STTARS

The Statewide Transit Tracking and Reporting System (STTARS) is a web based application utilized by transit providers in the State of Louisiana to schedule rides, track vehicle maintenance, track ridership, and report system utilization and efficiency to the Louisiana Department of Transportation and Development.

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2. 24 Hour Conversion Chart

12 Hour Time	24 Hour Time
12 AM	0000
1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 PM	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900

8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300

3. Home Screen

   Your STTARS home screen will provide you instant update information on any new information or system updates.

   You will also find very help information on all vehicles to alert you when vehicles are due or coming due for oil changes.

   The messaging system allows you to communicate directly with DOTD personnel and maintain a log of these communications.

DAILY TRIPS

1. Daily Schedule

   Manage Daily Pick-Up Information – By default this report opens to the current day. You can change the day by selecting a different date from the provided drop down date picker. The report automatically regenerates the displayed data and updates the screen display. You may also export the resultant display to excel by clicking the Excel icon.

   The report displays in a tabular format with the following columns:

   Action – Ability to Edit displayed data, Cancel, Edit all data, or Copy to recreate this exact trip on a different date.

   Customer – Last name, first name. This field cannot be changed.

   Driver – Driver assigned to transport customer. Select a driver from the drop-down provided.

   Vehicle – Vehicle used to transport customer. Select a vehicle from the drop-down provided.

   Program – Funding program the **trip** was funded by. Select a program from the drop-down provided.

   Pickup Time – Actual time of day customer was picked-up (24 hour time). Only numbers may be entered in this field.

   Drop-Off Time – Actual time of day customer was delivered to destination (24 hour time). Only numbers may be entered in this field.

   Mins – Total number of minutes the trip took for this passenger. This is a calculated field and cannot be edited. This is the difference in minutes between actual pickup time and drop-off time.

   Escorts – Number of escorts traveling with customer. Only numbers may be entered in this field.

Start – Beginning odometer reading for this trip. Only numbers may be entered in this field.

End – Ending odometer reading for this trip. This value must be greater than the Start value. Only numbers may be entered in this field.

Mileage – Total mileage for this trip. This is a calculated field and cannot be edited. This is the difference in miles between start mileage and ending mileage.

Fare – Indicates amount of fare collected for this trip. Only numbers may be entered in this field.

Status – Options include: Pending, Completed, Cancelled, No Show, or Cancelled at Door. Select a status from the drop-down provided.

The user may update the trip information at any time by clicking the Edit icon. Once clicked the system will display an inline edit for to all the user to update the information.
In the edit screen the user may make needed changes
. Using your tab/shift-tab keys will move you between each field. Click on the Save button to save your changes or click on the Cancel button to cancel the edit process and return to report.

2. Search Schedule

Search Daily Pick-Up Information – By default this report opens to the current day. You can change the day by selecting a different date range from the provided drop down date pickers. The **To** date must be greater than or equal to the **From** date. If you desire to view cancelled trips for the date period selected check the **Include Cancelled** box. Click on the **Get Report** button and the report generates the displayed data and updates the screen display. You may also export the resultant display to excel by clicking the Excel icon or to PDF by clicking the PDF icon.

The report displays in a tabular format with the following columns:

Action – Ability to Edit displayed data, Cancel, Edit all data, or Copy to recreate this exact trip on a different date.

Customer – Last name, first name. This field cannot be changed.

Driver – Driver assigned to transport customer. Select a driver from the drop-down provided.

Vehicle – Vehicle used to transport customer. Select a vehicle from the drop-down provided.

Program – Funding program the **trip** was funded by. Select a program from the drop-down provided.

Purpose – Reason this trip was scheduled. Select a reason from the drop-down provided.

Date – Actual date trip was completed. This value may be changed by selected a new date from the date picker. If the new date does not fall within the date range selected to generate the report it will fall off the report once saved. To view this trip again you must modify your report date range to include the new date.

Pickup Time – Actual time of day customer was picked-up (24 hour time). Only numbers may be entered in this field.

Drop-Off Time – Actual time of day customer was delivered to destination (24 hour time). Only numbers may be entered in this field.

Mins – Total number of minutes the trip took for this passenger. This is a calculated field and cannot be edited. This is the difference in minutes between actual pickup time and drop-off time.

Escorts – Number of escorts traveling with customer. Only numbers may be entered in this field.

Start – Beginning odometer reading for this trip. Only numbers may be entered in this field.

End – Ending odometer reading for this trip. This value must be greater than the Start value. Only numbers may be entered in this field.

Mileage – Total mileage for this trip. This is a calculated field and cannot be edited. This is the difference in miles between start mileage and ending mileage.

Fare – Indicates amount of fare collected for this trip. Only numbers may be entered in this field.

Status – Options include: Pending, Completed, Cancelled, No Show, or Cancelled at Door. Select a status from the drop-down provided.

Action – This field is used to reactivate a cancelled trip. Trips are cancelled by clicking the cancel icon. The system marks the action as cancelled. To reactivate simply update the **Status** field and the **Action** field to "active" and the trip will be reinstated.

ELD, DIS, OTH, NAM – These checkboxes indicate a customer's status for this trip. The columns indicate Elderly (ELD), Disabled (DIS), Other (OTH), and Non-Ambulatory (NAM). Each customer's status is pre-defined in their profile and a scheduled trip automatically assigns the default values. If you update the profile of a customer all future trips will assign the new changes. Previous trips will not be affected by this change.

The user may update the trip information at any time by clicking the Edit icon. Once clicked the system will display an inline edit for to all the user to update the information.
In the edit screen the user may make needed changes. Using your tab/shift-tab keys will move you between each field. Click on the Save button to save your changes or click on the Cancel button to cancel the edit process and return to report.

At the bottom of the report the system will display a count of all records found in the search. It also sums the **Mins** column, **Escorts** column, and provides total, minimum, average, and maximum miles for trips displayed.

3. Subscriptions

Manage Subscriptions Services – STTARS allows an agency to schedule recurring trips by creating a subscription for a specific customer. This allows an agency to select a customer and assign trips months in advance and have these trips appear on the selected days schedule without have to individually create each trip.

Use the action options to Edit, Add or Cancel a subscription. Use the form provided to manage assigned subscriptions. Referencing the image below the screen may be modified in the following manner:

Customer – Select a customer
Purpose – Select a trip purpose
Program – Select a funding program
Date Start – Date subscription will begin
Days of the week – Check each day this trip will be scheduled
Elderly – Check if customer is elderly
Disabled – Check if customer is disabled
Other – Check if customer is other
Non-Ambulatory – Check if customer is non-ambulatory

Escort – Enter the number of escorts travelling with customer. This is a number only field.

Pickup Time – Enter planned time to have driver arrive to pick-up customer

Appt Time – Enter planned time of customer's appointment. This is entered in 24 hour time.

Return Time – Enter time when driver should return to pick-up customer from appointment. This is entered in 24 hour time.

Fare – Enter expected fare amount to be collected. This is a number only field.

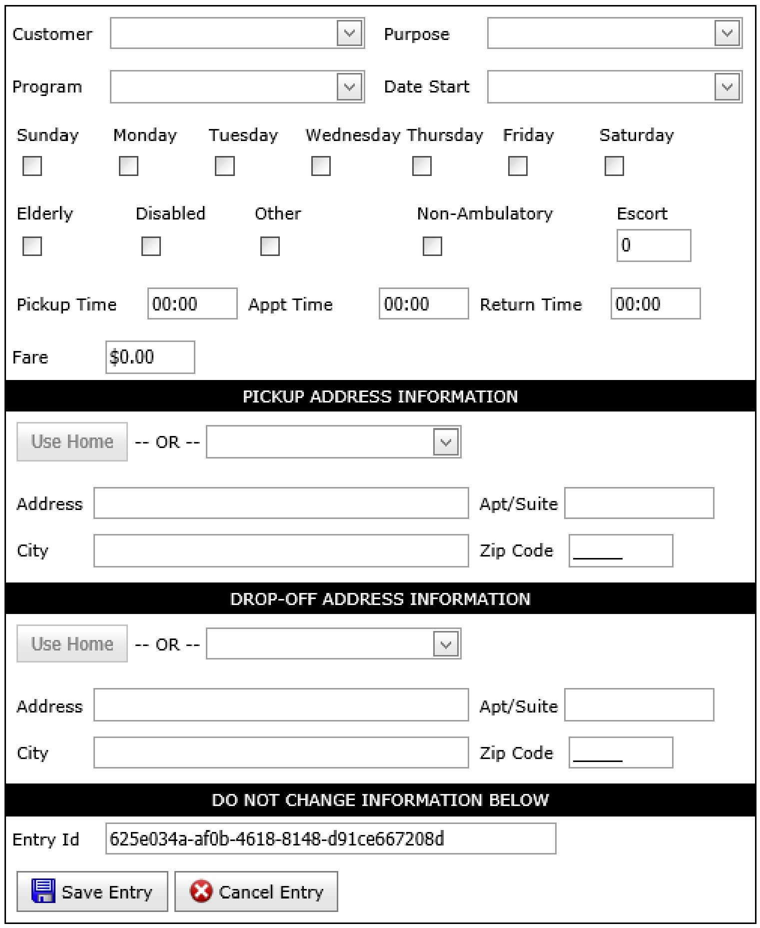
Pickup Address – Click the Use Home button to have the system automatically enter in customer's home address or select from the pre-defined locations in the drop-down list. You may also enter an address directly in the form provided if the previous options do not apply.

Drop-Off Address – Click the Use Home button to have the system automatically enter in customer's home address or select from the pre-defined locations in the drop-down list. You may also enter an address directly in the form provided if the previous options do not apply.

Entry Id – System generated field. Do not attempt to modify this information.

Click Save Entry to save this subscription and return to the Manage Subscriptions screen.

Click Cancel Entry to cancel this operation and return to the Manage Subscriptions screen.

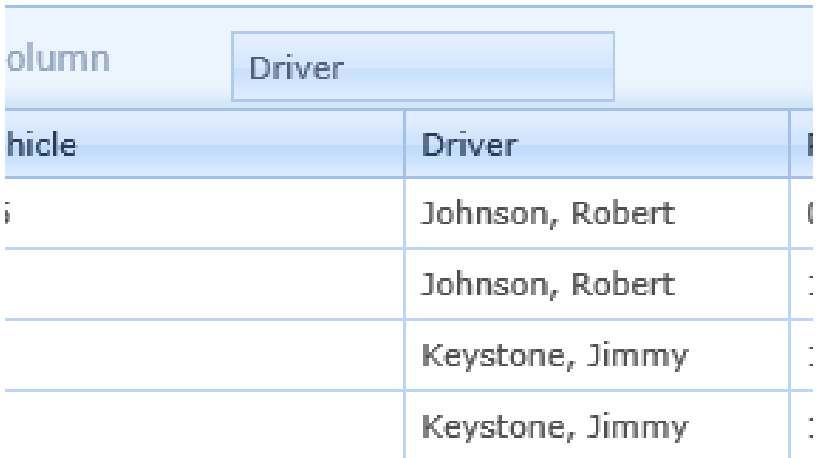


4. Dispatcher Log

Daily Dispatcher's Log – This is an information only display and no data can be added or updated from this screen. To begin, select a date from the date picker to view the dispatcher's log for the selected day.

This log is used to provide the agency with a detailed daily report of all trips scheduled. The information contained within this report is generated from the daily scheduled trips.

This report may be grouped by any column by simply dragging the column to the empty area at the top of the blue header area. To perform this operation click and hold on a column heading and drag the heading to the blank area and release.



Once the heading is dropped the report will regenerate and allow you to view the information in groups by the heading title.

This report may be exported to Excel or PDF by clicking the icons provided.

5. Daily Vehicle

Generate Daily Vehicle Printout – This is an information only display and no data can be added or updated from this screen.
Select Date, Vehicle and Sort by options to build your drivers trip log. Once your selections are completed click the Get Printout button to view your log.

IMPORTANT – Popups must be allowed to view this report. Please modify your browser settings to ensure popups are allowed. Because there are so many browsers available this manual will only provide instructions for Internet Explorer version 9 and 10. We understand you have many options and preferences for using a web browser but due to the constant updating and changes of all browsers currently available it is not practical to list every possible option for every browser in use. Please refer to your browser pop up settings to modify your pop up options.

For internet explorer 9/10

Click Tools (Gear icon in upper right)

Select Internet Options

Click Privacy Tab

In the Pop-up Blocker Section – Click Settings

In the box below Address of website to allow: type *.dotd.la.gov and click the add button. This information will appear in the Allowed sites section below the box.

Click Close

Click OK

IMPORTANT – You may also need to modify your printing options to ensure the resultant display is printed in the correct format. The Generate Daily Vehicle Printout page provides instructions on printing from Internet Explorer. You may need to refer to your browser settings to modify the print layout if you use a different browser. Ensure you have your page settings to Landscape prior to printing the log.

6. Manage Daily Mileage

Manage Daily Mileage Entries – This report will allow you to enter, modify or delete beginning and ending odometer readings for selected vehicles. The information contained in this report is generally entered via the Vehicles-Daily Mileage/Time. To begin select a month and year you would like to view and click Build Report.

In the report you may edit entries and modify the assigned driver, assigned vehicle, date of entry, start and ending odometer. Clicking Save will save your changes and Cancel will cancel the modifications.

7. Build Schedule

Build Daily Ride Schedule – Please review the notes of this section carefully to ensure you understand the process prior to beginning.

Notes:

1) Before creating your schedule, each driver should be assign a vehicle. This allows the system to assign the driver and vehicle at the same time when building the schedule. This is not required but will save you many clicks down the road when you have to assign individual trips to a specific vehicle. A vehicle selection option has been added to allow you to select a vehicle even in cases where you have not pre-assigned the vehicle to the

driver. By default the drop-down will pre-select the vehicle you have assigned to your driver but you may change as you desire. It will NOT change the vehicle you have assigned to your driver.

2) In cases where you cannot find a driver in the list below then you have not assigned that driver to work on the selected weekday. You must build each driver's work schedule to allow the driver drop-down menu to correctly populate with all drivers working on the day of the week you have selected to schedule.

It is important to assign each driver to a daily work schedule. This is accomplished in the Driver – Manage screens. Each driver should be scheduled a day or days to work. This allows the system to understand which drivers are available to work certain days. E.g., if you desire to build a schedule for a date and that date is a Monday then the system will select all drivers scheduled to work on Monday.

To Build a Schedule

- Pick Date to Manage
- Pick a Driver to Schedule
- Click Get Schedule
- Select Vehicle Driver will be using on the selected day

Once all parameters are set you will be presented with a screen split top and bottom. The bottom screen will contain trips that are currently unassigned. This indicates the trips are scheduled but no driver has been assigned to perform these pickups/drop-offs.

To add a trip to this driver/vehicle selection simply click on the up arrow and the trip will be moved from the bottom screen to the top screen and updated to indicate the trip has been assigned to this driver/vehicle for the selected day.

To reassign a trip simply click the down arrow to move the trip back to the unassigned section. This makes the trip available to assign to another driver as desired.

8. 5310 Daily Status

5310 Agency Daily Status Report – This section is intended for use by 5310 agencies only. This section is designed to allow for daily entry of trips provided by an agency. This section should be completed daily for every vehicle used and funded by DOTD.

To begin simply select the vehicle used and the date trips were provided. Click on Get/Add Data. If previous information was entered for the selected vehicle on the selected date then this information will appear in the form. You may edit or update information as needed.

Complete the form by entering in the number of trips provided by Category and Program. The number of trips provided by Category **MUST** equal the number of trips by program. These are the exact same trips just broken into the two sections. For example, if you had 1 elderly trip for the day then enter in the Program this elderly trip was using when the trip was provided. The same rules apply for the Ethnicity section if you desire to enter in this data. All totals must match.

If you are a 5310 agency and use the schedule section of STTARS you may desire to have the information automatically populated for you. Please note this will only bring over trips you have scheduled and completed. Once you click the Auto Populate button the data will appear in the boxes on the screen. You may edit this information as needed.

Click on Submit Information to save the data on the screen.

9. 5310 Daily Manage

   Manage Daily Entry Information – This report is simply a tabular format for the 5310 Daily Status entries. It will provide you a table of the entire monthly of entries for all data you entered in the daily status screen. You may edit or delete as desired but you cannot enter new data on this screen.

VEHICLES

1. Manage

   a. Adding a Vehicle
      i. From the menu, hover on “Vehicles” and click on “Manage” to access vehicle management screen.
      ii. Click on the sun icon to add a vehicle to your inventory.
      iii. Complete the form with all information and then click on “Update” to add this vehicle to your fleet inventory.
      iv. When entering “Oil Change Freq” enter the number of maximum miles between oil changes (e.g. 3000, 5000, etc.).
      v. The following fields are mandatory:
         1. Common Name

2. VIN
3. Model
4. Make
5. Year
6. Oil Change Frequency
7. License Number
8. Color

vi. Click the “Update” button to save your information

b. Edit a Vehicle
   i. From the menu, hover on “Vehicles” and click on “Manage” to access the vehicle management screen
   ii. Click on the pencil icon in the row of the vehicle you desire to edit
   iii. Edit the information in the form
   iv. Click the “Update” button to save your information
c. Deactivate a Vehicle
   i. Following the process to Edit a Vehicle and in the form change the vehicle status to “Inactive”.
   ii. Click the “Update” button to save your changes.

2. Asset Inventory

Transportation Asset Inventory – All DOTD funded peripheral items added to your vehicles, whether DOTD funded vehicle or not, shall be maintained in the Asset Inventory. These items shall include things like, GPS unit, two-way radio, cameras, power washers, etc. Use the asset inventory to track these items. The system uses the standard Add, Edit, and Delete functions to enter this information.

3. Add Insurance Entry

Add Vehicle Insurance Entry – The system allows the user to add insurance costs information for each vehicle. You **MUST** enter insurance costs for each vehicle each month even when paid annually. To determine the monthly cost simply divide the annual cost by 12 and enter the resultant value as the monthly costs.

Select a Vehicle, Month, Year and enter fee paid and click Add Entry. The system will record the information and return you to the screen with the information you enter remaining in the form. Simply change the month and year to add the next month’s entry for the same vehicle. This allows you to add the entire year of information without having to reselect the vehicle or change the fee paid.

The information you provide for each vehicle will appear on the monthly maintenance reports and all funding reports submitted to DOTD.

4. Manage Maintenance Entry

Maintenance Entry Management – This screen allows the user to manage all maintenance entries for a given month.

To begin select a Month and Year and click Build Report. The report will list all vehicle maintenance entries recorded for every vehicle you reported maintenance on. It will also include insurance entries to allow you to edit this information if incorrectly entered.

5. Add Maintenance Entry

Add Vehicle Maintenance Entry – This screen allows the user to add any maintenance entry performed on a vehicle. This may include fuel purchases but it is not intended for this type of entry. This screen is normally used to record tire replacements, oil changes, windshield replacement, etc. All fields are required. In cases where you have a vehicle in for multiple maintenance repairs enter each line item separately and average the tax paid across all entries. This allows for specific tracking of maintenance items. Use the comments section to annotate this process.

When selecting Location, the drop-down will contain a list of businesses previously entered by your agency. If a business is not listed you will need to add it via Manage—Maintenance Locations.

Entries recorded here will appear on all maintenance costs summaries for reports submitted to DOTD. The Date Out field is the date used for the month calculations. If you enter a date in of 5/30 and date out of 6/1 the maintenance costs will appear in the June report, NOT the May report.

6. Add Fuel Entry

Add Fuel Cost Entry – Use this screen to record any fuel purchases for your vehicles. The information recorded here will appear on your maintenance reports.

When selecting Fuel Station, the drop-down will contain a list of businesses previously entered by your agency. If a business is not listed you will need to add it via Manage—Maintenance Locations.

7. Manage Fuel Entries

Manage Fuel Entries – This screen will allow the user to edit/update the information recorded in the previous step.

8. Inspections

Vehicle Inspections – routinely DOTD will schedule vehicle inspections. These inspections are mandated by law and the results shall be maintained. Use the New Inspection to record an inspection and this screen to update the inspection as required. It is strongly recommended that each agency perform monthly self-inspections on each vehicle and record this information in these reports.

9. New Inspection

Vehicle Inspection Report – Select a vehicle to record and inspection and click Build Report.

The top half of the screen will display the current information on the vehicle. You may edit this under the Vehicle—Manage screen. Clicking the button Hide Vehicle Data will hide this section of the page.

To complete the inspection simply complete the boxes in the form and click Add Inspection once complete.

10. Daily Mileage/Time

Vehicle's Daily Mileage/Time Log – This is a daily entry requirement for each vehicle used. Select a vehicle and date to begin. Click Submit to open the forms.

The screen is broken into 3 distinct sections.

Total Mileage for Day Selected
Non-Service Miles
Vehicle Usage Times

Each section should be treated independently of each other.

Total Mileage for Day Selected – Enter the driver, starting and ending mileage for the specific driver using this vehicle on the selected date. If different drivers used the same vehicle on this day, record independent entries for each driver. Ending mileage must be greater than starting mileage. This is actual vehicle miles. The driver shall document the odometer for each day reading prior to departure and document the odometer reading once vehicle usage is complete.

Non-Service Miles – Non-service miles are defined as any mileage put on a vehicle not in direct service to a passenger trip. Each non-service trip shall be recorded and the reason shall be annotated. As you enter the information the list on the right will grow as entries are made. You may edit these entries as needed.

Vehicle Usage Times – This is the times the vehicle engine actually runs. Each driver shall record the time the vehicle is started and the time the vehicle is turned-off regardless of the number of times in a given day this occurs. A general rule to use is if the driver turns the key on, record the time, when the driver turns the key off, record the time. These time entries are in 24-hour time. Refer to the on-screen chart for assistance in conversion of times.

11. Vehicle Hours

Vehicle Hours History – Select a vehicle to view all usage times recorded. This is a complete history for the selected vehicle. The most bottom row will display the total number of minutes this vehicle engine has been on. You may edit or delete entries as needed. The information in this report is record in the Daily Mileage/Time screen.

12. Vehicle Miles

Vehicle Total Miles History – Select a vehicle to view all mileage entries recorded. This is a complete history for the selected vehicle. The most bottom row will display the total miles this vehicle has been driven. You may edit or delete entries as needed. The information in this report is record in the Daily Mileage/Time screen.

13. Vehicle Non-Service Miles

Vehicle Non-Service Miles History – Select a vehicle to view all non-service mileage entries recorded. This is a complete history for the selected vehicle. The most bottom row will display the total non-service miles this vehicle has been driven. You may edit or delete entries as needed. The information in this report is record in the Daily Mileage/Time screen.

CUSTOMERS

1. Adding a customer

    a. From the menu select “Customers”
    b. Click on the sun icon on any row to add a new customer
    c. Fill-in the form and click the “Update” button to add your new customer.
    d. The following fields are mandatory when adding customers:
        i. Last Name
        ii. First Name
        iii. Birth Date
        iv. Street
        v. City
        vi. Zip Code
        vii. Home Phone
        viii. Wheelchair Requirements
        ix. Ethnicity

2. Edit a customer

    a. From the menu select “Customers”
    b. Click on the pencil icon in the row of the customer you desire to edit.
    c. Note: You may use the Last Name search option at the top of the page to narrow your display results to just the last name of the customer you desire to edit
    d. Update the information on the customer in the form displayed and click on the “Update” button to save your changes.

3. Delete a customer

    a. From the menu select “Customers”
    b. Click on the circle X icon in the row of the customer you desire to delete
    c. Answer the prompt to remove the customer from the list of active customers
    d. Note: Customer information is never deleted. The system will deactivate the customer and it will no longer display on your active list. This will not affect any reporting as all trips the customer utilized will remain as is in all reports.

4. Schedule a trip for a customer

    a. From the menu select “Customers”
    b. Click on the bus icon in the row of the customer you desire to schedule
    c. Select the Program this specific trip is being scheduled for.
    d. Note: The system will display the last program selected for this customer

e. Select the Purpose of this trip
f. Check if the customer is Elderly, Disable, or Other
g. Check is the customer is Non-Ambulatory
h. Enter the number of escorts traveling with the customer
i. Select the date the trip is scheduled for
j. Enter the time scheduled for pick-up in 24-hour time
k. Enter the time of the customer's appointment or time required to arrive at the destination address
l. Enter the expected amount of fare to be collected for this trip
m. Do not complete the "Trip Complete" section unless you are entering this information after a trip has already been completed
n. In the "Pickup Address Information" section enter the address the customer desires to be picked-up from. Click on the "Use Home Address" button to have the system auto populate the boxes with the customer's home address. You may also select an address from the drop-down and click "Use Selection" to have it auto populate with commonly used addresses.
o. In the "Drop-Off Address Information" section enter the destination address. The same process applies as the paragraph above for address selection.
p. In the "Return Trip" section check the box if you would like the return trip automatically entered.
q. If checked, enter a time the customer desires to be picked-up from the destination address. Note: the system uses the destination address as the new pick-up address for return trip and will use the pick-up address as the destination address.
r. If this trip has multiple stops along the way then use the "Add Next Leg" button to continue. This would normally be used in cases where the customer has multiple appointments in the day. DO NOT add return trip if you are adding multiple stops.
s. Click on "Add Entry" to save the scheduled trip.

USERS

1. Manage User Account Information

Within any given agency STTARS allows the agency to create accounts for additional users as desired. When creating accounts you will assign the new user with specific access levels based on how the user will be using STTARS. Users with provider level access will have access to all funding documents and reports and will be allowed to manage users. Users with provider-assistant level of access will not have access to these functions. Otherwise the users will have access to all other STTARS information.

Manage your users as needed by clicking on the common icons in the action column to add, update, or cancel users. Canceling a user does not remove them from the system but does prevent them from using the system any longer.

FUNDING

1. (1) Salary/Wage Expenses

Worksheet B: Allocation of Program Salary/Wage Expense – Select a month and year to build a report. Click on Copy Previous Month to copy the data entered in the previous calendar month. **IMPORTANT** – any data entered in the month selected will be erased when you copy previous month. Do not select this option if you have data already entered for the current month unless you desire to overwrite this data.

Click on the sun icon to add a new entry. Select the Personnel (job title) of the person you desire to enter data for. If the job title is not listed, you may add jobs to this list by going to Manage—Jobs and adding additional job titles to your list.

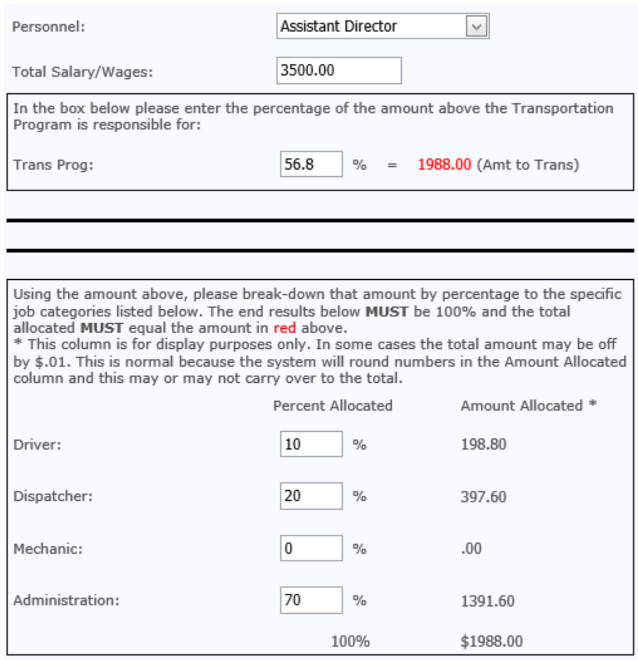
Enter total salary/wages paid to this position.

Enter the percentage of the salary/wages that was transportation program related. The amount to transportation is automatically calculated.

In the next four boxes break down the jobs this person has worked during this month by percentage of time.

For example, the employee works 176 hours for the month and gets paid $3500.00. Of the total hours the employee worked, 100 hours were for transportation related tasks. Take 100 and divide by 176 (total hours worked) to get a percentage of 56.8%. Enter this value in the Trans Prog box. In these 100 hours the employee worked 10 hours as a driver, 20 hours as a dispatcher, 0 hours as a mechanic and 70 hours in administration. In the driver box you would enter 10% (10 hours divided by 100 hours), in the dispatcher box you would enter 20% (20 hours divided by 100 hours), in the mechanic box you would enter 0% (0 hours divided by 100 hours), and in the administration box you would enter 70% (70 hours divided by 100 hours). The amount allocated would be automatically computed based on the amount of pay allocated to transportation.

Enter the update button to save your entry. Repeat this process for each employee working transportation related tasks in your organization. You may modify previously entered information as you desire until you submit your monthly report. Once the final report is submitted this information is locked and will require DOTD to unlock the report if modifications are necessary.



Personnel:	Assistant Director
Total Salary/Wages:	3500.00

In the box below please enter the percentage of the amount above the Transportation Program is responsible for:

Trans Prog: 56.8 % = 1988.00 (Amt to Trans)

Using the amount above, please break-down that amount by percentage to the specific job categories listed below. The end results below **MUST** be 100% and the total allocated **MUST** equal the amount in red above.
* This column is for display purposes only. In some cases the total amount may be off by $.01. This is normal because the system will round numbers in the Amount Allocated column and this may or may not carry over to the total.

	Percent Allocated	Amount Allocated *
Driver:	10 %	198.80
Dispatcher:	20 %	397.60
Mechanic:	0 %	.00
Administration:	70 %	1391.60
	100%	$1988.00

2. (2) Fringe Benefit Expenses

   Worksheet C: Allocation of Transportation Program Fringe Benefits Expense. This reporting tool works in the exact same manner as Worksheet B. Please refer to the instructions above for guidance. The difference would be to enter benefits expense for each employee vice salary/wages. The percentages for each employee should be the same for each entry as recorded in Worksheet B.

3. (3) Allocation Expenses Worksheet

   Worksheet A: Allocation of Transportation Wage Expenses – Worksheet. Select Month/Year to build your form.

   In this form simply enter in the amount you spent in each category for the selected month year. This value should be the total amount spent. In the % DOTD column enter the percentage your agency support DOTD funded activities. In most cases this value will remain constant for all entries but you are allowed to enter different values for each entry. The program will automatically calculate the amount to be billed to DOTD. **IMPORTANT** – These values will be rounded when carried over to the actual worksheet A. For example, you enter 335.25 for Office Equipment-Lease and enter 57% for % DOTD. This calculates to 191.09 (335.25 * .57). When you view the actual Worksheet A this value will appear as 191.00. Due to rounding you will see a $.09 loss for this line item. This process also works in your favor at times. Using the same example, enter 59% instead of 57%. Now your funded value is 197.80 and in this case it will carry over to Worksheet A as 198.00 so you see a $.20 gain for this line item. This is simply the nature of rounding to whole numbers.

The form is broken into two main categories, Administration and Operating. Do not enter any vehicle maintenance, insurance, or salary information on this form. This information is gathered from other areas of STTARS.

The form allows for up to 8 self-entered fields for cases where the standard entries do not list expenses incurred. You are free to type in the 8 boxes and please be as descriptive as possible.

4. (4) Allocation Expenses

   Worksheet A: Allocation of Transportation Wage Expenses. Select Month/Year to build your report.

   This is a view only report but it MUST BE SAVED prior to proceeding to the Financial Activity Report.

   This report simply displays all information gathered by STTARS and requires saving to ensure administrative personnel have reviewed the data and agree with the information.

   Program mileage is derived from total trip mileage entered into the system and calculated by the program assigned to each trip.

   All other entries are calculated by previous entries in other forms. All vehicle maintenance, insurance, fuel & oil, etc. are derived from data entered via vehicle maintenance entries. To modify any of this information you must return to the source entries.

5. (5) Financial Activity Report

Financial Activity Report – Select Month/Year to build report.

If you have not opened and saved Worksheet A you must do this prior to opening the Financial Activity Report. If you have made any changes in any other data sources, e.g. Worksheet B, Fuel & Oil, Maintenance Entries, etc., you must open Worksheet A and save this report prior to opening the Financial Activity Report.

Add transportation income as needed. Use the four additional boxes to enter in unique fields not covered by standard entries.

Add information to the Federal List as needed. Click on sun icon to add new entry. Enter the category and amount. Click update to save.

Add information to Local List as needed. Click on sun icon to add new entry. Enter the category, type and amount. Click update to save.

Click on Save This Report to save your information. This will save the data you have entered and allow you to return and update as needed. Remember to always save Worksheet A prior to accessing this report.

Once you are satisfied all information is correct and you are ready to submit your report to DOTD click on the Submit Report button. You will no longer be allowed to modify any financial information providing data to this report once it has been submitted. DOTD may unlock your report and allow you to update the information and re-submit as needed.

Click on the print icon to print a paper copy of this report.

6. (6) Trip Summary Log – 5311

   5311 – FTA System Trip Summary Log. Select a Month/Year to build report. This is a view only screen and allows the user to view mileage and program utilization data entered into the STTARS system. All data on this screen is derived from data entered in daily mileage logs, daily trip information and program information. To modify any information in this screen you must return to the source data to update.

7. (6) Trip Summary Log – 5310

   5310 – FTA System Trip Summary Log. Select a Month/Year to build report. This is a view only screen and allows the user to view mileage and program utilization data entered into the STTARS system. All data on this screen is derived from data entered in 5310 Daily Status screen. To modify any information in this screen you must return to the source data to update.

8. (*) 5310 Monthly Submission

    Monthly Closeout Report – Submitting this report will closeout your information for the month selected. You will no longer be able to edit or add data for this reporting month. This page is designed to be informational only and provide the agency with the ability to notify DOTD that all data for the month/year selected has been entered. This shall include all vehicle maintenance information as well as the ridership data. You CANNOT edit any data on this page. You must return to the source data to update the information contained below. DO NOT SUBMIT THIS REPORT UNTIL YOU ARE SURE ALL DATA HAS BEEN ENTERED.

    Select a Month to get the Year list to appear. Select a Year and the report will auto generate. Review your information and Submit Report.

REPORTS

1. Trip Summary Log – 5311

    5311 FTA Trip Summary Log

2. Trip Summary Log – 5310

    5310 FTA Trip Summary Log

3. Passenger Final Totals

    This report provides a breakout of the total number of trips by customer and program.

4. Vehicle Monthly Expense

    This report provides a printable document of all maintenance by vehicle for the selected month/year.

5. Cash Fares

    This reports provides a breakout of all cash fares entered by date and passenger.

6. Cash Fares Mileage

   This report provides a breakout of all cash fares entered for selected month/year and includes detailed information on each passenger including the trip mileage.

7. Monthly Escorts

   This report provides a breakout all trips that included escorts for selected month/year.

8. Trip Mileage

   This report provides a breakout of all trips miles by a specific vehicle for selected month/year. The program selection is optional.

9. Total Mileage

   This report provides a detailed breakout of each vehicles usage information for selected month/year.

10. Vehicle Category Counts By Month

    This report provides a detailed breakout of trip Categories (Elderly, Disabled, Other, Non-Ambulatory and Escorts for the selected vehicle in a given month/year. This information is editable and will allow you to verify the entered information. The trips column should be all green. For entries where the column is red this indicates inconsistent data and this should be corrected. The trips column should equal the three columns to the left of that column. For cases where a rider was entered as Elderly and Disabled then that customer would count as Elderly. Click on the Action icon to update the information.

    Manage/Review Category Summary Information

    This screen allows the user to update inconsistent data. Click on the edit icon to edit the information displayed. All entries must be checked Elderly, Disabled or Other. Entries created without one of these fields checked will result in inconsistent data.

    Click on return to report to return to the master report.

11. Utilization by Program

    Program Utilization Totals – Select a date range to generate a report. The report will provide a detailed breakout of each Program used by your agency with the total number of trips, trip miles and number of minutes for each trip. If you do not enter valid pickup and drop-off times in your daily trip management screen then the minute's information will not display accurate information. This information is gathered from the daily trip management submissions.

12. Charts

    a. Trip by Category (5311)
    b. Trip by Category (5310)
    c. Trip Mileage (5311)
    d. Vehicle Mileage (5311)
    e. Vehicle Mileage (5310)

FORMS

1. Available Forms
   Forms are uploaded and added as requested and implemented by DOTD. These forms will included commonly used forms and are provided as a central depository for DOTD forms.

DRIVERS

1. Manage
   a. Adding a driver
      i. To add insurance cost, hover on "Drivers" and click on "Manage".
      ii. Click on the pencil icon to edit, sun icon to add new, or circle x to delete the entry. Clicking on the circle x will release a driver. Driver information is never deleted.
      iii. The following fields are mandatory:
         1. Last Name
         2. First Name
         3. Last DOT Physical (Note: Enter 1/1/2000 is this is not required)
         4. Hire Date
         5. Driver's License Number
         6. Driver's License State
         7. Driver's License Expiration Date
         8. Date of Birth
   b. Adding Driver to Daily Schedule

i. Once a driver is added you will need to tell the system which days the driver is available to schedule for trips.
ii. Click on the calendar icon for the specific driver
iii. Enter the beginning and ending times the driver will work on specific days of the week. Times must be entered in 24-hour time.
iv. If you want a driver to appear in the scheduling feature of the system, the driver must be scheduled to work for the specific day you are scheduling.
v. You may also add scheduled vacation times if desired.

c. Driver's Schedule
i. Hover on "Drivers" and click on "View Schedule".
ii. Use the tabs to view specific days and determine which driver is scheduled to work on the selected day.

2. View Schedule
a. View Driver's Schedule
Utilize this screen to view information about assigned drivers. Click on the weekday tabs to view which drivers are scheduled to work on the day selected. The lower section simply displays upcoming vacation schedules.

MANAGE

1. Common Addresses

Manage Commonly Used Addresses – This screen allows for the management of addresses used frequently by drivers to pick up or drop-off customers. You may export this list to Excel or PDF as desired. Utilize the common icons to update or add or delete as needed. Updating or Deleting entries from this screen will have no impact on previous trips scheduled using the current information. It will only impact future trips. Trips scheduled using the subscription service will require updating if you modify a common address.

2. Maintenance Locations

Manage Vehicle Maintenance Shop/Fuel Station Addresses – This screen allows for the management of business locations used to service your vehicles. Updating or Deleting entries from this screen will have no impact on previous entries made using the current information.

3. Program Codes

Manage Program Codes – Program codes are used to identify the funding program for a given trip. STTARS has some program codes available by default. These program codes include: Rural, Elderly & Disabled, IIIB, Job Access, New Freedom, Reverse Commute and Title 19. If you need additional program codes to correctly categorize your scheduled trips this screen allows you to enter as many as you desire. DO NOT create codes to replace the default entries as they will appear twice when you attempt to schedule a trip.

4. Jobs

   Manage Job Titles – This screen allows an agency to add additional job titles to appear on Worksheets B and C. Please ensure the job title you desire to enter does not already appear on the default list.

FILES

1. Files Management

   The files management screen allows each agency to upload files as needed for access throughout the STTARS program. You may upload things like vehicle images to add this image to your vehicle management screen.

MY AGENCY

1. Update Agency Information

   Utilize this screen to maintain current information about your agency in the STTARS database. Keep your address, phone number, email address, etc. up to date by routinely verifying this information is correct.

MY ACCOUNT

1. Update My Account Information

   Utilize this screen to maintain your personal information current in the STTARS database. You may also change your password on this screen. Failure to keep a valid email address may result in your missing important information on STTARS updates, system outages, etc.

LOGOUT

1. Logout

   Click this to log out of STTARS and return to the log in screen.

HELP DESK

1. System Trouble Ticket Submission

Utilize this screen to submit issues with STTARS or questions on how to perform certain tasks. You may also view your submission history as well as view any status updates on tickets submitted.

This is your first line of contact for direct help with anything STTARS related.