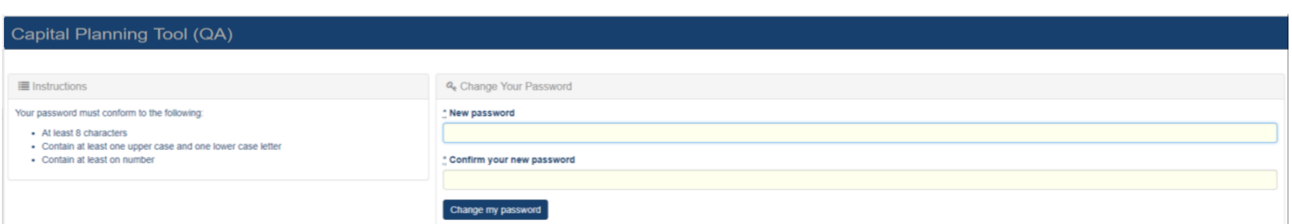
If this is your first time logging in, you should receive an email following the creation of your user account, with a link instructing you to reset your password. Click the link in the email and you will be directed to enter your email address in order to reset your password; enter your email address and click the “Send me reset password instructions” button. If you are an existing user and you forgot your password, you will be taken to the same screen by clicking on the “Forgot Your Password” link on the login page.

Figure 1 Password Reset Request Screen



Once you receive your “Reset Password Instructions” email, click on the “Change my password” link within the email, you will be redirected to the system site in your web browser, and you will be prompted to enter your new password twice. Once you enter your password twice, if it meets the password requirements, you will be automatically logged in.

Figure 2 Set/Reset Password Screen

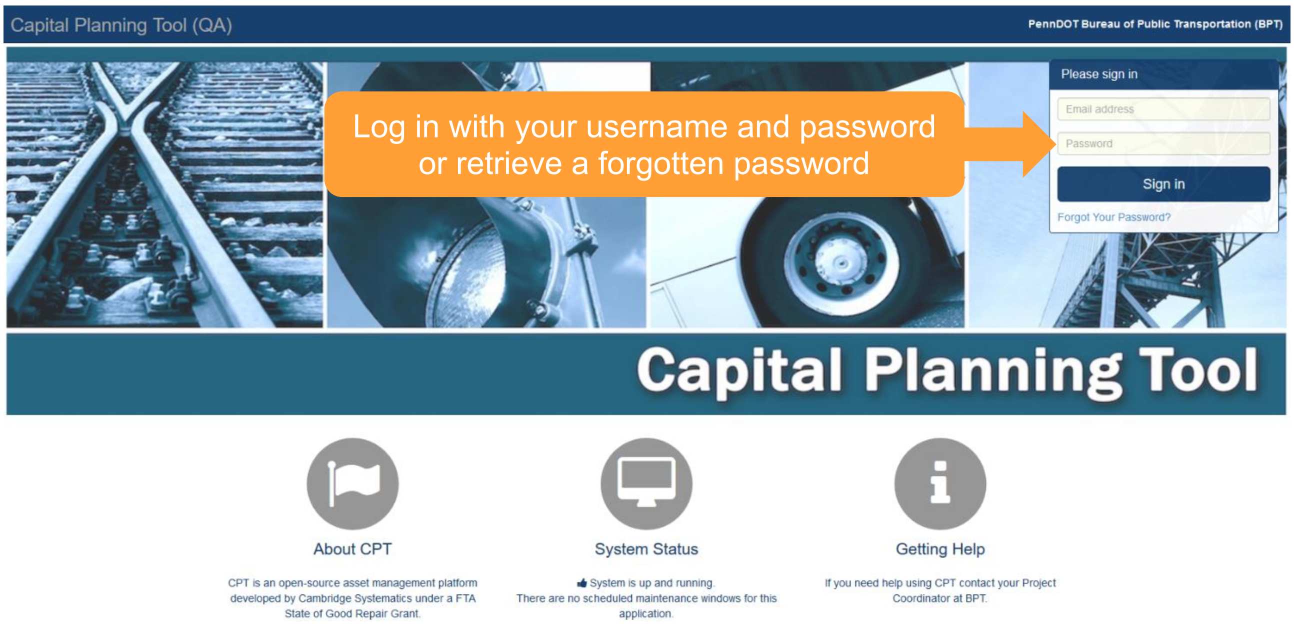


1.2 Ongoing Site Access

The system can be accessed via the following URL: https://pa-cpt.camsys-apps.com.

Ongoing access can be obtained by bookmarking the site URL in your web browser and clicking on the link, upon which you'll be greeted with a login screen. Enter your credentials in the appropriate fields to login. You also can request a password reset by pressing the "Forgot Your Password?" button.

Figure 3 Login Screen



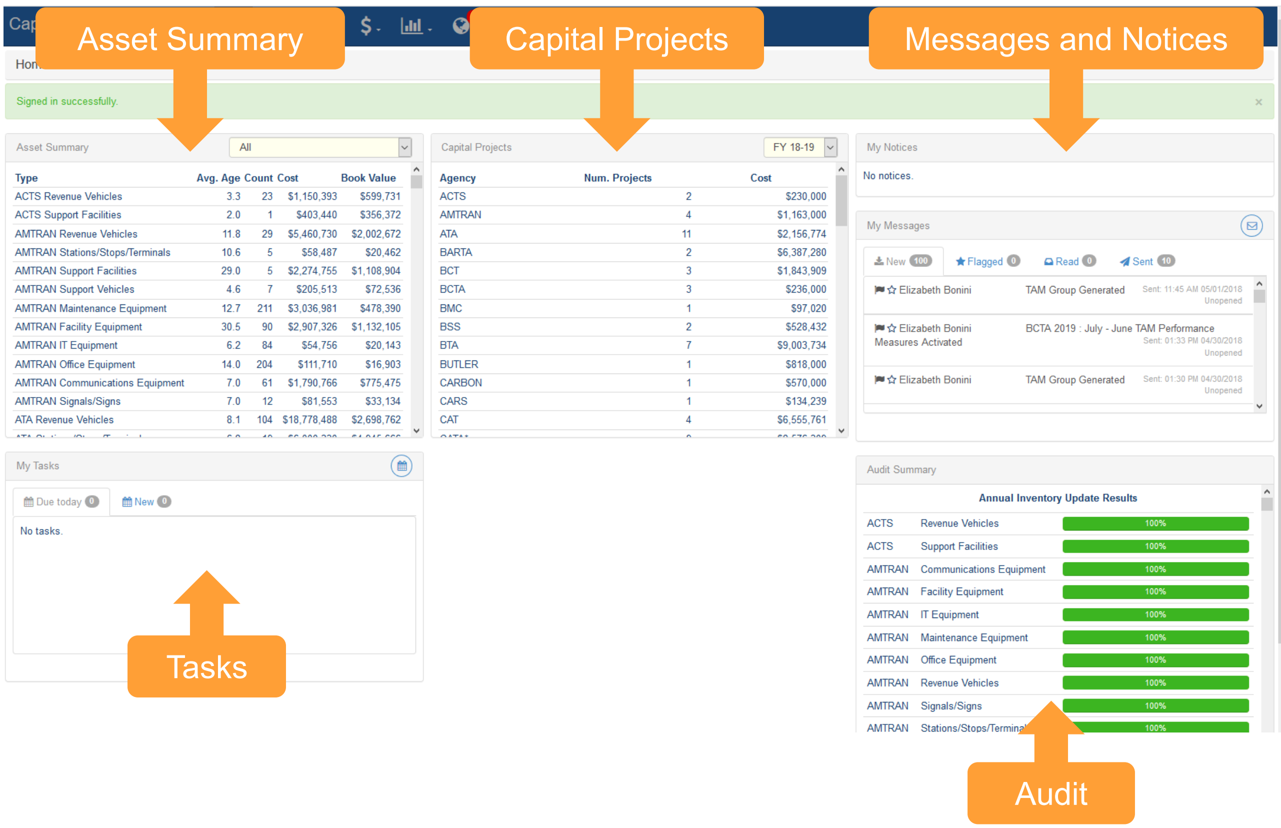
2.0 Dashboard

2.1 Dashboard Elements

Once you're logged in, your first experience will be the dashboard. The dashboard has a variety of elements.

The dashboard widgets highlighted below are: Asset Summary, Capital Projects, My Notices, My Messages, My Tasks, and Audit Summary. These provide a quick glance at the contents within the system.

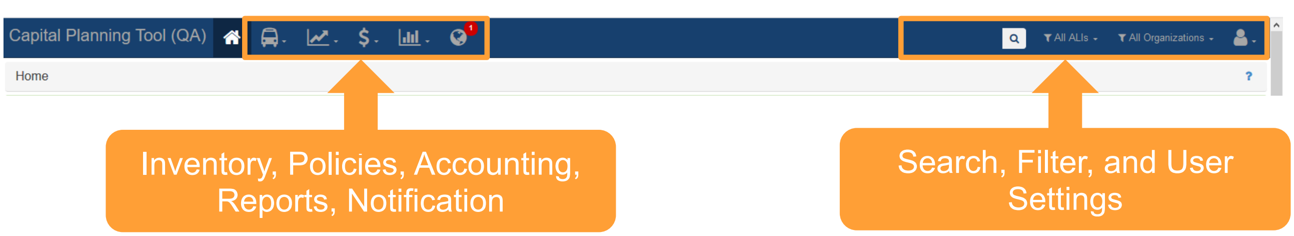
Figure 4 Dashboard Elements



2.2 Header Menu and Controls

The menu icons at the top guide you to the deeper content pages within the system: Inventory, Policies, Accounting, Reports, and Notifications. There also are controls to search, filter Activity Line Items (ALI) or organizations, and user settings.

Figure 5 Header Menu



3.0 General Features and Tools

As you progress through the system, there are some common interface elements that you'll encounter often.

3.1 Table Controls

There are lots of tables inside the system. The tables have common control tools that allow you to manipulate the table contents and export the table.

On header elements, you'll notice two arrows to the right of each column. These controls sort the table ascending or descending based on this column.

Figure 6 Sorting Controls

The Export All button to the top right of the table exports all table elements into an Excel table.

Figure 7 Export Button

There also are a set of tools to the top right of the table. The left button either displays the table with pagination (e.g., the table shows only a configurable number of rows per page), or the entire table.

The center button allows the user to show or hide different columns. Check marks next to the column indicate if a column will be shown and allow the user to toggle the column on or off.

The right button exports the current table view (complete with filters and excluding hidden elements) into a.CSV,.TXT, or an.XLSX (Excel) file format.

Figure 8 Table Tools

3.2 Site Filters

Throughout the site, there are various opportunities to filter data. When you see the following icon it means you can pare down displayed data with a filter.

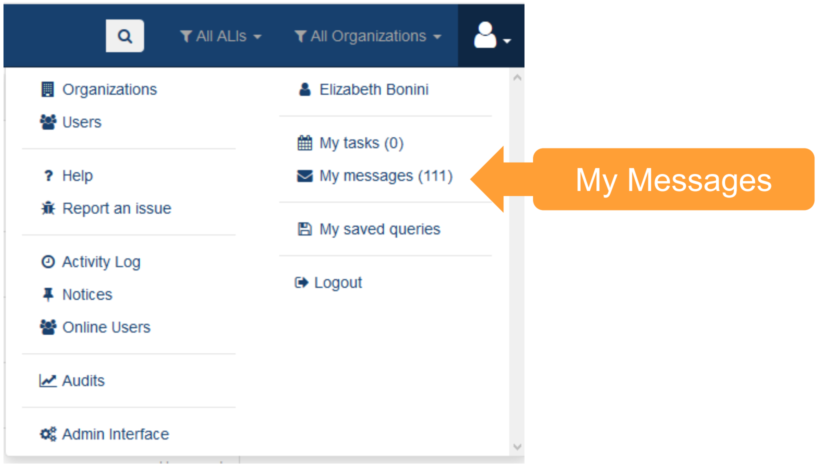
Figure 9 Filter Icon

3.3 Messages

You can access Messages through the User Profile drop down menu.

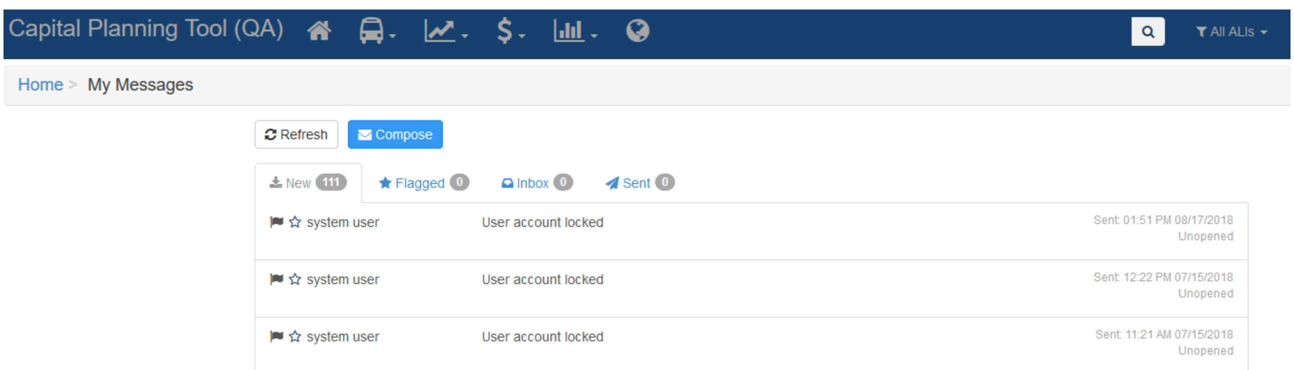
Figure 10 User Profile

Messages



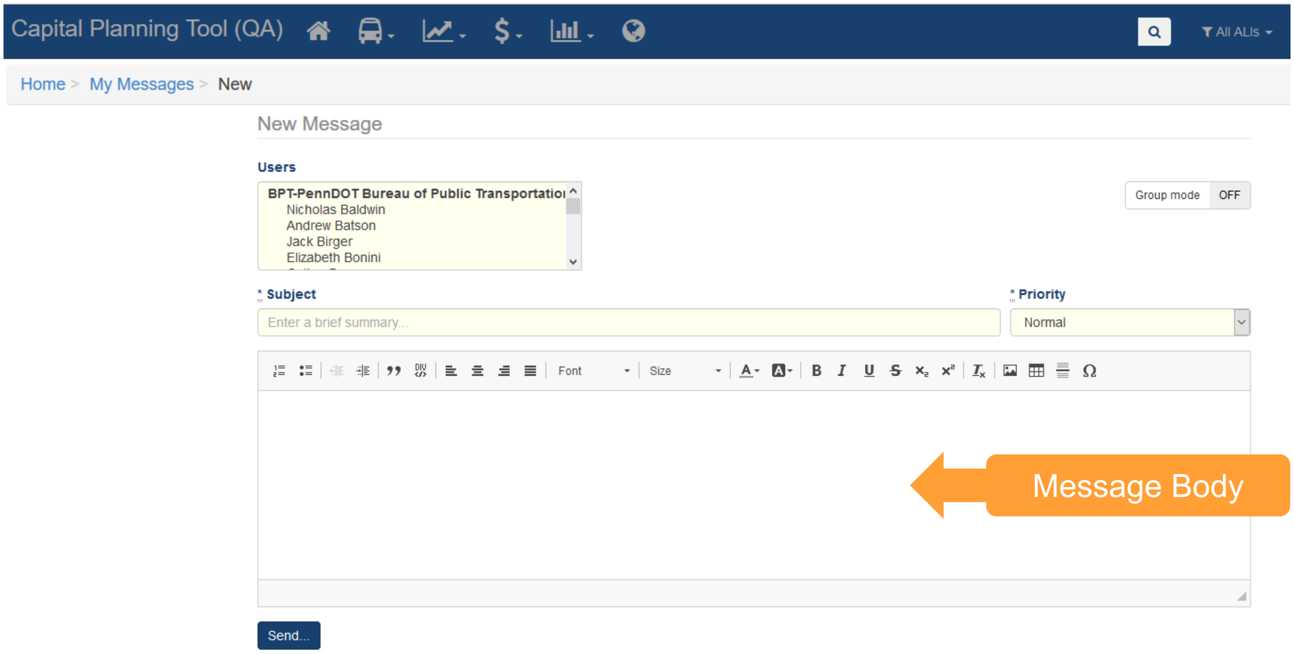
Users are able to send and receive messages to one or more users through the interface.

Figure 11 Messages



Selecting Compose will allow you to create a new message. Recipients options will be a list of users in your organization. You can enter the Subject and choose Low, Normal, or High Priority for the message. Type the intended message into the Message Body and press “Send…” when complete.

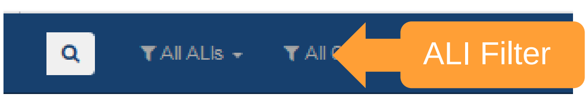
Figure 12 Message Interface



3.4 Activity Line Item (ALI) Filter

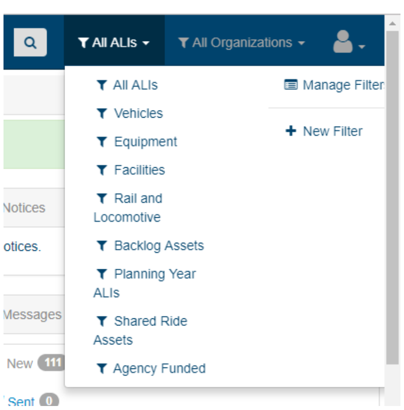
The Activity Line Item (ALI) Filter allows you to pare down on which types of individual funding requests (what are categorized by ALI code) within projects that you can view. This filter only applies to Sections 6 and 7 of this document (Projects and Project Planning).

Figure 13 ALI Filter



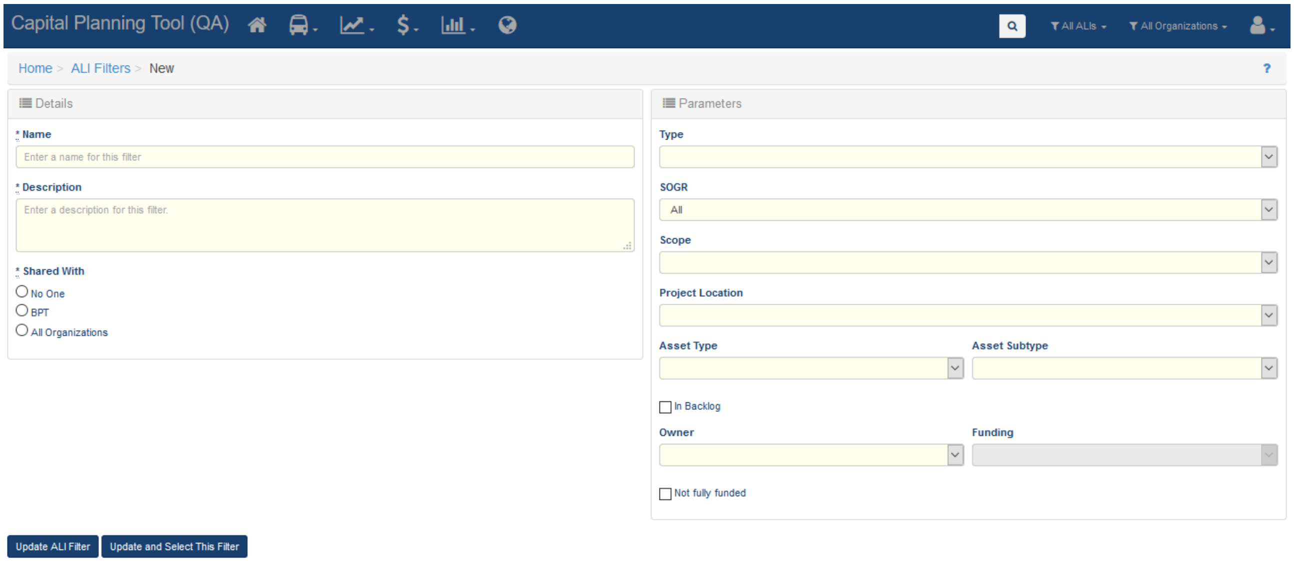
You can filter with prepopulated selections or create your own filters.

Figure 14 ALI Filters



To create a new filter, select "New Filter" and specify the details required.

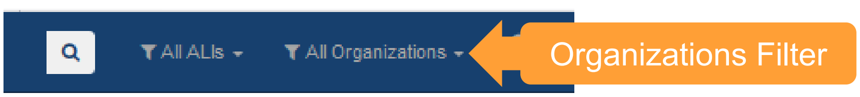
Figure 15 New ALI Filter



3.5 Organizations Filter

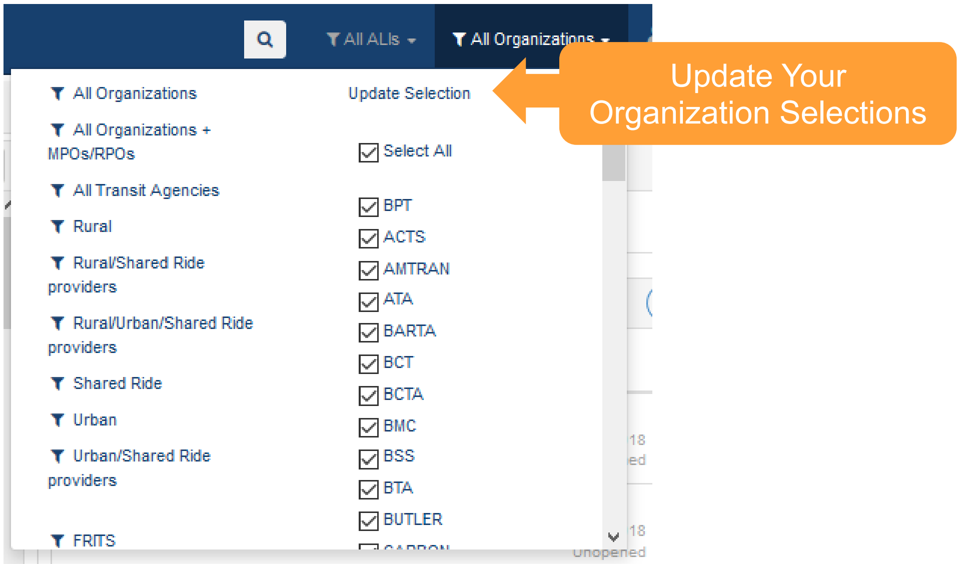
If you have oversight of several organizations, you can limit your scope down to certain organizations, in order to only view organization-specific data across the system.

Figure 16 Organization Filter



After you select the organizations you desire, make sure to click Update Selection at the top of the dropdown menu.

Figure 17 Organization Filter Selections



3.6 Search

The system includes a sitewide search feature. It can be found in the top center-right of each page. Click the magnifying glass icon and enter keywords to search sitewide for content.

Figure 18 Search Box

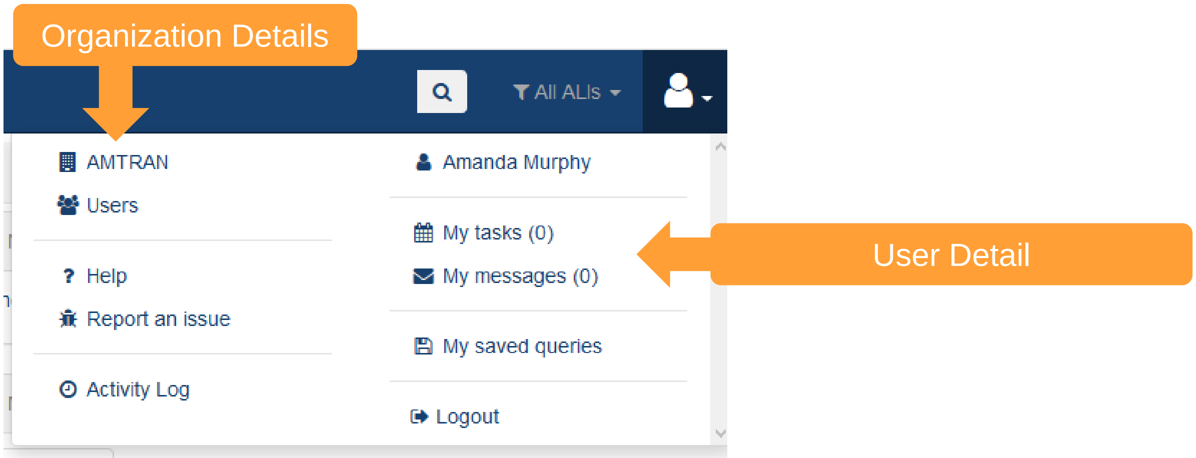
3.7 User and Organization Options

Each user has a menu with personal, organizational, and heads-up information at the top right of the screen.

Figure 19 User Menu

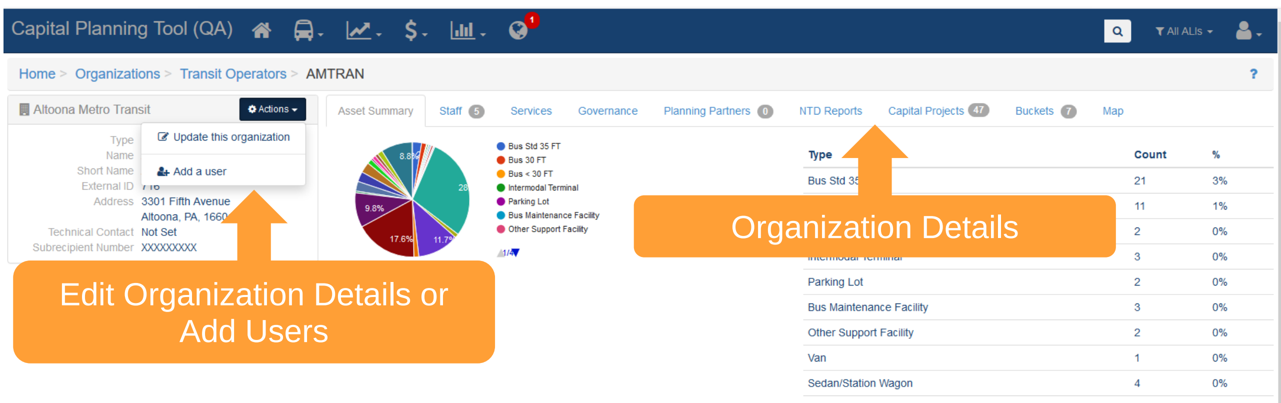
From here, users can explore information about their own organization and their coworkers in the Organization and Users section.

Figure 20 User Menu Dropdown



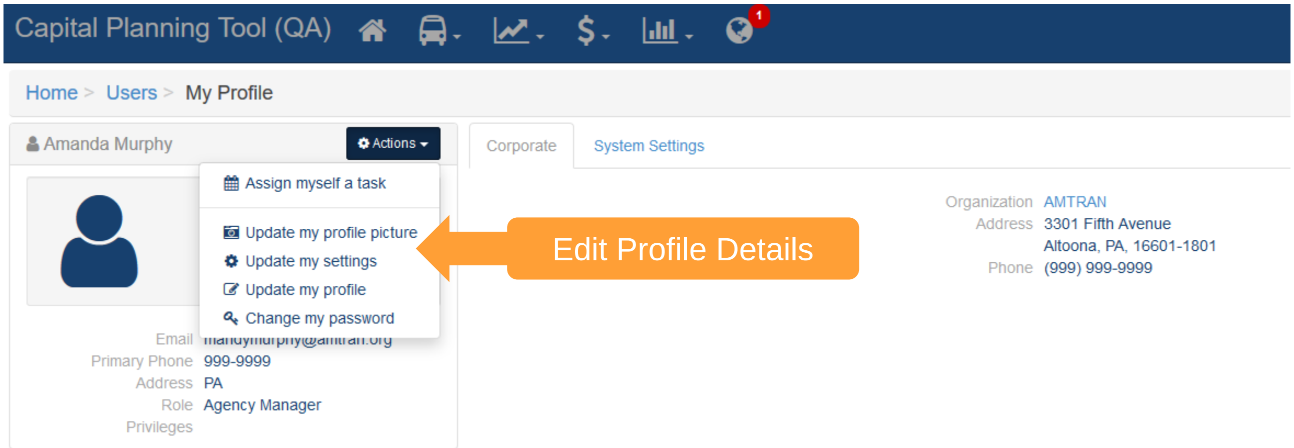
Clicking on your organization name, will allow you to view and edit organization-specific information, and perform certain functions such as adding users.

Figure 21 Organization Details



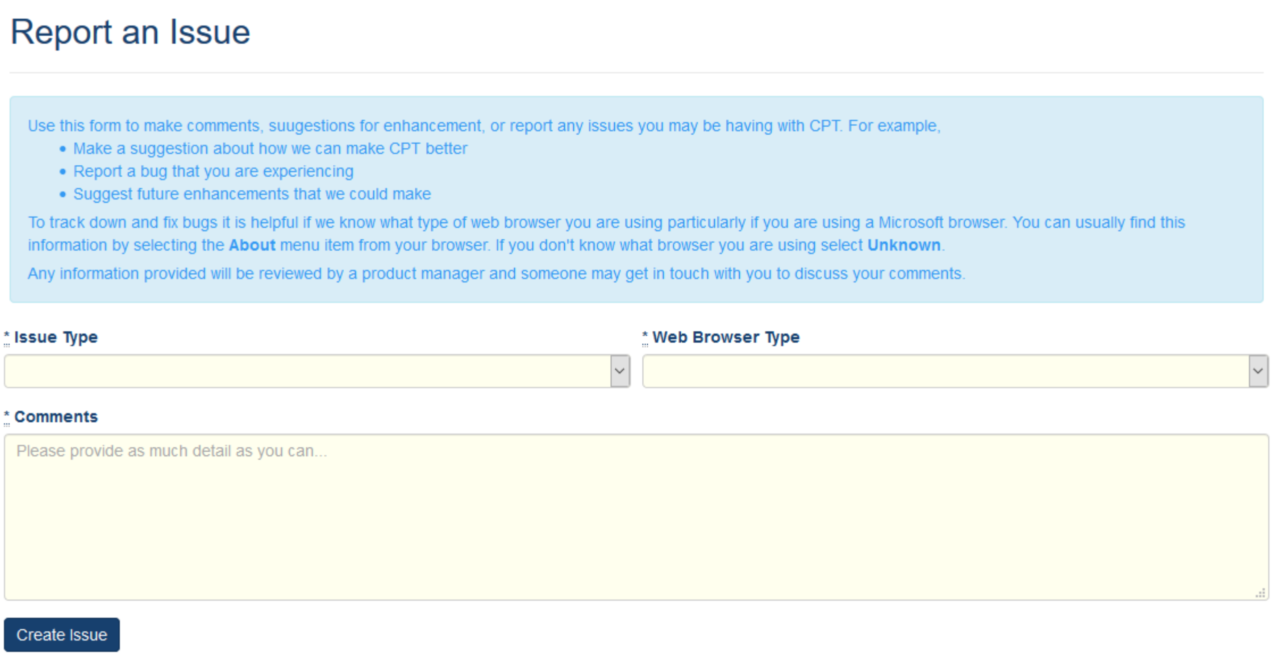
If you click your own name, you can see details about your profile and edit them. You also can assign yourself a task to complete.

Figure 22 Profile Details



You can browse this help document or submit an issue in the Help and Report an issue section. Reporting an issue is easy—just fill out the required information with as much detail as you can provide.

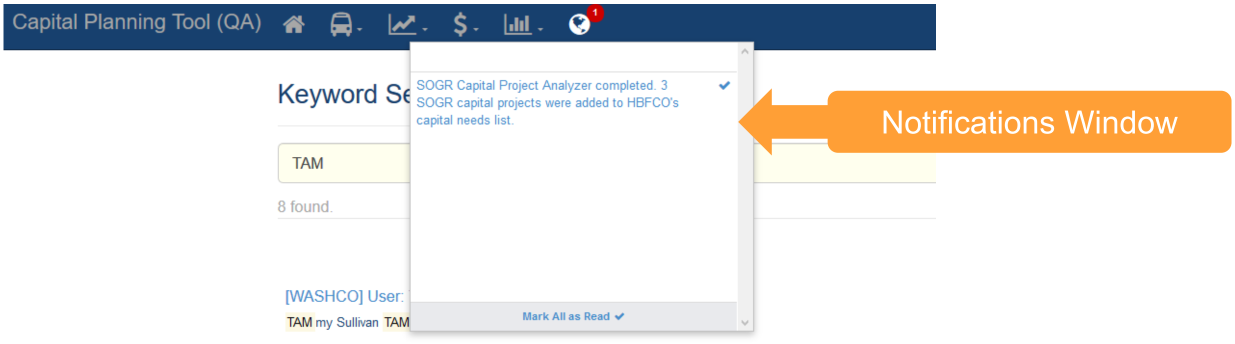
Figure 23 Report an Issue



3.8 Notifications

The notifications dropdown alerts you when there's activity in the system that you should be aware of. The globe at the top of the page will display a number with the count of "unread" notifications since your last check. Clicking on a notification item will take you to the change and mark the notification as read. You also can click individual checkmarks to dismiss individual notifications or "Mark All as Read" to quickly dismiss all notifications.

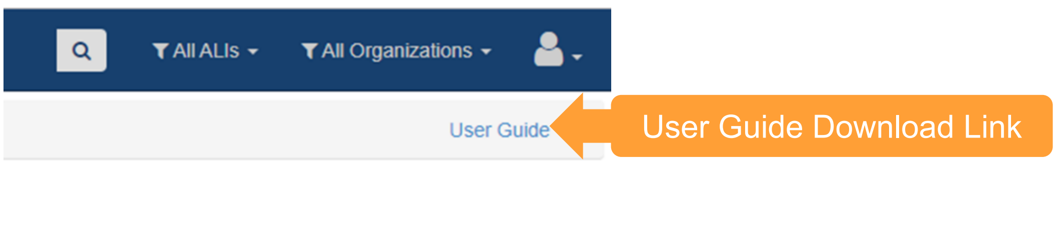
Figure 24 Notification Drawer



3.9 Help

At the top right of each page is a 'User Guide' link. Clicking the user guide icon will automatically download the user guide in .pdf format.

Figure 25 User Guide



4.0 Asset Inventory

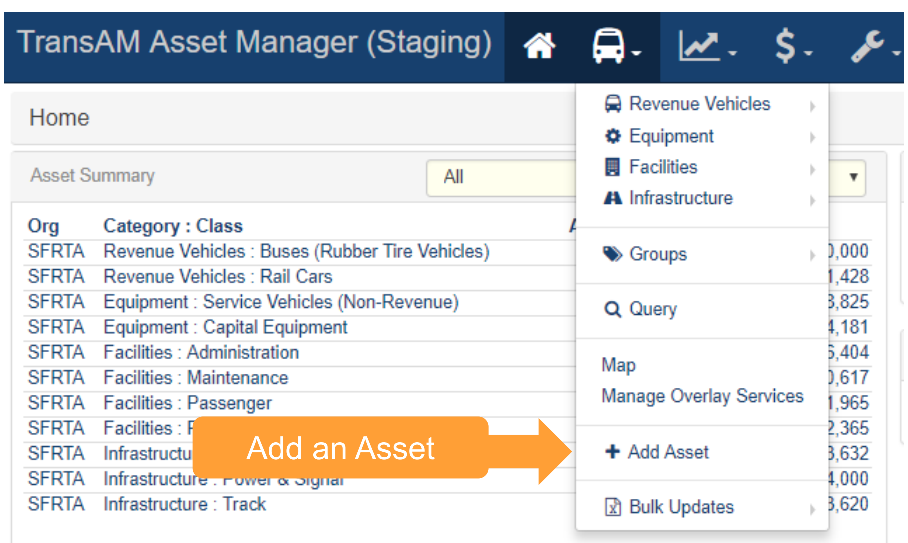
Management of organization assets is carried out through the Asset Inventory dropdown menu. It contains a variety of tools and functions that streamline asset management.

Figure 26 Asset Inventory Dropdown

4.1 Add an Asset

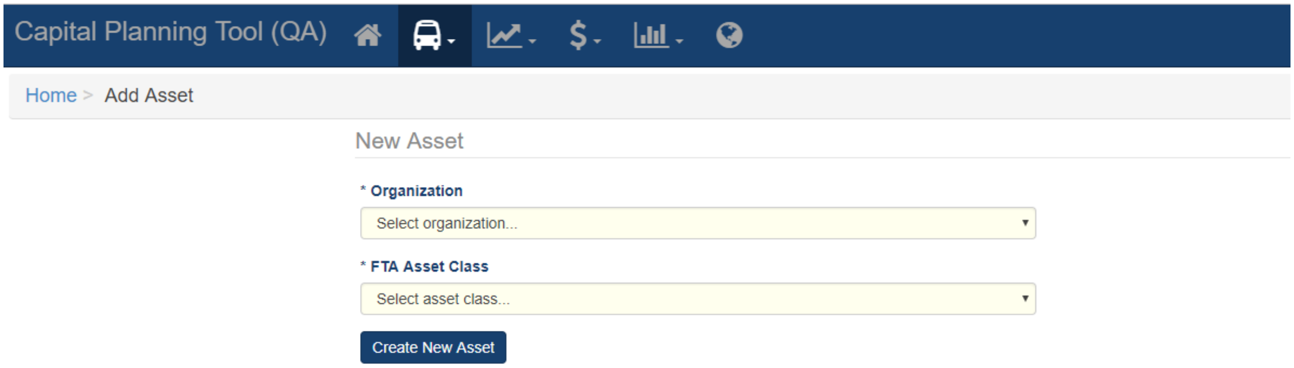
Adding new assets to the asset inventory is simple. First select “Add Asset” from the Asset Inventory dropdown.

Figure 27 Adding an Asset



Select an Organization and an Asset Class, then click “Create New Asset.”

Figure 28 Select the Organization and Asset Class



You'll then be directed to fill out all required fields, as depicted on the required tab, and the option of filling out any optional fields on the recommended tab.

Figure 29 Adding Asset Required Details

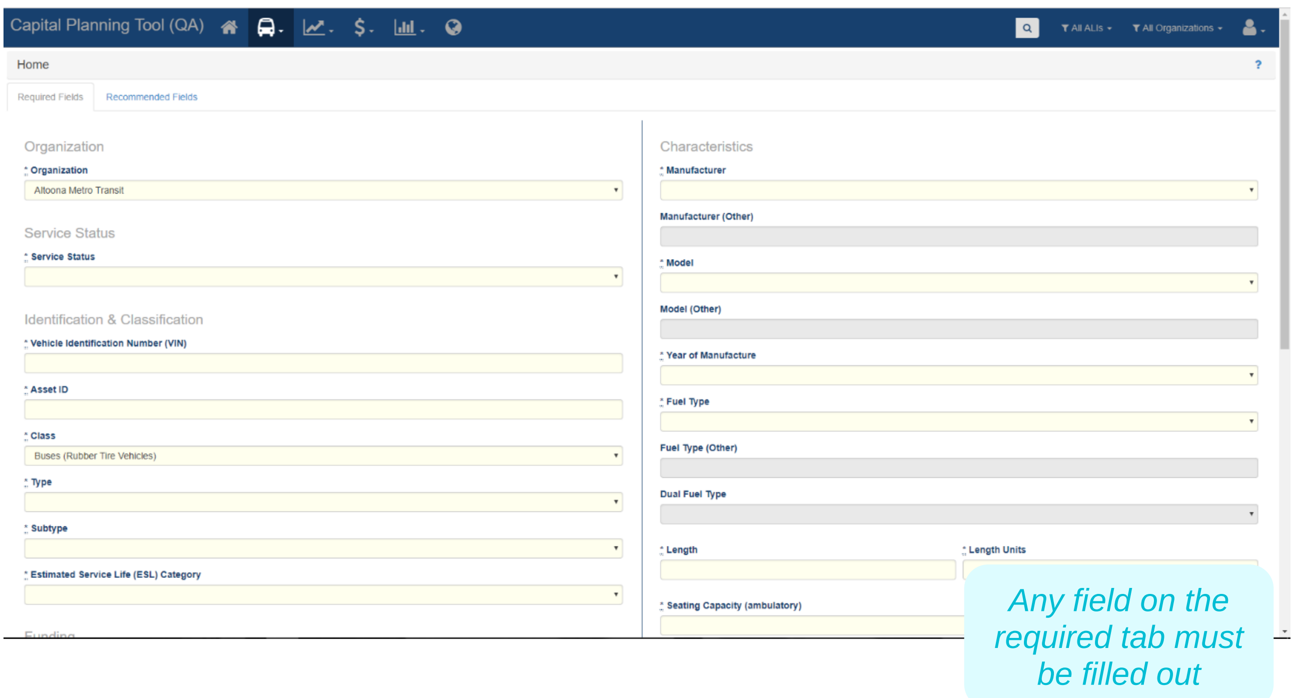
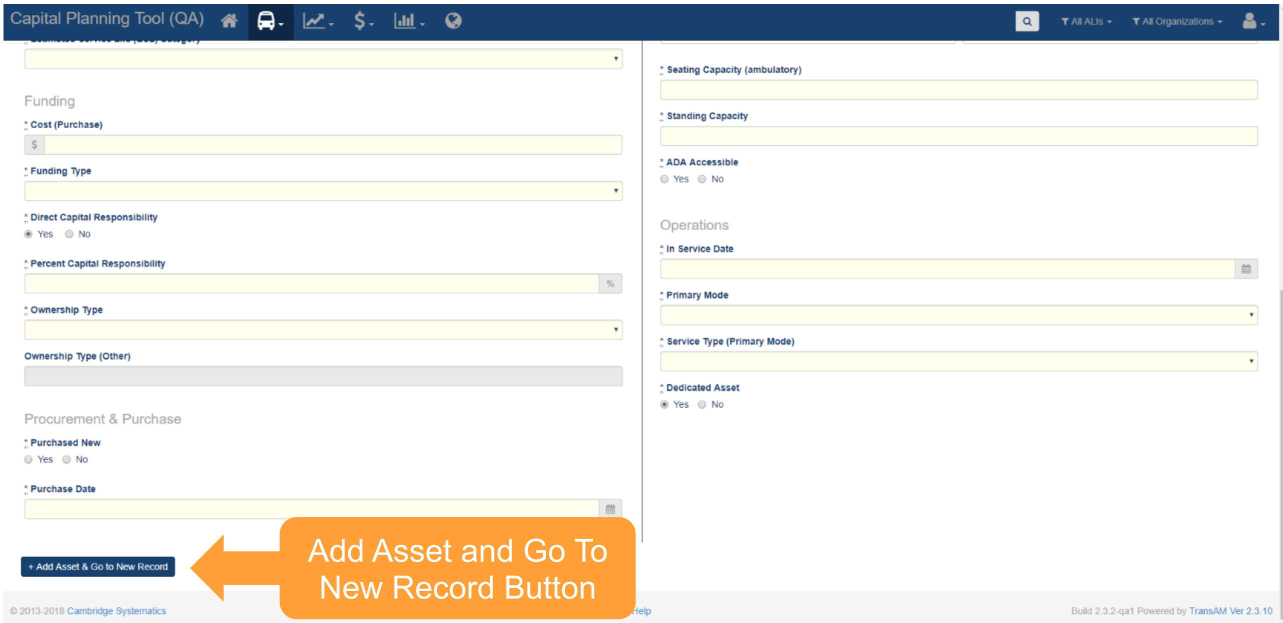


Figure 30 Add the Asset and Go To The New Record

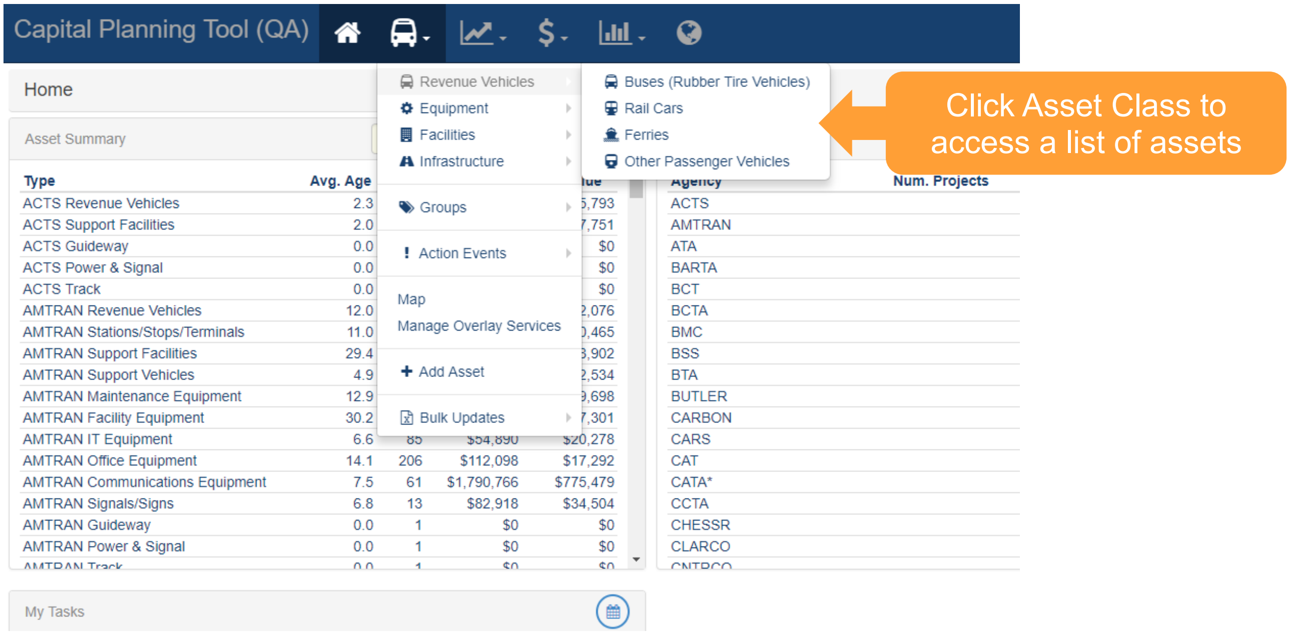


4.2 Accessing Existing Assets

Every asset is categorized by category (e.g., Revenue Vehicles, Equipment), class (e.g., Buses (Rubber Tire Vehicles, Rail Cars), type (e.g., BU-Bus, RL-Commuter Rail Locomotive), and a subtype (e.g., Bus Std 40 FT, Bus Articulated) as part of a standardized hierarchy. The asset category, class, type, and subtype relationship is the taxonomy that defines your inventory and dictates the attributes or data fields that exist for assets. The list of available category, class, and type options are standardized across the system, while subtype options and some data fields have been specifically configured for your specific system deployment.

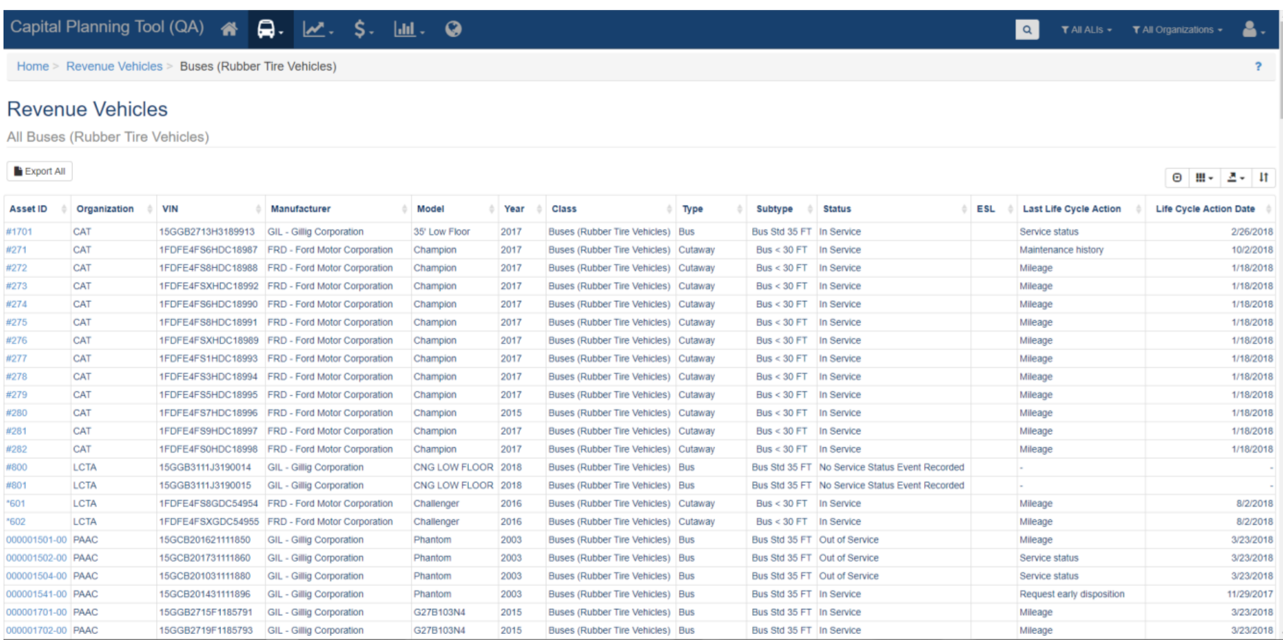
Clicking on an asset class will drill down on the assets an organization possesses within that particular category and class.

Figure 31 Existing Assets



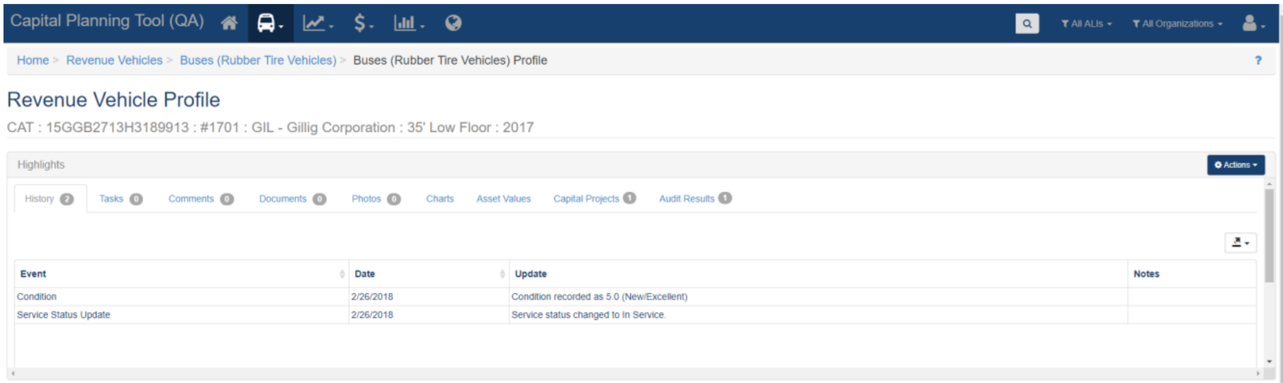
Clicking on the Asset ID text within the row of an asset record, will provide detailed information about that specific asset.

Figure 32 Existing Asset Interface



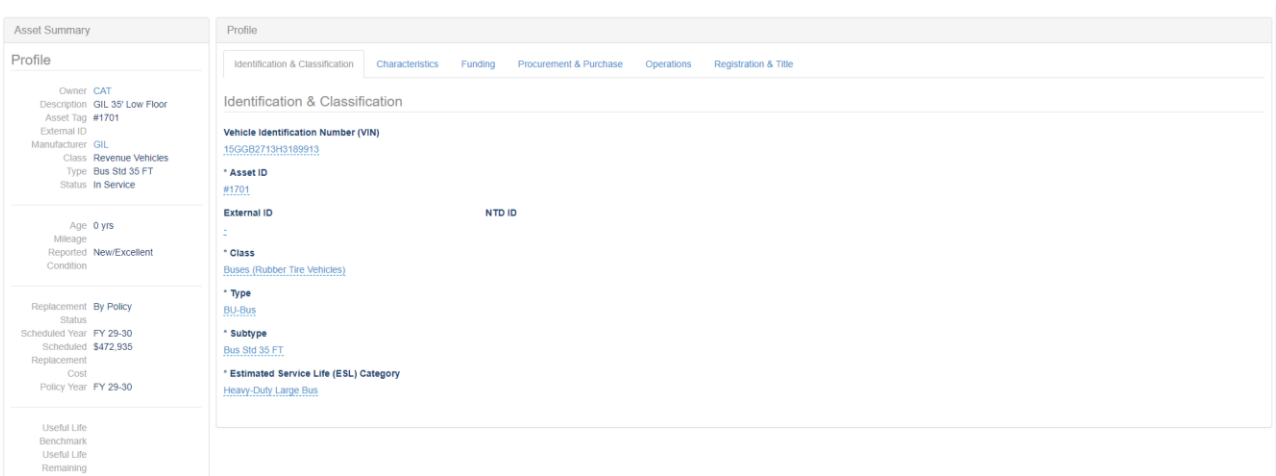
When you access the specific asset record, users can view the highlights section. The highlights sections contains asset summary information such as: a history log, location information, asset charts, asset value information, associated capital projects, and audit results. In addition, tasks, comments, documents, and photos can all be viewed, updated, and edited.

Figure 33 Asset Record: Highlights



In additional to accessing asset highlight information, users can view profile or summary data for that asset.

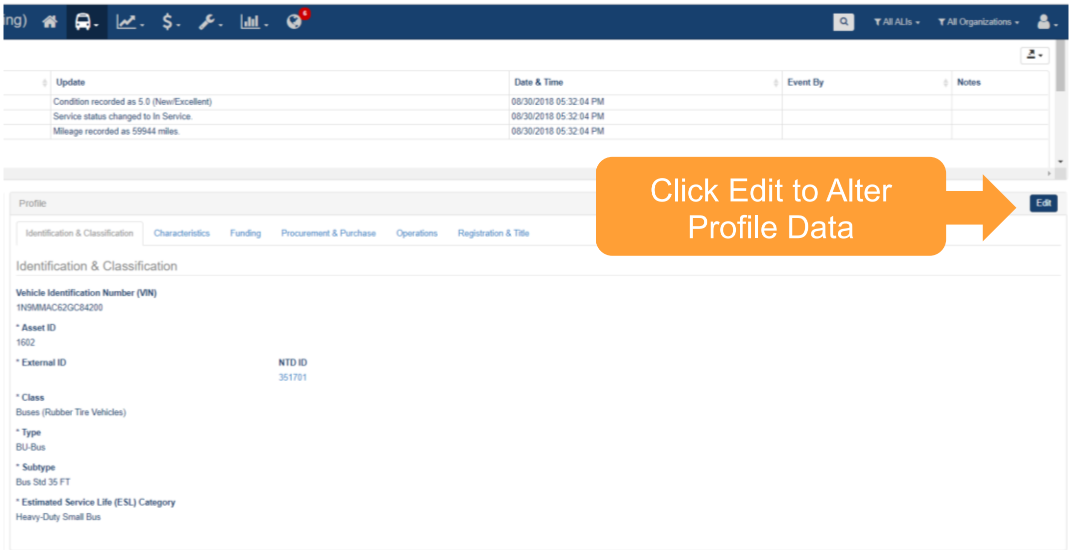
Figure 34 Asset Record: Profile and Summary



4.3 Editing or Updating Existing Asset Profile Data

Editing asset profile data allows users to modify core attributes that are not expected to change, but corrections may be necessary from time to time. Profile data can be modified by clicking on the edit button, editing the data, and clicking the “Save” button. Clicking the “Cancel” button will result in any changes not being saved.

Figure 35 Editing the Profile of an Existing Asset



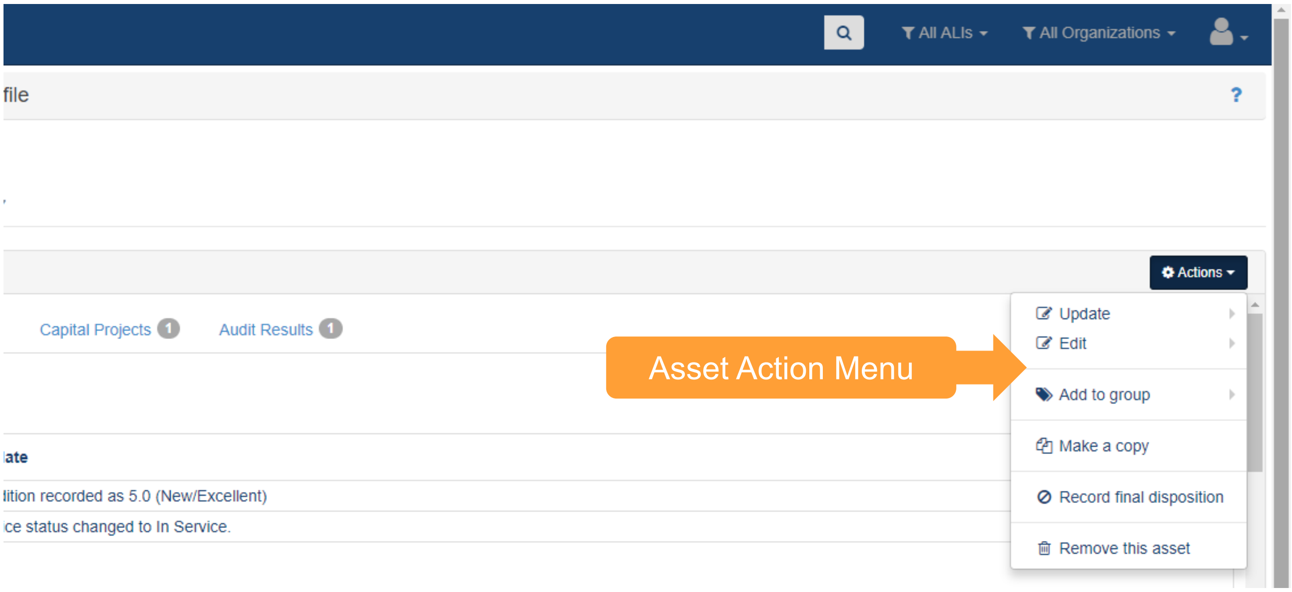
4.4 Updating Existing Asset Lifecycle Data

Asset lifecycle-related information can be edited, updated, changed, or deleted from the action menu in the top right of the screen.

Updating an asset will allow changes to attributes that are expected over the lifecycle of an asset. Asset details such as replacement status, mileage, etc. are expected to be updated periodically. Other actions should only need to happen one time during the life of an asset, such as requesting early or final disposition of an asset.

Removing an asset will permanently delete the asset and should be used only when absolutely necessary. This may option may only be available at certain permission levels.

Figure 36 Updating the Lifecycle of an Existing Asset

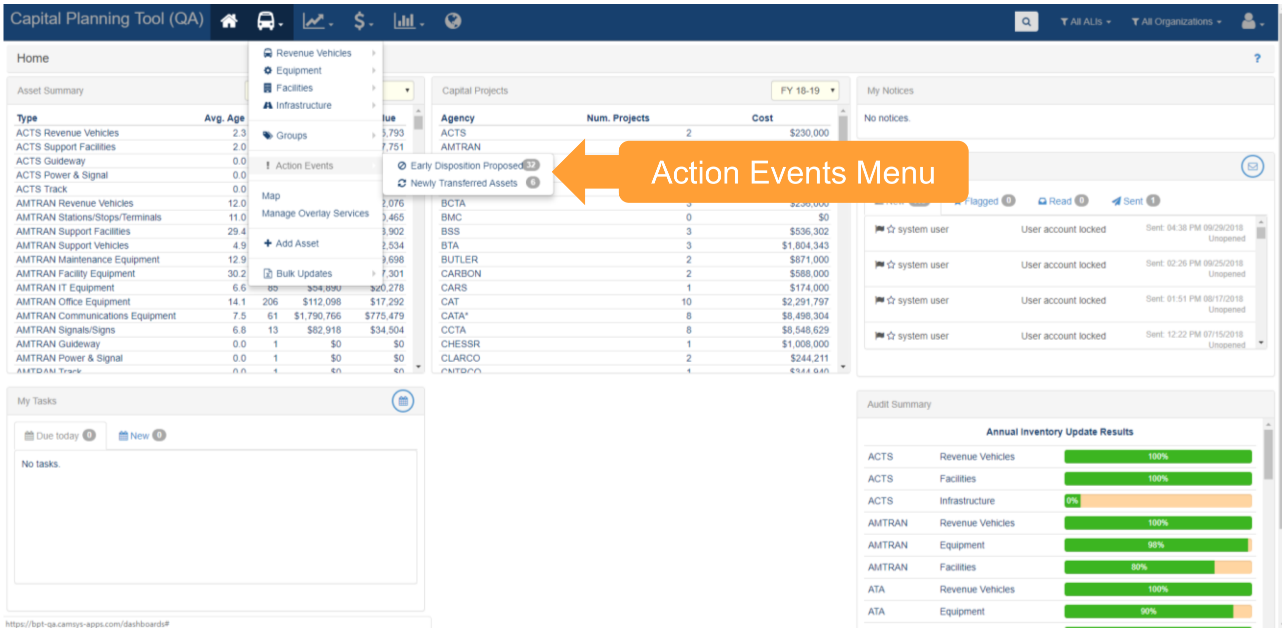


4.5 Action Events (Disposition and Transfer Review)

During an asset's service life, it is possible that the asset might be sold, reprovisioned, traded in, or transferred. As a result, a special event exists to record relevant information, and review any disposition requests that may be submitted, in order to complete the disposition effort.

Action Events depend on the disposition of an asset to perform certain functions. The available functions will vary depending on individual permissions and organizational policy. Action Events occur when an asset is proposed for an early disposition or an asset is newly transferred. You can submit a request for early disposition from the action menu on an asset.

Figure 37 Asset Action Events (Disposition and Transfer)

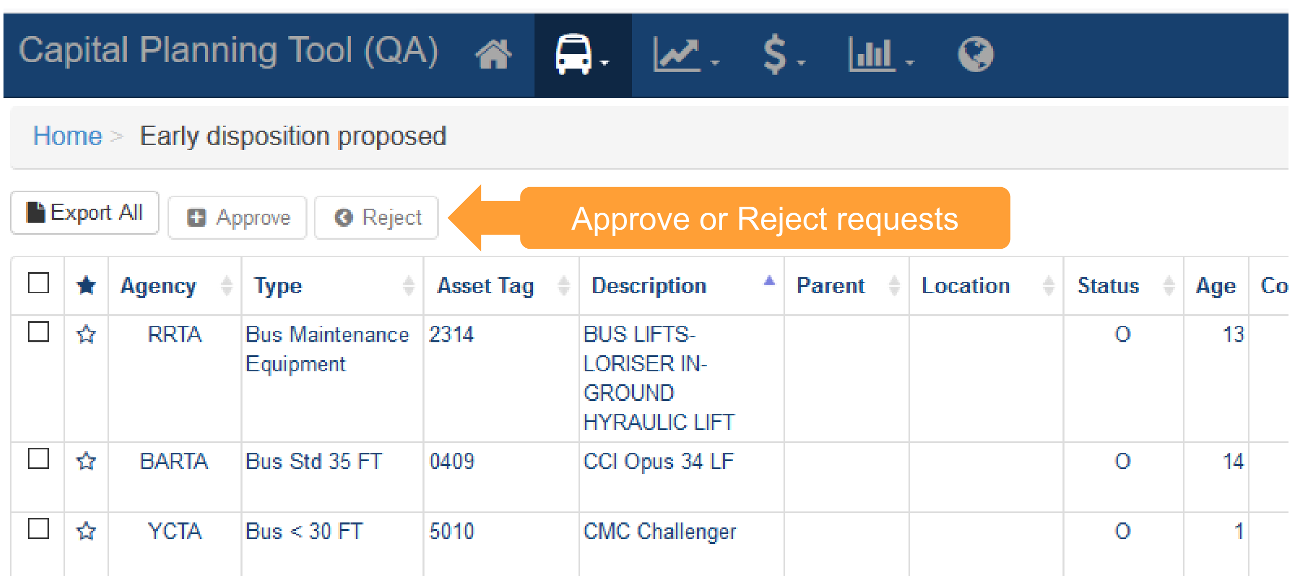


An early disposition instance is where a vehicle fails to fulfill its expected life span. The real world is messy and sometimes mishaps such as accidents occur. Under these circumstances, the asset might require disposition before originally intended.

Record final disposition will keep a record of an asset's existence when it is no longer in service. This option will essentially archive an asset so that the history exists, but the asset is no longer considered in the pool of operational assets for an organization.

Early disposition requests can be reviewed from the Early Disposition Proposed page. Select the check box next to an asset, then the select the button to Approve or Reject a proposed early disposition.

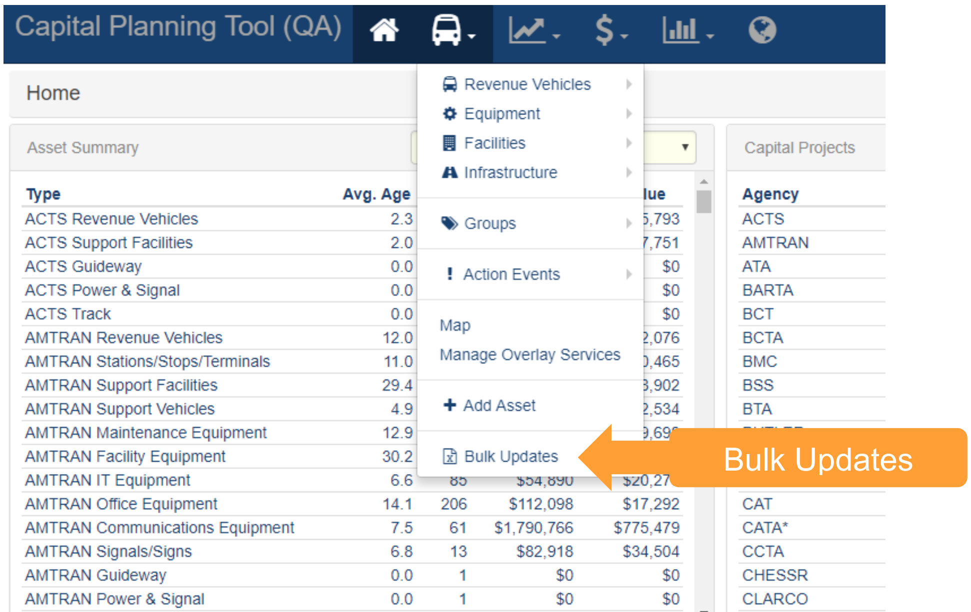
Figure 38 Early Disposition Requests



4.6 Adding or Updating Assets by Bulk Update

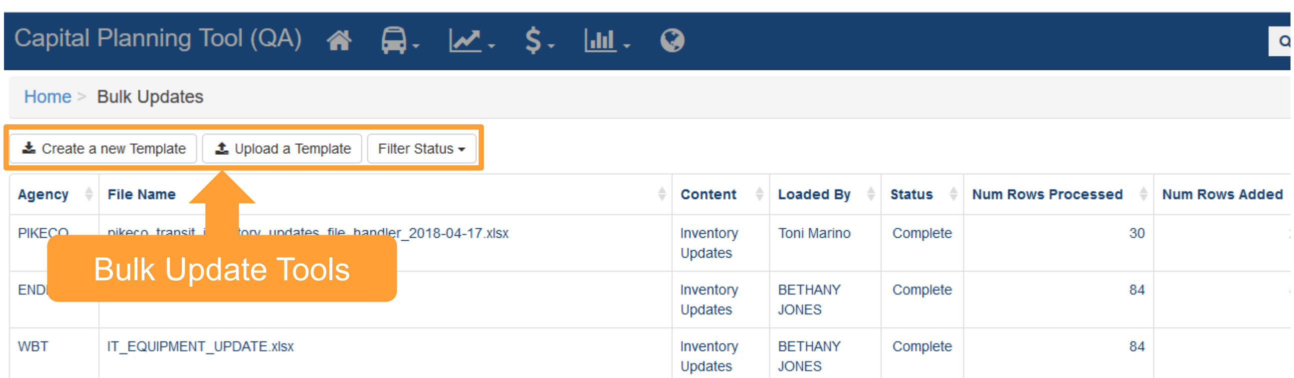
Bulk updates are a faster way to create and edit asset inventories when working with large quantities of asset data. This tool allows users to update service status, condition and mileage of existing inventory, record the last maintenance performed for assets, and identify assets that are going to be reprovisioned or disposed in this planning cycle using their favorite spreadsheet software externally.

Figure 39 Bulk Updates



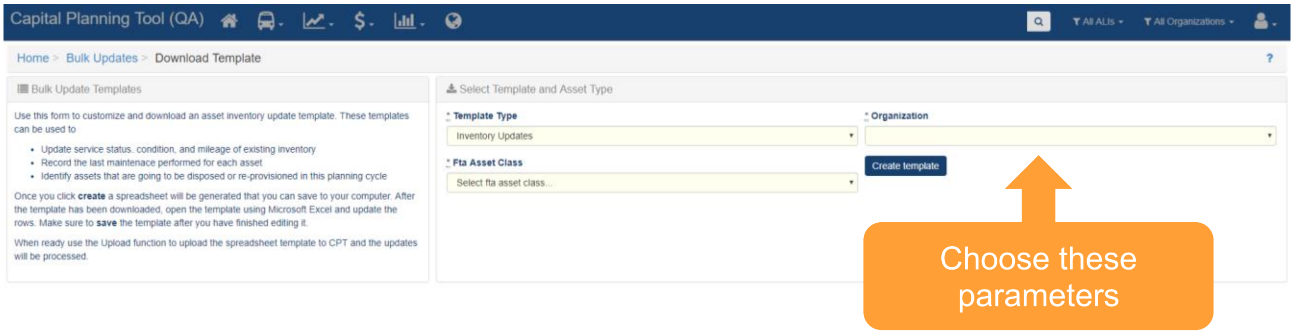
Selecting “Bulk Updates” allows you to Create a new Template, Upload a Template, or see the status of an uploaded template. The main screen also shows previous bulk updates, their content, uploader, status, and stats about the contents of that update and the upload process.

Figure 40 Bulk Update Tools



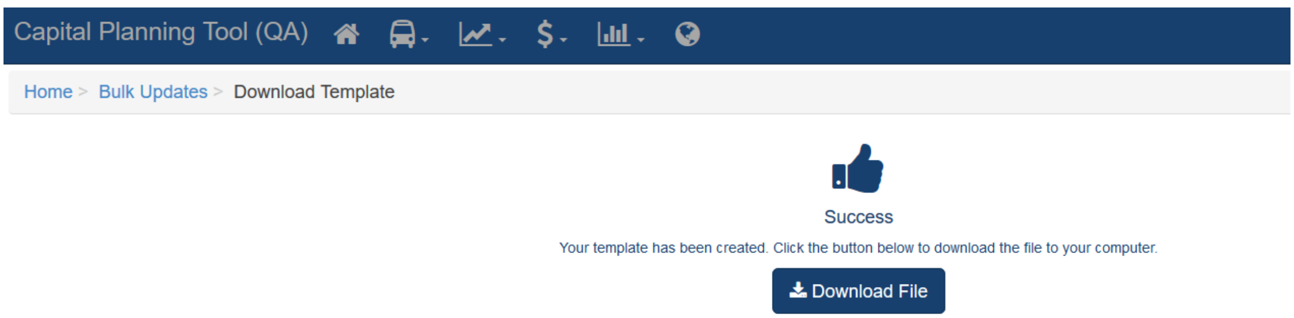
The first step to a bulk update is Creating a Template. Click “Create a new Template”, then select your Template Type, Organization, and Asset Class, then select “Create Template.”

Figure 41 Bulk Update Details



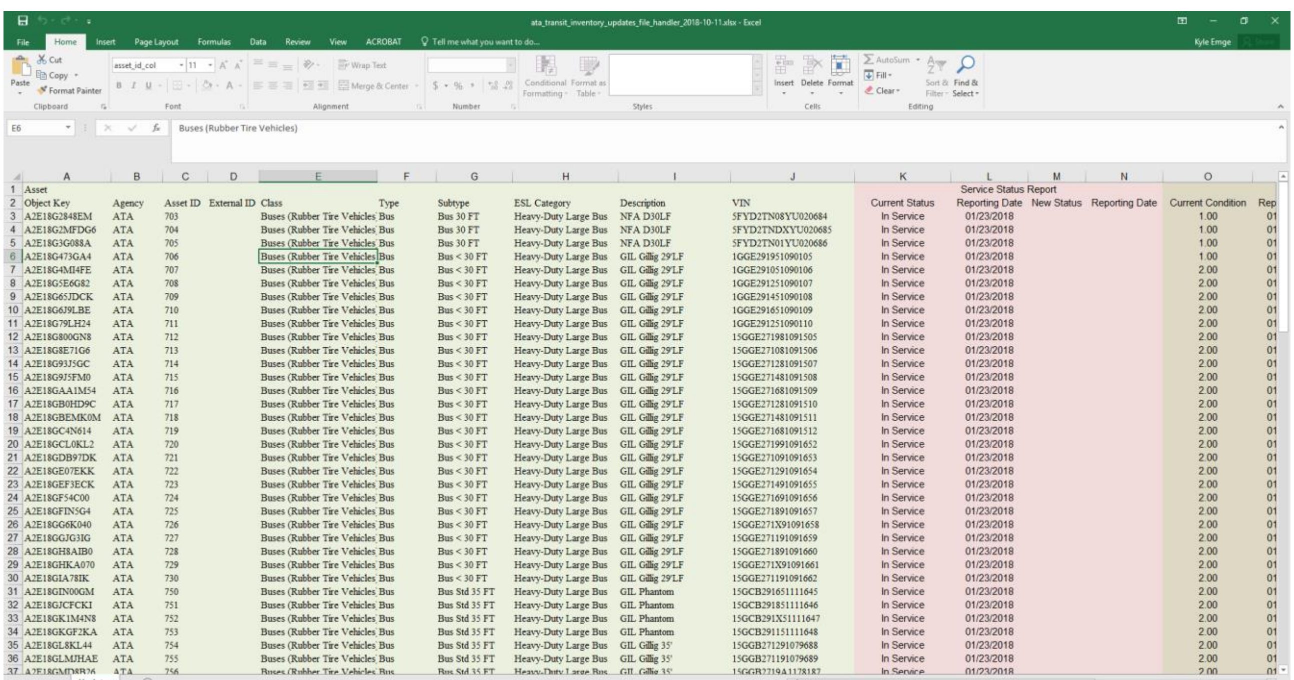
Select "Download File" and save the resulting spreadsheet on your computer.

Figure 42 Bulk Update Spreadsheet Download



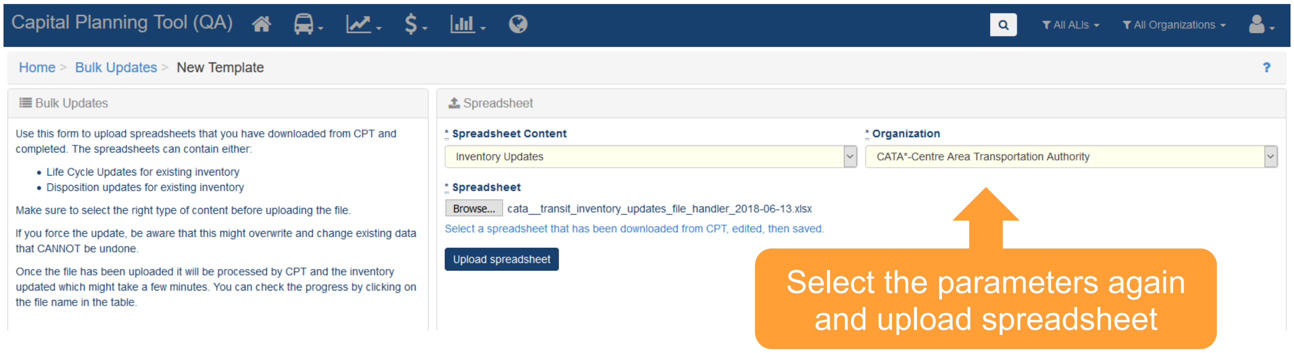
Edit the resulting spreadsheet and make sure you save your changes.

Figure 43 Bulk Update Spreadsheet



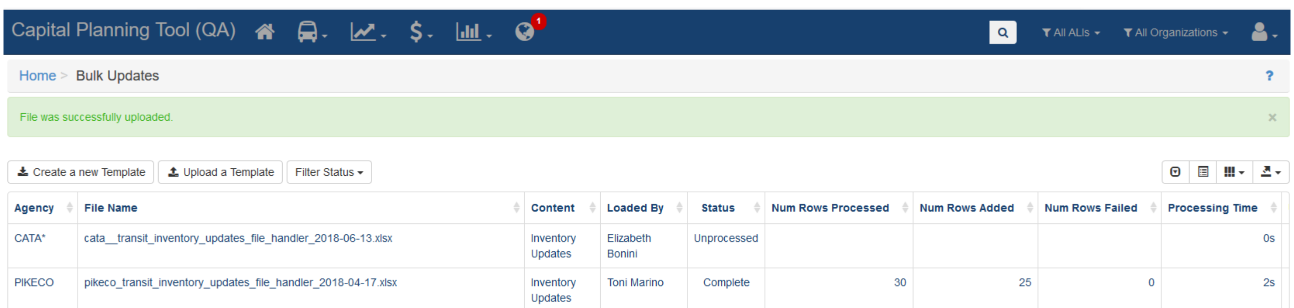
Head back to the Bulk Updates page and at the top select "Upload a Template." Select the parameters on the right that were used to create the template and then click browse and find your edited spreadsheet. Then click Upload spreadsheet.

Figure 44 Bulk Update Upload



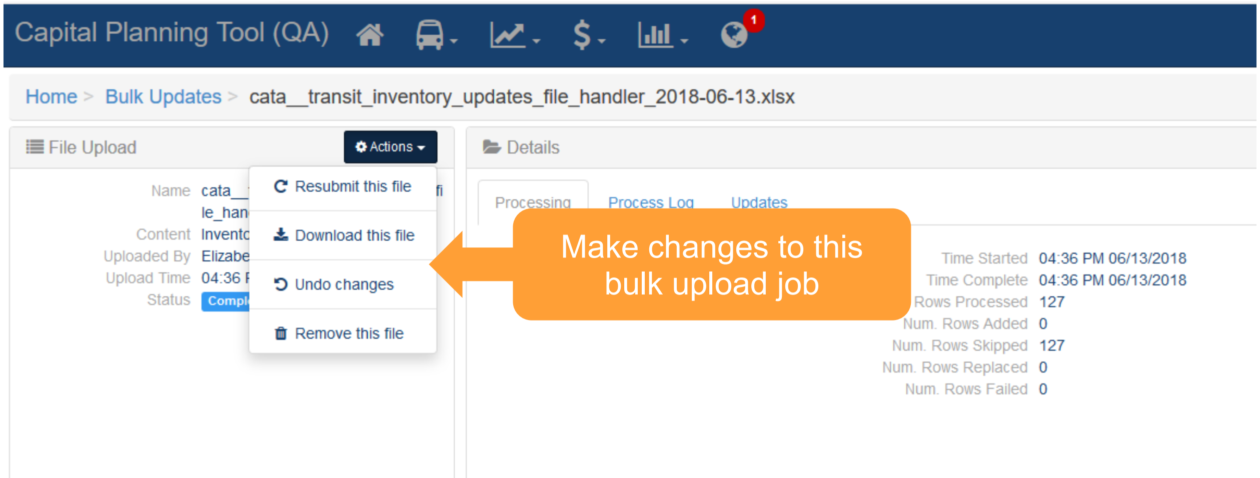
If your file uploads successfully, the main Bulk Update screen should reappear with a "File was successfully uploaded banner" and you should see the most recent update appear at the top of the bulk update history. The system will perform the updates and a new notification will appear in your notification tray once all updates are complete.

Figure 45 Bulk Upload Processing



Each row in the Bulk Update table contains additional information and options if you click that update. Use this interface to identify any issues that might have occurred during the bulk upload process. From the actions menu, you can resubmit the file for processing, download that specific spreadsheet again, revert the changes made by this update, or remove the file used to update from the list.

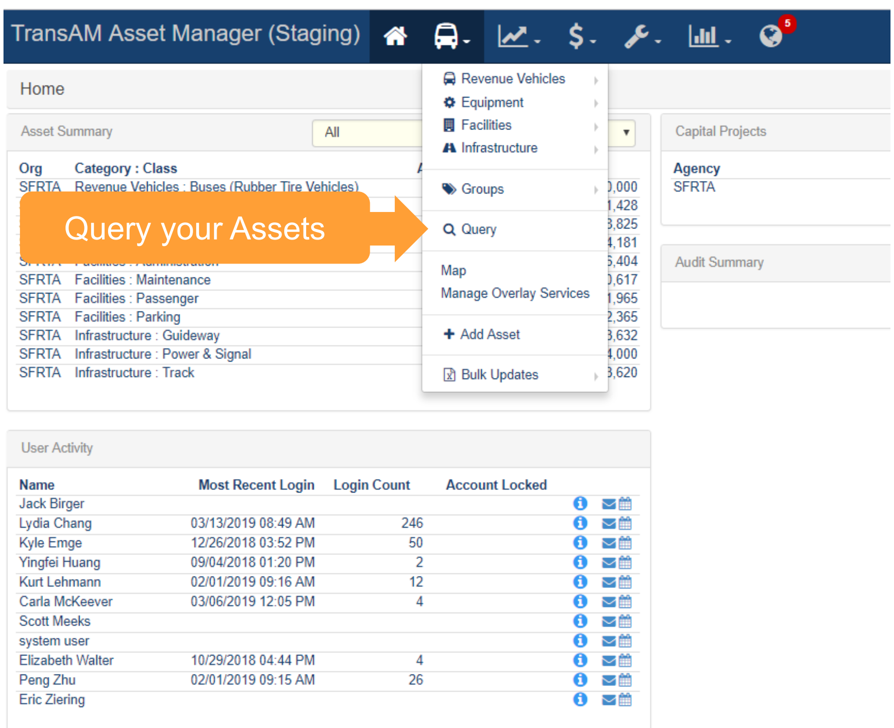
Figure 46 Bulk Update Edit



4.7 Query

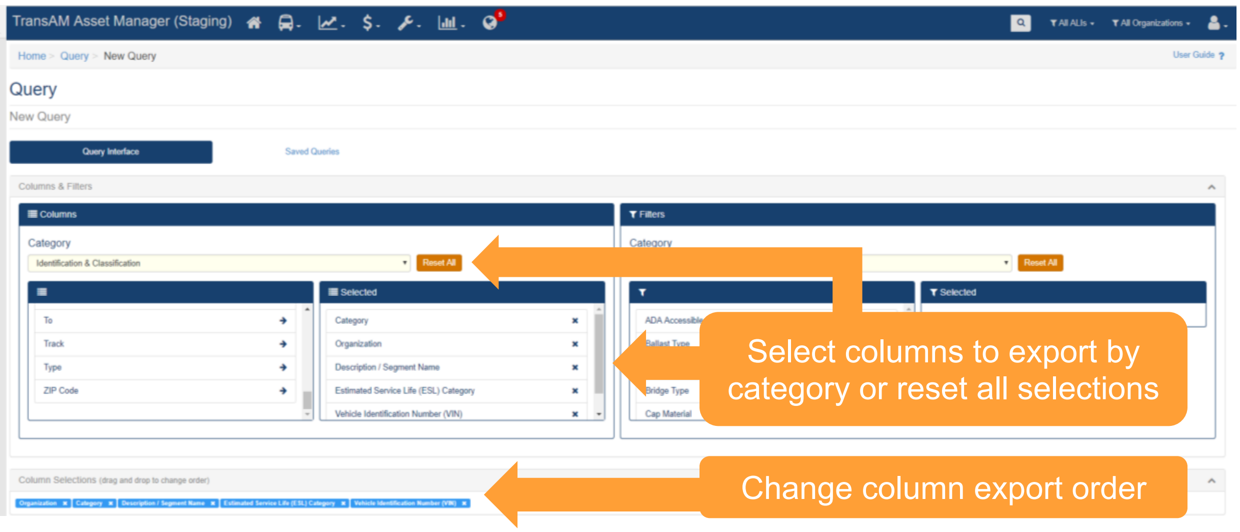
The system has the ability to query the database of all assets for those matching specific search criteria and provides the ability for users to build, save, and share custom data exports.

Figure 47 Asset Query



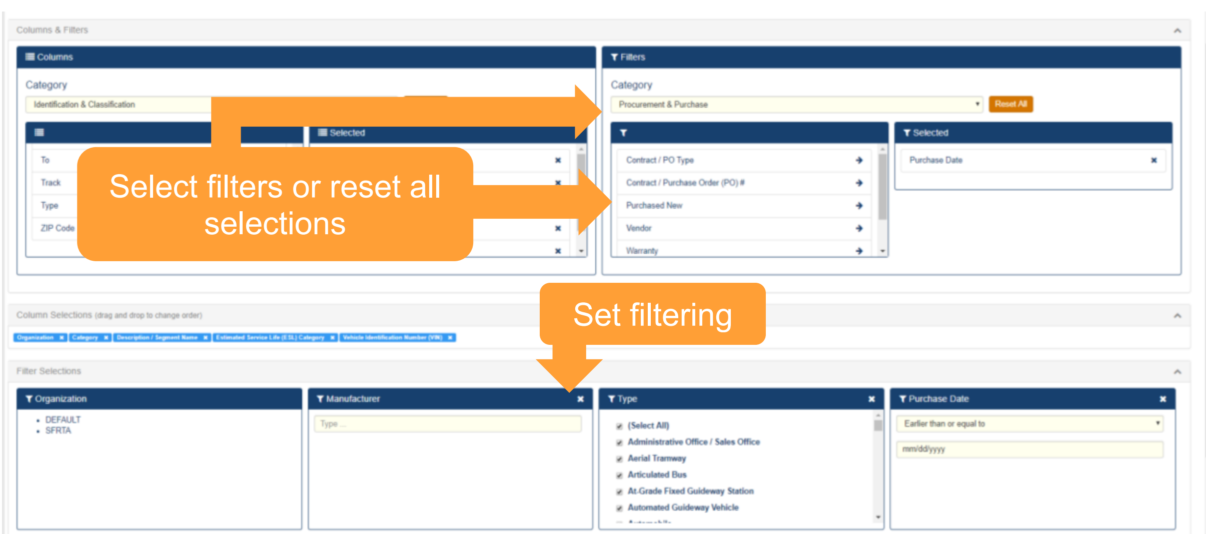
From the Query screen, users can select each data field you want to export from a variety of attributes within the Columns panel. All data fields belong to a specific category. Select a category to refresh the data fields available for selection. Users can select each individual column that you want to add to the export, by moving fields to the Selected box by clicking on the arrow in each field and remove selected fields by clicking on the "x" of each selected field. Selected columns appear in the Column Selections panel, and the order each data field is presented in the export can be modified by utilizing drag and drop functionality. Organization and category data fields are always added as default selections, and all selections can be removed by clicking 'Reset All'.

Figure 48 Column Selection



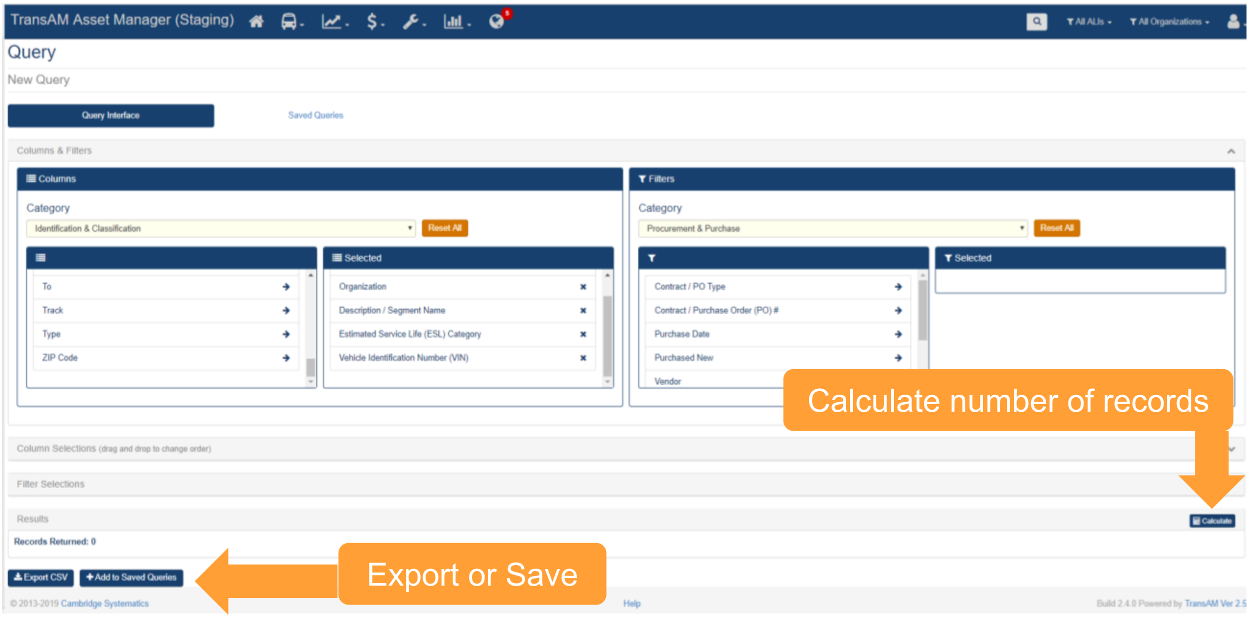
From the Query screen, you can also select what data to filter. Filtering functionality works in a similar manner as column selection. Select each individual data field that you want to filter, by moving fields to the Selected box by clicking on the arrow in each field and remove selected fields by clicking on the "x" of each selected field. Selected filters appear in the Filter Selections panel, where the user can set filtering parameters. The organization data field is always added as default selection, and is non-configurable as it is set by the sitewide organization filter.

Figure 49 Filter Selection



Once the query is ready to be used, users can click the "Calculate" button in the results section to see how many records will be returned. Clicking the "Calculate" button is not required, but serves as a gauge to see if the query that has been developed is returning the anticipated number of records. At this point, users can either export or save the query. If a user chooses to save a query, they will have the ability to share the query with users in associated or child organizations, so long as the user has a Manager user role.

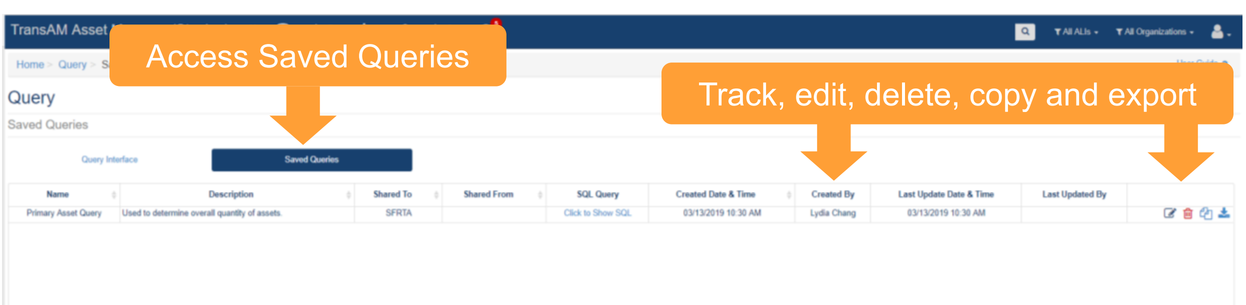
Figure 50 Calculate, Export or Save



Saved queries can be accessed by clicking on the Saved Queries button at the top of the screen. All queries save to the profile of the user initiating the save action. If a user has a Manager user role, the user is allowed to share the query with other users within any organization tied to the Manager. Parent organization users with a Manager role can share queries with associated child organizations as well. Shared queries can only be edited by a Manager from the "Shared From" organization. Shared queries from parent organizations cannot be deleted by child organizations, but queries shared by users within the same organization can be deleted from individual user profiles.

Additional query functionality includes the ability to export, edit, and copy queries, as well as copy the SQL statement, and monitor query history, all from within the saved queries section.

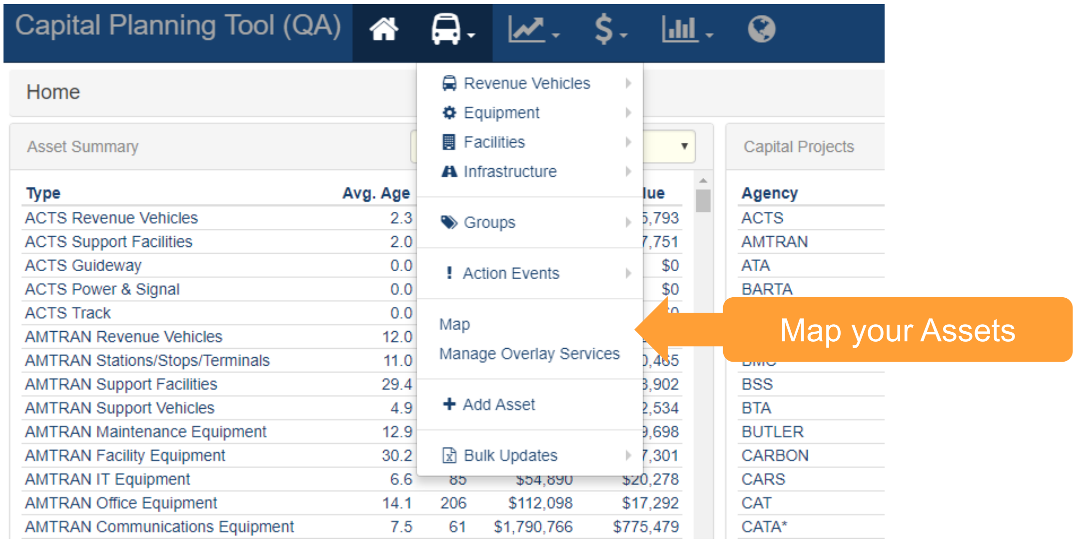
Figure 51 Saved Queries



4.8 Map

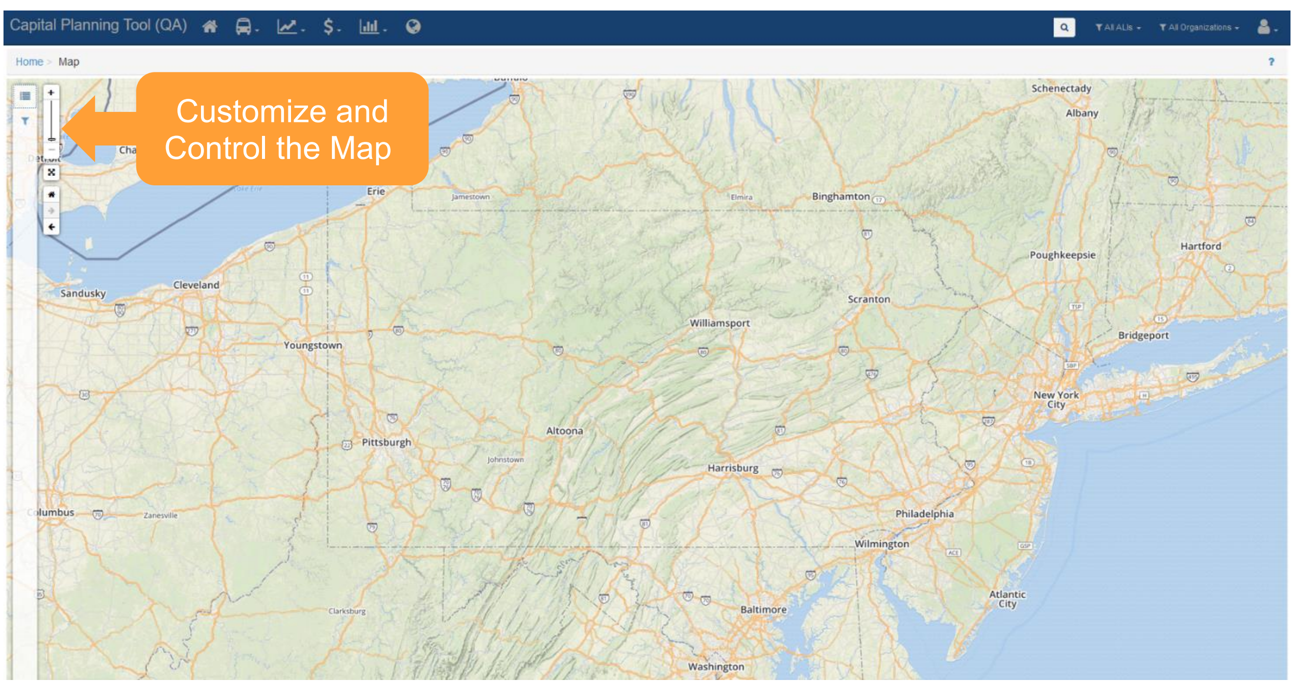
The system provides the ability to overlay asset locations on a map.

Figure 52 Asset Map



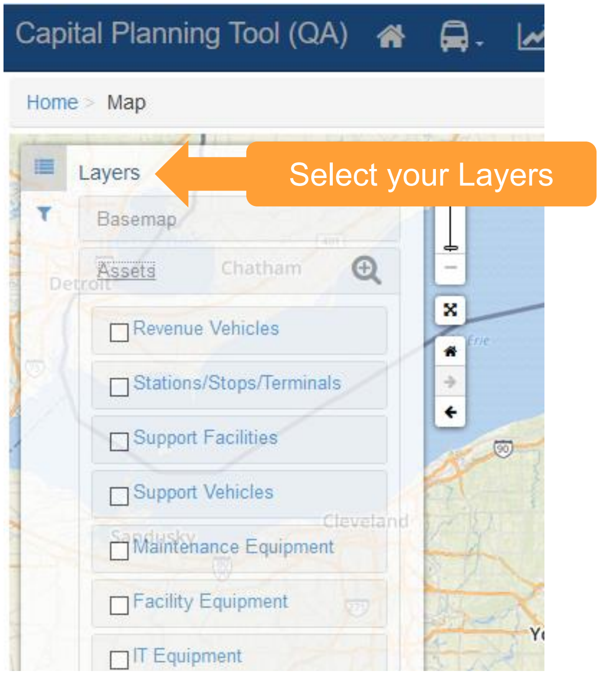
The map has several key features. You can customize the map from the two icons in the bar on the left of the map.

Figure 53 Map Customization



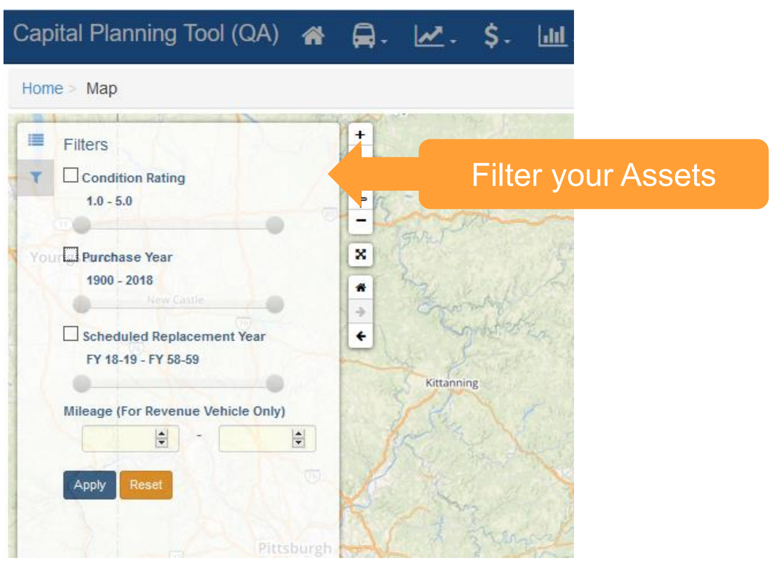
Clicking the top icon allows you to select which layers to display on the map. You can select a default map, the Esri streets map, the Esri Satellite map, or the Esri topographic map as your basemap. Clicking assets will allow you to specify which asset types you wish to display on the map.

Figure 54 Map Layers



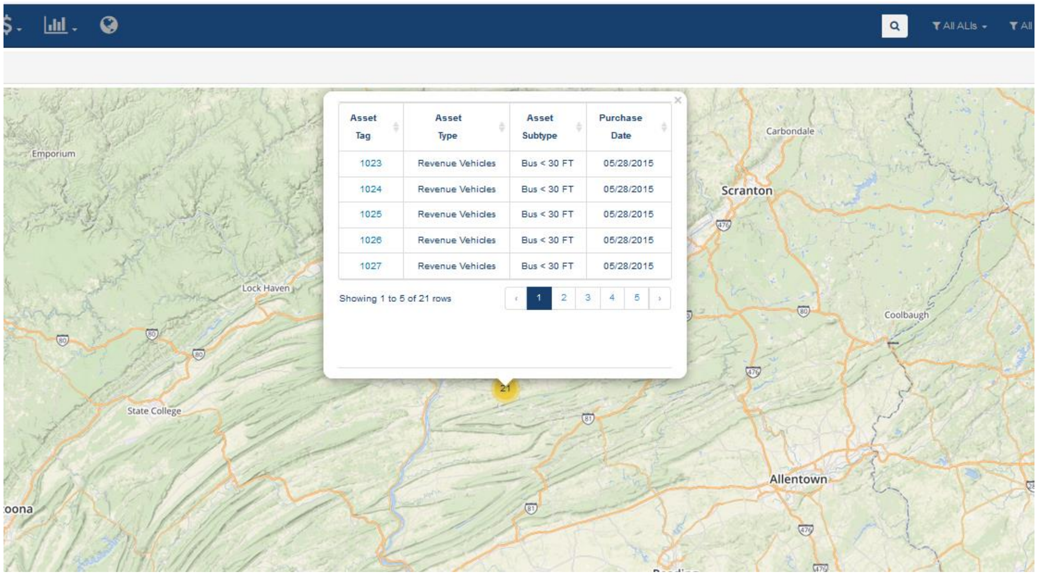
Clicking the filter icon will allow you to pare down the assets that are displayed on the map.

Figure 55 Map Filter



Once assets are displayed on the map, clicking a group of assets will provide summary information.

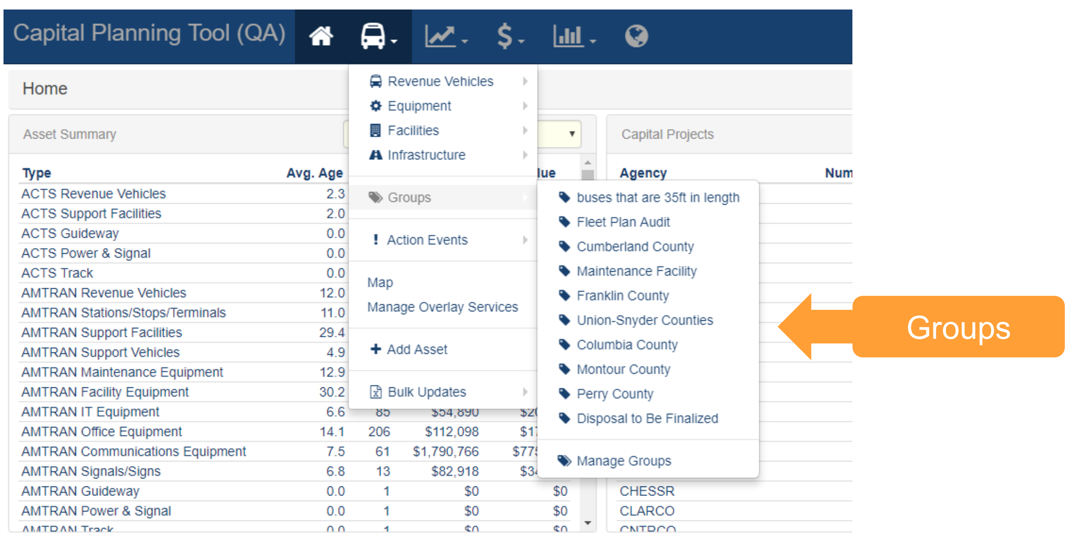
Figure 56 Map Asset Details



4.9 Groups

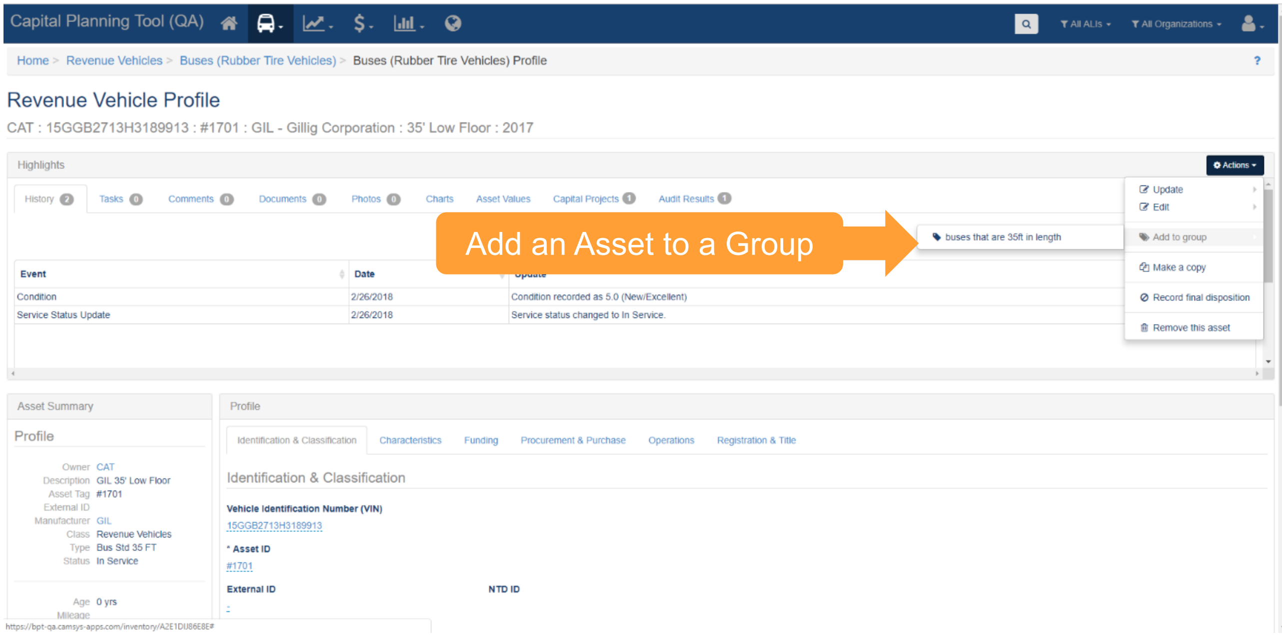
Agencies can create an on-the-fly collection of assets called groups so that they can quickly recall commonly viewed assets all at once. They can be accessed from the Asset Inventory Menu.

Figure 57 Asset Groups



Individual assets can be added to the group from their details menu.

Figure 58 Adding an Asset to a Group



5.0 Maintenance

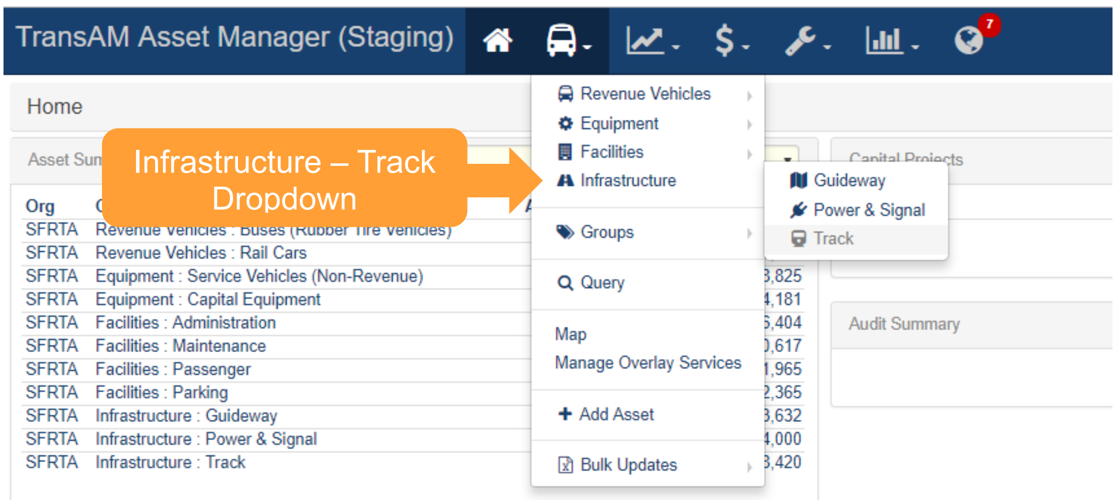
Maintenance of assets is carried out through the Maintenance dropdown menu. Currently, the Maintenance section includes the Performance Restriction feature, which only applies to Infrastructure – Track assets. Additional features will be added to the Maintenance section in the future.

5.1 Performance Restrictions

Organizations that have Infrastructure – Track data in the asset inventory, can utilize the Performance Restrictions feature. This feature can be used to monitor daily, track-based speed restrictions or work restrictions on individual track segments. All restrictions must be reported utilizing the same linear reference method used for the Infrastructure – Track asset data.

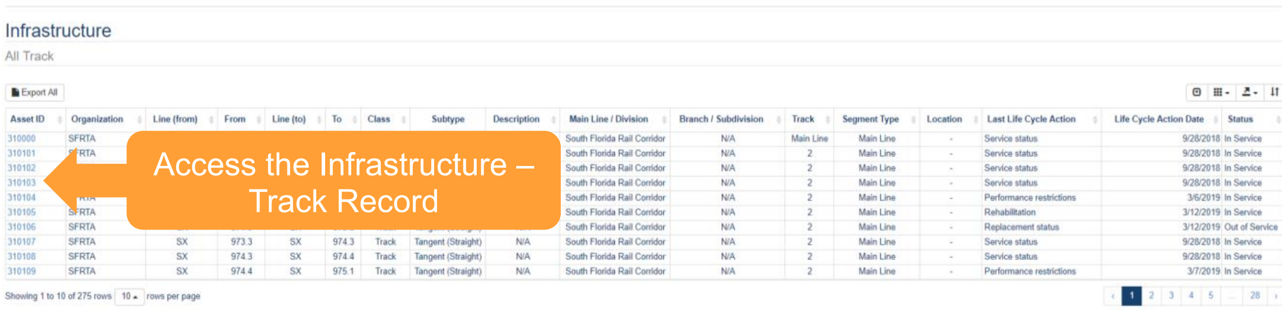
Performance Restrictions can be reported within an individual Infrastructure – Track asset profile, which can be accessed from the Asset Inventory dropdown

Figure 59 Asset Inventory Dropdown : Infrastructure - Track



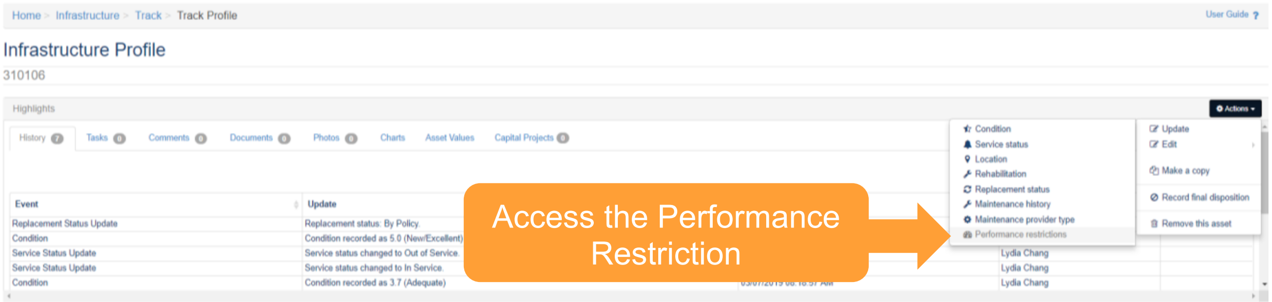
Clicking on the Asset ID text within the row of an asset record, will provide detailed information about that specific asset.

Figure 60 Existing Asset Interface : Infrastructure - Track



Performance Restrictions can be reported from the action menu in the top right of the screen.

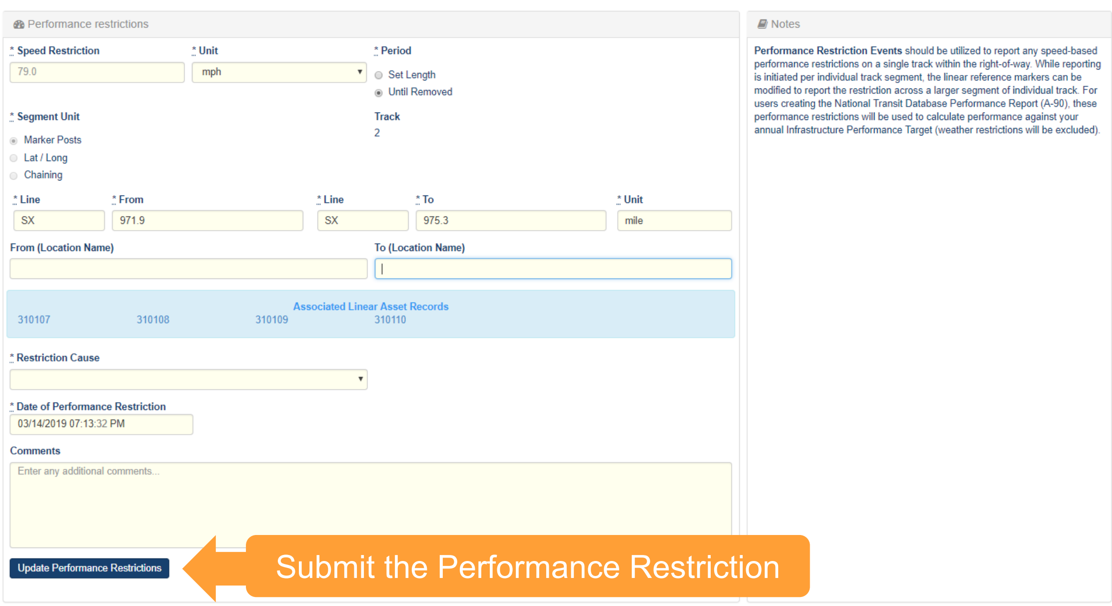
Figure 61 Lifecycle Action Menu



When accessing the Performance Restriction Lifecycle Event, data associated with the track segment auto-populates the event fields, including the maximum permissible speed, which populates the speed restriction field. As a user, you can edit the speed restriction, and set the period of the restriction. The restriction period can be set to "Until Removed", which means the restriction will be active until a user manually closes the restriction, or the restriction can be set for a specified period of time, to include hours, days or weeks. If the restriction is set to a specified period of time using "Set Length", the restriction will automatically closeout upon expiration of the specified time period.

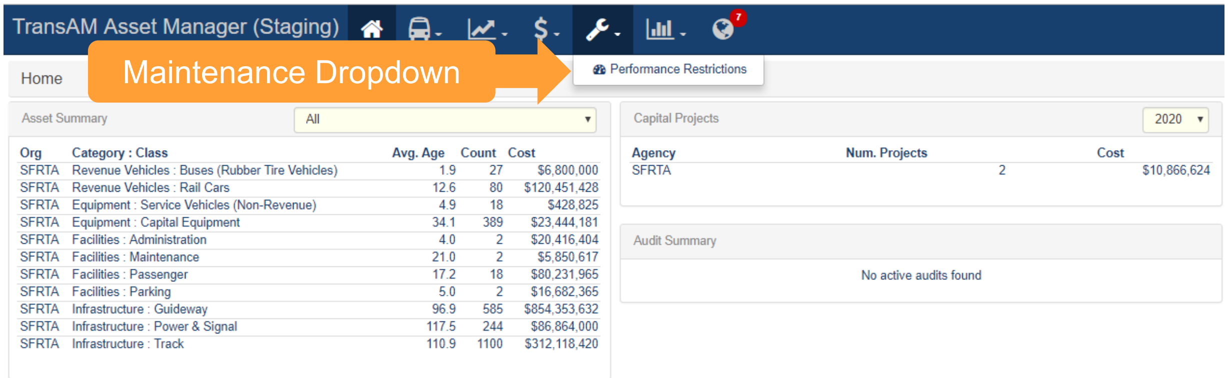
Users can also adjust the linear "From" and "To" marker post values (which were auto-populated from the track record), in order to modify the length of the restriction segment. Modifying the restriction length means the track restriction can be reported for more than one segment of track, even though the event was initiated from a single record. If the "From" or "To" value is extended beyond the "From" and "To" values of the initial reporting segment, all other associated linear segments covered under the new values will appear in the "Associated Linear Asset Records" section. Users can also submit restrictions utilizing on the "From" value, for single location restrictions, such as switch points and all restrictions must have a restriction cause selected.

Figure 62 Performance Restriction Lifecycle Event



Once a Performance restriction is submitted it appears in the Performance Restrictions section, along with all previously submitted restrictions, and can be managed by accessing the Maintenance Dropdown.

Figure 63 Maintenance Dropdown



Org	Category : Class	Avg. Age	Count	Cost
SFRTA	Revenue Vehicles : Buses (Rubber Tire Vehicles)	1.9	27	$6,800,000
SFRTA	Revenue Vehicles : Rail Cars	12.6	80	$120,451,428
SFRTA	Equipment : Service Vehicles (Non-Revenue)	4.9	18	$428,825
SFRTA	Equipment : Capital Equipment	34.1	389	$23,444,181
SFRTA	Facilities : Administration	4.0	2	$20,416,404
SFRTA	Facilities : Maintenance	21.0	2	$5,850,617
SFRTA	Facilities : Passenger	17.2	18	$80,231,965
SFRTA	Facilities : Parking	5.0	2	$16,682,365
SFRTA	Infrastructure : Guideway	96.9	585	$854,353,632
SFRTA	Infrastructure : Power & Signal	117.5	244	$86,864,000
SFRTA	Infrastructure : Track	110.9	1100	$312,118,420

Agency	Num. Projects	Cost
SFRTA	2	$10,866,624

All restrictions in an "Active" status appear by default in the management section. Events can be filtered to "All" or "Expired" to view historical restrictions, by status. Filtering can also be achieved by searching for events that were active within a specified period of time. If a restriction is no longer active, it can be manually closed by clicking the "Closeout" button. If a restriction was closed in error, the user can filter for expired restrictions and reopen the restriction event that was closed in error. All restriction event data can be directly exported from the table.

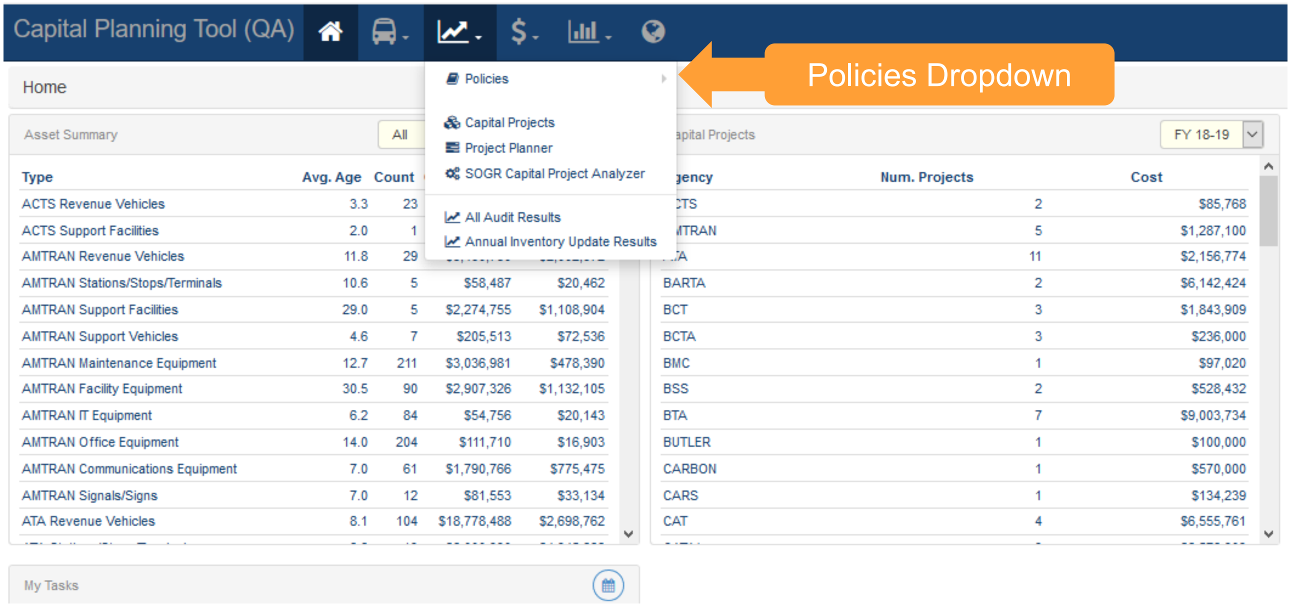
Figure 64 Performance Restriction Management

Asset / Segment ID	Org	Desc / Segment Name	Subtype	Line	From	Line	To	Track	Max Permissible Speed	Unit	Speed Restriction	Unit	Restriction Cause	Active Start	Active End	Submitted By	Status	Comments	
311107	SFRTA	N/A	Tangent (Straight)	SX	1,024.00	SX	1,024.60	2	79	mph	25	mph	Other	07/05/2017 12:00 AM	Until Removed		Active		Closeout
310104	SFRTA	N/A	Tangent (Straight)	SX	970.20	SX	970.40	2	30	mph	20	mph	Rail Defect	03/06/2019 09:52 AM	Until Removed	Lydia Chang	Active		Closeout
311107	SFRTA	N/A	Tangent (Straight)	SX	1,023.40	SX	1,028.30	2	79	mph	25	mph	Maintenance	03/12/2019 10:26 AM	Until Removed	Lydia Chang	Active		Closeout
311107	SFRTA	N/A	Tangent (Straight)	SX	1,023.40	SX	1,028.30	2	79	mph	25	mph	Maintenance	03/12/2019 11:19 AM	03/19/2019 11:19 AM	Lydia Chang	Active		Closeout
Multiple	SFRTA	Multiple	Multiple	SX	991.08	SX	992.00	Single	Multiple	mph	28	mph	Rail Defect	03/13/2019 02:18 PM	Until Removed	Lydia Chang	Active		Closeout
Multiple	SFRTA	Multiple	Multiple	SX	964.10	SX	965.00	Single	Multiple	mph	25	mph	Rail Defect	03/13/2019 02:19 PM	Until Removed	Lydia Chang	Active		Closeout
Multiple	SFRTA	Multiple	Multiple	SX	969.10	SX	970.00	Single	Multiple	mph	25	mph	Rail Defect	03/13/2019 02:22 PM	Until Removed	Lydia Chang	Active		Closeout

6.0 Policies

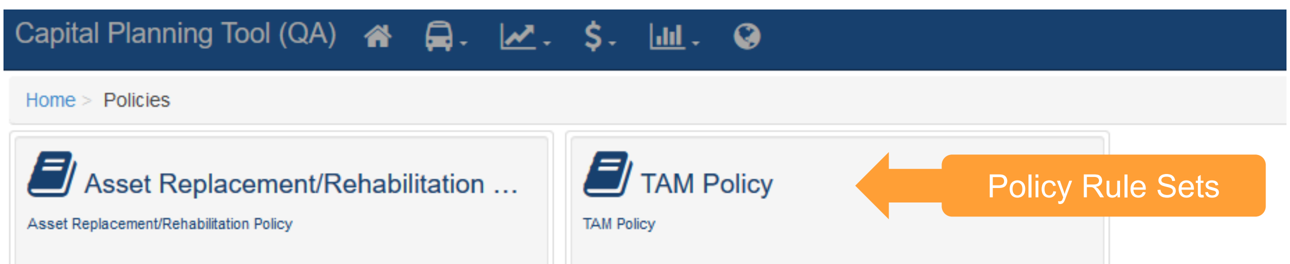
A Policy is a set of parameters that establishes rules related to assets saved within the system. While an organization can create and modify multiple policies, each organization can only have one current policy at a time. The policy is applied to an organization's inventory on an asset by asset basis so that policy rules are reflected on every individual asset.

Figure 65 Policies Dropdown



Clicking "Policies" in the dropdown will display the Policy options that are available. Each individual policy also can be accessed through the submenu navigation options, by hovering over the policies selection in the main navigation dropdown.

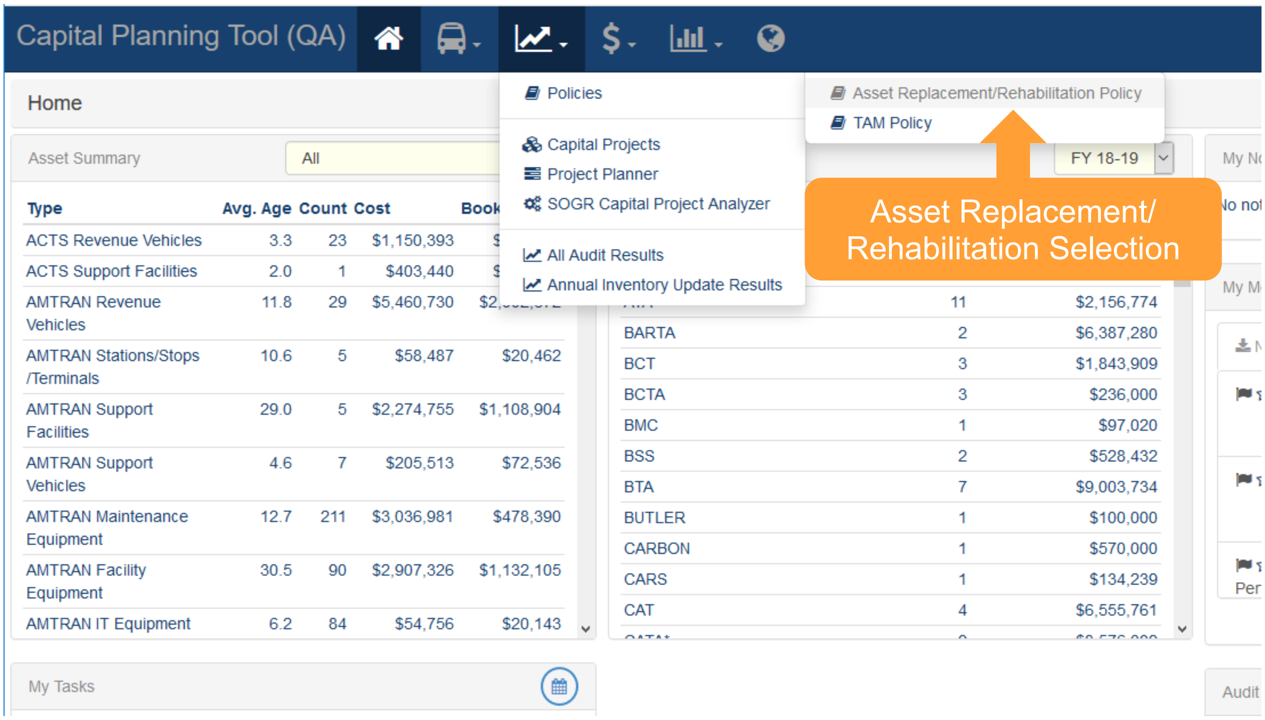
Figure 66 Policy Rule Sets



6.1 Asset Replacement/Rehabilitation Policy

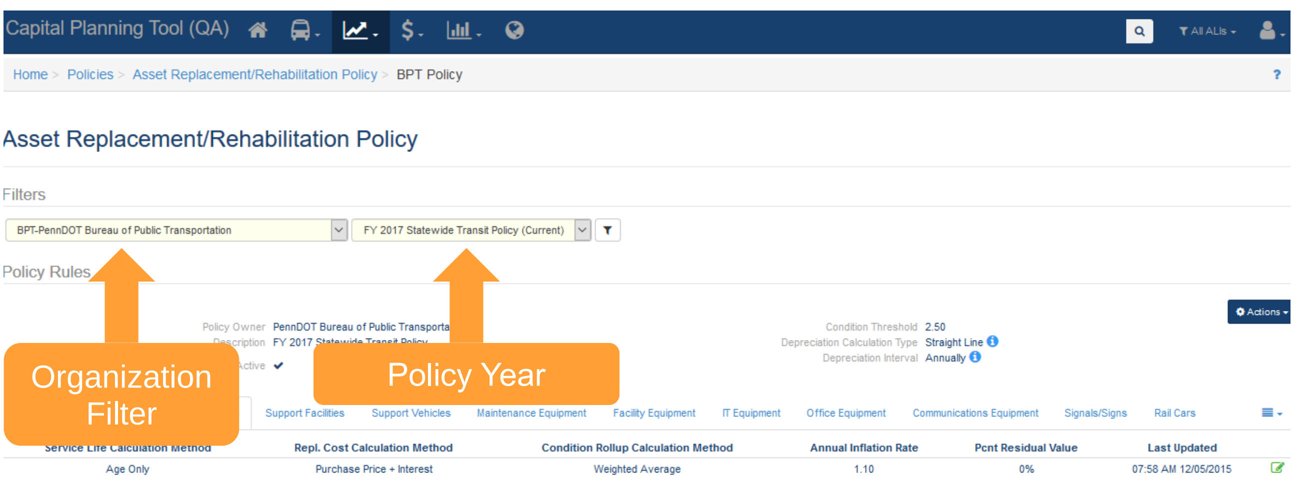
Asset Replacement and Rehabilitation Polices can be chosen under the Policies submenu. The SOGR Capital Project Analyzer, Capital Projects, and Project Planner tools apply this policy to determine the estimated service life, replacement cost, and depreciation of an asset. Asset Replacement/Rehabilitation Policy Rules here can be set at the State or individual organization level. This type of policy set will persist from year to year, unless edited or removed.

Figure 67 Asset Replacement/Rehabilitation Policy



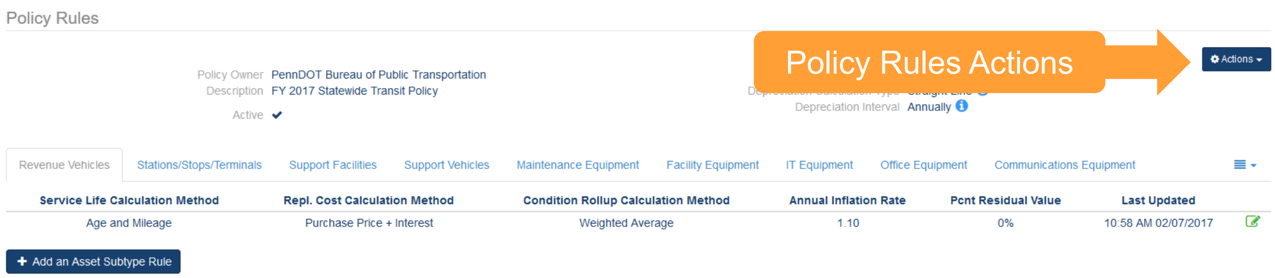
Use the organization filter dropdown to choose the correct organization. You will then need to select the policy year that you wish to work with. Pressing the Filter Button will display the policy rules for the organization and policy year that you have chosen.

Figure 68 Asset Replacement/Rehabilitation Policy Filters



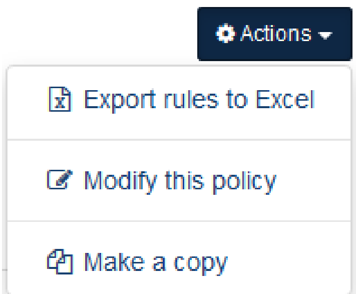
Policy Rules are displayed at one of three levels: organization-wide, asset type, and asset subtype. Organization-wide policy rules can be exported, modified, distributed, copied, and created through the Actions button.

Figure 69 Policy Rules



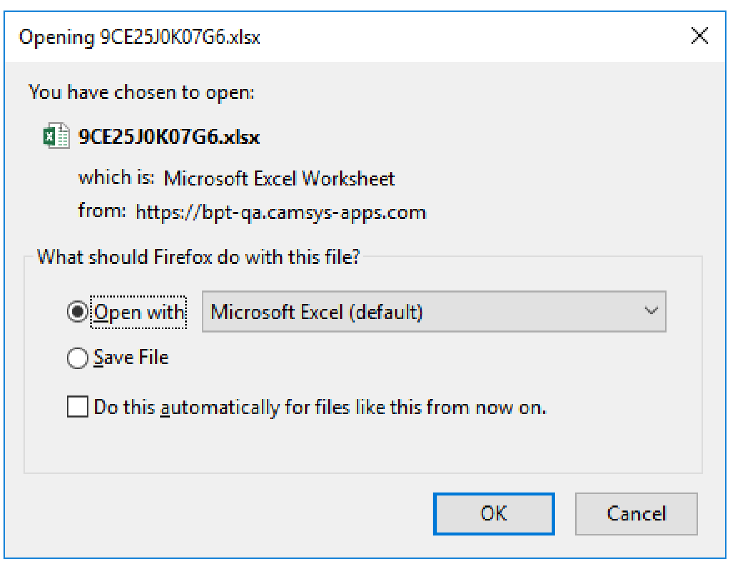
The Actions button will display a list of options as shown.

Figure 70 Policy Rules Actions Dropdown



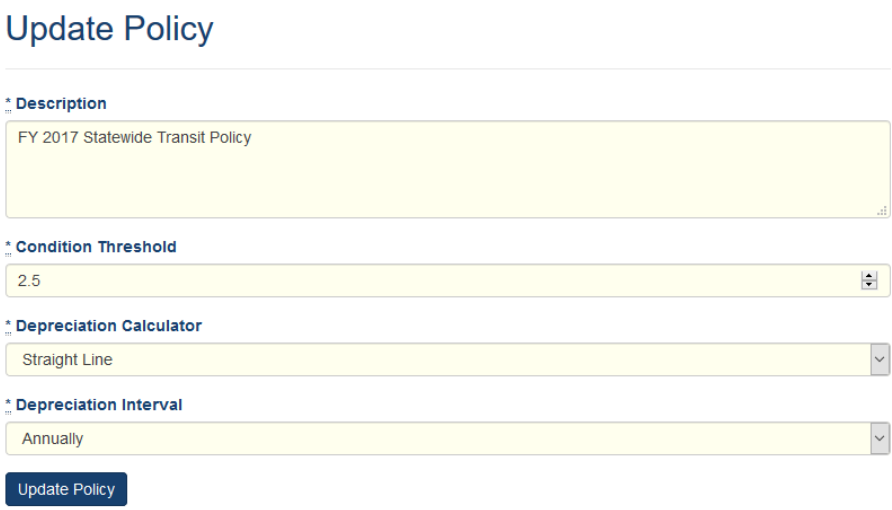
Export rules to Excel opens a dialog box to save the Policy Rule as an Excel spreadsheet file.

Figure 71 Export rules to Excel (Windows dialog box)



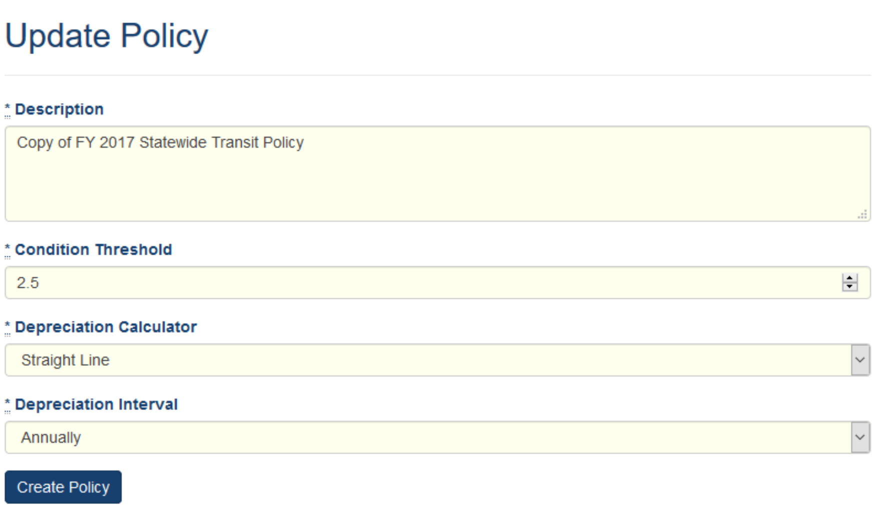
Modify this Policy will open a dialog box that displays the editable fields at the organization level. When you are done making edits, click “Update Policy” button to apply changes.

Figure 72 Modify (Update) Organization Policy Dialog



Users can create new policies by copying an existing policy. Make a Copy displays the same dialog as Update Policy but once saved, a new policy is created based on the copied policy. When copying a policy, you can set the initial organization wide parameters. For example, Depreciation Calculator can be changed from “straight line” to “declining balance.” The new created Policy is named according to the Description text box shown.

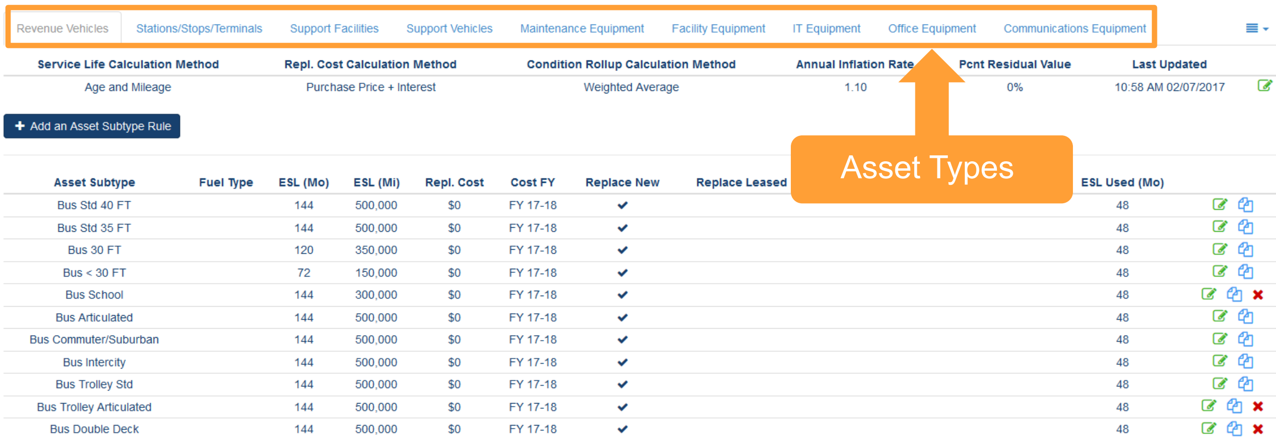
Figure 73 Copy Organization Policy Dialog



Asset types are shown as a series of clickable tabs. Asset subtypes and corresponding asset type rules are listed below each Asset type.

There are a set of rules for each asset type which deal with service life calculation, replacement cost calculation type, condition rollup calculation, annual inflation rate, percent residual value, and condition rollup weight.

Figure 74 Asset Types



Service Life Calculation Method	Repl. Cost Calculation Method	Condition Rollup Calculation Method	Annual Inflation Rate	Pcnt Residual Value	Last Updated
Age and Mileage	Purchase Price + Interest	Weighted Average	1.10	0%	10:58 AM 02/07/2017

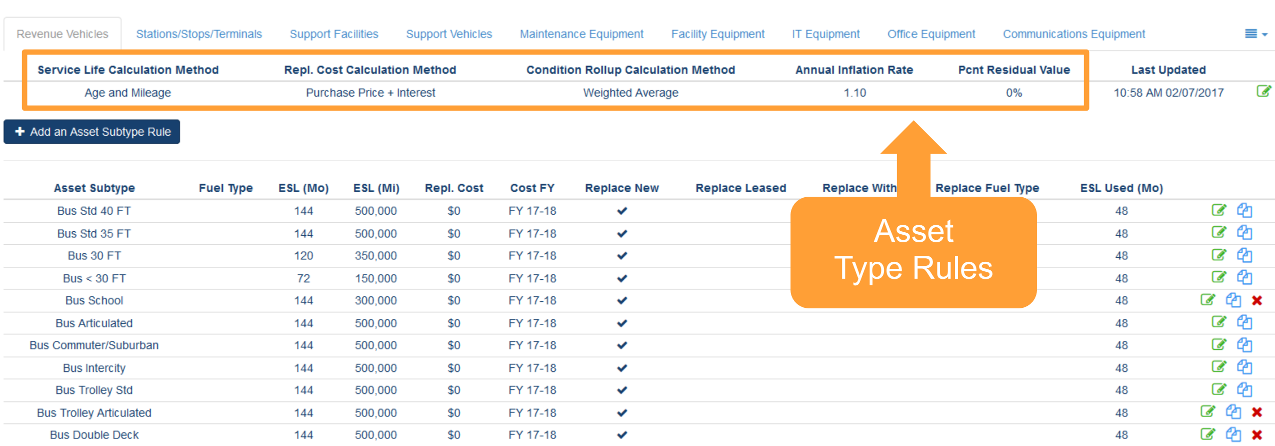
Asset Subtype	Fuel Type	ESL (Mo)	ESL (Mi)	Repl. Cost	Cost FY	Replace New	Replace Leased	ESL Used (Mo)
Bus Std 40 FT		144	500,000	$0	FY 17-18	✔		48
Bus Std 35 FT		144	500,000	$0	FY 17-18	✔		48
Bus 30 FT		120	350,000	$0	FY 17-18	✔		48
Bus < 30 FT		72	150,000	$0	FY 17-18	✔		48
Bus School		144	300,000	$0	FY 17-18	✔		48
Bus Articulated		144	500,000	$0	FY 17-18	✔		48
Bus Commuter/Suburban		144	500,000	$0	FY 17-18	✔		48
Bus Intercity		144	500,000	$0	FY 17-18	✔		48
Bus Trolley Std		144	500,000	$0	FY 17-18	✔		48
Bus Trolley Articulated		144	500,000	$0	FY 17-18	✔		48
Bus Double Deck		144	500,000	$0	FY 17-18	✔		48

If there are too many asset types to fit in the tabs, you will see the dropdown icon, as depicted below.

Figure 75 Additional Assets Dropdown Icon

The Asset Type Rules are listed below the Asset Types.

Figure 76 Asset Type Rules

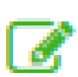


Service Life Calculation Method	Repl. Cost Calculation Method	Condition Rollup Calculation Method	Annual Inflation Rate	Pcnt Residual Value	Last Updated
Age and Mileage	Purchase Price + Interest	Weighted Average	1.10	0%	10:58 AM 02/07/2017

Asset Subtype	Fuel Type	ESL (Mo)	ESL (Mi)	Repl. Cost	Cost FY	Replace New	Replace Leased	Replace With	Replace Fuel Type	ESL Used (Mo)
Bus Std 40 FT		144	500,000	$0	FY 17-18	✔				48
Bus Std 35 FT		144	500,000	$0	FY 17-18	✔				48
Bus 30 FT		120	350,000	$0	FY 17-18	✔				48
Bus < 30 FT		72	150,000	$0	FY 17-18	✔				48
Bus School		144	300,000	$0	FY 17-18	✔				48
Bus Articulated		144	500,000	$0	FY 17-18	✔				48
Bus Commuter/Suburban		144	500,000	$0	FY 17-18	✔				48
Bus Intercity		144	500,000	$0	FY 17-18	✔				48
Bus Trolley Std		144	500,000	$0	FY 17-18	✔				48
Bus Trolley Articulated		144	500,000	$0	FY 17-18	✔				48
Bus Double Deck		144	500,000	$0	FY 17-18	✔				48

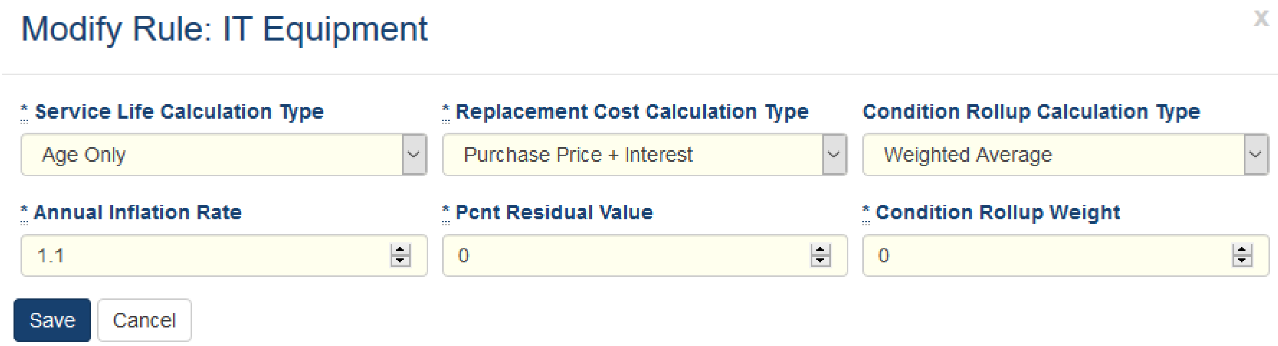
You can edit the Asset Type Rule for a specific asset, by clicking on the edit icon as depicted below.

Figure 77 Edit Icon



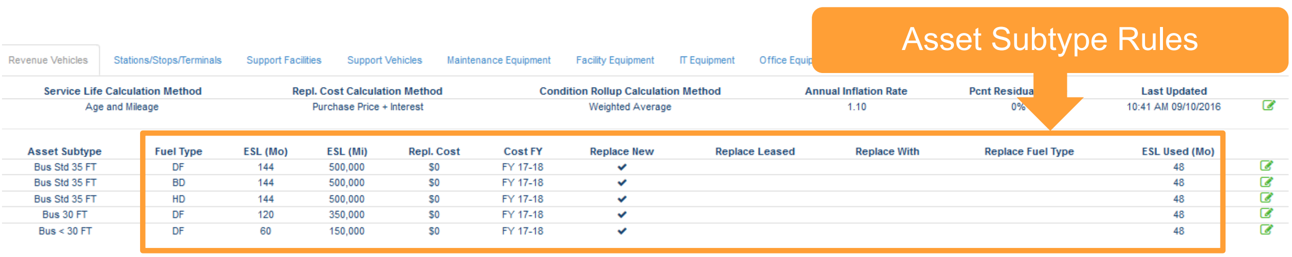
Clicking edit on an “Asset Type Rule” will display a dialog box, allowing you to modify the Asset Policy Rule.

Figure 78 Modify Asset Policy Rule



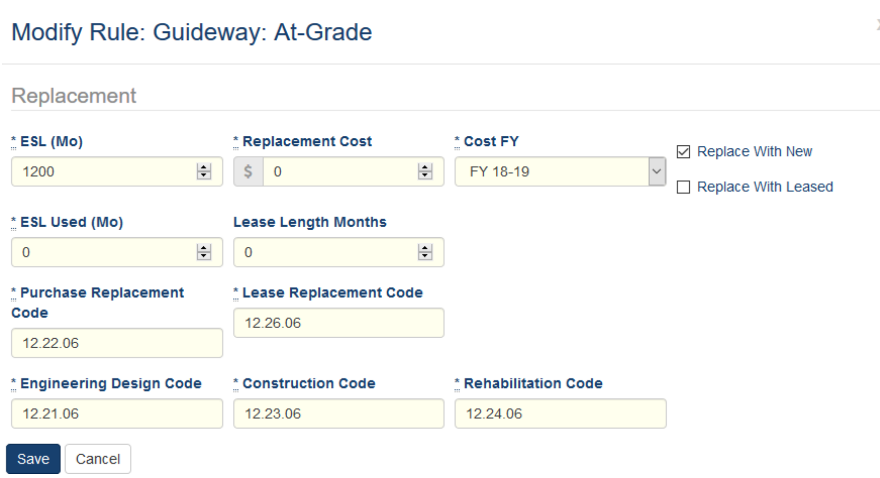
The Asset Subtypes that are displayed will correspond to the Asset Type tab. The available Asset Subtype rules are the same as the Subtypes in your inventory. The estimated service life information at the Asset Subtype level describes the asset and its expected lifespan.

Figure 79 Asset Type and Asset Subtype rules



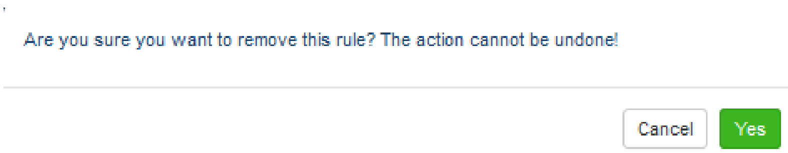
Clicking the Edit icon will bring up a dialog box to modify an Asset Subtype Rule.

Figure 80 Modify Asset Subtype Rule



You also can choose to delete an asset subtype rule when the icon is displayed. You will be prompted with a dialog box before this action is taken!

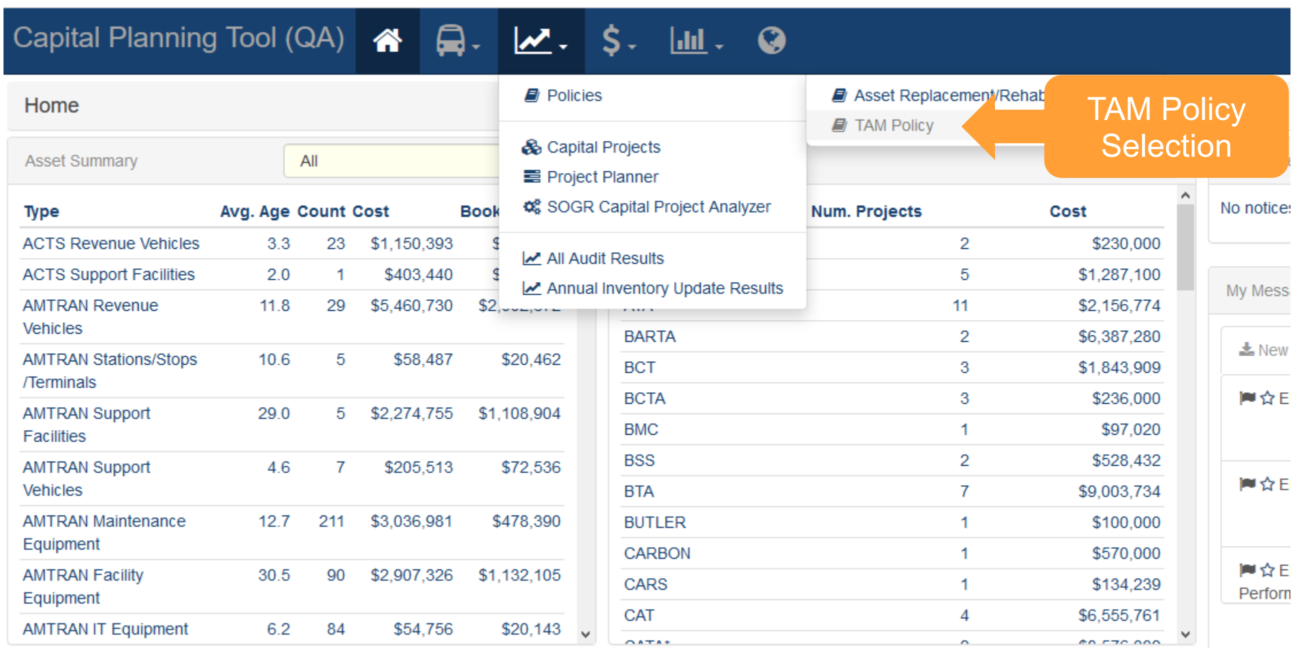
Figure 81 Remove Asset Subtype Rule



6.2 TAM Policy

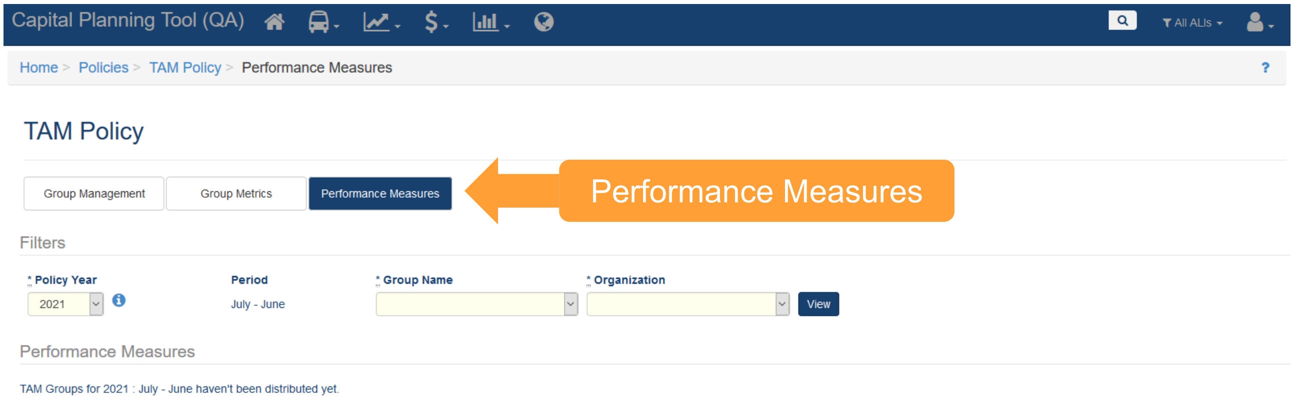
TAM Policies are used to set Useful Life Benchmark (ULB), Transit Economic Requirements Model (TERM), and Performance Measure Percent targets for asset categories on an annual basis. The TAM Policy will be used to conduct performance calculations for the NTD A-90 report. Ideally, TAM Policies should be set at the beginning of an NTD Reporting year (e.g., July–June, October–September, or January–December). Organizations can be grouped by a common characteristic, and policies can be distributed through the group.

Figure 82 TAM Policy Dropdown Menu Selection



The first step in the creation of a TAM Policy, is to Add a New Policy Year, followed by creating groups. These initial steps can only be completed on the Group Management tab, which is only accessible by users with the TAM Group Manager or Admin permission.

Figure 83 TAM Policy Performance Measures

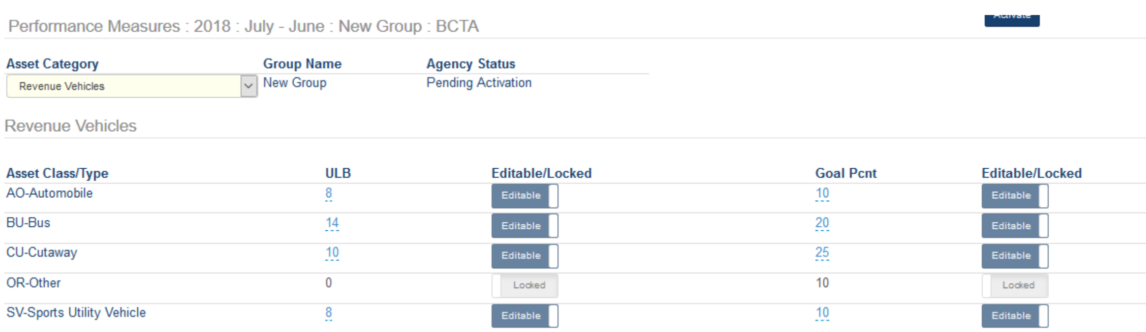


To view an organizations Performance Measures, select the correct Policy Year, Group Name, and Organization and click the "View" button.

Figure 84 Policy Year Filters

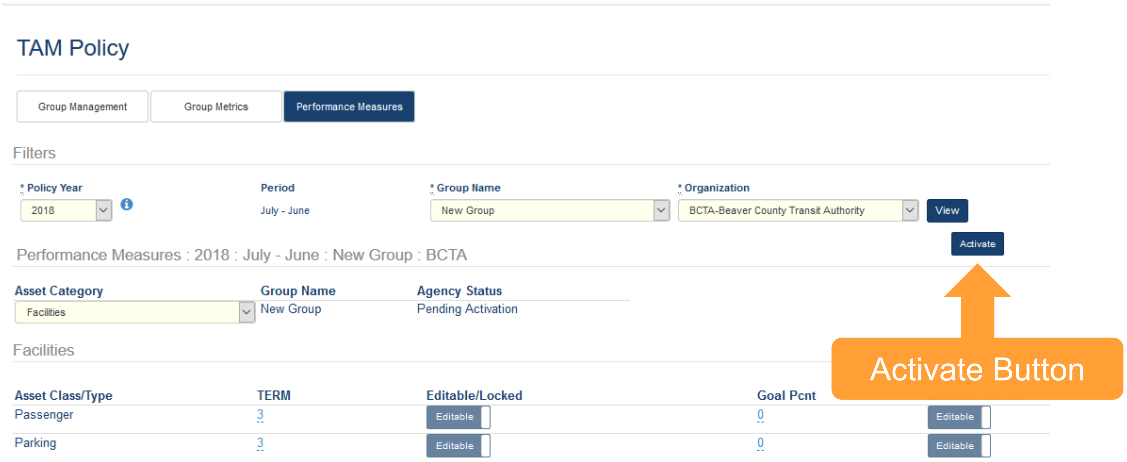
You can select the Asset Category that you wish to view by selecting from the Asset Category dropdown. You can adjust each ULB, TERM value (for Facilities only) or Goal Percent (Goal Pcnt) based on your organization's need. Any Asset Class/Type that is Locked will not be editable.

Figure 85 Asset Type Percentage Settings



Select the "Activate" button when you are satisfied with the Performance Measures shown. If all of the Editable/Locked toggles were in a state of "Locked" for every asset within each Asset Category, you do not need to Activate the Performance Measures, as they changed to an Active status upon distribution to the Performance Measures tab.

Figure 86 Activate Perfomance Measures



7.0 Projects

An organization creates a capital project when they want to replace their assets or expand their inventory. Each capital project is composed of one or more building blocks, referred to as Activity Line Items (ALI), and is associated with one or more fiscal years. To frame it differently, ALIs should be considered a funding request for a project and each project can have one or more funding requests in a single year or across multiple years. A Capital Project generally falls into one of two categories:

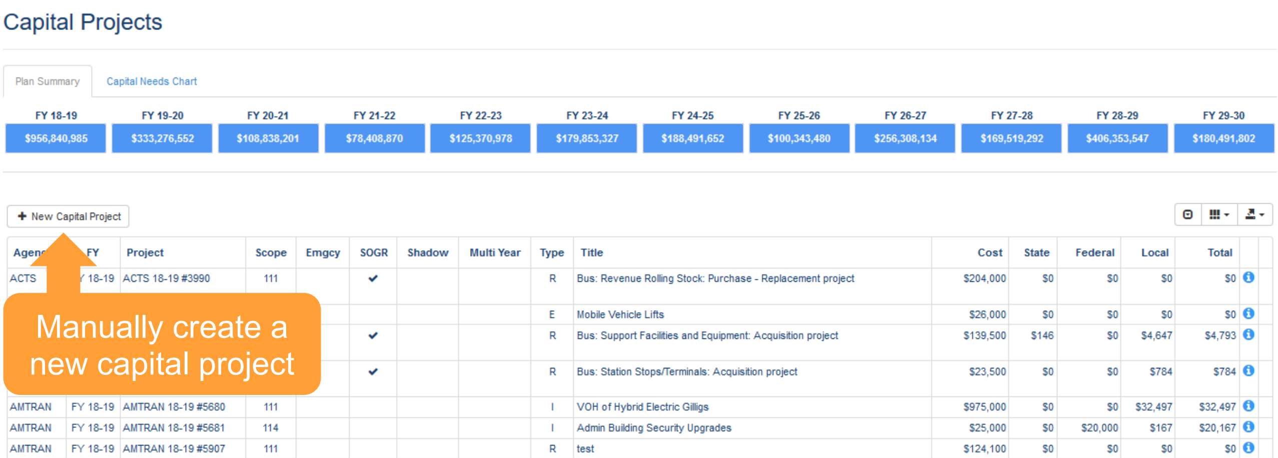
- Projects that use the Asset Replacement/Rehabilitation policy information to replace existing assets to keep assets in a state of good repair. These are known as State of Good Repair (SOGR) projects.

- Projects that acquire new assets that enable you to provide new or expanded services or accomplish new business functions.

All projects created in the system will be listed in the Capital Projects table.

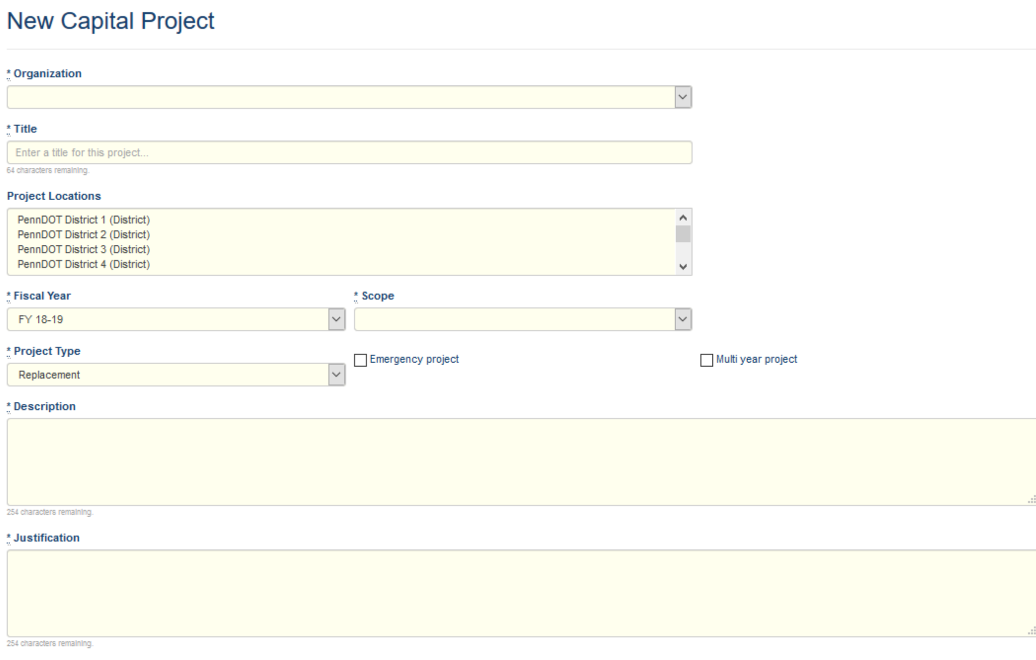
The SOGR projects will automatically be generated by running the State of Good Repair Project Analyzer, which is covered in the project planning section, so we'll quickly review how to create a new capital project manually.

Figure 87 Capital Projects Table



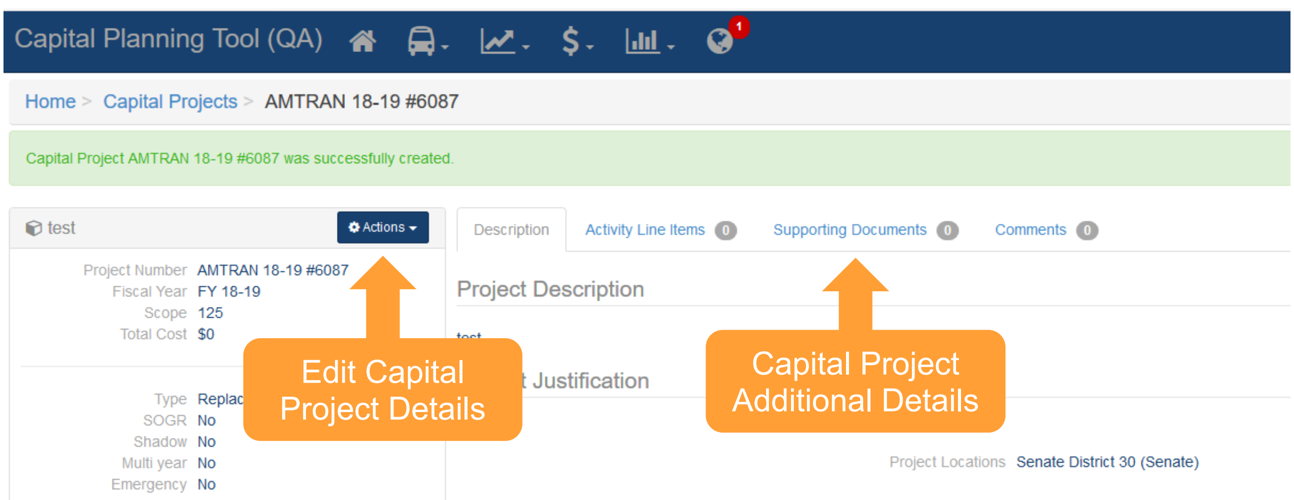
Clicking new capital project will bring you to the new project interface.

Figure 88 New Capital Project



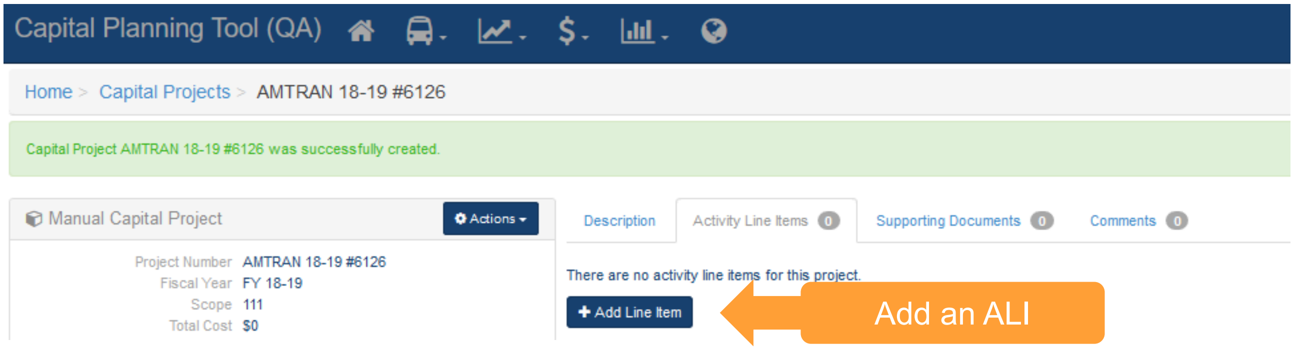
Filling in the required information will bring you to the capital projects detail screen, where you can see detailed information about a capital project and add ALIs and other details.

Figure 89 Capital Project Details



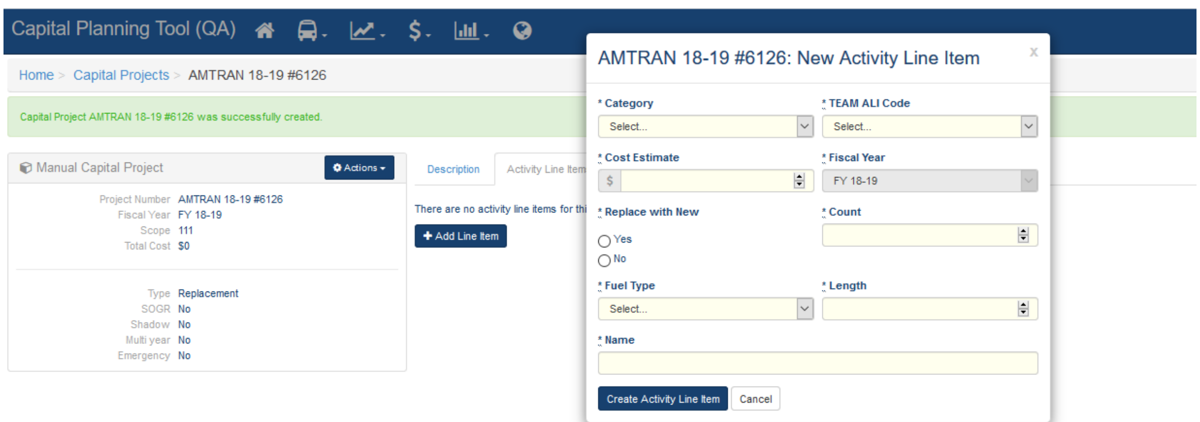
For manually created capital projects, you can add ALIs from the capital project details screen. Click the “Activity Line Items” tab in the additional details, then click the “Add Line Item” button.

Figure 90 Add an ALI



From the window that appears, you can specify ALI details.

Figure 91 Add an ALI Details



Add the required details, then click "Add Activity Line item" to finalize. All manually created projects will automatically appear on the Project Planner.

8.0 Project Planning

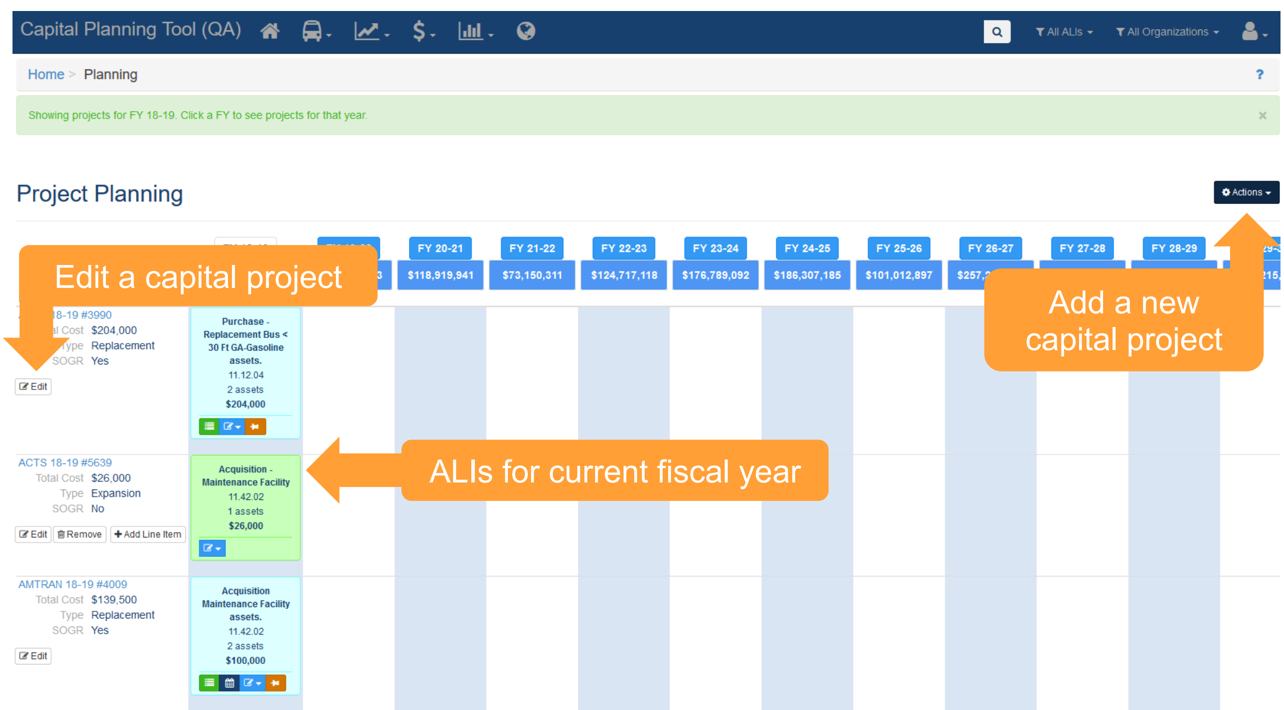
8.1 Project Planner

The project planner is a single interface to perform project and funding request (ALI) prioritization for a multiyear horizon, functioning as a decision support tool. The project planner allows individual organizations to manage their own projects and ALI requests, while parent organizations can view data for all associated child agencies. Users can view and edit projects and ALIs in one view and reallocate assets and ALIs as needed in an interactive table.

Different project types are identified by the color of the ALI. SOGR projects are blue in color, and manually created capital projects are green in color. Shadow projects are projects that are meant to replace an SOGR project that is listed in an earlier year within the timeframe of the project planner (e.g., scheduling replacement of assets that currently are scheduled to be replaced); these ALIs are purple in color.

Users can filter ALIs for different years by clicking at the top of each column to bring the corresponding ALIs for that year to the top of the page. Users also can add a new manual capital project directly from the project planner as well as edit existing projects by clicking on the "Edit" button on the left-hand side of the planner.

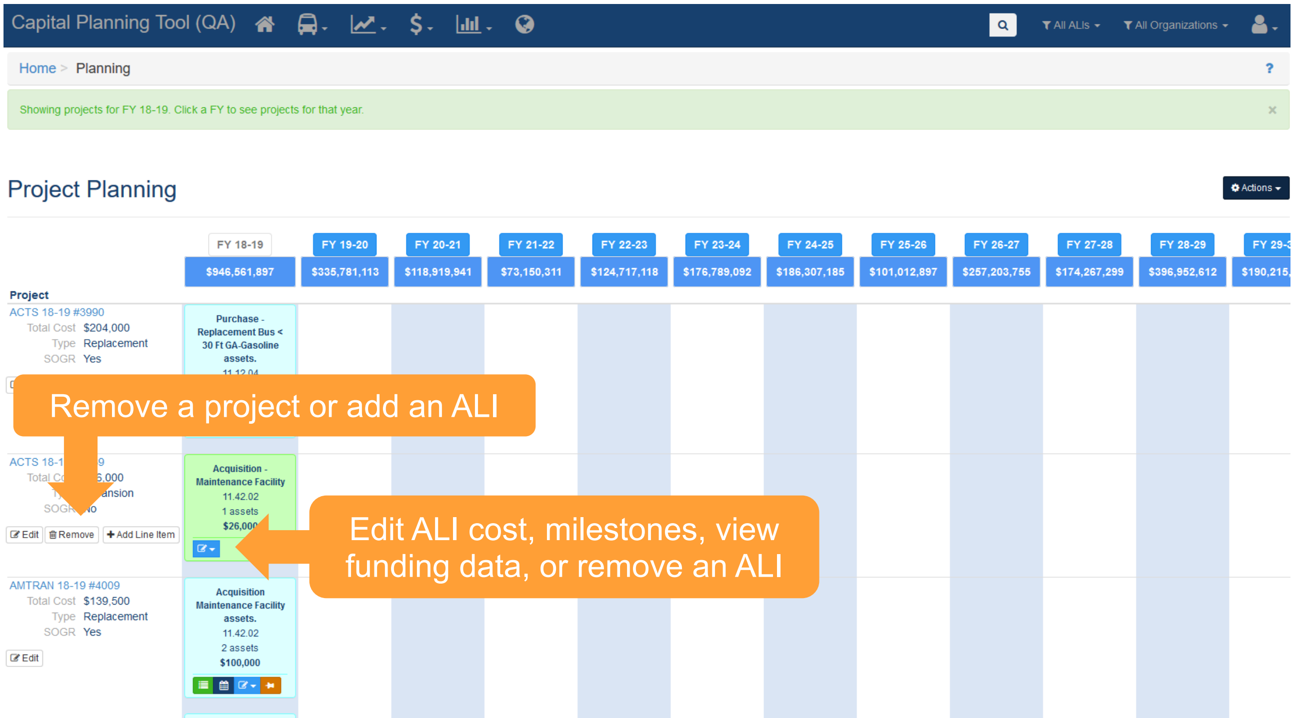
Figure 92 Project Planner Interface



Both projects and ALIs within projects can be modified using multiple methods.

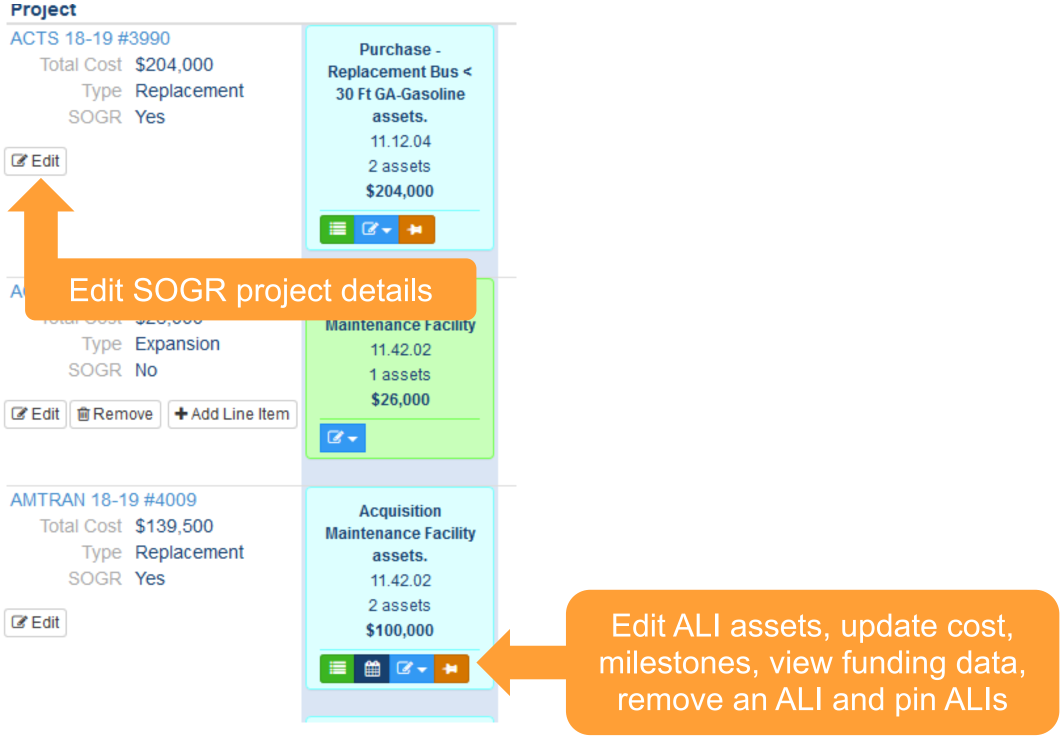
Manually created capital projects can be removed completely and can have additional ALIs added. These actions can be completed by clicking on the "Remove" button or the Add Line Item button on the left-hand side of the planner. ALI details can be viewed or edited by clicking on the icons within each ALI that is included as part of a manually created project.

Figure 93 Edit Manually Created Capital Projects



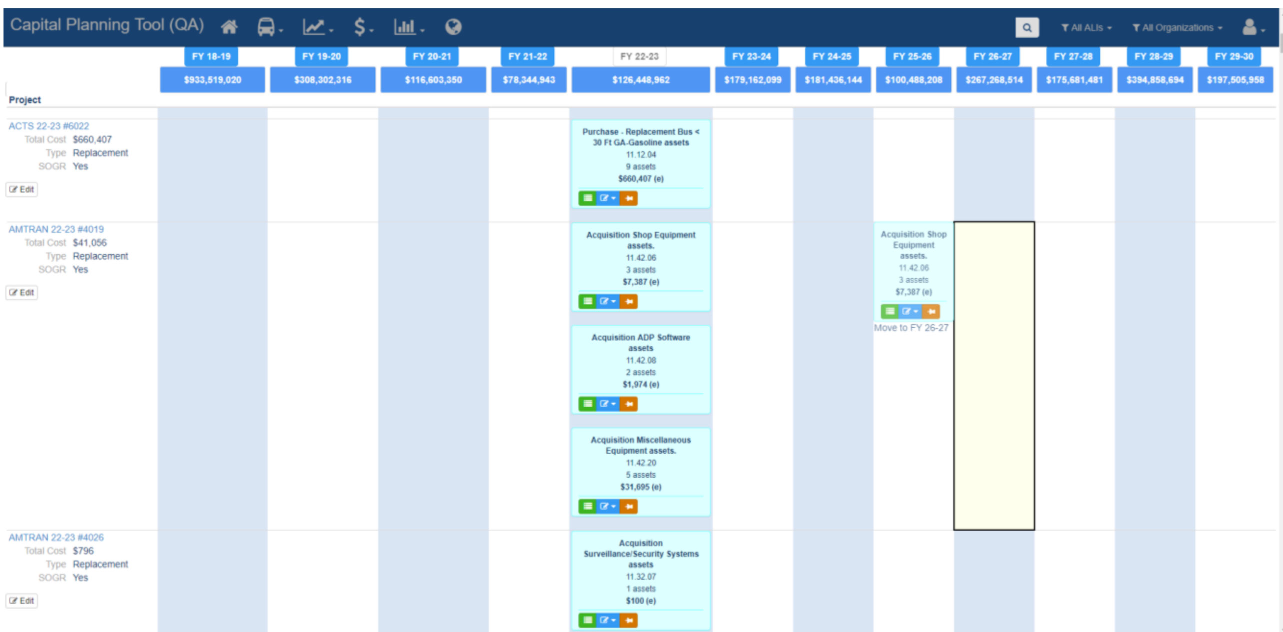
SOGR projects and ALIs include buttons and icons providing users the ability to view assets associated with the SOGR projects, remove the assets from the ALI or move the associated assets to a different year, edit cost, update milestones, view funding information and pin an ALI to the project planner. Pinning an ALI allows users to rerun the SOGR Capital Project Analyzer, without altering any of the details of the pinned ALI.

Figure 94 Edit SOGR Capital Projects



All projects in the project planner can be prioritized by moving ALIs to different years within the project planner, which can be achieved by using the drag and drop method. Prioritization of projects also can be achieved by removing or moving assets within an ALI to different years.

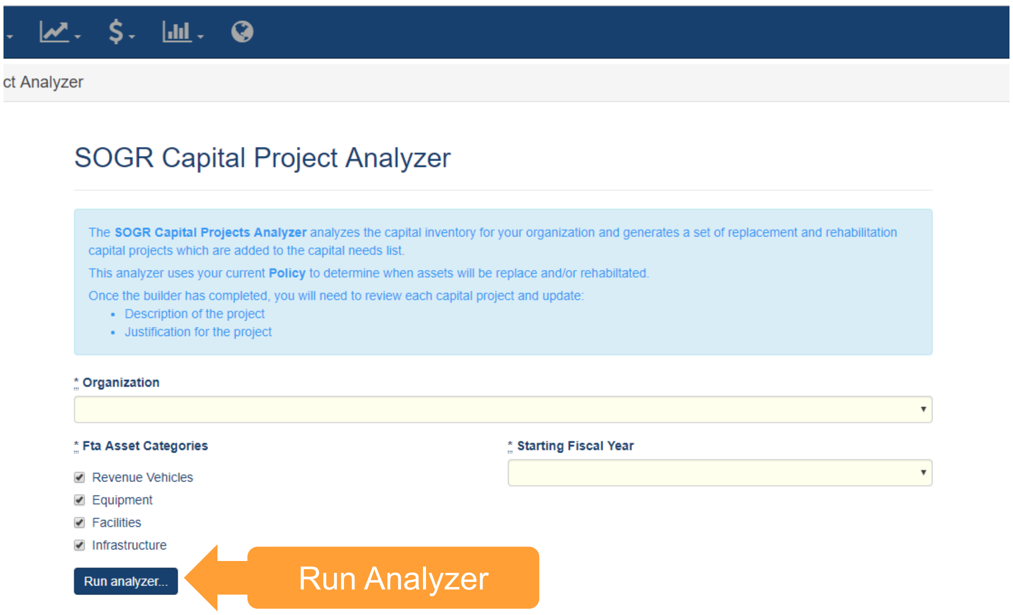
Figure 95 Prioritize Projects
Move ALIs to Different Years



8.2 State of Good Repair (SOGR) Capital Project Analyzer

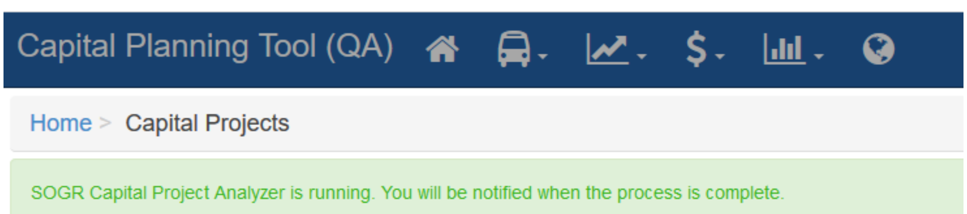
Each organization defines an Asset Replacement and Rehabilitation Policy that indicates the service life and replacement standards to be used for each type of asset. The State of Good Repair (SOGR) Capital Project Analyzer evaluates your organization's asset inventory against this policy and generates a set of replacement capital projects for a 12-year planning horizon. Before you run the analyzer, you can select which organization, what asset categories, and what year should serve as the starting year for project creation.

Figure 96 Running SOGR Capital Project Analyzer



Clicking “Run Analyzer” will begin the SOGR job which will run in the background and you’ll be redirected to the Capital Projects page. The system will provide a notification (in your notifications drawer at the top of the screen) when complete.

Figure 97 SOGR Capital Project Analyzer Processing

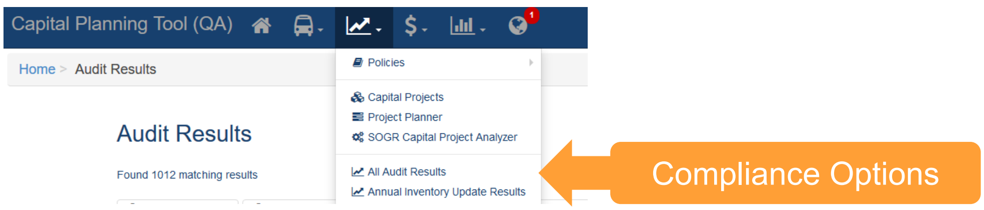


9.0 Compliance

The Audit Feature is used to organize and notify organizations of audit requests to assist with oversight of asset updates that must be conducted on a periodic basis. As an example, you may establish a rule where all assets need to have Service Status, Condition, and Mileage (where appropriate) updated every year. These rules can be setup within the Audit Feature. When the audit is run on, the system will check that each asset has had its Service Status, Condition, and Mileage (where appropriate) updated within a given date range.

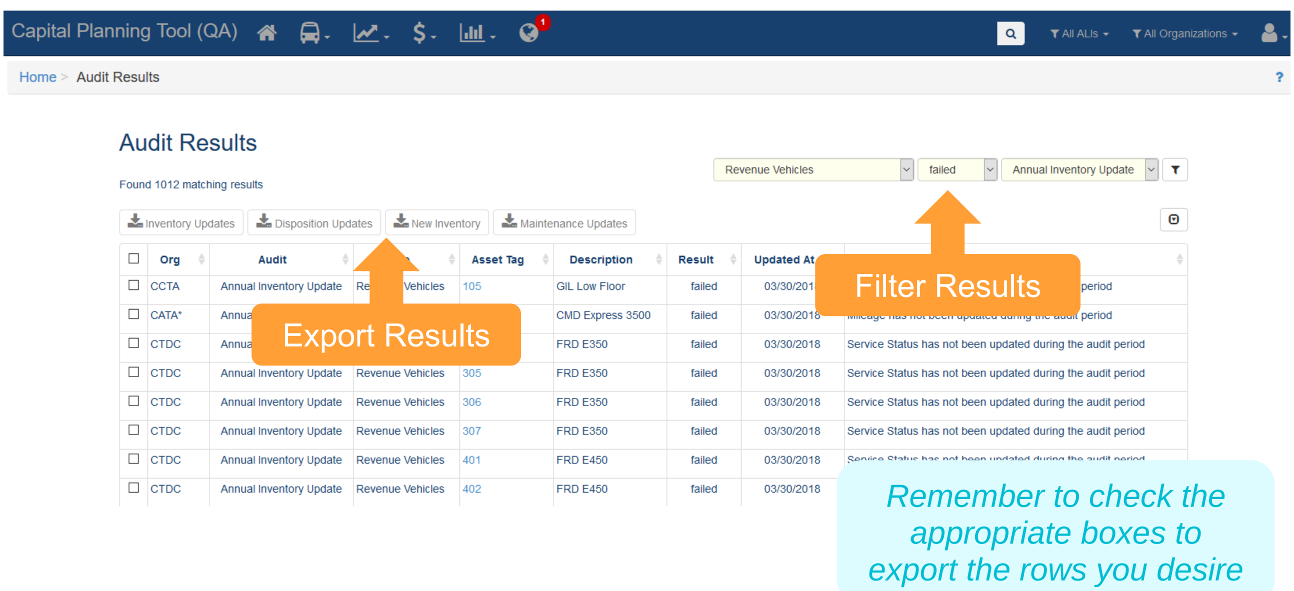
Clicking “All Audit Results” or “Annual Inventory Update Results” will bring you to an overview of the audit process.

Figure 98 Compliance Options



From this screen you can filter and export the results of the audit to quickly find the most relevant information. Filters can be applied on the type of asset or pass/fail status.

Figure 99 Audit Results



10.0 Funding

Organizations can establish and manage pools of funds, through the creation and management of Programs, Templates, and Buckets. You can allocate these funds to projects (or, more accurately, to ALIs) to develop a long-term funding plan and see where additional funds might be needed.

When working with a parent organization that administers funds (like a State DOT or planning partner), you can collaborate to ensure that Federal, State, and Local funds are used in the best way possible to meet your needs.

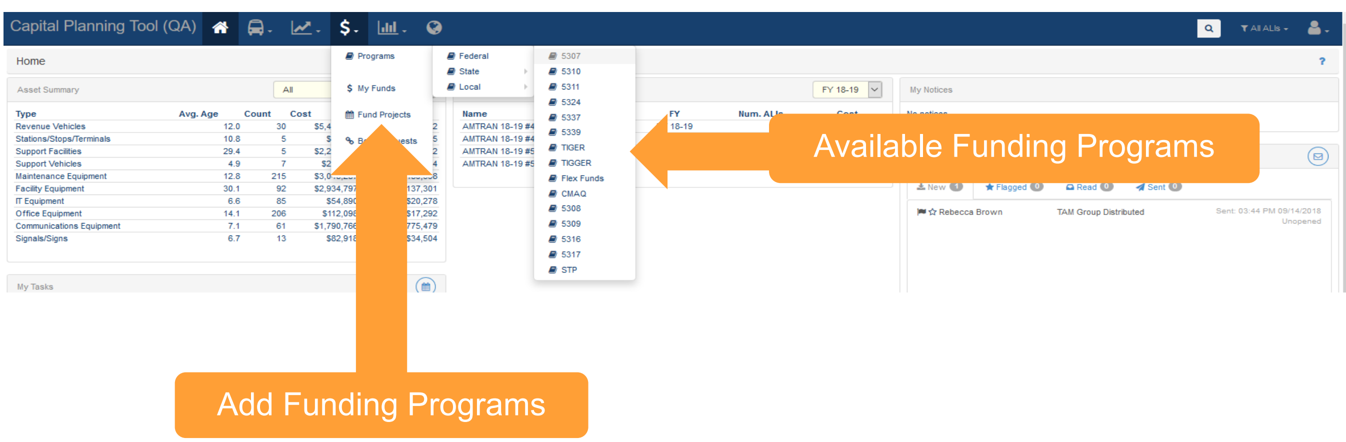
There are many types of funds available, including formula and discretionary funds, funds that are only available to certain organizations or for certain purposes, and funds that are controlled or administered by one organization on behalf of another. Funds are generally identified by the name of the funding program and the year in which the funds were, or will be, granted. For each fund, the system tracks the dollar amount that is available, the dollar amount that has been committed to future projects, and the remaining balance.

If you work for an organization, some funds will be made available to you by a parent organization (depending on your system configuration). In addition, you can add local funds to pay for a specific project or group of assets you intend to purchase.

10.1 Programs

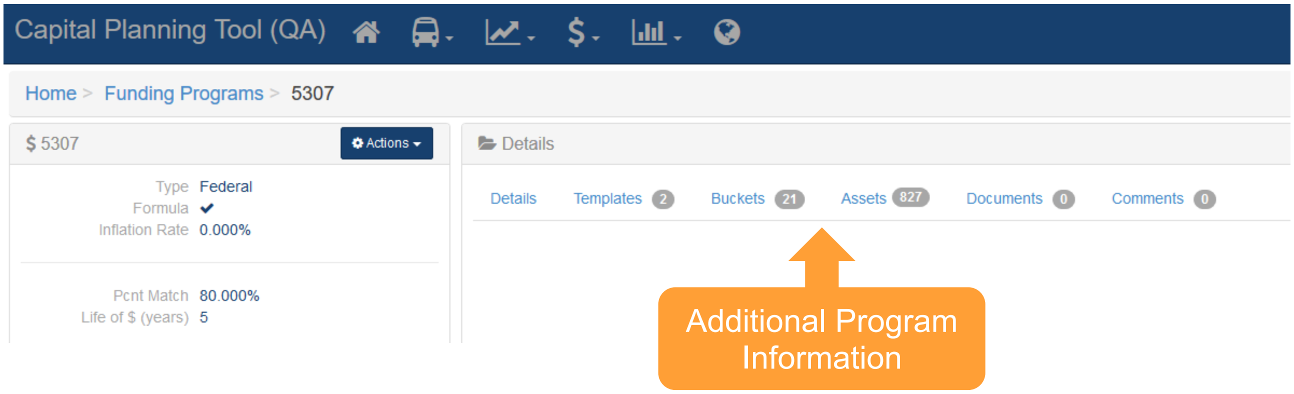
Programs are different types of funding programs which address specific sets of needs and/or objectives. You can see available programs from the Funding dropdown. All funding programs are categorized into an appropriate Source, such as: Federal, State, and Local. New programs can be added by selecting the “Add Funding Program” link.

Figure 100 Available Funding Programs



Clicking on an individual program will give you specific details about that program, like Templates, Buckets, Assets that were funded by the selected program, as well as other pertinent information such as documents, comments, and program details.

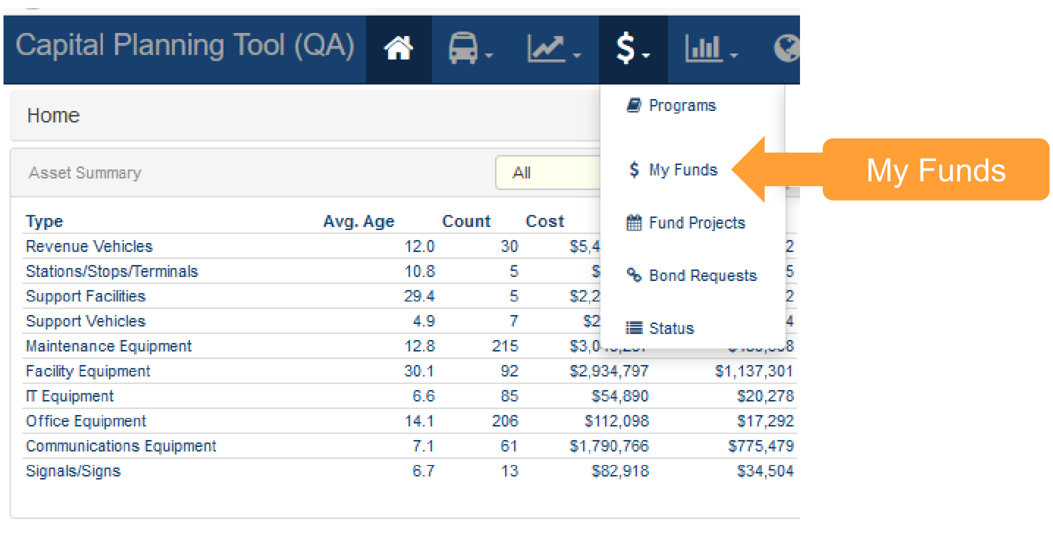
Figure 101 Funding Program Details



10.2 My Funds

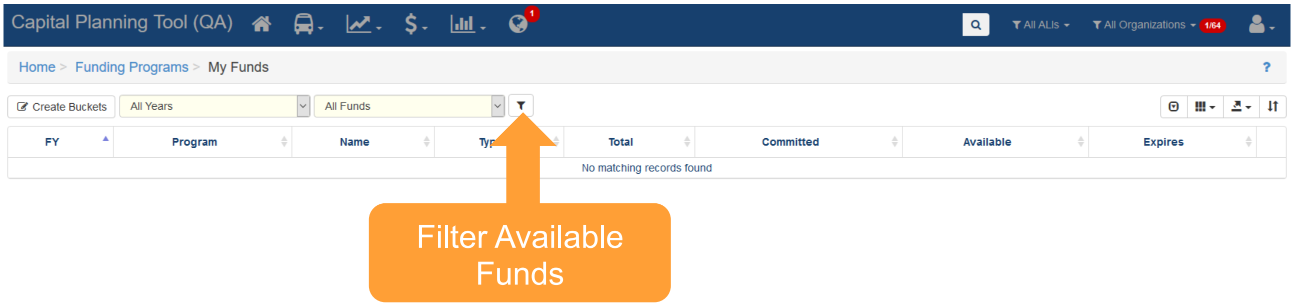
The My Funds section is a section for organization users to view all Buckets available to their organization(s). Buckets should be thought of as program-based annual budgets, which have funds available across one or multiple years, and that can be allocated to ALIs by organization users.

Figure 102 My Funds



Each row in the table represents a unique fund, while each column represents a different fund attribute. Attributes include Fiscal Year, Program, Name, Type, Owner, Total funds available), Committed (allocated) value), Available (unallocated) balance, and Expires (year in which the funds expire).

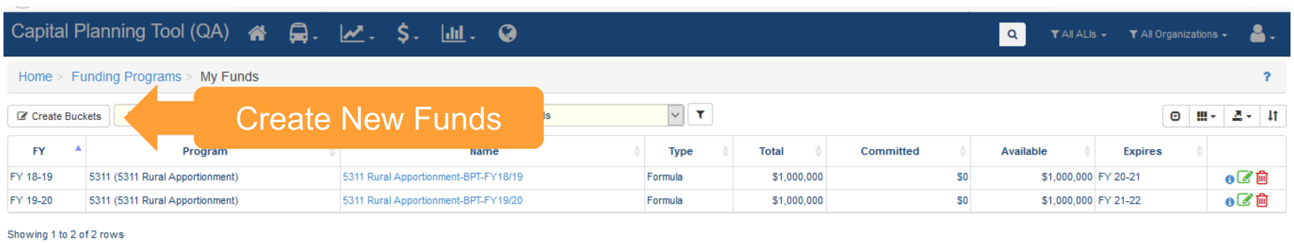
Figure 103 My Funds Table



10.3 Create New Funds

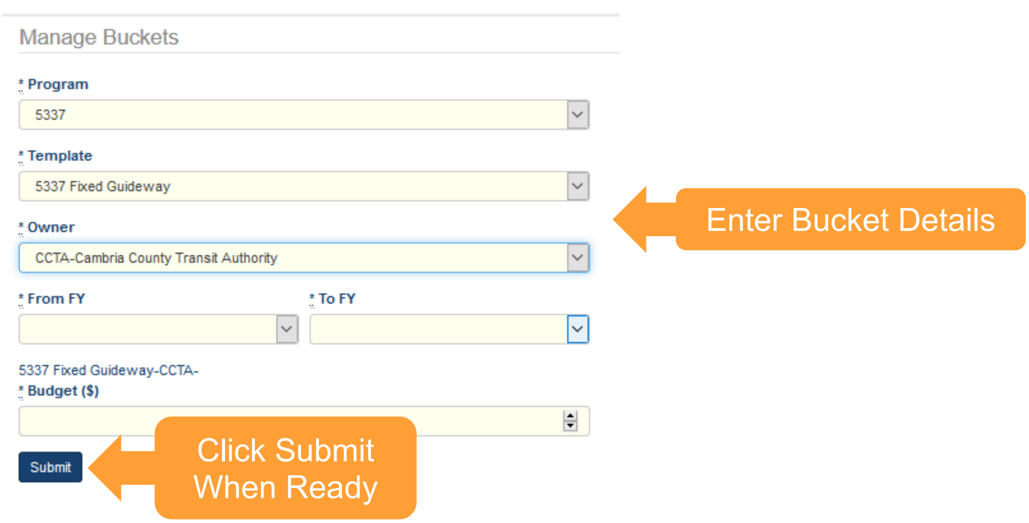
Users also can create new Buckets for use by their organization, for any funding sources that may have not been created by a parent organization.

Figure 104 Create New Funds



Clicking “Create Buckets” will allow you to add new funds based on existing programs and templates. Creating new Buckets is useful if you need to create a budget for any directly generated revenue or other revenue sources not created by a parent organization. Specify the details of the Bucket, click “Submit” and the bucket will be available for use.

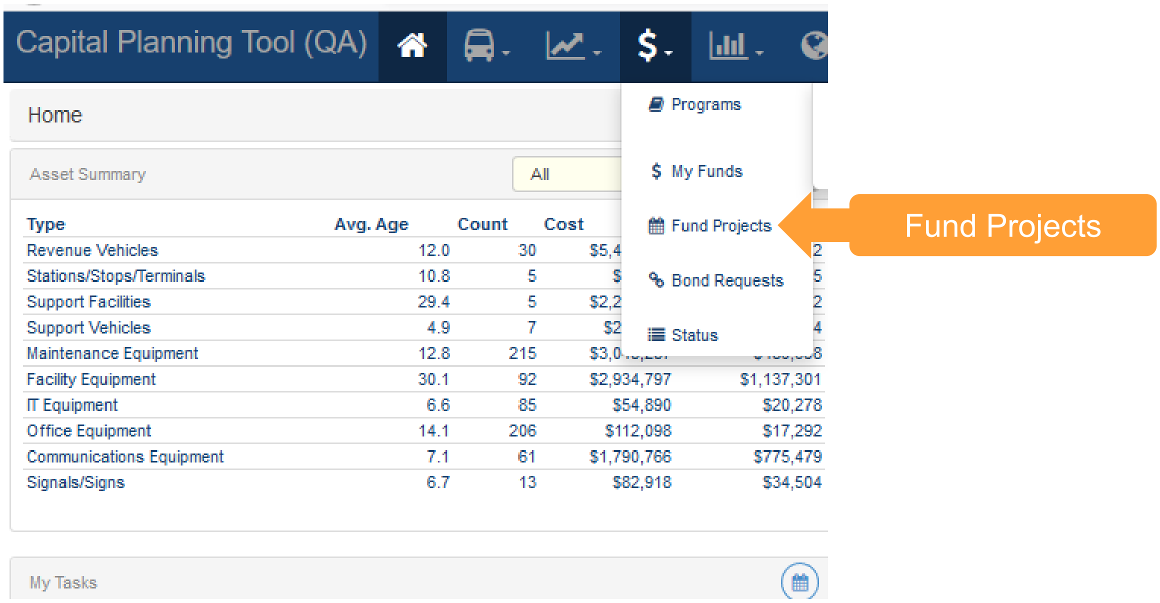
Figure 105 Managing Buckets



10.4 Fund Projects

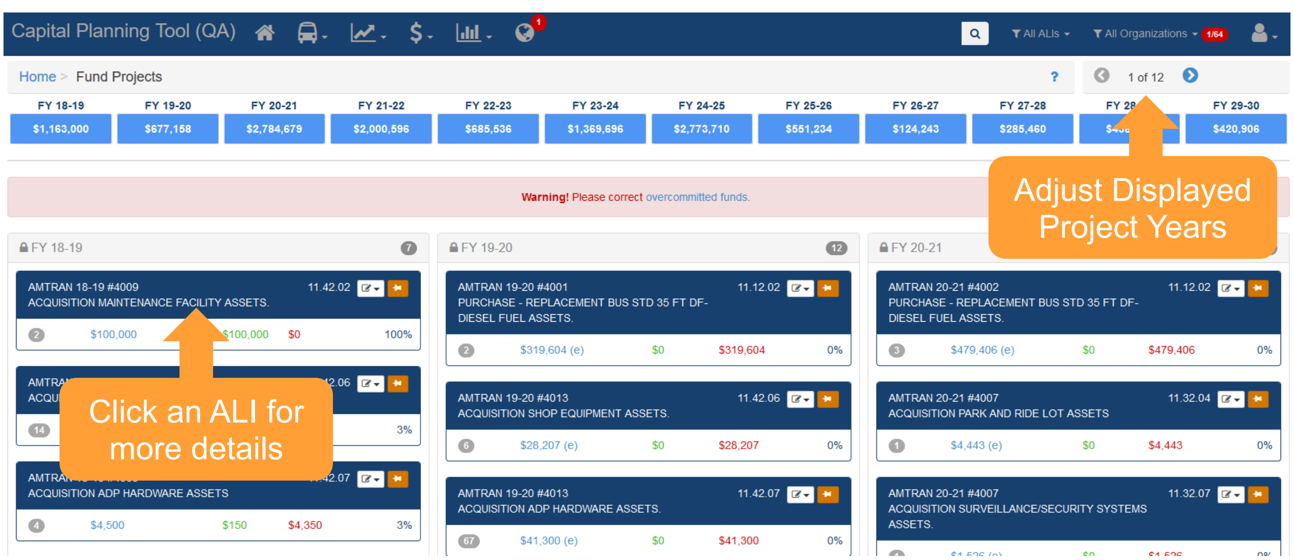
Organization users can allocate available Buckets to projects by ALI from the Fund Projects screen.

Figure 106 Fund Projects



The Fund Projects interface has many elements. The headers show committed (allocated) funds for each fiscal year. Users can scroll through the fiscal years displayed in the larger columns by clicking the arrows at the top right of the screen. Three years-worth of projects are displayed at a time, with all the ALIs for the corresponding fiscal year displayed in each column.

Figure 107 Fund Projects Interface



Clicking on an individual ALI will bring you to the detailed Fund Project screen for that ALI. On the details page is where users can allocate funding from available Buckets to the ALI, remove or move assets tied to the ALI, add comments, or create tasks.

Figure 108 Allocate Funding to ALIs

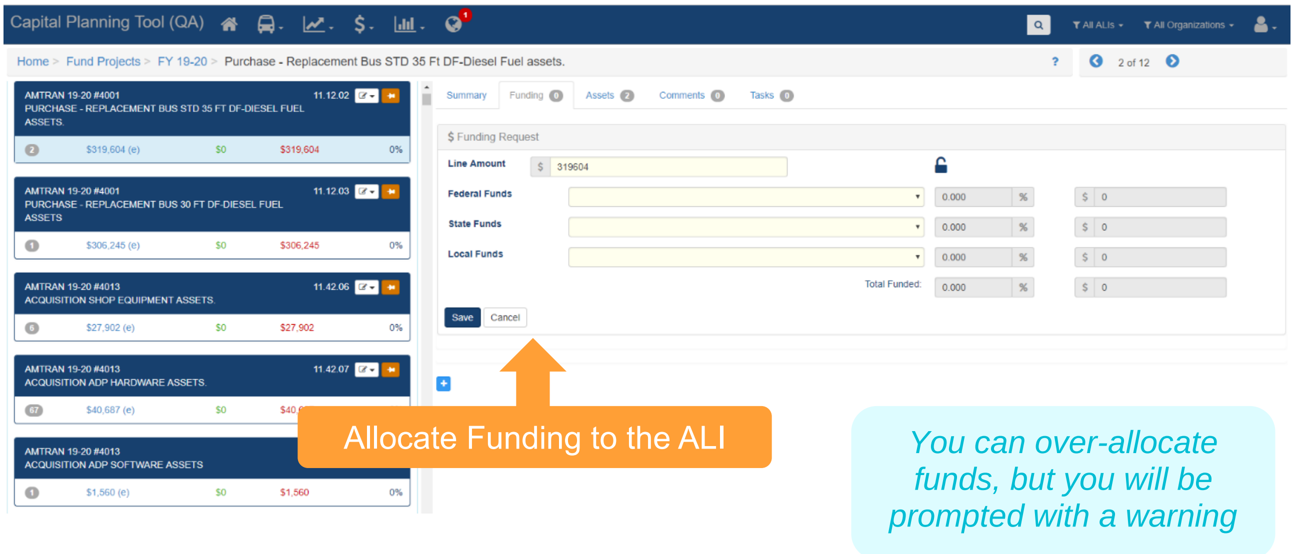
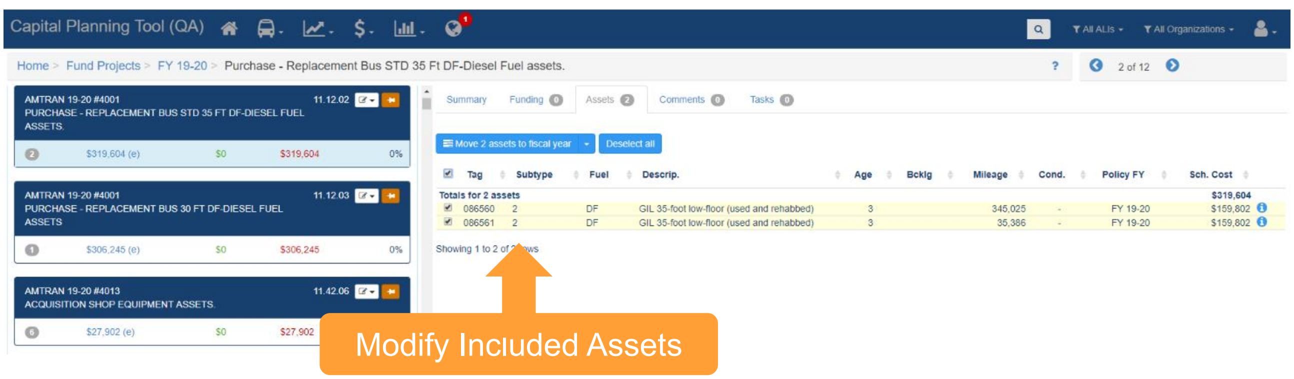


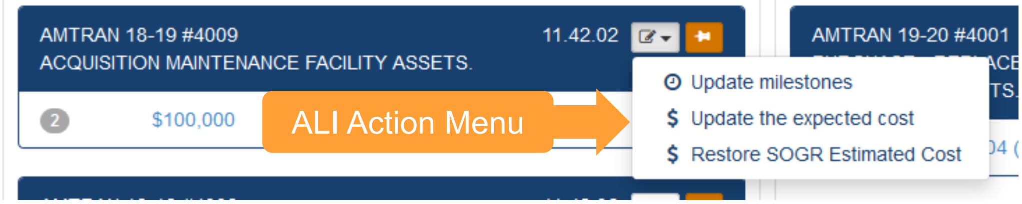
Figure 109 Adjust Assets Included in ALI



Clicking on the actions menu in the main Fund Projects interface on an ALI will allow you to update characteristics of the ALI such as milestones, estimated ALI cost, or revert to the original SOGR estimate if the ALI estimate was modified at any point.

A horizontal pin icon marks ALIs as "preapproved" to ensure these projects are programmed in an organization’s capital plan. The functionality involves the parent organization “pinning” an ALI to an organization’s capital plan, which prevents that ALI from being further altered in any way. Child organizations are unable to pin their own ALIs.

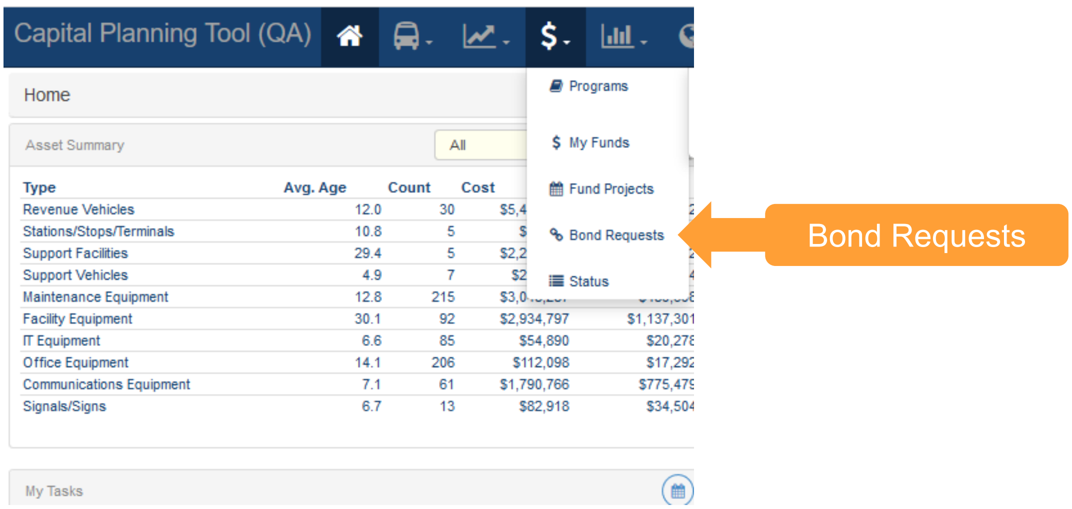
Figure 110 Fund Projects ALI Actions and Pinning Projects



10.5 Bond Requests

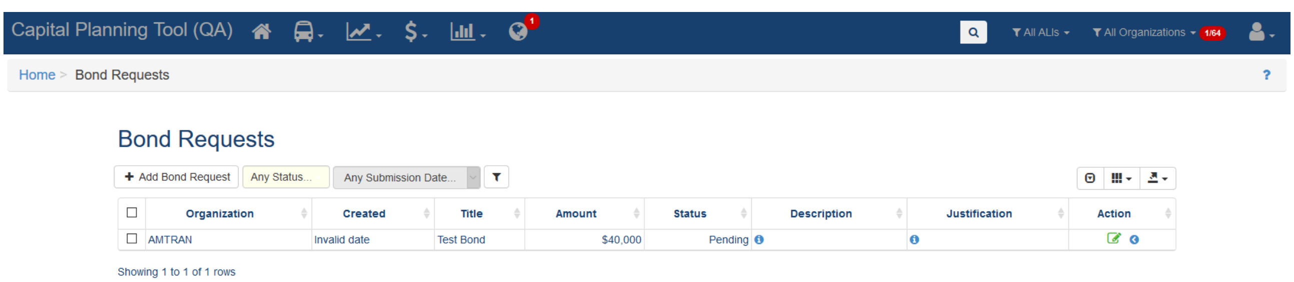
A Bond Request is a request by an organization (transit agency or parent agency) for a bond authorization in a future piece of legislation. To begin using bond requests, navigate to the Bond Request interface.

Figure 111 Bond Requests



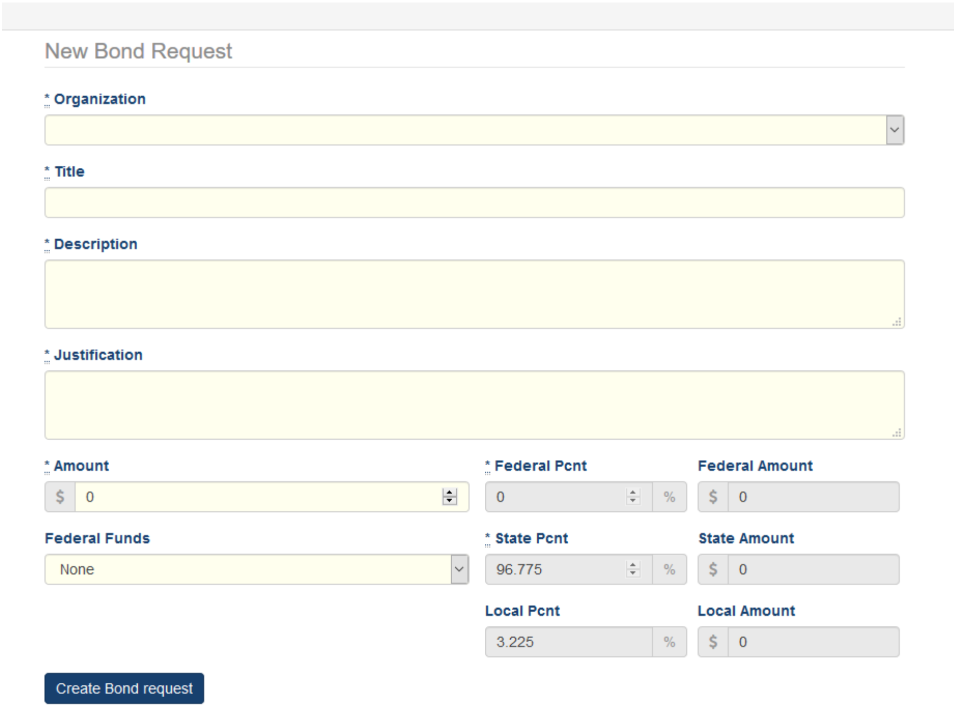
The bond request screen shows details about a bond request.

Figure 112 Bond Request Interface



Transit Managers, DOT managers, and Administrators can create new bond requests.

Figure 113 New Bond Request



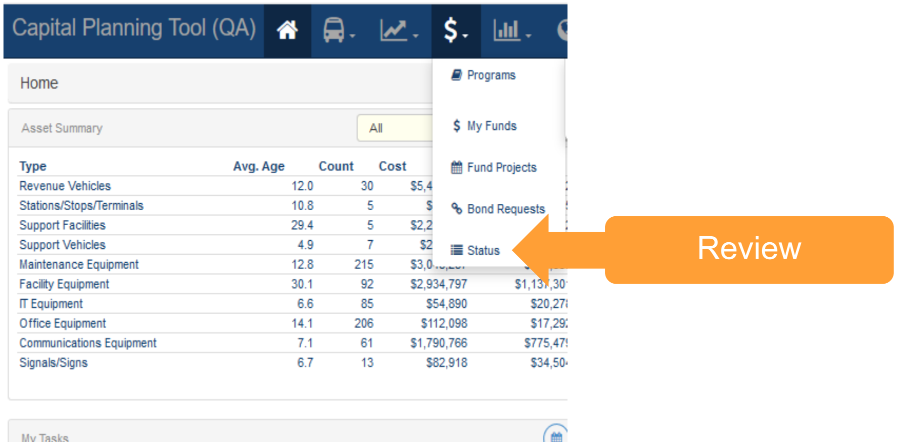
Once a bond request is submitted, it has four status updates. Pending (sent to DOT for review), rejected (DOT has reviewed and rejected), submitted (submitted to the program office for legislator review), then authorized or not authorized (by legislative review).

If a bond request is authorized, DOT managers can assign the authorized request to a Bucket.

10.6 Review

The Status interface serves as a project review module and tracks the entire work flow for the annual capital project planning process. As the fiscal year progresses, users will mark work complete in the Status page and advance through the work flow. When the year's work has been completed, the data is archived and upon completion of all organization project funding the application will be rolled over into the next planning year.

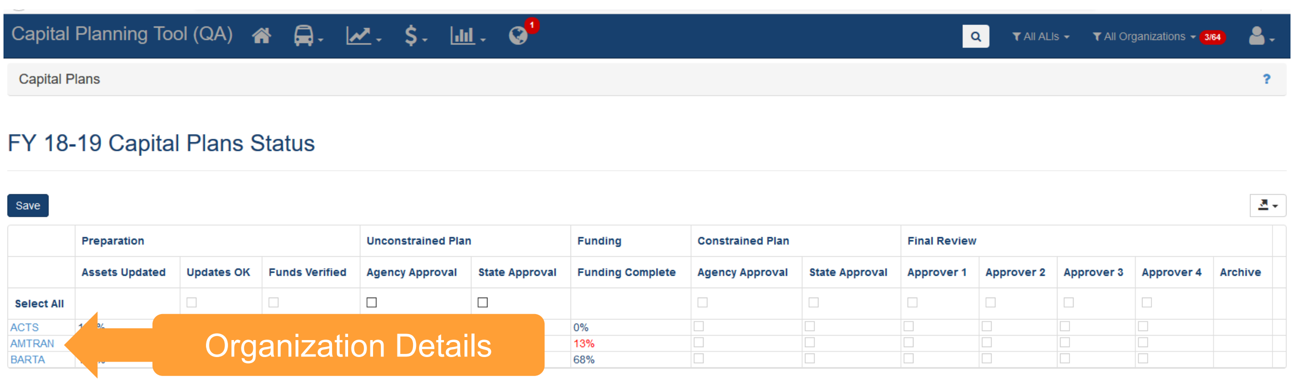
Figure 114 Review



The Status page is made up of five stages that must be completed in sequential order: Preparation, Unconstrained Plan, Funding, Constrained Plan, and Final Review. Each stage consists of a series of verifications and/or approvals. Once an organization's data has been verified and approved through all five stages, a link to the export will display.

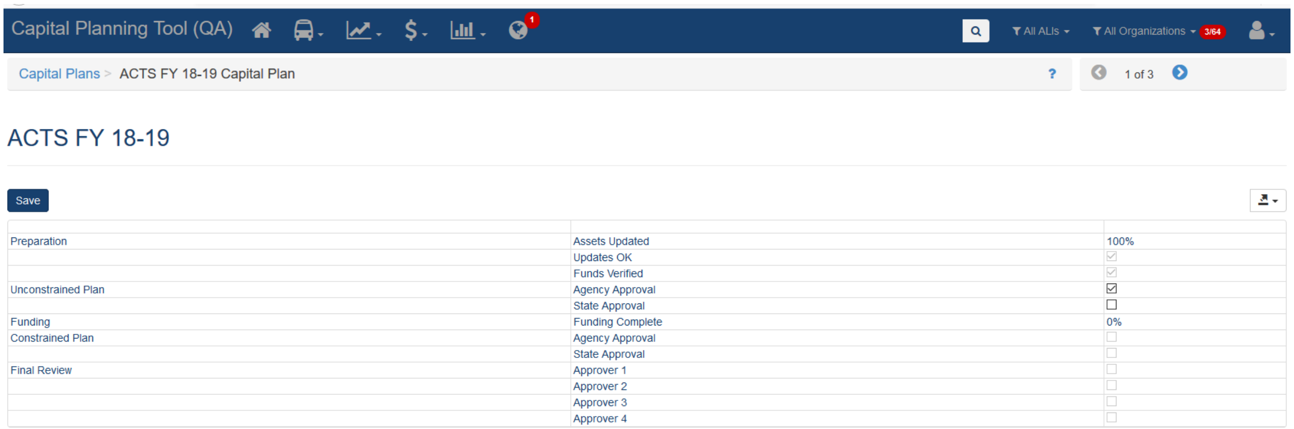
Each stage follows the same general formula—the submittal organization performs some work and the State approves that work. As each action is completed and approved, the next action will unlock.

Figure 115 Review and Status



Clicking on an individual organization will give details about the status of the organization's review.

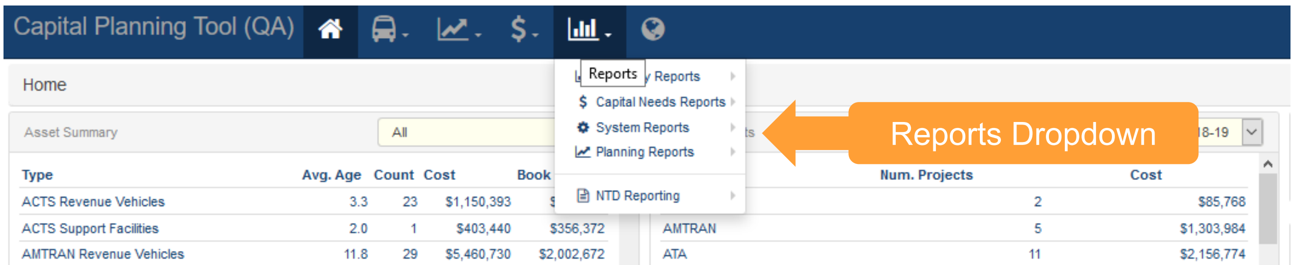
Figure 116 Review and Status Organization Detail



11.0 Reports

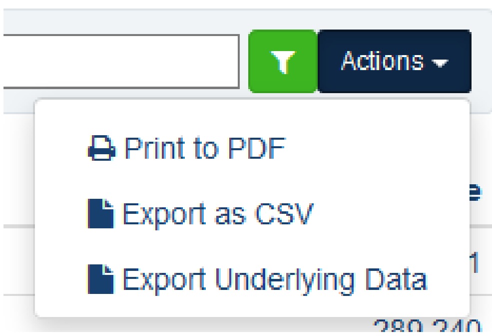
A variety of preconfigured (canned) reports can be generated, ranging in topic areas from Inventory, Capital Needs, System Reports, and Planning.

Figure 117 Reports Dropdown



Reports can be exported into multiple file formats for distribution or further analysis. In the top right corner of each report, look for the Actions menu for available download links.

Figure 118 Report Exports

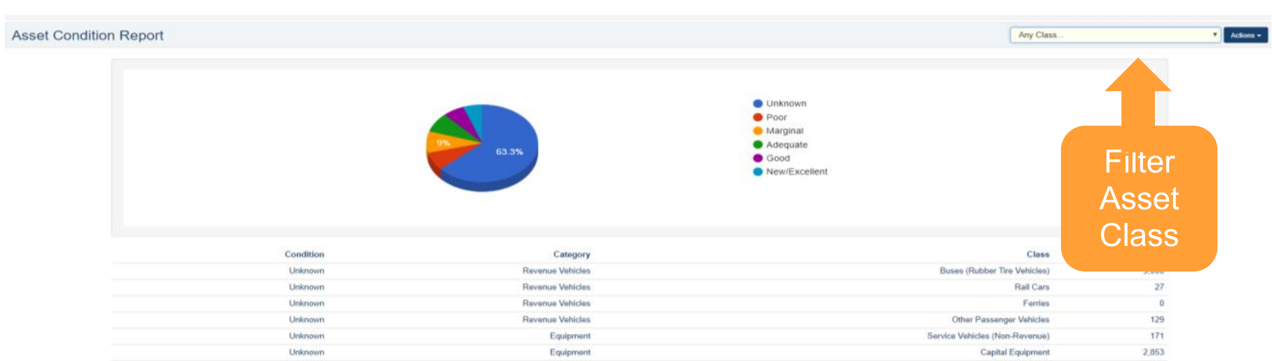


11.1 Inventory Reports

Inventory reports are a rollup of asset inventory data, including age, condition, and funding related calculations

Asset Condition Report—The Asset Condition Report displays the count of assets of different types for a range of asset condition ratings (excellent, good, adequate, etc.). The report can filter data by Asset Class.

Figure 119 Asset Condition Report



Asset Age Report—The Asset Age Report displays the count of assets of different classes for a range of asset ages (one year old, two years old, etc.). The report can filter data by Asset Class.

Figure 120 Asset Age Report

Years	Buses (Rubber Tire Vehicles)	Rail Cars	Ferries	Other Passenger Vehicles	Service Vehicles (Non-Revenue)	Capital Equipment	Administration	Maintenance	Passenger	Parking	Guideway	Power & Signal	Track
< 1	66	0	0	0	0	21	1	1	0	0	0	0	1
1	456	0	0	1	28	501	3	0	2	0	0	0	0

The Asset Funding Source Report computes for every funding program, organization (agency), year of purchase, the number of assets that were purchased using a particular funding program as well as the cost (purchase amount) associated with that particular funding program. Drill-down functionality allows the user to see the exact lists of assets, and the dollars spent on each asset for that funding source. Multiple filtering options are available, providing the ability to filter by multiple combinations of data:

- Agency, Funding Program.
- Agency, Funding Program, Year of Purchase.
- Funding Program, Agency.
- Funding Program, Agency, Year of Purchase.
- Funding Program, Year of Purchase.
- Funding Program, Year of Purchase, Agency.
- Year of Purchase, Funding Program.
- Year of Purchase, Funding Program, Agency.

Figure 121 Asset Funding Source Report

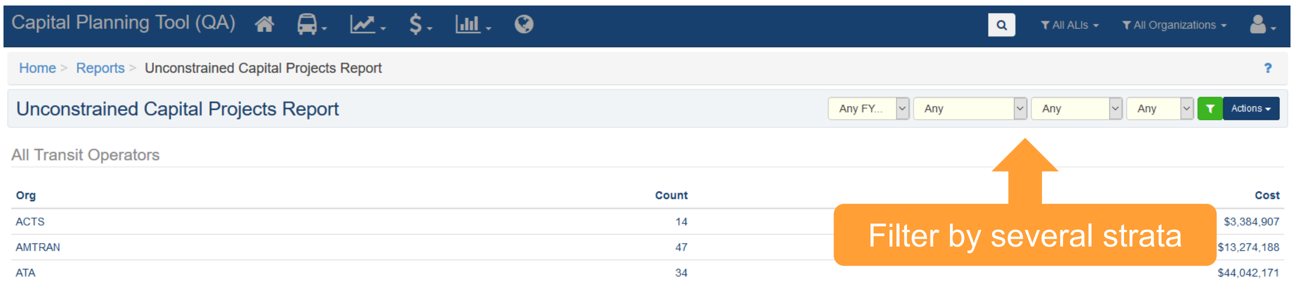
Agency	# Assets	Cost (Purchase)
ACTS	1	$12,500
ATA	3	$126,563
BARTA	4	$3,648,346
EMTA	3	$2,404
MMVTA	8	$687,879
PAAC	30	$3,303,467
RRTA	5	$5,129,995
WASHCO	3	$52,333
WBT	4	$1,920

11.2 Capital Needs Reports

Capital Needs Reports are rollups of information about different projects, ALIs and funding.

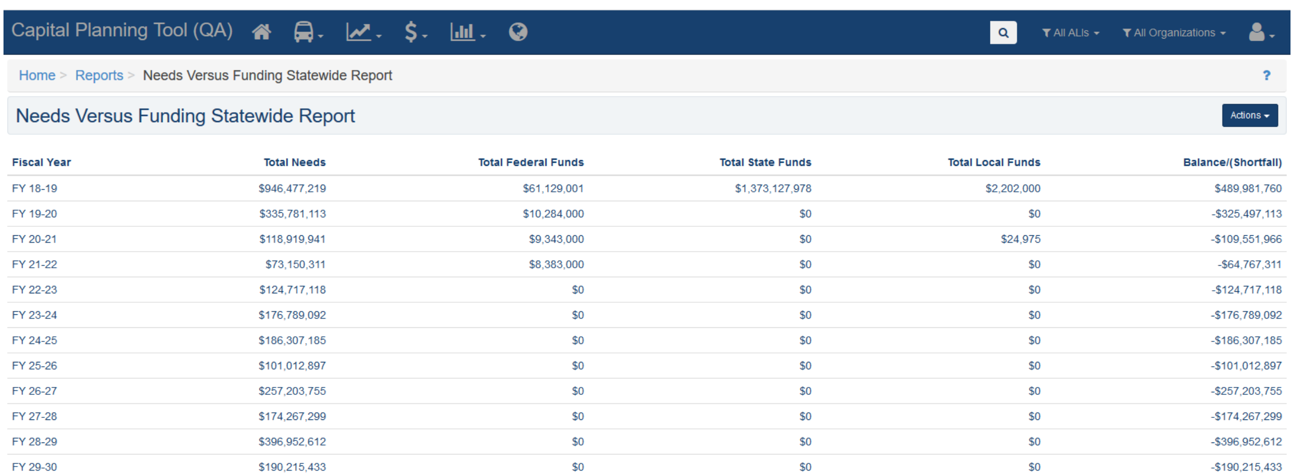
The Unconstrained Capital Projects Report is a collection of unconstrained capital projects associated with individual organizations. This report can be filtered by fiscal year, emergency versus nonemergency, multi or single-year, and method of creation.

Figure 122 Unconstrained Capital Projects Report



The Need versus Funding Statewide Report shows the total project-based needs by fiscal year versus available funding, broken out by funding program.

Figure 123 Need versus Funding Statewide Report



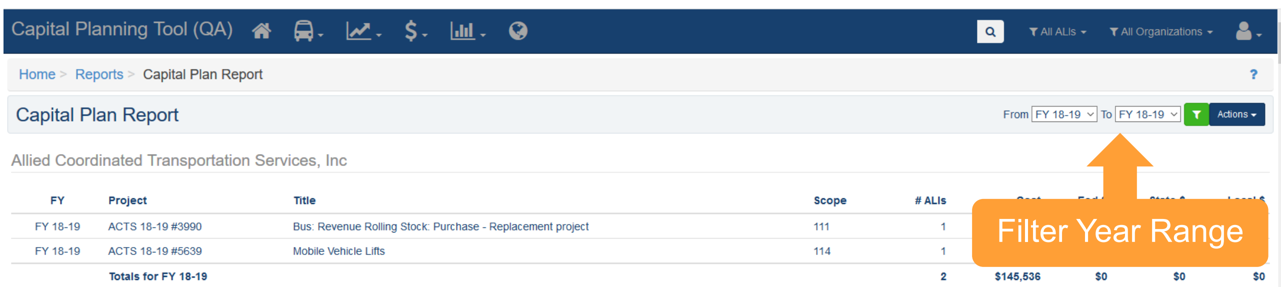
Fiscal Year	Total Needs	Total Federal Funds	Total State Funds	Total Local Funds	Balance/(Shortfall)
FY 18-19	$946,477,219	$61,129,001	$1,373,127,978	$2,202,000	$489,981,760
FY 19-20	$335,781,113	$10,284,000	$0	$0	-$325,497,113
FY 20-21	$118,919,941	$9,343,000	$0	$24,975	-$109,551,966
FY 21-22	$73,150,311	$8,383,000	$0	$0	-$64,767,311
FY 22-23	$124,717,118	$0	$0	$0	-$124,717,118
FY 23-24	$176,789,092	$0	$0	$0	-$176,789,092
FY 24-25	$186,307,185	$0	$0	$0	-$186,307,185
FY 25-26	$101,012,897	$0	$0	$0	-$101,012,897
FY 26-27	$257,203,755	$0	$0	$0	-$257,203,755
FY 27-28	$174,267,299	$0	$0	$0	-$174,267,299
FY 28-29	$396,952,612	$0	$0	$0	-$396,952,612
FY 29-30	$190,215,433	$0	$0	$0	-$190,215,433

The ALI Funding Report displays a summary of funded ALIs. The user selects the level that they would like to group columns by (By Year, By Organization (agency), By Scope, and Split SOGR), and the system reports on the number of ALIs, number of Assets, ALI Cost, Allocated Funding (Funded), and the Balance for the selected level of grouping.

Figure 124 ALI Funding Report

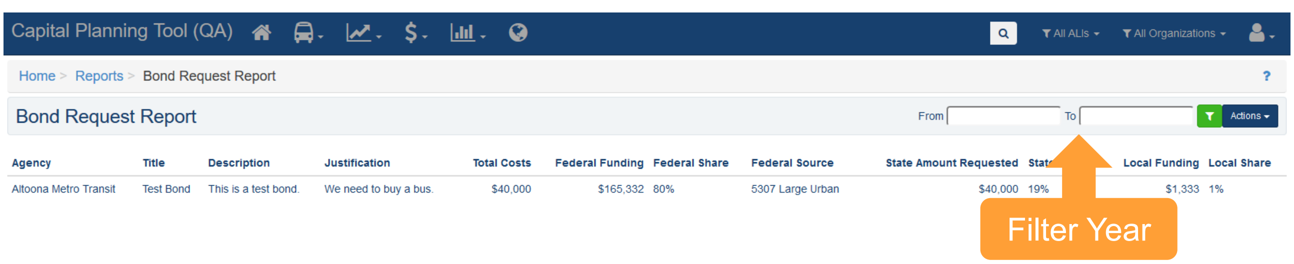
The Capital Plan Report shows funded projects, and ALIs for a filtered range of years, providing a breakdown by Federal, State, and Local funding sources. The report groups data by organization, fiscal year and displays one project per row and one project attribute per column.

Figure 125 Capital Plan Report



The Bond Request Report finds and displays all "Pending" and "Submitted" bond requests whose statuses were last updated between a user-defined start and end date.

Figure 126 Bond Request Report



11.3 Planning Reports

Planning Reports are reports that analyze asset-based data such as state of good repair, asset status, and metrics related to service life goals and performance.

The Revenue Vehicle Replacement Report finds and displays summary data for all revenue vehicles that are scheduled to be replaced within a specified year.

Figure 127 Revenue Vehicle Replacement Report

Revenue Vehicle Replacement Report — Jump to... — Fiscal Year FY 19-20 — Actions

All Transit Operators

Fiscal Year	Category	Class	Sub Type	Count	Book Value	Replacement Cost
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Sedan/Station Wagon	19	$220,647	$1,032,574
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	28	$10,703,185	$15,351,540
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 35 FT	156	$33,434,345	$64,564,155
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	151	$25,090,859	$65,899,722
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus < 30 FT	404	$22,996,202	$117,170,310
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	59	$12,698,894	$20,638,200
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Trolley Std	2	$485,086	$717,256
FY 19-20	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	936	$24,409,851	$24,272,352
FY 19-20	Revenue Vehicles	Other Passenger Vehicles	Commuter Rail Car Trailer	71	$112,539,277	$25,462,588

The State of Good Repair Report finds and displays summary data for all asset subtypes that are scheduled to be replaced across all planning years. The report is the same as the Revenue Vehicle Replacement Report except it is not limited to revenue vehicles and rolls up values across all planning years.

Figure 128 State of Good Repair Report

State of Good Repair Report — Jump to... — Actions

State of Good Repair: All Transit Agencies

Category	Class	Sub Type	Count	Book Value	Replacement Cost
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Articulated	11	$6,197,520	$8,414,445
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 35 FT	438	$138,243,902	$189,321,201
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Sedan/Station Wagon	27	$416,191	$1,476,958
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	161	$67,597,460	$92,477,734
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	623	$208,254,531	$285,018,765
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus < 30 FT	736	$53,347,885	$217,175,923
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	154	$35,377,187	$55,183,445
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	1,204	$36,625,492	$31,357,436
Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Trolley Std	31	$8,585,473	$12,003,406
Revenue Vehicles	Other Passenger Vehicles	Commuter Rail Car Trailer	100	$167,850,515	$36,271,696
Revenue Vehicles	Rail Cars	Light Rail Car	9	$25,638,417	$3,887,370
Revenue Vehicles	Rail Cars	Commuter Locomotive Diesel	20	$74,188,285	$65,980,817
Equipment	Service Vehicles (Non-Revenue)	Pickup/Utility Truck	75	$436,717	$2,616,326
Equipment	Service Vehicles (Non-Revenue)	Sports Utility Vehicle	85	$693,546	$2,303,917
Equipment	Service Vehicles (Non-Revenue)	Van	79	$729,509	$2,272,877
Equipment	Service Vehicles (Non-Revenue)	Sedan/Station Wagon	62	$437,762	$1,546,568
Equipment	Service Vehicles (Non-Revenue)	Other Support Vehicle	31	$212,606	$1,610,645
Equipment	Service Vehicles (Non-Revenue)	Tow Truck	2	$0	$344,361
Equipment	Capital Equipment	Bus Maintenance Equipment	1,033	$7,860,493	$11,975,480
Equipment	Capital Equipment	Other Maintenance Equipment	140	$11,904,184	$16,743,863
Equipment	Capital Equipment	Rail Maintenance Equipment	2	$73,195	$1,180,195
Equipment	Capital Equipment	Other Facilities Equipment	416	$3,164,904	$5,017,581

The Disposition Report finds and displays summary data for all asset subtypes that are scheduled to meet their Estimated Service Life within a particular fiscal year and are ready to be disposed.

Figure 129 Disposition Report

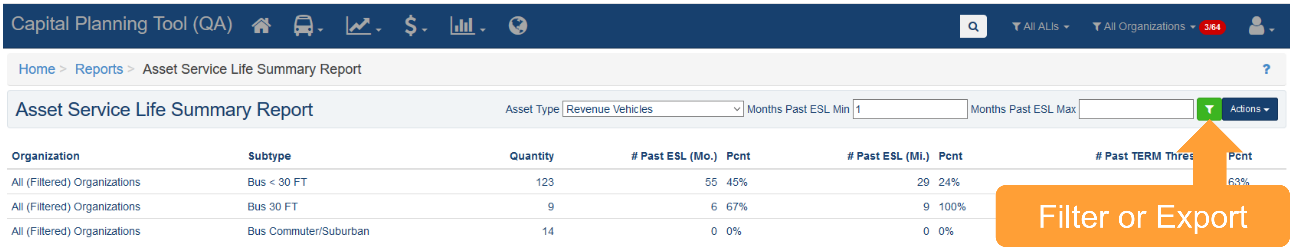
Disposition Report — Jump to... — Fiscal Year FY 18-19 — Actions

All Transit Operators

Fiscal Year	Category	Class	Sub Type	Count	Book Value	Replacement Cost
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Commuter/Suburban	9	$3,138,453	$4,819,364
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus Std 40 FT	1	$265,314	$426,977
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Bus 30 FT	3	$679,554	$1,037,982
FY 18-19	Revenue Vehicles	Buses (Rubber Tire Vehicles)	Van	1	$29,493	$25,649
FY 18-19	Equipment	Capital Equipment	Other Facilities Equipment	2	$143	$208
FY 18-19	Equipment	Capital Equipment	Other Communications Equipment	1	$0	$0
		Totals for FY 18-19		**17**	**$4,112,957**	**$6,310,180**

The Asset Service Life Summary Report displays all asset categories, listed by subtype, and calculates the quantity and percentage of assets that are past their Estimated Service Life in month, miles, and the quantity and percentage that have fallen below the TERM threshold as set in the Asset Replacement/Rehabilitation Policy. Data can be filtered by Asset Category, and by a minimum and maximum range in months of assets beyond their Estimated Service Life. A drill-down of data is provided on an organization-level basis, while the table, and the underlying data used to make the calculations can be exported as well.

Figure 130 Asset Service Life Summary Report

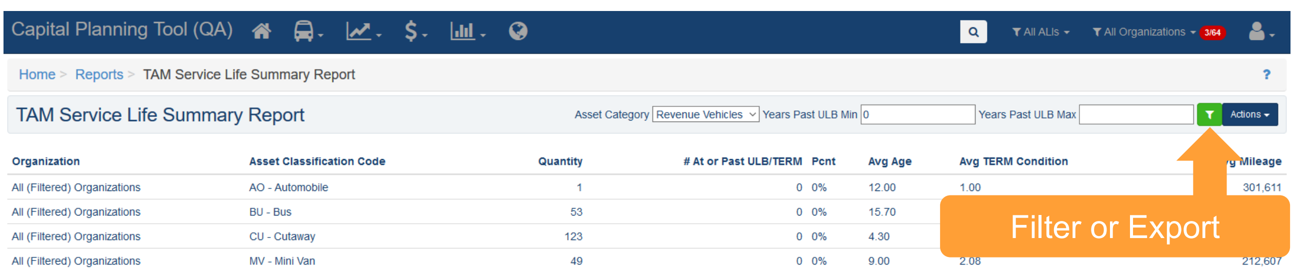


The TAM Service Life Summary Report displays all asset categories, listed by subtype, and calculates the following:

- Revenue Vehicles and Equipment—Service Vehicles: Quantity and percentage that are past their Useful Life Benchmark in months;
- Facilities (Primary): Quantity and percentage of Facilities (Primary) that have fallen below the TERM Policy value; and
- Infrastructure—Track: Linear asset miles of Infrastructure that have Active Performance Restrictions.

The ULB, and TERM values pull from the most recent year of the TAM Policy for each organization that are either in a Pending Activation or Active status. Data can be filtered by Asset Category, and a drill-down of data is provided on an organization-level basis, while the table, and the underlying data used to make the calculations can be exported as well.

Figure 131 TAM Service Life Summary Report



12.0 Specialized Reports

12.1 Asset Fleet Builder

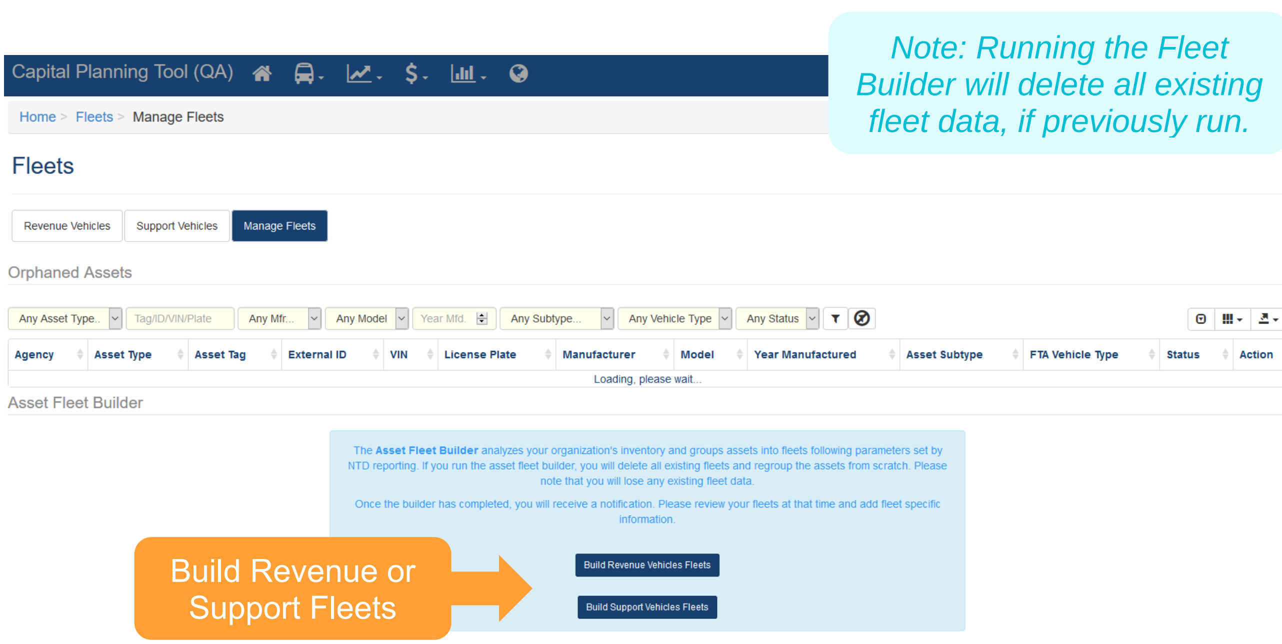
A fleet is a number of vehicles that share the same characteristics. Organizing vehicles into fleets is advantageous because it summarizes rolling stock inventories at a higher level.

The Asset Fleet Builder is a tool specifically designed to assist with the creation of the Revenue Vehicles (A-30), and Service Vehicles (Nonrevenue) (A-35) National Transit Database (NTD) asset reports. Both of these NTD asset forms require data be reported by fleet, and the Asset Fleet Builder provides an interface to auto-create and easily manage both Revenue Vehicle and Service Vehicle (Nonrevenue) fleets.

When building fleets for the first time, you can choose to use the Asset Fleet Builder. The builder analyzes organization inventories and automatically groups assets into fleets based on the unique fleet definitions and sorts those assets into either the Revenue Vehicles or Service Vehicles section. All assets grouped within a fleet will no longer be listed within the Orphaned Assets portion of the Manage Fleets section. When you run the builder, it will function as a background job in the system and notify you once complete in the notifications section. From there, users can review the fleets, add fleet-specific information or manually regroup assets as needed.

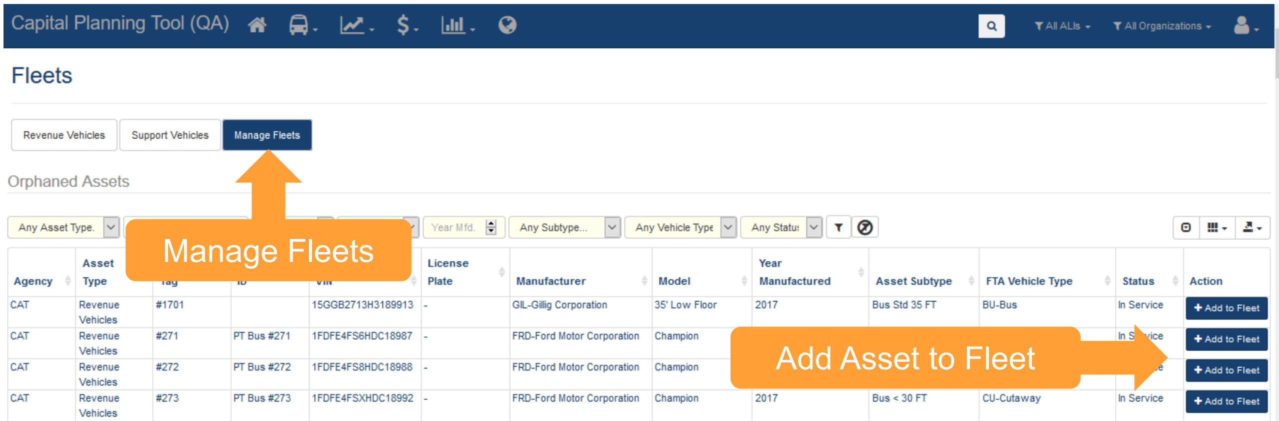
You should only use the builder tool the first time you create a fleet, otherwise you will delete existing fleets.

Figure 132 Asset Fleet Builder



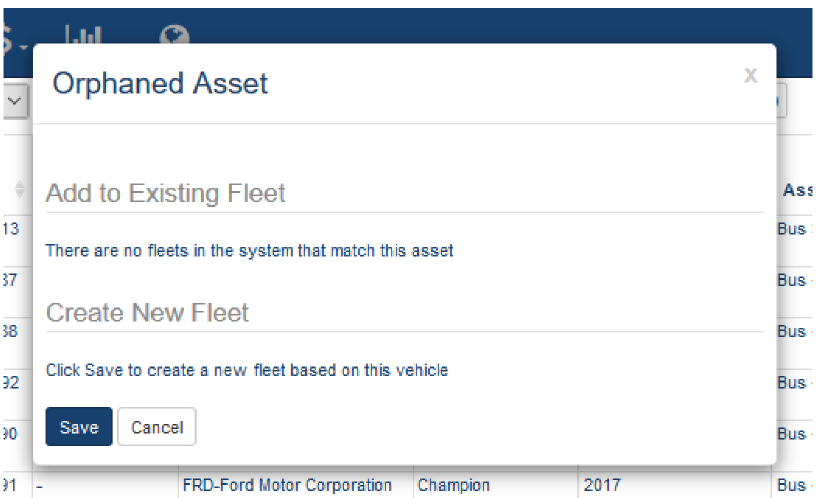
When you add a new asset to the system, the new asset will be added as an Orphaned Asset within the Manage Fleets section.

Figure 133 Asset Fleet Builder—Orphaned Assets



Selecting "Add to Fleet" on the right allows users to add assets to a current fleet or create a new fleet, and will limit options of existing fleets only if all shared characteristics match. Clicking "Save" will either add to an existing fleet, or create a new fleet, depending on what you choose, and allow you to specify details about that fleet.

Figure 134 Adding an Orphaned Asset to a Fleet



When you add the asset to a new fleet, if you wish to update fleet-specific details, look for the actions button, and click "Update this Fleet" to add details. Users also can remove the fleet completely, at which point all fleet assets will return to the Orphaned Assets portion of the Manage Fleets section. Users also can edit other fleet and asset-specific data such as NTD ID, asset odometer readings, and remove or add assets to the fleet from directly within the fleet.

Figure 135 Adding a New Fleet

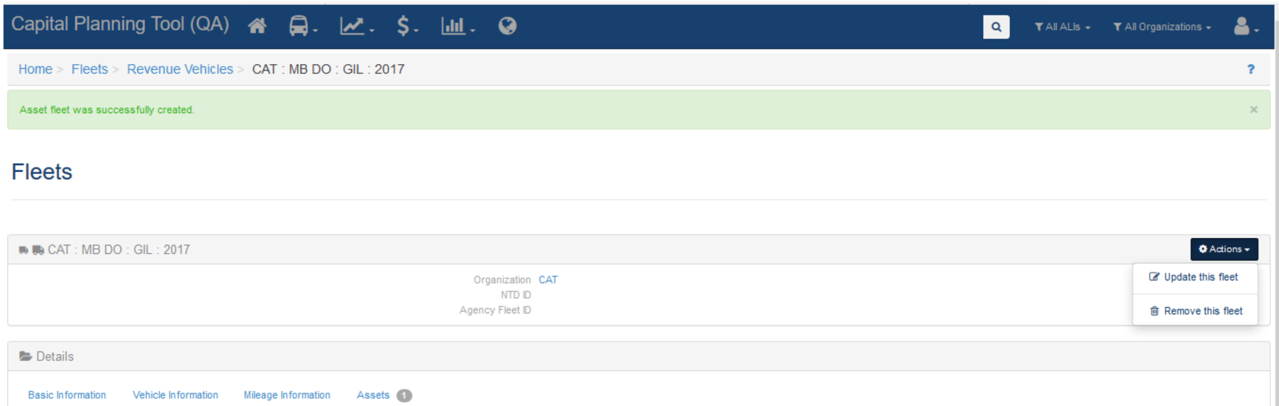


Figure 136 Update Asset Fleet Details

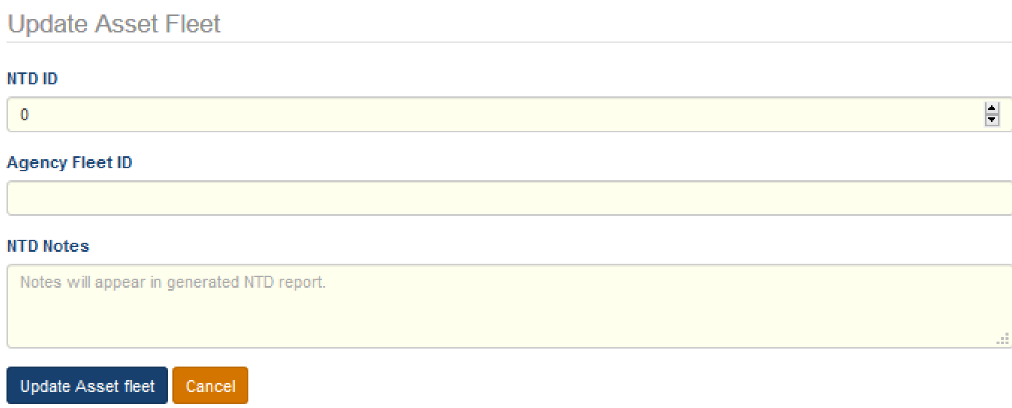


Figure 137 Update Odometer Readings

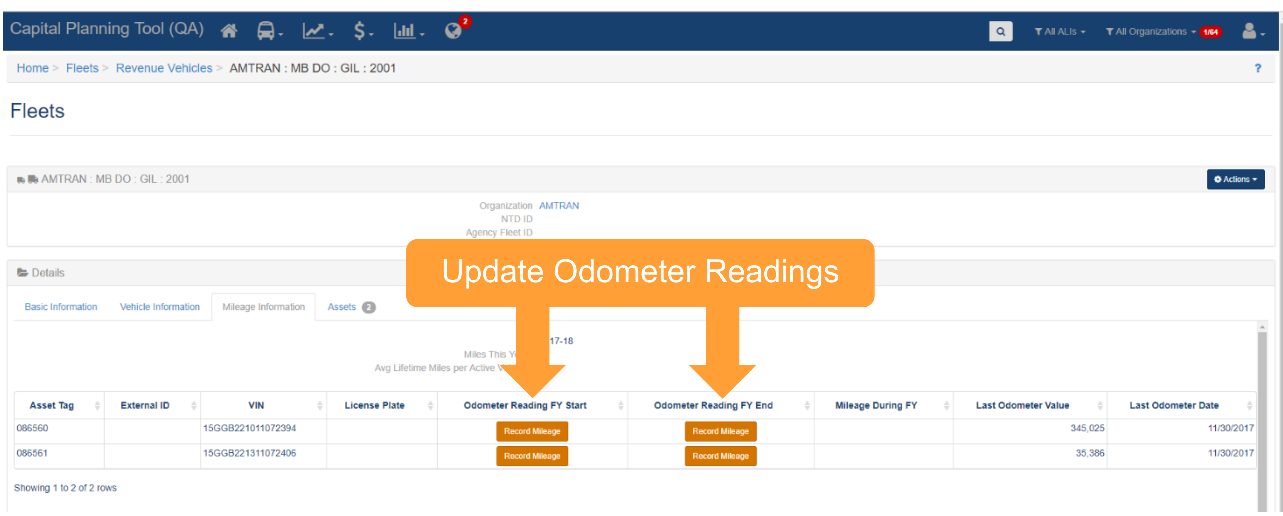
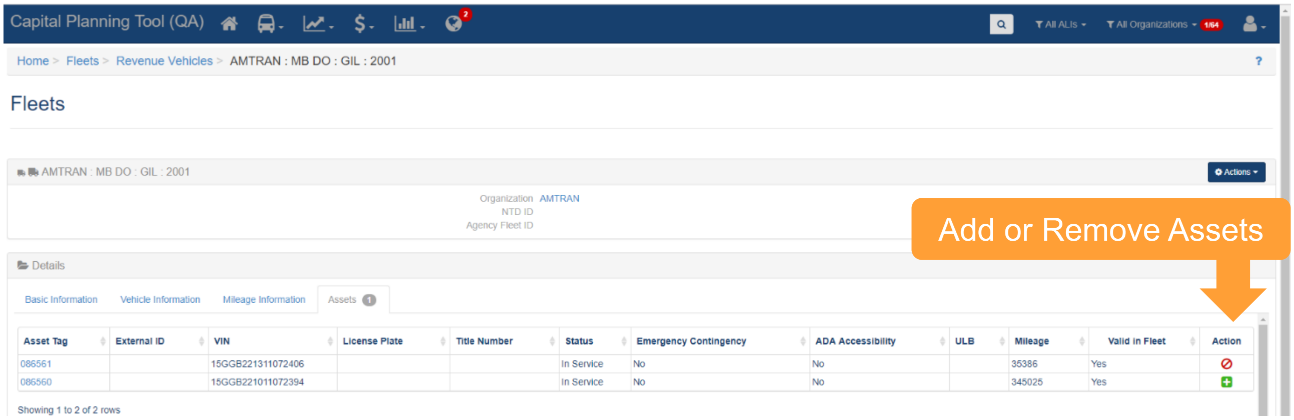


Figure 138 Remove or Add Assets from within a Fleet



12.2 NTD Asset Reports

The NTD Asset Reports are forms that must be submitted on an annual basis for every organization that receives Federal public transit funding. Required forms differ between organization, based on the category of assets in operation for each organization. The specific forms are as follows:

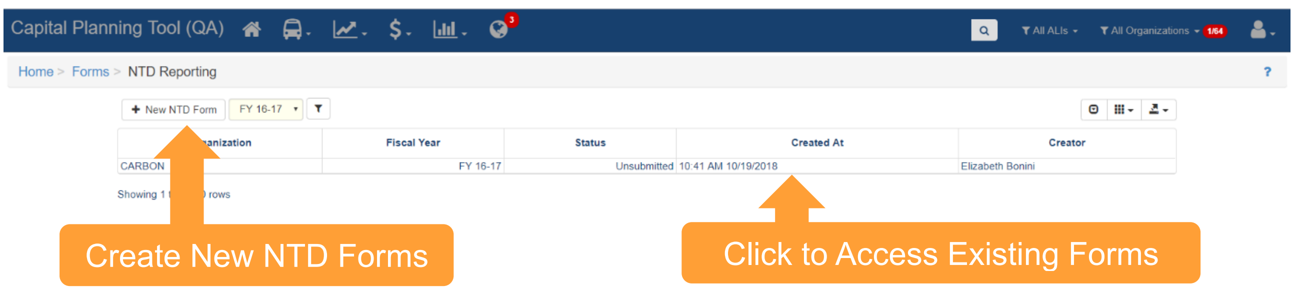
- Facilities (A-15) — Pulls asset data for primary facilities.
- Infrastructure (A-20) — Pulls asset data for infrastructure assets, and produces a separate report for each Primary Mode/Type of Service unique combination.
- Revenue Vehicles (A-30) — Pulls asset data for revenue vehicles, which are included as part of a fleet.
- Service Vehicles (Non-revenue) (A-35) — Pulls asset data for Service Vehicle (Non-Revenue), which are included as part of a fleet.
- Performance Measure Targets (A-90) — Pulls ULB, TERM value, and goal percentages for the TAM Policy associated with the corresponding NTD Report year, and calculates performance.

Each report pulls and calculates data according to the reporting year selected, and the activities associated with the system reporting period, i.e., July—June, October—September, or January—December.

Figure 139 Access NTD Reports

Any NTD reports that have been previously generated can be viewed on the initial report table available when clicking on the NTD Reports module. Existing report data can be accessed by clicking on the row for an individual organization upon which point it can be downloaded, submitted for review, have comments added, updated, or removed. New reports can be generated by clicking on the New NTD Form button.

Figure 140 Table of Previously Generated NTD Reports



When you click on the “New NTD Form” button, you will be prompted to select an organization, reporting year, and enter other user-specific information. Upon clicking “Save NTD Form”, you will be directed to the newly created NTD Details and Data page.

Figure 141 Create New Reporting Year Forms

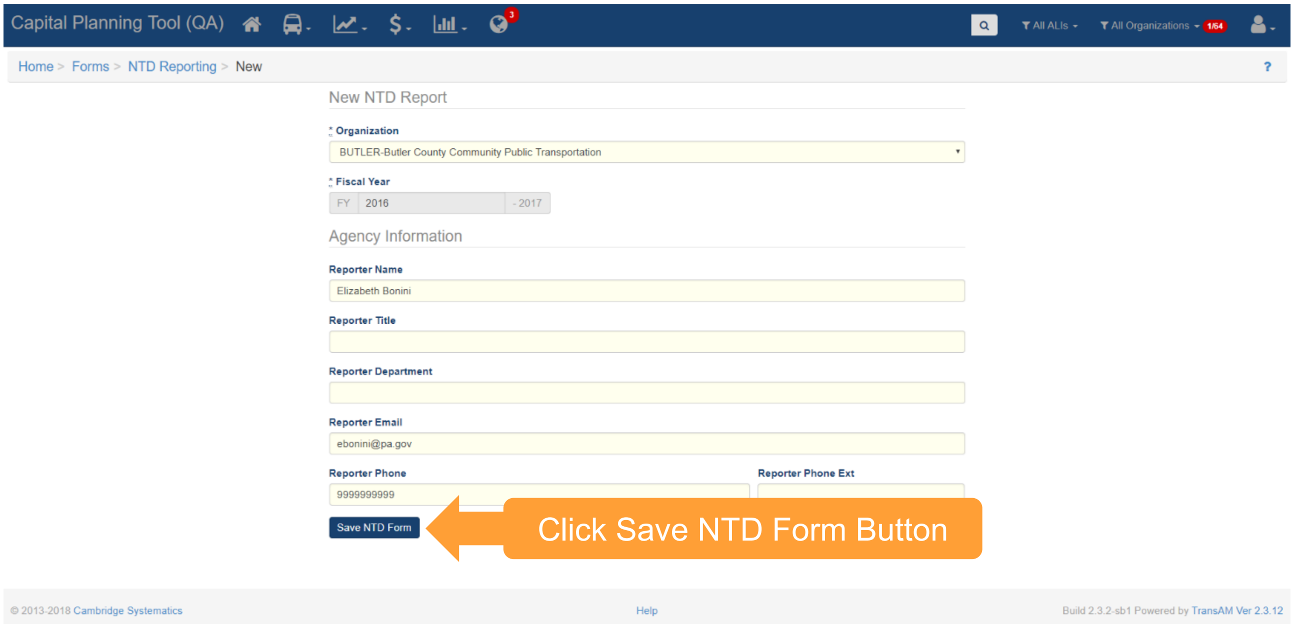
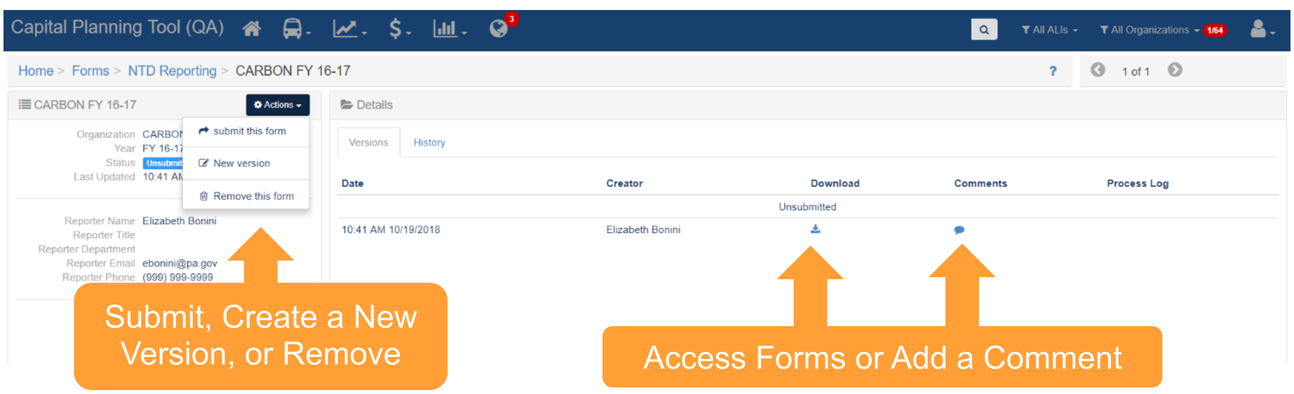


Figure 142 NTD Report Details and Data



When you click on the Download icon, the already generated forms appear and can be downloaded by clicking on the form-specific button. Excel file downloads will initiate upon clicking each form-specific button.

Figure 143 Download each NTD Form