

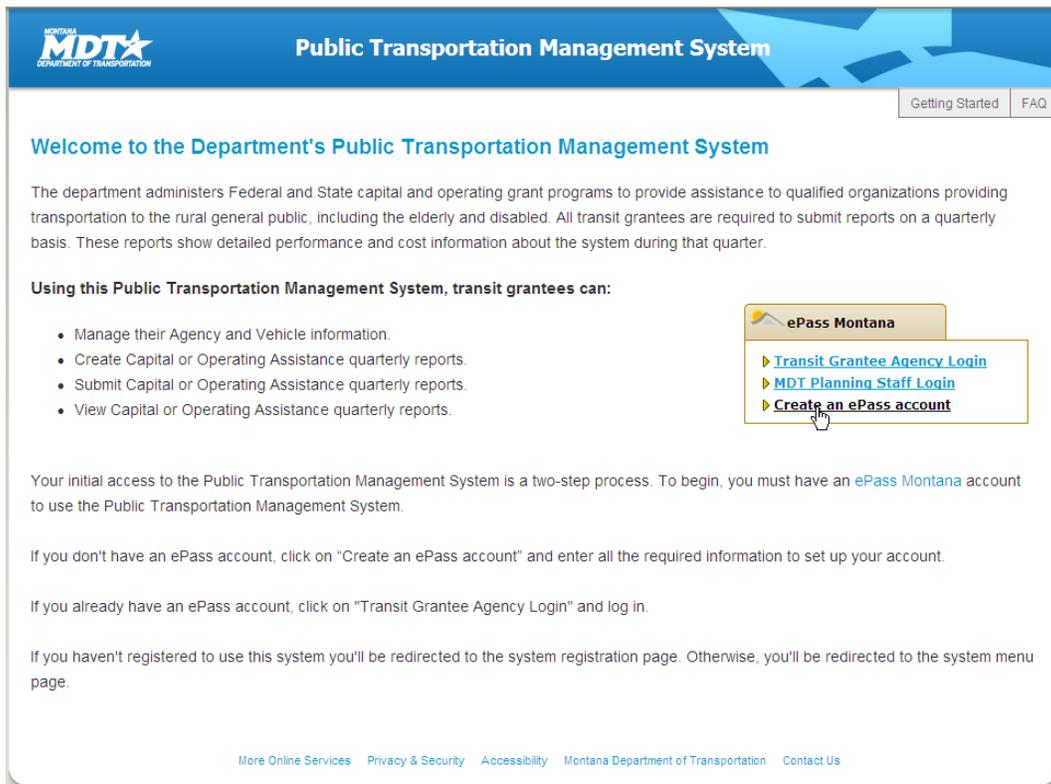
# PUBLIC TRANSPORTATION MANAGEMENT SYSTEM (PTMS)

**IMPORTANT:**

This manual is designed to assist you with the new Public Transportation Management System (PTMS) software program and help you when submitting your quarterly reports. Each page within the manual shows a screenshot of the program as well as line-by-line directions with an example of the kind of data that will be entered into each field. Tables in the document will follow displaying the field name, a short description of the field, and what should appear when entering your information.

## Creating an ePass Account:

If you don't have an ePass account, you will need to create an account prior to entering the system. To do so, click on the [Create an ePass account](#) link as shown below.



The screenshot shows the homepage of the Montana Department of Transportation's Public Transportation Management System. The header includes the MDTA logo and the title "Public Transportation Management System". There are links for "Getting Started" and "FAQ". The main content area features a welcome message, a description of the system's purpose, and a list of actions for transit grantees. A callout box highlights the "ePass Montana" section, which contains links for "Transit Grantee Agency Login", "MDT Planning Staff Login", and "Create an ePass account". The "Create an ePass account" link is highlighted with a mouse cursor. Below the callout, there are instructions for new and existing users and a footer with various service links.

A **Welcome to ePass Montana** page will be displayed. To create your ePass account click on the **Create an Account** button as shown below:



The screenshot shows the "Welcome to ePass Montana" page. The header includes the "mt.gov" logo and a navigation menu with links for "Access Your Government", "Tourism", "Working & Living", "Online Services", "Business", "Government", "Education", and "Home". The main content area features a "Welcome to ePass Montana" heading, a brief description of the service, and two main sections: "Existing Customer" and "New Customer". The "Existing Customer" section has fields for "Username:" and "Password:", a "Forgot your password?" link, a "Montana State Employees" link, and a "Login" button. The "New Customer" section has a "Create an Account" button, which is highlighted with a mouse cursor. The footer includes links for "Privacy & Security", "Accessibility", "Contact Us", "Search", and the "mt.gov" logo.

**Note:** For help with the account creation process you can click on either the **Instructions** or **How Do I** button on the upper right section of the page.

A **Create an ePass Account** page will be displayed. Enter all required information (denoted with an asterisk (\*)) including a username and password, as shown below.

**Important information:**

- Your username must be at least 6 characters.
- Your password must be at least 8 characters, and contain both letters and numbers.
- Your username and password are case sensitive.
- YOUR HINT IS IMPORTANT! Make sure that your hint will remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

**Create an ePass Account** [Instructions](#) [How Do I](#) [Feedback](#)

— **Personal Information** —

\* Required field

\*First Name:

\*Last Name:

— **Contact Information** —

Daytime Phone:  (555-555-5555)

Primary Email:

Alternate Email:

— **Login Information** —

\*Username:

\*Password:

\*Verify Password:

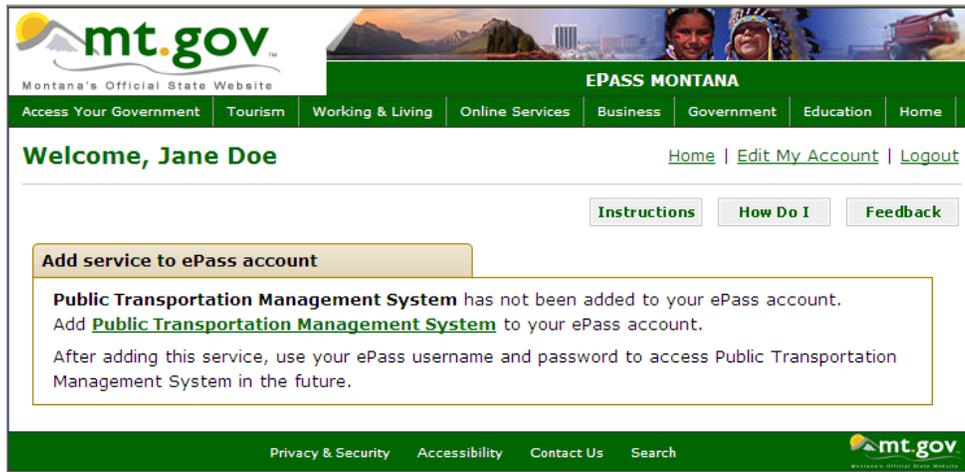
\*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password must use both letters and numbers
- password must be different than your username
- password is case sensitive

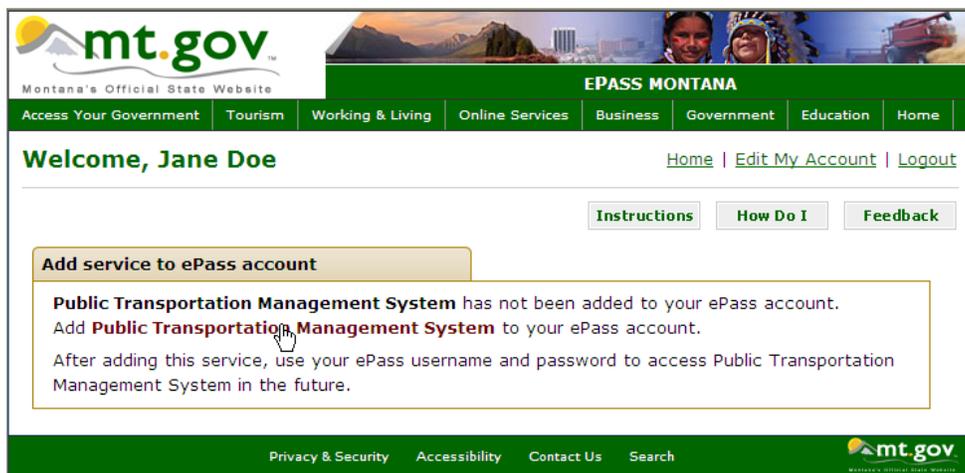
When all of the required information has been entered click on the **Continue** button to complete the ePass account creation process. If there are no errors or omissions your account setup will be completed. If there are errors or omissions in the required information you will be prompted to fix the errors or omissions and re-select the **Continue** button until all errors or omissions have been resolved.

After setting up your account, you will be taken to an Add service to ePass account page. The page will load displaying a message that the Public Transportation Management System has not been added to your ePass account and prompting you to select the **Public Transportation Management System** link to add the service to your ePass account, as shown below.



**Remember to keep track of your ePass account Username and Password as you will need them to login and use the MDT Public Transportation Management System application.**

Select the [Public Transportation Management System](#) link, as shown below.



You will then be directed to the MDT Public Transportation Management System registration page. This completes the ePass account creation process.

## Registering With PTMS:

**Register** – This page allows the user to register in the PTMS application. After creating an ePass account and logging-in if the system identifies a new user he/she will be directed to the registration page where the user can register to use the PTMS application.

**Register**

Please register to use the Public Transportation Management System (PTMS)

**i** In order to register to use this system you must have a valid Agency Id or User Number.

**Agency users** If you do not have an Agency Id or are not sure of your Agency Id please contact the Public Transportation Management System (PTMS) administrator at 406.444.9192 to set up an Agency ID or to obtain your existing Agency information.

**Planning users** Please enter your MDT User Number.

**i** After submitting your Agency Id or User Number, you will be sent an email at the main contact address registered with MDT. You cannot access the PTMS system until you receive the email and complete the registration process as instructed in the email.

To register, enter your Agency ID or User Number below and click Register:

Agency Id:   User Number:



**Registration Successful** - After following the instructions on the registration page, the user, if provided the correct agency id or user number will be taken to the Thank You page for further instructions and a confirmation email will be sent to their configured email account.

**Thank You**

Thank you for submitting your registration request.

You should receive an email at the main contact e-mail address you registered with MDT Planning ([transit@rats.com](mailto:transit@rats.com)).

If you're having difficulty locating the email please check to see if it was filtered.  
Some email accounts have Spam Filters set up that will automatically filter out email messages from senders with "noreply" in the sender address.  
You should check your spam filtered location for the registration verification email message. For help with checking your spam filtered location consult the [instructions for checking spam filters](#).

The registration process will not be completed until you receive the email and follow the instructions (namely, visiting the emailed link).

**IMPORTANT: You must visit the link within four (4) days**  
The registration information provided thru the emailed link will expire after four (4) days.

If you do not receive the email, please notify the Public Transportation Management System administrator at 406.444.9192.

**Email Verification** - The confirmation email will contain a link that can be clicked to confirm the registration process.

### Welcome to the MDT Public Transportation Management System!

Hello Helena Area Transit Service user,

You are receiving this email because you recently registered to use the Public Transportation Management System at the Montana Department of Transportation web site.

Before you can use the system, however, you need to first visit the following link:

<https://mdtwwwtest.mdt.mt.gov/applications/PublicTransportationManagementSystem/ConfirmRegistration.aspx?value=w5FGsaYdbCIUvUlsprnWcy/tQi0PRHCAVAYEjQPMjtw6YnZm5IjqbkHL/Z+3Y3uVmXSwVl2ZE+Is=>

After visiting the above link you should be able to log in and use the Public Transportation Management System.

**IMPORTANT: You must visit the link within four (4) days**

The registration information provided thru the above link will expire after four (4) days.

If you have any problems verifying your registration or if you did not register to use this system or feel that you are getting this message in error, please contact the Public Transportation Management System administrator at 406.444.9192.

Thank you.



Montana Department of Transportation  
2701 Prospect Avenue | PO Box 201001  
Helena, MT 59620-1001  
406.444.6200 TTY: 800.335.7592

The Montana Department of Transportation attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the Department. Alternative accessible formats of this document will be provided upon request. For further information, call the Montana Department of Transportation at 406.444.6200, or 800.335.7592 TTY.

**Registration Confirmation** - By clicking the link within 4 days of registration, the user will get a message indicating that they can now continue using the PTMS application after logging-in via ePass.

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### Registration Confirmation

**Congratulations, you have successfully registered to use the Public Transportation Management System (PTMS).**

To access the system, [click here](#) and login using your user name and password.

**Login** - Agency users will use Transit Grantee Agency Login to log in via ePass and use the PTMS application.

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### Welcome to the Department's Public Transportation Management System

The department administers Federal and State capital and operating grant programs to provide assistance to qualified organizations providing transportation to the rural general public, including the elderly and disabled. All transit grantees are required to submit reports on a quarterly basis. These reports show detailed performance and cost information about the system during that quarter.

**Using this Public Transportation Management System, transit grantees can:**

- Manage their Agency and Vehicle information.
- Create Capital or Operating Assistance quarterly reports.
- Submit Capital or Operating Assistance quarterly reports.
- View Capital or Operating Assistance quarterly reports.

**ePass Montana**

- ▶ [Transit Grantee Agency Login](#)
- ▶ [MDT Planning Staff Login](#)
- ▶ [Create an ePass account](#)

Your initial access to the Public Transportation Management System is a two-step process. To begin, you must have an [ePass Montana](#) account to use the Public Transportation Management System.

If you don't have an ePass account, click on "Create an ePass account" and enter all the required information to set up your account.

If you already have an ePass account, click on "Transit Grantee Agency Login" and log in.

If you haven't registered to use this system you'll be redirected to the system registration page. Otherwise, you'll be redirected to the system menu page.

**Getting Started** - Login page also has links to Getting Started and FAQ's for some common tips and guidelines.

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Getting Started | FAQ | Home

### Getting Started

**Instructions for creating an ePass account.**

Select the 'Create an ePass account' link on the Login page. A "Create an ePass Account" page will be displayed. Enter all required information including a username and password (remember to keep track of your ePass account Username and Password as you will need them to log in and use the system). An "Add service to ePass account" page will be displayed. Select the 'Public Transportation Management System' link and you will be directed to the Registration page.

**Instructions for logging in.**

Select the 'Transit Grantee Agency Login' link on the Login page. A "Welcome to ePass Montana" page will be displayed. Enter your ePass Username and Password in the appropriate fields and click on the 'Login' button and you will be directed to the Menu page.

**Instructions for registering.**

After logging in, you will be directed to the Registration page. Enter your Agency ID in the 'Agency ID:' text box and select the 'Submit' button. A Thank You page will be displayed. Note the e-mail address (displayed in bold) and select the 'Logout' link on the "Thank You" page to log out of the system. Open the message sent to your e-mail address and click on the link contained in the message. A Verification page will be displayed. Close the Verification page. You can now log in and use the system.

[Home](#)

**Public Transportation Management System v1.0.0.115**

[Getting Started](#) | [FAQ](#) | [Home](#)

## Answers to Frequently Asked Questions

**What if I didn't get the registration verification e-mail?**

Some email accounts have Spam Filters set up that will automatically filter out email messages from senders with "noreply" in the sender address. You should check your spam filtered location for the registration verification email message. For help with checking your spam filtered location consult the [instructions for checking spam filters](#).

**How do I get my ePass password if I forget it?**

Simply go to the [ePass home page](#) and click on 'Forgot your password?'. You will be asked to enter the username on the account, and your password hint will be e-mailed to the e-mail address you entered with your account.

**What if I'm getting errors while trying to use the system?**

If you are not able to get beyond the "Login" page or the "ePass Welcome" page then there could be an issue related to the Internet security settings for your browser. You may need to add the ePass Montana site (<https://app.mt.gov/epass>) and the MDT site (<https://www.mdt.mt.gov>) to your list of trusted sites and you may need to configure your browser to accept cookies from these sites.

If you can get to the "Menu" page but the application is generating errors in your browser it may be because it is trying to work with information that has been "cached" on your own machine and is no longer valid. You may need to clear cached information from your computer. Regardless of which browser you use, you should log out of the MDT Public Transportation Management System, clear the cache on your browser and then close and reopen the browser application before attempting to revisit the web site. For help with deleting information from the cache consult the [instructions for clearing the cache](#).

**What are the software requirements for using this system?**

To use this system you must have an Internet browser.

We have tested the system for the Internet Explorer 7 and 8, Firefox 3.5, Safari 4.0, Google Chrome and Opera 10.10 browsers. Whatever browser you use, it must have security set up such that the ePass Montana site (<https://app.mt.gov/epass>) and MDT site (<https://www.mdt.mt.gov>) are trusted and accessible; and, it must be set up to accept cookies from these sites.

**What if I don't have a web browser?**

The following web browser(s) that we have tested are available for free at the following locations:  
[Microsoft's Internet Explorer download page](#)



## Access the PTMS Application:

To access the PTMS application the user will need to login through the ePass system. The ePass web address is: <https://app.mt.gov/epass/epass/>. Enter your Username and password and click "Login".

**mt.gov**  
Montana's Official State Website

**EPASS MONTANA**

Access Your Government | Tourism | Working & Living | Online Services | Business | Government | Education | Home

**Welcome to ePass Montana**      [Instructions](#)      [How Do I](#)      [Feedback](#)

 **ePass Montana** is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone.

**Existing Customer**

Username:  Password:

[Forgot your password?](#)

[Montana State Employees](#)

**New Customer**

Create an ePass Montana account by selecting the button below:

**DGAA**  
Digital Government Achievement Award  
2008 WINNER

Privacy & Security | Accessibility | Contact Us | Search

**mt.gov**  
Montana's Official State Website

## PTMS Application Functionality and Navigating from the Home Page:

The PTMS application is series of dynamic webpages. The home page includes a navigation bar that is designed to help the user access the other various pages. The navigation bar is comprised of 5 "tabs" or sections. These tabs are labeled: *Agency, Vehicle, Quarterly, Summary* and *Reports*. When the cursor is moved over a tab, a dropdown list may appear. These dropdown lists offer links to additional webpages. The list items and individual tabs are selectable by a "click" of the mouse. If a selection has been made, then the system will navigate the user to the associated pages.

The next portion of the manual guides the user through the 5 main PTMS application sections (*Agency, Vehicle, Quarterly, Summary* and *Reports*) and offers line-by-line instructions for use. Instructions offer webpage screen shots, sample data and input directions, and reference tables which include the data entry field name, a short description of the entry field, and the expected results when information is entered into each text box.

*Let's Get Started!*



## I. AGENCY

The Agency Information page is the landing page for all registered agency users, whenever the agency user logs-in to the PTMS system they will be directed to this page. The Agency Information page displays the agency's information such as legal name, contact details, agency type etc.

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Agency | Vehicle | Quarterly | Summary | Reports | HATS

### Agency Information

|                                       |  |  |                                       |
|---------------------------------------|--|--|---------------------------------------|
| Agency Id:<br>501                     | Legal Name:<br>Helena Area Transit Service                     | Transit Program:<br>HATS                                 | End Date:<br>[Calendar]               |
| Region:<br>Urbanized                  | Email Address:<br>transit@hats.com                             | Drug And Alcohol:<br><input checked="" type="checkbox"/> |                                       |
| Last Compliance Review:<br>[Calendar] | MDT Inspected Facility:<br><input checked="" type="checkbox"/> | Inspection Date:<br>11/04/2010 [Calendar]                | Facility Condition:<br>Good condition |

### Contact Information

|  |  |                                |  |
|--|--|--------------------------------|--|
| Contact First Name:<br>Ed                      | Contact Middle Initial:<br>[Text]                | Contact Last Name:<br>Robinson | Website Address:<br>http://www.ci.helena.mt.us |
| Street Address:<br>630 North Last Chance Gulch | City:<br>Helena                                  | State:<br>MT                   | Zip:<br>59601 [Text]                           |
| P.O. Box:<br>[Text]                            | City:<br>[Text]                                  | State:<br>[Text]               | Zip:<br>[Text]                                 |
| Main Phone - Extn:<br>(406)-447-1565 [Text]    | Alternate Phone - Extn:<br>(406)-447-1580 [Text] | Fax Number:<br>( )- - -        | Cell Number:<br>( )- - -                       |

### Agency Demographics

|  |   |  |   |
|--|---|--|---|
| Tribal:<br><input type="checkbox"/>                                  | Intercity:<br><input type="checkbox"/>  | ADA Facility:<br><input checked="" type="checkbox"/> | Voucher Program:<br><input checked="" type="checkbox"/> |
| Operational Days/ Week:<br>5   | Agency Type:<br>Public Agency (State D) | Service Area:<br>County/ Independent Ci              | Describe:<br>[Text]                                     |
| Travel Mode:<br><input checked="" type="checkbox"/> Bus              | <input type="checkbox"/> Vanpool        | <input type="checkbox"/> Demand Response             | <input type="checkbox"/> Other                          |
| Travel Type:<br>Fixed Route  |   |  | Describe:<br>[Text]                                     |
| Voluntary Drivers:<br>12   | Total Vehicles:<br>40                   | Total ADA Vehicles:<br>40                            | Personal Vehicles:<br>10                                |
| Available Counties:<br>STATEWIDE<br>BEAVERHEAD<br>BIG HORN<br>BLAINE | Counties Served:<br>LEWIS & CLARK       |  |   |

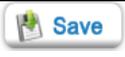
Save

1. Under Contact Information, Click in the **Contact First Name** Box and enter **Ed**.
2. Click in the **Contact Middle Initial** Box and enter **D**.
3. Click in the **Contact Last Name** Box and enter **Robinson**.
4. Click in the **Website Address** and enter **http://www.ci.helena.mt.us/**
5. Click in the **Street Address** and enter **630 North Last Chance Gulch**.
6. Click in the **City** Box and enter **Helena**.
7. Click in the **State** Box and enter **MT**.
8. Click in the **Zip** Box and enter **59623**.
9. Click in the **PO Box** Field and enter **206985**.

10. Click in the **PO City** Box and enter **Helena**.
11. Click in the **PO State** Box and enter **MT**.
12. Click in the **PO Zip** Box and enter **59622**.
13. Click in the **Main Phone** Box and enter **4064471580**.
14. Click in the **Alternate Phone** Box and enter **4064471565**.
15. Click in the **Fax Number** Box and enter **4064471580**.
16. Click in the **Cell Number** Box and enter **4064578565**.
17. Under the Agency Demographics, select the **Tribal** Box, **Intercity** Box, and **ADA facility** Box, and the **Voucher Program** Box.
18. Click in the **Operational Days/Week** Box and enter **5**.
19. Select the drop down arrow in the **Agency Type** Box and select **Private Non-Profit**.
20. Select the drop down arrow in the **Service Area** Box and select **other**.
21. Click in the **Describe** Box and enter **Transit District**.
22. Click in the **Travel Mode** Box and select **Bus, Vanpool, Demand Response, and Other**.
23. Click in the **Describe** Box and enter **Commuter Service**.
24. Click in the **Voluntary Drivers** Box and enter **5**.
25. Click in the **Total Vehicles** Box and enter **10**.
26. Click in the **Total ADA Vehicles** Box and enter **6**.
27. Click in the **Personal Vehicles** Box and enter **2**.
28. Scroll through the **Available Counties** Box and highlight **Lewis & Clark**.
29. Press the (  ) to add it to the **Counties Served** Box.
30. Select (  ) at the bottom of the page.

□ **Test Case Window**

| PTMS Field Name        | Field Description                         | Expected Results   |
|------------------------|---|--|
| Contact First Name     | Agency's primary contact's first name     | Agency's contact first name should read Ed.  |
| Contact Middle Initial | Agency's primary contact's middle initial | Agency's contact middle initial should read D.   |
| Contact Last Name      | Agency's primary contact's last name      | Agency's contact last name should read Robinson  |
| Website Address        | Agency's website address                  | Agency's website should read:<br><a href="http://www.ci.helena.mt.us/">http://www.ci.helena.mt.us/</a> |
| Street Address         | Agency's street address                   | Agency's street address should read 630 North Last Chance Gulch  |
| City                   | Agency's city                             | Agency's city should read Helena.  |
| State                  | Agency's state                            | Agency's state should read MT.   |
| Zip                    | Agency's zip code                         | Agency's zip code should read 59623  |
| P.O. Box               | Agency's P.O. Box Number                  | Agency's PO Box number should read 206985.   |
| City                   | Agency's P.O. Box city                    | Agency's PO Box city should read Helena.   |
| State                  | Agency's P.O. Box state                   | Agency's PO Box state should read MT.  |
| Zip                    | Agency's P.O. Box zip code                | Agency's PO Box zip code should read 59622.  |

| PTMS Field Name   | Field Description  | Expected Results  |
|---|--|---|
| Main Phone  | Agency's main phone number   | Agency's main phone number should read 406-447-1580.                          |
| Alternate Phone   | Agency's alternate phone number                                    | Agency's alternate phone number should read 406-447-1565.                     |
| Fax Number  | Agency's fax number  | Agency's fax number should read 406-447-1580.                                 |
| Cell Number   | Agency's cell number   | Agency's cell phone number should read 406-457-8565.                          |
| Tribal  | Is Agency an Indian tribe  | The box should be checked   |
| Intercity   | Does Agency have an intercity response                             | The box should be checked   |
| ADA Facility  | Does Agency have ADA facility available                            | The box should be checked   |
| Voucher Program   | Does Agency have Voucher program                                   | The box should be checked   |
| Days of Operation   | Number of days the agency operates in a week                       | A number value of 5 should be present and saved.                              |
| Agency Type   | Type of agency   | Private Non-Profit should be displayed and saved.                             |
| Service Area  | Agency's service area  | Should read Other and saved.  |
| Describe  | Other service area description                                     | Should display Transit District and saved.                                    |
| Travel Mode   | Agency's travel modes  | All travel modes should be selected and saved.                                |
| Describe  | Description for other travel modes                                 | Commuter Service should be present and saved.                                 |
| Voluntary Drivers   | Total voluntary drivers agency has                                 | Number 5 should be present and saved.   |
| Total Vehicles  | Total number of vehicles agency has                                | This will have a number 10 in it and will be saved.                           |
| Total ADA Vehicles  | Total number of vehicles agency has that have ADA accessibility    | This will have a number 6 in it and will be saved.                            |
| Personal Vehicles   | Total personal vehicles used by the agency                         | This will have a number 2 in it and will be saved.                            |
| Available Counties  | Code Values  | Lewis and Clark will be selected to be moved.                                 |
| Move Right Button  | Button moves items from available counties to operational counties | This will have been selected to move Lewis and Clark over to Counties Served. |
| Move Left Button   | Button moves items from operational counties to available counties | This would remove a Counties Served if necessary.                             |
| Counties Served   | Operational counties for the agency                                | This should have Lewis and Clark listed and saved.                            |
| Save Button        | Button saves page information to database                          | This button should have saved all of the information for viewing.             |

## II. VEHICLE

This page displays all vehicles in the agencies fleet which include both MDT lien vehicles and Agency personal vehicles, this page also provides searching and sorting functionality for quick browsing through their vehicles.

The screenshot shows the 'Public Transportation Management System v1.0.0.115' interface. At the top, there is a navigation bar with tabs for 'Agency', 'Vehicle', 'Quarterly', 'Summary', and 'Reports'. The 'Vehicle' tab is selected. Below the navigation bar, there is a search section titled 'Search Vehicle Information'. This section includes input fields for 'Agency Id', 'Project Id', 'Year', and 'Lien Release Date'. The 'Agency Id' field contains the value '501'. Below the search section, there is a 'Vehicle Information List' table with columns for 'Edit', 'View', 'Delete', 'Agency Id', 'Project Id', 'Year', 'Manufacturer', 'Type', and 'Lien Release Date'. The table contains five rows of vehicle data.

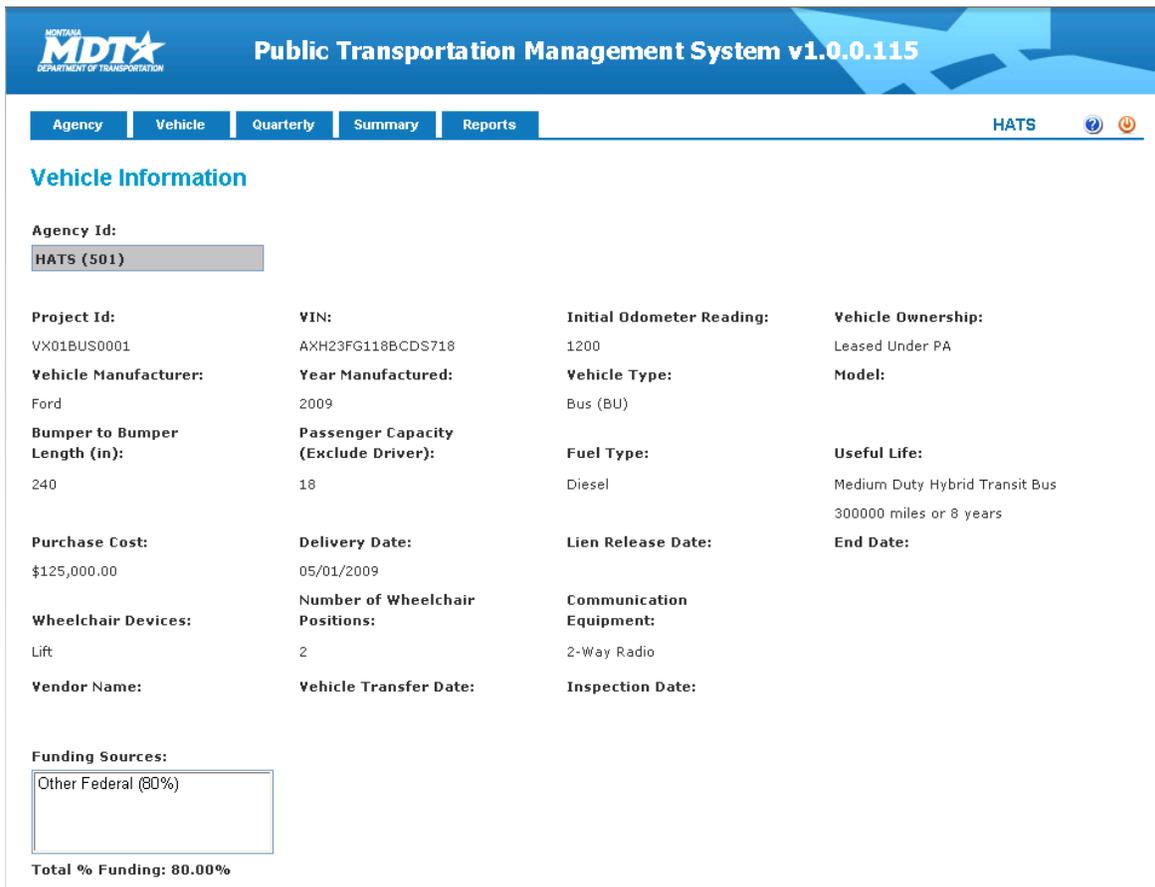
| Edit | View | Delete | Agency Id  | Project Id  | Year | Manufacturer | Type     | Lien Release Date |
|------|------|--------|------------|-------------|------|--------------|----------|-------------------|
|      |      |        | 501 (HATS) | VX01BUS0001 | 2009 | Ford         | Bus (BU) |                   |
|      |      |        | 501 (HATS) | VX01BUS0002 | 2010 | Ford         | Bus (BU) |                   |
|      |      |        | 501 (HATS) | VX01BUS0003 | 2010 | Ford         | Bus (BU) |                   |
|      |      |        | 501 (HATS) | VX01BUS0004 | 2011 | Ford         | Bus (BU) |                   |
|      |      |        | 501 (HATS) | VX01BUS0005 | 2011 | Ford         | Bus (BU) |                   |

1. Select the **Agency Tab** at the top of the sheet to return to the Agency List.
2. Once again Click in the **Agency Id:** Box on the Agency List
3. Type **25** into the field
4. Click on the **Search Button**( )
5. Select the **View** icon for Agency ID 25.
6. Confirm that the edited changes have been made.
7. Under the vehicle information history list. Confirm that Helena Area Transportation Service is listed in the Agency Id column.
8. Click in the **Project Id:** Box
9. Enter **99-9999-9999** into the field
10. Click on the **Search Button**( )
11. View the agency information history list. Confirm that Helena Area Transportation Service is listed in the Agency Id column and 99-9999-9999 is listed in the Projected ID column.
12. Click in the **Year:** Box
13. Type **2011** into the field
14. Click on the **Search Button**( )
15. View the agency information history list. Confirm that Helena Area Transportation Service is listed in the Agency Id column and 2011 is listed in the Year column.
16. Click in the **From:** Box. Note this is a calendar date box.
17. Select from the calendar ( ) or enter **01-JAN-11** into the field
18. Click in the **To:** Box. Note this is a calendar date box.
19. Select from the calendar ( ) or enter **05-JAN-11** into the field
20. Click on the **Search Button**( )

□ **Test Case Window**

| PTMS Field Name   | Field Description                                     | Expected Results  |
|---|---|---|
| Agency Id   | Agency's id   | We will see vehicle information listed for the agency selected.                             |
| Project Id  | Vehicle's id  | We will see a single line of information listed for the vehicle selected                    |
| Year  | Year the vehicle was manufactured                     | We will see vehicle information listed for the year selected.                               |
| Lien Release From   | Date range from when the vehicle lien was released    | We will see vehicle information listed for the lien "From" and "To" release dates selected. |
| Lien Release To   | Date range to when the vehicle lien was released      |   |
| Search  Button | Retrieves agency information matching search criteria | N/A   |

A. **View Vehicle** - This page offers vehicle information. Agency users will only be able to view MDT lien vehicles.



**Public Transportation Management System v1.0.0.115**

Agency | **Vehicle** | Quarterly | Summary | Reports | HATS

### Vehicle Information

**Agency Id:**  
HATS (501)

**Project Id:** VX01BUS0001     **VIN:** AXH23FG118BCDS718     **Initial Odometer Reading:** 1200     **Vehicle Ownership:** Leased Under PA

**Vehicle Manufacturer:** Ford     **Year Manufactured:** 2009     **Vehicle Type:** Bus (BU)     **Model:**

**Bumper to Bumper Length (in):** 240     **Passenger Capacity (Exclude Driver):** 18     **Fuel Type:** Diesel     **Useful Life:** Medium Duty Hybrid Transit Bus  
300000 miles or 8 years

**Purchase Cost:** \$125,000.00     **Delivery Date:** 05/01/2009     **Lien Release Date:**     **End Date:**

**Wheelchair Devices:** Lift     **Number of Wheelchair Positions:** 2     **Communication Equipment:** 2-Way Radio

**Vendor Name:**     **Vehicle Transfer Date:**     **Inspection Date:**

**Funding Sources:**  
Other Federal (80%)

Total % Funding: 80.00%

1. View the agency information history list. Confirm that **Helena Area Transportation Service** is listed in the Agency Id column and **18-0025-0705** is listed in the Projected ID column.

- B. **Add Vehicle** - Agency users can add their personal vehicles by following the Add Vehicle link in their menu control under the vehicle tab.

**Public Transportation Management System v1.0.0.115**

Agency | **Vehicle** | Quarterly | Summary | Reports | HATS

### Vehicle Information

**Agency Id:** HATS (601)

**Project Id:** [Text Box]

**VIN:** [Text Box]

**Initial Odometer Reading:** [Text Box]

**Vehicle Ownership:** Select One

**Vehicle Manufacturer:** [Text Box]

**Year Manufactured:** [Text Box]

**Vehicle Type:** Select One

**Model:** [Text Box]

**Bumper to Bumper Length (in):** [Text Box]

**Passenger Capacity (Exclude Driver):** [Text Box]

**Fuel Type:** Select One

**Useful Life:** Select One

**Purchase Cost:** [Text Box]

**Delivery Date:** [Text Box]

**Lien Release Date:** [Text Box]

**End Date:** [Text Box]

**Wheelchair Devices:** Select One

**Number of Wheelchair Positions:** [Text Box]

**Communication Equipment:** Select One

**Vendor Name:** [Text Box]

**Vehicle Transfer Date:** [Text Box]

**Inspection Date:** [Text Box]

**Funding Type:** Section 5307, Section 5309, Section 5310, Section 5311

**% Funding:** [Text Box]

**Funding Sources:** [Text Box]

Total % Funding: 0.00%

**Save**

1. View the **Agency Id:** Box. Note this is a drop-down box. The box is “grayed out” which signifies that the data is locked and cannot be changed from this page. Confirm that 25 (Helena Area Transportation Service) is listed in the Agency Id box.
2. Click in the **VIN:** Box
3. Enter [1FDFE4FT5ASA36221](#) into the field
4. Click in the **Initial Odometer Reading:** Box
5. Enter [111](#) into the field
6. Click in the **Vehicle Ownership:** Box. Note this is a drop-down box.
7. Select the [MDT](#) option on the drop-down list
8. Click in the **Vehicle Manufacturer:** Box
9. Enter [Ford](#) into the field
10. Click in the **Year Manufactured:** Box
11. Enter [2011](#) into the field
12. Click in the **Vehicle Type:** Box. Note this is a drop-down box.
13. Select the [Bus](#) option on the drop-down list

14. Click in the **Model:** Box
15. Enter [Goshen](#) into the field
16. Click in the **Bumper to Bumper Length (in):** Box
17. Enter [200](#) into the field
18. Click in the **Passenger Capacity (Exclude Driver):** Box
19. Enter [14](#) into the field
20. Click in the **Fuel Type:** Box. Note this is a drop-down box.
21. Select the [Gas](#) option on the drop-down list
22. Click in the **Purchase Cost:** Box
23. Enter [\\$70,000](#) into the field
24. Click in the **Delivery Date:** Box
25. Select from the calendar (  ) or enter [05-MAR-11](#) into the field
26. Leave the **Lien Release Date:** Box empty.
27. Click in the **Useful Life:** Box. Note this is a drop-down box.
28. Select the [6 yrs./100.000 miles](#) option on the drop-down list
29. Click in the **Wheelchair Devices:** Box. Note this is a drop-down box.
30. Select the [Wheelchair Lift](#) option on the drop-down list
31. Click in the **Number of Wheelchair Positions:** Box
32. Enter [2](#) into the field
33. Click in the **Communication Equipment:** Box. Note this is a drop-down box.
34. Select the [2-Way Radio](#) option on the drop-down list
35. Click in the **Vendor Name:** Box
36. Enter [IMC](#) into the field
37. Leave the **Vehicle Transfer Date:** Box empty.
38. Click in the **Inspection Date:** Box
39. Select from the calendar (  ) or enter [01-APR-11](#) into the field
40. Scroll through the **Funding Type:** Box and highlight [Section 5310](#).
41. Click in the **% Funding:** Box
42. Enter [80](#) into the field
43. Press the (  ) to add the funding type and percent into the **Funding Sources:** Box.
44. Select (  ) at the bottom of the page. This option saves the current vehicle information.
45. Select (  ) at the bottom of the page. This option saves the current vehicle information and opens a new page for imputing an additional vehicle.

□ **Test Case Window**

| PTMS Field Name          | Field Description               | Expected Results   |
|--------------------------|---------------------------------|--|
| Agency Id                | Agency's id                     | Agency ID 25 should be listed automatically in the grayed field. |
| VIN                      | Vehicle VIN number              | 1FDFE4FT5ASA36221  |
| Initial Odometer Reading | Initial odometer reading        | 111  |
| Vehicle Ownership        | Ownership status of the vehicle | MDT  |

| PTMS Field Name   | Field Description   | Expected Results  |
|---|---|---|
| Vehicle Manufacturer  | Manufacturer of the vehicle   | Ford  |
| Year Manufactured   | Year the vehicle was manufactured   | 2011  |
| Vehicle Type  | Type of the vehicle   | Bus   |
| Model   | Model of the vehicle  | Goshen  |
| Bumper to Bumper Length   | Length of the vehicle bumper to bumper  | 200   |
| Passenger Capacity (Exclude Driver)   | Number of passengers the vehicle can accommodate excluding driver   | 14  |
| Fuel Type   | Vehicle fuel type   | Gas   |
| Purchase Cost   | Vehicle purchase amount   | \$70,000  |
| Delivery Date   | Date when the vehicle was delivered   | 05-MAR-11   |
| Lien Release Date   | Date when the vehicle lien was released   | N/A   |
| Useful Life   | Life expectancy of the vehicle  | 6 yrs./100,000 miles                                    |
| Wheel Chair Devices   | Type of device available in the vehicle   | Wheelchair Lift   |
| Number of Wheel Chair Positions   | Total wheel chair positions in the vehicle  | 2   |
| Communication Equipment   | Special equipment installed in vehicle  | 2-Way Radio   |
| Vendor Name   | Vendor vehicle was purchased from   | IMC   |
| Vehicle Transfer Date   | Date when vehicle was transferred   | N/A   |
| Inspection Date   | Date when vehicle was last inspected  | 01-APR-11   |
| Funding Type  | Code Values   | 5310  |
| Percentage Funding  | Contribution percentage for the vehicle from each funding source  | 80  |
| Move Right Button  | Select Funding  | Will move selected funding into the funding source box. |
| Move Left Button   | Remove Funding  | Will move selected funding from the funding source box. |
| Save Button        | Button saves the vehicle information to the database  | Page will appear the same.                              |
| Add More Button    | Button saves the vehicle information to the database and clear the form for the addition of an additional vehicle | Will see the data entered on the page clear.            |

### III. QUARTERLY

A. **Drug and Alcohol** - This page captures details of various drug tests done in a quarter and their results.

The screenshot shows the 'Public Transportation Management System v1.0.0.115' interface. At the top, there is a navigation bar with tabs for 'Agency', 'Vehicle', 'Quarterly', 'Summary', and 'Reports'. The 'Quarterly' tab is selected. Below the navigation bar, the 'Drug Alcohol Response' form is displayed. The form includes fields for 'Agency Id' (HATS (501)), 'Fiscal Year' (2011), and 'Quarter' (Q4 - Apr 01 to Jun 30). There are several sections for entering test results: 'Total Safety Sensitive Employees' (15), 'Total Pre-Employment Tests' (Drug: 1, Alcohol: 1), 'Total Post Accident Tests' (Drug: 2, Alcohol: 2), 'Total Return to Duty Tests' (Drug: 2, Alcohol: 2), 'Total Positive Results' (Drug: 0, Alcohol: 0), 'Total Reasonable Suspicion Tests' (Drug: 1, Alcohol: 1), 'Total Random Tests' (Drug: 5, Alcohol: 5), 'Total Follow-up Tests' (Drug: 1, Alcohol: 1), and 'Total Negative Results' (Drug: 12, Alcohol: 12). A 'Save' button is located at the bottom right of the form.

1. Helena Area Transit Service should automatically appear in the **Agency ID field**.
2. To select the desired fiscal year click on the **Drop down arrow** and click **fiscal year 2011**
3. To select the desired quarter click the **Drop down arrow** and click **Q2-Oct 01 to Dec 31**
4. Click in the Total Safety Sensitive Employees: Box:
5. Type **158** into the field
6. Under total pre-employment tests click in the **Drug** Box:
7. Type **11** into the field
8. Under pre-employment tests click in the **Alcohol** Box:
9. Type **0** into the field
10. Under total reasonable suspicion tests click in the **Drug** Box:
11. Type **4** into the field
12. Under total reasonable suspicion tests click in the **Alcohol** Box:
13. Type **7** into the field
14. Under total post-accident tests click in the **Drug** Box:
15. Type **3** into the field
16. Under total post accident tests click in the **Alcohol** Box:
17. Type **3** into the field
18. Under total random tests click in the **Drug** Box:
19. Type **10** into the field
20. Under total random tests click in the **Alcohol** Box:
21. Type **4** into the box
22. Under total return to duty tests click in the **Drug** Box:
23. Type **2** into the box
24. Under total return to duty tests click in the **Alcohol** Box:

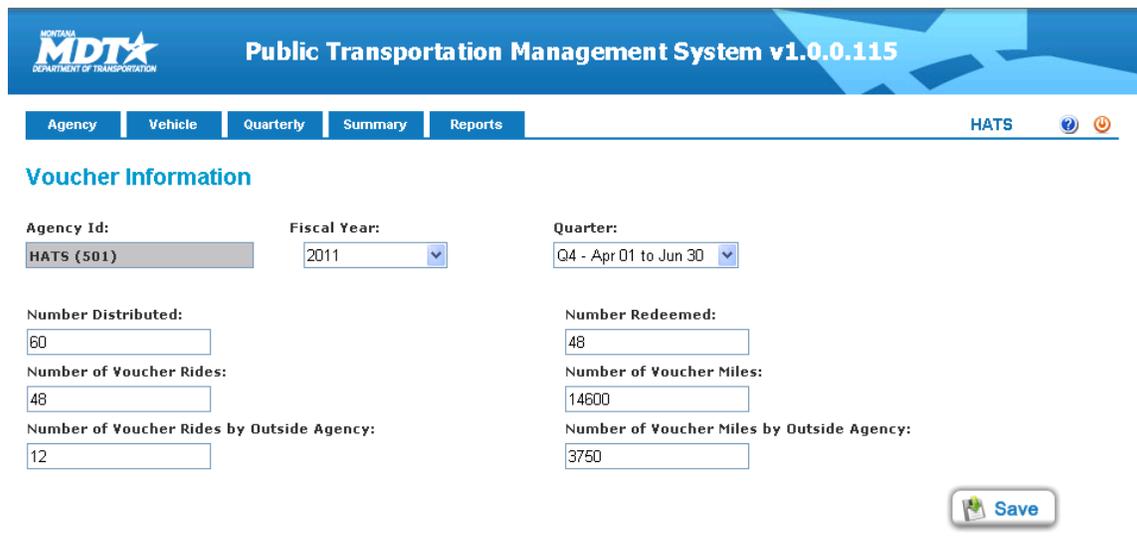
25. Type **1** into the box
26. Under total follow-up tests click in the **Drug** Box:
27. Type **6** into the box
28. Under total follow-up tests click in the **Alcohol** Box:
29. Type **0** into the box
30. Under total positive results click in the **Drug** Box:
31. Type **2** into the box
32. Under total positive results click in the **Alcohol** Box:
33. Type **1** into the box
34. Under total negative results click in the **Drug** Box:
35. Type **34** into the box
36. Under total negative results click in the **Alcohol** Box:
37. Type **14** into the box
38. Click (  )

□ **Test Case Window**

| PTMS Field Name                            | Field Description   | Expected Results  |
|--|---|---|
| Agency Id                                  | Agency's id   | Agency 25 (HATS) should be listed automatically in the greyed Agency ID field |
| Fiscal Year                                | Fiscal Year; This dropdown can be used to navigate to a different fiscal year     | Shown in the box will be fiscal year 2011                                     |
| Quarter                                    | Quarter Information; this dropdown can be used to navigate to a different quarter | Shown in the box will be Q2-Oct 01 to Dec 31                                  |
| Total Safety Sensitive Employees           | Total number of safety sensitive employees  | The number 12 will show in the box labeled total safety sensitive employees   |
| Total Pre-Employment Tests (Drug)          | Total number of pre-employment tests performed                                    | The number 2 will show in the box labeled drug                                |
| Total Pre-Employment Tests (Alcohol)       | Total number of pre-employment tests performed                                    | A zero will show in the alcohol box   |
| Total Reasonable Suspicion Tests (Drug)    | Total number of reasonable suspicion tests  | The number 1 will show in the drug box  |
| Total Reasonable Suspicion Tests (Alcohol) | Total number of reasonable suspicion tests  | The number 3 will show in the alcohol box                                     |
| Total Post Accident Tests (Drug)           | Total number of post-accident tests   | The number 2 will show in the box   |
| Total Post Accident Tests (Alcohol)        | Total number of post-accident tests   | The number 2 will show in the box   |
| Total Random Tests (Drug)                  | Total number of random tests  | The number 8 will show in the box   |
| Total Random Tests                         | Total number of random tests  | The number 3 will show in the box   |

| PTMS Field Name   | Field Description                                | Expected Results  |
|---|--|---|
| (Alcohol)   |  |   |
| Total Return to Duty Tests (Drug)   | Total number of return to duty tests             | The number 2 will show in the box   |
| Total Return to Duty Tests (Alcohol)  | Total number of return to duty tests             | The number 1 will show in the box   |
| Total Follow-up Tests (Drug)  | Total number of follow-up tests performed        | The number 6 will show in the box   |
| Total Follow-up Tests (Alcohol)   | Total number of follow-up tests performed        | A zero will show in the box   |
| Total Positive Results (Drug)   | Total number of positive results for the tests   | The number 2 will show in the box   |
| Total Positive Results (Alcohol)  | Total number of positive results for the tests   | The number 1 will show in the box   |
| Total Negative Results (Drug)   | Total number of negative results for the tests   | The number 34 will show in the box  |
| Total Negative Results (Alcohol)  | Total number of negative results for the tests   | The number 14 will show in the box  |
| Save Button  | Button saves the DAR information to the database | To verify the infor in the database has saved correctly, close out and then go back to the drug and alcohol screen and check the data |

B. **Voucher Information** - This page captures the voucher information in a quarter and their results.



**Public Transportation Management System v1.0.0.115**

Agency | Vehicle | Quarterly | Summary | Reports | HATS

**Voucher Information**

Agency Id: HATS (501) | Fiscal Year: 2011 | Quarter: Q4 - Apr 01 to Jun 30

Number Distributed: 60 | Number Redeemed: 48

Number of Voucher Rides: 48 | Number of Voucher Miles: 14600

Number of Voucher Rides by Outside Agency: 12 | Number of Voucher Miles by Outside Agency: 3750

Save

1. In the **Agency ID** field the Helena Area Transit Services will be automatically generated based on their agency profile if the voucher check box is selected.
2. Under the Fiscal Year, click on the **drop down arrow** and select 2011
3. Under the Quarter, click on the **drop down arrow** and select 1 July 1 to Sept 30
4. Click in the Number Distributed: box
5. Type **400** into the field
6. Click in the **Number Redeemed:** box

7. Type **350** into the field
8. Click in the Number of Voucher Rides: box
9. Type **275** into the field
10. Click in the Number of Voucher Miles Logged: box
11. Type **1,650** into the field
12. Click in the Number of Voucher Rides by Outside Agency: box
13. Type **75** into the field
14. Click in the Number of Voucher Miles by Outside Agency: box
15. Type **1,125** into the field
16. Select the Save (  ) Button and exit out of the form.
17. Re-enter and make sure all the entered data has been saved.

□ **Test Case Window**

| PTMS Field Name   | Field Description   | Expected Results  |
|---|---|---|
| Agency Id   | Agency's id   | 25 "Helena Area Transit Service" has been preselected and will show in the greyed in box  |
| Fiscal Year   | Fiscal Year; This dropdown can be used to navigate to a different fiscal year     | Fiscal year 2011 will be shown in the box   |
| Quarter   | Quarter Information; This dropdown can be used to navigate to a different quarter | 1 <sup>st</sup> quarter will show in the box  |
| Number Distributed  | Number of vouchers that were distributed during the quarter                       | The number 400 will show in the box   |
| Number Redeemed   | Number of vouchers that were redeemed   | The number 350 will show in the box   |
| Number of Voucher Rides   | Number of voucher rides by agency   | The number 275 will show in the box   |
| Number of Voucher Miles Logged  | Number of voucher miles logged by the agency                                      | The number 1,650 will show in the box   |
| Number of Voucher Rides by Outside Agency   | Number of voucher rides logged by an outside agency                               | The number 75 will show in the box  |
| Number of Voucher Miles by Outside Agency   | Number of voucher miles logged by an outside agency                               | The number 1,125 will show in the box   |
| Save Button  | Button saves the voucher information to the database                              | To verify the information in the database has saved correctly, close out and then go back to the drug and alcohol screen and check the data |

C. **Quarterly Vehicle Information** - Agency users have to report quarterly on MDT lien vehicles about the odometer reading and any accidents or service calls.


**Public Transportation Management System v1.0.0.115**

Agency | Vehicle | Quarterly | Summary | Reports
 HATS  

### Quarterly Vehicle Information

Agency Id: 
 Fiscal Year: 
 Quarter:

| Project Id:                  | VX01BUS0001                          | VX01BUS0002                          | VX01BUS0003                          | VX01BUS0004                         |
|------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| Previous Odometer Reading:   | 1200.0                               | 800.0                                | 3400.0                               | 400.0                               |
| Current Odometer Reading:    | <input type="text" value="16000.0"/> | <input type="text" value="12760.0"/> | <input type="text" value="21800.0"/> | <input type="text" value="7000.0"/> |
| Miles Travelled:             | <input type="text" value="14800.0"/> | <input type="text" value="11960.0"/> | <input type="text" value="18400.0"/> | <input type="text" value="6600.0"/> |
| Quarterly Operational Hours: | <input type="text" value="480.0"/>   | <input type="text" value="500.0"/>   | <input type="text" value="612.0"/>   | <input type="text" value="312.0"/>  |
| Quarterly Operational Days:  | <input type="text" value="45"/>      | <input type="text" value="49"/>      | <input type="text" value="51"/>      | <input type="text" value="28"/>     |
| Number of Accidents:         | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                |
| Number of Injuries:          | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                |
| Number of Fatalities:        | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                 | <input type="text"/>                |
| Number of Breakdowns:        | <input type="text"/>                 | <input type="text"/>                 | <input type="text" value="1"/>       | <input type="text"/>                |
| Number of Service Calls:     | <input type="text" value="1"/>       | <input type="text" value="1"/>       | <input type="text" value="2"/>       | <input type="text"/>                |

Page 1 / 2



1. View the **Agency Id:** Box. Note this is a drop-down box. The box is “grayed out” which signifies that the data is locked and cannot be changed from this page. Confirm that 25 (Helena Area Transportation Service) is listed in the Agency Id box.
2. Click in the **Fiscal Year:** Box. Note this is a drop-down box.
3. Select the **2011** option on the drop-down list
4. Click in the **Quarter:** Box. Note this is a drop-down box.
5. Select the **Q4 - Apr 01 to Jun 30** option on the drop-down list
6. Find the **Project ID: 99-9999-9999** in the table. Next you will add the quarterly information for this vehicle. Confirm the **Previous Odometer Reading** reads **111**.
7. Click in the Current Odometer Reading: Box
8. Enter **611** into the field
9. Click in the Miles Travelled: Box
10. Enter **500** into the field
11. Click in the Quarterly Operational Hours: Box
12. Enter **8** into the field
13. Click in the Quarterly Operational Days: Box
14. Enter **70** into the field
15. Click in the Number of Accidents: Box
16. Enter **1** into the field
17. Click in the Number of Injuries: Box
18. Enter **0** into the field
19. Click in the Number of Fatalities: Box
20. Enter **1** into the field
21. Click in the Number of Breakdowns: Box
22. Enter **6** into the field
23. Click in the Number of Service Calls: Box
24. Enter **22** into the field

25. Select (  ) at the bottom of the page. This option saves the current vehicle information.

□ **Test Case Window**

| PTMS Field Name   | Field Description   | Expected Results   |
|---|---|--|
| Agency Id   | Agency's id   | Agency ID 25 should be listed automatically in the grayed field. |
| Fiscal Year   | Fiscal Year dropdown can be used to navigate to a different fiscal year | 2011   |
| Quarter   | Quarter dropdown can be used to navigate to a different quarter         | Q4 – Apr 01 to Jun 30  |
| Project Id  | Project id of the vehicle   | 99-9999-9999   |
| Previous odometer reading   | Vehicles previous odometer reading                                      | 111  |
| Odometer Reading  | Vehicles current odometer reading                                       | 611  |
| Miles Travelled   | Number of miles travelled by the vehicle in the quarter                 | 500  |
| Quarterly Operational Hours   | Number of hours the vehicle was operational in the quarter              | 8  |
| Quarterly Operational Days  | Number of days the vehicle was operational in the quarter               | 70   |
| Number of Accidents Positions   | Total number of accidents in the quarter                                | 1  |
| Number of Injuries  | Total number of injuries in the quarter                                 | 0  |
| Number of Fatalities  | Total number of fatalities in the quarter                               | 1  |
| Number of Breakdowns  | Total number of breakdowns in the quarter                               | 6  |
| Number of Service Calls   | Total number of service calls the vehicle had in the quarter            | 22   |
| Save Button  | Button saves the quarterly vehicle information to the database          | Page will appear the same.                                       |

D. **Quarterly Expenses** - Agencies report their expenses through the Quarterly Expenses screen which include their driver wages, mechanic wages, materials and supplies, vehicle maintenance expenses etc. this is done separate for each funding source the agency has received.

### Quarterly Expenses Information

**Agency Id:** HATS (501)    
 **Fiscal Year:** 2011    
 **Quarter:** Q4 - Apr 01 to Jun 30    
 **Funding Type:** OPT Section 5310 (AVC)

**Fare Revenue:** 11700.00    
 **Miscellaneous Revenue:** 3200.00    
 **Budget Adjustment Response:**    
 **Expense Details:**

**Operating Expenses**

|   | Direct Cost | In-Kind | DBE    |
|---|-------------|---------|--------|
| <b>1. Labor</b>                             |             |         |        |
| Driver Wages                                | 24000.00    | 2000.00 |        |
| Mechanic Wages                              | 8000.00     |         |        |
| Dispatcher Wages                            | 4500.00     |         |        |
| <b>2. Fringe Benefits</b>                   |             |         |        |
| Fringe Benefits Distribution                | 2100.00     |         |        |
| <b>3. Services</b>                          |             |         |        |
| Professional and Technical Services         | 1900.00     | 750.00  |        |
| Advertising Fees                            | 560.00      |         |        |
| Custodial Services (bus-related only)       |             |         |        |
| Other Services                              | 600.00      |         |        |
| <b>4. Materials and Supplies Consumed</b>   |             |         |        |
| Fuel and Lubricants                         | 6500.00     | 2000.00 |        |
| Other Materials and Supplies                | 250.00      |         |        |
| <b>5. Purchased Transportation Services</b> |             |         |        |
| Purchased Transportation Service            | 550.00      |         |        |
| <b>6. Taxes</b>                             |             |         |        |
| Vehicle Licensing and Registration Fees     | 1300.00     |         |        |
| <b>7. Other Operating Expenses</b>          |             |         |        |
| Other Expenses                              | 150.00      |         |        |
| <b>Total</b>                                | \$0.00      | \$0.00  | \$0.00 |

 Save

**Administration Expenses**

|  | Direct Cost | In-Kind | DBE    |
|--|-------------|---------|--------|
| <b>1. Labor</b>                                  |             |         |        |
| Manager/ Coordinator/ Admin Personal             | 5600.00     | 3400.00 |        |
| <b>2. Fringe Benefits</b>                        |             |         |        |
| Fringe Benefits Distribution                     | 600.00      | 400.00  |        |
| <b>3. Materials and Supplies</b>                 |             |         |        |
| Office Supplies                                  | 700.00      |         |        |
| <b>4. Casualty and Liability Costs</b>           |             |         |        |
| Casualty and Liability Cost                      |             |         |        |
| <b>5. Utilities</b>                              |             |         |        |
| Utilities  | 3400.00     |         |        |
| <b>6. Taxes</b>                                  |             |         |        |
| Property Tax                                     | 4100.00     |         |        |
| <b>7. Leases and Rentals</b>                     |             |         |        |
| Vehicle  | 6000.00     |         |        |
| Facilities                                       | 12000.00    |         |        |
| <b>8. Miscellaneous Expenses</b>                 |             |         |        |
| Dues and Subscriptions (transit-related)         | 320.00      |         |        |
| Travel and Meetings (transit-related)            | 2200.00     |         |        |
| Drug Testing                                     | 1500.00     |         |        |
| Promotion for Coordination & Ridesharing         | 400.00      |         |        |
| Indirect Cost (prior approval required from MDT) |             |         |        |
| *Attach Cost Allocation Plan                     |             |         |        |
| <b>9. Other Expenses</b>                         |             |         |        |
| Other Expense                                    |             |         |        |
| <b>Total</b>                                     | \$0.00      | \$0.00  | \$0.00 |

 Save

**Maintenance Expenses**

|                                       | Direct Cost | In-Kind | DBE    |
|---------------------------------------|-------------|---------|--------|
| <b>1. Maintenance</b>                 |             |         |        |
| Vehicle Maintenance Parts and Service | 3305.00     |         |        |
| Tires and Tubes                       | 1200.00     |         |        |
| <b>Total</b>                          | \$0.00      | \$0.00  | \$0.00 |

 Save

**Grand Total**     \$0.00     \$0.00     \$0.00

1. In the **Agency ID** field the Helena Area Transit Services will be automatically generated.
2. Click drop down of **fiscal year**. Highlight **2011**.
3. Click drop down for **quarter**. Select **Q2 Oct 01 to Dec 31**.
4. **Funding type** highlight **5311**.
5. Fare Revenue click in box and enter **100.00**.
6. Misc. Revenue click in box and enter **50.00**.

**Operating Expenses:**

7. Labor:
  - a. Drivers wages box enter **1000.00** under Direct Cost.
  - b. Drivers wages box enter **500.00** under In Kind.
8. Mechanics:
  - a. Mechanics wages box enter **1000.00** under Direct Cost.
  - b. Mechanics wages box enter **500.00** under In Kind.
9. Dispatcher:
  - a. Dispatcher wages box enter **1000.00** under Direct Cost.
  - b. Dispatcher wages box enter **500.00** under In Kind.
10. Fringe Benefits:
  - a. Enter **1000.00** under Direct Cost
  - b. Enter **500.00** under In Kind.
11. Services:
  - a. Professional and Technical services:
    - Enter **1000.00** under Direct Cost
    - Enter **500.00** under In Kind.
    - Enter **100.00** under DBE.
  - b. Advertising Fees:
    - Enter **1000.00** under Direct Cost
    - Enter **500.00** under In Kind.
    - Enter **100.00** under DBE.
  - c. Custodial Services (bus related only):
    - Enter **1000.00** under Direct Cost
    - Enter **500.00** under In Kind.
    - Enter **100.00** under DBE.
  - d. Other Services:
    - Enter **1000.00** under Direct Cost
    - Enter **500.00** under In Kind.
    - Enter **100.00** under DBE.
12. Materials and Supplies Consumed:
  - a. Fuel and lubricants:
    - Enter **500.00** under Direct Cost
    - Enter **0.00** under In Kind.
    - Enter **100.00** under DBE.
  - b. Other Materials and Supplies:

- Enter 100.00 under Direct Cost
  - Enter 0.00 under In Kind.
  - Enter 100.00 under DBE.
13. Purchased Transportation Services:
- a. Purchased Transportation:
    - Enter 100.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 100.00 under DBE.
14. Taxes:
- a. Vehicle Licensing and Registration Fees.
    - Enter 1000.00 under Direct Cost
    - Enter 500.00 under In Kind.
15. Other Operating Expenses:
- a. Other Expenses:
    - Enter 100.00 under Direct Cost
    - Enter 0.00 under In Kind.
16. Click on Save (  ) Button.

**Administration Expenses:**

17. Labor
- a. Manager/ Coordinator/ Admin Personnel
    - Enter 1000.00 under Direct Cost
    - Enter 0.00 under In Kind.
18. Fringe Benefits:
- a. Enter 1000.00 under Direct Cost
  - b. Enter 500.00 under In Kind.
19. Materials and Supplies
- a. Office Supplies
    - Enter 200.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 100.00 under DBE.
20. Casualty and Liability Costs
- a. Casualty and Liability Costs
    - Enter 1000.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
21. Utilities
- a. Utilities
    - Enter 1000.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
22. Taxes
- a. Property Taxes

- Enter 1000.00 under Direct Cost
  - Enter 0.00 under In Kind.
  - Enter 0.00 under DBE.
23. Leases and Rentals
- a. Vehicle
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
  - b. Facilities
    - Enter 500.00 under Direct Cost
    - Enter 100.00 under In Kind.
    - Enter 0.00 under DBE.
24. Miscellaneous Expenses
- a. Dues and Subscriptions (transit-related)
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
  - b. Travel and Meetings (transit-related)
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
  - c. Drug Testing
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
  - d. Promotion for Coordination & Ridesharing
    - Enter 200.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 0.00 under DBE.
  - e. Indirect Cost (prior approval from MDT required)
    - Enter 500.00 under Direct Cost
25. Other expenses
- a. Other Expenses
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 100.00 under DBE.
26. Click on Save (  ) Button.

**Maintenance Expenses:**

27. Maintenance:
- a. Vehicle Maintenance Parts and Service
    - Enter 500.00 under Direct Cost
    - Enter 0.00 under In Kind.
    - Enter 100.00 under DBE.

b. Tires and Tubes

- Enter **500.00** under Direct Cost
- Enter **0.00** under In Kind.
- Enter **100.00** under DBE.

28. Click on Save (  ) Button.

□ **Test Case Window**

| PTMS Field Name                         | Field Description                                   | Expected Results  |
|---|---|---|
| Agency Id                               | Agency's id   | (25) Helena Area Transit Services will be present in the field and automatically generated. |
| Funding Type                            | Code Values   | 5311  |
| Fiscal Year                             | Fiscal Year   | 2011  |
| Quarter                                 | Quarter   | Q2 Oct 1 <sup>st</sup> to Dec 31  |
| Fare Revenue                            | Amount of revenue made from fares                   | 100.00  |
| Misc. Revenue                           | Amount of revenue made from miscellaneous expenses  | 50.00   |
| Driver Wages                            | Driver wages  | A: 1000.00<br>B: 500.00   |
| Mechanic Wages                          | Mechanic wages                                      | A: 1000.00<br>B: 500.00   |
| Dispatcher Wages                        | Dispatcher wages                                    | A:1000.00<br>B: 500.00  |
| Fringe Benefits Distribution            | Fringe benefits distribution                        | A:1000.00<br>B: 500.00  |
| Professional and Technical Services     | Amount spent on professional and technical services | A:1000.00<br>B: 500.00<br>C: 100.00   |
| Advertising Fees                        | Amount spent for advertisement                      | A:1000.00<br>B: 500.00<br>C: 100.00   |
| Custodial Services                      | Custodial services                                  | A:1000.00<br>B: 500.00<br>C: 100.00   |
| Other Services                          | Any other service fees incurred                     | A:1000.00<br>B: 500.00<br>C: 100.00   |
| Fuel and Lubricants                     | Amount spent on fuel and lubricants                 | A: 500.00<br>B: 0.00<br>C: 100.00   |
| Other Material and Supplies             | Amount spent on other materials and supplies        | A: 100.00<br>B: 0.00<br>C: 100.00   |
| Purchased Transportation Service        | Amount for purchased transportation service         | A: 100.00<br>B: 0.00<br>C: 100.00   |
| Vehicle Licensing and Registration Fees | Amount spent for vehicle registration and licensing | A: 1000.00<br>B: 500.00   |

| PTMS Field Name   | Field Description  | Expected Results                          |
|---|--|---|
| Other Expenses  | Any other expenses related to operational costs                | A: 100.00<br>B: 0.00                      |
| Save Button    | Button saves the quarterly expense information to the database | Saves information that has been inputted. |
| Manager/<br>Coordinator/ Admin<br>Personal  | Manager/ Coordinator and Admin salaries                        | A:1000.00<br>B: 0.00                      |
| Fringe Benefits<br>Distribution   | Fringe benefits  | A:1000.00<br>B: 500.00                    |
| Office Supplies   | Amount spent for office supplies                               | A:200.00<br>B: 0.00<br>C: 100.00          |
| Casualty and Liability<br>Cost  | Amount spent on liabilities and casualties                     | A:1000.00<br>B: 0.00<br>C: 0.00           |
| Utilities   | Amount spent on utilities                                      | A:1000.00<br>B: 0.00<br>C: 0.00           |
| Property Tax  | Amount spent for property tax                                  | A:1000.00<br>B: 0.00<br>C: 0.00           |
| Vehicle   | Amount spent for vehicle lease or rentals                      | A:500.00<br>B: 0.00<br>C: 0.00            |
| Facilities  | Amount spent for facility lease                                | A:500.00<br>B:100.00<br>C: 0.00           |
| Dues and Subscriptions  | Amount spent for dues and subscriptions                        | A:500.00<br>B: 0.00<br>C: 0.00            |
| Travel and Meetings   | Amount spent for travelling and meetings                       | A:500.00<br>B: 0.00                       |
| Drug Testing  | Amount spent for drug testing                                  | A:500.00<br>B: 0.00<br>C: 0.00            |
| Promotion for<br>Coordination and<br>Ridesharing  | Amount spent for promotions for ridesharing                    | A:200.00<br>B: 0.00<br>C: 0.00            |
| Indirect Cost   | Amount spent for any indirect cost                             | A:500.00                                  |
| Other Expense   | Any other expenses incurred under administration               | A:500.00<br>B: 0.00<br>C: 100.00          |
| Save Button  | Button saves the quarterly expense information to the database | Saves information that has been inputted. |
| Vehicle Maintenance<br>Parts and Service  | Amount spent for vehicle maintenance                           | A:500.00<br>B: 0.00                       |

| PTMS Field Name   | Field Description  | Expected Results                          |
|---|--|---|
|   |  | C: 100.00                                 |
| Tires and Tubes   | Amount spent for vehicle tires                                 | A:500.00<br>B: 0.00<br>C: 100.00          |
| Save Button  | Button saves the quarterly expense information to the database | Saves information that has been inputted. |

E. **Quarterly Expense Details** - Some of the expense items in the expense screen need a detailed breakout of the dollar amount this is done through the quarterly expense details screen. Agency users must complete the items marked in **red** in the expenses dropdown or expense items in the grid below with the (X).

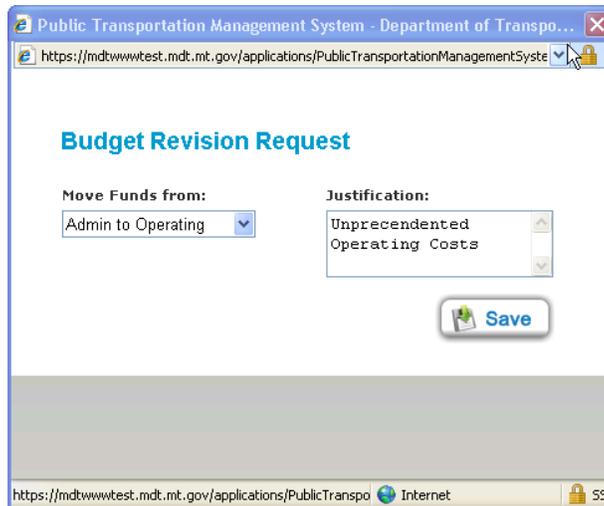
1. Under **Expenses**:
  - a. Click Drop down box
  - b. **Highlight Professional and Technical Services** since \$1500.00 was entered on quarterly expense report we need to enter two lines of expenditures that match that.
  - c. Click in **Describe Box**: Enter "**Detail vehicles**"
  - d. Click in **Amount Box**: Enter **500.00**.
  - e. Click in **Describe Box** enter "**Snow Removal**"
  - f. Click in **Amount Box**: Enter **1000.00**.
  - g. Click Drop down box
  - h. **Highlight Other Services**:
  - i. Click in **Describe Box**: Enter "**Cable**"
  - j. Click in **Amount Box**: Enter **100.00**
  - k. Click in **Describe Box**: Enter "**Security Services**"

- l. Click in **Amount Box**: Enter [1400.00](#).
- m. Click Drop down box
- n. **Highlight Other Operating Expenses:**
- o. Click in **Describe Box** enter "[Radio Shack parts](#)"
- p. Click in **Amount Box**: Enter [100.00](#)
- q. Click Drop down box
- r. **Highlight Manager/ Coordinator/ Admin Personnel**
- s. Click in **Describe Box**: Enter "[Director](#)"
- t. Click in **Amount Box**: Enter [500.00](#)
- u. Click in **Describe Box**: Enter "[Manager](#)"
- v. Click in **Amount Box**: Enter [500.00](#)
- w. **Highlight Vehicle**
- x. Click in **Describe Box**: Enter "[Leased van](#)"
- y. Click in **Amount Box**: Enter [500.00](#)
- z. **Highlight Facility**
- aa. Click in **Describe Box**: Enter "[Garage rent](#)"
- bb. Click in **Amount Box**: Enter [600.00](#)
- cc. **Highlight Administrative expenses other expenses:**
- dd. Click in **Describe Box**: Enter "[Temp worker](#)"
- ee. Click in **Amount Box**: Enter [500.00](#)
- ff. **Highlight Maintenance**
- gg. Click in **Describe Box**: Enter "[Brake Repair](#)"
- hh. Click in **Amount Box**: Enter [500.00](#)

□ **Test Case Window**

| PTMS Field Name   | Field Description  | Expected Results   |
|---|--|--|
| Agency Id   | Agency Id  | Automatically generated from agency selected in agency list.     |
| Funding Type  | Funding type   | Automatically generated from quarterly expense information form. |
| Fiscal Year   | Fiscal Year  | Automatically generated from quarterly expense information form. |
| Quarter   | Quarter  | Automatically generated from quarterly expense information form. |
| Expenses  | This is an evaluated field based on the expenses entered quarterly         | Professional and Technical Services                              |
| Describe  | Description of the detail expense  | Detail vehicles  |
| Amount  | Amount associated to the detail expense                                    | 500.00   |
| Save Button  | Button saves the detail expense information to the database                | Saves information that has been inputted.                        |
|   | <b>Info that has been entered should be displayed as texts or numbers.</b> |  |

- F. **Budget Revision Request** - In case an agency runs over the grant amount allocated in Operating, Admin, or Maintenance provided by a funding source in a fiscal year they will be prompted to enter a budget revision request through a Budget Revision Request pop-up window, however it is not mandatory. You can click on the (✖) and ignore the revision. The pop-up will display every time information is changed on the expenses page and the dollar amount exceeds the percent match available through the funding source.



1. Click in the **Move Funds from:** Box. Note this is a drop-down box.
2. Select the **Admin to Maintenance** option on the drop-down list
3. Click in the **Justification:** Box.
4. Type in justification explaining why you are requesting a change and the dollar amount you would like to move from the specified category.
5. Select (  ) at the bottom of the page. The button saves the budget adjustment response information to the database.

□ **Test Case Window**

| PTMS Field Name   | Field Description  | Expected Results  |
|---|--|---|
| Move Funds from   | Code Values  | The change scenario should highlight and appear in the Move Funds from box window   |
| Justification   | Justification must be entered when requesting a fund change              | Justification explaining the change will appear in the box.   |
| Save Button  | Button saves the budget adjustment response information to the database. | Page will close. Justification information will appear on the top of the quarterly expenses information page for planner to review. |

- G. **Quarterly Agency Information** – This screen captures the ridership details per quarter based on age and disability for contracted/non-contracted as well as by the travel modes provided by the agency and provides performance data per quarter based on availability of other quarterly data.

Quarterly Agency Information

Agency Id:  Fiscal Year:  Quarter:

Total Contracted Over 60:  Total Non Contracted Over 60:

Total Contracted General:  Total Non Contracted General:

Total Contracted Disabled:  Total Non Contracted Disabled:

Contribution Amount:  Unlinked Taxi Trips:

Total Operational Days:  Total Operational Vehicles:

Service Data

|                        | Total Miles                          | Total Hours                        | Sponsored Unlinked Trips          | Regular Unlinked Trips            |
|------------------------|--------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| Bus Fixed RTE          | <input type="text" value="53205.0"/> | <input type="text" value="650.0"/> | <input type="text" value="2010"/> | <input type="text" value="2880"/> |
| Bus Deviated Fixed RTE | <input type="text"/>                 | <input type="text"/>               | <input type="text"/>              | <input type="text"/>              |
| Bus Both Routes        | <input type="text"/>                 | <input type="text"/>               | <input type="text"/>              | <input type="text"/>              |
| Demand Response        | <input type="text"/>                 | <input type="text"/>               | <input type="text"/>              | <input type="text"/>              |
| Vanpool                | <input type="text"/>                 | <input type="text"/>               | <input type="text"/>              | <input type="text"/>              |
| Other Mode             | <input type="text"/>                 | <input type="text"/>               | <input type="text"/>              | <input type="text"/>              |



Performance Data

Total Rides:  Total Quarterly Miles:  Total Operational Hours:

Cost Per Ride:  Cost Per Mile:

Rides Per Day:  Rides Per Mile:

Number of Accidents:  Number of Injuries:  Number of Fatalities:  Number of Breakdowns:  Number of Service Calls:

Agency Quarterly Summary

| Funding Type | Contract Number | Federal Expense | State Expense | Local Expense | Fare Revenue | Miscellaneous Revenue |
|--------------|-----------------|-----------------|---------------|---------------|--------------|-----------------------|
| Section 5310 | AX014281        | \$559749.00     | \$0.00        | \$240536.00   | \$11700.00   | \$3200.00             |

1. View the **Agency Id:** Box. Note this is a drop-down box. The box is “grayed out” which signifies that the data is locked and cannot be changed from this page. Confirm that 25 (Helena Area Transportation Service) is listed in the Agency Id box.
2. Click in the **Fiscal Year:** Box. Note this is a drop-down box.
3. Select the **2011** option on the drop-down list
4. Click in the **Quarter:** Box. Note this is a drop-down box.
5. Select the **Q4 - Apr 01 to Jun 30** option on the drop-down list
6. Click in the **Total Contracted Over 60:** Box
7. Enter **1211**
8. Click in the **Total Contracted General:** Box
9. Enter **611** into the field
10. Click in the **Total Contracted Disabled:** Box
11. Enter **500** into the field
12. Click in the **Total Non Contracted Over 60:** Box
13. Enter **815** into the field
14. Click in the **Total Non Contracted General:** Box

15. Enter [7190](#) into the field
16. Click in the **Total Non Contracted Disable:** Box
17. Enter [129](#) into the field
18. Click in the **Contribution Amount:** Box
19. Enter [2000](#) into the field
20. Click in the **Unlinked Taxi Trips:** Box
21. Enter [5](#) into the field
22. Click in the **Total Operational Days:** Box
23. Enter [47](#) into the field
24. Click in the **Total Operational Vehicles:** Box
25. Enter [4](#) into the field
26. Click in the **Bus Fixed Route/Total Miles:** Box
27. Enter [55](#) into the field
28. Click in the **Bus Fixed Route/Total Hours:** Box
29. Enter [44](#) into the field
30. Click in the **Bus Fixed Route/Sponsored Unlinked Trips:** Box
31. Enter [200](#) into the field
32. Click in the **Bus Fixed Route/Regular Unlinked Trips:** Box
33. Enter [600](#) into the field
34. Click in the **Bus Deviated Route/Total Miles:** Box
35. Enter [55](#) into the field
36. Click in the **Bus Deviated Route/Total Hours:** Box
37. Enter [44](#) into the field
38. Click in the **Bus Deviated Route/Sponsored Unlinked Trips:** Box
39. Enter [1000](#) into the field
40. Click in the **Bus Deviated Route/Regular Unlinked Trips:** Box
41. Enter [215](#) into the field
42. Click in the **Bus Both/Total Miles:** Box
43. Enter [55](#) into the field
44. Click in the **Bus Both/Total Hours:** Box
45. Enter [44](#) into the field
46. Click in the **Bus Both/Sponsored Unlinked Trips:** Box
47. Enter [622](#) into the field
48. Click in the **Bus Both/Regular Unlinked Trips:** Box
49. Enter [6500](#) into the field
50. Click in the **Demand Response/Total Miles:** Box
51. Enter [55](#) into the field
52. Click in the **Demand Response/Total Hours:** Box
53. Enter [44](#) into the field
54. Click in the **Demand Response/Sponsored Unlinked Trips:** Box
55. Enter [250](#) into the field
56. Click in the **Demand Response/Regular Unlinked Trips:** Box
57. Enter [690](#) into the field
58. Click in the **Vanpool/Total Miles:** Box

59. Enter [55](#) into the field
60. Click in the **Vanpool/Total Hours:** Box
61. Enter [44](#) into the field
62. Click in the **Vanpool/Sponsored Unlinked Trips:** Box
63. Enter [200](#) into the field
64. Click in the **Vanpool/Regular Unlinked Trips:** Box
65. Enter [29](#) into the field
66. Click in the **Other/Total Miles:** Box
67. Enter [55](#) into the field
68. Click in the **Other/Total Hours:** Box
69. Enter [44](#) into the field
70. Click in the **Other/Sponsored Unlinked Trips:** Box
71. Enter [50](#) into the field
72. Click in the **Other/Regular Unlinked Trips:** Box
73. Enter [100](#) into the field
74. Select (  ) at the bottom of the page. This option saves the current vehicle information.

□ **Test Case Window**

| PTMS Field Name               | Field Description  | Expected Results   |
|-------------------------------|--|--|
| Agency Id                     | Agency's id  | Agency ID 25 should be listed automatically in the grayed field. |
| Fiscal Year                   | Fiscal Year dropdown can be used to navigate to a different fiscal year        | 2011   |
| Quarter                       | Quarter dropdown can be used to navigate to a different quarter                | Q4 – Apr 01 to Jun 30  |
| Total Contracted Over 60      | Number of passengers during the quarter that were over 60 and contracted       | 1211   |
| Total Contracted General      | Number of passengers during the quarter that were general and contracted       | 611  |
| Total Contracted Disabled     | Number of passengers during the quarter that were disabled and contracted      | 500  |
| Total Non-Contracted Over 60  | Number of passengers during the quarter that were over 60, but not contracted  | 815  |
| Total Non-Contracted General  | Number of passengers during the quarter that were general, but not contracted  | 7190   |
| Total Non-Contracted Disabled | Number of passengers during the quarter that were disabled, but not contracted | 129  |
| Contribution Amount           | Amount of money given as contributions during the quarter                      | 2000   |
| Unlinked Taxi Trips           | Total number passenger given taxi trips during the quarter                     | 5  |
| Total Operational Days        | Number of hours all vehicles   | 47   |

| <b>PTMS Field Name</b>                      | <b>Field Description</b>  | <b>Expected Results</b> |
|---|---|-------------------------|
|   | were in operation during the quarter  |                         |
| Total Operational Vehicles                  | Number of vehicles in operation during the quarter  | 4                       |
| Bus Fixed Route/Total Miles                 | Number of miles of fixed route service during the quarter                                   | 55                      |
| Bus Fixed Route/Total Hours                 | Number of hours of fixed route service during the quarter                                   | 44                      |
| Bus Fixed Route/Sponsored Unlinked Trips    | Number of sponsored unlinked trips provided by fixed routes during the quarter              | 200                     |
| Bus Fixed Route/Regular Unlinked Trips      | Number of unlinked trips provided by fixed routes during the quarter                        | 600                     |
| Bus Deviated Route/Total Miles              | Number of miles of deviated route service during the quarter                                | 55                      |
| Bus Deviated Route/Total Hours              | Number of hours of deviated route service during the quarter                                | 44                      |
| Bus Deviated Route/Sponsored Unlinked Trips | Number of sponsored unlinked trips provided by deviated routes during the quarter           | 1000                    |
| Bus Deviated Route/Regular Unlinked Trips   | Number of unlinked trips provided by deviated routes during the quarter                     | 215                     |
| Bus Both/Total Miles                        | Number of miles of fixed and deviated route service during the quarter                      | 55                      |
| Bus Both/Total Hours                        | Number of hours of fixed and deviated route service during the quarter                      | 44                      |
| Bus Both/Sponsored Unlinked Trips           | Number of sponsored unlinked trips provided by fixed and deviated routes during the quarter | 622                     |
| Bus Both/Regular Unlinked Trips             | Number of unlinked trips provided by fixed and deviated routes during the quarter           | 6500                    |
| Demand Response/Total Miles                 | Number of miles of demand response service during the quarter                               | 55                      |
| Demand Response/Total Hours                 | Number of hours of demand response service during the quarter                               | 44                      |
| Demand Response/Sponsored Unlinked Trips    | Number of sponsored unlinked trips provided by demand response routes during the quarter    | 250                     |
| Demand Response/Regular Unlinked Trips      | Number of unlinked trips provided by demand response routes during the quarter              | 690                     |
| Vanpool/Total Miles                         | Number of miles of vanpool service during the quarter                                       | 55                      |

| PTMS Field Name   | Field Description  | Expected Results           |
|---|--|----------------------------|
| Vanpool/Total Hours   | Number of hours of vanpool service during the quarter                            | 44                         |
| Vanpool/Sponsored Unlinked Trips  | Number of sponsored unlinked trips provided by vanpool routes during the quarter | 200                        |
| Vanpool/Regular Unlinked Trips  | Number of unlinked trips provided by vanpool routes during the quarter           | 29                         |
| Other/Total Miles   | Number of miles of other route service during the quarter                        | 55                         |
| Other/Total Hours   | Number of hours of other service during the quarter                              | 44                         |
| Other/Sponsored Unlinked Trips  | Number of sponsored unlinked trips provided by other routes during the quarter   | 50                         |
| Other/Regular Unlinked Trips  | Number of unlinked trips provided by other routes during the quarter             | 100                        |
| Save Button  | Button saves the quarterly vehicle information to the database                   | Page will appear the same. |

H. **Quarterly Submission Checklist** - The Quarterly Submission Checklist page provide a dashboard for the agency and planning user to quickly identify the quarterly data that they have not completed and quickly access the relevant page by clicking the (✖) to complete the information.

**MDTA** Public Transportation Management System v1.0.0.115

Agency's quarterly data is incomplete, Please click the pages with red cross and complete the quarterly data

Agency: HATS (501) | Vehicle: | Quarterly: | Summary: | Reports: | HATS | ? | ⏻

**Quarterly Submission Checklist**

Agency Id: HATS (501) | Fiscal Year: 2011 | Quarter: Q4 - Apr 01 to Jun 30

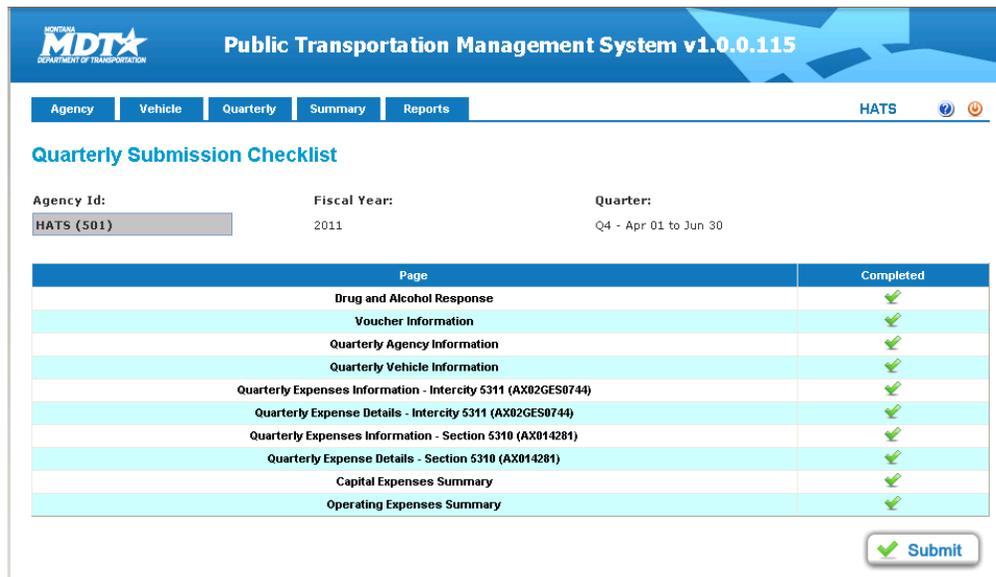
| Page  | Completed |
|---|-----------|
| Drug and Alcohol Response                                     | ✓         |
| Voucher Information   | ✓         |
| Quarterly Agency Information                                  | ✓         |
| Quarterly Vehicle Information                                 | ✓         |
| Quarterly Expenses Information - Intercity 5311 (AX02GES0744) | ✖         |
| Quarterly Expenses Information - Section 5310 (AX014281)      | ✓         |
| Quarterly Expense Details - Section 5310 (AX014281)           | ✖         |
| Capital Expenses Summary                                      | ✖         |
| Operating Expenses Summary                                    | ✖         |

1. View the **Completed** Column.
2. Any **Page** marked with an (✖) has not been completed for review
3. If you see an (✖) click on it and it will take you directly to the appropriate screen.
4. Once every (✖) has been replaced by a check mark (✓) the Submission Checklist is complete.
5. Select (  ) at the bottom of the page. This option submits the quarterly for planners to review.

□ **Test Case Window**

| PTMS Field Name  | Field Description   | Expected Results  |
|--|---|---|
| Page   | Name of required information that can be clicked to navigate to actual page             | Pages requiring data by the grantee will be listed.   |
| Check  or Cross  | Clicking on these buttons will take user to the respective screen described on the left |  will signify completeness and  's will be clickable to take agency to the incomplete page to finish. |
| Submit Button<br>   | Button sets the agency's quarterly submission date for planners to review               | All  's should be listed before the submit button will work.   |
| Approve Button<br>  | Clicking this button will approve the quarterly agency data                             | Planners will be able to approve the quarterly report with this function. Agency will not be able to make changes once approved.  |
| Reject Button<br>   | Clicking this button will reject the quarterly agency data                              | Planners will be able to reject the quarterly report with this function. Agency will have to resubmit data for approval.  |

**Note:** After data completion - If the agency data is complete, the agency users will see a submit button. Clicking on the submit button sends an email to the planning division indicating to them that the agency submitted their quarterly data for a particular fiscal year and quarter. Once submitted, the agency users cannot modify their quarterly data for that fiscal year and quarter unless the information is rejected by the planning division.



#### IV. SUMMARY

- A. **Capital Expenses Summary** – This displays and records capital funding received by the agency in the fiscal year, agency users have to make sure you enter details of any capital funding received from external sources during the fiscal year. This page also needs to be visited mandatorily every quarter on the day of submission. This is to ensure that no additional funding was received by the agency in the quarter and if so please keep a running tally up to date of the funds you received for that fiscal year.

**MONTANA MDTA**  
DEPARTMENT OF TRANSPORTATION

**Public Transportation Management System**

**Please make sure all the Other Capital Fundings if applicable have been updated in the system.**

Agency | Vehicle | Quarterly | Summary | Reports | Users | HATS

### Capital Expenses Summary

Agency Id:  Fiscal Year:  Quarter:

Local Capital Assistance:

State Capital Assistance:

FTA Capital Program Funds (§5309):

FTA Special Needs Program Funds (§5310):

FTA Non Urban Area Formula Funds (§5311):

FTA Intercity Funds (§5311f):

FTA Job Access and Reverse Commute Formula Program Funds (§5316):

FTA New Freedom Program Funds (§5317):

ARRA Non Urban Area Formula Funds (§5311):

Other Capital Fundings

FTA Tribal Transit Funds (§5311c):

FTA Alternative Transportation in Parks and Public Lands Program Funds (§5320):

ARRA Tribal Transit Funds (§5311c):

ARRA TIGGER (Green House Gas and Energy Reduction):

Other FTA Funds:

Describe:

Other Federal Funds:

Describe:

Other Funds:

Describe:



1. Helena Area Transit Service (HATS) should automatically appear in the **Agency ID** field.
2. Select the desired state fiscal year click on the **Drop Down Arrow** and click **State fiscal year 2011**.
3. Select the desired quarter you are reporting data for: click on the **Drop Down Arrow** and click **Q1 (July 1 to September 30)**.
4. TOTAL Local Capital Assistance should automatically appear from previously reported data (total match or percentage of dollars provided by the sub-recipient) previously reported on the *Funding Information* screen.
5. TOTAL of State Capital Assistance should automatically appear from previously reported data (State Capital Assistance definition from NTD / FTA: total amount of financial assistance expended from any State agency to assist in paying Capital costs of the transit system. Include TransADE, tax levies, general funds and specified contributions.)
6. TOTAL of FTA Capital Program Funds (5309) expended should automatically appear (total of federal dollar amounts for 5309 reimbursements made to HATS, the sub-recipient).
7. TOTAL of FTA Special Needs Program Funds (5310) expended should automatically appear (total of Federal dollar amounts for 5310 reimbursements made to HATS, the sub-recipient).
8. TOTAL of FTA Non-Urban Area formula funds (5311) expended should automatically appear (total of Federal dollar amounts for 5311 reimbursements made to HATS, the sub-recipient).
9. TOTAL of FTA Intercity Funds (5311f) expended should automatically appear (total of Federal dollar amounts for 5311f reimbursements made to HATS, the sub-recipient).
10. TOTAL of FTA Job Access and Reverse Commute Funds (5316) expended should automatically appear (total of Federal dollar amounts for 5316 reimbursements made to HATS, the sub-recipient).
11. TOTAL of FTA New Freedoms Program Funds (5317) expended should automatically appear (total of Federal dollar amounts for 5317 reimbursements made to HATS, the sub-recipient).

12. TOTAL of FTA ARRA Non Urbanized Area Formula Funds (5311) expended should automatically appear (total of Federal dollar amounts for 5310 reimbursements made to HATS, the sub-recipient).
13. [FTA Tribal Transit Funds \(5311c\)](#). Type in total of 5311c (Tribal) dollars expended by the specific sub recipient for the quarter. As Test type in \$128.00
14. [FTA Alternative Transportation in Parks and Public Lands Program funds \(5320\)](#). Type in total of 5320 dollars expended by the specific sub recipient for the quarter. As Test type in \$128.00
15. [ARRA Tribal Transit Funds \(5311c\)](#). Type in total of 5311c (Tribal ARRA) dollars expended by the specific sub recipient for the quarter. As Test type in \$128.00
16. [ARRA TIGGER \(Green House Gas and Energy Reduction\)](#). Type in total of TIGGER ARRA dollars expended by the specific sub recipient for the quarter. As Test type in \$128.00
17. [Other FTA Funds](#). Type in total of Other FTA dollars expended by the specific sub recipient for the quarter (FTA funding not listed above). As Test type in \$100.00 and provide a description as: other source 1.
18. [Other Federal Funds](#). Type in total of Other Federal dollars expended by the specific sub recipient for the quarter (DPHHS, DEQ, DNRC, etc.) funding not listed above). As Test type in \$100.00 and provide a description as: other source 1.
19. [Other Funds](#). Type in the total financial assistance expended from other sources (other than FTA & Federal programs) to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding. As Test type in \$100.00 and provide a description as: other source 1.
20. [Click Save](#) (  )

□ **Test Case Window**

| PTMS Field Name          | Field Description   | Expected Results  |
|--------------------------|---|---|
| Agency ID                | MDT-Transit Section Sub-Recipient Name (Agency's ID)  | Agency 25 (HATS) should be listed automatically in the "greyed / grayed" Agency ID field. |
| State Fiscal Year        | This Drop Down option can be used to navigate to a different fiscal year's information previously reported.   | State Fiscal Year 2011 will be shown in the box.  |
| Quarter                  | This Drop Down option can be used to navigate to a different timeframe within the current State Fiscal Year.  | Q1 Shown in the box represents the timeframe of July 01 to September 30.                  |
| Local Capital Assistance | This automatic financial total field represents the sum of all local match dollars & percentage dollars provided by the sub-recipient to be eligible for FTA funding. | Automatic population of "real time" data previously reported.                             |
| State Capital Assistance | This automatic financial total field represents the sum of all previously reported State Assistance spent in paying the capital costs for the transit system.         | Automatic population of "real time" data previously reported.                             |
| FTA Capital Program      | This automatic financial total field  | Automatic population of "real time" data  |

| <b>PTMS Field Name</b>  | <b>Field Description</b>  | <b>Expected Results</b>  |
|---|---|--|
| Funds (5309)  | represents the sum of all 5309 reimbursements to the specific sub recipient.  | previously calculated for reimbursement.   |
| FTA Special Needs Program Funds (5310)  | This automatic financial total field represents the sum of all 5310 reimbursements to the specific sub recipient.   | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA Non Urbanized Area Formula Funds (5311)                                   | This automatic financial total field represents the sum of all 5311 reimbursements to the specific sub recipient.   | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA Intercity Funds (5311f)   | This automatic financial total field represents the sum of all 5311f reimbursements to the specific sub recipient.  | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA Job Access and Reverse Commute Funds (5316)                               | This automatic financial total field represents the sum of all 5316 reimbursements to the specific sub recipient.   | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA New Freedoms Program Funds (5317)   | This automatic financial total field represents the sum of all 5317 reimbursements to the specific sub recipient.   | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA ARRA Non Urbanized Area Formula Funds (5311)                              | This automatic financial total field represents the sum of all 5317 reimbursements to the specific sub recipient.   | Automatic population of" real time" data previously calculated for reimbursement.  |
| FTA Tribal Transit Funds (5311c)  | Total amount of 5311c Tribal Transit funds expended by the sub recipient for the quarter.   | \$128.00 will appear in the box.   |
| FTA Alternative Transportation in Parks and Public Lands Program funds (5320) | Total amount of 5320 funds expended by the sub recipient for the quarter.   | \$128.00 will appear in the box.   |
| ARRA Tribal Transit Funds (5311c)   | Total amount of 5311c ARRA Tribal Transit funds expended by the sub recipient for the quarter.  | \$128.00 will appear in the box.   |
| ARRA TIGGER (Green House Gas and Energy Reduction.                            | Total amount of ARRA TIGGER funds expended by the sub recipient for the quarter.  | \$128.00 will appear in the box.   |
| Other FTA Funds   | Enter the total financial assistance expended from Other FTA programs not listed above to assist in paying the capital costs of providing transit service.  | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of FTA Funding.     |
| Other Federal Funds   | Enter the total financial assistance expended from other Federal sources other than FTA programs to assist in paying the capital costs of providing transit | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of Federal Funding. |

| PTMS Field Name | Field Description   | Expected Results   |
|-----------------|---|--|
|                 | service. Describe the sources and the amount of funding.  |  |
| Other Funds     | Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of other Funding. |

B. **Operating Expenses Summary** – This displays and records capital expenses against operating funding received by the agency in the fiscal year, agency users have to make sure you enter details of any operating funding received from external sources during the fiscal year. This page also needs to be visited mandatorily every quarter on the day of submission. This is to make sure that no additional funding was received by the agency in the quarter and if so please keep a running tally up to date of the funds you received for that fiscal year.

Public Transportation Management System

i Please make sure all the Other Operating Fundings if applicable have been updated in the system.

Agency
Vehicle
Quarterly
Summary
Reports
Users
HATS

### Operating Expenses Summary

Agency Id:  Fiscal Year:  Quarter:

**Fare Revenues:**

**Local Operating Assistance:**

**FTA Special Needs Program Funds (§5310):**

**FTA Intercity Funds (§5311f):**

**FTA New Freedom Program Funds (§5317):**

**Miscellaneous Revenues:**

**State Operating Assistance:**

**FTA Non Urban Area Formula Funds (§5311):**

**FTA Job Access and Reverse Commute Formula Program Funds (§5316):**

Other Operating Fundings

**FTA Tribal Transit Funds (§5311c):**

**ARRA Tribal Transit Funds (§5311c):**

**Other FTA Funds:**

**Other Federal Funds:**

**Other Funds:**

**FTA Alternative Transportation in Parks and Public Lands Program Funds (§5320):**

**Describe:**

**Describe:**

**Describe:**

1. Helena Area Transit Service (HATS) should automatically appear in the **Agency ID** field.
2. Select the desired state fiscal year click on the **Drop Down Arrow** and click **State fiscal year 2011**.
3. Select the desired quarter you are reporting data for: click on the **Drop Down Arrow** and click **Q1 (July 1 to September 30)**.
4. TOTAL Local Operating Assistance should automatically appear from previously reported data (total match or percentage of dollars provided by the sub-recipient).
5. TOTAL of State Operating Assistance should automatically appear from previously reported data (State Operating Assistance definition from NTD / FTA: total amount of financial assistance expended from any State agency that supports operating the transit system. Include TransADE, tax levies, general funds, and specified contributions.)
6. TOTAL of FTA Operating Program Funds (5309) expended should automatically appear (total of federal dollar amounts for 5309 reimbursements made to HATS, the sub-recipient).
7. TOTAL of FTA Special Needs Program Funds (5310) expended should automatically appear (total of Federal dollar amounts for 5310 reimbursements made to HATS, the sub-recipient).
8. TOTAL of FTA Non-Urban Area formula funds (5311) expended should automatically appear (total of Federal dollar amounts for 5311 reimbursements made to HATS, the sub-recipient).
9. TOTAL of FTA Intercity Funds (5311f) expended should automatically appear (total of Federal dollar amounts for 5311f reimbursements made to HATS, the sub-recipient).
10. TOTAL of FTA Job Access and Reverse Commute Funds (5316) expended should automatically appear (total of Federal dollar amounts for 5316 reimbursements made to HATS, the sub-recipient).
11. TOTAL of FTA New Freedoms Program Funds (5317) expended should automatically appear (total of Federal dollar amounts for 5317 reimbursements made to HATS, the sub-recipient).
12. TOTAL of FTA ARRA Non Urbanized Area Formula Funds (5311) expended should automatically appear (total of Federal dollar amounts for 5310 reimbursements made to HATS, the sub-recipient).
13. **FTA Tribal Transit Funds (5311c)**. Type in total of 5311c (Tribal) dollars expended by the specific sub recipient for the quarter. As test type in \$128.00
14. **FTA Alternative Transportation in Parks and Public Lands Program funds (5320)**. Type in total of 5320 dollars expended by the specific sub recipient for the quarter. As test type in \$128.00
15. **ARRA Tribal Transit Funds (5311c)**. Type in total of 5311c (Tribal ARRA) dollars expended by the specific sub recipient for the quarter. As test type in \$128.00
16. **ARRA TIGGER (Green House Gas and Energy Reduction)**. Type in total of TIGGER ARRA dollars expended by the specific sub recipient for the quarter. As test type in \$128.00
17. **Other FTA Funds**. Type in total of Other FTA dollars expended by the specific sub recipient for the quarter (FTA funding not listed above). As test type in \$100.00 and provide a description as: other source 1.
18. **Other Federal Funds**. Type in total of Other Federal dollars expended by the specific sub recipient for the quarter (DPHHS, DEQ, DNRC, etc.) funding not listed above). As test type in \$100.00 and provide a description as: other source 1.
19. **Other Funds**. Type in the total financial assistance expended from other sources (other than FTA & Federal programs) to assist in paying the Operating costs of providing transit service. Describe the sources and the amount of funding. As test type in \$100.00 and provide a description as: other source 1.
20. **Click Save** (  )

□ **Test Case Window**

| <b>PTMS Field Name</b>                          | <b>Field Description</b>  | <b>Expected Results</b>   |
|---|---|---|
| Agency ID                                       | MDT-Transit Section Sub-Recipient Name (Agency's ID)  | Agency 25 (HATS) should be listed automatically in the "greyed / grayed" Agency ID field. |
| State Fiscal Year                               | This Drop Down option can be used to navigate to a different fiscal year's information previously reported.   | State Fiscal Year 2011 will be shown in the box.  |
| Quarter   | This Drop Down option can be used to navigate to a different timeframe within the current State Fiscal Year.  | Q1 Shown in the box represents the timeframe of July 01 to September 30.                  |
| Local Operating Assistance                      | This automatic financial total field represents the sum of all local match dollars & percentage dollars provided by the sub-recipient to be eligible for FTA funding. | Automatic population of "real time" data previously reported.                             |
| State Operating Assistance                      | This automatic financial total field represents the sum of all previously reported State Assistance spent in paying the Operating costs for the transit system.       | Automatic population of "real time" data previously reported.                             |
| FTA Operating Program Funds (5309)              | This automatic financial total field represents the sum of all 5309 reimbursements to the specific sub recipient.   | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA Special Needs Program Funds (5310)          | This automatic financial total field represents the sum of all 5310 reimbursements to the specific sub recipient.   | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA Non Urbanized Area Formula Funds (5311)     | This automatic financial total field represents the sum of all 5311 reimbursements to the specific sub recipient.   | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA Intercity Funds (5311f)                     | This automatic financial total field represents the sum of all 5311f reimbursements to the specific sub recipient.  | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA Job Access and Reverse Commute Funds (5316) | This automatic financial total field represents the sum of all 5316 reimbursements to the specific sub recipient.   | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA New Freedoms Program Funds (5317)           | This automatic financial total field represents the sum of all 5317 reimbursements to the specific sub recipient.   | Automatic population of "real time" data previously calculated for reimbursement.         |
| FTA ARRA Non Urbanized Area                     | This automatic financial total field represents the sum of all 5317   | Automatic population of "real time" data previously calculated for reimbursement.         |

| <b>PTMS Field Name</b>  | <b>Field Description</b>   | <b>Expected Results</b>  |
|---|--|--|
| Formula Funds (5311)  | reimbursements to the specific sub recipient.  |  |
| FTA Tribal Transit Funds (5311c)  | Total amount of 5311c Tribal Transit funds expended by the sub recipient for the quarter.  | \$128.00 will appear in the box.   |
| FTA Alternative Transportation in Parks and Public Lands Program funds (5320) | Total amount of 5320 funds expended by the sub recipient for the quarter.  | \$128.00 will appear in the box.   |
| ARRA Tribal Transit Funds (5311c)   | Total amount of 5311c ARRA Tribal Transit funds expended by the sub recipient for the quarter.   | \$128.00 will appear in the box.   |
| ARRA TIGGER (Green House Gas and Energy Reduction)                            | Total amount of ARRA TIGGER funds expended by the sub recipient for the quarter.   | \$128.00 will appear in the box.   |
| Other FTA Funds   | Enter the total financial assistance expended from Other FTA programs not listed above to assist in paying the Operating costs of providing transit service.   | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of FTA Funding.     |
| Other Federal Funds   | Enter the total financial assistance expended from other Federal sources other than FTA programs to assist in paying the Operating costs of providing transit service. Describe the sources and the amount of funding. | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of Federal Funding. |
| Other Funds   | Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the Operating costs of providing transit service. Describe the sources and the amount of funding      | \$100.00 will appear in the box. Since this option was selected, a description area should pop up which identifies the \$100.00 as Source 1 type of other Funding.   |

## **V. REPORTS**

This tool allows users to create budget status reports from information that was submitted and accepted by the transit staff.

**If you have any questions please feel free to call your regional planner and they can assist you with any questions.**

|                |  |              |
|----------------|--|--------------|
| David Jacobs   | Lead Transit Planner (Missoula, Billings, & Great Falls) | 406-444-9192 |
| Steven Potuzak | Western Regional Planner                                 | 406-444-4265 |
| Adam Kraft     | Southern Regional Planner                                | 406-444-6120 |
| Tom Stuber     | Northern Regional Planner                                | 406-444-9216 |

***Thank You For Your Participation***