FTA

FEDERAL TRANSIT ADMINISTRATION

# TrAMS and NTD User Access Update for FTA Recipients

Tuesday November 14, 2017

Thursday November 16, 2017

U.S. Department of Transportation

Federal Transit Administration

# Topics to be Covered

- User Information
- Manage Security Questions & Answers
- Manage PIN
- Create New User / Create Multiple Users
- Manage User Roles for an existing user
- Deactivate & Reactive Users
- Unlock users who are locked for 60+ days of inactivity
- Generate User Details Report
- System Record Features

# User Access and Resources on the FTA Website

NTD information can be found at https://www.transit.dot.gov/ntd

TrAMS information can be found at: http://www.transit.dot.gov/TrAMS

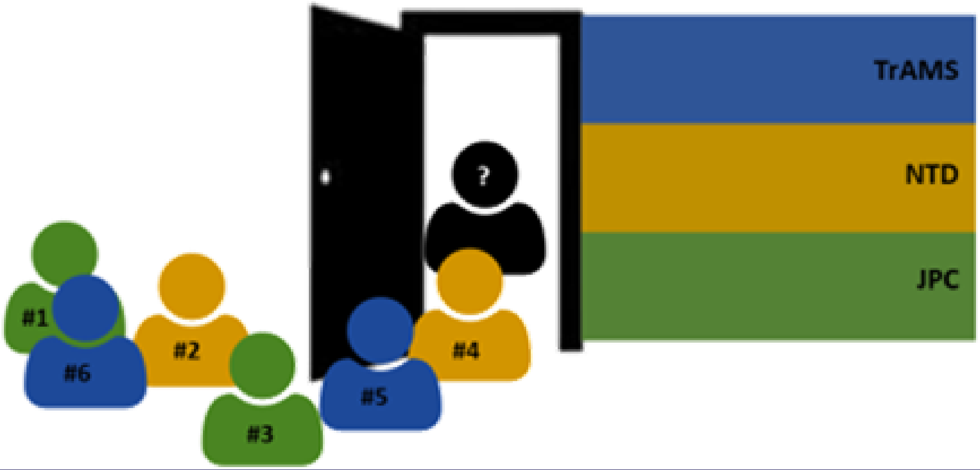
- A list of FTA Local Security Managers (LSM) in each FTA region and headquarters office.
- A handbook for recipient User Managers
- Instructions for how to request a User Manager for your organization.
- Delegation of authority templates for the User Manager and additional TrAMS roles.
- The TrAMS User Manual (updates coming soon)

# Additional Resources

- Slide deck and recordings for past trainings at http://www.fta.dot.gov/TrAMS
- Additional guidance documents and tip sheets on recent changes.
- Contact your FTA regional office for more information on any specific trainings they have planned for FY 18.
- For technical problems, contact the TrAMS help desk at fta.trams.help@dot.gov or 1-877-561-7466
- NTD help desk is NTDHelp@dot.gov or 1-888-252-0936

# What is FACES?

- FTA Access Control Entry System (FACES)
  - FACES is the "front door" that you have been walking through to access TrAMS and NTD
  - Your User Record is a part of FACES
  - Provides user authentication and management across all FTA systems
  - Ensures a consistent experience for all TrAMS and NTD users



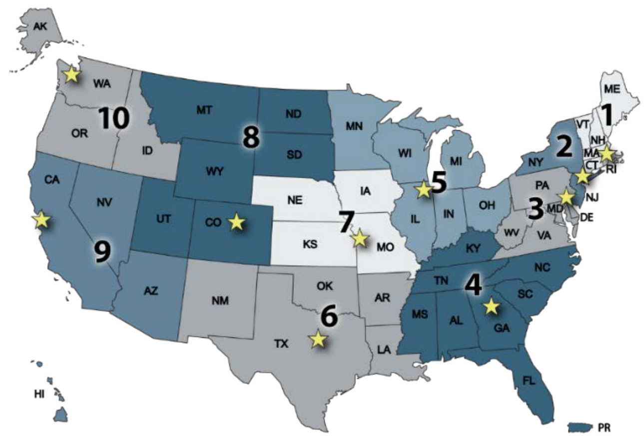
# FACES Highlights

- Most roles and business rules have NOT changed!
- Behind the scenes changes to make the system more robust
- Streamlined, Standardized, and More Flexible User Management
- New Audit trails (know who did what, when, and with what authority)
- Enhanced communication of user changes
- Additional Layers of Security (satisfy DOT policy requirements)
- More self-management options and fewer calls to the Help Desk!

New Terms!

# Key Terminology

| User Type | Role Category | TrAMS Roles (examples) | NTD Role (Examples) |
|---|---|---|---|
| **FTA** | Global Users | GSM<br>Help Desk | GSM<br>FTA<br>Signers/Viewers |
| | FTA Staff | LSM<br>Pre-Award Mgr. | LSM |
| | Validation Team | | Validation Analyst |
| **Organization** | Recipient | User Manager<br>Submitter | |
| | Reporter | | User Manager<br>Editor |
| **External** | Contractors | Contractor | Contractor |
| | Auditors | TrAMS Auditor | NTD Auditor |




Cost Center – The 10 FTA Regional Offices and 10 HQ Offices that work with local transit officials in developing and processing grant applications

# New User Roles

**FTA Roles**

- ✓ Global Security Manager (GSM)
  *Equivalent to having the LSM role in all Cost Centers (aka the "Super LSM")*
- ✓ Global Viewer
  *Equivalent to have the Read Only role in all Cost Centers*
- ✓ User Manager Supervisor (NTD)
  *Validation team member – creates Reporter UMs*

**Recipient Roles**

- ✓ JPC Procurement Officer (TrAMS)
  *only available to active FTA recipient organizations*

**External Roles**

- ✓ FTA Contractor
- ✓ Auditor
- ✓ DOL User Manager (TrAMS)

# FACES Capabilities

## What Can All Users Do?

### Reports

- Generate User Details Report

### User Record

- View User Record
- View User Details
- View User Roles
- View User History
- Edit Profile
- Manage PIN
- Manage Security Questions

### Actions

- Unlock My Account

# FACES Capabilities

**What Can User Managers, LSM/GSM Do?**

**User Managers**

- Deactivate User
- Reactivate User
- Create New User
- Create Multiple Users
- Manage Role Documentation
- Review Unlock Requests
- Unlock Account

**LSM/GSM**

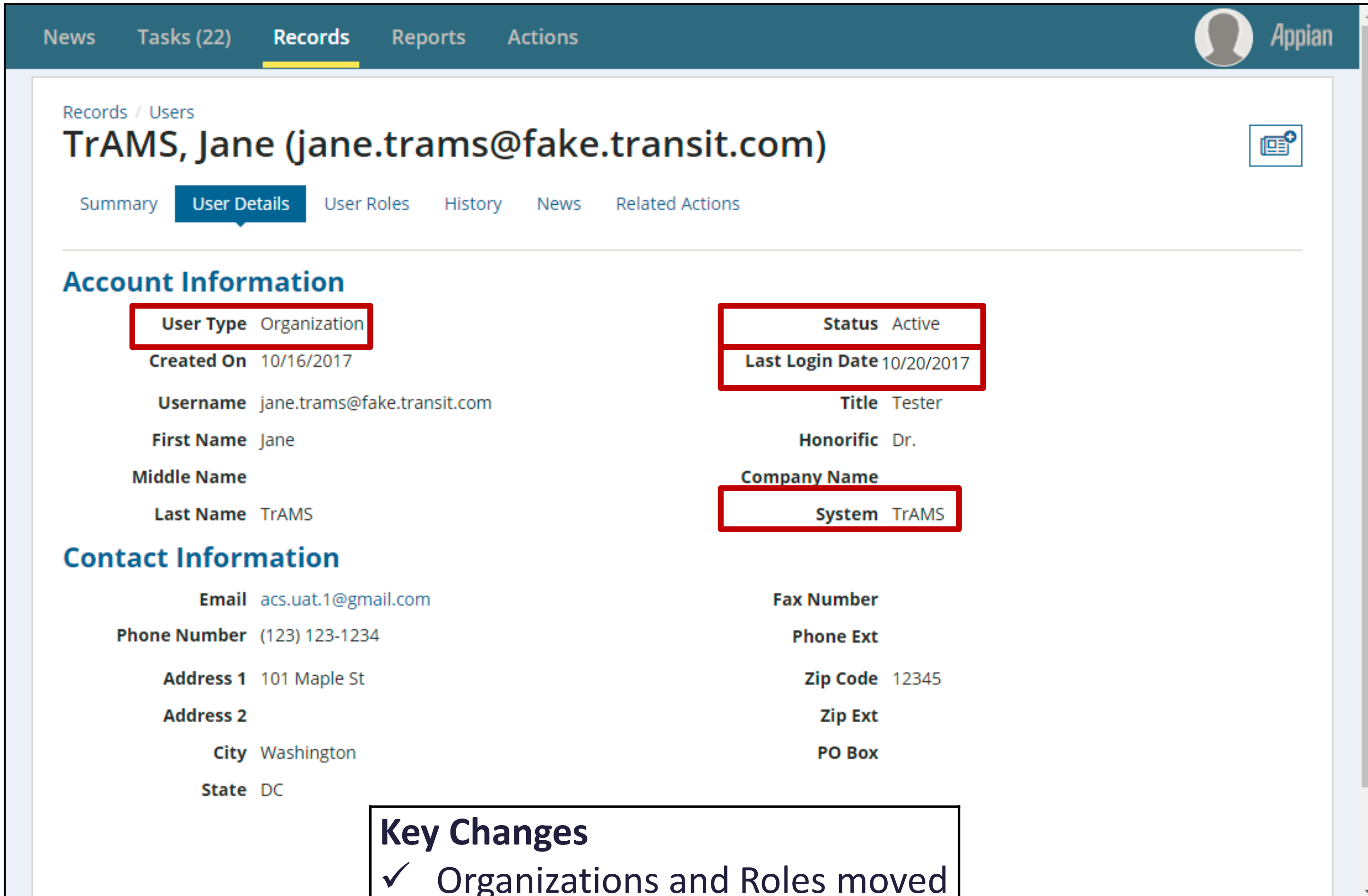
All User Manager Actions

+

- Review Role Requests

***Upcoming:***
*Recertification!*

# Dashboard: User Details




**Key Changes**

- ✓ Organizations and Roles moved to a new dashboard
- ✓ New fields: User Type, Status, Last Login Date, Systems

# Dashboard: User Roles (New!)

News Tasks (1) **Records** Reports Actions Appian

Records / Users

## TrAMS, Jane (jane.trams@fake.transit.com)

Summary | User Details | **User Roles** | History | News | Related Actions

### Roles

| Role | Role Category | System | Cost Center | Organization | Document | Status |
|---|---|---|---|---|---|---|
| JPC Procurement Officer | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |
| Official | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | Test Document 2 | Requested |

### User Managers for Jane TrAMS

| User's Managers | System | Cost Center | Organization |
|---|---|---|---|
| User Manager DEDOT | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) |
| User Manager WMATA | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) |
| Jon A. Strickland | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) |

**Key Features**

- ✓ Users roles & organizations with links to documentation
- ✓ User's managers with links to profile

# Dashboard: History (New!)

News | Tasks (22) | **Records** | Reports | Actions | Appian

## Role History

| Role | Role Category | System | Organization | Status | Comments | Change By | Date |
|---|---|---|---|---|---|---|---|
| Submitter | Recipient | TrAMS | 1740 - Salem Area Mass Transit District (SAMTD) | Approved | approved | david.schneider@dot.gov | 11/7/2017 |
| Official | Recipient | TrAMS | 1740 - Salem Area Mass Transit District (SAMTD) | Deleted | | brian.woodall@cherriots.org | 11/5/2017 |
| Submitter | Recipient | TrAMS | 1740 - Salem Area Mass Transit District (SAMTD) | Requested | | brian.woodall@cherriots.org | 11/4/2017 |
| Official | Recipient | TrAMS | 1740 - Salem Area Mass Transit District (SAMTD) | Approved | | david.schneider@dot.gov | 11/3/2017 |
| Attorney | Recipient | TrAMS | 1740 - Salem Area Mass Transit District (SAMTD) | Approved | | david.schneider@dot.gov | 11/3/2017 |

**5** items

## Account History

| Action Type | Reason | Comments | Change By | Date |
|---|---|---|---|---|
| Created | N/A | N/A | david.schneider@dot.gov | 11/3/2017 |

## Profile History

| Type | Old Values | New Values | Change By | Date |
|---|---|---|---|---|
| User Security | [Question1 : ] [Answer1 : ] [Question2 : ] [Answer2 : ] [Question3 : ] [Answer3 : ] [Security Question Reset Attempt : ] [Answer Attempt Date : ] [PIN Reset Attempt : ] [PIN Attempt Date : ] | [Question1 : 17] [Answer1 : ] [Question2 : 24] [Answer2 : ] [Question3 : 31] [Answer3 : ] [Security Question Reset Attempt : 0] [Answer Attempt Date : 11/8/2017 10:22 AM EST] [PIN Reset | Adrienne Cook | 11/8/2017 |
| User Address | [Address 1 : ] [City : ] [State : ] [Zip Code : ] | | | 11/3/2017 |

**Key Features**

- ✓ Visible to user and their managers
- ✓ Shows role and profile changes
- ✓ Shows account changes

# Related Actions: Self-Management

**Edit Profile**
Edit Profile

**Manage Security Questions**
Set or update account security questions

**Manage PIN**
Set or update security PIN

# Related Action: Edit Profile

**What's the same?**

- ✓ Edit Profile is a related action
- ✓ Users can self-manage their profile
- ✓ User cannot edit their email address
- ✓ User managers can manage their colleague's profiles
- ✓ No username changes


**What's changed?**

- ✓ A user's managers (UM, LSM, GSM) can edit the user's email address

# Related Action: Manage Security Questions


**What's the same?**

- ✓ Manage Security Questions is a profile related action
- ✓ Users can manage their own security Q&As
- ✓ Users select 3 distinct security questions and input 3 distinct answers

**What's changed?**

- ✓ Existing security questions must be correctly answered to choose new security Q&As
- ✓ Answers are case insensitive
- ✓ Answers must be at least 3 characters
- ✓ Maximum of 3 failed reset attempts per day
- ✓ Users notified when maximum reset attempts reached
- ✓ Users notified when security questions are successfully reset

**Your existing security Q&A's will work in new FACES.**

# Related Action: Manage PIN


**What's the same?**

- ✓ Manage PIN is a profile related action
- ✓ Users can manage their own PINs
- ✓ PINs are 4-digits (e.g. 1234)
- ✓ Users can reset their PINs using their existing PINS

**What's changed?**

- ✓ Only users with PIN roles can access the Manage PIN related action
- ✓ Users can reset their PINs using security questions
- ✓ Maximum of 3 failed resets per day
- ✓ Users notified when maximum reset attempts reached
- ✓ Users and their immediate managers notified when PIN is successfully reset

**All PINs will need to be setup in new FACES.**

# Action: Create New User


**What's the same?**

- ✓ Usernames must be emails
- ✓ User profile information is collected
- ✓ User roles are added
- ✓ Some roles require justification documents

**What's changed?**

- ✓ FTA Users have enhanced capabilities

# Action: Create New User

Step 1: Confirm Organization User Type (pre-populated field)

↓

Step 2: Select Username

↓

Step 3: Input User Details and Contact Information

↓

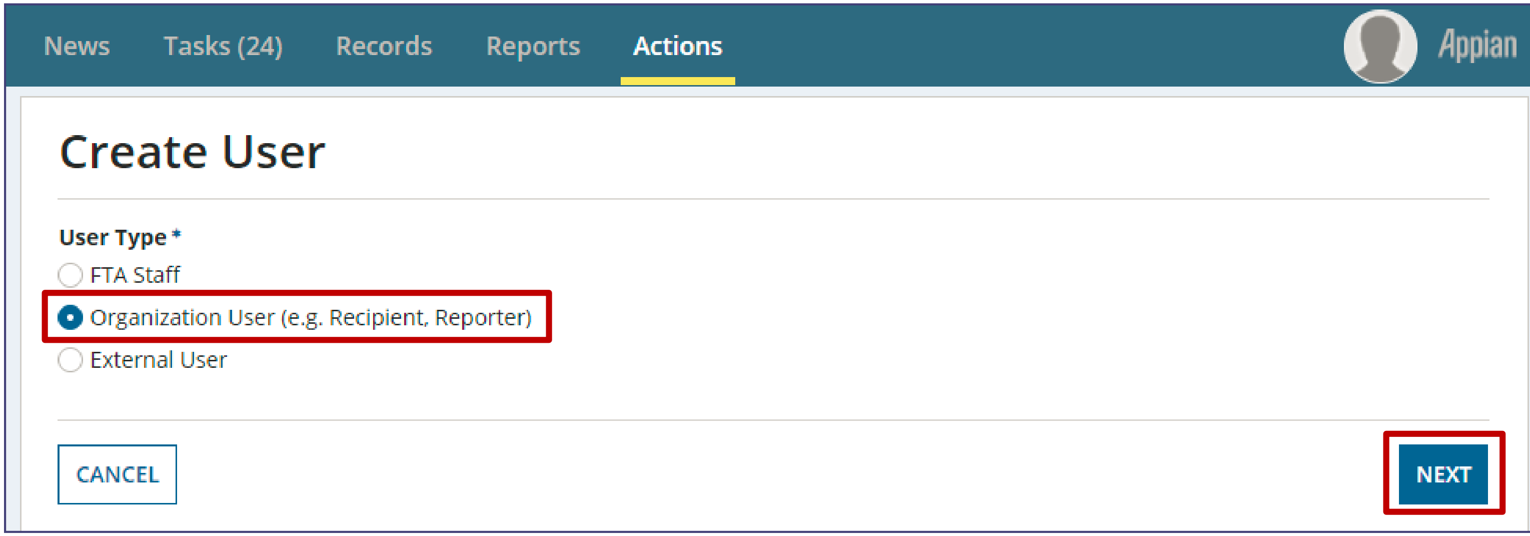
Step 4: Add User Roles, Selecting Justification Documents as Required

↓

Step 5: Create User
(Creation process make take a minute to complete.)

# Action: Create New User

**Step 1: ‘Organization User’ User Type is prepopulated**

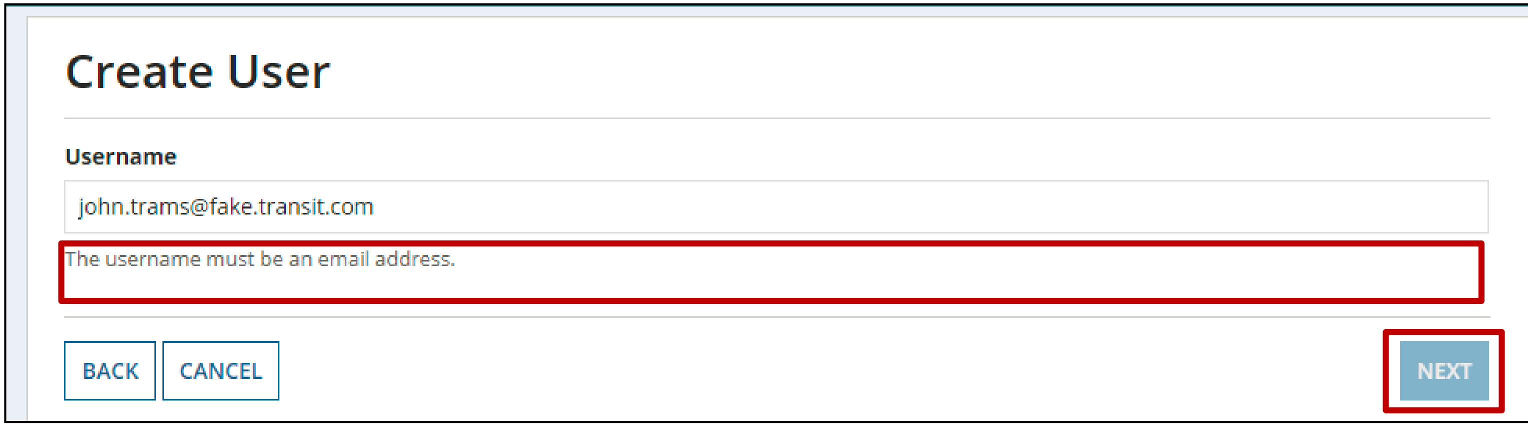



**Key Changes**

- ✓ **Organization UM -** can only create other organization users within their organization
- ✓ **FTA Supervisors** can only activate FTA Users within their cost center
- ✓ **LSM** - can only activate FTA users, create Organization and Contractor Users
- ✓ **GSM** - can activate/create users of any type

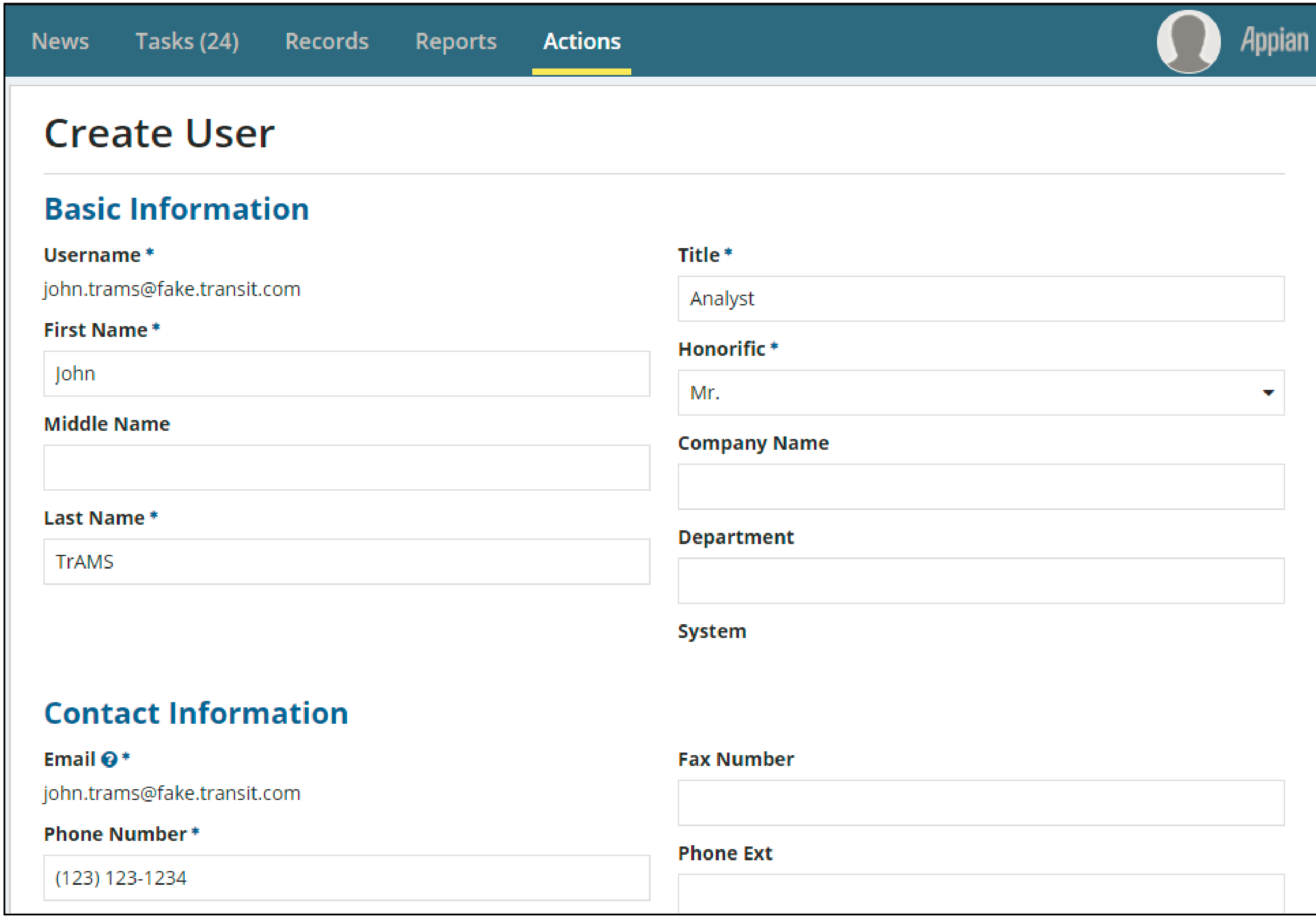
# Action: Create New User

**Step 2: Input Username**

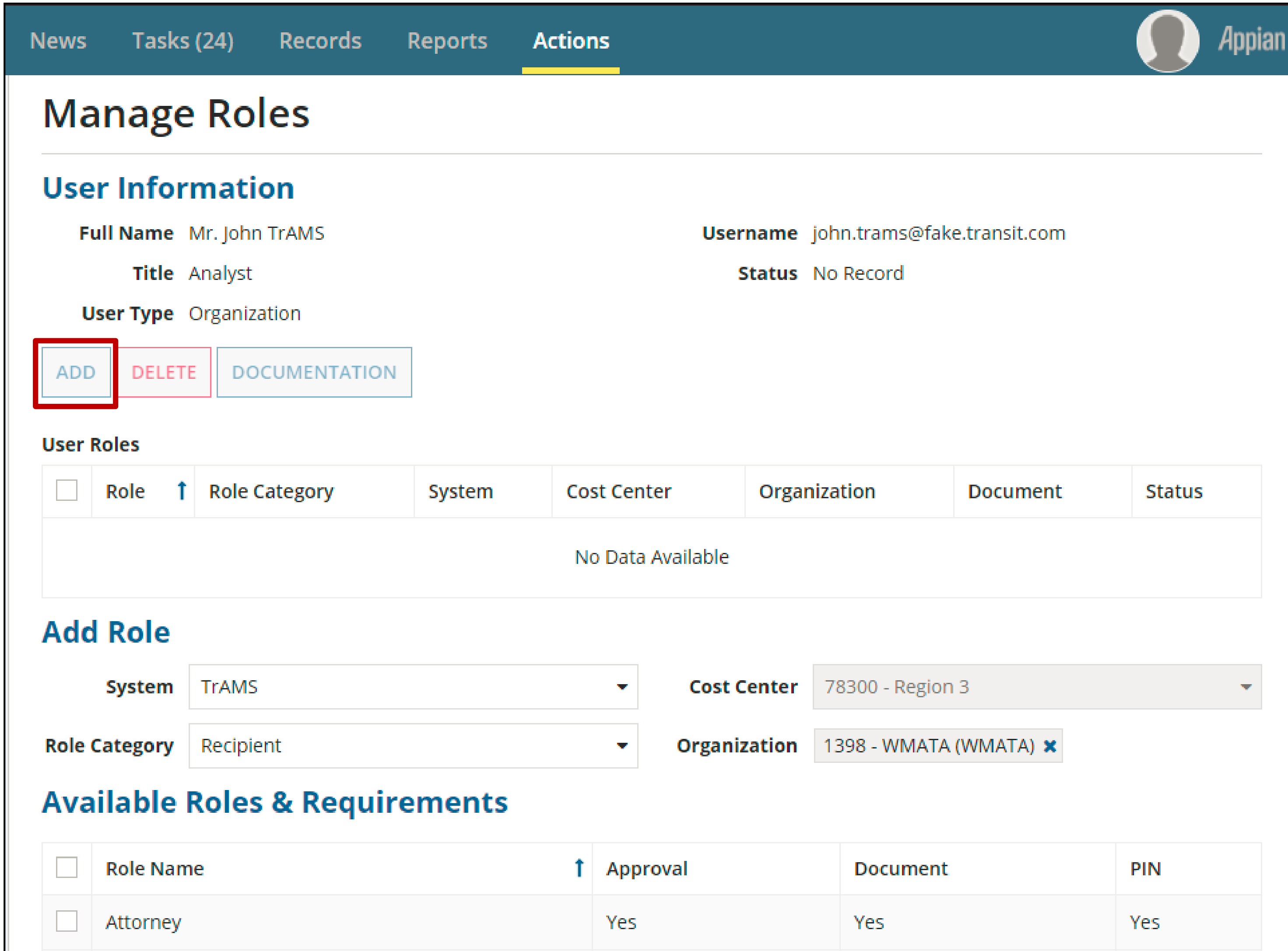


# Action: Create New User

**Step 3: Input user details and contact information**

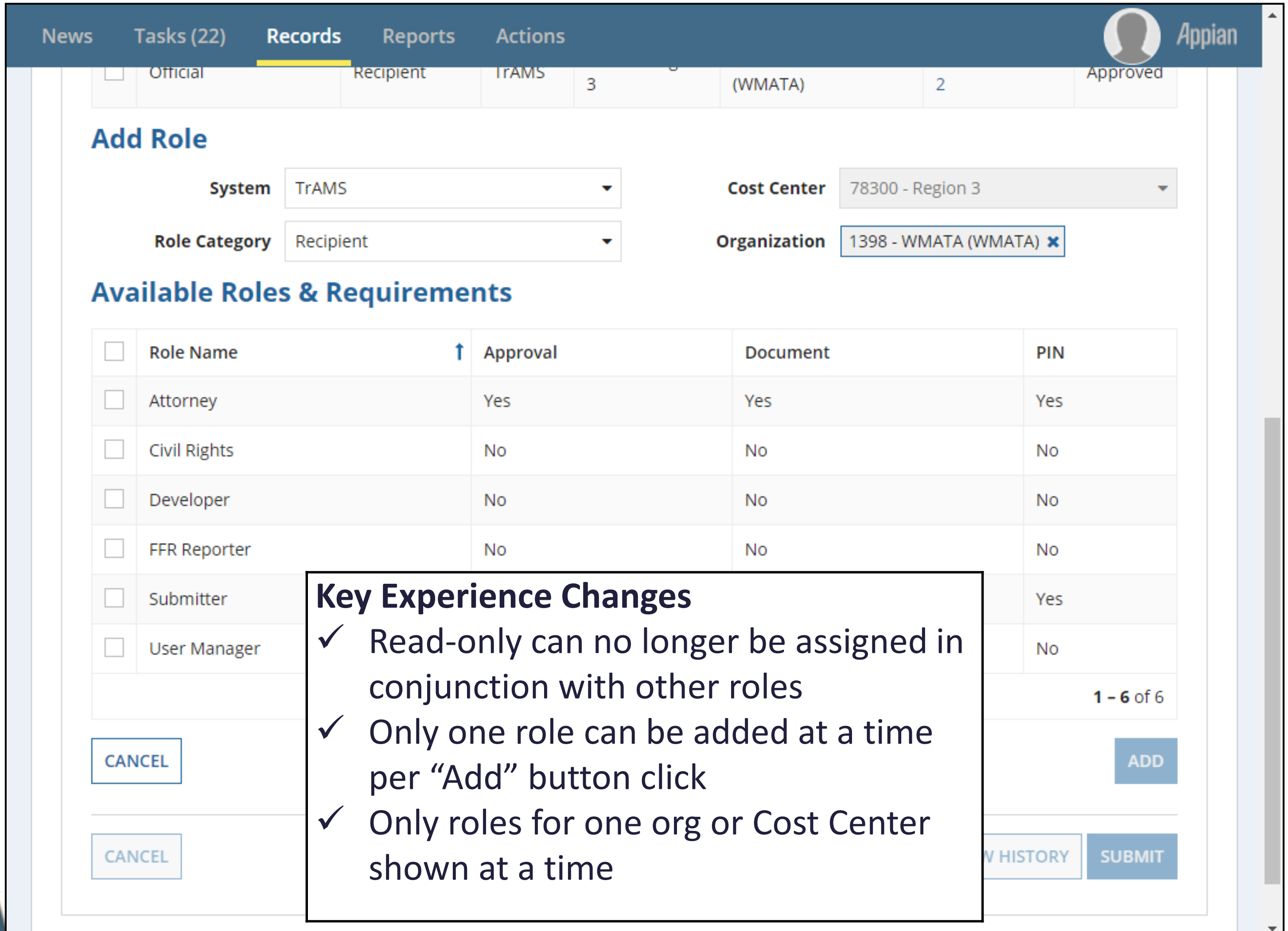


# Action: Create New User




**Step 4: Select user roles**

# Create New User




**Key Experience Changes**

- ✓ Read-only can no longer be assigned in conjunction with other roles
- ✓ Only one role can be added at a time per "Add" button click
- ✓ Only roles for one org or Cost Center shown at a time

FTA
FEDERAL TRANSIT ADMINISTRATION

# Create New User

News | Tasks (22) | **Records** | Reports | Actions | Appian

| | | | | | | |
|---|---|---|---|---|---|---|
| Officer | | | 3 | (WMATA) | | |
| MPR Reporter | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |
| Official | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | Test Document 2 | Approved |

## Add Justification Document

**Available Documents**

Select one of the available role justification documents. Additional documents may be uploaded via the 'Manage Role Documentation' button.

| Document Name | Description | Uploaded Date | Uploaded By |
|---|---|---|---|
| ACS-85 Justification Document | This is a sample Justification Document uploaded or use with the role. | 9/19/2017 4:54 PM EDT | echeng |
| Sample Upload from new Add Document section | This document is used as a sample only. | 9/13/2017 12:06 PM EDT | echeng |
| ACS-68 User Guide | Test: ACS-68 User Guide | 9/11/2017 3:33 PM EDT | rnelvoy |
| ACS-95 User Guide | Test Document | 9/11/2017 8:27 AM EDT | mschmitt |
| Test Document 2 | Test documentation | 9/8/2017 3:36 PM EDT | mschmitt |

**1 – 5** of 13

UPLOAD NEW DOCUMENT

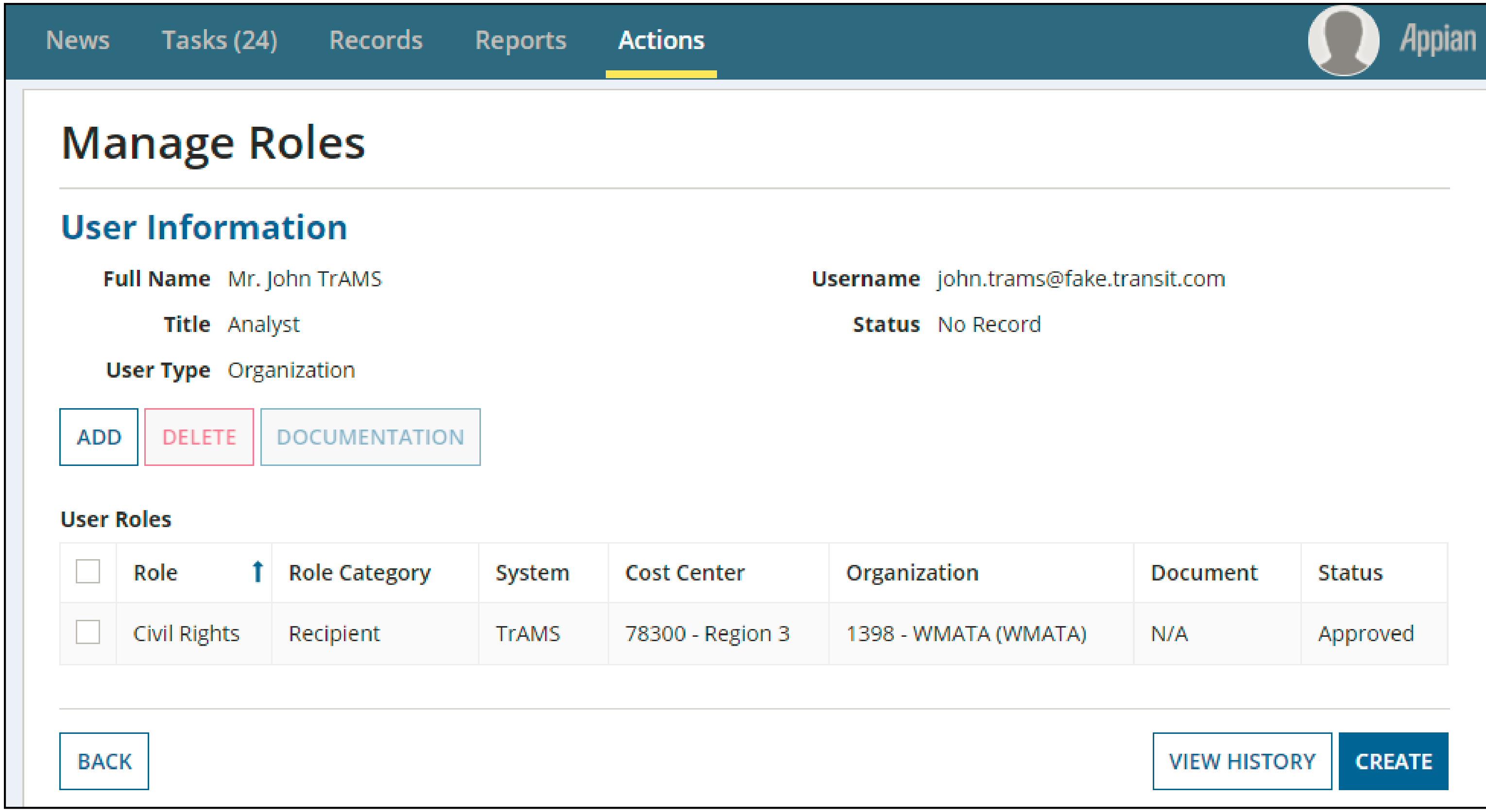
**Role Comments**

**Key Experience Changes**

- ✓ Documentation uploads/adds completed on same form
- ✓ Can reuse justification documents
- ✓ Comments can be added to each role

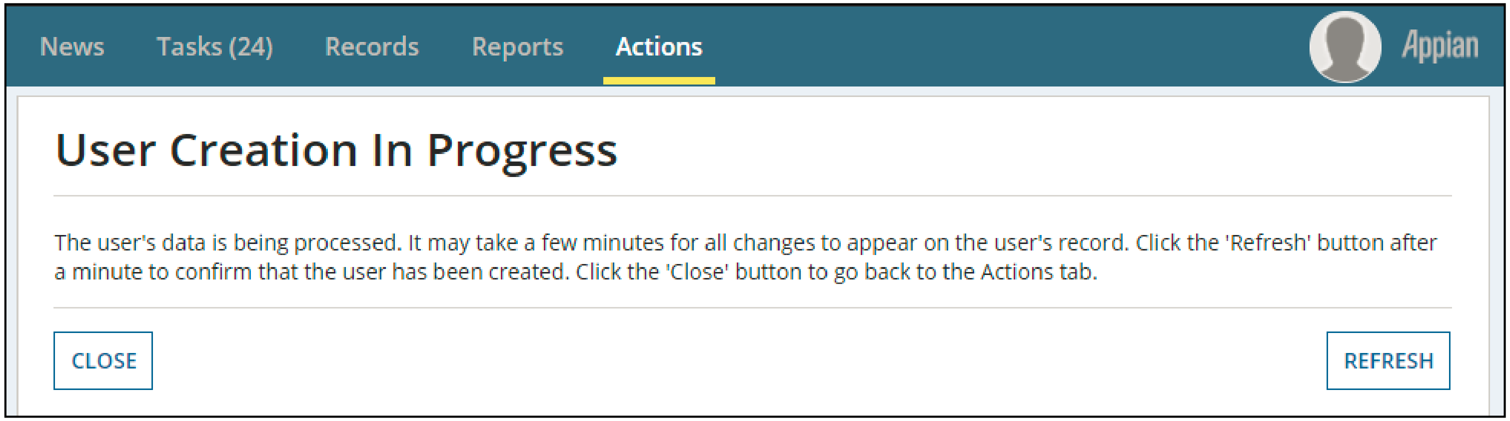
# Action: Create New User

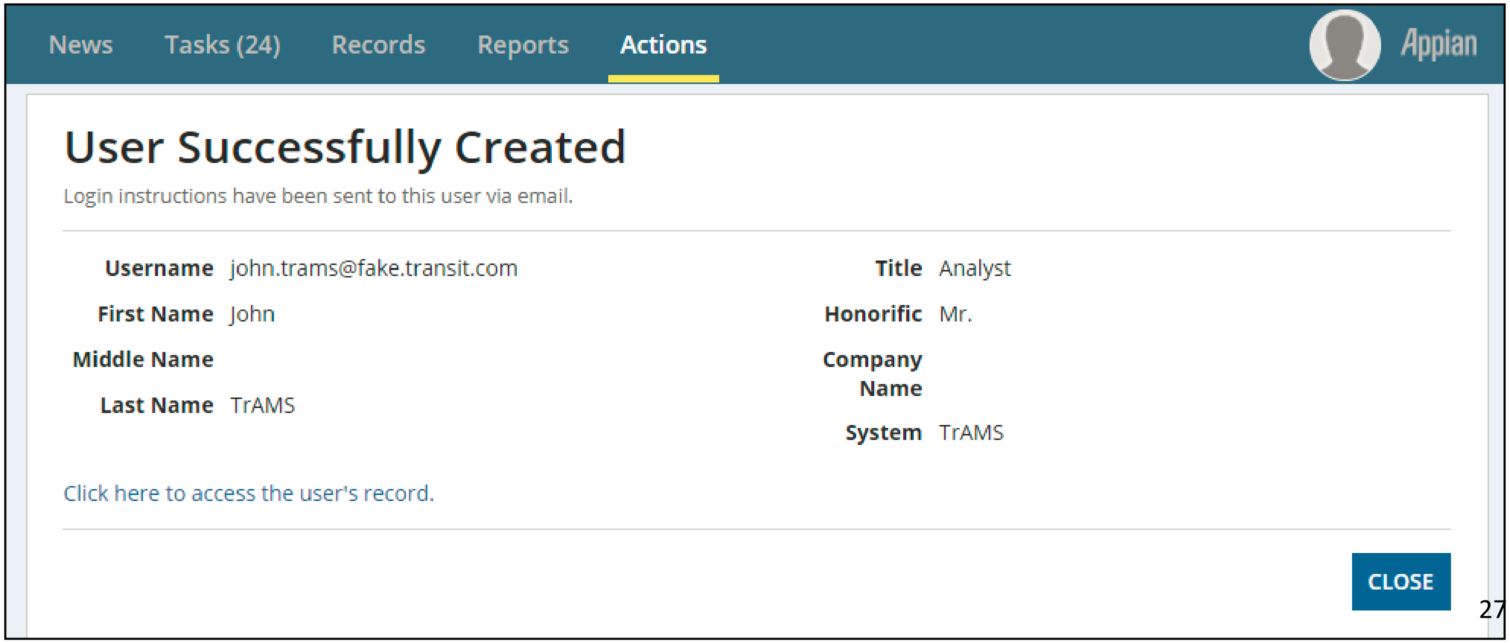
**Step 5:**
**Click Create**




FTA
FEDERAL TRANSIT ADMINISTRATION

# Action: Create New User



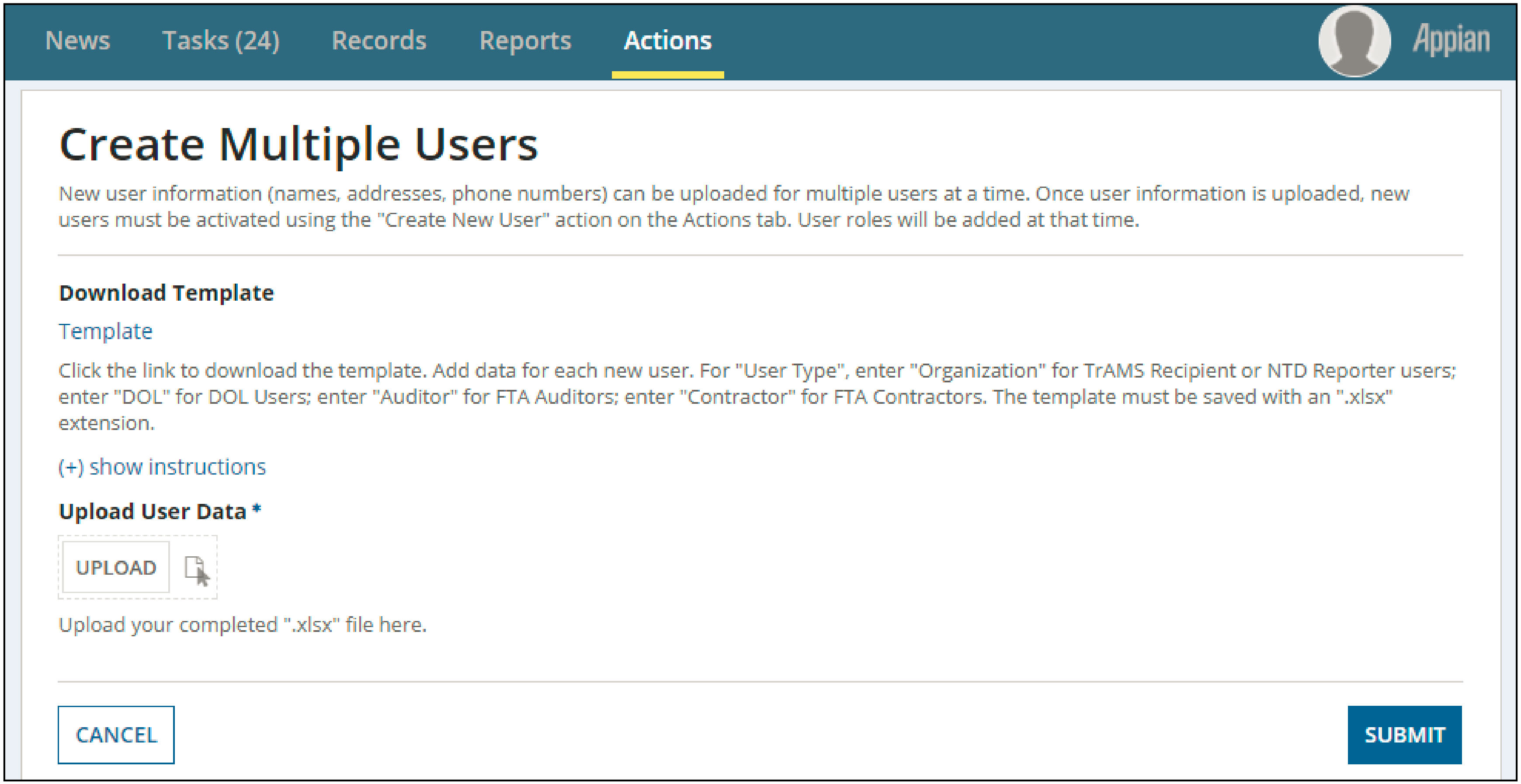



# Action: Create Multiple Users

**Create Multiple Users** ☆
Upload Information for Multiple New Users

| | |
|---|---|
| **What's the same?** | ✓ User data for multiple users can be bulk imported |
| **What's changed?** | ✓ Template is now an Excel file (not .cvs)<br>✓ Additional validations are in place<br>✓ Error messages are clearer<br>✓ User records not active until roles are added |
| **Why does this action exist?** | ✓ This action is useful for adding a suite of new users (e.g. a new Recipient organization) |

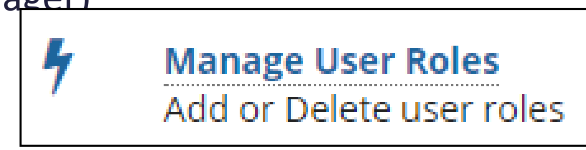
# Action: Create Multiple Users



# Related Action: Manage User Roles

**What's the same?**

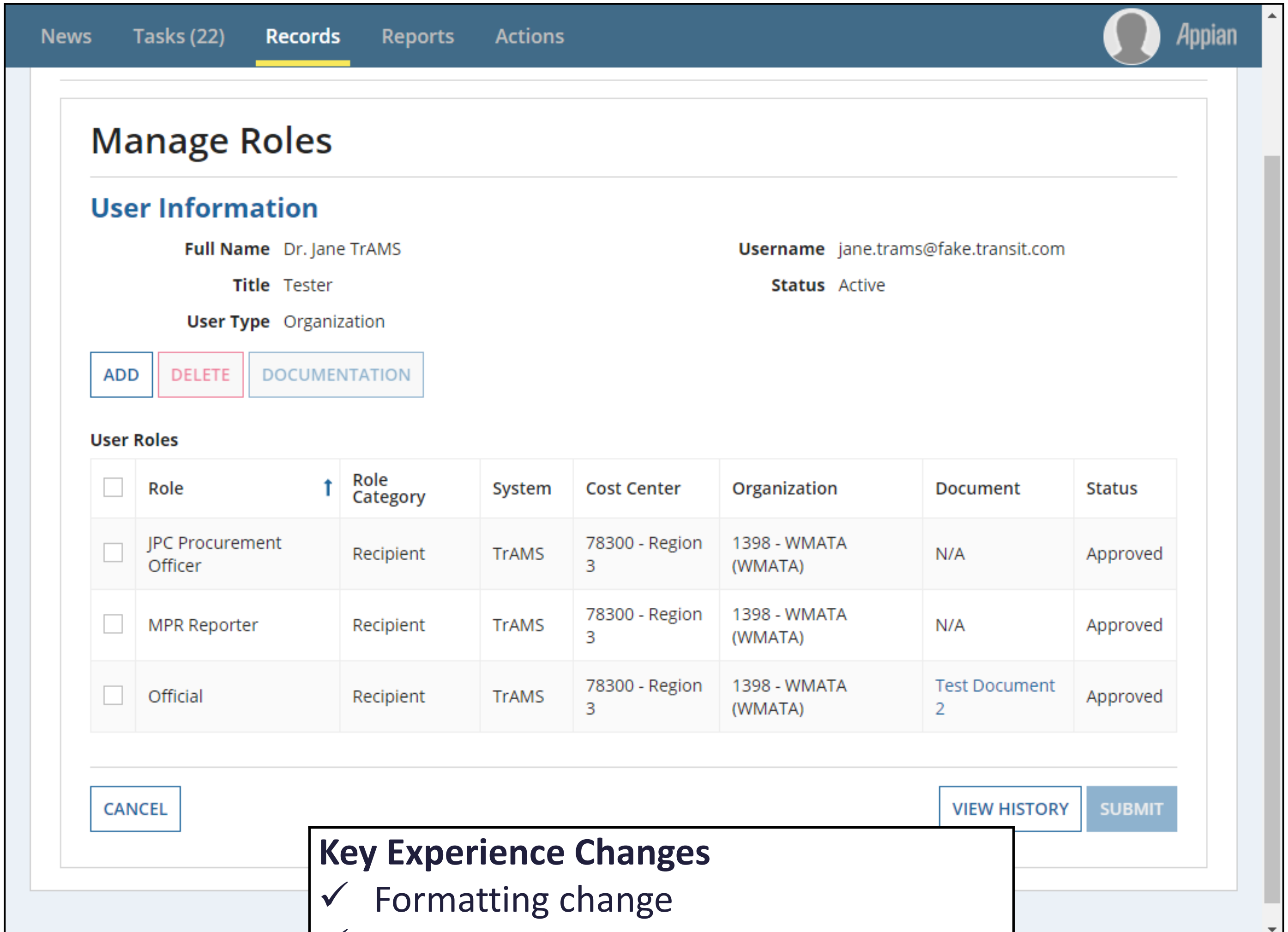
- ✓ Manage Roles is a profile related action
- ✓ UMs, Supervisors, LSMs manage colleague's roles
- ✓ Supporting documentation must be uploaded for elevated roles (e.g. Submitter, Attorney, Official, User Manager)
- ✓ Role change notifications sent to user




**What's changed?**

- ✓ New look and feel
- ✓ Concept of "Role Category" introduced
- ✓ Roles now have statuses (Requested, Approved)
- ✓ User Manager and JPC roles listed in Recipient role list (no longer added via related actions)
- ✓ Read-Only and actives roles not allowed in same organization
- ✓ Users and their account managers are notified of role changes
- ✓ Role changes result in audit entries on History page
- ✓ ***No user can manage their own roles***
- ✓ If all of a user's roles are removed, the user's account will be deactivated

# Related Action: Manage User Roles


News | Tasks (22) | Records | Reports | Actions | Appian

## Manage Roles

### User Information

**Full Name** Dr. Jane TrAMS

**Username** jane.trams@fake.transit.com

**Title** Tester

**Status** Active

**User Type** Organization

ADD | DELETE | DOCUMENTATION

**User Roles**

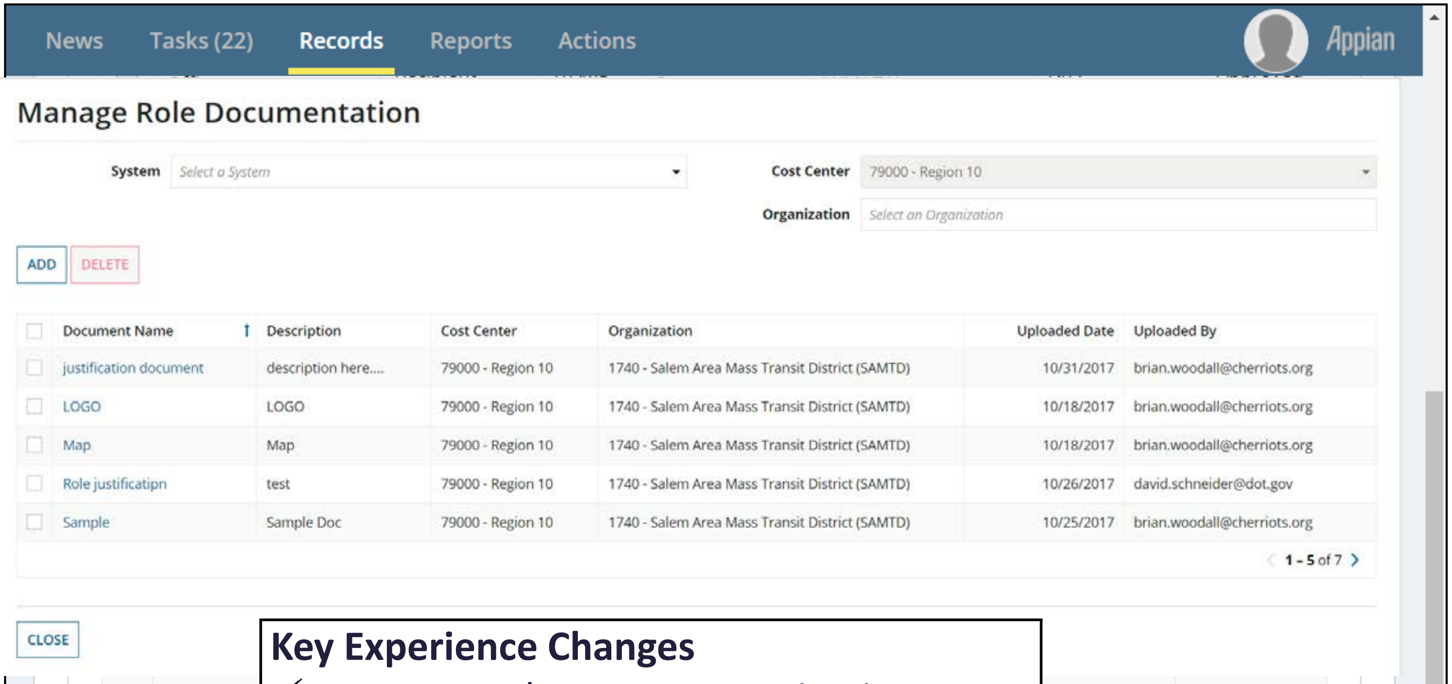
| | Role | Role Category | System | Cost Center | Organization | Document | Status |
|---|---|---|---|---|---|---|---|
| ☐ | JPC Procurement Officer | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |
| ☐ | MPR Reporter | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |
| ☐ | Official | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | Test Document 2 | Approved |

CANCEL | VIEW HISTORY | SUBMIT

**Key Experience Changes**

- ✓ Formatting change
- ✓ Concept of role category introduced

# Action: Manage Roles Documentation




**Key Experience Changes**

- ✓ Manage Roles Documentation is an Action
- ✓ Can reuse justification documents

# Related Action: Deactivate User

**What's the same?**

- ✓ Deactivate User is a profile related action
- ✓ UMs, LSMs can access for users within purview
- ✓ Deactivated users cannot log in to the system


**What's changed?**

- ✓ New look and feel
- ✓ Form shows roles within management purview
- ✓ Form shows user's active tasks
- ✓ Deactivation requires a comment (appears on History page)
- ✓ UMs, LSMs, GSMs can only deactivate users whose roles are all within authority
- ✓ All of a user's roles are deleted
- ✓ Affected users and his/her user managers receive email notification at time of deactivation
- ✓ Deactivated user records are visible to the user's former UMs, LSMs, GSMs

# Related Action: Deactivate User

News Tasks (22) **Records** Reports Actions Appian

## Deactivate User

### User Information

**Full Name** Ms. Jane TrAMS
**Title** Analyst
**User Type** Organization
**Username** wmata.mprreporter@fake.com
**Status** Active

**User's Roles In Your Organizations**

| Role | System | Cost Center | Organization |
|---|---|---|---|
| JPC Procurement Officer | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) |
| MPR Reporter | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) |

**User's Tasks In Your Organizations**

| Tasks |
|---|
| Set Security Q&As |

### Deactivation

**Comments** *

This is a sample deactivation.

CANCEL MANAGE ROLES DEACTIVATE

**Key Experience Changes**
- ✓ Form shows user's roles and tasks
- ✓ Comment is required (visible on History)
- ✓ Error if additional roles not in purview
- ✓ Link to Manage Roles

# Related Action: Deactivate User (History)

News | Tasks (23) | **Records** | Reports | Actions | Appian

Summary | User Details | User Roles | **History** | News | Related Actions

## Role History

| Role | Role Category | Cost Center | Status | Comments | Change By | Date |
|---|---|---|---|---|---|---|
| MPR Reporter | Recipient | Region 3 | Deleted | Deleted during deactivation. | mpitluck | 10/17/2017 1:14 PM EDT |
| JPC Procurement Officer | Recipient | Region 3 | Deleted | Deleted during deactivation. | mpitluck | 10/17/2017 1:14 PM EDT |
| JPC Procurement Officer | Recipient | Region 3 | Approved | | mpitluck | 10/10/2017 12:47 PM EDT |
| MPR Reporter | Recipient | Region 3 | Approved | | wmata.usermanager@fake.com | 8/21/2017 5:16 PM EDT |

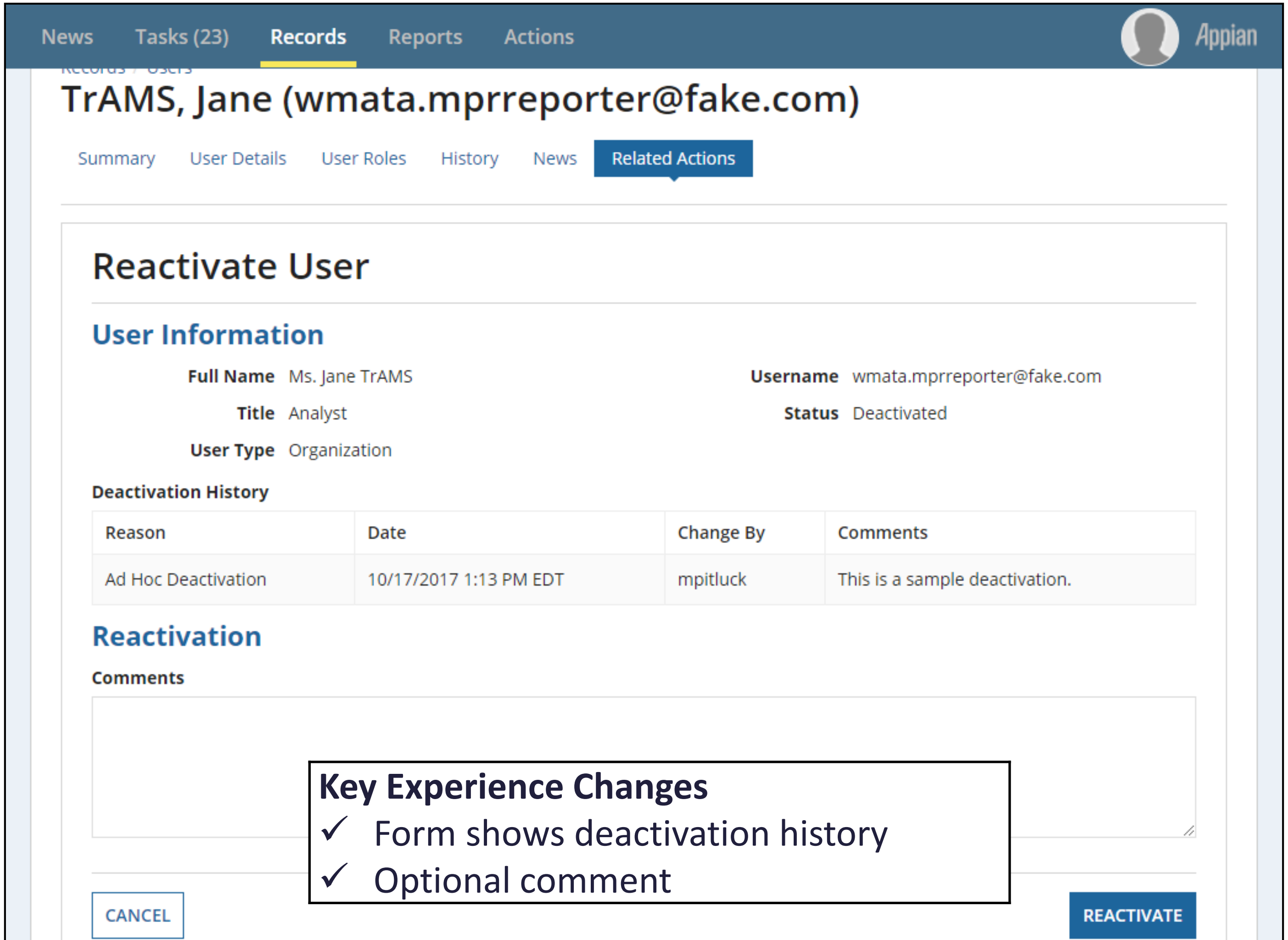
## Account History

| Action Type | Reason | Comments | Change By | Date |
|---|---|---|---|---|
| Deactivation | Ad Hoc Deactivation | This is a sample deactivation. | mpitluck | 10/17/2017 1:13 PM EDT |
| Created | New User | New User | wmata.usermanager@fake.com | 8/20/2017 8:00 PM EDT |

## Profile History

| Type | Old Values | New Values | Change By | Date |
|---|---|---|---|---|

# Related Action: Reactivate User


News Tasks (23) Records Reports Actions Appian

Records / Users

## TrAMS, Jane (wmata.mprreporter@fake.com)

Summary | User Details | User Roles | History | News | Related Actions

### Reactivate User

#### User Information

**Full Name** Ms. Jane TrAMS
**Title** Analyst
**User Type** Organization
**Username** wmata.mprreporter@fake.com
**Status** Deactivated

**Deactivation History**

| Reason | Date | Change By | Comments |
|---|---|---|---|
| Ad Hoc Deactivation | 10/17/2017 1:13 PM EDT | mpitluck | This is a sample deactivation. |

#### Reactivation

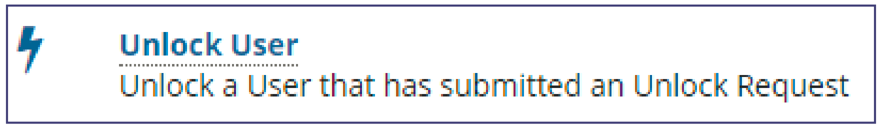
**Comments**

CANCEL REACTIVATE

**Key Experience Changes**

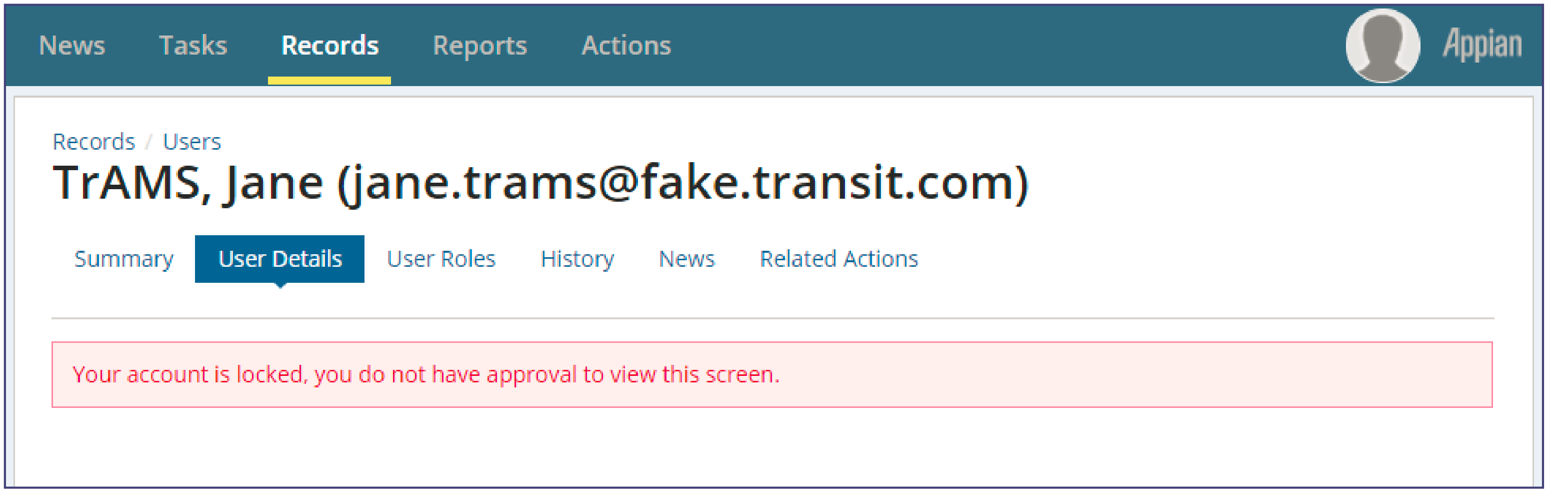
- ✓ Form shows deactivation history
- ✓ Optional comment

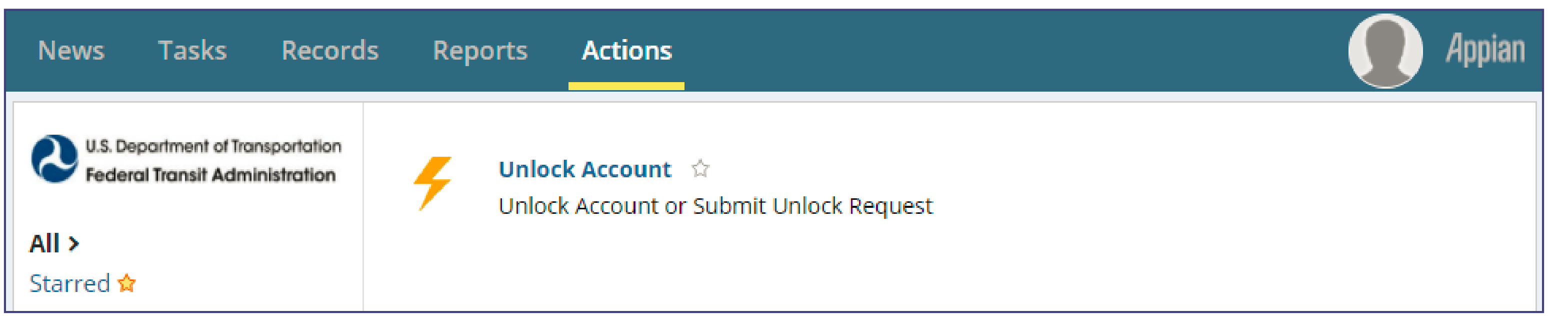
# Related Action: Unlock User (Updated!)




| | |
|---|---|
| **How does it work?** | ✓ A locked user submits an unlock request.<br>✓ Once the request is submitted, a new profile related action appears, Unlock User<br>✓ Related action remains visible as long as user is locked (even if request is rejected)<br>✓ Unlocking a user from this related action deletes existing lockout requests |
| **Why was this feature added?** | ✓ Provide alternate unlock method if unlock request is mistakenly rejected |

# Lockout: Locked User’s View



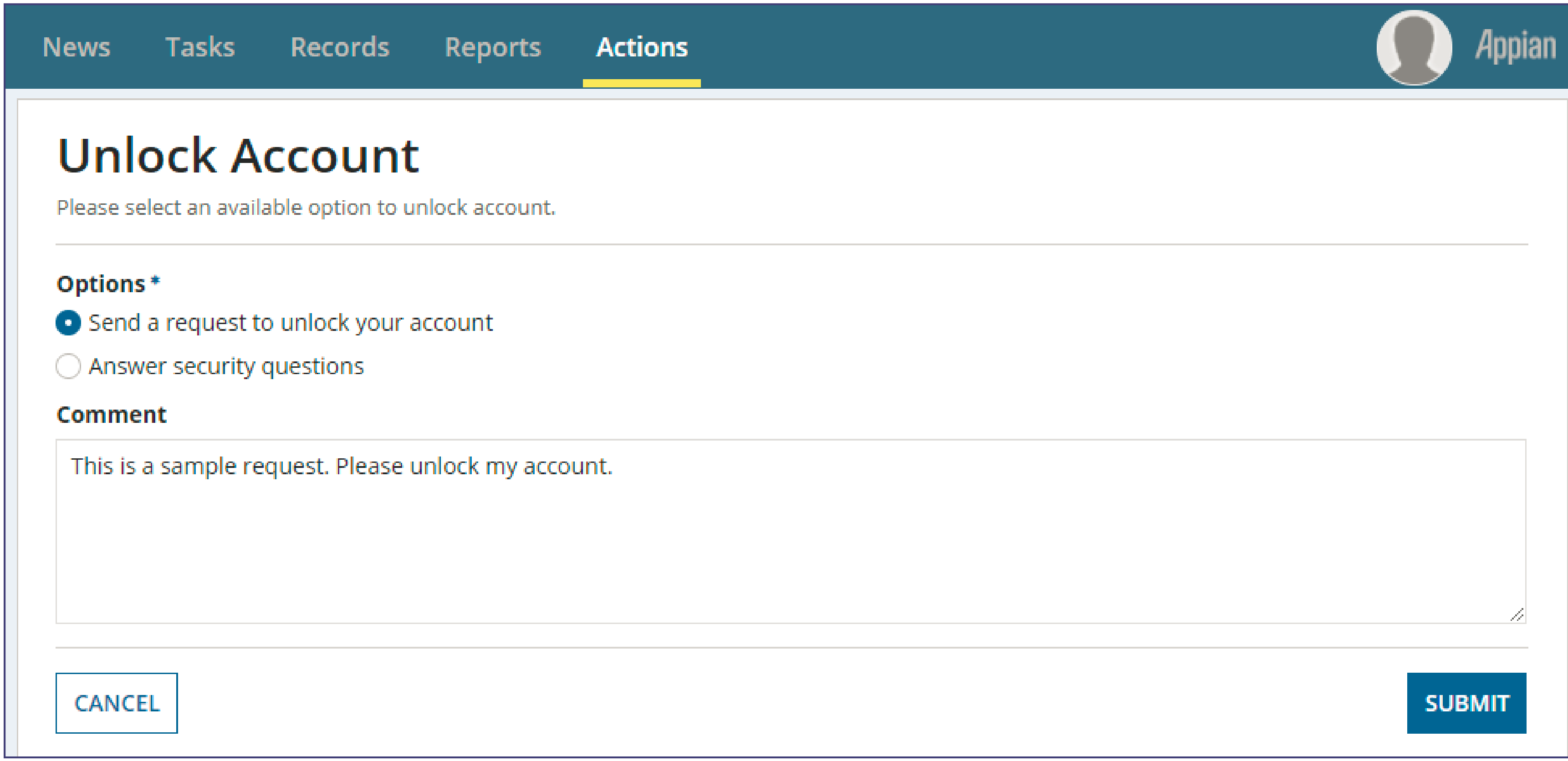
# Action: Unlock My Account (New!)

**Unlock Account** ☆
Unlock Account or Submit Unlock Request

**How does it work?**

- ✓ Provides to options to unlock account: Security Questions or Submit an Unlock Request
- ✓ Unlock requests go to immediate user managers
- ✓ Unlock request comments can be added
- ✓ Only one request can be sent per lockout
- ✓ Maximum 3 security question attempts per day
- ✓ A successful security question attempt will unlock the account and cancel any unlock requests

# Action: Unlock My Account



# Action: Review Unlock Requests (New!)

**Review Unlock Requests**
Approve or Reject Unlock Requests

| | |
|---|---|
| **How does it work?** | ✓ Unlock requests trigger email notifications to the appropriate UMs, LSMs, or GSMs<br>✓ Notification contain link to this action<br>✓ Review can approve or reject the request<br>✓ Approvals unlock the account, rejections only notify the user<br>✓ Users and their managers are notified via email of the decision |
| **Why the changes?** | ✓ UMs, LSMs can see all active requests at once<br>✓ LSMs and GSMs can step in if needed (e.g. when a UM is on vacation)<br>✓ Declutters task list |

# Action: Review Unlock Requests (New!)

News | Tasks (24) | Records | Reports | **Actions** | Appian

## Review Unlock Request

Click the name of a locked user to view the user's unlock request.

| Locked User | Username | Request On | Lock Date | Lock Reason |
|---|---|---|---|---|
| Jane TrAMS | jane.trams@fake.transit.com | 10/17/2017 9:40 PM EDT | 10/17/2017 9:29 PM EDT | Inactivity Lock |
| Rajiv Nelvoy | rnelvoy | 8/3/2017 10:09 AM EDT | 7/7/2017 9:28 AM EDT | ACS_CostCenter |

CLOSE

**Key Features**

- ✓ Lockout information provided
- ✓ Click user's name to review the request

# Action: Review Unlock Requests (New!)

News Tasks (24) Records Reports **Actions** Appian

## Review Unlock Request

You may 'Approve' or 'Reject' the request using the corresponding buttons. The user will be notified of your decision via email.

### User Information

**Full Name** Dr. Jane TrAMS

**Title** Tester

**User Type** Organization

**Username** jane.trams@fake.transit.com

**Status** Active (Locked)

**Roles**

| Role | Role Category | System | Cost Center | Organization | Document | Status |
|---|---|---|---|---|---|---|
| Official | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | Test Document 2 | Approved |
| MPR Reporter | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |
| JPC Procurement Officer | Recipient | TrAMS | 78300 - Region 3 | 1398 - WMATA (WMATA) | N/A | Approved |

**Request Comments**

This is a sample request. Please unlock my account.

### Reviewer Comments

Comments entered will be visible on the user's profile in the 'History' dashboard.

BACK REJECT APPROVE

**Key Features**

- ✓ User's name and roles are visible
- ✓ Request comments provided
- ✓ Reviewer can enter feedback

FTA FEDERAL TRANSIT ADMINISTRATION

# Report: User Details Report (New!)

**User Details Report**
View user login details, roles, and other data.

**How does it work?**

- ✓ Report contains user account details and roles information
- ✓ Dynamic form allows users to apply filters
- ✓ Recipient users can only see users in their organization(s)

**Why the changes?**

- ✓ Streamlines reports
- ✓ Provides better security of information

# Report: User Details Report (New!)

News Tasks (1) Records **Reports** Actions Appian

## User Details Report

### Report Filter Criteria

System: TrAMS

Role Category: TrAMS Recipient User

Cost Center: 79000 - Region 10 (TRO-10)

Organization Name/ID:

Role:

☑ Display individual Roles in Grid

User: Select an active user

Name: Search on First or Last name (whole or part)

Status: ☐ Active ☐ Locked ☐ Deactivated

CLEAR FILTER(S)

### Users

| Username | Name (Last, First) | System | Cost Center | Organization | Role | Last Login Date | Status |
|---|---|---|---|---|---|---|---|
| adrienne.cook@fake.com | Cook, Adrienne (Ms.) | TrAMS<br>TrAMS | TRO-10<br>TRO-10 | 1740 - SAMTD<br>1740 - SAMTD | Attorney<br>Submitter | | Active |
| allan.pollock@cherriots.org | Pollock, Allan (Mr.) | TrAMS<br>TrAMS | TRO-10<br>TRO-10 | 1740 - SAMTD<br>1740 - SAMTD | Official<br>Submitter | 10/20/2017 2:41 PM GMT+00:00 | Locked |
| andrea.jayavelu@fake.com | Jayavelu, Andrea (Dr.) | TrAMS | TRO-10 | 1740 - SAMTD | Read Only | 10/25/2017 2:59 PM GMT+00:00 | Active |
| bfetherston@fetherstonedmonds.com | Fetherston Jr, Ben (Mr.) | TrAMS | TRO-10 | 1740 - SAMTD | Attorney | 10/18/2017 2:21 PM GMT+00:00 | Active |
| brian.woodall@cherriots.org | Woodall, Brian (Mr.) | TrAMS | TRO-10 | 1740 - SAMTD | User Manager | 10/20/2017 3:07 PM GMT+00:00 | Active |

# Report: User Details Report (New!)

## Generated Excel Report

User Details Report for jane.trams@fake.transit.com at 2017-10-18 00.15.33 EDT.xlsx

Report Overview Tab

| | |
|---|---|
| System | TrIAD Platform - FACES Report |
| Report Title | User Access Report |
| Report Date | 10/18/2017 12:15 AM EDT |
| Filters Applied | System: TrAMS<br>Role Category: TrAMS Recipient User<br>Cost Center: 78300 - Region 3<br>Organization: 1398 - WMATA (WMATA)<br>Role: Civil Rights<br>User: N/A<br>Name: N/A<br>Status: N/A |
| Report Tabs | Users: This tab contains user account and contact data for users meeting the search criteria. There is one row per user.<br>Roles: This tab contains role data for each user on the Users tab. There is one row for each role currently assigned to a user. |

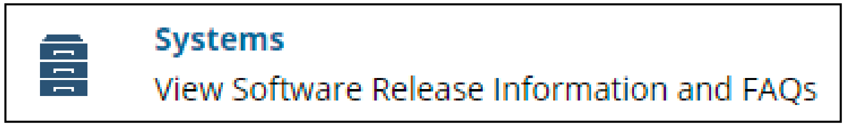
User Tab

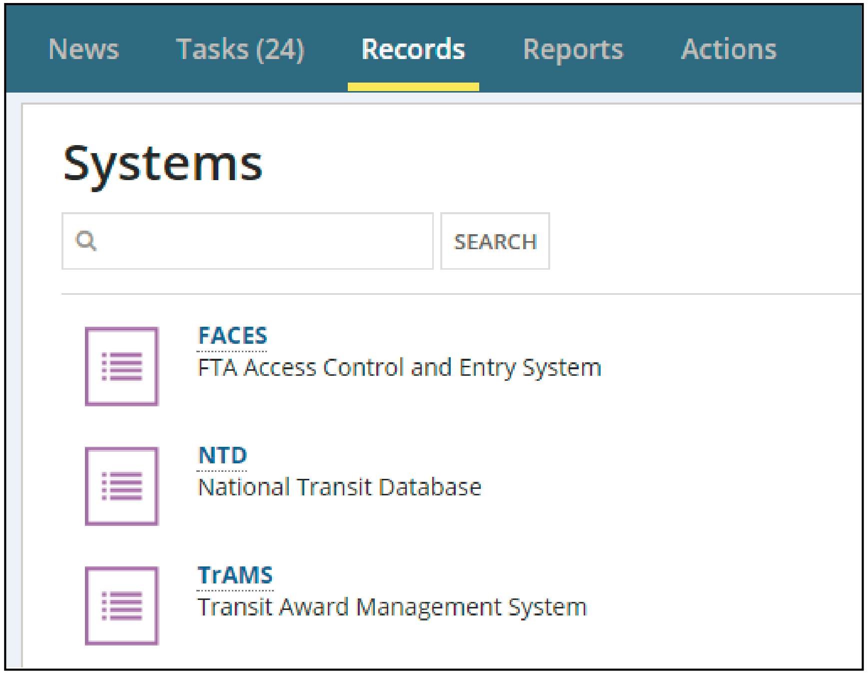
| Username | Name | Title | User Type | Email | Office Phone | Street Address | City |
|---|---|---|---|---|---|---|---|
| abel.ayala@dot.gov | Ayala, Abel | Program Management Specialis | FTA | Abel.Ayala@dot.gov | (817) 978-0560 | 819 Taylor Street Room 8A36 | Fort Worth |
| abhishek.koirala@dot.gov | Koirala, Abhishek (Mr.) | Student Trainee | FTA | abhishek.koirala@dot.gov | 206-220-7510 | 915 Second Avenue, Suite 3142 | Seattle |
| adam.stephenson@dot.gov | Stephenson, Adam | Progam Analyst | FTA | adam.stephenson@dot.gov | 213-202-3957 | 650 Capitol Mall, Suite 4-100 | Sacrament |
| alexandria.burns@dot.gov | Burns, Alexandria | | | | | | |
| andres.ramirez@dot.gov | Ramirez, Andres | | | | | | |
| angelica.salgado@dot.gov | Salgado, Angelica | | | | | | |
| ann.dolecki@dot.gov | Dolecki, Ann | | | | | | |
| annemarie.resnick@dot.gov | Resnick, AnneMarie (Ms.) | | | | | | |

Roles Tab

| Username | Role | Role Category | System | Cost Center | C |
|---|---|---|---|---|---|
| abel.ayala@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 6 | |
| abhishek.koirala@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 10 | |
| adam.stephenson@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 9 | |
| alexandria.burns@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 5 | |
| andres.ramirez@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 4 | |
| angelica.salgado@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 5 | |
| ann.dolecki@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 3 | |
| annemarie.resnick@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 3 | |
| arianna.valle@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 9 | |
| athena.medero@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 5 | |
| audrey.bredehoft@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 9 | |
| bernardo.bustamante@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 9 | |
| betty.jackson@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 3 | |
| betty.jackson@dot.gov | Post-Award Manager | FTA Staff | TrAMS | Region 9 | |

# System Record Features



# System Record Features

News Tasks **Records** Reports Actions Appian

Records / Systems

## TrAMS

**Summary** News Related Actions

### System Details

**Name** TrAMS

**Description** Transit Award Management System

**Current Version** 1.1.1

**Release Date** Feb 28, 2016

### Help Contacts

| Description | How To Access |
|---|---|
| TrAMS Help Desk | 1-877-561-7466 (local: 240-471-4462) or by email at FTA.TrAMS.Help@dot.gov |
| For additional help, reach out to your Regional Grant Manager for Assistance | List of Regional Grant Managers |

### Releases

| System | Version | Description | Release Date |
|---|---|---|---|
| TrAMS | 1.1.1 | Initial USA Spending | 2/28/2016 12:00 AM EST |


Federal Transit Administration

www.fta.dot.gov