


-DRAFT-
TPMS Transit
(Instructions)

Logging In

Browse to the web address: <http://www.tpms.org/transit>. When you first get to the site, you will be presented with a login screen:



The image shows a screenshot of a web browser displaying a login form. The form is titled "Transit Login" and is set against a light purple background. It contains two text input fields: one labeled "Login:" and another labeled "Pin Code:". Below these fields is a "Submit" button. The entire form is enclosed in a dark blue border.

Your **Login** and **Pin Code** can be acquired from Sree Mitra at the Office of Public Transit within the DOT.

Filtering & Selecting

After logging into the Transit application, you will be presented with the Transit Console much like the one below:

Transit Console

Program & Project Selection

Viewing: 2012 Draft

[Reset Defaults](#)

Click here to Apply changes

Approval Status

FTA Post Appr. [Check All](#)

OPT Post Appr.

FTA Pre-Appr.

OPT Pre-Appr. 39 projects selected

TIP Appr.

Submitted

In Prep [UnCheck All](#)

Additional Options

[PDF Printout](#)

[Excel Printout](#)

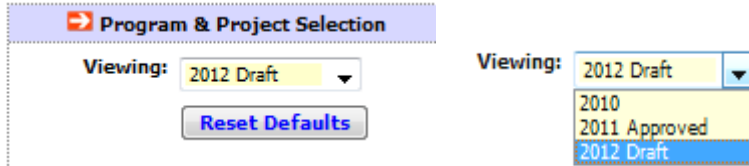
[Grant Management](#)

[Add Project](#)

[Contract Management](#)

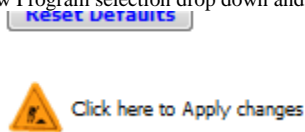
PA	Fund	Sponsor Transit #	ExpCls Proj. Type AIC	Desc / Add Ons Object: <input type="radio"/> Vehicle <input type="radio"/> Other <input type="radio"/> All		FY12	FY13	FY14	FY15	Options Status
RPA-01	5311	NEICA 1199	Operations	General Operations/Maintenance/Ad...	Total	2,431,778	2,504,730	2,579,870		Submit
			Other		SA	497,211	512,127	527,490		In Prep
RPA-01	5316	NEICA 1200	Operations	Operating costs	Total	50,000	50,000	50,000		Submit
			Misc		FA	25,000	25,000	25,000		In Prep
RPA-01	5317	NEICA 1201	Operations	Operating costs	Total	75,000	15,000	15,000		Submit
			Misc		FA	75,000	7,500	7,500		In Prep
RPA-01	5309	NEICA 1202	Capital	Five 176" LD buses (diesel) Vehicle (...)	Total					Submit
			Replacement	Vehicle	FA					In Prep
RPA-01	5309	NEICA 1203	Capital	Five 176" LD buses (diesel) Vehicle (...)	Total					Submit
			Replacement	Vehicle	FA					In Prep
RPA-01	5309	NEICA 1204	Capital	Five 176" LD buses (diesel) Vehicle (...)	Total					Submit
			Replacement	Vehicle	FA					In Prep
RPA-01	5309	NEICA 1205	Capital	Five 176" LD buses (diesel) Vehicle (...)	Total					Submit
			Replacement	Vehicle	FA					In Prep
RPA-01	5309	NEICA 1206	Capital	Five 176" LD buses (diesel) Vehicle (...)	Total					Submit
			Replacement	Vehicle	FA					In Prep
RPA-01	5309	NEICA 1207	Capital	Four minivans Vehicle (00086)	Total					Submit
			Replacement	Other	FA					In Prep
RPA-01	5309	NEICA 1208	Capital	Four minivans Vehicle (00055)	Total					Submit
			Replacement	Other	FA					In Prep
RPA-01	5309	NEICA 1209	Capital	Four minivans Vehicle (00057)	Total					Submit
			Replacement	Other	FA					In Prep
RPA-01	5309	NEICA 1210	Capital	Four minivans Vehicle (00058)	Total					Submit
			Replacement	Other	FA					In Prep
RPA-01	5309	NEICA 1211	Capital	Four minivans Vehicle (03051)	Total	173,040				Submit
			Replacement	Other	FA	143,623				In Prep
RPA-01	5309	NEICA	Capital	Four minivans Vehicle (04061)	Total	173,040				Submit

This Console is broken up into several different areas. The first area is the **Program & Project Selection** area. This area contains a drop down list of available Transit Programs to view; i.e. Draft, Approved, and Expired programs. Additionally, you may click on the button labeled '**Reset Defaults**' to reset your filters to your default settings.



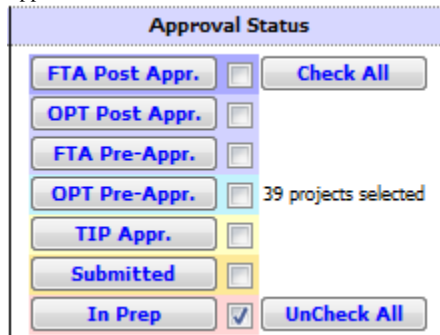
From time to time you will also see an animated icon with the text *Click here to Apply changes*. You will need to click this area in order to apply any changes in filters that you have set.

Area below Program selection drop down and reset button:



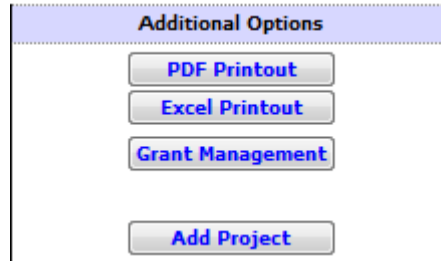
The next area is the **Approval Status**. Within this area are buttons and check boxes to filter for projects that are in corresponding approval status. Each project, within its lifetime, progress through a series of approval states in order to be included in a Grant to receive Federal Funds.

Approval State area with buttons and check boxes



To filter for a specific Approval State, simply click on its filter label and the records will automatically be filtered accordingly. When a group of approval states is more preferable, simply check the boxes next to the corresponding buttons to select those approval states and then click the area to apply changes. The *Check All* and *UnCheck All* buttons can also be clicked to check or uncheck all approval states; doing so will automatically apply this setting.

The next area of discussion is the **Additional Options** area. This area will contain several buttons for Printing, Saving, Working with and viewing Grant information, and adding new Projects



The first two buttons in this area are used to save and or print the projects currently filtered from a PDF or Excel document. These documents can also be saved to your computer. The **Grant Management** button will allow you to inspect Grants currently set up by the Office of Public Transit.

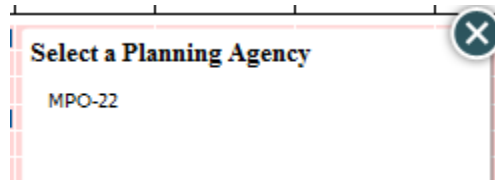
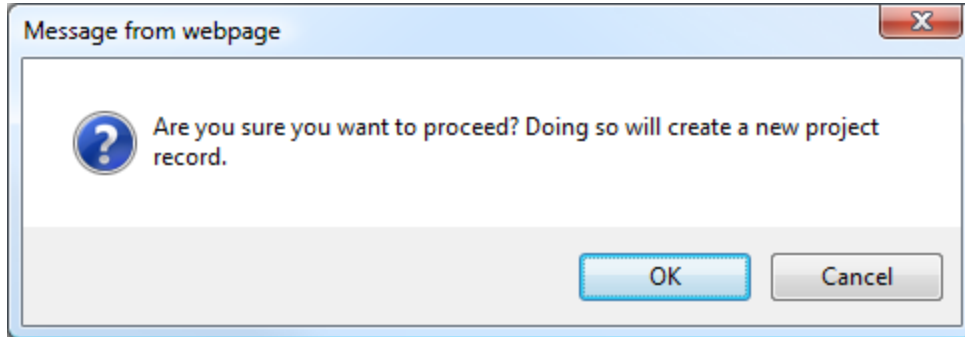
The screenshot shows a window titled "Grant Management" with a "Print" button and a close icon in the top right. The main content is a table with the following data:

Grant #		Total	Available	# Contracts	# Projects
stpGrant	(STP)	\$47,000	\$0	0	1
Test5309	(5309)	\$318,720	\$0	1	1

The screenshot shows a window titled "Grant Management" with a "Print" button and a close icon in the top right. Below the title bar, it says "Gra Grant: Test5309 (5309)" and "TTL: \$318,720 Avail: \$0". There are "Print" and "Close Grant" buttons. The main content is a table with the following data:

Contract#	TR#	Sponsor	VIN #	Unit #	Pgm'ed.	Contract	Paid	Project
test...	926	CyRide			\$318,720	\$318,720	\$0	Heavy Duty Bus (40-42 ft.) HD ...

The fourth button will be used to create new project records in the system. After clicking on it you will be alerted to the fact that you will be creating a new record in the Transit system. After clicking **Ok**, you will be presented with a list possible Planning Agencies who's jurisdiction this project will be submitted.



When you choose a Planning Agency, a new record will be created and a Project Dialog will be brought up to edit and save.

FY 2017 Draft / Region 1 / NEICAC-Transit (TA 17) / RPA-01 / TR# 4190 Print Copy

Expense Class: Wk Type: Obj Type:

Project Description:

OPT Administrative options
 ALI: Mark for AIC

Use arrows to shift programming
 ← Ahead or Back →

	Fill All Years				Funding Totals
	Accomp. Year	Priority Yr 1	Priority Yr 2	Priority Yr 3	
	FY 2017	FY 2018	FY 2019	FY 2020	
Local Effort	0	0	0	0	\$0
Total Local Funds	\$0	\$0	\$0	\$0	\$0
State Funds <input type="text"/>	0	0	0	0	\$0
State Funds <input type="text"/>	0	0	0	0	\$0
Total State Funds	\$0	\$0	\$0	\$0	\$0
FTA Funds <input type="text"/>	0	0	0	0	\$0
FTA Funds <input type="text"/>	0	0	0	0	\$0
FTA Funds <input type="text"/>	0	0	0	0	\$0
Total FTA Funds	\$0	\$0	\$0	\$0	\$0
FHWA Funds <input type="text"/>	0	0	0	0	\$0
FHWA Funds <input type="text"/>	0	0	0	0	\$0
Total FHWA Funds	\$0	\$0	\$0	\$0	\$0
Total Project Funds	\$0	\$0	\$0	\$0	\$0

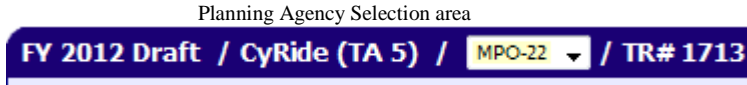
FA % 0% 0% 0% 0% 0%

Update

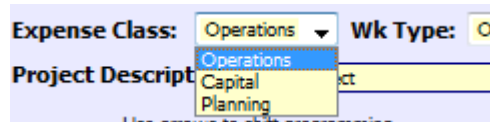
Guidance Information
 Intended to specify the maximum amount of Federal Funds in theory, for this type of project.

There is no Guidance Information Available

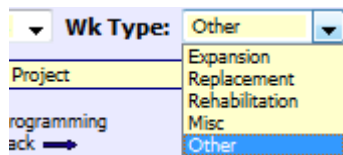
As the example shows, the Project Dialog has several different areas to update and save. The first field to set is the Planning agency option. This will be in a drop down list at the top of the dialog box. Depending on the sponsor of a given project, there can be more than one Planning agency option.



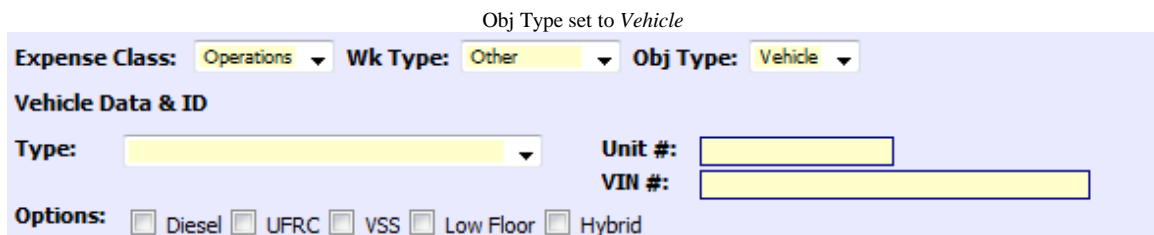
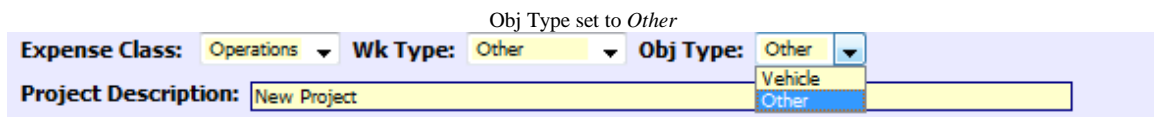
The next option is the **Expense Class**. Values for this option are *Operations*, *Capital*, or *Planning*.



Work Type can be set from the list of *Expansion*, *Replacement*, *Rehabilitation*, *Misc*, and *Other*.



Obj Type can be set to *Other* or *Vehicle*. When you choose *Other*, you can then choose a project description. If you choose *Vehicle* though, you will be presented with additional fields that will apply only to vehicles.



If you selected *Vehicle*, the system would have opened with vehicle options that include *Search Inventory* button. When you push the button the following screen opens and you can select your vehicle from the list. If your vehicle is not listed then enter the information manually.

FY 2017 Draft / Region 1 / NEICAC-Transit (TA 17) / RPA-01 / TR# 4183 Print Copy Notes

Expense Class: Capital Wk Type: Replacement Obj Type: Vehicle

Vehicle Data & ID Search Inventor

Type: Unit #:
 VIN #:

Options: Diesel UFRC VSS Low Floor Hybrid Biodiesel

Use arrows to shift programming
 ← Ahead or Back →

	Accomp. Year FY 2017	Priority Yr 1 FY 2018	Priority Yr 2 FY 2019	Priority Yr 3 FY 2020	Funding Totals
Local Effort	0	0	0	0	\$0
Total Local Funds	\$0	\$0	\$0	\$0	\$0
State Funds	0	0	0	0	\$0
State Funds	0	0	0	0	\$0
Total State Funds	\$0	\$0	\$0	\$0	\$0
FTA Funds	0	0	0	0	\$0
FTA Funds	0	0	0	0	\$0
FTA Funds	0	0	0	0	\$0
Total FTA Funds	\$0	\$0	\$0	\$0	\$0
FHWA Funds	0	0	0	0	\$0
FHWA Funds	0	0	0	0	\$0
Total FHWA Funds	\$0	\$0	\$0	\$0	\$0
Total Project	\$0	\$0	\$0	\$0	\$0

Vehicle Inventory ✕

Insert	12187	Light Duty Ford/Eldorado
Insert	14054	Minivan ADA Dodge / Amerivan
Insert	14055	Minivan Dodge / Amerivan
Insert	14056	Minivan Dodge/Amerivan
Insert	14057	Minivan Dodge/Amerivan
Insert	14058	Minivan Dodge/Amerivan
Insert	14161	Light Duty Ford/Startrans
Insert	14162	Light Duty Ford/Eldorado
Insert	505	Minivan Dodge Caravan
Insert	603	Standard Van Ford Superwagon XLT
Insert	604	Standard Van Ford Superwagon XLT
Insert	712	Conversion Van Ford Windstart Wagon GL
Insert	9811	Light Duty Ford Supreme (Startrans)
Insert	9813	Light Duty Ford Supreme (Startrans)
Insert	9815	Light Duty Ford Supreme (Startrans)

When the **Obj Type** is set to *Vehicle* you will be able to choose which type of vehicle from a list of Guidance Vehicles provided through the DOT. When you choose a vehicle type and zero (\$0) dollars are currently programmed for the project, the system will automatically fill in the proper dollar amounts that are suggested by the DOT Guidance.

Type:

Options:

- Minivan MV 3/1 (A)
- Minivan MV 1/2 (A)
- Non-ADA Standard Minivan MV 6/0 (N)
- Conversion Van # CV 8/1 (A)
- Conversion Van # CV 4/2 (A)
- Non-ADA Standard Van # CV 14/0 (N)
- Light Duty Bus (138" wb) LD 138-8/1 (A)
- Light Duty Bus (138" wb) LD 138-4/2 (A)
- Non-ADA LD bus (138" wb) LD 138-13 (N)
- Light Duty Bus (158" wb) LD 158-13/1 (A)
- Light Duty Bus (158" wb) LD 158-6/2 (A)
- Non-ADA LD bus (158" wb) LD 158-17 (N)
- Total State Non-ADA LD bus (158" wb) LD 158-21 (N)
- Light Duty Bus (176" wb) LD 176-14/2 (A)
- Light Duty Bus (176" wb) LD 176-10/3 (A)
- FTA Funds Non-ADA LD bus (176" wb) LD 176-25 (N)
- FTA Funds Medium Duty Bus (to 28 ft.) MD 28-12/2 (A)
- FTA Funds Medium Duty Bus (to 28 ft.) MD 28-8/3 (A)
- FTA Funds Medium Duty Bus (29-32 ft.) MD 30-13/2 (A)
- Total FTA Medium Duty Bus (29-32 ft.) MD 30-10/3 (A)

You will also be able to mark which additional options will be applied to this vehicle by marking the **Options** check boxes that apply.

Options: Diesel UFRC VSS Low Floor Hybrid Biodiesel

After checking off any **Options** that apply you are now ready to begin entering the funding information for this project. You will notice that the funding is broken down into several different layers and several different Fiscal Years.

Use arrows to shift programming ← Ahead or Back →		Accomp. Year	Priority Yr 1	Priority Yr 2	Priority Yr 3	Funding
		FY 2012	FY 2013	FY 2014	FY 2015	Totals
Local Effort		0	0	0	0	\$0
Total Local Funds		\$0	\$0	\$0	\$0	\$0
State Funds		0	0	0	0	\$0
State Funds		0	0	0	0	\$0
Total State Funds		\$0	\$0	\$0	\$0	\$0
FTA Funds		0	0	0	0	\$0
FTA Funds		0	0	0	0	\$0
FTA Funds		0	0	0	0	\$0
Total FTA Funds		\$0	\$0	\$0	\$0	\$0
FHWA Funds		0	0	0	0	\$0
FHWA Funds		0	0	0	0	\$0
Total FHWA Funds		\$0	\$0	\$0	\$0	\$0
Total Project Funds		\$0	\$0	\$0	\$0	\$0
FA %		0%	0%	0%	0%	0%

The different layers are broken up into *umbrellas* of funding i.e. **Local Effort, State Funds, FTA Funds and FHWA Funds**. Each of these *umbrella* fund categories, with the exception of **Local Effort**, have several different options to choose from as illustrated below.

Illustration showing the funding options for *Umbrella* fund categories

The first screenshot shows a dropdown menu for 'State Funds' with options 'PTIG' and 'STA'. The second screenshot shows a dropdown menu for 'FTA Funds' with options '5303', '5307', '5309', '5310', '5311', '5314', '5316', '5317', and '5339'. The third screenshot shows a dropdown menu for 'FHWA Funds' with options 'ICAAP', 'ITS', and 'STP'.

After choosing a specific fund program from an *umbrella* category, you can proceed in entering dollar amounts in specific fiscal years of the program. If you wish to move current funding ahead or back a number of years, you can click on provided arrows to move whole fund columns ahead or back. When doing so, the system will automatically calculate inflation values appropriately.


Arrows used to move funding columns ahead or back:
 Use arrows to shift programming
 ◀ Ahead or Back ▶

When all information is entered into the project dialog correctly, you can then click the **Update** button at the bottom to save your changes.

	0	0	0
	0	0	0
ect Funds	\$384,000	\$0	\$0
%	83%	0%	0%

Update

When the **Update** button is clicked, the record will be saved and the dialog will disappear. After the record is saved, you can then proceed to **Submit** the record to your Planning Agency for review and approval by clicking on the **Submit** button for that project row.

MPO-22	5309	CyRide 326	Capital Replacement	Heavy Duty Bus (40-42 Ft.) HD 40-...	Total	384,000					<input type="button" value="Submit"/> 
				VSS Vehicle	FA	318,720					In Prep
					SA						

Once the project is *submitted*, the project row will turn orange and the project status will turn to *Submitted*. The following day, emails will go out to respective Planning Agencies, informing them of newly submitted projects that they need to attend to.