

# FTA

FEDERAL TRANSIT ADMINISTRATION

## National Transit Database

### User Management and Monthly Reporting



U.S. Department of Transportation  
Federal Transit Administration

# New Reporting System (“NTD 2.0”)

- Monthly ridership will be first operational module
  - Reporting starts in October for reporting September 2014 data
    - NTD will transfer already reported data in old system to NTD 2.0
- Annual reporting planned to start December 2014 for RY 2014 reporting
  - More details will be provided at annual reporting launch
- No change in data requirements
  - Same requirements in NTD 2.0 as current system

# Our Agenda

## Steps for Starting Monthly Reporting

1. Local system “user manager” creates user accounts
2. Systems now in FY 2015 do “report kickoff”
  - No action needed from reporters now in FY 2014
3. All systems start monthly reporting

# Local System User Manager (LSUM)

- LSUM at each reporting agency approves (certifies) new users of FTA systems
  - NTD 2.0
  - TRAMS (updated TEAM)
- FTA requires each agency to identify a LSUM to FTA for “authentication”
  - TEAM users upload designation letter in TEAM
  - Non-TEAM users send letter to FTA NTD project manager in Washington DC

# LSUM NTD Startup Tasks

- Create LSUM password
- Approve and enter local users into NTD 2.0

# LSUM Receives Email Instructions



Wed 10/1/2014 1:58 PM

admin@ftatraining.appiancloud.com on behalf of Keith Gates <keith.gates@dot.gov>

New Account Created in Appian for Doug Harvey

To: doug.harvey@trimet.org

Hello Doug Harvey

A new user account has been created for you on the FTA Appian Environment.

You may log on at: <https://ftauat.appiancloud.com>

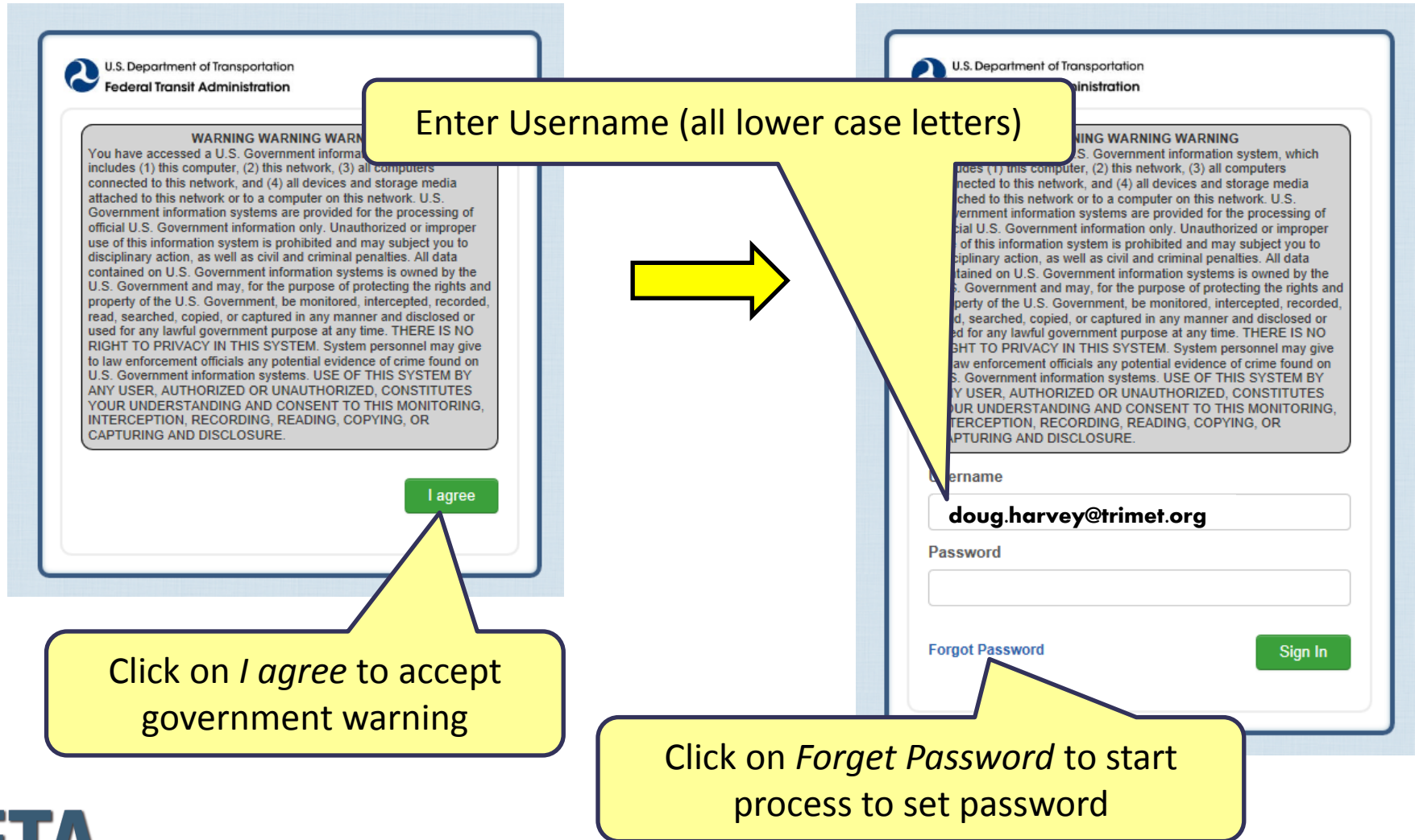
Your Username is: doug.harvey@trimet.org

Log on using LSUM email address  
as username in lower case letters

Please visit the above URL and click the 'Forgot Password' link, this will bring you to a prompt to create your password.

Thank You

# LSUM Starts Password Process



# Request Password Reset

Request Password Reset

Please enter your username.

\* Username

\*Required

Enter user name (email address)

Click on *Request Password Reset*



# LSUM Receives Password Instructions

Mon 9/29/2014 5:14 PM

admin@ftauat.appiancloud.com

Appian for Federal Transit Administration (TEST) Forgot Password Instructions

To doug.harvey@trimet.org

Dear Doug Harvey

This is an automated response from Appian about your forgot password request.

Please click on the following link or copy and paste in your browser's address bar the enclosed URL to enter your new password.

<https://ftauat.appiancloud.com/suite/personalization/resetforgotpassword.popup?token=Wd308fxlh%2B%2F66dZl4mANe7DW5yNLDSGJ%2Bq29YEZMNEvj9KcmpBAqquSolbHR3DmUdPyvvQpWYukR%0AziPIBLE0bw%3D%3D>

The above URL is only valid for 15 minutes after it has been issued and it is only valid for the user who it was generated for. Once you have entered and confirmed your new password, you will be able to access Appian using this new password.

If you have any questions, please contact your system administrators.

Thank you,  
Appian

Click to go to set password

# Set Password

Enter user name (email address)

**Enter New Password**

Please enter your username and enter what you would like your new password to be

\* User name

\* New password

\* Re-enter new password

\*Required

[Reset Password](#)

Enter and reenter password

Click on *Reset Password*

# Password Features (All Users)

- Same as current NTD reporting system
  - Federal requirements for length and complexity
    - Password length
      - Must be 12 characters and not more than 20 characters
    - Complexity
      - 3 out of 4 – Lower case, Upper case, Numbers, Special Characters
    - Password History
      - Password must be different from 10 previous passwords and must be different from any password used in the last 6 months
  - Password expiration period is 60 days

# LSUM Logs In to Create Users

U.S. Department of Transportation  
Federal Transit Administration

**WARNING WARNING WARNING**  
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

**I agree**

Click on *I agree* to accept government warning

Enter Username and Password

U.S. Department of Transportation  
Federal Transit Administration

**WARNING WARNING WARNING**  
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

Username

Password

Forgot Password **Sign In**

Click on *Sign In*

# News Page is the Home Page

The screenshot shows a web application interface with a dark blue header. The header contains navigation tabs: 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'News' tab is currently selected. In the top right corner of the header, there is a user profile for 'Doug Harvey' and the name 'Appian'. Below the header, the main content area features the 'U.S. Department of Transportation Federal Transit Administration' logo on the left. A search bar is positioned below the logo. To the right of the search bar is a text input field with the placeholder 'Click here to post...'. Below the search bar, there is a sidebar with the heading 'All' and a list of categories: 'Updates', 'Participating', and 'Starred' with a star icon. The main content area displays a post from 'matt.bonzek.ctr@dot.gov' with the text: 'Report Year 2014 (Original Submission) is now available. Status updates and other notices will be posted here throughout the lifecycle of this report version. See 'More Info' for additional details.' Below the text is a hashtag '#00008 #Tri-CountyMetropolitanTransportationDistrictofOregon' and two blue tags: 'FY 2014 Reporting - 00...' and '00008 - Tri-County Metr...'. At the bottom of the post, it shows the date 'Aug 19, 2014' and icons for 'Comment' and 'More Info'. A yellow callout bubble with a black outline points from the 'Records' tab to a text box containing the instruction: 'Click on *Records* to enter users'.

Click on *Records* to  
enter users

# Records Page

News Tasks **Records** Reports Actions

**Doug Harvey** - Appian

U.S. Department of Transportation  
Federal Transit Administration

All ▾

## Records

- My NTD Reporter Profile(s)**  
View my reporter profile(s)
- NTD Report Packages**  
Report Packages which have not yet been closed out
- Users**  
Directory of users

Click on *My NTD Reporter Profile(s)*

# My NTD Reporter Profile(s)

The screenshot shows the 'My NTD Reporter Profile(s)' page. On the left is a sidebar with the U.S. Department of Transportation Federal Transit Administration logo, a search bar, and an 'All >' link. The main content area is titled 'My NTD Reporter Profile(s)' and contains a list item for '00008 - Tri-County Metropolitan Transportation District of Oregon' with a validation analyst 'Matt B. Szek'. A yellow callout box with a black border points to the agency name, containing the text 'Click on reporting agency name'.

U.S. Department of Transportation  
Federal Transit Administration

My NTD Reporter Profile(s)

00008 - Tri-County Metropolitan Transportation District of Oregon  
Validation Analyst: Matt B. Szek

Click on reporting agency name

# Reporter Profile



- Summary -
- News
- Related Actions
- E-File Library
- Form Library

[Records / My NTD Reporter Profile\(s\)](#)

## 00008 - Tri-County Metropolitan Transportation District of Oregon

### NTD Validation Analyst

Name Matt Bonzek  
E-Mail matt.bonzek.ctr@dot.gov  
Phone 434-299-8803

### Basic Information

Reporter Name Tri-County Metropolitan Transportation District of Oregon      DUNS Number 007909096  
Acronym TriMet      FTA Recipient ID 1728  
Address 1800 SW 1st Avenue, Suite 300      Website [Click here to visit http://www.trimet.org/](http://www.trimet.org/)  
Portland, Oregon 97201-5354

### Active Modes

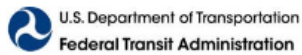
Mode	Type of Service	Commitment Date	Start Date
Bus	Directly Operated	7/1/1992	7/1/1992
Commuter Rail	Purchased Transportation	7/1/2008	7/1/2008
Demand Response	Purchased Transportation	7/1/1992	7/1/1992
Demand Response - Taxi	Purchased Transportation	7/1/2009	7/1/2009
Hybrid Rail	Purchased Transportation	7/1/2010	7/1/2010

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Click on *Related Actions*





# Related Actions for Reporter Profile



- Summary
- News
- Related Actions ▶**
- E-File Library
- Form Library

Records / My NTD Reporter Profile(s)

## 00008 - Tri-County Metropolitan Transportation District of Oregon

-  **View & Manage Reporter Modes (P-20)**  
View or manage reporter modes depending on your permissions
-  **View & Manage Reporter Users (P-30)**  
View and manage reporter users depending on your permissions

Click on *View & Manage Reporter Users (P-30)*

# View & Manage Users (P-30)



Summary

News

**Related Actions >**

E-File Library

Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30)

You must have users in both the CEO and NTD contact roles in order to submit a Report Package.

	Last Name	First Name	Role	Phone Number	E-Mail Address
<input type="checkbox"/>	Harvey	Doug	Viewer		doug.harvey@trimet.org

[Add User](#) [Edit Role](#) [Deactivate User](#) [View Details](#) [Close](#)

Click on *Add User*

# Add New System User



- Summary
- News
- Related Actions >**
- E-File Library
- Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30) > Add New System User

To add a new system user please complete all required fields below and click the 'Next' button at the bottom of the form. If you do not want the user to be notified of the newly created account, uncheck the box for the 'Notify User Upon Account Creation?' question.

### Add New User Progress



### User Information

<b>Username (Email) *</b>	<b>Address 1</b>
<input type="text" value="Toe.Blake@TriMet.org"/>	<input type="text"/>
<b>Honorific</b>	<b>Address 2</b>
<input type="text"/>	<input type="text"/>
<b>First Name *</b>	<b>PO Box</b>
<input type="text" value="Toe"/>	<input type="text"/>
<b>Middle Name</b>	<b>City</b>
<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<b>State</b>
<input type="text" value="Blake"/>	<input type="text" value="Select a State"/>
<b>Title</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Zip Code Extension</b>
<input type="text" value="Toe.Blake@TriMet.org"/>	<input type="text"/>
<b>Work Phone</b>	<b>Primary Organization</b>
<input type="text"/>	Tri-County Metropolitan Transportation District of Oregon
<b>Phone Number Extension</b>	
<input type="text"/>	
<b>Fax Number</b>	
<input type="text"/>	

### Administrative Options

**Notify User Upon Account Creation?**

Notify User

Check this box to send the user an email that their account has been created

Add user information (name, email, address)

Click Next when completed

# Select Reporter Role



- Summary
- News
- Related Actions >**
- E-File Library
- Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30) > Add New System User

Please confirm all the details you have entered for this user.

### Add New User Progress



### User Information

Username (Email)  
Toe.Blake@TriMet.org

Name  
Toe Blake

Primary Organization  
Tri-County Metropolitan Transportation District of Oregon (NTD Id: 00008)

NTD Role\*  
-- Select a Role --

Select a Role for this User

Select Role

Previous

Click *Next* when completed

Next

Cancel

# Roles

<b>Role</b>	<b>Functions</b>
<b>CEO</b>	Data entry, submit report, submit the CEO certification, all reporting areas
<b>NTD Contact Person</b>	Data entry, submit report, all reporting areas
<b>Editor</b>	Data entry, view forms
<b>Viewer</b>	View forms

# Review and Submit User



Summary  
News  
**Related Actions** ▶  
E-File Library  
Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30) > Add New System User

Please confirm all the details you have entered for this user.

### Add New User Progress

Add New User

Assign NTD Role

Confirm New User

### User Information

Username (Email)  
Toe.Blake@TriMet.org  
Honorific

Address 1  
Address 2

First Name  
Toe  
Middle Name

PO Box  
City

Last Name  
Blake  
Title

State  
Zip Code

Email  
Toe.Blake@TriMet.org  
Work Phone

Zip Code Extension  
Role  
CEO

Phone Extension

Primary Organization  
Tri-County Metropolitan Transportation District of Oregon (NTD)

Fax Number

### Administrative Options

#### Notify User Upon Account Creation?

Notify User

Check this box to send the user an email that their account has been created

Previous

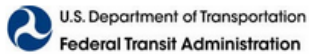
Submit

Cancel

Click *Submit*

- After submission, instructions are emailed to user to set up password
  - Identical process used for LSUM password

# CEO and NTD Contact Required



Summary

News

**Related Actions** ▶

E-File Library

Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30)

You must have users in both the CEO and NTD contact roles in order to submit a Report Package.

	Last Name	First Name	Role	Phone Number	E-Mail Address
<input type="checkbox"/>	Harvey	Doug	Viewer		doug.harvey@trimet.org
<input type="checkbox"/>	Blake	Toe	CEO		toe.blake@trimet.org
<input type="checkbox"/>	Ferguson	John	NTD Contact		john.ferguson@trimet.org

Add User

Edit Role

Deactivate User


View Details

Close


- LSUM should create CEO and NTD users
  - Required for report “kick-off”

# LSUM Sign Out

News Tasks (1) Records Reports Actions

 **Doug Harvey** - Appian

- Profile
- Settings
- Sign Out

 U.S. Department of Transportation  
Federal Transit Administration

## 00008 - Tri-County Metropolitan Transportation District of Oregon

### Manage Reporter Users (P-30)

You must have users in both the CEO and NTD contact roles in order to submit a Report Package.

	Last Name	First Name	Role	Phone Number	Address
<input type="checkbox"/>	Harvey	Doug	Viewer		harvey@trimet.org
<input type="checkbox"/>	Blake	Toe	CEO		ake@trimet.org
<input type="checkbox"/>	Ferguson	John	NTD Contact		erguson@trimet.org

[Add User](#) [Edit](#) [User](#) [View Details](#) [Close](#)

Click on username and click *Sign Out*



# NTD Contact Startup Tasks

- Perform “report kickoff”
  - Systems now in FY 2015 must do kickoff
  - No action needed from reporters now in FY 2014
- Start monthly reporting
  - Enter September data
  - Enter August data if not done in September

# What is a Kickoff?

- Confirmation of current “profile” information at beginning of fiscal year
  - Profile information = Old B-10/B-20 data
- Actions
  - Confirm reporter contact information is accurate.
  - Confirm mode information is accurate.
  - Confirm declared reporter type for previous FY is still accurate (e.g., small systems waiver)
  - Declare reporter type for new fiscal year

# Why is Kickoff Done?

- Create annual reporting forms for prior year (e.g., FY 2014)
- Create monthly reporting forms for current year (e.g., FY 2015)

# NTD Contact Logins to NTD 2.0

## Enter your User Name and Password

U.S. Department of Transportation  
Federal Transit Administration

**WARNING WARNING WARNING**  
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

Username  
john.ferguson@trimet.org

Password  
.....

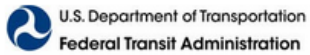
[Forgot Password](#)

Click on *Sign In*

# Kickoff Starts on News Page

The screenshot displays the Appian user interface for the Federal Transit Administration. The top navigation bar includes tabs for News, Tasks (1), Records, Reports, and Actions. The user profile for John Ferguson is visible in the top right corner. The main content area shows a search bar with the placeholder text "Click here to post...". Below the search bar, there is a list of filters: "All >", "Updates", "Participating", and "Starred ☆". Two yellow callout boxes are overlaid on the interface. The first callout box, labeled "News", points to the "News" tab in the navigation bar. The second callout box, labeled "Click on Tasks to start FY 2015", points to the "Tasks (1)" tab in the navigation bar.

# How to Start Report Kickoff



↑ Newest ▾

**Assigned to Me** ▾

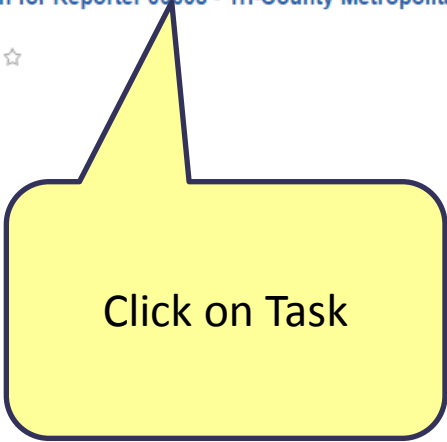
Sent by Me  
Starred ☆

Status  
**Open** ✕

Deadline  
Overdue  
Today  
Within 7 days



→ NTD 00008 CEOs, NTD 00008 NTD Primary Contacts  
**Report Kickoff for Reporter 00008 - Tri-County Metropolitan Transportation District of Oregon**  
Aug 19, 2014 ☆



# Accept Kickoff Task

News **Tasks (1)** Records Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Reassign Task

You must accept this task before completing it Accept Go Back

## Report Kickoff (Urban/Tribal): Introduction

Our records indicate that you have begun a new fiscal year, as of 7/1/2014. In order to begin your Annual Report for the previous fiscal year, 2014, please proceed with the Report Kickoff where you will be asked to:

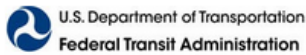
- Confirm your Reporter contact information is accurate.
- Confirm your mode information is accurate,
- Confirm your declared Reporter type for the previous fiscal year, 2014, is still accurate.
- Declare your Reporter type for the new fiscal year, 2015.

Proceed

1. Click Accept

2. Click Proceed

# Manage Reporter Users



- Summary
- News
- Related Actions**
- E-File Library
- Form Library

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Users (P-30)

You must have users in both the CEO and NTD contact roles in order to submit a Report Package.

	Last Name	First Name	Role	Phone Number	E-Mail Address
<input type="checkbox"/>	Harvey	Doug	Viewer		doug.harvey@trimet.org
<input type="checkbox"/>	Blake	Toe	CEO		toe.blake@trimet.org
<input type="checkbox"/>	Ferguson	John	NTD Contact		john.ferguson@trimet.org

[Edit Role](#) [View Details](#) [Continue](#) [Go Back](#) [Cancel](#)

Click continue to go to next confirmation

- Only user manager can add new users
- Individual users can edit own profile



# Manage Modes

News Tasks (1) Records Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Save Changes

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Modes (P-20)

Reporter Modes

	Mode	Type Of Service	Commitment Date	Start Date	End Date	FG/HIB	Seasonal Segments
<input type="checkbox"/>	Demand Response	Directly Operated	7/1/1992	7/1/1992	6/30/1999	N/A	N/A
<input type="checkbox"/>	Light Rail	Directly Operated	7/1/1992	7/1/1992		Y	N
<input type="checkbox"/>	Bus	Directly Operated	7/1/1992	7/1/1992		Y	N
<input type="checkbox"/>	Street Car Rail	Directly Operated	7/1/2010	7/1/2010		Y	N
<input type="checkbox"/>	Commuter Rail	Purchased Transportation	7/1/2008	7/1/2008		Y	N
<input type="checkbox"/>	Demand Response	Purchased Transportation	7/1/1992	7/1/1992		N/A	N/A
<input type="checkbox"/>	Bus	Purchased Transportation	7/1/1992	7/1/1992	6/30/1995	N	N/A
<input type="checkbox"/>	Demand Response - Taxi	Purchased Transportation	7/1/2009	7/1/2009		N/A	N/A
<input type="checkbox"/>	Street Car Rail	Purchased Transportation	7/1/2012	7/1/2012		Y	N
<input type="checkbox"/>	Hybrid Rail	Purchased Transportation	7/1/2010	7/1/2010		Y	N

1-10 of 10

Add Mode Edit Mode Continue Go Back Cancel

Click to add mode

Click to edit/delete selected mode/TOS

- Add, edit, or end mode/TOS as needed

# Add Mode Screen

News Tasks (1) Records Reports Actions John Ferguson Appian

U.S. Department of Transportation  
Federal Transit Administration

Save Changes

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Modes (P-20) > Add Mode

Please complete the form below.

\* Mode

\* Type Of Service  Directly Operated  Purchased Transportation

\* Commitment Date

Start Date


Drop down menu


Click to save

Save Cancel

- Mode drop down menu
- TOS selection = directly operated or P.T.
- **Commitment date** = capital funds first expended
- Start date = first day of revenue service

# Edit Mode Screen

News **Tasks (1)** Records Reports Actions  John Ferguson ~ Appian

 U.S. Department of Transportation  
Federal Transit Administration

[Save Changes](#)

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Modes (P-20) > Edit Mode

Mode Bus

Type Of Service Purchased Transportation

\* Commitment Date

Start Date

End Date

FG/HIB  Yes  No

**Click submit to save changes**

- End date = Last day of revenue service
- Modes are ended, not deleted

# Proceed to Reporter Type Confirmation

News **Tasks (1)** Records Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

[Save Changes](#)

## 00008 - Tri-County Metropolitan Transportation District of Oregon > View & Manage Reporter Modes (P-20)

Reporter Modes

	Mode	Type Of Service	Commitment Date	Start Date	End Date	FG/HIB	Seasonal Segments
<input type="checkbox"/>	Demand Response	Directly Operated	7/1/1992	7/1/1992	6/30/1999	N/A	N/A
<input type="checkbox"/>	Light Rail	Directly Operated	7/1/1992	7/1/1992		Y	N
<input type="checkbox"/>	Bus	Directly Operated	7/1/1992	7/1/1992		Y	N
<input type="checkbox"/>	Street Car Rail	Directly Operated	7/1/2010	7/1/2010		Y	N
<input type="checkbox"/>	Commuter Rail	Purchased Transportation	7/1/2008	7/1/2008		Y	N
<input type="checkbox"/>	Demand Response	Purchased Transportation	7/1/1992	7/1/1992		N/A	N/A
<input type="checkbox"/>	Bus	Purchased Transportation	7/1/1992	7/1/1992	6/30/1995	N	N/A
<input type="checkbox"/>	Demand Response - Taxi	Purchased Transportation	7/1/2009	7/1/2009		N/A	N/A
<input type="checkbox"/>	Street Car Rail	Purchased Transportation	7/1/2012	7/1/2012		Y	N
<input type="checkbox"/>	Hybrid Rail	Purchased Transportation	7/1/2010	7/1/2010		Y	N

1-10 of 10

[Add Mode](#) [Edit Mode](#) [Continue](#) [Go Back](#) [Cancel](#)

Click continue to go to next confirmation

# Previous Reporter Type Confirmation

News **Tasks (1)** Records Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

**2014 Fiscal Year Reporter Type Confirmation**  
Please answer the following questions to confirm the reporter type for the 2014 fiscal year.

Existing Reporter Type

Current Full Reporter: Operating

\* Change Type?  Yes  No

Select 'Yes' if you would like to indicate a different reporter type.

Click yes for questionnaire

Click continue to complete kickoff

Continue Go Back Cancel

- Reporter type determines your required forms
- Click yes to go through questionnaire
  - Questions appear
  - Strongly suggested for first-time NTD 2.0 users

# NTD 2.0 Reporter Type Questionnaire

## Previous Reporter Type Confirmation

Please answer the following questions to confirm the reporter type for the 2014 fiscal year.

### Existing Reporter Type

Current Full Reporter: Operating

- \*Change Type?  Yes  
 No

Select 'Yes' if you would like to indicate a different reporter type.

### Questionnaire

- \*5307 Beneficiary?  Yes  
 No

Select 'Yes' if you were a beneficiary of 5307 Urbanized Area formula funds (including direct funds, indirect funds through someone else, and use of assets purchased with these funds).

- \*Reporting Under Another NTDID?  Yes  
 No

Select 'Yes' if any of your agency service is being reported under another ntdid.

- \*Operating Public Transit Service?  Yes  
 No

Select 'Yes' if you were operating public transportation service.

- \*Building Modes?  Yes  
 No

Select 'Yes' if you were building one or more new transportation modes.

- \*Fixed Guideway Bus?  Yes  
 No

Select 'Yes' if you operate bus service over fixed guideway.

- \*High Intensity Bus?  Yes  
 No

Select 'Yes' if you operate high intensity bus service.

- \*Less Than 31 VOMS?  Yes  
 No

Select 'Yes' if you operate less than 31 total annual maximum vehicles.


### Resulting Reporter Type

Reporter Type Full Reporter: Operating

# Reporter Type Questionnaire

- 5307 beneficiary?
- Reporting under another NTD ID?
- Operating public transit service?
- Building new modes?
- Fixed guideway or high intensity bus or both?
- Operating less than 31 VOMS?

# Complete Kickoff

News **Tasks (1)** Records Reports Actions  John Ferguson - Appian

[Save Changes](#)


**Existing Reporter Type**


Current Full Reporter: Operating

\*Change Type?  Yes  No

Select 'Yes' if you would like to indicate a different reporter type.

**Click submit to complete kickoff**

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Federal Transit Administration

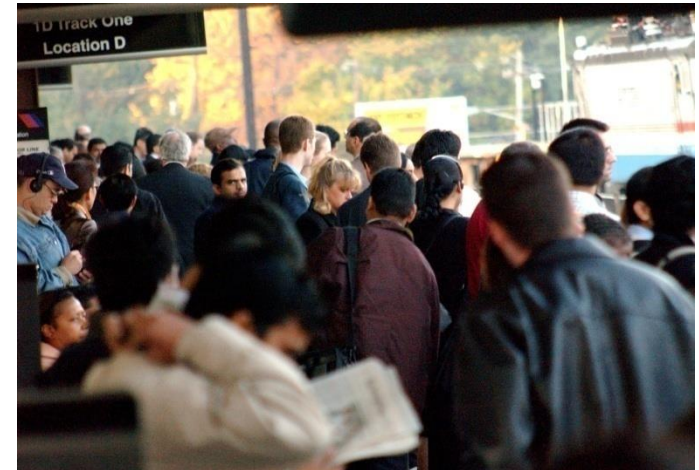
**Report Year Kickoff Completed**

Thank you for completing your Report Kickoff.



# Ridership Activity Form (MR-20)

- Collected by mode and TOS
- Provides FTA with monthly trends in passenger usage and service levels
- Submit data by the end of the month for the previous month
  - For example, September data are submitted by the last day of October



# MR-20 Data Items

- Report:
  - Unlinked passenger trips(UPT)
  - Actual vehicle revenue miles (VRM) and vehicle revenue hours (VRH)
    - Car miles/hours for rail modes
  - Vehicles operated in maximum service (VOMS)
- Total data reported must be consistent with annual total in S-10



# Access MR-20 Report Package

- Go to *News* tab
- Look under **[Analyst email]** *Report Year 2015 (Original Submission)* is now available
  - Will show Report Year 2014 for systems still their RY 2014
- Click left box to go to Summary Screen

The screenshot shows the FTA News feed interface. At the top, there are navigation tabs: News, Tasks (1), Records, Reports, and Actions. The user profile is John Ferguson - Appian. The main content area displays a post from matt.bonzek.ctr@dot.gov. The post text reads: "Report Year 2015 (Original Submission) is now available. Status updates and other notices will be posted here throughout the lifecycle of this report version. See 'More Info' for additional details." Below the text is the hashtag #00008 #Tri-CountyMetropolitanTransportationDistrictofOregon. There are two blue links: "FY 2015 Reporting - 00..." and "00008 - Tri-County Metr...". The post is dated "7 hours ago" and has options for "Comment" and "More Info". A yellow callout box with a black border points to the "FY 2015 Reporting - 00..." link, containing the text "Click to access report packages".

Click to access report packages

# Report Package Summary Screen

- Click **Related Actions** to go to report packages screen

News Tasks (1) **Records** Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Summary -  
News  
Related Actions

Records / NTD Report Packages  
**FY 2015 Reporting - 00008 - Tri-County Metropolitan Transportation District of Oregon**

**NTD Validation Analyst**

Name matt.bonzek.ctr@dot.gov Phone 434-299-8803  
E-Mail matt.bonzek.ctr@dot.gov

**Report Information**

Reporting Agency Tri-County Metropolitan Transportation District of Oregon Fiscal Year Start 7/1/2014  
Address 1800 SW 1st Avenue, Suite 300 Fiscal Year End 6/30/2015  
Portland, OR 102555 Waivers TBD  
Reporter Type Full Reporter: Operating Report Status Original Submission - Working Data

**Report Package Forms**

Monthly Riderships Forms (MR-20)

Mode/Type Of Service	Status	Last Submitted	Last Submitted By	Open Issues	Total Issues
YR PT		8/10/2014 8:00 PM EDT		0	0
MB DO		8/10/2014 8:00 PM EDT		0	0
DR PT				0	0
SR PT				0	0
LR DO		8/10/2014 8:00 PM EDT		0	0
CR PT				0	0
SR DO				0	0

Click to access  
report packages

# Report Packages Screen

- Click **Monthly Ridership forms**

News Tasks (1) **Records** Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions >

Records / NTD Report Packages  
**FY 2015 Reporting - 00008 - Tri-County Metropolitan Transportation District of Oregon**

- Monthly Ridership Forms**  
View or manage the required Monthly Ridership forms
- View Issues**  
View or manage validation issues associated with this report package
- Update Reporter Type**  
Change the applicable reporter type for this report package

Click to access individual mode/TOS forms

# Individual MR Forms by Mode/TOS

- Check box for specific mode/TOS
- Then click **View Form**

News Tasks (1) **Records** Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions ▶

## 00008 - Tri-County Metropolitan Transportation District of Oregon > RY 2015 Report Package > Select Monthly Ridership Form

Required Select Monthly Ridership Form

<input type="checkbox"/>	Form Name	Mode/Tos	Open Issues
<input type="checkbox"/>	Ridership Activity (MR-20)	CR PT	0
<input type="checkbox"/>	Ridership Activity (MR-20)	MB DO	0
<input type="checkbox"/>	Ridership Activity (MR-20)	DR PT	0
<input checked="" type="checkbox"/>	Ridership Activity (MR-20)	LR DO	0
<input type="checkbox"/>	Ridership Activity (MR-20)	DT PT	0
<input type="checkbox"/>	Ridership Activity (MR-20)	YR PT	0
<input type="checkbox"/>	Ridership Activity (MR-20)	SR PT	0
<input type="checkbox"/>	Ridership Activity (MR-20)	SR DO	0

1-8 of 8


1. Click to mode/TOS forms


2. Click View Form

View Form

Close

# MR-20 Data Entry Form

News Tasks (1) **Records** Reports Actions  John Ferguson - Appiar

 U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
**Related Actions >**

## 00008 - Tri-County Metropolitan Transportation District of Oregon > RY 2015 Report Package > 2015 LR-DO Monthly Ridership Form for Tri-County Metropolitan Transportation District of Oregon

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Open Issues w/ Expl	Status	
2014-July	3,470,400	660,999	45,259	104	8/11/2014	8/11/2014		0	0	Open	<a href="#">Details</a>
2014-August	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				0	0	Open	<a href="#">Details</a>
2014-September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				0	0	Open	<a href="#">Details</a>

- Data Entry Options
  - Submit
  - Save (can still be changed prior to submission)
- Submission dates/submitter name automatically generated by system

# Print Document

News Tasks (1) **Records** Reports Actions John Ferguson - Appiar

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions >

### 00008 - Tri-County Metropolitan Transportation District of Oregon > RY 2015 Report Package > 2015 LR-DO Monthly Ridership Form for Tri-County Metropolitan Transportation District of Oregon

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Iss	Open Issues	Status
2014-July	3,470,400	660,999	45,259	104	8/11/2014	8/11/2014		0		
2014-August								0		
2014-September								0	0	Open Details

Submit Save Print Document Close

Click to create HTML copy

- Creates HTML file (copy of form) for downloading
- Can either;
  - View file in browser
  - Print file



# Link Created after Print Request

News Tasks (1) Records Reports Actions John Ferguson - Appian

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions ▶

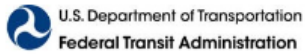
## 00008 - Tri-County Metropolitan Transportation District of Oregon > RY 2015 Report Package > 2015 LR-DO Monthly Ridership Form for Tri-County Metropolitan Transportation District of Oregon

[View Printable Version of Form - \[as of 10/2/2014 6:43 PM EDT\]](#)

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Open Issues w/ Expl	Status	
2014-July	3,470,400	660,999	45,259	104	8/11/2014	8/11/2014		0	0	Open	<a href="#">Details</a>
2014-August								0	0	Open	<a href="#">Details</a>
2014-September								0	0	Open	<a href="#">Details</a>

Click to download HTML copy

# Issue Checks



Summary  
News  
Related Actions >

## 30030 - Washington Metropolitan Area Transit Authority > RY 2015 Report Package > 2015MB-DO Monthly Ridership Form for Washington Metropolitan Area Transit Authority

There are open issues associated with this form

[View Printable Version of Form - \[as of 8/21/2014 2:44 PM EDT\]](#)

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Open Issues w/ Expl	Status	
2014-July	11,487,289	3,390,849	330,795	1,290				1	0	Open	<a href="#">Details</a>



- Checks run when data saved
- Count shown in *Open Issues*

# Addressing Issue Checks

News Tasks **Records** Reports Actions Brian McCollom - Appia

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions >

## 30030 - Washington Metropolitan Area Transit Authority > RY 2015 Report Package > 2015MB-DO Monthly Ridership Form for Washington Metropolitan Area Transit Authority

There are open issues associated with this form

[View Printable Version of Form - \[as of 8/21/2014 2:44\]](#)

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Open Issues w/ Expl	Status	
2014-July	11,487,289	3,390,849	330,795	1,290				1	0	Open	<a href="#">Details</a>

[Submit](#) [Save](#) [Print Document](#) [Close](#)

### 2014 - July

Percentage Changes

	UPT	VRM	VRH	VOMS
Previous Month	0%	0%	0%	0%
Previous Year	-1.32%	-0.13%	0.8%	0.55%


[View Issues](#)


1. Click on *Details*

2. Click on *View Issues*

- Click on *Details*
  - *Percentage Changes* displays
- Click on *View Issues*

# View Validation Issues

News Tasks **Records** Reports Actions  Brian McCollom - Appia

 U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions >

## 30030 - Washington Metropolitan Area Transit Authority > RY 2015 Report Package > View Validation Issues

Validation Issue List for Ridership Activity (MR-20) - MB DO  
Select an issue from the list and click 'View' to view more details

<input type="checkbox"/>	Id ↓	Location	Description	Status	Criticality	Reporter Name	Last Modified By	Last Modified
<input type="checkbox"/>	451	MR-20	07/2014 - MR20-6 (MB/DO) The entered VRH is same as previous month.	Open	Important	30030 - Washington Metropolitan Area Transit Authority		

1. Select issue

2. Click on View

- Select issue
- Click on *View* to address issue

# Address Single Issue



- Summary
- News
- Related Actions >**

## 30030 -> RY Report Package > View Single Issue

### Issue Information

Reporter Name	Washington Metropolitan Area Transit Authority	Last Modified By	
Issue ID	451	Last Modified Date	
Location	MR-20		

### Validation Rule Information

Description 07/2014 - MR20-6 (MB/DO) The entered VRH is same as previous month. Rule ID 63

### Data

Code	Name	Value
VRH	Vehicle Revenue Hours	330795

### Related Comments

Comment	Date Created	Created By
No items available		

### Issue Review Details

Criticality

Comment

Enter Your Comment Here (Maximum of 4,000 Characters)

1. Provide explanation

2. Click on save

Save

Close

# National Transit Database Offices

- **NTD Operations Center**

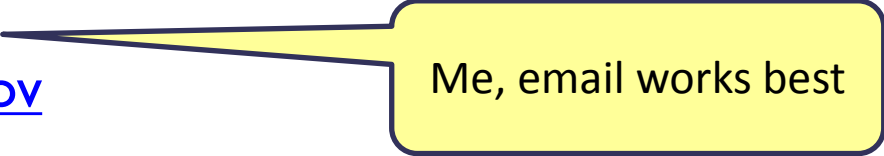
- Charlottesville, Virginia
- Monday to Friday: 0800 –1900 Eastern
- (888) 252-0936
- [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov)



NTD Help Desk

- **NTD Program Office**

- Washington, DC
- Keith Gates, Program Manager
- (202) 366-1794
- [keith.gates@dot.gov](mailto:keith.gates@dot.gov)



Me, email works best

# Additional Training

- NTD Website training page:  
<http://www.ntdprogram.gov/ntdprogram/seminars.htm>
- National Transit Institute, NTD courses:  
<http://www.ntionline.com/courses/courseinfo.php?id=7>
- NTD Website presentations page:  
<http://www.ntdprogram.gov/ntdprogram/announcements.htm>