

TrAMS User Manager Instructions

Follow these instructions to specify User Managers for the National Transit Database or TrAMS, using TEAM:

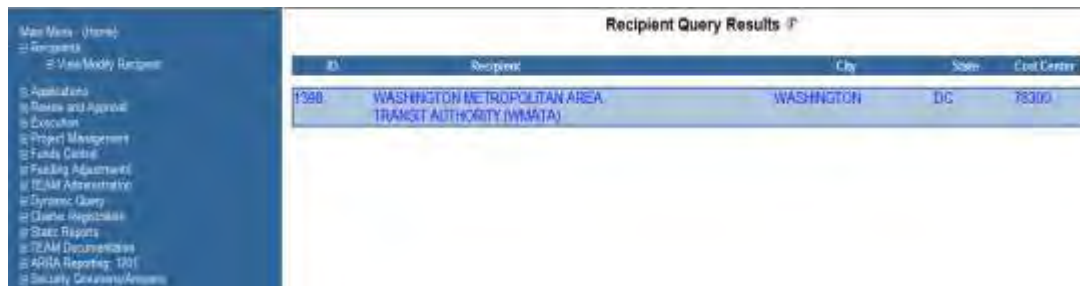
Identifying a new User Manager

1. Select the **Recipients** menu tab.
2. Type your organization's **Name** or TEAM **Recipient ID**.
3. Select **Submit Query**.



Once your Organization has populated:

4. Select the **View/Modify Recipient** option in the menu



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5. Select the **Contact Persons** tab.
6. Select Officers Titles from the Dropdown Menu
7. Select the **ADD** button to add a new contact.
8. Type **USER MANAGER--TRAMS** in the title field.
9. Type the **Name** and **ALL Contact Information** for the User Manager. Email and Phone number is essential
10. Check **Grants** in the set of "Contact For" checkboxes.
11. Click the Save Icon.
12. Select the Paperclip to upload the signed user manager document(s)
13. then Click on the Check Mark/OK button to Save and Close

View / Modify Recipient (WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA))

View / Modify Recipient

General | **Contact Persons** | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 1501 WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)

Officer Titles
[Add New Officer Title]

- SECRETARY OF TRANSPORTATION
LAHOOD, RAY
[Add New SECRETARY OF TRANSPORTATION]
- SECTION 5310 CONTACT
[Add New SECTION 5310 CONTACT]
- SECTION 5311 CONTACT
[Add New SECTION 5311 CONTACT]
- USER MANAGER**
Schneider
[Add New USER MANAGER]
- TRANSIT SERVICE PLANNER
NEDD, MR. CLEMENT L.
[Add New TRANSIT SERVICE PLANNER]
- [Add New Title]

Title: USER MANAGER

Last Name: Schneider

First Name/Initial: David

Street: 1200 New Jersey Avenue SE

City/State/Zip: Washington DC 20590 0

Phone Number:

Alternate Phone:

Fax Number:

Email: schneiderd@verizon.net

Website:

Contact For:

- ☒ CEO
- ☒ Grants
- ☐ DBE
- ☐ Title VI
- ☐ General ETA Issues
- ☐ MPD
- ☐ 504
- ☐ EEO
- ☐ Echo

Trusted sites | Protected Mode: Off

Repeat steps 5-11 to identify additional TrAMS user managers and/or NTD user manager. In Step 7, type USER MANAGER—TrAMS or USER MANAGER-NTD in the title field, as applicable.