

# FTA

FEDERAL TRANSIT ADMINISTRATION

## **TrAMS Basics: The TrAMS Workflow and Tasks, The TrAMS Layout, Navigation, and More!**

**February 16, 17, and 22 2016**



U.S. Department of Transportation  
Federal Transit Administration

# Why Change Systems?

## FTA's Goals and Objectives:

- **Efficiency:** Streamline grant making and grant management processes.
- **Transparency & Accountability:** Demonstrate how taxpayer dollars are awarded and disbursed and for what type of transit projects and services.
- **Flexibility:** Make system modifications more quickly.
- More **Modern Technology.**

# Getting to Accountability & Transparency

Under TEAM awards and obligations were made at the overall award level and reimbursements were also drawn down at the overall award level.

With TEAM, FTA could only identify how many awards were made in a fiscal year, but could not identify the detail of how many projects were funded, or how much was spent on an individual project or activity type within, or across awards.

# Getting to Accountability & Transparency

TrAMS changes how we award grants and cooperative agreements and gives more details to respond to questions such as:

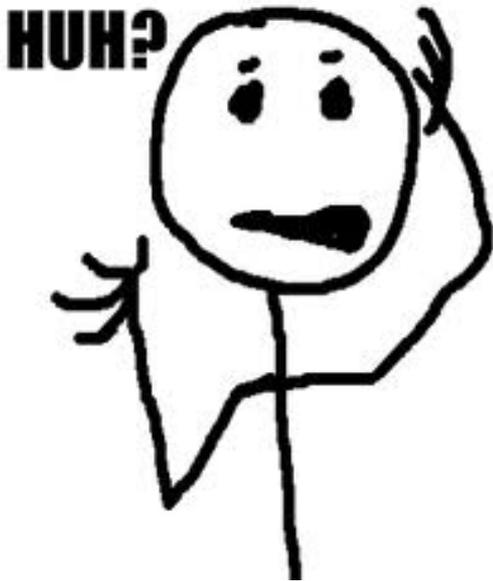
- 1) How many Awards were made in a Fiscal Year and how many discrete projects were awarded.
- 2) How much assistance was allocated to a specific Project or how much has been allocated to a specific category Scope Code (e.g. total allocated in FY 2015 for bus purchases).
- 3) How much was reimbursed associated to a specific Project or toward a specified Scope Code category.

FTA's ability to answer these questions helps us achieve greater accountability and transparency about how public funds are spent.

# Getting to Accountability & Transparency

- In TrAMS, assistance will be obligated at the scope code level.
- In TrAMS, obligations can be tracked at the Award, (new) Project and Scope Code level.
- In TrAMS, FTA can obligate more than one fund source in a single application; allowing for all fund sources for a specific project to be bundled in one application vs. multiple awards.

# Setting Expectations....



You may find yourself saying why did we do this or that; or why is that spelled wrong?

The system will be evolving with corrections, planned changes and enhancements to improve TrAMS.

The best way to stay informed of changes is to sign up for alerts and review posted notices.

# FTA's TrAMS Page

Please bookmark the page, this will be FTA's location for posting information available to our stakeholders and notices regarding TrAMS.



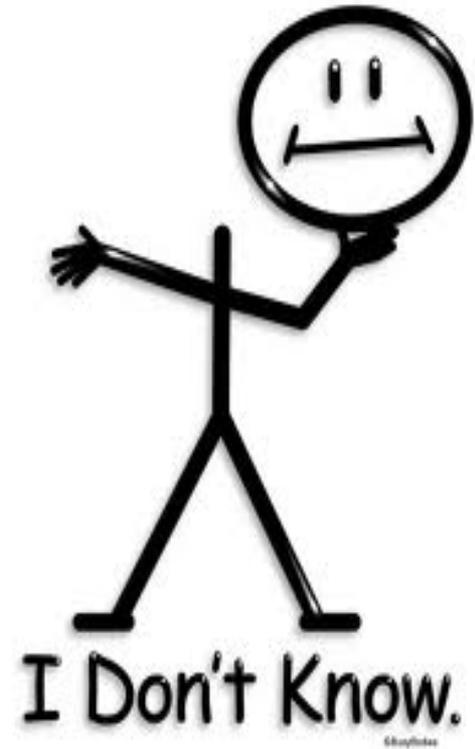
The screenshot shows the FTA website's TrAMS page. At the top left is the FTA logo and the text "U.S. Department of Transportation Federal Transit Administration". To the right is a "CONNECT WITH FTA" section with icons for email, Twitter, YouTube, and Facebook. Below this is a navigation menu with links for "News", "Grant Programs", "Funding & Finance", "Regional Offices", "Contact Us", "About FTA", and "Top Requests", along with a search box. The main content area features a breadcrumb trail: "Home Page >> Grant Programs >> Applying for FTA Funding >> TrAMS". The main heading is "The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM". Below the heading is a red envelope icon and the text "Sign up for email updates on this topic." A paragraph of introductory text follows: "Welcome to the Transit Award Management System (TrAMS), FTA's platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform." On the right side, there is a vertical menu with links: "TrAMS Home", "TrAMS HELP and Guidance", "TEAM to TrAMS Transition Information", "TrAMS Training", "Frequently Asked Questions", and "TrAMS Notices Archives". At the bottom right of the page, there are "A A A" text size controls, a "SHARE" button, and social media icons for Facebook and Twitter.

# Session at a Glance

1. The TrAMS Platform
2. Brief Overview of User Roles
3. Basics of Logging in the first time
4. Overview of Navigating TrAMS (Demo)
5. Your User Profile Account (Demo)
6. Search functionality (Applications - Demo)
7. TrAMS system functionality
8. Set PIN & PIN Certs & Assurances (Demo)

If I don't know an answer...

The response will be added to our  
Stakeholder Sessions FAQs



# TRAMS AND ITS PLATFORM

# TrAMS and Appian

- TrAMS uses a platform called Appian.
- The Appian platform is currently being used for FTA's National Transit Database (NTD) reporting requirements.
- The Appian platform is workflow based; this changes how you apply for and manage your grants or cooperative agreements (“grants”).

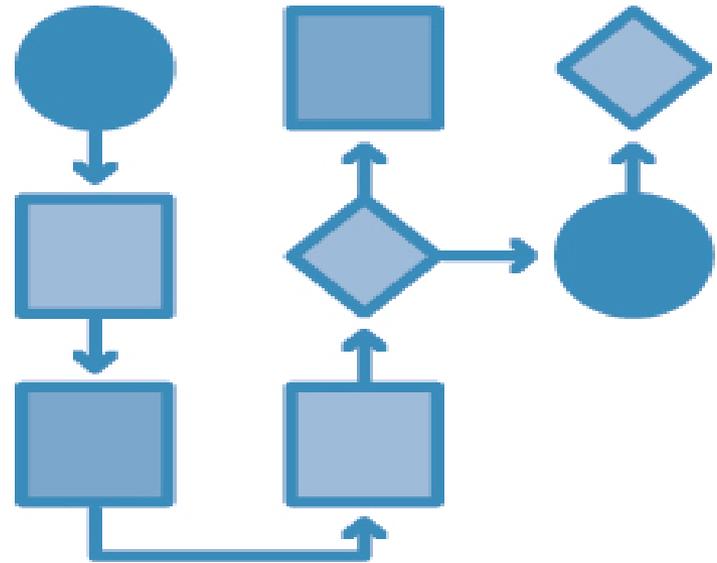


# Workflow Example

1. Once you create and transmit an application for FTA initial review; FTA receives a task to complete their review.
2. Once FTA completes the review, the recipient receives a task to formally Submit the application, and then FTA is tasked to complete its final review.
3. Once FTA makes the Award, the recipient receives a task to execute the award.

# Workflow & User Roles

The system workflow identifies which User Role takes the next action in the sequence, and uses “notifications” or “Tasks” to let the user know something must be completed.



# Workflow Notifications/Tasks

- **Notifications:** are emails to identify an action that must be completed and does not necessarily have an complimentary task.
- **Tasks:** are emails associated with a Task function, and will also be listed in the Task Tab.
- Tasks and notifications go to **User Groups**; if you have multiple people assigned to a group, you may need to coordinate outside of the system before claiming a task.

# Notifications/Tasks Example

- Quarterly Reports are Task Based; you will receive an email task notification.
- Anyone who is assigned the FFR or MPR Reporter Role (this is a new function) will receive the email. Anyone in the group can claim the task(s). Once claimed it is no longer in the queue.



# Notifications/Tasks Example

We realize some individuals wear many hats and therefore may have many roles. Consider using rules to manage your incoming TrAMS emails (a quick reference guide to set rules in Outlook will be posted to the TrAMS page).



# TRAMS USER ROLES OVERVIEW

# Overview

The next few slides are just an overview. For more information please participate in our upcoming sessions on User Roles and the User Manager Responsibilities.

# Recipient User Manager Role

- 1) Each Recipient Organization must identify an individual for their organization as the TrAMS User Manager to manage who in their organization has access to TrAMS and the appropriate system Roles.
- 2) The User Manager requires a delegation of authority. Information can be found on the FTA Public website.
- 3) The User Manager can add, modify, or delete users.
- 4) Roles that require a PIN must be submitted to FTA for concurrence.

# TEAM to TrAMS Recipient Roles

	TEAM/Functions	TrAMS/Roles & Functions
New	N/A	User Manager
New	N/A	Developer
Same	Submit	Submitter**
Same	Civil Rights/DBE Reporting	Civil Rights
Same	Execute	Official**
Same	Certify as Official	Official**
Same	Certify as Lawyer	Attorney**
Same	Certify for Both	Requires Official & Attorney Roles**
New	N/A	FFR Reporter
New	N/A	MPR Reporter

\*\* Requires a PIN

# TrAMS Grantee User Roles

- 1) Grantee Users in TEAM were migrated and cross-walked to the new TrAMS User Roles.
- 2) Grantee Users may be assigned multiple roles.
- 3) All Users were be assigned the new User Roles: Developer, FFR Reporter and the MPR Reporter Roles.
- 4) User Roles with PINs, must reset their PIN.

# FTA User Roles

You may see emails or posts in TrAMS with new terminology related to FTA Roles. Two FTA User Roles to be aware of are:

1. Pre-Award Manager: This is the person who works with the recipient from application development to award.
2. Post-Award Manager: This is the person who works with the recipient after the Award.

In some FTA Offices, this is the same person.

# TRAMS LOG-ON/SIGN IN

# How to Access to TrAMS

- All prior Active TEAM users (as of 11/30/2015) were migrated to TrAMS.
- All prior active TEAM users with a valid email address will receive an email notice on February 16, 2016 with instructions to set up a new password. The email address used is associated with the users TEAM account, not the POC listed email.
- Directions to set up a new password will be in the email notification.
- Users will have access to the same roles functions as they did in TEAM.

# Didn't get that email and need access?

- Your email may not have been accurate in the TEAM system.
- First talk with your organization's User Manager; they can set you up in TrAMS.
- Don't have a User Manager (UM); contact your regional Local Security Manager for assistance.
- Please also participate in one of the User Manager sessions to learn how to establish your organization's UM and understand the UM function and TrAMS User Roles.

# FTA Contractors

- FTA Oversight Contractor are managed out of Headquarters.
- Contractors (as identified by HQ) will also receive an email to set up a new user password. Contact your HQ office if you need assistance.
- Recipients should be aware that FTA contractors (such as a Triennial Reviewer) will live (temporarily) in your organizational profile. Please do not remove or modify contractors. They are flagged as contractors in their user profile.

# Recipient Contractors

- If you are a contractor that works for one or more recipient and you were active in TEAM, you will also receive a notification to establish a new password to access TrAMS.
- If you do not receive an email, work with the individual organizations you support for access.
- Each individual organization you support will manage your access rights and roles.

# How to Log In & Create Password

- The steps are similar for prior TEAM users and New Users...
- Prior TEAM Users will get an email from the TrAMS Helpdesk with the link/URL to TrAMS and directions to log into the system.
- New users get an auto generated email from TrAMS to set up your password.
- Make sure to also check your spam/junk email box.

# Password Basics

- Your User Name is your business email (jane.doe123@Transit567.com)
- Your User Name is case sensitive – lowercase only!
- Your password requirements are as follows:
  - Min. Password Length: 12 Characters
  - 1 Alphabetic Character
  - 1 Numeric Character
  - 1 Symbol: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~

# Sample Email Notification – New User

New Account Created in Federal Transit Administration FACES for Ryan RTA720 Inbox x  

 **Assign User Roles** <processmodel4724@ftapreprod.appiancloud.com> 5:31 PM (0 minutes ago) ☆  

to me ▾

Hello Ryan RTA720,

A new user account has been created for you on the FTA FACES Platform. This provides you access as a user for the FTA Transit Award Management System (TrAMS).

Visit the URL below to access the system. Select "Agree" to the user terms, once you see the log in screen select the "Reset Your Password" link. In the next screen, enter the Username provided below and click on Submit. You will receive an email and link where you will be able to create a new password.

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

Your Username is: [ryan.rta720@gmail.com](mailto:ryan.rta720@gmail.com)

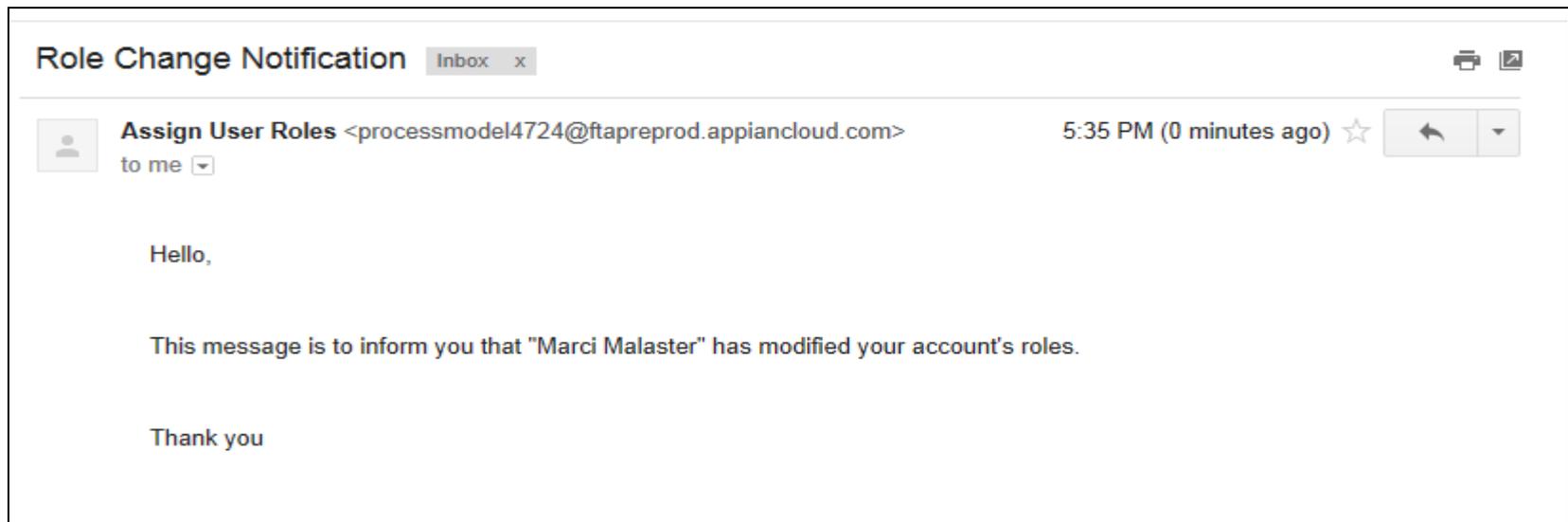
If you do not receive a response after requesting a password, contact your agency user manager or FTA Regional Office.

Thank You.

Illustration Only

# New User Role Assignment

You may also see an email message similar to the below once user roles have been assigned to you.



# Set Up Password

- The URL in the email will take you to the entry of TrAMS; Click on “I Agree” Button to be taken to the Sign In page.
- DO NOT enter information in the Username field or Password field. Select the blue “Reset Your Password” link in the bottom left corner; it is a hyperlink to the next step.

U.S. Department of Transportation  
Federal Transit Administration

Username

Password

Remember me on this computer

[Reset Your Password](#)

Select “Reset your  
Password Link

Leave Blank

# Set Up Password:

- The “Reset Your Password” link will take you a screen where you can enter your Username – this is your business email address. You must use lowercase for your email address.

Request Password Reset

Please enter your username.

\* Username

\*Required

- For new users, your Username will be provided in the email.
- Your Username is case sensitive and must be lowercase.
- Click on “Request Password Reset” button and the system will send you a second email message to set up/ reset your password.

# Set Up Password

Click “close” and return to your email to get the link to set your password.

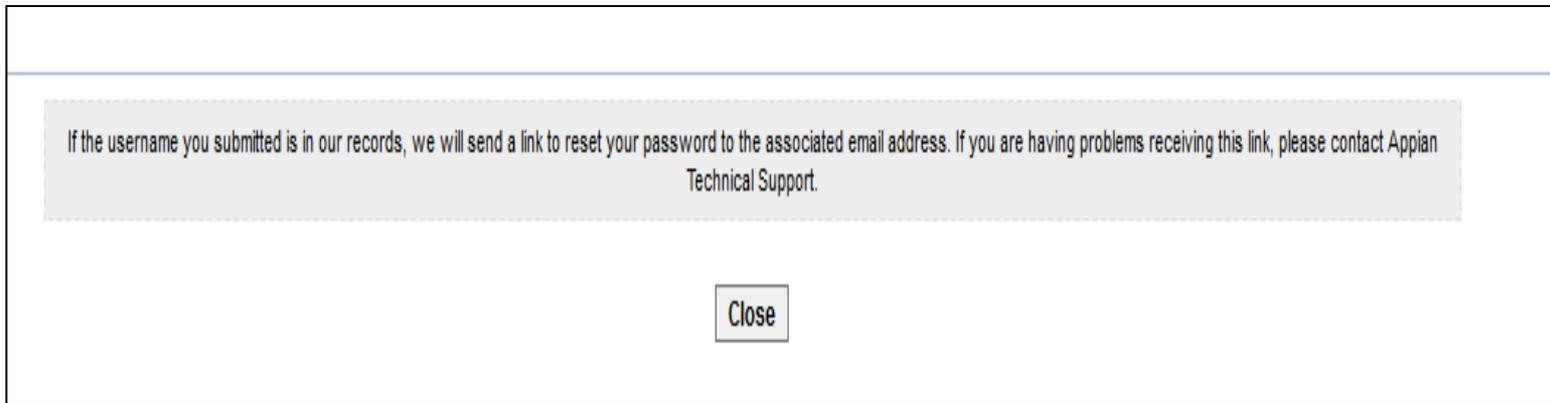


Illustration Only

# Set Up Password

Click on the link to be redirected to the password reset form; the link is valid for 15 minutes.

The screenshot shows an email interface. At the top, the subject line reads "Appian for Federal Transit Administration (TEST) Forgot Password Instructions" with an "Inbox x" label and icons for printing and sharing. The email content includes a callout box with the text "Click the provided link" pointing to a URL. Below the URL, there is a paragraph explaining the validity of the link and a note that the URL is for illustration only.

Appian for Federal Transit Administration (TEST) Forgot Password Instructions Inbox x  

9:28 AM (0 minutes ago) ☆  

Click the provided link

...ut 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=DWz4tpgvTT852d7CMw8y8dRehklpmFftkaU%2FnCwMsAYj9fg6DcnFip%2BK4xwl4cYMz9Sq%2BmDd5N%0AxGNOFq2MoA%3D%3D&instanceId=node1](https://ftauat.appiancloud.com/suite/personalization/resetforgotpassword_popup?token=DWz4tpgvTT852d7CMw8y8dRehklpmFftkaU%2FnCwMsAYj9fg6DcnFip%2BK4xwl4cYMz9Sq%2BmDd5N%0AxGNOFq2MoA%3D%3D&instanceId=node1)

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

Illustration Only

# System Security Requirements

Password updates are required every 60 days. This is similar to TEAM.

This is a requirement that is imposed on FTA to ensure a secure system.



# TRAMS NAVIGATION BASICS

# What is covered?

Basic functionality how TrAMS works:

- TrAMS Layout
- The 5 Navigation Tabs
- What is Covered in Each Tab
- Highlight Menus and Filters
- Other navigation tips

## The Basics: System and Browser

System works on multiple browsers; your experience will differ based on browser and version.

You can also use Tablet or Smart phone.

Appian has an application you can download, but is not required to access TrAMS.



Safari

Explorer



Chrome



Firefox



# The Basics: Common FAQs

- Most Browsers have SPELL CHECK look for the red squiggly line.
- Why so much WHITE SPACE? Required to work on different configurations including smart phones.
- The browser and computer screen size will dictate how information is displayed or the format. For example, a grid on a smaller screen may display a scroll bar versus a larger screen where it might not display at all. *The User Guide uses Internet Explorer for its Screen Shots.*

# The Basics: Inside TrAMS

FTA has incorporated into the system:

- ✓ FTA Guidance Information
- ✓ Resource Links to Websites
- ✓ Status Information (progress bars and requirements tables)
- ✓ Error Messages to notify the user when something is missing or an invalid value was entered

# The Basics: Inside TrAMS

- Breadcrumb Trails help you know where you are in the system and to navigate the system.
- Hyperlinks to System Records may also be used to navigate within the system.
- Multiple ways to get to or search for the same information.

# Basic Format & Terminology

Navigation Tabs & Sign Out & User Profile

Sidebar or Left  
Navigation  
Populates Menus  
& Filters

Forms and  
Main Menus

# TRAMS DEMO THEN RECAP

# News Tabs

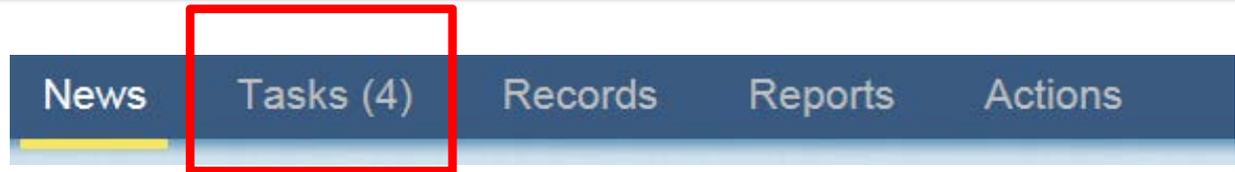


**News:** This is your Landing Page.

- Here you will receive application and system news (information), and you can collaborate with other TrAMS users through messaging (posts, tasks, kudos). News feeds and messages may be targeted to specific users, groups, or to all users.
- There will be a separate session on what you can do on the New Page.

**Keep in mind all information is FOIA-able.** There are limitations on what/when information can be deleted.

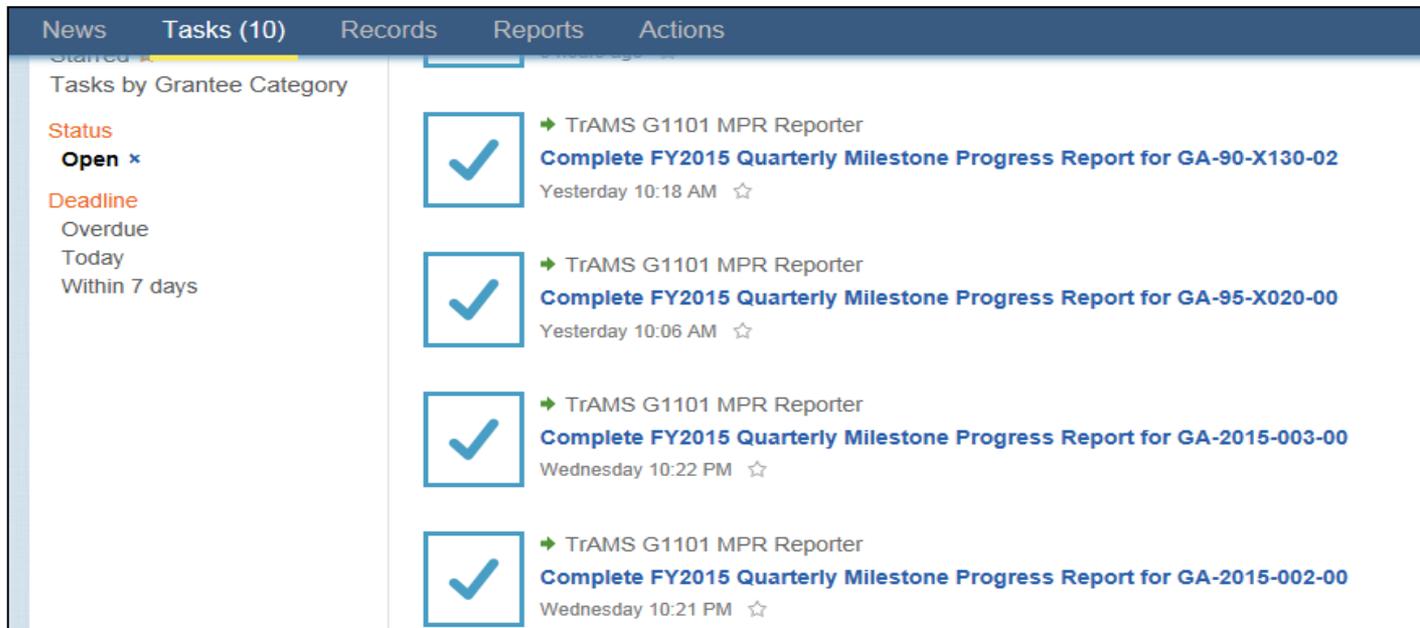
# Task Tab



- Tasks list the specific work items that have been assigned to the you the user or the user group which you belong. It lists the most current action first, and there is a tool to filter your tasks.
- Here in this example there are four (4) tasks pending in my queue to complete.

# Task Tab

Once you start to receive tasks, they will populate in a list, but there is also a handy option to filter by category. Completed tasks will fall off the list. Here is an example of tasks to complete MPRs.



# Records

News

Tasks (4)

Records

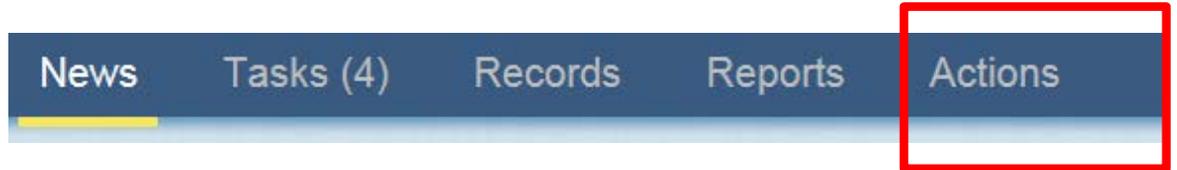
Reports

Actions

The Records can be used to search for and work on records that exists in the system.

1. **Application/Awards** are associated with the recipients' organization
2. **Projects** make up applications and awards
3. **Recipient Organization** make up the recipients' organizational information
4. **Static Reports** are nightly generated reports and archived reports from TEAM
5. **Users** are users that have access to TrAMS within the recipients' organization.

# Actions Tab



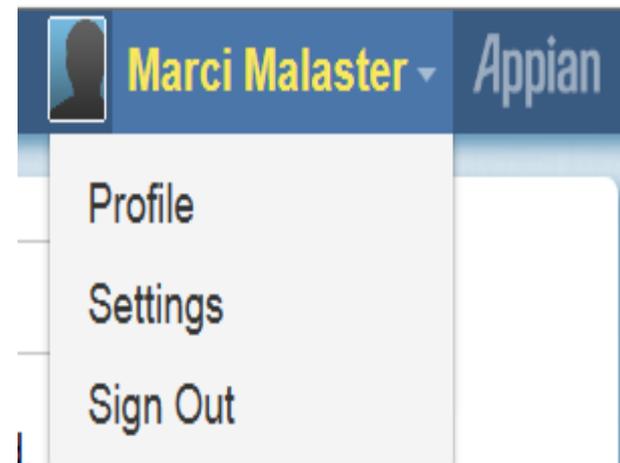
## The Actions Tab Functions:

1. Allows the user to manage their user records,
2. Allows the user create new records (create a new application),
3. Allows the user to performs searches for specific records (search for applications or user information),
4. Allows the user to create and view Excel reports that compile your organization data in the system (e.g. Application Status Report).

# Your User Account & Sign Out

- In the Navigation Bar top right side of the screen you will find a Profile Icon and your User Name.
- Click on your Name/or the drop arrow, either works and the following Menu Options Populate: Profile, Setting, and Sign Out.

It is preferred that you sign out here; but you can also simply close your browser without an error message.



# Your User Account Profile

Managing your user profile will be discussed in other presentations. Note that if you add a Photo (smiley) it populates in the newsfeed related to actions you take in the system and messages/posts you send in the system.

The screenshot shows a web interface for the Federal Transit Administration. At the top, there is a navigation bar with tabs for News, Tasks, Records (which is highlighted), Reports, and Actions. On the right side of the navigation bar, the user's name 'Suzie SEPTA' and a partial name 'Appiar' are visible. Below the navigation bar, the page title is 'Records / Users / SEPTA, Suzie' followed by the user's name 'SEPTA, Suzie'. The main content area features a large profile picture of a yellow smiley face on a background of pink flowers. Below the picture, the user's name 'Suzie SEPTA' is displayed, along with their email 'suzie.septa@yahoo.com' and phone number '202133-1234 (Office)'. A bio reads 'Hello, I am the Grants Manager for Super Transit System ABC'. At the bottom of the profile section, there are three statistics: 'Followers 0', 'Following 0', and 'Kudos 0'. On the left side of the page, there is a sidebar with the U.S. Department of Transportation Federal Transit Administration logo and a 'Summary' section containing links for 'News', 'Related Actions', and 'User Details'.

# Your User Account Profile

Under User Details Dashboard you can view your user roles and your associated Organizations.

The screenshot displays a user profile page for 'Suzie SEPTA'. The page is divided into several sections:

- Navigation:** News, Tasks, Records (active), Reports, Actions. User: Suzie SEPTA - Appian.
- Header:** U.S. Department of Transportation Federal Transit Administration. Records / Users. **SEPTA, Suzie**
- User Information:**

Username (Email)	suzie.septa@yahoo.com	Address	Main Street
Honorific	Ms		Any Town, 00000
Full Name	Suzie SEPTA	Work Phone	202133-1234
Email	suzie.septa@yahoo.com	Status	Active
Created On	1/29/2016		
Last Certified On	1/29/2016		
- Organizations:**

Organization
Southeastern Pennsylvania Transportation Authority - Septa
Madison, City Of
- Roles:**

Role Names
Submitter, Southeastern Pennsylvania Transportation Authority - Septa
User Manager, Southeastern Pennsylvania Transportation Authority - Septa
Official, Southeastern Pennsylvania Transportation Authority - Septa
Attorney, Southeastern Pennsylvania Transportation Authority - Septa
Official, Madison, City Of
Submitter, Madison, City Of

# NAVIGATING RECORDS

# Search Functionality

- In TEAM you had to query your information
- In TrAMS it knows your organization(s) and applications
- You no longer need to query.

Main Menu - (Home)

- + Recipients
- + Applications
- + Review and Approval
- + Execution
- + Project Management
- + Funds Control
- + Funding Adjustments
- + Civil Rights
- + TEAM Administration
- + Dynamic Query
- + Charter Registration
- + Static Reports
- + TEAM Documentation
- + ARRA Reporting: 1201
- + Security Questions/Answers
  - ▣ Help Desk Information
  - ▣ **Exit**

# Summary Page & Dashboards

- When you select a Record, you will land on the summary page. It provides an overview of the record.
- Records also have dashboards that are summary views of information included in the record. Some dashboard views include links to records.

The screenshot shows the FTA TrAMS interface. The top navigation bar includes 'News', 'Tasks (2)', 'Records' (highlighted), 'Reports', and 'Actions'. The left sidebar contains a 'Summary' section with a red bracket, listing: News, Related Actions, Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area displays the breadcrumb 'Records / Recipient Organization' followed by the record title 'Transportation, Wisconsin Dep'. Below this is the 'TrAMS Profile Information' section with the following details:

Recipient ID	1245
Recipient Acronym	WISCONSIN DOT
Recipient Alias	WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
Recipient Cost Center	78500
Is State DOT?	Yes
Recipient OST Type	State Agency
Is Designated Recipient?	Yes

In your Organizational Profile you have dashboards to display users, your locations or congressional districts, etc...

# Sidebar Menu and Filters

The sidebar or left navigation, changes depending on the tab and action you are taking. In the first example it populates a menu and the second filters to narrow down a list.

The screenshot shows the 'Records' tab selected in the top navigation bar. The sidebar on the left contains a 'Summary' section with a dropdown arrow, followed by a list of navigation items: News, Related Actions, Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area displays the breadcrumb 'Records / Recipient Organization' and the title 'Transportation, Wisconsin Dep'. Below this is the 'TrAMS Profile Information' section, which lists various fields and their values: Recipient ID (1245), Recipient Acronym (WISCONSIN DOT), Recipient Alias (WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT), Recipient Cost Center (78500), Is State DOT? (Yes), Recipient OST Type (State Agency), and Is Designated Recipient? (Yes).

The screenshot shows the 'Records' tab selected in the top navigation bar. The sidebar on the left contains a search box labeled 'Search Applications / Awards' and a list of filters: 'All', 'Pre-Award Status' (with sub-items: In-Progress, In-Progress / Returned to Grantee, Transmitted / Ready for FTA Review, and More...), and 'Post-Award Status' (with sub-items: Active (Executed), Deobligation Required, Active / Budget Revision In-Progress, and More...). The main content area displays the breadcrumb 'Records / Recipient Organization' and the title 'Applications / Awards'. Below this is a list of application records, each represented by a blue diamond icon with a document symbol.

# Searching in TrAMS - DEMO

1. Records Tab Search for Applications/Award
2. Actions Tab Search for Applications/ Awards
3. Recipient Profile Dashboard View
4. Points of Contacts (Search/ View and Excel Report)
5. Watch how the sidebar/left navigation options change
6. We will go into more detail in future sessions; today just the basics!

# Search Functionality

You will have different views if you work with one organization versus multiple organizations. Actions Tab Search Applications/ Awards for one organization view is below, there is no field for recipient ID since this user only belongs to one organization – TrAMS has already associated the user to the organization .

Records Reports **Actions** Rebecca RTA Appian

**Application | Search Applications**  
Enter one or more of the following search criteria to find an existing application.

**Application Search Criteria**

Fiscal Year	Any	Application Name	
	Select obligation fiscal year for application		Enter all or part of an application name
Federal Award ID Number (FAIN)		Application State	
	Enter federal award ID number		Enter state abbreviation for application
Section Code		Application Status	Any
	Enter two-digit section code for application funding source		Select application status

Search Cancel

# Search Functionality

In this view of Action Tab Search for Applications/Awards the user is associated with multiple organizations so a field displays; you must enter an ID for TrAMS to identify which organizational information you want to view.

Records Reports **Actions** Brother Masterson - Appiar

## Application | Search Applications

Enter one or more of the following search criteria to find an existing application.

### Recipient Search Criteria

Recipient ID   
Enter four-digit recipient ID

Recipient Name   
Enter all or part of a recipient's legal business name

### Application Search Criteria

Fiscal Year    
Select obligation fiscal year for application

Federal Award ID Number (FAIN)   
Enter federal award ID number

Section Code   
Enter two-digit section code for application funding source

Application Name   
Enter all or part of an application name

Application State   
Enter state abbreviation for application

Application Status    
Select application status

# Use Dashes & Hit Enter!

In TrAMS in search fields you must include the dash. Also that little magnifying glass is just an icon, use the enter function on your keyboard.

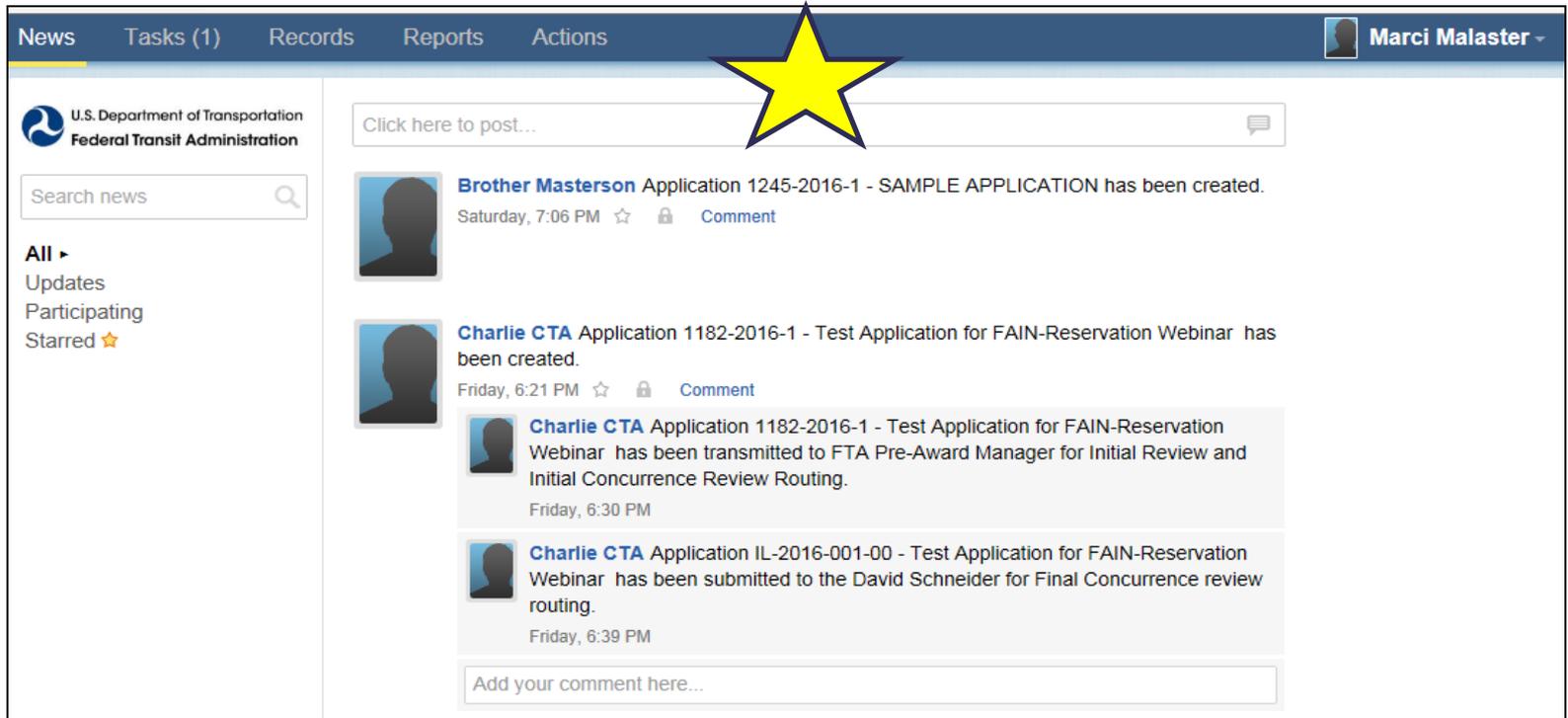


The screenshot shows the 'Records' tab selected in the TrAMS interface. A red box highlights the search area, which includes the FTA logo, the text 'U.S. Department of Transportation Federal Transit Administration', and a search input field containing 'Search Applications / Awar' with a magnifying glass icon. Below the search bar, there are sections for 'Pre-Award Status' and 'Post-Award Status'. The main content area displays three application entries, each with a document icon, a title, and details like 'Grantee Name', 'Current Status', and 'Last Updated Date'.

Application ID	Grantee Name	Current Status	Last Updated Date
1245-2016-1   SAMPLE APPLICATION	Transportation, Wisconsin Department Of	In-Progress	Feb 06, 2016
OH-57-X056-01   FY 2013 New Freedom Grant - 2014 Program	OHIO DEPT. OF TRANSPORTATION	In-Progress	Jan 29, 2016
OH-18-X032-00   Section 5311 Grant Program for CY 2012	OHIO DEPT. OF TRANSPORTATION	Active (Executed)	Jan 27, 2016

# I'm "Working"

Around the middle of the screen at the top you will see the words "Working" or Actions Successfully Completed. Working means it is completing the action you just took, therefore wait for the working to stop before you move onto another action.



The screenshot shows the FTA user interface with a navigation bar at the top containing 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. A yellow star is placed over the 'Working' text in the 'Actions' section. The main content area displays a list of application status updates:

- Brother Masterson Application 1245-2016-1 - SAMPLE APPLICATION has been created. Saturday, 7:06 PM
- Charlie CTA Application 1182-2016-1 - Test Application for FAIN-Reservation Webinar has been created. Friday, 6:21 PM
- Charlie CTA Application 1182-2016-1 - Test Application for FAIN-Reservation Webinar has been transmitted to FTA Pre-Award Manager for Initial Review and Initial Concurrence Review Routing. Friday, 6:30 PM
- Charlie CTA Application IL-2016-001-00 - Test Application for FAIN-Reservation Webinar has been submitted to the David Schneider for Final Concurrence review routing. Friday, 6:39 PM

# Tables/Grids: You can sort on any column, look for the little arrow.

## Recipient Information

Recipient ID  
1910

Recipient DUNS  
076147909

Recipient Name  
Madison, City Of

Acronym  
MADISON

## Applications

FAIN	Application Name	Last Updated By	Last Updated Date ↓	Status
<a href="#">WI-95-X052-00</a>	FY15 Surface Transportation Program		Sep 22, 2015	Active (Executed)
<a href="#">WI-04-0059-01</a>	CLOSE OUT AMENDMENT		Aug 04, 2015	Closed
<a href="#">WI-39-0001-01</a>	CLOSE OUT AMENDMENT		Jul 21, 2015	Closed
<a href="#">WI-16-X005-01</a>	FY13 -14 Section 5310 Enhanced Mobility		Jun 05, 2015	Active (Executed)
<a href="#">WI-79-1001-00</a>	Forward Madison UrbanFootprint		May 29, 2015	Active (Executed)
<a href="#">WI-04-0059-00</a>	SGR for Vehicle Rep, Farebox & Shelters		Feb 20, 2015	Closed
<a href="#">WI-90-X765-00</a>	FY2014 Sct 5307 PM, Bus, Misc. Cap., Plg		Jan 21, 2015	Active (Executed)

# Using the Calendar

Throughout TrAMS you will find calendars. You can easily type the date in the field, or use the calendar picker (click in field to populate). Note that it does not jump years, therefore pick your date and adjust as necessary.

<b>If Yes, Provide Date Submitted for State Review</b>	<input type="text" value="M/d/yyyy"/>																																																								
<b>Application Fin</b>	<table border="1"><thead><tr><th colspan="7">Feb 2016</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr></tbody></table>	Feb 2016							S	M	T	W	T	F	S	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12
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<b>Does your organization have delinquent Federal debt?</b>																																																									
<b>If yes, provide details</b>																																																									

# Selection Box

In many modules you will find check boxes, they are associated with data in the system. The selection either continues to another form to view or modify data, delete the data you selected or to populate a form to complete information associated with the selection.

### Recipient Details

Recipient ID  
1947

Recipient Name  
Southeastern Pennsylvania Transportation Authority - Septa

### Status History

<input type="checkbox"/>	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
<input type="checkbox"/>	EEO Program	Concur	2/21/2014	2/28/2014	12/24/2016	2/24/2017
<input type="checkbox"/>	DBE Program	Concur	5/24/2012	6/18/2012		
<input type="checkbox"/>	Title VI Program	Concur	1/21/2015	11/6/2015	2/1/2018	3/31/2018
<input type="checkbox"/>	DBE Goal	Concur	7/31/2014	9/29/2014	8/1/2017	9/30/2017

# Other FAQ

**Browser Back Button:** the internet browser back button, may work in certain sections within in TrAMS, but in more cases it will not. This is because TrAMS uses workflows which have a sequence of steps. The browser will not know your last step. Where it makes sense a Back Button was added to go back one step/screen.

**Numerical Fields:** Where dollar fields populate you are not required to type in the \$ or commas. After entering information click outside the field for the system to auto format field.

# TrAMS Navigational Buttons

- **There is no “Save” button.** Each module is intended to take you through a shorter sequence of steps and then save as you move to the next step of a workflow or to complete a workflow.
- **Green Buttons** is the generally the typical path to save and or move forward in a workflow.
- **Cancel button** generally means you do not want to complete an action.
- **Close button** generally means you are done, and you leave the page/screen.
- Some Buttons populate after you take an action to complete a workflow.

# TrAMS!

- ❖ TrAMS is a big system
- ❖ TrAMS is different
- ❖ Participate in Training
- ❖ Take a little time to get acquainted with TrAMS a training environment is coming soon!

# Need Help?

**Help Desk: (877) 561-7466**  
**[FTA.TrAMS.Help@DOT.GOV](mailto:FTA.TrAMS.Help@DOT.GOV)**

General Questions contact your FTA representative or Local Security Manager

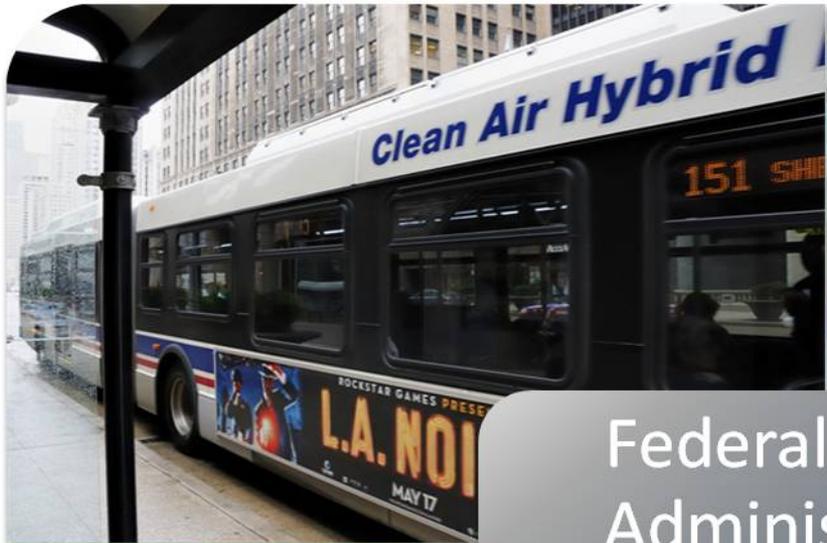
Be advised information contained in this presentation and the TrAMS system is subject to change as enhancements are made post deployment.

Please refer to the FTA TrAMS website for updates and corrections to materials.

Thank you for your participation and cooperation.

*[www.fta.dot/TrAMS](http://www.fta.dot/TrAMS)*





Federal Transit  
Administration  
[www.fta.dot.gov](http://www.fta.dot.gov)



**FTA**

FEDERAL TRANSIT ADMINISTRATION